First Fridays
with the
University
Budget Office

October, 2018
Live Poll

BRACE YOURSELF
AGENDA

• How to Release Your Encumbrances (REQ & PO)
• Soft Encumbrance Solution & Implementation
• New Requisition Report Demo
• Customer Service Metric Evaluation
• Open Forum with the UNT System Vice Chancellor
• General Announcements
Procurement

Closing PO and Reqs
Closing POs

• PO Roll process itself does not close POs.
• There are no operating differences in closing Grant-associated PO and non-grant associated POs.
• Closing non-grant POs are initiated either by request from the end user to the buyer (preferred) or buyer initiated.
• Because grants have timeframes that differ from that of our FY, POs with grants associated with them are not evaluated by the buyers for closing. Evaluation for closing the PO/Req must come from end user.
Closing Reqs

• End users may initiate closing of the Req through Manage Requisitions.
  • After the req is cancelled it must still be budget checked to remove the pre-encumbrance.
• Closing reqs allows the end user to finalize the req and clear any remaining encumbrances.
Soft Encumbrances
Soft Encumbrances

Thank you for being part of the soft encumbrance solution!

– 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 & Implementation

**Issue:** Campus needs a way to allocate funds to future expenses so COGNOS displays an accurate available budget.

**Solution:** Utilizing the existing requisition process, users can pre-encumber future expenses. This solution is **NOT** intended for expenses processed thru ePARs.

**Implementation:** Effective Immediately
Soft Encumbrance - Who?

• The users who will benefit the most are:
  – Org Dept Holders, Project Holders, or PIs who rely solely on Cognos to monitor budgets.
  – Reconcilers who use workbooks to track outstanding items not yet posted to Cognos.
  – Division/Department Budget Officers who monitor budget balances for management.
Soft Encumbrance – What?

• Entering soft encumbrances is the process of entering and budget checking a requisition but not submitting it for approval.

• A simple process that is already familiar to those who prepare requisitions.

• Soft Encumbrances are not mandatory. They are a tool available for use dependent on your business needs. Use them as little or as much as you would like.
Soft Encumbrance – How?

5 Easy Steps!

1. Log onto myfs.unt.edu
2. Go to Main Menu > eProcurement > Requisition
3. Enter and save the Requisition
4. Budget Check the Requisition (Valid status)
   DO NOT SUBMIT FOR APPROVAL
5. Done! You have entered a pre-encumbrance
   The transaction will upload to COGNOS overnight
Soft Encumbrance – How?

- Training Material located at: Budget Website > Training > Training Materials

- TIP! Review the Requisition Category Codes chart for a crosswalk between the requisition categories and the associated D-Level account.
Soft Encumbrance – When?

• Soft Encumbrances – Go Live Today!

• Training
  – Trainings available in myLearning.unt.edu
  – Course Name: Soft Encumbrance Training
    • Wednesday, Oct 10, GAB 550A 1:30pm – 3:00pm
    • Thursday, Oct 18, GAB 550A 2:30pm – 4:00pm
    • Tuesday, Nov 6, GAB 550A 2:00pm – 3:30pm
    • Wednesday, Nov 14, GAB 550A 1:00pm – 2:30pm
Soft Encumbrance – Where?

• Tracking and managing soft encumbrances is possible through the use of the new Requisition Reports.
New Reporting Tools
New Reporting Tool: Requisition Report

• Located on Employee Portal (my.unt.edu)
  – Reports > Financial Reporting section > click “More”
New Reporting Tools

• 2 New Reports!

FIN005a-c contain preset parameters for specific searches
New Reporting Tools

• FIN005 – Requisitions
  Shows requisitions that have been approved or completed, meaning the requisition has been approved to move to Purchase Order or has already done so.

  – FIN005a – Requisitions (Soft Encumbrances)
    The preset parameters show requisitions that are *Budget Checked and valid*, but have not been submitted for approval.
New Reporting Tools

– FIN005b – Requisitions (Search By Req)
  The preset parameters show all requisitions regardless of status. Helpful when only the Requisition ID is available.

– FIN005c – Reqs (Cancelled/Not Budget Chked)
  The preset parameters show requisitions that have been Cancelled, but have not been Budget Checked. This is a “Design Feature” of PeopleSoft that may tie up funds unnecessarily.

NOTE: Old Requisitions from previous years may show on the report. Purchasing is adding a process at year-end to clean old Reqs. These prior year requisitions do not impact your available budget unless the funding is Project related.
New Reporting Tools

• FIN006 – Purchase Orders
  Shows Purchase Order information. *Cancelled* and *Denied* are excluded by default; however, they may be included by adding them to the Purchase Order Status prompt on page 2 of the report.
Service Metric Evaluation
PURPOSE
To ensure UNT System efficiency and effectiveness.

EXPECTATIONS
Council Chairs are responsible for:
1. Planning and implementing the strategic priorities of the Chancellor’s Council;
2. Reporting to the Chancellor’s Council progress on the top priority operational system efficiency and effectiveness as prioritized by each Council;
3. Cross-communication and communication with other councils.

COUNCIL OPERATIONS
1. Office of the Board Secretary and Council Chairs will maintain a Sharepoint site with schedules, agendas, results, and minutes of monthly or more frequent meetings.
2. Councils and Coordination & Collaboration Groups will meet at least once per month. Additional meetings may be scheduled as needed.
Service Metric Evaluation

• CFO Council – Service Metric Evaluation
• Service Metrics focused on delivery
• Identified Services:
  ✓ Budget & Controller Office
    *Cognos, Hyperion, IDT, Journal Entries*
  ✓ Procurement & Purchasing
  ✓ Accounts Receivable & Payable
  ✓ Human Resources
  ✓ Travel
  ✓ Payroll
UNT Committee for UNT System Metric Evaluation

• Dr. Allen Clark – Chair
• April Barnes, University Budget Office
• Daniel Armitage, Auxiliary Services
• Glen Nakata, College of Education
• Jason Simon, Institutional Research & Effectiveness
• Shannon Rowland, Student Affairs
• Shaureece Park, Human Resources
• Wendy Risdon, College of Science

Please send any proposed metrics to a member of the committee listed above for them to be considered.
UNT First Friday Meeting

Gary Rahlfs, Vice Chancellor for Finance

October 5, 2018
Gary Rahlfs - Background

**Personal:**
- From Hereford, Texas
- Married 22 years: Lori
- Sons: Jack-17, Alec-15

**Education/Accomplishments:**
- MBA – University of Texas – 1999
- CPA – State of Texas – 1991 (not current)
- BBA – West Texas A&M University – 1989 (Finance & Accounting)

**Work Experience:**
- KPMG – 5 years
  - Financial / Insurance focus
- PepsiCo – 23 years
  - 12 jobs (Frito-Lay US, Canada Foods, Corporate HQ)
  - 6 relocations (Texas, California, Canada, NY)
  - Experience:
    - International CFO
    - Financial Stewardship / Fiduciary
    - Financial Planning
    - Sales / Customer / Operations Finance
    - Internal Audit
    - Corporate Management
    - Recruiting & Developing teams
Priorities:

• People Development
  • Clarity of Expectations (Aligned Objectives)
  • Tailored Development Plans

• Operational Excellence
  • Customer focused
  • Team mentality

• Delivering Value
  • Efficient & Effective System
  • Developing Success for the Future
The role of Metrics

• Servant Leadership is all about breaking down barriers and clearing the path to allow others to be successful
• What gets measured, gets acted-on

• Balanced Scorecards – In each institution + System-wide
  • Cost metrics – What is the real cost ($/x)?
  • Service metrics – What is being delivered (accuracy, time, etc.)?

  Meaningful measures and drivers of change (inflation, investments, productivity, etc.)
Q&A
General Announcements
General Announcements

• The Budget Office has rebranded to: the University Budget Office

• Budgets will roll week of October 15th
  – Budget roll processing time reduced by 45+ days!

• New Gifts & Endowments Fund Category & Fund Chart
General Announcements

• ePAR Phase 2 – Go Live 10/15
  – Trainings available in MyLearning.unt.edu
  – Course Name: ePAR Enhancements (EPE18)
    • 10/09 – Discovery Park
    • 10/11 – UNT Campus
    • 10/12 – UNT Campus
General Announcements

• Merit Process Underway
  – Merit files have been distributed to each division
  – Merit Pool is 1.5%
  – Merit awards are effective 11/1 and will reflect on 12/1 paychecks
Upcoming First Fridays – Sneak Peek

• The *how* and *why* of Agency Funds
• PO Encumbrance Roll – How to reconcile FY18 to FY19 to ensure accuracy so you don’t miss out on money
• ePAR Phase 2 post go-live update
• Sam’s Club Membership Card
• Encumbrance Management Report – it’s back!
• Requestor Groups and impact on requisitions
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.