

Budget Broadcast

with the
University Budget Office

August 2023

Agenda

- FY24 Budget Calendar - Update
- Multi-factor Authentication
- Cognos/PowerBi Updates
- Controller Updates
- Announcements and Reminders

FY24 Budget Calendar - Update

FY24 Budget Calendar

| FY24 Planning | Responsible Party | Action |
|------------------------------|---|---|
| February 3, 2023 | Campus Users | Deadline for Permanent ABA's to be approved and in Budget Office queue. (These transactions will be the ones to affect the FY24 seed budget in Axiom). |
| February 6-8, 2023 | University Budget Office | UBO processes permanent ABA's |
| February 15, 2023 | University Budget Office | Flat revenue estimates for tuition (central and differential) and fees (instructional and mandatory) to be used |
| February 13-15, 2023 | 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 13-15, 2023 | University Budget Office | UBO pre-loads existing transfers budgets one for one basis. |
| February 16, 2023 | Campus Users/ University Budget Office | Campus Budget FY24 Kickoff meeting - Meeting to coordinate Campus Users with UBO guidelines/ deadlines. |
| February 20, 2023 | Campus Users | Axiom opens for Campus Access. Individual departments receive instructions and guidelines from University Budget Office. |
| February 20 - March 31, 2023 | 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 | BUDGET HEARINGS: Axiom expense budgets, HEF, & LSF - President's Cabinet |
| April 14, 2023 | Campus Users | Axiom closes for Campus users |
| April 14 - June 2, 2023 | University Budget Office | UBO balancing of funds and transfers, finalize revenue assumptions, validate campus inputs, prepare of narratives and slides. |
| June 5-23, 2023 | University Budget Office | Report finalization, quarterly allocations. |
| June 26, 2023 | 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 FY24 Budget and prepares budget presentations. |
| July, week 1 | University Budget Office | Narrative due to System |
| August, week 1 | System Admin | UNT System's office posts FY24 budget in advance of the Board of Regents meeting. |
| August 17-18, 2023 | | UNT System Board of Regents meeting |


Multi-Factor Authentication

Cognos/PowerBi Updates Budget Analytics



Budget & Planning Reporting Webpage

- Webpage: <https://finance.untsystem.edu/budget-and-planning/reporting/>
- MyHR Portal: <https://myhr.unt.edu/>
- EIS/PeopleSoft: <https://myfs.unt.edu/>
- Budget Analytics Team: BudgetAnalytics@untsystem.edu

- PDF Report Guides are available for select reports, see the  icon

UNT SYSTEM Office of Finance

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Home → Budget & Planning → Reporting

Reporting


Reporting


Budget Development Reports

Factbook Reports

Please note that Cognos inactive users for 18 months will have their access removed, this is an attempt to help manage license users.

To request access:

- UNT users: please contact Budget Office at budget.office@unt.edu
- Other users: please create a ticket with FSS via [FSS Security or Service Request](#) (Guide) 

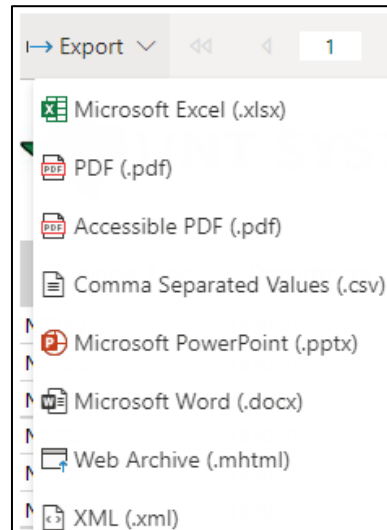
To create a ServiceNow ticket for Cognos request, visit <https://unts.service-now.com/unts> (Guide) 

If you have any questions, please contact Budget Analytics at BudgetAnalytics@untsystem.edu.




How-To Run a Report


- Select the report you'd like to run
 - Select via Reporting Webpage
 - Select within Microsoft Power BI, <https://app.powerbi.com/home>
- Currently Available:
 - FIN001 – Budget Overview
 - FIN003 – Transaction Details
- Select Output
 - HTML (default)
 - XLS
 - PDF
 - CSV

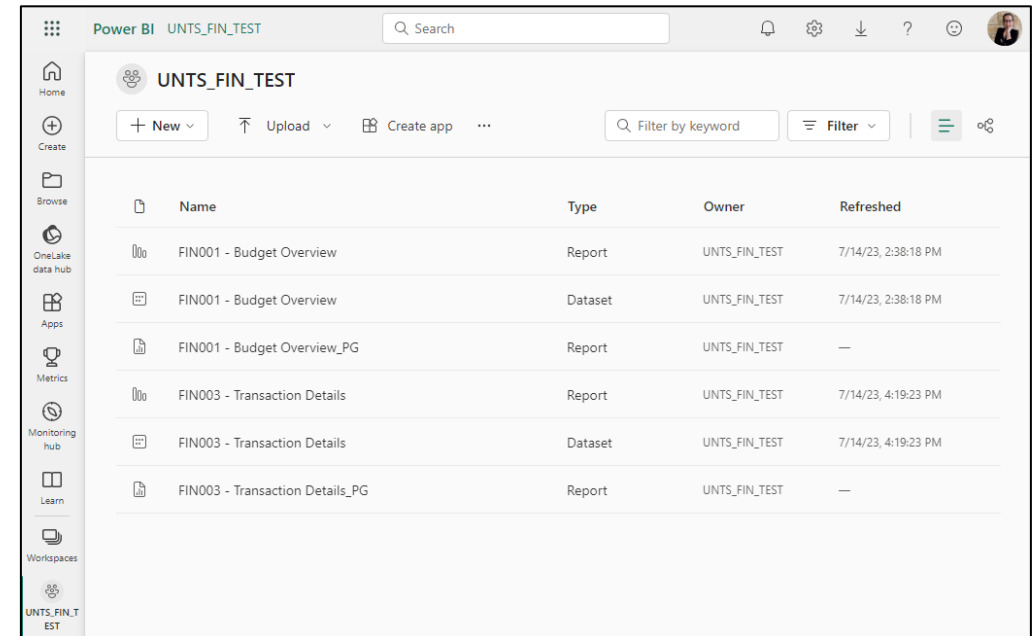


Power BI Reports

 Budget and Finance Reports-Power BI

[FIN001 - Budget Overview - \(Guide\)](#) 

[FIN003 - Transaction Details - \(Guide\)](#) 



| Name | Type | Owner | Refreshed |
|---------------------------------|---------|---------------|---------------------|
| FIN001 - Budget Overview | Report | UNTS_FIN_TEST | 7/14/23, 2:38:18 PM |
| FIN001 - Budget Overview | Dataset | UNTS_FIN_TEST | 7/14/23, 2:38:18 PM |
| FIN001 - Budget Overview_PG | Report | UNTS_FIN_TEST | — |
| FIN003 - Transaction Details | Report | UNTS_FIN_TEST | 7/14/23, 4:19:23 PM |
| FIN003 - Transaction Details | Dataset | UNTS_FIN_TEST | 7/14/23, 4:19:23 PM |
| FIN003 - Transaction Details_PG | Report | UNTS_FIN_TEST | — |



How-To Filter a Report

- Various Report Prompts allow users to filter results
- Prompt Types
 - Multi-Select Search
 - Drop Down
 - Radio Button
 - Text Box (only some numeric value prompts)
- Some prompts have default selections
- Navigate between prompt pages using “Next”, “Back”, and “Finish”

FIN001 - Budget Overview

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FIN001 - Budget Overview

*This report reflects Budget Overview, also known as Commitment Control, from PeopleSoft (EIS). This is the official report for the University of North Texas System and its components. *Please make note that if you are using this report to view Sponsored Project Data, It is recommended to use the Project Summary Report. If you have questions regarding this report, be sure to consult your local Sponsored Projects Office for clarification.*

In general, reports are sourced from the Data mart, which is refreshed every night. You can expect reports to be available from 12 AM to 9 PM.

Please select Parameters Below

Business Unit: All Business Units

Budget Period: 2023

Thru Accounting Period: [Empty]

Department ID/Descr or Manager: Search [Empty]

- 100000 - Office of the President (Smatresk,Neal ...)
- 100001 - Division of Planning (Rohrer,Dieble A...)
- 100003 - Pres-Gen (Dunn,Louise Agnes)
- 100004 - Pres Events Management (Wheeler,Me...)
- 100005 - State Empl Charitable Camp (Condrey...)
- 100100 - Univ Integrity and Compliance (Simmo...)
- 110000 - Provost-Gen (Everett,Brandi Lynn)

Department Choices: 163030

Account Type:

- Revenue
- Expense

Department Tree Selections:

- Department Tree Cascading Prompts
- Expandable Department Tree
- Select and Search Departments (only B's and C's)

Department Tree Selection Options: [Empty]

Project ID/Descr or Manager: Search [Empty]

- (-)
- 013127 - NIA Cunningham 03/17 (-)
- 1000002 - Stadium (Smatresk,Neal,Joseph)
- 1000003 - Shuttle Buses (Ranton,Brandi Lee)
- 1000004 - Chestnut Hall Projects (With Elizabeth...)
- 1000005 - Auxiliary Svcs Project Clear (Ormand...)
- 1000012 - Bruce Hall-HVAC (Ormand,Edrie Kristi...)
- 1000015 - Residence Hall Fire Sprinklers (Ormand...)

Project Choices: [Empty]

KK Group:

- Budgetary
- Non-Budgetary
- Non-Sponsored Projects
- Sponsored Projects

Ledger: All

Project Status: Exclude inactive Project

Actuals View: Actuals to Date

Balance View: Show All

Zero Values: Show value(s) that sum to zero

Closing Adjustments: Exclude Closing Adjustments

* Chartfield combination that sum to zero have been excluded from the report. To view that information, use the Transaction Detail Report.

Finish Next >



Report Results and Drill Thru Capabilities

- Reports are 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
- Click the **single arrow** to view more results
- Click the **double arrow** to view Parameter Page
 - This displays which filters were used to produce the report results



FIN001 - Budget Overview

File Export Share Chat in Teams Get insights Edit

Back to Prompts Actuals View Zero Values Closing Adjustments

Actuals to Date Do not show value(s) that sum to zero Exclude Closing Adjustments

Export Open report

UNT SYSTEM Budget Overview

Department: 163030 - Summer Conferences (Davis,Laura Anne) (NT752) Fund Category: 120 - Auxiliary Fund: 810020 - Auxiliary-Housing

| Account Desc | Function Desc | Current Budget | Actuals | Encumbrance | Pre-Encumbrance | Balance |
|--|-----------------------------|---------------------|------------------|-------------|-----------------|---------------------|
| Revenue | | | | | | |
| 42051 - Housing On-Campus | 700 - Auxiliary Enterprises | 0.00 | 26,756.00 | 0.00 | 0.00 | 26,756.00 |
| C4205 - Housing | | 0.00 | 26,756.00 | 0.00 | 0.00 | 26,756.00 |
| 43823 - Conference and Seminar Revenue | 700 - Auxiliary Enterprises | 75,000.00 | 0.00 | 0.00 | 0.00 | (75,000.00) |
| C4580 - Other Sales of Goods and Svcs | | 75,000.00 | 0.00 | 0.00 | 0.00 | (75,000.00) |
| 45011 - Commission Revenue | 700 - Auxiliary Enterprises | 0.00 | 862.66 | 0.00 | 0.00 | 862.66 |
| C4450 - Other Operating Revenue | | 0.00 | 862.66 | 0.00 | 0.00 | 862.66 |
| 60145 - I/C Rentals-Space-Inc | 700 - Auxiliary Enterprises | 200.00 | 0.00 | 0.00 | 0.00 | (200.00) |
| 60148 - I/C Housing Room Charges-Inc | 700 - Auxiliary Enterprises | 3,000.00 | 0.00 | 0.00 | 0.00 | (3,000.00) |
| 60157 - I/C Conferencing-Inc | 700 - Auxiliary Enterprises | 449,240.00 | 0.00 | 0.00 | 0.00 | (449,240.00) |
| C6000 - Internal Charge Income | | 452,440.00 | 0.00 | 0.00 | 0.00 | (452,440.00) |
| Revenue - Total | | 527,440.00 | 27,658.66 | 0.00 | 0.00 | (499,781.34) |
| Expense | | | | | | |
| D5014 - Salaries -Staff | 700 - Auxiliary Enterprises | 38,000.00 | 0.00 | 0.00 | 0.00 | 38,000.00 |
| D5031 - Wages | 700 - Auxiliary Enterprises | 160,000.00 | 503.00 | 0.00 | 0.00 | 159,497.00 |
| D5050 - Payroll Related Costs | 700 - Auxiliary Enterprises | 14,800.00 | 0.00 | 0.00 | 0.00 | 14,800.00 |
| B5001 - Personnel Costs | | 212,800.00 | 503.00 | 0.00 | 0.00 | 212,097.00 |
| D5101 - Professional Fees & Svcs | 700 - Auxiliary Enterprises | 249,215.51 | 0.00 | 0.00 | 0.00 | 249,215.51 |
| D5301 - Materials & Supplies Exp | 700 - Auxiliary Enterprises | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 |
| D5331 - Communication & Utilities | 700 - Auxiliary Enterprises | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 |
| D5350 - Repairs and Maintenance | 700 - Auxiliary Enterprises | 20,000.00 | 51.85 | 0.00 | 0.00 | 19,948.15 |
| D5360 - Rental Exp-Non-Cap | 700 - Auxiliary Enterprises | 90,000.00 | 0.00 | 0.00 | 0.00 | 90,000.00 |
| D5371 - Printing & Reproduction | 700 - Auxiliary Enterprises | 18,000.00 | 0.00 | 0.00 | 0.00 | 18,000.00 |
| D5501 - Other Operating Exp | 700 - Auxiliary Enterprises | 38,000.00 | 0.00 | 0.00 | 0.00 | 38,000.00 |
| B5000 - Non-Personnel Costs | | 418,315.51 | 51.85 | 0.00 | 0.00 | 418,263.66 |
| D7001 - Transfer Expense | 700 - Auxiliary Enterprises | 23,750.00 | 23,750.00 | 0.00 | 0.00 | 0.00 |
| B7001 - Transfer Expense | | 23,750.00 | 23,750.00 | 0.00 | 0.00 | 0.00 |
| Expense - Total | | 554,565.51 | 24,304.85 | 0.00 | 0.00 | 530,260.66 |
| Net Total | | (127,225.51) | 3,353.81 | 0.00 | 0.00 | 130,579.32 |
| Report Total | | (127,225.51) | 3,353.81 | 0.00 | 0.00 | 130,579.32 |

*Microsoft Power BI Reports are populated with data from EIS (PeopleSoft)

Controller Updates



UNT Controller Updates

- FY23 year-end deadlines:

Please refer to FY23 Closing schedule [fy23_year-end_processing_calendar-final_5-16-2023.pdf](#)
([untsystem.edu](#))

Notables-

- Petty Cash verification deadline and custodial agreement (signed)
08/10/2023
- Department inventory reporting -- 08/11/2023
- Unearned revenue and miscellaneous receivables – 08/11/2023
- Campus journal entry deadline -- 09/05/2023
- IDT processing deadline – 09/06/2023

Pls note that FY23 related IDT after year-end close will be deleted



Cont.

- Restricted fund cat with deficit fund balance should be funded/corrected before we close the year.
- Departmental transactions on suspense/clearing accounts (9XXXX) should be cleared and cleaned up.



| Name | Title | Phone Number | Email |
|------------------|---------------------------------------|--------------|---|
| Rafiu Fashina | AVP & Controller | 940-369-5518 | Rafiu.Fashina@unt.edu |
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| | State Accounting | | CO_StateAcctg@unt.edu |
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| | AFR Team | | |
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Announcements & Reminders

Announcements & Reminders

- Budget Broadcast format transition
 - Aug is final online broadcast
 - Oct & Dec: solely in-person
 - Oct 5 - BLB 180
 - Dec 4 (rescheduled from Dec 7) - BLB 180
- Asset Management: Annual Inventory 99.5% complete
- Budget Office website scheduled for migration/ update no later than Nov 30

Announcements & Reminders

Upcoming Fall Trainings

▶ Budget Basics

- ▶ September 6th 2-3pm
- ▶ October 17th 10-11am
- ▶ November 21st 2-3pm
- ▶ December 5th 10-11am

Register at:

<https://unt.bridgeapp.com/learner/training/df22afd2/enroll>

▶ Payroll

- ▶ September 14th 10-11am
- ▶ October 3rd 2-3pm
- ▶ November 16th 10-11am
- ▶ December 12th 2-3pm

Register at:

<https://unt.bridgeapp.com/learner/training/d8c9083e/enroll>

▶ Cognos Reports

- ▶ September 19th 10-11am
- ▶ October 10th 2-3pm
- ▶ November 9th 10-11am
- ▶ December 19th 2-3pm

Register at:

<https://unt.bridgeapp.com/learner/training/cc7b1724/enroll>

Questions?