Budget Broadcast

(Formerly First Friday)
with the
University Budget Office

April 2022

Agenda

- ~~First Fridays~~ Budget Broadcast

- FY23 Budget Update

- Revised Policies

- Frisco Landing – New Site Code

- Accounts Payable Update

- Strategic Sourcing Team/ Spot Bid Fair

- Announcements

First Friday is now Budget Broadcast

- No longer on Fridays

- Budget Broadcasts have been scheduled for the rest of the calendar year

- To view the schedule, visit the Budget Office Announcements Page

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	**BUDGET HEARINGS: Axiom expense and Tech Use Fee (TUF)** - 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

Revised Policies

Policies Revised

- **UNT Policy 14.006**: Use of University Telecommunication and Personal Computing Devices
    - Update issued on Feb 28, 2022
    - Updated to reflect current technology, terminology, and usage practices of telecom devices and services

- **UNT Policy 10.011**: Affiliated Entities
    - Update issued on Apr 15, 2022
    - Updated audit and fiduciary responsibilities

- https://policy.unt.edu

- Please review; if you/ your group affected, please convey updated policy

Frisco Landing

Frisco Landing – new site code

- To facilitate financial reporting for Frisco Landing, **site code 1315** has been created
  - Ramping up to building hand over in Sep 2022 with classes in Spring 2023
  - Please use site code 1315 for Frisco Landing expenses
    - Estimate time split for personnel and direct expenses

  - Please continue to use (renamed) site code **1286, Frisco Inspire & Hall**

  - Use new site code 1315 to identify relevant expenses for Frisco Landing
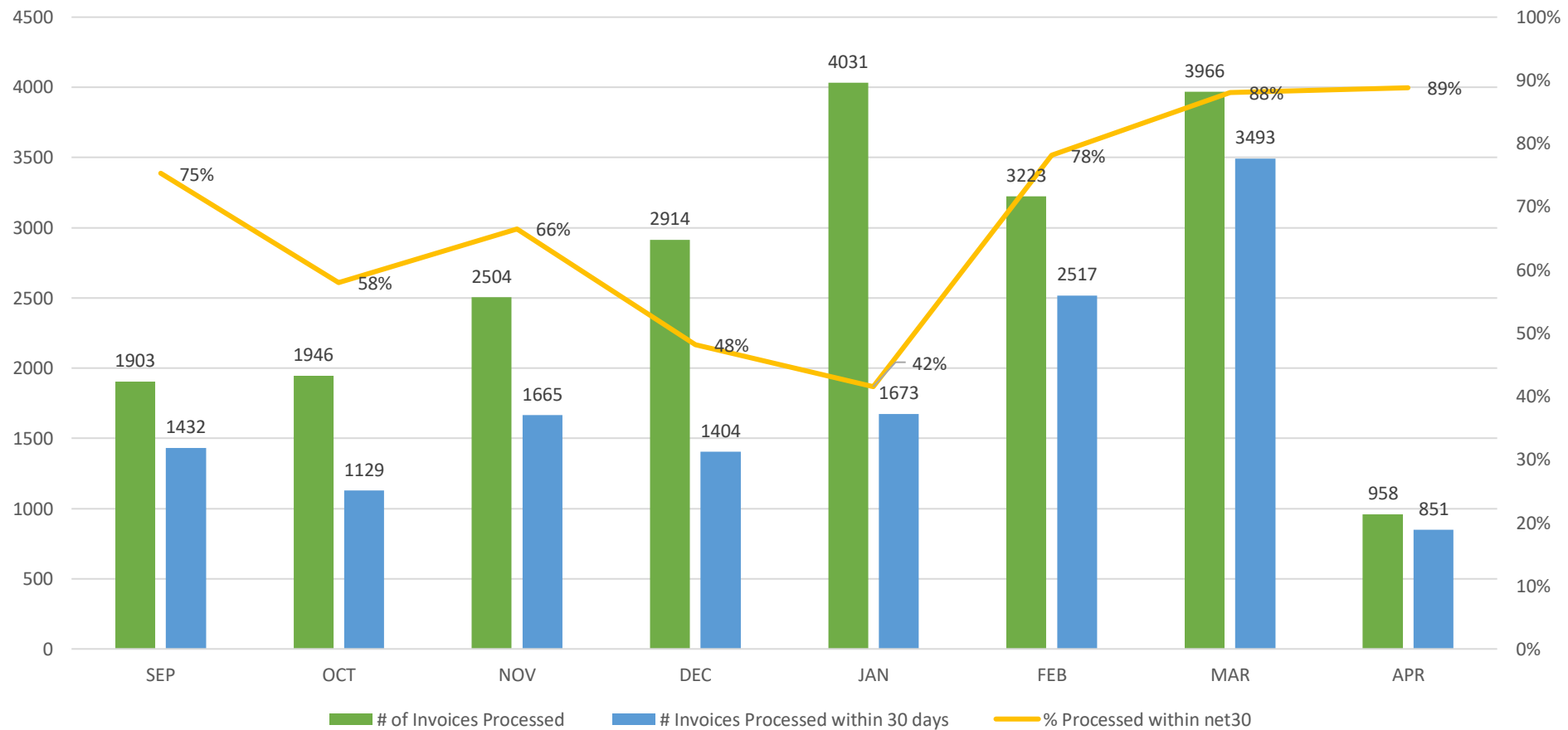   - Academic Affairs may continue using dept 110010 with site code 1315

Accounts Payable Update

Accounts Payable

- Vendor Payment -> 100% on-time payment based on contractual payment terms (e.g., Net30)
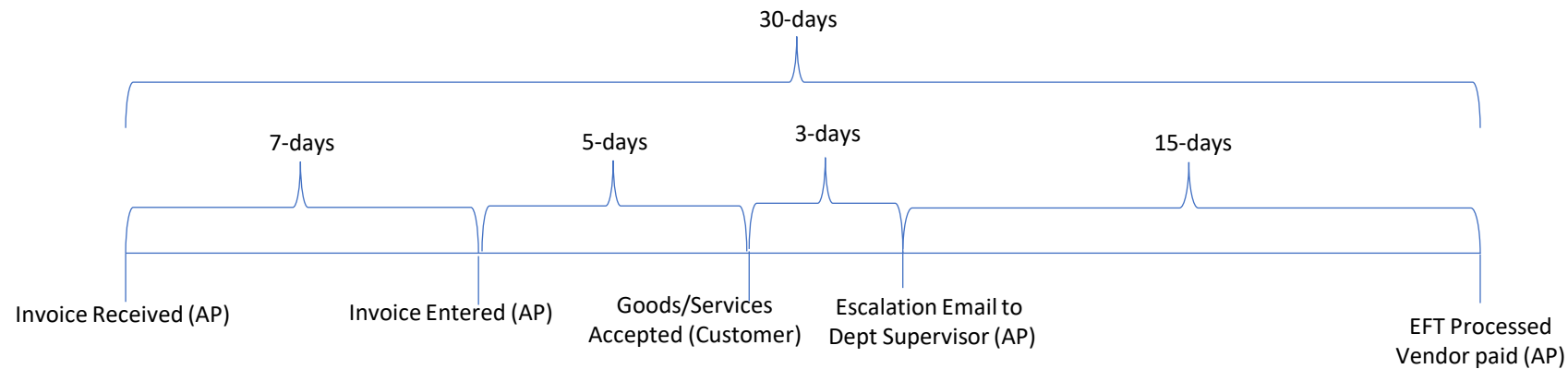
Accounts Payable

How can you help us process within Net30?

- Blanket Approval Request
  - Respond to blanket approval request emails within 5 days.
  - If response is not received, then a follow up email will be sent, and supervisor included.
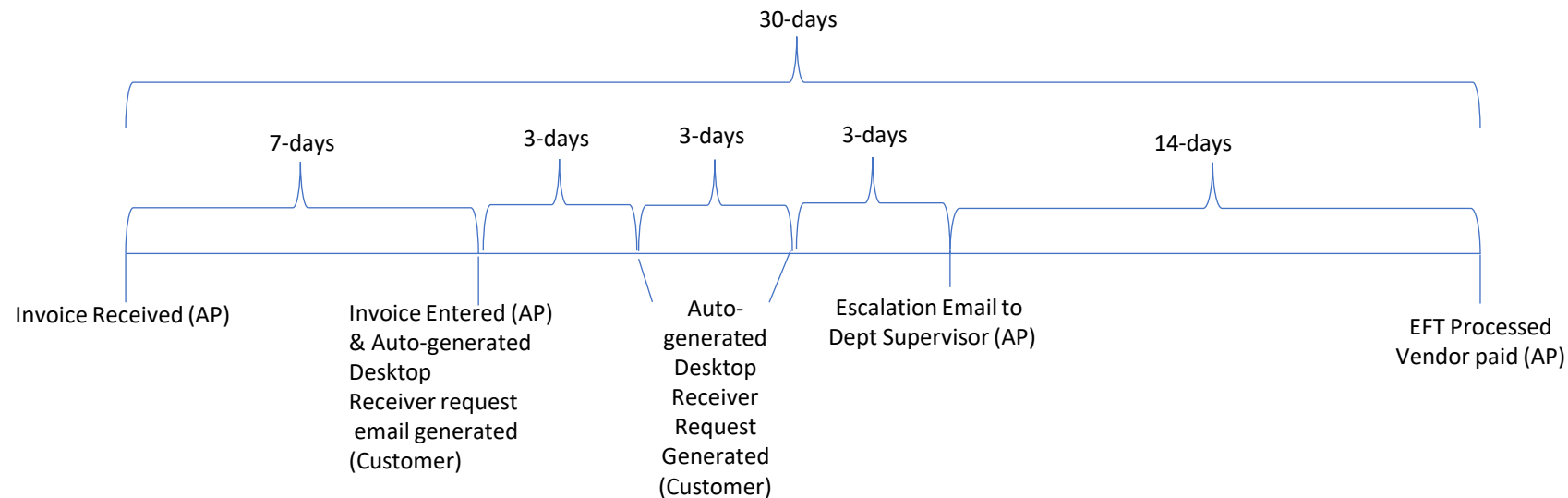
30-days

7-days   5-days   3-days   15-days

Invoice Received (AP)   Invoice Entered (AP)   Goods/Services Accepted (Customer)   Escalation Email to Dept Supervisor (AP)   EFT Processed Vendor paid (AP)

Accounts Payable

How can you help us process within Net30?

- Desktop Receivers
  - Complete Desktop Receivers within 3 days of receipt of goods.
    - Do <u>not</u> complete a Desktop Receiver for asset items,
    - Do <u>not</u> complete a Desktop Receiver if goods haven't been received.
  - System will auto generate another desktop receiver request email every 3 days until a receiver is completed.
  - After the 3rd attempt an escalation email will be sent to end user and supervisor

30-days

7-days   3-days   3-days   3-days   14-days

Invoice Received (AP)

Invoice Entered (AP)
& Auto-generated
Desktop
Receiver request
 email generated
(Customer)

Auto-
generated
Desktop
Receiver
Request
Generated
(Customer)

Escalation Email to
Dept Supervisor (AP)

EFT Processed
Vendor paid (AP)

Accounts Payable

- Suppliers should email all invoices to invoices@untsystem.edu however, if you receive an invoice, please be sure to forward!

- If supplier invoices are not processed within Net30 days, interest charges will be applied when processed at Pay Cycle. Please help us by responding timely!

Thank you!

Strategic Sourcing/ Spot Bid Fair

Office of Finance

Historically Underutilized Business (HUB)

- Kerry Romine, Interim HUB Coordinator
- Michelle McCauley, HUB Coordinator (soon)
- "Think HUB First"
- State Senator Royce West's "Doing Business Texas Style" Spot Bid Fair
  - May 2nd & 3rd
  - The deadline to send in your request is April 25

Strategic Sourcing Team

- Marina Williams, UNT Liaison & Senior Strategic Sourcing Project Manager
- Sole Source/Proprietary e-Form

- If your department needs bids for items or services, UNT System HUB department wants to help!

- Learn more about requesting a bid for the Spot Bid Fair through the HUB Department webpage.

Announcements & Reminders

Announcements & Reminders

- **FY22 Year-End Close**
    - <mark>The FY22 System Controller Year-End Close Calendar is posted on their website:</mark>
        - finance.untsystem.edu/controller/index.php
        - April 14th version can be found on the Budget Office website

- **Annual Inventory**
    - It's that time of year! Annual inventory will **start Monday, May 2nd**
        - Inventory reports are due Friday, July 29
        - For assistance visit assetmanagement.unt.edu/inventory
            - or email asset.management@unt.edu

Announcements & Reminders

- **Open-Labs will continue**
    - Open-Labs enable you to receive in-person guidance or assistance from our office
        - Will resume in May - dates and locations to be announced

Questions?