The University of Texas at Austin
Dell Medical School

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.

‡ Account	‡ Account Title	‡ Unit Code	‡ Distribution %	‡ Eff. Date	‡ End Date	‡ Dept. Coding
1956008109	ADMINISTRATIVE & PROFESSIONAL SALARIES	0063008	80.000	07/01/2017		[Add Dept. Codes]
1955000309	ADMINISTRATIVE & PROFESSIONAL SALARIES	0065000	20.000	12/14/2016		[Add Dept. Codes]

Request Forms System

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.

Cart Name	2017-08-16 ctp396 01	Pay-from comments (100 characters):	20-5600-3150	Instructions for buyer:	Mission Code: ADM
UT Market Cart Description (not in FRMS)	no value	Deliver-to comments (100 characters):	HTB 10.400		

Account Number	Current Distribution	Pool Balance	Account Name	Department Codes	Authority	State	Federal	Remove
20-5700-3750	$359.99	$4,222.30	Maint.,Oper., & Equip	Add	State	Yes	No	Delete
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