FY16 Budget Prep Instructions for Final Budget Entry

Preparing Detailed Budgets in the Enterprise Financial System

Budget Entry Deadline for RRCs:
June 12, 2015
(Chief Financial Manager (CFM)/RRC Contact may set earlier internal deadlines)

FY16 Budget Entry Significant Dates and Events – Page 2
FY16 Budget Entry Expected Outcomes and Requirements – Page 9

University Budget & Finance
www.budget.umn.edu

March 17, 2015

Significant Changes from FY15

Enhanced Budget Checking – Budget checking in FY16 will require expenditure budgets for non-sponsored chartstrings at the Fund-DeptID-Program-CF1-CF2-FinEmplID level. (See Page 7)

$0 Budgets Allowed – Processes are changing with the EFS Upgrade such that $0 budgets are allowable and will not be excluded during review by University Budget & Finance. (See Page 7)
FY16 BUDGET PREP SIGNIFICANT DATES AND EVENTS

DRAFT – SUBJECT TO CHANGE

February
3    Tuition & Fee Management System (TFMS) open; FY16 Fees Available for Entry
10   FY15 Period 7 closes in EFS (reporting environment will be updated on February 11)
12-13 Board of Regents Meeting
18   RRC Meeting

March
10   FY15 Period 8 closes in EFS (reporting environment will be updated on March 11)
10   Detailed Budget Entry, Position Budgeting, and Asset Budgeting tables for FY16 loaded and available for Final Budget entry
17   FY16 Budget Prep Instructions for Detailed Budget Entry Available
18   RRC Meeting
26-27 Board of Regents Meeting
--   FY15 Cost Pool Charges and 27th Pay Date Accrual post in March

April
9    FY15 Period 9 closes in EFS (reporting environment will be updated on April 10)
10   Upgrade Cutover Begins
15   RRC Meeting
20   Upgrade Cutover Ends (scheduled)

May
1    TFMS deadline for RRCs (status: “Ready for OBF”)
7-8  Board of Regents Meeting
11   FY15 Period 10 closes in EFS (reporting environment will be updated on May 12)
20   RRC Meeting
25   Memorial Day Holiday

June
9    FY15 Period 11 closes in EFS (reporting environment will be updated on June 10)
11-12 Board of Regents Annual Meeting
12   Last day for RRCs to submit budgets to University Budget Office
17   RRC Meeting
19   FY16 Budgets finalized by Budget Office
20   FSS loads finalized budgets into the KK ledgers in PeopleSoft
22   Combo codes created by FY16 budgets available in HRMS for distributions effective 6/15/2015
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1. Budget Process Overview

Budgeting in the University’s Enterprise Financial System (EFS) is divided into two distinct budget entry phases: 1) the Budget Development Worksheet, and 2) Final Budget Entry. The Budget Development Worksheet is a high-level planning tool that provides an early look at anticipated revenues and expenses for each RRC. The information is used by the President, Senior VPs and University Budget & Finance during initial budget discussions. Final Budget Entry is the process by which detailed budget plans for current nonsponsored funds are developed, communicated, entered into EFS, and balanced to the approved revenue and expense target allocations. Final Budget Entry includes Position Budgeting, the Detailed Budget, and Asset Budgeting. This document details expectations and guidelines for building revenue and expense budgets in the EFS Final Budgeting pages and provides information specific to budgeting for FY16.

Budget entry is performed entirely in the EFS UM Budgeting module. FY16 budgets must be entered in EFS and submitted to University Budget and Finance by Friday, June 12, 2015. There is no general user deadline that is centrally mandated by a system “cut-off” date. Each Resource Responsibility Center (RRC) should set their internal, RRC-specific deadline for DeptID-level budget submission to allow enough time for evaluation and balancing prior to submission to the central budget office. FY16 Final Budgeting pages were loaded in EFS on March 5, 2015, and entry of FY16 budgets may begin immediately. Please keep in mind when planning your work that budget entry will not be available during The Upgrade of PeopleSoft systems scheduled to begin on April 10 and last about 10 days.

Budget Oversight and Review

Budgets include revenue and expense allocations approved by deans, chancellors, senior vice presidents, or executive unit heads as well as carryforwards, revenues, and expenditures projected in all current non-sponsored funds. 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 expenditure 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.”

Chief Financial Managers (CFM)/RRC Contacts will guide departments in using the EFS UM Budgeting module to enter their FY16 budgets in accordance with the expectations and guidelines outlined in this document. University Budget and Finance will review entered budgets after the RRC deadline of June 12 to ensure expected outcomes of budget preparation and entry have been met. FY16 budgets will be loaded into EFS on June 20.

FY16 preliminary allocations were delivered to support units in January. Academic units can expect preliminary allocations to be delivered in the first half of May.
Included in Final Budgeting

Final Budgeting includes entry of projected carryforwards (projected FY15 ending balances), revenues, expenses and transfers for all current non-sponsored funds. Budgeting for personnel (except for students and temp-casual employees) is done in the Position Budgeting pages. Budgeting for non-equipment capital assets is done in the Asset Budgeting pages. Budgeting for all revenues and all other expenditures is done in the Detailed Budget pages, which also summarize information entered in the Position Budgeting and Asset Budgeting pages to create a complete budget picture for each chartstring.

Funds included in Final Budgeting are:

  * Centrally Allocated and Attributed Funds
    * General Operations and Maintenance:
      * State Appropriation and Tuition
    * Restricted State Specials
    * Indirect Cost Recovery (ICR)
    * Central Reserves

  * Other Current Funds
    * Auxiliaries
    * Internal Service Organizations (ISOs)
    * Private Practice Clinics
    * Other Unrestricted Funds
    * Other Restricted Non-Sponsored Funds

4-digit Fund values in the 1XXX series are associated with Current Unrestricted and Current Restricted funds included in Final Budget Preparation and can be found in the Chart of Accounts Manual at: [http://www.finsys.umn.edu/coa/coa_b_intro.html](http://www.finsys.umn.edu/coa/coa_b_intro.html).

Expenditures in non-current funds must be budgeted to enable transactions to pass budget check or to create combo codes if needed (see below).

Not Included or Not Required in Final Budgeting

Sponsored Funds (3XXX) are not included in Final Budgeting. **Do not enter budgets on sponsored funds.** Enter budgets for non-sponsored chartstrings used for cost-share commitments on sponsored projects.

Final Budget entry is not required for non-current funds. However, you may find it necessary to enter budgets for some non-sponsored, non-current funds to enable expenditure transactions. Budgets are required to establish combo codes for use in the PeopleSoft HR (Human Resource Management System - HRMS) or Student (Campus Solutions – CS) systems and for expenditure transactions to pass budget check.

Non-current funds which may be budgeted, but for which budgets are not required during Final Budgeting include:

  * Loan Funds (5XXX)
  * Endowment Funds (6XXX)
  * Plant Funds (7XXX)
  * Agency Funds (9XXX)
**New for FY16: Enhanced Budget Checking**

Enhanced Budget Checking will be implemented for FY16 and will significantly impact final budget entry. **Budget checking in FY16 will require expenditure budgets for non-sponsored chartstrings at the Fund-DeptID-Program-CF1-CF2-FinEmplID level.** This is a change from previous years, when budget checking for nonsponsored transactions required only that an expenditure budget exist at the Fund-DeptID-Program level. Enhanced Budget Checking is being implemented at the request of users for the purpose of reducing the number of transactions with incorrect or missing optional ChartField values. Budgets should be entered on nonsponsored chartstrings to include reasonable expectations of expenditures at the Final Budget Only Account level. However, an expenditure transaction will pass budget check if even $0 is budgeted in any Final Budget Only Account at the Fund-DeptID-Program-CF1-CF2-FinEmplID level.

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**Enhanced Budget Checking for Internal Charges**

Enhanced Budget Checking may create special challenges for internal sales or auxiliary units since expenditure budgets in the full chartstring (Fund-DeptID-Program-CF1-CF2-FinEmplID) are required for internal charges to pass budget check. If an internal billing transaction does not pass budget check, units posting internal charges must contact the department being charged for a resolution. Budget checking issues should be resolved by the unit incurring the charge in a timely way. If the budget checking issue is not resolved after documented efforts by the charging unit, the charging unit may post the transaction to a chartstring with Fund 1026, the DeptID of the problem chartstring, the Account value appropriate to the charge, and Program 22018 Internal Charge Default.

Financial managers for the DeptID receiving the charge are responsible for reviewing activity on Program 22018 and processing transactions to move charges to an appropriate chartstring on a regular basis. As with chartstrings used for payroll default activity, no charges should be allowed to remain in the default chartstring.

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**Enhanced Budget Checking for Sponsored Matching/Cost Share Transactions**

Expense budgets for sponsored matching/cost share transactions should be entered in Position Budgeting and Detailed Budget pages during Final Budget Entry as in previous years. Revenue and expense budgets for matching/cost share chartstrings are necessary to provide a complete picture of nonsponsored expenses for each unit. A change from previous years is that the expense budgets for matching/cost share expenditures must include the CF1, CF2 and Fin EmplID values if those ChartFields are included as part of the nonsponsored chartstring in order for the transactions to pass nonsponsored budget check. 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.

Enhanced budget checking does not impact revenue transactions.

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**New for FY16: $0 Budget Lines Accepted**

$0 budget lines are still discouraged but will now be technically acceptable for FY16 in both the Detailed Budget and Position Budgeting pages. Every effort should be made to budget both revenues and expenses based on projected levels of activity, and the Budget Office will be reviewing entered budgets to ensure that this practice continues. However, occasions may arise when it is appropriate to
create a $0 budget to ensure that possible transactions are able to pass budget check or to create combo codes.

In previous years, budgets created in the UM Budgeting module were loaded to the Budget Fin ledger in the GL. Budgets then moved from Budget Fin to the Commitment Control (KK) ledgers where budget checking occurs and to HRMS to create combo codes for personnel salary and fringe distributions. Because of system limitations, $0 budgets did not transfer from Budget Fin to the KK ledgers, so a minimum budget of $1 was required to make a chartstring valid for budget checking. After the EFS Upgrade, budgets created in the UM Budgeting module will load directly to KK ledgers, and $0 budgets will allow expenditure transactions to pass budget check and will create combo codes in HRMS.

Any chartstring with activity or with a budget in FY15 will create a $0 budget line for FY16 if not excluded by checking the Exclude box for that row in the UM Final Budgeting pages. It is very important to exclude chartstrings where spending is not wanted or not expected in FY16 in order to prevent accidental entries in incorrect chartstrings. Excluding unwanted chartstrings also reduces unnecessary budget lines and speeds system performance. **Excluding budget lines for all expenditure and transfer out Accounts for a Fund-DeptID-Program-CF1-CF2-Fin EmplID combination is the only way to prevent spending on the chartstring when budgets are loaded for the new fiscal year.**

University Budget and Finance has in the past made a practice of excluding during review many $0 budget lines entered in Final Budgeting. This removed thousands of $0 budget entries that had no impact on budget checking. For FY16, University Budget and Finance will not exclude $0 budgets. It is up to departments to ensure that only those chartstrings that should be open for spending will be loaded to EFS.

The ledger changes that allow for $0 budget lines also change the way that budget lines will be opened during the fiscal year after the Upgrade. Online training and job aids are available in the COA and General Ledger section on the Finance Systems tab of the Upgrade Training and Education web site ([http://upgrade.umn.edu/training/upgradedevelopment.html](http://upgrade.umn.edu/training/upgradedevelopment.html)).

**PeopleSoft Upgrade Considerations**

The University of Minnesota’s Upgrade of all PeopleSoft enterprise systems is scheduled to begin on April 10, 2015 and take approximately 10 days. During that time period, EFS will be unavailable for budget entry. CFMs/RRC Contacts and budget preparers should schedule their budget preparation activities with this in mind.

The UM Budgeting module is an add-on to the PeopleSoft delivered system, and as such the system functionality for the UM Budgeting pages is not changing with the upgrade. Upgrade-related changes to the ledgers used for budget checking and Upgrade related changes to positions and HRMS must be considered when budgeting for FY16. These issues are discussed in greater detail in the sections of this document titled ‘New for FY16: $0 Budget Lines Accepted,’ above, and ‘Personnel Expense,’ page 20.

**Expected Outcomes of Final Budgeting**

CFMs/RRC Contacts, with support from all participants in Final Budgeting, are responsible for ensuring that all expectations outlined in this document are met. By June 12, CFMs/RRC Contacts must ensure that their EFS Final Budgets (detailed budgets) satisfy all expected outcomes and requirements and have
been submitted to University Budget and Finance. Budget Officers in University Budget and Finance will work with CFMs/RRC Contacts to identify problems and recommend solutions before the final budgets are balanced and loaded for the fiscal year. Contact budget officers as problems are identified to facilitate prompt resolution.

The following table summarizes the expected outcomes of Final Budget Entry and can be used as a checklist. Please review before beginning budget entry and before submitting final budgets to University Budget and Finance.

**Final Budget Entry Expected Outcomes and Requirements**

<table>
<thead>
<tr>
<th>General Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Budgets for all current nonsponsored funds must be completed in the EFS UM Budgeting module and submitted by the end of the day on <a href="#">June 12, 2015</a>.</td>
</tr>
<tr>
<td>2 Budgets should be entered for plant, loan and agency funds if expenditures will need to pass budget check in EFS or if combo codes are necessary for chartstrings to be used in HRMS or Campus Solutions.</td>
</tr>
<tr>
<td>3 Planned revenues, expenditures, transfers, and carryforward should be budgeted in the Accounts in which they are expected to occur. It is not acceptable to budget all revenues in a single revenue Account or to budget all expenditures in a single expense Account.</td>
</tr>
<tr>
<td>4 Developing a sound annual budget plan minimizes the need for adjustments during the fiscal year. Per the Administrative Procedure Budget Oversight for Current Non-Sponsored Funds: “Adjustments to approved budget should not be made due to changes in forecasted financial activity and should only occur on an exception basis. Reasonable budget variances are expected and are not an indication that budget adjustments should be made. Budget adjustments that simply match budgets to actual activity will NOT be allowed.” Consult University Budget and Finance before entering any budget adjustments that result in a net increase or decrease to budget created in budget prep.</td>
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<td>5 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 in FY15 should be cleaned up prior to fiscal year end.</td>
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<td>6 Structural imbalances should be avoided. A structural imbalance occurs when <em>recurring</em> expenditures and transfers-out exceed <em>recurring</em> revenues and transfers-in. A structural imbalance with an approved plan for spending reductions, funding increases, or intentional, non-recurring investment of resources may be budgeted with prior approval from University Budget and Finance.</td>
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<td>7 Budgets may have a positive ending balance if all available resources will not be spent during the fiscal year.</td>
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**Preparing to Enter Budgets**

<table>
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<tr>
<th>Preparing to Enter Budgets</th>
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<tr>
<td>8 Budget Preparers and CFMs/RRC Contacts must complete training and be granted access before beginning budget entry. (see Access and Training, Page 11)</td>
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2. Preparing for Budget Entry

Access and Training

Entry access for the UM Budgeting Module requires completion of budget entry training and authorization by the CFM/RRC contact. CFMs/RRC contacts are responsible for ensuring that a sufficient number of budget entry preparers have been trained and granted access early in the budget entry timeline to ensure timely completion of budget entry for all units in the RRC. Small units that do not have personnel with authorization for budget entry should request assistance through their CFM/RRC contact.

Budget entry training for FY16 follows a train-the-trainer model as it did for FY15. Each RRC has one or more designated trainers who will schedule and conduct training, manage class registration, and obtain access for those who successfully complete the training. CFMs/RRC contacts should connect those budget entry preparers who have not yet been trained with the trainer for the RRC as soon as possible. *Training does not need to be repeated if it was completed in prior years, and access remains in effect if it was granted previously.*

<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
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<tbody>
<tr>
<td>22</td>
<td>Salaries and related fringe benefits for personnel in salary Accounts 700101, 700201, 700202, 700203, 700501, 700511, 700512, and 700521 must be budgeted in the Position Budgeting pages. Salaries and fringe benefits for student employees and temporary/casual employees must be budgeted on the Detailed Budget pages.</td>
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<tr>
<td>23</td>
<td>Budgets in salary accounts must be created for all chartstrings that will be used for salary distributions in order to create active combo codes in HRMS. ($0 budgets will create active combo codes.)</td>
</tr>
<tr>
<td>24</td>
<td>FY16 fringe benefit rates and the Simplify Fringe rules implemented in FY15 should be used to calculate fringe benefit expense for all employees.</td>
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<tr>
<td>26</td>
<td>Utility charges should be budgeted at rates provided for FY16. (See Utility Charges – Twin Cities Campus, page 28)</td>
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<tr>
<td>27</td>
<td>Enterprise Assessment charges should be budgeted in Account 820200 at 1.75% of salaries in applicable Funds and Accounts. (See Enterprise Assessment, page 15)</td>
</tr>
<tr>
<td>28</td>
<td>27th Pay Date Accrual charges should be budgeted at an amount equivalent to 1/10th of 1 pay period of salaries projected in applicable Accounts. (See 27th Pay Date Accrual, page 25)</td>
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<tr>
<td>29</td>
<td>Chartstrings that will be provided for internal billing transactions must have active budget lines.</td>
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<tr>
<td>30</td>
<td>Estimated amounts for property and liability or non-profit organization liability insurance should be budgeted in Account 720300. (Page 30)</td>
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<tr>
<td>31</td>
<td>Budgets in equipment replacement reserve funds may only be entered with prior approval from University Budget and Finance.</td>
</tr>
<tr>
<td>32</td>
<td>$0 budget lines must be excluded to prevent a transaction from passing budget check or to deactivate a combo code.</td>
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</tbody>
</table>
In addition to budget entry preparers, at least one person in every RRC must have RRC manager or RRC designee access to the UM Budgeting Module. Additional training is not required, but those who need this access are encouraged to take the RRC Manager/Designee Quick Course available through Training Services. A separate Access Request Form (ARF) is required for RRC manager or RRC designee access. Instructions for requesting access and the ARF are available on the Enterprise Financial System Information website at http://www.finsys.umn.edu/arf.html. Contact the University Financial Helpline at controller@umn.edu or 612-624-1617 with questions about access to EFS.

Training and materials available through Training Services include:

- **Budget Entry and Position Budgeting Quick Courses** – online courses that provide an overview of budget entry. The quick courses are a refresher for those who already have budget entry access; they are not a substitute for the required trainer-led training.
- **Budget Entry and Position Budgeting Manual** – detailed instructions on how to enter budgets and position budgets in EFS – a valuable resource for both new and experienced budget preparers.
- **Budget Entry Upload Job Aid** – instructions specific to the upload process for both detailed budget pages and position budgeting.
- **Position Budgeting Page Information Job Aid** – a one-page summary of actions allowed and information presented on pages in Position Budgeting.
- **RRC Manager/Designee Quick Course Registration; RRC Manager/Designee Budget Entry Manual** – information specific to those performing the RRC Designee or RRC Manager roles in the budgeting module of EFS.

Links to ULearn for quick course registration and current reference 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. Contact your CFM/RRC contact for additional information.

**System Availability**

The EFS production environment 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. 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.

**During the FY16 budget entry period,** EFS will also be unavailable during the PeopleSoft Upgrade scheduled for April 10 through April 20, 2015. More information on the Upgrade and the system cutover period is available on the Upgrade web site (upgrade.umn.edu).

**Chart of Accounts**

The Chart of Accounts (COA) is a set of shared ChartField values that are maintained centrally by the Controller’s Office and University Budget and Finance. The current COA Manual is available at: http://www.finsys.umn.edu/coa/coa_b_intro.html. Departments can request changes, deactivations, and additions to ChartField values used for nonsponsored financial activity. Changes or additions to the
COA for use in FY16 Final Budget entry should be submitted as early as possible in the budget planning process to allow sufficient time for review and setup.

Before the Upgrade

ChartField value requests submitted prior to the Upgrade in April will follow the same process as in previous years. DeptID, Program, CF1, CF2, and Fin EmplID requests may be submitted at any time during the fiscal year using the BPEL request tool. Instructions for using BPEL are available under “Chart of Accounts” on Training Services’ Financial Management Course Materials webpage: http://www1.umn.edu/ohr/training/trainingservices/financial/materials/index.html.

Fund and Account values are evaluated and implemented on a fiscal year basis due to the broad impact of these values on financial reporting and system processes. Requests submitted to the Financial System Helpline (controller@umn.edu or 612-624-1617) are compiled and reviewed prior to budget prep.

After the Upgrade

After the Upgrade, ChartField value requests will be submitted in EFS using new functionality. Individuals who currently have access to prepare GL journals and CFMs/RRC contacts will have access to the new pages. Training and Job Aids for the new ChartField request process are available in the COA and General Ledger section under the Finance Systems tab of the Upgrade Training and Education website at: http://upgrade.umn.edu/training/upgradeeducation.html. The new process supports improved request tracking and efficient processing.

ChartField Maintenance for Sponsored Activity

Contact your grant administrator in SPA for information on maintenance of the PCBU, Project, Activity, and CS ChartFields.

New for FY16: New COA Values

Account

Only one new Account value has been established since the beginning of FY15. Account 750120 NC Buildings is defined as “Purchases related to the construction of buildings that do not meet the capitalization threshold,” and as such will be used only by a limited number of units. Account 750120 rolls up to Account 750100 NC Bldgs/Equip-Fin Bdg Only for budgeting purposes.

DeptID

Various DeptID value have been added or updated in the past year. CFMs/RRC contacts and those who submitted requests have been notified of changes in their units. Additionally, University Budget and Finance, OHR, CFMs/RRC contacts, and HR leads worked together in FY15 to align the Z DeptID structure in EFS with the Entity structure in OHR. After the Upgrade, OHR will adopt Z DeptID values in place of Entity values to support the ability to coordinate and align financial and human resource reporting.
Fund

Two new Fund values established in FY15 will not affect nonsponsored budgeting for FY16:
- **3016** Spon-St of MN - GenFund FY App
- **7134** CP Notes Series E (Taxable)

Program

Every time a nonsponsored chartstring is created for a new activity, the current Program list in the online COA Manual should be reviewed and a Program should be selected within the appropriate Function code. A new Program may be requested if a current value does not adequately describe the activity, and values are added and updated regularly based upon user requests.

Not all new Programs are listed below, but a few Program values should be mentioned to clarify when each should be used. For each of these Programs, departments are responsible for moving any default transactions to a different chartstring:
- **21853** CO Payroll Default – chartstrings with Program 21853, Fund 1026, and each DeptID are used to capture activity pertaining to system-wide payroll default transactions. 21853 is never used as a distribution chartstring for payroll transactions. Departments are responsible for removing all transactions posted to this Program value. Budget lines with Program 21853 are created centrally to ensure that combo codes are available in HRMS.
- **23000** HRMS Payroll Default – after the Upgrade, departments may use this Program in their department level default chartstring in Payroll Accounting when the intention is to fund all payroll charges at the position or employee level. Thus, payroll charges on Program 23000 would indicate an employee in the department does not have explicit funding set up. Departments are responsible for moving charges on Program 23000 to correct chartstrings using a Direct Retro. Departments need to create budget lines with this Program value if it will be used as the default department level distribution chartstring.
- **22018** Internal Charge Default – internal billing transactions that do not pass budget check may be posted to a chartstring with Program 22018, Fund 1026 and the DeptID of the department receiving the charge after the selling unit has exhausted efforts to contact the unit being charged for an appropriate chartstring (see further discussion under Enhanced Budget Checking for Internal Charges, page 7). Departments are responsible for moving charges posted to this Program to another chartstring. Budget lines will be created only when necessary to post a transaction.

3. Budgeting for Revenues

The current budget model assigns virtually all revenue to the unit that generates the revenue, and in turn, all costs are allocated to revenue generating units. Central service and support costs are billed to the academic revenue generating units through cost pools as described in the Support Unit and Academic Unit Budget Planning Guidelines. The funds recovered from those cost pool bills are then allocated to the central support units to support their operations.

Revenue budgets in Final Budgeting are required at the Final Budget Only Account level for all types of current nonsponsored revenues.
Allocated Resources

O&M, State Special Appropriations, Tuition, Central Reserves and ICR funds are allocated/attributed to the academic units as identified in the Academic Unit Budget Planning Guidelines, and Central Cost Pool funds are allocated to the central support units as identified in the Central Support Unit Budget Instructions. Final allocations for academic units will not be available until May, but units may begin budgeting for expenditures and other funding sources immediately. Expenditure budgets may require modification based on final allocations. Central support units received preliminary allocations in January and may begin budgeting based on those amounts. Any revised allocations would be communicated in May.

O&M and Tuition (Academic Units)

Academic Unit Budget Planning Guidelines discuss the model for tuition attribution, tuition estimate methodology, tuition planning parameters for FY16, and instructions for submitting tuition estimates for FY16 as part of the RRC’s budget response. The Budget Prep Instructions for Final Budget Entry focus on the process for budgeting the approved tuition estimate and O&M allocation in EFS.

There are no changes to the EFS process for budgeting tuition and O&M revenue for FY16. Gross tuition revenue is credited initially to a central chartstring. Net revenue is calculated after expenses for waivers and other reductions are applied to gross revenue. Net revenue for each academic session is transferred from the central chartstring to designated tuition chartstrings in tuition-generating RRCs. RRCs are responsible for monitoring tuition revenue through the course of the year so that shortfalls of actual to budgeted tuition revenue are identified in a timely manner and adjustments can be made to expenditures or revenue generation.

Each RRC will budget tuition revenue in a designated chartstring to match their approved tuition revenue budget amount specified in the FY16 final allocations when they are made available. The RRC also budgets an amount equal to the approved tuition revenue amount as a negative allocation in the designated tuition chartstring. The designated chartstring is for tuition revenue management only, and the budget entered in this chart string essentially represents the estimated total revenue coming in and the allocation of that revenue out to other chart strings in the unit. At year end, the RRC will bring the balance in the designated chartstring to $0. This may require a transfer in to resolve a revenue shortfall or a transfer out if actual revenues exceed the approved budget amount.

The designated tuition revenue chartstring will have Fund 1000, a DeptID determined by the CFM/RRC contact, and Program UM001. Tuition revenue is budgeted in Account 400100, and the negative allocation is budgeted in Account 420200. The basic formulas for the RRC’s designated tuition revenue chartstring with Fund 1000 and Program UM001 are demonstrated in this example:

<table>
<thead>
<tr>
<th>Tuition Budget, Fund 1000, DeptID for RRC, Program UM001:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account 400100*</td>
</tr>
<tr>
<td>Tuition Revenue</td>
</tr>
<tr>
<td>$5,000,000</td>
</tr>
</tbody>
</table>
| $0              | - $5,000,000     | $0        | $0
### Tuition Actuials, Fund 1000, DeptID for RRC, Program UM001:

<table>
<thead>
<tr>
<th>Tuition Revenue</th>
<th>Actuials equals</th>
<th>Year End</th>
<th>Year End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account 400101*</td>
<td>Account 420201</td>
<td>Acct 6002XX/6102XX</td>
<td>Balance</td>
</tr>
<tr>
<td>a) Shortfall:</td>
<td>+ $4,500,000</td>
<td>- $5,000,000</td>
<td>+ $500,000</td>
</tr>
<tr>
<td>b) Surplus:</td>
<td>+ $5,250,000</td>
<td>- $5,000,000</td>
<td>- $250,000</td>
</tr>
</tbody>
</table>

* Tuition surcharge revenue is budgeted with the tuition estimate in Account 400100 and actual revenue is posted to Account 400102.

To complete the allocation of tuition revenue, the approved tuition revenue amount is added to the State O&M appropriation amount specified in the FY16 final allocations for allocation within the RRC. Allocations to equal the target amount for the RRC should be budgeted in Fund 1000 and Account 420200. Other ChartFields in the chartstrings used for allocation are at the discretion of the unit, provided the total for all DeptIDs in the RRC matches the total target amount for tuition plus O&M. These final allocation chartstrings are where expenditures funded through tuition and O&M allocation are posted. Tuition should not be allocated separately from the state funds. To summarize:

**O&M & Tuition Final Allocation**

- Fund – 1000
- DeptIDs – various (within RRC)
- Programs – various
- Optional ChartFields – various
- Budget Account – 420200
- Actuals Account – 420201
- Amount = approved tuition revenue budget amount + State O&M allocation

(NOTE: The DeptID containing Program UM001 for the RRC 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 amount) budgeted in Program UM001 and the O&M allocation for that DeptID to spend (positive amount) budgeted in other Programs. 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.)

**ICR Revenue (Academic Units)**

The ICR rates, guidelines for projecting Indirect Cost Recovery (ICR) revenue, and the process for submitting FY16 ICR estimates are discussed in the Academic Unit Budget Planning Guidelines. Like tuition revenue, approved ICR revenue amounts are budgeted and allocated to RRCs at the beginning of the year. Unlike tuition revenue, ICR funds are not collected centrally but are distributed to a chartstring within each RRC as the revenues are earned. RRCs are responsible for monitoring ICR revenue throughout the year and making adjustments to actual activity as needed.

The process for budgeting ICR revenue for FY16 is the same as in previous years. Each RRC will budget the approved ICR revenue estimate as revenue in a designated chartstring. The RRC also budgets in the designated ICR chartstring an amount equal to the ICR revenue estimate as a negative allocation. The designated chartstring is for ICR revenue management only, and the budget entered in this chart string essentially represents the estimated total revenue coming in and the allocation of that revenue out to
other chart strings in the unit. RRCs will resolve revenue shortfalls or surpluses in the designated chartstring at the end of the year through transfers out if there is a surplus (actuals exceed budget) or transfers in if there is a shortfall (actuals fall short of budget). The amount of the approved ICR revenue estimate is budgeted as a positive allocation in other chartstrings within the RRC. These final allocation chartstrings are where expenditure activity supported by ICR revenue will be posted.

The designated ICR revenue chartstring will have **Fund 1024**, a DeptID determined by the CFM/RRC contact, and Program **UM003**. ICR revenue is budgeted in **Account 460100**, and the negative allocation is budgeted in **Account 460250**. The basic formulas for the RRC’s designated ICR revenue chartstring with Fund 1024 and Program UM003 are:

<table>
<thead>
<tr>
<th>ICR Budget, Fund 1024, DeptID for RRC, Program UM003:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct 460100</td>
<td>Account 460250</td>
<td>Acct 600200/610200</td>
<td></td>
</tr>
<tr>
<td>ICR Revenue estimate</td>
<td>equal to ICR estimate</td>
<td>Transfer</td>
<td>Balance</td>
</tr>
<tr>
<td>$2,000,000</td>
<td>- $2,000,000</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ICR Actuals, Fund 1024, DeptID for RRC, Program UM003:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct 460101</td>
<td>Account 460201</td>
<td>Acct 6002XX/6102XX</td>
<td></td>
</tr>
<tr>
<td>ICR Revenue</td>
<td>Negative Alloc</td>
<td>Transfer</td>
<td>Balance</td>
</tr>
<tr>
<td>a) Shortfall: + $1,850,000</td>
<td>- $2,000,000</td>
<td>+ $150,000</td>
<td>$0</td>
</tr>
<tr>
<td>b) Surplus: + $2,300,000</td>
<td>- $2,000,000</td>
<td>- $300,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

ICR is fully allocated when the total of the approved ICR revenue estimate is distributed within the RRC to various chartstrings where expenditures will be posted. Allocations to equal the target amount for the RRC should be budgeted in Fund 1024 and Account 460200. Other ChartFields in the chartstrings used for ICR allocation are at the discretion of the unit provided the total for all DeptIDs in the RRC matches the total target amount. To summarize:

**ICR Final Allocation**
- Fund – 1024
- DeptIDs – various (within RRC)
- Programs – various
- Optional ChartFields – various
- Budget Account – 460200
- Actuals Account – 460201
- Amount = approved ICR revenue budget amount

*State Special Allocation (Academic Units)*

RRCs must also enter State Special funds allocations to match target allocation amounts entered by University Budget and Finance if that RRC is a recipient of State Special funding. For State Special funds, there is no designated Program value for capturing revenues and redistributing them within the RRC. Instead, State Special funds are budgeted directly to the DeptIDs and Programs where the funds will be expended.
**State Special Final Allocation**
Fund – 1800-1807  
DeptIDs – various (within RRC)  
Programs – various  
Optional ChartFields – various  
Budget Account – 421200  
Actuals Account – 421201  
Amount = approved State Special revenue budget amount

**Cost Pool Resource Allocation (Central Support Units)**

The process for budgeting centrally allocated funding for central support units supported by the cost pools has not changed for FY16. RRCs should budget to match the final allocation (when available) of cost pool resources in Fund 1000 and Account 440100 in the chartstrings in which expenditures supported by the cost pools will occur. The total amount budgeted for the RRC must match the target allocation. To summarize:

**Cost Pool Final Allocation**
Fund – 1000  
DeptIDs – various (within RRC)  
Programs – various  
Optional ChartFields – various  
Budget Account – 440100  
Actuals Account – 440101  
Amount = approved Cost Pool revenue budget amount

**Other Revenues**

The Final Budget Entry includes all current nonsponsored funds, and budgets must be entered for revenues other than centrally allocated funds. Budgeting for certain revenues requires special consideration.

**Matching/Cost Share Revenues**

Nonsponsored matching/cost share revenue budgets may include the optional ChartFields (CF1, CF2, Fin EmplID), but the revenue budgets should never include the CS and Project values. The nonsponsored budget entry pages do not allow the entry of an analysis type, which is necessary for proper reporting on sponsored match funds. The UM Budgeting module 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 CFMs/RRC contacts, to ensure that no budgets are submitted with CS and Project values in revenue lines.

**Internal/External Sales**

The Academic Unit Budget Planning Guidelines 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 Srvc 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. (Billing to chartstrings with Agency Funds (9XXX) is not considered an
internal sale and revenues from those sales should not use Account 500100. 520200 is appropriate for
billing to chartstrings with Agency Funds.)

Student Fees

Requests to bill students for administrative fees, course fees, academic fees, fees in lieu of tuition and
student services fees are submitted to University Budget and Finance through the University’s Tuition
and Fee Management System (TFMS) and include the EFS chartstring where the fee revenue should be
posted. Fees billed through the student system (Campus Solutions – CS) depend on combo codes for
distribution of revenue. Units must create revenue budgets for all chartstrings where student fees may
be posted in order for combo codes to be available for the posting of revenue.

The University’s Office of Internal Audit expects to conduct periodic audits of fees. 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 and fee guidelines published by the Office of Budget
and Finance (http://www.budget.umn.edu/document.htm) 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.

Requests in TFMS for FY16 fees must be submitted to University Budget and Finance by May 1, 2015, to
be included in the President’s Operating Budget for FY16 that will be submitted to the Board of Regents.
Contact SFHelp@umn.edu for more information on TFMS. Contact Emily Larson in University Budget
and Finance at e-lars@umn.edu for more information on the fee request and approval process.

Excluding $0 Revenue Budget Lines

The rules for budget checking revenue transactions are different from those for budget checking
expenses. Revenue transactions are not stopped from posting if a budget line has not been created. It
is very important to faithfully estimate and budget all types of revenue in current nonsponsored funds
during Final Budget Entry, but $0 revenue budget lines serve no purpose. Best practice is to exclude $0
revenue budget lines to reduce clutter in the system and speed performance.

4. Budgeting for Expenses

Expenditure budgets on current nonsponsored funds for FY16 must be entered at the Fund-DeptID-
Program-CF1-CF2-Fin EmplID level with Final Budget Only Account values.
**Personnel Expense**

Salary and fringe benefit expenditures represent roughly 2/3 of the University’s current non-sponsored funds budget. Accurate budgeting of personnel expense is critical for effective management of the University. In the EFS Final Budgeting tool, salary and fringe benefits for faculty, professional and administrative (P&A), civil service, bargaining unit, and trades personnel are budgeted by position and incumbent in the Position Budgeting pages. Salaries and fringe benefits for student positions and for temporary/casual employees are budgeted in summary on the Detailed Budget pages. The Enterprise Assessment and the 27th Pay Date Accrual charges are calculated based on salaries and are budgeted on the Detailed Budget pages.

*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 for FY16 assumes a general salary increase of 2.0% for FY16 (subject to good faith bargaining). The assumption is provided for budget development only. The FY16 compensation plan that the President will present to the Board of Regents will be posted on the Office of Human Resources website at: [http://www1.umn.edu/ohr/toolkit/compensation/payplans/](http://www1.umn.edu/ohr/toolkit/compensation/payplans/). CFMs/RRC contacts are responsible for ensuring that RRC level policies related to budgeting for people are communicated and carried out within the RRC.

*Budgeting for Fringe Benefits*

The University implemented six new Simplify Fringe rate categories in FY15 as a solution to the increasingly complex calculations that generated the fringe benefit expenses charged to departments. Under Simplify Fringe, the same rate is applied to all salary expenditures in the fringe group regardless of the percent time worked, semester worked, or other factors. Fringes are charged based on a percentage of salary. The fringe groups, the proposed fringe benefit rates for FY16, and the salary and fringe benefit Account values for budget entry are listed in the grid below.
**Salary Guidelines** have been 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](http://www1.umn.edu/ohr/payroll/tax/irsstudent/index.html).

**Departments are not charged fringe benefits for undergraduate student or professional in training appointments under any circumstances under Fringe Simplification.**

The Budget Planning Guidelines for Academic Units contain additional information on fringe benefit assumptions and fringe benefit details for graduate and professional students. IRS student FICA guidelines are located on the Payroll Services website at: [http://www1.umn.edu/ohr/payroll/tax/irsstudent/index.html](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.

**Combo Codes**

Combo codes are used in PeopleSoft HRMS to represent an EFS chartstring for the distribution of salary or fringe benefit expense. A chartstring must have a salary budget for FY16 to activate a new combo code or to keep a current combo code active.

**New for FY16: $0 Budgets Will Create Combo Codes:**

It is not necessary to budget $1 in a salary chartstrings for FY16 to keep a combo code active as it has been in previous years. For FY16, a $0 budget will maintain an active combo code and transactions will pass budget check. From the reverse perspective, $0 budget lines in salary chartstrings **must be excluded to deactivate a combo code in HRMS.**

**New for FY16: Salary Accounts Summarized on Nonsponsored Combo Codes:**

After the PeopleSoft Upgrade, HRMS will no longer create separate combo codes for every salary Account on a nonsponsored chartstring. Combo codes for nonsponsored (and non-cost share) salary budgets only will be summarized to a combo code with Account 700001. A combo code with a specific salary Account value will no longer be required to enter a salary distribution for a nonsponsored (non-cost share) chartstring. (Combo codes identifying the specific salary Account will still be required for

<table>
<thead>
<tr>
<th>Fringe Group</th>
<th>FY16 Rate</th>
<th>Salary Budget Account</th>
<th>Fringe Budget Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic/Police</td>
<td>33.7%</td>
<td>700100 Faculty</td>
<td>710100 Faculty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>700200 P&amp;A/Police</td>
<td>710200 P&amp;A/Police</td>
</tr>
<tr>
<td>Non-Academic</td>
<td>27.4%</td>
<td>700500 Civil Service</td>
<td>710500 Civil Service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>700510 Labor Represented</td>
<td>710510 Labor Represented</td>
</tr>
<tr>
<td>Partial Benefits (Trades, Temp/Casual, Residents/Fellows)</td>
<td>7.9%</td>
<td>700320 Residents/Fellows</td>
<td>710320 Residents/Fellows</td>
</tr>
<tr>
<td></td>
<td></td>
<td>700520 Trades</td>
<td>710520 Trades</td>
</tr>
<tr>
<td></td>
<td></td>
<td>700530 Temp/Casual</td>
<td>710530 Temp/Casual</td>
</tr>
<tr>
<td>Student Professional with UPlan Health</td>
<td>22.4%</td>
<td>700210 Post Doc</td>
<td>710210 Post Doc</td>
</tr>
<tr>
<td>Student Professional with GA Health</td>
<td>17.6%</td>
<td>700300 Grad/Pr w/Tuitn</td>
<td>710300 Grad/Pr w/Tuitn</td>
</tr>
<tr>
<td></td>
<td></td>
<td>700310 Grad/Pr No Tuitn</td>
<td>710310 Grad/Pr No Tuitn</td>
</tr>
<tr>
<td>GA Tuition ($/hr)*</td>
<td>$18.48</td>
<td>700300 Grad/Pr-w/Tuitn</td>
<td>710300 Grad/Pr-w/Tuitn</td>
</tr>
<tr>
<td>Undergrads/Professionals in Training</td>
<td>0.0%</td>
<td>700400 UG/Pro-in-Trng</td>
<td>n/a**</td>
</tr>
</tbody>
</table>

* 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.

**Departments are not charged fringe benefits for undergraduate student or professional in training appointments under any circumstances under Fringe Simplification.**

The Budget Planning Guidelines for Academic Units contain additional information on fringe benefit assumptions and fringe benefit details for graduate and professional students. IRS student FICA guidelines are located on the Payroll Services website at: [http://www1.umn.edu/ohr/payroll/tax/irsstudent/index.html](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.

**Combo Codes**

Combo codes are used in PeopleSoft HRMS to represent an EFS chartstring for the distribution of salary or fringe benefit expense. A chartstring must have a salary budget for FY16 to activate a new combo code or to keep a current combo code active.

**New for FY16: $0 Budgets Will Create Combo Codes:**

It is not necessary to budget $1 in a salary chartstrings for FY16 to keep a combo code active as it has been in previous years. For FY16, a $0 budget will maintain an active combo code and transactions will pass budget check. From the reverse perspective, $0 budget lines in salary chartstrings **must be excluded to deactivate a combo code in HRMS.**

**New for FY16: Salary Accounts Summarized on Nonsponsored Combo Codes:**

After the PeopleSoft Upgrade, HRMS will no longer create separate combo codes for every salary Account on a nonsponsored chartstring. Combo codes for nonsponsored (and non-cost share) salary budgets only will be summarized to a combo code with Account 700001. A combo code with a specific salary Account value will no longer be required to enter a salary distribution for a nonsponsored (non-cost share) chartstring. (Combo codes identifying the specific salary Account will still be required for
distributions on sponsored and cost share chartstrings.) Transactions will post to the appropriate salary and fringe actuals Accounts based on the Employee Class for the employee being paid.

The following rules apply to the generation of combo codes for FY16:

1. Salary budgets are required to create a combo code for payroll distribution. *The only way to pay any employee in HRMS is to create a combo code by budgeting for salary expense.*
2. Combo codes for a nonsponsored (non-cost share) budget lines will not reference a specific salary account value. (All nonsponsored salary combo codes will reference Account 700001. Actual distributions will post to the appropriate Account code based on Employee Class.)
3. A $0 salary budget will create a combo code, although best practice would include a $ value salary budget.
4. Budget lines should contain a reasonable estimate of expenses for FY16 in the appropriate budget only Account.
5. The only way to deactivate a combo code is to exclude all salary budget lines for the chartstring on the Detailed Budget pages.
6. Combo codes can be created or reactivated during FY16 by entering a budget journal in Commitment Control. (Training for Budget Journals in Commitment Control is available through the Upgrade Training and Education website in the COA and General Ledger section of the Finance Systems tab: [http://upgrade.umn.edu/training/upgradeeducation.html](http://upgrade.umn.edu/training/upgradeeducation.html) .)
7. New chartstrings budgeted for FY16 will generate a combo code that will be available on June 22 after budgets are loaded.
8. A combo code needed before June 22 can be created by entering a budget journal in EFS for FY15. (Follow pre-Upgrade procedures before April 10. Follow post-Upgrade procedures after April 20.)

**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 FY16 from a different Fund or Program than what was used in FY15, a revised cost share budget must be submitted to SPA as a separate step from Detailed Budget Entry.

**Position Budgeting**

Position Budgeting is used to budget salaries and fringe benefits for all faculty, P&A, civil service, labor represented, and trades personnel. Salary and fringe data is summarized by position, employee, and chartstring. Current year salary and fringe actual and encumbrance data is pulled from HRMS and used to inform the development of future year salary and fringe budgets. Budget information is summarized by chartstring and translated to amounts in Final Budget Only Accounts on the Detailed Budget pages. **Position Budgeting is required** for all units as part of Final Budget entry for FY16.
### Salary and Fringe Accounts Budgeted in Position Budgeting

<table>
<thead>
<tr>
<th>FinBud Account</th>
<th>FinBud Description</th>
<th>Actuals Account</th>
<th>Actuals Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>700100</td>
<td>Salaries-Faculty-Fin Bdg Only</td>
<td>700101</td>
<td>Salaries - Faculty</td>
</tr>
<tr>
<td>700200</td>
<td>Salaries-P/A/Police-FinBdgOnly</td>
<td>700201</td>
<td>Salaries-Academic Professional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>700202</td>
<td>Salaries-Academic Admin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>700203</td>
<td>Salaries-Police</td>
</tr>
<tr>
<td>700500</td>
<td>Salaries-Civil Service-Fin Bdg</td>
<td>700501</td>
<td>Salaries - Civil Service</td>
</tr>
<tr>
<td>700510</td>
<td>Salaries-Labor Represent-FinBd</td>
<td>700511</td>
<td>Salaries-AFSCME</td>
</tr>
<tr>
<td></td>
<td></td>
<td>700512</td>
<td>Salaries-Teamsters</td>
</tr>
<tr>
<td>700520</td>
<td>Salaries-Trades-Fin Bdg Only</td>
<td>700521</td>
<td>Salaries-Trades</td>
</tr>
<tr>
<td>710100</td>
<td>Fringe - Faculty-Fin Bdg Only</td>
<td>710101</td>
<td>Fringe - Faculty</td>
</tr>
<tr>
<td>710200</td>
<td>Fringe-P/A/Police-FinBdgOnly</td>
<td>710201</td>
<td>Fringe-Academic Professional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>710202</td>
<td>Fringe-Academic Administrative</td>
</tr>
<tr>
<td></td>
<td></td>
<td>710203</td>
<td>Fringe-Police</td>
</tr>
<tr>
<td>710500</td>
<td>Fringe-Civil Service-Fin Bdg</td>
<td>710501</td>
<td>Fringe - Civil Service</td>
</tr>
<tr>
<td>710510</td>
<td>Fringe-Labor Represent-FinBd</td>
<td>710511</td>
<td>Fringe-AFSCME</td>
</tr>
<tr>
<td></td>
<td></td>
<td>710512</td>
<td>Fringe-Teamsters</td>
</tr>
<tr>
<td>710520</td>
<td>Fringe-Trades-Fin Bdg Only</td>
<td>710521</td>
<td>Fringe-Trades</td>
</tr>
</tbody>
</table>


**Position Budgeting Upload:**

Position Budgeting Upload functionality is available for units who prefer to develop budgets on spreadsheets outside of the Final Budgeting pages and upload the results. The upload process is covered in the Budget Entry Upload Job Aid at the Training Services Financial Management Course Materials website (above).

**New for FY16: Limits to Refresh Functionality:**

With the Upgrade, significant changes are being implemented for the structure of positions and other data captured in HRMS. Position Budgeting tables were loaded in early March with data from HRMS that shows positions, distributions, actuals and encumbrances for FY15 as of March 9, 2015. Because of complications with converting the HRMS data, the tables in EFS that are available to refresh Position Budgeting will not be updated with post-Upgrade data from HRMS. Refresh functionality will work as usual up until the Upgrade in April, but the data from HRMS that is loaded into EFS to update the Position Budgeting pages will continue to reference the ‘old’ PeopleSoft 8.9 HRMS environment after the Upgrade. No changes to data entered in the HRMS PeopleSoft 9.1 environment will be pulled into Position Budgeting for FY16 Final Budgeting. Those preparing budgets in Position Budgeting should work closely with unit HR and Payroll personnel to ensure that they are aware of changes to positions and distributions entered in HRMS after the Upgrade and that budget plans for FY16 are updated accordingly.
HR refresh functionality at the DeptID level will work as it has in previous years prior to the Upgrade:

- Refresh on Thursdays only to ensure current, accurate information. The interface that loads HR data into EFS runs on Wednesday nights.
- Refresh updates a single DeptID. The button to initiate the refresh is located on the Positions page, which is specific to a DeptID.
- Refresh updates only positions pulled in from HRMS and salary or distribution changes entered in HRMS. Refresh does not affect positions created in Position Budgeting. Watch for duplicate entries is a new position in HRMS was created as a position in Position Budgeting.
- Refresh does not overwrite FY16 budget entries that have already been updated. Refresh only affects the data pulled from HRMS.
- The Refresh button on the Positions page does not refresh the Detailed Budget page. The Refresh button on the Detailed Budget page is used to update the summary salary and fringe benefit amounts pulled in from Position Budgeting.

**New for FY16: Changes to Position Budgeting Pages:**

Position Budgeting pages in EFS will change slightly during the Upgrade in response to changes in HRMS. The HR data in EFS will continue to reflect PeopleSoft 8.9 data for FY16 Final Budgeting, but post-Upgrade Position Budgeting pages in EFS will reflect new data fields:

- **Positions Page** – The Class Indicator field on the Positions page will be gone after the Upgrade. This data field will no longer be pertinent in HRMS.
- **Incumbents Page** – An Employee Class field will be added to the Incumbents page, but it will not be populated for FY16 Final Budgeting because Position Budgeting will continue to reflect pre-Upgrade HR data.
- **Distributions Page** – The Search and Filter Options will reflect Employee Group rather than Employee Class. The new field will allow users to filter by roughly the same employee groups, but with slightly different options. Labor Represented and Trades will be two separate options, rather than combined into a Bargaining Unit group as they are now. In future years, Faculty-Federal Benefits and P&A-Federal Benefits will be additional options.

**New for FY16: Changes to Positions in HRMS Affecting Account Values:**

Changes to the structure of some positions in HRMS Upgrade will affect the Final Budget Only Account for all or part of the salary distribution for the employee. Budgets should be adjusted to reflect the changed Account values when this occurs. It is only necessary to make an adjustment when the change will occur at the Final Budget Only Account level. A change to an actuals Account that is within the same Final Budget Only Account does not require a new budget line as combo codes for nonsponsored salaries will no longer reflect the Account. When the Final Budget Only Account value will change, a new distribution row reflecting the new Account value should be entered and the old row excluded.

The number of distribution rows requiring new Final Budget Only Accounts is expected to number only a few hundred for the University. A spreadsheet will be sent to CFMs/RRC contacts shortly after the upgrade with details of the distribution rows that require a new Account.

**Personnel Budgets on Detailed Budget Pages**

Salaries and fringe benefits for personnel in all student positions and all temporary and casual positions are budgeted in summary in the Final Budget Only Accounts on the Detailed Budget pages. As a reminder, fringe benefits must be manually calculated for salaries entered on the Detailed Budget Pages.
(unlike Position Budgeting, which automatically calculates fringe benefits based on budgeted salary and projected rates).

### Salary and Fringe Accounts Budgeted on Final Budget Pages

<table>
<thead>
<tr>
<th>FinBud Account</th>
<th>FinBud Description</th>
<th>Actuals Account</th>
<th>Actuals Description</th>
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</thead>
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<td>700211</td>
<td>Salaries-Post Doc</td>
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<td>Salaries-Grad/Pr Stdt-Tuit Ben</td>
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<td>700302</td>
<td>Salaries-Grad/Pr Std-No TuitBen</td>
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<td>Salaries-Resident/Fell-FinBdg</td>
<td>700321</td>
<td>Salaries-Residents/Fellows</td>
</tr>
<tr>
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<td>Salaries-UG/Pro-in-Trng-FinBdg</td>
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<td>Salaries-Professional in Trng</td>
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<tr>
<td></td>
<td></td>
<td>700402</td>
<td>Salaries-Undergraduate Student</td>
</tr>
<tr>
<td>700530</td>
<td>Salaries-Temp/Casual-Fin Bdg</td>
<td>700531</td>
<td>Salaries-Temp/Casual</td>
</tr>
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<td>Fringe-Post Doc</td>
</tr>
<tr>
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<td>Fringe-Grad/Pr Stdt-Tuit Ben</td>
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<td>Fringe-Grad/Pr Std-No TuitBen</td>
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<td></td>
<td></td>
<td>710402</td>
<td>Fringe-Undergraduate Student</td>
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<tr>
<td>710530</td>
<td>Fringe-Temp/Casual-Fin Bdg</td>
<td>710531</td>
<td>Fringe-Temp/Casual</td>
</tr>
</tbody>
</table>

#### 27th Pay Date Accrual

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.

**Salaried Employees** – Budgeting for salaried employees is not affected by the number of pay dates in a year. In any given fiscal year, the annual salary will be divided by the number of pay dates in the year to determine the pay amount issued per paycheck. Years with 26 pay dates will be divided by 26, while years with 27 pay dates will be divided by 27.

**Hourly Employees** – Payroll expense for the hours worked by the employee in a two week pay period are posted to the department’s chartstrings on every pay date for hourly employees. To mitigate the financial impact in the year with a 27th pay date, expense representing an extra day or two per year will be posted as an accrual to departmental chartstrings in years with only 26 pay dates. That accrued amount will be used to offset personnel expense in years with 27 pay dates. Thus, the actual charges to departments in a given year represent a full year’s worth of work (26 pay dates plus accrual of 1 or two additional days’ worth of expense or 27 pay dates less the sum of previous accruals).

The accrual amount for FY15 was calculated at 1/10th of the salary and fringe amounts posted for hourly employees (excluding students) on the 10th pay date of FY15 (November 12, 2014). The accrual journal will be posted in period 9 of FY15 (March, 2015). The accrual amount for FY16 will likewise be calculated at 1/10th of the salary and fringe amounts posted for hourly employees (excluding students)
on the 10th pay date of FY16 (November 11, 2015). The FY16 journal will be again be posted in period 9 (March, 2016).

RRCs were given the option for FY15 of whether the accrual amounts should be posted at the Fund-DeptID-Program level (unless the Program requires the FinEmplID) or at the Fund-DeptID-Program-CF1-CF2-FinEmplID level. CFMs/RRC contacts should contact Emily Larson at e-lars@umn.edu before proceeding with budgeting if they would like to change their chartstring selection for FY16.

The FY15 journal that will post in March can be used as a guideline for both chartstrings and amounts to enter as FY16 budgets in the accrual Accounts (unless the chartstring selection discussed in the previous paragraph changes). 27th pay date accrual budgets are entered on the Detailed Budget page (not in Position Budgeting):

- Enter salary accrual budgets in Account 700800 Salaries-27th PD Accrl-FinBdg
  (Actuals charge: 700801)
- Enter fringe accrual amounts in Account 710800 Fringe-27th PD Accrual-FinBdg
  (Actuals charge: 710801)

Pay increases, changes in fringe rates, funding shifts, and other factors make it unlikely that the accrual amounts will equal the additional cost in years with a 27th pay date. The total accrual is monitored each year and modeled against projections of cost in the upcoming fiscal year with a 27th pay date to determine if mid-course adjustments to the annual charge are needed. The current cycle in particular may require a mid-course adjustment as the University is already in the 5th year of the 11 year cycle for the 27th pay date that will occur in FY21. Budget instructions for future years will specify whether the accrual amount will be 1/10th or more of the 10th pay date actuals. Budget entry instructions for FY21 will provide detailed instructions for applying the accruals from previous years to the FY21 expense.

The 27th pay date accrual process for hourly employees applies only to non-sponsored chartstrings. Sponsored projects are charged for hours worked on a project, so there is no need for an adjustment.

NOTE: Amounts posted in accrual Account 700801 are NOT included in the Enterprise Assessment calculation.

Enterprise 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, the FY16 Enterprise Assessment rate is 1.75%. The Administrative Procedure for Planning and Charging of the Enterprise Assessment lists the Fund and Account codes subject to the Enterprise Assessment: http://www.policy.umn.edu/Policies/Finance/Budget/ENTERPRISEASSESSMENT_PROC01.html.

The following parameters should guide FY16 Final Budget entry:
- Estimate assessment cost at 1.75% of projected FY16 salaries.
- Budget the estimated assessment in Account 820200 (the actual charge will post to Account 820201).
- Both debits and credits are included in the assessment calculation.

(continued)
The Enterprise Assessment is not automatically calculated. The preparer should calculate the assessment based on applicable salary charges budgeted in both Position Budgeting and the Detailed Budget Pages and manually enter the amount in the Detailed Budget page.

Contact the University Financial Helpline (612-626-1617) with questions regarding the Enterprise Assessment process.

Other Expenses

Cost Allocations

Cost pools are used to allocate expenses from central service and support units to academic revenue generating units. The process for budgeting cost pool expense for FY16 remains the same as in FY15. Allocated cost pool expenses are charged to academic units through 16 Account codes:

- 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 Clsrm – Gen Purp Classroom Twin Cities Only
- 837101 – Cost Alloc Debt Serv – Debt Service
- 837201 – Cost Alloc Leases Cost – Leases

Cost pool estimates for utilities should be budgeted in the budget only account code for utilities (see section below).

Each academic unit will budget for cost pool charges communicated in their final allocation letter and entered by University Budget and Finance as target amounts in Final Budgeting. The total amount of the cost pool target must be budgeted in the Accounts listed above. Cost pool charges may be distributed between multiple chartstrings or charged to just one chartstring for the RRC as long as the total amount for the RRC equals the target allocation. Chartstrings must include a current nonsponsored fund excluding internal sales funds. CFMs/RRC contacts are responsible for ensuring that cost pool charges are not assigned to restricted funds with relevant restrictions and that the expenditures are allowable for the chartstrings budgeted.

Cost pool charges for FY16 will be assessed in March 2016 via an allocation process in EFS. The allocation process will create journal entries based on the budgeted amounts and chartstrings.
Utility Charges – Twin Cities Campus

Utility charges represent the 17th cost pool for the Twin Cities campus. All utilities (electric, heating gas, non-heating gas, steam, water and chilled water) are charged as part of the cost pool and should be budgeted using Account 781100 and Program UM005. Estimates of utility costs for FY16 will be communicated in final allocation letters. A summary of the utilities, their cost components, and how FS develops and tracks cost and utilization is available in the Academic Unit Budget Planning Guidelines.

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 only one DeptID to designate for billing utilities for all buildings with utilities charged as part of the cost pool. Now would be a good time to provide FM a chartstring to use in FY16 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.

The utility rates for FY16:
- are only applicable for those units on the Twin Cities campus which currently pay FM for utilities or have an arrangement to make such a payment to Facilities Management
- will be effective July 1, 2015
- 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.

<table>
<thead>
<tr>
<th>Utility Rates</th>
<th>FY14 Actual</th>
<th>FY15 Actual</th>
<th>FY16 Estimated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steam – 1,000 lbs. of steam (Mlb)</td>
<td>$21.98</td>
<td>$23.21</td>
<td>$23.22</td>
</tr>
<tr>
<td>Electric – Kilowatt Hours (Kwhr)</td>
<td>$.0991</td>
<td>$.1008</td>
<td>$.1153</td>
</tr>
<tr>
<td>Gas – Dekatherm (Dkthrm)</td>
<td>$7.92</td>
<td>$8.00</td>
<td>$9.57</td>
</tr>
<tr>
<td>Chilled Water – ton/hour</td>
<td>$0.205</td>
<td>$0.213</td>
<td>$0.248</td>
</tr>
<tr>
<td>Water &amp; Sewer – Hundred Cubic Feet (CCF)</td>
<td>$8.78</td>
<td>$10.83</td>
<td>$11.45</td>
</tr>
<tr>
<td>Minneapolis Campus (average)</td>
<td>$5.78</td>
<td>$5.98</td>
<td>$6.01</td>
</tr>
<tr>
<td>St. Paul Campus (average)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Actual utility charges are billed on a monthly basis with a one month lag; 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). As with any budget, actual monthly utility charges will be different from budgeted amounts.

Monthly utility charge statements are available online. Go to the Facilities Management Compass Self Service Web Site at www.facm.umn.edu, click on “Customer Service”, and select “Self-Service Login”. 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. New users should contact the FM Call Center at 612-624-2900 to obtain a username and password.
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).

Capital Asset Purchases

Capital Equipment:
The threshold for capital equipment purchases is $5,000 and above. Planned capital asset purchases should be budgeted on current funds in the Detailed Budget pages of Final Budgeting. For FY16, all capital equipment on current nonsponsored funds should use the following accounts:

Capital Equipment Budget:

Account 850100
Capital Equipment Actuals:
850101 – Capital Equip Purchases
850103 – Capital Equip Sale Proceeds (deposit from sale)
850104 – Capital Equip Fabrication Prch

Non-capital equipment (expected purchases under $5,000) should be budgeted in Account 750100.

Sponsored projects: 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 are 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.

FY14 was the first year that purchases of equipment assets were recorded in expense Accounts rather than in asset Accounts as they had been since the implementation of EFS. Depreciation for capital equipment was consolidated at a central level and is no longer reflected as an expense on departmental chartstrings. Individual units do not budget for depreciation of equipment.

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 on departmental chartstrings.

Capital Assets other than Equipment:
All other capital assets (e.g., library and reference books, museum collections, capitalized software) and depreciation of those assets are budgeted using the UM Asset Budgeting tool. 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; some units find it useful to maintain a reserve for future purchases in lieu of funding depreciation.
Property and Liability and Nonprofit Organization Liability Insurance

The Office of Risk Management charges RRCs for University property and liability insurance premiums based on each RRC’s share of total University space. Nonprofit Organization Liability insurance is charged based on each RRC’s share of current nonsponsored salaries. The Support and Academic Unit Budget Planning Guidelines provide estimated amounts for each RRCs charges for FY16. RRCs should budget the estimated amounts in Account 720300.

Undergraduate Research Opportunities Program (UROP)

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. If a current award will carry forward to FY16 and the Fin EmplID of the award recipient is known, the budget can be entered with the full chartstring (including Fin EmplID). Because awards are made during the academic year after budgets for the fiscal year are loaded, the Fin EmplID values of most award recipients are not available during Final Budget Entry. Commitment Control budget entries may be necessary during FY16 to create combo codes for salary payments on individual grants. UROP staff does not create departmental budget lines for UROP awards.

Detailed Budget Upload

Detailed Budget Upload functionality is available for units who prefer to develop budgets on spreadsheets outside of the Final Budgeting pages and upload the results. The upload process is covered in the Budget Entry Upload Job Aid at the Training Services Financial Management Course Materials website: [http://www1.umn.edu/ohr/training/trainingservices/financial/materials/index.html](http://www1.umn.edu/ohr/training/trainingservices/financial/materials/index.html).

5. Reporting Options

Reports and queries are available to help ensure that budgets accurately reflect revenue and expenditure plans for FY16 and that Final Budget entry is as free from errors as possible. Users and CFMs/RRC contacts are encouraged to explore the various reports and reporting methods to find the tools that are most meaningful to them.

EFS Reporting Instance

Reports available in the EFS production and reporting instances to assist you with budgeting include:

- **Summary Reports:**
  - *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.
o **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.

o **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:**
  o **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.
  o **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. The reporting instance has a one-day lag from production but is the preferred method for running reports because it does not 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].

1. Create a Run Control - click on the Add a New Value tab and enter a Run Control ID and the budget fiscal year 2015. You may enter a Fund or Program on this page, but it is not required.
2. On the next page, enter:
   a. Business Unit: UMN01
   b. FY: 2015
   c. DeptID – a numeric Dept ID or any node value on the UM_DEPTID_BUDGET tree (RRC, budget-only DeptID (Z-DeptID))
   d. Fund and Program can be left blank to return all values or you can enter specific values to narrow your search
   e. SAVE
   f. RUN
   g. OK
3. View the Process Monitor for the status or go directly to the Report Manager, Administration tab, and click on the output file link.

**Queries**

Queries for use in Final 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 FY16 budget are named as follows:
  o UM_FBD_XXXX => Final Detailed Budgeting
  o UM_PBD_XXXX => Position Budgeting
  o UM_ABD_XXXX => Asset Budgeting

Queries:
  • UM_FBD_DET_BUDG_UPLOAD – returns budget lines to be used to develop file to upload budgets for a DeptID.
  • UM_FBD_REVENUECOMPARE – 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_EMLID – 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_EMLID_W_PROJ – provides results similar to the UM_PBD_DISTRIBUTNS_BY_EMLID 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.

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 2016 for the Budget Year to return budget prep information for FY16. 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.
UM Reports

- **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.

Connect to the UM Reports web site at: [http://www.umreports.umn.edu/](http://www.umreports.umn.edu/). 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 controller@umn.edu.

### 6. Resources

**CFMs/RRC contacts**

The RRCs who participate in the budget process are each of the colleges on the Twin Cities campus, the four system campuses, and the major support units on the Twin Cities campus. CFMs/RRC contacts guide the Final Budgeting process for their RRCs. Questions that should be addressed to CFMs/RRC contacts include:

- What is the amount of allocations granted to each DeptID in the RRC?
- What is the due date for submitting budgets or other materials to the CFM/RRC contact? (Due dates within an RRC precede due dates in these instructions.)
- What non-mandatory transfers that are planned either within the RRC or between this RRC and others for FY16?
- What are the specific procedures and policies, defined by the CFM/RRC contact, for Final Budgeting for the RRC?

**Budget Entry Trainers**

The Budget Entry Trainers can answer questions about using the UM Budgeting module in EFS:

- How do I enter budgets in EFS?
- What do the error messages mean?
- How does Position Budgeting connect with the Detailed Budget pages?

**University Budget and Finance**

Budget officers in University Budget and Finance can answer questions about the expectations and requirement of Final Budgeting and the budgeting process:

- How are revenue allocations budgeted?
? How are cost pool expenditure allocations budgeted?
? How are transfers budgeted?
? How are reports and rollup information accessed?

The University Budget and Finance website has information on student fee requests, cost pools, fringe benefits, Support and Academic Unit Budget Planning Guidelines (FY16 Budget Instructions: Support Units and FY16 Budget Instructions: Academic Units), and other topics relevant to Final Budgeting (http://www.budget.umn.edu/document.htm). Contact Emily Larson (e-lars@umn.edu) or Julie Tonneson (tonne001@umn.edu) with questions on Final Budgeting.

Financial Helpline (and FSS Security)

The University Financial Helpline answers routine questions and refers calls with non-routine questions to the appropriate authority to respond. Contact the Financial Helpline with questions on:

? How do I get access to the UM Budgeting module?
? What is the appropriate ChartField value to use?
? Why is my upload not working?
? How are ISOs budgeted?

Contact the University Financial Helpline at 612-626-1617 or controller@umn.edu. General financial system questions can be answered on the EFS website at: http://www.finsys.umn.edu/.

Training Services

Course materials and Job Aids from Training Services are the best reference for many questions on entering budgets in the UM Budgeting module. Go to the Budget Entry section of the Training Services Course Materials website: http://www1.umn.edu/ohr/training/trainingservices/financial/materials/index.html.