

Mississippi State University
Guidelines for Budget Preparation
2017-2018 Operating Budgets

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These Guidelines can be accessed at:

http://www.controller.msstate.edu/docs/guidelines_for_budget_preparation.pdf

Provost & Executive
Vice President

APR 21 2017

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Calendar for Budget Preparation FY 2018

April 21, 2017 (Friday) - Yellow budget allocation sheets distributed to Vice Presidents.

May 17, 2017 (Wednesday) - All data changes and allocation sheets due from VPs to the budget office. Lock Budget Module at 8:00 am.

May 30, 2017 (Tuesday) - Summary of budget to President for approval.

June 01, 2017 (Thursday) - Analysis submitted to IHL.

I. GENERAL INFORMATION

If you do not have electronic access to the budget system, please call Mimi Clark 325-2823 immediately. If you have trouble connecting to the budget module please contact the Helpdesk at 325-0631.

ACCESSING THE BUDGET MODULE

The budget module can be accessed as follows:

Click on the Budget Telnet Session SSH icon.
Click OK.

If you do not have the Budget Telnet Session icon:
Telnet to budget.its.msstate.edu

login: buduser
Password: orabrec

Banner User Name: Your current Banner User Name
Banner Password: Your current Banner Password

The budget module will be unavailable for use during the following times due to back-ups and routine maintenance:

Sunday – Friday 10:30 p.m. - 4:00 a.m.

- The data provided is from the July 1, 2016 budget. However, if you made any changes in the budget module when you printed your Budget to Banner Comparison Report, the changes will be reflected in the mid-year changes block. Data is available immediately for update and, once final worksheets are printed, your data is complete.
- Security is controlled by the ORG. You do not have to complete all departments for which you are responsible before printing. However, you must complete all funds using a specific org before selecting the final print. If you print the final for your Education and General org (i.e., 100000-ORG) you will be locked out of making changes to your other funds if *they have the same org code*.

- If multiple persons have access to the same org, you may lock your org by printing the final report. The other person will not be locked out until they do a final print. This is most common between MAFES and MSU-Extension Service.
- All amounts are presented as whole dollars, no cents.
- Be sure that the position number and title code are correct for each employee. If the position number is not the same as what is in Banner the new budget information will not load. An Employment Action Form will be required to make the necessary revision.
- If an employee will be terminating prior to July 1, 2017 make the July 1, 2017 block vacant by entering the position number as the ID.
- Fringes will be automatically recalculated when you make a change to salaries, except for funds 100000, 160000, and 170000.

MISSISSIPPI STATE UNIVERSITY - EXTENSION SERVICE DISTRIBUTIONS

- Federally appointed employees must maintain at least a 51% level of funding from the Extension Service.
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II. GUIDELINES FOR USING THE BUDGET MODULE

Reminders:

- Titles have been updated from Banner to the budget module. Therefore titles cannot be changed in the budget module. If you have a title that needs to be changed, please e-mail Mimi Clark at MClark@controller.msstate.edu. Also, names and MSU ID#s were updated. **However, please note that monetary changes were not made.**
- On the Budget Base Information Update Screen (screen 1) the Pay Basis, MSU ID Number, and FTE can be changed.
 - Use the position number as the MSU ID Number on vacant positions.
- On the Salary Distribution Information Update Screen (screen 2) the Labor Distribution, and Salary information can be changed.
 - Call 325-1747 (Amy Burchfield) if you need assistance with setting up new Funds, Orgs, and Programs.
 - Call 325-0869 (Mary Ann Latham) if you need assistance setting up new Activities.
 - Call 325-1831 (Juli Rester) if you need assistance with setting up new Title codes.
- The Multiple Salary Distribution View Screen (screen 3) is a “view only” screen that allows you to see all of the information that has been entered from screens 1 & 2.
- The Operating Budget Line Items Update Screen (screen 4) will show the total changes to salaries and fringes. Screen 4 allows changes to Travel, Contractual, Commodities, Equipment, Other Capital, Sub, Loans, and Grants totals.
 - Fringes will be automatically calculated when there is a change in salaries except for funds 100000, 160000 and 170000.
- The Revenue Update Screen (screen 5) allows updates to estimates for all self-generated revenue. The revenue screen must be completed prior to printing of the final budget.

HOW TO USE THE FIELDS ON SCREEN 2 TO UPDATE SALARY INFORMATION

- **Beginning Budget** - This field is view only.
- **Interim Change** - Any adjustment necessary to reach your current total.
- **Raise** - This field should be used to enter performance based merit increases.
- **Midyear Amount** - This field is view only.
NOTE: This field should reflect current annual salary amounts.
- **Approved Promotions** - This field should be used for approved promotions **ONLY**.
- **Educational Achievement** - This field should reflect degree attainment (educational achievement).
- **Reclass** - This field should reflect reclassifications and equity adjustments approved by Human Resources Management.
- **Other** - This column should reflect any changes necessary to reach the July 1, 2017 salary. (reallocations, redistributions, FTE changes, etc.).
- **July 1, 2017** - This field is “view only” and reflects all the adjustments made in the above columns. This will become your FY 2017-2018 beginning budget and will print in the bound budget.

NAVIGATING TIPS

Here are a few reminders for navigating. These commands are entered in the function block in the upper right-hand corner of most screens.

- EXIT** This will take you back to the menu.
- S** Search – Allows you to locate data by “keys” such as name, MSU ID Number, position number, etc.
- N** Next – Displays the next record. If you have queried alphabetically, it will display the next alphabetical record. If your query was by position, it will display the next numerical position
- P** Previous – Displays the previous record.
- A** Add – Adds a new record.
- C** Change – allows changes to non-restricted fields
- D** Delete – Deletes the record on screen. If you are on screen 1 “Budget Base Information Update Screen”, deleting here will remove ALL base information and all associated labor distributions.

Arrow keys General navigation uses.

Menu Number You can key menu numbers 1,2,3,4, or 5 to move between screens.

AP Append - This command is used only on the revenue screen. Use it after you add the first revenue type to add additional revenue types.

PROCEDURE FOR FINALIZING BUDGET INFORMATION

1. Upon completion of each Org for which you are responsible, select the final printout option. CAUTION: TO MAINTAIN DATA INTEGRITY, IF YOU PROCEED PAST THIS POINT BY ANSWERING YES ON SCREEN, YOU WILL BE LOCKED OUT OF THE DATA FOR ALL ACCOUNTS USING THAT ORG (department) CODE. This will lock you out of any funds using that org - be certain you are finished before you select this option.
 2. Print a final budget worksheet for each of your accounts. You may print as many copies of the final printout as you need. Be sure EVERY EMPLOYEE is on a printout.
 3. Put together all the elements of your budget package and send the information to your next higher administrator for approval. The budget package will include the final budget worksheet printout and the yellow budget control sheet.
 4. Changes made by approving administrators AFTER FILE LOCKING (FINAL PRINTING) will have to be submitted to the Budget office by e-mail.
 5. Approved yellow expenditure control sheets should be returned to 336 McArthur, Mail Stop 9602. Please do not return the final worksheet printouts to the Budget Office.
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III. REVENUE BUDGETING

PLANT AND DESIGNATED FUND BUDGETING PROCEDURES:

Plant and Designated Funds will no longer be budgeted.

You have the ability to print plant and designated fund budget worksheets if you have employees paid from these funds to allow for review by your administrator.

Within the Banner system, report FWGCHFBVP can be run in order to obtain the fund balance for Plant and Designated Funds. You will need to enter the required parameter values for your fund request.

ON-CAMPUS (FUND 100000) REVENUE BUDGETING:

Any department responsible for generating revenue to support their departmental operations must budget that estimated revenue on the revenue screen (screen 5). The department will be expected to monitor the budgeted revenues. A department who spends their total budget, but does not meet their revenue budget will be required to cover the difference from other funds.

IV. ADDITIONAL INFORMATION

- **Navigation trouble:** - See Section II.
- **Budget Module trouble:** See Section II.
- **General questions:** Call 325-8907 and you will be transferred to an available budget staff member.
- **Modem questions:** Call the Helpdesk at 325-0631 (Information Systems).
- **Printing problems:** Call the Helpdesk at 325-0631 (Information Systems)

ADDITIONAL FORMS

If you need any of these additional forms, contact the Budget Office at 325-8907.

- **Budgeted Expenditure Control Sheet** - This form is yellow and shows your beginning budget. Each department should list any adjustments necessary to bring your total to your approved FY 2017-2018 budget amount. ALL Education and General and Auxiliary funds should have a completed, signed form returned for them.
 - **Positions to be Deleted from Budget Module and Banner** - This form should be completed for any positions that are no longer needed in your department. You can access this form at <http://www.controller.msstate.edu/forms/downloadfile.php?id=23>
 - **New Department/Department Name change form** - This form identifies account number and name changes that are taking place for the department. You can access this form at <http://www.controller.msstate.edu/forms/downloadfile.php?id=8>
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