



# First Fridays

with the

# University Budget Office

# UNT<sup>®</sup>

UNIVERSITY  
OF NORTH TEXAS<sup>®</sup>

**EST. 1890**

June, 2019

# Agenda

- Icebreaker
- Delegations & Proxies: Concur, ePro, ePar, ABAs, & IDTs
- External Sponsorships: Gift vs. Non-Gift Revenues
- New Cognos Reports
- Controller's Office Update on IDTs
- Announcements/Reminders
- Open Forum – Q&A

# Icebreaker



# Delegations Deep Dive

# General Overview

## ePar and Time & Labor Delegations

- Managed through the campus portal at <https://my.unt.edu> > Human Resources tab > Manage Delegations
- There is not a method to delegate eLeave approval. Once an eLeave request has been made, email Time & Labor to ask that the specific eLeave requests be manually routed to the proxy.

## ABA, IDT, ePro, and Concur Delegations

- Managed via the [UNT System Approver Proxy Request Form](#). A signature is not required for proxies less than 90 days.
  - Any update to the ePro, ABA, or IDT proxy will automatically apply to all three.
  - For permanent proxy changes to only ABAs please email the Budget Office and CC the delegator.

# General Overview

- If the delegator or the delegate will be terminating, the delegation should be revoked prior to the termination.
- PIs should receive OGCA approval prior to delegating any authority for grants.



# ePAR – Delegations

June 14, 2019

**UNT's First Fridays (on Second Friday 😊)**

*Presented by Donna Asher, Deputy Chief Human Capital Officer*

What is a delegation?

Delegation is when a person authorizes another to serve as his/her representative with signature authority for a particular task or responsibility.

When should a delegation be used?

1. Manager takes leave and wants to delegate authority to another person while away from the office
2. Manager does not have time to process transactions and wants to delegate authority to another person

When will authorized delegations be ignored and revert back to the original authorizer?

1. When the delegate initiates/submits an ePAR
2. When the ePAR is for the delegate



Log on to self-service through the campus portal at <https://my.unt.edu>.  
Select

- 1) *Human Resources* tab
- 2) *Manage Delegations* link

UNT  
EST. 1890

People & Departments Calendar Map

Human Resources

Email  
Message Center

I-9 Form  
Privacy Elections  
Self Service Help  
Personal Information >  
Payroll & Compensation >  
Manager Self Service >  
Time Reporting >  
eLeave >  
Manage Delegations  
Employment Off-Boarding >  
EIS >  
Texas State Service >

Time Reporting

[Approve Time](#)  
View and approve timesheets for direct reports

[Time & Labor WorkCenter](#)  
View Manager Time and Labor WorkCenter

[My Timesheet](#)  
Enter your time and submit for manager approval

eLeave

[Request Leave](#)  
Enter a leave request

[Approve Leave Requests](#)  
Approve leave requests

[Display Leave Requests](#)  
Display submitted leave requests

ePAR: Payroll Action Request

[Add a new ePAR](#)  
Add a new electronic Payroll Action Request


[Update/Submit an open ePAR](#)  
Update/Submit an open electronic Payroll Action Request

[Display a submitted ePAR](#)

## Manage Delegation

Cummings,Dorothy

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

 [Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

**3** [Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)

## Select Proxy by Hierarchy

Cummings,Dorothy

HR Consultant I

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the *Search by Name* hyperlink to search for proxies outside your hierarchy.

**Either select the radio button from the names listed or use the Search by Name option**

**Click Next**

[Search by Name](#)

**Choose Delegate**

Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input type="radio"/> Autry,Karen					
<input type="radio"/> Bartelle,Gwendolyn Denise					
<input type="radio"/> Baukmon,Diamond Ra'Queal					
<input checked="" type="radio"/> Blackwell,Sarah					
<input type="radio"/> Fair,Stella J					
<input type="radio"/> Fredrickson,Stacie Christine					
<input type="radio"/> Gent,Rachel Lauren					
<input type="radio"/> Gray,Linda K					
<input type="radio"/> O'Quinn,Christle Chevelle					
<input type="radio"/> Rodgers,Regena Annette					
<input type="radio"/> Shell,Donna Russell					
<input type="radio"/> Williams-Thompson,Jasmine D.					

**Select Proxy by Name**

Search for a proxy using their name. You can also select the *Search By Hierarchy* hyperlink to search for your proxy.

[Search by Hierarchy](#)

Last Name

First Name

**Choose Delegate**

Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input checked="" type="radio"/> Asher,Donna Brooks		Employee	Deputy Chief Human Capital Ofc	Human Resources	Abercrombie,Barbara

## Create Delegation Request



### Enter Dates

Cummings,Dorothy

HR Consultant I

6

Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

Delegation Dates	
From Date	06/12/2019 
To Date	<input type="text"/> 

## Create Delegation Request

### Select Transactions

Cummings,Dorothy

HR Consultant I

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions	
	Transaction
<input type="checkbox"/>	Approve Promotion
<input type="checkbox"/>	Initiate Promotion
<input type="checkbox"/>	Initiate Terminate Employee
<input type="checkbox"/>	Manage Approve Overtime
<input type="checkbox"/>	Manage Approve Reported Time
<input type="checkbox"/>	Manage Overtime Request
<input type="checkbox"/>	Manage Reported Time
<input checked="" type="checkbox"/>	ePAR Approval

7

Select All

Deselect All

8

## Create Delegation Request

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Cummings,Dorothy

HR Consultant I

You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.

OK

**UNT | SYSTEM™**  
Human Resources

**The delegate will receive an email with information regarding how to accept or reject the delegation**

From: nobody@unt.edu <nobody@unt.edu>

Sent: Wednesday, June 12, 2019 2:17 PM

To: Cummings, Dorothy <Dorothy.Cummings@untsystem.edu>

Subject: A delegation request from Asher,Donna Brooks has been submitted for review and acceptance

Asher,Donna Brooks or an administrator on behalf of Asher,Donna Brooks has submitted a delegation request to you.

Transaction(s): ePAR Approval

From: 2019-06-12

To:

To accept or reject the request:

- 1) Login to your employee portal (example: my.unt.edu)
- 2) Choose the Human Resources Tab
- 3) On the Left Side Bar Choose Manage Delegations
- 4) Click on Review My Delegated Authorities and follow the instructions

For assistance contact Business Support Services at 940.369.5500/Toll-Free 855.868.4357, or email [bsc@untsystem.edu](mailto:bsc@untsystem.edu).


Go to *Review My Proxies* to view or revoke the proxies you have in place, and view the status of your delegation requests

## Manage Delegation

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Cummings,Dorothy

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

 [Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.



[Review My Proxies](#)

Cummings,Dorothy

HR Consultant I

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select *Refresh* to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select *Revoke*.

Show Requests by Status

Refresh

Choose Delegate

	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/>	ePAR Approval	O'Quinn,Christle Chevelle	HR Representative I	06/12/2019		Submitted	Inactive	

The details of the delegation can be viewed if you click here.

Select All    Deselect All

[Return to Manage Delegation](#)

To revoke a delegation, select the delegate and click *Revoke*

Revoke

Delegation Request Details

Cummings,Dorothy

HR Consultant I

Request Details

Transaction ePAR Approval  
 Proxy O'Quinn,Christle Chevelle  
 On Behalf Of Cummings,Dorothy  
 Job Title HR Consultant I  
 From 06/12/2019  
 To  
 Notify Delegator of All Transactions for Proxy No

Request Status

Request Status Submitted  
 Delegation Status Inactive

Request History

Personalize | Find |  | First 1 of 1 Last

	Transaction Name	Transaction Type	Request Status	Name	DateTime Stamp
1	ePAR_Approval	Approve	Submitted	Cummings,Dorothy	06/12/19 10:48AM

[Return to My Proxies](#)

## Delegation Request Details

Cummings,Dorothy

HR Consultant I

### Request Details

Transaction ePAR Approval

Proxy O'Quinn,Christle Chevelle

On Behalf Of Cummings,Dorothy

Job Title HR Consultant I

From 06/12/2019

To

Notify Delegator of All Transactions for Proxy No

### Request Status

Request Status Submitted

Delegation Status Inactive

### Request History

Personalize | Find |  | 

First  1 of 1  Last

	Transaction Name	Transaction Type	Request Status	Name	DateTime Stamp	
1	ePAR_Approval	Approve	Submitted	Cummings,Dorothy	06/12/19 10:48AM	

[Return to My Proxies](#)

The delegation is finalized once the delegate **accepts** the request.

To view this, and other online ePAR and Time and Labor training, go to [untsystem.edu](https://www.untsystem.edu) > Business Process Training

<https://www.untsystem.edu/hr-it-business-services/business-support-services/business-process-training>



# Questions



# Time & Labor Delegation

# Delegations

## *Purpose*

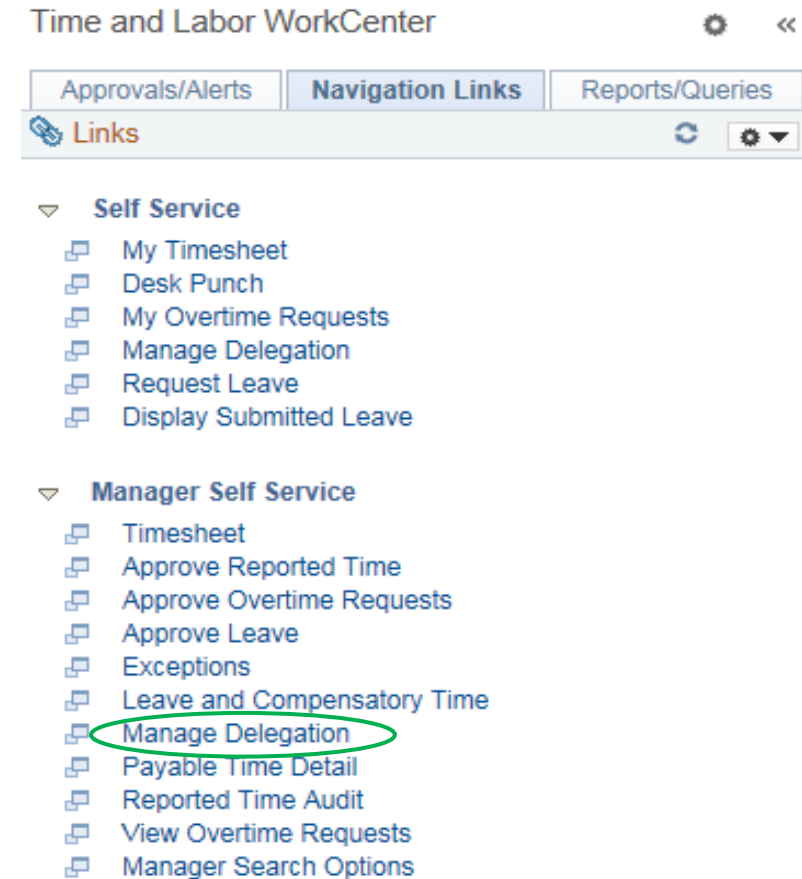
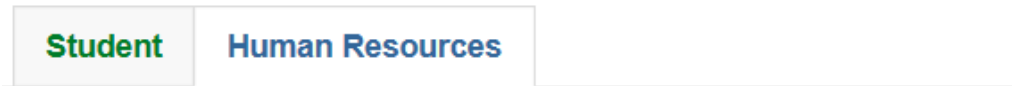
Delegate approval authority to another employee for Time & Labor transactions

- Delegations should be used during approver's extended absence
  - Vacation
  - Conference/Business Travel
  - Medical Leave
- The proxy should be in a position at or above the approver
- Delegations can be established for one or more transaction types
- Delegation requests must be accepted by the proxy before they become active

# Delegations

## Create a Delegation Request

1. Log into MyUNT
2. Click on the Human Resources tab
3. Click the link for Time & Labor WorkCenter
4. Click on the Navigation Links tab
5. Select Manage Delegations under Manger Self Service




## *Create a Delegation Request*

6. Click the link to *Create Delegation Request*

### Manage Delegation

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Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

 [Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)

# Delegations

## Create a Delegation Request

7. Enter the date range for the delegation request and click **Next**  
*NOTE: Dates cannot be back-dated*
8. Enter the transaction types you wish to delegate during the absence and click **Next**

### Create Delegation Request

#### Enter Dates

Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank.

Delegation Dates	
From Date	<input type="text" value="09/06/2017"/>
To Date	<input type="text" value="09/09/2017"/>

Delegate Transactions	
Transaction	
<input type="checkbox"/>	Absence Cancelation
<input type="checkbox"/>	Approve Promotion
<input type="checkbox"/>	Employee Progression Chart
<input type="checkbox"/>	Initiate Promotion
<input type="checkbox"/>	Initiate Terminate Employee
<input checked="" type="checkbox"/>	Manage Approve Overtime
<input checked="" type="checkbox"/>	Manage Approve Reported Time
<input checked="" type="checkbox"/>	Manage Overtime Request
<input checked="" type="checkbox"/>	Manage Reported Time
<input type="checkbox"/>	Manager Absence Approve
<input type="checkbox"/>	Manager Career Plan
<input type="checkbox"/>	Template-Based Hire End-User
<input type="checkbox"/>	Template-Based Hire Status
<input type="checkbox"/>	ePAR Approval

[Select All](#) [Deselect All](#)

# Delegations

## Create a Delegation Request

9. Select the person you wish to establish as your proxy and click **Next**  
*NOTE: There is an option to search if the proxy is not in the list provided*
10. Review the delegation detail and **Submit**
11. You should receive a message indicating the delegation has been successfully submitted
12. The proxy will receive an email notification with instructions

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the *Search by Name* hyperlink to search for proxies outside your hierarchy.

[Search by Name](#)

Choose Delegate								
	Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name		
<input type="radio"/>	D	1	2	Employee	A	Controller Operations	W	
<input type="radio"/>	D	nett	1	2	Employee	P	Controller Operations	Di
<input type="radio"/>	E	1	7	Employee	T	Controller Operations	Di	
<input type="radio"/>	F	rie	1	1	Employee	P	Controller Operations	Di
<input type="radio"/>	G	1	6	Employee	N	Controller Operations	Di	
<input type="radio"/>	H	ao	1	8	Employee	P	Controller Operations	Di
<input type="radio"/>	S	ail	1	1	Employee	P	Controller Operations	Di

### Delegation Detail

Proxy

From Date 09/06/2017

To Date 09/09/2017

#### Transactions

Manage Approve Overtime

Manage Approve Reported Time

Manage Overtime Request

Manage Reported Time

You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.

# Delegations


## *Review Proxies*

1. Click the link to *Review My Proxies*

## Manage Delegation

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Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

 [Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)



# Delegations

## Review Proxies

2. Select *Submitted* from the drop down and click **Refresh**
3. This will display the details of the delegation request and the status
4. If changes are needed you may click the **Revoke** button and submit a new request

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select *Refresh* to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select *Revoke*.

Show Requests by Status  Refresh

Choose Delegate

	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/>	Manage Approve Reported Time		Payroll Manager	09/06/2017	09/09/2017	Submitted	Inactive	<a href="#">i</a>
<input type="checkbox"/>	Manage Reported Time		Payroll Manager	09/06/2017	09/09/2017	Submitted	Inactive	<a href="#">i</a>
<input type="checkbox"/>	Manage Overtime Request		Payroll Manager	09/06/2017	09/09/2017	Submitted	Inactive	<a href="#">i</a>
<input type="checkbox"/>	Manage Approve Overtime		Payroll Manager	09/06/2017	09/09/2017	Submitted	Inactive	<a href="#">i</a>

Select All    Deselect All

Revoke

[Return to Manage Delegation](#)

# Delegations


## *Accepting a Delegation*

1. The proxy will follow the instructions in the email to access the request
2. Click the link to *Review My Delegated Authorities*

## Manage Delegation

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Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

 [Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Delegated Authorities* to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

[Review My Delegated Authorities](#)

# Delegations

## Accepting a Delegation

3. Review the delegation details
4. Check the boxes next to each transaction item or click **Select All** and **Accept**
5. The delegator will receive a notice that the request has been accepted


### My Delegated Authorities

Payroll Manager

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status

#### Choose Delegate

	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/>	Manage Approve Overtime		Payroll Manager	06/14/2019	06/14/2019	Submitted	Inactive	

[Return to Manage Delegation](#)


# Concur Delegate Role



# Concur PCard Expense 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)

# Concur Approver Delegate Change Request



**Submit Form**

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**UNT System Approver Proxy Request Form**

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The UNT System Approver Proxy Request Form should only be completed by DeptID/ProjID holders or their designee to grant approver proxy and signature authority to another user. Requests for approver proxy exceeding 90 days will be reviewed by the appropriate Vice President, Provost, or Vice Chancellor for approval. Please complete the form electronically and click the Submit Form button to forward the request to the BSS ACE team.

---

<b>Institution:</b> Select...	<b>Approver Proxy Type:</b>
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**DeptID/ProjID Holder Information**

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**Name:** \_\_\_\_\_

- The UNTS Approver Proxy Request Form can be used, however, the form must be emailed to the PCard Team so that changes can be applied in Concur.
- Justification is required.
- Not to exceed 90 days.

# Concur Request (TBA) & Expense Delegate Role

- Delegates are assigned by an Employee through Concur Profile Settings/Profile Options
- Delegate Responsibilities can include
  - Build Requests and Expense Reports on behalf of an Employee
  - Preview Requests (TBAs) and Expense reports submitted for approval prior to final approval
  - Approve Requests & Expense Reports on behalf of an Approver in case of absence (only authorized Approvers can be an Approver Delegate)

**SAP Concur** | Requests | Travel | Expense | Approvals | Reporting | App Center | Support | Help

Profile | Personal Information | Change Password | System Settings | Concur Mobile Registration | Concur Mobile Devices

## Expense Delegates

Delegates | Delegate For

**Add** | **Save** | **Delete**

Delegates are employees who are allowed to perform work on behalf of other employees.  
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	previewer, previewer previewer@untsystem.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

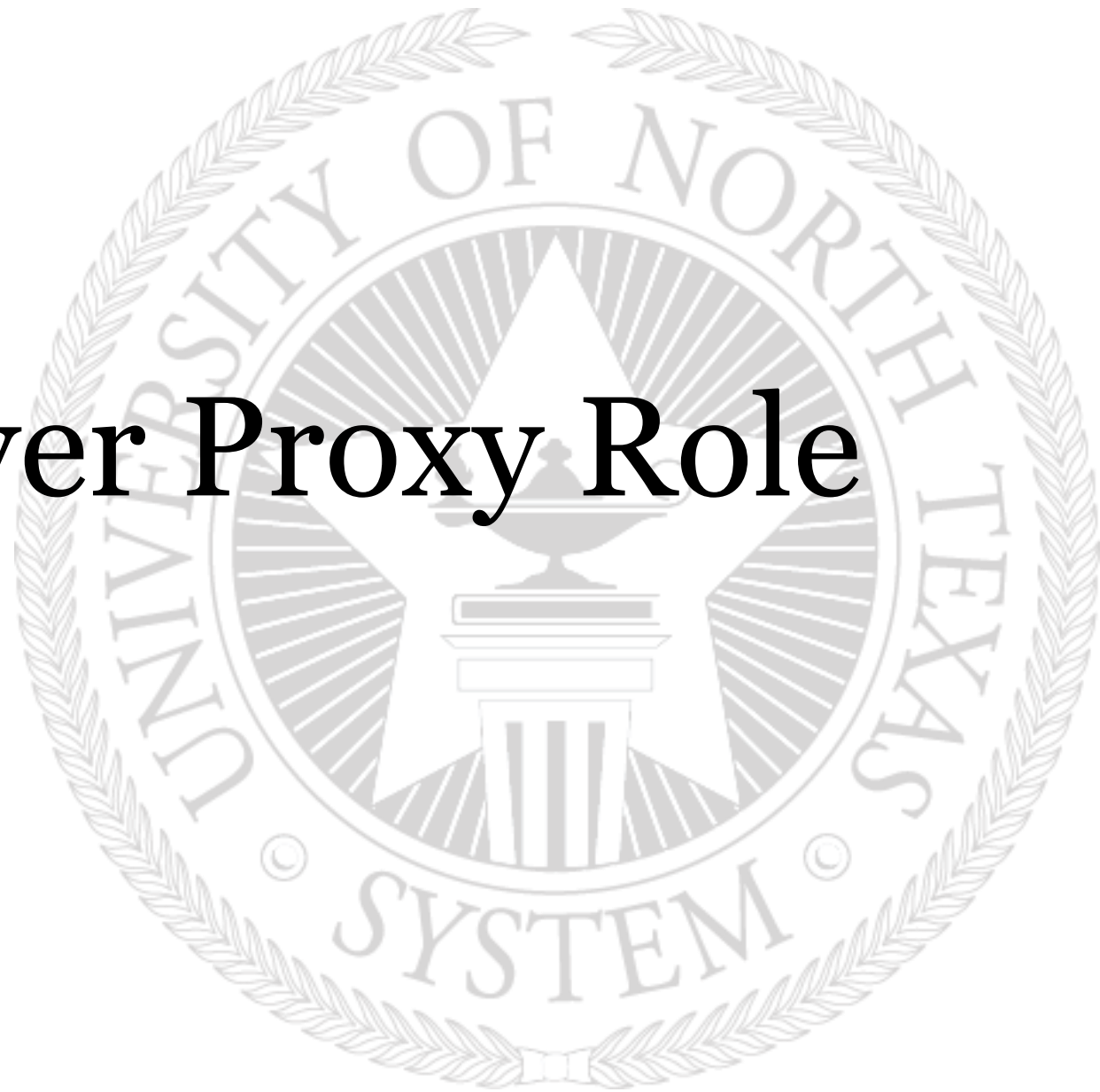
- Users have access to create and change their delegate assignment as needed.



# Travel Assistants

- Concur Travel Assistant Role is not a Delegate Role option.
- Travel Assistants are given authority to access an Employee's Concur profile to book Travel through Concur on their behalf.
- For additional information on how to set up a Travel Assistant, please go to [untsystem.edu/concurtravel](https://untsystem.edu/concurtravel)

# ePro Approver Proxy Role



# ePro Approver Proxy Role

- **What?**
  - It allows EIS Approvers to delegate their approval authority to another employee.
- **Why?**
  - Conference, Vacation, Extended Leave
- **Requirements?**
  - The delegated employee must have completed EIS training.
  - <https://www.untsystem.edu/hr-it-business-services/business-support-services/business-process-training>.
  - Then click on the ePro Approver link only for training.
- **How?**
  - The Approver completes the Approver Proxy Request Form (next slide).

# ePro Approver

- Proxies will not automatically receive requisitions that are already in the delegator's queue
- Contact BSSACE or the buyer to request that requisitions in the delegator's queue be routed to the proxy for approval.

# ePro Approver Proxy Request Form



Submit Form

## UNT System Approver Proxy Request Form

The UNT System Approver Proxy Request Form should only be completed by DeptID/ProjID holders or their designee to grant approver proxy and signature authority to another user. Requests for approver proxy exceeding 90 days will be reviewed by the appropriate Vice President, Provost, or Vice Chancellor for approval. Please complete the form electronically and click the Submit Form button to forward the request to the BSS ACE team.

**Institution:**

Select...

**Approver Proxy Type:**

**DeptID/ProjID Holder Information**

**Name:** \_\_\_\_\_

- [https://www.untsystem.edu/sites/default/files/8.3.2\\_unt\\_system\\_approver\\_proxy\\_request\\_form.pdf](https://www.untsystem.edu/sites/default/files/8.3.2_unt_system_approver_proxy_request_form.pdf)
- Download the form.
- Fill in the information and then click the “Submit Form” button located at the top of the page.
- Justification for the Approval Delegate change is required only if request is longer than 90 days.

# ABA & IDT Delegates

# Objectives

ABA & IDT proxies are updated via the [UNT System Approver Proxy Request Form](#) located on the University Budget Office (Resources > [Forms](#)) and System websites.

Justification for the Approval Delegate change is required only if request is longer than 90 days.

**UNT SYSTEM**  
Business Support  
Services

### UNT System Approver Proxy Request Form

The UNT System Approver Proxy Request Form should only be completed by DeptID/ProjID holders or their designee to grant approver proxy and signature authority to another user. Requests for approver proxy exceeding 90 days will be reviewed by the appropriate Vice Chancellor or Vice President for approval. Please complete, sign, and return this form to [bssace@untsystem.edu](mailto:bssace@untsystem.edu).

**Institution:**

**Approver Proxy Type:**  
 ePro  
 ABA

**DeptID/ProjID Holder Information**

**Name:**

# External Sponsorships: Gift vs. Non-Gift Revenue



# External Sponsorships: Gift vs. Non-Gift Revenues

- Sponsorships are a gift when
  - Sponsor does not receive benefits (e.g. lunch, parking passes)
  - Recognition on marketing materials limited to
    - Name recognition
    - Inclusion of logo, slogan, or contact information
- Sponsorships are not a gift when
  - Recognition includes qualitative or comparative language, including
    - Price information
    - Indications of savings or value (e.g. 20% off XYZ service)
  - There is endorsement of a product or service, or inducement to buy or use said product/service

# External Sponsorships: Gift vs. Non-Gift Revenues

- **Sponsorship Gift Revenue** – deposited by Advancement
  - Contact (940) 369-8200 or [giving@unt.edu](mailto:giving@unt.edu) to organize drop off or pick up of checks, cash, or payment info.
  - Gift processing form must accompany these deposits. The Form should be requested at [giving@unt.edu](mailto:giving@unt.edu). Sponsorship FAQs are available on Budget Office website > Resources > Documents.
- **Sponsorship Non-Gift Revenue** – deposited by department at SFS via normal deposit procedures.
- Contact Gift Administration with any questions – we can assist with navigating sponsorship criteria, invoicing, securing payment, and receipting.

# Cognos Budget Reports

# Cognos Budget Reports

## NEW REPORTS

### [FIN001 - Budget Overview](#)

- This report mimics Peoplesoft in its appearance. Chartstrings are summarized at the D-Level for Budgetary Accounts and at the 00000 Account Tree Root Node level for Non-Budgetary Accounts. View Departmental and Non-Sponsored projects at once.

### [FIN002 - Account Summary](#)

- This report summarizes chartstrings at the 5-digit account level and the D and C Levels. View Departmental and Non-Sponsored projects at once.

### [FIN003 - Transaction Details](#)

- This report reflects the transactional detail information making up the chartstring balance. View Departmental and Non-Sponsored projects at once.

### [FIN015 - Department Summary](#)

- This report reflects a single summary of all the chartstring balances for the selected department. Should only be used when filtering on one specific fund.

### [FIN016 - Project Summary](#)

- This report should be used for Sponsored projects, i.e. Grants.

# Cognos Budget Reports

## ENHANCEMENTS

- Robust filter options
- Faster run times
- Ability to run departmental and non-sponsored project chartstrings on the same report

## TRAINING DATES

- Trainings will be offered twice monthly through the end of summer.
- Visit [mylearning.unt.edu](http://mylearning.unt.edu) to register.

# Cognos Budget Reports

## OLD REPORTS

- Old 9.2 Reports will be removed in the future.

Vote Now!



### Budget and Finance Reports

\*\*\*\*\*New\*\*\*\*\*

[FIN001 - Budget Overview](#)

[FIN002 - Account Summary](#)

[FIN003 - Transaction Details](#)

[FIN016 - Project Summary](#)

[FIN015 - Department Summary](#)

### 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](#)

[Sponsored Project Budget Summary](#)

[Non-Sponsored Project Budget Summary](#)

[Department Transaction Detail](#)

[Budget Overview Report](#)

[Project Transaction Detail](#)

[Department Account Detail](#)



# Controller's Office Update IDTs

# IDT UPDATE

Electronic IDT Testing and Training occurred on May 16<sup>th</sup>  
and May 21<sup>st</sup>

- 49 Total Users Attended
- Thank YOU!:



- Angela Alberts
- Mary Barton
- Amy Beam
- Michelle Bennett
- Jordan Bernot
- Ronda Bewley
- Lauren Buchanan
- Emma Carnes
- Shea Chester
- Susan Clay
- Joyce Courtney
- Teresa Cox
- Suzan Cruz

- Avonna Davis
- Benjamin Dodson
- Rose Fleeks
- Tina Garza
- Kathryn Gould Cullivan
- Kassie Grubbs
- Amanda Guccione
- Sharon Henderson
- Ashly Henson
- Rhonda Keller
- AK Khan
- Laura Klein
- Yunju Kim Langran

- YuLun Lu
- Jami McQueen
- Dawn Paine
- Chris Paswan
- Toni Penton
- Jennifer Phillips
- Lauren Prose
- Wendy Risdon
- Ruth Rubio
- Jessica Scott
- Karen Snyder
- Megan Storie

- Karen Tumlinson
- Carlos Valdez
- Phyllis Vaughn
- Hui Wang
- Daniel Watson
- Sara Wilson
- Susan Wood
- Terri Yip

# Thank YOU!

# IDT Errors Found/Feedback

- Approval Routing not working- Not the same flow as ABA.
- Revenue sign is changed. Cognos one way and IDT flipped.
- Too many boxes for descriptions. What's necessary?
- Move amount field.
- Will both chartstrings see the IDT or just the charge to side?
- Dual roles needed as Input/Approver. Mimic the ABAs.
- Minimize keying on the forms.
- Recycle button not working.
- Journal template users Opt-In/Opt-Out of Electronic IDT. No change in process if Opt-Out. Contact list to be updated.

# IDT Next Steps

Input/Approvers/Journal Generate

Training and Testing

**July 18, 2019**

10am – 12noon

Willis Library, 136

- Training Guide is available on Budget Website
- After July, UNT System will offer quarterly trainings. College Budget Officers and Division Budget Officers will offer training on an on-demand basis.

Production Go Live Date

July 1, 2019

All Input Users must attend  
training/testing in order to receive access  
in FSPD.

- The [Excel IDT Form](#) will continue to be required for IDTs involving "Journal Template Departments."
  - Review tab 3 of the form for a list of these departments. Completed forms should be remitted to the appropriate Journal Template Department
- Effective August 1, 2019 electronic IDT submissions are required for all non-“Journal Template Departments.”
  - Paper IDTs will continue to be accepted through July 31, 2019. Paper IDTs must reach the Controller’s office by end of day.

# Announcements & Reminders

# Announcements & Reminders

## YEAR END PLANNING

- Reporting Deadlines have been posted. Visit the Budget Website > [Year End Planning](#) Tab for information.
  - Friday, July 19 – ePro change order requisitions for FY19 due by 5:00PM
  - Friday, August 2 – all ePARS for payroll reallocations must have final approval by 5PM
- Begin clearing deficits via ABA/IDT as needed
- More information to follow in July First Friday PowerPoint



# Announcements & Reminders

## GOODS/SERVICES OUTSIDE OF THE REQUISITION PROCESS

- It is against procedure to obtain goods/services outside of the requisition or pCard process.
- Requisitions must be submitted prior to receiving goods/services not after the goods/services have been rendered (after the fact requisition) otherwise the university is not obligated and the individual may encounter a personal obligation to the vendor.

## FUND 830035 UNRESTRICTED GIFTS

- Fund 830035 Unrestricted Gifts should not be used except in rare circumstances as approved by the University Budget Office.
- Gifts given to a specific department for that department's "unrestricted use" meet the accounting definition of restricted and should be carried in a restricted gift fund.

# Open Forum – Q&A



**Thank You.**

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