2021-2022 Operating Budget Training
ALLFUND

Conducted by the Budget Office
Angela Crosby
Operating Budget Information Page

- [budget.fsu.edu/OperatingBudgetInfo](https://budget.fsu.edu/OperatingBudgetInfo)
- **Budget Entry Window**
  - SALARY application (position detail) – April 1-18
  - ALLFUND application (everything else) – April 1-30
- **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
- **Optional Workshops**
  - Workshops will be held via [Zoom](https://zoom.us) or [TEAMS](https://teams.microsoft.com)
  - Visit the [2021-22 OB Entry Workshop calendar](https://calendar.google.com) link and identify available dates and times. Then email your appointment request to budget@fsu.edu. Please indicate which application(s) you need assistance with.
  - At the time of your appointment, please be prepared!
Designations & Responsibility

• You are responsible for budget entry for any fund associated with that department ID (e.g., 046000-110 and 046000-140).

• You will only have access to departments for which you are listed as a Hyperion Budget Preparer in ChartField Values.

• To verify the department IDs 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)
Accessing 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)

- myFSU link icon

- New for 2021-22
  - Hyperion now utilizes single sign-on
  - Amounts are rounded to 2 decimals
SALARY

• E&G salary budgets
  • Can not be adjusted in ALLFUND by Budget Preparers
  • Automatically populate ALLFUND from SALARY around 1:00pm and 8:00pm every day through 4/18
    • SALARY is unavailable between 12pm and 1pm, and 6pm to 8pm to accommodate this push
    • Will remain static after 4/18 unless adjustments are made by the Budget Office
  • E&G-Carryforward, non-E&G, and Foundation Funds salary budgets
    • Can be adjusted in ALLFUND by Budget Preparers through 4/30
    • Can populate ALLFUND from SALARY as requested
• Attend SALARY training for additional details.
SALARY & OPS Wages

• Remember to adjust for minimum wage increases, if needed
  • [https://hr.fsu.edu/article/floridas-minimum-wage-changes-through-2026](https://hr.fsu.edu/article/floridas-minimum-wage-changes-through-2026)
  • No related changes are required for salaried E&G positions in Hyperion. Changes will be processed centrally.
  • Some salaried non-E&G and OPS increases may be necessary, and must be funded by departments.

• Do not budget for any across-the-board salary increases or bonuses in Hyperion
  • No across-the-board increases or bonuses have been approved at this point.
  • If across-the-board increases or bonuses are approved, the Budget Office will assist with adjusting both E&G and non-E&G budgets accordingly at that point.
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 should email budget@fsu.edu with the details of the request.
  • 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 to support the request.

• Regarding budget reductions
  • Hyperion allocations have not been reduced.
  • If budget reductions occur, adjustments will be made after the Legislative session ends.
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>

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<td>$55,000</td>
<td>$(5,000)</td>
</tr>
</tbody>
</table>
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 4/25.
- 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.
Budgeted Student Credit Hours

• Estimated enrollment data is provided to assist departments who need to estimate student fee revenue.

• Since non-resident students pay both in-state fees and out-of-state fees, in all cases, the in-state figures provided are inclusive of relevant out-of-state totals.
  • For example, on the next slide, the total student credit hours paying the in-state rate is 1,136,504, which includes 124,082 non-resident student credit hours. 124,082 non-resident student credit hours also pay the out-of-state fees.

• Fee schedules are available at https://studentbusiness.fsu.edu/tuition-fees
# Budgeted Student Credit Hours

- SCH for Fundable Non-Medical/Non-College of Medicine programs (calculated per hour):

<table>
<thead>
<tr>
<th>Campus/Program/Career</th>
<th>In-State Rate</th>
<th>Out-of-State Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus – Undergraduate</td>
<td>926,793</td>
<td>79,418</td>
</tr>
<tr>
<td>Main Campus – Graduate</td>
<td>167,628</td>
<td>41,612</td>
</tr>
<tr>
<td>Panama City Campus – Undergraduate</td>
<td>18,000</td>
<td>n/a</td>
</tr>
<tr>
<td>College of Law – Main</td>
<td>18,092</td>
<td>1,633</td>
</tr>
<tr>
<td>College of Law – Online</td>
<td>5,991</td>
<td>1,419</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,136,504</strong></td>
<td><strong>124,082</strong></td>
</tr>
</tbody>
</table>

- Headcount for Medical/College of Medicine Programs (calculated by year or semester):

<table>
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<tr>
<th>Campus/Program/Career</th>
<th>In-State Rate</th>
<th>Out-of-State Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse Anesthesia</td>
<td>77</td>
<td>n/a</td>
</tr>
<tr>
<td>Physician Assistant</td>
<td>175</td>
<td>2</td>
</tr>
<tr>
<td>Medical</td>
<td>492</td>
<td>8</td>
</tr>
</tbody>
</table>
Selected Non-E&G Allocations

• Overhead Assessments have been preloaded.
• Vending allocations will again be withheld for FY2022 due to the pandemic.
  • If your department has a critical need, email m.bullard@fsu.edu your specific vending request. The request will be submitted for review and approval by administration. If approved, you will be notified and may budget accordingly.
  • If you have calculated that your department will have a fund balance on 6/30/21, you may budget to spend these dollars in Hyperion.
• For Technology Fee, budget to spend your estimated 6/30/21 remaining fund balance. Do not budget for anticipated revenues.
  • For example, if you estimate having $2,000 at 6/30/21 and anticipate receiving $10,000 next year. Only budget what you plan to spend from the $2,000 at 6/30/21.
Capital Projects

• Projects with a fully approved Project Request form
  • Complete the Hyperion Transfer Request Form (You must select the transfer type Capital Project on the form)
  • Include the existing project number in the form justification box

• For projects without an approved Project Request form
  • Complete the Hyperion Transfer Request Form (You must select the transfer type Capital Project on the form)
  • Include a brief description of the anticipated project in the form justification box
  • Inclusion does not guarantee the project will be approved or prioritized for completion

• Carryforward capital project requests must also be included on your Carryforward Spending Plan for FY2021-22.
Capital Projects

• List each project separately on the Hyperion Transfer Request Form.

• Transfer Out budget
  • Department ID-fund combination funding the project
  • Expense budget will be booked by the Budget Office based on the form
  • Transfers out will be entered in budgetary account 780125

• Transfer In budget
  • Department ID should be the same as the Transfer Out department ID
  • Most commonly used funds are 802 for projects funded by E&G-carryforward, and 826 for projects funded by Auxiliaries
Budget Adjustments

- Adjustments to approved Carryforward Spending Plans must be requested via email to budget@fsu.edu.
- Non-E&G Budget Adjustment Form will continue to be used in 2021-22.
- The Budget Office reviews all budget requests. Do not be tempted to inflate budgets to avoid having to complete an adjustment form.
  - Material budget request increases that are not appropriately justified may be adjusted to an amount consistent with prior years.
General Hyperion Reminders

- As needed, Budget Preparers should work with Budget Managers to determine budget needs.
- Do not enter $0 budgets (leave the field blank).
- Include 2021-22 budget for any 2020-21 encumbrances (including purchase orders and travel requests) expected to roll forward.
- Foundation Funds (599) are still a separate Hyperion form. There are no changes for 2021-22.
- FSU Research Foundation Funds are not budgeted in Hyperion.
General Hyperion Reminders

• As you budget wages (salary and/or OPS), consider whether or not benefits budgets are needed (OPS employees may have FICA, health insurance, etc.).
  • Not applicable to E&G benefits since they are not budgeted in ALLFUND.

• 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
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.
QNA Access for Training

- This access is provided for training purposes only
  https://pslinks.its.fsu.edu/external/
Budget Office Contacts

• ALLFUND
  • Angela Crosby – 644-1181, acrosby@fsu.edu
  • Katie Perkins – 645-7164, kperkins@fsu.edu
  • Mary Alice Bullard – 644-0096, m.bullard@fsu.edu

• SALARY
  • Ken Gloeckner – 645-0092, kgleckner@fsu.edu
  • Gail Friedrich – 644-4245, gail.friedrich@fsu.edu