

FY27 FIN Basic Guide

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

<https://finance.missouri.edu/budgeting-2/>

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/> (use Chrome, Edge, Firefox or the Safari browser)

The screenshot shows the Workday Reports interface. At the top, there are navigation icons and the text 'UM System | Reports / Overview'. Below this is a blue header with the word 'Reports'. On the left, there is a sidebar with an 'Add New' button and a list of filters: 'All', 'Personal', and 'Shared' (which is selected). On the right, there is a search bar and a list of reports. The report 'B34 Cost Centers to Budget for NY by Fund, Deptid & Program' is highlighted in yellow.

* Run the report for Current Year - FY2026 and either the ‘Dept’ or ‘SubDept’ you have been assigned to budget.

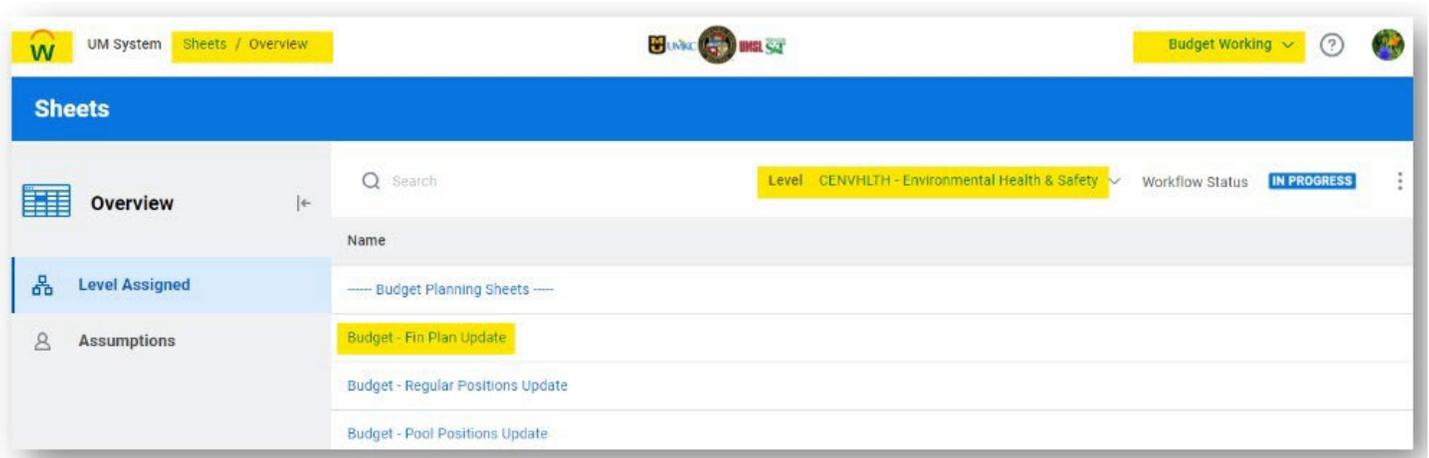
*This report will display every chartfield that has actuals and/or was budgeted in the current year at the Fund/Deptid/Program level. Project and class are not budgeted in Workday. Best practice is to ask your division’s fiscal officer which fund group they require to be budgeted within the division.

Funds:	Required to Budget	Do NOT Budget	Only budget if directed to by your Division's BFO
Operations - (0020, 0030)	X		
Other Unrestricted - (0445-0450)(0700-0840)	X		
Auxiliary Operatoins - (0100-0435)(0460-0699)	X		
Gifts & Restricted State Approp - (2000-2055)	X		
Restricted Non-Gift Scholarship & Other - (2070)	X		
Endowment - (1200-1220)(3000-3310)			X
Loan - (1100)(3400)			X
Operations - (0000)	X		
Grants & Contracts - (2100-2240)(2245-2299)	X		
Federal Approp - (2244)	X		
Unrestricted Plant - (1000-1050)	X		
Restricted Plant - (2300-2325)(4000)	X		
Agency - (6000-6030)			X
Clearing - (0090)		X	

Round One to be completed by April 20th
 Round Two to be completed by May 1st

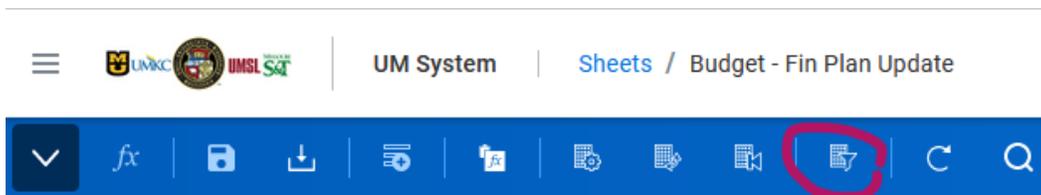
The system is available for updates 24 hours a day, although users may notice inconsistent data as the load process completes or slower performance due to nightly updates for metadata and actuals from approximately 4 AM – 7:30 AM.

Each fund/deptid/program combination will be budgeted in sheet **'Budget – Fin Plan Update'** under the 'FY27 Budget Working' column.



For a complete guide to the Fin Plan Update sheet see [page 5 in Unit 2: WP Fin Plan Budgeting](#)

Once you open the sheet, if your display did not automatically change over to FY27 for data entry, you will need to change your display options. > Open 'Display Options'



Display Options

< **Time** Hide Row Totals Accounts Levels Fund Program Transfer >

DefaultTimeHierarchy

Start

Start of Version

End

End of Version

	Month	Quarter	Year
<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> FY2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FY2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> FY2026	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> FY2027	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Suppress rows if all zeros or blank

OK Cancel

General Revenue Allocation (PS Account 400000) should be entered only in the month of July except for users in the School of Medicine, Student Affairs, and Business Operations & Strategic Initiatives; these divisions enter their GRA monthly. **Be sure to use whole dollars only.** Do not place the amount in the YTD column and allow Workday to spread it monthly. This will cause rounding errors for campus.

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

Endowment distributions (PS Account 470300) & **investment income** (PS Account 475000) will be uploaded to your budget by our office.

Overhead allocations should be created as monthly entries (Jul-Jun) using PS Account **742070**.

When you have **finished** budgeting all your revenues for FY27, you can run a PowerBI report and it will pull all eligible revenue accounts from your working budget that will be taxed.

The report is in [Power BI](#) under:

'MU Finance Operational Reports' app > 'Budget Season FY27' > Overhead Allocation Calculation

**Please note - if you make changes in Workday that day, overnight processes must run before you can use the Power BI report*

The box at the top of the report will then multiply the revenue by the **5% FY27 rate** to use for your overhead allocation amount. The query is set to prompt for your org level (VCVP, CSD or dept).

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 'Workday_PS_Budget Levels' tab of the PS account list.

<https://collaborate.umsystem.edu/sites/controller/public/Financial%20Information%20Services/Peoplesoft/acctlist.xlsx>

Apart from **contra accounts** (primarily student aid, F&A, internal sales, and salary guarantees) and transfers, there should be no negative revenues or expenses.

To view the complete list of contra accounts, see [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 automatically update when the user clicks save on the sheet.

A separate entry sheet has been created to keep all transfers in balance. 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 30 minutes, 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 push the transfer 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.**

*All transfers out should be created with a negative amount.

For a complete guide to budgeting transfers, see [Unit 3: WP Transfers and Full Costing Budgeting](#)

#	LEVEL	FUND	PROGRAM	SOURCE ACCOUNT	TARGET LEVEL	TARGET FUND	TARGET PROGRAM	ST#	COMMENTS	JUL-2021	AUG-2021	SEP-2021	OCT-2021	NOV-2021
1	C1120001 - LABORATC	0000 - Operations	0 - Unspecified Program	B62150 - Transfers Out Betr	C1300008 - MIZZOU ON	0000 - Operat...	0 - Unspecified Pr...	S...	Adm testing	-8,000				
2	C1120003 - E H S SERI	0000 - Operations	0 - Unspecified Program	B62190 - Full Costing Out	A8201007 - 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	B62100 - Intra-Divisional Tra	C1120022 - ENV HLTH 6	1025 - Unrest...	0 - Unspecified Pr...	S...	EHS Int Support	-30,000				
4	C1120003 - E H S SERI	0825 - Other Service Oper	0 - Unspecified Program	B62190 - Intra-Divisional Tra	C1120022 - ENV HLTH 6	1025 - Unrest...	0 - Unspecified Pr...	S...	EHS Int Support	-1,667	-1,667	-1,667	-1,667	-1,667
5	CENVHLTH - Environm	0000 - Operations						S...	Level should be depld					