

First Fridays with the Budget Office

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UNIVERSITY OF NORTH TEXAS®



June, 2018

AGENDA

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





UNTISYSTEM

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





UNT | SYSTEM

eLeave

✓ eLeave will be fully implemented at UNT on 6/18/2018

- ✓ Online training
 - with audio available <u>HERE</u>
 - PPTs only (no audio), available for download <u>HERE</u>





UNT SYSTEM

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

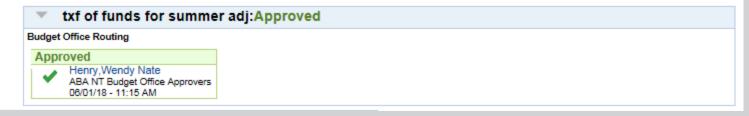


Everett, Brandi Lynn
College Budg Officer Approvers
05/30/18 - 5:27 PM

Additional Approvals



Budget Office Routing







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

						Print Form	
Business Unit	NT752	Transfer ID NEXT	*Contact Number	Transfer Status	r Open	Flint Offi	
Prepared By	/ Bewley,Rebekah D (rdm0140)	Modified By		*Budget Transfer	Туре	\checkmark	
Prepared on	05/03/2018	Modified on		*Authorization Descrip	otion		
Transfer Total	\$0.00				,		
Budget Adju	ustment Lines				Find View All	First 🕚 1 of 1 🕑 Last	
	Line No	*Transfer Amount	\$0.00	Journal Line Descr		=	

- 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 Form



ABA – Approver Comments

Reviewing Denial Comments

Navigate to the Approvals Page

Busin	get Req ess Unit estor Name	NT752	ion Approval Transfer ID Submitted By			Approval Status Approved By	Denied	Print this page	
Prepa	ared on	04/26/2018	Submitted On Transfer Total	04/26/20 \$748.8	18 4:50:59PM 30	Budget Transfer Ty	peAdjustment		
0 F	Review F	Request Details	5						
Atta	chments								
	Attached File Existing Comments		Add Comments		Add Attachment				
1								Add Attachment	+

Department Manager Routing

Correct function:Denied

College Budget Officer

Correct function:Denied

Additional Approvals

Correct function:Denied

Budget Office Routing

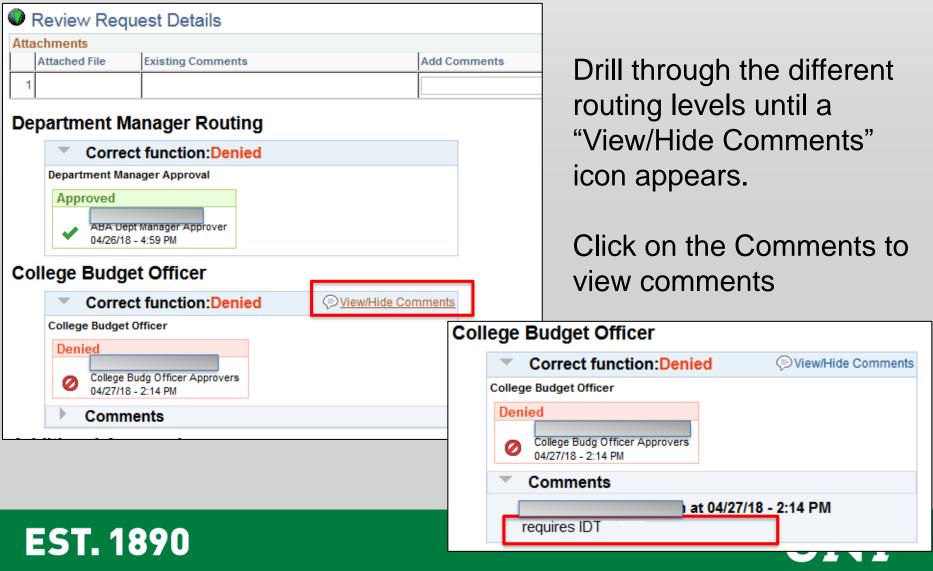
Correct function:Denied





ABA – Approver Comments

Reviewing Denial Comments



Online ABA

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

FROM:	TO:
Budgetary Chartstring – REVENUE	Budgetary Chartstring – REVENUE
Enter the 4XXXX or 6XXXX account	Enter the 4XXXX or 6XXXX account
Budgetary Chartstring – EXPENSE	Budgetary Chartstring – EXPENSE
Enter the D-Level Account	Enter the D-Level Account
Non-Budgetary or Project	Non-Budgetary or Project
Chartstrings	Chartstrings
Enter 70001	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
- o 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
- <u>Documents</u>
 - Resources > Documents
 - List of Budget Management Help Documents







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Thank You.