UNIVERSITY OF NORTH TEXAS

First Fridays
with the
Budget Office

Friday, January 6, 2017

Removing Encumbrances

Closing Requisitions is a 2-step process. Both steps must be performed for the encumbrance to be cleared from your budgets.

Step 1 – Cancel the Requisition
Step 2 – Run Budget Check to clear the Encumbrance

Once you're done budget checking, the "Budget Status" will change to "Valid."

Need more help? Refer to Purchasing's Cancelling a Requisition Guide.

Removing Encumbrances

When reviewing your COGNOS reports, if you see encumbrances on requisitions you've cancelled then that means that the second step wasn't completed. Please go back and complete the second step to clear the encumbrance.

Financial Reporting can assist with any questions regarding closing a PO or a Requisition.

Avoid Budget Check Errors

Tired of receiving budget check errors?
Submit an ABA to move your money on the front-end so as to avoid budget check errors on the back end!

General Status Updates

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

- **Other Payroll Related Costs (Fringe Benefits), BRP, & Longevity -** *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 FY17 transfers have not occurred.

Announcements

Below is a summary of [Announcements](#) posted to the Budget Website since the last Budget Newsletter.

- ## Upcoming Trainings

Budget Training Bundle – Who should attend? Anyone who manages/reconciles budgets or who submits ABAs/IDTs.

Course	Date & Time	Location	What you'll learn!
UP17CA - Chart of Accounts	Tuesday, 01/17 2:00PM to 4:00PM	Sycamore 119	Learn the mechanics of the Chart of Accounts and how to use the available fields to un-comingle your funds and track your pots of money.
UP17CP - COGNOS Project Training	Friday, 01/20 9:00AM to 11:00AM	ESSC 152	Learn to read your reports, view balances, and find transactions. Specific to Project chartstrings. *Grants Subject Matter Expert will be present!*
UP17CF - Function Field Training	Tuesday, 01/24 2:00PM to 4:00PM	LIFE A117	Learn the importance of using the correct Function and how to make sure yours is appropriate in line with state reporting requirements.

Other Trainings

Course	Date & Time	Location	What you'll learn!
UP17CH - Cash Handling Controls	Thursday, 01/19 1:00PM to 2:00PM	Sycamore 119	Learn UNTs policies regarding the acceptance of cash and how to safeguard it. Who should attend? Anyone who is part of the cash handling process or who supervises someone who handles cash. "Cash" stands for currency, checks, EFTs, ACHs, credit cards or debit cards.

Announcements

- **Chartfield Setup Form Updated** – The Chartfield Setup/Change form has been updated based on feedback we've received. Please make sure to use the revised form.

- **Important Reporting Notice** – In December, we identified an issue with how the Transaction Detail Report was displaying vouchers paid off of revenue accounts. DAIR investigated the concern and identified 33 Org Depts (65 chartstrings) that were impacted during 2016 and/or 2017. The [Revenue Voucher List](#) details the affected vouchers and associated chartstrings. Affected departments have been contacted. The issue is further explained on the attached [Troubleshooting Guide](#). Please note that if you had 2016 voucher reporting errors, those errors did not carryforward onto the 2017 reports. The 2016 reporting errors only affect the 2016 reports. The 2017 reporting errors only affect the 2017 reports.

Announcements

- **DLFM Distributions Posted** - Fall 2016 DLFM distributions have posted and are available in COGNOS.

- **Functions Stripped from Roll forward Balances** – The FY16 balances that rolled forward were stripped of Functions. This is causing many requisitions to go into budget check error. If you know you will be spending all your rolled forward balances on a particular function, please submit an ABA to move those funds. For example, assume you had a roll forward balance on 152040-202-885000-[no function] but all your spending occurs on 152040-202-885000-600. You'll need to submit an ABA to move the roll forward balance from 152040-202-885000 to 152040-202-885000-600.

Budget Statistics

COMPLETED REQUESTS

DECEMBER 2016	
General	235
COA Setups & Mapping	51
Budget Errors	987
Payroll	446
ABAs	154
HRMs	106
Total	1,979

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.