Department Approvers

Agenda

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.

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

Search Page	**Approval Page**	Budget Information	Actuals Reconciliation	Encumbra...

Header Details

Cost Center	313254	**Description** OIT IT Help Desk	Owner
Projects			Start D...

Approval Info

* I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's/Project's monthly activity.

Approved ☐ Approved By	Approval Date	Approver NetID

Reconciliation Info

Account	Reconciler Comments	Approver Comments
1		

Save

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

Search Page

Account Reconciliation

Search Criteria

*Business Unit   UTARL
*Year   2020
*Period   3
Department   ▢
Cost Center/Project ▢

Search

Multiple Cost Center/Project Approval Page

ARA - Multiple CC Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit begins with ∨ UTARL
Fiscal Year   = ∨   2020
Accounting Period = ∨   3
Department   begins with ∨

Search   Clear   Basic Search   Save Search Criteria

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,

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

2. Click the "Approve?" button

3. Click Save.

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

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

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

Examples:

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

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

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

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

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