Welcome
FS Updates Meeting
Tuesday October 30, 2018
Please Sign In
AGENDA

❖ Accounts Payable & Travel Updates

❖ Material Management Update: Z_MIGO Instructions

❖ New Employee Introductions

❖ Procurement Updates

❖ IT Business Service Updates
  • CRP & DFP Computer Ordering
  • Software Review
  • Information Security & ADA

❖ Questions
Meeting Reminders

❖ Questions are welcome and encouraged at any time.

❖ Raise your hand and wait for the microphone – so all can hear. Otherwise you’ll just have to repeat it.

❖ State your name and department – let’s all get to know who each other is. This is a good start.

❖ All questions and answers will be included in the final presentation when posted to the PSS website.

❖ NEW ATTENDEES – There is a lot of information covered in these meetings. You can review the last four FS Updates Presentations for a good foundation on how to interface with Financial Services.
Travel & Accounts Payable Updates
Travel Updates

❖ Non-Reimbursable Travel Expenses  **RSS 09198A**

❖ Be familiar with the allowed and unallowed travel expenses. Refer to the Travel Policies and Procedures and the Travel Office Announcements at [Travel Office Website](#).

❖ Early Bird Check In, TSA Pre-check, fare service and similar fees are not reimbursable. Can be paid for personally.

❖ Coach fares only for employees and students. Traveler can pay for additional fare upgrades personally.
Travel Updates

❖ Non-Reimbursable Travel Expenses con’t:

❖ VIP guests of the University may be allowed to book higher fare classes with Cabinet Officer approval (remember to attach that) and the department must have the funds to cover the additional costs.
  • Includes air, rail and other transportation options.
  • Exceptions are allowed with Cabinet Officer approval which must be attached to the Travel Request or Funds Commitment as the travel agencies will contact the Travel Office for approval if a non-coach fare reservation is attempted.

❖ Non-employee contractor travel expenses – include travel in the contract terms and contractor fee to avoid Texas State Travel approval, travel reservations and reimbursement processing.
Travel Updates

❖ Travel Reservation Approvals  RSS 082718A

• The Travel Office approval is no longer required on reservations made on an approval travel trip (unless a higher fare than coach is selected). Time Saver!!!!

• This includes reservations booked through Ascot or Corporate Travel Planners.

• Person booking the reservations will be required to provide an approved and accurate travel trip number. Travel Office reviews all reservation detail provided from the TMC.

• There is no change to the reservation process for rental cars which currently allows bookings without the Travel Office approval. A valid travel trip number is still required.
Travel Updates

❖ Conference Agendas **RSS 101218A**

- Must attach the final agenda to the Expense Report.
- Must adjust meal per diems for any meals included on the agenda.
- Must notate if a reception or breakout session included meals.
- Adjustments to per diems are necessary to ensure the meal costs are not doubled by payment to third-party and per diems to the traveler.
- Must adjust per diems for any business meals the traveler attended.
Travel Updates

❖ Corporate Travel Planners (CTP) Roll Out:

• Hope to start in February 2019.

• CTP will conduct live training at the University.

• Current departments in the test pilot program will go through training first.

• As the dates and training locations are confirmed, notifications will start.
Accounts Payable Updates

❖ AP 12 Form – How To Complete RSS 100218B

• Used for authorization to purchase alcohol, flowers, food and or refreshments (includes employee only events).

• Remember to always include a business purpose.
• Same as for any type of purchase (PO, e-NPO or P-Card).

• Select the correct type of payment.

• Enter the correct funding information.
Accounts Payable Updates

❖ AP 12 Form – How To Complete RSS 100218B cont’d

- Make sure the form data matches the PO or e-NPO data.
- Complete all sections and obtain the appropriate signatures.
- Attach form to the PO or e-NPO documents to save time on the payment.
- Attach to the P-Card log if that method is used.
Accounts Payable Updates

❖ EDI Vendor List  RSS 100218A

• EDI is an Electronically Delivered Invoice (EDI).

• Vendor submits electronic invoices that are matched to the PO and PO line.

• These vendors are used in the MarketPlace.

• PO numbers start with “31”.

• Instructions to view invoices on these vendor POs is located at:
  View Vendor Invoice & Payment Activity
Accounts Payable Updates

❖ EDI Goods Receipt (GR) Tips RSS 101718A

❖ The following situations need to be understood for responding to the SAP GR emails.

• Duplicate invoice is received from EDI vendor. SAP automatically blocks the duplicate from payment and the GR hold is applied.

• Item is returned and the vendor submits a new invoice for the replacement but the vendor credit memo has not been received to offset the original invoice.
Accounts Payable Updates

❖ EDI Goods Receipt (GR) Tips RSS 101718A cont’d

• Vendor codes the billed items to the wrong PO line. Notify payables@txstate.edu when this occurs as they can reverse the invoice and contact the vendor to submit a correct invoice.

• Vendor bills for a greater quantity than on the PO. This should be disputed with the vendor. Notify payables@txstate.edu of the dispute. Note that Dispute Emails will generate from SAP as a reminder to monitor the dispute. Notify payables@txstate.edu when the dispute has been resolved.

• If the Account Manager decides to keep the extra items, then send the Account Manager approval to payables@txstate.edu with the funding account information.
Accounts Payable Updates

❖ UPDATE ON: Medical Supply/Item Purchases such as:
  • Over-the-counter medical supplies and remedies, bug spray, suntan lotion, other topical items or ingestible items, etc.
  • Legal Counsel and Environmental Health and Risk Management are reviewing this and once completed their recommendations will be communicated.

❖ If you get a budget error notice from AP, please advise when that has been resolved so the payment can be released or it will remain on hold.

❖ 2019 Prompt Pay Rate is 6%. It is even more critical to get your invoices to AP on time and ensure all the required dates and actions have been completed.
  • Refer to the Prompt Pay Compliance slides from August 8, 2018 FS Updates Meeting August 2018 for additional information.
Accounts Payable Updates

❖ Commonly Used GL List — [RSS 102918A](#)
  • Updates completed and posted on the AP website.
  • Today you can pick up a printed list by the sign-in sheets.

❖ **Remember** — Invoices cannot be split between the PO and an e-NPO. The entire invoice is only paid one way.

❖ **GR EMAIL NOTIFICATIONS** — Any suggestions? (SAP is in a freeze for the Annual Support Pack updates, but suggestions are always welcome.)
Material Management Update

❖ Click on the link to MM Resources and Forms.

❖ Scroll down to the Z_MIGO Instructions and select.

❖ Instructions detail the process for entering your department’s GR’s without MM action.
  • Timely entry of GR’s will prevent the SAP GR emails.
ASSET TRANSFER REFRESH
Asset Transfer Initial Screen

Please choose what type of asset transfer:

- STANDARD Dept/Location Asset Transfer Request - All inventory numbers must be listed.
- SURPLUS Equipment Pickup Request with Assets - All inventory numbers must be listed. Non-asset surplus items permitted.
- SURPLUS Non-Asset Items pickup request - No computers or equipment on inventory list.

Continue
No inventory numbers are needed unless you want to populate a string of consecutive numbers.
## Responsible Cost Center Assets

**Limit of 10 assets per transfer request**

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<tr>
<th>Inventory No</th>
<th>Asset Description</th>
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<tbody>
<tr>
<td>202811</td>
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<tr>
<td>202813</td>
<td>COMPUTER DELL OPTIPLEX 7020 SFF 24&quot;</td>
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<tr>
<td>202814</td>
<td>COMPUTER DELL OPTIPLEX 7020 SFF 24&quot;</td>
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<tr>
<td>202868</td>
<td>TRUCK FORD F150 CREW CAB 4X2 SS 2014</td>
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### Surplus Asset Request

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<th>Asset Description</th>
<th>Resp CC/</th>
<th>Account Manager</th>
<th>Location</th>
<th>Room</th>
<th>New Location</th>
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<td>UDC</td>
<td>101</td>
<td>1410130000</td>
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#### Special Instructions or Additional Information:

Please call ahead before coming to pick up. I will need to open up the room where these are stored.

**Contact Name**
will lama

**Contact Number**
5-2631

If asset location is different than what is listed above, list actual building and room here.

#### Detailed list of additional non-asset items to be picked up:

Note: Make sure anything listed here is an exact count of what should be picked up by Materials Management.

- 3 monitors, 3 keyboards, 1 printer (Item #171984)
Success, your surplus asset transfer request has been submitted for approval.
Automated Asset Transfer Request

Transfer Request: 00000403138820181016
Created By: WL1045
Created On: Oct 16, 2018
Asset Trns Type: Surplus Inventory
Transfer Status: Started

Reason for Transfer / Special Instructions
Please call ahead.

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<tr>
<th>Inv No</th>
<th>Serial No</th>
<th>Asset Desc</th>
<th>Resp CCtr</th>
<th>Acct Mgr</th>
<th>Loc</th>
<th>Rm</th>
<th>New Loc</th>
<th>New Rm</th>
<th>New Resp CCtr</th>
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<th>Approval Scenario</th>
<th>Planned Approver</th>
<th>Actual Approver</th>
<th>Date</th>
<th>Time</th>
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<td>Materials Management</td>
<td>Administrator</td>
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<th>Date</th>
<th>Time</th>
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<td>Surplus Inventory</td>
<td>Administrator</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact Name: Will Lohr
Contact Number: 5-3631

Detailed list of non-asset items to be picked up:
3 monitors, 3 keyboards, 1 printer

Actual Asset Location:
INSTRUCTIONS
Automated Asset Transfer

Instructions for using Automated Asset Transfer Request (DOCX, 2 MB)
Staff Introductions

❖ William Becker — Assistant Director, PSS

❖ Linda Rodriguez — Buyer, PSS

❖ Cynthia Balboa — Procurement Analyst, PSS

❖ Karina De Leon — Administrative Assistant
RSS Feeds

➢ Stay informed on process and form changes that affect these functions.

➢ Instructions for setting up an RSS feed can be found at the following office links:

• How to Add RSS Feed for AP

• How to Add RSS Feed for Travel

• How to Add RSS Feed for Purchasing
Procurement Updates

❖ If a vendor hasn’t been used or updated for 2+ years, it has been blocked and you will need to obtain a new vendor maintenance form located on the purchasing site in the forms tab under vendor maintenance.

❖ A vendor update must be processed before you are able to do a PO or process a payment request.

❖ PaymentWorks Updates

❖ Live stream via Skype

❖ HUB Updates
Texas State University – HUB Program

- Overall expenditures up
- Texas State exceeded the statewide HUB participation published with the semi-annual report for the first six months of FY18
- How we compare to our peer universities
Texas State University - HUB Goals

- Heavy Construction: 11.20%
- Building Construction: 21.10%
- Special Trade: 32.90%
- Professional Services: 23.70%
- Other Services: 26.00%
- Commodities: 21.10%
Texas State University - FY18 HUB Participation

Year | Total Spend | Total HUB Spend | HUB Participation
--- | --- | --- | ---
2016 | $167,993,030 | $31,029,856 | 18.47%
2017 | $178,058,420 | $33,661,171 | 18.90%
2018 | $214,080,904 | $33,714,907 | 15.75%
Texas State University - Participation by Division

FY18 Expenditures

- President: $181,671 (14.38%)
- Information Technology: $5,135,590 (50.91%)
- Academic Affairs: $3,832,314 (13.77%)
- Finance & Support Services: $27,824,967 (50.91%)
- Student Affairs: $1,973,433 (23.12%)
- University Advancement: $724,375 (23.12%)
- Athletics: $379,568 (12.23%)

FY18 HUB Expenditures

- President: $26,116
- Information Technology: $8,536,221
- Academic Affairs: $3,103,658
- Finance & Support Services: $163,622,742
- Student Affairs: $2,000,000
- University Advancement: $55,575
- Athletics: $500,000
How we compare to our peer universities

On the published semi-annual list of the top fifty agencies by total expenditures, Texas State is number 16.

In regards to the HUB participation % of expenditures, Texas State is number 28.

The following is the comparison of Texas State and our peer emerging research universities.

<table>
<thead>
<tr>
<th>Ranked</th>
<th>%</th>
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<td>University of Texas at Dallas</td>
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<td>Texas Tech University</td>
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<td><strong>Texas State University</strong></td>
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<td>University of Houston</td>
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<tr>
<td>University of Texas at Arlington</td>
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</table>
IT Hardware/Software Procurement
Presenters

IT Assistance Center (ITAC) – Cable Hott

IT Business Services – Jose Rodriguez

ADA – Dr. Milt Nielsen

Information Security Office – Jon Sowell
Hardware

- Changes to the CRP Models
- PC models are getting 8th generation Intel CPU’s
- Many went from 4 to 6 core processors, which means performance when you need it and energy efficiency when you don’t
- Base model iMac now has been upgraded to fusion drive

New standard pending approval. XPS 13” 2-in-1
How do I buy it?

The new hardware workflow

- We can buy it for you
- Simple process ordering hardware - just one form does it all!
- [https://itac.txstate.edu/forms/hardware-dfp-parts](https://itac.txstate.edu/forms/hardware-dfp-parts)
- [https://itac.txstate.edu/forms/hardware-dfp-computer.html](https://itac.txstate.edu/forms/hardware-dfp-computer.html)
- [https://itac.txstate.edu/forms/hardware-dfp-lab-server.html](https://itac.txstate.edu/forms/hardware-dfp-lab-server.html)
Key Ordering Benefits

Order process benefits

• Decreases chance of delayed orders
• Increases speed and efficiency of workflow by eliminating possible errors, such as GL, storage location values, and other mistakes common to IT equipment ordering
• Leverages IT Business Services’ dedicated IT procurement specialists
• Narrows the scope of computer models, allowing us to focus discounts on specific product lines and increase buying power with vendors
• Better visibility tracking when vendor loses or cancels an order
• Increased level of IT lifecycle support
Why the change?

A clearly defined process for all involved
• Those who want IT-recommended equipment get a fast, simple process
• Those who need quotes have the same level of service - with consultation and with cost savings

Vendor liaison
• Involving IT in quotes allows us to better understand how standards should be modified to meet changes in campus needs
• If something is working or not, we let them know
• Many products have been tested by IT and don’t meet standards
IT Review

**TSUS Rules and Regulations, Chapter III, Paragraph 19.3**, requires central review and oversight of all university acquisitions of information technology by the vice president for Information Technology, or designee, “including, but not limited to, computing hardware or software, and hosting services, regardless of source of funds.”

Ensure proper software licensing
Workflow Improvements

- Purchase Orders
- Contracts
- Requisitions
Software purchases
State agencies and institutions of higher education are required to comply with Texas EIR Accessibility statutes and rules to provide accessibility.

- **TGC 2054.451**, enacted in 2005, requires that all state agencies and institutions of higher education, provide state employees and members of the public access to and use of electronic information resources.


- **1 TAC 213** enacted state standards for procurement, development, or usage of EIR for people with disabilities and also aligns accessibility standards with the federal regulations set forth in [Section 508](https://www.gpo.gov/fdsys/pkg/CFR-2016-title29-vol1/pdf/CFR-2016-title29-vol1-part206.pdf).
Other Workflow Issues

- Survey questions integrated into SAP
- Other requests, with minimal information will receive a Qualtrics Survey
- VPAT's are requested within the survey
Survey Questions

• POC information with knowledge about the software and its use
• Software title and version
• Company name and contact information
• How will the tool be used? Classroom? Professor's office?
• Where hosted?
• VPAT
Future Integrations: Other Software & Automated Thresholds

- More than $500
- More than 100 users, to include faculty, staff and students
- Renewal / Repurchase
- User information
Users, supervisors, faculty, support staff are expected to provide an alternative method to complete the task if a disabled person is not able to complete the task within the tool. The process is expected to be immediate. For students, there should no loss of instructional progress, the alternative should be immediate.
Information Security Office Review

**Texas Government Laws and Codes**

- TAC 202 – Information security standards for state agencies and higher ed
- HB-8 - Relating to cybersecurity for state agency information resources
- GC 2054.517 – Information Resources and Planning Requirements (HB-8)

**Documentation Needed**

- HECVAT & HECVAT Lite – which to use and why
- Service Evaluation Form – More accurate and detailed responses
Why Evaluate?

- All software must meet certain standards
- New software will always go through this process
- Software purchased prior to review process needs to be confirmed as meeting security standards
- Access to confidential or private data must be protected by law
- Unexpected vulnerabilities may be discovered in software
Submitting Evaluations

When does Information Security receive your requests?*

- SAP request is in Account Manager phase
- eNPO request is received by IT Business Services
- Marketplace request is submitted

*Submit evaluations 30-60 days prior to purchase to expedite
Purchasing

Final Review and Approval
Thank You!
# CONTACTS

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<th>Procurement &amp; Strategic Sourcing</th>
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Questions????
Thank you for coming!