



First Fridays
with the
University Budget Office

December, 2020

Agenda



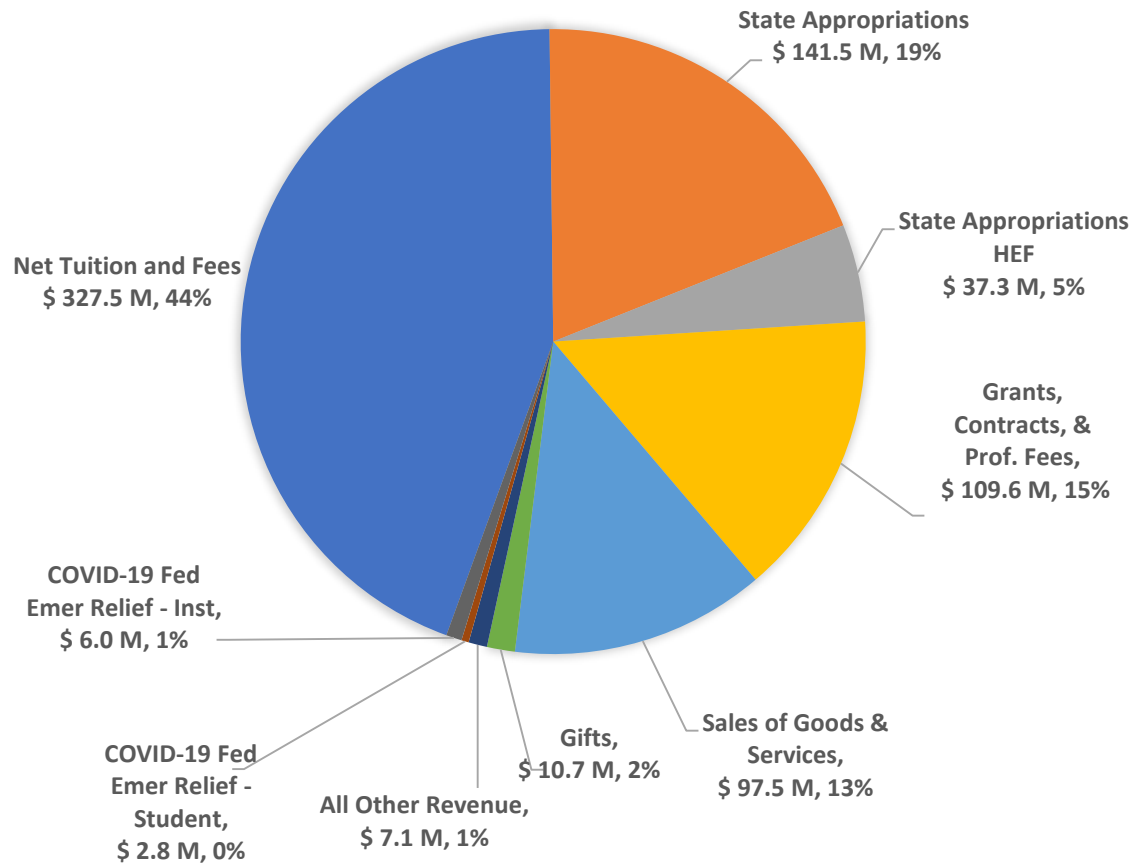
- Revenue Projections
- Axiom Budget Planning
- Purchase Requisition Entry
- Project Inactivations
- Announcements & Reminders
- First Friday Meeting Frequency

Revenue Projections

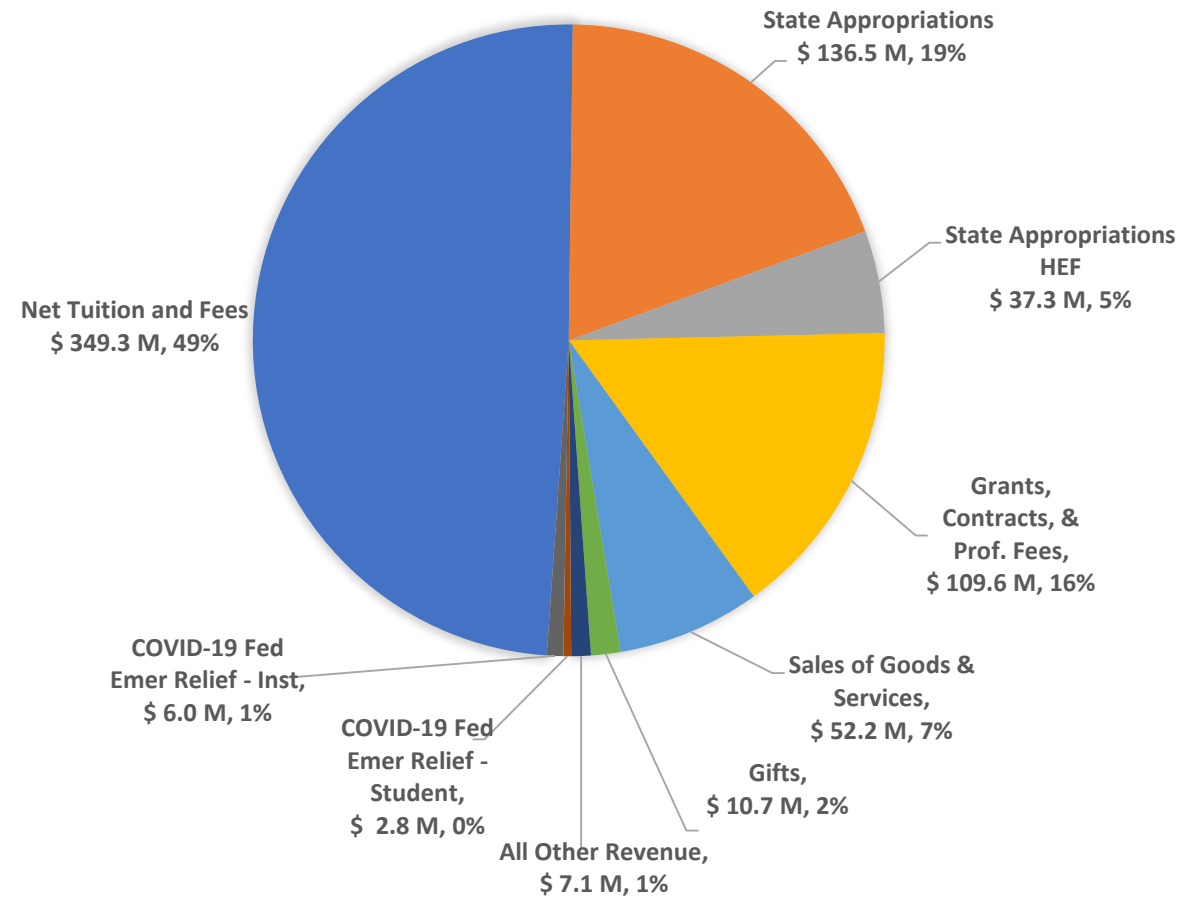
FY2021 Revenues



FY 2021 BUDGETED REVENUES, \$ 740.0 M



FY 2021 REVENUE PROJECTIONS, \$711.5 M



Axiom Budget Planning

Axiom Budget Planning

- **What is it?** New budgeting tool to be used by UNT, UNT-Dallas, HSC, and System Administration for the **FY22** budget
Axiom software will be replacing Hyperion as the budgeting tool for all campus users
Modules include:
 - Labor Planning – detailed budgeting by position for faculty, staff, wages, and benefits
 - Budget Planning – detailed budgeting for Revenues, M&O, and Transfers
- **Who's affected?** The Budget User Group (BUGS).
- **Current Status?** Testing complete and software is currently migrating from Sandbox to Production.

A phased-in approach for training will begin after Jan 1.

Labor Planning FY2022
Inst Rsrch & Effectiveness | Budget

Go To Workflow

Save

INSTRUCTIONS		ROSTER		OTHER LABOR							
Open	Show Detail	Incumbent	Employee ID	Position	Home Dept	FTE	Job Code	Comp Type	Begin Amount	Adjust Market	Adjust Promo

SNEAK PEEK – DATA NOT YET LOADED

299999 | 200-830001

General University-NT | Designated Tuition | Budget

Go To Workflow

Save

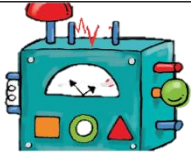


OVERVIEW		BUDGET		TRANSFERS								
Select Category All	Revenue \$-	Proposed Budget 2022 \$-	Variance \$-									<input type="checkbox"/> PDF Format
Account	Budget Method	Actual FY2020	Actual Month YTD FY2021	Budget FY2021	Proposed Budget FY2022	Spread Method	September	October	November			
> 299999-200-830001-550-----		Proposed Revenue: 0.00; Proposed Expense Budget: 0.00										
> 299999-200-830001-550-----1286		Proposed Revenue: 0.00; Proposed Expense Budget: 0.00										
> 299999-200-830001-550-----1290		Proposed Revenue: 0.00; Proposed Expense Budget: 0.00										
> 299999-200-830001-550-----12432-		Proposed Revenue: 0.00; Proposed Expense Budget: 0.00										
> 299999-200-830001-550-----13337-		Proposed Revenue: 0.00; Proposed Expense Budget: 0.00										
> 299999-200-830001-550-----20307-		Proposed Revenue: 0.00; Proposed Expense Budget: 0.00										
> 299999-200-830001-550-----20313-		Proposed Revenue: 0.00; Proposed Expense Budget: 0.00										
> 299999-200-830001-550-----20435-		Proposed Revenue: 0.00; Proposed Expense Budget: 0.00										

Purchase Requisition Entry

Requisitions

Over \$5,000 Treatment: When purchasing anything over \$5,000, keep these examples in mind. When saying \$5,000 we're looking for the **Total Set-Up Costs**. Includes Installations and Shipping but not Warranty or extra supplies. This is because we could technically still set up a machine if we didn't buy the warranty or the extra supplies.

If the Item **AND** its set-up costs are over \$5,000 they would all use the **same category code** that says "Greater than \$5k."

\$4,000 Lab Equipment		\$400 Part that only works with Lab Equipment		\$800 Shipping		Is over \$5,000. These are all set-up costs totaling over \$5,000 and each of these line items would use the same category code as the Lab Equipment, 334-18
	+		+			

\$4,500 Lab Equipment		\$600 Warranty		\$500 Cleaner Fluid		Not over \$5,000. Warranty and Cleaner Fluid are not set-up costs so Lab Equipment is 334-02, Warranty is 931-46 and the Fluid is 615-02 for supplies
	+		+			

Requisitions



Common things that need to be tagged and bought on requisitions:

TANGIBLE ASSET	CONTROL THRESHOLD
Computer, Desktop	\$0-\$4,999
Computer, Laptop	\$0-\$4,999
Smartphones/Tablets	\$0-\$4,999
Unmanned Aerial Aircraft	\$0-\$4,999
Hand guns	\$0-\$4,999
Rifles & shotguns	\$0-\$4,999
Sound systems and other audio equipment	\$500-\$4,999
Camera, portable/handheld	\$500-\$4,999
TVs, Video players	\$500-\$4,999
Data projectors	\$500-\$4,999

Full list here: <https://assetmanagement.unt.edu/asset-classification>

Common Category Codes for Equipment

204-52	Computer Controlled under \$5k - This is just for the main asset that needs to be tagged (computer, laptop, iPad)
204-68	Computer Equipment - For all the accessories that are used with the main computer and are not tagged (keyboards, monitors, mice)
204-64	Computer Parts - Any smaller components that connect or go in a computer that are not tagged (Wires and cables, charger, chips, small hard drive)
920-47	Computer Maintenance - For computer warranties and AppleCare
840-67	Controlled Equipment under \$5k - These are things that aren't computers but still need to be tagged. (projectors, TVs, cameras, audio equipment)
334-06	Furniture or Equipment under \$5k - Furniture or equipment that are not tagged
981-01	Furniture or Equip Operating Lease - Copiers leased 1 year or less

Full list here: <https://budget.unt.edu/documents>

Requisitions

Using 2 or more chart strings for a purchase? Two quick things to check:

1) Distribute By is "AMT"

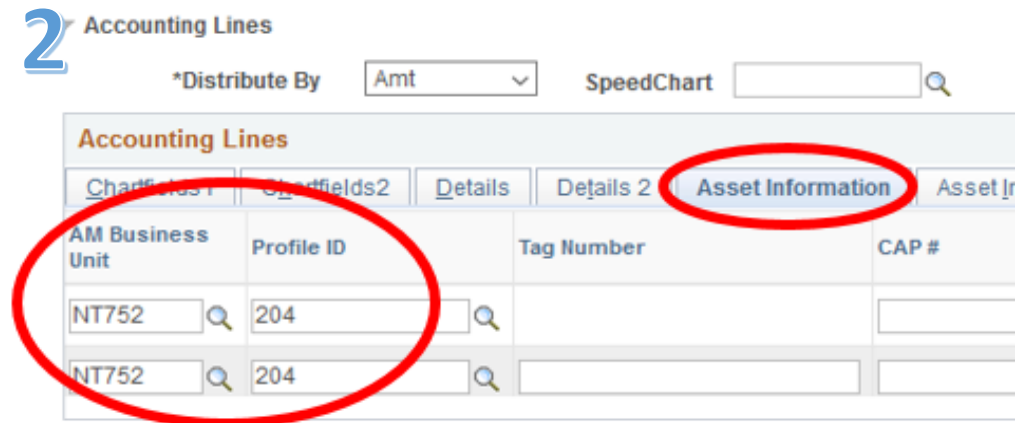
2) All lines have the same Profile ID
(All the same or all blank)

1



The screenshot shows the 'Accounting Lines' form. The '*Distribute By' dropdown menu is open, and 'Amt' is selected. A red circle highlights the dropdown menu, and another red circle highlights the 'Amt' option.

2



The screenshot shows the 'Accounting Lines' form with the 'Asset Information' tab selected. The 'Profile ID' field is highlighted with a red circle. The table below shows two lines with the same Profile ID (204).

AM Business Unit	Profile ID	Tag Number	CAP #
NT752	204		
NT752	204		

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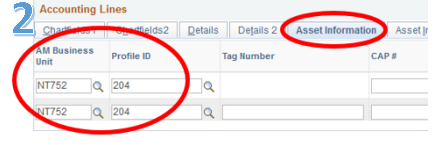
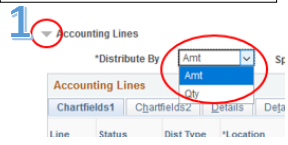


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Email JosephNavapraditar@unt.edu for questions!



Link to the reference sheet can be found on the Budget Office [Documents](#) page, under Resources

Email Joseph.Navapraditar@unt.edu for questions!

Project Inactivations

Project Inactivations

- Projects should be inactivated when they are no longer needed. For faculty projects (1600XXX) this typically occurs when the faculty member is no longer employed.
- Step 1: Verify with your ARFO or Area Budget Officer that the GL-QER and KK balances agree.
 - BUGS - If the balances do not agree, please notify our office so that we can match KK to the GL.
- Step 2: Clear all balances at the line level.

Project Inactivations

- In Cognos, this means that every revenue and expense account is carrying a zero balance.

Account	Function	Current Budget	Actuals	Encumbrance	Pre-Encumbrance	Balance	
Revenue							
70003 - Trans from Other Funds	220 - Research-General	(4,509.88)	(4,509.88)	0.00	0.00	0.00	✓
C7000 - Trans T/F Other Funds Total		(4,509.88)	(4,509.88)	0.00	0.00	0.00	
Revenue - Total		(3,575.19)	(3,575.19)	0.00	0.00	0.00	
Expense							
A5000 - Operating Expenses	--	(996.09)	0.00	0.00	0.00	(996.09)	✗
A5000 - Operating Expenses	220 - Research-General	(2,394.05)	7,633.87	0.00	0.00	(10,027.92)	✗
A5000 Total		(3,390.14)	7,633.87	0.00	0.00	(11,024.01)	
A7001 - Transfer Expense	--	(9,736.97)	(9,736.97)	0.00	0.00	0.00	✓
A7001 - Transfer Expense	220 - Research-General	11,024.01	0.00	0.00	0.00	11,024.01	✗
A7001 Total		1,287.04	(9,736.97)	0.00	0.00	11,024.01	
Expense - Total		(2,103.10)	(2,103.10)	0.00	0.00	0.00	
Net Total		(1,472.09)	(1,472.09)	0.00	0.00	0.00	

Project Inactivations

- Step 3: Submit a [Chartfield Setup/Change Form](#) and remit to budget.office@unt.edu.
- Did you know?
 - Projects are life to date and will continue to appear on the Cognos report even if they have been inactivated.
 - Use the [Project Tree](#) worksheet to identify project status.
Tip! This worksheet now reflects the project holder.

Announcements & Reminders

Announcements & Reminders

- **Faculty Project Clean Up – matching KK to GL**
 - Identified several journals that posted to GL, but not in Cognos
 - Journals dated between 2016 and 2020 and are majority pcards journals
 - Missing PC BUS Unit and/or Activity
 - Working with FIST and FSS to correct
- For future transactions, please make sure all chartstring information is provided when making allocations.

Announcements & Reminders

Salary Savings Sweep

- No change to current process. Funds that roll forward will have salary savings returned at year-end

Budget Checking Reconfiguration

- System still running parallel testing through January. More info will be released after that time

Finance Academy (For BUGs)

- We are working towards administering modules on Bridge. Currently, they are found on the BUGs Teams

Questions?