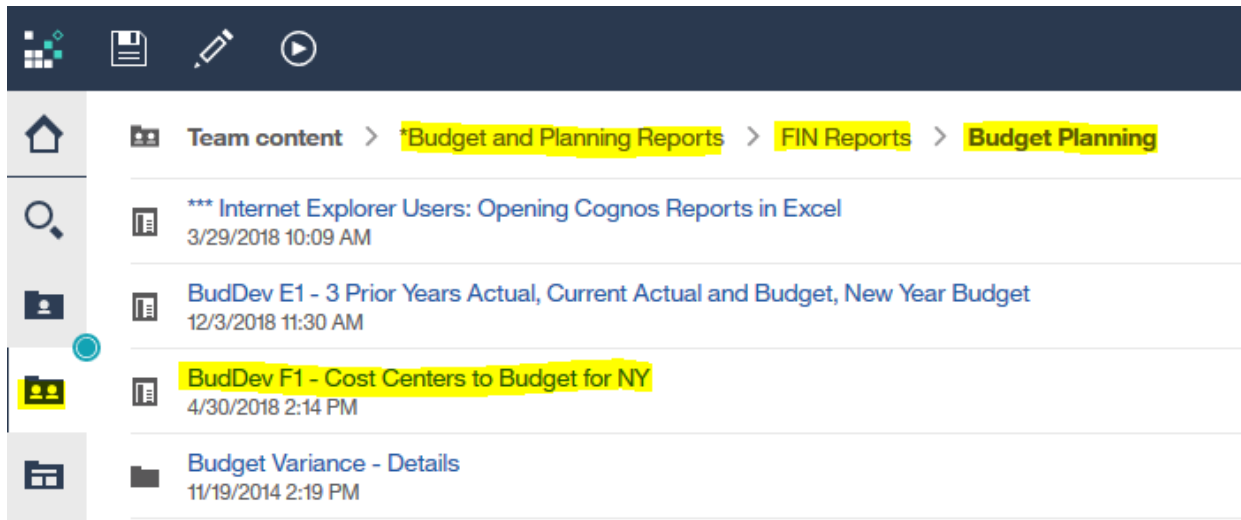All MU budget assumptions, calendar, training guides and sessions will be posted on the Division of Finance's website:

https://finance.missouri.edu/strategy-planning-and-analysis/planning/budgeting/

To start the budget process, first verify the chartfields you are assigned to budget. Start by running a Cognos '**BudDev F1 – Cost Centers to Budget for NY'** report for your department.

https://reports.umsystem.edu

- Run the report for either the 'Dept' or 'SubDept' you have been assigned to budget. No other criteria needs to be filtered on the prompt page.

*This report will display every chartfield that has actuals and/or was budgeted in the current year at the Fund/Deptid/Program level. Project and class are not budgeted in Hyperion. Best practice is to ask your division's fiscal officer which fund group they require to be budgeted within the division.

MU campus requires ALL users to budget funds:

Operations: 0000 & 0030

Continuing Education: 0445 & 0450

Service Operations: 0700-0825

Auxiliary Operations: 0100-0615

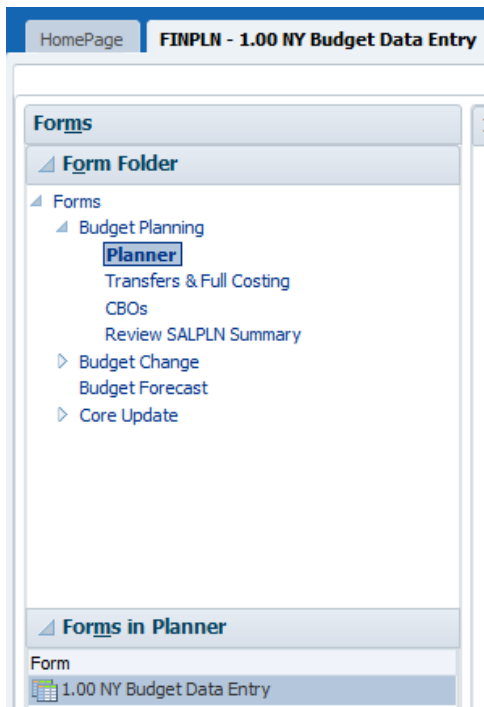Gifts & Restricted State Appropriations: 2000-2050

Federal Appropriations: 2060

Rest Non Gift: 2070

Do NOT budget fund 0090 - clearing

The division's FO may decide if any additional funds groups (grants, endowments & plant) should be budgeted by their users.

In Hyperion, (https://hypprd.umsystem.edu:4443/workspace/index.jsp - use browsers -Firefox or IE) each fund/deptid/program combination will be budgeted in form **'1.0 NY Budget Data Entry'** under the 'FY22 Budget Working' column.

See Page 42 in FINPLN- Complete Reference guide

General Revenue Allocation (PS Account 400000) should be entered only in the month of July with the exception of School of Medicine users. SoM enters their GRA monthly. Be sure to use whole dollars only. Do not place the amount in the YTD column and allow Hyperion to spread it monthly. This will cause rounding errors for campus.

Our office will upload the endowment distribution (PS Account 470300) budget for you.

See **Page 48** to add an Account

There are accounts used in the GL to record actuals that are rolled up for the budget. If you are unsure of how accounts roll up, or at what level to budget, refer to the 'Hyperion PS Budget Levels' tab of the PS account list. (Access https://www.umsystem.edu/media/fa/controller/acctlist.xlsx)

With the exception of contra accounts (primarily student aid, F&A, internal sales, and salary guarantees) and transfers, there should be no negative revenues or expenses.

See the complete list of revenue, expenditure, and transfer contra accounts in **Appendix D**.

When you save form 1.0 after making changes, Hyperion updates the calculations and totals on the form for the selected DeptID, but the changes are not reflected in the reports until you run budget aggregation see Page 120. We have scheduled the aggregation process to run each night, but if you want to see reports with updated calculations and totals during the day, you need to manually run the aggregation process for the entity you are reviewing.

*After the aggregation has been run, ONLY the reports in the 'FINPLN/Budget Planning' folder will be updated during this process. Reports in 'BGTRPT/Budget Planning' will be updated nightly.

Hyperion Planning allows you to copy the budget data from last fiscal year into this year's working budget as a starting point for users see Page 126.

In the '**1.80 NY Copy Budget Data**' form, you have the following options:
- Copy Budget Data by Version – use to copy the data in one version to another version.
- Copy Budget Account by Version – use to copy the data related to the descendants of an account node in one version to another version.

*If users would feel more comfortable, our office would be happy to discuss the best options for your school with this option or make the copy for you.

As of FY19, <mark>transfers and full costing</mark> will no longer be entered directly on Form 1.0 with supporting detail. In order to ensure all transfers stay in balance, a new business rule was created to enter the transfers. Using the new right-click business rule on form 1.0, the **entity transferring out** will enter chartfield information for **both sides** of the transfer. After that transfer has been created, it will appear in the receiving entity's budget. **It is very important to verify the receiving entity's chartfield and confirm the amount before creating the entry.**

See quick reference guide **'Entering Budget Transfers'** https://it-training.missouri.edu/TrainingMaterialsWebsites/FIN_FINPLN_Planner_All_QRG/QRG_Entering_Budget_Transfers.pdf

*Full costing accounts should be entered as a positive amount for the '**source amount' (PS Account 863100 side)**.

- A new form '8.10 CY Transfer Download Template' was added to review FY19 transfer details by entity. Users can export to excel and run a macro to transform the data to proper format for the upload template. Once it is in the proper format, users can decide if any of the transfers will be needed for FY20, make changes to amounts and/or chartfields and forward back to Nicole Kilgore or Chad Hampton to upload.

See excel template **'Mass Transfers Upload Template'** https://it-training.missouri.edu/TrainingMaterialsWebsites/FIN_FINPLN_Planner_All_QRG/Transfers.YYYYMMDD.BW.Entity.xlsm

All <mark>institutional support entries</mark> should be created as monthly entries (Jul-Jun) and use chartfield <mark>0000 C4110004</mark> **0** for the target.

Runtime Prompts - Create Transfer - Open Target	
Prompt Text	**Value**
* Source DeptID	
* Source Fund	"0000"
* Source Program	"0"
* Source Account	863100
* Target DeptID	C4110004
* Target Fund	"0000"
* Target Program	"0"
* Start Period	"Jul"
* End Period	"Jun"
* Source Amount	0
* Transaction Comment	Institutional Support

When you have **completely finished** budgeting all of your expenses for FY22, you can run a Cognos query and it will pull all eligible expense accounts from your working budget. You can then multiply the grand total of expenditures times the <mark>5.0372% FY22 rate</mark> to use for your full costing amount. The query is set to prompt for your CSD and fund.

The query can be located in Cognos under:

Public Folders > *Budget and Planning Reports > Ad-hoc Reports for Users > COLUM > Budget Development > Transfers > Institutional Support Calculation Based on Working Budget Expenditures

To ==finalize the budget process==, start by running '**Budget Development Validation'** reports for your department.

https://reports.umsystem.edu

In Hyperion, run a '**PLNH-BudDev E1 – Prior 3 Yr and Current Actuals and Budget'**

https://hypprd.umsystem.edu:4443/workspace/index.jsp

Note: You may need to set the browser zoom to 100% to precisely open and pick the right report to run.

*Compare FY22 budgeted numbers to prior year trends. Do the numbers look reasonable?

Run '**PLNH-BudDev C2 – Cost Centers Balances with Detail Class Project'**

*Drill down to the deptid level. Does the general revenue allocation (PS Account 400000) match the number given by your division's FO?

*Check for negative ending balances

Run '**PLNH-BB1 – Summary by Fund by Account'**

*If your division budgets grants, verify you do not have a beginning balance and your revenues equal your expenses.