UNIVERSITY OF NORTH TEXAS

First Fridays
with the
Budget Office

Friday, November 4, 2016

AGENDA

- **Training Focus Group – Report**, Beverly Cotton

- **Reporting Focus Group – Report**, Allen Clark

- **Financial Transformation Forum Q&A - Report** , Rebekah Bewley

- **General Status Updates**, Brenda Cates

Training Focus Group

You Asked. We Listened!

1. Budgetary Training Bundle – A series of 5 training courses covering everything you need to know to manage your budgets.

2. Budget Training Modules – Short 3-10 minute online trainings accessible 24/7.

Have ideas for in-person trainings, or training modules? Please email Beverly Cotton.

Training Focus Group

- Budgetary Training Bundle

TRAINING	TOPICS
Chart of Accounts	Structure, Where to find Programs/Purposes/Sites on fit website, how to un-comingle funds, how to submit a COA setup request, how to find your list of active chartstrings (using report UNTS is scheduled to create)
Budget Basics (Coming December 2016!)	Review IDTs, ABAs, Transfers between fund cats, Finding JE enterers, Using the payroll report in EIS, helpful hints, etc. *Have other topics that should be included here? Please let us know!
Intro to COGNOS	• Intro to COGNOS – Department Specific • Intro to COGNOS – Project Specific (Coming December 2016)
How to Reconcile your Chartstrings (Coming January 2017!)	Learn how to reconcile your chartstrings and accurately track your spending along with helpful reconciler tips
Functional Training (Currently Offered)	Learn the different functions, why they exist, and when to use them.

Training Focus Group

- **Budget Training Modules**

  These short 3-10 minute, online trainings, will be accessible 24/7 and will cover topics that the campus requests. Two modules will be published each month. At the forum and at the focus group we've heard that the following modules are needed:

  - How to un-comingle your funds
  - ABA's vs. IDT's and how to complete the forms
  - Fund Cat differences and how to transfer money in-between fund cats
  - How to use the payroll report to track employee spending
  - Budgetary versus Non-Budgetary Chartstrings

Reporting Focus Group

You Asked. We Listened!

Item	Report Issue/Resolution	ETA
1	Increase <u>Department Report</u> processing times. Department Reports now run up to twice as fast!	COMPLETE!
2	Add the ability to filter on Program, Purpose, and Site for a specific chartstring.	11/11/16
3	Add the ability to view mini-budget summaries down to the Program, Purpose, and Site level for all chartstrings associated with a particular Org Dept at the same time.	12/02/16
4	Add a Department Filter to the Project Report.	01/13/17
5	Increase <u>Project Report</u> processing times.	02/03/17
6	Allow users to view their budgets at the D-Level instead of the C-Level.	02/24/17

Please note, ETAs are based on normal development and testing periods and may change.

FIT Forum - Update

Please see the
budget website.

General Status Updates

- All [Announcements](#) (Including Updates, Tips, and Changes) are now posted to the Budget Website.

- Budget Roll-forwards for Non-Budgetary (NB) chartstrings.
  - As in the prior year, NB chartstrings roll in late November, early December.

- Chartfield Requests Status
  - Up-to-Date COA Request Status will be posted to Budget Website beginning 11/10/16.

- Use ABAs to correct your balances.
  - Make sure to indicate a Permanent Change if appropriate!

General Status Updates

- Eagle Express Distributions
    - Eagle Express has not posted since conversion. ETA is 1 week from when Budget Office receives data.

- Annual Cost Sharing Journal
    - To be posted by 11/18/16

- FoaPs Look-Up Report
    - Contains all chartstrings during any particular fiscal year that had a transaction post.

November Trainings

COGNOS Reporting - UP17CR

- **Wednesday, November 09, 1pm-3pm, ESSC 152**
  Learn how to read and use COGNOS reports.

Chart of Accounts Training - UP17CA

- **Tuesday, November 29, 1pm-3pm, 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 - FUNCTION Training- UP17CF

- **Monday, November 28, 1pm-3pm, Matthews 311**
  Understand the importance of accurate FUNCTION reporting within the Chart of Accounts, and learn how to apply Functions correctly

Cash Handling Training - UP17CH

- **Tuesday, November 29, 9am-10am, ESSC 152**
  Mandatory, ANNUAL Training for employees who are or will be authorized to handle financial transactions. Explore the cash handling cycle from receiving revenue to preparing deposits and reconciling transactions. Review acceptable cash/check/credit card handling business processes at UNT.

Questions?

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	• Payroll - 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.