

Budget and Finance Workshop

Table of Contents

- Introduction**..... 2
- Accessing Fiscal Year 2022 Finance Reports**..... 3
 - FY22 New Cognos Finance Reports..... 3
 - FY22 New Cognos Finance Report(s) Guides 3
 - Budget Checking 3
- Encumbrances and Pre – Encumbrances**..... 4
 - Pre – Encumbrance 4
 - Encumbrance 4
- Disencumbering Funds**..... 5
 - Canceling Requisitions 5
 - How to Budget Check Cancel Requisitions 5
 - Requisitions / Purchase Orders..... 6
 - Travel Requests..... 6

Introduction

Budget and Finance Workshop

Thanks for attending our Budget and Finance Workshop.

In this workshop we will go over the following:

- Fiscal Year 2022 Finance Reports
- Budget Checks
- Encumbrance
- Pre – Encumbrance
- Canceling Requisitions
- Closing Travel Requests and
- Procure to Pay Report

This session will be recorded and available to view at a later time.

If you have any questions, please email the Budget Office at Budget.Office@untdallas.edu

Accessing Fiscal Year 2022 Finance Reports

FY22 New Cognos Finance Reports

Cognos reports can be accessed at: <https://finance.untsystem.edu/reporting>

- *Saving this link as a bookmark on your browser allows you to easily access the reports.*

FY22 New Cognos Finance Report(s) Guides

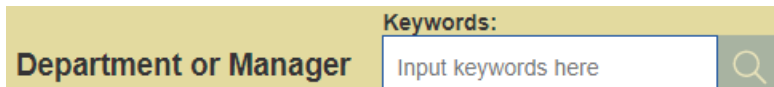
- [FIN030- Budget Overview with Associated Revenue \(Guide\)](#) - this report is similar to the FIN001 Budget Overview and it was created to provide the updates on the new budget check level of FY22.
- [FIN031- Budget Availability \(Guide\)](#) - this report was created for a quick glance of the available budget for B-Level account activity only.

Budget Checking

FY22 budget check takes place with chart fields of Dept ID/Fund Cat/ Fund, and D-Level Accounts for ABA transactions and **B-level Accts for ePro (Requisitions), IDT, Pcard, ePar, and Travel.**

Note:

In the Cognos search page, enter the Department ID of the budget report you are wanting to retrieve in the search page.

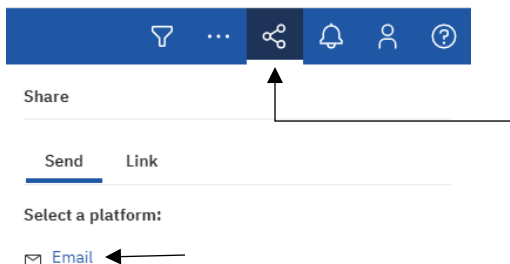


You have the option to filter the budget report by clicking **Next** and enter the appropriate fields.

Once you have finalized the filter click **Finish** to retrieve the budget report.



Reports that are pulled can be emailed to the recipient directly by using the following icon.

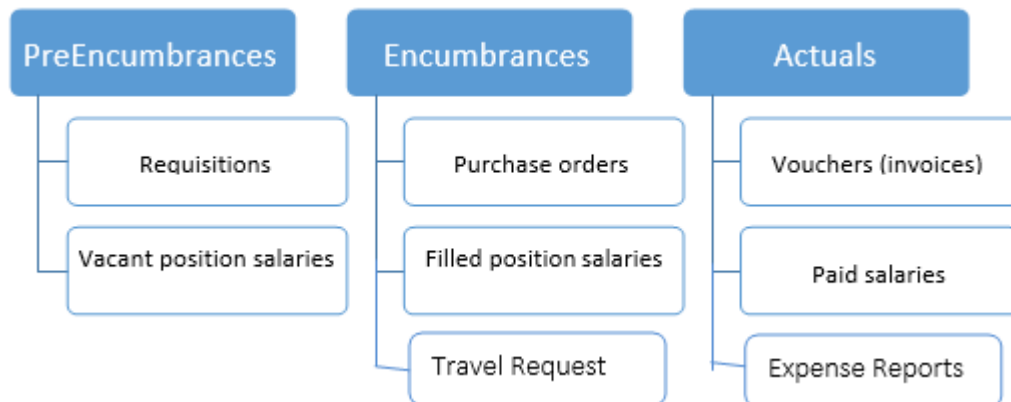


Fill in the desired email address, any additional information, and your onscreen results will be emailed from within the Cognos program.

Encumbrances and Pre - Encumbrances

Pre - Encumbrance Funds that are being held and removed from the department's available budget once a user budget checks a requisition or enters an ePAR for a vacant position for a staff/faculty.

Encumbrance Funds that are being held and removed from the departmental available budget once a requisition is converted to a purchase order when users complete a travel request in Concur or a new hire ePAR has been entered for a staff/faculty.



Note: Departments should monitor Pre-Encumbrance and Encumbrance to find funds that no longer need to be held and be released back to the department's available budget.

Disencumbering Funds

Canceling Requisitions

Users must budget check cancel requisitions to release the funds that are being held in Pre-Encumbrance

How to Budget Check Cancel Requisitions

Go to [EIS Financials](#) → *Employee Self-Service* → *Procurement* → *Manage Requisitions* → in *Request State* select **Canceled** → in *Budget Status* select **Not Budget Checked** → Input *Date From* **9/01/2021** → Click **Search**

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: DL773 Requisition Name: Requisition ID: Request State: Canceled Budget Status: Not Budget Checked

Date From: 09/01/2021 Date To: Requester: Entered By: PO ID:

Search Clear Show Advanced Search

After your results have populated, under *Select Action* click on the scroll down arrow and select **Check Budget** → Click **Go**

Requisitions ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000013149	0000013149	DL773	01/20/2022	Canceled	Not Chk'd	0.00 USD	[Select Action] Go
▶ 0000012925	Longhorn - HVAC maint./...	DL773	11/15/2021	Canceled	Not Chk'd	0.00 USD	Check Budget Go
▶ 0000012852	CICERO-CSME	DL773	11/01/2021	Canceled	Not Chk'd	0.00 USD	Copy Go
▶ 0000012850	FY22 Mental Measure (Re...	DL773	10/28/2021	Canceled	Not Chk'd	0.00 USD	PreCheck Budget Go
							Undo-Cancel Go
							View Print Go
							[Select Action]

Note: Canceled Requisitions must be valid to disencumber funds.

Requisitions / Purchase Orders

Users must monitor requisitions/ purchase orders. The [FIN009- Procure to Pay \(Guide\)](#) - report can assist to view any open Pre-Encumbrance or Encumbrances that departments are able to identify if these requisitions or purchase order that no longer need to be open.

- Departments must email UNT System buyers (Buyers@untsystem.edu) to request to close out any no longer needed purchase orders and disencumber the funds.
- Make certain invoices are paid by following up with the vendor or sending the invoice to Invoices SYS (Invoices@untsystem.edu).

Travel Requests

If a user completes a travel request and never attends the travel, the request must be closed in Concur in order for the Encumbrance to be released.

- If the user does not close the travel request that was never complete, the encumbrance will continue to rollover to the next fiscal year until the request is closed.
- Please click on the following link to view instructions on how to close a Concur trip Request: [Close Travel Request](#)
- [FIN022- Concur Summary \(Budgetary/Non-Budgetary\)](#) Report will assist in identifying the users that have encumbrance held for a travel request that was complete.
- For any other travel questions, please visit UNT System Travel Site: <https://finance.untsystem.edu/travel>