

Department Approvers

Ebnele/A

Approvals

Statement of Accounts

Department Funds



Approvals

Approvals

Financial Documents

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

Financial Document Types

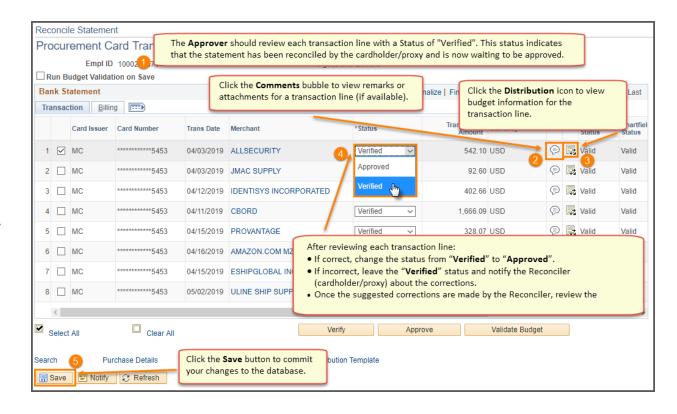
- Travel Authorizations Encumbers funds for the anticipated cost of a trip
- Cash Advances Funds received in advance for out of pocket travel expenses
 (Does not directly affect department budget)
- Expense Reports Employee reimbursements/Cash Advance reconciliation for university travel; can also be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

Approvals

ProCard

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

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



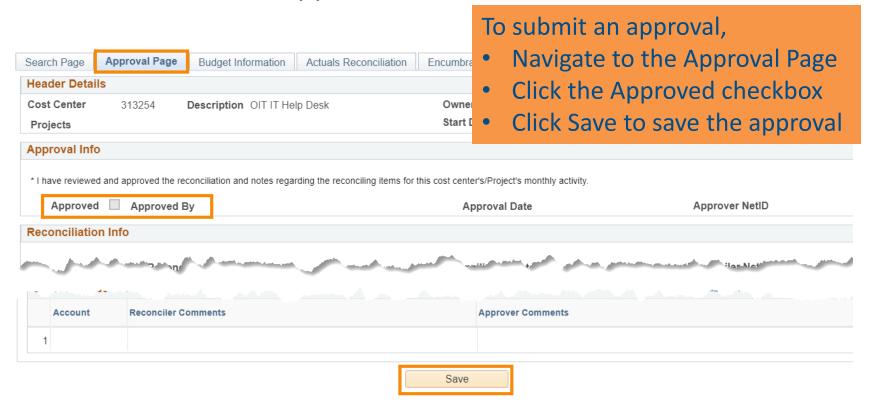


SAHARA

Reconciliation Approval

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

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

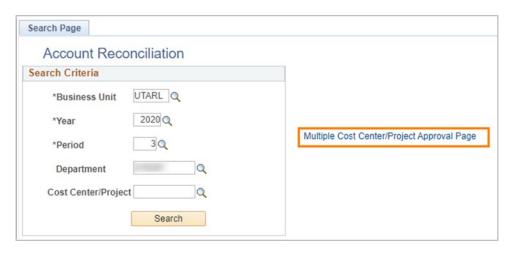


Reconciliation Approval

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

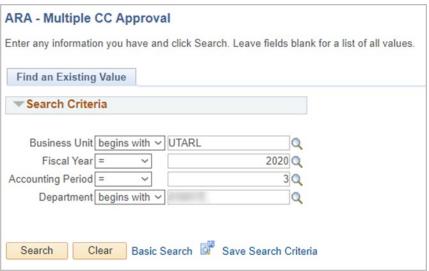
Two ways to access:

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



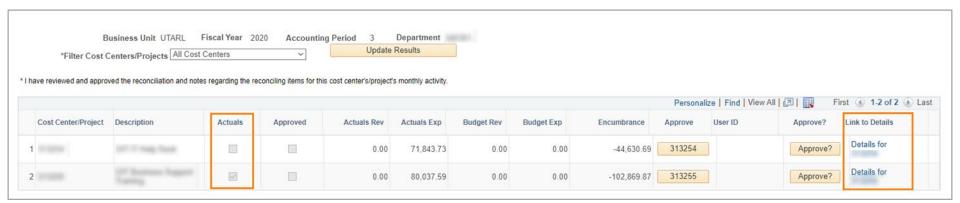
Navigate directly: Navigator > Financials

- > UTZ Customizations > General Ledger
- > Sahara > Process > ARA Process > Approve Range of Cost Centers



Account Recon Summary Approval

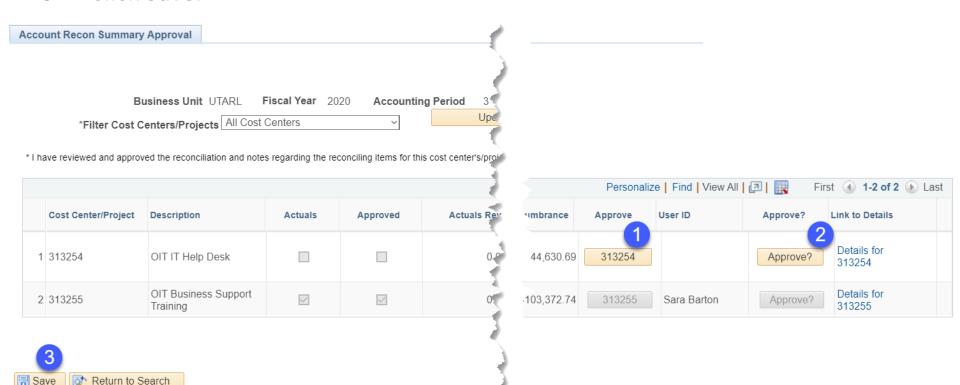
- Displays all cost centers/projects per search parameters or security.
- Displays if the Actuals Reconciliation has been recorded as complete.
- Navigate directly to the Actuals Reconciliation using the hyperlink in the "Link to Details" column.



Account Recon Summary Approval

To record approval of an Account Reconciliation,

- Click the button with the Cost Center or Project ID number in the Approve column. This will populate the name of the approver in the next column.
- 2. Click the "Approve?" button
- 3. Click Save.



Reconciliation Summary

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

Work Center Navigation:

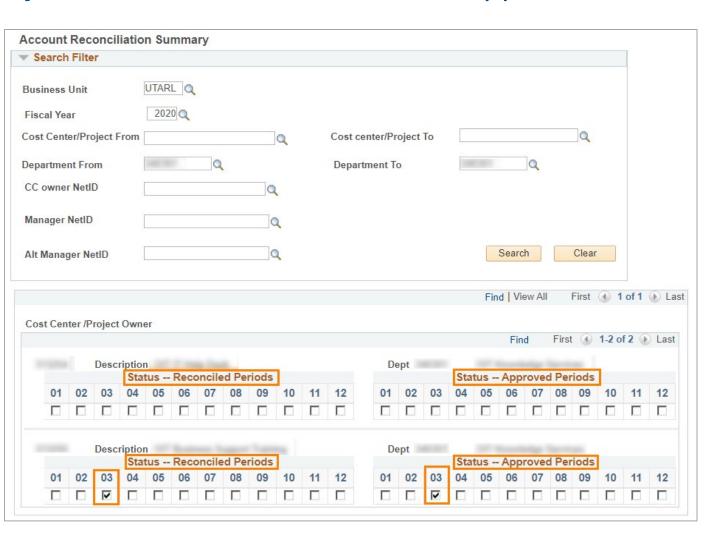
Monitor >
Reconciliation
Summary

Menu Navigation:

Navigator >
Financials >
UTZ Customizations >
General Ledger
Sahara >
Process >
ARA Monitoring >

ARA Reconciliation

Summary





SERVICES

Managing Department Funds

Department Funds

UTA's Accounting operates on a 12 month fiscal year that runs September thru August. Each month is referred to as an Accounting Period starting with September as period 1.

| 1 = Sept | 4 = Dec | 7 = Mar | 10 = June | 998 = Year-End Adjusting Period |
|----------|---------|---------|-----------|---------------------------------|
| 2 = Oct | 5 = Jan | 8 = Apr | 11 = July | |
| 3 = Nov | 6 = Feb | 9 = May | 12 = Aug | |

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:

| Bus Unit | Account | Fund | Dept | Cost Centr | Function | Program | PC Bus Unit | Project | Activity |
|----------|---------|------|------|------------|----------|---------|-------------|---------|----------|
| Q | Q | Q | Q | Q | Q | Q | Q | Q | Q |

A **Ledger** is used to track various types of transactions posted in Commitment Control for a specific Business Unit. The Ledger organizes data by the different funding sources (operating, sponsored or capital) and account structure (parent or child).

Examples:

Cost Center Ledgers:

- OPE (Expenses)
- OPR (Revenue)

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

Project Ledgers:

- GRT_PARENT (Overall)
- GRT_CHILD1 (single budget acct)

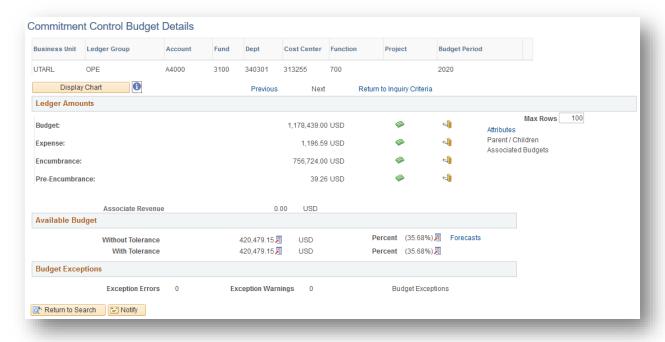
| UTShare Budget Accounts | | | | | | | |
|-------------------------|---|--|---|--|--|--|--|
| Non-Pro | ject Budget Accounts (Cost Centers) | Project Budget Accounts (Sponsored Projects) | | | | | |
| A1000 | Staff Salaries • A&P Salaries • Classified Salaries | G4010 G4020 | Salaries Fringe Benefits | | | | |
| A1200 | Wages | G4040 G4050 | Equipment Fabrication Equipment Capital | | | | |
| A2000 | Faculty Salaries | G4070 | Consultants | | | | |
| A2100 A3000 | Graduate Teaching Assistant Salaries Fringe | G4082 | STEM Tuition | | | | |
| A4000 | Operating Expenses | G4090 | Other Direct Costs | | | | |
| | M&O Travel | G4100 | Rentals & Leases | | | | |
| | • Utilities | G4105 | Rental Equipment | | | | |
| | Schol & Fellow Capital | G4110 | Travel - Domestic | | | | |
| A7000 | Expense Transfers (Budget Office Use Only) | G4120 | Travel - Foreign | | | | |
| RTRFS | Revenue Transfers (Budget Office Use Only) | G4130 | Participant Expenses | | | | |

Department Funds

Budget Details

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

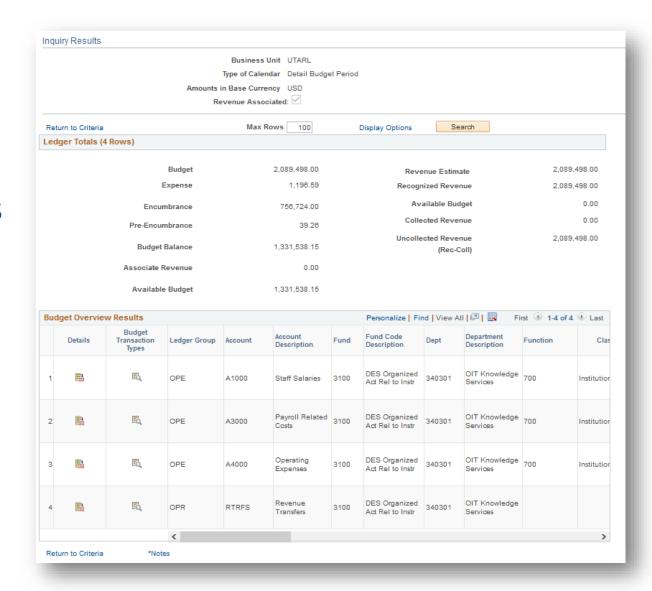
After navigating to a specific budget account, the various links can be used to review the specific transactions that make up the Budget, Expenses, Encumbrances, and Pre-Encumbrances affecting your budget.



Department Funds

Budget Overview

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





Resources

Resources

Policy, Procedures and Official University forms:

Web page: https://www.uta.edu/policy/

UT Share Support & Help:

- https://uta.service-now.com/selfservice
- **-** 817-272-2155

Training Resources:

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