Department Approver Training Guide
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Departmental Approver UTShare Access

The access to review departmental budgetary information and approve departmental transactions is granted with UTShare Access Levels IV and V.

- Level IV gives access to Financial information. Level IV access privileges are normally granted to Principal Investigators (P.I.) to view and approve transactions for their projects.
- Level V grants access to both Financial and HR information. Level V access privileges are usually granted to Department Heads with the following job titles: Director or Higher, Vice President, President, Chair, Dean, Provost. If the user does not meet the job title requirement, the UT Share Security Request form should be certified and approved at the highest level in the employees Business Unit (Dean, Provost, VP or President).

All UTShare access requests should be made through the UT Share Security Request SharePoint site. The link for this site can be found on the Business Technology Services Training & Development webpage.

Workflow Approvals Overview

Workflow is an electronic routing and approval process for financial forms/documents processed in UT Share.

Workflow enables transactions that are initiated by a document creator, to be routed through the system to pre-defined Approvers. Approvers are assigned to a specific workflow approval level (e.g. Department, Supervisor, Principal Investigator, etc.). As transactions are passed through each workflow approval level, the Approver is responsible for verifying the information, and either approving the transaction to go forward to the next level, or not approving the transaction, such as returning the document to the creator “Send Back”. In this instance, the document creator can make the requested updates, and the document will be re-routed back through workflow starting at the first approver level.

When an approver authorizes a reimbursement or payment, they certify the following:

- The expense is applied to the correct chartfield string
- The expense complies with all applicable policies
- The expense supports University vision and mission
- The expense is for a valid business purpose

The approvers identified for the department will be responsible for approving the following document types: Travel Authorizations, Cash Advances, Expense Reports, Requisitions, Payment Vouchers and/or IDT Journals.
Things to consider...

- Employees cannot approve their own document (e.g. expense report). The system compares the employee ID on the document with the employee ID that is associated with the user ID of the approver and prevents the document from moving forward.

- It is recommended that at least two or more individuals are designated at each approval level to avoid delays in routing (Exceptions: Supervisor Approver and PI Approver).

- If an individual is assigned to two different approval levels in the routing path (e.g. Supervisor and Department Head), it is not necessary to approve twice. The document will auto approve at the next approval level.

- Users cannot have dual security roles, such as “Creator” and “Approver”.

- If a Department Approver is planning to be out of the office, he or she should establish an alternate approver in their absence. This individual must have the appropriate security role (Level V).

- Documents with multiple funding sources will route simultaneously for funding approval. Each funding source must be approved before it will move to the next approver level. If one portion of funding is denied, the entire document will be returned to the Creator. The document can be modified or corrected and rerouted for approval. (Exception: IDT Journals will only route to the approving officials of the individual that created the document and then to Accounting Services).

Workflow Notifications

The system generates email notifications to all approvers in the workflow routing path. The email message will include a link to the document awaiting approval. The approver can access the document approval page by using the link in the email message (option 1) or the Worklist in UT Share (option 2). The Worklist is an automated to-do list created by workflow. It enables users to view and manage transactions which require attention.

**Note:** The Worklist is used for document approvers. Document creators must navigate directly to the page used to create the transaction.
Option 1: Email Message (Not Recommended)

To access the document approval page from the email message:

- Click the link located at the bottom of the email message.
- If not already logged in to UT Share, you will be prompted to enter your Net ID and password.
- After logging in to UT Share, the document approval page is displayed.
- There are known issues using the link in the UTShare-generated email. If the link does not work to access the approvals screen, navigate to the document through the Worklist.

Option 2: Worklist

To access the document approval page from the Worklist:

- Log in to UT Share with your Net ID and password.
- Click the Worklist link, located in the upper-right-corner of the homepage.
- Select the link for the document requiring approval.
- The document approval page displays.
Document Approval Pages

Travel and Expense Workflow

Purpose of the Travel and Expense Documents

- The **Travel Authorization** is used to plan and authorize domestic and international travel for employees traveling on official university business.
- A **Cash Advance** is a payment made to a traveler to cover out-of-pocket travel expenses.
- The **Expense Report** is used to reimburse out-of-pocket business related expenses and to provide a detailed record of the expenses (travel or non-travel related).

Essential roles for Travel and Expense

- **Creator** (Originator and Requester): The individual who creates the Travel & Expense document in UT Share.
- **Employee Certification**: The individual being reimbursed must certify that the expenses are true, correct and unpaid. This approval is required on the **Cash Advance** and **Expense Report** documents.
- **Supervisor Approver**: The individual to whom the employee directly reports. The T&E module uses the “Reports To” information in HR to determine an employee’s supervisor. This approval is required on the **Travel Authorization** and **Cash Advance** documents.
- **Grants Approval**: The Principal Investigator (PI) responsible for approving funds involving a grant (sponsored project).
- **Department Approver**: The approving official for a department.
- **Travel Approval**: The approving official for Travel Services.

Action Types for Travel and Expense Approval

- **Approve**: Document is approved and routed to the next approver (comments optional).
- **Send Back**: Document is not approved. It is returned to the originator (comments required). The originator will be notified via email. The approver must include a comment explaining why the document was returned.
- **Hold**: Document is placed on hold by the approver. It keeps the document from being worked on by any other approver (comments required).
- **Terminate**: Cancels the document (comments required).
Travel Authorization Workflow Process

The originator completes the Travel Authorization, saves the form, runs budget checking and submits the TA for approval.

- Supervisor Approval
- Grant Funded?
  - Yes → Grant Approval (Principal Investigator) → Department Approval → TA Approved
  - No → Department Approval → TA Approved

Travel Authorization Approval Page

- To access the Travel Authorization Approval page, use the hyperlink in the email message or the hyperlink in your Worklist.
- On the Approval page, review the document to see if it can be approved, if it needs to be corrected, if it needs to be held or terminated.
- Once an action has been taken, workflow removes the document from the Approver’s Worklist and moves it forward or backwards depending on the action taken.
Travel Authorization Approval Page:

1. The approver should review the Summary section. This area contains the name of the traveler, document description, business purpose, etc.

2. Chartfield information can be viewed by clicking the More Button (arrow) on the Travel Authorization expense line.

3. The Approval Chain section displays routing history. It displays the approver's name and the date on which he or she took action.

4. The Comments section is used by Approvers to enter relevant remarks about the document.

5. Select the appropriate action type. The options are: Approve, Terminate, Sendback or Hold (click the More button for these options). If you select “Send Back”, “Hold” or “Terminate”, you must add Comments explaining why the action was taken.
Cash Advance Workflow Process

The originator completes the Cash Advance form, and submits the CA for approval

- Employee Certification
- Supervisor Approval
- Travel Approval
- CA Approved

Cash Advance Approval Page

- To access the **Cash Advance Approval** page, use the hyperlink in the email message or the hyperlink in your Worklist.
- On the Approval page, review the document to see if it can be approved, if it needs to be corrected, if it needs to be held or terminated.
- Once an action has been taken, workflow removes the document from the Approver’s Worklist and moves it forward or backwards depending on the action taken.
Cash Advance Approval Page:

1. The approver should review the Summary section. This area contains the name of the traveler, document description, business purpose, etc.

2. Chartfield information can be viewed by clicking the More Button (arrow) on the Travel Authorization expense line.

3. The Approval Chain section displays routing history. It displays the approver's name and the date on which he or she took action.

4. The Approver Comments section is used by Approvers to enter relevant remarks about the document.

5. Select the appropriate action type. The options are: Approve, Terminate, Sendback or Hold (click the More button for these options). If you select “Send Back”, “Hold” or “Terminate”, you must add Comments explaining why the action was taken.

Expense Report Workflow Process

The originator completes the Expense Report, saves the form, runs budget checking and submits the ER for approval.

Employee Certification

Grant Funded?

Yes

Grant Approval (Principal Investigator)

Department Approval

Travel Approval

ER Approved

No

Department Approval

Travel Approval

ER Approved
Expense Report Approval Page

- To access the **Expense Report Approval** page, use the hyperlink in the email message or the hyperlink in your Worklist.
- On the Approval page, review the document to see if it can be approved, if it needs to be corrected, if it needs to be held or terminated.
- Once an action has been taken, workflow removes the document from the Approver’s Worklist and moves it forward or backwards depending on the action taken.
Expense Report Approval Page:

1. The approver should review the **Summary** section. This area contains the name of the person being reimbursed, document description, business purpose, etc.

2. Chartfield information can be viewed by clicking the **More Button (arrow)** on the expense line.

3. The **Approval Chain** section displays routing history. It displays the approver's name and the date on which he or she took action.

4. The **Approver Comments** section is used by Approvers to enter relevant remarks about the document.

5. Select the appropriate action type. The options are: **Approve**, **Terminate**, **Sendback** or **Hold** (click the More button for these options). If you select “Send Back”, “Hold” or “Terminate”, you must add **Comments** explaining why the action was taken.

Requisition Workflow

**Purpose of the Requisition**

- The **Requisition** document is used to request the purchase of goods or services (e.g. Computer Equipment, Maintenance Contracts, Lab Equipment, etc.). This document specifies the payment terms, delivery date, item information, quantity, shipping terms and all other obligations and conditions.

**Essential roles for Requisition**

- **Creator** (Originator and Requester) – The individual who creates the Requisition document in UT Share.

- **Grant Approvers** – The Principal Investigator and the Grants Central Office (Grants & Contracts Services) are responsible for approving funds involving a Grant.

  **Note**: Grants Central Office is responsible for approving Requisitions over $5,000.

- **Department Approver** (Reviewer and Budgetary Authority) – The approving official for a department.

- **Commodity Approver** – The approving officials for goods or services involving the purchase of computers (OIT), fleet (Facilities), Hazardous Materials (EH&S), etc.

**Action Types for Requisition Approval**

- **Approve**: Document is approved and routed to the next approver (comments optional).

- **Deny**: Document is not approved. It is returned to the originator (comments required). The originator will be notified via email. The approver must provide an explanation explaining why the document was denied (returned).
- **Hold**: Document is placed on hold by the approver. It keeps the document from being worked by any other approver (comments required).

## Requisition Workflow Process

| Requester completes the requisition, attaches support documentation, budget checks and submits requisition for approval. | Department Approval | Principal Investigator (PI) Approval | Requisition Approved | Requisition Over $5000? | Grants Central Office Approval (Grants & Contracts Svc) | Commodity Approval | Commodity? | Requisition Approved | Commodity Approval |
|---|---|---|---|---|---|---|---|---|---|---|
| Grant Funded? | Yes | No | Department Approval | Yes | No | Requisition Accepted | Yes | No | Requisition Approved | Yes |

## Requisition Approval Page

- To access the **Requisition Approval** page, use the hyperlink in the email message or the hyperlink in your Worklist.
- On the Approval page, review the document to see if it can be approved, if it needs to be corrected, or if it needs to be held.
- Once an action has been taken, workflow removes the document from the Approver’s Worklist and moves it forward or backwards depending on the action taken.
Requisition Approval Page:

1. Click the View Printable Version link to review Line Information such as the Requisition Total, Ship To Information, Line Item Description, Comments, General Ledger Account, ChartField string, etc.

   **Optional:** To view Line Information, click the More Button (arrow) on the Requisition line.

2. If the Document Creator added remarks and/or attachments to the requisition, they can be found in the Header comments and attachments section.

3. The Approval Chain section displays routing history. It displays the approver's name and the date on which he or she took action.

4. The Approver Comments section is used by Approvers to enter relevant remarks about the document.

5. Select the appropriate action type. The options are: Approve, Send Back, or Hold (click the More button for this option). If you select “Send Back” or “Hold”, you must add Comments explaining why the action was taken.
Voucher Workflow

Purpose of the Voucher

- The Voucher page is used to process Purchase Order and Non-Purchase Order payments to a vendor for goods or services (e.g. Utilities, Maintenance Contracts, Lab Equipment, etc.).

Essential roles for Vouchers (Purchase Order & Non-Purchase Order)

- **Creator** (Originator and Requester) – The individual who creates the Voucher in UT Share.
- **Principal Investigator Approver** – The individual responsible for approving funds involving a Grant.
- **Department Approver** (Reviewer and Budgetary Authority) – The approving official for a department.
- **Accounts Payable Approver** (Back-Office Approvers) – The approving official for the Office of Disbursements.

Action Types for Voucher Approval

- **Approve**: Document is approved and routed to the next approver (comments optional).
- **Deny**: Document is not approved. It is returned to the originator (comments required). The originator will be notified via email. The approver must provide an explanation explaining why the document was denied (returned).
- **Hold**: Document is placed on hold by the approver. It keeps the document from being worked on by any other approver (comments required).
Voucher Workflow Process

**Non-Purchase Order Voucher**

- Invoice Received
- Grant Funded?
  - Yes: Principal Investigator (PI) Approval → Department Approval → Accounts Payable Approval → Voucher Paid
  - No: Department Approval → Accounts Payable Approval → Voucher Paid

**Purchase Order Voucher**

- Invoice Received
- The originator completes the voucher, attaches support documentation, runs matching, runs budget checking and submits voucher for approval
- Accounts Payable Approval → Voucher Paid
Voucher Approval Page

- To access the Voucher Approval page, use the hyperlink in the email message or the hyperlink in your Worklist.
- On the Approval page, review the document to see if it can be approved, if it needs to be corrected, or if it needs to be held.
- Once an action has been taken, workflow removes the document from the Approver’s Worklist and moves it forward or backwards depending on the action taken.

Voucher Approval Page:

1. The approver should review the Summary section. This area contains the invoice, supplier, and other general voucher information.
2. Chartfield information can be viewed by clicking the More Button (arrow) on the expenses line.
3. The Approval Chain section displays routing history. It displays the approver's name and the date on which he or she took action.
4. The Approver Comments section is used by Approvers to enter relevant remarks about the document.
5. Select the appropriate action type. The options are: Approve, Sendback, or Hold (click the More button for this option). If you select “Send Back” or “Hold”, you must add Comments explaining why the action was taken.
Inter-Departmental Transfer Journal Workflow

Purpose of the IDT Journal

- **Inter-Departmental Transfer Journals** are routinely processed by service centers (e.g. Telecommunications, Facilities, Auxiliary Services, etc.) to charge departments across campus for services provided. The department providing the services should enter the IDT Journal in UT Share.

Essential roles for IDT Journals

- **Creator** (Originator and Requester) – The individual who creates the IDT Journal in UT Share.
- **Department Approval** - The approving officials of the individual that created the IDT Journal.
- **GL Journal Approval** – The approving officials for Accounting Services is responsible for approving IDT Journals.

Action Types for IDT Journal Approval

- **Approve**: Document is approved and routed to the next approver (comments optional).
- **Deny**: Document is not approved. It is returned to the originator (comments required). The originator will be notified via email. The approver should provide an explanation explaining why the document was denied (returned).
- **Hold**: Document is placed on hold by the approver. It keeps the document from being worked by any other approver (comments required).

IDT Journal Workflow Process

The originator completes the Journal, runs the Edit Journal Process, and then Submits Journal for approval → Department Approval → GL Journal Approval (Accounting Services) → Journal Posted
IDT Journal Approval Page in UT Share

- To access the Journal Approval page, use the hyperlink in the email message or the hyperlink in your Worklist.

- On the Approval page, review the document to see if it can be approved, if it needs to be corrected, or if it needs to be held.

- Once an action has been taken, workflow removes the document from the Approver’s Worklist and moves it forward or backwards depending on the action taken.

**IDT Journal Approval Page:**

1. Review the Long Description of the Journal at the top of the approval page.

2. The approver should review the Summary section. This area contains the IDT information to include date, who entered the journal, and the budget year and period.

3. The Journal Lines section displays the chartfield string used for the expense.

4. The Approval Chain section displays routing history. It displays the approver's name and the date on which he or she took action.

5. The Approver Comments section is used by Approvers to enter relevant remarks about the document.

6. Select the appropriate action type. The options are: Approve, Sendback, or Hold (click the More button for this option). If you select “Send Back” or “Hold”, you must add Comments explaining why the action was taken.
Manage eForms Approvals

eForm is an electronic form solution that provides a secure and efficient way for processing various human resources, payroll and position funding transactions.

eForm Workflow Overview

After a Requester submits an eForm for approval, Workflow begins. Workflow is an electronic routing and approval process for documents processed in UT Share. The forms are designed to route to pre-defined Approvers:

- The first approval level is the **Department Approval**, which may include the “Reports To” Manager or Department Head.

- The second approval level is **Funding Approval**. Depending on the funding source(s) used, the form will route to the Budget Authority for Cost Centers and/or to the Principal Investigator (PI) for Projects (Grants).

- The last approval level is **Business Office Approval**, which may include Budget Office, Provost, Grants & Contracts, Human Resources, Payroll, etc.

As the request passes through each Approval stage, the Approver is responsible for the following:

- Reviewing and verifying the information for accuracy.

- Approving the request to move the form forward to the next approval level or returning the request for revisions or denying (cancelling) the request completely.
View eForms Awaiting Approval

Approvers will receive an email notification for documents pending approval. The document can be accessed using one of the following options:

**Option 1 – eForms Pagelet**

1. Log in to UT Share.
2. The eForms pagelet allows you to view all pending forms awaiting your approval (by clicking the *My Pending Approvals*) or a specific form (by clicking the *Request ID*).

**Note:** If the eForms pagelet does not appear on your UT Share homepage, click the “Content” link to add the pagelet.

**Option 2 – My Pending Approvals**

1. Log in to UT Share.
2. Begin navigating to the Main Menu > HRMS > UTZ Customizations > eForms HR/Payroll Actions > My Pending Approvals
3. Forms pending your approval are displayed in the *Search Results* table. Select the form you want to approve from the table. The eForm request page is displayed.
Option 3 – Email Notification (not recommended)

1. When the Requester submits the eForm for approval, each approver will receive an email notification. Select the link provided in the email message.

   **Note:** Some users experience issues connecting to the workflow eForm using the email link.

2. If logged in to UT Share, you will be directed to the eForm request page. If not, you will be prompted to provide your login credentials and then the eForm request page is displayed.

Take Action on eForm

1. Once the eForm page is displayed, review the details provided on the request for accuracy (e.g. Proposed Position Information, Proposed Job Information, Proposed Funding, etc.). If applicable, expand the attachments and comments section to view additional information provided.

2. After reviewing the form, select one of the following options:

   - **Approve** – the form is approved and routed to the next approver.
   - **Deny** – cancels the request completely and no further action can be taken. The approver must provide an explanation in the **Comments** section explaining why the document was denied.
   - **Send Back** – the form is returned to the requester. The approver must provide an explanation in the **Comments** section explaining why the document was returned.

Add Comments to eForm

   a. If necessary, expand the **Comments** section.
   b. Click **Add**.
c. Enter your remarks and then click **OK**.

![Comments](image)

**Note:** If there are existing **Comments** click the plus sign [+] to insert a new row and then begin typing.

**View an Existing eForm**

1. Begin navigating to the Main Menu > HRMS > UTZ Customizations > eForms HR/Payroll Actions > Action Request.

2. The **eForms Action Request** page is displayed. Use the **Find an Existing Value** tab to search for an existing form. You may perform a search by:
   
   - **Request ID:** the 8-digit reference number assigned when the form was saved or submitted.
   
   - **eForms Actions:** the specific eForm type (Appointment, Additional Pay, New Position, Pay Rate Changes, etc.)
   
   - **Status:** the eForm’s specific status (Approved, Pending Approvals, etc.).
   
   - **Empl ID or Name:** the 10-digit employee ID or Name (person the action is for)
   
   - **Department:** use this option to display all eForms for a specific department.
   
   - **Position Number, Job Code, Job Title or Job Action:** use this option to perform a search with the position number or job information used on the request.
   
   - **Effective Date:** use this option to perform a search by the effective date on the request (e.g. hire date, etc.)

After entering your search criteria, click **Search**.
ProCard Approval

The Procurement Card (ProCard) is a MasterCard issued by Citibank. ProCards are issued to individuals on the universities behalf and are designed to simplify the purchasing of goods and services costing $4000 or less. There is a default maximum limit of $10k a month per card.

ProCard transactions are downloaded into UT Share and placed on a staging table once a month. The billing cycle for the charges will be the 4th through the 3rd of the following month (e.g. Feb 4th – Mar 3rd). When the files are loaded, the cardholder and/or proxy is notified via email. The email message will contain a deadline date for all approvals.

The statements should be reconciled by the cardholder or proxy. Once the reconciliation process is complete, the status should be changed from “Staged” to “Verified”.

The approving official will review the statements:

- If correct, the status should be changed 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, the approver will review the transaction once again and if satisfied, change the status to “Approved”.

(Reconcilers and approvers must be made a proxy to a cardholder’s account in UTShare. This is a manual process [not included with UTShare access]. To add or remove a reconciler or approver to a cardholder’s account, please email the ProCard Analyst in the Office of Disbursements at Procard@mavs.uta.edu, including the name and Empl ID of the cardholder and the proxy to be added or removed, and the action to be taken.)

Statements are pulled by Accounts Payable to generate a payment to Citibank. This process occurs 10 calendar days after the date the ProCard charges were loaded into the system. Once the statements are pulled, the status of the statements will change to “Closed”. When the status has changed to “Closed”, the departments will no longer be able to make changes to the statements. Only transactions that have both a “Valid” budget and “Approved” status will be included in the payment voucher generated to Citibank. If funds are not available an error message will be displayed at top of ProCard statement “The transaction(s) did not pass funds availability check” and the budget status will be “Not Chk’d.”

1. To approve the ProCard statement begin by navigating to: **Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**

2. The Reconcile Statement Search page is displayed. This page provides several options for performing a search. To search for a specific cardholder, you may search by the Employee ID, Name, or by the last 4-digits of the cardholders Card Number.
   a. The Search Results table displays a list of cardholder's names for which you have approval authority. Select the Name or Empl ID of the cardholder’s statement you want to approve.
b. If necessary, modify the transaction dates to capture the whole period to be reconciled.

c. Click the Search button to view the cardholders Procurement Card Transactions

3. The Procurement Card Transactions page is displayed. This page displays the cardholders Empl ID, Name, the last 4-digits of the cardholders bank card and the ProCard charges for a specific billing cycle. The Approver should review transaction lines with a Status of "Verified". This status indicates that the statement has been reconciled by the cardholder or proxy and is now waiting to be approved. The Approver is responsible for reviewing items verified by the Reconciler by confirming:

   a. The purchase is in compliance with the procurement card program and the supporting documentation is available.

   b. The correct Account code is used.

   c. The correct ChartField values are assigned.

   Note: Click the Show all columns icon to display all the billing information on one page.

4. Starting with the first transaction line:
a. If there are lines in the Comments bubble 📝, this indicates that remarks and/or attachments are available to review for the transaction line. Click the Comments icon to view the remarks. After viewing this section, click the OK button to return to the Procurement Card Transactions page.

b. The Distribution icon 📊 is used to access the Account Distribution page. This page allows you to view the budget information used for a specific transaction line. Note: Changes to ChartField Values can only be made by the Reconciler. After viewing this section, click the OK button to return to the Procurement Card Transactions page.

c. The active link (Yes) under the Redistrib column will allow you to view the date, time and the empl ID of the person who modified the transaction line.

d. The Description field displays general information about the goods or services purchased. Information entered in this field will appear on ProCard Reports and Payment Vouchers.

e. If the Reconciler’s records disagree with the billing amount, the discrepancy can be entered into the Dispute Amount field. The use of this field is optional. Departments are still required to maintain the ProCard Carry Over Transaction Log. The Credit Collected checkbox displays the status of the disputed amount.

f. To show the transaction line as reviewed, click the Status menu and select the appropriate option (i.e. Approved).

g. Repeat steps 4a - 4f until all transaction lines are reviewed and the status has been updated accordingly.

5. Click the Save button to commit your changes to the system.

Reconciling Payroll Transactions

Generate Payroll Analysis Report

The Payroll Analysis report is used to view salary and benefit information for all employees associated with a specific department. This report contains information such as, the funding source, Longevity Pay, Premium Sharing, Employer Matching, etc.


   Note: First Time Users need to create a Run Control ID, see below:
a) Click the **Add a New Value** tab.
b) Provide a meaningful name like “payroll.analysis.report”, (up to 30 characters, no spaces, case sensitive).
c) Click the **Add** button.
d) Select the Connected Query from the **Data Source Type** drop down list.
e) Enter UTAPYANALDPT in the **Report Name** field, or lookup the report.
f) Press **Save**. Proceed to Step 5.

To find an existing Run Control:

2. Click the **Find an Existing Value** Tab.
3. Click **Search**. A list of Run Control IDs will be listed if there are multiple, otherwise the existing Run Control ID report will display.
4. Click on your payroll analysis Run Control ID that displays in the list.
5. Click on the blue Update Parameters link. You will be prompted to enter the query parameters.

6. Enter the Fiscal Year.

7. Enter the Department.

8. Enter the Starting and Ending Period.

9. Enter the Employee ID or leave blank for all.

10. Click OK.

11. Enter the Cost Center or leave it blank for all.

12. Enter the PC Bus Unit or leave it blank for all.

13. Enter the Project# or leave it black for all.

14. Enter the Account# or leave it blank for all.

15. Click OK.

The parameters you entered display in the Query Parameters table.

16. Click the Save button.

17. Click the Run button.
The Process Scheduler Request page is displayed.

18. If necessary, change the **Format** field to the appropriate output option: “PDF” (Portable Document Format) or “XLS” (Excel).

19. If necessary change the **Type** of report field to Email which will send the report to the user email. The default is Web which will enable the report to be viewed in Report Manager. (Web defaults).

20. Click **OK**.

21. Click the blue **Process Monitor** link to monitor the progress of the report. The Process Instance number is also displayed.
The report is complete and ready to view when the Run Status shows “Success” and the Distribution Status shows “Posted”.

**Note:** If multiple reports are listed, verify using the process instance number.

22. Click the blue Go back to Query Report Schedule link.

23. Click the blue Report Manager link.
24. The **Report Manager** page is displayed. The report will display under one or more of the tabs, *usually the Administration tab.*

25. Click through the tabs to find the report listing.

26. Click the file name located under the **Description** column.

Here is an example of the report as an Excel file.

```
Payroll Analysis Report for Department: 320105 - Business Technology Services

<table>
<thead>
<tr>
<th>Employee</th>
<th>Dept ID</th>
<th>Pay Period</th>
<th>Account</th>
<th>Payroll</th>
<th>Fiscal Year 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>320105</td>
<td>2018-10-31</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>320105</td>
<td>2018-11-30</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>320105</td>
<td>2018-12-31</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>320105</td>
<td>2019-01-31</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>320105</td>
<td>2019-02-28</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>320105</td>
<td>2019-05-30</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>320105</td>
<td>2019-09-30</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
```

---

**Payroll Analysis Report for Department: 320105 - Business Technology Services**

<table>
<thead>
<tr>
<th>Fiscal Year 2019</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-10-31</td>
<td>0.00</td>
</tr>
<tr>
<td>2018-11-30</td>
<td>0.00</td>
</tr>
<tr>
<td>2018-12-31</td>
<td>0.00</td>
</tr>
<tr>
<td>2019-01-31</td>
<td>0.00</td>
</tr>
<tr>
<td>2019-02-28</td>
<td>0.00</td>
</tr>
<tr>
<td>2019-05-30</td>
<td>0.00</td>
</tr>
<tr>
<td>2019-09-30</td>
<td>0.00</td>
</tr>
<tr>
<td>Payroll Total</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Commitment Accounting Salary Reports

Salary by Cost Center

The Salary by Cost Center report is used to view salary information for all employees associated with a specific Cost Center.

Note: The Salary by Cost Center Report can be generated by end users with the following UT Share security roles: Level III or Level V.

1. Begin by navigating to Main Menu > UTZ Customization > Commitment Accounting > Reports > Salary by Cost Center.

2. The Salary by Cost Center search page is displayed.

- First Time User – Create a Run Control ID:
  a) Click the Add a New Value tab.
  b) Provide a meaningful name for your Run Control ID (up to 30 characters, no spaces, case-sensitive).
  c) Click the Add button and proceed to step 3.

- Returning Users - Use an Existing Run Control ID
  a) From the Find Existing Value page, enter the Run Control ID in the Search by field.
  b) Click Search and proceed to step 3.

Optional: You may leave the Search By field blank and click the Search button. If you have created only one Run Control, the Salary by Cost Center page displays. If you have multiple Run Controls, a Search Results table will display; where you must select the appropriate Run Control ID.

The Salary by Cost Center page is displayed.

Note: If you are a returning user, the Salary by Cost Center page defaults with the values last saved or used. Depending on the information that you want to view, you should update the parameters accordingly (e.g. Accounting Period, Cost Center, etc.).

  a) Enter Set ID “UTARL”.
     Enter Fiscal Year (e.g. 2019).
  b) Enter Accounting Period (e.g. 1 = Sept, 2 = Oct, etc.).
  c) Enter Cost Center or leave the field blank for all Cost Centers.
d) Enter **Empl ID** or leave the field blank for all employees.

3. Click the **Save** button to save the conditions of your report.

4. To generate the report, click the **Run** button.

5. The **Process Scheduler Request** page is displayed. If necessary, select “**XLS**” (Excel File) from the **Format** field.

6. Change the Type to Email to have the report output emailed to you directly, otherwise choose WEB.

**Note:** To send the report to additional recipients, click the **Distribution** link and complete the appropriate fields.

7. Click the **OK** button to return to the **Salary by Cost Center** page.

8. A **Process Instance** number is generated. This number is used to track your report from the **Process Monitor** page.

9. Click the **Process Monitor** link.

10. The **Process Monitor** page is used to view the status of the report. Initially, the **Run Status** may be “Queued” and the **Distribution Status** is “N/A”.

It may be necessary for you to click the **Refresh** button multiple times (every 20 seconds) to refresh the page, until the **Run Status** is “Success” and the **Distribution Status** is “Posted”.
11. Once the statuses have changed to “Success” and “Posted”, click the blue Go Back to Salary by Cost Center link.

12. From the Salary by Cost Center page, click the Report Manager link to view the report.

The Report Manager page is displayed. The report will generate two output files.

13. Click the Administration tab.

14. Select the report with the Excel file extension (e.g. UTZ_HC509.xlsx) located under the Description column.

15. A dialog window may prompt you to Open or Save the file, select the appropriate option.

16. Click OK.
17. The report will display.

Here is an example of the report as an Excel file.

Salary by Project ID Report

The Salary by Project ID report is used to view salary information for all employees associated with a specific Project ID.

**Note:** The Salary by Project ID report can be generated by end users with the following UT Share security roles: Level III, Level III-Reconciler, Level V, or Level V-Reconciler.

1. Begin by navigating to **Main Menu > UTZ Customization > Commitment Accounting > Reports > Salary by Project ID**

2. The **Salary by Project ID** search page is displayed.

   - **First Time User – Create a Run Control ID:**
     
     d) Click the **Add a New Value** tab.
     
     e) Provide a meaningful name for your **Run Control ID** (up to 30 characters, no spaces, case-sensitive).

   **Run Control ID Example:** salary-by-cost-center

   f) Click the **Add** button and proceed to **step 3**.

   - **Returning Users - Use an Existing Run Control ID**
     
     c) From the **Find Existing Value** page, enter the **Run Control ID** in the **Search by** field.
     
     d) Click **Search** and proceed to **step 3**.
Optional: You may leave the Search By field blank and click the Search button. If you have created only one Run Control, the Salary by Cost Center page displays. If you have multiple Run Controls, a Search Results table will display; where you must select the appropriate Run Control ID.

The Salary by Cost Center page is displayed.

**Note:** If you are a returning user, the Salary by Cost Center page defaults with the values last saved or used. Depending on the information that you want to view, you should update the parameters accordingly (e.g. Accounting Period, Cost Center, etc.).

3. Enter **Project Costing Business Unit** “UTASP”.

4. Enter **Project Costing Project ID** or leave the field blank for all **PC Project IDs**.

5. Enter **Fiscal Year** (e.g. 2019) and then the **Accounting Period** (e.g. 1 = Sept, 2 = Oct, etc.).

6. Enter **Empl ID** or leave the field blank for all employees.

7. Click the Save button.

8. To generate the report, click the Run button.

9. Change the Type to Email to have the report output emailed to you directly, otherwise choose WEB.

10. The Process Scheduler Request page is displayed. If necessary, select “XLS” (Excel File) from the Format field.

**Note:** To send the report to additional recipients, click the Distribution link and complete the appropriate fields.

11. Click the OK button to return to the Salary by Project ID page.

12. A **Process Instance** number is now assigned. This number is used to track your report from the Process Monitor page.

13. Click the Process Monitor link.
14. The Process Monitor page is used to view the status of the report. Initially, the Run Status may be “Queued” or “Processing” and the Distribution Status is “N/A”.

It may be necessary for you to click the Refresh button multiple times (every 20 seconds) to refresh the page, until the Run Status is “Success” and the Distribution Status is “Posted”.

15. Once the statuses have changed to “Success” and “Posted”, click the Go Back to Salary by Project ID link.

16. From the Salary by Project ID page, click the Report Manager link to view the report.

The Report Manager page is displayed. The report will generate two output files.

17. Click on the Administration TAB.

18. Select the report with the Excel file extension (e.g. UTZ_HC502.xlsx) located under the Report column.
A dialog window will prompt you to **Open** or **Save** the file, select the appropriate option.

19. Click OK.

20. The Report will display:

Here is an example of the report as an Excel file.
Monthly Financial Statement Reconciliation

Reconciliation Process
The reconciliation process is a comparison of the Financial Statements to departmental records. Reconciliation should be performed monthly. This process is necessary to make sure that expenditures charged, and revenues collected by the department were properly approved and applied to the correct Cost Center or Project. Any differences revealed by the reconciliation process should be promptly pursued and resolved in a timely manner. The process of reconciliation ensures the accuracy and validity of financial information.

Responsibilities of the Department
Reconciling Agent (Reconciler)
1. Maintain accurate records that support the financial activity for each Cost Center/Project.
2. Compare each transaction on the Financial Statements against your department records to verify that all transactions have been recorded accurately for the month.
3. If discrepancies between the Financial Statements and department records are found:
   • Promptly notify the appropriate department of any errors, omissions or questionable transactions
   • If necessary, request an accounting correction; and follow up to confirm that the correction was completed.

Head of Unit
1. Review the Financial Statements and make sure the reconciliation of all Cost Centers/Projects is complete.
2. Make sure accurate accounting records are maintained.
3. Ensure that overspending does not occur when using a Cost Center or Project.
4. The Head of Unit should consider the following questions:
   • Are the transactions on the statement appropriate for departmental/University business?
   • Are there any suspicious-looking transactions?
   • Does it appear that the accounts have been reconciled?
   • Has the reconciler explained any unrecognized transactions?

Evidence of Review and Completion
To comply with internal control procedures, evidence that reconciliation was completed must be maintained by the department. The Reconciler and the Head of Unit must review, sign and date the statement for each Cost Center/Project. Or, the Reconciliation and Acknowledgement form (BF-AS-F9) can be completed and signed.
Example of the Financial Statement

Summary Page

MONTHLY FINANCIAL STATEMENT
FOR NON-BUDGETED COST CENTERS with ASSOCIATED REVENUE

Department 625105 - Computer Science and Engineer For Budget Year 2019, Period Ending 04/30/2019
Cost Center: 311839 - Startup CSE S. Jiang

Important Note: Summary Balances may vary when compared against transaction detail balances due to timing of encumbrance processing and other factors!

Revenue Summary for Cost Center: 311839
**Amounts reflect Year-to-Date balances

<table>
<thead>
<tr>
<th>Account</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>1) Revenue-Incurred</th>
<th>2) Recognized Revenue</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNCRN - Revenue Transfers</td>
<td>2019</td>
<td>3</td>
<td>$46.71</td>
<td>$46.71</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTRV - Total Revenues</td>
<td>2019</td>
<td>1</td>
<td>$46.71</td>
<td>$46.71</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Summary Balance:
$46.71

Expense Summary for Cost Center: 311839
**Amounts reflect Year-to-Date balances

<table>
<thead>
<tr>
<th>Account</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>1) Allocated Budget</th>
<th>4) Encumbrance</th>
<th>5) Expense</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2066 - Faculty &amp; TA Salaries</td>
<td>2018</td>
<td>3</td>
<td>$6.00</td>
<td>$6.00</td>
<td>$6.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>A2066 - Payroll Related Cost</td>
<td>2019</td>
<td>3</td>
<td>$6.00</td>
<td>$6.00</td>
<td>$6.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>A4062 - Operating Expenses</td>
<td>2019</td>
<td>5</td>
<td>$10,759.47</td>
<td>$10,759.47</td>
<td>$10,759.47</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Summary Balance:
$103,708.67

Period Ending Budget Balance $102,923.32
### Transaction Details Page

**MONTHLY FINANCIAL STATEMENT**

**FOR BUDGETED COST CENTERS**

#### Budget Account A4000 - Operating Expenses for Cost Center 367890 - Name of Cost Center

**Transaction Detail: Procurement [AP Voucher] (Expense)**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Transacted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>11</td>
<td>82401</td>
<td>TVC Endorse</td>
<td>217.05</td>
</tr>
<tr>
<td>2016</td>
<td>11</td>
<td>83002</td>
<td>Office Supply</td>
<td>134.94</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82144</td>
<td>Computer Software</td>
<td>39.97</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82141</td>
<td>Computer E-Rate Exp</td>
<td>80.00</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>84101</td>
<td>Copying/Printing Services</td>
<td>80.00</td>
</tr>
</tbody>
</table>

Procurement [AP Voucher] (Expense) Total: **$337.06**

**Transaction Detail: Procurement [Purchase Order (Enc)]**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Transacted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>11</td>
<td>82141</td>
<td>Computer E-Rate Exp</td>
<td>1,990.00</td>
</tr>
</tbody>
</table>

Procurement [Purchase Order (Enc)] Total: **$1,990.00**

**Transaction Detail: Procurement [Requisition (PreEnc)]**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Transacted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>11</td>
<td>82141</td>
<td>Computer E-Rate Exp</td>
<td>1,990.00</td>
</tr>
</tbody>
</table>

Procurement [Requisition (PreEnc)] Total: **$1,990.00**

**Transaction Detail: Pro Card Transactions**  *Does NOT include Pro Card Amounts when reconciling balances. Amounts are posted to account balances via the associated Voucher. See associated voucher for details.*

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Transacted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>11</td>
<td>82003</td>
<td>Office Supply</td>
<td>6.07</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82003</td>
<td>Office Supply</td>
<td>72.97</td>
</tr>
<tr>
<td>2016</td>
<td>11</td>
<td>82003</td>
<td>Office Supply</td>
<td>21.17</td>
</tr>
<tr>
<td>2016</td>
<td>11</td>
<td>82003</td>
<td>Office Supply</td>
<td>1.61</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82003</td>
<td>Office Supply</td>
<td>30.39</td>
</tr>
<tr>
<td>2016</td>
<td>11</td>
<td>82003</td>
<td>Office Supply</td>
<td>1.21</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82141</td>
<td>Computer Software</td>
<td>11.51</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82141</td>
<td>Computer Software</td>
<td>26.95</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82141</td>
<td>Computer Software</td>
<td>27.04</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82141</td>
<td>Computer E-Rate Exp</td>
<td>88.87</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82141</td>
<td>Computer E-Rate Exp</td>
<td>80.00</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>84101</td>
<td>Copying/Printing Services</td>
<td>80.00</td>
</tr>
</tbody>
</table>

Pro Card Total: **$513.00**

**Transaction Detail: Travel & Expense [Expense Report (Enc)]**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Transacted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>11</td>
<td>82401</td>
<td>TVC Endorse</td>
<td>-4,919.00</td>
</tr>
</tbody>
</table>

Travel & Expense [Expense Report (Enc)] Total: **-4,919.00**

**Transaction Detail: Travel & Expense [Expense Report (Expense)]**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Transacted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>11</td>
<td>82201</td>
<td>TVC Out Of Town</td>
<td>249.22</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82202</td>
<td>TVC Out Of Town</td>
<td>242.23</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82205</td>
<td>TVC Out Of Town</td>
<td>37.34</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82206</td>
<td>TVC Out Of Town</td>
<td>118.56</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82208</td>
<td>TVC Out Of Town</td>
<td>238.70</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82209</td>
<td>TVC Out Of Town</td>
<td>553.50</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82210</td>
<td>TVC Out Of Town</td>
<td>1,159.84</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82213</td>
<td>TVC Out Of Town</td>
<td>449.28</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82141</td>
<td>Computer Software</td>
<td>82.41</td>
</tr>
</tbody>
</table>

Travel & Expense [Expense Report (Expense)] Total: **$3,149.28**

**Transaction Detail: GL Journals**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Transacted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>11</td>
<td>82020</td>
<td>Telegram Long Distance</td>
<td>3.85</td>
</tr>
<tr>
<td>2016</td>
<td>11</td>
<td>82020</td>
<td>Telegram Long Distance</td>
<td>3.72</td>
</tr>
<tr>
<td>2016</td>
<td>11</td>
<td>82020</td>
<td>Telegram Long Distance</td>
<td>9.95</td>
</tr>
<tr>
<td>2016</td>
<td>11</td>
<td>82020</td>
<td>Telegram Long Distance</td>
<td>7.74</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82033</td>
<td>Telegram In-Domestic Charges</td>
<td>227.20</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82033</td>
<td>Telegram In-Domestic Charges</td>
<td>289.00</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>82033</td>
<td>Telegram In-Domestic Charges</td>
<td>250.00</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>87020</td>
<td>Miscellaneous Expenses</td>
<td>-31.74</td>
</tr>
</tbody>
</table>

GL Journal Total: **143.00**

**Certification and Signatures for Cost Center: 367890 - Name of Cost Center**

[To be signed by Head of Unit]  
[To be signed by Reconciling Agent of Unit]

Last Revision: 8/27/2019  
Page 39
Commitment Control Overview

The Commitment Control Module in UTShare displays budget information for a specific Cost Center or Project. There are two distinct sections: **Budget Overview** and **Budget Details**.

The **Budgets Overview** page is used to view an overall balance for one or more budget accounts. The information on this page is updated as soon as transactions are budget checked. The Budget Overview page is where budget, expense, and revenue data is maintained.

The **Budget Details** page is used to view financial activity for a single budget account (e.g. A4000, G4010, P6000). To view budget information, you must begin by selecting the appropriate Ledger Group. A Ledger is used to track various types of transactions in Commitment Control.

Account Overview

UT Arlington operates on a 12-month accounting period (Fiscal Year) which runs from Sept 1st through Aug 31st. The fiscal year is designated by the calendar year in which it ends.

During the fiscal year, the months are referred to as Accounting Periods, and these designate when the transaction occurred. For UTShare Accounting Periods start 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>12 = Aug</td>
</tr>
</tbody>
</table>

The Budget Period represents the pool of money for which funds are available to spend. It generally coincides with the fiscal year calendar but can be independent.

There are four main document types that create transaction lines in UTShare:

- **Travel and Expense Documents** – These documents are used to reimburse an individual for out-of-pocket business-related expenses. There are two types of travel documents seen in commitment control:
  - Travel Authorization – Used to encumber funds for a future business-related trip.
  - Expense Report – Used to reimburse an individual for out-of-pocket business-related expenses. There are two types of expense reports: **travel** and **non-travel**.

- **Purchasing Documents** – These documents are used to reserve or expense funds for business-related purchases. There are three types of purchasing documents:
  - Requisition – Used to submit a request for goods and/or services from UTA’s Procurement Department.
  - Purchase Order – Used to submit approved purchasing details to suppliers.

- **Voucher** – This form is used to pay for goods and/or services purchased from a vendor. There are two types of vouchers: **purchase orders** and **non-purchase orders**.
• **Journal** – This form is used to record financial transactions involving budget transfers, payroll transactions, inter-departmental transfers, accounting corrections, etc.

There are certain processes that place funds on hold for either anticipated expenses (**Pre-Encumbrance**) or a future expenditure (**Encumbrance**).

A requisition will create a pre-encumbrance on an account. When it is sourced to a Purchase Order, the pre-encumbrance is released, and an encumbrance is created. Creating a voucher releases the encumbrance and then expenses the amount.

Travel Authorizations place an encumbrance on an account that is released when associated with an Expense Report.

When processing transactions in UTShare, each document type requires you to perform a **Budget Check** to ensure that there are available funds.

There are a few common budget errors that can stop a transaction from occurring:

- **Exceeds Budget Tolerance** – amount exceeds the available budget.
- **No budget exists** – Budget has not been established for chartfield combination.
- **Date out of bounds** – Budget date on the document is outside the effective budget period.

If a budget error is received, a **Budget Transfer** may be necessary to move money into the correct account.

**Chart of Accounts**

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:

<table>
<thead>
<tr>
<th>Bus Unit</th>
<th>Account</th>
<th>Fund</th>
<th>Dept.</th>
<th>Cost Centr</th>
<th>Function</th>
<th>Program</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
</tr>
</thead>
</table>

The different elements of the COA are used for budgeting, recording transaction, classification of transactions and for reporting purposes.

The COA tells us where the money came from, the general purpose of the funds, and who is spending it.

The COA values are entered in to “ChartFields” in UT Share. The grouping or combination of ChartFields is referred to as a “ChartField String”.

Understanding the chartfield structure helps you identify valid chartfield combinations for your transactions. Incorrect chartfield values will result in processing delays and inaccurate data.

A ChartField String can be viewed from the SpeedTypes page in UT Share. The SpeedType (SpeedChart) is identified by the 6-digit Cost Center or 10-digit Project number in the chartfield string.
• The chartfield values for a Cost Center include: Business Unit (UTARL), Fund, Department, Cost Center, and Function.

• The chartfield values for a Project include: Business Unit (UTARL), Fund, Department, Function, PC Bus Unit, Project, and Activity.

**SpeedTypes**

A SpeedType (similar to a SpeedChart) is a combination of ChartField values used to quickly populate data into chartfields. SpeedType information can be found on the SpeedType page.

1. To find an existing SpeedType, begin by navigating to **Main Menu > Set Up Financials /Supply Chain > Common Definitions > Design ChartFields > Define Values > Speed Types.**

2. The SpeedTypes search page is displayed. The SetID defaults with “UTARL”. Leave the default value.

3. Enter the Cost Center or Project number in the **SpeedType Key** field.

4. Select Universal (All Users) from the **Type of SpeedType** drop-down menu.

5. Click **Search.**

The SpeedType page displays the chartfield values required for processing or viewing transactions in UT Share.
Reviewing Commitment Control Information
The commitment control module in UTShare houses all the budget activity for cost center and projects.

The module allows you to:

- View budget activity associated with a Project or Cost Center chartfield string (e.g. original budget, available balance, etc.).
- View Transaction Details that make-up Expense and Revenue totals.
- Review the status of future commitments, including Pre-encumbrances (Requisitions) and Encumbrances (Purchase Orders, Travel, Salary).
- View budget activity for a specific accounting period or year-to-date.

When viewing budget activity in UTShare there are two elements that you should be familiar with:

- Ledgers
- Budget Accounts
Ledgers

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).

<table>
<thead>
<tr>
<th>Non-Project Budget Accounts (Cost Centers)</th>
<th>Project Budget Accounts (Sponsored Projects)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1000 Staff Salaries</td>
<td>G4010 Salaries</td>
</tr>
<tr>
<td>• A&amp;P Salaries</td>
<td>G4020 Fringe Benefits</td>
</tr>
<tr>
<td>• Classified Salaries</td>
<td>G4040 Equipment Fabrication</td>
</tr>
<tr>
<td>A1200 Wages</td>
<td>G4050 Equipment Capital</td>
</tr>
<tr>
<td>A2000 Faculty Salaries</td>
<td>G4070 Consultants</td>
</tr>
<tr>
<td>A2100 Graduate Teaching Assistant Salaries</td>
<td>G4082 STEM Tuition</td>
</tr>
<tr>
<td>A3000 Fringe</td>
<td></td>
</tr>
<tr>
<td>A4000 Operating Expenses</td>
<td>G4090 Other Direct Costs</td>
</tr>
<tr>
<td>• M&amp;O</td>
<td>G4100 Rentals &amp; Leases</td>
</tr>
<tr>
<td>• Travel</td>
<td>G4105 Rental Equipment</td>
</tr>
<tr>
<td>• Utilities</td>
<td>G4110 Travel - Domestic</td>
</tr>
<tr>
<td>• Schol &amp; Fellow</td>
<td>G4120 Travel - Foreign</td>
</tr>
<tr>
<td>• Capital</td>
<td></td>
</tr>
<tr>
<td>A7000 Expense Transfers (Budget Office Use Only)</td>
<td>G4130 Participant Expenses</td>
</tr>
<tr>
<td>RTRFS Revenue Transfers (Budget Office Use Only)</td>
<td>G4140 Scholarships &amp; Fellowships</td>
</tr>
<tr>
<td>ETRFS Expense Transfers (Budget Office Use Only)</td>
<td>G4150 Tuition &amp; Fees (Stud Supp)</td>
</tr>
<tr>
<td>TOTRV Total Revenue</td>
<td></td>
</tr>
</tbody>
</table>

- OPE - Displays Operating Expenses for a Cost Center
- OPR – Displays Operating Revenue for a Cost Center

Grant Ledgers (Sponsored Projects)

- GRT_PARENT – Displays overall balance and budget activity for a Sponsored Project
- GRT_CHILD1 – Displays budget activity for a single budget account (e.g. G4010)

Plant Fund Ledgers (Capital Project)

- PLANT_PRNT - Displays overall balance and budget activity for a Capital Project
- PLANT – Displays budget activity for a single budget account (e.g. P7000)

Note: The DETAIL ledger is used to view General Ledger Account information (e.g. 63003 = office supplies) for Cost Centers, Sponsored Projects and Capital Projects.

Budget Accounts

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).

Generate a Budget Detail

1. To view Budget Details, begin by navigating to: Main Menu > Commitment Control > Review Budget Activities > Budget Details

![Budget Details search page]

2. From the Budget Details search page:
   a. Verify the Business Unit is defaulting with “UTARL”.
   b. Enter or lookup a Ledger group:
      i. To view the overall balance for a Project, select ledger “GRT_PARENT” for a Sponsored Project or select “PLANT_PRNT” for a Capital Project.
      ii. To view budget activity for a single budget account, select ledger “GRT_CHILD1” for a Sponsored Project or select “PLANT” for a Capital Project.
      iii. To view budget activity for a Cost Center, select ledger “OPE” or “OPR”.
      iv. To view budget activity for a specific GL Account, select ledger “DETAIL”.
   c. Click Search.

![Budget Detail Overview]

Last Revision: 8/27/2019
3. Depending on the Ledger group selected, the appropriate ChartFields will be available to search by.

4. If multiple results are available matching your input criteria, they will be displayed below. Click View Details on the account you would like to view.

5. The Commitment Control Budget Details page is displayed. This page provides a summary of budget information for a specific Cost Center or Project. The header section contains the ledger group, budget account, and the chartfield values that you are currently viewing. Balances are updated as soon as transactions receive a “Valid” budget check.

6. The Ledger Amounts section contains:
   a. Total amount budgeted for the Cost Center or Project
   b. Total Expenses charged against the budget (e.g. AP Vouchers, Expense Reports, Journals)
   c. Total Encumbrances charged against the budget (e.g. Purchase Orders and Travel Authorizations)
   d. Total Pre-Encumbrances charged against the budget (e.g. Requisitions) The Budget Details page allows you to view one ledger at a time (e.g. OPE, OPR, Grant Parent or Grant Child).
7. The **Available Budget** section indicates the total dollar amount remaining in the budget. This amount is determined by the total of the Budget less Expenses, Encumbrances, and Pre-Encumbrances.

![Commitment Control Budget Details]

8. To view additional details for the **Ledger Amounts**, click the associated link or icon. **Note:** Before navigating to activity/ledger it is recommended to update the **Max Rows** field to 999 to ensure all activity can be viewed.

   a. The **Drill to Ledger** (green icon) displays budget period information by Accounting Period. It will also provide the transaction amount for each period.

   b. The **Activity Log** (gold icon) displays transaction details.

   c. The **Parent/Children** link displays budget account information for Projects. If viewing information at the Parent level, this section provides all budget accounts established for the Project and the available budget for each account. This link is only available (active) when viewing information for a Sponsored Project or a Capital Project.

**View Transaction Activity and Source Documents**

After drilling into an activity log, or a ledger and selecting an accounting period, you will be presented with all transactions that make up the associated budget, expense, encumbrance, or pre-encumbrance amount.
Ledger – Click the Amounts tab to see the Accounting Periods. Select the accounting period you would like to view by clicking the magnifying glass icon on the left.

Activity Log – All transactions will be displayed for the budget period.

Transaction Activity - The title bar displays the transaction lines available to view. To view additional information, use the scrollbars. The Drill to Activity Log (two footprints) is used to view the Commitment Control Activity Log page. This page is used to view the Budget Account (e.g. A4000) and General Ledger Account (e.g. 63141) that was applied to the transaction line. Also, you can view the status and any budget exceptions for the transaction line (e.g. Warnings or Errors).

View Source Document – from the Activity Log click the Magnifying Glass icon. The Line Drill Down page is displayed. To view the source document, click the View Related Links icon, the select Go to Source Entry.
Budget Overview
The Budget Overview page is used to view budget activity (expense and/or revenue) for a single or multiple budget accounts. Budget, expense, and revenue data is maintained and updated as soon as transactions are “valid” budget checked.

Create a Budget Overview Inquiry
The first time the Budget Overview page is used, a budget inquiry (similar to a run control) must be created to view budget activity. Once the inquiry name is created and saved, it can be re-used at a later time. Multiple budget inquiries can be created such as:

- Viewing information for a specific type of account, e.g. Cost Center, Grant, Plant Fund.
- View information by Accounting Period, e.g. Month.
- Viewing information by General Ledge Account, e.g. 63003 = Office Supplies
- Creating a single budget inquiry and change the parameters each time the inquiry is used.

Note: Once a budget inquiry is created, you can access the Inquiry name from the Find an Existing Value tab.

1. Begin by navigating to: Main Menu > Commitment Control > Review Budget Activities > Budget Overview
2. Click the Add a New Value tab.
3. In the **Inquiry Name** field, enter a name for your inquiry, e.g. Cost Center, Grant, General Ledge Account, etc., and click **Add**.

4. The **Budget Overview** page is displayed.

5. Complete the required fields.
   a. Provide a brief description for the inquiry in the **Description** field.
   b. The **Business Unit** field defaults with the appropriate value “**UTARL**”.
   c. If necessary, select **Ledger Group** or **Ledger Inquiry Set** from the drop-down menu.
      - **Ledger Group** is used to view a single ledger, e.g. OPE, OPR, GRT_CHILD1, PLANT, or DETAIL.
      - **Ledger Inquiry Set** is used to view a combined ledger, i.e. OPE_OPR. This option is only available for Cost Centers.
   d. Depending on your choice in step 5c, enter or look up the desired **Ledger Group** or **Ledger Inquiry Set**.

6. Click the **Save** button to save your budget inquiry for future use.
Generate a Budget Overview

The Budget Overview search page is used to search for an existing budget inquiry (Find an Existing Value) or to create a new budget inquiry (Add a New Value).

2. To generate a Budget Overview, begin by navigating to: Main Menu > Commitment Control > Review Budget Activities > Budget Overview

3. The Budget Overview search page is displayed. A search can be by using an existing budget inquiry (Find an Existing Value) or by creating a new budget inquiry. NOTE: To create a new budget inquiry, refer to page 12.

4. If you already have inquiries created, you have two options.
   a. Enter the existing Inquiry Name and click Search.
   b. Leave the Inquiry Name field blank and click Search.
      - If you have created only one inquiry, the Budget Overview page will display.
      - If you have multiple inquiries, a Search Results table will display, and you must select the appropriate inquiry to use.

5. The Budget Overview page is displayed with the values defined at the creation of the inquiry or that was last saved.

6. To view budget activity:
   a. Ensure the appropriate Ledger Group/Ledger Inquiry Set is selected:
   b. Select the appropriate Type of Calendar:
      - Detail Budget Period is used to view fiscal year-to-date information, i.e. September 1 – August 31.
      - Detail Accounting Period is used to view information for a specific month or date range.
   c. Enter the Budget Period and/or Accounting Period you want to view.

NOTE: When viewing budget activity for a Sponsored or Capital Project with calendar year “Detail Budget Period”, leave the Budget Period “From” and “To” fields blanks. If you want to view Project Information by Budget Period, use “Detail Account Period” calendar.

   d. The Include Adjustment Period field defaults with a check mark. If you do not want to include 998 – Year-end Entries, remove the check mark.

   e. Enter the appropriate Cost Center or Project Number in the ChartField Criteria section.

      • Note: If aspects of the chartfields are unknown, e.g. Account, Fund, Function, etc., do not remove the wildcard (%) symbol. The percent sign (%) should only be removed from the fields used to perform the search. The purpose of the percent sign is to find all values for any unknown field.
• It is recommended you complete at least one of the field, e.g. Cost Center, Project, Dept, and/or Account, etc., on which to base your inquiry results.

f. Click the Search button to run the inquiry.

View a Budget Overview

1. The Inquiry Results page is displayed with the information defined in your search criteria. Results include the Available Budget, the Accounts, and the associated details of the budget.

   a. The Max Rows field defaults to 100. This field determines the maximum number of lines that display in the Budget Overview Results table as well as the transaction Activity Log page. If needed, you can indicate the number of rows that you want to view by increasing or decreasing the Max Row field.

Note: This change applies to your current session only.

b. The right side of the Ledger Totals section provides a budget activity summary.

   • The Budget field displays the total amount budgeted for the Cost Center or Project.

   • The Expense field indicates the total expenses charged against the budget, e.g. AP Vouchers, Expense Reports, and Journals.
• The **Encumbrance** field indicates the total encumbrances charged against the budget, e.g. Purchase Orders and Travel Authorizations.

• The **Pre-Encumbrance** field indicates the total pre-encumbrances against the budget, e.g. Requisitions.

• The **Available Budget** indicates the total dollar amount remaining for the budget. This amount is determined by the total of the Budget less Expenses, Encumbrances, and Pre-encumbrances.

c. The right side of the **Ledger Totals** section displays revenue information (if applicable).

• The **Revenue Estimate** indicates the total estimated revenue to be received.

• The **Recognized Revenue** indicates the total revenue actually collected.

• The Available Budget displays the available revenue. This amount is determined by the **Revenue Estimate** less the **Recognized Revenue**.

• The **Collected Revenue** is the total revenue that has been collected.

• The **Uncollected Revenue** is the total uncollected revenue. This amount is determined by the total **Recognized Revenue** less the **Collected Revenue**.
2. The **Budget Overview Results** grid displays:
   a. The horizontal scroll bar at the bottom of grid is used to scroll and view additional balances.
   b. The data of the **Budget Overview Results** table can be downloaded to Microsoft Excel by clicking the Download icon.
   c. Starting from the left side of the grid,
      - The **Show Budget Details** icon is used to view the Budget Details page. This section displays budget information for a specific ledger, i.e. OPE, GRT_CHILD1, and budget account, i.e. G1200, G4010.
      - The **Show Budget Transaction Types** icon is used to access the Budget Transaction Types page. This page displays the amount of the original budget and any amount rolled over from the previous fiscal year (if applicable).
   
   NOTE: This icon is not available when viewing information by Calendar Type “Detail Accounting Period”.

   d. A **Ledger Group** is related to a different source of funds and account structure, e.g. OPE, GRT_PARENT, DETAIL.
   e. The **Budget Account** describes the purpose of the funds, e.g. A1200 (Wages), A4000 (Operating Expenses), G4010 (Salaries), G4110 (Travel – Domestic), etc.
   f. The **ChartField** values indicate the funding source for the Ledger Group.
      - **Cost Center** = Fund, Dept, Cost Center, Function
      - **Sponsored Project (Grants)** = Fund, Dept, Function, PC Business Unit, Project, Activity

3. The **Budget Period** represents the period when the budget activity was processed.

4. You can view specific details for the dollar amounts in the Budget Overview Results table. Use the horizontal scrollbar to scroll right and click on the appropriate monetary link. The remaining balance for each Budget Account is displayed at the right end of each line.

5. You have the ability to drill-down into a budget line to view additional information.
6. The **Show Budget Details** icon allows viewing of the **Budget Details** page.

   - The **Budget** field displays the total amount budgeted.
   - The **Expense** field displays the total expenses charged against the budget, e.g. AP Vouchers, Expense Reports, and Journals.
   - The **Encumbrance** field displays the total encumbrances charged against the budget, e.g. Purchase Orders, Travel Authorizations, and Salaries.
   - The **Pre-encumbrance** field displays the total pre-encumbrance charge against the budget, i.e. Requisitions.
   - The **Available Budget** section indicates the total dollar amount remaining for the budget. This amount is determined by the total of the Budget less Expenses, Encumbrances, and Pre-encumbrances.

   ![Budget Details](image)

   a. View specific details for each **Ledger Amounts**, by clicking the appropriate icon.

      - The **Drill to Ledger** icon (open green book) displays ledger details by accounting period (month).
      - The **Activity Log** icon (closed gold book) displays transaction details for the ledger.
      - The **Parent/Children** link is only available (active) when viewing budget account information for a Project. If viewing information at the Parent level, this section provides all budget accounts established for the Project and the available budget for each account.

7. Click the **Show Budget Transaction Types** icon to view the amount of the original budget, the total adjustment amount, and the adjustment and original transfer amounts. This section also provides the budget closing amount and any amount rolled over from the previous fiscal year.
NOTE: For information on viewing Transaction Lines, refer to “View Transaction Activity and Source Documents” section of this document.

Delete a Budget Inquiry

1. Begin by navigating to: Main Menu > Commitment Control > Review Budget Activities > Budget Overview
2. The Budgets Overview page is displayed, and you have two options.
   a. Enter the Inquiry Name you want to delete and click Search.
   b. Leave the Inquiry Name field blank and click Search.
      • If you have created only one inquiry, the Budget Overview page will display.
      • If you have multiple inquiries, a Search Results table will display, and you must select the appropriate inquiry to use.
3. Select the inquiry you want to delete.
4. On the Budget Overview page, click the Delete icon (trash can).
5. To verify the inquiry was deleted successfully, click the Search button again.

Grants Management

The Grants module in UT Share is used to manage the full life cycle of research administration, including proposal generation, transitioning proposals into awards, tracking award and project information. A Grant consists of two main parts, an Award and a Project.

- The Award represents the funding from the sponsor and includes details such as the start and end dates, name of the PI, sponsor, and terms and conditions.
- The Project describes the way in which the funds are spent. It is used to track the financial part of the Award and is where the transactions occur.

An Award can have multiple Projects; each Project has its own budget.
Award Profile

Main Menu > Grants > Awards > Award Profile

Award Profile

Provides basic information about the award.

**Award Tab**
The Award page contains:
- The Title of the Award.
- The Sponsor of the Award
- The Principal investigator (PI)
- Status of the award
- Award start and end date
- All the Projects associated with the award

**Funding Tab**
The Funding page contains:
- Total Award Amount
- Each Project associated with the Award
- Start and End Date for each Project
- Amount budgeted for each Project

**Resources Tab**
The Resource page contains:
- Sub-recipient information. A Sub-recipient is an organization that has been allocated a portion of the work to be performed on the Project. This page provides the name of the organization.
Project

Main Menu > Grants > Awards > Project

Project Schedule

Description

Duration: 11/27/18 - 9:37:36 AM

Description:

*Intensive Field Surveys to Inform the Conservation of the Río Grande corral Pseudoceros and Turtles*

189 characters remaining

Long Description:

*Intensive Field Surveys to Inform the Conservation of the Río Grande corral Pseudoceros and Turtles*

**Project Information Tab**

- Provides basic information about the Project.

**General Information Tab**

- Processing Status
- Project Start and End Date

**Project Department Tab**

- Displays the primary department that is responsible for the project

**Manager Tab**

- Project Dates
- Principal Investigator Information

Project Budget Accounts

Main Menu > Grants > Awards > Project Budgets

**Budget Detail**

- Project: 125400750
- Description: *Intensive Field Surveys to Inform the Conservation of the Río Grande corral Pseudoceros and Turtles*

**Budget Summary**

- Cost Share: Direct $0.00
- Total Budget: $74,000.00
- Budget Item: Personnel

**Budget Accounts**

- Account: G4010
- Department: 640101
- Function: 100
- Activity: 1
- Analysis Type: 4
- Affiliates: BENEFITS 4
- Budget Amounts:
  - G4010: 100%
  - G4100: 100%
  - G4110: 100%

The **Project Budgets** page is used to view:

- All Budget Accounts associated with a specific Project. The Budget Account specifies the purpose of the funds (e.g. G4010 – Salaries).
- A description of each Budget Account.
- The budget established for each Budget Account.
Resources and Contacts

UTA Handbook of Operating Procedures
Faculty and Staff website: https://resources.uta.edu/

Found on the Office of Legal Affairs website, the UTA Handbook of Operating Policies (HOP) serves to inform students, faculty and staff regarding the policies and procedures that apply to the entire campus community. All students, faculty, staff, affiliates, and visitors to the University are governed by these policies and should be familiar with them. Policies and procedures in the HOP supersede and preempt any inconsistent departmental policies, procedures, and guidelines not included in the HOP.

The policy and procedure information is subject to change. Please direct any questions and comments you may have to the Office of Legal Affairs.

Division of Business Affairs
Business Affairs website: https://www.uta.edu/business-affairs

The Division of Business Affairs at the University of Texas at Arlington is responsible for properly accounting for and managing the assets of the institution, insuring accurate financial reporting of the institutions financial status, insuring value, and providing excellent service to our campus constituents.

The Division of Business Affairs encompasses multiple departments with which departmental approvers may engage, to include Accounting Services, Budgets, and Procurement. Departmental contact information and procedure information can be found on the departmental webpages.

Business Technology Services
Business Technology Services webpage: https://www.uta.edu/business-affairs/training
Business Technology Services Support: 817-272-2155

Business Technology Services provides University employees with training opportunities in regards to Business Affairs processes, offering classes for Financial and Human Resources
business topics. Visit the BTS webpage for training documentation and job specific resources for supported topics.

The Office of Information Technology
The Office of Information Technology website: [https://oit.uta.edu](https://oit.uta.edu)
The Office of Information Technology Help Desk: 817-272-2208

The Office of Information Technology offers a wide range of services and products to UTA faculty and staff to achieve their departmental success. The OIT website lists categories that provide a high level overview of the services they provide, to include Communication and Collaboration, Internet and Network, and Systems Hardware.

ServiceNow
ServiceNow webpage: [https://uta.service-now.com/selfservice/](https://uta.service-now.com/selfservice/)

ServiceNow is a Customer Service portal that allows a user to submit Incidents or Requests to the specific department that will address their needs. It offers a form for users to complete in their own words, and acts as a conduit between the user and the person providing assistance. ServiceNow incidents and requests generate email alerts, allow for attaching documentation, and provide clear notes on the status of the issue and any subsequent actions that are taken during resolution. ServiceNow is available for use by all UTA Faculty, Staff, and Students.

In addition to providing a platform for reporting issues or making a request, ServiceNow also provides answers to common questions and issues in the Knowledge Base. Articles available in the Knowledge Base cover topics such as clearing cache and cookies on your browser, installing Pulse Secure VPN, and standard wireless setup at UTA.