2019-20
OPERATING BUDGET TRAINING
Conducted by the Budget Office
Budget Entry

• Hyperion

• Budget Entry Window
  • SALARY application (position detail) – April 1-14
  • ALLFUND application (everything else) – April 1-21
Operating Budget Information Page

- [https://budget.fsu.edu/OperatingBudgetInfo](https://budget.fsu.edu/OperatingBudgetInfo)

- **Resources**
  - Hyperion User’s Manuals
  - Detailed listing of active General Ledger accounts (Revenue and Expense) with mapping to the sub-budgetary accounts

- Register for optional workshops
Workshops

• Optional
• Budget Office personnel available to assist with budget entry
• Scheduling
  1. Visit https://budget.fsu.edu/OperatingBudgetInfo
  2. Scroll to the bottom of the page and click 2019-20 OB Entry Workshop calendar (*you will be prompted to log in)
  3. Identify available dates and times
     • SALARY April 1-14
     • ALLFUND April 1-21
  4. Email budget@fsu.edu to request your desired appointment date and time (*be sure to specify which Hyperion application(s) you need assistance with)
• Workshops will be held at the Budget Office
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).
Verifying Departments

To verify which departments you have access to / are responsible for:

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 under “Resources” at https://budget.fsu.edu/OperatingBudgetInfo
Hyperion Browser Compatibility

• Firefox is highly recommended

• Internet Explorer can be used
  • Computer Technology Support will need to assist if you encounter any issues

• Submit a case (https://faq.its.fsu.edu/support-services/fsu-service-center/how-do-i-submit-case-computer-technology-support-cts)
27 Pay Periods in 2020

• Extra pay period only impacts 12-month employees (Summer, 9-month, and 10-month employees should not be impacted)
• University will fund for salaried E&G employees paid on funds 110 and 121
  • Provided via a non-recurring budget adjustment (Recurring salary allocations will not be impacted, and should continue to reconcile to each department’s position detail)
  • University will not fund for OPS employees, nor employees funded elsewhere (E&G-Medicine, E&G-Engineering, E&G-Carryforward, and non-E&G)
• Detail in SALARY will not be impacted
  • SALARY and related reports will continue to be based on 26.1 pay periods for 12-month employees
  • As always, Hyperion Salary Preparers should update detail in SALARY so that it’s as accurate as possible
• E&G-Carryforward and non-E&G departments will receive assistance calculating the budget impact (Attend SALARY training for additional details)
SALARY

• 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 4/15
  • Will remain static after 4/15 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
• Attend SALARY training for additional details
E&G Allocations

- E&G Budget Preparers will see two entry columns:
  1. Recurring
  2. 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
Unallocated Balance in Hyperion

- For E&G-Carryforward, 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>
<tr>
<td>$50,000</td>
<td>$55,000</td>
<td>$(5,000)</td>
</tr>
</tbody>
</table>
Unallocated Balance in OMNI-FI

- Hyperion Unallocated Balance is an estimate
- E&G-Carryforward Unallocated Balance posted in OMNI-FI will be based on the difference between your budgeted expenditures and your actual July 1 carryforward balance
- Unallocated Balance deficits must be corrected in July

<table>
<thead>
<tr>
<th>Total Available for the Budget Year</th>
<th>Budgeted Expenditures</th>
<th>Unallocated Balance in OMNI-FI</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>

FLORIDA STATE UNIVERSITY
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 4/21.

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

• 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, 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 July 1 Non-E&G Fund Balance tab
  • Revenue budget = Expense budget (with Revenue budget populated automatically)

• Change to Actuals provided
  • No history from Financial Edge
  • FY19 Actuals from OMNI-FI (as of March 31, 2019 like all other forms)
Construction

- Construction planned for next fiscal year should be budgeted in budgetary account 780140
- Complete the Hyperion Transfer Request Form
- 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
  - Budget Preparer should add expense budget as appropriate
Budget Adjustments

• **Unallocated Balance Budget Transfer Form** and **Non-E&G Budget Adjustment Form** will continue to be used in 2019-20

• 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
- 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 2019-20 budget for any 2018-19 encumbrances (including purchase orders and travel requests) expected to roll forward to 2019-20
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
Questions?

• For training purposes today, feel free to access QNA
• [http://pslinks.its.fsu.edu/external/](http://pslinks.its.fsu.edu/external/)

• Make sure you use PRD starting April 1!