First Fridays
with the
University Budget Office

June 2021
Agenda

• FY 2022 Budget Update
• Fiscal Management
• Budgeting Contra Waivers
• New Contract Management Software (Purchasing)
• Accounting w/ Controller’s Office
• Announcements and Reminders: Annual Inventory and Project Status Toggle
FY 2022 Budget Update
Budget Update

• Due from UNT to System on June 18
• Adjustments need to be made by the Budget Office
• Axiom update
Fiscal Management
Fiscal Management

• Deficits should be addressed internally – within a Division, before year end

• At year end, unaddressed deficits will be addressed by the Budget Office using available departmental discretionary funds

• Use Deficit Report to determine balances or contact your BUG
Budgeting Contra Waivers
Budgeting Contra Waivers

Waivers are posted to a contra-revenue account (40801). This means that they operate opposite of the way that the revenue accounts operate. They are budgeted with a negative number.

You can budget these items in two ways:

1. Increase the regular revenue and reduce 40801
2. Or move funds from an expense line to cover.
Contra Waivers (Method 1)

**Scenario 1:** 299999-200-880002-630-20108 was budgeted at -10,000.00. We have actually waived more than the $10,000 expected. -$68.54 posted on function 550 and an additional -$1,988.64 posted on function 630.

**Cognos Report**

**Budget Overview within PeopleSoft:**
Contra Waivers (Method 1: ABAs)

Note: the contra revenue chartstring on the “from” side of the ABA transaction in order to get a negative number in account 40801:
Contra Waivers (Method 1: ABAs cont.)
Contra Waivers (Method 1: View Posted Transactions)

Cognos report after transaction posts:

Budget Transfer # BT00168192 – processed in the Revenue Ledger:
Contra Waivers (Method 2)

Cognos report:

Budget Overview within PeopleSoft:
Contra Waivers (Method 2: ABAs)

Note that the contra revenue chartstring on the “to” side of the ABA transaction in order to reduce D5251-Travel:
Contra Waivers (Method 2: View Posted Transactions)

Cognos report after transaction posts:

- Budget Journal #0000168101 on the Expense ledger to reduce the D5251 – Travel line:

- Budget Journal #0000168102 on the Revenue ledger to reduce the 40801 – Waiver-Contra line:

This transaction requires the University Budget Office to make two manual transactions.
Total Contract Management (TCM) System

Michelle McCauley
Lead Contract Lifecycle Manager
What is Total Contract Management (TCM)?

• Procurement Assessment Recommendations Addressed in this Presentation:
  • Purchase & Deploy Contract Management System
  • Create Campus-Level Contracts Orgs

• All procurement contracts processed by UNT System contracts area will route through Jaggaer – Total Contract Management System

• Manage the lifecycle of an agreement
• Ability to automate endorsements
• Ability to digitally sign
Communications

- All communications regarding contract questions to be routed and saved to contract within the system.

- Communications received and replied to through Outlook (department and vendor)

---

From: Michelle McCauley <notifications@network.jaggaer.com>
Date: April 23, 2021 at 2:31:53 PM CDT
To: John Doe <John.Doe@untsystem.edu>
Subject: Ontity Inc 241179 Contract for Review
Reply-To: Michelle McCauley <AdbfruxAQdSFpLmg8I8Qb5pvVtcC-network.jaggaer.com>

Dear John Doe

We have received the attached contract for processing related to PO 241179. Could you please confirm your department is aware this is a two year agreement?

Thank You,

Michelle McCauley
Contract Processing/Lifecycle

• Ability to track processing times from start to full-execution of contract

• Repository for executed contracts – notifications to Contract Team during lifecycle of contract
Automated Workflow Endorsements

• Workflows are created based on the entity the agreement is for and the total cumulative value of the agreement.

• Endorser receives an email with summary of contract and link to TCM contract requiring endorsement

• Ability to endorse contract or reject with reason within TCM system
DocuSign Signatures

- DocuSign allows for electronic signature (currently in use in the UNT System contracts area).

- Alleviates the need of printing/physically signing/scanning and emailing back.

- Ability to add additional recipients to receive a copy of the signed agreement, if needed for files.
What to Expect/Overview

- Requisition will still be entered in EIS to process contract
- Buyer will route to TCM via request form
- Communications related to contract sent through TCM system
- Executed contract sent via Outlook to buyer and department contact
Questions
Accounting Concepts

Controller’s Office
Accounting Terms and Definitions

- Accounting Principles and Concepts – basic rules and guidelines for financial statements.

- Time Period/Periodicity Principle – record and recognize revenue and expenses in the period earned and incurred.

- Cash vs Accrual Principle – record and recognize revenue and expenses when incurred vs when cash is paid or received.

- Different period/term of reporting
  - Fiscal year – as chosen by an institution/organization as its financial and reporting period.
  - Calendar year – Jan - Dec
  - Academic terms – Fall, Spring, Summer, etc.

- Prepayments – Expenses paid in advance, across fiscal year.
Example 1: UNT paid $12,000 for a software subscription for a calendar year (Jan 1st to Dec 31st). UNT fiscal year is Sept 1st – Aug 31st.

This will need to be pro-rated for proper accounting reporting as follows-
Jan 1st to Aug 31st - 8 months’ worth of expense $8,000 with be charged to current fiscal year and the remaining 4 months $4,000 to be charged to next fiscal year.

At the end of the current fiscal year (Aug 31st) UNT will have $4,000 of prepaid expenses reported on the Balance Sheet, only $8,000 Software subscription expense will be reported in Statement of Revenue and Expense for the current fiscal year.
Example 2: UNT awarded scholarships to students in the Fall semester which begins in August 23rd in the amount of $200,000.
UNT fiscal year is Sept 1st – Aug 31st.

The scholarship expense will need to be pro-rated. The portion from August 23rd to August 31st will be recorded and reported in the current year as scholarship expense. Let us say Fall semester has 75 class days, and there are 5 class days in the current fiscal year ending Aug 31st. This means 7% (5/75) of $200,000 ($14,000) will be charged as scholarship expense for current fiscal year and 93% ($186,000) will be for next fiscal year.

At the end of the current fiscal year (Aug 31st) UNT will have $186,000 of prepaid scholarship expense reported on the Balance Sheet, only $14,000 scholarship expense will be reported in the Statement of Revenue and Expense for the current fiscal year.
Worth mentioning
- Accruals/Accrued Expenses
- Deferred Revenue
Announcements & Reminders
FY’21 Annual Physical Inventory Certification

Inventory begins May 1, 2021 and is due no later than July 31, 2021.
Please prepare now to get yours in early.
Keep watch in the upcoming Eagle Eye issues for helpful information.
Contact Asset Management for assistance.
Announcements & Reminders

• **Project Status Toggle - Cognos**
  • Users can now opt to Exclude Inactive Projects for FIN001 and FIN003 reports!

![Project Status Toggle](image_url)
Questions?