First Fridays with the University Budget Office

April 2021
Agenda

• FY22 Budget Timeline and Update
• HEERF Update
• Policy Update w/ Larry Worthy
• Pcard Updates with Cory Ward, UNT System Procurement
• Announcements and Reminders
FY 22 Budget Timeline
Budget Timeline

Apr
VP strategic meetings and requests
Axiom closes for campus

May
President’s decisions are communicated
UBO validates inputs and balances funds

Jun
UBO incorporates decisions and continues validating
Reports finalized

July
UNTSystem prepares and posts budget for all units

Aug
UNT System Board of Regents Meeting
FY22 Budget Updates

Axiom system will be closing for input

- Users will be getting locked out of access first thing Monday morning (4/12/21).
- Please ensure all changes are made and saved before this.

Next Steps

- UBO will be reviewing to ensure budgets for reasonableness
- i.e. If CLASS – Department of Psychology had $350K of faculty salaries for FY21, then FY22 should be around that same amount
- All budgeted transfers balance
HEERF Update
HEERF update

HEERF (Higher Education Emergency Relief Fund)

• Higher Educational component of broader Federal legislation (vs K-12)
  • CARES (Coronavirus Aid, Relief, and Economic Security) ~ March 2020, $2.2T/ $14.2B HEERF
  • CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act) ~ Dec 2020, $900B / $22.7B HEERF
  • ARP (American Rescue Plan) ~ March 2021, $1.9T/ $39.6B HEERF

• Administered by the Federal Dept of Education
• Formula-based school allocation
• Divided between emergency student awards and institutional aid
• Status update by component
UNT Policy 10.053, Auxiliary Enterprises
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- Policy 10.053, Auxiliary Enterprises, provide guidance for the establishment of auxiliary enterprises. This policy helps the university further define these types of enterprises – self-supporting and existing to furnish goods or services to the UNT community.
Pcard updates

Cory Ward, UNT System Procurement
TRACC TEAM

- Travel and Pcard teams merged February 2021
- Current focus and direction
  - Eliminating low value steps
  - Creating a culture of Compliance
  - Improving user experience
- Training opportunities

Travel
Reimbursements
Audit
Company Cards
Concur

Pcard
pcard@untsystem.edu
940-369-5500, option 6
finance.untsystem.edu/purchasing-card-program

Travel, Reimbursements, Travel cards, Concur navigation
travel@untsystem.edu
940-369-5757
finance.untsystem.edu/travel
Pcard Best Practices & Reminders

• Best Practice: Review purchasing requirements before making purchase/transaction
• Best Practice: Enter chart strings, attach receipts, Exceptions forms, & Vendor Hold Searches as transactions happen so that you can meet the submission deadline. Review transactions daily or weekly.
• Reminder: Pcard Exception forms must be completed BEFORE the purchase is made and attached the expense as soon as the transaction is available in Concur. Please note, Pcard Exception forms will not be approved after the transaction has already taken place.
• Reminder: Purchases over $500 require that vendor hold search be completed BEFORE the purchase is made and attached the expense as soon as the transaction is available in Concur
Thank you!!
Announcements & Reminders
FY’21 Annual Physical Inventory Certification

Inventory begins May 1, 2021 and is due no later than July 31, 2021. Please prepare now to get yours in early. Keep watch in the upcoming Eagle Eye issues for helpful information. Contact Asset Management for assistance.
Questions?