FY2021 Budget Process

PBCS New User Training

PBCS training is required to have write access to the system.

If you are a new user and have not attended training watch the training schedule and register to attend.

There are no exceptions to having write access to the system.

Budget Development Class

The budget office is offering Budget Development Training February 10 – March 4, 2020.

This training will focus on developing the 2021 budget.

Topics will include position/salary budgeting, how to handle being short or long on funds, M&O and travel budgets, and wages budgets.

The Budget Development Class is not a requirement to working in PBCS, but it is highly recommended.

The PBCS New User Training is a pre-requisite before registering for the Budget Development Class. Please do not register for this class without having attended the New User Training first.

Classes are being offered for Academic Colleges and Administrative Units separately. Please register for the class that corresponds to your area.

If you are not able to attend the assigned class, there are open/unassigned classes.

Budget Resource Assignments

The budget office has a new budget resource Barry Harris.

Please refer to the resource list which can be located on the Budgets, Planning and Analysis web page.

Eye On It

Keep an eye on your department cost center budgets.

Deficits are no longer allowed on any cost center.

Don’t let your spending come to a halt due to lack of expense planning.
### PBCS User’s Group

**Introduction**
The PBCS User’s Group was created in October 2019 to facilitate improvements to the Budget Process and to the PBCS software. The benefits of serving on the user’s group allows the Academic and Administrative members to have a voice in future changes. The overall goal is to benefit all those responsible for budgeting in the university community.

**Mission**
The purpose and sole mission of the PBCS User’s Group is to provide an outlet for the user community to meet and discuss various aspects of the budget process including the PBCS software and its functionality. PBCS User’s Group is a way to come together for central discussion, education and support for All users of the PBCS software.

**Membership**
The membership consists of individuals from three Administrative departments, three Academic Colleges, and two Academic Resource Planning Directors. The AVP, Academic Resource Planning is optional and attendance at meetings is at the discretion of the individual.

**Initial Membership**
- Cary Wilkerson, Director – Auxiliary Business Services
- David Locke, Director – Police Department
- Johnny Scott, Accountant III – Campus Recreation
- Ruth Handley, Executive Assistant to the Dean of Science – College of Science
- Laura Penuel, Assistant to the Dean of Education – College of Education
- Martha Ambrosio, Assistant to the Dean of Business – College of Business
- Arthur Go, Academic Resource Planning Director – School of Social Work
- Michael Dooley, Academic Resource Planning Director – Architecture – CAPPA
- Susan Elliott, Assistant Vice President for Academic Resource Planning

Please feel free to reach out to any of the committee members if you have suggestions or recommendations to the budget process and/or PBCS.

### FY2021 Budget Process Dates

- **PBCS open to users:** March 12 – April 9
- **PBCS Labs:** March 12 – April 9
- **Reconciliation of Changes Worksheet due to Budgets:** April 10
- **PBCS set to view access for all users:** April 10

*Refer to the process calendar for additional due dates*
**Budgeting ALL Cost Centers**

The following outlines the budget functions that will change as UTA begins budgeting ALL active cost centers in FY2021

- **Budgeting ALL active cost centers**
  - All active cost centers currently generating revenue that have not been budgeted in the past will now be budgeted
    - Departments will begin estimating revenue and expenses to be budgeted
      - Estimate revenue and expenses by analyzing past years
      - How to analyze past years data is discussed in the Budget Development Class
  - Associate revenue will no longer be used
    - Cost centers on associate revenue will be budgeted. Revenue and expenses will be estimated.

- **Exclusions to budgeting**
  - Agency cost centers, funds that are not UTA funds, will remain as associate revenue cost centers and will not be budgeted
  - Grants/Projects are not included to be budgeted in PBCS
    - Cost Share is not to be budgeted
  - Cost centers that have no activity (generating revenue) and only have balance forward funds will not be budgeted

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**Budgeting ALL Positions**

The following outlines the budget functions that will change as UTA begins budgeting ALL positions in FY2021

- **Budgeting ALL positions**
  - Criteria on which positions will be budgeted
    - All full-time, permanent part-time, benefits eligible only
The following resources are located on the Budgets, Planning & Analysis web page:

- Budget Development Class PowerPoint
- Budget Process Calendar
- Budget Process Check Lists (E&G and Other Cost Centers)
- FY2021 Budget Process (this document)
- FY2021 PBCS Department User Enhancements
- Instructional Reserve Process
- Planning Budget from Salary Roster Instructions (created by Academic staff)
- Reconciliation of Changes Worksheets – E&G and Other Cost Centers (updated by Academic staff)
  - The reconciliation of changes worksheet is a required document to be submitted to budget resources on April 10th
  - Worksheets are to be submitted for each cost center budgeted
- Step-By-Step Guide to PBCS Budget Processing (updated by Academic staff)