UNIVERSITY OF NORTH TEXAS

First Fridays
with the
Budget Office

Friday, February 3, 2017

Announcements

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

- **Revenue Roll Forward Balances Corrected.**

Certain chartstrings had their roll-forward revenue balances (credits/deficits) incorrectly doubled on the FY17 COGNOS reports. The issue was limited to certain Funds on Fund Cat 105, 120, and 200 chartstrings.

Refer to the Budget Website for a list of all chartstrings affected.

• Revenue Roll Forward Balances (continued)

Revenue rolled twice:

1. Revenue Balance of $350 from FY16 rolled to FY17 on its own line.
2. Revenue Balance of $350 from FY16 rolled to FY17 as part of the total BC rollforward balance.

Correction Journal Posted:

3. Correction Journal posted in January (with an August date) to remove the initial revenue rollforward. (i.e. All BC00000007 – BC00000010 journals were reversed).

Department	Project	Fund Category	Fund	Account Type	C-Level Account	Account	JournalId	Journal/KK Transaction Line	Description	Line Description	JournalDate	Budget
121000 - Aerospace Studies		200 - Designated Operating-Managed	880001 - Instructional FFF	Expense	C5070 - Maintenance & Operations	D5301 - Materials & Supplies Exp	BC00000010	46		PRIOR YR REVENUE BAL ROLL FWD	Aug 31, 2016	350.00
121000 - Aerospace Studies		200 - Designated Operating-Managed	880001 - Instructional FFF	Expense	C5070 - Maintenance & Operations	D5301 - Materials & Supplies Exp	BC00000019	3152		Cls/BalRollFwd EX_CHD Ledgers	Aug 31, 2016	9,094.41
121000 - Aerospace Studies		200 - Designated Operating-Managed	880001 - Instructional FFF	Expense	C5070 - Maintenance & Operations	D5301 - Materials & Supplies Exp	BC0000010R	46		PRIOR YR REVENUE BAL ROLL FWD	Aug 31, 2016	-350.00

Announcements

Below is a summary of Announcements posted to the Budget Website since the last Budget Newsletter.

- **Fall 2016 UCD Funding Posted**

- **FY16 DLFM Rolled Forward, Net of Deficits**

- **Foundation Account Numbers Now Required For Fund Setups**

Announcements

Below is a summary of Announcements posted to the Budget Website since the last Budget Newsletter.

- **New Training Page contains:**

  - ✓ Instructions for registering for trainings
  - ✓ Schedule of upcoming trainings
  - ✓ Descriptions
  - ✓ Training materials

- **Open Lab with the Budget Office – NEW!**
Your opportunity to receive one-on-one assistance in all budget related areas including, ePars, ABAs, the Chart of Accounts, and budget management! Come and go as you are able.

General Information

- **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 105-<any fund> or 200-830001* 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.

General Information

- **Budget Officer meetings started this week**
  The Budget Office is scheduling individual meetings with each College and Administrative Area Budget Officer to provide tailored one-on-one assistance.

- **Budget Hearings**
  Information will be provided as it becomes available.

- **Hyperion Budget Planning**
  Tentatively opens week of 03/20. Open-lab dates will be provided in March.

General Information

- **State Hiring Freeze**
  Only affects state funded chartstrings. (Fund Cat 105 & 106)

Selecting an Account for ABAs

Budgetary ⟷ Budgetary*

- **Use D-Level accounts**

- FROM: 163710-**200**-830001-700
  Account **D5251**
- TO:152040-**200**-830001-500
  Account **D5301**

Note: If balances move between two different Funds then transfer will be appear on both the D-Level and on the 7000X accounts.

*Budgetary = FC 105, 120, & 200

Non-Budgetary ⟷ Non-Budgetary

- **Use 70001 on the chartstring sending the funds (FROM)**
- **Use 70003 on the chartstring receiving the funds (TO)**

- FROM: 152040-**202**-885000-600
  Account **70001**
- TO:134310-**202**-885000-300
  Account **70003**

An account is <u>always</u> required. If you don't select one, we reserve the right to return the ABA or to select an account based on our best judgment. If we select the wrong account, then you'll have to submit another ABA to get it corrected.

Selecting an Account for ABAs

Budgetary → Non-Budgetary

- **Use D-Level account on the Budgetary Chartstring**
- **Use 70003 account on the NB chartstring**

- FROM: 163710-**200**-830001-700
  Account **D5251**
- TO:134310-**202**-885000-300
  Account **70003**

Non-Budgetary → Budgetary

- **Use 70001 account on the NB chartstring**
- **Use D-Level account on the Budgetary Chartstring**

- FROM:134310-**202**-885000-300
  Account **70001**
- TO: 163710-**200**-830001-700
  Account **D5251**

An account is <u>always</u> required. If you don't select one, we reserve the right to return the ABA or to select an account based on our best judgment. If we select the wrong account, then you'll have to submit another ABA to get it corrected.

Selecting an Account for ABAs – Example

1. Department rolled a $92,316.75 balance into FY17

2. Departments moves $15,179 of its available balance to another chartstring. The transfer posts to C7001.

3. Note: The transfer does not post to the Acct 00000.

4. If no further transactions occur, $74,254.24 will roll into FY18.

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
Expense					
00000 - ACCT TREE ROOT NODE	$92,316.75	$0.00	$0.00	$0.00	$92,316.75
ACCT TREE ROOT NODE	**$92,316.75**	**$0.00**	**$0.00**	**$0.00**	**$92,316.75**
C5070 - Maintenance & Operations	$0.00	$2,883.50	$0.00	$0.00	($2,883.50)
Maintenance & Operations	**$0.00**	**$2,883.50**	**$0.00**	**$0.00**	**($2,883.50)**
C7001 - Transfer Expense	$0.00	$15,179.00	$0.00	$0.00	($15,179.00)
Transfers	**$0.00**	**$15,179.00**	**$0.00**	**$0.00**	**($15,179.00)**
Expense Total	**$92,316.75**	**$18,062.50**	**$0.00**	**$0.00**	**$74,254.24**
Total					**$74,254.24**

Avoid Budget Check Errors

Tired of receiving budget check errors? Submit an ABA to move your money prior to submitting a requisition.

Budget Errors occur when chartstrings don't contain sufficient funds to cover the expenses. Simply submit an ABA to move money from a chartstring that has available funds to the chartstring from which the spending will occur.

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.