

Budget Broadcast

with the

University Budget Office

February 2023

Agenda

- FY24 Budget Calendar
- FY24 Budget - Items of Note
- UNT Controller updates
- UNT System Marketplace update
- Announcements and Reminders

FY24 Budget Calendar

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

FY 24 Budget - Items of Note

- FY24 Themes:
 - Revenue will continue to be centrally budgeted
 - Base of LTM (last twelve month) actual
 - Contact Budget Office with support if rate or volume changes
 - Will coordinate with Provost on targeted academic growth
 - Anticipate incrementally increased State funding
 - Incremental SCH vs incremental tuition from enrollment gains
 - Consistent funding pool vs consistent rate
- Dates of note:
 - Instructions/ training & lab schedule sent to Campus budget contacts on Jan 30
 - Please check with your division if internal due dates have been set
 - Divisional budget hearings scheduled from March 6 - 8
 - Forum to present incremental funding requests

FY 24 Budget - Items of Note

- Selected specifics
 - Submit entire Learning Support Fee & HEF requests - not just incremental
- If approved, depending on form of compensation increases, the Budget Office will budget centrally and/or work with business units to budget

UNT Controller update

Inter Unit Accounting Process Improvement

Effective March 1, 2023

This process improvement
DOES NOT impact UNT inter-
departmental transactions

*IDT process and 6xxxx/8xxxx transactions within UNT
stay the same*

What is an Inter Unit Transaction?

- Inter unit/component transactions are transactions between two business units (BU) e.g. between UNT and UNT Dallas or between UNT and UNT System. Examples are:
 - Work Orders From Facilities (UNT Facilities and other BU)
 - Telecom Services
 - Office Space Rentals
 - Catering Services
 - Medical Services
 - Printing Services
 - Postage

Current process vs New process

-Current Process

- ✓ Use 71001/71003 GL Accounts to record inter-unit transactions
- ✓ Lumped transactions with no expense category/description

-New Process

- ✓ Use newly created 69xxx/89xxx
- ✓ Provide expense description

UBIT - Unrelated Business Income Tax

- UBIT Questionnaire will be going out to departments

UNT System Marketplace update



UNT SYSTEMTM
MARKETPLACE

**Your New eProcurement
System**

What is UNT System Marketplace

As the new eProcurement system, it will replace the current ePRO process in EIS and streamline Accounts Payable, Contracts, into one system.

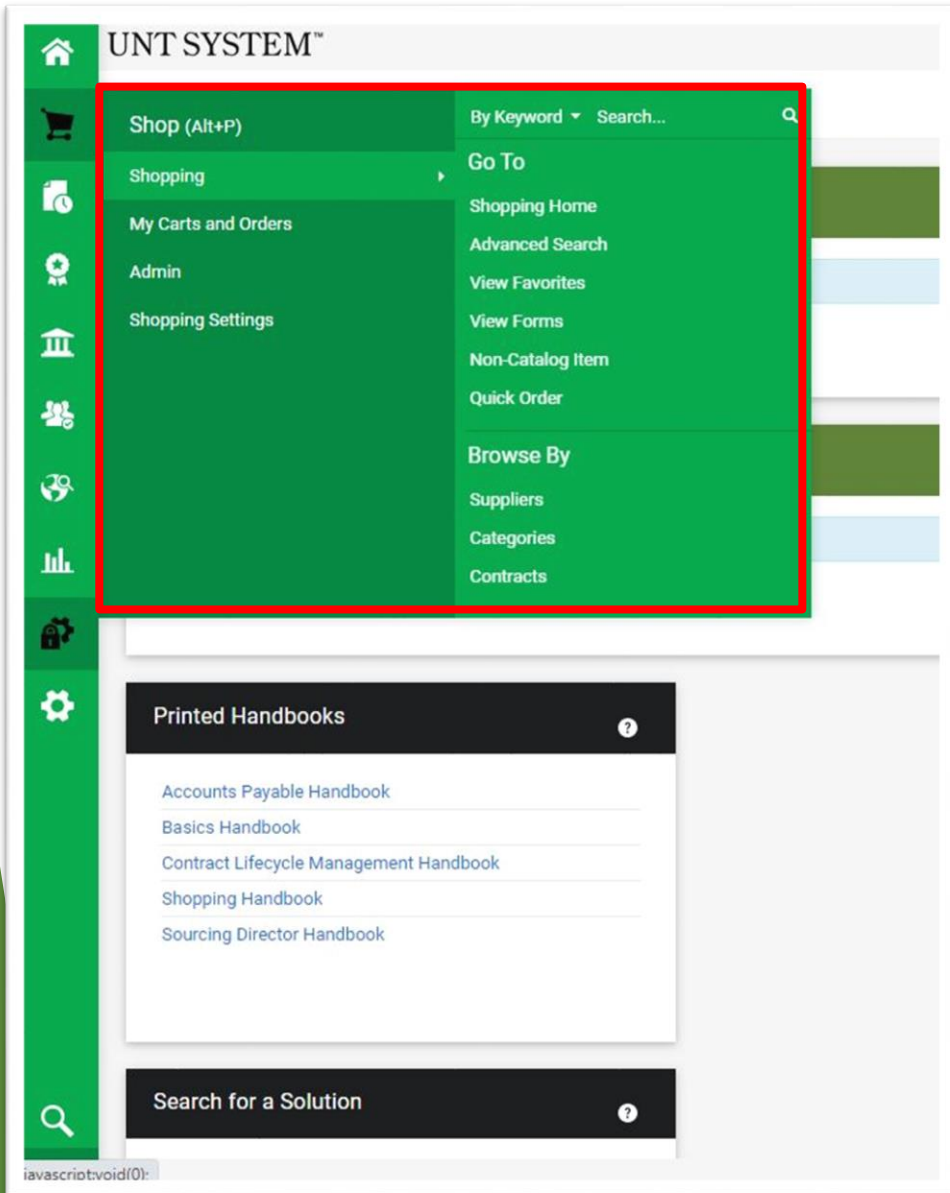
UNT System Marketplace gives you control over your shopping needs, from searching for items, tracking orders, looking for contracts, managing payments, and running reports.



UNT System Marketplace At A Glance

The screenshot displays the UNT SYSTEM™ marketplace interface. At the top, a navigation bar includes the UNT SYSTEM™ logo, a currency dropdown set to 'All', a search bar with the placeholder 'Search (Alt+Q)', and a shopping cart icon showing '0.00 USD'. Below this, a breadcrumb trail reads 'Shop • UNTS Shopping Home Page'. The main content area is divided into several sections: a 'Shop' header with 'Simple' and 'Advanced' filters; a search bar with the placeholder 'Search for products, suppliers, forms, part number, etc.'; a 'Month End Close Reminder' banner in red stating 'Month Close begins on 6/28. Please remember to complete all documents.'; an 'Organization Message' section with a green header and a welcome message from UNTS JAGGAER; and a 'Quick Links' section at the bottom. On the right side, a 'Showcases' section titled 'Punch-out Catalogs' features a grid of eight supplier logos: CDW, Fisher Scientific, Henry Schein, ThermoFisher Scientific (formerly Life), MCK, shi2, Millipore Sigma, and Summus Industries, Inc. (Dell).

A single dashboard to manage your procurement needs!

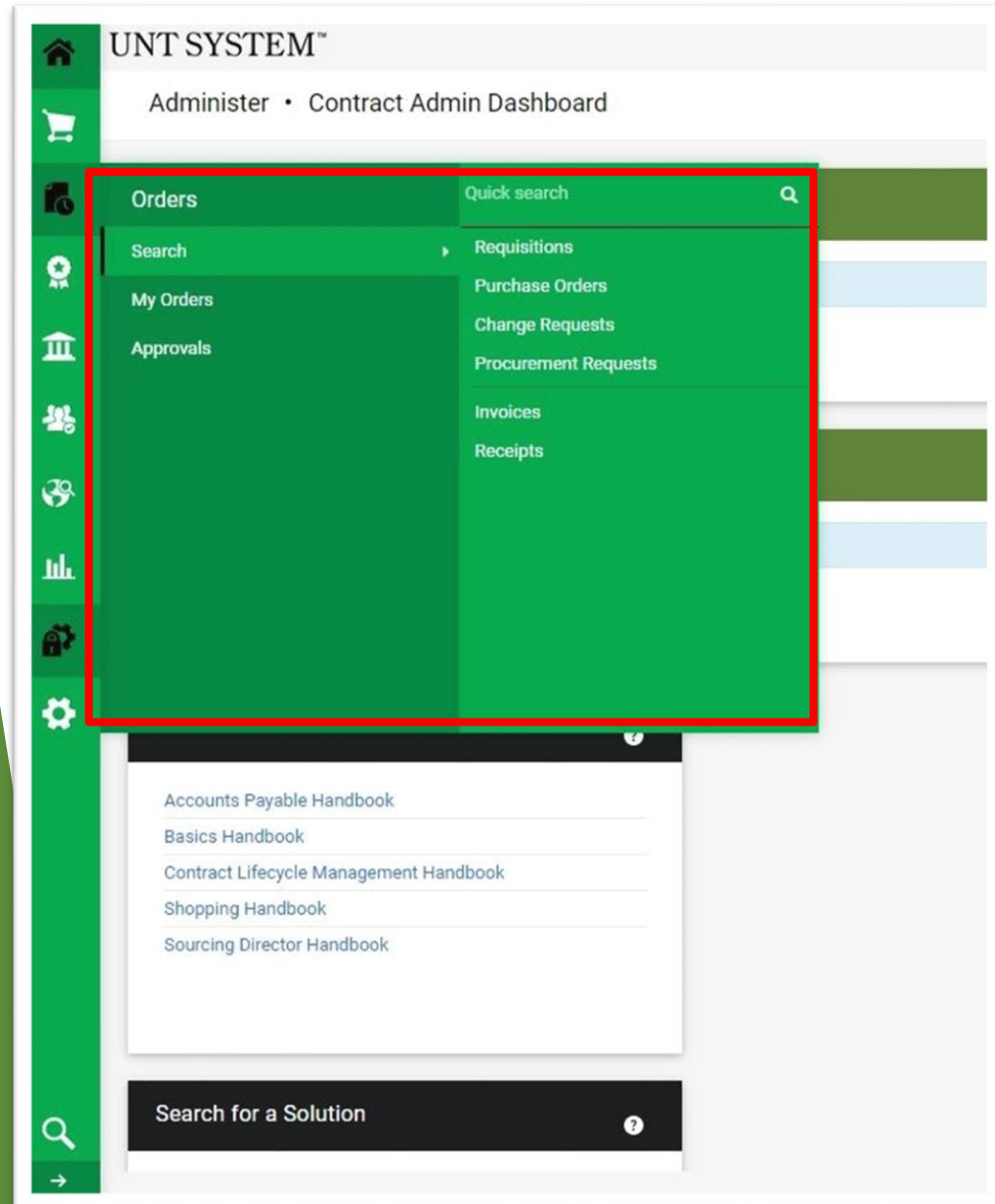


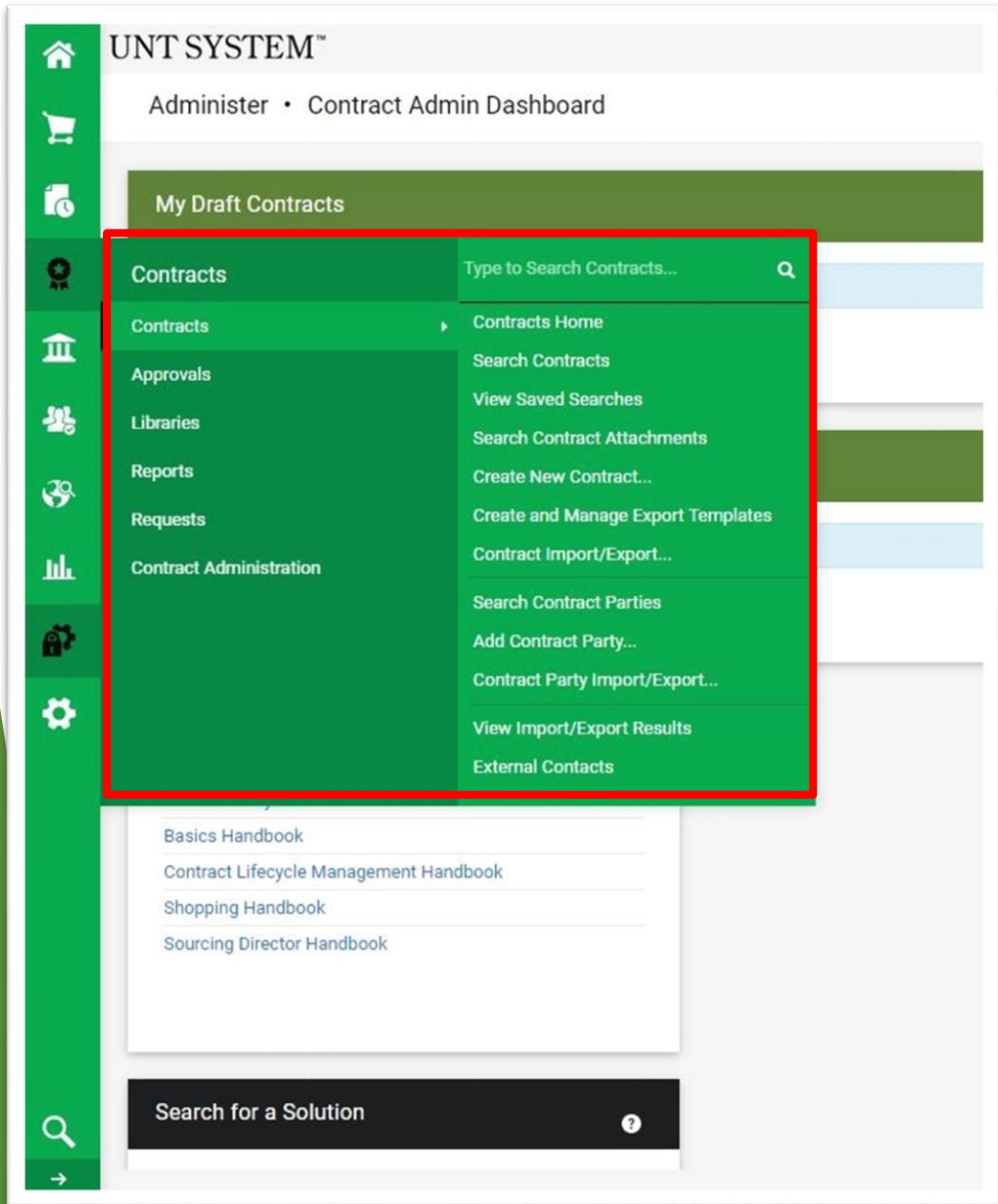
Shopping

- Integrated catalogue-compare multiple vendors for best value and instantly see if the item is in stock
- Increased HUB visibility
- No need for description of items
- Catalogue vendors immediately receive the Purchase Order
- Assured compliance when shopping the catalogue
- Shopper functionality-individuals without purchasing access can add items to the cart

Requisition Management

- Save and complete your requisitions
- Track your orders and see where requisitions or invoices are pending
- View your Purchase Order history



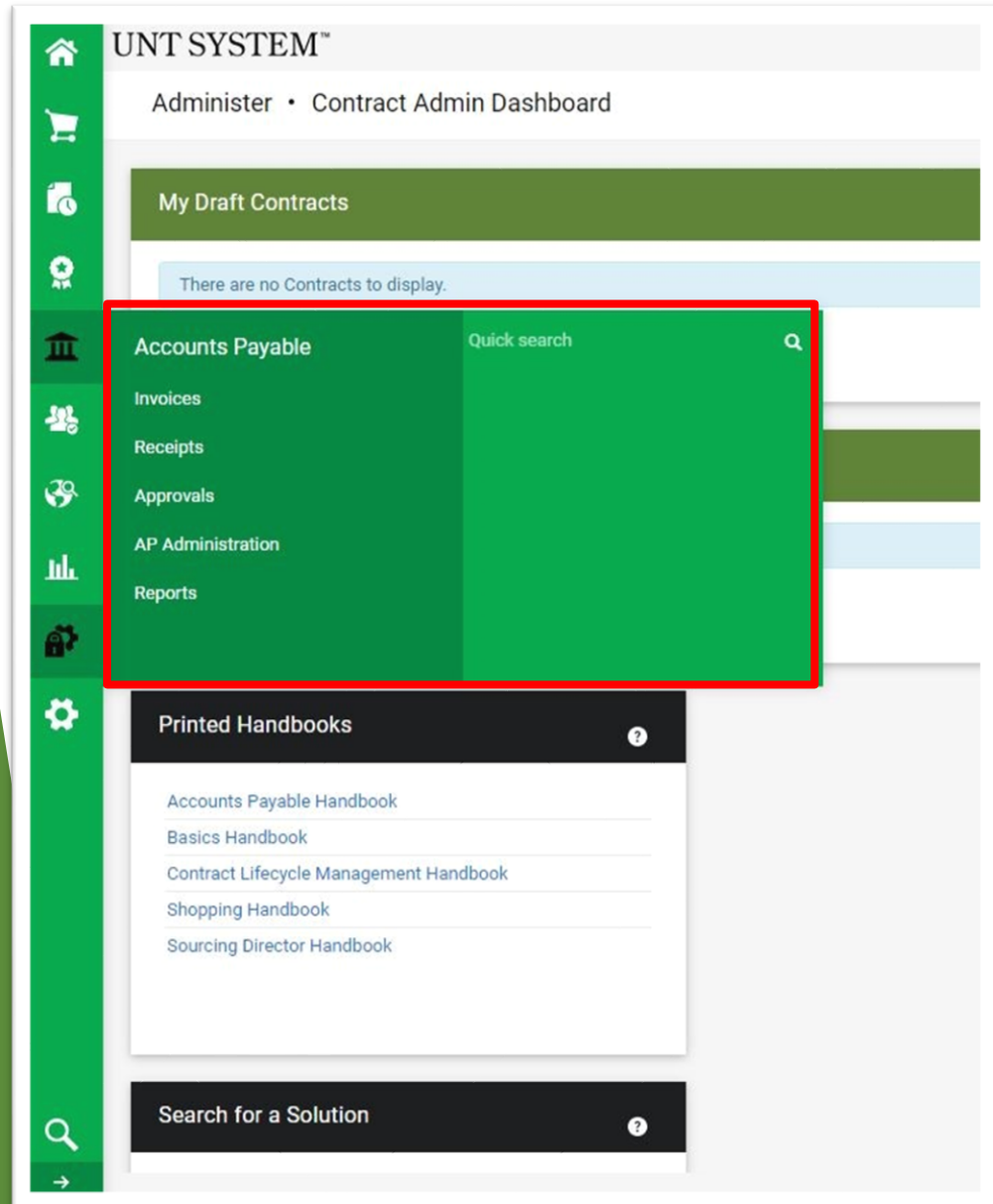


Contracts

- Search for available contracts on items for best value
- Stay up to date on new contracts
- Track the progress on pending contracts

Accounts Payable

- AP will utilize the approval workflow for Services instead of Desktop Receiving
- Utilizing a catalogue will result in less approval emails from AP
- Change Requests process can be initiated by AP within the system for a more efficient process eliminating the need for manual emails
- See and manage your invoices and receipts



What's Next

- Marketplace Events: bi-weekly one hour Teams events (Fridays) February-March that provide specific overviews to features
- Training: on-demand available early March
 - Additional training to be announced
- Soft Roll-Out: UNT System Administration and Test Users initiate roll-out for system assurance quality
- Campus Rollout
 - UNT Dallas & HSC: April-May
 - UNT Denton: May-June



Announcements & Reminders

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- Frisco Site Codes:
 - Frisco Landing site: 1315
 - Inspire, Hall, & CHEC site: 1286

Announcements & Reminders

- Welcome Harley Scurrah!

Announcements & Reminders

- **Open-Lab: Wednesday, February 15 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

Announcements & Reminders

- Budget Broadcast format transition
 - Incorporating UNT Core Values
 - Feb - last online only
 - Apr (SSB 105), Jun (SSB 102), Aug (SSB 102) - hybrid: online and in-person
 - Oct, Dec - in-person only (location TBD)

Questions?