



# First Fridays with the Budget Office

**UNT**<sup>®</sup>

UNIVERSITY  
OF NORTH TEXAS<sup>®</sup>

November 3, 2017

**EST. 1890**

# AGENDA

- **Cognos Enhancements**
- **General Announcements**



# Cognos Enhancements

- Four New Enhancements!

1. Project Budget Summary Report and Project Transaction Detail Report:

The ledger from which project data is pulled has been updated from the General Ledger to Commitment Control. This update was completed for the Departmental reports in April. Balances on the report will now match EIS Budget Overview without any timing delays.

# Cognos Enhancements

## 2. Department Budget Summary Report: Revenues now roll up to the base Account level instead of to the D-Level.

Fund Category: 200 - Designated Operating-Managed, Fund: 830001 - Designated Tuition, Program: , Purpose: 14226 - Parent/Family Weekend, Site:

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
<b>Revenue</b>					
<a href="#">43823</a> - Conference and Seminar Revenue - Function 500	\$33,000.00	\$55,102.50	\$0.00	\$0.00	\$22,102.50
<a href="#">43824</a> - Event Revenue - Function 500	\$0.00	\$1,155.00	\$0.00	\$0.00	\$1,155.00
<b>D4380 - Othr Sales of Goods and Svcs</b>	<b>\$33,000.00</b>	<b>\$56,257.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,257.50</b>
<b>Revenue Total</b>	<b>\$33,000.00</b>	<b>\$56,257.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23,257.50</b>
<b>Expense</b>					
<a href="#">D5101</a> - Professional Fees & Svcs - Function 500	\$15,151.00	\$39,410.00	\$0.00	\$0.00	(\$24,259.00)
<a href="#">D5301</a> - Materials & Supplies Exp - Function 500	\$114.00	\$0.00	\$0.00	\$0.00	\$114.00
<a href="#">D5350</a> - Repairs and Maintenance - Function 500	\$57.00	\$123.25	\$0.00	\$0.00	(\$66.25)
<a href="#">D5360</a> - Rental Exp-Non-Cap - Function 500	\$3,759.00	(\$1,548.19)	\$0.00	\$0.00	\$5,307.19
<a href="#">D5371</a> - Printing & Reproduction - Function 500	\$7,974.00	\$10,848.35	\$0.00	\$0.00	(\$2,874.35)
<a href="#">D5501</a> - Other Operating Exp - Function 500	\$8,772.00	\$27,843.15	\$0.00	\$0.00	(\$19,071.15)
<b>C5070 - Maintenance &amp; Operations</b>	<b>\$35,827.00</b>	<b>\$76,676.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$40,849.56)</b>
<a href="#">D5331</a> - Communication & Utilities - Function 500	\$114.00	\$0.00	\$0.00	\$0.00	\$114.00
<b>C5331 - Communication &amp; Utilities</b>	<b>\$114.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$114.00</b>
<a href="#">D5461</a> - Scholarships & Financial Aid - Function 630	\$2,905.00	\$0.00	\$0.00	\$0.00	\$2,905.00
<b>C5460 - Scholarships &amp; Financial Aid</b>	<b>\$2,905.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,905.00</b>

# Cognos Enhancements

3. Department Account Detail Report: The account roll-ups changed from the C-Level to the D-Level.

Fund Category: 200 - Designated Operating-Managed, Fund: 880001 - Instructional FFF, Program: , Purpose: , Site:

Account	Budget	Actual	PreEnc
<b>Expense</b>			
<a href="#">D5012</a> - Salaries-Faculty/Acad-PartTime	\$140,479.92	\$0.00	
<b>D5012 - Salaries-Faculty/Acad-PartTime</b>	<b>\$140,479.92</b>	<b>\$0.00</b>	
<a href="#">50143</a> - Salaries-Staff	\$0.00	\$12,461.96	
<a href="#">D5014</a> - Salaries -Staff	\$127,485.35	\$0.00	
<b>D5014 - Salaries -Staff</b>	<b>\$127,485.35</b>	<b>\$12,461.96</b>	
<a href="#">50361</a> - Wages-Undergraduate	\$0.00	\$59,007.95	
<a href="#">50401</a> - Longevity Pay	\$0.00	\$600.00	
<a href="#">D5031</a> - Wages	\$38,345.00	\$0.00	
<b>D5031 - Wages</b>	<b>\$38,345.00</b>	<b>\$59,607.95</b>	

# Cognos Enhancements

4. Department Payroll Transaction Detail Report: Enhanced Search parameters allow the report to be run at the B/C/D/E level Org Dept (i.e. VP, AVP) level.

Journal ID	<input type="text"/>
Business Unit	BUSINESS_UNIT_DESC <input type="button" value="v"/>
Budget Year	SourceKey <input type="button" value="v"/>
	DEPARTMENT_UNIQUE_DESC <input type="button" value="v"/>
<b>Department ID\Parent Department</b>	<b>To select another level of the Department Hierarchy (i.e. VP, AVP), select a BLevel Department first and then optionally select a C, D, or E Level:</b>
	B11000 - Provost <input type="button" value="v"/> C13400 - College of Music <input type="button" value="v"/>
	D13400 - College of Music-Gen <input type="button" value="v"/> E13432 - Instrumental Studies <input type="button" value="v"/>
Account	Account <input type="button" value="v"/>
Fund Category	FUND_CATEGORY_UNIQUE_DESC <input type="button" value="v"/>
Fund	FUND_UNIQUE_DESC <input type="button" value="v"/>
Employee ID	<input type="text"/>
Function	UniqueDescription <input type="button" value="v"/>
Program	UniqueDescription <input type="button" value="v"/>
Purpose	UniqueDescription <input type="button" value="v"/>
Site	UniqueDescription <input type="button" value="v"/>

Cancel < Back Next > Finish

# Budget Reporting & Training Survey Results

## Budget Reporting & Training Survey

- Limited number of respondents.
- Data insufficient to draw conclusions.
- Written feedback will be used to improve training and reporting.

Audience Poll: How can we improve response rates?

# Office of the Provost

## Faculty Resources Site

- [Budget Procedures Manual](#)
- [Budget Principles](#)

Guidelines are provided to assist in the management of annual budget and expenditures in Academic Affairs.

*1.1.4 Faculty salary savings shall not be re-purposed (e.g. converting to staff salary, M&O, graduate student support, etc.) without prior approval of the Provost.*



# September Payroll Reporting Issue

- Journal HR00055447 – for September Payroll paid 10/02 – bypassed the budget-check process.
- The Budget Office posted journal HR0055447B 10/13 to correct the journal.

# September Payroll Reporting Issue

- The correcting journal (HR0055447B) is not drillable in COGNOS.

D-Level Account	Account	Function	Program	Purpose	Site	JournalID/KKTranID	Journal/KK Transaction Line	Description	Line Description
D5010 - Salaries-Faculty/Academic	50101 - Salaries-Faculty 9 Mo-FT	100 - Instruction-General				<a href="#">HR0055447B</a>	2574		10.01.17 Monthly Pyl
D5010 - Salaries-Faculty/Academic	50105 - Salaries-Faculty-12 Mo-FT	100 - Instruction-General				<a href="#">HR0055447B</a>	3808		10.01.17 Monthly Pyl

**Payroll Transaction Detail**  
Fiscal Year-to-Date

Department:  
Department Description:  
Organizational Department  
Manager:

Budget Year:  
Date: Oct 19, 2017

No Data Available

# September Payroll Reporting Issue

- To view detailed payroll information, users should run the Department Payroll Transaction Detail report using the original Journal: HR00055447.
- Do not search for HR0055447B. There is no underlying detail associated with the correcting journal. Please refer to the [attachment](#) for a step-by-step guide on running the Department Payroll Transaction Detail report.

# General Announcements

## Cashiering Deposits – New Process for Enhanced Journal Descriptions

- In the “Department Name” field enter “Department Name-Journal Description”, for example “Physics-Conf Revs”
- Limited to 30 characters
- Journal Descriptions are not viewable in Cognos.

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Deposit Form

Page \_\_\_ Of \_\_\_

Department Name: \_\_\_\_\_ Date \_\_\_\_\_

Item Description	GL Bus. Unit	Account	Org. Dept.	Fund Category	Fund	Function*	Project*	Program*	Purpose*	Site*	Amo

# General Announcements

## Summer AOP Journal Description Error

- The journal line description for Summer AOP incorrectly states “Spring 17.”
  - JE\_51842 is Summer 2017 AOP.
  - JE\_48167 is Spring 2017 AOP.

# General Announcements

## New Process for HR Offer Letters

- If the hire amount exceeds the encumbered amount and additional funds are required, the hiring manager or department representative should complete a new HRM-4 to identify the source of the additional funds.
- The HRM-4 should be forwarded to the UNT Budget Office.
- Email [Budget.Office@unt.edu](mailto:Budget.Office@unt.edu) and [HREmployment@untsystem.edu](mailto:HREmployment@untsystem.edu) indicating that the new HRM-4 is in process. Please include a copy of the HRM-4.

# General Announcements

## Electronic ABA Status

- User Acceptance Testing started this week.
- Thank you to our campus users who are helping us with testing.
- ETA January 1, 2018

## Electronic IDT Status

- ETA not available.

# General Announcements

**Balance roll forwards will occur in November or early December**

- To determine your balance, add your FY17 ending balance to your current FY18 balance.



# 2017 Ending Balance = \$446,740.01

<a href="#">D5360</a> - Rental Exp-Non-Cap - Function 500	\$0.00	\$32,916.75	\$0.00	\$0.00	(\$32,916.75)
<a href="#">D5371</a> - Printing & Reproduction - Function 400	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">D5371</a> - Printing & Reproduction - Function 500	\$0.00	\$5,272.43	\$0.00	\$0.00	(\$5,272.43)
<a href="#">D5501</a> - Other Operating Exp - Function 500	\$0.00	\$39,087.96	\$0.00	\$0.00	(\$39,087.96)
<b>C5070 - Maintenance &amp; Operations</b>	<b>\$0.00</b>	<b>\$127,296.91</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$127,296.91)</b>
<a href="#">D5251</a> - Travel - Function 500	\$0.00	\$7,344.38	\$0.00	\$0.00	(\$7,344.38)
<b>C5251 - Travel</b>	<b>\$0.00</b>	<b>\$7,344.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$7,344.38)</b>
<a href="#">D7001</a> - Transfer Expense - Function 500	\$0.00	\$6,846.50	\$0.00	\$0.00	(\$6,846.50)
<a href="#">D7001</a> - Transfer Expense - Function None	\$0.00	\$315,771.54	\$0.00	\$0.00	(\$315,771.54)
<b>C7001 - Transfer Expense</b>	<b>\$0.00</b>	<b>\$322,618.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$322,618.04)</b>
<b>Expense Total</b>	<b>\$315,771.54</b>	<b>\$457,259.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$141,487.79)</b>
<b>Total</b>					<b>\$446,740.01</b>

# 2018 Current Balance = \$49,883.16

Category: 202 - Designated Operating-General, Fund: 830035 - Unrestricted Gifts (Gen), Program: , Purpose: , Site:

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
<b>Revenue</b>					
<a href="#">D4380</a> - Othr Sales of Goods and Svcs - Function 500	\$0.00	\$50,420.41	\$0.00	\$0.00	\$50,420.41
<b>C4380 - Othr Sales of Goods and Svcs</b>	<b>\$0.00</b>	<b>\$50,420.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,420.41</b>
<b>Revenue Total</b>	<b>\$0.00</b>	<b>\$50,420.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,420.41</b>
<b>Expense</b>					
<a href="#">00000</a> - A OCT TREE ROOT NODE - Function 500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>00000 - ACCT TREE ROOT NODE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<a href="#">D5101</a> - Professional Fees & Svcs - Function 500	\$0.00	\$202.50	\$0.00	\$0.00	(\$202.50)
<a href="#">D5301</a> - Materials & Supplies Exp - Function 500	\$0.00	\$123.33	\$0.00	\$0.00	(\$123.33)
<a href="#">D5501</a> - Other Operating Exp - Function 500	\$0.00	\$150.00	\$0.00	\$0.00	(\$150.00)
<b>C5070 - Maintenance &amp; Operations</b>	<b>\$0.00</b>	<b>\$475.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$475.83)</b>
<a href="#">D5251</a> - Travel - Function 500	\$0.00	\$61.42	\$0.00	\$0.00	(\$61.42)
<b>C5251 - Travel</b>	<b>\$0.00</b>	<b>\$61.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$61.42)</b>
<b>Expense Total</b>	<b>\$0.00</b>	<b>\$537.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$537.25)</b>
<b>Total</b>					<b>\$49,883.16</b>



# General Announcements

2017 Ending Balance = \$446,740.01

2018 Current Balance = \$49,883.16

2018 True Current Balance = \$496,623.17

# General Announcements

## Budget Office Listening Tours occurring in November

- The Budget Office is meeting with each College Budget Officer and VP Area Budget Officer during November.

## Budget Office Requests are Moving to Service Now

- ETA December
- Improves identification of commonly asked questions
- Improves our ability to identify departments needing one-on-one help
- Minimizes delays in processing when individual staff members are on PTO

# General Announcements

## Board of Regents Meeting – November 16-17

- Tune in [HERE](#)

# General Announcements

## November Trainings

Need help with faculty sponsored or non-sponsored projects?  
Sign up for COGNOS Project Training to Learn:

- ❖ How to review budgets at a high level and at the transaction level
- ❖ How to read grant reports
- ❖ How to read non-sponsored budget reports including IDC and Start-Up budgets

# Contact Information

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></li> <li>* 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>



**Thank  
You.**

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