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 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.
  - 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.