



First Fridays with the Budget Office

UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

June, 2018

AGENDA

- Concur & HRM 9 Updates
 - Abdul Mohammad
- General Announcements
 - Brenda Cates

Concur Travel and Pcard

- ✓ Concur for Travel and Expense and Pcard reconciliation
- ✓ Budget encumbrance for Travel
- ✓ Design and configuration phase is complete
- ✓ User test groups
- ✓ Training
- ✓ Travel will be rolled out in a phased manner
- ✓ Tentative go live date for Pcard October 2018

eLeave

- ✓ eLeave will be fully implemented at UNT on 6/18/2018
- ✓ Online training
 - with audio available [HERE](#)
 - PPTs only (no audio), available for download [HERE](#)

HRM 9

- ✓ Starting June 1, 2018 HRM 9 form for lump sum payments at termination and FLSA changes is eliminated
- ✓ A report will be used to identify terminated employees
- ✓ Off-boarding Manager Checklist may be used to process lump sum payments
- ✓ If no checklist is available, a rep from Time & Labor will reach out to the manager listed as the direct report via email to obtain the necessary confirmation

ABA - Workflow

Department Manager Routing

▼ txf of funds for summer adj: **Approved**

Department Manager Approval

Approved

✓ Everett, Brandi Lynn
ABA Dept Manager Approver
05/30/18 - 5:27 PM

College Budget Officer

▼ txf of funds for summer adj: **Approved**

College Budget Officer

Auto Approved

✓ Everett, Brandi Lynn
College Budg Officer Approver
05/30/18 - 5:27 PM

Additional Approvals

▼ txf of funds for summer adj: **Approved**

Additional Approvals

Approved → **Auto Approved** → **Auto Approved** → **Approved**

✓ Pohlen, Terrance L
ABA Dept Head Approver
05/31/18 - 8:23 AM

✓ Pohlen, Terrance L
ABA Director Approver
05/31/18 - 8:23 AM

✓ Pohlen, Terrance L
ABA AVP/Dean Approver
05/31/18 - 8:23 AM

✓ King, Dilana Jan
ABA Provost/VP Approver
05/31/18 - 3:06 PM

Budget Office Routing

▼ txf of funds for summer adj: **Approved**

Budget Office Routing

Approved

✓ Henry, Wendy Nate
ABA NT Budget Office Approver
06/01/18 - 11:15 AM

ABA - Workflow

- Holder Changes:
 - Holder changes are made at the Org Dept level, not at the chartstring level.
 - Changes to the Org Dept holder affect all chartstrings containing that Org Dept.
 - Holder changes will affect both ePro and ePar routing

ABA Tips

Adjustment (One Time)

- Funds are transferred in the current year but not in future years

Permanent

- Funds are permanently transferred in the current and future years.
- Can only be performed to transfers between Budgetary chartstrings (Fund Cats 105, 120, 200)
- Through the end of the year, all Permanent transfers will be treated as one-time.

ABA Tips

Multiple transfers may be submitted on one ABA

- Simply select the “+” icon

ABA Form

Business Unit	NT752	Transfer ID	NEXT	*Contact Number	<input type="text"/>	Transfer Status	Open	<input type="button" value="Print Form"/>
Prepared By	Bewley,Rebekah D (rdm0140)	Modified By				*Budget Transfer Type	<input type="text" value="v"/>	
Prepared on	05/03/2018	Modified on				*Authorization Description	<input type="text"/>	
Transfer Total	\$0.00							

Budget Adjustment Lines Find | View All First 1 of 1 Last

Line No	*Transfer Amount	Journal Line Descr
	<input type="text" value="\$0.00"/>	

- To minimize delays, please:
 - Submit no more than 10 transfers on a single ABA, and
 - Limit the “From” chartstrings to a single Dept ID Holder.

ABA – Approver Comments

Reviewing Denial Comments

- Navigate to the Approvals Page

Budget Request Authorization Approval

Business Unit NT752 Transfer ID [Redacted] Approval Status Denied
Requestor Name [Redacted] Submitted By [Redacted] Approved By [Redacted] [Print this page](#)
Submitted On 04/26/2018 4:50:59PM Budget Transfer Type Adjustment
Prepared on 04/26/2018 Transfer Total \$748.80

Review Request Details

Attachments

	Attached File	Existing Comments	Add Comments	Add Attachment	
1			<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="+"/>

Department Manager Routing

▶ Correct function: **Denied**

College Budget Officer

▶ Correct function: **Denied**

Additional Approvals

▶ Correct function: **Denied**

Budget Office Routing

▶ Correct function: **Denied**

ABA – Approver Comments

Reviewing Denial Comments

Review Request Details

Attachments

	Attached File	Existing Comments	Add Comments
1			

Department Manager Routing

Correct function: **Denied**

Department Manager Approval

Approved

ABA Dept Manager Approver
04/26/18 - 4:59 PM

College Budget Officer

Correct function: **Denied** [View/Hide Comments](#)

College Budget Officer

Denied

College Budg Officer Approvers
04/27/18 - 2:14 PM

Comments

Drill through the different routing levels until a “View/Hide Comments” icon appears.

Click on the Comments to view comments

College Budget Officer

Correct function: **Denied** [View/Hide Comments](#)

College Budget Officer

Denied

College Budg Officer Approvers
04/27/18 - 2:14 PM

Comments

at 04/27/18 - 2:14 PM

requires IDT

Online ABA

The rules for selecting an account are the same for paper and online ABAs.

FROM:

Budgetary Chartstring – REVENUE
Enter the 4XXXX or 6XXXX account

Budgetary Chartstring – EXPENSE
Enter the D-Level Account

**Non-Budgetary or Project
Chartstrings**
Enter 70001

TO:

Budgetary Chartstring – REVENUE
Enter the 4XXXX or 6XXXX account

Budgetary Chartstring – EXPENSE
Enter the D-Level Account

**Non-Budgetary or Project
Chartstrings**
Enter 70003

Budgetary Chartstrings are those whose FC = 105, 120, & 200

Monthly Trainings

- **Budget Basics**
- **Cognos – Departmental Budgets**
- **Cognos – Faculty Project Budgets**
- **Open Lab with the Budget Office**
Friday, June 15th – Time/Location TBD
- **Budget Reconciler**

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.**

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