



First Fridays
with the
**University
Budget Office**

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UNIVERSITY
OF NORTH TEXAS[®]

October, 2018

EST. 1890

Live Poll



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?

DEMO

Lisa Gage, Department of Economics

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



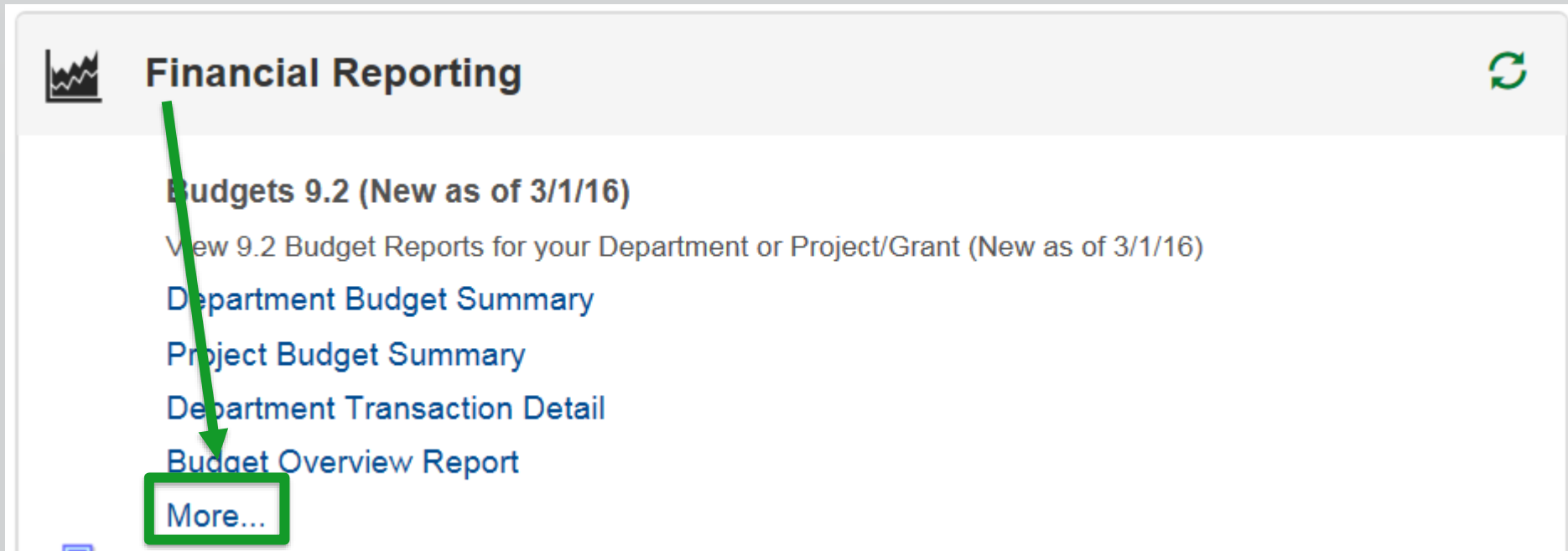
Soft Encumbrance – Where?



- 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”



 **Financial Reporting** 

Budgets 9.2 (New as of 3/1/16)
View 9.2 Budget Reports for your Department or Project/Grant (New as of 3/1/16)

- [Department Budget Summary](#)
- [Project Budget Summary](#)
- [Department Transaction Detail](#)
- [Budget Overview Report](#)
- [More...](#)

New Reporting Tools

- 2 New Reports!

FIN005a-c contain preset parameters for specific searches

Budgets 9.2 (New as of 3/1/16)

View 9.2 Budget Reports for your Department or Project/Grant

Department Budget Summary

Project Budget Summary

Department Transaction Detail

Department Payroll Transaction Detail

FoaPs with Activity

9.0 DeptID to 9.2 FoaPs Lookup (03/01/2016)

9.0 Account to 9.2 Account Lookup (03/01/2016)

Donor Letters_Primary

Foundation Report

FIN005 - Requisitions

----->FIN005a - Requisitions (Soft Encumbrances)

----->FIN005b - Requisitions (Search By Req)

----->FIN005c - Reqs (Cancelled/Not Budget Chkd)

FIN006 - Purchase Orders

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

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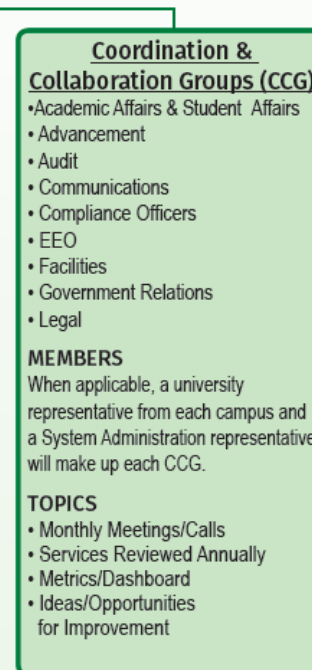
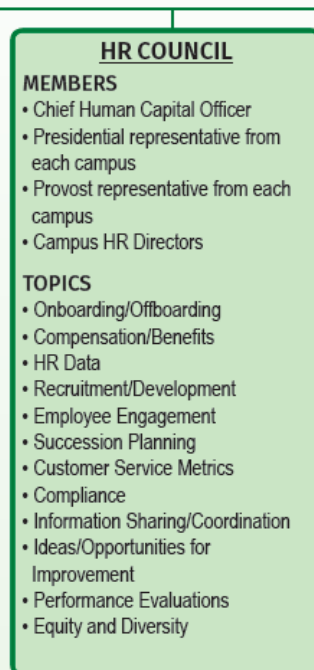
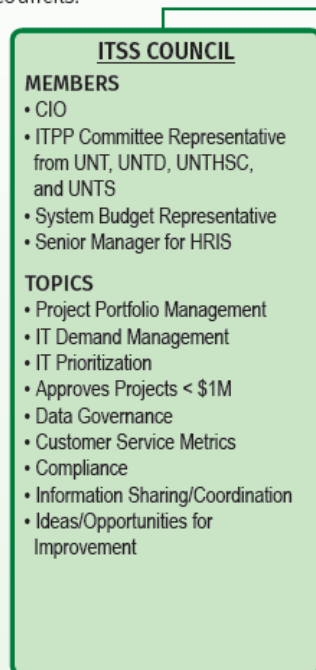
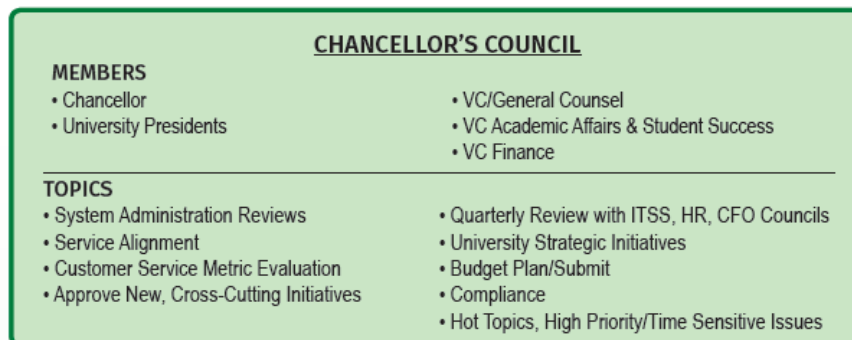
PURPOSE

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-coordination 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

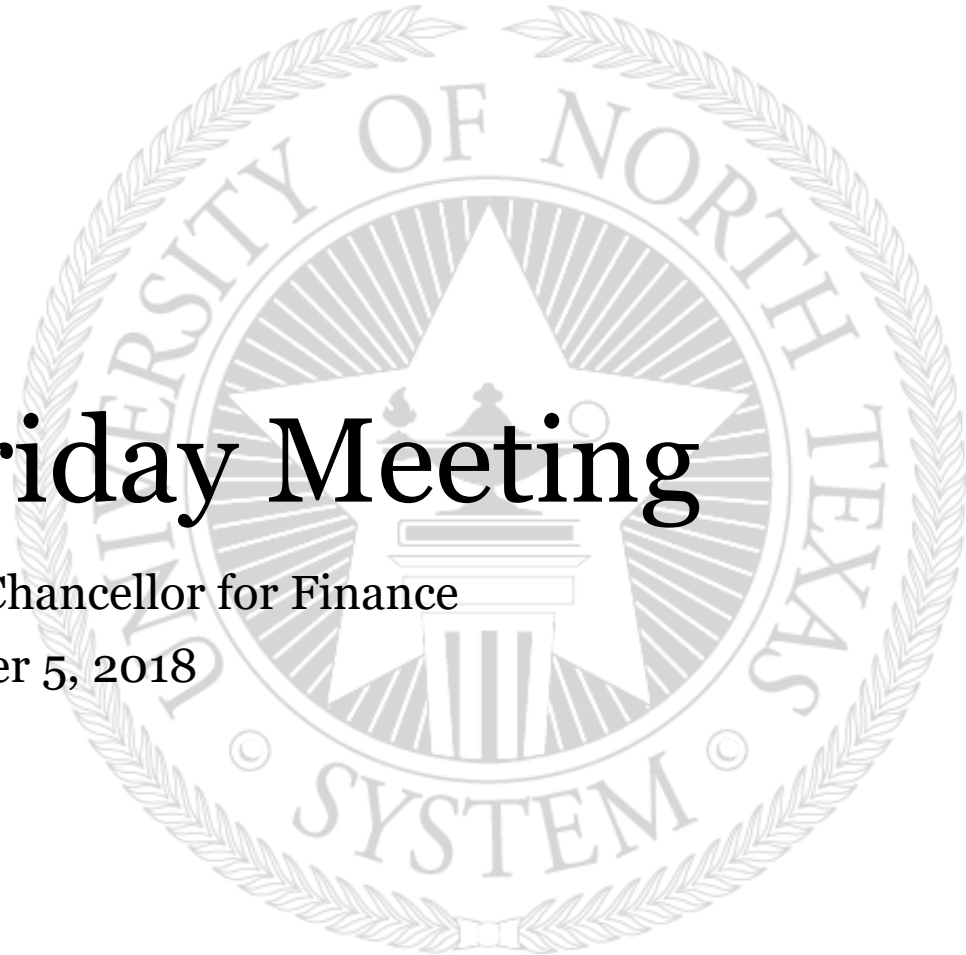
- Dr. Allen Clark – Chair
- April Barnes, *University Budget Office*
- Daniel Armitage, *Auxiliary Services*
- Glen Nakata, *College of Education*
- Jason Simon, *Institutional Research & Effectiveness*
- Shannon Rowland, *Student Affairs*
- Shaureece Park, *Human Resources*
- Wendy Risdon, *College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

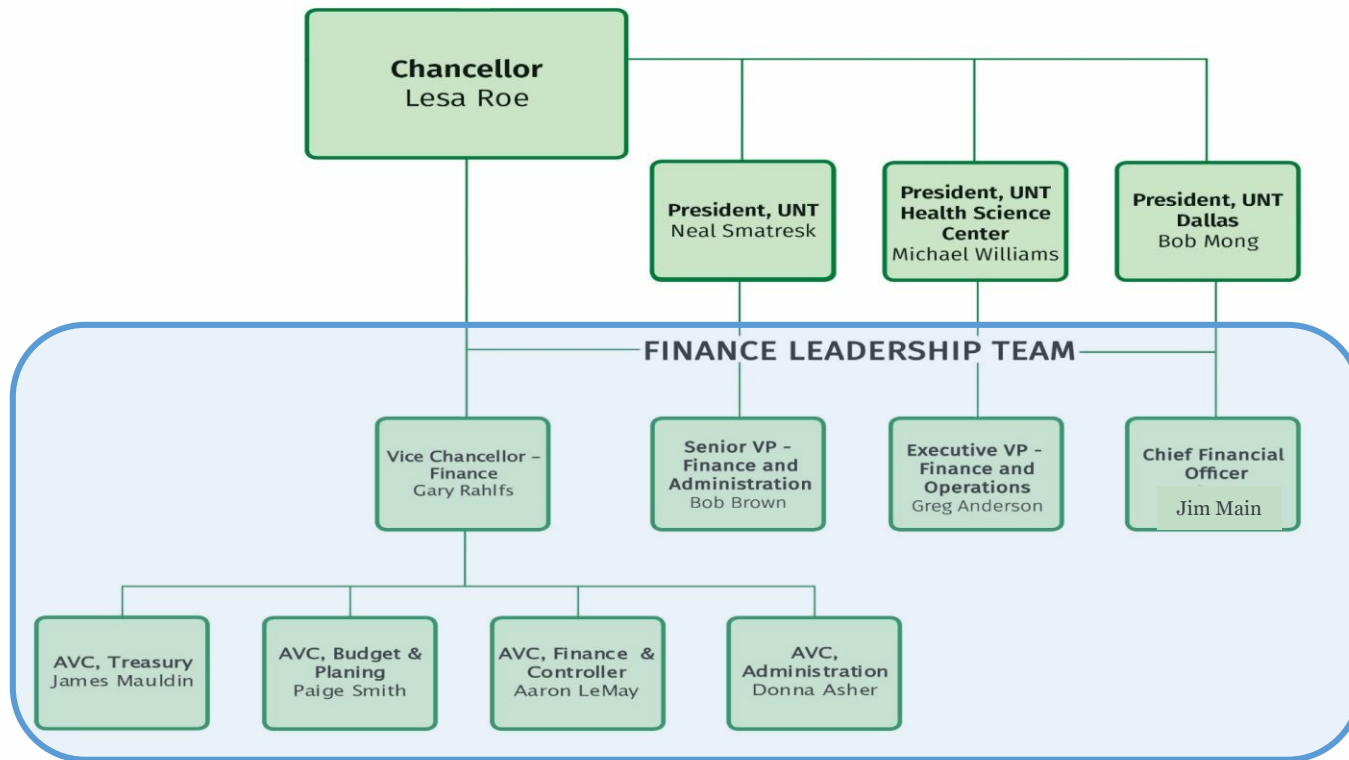
Work Experience:

- 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

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ORGANIZATIONAL CHART

Finance



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](https://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.**

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