

FY2023 UTSA Annual Operating Budget to UT System

Timeline for Financial Lead and Budget Office

Start Date	Completion Date	Action Item
<u>Revenue Forecasts and Revenue Transfers</u>		
February 2	February 16	Revenue Forecasts - Net Sales and Services (Auxiliary and Other Designated); Other Revenue - Other Designated Funds; Non-Mandatory Fees
February 4	February 16	Revenue Transfers - Net Sales and Services (Auxiliary and Other Designated); Other Revenue - Other Designated Funds; Non-Mandatory Fees
February 7		Revenue Forecasts - Restricted Revenue from VPR and VPDAR for Gifts, Endowments and Sponsored Programs
March 9	March 25	Revenue Forecasts & Transfers - On-Line (Option 3)
Early April		Revenue Forecasts & Transfers - Differential Tuition
March 9	March 25	Revenue Forecasts & Transfers - Mandatory Fees
March 7	March 25	Revenue Forecasts - Statutory and Designated Tuition
<u>Position Updates for Budgeted Positions</u>		
February 21	March 11	Position Reviews for adjustments related to New/Eliminated positions and Funding Changes
<u>Hyperion Cost Center Reviews and Balancing</u>		
April 13	May 6	Balancing of Individual Cost Centers utilizing Hyperion Change Request Forms
<u>Budget Office to Finalize the Preliminary Budget Details with Leadership</u>		
May 9	June 3	Produce Preliminary Reports from Hyperion, Review Revenue Projections, Variance Analysis, etc.
<u>UT System Budget Priorities (Updated After Feb 24, 2022 Board of Regent Meeting)</u>		
May 14-27		UTSA Leadership to share Draft of Goals and Priorities with UT System
June 27		UT System Draft Budget - Summary Level with Optional Detail
June 29 - July 6		UT System Budget Technical Budget Review Meetings (i.e. Goals and Priorities)
July 11		UT System Final Budget and Support Schedules Due
<u>Budget Load into PeopleSoft - To Be Completed by Budget Office</u>		
Early August		FY 2023 Budget Loaded into PeopleSoft