



# Budget Broadcast

(Formerly First Friday)

with the

**University Budget Office**

August 2022

# Agenda

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- FY23 Budget Update
- Fiscal Management
- IBM Cognos Analytics w/ System Budget & Analytics
- Pcard Year-End Deadline w/ Cory Ward
- Announcements

# FY23 Budget Update

# FY23 Budget Update



FY23 Planning	Responsible Party	Action
February 11, 2022	Campus Users	Deadline for Permanent ABA's to be approved and in Budget Office queue. (These transactions will be the ones to affect the FY23 seed budget in Axiom).
February 14-16, 2022	University Budget Office	UBO processes permanent ABA's
February 25, 2022	University Budget Office	Flat revenue estimates for tuition (central and differential) and fees (instructional and mandatory) to be used
February 21-25, 2022	University Budget Office/ System Admin	Loading of all permanent budgets from PeopleSoft over to Axiom. Loading of HRPD info for Labor Planning. UBO validates information.
February 21-25, 2022	University Budget Office	UBO pre-loads existing transfers budgets one for one basis.
February 25, 2022	Campus Users/ University Budget Office	Campus Budget FY23 Kickoff meeting (Feb 25) - Meeting to coordinate Campus Users with UBO guidelines/ deadlines.
February 28, 2022	Campus Users	Axiom opens for Campus Access. Individual departments receive instructions and guidelines from University Budget Office.
February 28 - March 31, 2022	Campus Users/ University Budget Office	Train campus on Axiom Budgeting. Offer 2-4 sessions per week (concentrate on beginning of period). Run formal trainings concurrently, with UBO staff available as needed for specialized assistance and one-on-one questions.
Early March	President/ Cabinet	<b>BUDGET HEARINGS: Axiom expense and Tech Use Fee (TUF)</b> - President's Cabinet
April 13, 2022	Campus Users	Axiom closes for Campus users
April 14 - June 3, 2022	University Budget Office	UBO balancing of funds and transfers, finalize revenue assumptions, validate campus inputs, prepare of narratives and slides.
June 6-24, 2022	University Budget Office	Report finalization, quarterly allocations.
June 24, 2022	University Budget Office/ System Admin	System close of Axiom. UNT System's Budget Office prepares analysis and compiles component unit budgets into the UNTS Consolidated FY23 Budget and prepares budget presentations.
July 1, 2022	University Budget Office	Narrative due to System
August, week 1	System Admin	UNT System's office posts FY23 budget in advance of the Board of Regents meeting.
August 11-12, 2022		UNT System Board of Regents meeting

# FY23 Budget Update

- Board of Regents will review budget on Aug 11
- Frisco Site Code Reminder:
  - Site 1315 for Frisco Landing transactions
  - Site 1286 for Inspire, Hall, & CHEC

**Use the site code reflecting the actual location goods are received or services rendered**

## **Instructional expenses:**

- Fall 2022: please continue to use 1286 for faculty assigned to Hall/ Inspire/ CHEC, as discussed in the FY23 Academic Rollover Overview meeting with Assistant Vice Provost Brandi Everett
  - Spring 2023 onwards: Academic Resources and New College will provide detailed instructions on how to transition to 1315 if faculty are assigned to Frisco Landing starting January 2023
- Annual Inventory Progress

# Fiscal Managment

# Fiscal Management

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- Deficits should be addressed internally – within your Division’s central funds, before year end
- Review the deficit report to determine balances or contact your BUG
- Tips:
  - Zero out values to prevent unwanted chartstrings from rolling forward (applies to funds that roll)
  - Funds that roll forward can be found at [budget.unt.edu/documents](https://budget.unt.edu/documents) under ‘Closing Rules’

# Fiscal Management - Cognos

The Closing Adjustments prompt has been added to FIN001 and FIN003 to help calculate roll forward balance


By default, both reports run with this prompt unselected to **include** Closing Adjustments with the option to **exclude** Closing Adjustments on either the prompt page or report page

**Prompt Page: Closing Adjustments Prompt**

Thru Accounting Period

Ledger

Project Status

**Closing Adjustments**  

Balance View


Viewing Selections Actuals View

Zero Values \*

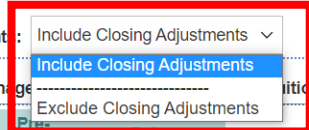
Budget Period \*  (Does not impact Projects)

\*Chartfield combinations that sum to zero have been excluded from this report. To view that information, use the Transaction Detail Report.  
[Click here to be included in communication regarding reporting of Finance in Cognos.](#)

**Report Page: Closing Adjustments**

 **Budget Overview**

[Click here for all transactions that make up this report](#)

Actuals View:  Show/Hide Zero Values: \*  Closing Adjustment:  

Department: 151200 - University Budget & Analytics (Ramsey,Chad A) (NT752) Fund Category: 200 - Designated Operating-Management


Account	Function	Current Budget	Actuals	Encumbrance	Encumbrance	Balance
<b>Expense</b>						
D5031 - Wages	550 - Institutional Support	10,000.00	0.00	0.00	0.00	10,000.00
<b>B5001 - Personnel Costs</b>		<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>
D5101 - Professional Fees & Svcs	550 - Institutional Support	25,958.47	25,949.24	0.00	0.00	9.23
D5251 - Travel	550 - Institutional Support	4,227.00	0.00	0.00	0.00	4,227.00
























# IBM Cognos Analytics

# Budget & Planning Reporting Webpage Navigation

- Budget & Planning Reporting Webpage contains multiple sections for your reporting needs
  - Budget and Finance Reports
  - AFR Reports
  - Procurement Reports
  - Chart of Accounts (CoA) Trees
- PDF Report Guides are available for select reports, see the  icon
  - Note: We're currently working on guides for all reports on our webpage!

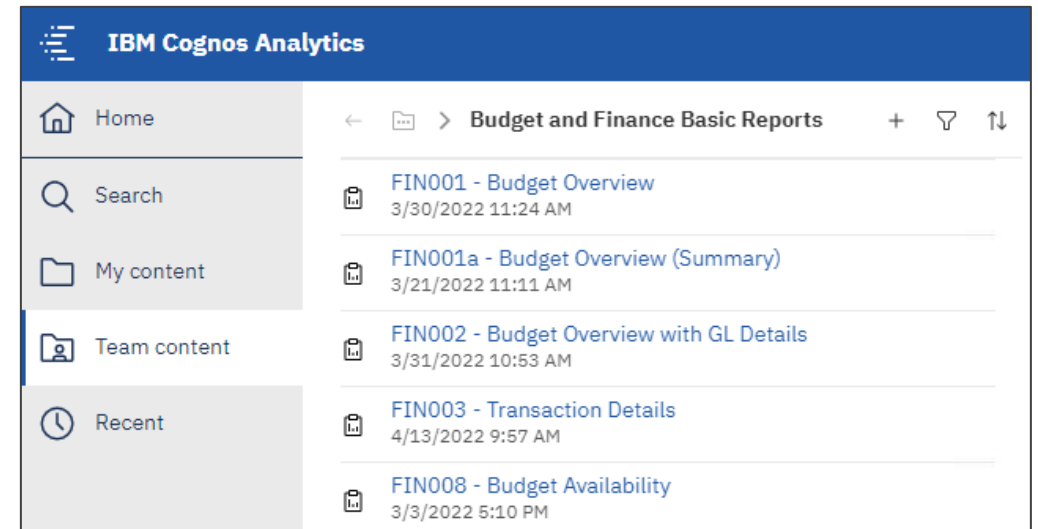
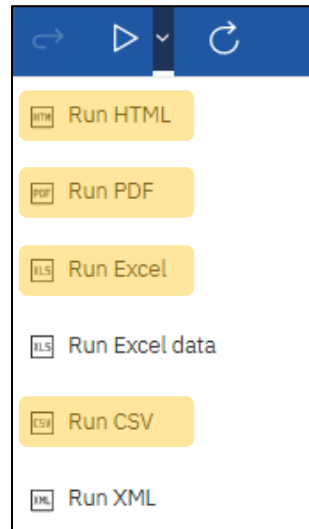
Core Reports

- + Budget and Finance Reports
  - FIN001 - Budget Overview (Excel Version )
    - Legacy FIN001 - Budget Overview (Excel Version ) - (Guide) 
  - FIN001a - Budget Overview (Summary) (Excel Version )
  - FIN002 - Budget Overview with GL Details (Excel Version )
    - Legacy FIN002 - Budget Overview with GL Details (Excel Version ) - (Guide) 
  - FIN003 - Transaction Details (Excel Version )
    - Legacy FIN003 - Transaction Details (Excel Version ) - (Guide) 
  - FIN004 - ePro Transaction Detail (Excel Version )
  - FIN005 - Requisitions
    - FIN005a - Requisitions (Soft Encumbrances) (Excel Version ) - (Guide) 
    - FIN005b - Requisitions ( Search By Req) (Excel Version ) - (Guide) 
    - FIN005c - Requisitions (Cancelled/Not Budget Chked) (Excel Version ) - (Guide) 
  - FIN006 - Purchase Orders (Excel Version ) - (Guide) 
- + Grants and Contracts Reports
- + AFR Reports
- + Treasury Reports
- + Procurement Reports
- + HUB Reports
- + Asset Management Reports
- + Provost Reports
- + Charts of Accounts (CoA) Trees

Data Owner Reports

# How-To Run a Report

- Select the report you'd like to run
  - Select via Reporting Webpage
  - Select within IBM Cognos Analytics
- Select Output
  - HTML
  - XLS
  - PDF
  - CSV



# IBM Cognos Analytics Core Reports

- FIN001 – Budget Overview
  - Sectioned by: Project – Dept – FundCat – Fund – Program – Purpose – Site
  - What does this mean for me?
    - More sections, less lines per section
- FIN001a – Budget Overview
  - Sectioned by: Project – Dept – FundCat – Fund
  - What does this mean for me?
    - Less sections, more lines per section
    - Program, Purpose, and Site listed in table
- Copy & Paste
  - Versions using Cognos 10 capability to copy & paste values

# FIN001 – Budget Overview

- Project – Dept – FundCat – Fund – Program – Purpose – Site

Department: [REDACTED] (NT752) Fund Category: 120 - Auxiliary Fund: 810000 - Auxiliary-Gen Purpose: 13209 - Bookstore Contract Site: 1285 - UNT Bookstore						
Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Revenue</b>						
42105 - Rentals-Space-Lease	700 - Auxiliary Enterprises	800,000.00	372,095.28	0.00	0.00	(427,904.72)
	C4210 - Rentals	800,000.00	372,095.28	0.00	0.00	(427,904.72)
	Revenue - Total	800,000.00	372,095.28	0.00	0.00	(427,904.72)
<b>Expense</b>						
D5050 - Payroll Related Costs	700 - Auxiliary Enterprises	0.00	22,493.52	0.00	0.00	(22,493.52)
	B5001 - Personnel Costs	0.00	22,493.52	0.00	0.00	(22,493.52)
D5331 - Communication & Utilities	700 - Auxiliary Enterprises	1,264.29	0.00	0.00	0.00	1,264.29
	B5060 - Non-Personnel Costs	1,264.29	0.00	0.00	0.00	1,264.29
D7001 - Transfer Expense	700 - Auxiliary Enterprises	762,621.70	762,621.70	0.00	0.00	0.00
	B7001 - Transfer Expense	762,621.70	762,621.70	0.00	0.00	0.00
	Expense - Total	763,885.99	785,115.22	0.00	0.00	(21,229.23)
	Net Total	36,114.01	(413,019.94)	0.00	0.00	(449,133.95)
<b>Project: 1000096 - Clark Hall - HVAC Department: 163000 - Auxiliary Services-Gen (Armitage,Daniel Dean) (NT752) Fund Category: 120 - Auxiliary Fund: 810003 - Auxiliary Facilities Purpose: 13353 - HVAC Maintenance</b>						
Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Expense</b>						
A5000 - Operating Expenses	600 - Operations and Maintenance	(500,000.00)	(500,000.00)	0.00	0.00	0.00
	A5000 - Operating Expenses	(500,000.00)	(500,000.00)	0.00	0.00	0.00
A7001 - Transfer Expense	--	500,000.00	500,000.00	0.00	0.00	0.00
A7001 - Transfer Expense	600 - Operations and Maintenance	500,000.00	500,000.00	0.00	0.00	0.00
	A7001 - Transfer Expense	1,000,000.00	1,000,000.00	0.00	0.00	0.00
	Expense - Total	500,000.00	500,000.00	0.00	0.00	0.00
	Net Total	(500,000.00)	(500,000.00)	0.00	0.00	0.00

# FIN001a – Budget Overview

- Project – Dept – FundCat – Fund

Department:		Fund Category: 120 - Auxiliary Fund: 810000 - Auxiliary-Gen							
Account	Function	Program	Purpose	Site	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Revenue</b>									
42105 - Rentals-Space-Lease	700 - Auxiliary Enterprises		13209 - Bookstore Contract	1285 - UNT Bookstore	800,000.00	372,095.28	0.00	0.00	(427,904.72)
				C4210 - Rentals	800,000.00	372,095.28	0.00	0.00	(427,904.72)
				Revenue - Total	800,000.00	372,095.28	0.00	0.00	(427,904.72)
<b>Expense</b>									
D5050 - Payroll Related Costs	700 - Auxiliary Enterprises		13209 - Bookstore Contract	1285 - UNT Bookstore	0.00	22,493.52	0.00	0.00	(22,493.52)
				B5001 - Personnel Costs	0.00	22,493.52	0.00	0.00	(22,493.52)
D5331 - Communication & Utilities	700 - Auxiliary Enterprises		13209 - Bookstore Contract	1285 - UNT Bookstore	1,264.29	0.00	0.00	0.00	1,264.29
				B5060 - Non-Personnel Costs	1,264.29	0.00	0.00	0.00	1,264.29
D7001 - Transfer Expense	700 - Auxiliary Enterprises		13209 - Bookstore Contract	1285 - UNT Bookstore	762,621.70	762,621.70	0.00	0.00	0.00
				B7001 - Transfer Expense	762,621.70	762,621.70	0.00	0.00	0.00
				Expense - Total	763,885.99	785,115.22	0.00	0.00	(21,229.23)
				Net Total	36,114.01	(413,019.94)	0.00	0.00	(449,133.95)
<b>Project: 1000096 - Clark Hall - HVAC Department: 163000 - Auxiliary Services-Gen (Armitage,Daniel Dean) (NT752) Fund Category: 120 - Auxiliary Fund: 810003 - Auxiliary Facilities</b>									
Account	Function	Program	Purpose	Site	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Expense</b>									
A5000 - Operating Expenses	600 - Operations and Maintenance		13353 - HVAC Maintenance		(500,000.00)	(500,000.00)	0.00	0.00	0.00
				A5000 - Operating Expenses	(500,000.00)	(500,000.00)	0.00	0.00	0.00
A7001 - Transfer Expense	600 - Operations and Maintenance		13353 - HVAC Maintenance		500,000.00	500,000.00	0.00	0.00	0.00
A7001 - Transfer Expense	-		13353 - HVAC Maintenance		500,000.00	500,000.00	0.00	0.00	0.00
				A7001 - Transfer Expense	1,000,000.00	1,000,000.00	0.00	0.00	0.00
				Expense - Total	500,000.00	500,000.00	0.00	0.00	0.00
				Net Total	(500,000.00)	(500,000.00)	0.00	0.00	0.00

# FIN001a – Budget Overview

Department		[NT752] Fund Category: 120 - Auxiliary Fund: 810000 - Auxiliary-Gen								
Account	Function	Program	Purpose	Site	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance	
<b>Revenue</b>										
42009 - Food Svc-Vending	700 - Auxiliary Enterprises				218,000.00	229,083.77	0.00	0.00	11,083.77	
C4200 - Food Service and Dining					218,000.00	229,083.77	0.00	0.00	11,083.77	
42105 - Rentals-Space-Lease	700 - Auxiliary Enterprises			1205 - UNT Post Office	10,599.96	0.00	0.00	0.00	(10,599.96)	
42105 - Rentals-Space-Lease	700 - Auxiliary Enterprises			1258 - Sigma Chi House	1,499.99	0.00	0.00	0.00	(1,499.99)	
42105 - Rentals-Space-Lease	700 - Auxiliary Enterprises			1259 - Kappa Sigma House	1,500.00	0.00	0.00	0.00	(1,500.00)	
42105 - Rentals-Space-Lease	700 - Auxiliary Enterprises			1278 - Alpha Phi House	820.00	0.00	0.00	0.00	(820.00)	
42105 - Rentals-Space-Lease	700 - Auxiliary Enterprises				0.00	41,343.92	0.00	0.00	41,343.92	
42105 - Rentals-Space-Lease	700 - Auxiliary Enterprises	13209 - Bookstore Contract		1285 - UNT Bookstore	800,000.00	372,095.28	0.00	0.00	(427,904.72)	
C4210 - Rentals					814,419.95	413,439.20	0.00	0.00	(400,980.75)	
60147 - I/C Rentals-Frn & Eqp-Inc	700 - Auxiliary Enterprises			1205 - UNT Post Office	435,862.26	431,410.00	0.00	0.00	(4,452.26)	
60153 - I/C Postage-Inc	700 - Auxiliary Enterprises			1205 - UNT Post Office	4,999.98	0.00	0.00	0.00	(4,999.98)	
C6000 - Internal Charge Income					440,862.24	431,410.00	0.00	0.00	(9,452.24)	
Revenue - Total					1,473,282.19	1,073,932.97	0.00	0.00	(399,349.22)	
<b>Expense</b>										
D5050 - Payroll Related Costs	700 - Auxiliary Enterprises	13209 - Bookstore Contract		1285 - UNT Bookstore	0.00	22,493.52	0.00	0.00	(22,493.52)	
B5001 - Personnel Costs					0.00	22,493.52	0.00	0.00	(22,493.52)	
D5101 - Professional Fees & Svcs	700 - Auxiliary Enterprises			1204 - Auxiliary Services Warehouse	0.00	600.00	0.00	0.00	(600.00)	
D5301 - Materials & Supplies Exp	700 - Auxiliary Enterprises				1,000.00	0.00	0.00	0.00	1,000.00	
D5331 - Communication & Utilities	700 - Auxiliary Enterprises			1204 - Auxiliary Services Warehouse	3,100.00	1,619.64	0.00	0.00	1,480.36	
D5331 - Communication & Utilities	700 - Auxiliary Enterprises			1205 - UNT Post Office	1,000.00	0.00	0.00	0.00	1,000.00	
D5331 - Communication & Utilities	700 - Auxiliary Enterprises				1,999.99	20.77	0.00	0.00	1,979.22	
D5331 - Communication & Utilities	700 - Auxiliary Enterprises	13209 - Bookstore Contract		1285 - UNT Bookstore	1,264.29	0.00	0.00	0.00	1,264.29	
D5501 - Other Operating Exp	700 - Auxiliary Enterprises			1205 - UNT Post Office	277,150.96	251,582.92	17,010.20	0.00	8,557.84	
B5060 - Non-Personnel Costs					285,515.24	253,823.33	17,010.20	0.00	14,681.71	
D7001 - Transfer Expense	700 - Auxiliary Enterprises			1205 - UNT Post Office	164,864.00	164,864.00	0.00	0.00	0.00	
D7001 - Transfer Expense	700 - Auxiliary Enterprises				2,447,080.10	2,447,080.10	0.00	0.00	0.00	
D7001 - Transfer Expense	700 - Auxiliary Enterprises	13209 - Bookstore Contract		1285 - UNT Bookstore	762,621.70	762,621.70	0.00	0.00	0.00	
B7001 - Transfer Expense					3,374,565.80	3,374,565.80	0.00	0.00	0.00	

# Report Results and Drill Thru Capabilities

- Reports are sometimes grouped by Chartstring (i.e. Dept, Fund Cat, Fund)
- Values with blue hyperlinks have drill thru capabilities to line detail reports from more summarized reports
  - Note: hyperlinks only work in HTML and PDF
- Click “**Page Down**” to view more results
- Click “**Bottom**” to view Parameter Page
  - This displays which filters were used to produce the report results

The screenshot displays the 'Budget Overview' report for the UNT SYSTEM. The report is organized into two sections, each representing a different department and fund category. The first section is for Department 365200 - Data Analytics (Serrano, Juan Fernando) with Fund Category 105 - Educational & General Fund. The second section is for Department 365200 - Data Analytics (Serrano, Juan Fernando) with Fund Category 200 - Designated Operating-Managed Fund. Both sections show a table with columns for Account, Function, Current Budget, Actuals, Encumbrance, Pre-Encumbrance, and Balance. The data is color-coded: green for positive values and red for negative values. At the bottom of the report, there are navigation controls: 'Top', 'Page up', 'Page down', and 'Bottom'. The 'Page down' button is highlighted with a red box, indicating its use for drilling through to more detailed reports.

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Expense</b>						
D5014 - Salaries - Staff	550 - Institutional Support	86,166.00	0.00	46,487.70	2,271.86	37,406.44
	<b>B5001 - Personnel Costs</b>	<b>86,166.00</b>	<b>0.00</b>	<b>46,487.70</b>	<b>2,271.86</b>	<b>37,406.44</b>
	<b>Expense - Total</b>	<b>86,166.00</b>	<b>0.00</b>	<b>46,487.70</b>	<b>2,271.86</b>	<b>37,406.44</b>
	<b>Net Total</b>	<b>(86,166.00)</b>	<b>0.00</b>	<b>46,487.70</b>	<b>2,271.86</b>	<b>37,406.44</b>
<b>Department: 365200 - Data Analytics (Serrano, Juan Fernando) (HS763) Fund Category: 200 - Designated Operating-Managed Fund: 830043 - 1115 Waiver Fund</b>						
Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance
<b>Expense</b>						
D5014 - Salaries - Staff	550 - Institutional Support	85,944.00	50,134.00	35,810.00	0.00	0.00
D5031 - Wages	550 - Institutional Support	1,440.00	0.00	0.00	0.00	1,440.00
D5040 - Supplemental Pay	550 - Institutional Support	0.00	880.00	700.00	0.00	(1,580.00)
D5050 - Payroll Related Costs	550 - Institutional Support	21,846.00	16,518.54	12,067.80	0.00	(6,740.34)
	<b>B5001 - Personnel Costs</b>	<b>109,230.00</b>	<b>67,532.54</b>	<b>48,577.80</b>	<b>0.00</b>	<b>(6,880.34)</b>
D5101 - Professional Fees & Svcs	550 - Institutional Support	120,000.00	32,800.00	1,200.00	0.00	86,000.00
D5301 - Materials & Supplies Exp	550 - Institutional Support	20,000.00	0.00	0.00	0.00	20,000.00
D5360 - Rental Exp-Non-Cap	550 - Institutional Support	0.00	1,747.24	0.00	0.00	(1,747.24)
D5365 - Oper Lease Exp-Non-Cap	550 - Institutional Support	50,000.00	0.00	0.00	0.00	50,000.00
D5501 - Other Operating Exp	550 - Institutional Support	23,351.65	0.00	0.00	0.00	23,351.65
	<b>B5060 - Non-Personnel Costs</b>	<b>213,351.65</b>	<b>34,547.24</b>	<b>1,200.00</b>	<b>0.00</b>	<b>177,604.41</b>
	<b>Expense - Total</b>	<b>322,581.65</b>	<b>102,079.78</b>	<b>49,777.80</b>	<b>0.00</b>	<b>170,724.07</b>
	<b>Net Total</b>	<b>(322,581.65)</b>	<b>(102,079.78)</b>	<b>49,777.80</b>	<b>0.00</b>	<b>170,724.07</b>
	<b>Report - Total</b>	<b>(408,747.65)</b>	<b>(102,079.78)</b>	<b>96,265.50</b>	<b>2,271.86</b>	<b>208,130.51</b>

\*IBM Cognos Reports are populated with data from EIS (PeopleSoft)



# How-To Report an Error

- If you run a report that returns results that you're not expecting or if you experience issues within IBM Cognos Analytics, please submit a ticket to our team, Budget Analytics.
- **ServiceNow**
  - ↳ Business Intelligence and Reporting
  - ↳ Financial Analysis and Planning
- **Email**
  - [BudgetAnalytics@untsystem.edu](mailto:BudgetAnalytics@untsystem.edu)

Home | Business Intelligence & Reporting | Financial Analysis and Planning

## Financial Analysis and Planning

Cognos / Axiom Request

Request to UNT System Budget and Analytics for Cognos reports, packages, permissions, and server issues.

**Information about the Requester**

\* EUID  Position (job title)

First name  Department

Last name  Email address

EMPLID  Work phone

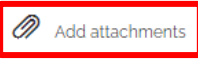
**Request Details**

Request type ⓘ

Select the type of request: ✕

- Axiom – Axiom related issues
- Report Error – Error received when running a report
- Report Data Issue – Unexpected data found in report, data missing, or questionable calculation
- Report Request - Modify or create a new report
- Data Model Issue – Data straight from package does not reflect PeopleSoft, object relationship does not seem to be joined correctly, or package functionality not working as desired
- Data Model Request – Modify or create a new data model/ package functionality

-- None --

 Add attachments

# How-To Report an Error

- Please attach the “**Parameter Page**” – found on the last page on any of our reports
  - This helps our team replicate and isolate the issue, expediting the solution

[FIN001 - Budget Overview](#)

**Prompt Page 1**

Business Unit		
Department	365200	
Department Tree (Cascading)	Department Tree by Level	Expandable Department Tree Department Select and Search (Including B's and C's)
Project		
Account Type	Revenue, Expense	
KK Group	Budgetary, Non-Sponsored Projects, Non-Budgetary	
Thru Accounting Period		
Ledger		
Actuals View	Actuals to Date	
Budget Period	2022	

**Prompt Pages 2 & 3**

	Include	Exclude
Department	365200	
Fund Category	200, 105	
Fund	805001, 830043	
Function		
Account		
Project		
PC Business Unit		
Activity		
Program		
Purpose		
Site		

**Information about this report**

Path	/content/folder[@name='Budget and Finance Basic Reports']/report[@name='FIN001 - Budget Overview']
Package	/content/folder[@name='Resources']/folder[@name='Packages']/package[@name='Budget and Finance for Cognos 11']/model[@name='model']
Data Source	
Machine	ea-cogpd-bi04
User Name	Shrimpton, Sarah Marie (sms0549)
Printed	Apr 20, 2022 12:33:06 PM



# Pcard Year End



**FRIDAY, SEPTEMBER 9**

### P-CARD

- P-Card data entry into Concur for August Transactions (dated August 4 thru September 3) using FY22 funds must be completed and submitted to “*Approved and in Accounting Review*” status by 5:00pm.
- P-Card Statement Reports can be submitted as early as Monday, August 29th. Please note that any transactions received and posted after the early statement report submission will create an additional statement report for the same period and would require submission by the Friday, September 9th deadline.
- ***\*Please note that P-Card purchases made August 29-31 may not post during the FY22 billing period due to processing lags with the vendor in which the transaction was made.***

# Announcements & Reminders

# Announcements & Reminders

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- **Open-Lab: Monday, August 8 at 2:00pm**

- Location: GAB 550A (Computer Lab)
- Laptop or work materials are optional

- Special Guest: Controller's Office

- Areas of expertise:

- Journal Worksheet Functionality, IDTs, Prepaid Expenses, Misc. Receivables, Operating Deposits, Petty Cash Administration, General Unearned Revenue, Stop Payments

# Announcements & Reminders

## Key Deadlines:

### ePAR Deadlines:

- Reallocations – **Friday, August 19** in final approval by 5:00pm
- Supplemental – **Monday, August 29** in final approval by 5:00pm
- Special Hourly – **Thursday, September 1** in final approval by 5:00pm
  
- **ABA Deadline** – Friday, Sept 2 received by UBO at 5:00pm
  
- **IDT Deadline** – Tuesday, Sept 6, received by Controller's Office at 5:00pm
  
- **View other year-end deadlines at [finance.untsystem.edu/controller/index.php](https://finance.untsystem.edu/controller/index.php)**

Questions?