

# Budget Broadcast

(Formerly First Friday)

with the

**University Budget Office**

Dec 2022

# Agenda

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- FY24 Budget Calendar
- Announcements and Reminders
- COGNOS Training / Demo

# FY24 Budget Calendar

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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

# Announcements & Reminders

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- Asset Management: asset donations processed through Advancement prior to Asset Mgmt notification to tag asset and add to EIS
- Frisco Site Codes:
  - **Frisco Landing site:** 1315 - instructional costs start Spring 2023, only construction or make-ready currently
  - **Inspire, Hall, & CHEC site:** 1286

# Announcements & Reminders

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- Congratulations to Marvin Cruz!
- Welcome to Payton Carter!

# Announcements & Reminders

- **Open-Lab: Wednesday, December 14 at 10am**
  - Location: SSB 102 (Large Meeting Room)
  - Laptop or work materials are optional
- Guest: Controller's Office and System Budget & Planning (Cognos)
- **How Open-Labs have helped?** (Real solutions UBO provided in previous labs)
  - How to clear deficit balances
  - Found unrecognized excess revenue
  - Identified encumbrances from open requests to release funds
- **Controller's Office helped users:**
  - Book and reclass transactions
  - Find entries that were booked on journals
  - Identifying accounts to use for IDTs
- **System Budget & Planning helped users with:**
  - Cognos navigation support



# Questions?