Fiscal and Business Officers Meeting

Wednesday July 17, 2019
SP2 12.216
Agenda

• Welcome – Dr. Bernoussi
• Updates and Reminders
  • Vendor Management – Dr. Bernoussi
  • Cost Center Reconciliation Status – Jennifer Mayes
  • Paying Human Research Subjects with ClinCard – Erin Jordan
  • Promotional Items – Lori Matthews
  • Catering RFP – Lori Matthews
  • Year-end Requisitions/Encumbrances/PO Closing – Lori Matthews
  • Amazon – Lori Matthews
  • Independent Contractors Certification – Jene Janich
  • Other Reminders and Updates – All

• Question of the Month – Dr. Bernoussi
• Training and Demos – Dr. Bernoussi
  • New OBF Website
  • Bonfire

• Adjourn
Vendor Management

Dr. Bernoussi
Assistant Vice President
Vendor Verification (New or Reactivation)

Vendor requests must be initiated by a department contact through an REQ or email to vendors@utdallas.edu. These requests should include a quote or estimate.

Basic Requirements by Vendor Type:
• Traditional Vendors or Independent Contractors – require W-9
• Students – require UTD ID, Name, and Current Address
• One-Time Guests – require Name and Current Address

Conditional Requirements by Vendor Criteria:
• International User/Company – require W-8BEN / W-8BEN-E
• Greater than 15k – will require Bank Verification by phone (additional 3-5 business days after all necessary documents are received)
• Direct Deposit Payments – require Direct Deposit form and Bank Verification (document from bank identically matching account information and ownership from submitted Direct Deposit form - Voided Check, Bank Letter, Bank Account Statement)
  • NOTE: If all necessary Direct Deposit payment documents are not provided when vendor is requested, the vendor will be setup as check and later updated to Direct Deposit payment once all are received.
• International Bank Payments – require Wire Form and Bank Verification (Bank Letter in English)
Vendor Verification (Updates)

For Check -> Direct Deposit or Bank Information Updates -

• Direct Deposit Form

• Bank Verification (Document from bank identically matching account information and ownership - Voided Check, Bank Letter, Bank Account Statement)

• Greater than 15k – will require Bank Verification by phone (additional 3-5 business days after all necessary documents are received)

  NOTE: If updating one bank account for a new one, vendor will be flipped to check temporarily to prevent a hold-up of payments while validating change.

• Vendors will be inactivated after 24 months since last payment.
Up-Coming Improvements

• Employee data for all active employees (part-time, TA/RA, full-time, etc.) will be dynamically available as vendors for departmental use based on existing Direct Deposit data on employee record in HR -
  • Will no longer have to wait for Vendors to be created before they can be used
  • Will no longer require duplicate validation and form submissions (Payroll and Vendors Management) for Direct Deposit

• New Vendor Profile Form
  • Will be able to use the same form for both Direct Deposit and Wire payment requests
Up-Coming Improvements (continued)

• New PeopleSoft Form for New Vendor Requests and Reactivations
  • Will allow increased visibility to see current verification status
  • Will help make document requirements more clear at the vendor request point
  • Will make necessary documents readily accessible on the form
  • Increased security for sensitive data

• Supplier Portal
  • Will allow vendors to maintain their own data
  • Will help complete vendor verifications faster
  • Will integrate with PeopleSoft for dynamic vendor creation/updates
Reconciliation Status

Jennifer Mayes
Financial Compliance Manager
Reconciliation Status: Periods 1-9, FY 2019

As of July 15, 2019

Note: There is still $81.8M in expenses and $12M in revenue that needs reconciliation and/or approval for periods 1-9 (Sep – May).
## How Many Cost Centers Still Need Attention?

<table>
<thead>
<tr>
<th>Accounting Period</th>
<th>Not Reconciled</th>
<th>Reconciled not Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>86</td>
</tr>
<tr>
<td>2</td>
<td>13</td>
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<td>5</td>
<td>13</td>
<td>168</td>
</tr>
<tr>
<td>6</td>
<td>20</td>
<td>299</td>
</tr>
<tr>
<td>7</td>
<td>42</td>
<td>347</td>
</tr>
<tr>
<td>8</td>
<td>95</td>
<td>572</td>
</tr>
<tr>
<td>9</td>
<td>334</td>
<td>981</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>557</strong></td>
<td><strong>2,851</strong></td>
</tr>
</tbody>
</table>
You can search for reconciliation status several different ways. In this example, I have asked for a report of the reconciliation and approval status for all cost centers in department 400000.

You can also search for all cost centers owned by a particular person using their NetID. When entering the NetID you must also include –UTD and be sure to use all caps in this field. Ex: TEMOC-UTD

The only required filter is the 4-digit fiscal year.
This page is a great tool for monitoring reconciliation completion at year end.

The green box highlights the number of cost center owners contained within the search parameters.

The blue box highlights the number of cost centers owned by the cost center owner whose name is displayed.

This page is a great tool for monitoring reconciliation completion at year end.
Paying Human Research Subjects with ClinCard

Erin Jordan
Admin Project Coordinator I, Office of Contract Administration
Overview

• Each study is set up on clincard.com by administrators
• “Blank” MasterCards are distributed to research sites
• Researchers assign cards to subjects, load funds:
  • Payment for completion of task/survey/interview
  • Reimbursement of human subject expenses associated with the study ONLY
• Fiscal Officers can receive detailed activity reports upon request
Study Roles

• **Site Coordinators**
  - Create subject IDs (all are anonymous)
  - Assign ClinCards
  - Load cards with pre-approved milestone amounts (available for use now)
  - Request arbitrary amounts or reimbursements (approved before use)

• **Approvers** review and approve manually entered payments

Site Coordinator and Approver roles are generally separate people
ClinCards for Sites

- Re-loadable for repeat or multiple visits
  - ClinCard administrators can supply more cards as needed
- Replaceable on-site (balance automatically transferred to new card)
- No value before loaded - No security risk / cash handling procedures
- Completely anonymous: no subject data uploaded to system
- Admins can access reports of study activity, card balances, etc.
ClinCards for Subjects

• Loaded payments are ready for immediate use
• Accepted anywhere pre-paid MasterCard is used, including:
  • No-fees cash withdrawals at a bank teller
  • In-store purchases
  • Online purchases (using UTD’s 75080 ZIP)
• Additional features (online statements, PIN setup, Point-of-Sale and ATM withdrawals) can be optionally set up by Subject (not required).
ClinCard Funding Process

Researchers distribute cards to study participants

Central Cost Center funds all card loads

Money is loaded onto participants’ cards

Individual Cost Centers associated with each research site reimburses the Central Cost Center for payments made by the study
Built-In Budget Management

• A budget is set for each study at set-up
  • Budget is verified against cost center balance
  • IRB and OPAM (where applicable) must approve study budget
  • ClinCard system study budgets:
    • Control mechanism - to prevent over-spending
    • Do not reflect cost center balances

• Additional ClinCard study budget can be added upon request
  • Contact clincard@utdallas.edu
Cost Center Activity Report

• Detailed reports upon request:
  • Study Name
  • Study Cost Center
  • Payment Requestor and Payment Approver
  • Last 4 digits of ClinCard
  • Subject ID
  • Time and Date payment was requested, approved and added to card
  • Transaction Type (add funds or remove funds)
  • Amount
  • Payment Description
Study Set Up

1. Submit to clincard@utdallas.edu:
   - Schedule of Human Subject Payments form (https://www.utdallas.edu/contract/clincard-payments/)
   - Latest IRB approval/modification showing start and end dates

2. ClinCard Administrators obtain approval from OPM and IRB,
3. ClinCard Administrator creates a study profile on clincard.com,
Questions
Purchasing Updates

Lori Matthews
Director Purchasing
purchasing@utdallas.edu
Promotional Items to RFP  
Bid Opportunity in July 2019

• Now is the time for all campus staff to notify your favorite Promotional Item vendors about the upcoming Bid Opportunity.

• Here’s what you need to know:
  • Please inform your Vendors that they must first be licensed to distribute UTD trademarked items via the Learfield/IMG College agency before they can bid – if they're not sure or have questions, contact: marketing@utdallas.edu, 972-883-4701.
  • Then, your vendor should check the Bid Opportunities link daily (see next slide) over the next few weeks until the Promotional Items RFP row has been added under the Open Public Opportunities tab.
  • If you yourself have any promotional vendor questions about bidding or licensing, please send them to purchasing@utdallas.edu
Promotional Items RFP – Vendor Bid Instructions
(For this month, July 2019)

• You **must** be licensed to distribute UTD trademarked items via the Learfield/IMG College agency before a Purchase Order can be issued to your company – if you’re not sure or have questions, contact: purchasing@utdallas.edu

• Then, visit this link **daily** to get to UT Dallas Bid Opportunities via Bonfire: [https://www.utdallas.edu/finance/purchasing/bid-opportunities/](https://www.utdallas.edu/finance/purchasing/bid-opportunities/)

• Click on the first **Bonfire** button on the left (circled in yellow)

• Within the next few weeks, a new **Promotional Items** row will be added under the **Open Public Opportunities** tab (noted with red arrow)

• Once it appears, click on it and follow the guidelines

• If you have any questions about the bidding process, please contact: purchasing@utdallas.edu.
Catering RFP
(Posting in July 2019)

• Chartwells is no longer the exclusive catering vendor, although they are the contracted Food Services provider.

• Up to 5 additional vendors may be awarded Preferred Vendor Catering contracts. These contracts should be easy to use and not require a waiver/health permits.

• Chartwells should be considered “best value” for guest-counts of over 25 people, especially when alcohol is present. (Please check with Auxiliaries on all large events.)
  • Although waiver is no longer required from Auxiliaries for catering requests, purchasing will forward “best value” requisitions to Auxiliaries for review.
  • SERA – Risk assessment MUST be completed for all events where alcohol will be present – on or off-campus. (https://www.utdallas.edu/ehs/tools/risk/)
Year-end requisitions/encumbrances/PO Closing

• Please submit all requisitions that must be completed and paid by FY19 year-end to purchasing as soon as possible (in July if possible).

• Please submit all change orders/encumbrance issues that need resolution before FY19 year-end to purchasing as soon as possible (in July if possible).

• Please submit all POs that need to be closed before FY19 year-end, to purchasing as soon as possible (in July if possible).

Contact: purchasing@utdallas.edu with any questions.
Amazon

• Amazon may be used to place book orders (note – also order via Complete Books punch-out).

• Please place restricted items through punch-outs where possible (computers/assets cannot be placed through Amazon without purchasing pre-approval).

• If you cannot locate “restricted items” via punch-outs, you may place the Amazon requisition and add a comment stating punch-outs researched and which punch-outs you attempted to use.

• Amazon purchases may not be made on Pcard.
Questions for Purchasing?
Independent Contractors Certification

Jene Janich
Director Travel and One Card
Independent Contractors Certification

- Result of an audit to track if we are paying individuals who are receiving Texas Retirement System benefits.
- Independent contractor form workflow is approved by HR, however they have no access to check if the individual has retired from a Texas Retirement System.
- Form must be filled out and attached to each independent contractor requisition.
- The certification form will not stop the payment, us to track this and report to Payroll.
- **Begin 09/01/2019?**
Independent Contractors Certification

Independent Contractor Certification **REQUIRED** to be attached EACH Independent Contractor Requisition

Name ___________________________ Date ___________________________

Please Print

Are you a Texas Retirement System Retiree? Yes [ ] No [ ]

If yes, what Texas Retirement System institution did you work for? ___________________________
Independent Contractors Certification

What was the date of your retirement? ____________

DD/MM/YY

Certification

By signature below I certify that the information listed above is accurate and describes accurately my retirement status as it relates to the Texas Retirement System.

Signature ____________ Date ____________
Year End

• Look for Purchase Orders that you no longer need no matter what the cost center!

• Send us all invoices that the vendors are sending you accounts payable@utdallas.edu

• Everything is due by Friday, August 23!
Contact us!

Purchasing at purchasing@utdallas.edu

Accounts Payable at accountspayable@utdallas.edu

One Card at onecard@utdallas.edu

Travel at travel@utdallas.edu
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
What is the average number of vouchers and payments processed by Accounts Payable every month?

Wednesday May 15, 2019
What is the average number of vouchers and payments processed by Accounts Payable every month?

Wednesday May 15, 2019

7,855
Wednesday May 15, 2019
This Month’s Question

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**
Training and Demos

Dr. Bernoussi
Assistant Vice President