UNIVERSITY OF NORTH TEXAS

First Fridays with the Budget Office

Friday, September 2, 2016 – FULL VERSION

General Status Updates

- Double Encumbrances – Corrected!
  - Issue: Project expenses for certain projects were being reported on department budgets. This caused the fund balance for affected departments to be understated.
  - Resolution: The Fund Categories for certain project chartstrings were changed. **Check the crosswalk to see if your project chartstrings changed.**
  - Coming Soon: Transactions that occurred prior to the change (7/5/16) are still reflecting on the old chartstrings. Those transactions will be moved to the new chartstrings over the next few weeks. Until the transactions are moved, you'll need to add your balances from your old and new chartstring to get your true available balance.

- Payroll Drill Down Detail for Projects – Now Available!
  - Issue: Payroll drill down detail for projects was not available.

- Non-Sponsored Project Reporting – September/October
  - 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.

General Status Updates

- Payroll Reallocations – Complete!
  o Issue: Payroll reallocations had not occurred. No more allocations will occur for FY16.

- Other Payroll Related Costs (Fringe Benefits)
  o Resolution ETA: September
  o 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 – Available!
  o Issue: Purchasing, and Travel drill down detail is not available. Once corrected, detail will be available dating back to March 1.

General Status Updates

- 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.

Additional Information

- **OSTF and DLFM Distributions** – Distributions will occur in Sept for FY16. Distributions will be carried forward into FY17.

- **ABA Transfer Restrictions** – There are some restrictions between fund categories due to differences in the sources of funding.

Transfers between FCs	Allowed?	Why?
105 ↔ 106	Yes	State
200 ↔ 105/106	NO	Can't mix State & Local
200 ↔ All other FCs	Yes, with exceptions	Local

- **ABA Submissions** – The deadline for submitting an FY16 ABA is 9/8/16.

- **Salary Savings** – Salary Savings cannot be rolled forward from year to year. Salary savings from vacant positions cannot be used as permanent funds. For example, they can't be used to fund salary increases (reclasses).

FoaPs Crosswalk

The FoaPs Crosswalk reflects <u>the chartstring where your 3/1 balance was mapped</u>. If you choose to use a new chartstring, different from where your 3/1 balance is carried, then the crosswalk will not reflect that new chartstring.

For example, Tennis moved its budget for FY2017. The crosswalk will still reflect where the 3/1 balance was carried.

9.0 Dept	Crosswalk	FY17 Chartstring
60824 Women's Tennis	225070-200-880003-500-11113	225070-200-830029-500

What this means for you. The Crosswalk is a guide. When completing an ABA/IDT, contact the receiving department to verify the appropriate chartstring to use.

Get your chartstrings right for FY17!

Did you have comingled funds in FY16 that you need to keep separate?

Use Purpose fields!

fit.untsystem.edu/COA

ABA
Move budget/funds
Remit to Budget Office

VS

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	• Financial Reporting - x5500 - FinancialReporting
Account Questions	• Financial Reporting - UNT FINREP • My FoaPs Account Look Up - my.unt.edu>Reports tab>Financial Reporting section
ePROs	• 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	• Procurement - x5500 - bsc@untsystem.edu
ePAR Hourly Worker Requests	• Career Center - x2105
ABAs	• Budget Office - x3231
Budget Errors	• Budget Office - **EMAIL** Budget.Office@unt.edu
Chart String – General Questions	• Budget Office - x3231 • My FoaPs Department Look Up - my.unt.edu>Reports tab>Financial Reporting section
Chart String – Request a New Chart String	• Budget Office - **EMAIL** Budget.Office@unt.edu *Attach the completed 9.0 ABA form. Please do not complete the new ABA form.
Chart of Account Resources	• fit.untsystem.edu, Look here for function definitions.