

# Budget Broadcast

with the  
University Budget Office

April 11, 2024

# Agenda

- FY25 Budget Calendar
- EIS Student Account/ Bill Screen Enhancements
- Marketplace Tips
- AIS Tools Update
- State Funding Jargon
- Facilities Update on Work Orders
- Power BI Implementation
- Announcements
  - Rescheduled Budget Broadcast June 13<sup>th</sup> to the 20<sup>th</sup>

# FY25 Budget Calendar

## Walter Itoman

# University of North Texas

## Fiscal Year 2025 Budget Preparation Calendar



FY25 Planning	Responsible Party	Action
February 2, 2024	Campus Users	Deadline for Permanent ABA's to be approved and in Budget Office queue. (These transactions will be the ones to affect the FY25 seed budget in Axiom).
February 5-9, 2024	University Budget Office	UBO processes permanent ABA's
February 15, 2024	University Budget Office	Flat revenue estimates for tuition (central and differential) and fees (instructional and mandatory) to be used
February 12-15, 2024	University Budget Office/ System Admin	Loading of all permanent budgets from PeopleSoft over to Axiom. Loading of HRPD info for Labor Planning. UBO validates information.
February 12-15, 2024	University Budget Office	UBO pre-loads existing transfers budgets one for one basis.
February 19, 2024	Campus Users/ University Budget Office	UBO to provide Campus Users with guidelines/ deadlines.
February 19, 2024	Campus Users	Axiom opens for Campus Access. Individual departments receive instructions and guidelines from University Budget Office.
February 19 - March 29, 2024	Campus Users/ University Budget Office	Train campus on Axiom Budgeting. Offer 2-4 sessions per week (concentrate on beginning of period). Run formal trainings concurrently, with UBO staff available as needed for specialized assistance and one-on-one questions.
TBD	President/ Cabinet	<b>BUDGET HEARINGS: Axiom expense and HEF, LSF - President's Cabinet</b>
April 12, 2024	Campus Users	Axiom closes for Campus users
April 15 - May 31, 2024	University Budget Office	UBO balancing of funds and transfers, finalize revenue assumptions, validate campus inputs, prepare of narratives and slides.
June 3-21, 2024	University Budget Office	Report finalization, quarterly allocations.
TBD (June 26, 2024)	University Budget Office/ System Admin	System close of Axiom. UNT System's Budget Office prepares analysis and compiles component unit budgets into the UNTS Consolidated FY25 Budget and prepares budget presentations.
TBD (July, week 1)	University Budget Office	Narrative due to System
TBD (August, week 1)	System Admin	UNT System's office posts FY25 budget in advance of the Board of Regents meeting.
August 15-16, 2024		UNT System Board of Regents Budget Review Meeting

# FAFSA Transition

- US Department of Education: redesigned FAFSA form for 2024-2025 award year
  - FAFSA - Free Application for Federal Student Aid
  - A form used to determine student financial aid - grants, loans, work study
- Release delayed from October to December
- Roll out issues have been identified
- Mark Kantrowitz estimates FAFSA applications will be lower by 2.8M applications, 19%
- <https://www.cnbc.com/2024/03/19/fafsa-fiasco-may-result-in-fewer-students-going-to-college.html>

# EIS Student Account/ Bill Screen Enhancements

Chris Foster and Jason Curry

# STUDENT ACCOUNTING



## Contact Information

**Website:** [studentaccounting.unt.edu](http://studentaccounting.unt.edu)

*Contact us with questions, ideas, and suggestions!*

**Student Accounting**

**Billing & Financial Operations Team**

**Email:** [sa-billrep@ad.unt.edu](mailto:sa-billrep@ad.unt.edu)

# myUNT SF Enhancement Goals

- Guide students to actions required to secure enrollment
- Create one screen for staff to advise students of actions needed.
- Provide clean term summary for students to provide to third party payers



# View Student Recommended Action

## Student View

<
Account Balance

You have an outstanding balance of **\$1,488.23**. Please select **View and Pay Bill** to make a payment.

[View and Pay Bill](#)

Term	Charges & Deposits	Anticipated Aid	Account Balance
2023 Fall	\$1,488.23	\$0.00	\$1,488.23
<b>Total</b>	<b>\$1,488.23</b>	<b>\$0.00</b>	<b>\$1,488.23</b>

We are here to assist you! Check out [scrappysays.unt.edu](http://scrappysays.unt.edu) for answers to common questions. You can also reach our team by email at [sfs@mail.unt.edu](mailto:sfs@mail.unt.edu).

## Staff View

< Term Summary
Term Summary

Summary for all Terms

Refund Preference  
Direct Deposit

Total Balance \$0.00

[View Student Recommended Actions](#)

Term	Term Balance
2024 Spring	\$0.00

< Term Summary
Smart Msgs

Student Term Smart Messages

2024 Spring

Your anticipated financial aid is equal to your balance due. No action is required.

View Term Summaries

Manage UNT Refund Choices

[Return to Student Term Summary](#)
[Return to Student](#)

# Term Summary



Student View

Staff View

< Term Summary Term

**Summary for all Terms**

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**Total Balance \$1,488.23**

Term	Term Balance
2023 Fall	\$1,488.23
2023 Summer	\$0.00
2023 Spring	\$0.00

< Term Summary Term

**Summary for all Terms**

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★ ⓘ

Refund Preference  
Direct Deposit

**Total Balance \$1,488.23** [View Student Recommended Actions](#)

Term	Term Balance
2023 Fall	\$1,488.23
2023 Summer	\$0.00
2023 Spring	\$0.00

**Student Term Detail for 2024 Spring**

As of Date 03/26/2024

<b>Charges</b>		
<b>Tuition</b>		<b>\$2,367.11</b>
<b>Posted Date</b>	<b>Description</b>	<b>Amount</b>
11/08/2023	Grad Board Auth Tuition\RES	\$300.00
11/08/2023	Grad Board Des Tuition\Res	\$150.00
11/08/2023	Statutory Tuition GRAD\RES	\$300.00
11/08/2023	Tuition-BD (Trad) GRAD\RES	\$1,366.74
11/08/2023	Tuition-Diff-COE-GR-RES	\$180.00
03/04/2024	BD Tuition - Save & Soar	\$70.37

<b>Mandatory Fees</b>		
<b>Posted Date</b>	<b>Description</b>	<b>Amount</b>
11/08/2023	Environmental Services Fee	\$5.00
11/08/2023	Intercollegiate Athletics Trad	\$97.50
11/08/2023	International Education Fee	\$4.00
11/08/2023	Learning Support Fee GRAD	\$216.00
11/08/2023	Masters Advising Fee COE	\$49.50
11/08/2023	Medical Service Fee	\$66.85
11/08/2023	Recreational Facility Fee	\$85.78
11/08/2023	Student Service Fee	\$80.46
11/08/2023	Student Union Fee	\$167.00
11/08/2023	Transportation Fee	\$21.00

<b>Course Fees</b>		
<b>Posted Date</b>	<b>Description</b>	<b>Amount</b>
11/08/2023	Instructional Fee - Educ GRAD	\$139.80

**Total Charges: \$3,300.00**

<b>Payments Received</b>		
<b>Date Posted</b>	<b>Item Description</b>	<b>Amount</b>
		\$0.00
<b>Total Payments:</b>		<b>\$0.00</b>

<b>Financial Aid</b>		
<b>Date Posted</b>	<b>Item Description</b>	<b>Amount</b>
		\$0.00

# Term Summary

<b>Financial Aid</b>		
<b>Date Posted</b>	<b>Item Description</b>	<b>Amount</b>
<b>Total Financial Aid:</b>		<b>\$0.00</b>

<b>Anticipated Aid</b>	
<b>Item Description</b>	<b>Anticipated Aid</b>
COE Anticipated Award	-\$3,300.00
<b>Total Anticipated Aid: -\$3,300.00</b>	

<b>Refunds</b>			
<b>Refund Number</b>	<b>Refund Date</b>	<b>Description</b>	<b>Amount</b>
0			\$0.00
<b>Total Refunds:</b>			<b>\$0.00</b>

<b>2024 Spring Due Charges</b>			
<b>Due Date</b>	<b>Sessions</b>	<b>Description</b>	<b>Amount</b>
01/19/2024	Regular	Mandatory Fees	932.89
01/19/2024	Regular	Tuition	2296.74
03/29/2024		Tuition	70.37
<b>Total Amount Due:</b>			<b>\$3,300.00</b>

**Term Balance: \$0.00**

<b>Schedule of Classes</b>			
<b>Course - Section</b>	<b>Description</b>	<b>Status</b>	<b>Hours</b>
COUN-5460 - 201	ETHICS PROG DEV SCHOOL	Enrolled	3.00
COUN-5790 - 201	COUNS CULT DIVERSE	Enrolled	3.00
<b>Total Enrolled Hours:</b>			<b>6.00</b>

# Questions?



## Contact Information

*Contact us with questions, ideas, and suggestions!*

**Student Accounting**

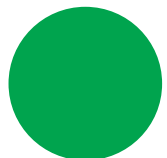
**Billing & Financial Operations Team**

**Email: [sa-billrep@ad.unt.edu](mailto:sa-billrep@ad.unt.edu)**

# Marketplace Tips

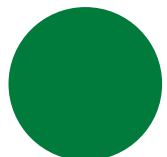
Beth, Johnnie, April and Aida

# Accounts Payable and Supplier Management Updates



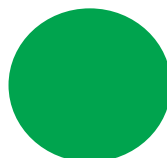
## Payment Request Forms

- Instruction page added
- Once approved, pays next available pay cycle
- Added ability to add multiple attachments



## Payment Works Short form

- Individuals only
- Condensed and much more user friendly!



## Receipts and Invoice Approvals

- Payment Request Form , Blankets and Service Form Request - invoice approval workflow
- Catalog and Non-Catalog - Receipts( removed cost receipt functionality)
  - Central Receiving will receive assets, all non assets require desktop receipts - this includes warranties!



## Service Request/Blanket Order

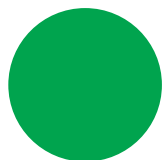
- Blanket for goods, Service for Services
- Date goods or services are received is required!
  - When approving please respond to comment
- Workflow adjusted to allow you to approve and respond to comment



## Misc. Information

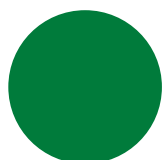
- All supplier invoices are attached to Marketplace invoice and visible on Attachment Tab
- All invoices are paid net30, dates are visible on Summary tab.
- Workflow visible, can expand to see who it is pending currently and future steps.
- Returned Payment Information populated AFTER pay cycle.

# Supplier Management FAQs for Marketplace and PaymentWorks



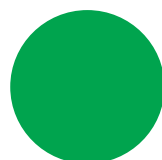
## When should Supplier Management be Contacted?

- Supplier is on State Hold.
- Unable to locate a fulfillment address in Marketplace.
- Canceling a PaymentWorks invite already sent.
- Other Supplier related issues in Marketplace.



## Can I use a Supplier in Marketplace that does not have a ten-digit supplier ID?

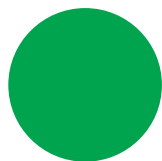
- No, these are records created by Sourcing or Contracts team and are not available for use on requisitions or PaymentWorks Request Forms. In this case, please send a PaymentWorks invite.
- A supplier can only be used if they have an active ten-digit supplier number.



## When should I send a PaymentWorks invite?

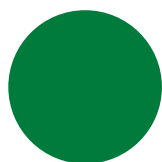
- Look in Marketplace first to make sure there isn't an existing one. You may need to look for variances of the supplier's name.
- If the supplier is inactive or not found in Marketplace or PaymentWorks, send the invite.
- If inactive in Marketplace but found in PaymentWorks, please email [supplier.management@untsystem.edu](mailto:supplier.management@untsystem.edu)
- The SM FAQs can be found in the Supplier Management Teams channel under Files.

## Payment Request Form FAQs



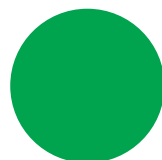
### Instruction Page

- Instruction page added, please read for helpful information!
- Once approved, pays next available pay cycle
- Added ability to add multiple attachments
- Do NOT add shipping



### Dates and Format

- Must be in MM/DD/YYYY format
- Invoice Receipt Date, Service Start and End Date are all required
- Invoice Receipt Date should typically be date you are submitting the form.



### Common Errors

- Invoice Number (see help text)
  - If invoice is provided use actual invoice number.
  - if no invoice please use the **supplier's name and last date of service** as invoice number. (see help text)
- Payment type selected should match coding
- Dates (missing or format)



## TIPS & TRICKS



### CREATING RECEIPTS - THE EASY WAY!

- \*Go to the PO
- \*Click on the “Receipts” tab (7<sup>th</sup> in line)
- \*Click the “+”
- \*Remove any lines you are not intending to receive right now
- \*Click “Create Quantity Receipt”
- \*Change the date under “Receipt Date” to the date the items came in (this is important!)
- \*Click “Submit”



### BOOKMARK NOT WORKING? HERE’S WHAT YOU DO

- \*Save the website to your bookmarks toolbar
- \*Right click on the saved bookmark and click “Edit Bookmark”
- \*Using the same URL, paste it into the “URL” section
- \*Click “Save”

It works! The first time it saves, it makes a change in the saved URL that prevents it from working.



### REPLYING TO MARKETPLACE COMMENTS - IT’S EASIER THAN YOU THINK

When we send you a message through Marketplace, you receive an emailed notification. To respond, please click on the blue hyperlink “View Comment”. A Marketplace window will open, and you can respond to the message there.

What **not** to do: Click “Reply” in Outlook

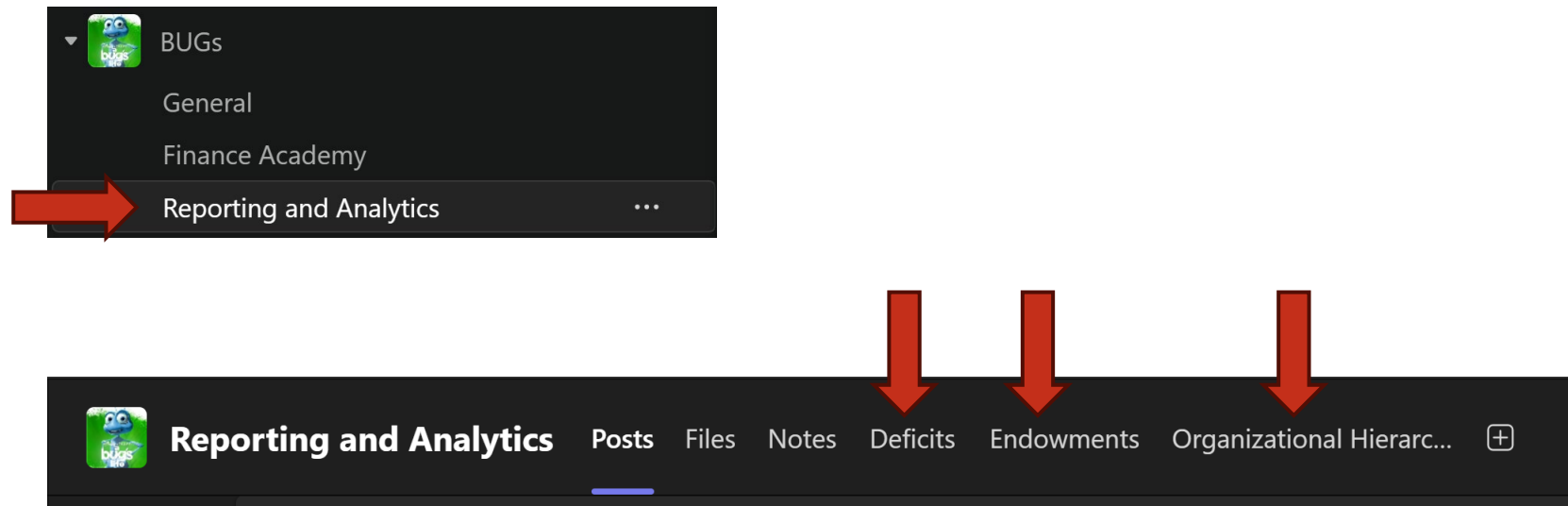
**Why?** We need all correspondence related to that invoice in one place. This is good for auditing, but also saves time, effort, and confusion for whomever is working on it.

# AIS - BUGs PowerBI Reports

## Steven Collins

# BUGs Team > Reporting & Analytics

- There are three PowerBI reports available for use at any time in the BUGs Reporting & Analytics channel. Deficits, Endowments, and Organizational Hierarchy



# Deficits



Reporting and Analytics Posts Files Notes Deficits Endowments Organizational Hierarc...

File Export Share Chat in Teams Explore this data Get insights Set alert Edit Copilot

Department Hierarchy (B > C > D > E > Department) All

BUGS > Deficits

4374 of 4374 (100%) are currently in deficit.

BudgetPeriod	Ledger	Account	Department	Fund Category	Function	Site	Program
2024	Budgetary	D7001 - Transfer Expense	152000 - Facilities-Gen	105 - Educational & General	600 - Operations and Maintenance		
2024	Budgetary	D5461 - Scholarships & Financial Aid	164800 - Financial Aid & Schol-Gen	200 - Designated Operating-Managed	630 - Scholarships and Fellowships		2608 - U
2024	Budgetary	D5461 - Scholarships & Financial Aid	164800 - Financial Aid & Schol-Gen	200 - Designated Operating-Managed	630 - Scholarships and Fellowships		2613 - T
2024	Budgetary	D5014 - Salaries -Staff	151000 - Finance-Gen	200 - Designated Operating-Managed	550 - Institutional Support		
2024	Budgetary	D5050 - Payroll Related Costs	150001 - Faculty and Staff Benefits	105 - Educational & General	100 - Instruction-General		
2024	Budgetary	D5501 - Other Operating Exp	150001 - Faculty and Staff Benefits	105 - Educational & General	100 - Instruction-General		
2024	Budgetary	D5461 - Scholarships & Financial Aid	164800 - Financial Aid & Schol-Gen	105 - Educational & General	630 - Scholarships and Fellowships		
2024	Budgetary	D7001 - Transfer Expense	151000 - Finance-Gen	105 - Educational & General	550 - Institutional Support		
2024	Budgetary	D5461 - Scholarships & Financial Aid	164800 - Financial Aid & Schol-Gen	200 - Designated Operating-Managed	630 - Scholarships and Fellowships		2617 - N
2024	Budgetary	D7001 - Transfer Expense	163001 - Auxiliary Services-Construct	120 - Auxiliary	700 - Auxiliary Enterprises		
2024	Budgetary	D5010 - Salaries-Faculty/Academic	151000 - Finance-Gen	200 - Designated Operating-Managed	550 - Institutional Support		
2024	Budgetary	D5000 - Cost of Goods Sold	181200 - PDS - Printing & Distribution	200 - Designated Operating-Managed	550 - Institutional Support		
2024	Budgetary	D7001 - Transfer Expense	152020 - Facil Plan Desig & Contr-Gen	105 - Educational & General	600 - Operations and Maintenance		
2024	Budgetary	D7001 - Transfer Expense	230000 - DSI-VP	200 - Designated Operating-Managed	400 - Academic Support		
2024	Budgetary	D5461 - Scholarships & Financial Aid	143000 - Texas Acad of Math & Sci-Gen	200 - Designated Operating-Managed	630 - Scholarships and Fellowships		
2024	Budgetary	D7001 - Transfer Expense	880000 - Asset Management Generic Dept	200 - Designated Operating-Managed	550 - Institutional Support		
2024	Budgetary	D5701 - Capital Expense	152000 - Facilities-Gen	105 - Educational & General	600 - Operations and Maintenance		
2024	Budgetary	D5350 - Repairs and Maintenance	152000 - Facilities-Gen	105 - Educational & General	600 - Operations and Maintenance		
2024	Budgetary	D5010 - Salaries-Faculty/Academic	110010 - UNT at Frisco	105 - Educational & General	100 - Instruction-General		
2024	Budgetary	D5350 - Repairs and Maintenance	152020 - Facil Plan Desig & Contr-Gen	200 - Designated Operating-Managed	600 - Operations and Maintenance		
2024	Budgetary	D5701 - Capital Expense	163001 - Auxiliary Services-Construct	120 - Auxiliary	700 - Auxiliary Enterprises		
2024	Budgetary	D5010 - Salaries-Faculty/Academic	121100 - Biological Sciences	105 - Educational & General	100 - Instruction-General		
2024	Budgetary	D5461 - Scholarships & Financial Aid	164800 - Financial Aid & Schol-Gen	200 - Designated Operating-Managed	630 - Scholarships and Fellowships		2615 - T
2024	Budgetary	D5101 - Professional Fees & Svcs	160720 - Recreational Sports	200 - Designated Operating-Managed	500 - Student Services		
2024	Budgetary	D5701 - Capital Expense	163803 - Residence Hall Operations	120 - Auxiliary	700 - Auxiliary Enterprises	1245 - Clark Hall	
2024	Budgetary	D7001 - Transfer Expense	152021 - Facilities Const & Renovations	200 - Designated Operating-Managed	600 - Operations and Maintenance		
2024	Budgetary	D7001 - Transfer Expense	880000 - Asset Management Generic Dept	200 - Designated Operating-Managed	500 - Student Services		
2024	Budgetary	D5010 - Salaries-Faculty/Academic	131330 - Management	200 - Designated Operating-Managed	220 - Research-General		
2024	Budgetary	D5010 - Salaries-Faculty/Academic	122300 - Physics	105 - Educational & General	100 - Instruction-General		
2024	Budgetary	D7001 - Transfer Expense	110050 - Academic Affairs-Gen	200 - Designated Operating-Managed	100 - Instruction-General		
2024	Budgetary	D5010 - Salaries-Faculty/Academic	131320 - Info Tech & Decision Sci	200 - Designated Operating-Managed	220 - Research-General		
2024	Budgetary	D5701 - Capital Expense	134000 - College of Music-Gen	105 - Educational & General	400 - Academic Support		
2024	Budgetary	D5010 - Salaries-Faculty/Academic	131340 - Marketing	200 - Designated Operating-Managed	220 - Research-General		
2024	Budgetary	D7001 - Transfer Expense	880000 - Asset Management Generic Dept	200 - Designated Operating-Managed	400 - Academic Support		
2024	Budgetary	D5350 - Repairs and Maintenance	152031 - FacL Trades	200 - Designated Operating-Managed	600 - Operations and Maintenance		

4/9/2024 Latest Data Refresh

UNT DIVISION OF FINANCE & ADMINISTRATION Analytical Information Solutions

Deficits

79%

Budgetary by default

Deficits by default

Budget Area can be filtered to areas as defined by UBO

Department Hierarchy can be customized

# Endowments



Reporting and Analytics Posts Files Notes Deficits Endowments Organizational Hierarc...

File Export Share Chat in Teams Explore this data Get insights Set alert Edit Copilot

Department Hierarchy (B > C > D > E > Department)

Held By: All

Standing: Not Compliant

Fund	Department	Allowable	Balance	Distributions	Result Amount
130020 - Schol/QEnd-Auxiliary Services	163000 - Auxiliary Services-Gen	10%	\$972,386	\$101,717	(\$962,215)
230012 - Prof/Rest-Kennerly Librar-0688	133310 - Information Science	2x	\$872,376	\$86,641	(\$699,094)
240718 - Schol/End-Toulouse Grad-0403	142000 - Toulouse Grad School-Gen	10%	\$709,833	\$175,705	(\$692,263)
100028 - DepOp/QEnd-UNT Quasi Endow	164840 - Scholarship Office	2x	\$303,857	(\$60,089)	(\$424,035)
240643 - Schol/End-Onstead Inst For Ed	136100 - CVAD-Dean's Off	10%	\$398,643	\$126,588	(\$385,984)
240421 - Schol/Rest-Brock Strings-0845	134230 - Music-Schol Svc & Ext Affair	10%	\$355,625	\$209,260	(\$334,699)
240041 - Schol/End-Barrett Neuro-Operan	135320 - Behavior Analysis	10%	\$349,588	\$168,702	(\$332,718)
342106 - Schol/Rest-(F&S) Mayborn-1264	138000 - Mayborn Sch of Journal-Gen	10%	\$339,556	\$146,456	(\$324,910)
335042 - FelU/Rest-MurchisonGradFe-0956	131000 - Ryan College of Business - Gen	2x	\$401,502	\$49,206	(\$303,091)
240685 - Schol/Rest-RyanActSupport-0784	131300 - Accounting	10%	\$283,364	\$40,760	(\$279,288)
330030 - Prof/Rest-F&S MaybornChai-1265	138000 - Mayborn Sch of Journal-Gen	2x	\$368,351	\$61,163	(\$246,025)
200019 - DepOp/End-Nickell, Robert	131310 - Fin, Insur, Real Estate & Law	2x	\$290,315	\$22,547	(\$245,220)
200065 - Schol/End-TRIP-Buchholz-0985	132100 - Education-Dean's Off	10%	\$222,404	\$21,667	(\$220,237)
300044 - DepOp/Rest-McNatt Logisti-1173	131720 - Ctr-LSCM	2x	\$216,542	\$0	(\$216,542)
240730 - Schol/Rest-VoertArdoin Art-827	136100 - CVAD-Dean's Off	10%	\$210,463	\$99,935	(\$200,469)
300300 - DepOp/Rest-Millican Chair-1205	131300 - Accounting	2x	\$200,002	\$0	(\$200,002)
341040 - Schol/Rest-Newell PubAdm-1178	135360 - Public Admin	10%	\$205,436	\$112,266	(\$194,209)
330023 - Prof/Rest-Velma E Schmidt-0219	132100 - Education-Dean's Off	2x	\$302,271	\$55,022	(\$192,226)
240594 - Schol/Rest-CEFT Kostohryz-0727	134100 - College of Music-Dean's Off	10%	\$199,756	\$91,979	(\$190,558)
200055 - Prof/End-TRIP-Mike Moses-0881	132100 - Education-Dean's Off	2x	\$258,996	\$34,503	(\$189,990)
341094 - DepOp/Rest-Tilli Emerald-0891	161000 - Student Affairs Admin-Gen	2x	\$181,102	\$0	(\$181,102)
240782 - Schol/QREnd-TRIP-J&C Onstead	136100 - CVAD-Dean's Off	10%	\$181,918	\$23,567	(\$179,561)
340256 - Schol/Rest-Ellen Talbott-0998	164800 - Financial Aid & Schol-Gen	10%	\$177,121	\$24,936	(\$174,627)
330010 - Prof/Rest-Mike Moses-0881	132100 - Education-Dean's Off	2x	\$271,382	\$53,295	(\$164,792)
341038 - Schol/Rest-Newell PoliSci-1179	122400 - Political Science	10%	\$162,563	\$31,208	(\$159,442)
240423 - Schol/Rest-DonBuchholzDoc-0985	132330 - Teacher Education & Admin	10%	\$155,466	\$50,348	(\$150,431)
240281 - Schol/End-Redman Foundation	164800 - Financial Aid & Schol-Gen	10%	\$149,613	\$8,394	(\$148,773)
342261 - Schol/Rest-Brooks & Cobb-1430	132000 - College of Education-Gen	10%	\$155,580	\$72,774	(\$148,303)
200048 - DepOp/Rest-TNT Excellence-1053	125010 - Teach North Texas	2x	\$238,832	\$48,724	(\$141,385)

Term Formula Conditions

Allowable Scholarship endowments have an allowable unspent balance of 10%, or less, than the approved Fiscal Year distribution. Non-Scholarship endowments have an allowable unspent balance of 2X (two times) the approved Fiscal Year distribution.

Balance FY-2024 Equity + FY-2024 Expense + FY-2024 Distributions. Account 32203 (Expend Net Position Endow), Fund Category 307 (Restr True/Term Endow Spend)

Distributions FY-2023 Revenues. Account 47601 (Contributions- Donations) or Account 70110 (Endowment Distributions), Fund Category 307 (Restr True/Term Endow Spend)

Result Amount (Distribution \* Allowable) - Balance

4/9/2024 Latest Data Refresh

UNT DIVISION OF FINANCE & ADMINISTRATION Analytical Information Solutions

Endowments

79%

UNT or Foundation

Not Compliant by default

Department Hierarchy can be customized

Scope definitions

# Organizational Hierarchy



Reporting and Analytics Posts Files Notes Deficits Endowments Organizational Hierar... +

File Export Share Chat in Teams Explore this data Get insights Set alert Edit Copilot

BUGS > Organizational Hierarchy Department Hierarchy (B > C > D > E > Department) All

EMPLID: All  
VacancyCheck: All  
Job Code: All  
Position Title: All  
Faculty/Staff/Student Check: All

EMPLID	RCD	FTE	Name	Job Indicator	Job Code and Title	Position Number and Title	Department	Supervisor ID	Vacant	Faculty	Staff	Student	Anr
15418		1.00		P	0200 - Professor	00000441 - Professor	133310 - Information Science		No	✓			
11856		1.00		P	0200 - Professor	00000311 - Professor	121200 - Chemistry		No	✓			
912		1.00		P	0200 - Professor	00000223 - Professor	121800 - History		No	✓			
8,302.02		1.00		P	1208 - Associate Dean Honor...	00002211 - Associate Dean Honors ...	140100 - Honors College-Dean's Off		No	✓			
3331		1.00		P	0200 - Professor	00000617 - Professor	122500 - Psychology		No	✓			
3031		0.25		P	0700 - Adjunct Faculty	- Assistant Professor	133310 - Information Science		No	✓			
5973		0.25		P	0605 - Principal Lecturer (Co...	00000497 - Principal Lecturer(Conti...	121500 - Economics		No	✓			
		0.25		S	0702 - Faculty Overload	- Assistant Professor	121500 - Economics		No	✓			
		1.00		P	43550 - Program Director	00001444 - Program Director	125030 - Environmental Ed Sci & Tech		No		✓		
		1.00		P	0200 - Professor	00010113 - Professor	121100 - Biological Sciences		No	✓			
		1.00		P	0200 - Professor	00000301 - Professor	121600 - English		No	✓			
		1.00		P	0200 - Professor	00001300 - Professor	134320 - Instrumental Studies		No	✓			
		1.00		P	0300 - Assoc Professor	00000227 - Assoc Professor	121600 - English		No	✓			
		1.00		P	81310 - Custodian	00012303 - Custodian	163801 - Housing-Custodial		No		✓		
		1.00		P	0300 - Assoc Professor	00000376 - Assoc Professor	122400 - Political Science		No	✓			
		0.50		S	0702 - Faculty Overload	- Assistant Professor	122400 - Political Science		No	✓			
		1.00		P	0300 - Assoc Professor	00000622 - Assoc Professor	122000 - Mathematics		No	✓			
		1.00		P	0200 - Professor	00000504 - Professor	133320 - Linguistics		No	✓			
		1.00		P	46340 - Senior IT Support Ma...	00001379 - Senior IT Support Mana...	136100 - CVAD-Dean's Off		No		✓		
		1.00		P	0200 - Professor	00000483 - Professor	134320 - Instrumental Studies		No	✓			
		1.00		P	70042 - Union Maint & Ops M...	00003204 - Union Maint & Ops Mana...	163110 - Union Admin		No		✓		
		1.00		P	0300 - Assoc Professor	00000427 - Assoc Professor	137310 - Hospitality & Tourism		No	✓			
		0.50		S	0702 - Faculty Overload	- Assistant Professor	137310 - Hospitality & Tourism		No	✓			
		1.00		P	0200 - Professor	00000644 - Professor	122300 - Physics		No	✓			
		1.00		P	0200 - Professor	00000181 - Assoc Professor	134340 - Keyboard Studies		No	✓			
		1.00		P	0200 - Professor	00000436 - Professor	131330 - Management		No	✓			
		1.00		P	0200 - Professor	00000572 - Professor	135300 - Anthropology		No	✓			
		1.00		P	0200 - Professor	00000931 - Professor	121200 - Chemistry		No	✓			
		1.00		P	0200 - Professor	00000930 - Professor	134340 - Keyboard Studies		No	✓			
		1.00		P	0300 - Assoc Professor	00000215 - Assoc Professor	122400 - Political Science		No	✓			
		1.00		P	0200 - Professor	00000180 - Professor	136320 - Art History		No	✓			
		1.00		P	46340 - Senior IT Support Ma...	00001912 - Senior IT Support Mana...	143100 - TAMS-Dean's Off		No		✓		
		1.00		P	41320 - Financial Aid Counsel...	00005092 - Financial Aid Counselor	164860 - Financial Aid		No		✓		
		1.00		P	0605 - Principal Lecturer (Co...	00000157 - Principal Lecturer (Cont...	133310 - Information Science		No	✓			

4/9/2024 9:33:24 AM  
Latest Data Refresh

UNT DIVISION OF FINANCE & ADMINISTRATION Analytical Information Solutions

Org Hierarchy

79%

All filters customizable for specific search criteria



Department Hierarchy can be customized



# BUGs Team > Reporting & Analytics

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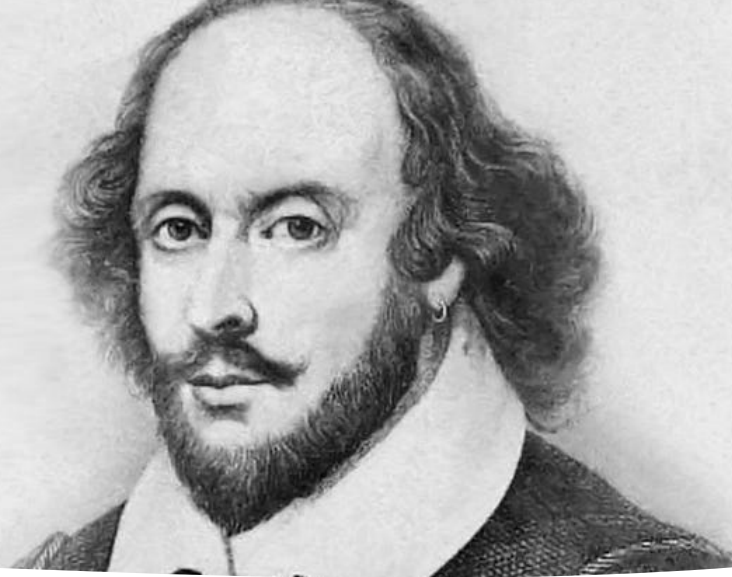


Q&A

# State Funding Jargon



What's in a name? That which we  
call a rose by any other name  
would smell as sweet.



#### State Funding

- ▶ 805001
  - ▶ Fund 1
  - ▶ General Revenue (GR)
- ▶ 800001
  - ▶ Fund 2
  - ▶ GRD (General Revenue Dedicated)
  - ▶ Statutory Tuition

#### Commonly referred to as:

- ▶ 105 Money
- ▶ State Money
- ▶ Central Funding
- ▶ Faculty/Staff Money

# Facilities Billing Process

(Utilities-Work Orders-Sales Order- Vehicle Rentals)

Kathy Neira

# Need For Change

Three main reasons:

“What’s going on, Facilities?”



- ❑ Conversion issues- Cross campus transactions not balancing.
- ❑ TMA upgrade- Move to cloud. Lost SSRS connection and access to reports.
- ❑ Facilities revenue account changed- Account not updated entirely in TMA.

**TMA (WO, SO and VR)**

**Energy Cap (Utilities)**

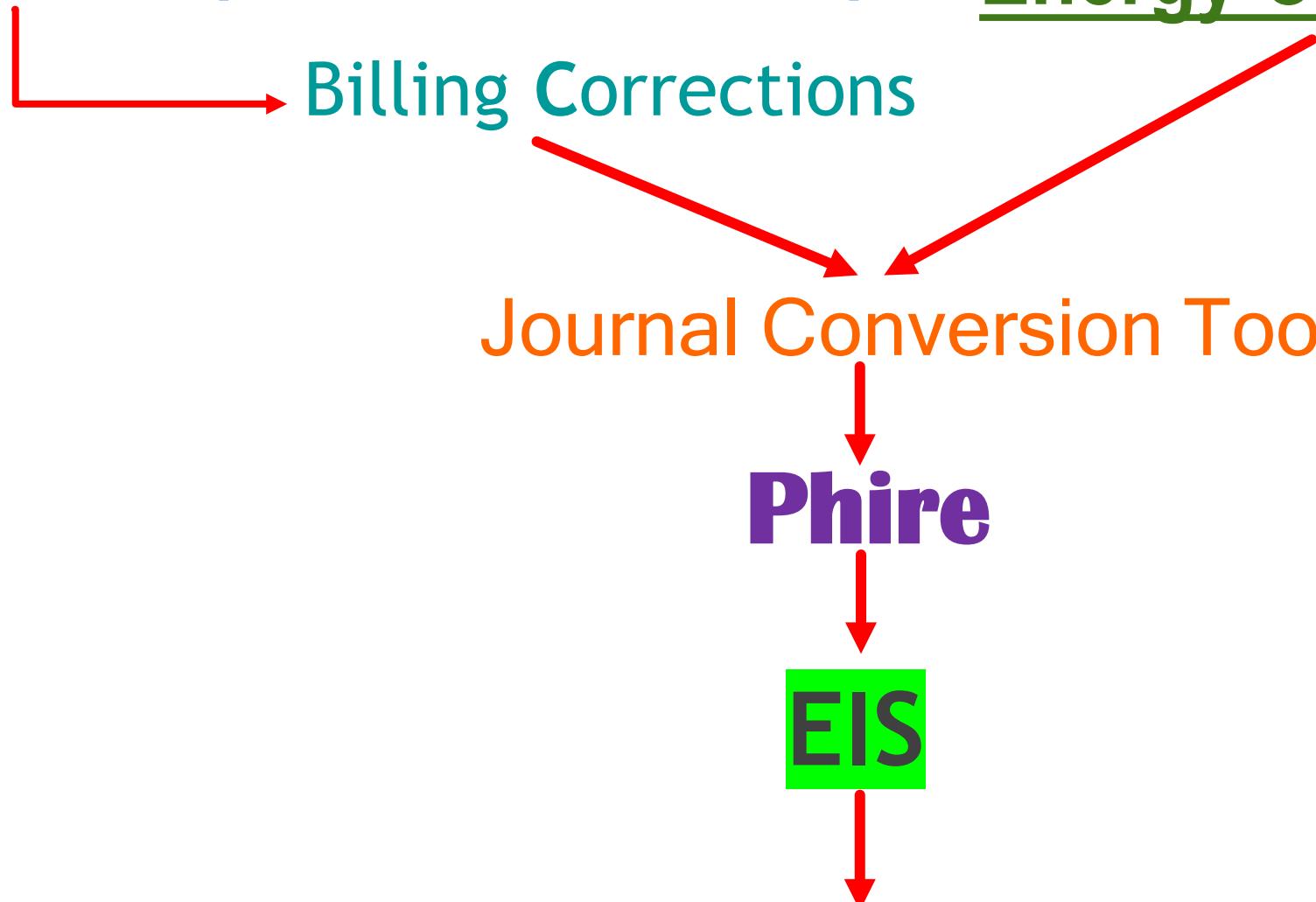
Billing Corrections

Journal Conversion Tool

**Phire**

**EIS**

**COGNOS**



# Balancing issues during journal conversion (mainly for I/U transactions)

Sum of MONET		BUSINESS_UNIT	JOURNAL_ID	Grand Total	
ACCOUNT	GBGL_ACCOUNT	NT752	SY769		
		UTL0279054	UTL0279055		
23001	Due to Fund Category	-		-	
23101	Due to Othr Components	8,504.38	(4,252.19)	4,252.19	4,252.19
60235	I/C Utilities-Other-Inc	(191,942.19)		(191,942.19)	
69065	I/U Utilities-Electric-Inc	(3,761.24)		(3,761.24)	
69070	I/U Utilities-Water-Inc	(123.12)		(123.12)	
69075	I/U Utilities-Wst Dpspl -Inc	(367.83)		(367.83)	
80227	I/C Utilities-Electric-Exp	18,665.05		18,665.05	
80229	I/C Utilities-Water-Exp	127,726.04		127,726.04	
80233	I/C Utilities-Wst Dpspl -Non-H	41,298.91		41,298.91	(4,252.19)
89065	I/U Utilities-Electric-Exp		3,761.24	3,761.24	
89070	I/U Utilities-Water-Exp		123.12	123.12	
89075	I/U Utilities-Wst Dpspl -Exp		367.83	367.83	
<b>Grand Total</b>		-	-	<b>0.00</b>	

# TMA Upgrade- Transition to cloud (web TMA)

- ❑ Unable to access to billing correction reports located in SSRS.

## Facilities revenue account changed

- ❑ New account entered in TMA. All closed work orders with old revenue account needed corrections.

+ Add   Edit   Copy   Delete   First   Prev   Next   Last   Print																	
Identity		Results		Costs		Billing Info		Schedule		Attachment		Approval Routing History		Linked WO		Invoices	
Work Order # 24-333141										Closed Date 11/15/2023 08:40							
		UnPosted		Hours	Labor	Material	Other	Contractor	Total								
		Posted		0.00	0.00	0.00	0.00	0.00	0.00								
		Total		0.00	0.00	0.00	0.00	0.00	0.00								
Labor																	
Shift		Hours		Total Cost		Charge		No Charge		Tax Amount		Taxable		Account			
Regular Shift		1.00		35.00		0.00		<input checked="" type="checkbox"/>				<input type="checkbox"/>		6-1-2023-8-1-2023			

# “What’s new and when it will be implemented?”

- Journal Conversion Tool has been modified to ensure accounts are correct and balanced (I.e- 13xxx/23xxx and 69xxx/89xxx)

UTLXXXXXXXX Journal			
I/C Account	I/C Account Description	New I/U Account	I/U Account Description
60225	I/C Utilities-Gas-Inc	69060	I/U Utilities-Gas-Inc
80225	I/C Utilities-Gas-Exp	89060	I/U Utilities-Gas-Exp
60235	I/C Utilities-Other-Inc	69080	I/U Utilities- Other-Inc
80235	I/C Utilities-Other-Exp	89080	I/U Utilities - Other-Exp
60227	I/C Utilities-Electric-Inc	69065	I/U Utilities-Electric-Inc
80227	I/C Utilities-Electric-Exp	89065	I/U Utilities-Electric-Exp
60229	I/C Utilities-Water-Inc	69070	I/U Utilities-Water-Inc
80229	I/C Utilities-Water-Exp	89070	I/U Utilities-Water-Exp
60233	I/C Utilities-Wst Dspsl -Non-H	69075	I/C Utilities-Wst Dspsl -Inc
80233	I/C Utilities-Wst Dspsl -Non-H	89075	I/C Utilities-Wst Dspsl -Exp
60235	I/C Utilities-Other-Inc	69080	I/U Utilities- Other-Inc
80235	I/C Utilities-Other-Exp	89080	I/U Utilities - Other-Exp

- ❑ Partnership with TMA- Billing correction reports are all finished and located directly in TMA. We are on testing face.
- ❑ Work Control corrected all work orders that had incorrect revenue account.
- ❑ Utilities billing starting this week.
- ❑ WO, SO and VR expected to start withing the next two weeks.



# Who to contact for additional information or questions?

## Utilities

- ❑ Mohit Patel - [mohit.patel@unt.edu](mailto:mohit.patel@unt.edu)
- ❑ Tiffanie Trueblood - [tiffanie.trueblood@unt.edu](mailto:tiffanie.trueblood@unt.edu)

## Work Orders

- ❑ Kathy Neira - [oxsormira.neira@unt.edu](mailto:oxsormira.neira@unt.edu)
- ❑ Work Control - [work.control@unt.edu](mailto:work.control@unt.edu)

University of North Texas System

# Cognos to Power BI Update

**By Jim Gross**  
Assistant Vice Chancellor  
Financial Planning and Analysis

April 11<sup>th</sup>, 2024

# Agenda

- 1) Project Timeline**
- 2) Power BI VS Cognos comparison**
- 3) Benefits of Power BI**
- 4) Training Resource Links**
- 5) User Expectations**

# Project Timeline

## Phase 1 - Proof of Concept (Complete)

- Budget Overview
- Transaction Details

## Phase 2 - Top 40 Reports (95% of all reports run)

- Development (Complete)
- User Acceptance Testing - 32 users from UNT (Complete)
- *4/15 Power BI reports - Go Live*
- Reports will be running in parallel with Cognos until 9/1

## Phase 3 - Remaining 200+ Reports (In Progress)

- Mostly used by back offices (Controllers, Budget, Procurement, etc...)
- Narrowed conversion list with Data Custodians
- Working with IT to migrate remaining reports

# Comparison between two tools



## Prompt Pages

### Cognos

UNT SYSTEM | UNT | hsc | UNT DALLAS

### FIN001 - Budget Overview

This report reflects Budget Overview, also known as Commitment Control, from PeopleSoft (EIS). This is the official report for the University of North Texas System and its components. \*Please make note that if you are using this report to view Sponsored Project Data, it is recommended to use the Project Summary Report. If you have questions regarding this report, be sure to consult your local Sponsored Projects Office for clarification.

In general, Cognos reports are sourced from the Data mart, which is refreshed every night. You can expect Cognos to be available from 12AM to 9PM.

**Please Select Parameters Below:**

**Business Unit** All Business Units

**Department or Manager**  
\*If searching for Department Name or Manager Name, please change to "Contains any of these keywords."  
Keywords: Input keywords here  
Select all  
No Results

**Department Tree Selection Options**  
Case Insensitive  
Department Tree Cascading Prompts  
Expandable Department Tree  
Select and Search Departments (only B's and C's)  
Enter Department by Level

**Project ID/Description or Manager Name**  
\*If searching for Project Name or Manager Name, please change to "Contains any of these keywords."  
Keywords: Input keywords here  
Select all  
No Results

### Power BI

UNT SYSTEM | UNT | hsc | UNT DALLAS

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In general, reports are sourced from the Data mart, which is refreshed every night. You can expect reports to be available from 12 AM to 9 PM.

**Please select Parameters Below**

**Business Unit** All Business Units

**Budget Period** 2024

**Thru Accounting Period**

**Department ID/Descr or Manager**  
Search  
100000 - Office of the President (Smatresk Neal...  
100001 - Division of Planning (Rohwer,Debbie A...  
100003 - Pres-Gen (Dunn,Louise Agnes)  
100004 - Pres Events Management (Wheeler,Me...  
100005 - State Empl Charitable Camp (Condrey,...  
100100 - Univ Integrity and Compliance (Simmo...  
110000 - Provost-Gen (Everett,Brandi Lynn)

**Department Tree Selections**  
Department Tree Cascading Prompts  
Expandable Department Tree  
Select and Search Departments (only B's and C's)

**Project ID/Descr or Manager**  
Search  
- ()  
013127 - NIA Cunningham 03/17 ()  
1000002 - Stadium (Smatresk,Neal Joseph)  
1000003 - Shuttle Buses (Jackson,Scott Calvin)  
1000004 - Chestnut Hall Projects (With Elizabeth...  
1000005 - Auxiliary Svcs Project Clear (Ormand...  
1000012 - Bruce Hall-HVAC (Ormand,Edrie Kristi...  
1000015 - Basildonna Hall Fire Sprinklers (Orman

**Account Type**  
Revenue  
Expense

**KK Group**  
Budgetary  
Non-Budgetary  
Non-Sponsored Projects  
Sponsored Projects

**Ledger** All

**Project Status** Exclude Inactive Project

**Actuals View** Actuals to Date

**Balance View** Show All

**Zero Values** Do not show value(s) that sum to zero

**Closing Adjustments** Exclude Closing Adjustments

\* Chartfield combination that sum to zero have been excluded from the report. To view that information, use the Transaction Detail Report.

Finish PDF Export Next >

# Comparison between two tools



## Reports

### Cognos

**UNT SYSTEM™ Budget Overview** Budget Period: 2024  
[Reset Prompts and Run](#)

[Click here for all transactions that make up this report](#)

Actuals View:  Show/Hide Zero Values:  Closing Adjustments:  Associated Revenue:

Department: 163030 - Summer Conferences (Davis,Laura Anne) (NT752) Fund Category: 120 - Auxiliary Fund: 810020 - Auxiliary-Housing

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Revenue</b>						
42051 - Housing-On-Campus	700 - Auxiliary Enterprises	275,000.00	0.00	0.00	0.00	(275,000.00)
	C4205 - Housing	275,000.00	0.00	0.00	0.00	(275,000.00)
80148 - I/C Housing Room Charges-Inc	700 - Auxiliary Enterprises	275,000.00	0.00	0.00	0.00	(275,000.00)
	C6000 - Internal Charge Income	275,000.00	0.00	0.00	0.00	(275,000.00)
	Revenue - Total	550,000.00	0.00	0.00	0.00	(550,000.00)
<b>Expense</b>						
D5014 - Salaries -Staff	700 - Auxiliary Enterprises	41,580.00	0.00	0.00	0.00	41,580.00
D5031 - Wages	700 - Auxiliary Enterprises	80,000.00	1,437.10	0.00	0.00	58,562.90
D5050 - Payroll Related Costs	700 - Auxiliary Enterprises	28,874.00	0.00	0.00	0.00	28,874.00
	B5001 - Personnel Costs	130,254.00	1,437.10	0.00	0.00	128,816.90
D5301 - Materials & Supplies Exp	700 - Auxiliary Enterprises	5,000.00	318.33	0.00	0.00	4,681.67
D5350 - Repairs and Maintenance	700 - Auxiliary Enterprises	7,500.00	7,490.82	0.00	0.00	9.38
D5501 - Other Operating Exp	700 - Auxiliary Enterprises	1,000.00	0.00	0.00	0.00	1,000.00
	B5060 - Non-Personnel Costs	13,500.00	7,808.95	0.00	0.00	5,691.05
D7001 - Transfer Expense	700 - Auxiliary Enterprises	23,750.00	23,750.00	0.00	0.00	0.00
	B7001 - Transfer Expense	23,750.00	23,750.00	0.00	0.00	0.00
	Expense - Total	167,504.00	32,996.05	0.00	0.00	134,507.95
	Net Total	382,496.00	(32,996.05)	0.00	0.00	(415,492.05)
Report - Total		382,496.00	(32,996.05)	0.00	0.00	(415,492.05)

### Power BI

**UNT SYSTEM™ Budget Overview** Budget Period: 2024

Back to Prompts

Export

Department: 163030 - Summer Conferences (Davis,Laura Anne) (NT752) Fund Category: 120 - Auxiliary Fund: 810020 - Auxiliary-Housing

Account Desc	Function Desc	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
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	C4205 - Housing	275,000.00	0.00	0.00	0.00	(275,000.00)
80148 - I/C Housing Room Charges-Inc	700 - Auxiliary Enterprises	275,000.00	0.00	0.00	0.00	(275,000.00)
	C6000 - Internal Charge Income	275,000.00	0.00	0.00	0.00	(275,000.00)
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<b>Expense</b>						
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	Net Total	382,496.00	(32,996.05)	0.00	0.00	(415,492.05)

# Benefits of Power BI

- Seamless integration with the Microsoft Suite, facilitating self-service analytics and reporting across Word, Excel, PowerPoint, and other tools
- An interactive, dashboard-focused interface for a more intuitive user experience
- Reduced expenses due to lower license costs compared to Cognos
- Consolidation of analytics efforts across the enterprise for better alignment and efficiency

# Training Resources and Links

## Training Resources include:

- Hands-on
- How to videos
- PDF guides

## Power BI Training Videos:

<https://finance.untsystem.edu/budget-and-planning/reporting/power-bi/index.php>

## Power BI Reports:

<https://finance.untsystem.edu/budget-and-planning/reporting/power-bi-reports.php>



# User Expectations

1. Engage in Training User expectations
2. Use Power BI reports with a critical eye
3. Give feedback to Budget Analytics team
4. Be open to change

## Contact Information

[BudgetAnalytics@untsystem.edu](mailto:BudgetAnalytics@untsystem.edu)

# Announcements & Reminders

# Announcements and Reminders

## Upcoming Training

### ➤ Payroll

- April 18<sup>th</sup> 2-3pm
- May 21<sup>st</sup> 10-11am
- June 20<sup>th</sup> 2-3pm

Register at:

<https://unt.bridgeapp.com/learner/training/d8c9083e/enroll>

### ➤ Cognos Reporting

- April 11<sup>th</sup> 10-11am
- May 14<sup>th</sup> 2-3pm
- June 13<sup>th</sup> 10-11am

Register at:

<https://unt.bridgeapp.com/learner/training/cc7b1724/enroll>

# Upcoming Budget Broadcast 2024

- April 11<sup>th</sup> 2-3pm Life Sci Bldg. A204
- **June 20<sup>th</sup>** 2-3pm
- August 8<sup>th</sup> 2-3pm
- October 10<sup>th</sup> 2-3pm
- December 19<sup>th</sup> 2-3pm

- **Connecting with us....**
- **Budget Office:  
940.565.3233**
- **[Budget.Office@unt.edu](mailto:Budget.Office@unt.edu)**

**Budget Broadcast rescheduled from June  
13 to June 20**

# FY 24 Annual Physical Inventory Certification

Heads-up this year's inventory is on the horizon!

- It kicks off *May 1, 2024*, wraps up on *July 31, 2024*.
- Stay tuned for updates from the Asset Management team
  - Keeping both our department inventory coordinators and managers in the loop

## Budget Office Changes:

Well Wishes - Payton  
Carter

We want to welcome  
the newest addition to  
the Budget Office

Maria Yienger: Senior  
Financial Analyst

Questions?