EIS Upgrade to 9.2 - ePro

ePro Coordinator Training

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Senior Buyers, Business Support Services
Why are we here today?

To train on the EIS upgrade to version 9.2 for ePro. As part of the EIS upgrade, the chart of accounts (COA) is being redesigned. The chart of accounts is the foundation of how we transact, record and report financial information.

**Significant changes and benefits:**

• **Detailed Reporting** – Facilitates an increase in fiscal responsibility.

• **Legislative Changes** - Responsible for transparency in Procurement.

• **Consistency & Accuracy** - Ensure that the (sub ledger) requisition is equivalent to the actual expense (purchase order).
What is Today’s Learning Objective?

Review the Basics of the Procurement Process

and

Demonstrate a Requisition in Enterprise Information System (EIS) 9.2

Changes to ePro processing are minimal.

The most significant changes are related to data required for the new Chart of Accounts.
Basics of the Purchasing Process

- Purchasing Methods
- Contracts & Agreements
- Bid Requirements
- Exceptions to Bid Requirements
- Federal Grant Requirements
- Obtaining Quotes
- Historically Underutilized Business (HUB) Program
Agenda
Part Two

Requisition Process in Enterprise Information System (EIS) 9.2

- What’s Changing?
- CAP-IT
- Demonstration
  - Set up
  - Create
  - Review
  - Submit
- Best Practices
Purchasing Methods

**Purchase Order**
- Created, signed, and issued by delegated Buyer in Procurement Services

**Purchasing Card**
- Departmental or Buyer in Procurement Services

**After-the-Fact**
- AKA: Confirming order
- Created after goods/services have been ordered, received, or invoiced.
Contracts & Agreements

- A contract is a **legally binding** document.
- Business Support Services is responsible for securing required signatures.
- Only authorized individuals can enter into a contract.

- Purchase orders must reflect the terms of the contract.
- Purchase orders are not issued until all contract documents are signed and fully executed.

**Responsibilities: Ordering Department**

- Understand all aspects of the contract.
- Understand and resolve any conflicts of business terms.
- Check for completeness, including exhibits and schedules.

**Responsibilities: Contract Processing Area**

- Check for conflicting terms and conditions.
- Resolve any conflicts in legal terms.

For more information, refer to the contract checklist found at: http://www.untsystem.edu/generalcounsel/contracts/contract-checklist.htm.
**Bid Requirements**

<table>
<thead>
<tr>
<th>All Funds (Total Amount)</th>
<th>Procurement Method</th>
<th>Bid Requirements</th>
<th>Estimated Processing Time for Purchase Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 to $5,000.00</td>
<td>One (1) verbal or written bid/quote</td>
<td>Department selects the best value. Price comparisons are encouraged.</td>
<td>3-5 business days</td>
</tr>
<tr>
<td>$5,000.01 to $25,000.00</td>
<td>Three (3) informal written bids/quotes</td>
<td>Department solicits at least 3 written informal bids/quotes, including at least 2 Historically Underutilized Business (HUB) vendors. These should be entered on the bid tab. All bids/quotes must be attached to the ePro requisition. Documentation must be included when HUB vendors are not available or “No bid” quotes are received.</td>
<td>3-5 business days</td>
</tr>
<tr>
<td>$25,000.01 and over</td>
<td>Formal bid</td>
<td>Procurement Services completes formal bidding process. A completed Formal Solicitation form must be attached to the requisition.</td>
<td>Varies, up to 60 days, based on type of purchase.</td>
</tr>
<tr>
<td>$100,000.01 and over</td>
<td>All methods</td>
<td>In addition to the formal bid process, Historically Underutilized Business (HUB) Subcontracting Plans are required.</td>
<td>Add 7 business days to estimated processing time listed above.</td>
</tr>
</tbody>
</table>

***Utilize HUB vendors when possible***
## Exceptions to Bid Requirements

<table>
<thead>
<tr>
<th><strong>Sole Source:</strong> Supplier is the only source of good/service due to patent, licensing restrictions, contract restrictions, or lack of competitor(s).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proprietary:</strong> Supplier has exclusive rights to trade information OR consistent, continued use of supplier’s goods/services is required to maintain integrity of UNT System research, etc.</td>
</tr>
<tr>
<td><strong>Co-operative Contract:</strong> Supplier is quoting from one of the co-operatives of which UNT System is a member. Quote must list the name of the co-operative and contract number.</td>
</tr>
<tr>
<td><strong>State or UNT System Contract:</strong> Supplier is quoting from an existing state contract, or there is a UNT System-negotiated contract already in place.</td>
</tr>
</tbody>
</table>
Federal Grant Requirements

When using these types of funds be aware that they have additional restriction and review requirements.

- Purchases using Federal Grant Funds will be routed to an additional approver from the Grants Department.

- Category Code selection is even more important when using Grant Funds.

- Purchasing will review and verify that the selected supplier is not listed on Federal Governments Excluded Parties List (EPLS).
Obtaining Quotes

How - To
- Identify yourself as representing a UNT System institution; advise vendor of tax-exempt status.
- Request higher-ed, cooperative, or government pricing; include all charges.
- Obtain a copy of the quote (pdf-format preferred).
- Note full name, full phone#, and full email address for person with whom you spoke.

Best Value
- Price does not always equate to best value.
- Consider factors like lead time, shipping, warranty, shelf-life, compatibility, HUB utilization, etc.
- There is benefit in obtaining multiple quotes.

Terms and Conditions
- UNT System terms and conditions prevail.
- UNT System standard purchase order terms and conditions can be viewed on the BSC website: http://bsc.untsystem.edu/sites/default/files/TermsAndConditions.pdf

Centralized Masters Bidder’s List (CMBL) Search
- The CMBL is a master vendor database used by State of Texas purchasing entities, and is located at https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp.
Building Relationships.

Creating Opportunity.

Advancing Diversity.
Historically Underutilized Business (HUB) Program

A HUB is a for-profit entity that:
• has not exceeded the size standards prescribed by the Texas Administrative Code, (34 TAC §20.23)
• has its principal place of business in Texas, and
• is at least 51% owned by an
  • Asian Pacific American,
  • African American,
  • Hispanic American,
  • Native American,
  • American woman
  • and/or Service Disabled Veteran (minimum of 20% disability rating).

Owners must reside in Texas and actively participate in the control, operations and management of the entity's affairs.

The UNT System HUB Area works to meet and achieve the State's goals for utilization of HUB vendors.
Requirements

All informal bids ($5,000.01 – $25,000.00) require 2 quotes from HUB vendors before submitting a requisition.

How To Find HUB Vendors

Option 1
Contact the UNT System HUB Area at hub@untsystem.edu with the description of the items for purchase. The HUB Area will review networks of HUB vendors, including the Centralized Master Bidders List (CMBL), and provide you with bids from HUB vendors or will put you in direct contact with the HUB vendors.

Option 2
Conduct a search of the CMBL using the step-by-step instructions found here: https://bsc.untsystem.edu/sites/default/files/CMBL.pdf
Requisition Process in EIS 9.2
What’s Changing: Chart of Accounts

Chart of Accounts in ePro 9.0

- Account
- Fund
- Department ID
- Item Type
- Class
- Source
- Project ID

Chart of Accounts in ePro 9.2

- Account
- Organization/Department
- Fund Category
- Fund
- Function
- Project
- Program

Purpose
Site
What’s Changing: Requisition Routing

ePro 9.0

- ePro Coordinator creates and submits
- Departmental approvals
- Purchasing Management approvals (if required)
- Buyer approval and PO creation

ePro 9.2

- ePro Coordinator creates and submits
- Buyer review and approval
- Departmental approvals
- Special approvals (if required)

Special approvals (if required)
A requisition should tell . . .

Who-What-When-Where

Code using category code best describing the purchase.

Attach all documents.

Purpose statement should define how purchase will benefit the institution.

Information in the Justification Comments must include:

✓ Department contact full name, full phone number & email.
✓ Vendor contact full name, full phone number & email.
✓ Any special requirements or handling requests (ex. Where to email order)
✓ Service dates and/or date needed.
✓ Reference full name and contract number of any Co-operative contracts, if applicable.
✓ Note if sole source, proprietary justification, and/or bid tab is included, if applicable.

Track order using Manage Requisitions.
DEMONSTRATION
Navigation in 9.2

1. Click on **Main Menu**
2. Select **Employee Self-Service**
3. Select **Procurement**
4. Select **Requisition**
Line Defaults

1. Supplier
   - Name: Summus

Default values can be applied to requisition lines when there are no predefined values for these fields.
The SpeedChart field is used ONLY for Grants.
The ePro Coordinator must ensure the Chart of Accounts and category code information is correct.
The Buyer will confirm that the correct category code is used.
Performing these steps will ensure that it’s done right the first time.

Once a requisition has made it all the way through the approval process and a purchase order has been created, no COA changes can be made.
Completed Requisition Settings

Test PO Entry on FSTSU (easapp12) - 11/20/2016 08:26:06

Requisition Settings

- Business Unit: SY769
- Requester: 026201
- Currency: USD
- Requisition Name: Computer for Professor Davis
- Priority: Medium

Default Options
- Default
- Override

Line Defaults
- Supplier: 0000000027
- Supplier Location: 003
- Category
- Unit of Measure

Shipping Defaults
- Ship To: UBB 135
- Due Date: 10

Distribution Defaults

Accounting Defaults

- ChartFields1
- Details
- Asset Information

<table>
<thead>
<tr>
<th>Dist</th>
<th>Percent</th>
<th>Location</th>
<th>GL Unit</th>
<th>Account</th>
<th>Alt Acct</th>
<th>Dept</th>
<th>Fund Cat</th>
<th>Fund</th>
<th>Function</th>
<th>PC Bus Unit</th>
<th>Proj</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>ADMIN_160</td>
<td>NT752</td>
<td></td>
<td></td>
<td></td>
<td>150000</td>
<td>105</td>
<td>155001</td>
<td>550</td>
<td></td>
</tr>
</tbody>
</table>
Create Requisition
Create Requisition

New Requisition

1. Goods/Service Description: Computer, Dell Desktop, Optiplex 770
2. Quantity: 1
3. Unit of Measure: EA
4. Amount: 1000.00
5. Currency Code: USD

Additional Information:

- Send to Supplier
- Show at Receipt
- Show at Voucher

Add to Cart
Find Category Code How-To

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

1. Search By: Description
2. Browse Category Tree

Find
<table>
<thead>
<tr>
<th>Category</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCUREMENT</td>
<td>920-47</td>
<td>Maintenance, Computer Equipment</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>204-86</td>
<td>Supplies-Computer Expenses</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>204-73</td>
<td>Computer Printer Portable Capital</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>209-90</td>
<td>Computer Software Purchase &gt;$100K</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>07977</td>
<td>Computer Desktop &lt;$5K</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>204-02</td>
<td>Computer, Tablet, iPad &lt;$5K</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>07976</td>
<td>Computer, Desktop &lt;$5K</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>01441</td>
<td>Computer Printer &lt;$5K</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>204-51</td>
<td>Computer, Laptop &gt; $5K capital</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>204-69</td>
<td>Computer Servers &gt;$5K</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>204-64</td>
<td>Parts-Computer Equipment</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>918-30</td>
<td>Consultant - Computer IT</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>204-53</td>
<td>Computer Laptop &lt;$5K</td>
</tr>
<tr>
<td>PROCUREMENT</td>
<td>MAINFRAME</td>
<td>Computer Mainframe capitalized</td>
</tr>
</tbody>
</table>
Computer, Dell Desktop, Optiplex 770

12/10/15

Computer will not be University property; do not tag.

Add to Cart
Computer will not be University property; do not tag.
Review the Requisition
Add Attachments & Edit/Add Line Comments

<<Computer will not be University property; do not tag.>>
Review Accounting Lines
Review Accounting Lines
### Adding Accounting Lines

#### Accounting Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Status</th>
<th>Dist Type</th>
<th>Location</th>
<th>Quantity</th>
<th>Percent</th>
<th>Merchandise Amt</th>
<th>GL Unit</th>
<th>Entry Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>BSCP 400</td>
<td></td>
<td>0.5000</td>
<td>100</td>
<td>475.00</td>
<td>SY769</td>
<td></td>
</tr>
</tbody>
</table>

#### Accounting Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Status</th>
<th>Dist Type</th>
<th>Location</th>
<th>Quantity</th>
<th>Percent</th>
<th>Merchandise Amt</th>
<th>GL Unit</th>
<th>Entry Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>BSCP 400</td>
<td></td>
<td>1.0000</td>
<td>100.000</td>
<td>950.00</td>
<td>SY769</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Open</td>
<td>BSCP 400</td>
<td></td>
<td>0.0000</td>
<td>0.00</td>
<td>0.00</td>
<td>SY769</td>
<td></td>
</tr>
</tbody>
</table>

#### Accounting Lines

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<td>475.00</td>
<td>SY769</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Open</td>
<td>BSCP 400</td>
<td></td>
<td>0.5000</td>
<td>50.0000</td>
<td>475.00</td>
<td>SY769</td>
<td></td>
</tr>
</tbody>
</table>
Standardized Comments
Standardized Comments (Continued)
EXAMPLE FOR PURCHASE OF GOODS

Dept. contact: Jane Smith, 940-565-1111, jane.smith@unt.edu
Vendor contact: John Adams, 777-555-1212, jadams@somewhere.com; send orders to orders@somewhere.com

Quote# XJ-666
E&I contract# EI2310
Must arrive no later than 2/25/16

Central Receiving: deliver to DP Lab 122
This is computer will be part of the lab start-up for Dr. Davis, per Grant requirement.

EXAMPLE FOR PURCHASE OF SERVICES

Dept. contact: Katie Peters, 817-735-2222, Katie.peters@unthsc.edu
Vendor contact: Nash Parker, 302-555-3333, nparker@somewhere.com

Invoice 200432 attached, to be paid upon completion of work.

This is for graphic design service for flyer, beginning 3/15/16 and to end 5/1/16.
Approval Justification

Requisition Comments and Attachments
Enter requisition comments

Dept. Contact: Sarah Jones I Contact Phone: 940-555-5555 I Contact Email: sarahjones@unt.edu
Special Instructions: Please email the address above when the order ships
Purpose Statement: This purchase will allow Professor Davis to conduct cutting edge research which could result in grants and national recognition for the UNT System.

☐ Send to Supplier  ☐ Show at Receipt  ☐ Shown at Voucher  Edit more Comments and Attachments

Approval Justification:
Enter approval justification for this requisition

The comment entered in this section should answer these questions as it pertains to the department and the purchase:
- Why is this purchase being made?
- What is the purpose?
- Who in the department is this purchase for?

Budget Checking Status: Valid

Save & submit  Save for Later  Add More Items  Preview Approvals
Create Bid Tab
Pre-Check Budget
Budget Check

Approval Justification

Enter approval justification for this requisition

- Department Contact: Full name, full phone number and email address
- Vendor Contact: Full name, full phone number, tax number and email address
- Special Instructions: Include any special shipping, payment or deadlines
- Attachments: Refer to any attachments such as contracts or quotes

Check Budget

Pre-Check Budget

Budget Checking Status: Provisionally Valid

Save & submit

Save for Later

Add More Items

Preview Approvals

Budget Checking Status: Valid
Preview Approvals
Save and Submit
Routed Requisition Confirmation
Requisition Lifespan
Desktop Receiving

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.

<table>
<thead>
<tr>
<th>Req ID</th>
<th>Requisition Name</th>
<th>BU</th>
<th>Date</th>
<th>Request State</th>
<th>Budget</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000121</td>
<td>test WF names</td>
<td>SY769</td>
<td>01/06/2016</td>
<td>Pending</td>
<td>Valid</td>
<td>10.00 USD</td>
</tr>
<tr>
<td>0000000120</td>
<td>computer for professor ...</td>
<td>SY769</td>
<td>01/06/2016</td>
<td>Open</td>
<td>Valid</td>
<td>8,500.00 USD</td>
</tr>
<tr>
<td>0000000119</td>
<td>Computer for Professor ...</td>
<td>SY769</td>
<td>01/06/2016</td>
<td>Open</td>
<td>Valid</td>
<td>950.00 USD</td>
</tr>
<tr>
<td>0000000119</td>
<td>Training Req with Asset</td>
<td>SY769</td>
<td>01/05/2016</td>
<td>PO(s) Dispatched</td>
<td>Valid</td>
<td>500.00 USD</td>
</tr>
</tbody>
</table>

Create New Requisition  Review Change Request  Review Change Tracking  Manage Receipts  Requisition Report

Receive

Receive Items

You have 1 line open for receiving for requisition Training Req with Asset

Receive Selection and go to the Receive Form.

Requisition Lines to Receive

<table>
<thead>
<tr>
<th>BU</th>
<th>Requisition</th>
<th>Item ID</th>
<th>Ttl Req Qty(Amt)</th>
<th>Accepted To Date</th>
<th>UOM</th>
<th>Step To</th>
<th>Step To GLN</th>
<th>Attention To</th>
<th>Supplier</th>
<th>Supplier ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>SY769</td>
<td>Training Req with Asset</td>
<td>1</td>
<td>0</td>
<td>EA</td>
<td>NSCS</td>
<td>Business Services-IT EDUCATION-012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check All  Clear All

Impose Receipts
Desktop Receiving (Continued)

### Receive Items

**New Receipt**
- **Business Unit**: SY769
- **Receipt Status**: Open
- **Received Date**: 01/07/2016

**Receipt Lines**

<table>
<thead>
<tr>
<th>Line Item Id</th>
<th>New Description</th>
<th>Received Quantity</th>
<th>*UDM</th>
<th>Accepted Quantity</th>
<th>Details</th>
<th>Receipt</th>
<th>Status</th>
<th>Procurement Group ID</th>
<th>Primary Unit</th>
<th>Unit Allocation Amt</th>
<th>Unit Allocation City</th>
<th>PD</th>
<th>Custom Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Goods - asset</td>
<td>1.0000</td>
<td></td>
<td>1.0000</td>
<td></td>
<td></td>
<td>Pending</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add Header Comments**
- **Business Unit**: SY769
- **Receipt Line**: 1
- **Receipt Status**: Open

**Receipt Line Comments**

- **Condition**: Good, Fair, Damaged

**Comments**

- **Use Standard Comments**
- **Show at Voucher**
- **Associated Document**
  - **Attachment**
  - **User/Date Time**

**OK**

**Cancel**
Receive Items

New Receipt

Business Unit: SY769
Receipt Status: Open

*Received Date: 01/07/2016

Receive Items

New Receipt

Business Unit: SY769
Receipt Status: Open

*Received Date: 01/07/2016

Save Receipt
Toggle back to slide show
To Ensure Smooth Processing

Buyers will confirm...
- Requisition comments
- Quote dates
- Beginning/ending dates
- Bid tab completion
- Attachments
- Item Category Code
- Allowable Funds
- Approval routing

ePro Coordinators will ensure...
- Follow CAP-IT guidelines
- Track requisition through Track and Manage.
- Support HUB Program.
- Save often!

Contact the Buyer first!
✔ Follow CAP-IT guidelines.
✔ Ensure all requisition elements are complete and accurate for review by Procurement Services.
✔ Obtain quote(s) and attach to requisition.
✔ Check for accuracy of Chart of Accounts.
✔ Check the approvals routing; insert as needed.
✔ Pre-check the budget.
✔ Save often!
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, 2/12/16</td>
<td>Requisition submission cut-off</td>
<td>All requisitions should be submitted for approval</td>
</tr>
<tr>
<td>Tuesday, 2/16/16</td>
<td>Requisition approval cut-off</td>
<td>All submitted requisitions should be approved/denied. Any outstanding will be denied and must be resubmitted after 9.2 go-live</td>
</tr>
<tr>
<td>Wednesday, 2/17/16</td>
<td>Security access removed to submit and approve requisitions</td>
<td>Removed to ensure no new transactions can be processed; black-out period begins</td>
</tr>
<tr>
<td>Monday, 2/22/16</td>
<td>Purchase Order (PO) dispatch cut-off Receiving and <strong>invoice cut-off</strong></td>
<td></td>
</tr>
<tr>
<td>Friday, 2/26/16</td>
<td>Last pay-cycle run in FS 9.0</td>
<td>Final payment processed to all vendors</td>
</tr>
</tbody>
</table>
### Helpful Information

<table>
<thead>
<tr>
<th>Resources</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC Website</td>
<td><a href="http://bsc.untsystem.edu/">http://bsc.untsystem.edu/</a></td>
</tr>
<tr>
<td>Procurement Guide</td>
<td><a href="https://bsc.untsystem.edu/purchasing-guide">https://bsc.untsystem.edu/purchasing-guide</a></td>
</tr>
<tr>
<td>Forms Library</td>
<td><a href="https://bsc.untsystem.edu/Forms-Library">https://bsc.untsystem.edu/Forms-Library</a></td>
</tr>
<tr>
<td>Co-operative Information</td>
<td><a href="http://bsc.untsystem.edu/contract-pricing">http://bsc.untsystem.edu/contract-pricing</a></td>
</tr>
<tr>
<td>UNTS - Negotiated Contracts</td>
<td><a href="http://bsc.untsystem.edu/contract-pricing">http://bsc.untsystem.edu/contract-pricing</a></td>
</tr>
<tr>
<td>State of Texas Comptroller’s Office</td>
<td><a href="http://comptroller.texas.gov/procurement/prog/txmas/">http://comptroller.texas.gov/procurement/prog/txmas/</a></td>
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<tr>
<td>CMBL Search</td>
<td><a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp">https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp</a></td>
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<tr>
<td>HUB Website</td>
<td><a href="https://bsc.untsystem.edu/historically-underutilized-business-hub-program">https://bsc.untsystem.edu/historically-underutilized-business-hub-program</a></td>
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<tr>
<td>Directions for Using the CMBL</td>
<td><a href="https://bsc.untsystem.edu/sites/default/files/CMBL.pdf">https://bsc.untsystem.edu/sites/default/files/CMBL.pdf</a></td>
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<tr>
<td>ITSS Computer Standardization Website</td>
<td><a href="https://itss.untsystem.edu/itss_divisions/personal-and-tablet-computer-standardization">https://itss.untsystem.edu/itss_divisions/personal-and-tablet-computer-standardization</a></td>
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# Support and Available Resources

**Chart of Account Support – Contact your designated Budget Office**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UNT</strong></td>
<td>UNT Budget Office&lt;br&gt;Email: <a href="mailto:Budget.Office@unt.edu">Budget.Office@unt.edu</a>&lt;br&gt;Phone: 940-565-3231</td>
</tr>
<tr>
<td><strong>UNT HSC</strong></td>
<td>HSC Budget Office&lt;br&gt;Email: <a href="mailto:HSCBudgetOffice@unthsc.edu">HSCBudgetOffice@unthsc.edu</a>&lt;br&gt;Phone: 817-735-2630</td>
</tr>
<tr>
<td><strong>UNT Dallas</strong></td>
<td>Dallas Budget Office&lt;br&gt;April Barnes&lt;br&gt;<a href="mailto:April.Barnes@untdallas.edu">April.Barnes@untdallas.edu</a>&lt;br&gt;972-338-1095</td>
</tr>
<tr>
<td><strong>UNT System Administration</strong></td>
<td>UNT System Office&lt;br&gt;Carol Gagnon &amp; Donna Asher&lt;br&gt;<a href="mailto:bsc@untsystem.edu">bsc@untsystem.edu</a>&lt;br&gt;940-369-5500</td>
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QUESTIONS