



First Fridays with the Budget Office

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October 6, 2017

EST. 1890

AGENDA

- **Purchase Orders**

Tina Koenig & Purchasing

- **Announcements**

Brenda Cates



Purchase Orders

The PO roll process (to move POs from FY17 to FY18) has been completed.

- PO Types, Terms and Structure – Purchasing Perspective (Mike and Jon, Sr Director and Director of Purchasing)
- The PO Roll Process – Systematic actions (Tina and Ace, Financial Analysts)
 - Budgets – close and offsets to new year (more details from Budget Office)
 - PO Roll – Overview
 - Effect of PO Roll on Requisitions
 - What happened this year
 - What to do when POs do not Roll
 - Chartfield Changes

General Announcements

Category Tool

- Maps procurement categories to D-Level and 5-digit Accounts.

Budget Reporting & Training Survey

- Emailed Tuesday, October 3rd.
- Closes Monday, October 16th.

General Announcements

ABA Status

- Entering User Acceptance Testing Phase.
- Email Budget Office if you're interested in testing.

July Telecom Charges Entered in August (Period 12)

- Two telecom charges posted in Period 12, one for July and one for August. These are not duplicate charges.

General Announcements

Chartfield Setup/Change Form

- This form should be used to create a chartfield value or to modify or inactivate an existing value.

New Process for HR Offer Letters

- HR will not process Offer Letters if the salary exceeds the encumbered salary.
- Offers less than the encumbered amount are not affected.
- HRM-4s must be submitted to increase the encumbrance.

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

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

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
Revenue					
D4380 - Othr Sales of Goods and Svcs - Function 500	\$0.00	\$50,420.41	\$0.00	\$0.00	\$50,420.41
C4380 - Othr Sales of Goods and Svcs	\$0.00	\$50,420.41	\$0.00	\$0.00	\$50,420.41
Revenue Total	\$0.00	\$50,420.41	\$0.00	\$0.00	\$50,420.41
Expense					
00000 - A OCT TREE ROOT NODE - Function 500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00000 - ACCT TREE ROOT NODE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D5101 - Professional Fees & Svcs - Function 500	\$0.00	\$202.50	\$0.00	\$0.00	(\$202.50)
D5301 - Materials & Supplies Exp - Function 500	\$0.00	\$123.33	\$0.00	\$0.00	(\$123.33)
D5501 - Other Operating Exp - Function 500	\$0.00	\$150.00	\$0.00	\$0.00	(\$150.00)
C5070 - Maintenance & Operations	\$0.00	\$475.83	\$0.00	\$0.00	(\$475.83)
D5251 - Travel - Function 500	\$0.00	\$61.42	\$0.00	\$0.00	(\$61.42)
C5251 - Travel	\$0.00	\$61.42	\$0.00	\$0.00	(\$61.42)
Expense Total	\$0.00	\$537.25	\$0.00	\$0.00	(\$537.25)
Total					\$49,883.16



General Announcements

2017 Ending Balance = \$446,740.01

2018 Current Balance = \$49,883.16

2018 True Current Balance = \$496,623.17

General Announcements

October Trainings

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

- ❖ How to map old project IDs to new project IDs
- ❖ How to review budgets at a high level and at the transaction level
- ❖ How to read grant reports
- ❖ How to read non-sponsored reports including IDC and Start-Up budgets.

General Announcements

Welcome Chancellor Lesa B. Roe!

- 3:45p.m. Tuesday, October 10th
- Jade Ballroom, Union 333
- Light refreshments will be served

Contact Information

For Help With	Contact
IDTs	<ul style="list-style-type: none"> Financial Reporting - x5500 - FRO_Cash&CampusAcctg@untsystem.edu
Account Questions	<ul style="list-style-type: none"> Financial Reporting - UNT FINREP
ePROs	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Payroll - x5500 - bsc@untsystem.edu
ePAR Hourly Worker Requests	<ul style="list-style-type: none"> Career Center - x2105
ABAs	<ul style="list-style-type: none"> Budget Office - x3233
Budget Errors	<ul style="list-style-type: none"> Budget Office - EMAIL Budget.Office@unt.edu
Chart String – General Questions	<ul style="list-style-type: none"> Budget Office - x3233
Chart String – Request a <u>New</u> Chart Field	<ul style="list-style-type: none"> Budget Office - Complete the Chartfield Setup/Change Form and remit it to Hurley 102.
Chart of Account Resources	<ul style="list-style-type: none"> fit.untsystem.edu, Look here for Function definitions.



**Thank
You.**

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