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UNIVERSITY
OF NORTH TEXAS®
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First Fridays
with the
University Budget Office

November, 2018

AGENDA

- Icebreaker
- Insight Payroll Dashboard
- Concur PCard Update
- ePar Phase II Update
- IDT Form Update
- Cognos: ePro Report Demo
- General Announcements

Insights Payroll Dashboard

Ryan Fellers

Data, Analytics, & Institutional Research

EST. 1890

UNT®

Do you have questions about students, enrollment, retention, or payroll?

Find the answers and much more on an Insights Dashboard!

Join us for Training

https://tinyurl.com/insights-training-request

Trainees must be FERPA compliant
ferpa.unt.edu

DATA, ANALYTICS, & INSTITUTIONAL RESEARCH

insights

Bringing Data to Life

Concur PCard:
Post Go-Live Update

Shelley Pavero & Barry Sullenberger

UNT System Controller Operations

Concur PCards

- Concur Pcard Go Live Date: 10/04
- Challenges Encountered

  1. Missing Chartstrings
     - EIS List Import required modification to include Budget Entry Types 0,1,2,3,4,5 (i.e. non-discretionary funds)
     - The programming issue was corrected 10/25. If a chartstring appears in Cognos, it should appear in Concur
     - If your chartstring does <u>not</u> appear in Cognos this means that the chartstring has not been used before. An ABA will need to be submitted to fund the new chartstring
     - Please contact the Budget Office if you have questions about the ABA

Concur PCards

- Challenges Encountered (continued)

  2. Workflow: Missing Reconciler/Approver

     Reconciler Role is not captured in the HR system so additional programing was required to modify Concur's workflow to allow this process

  3. Question for the Audience: What other challenges are you encountering?

- Reconciliation Deadline Extended to

  Friday, 11/09

Concur PCards

- Chartstring Tip!

  PCard users must follow the chartstring field steps in order. In Concur, each chartfield option is dependent upon the field prior. If a chartfield is normally blank, “NONE” must be added in its place. The chartstring is incomplete in Concur unless something is entered in each field.

- Terminology Change Tip!

  The term “Approver” is now used in place of “Reconciler.” The term “Org Dept Holder” is now used in place of “Approver.” See Purchasing/Pcard webpage for a list of Concur Terminology and Acronyms.

Concur PCards

- Training
  - Open Lab
    - Drop in for hands on training or questions
    - Thursday, 11/08, 1:00p.m. – 3:30p.m., MATT 306
  - Training
    - Additional in-person and online trainings will be announced soon.

Concur PCards

- Visit the System Purchasing Card Program Website for additional resources.
  - PCard Concur Training PowerPoint
  - Getting Started with the Concur Mobile App
  - Concur Profile Settings
  - Concur Terminology and Acronyms

Concur PCards

- WHO TO CONTACT:
  - ✧**Email**: pcard@untsystem.edu
  - ✧**Phone**: 940.369.5500 X 5
  - ✧**Concur User Support Desk** (Questions regarding Concur System): 1-866-793-4040

ePar Phase II:
Post Go-Live Update

Donna Asher

UNT System Finance & Administration

Timeline

- Went Live Monday, October 15, 2018:
  - Roll-out of Phase II Enhancements to all users with access
- Training: September – November 2018
  - End user face-to-face training for Phase II enhancements
  - Will roll into regular monthly ePAR training in December

Available Transactions

Phase 1: Employee (Sept 2012 – present)

1. **Hire an Employee**
   - Hire – all appointments types and all circumstances
2. **Terminating**
   - Terminate – all appointment types can be processed via ePAR (or mass termination process)
3. **Employee Changes (monetary and non-monetary impact)**
   - Base rate adjustments [merit, market, equity, etc.]
   - Non-base rate adjustments [augmentations, allowances, etc.]
   - FTE changes
   - Promotion/demotion/reclassification
   - Leave with/without pay
   - Return form leave with/without pay
   - Funding source changes
   - Reports To/Supervisor changes
4. **Employee Transfers (changing departments and positions in same institution)**
   - Employee initiated transfer (applies for another job)
   - Receiving department initiates ePAR
   - NOTE: Going from a non-position to a position is NOT a transfer but a Hire

Phase 2: Position Management/Postings (Oct 15, 2018)

A. **Vacant Position Changes (used for <u>vacant</u> positions only)**
   - Create/End/Inactivate/Reactivate position
   - Funding changes
   - FTE changes
   - Salary changes
   - Other changes

B. **Requests to Refill and Post a Job (all except UNTHSC)**
   - Post a vacancy (positions) or a job (non-positions) in PeopleAdmin

C. **Overlap Requests**
   - Allow 2 people to fill a position for a temporary time period usually for the purposes of training

D. **Transfer Position (and Employee, if filled) to Another Department within Same Institution**
   - Institutional Reorganization Changes
   - Added to Employee Menu
   - Receiving department initiates ePAR

E. **Transfer Position (and Employee, if filled) Across UNT System**
   - UNT System Reorganization Changes
   - Added to Employee Menu
   - Receiving department initiates ePAR

HRM-4: Budget/ Recruitment Form

HRM-4/Budget/Recruitment Form - UNT, UNT Dallas, UNT System Administration

Prepared By: Phone: Institution: Date:

UNT Only:

Select one

Salaried Staff Position Non-student Hourly Position For hiring Student Hourly employees please use the UNT Career Center

Select all that apply

FTE Change New Position Replacement Other

Reclassification Overlap Salary Changes 100% Sponsored Project (UNT)

Position Number: Job Code: Job Title:

HR Org Dept: Department Name:

Start Date	End Date	FTE	Pay Grade	Budget Months	Monthly Rate	Annual Rate

Payment Account Distribution:

Org Dept/Fund Cat/Fund/Function *and* [Proj/Prog/Purpose/Site (if applicable)]	Start Date	End Date	Distri-bution %	Annual Recurring Cost	Net Budget Change	Account Source of Budget Increase

Preferred Qualifications/ Justification/Comments:

Replaced with ePAR

Posting Instructions

Post Position at Entry Salary Driving University Vehicle? Yes No

Post Position with Salary Commensurate with Experience 100% Sponsored Project (UNT) Yes

Hiring Manager: Phone: Additional Contacts:

Select one External* Internal within Dept Internal within Campus:

* A position MUST be posted externally in order for employees at the other UNT System institutions or hourly staff to apply.

For Hourly Position: Hourly Pay Rate$ Hours per Week: 9 Months 12 Months

Work Schedule:

Approvals:

(1) Dept Head or DeptID/Proj # Holder Date (2) Dean or Director Date

UNT
VPAA - 130

OFFICE OF THE PROVOST & ACADEMIC AFFAIRS UNT

System ID# (SIN-Assigned by Provost)__________
Date:__________ Phone:__________
Prepared by:__________

Section 1: VPAA-130 Faculty Recruitment Request

Replaced with ePAR

☐ New Position VPAA Will Assign Position #:__________

☐ Replacement Position Position #:__________
Name & Rank past employee:__________
Date previous employee terminated:__________

Is this an Endowed Chair/Professor position? ☐ Yes ☐ No

If yes, please list the title of the endowment and attach the related MOU__________

Base Department#:__________ Department Name:__________

Rank/Title Please Select From Drop Down FTE:__________

Non-Tenure Track Term Limits: One Year:_____ Multiple Year:_____ (# of Years)

Search Committee Chair Name (if known):__________

Anticipated Hire Date:__________ Requested Salary: $__________

Funding Source(s) for Salary:

Budgeted Position Salary Chart String	Funding Dist. %	Current Budgeted Salary	Salary Adjustment Amount	Chart String or Funding Source for Additional Salary

1) Please explain the need for this position, including enrollment demands, curriculum offerings, teaching assignments, and any anticipated administrative services. Provide a general description of the field of	

Training Schedule

- Pre Go-Live

	Date	Time	Location
UNT	9/19/2018	10:00-11:30a	BSC- 4202-A
	9/19/2018	2:00-3:30p	BLB260
	9/28/2018	10:00-11:30a	BLB010
	9/28/2018	2:00-3:30p	BLB010
	10/2/2018	10:00-11:30a	BSC 4202-A
	10/4/2018	10:00-11:30a	BSC 4202-A
	10/4/2018	2:00-3:30p	BSC 4202-A
	10/9/2018	2:00-3:30p	Discovery Park B158
	10/10/2018	10:00-11:30a	HKRY252
	10/11/2018	2:00-3:30p	BLB080
	10/12/2018	10:00-11:30a	BLB015

- Post Go-Live

	Date	Time	Location
UNT	10/24	1-2:30PM	MATT 109
	10/31	1-3PM	WH 216
	11/1 (Open Lab)	12pm-1:50PM	Chilton 270
	11/7	1-2:30PM	MATT 109
	11/14	9:30-11AM	BLB 180

Challenges

- Workflow
  - Couldn't find funding DeptID/ProjID holder so routed to Workflow Administrator: RESOLVED
  - No approver required: RESOLVED with restarting workflow administratively for most cases
  - Order of workflow – will need to hear from HR, Provost, University Budget Office, Grants to change: IN PROCESS

- Account Code
  - No account code in DBT grid when a new row is inserted using a speed type: RESOLVED
  - New staff position – not using ePar effective date to lookup account: CURRENTLY TESTING FIX

Challenges cont.

- Display/ Views = NOTE Data loads properly
  - Duplicated department budget data rows: CURRENTLY TESTING FIX
  - Job Title not updating when Job Code value changes: ON LIST TO FIX

- Source of Funds (SOF)
  - Error message upon submittal that wipes out source of funds data for new positions: CURRENTLY TESTING FIX
  - Make sure SOF box consistently and appropriately displays for employee transactions: CURRENTLY TESTING FIX

- Email Notifications
  - Inconsistent notifications of ePAR approvals, push/pullback, etc.: UNDER REVIEW BY ITSS/ ITSS WORKING ON
    - Note: There are similar issues with I-9's
  - Gibberish on email notifications indicating ePAR has been approved: UNDER REVIEW BY ITSS

Contact Us at:

ePAR_Help@untsystem.edu

Helpful Hints:

- Provide ePAR #
- Provide screenshots when possible

IDTs: Form Update & Other Announcements

Jennifer Stevenson

UNT System Controller Office

IDT Form Update

Campus Feedback

- How do I fill out the IDT correctly?
- What are the rules?
- Can this form be used for more than one chartstring?

IDT Form Update

IDT Form Changes

- Breakout of forms:
    1. Exchange of goods/services – Sale of goods/services between departments. Use of only 6/8XXXX GL accounts across chartstrings.
    2. Actuals Corrections – Correction of actuals between chartstrings. Use of same GL accounts but can change chartstrings.

IDT Form Update

IDT Form Changes

- Budget Officer approval as part of workflow
- List of Journal Template Dept. contacts
- Reorganized sections to improve flow
- Ability to use multiple chartstrings

IDT Form Update

- New Forms effective today, 11/02.
  - Budget.unt.edu > Resources > Forms
- The old IDT form will continue to be accepted through 11/30 to allow time for IDTs currently in process to route through the approval workflow.
- Training dates will be emailed via Budget News and posted to the Budget Website once available.

IDT Announcement

- Prior Year IDT Submission Extension
  - IDTs for goods/services performed **the month of August 2018** on 6/8XXXX accounts will be accepted through 11/30/18.
  - <u>This is a one time exception for FY18.</u>
  - If you submitted an IDT for August services and it was returned, please resubmit for processing (if still needed).
  - For FY19 YE, the Controller's office will revisit the IDT due date timeframe of 8/24 to ensure IDTs for services that occur between 8/24 to 8/31 are able to be processed and submitted for the correct FY.

COGNOS: ePro Report Demo

April Barnes

University Budget & Analytics

ePro Report

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...

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
- Budget Overview Report
- Project Transaction Detail
- Department Account 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 Chked)
- FIN006 - Purchase Orders
- ePro Transaction Detail

ePro Transaction Detail

Please Select Parameters Below:

Business Unit:

- Univ. of North Texas at Dallas (DL773)
- UNT Health Science Center (HS763)
- University of North Texas (NT752)
- Univ. of North Texas System (SY769)

Requisition ID:
ex: 0000123456 (10 digits)

Purchase Order:
ex: 0000123456 (10 digits)

Voucher ID:
ex: 00123456 (8 digits)

Department* (Optional)

TIP! Do not enter a Department. It is not required.

- Example 1: REQ# 223915

Keep this version | Add this report

University of North Texas
ePro Transaction Detail
Fiscal Year-to-Date

Department: 151020
Department Description: Asset Management
Organizational Department Manager: Barnes,April Leigh

Budget Year: 2019
Date: Nov 2, 2018

Requisition

Requisition ID	Requisition Status	Account/Description	Department	Origin	Budget Date	Approved Date	Vendor	Description	Price	Quantity	Unit of Measure	Total Amount
0000223915	A	53103 - Computer Equipment-NonCap	151020 - Asset Management	ONL	Oct 16, 2018	Oct 18, 2018	Summus Dell Products	Lexmark CX622ade Color Laser Printer - Multifunction	$839.16	1	EA	839.16
0000223915	A	53503 - R/M Computer Eqpmnt	151020 - Asset Management	ONL	Oct 16, 2018	Oct 18, 2018	Summus Dell Products	Onsite Repair NBD 4yr - Maintenance Agreement	$557.56	1	EA	557.56
												1,396.72

Purchase Order

Purchase Order ID	Purchase Order Status	Account/Description	Department	BudgetDate	Vendor	Description	Total Amount
0000216321	Dispatched	53103 - Computer Equipment-NonCap	151020 - Asset Management	Oct 16, 2018	Summus Dell Products	Lexmark CX622ade Color Laser Printer - Multifunction	839.16
0000216321	Dispatched	53503 - R/M Computer Eqpmnt	151020 - Asset Management	Oct 16, 2018	Summus Dell Products	ONSITE REPAIR NBD 4YR	557.56
							1,396.72

Voucher

VoucherId	Voucher Line	Invoice Date	InvoiceId	Account/Description	Department	Vendor	Description	Unit Price	Quantity	Total Amount
				53103 - Computer Equipment-NonCap	151020 - Asset Management					
				53503 - R/M Computer Eqpmnt	151020 - Asset Management					

- Example 2: VO# 662328

University of North Texas
ePro Transaction Detail
Fiscal Year-to-Date

Department: 160000
Department Description: Student Affairs-Gen
Organizational Department Manager: With,Elizabeth A

Budget Year: 2019
Date: Nov 2, 2018

Requisition

Requisition ID	Requisition Status	Account/Description	Department	Origin	Budget Date	Approved Date	Vendor	Description	Price	Quantity	Unit of Measure	Total Amount
0000222223	A	55417 - Donation and Contribution Exp	160000 - Student Affairs-Gen	ONL	Sep 10, 2018	Sep 13, 2018	Engravestone Inc	Paver 2 line 4 x 8 as per attached list	$13.00	1	EA	13.00
0000222223	A	55417 - Donation and Contribution Exp	160000 - Student Affairs-Gen	ONL	Sep 10, 2018	Sep 13, 2018	Engravestone Inc	Paver 3 line 4 x 8 with attached lettering	$17.00	3	EA	51.00
0000222223	A	55417 - Donation and Contribution Exp	160000 - Student Affairs-Gen	ONL	Sep 10, 2018	Sep 13, 2018	Engravestone Inc	Paver 5 line 8 x 8 with attached lettering	$25.00	7	EA	175.00
0000222223	A	55417 - Donation and Contribution Exp	160000 - Student Affairs-Gen	ONL	Sep 10, 2018	Sep 13, 2018	Engravestone Inc	shipping and handling	$65.00	1	EA	65.00
												304.00

Purchase Order

Purchase Order ID	Purchase Order Status	Account/Description	Department	BudgetDate	Vendor	Description	Total Amount
0000214842	Dispatched	55417 - Donation and Contribution Exp	160000 - Student Affairs-Gen	Sep 10, 2018	Engravestone Inc	Paver 2 line 4 x 8 as per attached list	13.00
0000214842	Dispatched	55417 - Donation and Contribution Exp	160000 - Student Affairs-Gen	Sep 10, 2018	Engravestone Inc	Paver 3 line 4 x 8 with attached lettering	51.00
0000214842	Dispatched	55417 - Donation and Contribution Exp	160000 - Student Affairs-Gen	Sep 10, 2018	Engravestone Inc	Paver 5 line 8 x 8 with attached lettering	175.00
0000214842	Dispatched	55417 - Donation and Contribution Exp	160000 - Student Affairs-Gen	Sep 10, 2018	Engravestone Inc	shipping and handling	65.00
							304.00

Voucher

VoucherId	Voucher Line	Invoice Date	InvoiceId	Account/Description	Department	Vendor	Description	Unit Price	Quantity	Total Amount
00662328	1	Oct 22, 2018	18102203	55417 - Donation and Contribution Exp	160000 - Student Affairs-Gen	Engravestone Inc	Paver 2 line 4 x 8 as per atta	$13.00	1	13.00
00662328	2	Oct 22, 2018	18102203	55417 - Donation and Contribution Exp	160000 - Student Affairs-Gen	Engravestone Inc	Paver 3 line 4 x 8 with attach	$17.00	3	51.00
00662328	3	Oct 22, 2018	18102203	55417 - Donation and Contribution Exp	160000 - Student Affairs-Gen	Engravestone Inc	Paver 5 line 8 x 8 with attach	$25.00	7	175.00
00662328	4	Oct 22, 2018	18102203	55417 - Donation and Contribution Exp	160000 - Student Affairs-Gen	Engravestone Inc	shipping and handling	$65.00	1	65.00
										304.00

Announcements

University Budget Office

Announcements

- Budgets rolled on 10/19
  - Review the Closing Rules on the Budget Website to determine which chartstrings rolled.
  - Departments should review and verify their rolled balances for accuracy.
  - Coming Soon: Register for **Budget Close & Roll Training** on the mylearning portal.
    - Hands-on training!
    - **Bring your list of chartstrings to review and verify at training!**
      - 11/09, Friday, 9:00a.m. - 10:00a.m., ESSC152 - CANCELLED
      - 11/13, Tuesday, 3:00p.m. - 4:00p.m., ESSC 152

Announcements

- New Budget Close Journal IDs!
  - YEBCXXXXX: Year End Budget Close Expenses
  - YEBCREXXX: Year End Budget Close Revenues
  - BCPORXXX: Budget Close PO Roll

- Cognos Voucher Reversal Solution
  Campus users identified an issue in which certain reversed vouchers were not reflecting correctly in Cognos. This affected a small number of users. DAIR identified the issue and implemented a correction effective 10/31/18.

Announcements

- Deposits made after 4pm Tuesday, 11/20 (Thanksgiving week) will be processed the following Monday, 11/26. These deposits will appear in Cognos on 11/27, assuming no errors.
  - Please contact Student Financial Services for information: 940-565-3387 or SF_cashiering@unt.edu.

Announcements

- November Trainings

Don’t see a course on the mylearning.unt.edu portal? Still Come! If it’s on the Budget Calendar it will be offered.

M	T	W	T	F
5 Budget Basics 1:00pm - 3:30pm AUDB-218	6 Soft Encumbrance Training 2:00pm - 3:30pm GAB550A	7	8 Function Field 9:30am-11:00am ENV 391	9 Budget Close & Roll 9:00am - 10:00am ESSC 152 - CANCELLED
12 Cognos Departmental Reports 1:00pm - 3:00pm ESSC 152	13 Budget Close & Roll 3:00pm - 4:00pm ESSC 152 - UPDATED TIME Cash Handling Training 9:30am - 10:30am Wooten Hall 114	14 Soft Encumbrance Training 1:00pm - 2:30pm GAB550A	15 IDT Training - NEW FORM! 10:00am-12:00pm Willis 136 Cash Handling Training 2:00pm - 3:00pm BLB 80	16 Open Lab 9:00am-11:00am ESSC-152
19	20	21	22	23
26 Cognos Project Reports 10:00am - 11:30am ESSC 152	27	28	29 Budget Reconciler 3:00pm - 4:30pm ESSC 152	30

Upcoming First Fridays – Sneak Peek

- Inventory Certification
- Sam's Club Membership Card
- PO Encumbrance Roll – How to reconcile FY18 to FY19 to ensure accuracy so you don't miss out on money
- Budget Overview Enhancements
- Requestor Groups and impact on requisitions
- The *how* and *why* of Agency Funds

FAQs

The FAQs received during the First Friday meeting are summarized in the following slides.

Concur PCard FAQ'S

1. *Concur Pcard Statement Report Name*
   - Do not modify or change the name of the Statement Report assigned by Concur system.

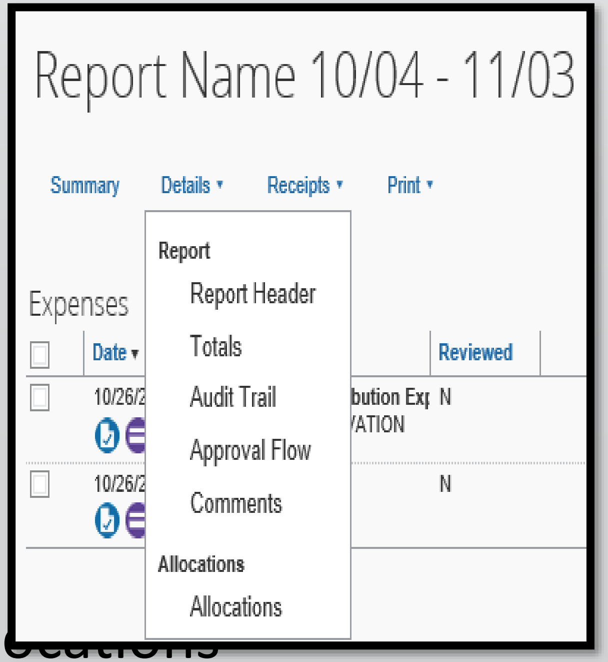
2. *Delegate vs Approver Role Responsibilities*
   - Delegates are individuals acting on behalf of a named list of specific users.
   - Approvers are individuals responsible for chart of accounts (COA) validation.

Concur PCard FAQ'S

3. *How to view Audit Trail*
   - Report Name Header / Details / Audit Trail

4. *How to view Approval Workflow*
   - Report Name Header / Details / Approval Flow

5. *How to view Expense Allocations*
   - Report Name Header / Details / Allocations

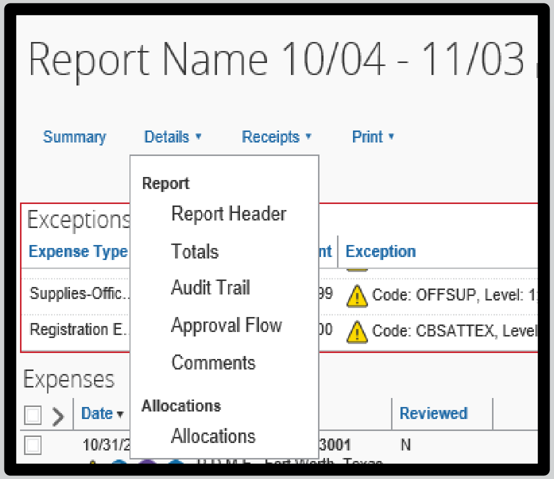


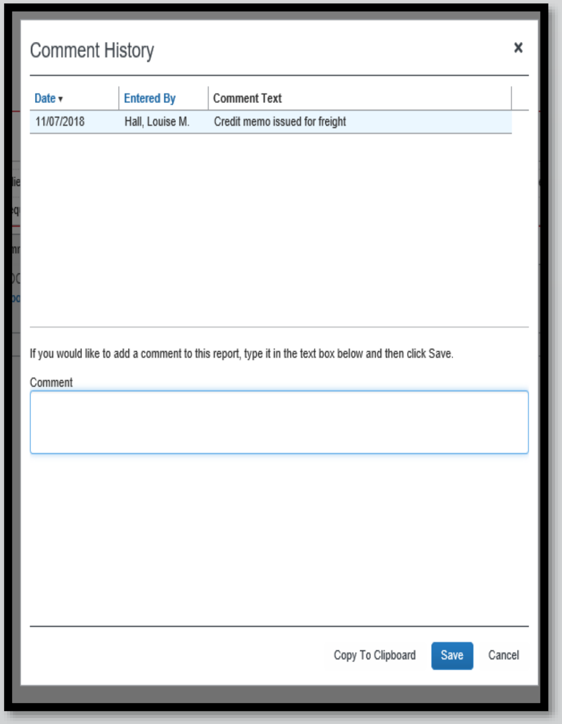
Concur PCard FAQ'S

6. *Vendor Level 3 data imported from vendor into Concur PCard Statement.*
   - Some vendors will send in level 3 data (itemization) and Concur tries to itemize the transaction for you.
   - Please review expenses to ensure itemization is correct.
   - If incorrect, the itemization can be deleted and a corrected one entered.
   - *Be careful not to delete the Expense line itself off the Statement Report.

Concur PCard FAQ'S

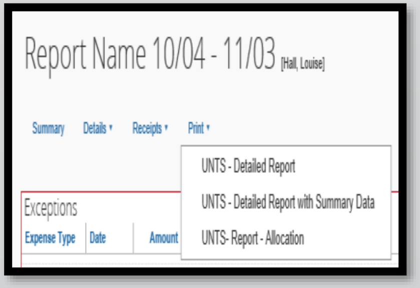
7. *Statement Report Comments*
   - Report Name Header / Details / Comment
   - All Comments associated with the statement can be viewed on the "Clipboard"

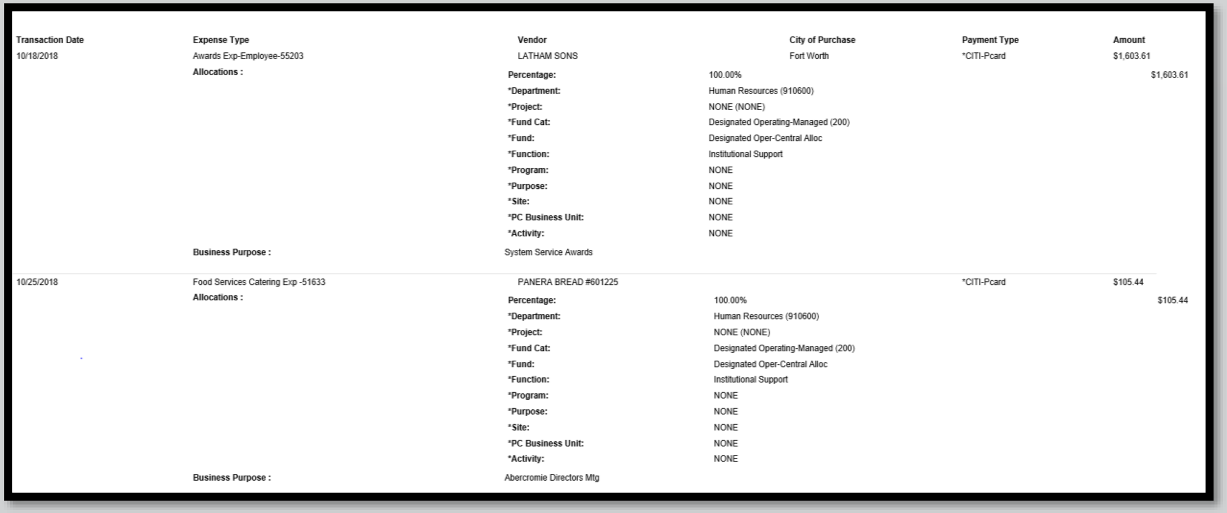




Concur PCard FAQ'S

8. *View Detail Pcard Statement Report by Expense Line*
    - Report Name Header / Print / UNTS-Report-Allocation





Transaction Date	Expense Type	Vendor	City of Purchase	Payment Type	Amount
10/18/2018	Awards Exp-Employee-55203	LATHAM SONS	Fort Worth	*CITI-Pcard	$1,603.61
	Allocations :	Percentage: 100.00%			$1,603.61
		*Department: Human Resources (910600)			
		*Project: NONE (NONE)			
		*Fund Cat: Designated Operating-Managed (200)			
		*Fund: Designated Oper-Central Alloc			
		*Function: Institutional Support			
		*Program: NONE			
		*Purpose: NONE			
		*Site: NONE			
		*PC Business Unit: NONE			
		*Activity: NONE			
	Business Purpose :	System Service Awards			
10/25/2018	Food Services Catering Exp -51633	PANERA BREAD #601225		*CITI-Pcard	$105.44
	Allocations :	Percentage: 100.00%			$105.44
		*Department: Human Resources (910600)			
		*Project: NONE (NONE)			
		*Fund Cat: Designated Operating-Managed (200)			
		*Fund: Designated Oper-Central Alloc			
		*Function: Institutional Support			
		*Program: NONE			
		*Purpose: NONE			
		*Site: NONE			
		*PC Business Unit: NONE			
		*Activity: NONE			
	Business Purpose :	Abercromie Directors Mtg			

Concur PCard FAQ'S

9. *Email Notifications*
    - Concur Email Notifications are system generated and are triggered when action is taken against the Pcard Statement Report.

10. *Approval Workflow*
    - Concur receives data from our HR System nightly which contains the same Approval workflow currently in EIS. The workflow for Departmental Approvers, Project and Grant Approvers (with the exception of the "Reconciler" Role) has been automated for the users.

ePar Phase II - FAQ

11. *Who initiates the ePar when a position or an employee transfers departments?*
    - The departing department should process the termination.
    - The receiving department should initiate the transfer.

12. *If an ePar is submitted to increase the salary on a position, can the offer letter be generated?*
    - HR will release an offer letter once the ePar has been approved.

ePar Phase II - FAQ

13. How do you put a position into suspense?

- Enter an "end date" in each row of the DBT to suspend a position.
- "Inactivate" should not be used to suspend a position.
- Informational Note: Positions are placed into suspense to release encumbered funds on vacant positions.

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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