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

August 2022
Agenda

- FY23 Budget Update
- Fiscal Management
- IBM Cognos Analytics w/ System Budget & Analytics
- Pcard Year-End Deadline w/ Cory Ward
- Announcements
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>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>February 21-25, 2022</td>
<td>University Budget Office</td>
<td>UBO pre-loads existing transfers budgets one for one basis.</td>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>Early March</td>
<td>President/ Cabinet</td>
<td>BUDGET HEARINGS: Axiom expense and Tech Use Fee (TUF) - President’s Cabinet</td>
</tr>
<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></td>
<td>UNT System Board of Regents meeting</td>
</tr>
</tbody>
</table>
FY23 Budget Update

• Board of Regents will review budget on Aug 11

• Frisco Site Code Reminder:
  • Site 1315 for Frisco Landing transactions
  • Site 1286 for Inspire, Hall, & CHEC
  
  Use the site code reflecting the actual location goods are received or services rendered

  Instructional expenses:
  • Fall 2022: please continue to use 1286 for faculty assigned to Hall/ Inspire/ CHEC, as discussed in the FY23 Academic Rollover Overview meeting with Assistant Vice Provost Brandi Everett
  • Spring 2023 onwards: Academic Resources and New College will provide detailed instructions on how to transition to 1315 if faculty are assigned to Frisco Landing starting January 2023

• Annual Inventory Progress
Fiscal Management
Fiscal Management

• Deficits should be addressed internally – within your Division’s central funds, before year end

• Review the deficit report to determine balances or contact your BUG

• Tips:
  • Zero out values to prevent unwanted chartstrings from rolling forward (applies to funds that roll)
  • Funds that roll forward can be found at budget.unt.edu/documents under ‘Closing Rules’
Fiscal Management - Cognos

The Closing Adjustments prompt has been added to FIN001 and FIN003 to help calculate roll forward balance.

By default, both reports run with this prompt unselected to **include** Closing Adjustments with the option to **exclude** Closing Adjustments on either the prompt page or report page.

**Prompt Page:** Closing Adjustments Prompt

**Report Page:** Closing Adjustments
IBM Cognos Analytics
Budget & Planning Reporting Webpage Navigation

• Budget & Planning Reporting Webpage contains multiple sections for your reporting needs
  • Budget and Finance Reports
  • AFR Reports
  • Procurement Reports
  • Chart of Accounts (CoA) Trees

• PDF Report Guides are available for select reports, see the PDF icon
  • Note: We’re currently working on guides for all reports on our webpage!
How-To Run a Report

• Select the report you’d like to run
  • Select via Reporting Webpage
  • Select within IBM Cognos Analytics

• Select Output
  • HTML
  • XLS
  • PDF
  • CSV
IBM Cognos Analytics Core Reports

• FIN001 – Budget Overview
  • Sectioned by: Project – Dept – FundCat – Fund – Program – Purpose – Site
  • What does this mean for me?
    • More sections, less lines per section

• FIN001a – Budget Overview
  • Sectioned by: Project – Dept – FundCat – Fund
  • What does this mean for me?
    • Less sections, more lines per section
    • Program, Purpose, and Site listed in table

• Copy & Paste
  • Versions using Cognos 10 capability to copy & paste values
FIN001 – Budget Overview

• Project – Dept – FundCat – Fund – Program – Purpose – Site
FIN001a – Budget Overview

- Project – Dept – FundCat – Fund

![Budget Overview Table](image-url)
## FIN001a – Budget Overview

![Budget Overview Table](image)

### Revenue
- **Department:**
  - **Account:**
    - **Function:**
      - **Program:**
        - **Purpose:**
          - **Site:**
            - **Current Budget**
            - **Actuals**
            - **Encumbrance**
            - **Pre-Encumbrance**
            - **Balance**

### Expense
- **Department:**
  - **Account:**
    - **Function:**
      - **Program:**
        - **Purpose:**
          - **Site:**
            - **Current Budget**
            - **Actuals**
            - **Encumbrance**
            - **Pre-Encumbrance**

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15
Report Results and Drill Thru Capabilities

- Reports are sometimes grouped by Chartstring (i.e. Dept, Fund Cat, Fund)
- Values with blue hyperlinks have drill thru capabilities to line detail reports from more summarized reports
  - **Note:** hyperlinks only work in HTML and PDF
- Click "**Page Down**" to view more results
- Click "**Bottom**" to view Parameter Page
  - This displays which filters were used to produce the report results

*IBM Cognos Reports are populated with data from EIS (PeopleSoft)
How-To Report an Error

• If you run a report that returns results that you’re not expecting or if you experience issues within IBM Cognos Analytics, please submit a ticket to our team, Budget Analytics.

• **ServiceNow**
  - Business Intelligence and Reporting
  - Financial Analysis and Planning

• **Email**
  - BudgetAnalytics@untsystem.edu
How-To Report an Error

• Please attach the “Parameter Page” – found on the last page on any of our reports
  • This helps our team replicate and isolate the issue, expediting the solution
Pcard Year End
FRIDAY, SEPTEMBER 9

P-CARD

- P-Card data entry into Concur for August Transactions (dated August 4 thru September 3) using FY22 funds must be completed and submitted to “Approved and in Accounting Review” status by 5:00pm.
- P-Card Statement Reports can be submitted as early as Monday, August 29th. Please note that any transactions received and posted after the early statement report submission will create an additional statement report for the same period and would require submission by the Friday, September 9th deadline.

*Please note that P-Card purchases made August 29-31 may not post during the FY22 billing period due to processing lags with the vendor in which the transaction was made.*
Announcements & Reminders
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• Open-Lab: Monday, August 8 at 2:00pm
  • Location: GAB 550A (Computer Lab)
  • Laptop or work materials are optional

• Special Guest: Controller’s Office
• Areas of expertise:
  • Journal Worksheet Functionality, IDTs, Prepaid Expenses, Misc. Receivables, Operating Deposits, Petty Cash Administration, General Unearned Revenue, Stop Payments
Announcements & Reminders

Key Deadlines:

ePAR Deadlines:
- Reallocations – **Friday, August 19** in final approval by 5:00pm
- Supplemental – **Monday, August 29** in final approval by 5:00pm
- Special Hourly – **Thursday, September 1** in final approval by 5:00pm

- **ABA Deadline** – Friday, Sept 2 received by UBO at 5:00pm

- **IDT Deadline** – Tuesday, Sept 6, received by Controller’s Office at 5:00pm

- View other year-end deadlines at [finance.untsystem.edu/controller/index.php](http://finance.untsystem.edu/controller/index.php)
Questions?