



# First Fridays with the Budget Office

**UNT**<sup>®</sup>

UNIVERSITY  
OF NORTH TEXAS<sup>®</sup>

**EST. 1890**

October 6, 2017

# AGENDA

- **Purchase Orders**

Tina Koenig & Purchasing

- **Announcements**

Brenda Cates



# Purchase Orders

The PO roll process (to move POs from FY17 to FY18) has been completed.

- PO Types, Terms and Structure – Purchasing Perspective (Mike and Jon, Sr Director and Director of Purchasing)
- The PO Roll Process – Systematic actions (Tina and Ace, Financial Analysts)
  - Budgets – close and offsets to new year (more details from Budget Office)
  - PO Roll – Overview
  - Effect of PO Roll on Requisitions
  - What happened this year
  - What to do when POs do not Roll
  - Chartfield Changes

# General Announcements

## Category Tool

- Maps procurement categories to D-Level and 5-digit Accounts.

## Budget Reporting & Training Survey

- Emailed Tuesday, October 3<sup>rd</sup>.
- Closes Monday, October 16<sup>th</sup>.

# General Announcements

## ABA Status

- Entering User Acceptance Testing Phase.
- Email Budget Office if you're interested in testing.

## July Telecom Charges Entered in August (Period 12)

- Two telecom charges posted in Period 12, one for July and one for August. These are not duplicate charges.

# General Announcements

## Chartfield Setup/Change Form

- This form should be used to create a chartfield value or to modify or inactivate an existing value.

## New Process for HR Offer Letters

- HR will not process Offer Letters if the salary exceeds the encumbered salary.
- Offers less than the encumbered amount are not affected.
- HRM-4s must be submitted to increase the encumbrance.

# General Announcements

**Balance roll forwards will occur in November or early December**

- To determine your balance, add your FY17 ending balance to your current FY18 balance.

# 2017 Ending Balance = \$446,740.01

<a href="#">D5360</a> - Rental Exp-Non-Cap - Function 500	\$0.00	\$32,916.75	\$0.00	\$0.00	(\$32,916.75)
<a href="#">D5371</a> - Printing & Reproduction - Function 400	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">D5371</a> - Printing & Reproduction - Function 500	\$0.00	\$5,272.43	\$0.00	\$0.00	(\$5,272.43)
<a href="#">D5501</a> - Other Operating Exp - Function 500	\$0.00	\$39,087.96	\$0.00	\$0.00	(\$39,087.96)
<b>C5070 - Maintenance &amp; Operations</b>	<b>\$0.00</b>	<b>\$127,296.91</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$127,296.91)</b>
<a href="#">D5251</a> - Travel - Function 500	\$0.00	\$7,344.38	\$0.00	\$0.00	(\$7,344.38)
<b>C5251 - Travel</b>	<b>\$0.00</b>	<b>\$7,344.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$7,344.38)</b>
<a href="#">D7001</a> - Transfer Expense - Function 500	\$0.00	\$6,846.50	\$0.00	\$0.00	(\$6,846.50)
<a href="#">D7001</a> - Transfer Expense - Function None	\$0.00	\$315,771.54	\$0.00	\$0.00	(\$315,771.54)
<b>C7001 - Transfer Expense</b>	<b>\$0.00</b>	<b>\$322,618.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$322,618.04)</b>
<b>Expense Total</b>	<b>\$315,771.54</b>	<b>\$457,259.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$141,487.79)</b>
<b>Total</b>					<b>\$446,740.01</b>



# 2018 Current Balance = \$49,883.16

Category: 202 - Designated Operating-General, Fund: 830035 - Unrestricted Gifts (Gen), Program: , Purpose: , Site:

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
<b>Revenue</b>					
<a href="#">D4380</a> - Othr Sales of Goods and Svcs - Function 500	\$0.00	\$50,420.41	\$0.00	\$0.00	\$50,420.41
<b>C4380 - Othr Sales of Goods and Svcs</b>	<b>\$0.00</b>	<b>\$50,420.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,420.41</b>
<b>Revenue Total</b>	<b>\$0.00</b>	<b>\$50,420.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,420.41</b>
<b>Expense</b>					
<a href="#">00000</a> - A OCT TREE ROOT NODE - Function 500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>00000 - ACCT TREE ROOT NODE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<a href="#">D5101</a> - Professional Fees & Svcs - Function 500	\$0.00	\$202.50	\$0.00	\$0.00	(\$202.50)
<a href="#">D5301</a> - Materials & Supplies Exp - Function 500	\$0.00	\$123.33	\$0.00	\$0.00	(\$123.33)
<a href="#">D5501</a> - Other Operating Exp - Function 500	\$0.00	\$150.00	\$0.00	\$0.00	(\$150.00)
<b>C5070 - Maintenance &amp; Operations</b>	<b>\$0.00</b>	<b>\$475.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$475.83)</b>
<a href="#">D5251</a> - Travel - Function 500	\$0.00	\$61.42	\$0.00	\$0.00	(\$61.42)
<b>C5251 - Travel</b>	<b>\$0.00</b>	<b>\$61.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$61.42)</b>
<b>Expense Total</b>	<b>\$0.00</b>	<b>\$537.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$537.25)</b>
<b>Total</b>					<b>\$49,883.16</b>



# General Announcements

2017 Ending Balance = \$446,740.01

2018 Current Balance = \$49,883.16

2018 True Current Balance = \$496,623.17

# General Announcements

## October Trainings

Need help with faculty sponsored or non-sponsored projects?  
Sign up for COGNOS Project Training to Learn:

- ❖ How to map old project IDs to new project IDs
- ❖ How to review budgets at a high level and at the transaction level
- ❖ How to read grant reports
- ❖ How to read non-sponsored reports including IDC and Start-Up budgets.

# General Announcements

## Welcome Chancellor Lesa B. Roe!

- 3:45p.m. Tuesday, October 10<sup>th</sup>
- Jade Ballroom, Union 333
- Light refreshments will be served

# Contact Information

For Help With	Contact
IDTs	<ul style="list-style-type: none"> <li>Financial Reporting - x5500 - <a href="mailto:FRO_Cash&amp;CampusAcctg@untsystem.edu">FRO_Cash&amp;CampusAcctg@untsystem.edu</a></li> </ul>
Account Questions	<ul style="list-style-type: none"> <li>Financial Reporting - <a href="#">UNT FINREP</a></li> </ul>
ePROs	<ul style="list-style-type: none"> <li>Procurement - x5500 - <a href="mailto:bsc@untsystem.edu">bsc@untsystem.edu</a>  <i>* The budget office can only assist with error messages that appear next to the budget check line. All other errors must be handled by Purchasing.</i></li> </ul>
ePARs	<ul style="list-style-type: none"> <li>Payroll - x5500 - <a href="mailto:bsc@untsystem.edu">bsc@untsystem.edu</a></li> </ul>
ePAR Hourly Worker Requests	<ul style="list-style-type: none"> <li>Career Center - x2105</li> </ul>
ABAs	<ul style="list-style-type: none"> <li>Budget Office - x3233</li> </ul>
Budget Errors	<ul style="list-style-type: none"> <li>Budget Office - <b>EMAIL</b> <a href="mailto:Budget.Office@unt.edu">Budget.Office@unt.edu</a></li> </ul>
Chart String – General Questions	<ul style="list-style-type: none"> <li>Budget Office - x3233</li> </ul>
Chart String – Request a <u>New</u> Chart Field	<ul style="list-style-type: none"> <li>Budget Office - Complete the <a href="#">Chartfield Setup/Change Form</a> and remit it to Hurley 102.</li> </ul>
Chart of Account Resources	<ul style="list-style-type: none"> <li><a href="http://fit.untsystem.edu">fit.untsystem.edu</a>, Look here for <a href="#">Function</a> definitions.</li> </ul>



**Thank  
You.**

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