May 28, 2013

MEMORANDUM

TO: OMNI Budget Managers

FROM: Michael Lake
Director, University Budgets

SUBJECT: 2013-14
E&G, Auxiliaries, DRS, Locals

For 2013-14, the Budget Office is once again offering training for the University’s annual Operating Budget Submission online via Blackboard. Those responsible for entering operating budgets are required to complete the training and score at least 80% on each of the skills assessments by July 3, 2013. (Anyone who has previously completed the training is welcome to repeat it, but is not required to do so.) Attached are instructions with detailed information on accessing and completing the training.

Those responsible for entering operating budgets should verify that they will have access to the FSU Operating Budget Application by the Budget Entry Windows, which are:

- Non-E&G: Monday, July 8, 2013 to Monday, July 15, 2013
- E&G: Friday, July 19, 2013 to Friday, July 26, 2013

Detailed information on the above can be found in the 2013-14 Operating Budget Training materials available on Blackboard. Additional information is also available on the 2013-14 Operating Budget Information page at http://www.budget.fsu.edu/2013-2014-Operating-Budget-Information.

If you need assistance at any point, please do not hesitate to call the Budget Office at 644-4203.

CC: OMNI Deans, Directors, Department Heads, and Chairs