July 20, 2011

MEMORANDUM

TO:       Deans & Directors
FROM:     Michael Lake
          Director, University Budgets
SUBJECT: Distribution of 2011-2012 E&G Budget Allocations

Distribution of 2011-12 E&G budget allocations will occur July 21 – July 28, 2011. Each unit has been contacted by the Budget Office and has designated a School Manager to handle the distribution. To access the E&G Budget Allocation screen in OMNI-Financials, School Managers need the FSU_BUDGET_ANALYST role, which can be requested through the eORR Online Role Request link in OMNI-HR.

The distribution process this year will be identical to last year. School Managers will apportion their unit's E&G allocation between OPS, Expense, and OCO, at the OMNI department level. (As always, E&G Salary and Special Category budgets will be handled by the Budget Office). Anyone can access online budget training documents that cover the E&G allocation distribution process at http://campus.fsu.edu/budgetoffice. (See Topic 7: FSU Operating Budget Application.)

In the FSU Operating Budget Application, School Managers may see two screens:

- Fund 110 (210 for the College of Medicine) – General Revenue
- Fund 121 – Tuition Differential

All units receive a General Revenue allocation, and will see at least that screen. Only units that have been allocated a portion of Tuition Differential will see this additional screen. As mentioned above, School Managers will only distribute OPS, Expense, and OCO. Salary and Special Category budgets will be handled by the Budget Office.

If you have any questions or encounter any problems with the distribution process, please contact the Budget Office at 644-4203 for assistance.

Cc: Associate Vice President Ralph Alvarez
    School Managers

Attachment: Detail of 2011-2012 E&G Allocations