



First Fridays

with the

University Budget Office

UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

May, 2020

Agenda

- Telecom Cost Savings
- Announcements

Telecom Cost Savings

Telecom Cost Savings

Disconnecting Unused Phone Lines

- Connected lines are a monthly \$19.50 per line, plus \$2.50 for maintenance
 - Additional \$2.50 per month for voicemail
- No cost to disconnect a line
- \$40 to reconnect a line (one-time fee)

Telecom Cost Savings

Disconnecting Phone Lines

- To disconnect, submit a [service ticket](#)
 - Telecommunications Request → Telephones → Disconnect
- **Add a note** that this is **a temporary disconnect**, so that your phone will not be picked up by technicians

Telecom Cost Savings

When re-connecting a service:

- There is no guarantee that a number will be available
 - Add a comment to the service ticket requesting the same number and the request will be honored, if available
- If you already have a phone, add a comment to the service ticket to let telecom know
- Reconnections takes **10-14 days** to process

Announcements

Announcements & Reminders

University Budget Office Hours

- The UBO will resume normal office hours beginning Monday, May 4th

Checks

- Checks sent to the UBO will be processed twice per week (Tuesdays & Thursdays)
- We will make every effort to find the owner of the checks. After 3 days, unclaimed checks will be deposited into the UNT clearing account in accordance with policy 10.006 Cash Handling Policy. An IDT will need to be processed to transfer the funds.

Announcements

Departmental Deposits

- **Student Financial Services is available to accept departmental deposits.** Departments should schedule a time in advance by contacting SFS by email at keenan.ivy@unt.edu and saxon@unt.edu.
- The Cash Handling policy is still in effect. Departments that are still receiving mail must deposit checks within 3 business days of the check being **opened**.
- If a department is closed and its mail is being held, then the Cash Handling procedures won't apply to that department until its mail services resume.
- Employees processing checks must have received Cash Handling training within the last 12 months. Please contact [Larry Worthy](#) for training-related questions.

Announcements

Asset Management – NEW Contact Information

- New Website! AssetManagement.unt.edu
- New Email! Asset.Management@unt.edu

Annual Inventory

- The inventory process is going to look different this year due to COVID implications. We've extended the deadline for inventory submission through 07/31/20. Members of the asset management team will be in contact with inventory coordinators and department managers.

Announcements

Surplus

- Department viewings are starting on Monday, May 4th but are by appointment only. Please call 940-369-7199 to schedule an appointment.
- Pickups are still suspended for now.

Shipping Packages to Homes

- Under no circumstances may UNT purchases be mailed directly to an employee's home. All packages must be delivered to UNT. Central Receiving is open to appropriately tag and receive items.
- Employees may come to the University to pick up supplies necessary to perform their job functions from remote work locations.

Announcements & Reminders

Performance Evaluations

- Performance review processes are delayed until later this year
- Announcement will be made prior to launch date

Cognos Reports

- Users must be logged into VPN to access Cognos reports from remote locations. This new security feature was implemented in March.

Announcements

KK to GL Adjustments

- **The UBO has completed entering adjustments to match KK to the GL on Non Budgetary chartstrings.**
 - Chartstring balances may increase/decrease as a result.
 - Adjustment journals will contain “Match Budget to GL” in the line description.
 - NB chartstrings are Departmental chartstrings with a Fund Cat of 202 or greater (not projects).
- Why? Past business processes allowed these two ledgers to get out of sync. GL is the final authority.

Announcements & Reminders

GL to KK Adjustments

- **The UBO has completed entering adjustments to match the GL to KK on Fund Cat 105 – Fund 805038 HEF.**
 - Budget balances did not change. Only the GL balance was affected.
 - HEF balances on Fund Cat 106 (i.e. projects) were not part of this process.
 - Departments will see transactions needed to perform the true-up - an actuals transaction on account 70003 and a corresponding budget entry.

Announcements

Redistributions

- Effective 4/1, redistributions on Centrally Funded chartstrings are not permitted.
- Centrally Funded Chartstrings are those on Fund 805001 State Approp-BSA, 800001 GRD-General, and 830001 Designated Tuition.

Announcements

Salary Savings Recapture

- **Salary Savings on ALL budgetary chartstrings for ALL positions (faculty and staff) began being recaptured centrally effective 03/01/2020.**
 - Budgetary chartstrings are those on Fund Cats 105, 120, and 200.
- Entries began posting in April, for the March payroll. The journal will be identified as “SS_202003” and the position number will be in the reference field for your records.

Announcements

Trainings

- All UNT-Budget trainings will be provided via an online format (Zoom or pre-recorded) through the remainder of the summer. Zoom call-in details are available by clicking on the training event within the [Budget Office training calendar](#).
- Register in [UNT BRIDGE](#) for Budget Basics, Cognos, Payroll, and ABA training.
- Register in [UNT World Learning](#) for IDT training.

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31				4
5	6 ABA Training 10:00am-11:00am ZOOM Meeting	7	8	9	10 First Fridays 2:30pm-4:00pm VIDEO	11
12	13 Cognos Reports 10:00am-11:30am ZOOM Meeting	14	15	16 Budget Basics 1:00-2:30pm ZOOM Meeting	17 Open Lab - Cancelled	18
19	20	21 Payroll 9:30am-10:30am ZOOM meeting	22	23	24	25



Thank You!

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