AGENDA

• Budget Updates – Brenda Cates
  – Cognos Enhancements
  – Hyperion
  – FY 18 Budget Hearings
  – Cash Policy Updates
  – General Announcements
  – Upcoming Trainings

• Functions – Jennifer Stevenson

• New Onboarding Tools – Brandi Renton

• Survey Results – Allen Clark
Announcements

• Cognos Reporting Enhancements
  – Functions added to the Department Budget Summary Report
  – Payroll Drill Down Detail for a particular employee added
  – Payroll Detail Report added
  – Invoice numbers added to voucher detail
  – Account descriptions added back
  – Sorting options added on the Transaction Detail Report
  – Identifiers added to Requisitions (RQ), Purchase Orders (PO) and Vouchers (VO)
Announcements

• Hyperion Budget Planning
  – Monday, 04/10 – Hyperion Opens
  – Your opportunity to clean up budgetary chartstrings and functions for 2018!
  – Open Labs:
    • 4/12 1PM-3PM ESSC 152
    • 4/17 1:30PM-3:30PM ESSC 152
    • 4/21 9AM-11AM GAB550
  – Friday, 04/28 – Hyperion Closes
    • **VPs may set earlier close dates for their areas**
Announcements

• **FY 18 Budget Hearings**
  – 4/17 – President’s Cabinet and College Deans receive guidelines and workbook templates
  – 5/1 – Responses due back to Budget Office
  – Week of 5/8 – Budget Hearings held
Announcements

• 10.006 Cash Handling Controls Policy Update
  – Cash Control Training must be attended annually by any employee who has any involvement in the cash/check/credit card process
  – Departments must maintain written cash handling procedures
  – Cash must be secured in a safe affixed to a fixture (locked desk drawers are not within policy)
  – Cash/Checks must be deposited within 3 business days
Announcements

- **Pcards** - up to date
- **Facilities work/sales orders** - up to date
- **F&A Revenues** - posted through February
- **Other Payroll Related Costs** - posted through March
- **ABAs** - Incorrectly completed ABAs are now being returned for corrections
- **Procurement Category Tool** - updated for D-Levels
Trainings

• Chart of Accounts Refresher

04/10, 2:00PM-3:30PM, CHEM 352 (UP17AC)

One-time Chart of Accounts refresher offered by UNT System. Learn the mechanics of the COA, obtain more in-depth training on the individual chartfields, and receive tips for pairing those fields together to form chartstrings. Who should attend? New employees or those wanting to get a firm grasp of the COA.

• Budget Basics – 04/19, 9:00AM - 11:30AM (UP17CA)
• Function Field – 04/24, 2:00PM - 4:00PM (UP17CF)
• Cognos Reports – Departmental Budgets - 04/11, 2:00PM - 4:00PM (UP17CR)
• Cognos Reports – Project Budgets - 04/13, 9:00AM - 11:00AM (UP17CP)
• Budget Reconciler Tools – 04/19, 2:00PM - 3:30PM (UP17BR)
• Open Lab with the Budget Office – 04/21, 9:00AM - 11:00AM
• Cash Handling Training – 04/12, 3:30PM - 4:30PM (UP17CH)
Functions

• Financial Reporting preparing a Function Guide for general campus use
• Budget Officers will have 1 week to review (4/10 - 4/14) and provide feedback
• Finalized version will be emailed to all Cognos users and published
• Revenue and Expense actuals will be corrected
New Onboarding Tools

• Find where any new hire is in the onboarding process via the following new queries:
  
  – Guide to Check Onboarding Status for a New Hire
    • Find an individual new hire by EmplID
  
  – Guide to Check Onboarding Status for a Group of New Hires
    • Find all new hires across campus

Visit UNT System’s Onboarding Resources page for additional onboarding resources.
Survey Results

Financial Transformation Efforts, Updates, and Improvement

On a scale of 1 (Not Helpful) to 5 (Extremely helpful) how would you rank the **overall quality** of the current budget reports?

<table>
<thead>
<tr>
<th>Report</th>
<th>First Survey Results</th>
<th>4 Week Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Budget Summary</td>
<td>2.70</td>
<td>3.52</td>
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<tr>
<td>Project Budget Summary</td>
<td>2.67</td>
<td>3.12</td>
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<tr>
<td>Budget Overview Report</td>
<td>2.76</td>
<td>3.46</td>
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Survey Results

Financial Transformation Efforts, Updates, and Improvement

On a scale of 1 (Not Helpful) to 5 (Extremely helpful) how would you rank the readability of the current budget reports?

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Survey Results

Financial Transformation Efforts, Updates, and Improvement

On a scale of 1 (Not Helpful) to 5 (Extremely helpful) how would you rank the overall information provided in the current budget reports?

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Survey Results
Financial Transformation Efforts, Updates, and Improvement

On a scale of 1 (Not Helpful) to 5 (Extremely helpful) how would you rank the overall accuracy of the current budget reports?

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<td>Budget Overview Report</td>
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<td>For Help With</td>
<td>Contact</td>
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<td>-------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>IDTs</td>
<td>• Financial Reporting - x5500 - FRO_Cash&amp;<a href="mailto:CampusAcctg@untsystem.edu">CampusAcctg@untsystem.edu</a></td>
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<tr>
<td>Account Questions</td>
<td>• Financial Reporting - UNT FINREP</td>
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<td>ePROs</td>
<td>• Procurement - x5500 - <a href="mailto:bsc@untsystem.edu">bsc@untsystem.edu</a></td>
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</tr>
<tr>
<td></td>
<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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</tr>
<tr>
<td>ePARs</td>
<td>• Payroll - x5500 - <a href="mailto:bsc@untsystem.edu">bsc@untsystem.edu</a></td>
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<td>ePAR Hourly Worker Requests</td>
<td>• Career Center - x2105</td>
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<td>ABAs</td>
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<td>Budget Errors</td>
<td>• Budget Office - EMAIL <a href="mailto:Budget.Office@unt.edu">Budget.Office@unt.edu</a></td>
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<td>• Budget Office - x3233</td>
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<tr>
<td>Chart String – Request a New Chart Field</td>
<td>• Budget Office - Complete the Chartfield Setup/Change Form and remit it to Hurley 102.</td>
<td></td>
</tr>
<tr>
<td>Chart of Account Resources</td>
<td>• fit.untsystem.edu, Look here for Function definitions.</td>
<td></td>
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</table>
Thank You.