Budget Office
2014-2015 Operating Budget Training
Section 1
Non-E&G Budget Entry
Before You Begin: Role Request

- To enter a Non-E&G budget request: You must be the Budget Manager of the department in Chartfield Values AND you must have the FSU_BUDGET_PREPARER role.

- For information on OMNI role requests, visit http://omni.training.fsu.edu/OMNI-Human-Resources/OMNI-Security
Before You Begin: Important Dates

- Non-E&G Budget Managers have access to enter budgets only during the below window:

  - **Open**: Friday 5/16/14 12:01am
  - **Close**: Friday 5/23/14 11:59pm
Before You Begin: Understanding the Process

For Non-E&G funds:

- In general, budgets are developed:
  - By departments for Auxiliaries, Florida State University Schools (FSUS), Student Activities, Technology Fee, Vending, Athletics, and Financial Aid
  - Centrally for Sponsored Research

- Some departments may be required to have their budget requests approved by their management
Before You Begin: Important Information

- Budget requests should be based on the department’s best estimate of financial transactions that will occur in the new fiscal year. When planning, departments should consider all factors that may impact them, such as:
  - Loss of revenue due to the economic climate
  - Personnel changes
  - Large purchases needed to replace worn equipment

- Budget Managers should keep documentation supporting budget requests
Before You Begin: Important Information

- Budgeted cash *transfers in* must equal budgeted cash *transfers out* at the University level. Therefore, when developing budget requests, **departments should coordinate with each other to ensure that each cash transfer in has a corresponding cash transfer out.**
For the Operating Budget, the Budget Office generates Non-E&G Position Reports to show estimated salary expenditures by department.

These reports are sent to Budget Managers (in mid-April), and the Salary Estimates are displayed on the Non-E&G Budget Request screen in OMNI.

Budget Managers may use these estimates to develop their salary budget requests.

Budget Managers can also utilize the salary and benefits calculator to help supplement these estimates. The calculator can be found at http://budget.fsu.edu/2014-15-Operating-Budget-Information.
Before You Begin: Important Information

As a Budget Manager for a non-E&G department, you must also consider the following when entering your budget:

- **Unemployment Compensation (Billed quarterly)**
  - Billings are based on actual payments made to former employees. If your department will likely be billed in the new fiscal year, include an estimate in your 740000 Expense budget request.

- **Casualty Insurance**
  - Consists of 3 types:
    - Worker’s Compensation
    - General Liability
    - Federal Civil Rights (Billed in November)
  - All departments with Salary and/or OPS expense will be assessed a portion of the University’s total bill, which changes yearly. Estimated assessments can be based on the prior year’s amount. If your department will be billed, include an estimate in your 740000 Expense budget request.

- **Auxiliary Overhead Assessment (Billed in February)**
  - The Budget Office will enter your budget request as a Non-Operating Transfer Out on 780170. (The budget request entered will be the actual amount of the assessment to be processed in February.)

Please note these do not apply to Sponsored Research or E&G. For more information, visit [http://budget.fsu.edu/Positions-Rate/Estimating-Fringe-Benefits-2013-14](http://budget.fsu.edu/Positions-Rate/Estimating-Fringe-Benefits-2013-14)
Before You Begin: Helpful Tools

To assist Budget Managers in developing the best estimate of financial transactions that will occur in the new fiscal year, the Budget Office has provided these helpful tools:

- Budget Worksheet for Auxiliaries, Locals, and FSUS
- Budgeting for Salary and Benefits Templates
- Revenue Accounts
- Printing Non-E&G Operating Budget Requests

Accessing the Non-E&G Budget Application

- Follow these steps to get to the Non-E&G Budget Application:

  OMNI Financials > Main Menu > FSU Operating Budgets > Non-EG Budget Request

- If you do not see FSU Operating Budgets and/or Non-EG Budget Request, check to be sure you have the FSU_BUDGET_PREPARER role (see slide #3).
The **Non-EG Budget Request** link will bring you to a search screen, where the **Budget Year** (2015 for this year) and your **Employee ID** will default in.

- Click the **Search** button.

- The resulting list shows all of the departments for which you are the Budget Manager. Click one of the blue links to select a department-fund combination.
The Non-EG Budget Request screen shows Fund Balance, Revenues, and Expenditures for the prior fiscal year and the current fiscal year. (2013-14 figures as of 4/30/2014 will be provided during May to assist Budget Managers. Note that this is only 10 months worth of history. Factor in revenues and expenditures for May and June as you enter your budget.)

Enter budget requests in the budget column.
Near the middle of the screen, just below the **revenue subtotals**, is the **Salary Estimate** that was mentioned in Slide #8.

You may use the Salary Estimate provided for your salary budget, or may request a **different figure** based on changes you anticipate during the year (hiring a new employee, retirement, etc.).
You will be required to enter a note if:

- Your total expenditures increase by 10% or more
- You enter a budget request for a transfer in or transfer out
  - **Intra Fund Transfers** occur within a fund (e.g., 320 to 320)
  - **Inter Fund Transfers** occur between funds (e.g., 320 to 610)

Use the **Enter Notes** link (available at the top or bottom of the screen) to enter notes if required.
If the **Total Operating Expenditure Change %** is over 10%, choose **Over 10%** as your **Notes Category**. Describe the reason for the increase (e.g., “adding 40 new staff”) in **Comments**.
For transfers, choose the appropriate **Notes Category**: 

- **Inter-Fnd Transf Out** (Budgetary Account 780140, transfers from your department to a department on a different fund) 
- **Inter-Fund Transfer In** (Budgetary Account 691520, transfers to your department from a department on a different fund) 
- **Intra-Fnd Transf Out** (Budgetary Account 780100, transfers from your department to a department on the same fund) 
- **Intra-Fund Transfer In** (Budgetary Account 691510, transfers to your department from a department on the same fund)
Non-EG Budget Request Screen

- Under *Comments*, identify the transfer’s source or recipient, including a department number if possible.

- Enter **Total Amount** (required for transfer notes only), ensuring that the amount entered equals your transfer budget request.
Non-EG Budget Request Screen

- To add or delete notes, use the + and – buttons.
- For transfers, if multiple transfers make up your budget request for one Notes Category, you may enter each transfer on a separate line. The sum of the lines must equal the total budget request for that Notes Category.
- When you are finished, click the OK button.
When you have entered your budget request, your budgeted **Ending Fund Balance** should be positive (unless otherwise approved by the Budget Office).

To finish, click the **Save** button.

*Note: You will not be able to save your budget request unless all of your required notes have been entered.*
If one of your department-fund combinations is invalid or will not be used in the new fiscal year, it may not require a budget request. In this case, check the No Request box at the top of the screen, indicating that you have intentionally left the budget request blank.

To finish, click the Save button at the bottom of the screen.
Non-EG Budget Request Screen

- Use the **Printable Rpt** button at the top of the screen to print a report showing your budget request(s).

Section 2

E&G Budget Allocation
Before You Begin: Role Request

- To enter E&G budget allocation: You must be the School Manager of a school/college *(The Budget Office contacts each school/college in July to identify School Managers, and then defines them in OMNI.)* AND you must have the FSU_BUDGET_ANALYST role

- For information on OMNI role requests, visit [http://omni.training.fsu.edu/OMNI-Human-Resources/OMNI-Security](http://omni.training.fsu.edu/OMNI-Human-Resources/OMNI-Security)
Before You Begin: Important Dates

- E&G School Managers have access to allocate budgets only during the below window:

  - **Open:** Friday 7/18/14 12:01am
  - **Close:** Friday 7/25/14 11:59pm
Before You Begin: Understanding the Process

In general, for E&G funds:

1. The State Legislature finalizes appropriations.

2. FSU’s Executive Management determines allocations by Division.

3. Division Vice Presidents determine allocations for their Schools/Colleges.

4. OMNI Schools/Colleges determine allocations for their departments by budgetary account.
For the Operating Budget, the Budget Office calculates E&G salary budgets by department, then books the budgets in OMNI.

What does this mean for the School Manager? You will not allocate salary budget. You will only allocate budget for OPS, Expense, and OCO.
Accessing the E&G Budget Application

- Follow these steps to get to the E&G Budget Application:

  OMNI Financials > Main Menu > FSU Operating Budgets > EG Budget Allocation

- If you do not see FSU Operating Budgets and/or EG Budget Allocation, check to be sure you have the FSU_BUDGET_ANALYST role (see slide #24).
The EG Budget Allocation link will bring you to a search screen, where the Budget Year (2015 for this year) and your Employee ID will default in.

- Click the Search button.
The resulting list shows all of the schools for which you are listed as the School Manager.

Schools may appear on the list more than once if they have activity on different OMNI funds (e.g., General Revenue on 110 and Tuition Differential on 121).

Access each school-fund combination on the list individually by following the blue links provided.
Each *EG Budget Allocation* screen shows an allocation for the school-fund combination and lists departments.

Distribute the allocation by entering amounts in the cells under OPS, expense, and OCO. *(Salary and special categories are handled by the Budget Office.)*
EG Budget Allocation Screen

As you key **distributions**, the amount **remaining** will decrease to zero.

To finish, click the **Save** button at the bottom of the screen.
Repeat the allocation process for all school-fund combinations on your list. Be sure to distribute the entire allocation for each, leaving zero remaining.

You may make adjustments to your distributions as needed throughout the E&G budget entry window. Be sure to *Save* each time you make an adjustment.