Below please find the guidelines for the FY2019 Allocation for Unrestricted Funds.

- The FY19 Allocation process will now be completed within PBCS (Excel files are no longer used).
- You should have completed a Confidentiality Agreement and Security Access Forms in order to access the system. If you have not completed these, please email Linda Barrett, Kelly Slocum and Lisa Fiorio for a review of your request.
- It is expected that the Allocation data entered into PBCS reflects all committed personnel, operating, capital and student aid costs for the 12 months of FY 2019. You are responsible to verify and ensure that these items are fully funded in the correct chartfield strings and account codes.
- Please include notes and comments *as much as possible* to explain significant changes to your budget analyst. This is a critical part of the budgeting process. The more you note, the less need for email or phone call exchanges.
- It is expected that training sessions will include access to your FY19 allocation files in PBCS; thus, during training you may be able to complete some or all of your FY19 Allocation in PBCS.
- If you require technical assistance after training relative to entering the data into PBCS, please contact your budget analyst.
- It is important to review these General Budget Guidelines prior to inputting your data. See the bottom of this document for Fund specific instructions.
- PBCS includes the new alpha accounts that will be utilized for budgeting in PeopleSoft in FY2019.

**Personnel must be completed by August 27, 2018 and users will be locked out after this date.** Please complete your “Non-Compensation” budget by August 31, 2018.

In PBCS, all positions, regardless of funding, are budgeted at the same time. This ensures that a position is budgeted in total across all funds.

- If you are funding a position split with funds not previously budgeted in the Allocation process with the excel files (for example - Funds 401, 500, 900, etc.), you will have the ability to reflect the portions charged to those funds to be able to budget the position wholly. The budgets for these funds will not be brought into PeopleSoft.
- If a unit must include a brand new split to a department to which it does not have access (i.e. another College/Unit) you must, contact your budget analyst.
- Please complete the Position Planning Input forms first by August 27th. This is important because of the impact of positions housed in your unit that are partially charged to other units.

1. Once Positions are finalized, complete the rest of the budget by accessing the “Non-Compensation Planning” card from the main menu. Then, select “Unrestricted Funds” to be able to see all data for your Department/College.

2. Auxiliary/Enterprise/Shepard data (exclusive of enrollment or rates) once found on the DFR such as Debt Service, Utilities, Interest Income, etc., can be found on Form 3.5 Other Funds Input form in the
RFI Column. Please budget at least this amount in your return.

3. In PBCS, budgeting will still be done by CFS. Within the Funds Input forms you may choose which CFS to view by changing the Point of View (POV). The POV may be changed by selecting and changing either the Fund or Department at the top left of the Input Form. Click GO after changing the POV.

4. As a reminder, data can only be entered in the applicable white cells in the “FY19 Allocation Budget – Working” column. All greyed-out cells represent data that has been uploaded into PBCS from PeopleSoft, and cannot be substituted, altered, deleted, or omitted. You may however include additional schedules, etc. you consider necessary by attaching the document to the appropriate column as indicated in the Training slide deck. *Only enter data at Year-Total, not at the Quarter or Month*

The FY 2019 Allocation is built upon the FY 2018 Revised Budget as of 6/21/18 as reflected on the Trails. Personnel data is as of 6/12/18 and YTD Financial data is as of 6/21/18.

A. Compiling the Budget

Personnel-Biweekly Payroll – *State Payroll Input forms will be frozen after August 27th. Input must be completed by this date.*

1. In PBCS, all personnel will be budgeted on the same Position Planning tab, regardless of Fund. Once all personnel information has been entered, and the “Save” button has been clicked, all data will be automatically transferred over into the appropriate Input Form. Restricted funds will access the All Other Funds Input form.

2. Vacant, unfunded positions: if a non-classified or classified *staff* position has been vacant and unfunded for at least three years, please initiate a position action form to abolish the position. If you do not initiate the position action form by November 1 the Budget & Financial Planning office will submit the form on your behalf. This will allow for a more meaningful list of current positions and reflect a more accurate summary of positions.

3. All remaining vacant positions that may be filled during FY2019 or in a future year must be budgeted in accordance with the process below so that we will be able to reserve the appropriate fringe.
   - The position MUST be budgeted in full on the Position Planning card in PBCS; either on the Positions by Department card (Form 1.1a Position Info), or the Positions by College Card (Form 1.1d Position Info by College).

   There are valid instances where a position listed on your Personnel tab should not be budgeted. If you have a vacancy that you do not need to budget, you **must** note the reason why the position should not be budgeted.

4. Personnel and position information is downloaded directly from the PeopleSoft HR system and is as of 6/12/18. If you find any incorrect information relating to a position or employee, please contact Diana MacDonald at dianam@uri.edu or, call ext. 4-2509. You are responsible to ensure that all positions that will be charged to your unit in FY2019 are budgeted.

   - If a position you must cover is not listed, add it via the “To Be Hired” (TBH) card found under the Position Planning Cluster. TBH can be used for title changes or brand new positions not created in PeopleSoft HR and thus is not reflected in your compliment of positions. Again, if
you must budget a portion of a position housed in another college or unit, contact your budget analyst for assistance. Do not use TBH for this kind of action. Follow up with Diana MacDonald to discuss methods to make changes to the position on the PeopleSoft system if necessary.

- Paymaster data for state employees is available in PeopleSoft HR. To access the report, navigate to: Main Menu > URI Budget > URI Commit Accounting Reports > "URI State Pay DST BGT Data CSV". Security access is required to view the report and access has been set up for all people who have requested the report to date. If you need access please contact Diana MacDonald at dmacdonald@uri.edu or, call ext 4-2509.

- In general, all position FTE's on the HR system should reflect the salary distribution of the position.
- For employees on a reduced work schedule, the current salary is already reflected at the reduced rate. DO NOT further reduce the salary. If an employee is returning to full time, increase the base salary to reflect the 1.0 FTE.
- The Rates tab reflects the planning values for faculty, non-classified and classified staff FY2019.
- Form 1.3a, “To Be Hired”, is to be used if the event you need to budget a position that does not exist on Personnel Input forms 1.1a or 1.2a. For example, if only a Cooks Helper is reflected on forms 1.1a and/or 1.2a and you want to fill a Cooks Helper II (and paperwork is in process to create the position on PSHR), you would leave the Cooks Helper blank on forms 1.1a, 1.2a with a note to see TBH for Cooks Helper II.

5. When positions are filled after the beginning of the fiscal or academic year, the Dean’s/Director’s authorization of the RF-1 form indicates that the unit is fiscally responsible for fully funding the annual filled position plus fringe in the next fiscal year from within their existing budget.

6. If turnover dollars were transferred to operating prior to FY 2018 Mid-Year, and a position is filled in FY 2019 for 26 pay periods, the unit is responsible for reallocating the funds back to the personnel line to fully fund the position.

7. Please ensure all necessary paperwork, forms, etc. for approved new items are emailed after all of your data is entered. This includes any new chartfield strings that are listed on your return.

8. You must fund all filled and committed position lines as well as any other personnel, operating, capital, or student aid lines for which commitments are made. This includes any FY 2019 encumbrances. IMPORTANT: it is crucial to budget for the fiscal year as accurately as possible so that the budget reflects your plan for the fiscal year. This will also reduce the number of budget transfers.

**Personnel – In-house Payroll**

9. Complete the Graduate Assistants tab (Form 1.4) with the number of Grad Research Assistant (GRA) FTE’s. **Grad rates reflected are at the FY2018 level.** Once the Grad contract is settled, transfers will need to be made post-Allocation. At the FY19 Request, all Auxiliary/Enterprise/Shepards units budgeted an anticipated Grad rate increase of 3%, thus your FY19 Request revenue/rates included an increased amount for grads. Please put aside a similar amount in A_ALLOTOP to be transferred once contracts are settled, or during MYR. This method is required because PBCS allows for only one set of rates for all funds.

10. Ensure all Internal Payroll employees committed beyond 7/1/18 are budgeted. To find a listing of these employees, log on to PeopleSoft HR and run the following report: URI Budget > URI Commit Accounting Reports > URI Int Empl for Allocation.
11. In PeopleSoft Financials under Commitment Control>Review Budget Activities>Budgets Overview, confirm FY 2019 encumbrances already posted to the system are budgeted in PBCS in the appropriate alpha account codes. If encumbrances are to be liquidated, please attach PDF copies of the documentation supporting the liquidation in PBCS in the appropriate cell. Planning your annual budget expenses by the appropriate alpha account code/org code during the Allocation process reduces the number of budget transfers required during the year, and avoids automatic feeds from being halted.

12. FOR ALPHA ACCOUNTS IN PEOPLESOFT for the following categories: Auto maintenance, Insurance, Postage, Printing and Telephone (formerly Oper1) YOU MUST BUDGET AT LEAST WHAT YOU SPENT IN FY2018. Exceptions must be thoroughly documented by way of attachments in PBCS. These feeds are continually requiring transfers which delay the feeds posting for the entire University. The Budget & Financial Planning Office may reallocate within your area if you budget less than what was spent in FY2018 without any documentation.

Other

13. The completed budget should reflect your plan for the fiscal year. This requires planning your annual budget expenses, including multi-year encumbrances, by the appropriate account code during the Allocation process. This also reduces the number of budget transfers required during the year. Please plan and budget accordingly during the Allocation process. Please do not request budget transfers if there is sufficient budget at the ORG/Alpha Account level.

14. You may find actual data that appears to belong to another unit. This may be a result of an entry to incorrect chart field string. As such, please work with the alternate unit and the Controller’s Office to make corrections as appropriate before year-end. Please note this using the Comments feature noted above.

15. It is important to charge the appropriate chartfield in the department that is receiving the services or item. Do not move the budget to another College/Division to share expenses (e.g. if you are splitting a major purchase with another College or Unit or Fund, the share of expenses should be charged to each entity.) The only exceptions are Provost and Research & Economic Development transfers. Failure to abide by this may result in lowering the unit’s base budget in the next fiscal year.

16. A list of account codes is available at the Budget and Financial Planning website under Department Resources Link - Account Code Descriptions. Included on the list are the new alpha account codes that will be used for budgeting in FY2019.

http://web.uri.edu/budget/resources

17. Notify the Budget Office of completion via Form 3.8 by selecting “Complete” and clicking SAVE. This will signify to your analyst that they may begin review of your return no later than August 31, 2018 or sooner if possible. All supporting documentation should be attached to the appropriate cell in PBCS.

18. Incorrect Allocation data (i.e. data that is not balanced or incomplete) will be rejected by PBCS.

19. If you have any budgetary questions while completing your return, you may call your analyst before
you complete it in. Given the timing of this Allocation, it is very important that your data is complete.

Please take this opportunity to update the Signature Authorization and Responsible Persons on all chartfield strings to account for new hires and terminations. Go to http://web.uri.edu/budget/forms/ to find the appropriate forms and instructions.

Fund Balance

1. **Use of fund balance must not be budgeted at this time.** In late summer, once the Controller completes the first close, partial fund balances will be addressed. The final fund balance budget will be settled after the financial statements are issued.

2. A file may not have been generated for your area if no revenue is generated and fund balance is the only funding source.

   **Note:** Fund Balance may only be used for one-time expenses/initiatives. Day-to-day activity should not be supported by fund balance.

Revenue

1. Provide the best possible fee revenue estimate for the FY2019 Allocation.

   **2. FY2019 Student Fees must reflect the latest rates approved by the Board of Education.**

3. Enrollment is based on preliminary projections. Enrollment projections for the institution will be available in early May. Revised projections will be provided to units if necessary.

4. Revenue must be sufficient to cover all expenditures including debt service.

5. Overall, revenue must equal expense budget not only by fund but also by chartfield string.

Auxiliaries

1. The RFI column includes information formerly found on the DFR. Auxiliaries/Enterprises providing support for Fund 100 as budgeted during the FY 2019 Request and FY 2018 Mid-Year Review should budget the amount of support as indicated in the RFI column on the All Other Funds Input form.

2. The Rates Tab within PBCS provides estimated fringe, COLA as well as Grad rates that are reflected at the FY2018 level.

3. Budget Narrative Form:
   a. Same as last Allocation; there are two summary paragraph files to be filled out. One details the change from FY 2018 Mid-Year budget and the other details the change from FY 2019 Request. The summary paragraph templates should contain details for inclusion in the President’s transmittal letter to the Board of Education.

**Fund 101, 105, 115, 126, 400 – Revenue and Fund Balance**

- A Revenue template can be found on the BFPO Website and must be completed and attached to provide detail backup for your revenue projections.
- Revenue budget must equal expense budget not only by fund but also by chartfield string.
- Provide the best possible revenue estimate for the FY2019 Allocation. It is important to provide the most accurate projection as possible and not over or under estimate revenue purposely.
- **Use of fund balance must not be budgeted at this time.** In late summer, once the Controller
completes the first close, partial fund balances will be addressed. The final fund balance budget will be settled after the financial statements are issued.
  o If there is a chartfield-string that will no longer be generating revenue and only fund balance remains, no action is required for this chartfield-string.
  o Please be reminded that fund balance is for one-time expenses and should not be used for day-to-day expenses.

➢ **Fund 105:** Service Centers must follow the Service Center guidelines when projecting revenue. Projections must be based on current approved rates, not proposed rates.

**Fund 110**

Overhead revenue projection for the University is based on feedback from the unit, Controller’s Office, and Research and Economic Development.

1. The projected revenue amount for your unit is included in the template. Files must use this amount at this time to complete the file.
2. Revenue must be sufficient to cover all expenditures and expense must equal revenue.
3. Use of fund balance must not be budgeted at this time.

If you have any questions regarding these guidelines or the Allocation in general, please contact the analyst for your area.

Thank you for your continued cooperation.