

# UNIVERSITY OF NORTH TEXAS



**Friday, October 7, 2016 – FULL VERSION**

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# AGENDA

- **Financial Transformation Forum**  
Special Guests President Neal Smatresk and Bob Brown, Vice President of Finance and Administration
- **Payroll Deadlines** – Donna Shell
- **Project Reporting Updates** – Rebekah Bewley
- **Budget Updates** – Brenda Cates

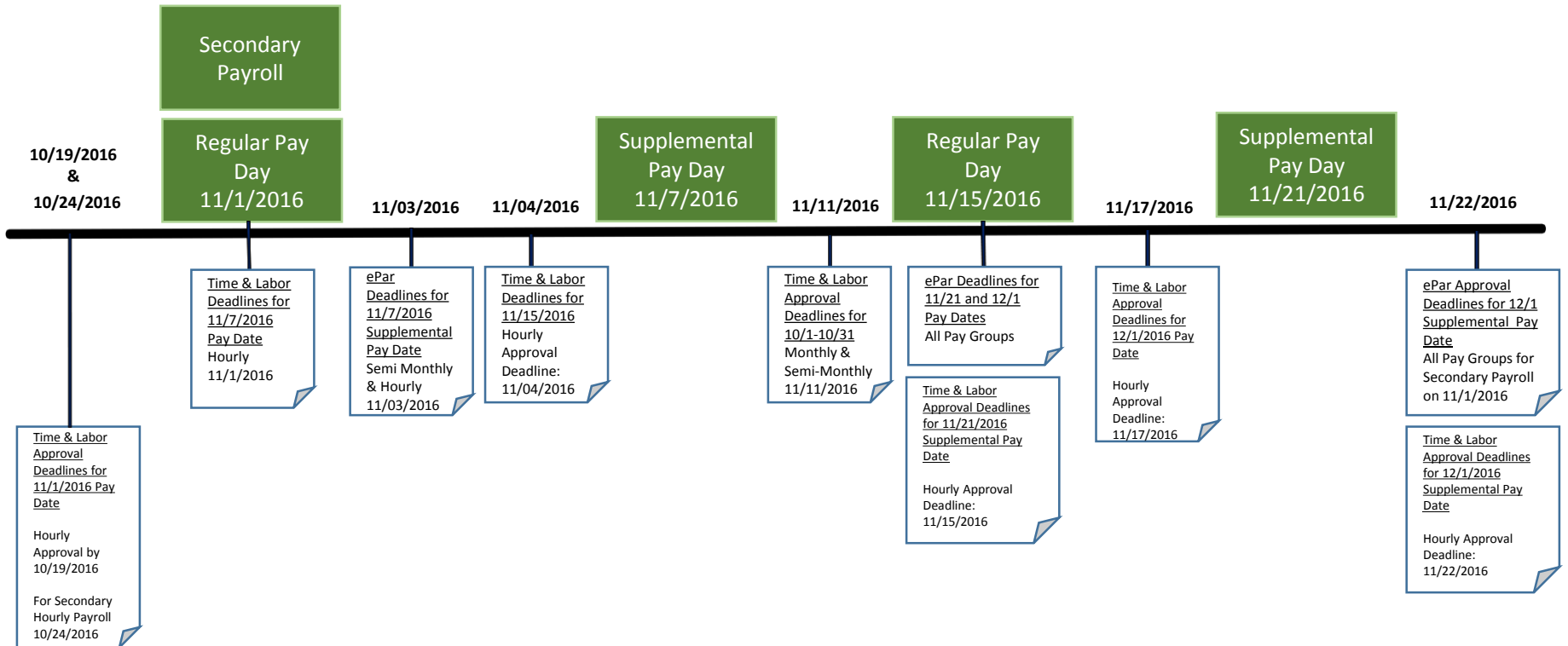
# Financial Transformation Forum



**CHANGE**  
is hard at first,  
messy in the middle  
and gorgeous at  
the end. -Robin Sharma



## Pay Dates and Deadlines for November 2016 5 Pay Cycles and 4 Pay Dates



# General Status Updates

- **Non-Sponsored Project Reporting – Available**
  - Non-sponsored projects are those whose chartstrings contain a PC Business Unit equal to NDISC, NFCAP, & NINTP.
  - Some issues are being worked through, but reporting has been made available to the campus.
    - PO/Voucher details will be made available this month
    - Expense detail accessible via the Project Transaction Detail Report
  
- **Other Payroll Related Costs (Fringe Benefits) – October!**
  - 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 did not occur for FY16 from the date of conversion. For FY17, the transfers are occurring.
  - (This applies only to fringes paid out of Fund Cat 200 – Fund 830001 or out of Fund Cat – 105 any Fund.)

## General Status Updates

- OSTF, DLFM, and AOP Distributions – **October**
  - FY16 Spring and Summer distributions will post in October.
- Annual Cost Sharing Journal – **October**
  - The annual cost sharing journal provides non-budgetary funding for central scholarships, supplemental travel, and other non-budgetary items.

## Chartfield Setup Requests – **October 15th**

**New Form** – budget.unt.edu > Documents

**New Process** – Remit a hardcopy to the Budget Office. Please do not email.

Waiting for a response to your new chartfield request or to your conversion balance transfer? We have trained additional staff members who started working through the requests earlier this week. Please note that there are several hundred to get through!



# FoaPs Crosswalk

The FoaPs Crosswalk reflects the chartstring where your 3/1 balance was mapped. That may be different than where your FY17 budget is carried.

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.



Look at your FY17 Cognos to see where your FY17 funds are carried!  
Don't rely on the crosswalk!



# October Trainings

## **Cognos Reporting - UP17CR**

**Thursday, October 13, 9am-11am, ESSC 152**

Learn how to use reports available in EIS to assist in tracking revenues and expenses in your departmental budget.

## **Chart of Accounts Training - UP17CA**

**Thursday, October 20, 2pm – 4pm, Sycamore 119**

Explore each field of the chart string to understand how the Chart of Accounts maps revenues and expenses to a departmental budget. Ideal for new employees or those in a new position requiring knowledge of the new Chart of Accounts in order to successfully perform financial processes.

## **Chart of Accounts In-depth Training on the FUNCTION Chart Field - UP17CF**

**Monday, October 17, 10am-12am, Sycamore 119**

Understand the importance of accurate FUNCTION reporting within the Chart of Accounts.

## **Cash Handling Training - UP17CH**

**Thursday, October 13, 2pm-3pm Sycamore 119**

**Annual Mandatory Training for employees who are or will be authorized to handle financial transactions on behalf of University of North Texas.** Explore the cash handling cycle from receiving revenue to preparing deposits and reconciling transactions. Review acceptable cash/check/creditcard handling business processes at UNT.

# Questions?



For Help With	Contact
IDTs	<ul style="list-style-type: none"> <li>Financial Reporting - x5500 - <a href="#">FinancialReporting</a></li> </ul>
Account Questions	<ul style="list-style-type: none"> <li>Financial Reporting - <a href="#">UNT FINREP</a></li> <li>My FoaPs Account Look Up - my.unt.edu&gt;Reports tab&gt;Financial Reporting section</li> </ul>
ePROs	<ul style="list-style-type: none"> <li>Procurement - x5500 - <a href="mailto:bsc@untsystem.edu">bsc@untsystem.edu</a></li> <li>* 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.</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 - x3231</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 - x3231</li> <li>My FoaPs Department Look Up - my.unt.edu&gt;Reports tab&gt;Financial Reporting section</li> </ul>
Chart String – Request a <u>New</u> Chart String	<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> <li>*Attach the completed <u>9.0</u> ABA form. Please do not complete the new ABA form.</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>