

Financial Reporting Tools

BTFA02

Conducted in part by the Budget Office



OMNI Funds – Definitions

Type	Definition
Education & General (E&G)	Fund appropriated by the State legislature used primarily to support instruction, research, administration, student services, and physical plant management. Spending must result in a direct, specific benefit to the university.
Designated	Revenues collected or set aside for a specific purpose, including funds administered by central offices or administrative departments, along with certain student fees.
Auxiliary	Revenue generating business type activities that support the mission of the institution and provide essential services to the campus community. Primarily sales and services to University departments, students, faculty, staff, and others. Includes some student fees.
Restricted	Resources whose use is limited by an external agency or donor to a specific manner, purpose, and/or timeframe.



OMNI Funds – Examples

Education & General (E&G)	Designated	Auxiliary	Restricted
110 – E&G GR	301 – Student Fees	310 – Working Capital	510 – Florida State University Schools
140 – E&G GR Carryforward	335 – Central Ops & Svcs	320 – Auxiliary Enterprise	520-570 – Sponsored Research
121 – Tuition Differential	610 – Activity & Svc Fee	321 – Medical Practice Plan	599 – FSU Foundation Dept Funds
126 – Tuition Differential Carryforward	615 – Technology Fee	345 – Civic Center	660-665 – Restricted Scholarships
210 – Medicine GR	620 – Concessions (Vending)	350 – NWRDC	680 – Scholarship Agency Funds
240 – Medicine GR Carryforward	650 – Unrestricted Scholarship	360 – Parking & Transportation	
211 – Engineering GR		370 – Housing Operations	
241 – Engineering GR Carryforward		390 – Wellness Ctr & Health Fees	



OMNI Funds – Notable Considerations

Fund	Note
121 – Tuition Differential 126 – Tuition Differential Carryforward	Per Florida Statute 1009.24, “the revenues from the tuition differential shall be expended for purposes of undergraduate education... This expenditure for undergraduate education may not be used to pay the salaries of graduate teaching assistants.”
126 – Tuition Differential Carryforward 140 – E&G GR Carryforward 240 – Medicine GR Carryforward 241 – Engineering GR Carryforward	Spending must be consistent with the Board of Trustees and Board of Governors approved Carryforward Spending Plan.
610 – Activity & Svc Fee	Primarily the student Activity and Service (A&S) fee, which is allocated by the student government association (SGA) and should be spent to benefit the student body in general.
615 – Technology Fee	From the technology fee paid by students. Must be spent to enhance instructional technology resources. Requests for funding must go through The Student Technology Fee Advisory Committee.
620 – Concessions (Vending)	Funded by vending contracts. Requests for funding should be directed to each division representative.



Department IDs – Establishing a New ID

- A new department may be established if the proposed activity clearly supports the University's mission and is ongoing
- To request a new department ID, complete the *Establish a New Department ID Form* found on the Budget Office Forms web page. budget.fsu.edu/forms
 - If the activity is revenue generating, it may be classified as Auxiliary or Designated. For either of these, the below form must also be completed:
 - Auxiliary: *Request to Establish an Auxiliary Operation*
 - Designated: *Request to Establish a Designated Department*
- More information may be found in policy [4-OP-D-1 OMNI Departments](#).



Department IDs – Identifying Designations

Department

SetID SHARE Department 048000

Effective Date 06/25/2018

*Effective Date 06/25/2018

*Status Active

*Description Budget Office

*Short Description BUDGET

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

Budget Manager 000083245 Bullard, Mary A

Purpose Budget Office

Authorized Signers List

Authorized User ID	Name		
1 000023106	Lake, Michael P	+	-
2 000086124	Perkins, Katherine Anne	+	-

Hyperion Salary Preparer List

Salary Preparer User ID	Name		
1 000080090	Friedrich, Gail G	+	-

Hyperion Budget Preparer List

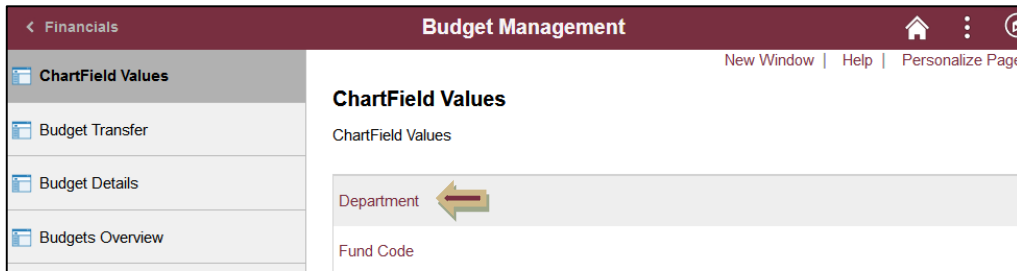
Budget Preparer User ID	Name		
1		+	-

- Dean, Director, Department Head or Chair (DDDHC) – Holds ultimate responsibility for the fiscal soundness of a department.
- Budget Manager – Official contact for the department.
- Authorized Signers – Designated to approve transactions.
- Hyperion Salary Preparer – Responsible for maintaining and updating salary/position information for the operating budget requests in Hyperion.
- Hyperion Budget Preparer – Responsible for entering operating budget requests in Hyperion.



Department IDs – Identifying Designations

- Designations can be found via the Chartfield Values link in OMNI Financials:



- Designations can also be found using the following queries:
 - FSU_CF_DEPT_ALL_EMAIL – Provides the email address for each designee
 - FSU_CF_DEPT_ALL_DESIGNATIONS – Most useful for querying an area of multiple departments

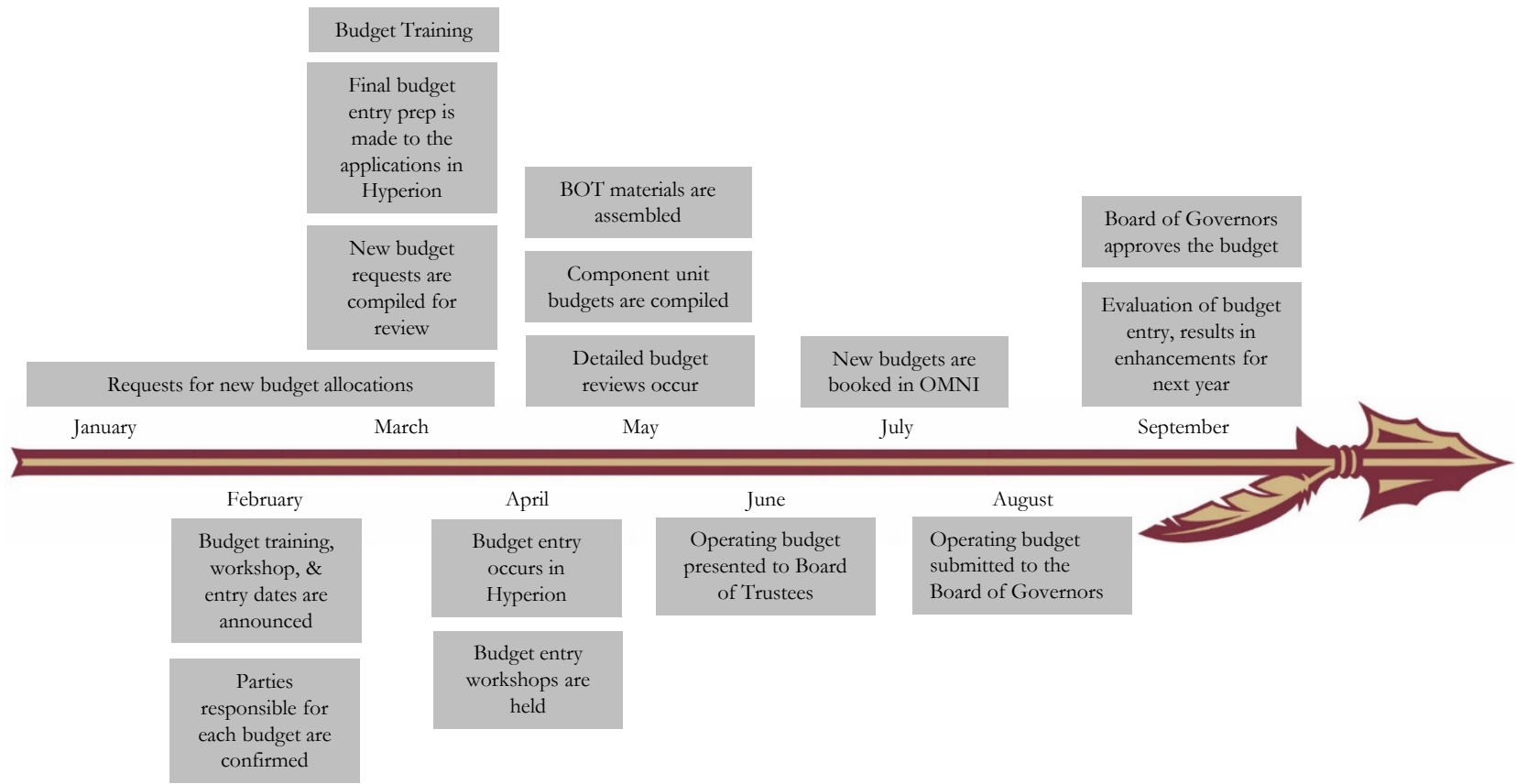


Department IDs – Designations

- Being listed as DDDHC or Budget Manager doesn't automatically make an employee an Authorized Signer. The Budget Manager may be an Authorized Signer; however, it is preferable they are not.
- Being listed as Budget Manager doesn't automatically make an employee a Hyperion Salary Preparer or Hyperion Budget Preparer.
- Budget Managers and Authorized Signers are not automatically listed in all workflow approval for other offices such as Procurement Services, HR, etc.
- The Budget Office maintains DDDHC, Budget Manager, Authorized Signer, and Hyperion Roles for all OMNI Department IDs. Changes can be made using the *Update Existing Department ID Form* found on the Budget Office Forms web page. (budget.fsu.edu/Forms)
- Sponsored Research Administration maintains project personnel. Updates may be made through SRA (see *Personnel Change Form* at research.fsu.edu/research-offices/sra/forms/)



Budget Timeline

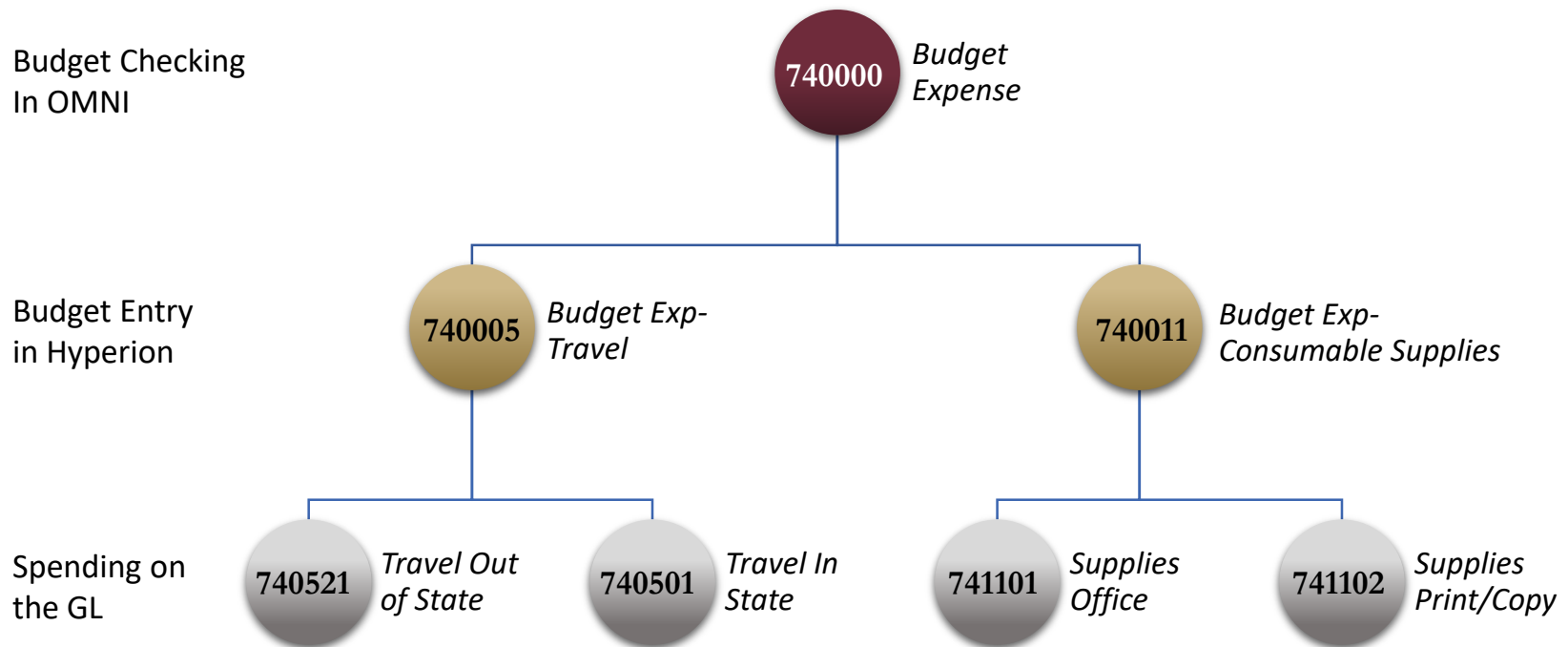


Budget Basics

- Budget is the authority to spend.
- Departments enter an annual operating budget in Hyperion every April for the following fiscal year.
- Once approved, this budget is booked in the commitment control ledgers in OMNI.
- Each department's spending is controlled by their budget*. A department cannot spend more than they have budgeted on a particular department-fund-account combination.
- Budgetary Accounts are used to classify balances on commitment control ledgers.
- Budget Journals and Budget Transfers are used to record transactions to KK budget ledgers.
 - Journals are used to increase or reduce budget and are posted by Budget Office staff only.
 - Transfers are used to move existing budget. Users with the appropriate role may post budget transfers, with some restrictions. Reference the *Departmental Guide to Budget Adjustments* on the Budget Office Training & Resources web page. (budget.fsu.edu/resources/training-resources)



Budgetary and Sub-Budgetary Accounts



Spending Constraints

- OMNI will budget check Available Balance at the department-fund-account level and will prevent certain transactions* from being processed without sufficient available balance.
 - OMNI will also check available Project balances for Foundation (599) projects.
- Department staff must manually check Fund Balance.

Fund Type	<i>OMNI</i> Departmental Available Balance	<i>Manual</i> Departmental Fund Balance	<i>OMNI</i> Project Available Balance
E&G	X		
Non-E&G	X	X	
Foundation (599)	X		X

*Excluding C&G and Capital Projects



Spending Constraints – Available Balance

- Available Balance = Budget – Encumbrances - Expenses
- To view Available Balance use any of the following:
 - Budgets Overview
 - Budget Details
 - Queries:
 - FSU_BUD_AVAIL_BAL - View Budget, Encumbrance, Expense, and Available Balance by department-fund-account
 - FSU_BUD_AVAIL_BAL_DIM - View Division, School Area, DDDHC, Budget Manager, Budget, Encumbrance, Expense, and Available Balance by department-fund-account
 - FSU_BUD_FSUF_AVAIL_BAL – Specifically for Foundation Projects on fund 599, view Budget, Encumbrance, Expense, and Available Balance by department-fund-project-account
 - BI Dashboards:
 - Financial Reports – Available Balance
 - Financial Reports – Budget and Transaction



Spending Constraints – Available Balance

A guide for using the Budgets Overview screen is available on the Budget Office Training & Resources web page. (budget.fsu.edu/resources/training-resources)

Ledger Totals (2 Rows)

Budget	71,849.00	Net Transfers	0.00
Expense	0.00		
Encumbrance	0.00		
Budget Balance	71,849.00		
Associate Revenue	0.00		
Available Budget	71,849.00		

Budget Overview Results

🔍 1-2 of 2 | View All

	Ledger Group	Dept [△]	Fund [△]	Account [△]	Account Description	Budget Period	Budget	Expense	Encumbrance	Available Budget*	Percent Available
1	CC_EXP_GRP	046000	140	740000	Budget Expense	2020	10,000.00	0.00	0.00	10,000.00	100.
2	CC_EXP_GRP	046000	140	999003	7% Statutory Reserve	2020	61,849.00	0.00	0.00	61,849.00	100.



Spending Constraints – Available Balance

A guide for using the Budgets Details screen is available on the Budget Office Training & Resources web page. (budget.fsu.edu/resources/training-resources)

Commitment Control Budget Details

Business Unit	Ledger Group	Dept	Fund	Account	Budget Period
FSU01	CC_EXP_GRP	046000	140	740000	2020

Display Chart Previous Next Return to Inquiry Criteria

Ledger Amounts

Budget:		10,000.00	USD		
Expense:		0.00	USD		
Encumbrance:		0.00	USD		

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	10,000.00	USD	Percent	(100%)	Forecasts
With Tolerance	10,000.00	USD	Percent	(100%)	

Budget Exceptions

Exception Errors	0	Exception Warnings	0	Budget Exceptions	
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Max Rows

Attributes
 Parent / Children
 Associated Budgets



Spending Constraints – Fund Balance

- Fund Balance = Assets – Liabilities(excluding capital asset accounts)
- To check Fund Balance use query FSU_DPT_LEDGER_SUM_W_CF.
 - Do not forget to consider outstanding encumbrances, which are not included in the query.

In this example, cash is \$311,301.15 and Fund Balance is \$315,304.36 (Cash + AR + AP)

	Account	Account_Description	Sum Total Amt
1	112000	Cash in Bank	311301.150
2	151100	AR - Fees	4161.160
3	311017	AP - Payroll St Retire Not ORP	-157.950



Spending Constraints – Budget Errors

Budget Error	Corrective Action
<u>Budget is Closed</u>	<ul style="list-style-type: none">• Sponsored Research Projects Only: Contact SRA• All Others: Contact the Budget Office
<u>Exceeds Budget Tolerance</u> (The transaction did not pass “Budget Checking”)	<ul style="list-style-type: none">• Follow procedures to increase Available Balance
<u>No Budget Exists</u> (The department-fund-account combination has not been activated in OMNI)	<ul style="list-style-type: none">• If possible, perform a Budget Transfer to add budget to the combination. If not, contact the Budget Office.



Available Balance Deficits

- To correct an Available Balance deficit
 - Complete an expense transfer via:
 - General Accounting using a Departmental Online Journal Entry Form
 - Available on the Controller's Office website under Accounting & Reporting Forms. (controller.vpfa.fsu.edu/forms)
 - Payroll using a Retroactive Distribution of Funding (eRDF)
 - Release encumbrances by closing or cancelling unnecessary Purchase Orders or Travel Requests
 - Process a budget adjustment via:
 - Budget Transfer, or
 - Non-E&G Budget Adjustment Form, for Non-E&G Departments only
 - Available on the Budget Office Forms web page. (budget.fsu.edu/Forms)
 - Create additional donations to the fund, etc. – only for Foundation project balance deficits



Restricted Carryforward Budgetary Accounts

- The following budgetary accounts are used exclusively for Carryforward funds:
 - 999001 - Budget Unallocated Balance, represents those carryforward funds anticipated to be spent in future fiscal years
 - 999003 - 7% Statutory Reserve, represents the carryforward funds the University is required to hold per Florida Statute 1011.45.
- The amounts in these accounts are unavailable for use in the current fiscal year



Budget Roles

- **FSU_BUDGET_TRANSFER**
- Description: For Budget Managers and other select fiscal personnel. Used to transfer OMNI budget during the year. Budget Office manages access to specific Funds, Departments, and Budgetary Accounts
- Central Office Role

- **FSU_HYP_BI_REPORTS**
- Description: Provides departmental users access to Hyperion BI reports.
- Generally only approved for Salary and Budget Preparers listed in Chartfield Values.
- Department Role



Resources

- Budget Office website (budget.fsu.edu)
 - Training & Resources
 - Positions & Rate
 - Auxiliary & Designated
 - Policies
 - Forms
- Expenditure Guidelines (controller.vpfa.fsu.edu/services/accounts-payable)
 - Found in the Resources box on the right side of the page
- Foundation to OMNI (controller.vpfa.fsu.edu/services/accounting-reporting/omni-foundation)



Questions?

Email: budget@fsu.edu

Salary Questions:

Gail Friedrich

Ken Gloeckner

All Other Budget Questions:

Katie Perkins

Mary Alice Bullard

Angela Crosby

budget.fsu.edu/About

