AGENDA

• Budget Reports Survey Results – Beverly Cotton

• Financial Transformation Forum – Special Guests
  President Neal Smatresk and Bob Brown, Vice President of
  Finance and Administration

• Budget Updates – Brenda Cates
First Friday with the Budget Office

University of North Texas

March 3, 2017

UNT Budget Reports Stakeholder Feedback
Background

• Board of Regents (Feb. 23-24) asked Chancellor, System Senior Administration and UNT Senior Administration to rapidly improve financial reporting and budget reconciliation

• Survey designed to obtain user feedback on budget reporting and training

• 1,386 Survey invitations sent to UNT Cognos users and Budget News email listserv
Who Responded to the Survey?

Respondent Classification (n=96)

- Other: 10
- Chair: 4
- Dean: 1
- Faculty: 1
- Budget Officer: 19
- Senior Administrator: 5
- Admin Support Staff: 56
<table>
<thead>
<tr>
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<th>Average</th>
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<tbody>
<tr>
<td>Report Quality</td>
<td>2.8</td>
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<tr>
<td>Report Helpfulness</td>
<td>2.6</td>
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<tr>
<td>Report Accuracy</td>
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Scale 1 (not helpful) to 5 (extremely helpful)
Survey Highlights

• Data Integrity
  • Delay in posting of transactions make it difficult to confirm expected budget any time
  • Corrections are needed for actual report to reflect expected values

• Report Design
  • Drill down capabilities – Payroll, Encumbrances, Requisitions
  • Reliability

• Effective utilization of reports to manage funds
  • Un-comingling of funds
  • Too much time is being spent trying to recreate the series of events
Survey Recommended Enhancements

- More report information detail (HR, Requisition, and PO’s)
- Increased number of drill downs (Encumbrances)
- Increase speed of posting (P-card Lag)
- Sort without Excel being required
Steps for the Future

• Timeline for expected completion of corrections and outstanding transactions (P-Card, Work Orders, Electronic ABA/IDT, F&A, etc.)

• Diagnostic reports to departments and clear “next steps” for reconciliations

• Report improvements - with Budget Reporting Advisory Board

• Additional training
  • Quick reference guides, Video instructions on demand
  • Glossary of budget and accounting terms

• Measure success (Surveys, override counts, etc.)
Financial Transformation Forum

Special Guests
President Neal Smatresk
Bob Brown, Vice President of Finance and Administration
Announcements

Below is a summary of Announcements posted to the Budget Website since the last Budget Newsletter.

• Eagle Express Distributions Posted.

Eagle Express Distributions for Spring 2016-Spring 2017 posted on Friday and were available in COGNOS beginning Monday 02/27! The UNT Budget office in conjunction with the Provost's Office and Student Accounting is developing a faster approach for calculating Eagle Express amounts to ensure future distributions are posted timely.

• Faculty & Staff Merit has been Funded. Merit funding was posted for Staff on 02/20 and for Faculty on 02/24.
Announcements

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• **Budget Reconciler Tools Training.**

The first session of Budget Reconciler Tools was held in February. Users learned best-practices and techniques for reconciling their budgets and managing their funds throughout the fiscal year so as to avoid year-end deficits.
General Information

• **Other Payroll Related Costs (Fringe Benefits), BRP, & Longevity** - *This issue applies only to fringes paid out of 105-<any fund> or 200-830001*  In 9.0, state-paid benefits were budgeted and expended from a central institutional pool, not in individual departmental budgets. In 9.2, benefits expenses are charged against the departmental budget and then an equal budget amount is transferred in from a central pool to cover the charges. The FY17 transfers have not occurred.
General Information

• **Hyperion Budget Planning**
  Tentatively opens week of 03/20. Open-lab dates will be provided in March.

• **New Budget Website** – Updated FAQs!

• **New Budget Overview Report**

• **Enhanced Departmental Budget Summary Report**
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<th>For Help With</th>
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<td>IDTs</td>
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<td>• Procurement - x5500 - <a href="mailto:bsc@untsystem.edu">bsc@untsystem.edu</a></td>
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<td>* 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.</td>
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<td>• fit.untsystem.edu, Look here for Function definitions.</td>
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