



First Fridays with the Budget Office

UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

March 2, 2018

EST. 1890

AGENDA

- **General Announcements** – Brenda Cates
- **Status Updates** – Brenda Cates & Beverly Shuford
- **Financial Transformation** – Beverly Shuford & Aaron Lemay
- **Budget Stars** – Beverly Shuford
- **Monthly Trainings** – Brenda Cates

General Announcements

New [UNT System Approver Proxy Request Form](#)

- Approver Proxies are limited to 90 days. Proxies in excess of 90 days require Vice President Approval.
- Budget Website > Resources > Forms

General Announcements

New rules for Fund 830035 Unrestricted Gifts effective immediately

- The Cashiering Office will no longer accept deposits to Fund 830035.
- Funds currently on 830035 are not required to be moved. The balances can naturally be brought down to zero as they are spent.

General Announcements

Fund 830035 Unrestricted Gifts - Continued

- Departments should identify accurate chartstrings to deposit revenues.
- **Dues, fees, memberships, and registrations are not gifts**
 - Non-gift revenues previously carried on 202-830035 can be deposited to 200-830029 or 202-885000

General Announcements

Fund 830035 Unrestricted Gifts - Continued

- Gifts are payments by donors without the donor receiving anything in return
 - Scholarship gifts that are not tied to an endowment and that are less than \$10K should be deposited to 303-349000
 - Non Scholarship gifts that are not tied to an endowment and are less than \$10K should be deposited to 303-300001
 - Non-endowed gifts in excess of \$10K require unique Funds
 - Endowed gifts require unique Funds

General Announcements

Fund 830035 Unrestricted Gifts - Continued

If in doubt please contact the Budget Office!

We will assist with identifying the appropriate chartstring to use.

Status Updates

Budget Hearings

- Dates have not been set for non-academic areas.
- Academic areas have completed mid-year fiscal reviews.

Status Updates

Hyperion Budget Planning

- Opens mid to late March for 6 weeks.
- Each VP area and College will establish its own deadlines.
- Access limited to Budget Officers.
- New levels of workflow approvals have been added.
- Open Lab training sessions will be offered the first 4 weeks.
- Updated Training Guide will be available

Status Updates

Online ABAs & Demo!

- Phased release beginning early March.
- Users will be notified by email when they have received access.
- Instructions will be emailed and published online.
- If you have not received access by March 15th, a form is in the works to request access through the Budget Office website.

Financial Transformation: Continuing the Conversation

“It’s better, but more work is needed that takes time.”

- Credit Cards (income) Needs Detail**
- Soft Encumbrances**
- Online ABAs**
- Training Improvements**
- Faculty Assistance**
- Research Training & Communication**
- End of Year Budget and Balance Rolls**
- Communication – Changes in Processes, COA, etc.**

Budget Stars

The Budget Office is proud to recognize staff members who completed the core Budget Bundle training courses in 2017:

- Budget Basics
- Function Field
- Budget Reconciler
- Cognos – Departmental & Faculty Projects

Budget Stars

Ruben Alvarado

Mary Chandler

Melanie Dewey

Lori Duvall

Budget Stars

Nancy Ellis

Katie Herring

Joanna Hussey

Glenn Mayo

Budget Stars

Gayle Rogers

Melanie Palitos

Debbi Stack

Susan Wood

Budget Stars*

Tom Augsburger

Sian Brannon

Brandy Gunels Johnson

Ellen Whatley

Monthly Trainings

- **Budget Basics**

Learn the fundamentals of the Chart of Accounts including chartfields, chartstring formation, and the differences between budgetary and non-budgetary chartstrings. Participants will learn the proper uses of the ABA, IDT, Chartfield Setup/Change forms, HRM-4s, ePars, and Salary Savings.

Tuesday, March 6th from 8:30AM – 11:30AM in
WH312

Monthly Trainings

- **Cash Handling**

This required annual course is for all UNT employees who handle cash. Participants will gain a functional understanding of UNT's policies and the controls designed to safeguard cash.

Friday, March 9th from 2:00PM – 3:00PM in WH121

Monthly Trainings

- **Cognos – Departmental Budgets**

Users will learn how to interpret departmental reports, view balances, and locate transactions.

Wednesday, March 14th from 9:00AM – 11:00AM in
GAB550A

Monthly Trainings

- **Open Lab with the Budget Office**

Your opportunity to receive one-on-one assistance in all budget related areas including how to cover deficit lines, submit ePars and ABAs, and how to manage your budgets! Come and go.

Friday, March 16th from 9:00AM – 11:00AM in
GAB550A

Monthly Trainings

- **Cognos – Faculty Project Budgets**

Users will learn how to read NFCAP project ID reports at a high-level to view balances, and how to read reports at a granular level by drilling-down to view account balances and locate transactions.

Tuesday, March 20th from 9:00AM – 11:00AM in
GAB550A

Monthly Trainings

- **Budget Reconciler**

Users will discover best practices and strategies to reconcile budgets and to manage funds.

Thursday, March 22nd from 9:00AM – 11:00AM in
WH212

Ongoing Support

[Budget Website](#)

- [Whom to Contact](#)
 - Support>Whom To Contact
 - List of departmental contacts by issue (IDTs, ABAs, ePros, ePars, etc.)
- [Announcements](#)
 - Find out any new information you should be aware of that could affect your budget
- [Training Materials](#)
 - Training > Training Materials
 - List of all training documents
- [Documents](#)
 - Resources > Documents
 - List of Budget Management Help Documents



**Thank
You.**

**Please take
all the snacks!**

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