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First Fridays with the Budget Office

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June 2, 2017

AGENDA

- **Legislative Appropriation for FY 2018 -2019 –**
UNT Budget Office
- **Reporting Updates – DAIR**
- **Department Travel Query – UNTS Controller**
- **ABA/IDT Electronic workflow status – ITSS**
- **General Updates – Brenda Cates**

Legislative Appropriation for FY 2018 -2019

	GAA 2016-2017		Conference Committee May 23, 2017		Change From 2017	
	For the Years Ending		For the Years Ending		For the Years Ending	
	August 31, 2016	August 31, 2017	August 31, 2018	August 31, 2019	August 31, 2018	August 31, 2019
UNIVERSITY OF NORTH TEXAS						
Agency 769						
Method of Financing:						
General Revenue Fund	\$ 108,978,512	\$ 109,227,429	\$ 105,542,145	\$ 105,488,342	\$ (3,685,284)	\$ (3,739,087)
<u>General Revenue Fund - Dedicated</u>						
Estimated Board AuthTuition Increases Acct No. 704	4,890,000	4,890,000	5,117,034	5,117,034	227,034	227,034
Est Other Educational and General Income Acct No. 770	45,418,333	45,786,412	55,548,386	56,054,723	9,761,974	10,268,311
Subtotal, General Revenue Fund - Dedicated	\$ 50,308,333	\$ 50,676,412	\$ 60,665,420	\$ 61,171,757	\$ 9,989,008	\$ 10,495,345
License Plate Trust Fund Acct No. 0802, estimated	\$ 7,821	\$ 7,821	\$ 7,821	\$ 7,821		
Total, Method of Financing	\$ 159,294,666	\$ 159,911,662	\$ 166,215,386	\$ 166,667,920	\$ 6,303,724	\$ 6,756,258
Items of Appropriation:						
A. Goal: INSTRUCTION/OPERATIONS						
Provide Instructional and Operations Support.						
A.1.1. Strategy: OPERATIONS SUPPORT	\$ 109,266,779	\$ 109,266,782	\$ 112,290,523	\$ 112,290,533	\$ 3,023,741	\$ 3,023,751
A.1.2. Strategy: TEACHING EXP SUPP	2,527,901	2,527,900	2,445,168	2,445,168	(82,732)	(82,732)
A.1.3. Strategy: STAFF GROUP INS PREMIUMS	7,752,253	8,307,960	8,418,803	8,802,661	110,843	494,701
A.1.4. Strategy: WORKERS' COMP INS	299,138	299,138	299,138	299,138	0	0
A.1.5. Strategy: TEXAS PUBLIC ED GRANTS	6,528,016	6,601,815	6,604,041	6,675,909	2,226	74,094
A.1.6. Strategy: ORGANIZED ACTIVITIES	430,135	430,135	402,107	402,107	(28,028)	(28,028)
A.1.7. Strategy: HOLD HARMLESS			885,000	885,000	885,000	885,000
Total, Goal A: INSTRUCTION/OPERATIONS	\$ 126,804,222	\$ 127,433,730	\$ 131,344,780	\$ 131,800,516	\$ 3,911,050	\$ 4,366,786
B. Goal: INFRASTRUCTURE SUPPORT						
Provide Infrastructure Support.						
B.1.1. Strategy: E&G SPACE SUPPORT	\$ 17,809,238	\$ 17,809,238	\$ 18,868,359	\$ 18,868,358	\$ 1,059,121	\$ 1,059,120
Educational and General Space Support.						
B.1.2. Strategy: TUITION REV BOND RET	7,469,638	7,457,125	11,528,185	11,524,988	4,071,060	4,067,863
Total, Goal B: INFRASTRUCTURE SUPPORT	\$ 25,278,876	\$ 25,266,363	\$ 30,396,544	\$ 30,393,346	\$ 5,130,181	\$ 5,126,983
C. Goal: SPECIAL ITEM SUPPORT						
Provide Special Item Support.						
C.1.1. Strategy: TAMS	\$ 1,865,242	\$ 1,865,243	\$ 885,991	\$ 885,990	\$ (979,252)	\$ (979,253)
C.2.1. Strategy: INSTITUTE OF APPLIED SCIENCES	43,821	43,821	25,284	25,283	(18,537)	(18,538)
C.3.1. Strategy: EMERGENCY MANAGEMENT CENTER	35,192	35,192	20,305	20,304	(14,887)	(14,888)
C.3.2. Strategy: ED CENTER FOR VOLUNTEERISM	60,615	60,615	34,973	34,972	(25,642)	(25,643)
C.4.1. Strategy: INSTITUTIONAL ENHANCEMENT	1,977,269	1,977,269	1,100,114	1,100,114	(877,155)	(877,155)
Total, Goal C: SPECIAL ITEM SUPPORT	\$ 3,982,139	\$ 3,982,140	\$ 2,066,667	\$ 2,066,663	\$ (1,915,473)	\$ (1,915,477)
D. Goal: RESEARCH FUNDS						
D.1.1. Strategy: CORE RESEARCH FUND	\$ 3,229,429	\$ 3,229,429	\$ 2,407,395	\$ 2,407,395	\$ (822,034)	\$ (822,034)
Grand Total, UNIVERSITY OF NORTH TEXAS	\$ 159,294,666	\$ 159,911,662	\$ 166,215,386	\$ 166,667,920	\$ 6,303,724	\$ 6,756,258

Legislative Appropriation for FY 2018 -2019

- UNT's General Revenue appropriation is \$7.17 million less for the 2018-19 biennium than 2016-17.
- Increased appropriations for Tuition Revenue Bonds (B.1.2) of \$8.13 million leaves a total decrease of \$15.3 million impact to core mission (instruction and research) support for the biennium. From \$203.28 million to \$187.97 million, or 7.53% decrease in appropriation.

Reporting Updates

- Project Summary and Detail Reports
 - Ability to search by Org Department, multiple ProjectIDs, and Sponsored vs. Non-Sponsored (PC Business Unit)
 - Sorting capabilities are now available
 - Actuals column is now split between Expenditures and Revenues on the Detail report
 - Project Detail Report can be run directly from the myUNT portal

Department Travel Query

- This query is not a replacement for Cognos. It is a tool to help identify when a traveler has been paid, the date of the payment, the amount of payment, and method (check or EFT).
- To view detailed charges to a specific chart string, Cognos will still be your best resource. The query will only show vouchers entered into EIS for payment. You can use the voucher number to reference the charges in Cognos.
- The query will not show recently submitted vouchers. The current process requires the travel team to review the voucher and enter into EIS. In fairness to all employees, the travel team works first in, first out. Voucher processing varies throughout the year depending on heavy travel seasons and vouchers submitted that are missing information. Typically allow 5-7 business days for the voucher to appear in EIS.

Department Travel Query

The screenshot displays the EIS Enterprise Information System interface. The top navigation bar includes 'Favorites', 'Main Menu', and 'Production'. The left sidebar contains the EIS logo and several sections: 'Top Menu Features' with a message 'The menu is not yet started.', 'Highlights', 'Recently Used' (with a note 'under the Favorites the top left.'), 'Breadcrumbs' (with a note 'navigation path to the contents'), and 'Menu Search' (with a note 'Main Menu, not ahead which much faster.'). The 'Main Menu' is expanded to show a 'Search Menu' with a search input field and a list of folders. The 'Query' folder is selected, and a sub-menu is open showing 'Query Manager', 'Query Viewer' (highlighted in yellow), and 'Schedule Query'. Other folders in the main menu include Suppliers, Purchasing, eProcurement, Services Procurement, Travel and Expenses, Accounts Payable, Asset Management, Banking, VAT and Intrastat, Commitment Control, General Ledger, Real Time Bottom Line, Statutory Reports, Set Up Financials/Supply Chain, Enterprise Components, Worklist, Tree Manager, Reporting Tools, Custom Interfaces, and PeopleTools.

Department Travel Query

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name

begins with

SJS_DEPT_TRAVEL_ALL

Search

[Advanced Search](#)

▼ My Favorite Queries

[Personalize](#)

[Find](#)



Department Travel Query

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name

begins with

SJS_DEPT_TRAVEL_ALL

Search

[Advanced Search](#)

Search Results

*Folder View

-- All Folders --

Query									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
SJS_DEPT_TRAVEL_ALL_BU	Traveler Info	Private		HTML	Excel	XML	Schedule	Lookup References	Favorite
SJS_DEPT_TRAVEL_ALL_PRIVATE	Traveler Info	Private		HTML	Excel	XML	Schedule	Lookup References	Favorite
SJS_DEPT_TRAVEL_ALL	Traveler Info	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Department Travel Query

SJS_DEPT_TRAVEL_ALL - Traveler Info

Business Unit 

Dept

From Acctg Date 

To Acctg Date 

[View Results](#)



Department Travel Query

SJS_DEPT_TRAVEL_ALL - Traveler Info

Business Unit

Dept

From Acctg Date

To Acctg Date

[View Results](#)

Query

Search by: Business Unit begins with

[Look Up](#)

[Cancel](#)

[Advanced Lookup](#)

Search Results

View 100 First 1-5 of 5 Last

Business Unit

DL773

ELIM

HS763

NT752

SY769

Department Travel Query

SJS_DEPT_TRAVEL_ALL - Traveler Info

Business Unit 

Dept

From Acctg Date 

To Acctg Date 

Do you want to open or save SJS_DEPT_TRAVEL_ALL_1391946556.xlsx (4.38 KB) from myfs.unt.edu?

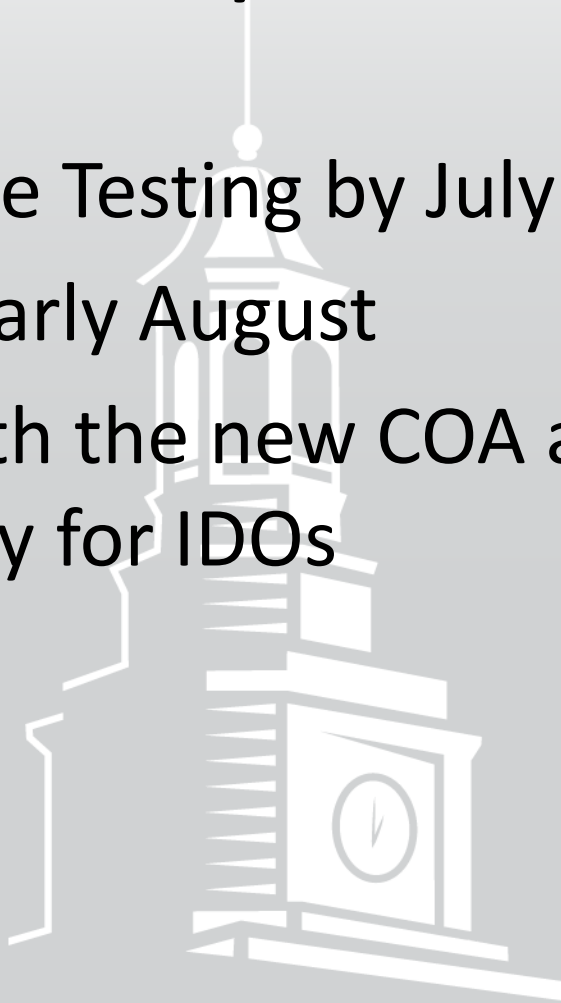


Department Travel Query

Traveler Info	6										
Unit	Dept	Voucher	Invoice	Invoice Date	Acctg Date	Supplier	Traveler	Payment Amount	Payment Date	Method	Reference
SY769	926101	00031509	T OKLAHOMA 11/08/16	12/26/2016	1/5/2017	0000073060	Mohammad,Abdul Najeeb	495.55	1/6/2017	EFT	001735
SY769	926101	00032344	T NEVADA 03/02/17	3/7/2017	3/14/2017	0000008378	Walker,Mari L	903.24	3/16/2017	CHK	018298
SY769	926101	00032451	T DFW AREA 02/16/17	3/8/2017	3/21/2017	0000074164	Ward,Cory Austin	68.48	3/22/2017	EFT	002114
SY769	926101	00032679	T FORT WORTH 03/06/17	4/4/2017	4/10/2017	0000009203	Bray,George Anna	44.41	4/11/2017	CHK	018444
SY769	926101	00032721	T DFW 03/28/17	4/10/2017	4/12/2017	0000073060	Mohammad,Abdul Najeeb	187.57	4/14/2017	EFT	002255
SY769	926101	00032832	T DFW-04/18/17	4/21/2017	4/24/2017	0000074164	Ward,Cory Austin	67.09	4/25/2017	EFT	002302

ABA/IDT

- User Acceptance Testing by July 18.
- Production in early August
- Update ABA with the new COA and also add the functionality for IDOs



Announcements

- **UNT Campus Year-End Deadlines**
- **My Valid FoaPs Report Name Change –**

The “My Valid FoaPs” report is changing names to “FoaPs with Activity.” Please note that the chartstrings that appear on this report reflect chartstrings that carried activity during the fiscal year regardless of whether those chartstrings were valid (contained the correct function, the correct fund cat, etc.) and regardless of the balances the chartstrings carry (credit, deficit, or zero balances).

Announcements

- **Function Corrections Completed through April 24, 2017**

The Financial Reporting team has completed function corrections on all revenue Actuals and expense Actuals that occurred from 09/01/2016 through 04/24/2017. These corrections can be identified by their journal descriptions which contain the descriptors “P1-7FUNC” or “P8FUNC”.

Departments – 1. Please update incorrect functions appearing on pending and open requisitions. 2. Please begin utilizing the correct function on all transactions (Work Orders, IDTs, PCards, etc.). Contact us for assistance with identifying your correct Function.

Actuals vs. Budget: “Actuals” are those balances that appear in the “Actuals” column of the Cognos Budget Summary Report. The balances that appear in the “Budget” column are not part of the Financial Reporting corrections. If you have “Budget” balances with incorrect functions, please complete an ABA to correct the functions and submit the completed ABA to the Budget Office.

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"> BSS & HR Records - 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.
Payments & Travel Reimbursements	<ul style="list-style-type: none"> AP – x5500 – bsc@untsystem.edu
Paychecks & Timesheets	<ul style="list-style-type: none"> Payroll – x550 – bsc@untsystem.edu



**Thank
You.**

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