

UNIVERSITY OF NORTH TEXAS



Friday, June 3, 2016 – FULL VERSION

General Status Updates

- Payroll Encumbrances
 - Resolution ETA: July 1
 - Current Issue: Encumbrances contain two months of salary funding for March and April that have not been released after payments were posted. This is causing the payroll encumbrances to be overstated and the available balances to be understated. For May going forward, the issue has been corrected and is working as intended.

- Fringe Benefits (Other Payroll Related Costs)
 - Resolution ETA: July 1
 - Applies To: Applies only to fringes paid out of Fund Cat 200 – Fund 830001 or out of Fund Cat 105 – Fund <any fund>.
 - Current Issue: In 9.0, state-paid benefits were budgeted and expended from a central institutional pool, not in individual departmental budgets. In 9.2, benefits expenses are charged against the departmental budget and then an equal budget amount is transferred in from a central pool to cover the charges. The transfer has not yet occurred for March, April, or May.



General Status Updates

- Payroll Reallocations
 - Resolution ETA: July
 - Current Issue: Payroll reallocations are delayed.
 - PCard Transactions – Posted!
 - All PCard transactions for March and April have posted. May transactions will follow the regular practice and will be open for review June 4th.
 - Double Encumbrances
 - Resolution ETA: July 1
 - Applies To: Certain non-sponsored Projects.
 - Current Issue: Some non-sponsored projects are reflecting double encumbrances.
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Cognos Updates

- **Grant (Sponsored) Project Reporting – Now Available!**
 - Sponsored projects are those whose chartstrings contain a PC Business Unit equal to NGRCT
 - **Non-Sponsored Project Reporting**
 - Resolution ETA: Summer
 - Current Issue: Project detail for non-sponsored projects is not available. Non-sponsored projects are those whose chartstrings contain a PC Business Unit equal to NDISC, NFCAP, & NINTP.
 - **Payroll & Purchasing Drill Down Detail**
 - Resolution ETA: July 1
 - Current Issue: Payroll, Purchasing, and Travel drill down detail is not available. Drill down detail (dating back to March 1) will be available this summer. A work-around to obtain payroll detail has been created. Refer to slides 5 – 6.
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Payroll Journal Detail

To obtain payroll journal detail, in EIS, run the query "BDC_PAYROLL_JRNL_DETAIL."

The screenshot shows the EIS Query Viewer interface. The breadcrumb navigation path is highlighted in red: **Main Menu > Reporting Tools > Query > Query Viewer**. The search criteria are: ***Search By** Query Name, begins with **BDC_PAY**. The search results table is shown below with the following data:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
BDC_PAYROLL_JRNL_DETAIL	totals for selected journals	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

A red arrow points to the **HTML** option in the 'Run to' column, with the text: **Select one option - recommend HTML**. The 'HTML' option is circled in red. The search results table header and the first row are also circled in red.

Payroll Journal Detail

BDC_PAYROLL_JRNL_DETAIL - totals for selected journals

Journal ID

Dept

Fund Cat

Fund

← Obtain Journal ID from
Transaction Detail Report

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

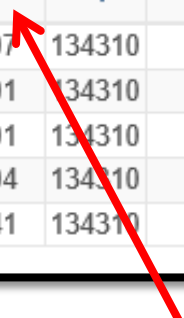
[View All](#)

Line Descr = Employee ID #



First 1-5 of 5 Last

	GL Unit	Amount	Account	Dept	Project	Instance	Template	Year	Run Date	Line Descr	Fund Cat	Function	Fund	Site	Purpose	Journal ID
1	NT752	183.940	50507	134310		74873	PAYROLL	2016	04/18/2016	10225491	202	400	885000		12248	HR00004065
2	NT752	167.710	50501	134310		74873	PAYROLL	2016	04/18/2016	10225491	202	400	885000		12248	HR00004065
3	NT752	39.220	50501	134310		74873	PAYROLL	2016	04/18/2016	10225491	202	400	885000		12248	HR00004065
4	NT752	120.000	50404	134310		74873	PAYROLL	2016	04/18/2016	10225491	202	400	885000		12248	HR00004065
5	NT752	2585.000	50341	134310		74873	PAYROLL	2016	04/18/2016	10225491	202	400	885000		12248	HR00004065



Obtain Account description from the
My FoaPs – Account Look up report



Hyperion Planning

- Annual Budgeting Tool
 - Limited to those users who enter budgets. If you had access to Cognos Planning, then you will have access to Hyperion Planning.
 - Available Monday, June 6 – Tuesday, June 28
 - Open Labs in Sycamore 230 on
 - Tues, June 7th 9am-11am
 - Thurs, June 9th 2pm-4pm
 - Mon, June 13th 2pm-4pm
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FAQs

Multiple Dept IDs rolled into the same chartstring. How do I keep track of my money?



1. Use accounts. **Recall account is **not** synonymous with Dept ID. Refer to slide 9 for an explanation.** You can budget at the account level. There is no longer a need to have a Dept ID for salaries and a different one for M&O. You can budget for these separate items using accounts.
2. Use optional chartfields. Need to budget \$500 for a convention? Use the Purpose chartfield when recording the expense. Then, use the Department Transaction Detail report to track all expenses with that purpose.

Not sure what programs, purposes, and sites are available?

Go to: fit.untsystem.edu > COA tab > “Where Can I see the New FoaPs” section > select the applicable chartfield to view the available codes. Or click here:

[Program.](#) [Purpose.](#) [Site.](#)

Dept ID (Chart String)

- 15500 Chemistry
(121200-105-800001-100)
- 56008 Retail Dining Services
(163710-120-810030-700)
- 62023 Dean Arts & Sciences
(163710-120-810030-700)

Who's buying it?



Account (Account)

- Salaries
- M&O
- Copy Paper
- Food & Beverages

What are you buying?



FAQs



What's the process for changing an Org Dept Holder?

Email the Budget Office. Copy the current Dept ID holder on the request unless he/she has been terminated. Include the future holder's name and employee ID number in the email.

If any function/purpose/program/site can be used, why do budget errors appear, and what should be done?

Though any function, purpose, program, or site can be used, a budget must still be tied to it. To use a function different than the one that was assigned to your chartstring, or to include a program, purpose, or site, then just email the budget office. We will create a \$0 budget to remove the budget errors.



ABA

Transfer Funds or Move Budget

- Transfer M&O to Wages
- Transfer funds from Chemistry to Biology
- Reduce budget in one Org Dept and increase in another Org Dept

Remit to the
Budget Office



IDT

Transfer a Specific Expense or Service

- Move PCard expenses from one chartstring to another
- Move the cost of background checks from one Dept to another
- Share copier expense

Remit to
Financial Reporting

For Help With	Contact
IDTs	<ul style="list-style-type: none"> Financial Reporting - x5500 - FinancialReporting
Account Questions	<ul style="list-style-type: none"> Financial Reporting - UNT FINREP My FoaPs Account Look Up - my.unt.edu>Reports tab>Financial Reporting section
ePROs	<ul style="list-style-type: none"> Procurement - x5500 - bsc@untsystem.edu * 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.
ePARs	<ul style="list-style-type: none"> Procurement - x5500 - bsc@untsystem.edu
ePAR Hourly Worker Requests	<ul style="list-style-type: none"> Career Center - x2105
ABAs	<ul style="list-style-type: none"> Budget Office - x3231
Budget Errors	<ul style="list-style-type: none"> Budget Office - EMAIL Budget.Office@unt.edu
Chart String – General Questions	<ul style="list-style-type: none"> Budget Office - x3231 My FoaPs Department Look Up - my.unt.edu>Reports tab>Financial Reporting section
Chart String – Request a <u>Change</u> to an existing Chart String	<ul style="list-style-type: none"> Budget Office - EMAIL Budget.Office@unt.edu *Include your rationale for why you believe the change is needed.
Chart String – Request a <u>New</u> Chart String	<ul style="list-style-type: none"> Budget Office - EMAIL Budget.Office@unt.edu *Attach the completed <u>9.0</u> ABA form. Please do not complete the new ABA form.
Chart of Account Resources	<ul style="list-style-type: none"> fit.untsystem.edu, Look here for function definitions.
Payroll Journal Details	<ul style="list-style-type: none"> Review your ePARs, or Run EIS Query: myfs.unt.edu > Main Menu > Reporting Tools > Query > Query Viewer > Search for “BDC_PAYROLL_JRNL_DETAI” > Run to HTML or Excel *The column in the query results labeled “Line Description” is your Employee ID