First Fridays

with the

University Budget Office

September 6, 2019

UNT®
UNIVERSITY
OF NORTH TEXAS®
EST. 1890

Agenda

- Service Directory
- PO Roll
- Year-End Activities in September
- New Year Activities
- Announcements/Reminders
- Open Forum – Q&A

Service Directory

UNT Controller’s Office

EST. 1890

What do we do?

Maintain and manage the data integrity of UNT’s “Actuals” accounting transactions to ensure accurate and timely financial reporting

Areas:

<u>Assets Accounting</u>

<u>Cash Accounting</u>

<u>State Accounting</u>

<u>Student Accounting</u>

UNTS Controller's Office
Assets Accounting

Services Provided

- Capital Assets
  - Set up Project IDs for construction projects.
  - Review and reconcile all capital asset accounts.
  - Financial Reporting and audit requests for capital assets.

Contact Info

- Email: FRO_AssetAcctg@untsystem.edu

Staff Members

- Christina Rooks (Principal)
- Vacant (Senior Accountant)
- Lynnette McCullough(Accountant)

UNTS Controller's Office
Assets Accounting

Additional Information

- A Capital Asset is:

  Property that is expected to generate value over a long period of time. These tangible **assets** have a useful life longer than a year and is not intended for sale in the regular course of operation.

  Examples: buildings, equipment, land, machinery, collectibles or works of art and vehicles with a monetary value of $5,000 or more.

What is the difference between the Property Management Team (i.e., Central Receiving) and the Asset Accounting Team (Controller's office)?

– Property Management Team (i.e., Central Receiving)

  Responsible for all of the asset's physical functions/transactions associated with tracking the University's assets.

– Assets Accounting Team (i.e., Controller's Office)

  Responsible for all of the asset's accounting functions/transactions associated with tracking the University's assets.

UNTS Controller's Office

Cash Accounting

<u>Services Provided</u>

- Journal Templates
- Cashiering Departmental Deposits
- ACH Payments
- Check Requests
- Petty Cash Administration
- Miscellaneous Receivables
- Prepaid Expenses
- General Unearned Revenue
- Inventory Accounting
- Stop Payments
- IDTs

<u>Contact Info</u>

- Email: CO_CashAcctg@ad.unt.edu

Please note, this email address will merge/replace the FRO_Cash&CampusAcctg@untsystem.edu

The last day for the FRO email address will be October 4, 2019.

<u>Staff Members</u>

- Paul Smith (Principal)
- Joan Donnelly (Reporting Analyst)
- Shelley Hinojosa (Senior Accountant)
- Nadia Permiakova (Accountant)
- Michael Munywoki (Accountant)

UNTS Controller's Office

State Accounting

Services Provided

- UBIT – Unrelated Business Income Tax - Reporting of unrelated business income tax revenue to IRS
- Audit – Review and prepare PBCs for audit interim and FY
- Endowment Chartstrings – Update/review chartstring edits to reflect agreement
- Interest Spread – Review accumulated interest and spread to associated chartstrings
- Advancement Journal Processing – Process journals received by Advancement for gifts
- Donor Letters – Collaborate with Advancement to review financials to prepare donor letters

Contact Info

- Email: CO_StateAcctg@ad.unt.edu

Staff Members

- Tameika Smith (Senior Principal)
- Andrew Martin(Reporting Analyst)
- Leydi Carter (Senior Accountant)
- Laura Thompson (Accountant)

UNTS Controller's Office

Student Accounting

Services Provided

- Student Accounts - Transactions from the Student Financial Services system: Student Receivables, Tuition & Fee Revenues, Scholarships, Financial Aid, Student Loans.
- Cash Receipts - Transactions from Cashiering including Student Payments and other Departmental receipts.
- Financial Aid Draws
- Review of Scholarship Accounts - Review transactions with scholarship accounts and transactions using Scholarship Function 630.
- Remittance of State Sales Taxes
- Review of Intercompany Accounts
- Review of Transfer Accounts
- Review of Agency Funds
- Process Journals Templates for the following Departments:
  - Student Financial Services – student admin, refunds, credit card fees, reallocations
  - Auxiliary Depts: Dining & Catering, Housing, & Union
  - Colleges: COS, CVAD, International Affairs, Library

UNTS Controller's Office
Student Accounting

Contact Info

- Email: CO_StudentAcctg@ad.unt.edu

Staff Members

- Ruth Rubio (Principal)
- Carol Lu (Reporting Analyst)
- Donna Bowman (Accounting Analyst)
- Deepa Pandey (Accountant)
- Michael Akwei (Accountant)

Payments/Accounts Payable

Services Provided

- Supplier Invoice Management
- Check Requests
- InterAgency Payments
- Supplier Payments, Goods & Services (including International wires)

Contact Info

- MAIN
  - Phone: **940.369.5500 ext 1**
  - Email: invoices@untsystem.edu
- Escalation
  - Beth Green, AP Lead beth.green@untsystem.edu
  - Shelley Pavero, Director of AP, shelley.pavero@untsystem.edu

Purchasing Card (PCard)

Services Provided

- Concur PCard processes
- PCard Guideline Management
- Faculty and Staff PCard Guideline Training

Contact Info

- MAIN
  - Phone: **940.369.5500 ext 5**
  - Email: pcard@untsystem.edu
- Escalation
  - Barry Sullenberger, PCard Supervisor, barry.sullenberger@untsystem.edu
  - Shelley Pavero, Director of AP, shelley.pavero@untsystem.edu

Travel

Services Provided

- Reimbursements - travelvouchers@untsystem.edu
  - Employee Reimbursements, Non-Overnight Stay
  - Student Reimbursements
  - Prospective Employee Reimbursements
  - UNT Business Travel Reimbursements, Overnight Stay
- Travel Assistance - travel@untsystem.edu
  - Budget Authorizations (TBA) - traveladvance@untsystem.edu
  - Concur Travel Request and Expense
  - Travel Guideline Management
  - Faculty and Staff Travel Guideline Training
- Escalation
  - Cory Ward, Travel Lead, cory.ward@untsystem.edu or
  - Shelley Pavero, Director of AP, shelley.pavero@untsystem.edu

University Budget Office

Services Provided:

- Approvals:
  - ePAR (available and appropriate funding)
  - Student Financial Item type (verify appropriate funding)
  - Staff reclassification requests (available and appropriate funding)
  - ABA (available and appropriate moves)
  - Chartfield requests (new/update/inactivate)
  - Project Budget Forms (available and appropriate funding)
- Access
  - ABA
  - COGNOS reports
  - UNT Budget News email
- Class training
- Support & Troubleshooting
  - Campus Budget Buddy
  - Budget over-ride requests
  - Zero budget for future fiscal year until prior year budget close and roll

University Budget Office

Contact Information

- MAIN
  - (940) 565-3233
  - Budget.Office@unt.edu for general inquiries
  - Budget Buddy Assignments (website)

- Escalation
  - Brenda Cates (ePAR, ABA, Project Budget Form)
  - Karla Romine (Chartfield requests, SF Item Types)

Procurement

Services Provided

- Interpretation and compliance with purchasing guidelines
- Requisition-to-purchase order processing
- Procurement Module of EIS (Testing and Training)
- Conflict of Interest in Purchasing and Contracting
- Requisition or purchase order status
- Category Code Table
- Bids, RFP’s, and Quotes
- Proprietary/Sole Source determinations
- Purchasing contract execution
- Training in public purchasing methodology
- Use of State contracts or cooperatives

Contact Info

- MAIN: 940.369-5500, buyers@untsystem.edu
- Escalation: Jill Roys, Lead Buyer jill.roys@untsystem.edu or Jon Rascon, Director, Procurement Services jon.rascon@untsystem.edu

Human Resources – UNT System

- ePAR Processing:
  - Salaried Staff Positions
  - Salaried Faculty Positions
  - Student Hourly Employees
  - Non-Student Hourly Employees
- Payroll
- Time & Labor
- Grievance
- Compensation

<u>Contact Info</u>

- hr@untsystem.edu

Human Resources – UNT System

- System Human Resources is comprised of staff who are physically housed on the campuses and those in central locations that support multiple component institutions.
- The staff that are housed on the campuses are referred to as Campus HR and their primary purpose is to provide direct support to the campus, primarily in the areas of employee relations, workforce planning/reorganizations, and performance management.
- The centralized HR functions that provide support to the Campus HR staff and the campus constituents include Benefits, Compensation/Classification (Comp), Leave Management, Records Management, Talent Acquisition, HR Information Services and Reporting (HRIS), Performance Management, and Organizational Development and Engagement.
- There are additional services offered by System Human Resources that do not directly impact UNT.

Topic Description	Functional Area	Contact Information
ePAR – how to use?	Compensation/Records	Epar_help@untsystem.edu; HRComp@untsystem.edu
ePAR - Access	HR Info Services & Reporting	HRIS@untsystem.edu
EIS – HR/Payroll Access	HR Info Services & Reporting	HRIS@untsystem.edu
Employee Data/Reports	HR Info Services & Reporting	HRIS@untsystem.edu
Posting Jobs – Staff and non-student hourly employees	Talent Acquisition	HREmployment@untsystem.edu
Staff Offer Letters/Reference Checking/Background Checking	Talent Acquisition	HREmployment@untsystem.edu
I-9/eVerify	Talent Acquisition	HREmployment@untsystem.edu
Reclassifications / equity reviews / salary adjustments	Compensation	HRComp@untsystem.edu
State service verification	Records	HRRecords@untsystem.edu
Employment Verification	Records (Outsourced to WorkNumber)	https://www.theworknumber.com/
Retirement/insurance	Benefits	HRBenefits@untsystem.edu
Leave management/policies	Benefits	FMLA@untsystem.edu
Employee records	Records	HRRecords@untsystem.edu
Unemployment Compensation	Campus HR	AskHr@untsystem.edu
Worker's Compensation	Risk Management	rms@unt.edu
Performance evaluations	Campus HR	HRAdmin@untsystem.edu

Topic Description	Functional Area	Contact Information
In-house professional development/training	Organizational Development and Engagement	ODE@untsystem.edu
Organizational consulting services / team development	Organizational Development and Engagement	ODE@untsystem.edu
Engagement coaching/assistance	Organizational Development and Engagement & Campus HR	ODE@untsystem.edu
Service Awards and Employee Recognition Programs	Campus HR	Anh.LePalomino@untsystem.edu
Employee Relations/discipline/ coaching	Campus HR	Contact varies by department
Time and labor (timekeeping) access	Payroll – Time & Labor	TimeandLabor@untsystem.edu

Student Financial Services

Services Provided

- Student Finance setup in EIS – *Chris Foster*
- Item Types – *Chris Foster*
- Student Refunding – *Chris Foster*
- External Department Charges in Student Bill – *Chris Foster*
- ID Cards – *Keenan Ivy*
- Cashiering – *John Tannert*
- External Department Deposits – *John Tannert*
- Start Green, Stay Green – financial concierge service for students – *Joey Saxon*
- Sponsored Billing – *Larrie McDonald*
- Hazlewood Exemption – *Mary Roby*
- Collections – *Tricia Terpilowski*
- Tax Reporting – *Jo Nell Cates*

Student Financial Services

- Contact Information:
  - Joey Saxon, Associate Vice President; saxon@unt.edu; 565.3797
  - Chris Foster, Director; chris.foster@unt.edu; 369.7530
  - Keenan Ivy, Associate Director; Keenan.ivy@unt.edu; 369.7525
  - John Tannert, Cashier Supervisor; john.tannert@unt.edu; 565-3387
  - Larrie McDonald, SFS Coordinator; larrie.mcdonald@unt.edu; 565-4482
  - Mary Roby, SFS Coordinator; mary.roby@unt.edu; 565-3228
  - Tricia Terpilowski, Collections Coordinator; patricia.terpilowsk@unt.edu; 369-5361
  - Jo Nell Cates, SFS Administrator; jo.cates@unt.edu; 565-3904

PO Roll

Procurement Helpful Hints

FY19 End of Year

- PO Roll Date – 9/7/2019
- Paying with FY19 funds – what needs to happen?

  Change order/requisition processed in system

  Receipt completed (Central Receiving or Desktop Receiving)

  Invoice received from vendor (invoices@untsystem.edu)

  Voucher created

PO Roll

- What doesn’t get rolled?
  - Blanket purchase orders (amount only)
  - Purchase orders with a project code
  - Purchase orders with no activity in past fiscal year

- Purchase orders remaining are then evaluated.
  - Example – an order placed for qty 10 and qty 5 remain at year end. This is a PO that may be a good candidate to roll.

Your PO didn't roll – now what?

- If you have a PO that you thought would/wanted to roll and it did not, please send an email to Buyers@untsystem.edu with the following in the subject line:

"Request PO Roll evaluation for PO #xxxxxx"

Procurement Services will evaluate the PO to determine if it can be rolled or if a new requisition will need to be entered.

FY20 – New Beginnings

- Requisition information

	Justification Comments	
Required	Item	Notes
Required	Department contact	Full name, phone number and email address
Required	Vendor contact	Full name, phone number and email address
Required	Purpose	**What is it for? Why is it being purchased?**
Required	Email Address	Where do we need to send the order?
Required	Procurement Method	Must be referenced (coop, contract, quotes)
Required	Service Date	When do need services performed or good received by?
	Supporting Documentation	
If applicable	Quotes	Attach all quotes
If applicable	Contract	**If this purchase is made off an existing contract, attach copy of contract**
If applicable	Previoius PO number	**What was the previous PO number? This helps with reporting**
If applicable	W-9	Required for new vendors
If applicable	Proprietary/Sole Source form	Must have VP or dept chair signature
If applicable	Request for Solicitation form	Attach for formal solicitations
If applicable	Conflict of Interest form	Attach when reporting COI
If applicable	Emails	Additional information on purchase/contract

Roll Forward – FY19 PO Encumbrances to FY20 Budget

- When – September 6, 2019 (Today)

- What – Encumbrance Balance amounts on Fund Cat 105, 120, 200 are *reduced* from FY19 Budget and *increased* on FY20 Budget. Journal ID will be BCPOR0000#

- Why – Enables funds expected to be used in FY19 for POs to be used in FY20 for POs (Does NOT include requisitions that are pre-encumbered).

Year-End Activities

CONCUR PCARD DEADLINES for FY19

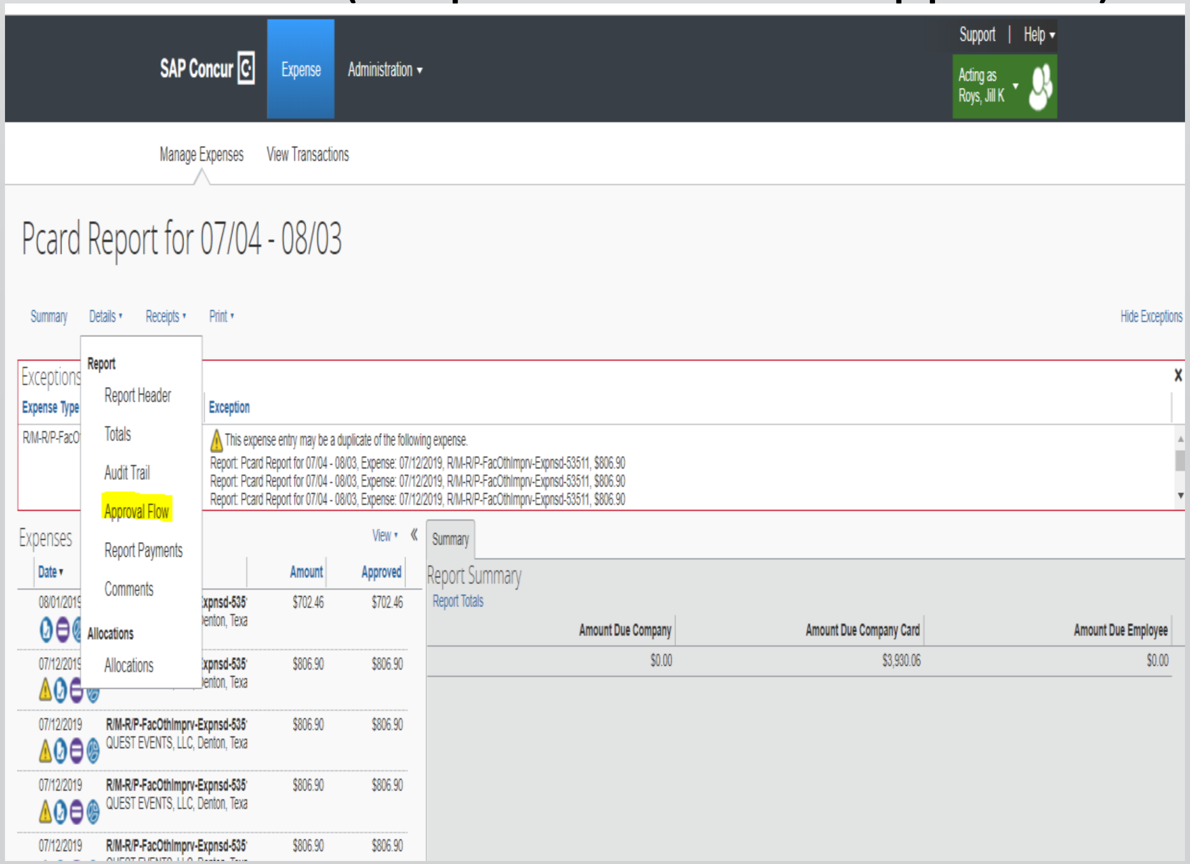
September's PCard Reports will require expediting Submissions and Approvals to meet Financial Reporting FY19 Close Deadlines:

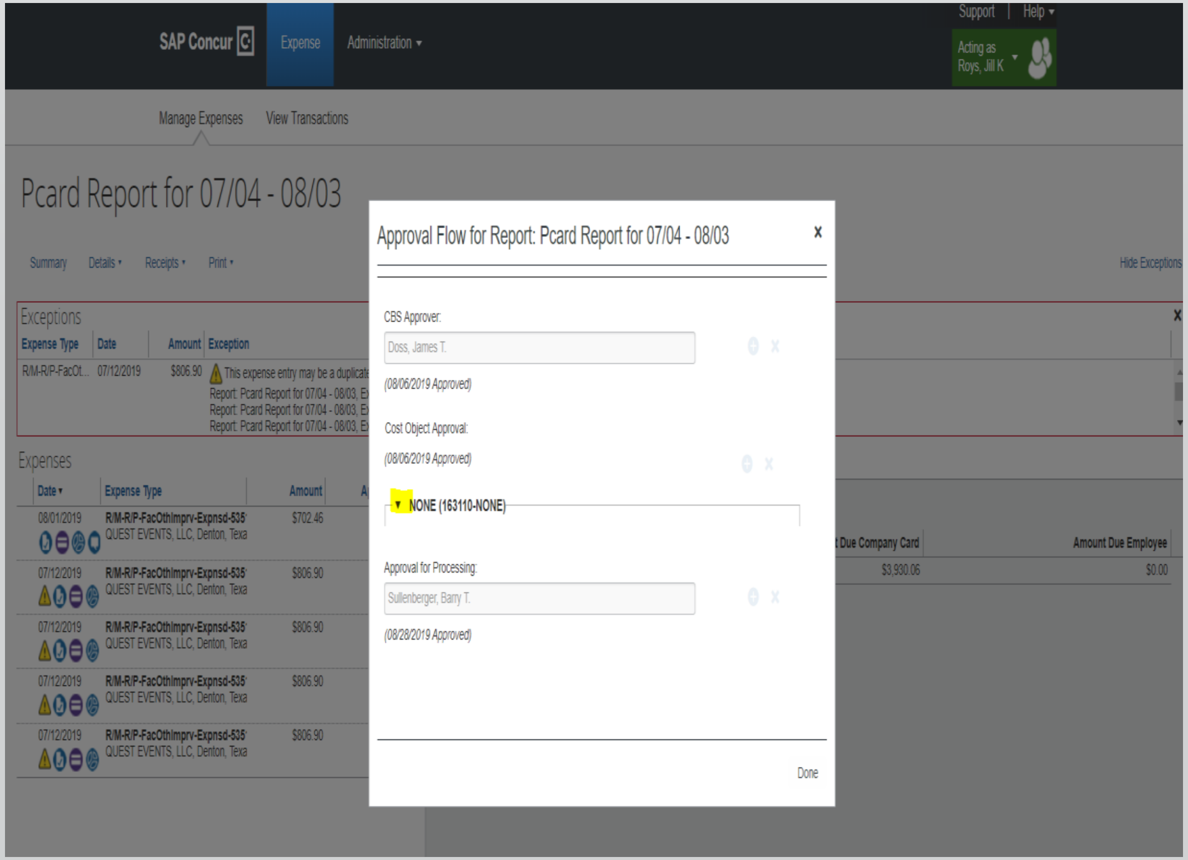
- September PCard Report – Transactions dated 08/04 to 09/03
- **Final Pcard transactions submitted on FY19 funds**
- **Wednesday, September 4th** - begin allocating transactions and attaching appropriate documentation to reports
- **Friday, September 6th** – begin submitting PCard Reports for approval
- **Tuesday, September 10th** – ALL PCard Reports must be Submitted and Approved

CONCUR PCARD – LOCATING EXPENSE APPROVER

Expense Tab / Manage Expenses / Details / Approval Workflow

Select Fund (drop down to view approver)





New-Year Activities

New-Year Activities

- FY2020 budget is available for budgetary funds (Fund Cats 105/120/200)

- FY2019 budget close and roll scheduled week of 10/14/19
  - Applies to non-budgetary funds (Fund Cats 202/303)
  - Applies to budgetary funds that rollforward (refer to the Closing Rules)

- Budget over-ride process is happening twice daily (11AM & 4PM) for FY20 requisitions until the FY19 budget close and roll process is completed

Announcements & Reminders

Announcements & Reminders

August First Friday Follow-up

Question #1:

What do you mean by best practice besides creating more work?

- Best Practice - a procedure that has been shown by research and experience to produce optimal results and that is established or proposed as a standard suitable for widespread adoption.
- Example - using a budgetary fund instead of nonbudgetary for reoccurring activities
- How it works
  - Non budgetary funds require that you collect revenue prior to creating expenditure authority.
  - Budgetary funds estimate fairly predictable revenue collections and create expenditure authority simultaneously.
- In Real Life
  - School of Education migrated an activity from non-budgetary to budgetary and reduced the number of budget override requests, reducing processing time.

August First Friday Follow-up

Changes in Property Management (Central Receiving/Surplus)

- UNT Policy, Property Management Forms and Instructions will be updated
- Granting Departmental Inventory Coordinator the authority to:
    - Request surplus pickup
    - Update custodian
    - Transfer assets
    - Complete missing, damaged or stolen report
    - Return item to campus
    - Certificate of destruction
    - Dismantled for parts certification
    - Cylinder pickup request
    - Cosign the annual inventory certification

Announcements & Reminders

Closing Rules

The Closing Rules document on the Budget Website (Resources > Documents) now only contains valid Fund Cat – Fund combinations. As a reminder:

- Closing Rules only apply to Budgetary chartstrings (Fund Cats 105, 120, & 200).
- All Non-Budgetary chartstrings roll forward. (Includes – but not limited to – Fund Cats 202 & 303)
- Project chartstrings aren't subject to closing rules.

Announcements & Reminders

New Cognos Report– Balances by Chartstring

- Provides a listing of each chartstring and the current available balance.
- This report should not be used to identify valid chartstrings. All chartstrings that were used during the year or that contain a balance will be listed. This includes chartstrings that were used in error even if the balances were cleared out.

Announcements & Reminders

Chartfield Change

- Fund 300001. Description has been updated from **DepOp/Rest - Dept Discretionary** to **DepOp/Rest – Departmental**.
  - “Discretionary” has been removed from the description as gifts in this fund may be restricted in their use and may not be discretionary.
  - Departments should continue to use this fund to record non-scholarship, non-endowed gifts that total less than $5K over a period of 5 years.

Announcements & Reminders

Chartfield Setup/Change Form

- Requests should now be submitted electronically. Please do not submit hardcopy requests.
- Faculty Project Setups
  - Now require a position number.
  - New temporary holder fields have been added for Faculty Project setups that are created prior to the new faculty member’s hire date.

Announcements & Reminders

<u>Coming Soon – ABA enhancements in mid October</u>

- Budget validation
  - Does the combination exist and have funds available when ABA is submitted for approvals?
- Reduced/Specific workflow
  - Maintain checks/balance but creates efficiency
  - Department stays the same (2 approvers: Budget Officer and University Budget Office)
  - Project stays the same (2 approvers: Budget Officer and University Budget Office)
  - Only pulls in Department/escalated approvers when moving between dept/colleges/division
- Rules (keep unallowable moves from being submitted)
  - Reduce rework by eliminating invalid combinations
  - Example, cannot move state funds to designated

Announcements & Reminders

Category Code Tool Update

The C-Level (where Budget Checking Occurs) has now been added to the Category Tool

1	Buyer Name	Category Code	Category	Cat Descript	Uses	Cat Short Desc	Goods or Servic	Parent Node	Budget Node
2	Brennan,Deborah Candie	918-30	06470	Consultant for Information Technology	Includes Software or hardware or Internet. U	Consultant	S	C5070	D5101
3	Roys,Jill Kathryn	918-76	06498	Consultant for Management	Includes business, marketing, feasibility stud	Consultant	S	C5070	D5101
4	Roys,Jill Kathryn	946-11	06966	Auditing Services	Includes Financial, Accounting or for accredit	Consultant	S	C5070	D5101
5	Doss,James Thomas	915-25	06412	Interpreters or Hearing Impar	Interpreters or Hearing Impairment	Contract	S	C5070	D5101
6	Barraza,Ashley	915-59	06424	Freight or Air Express Svc	Express Mail	Contract	S	C5070	D5501
7	Brennan,Deborah Candie	920-22	06525	Data Processing Service	Includes computer usage, data Entry, data Pr	Contract	S	C5070	D5101
8	Brennan,Deborah Candie	920-40	06540	Information Technology Services	Includes Computer Programming, Disk Conve	Contract	S	C5070	D5101
9	Carter,Craig H	920-77	06552	Electronic Resources	Includes Answering Service, Cable, Satellite,	Contract	S	C5070	D5301
10	Roys,Jill Kathryn	924-16	06562	Course Development or Writing, Editing Serv	Includes Writing, journalism, Editing and Trar	Contract	S	C5070	D5101
11	Roys,Jill Kathryn	924-20	06565	Testing and Grading	Includes Exams, Grading or Testing	Contract	S	C5070	D5501
12	Roys,Jill Kathryn	924-25	06566	Educational Training Services for Employees	To record the payment for educational servic	Contract	S	C5070	D5501
13	Brennan,Deborah Candie	924-78	06574	Lecturer or Guest Speaker	Code speaker travel the same as the cost for	Contract	S	C5070	D5501
14	Roys,Jill Kathryn	924-80	06575	Training and Educational Services	Includes Tutoring, Mentoring and Training fo	Contract	S	C5070	D5501
15	Roys,Jill Kathryn	924-86	06576	Training,Empl,not registration	To record the payment for educational servic	Contract	S	C5070	D5501
16	Lucas,Jennifer Noel	926-45	06651	Radioactive or Hazardous Wates Disposal	Includes Asbestos Abatement, Chemical, Rad	Contract	S	C5331	D5331

Announcements & Reminders

Category Code Tool Update (continued)

- Lab equipment less than $5000 has been added to the Category Code 334-06 within EIS.
- Please look for the update (coming soon) in the Category Tool Uses/Description section!

Categories — Personalize | Find | View All | | First 1 of 1 Last

	Catalog	Category	Description
1	Non Catalog	334-06	Furniture or Equipment Less $5000, include Lab Equipment

Announcements & Reminders

ABA Access – Training Now Required

- The University Budget Office will no longer be granting ABA access prior to training.
- Please refer to our budget calendar for upcoming trainings, and register in advance in the MyLearning portal.
- If it’s on our calendar, the course is happening!
- Access will be requested for those employees who have signed the class roster, and will be granted within 24-48 (business) hours of course completion.
- Users whose ABAs consistently contain errors may be required to re-attend training to maintain access
- Please direct any questions to Emily.Gautraud@unt.edu

Announcements & Reminders

Faculty Non-Sponsored Training

- 2 Courses to be offered early October (Dates TBD)
- Posted to Budget Calendar Only – Enrollment in EIS is not required
- 45 minute Quick Training geared to new Faculty but all Faculty are welcome
- Topics: Most common Faculty Funds and their uses (HEF, Start Up, Discretionary, F&A). How to run the Cognos Budget Overview report
- Budget Office will send targeted emails to all Faculty for whom Fac NSP Project codes were created during the period May-September)

Announcements & Reminders

Upcoming Visio Class

October 2nd 2019 10am-11:30am GAB 550A

Learning Objectives:

- Navigate and customize the user interface
- Review diagraming shapes, shortcuts and best practices
- Create basic and cross functional flowcharts in lab setting for hands on training
- Explore themes, formatting and graphic elements to clearly visualize information

Register today using the UNT Bridge!

Visit UNT.Bridgeapp.com **using Chrome or Firefox**

Click on **Register.**

Click **Download Invite.**

Issues? Email CI Team @unt.edu

Thank You.

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