

**2017-18**

# **OPERATING BUDGET TRAINING**

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Conducted by the Budget Office

Corbin deNagy



# Budget Entry Window

- Budgeting in Hyperion
- Salary Budget (SALARY) April 1-16
- Operating Budget (ALLFUND) April 1-30



# Operating Budget Website

- Hyperion Budget User's Manual
- Hyperion Transfer Request form
- Detailed listing of active General Ledger accounts (Revenue and Expense) with mapping to the sub-budgetary accounts
- Workshops



# 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



# Department Access

- You will only have access to departments on which you are listed as Hyperion Budget Preparer in Chartfield Values.
- You are responsible for budget entry for any fund associated with that department ID (e.g., 046000-110 and 046000-140).

Department

SetID SHARE Department 046000

Effective Date

\*Effective Date 04/01/2016 BY Find | View All First 1 of 1 Last

\*Status Active Attributes Long Description + -

\*Description Budget Office Budgetary Only

\*Short Description BUDGET

Dean, Director, Dept. Head, or Chair 000023106 Lake, Michael P

Budget Manager 000079761 deNagy, Corbin Andrew

Purpose Budget Office

Authorized Signers List Personalize | Find | View All | First 1-3 of 3 Last

Authorized User ID	Name		
000023106	Lake, Michael P	+	-
000066124	Perkins, Katherine Anne	+	-
000079761	deNagy, Corbin Andrew	+	-

Hyperion Salary Preparer List Personalize | Find | View All | First 1 of 1 Last

Salary Preparer User ID	Name		
000060090	Friedrich, Gail G	+	-

Hyperion Budget Preparer List Personalize | Find | View All | First 1 of 1 Last

Budget Preparer User ID	Name		
000079761	deNagy, Corbin Andrew	+	-



# Department Access

- Two ways to check which departments you have access to:
  1. Chartfield Values (OMNI FI > Main Menu > Setup Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values > Department)
  2. OMNI FI query FSU\_CF\_DEPT\_ALL\_EMAIL

FSU\_CF\_DEPT\_ALL\_EMAIL - All designations with email

DeptID w wildcard %:

Last Name w wildcard %:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (16 kb)

[View All](#) First 1-38 of 38 Last

	DeptID	DeptID Description	Name	Email ID	Dept Designation
1	010008	Strategic Sourcing Contracts/P	deNagy,Corbin Andrew	cdenagy@admin.fsu.edu	Hyperion Budget Preparer
2	031000	DO NOT USE	deNagy,Corbin Andrew	cdenagy@admin.fsu.edu	Hyperion Budget Preparer



# Department Access

- Complete the Update Existing Department ID form ([budget.fsu.edu/forms](http://budget.fsu.edu/forms)) to update the Hyperion Budget Preparer listing.
- Contact the Budget Office if you have any questions about department access.



# Browser Compatibility

- Recommend using Firefox
  - For those that used Hyperion last year, the Remote XUL Manager is no longer needed. No action is required to remove the XUL Manager, if already installed, and no additional settings are needed.
- IE can be used. However, if you encounter any issues, please enter a case with CTS.  
(<http://faqits.ez.fsu.edu/Support-Services/FSU-Service-Center/How-do-I-submit-a-case-for-Computer-Technology-Support-CTS>)





# 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. **DO NOT** budget for anticipated revenues.
  - For example, you estimate having \$2,000 at 6/30 and anticipate receiving \$10,000 next year. Only budget what you plan to spend from the \$2,000 at 6/30.



# Non-E&G – Fund Reorganization

- For users impacted by the fund reorganization, you will enter budget on the new fund.
- When you open the new department-fund combination, your FY17 budget entry and FY17 actuals are available.
- If you want to view FY15 or FY16 actuals for the department, you will need to select the old fund. Make sure you don't budget on the old department-fund combination.



# Non-E&G – Addition to Fund Balance

- Addition to Fund Balance is the result of budgeting revenues greater than expenses. For example, you budget:

Account	Budget
Revenue	\$10,000
Expenses	\$8,000
Addition to Fund Balance	\$2,000

- Addition to Fund Balance will be booked to budgetary account 999002 in OMNI on July 1.



# Non-E&G – Budgeted Transfers

- Budget Preparers do not have access to enter budget on transfer accounts (6915xx and 78xxxx).
- If you need to book budget on a transfer account, please complete the Hyperion Transfer Request form and submit before 4/30.
- Budget Preparer for Transfer Out and Transfer In department(s) must approve. Use Chartfield Values to determine who needs to approve (see slide 6).
- The Budget Office will book the budget for you.



# E&G

- Budget Preparers have two entry columns:
  1. Recurring
  2. 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 application around 1pm and 7pm every day until 4/16. They will remain static after 4/16 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](mailto:budget@admin.fsu.edu) with one of the following:
  - E&G Rate Allocation Change form
  - Provost Amendment memo
  - Budget Office Amendment memo



# Carryforward

- If you have any planned construction for next fiscal year, you will need budget on budgetary account 780140.
- Budget Preparers don't have access to enter budget on that account, so you will need to complete the Hyperion Transfer Request form.
- The department will be the same in both sections. Use your carryforward fund in the "Transfer Out" section and fund 802 in the "Transfer In" section.
- No need to digitally sign in both sections.





# Carryforward

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

Estimated July 1 CF Balance	Budgeted Expenditures	Unallocated Balance in Hyperion
\$50,000	\$45,000	\$5,000

Estimated July 1 CF Balance	Budgeted Expenditures	Unallocated Balance in Hyperion
\$50,000	\$55,000	\$(5,000)



# Carryforward

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

Actual July 1 CF Balance	Budgeted Expenditures	Unallocated Balance in OMNI
\$55,000	\$45,000	\$10,000

Actual July 1 CF Balance	Budgeted Expenditures	Unallocated Balance in OMNI
\$40,000	\$55,000	\$(15,000)



# Budget Adjustments

- Effective 7/1/2017, if budget is transferred from Unallocated Balance (999001), special approvals may be required. The department must submit an *Unallocated Balance Budget Transfer Form*.
  - Up to \$100,000.00 do not require special approvals
  - Transfers totaling \$100,000.01 to \$300,000.00 must be approved by the division's VP.
  - Transfers totaling \$300,000.01 to \$1,000,000.00 must be approved by the division's VP and the VP for Finance & Administration.
  - Transfers totaling greater than \$1,000,000.01 must be approved by the division's VP, the VP for Finance & Administration, and the President.



# Budget Adjustments

- Effective 7/1/2017, if budget is transferred from Addition to Fund Balance (999002) or the expense budget is increased, special approvals may be required. The department must submit a *Non-E&G Budget Adjustment Form*.
  - Up to \$100,000.00 do not require special approvals
  - Transfers totaling \$100,000.01 to \$300,000.00 must be approved by the division's VP.
  - Transfers totaling \$300,000.01 to \$1,000,000.00 must be approved by the division's VP and the VP for Finance & Administration.
  - Transfers totaling greater than \$1,000,000.01 must be approved by the division's VP, the VP for Finance & Administration, and the President.



# Budget Adjustments

- Budget Preparers may be tempted to inflate their budget to avoid having to complete forms.
- The Budget Office will closely monitor all budget requests.
- Any department with a material budget increase will be contacted for an explanation. Any request without a valid explanation will be reduced to an amount consistent with prior years.



# Reporting

- Reports are now housed in BI (BI > Dashboards > HYP – Operating Budget Reports)
- We have developed two reports:
  1. E&G Budget Requests
  2. Non-E&G Budget Requests
- Detailed information about how to run these reports can be found in the Hyperion Budget User's Manual, which is located on the Budget Office Training & Resources website.

