2020-21 Operating Budget Training
ALLFUND

Conducted by the Budget Office
Budget Entry

• Hyperion access

• Budget Entry Window
  • SALARY application (position detail) – April 1-17
  • ALLFUND application (everything else) – April 1-21
Operating Budget Information Page

- budget.fsu.edu/OperatingBudgetInfo
- **Resources**
  - Training Presentations
  - Hyperion User’s Manuals
  - Detailed listing of active General Ledger accounts (Revenue and Expense) with mapping to the sub-budgetary accounts
  - Hyperion Transfer Form
- Link to register for optional workshops
Workshops

• Optional
• Budget Office personnel available to assist with entry
• Workshops will be held via Zoom or Skype
• To schedule a workshop:
  1. Visit budget.fsu.edu/OperatingBudgetInfo
  2. Click 2020-21 OB Entry Workshop calendar link near bottom of page and login, if prompted
  3. Identify available dates and times
  4. Email budget@fsu.edu your desired appointment date, time, and application(s) you need assistance with
Verifying Departments

• To verify which departments you have access to or are responsible for

  • ChartField Values (OMNI FI > Budget Management > ChartField Values > Department)

  • OMNI-FI query FSU_CF_DEPT_ALL_EMAIL

  • Hyperion Preparer Listing under “Resources” at budget.fsu.edu/OperatingBudgetInfo (requires login with FSUID and password)
Department Access & Responsibility

• You will only have access to departments for which you are listed as a 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).
Hyperion Browser Compatibility

• Firefox is highly recommended

• Internet Explorer can be used
  • Computer Technology Support will need to assist if you encounter any issues
  • For guidance on submitting a case, visit [faq.its.fsu.edu/support-services/fsu-service-center/how-do-i-submit-support-request-computer-technology-support-cts](faq.its.fsu.edu/support-services/fsu-service-center/how-do-i-submit-support-request-computer-technology-support-cts)
• E&G salary budgets
  • Can not be adjusted in ALLFUND by Budget Preparers
  • Automatically populate ALLFUND from SALARY around 1:00pm and 7:00pm every day through 4/17
    • SALARY is unavailable between 12pm and 1pm, and 6pm to 7pm to accommodate this push
    • Will remain static after 4/17 unless adjustments are made by the Budget Office
• E&G-Carryforward and non-E&G salary budgets
  • Can be adjusted in ALLFUND by Budget Preparers through 4/21
  • Can populate ALLFUND from SALARY as requested
    • **New for 2020-21 – Foundation Funds (599) can also be pushed into ALLFUND**
• Attend SALARY training for additional details
E&G Allocations

• E&G Budget Preparers will see two entry columns:
  • Recurring
  • Non-Recurring (should only be used if there’s a non-recurring allocation)

• E&G allocations in Hyperion are based on recurring balances from OMNI-FI as of 3/31, but can be adjusted as needed
  • For non-salary adjustments within a unit, Budget Preparer may simply email budget@fsu.edu
  • For salary adjustments, or those that increase or decrease a unit’s total allocation, the Budget Preparer must provide an E&G Rate Allocation Change Form, a Provost Amendment memo, or a Budget Office Amendment memo
Carryforward

- Budgeted Carryforward should reflect your anticipated Carryforward Spending Plan
  - For departments with a current or anticipated 7% reserve, the amount of that reserve should be reflected in the unallocated balance

- Budgeted Unallocated Balance should not be a deficit

- If needed, adjust the Total Available for the Budget Year

<table>
<thead>
<tr>
<th>Total Available for the Budget Year</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>

- YES

<table>
<thead>
<tr>
<th>Total Available for the Budget Year</th>
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</tr>
</thead>
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<tr>
<td>$50,000</td>
<td>$55,000</td>
<td>$(5,000)</td>
</tr>
</tbody>
</table>

- NO
Budgeted Transfers

• Budget Preparers do not have access to enter budget in transfer accounts (6915xx and 78xxxx)

• If you need to book budget in a transfer account, please complete the Hyperion Transfer Request Form and submit it before 4/17

• The Budget Preparer(s) for Transfer Out and Transfer In department(s) must approve each line

• The Budget Office will book the budget for you
Selected Non-E&G Allocations

- Overhead Assessment and Vending allocations will be preloaded.

- For Technology Fee, budget to spend your estimated 6/30 remaining fund balance. Do not budget for anticipated revenues.
  - For example, if 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.
FSU Foundation Budgets

• Still a separate Hyperion form – “Foundation Budget (599)”
• No changes to form
  • No estimate for July 1 Non-E&G Fund Balance tab
  • Revenue budget will populate automatically based on expense budget
• Change to Actuals provided
  • No history from Financial Edge
  • FY19 and FY20 Actuals from OMNI-FI (as of March 31, 2020 like all other forms)
Construction

• Construction planned for next fiscal year should be budgeted in budgetary account 780125
  • Complete the Hyperion Transfer Request Form (You must select the transfer type Construction on the form)
  • If you have an existing project number, include it in the form justification box

• Transfer Out budget
  • Department-fund combination funding the construction
  • Expense budget will be booked by the Budget Office based on the form

• Transfer In budget
  • Department should be the same as the Transfer Out department
  • Most commonly used funds are 802 for construction funded by E&G-carryforward, and 826 for construction funded by Auxiliaries
  • Revenue budget will be booked by the Budget Office based on the form

• Carryforward construction requests must also be included on your Carryforward Spending Plan for FY2020-21
Budget Adjustments

• Unallocated Balance Budget Transfer Form will not be used in 2020-21. Adjustments to approved Carryforward Spending Plans must be requested via email to Michael Lake.

• **Non-E&G Budget Adjustment Form** will continue to be used in 2020-21

• Budget Preparers may be tempted to inflate their budgets to avoid having to complete these forms

• The Budget Office reviews all budget requests

• Material budget request increases that are not appropriately justified may be adjusted to an amount consistent with prior years
General Hyperion Reminders

• Correct any OMNI-FI fund balance deficits by 3/31
• As needed, Budget Preparers should work with Budget Managers to determine budget needs
• Do not enter $0 budgets (leave the field blank)
• As you budget wages (salary and/or OPS), consider whether or not benefits budgets are needed (OPS employees may have FICA, health insurance, etc.)
• Use “other” accounts only if appropriate
  • Other OPS should only be used for OPS overtime, some Athletics staff wages, etc.
  • Other Expense should only be used for subscriptions, memberships, etc.
  • Utilize the Detailed listing of active General Ledger accounts (Revenue and Expense) with mapping to the sub-budgetary accounts
• Include 2020-21 budget for any 2019-20 encumbrances (including purchase orders and travel requests) expected to roll forward
Reporting

• Reports are housed in BI (BI > Dashboards > HYP – Operating Budget Reports)

• There are separate reports for E&G Budget Requests and Non-E&G Budget Requests

• Detailed instructions on running these reports can be found in the Hyperion Budget User’s Manual