FI Master Data Center Responsibilities in Relation to

Central Administration and Other Campus Departments

As of November 26, 2008

The purpose of this document is to describe the FI Master Data Center importance, responsibilities and relationships with other departments. Section 1 covers a brief description of master data and the functional responsibilities and subsequent sections cover the relationships with the different Texas State entities in more detail.

1. FI Master Data Center (FI MDC)

Master data is the central information source for Texas State's financial systems. All SAP components access and share the individual master data records for many transactions (i.e. Purchase Requisitions, Payments, Travel reimbursement, financial analysis and reporting, etc). The accurate and timely setup and maintenance of this data is vital to the correct operation and reporting of our SAP system.

Erroneous or duplicate master data records will cause incorrect reporting of financial activity and additional time and effort to correct that information. Not to mention, the management decisions that could be altered by misinformation caused by corrupted master data.

The most noticeable examples of our SAP FI master data are the cost center and fund combinations, vendors, General Ledgers (GLs), and many more. The SAP HR module also maintains master data records specific to the Human Resources function.

a. Functional Responsibilities

Among the most important responsibilities for the FI MDC are:

i. Integrity and quality controls of financial master data

1. Chart of accounts set up

FI MDC researches and ensures that the correct account assignment is established so the Account Manager (AM) and Texas State can track revenue, expenses, and balance sheet GLs, in order to forecast, report, and adjust information as required.

FI MDC also, manages the periods when the cost elements are open for transactions to be process for fiscal and non-fiscal year dependent elements.

2. Vendor set up

FI MDC ensures efficient and timely set up of vendors, while maintaining compliance with the Internal Revenue Service, Texas Comptroller Office, The Electronic Payments Association (formerly known as the National Automated Clearing House Association – NACHA), and Texas State University System.

The FI MDC strives to keep the vendor database current, with the most recent information for the vendors, inactivating, consolidating, and archiving, so the purchase requisition process and payment go as smoothly as possible.

3. Data integrity

FI MDC ensures that transactional data fed by subsidiary systems, such as the Grants Management, Bookstore inventory and point of sales and Student Information System, into SAP is consistent with reporting requirements.

ii. Security

The FI MDC reviews the SAP FI security forms to ensure that the right access is granted to the right position while keeping internal controls in place for fiduciary responsibility, then these forms are transferred to the SAP security, which will actually grant the access to the specific cost elements.

Most of the information kept by for the FI MDC is confidential (bank accounts, social security numbers, home addresses, etc); ensuring that this information is kept that way is mission critical for the FI MDC and Texas State as a whole to avoid identity theft, legal liability, and embarrassing incidents that could potentially harm the university's image.

FIMDC has responsibility to administer and monitor the security access for Financial Services systems: bank access, file shares, physical access to restricted areas, and Texas Comptroller's systems, to ensure that appropriate controls are in place to protect financial information.

FI MDC assists the Financial Services departments with data security issues that might arise and coordinate with IT security process reviews and adjustments.

iii. System Enhancement Projects

Due to the holistic knowledge of financial systems and systems in general the FI Master Data Center Team provides assistance and advice in project charters for Financial Services, ensuring that the best practices are followed and that modifications / enhancements for one component does not affect the system as a whole.

FI MDC serves as technical liaison between the Financial Services users and Administrative Information Services staff.

FI MDC assists and provides technical advice to Financial Services departments with the identification and definition of functional requirements ensuring that the enhancements meet their specific needs.

FI MDC provides user acceptance by testing new and modified functionality created by Technology Resources staff, as well as, testing enhancement and support packs to the SAP FI module.

iv. Back office users support

The FI MDC troubleshoots SAP transactions issues for the back office staff and coordinates with the FI Competency Center the systems modifications when necessary to ensure the correct operation of the SAP Financial system.

Provide technical advice for issues that the department under Financial Services, and assisting the automation and innovation of projects, including PC, server, and web site support

v. Reporting

Due to the strong knowledge of Texas State's account structure and relational databases, the FI MDC provides technical assistance issuing the 1099-MISC, HUB annual and semiannual report, annual financial report, and ad-hoc reports for various departments.

vi. Training

FI MDC assists the newly created IT Assistance Center (ITAC) with campus users training, identifying topics relevant to the campus community.

FI MDC conducts formal training through Professional Development and informal training on one-on-one phone calls

FI MDC also assist with the training of new back office employees.

2. Central administrative departments

a. General Accounting

The mission of the General Accounting Office (GAO) is to provide financial information and reporting to support the University community including academic, research, auxiliary, student services and public outreach organizations. GAO strives to promote fiscal responsibility, accountability and regulatory compliance with laws and regulations by providing timely, accurate and meaningful financial information and advice to support management decision making and to promote the efficient and effective use of financial resources and stewardship of University assets. GAO also strives to provide outstanding customer service and a challenging and rewarding work environment for all employees.

i. Financial Reporting

The Financial Reporting unit of GAO is responsible for the preparation of financial reports including the Annual Financial Report, and preparation of a dashboard of key indicators and financial ratios for the University. Account transfers and corrections are also handled by Financial Reporting staff. Additionally, they manage and oversee the Monthly and Year End Close process.

In addition to the functional responsibilities mentioned in section 1 the FI MDC supports Financial Reporting's mission by:

- Timely setup of correct cost elements for effective tracking of expenses, revenue, balance sheet GL, and asset management
- Provide technical assistance with monthly close and with the year- end year-begin activities
- Allow and restrict account combinations and vendors for unclaimed property postings
- Provide SAP support by ensuring the quality and integrity of the master data and through the development of new financial reports

ii. Accounts Payable

The Accounts Payable Office is responsible for providing administrative and fiscal support to the campus community and its vendors. The Accounts Payable Office operates in compliance with campus and TSUS policies, as well as state and federal regulations. Some of the services provided by the Accounts Payable Office include:

- Processing of payments to vendors for goods and services rendered
- Processing of non-payroll reimbursement to University employees
- Handling accounting system functions pertaining to payables
- Maintenance of proper accounting documentation on all voucher transactions
- The University's travel program
- Reconciliation of the state accounting system (USAS) to SAP

In addition to the functional responsibilities mentioned in section 1 The FI MDC supports Accounts Payable's mission by:

- Timely setup and maintenance of vendors, including direct deposit information, for appropriate payment delivery
- Timely setup and maintenance of vendor in the state system (TINS) for reimbursement and payments
- Setup and maintenance of SAP expense GLs to match the State of Texas USAS system
- Monitor vendor state holds
- Open and close account combinations and vendors for postings

b. Purchasing

Texas State University operates a decentralized purchasing requisition and small dollar order system requiring all departments on campus to have certain purchasing responsibilities; such as developing specifications, obtaining certain bid information, and following HUB and other requirements. Our goal is to provide excellent customer service, guidance, and information regarding basic Purchasing Guidelines as mandated by Federal, State, and University rules and regulations.

In addition to the functional responsibilities mentioned in section 1 the FI MDC supports Purchasing's mission by:

- Timely setup and maintenance of vendors
- SAP account combination validations for P Card transactions and vendor interfaces (COOL, Summus, Lone Star, etc)
- Monitors the purchasing workflow process

c. Contract and HUB Compliance

This office is responsible for contract development and award support; assisting departments with the solicitation, response evaluation, drafting, review, execution and reporting of major non-construction contracts for the purchase of goods or services by Texas State and oversight of the Texas State Historically Underutilized Business (HUB) Outreach Program:

- Major Contracts
- University Contracting Policies and Procedures
- HUB Outreach Program
- Presentations

In addition to the functional responsibilities mentioned in section 1 the FI MDC supports Contract Compliance's mission by:

- Assist with the annual and semi-annual HUB reports
- Synchronize and monitor the HUB vendors with the Texas Procurement and Support Services (TPASS) for correct reporting

d. Materials Management

The Materials Management Department is dedicated to supporting the academic process at Texas State by providing the most expeditious, safe, and personable receiving of freight, materials management, equipment inventory, event setup, and other customer related services.

In addition to the functional responsibilities mentioned in section 1 the FI MDC supports Materials Management's mission by:

- Setup and maintain cost elements for asset management (Asset Under Construction AUC, Construction In-progress CIP, depreciation, etc)

e. Payroll

The Payroll Department is responsible for:

- Production and distribution of payroll
  - Produce and distribute payroll and reports for over 8,000 employees
  - Promote participation in direct deposit and electronic notification of earnings
  - Maintain payroll records for all employees
  - Provide verification of employment
  - Withholding and remission of ERS, TRS and ORP contributions
- Tax reporting and compliance
  - Withholding and remission of payroll taxes
  - Production and transmission of monthly, quarterly and annual tax reports
  - Production and distribution of W-2, 1042-S and other year-end reporting
  - Compliance with and reporting of NRA taxation
- Departmental training
  - Provide training for department personnel on payroll related functions
  - Maintain website to provide information to individuals and departments

In addition to the functional responsibilities mentioned in section 1the FI MDC supports Payroll's mission by:

- Assisting with the generation of 1099-MISC forms for the Internal Revenue Service
- Timely setup and maintenance of vendors in the state system (TINS) for reimbursement and advances

f. Office of Sponsored Programs (OSP)

Research is the principal source of technological innovations and economic expansion for our state and country. The Office of Sponsored Programs (OSP) at Texas State University-San Marcos promotes externally funded research, public service, instruction, training, and other projects. OSP is the central source of information for major government agencies, foundations, and corporations which support research and other sponsored programs. OSP staff provides assistance to faculty members, administrators, and students from conceptual development and planning through implementation and administration of funded projects. Assistance is provided in identifying potential extramural funding sources through the Office of Proposal Development (OPD). OSP assists in developing proposal narratives and budgets; completing standardized application forms; assuring compliance with all

applicable federal, state and sponsor regulations; negotiating grant awards and contracts; and administering funded projects. OSP provides administrative services for both the Institutional Animal Care & Use Committee (IACUC) and for the Institutional Review Board (IRB).

The FI MDC supports OSP by:

- Timely setup of indirect cost and residual accounts.
- Reviewing the SAP security forms to provide the appropriate access to the cost elements

g. Budget Office

The mission of the Texas State Budget Office is to develop, operate, and support quality processes for budget development, budget control, and financial analysis.

The FI MDC supports the Budget Office by:

- Timely setup of correct cost elements in the SAP fund management FM module
- Consult with the Director of Budget on new budgeted accounts for approval
- Assist in the budget load and year-end, year-begin activities
- Revenue Increase Budget (RIB) support
- Open and close account combinations for budget adjustments

h. Human Resources

Human Resources provides quality human resource services in support of the University's mission, goals, and values.

Human Resources responsibilities include:

Human Resources Communication to Faculty and Staff

- Staff Compensation
- Staff Classification
- Staff Employment
- Staff Employee Relations
- Faculty and Staff Benefits
- Faculty and Staff Records Management

The FI MDC maintains the employee vendors (used for reimbursements) and account combinations (reflecting the organizational structure), synchronizing and monitoring the information between the SAP HR module and SAP FI module.

3. SAP Campus Users
    a. Executive Officers
    b. Deans
    c. Departments Chairs
    d. Principal Investigators
    e. Research center directors
    f. Auxiliary departments
    g. Business Support Departments
    h. Administrative Support

The FI MDC supports the SAP Campus community by:

- Timely setup of correct cost elements for effective tracking of expenses, revenue, balance sheet GL, and asset management
- Timely setup and maintenance of vendors
- Providing training about SAP master data through Professional Development workshops during long semesters
- Reviewing the SAP security forms to provide the appropriate access to the cost elements
- SAP FI transaction troubleshooting
- Ad-hoc reports generation

4. FI Competency Center

The FI MDC supports the SAP Competency Center by:

- Assist in system development lifecycle (SDLC) of software subsystems
- Test new or improved functionality for user acceptance
- Analyze the impact of a given system to other university systems
- Helps identify SAP FI issues for appropriate maintenance
- Recommends future system enhancements to the SAP system
- Install upgrades to the SAP GUI software for the back office users

5. Technology Resources (TR) Development Staff

The FI MDC supports the Technology Resources (TR) Development Staff by:

- By explaining specifics of functional requirements
- Testing functionality
- Assist in system development lifecycle (SDLC) of software subsystems for non-SAP projects
- Open and close account combinations

References

http://help.sap.com/bp_blv1500/BL_US/html/master_data.htm

Deparment's home pages (mission statements)

http://msdn.microsoft.com/en-us/library/bb190163.aspx

http://www.stelzner.com/copy-HowTo-whitepapers.php

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