FY19 BUDGET
DEVELOPMENT

March 7, 2018
Agenda

- Introduction
- Funding Overview
- Budget Process
- Budget Calendar
- Budget Planning Module (BPM) Process
- BPM Enhancements
- BPM Updates
- FY18 Budget Updates
- Projects in Progress
- Questions
Budget and Resource Planning

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Please contact us at budget@utdallas.edu for your inquiries
Funding Overview

• Total enrollment is growing but continues to slow down
• UT System Board of Regents have postponed review/approval of tuition and fee increase proposals to March 9th.
• Allocations will remain at FY18 levels or may be reduced
• FY19 merit program in discussion with executive management
Funding Overview

What is the plan if T&F proposals are not approved?

- Continue to budget at FY18 levels/allocations until executive management determine a plan of action
- Depending on the timing of revised FY19 budget plan:
  - BPM may re-opened to campus groups for updates, or
  - Budget Office will centrally make BPM updates (departments may be contacted) and notify campus groups of final revisions
Budget Process

The budget is an annual plan for the university and reflects goals and priorities as result of planning.

All budgets must be aligned with the strategic and operating objectives of both UT Dallas and the individual divisions and schools.
Budget Process

Budget Planning Module (BPM)
Located in Gemini Financials (PeopleSoft FMS):
Main Menu>Commitment Control Custom>Budget>Budget by Campus Group

Phase I – BPM opened to prepare expense budget and revenue projections
Phase II – BPM re-opened to enter approved merit amounts and balance the merit allocations
## Budget Calendar (Tentative)

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/9/2018</td>
<td>User access and campus group forms email sent</td>
</tr>
<tr>
<td>2/19/2018</td>
<td>User access and campus group forms due to Budget Office</td>
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<tr>
<td>3/7/2018</td>
<td>Kickoff Meeting</td>
</tr>
<tr>
<td>3/8/2018</td>
<td>BPM loaded with FY18 data</td>
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<tr>
<td><strong>3/9/2018</strong></td>
<td>Phase I - Review positions and funding</td>
</tr>
<tr>
<td>3/9/2018</td>
<td>UT System Board of Regents approve T&amp;F increases (originally scheduled for 2/26)</td>
</tr>
<tr>
<td><strong>3/21/2018</strong></td>
<td>Last day to submit Phase I</td>
</tr>
<tr>
<td>5/21/2018</td>
<td>Draft FY19 Budget due to UT System</td>
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<tr>
<td>5/28/2018</td>
<td>Memorial Day</td>
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<tr>
<td>6/8/2018</td>
<td>Final FY19 Budget due to UT System</td>
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<tr>
<td>Summer 2018</td>
<td>Phase II - Merit opens to campus groups</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>Last day to submit Phase II</td>
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BPM Process

Phase I – Position Review

• Validate funding - cost centers and distribution percent are accurate
• Review filled and vacant position attributes – salary, job code, FTE, and etc.
• Review for position or incumbent transfers between or within your campus group(s)
• Faculty must be appointed for nine months
• A&P and Classified positions must be appointed for twelve months
BPM Process

Phase I – Position Review

• Must submit documentation if inactivating a filled position in BPM
  • If documentation is not received, position will be re-activated and M&O reduced.

• Vacant positions must be budgeted
  • Should reflect last incumbent’s salary or PRR salary if new position
  • Positions in BPM not within its paygrade will be adjusted up the minimum; M&O will be utilized (reduced) if needed.
BPM Process

Phase I – Position Review

• No positions under fund 3001 in BPM
  • Beginning 9/1/18, benefits will be charged to the cost center versus the central benefits pool.
  • Reminder – 3001 funding are non-recurring funds; should be utilized for one-time (non-permanent) expenses

• No positions under clearing cost centers unless Grant related or approved by Budget
BPM Process

Phase I – Position Review

• Columns can be hidden using the “Personalize” hyperlink to customize your view
• “Find” hyperlink is available to search and view keywords. Popular uses:
  • Employee name
  • Cost Center
  • Title
BPM Process

Phase I – Reports Available

Main Menu>Commitment Control Custom>Budget>Budget Reports
  • Salary Roster Report
  • Trial Balance Report
BPM Process

Position Action Items after BPM

Must submit ePARs after 9/1 for FY19 funding changes not reflected in BPM

- Position job code and salary rolls forward from HCM PeopleSoft
- However; position funding, department, and FTE load from BPM on 9/1
Phase I – Revenue Review

• Enter revenue projections
  • Budget Office will review revenue projections and might require documentation and/or adjustments
  • Tool: Revenue Trend report will be distributed by Budget Office – plans are to add to the Reporting Console report for FY20

• Service center rate study approved Accounting and Financial Reporting will determine entries in BPM
  • If rate study is not completed by BPM deadline, FY18 rates should be used.
  • Once final approved rates are received from Accounting and Financial Reporting, BPM updates will be made centrally by Budget Office
BPM Process

Phase I – Final Review

• Utilize new BPM Checklist provided by Budget Office

http://www.utdallas.edu/budget/resources/
BPM Enhancements

Phase I – BPM Enhancements

- *Vacant Positions:* Zero dollar salaries are no longer allowed
- *Split Positions:* System now checks total funding distribution and will display an error in error log.
BPM Updates

Phase I – New for FY19

• Restricted Gifts (funds 50xx) will no longer be budgeted at the cost center level
  • Restricted gift cost centers will work similar to Grants
  • Total university wide revenue estimate will be budgeted centrally.
  • Revenue and expenses for cost centers with fund 50xx have been removed from BPM
  • Salaries and benefits for positions funded under these cost centers left in BPM
  • Gift cost centers with salary and benefit expenses, will not have offsetting revenue to balance out the cost center.
BPM Updates

Phase I – New for FY19

• Restricted Gifts (funds 50xx) budgets will not load from BPM on 9/1
  • Budget Office will reach out to campus groups in August to load revenue and expense estimates
  • Otherwise, departments can process revenue/expense budget journals to recognize restricted gift revenue as it is collected.
BPM Updates

Phase I – New for FY19

• Unallocated expense account (A6989) in BPM should not be used
  • Why?
    • Properly report use of funds
    • Allows to calculate more accurate estimate of benefits
    • If it does not fit in any of the available categories, it truly is M&O and should be listed as M&O
  • If an amount is reserved for a future position, submit a PRR to request the new position and insert in BPM
  • If an amount is reserved for M&O purposes however you would like to keep separate from M&O (A6000), a new cost center can be created to house the reserved M&O amount (would be included under M&O-A6000 and not unallocated-A6989)
BPM Updates

Phase I – New for FY19

• All expense budgets will remain at FY18 levels for all funds except for the following (includes self-funded cost centers):
  • Restricted funds
  • Plant funds
  • Loan funds
  • Service Centers
  • Executive Education

• However, revenue budgets can be adjusted to actual revenue estimated to be collected in FY19.
BPM Updates

• BPM Phase I deadline
  - **Wednesday, March 21**

• BPM Training sessions available – sign up sheet
FY18 Budget Updates

• Salary Savings
  • Effective 3/1/18, salary savings sweeps will not be processed on core cost centers.
  • If division salary sweeps would like to be processed, please send a request to budget@utdallas.edu

• Year end sweeps
  • FY18 core fund sweeps will continue, however 100% (vs. 50%) swept will be transferred to its respective VP or Dean
Projects in Progress

• **Pre-encumbrances**
  - Encumbers vacant positions salaries
  - Based on budgeted salaries for new and replacement positions
  - Once the position is filled, the pre-encumbrance will be released and the actual salary will be encumbered
  - Excludes Faculty and positions on Grants
  - Pilot program began summer 2017
  - Full implementation anticipated in Fall 2018

• **Automation of PRRs**
  - Currently in testing phase
Questions?

FY19 Budget Guidelines
http://www.utdallas.edu/budget/resources/
budget@utdallas.edu