2018-19
OPERATING BUDGET TRAINING
Conducted by the Budget Office
Corbin deNagy
Budget Entry Window

• Budgeting in Hyperion
• Salary Budget (SALARY) April 2-15
• Operating Budget (ALLFUND) April 2-30
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.
• Go to budget.fsu.edu/OperatingBudgetInfo.
• Scroll to the bottom and click 2018-19 OB Entry Workshop Calendar (login with your FSU email address and password) to see which dates/times are available.
  • SALARY is open until April 15
  • ALLFUND is open until April 30
• Once you’ve identified a time, email budget@admin.fsu.edu the requested time and application you need assistance with to setup your appointment.
• Workshops will be held at the Budget Office.
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 Access

Three 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**

3. **Listing at budget.fsu.edu/OperatingBudgetInfo**
Department Access

• Complete the Update Existing Department ID form (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
- IE can be used. However, if you encounter any issues, please enter a case with CTS.
What’s New

• The department drop-down list on each form is filtered to only show the departments that could use that fund.
  • E&G departments will only show up in the department drop-down on the E&G forms.
  • Non-E&G departments will only show up in the NonE&G Budget Request form.
  • Foundation departments will only show up in the new Foundation form.
• Working with ERP to create single sign-on.
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 FY18 budget entry and FY17 and FY18 actuals are available.

• If you want to view 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 – 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.
Non-E&G – Foundation

• New form for Foundation – “Foundation Budget (599)”

• No Estimate July 1 Non-E&G Fund Balance tab; only Revenues, Expenses, and Summary tabs.

• Revenue budget = Expense budget.

• You will not have access to enter your Revenue budget. The Revenue budget will automatically fill-in based on the total Expense budget.

• FY 18 Actuals are July 1, 2017 – December 31, 2017.

• FY 17 Actuals are July 1, 2016 – June 30, 2017.
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 with one of the following:
  • E&G Rate Allocation Change form
  • Provost Amendment memo
  • Budget Office Amendment memo
Planned Construction

• If you have any planned construction for next fiscal year, you will need budget on budgetary account 780140.
• Complete the Hyperion Transfer Request form.
• The department will be the same in both sections.
  • For carryforward, use your carryforward fund in the “Transfer Out” section and fund 802 in the “Transfer In” section.
  • For non-E&G, use your non-E&G fund in the “Transfer Out” section and fund 826 in the “Transfer In” section.
• No need to digitally sign in both sections.
• The Budget Office will book the transfer budget and you will be responsible for budgeting on the 8xx fund.
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>
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<tr>
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<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 1.

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

• 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 – Non-E&G

• Addition to Fund Balance (999002) will no longer be booked in OMNI.

• Effective 7/1/2017, if 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.
Reminders

• Use prior spending as a guide.
• Do not enter $0 in budgetary accounts not needed.
• When budgeting for Salaries (710200, 710300, 710400), remember to budget for Benefits as well (710299, 710399, 710499).
• Budget should not be booked for Other Salary (710900). You may see some history, but this account won’t be used moving forward.
Reminders

• When budgeting for graduate assistants (720001) and temporary employment (720004), remember that OPS Fringe Benefits (720006) may need budget as well.

• Other OPS (720007) should only be used for certain expenditures (OPS Overtime, Athletic Event Staff OPS Salary, etc.).

• Other Expense (740017) should only used for certain expenditures (Subscriptions, Memberships, Bad Debt Expense, etc.).

• Use the detailed listing of active GL accounts.
Reporting

• Reports are 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 at
  https://budget.fsu.edu/OperatingBudgetInfo.