



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

Department: 299999 - General University-NT (Ramsey,Chad A) (NT752) Fund Category: 200 - Designated Operating-Managed Fund: 880002 - Student Service FFF Purpose: 20108 - Waiver-Intrnal Studen Exchange

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue						
40801 - Waiver-Contra	550 - Institutional Support	0.00	(68.54)	0.00	0.00	(68.54)
40801 - Waiver-Contra	630 - Scholarships and Fellowships	(10,000.00)	(11,988.64)	0.00	0.00	(1,988.64)
C4050 - Fees Total		(10,000.00)	(12,057.18)	0.00	0.00	(2,057.18)
Revenue - Total		(10,000.00)	(12,057.18)	0.00	0.00	(2,057.18)
Net Total		(10,000.00)	(12,057.18)	0.00	0.00	(2,057.18)

Budget Overview within PeopleSoft:

Budget Overview Results																	Personalize	Find	View All	First
Details	Budget Transaction Types	Ledger Group	Account	Account Description	Dept	Department Description	Fund Cat	Fund	ChartField1 Description	Function	Program	Purpose	Site	Budget Period	Revenue Estimate	Recognized Revenue	Collected Revenue	Available Budget*	Per	
1		RE	40801	Waiver-Contra	299999	General University-NT	200	880002	Student Service FFF	550		20108		2021	0.00	-68.54	0.00	68.54		
2		RE	40801	Waiver-Contra	299999	General University-NT	200	880002	Student Service FFF	630		20108		2021	-10,000.00	-11,988.64	0.00	1,988.64		

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:



ABA Request | Errors

ABA Form

Business Unit NT752 Transfer ID 0000018446 *Contact Number 565-2321 Transfer Status Approved [Print Form](#)

Prepared By Cates, Brenda Deann (bdc0006) Modified By Cates, Brenda Deann (bdc0006)

Prepared on 05/13/2021 Modified on 05/18/2021 12:35:03PM

Transfer Total \$2,067.18 *Authorization Description **Budget Waiver lines**

Budget Adjustment Lines

Find | View All First 1 of 3 Last

Line No	*Transfer Amount	Journal Line Descr	Line Status
1	\$68.54	18446-budget Int'l Student wai	Approved

Journal ID BT00168192 Journal Date 05/19/2021 Budget Transfer Type Adjustment

From Source

*From Account 40801 Waiver-Contra

*From DeptID 299999 General University-NT

*From Fund Cat 200 Designated Operating-Managed

*From Fund 880002 Student Service FFF

From Function 550 Institutional Support

From Program

From Purpose 20108 Waiver-Intnl Studen Exchange

From Site

From PC BU

From Project ID

From Activity

To Destination

*To Account 40501 Student Service Fee

*To DeptID 299999 General University-NT

*To Fund Cat 200 Designated Operating-Managed

*To Fund 880002 Student Service FFF

To Function 500 Student Services

To Program

To Purpose

To Site

To PC BU

To Project ID

To Activity

*Justification: budget Int'l Student waiver (20108)

Budget Office Comments

Attachments

Personalize | Find | First 1 of 1 Last

Attached File	Existing Comments	Add Comments	Add Attachment
1		<input type="text"/>	Add Attachment <input type="button" value="+"/>

[Save and Validate](#) **CF Valid Status** Valid **Budget Valid Status** Valid

[View Approvals](#) [Submit for Approval](#) [Recycle Transfer](#) [Delete Transfer](#) [ABA Training Guide](#)

Contra Waivers (Method 1: ABAs cont.)



ABA Request | Errors

ABA Form

Business Unit NT752 Transfer ID 0000018446 *Contact Number 565-2321 Transfer Status Approved [Print Form](#)

Prepared By Cates, Brenda Deann (bdc0006) Modified By Cates, Brenda Deann (bdc0006)

Prepared on 05/13/2021 Modified on 05/18/2021 12:35:03PM

Transfer Total \$2,067.18 *Authorization Description **Budget Waiver lines**

Budget Adjustment Lines

Find | View All First 2 of 3 Last

Line No	*Transfer Amount	Journal Line Descr	Line Status
2	\$1,988.64	18446-budget Int'l Student wai	Approved

Journal ID BT00168192 Journal Date 05/19/2021 Budget Transfer Type Adjustment

From Source		To Destination	
*From Account	40801 Waiver-Contra	*To Account	40501 Student Service Fee
*From DeptID	299999 General University-NT	*To DeptID	299999 General University-NT
*From Fund Cat	200 Designated Operating-Managed	*To Fund Cat	200 Designated Operating-Managed
*From Fund	880002 Student Service FFF	*To Fund	880002 Student Service FFF
From Function	630 Scholarships and Fellowships	To Function	500 Student Services
From Program		To Program	
From Purpose	20108 Waiver-Intnl Studen Exchange	To Purpose	
From Site		To Site	
From PC BU		To PC BU	
From Project ID		To Project ID	
From Activity		To Activity	

*Justification: budget Int'l Student waiver (20108)

Budget Office Comments:

Attachments

Personalize | Find | 1 of 1 Last

Attached File	Existing Comments	Add Comments	Add Attachment
1			Add Attachment

Save and Validate CF Valid Status Valid Budget Valid Status Valid

[View Approvals](#) [Submit for Approval](#) [Recycle Transfer](#) [Delete Transfer](#) [ABA Training Guide](#)

Contra Waivers (Method 1: View Posted Transactions)

Cognos report after transaction posts:

Department: 299999 - General University-NT (Ramsey,Chad A) (NT752) Fund Category: 200 - Designated Operating-Managed Fund: 880002 - Student Service FFF Purpose: 20108 - Waiver-Intrnal Studen Exchange

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue						
40801 - Waiver-Contra	550 - Institutional Support	(68.54)	(68.54)	0.00	0.00	0.00
40801 - Waiver-Contra	630 - Scholarships and Fellowships	(11,988.64)	(11,988.64)	0.00	0.00	0.00
C4050 - Fees Total		(12,057.18)	(12,057.18)	0.00	0.00	0.00
Revenue - Total		(12,057.18)	(12,057.18)	0.00	0.00	0.00
Net Total		(12,057.18)	(12,057.18)	0.00	0.00	0.00

Budget Transfer # BT00168192 – processed in the Revenue Ledger:

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Unit NT752 Journal ID BT00168192 Date 05/19/2021 Errors Only Budget Header Status Posted

*Process

Lines Personalize | Find | View All | | First 1-4 of 4 Last

Line	Ledger	Budget Period	Account	Dept	Fund Cat	Fund	Function	Program	Purpose	Site	Amount	Ref	Journal Line Description
1	CC_DRV_BUD	2021	40801	299999	200	880002	550		20108		-68.54	ABA_LN: 1	18446-budget Int'l Student wai
2	CC_DRV_BUD	2021	40501	299999	200	880002	500				68.54	ABA_LN: 1	18446-budget Int'l Student wai
3	CC_DRV_BUD	2021	40801	299999	200	880002	630		20108		-1,988.64	ABA_LN: 2	18446-budget Int'l Student wai
4	CC_DRV_BUD	2021	40501	299999	200	880002	500				1,988.64	ABA_LN: 2	18446-budget Int'l Student wai

From Line To

Totals		
Total Lines	4	
Total Debits	2,057.18	
Total Credits	2,057.18	

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Contra Waivers (Method 2)



Cognos report:

Department: 110140 - Sustainability (McGuinness, Maureen) (NT752) Fund Category: 200 - Designated Operating-Managed Fund: 880005 - Environmental Services FFF Purpose: 20116 - Waiver-Catastrophic Prsidntl

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
40801 - Waiver- Contra	630 - Scholarships and Fellowships	0.00	(10.00)	0.00	0.00	(10.00)
C4050 - Fees Total		0.00	(10.00)	0.00	0.00	(10.00)
Revenue - Total		0.00	(10.00)	0.00	0.00	(10.00)
Net Total		0.00	(10.00)	0.00	0.00	(10.00)

Budget Overview within PeopleSoft:

Budget Overview Results																							Personalize	Find	View All	Print	First
Details	Budget Transaction Types	Ledger Group	Account	Account Description	Dept	Department Description	Fund Cat	Fund	ChartField1 Description	Function	Program	Purpose	Site	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget	Revenue Estimate	Recognized Revenue	Collected Revenue	Available Budget*	Perce			
6		RE	40801	Waiver-Contra	110140	Sustainability	200	880005	Environmental Services FFF	630		20116		2021	0.00	0.00	0.00	0.00	0.00	0.00	-10.00	0.00	10.00				
7		RE	70003	Trans from Other Funds	110140	Sustainability	200	880005	Environmental Services FFF	500				2021	0.00	0.00	0.00	0.00	0.00	0.00	28,400.00	0.00	-28,400.00				
8		EX_CHD	C5460	Scholarships & Financial Aid	110140	Sustainability	200	880005	Environmental Services FFF			20017		2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
9		EX_CHD	C5460	Scholarships & Financial Aid	110140	Sustainability	200	880005	Environmental Services FFF			20009		2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
10		EX_CHD	D5014	Salaries -Staff	110140	Sustainability	200	880005	Environmental Services FFF	500				2021	115,313.87	35,446.64	17,723.32	0.00	62,143.91	0.00	0.00	0.00	0.00				
11		EX_CHD	D5016	Salaries-Student	110140	Sustainability	200	880005	Environmental Services FFF	500				2021	22,167.83	22,789.12	8,403.49	0.00	-9,024.78	0.00	0.00	0.00	0.00				
12		EX_CHD	D5031	Wages	110140	Sustainability	200	880005	Environmental Services FFF	500				2021	92,839.82	8,726.00	80.00	0.00	84,033.82	0.00	0.00	0.00	0.00				
13		EX_CHD	D5050	Payroll Related Costs	110140	Sustainability	200	880005	Environmental Services FFF	500				2021	40,512.05	10,367.11	5,183.45	0.00	24,961.49	0.00	0.00	0.00	0.00				
14		EX_CHD	D5101	Professional Fees & Svcs	110140	Sustainability	200	880005	Environmental Services FFF	500				2021	22,269.78	700.00	0.00	0.00	21,569.78	0.00	0.00	0.00	0.00				
15		EX_CHD	D5251	Travel	110140	Sustainability	200	880005	Environmental Services FFF	500				2021	4,695.37	-329.50	0.00	0.00	5,024.87	0.00	0.00	0.00	0.00				

Contra Waivers (Method 2: ABAs)



ABA Request | Errors

ABA Form

Business Unit: NT752 | Transfer ID: 0000018446 | *Contact Number: 565-2321 | Transfer Status: Approved | [Print Form](#)

Prepared By: Cates, Brenda Deann (bdc0006) | Modified By: Cates, Brenda Deann (bdc0006)
Prepared on: 05/13/2021 | Modified on: 05/18/2021 12:35:03PM

Transfer Total: \$2,067.18 | *Authorization Description: Budget Waiver lines

Budget Adjustment Lines

Find | View All | First 3 of 3 Last

Line No	*Transfer Amount	Journal Line Descr	Line Status
3	\$10.00	18446-Budget Catastrophic Prsi	Approved

Journal ID | Journal Date | Budget Transfer Type: Adjustment

From Source		To Destination	
*From Account: D5251	Travel	*To Account: 40801	Waiver-Contra
*From DeptID: 110140	Sustainability	*To DeptID: 110140	Sustainability
*From Fund Cat: 200	Designated Operating-Managed	*To Fund Cat: 200	Designated Operating-Managed
*From Fund: 880005	Environmental Services FFF	*To Fund: 880005	Environmental Services FFF
From Function: 500	Student Services	To Function: 630	Scholarships and Fellowships
From Program:		To Program:	
From Purpose:		To Purpose: 20116	Waiver-Catastrophic Prsidntl
From Site:		To Site:	
From PC BU:		To PC BU:	
From Project ID:		To Project ID:	
From Activity:		To Activity:	

*Justification: Budget Catastrophic Prsidntl waiver (20116)

Budget Office Comments: RE#168102

Attachments

Personalize | Find | First 1 of 1 Last

Attached File	Existing Comments	Add Comments	Add Attachment
1			Add Attachment

[Save and Validate](#) | **CF Valid Status** Valid | **Budget Valid Status** Valid

[View Approvals](#) | [Submit for Approval](#) | [Recycle Transfer](#) | [Delete Transfer](#) | [ABA Training Guide](#)

[Return to Search](#) | [Refresh](#) | [Add](#)

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:

Department: 110140 - Sustainability (McGuinness, Maureen) (NT752) Fund Category: 200 - Designated Operating-Managed Fund: 880005 - Environmental Services FFF Purpose: 20116 - Waiver-Catastrophic Prsidntl

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
Revenue						
40801 - Waiver-Contra	630 - Scholarships and Fellowships	(10.00)	(10.00)	0.00	0.00	0.00
C4050 - Fees Total		(10.00)	(10.00)	0.00	0.00	0.00
Revenue - Total		(10.00)	(10.00)	0.00	0.00	0.00
Net Total		(10.00)	(10.00)	0.00	0.00	0.00

This transaction requires the University Budget Office to make two manual transactions.

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

Budget Header | Budget Lines | Budget Errors

Unit NT752 Journal ID 0000168101 Date 05/19/2021 Errors Only Budget Header Status Posted

*Process Process

▼ Lines Personalize | Find | View All | First 1-12 of 12 Last

Chartfields and Amounts

Line	Ledger	Budget Period	Account	Dept	Fund Cat	Fund	Function	Program	Purpose	Site	Set Options	Amount	Ref	Journal Line Description
4	EX_CHD_BUD	2021	D5251	110140	200	880005	500				Set Options	-10.00		18446-Budget Catastrophic Prsi

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

Budget Header | Budget Lines | Budget Errors

Unit NT752 Journal ID 0000168102 Date 05/19/2021 Errors Only Budget Header Status Posted

*Process Process

▼ Lines Personalize | Find | View All | First 1-12 of 12 Last

Chartfields and Amounts

Line	Ledger	Budget Period	Account	Dept	Fund Cat	Fund	Function	Program	Purpose	Site	Set Options	Amount	Ref	Journal Line Description
4	CC_DRV_BUD	2021	40801	110140	200	880005	630		20116		Set Options	-10.00		18446-Budget Catastrophic Prsi



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)

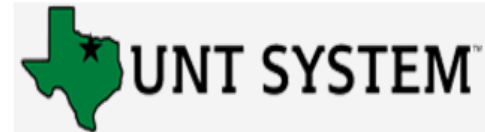
From: Michelle McCauley <notifications@network.jaggaer.com>

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 <AsbfzuXAQgISfpLmg8f8Qb5pvHc=@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,

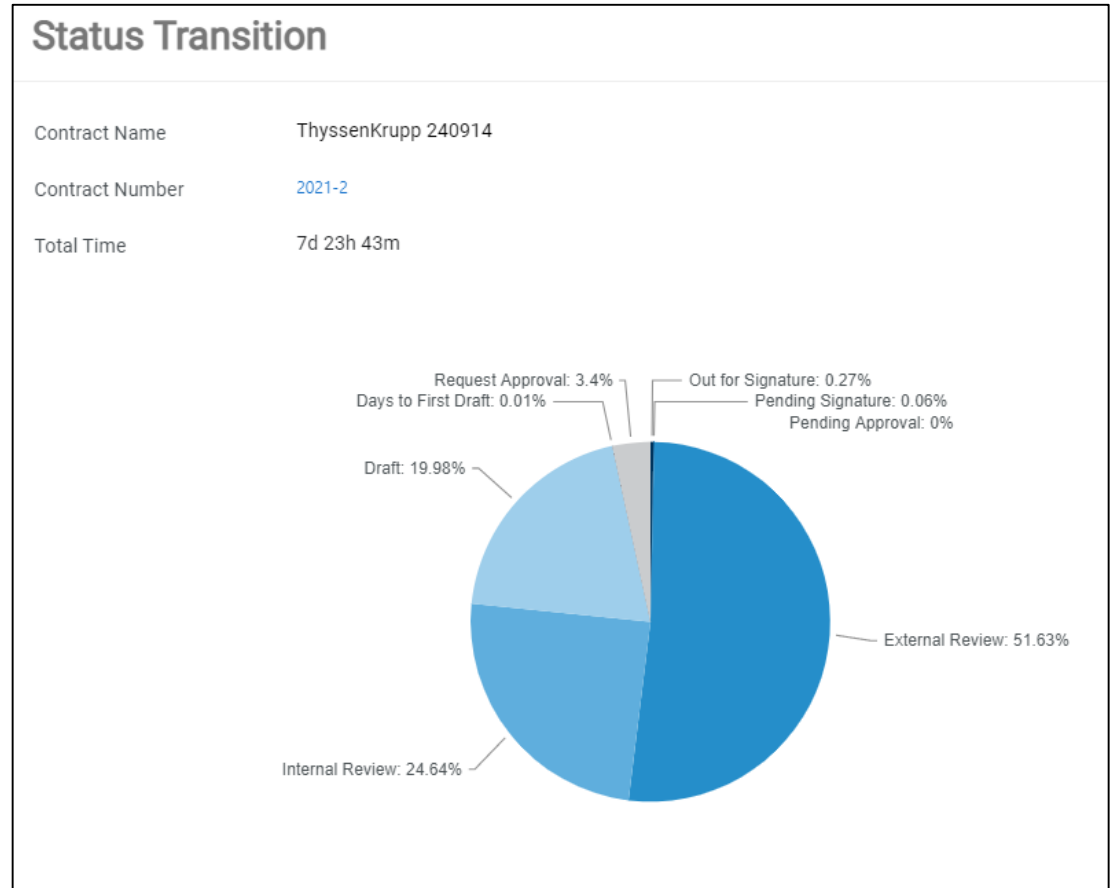
Michelle McCauley





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.

The screenshot shows an Outlook email window with the following content:

- Subject:** [EXT] Please DocuSign: Apogee 238672 - Message (HTML)
- Sender:** DocuSign NA3 System <dse_NA3@docusign.net>
- Body:** [EXT] Please DocuSign: Apogee 238672
- To:** McCauley, Michelle
- Message Content:** A green banner with the UNT System logo and a document icon. Text reads: "Michelle McCauley sent you a document to review and sign." Below the banner is a button labeled "REVIEW DOCUMENT".
- Signature:** Michelle McCauley, michelle.mccauley@untsystem.edu
- Text:** "Please find the attached agreement which has been approved by OGC and now ready for signature. Please let us know if you need anything further."
- Closing:** "Thanks!" and "Michelle McCauley"



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



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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 will 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

Announcements & Reminders

The Eagle Eye



FY'21 Annual Physical Inventory Certification

Inventory begins May 1, 2021 and is due no later than July 31, 2021.

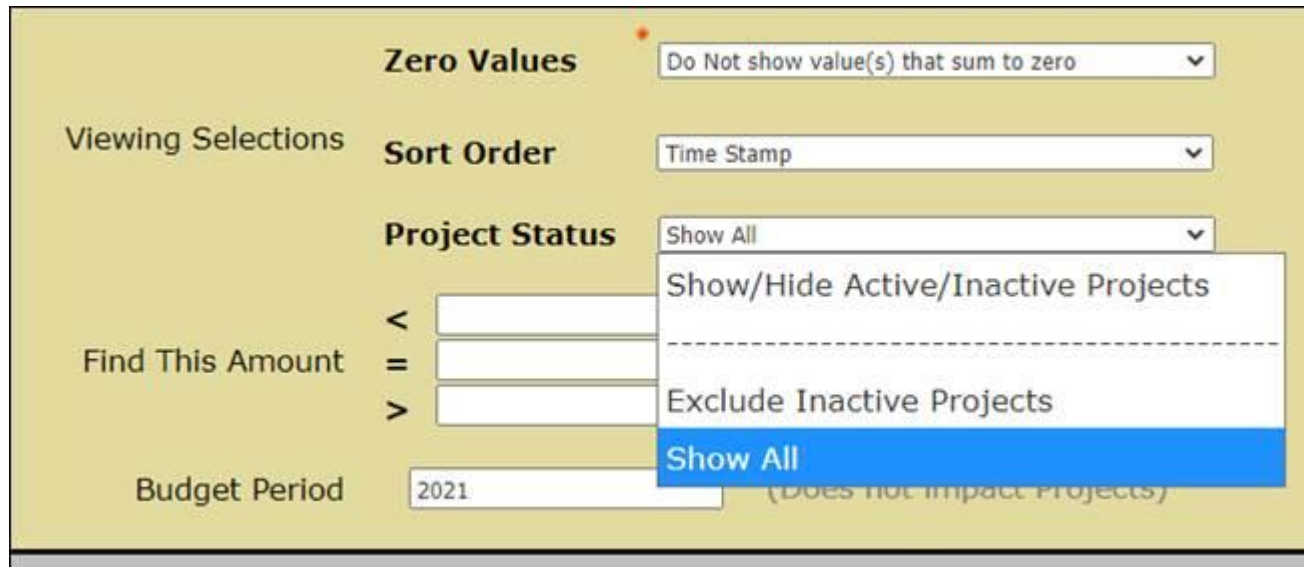
Please prepare now to get yours in early.

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!



The screenshot shows a Cognos reporting tool interface with several filter sections:

- Zero Values:** A dropdown menu set to "Do Not show value(s) that sum to zero".
- Viewing Selections:** A section containing a "Sort Order" dropdown menu set to "Time Stamp".
- Project Status:** A dropdown menu currently set to "Show All". A red arrow points to this dropdown, which has a menu open showing options: "Show/Hide Active/Inactive Projects", "Exclude Inactive Projects", and "Show All" (highlighted in blue).
- Find This Amount:** A section with three radio buttons labeled "<", "=", and ">" next to empty input fields.
- Budget Period:** An input field containing "2021" and a note "(Does not impact Projects)".

Found at the bottom of the first input page

Questions?