First Fridays with the Budget Office

September, 2018
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
  
  • ABAs 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 BC000000000
    • 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>500</th>
<th>400</th>
<th>500</th>
<th>400</th>
<th>Total</th>
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<tr>
<td>DE360 - Rental Exp-Non-Cap - Function 500</td>
<td>$0.00</td>
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<td>D5251 - Travel - Function 500</td>
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<td>C5251 - Travel</td>
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<td>$7,344.38</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$315,771.54</strong></td>
<td><strong>$457,259.33</strong></td>
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<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$446,740.01</strong></td>
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Announcements

2019 Current Balance = $49,883.16

<table>
<thead>
<tr>
<th>Category: 202 - Designated Operating-General</th>
<th>Fund: 830035 - Unrestricted Gifts (Gen)</th>
<th>Program: , Purpose: , Site:</th>
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<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Budget</td>
<td>Actual</td>
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<tr>
<td>---------</td>
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<tr>
<td>C4380 - Othr Sales of Goods and Svcs</td>
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<tr>
<td><strong>Revenue Total</strong></td>
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<td><strong>Expense</strong></td>
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<td></td>
</tr>
<tr>
<td>Account</td>
<td>Budget</td>
<td>Actual</td>
</tr>
<tr>
<td>---------</td>
<td>--------</td>
<td>--------</td>
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<tr>
<td>D5101 - Professional Fees &amp; Svcs - Function 500</td>
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<td>D5301 - Materials &amp; Supplies Exp - Function 500</td>
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<tr>
<td>D5501 - Other Operating Exp - Function 500</td>
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<tr>
<td>C5251 - Travel</td>
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<tr>
<td><strong>Expense Total</strong></td>
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<td>$537.25</td>
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</tbody>
</table>

**Total**

$49,883.16
Announcements

2018 Ending Balance $446,740.01
2019 Current Balance $49,883.16
2019 TRUE Current Balance $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.