

# UNIVERSITY OF NORTH TEXAS



**Friday, March 3, 2017**

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# AGENDA

- **Budget Reports Survey Results** – Beverly Cotton
- **Financial Transformation Forum** – Special Guests  
President Neal Smatresk and Bob Brown, Vice President of  
Finance and Administration
- **Budget Updates** – Brenda Cates

# First Friday with the Budget Office



**University of North Texas**

**March 3, 2017**

**UNT Budget Reports Stakeholder Feedback**

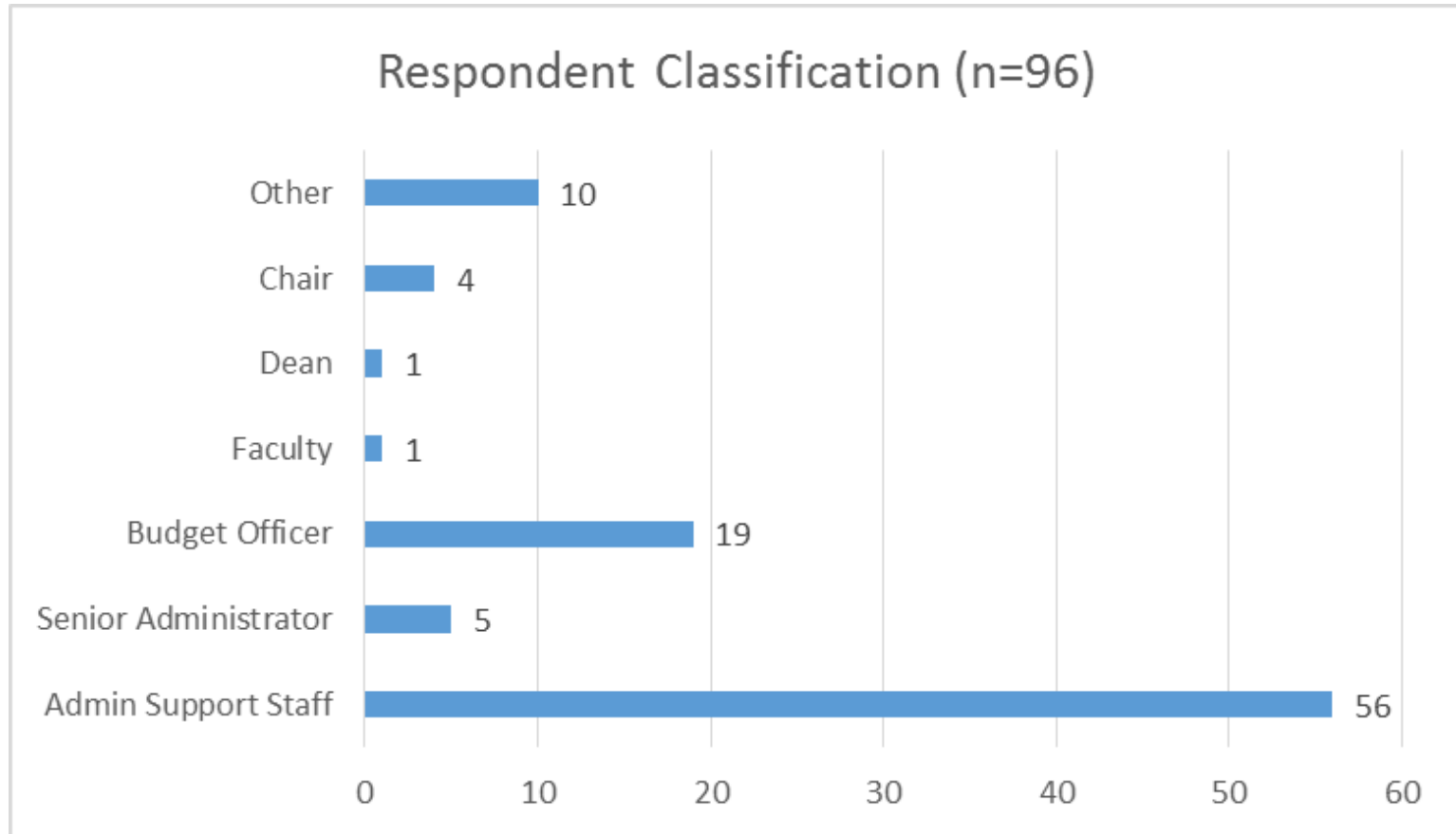


## Background

- Board of Regents (Feb. 23-24) asked Chancellor, System Senior Administration and UNT Senior Administration to rapidly improve financial reporting and budget reconciliation
- Survey designed to obtain user feedback on budget reporting and training
- 1,386 Survey invitations sent to UNT Cognos users and Budget News email listserv



## Who Responded to the Survey?





# Departmental Budget Summary Report

	Average
Report Quality	2.8
Report Helpfulness	2.6
Report Accuracy	2.6

Scale 1 (not helpful) to 5 (extremely helpful)



# Survey Highlights

- Data Integrity
  - Delay in posting of transactions make it difficult to confirm expected budget any time
  - Corrections are needed for actual report to reflect expected values
- Report Design
  - Drill down capabilities – Payroll, Encumbrances, Requisitions
  - Reliability
- Effective utilization of reports to manage funds
  - Un-comingling of funds
  - Too much time is being spent trying to recreate the series of events



## Survey Recommended Enhancements

- More report information detail (HR, Requisition, and PO's)
- Increased number of drill downs (Encumbrances)
- Increase speed of posting (P-card Lag)
- Sort without Excel being required





## Steps for the Future

- Timeline for expected completion of corrections and outstanding transactions (P-Card, Work Orders, Electronic ABA/IDT, F&A, etc.)
- Diagnostic reports to departments and clear “next steps” for reconciliations
- Report improvements - with Budget Reporting Advisory Board
- Additional training
  - Quick reference guides, Video instructions on demand
  - Glossary of budget and accounting terms
- Measure success (Surveys, override counts, etc.)

# Financial Transformation Forum

## Special Guests

President Neal Smatresk

Bob Brown, Vice President  
of Finance and Administration

# Announcements

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

- **Eagle Express Distributions Posted.**

Eagle Express Distributions for Spring 2016-Spring 2017 posted on Friday and were available in COGNOS beginning Monday 02/27! The UNT Budget office in conjunction with the Provost's Office and Student Accounting is developing a faster approach for calculating Eagle Express amounts to ensure future distributions are posted timely.

- **Faculty & Staff Merit has been Funded.** Merit funding was posted for Staff on 02/20 and for Faculty on 02/24.

# Announcements

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

- **Budget Reconciler Tools Training.**

The first session of Budget Reconciler Tools was held in February. Users learned best-practices and techniques for reconciling their budgets and managing their funds throughout the fiscal year so as to avoid year-end deficits.

## General Information

- **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

- **Hyperion Budget Planning**  
Tentatively opens week of 03/20. Open-lab dates will be provided in March.
- **New [Budget Website](#)** – Updated FAQs!
- **New [Budget Overview Report](#)**
- **Enhanced [Departmental Budget Summary Report](#)**

For Help With	Contact
IDTs	<ul style="list-style-type: none"> <li>Financial Reporting - x5500 - <a href="mailto:FRO_Cash&amp;CampusAcctg@untsystem.edu">FRO_Cash&amp;CampusAcctg@untsystem.edu</a></li> </ul>
Account Questions	<ul style="list-style-type: none"> <li>Financial Reporting - <a href="#">UNT FINREP</a></li> </ul>
ePROs	<ul style="list-style-type: none"> <li>Procurement - x5500 - <a href="mailto:bsc@untsystem.edu">bsc@untsystem.edu</a>            * 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 - x3233</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 - x3233</li> </ul>
Chart String – Request a <u>New</u> Chart Field	<ul style="list-style-type: none"> <li>Budget Office - Complete the <a href="#">Chartfield Setup/Change Form</a> and remit it to Hurley 102.</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>