

Financial Strategy & Planning (FSP), formerly known as the Budget & Financial Planning Office (BFPO), has always placed tremendous value on providing high-quality customer service to our business partners. As such, we strive to provide guidance with a short response time, including on matters that may fall outside our area of expertise.

However, due to a staffing shortage in FSP, our response times will be delayed (expect a minimum of 24 hours of turnaround time) and the following protocols will be in effect immediately:

- **All budget inquiries and questions that would normally be sent to your budget analyst should be sent only to financial-strategy-planning-group@uri.edu, not to your budget analyst.** This central email account will be monitored by FSP staff. Please ensure the issue in your email pertains to processes over which FSP has purview, and that all relevant information (CFS, account, etc.) is included in your email.
- Priority will be given to the FY24 Allocation and to the new Budget Model.
- Transfers will be treated with lower priority so please plan ahead and make your best effort to minimize the number of transfers sent. Transfers should continue to be sent to Budget_transfers@etal.uri.edu.

Our office has prepared key reminders on certain recurring budget topics. These reminders were compiled based on frequent communications we have with the campus community. To avoid any further delay in processing forms, please review these reminders before submitting forms.

Key reminders can be found below as well as on the FSP [website](#).

TRANSFERS

Please review the following before submitting a transfer to help streamline the process and avoid delays in processing:

- Ensure there is ample budget in the account/chartfield string in the “From” column which means *units must allow for any expenses that might be booked from the time the transfer is drafted to the time that transfer is completed in PeopleSoft*. A brief video on how to check available budget in PeopleSoft can be found [here](#).
- Do not submit transfers for amounts less than \$500.
- FSP receives a large volume of transfers each week. To mitigate the number of transfers, plan as much as possible to include in your transfer *all transactions you are anticipating for the remainder of the year*.
 - Review the account/chartfield string **before** initiating requisitions, sending SGA-2G forms, submitting EAF’s for non-contractual salary increases, etc. and account for these *in advance of submitting forms in your transfer*.
- Ensure the transfer description is detailed or attach as much supporting data as possible when the transfer is likely to beg questions. For example,
 - Use of faculty position funds for the search – include state position number being searched.
 - Movement of holding dollars to internal payroll

- Transfers involving telephone, subscriptions, travel, the “all other operating” account ALLOTOP, or any other account that is accounted for in a feed by the Controller’s Office, must be *planned out for the year*, not on a case-by-case basis.
- A review of all chartfield strings should be conducted regularly to avoid last minute transfers.
- Confirm that the “To” column in the transfer contains a valid chartfield string prior to submission. This is particularly important for non-fund 100 transfers where balances in invalid chartfield strings can create errors that will need to be corrected at year end.
- Refresher on rules around Fund 100 HOLDING, RELEASE, REINVESTMENT transfers
 - New Vacancy savings should be moved to HOLDING or REINVESTMENT from the state-payroll alpha account impacted and vice versa if a budgeted vacant position is filled. Even if you will be using these funds for inhouse payroll to backfill a position, the dollars must be placed in HOLDING or REINVESTMENT before moving it out. This is for the unit’s benefit to be able to track vacancy dollars.
 - Vacancy funds may not be moved from HOLDING OR REINVESTMENT TO RELEASE. Only true faculty release can be budgeted in RELEASE. Attach a copy of the EAF supporting the generation of release time to avoid any delays.
 - Do not include 27th pay period in your calculations when moving vacancy dollars around.

POSITION RELATED

- EAF questions should be directed to Human Resources. General EAF information can be found [here](#)
- PAF questions - end users should refer to the FAQ found [here](#) prior to contacting Diana.
- RF-1 forms require the 6-digit state position number (NOT the PeopleSoft position number)
- A job code is necessary prior to submitting an RF-1 for a new position. Human Resources provides the job code.

CHARTFIELD STRING CREATE FORMS

- Ensure a line-item revenue *and* expense budget is attached to the form that totals the revenue budget amount included on the form.