



First Fridays with the Budget Office

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December 1, 2017

EST. 1890

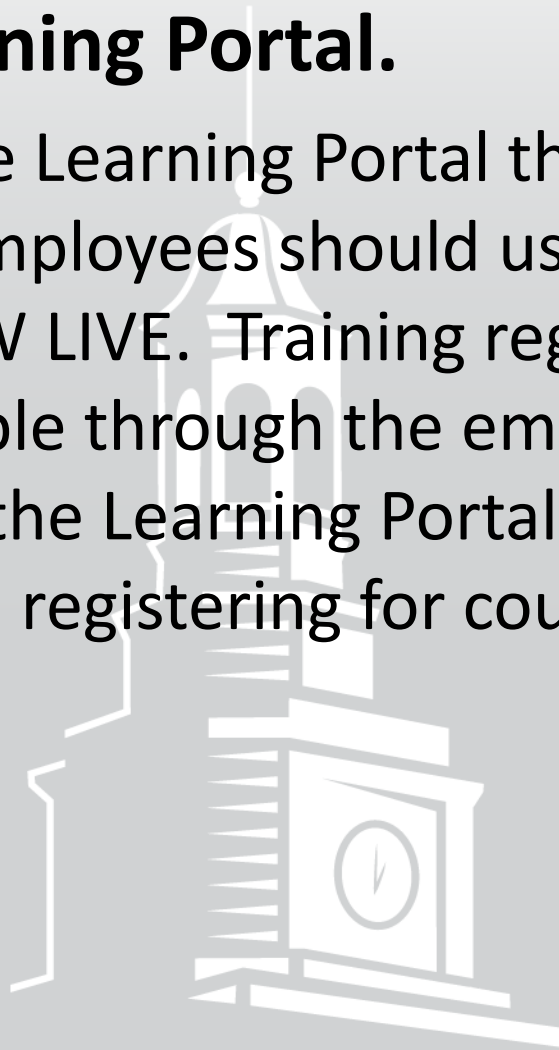
AGENDA

- **General Announcements**



- **Update to Learning Portal.**

- The new online Learning Portal that faculty, staff, and student employees should use to register for training is NOW LIVE. Training registration is no longer accessible through the employee portal. Please review the Learning Portal Guide for instructions on registering for courses.

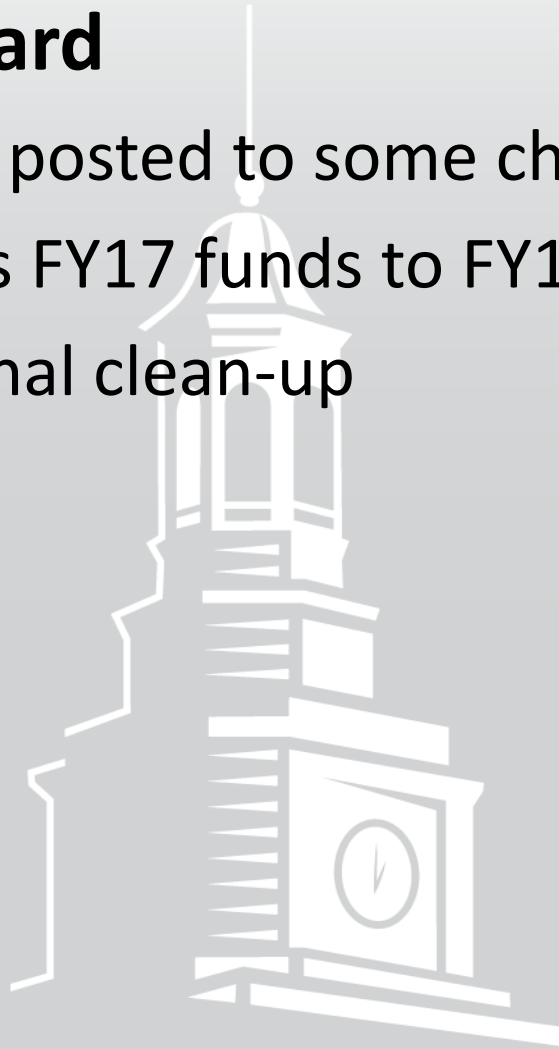


- **Chartstrings for Recording Gifts.**

- Funds 830035 Unrestricted Gifts (Gen) and 885000 Departmental Discretionary should not be used to record gifts. For those gifts not requiring a unique fund, please use 303-349000 Schol/Rest-Departmental (for scholarship gifts) or 303-300001 Dep/Rest-Dept Discretionary (for non-scholarship gifts). These rules apply to gifts received today and going forward. Gifts currently carried in 885000 or 830035 will be reviewed at a later date. The office of Advancement will no longer deposit gifts to chartstrings containing 202-830035 or 202-885000.

- **FY18 Roll Forward**

- FY17 close has posted to some chartstrings
- Entry that adds FY17 funds to FY18 has not posted
- Due to additional clean-up



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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