Budget Coding Plan
Dell Medical School Office of Finance
Why we are coding

- Tracking and reporting for domains, initiatives and mission areas
- Manage actual to budget performance
- Align expenses to appropriate funding and revenue sources
What we are coding

Mission Areas

• Clinical (CLI)
• Education (EDU)
• Research (RES)
• Administrative (ADM)
• Facilities (FAC)

• Clinical Admin (ACL)
• Education Admin (AED)
• Research Admin (ARA)

Coding field (Code 1) only allow 3 characters and must be the exact match to codes above.
Coding Plan

• Departments will assign delegate through which all requests must route before it reaches Dell Med Finance.
  – This Delegate should have thorough knowledge of department’s approved budget.

• Departments will work with Dell Med Finance monthly to reconcile all charges to ensure there’s a code to every transaction.
Types of Expenses

• Salary & Wages
• Request Forms Systems
  – Travel Authorizations & Reimbursements
  – Entertainment Request Forms
  – Payment Requests Forms
    • Purchase Orders
    • Business Contracts & Professional Services
    • Other reimbursements to individuals
• UTMarket and other Purchase Requests
• Internal Transfers & Inter-departmental Transfers (IDT)
Salary & Wages

• Departments will work with Dell Med Finance at the beginning of FY to identify mission codes for all personnel.
• Dell Med Finance work with HR to add codes for all individuals in the HR System.
  – Individuals can have multiple mission codes based on effort.
Delegate will add Mission Area Code to Code 1 of all requests before routing to Dell Med Finance. This includes:

- Travel Authorizations & Reimbursements
- Entertainment Request Forms
- Payment Requests Forms
  - Purchase Orders
  - Business Contracts & Professional Services
  - Other reimbursements to individuals
UTMarket & Point Plus Portals

- Delegate must approve and confirm mission code in notes before sending request to Dell Med Finance.

  - Dell Med Finance processes order and inserts code in Code 1 field when checking out and approving cart.

<table>
<thead>
<tr>
<th>Cart Name</th>
<th>2017-08-16 dtp306 01</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT Market Cart</td>
<td>no value</td>
</tr>
<tr>
<td>Description</td>
<td>(not in FRMS)</td>
</tr>
<tr>
<td>Pay-from</td>
<td></td>
</tr>
<tr>
<td>comments (100 characters):</td>
<td>20-5600-3150</td>
</tr>
<tr>
<td>Deliver-to</td>
<td>HTB 10.400</td>
</tr>
<tr>
<td>comments (100 characters):</td>
<td>ADM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Current Distribution</th>
<th>Pool Balance</th>
<th>Account Name</th>
<th>Department Codes</th>
<th>Authority</th>
<th>State</th>
<th>Yes</th>
<th>No</th>
<th>Federal</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-5700-3750</td>
<td>$359.99</td>
<td>$4,222.30</td>
<td>Maint., Oper., &amp; Equip</td>
<td>Add</td>
<td>State</td>
<td>Yes</td>
<td>No</td>
<td>Federal</td>
<td>Remove</td>
<td></td>
</tr>
</tbody>
</table>

Current Distribution: **$359.99**
Internal Transfers & Inter-departmental Transfers (IDT)

- We cannot code transactions when processing since these originate outside of Dell Med.
- Monthly reports will be sent for charges that are missing Mission Codes for department delegate to identify and add.
  - Transactional reports will be sent weekly.
  - Departments have 3 business days to return transactional report with mission codes added.
- DMS Finance will add mission codes in DEFINE.
Departmental To-Dos

• Identify departmental delegate to manage departmental coding submissions.
  – Send names to the Dell Med Finance alias by 9/1/17.

• Attend Dell Med Finance training sessions prior to new FY for examples and to review procedures.
  – Tentative training dates for all admins:
    • Tuesday 8/29/17
    • Wednesday 8/30/17