

## Local Fund Annual Budgeting – Frequently Asked Questions

- **I am unable to access the budgeting module, what should I do?**
  - *The budgeting module resides in HCM, not FIN; confirm you are in the right system. Page 2 of the [Budgeting Module Departmental User Manual](#) (User Manual) shows the navigation.*
  - *Did you receive a secondary sign-on and password for the budgeting module?*
  - *If you are a new user to budgeting, has an [Access Request](#) form been submitted?*
  - *Contact [carol.haukebo@ndsu.edu](mailto:carol.haukebo@ndsu.edu) if none of the above items resolve the issue.*
- **How do I know what / how much to budget in my local funds?**
  - *As departmental/divisional employees, you have the best pulse on activity to expect in a given fund for the next fiscal year. Looking at current year and perhaps past year activity may help you determine what to budget for the next year.*
    - *The following are some reports or inquiries that may be helpful:*
      - *Trial Balance*
      - *Budget Transaction Detail*
      - *Budget Status*
      - *Budget Overview screen or report*
      - *The [Budget](#) and [Accounting](#) web pages have resources on running various reports and inquiries.*
- **How do I adjust the payroll budgets to better reflect expected activity for grads, temp/student timeslips, and PTAs?**
  - *These budgets and funding sources should be adjusted during salary administration.*
- **I plan to spend carryover cash next year, should I budget that as a revenue?**
  - *Yes. If your budgeted revenues are insufficient to cover your budgeted expenses, but you've identified cash to make up the difference, budget that amount in account 400000 so that your budget is balanced. Only budget the amount of carryover cash that you plan to utilize.*
- **After the planned payroll budgets post to my funds, the budgeted expenses will be more than the budgeted revenues, is that ok?**
  - *Budgets should be balanced. If your fund shows a deficit balance:*
    - *Review and verify all revenue, transfer-in, expense, and transfer-out budgets; adjust as appropriate.*
    - *If cash in the fund is identified and will be available to cover the deficit, budget that amount in account 400000 to balance the fund. You may need to add this account; see page 8 of the User Manual. Only budget the amount of carryover cash that you plan to utilize.*
- **How do I budget for overtime and other taxable compensation; the budgeting module won't allow me to enter an amount on the rows for accounts 514000 or 518000?**
  - *The system will allow you to add new rows for accounts 514000 and 518000 for budgeting purposes. See pages 3 and 8 of the User Manual.*
- **What % should I use to budget fringe benefits?**
  - *There is no one rate; in general, the lower the salary, the higher the fringe percentage to salary.*
  - *The following may help you to estimate the fringe benefits budget:*

- *If you expect the payroll mix in the next fiscal year to be similar to the current year in a given fund, look at what the current fringe expenses are in relation to payroll expenses, and that might be a reasonable percentage to use to estimate fringe on next year's payroll budgets.*
  - *Use the [Payroll benefits cost estimator](#) to calculate the fringe for an average payroll amount (or for a few different average payroll amounts, depending on the payroll mix) that will be budgeted for a given fund, and that might be a rate to apply to the budgeted payroll to estimate a fringe budget.*
  - *Use the [Sponsored Programs budget development fringe benefits](#) guidance to aid in your estimation of an amount of fringe benefits to budget.*
- **Why don't all of my accounts show up on the department budget entry screen?**
    - *It may be that the results of your search criteria were too large to be presented on one screen. In the upper right hand of the results grid, you may need to select 'view all' or page through the screens; see pages 6 and 7 of the User Manual.*
  - **How do I enter budgets for my funds in the 79101 - 79110 (Challenge Grants) range?**
    - *Payroll budgets for these funds should be set up in positions during the salary exercise.*
    - *Grant and Contract Accounting manages FIN budgeting for these funds.*
  - **In what accounts should I budget transfers-out and transfers-in?**
    - *Use account 722001 for transfers-out.*
    - *Use account 490000 for transfers-in.*
  - **What other information is needed for transfers-in and transfers-out?**
    - *Each transfer-out should have comments detailing the fund & department to which the transfer is going. Similarly, each transfer-in should have comments detailing the fund & department number from where the transfer is coming.*
    - *Generally, transfers in and out should balance; if part of a transfer is in a different college or area, coordinate with that area to ensure that transfers balance overall.*