

UNIVERSITY OF NORTH TEXAS



Friday, July 1, 2016 – FULL VERSION

General Status Updates

- **Hyperion (Oracle) – Budgets Closed**
 - Budget Planning is closed for FY17. For those who have Hyperion access, your access is now “read-only,” and you can log in at any time to view your budgets. The Budget Office is in the process of balancing the budget and correcting any obvious issues. This may result in some changes to your budgets.
- **Payroll Encumbrances – Corrected!**
 - Issue: Encumbrances for salary funding for March and April were not released after payments were posted. This caused payroll encumbrances to be overstated and net available fund balances to be understated.
- **Payroll Drill Down Detail – Now Available!**
 - Issue: Payroll drill down detail was not available.



Payroll Drilldown Example

University of North Texas Department Transaction Detail

Fiscal Year-to-Date

The Payroll Journal ID is shown in blue, indicating a hyperlink.

Account	Program	Purpose	Site	PC Business Unit	JournalId	Journal/KK Transaction Line	Description	Accounting Period	JournalDate	Budget	Budget Date
600 - Operations and Maintenance					HR00009699	1040	07.01.16 Monthly	10	Jun 30, 2016	0.00	
700 - Auxiliary Expense					HR00009699	4376	07.01.16 Monthly	10	Jun 30, 2016	0.00	
600 - Operations and Maintenance					HR00009699	2500	07.01.16 Monthly	10	Jun 30, 2016	0.00	

Payroll Drilldown Example

Upon clicking on the blue hyperlinked Journal ID number, payroll detail will appear.

Employee Name	Employee ID#	Employee Record #	Position ID#	Job Code	Job Title	Amount Paid
A		2		1710	Student Assistant - Regular	1,111.20
A		4		1710	Student Assistant - Regular	352.00
B		2		1710	Student Assistant - Regular	60.00
C		1		1710	Student Assistant - Regular	711.20
H		0		1710	Student Assistant - Regular	43.20
J		2		1710	Student Assistant - Regular	512.00
K		5		1713	Fed Cw sp Summer	74.40
P		4		1710	Student Assistant - Regular	440.00
S		0		1710	Student Assistant - Regular	693.60
U		11		1710	Student Assistant - Regular	652.00

Payroll Drilldown Example

The payroll detail is specific to the account selected. In this example, only payroll detail for wages is shown. To view payroll detail for all accounts at the same time (for the particular journal #), press the blue “play” button at the top of the payroll detail screen.

University of North Texas

Payroll Transaction Detail

Fiscal Year-to-Date

Department: 152030
Department Description: Facilities Maintenance-Gen
Organizational Department Manager: Fite,Randall Collins

Budget Year: 2016
Date: Jun 30, 2016

Employee Name	Employee ID#	Employee Record #	Position ID#	Job Code	Job Title	Amount Paid	Payroll End Date	Check Date	Journal ID
		2		1710	Student Assistant - Regular	1,111.20	Jun 15, 2016 12:00:00 AM	Jul 1, 2016 12:00:00 AM	HR00009699
		4		1710	Student Assistant - Regular	352.00	Jun 15, 2016 12:00:00 AM	Jul 1, 2016 12:00:00 AM	HR00009699
		2		1710	Student Assistant - Regular	60.00	Jun 15, 2016 12:00:00 AM	Jul 1, 2016 12:00:00 AM	HR00009699

Payroll Drilldown Example

You will be directed to a new screen.
Change the “Account” field to
“Account,” then press “Finish.”

Journal ID	HR00009699	▼
Business Unit	University of North Texas	▼
Budget Year	2016	▼
Department ID	152030 - Facilities Maintenance-Gen	▼
Account	D5031 - Wages	▼
Fund Category	120 - Auxiliary	▼
Fund	810000 - Auxiliary-Gen	▼

Journal ID	HR00009699	▼
Business Unit	University of North Texas	▼
Budget Year	2016	▼
Department ID	Account	▼
Account	-----	
Fund Category	50101 - Salaries-Faculty 9 Mo-FT	
Fund	D5010 - Salaries-Faculty/Academic	
	50103 - Salaries-Faculty Summer-FT	
	50105 - Salaries-Faculty-12 Mo-FT	
	50107 - Salaries-Other Academic-FT	
	50121 - Salaries-Faculty-Adjunct-PT	
	D5012 - Salaries-Faculty/Acad-PartTime	
	50123 - Salaries-Other Academic-PT	
	50141 - Salaries-Professional Admin	
	D5014 - Salaries -Staff	
	50143 - Salaries-Staff	
	50145 - Salaries-Staff-9 Mo	
	50161 - Salaries-Undergraduate	
	50163 - Salaries-Graduate TA	
	D5016 - Salaries-Student	
	50165 - Salaries-Graduate RA	
	50167 - Salaries-Graduate Other	
	D5031 - Wages	
	50201 - Wages Faculty	

Payroll Drilldown Example

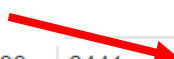
All payroll detail for the particular journal entry, for the particular Dept/Fund, will be reflected regardless of what account was used.

Employee Name	Employee ID#	Employee Record #	Position ID#	Job Code	Job Title	Amount Paid
[REDACTED]	[REDACTED]	2		1710	Student Assistant - Regular	1,111.20
[REDACTED]	[REDACTED]	4		1710	Student Assistant - Regular	352.00
[REDACTED]	[REDACTED]	2		1710	Student Assistant - Regular	60.00
[REDACTED]	[REDACTED]	1		1814	Non-Student Help - Hourly	7.30
[REDACTED]	[REDACTED]	1		1814	Non-Student Help - Hourly	31.24
[REDACTED]	[REDACTED]	1		1814	Non-Student Help - Hourly	504.00
[REDACTED]	[REDACTED]			8441	Facilities Technician I	15.43
[REDACTED]	[REDACTED]	0	00004833	8441	Facilities Technician I	65.98
[REDACTED]	[REDACTED]	0	00004833	8441	Facilities Technician I	72.36

Wages



Staff



General Status Updates

- Payroll Reallocations
 - Resolution ETA: August 31
 - Issue: Payroll reallocations have not occurred.
- Other Payroll Related Costs (Fringe Benefits)
 - Resolution ETA: July 31
 - Issue: **This issue applies only to fringes paid out of Fund Cat 200 – Fund 830001 or out of Fund Cat – 105 any Fund.** 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 transfers have not occurred since conversion.
- Purchasing Drill Down Detail
 - Resolution ETA: August
 - Issue: Purchasing, and Travel drill down detail is not available. Once corrected, detail will be available dating back to March 1.

General Status Updates

- **Non-Sponsored Project Reporting**
 - Resolution ETA: **August 31**
 - Issue: Project reports for non-sponsored projects are not available. Non-sponsored projects are those whose chartstrings contain a PC Business Unit equal to NDISC, NFCAP, & NINTP.
- **Double Encumbrances**
 - Resolution ETA: **July 31**
 - Issue: Project expenses for certain projects are being reported on department budgets. This is causing the fund balance for affected departments to be understated.
- **Automated IDC Revenue Allocations**
 - Resolution ETA: **Not Available**
 - Issue: Automated F&A/IDC Recovery Revenues which are supposed to post monthly have not been posting since conversion. Once corrected, the fix will be applied retroactively to 3/1.

Chartstring

Who's buying it?

- Chemistry
(121200-105-800001-100)
- Retail Dining Services
(163710-120-810030-700)



Account

What are you buying?
(Object of Expense)

- Salaries
- M&O
- Copy Paper

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.

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 10 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 > “Where Can I see the New FoaPs” section > select the applicable chartfield to view the available codes. Or click here: [Program](#), [Purpose](#), [Site](#).

ABA

Move budget/funds

Remit to Budget Office



IDT

Move an expense/service

Remit to Financial Reporting

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
Revenue					
C4050 - Fees	\$40,244.00	\$58,037.73	\$0.00	\$0.00	\$17,793.73
Tuition and Fees	\$40,244.00	\$58,037.73	\$0.00	\$0.00	\$17,793.73
Revenue Total	\$40,244.00	\$58,037.73	\$0.00	\$0.00	\$17,793.73
Expense					
C5070 - Maintenance & Operations	\$44,024.74	\$24,939.53	\$0.00	\$4,363.47	\$14,721.74
Maintenance & Operations	\$44,024.74	\$24,939.53	\$0.00	\$4,363.47	\$14,721.74
C5251 - Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C5331 - Communication & Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Communication & Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

ABA & IDT Examples

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