



First Fridays with the Budget Office

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April 7, 2017

EST. 1890

AGENDA

- **Budget Updates** – Brenda Cates
 - Cognos Enhancements
 - Hyperion
 - FY 18 Budget Hearings
 - Cash Policy Updates
 - General Announcements
 - Upcoming Trainings
- **Functions** – Jennifer Stevenson
- **New Onboarding Tools** – Brandi Renton
- **Survey Results** – Allen Clark

Announcements

- **Cognos Reporting Enhancements**

- Functions added to the Department Budget Summary Report
- Payroll Drill Down Detail for a particular employee added
- Payroll Detail Report added
- Invoice numbers added to voucher detail
- Account descriptions added back
- Sorting options added on the Transaction Detail Report
- Identifiers added to Requisitions (RQ), Purchase Orders (PO) and Vouchers (VO)

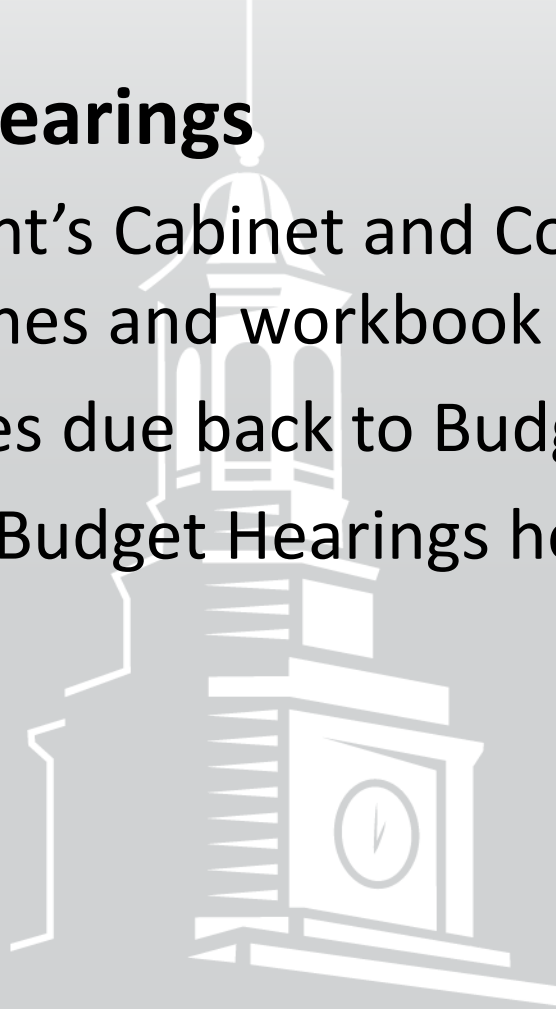
Announcements

- **Hyperion Budget Planning**

- Monday, 04/10 – Hyperion Opens
- Your opportunity to clean up budgetary chartstrings and functions for 2018!
- Open Labs:
 - 4/12 1PM-3PM ESSC 152
 - 4/17 1:30PM-3:30PM ESSC 152
 - 4/21 9AM-11AM GAB550
- Friday, 04/28 – Hyperion Closes
 - ****VPs may set earlier close dates for their areas****

Announcements

- **FY 18 Budget Hearings**
 - 4/17 – President's Cabinet and College Deans receive guidelines and workbook templates
 - 5/1 – Responses due back to Budget Office
 - Week of 5/8 – Budget Hearings held



Announcements

- **10.006 Cash Handling Controls Policy Update**

- Cash Control Training must be attended annually by any employee who has any involvement in the cash/check/credit card process
- Departments must maintain written cash handling procedures
- Cash must be secured in a safe affixed to a fixture (locked desk drawers are not within policy)
- Cash/Checks must be deposited within 3 business days

Announcements

- **Pcards** - up to date
- **Facilities work/sales orders** - up to date
- **F&A Revenues** - posted through February
- **Other Payroll Related Costs** - posted through March
- **ABAs** - Incorrectly completed ABAs are now being returned for corrections
- **Procurement [Category Tool](#)** - updated for D-Levels

Trainings

- **Chart of Accounts Refresher**

04/10, 2:00PM-3:30PM, CHEM 352 (UP17AC)

One-time Chart of Accounts refresher offered by UNT System. Learn the mechanics of the COA, obtain more in-depth training on the individual chartfields, and receive tips for pairing those fields together to form chartstrings. Who should attend? New employees or those wanting to get a firm grasp of the COA.

- **Budget Basics** – 04/19, 9:00AM - 11:30AM (UP17CA)
- **Function Field** – 04/24, 2:00PM - 4:00PM (UP17CF)
- **Cognos Reports – Departmental Budgets** - 04/11, 2:00PM - 4:00PM (UP17CR)
- **Cognos Reports – Project Budgets** - 04/13, 9:00AM - 11:00AM (UP17CP)
- **Budget Reconciler Tools** – 04/19, 2:00PM - 3:30PM (UP17BR)
- **Open Lab with the Budget Office** – 04/21, 9:00AM - 11:00AM
- **Cash Handling Training** – 04/12, 3:30PM - 4:30PM (UP17CH)

Functions

- Financial Reporting preparing a Function Guide for general campus use
- Budget Officers will have 1 week to review (4/10 - 4/14) and provide feedback
- Finalized version will be emailed to all Cognos users and published
- Revenue and Expense actuals will be corrected

New Onboarding Tools

- Find where any new hire is in the onboarding process via the following new queries:
 - [Guide to Check Onboarding Status for a New Hire](#)
 - Find an individual new hire by EmplID
 - [Guide to Check Onboarding Status for a Group of New Hires](#)
 - Find all new hires across campus

Visit UNT System's [Onboarding Resources](#) page for additional onboarding resources.

Survey Results

Financial Transformation Efforts, Updates, and Improvement

On a scale of 1 (Not Helpful) to 5 (Extremely helpful) how would you rank the overall quality of the current budget reports?

Report	First Survey Results	4 Week Update
Department Budget Summary	2.70	3.52
Project Budget Summary	2.67	3.12
Budget Overview Report	2.76	3.46

Survey Results

Financial Transformation Efforts, Updates, and Improvement

On a scale of 1 (Not Helpful) to 5 (Extremely helpful) how would you rank the readability of the current budget reports?

Report	First Survey Results	4 Week Update
Department Budget Summary	2.63	3.44
Project Budget Summary	2.65	3.33
Budget Overview Report	2.71	3.44

Survey Results

Financial Transformation Efforts, Updates, and Improvement

On a scale of 1 (Not Helpful) to 5 (Extremely helpful) how would you rank the overall information provided in the current budget reports?

Report	First Survey Results	4 Week Update
Department Budget Summary	2.63	3.36
Project Budget Summary	2.65	3.07
Budget Overview Report	2.71	3.37

Survey Results

Financial Transformation Efforts, Updates, and Improvement

On a scale of 1 (Not Helpful) to 5 (Extremely helpful) how would you rank the overall accuracy of the current budget reports?

Report	First Survey Results	4 Week Update
Department Budget Summary	2.57	3.04
Project Budget Summary	2.57	2.86
Budget Overview Report	2.61	3.22

Contact Information

For Help With	Contact
IDTs	<ul style="list-style-type: none"> Financial Reporting - x5500 - FRO_Cash&CampusAcctg@untsystem.edu
Account Questions	<ul style="list-style-type: none"> Financial Reporting - UNT FINREP
ePROs	<ul style="list-style-type: none"> Procurement - x5500 - bsc@untsystem.edu <i>* 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.</i>
ePARs	<ul style="list-style-type: none"> Payroll - x5500 - bsc@untsystem.edu
ePAR Hourly Worker Requests	<ul style="list-style-type: none"> Career Center - x2105
ABAs	<ul style="list-style-type: none"> Budget Office - x3233
Budget Errors	<ul style="list-style-type: none"> Budget Office - EMAIL Budget.Office@unt.edu
Chart String – General Questions	<ul style="list-style-type: none"> Budget Office - x3233
Chart String – Request a <u>New</u> Chart Field	<ul style="list-style-type: none"> Budget Office - Complete the Chartfield Setup/Change Form and remit it to Hurley 102.
Chart of Account Resources	<ul style="list-style-type: none"> fit.untsystem.edu, Look here for Function definitions.



**Thank
You.**

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