First Fridays with the University Budget Office

March, 2019
AGENDA

• Icebreaker
• Pcard/Concur Updates
• Agency Funds
• IDT: reclassify expense/revenues
• Multi Year Requisitions
• Leases
• Gifts & Endowments
• Announcements/Reminders
• Open Forum – Q&A
Icebreaker
St. Patrick’s Day Poll

Go to www.menti.com and use the code 60 77 85

When someone forgot to wear Green on St. Patrick’s Day, were you the child that:

A) Pinched for sport

B) Got pinched

C) Tried to play it cool/remain invisible

D) None of the Above
Sometimes, I drop pennies on the ground so that someone will have good luck.
P-Card Update
PCard Approval Workflow

Cardholder → Approver (Reconciler) → COA Approver → Grants or CRO → PCard Program Coordinator
PCard Program Roles

Cardholder – Responsible for making purchases following Purchasing Guidelines and ensuring timely monthly reconciliations of transactions in Concur Module.

Approver – Responsible for reviewing allocations of purchases made by the Cardholder in Concur Pcard Module system to ensure transactions are coded properly and Dept ID/Proj ID information is correct.

COA Approver – Responsible for authorizing the use of PCards in their department(s). Ensures all Purchasing guidelines are followed when using the Pcard. Ensures sufficient funds are available for all purchases. Approvers have budget authority on Dept Ids/Proj Ids for which approval is made.

PCard Program Coordinator - administers the PCard Program for all institutions within the UNT System. Conducts periodic reviews of Pcard transactions and maintains documentation for the PCard activities within the UNT System in Concur Module.
PCard Holder Responsibilities

- Follow all Purchasing Guidelines, including Bid Requirements

- Chart strings can be entered as soon the transaction posts

- PCard Holders must review their transactions to safeguard against fraud

- PCard Holders must submit reconciled transactions including receipts for Approval

_PCard Holders should always compare pricing among several vendors, including HUB vendors to obtain the best value for their Department and the University._
PCard Approver Responsibilities

The Approver will review and approve PCard Expense Reports that have been built by an PCard User depending on their role in the organization, an Approver can:

- Approve PCard Expense Reports as a Reconciler
- Approve PCard Expenses allocated to Fund(s) the Approver manages
- Approve both as a Reconciler and the Fund manager

For additional information on the Approval processes in Concur, please visit UNT Pcard webpage, Approver Roles & Approving in Concur https://www.untsystem.edu/hr-it-business-services/procurement/purchasing/purchasing-card-program
Delegate Role

- Delegates are assigned by an Employee through Concur Profile Settings/Profile Options

- Delegate Responsibilities can include:
  - Work on Pcard Statement Reports on behalf of an Employee
  - Preview Pcard Statement Reports submitted for approval prior to final approval
  - Approve Pcard Statement Reports on behalf of an Approver in case of absence (only authorized Approvers can be an Approver Delegate)
AGENCY FUNDS
Agency Fund Need to Know

• Resources held by UNT as a custodian or fiscal agent for outside organizations or individuals.

• These funds are not reported as an asset by UNT, as all of the resources held are owned by a separate entity. UNT will not have any claim or rights to these funds.

• There should be a mutual benefit in having the university act as a fiscal agent for the funds.

• Agency Funds may NOT be used for Payroll expenses.
AGENCY FUNDS

Examples

• Examples:
  – Professional Development Institute
  – Stop Hunger Campaign
  – SECC Fundraiser

• Identifying Chartfields:
  – DeptID B28888 Agencies-NT (DeptIDs 28XXXX)
  – Fund Cat 800 Agency Funds
  – Fund 900000 Agency Funds
  – Function 800 Independent Operations
IDT UPDATE

• Updated Actuals Reclassification IDT form on Budget website to correct Signage Error

• Electronic IDT Testing and Training - March 28, 2019
  10am – 12noon
  Willis Library
  WIL - 136
Multi-Year Requisitions
Multi-Year Requisitions

• When to use:
  – Multi-Year Engagement
  – Fixed Pricing terms throughout lifetime of the contract.

• When not to use:
  – Anytime “Amount Only” is used because of the uncertainty of quantity or price from month to month or year to year.
Multi-Year Requisition Example

A ______ service contract where every month we are charged a fixed price each month.

Req setup:
• Current year:
  – Qty = Remaining months left in FY
  – Cost = monthly rate each month (fixed)
• Future year:
  – Budget date set for that specific FY (e.g. 9/1/2019)
  – Qty = 12 months // Cost = 0.00 (change order at beginning of the year to add the cost for each month)
Multi-Year Requisitions

- Copiers / Leases = GRAY area
  How the contract is drafted determines whether a multi-year requisition can be used and rolled from year to year.

  *Contact Jill Roys in Procurement prior to entering requisition with any questions.*
Multi-Year Requisitions

Reasons why you might be asked to enter a new requisition:

• PO was not able to roll due to Future year
  • “Amt Only” requirement

• Chartstring changes

• PO was finalized
Multi-Year Requisitions Helpful Hints

If you cannot create a multi-year requisition but would like to be able to easily locate the appropriate POs associated with a specific contract:

• Every Requisition should contain:
  • Contract Number – this will be populated on the PO record
  • Previous POs – this can also serve as a second tie to the previous PO.

Cognos Reporting will be updated this fiscal year with this information and users will be able to query this information.
Discussion on Leases

James Mauldin
Associate Vice Chancellor for Treasury and Procurement & Payment Services
Everyone’s favorite topic!!!
Topics

• SEC Rule – continuing disclosure requirement
• Assessing the benefit of master lease programs
• GASB 87 – upcoming accounting standard
SEC Rule 15c2-12

• Financial Obligation including **Leases**
• Required compliance because of bonds
• We must publish details on agreements within 10 days
  – Advance notice is MUCH APPRECIATED!
Assessing the benefit of master lease programs

• Treasury will be collecting data on leases
• Potential for savings based on lower interest rate versus implied interest rate
• Cash purchase price needed
GASB 87 – upcoming accounting standard

• All leases (generally) will receive the same accounting treatment in FY20

• Looking to streamline data collection to make accounting and financial reporting more efficient
What does this have to do with me???

You can be of great help by:

• Spreading the word
• Think creatively to meet needs
• Include cash purchase price on potential leases
Questions, comments or thoughts?

Thank you for your time!
Gifts & Endowments
Chartstring Change for Recording Gifts – Effective 12/1/17

- For those gifts not requiring a unique fund, please use 303-349000 Schol/Rest-Departmental (for scholarship gifts) or 303-300001 Dep/Rest-Dept Discretionary (for non-scholarship gifts) in lieu of Funds 830035 Unrestricted Gifts or 885000 Departmental Discretionary.

- The office of Advancement will no longer deposit gifts to Chartstrings containing Funds 830035 or 885000.

- Chartstrings for distributions processed through Financial Reporting, that were previously deposited to Funds 830035 or 885000, will be updated to 303-349000 or 303-300001 as appropriate.
Chartstring Change for Recording Gifts – Effective 12/1/17 (Continued)

- Balances currently in Fund 830035 are not required to be moved immediately. Where possible, please spend balances in Fund 830035 prior to spending balances in Funds 349000 or 300001.

- Reminder: Departments must maintain donor support and reconciliations (as appropriate) for the current balances of gifts carried in Funds 349000, 300001, and 830035.
# Gifts & Endowments - Fund Category & Fund Chart

<table>
<thead>
<tr>
<th>GIFT TYPE</th>
<th>Carried by Foundation</th>
<th>Carried by Advancement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>True or Quasi Endowment</td>
<td>True Endowment</td>
</tr>
<tr>
<td>FUND CATS</td>
<td>500 Restr True Endowment Corpus</td>
<td>255 Quasi Endow Corpus and Appre</td>
</tr>
<tr>
<td></td>
<td>350 Restr True/Term Endow Appre</td>
<td>207 Quasi Endowment Spendabl</td>
</tr>
<tr>
<td></td>
<td>303 Restr Expendable</td>
<td>307 Restr True/Term Endow Spend</td>
</tr>
<tr>
<td>FUND Roll Up Fund</td>
<td>F30000 Restricted Contributions - Ops</td>
<td>F20000 Endowments Operating</td>
</tr>
<tr>
<td>Fund</td>
<td>Refer to the list of Fund values located on the Budget Website (Budget.unt.edu &gt; Resources &gt; Documents) within the &quot;Chartfield Values &amp; Trees&quot; section. The Fund list contains the F-level associated with each Fund.</td>
<td></td>
</tr>
</tbody>
</table>

## DEFINITIONS

### Endowment:
An endowment is created when a donor makes a gift and requests the gift to be invested. Only the income earned on that gift may be spent.

- **Corpus:** The original gift amount.
- **Appreciation:** The gains, "income," on the original gift amount.
- **Expendable:** The amount of income that is available for spending. Also referred to as "spendable." Most gift agreements stipulate a specific annual percentage distribution that must be given to the department.

### True vs Quasi:

- **True Endowment:** A true endowment is one in which the corpus cannot be spent for any reason.
- **Quasi Endowment:** A quasi endowment is one in which the corpus can be spent under certain circumstances. Quasi-endowments can be created by UNT or by the donor.
  - **UNT-Created Quasi Endowments:** Endowments created by UNT using UNT money. Donor money is not used. Because UNT created the endowment, UNT may remove that restriction at any time.
  - **Donor-Created Quasi Endowments:** Endowments created by a donor for which the donor has specified certain events that allow the corpus to be dipped into or depleted.

### Carried by Foundation vs. Advancement:
A donor has the option to give directly to UNT (via the Advancement department) or to give to the Foundation (a separate legal entity from UNT). Gifts carried by UNT and by the Foundation have different reporting requirements on UNT’s Annual Financial Report.

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1. The fund cats shown are for Departmental chartstrings. If the fund will be carried on a project chartstring then comparable project-specific fund cats must be used. Please contact the budget office for assistance.
Announcements/Reminders
Announcement

Payroll Quick Reference Video

PAYROLL DASHBOARD
QUICK REFERENCE

HTTPS://INSIGHTS.UNT.EDU/SASVISUALANALYTICS HUB
Announcement

DLFM/AOP

- Funds have already been dispersed for FY19.
- Funds display in Cognos with line description:
  - DLFM Spring 19
  - DLFM Summer 19
  - Spring 19 AOP
  - Summer 19 AOP
- Starting in FY20 DLFM and AOP will be a part of your beginning budget for the year.
Announcement
D5501 Employee Relocation

• Acct #52705 – Travel Employee Relocation formerly rolled to D5251-Travel but was **moved** to roll to D5501-Other Operating Exp.

• Transactions that hit D5251 **before** the change was implemented will continue to show under D5251 in Budget Overview. Transactions after the change will show in Budget Overview under D5501.

**Within Cognos Department Budget Summary**

*all charges will show under D5501.*
Announcement
Gallup Survey : April 2019

• Survey open April 5th – 17th

• Provides the University with three years of rich data to analyze and build engagement strategy going forward

• The Gallup survey is a tool providing valuable feedback such as what’s working well and what areas still need some work
Announcement

Visio 2016 Training to be offered April 11th

- Administrative Services is offering a second training for those who missed out on February’s class.

- You can enroll via the MyLearning Portal: Visio2016-2
Announcement

• Lynda Learning Link – [Excel Pivot Table Tutorial](#)

Budget Website:

Resources >Links >Lynda Learning

- Disencumbering Funds on Old PO
- Financial Improvement Transition (FIT)
- Guidebook for Instruction Related Fees
- Hyperion (Oracle)
- Lynda Learning - Excel Pivot Table Tutorial
- My Learning Portal
- Office of the President
- Texas Constitution and Statutes
Announcement

Follow the prompt screens to log in to Lynda:
Announcement
Reminder

Budgeting/Recognizing Excess Revenue (ABA)
Budget/Recognize Excess Revenue using ABA

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>Actual</th>
<th>PreEncumbrance</th>
<th>Encumbrance</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43823 - Conference and Seminar Revenue - Function 100</td>
<td>$0.00</td>
<td>$1,200.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>D4380 - Othr Sales of Goods and Svcs</td>
<td>$0.00</td>
<td>$1,200.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Revenue Total</td>
<td>$0.00</td>
<td>$1,200.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D5012 - Salaries-Faculty/Acad-PartTime - Function 100</td>
<td>$205,140.04</td>
<td>$113,857.25</td>
<td>$0.00</td>
<td>$91,282.80</td>
<td>($0.01)</td>
</tr>
<tr>
<td>C5010 - Faculty Salaries</td>
<td>$205,140.04</td>
<td>$113,857.25</td>
<td>$0.00</td>
<td>$91,282.80</td>
<td>($0.01)</td>
</tr>
<tr>
<td>D5014 - Salaries -Staff - Function 100</td>
<td>$16,916.67</td>
<td>$0.00</td>
<td>$16,916.67</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>C5014 - Staff Salaries</td>
<td>$16,916.67</td>
<td>$0.00</td>
<td>$16,916.67</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>D5031 - Wages - Function 100</td>
<td>$0.00</td>
<td>$8,232.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($8,232.00)</td>
</tr>
<tr>
<td>C5030 - Wages</td>
<td>$0.00</td>
<td>$8,232.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($8,232.00)</td>
</tr>
<tr>
<td>D5050 - Payroll Related Costs - Function 100</td>
<td>$2,497.79</td>
<td>$3,558.37</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($1,060.58)</td>
</tr>
<tr>
<td>C5050 - Payroll Related Costs</td>
<td>$2,497.79</td>
<td>$3,558.37</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($1,060.58)</td>
</tr>
<tr>
<td>D5000 - Cost of Goods Sold - Function 100</td>
<td>$0.00</td>
<td>$40.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($40.00)</td>
</tr>
<tr>
<td>D5101 - Professional Fees &amp; Svcs - Function 100</td>
<td>$200.00</td>
<td>$453.97</td>
<td>$0.00</td>
<td>$0.00</td>
<td>($253.97)</td>
</tr>
<tr>
<td>D5301 - Material &amp; Supplies Exp - Function 100</td>
<td>$5,733.40</td>
<td>$2,907.05</td>
<td>$0.00</td>
<td>$944.78</td>
<td>$1,881.57</td>
</tr>
</tbody>
</table>

Acct # on the FROM side

Acct # on the TO side
Be sure to complete with the proper chartstring.
Reminder

• ABA processing time is a minimum of 72 hours after final approval before the transfer shows in Cognos.
  – University Budget Office Approves (Day 1)
  – Journal Created Overnight batch process (Day 2)
  – Journal Posted (Day 2)
  – Data feeds into COGNOS Overnight (Day 3)
Reminder

• FY20 Budget - Permanent adjustments

3/1 Deadline for submission of ABAs
Reminder

MyLearning > Category: Budget Training Bundle

ABA training is the 4th of 8 courses in the Budget Training Bundle. Users will learn which transactions should be corrected via an ABA and users will walk through entering an ABA from start to finish. The approval workflow will be reviewed. View Details

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Type</th>
<th>Duration</th>
<th>Start Date</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNT-ABA19-2</td>
<td>Classroom</td>
<td>1 Hrs, 30 Mins</td>
<td>02/07/2019</td>
<td>UNT Campus, TX UNT General Academic Bldg, QAB-550A</td>
<td>Enroll</td>
</tr>
<tr>
<td>UNT-ABA19-3</td>
<td>Classroom</td>
<td>1 Hrs, 30 Mins</td>
<td>03/08/2019</td>
<td>UNT Campus, TX UNT General Academic Bldg, QAB-550A</td>
<td>Enroll</td>
</tr>
<tr>
<td>UNT-ABA19-4</td>
<td>Classroom</td>
<td>1 Hrs, 30 Mins</td>
<td>04/04/2019</td>
<td>UNT Campus, TX UNT General Academic Bldg, QAB-550A</td>
<td>Enroll</td>
</tr>
<tr>
<td>UNT-ABA19-5</td>
<td>Classroom</td>
<td>1 Hrs, 30 Mins</td>
<td>05/10/2019</td>
<td>UNT Campus, TX UNT General Academic Bldg, QAB-550A</td>
<td>Enroll</td>
</tr>
</tbody>
</table>

Budget: Budgeting Basics (UNT.eBRT)

The Budget Basics training is the 1st of 8 courses in the Budget Training Bundle. Users will learn the mechanics of the Chart of Accounts along with practical concepts related to their types of chartstrings. View Details

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Type</th>
<th>Duration</th>
<th>Start Date</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNT-BRT19-3</td>
<td>Classroom</td>
<td>1 Hrs, 30 Mins</td>
<td>02/04/2019</td>
<td>UNT Campus, TX UNT Business Leadership Building, BLD-615</td>
<td>Enroll</td>
</tr>
<tr>
<td>UNT-BRT19-4</td>
<td>Classroom</td>
<td>1 Hrs, 30 Mins</td>
<td>03/05/2019</td>
<td>UNT Campus, TX UNT Business Leadership Building, BLD-615</td>
<td>Enroll</td>
</tr>
<tr>
<td>UNT-BRT19-5</td>
<td>Classroom</td>
<td>1 Hrs, 30 Mins</td>
<td>04/03/2019</td>
<td>UNT Campus, TX UNT Business Leadership Building, BLD-615</td>
<td>Enroll</td>
</tr>
</tbody>
</table>

Budget: Cognos Department Reports (UNT.CRTD)
Open Forum – Q&A
Thank You.