

Budget Broadcast with the University Budget Office

June 2024

Agenda

- Budget Calendar 2025
- FY24 Physical Inventory Certification
- Controller Office Updates
- Travel & Pcard Updates
- Facilities Billing Update
- Departmental Deposits
- Announcements and Reminders

University of North Texas

Fiscal Year 2025 Budget Preparation Calendar



FY25 Planning	Responsible Party	Action
February 2, 2024	Campus Users	Deadline for Permanent ABA's to be approved and in Budget Office queue. (These transactions will be the ones to affect the FY25 seed budget in Axiom).
February 5-9, 2024	University Budget Office	UBO processes permanent ABA's
February 15, 2024	University Budget Office	Flat revenue estimates for tuition (central and differential) and fees (instructional and mandatory) to be used
February 12-15, 2024	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 12-15, 2024	University Budget Office	UBO pre-loads existing transfers budgets one for one basis.
February 19, 2024	Campus Users/ University Budget Office	UBO to provide Campus Users with guidelines/ deadlines.
February 19, 2024	Campus Users	Axiom opens for Campus Access. Individual departments receive instructions and guidelines from University Budget Office.
February 19 - March 29, 2024	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.
TBD	President/ Cabinet	BUDGET HEARINGS: Axiom expense and HEF, LSF - President's Cabinet
April 12, 2024	Campus Users	Axiom closes for Campus users
April 15 - May 31, 2024	University Budget Office	UBO balancing of funds and transfers, finalize revenue assumptions, validate campus inputs, prepare of narratives and slides.
June 3-21, 2024	University Budget Office	Report finalization, quarterly allocations.
TBD (June 26, 2024)	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 FY25 Budget and prepares budget presentations.
TBD (July, week 1)	University Budget Office	Narrative due to System
TBD (August, week 1)	System Admin	UNT System's office posts FY25 budget in advance of the Board of Regents meeting.
August 15-16, 2024		UNT System Board of Regents Budget Review Meeting

FY 24 Physical Inventory Certification

Jimmy Grounds

Asset Management

As a reminder here is the new timeline for submitting your inventory records to Asset.Management@unt.edu:

FY24 Annual Inventory Timeline

- May 1 - FY24 inventory to begin. Official email with instructions have been sent out to all department Designated Inventory Coordinators.
- July 31 - Annual Physical Inventory Certification due to Asset Management.
 - If not received July 31, an email will be sent to the Inventory Coordinator and copy their Department Manager about overdue status.
 - Inform in email that Department Manager is next escalation point in 1 week. A compiled list of non-compliant inventory departments/coordinators will be sent to the AVP Budget for review.
 - If not received by August 7, an email will escalate to the Department Manager with notification of non-compliance, copying the Inventory Coordinator.
 - Inform in email that the AVP Budget is next escalation point in 1 week. A 2nd compiled list of non-compliant inventory departments/coordinators/ managers will be sent to the AVP Budget for action.
 - If not received by August 14, escalation to the AVP Budget will take place for review with respective department VP's and the SVP Finance & Administration.

“The annual physical inventory certification is required by the State of Texas FPP N.005.”

Controller Office Updates

Rafiu Fashina

Controller's Office

Campus deadlines update

ACFR accelerated deadlines:

- Hard deadlines for campus stated due dates.
- For concerns about the due dates, please reach out to Controller's Office 2 business days before the due dates.

Travel & Pcard Updates

Cory Ward & Emily Calvert

Pcard Exceptions and Card Applications

Pcard Exceptions and Card Applications are now completed and processed in Concur. PDF exceptions and applications will no longer be accepted after Friday, June 14th.

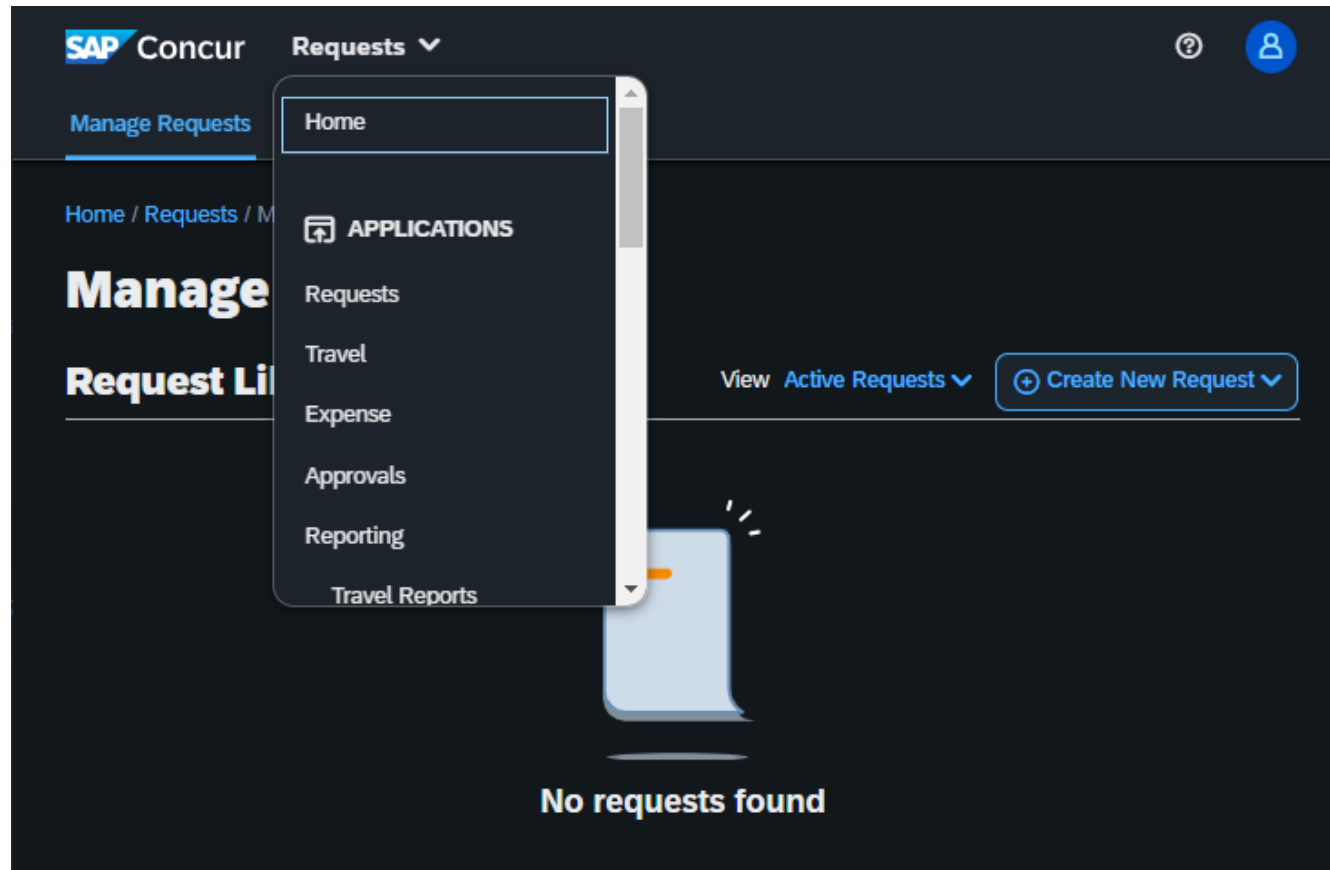
- Required fields ensure all required information is captured
- No need to save a PDF, route for signatures, or send emails. Concur's already existing approval workflow is utilized
- Concur will be the final digital repository for exceptions and applications.

Pcard Exceptions and Card Applications

How to:

- Log into Concur
- Navigate to Request > Create a New Request
- In the first field dropdown, select *UNTS-Card Action Request
- Complete all required fields with red asterisk *
- Select Create Request
- Attach any required documentation (vendor hold search, training certification, etc.)
- Select Submit

PCard Exceptions and Card Applications



PCard Exceptions and Card Applications

Create New Request

*** Required field**

Request Policy * ?
*UNTS-Card Action Request ▼
*UNTS-Card Action Request
UNTS-Travel Request

Card Action Request Name *

Card Action *
None Selected ▼

First Level Approver ID ?

Vendor Name ?

Limit amount/Estimated amount of purchase ?

Business Justification for Request * ? 0/500

Department * 1
(927100) Procurement ✕ ▼

Project * 2
NONE ✕ ▼

Fund Cat * 3
(200) Designated Operating-Managed ✕ ▼

Fund * 4
(830029) Designated Oper-Central Alloc ✕ ▼

Cancel Create Request

Travel Card

- IBT Travel card program sunset
- Centrally Billed Travel card can be applied for through Concur
- The Travel card can be used for all business-related expenses while travelling like hotel, ground transportation, meals (if not claiming per diem), airport parking, and rental car fuel. The travel card is limited to travel merchant codes and should not be used like a general purchasing card.
- The travel card can also be used for local business meals. See the travel guidelines for Business Meal receipt and attendee requirements.

Travel Card (cont.)

- Conference Registration Fees can be paid on a Travel Card but may be better facilitated on a Purchasing Card due to the merchant code restrictions on a travel card.
- The travel card should not be use for any personal purchases and all transactions must be reconciled on an expense report within 30 days.
- Information found at <https://finance.untsystem.edu/travel/travel-card.php>
- Step by step application instructions - https://finance.untsystem.edu/procurement/cardservices/guide_how_to_apply_for_a_card.pdf

Facilities Billing Update

Hilary Liscano

Facilities Update

We are still on track trying to get caught up on billing. Here is the latest update:

- **Work orders:** Currently billing November, we expect to be done by the end of this week. The plan is to start December next week.
- **Utilities:** Finished February and will process March next.
- We will continue to provide updates as they become available. Please reach out to us with any specific questions:
- Work orders: [Kathy Neira@unt.edu](mailto:Kathy_Neira@unt.edu) and work.control@unt.edu
- Utilities: Tiffanie tiffanie.trueblood@unt.edu

Departmental Deposits

Tanner Clifton

Getting Started



Forms for departmental deposits are located on the student accounting website:
<https://studentaccounting.Unt.Edu/university-department-services.Html>



Funds are to be secured in a locked bank bag. Departments keep one key, and another key is given to student accounting cashiers.



Departmental deposit forms and locked bags are brought to the cashier window located on the 1st floor of the ESSC.

Departmental Deposit Form



Page ___ Of ___

Name/Deposit Description _____
(limited to 30 characters)

Date _____

Item Description	GL Bus. Unit	Account	Org. Dept.	Fund Category	Fund	Function*	Project*	Program*	Purpose*	Site*	Amount
TOTAL											\$0.00

* Indicates field is conditional and may not apply to every transaction.

Currency (by dollar amount)

\$100.00 _____
 \$50.00 _____
 \$20.00 _____
 \$10.00 _____
 \$5.00 _____
 \$2.00 _____
 \$1.00 _____
 Total: \$0.00

Coins

\$1.00 _____
 \$0.50 _____
 \$0.25 _____
 \$0.10 _____
 \$0.05 _____
 \$0.01 _____
 Total \$0.00

Page 1

Amount

Cash**	\$0.00	Enter # of checks below
Checks**		
Grand Total	\$0.00	

Please provide a contact phone number below (Phone Ext.) for any questions the Cashier's Office may have regarding this. By signing below, I certify that the above deposit has been examined and verified.

Prepared By (PRINT) _____ Phone Ext _____ Signature _____

Verified By (PRINT) _____ Phone Ext _____ Signature _____

Distribution: Cashier's will keep this copy. Bring extras for departmental records if needed.

** 10-KEY TAPE OR SPREADSHEET LISTING OF CASH AND CHECKS MUST BE ATTACHED

Cashier Use ONLY	
Received By (not processed)	_____
Date Received	_____
Date Processed	_____
Cashier	_____
Receipt #	_____

Processing Departmental Deposits

- Departmental deposits brought to Student Accounting are entered into EIS based on the chart strings provided. (These entries will process to the GL)
- Deposits are processed at the time of drop-off. Departments receive a physical receipt, and a copy is emailed.
- Funds are then deposited to UNT's J.P. Morgan account.

Contact Information

Student Accounting

ESSC Suite #160

sa-paymentprocessing@ad.unt.edu

<https://studentaccounting.unt.edu/university-department-services.html>

Announcements & Reminders

Closing Fiscal 2024/ Opening Fiscal 2025

- FY 2024 ABA deadline end of day August 30, 2024
- FY 2025 ABA starting September 6, 2024



Valeria Silva

Welcome Our Newest Team Member



Questions?