2016-17
Operating Budget Training
Conducted by the Budget Office
Corbin deNagy
Budget Entry Window

• Budgeting in Hyperion
• Salary Budget (SALARY) April 4-15
• Operating Budget (ALLFUND) April 4-30
Operating Budget Website

• Before you can access Hyperion, complete the steps in the Internet Browser Setup Manual
• Hyperion Budget User’s Manual
• FR Report Entity Selection Guide
• Detailed listing of active General Ledger accounts (Revenue and Expense) with mapping to the sub-budgetary accounts
Workshops

• Optional
• Budget Office personnel available to assist with budget entry
• Register through the “Request Training Enrollment” module in OMNI-HR
• Come anytime between 10-3 at the designated location
Department Access

- Department access in Hyperion is based on VP, Dean, or Director designation
- Contact the Budget Office if you believe you are missing a department
Non-E&G

• Overhead Assessment and Vending Allocations will be preloaded in the entry screen
• For Technology Fee, budget to spend your estimated 6/30 remaining fund balance (i.e., do not budget for anticipated revenues)
• Notes are no longer required
Non-E&G

• For users impacted by the changes related to the establishment of the new auxiliary funds – you won’t see the new funds; we will make the necessary changes to budgets booked in OMNI as of July 1st
Addition to Fund Balance is the result of budgeting revenues greater than expenses. For example, you budget:

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$10,000</td>
</tr>
<tr>
<td>Expenses</td>
<td>$8,000</td>
</tr>
<tr>
<td>Addition to Fund Balance</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

Addition to Fund Balance will be booked to Budgetary Account 999002 in OMNI on July 1st.
Non-E&G - Transfers

• Budget Preparers do not have access to enter budget on transfer accounts
• Use the Hyperion Transfer Request form found on the Budget Office forms website
• Total Transfer Out and Transfer In must balance
• Budget Preparer for Transfer Out and Transfer In department(s) must approve (contact the Budget Office if you are unsure who the Budget Preparer is for a particular department)
• Electronically sign and submit to the Budget Office
E&G

• Budget Preparers have two entry columns:
  – Recurring
  – Non-Recurring

• The Non-Recurring column should only be used if there’s a non-recurring allocation
E&G

- Salary totals will feed in from the SALARY app around 1pm and 7pm every day until 4/15. They will remain static after 4/15 pending any Budget Office adjustments.
- E&G allocations in Hyperion reflect recurring balances in OMNI as of 3/31; we can adjust them if need be to balance salaries.
E&G

• All allocation adjustment (salary and non-salary) requests must be submitted to budget@admin.fsu.edu with one of the following:
  – E&G Rate Allocation Change Form (located on the Budget Office Forms website)
  – Provost Amendment Memo
  – Budget Office Amendment Memo
Carryforward

- The Unallocated Balance amount calculated from your budget entry is only an estimate.

<table>
<thead>
<tr>
<th>Estimated July 1 CF Balance</th>
<th>Budgeted Expenditures</th>
<th>Unallocated Balance in Hyperion</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000</td>
<td>$45,000</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated July 1 CF Balance</th>
<th>Budgeted Expenditures</th>
<th>Unallocated Balance in Hyperion</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000</td>
<td>$55,000</td>
<td>$(5,000)</td>
</tr>
</tbody>
</table>
Carryforward

- Unallocated Balance is the difference between your total operating expenditures budget and your actual July 1st carryforward balance. The Budget Office will book to Budgetary Account 999001 in OMNI on July 1st.

<table>
<thead>
<tr>
<th>Actual July 1 CF Balance</th>
<th>Budgeted Expenditures</th>
<th>Unallocated Balance in OMNI</th>
</tr>
</thead>
<tbody>
<tr>
<td>$55,000</td>
<td>$45,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>$40,000</td>
<td>$55,000</td>
<td>$(15,000)</td>
</tr>
</tbody>
</table>
The End

• Questions?

• Corbin deNagy
  ○ 645-0050
  ○ cdenagy@admin.fsu.edu