



# First Fridays with the Budget Office

**UNT**<sup>®</sup>

UNIVERSITY  
OF NORTH TEXAS<sup>®</sup>

**EST. 1890**

August, 2018

# AGENDA

## Introductions

- Brenda Cates

## Focus Groups & Soft Encumbrances

- April Barnes

## Treasury Banking Change

- James Mauldin

## Announcements

- Brenda Cates

# **Budget Office Staff Transitions**

## **Introducing**

**April Barnes**

Associate Vice President Budget & Analytics

# Focus Groups

## Focus Groups

- Purpose: Safe space, where users can provide feedback for process improvement ideas and quality checks.
- Looking for diverse campus representation.
- Commitment: 1 hour meetings, 2X per month until finished
- Each group will be limited to 5-7 people.
- All are welcome! No limit on number of groups.
- Interested? Email [Stacey Grose](#) by 08/17.

# Soft Encumbrances

- Potential solution has been identified
- Passed proof of concept
- Pilot Group Established
  - April Barnes, *UNT Budget*
  - Jim Gross, *UNTS Budget*
  - Ace Gere, *UNTS Business Support*
  - Glen Nakata, *Assist Dean Finance & Admin, COE*
  - Ashley Wood, *Information Services*
  - Hilary Liscano, *Facilities*
  - Brandi Everett, *Academic Financial Officer, COB*
  - Shannon Rowland, *Student Affairs*

# Soft Encumbrances

- Next Steps: Testing, Controls, Reports, & Training
- Roll out expected Fall 2018!

## Banking Change

**WHAT** Bank change from Wells Fargo to JP Morgan Chase

**WHO** The entire system will now utilize one bank

**WHY** Contracts expiring / RFP / consolidation to one bank

**WHEN** September 1, 2018

- No impact to personal banking
- No impact to Wells Fargo branch in Union

## Banking Change

For questions about the change to JP Morgan Chase:

- **Gulnaar Murthy** *Treasury Analyst, System*  
(940) 369-5532
- **Luke Lybrand** *Senior Director, Treasury, System*  
(214) 243-1798
- **James Mauldin** *Associate Vice Chancellor, Treasury, System*  
(214) 243-1768
- **Larry Worthy** *Executive Director, Asset Protection, UNT*  
(940) 565-2680



# Announcements

## AV Journals Now Include Line Descriptions

- Beginning 07/27/18, Advancement gift journals (AV) include specific gift fund descriptions in the Journal Line Description field.
- Departments using Fund 349000 Schol/Rest – Departmental and Fund 300001 DepOp/Rest-Dept Discretionary will benefit the most.

# Announcements

## Year End Salary Reclassifications Posted 08/01 – Limited Departments Affected

- August encumbrances and preencumbrances (for salaries to be paid on September 1) on D5014 Staff Salaries were moved from state-funded chartstrings (105-805001) to locally-funded chartstrings (200-830001).
- Departments affected: 110040, 110220, 131200, 134000, 134100, 136000, 136300, 142100, 152000, 152033, 152034, 152035, 152037, 152600, 164200, 164270, 164500, 164820, 164860, 165001, 170000, 180000, 181000, 182200, and 190100.

# Announcements

## New [Year End Planning](#) Page

Contains information on:

- [Deadlines](#)
- [Closing Rules](#)
- [Guidelines for Covering Deficits](#)

# FY18 Year End Deadlines

- All documents are due by 5p.m. unless otherwise specified.
- The documents must reach final approval by the deadline.
- Documents should be correctly completed or processing may not be guaranteed.

# FY18 Year End Deadlines

- **Today, August 3<sup>rd</sup>**
  - Payroll Funding Reallocations
- **Wednesday, August 22<sup>nd</sup>**
  - ePro Requisitions
- **Friday, August 24<sup>th</sup>**
  - IDTs
  - Travel Vouchers
  - AP Invoices
  - Voucher Corrects

# FY18 Year End Deadlines

- **Tuesday, August 28<sup>th</sup>**
  - Supplemental Payroll
- **Monday, September 4<sup>th</sup>**
  - Cash Receipts
- **Friday, September 7<sup>th</sup>**
  - ABAs

# FY18 Year End Deadlines

## ABAs

The Online ABA form does not have a “fiscal year” selection option.

- ABAs submitted through September 7<sup>th</sup>, will be posted to FY18 unless comments are left in the Justification section indicating that the ABA is for FY19.

# Cover Deficits

All deficits should be covered by year end. The type of chartstring determines the manner in which the deficit should be covered.



# Cover Deficits

	Chartstring Type	Exceptions	Level at which deficit should be covered	Method to Cover
A	Budgetary - Rollforward (Fund Cats 105, 120, 200)		D-Level	ABA (For 105-805038 use an IDT to move expense)
B	Budgetary - Close (Fund Cats 105, 120, 200)		Total	ABA (105- All Funds except 800001 & 805001 use an IDT/ePar reallocation to move expenses)
	<b>Exceptions</b>	200-830001	Total after excluding D5050 and D5014 balances	ABA
		105-800001 105- 805001	Total after excluding D5050 and D5014 balances	Move expense (not funds) via an IDT/ePar reallocation
C	Non Budgetary (Fund Cats 202 or greater)		Total	ABA

# Cover Deficits

## A. Budgetary Rollforward Chartstrings – Balances roll forward at the D-Level.

Fund Category: 200 - Designated Operating-Managed, Fund: 880001 - Instructional FFF, Program: , Purpose: 11630 - Equipment Set Aside, Site:

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
<b>Expense</b>					
D5101 - Professional Fees & Svcs - Function 100	\$1,000.00	\$350.00	\$0.00	\$0.00	\$650.00
D5301 - Materials & Supplies Exp - Function 100	\$316,966.16	\$110,288.73	\$0.00	\$48,277.90	\$158,399.53
D5350 - Repairs and Maintenance - Function 100	\$2,024.00	\$8,045.00	\$0.00	\$0.00	(\$6,021.00)
D5371 - Printing & Reproduction - Function 100	\$2,000.00	\$451.68	\$0.00	\$0.00	\$1,548.32
D5501 - Other Operating Exp - Function 100	\$4,825.68	\$3,045.00	\$0.00	\$0.00	\$1,780.68
<b>C5070 - Maintenance &amp; Operations</b>	<b>\$326,815.84</b>	<b>\$122,180.41</b>	<b>\$0.00</b>	<b>\$48,277.90</b>	<b>\$156,357.53</b>
D5701 - Capital Expense - Function 100	\$50,853.90	\$0.00	\$0.00	\$0.00	\$50,853.90
<b>C5701 - Capital Expense</b>	<b>\$50,853.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,853.90</b>
<b>Expense Total</b>	<b>\$377,669.74</b>	<b>\$122,180.41</b>	<b>\$0.00</b>	<b>\$48,277.90</b>	<b>\$207,211.43</b>
<b>Total</b>	<b>Total</b>				<b>\$207,211.43</b>

# Cover Deficits

B. Budgetary Closing Chartstrings – Balances don't roll. Deficits should be covered at the Total level.

Category: 120 - Auxiliary, Fund: 810020 - Auxiliary-Housing, Program: , Purpose: 10001 - Recruiting-Staff Gen, Site:

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
<b>Expense</b>					
<a href="#">D5101</a> - Professional Fees & Svcs - Function 700	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">D5301</a> - Materials & Supplies Exp - Function 700	\$3,100.00	\$17.76	\$0.00	\$0.00	\$3,082.24
<a href="#">D5501</a> - Other Operating Exp - Function 700	\$0.00	\$31.62	\$0.00	\$0.00	(\$31.62)
<b>C5070 - Maintenance &amp; Operations</b>	<b>\$3,100.00</b>	<b>\$49.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,050.62</b>
<a href="#">D5251</a> - Travel - Function 700	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00
<b>C5251 - Travel</b>	<b>\$9,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,000.00</b>
<b>Expense Total</b>	<b>\$12,100.00</b>	<b>\$49.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,050.62</b>
<a href="#">Total</a>					<b>\$12,050.62</b>

# Cover Deficits

Exceptions: 200-830001, 105-800001 and 105- 805001

Category: 200 - Designated Operating-Managed, Fund: 830001 - Designated Tuition, Program: , Purpose: , Site:						
Expense						
D5014 - Salaries - Staff - Function 550	\$370,833.05	\$325,320.29	\$8,327.55	\$28,063.05	\$9,122.16	
<b>C5014 - Staff Salaries</b>	<b>\$370,833.05</b>	<b>\$325,320.29</b>	<b>\$8,327.55</b>	<b>\$28,063.05</b>	<b>\$9,122.16</b>	
C5030 - Wages - Function None	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
D5031 - Wages - Function 550	\$7,678.76	\$7,989.24	\$0.00	\$0.00	(\$310.48)	
<b>C5030 - Wages</b>	<b>\$7,678.76</b>	<b>\$7,989.24</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$310.48)</b>	
C5050 - Payroll Related Costs - Function None	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
D5050 - Payroll Related Costs - Function 550	\$78,857.14	\$84,728.39	\$0.00	\$0.00	(\$5,871.25)	
<b>C5050 - Payroll Related Costs</b>	<b>\$78,857.14</b>	<b>\$84,728.39</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$5,871.25)</b>	
D5301 - Materials & Supplies Exp - Function 550	\$593.00	\$163.46	\$0.00	\$0.00	\$429.54	
D5371 - Printing & Reproduction - Function 550	\$1,000.00	\$500.70	\$0.00	\$0.00	\$499.30	
D5501 - Other Operating Exp - Function 550	\$3,800.00	\$3,800.00	\$0.00	\$0.00	\$0.00	
<b>C5070 - Maintenance &amp; Operations</b>	<b>\$5,393.00</b>	<b>\$4,464.16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$928.84</b>	
<b>Expense Total</b>	<b>\$471,971.95</b>	<b>\$429,180.14</b>	<b>\$8,327.55</b>	<b>\$28,063.05</b>	<b>\$6,401.21</b>	
<b>Total</b>	<b>Total</b>				<b>\$6,401.21</b>	

<b>Total</b>	<b>6,401.21</b>
<b>Less: D5014 Staff Salaries</b>	<b>(9,122.16)</b>
<b>Add: D5050 Payroll Related Costs</b>	<b>5,871.25</b>
<b>Available Balance</b>	<b>3,150.30</b>

# Cover Deficits

C. Non Budgetary Chartstrings – Balances roll forward. Deficits covered at the Total level.

Category: 202 - Designated Operating-General, Fund: 885000 - Departmental Discretionary, Program: 2505 - Ad Team, Purpose: ,

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
<b>Expense</b>					
<a href="#">00000</a> - ACCT TREE ROOT NODE - Function 100	\$120.23	\$0.00	\$0.00	\$0.00	\$120.23
<b>00000 - ACCT TREE ROOT NODE</b>	<b>\$120.23</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$120.23</b>
<a href="#">D5501</a> - Other Operating Exp - Function 100	\$0.00	\$300.00	\$0.00	\$0.00	(\$300.00)
<b>C5070 - Maintenance &amp; Operations</b>	<b>\$0.00</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$300.00)</b>
<b>Expense Total</b>	<b>\$120.23</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$179.77)</b>
<a href="#">Total</a>	<b>Total</b>				<b>(\$179.77)</b>

# Monthly Trainings

Cognos – Budget Basics

- Tuesday, August 7<sup>th</sup> – 1:00pm – 3:30pm BLB 070

Cognos – Faculty Project Budgets

- Tuesday, August 14<sup>th</sup> – 9:00am – 11:00am ESSC 152

Cognos – Departmental Budgets

- Thursday, August 16<sup>th</sup> – 9:00am – 11:00am ESSC 152

Open Lab with the Budget Office

- Friday, August 17<sup>th</sup> – 9:00am – 11:00am Location TBD

# 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

# Questions?

Budget Office staff will be available after the meeting for any additional questions.





**Thank  
You.**

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