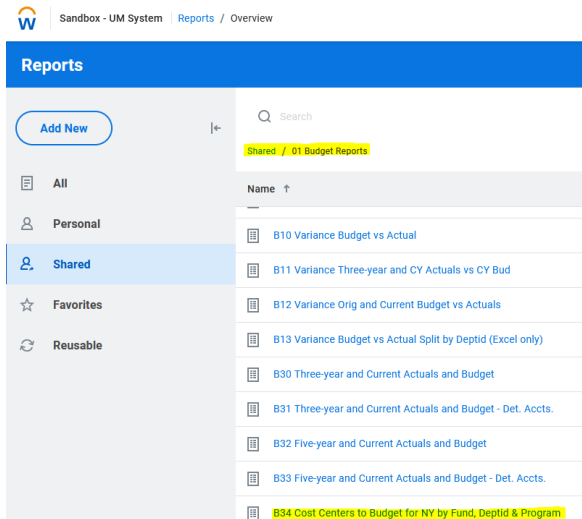


All MU budget assumptions, calendar, training guides and sessions will be posted on the Division of Finance’s website:

<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 Workday ‘**B34 Cost Centers to Budget for NY by Fund, Deptid & Program**’ report for your department.

<https://login.adaptiveinsights.com/>



- Run the report for Current Year - FY2023 and either the ‘Dept’ or ‘SubDept’ you have been assigned to budget.

*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 Workday. 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: 2244

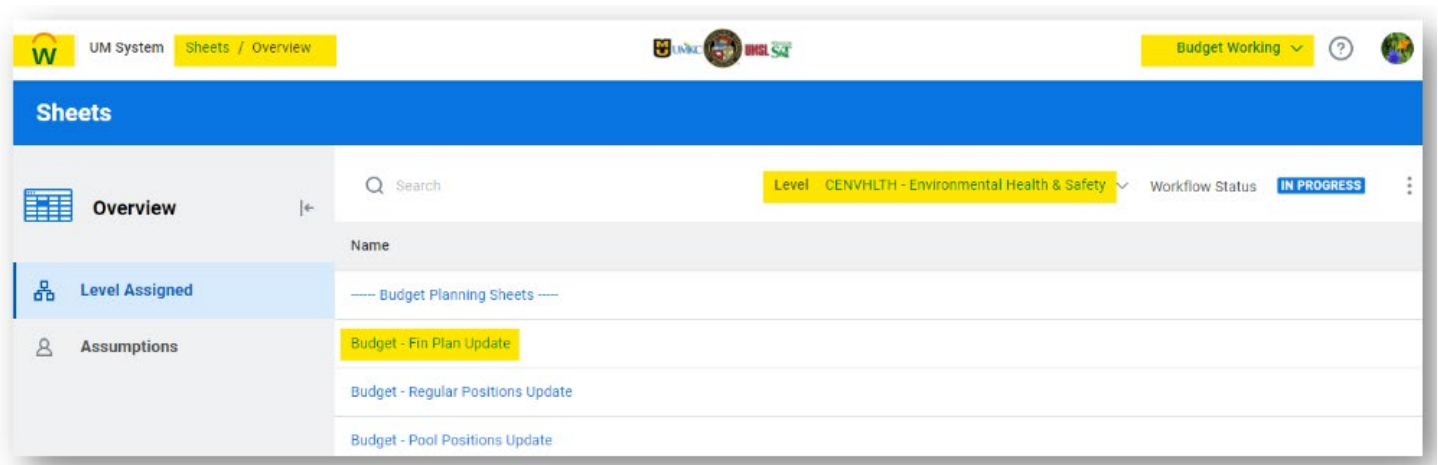
Rest Non Gift: 2070

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 Workday, (<https://login.adaptiveinsights.com> - use Chrome, Edge, Firefox or the Safari browser) each fund/deptid/ program combination will be budgeted in sheet **Budget – Fin Plan Update** under the 'FY24 Budget Working' column.

While the system is available for updates 24 hours a day, due to nightly updates for metadata and actuals from approximately 4 AM – 7:30 AM, users might notice inconsistent data as the load process completes or slower performance.



For the complete guide: [see page 2 in Unit 2: WP Fin Plan Budgeting](#)

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.

Beginning Balance (PS Account 300000) should also only be entered in the month of July.

Our office will upload the **endowment distribution** (PS Account 470300) & **investment income** (PS Account 475000) budget for you.

To add a **new account** to the sheet:



Add a new row to budget for account not showing on the sheet, instead of unsuppressed all Zeros and Blanks.

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 <http://www.umsystem.edu/ums/fa/controller/peoplesoft> and click the Account link.)

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 A** in **Unit 2**

Note: An easy way to identify a contra account on this sheet is if the account number is > 600000 in the Revenue section or account number is < 600000 in the Expenses section. The sign used on the actuals could also indicate if the account is a contra account.

Reports within Workday will now automatically update when the user hits save on the sheet.

In order to ensure all transfers stay in balance, a separate sheet was created to enter the transfers. Using the sheet **'Budget – Transfers Data Entry'**, the **entity transferring out** will enter chartfield information for **both sides** of the transfer. The transfers data entry integration runs every quarter hour, 24 hours a day. After the transfer has been created and the integration runs, the transfer will appear in the **'Budget -Transfer Review'** sheet and into the receiving unit's budget. **It is very important to verify the receiving entity's chartfield and confirm the amount before creating the entry.**

#	LEVEL	FUND	PROGRAM	SOURCE ACCOUNT	TARGET LEVEL	TARGET FUND	TARGET PROGRAM	STZ	COMMENTS	JUL-2021	AUG-2021	SEP-2021	OCT-2021	NOV-2021
1	C1120001 - LABORATO	0000 - Operations	0 - Unspecified Program	862100 - Transfers Out Bats	C1300008 - MIZZOU ON	0000 - Operat...	0 - Unspecified Pr...	S...	Ann testing	-8,000				
2	C1120003 - E H S SERI	0000 - Operations	0 - Unspecified Program	862100 - Full Costing Out	A6201007 - SOUTH AFR	0000 - Operat...	0 - Unspecified Pr...	S...	Full Costing	750	750	750	750	750
3	C1120003 - E H S SERI	0825 - Other Service Oper	0 - Unspecified Program	862100 - Intra-Divisional Tr	C1120022 - ENV HLTH	1025 - Unreest...	0 - Unspecified Pr...	S...	EHS Inst Support	-30,000				
4	C1120003 - E H S SERI	0825 - Other Service Oper	0 - Unspecified Program	862100 - Intra-Divisional Tr	C1120022 - ENV HLTH	1025 - Unreest...	0 - Unspecified Pr...	S...	EHS Inst Support	-1,667	-1,667	-1,667	-1,667	-1,667
5	CENVHLTH - Environm	0000 - Operations						S...	Level should be depro					

See quick reference guide **Unit 3: WP Transfers and Full Costing Budgeting**

*All transfers out should be created with a negative amount except for **full costing** entries. Those should be entered as a positive amount for the **'source amount'** (PS Account 863100).

All **institutional support entries** (account 863100) should be created as monthly entries (Jul-Jun) and use chartfield **0000 C4110004 0** for the target.