FY20 BUDGET DEVELOPMENT

March 18, 2019
Agenda

• Introduction
• Funding Overview
• Budget Process
• Budget Calendar
• Budget Planning Module (BPM) Process
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• BPM Updates
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• Questions
Budget and Resource Planning

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Budget Purpose

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.
Funding Overview

• Total enrollment is growing but continues to slow down
• State legislation is currently meeting to determine our state appropriations
• FY20 merit program in discussion with executive management
Funding Overview

What is the plan if new allocations are awarded?

• Continue to budget at FY19 levels/allocations until executive management determine a plan of action

• Depending on the timing of revised FY20 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

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
# Budget Calendar (Tentative)

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/20/2019</td>
<td>User access and campus group forms email sent</td>
</tr>
<tr>
<td>03/01/2019</td>
<td>User access and campus group forms due to Budget Office</td>
</tr>
<tr>
<td>03/01/2019</td>
<td>BPM loaded with FY19 data</td>
</tr>
<tr>
<td>03/11/2019</td>
<td>PeopleSoft 9.2 go-live</td>
</tr>
<tr>
<td>03/18/2019</td>
<td>Kickoff Meeting</td>
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<tr>
<td>03/27/2019</td>
<td>BPM Training sessions</td>
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<tr>
<td><strong>Early April</strong></td>
<td><strong>Phase I - Review positions and funding</strong></td>
</tr>
<tr>
<td>Two weeks after Phase I opens</td>
<td>Last day to submit Phase I to Budget Office (refer to internal division deadlines)</td>
</tr>
<tr>
<td>05/27/2019</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>06/28/2019 (estimated)</td>
<td>Draft FY20 Budget due to UT System</td>
</tr>
<tr>
<td>07/12/2019 (estimated)</td>
<td>Final FY20 Budget due to UT System</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>Phase II - Merit opens to campus groups (pending approval)</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>Last day to submit Phase II to Budget Office</td>
</tr>
</tbody>
</table>

**Note:** Dates and actions are tentative and may be subject to change.
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 clearing cost centers unless Grant related or approved by Budget
BPM Process

Phase I – Reports Available

Gemini Financials
Main Menu>Commitment Control Custom>Budget>Budget Reports
• Salary Roster Report
• Trial Balance Report

Main Menu>Reporting Tools>UTD Reporting Console
• Five Year Revenue Trend Report
• In case report is not available by the time BPM opens, Budget Office will email report instead.
BPM Process

Position Action Items after BPM

Must submit ePARs after 9/1 for FY20 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
- Reminder: Two-year DBT ePARs are only for appointments and not for positions
BPM Process

Phase I – Revenue Review

• Enter revenue projections
  • Budget Office will review revenue projections and might require documentation and/or adjustments
  • Tool: Five Year Revenue Trend report

• Service center rate study approved Accounting and Financial Reporting will determine entries in BPM
  • If rate study is not completed by BPM deadline, FY19 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

https://www.utdallas.edu/budget/budget-reports/
BPM Enhancements

Phase I – BPM Enhancements

• New columns added:
  • A&P Lump Sum
  • Classified Lump Sum
  • Graduate Assistants
• Fund code added to ‘Transfers’ tab
• Function code added to all sections of ‘Core/Non-Core’ and ‘Payroll’ tabs
BPM Enhancements

Phase I – BPM Enhancements

- Gift funds greyed out
  - Not required to be budgeted during BPM
  - In August, Budget Office will reach out to departments for their gift estimates to load into Budget Overview on 9/1
- Endowment funds
  - Revenue section is greyed out, however expense section is open for update
BPM Updates

Phase I – New for FY20

• Use of Funds matrix
  • Provides a listing of fund groups with their related purpose, source, and use limitations
  • [https://www.utdallas.edu/finance/training/index.html](https://www.utdallas.edu/finance/training/index.html)

• Scholarships
  • To be budgeted separately from M&O
  • Budget loads to correct budgetary account in PeopleSoft on 9/1 (A6300 versus A5034)

• State funds should only include Full-Time salaries
  • No Part-Time salaries, Summer salaries, M&O, cell phones, stipends, supplements, and etc.
BPM Updates

Phase I – New for FY20

• Fund Allocations

<table>
<thead>
<tr>
<th>Swap/Increase</th>
<th>Need to Reduce</th>
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<tbody>
<tr>
<td>F1 Ops Support (2101)</td>
<td>Designated Tuition (3000)</td>
</tr>
<tr>
<td>UG Advising Fee (3102)</td>
<td>GR Advising Fee (3103)</td>
</tr>
<tr>
<td>Instr. Infrastructure (3108)</td>
<td></td>
</tr>
<tr>
<td>IDC (36XX, 344X)</td>
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</table>
BPM Updates

Phase I – New for FY20

• Endowments, IDC, and Service Center cost centers should balance
  • Revenue equal expenses

• Reminders:
  • Beginning balances: Only budgeted if large one-time expense planned
  • Unallocated expense account (A6989) in BPM should not be used
BPM Updates

Phase I – New for FY20

• State funds reorganization
  • Fund 1 and fund 2 are being combined
  • Effective 9/1/19 during budget load
  • Will not effect FY20 BPM cycle
  • Cost center numbers will change by one digit or two
  • A cross reference list will be provided to departments
BPM Updates

• BPM Phase I deadline
  • TBD
    Tentative plan to open BPM during 1st or 2nd week of April
    BPM deadline will be 2 weeks after BPM opens

• BPM Training sessions available – sign up sheet
Projects in Progress

• Automation of PRR
  • Now called Position Update/Request form - ePUR
  • Targeting April 2019 for pilot groups

• New Reporting Console Reports
  • Detailed Budget Overview with drill-down capabilities
  • Final BPM Budget reports – executive, summary, and position
Questions?

FY20 Budget Guidelines

https://www.utdallas.edu/budget/budget-reports/

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