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
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
Concur PCard: Post Go-Live Update

Shelley Pavero & Barry Sullenger
UNT System Controller Operations
Concur PCards

• Concur Pcard Go Live Date: 10/04

• Challenges Encountered

  1. Missing Chartstrings
     o EIS List Import required modification to include Budget Entry Types 0,1,2,3,4,5 (i.e. non-discretionary funds)
     o The programming issue was corrected 10/25. If a chartstring appears in Cognos, it should appear in Concur
     o If your chartstring does not 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
     o 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
  o Open Lab
    – Drop in for hands on training or questions
    – Thursday, 11/08, 1:00p.m. – 3:30p.m., MATT 306
  o 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 vacant 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

EST. 1890
HRM-4: Budget/Recruitment Form
## Training Schedule

### Pre Go-Live

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<td>BSC-4202-A</td>
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<td>10/4/2018</td>
<td>10:00-11:30a</td>
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<td>10/4/2018</td>
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<td>BSC-4202-A</td>
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### Post Go-Live

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<tr>
<td>10/24</td>
<td>1-2:30PM</td>
<td>MATT 109</td>
</tr>
<tr>
<td>10/31</td>
<td>1-3PM</td>
<td>WH 216</td>
</tr>
<tr>
<td>11/1 (Open Lab)</td>
<td>12pm-1:50PM</td>
<td>Chilton 270</td>
</tr>
<tr>
<td>11/7</td>
<td>1-2:30PM</td>
<td>MATT 109</td>
</tr>
<tr>
<td>11/14</td>
<td>9:30-11AM</td>
<td>BLB 180</td>
</tr>
</tbody>
</table>
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:
  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.
  – This is a one time exception for FY18.
  – 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
TIP! Do not enter a Department. It is not required.
### Example 1: REQ# 223915

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

#### Requisition

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Status</th>
<th>Account/Description</th>
<th>Department</th>
<th>Origin</th>
<th>Budget Date</th>
<th>Approved Date</th>
<th>Vendor</th>
<th>Description</th>
<th>Price</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Total Amount</th>
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<tbody>
<tr>
<td>0000223915</td>
<td>A</td>
<td>53503 - R/M Computer Eqpmnt</td>
<td>151020 - Asset Management</td>
<td>ONL</td>
<td>Oct 16, 2018</td>
<td>Oct 18, 2018</td>
<td>Summus Dell Products</td>
<td>Onsite Repair NBD 4yr - Maintenance Agreement</td>
<td>$557.56</td>
<td>1</td>
<td>EA</td>
<td>557.56</td>
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</table>

**Total Amount:** $1,396.72

#### Purchase Order

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<th>Purchase Order ID</th>
<th>Status</th>
<th>Account/Description</th>
<th>Department</th>
<th>Budget Date</th>
<th>Vendor</th>
<th>Description</th>
<th>Total Amount</th>
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</thead>
<tbody>
<tr>
<td>0000216321</td>
<td>Dispatched</td>
<td>53103 - Computer Equipment-NonCap</td>
<td>151020 - Asset Management</td>
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<td>Summus Dell Products</td>
<td>Lexmark CX622ade Color Laser Printer - Multifunction</td>
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<td>151020 - Asset Management</td>
<td>Oct 16, 2018</td>
<td>Summus Dell Products</td>
<td>ONSITE REPAIR NBD 4YR</td>
<td>567.56</td>
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**Total Amount:** $1,396.72

#### Voucher

<table>
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<th>Invoice Date</th>
<th>InvoiceId</th>
<th>Account/Description</th>
<th>Department</th>
<th>Vendor</th>
<th>Description</th>
<th>Unit Price</th>
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<th>Total Amount</th>
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<tr>
<td>53103 - Computer Equipment-NonCap</td>
<td>151020 - Asset Management</td>
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### Example 2: VO# 662328

**University of North Texas**

**ePro Transaction Detail**

**Fiscal Year-to-Date**

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Requisition Status</th>
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<th>Department</th>
<th>Origin</th>
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<th>Approved Date</th>
<th>Vendor</th>
<th>Description</th>
<th>Price</th>
<th>Quantity</th>
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<tr>
<td>0000214842</td>
<td>Dispatched</td>
<td>55417 - Donation and Contribution Exp</td>
<td>160000 - Student Affairs-Gen</td>
<td>ONL</td>
<td>Sep 10, 2018</td>
<td>Sep 13, 2018</td>
<td>Engravestone Inc</td>
<td>Paver 2 line 4 x 8 as per attached list</td>
<td>$13.00</td>
<td>1</td>
<td>EA</td>
<td>13.00</td>
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<tr>
<td>0000214842</td>
<td>Dispatched</td>
<td>55417 - Donation and Contribution Exp</td>
<td>160000 - Student Affairs-Gen</td>
<td>ONL</td>
<td>Sep 10, 2018</td>
<td>Sep 13, 2018</td>
<td>Engravestone Inc</td>
<td>Paver 3 line 4 x 8 with attached lettering</td>
<td>$17.00</td>
<td>3</td>
<td>EA</td>
<td>51.00</td>
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<tr>
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<td>ONL</td>
<td>Sep 10, 2018</td>
<td>Sep 13, 2018</td>
<td>Engravestone Inc</td>
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<td>$25.00</td>
<td>7</td>
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**Total Amount:** 304.00

### Purchase Order

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<th>Department</th>
<th>Budget Date</th>
<th>Vendor</th>
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<tr>
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<td>55417 - Donation and Contribution Exp</td>
<td>160000 - Student Affairs-Gen</td>
<td>Sep 10, 2018</td>
<td>Engravestone Inc</td>
<td>Paver 3 line 4 x 8 with attached lettering</td>
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<td>0000214842</td>
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<td>160000 - Student Affairs-Gen</td>
<td>Sep 10, 2018</td>
<td>Engravestone Inc</td>
<td>Paver 5 line 8 x 8 with attached lettering</td>
<td>175.00</td>
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**Total Amount:** 304.00

### Voucher

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<th>Invoice Date</th>
<th>Invoices</th>
<th>Account/Description</th>
<th>Department</th>
<th>Vendor</th>
<th>Description</th>
<th>Unit Price</th>
<th>Quantity</th>
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</thead>
<tbody>
<tr>
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<td>1</td>
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<td>1802203</td>
<td>55417 - Donation and Contribution Exp</td>
<td>160000 - Student Affairs-Gen</td>
<td>Engravestone Inc</td>
<td>Paver 2 line 4 x 8 as per attached list</td>
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<td>1</td>
<td>13.00</td>
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<td>1802203</td>
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**Total Amount:** 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!
      o 11/09, Friday, 9:00a.m. - 10:00a.m., ESSC152 - CANCELLED
      o 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.

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
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<td></td>
<td></td>
<td>6</td>
<td>8</td>
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<tr>
<td>Budget Basics 1:00pm - 3:30pm AUDB-218</td>
<td>Soft Encumbrance Training 2:00pm - 3:30pm GAB550A</td>
<td>Function Field 9:30am-11:00am ENV 391</td>
<td>Budget Close &amp; Roll 9:00am - 10:00am ESSC 152 - CANCELLED</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
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<tr>
<td>Cognos Departmental Reports 1:00pm - 3:00pm ESSC 152</td>
<td>Budget Close &amp; Roll 3:00pm - 4:00pm ESSC 152 - UPDATED TIME</td>
<td>Soft Encumbrance Training 1:00pm - 2:30pm GAB550A</td>
<td>IDT Training - NEW FORM! 10:00am-12:00pm Willis 136</td>
<td>Open Lab 9:00am-11:00am ESSC-152</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
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<td>26</td>
<td>27</td>
<td>28</td>
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<td>30</td>
</tr>
<tr>
<td>Cognos Project Reports 10:00am - 11:30am ESSC 152</td>
<td></td>
<td></td>
<td>Budget Reconciler 3:00pm - 4:30pm ESSC 152</td>
<td></td>
</tr>
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</table>
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.
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
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
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.
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.
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.