Budget Broadcast
(Formerly First Friday)
with the
University Budget Office

April 2022
Agenda

• First Fridays Budget Broadcast
• FY23 Budget Update
• Revised Policies
• Frisco Landing – New Site Code
• Accounts Payable Update
• Strategic Sourcing Team/Spot Bid Fair
• Announcements
First Friday is now Budget Broadcast

- No longer on Fridays
- Budget Broadcasts have been scheduled for the rest of the calendar year
- To view the schedule, visit the Budget Office Announcements Page
FY23 Budget Update
<table>
<thead>
<tr>
<th>FY23 Planning</th>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 11, 2022</td>
<td>Campus Users</td>
<td>Deadline for Permanent ABA’s to be approved and in Budget Office queue. (These transactions will be the ones to affect the FY23 seed budget in Axiom).</td>
</tr>
<tr>
<td>February 14-16, 2022</td>
<td>University Budget Office</td>
<td>UBO processes permanent ABA’s</td>
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<tr>
<td>February 25, 2022</td>
<td>University Budget Office</td>
<td>Flat revenue estimates for tuition (central and differential) and fees (instructional and mandatory) to be used</td>
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<tr>
<td>February 21-25, 2022</td>
<td>University Budget Office/ System Admin</td>
<td>Loading of all permanent budgets from PeopleSoft over to Axiom. Loading of HRPD info for Labor Planning. UBO validates information.</td>
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<tr>
<td>February 21-25, 2022</td>
<td>University Budget Office</td>
<td>UBO pre-loads existing transfers budgets one for one basis.</td>
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<tr>
<td>February 25, 2022</td>
<td>Campus Users/ University Budget Office</td>
<td>Campus Budget FY23 Kickoff meeting (Feb 25) - Meeting to coordinate Campus Users with UBO guidelines/deadlines.</td>
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<tr>
<td>February 28, 2022</td>
<td>Campus Users</td>
<td>Axiom opens for Campus Access. Individual departments receive instructions and guidelines from University Budget Office.</td>
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<tr>
<td>February 28 - March 31, 2022</td>
<td>Campus Users/ University Budget Office</td>
<td>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.</td>
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<tr>
<td>Early March</td>
<td>President/ Cabinet</td>
<td>BUDGET HEARINGS: Axiom expense and Tech Use Fee (TUF) - President’s Cabinet</td>
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<tr>
<td>April 13, 2022</td>
<td>Campus Users</td>
<td>Axiom closes for Campus users</td>
</tr>
<tr>
<td>April 14 - June 3, 2022</td>
<td>University Budget Office</td>
<td>UBO balancing of funds and transfers, finalize revenue assumptions, validate campus inputs, prepare of narratives and slides.</td>
</tr>
<tr>
<td>June 6-24, 2022</td>
<td>University Budget Office</td>
<td>Report finalization, quarterly allocations.</td>
</tr>
<tr>
<td>June 24, 2022</td>
<td>University Budget Office/ System Admin</td>
<td>System close of Axiom. UNT System’s Budget Office prepares analysis and compiles component unit budgets into the UNTS Consolidated FY23 Budget and prepares budget presentations.</td>
</tr>
<tr>
<td>July 1, 2022</td>
<td>University Budget Office</td>
<td>Narrative due to System</td>
</tr>
<tr>
<td>August, week 1</td>
<td>System Admin</td>
<td>UNT System’s office posts FY23 budget in advance of the Board of Regents meeting.</td>
</tr>
<tr>
<td>August 11-12, 2022</td>
<td>System Admin</td>
<td>UNT System Board of Regents meeting.</td>
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</tbody>
</table>
Revised Policies
Policies Revised

- **UNT Policy 14.006**: Use of University Telecommunication and Personal Computing Devices
  - Update issued on Feb 28, 2022
  - Updated to reflect current technology, terminology, and usage practices of telecom devices and services

- **UNT Policy 10.011**: Affiliated Entities
  - Update issued on Apr 15, 2022
  - Updated audit and fiduciary responsibilities

- https://policy.unt.edu
- Please review; if you/ your group affected, please convey updated policy
Frisco Landing
To facilitate financial reporting for Frisco Landing, **site code 1315** has been created.
- Ramping up to building hand over in Sep 2022 with classes in Spring 2023.
- Please use site code 1315 for Frisco Landing expenses.
  - Estimate time split for personnel and direct expenses.

- Please continue to use (renamed) site code **1286, Frisco Inspire & Hall**.

- Use new site code 1315 to identify relevant expenses for Frisco Landing.
  - Academic Affairs may continue using dept 110010 with site code 1315.
Accounts Payable Update
Accounts Payable

- Vendor Payment -> 100% on-time payment based on contractual payment terms (e.g., Net30)
How can you help us process within Net30?

- **Blanket Approval Request**
  - Respond to blanket approval request emails within 5 days.
  - If response is not received, then a follow up email will be sent, and supervisor included.

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**Accounts Payable**

**Invoice Received (AP)**

**Invoice Entered (AP)**

**Goods/Services Accepted (Customer)**

**Escalation Email to Dept Supervisor (AP)**

**EFT Processed Vendor paid (AP)**
Accounts Payable

How can you help us process within Net30?

• Desktop Receivers
  • Complete Desktop Receivers within 3 days of receipt of goods.
    • Do not complete a Desktop Receiver for asset items,
    • Do not complete a Desktop Receiver if goods haven’t been received.
  • System will auto generate another desktop receiver request email every 3 days until a receiver is completed.
  • After the 3rd attempt an escalation email will be sent to end user and supervisor
• Suppliers should email all invoices to invoices@untsystem.edu however, if you receive an invoice, please be sure to forward!

• If supplier invoices are not processed within Net30 days, interest charges will be applied when processed at Pay Cycle. Please help us by responding timely!

Thank you!
Strategic Sourcing/Spot Bid Fair
Historically Underutilized Business (HUB)

- Kerry Romine, Interim HUB Coordinator
- Michelle McCauley, HUB Coordinator (soon)
- “Think HUB First”
- State Senator Royce West’s “Doing Business Texas Style” Spot Bid Fair
  - May 2\textsuperscript{nd} & 3\textsuperscript{rd}
  - The deadline to send in your request is April 25

Strategic Sourcing Team

- Marina Williams, UNT Liaison & Senior Strategic Sourcing Project Manager
- Sole Source/Proprietary e-Form
• If your department needs bids for items or services, UNT System HUB department wants to help!

• Learn more about requesting a bid for the Spot Bid Fair through the HUB Department webpage.
Announcements & Reminders
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• FY22 Year-End Close
  • The FY22 System Controller Year-End Close Calendar is posted on their website:
    • finance.untsystem.edu/controller/index.php
    • April 14th version can be found on the Budget Office website

• Annual Inventory
  • It’s that time of year! Annual inventory will start Monday, May 2nd
    • Inventory reports are due Friday, July 29
    • For assistance visit assetmanagement.unt.edu/inventory
      • or email asset.management@unt.edu
Announcements & Reminders

• **Open-Labs will continue**
  • Open-Labs enable you to receive in-person guidance or assistance from our office
  • Will resume in May - dates and locations to be announced
Questions?