



UNIVERSITY OF  
**TEXAS**  
ARLINGTON

---

KNOWLEDGE  
SERVICES

## **Department Approver Training Guide**

# Table of Contents

- Departmental Approver UTShare Access ..... 1**
- Workflow Approvals Overview ..... 1**
  - Workflow Notifications ..... 2**
  - Document Approval Pages ..... 4**
    - Travel and Expense Workflow ..... 4
    - Requisition Workflow ..... 11
    - Voucher Workflow ..... 14
    - Inter-Departmental Transfer Journal Workflow ..... 17
- Manage eForms Approvals ..... 19**
  - eForm Workflow Overview ..... 19**
  - View eForms Awaiting Approval..... 20**
  - Take Action on eForm ..... 22**
  - View an Existing eForm..... 23**
- ProCard Approval ..... 24**
- Reconciling Payroll Transactions..... 27**
  - Generate Payroll Analysis Report ..... 27**
  - Commitment Accounting Salary Reports ..... 32**
    - Salary by Cost Center ..... 32
    - Salary by Project ID Report..... 36
- SAHARA..... 40**
  - Reconciliation Process..... 40**
  - Reconciliation Roles ..... 40**
  - Account Owner Responsibilities ..... 40**
  - About the SAHARA Account Reconciliation Application ..... 40**
  - SAHARA Monthly Reconciliation Work Center ..... 41**
  - Accessing an Account Reconciliation ..... 42**
    - Navigating to the Sahara Accounts Reconciliation Tool..... 42
  - Understanding SAHARA Screens ..... 44**
    - Approval Page ..... 44
    - Track Flagged Items ..... 45
    - Account Reconciliation Summary..... 46

- Approving Account Reconciliations ..... 48**
  - Approving One Account..... 48
  - Approve Range of Accounts..... 49
- Commitment Control Overview ..... 52**
  - Account Overview ..... 52**
  - Chart of Accounts..... 54**
  - SpeedTypes ..... 54**
  - Reviewing Commitment Control Information ..... 56**
    - Ledgers ..... 56
    - Budget Accounts..... 57
  - Budget Details ..... 57**
    - Generate a Budget Detail..... 57
    - View Transaction Activity and Source Documents..... 60
  - Budget Overview ..... 61**
    - Create a Budget Overview Inquiry ..... 61
    - Generate a Budget Overview..... 63
    - View a Budget Overview..... 65
    - Delete a Budget Inquiry..... 68
- Grants Management ..... 69**
  - Award Profile..... 70**
  - Project ..... 71**
  - Project Budget Accounts ..... 71**
- Resources and Contacts..... 72**
  - UTA Handbook of Operating Procedures ..... 72**
  - Division of Business Affairs ..... 72**
  - Business Technology Services ..... 72**
  - The Office of Information Technology..... 73**
  - ServiceNow..... 73**

## 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 UTShare 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 UTShare 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 UTShare.

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, they 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).

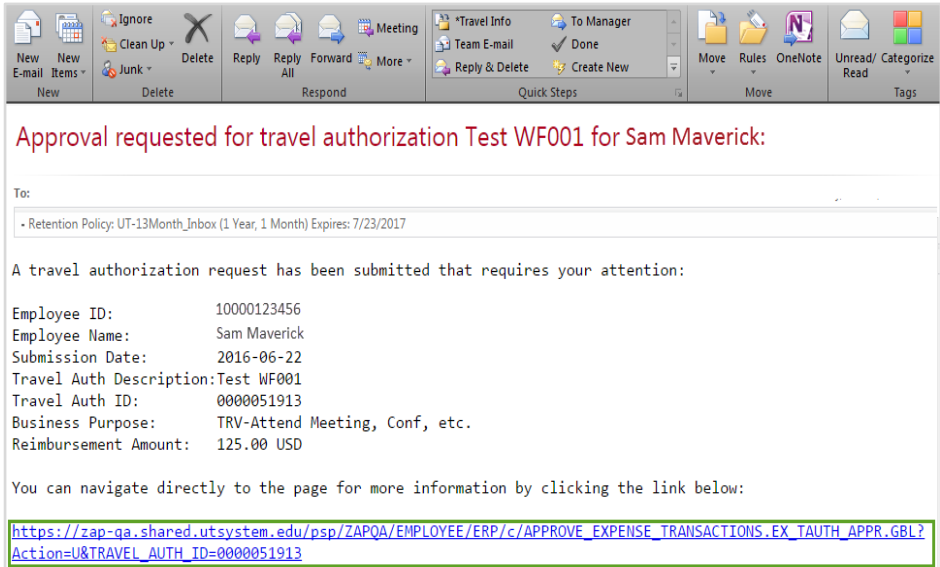
## Workflow Notifications

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 Financial Approvals page in UTShare (option 2). The Financial Approvals page is an automated to-do list created by workflow routing. It enables users to view and manage financial transactions which require their attention.

**Option 1: Email Message (Not Recommended)**

To access the document approval page from the email message:

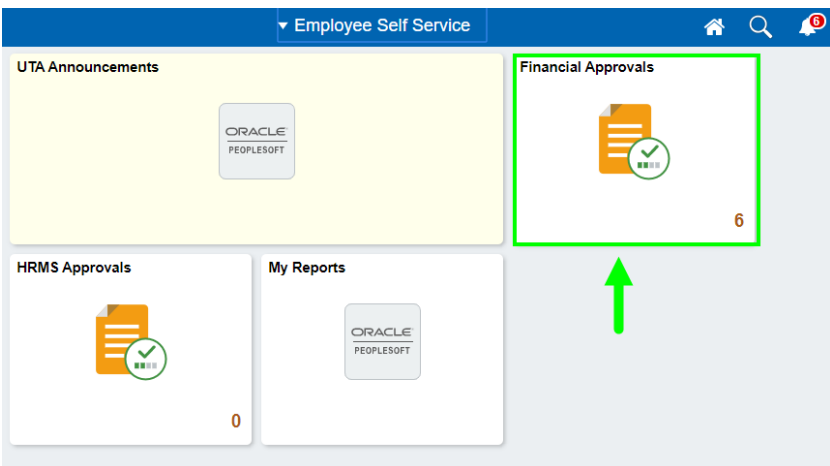
- Click the link located at the bottom of the email message.
- If not already logged in to UTShare, you will be prompted to enter you Net ID and password.
- After logging in to UTShare, the document approval page is displayed.
- There are known issues using the link in the UTShare-generated email. If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



**Option 2: Financial Approvals Page**

To access the document approval page from the Financial Approvals page:

- Log in to UTShare with your Net ID and password.
- Click the Financial Approvals tile on the Employee Self Service homepage.
- Select the row 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).

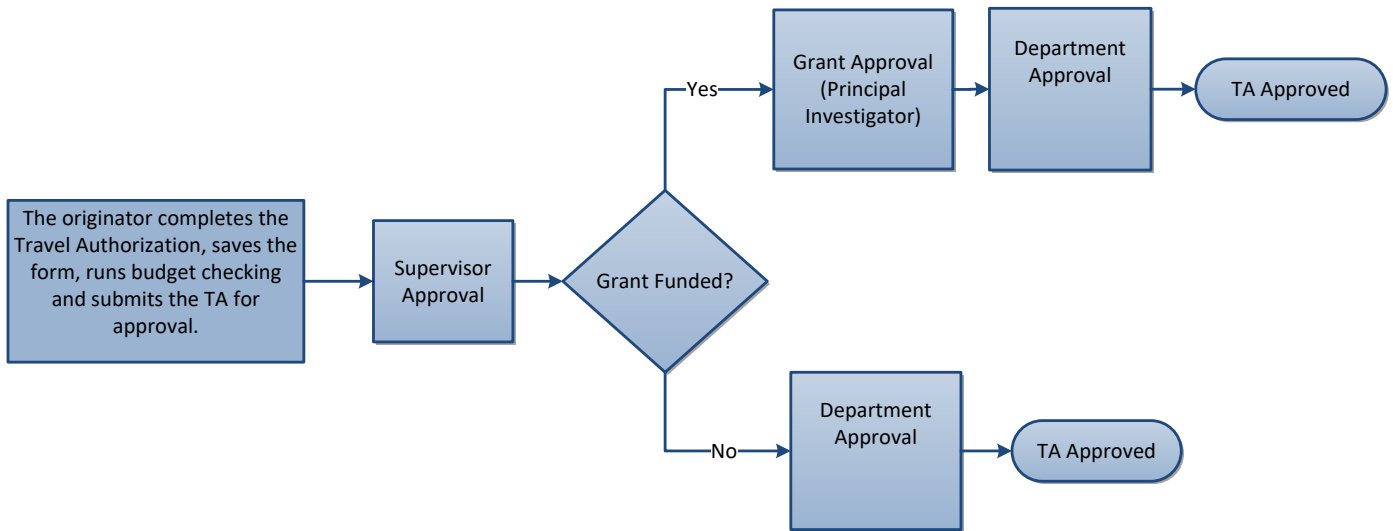
#### Essential roles for Travel and Expense

- **Creator** (Originator and Requester): The individual who creates the Travel & Expense document in UTShare.
- **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 on the employee’s position data 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 by any other approver (comments required).
- **Terminate:** Cancels the document (comments required).

### Travel Authorization Workflow Process



### Travel Authorization Approval Page

- To access the **Travel Authorization Approval** page, use the hyperlink in the email message or the row on your Financial Approvals page.
- 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 Financial Approvals page and moves it forward or backwards depending on the action taken.

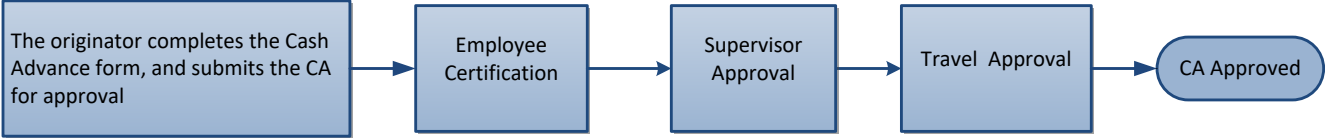


The screenshot shows the 'Travel Authorization' interface. At the top, there's a header with 'Worklist' and 'Travel Authorization'. Below this, the traveler's name 'Sam Maverick' and amount '700.00 USD' are displayed. Action buttons 'Approve', 'Terminate', and 'More' are visible, with a callout '5' pointing to the 'Approve' button. A status message 'Header is pending your approval' and 'In Process - Multiple Approvers' is shown. The 'Summary' section contains fields for Name, Authorization ID, Total Amount, Date From, Travel Auth Description, Date To, Business Purpose, Submission Date, and Comment. A callout '1' points to the Name field. Below the summary is a 'Lines' section with a table containing one row of expense data. A callout '2' points to the 'More' button (arrow) next to the expense line. Below the table is an 'Approver Comments' text area with a callout '4' and an 'Approval Chain' section with a callout '3' and an arrow. A callout '5' is also present near the top right buttons.

**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 they 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



### Cash Advance Approval Page

- To access the **Cash Advance Approval** page, use the hyperlink in the email message or the Financial Approvals page.
- 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 Financial Approvers page and moves it depending on the action taken.

**Cash Advance**

Sam Maverick  
2,500.00 USD

Approve Terminate More

Header is pending your approval  
In Process - Jane Dolan

**Summary**

Name	Sam Maverick	Advance ID	000008885	Approvals in Process
Total Amount	2,500.00 USD	Reference	TA123456	
Advance Description	Conference in Denver, CO	Submission Date	08/26/19	
Business Purpose	TRV-Attend Meeting, Conf, etc.	Updated on	08/26/19 - 3:42 PM	
Comment				

**Lines**

Source	Amount
Payment	2,500.00 USD

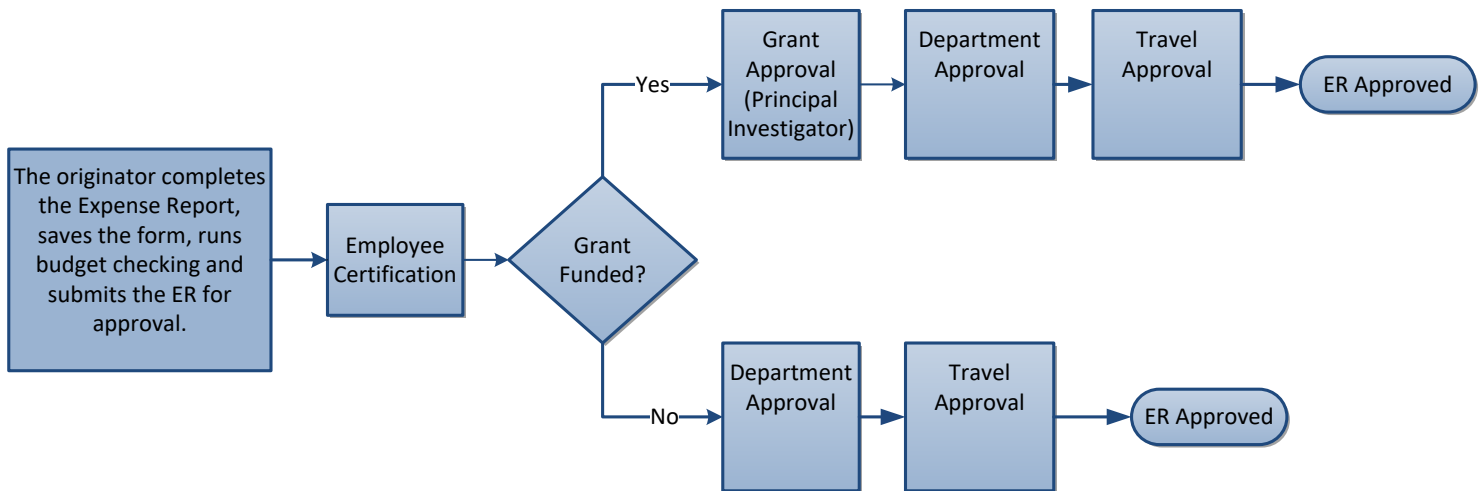
Approver Comments

Approval Chain

**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 they 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



### Expense Report Approval Page

- To access the **Expense Report Approval** page, use the hyperlink in the email message or the row on your Financial Approvals page.
- 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 Financial Approvals page and moves it forward or backwards depending on the action taken.

**Expense Report**

Sam Maverick  
310.00 USD

[Approve](#) [Terminate](#) [More](#)

Header is pending your approval

In Process - Multiple Approvers

**Summary**

Name	Sam Maverick	Report ID	0000227788	Pending
Total Due Employee	310.00 USD	Reference		
Report Description	Reimburse Mtg Expenses	Submission Date	08/26/19	
Business Purpose	NT-Other (Specify)	Updated on	08/26/19 - 3:26 PM	
Location				
Comment	reimbursing out of pocket expenses for SiteCore meeting with Dept Heads			

**Lines** 2 rows

Date/Expense Type	Reimbursement Amount	
08/12/19 NT-Official Occasions	250.00 USD	>
08/12/19 NT-Consum Supplies Non-Office	60.00 USD	>

Approver Comments

Approval Chain

---

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

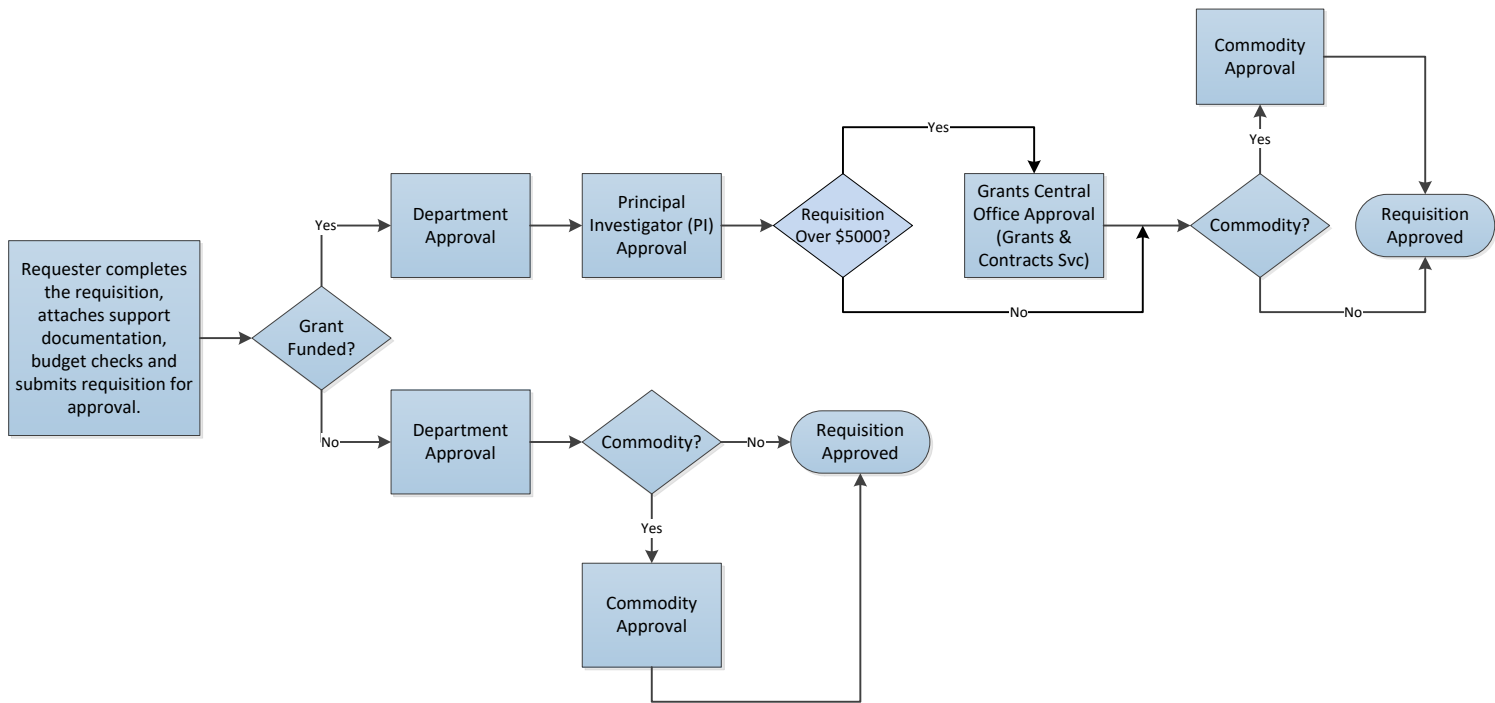
**Note:** Grants Central Office is responsible for approving Requisitions over \$5,000.

- **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



## Requisition Approval Page

- To access the **Requisition Approval** page, use the hyperlink in the email message or the row on your Financial Approvals page.
- 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 Financial Approvals page 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 they 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 payments to a vendor for goods or services (e.g. Utilities, Maintenance Contracts, Lab Equipment, etc.).
- Payment Vouchers can be used to pay for purchase order or non-purchase order related purchases.

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

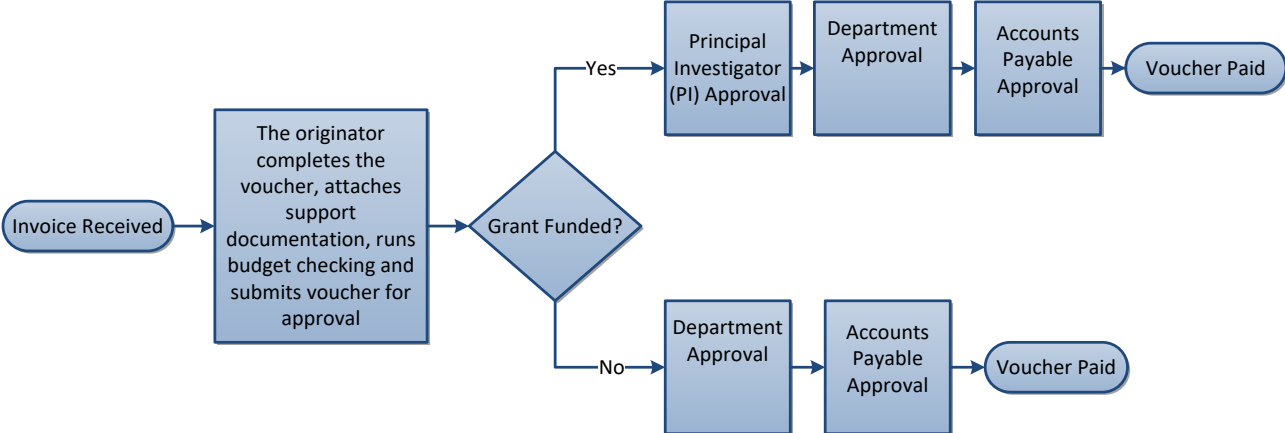
- **Creator** (Originator and Requester) – The individual who creates the Voucher in UTShare.
- **Principal Investigator Approver** – The individual responsible for approving funds involving a Grant.
- **Department Approver** (Reviewer and Budgetary Authority) – The approving official for a department.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

### Action Types for Voucher Approval

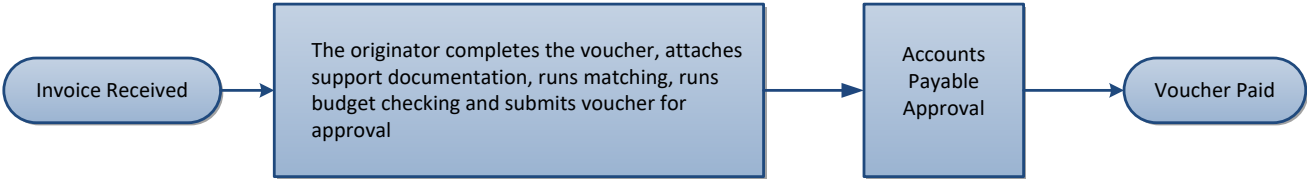
- **Approve:** Document is approved and routed to the next approver (comments optional).
- **Deny:** Document is not approved. It is returned to the originator (comments required). The originator will be notified via email. The approver must provide an explanation explaining why the document was denied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

Voucher Workflow Process

**Non-Purchase Order Voucher**

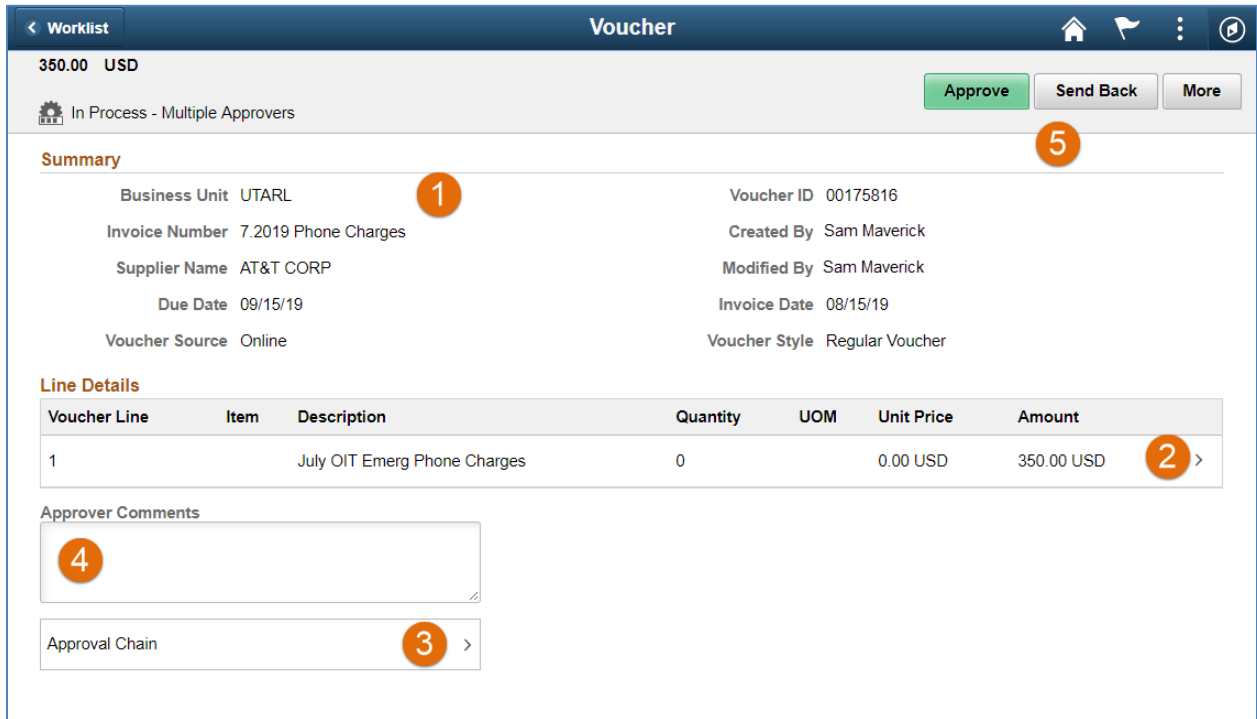


**Purchase Order Voucher**



### Voucher Approval Page

- To access the **Voucher Approval** page, use the hyperlink in the email message or the row on your Financial Approvals page.
- 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 Financial Approvals page 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 expense line.
3. The **Approval Chain** section displays routing history. It displays the approver's name and the date on which they 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 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 UTShare.

### Essential roles for IDT Journals

- **Creator** (Originator and Requester) – The individual who creates the IDT Journal in UTShare.
- **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

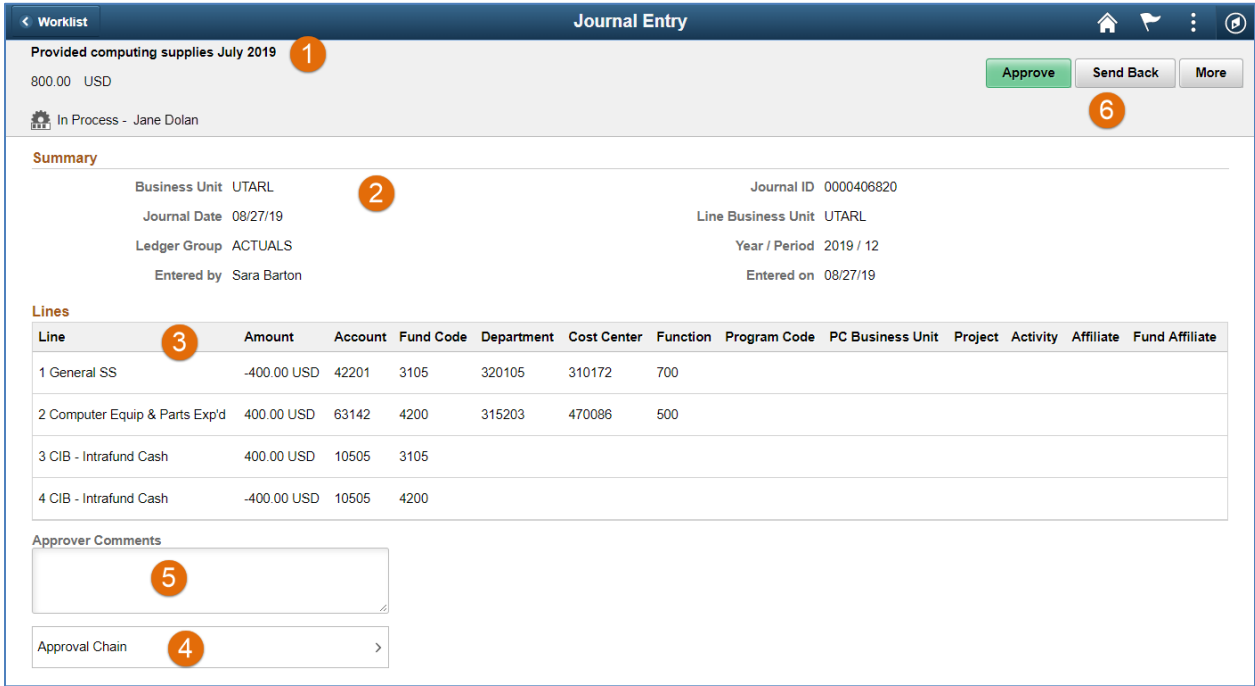
- **Approve:** Document is approved and routed to the next approver (comments optional).
- **Deny:** Document is not approved. It is returned to the originator (comments required). The originator will be notified via email. The approver should provide an explanation explaining why the document was denied (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



### IDT Journal Approval Page in UTShare

- To access the **Journal Approval** page, use the hyperlink in the email message or the row on the Financial Approvals page.
- 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 Financial Approvals page 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 they 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 UTShare. 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.

The screenshot displays the approval workflow for a request with ID 00000780. It is organized into three main sections:

- Department Approvals:** Shows a status of "Pending" for "All Forms But Funding Changes". The approver is Jane Dolan, with the role of "New Position Reports To".
- Funding Approvals:** Shows a status of "Awaiting Further Approvals". It includes two "Funding Approval" steps, both marked "Not Routed". The first is for "Multiple Approvers" (FMS Cost Center Approver), and the second is for "Alyson Baker" (Project Principal Investigator).
- Business Office Approvals:** Shows a status of "Awaiting Further Approvals" for "APTs & XFRs". It includes two "Not Routed" steps: "Barry Moorehouse" (Budget Office) and "Multiple Approvers" (HR Data Administrator), connected by a right-pointing arrow.

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

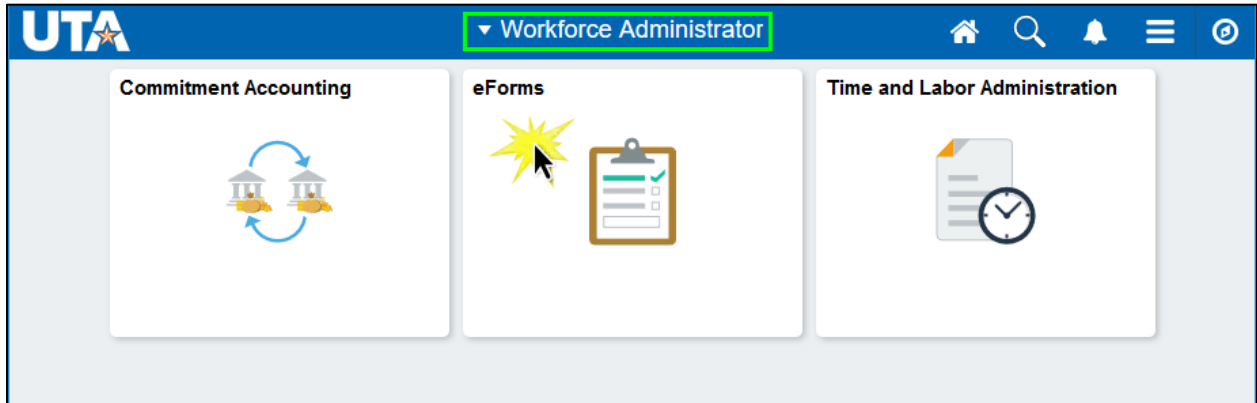
- Reviewing and verifying the information for accuracy.
- Approving the request to move the form forward to the next approval level, returning the request for revisions, or denying (cancelling) the request completely.

## View eForms Awaiting Approval

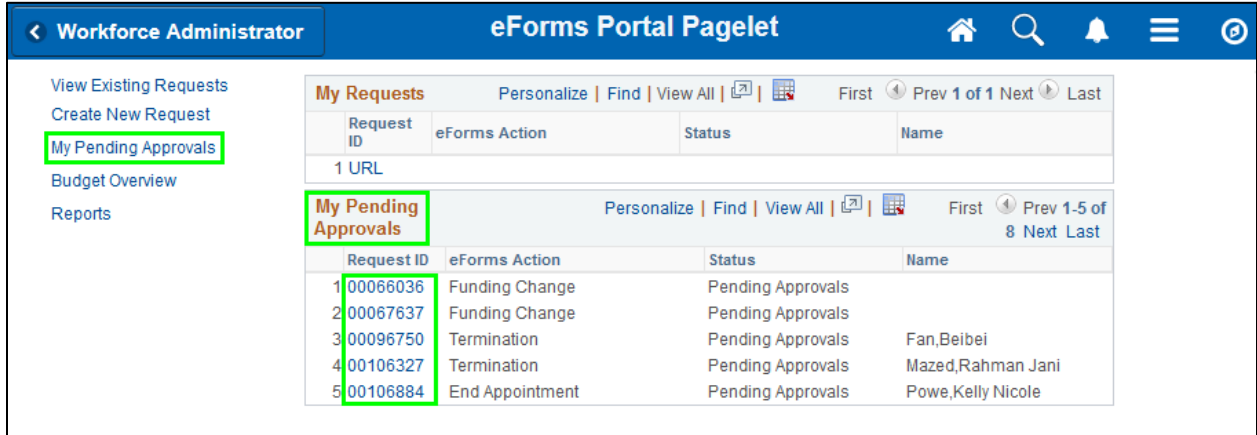
Approvers will receive an email notification for documents pending approval. The document can be accessed using one of the following options:

### Option 1 – eForms Tile

1. Log in to UTShare.
2. Go to the Workforce Administrator homepage, and click on the eForms tile.



3. This will populate the eForms screen that will show the eForms pending approval.



### Option 2 – My Pending Approvals

1. Log in to UTShare.
2. Begin navigating to the NavBar > Navigator > 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.

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

**Search Criteria**

Request ID begins with

eForms Actions =

Status =

Empl ID begins with

First Name begins with

Last Name begins with

Dept ID begins with

Dept Description begins with

Position Number begins with

Job Code begins with

Job Title begins with

Job Action begins with

Action Reason begins with

Request Date =

Other Effective Date =

Assigned Operator ID begins with

My Pending Approvals

Company begins with

Business Unit begins with

Case Sensitive

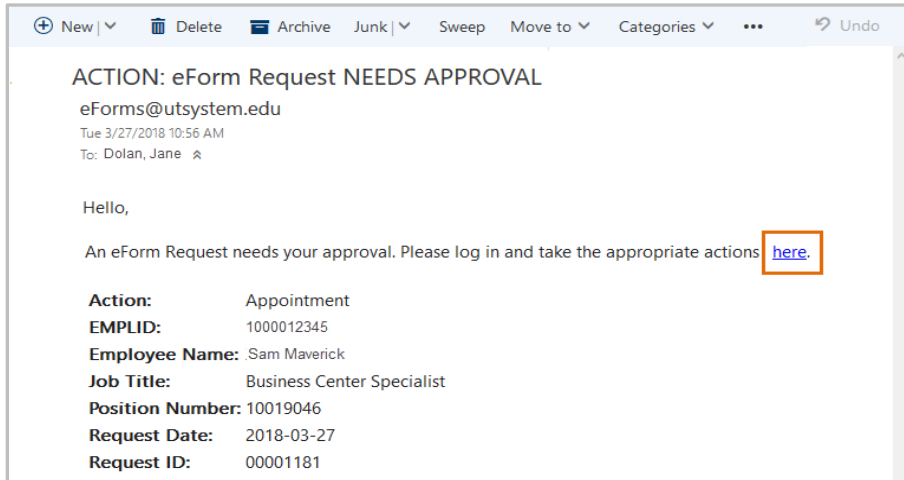
[Basic Search](#)



**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.

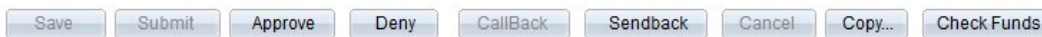
**Note:** Some users experience issues connecting to the workflow eForm using the email link.



2. If logged in to UTShare, 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:

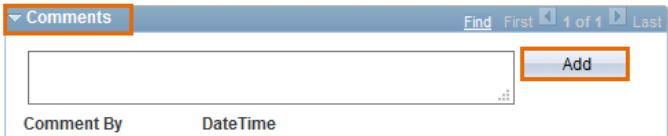


- **Approve** – the form is approved and routed to the next approver.
- **Deny** – cancels the request completely and no further action can be taken. The approver must provide an explanation in the **Comments** section explaining why the document was denied.
- **Send Back** – the form is returned to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

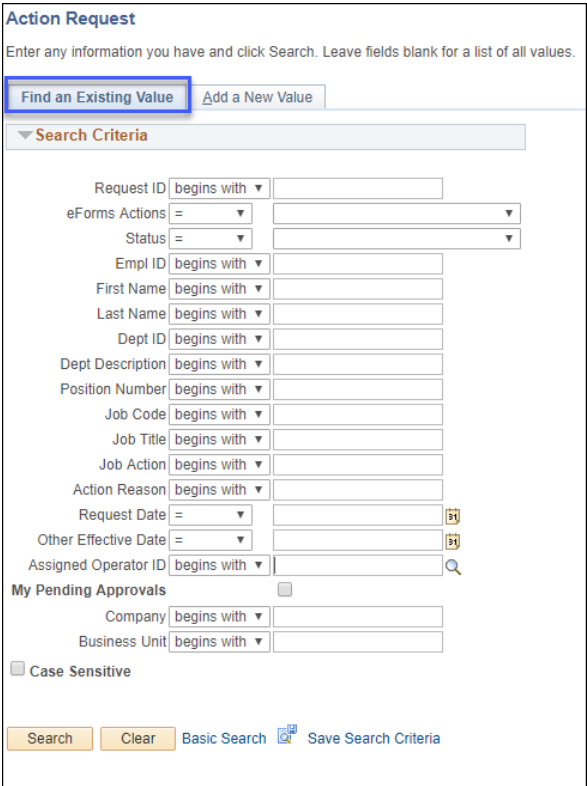


**Note:** If there are existing **Comments** click the plus sign [+] to insert a new row and then begin typing.

### View an Existing eForm

1. Begin navigating to the NavBar > Navigator > 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 UTShare 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”.

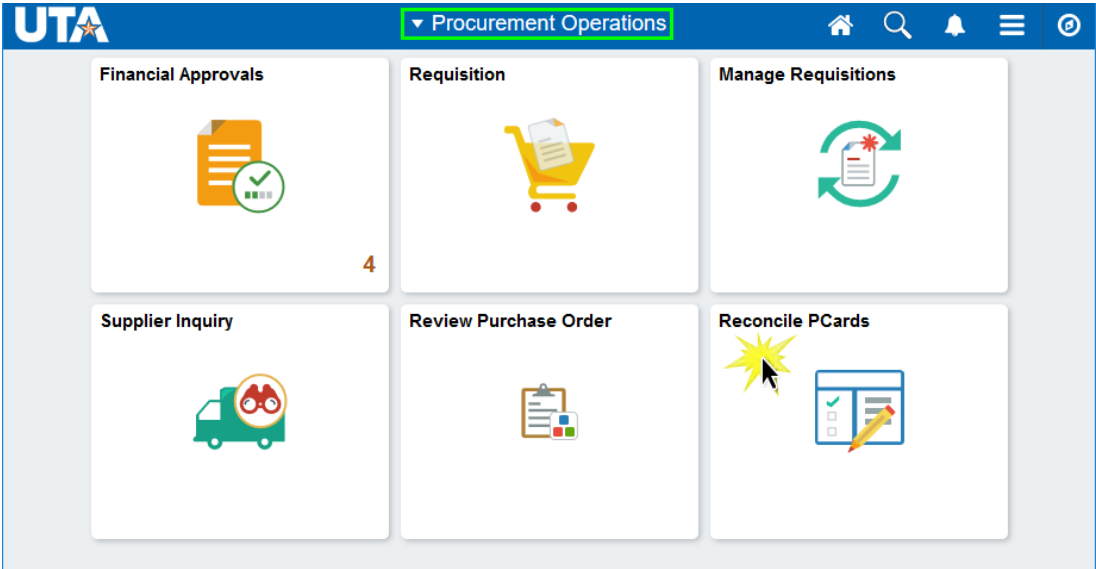
The approving official will review the statements:

- 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”.

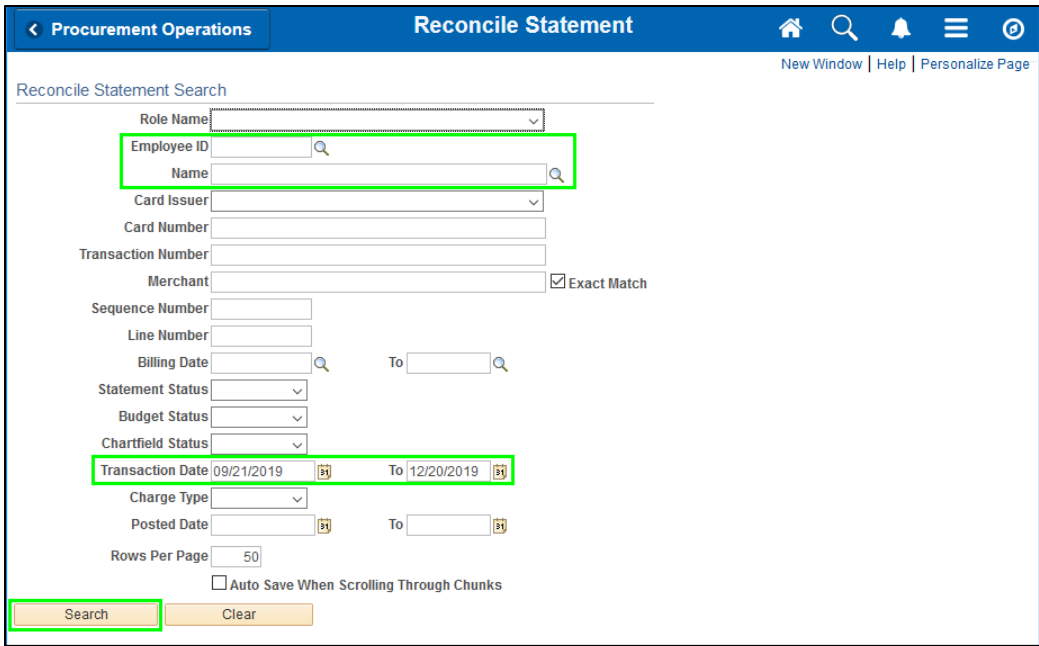
Reconcilers and approvers must be made a proxy to a cardholder’s account in UTShare. This is a manual process (not included with UTShare access). To add or remove a reconciler or approver to a cardholder’s account, please email the ProCard Analyst in the Office of Disbursements at [paymentcard@uta.edu](mailto:paymentcard@uta.edu), 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 the Procard Statement using one of the two ways below:
  - a. **NavBar > Navigator > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**
  - b. **Procurement Operations Homepage > Reconcile PCards**





- 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

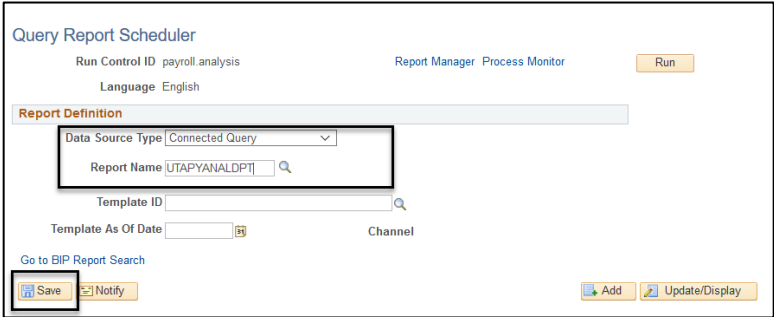
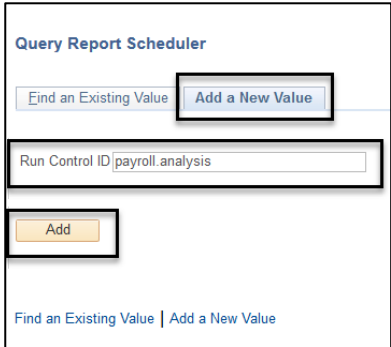
## Generate Payroll Analysis Report

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.

1. Navigate to the Payroll Analysis Report: **NavBar > Navigator > FMS Reporting Tools > BI Publisher > Query Report Scheduler.**

**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 6.



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.

**Query Report Scheduler**

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

Find an Existing Value | Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Search Results

View All | First | 1-13 of 13 | Last

Run Control ID	Language Code	Report Name	Data Source Type	Description	Data Source ID
GRANT	English	UTAKKSOAMGRT	Con. Query	UTA MFS Grants	UTA_KK_SOA_GRANT_MONTHLY
ProCard 1	English	UTAPPROCREG	Con. Query	UTA Pro Card Trans Register	UTA_AP_PROCARD_REGISTER
Procard.Financial	English	UTASTMTACCTO	Con. Query	UTA Statement of Account (OPE)	UTA_KK_ACCT_STMT
UTA_FS_Unfunded	English	UTAKKSOAMUFN	Con. Query	UTA MFS Unbudgeted Cost Center	UTA_KK_SOA_OPEU_MONTHLY
UTA_FS_FUNDED	English	UTAKKSOAMFND	Con. Query	UTA MFS Budgeted Cost Centers	UTA_KK_SOA_OPEF_MONTHLY
UTA_FS_Funded	English	UTAKKSOAMFND	Con. Query	UTA MFS Budgeted Cost Centers	UTA_KK_SOA_OPEF_MONTHLY
UTA_FS_UNFUNDED	English	UTAKKSOAMUFN	Con. Query	UTA MFS Unbudgeted Cost Center	UTA_KK_SOA_OPEU_MONTHLY
UTA_FS_UnFunded	English	UTAKKSOAMUFN	Con. Query	UTA MFS Unbudgeted Cost Center	UTA_KK_SOA_OPEU_MONTHLY
payroll	English	UTAPYANALDPT	Con. Query	UTA Payroll Analysis By Dept	UTA_PY_DEPT_PAY_ANALYSIS
payroll.analysis	English	UTAPYANALDPT	Con. Query	UTA Payroll Analysis By Dept	UTA_PY_DEPT_PAY_ANALYSIS
payroll.analysis	English	UTAPYANALDPT	Con. Query	UTA Payroll Analysis By Dept	UTA_PY_DEPT_PAY_ANALYSIS
procard_register	English	UTAPPROCREG	Con. Query	UTA Pro Card Trans Register	UTA_AP_PROCARD_REGISTER
test	English	UTAPYANALDPT	Con. Query	UTA Payroll Analysis By Dept	UTA_PY_DEPT_PAY_ANALYSIS

- Click on the blue **Update Parameters** link. You will be prompted to enter the query parameters.

**Query Report Scheduler**

Run Control ID payroll.analysis | Report Manager | Process Monitor | Run

Language English

**Report Definition**

Data Source Type Connected Query

Report Name UTAPYANALDPT | UTA Payroll Analysis By Dept

Template ID UTAPYANALDPT\_1

Template As Of Date | Channel

**Update Parameters**

Query Name	Prompt Name	Prompt Value
1 UTA_PY_DEPT_PAY_ANALYSIS_HDR	FISCAL_YEAR	2019
2 UTA_PY_DEPT_PAY_ANALYSIS_HDR	DEPTID	320105
3 UTA_PY_DEPT_PAY_ANALYSIS_HDR	ACCOUNTING_PERIOD	1
4 UTA_PY_DEPT_PAY_ANALYSIS_HDR	ACCOUNTING_PERIOD	8
5 UTA_PY_DEPT_PAY_ANALYSIS_HDR	EMPLID	
6 UTA_PY_DEPT_PAY_ANALYSIS	CHARTFIELD1	
7 UTA_PY_DEPT_PAY_ANALYSIS	BUSINESS_UNIT_PC	
8 UTA_PY_DEPT_PAY_ANALYSIS	PROJECT_ID	
9 UTA_PY_DEPT_PAY_ANALYSIS	ACCOUNTING_ID	

Go to BIP Report Search

Save | Notify | Add | Update/Display

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 blank for all.
14. Enter the **Account#** or leave it blank for all.
15. Click **OK**.

Prompt for Query UTA\_PY\_DEPT\_PAY\_ANALYSIS\_HDR

UTA\_PY\_DEPT\_PAY\_ANALYSIS\_HDR

Fiscal Year

Department

Starting Period

Ending Period

Employee ID (blank for All)

Prompt for Query UTA\_PY\_DEPT\_PAY\_ANALYSIS

UTA\_PY\_DEPT\_PAY\_ANALYSIS

Cost Center (blank for All)

PC Bus Unit (blank for All)

Project (blank for All)

Account# (blank for All)

The parameters you entered display in the Query Parameters table.

16. Click the **Save** button.
17. Click the **Run** button.

Query Report Scheduler

Run Control ID payroll.analysis Report Manager Process Monitor

Language English

**Report Definition**

Data Source Type

Report Name  UTA Payroll Analysis By Dept

Template ID

Template As Of Date  Channel

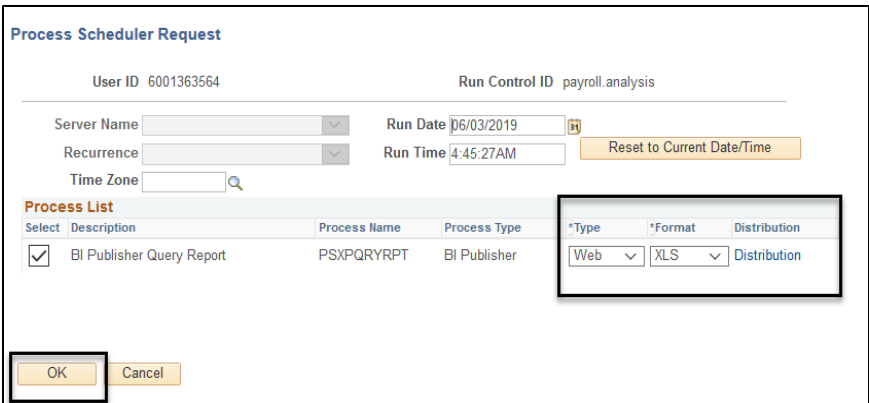
Update Parameters

Query Name	Prompt Name	Prompt Value
1 UTA_PY_DEPT_PAY_ANALYSIS_HDR	FISCAL_YEAR	2019
2 UTA_PY_DEPT_PAY_ANALYSIS_HDR	DEPTID	320105
3 UTA_PY_DEPT_PAY_ANALYSIS_HDR	ACCOUNTING_PERIOD	1
4 UTA_PY_DEPT_PAY_ANALYSIS_HDR	ACCOUNTING_PERIOD	8
5 UTA_PY_DEPT_PAY_ANALYSIS_HDR	EMPLID	
6 UTA_PY_DEPT_PAY_ANALYSIS	CHARTFIELD1	
7 UTA_PY_DEPT_PAY_ANALYSIS	BUSINESS_UNIT_PC	
8 UTA_PY_DEPT_PAY_ANALYSIS	PROJECT_ID	
9 UTA_PY_DEPT_PAY_ANALYSIS	ACCOUNTING_ID	

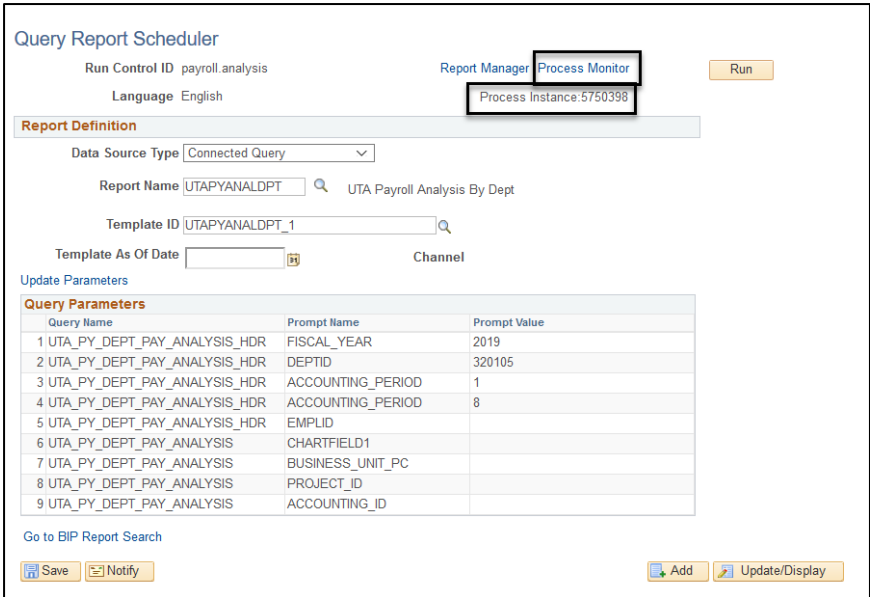
Go to BIP Report Search



- 18. The **Process Scheduler Request** page is displayed. 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**.



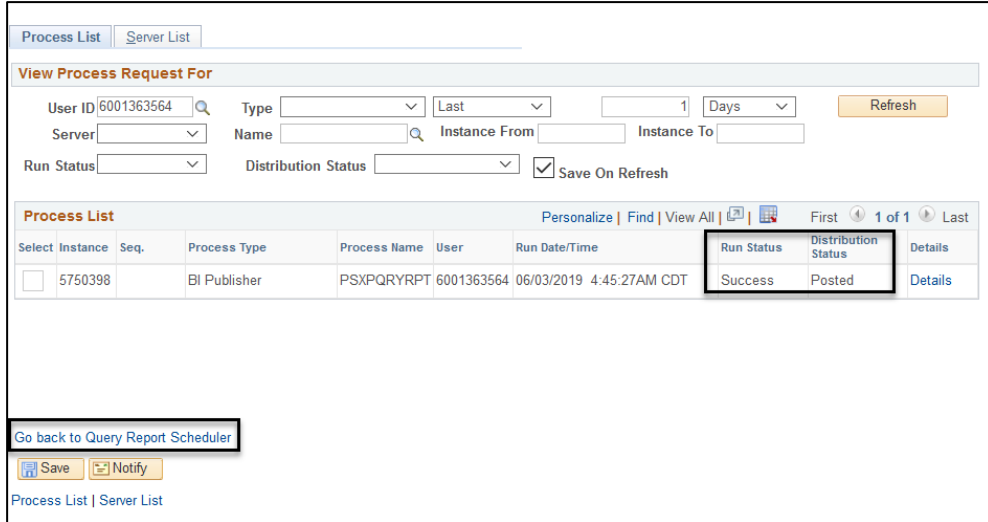
- 21. Click the blue **Process Monitor** link to monitor the progress of the report. The Process Instance number is also displayed.



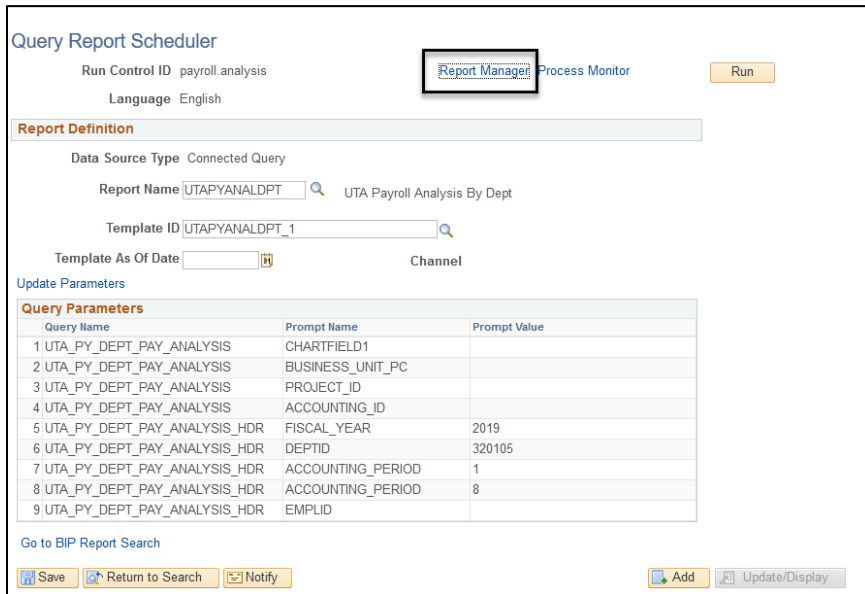
The report is complete and ready to view when the Run Status shows “Success” and the Distribution Status shows “Posted”.

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

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



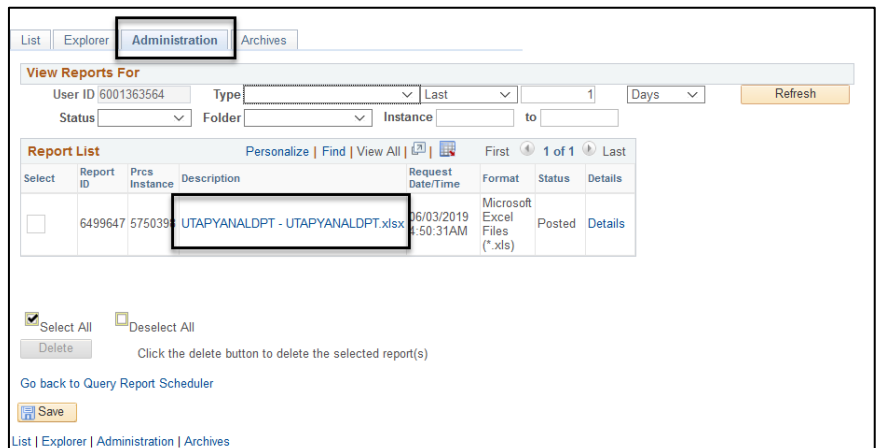
23. Click the blue **Report Manager** link.



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.

UNIVERSITY OF TEXAS ARLINGTON		Payroll Analysis by Department For Use by Authorized UTA Personnel Only		Created On: 5/16/2019 13:50 PM								
Payroll Analysis Report for Department: 320105 - Business Technology Services												
					Fiscal Year 2019							
Employee	Dept ID	Pay Fund Src	Account	Pay End Dt	1	2	3	4	5	6	7	Total
	320105	CC: 310172 - BUS AFF TECHNOLOGY SERVICES	51201 - SW Classified	2018-09-30		0.00	0.00	0.00	0.00	0.00	0.00	0.00
				2018-10-31	0.00		0.00	0.00	0.00	0.00	0.00	0.00
				2018-11-30	0.00	0.00		0.00	0.00	0.00	0.00	0.00
				2018-12-31	0.00	0.00	0.00		0.00	0.00	0.00	0.00
				2019-01-31	0.00	0.00	0.00	0.00		0.00	0.00	0.00
				2019-02-28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				<b>Pay End Dt Total</b>								0.00
			54402 - Longevity	2018-09-30		0.00	0.00	0.00	0.00	0.00	0.00	0.00

## 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 UTShare security roles: Level III or Level V.

1. Begin by navigating to **NavBar > Navigator > 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).  
**Run Control ID Example:** salary-by-cost-center
    - 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.**

**Salary by Cost Center**

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

Run Control ID  begins with

Case Sensitive

[Find an Existing Value](#) | [Add a New Value](#)

**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.).

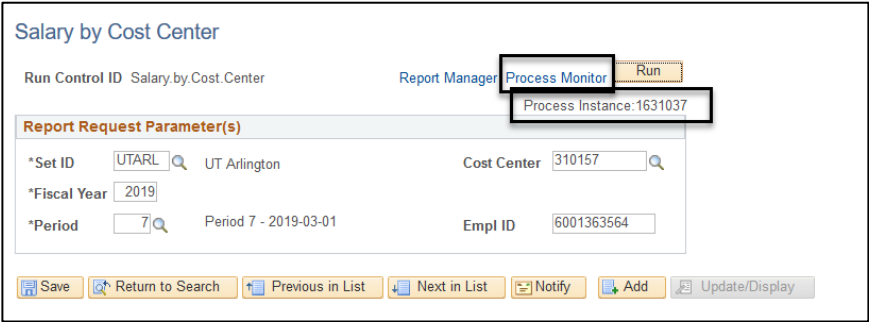
- a) Enter **Set ID** "UTARL".  
Enter **Fiscal Year** (e.g. 2019).
- b) Enter **Accounting Period** (e.g. **1** = Sept, **2** = Oct, etc.).
- c) Enter **Cost Center** or leave the field blank for all **Cost Centers**.
- d) Enter **Empl ID** or leave the field blank for all employees.

- 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.

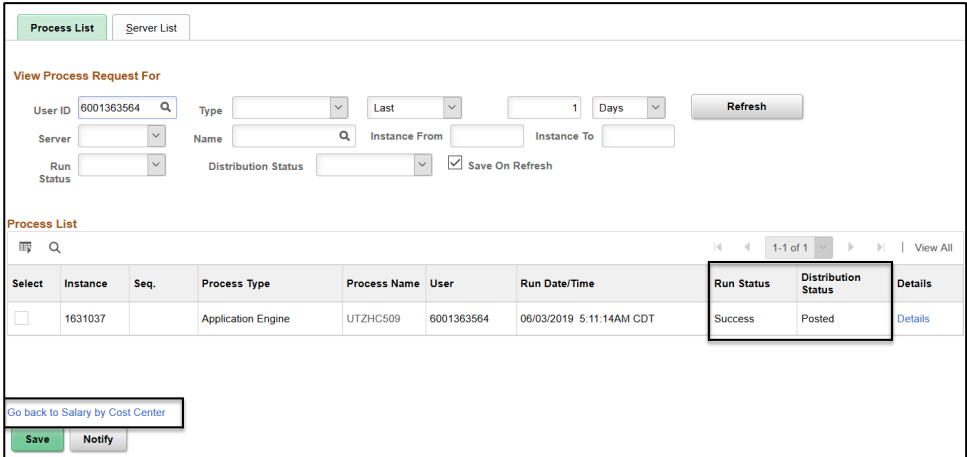
**Note:** To send the report to additional recipients, click the **Distribution** link and complete the appropriate fields.

- 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.

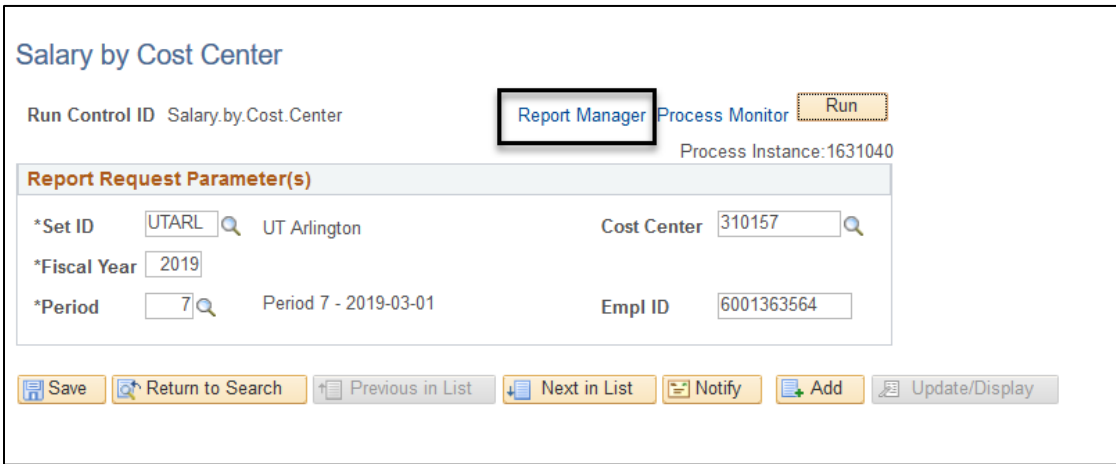


- 10. The **Process Monitor** page is used to view the status of the report. Initially, the **Run Status** may be “Queued” and the **Distribution Status** is “N/A”.



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.

The screenshot shows the 'Administration' tab in a web application. Under 'View Reports For', there are filters for User ID (6001363564), Type, Last, 1 Days, Status, Folder, and Instance. The 'Report List' table is as follows:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	916380	1631040	UTZ_HC509 - UTZ_HC509.xlsx	06/03/2019 5:25:48AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	916379	1631040	Salary by Cost Center	06/03/2019 5:24:06AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	916376	1631037	UTZ_HC509 - UTZ_HC509.xlsx	06/03/2019 5:13:50AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	916375	1631037	Salary by Cost Center	06/03/2019 5:11:46AM	Microsoft Excel Files (*.xls)	Posted	Details

Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Save' button. A link 'Go back to Salary by Cost Center' is also present.

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.

ReportID: UTZ_HC509		University of Texas, Arlington				Run Date: 04/26/2019								
Fiscal Year: 2019		Salary by Cost Center				Run Time: 11:23:28								
Period: 6						Process Instance: 1614522								
Cost Center: 310172 - BUS AFF TECHNOLOGY SERVICES										Cost Center				
Name	Empl ID	Dept ID	Dept Name	Project ID	Pagecheck Nbr	Pag End Dt	Off Cycle	Total Earnings	Hrs Worked	Dist %	Hours	Earnings	Deductions	Tax
		320105	Business Technology Services			2019-02-15	N		11.00	24.997%	2.75			
		320105	Business Technology Services			2019-02-28	N		152.00	100.000%	152.00			
		320105	Business Technology Services			2019-02-28	N		160.00	100.000%	160.00			
		320105	Business Technology Services			2019-02-28	N		148.00	100.000%	148.00			

### 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 UTShare security roles: Level III, Level III-Reconciler, Level V, or Level V-Reconciler.

- 1. Begin by navigating to **NavBar > Navigator > 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:**

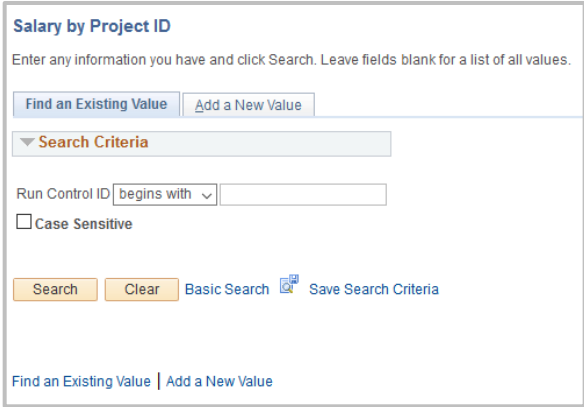
- d) Click the **Add a New Value** tab.
- e) Provide a meaningful name for your **Run Control ID** (up to 30 characters, no spaces, case-sensitive).

**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**.

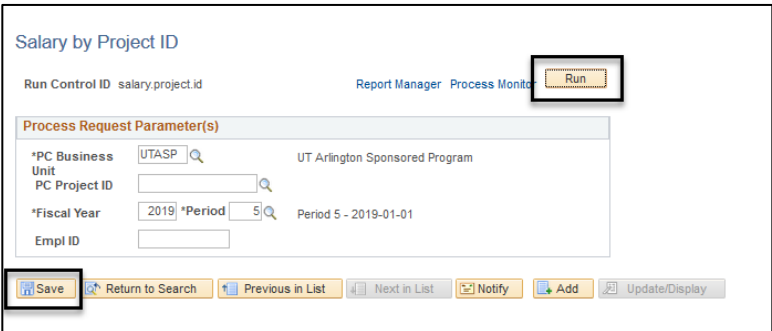


**Optional:** You may leave the **Search By** field blank and click the **Search** button. If you have created only one Run Control, the **Salary by Cost Center** page displays. If you have multiple Run Controls, a **Search Results** table will display; where you must select the appropriate Run Control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

The **Salary by Cost Center** page is displayed.

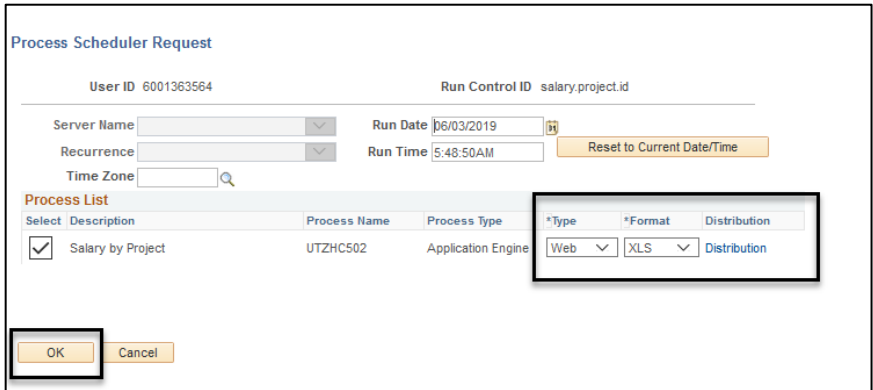
**Note:** *If you are a returning user, the Salary by Cost Center page defaults with the values last saved or used. Depending on the information that you want to view, you should update the parameters accordingly (e.g. Accounting Period, Cost Center, etc.).*

- 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.



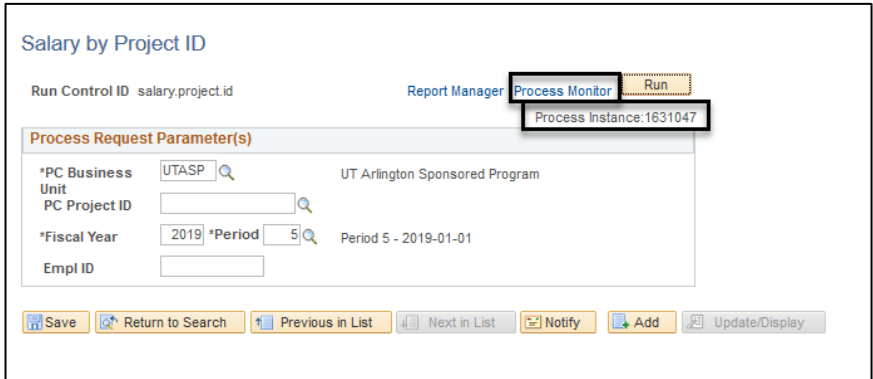
- 7. Click the **Save** button.
- 8. To generate the report, click the **Run** button.
- 9. Change the Type to Email to have the report output emailed to you directly, otherwise choose WEB.

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.

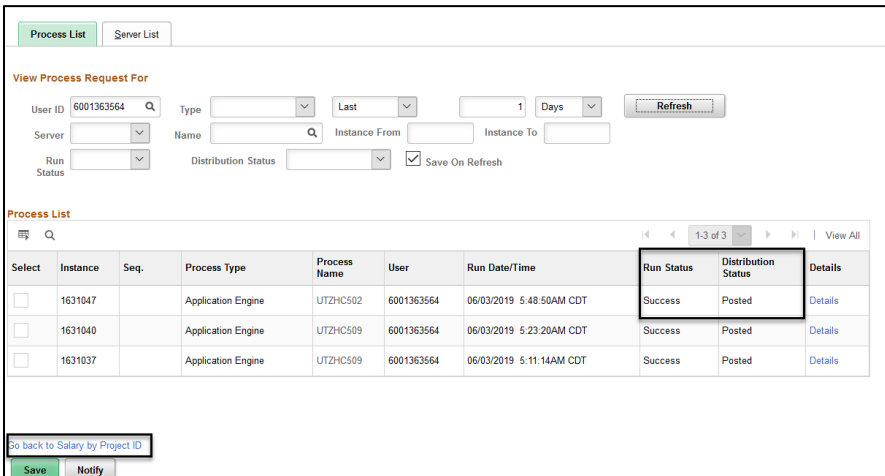
- 11. Click the **OK** button to return to the **Salary by Project ID** page.
- 12. A **Process Instance** number is now assigned. This number is used to track your report from the **Process Monitor** page.
- 13. Click the **Process Monitor** link.



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.

Salary by Project ID

Run Control ID salary.project.id

**Report Manager** Process Monitor Run

Process Request Parameter(s)

\*PC Business UTASP UT Arlington Sponsored Program

Unit

PC Project ID

\*Fiscal Year 2019 \*Period 5 Period 5 - 2019-01-01

Empl ID

Save Return to Search Notify Add Update/Display

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.

List Explorer **Administration** Archives

View Reports For

User ID 6001363564 Type Last 1 Days Refresh

Status Folder Instance to

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	916388	1631047	<b>UTZ_HC502 - UTZ_HC502.xlsx</b>	06/03/2019 5:54:06AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	916387	1631047	Salary by Project	06/03/2019 5:51:32AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	916380	1631040	UTZ_HC509 - UTZ_HC509.xlsx	06/03/2019 5:25:48AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	916379	1631040	Salary by Cost Center	06/03/2019 5:24:06AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	916376	1631037	UTZ_HC509 - UTZ_HC509.xlsx	06/03/2019 5:13:50AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	916375	1631037	Salary by Cost Center	06/03/2019 5:11:46AM	Microsoft Excel Files (*.xls)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Go back to Salary by Project ID

Save

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.

ReportID: UTZ_HC502		University of Texas, Arlington				Run Date: 04/26/2019								
Fiscal Year: 2019		Salary by Project ID				Run Time: 12:10:48								
Period: 5						Process Instance: 1614564								
Project ID: 100000149 - Development and Application of										Project ID				
Name	Empl ID	Dept ID	Dept Name	Cost Center	Paycheck Nbr	Pay End Dt	Off Cycle	Total Earnings	Hrs Worked	Dist %	Hours	Earnings	Deductions	Tax
		640102	Chemistry			2019-01-31	N		92.00	53.187%	48.93		1.88	0.00
		640102	Chemistry			2019-01-31	N		92.00	100.000%	92.00		3.60	0.00
										<b>Total</b>	140.93		5.48	0.00

## SAHARA

### 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.

### Reconciliation Roles

The Account Owner is the party who is responsible for overseeing the account and approving the account reconciliation.

### Account Owner Responsibilities

1. Review the Account Reconciliation and make sure the reconciliation of all Cost Centers/Projects is complete.
2. Review flagged items.
3. Review and respond to correction journals.
4. Make sure accurate accounting records and supporting documentation are maintained.
5. Ensure that overspending does not occur when using a Cost Center or Project.
6. The Account Owner should consider the following questions:
  - Are the transactions on the reconciliation 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?
7. Approve Reconciliation either by using the Approval checkbox on the Approval tab on the Account Reconciliation Application or the Approve Range of Cost Center page.

### About the SAHARA Account Reconciliation Application

#### What is the Account Reconciliation Application?

The monthly Account Reconciliation is an official listing of all financial activity that has posted to a Cost Center or Project. The Account Reconciliation Application (ARA) is the module inside of UTShare that houses the Account Reconciliation screens.

#### How will I access the Account Reconciliation?

Departments will have the ability to access account reconciliations any time during the month. However, reconciliation and approval should not be submitted until the accounting period has been closed.

**Can anyone access the Account Reconciliations?**

No, you must have the appropriate UTShare Security Role (Level III or Level V).

**How will I know if an Accounting Period is closed?**

The period closing date will be communicated through the Business Affairs ListServ.

**What is the Business Affairs ListServ and how can I join?**

The Business Affairs Listserv is used to distribute Accounting, Budget, Human Resources and Payroll related information. To join or leave this listserv, visit Business Affairs Training and Development web page at: <https://www.uta.edu/business-affairs/training/>.

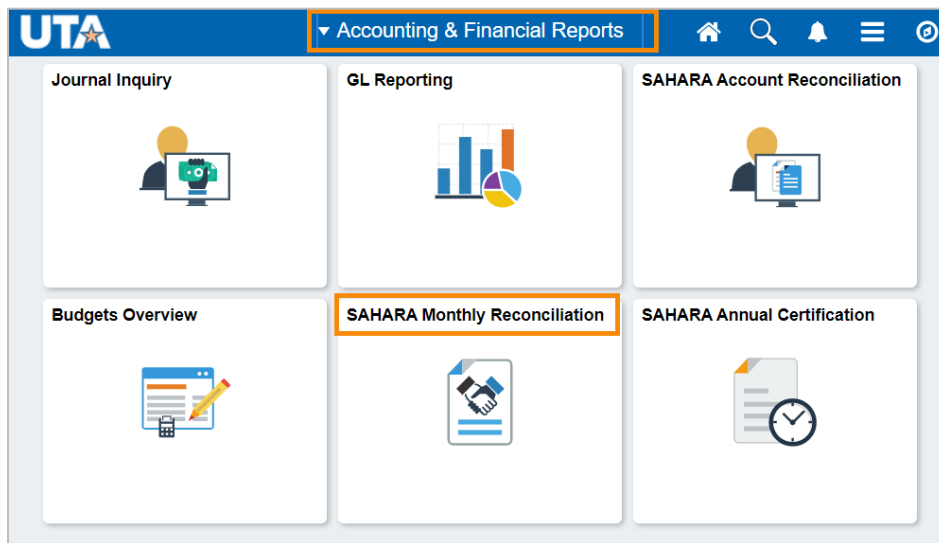
**Where can I find more information about the Account Reconciliation Application?**

Information about the reconciliation process is available on the UTA Handbook of Operating Policies (<http://www.uta.edu/policy/procedure>), Procedures BF-AS-PR7, Cost Center and Project Statements.

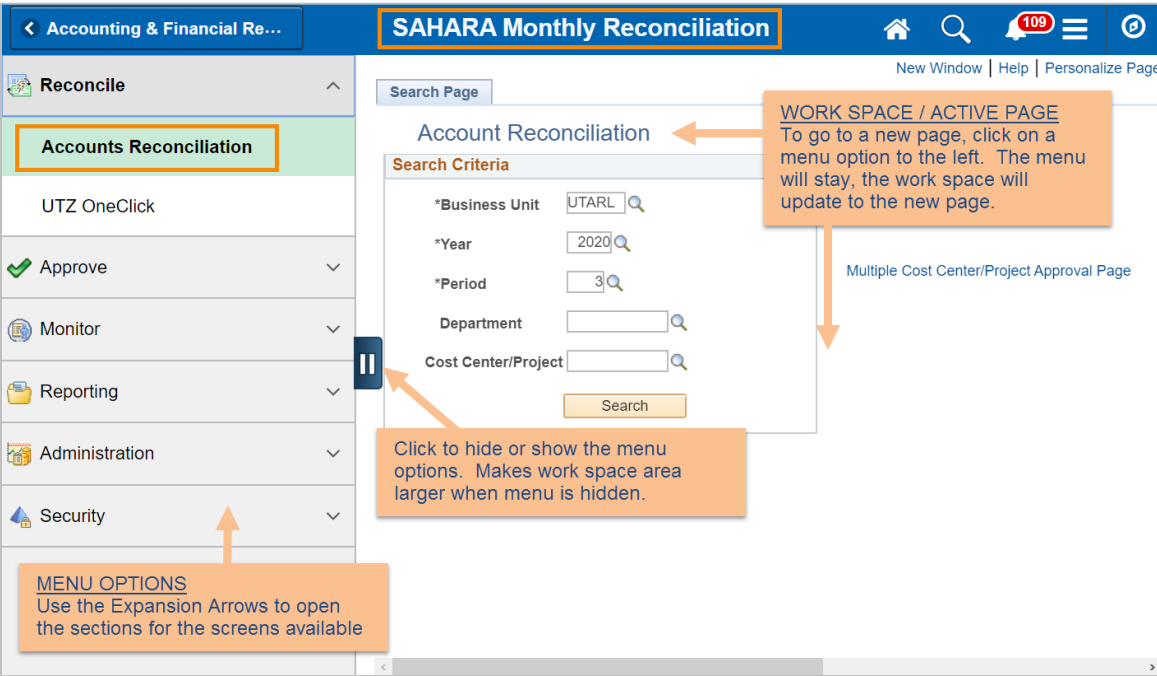
Instructions and support for the ARA Module inside UTShare can be found on the Knowledge Services Training website (<https://www.uta.edu/business-affairs/training>).

**SAHARA Monthly Reconciliation Work Center**

The SAHARA Monthly Reconciliation Work Center provides a one-stop page for accessing the most used SAHARA pages. The Work Center tile, titled **SAHARA Monthly Reconciliation**, can be found on the **Accounting and Financial Reports** homepage.



On the Work Center, a menu of page options is listed to the left (as available per a user’s security settings) and the workspace, or active page, is available to the right. Users can navigate to different pages using the menu options on the left all from this same page.



### Accessing an Account Reconciliation

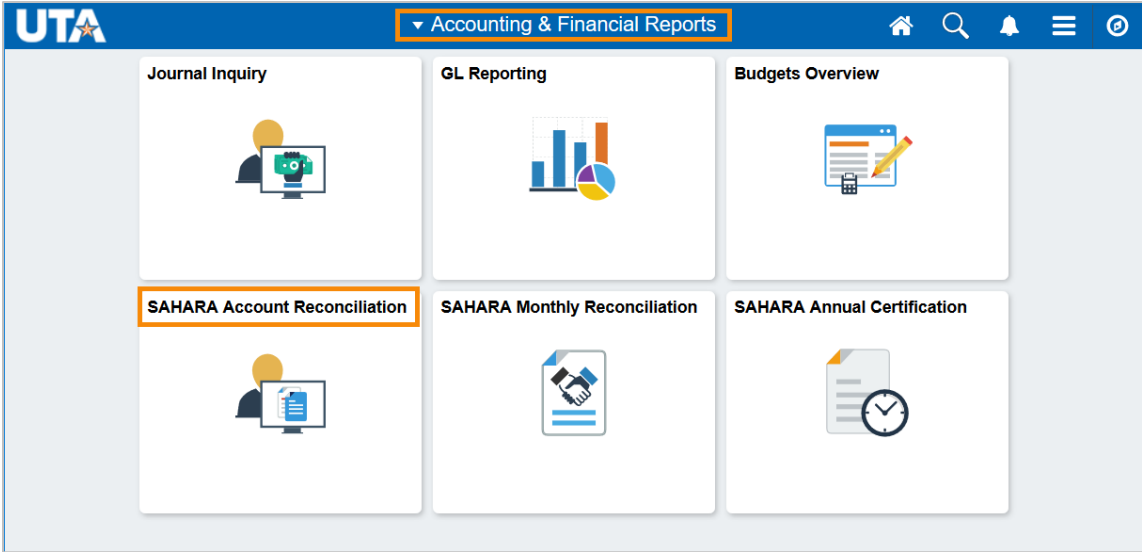
#### Navigating to the Sahara Accounts Reconciliation Tool

The Sahara Account Reconciliation Application is used to access and reconcile the monthly Account Reconciliations.

- 1. Navigate to the ARA Accounts Reconciliation page.
  - a. Reconcile > Accounts Reconciliation option on SAHARA Work Center

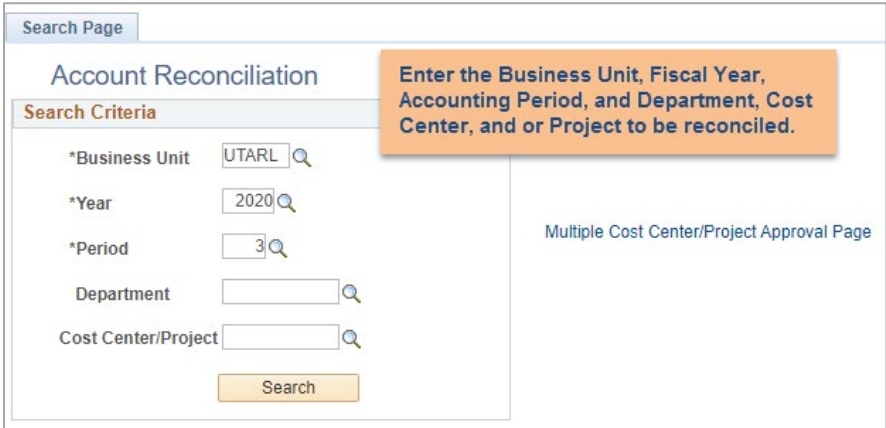


b. Accounting & Financial Reports Homepage > SAHARA Account Reconciliation tile



c. Navigator > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > ARA – Accounts Reconciliation

2. Enter the search criteria.



Notes:

- The search page will automatically default to the most recent closed period in the current fiscal year. You can search previous periods and/or fiscal years, or the current open fiscal period.
- If you click search without entering a cost center number, the search will return a list of all cost centers you have access to and that were open and active for that period. The search results display details on the Cost Centers and/or Projects. The results display the Cost Center or Project Owner, reconciliation status, approval status, and the totals or summary amounts for the period.

3. To perform or review reconciliation details click on the Cost Center or Project or any of the amounts.

Department

Cost Center/Project

Cost Center/Project	Description	Owner	Type	Fiscal Year	Period	Reconciliation Status	Reconciliation	Approval	Actuals Rev	Actuals Exp	Budgets Rev	Budgets Exp	Encumbrance
			Costcenter	2020	3	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	-22,726.54	0.00	0.00	0.00	0.00
			Costcenter	2020	3	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	-70,697.00	39,690.45	-70,697.00	79,612.70	-23,591.85
			Costcenter	2020	3	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	0.00	657.11	0.00	662.63	-177.72
			Costcenter	2020	3	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	-26,164.09	173,668.59	0.00	-62,434.46	-60,249.59
			Costcenter	2020	3	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	-2,792.01	33,151.80	0.00	-17,954.16	17,227.70
			Costcenter	2020	3	Not Reconciled	<input type="checkbox"/>	<input type="checkbox"/>	178,173.42	0.00	0.00	1,315.09	0.00

4. There are six tabs in the SAHARA Accounts Reconciliation screen:

<input type="button" value="Search Page"/>	<input type="button" value="Approval Page"/>	<input type="button" value="Budget Information"/>	<input type="button" value="Actuals Reconciliation"/>	<input type="button" value="Encumbrance Information"/>	<input type="button" value="Download Actuals"/>
<b>Header Details</b>					
Cost Center		Owner		Start Date	End Date
Projects					

- c. Search Page tab – to return to the search page.
- d. Approval Page – to review the approval or approve the reconciliation.
- e. Budget Information – to review budget information.
- f. Actuals Reconciliation – to review or perform reconciliation for the period.
- g. Encumbrance Information – to review encumbrance details.
- h. Download Actuals – to create an excel spreadsheet of the reconciliation transactions.

## Understanding SAHARA Screens

### Approval Page

This tab on the Account Reconciliations page is the page on which the approval for the monthly account reconciliation can be submitted.

The top of the Approval Page contains account information in the Header Details, the checkbox that is used for submitting approval, and Reconciler information for the employee who completed the account’s reconciliation.

Search Page **Approval Page** Budget Information Actuals Reconciliation Encumbrance Information Download Actuals

**Header Details**

Cost Center	Description	Owner	Department
Projects	Start Date	End Date	Accounting Period 3 Fiscal Year 2020

**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**

Reconciler Sara Barton Reconciliation Date 05/22/20 2:19:41PM Reconciler NetID 6001132971

It also contains account summary information. It includes Net Monthly Activity balances and GL account summaries for Budget, Actual, and Encumbrance transactions. It may be necessary to use the "View All" or navigation arrows to see all accounts in one area. There is also the option to export the information to Excel if desired using the Download to Excel icon.



**Net Monthly Activity**

Revenue Budget \$0.00	Revenue Actuals \$-768,924.60	Encumbrances \$94,778.03
Expense Budget \$-393,726.20	Expense Actuals \$103,763.94	

**Account Summaries**

Total Budgets \$-393,726.20 Total Actuals \$-665,160.66 Total Encumbrances \$94,778.03

Budget Accounts	Actuals Accounts	Encumbrance Accounts																		
<table border="1"> <thead> <tr> <th>Account</th> <th>Description</th> <th>Monetary Amount</th> </tr> </thead> <tbody> <tr> <td>1 A4000</td> <td>Operating Expenses</td> <td>\$-1,193,733.20</td> </tr> </tbody> </table>	Account	Description	Monetary Amount	1 A4000	Operating Expenses	\$-1,193,733.20	<table border="1"> <thead> <tr> <th>Account</th> <th>Description</th> <th>Monetary Amount</th> </tr> </thead> <tbody> <tr> <td>1 40401</td> <td>Fee - Forfeited Deposits</td> <td>\$-150.00</td> </tr> </tbody> </table>	Account	Description	Monetary Amount	1 40401	Fee - Forfeited Deposits	\$-150.00	<table border="1"> <thead> <tr> <th>Account</th> <th>Description</th> <th>Monetary Amount</th> </tr> </thead> <tbody> <tr> <td>1 51201</td> <td>SW Classified</td> <td>\$-9,016.67</td> </tr> </tbody> </table>	Account	Description	Monetary Amount	1 51201	SW Classified	\$-9,016.67
Account	Description	Monetary Amount																		
1 A4000	Operating Expenses	\$-1,193,733.20																		
Account	Description	Monetary Amount																		
1 40401	Fee - Forfeited Deposits	\$-150.00																		
Account	Description	Monetary Amount																		
1 51201	SW Classified	\$-9,016.67																		

The lower part of the Approval Page shows any comments that have been entered by reconcilers and or approvers. It shows comments that are entered on the Budgets Information, Actuals Reconciliation, and Encumbrance Information pages. It may be necessary to use the "View All" or navigation arrows to view all comments.

**Transaction Comments**

**Budget Comments** Personalize | Find | View All | First 1 of 1 Last

Account	Reconciler Comments	Approver Comments
1 A9000	testing comments	

**Actuals Comments** Personalize | Find | View All | First 1 of 1 Last

Account	Reconciler Comments	Approver Comments
1 67112	flagging for followup found transaction info	

**Encumbrance Comments** Personalize | Find | View All | First 1 of 1 Last

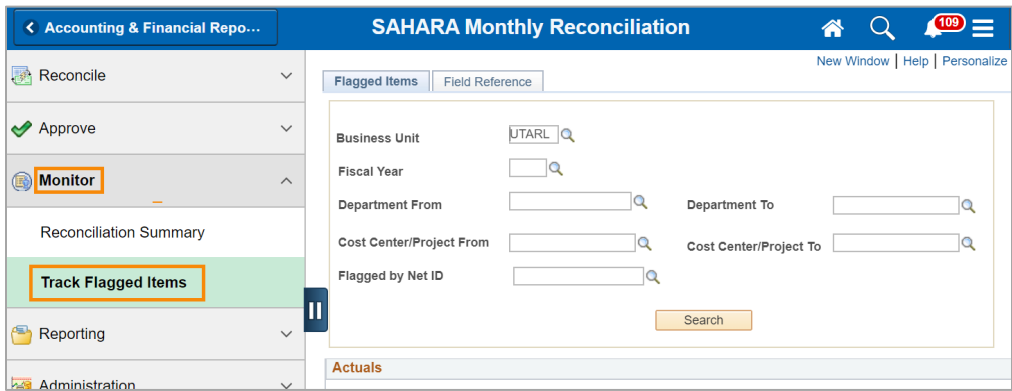
Account	Reconciler Comments	Approver Comments
1 A4000	review ER	

### Track Flagged Items

The Track Flagged Items page will display all transactions that have been flagged by a reconciler or approver.



1. Navigate to the **Track Flagged Items** page.
  - a. Monitor > Track Flagged Items on the SAHARA Monthly Reconciliation Work Center

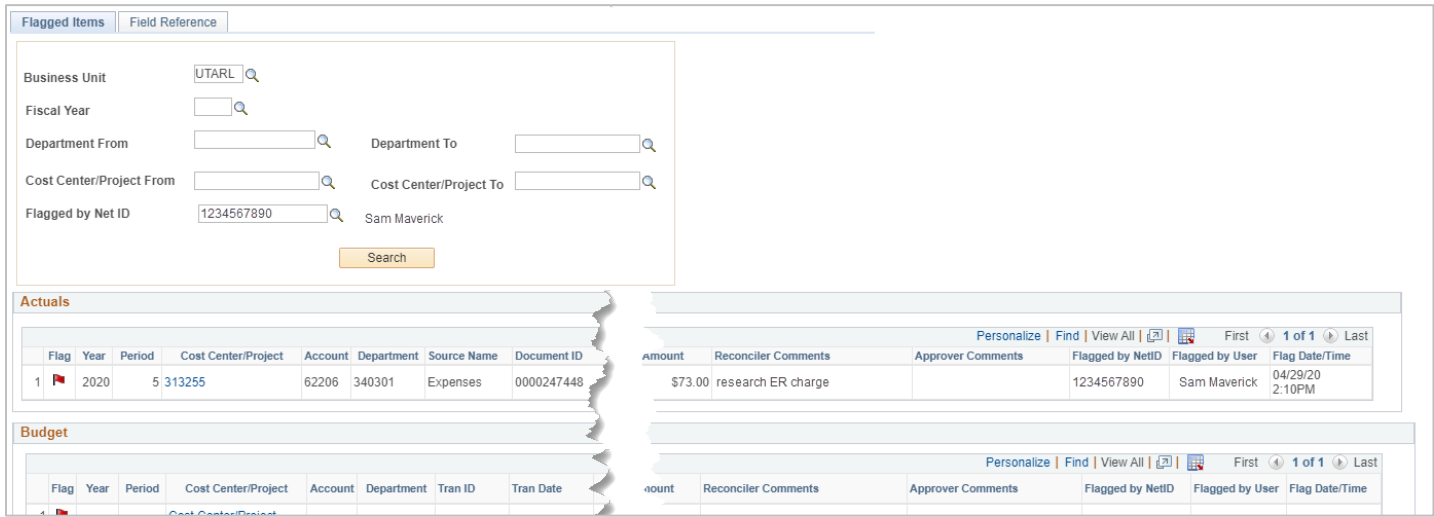


- b. Or, Navigator > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Monitoring > Track Flagged Items.

2. Enter search criteria. Search for flagged items by Department, Cost Center, or the employee who flagged the item.

**Note:** Although the page asks for the Employee’s NetID, please enter the Employee ID number.

3. To go to the ARA Reconciliation where the item was flagged, click on the Cost Center or Project ID number.

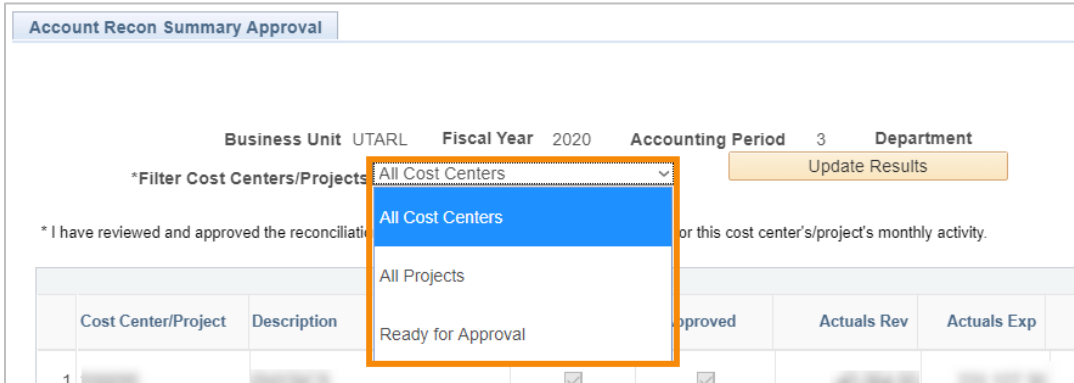


### Account Reconciliation Summary

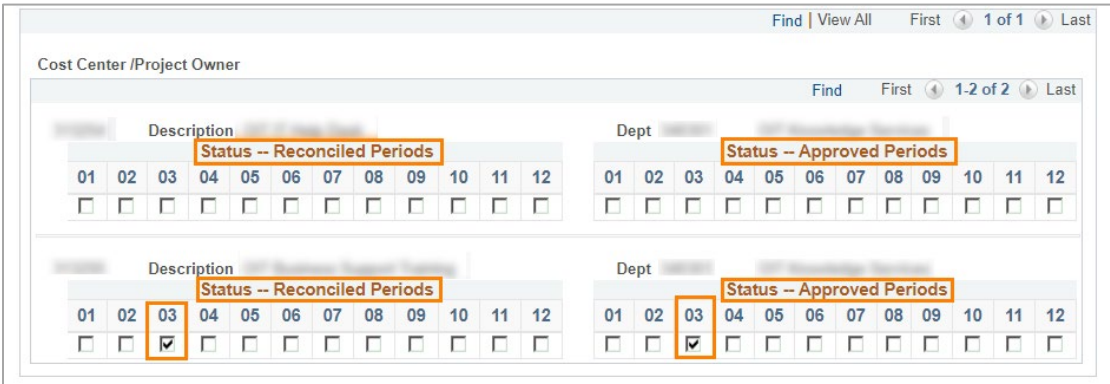
The Account Reconciliation Summary screen can be used to view the status of the Account Reconciliation for a cost center, project, department, or for a reconciler or approver.

1. Navigate to the **Reconciliation Summary** screen.

- a. Monitor > Reconciliation Summary from the SAHARA Monthly Reconciliation Work Center
  - b. Navigator > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Monitoring > ARA Reconciliation Summary
2. Enter the Search filter for the reconciliations to view. Search by Cost Center/Project, Department, or for all Cost Centers and or Projects to which a user has access. Click Search.
- Note:** The field appears to ask for the NetID; please enter the Employee ID number.
3. The Reconciliation and Approval status for all cost center and projects within the search parameters will be displayed. If necessary, adjust the option in the “Filter Cost Centers/Projects” drop down, and click the “Update Results” button.



A checkmark in the box for the Accounting Period indicates that the action has taken place.



- 4. To go to the Account Reconciliation for a cost center or project, click on the Account Period box.

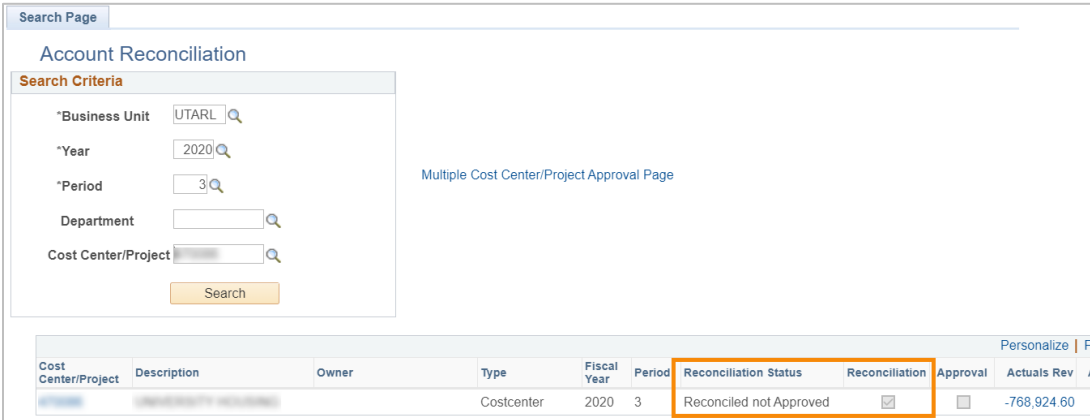
# Approving Account Reconciliations

## Approving One Account

Account owners can approve the reconciliation of one cost center or project account.

1. Navigate to the ARA Account Reconciliation for the account.
  - a. From the Sahara Work Center, Reconcile > Accounts Reconciliation
  - b. Accounting & Financial Reports Homepage > SAHARA Account Reconciliation tile
  - c. Navigator > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > ARA – Accounts Reconciliation

**Note:** Once a reconciliation has been submitted and is ready for review and approval, the Reconciliation Status should reflect “Reconciled not Approved” and there should be a check in the box for “Reconciliation”.



2. Review the Budget Information, Actuals Reconciliation, and Encumbrance Information. Enter comments when and if necessary.
3. When ready to approve the reconciliation, navigate to the Approval Page.
4. To submit approval of the account reconciliation, click the “Approved” checkbox, then click the “Save” button at the bottom of the page.

Search Page | **Approval Page** | Budget Information | Actuals Reconciliation | Encumbrance Information | Download Actuals

---

**Header Details**

Cost Center: [REDACTED] Description: [REDACTED] Owner: [REDACTED] Department: [REDACTED]  
 Projects: [REDACTED] Start Date: [REDACTED] End Date: [REDACTED] Accounting Period: 3 Fiscal Year: 2020

---

**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 **1** Approval Date: [REDACTED] Approver NetID: [REDACTED]

---

**Reconciliation Info**

Reconciler: [REDACTED] Reconciliation Date: 05/22/20 2:19:41PM Reconciler NetID: [REDACTED]

---

**Net Monthly Activity**

Revenue Budget \$0.00 Revenue Actuals \$-768,924.60 Encumbrances \$94,778.03  
 Expense Budget \$-393,726.20 Expense Actuals \$103,763.94

---

**Account Summaries**

Total Budgets \$-393,726.20 Total Actuals \$-665,160.66 Total Encumbrances \$94,778.03

Budget Accounts			Actuals Accounts			Encumbrance Accounts		
Account	Description	Monetary Amount	Account	Description	Monetary Amount	Account	Description	Monetary Amount
1 A4000	Operating Expenses	\$-1,193,733.20	1 40401	Fee - Forfeited Deposits	\$-150.00	1 51201	SW Classified	\$-9,016.67

---

**Transaction Comments**

**Budget Comments**

Account	Reconciler Comments	Approver Comments
1 A9000	Investigating budget transfer	

**Actuals Comments**

Account	Reconciler Comments	Approver Comments
1 67112	flagging for followup found transaction info	

**Encumbrance Comments**

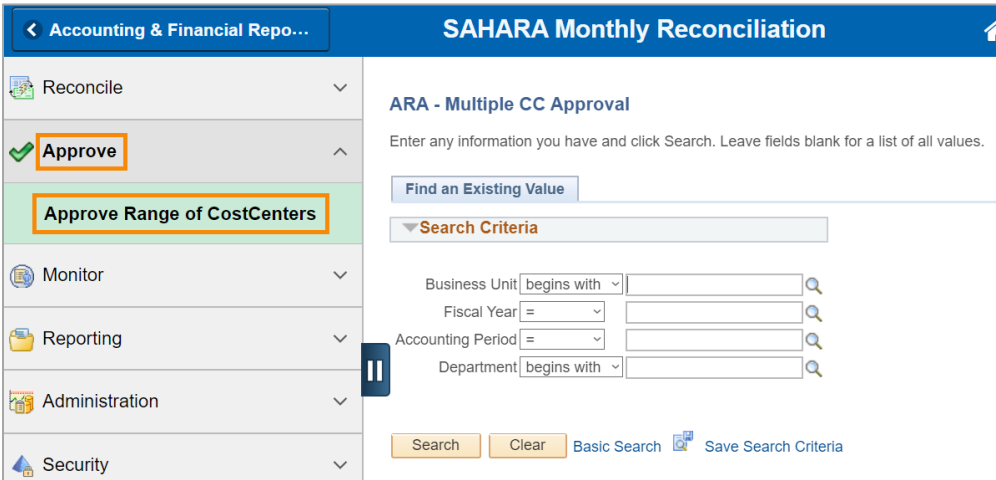
Account	Reconciler Comments	Approver Comments
1 A4000	review ER	

**2**

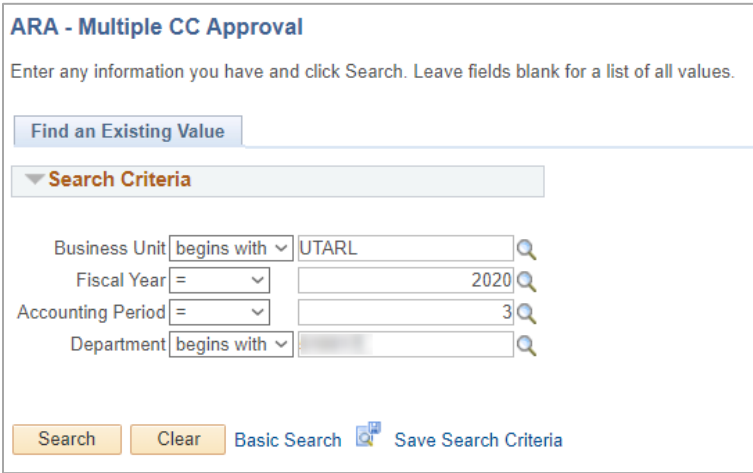
### Approve Range of Accounts

The Approve Range of Cost Centers page allows approver to approve multiple reconciliations at one time. There are two ways to approve multiple cost centers or projects.

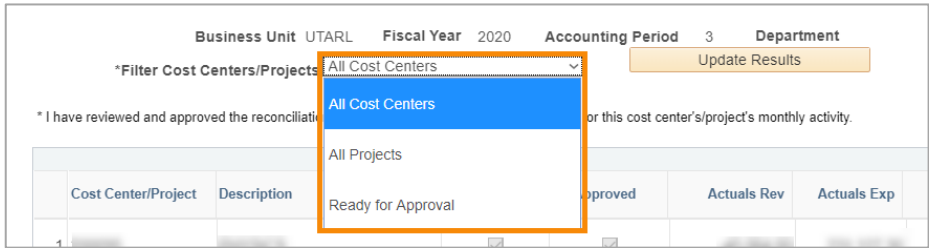
1. Navigate to the **ARA – Multiple CC Approval** page:
  - a. Approve > Approve Range of Cost Centers on SAHARA Monthly Reconciliation Work Center



- b. Navigator > Financials > UTZ Customizations > General Ledger > Sahara > Process > ARA Process > Approve Range of CostCenters
  - c. From the ARA Account Reconciliation Search page using the “Multiple Cost Center/Project Approval Page” link.
2. Enter the Business Unit, Fiscal Year, Accounting Period, and Department for the cost centers and projects to be approved. Click Search.



3. The Account Recon Summary Approval screen will populate, showing all cost centers and projects in the department. If necessary, use the drop-down to select the type of account or choose “Ready for Approval” to populate all accounts that have been reconciled and are ready for approval. Then click the “Update Results” button to repopulate the accounts list.



The “Actuals” column will display a checkmark for all cost centers and projects for which the Actuals Reconciliation has been recorded as completed. The hyperlinks in the “Link to Details” column will populate the Actuals Reconciliation tab for that cost center or project.

Account Recon Summary Approval

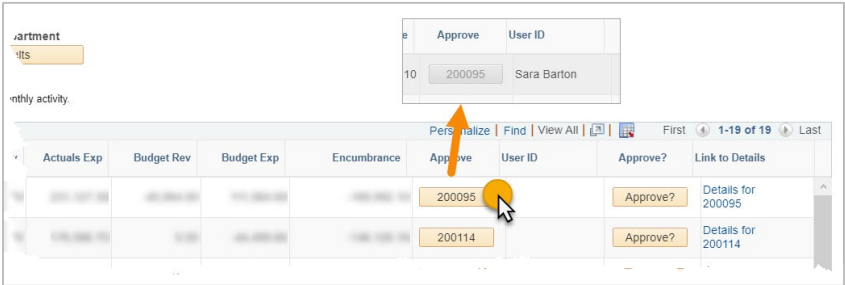
Business Unit UTARL Fiscal Year 2020 Accounting Period 3 Department

\*Filter Cost Centers/Projects All Cost Centers Update Results

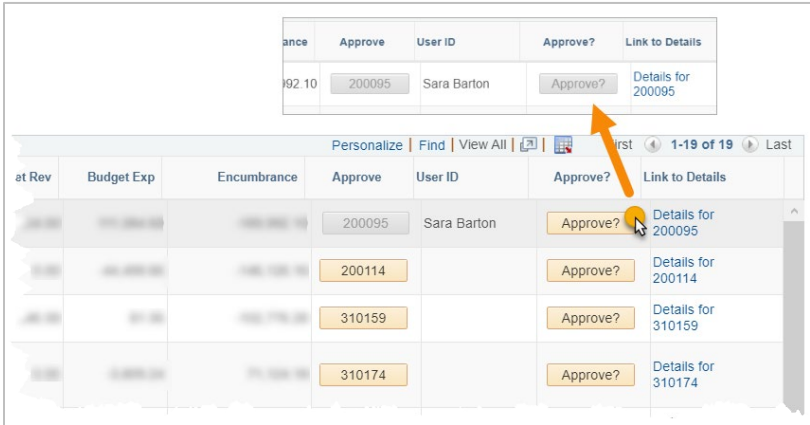
\* I have reviewed and approved the reconciliation and notes regarding the reconciling items for this cost center's/project's monthly activity.

Cost Center/Project	Description	Actuals	Approved	Actuals Rev	Actuals Exp	Budget Rev	Budget Exp	Encumbrance	Approve	User ID	Approve?	Link to Details
1 200095	PHYSICS	<input checked="" type="checkbox"/>	<input type="checkbox"/>						200095		Approve?	Details for 200095
2 200114	DEAN OF ENGINEERING	<input type="checkbox"/>	<input type="checkbox"/>						200114		Approve?	Details for 200114

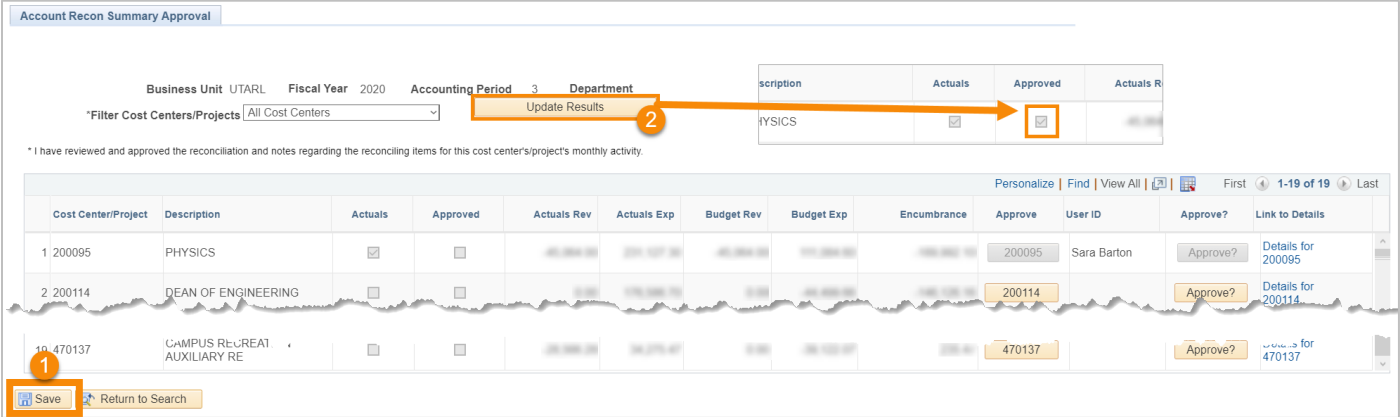
- To record approval of an Account Reconciliation, click the button with the Cost Center or Project ID number in the Approve column. This will populate the name of the approver in the next column.



- Click the “Approve” button. Once clicked, it will turn from orange to gray.



- If other reconciliation approvals are needed, repeat steps 4 and 5 (clicking the button with the cost center/project ID then the Approve button).
- Click Save. To see the changes made, click the "Update Results" button at the top of the page. The Approved checkbox will be checked for all accounts approved.



### 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.

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 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 UTShare. It consists of the following elements:

Bus Unit	Account	Fund	Dept	Cost Centr	Function	Program	PC Bus Unit	Project	Activity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

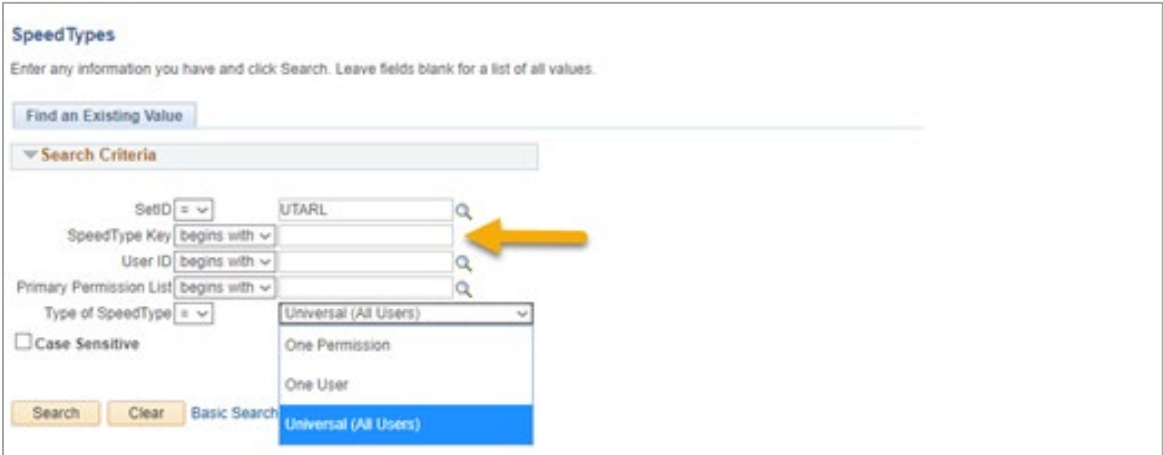
The COA tells us where the money came from, the general purpose of the funds, and who is spending it.

The COA values are entered in to "ChartFields" in UTShare. 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 UTShare. 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 **NavBar > Navigator > 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 UTShare.

SpeedType

SetID UTARL  Publish Data

SpeedType Key 310172

Type of SpeedType Universal (All Users)

Description BUS AFF TECHNOLOGY SERVICES

Account

Fund Code	3105	DES Designated Tuition
Department	320105	Business Technology Services
Cost Center	310172	BUS AFF TECHNOLOGY SERVICES
Function	700	Institutional Support

Program Code

PC Business Unit

Project

Activity

Affiliate

Fund Affiliate

Currency Code

Statistics Code

## 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).

#### Cost Center Ledgers

- 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.

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

### 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

- To view **Budget Details**, begin by navigating to: **NavBar > Navigator > Commitment Control > Review Budget Activities > Budget Details**

**Budget Details**

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

▼ **Search Criteria**

Business Unit =  🔍

Ledger Group =  🔍

[Basic Search](#) [Save Search Criteria](#)

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**

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period
UTARL	OPE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

**Budget Detail Overview**

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period
UTARL	OPE	<input type="text"/>	<input type="text"/>	320105	310172	<input type="text"/>	<input type="text"/>	2019

**Budget Details** Personalize | Find | View All | First 1-6 of 6 Last

	Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period	View Details
1	UTARL	OPE	A1000	3105	320105	310172	700		2019	<a href="#">View Details</a>
2	UTARL	OPE	A1200	3105	320105	310172	700		2019	<a href="#">View Details</a>
3	UTARL	OPE	A3000	3105	320105	310172	700		2019	<a href="#">View Details</a>
4	UTARL	OPE	A4000	3105	320105	310172	700		2019	<a href="#">View Details</a>
5	UTARL	OPE	A7000	3105	320105	310172	700		2019	<a href="#">View Details</a>
6	UTARL	OPE	A9000	3105	320105	310172	700		2019	<a href="#">View Details</a>

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).

**Commitment Control Budget Details**

Business Unit	Ledger Group	Account	Fund	Dept	Cost Center	Function	Project	Budget Period
UTARL	OPE	A4000	3105	320105	310172	700		2019

Display Chart | Previous | Next | Return to Inquiry Criteria

**Ledger Amounts**

Budget:	349,860.47 USD		
Expense:	153,871.95 USD		
Encumbrance:	188,700.98 USD		
Pre-Encumbrance:	10,514.05 USD		

Associate Revenue 0.00 USD

**Available Budget**

Without Tolerance	-3,226.52 USD	Percent (-0.92%)
With Tolerance	-3,226.52 USD	Percent (-0.92%)

**Budget Exceptions**

Exception Errors 8 | Exception Warnings 3 | Budget Exceptions

Return to Search | Notify

- 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.
- 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.

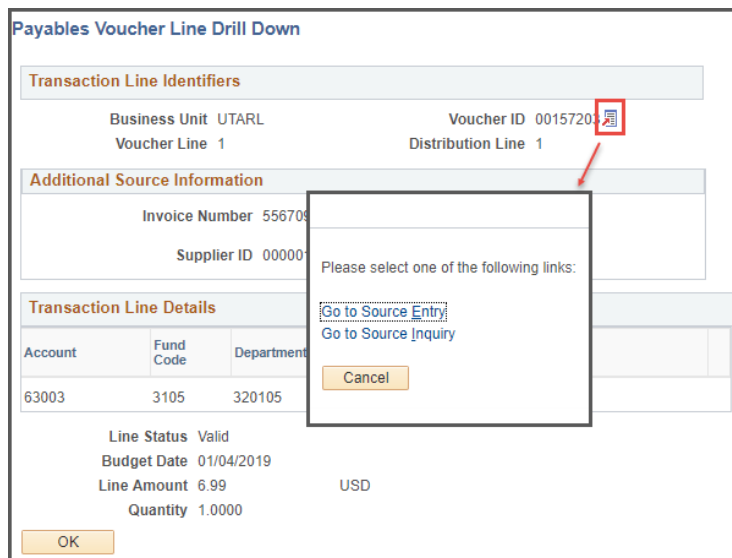
Ledger									
Business Unit UTARL					Ledger OPE_EXP				
Budget Details									
Personalize   Find   1-8 of 8   Last									
Budget Chartfields									
Account	Fiscal Year	Accounting Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance	
A4000	2019	1	4627.16	USD	4627.16	USD	10/09/2018 1:20:54PM	5232505	
A4000	2019	2	16106.42	USD	16106.42	USD	11/07/2018 11:39:45AM	5333405	
A4000	2019	3	8762.39	USD	8762.39	USD	12/07/2018 12:02:44PM	5432439	
A4000	2019	4	5986.47	USD	5986.47	USD	01/09/2019 1:49:57PM	5519210	
A4000	2019	5	111282.92	USD	111282.92	USD	02/11/2019 1:47:51PM	5627099	
A4000	2019	6	6191.97	USD	6191.97	USD	02/25/2019 3:43:06PM	5676290	
A4000	2019	7	168.02	USD	168.02	USD	04/19/2019 9:50:27AM	5721074	
A4000	2019	8	746.60	USD	746.60	USD	04/30/2019 12:34:50PM	5728176	

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

Activity Log											
Personalize   Find   View 100   1-100 of 4131   Last											
Tran Line	Document Label	Document ID	Ref Bdtg?	Account	Fund	Dept	Cost Center	Function	Project	Budget Period	
1	Voucher ID:	00143913	N	A4000	4200	315203	470086	500		2019	
1	Voucher ID:	00143914	N	A4000	4200	315203	470086	500		2019	
2	Journal ID:	0000334823	N	A4000	4200	315203	470086	500		2019	
2	Journal ID:	0000334827	N	A4000	4200	315203	470086	500		2019	
2	Journal ID:	0000334836	N	A4000	4200	315203	470086	500		2019	
2	Voucher ID:	00144116	N	A4000	4200	315203	470086	500		2019	
1	Employee ID:	1000074858	N	A4000	4200	315203	470086	500		2019	
1	Employee ID:	1000074858	N	A4000	4200	315203	470086	500		2019	

**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 Ledger 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: **NavBar > Navigator > 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 Ledger Account, etc., and click **Add**.
4. The **Budget Overview** page is displayed.

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE	BY	2019	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	OPR	BY	2019	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Fund	%	%	i		Update/Add
Function	%	%	i		Update/Add
Cost Centr	%	%	i		Update/Add
Project	%	%	i		Update/Add

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).

1. To generate a **Budget Overview**, begin by navigating to: **NavBar > Navigator > Commitment Control > Review Budget Activities > Budget Overview**
2. 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.
3. 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.
4. The **Budget Overview** page is displayed with the values defined at the creation of the inquiry or that was last saved.
5. 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.

**Budget Overview**

Inquiry CC\_E&R Description CostCenter\_E&R

Search Clear Reset

**Budget Type**

\*Business Unit UTARL Ledger Group/Set Ledger Inquiry Se Ledger Inquiry Set OPR\_OPE

View Stat Code Budgets

**Time Span**

\*Type of Calendar Detail Budget Period

**Budget Criteria**

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE	BY	2019	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	OPR	BY	2019	2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Fund	%	%	i		Update/Add
Function	%	%	i		Update/Add
Cost Centr	%	%	i		Update/Add
Project	%	%	i		Update/Add

**Budget Status**

- Open
- Closed
- Hold

Save Notify Refresh Add Update/Display

## 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**.

Inquiry Results

Business Unit: UTARL  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

Return to Criteria    Max Rows: 100    Display Options    Search



**Ledger Totals (11 Rows)**

Budget	5,653,339.27	Revenue Estimate	4,872,849.00
Expense	2,655,698.70	Recognized Revenue	2,983,173.85
Encumbrance	296,098.46	Available Budget	1,889,675.15
Pre-Encumbrance	55,529.88	Collected Revenue	0.00
Budget Balance	2,646,012.25	Uncollected Revenue (Rec-Coll)	2,983,173.85
Associate Revenue	0.00		
Available Budget	2,646,012.25		

**Budget Overview Results**    Personalize | Find | View All |    First 1-11 of 11 Last

	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Cost Center	ChartField1 Description	Function
	OPE	A1000	Staff Salaries	4200						500
2	OPE	A1200	Wages	4200						500
3	OPE	A3000	Payroll Related Costs	4200						500

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. 

NOTE: This icon is not available when viewing information by Calendar Type “Detail Accounting Period”.

- 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).



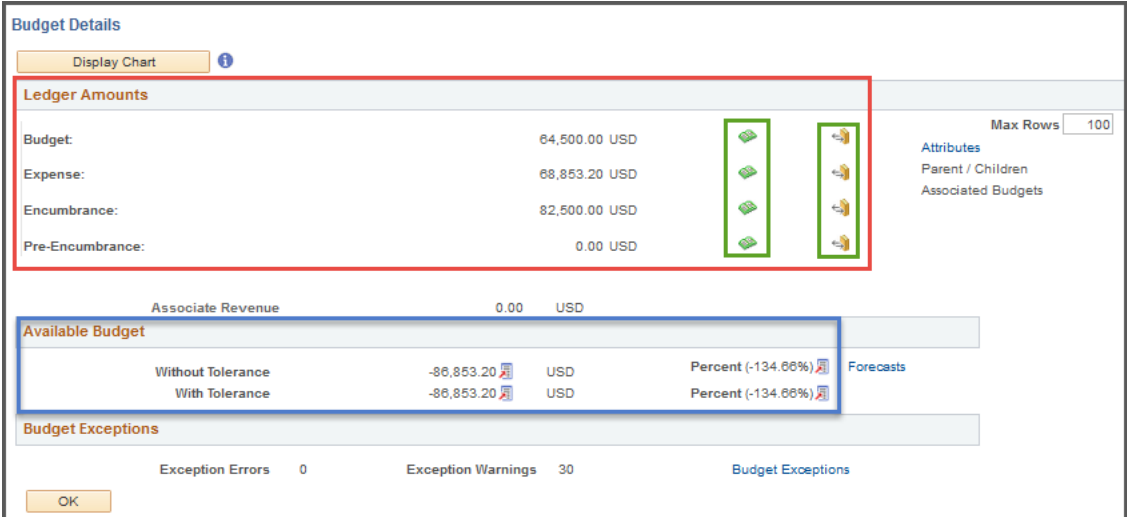
Budget Overview Results										
Personalize   Find   View All   [6/20] [1-11] First 1-11 of 11 Last										
	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Cost Center	ChartField1 Description	Function
1	OPE	A1000	Staff Salaries	4200						500
2	OPE	A1200	Wages	4200						500
3	OPE	A3000	Payroll Related Costs	4200						500

- A **Ledger Group** is related to a different source of funds and account structure, e.g. OPE, •GRT\_PARENT, DETAIL.
  - The **Budget Account** describes the purpose of the funds, e.g. A1200 (Wages), A4000 (Operating Expenses), G4010 (Salaries), G4110 (Travel – Domestic), etc.
  - 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
- The **Budget Period** represents the period when the budget activity was processed.
  - 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.
  - You have the ability to drill-down into a budget line to view additional information
  - 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.



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: **NavBar > Navigator > 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 UTShare 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

NavBar > Navigator > Grants > Awards > Award Profile

Award
Funding
Resources
Certifications
Terms
Milestones
Key Words
Funding Inquiry

Award ID 2019-049

Reference Award Number  Federal Award Identification Number

---

Title

Long Description  [?] [x]

161 characters remaining

Award PI  Reporting Role

Sponsor

Post Award Administrator

Purpose

Status

Award Type

Proposal ID

Version ID

Start Date  [x]

End Date  [x]

[View Contract](#)     [View Proposal](#)     [Additional Information](#)

---

Primary Project PI Franklin, Carl J

**Associated Project**

PC Business Unit	Project	Description
UTASP	1264900750	Intensive Field Surveys to Inf

Go To:     [Sponsor](#)     [Protocols](#)     [Attributes](#)     [Department Credit](#)

Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Refresh

**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

NavBar > Navigator > Grants > Awards > Project

The screenshot shows the 'Project' page with several tabs: General Information, Project Department, Project Costing Definition, Manager, Location, Phases, Approval, Justification, User Fields, and Rates. The 'General Information' tab is active, displaying project details for ID 1264900750. A callout box highlights the following information:

- Project** 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

NavBar > Navigator > Grants > Awards > Project Budgets

The screenshot shows the 'Budget Detail' page for project 1264900750. It includes a 'Project Budget Summary' section with fields for Cost Share Direct (\$0.00), Sponsor Budget (\$29,480.00), Currency (USD), Total Budget (\$29,480.00), and Security Status (None). Below this is a table of budget amounts for the period.

Account	Fund Code	Department	Cost Center	Function	Program Code	Activity	Analysis Type	Affiliate	Fund Affiliate	Budget Item	Amount	Currency
G4020	5200	640101		200		1	BUD			BENEFITS L4	800.00	USD
G4180	5200	640101		200		1	BUD			F & A L4	2,680.00	USD
G4090	5200	640101		200		1	BUD			OTHER_DIRECT L4	11,000.00	USD
G4010	5200	640101		200								
G4110	5200	640101		200								

A callout box explains the page's purpose:

- 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>

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/>

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. Service Now 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.