Fiscal and Business Officers Meeting

Wednesday November 20, 2019
SP2 12.216
Agenda

• Welcome – Dr. Bernoussi

• Updates and Reminders
  • PeopleSoft PUM Upgrade – Dr. Bernoussi
  • JAGGAER Upgrade – Dr. Bernoussi
  • Cost Center Reconciliation Status – Jennifer Mayes
  • Review Independent Contractor Certificate – Jene Janich
  • Quick Guides – Jene Janich
  • Promotional Items Approved Vendors – Lori Matthews
  • Catering and Food Delivery Service – Lori Matthews
  • Sponsored Project Budget Adjustment Form – William Old
  • Other Reminders and Updates – All

• Question of the Month – Dr. Bernoussi

• Adjourn
PeopleSoft PUM Upgrade

Dr. Bernoussi
Assistant Vice President for Budget and Finance
Scope of the Upgrade

- FMS, HCM, and Portal fully upgraded to PeopleSoft 9.2
- PeopleSoft Update Manager (PUM) is the update methodology and mechanism used to apply updates to PeopleSoft 9.2 applications
  - Galaxy (IH) PUM 9
  - Finance (FMS) PUM 33
  - HR (HCM) PUM 32
# Project Timeline

<table>
<thead>
<tr>
<th>Move-to-Prod Migration Path</th>
<th>UTD HR/FIN</th>
<th>UTD FIN</th>
<th>UTD HR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environment</td>
<td>IH PUM 9</td>
<td>FSCM PUM 33</td>
<td>HCM PUM 32</td>
</tr>
<tr>
<td>Apply to PRD</td>
<td>Start Date</td>
<td>Finish Date</td>
<td>Start Date</td>
</tr>
<tr>
<td></td>
<td>12/6/19</td>
<td>12/8/19</td>
<td>12/6/19</td>
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<tr>
<td>GO-LIVE</td>
<td>12/9/19</td>
<td>12/9/19</td>
<td>12/9/19</td>
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</tbody>
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Project Overall Status

Green = On Target: good general progress and project tasks on schedule
Yellow = At Risk: issues have been identified that may impact tasks and/or deliverables
Red = Problematic: critical issues have been identified and need to be addressed immediately
JAGGAER Upgrade

Dr. Bernoussi
Assistant Vice President for Budget and Finance
Upcoming JAGGAER Upgrade

• Major User Interface Enhancements

• New JAGGAER Functionality

• Tentative Go-Live March 2020

• Upcoming Notifications and Training
JAGGAER Recent Changes

• Minor Menu Changes
  • Document Search
  • Approvals
  • Workflow Substitute (disabled)
Reconciliation Status

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

As of November 18, 2019

Revenue and Expense

100%

- Complete
- Not Reconciled
- Reconciled not Approved
Reconciliation Status: Period 1, FY 2020

As of November 18, 2019

Note: There is still $27.7M in expenses and $35M in revenue that needs reconciliation and/or approval for period 1.
Review Independent Contractor Certificate

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.

• Required for all Independent contractors no matter how many times you use that vendor!
Quick Guides

Jene Janich
Director Travel and One Card
Quick Guides

• Travel
• One Card
• Other Reimbursements

Location: https://www.utdallas.edu/finance/resources/training-materials/ Payment Services
Promotional Items Approved Vendors

Lori Matthews
Director Purchasing
purchasing@utdallas.edu
Promotional Items Approved Vendor Awarded

For all purchases of equipment over $5,000, also referred to as capital expenditures, and all equipment fabrications (Account Code 82065), please contact Briana Powell in Accounting at XB741 prior to submitting your cart.
Definition of Promotional Items

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

**Promotional Items are not** items such as personalized trophies and plaques, athletic uniforms and printed signage including banners, tradeshow displays and brochure materials are excluded from the Approved Vendor Internal Use requirement; however, these items may be ordered through Approved Vendors.
Promotional Items Approved Vendors
(Listed in Alphabetical order)

• **HUB Suppliers**
  • Big Star Branding
  • The Daniel Group
  • Impressions dba Logotricity
  • Jan Hall Promotions
  • Logotology
  • Mavich
  • PD Promos
  • PNAX Promotional
  • Scarborough Specialties
  • The Urban Circle

• **Non HUB Suppliers**
  • 4imprint
  • American Solutions for Business
  • Blue Ribbon Trophies/Awards
  • C.C. Creations
  • Consolidus
  • Cornerstone Impressions
  • Image Pro
  • Just Right Products dba FW Promo
  • Promotions Remembered
  • The J Paul Company
  • The Shamrock Companies
Catering and Food Delivery Service

Lori Matthews
Director Purchasing
purchasing@utdallas.edu
Catering contract is being Awarded

Catering Service – as defined, may only be purchased from Approved caterers which will be listed on the ePro page:
What is Catering?

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

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

• Food Delivery Service – prepared meals delivered or picked up are not catering and do not require any waiver.

• There will be a list of Preferred Food Delivery vendors (who have agreed to keep health permits and insurance up to code and to adhere to UTD policy when providing food to campus) posted on ePro as well.

• Please remember to ensure that all UTD policies are being enforced and SERA (risk documents) are obtained when there is risk to Campus. Contact information for the Risk/SERA team will be posted on ePro page when award is complete.
Questions for Purchasing?

purchasing@utdallas.edu
Sponsored Project Budget Adjustment Form

William Old
Grants/Contracts Specialist, Office of Research
Sponsored Project budget adjustment form

- Navigation: Main Menu -> Grants Custom -> Spns Project Budget Adjustment

- Online form with workflow and system generated email notifications

- Used to move budget between C-level accounts within a cost center

- We can send a PowerPoint from our previous training on request. Please send an email to OPM@utdallas.edu

- We will have an upcoming training session in January
Other Reminders and Updates
Other Reminders and Updates

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

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

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

Wednesday September 18, 2019
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14
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Men's Sports
- Baseball
- Basketball
- Cross Country
- Golf
- Soccer
- Tennis

Women's Sports
- Basketball
- Cross Country
- Golf
- Soccer
- Softball
- Tennis
- Volleyball

Co-Ed Sports
- Esports
Wednesday September 18, 2019
Wednesday September 18, 2019

Oralia Mendez
This Month’s Question

Wednesday November 20, 2019
Earlier this year, JSOM graduate Matthew Brooks earned the Elijah Watt Sells Award, which is awarded to CPA candidates who score an average of 95.50 out of 99 across all four sections of the CPA Exam on their first attempt.

Out of the 86,000 CPA candidates who sat for the exam in 2018, how many met the criteria for the Elijah Watt Sells Award?

**Wednesday November 20, 2019**
Thank You

Mahalo
Kiitos
Toda
Thanks
Merci

Obrigado
Grazie
Takk
Gracias