

Training

Training Programs

The Office of Finance offers a wide variety of training programs on many important facets of financial reporting, general accounting, and contracts & grants accounting.

There is a quiz on the usage of the Financial Records System available [here](#) which those interested in more advanced functionalities of FRS are encouraged to take.

Financial Records System (FRS)

This section contains valuable resources to anyone who has direct or indirect responsibilities for processing, reporting, or overseeing financial transactions at UTD.

- The [Accounting Structure](#) page presents the structure of UTD's general and subsidiary ledgers and the relationships that may exist between them.
- The [Basic Screens](#) page shows how the FRS basic inquiry screens can be used to analyze and reconcile financial data, and drill down to the transaction level.
- The [Financial System Security](#) page provides an overview of how FRS value-based security works to define the settings of end users' profiles.
- The [Interdepartmental Transfer \(IDT\) forms](#) page is used to acquaint accountants with the proper procedure for transferring funds, review proper items of documentation to attach to the form, list some useful object codes, and show how to avoid common misguided rationales for employing IDTs.
- The [e-Print](#) page is a valuable tool for becoming familiar with viewing selected financial reports in PDF or Excel format from several different time periods.
- The [Manager Screens](#) page introduces the use of subsidiary ledger and general ledger manager screens to analyze and reconcile financial data using advanced drill-down capabilities.
- The [Automated Journal Entries](#) page describes the steps required to create automated journal entries (AutoJEs) and feed them to FRS.

Principal Investigators

Principal Investigators (also known as PIs) are the indispensable overseers of any sponsored project, contract, or grant that requires their keen eyes and talents at careful accounting.

- The [Sponsored Projects](#) page provides an overview of the sponsored programs administrative process and the responsibilities of the faculty, the offices of the Provost and Business Affairs, and various internal committees.
- The [Costing Policies For Contracts & Grants](#) page presents the PI with important financial compliance information applicable to Federal Awards based on the Office of Management & Budget (OMB) Circulars A-21 and A-110.
- The [Procurement Management](#) page gives an introduction to policies and procedures that will affect PIs as they attempt to secure goods and services.
- The [Disclosure Statement Fact Sheet](#) page includes basic policies and procedures about UTD's accounting practices regarding direct and indirect costs, service center charges, and employee benefits as they pertain to federal sponsored projects.
- The [Compliance Module](#) page familiarizes PIs with tools and guidance in exercising contract or grant oversight.
- The [Federal Awards](#) page describes the policies and procedures related to federal awards based on the OMB Circular A-21 and federal acquisition regulations.
- The [Cost Sharing](#) page delivers guidance regarding the circumstances in which cost sharing is permitted by the University; including what kind of services, expenditures, or assets may be cost shared.
- The [A-21 Consistent Treatment of Costs Table](#) is invaluable when wondering how to handle anything from little costs like telephone usage to big costs like legal expenses.
- The [Fly America Act](#) page helps clarify the basic rules and regulations of the Fly America Act, which mandates use of domestic air travel companies and specifies the conditions under which foreign air travel companies can be used.
- The [Time & Effort Reporting](#) page provides PIs with an explanation for the necessity of effort reporting, as well as related procedures.

Accounting Training

The Disclosure Statement to the federal government presents, in detail, how the University comply with federal regulations pertaining to sponsored projects and grants. The Disclosure Statement must be updated every time there is a material change to the cost accounting practice or system.

- The [Disclosure Statement](#) page contains a copy of the Disclosure Statement, which outlines the University's compliance with the cost accounting regulations of OMB Circular A-21, among others.
- The [Service Centers](#) page displays information about the various policies, procedures, and instructions relating to the operation of the University's service centers.



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