FY2020 Budget Development

Training Manual and

Reference Guide for FY2020

"PLAN" (Non-Compensation) Budgeting

using Oracle Hyperion

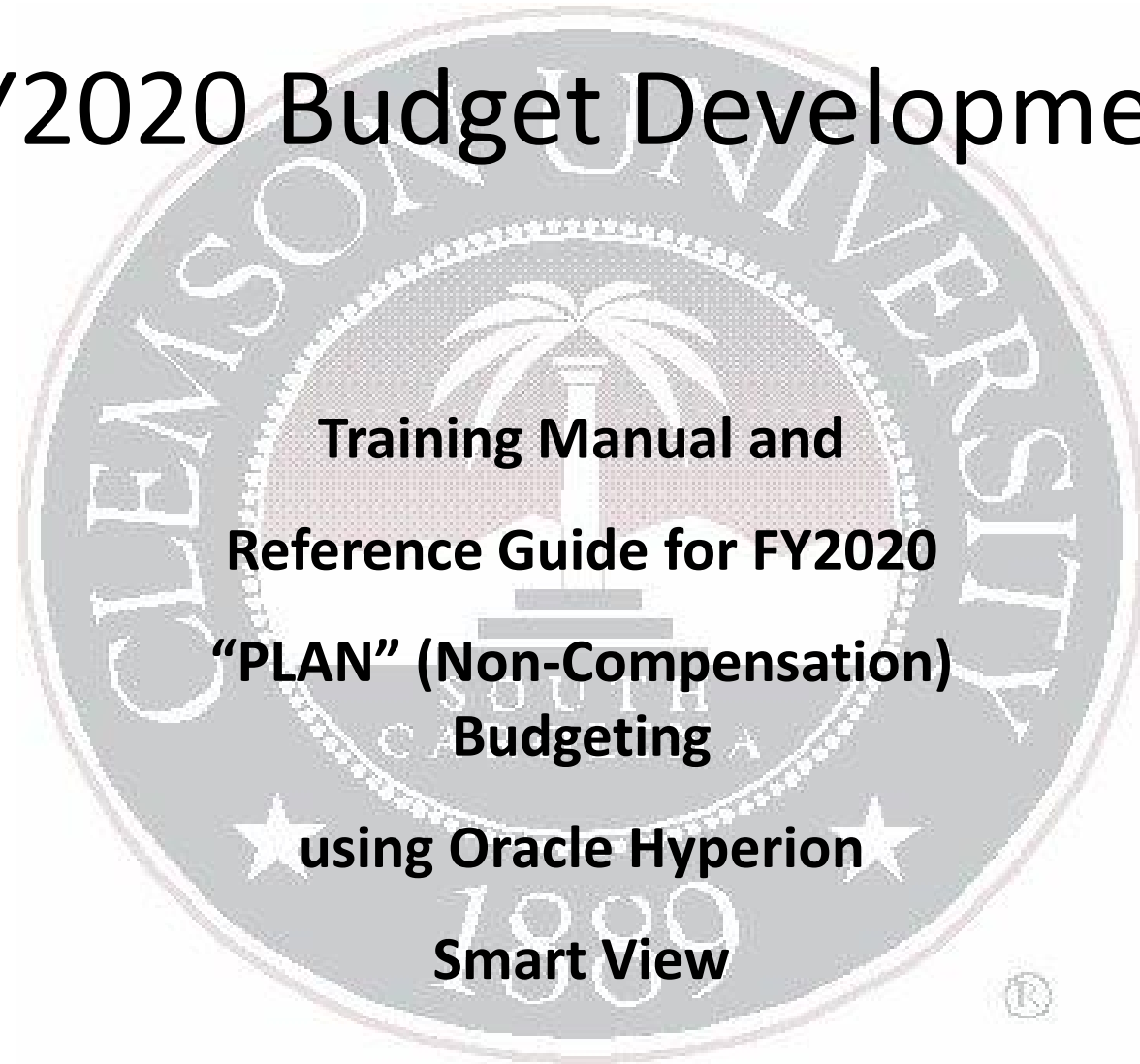**Smart View**

Table of Contents

Hyperion Log-In Instructions:

Supported Browsers:

Firefox (see next page)　　　　or　　　　Internet Explorer (version 9 or lower)

Hyperion URL:
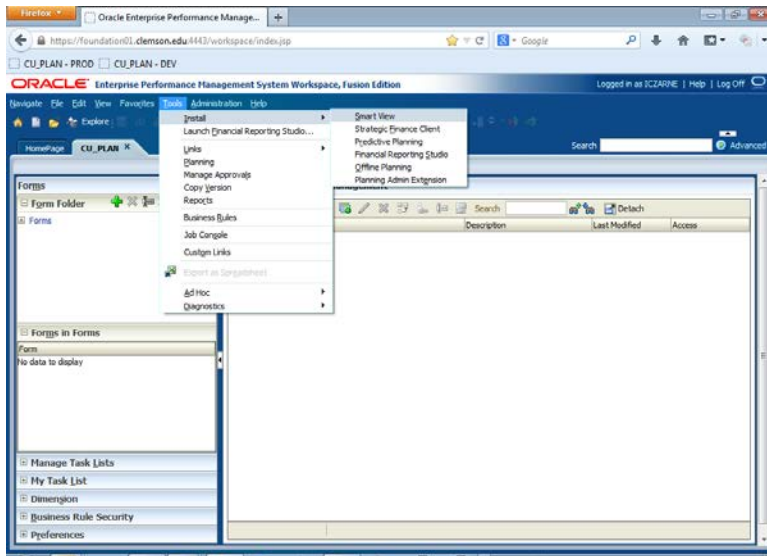**https://foundation01.clemson.edu:4443/workspace/index.jsp**

Log in with your Novell user name and password
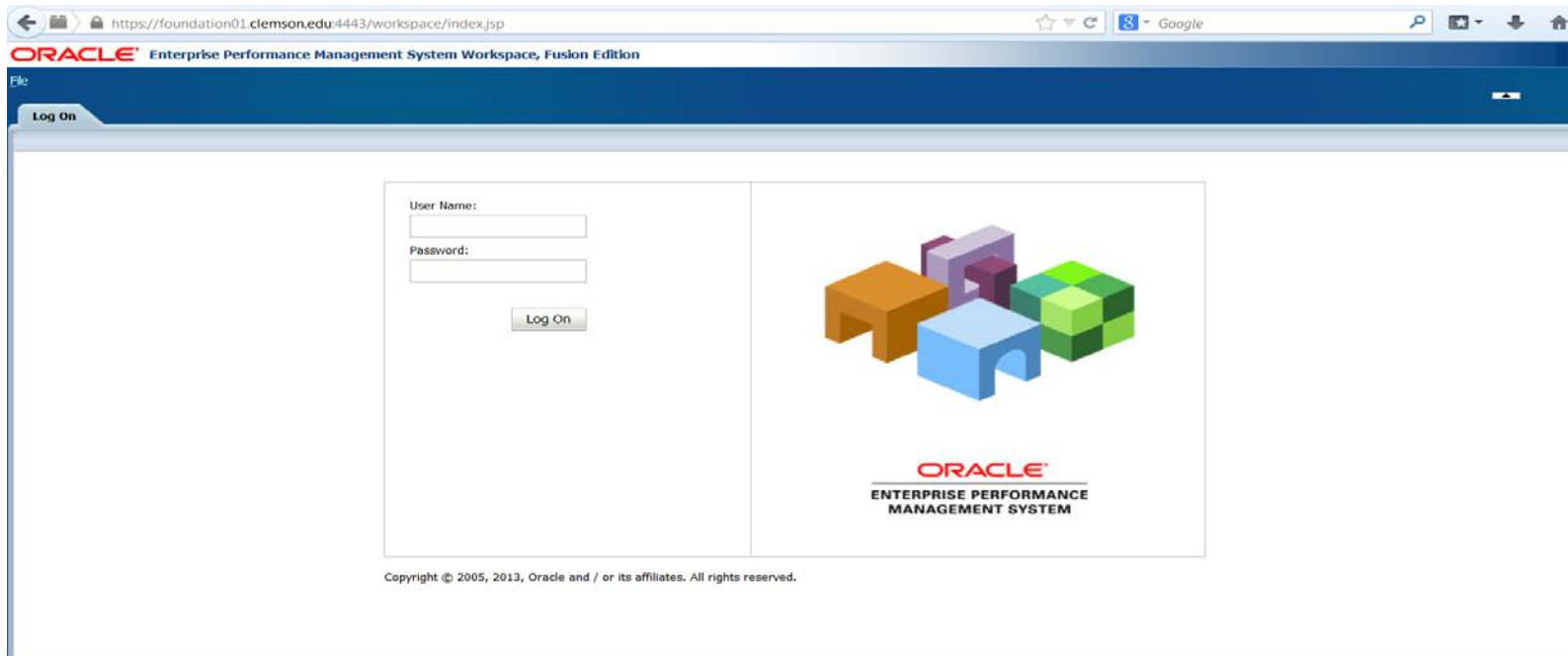
Installation of Oracle Smart View:

Once Hyperion has been made a trusted site and you have logged into the system using your Novell username and password, you will need to install Smart View. **NOTE:** Be sure that all Microsoft Office Windows are closed (Microsoft Outlook, Excel, Word, etc.)!! For installation, select Tools located on the Hyperion ribbon, Install and then Smart View, as shown to the left.
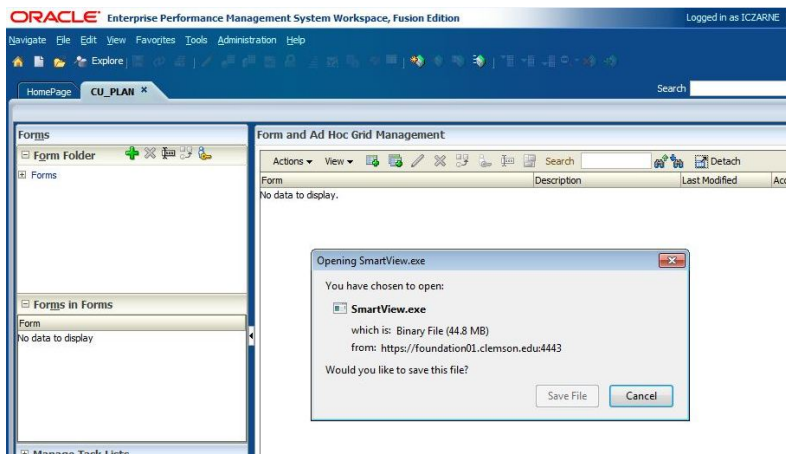
Making these selections will begin the set up wizard. You will need to select "Save File" in order to save the SmartView.exe file onto your computer (it is recommended that you save it to your desktop) and then open the file by double-clicking on the file icon. Select "Run" for installation and continue to click "Next" to complete system configuration. The installation is estimated to take approximately 5 to 10 minutes.

Smart View Connection and URL:

The next step is to replace the existing address with the correct Smart View URL address after attempting to connect by selecting the items listed below:

SELECT:

- Smart View ribbon
- Panel
- Shared connection
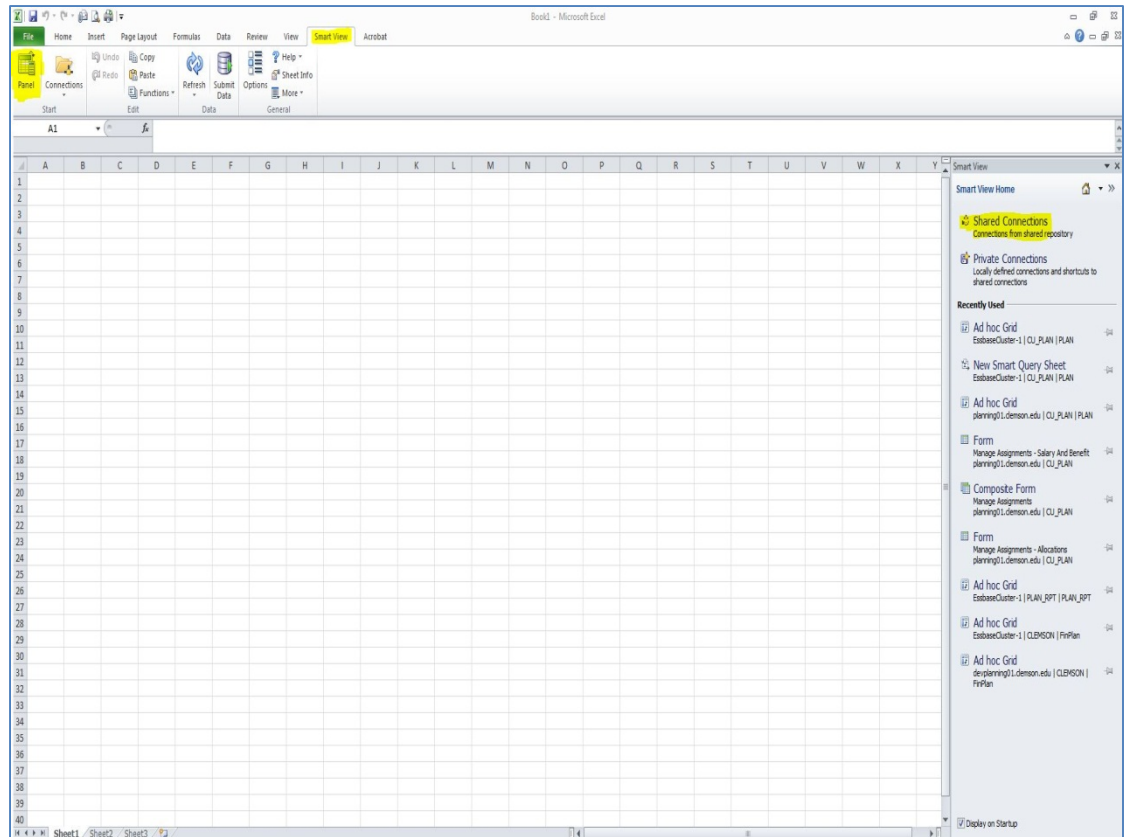
Smart View URL, cont'd:

(An error message may appear, if so replace the URL)

SELECT:
- Modify

(Options screen pop up)

- Replace the existing url with : https://foundation01.clemson.edu:4443/workspace/SmartViewProviders
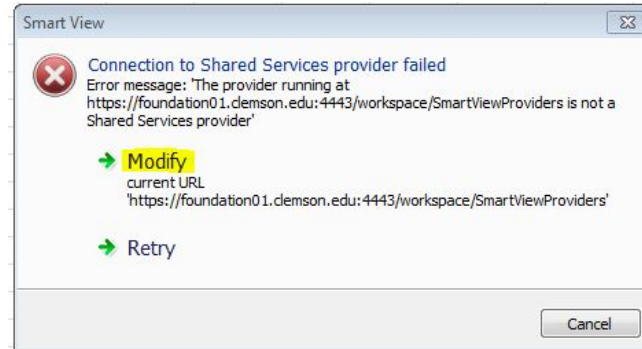- Select the down arrow beside the OK to set as default, which will save these settings.
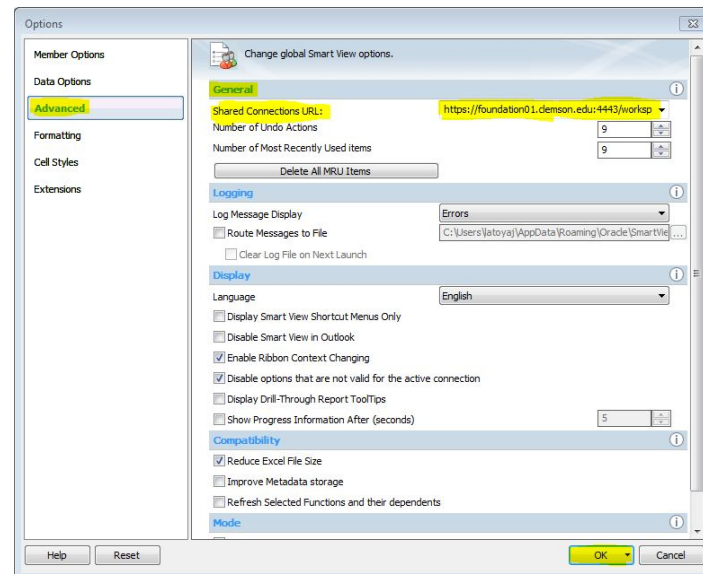
Connection Setup Requirements:

Connecting to Hyperion requires the system to allow for the retrieval of all data; therefore, special data options must be saved as default. The user may choose to "Suppress" data **after** information has been retrieved for read-only purposes.

Complete the following steps to assure connection is successful. Select Smart View – Options – Data Options. The "No Data/Missing" , "Zero"& "Suppress Missing blocks" selection boxes should **NOT** be checked. It is recommended that this selection is saved as default by clicking the down arrow located beside the "OK" button shown below and select "Save as Default" so that settings are saved for all future connections.
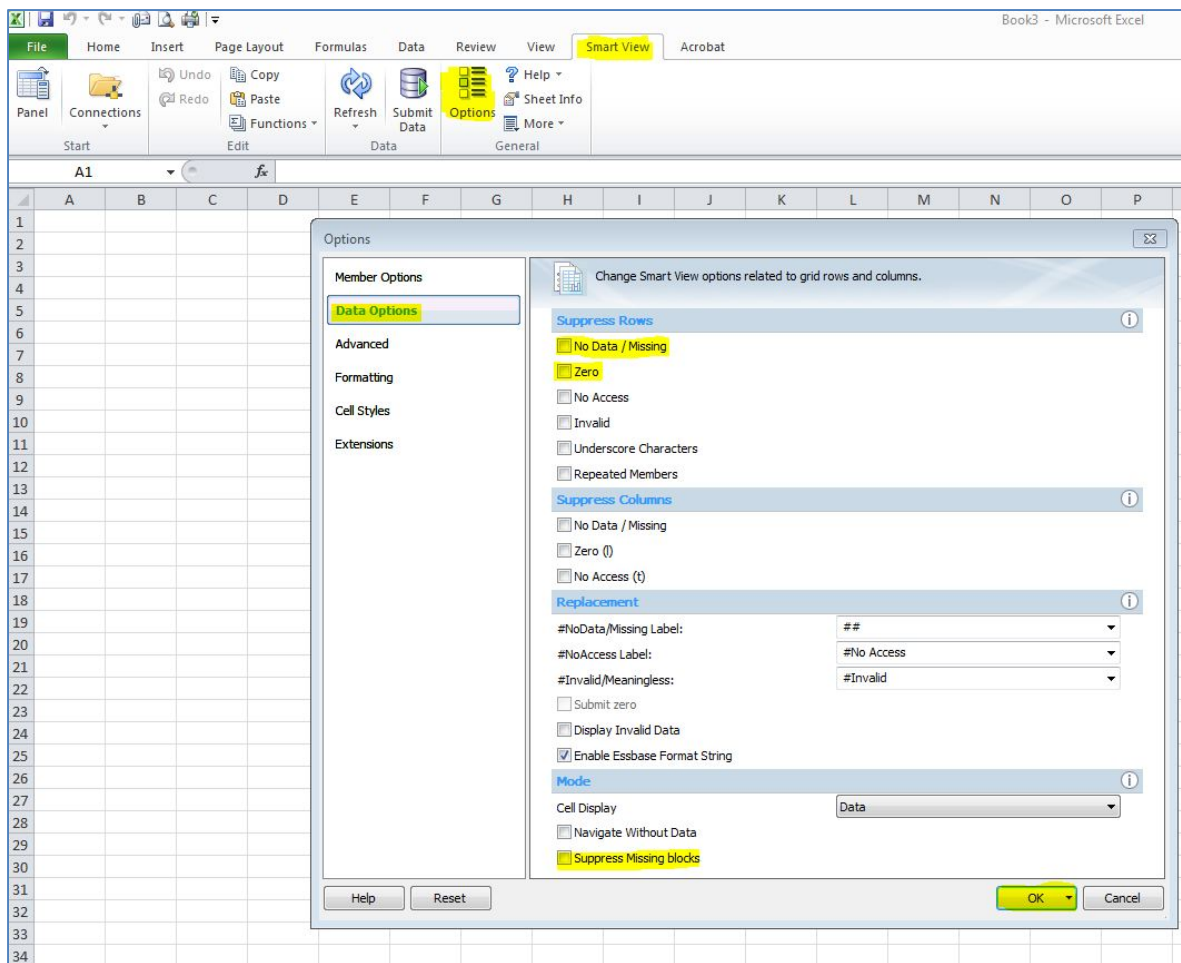
Connection Setup Requirements, cont'd:

While in the Options settings, you will need to select Member Options to assure the "Preserve Formulas and Comments in ad hoc operation (except pivot)" selection is NOT checked. This will help with the overall amount of time it takes for Smart View to return data. Again, save this setting as default.
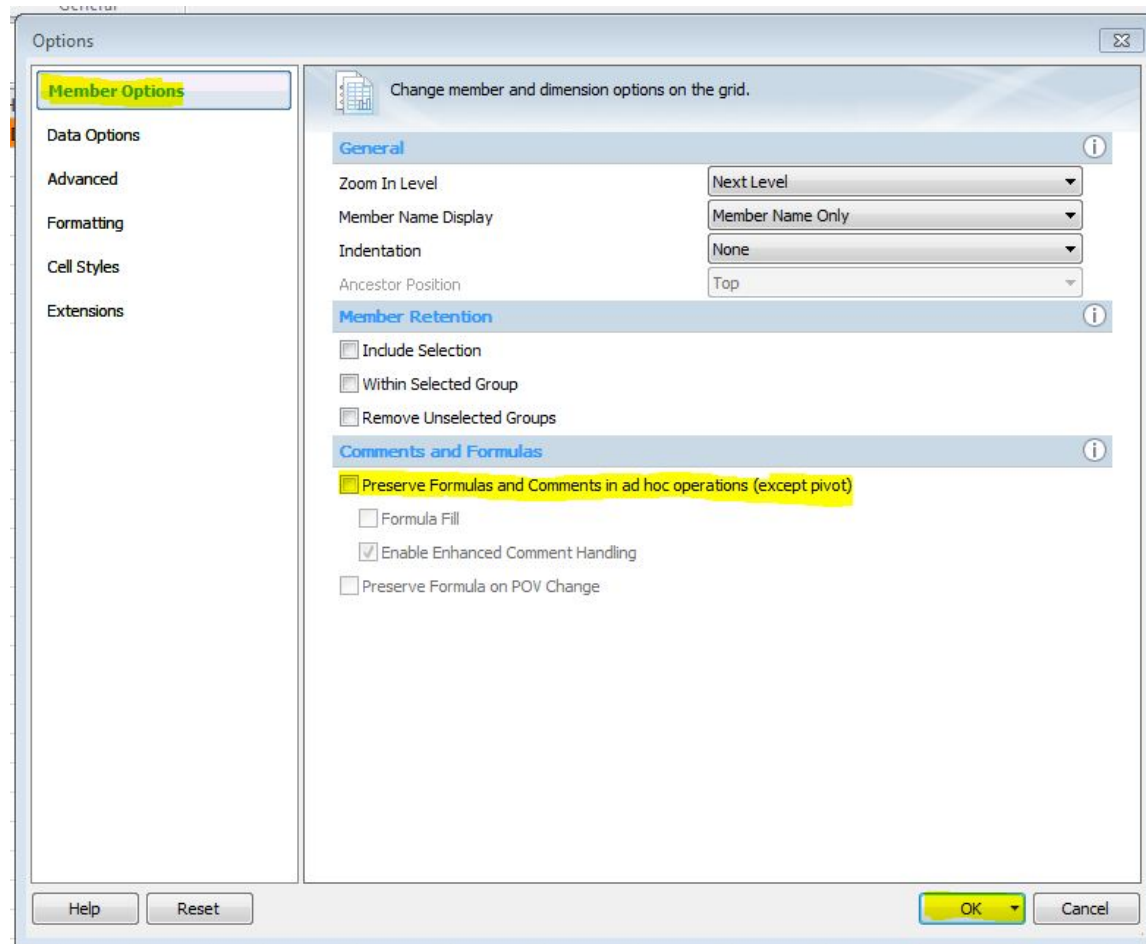
Connecting to the Data Source:

Once Data Options and Advanced settings are in place, go back to Panel located under the Smart View ribbon. The Smart View Home Panel will appear on the far right of your **NEW** Excel spreadsheet. It is necessary to begin connection using an unsaved/BLANK Excel spreadsheet. Select "Shared Connection" on the Smart View Home Panel. At this point, you will be prompted to log in using your Novell username and password.
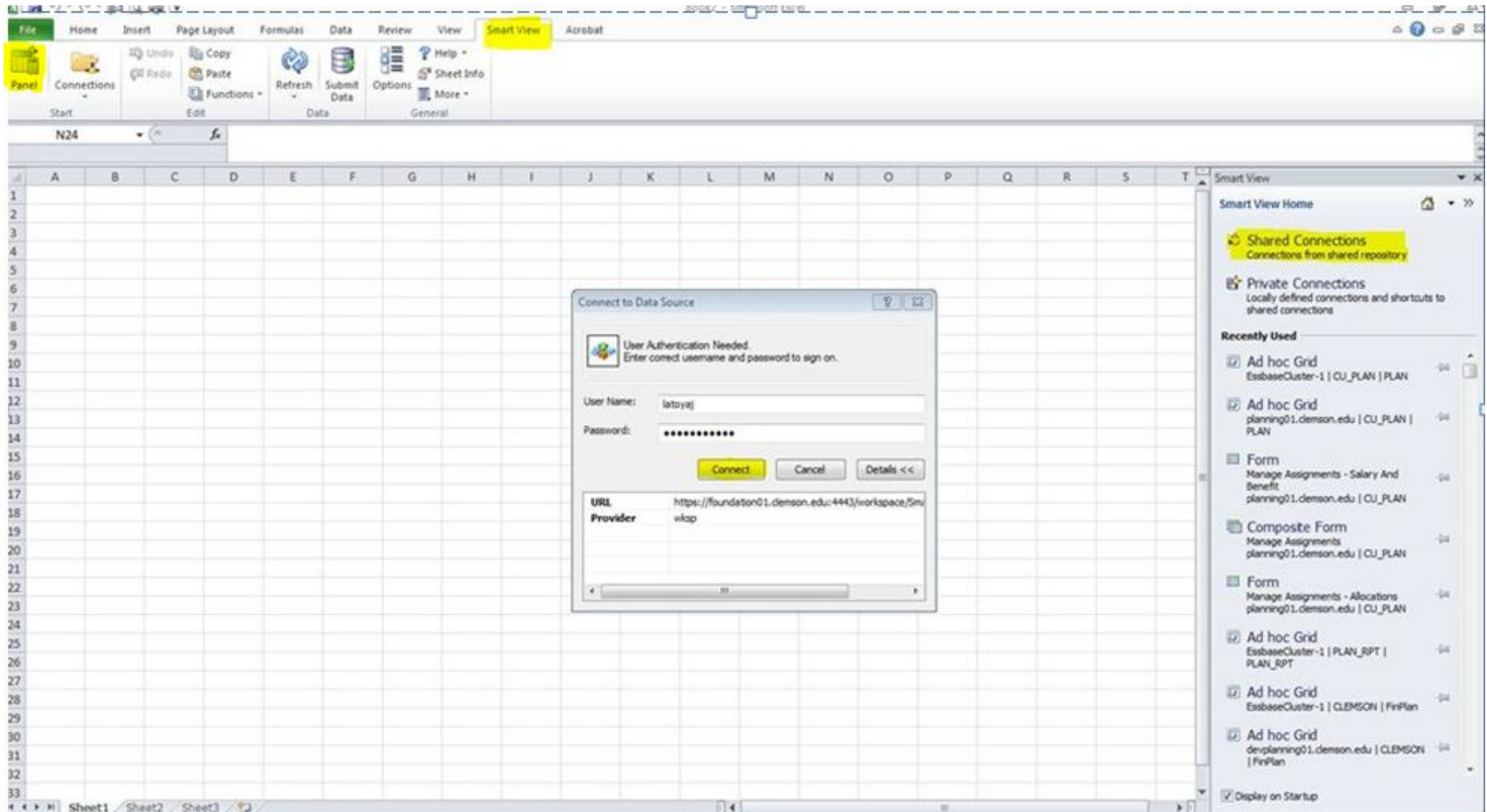
Connecting to Data Source cont'd:

Once connected, the Shared Connections panel will appear. Select the data source, Oracle Hyperion Planning Fusion Edition. Use the Smart View Panel tree list to maneuver to the "Plan" connection as shown below and select it by double clicking. This will display the "Ad hoc analysis" option below the Shared Connection Panel to begin retrieving data. Ad Hoc Analysis is to be chosen only when wanting to begin from scratch and create your own report. Templates have been created for this fiscal year; therefore refreshing the data will suffice.
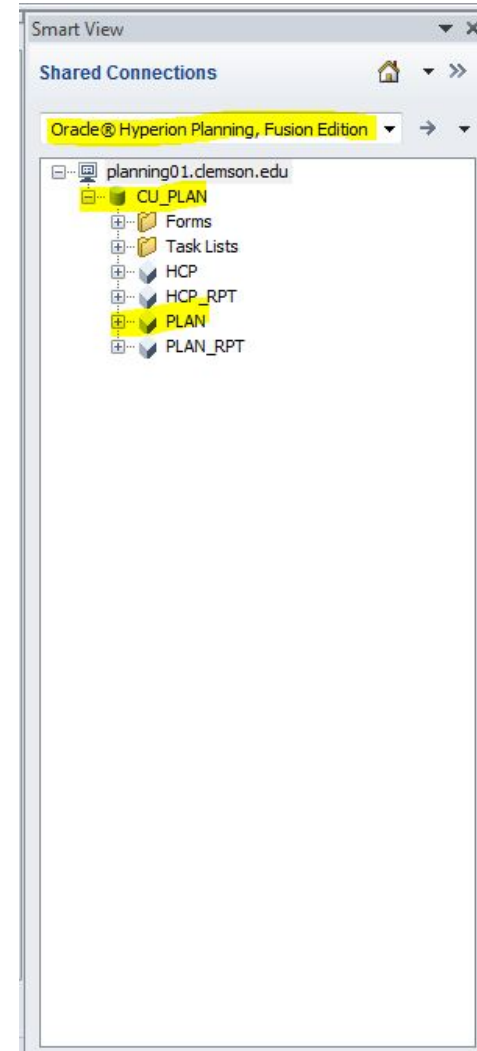
Hyperion Helpful Hints:

- Each Business Center will need to analyze previous and current year data within Smart View as they are completing FY2020 Initial Load Budgets.

- NEW more granular level budgeting is available for submitting expense budgets. Expense budget submissions prior to FY2016 has forced users to budget at the rollup account level (i.e. OTHER). Fortunately, more detail level budgeting at the four digit numeric account level for expense budgets can be submitted (i.e. budgeting at account 7032 within the OTHER account). Users can continue to budget at the rollup account level, if preferred. Revenues will continue to be budgeted at the four digit account number and the rollup program level. As mentioned previously, initial settings for Parent level member cells are necessary to assure budgeting at the child level is achieved.

- All data categories, such as each part of the chartfield string, fiscal year, etc., are stored and identified as Dimensions, i.e. fund, department, class, fiscal year, ledger, etc. Hierarchies are in place for each dimension for drill-in capability.

Smart View Dimensions:
- Scenario – Differentiates initial budget, budget amendments and journals (actuals)
- Version – Represents stages of budget development entry
- Ledger – i.e. Orgs, Revest, Approp budgets (i.e. LG_Total_Ledger)
- Period – each month is assigned an accounting period based on the University's fiscal year calendar (i.e. July 2019 = Period JUL and June 2020 = Period JUN)
- Year – represents the fiscal year (FY20)
- Short Description – RF (i.e. RF_Load)

Smart View allows users to search dimension hierarchies with a two letter identifier. The two digit identifier can be typed over the dimension at the initial point of connecting to Smart View by using the examples below.
- Fund – FD (i.e. FD_14)
- Entity (department) – DP (i.e. DP_0700)
- Account – AC (i.e. AC_Other)
- Program – PG (i.e. PG_INSTR)
- Class – CL (i.e. CL_130)
- Project – PJ (i.e. PJ_1500000)

Group Templates:

The screenshot below provides the level of detail presented in the templates that have been disbursed to each Business Center. It is understood that each user has personal preferences as to the processes taken to complete budget development. Depending upon your preference, rather than completing budget development by working on one fund at a time or by one department across all funds, there are several options of arriving to your desired format and will be discussed on the pages to follow. It will be necessary to "Refresh" the data after EACH change.

POV [NonComp-Expense-UNRES UAT (Test Environment).xls]Expense-Unrestricted_1

DP_ALL ▾ Load ▾ LG_Total_Ledger ▾ Refresh

B6   ▾   fx   CL_ALL

	A	B	C	D	E	F	G	H	I	J	K	L	M
1					FY14	FY15	FY15	FY15	FY15	FY15	FY15	FY15	FY15
2					Total Budget	Initial Budget	Initial Budget	Initial Budget	Initial Budget	Initial Budget	Initial Budget	Initial Budget	Initial Budget
3					Final	Working	Working	Working	Working	Working	Working	Working	Working
4					YearTotal	YearTotal	Jul	Jul	Jul	Jul	Jul	Jul	Jul
5					AC_ALLEXP	AC_ALLEXP	AC_CLASS_PLAN	AC_UCLASS_PLAN	AC_GRAD_PLAN	AC_WAGES_PLAN	AC_FRINGE_PLAN	AC_TRAVEL_PLAN	AC_OTHER_PLAN
6	FD_10	CL_ALL	PG_ALL	PJ_10	32,040,813	35,586,696	579,314	797,254	6,981	148,869	507,794	142,126	6,883,774
7	FD_11	CL_ALL	PG_ALL	PJ_11	7,395,086	7,594,482	24,216	274,874	6,167	39,273	114,227	455,716	1,632,882
8	FD_12	CL_ALL	PG_ALL	PJ_12	35,742,681	22,239,536	204,777	121,238	6,540	339,842	221,233	206,750	11,237,333
9	FD_13	CL_ALL	PG_ALL	PJ_13	4,035,778	94,184	--	667	1,990	4,017	1,175	--	--
10	FD_14	CL_ALL	PG_ALL	PJ_14	196,150,607	55,607,748	489,316	373,375	234,275	818,079	539,292	1,869,158	12,014,209
11	FD_15	CL_ALL	PG_ALL	PJ_15	443,187,187	282,799,745	5,312,035	2,728,898	1,184,182	931,553	3,020,812	1,590,213	69,265,196
12	FD_16	CL_ALL	PG_ALL	PJ_16	164,127,610	45,516,268	986,767	1,165,622	19,069	632,102	901,867	--	98,567
13	FD_17	CL_ALL	PG_ALL	PJ_17	5,057,554	4,996,627	38,616	113,281	1,333	2,003	51,400	10,000	1,024,414
14	FD_18	CL_ALL	PG_ALL	PJ_18	67,390,603	67,502,583	10,579	103,380	1,135	86,590	66,312	49,800	1,317,307
15													

Dimension Drill-In Instructions:

The desired format shown below allows users to select the appropriate Budget Center or department using the Entity (department) dimension by clicking the down arrow beside the DP_ALL on the POV (Point of View) highlighted below. Hierarchy information will display after selecting the dots (…) from the drop down box. Check the box next to the desired level of detail and use the blue arrow highlighted below to select.   Click Ok. It is required to always click the Refresh button (highlighted below) to populate results for selections made once returning to the spreadsheet. System cleanup is underway; therefore, please ignore departments beginning with FB as these are no longer used and will disappear in the near future. Columns B through D can be drilled in using the down arrow beside the DP_ALL or by double clicking the data cell.

Suppressing Data:

Suppressing (removing) budget lines with no data can be done at this point by returning to the Data Options pop up menu and selecting the No Data/Missing boxes under Suppress Rows . Refresh data to remove budgets with no data. Leave the Zero box unselected to show existing budgets with no money. This setting is for viewing purposes only and can be selected when entering new year data.

Suppressed data cont'd:

The screenshot below is an example of how data will flow through when data is **NOT** suppressed.

POV [NonComp-Expense-UNRES UAT (Test Environment).xls]Expense-Unrestricted_1

DP_ALL ▾ Load ▾ LG_Total_Ledger ▾ Refresh

B6 = CL_PSAPP

A	B	C	D	AC_ALLEXP FY14 Total Budget Final YearTotal (E)	AC_ALLEXP FY15 Initial Budget Working YearTotal (F)	AC_ALLEXP FY15 Initial Budget Working Jul (G)	AC_CLASS_PLAN FY14 Total Budget Final YearTotal (H)	AC_CLASS_PLAN FY15 Initial Budget Working YearTotal (I)	AC_CLASS_PLAN FY15 Initial Budget Working Jul (J)	AC_UCLASS_PLAN FY14 Total Budget Final YearTotal (K)	AC_UCLASS_PLAN FY15 Initial Budget Working YearTotal (L)	AC_UCLASS_PLAN FY15 Initial Budget Working Jul (M)
FD_10	CL_PSAPP	PG_ACDEM	PJ_1000000	43,944	44,610	3,717	--	--	--	33,291	33,291	2,774
FD_10	CL_PSAPP	PG_ACDEM	PJ_1000009	105,553	--	--	--	--	--	26,661	--	--
FD_10	CL_PSAPP	PG_ACDEM	PJ_1000012	99,645	97,952	31,079	34,978	33,789	2,816	17,202	17,546	1,462
FD_10	CL_PSAPP	PG_ACDEM	PJ_1000013	10,000	10,000	10,000	--	--	--	--	--	--
FD_10	CL_PSAPP	PG_ACDEM	PJ_1000532	56,579	56,938	4,745	42,863	42,491	3,541	--	--	--
FD_10	CL_PSAPP	PG_NONEX	PJ_1000012	4,600	--	--	--	--	--	--	--	--
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000000	8,888,176	9,003,894	1,237,956	1,047,185	1,003,348	83,612	4,781,555	4,890,727	404,490
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000001	81,277	344,597	344,597	0	--	--	53,097	--	--
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000002	0	264,847	264,847	0	--	--	--	--	--
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000003	--	500,000	500,000	--	--	--	--	--	--
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000007	400	--	--	--	--	--	--	--	--
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000010	19,360	19,219	12,602	--	--	--	--	--	--
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000011	561,425	409,090	34,091	138,738	138,973	11,581	--	--	--
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000012	612,049	588,830	73,648	191,138	205,981	17,165	187,784	191,280	15,940
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000013	299,381	286,916	186,057	74,479	82,111	6,843	--	--	--
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000071	58,563	59,710	4,976	--	--	--	44,366	44,560	3,713
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000176	32,992	33,491	2,791	24,994	24,993	2,083	--	--	--
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000216	3,210	--	--	--	--	--	--	--	--
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000228	0	500	500	--	--	--	--	--	--
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000230	79,203	114,321	31,026	50,605	67,811	5,651	--	--	--
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000338	20,872	--	--	--	--	--	--	--	--
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000339	114,594	117,493	9,791	--	--	--	86,814	87,682	7,307
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000384	758,627	--	--	--	--	--	--	--	--
FD_10	CL_PSAPP	PG_PUBSV	PJ_1000387	35,118	--	--	17,206	--	--	--	--	--

Data Entry:

Data cannot be suppressed and must be drilled in at the lowest level to successfully enter new year budgets. Lowest level budgets are identified by white cells and are shown below.

Figures entered into cells will be highlighted in yellow (and are referred to as "dirty cells") until the data is submitted, which will be discussed in more detail later. The screenshot below shows a dirty cell at cell J6 in the amount of $25,000. The yellow highlight will return to white once the new budget has been submitted/saved.

Alternative Drill-in Method #1 -- Zoom In/Zoom Out:

An alternative method to using the department dimension within the POV (Point of View) would be to use the Zoom In & Zoom Out icons highlighted below.   The Zoom In icon will allow drilling-in to the hierarchy by double clicking on the data cell. Zoom Out allows moving backwards after drilling-in to the lowest level.
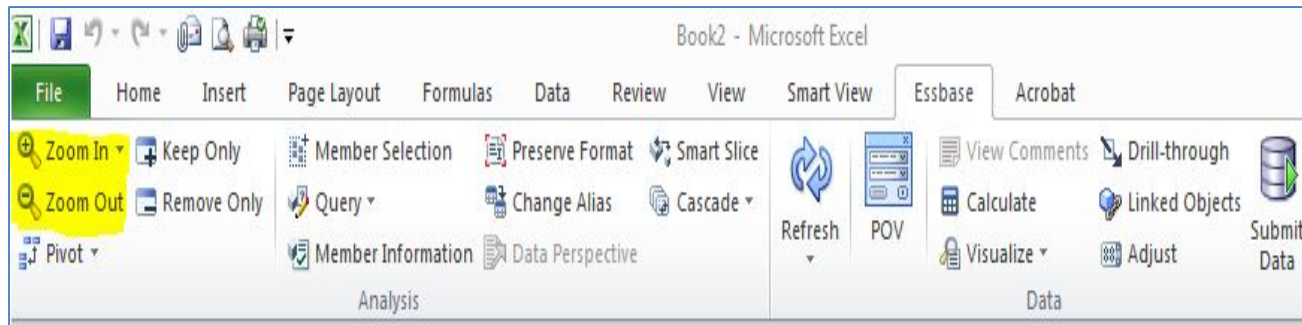
Alternative Drill-in Method #1, cont'd:

Zooming In has options that will allow zooming to one level at a time or going directly to the desired level.

Zoom In Options

- Next Level – to retrieve data for the children of the selected members
- All Levels – to retrieve data for all descendants of the selected members
- Bottom Levels – to retrieve data for the lowest level of members in a dimension

Zoom Out Options

- Zooming Out has only Next level capability, unlike the Zoom In option.

Alternative Drill-In Method #2
- Keep Only/Remove Only:

The next alternative to drilling in to the desired level would be to use the Keep Only and Remove Only icons located on the Planning Ad Hoc ribbon.
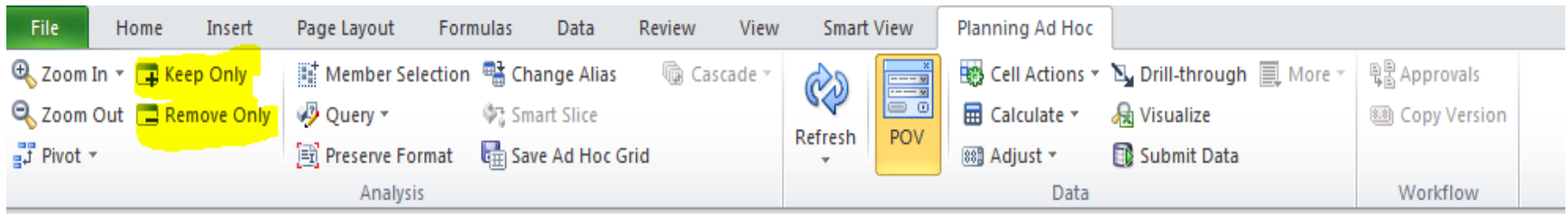
Keep Only – To keep only a selected range of data, put your cursor on the member cells that you want to keep.
Then from the data source ribbon, click Keep Only. All other members in the dimension is removed.

Remove Only - To keep only the currently selected data, put your cursor on the member cell that you want removed.
Then from the data source ribbon, click Remove Only. Only the cells selected will be removed.

Cascading Data:

You can create separate reports for any or all of the members of one dimension from the template provided by Cascading the data using one of the following options:

- Same Workbook - to use the current workbook
- New Workbook - to use a new workbook
- Different Workbooks - to cascade each report to a different workbook

Select Cascade located on the Planning Ad Hoc panel to create each report by department.

Cascading Data, cont'd:

Cascading requires the selection of only one dimension located within the POV (i.e. Entity as shown below). Users have the option of selecting one department or each department within a Budget Center. Selecting all departments within a Budget Center will require clicking the down arrow and selecting "Descendants." NOTE: Departments with no data to retrieve will cause an error message to appear. Simply select OK to allow the process to continue.
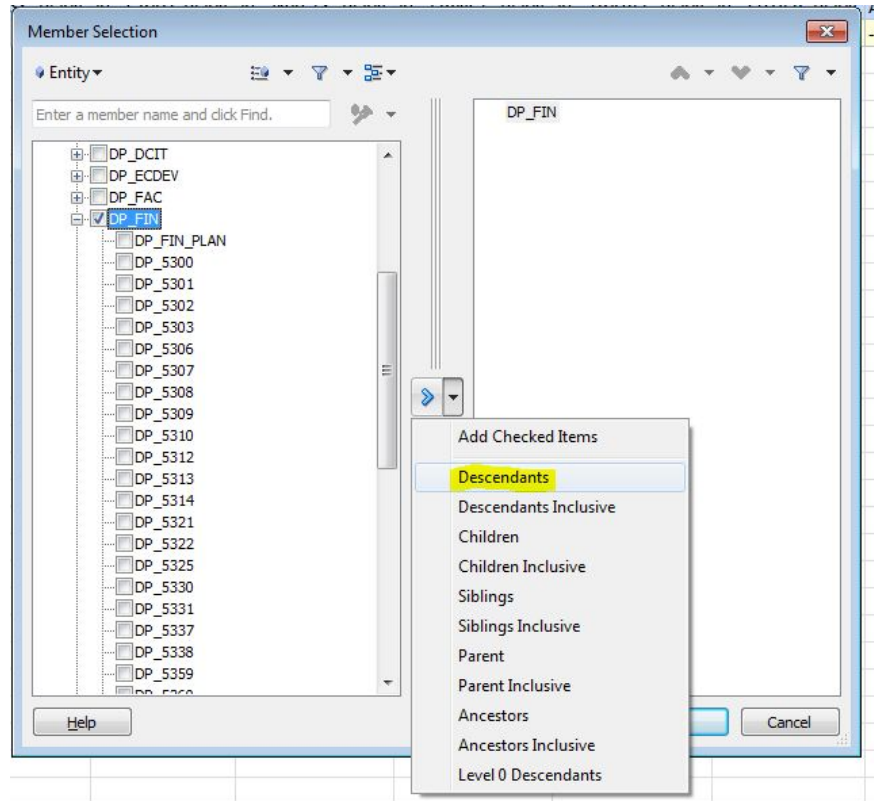
Submitting Data to Hyperion:

You can upload new data by clicking the "Submit Data" located on the Planning Ad Hoc panel within the Excel spreadsheet. The dirty cell (yellow highlighted cell) will then turn to white notifying you changes were successfully changed.

Disconnection:

Disconnecting from Smart View is accomplished by selecting the down arrow beside the Home Icon on the Smart View Action Panel. The popup menu will provide the option to Disconnect All.
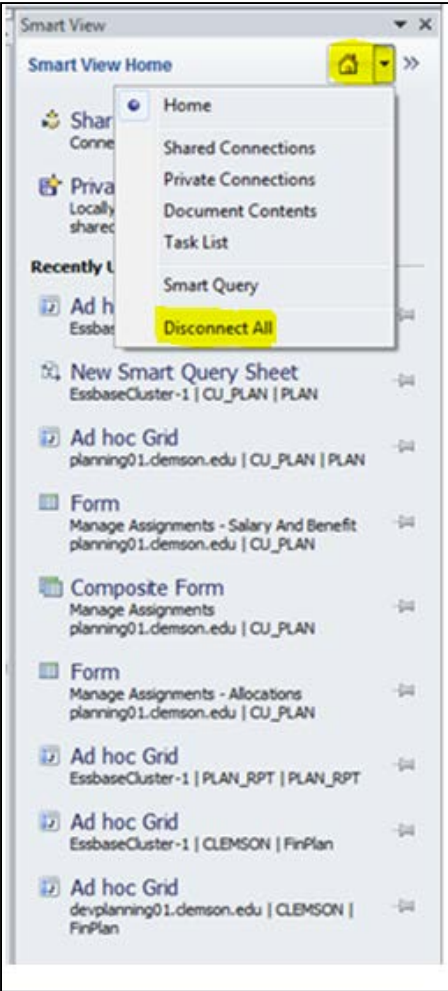
FY2020 Budget Development Facts:

- Each Business Center received templates during the training process, i.e.: Unrestricted Expenses, Restricted Expenses and Revenues.

- Security controls are in place to assure Position Budgets are not altered in Smart View. Any changes to positions budgets will require the user to return to the Hyperion HCP web forms.

- **Zero budgets for the OTHER, TRAVEL and EQUIP accounts will continue to be loaded. Simply replace the two dashes (--) with a zero.**

- Smart View will not allow sorting data. The system automatically retains the order of data and will submit data based on this order and not after sorting. Filtering would assist in focusing in on one department/program/project at a time. Drill In, Keep Only and Remove Only are the preferred options for working with the data.

FY2020 Proposed Fringe Rates:

Pooled Fringe Rates   Effective Date 07/01/2019

Personalize | Find | 📑 | 🔢   First ◀ 1-21 of 21 ▶ Last

	Benefit Program	Description	Classified/Unclassified Indc	Fringe Pool Type	Fringe % Rate		
1	9MO	9 Month Regular FTE	Temporary	9MO	0.362	+	−
2	9MO	9 Month Regular FTE	Unclassifd	9MO	0.362	+	−
3	AT9	Temporary > 30	Temporary	AT9	0.362	+	−
4	ATP	Temporary > 30	Temporary	ATP	0.439	+	−
5	FED	Federal	Unclassifd	12MO	0.439	+	−
6	GRD	Graduate	NoPosn	STDNT	0.071	+	−
7	GST	Temporary	Grant	12MO	0.439	+	−
8	GST	Temporary	Time Limit	12MO	0.439	+	−
9	GT9	Temporary	Grant	9MO	0.362	+	−
10	GT9	Temporary	Time Limit	9MO	0.362	+	−
11	MSC	Miscellaneous	Unclassifd	12MO		+	−
12	MT9	Temp measure full	Temporary	MT9	0.362	+	−
13	MTP	Temp measure full	Temporary	MTP	0.439	+	−
14	NEL	Undergraduate	NoPosn	STDNT	0.011	+	−
15	STA	12 Month Regular FTE	Classified	12MO	0.439	+	−
16	STA	12 Month Regular FTE	Unclassifd	12MO	0.439	+	−
17	TLR	Permanent Regular	Classified	PTMP	0.258	+	−
18	TLR	Permanent Regular	Unclassifd	PTMP	0.258	+	−
19	TMP	Temporary	Time Limit	PTMP	0.258	+	−
20	TMP	Temporary	NoPosn	PTMP	0.258	+	−
21	TMP	Temporary	Temporary	PTMP	0.258	+	−

2/18/2019   25

When Budget Development worksheet panels are complete for all funds, please notify your Budget Office Liaison via email so the review of the submission in Hyperion can begin. Please email the VP and Division Head Budget Target (All Funds spreadsheet) with signatures to budgets@clemson.edu, with CC: to vbauman@clemson.edu and gball@clemson.edu once you have been notified that your budget is ready for the load process. Please interoffice mail the original to Virginia Baumann, Budget Office, G-12 Sikes Hall. The receipt will be verified by email reply, but if you have not received a reply in a reasonable amount of time, please inquire by phone or email. Please adhere to the deadlines listed below as this process requires much planning and coordination, and late submittals require all plans to be reworked. We appreciate all of your hard work!

Deadlines for ALL FUNDS

* 4/12/2019   Absolute deadline for the budget workbook submittal to the Budget Office
  4:30 PM

* 5/01-07/2019   All restricted parent and child budgets will be mass-loaded into CUBS.
               Any changes after this date will require a budget amendment after July 1.

* 5/01-07/2019   All unrestricted Appropriation, Organization and Revenue Estimate budgets
               will be mass-loaded into CUBS. Any changes afer this date will require a budget
               amendment after July 1.

We are including specific instructions for specified fund groups below with a specified contact person for questions. If you are unsure as to whom you should contact, you may contact the Budget Office at 656-2422, and we will be happy to route your call to the proper person.

Current Unrestricted Funds

E&G Funds – Virginia Baumann (vbauman@clemson.edu)

- All Funds Target sheets for funds 13, 14, 15, and 18 provide the bottom line of funding for these funds after adjusting for projections in revenue.

- Revenue and expenditure balance:
  Fund 13 – The sum of the revenues for the fund must equal the sum of the expenditure budgets for the fund. Please note that a TRSIN for Fringe Budgets needs to be set up for these expenditures.
  Fund 14 – The sum of the revenues for Fund 14 must equal the sum of the Fund 14 expenditure budgets.

- Balancing to Target
  Funds 15 and 18 – The sum of the expenditure budgets must equal the target, which is calculated based on changes in revenues.
  Funds 14 – The sum of revenue budgets=the sum of expenditure budgets=target

- The Budget Office will audit your budgets for accuracy and process them for upload but cannot rework them for you. It is suggested that each Budget Center refer to the Summary Templates covered during training sessions to check for accuracy before transmitting budgets as completed.

- Salary Increases – In the event that there are salary increases to be budgeted after budget workbooks are prepared, arrangements will be made to implement these changes to the appropriate budget lines.

PSA Funds – Melissa Kelley (melissk@clemson.edu)

General Instructions

- **Parent budgets (PA_CNTL) will be added by Accounting for all active projects. Budget centers should provide child budgets (CH_CNTL).**

- The All Funds Spreadsheet will provide target amounts and should be referenced when checking whether budgets have exceeded or not fully exhausting all available funding.

- Budgeting small amounts or $0 simply to activate a chart field string is strongly discouraged. The functionality of the BSR reports is diminished if a token budget of $0 appears on the reports.

- Consider what types of expenditures can be made from particular funds or projects. The majority of expenditures on discretionary fund 23 and 55 projects are for TRAVEL and OTHER.   Don't add a budget for every category if it is not likely to be used.

- Do NOT budget DEDUCT or TRSOUT categories in restricted funds.

Clemson University Funds– Samantha Jones (sjones@clemson.edu)

- Fund 21 – Most scholarships and fellowships (STUAID) are budgeted through the Financial Aid Office (5123). Fellowships funded by endowments should be coordinated through that office. Determine who will be responsible for the paperwork and budget. **One department should turn in a budget, but not both.**

- Please add lines in your budget development panels for these new projects.

  New Projects:

	FY2019	FY2020	
Pell Grant	2101185	2102185	Please add lines in your budget
SEOG	2101170	2101270	development panels for these new projects.

- Fund 22 – Restricted projects funded by endowments usually spend from CLASS, UCLASS, GRAD, WAGES, FRINGE, OTHER, and TRAVEL. Budgets should total the approved endowment budget in the *Total Target Amt* column. If you spend part of a CUF endowment budget in CUF and part in CU, reduce the CU target amount for that project on the Budget Target panel by what you budget in CUF.

- Fund 23 – Restricted projects funded by gifts should be budgeted based on cash available now or expected to be received during FY2020.

  New Projects:

	FY2019	FY2020
Federal Work Study	2302150	2302250
Fed W/S America Reads	2302151	2302251

Clemson University Foundation Funds (CUF) – Samantha Jones (sjones@clemson.edu)

- Fund 50 – the Clemson University Foundation will not meet until late June to deliberate on the FY2020 CUF Board funded budget. If you traditionally receive an allocation from the Clemson University Foundation, you may enter budget categories with a $1 amount. A special budget load will be done in early July with the approved Foundation budget allocations for each project. Those projects which generate revenue should budget based on the expected revenue for the year.

- Fund 55 – like fund 23 in the University, is funded by gifts and should be budgeted based on the cash available now or expected to be received during FY2020. Budgets for the monthly Foundation draw for restricted discretionary funds will be added centrally (budgets with department 5696).

- Funds 51, 57, 58, and 70 – are endowment spending funds. Only those departments that spend endowment funds directly from the Foundation need to enter a budget. Remember to consider what will be spent on the related university project and do not exceed the Total Target Amt for the endowment. Budgets for the quarterly Foundation draw for endowments will be added centrally (budgets with department 5696).

Clemson University Research Foundation Funds (CURF) – Samantha Jones (sjones@clemson.edu)

- Fund 80 – the Clemson University Research Foundation board will meet in June to allocate budgets for projects in this fund. You may budget $1 to activate a budget line for the budget load. Notification of your allocation from the CURF Board will be sent in July and amendments can be made at that time. Incentive fund projects 808xxxx may be budgeted based on cash available now. Budget increases will be allowed after July 1.

- Fund 81 – like fund 23 in the University, is funded by gifts or program revenues and should be budgeted based on the cash available now or expected to be received during FY2020. CURF projects which expend funds using CU companion projects should budget account FDN with the appropriate ORG for estimated CU expenditures that will be reimbursed through the monthly DRAW.

Guidelines for Chartfield String Values in FY2020 Budget Development

LAB FEES
Lab fees are allocated in fund 14. This includes both the portion allocated by Academic Affairs for lab/classroom infrastructure and the remaining portion allocated directly to the colleges by the iROAR allocation process. The Budget Office has established a range of lab fee projects as requested by the Colleges, which are provided below. Please use the general lab fee project unless you need to distinguish lab courses within the departments.

Also, lab fees will be distributed to each department, rather than as a lump sum to the college. For FY2020 budget development purposes, each department receiving lab fee revenue need to establish at least one REVEST budget for account 4017 (laboratory student fees) in the lab fee project(s) for the remaining allocation of lab fees distribution. Note: Distributions will occur on a daily basis.

Budgets to establish for 50% lab fee allocation:
- REVEST (revenue) – Use fund 14, account 4017, program NONEX, class **100**, project 1401248 or an appropriate lab fee project in list below. The total of budgets should match the college's projected revenue allocation.
- ORG (expense) – Use fund 14, class 130, project 1401248 or an appropriate lab fee project in list below. The total of budgets should match the college's projected allocation.

Lab Fee Projects for FY2020:

1401247	CAFLS Biology Lab Fees	1401280	Lab/Class Infrastructure Fund
1401248	Lab Fee-Revenue Share	1401281	GAD Returns/Johnson, Alan
1401249	Lab-COES General Chemistry	1401282	Lab COES CE Fluids Lab
1401250	Lab-COES Physical Chemistry	1401283	Lab COES CE Mechanics
1401251	Lab-COES Chemistry Analytical	1401284	CE Materials Lab
1401252	Lab-COES Chem. Instrumental	1401285	Lab COES CE Geotechnical Lab
1401253	Lab-COES Chemistry Organic Lab	1401286	Lab COES Measurement/Geomatics
1401254	Lab-COES Chem. X-Ray Facility	1401287	Lab COES CE Capstone Lab
1401255	Lab-COES Chem. NMR Facility	1401288	Lab COES Machine and Carpenter
1401256	Lab-COES Chem.MassSpectrometer	1401412	Lab Fee-COE
1401257	Lab-COES Chemistry Stock Room	1401528	Lab Fee-COE Field Exp Other
1401258	Lab-COES Advanced Synthesis	1402242	BE Lab Fees
1401259	Lab-COES Thermal Analysis Lab	1402388	Bio Sci Lab Fees-Upper
1401260	Lab-COES Squid Magnetometer	1402389	Bio Sci Lab Fees-Micro
1401261	Lab-COES Electronic Shop		
1401267	Lab Fee-CBSHS		
1401268	Lab Fee-CBSHS PRTM EDGE		
1401269	Lab Fee-COE Field Exp St Teach		

A portion of lab fee revenues will continue to be allocated by Academic Affairs to the colleges for lab/classroom infrastructure, but in Fund 14 with project 1401280.

OFF-CAMPUS DISTANCE EDUCATION (ODE)
Distance Education revenues will be budgeted using a 40XX revenue account number tied to your specific Budget Center. Budget centers will have to receive and spend the revenues in fund 14. An ODE project in fund 14 has already been established, 1401145 (Distributed Distance Education).

Budgets to establish for ODE allocation:
- REVEST (revenue) – Use fund 14, account 40XX (See Appendix B for a listing of ODE revenue account numbers for Budget Centers), program NONEX, class **100**, project 1401145. The total of budgets should match the college's FY2020 revenue estimate from the Budget Office. If you have departments which need for this ODE allocation to be in a specific project other than 1401145, cash transfers will need to be processed from the 1401145 project to the specified project.
- ORG (expense) – Use fund 14, class 130, project 1401145. The total of budgets should match the college's FY2020 revenue estimate from Budget office. If you have departments which need for this ODE allocation to be in a specific project other than 1401145, cash transfers will need to be processed from the 1401145 project to the specified project.

GRADUATE STUDENT SUPPORT (SPONSORED GADs)
Revenues from sponsored GADs, or Graduate Student Support, will continue to be distributed from Central Campus with cash transfers. Budget centers will have to receive and spend the revenues in fund 14. A project in fund 14 has already been established, 1400832 (Graduate Student Support).

Budgets to establish for Sponsored GAD allocation:
- REVEST (revenue) – Use fund 14, account 9214, program NONEX, class 130, project 1400832. The total of budgets should match the college's FY2020 revenue estimate from Academic Affairs/Budget Office. If you have departments which need for this Sponsored GAD allocation to be in a specific project other than 1400832, cash transfers will need to be processed from the 1400832 project to the specified project.
- ORG (expense) – Use fund 14, class 130, project 1400832. The total of budgets should match the college's FY2020 revenue estimate from Academic Affairs/Budget Office. If you have departments which need for this Sponsored GAD allocation to be in a specific project other than 1400832, cash transfers will need to be processed from the 1400832 project to the specified project.

E&G F&A (RESEARCH SUPPORT/INFRASTRUCTURE)
E&G F&A will continue to be allocated with cash transfers in fund 14. The F&A project range is 148XXXX, and the class is **127** for "E&G Research Infrastructure."

Budgets to establish for E&G F&A:
- REVEST (revenue) – Use fund 14, account 9214, program NONEX, class 127, project range 148XXXX. The total of budgets should match the college's current F&A 35% allocation.
- ORG (expense) – Use fund 14, class 127, project range 148XXXX. The total of budgets should match the college's current F&A 35% allocation.
- FUND BALANCE (expense or revenue) – When budgeting fund balance, always use CLASS 427

STARTUP COSTS FOR FACULTY
All budget centers with faculty startup costs should use the designated project ranges. Startups in fund 15 should use the 156XXXX project range, startups in fund 14 should use the 146XXXX project range, and startups in fund 12 should use the 127XXXX project range. Budget centers should have converted existing startup projects to this project numbering convention effective in FY2012-13.

STATE APPROPRIATIONS
State appropriations will continue to be budgeted and spent in fund 18, with class **128**.

Budgets to establish for State Appropriations:
REVEST (revenue) – No budget center other than CAMP should have a revenue budget in fund 18.
ORG (expense) – Use fund 18, accounts UCLASS and FRINGE, program INSTR, class 128, project 1800000. An exception to this rule would be for the President's salary in PRES, which should use program INSSP.

EMPLOYEE TUITION ASSISTANCE PROGRAM (ETAP)
Revenue from Employee Tuition Assistance Program.
- REVEST (revenue) – Use fund 14, account 4033, program NONEX, class 130, project 1401933. The total budgets should match the college's FY2020 revenue estimate from the Budget Office.
- ORG (expense) – Use fund 14, class 130, project 1401933. The total budgets should match the college's FY2020 revenue estimate from the Budget Office.

TRADITIONAL MASTERS GRADUATE PROGRAM
Revenue from traditional masters graduate programs.
- REVEST (revenue) – Use fund 14, account 4009, program NONEX, class 100, project 1401802. The total budgets should match the college's FY2020 revenue estimate from the Budget Office.
- ORG (expense) – Use fund 14, class 130, project 1401802. The total budgets should match the college's FY2020 revenue estimate from the Budget Office.

Chartfield String Values to Use in FY2020 Budget Development
February 2019

	Account	Fund	Dept	Program	Class	Project	Notes
Lab Fees							
REVEST (revenue)	4017	14	XXXX	NONEX	100	Refer to Project List	College's 50% direct revenue share
ORG (expense)	XXXX	14	XXXX	XXXXX	130	Refer to Project List	College's 50% direct revenue share
Off-Campus Distance Education (ODE)							
REVEST (revenue)	40XX	14	XXXX	NONEX	100	1401145	Revenue sharing allocation
ORG (expense)	XXXX	14	XXXX	XXXXX	130	1401145	Revenue sharing allocation
Graduate Student Support (Sponsored GADs)							
REVEST (revenue)	9214	14	XXXX	NONEX	130	1400832	Revenues collected from sponsored programs
ORG (expense)	XXXX	14	XXXX	XXXXX	130	1400832	Revenues collected from sponsored programs
E&G F&A (Research Support/Infrastructure)							
REVEST (revenue)	9214	14	XXXX	NONEX	127	148XXXX	35% F&A allocation
ORG (expense)	XXXX	14	XXXX	XXXXX	127	148XXXX	35% F&A allocation
Fund Balance Budget	XXXX	14	XXXX	XXXXX	427	148XXXX	
Startup Costs for Faculty							
REVEST (revenue)							
ORG (expense)	XXXX	15, 14 OR 12	XXXX	XXXX	XXX	156XXXX 146XXXX OR 127XXXX	
State Appropriations							
REVEST (revenue)	**REVEST BUDGET ONLY IN CAMP BUDGET CENTER**						
ORG (expense)	UCLASS OR FRINGE	18	XXXX	INSTR	128	1800000	
Employee Tuition Assistance Program (ETAP)							
REVEST (revenue)	4033	14	XXXX	NONEX	130	1401933	Revenues collected for Employee Tuition Assistance
ORG (expense)	XXXX	14	XXXX	INSTR	130	1401933	
Traditional Masters Graduate Programs							
REVEST (revenue)	4009	14	XXXX	NONEX	100	1401802	Revenues collected for traditonal masters graduate programs
ORG (expense)	XXXX	14	XXXX	INSTR	130	1401802	

OFF-CAMPUS DISTANCE EDUCATION (ODE)
Distance Education revenues will be budgeted using a 40XX revenue account number tied to your specific Budget Center.

4061	StFees:ODE - HEHD
4062	StFees:ODCE B&PA MBA
4063	Stu Fees: ODCE B&PA-Other
4064	StFees:ODE - BBS
4065	StFees:ODE - CAFLS
4066	StFees:ODCE AG - Other
4067	StFees:ODE Contract Courses
4068	StFees:ODE - SOE
4069	StFees:ODE - COES
4070	StFees:ODE - SCI
4071	StFees:ODE - PROV
4072	StFees:ODE - CCIT
4073	StFees:ODE - AAH

Academic Program Fee

Academic program fees revenues will be budgeted using a 40XX revenue account number tied to a specific major program. The budget center should Budget the revenue to a holding department using the designated account code and corresponding project.

StFees:Engineering Major Fee   Account Code: 4043

StFees:Computer Sci Major Fee   Account Code: 4044

StFees:Nursing Major Fee   Account Code:4045

StFees:Packaging Sci Major Fee   Account Code:4046

StFees:Food Sci & HN Major Fee   Account Code:4047

StFees:Design Major Fee   Account Code:4048

CECAS Engineering Major Fees   1402343

CECAS Computer Science Major Fees   1402344

CBSHS Nursing Major Fees   1402345

CAFLS Packaging Science Major Fees   1402346

CAFLS Food Science & Human Nutrition Major Fees   1402347

CAAH Design Major Fees   1402348

CBus Major Fees   1413030

CBus Course Fees   1413031