First Fridays
with the
University Budget Office
December 6, 2019
Agenda

• Icebreaker
• Requisition Workflow
• Telecom
• Encumbrance Dashboard Demo
• Announcements/Reminders
• Open Forum – Q&A
Icebreaker:

Riddle:

Which of Santa’s reindeer can be seen from outer space?
Welcome - Dan Tenney

*UNT System Vice Chancellor for Finance/CFO*

Financial planning and analysis; accounting, financial reporting, and payroll; treasury; and procurement and payment services, including P-Card, travel, and the Historically Underutilized Business (HUB) Program
Requisition Workflow

Ace Gere
ERP Analyst
UNT Requisition Workflow

- Error Routing
- Asset Management Approval
- Supplier Approval
- Purchasing Approval
- Lease Approval
- PI/Project Holder Approval
- CRO Approval
- Org Dept Manager Approval
- VP Approval
- Special Approval
- OGCA Approval
- Purchasing Manager Approval
UNT Requisition Workflow

Error Routing
- Missing Approver
- Inter-Unit Vendor
- Old, inactive, cat codes not used in reqs, example: Travel
- Invalid Alt Accounts, examples: 0000, 8000, 8888, 9999
- Budget Error not equal to ‘Valid’
Asset Management Approval
- Any Req lines coded as assets
- Req Lines NOT coded as Assets, but $5,000 or over

See attached spreadsheet

$5,000 and over highlighted yellow

Supplier Approval
- Vendor ID is blank
- RFQ line indicator is blank
UNT Requisition Workflow

Purchasing Approval
- Always reviews all Reqs

Lease Approval
- Req lines coded as lease

See attached spreadsheet

PI/Project Holder Approval
- Project ID is not Blank
UNT Requisition Workflow

CRO Approval
- PCBU = NDISC, NFCAP, NGRCT or NINTP

Org Dept Manager Approval
ERP Analysts may refer to this as the “Fund Manager Approval”

Department Fiduciary Approval
- Excludes PCBU = NGRCT

VP Approval
- $100,000 and over
UNT Requisition Workflow

Special Approval
- Risk Management Approval
- State Membership Approval
- Printing Approval
- Furniture Approval
- Vehicle Purchase Approval
- Live Animal Approval
- HR Job Ad Approval
- Tax Account Approval

See attached spreadsheet
UNT Requisition Workflow

OGCA Approval
- Expense Account Approval/PCBU = NGRCT
  See attached spreadsheet
- $10,000 and over/PCBU = NGRCT
- All Reqs with PCBU = NINTP & Proj ID GA9#### or GI#####
UNT Requisition Workflow

**Purchasing Manager Approval**
- All Reqs $10,000 and over
- Federal Grants $3,000 and over
Telecom Review
IT Shared Services
Telecom Agenda

- Telecom Overview
- Pinnacle Overview
- Updates/Changes to Billing
- Questions – Telecom Support
Telecom Support

Telecom supports the following Institutions:

- UNT Denton
- UNT Dallas
- UNT System
Telecom Services

Telecom Services Include:
- Telephones / Conference Phones
- Cellular
- Voicemail
- Teleconferencing
- Pager
- Consultation
- Wiring/Cabling
- Facilities Projects
What Is Pinnacle?

• Pinnacle is the tele-management system that Telecom uses to track all service records, equipment, and expenses.
• Where departments can view monthly Telecom charges
How To Get Access To Pinnacle

• Account holder must email Telecom.Support@untsystem.edu
• Provide name and EUID of person needing access
• Provide a list of each chart string or organizational department number
How To View Your Telecom bill

URL: https://www.mypinnaclelogin.com/unt
Understanding Your Monthly Bill

- **Subscriber** is the person or department to whom the service is assigned.
- **Non Usage Charges** include monthly recurring charges and one-time charges.
- **Usage Charges** include long distance charges.
- **Subcodes** correspond with the account number in cognos.
  
  Example 80073 = Telecom Monthly Charges-Exp
How To Request Bill Changes

Submit a ticket via the Telecommunications Customer Service Center:
https://telecomsupport.untsystem.edu/
Reasons To Submit A Ticket

All moves, adds, or changes require a ticket:

• New Service
• Service Changes
• Phone Type/Equipment Changes
• Name Changes
• Location Changes
• Disconnect Service
• Account Changes
• Report Trouble
• Other (voicemail password resets, consultation, requests for quotes)
Questions About Your Bill

Email Telecom Support @ Telecom.support@untsystem.edu for:

• Ticket Status
• General Questions
Learn More About Telecom

Visit IT Shared Services Telecommunications Support/Services:

https://itss.untsystem.edu/divisions/ets/esis/telephone

Contact Information:
Leah Cook
940-565-4191
Leah.Cook@untsystem.edu
Encumbrance Dashboard (DEMO)
Announcements & Reminders
Announcements & Reminders

Budget Checking Chart

- Created to assist departments understand the budget checking process

<table>
<thead>
<tr>
<th>Budget Checking - Account Levels</th>
<th>ABA</th>
<th>ePAR</th>
<th>ePro</th>
<th>IDT</th>
<th>PCard</th>
<th>Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgetary</td>
<td>D-Level</td>
<td>* D-Level</td>
<td>C-Level</td>
<td>** C-Level</td>
<td>* C-Level</td>
<td>*** C-Level</td>
</tr>
<tr>
<td>Non-Budgetary</td>
<td>00000 ACCT TREE ROOT NODE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Sponsored Project</td>
<td></td>
<td></td>
<td>A5000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsored Projects</td>
<td>C-Level</td>
<td>* C-Level</td>
<td>C-Level</td>
<td>* C-Level</td>
<td>*** C-Level</td>
<td></td>
</tr>
</tbody>
</table>

* ePARs and PCard transactions do not budget check, they check for a valid chartstring/combination. The D-Level must exist for all budgetary chartstrings & the C-Level must exist for Sponsored Projects. Agency Funds 800 & 801 are not eligible for ePAR use.

** IDTs do not budget check when submitted or approved. Budget checking occurs when the Controller's Office creates an IDT journal.

*** Travel budget checking process may change after transition to Concur.
Surplus Requests

- Inventoried Items are still the department’s responsibility
- Please do NOT place in hallways/loading docks
- Please do NOT Surplus trash/junk; this includes broken items *with the exception of technology & controlled assets.*
Announcements & Reminders

If an item is capable of storing data, please be sure to Surplus it. For example:

- Tablets
- Laptops
- Desktops
- Servers
- Stereos
- Disk players
- Projectors
- Camera
- TVs
- DVD Players
- Video equipment
- Drones
- Fire Arms

If you’re unsure about an item, please email property.manager@unt.edu
ABAs

- There are known issues with multi-line ABA approvals
- If asked to provide a journal type when approving your ABA, please call (x3233) or email the Budget Office
- There is a temporary work-around while the programmers work to resolve the issue
Foundation Fund Mass Updates

- In November, a mass update was performed to the Fund descriptions of Foundation held endowments.
  - Population affected: All Foundation-held endowments that did not contain the Foundation gift account number (FXXXX) in the description
  - Update Performed: The description was modified to include the Foundation account number. Those descriptions containing “End” were also updated to “Rest.”
- Example, Fund 200039 updated:
  - FROM: DepOp/End-M. Pearson Bio Res
  - TO: DepOp/Rest-MaurinePearson-1077
Open Lab

Did you know?

• Each month, the Controller’s office is present to assist with IDT questions!

• The Insights Team will be present at this December’s Open Lab to assist with questions about the Insights Encumbrance Dashboard.
Continuous Improvement Orientation

DECEMBER 18, 2019
11:30 – 12:00 PM
SSB 102
Learning Objectives:

• Learn about our up and coming problem solving training and how it can help you operate more efficiently.
• We will cover the ways this training could help you at work and the commitment expected from participants.

Registration Steps:

1. Go to unt.bridgeapp.com
2. Click on the Training Calendar tab
3. Select the Agenda View on the right side of the screen
4. Search for “Continuous Improvement Orientation”
5. Click Register.
6. Download the invite and add the class to your calendar!

Great for departments, offices, and colleges.

Learn about the CI Problem Solving Training

Register at unt.bridgeapp.com “Continuous Improvement Orientation”

Questions?
citeam@unt.edu
Upcoming Cash Handling Training: January 7, 2020: Wooten Hall 121
• Registration now open on UNT Bridge

Cash Handling Training
3:00 pm - 4:00 pm CST (America/Chicago -06:00)
Location: WH 121
Instructor: Larry Worthy

Description
This is a required annual course for all UNT employees who handle cash, which includes currency, checks, EFTs, ACHs, credit cards, or debit cards. Participants will be familiarized with UNT’s policies and with the compliance requirements that must be met by any participant or department that handles cash. Attendees will gain a functional understanding of the controls designed to safeguard cash.

Seats Left 29
Thank You & Happy Holidays!!!