First Fridays with the Budget Office

August 4, 2017

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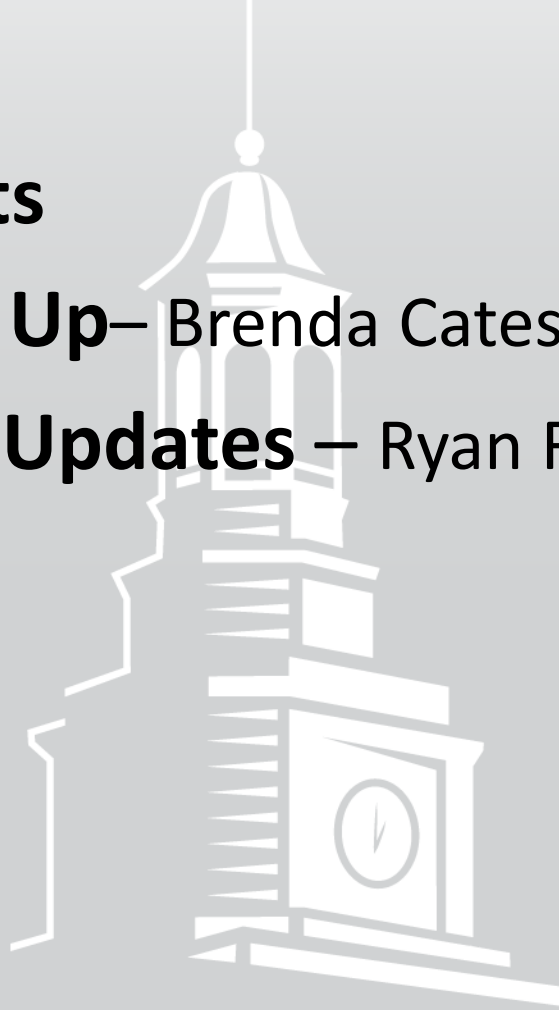
UNIVERSITY
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AGENDA

- **Announcements**

- **Function Clean Up**– Brenda Cates

- **Cognos Report Updates** – Ryan Fellers, Decision Support

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ANNOUNCEMENTS

- **Hold ABAs for Function corrections -** Over the next week the Budget Office will be completing the process for function corrections that align budgets with the Financial Reporting corrections done in May for revenue actuals and expense actuals.   Please hold ABAs for function only corrections until we send notice that the Budget Office corrections have been completed.
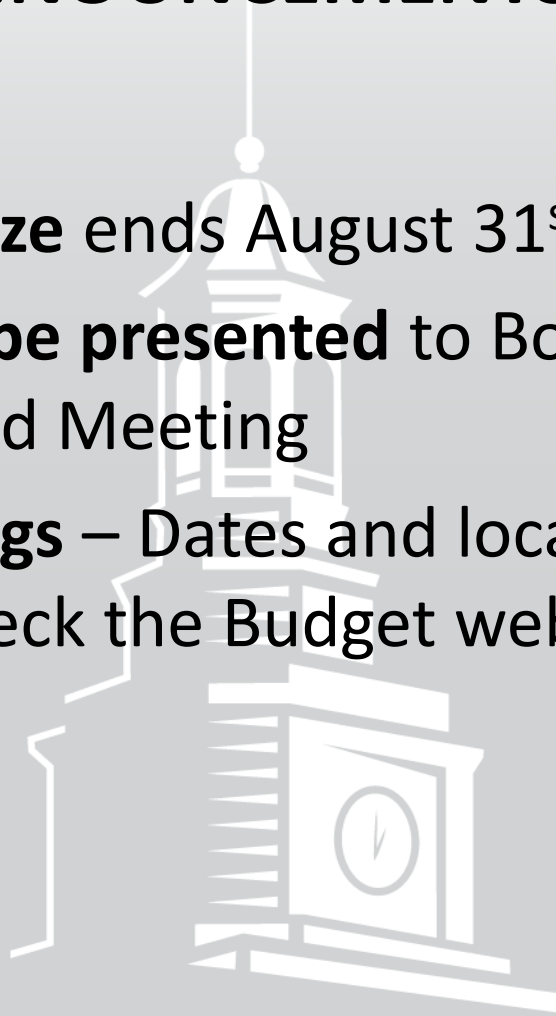
ANNOUNCEMENTS

- **Cover Deficit Lines –** A reminder that line deficits in the roll-forward chartstrings should be covered (ABA's). If deficits remain at 8/31/17, the deficit will roll forward to Fiscal Year 2018.

- **Fiscal Year 2017 UNT Campus Deadlines** can be found at budget.unt.edu

- **Electronic ABAs** – Coming Soon!

ANNOUNCEMENTS

- **State Hiring freeze** ends August 31st

- **2018 Budget to be presented** to Board of Regents on August 17th Board Meeting

- **Fall 2018 Trainings** – Dates and locations to be determined. Check the Budget website for updated calendar.

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ANNOUNCEMENTS

- Procurement Year End Deadlines:

1. **Friday, July 21, 2017 -** ePro requisitions of amounts greater than $25,000 require formal bids and must be received by Procurement Services by 5:00 PM.

2. **Friday, August 11, 2017 -** ePro requisitions that involve signature authority must be received by Procurement Services and must have the contract/agreement attached to the requisition. Business Support Services will obtain the necessary signatures.

3. **Monday, August 21, 2017 -** ePro requisitions of $25,000 or less using FY17 funds must be created and approved by 5:00 PM. Goods/Services should be expected to be received prior to August 31, 2017 or the PO should be created with a requisition reflecting a FY18 budget date.

4. **Tuesday, September 5, 2017 -** Pcard data entry into the Global Card Management System (GCMS)/CitiBank for August transactions using FY17 funding must be completed by 5:00 PM for transactions with a posting date of 8-03-17 through 8-31-2017.

5. **Tuesday, August 29, 2017 -** Payment of invoices and travel vouchers using FY17 funds must be received by Accounts Payable by 5:00 PM.

6. **Friday, September 15, 2017 -** Pcard entry inGCMS/Citibank for September transactions using FY17 funding must be completed by 5:00 PM for transactions with a posting date of 09-01-2017 through 09-03-2017.

Function Clean Up

Department Budget Summary

Fund Category: 255 - Quasi Endow Corpus and Apprec, Fund: 100005 - DepOp/QEnd Unrest Gift fund, Program: , Purpose: , Site:

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
Revenue					
D7001 - Transfer Expense - Function 550	$0.00	$50,148.96	$0.00	$0.00	$50,148.96
C7001 - Transfer Expense	**$0.00**	**$50,148.96**	**$0.00**	**$0.00**	**$50,148.96**
Revenue Total	**$0.00**	**$50,148.96**	**$0.00**	**$0.00**	**$50,148.96**
Expense					
00000 - ACCT TREE ROOT NODE - Function 550	$0.00	$0.00	$0.00	$0.00	$0.00
00000 - ACCT TREE ROOT NODE - Function 630	$0.00	$0.00	$0.00	$0.00	$0.00
00000 - ACCT TREE ROOT NODE - Function None	$50,148.96	$0.00	$0.00	$0.00	$50,148.96
00000 - ACCT TREE ROOT NODE	**$50,148.96**	**$0.00**	**$0.00**	**$0.00**	**$50,148.96**
D7001 - Transfer Expense Function None	$0.00	$50,148.96	$0.00	$0.00	($50,148.96)
C7001 - Transfer Expense	**$0.00**	**$50,148.96**	**$0.00**	**$0.00**	**($50,148.96)**
Expense Total	**$50,148.96**	**$50,148.96**	**$0.00**	**$0.00**	**$0.00**
Total					**$50,148.96**

Budget is sitting on no function

Entry to move budget off of no function – shows up as an expense in Department Budget Summary

Entry to move budget to function 550 – shows up as a revenue in Department Budget Summary

Budget Overview Report

255 - Quasi Endow Corpus and Apprec/100005 - DepOp/QEnd Unrest Gift fund

Account	Function	Budget	Actuals	Pre-Encumb	Encumbrance	Balance
Expense						
00000 - ACCT TREE ROOT NODE		50,148.96	50,148.96	0.00	0.00	0.00
00000 - ACCT TREE ROOT NODE	550 - Institutional Support	0.00	(50,148.96)	0.00	0.00	50,148.96
	Expense - Total	**50,148.96**	**0.00**	**0.00**	**0.00**	**50,148.96**
Report Total		**(50,148.96)**	**0.00**	**0.00**	**0.00**	**50,148.96**

Cognos Report Updates

- **Most recent changes to Reports**

- **Cognos usage patterns**

- **Question for Audience**

Contact Information

For Help With	Contact
IDTs	• Financial Reporting - x5500 - FRO_Cash&CampusAcctg@untsystem.edu
Account Questions	• Financial Reporting - UNT FINREP
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 - x3233
Budget Errors	• Budget Office - **EMAIL** Budget.Office@unt.edu
Chart String – General Questions	• Budget Office - x3233
Chart String – Request a New Chart Field	• Budget Office - Complete the Chartfield Setup/Change Form and remit it to Hurley 102.
Chart of Account Resources	• fit.untsystem.edu, Look here for Function definitions.

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