



First Fridays with the Budget Office

UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

September, 2018

EST. 1890

AGENDA

- Banking Change Reminder
- ABA Deadline Reminder – FY2018
- Focus Group Members
- Soft Encumbrance Solution Update
- Announcements
- Trainings & Ongoing Support
- Open Dialogue
- Wrap-Up

Banking Change Reminder

- 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 Reminder

Does your department need a new deposit stamp?

Email Gulnaar Murthy to request and include:

- The number of stamps needed

- The address where the stamp should be mailed

- The information to be included on the stamp

 - Pay to the order of

 - J.P. Morgan Chase Bank

 - For Deposit Only

 - University of North Texas

ABA Deadline Reminder

- ABA deadline is TODAY, Friday September 7th for FY18 transactions
- *Hard deadline* in order for us to close and roll Budget in Mid-October (*earliest ever*)
- The Online ABA form does not have a “fiscal year” selection option
 - ABA submitted on Monday will be assumed to be for FY2019. If any 2018 ABAs have not received approval by EOB today, please let us know.

Focus Groups

- Purpose: Safe space, where users can provide feedback for process improvement ideas and quality checks.
- Commitment: 1 hour meetings, 2X per month until finished.
- Volunteers will be contacted by Margarita Venegas soon to begin the process. Currently at 14 volunteers, still time to join. [Email Margarita.](#)

Focus Group Members

THANK YOU.....

- Angelique Alexander – ITSS
- Daniela Banderas – College of Education
- Diane Culpin – Department of English
- Jerri Duncan – Risk Management
- Lori Duvall – Recreational Sports
- Lindsay Goodman – Registrar’s Office
- AK Khan – Libraries
- Stephanie McCane – ITSS
- Dianna Murchison – UNTS Facilities Planning & Const
- Glen Nakata – College of Education (Dean’s Office)
- DeeAnna Oliveira – College of Education
- Teresa Rains-Cox – Learning Enhancement
- Wendy Risdon – College of Science
- Cortney Watson – TAMS Dean’s Office

Soft Encumbrance Solution

- Pilot Group Members
 - April Barnes, *UNT Budget*
 - Brandi Everett, *College of Business*
 - Lisa Gage, *Economics*
 - Ace Gere, *UNTS Business Support*
 - Jim Gross, *UNTS Budget*
 - Hilary Liscano, *Facilities*
 - Glen Nakata, *College of Education*
 - Shannon Rowland, *Student Affairs*
 - Ashley Wood, *Information Services*

Soft Encumbrance Solution

- Purpose of group
 - Provide a soft encumbrance solution to assist the campus community with managing their fiscal commitments.
- Expectations & Outcomes
 - Identify a method using current tools –Complete
 - Define Appropriate Uses – Complete
 - Create Training & User Documentation – In process
 - Satisfy Reporting Needs – In process
 - Implement Controls – In process
- Timeline (Estimated)
 - **Kick-Off Meeting: 8/27/2018 (completed)**
 - **Investigative Work: 8/28 – 9/7 (completed)**
 - Testing: 9/10 – 9/21
 - Pre Go LIVE Meeting: 9/24/2018
 - Go LIVE to Campus: 10/5/2018
 - Post-Mortem Meeting: 11/26/2018

Announcements

Purchase Order (PO) Close & Roll

- Process will take place over the weekend
- Entries visible in your COGNOS reports next week
 - ONLY for funds that do NOT roll forward (ex. 830001)
 - Decrease to FY18 Budget and Encumbrance
 - Increase to FY19 Budget and Encumbrance
- New identification to identify PO Roll from Year End Roll
 - Used to see BC00000000
 - Stands for Budget Close; used for both PO Roll and Year End Roll
 - **Will now see BCPOR**
 - Stands for Budget Close Purchase Order Roll

Announcements

Budget Override Request

- FY 2019 budget has been loaded
 - IF you receive a budget error for a requisition using a fund that has budget loaded for FY 2019; we will ask that you complete an ABA to reallocate funds instead of generating a budget override.
- FY 2018 balance roll forwards will occur in mid October
 - Earliest roll forward; getting access to your funds sooner!
 - IF you receive a budget error for a requisition using a fund that is part of the balance roll forward please determine your balance before requesting an override.
 - To determine your balance, add your FY18 ending balance to your current FY19 balance.

Announcements

2018 Ending Balance = \$446,740.01

D5360 - Rental Exp-Non-Cap - Function 500	\$0.00	\$32,916.75	\$0.00	\$0.00	(\$32,916.75)
D5371 - Printing & Reproduction - Function 400	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D5371 - Printing & Reproduction - Function 500	\$0.00	\$5,272.43	\$0.00	\$0.00	(\$5,272.43)
D5501 - Other Operating Exp - Function 500	\$0.00	\$39,087.96	\$0.00	\$0.00	(\$39,087.96)
C5070 - Maintenance & Operations	\$0.00	\$127,296.91	\$0.00	\$0.00	(\$127,296.91)
D5251 - Travel - Function 500	\$0.00	\$7,344.38	\$0.00	\$0.00	(\$7,344.38)
C5251 - Travel	\$0.00	\$7,344.38	\$0.00	\$0.00	(\$7,344.38)
D7001 - Transfer Expense - Function 500	\$0.00	\$6,846.50	\$0.00	\$0.00	(\$6,846.50)
D7001 - Transfer Expense - Function None	\$0.00	\$315,771.54	\$0.00	\$0.00	(\$315,771.54)
C7001 - Transfer Expense	\$0.00	\$322,618.04	\$0.00	\$0.00	(\$322,618.04)
Expense Total	\$315,771.54	\$457,259.33	\$0.00	\$0.00	(\$141,487.79)
Total					\$446,740.01

Announcements

2019 Current Balance = \$49,883.16

Category: 202 - Designated Operating-General, Fund: 830035 - Unrestricted Gifts (Gen), Program: , Purpose: , Site:

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
Revenue					
D4380 - Othr Sales of Goods and Svcs - Function 500	\$0.00	\$50,420.41	\$0.00	\$0.00	\$50,420.41
C4380 - Othr Sales of Goods and Svcs	\$0.00	\$50,420.41	\$0.00	\$0.00	\$50,420.41
Revenue Total	\$0.00	\$50,420.41	\$0.00	\$0.00	\$50,420.41
Expense					
00000 - ACCT TREE ROOT NODE - Function 500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00000 - ACCT TREE ROOT NODE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
D5101 - Professional Fees & Svcs - Function 500	\$0.00	\$202.50	\$0.00	\$0.00	(\$202.50)
D5301 - Materials & Supplies Exp - Function 500	\$0.00	\$123.33	\$0.00	\$0.00	(\$123.33)
D5501 - Other Operating Exp - Function 500	\$0.00	\$150.00	\$0.00	\$0.00	(\$150.00)
C5070 - Maintenance & Operations	\$0.00	\$475.83	\$0.00	\$0.00	(\$475.83)
D5251 - Travel - Function 500	\$0.00	\$61.42	\$0.00	\$0.00	(\$61.42)
C5251 - Travel	\$0.00	\$61.42	\$0.00	\$0.00	(\$61.42)
Expense Total	\$0.00	\$537.25	\$0.00	\$0.00	(\$537.25)
Total					\$49,883.16

Announcements

2018 Ending Balance	\$446,740.01
2019 Current Balance	\$49,883.16
2019 TRUE Current Balance	<hr/> \$496,623.17

*If you have funds available after calculating your TRUE balance then submit a request for a budget override. Budget override requests will be accepted until the balance roll forward process has been completed (mid-October).

Announcements

Not sure if your fund is part of the balance roll forward process? Visit our website:

<https://budget.unt.edu/year-end-planning>

*Select the “Closing Rules” document.

Monthly Trainings

Cash Handling -

- Tuesday, Sept. 11th – 9:30am – 10:30am WH 316

Function Field Training

- Wednesday, Sept. 12th – 9:00am – 11:00am BLB 005

Cognos – Departmental Budgets

- Monday, Sept. 17th – 9:30am – 11:30am ESSC 152

Budget Basics

- Monday, Sept. 17th – 2:00pm – 4:30pm BLB 260

Open Lab

- Friday, Sept. 21st – 9:00am – 11:00am ESSC 152

Cognos – Project Budgets

- Monday, Sept. 24th – 1:30pm – 3:00pm ESSC 152

Budget Reconciler Tools

- Thursday, Sept. 27th – 2:30pm – 4:00pm GAB 550A

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

Open Dialogue

What's on your mind?

Don't feel like sharing; we'll stay after the conclusion of the meeting to listen.



**Thank
You.**

UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890