



**FY14
BUDGET PREP INSTRUCTIONS
for Detailed Budget Entry**

**Preparing Budgets in the Enterprise Financial
System**

**Budget Entry Final Deadline for RRCs:
June 7, 2013**

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**University Budget and Finance
<http://www.budget.umn.edu>**

MARCH 2013

FY14 Notable Changes from FY13 Instructions

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I. OVERVIEW

1. Introduction

In the Enterprise Financial System (EFS), budgeting at the University is divided into two distinct budget entry phases: 1) the Budget Development Worksheet, and 2) Final Budget Entry. The Budget Development Worksheet is the high-level, early budget plan that is entered directly into PeopleSoft. This worksheet is intended to provide an early glance at the anticipated revenues and expenses for each unit across the entire University and is used by the President, Senior VP's and Budget Office as a planning tool for initial budget discussions. Final Budget Entry is the mechanism by which annual budget plans for current non-sponsored funds are entered into the Enterprise Financial System and balanced back to the approved revenue and expense target allocations. Final Budget Entry includes Position Budgeting, which is described in further detail in section V. Special Budgeting Issues. A University-wide final budget is approved, balanced, locked and loaded into EFS at the beginning of each fiscal year.

This document concentrates on building revenue and expense budgets (including "position" budgets) in the Enterprise Financial System Final Budget Entry pages. Resource responsibility center (RRC) managers will guide departments in using the on-line EFS budgeting module to set up their annual budgets. These budgets include revenue and expense allocations approved by deans, chancellors, senior vice presidents, or executive unit heads, as well as carryforwards, revenues and expenditures expected in all other current, non-sponsored funds.

The FY13 budget entry process is performed entirely in the EFS UM Budgeting module. **Training for Budget Entry and Position Budgeting is provided by Training Services and is required for access to budget entry in EFS.** Additional information on training and access to EFS is discussed in section I. subsection 3. Budget Entry Training and EFS Access. Specific instructions on how to enter budgets in EFS are contained in the Budget Entry Manual published each year by Training Services.

There is one critical budget deadline for RRC managers and that is the date by which the budgets must be submitted via EFS to the central budget office. For FY14, all budgets will be due and must be submitted to the University Budget & Finance Office by **June 7, 2013**. **There is no general user deadline that is centrally mandated by a system "cut-off" date. Each RRC should set their own internal RRC-specific deadline for DeptID budget submission to allow enough time for evaluation and balancing prior to submission to the central budget office.**

See **Appendix A** for a list of significant dates in the budget development process. For FY14, the EFS Detailed Budget pages and Position Budgeting pages became available for entry on January 25, 2013. Preliminary allocation information for FY14 for support units was distributed recently. Allocation information for academic units will be available in April or May. This document describes changes and provides information for the FY14 budget prep process.

2. Expected Outcomes of Budget Preparation and Entry

Participants in Final Budget Entry should strive to fully meet the following expectations:

- All budget input must be completed by the RRC submission date of **June 7, 2013**.

- ❑ All budget information will be entered using the EFS budgeting tool and the procedures described in these instructions.
- ❑ Budgets will be prepared on chartstrings in all current, non-sponsored funds. For departments planning expenditures in or transfers to equipment replacement/reserve plant funds, budgets should also be entered on chartstrings with those plant funds.
- ❑ The PeopleSoft budgeting tool is intended for entering approved budgets for fiscal year non-sponsored, current funds and selected plant funds. Budgets should be entered in select plant and agency funds if expenditures are planned that will need to pass system edits (budget checking) in EFS or if combo codes are necessary for chartstrings to be used in the HRMS or Student systems.
- ❑ All anticipated resources (carry-forward, FY14 allocations, revenues, and transfers-in) and expenditures (including cost pool charges, capital asset purchases, and transfers-out) need to be included in the budget plan. It is acceptable for a budget to have a positive ending balance, representing resources that will not be spent during the fiscal year.
- ❑ Every non-student position and/or person will be budgeted individually using the Position Budgeting tool in EFS. Position Budgeting is required for FY14. Budgeted amounts shown in the distribution detail, including both salary and fringe costs for each position, will be rolled up and shown in total by Account code in the Final Budget pages in EFS.
- ❑ Anticipated carry-forward amounts (beginning balances) should be budgeted in Account value 900100.
- ❑ Budgets represent annual plans; budget adjustments generally should not be necessary during the year. Developing a sound budget plan minimizes, but may not eliminate, the need for adjustments. Adjustments to approved budgets should be made when they serve the same planning or control purposes that are served by setting up annual budgets, thereby resulting in more accurate financial planning and better tracking of revenues and expenses. Questions regarding budget journals and their appropriate use should be directed to your budget officer.
- ❑ University policy states that, “Budgeted deficits at the Resource Responsibility Center (RRC) level should be avoided if possible. Any anticipated deficits at the RRC level or Fund-"Z" DeptID combination levels must be reviewed with and approved by University Budget and Finance before being incorporated into the final budget.” In other words, planned expenditures and transfers-out should not exceed available and planned resources. Actual deficits should be cleaned up prior to fiscal-year-end.
- ❑ Generally, budget plans at any level should not include structural imbalances. A structural imbalance occurs when recurring expenditures and transfers-out exceed recurring revenues and transfers-in, thus resulting in a deficit over time. The imbalance must be corrected by either decreasing recurring expenditures or by increasing recurring resources. However, structural imbalances with an approved plan for spending reductions, funding increases, or intentional investment of reserved or carried-forward resources can be budgeted in EFS.
- ❑ Academic Unit RRC managers must insure that FY14 budgeted allocations on revenue Account codes 420200, 421200, 460200, and 460250 match the RRC approved allocations. Support Unit RRC managers must insure that FY14 budgeted allocations on revenue Account code 440100 match the RRC approved allocations (see V. Special Budgeting Issues for further instructions on budgeting for these revenues).
- ❑ Planned revenues and expenditures, and transfers-in and out should be budgeted in the revenue and expense Account codes in which they are expected to occur. **It is not acceptable to budget**

all revenue in a single revenue Account code or to budget all expenditures in a single expense Account code even if the total amounts equal the sum of detailed estimates by Account code.

- Transfers-in should have corresponding transfers-out budgeted when both sides of the transfer are known (Account codes 6XXXXX). Situations where a planned transfer is to or from a different DeptID or RRC will require coordination between departments or RRCs.

By **June 7, 2013**, RRC managers must insure that their PeopleSoft budgets satisfy the above criteria. The central budget office will work with each RRC manager to identify problems and recommend solutions before the final budgets are balanced and loaded for the fiscal year. Contact your budget officer as problems are identified prior to budget submission to ensure timely resolution.

3. Budget Entry Training and EFS Access

Training:

RRC managers are responsible for overseeing the input of budgets for their areas into the PeopleSoft Budgeting Tool and for ensuring that users who will be entering budgets in EFS receive the required training in time to meet deadlines. Very small units or departments that do not have PeopleSoft access should request assistance through their RRC manager. Access to enter data in PeopleSoft is limited to individuals who have been authorized by their RRC Managers and who have had Budget Entry and Position Budgeting training through Training Services. To insure timely budget submission, RRC managers should assign input responsibility to an adequate number of fully trained staff.

Budget entry training and materials updated for FY14 will be available beginning in March.

Training and materials available through Training Services include:

- Budget Entry FY14 (Department and RRC) – classroom training that combines Budget Entry and Position Budgeting training in a single course. Classroom training must be completed by all system users in order to receive access to the UM Budgeting module in EFS. Training does not need to be repeated if it was completed in prior years. Classroom training sessions are scheduled between March 19 and May 9, 2013. Early registration is encouraged to ensure an available seat.
- Budget Entry and Position Budgeting Quick Courses – online courses that provide an overview of budget entry and include updates applicable to the current year. The refresher courses are not a substitute for the required classroom training; they are a refresher for those who already have budgeting access.
- Budget Entry FY 2014 Manual – detailed instructions on how to enter budgets and position budgets in EFS. The Budget Entry FY 2013 Manual is currently available on the Training Services web site. The updated Budget Entry FY14 Manual will incorporate system and process changes for FY14. (This document also contains information on system enhancements where applicable.)
- Budget Entry Labs – an opportunity for budget preparers to bring their work to a lab setting to receive individualized assistance. Budget entry labs for FY14 budget prep are scheduled between April 18 and May 15, 2013.

Course descriptions, schedules, links to ULearn for training registration, and updated materials can be accessed through the Financial Management Training section of the Training Services web site:

<http://www1.umn.edu/ohr/trainingservices/financial/index.html>.

Looking to the future, training for budget preparation for FY15 (which will occur in spring of 2014) will follow a Train-the-Trainer model rather than the current, centrally-taught, classroom model of training. Select RRCs are piloting the new model this year. More information on the Train-the-Trainer model for budget prep training will be available prior to budget prep for FY15.

Contact Training Services at 612-626-1373 or trngsvcs@umn.edu for additional information.

EFS Access

Instructions for requesting access to EFS are discussed on the Enterprise Financial System Information web site at <http://www.finsys.umn.edu/arf.html>. Levels of access for budget entry include Department Budget Preparer, RRC Designee, and RRC Manager. Access should be requested after training is complete. Contact the University Financial Helpline at 612-624-1617 or finsys@umn.edu for questions related to access or security.

EFS Operating Hours:

The Enterprise Financial System is available 24/7 with the exception of the regular maintenance window which runs from 3:30 a.m. to 2:00 p.m. on Sundays. In addition, the reporting instance is unavailable daily from 4:45 a.m. to 5:45 a.m. to “clone” information from production and from 4:45 a.m. to 12:30 p.m. on Sundays for maintenance. If and when an emergency requires a change in operating hours, the EFS Update e-mail and the EFS Message Board (<http://www.finsys.umn.edu/news/news.html>) will provide the most current information.

II. BUDGETING FOR CENTRAL ALLOCATIONS

In the current budget model, virtually all revenue is assigned directly to the unit that generates the revenue, and in turn, all costs are allocated to those revenue generating units. This leaves no centrally allocated state support, ICR, or tuition revenue to directly support the operations of centrally provided services and functions. In order to pay for the cost of these services, seventeen cost allocation pools distribute the costs of these central services across the academic units.

The cost allocation pools are:

- Support Service Units System-wide
- Technology System-wide
- Facilities O&M
- Support Service Units Twin Cities
- Technology Twin Cities
- Student Services (All) System-wide
- Student Services (All) Twin Cities
- Research Support
- Library
- Student Services Undergraduate Twin Cities

Student Aid Undergraduate Twin Cities
Student Services Graduate
General Purpose Classrooms
Debt
Leases
Warehouses
Utilities

As described in the Support Unit and Academic Unit Budget Planning Guidelines, central service and support costs are billed out to academic units, and the payment of those bills funds the services and operations of the central units. Budget preparation for the cost pool allocation process is described in the next section of this document.

1. Academic Units (as identified in the Academic Unit Budget Planning Guidelines)

Resource Allocations:

O&M, State Special appropriations, Tuition, Central Reserves, and ICR will continue to be budgeted to match the FY14 allocations approved by the Board of Regents (to be communicated in the final allocation letter). The targets are entered in the Final Budgeting section of EFS by the Budget Office as soon as the allocation decisions are made. The RRC should, in turn, allocate these revenues to their DeptIDs.

Detailed instructions and examples of budgeting for tuition revenue and O&M allocations and budgeting for ICR revenue are provided in Section V. Special Budgeting Issues. State special allocations should be budgeted in Account 421200 and the appropriate state special Fund. Central reserves allocations should be budgeted in Account 600400 and the relevant Fund.

Final allocations will not be available until April or May, but units may begin budgeting for expenditures and other funding sources immediately. Entered expenditure budgets may have to be modified based on final allocations.

Cost Allocations:

There are 16 Account codes to be used by academic units to record *allocated* cost pool expense:

830100 – Cost Alloc Support Svc – Support Service Units System-wide
830200 – Cost Alloc Support Svc – Support Service Units Twin Cities
831100 – Cost Alloc Info Tech – Technology System-wide
831200 – Cost Alloc Info Tech – Technology Twin Cities Only
832100 – Cost Alloc Facilities – Facilities O&M Twin Cities Only
832201 – Warehouses-TC – Warehouses Twin Cities Only
833100 – Cost Alloc Student Services – Student Systems & Services System-wide
833200 – Cost Alloc Student Services – Student Systems & Services Twin Cities Only
833300 – Cost Alloc Student Services – Student Services Undergrad Twin Cities Only
833400 – Cost Alloc Student Services – Student Services Graduate
833500 – Cost Alloc Student Aid – Undergraduate Twin Cities Only (new for FY13)
834100 – Cost Alloc Research – Research Support
835100 – Cost Alloc Libraries – Libraries

836100 – Cost Alloc Gen Purp Clsrn – Gen Purp Classroom Twin Cities Only
837101 – Cost Alloc Debt Serv – Debt Service
837201 – Cost Alloc Leases Cost – Leases

Expense related to Utilities, the 17th cost pool, is billed rather than allocated as described below.

Each academic unit will budget for the cost pool charges communicated in their allocation letter and entered by the Budget Office in the Final Budgeting section of EFS along with the approved revenue estimates. Units must balance to the cost pool expense allocations just as they balance to their central revenue allocations. Cost pool allocations may be distributed between multiple chartstrings within an RRC, as long as the total balances to the central allocation as listed on the RRC Allocation Target page of UM Budgeting.

Cost pool charges will be assessed to each academic unit in March 2014 via an allocation process in PeopleSoft. The allocation will create journal entries based on the budgeted amounts in PeopleSoft.

In developing plans for where these expenses will be allocated within the unit, please note that the targets are not assigned a Fund, but that the cost allocation expenses must *not* be budgeted in Internal Sales funds, in sponsored funds or in any non-current fund (e.g. plant fund or agency funds). In addition, units must respect any relevant restrictions assigned to restricted fund sources and use those resources only for their intended purpose.

Budgeting for Utility Charges – Twin Cities Campus:

All utilities charged as part of the cost pool, including electric, heating gas, non-heating gas, steam, water and chilled water, should be budgeted using **Account code 781100 and Program UM005**. Estimates of utility costs for FY14 will be communicated in the final allocation letter.

Utility charges lag one month; charges are based upon meter readings for the month end prior to the statement (e.g., January charges will reflect the meter reading as of the end of December). Actual utility charges will be billed automatically each month. As with any budget, actual monthly utility charges will be different from budgeted amounts. Each month FM will provide a statement summarizing the monthly utility charges for each RRC.

All units should verify that FM has the correct Fund-DeptID-Program for buildings where they occupy space. Expenditures must be budgeted in the designated chartstrings to avoid budget checking errors on utility bills. An RRC may choose to designate only one DeptID for all buildings with utilities charged as part of the cost pool. Beginning in FY14, RRCs may use a financial management DeptID for this purpose. (See section III. subsection 1. RRC Financial Management DeptID for further information on these new values.) *Now would be a good time to provide FM a chartstring to use in FY14 if you are charging utilities to a chartstring that will change at the end of the fiscal year.* Because of the impact on reporting by Function, journals using the utility Account codes to move charges from Program UM005 to other Programs are not allowed, although charges may be moved to other DeptIDs or Funds.

Charges for utilities are established on a cost recovery basis under an Internal Sales cost structure subject to University guidelines and A-21 policies. Recoveries of deficits or refunds of surpluses at the central level are accounted for in the rates charged in the next budget year (e.g., recovery of a surplus or deficit incurred in FY12 is included in the FY14 rate calculation).

Costs included in the utility charges are reviewed and approved annually by the Budget Office and Board of Regents. The utility rates for FY14:

- are only applicable for those units on the Twin Cities campus which currently pay Facilities Management for utilities or have an arrangement to make such a payment to Facilities Management
- will be effective July 1, 2013
- will be used to bill actual consumption
- are constant for electricity, steam, natural gas, and chilled water (monthly charges vary based on consumption)
- fluctuate for water and sewer based on costs incurred from the municipal utility.

Utility Rates			
	FY12 Actual	FY13 Actual	FY14 Estimated
Steam – 1,000 lbs. of steam (Mlb)	\$21.95	\$21.98	\$21.98
Electric – Kilowatt Hours (Kwhr)	\$.0991	\$.0991	\$.0991
Gas – Dekatherm (Dkthrm)	\$7.16	\$6.11	\$7.92
Chilled Water – ton/hour	\$0.191	\$0.199	\$0.205
Water & Sewer – Hundred Cubic Feet (CCF)			
Minneapolis Campus (average)	\$8.64	\$9.25	\$8.78
St. Paul Campus (average)	\$4.05	\$4.87	\$5.78

Receiving Monthly Utility Charge Statements On-line:

Details on the units of usage for the billing month can be found on the Facilities Management Compass Self Service Web Site. To access the website, go to www.facm.umn.edu. Click on “Customer Service” and select “Self-Service Login”. New users should contact the FM Call Center at 612-624-2900 to obtain a username and password. To review charges select “Compass Data from 7/1/08 to Current (PeopleSoft)” and “Utility Charges”. Enter your DeptID (Required field) and any additional ChartField values.

Questions on your utility charges can be directed to the following people:

- Electric, Gas or Water Charges – Haley Moritz, Utility Accountant (6-0312)
- Steam or Chilled Water Charges – Renee McMillan, Utility Accountant (5-1565)
- Utility budgeting, forecasting, other issues – Arwen Bloomdahl (5-0725)
or Wendy Berkowitz (4-8886).

Although revenue and cost allocations will not be communicated until later in the budget entry period, units can begin entering FY14 budgets for other types of non-sponsored revenue and expenditures immediately.

2. Central Support Units (as identified in Central Support Unit Budget Instructions)

Budgeting the centrally allocated O&M funding for central support units will involve the following:

For the revenue budget, use Account code 440100 –Central Cost Pool Allocation - which was created to budget the approved cost pool allocation to the central support units. This target should be budgeted in Fund 1000.

The preliminary amount to be budgeted by each central support unit was communicated in a recent letter to the unit head. Units may begin entering expenditure budgets and budgets for other types of revenue immediately based on preliminary allocations. Allocation amounts to central support units are not expected to change, but it is possible that adjustments will occur during the academic unit allocation process and as the State of MN finalizes the appropriations for the coming biennium. If the allocations should change, the entered expenditure budgets may have to be modified as well.

Central support units are not charged costs under the current budget model and therefore should not budget anything in the cost pool Account codes listed in 1. Academic Units.

III. CHART OF ACCOUNTS

1. RRC Financial Management DeptID

Effective in FY13, and available for FY14 budget prep, each RRC has the option to create one DeptID for the purpose of RRC level financial management if they choose. The purpose of this DeptID is to allow RRCs to isolate high level financial transactions that might misrepresent unit performance if included in the operating budget of the Dean's or Vice President's Office. The financial management DeptID for the RRC will not be tied to a particular department or operational unit within the RRC. The RRC manager will be responsible for the financial activity in this DeptID.

Examples of activity for which the financial management DeptID may be used include:

- Tuition revenues and redistributions (Program UM001)
- ICR revenues and redistributions (Program UM003)
- Cost pool charges for the RRC
- Other revenues received at the RRC level and fully redistributed/transferred within the RRC
- RRC level reserve balances (transferred from other DeptIDs)

Examples of activity for which the financial management DeptID may not be used include:

- Operating revenues and expenses of a unit within the RRC (except as pass-through, as with Tuition or ICR revenue management)
- Personnel expenditures, including severance packages
- Equipment or other capital asset purchases
- Internal Service Organizations or recharge centers

Contact your budget officer prior to using the financial management DeptID for activity other than the allowable examples listed above or for any clarification over its intended use.

Requests for an RRC financial management DeptID should be submitted using the normal BPEL request process. Financial Management DeptIDs will have consistent descriptions, beginning with

the 5 character RRC designator and followed by “Financial Management.” The DeptIDs will not be set up for use in PeopleSoft HRMS, but the request should note that they will be used in the PeopleSoft Student system if they will be used to manage RRC-level revenues collected through Student Finance (e.g., Campus/Collegiate Fee revenue). The new DeptIDs will be available for use in UM Budgeting as soon as they are assigned. It will be necessary to add budget lines for all anticipated FY14 activity since the budget pages in EFS were loaded prior to the DeptIDs becoming available.

2. Updating ChartField Values

The Chart of Accounts (COA) relies on shared ChartField values that are maintained centrally by Accounting Services and the University Budget Office. Departments can request changes, inactivations and/or additions to several ChartFields used for non-sponsored activity.

DeptID, Program, CF1, CF2, FIN EmplID:

Maintenance requests (add, change, inactivate) for the DeptID, Program, CF1, CF2, and FinEmplID ChartFields can be made throughout the fiscal year. Changes to be effective next fiscal year should be submitted right away so that the updated values are available during Budget Entry. Instructions for using BPEL to submit COA maintenance requests are posted on the Training Services website under “Chart of Accounts”: <http://www1.umn.edu/ohr/trainingservices/financial/materials/index.html>.

Inactivation requests should only be submitted after confirming that a value is not currently in use and will not be used in the future by the University community. A ChartField value can only be inactivated if it is not in use in any module of the financial system, including ownership of an asset in the Asset Management module.

Fund, Account:

Due to the impact on processes in the financial system and to financial year-end reporting, changes to Fund and Account ChartFields are evaluated and implemented only on an annual fiscal year basis. Proposed changes are compiled during the course of the year and reviewed prior to budget prep. Recommendations for future changes to Fund and Account values can be submitted at any time by sending an e-mail to finsys@umn.edu, but change requests received during January or later may be held until the following year to allow time for a thorough review.

The period for submitting changes for FY14 has passed. There are no new Fund values that will affect detailed budget entry for FY14. New and changed Account values for FY14 will be distributed to RRC Managers and all EFS users through the message screen.

Of particular interest for FY14 budget entry, a change to the process for posting capital asset expenditures has resulted in new budget and actuals Account values for capital equipment:

- 850000 – Capital Equip – BdgDevOnly
 - 850100 – Capital Equip – Fin Bdg Only
 - 850101 – Capital Equip Purchases
 - 850102 – Capital Equip Purch Clearing
 - 850103 – Capital Equip Sale Proceeds
 - 850104 – Capital Equip Fabrication Prch

- 850105 – Capital Equip Fab Clearing
- 850191 – Capital Equip Consolid Purch
- 850194 – Capital Equip Consolid Fabrica

See section V. subsection 8. Budgeting for Capital Asset Purchases for further details of changes related to capital equipment purchases and how to budget for them.

PCBU, Project, Activity, CS:

Contact your Grant Administrator in SPA for information on COA maintenance for sponsored projects.

Excluding a Chartstring:

It is possible to prevent spending on a Fund-DeptID-Program combination in FY14 by either excluding or not budgeting for *all* strings with that Fund-DeptID-Program combination during Budget Entry. If there is no budget in a fiscal year for a Fund-DeptID-Program combination (including any string with that Fund-DeptID-Program that contains other ChartFields), then that Fund-DeptID-Program will not be available for expense transactions. To be sure that no budget lines are created, remove a non-sponsored chartstring from the Detail Budget page by clicking the [Exclude] box for that string. Excluding a chartstring rather than budgeting zero dollars also helps to ensure any combo codes related to that string will be inactivated. A zero dollar budget line that is not excluded will be moved into the BUDGET_FIN ledger, so it will appear on reports. It will not be moved to the KK ledger, so transactions will not pass budget check.

Best practice is to exclude zero dollar budget lines. This is strongly recommended to reduce the clutter of unnecessary budget lines on reports and to reduce the possibility of accidental budget entries opening unintended budget lines. See section V. Special Budgeting Issues for further details regarding enhanced functionality for excluding zero dollar budget lines.

3. COA Reference Materials

The *Chart of Accounts* web site maintained by the Controllers Office provides information on the Chart of Accounts and current values. FY13 values can be viewed at: http://www.finsys.umn.edu/coa/coa_b_intro.html. Revenue, expenditure, and transfer Account codes that are needed for Budget Entry are available at this site. New values for FY14 will be communicated as they become available. Current, active ChartField values can always be found in the COA Values pages in EFS at: Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > ChartField Values.

Contact your RRC manager or the University Financial Helpline (finsys@umn.edu) for additional guidance on COA values other COA questions.

IV. BUDGETING FOR REVENUES, EXPENSES and TRANSFERS

1. Funds Included in Budget Preparation

Enter budgets into the PeopleSoft budgeting tool for revenue, expense (including capital equipment purchases), transfer and non-equipment capital asset purchase Accounts in the following funds:

Centrally Allocated and Attributed Funds:

General Operations and Maintenance:

State Appropriation

Tuition (RRC level only)

Restricted State Specials

ICR

Central Reserves

Other Current Funds:

Auxiliaries

Internal Service Organizations

Private Practice Clinics

Other Unrestricted Funds

Other Restricted Non-Sponsored Funds

A list of the 4-digit fund numbers associated with each of the current funds is available on the *Chart of Accounts* web site at: http://www.finsys.umn.edu/coa/coa_b_intro.html.

In addition to the current funds outlined above, budgets should also be set up for budgeting transfers-in and equipment expenditures in equipment replacement/reserve chartstrings in plant funds.

2. Funds NOT Included in Budget Preparation

Do not enter budgets into the PeopleSoft budgeting tool for Accounts in the following funds.

Current Funds

Sponsored Funds (3XXX funds)

Non-Current Funds

(You are not required to enter a budget plan for these non-sponsored, non-current funds, however, budgets may be necessary to enable expenditure transactions to pass budget check or to establish combo codes for use in the PeopleSoft HR or Student systems. The general expenditure Account 007000 Expense – Budget Only may be used unless budgeting to establish a combo code. Use the Final Budget Only Accounts if budgeting to establish a combo code.)

Loan Funds (5XXX funds)

Endowment Funds (6XXX funds)

Agency Funds (9XXX funds)

(Exception: chartstrings that require combo codes to post revenue or expense transactions should be budgeted, even if they include an agency Fund code.)

Plant Funds (7XXX funds)

(**Exception:** equipment replacement/reserve plant funds: 7401, 7200, 7700, and 7201. Refer to section V. subsection 11. Budgeting for Equipment Replacement Reserves for further information on budgeting for these funds.)

NOTE: The PeopleSoft budgeting tool will automatically display the chartstrings for current, non-sponsored funds that had a budget or had actual activity in FY13. You must create an FY14 budget if you want a chartstring to appear on reports or you anticipate activity in FY14. Chartstrings that are not budgeted will *not* create zero dollar FY14 budgets and will *not* automatically be valid for budget checking in FY14. If you wish to budget non-current, non-sponsored funds, such as agency or plant funds, or if you wish to budget additional current, non-sponsored strings, you can add a line while budgeting and include these additional chartstrings in your budget plans. Keep in mind, if you are going to spend on any non-current non-sponsored funds in FY14 and you do not budget them during budget prep, you must set up a budget by creating a journal in the BUDGET_FIN ledger in FY14 or expenditure transactions will not pass budget check. The BUDGET_FIN journal will both activate combo codes and automatically populate the KK_EXPENSE ledger so that transactions pass budget check.

3. Multi-Year vs. Fiscal Year

The PeopleSoft budget tool is for entering approved budgets for fiscal year, non-sponsored, current funds and selected plant funds only. Do not prepare or enter budgets in the PeopleSoft Budgeting tool for sponsored funds or any other funds that cross fiscal years.

V. SPECIAL BUDGETING ISSUES

1. Budgeting for Tuition Revenue

Budgeting for tuition revenue in FY14 will continue the model with 75% of the revenue attributed to the unit that teaches the course and the remaining 25% of the revenue going to the unit where the student taking the course is enrolled.

In the Academic Unit Budget Planning Guidelines each unit has been asked to review a centrally developed tuition revenue estimate and develop their own intersession/summer session, and regular session tuition revenue estimates for FY14. The current budget planning parameters for FY14 assume no increase (0%) for the undergraduate resident (and reciprocity) tuition rates, a \$1000 per student increase for nonresident (and non-reciprocity) rates, and a 3% increase to graduate and professional rates. The rate proposals as an element of the FY14 budget planning framework are discussed in the FY14 Compact & Budget Planning Guidelines, Academic Units and the Tuition Forecasting supplement.

The gross tuition revenue is credited initially to a central chartstring. During each academic session the net revenue is moved from this central chartstring to specified tuition chartstrings set

up by tuition-generating RRCs. This is done by recording expenses for the waivers and other reductions to the gross revenue and then moving the NET revenue to the appropriate unit chartstrings.

The total amount budgeted in the RRC level tuition chartstrings must match the unit's approved budget tuition revenue authority as noted on the FY14 Allocations when they are made available. The approved RRC tuition revenue amount should be budgeted in Fund 1000, Program UM001, and Account 400100. The RRC may choose to use an RRC financial management DeptID as the DeptID in this chartstring (see section III. 1. RRC Financial Management DeptID for further information).

Each tuition-generating unit needs to regularly monitor actual tuition revenue deposited in their chartstring so that actual-to-budget shortfalls can be identified in a timely manner and adjustments can be made through expenditure reductions or increased tuition generation. If at year end the amount of actual tuition revenue in the tuition chartstring (Program UM001) is less than the amount budgeted, a transfer needs to be made to bring the ending balance to \$0. Likewise, if at year-end the amount of actual tuition revenue in the tuition chartstring is more than the amount budgeted, a transfer needs to be made out of the chartstring to balance the chartstring to \$0.

The steps in PeopleSoft to prepare a budget for tuition revenue are as follows:

1. A tuition revenue authority is agreed upon during the budget process for each relevant RRC, and that amount is entered into EFS as the tuition target by the Budget Office. (The approved amount is communicated in the final allocation letter.)
2. Each unit budgets a positive amount equal to the tuition revenue authority using the following chartstring:

Fund	1000
DeptID	Unique RRC Level DeptID (may be a financial management DeptID)
Program	UM001
Account	400100

3. Each unit budgets a negative amount equal to the tuition revenue authority in the following chartstring to redistribute the tuition budget out to departments:

Fund	1000
DeptID	Unique RRC Level DeptID (same DeptID as in #2, above)
Program	UM001
Account	420200 (negative amount)

4. Using the State O&M Appropriation redistribution code 420200, each unit allocates to its departments an amount equal to the total of their combined O&M (state subsidy) and their tuition revenue authority. This combined total will equal the sum of positive entries in Account 420200. The Fund code is again 1000, and the amounts can be allocated to any DeptID within the RRC and any numeric Program value with the appropriate Function code for the activity. The budgeting tool in EFS ensures that the total amounts budgeted exactly equal the total target amounts by Fund and Account for the RRC and its distributed DeptIDs. *Units should not allocate tuition separately from the state subsidy.*

Fund	1000
DeptID	Various DeptIDs in RRC

Program Various Program values
Account 420200 (positive amount)

EXAMPLE: TUITION REVENUE BUDGETING

RRC A (Unique DeptID for RRC A: 19999)

- a) Agreed upon tuition revenue authority budgeted in string 1000-19999-UM001-400100
\$2,000,000
- b) Amount budgeted in string 1000-19999-UM001-420200 (negative amount)
(\$2,000,000)
(results in net budget of \$0 for string 1000-19999-UM001 – see step a)
- c) O&M (state subsidy) allocation *(see step d)*
\$2,500,000
- d) Amount budgeted in Fund 1000, various DeptIDs in RRC A, various Programs,
Account 420200 (positive amount)
\$4,500,000
(sum of tuition and state funds allocation)

The amount budgeted in step d) will be the total O&M allocation available to spend throughout the RRC. In the example above:

- + Positive 420200 entries in RRC = \$4.5M (total O&M budget in RRC, including tuition)
- Negative 420200 entry = \$2M (Tuition authority in RRC-level DeptID)
- = Net 420200 entries = \$2.5M (O&M allocation target)

NOTE: The DeptID containing the UM001 Program may have a total entry in Account 420200 that is negative. The total for Account 420200 in that DeptID would equal the sum of the tuition revenue authority (negative amounts) and the O&M allocation for that DeptID to spend (positive amount). Since the amount budgeted for expenditures in that single DeptID is most likely less than the total tuition revenue authority for the RRC, the result is usually a negative total in Account 420200 for the DeptID.

2. Budgeting for ICR Revenue

Budgeting ICR revenue in PeopleSoft is similar to the process of budgeting tuition revenue, except PeopleSoft allows the ICR revenue to be credited directly to a unit's ICR chartstring eliminating the need for the Budget Office to move the revenue periodically from a central chartstring to the unit level chartstrings.

Each RRC will have an approved ICR allocation or revenue authority. The revenue amount budgeted in the unit's ICR chartstring must match the unit's approved ICR revenue authority as communicated with the FY14 Allocations. Each RRC then allocates their ICR revenue to their departments in DeptIDs and Programs that will be used for expenditures. The amount budgeted on departmental chartstrings must be equal to the approved ICR revenue estimate for the RRC.

To summarize, the steps necessary to prepare a budget for ICR revenue are as follows:

1. An ICR revenue authority is agreed upon during the budget process for each relevant RRC, and that amount is entered into EFS as the ICR target by the Budget Office. (The approved amount is communicated in the final allocation letter.)

2. Each unit budgets an amount equal to the ICR revenue authority using the following chartstring:

Fund	1024 (new ICR Fund established in FY12)
DeptID	Unique RRC Level DeptID (may be a financial management DeptID)
Program	UM003
Account	460100

3. Each unit budgets a negative amount equal to the ICR revenue authority in the following chartstring to redistribute the ICR budget out to departments:

Fund	1024
DeptID	Unique RRC Level DeptID (same DeptID as in #2, above)
Program	UM003
Account	460250 (negative amount)

4. Using the ICR redistribution code 460200 (this code is different from the code used in step 3), each unit allocates to its departments a total amount equal to the ICR revenue authority. The Fund code is 1024, and the amounts can be allocated to any DeptID within the RRC and any numeric Program value with the appropriate Function code for the activity. The budgeting tool in EFS ensures that the total amounts budgeted exactly equal the target amount by Fund and Account for the RRC and its distributed DeptIDs.

Fund	1024
DeptID	Various DeptIDs in RRC
Program	Various Program values
Account	460200 (positive amount)

Revenue authority is an estimate and there is no guarantee that this amount will be earned in any given year. If the actual ICR revenue for the RRC falls short of the approved ICR revenue authority for the year, the unit will be accountable for the shortfall and the deficit will appear within that RRC chartstring containing Program UM003. Units are strongly encouraged to budget expenditures at an amount less than the expected revenue to guard against a potential deficit.

3. Budgeting for Enterprise Systems Project Assessment

The Enterprise Assessment is a systematic method of assessing units for the purpose of paying for the development, implementation, maintenance and replacement of institutional business systems.

As stated in the Support and Academic Unit Budget Planning Guidelines for FY14, beginning in FY14 **the Enterprise Assessment rate will increase from 1.25% to 1.75%**. This is necessary to cover the costs of the Enterprise System Upgrade Project over a reasonable timeframe. The following assumptions should be built into the FY14 budget entries in EFS:

- Estimated assessment cost of **1.75%** of projected FY14 salaries
- The Account code used for budgeting the expected assessment is 820200 – Enterprise Assessment – Final Budget Only (the actual charge will show up in 820201 – Enterprise Assessment)

- Assessment is on actual salary expenditures and both debits and credits to salaries are included in the calculation.

Fund and Account codes subject to the Enterprise Assessment are listed in the Administrative Procedure for Planning and Charging of the Enterprise Assessment at:

http://www.policy.umn.edu/Policies/Finance/Budget/ENTERPRISEASSESSMENT_PROC01.html.

Questions regarding the Enterprise Assessment process can be directed to the University Financial Helpline at 612-624-1617.

NOTE: Position Budgeting does not automatically calculate the Enterprise Assessment. The Enterprise Assessment must be calculated by the preparer and entered under Account 820200 in the Detailed Budget page.

4. Budgeting for 27 Pay Periods

Every 11 years the University's biweekly payroll calendar results in a fiscal year that contains pay dates for 27 pay periods rather than the usual 26 pay periods. Personnel costs make up the majority of the University's operating budget, so the additional cost of paying hourly employees for an additional two weeks of work in the 11th year would have significant impact on departmental budgets. The next fiscal year that will include a 27th pay date is FY21.

A proposal to help mitigate the impact of the 27th pay period in a single year and spread the costs over multiple years is under review. A summary of the proposal, including any impact on budgeting for FY14, will be distributed shortly as soon as the recommendations are finalized and a plan is approved.

5. Position Budgeting

Position Budgeting provides the University of Minnesota a consistent mechanism of budgeting and planning for approximately 70% of all non-sponsored expense budgets. It was created to summarize data on salary and fringe expenses by position, employee, and chartstring. Position Budgeting pulls current year salary and fringe actual and encumbrance data from the Human Resource Management System (HRMS). Departments use this data to inform the development of future year salary and fringe budgets that are then summarized by chartstring and translated to Final Budget Only amounts on the UM Detailed Budget page in EFS. **Position Budgeting is required** for all units as part of budget prep for FY14 in EFS.

The Position Budgeting tool was first used for budget prep by all units for FY12. Feedback over the years has resulted in improvements to the system. A few of the notable updates implemented for FY13 Budget Prep, which continue for FY14, include:

- EmplIDs on Incumbents/Detail page are a hyperlink. Clicking on EmplID opens a new window with all positions and distributions for that employee.
- "Refresh" button on Positions page allows refresh of HR data for a single DeptID.

- Upload functionality Positions page (See Appendix D Budget Upload Functionality for detailed instructions.)
 - A public query downloads lines to Excel
 - Excel file saved as CSV (comma delimited) can be uploaded

Feedback also informed the development of reports and queries related to Position Budgeting. Reports and queries are described in Appendix C Reports and Queries Available to aid in Budget Entry.

The most recent addition to position budgeting reports is available through the UM Reports web site (<https://www.umreports.umn.edu/UMReports/main.aspx>). The Position Budget Status vs Actual report provides a detailed list of position budget versus actual expenditures at the employee and ChartField detail level. The financial detail includes budget for salary and fringe benefits, actuals, encumbrances, the remaining budget amount, and the percentage of the budget remaining. The report can be run at any point during the fiscal year to provide a year-to-date comparison. While not specific to the budget process, the report makes use of position budget data to inform management of personnel costs year-round.

Student positions are not budgeted in Position Budgeting. Budgets for graduate and undergraduate student employees should be entered under the appropriate Account codes on the UM Detailed Budget page.

Training and additional information on Position Budgeting can be obtained through Training Services at 612-626-1373 or trngsvcs@umn.edu.

HR Refresh Functionality:

It is possible to refresh the HR data for a single DeptID in Position Budgeting. The process is simple, but care is necessary to avoid unintentional errors. The process begins on the Positions page at: UM Budgeting > UM Final Budgeting > UM Department Users [UM RRC Managers] > UM Position Budgeting. Click on the Refresh HR Data button towards the bottom of the Position page to begin the refresh process. Click OK after reviewing system messages.

The following parameters must be followed for a successful refresh:

- Refresh on Thursdays – the interface that loads HR data into EFS runs on Wednesday nights. Only on Thursdays will you be assured of the most complete and accurate position and payroll data. Refresh on other days will result in no changes to data if changes exist in HR after the last refresh.
- Refresh updates a single DeptID – clicking on the refresh button updates the data for only the DeptID listed in the header of the Positions page.
- Refresh updates positions pulled from HRMS – refresh will pull in any new positions created in HRMS since the last refresh and any salary or distribution changes that have been entered in HRMS. Refresh will not affect positions created in Position Budgeting. This may result in a duplicate entry if a new position added in Position Budgeting is then added in HRMS and the DeptID data is refreshed.
- Refresh will not overwrite budget entries for the next year – the refresh option only affects the data pulled from HRMS and does not affect data in the Next FY Salary Only Budget Amt and Next FY Fringe columns that has already been entered.

- Changes made in HR for the future year are not reflected in Position Budgeting – the system only pulls data in HRMS for the current year and does not reflect personnel changes entered in HRMS that will be effective for the budget year.
- The Budget Detail page must be refreshed separately – the Refresh HR Data button on the Positions page does not affect the Budget Detail page. It is still necessary to refresh from the Budget Detail page to pull in updated Position Budgeting information.

Budgeting for Salaries:

Information in this document related to compensation matters has been prepared for budgeting purposes only and should not be interpreted as an attempt by the University to disregard good faith bargaining with affected employee groups or to ignore all other mandates of PELRA. In addition, all described plans are subject to Board of Regents approval.

For planning purposes, the budget currently under development assumes a general salary increase of 2.5% for FY14 (subject to good faith bargaining with affected employee groups). This assumption is provided for budget development only. The FY14 Compensation Plan for Faculty, P&A, and Civil Service that outlines the compensation plan that the President is recommending to the Board of Regents and which will be reviewed at the Board’s June, 2013 meeting can be viewed on the Office of Human Resources web site at:

<http://www1.umn.edu/ohr/toolkit/compensation/payplans/2013Acad/>.

It is the responsibility of the RRC manager to ensure that RRC level policies related to budgeting for people are communicated and carried out within the RRC.

Budgeting for Fringe Benefits:

Position Budgeting calculates fringe benefit costs for salaries entered. Fringe benefits for faculty and P&A employee classifications are calculated using the full Academic rate. Fringe benefits for civil service, AFSCME, Teamsters and trades employee classifications are calculated using the full Civil Service rate. It is possible to override the calculated fringe benefit rate if the full fringe benefit rate is not appropriate for a specific employee by overwriting the calculated amount on a row in Position Budgeting. *(Budget preparers should use the overwrite capability very carefully. Once the calculation has been overridden by entering a manually calculated amount, the fringe benefit rate will no longer automatically calculate if the salary amount for the row is changed.)*

Projected fringe benefit rates for FY14 for use in budget planning are outlined below. A breakdown of the components of the rates can be found in Appendix B at the end of this document.

Academic	33.6%
Civil Service (and undergraduate students)	36.8%
Graduate Assistant	
Health	15.7%
FICA	7.4% *
Tuition	\$17.32 **

- * The indicated rates for graduate students include 7.4% for Social Security and Medicare (FICA). The combined FICA rate for undergraduate students included in the civil service rates above is 7.04% for FY14. Graduate and undergraduate students employed at the University will be exempt from FICA withholding on their University wages, and

therefore, their salaries will not be assessed for the employer's share of FICA if they meet the following test:

- (1) Enrolled for at least 6 credits per semester if an undergraduate student; or
- (2) Enrolled for at least 3 credits per semester if a graduate student (one credit for Ph.D. candidates working on a dissertation)

** Tuition benefit rates vary depending on job code and other factors. The rate is subject to change pending Board of Regents approval of proposed tuition rates. Additional information on graduate student tuition benefit rates can be found in the Academic Unit Budget Planning Guidelines.

Pursuant to Revenue Procedures 2005-11, issued by the IRS, the University does not apply an "hours worked" limitation. The IRS student FICA guidelines are located on the Payroll Services website at: <http://www1.umn.edu/ohr/payroll/tax/irsstudent/index.html>. This website also links to the FICA graduate, undergraduate and summer rules. Questions regarding the withholding requirements may be directed to the Human Resources Call Center at 612-625-2016.

Budgeting for Student Positions:

Position Budgeting will not be used for student positions. Budgets for graduate, professional, and undergraduate student salaries and fringe benefits will be entered in the Detailed Budget Entry pages as aggregate amounts for salary and fringe benefits.

6. Combo Codes for PeopleSoft HRMS and Student Systems

PeopleSoft HRMS and Student Systems rely on combo codes to represent an EFS chartstring. A chartstring must have a dollar value budget for FY14 to activate a combo code. Otherwise, the combo code (even an existing combo code) will not be available for use in FY14 unless a budget journal is entered.

The following rules apply to the generation of combo codes through Budget Entry for FY14:

1. Salary budgets are the only way to create a combo code to be used for payroll distribution. **All chartstrings that are expected to be used for payroll transactions must have budgets of one dollar or more.** Best practice is for departments to review all chartstrings currently used for payroll distributions in HRMS to ensure that at least one dollar is budgeted for every chartstring that will have distributions continuing into FY14.
2. Budget lines should contain a reasonable estimate of anticipated expenses, rather than just \$1. Budget lines must contain at least one dollar to appropriately generate a commitment control (KK) entry and thus pass budget checking, but budgets should be built based on reasonable expectations.
3. **To inactivate a combo code, the budget line must be excluded on the Detailed Budget pages.**
4. Budget lines with zero dollars on the Detailed Budget page may result in active combo codes, but will not result in entries to the KK ledger, so transactions may not pass budget-check. A dollar value budget at the Fund-DeptID-Program level will feed the KK ledger and all transactions involving that Fund-DeptID-Program combination, with or without additional ChartFields, will pass budget checking. If you are unsure of what has been

budgeted at the Fund-DeptID-Program level, best practice is to exclude lines that have zero dollars budgeted.

5. Combo codes can be created or reactivated during FY14 by entering budget journals at any time during the year.
6. New chartstrings budgeted for FY14 will generate combo codes that will be available July 1 and not earlier. Combo codes are created through budget prep only after the budgets are loaded to the BUDGET_FIN ledger immediately before the fiscal year begins.
7. A combo code needed before July 1 (i.e., to accommodate entry as a distribution line for the first payday of FY14) can be created by following the usual budget journal/reversal process in FY13.
8. Combo codes are required for all revenue and expense transactions generated through either the student or payroll systems. **Dollars must be budgeted for revenue Accounts that are used in the student or payroll systems as well as expense Accounts.** Review chartstrings entered in the Tuition & Fee Management System (TMFS) for recording fee revenues prior to submitting budgets in EFS to ensure that revenue budgets have been created.
9. Budget Entry does not allow for reversals. Reversals are done on budget journals during the year in order to simulate a zero dollar budget entry.
10. A budgeted amount will only create combo codes for actuals Accounts associated with the budget-only Account with budgeted dollars.

Salary and fringe Account codes for budgeting are:

700100 (Salaries-Faculty)	710100 (Fringe-Faculty)
700200 (Salaries-Prof. & Admin)	710200 (Fringe-Prof & Admin.)
700300 (Sal-Grad Stdt with Tuition Fringe)	710300 (Fringe-Grad Stdt with Tuition)
700310 (Sal-Grad Stdt without Tuition Fringe)	710310 (Fringe-Grad without Tuition)
700400 (Undergrad Student Salaries)	710400 (Fringe-Undergrad Student)
700500 (Civil Service/Bargaining Unit Salaries)	710500 (Fringe-Civil Serv/Barg Unit)

7. Budgeting for Sponsored Matching/Cost Share

Expense Budgets for sponsored matching/cost share chartstrings should be entered in Position Budgeting and on Detailed Budget pages during Final Budget Entry. The non-sponsored cost share expense budgets are necessary to provide a complete picture of non-sponsored expenses for each unit. Revenue and expenditure budgets should be entered on cost share chartstrings just as they are on other non-sponsored chartstrings: to reflect the estimated revenues and expenditures that will be recorded on those strings during the upcoming fiscal year.

Cost share chartstrings contain non-sponsored Fund values, so budget checking on expenses follows the same process as budget checking on other non-sponsored funds. Departments are encouraged to use the full cost share chartstrings (including the CS and Project ChartFields) when entering non-sponsored expense budgets for cost share activity if those values are known at the time of Budget Entry. They must at a minimum enter non-sponsored budgets at the Fund-DeptID-Program level to ensure that the transactions pass Commitment Control budget checks. The non-sponsored expense budget for a cost share string should take into consideration only the transactions expected in the upcoming fiscal year regardless of the grant period.

Revenue budgets for sponsored matching/cost share chartstrings should be entered on the Detailed Budget pages at the Fund-DeptID-Program level. Revenue budgets connected to cost share expenses are necessary to provide a complete and balanced picture of non-sponsored financial activity for each unit. **Cost share revenue budgets must be entered at the higher Fund-DeptID-Program level only.** Cost share revenue should not be budgeted using CS and Project values during budget prep because the budget pages do not allow for entry of an analysis type. The system will technically allow revenue budget lines with CS and Project values to be entered and saved on the Detailed Budget pages, so it is up to users, particularly RRC Managers, to ensure that no budgets are submitted with CS and Project values in revenue lines.

Combo Codes for Cost Share Chartstrings:

Cost share chartstrings contain Project values, so budget checking follows the rules for sponsor-funded Project activity in addition to the budget checking rules for non-sponsored activity. Combo codes are established and remain active based only on the grant-related cost share budget in the Projects module. Non-sponsored budgets entered for cost share chartstrings do not affect combo codes. If a department needs to make a change to a cost share budget and wants to cost share for FY14 from a different Fund or Program than what was used in FY13, a revised cost share budget must be submitted to SPA as a separate step from Detailed Budget Entry.

8. Budgeting for Capital Asset Purchases

Business processes related to capital equipment assets are changing for FY14. Effective July 1, 2013 the capitalization threshold for equipment purchases is increasing, and the Account values used to budget and record capital equipment purchases are changing. Processes related to other types of capital assets will remain the same.

Capitalization Threshold for Equipment Purchases:

The capitalization threshold for equipment purchases is increasing from \$2,500 to \$5,000 effective July 1, 2013. Purchases of equipment costing between the old threshold of \$2,500 and the new threshold of \$5,000 should be budgeted in Account 750100 Non-Capital Equip-FinBdgOnly and recorded in appropriate actuals Accounts beginning with 7501XX.

(Sponsored projects note: for active awards with a start date prior to January 1, 2014, F&A charges on non-capital equipment purchases that would have been capitalized under the old threshold of \$2,500 will be reversed daily if the item is correctly expensed using a non-capital equipment Account code. For further details, see: <http://www.ospa.umn.edu/forms/Capitalizationthreshold.html>.)

Budgeting for Equipment:

The business process for budgeting and recording capital equipment expenditures in EFS is changing for FY14. The purchase of equipment assets will be recorded in expense Accounts rather than in asset Accounts as they have been since the implementation of EFS. Depreciation for capital equipment will be consolidated at a central level and will not be reflected as an expense on departmental chartstrings. Units will continue to budget for capital equipment purchases, but they will be budgeted in the Expense section of the UM Detailed Budget page rather than on the UM

Asset Budgeting page where they have been in recent years. Units will not budget for depreciation of equipment.

The new Account value for budgeting for Capital Equipment Purchases (> \$5,000) on the UM Detailed Budget page is 850100 – Capital Equip – Fin Bdg Only. Use Account 850100 to budget for expected expenditures in Accounts 850101 – Capital Equip Purchases, 850103 – Capital Equip Sale Proceeds (deposit from sale), and 850104 – Capital Equip Fabrication Prch. Accounts 850102 – Capital Equip Purch Clearing and 850105 – Capital Equip Fab Clearing will be used to centrally record the purchase as an asset. Depreciation for capital equipment will be posted at a central level and will not be reflected departmental chartstrings.

Additional information regarding accounting for capital equipment assets will be provided by Accounting Services.

Budgeting for Capital Assets other than Equipment:

The UM Asset Budgeting tool should continue to be used for all other asset purchases and depreciation of those assets (e.g., library and reference books, museum collections, capitalized software). For asset purchases budgeted in the upcoming budget year, depreciation is calculated based on acquisition halfway through the fiscal year. However, for reporting purposes and the calculation of balances, depreciation expense is removed from the sum of projected expenditures and the amount budgeted for the purchase of capital assets is added to arrive at a more accurate “cash” balance.

Currently, units are not required on a University-wide basis to fund annual depreciation expense; however, some units may find it useful to do so if they want to maintain a fully funded equipment replacement reserve.

See the Budget Entry Training manual on the Training Services website for additional information regarding budgeting for capital asset purchases.

9. Budgeting for Property & Liability & Non-Profit Organization Liability Insurance

Since July 1, 1997, the Office of Risk Management has charged RRCs for University property and liability insurance premiums based on each RRCs share of total University space. FY14 estimated amounts for each RRC are included in the Support and Academic Unit Budget Planning Guidelines for FY14. The charges will be recorded in Account 720313, so the estimated amounts should be budgeted in Account 720300.

10. Budgeting for Internal & External Sales

The Academic Unit Budget Planning Guidelines for FY14 discuss the process for submission and review of internal sales rates. When budgeting for internal sales, use Fund 1150 Recharged Internal Revenue or Fund 1151 Specialized Srv Internal Revenue, depending on your situation. Use Account 500100 Internal Sales to budget revenue that will be billed to other University chartstrings. Revenue Account codes under budget-only Account 520200 Educational Activities Sales and Service should not be used when billing another University chartstring.

11. Budgeting for UROP (Undergraduate Research Opportunities Program)

Budgeting for UROP awards in departments receiving the awards is complicated by the combo edit requiring a Fin EmplID in a chartstring with Program 20083 Undergraduate Research Opportunity (Function 1110 – Research-Non-Sponsored). If an award made in FY13 will carry forward to FY14, the budget can be entered during Budget Entry using the Fin EmplID of the awardee in the string. Because awards are made during the academic year – after budgets for the fiscal year are loaded – the Fin EmplIDs of most awardees are not available during budget prep. Budget Journals can be used to adjust budgets as needed during the fiscal year based on individual grants. UROP staff does not create departmental budget lines for UROP awards.

12. Budgeting for Equipment Replacement/Reserves:

The voluntary equipment replacement/reserves program encourages RRCs to move toward a systematic method of budgeting equipment purchases that emphasizes the long-term annual expense of equipment as opposed to sporadic expenditures. The program promotes better long-term planning and decreases the boom/bust tendencies inherent in some other types of equipment budgeting plans. Please recall that the capitalization threshold for capital equipment purchases will increase to \$5,000 in FY14 when planning expenditures in equipment reserves funds.

Departments participating in the program transfer resources from chartstrings with Fund codes for current funds using transfer-out Account 610300. They transfer the funds to chartstrings with Fund codes for plant funds using transfer-in Account 600300. Planned capital equipment expenditures will be budgeted in Account 850100 on the chartstring with the equipment replacement/reserves Fund code beginning in FY14. (Planned expenditures for other types of capital asset purchases continue to be budgeted in Account 168100.) Since balances in the equipment replacement/reserves plant funds earn interest under the Temporary Investment Pool (TIP) program, departments should budget anticipated interest on revenue Account 580200 in the plant fund chartstring. (For the purpose of budget planning for FY14, TIP interest earnings should be calculated at an annual rate of 1.6%. Actual rates will be determined after FY13 investment performance has been finalized.) *Note: balances in fund 7201, ISO Capital Purchases, do not earn TIP and therefore should not include budgeted interest income.*

Equipment reserves may be budgeted in the following plant funds:

- Fund 7401 for transfers from Fund 1000
- Fund 7200 for transfers from other unrestricted funds
- Fund 7700 for transfers from restricted, non-sponsored funds
- Fund 7201 for transfers from ISO funds (does not earn TIP income)

Once funds are transferred into the equipment reserves/replacement plant fund, expenditures must occur in that fund. Transfers from equipment reserves/replacement funds to current operating funds are not allowed.

13. Budgeting for Student Fees

Fee Requests

All administrative fees, course fees, distance delivery fees, academic fees (campus/collegiate & durable goods), fees in lieu of tuition, and student services fees are submitted to the Board of Regents for approval as part of the President's Operating Budget. FY14 is the first year that University will use a new Tuition and Fee Management System (TFMS) to manage the fee request process. **Fee requests for FY14 must be entered in the TFMS and routed to the Budget Office by Friday, April 19, 2013.**

TFMS became available to users at the beginning of March, 2013, shortly after the completion of training offered by the Office of Student Finance and the Budget Office. All RRC managers have been granted access to the system, and they in turn have the ability to grant access to others who need to participate in fee request preparation. The web site for the new system is: <https://tfms.umn.edu>. Help documentation can be found at the TFMS support site: <http://z.umn.edu/tfmssupport>.

All fee requests include an EFS chartstring where the fee revenue will be posted. Fees billed through the PeopleSoft Student System rely on combo codes to communicate with EFS and post revenue, so it is very important to ensure that revenue budgets are created for all fee revenue chartstrings entered in TFMS. See 5. Combo Codes for PeopleSoft HRMS and Student Systems for further information on budgeting for combo codes.

Fee Management

The University's Office of Internal Audit completed an audit of Course Fees in December of 2011 and expects to conduct periodic audits of fees going forward. The following recommendations are best practice to help departments avoid audit issues in the future:

- Budget and post expenditures that are supported by course fee income to a unique chartstring distinguished by a distinct Program (e.g. 20585 Credit Inst Course Fee Mgmt) or optional ChartField.
- Ensure that fee income is budgeted and posted in the same chartstring as the expenses and the chartstring has an appropriate Fund (1026) and Account (see budget only Account 402100 Student Fees – Final Budget Only).
- Post only expenses allowable by fee policy to the chartstring.

Other funding sources may be used in the same chartstring to support fee-related expenses, but total fee-related expenditures should be roughly equal to or greater than fee income.

14. Budget Upload Functionality

Units have the ability to upload budgets from a spreadsheet into both UM Budget Detail and UM Position Budgeting. Step-by-step instructions for budget upload functionality are provided both in Appendix D and in the Budget Entry Upload Job Aid published by Training Services at: <http://www1.umn.edu/ohr/trainingservices/financial/materials/index.html>.

15. Excluding Zero Dollar Budget Lines

Excluding zero dollar budget lines serves multiple purposes:

- Accidental spending on a closed Fund-DeptID-Program combination can be prevented by excluding all budget lines with that combination in the chartstring.
- Excluding a chartstring with a payroll Account value will ensure that the related combo code is inactivated, thus preventing inappropriate payroll distributions.
- Zero dollar budget lines create budget rows on some reports, so excluding them helps reports to be more concise and readable.
- Performance in the UM Budgeting module improves when the system no longer has to present or sort through unnecessary rows.

The Budget Detail page includes a check box for *Display \$0 Lines Only* in the Search and Filter Options. After budgeting is complete, checking this box and clicking search will bring back all rows for which no dollars have been entered. All zero dollar budget lines returned can be excluded in a single action by clicking on the buttons to Exclude All Revenue Lines or to Exclude All Expense Lines. If one of these boxes is clicked in error and the page saved, the excluded rows can be retrieved easily by clicking the button for Include All Revenue Lines or Include All Expense Lines.

A single budget line can still be excluded at any time by checking the *Exclude* box for that row. The system will process the exclusion (or exclusions) when the page is saved.

VI. ADDITIONAL INFORMATION

1. TIP Earnings Distributions and Budget Oversight

TIP earnings distributions will continue on applicable loan funds and on sponsored chartstrings where it is required, and are likely to continue on positive balances in the equipment and building replacement reserves.

Under current policy, TIP charges on departmental deficits at the Fund-Budget DeptID (Z-DeptID) level will not be assessed for FY14. As noted in the Administrative Policy on Budget Development and Oversight for Current Non-Sponsored Funds:

“RRC managers, other University financial managers, and the University Budget and Finance budget officers are responsible for overseeing current non-sponsored funds, and ensuring that :

- Year-to-date resources and expenditures are occurring in a manner consistent with the budget plans
- Resource shortfalls and/or expenditures overruns are identified and addressed as soon as possible
- Emerging or incurred deficits are identified, elimination plans are established, and incurred deficits are actively resolved

- Appropriate budget adjustments are reviewed and entered into the University financial system.”

2. Budget Office Review

The University Budget Office will review budgets to ensure the expected outcomes of budget preparation are met after the RRCs submit their budgets on **June 7, 2013**.

VII. REPORTS AVAILABLE TO ASSIST YOU

Units are strongly encouraged to take advantage of reporting and query tools to ensure that their budgets accurately reflect their planning for FY14 and that their budget entry efforts are as error free as possible.

1. EFS Reporting Instance

Summary Reports:

There are two summary level budget reports that are available in the EFS production and reporting instances to assist you with budgeting:

- UM Final Budget Entry Rpt-Fund* will show you entered and saved budgets by DeptID, Fund, and Program, with subtotals for DeptID and Fund. The information provided is budgeted carry-forward, revenue, transfers in, adjusted expenses, transfers out and available (ending) balance. You can choose to set parameters by entering your RRC, Budget DeptID (Z-DeptID, roughly equivalent to a traditional department), or DeptID.
- UM Final Budget Entry Rpt-Prog* is essentially the same as the Fund report except you will see subtotals for DeptID and Program.

The first sort order for both reports is DeptID, then Program or Fund, depending on the report you choose.

- UM Budget Variance Report* will display all chartstrings entered in final budgeting and compare new budget amounts to previous budget year amounts by RRC, Z DeptID, or DeptID.
- UM Budget Exception Report* will display exceptions where actual revenues or expenses exist in the current year but no budget has been entered and saved for the budgeting year by RRC Z DeptID or DeptID. It will also display exceptions where a Position Budgeting total does not match detailed budgeting total for a chartstring.

Position Budgeting Reports

Two reports are designed to help avoid errors in position budgeting:

- UM Posn Budget Orphan Report* identifies employees that have money budgeted for the upcoming fiscal year but no longer hold that budgeted position after an HRMS data refresh.

- f. *UM Posn Budget Change Report* identifies what changed as a result of an HRMS data refresh and what budget data already exists.

Running Reports in EFS

The preferred method for running reports is the EFS reporting instance at:

<https://fsrpt.psoft.umn.edu/psp/fsumrpt/?cmd=start&>

The reporting instance has a one-day lag from production but is the preferred method for running reports because it doesn't affect production performance. Users with access to EFS production automatically have access to the reporting instance.

The report path in both production and the reporting instance is >UM Budgeting>UM Final Budgeting>UM RRC Managers (or UM Department Users)>UM Reports>UM Final Budget Entry Rpt-[Fund or Program].

You will perform a Run Control. Click on the Add a New Value tab and enter a Run Control ID and the budget fiscal year 2014. You may enter a Fund or Program on this page, but it is not required.

On the next page, enter the following:

- Business Unit: UMN01
- FY: 2014
- DeptID – a numeric Dept ID or any node value on the UM_DEPTID_BUDGET tree (RRC, budget-only DeptID (Z-DeptID))
- Fund and Program can be left blank to return all values or you can enter specific values to narrow your search
- SAVE
- RUN
- OK

View the Process Monitor for the status or go directly to the Report Manager, Administration tab, and click on the output file link.

2. Queries

Queries for use in detailed budgeting are available in the UM Budgeting folder in Query Manager and Query Viewer. Shared queries have been created to return detailed budget lines for developing budgets in Excel, provide comparisons between budget years, return zero dollar budget lines, return Position Budgeting distribution lines for an employee, and return summaries of entered budget data at many levels. Queries available for FY14 budget prep are listed in **Appendix C REPORTS AND QUERIES FOR BUDGET ENTRY**. Follow these steps to use the shared queries:

1. Navigate to Query Viewer or Query Manager in FSUMRPT (for data as of the previous nightly update) or FSUMPRD (for up to the minute results): Reporting Tools > Query > Query Viewer (or Query Manager).
2. Search for the query by entering the name (or beginning of the name) of the query or changing the Search By option to Folder Name and entering "UM Budgeting".
3. Select and run a query by clicking on Excel under the Run to Excel column.

4. Enter the search parameters called for on the window that opens. Enter 2014 for the Budget Year to return budget prep information for FY14. Enter the DeptID, RRC, or Z-DeptID depending on the search parameters for the selected query.
5. Click the View Results button. A spreadsheet will open with your query results.
6. Save the query results in Excel.

3. UM Reports

The **Budget Prep Status by ChartField String** report in UM Reports will show all budget lines for any combination of ChartField values that have been entered and saved in the UM Final Detailed Budget page. The report can be run for a specific RRC, DeptID, or Budget DeptID, with the option of refining search criteria by entering values for any ChartField in a chartstring.

Connect to the UM Reports web site at:

<http://www.umreports.umn.edu/>

Search under the category for Enterprise Financials and the subcategory for Non-Sponsored Reports.

To access financial reports on the UM Reports web site users must have an Internet ID (X.500) and password or M-Key. Questions related to access should be directed to OIT Technology Helpline at 1-HELP or 612-301-4357. Questions related to the financial reports should be directed to the University Financial Helpline 612-624-1617 or finsys@umn.edu.

VIII. GETTING HELP

1. RRC Managers

Deans, chancellors, VPs and executive unit heads will be notified of their Resource Responsibility Center (RRC) allocations in their *FY14 Central Allocation letter*. The RRCs who participate in the budget process are each of the colleges on the Twin Cities campus, the four coordinate campuses, and the major support units on the Twin Cities campus. Questions regarding the following should be directed to RRC managers:

- confirming the amount of allocations granted to each DeptID in the RRC
- confirming the due dates for submitting budgets to RRC managers. Due dates within an RRC will precede other dates in these instructions.
- confirming amounts of known post-budget non-mandatory transfers that will take place between RRCs or DeptIDs within the RRC
- obtaining rollup information at the DeptID level
- clarifying procedures and policies, defined by your RRC manager, that pertain to your RRC

2. University Budget and Finance

Questions about the following should be directed to University Budget and Finance staff:

- budgeting for revenue allocations
- budgeting for cost pool expenditure allocations
- budgeting for transfers that you plan to do AFTER the start of the fiscal year
- accessing rollup information and reports
- estimating and budgeting for carry-forwards
- verifying fringe benefit rates

3. Financial Helpline

The University Financial Helpline answers routine questions and refers callers with non-routine questions to other appropriate areas of the University. Contact the Financial Helpline at 612-624-1617 or finsys@umn.edu with questions on:

- budgeting for ISOs
- handling departmental recharges (non-ISO charges)
- general accounting
- Chart of Accounts

4. Training Services (Budget Entry)

Questions about using the budgeting module should be addressed to Training Services staff at 612-626-1373 or trngsvcs@umn.edu . These include:

- entering values into the budgeting tool
- interpreting error messages that occur in the PeopleSoft budgeting tool

5. FSS Security and OIT (Access to the PeopleSoft Budgeting Module)

To solve access problems related to Budget Entry, call the University Financial Helpline at 612-624-1617 or finsys@umn.edu.

DRAFT – SUBJECT TO CHANGE

Appendix A SIGNIFICANT DATES AND EVENTS

January

- Online Budget Entry and Position Budgeting Refresher training available
- 25 Detailed Budget Entry and Position Budgeting for FY14 opens, tables loaded

February

- 7-8 Board of Regents Meeting
- 20 RRC Managers Meeting
- 20-27 Tuition & Fee Management System (TFMS) training

March

- 5 Tuition & Fee Management System opens, converted data loaded
- 7-8 Board of Regents Meeting
- 13 Budget Prep Instructions for Detailed Budget Entry available
- 19 Budget Entry Training for new users begins
- 20 RRC Managers Meeting
- 22 Floating Holiday

April

- 17 RRC Managers Meeting
- 18 Budget Entry Training Labs begin
- 19 TFMS deadline for RRCs (status: “Ready for OBF”)

May

- 9 FY13 Period 10 closes in EFS (reporting environment will be updated on May 10)
- 9 Budget Entry Training for new users ends
- 9-10 Board of Regents Meeting
- 15 RRC Managers Meeting
- 15 Budget Entry Training Labs end
- 17 TFMS deadline for budget officers (status: “Ready for Final Approval”)
- 27 Memorial Day Holiday

June

- 13-14 Board of Regents Annual Meeting
- 7 **Last day for RRCs to submit budgets to University Budget Office**
- 18 FY13 Budgets finalized by Budget Office
- 19 RRC Managers Meeting
- FSS loads finalized budgets into the BUDGET_FIN ledger in PeopleSoft

Appendix B
FY13-2014 FRINGE BENEFIT RATES BY COMPONENT

2011-12 Actual	ACADEMIC	CIVIL SERVICE	GRADUATE ASSISTANT
Retirement	13.28	5.07	--
Group Life & Disability	.53	--	--
Workers Compensation	.18	1.34	--
Unemployment	.22	.88	--
Social Security	5.18	5.86	5.99
Medicare	1.42	1.42	1.62
Tuition	.35	.95	**
Health Insurance	14.25	24.71	18.49
Vacation	.59	1.07	--
	36.00	41.30	26.10

2012-13 Actual	ACADEMIC	CIVIL SERVICE	GRADUATE ASSISTANT
Retirement	12.86	5.08	---
Group Life & Disability	.46	---	---
Workers Compensation	.08	1.11	---
Unemployment	.14	.75	---
Social Security	5.08	5.80	5.92
Medicare	1.37	1.41	1.42
Tuition	.29	.87	**
Health Insurance	13.47	23.61	16.76
Vacation	1.15	.97	---
	34.90	39.60	24.10

2013-14 (As Submitted)	ACADEMIC	CIVIL SERVICE	GRADUATE ASSISTANT
Retirement	13.20	5.07	---
Group Life & Disability	.42	--	---
Workers Compensation	.11	.87	---
Unemployment	.09	.32	---
Social Security	5.21	5.75	5.98
Medicare	1.42	1.29	1.42
Tuition	.24	.76	**
Health Insurance	12.42	21.79	15.70
Vacation	.49	.95	---
	33.60	36.80	23.10

** Graduate Student tuition remission is a flat charge per hour that a student works.
Preliminary Estimate: \$17.32/hour.

Appendix C

REPORTS AND QUERIES FOR BUDGET ENTRY

Reports in EFS (UM Reports):

- *UM Final Budget Entry Rpt-Fund* – provides a summary of entered and saved budgets (Carry Forward, Revenue, Transfers In, Adjusted Expenses, Transfers Out, and Available Balance) sorted by Fund then Program (if Fund and Program values left blank).
- *UM Final Budget Entry Rpt-Prog* - provides a summary of entered and saved budgets (Carry Forward, Revenue, Transfers In, Adjusted Expenses, Transfers Out, and Available Balance) sorted Program then Fund (if Program and Fund values left blank).
- *UM Posn Budget Orphan Report* - identifies employees/distribution rows that have money budgeted for the upcoming fiscal year but no longer hold that budgeted position after an HRMS data refresh.
- *UM Posn Budget Change Report* - identifies what changed as a result of an HRMS data refresh and what budget data already exists.
- *UM Budget Variance Report* – displays all chartstrings entered in final budgeting and compares new budget amounts to previous year budget amounts by RRC, Z DeptID or DeptID.
- *UM Budget Exception Report* – displays exceptions where actuals exist in current year but no budget exists for budgeting year by RRC, Z DeptID or DeptID. Also displays exceptions where Position Budgeting total does not match Detailed Budget total for a chartstring.

UM Reports (not in EFS):

- *Budget Prep Status by ChartField String* - shows all budget lines for any combination of ChartField values that have been entered and saved in the UM Final Detailed Budget page. The report can be run for a specific RRC, DeptID, or Budget DeptID, with the option of refining search criteria by entering values for any ChartField in a chartstring.
- *Position Budgeting Distribution Detail* – provides a detail list of position budget distribution lines. The detail includes position, incumbent, detailed chartstring, salary and fringe budget amounts.
- *Position Budgeting Distribution Summary* – provides a summarized view of position budget distribution chartstring information. A drill down is available to the Position Budgeting Distribution Detail report.

Queries in EFS production and reporting instances:

Queries for use in entering detailed budgets are available in the UM BUDGETING folder in Query Manager. Queries are named as follows:

- UM_FBD_XXXX => Final Detailed Budgeting
- UM_PBD_XXXX => Position Budgeting
- UM_ABD_XXXX => Asset Budgeting

Queries:

- *UM_FBD_DETL_BUDG_UPLOAD* – returns budget lines to be used to develop file to upload budgets for a DeptID.
- *UM_FBD_REVENUE_COMPARE* – provides comparison of budgeted revenue between current year and budget year for chartstrings in a DeptID.
- *UM_FBD_ZERO_DOLLAR_BUD* – returns list of all zero dollar budget lines not excluded for a DeptID or a range of DeptIDs
- *UM_PBD_DISTRIBUTNS_BY_EMPLID* – returns all Position Budgeting distribution detail lines for a single EmplID.
- *UM_PBD_DISTRIBUTNS_BY_PROMPT* – returns all Position Budgeting distribution detail lines for an RRC, a Z DeptID, a DeptID or an HR DeptID based on prompt selected.
- *UM_PBD_DISTR_BY_EMPLID_W_PROJ* – provides results similar to the *UM_PBD_DISTRIBUTNS_BY_EMPLID* query, but also includes current distribution rows on Projects.
- *UM_PBD_FIND_EMPLOYEES* – returns EmplIDs and position numbers for an HR DeptID plus distribution detail.
- *UM_PBD_POS_BUDG_UPLOAD* – returns position budget lines to be used to develop file to upload position budgets for a DeptID.
- *UM_PBD_SUMMARY_BY_PROMPT* – returns a summary of budgets entered in position budgeting for an RRC, a Z DeptID, a DeptID or an HR DeptID that include a Program value based on prompt selected.
- *UM_ABD_ASSET_BUDGETS* – used by Module Support. Returns U-wide list of assets for verification of budget load.
- *UM_ABD_ASSET_DEPR* – used by Module Support. Returns U-wide list of depreciation entries posted to date in current year for verification of budget load.

Appendix D

BUDGET UPLOAD FUNCTIONALITY

Budget Detail Upload

Units have the ability to upload budgets for a DeptID in Detailed Budget Entry. Units can download budget lines for a DeptID to Excel, work with them to develop budgets, and upload the results to the Detailed Budget Pages from a CSV file. This functionality can be used for any budget lines with the calculation method BASBUD.

Follow these steps to download and upload budgets to the Budget Detail page for a DeptID:

1. In EFS, navigate to the Query Viewer at: Reporting Tools > Query > Query Viewer.
2. Search for Query Name: **UM_FBD_DETL_BUDG_UPLOAD**
3. Click on Run to Excel
4. Enter Budget Year: 2014 and a DeptID number; click on View Results
5. Save the Excel file to your computer. When you open the spreadsheet, you will see columns for: Exclude, DeptID, Account, Fund, Program, Project, ChartField 1, ChartField 2, Fin EmplID, CS, Forecast Amount and Planned Budget Amount. All eligible lines currently entered for the DeptID will appear, including those already changed and saved.
6. The Forecast Amount and Planned Budget Amount fields will update in the EFS Budget Detail Page for any budget row that you include in your upload document. These two fields must contain a number (0 is OK in the Forecast Amount). You may add rows for chartstrings that have not yet been entered. Do not add rows for expense lines related to Accounts budgeted in UM Position Budgeting (calculation method: POSBUD) or UM Asset Budgeting (calculation method: ASSET) since entry of those items is done on other pages. (These rows will not appear in your download, so there is no need to delete them.)
7. Delete any lines you do not want to write over. Delete header rows even though those rows appear in the download. Make sure that columns are in the same order as in the download (as listed above) and there are no extra columns.
8. Save the spreadsheet as a CSV (Comma delimited) document.
9. Navigate to the Budget Detail page for your DeptID. Click on the Upload Budget Detail button at the bottom of the page. The UM Detailed Budget Upload page will appear.
10. Click on Add, find your prepared CSV file, and click Upload. The Budget Detail page for the DeptID will reflect the uploaded lines. Save and proceed with budget entry.

Position Budgeting Upload

Similar functionality for the Distributions page in UM Position Budgeting is also available. The process is very similar to the Budget Detail Upload, with a few changes.

Follow these steps to download and upload position distributions to the Positions page for a DeptID:

1. In EFS, navigate to the Query Viewer at: Reporting Tools > Query > Query Viewer.
2. Search for query (in folder UM BUDGETING): **UM_PBD_POS_BUDG_UPLOAD**
3. Click on Run to Excel
4. Enter Budget Year: 2014 and a DeptID number; click on View Results
5. Save the Excel file to your computer. When you open the spreadsheet, you will see columns for: HR DeptID, Position Nbr, EmplID, Name, Rcd, Earn Code, DeptID

(distribution DeptID), Salary Account, Fund, Program, Project, ChartField 1, ChartField 2, Fin EmplID, CS, Budget Salary Amt, Budget Fringe Amt and Exclude. Lines currently entered for the DeptID will appear, including those already changed and saved.

6. Budget Salary Amt and Budget Fringe Amt fields will update in EFS for any budget row that you include in your upload document. The Budget Salary Amt field must contain a number. If the Budget Fringe Amt field is blank or zero, the fringe will calculate automatically upon upload. If the salary amount is not zero, the adjustment amount will also calculate automatically. You may add rows for chartstrings that have not yet been entered.
7. Delete any lines you do not want to write over. Delete the header row even though that row appears in the download. Delete the Name column even though that column appears in the download. Make sure that columns are in the same order as in the download (as listed above) and there are no extra columns.
8. Save the spreadsheet as a CSV (Comma delimited) document.
9. Navigate to the Positions page for your DeptID. Click on the Upload Distributions button at the bottom of the page. The Position Budget Distribution Upload page will appear.
10. Click on Add, find your prepared CSV file, and click Upload. The Distributions page for the DeptID will open and will reflect the uploaded lines. Save and proceed with position budgeting.

Considerations for Budget Detail Upload *and* Position Budgeting Upload

- Dollar values must be numeric – verify that values in forecast and budget fields are numeric. Any non-numeric values are loaded as \$0 with no warning to user.
- Numeric formatting is flexible – numbers in forecast and budget fields can be formatted as either XXXX or X,XXX
- Decimals are rounded – if decimals are included in the numeric value, they will round to the nearest number.
- Format ChartField values as text – Project and EmplID fields must be text in order to keep the leading zeros. Verify leading zeros are present before loading the file.
- Remove all headers – if headers are not removed in the file you will run into the first error that prevents the upload.
- Remove all extra rows – make sure any verification subtotals are removed for your file prior to loading.
- Remove duplicate chartstrings – if a spreadsheet contains new duplicate chartstrings, you will receive the duplicate key value not allowed error message upon save in EFS.
- ChartField value errors are checked upon Save – loading the file into the page does not validate ChartField values. ChartField errors will not be checked until the loaded page is saved. Upon save, the first field in error will be highlighted red. The field must be corrected and the page saved to validate field and remove the red. If another ChartField is in error, the process must be repeated. Only Save will validate a ChartField, and only one ChartField error will appear at a time. Tabbing through a field will not validate. (Upload process does not have capacity to highlight multiple fields in red at the same time. Best practice is to double-triple check file for accuracy prior to loading. Pay close attention to Fin EmplID/Chartfield3 values, these are most likely to be invalid.)
- A Data Conflicts error message will appear if a duplicate chartstring is created – when correcting errors, if values are changed so that the corrected chartstring matches an existing

row in the database that isn't being display on the screen, a data conflicts error message will appear. This will prevent the entire file from saving. If values are changed so that the corrected chartstring matches one that is also currently being uploaded, a duplicate value error message will appear.

Considerations for Budget Detail Upload Only

- Query name: UM_FBD_DETL_BUDG_UPLOAD – in folder UM BUDGETING.
- Errors that will prevent upload:
 - File format is not .csv (comma delimited)
 - File contains headers
 - DeptIDs do not match budget DeptID selected to enter page
 - Asset/Depreciation accounts included in file
 - Non-student salary accounts included in file
 - Non-final budget level account included in file
- Exclude column must contain a value (Y or N) – a blank in the Exclude column will cause the column to drop and all fields will shift left incorrectly.
- Validate must be done after save – existing rows will not be validated when uploading and on the save. They will only be checked via the validate button.
- Combo edit checking occurs only after the validate (or submit) button is selected.
- Large amount of data will still be slow – when a large number of rows are loaded into page (example: one DeptID has 6700 lines), navigation on the page and any action (correcting a value, tabbing, etc.) will be very slow. Best practice is to ensure accuracy of data prior to upload and to upload smaller sections of data at a time.

Considerations for Position Budgeting Upload Only

- Query name: UM_FBD_POS_BUDG_UPLOAD – in folder UM BUDGETING.
- Errors that will prevent upload:
 - File format is not .csv (comma delimited)
 - File contains headers
 - DeptID does not match DeptID selected to enter page
 - HR DeptID does not match DeptID on row in file (for new rows only)
 - Position/Incumbent on file does not exist
- Remove Name column – in addition to removing header rows and other extra rows, the Name column that is included in the query results must be removed prior to upload. Leaving the Name column in will cause other columns to shift right incorrectly.
- Add new positions and incumbents in EFS prior to download – positions and distributions added in the download only will cause a fatal error. Distributions may be added for existing incumbents.
- Fringe is calculated upon upload if cell contents are blank or zero – the distributions page will automatically calculate the fringe as it would if only the salary were entered on the distributions page if the cell contains a zero or is blank.
- Adjustment amount and percent are calculated if salary is greater than zero – if salary amount equals zero, the adjustment columns will not populate (considered no change to salary). If salary is >\$0, adjustment field calculates automatically.
- Distribution DeptID for new rows must equal the DeptID listed in the header for the Distributions page – the upload file cannot include rows with a different distribution

DeptID. The upload file may include *existing* rows where the HR DeptID is different from the distribution DeptID (rows that typically appear on the Other Dept Distributions page). After the file is uploaded and saved and the distribution page is exited, rows with a different HR DeptID will only be accessible on the View Other Dept Distributions page (exactly as they would if the distribution row was not uploaded).

- Saving the Distributions page checks for both invalid ChartField values AND combo edit errors – this differs from the Budget Detail pages in final budgeting where validate performs combo edit checks.
- If loaded data is bad, either return to search or go to the menu title page to exit – data will not be saved.
- Back to Position and Back to Incumbent buttons check for valid ChartField values and combo edits.

REFERENCE:

The information above is also outlined in the Training Services Budget Entry Upload Job Aid at: <http://www1.umn.edu/ohr/trainingservices/financial/materials/index.html>