Department Approvers
Agenda

- Approvals
- Statement of Accounts
- Department Funds
Financial Documents

Financial documents are available for approval in the Worklist. Approvers will receive an email notification when a document needs attention.

Financial Document Types

- **Travel Authorizations** – Encumbers funds for the anticipated cost of a trip
- **Cash Advances** – Funds received in advance for out of pocket travel expenses (Does not directly affect department budget)
- **Expense Reports** – Employee reimbursements/Cash Advance reconciliation for university travel; can also be used for non-travel out of pocket business expenses
- **Requisitions** – Request to purchase a good/service from a supplier
- **Payment Voucher** – Paying a supplier for a good/service provided
- **Interdepartmental Transfer Journals** – Transfers from one department to another. These are routinely processed by service centers to charge departments across campus for services provided. The department providing the services initiates the IDT Journal in UT Share.
ProCard

Department Approvers are responsible for approving ProCard statements monthly for all employees in their department. Unlike the other documents, ProCard reconciliation does not involve workflow.

Your department admin/business office will let you know when a cardholder’s statement is ready for approval.

After reviewing each transaction line:
- If correct, change the status from “Verified” to “Approved”.
- If incorrect, leave the “Verified” status and notify the Reconciler (cardholder/proxy) about the corrections.
- Once the suggested corrections are made by the Reconciler, review the

Click the Save button to commit your changes to the database.
SAHARA
Reconciliation Approval

Approval is recorded on the Approval Page tab of the ARA Account Reconciliation.

The Approval page shows reconciliation information, activity and account summaries, and any comments entered by reconcilers and or approvers.

To submit an approval,
- Navigate to the Approval Page
- Click the Approved checkbox
- Click Save to save the approval
Reconciliation Approval

Approvers can approve multiple reconciliations using the **Multiple Cost Center Approval** page.

Two ways to access:

Use the “Multiple Cost Center/Project Approval Page link on the main ARA Account Reconciliation screen.

Navigate directly: Navigator > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > Approve Range of Cost Centers
Account Recon Summary Approval

- Displays all cost centers/projects per search parameters or security.
- Displays if the Actuals Reconciliation has been recorded as complete.
- Navigate directly to the Actuals Reconciliation using the hyperlink in the “Link to Details” column.
To record approval of an Account Reconciliation,

1. Click the button with the Cost Center or Project ID number in the Approve column. This will populate the name of the approver in the next column.

2. Click the “Approve?” button

3. Click Save.
The ARA Reconciliation Summary page will show which cost centers and projects have been reconciled and approved.

Menu Navigation:
Navigator > Financials > UTZ Customizations > General Ledger 
Sahara > Process > ARA Monitoring > ARA Reconciliation Summary
Managing Department Funds
UTA’s Accounting operates on a 12 month fiscal year that runs September thru August. Each month is referred to as an Accounting Period starting with September as period 1.

<table>
<thead>
<tr>
<th>1 = Sept</th>
<th>4 = Dec</th>
<th>7 = Mar</th>
<th>10 = June</th>
<th>998 = Year-End Adjusting Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 = Oct</td>
<td>5 = Jan</td>
<td>8 = Apr</td>
<td>11 = July</td>
<td></td>
</tr>
<tr>
<td>3 = Nov</td>
<td>6 = Feb</td>
<td>9 = May</td>
<td>12 = Aug</td>
<td></td>
</tr>
</tbody>
</table>

The Chart of Accounts (COA) is the foundation of the accounting system. It provides a unique numbering system for identifying transactions in UT Share. It consists of the following elements:
A **Ledger** is used to track various types of transactions posted in Commitment Control for a specific Business Unit. The Ledger organizes data by the different funding sources (operating, sponsored or capital) and account structure (parent or child).

Examples:

- **Cost Center Ledgers:**
  - OPE (Expenses)
  - OPR (Revenue)

- **Project Ledgers:**
  - GRT_PARENT (Overall)
  - GRT_CHILD1 (single budget acct)

**Budget Accounts** specify the purpose of funds. It is used to record budget information to various categories.
Budget Details

The Budget Details page is used to view financial activity for a single budget account (e.g. A4000, G4010).

After navigating to a specific budget account, the various links can be used to review the specific transactions that make up the Budget, Expenses, Encumbrances, and Pre-Encumbrances affecting your budget.
Budget Overview

The Budget Overview page is used to view budget activity for multiple budget accounts (i.e., expenses and revenue).
Resources

Policy, Procedures and Official University forms:
– Web page: https://www.uta.edu/policy/

UT Share Support & Help:
– https://uta.service-now.com/selfservice
– 817-272-2155

Training Resources:
– Visit Business Affairs Training and Development web page: https://www.uta.edu/business-affairs/training/
  • Register for UT Share Classes
  • Join Business Affairs Listserv
  • View and/or Print UT Share Training Materials
    – Training Guides
    – PowerPoint
    – Job Aids