

## 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 adjust the payroll budgets to better reflect expected activity for grads, temp/student timeslips, and PTAs?**
  - *These budgets should be adjusted during the salary exercise.*
  
- **How do I budget for overtime; the budgeting module won't allow me to enter an amount on the row for account 514000?**
  - *The system will allow you to add a new row for account 514000 for budgeting overtime. See pages 3 and 8 of the User Manual.*
  
- **How do I enter budgets for my funds in the 79400 – 79599 range?**
  - *Payroll budgets for these funds (Challenge Grants) should be set up during the salary exercise.*
  - *Send fringe budget amount requests for these funds to [carol.haukebo@ndsu.edu](mailto:carol.haukebo@ndsu.edu).*
  - *The Budget Office will set up non-payroll budgets in these funds (the majority of the funds are for scholarships and won't have payroll budgets).*
  
- **In what account should I budget transfers-out?**
  - *Use account 722001.*
  
- **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.*
  - *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.*
  
- **After the planned payroll budgets post to my funds, the budgeted expenses will be more than the budgeted revenues, is that ok?**
  - *Comments should be added to explain how the budgeted expenses will be covered if the budgeted revenues aren't sufficient to cover them.*
  
- **I plan to spend carryover cash next year, should I budget that as a revenue?**
  - *No, it should not be budgeted as a revenue. You should add comments that carryover cash will be used to cover budgeted expenses.*