FY 2019 Budget Directions

The FY 2019 baseline budget data has been released in the Hyperion Budget and Planning application. Approved Budgets are due **Monday, April 30, 2018.** Each Cabinet member will need to establish their own deadlines to ensure these timelines are met.

Do not include new funding in Hyperion Budget and Planning. Adjustments will be made by the Budget Office during May, 2018 for approved new funding.

Budget Hearings for review of FY 18 strategic funding allocations and FY 19 reallocations are scheduled for May 3 and May 10. Materials and specific instructions will be sent late April for Budget Hearings.

Hyperion Budget and Planning includes required expenditure categories for the UNT System Board of Regents Budget Reporting. Please refer to your FY17 and FY18 Y-T-D actual expenditures, within Cognos Reports, as a guideline for budgeting FY19 M&O. Accuracy for estimating actual revenues and expenditure budgets is necessary and material variances will be monitored and reported quarterly during FY19 to the Board of Regents.

Baseline budgets should be adjusted for reallocations and for detailed M&O expenditure categories. Also, in auxiliary and fee areas, budget estimates should be updated based on actual revenues and expenses.

The following information is included with these directions:

- Helpful Information and Reminders
- Budget Preparation Calendar
- Definitions for M&O Expenditures
- Instructions for using Hyperion Planning are HERE

Also attached are:

- Instructions for using Hyperion Planning, also available HERE
- Positions lists for your division

Thank you for the work ahead! Please feel free to contact me if you have any questions or if additional information is needed.

Brenda Cates

Budget Director, Budget Office

940-565-3233 brenda.cates@unt.edu

Helpful Information and Reminders

1. Use only Internet Explorer or Firefox (not Chrome). The URL for Hyperion Budget and Planning is: https://myepm.untsystem.edu/workspace/index.jsp.

2. The application will be open through **Monday, April 30, 2018.** Each Cabinet member will establish their own deadlines to ensure this timeline is met.

3. Only budgetary chartstrings should be budgeted in Hyperion. These are chartstrings with Fund Categories 105 Education General, 120 Auxiliary, or 200 Designated Operating.

4. **MAKE COMMENTS & ANNOTATIONS**! We cannot stress enough the importance of making comments on any changes you make. You may make comments on any individual field or on an entire chartstring via an Annotation.

5. Please save your data, aggregate your data, and then review. You may continue to make changes after the aggregation process. Please make sure to re-save, and re-aggregate. Once the application closes on April 28th no further edits will be allowed.

6. Approval levels are now in place! Users have the ability to submit their budgets for VP approval. Review the training guide for directions.

7. Chartfield and Account tree roll up values, along with other helpful documents including a list of Budgetary Accounts, can be found on the Budget Website.

8. Position Funding: **Please verify the accuracy of the data provided.**
   a. You should not make any changes to position funding. If there are any questions or changes, please make a comment **and** call or email the Budget Office.
   b. Merit is NOT a part of this budget process.

Hyperion Budget TRAINING LABS   Enrollment is not required. Come-and-go as you are able.

- 03/22 9:30AM – 11:30AM GAB 550A
- 4/03 9:30AM – 11:30AM GAB 550A
- 4/11 1:00PM – 3:00PM GAB 550
- 4/12 9:30AM – 11:30AM GAB 550A
- 4/18 1:00PM – 3:00PM ESSC 152
- 4/20 9:00AM – 11:00AM GAB 550A

Questions? Call the Budget Office at 940-565-3233 or email us at Budget.Office@unt.edu. Please include "Hyperion" in the subject line of your email.

BUDGET PREPARATION CALENDAR
Fiscal Year 2019

Date	Responsible Party	Action
January - April, 2018	President/ VP F&A	President determines proposed/preliminary assumptions for FY 2019 budget.
	Budget Office	FY 2019 revenue estimates prepared by Budget Office and presented to VP Finance & Administration for review.
		Preliminary estimate of Continuing Services (baseline) Budget vs. Estimated Available Revenue prepared by Budget Office and presented to the VP Finance & Administration.
March 21-April 30, 2018	Campus Users	Individual departments receive instructions and Hyperion access. President's Cabinet reviews and approves in Hyperion system.
April 12-25, 2018	Campus Users/ Budget Office	7 open labs for Campus-wide Hyperion budget system held: • 03/22 9:30AM – 11:30AM GAB 550A • Week of 3/26 TBD • 4/03 9:30AM – 11:30AM GAB 550A • 4/11 1:00PM – 3:00PM GAB 550 • 4/12 9:30AM – 11:30AM GAB 550A • 4/18 1:00PM – 3:00PM ESSC 152 • 4/20 9:00AM – 11:00AM GAB 550A
Late April	Budget Office	Budget Office distributes to President's Cabinet and College Deans guidelines and workbook templates for FY 19 Budget Hearings.
April 30 - May 15, 2018	President/ Cabinet / Deans	BUDGET HEARINGS - President's Cabinet and College Deans discuss strategic uses from FY 2018 priority allocations and reallocations for FY 2019
May 1 - June 8, 2018	Budget Office	Budget Office balances FY 2019 budget and prepares summary schedules.
June 8, 2018	Budget Office/ System Administration	Hyperion Closed for Campus Entry. Draft Fiscal Year 2019 Budget reports generated from Hyperion for Review and Analysis by System Budget and Vice Chancellor for Finance.
June 2018	Budget Office	Hyperion re-opened to UNT Budget Office for adjustments.
June 2018	Budget Office/ System Administration	Hyperion Closed for Entry – FINAL. UNT System's Budget Office Prepares Analysis and Compiles Component Unit Budgets into the UNTS Consolidated Fiscal Year 2019 Budget and Prepares Budget Presentations.
Late June, 2018		UNT System's Office Posts Fiscal Year 2019 Budget in Advance of the Board of Regents Facilities & Finance Committee Meeting (tentative).
Mid July, 2018		Presentation of FY 19 Budgets at Board of Regents Facilities & Finance Committee Meeting (tentative).
Early August		UNT System's Office Posts Fiscal Year 2019 Budget in Advance of the Board of Regents Meeting.
August 9-10, 2018		UNT System Board of Regents Meeting - Finance Committee (day one).

M&O Expenditure Definitions

D5000 Cost of Goods Sold – Expenditures related to the purchase of merchandise that will be resold. Examples include inventory purchased for concessions or retail dining services.

D5101 Professional Fees and Services – Expenditures related to customized, non-repetitive, and unique services that are typically performed by a professional whose occupation is the rendering of such services. These expenditures occur through accounts payable rather than through human resources or payroll. Examples include IT and Data Processing Services; Medical and Veterinary; Advertising Fees; Audit, Financial and Business Services; Legal Experts Services; Collection Agency Services; Architectural and Engineering Services; and Other Purchased Services.

D5301 Materials and Supplies – Expenditures related to general supplies and non-capitalized equipment fees including those expended for General Supplies Expenses and Non- Capital Equipment. Examples include consumables, chemical, gases, fuels, lubricants, athletic team uniforms and equipment, medical supplies, postal services, etc.

D5350 Repairs and Maintenance – Expenditures related to non-capital projects, scheduled maintenance, emergency maintenance and repairs, etc. These expenses should only be non-capitalizable expenses.

D5360 Rental Expense Non-Cap – Expenditures related to non-capital lease and rental expense fees. Examples include rental of computer equipment, software, land, space, vehicles, furnishings, and reference material.

D5371 Printing and Reproduction – Expenditures related to printing and copying documents including those expended for Printing Expenses, Publications, and Copying Services.

D5501 Other Operating Expenditures – Expenditures related to all other expenses. Includes those expended for Tax Expenses; Insurance Expenses; Postage and Shipping Expenses; Dues, Memberships and Licenses; Patent and Royalty Expenses; Banquets Awards and Speaking Events; Employee Training Expenses; Non-Travel Reimbursable Expenses; and Other Operating Expenses.

D5251 Travel – Expenditures related to reimbursable domestic and international travel and entertainment fees.

D5331 Communication and Utilities – Expenditures for communication and utilities fees including those expended for Telecommunication and Utilities Contracts fees.

D5461 Scholarships and Financial Aid – Expenditures related to the grants-in-aid or the other financial aid payments that are awarded to students for the purpose of attending college. Includes those expended for Scholarships & Financial Aid Expenses where the revenues used were received previously and Tuition Remission and Grant Contributions.

D5701 Capital Expense – Expenditures for the acquisition, renovation, or maintenance of capitalized fixed assets, such as land, buildings, and equipment. This includes amounts expended for capitalized equipment, vehicles, software, leases, construction projects, and other capitalized expenditures.