Fiscal and Business Officers Meeting

Wednesday September 18, 2019
SP2 12.216
Agenda

• Welcome – Dr. Bernoussi
• Updates and Reminders
  • Academic Senate Procurement Working Group – Dr. Bernoussi
  • Purchasing Delegation Matrix – Dr. Bernoussi
  • Upcoming Upgrades – Dr. Bernoussi
  • MarketPlace Updates – Karol Miller
  • Cost Center Reconciliation Status – Jennifer Mayes
  • LOR Certification Information – Jennifer Mayes
  • HUB Vendor Fair – Renay Fleming
  • Promotional Items – Lori Matthews
  • Catering RFP – Lori Matthews
  • One Card Updates – Jene Janich
  • Other Reminders and Updates – All
• Question of the Month – Dr. Bernoussi
• Adjourn
Academic Senate Procurement Working Group

Dr. Bernoussi
Assistant Vice President
Academic Senate Procurement Working Group - Purpose

• Clearly define the challenges with the procurement policies and procedures

• Devise solutions to mitigate existing risks and satisfy the departments business needs

• Follow the implementation of the proposed solutions and assess the impact on operations.
Academic Senate Procurement Working Group - Enhancements

• Reference Documents:
  • Purchasing Delegation Matrix
  • OneCard and Amazon Recommended Uses
  • OneCard and Amazon Restricted Uses
  • OneCard Guidelines
  • Travel Guidelines
  • Other Reimbursements Guidelines

• Small Purchases
  • Up $5,000

• Book Purchases
  • Complete Books
  • Amazon Business Prime
  • OneCard
Academic Senate Procurement Working Group - Enhancements

• International Purchases
  • W R Zanes Customs Broker recommended
  • Other Customs Brokers allowed

• Amazon Business Prime for small purchases
  • Free shipping
  • Fast delivery
  • Shorter list of restricted purchases

• One Card Pilot using BOX.COM
Purchasing Delegation Matrix

Dr. Bernoussi
Assistant Vice President
## UT Dallas Departmental Purchasing Methods

### DRAFT

<table>
<thead>
<tr>
<th>Purchase Amount</th>
<th>Available Purchasing Methods</th>
<th>Use of Existing Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>One-Card</td>
<td>Amazon Punch-out</td>
</tr>
<tr>
<td>&lt;$5,000</td>
<td>Available(^2)</td>
<td>Available(^2)</td>
</tr>
<tr>
<td>$5,000 - $14,999</td>
<td>Not allowed</td>
<td>Not allowed</td>
</tr>
<tr>
<td>$15,000 - $49,999</td>
<td>Not allowed</td>
<td>Not allowed</td>
</tr>
<tr>
<td>$50,000 - $999,999</td>
<td>Not allowed</td>
<td>Not allowed</td>
</tr>
<tr>
<td>$1M and Up*</td>
<td>Not allowed</td>
<td>Not allowed</td>
</tr>
</tbody>
</table>

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\(^1\) Single transaction limit of $5,000.

\(^2\) See Appendix A for prohibited One-Card and Amazon punch-out transactions.

\(^3\) Include 2 MUB vendors if possible.

\(^4\) EAU = Exclusive Acquisition Justification.
Upcoming Upgrades

Dr. Bernoussi
Assistant Vice President
Upcoming Upgrades PS PUM Update – IH/FI/HR

**Procurement Management**

**10**

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**DBA**

- **10/7 - 10/9**
  - DA**DMO**
  - DBA PUM Upd to IH/FI/HR
  - HR Comp Rpts: 10/10

- **10/14 - 10/16**
  - DA**DEV**
  - DBA PUM Upd to IH/FI/HR

- **10/21**
  - DA**TST**
  - DBA PUM Upd to IH/FI/HR
  - Sys DOD Audit Rpts: 10/22

- **10/28**
  - DA**UAT**
  - DBA PUM Upd to IH/FI/HR
  - Sys DOD Audit Rpts: 10/29

- **11/15 - 11/17**
  - DA**PRD**
  - PUM Go-Live
  - Weekend to IH/FI/HR

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**UTD Access Control**

- **10/10 - 10/11**
  - DA**DMO**
  - AccCtrl PUM Sec
  - Ver to IH/FI/HR

- **10/17**
  - DA**DEV**
  - AccCtrl PUM Sec
  - Ver to IH/FI/HR

- **10/22**
  - DA**TST**
  - AccCtrl PUM Sec
  - Ver to IH/FI/HR

- **10/29**
  - DA**UAT**
  - AccCtrl PUM Sec
  - Ver to IH/FI/HR

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**UTD Development (IH/FI/HR)**

- **10/18 - 10/22**
  - DA**DEV**
  - Dev PUM Retro
  - to IH/FI/HR

- **10/23 - 10/24**
  - DA**TST**
  - Dev PUM Mig
  - Prj to IH/FI/HR

- **10/30 - 10/31**
  - DA**UAT**
  - Dev PUM Mig
  - Prj to IH/FI/HR

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**UTD Functional (IH/FI/HR)**

- **10/25 - 11/5**
  - DA**TST**
  - Campus PUM Intgr
  - Test to IH/FI/HR

- **11/6 - 11/14**
  - DA**UAT**
  - Campus PUM User
  - Test to IH/FI/HR
MarketPlace Updates

Karol Miller
Treasury Manager
MarketPlace Updates

• Upcoming MarketPlace Upgrade

  • https://test.secure.touchnet.net:8443/C20239test_ustores/web/index.jsp
Current look:
New look:

Welcome to The UTD Marketplace

<table>
<thead>
<tr>
<th>All Stores</th>
<th>Store Categories</th>
<th>Product Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketplace Training</td>
<td>Brain Symposium 2010</td>
<td>Brick Shop</td>
</tr>
<tr>
<td>Computer Science Certificate</td>
<td>Engineering Week</td>
<td>E-Plan Tier II Submission</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chess Camp Test</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GLE MBA</td>
</tr>
</tbody>
</table>

THE UNIVERSITY OF TEXAS AT DALLAS
Office of Budget and Finance
MarketPlace Return Policy

UTD Treasury Services accepts special vendor payments requested by the Office of Finance. All STUDENT payments should be directed to the Bursar’s Office (972-883-2612) or Office of Enrollment Services (972-883-2270) in order to be credited to the student’s account.
Reconciliation Status

Jennifer Mayes
Financial Compliance Manager
Reconciliation Status: Periods 1-12, FY 2019

As of September 16, 2019

Note: There is still $74.4M in expenses and $27.3M in revenue that needs reconciliation and/or approval for periods 1-12.
How Many Cost Centers Still Need Attention?

<table>
<thead>
<tr>
<th>Act Period</th>
<th>Total Revenue</th>
<th>Total Expenses</th>
<th># Cost Centers</th>
<th>Total Revenue</th>
<th>Total Expenses</th>
<th># Cost Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(123,700.00)</td>
<td>141,359.36</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(237,900.00)</td>
<td>25.00</td>
<td>2</td>
<td>(41,488.38)</td>
<td>645,783.54</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>(272,825.00)</td>
<td>132,235.00</td>
<td>4</td>
<td>(6,706.10)</td>
<td>570,262.11</td>
<td>43</td>
</tr>
<tr>
<td></td>
<td>(382,000.00)</td>
<td></td>
<td>4</td>
<td>(5,448.96)</td>
<td>563,176.50</td>
<td>53</td>
</tr>
<tr>
<td></td>
<td>(554,300.00)</td>
<td>7,555.12</td>
<td>6</td>
<td>(42,306.74)</td>
<td>540,240.66</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td>(174,333.12)</td>
<td></td>
<td>5</td>
<td>(53,289.16)</td>
<td>576,334.94</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>(143,426.00)</td>
<td>(195,441.50)</td>
<td>5</td>
<td>(154,285.00)</td>
<td>693,933.45</td>
<td>66</td>
</tr>
<tr>
<td></td>
<td>(197,954.05)</td>
<td>49,815.03</td>
<td>15</td>
<td>(205,601.62)</td>
<td>1,876,352.71</td>
<td>133</td>
</tr>
<tr>
<td></td>
<td>(137,388.12)</td>
<td>12,180.37</td>
<td>21</td>
<td>(2,391,913.19)</td>
<td>1,707,512.66</td>
<td>184</td>
</tr>
<tr>
<td></td>
<td>(12,497.19)</td>
<td>181,783.56</td>
<td>34</td>
<td>(2,280,275.87)</td>
<td>2,414,561.48</td>
<td>161</td>
</tr>
<tr>
<td></td>
<td>(303,776.35)</td>
<td>471,534.77</td>
<td>84</td>
<td>600,274.13</td>
<td>7,929,538.59</td>
<td>335</td>
</tr>
<tr>
<td></td>
<td>(18,593,681.29)</td>
<td>40,806,371.68</td>
<td>3,682</td>
<td>(1,648,202.87)</td>
<td>14,517,541.97</td>
<td>587</td>
</tr>
<tr>
<td>Grand Total</td>
<td>(21,133,781.12)</td>
<td>41,607,418.39</td>
<td>184</td>
<td>(6,229,243.76)</td>
<td>32,819,934.28</td>
<td>1,170</td>
</tr>
</tbody>
</table>

Past Due | 184 | 1,170
Reconciliation / ARA Training

The next ARA Training is this Friday, September 20th!
Let any new reconcilers in your area know...See the Comet Calendar to register.
LOR Certification Information

Jennifer Mayes
Financial Compliance Manager
Helpful Information Regarding Dean/Div Head LORs

• If you are a Fiscal or Business Officer for a Dean or Division Head, you most likely already have access to review the School/Division Head LOR.

• The navigation is

• Three important things to review:
  a) Are there any cost center owners listed on the “Pending Certifications” page that are no longer at UTD? If so, let me know who will certify for them.
  b) For each of the cost center owners listed on the “Completed Certifications” page, are all of their cost centers reconciled and approved?
  c) Are there any incorrect or inappropriate comments on any of the cost center owner LORs?

• Send an email to fincompliance@utdallas.edu if you need help with any of these issues.
Helpful Information Regarding CC Owner LORs

• Many Administrative Support Personnel (ASPs) have been set up to view LORs for faculty or staff that they support.

• The navigation is:

  General Ledger Custom  ›  Year End Certification  ›  CostCenter Owner Certification

• Three ways you can help the cost center owner:
  a) Help monitor completion of all reconciliations and approvals.
  b) Add comments that are relevant to the overall UTD Financial Statements (small issues do not need to be listed here)
  c) Let the cost center owner know when their LOR is ready for certification.

• Send an email to fincompliance@utdallas.edu if you need any help.
If you need ASP Access for CC Owner LORs

<table>
<thead>
<tr>
<th>Cost Center Owner</th>
<th>Cost Center Owner</th>
<th>Administrative Support</th>
<th>Administrative Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>NetID-UTD</td>
<td>First and Last Name</td>
<td>NetID-UTD</td>
<td>First and Last Name</td>
</tr>
</tbody>
</table>

- ASP access is re-established each year. If you need access for 2019 and do not yet have it, please ask.
- Please copy the cost center owner or the Fiscal/Business Officer when you send the request.
- Provide the cost center owner’s Net ID, along with the Net ID of the ASP. If you have more than one request, please send a spreadsheet like the example above.
Other Helpful Information Regarding LORs

- A dash instead of an Accounting Period # means reconciliation and approval were not required.
- If a cost center has not been reconciled and approved BEFORE the cost center owner completes their LOR certification, it will not be reflected as completed on the LOR. Reconciliation and Approval in ARA should occur before LOR certification.
- Cost centers that have not had revenue or expense activity during FY 2019 will not appear on the LORs.
Other Helpful Information Regarding LORs

LOR Guides can be found at [https://www.utdallas.edu/finance/resources/training-materials/](https://www.utdallas.edu/finance/resources/training-materials/)

Scroll down the page and look under the section “Financial Management Services” for:

<table>
<thead>
<tr>
<th>LOR PeopleSoft Guide for Cost Center Owners</th>
<th>PDF</th>
<th>This guide explains how to complete the LOR for a cost center owner. For more information, please see Letters of Representation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOR PeopleSoft Guide for Deans and Division Heads</td>
<td>PDF</td>
<td>This guide explains how to complete the LOR for a school or division, after all cost center owner LORs have been completed. Letters of Representation.</td>
</tr>
</tbody>
</table>
Other Ways You Can Help with the LOR Process

If you are a reconciler, but do not have access to an LOR, you can still help your cost center owner.

The ARA Summary Page will show the reconciliation and approval status of all cost centers for a fiscal year.
Questions?
HUB Vendor Fair

Renay Fleming
Assistant HUB Coordinator
SEPTEMBER 25, 2019

HUB VENDOR FAIR

UTD Faculty, Staff, & Special Guests

12:30pm-2:00pm

@ the Davidson-Gundy Alumni Center

Come meet our Vendors!

Do some shopping!

Receive give-aways and win prizes!

Have a snack!

Visit with colleagues!
Purchasing Updates

Lori Matthews
Director Purchasing
purchasing@utdallas.edu
Promotional Items RFP closes on Sep 23rd

- Vendor submissions must be received by Sep 23rd to be considered for award as an Approved Promotional Items Vendor.
- Ask your vendors to visit the Procurement page and locate the bid in Current Bid Opportunities found at this link:

  https://www.utdallas.edu/finance/purchasing/bid-opportunities/
https://www.utdallas.edu/finance/purchasing/bid-opportunities/
Definition of Promotional Items

Promotional items are products that are typically (but not exclusively) branded with a logo or slogan and distributed to promote brand, identity or event. Such items include branded clothing, giveaways and supplies for internal or external distribution that do not fall under contracts for uniforms or office supplies.

Promotional Items are not items such as personalized trophies and plaques, athletic uniforms and printed signage including banners, tradeshow displays and brochure materials are excluded from the Approved Vendor Internal Use requirement; however, these items may be ordered through Approved Vendors.
Catering and Food Delivery Service RFP closes on Sep 23rd

Definition of Catering:
The University of Texas at Dallas defines Catering as the provision of food service by a commercial operation, which includes the activities of set-up, serving (if requested), preparation and removal of food service, and clean-up, where the caterer is responsible for providing staff in attendance for the above-mentioned duties and service for the event. Catering is defined by the services performed, not by the type(s) of food provided.

Definition of Food Delivery Service:
The University of Texas at Dallas defines Food Delivery Service as prepared food (pre-packaged box lunches, sandwiches, cheese trays, pizza and related items) purchased from a licensed restaurant and/or catering operation and supplied by vendor to property owned or facilities used by the University. Prepared food may be delivered by the vendor or picked up at the vendor’s site by University staff.
Catering and Food Delivery Service RFP closes on Sep 23rd

*** Note: After identification of Food Delivery Service providers by this RFP, UT Dallas will make available on its Purchasing Web Site a Food Delivery Service Provider application for addition of approved vendors on an ongoing basis. All Food Delivery Service Providers must provide the University with up-to-date Health Permits and Certificate(s) of Insurance at all times and upon UTD request. Approval of Food Delivery Service Providers is valid only for so long as current licenses/COI are on file with UT Dallas Purchasing.
Questions for Purchasing?

purchasing@utdallas.edu
One Card Updates

Jene Janich  
Director Travel and One Card
## One Card Common Issues

<table>
<thead>
<tr>
<th>Common Issue</th>
<th>Recommended Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you lose your card</td>
<td>Call Citibank at 1-800-248-4553</td>
</tr>
<tr>
<td>To dispute a transaction</td>
<td>Work with the vendor then then call Citibank at 1-800-248-4553 if a resolution cannot be reached.</td>
</tr>
<tr>
<td>If you forget your PIN</td>
<td>Call Citibank to expedite the reset at 1-877-905-1855</td>
</tr>
<tr>
<td>If you are traveling and your card is rejected</td>
<td>Call the number on the back of the card to find out why. If your card was not approved for travel, you may have to use a personal card.</td>
</tr>
<tr>
<td>If you change departments and the new department wants you to keep your One Card</td>
<td>Notify <a href="mailto:onecard@utdallas.edu">onecard@utdallas.edu</a> and submit an updated application.</td>
</tr>
<tr>
<td>When you leave a position that no longer needs a One Card or leave the University</td>
<td>Notify <a href="mailto:onecard@utdallas.edu">onecard@utdallas.edu</a>. Check Citibank and ensure that you have all your receipts. Provide your receipts for all transactions to your reconciler. Shred your One Card.</td>
</tr>
<tr>
<td>If you have a Name Change</td>
<td>Submit an updated application. In the Special Request box include the following: “First or Last Name change from XXXX to XXXX”</td>
</tr>
</tbody>
</table>
One Card

• All single limits are increased to $5000
  - Mainly to assist in registration fees and travel
  - AND we have many approved temporary increases
  - Monthly Credit Limit is the same
  - Approved USE of the One card does not change
    - Low value purchases and travel
    - Restricted uses https://www.utdallas.edu/finance/payment-services/onecard/

• Currently just a few reviews are being done
• We will not start our FY20 reviews until October
One Card on Box Pilot Group

• Goal is for our office, Post Award Management and Internal Audit to access reports and receipts without bothering the departments.

• Worked with the Information Security Office to get advise on how to automatically set up all cardholder folders, dates and security

• Pilot Group – A&H, ATEC, VP Budget & Finance, Material Science and Engineering

• Mixture of current users and non users

• Created a Job Aid to cardholders/administrators to get access to the One Card box
One Card on Box Pilot Group

• Set up security
• Send emails to Administrators and Cardholders (depending on the department)
• Wanted July and August transactions, June was optional
• Met with pilot group and found a couple issues we will be working on
• We have reviewed all the transactions
• Next step is to bring the rest of campus on for September business
Other Reminders and Updates
Other Reminders and Updates

• Accounting and Financial Reporting – Melody Monjazeb
• Budget and Resource Planning – Orkun Toros
• Payroll and Data Management – Rohan Nilekani
• Student Financial Services – Cheryl Friesenhahn
• Human Resources
• Other Reminders and Updates
Question of the Month

Dr. Bernoussi
Assistant Vice President
The new Engineering and Computer Science West (ECSW) building has been recognized as LEED Gold and has won an international design award.

What is the square footage of the building?
(Research and teaching labs, faculty offices, student workspaces and the 300-seat auditorium)

Wednesday July 17, 2019
The new Engineering and Computer Science West (ECSW) building has been recognized as LEED Gold and has won an international design award.

What is the square footage of the building?
(Research and teaching labs, faculty offices, student workspaces and the 300-seat auditorium)

Wednesday July 17, 2019

200,000 sq ft.
Wednesday July 17, 2019
Wednesday July 17, 2019

Cathie Ranta
This Month’s Question

Wednesday September 18, 2019
The University of Texas at Dallas launched an e-sports program in fall 2018, becoming one of the few universities in Texas to offer competitive video gaming as a varsity sport. In August 2019, the UTD e-sports team brought home their first National Championship.

How many different varsity sports are offered at UT Dallas? (Hint: men’s and women’s teams are counted separately!)

**Wednesday September 18, 2019**