

Local Fund Annual Budgeting – Frequently Asked Questions

- **Where do I enter FY27 Budgets?**
 - We have implemented the [Anaplan Budget & Planning Tool](#) for both position planning and non-personnel budgeting for FY27; the PeopleSoft Budgeting Module is no longer being utilized.
- **I am unable to access Anaplan, what should I do?**
 - We currently have limited licenses for Anaplan access, so it is possible that you had access to the PeopleSoft Budgeting Module and will not have access to Anaplan. If you don't have access, please check with your supervisor to determine if you are supposed to have access. Keep in mind that not all users will have access to both position planning and to non-personnel budgeting in Anaplan.
 - If you are supposed to have access and don't, please email the Budget Office at ndsu.budget@ndsu.edu.
- **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.
 - In addition to the FY26 Budget, the Anaplan [Non-Personnel Budget Input Page](#) shows FY25 Actuals and FY26 YTD Actuals.
 - The following are some reports or inquires that may also 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, PTAs and OT?**
 - These budgets and funding sources should be set up / adjusted in positions during position planning.
- **How do I budget for overtime and other taxable compensation; Anaplan won't allow me to enter an amount on the rows for accounts 514000 or 518000?**
 - [New for FY27 budgeting](#), all payroll budgets need to be set up in positions. Fringe budget should still be entered directly into account 516000.
- **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 position budgets post to my funds, the budgeted expenses will be more than the budgeted revenues, is that ok?**
 - As adjustments are entered into positions on the [Position Planning – Budget Input](#) page in Anaplan, those changes will be updated to the [Non-Personnel Budget Input Page](#) periodically (roughly on the quarter hour), so you will be able to see how payroll budgets are affecting a given fund's total budget in a near-live environment.

- *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 if it hasn't been budgeted before. Only budget the amount of carryover cash that you plan to utilize.*

- **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:*
 - *The Anaplan [Position Planning – Budget Input](#) page provides an estimated benefits amount for filled, benefitted positions. This estimate does not take into account fringe on non-benefitted payroll, years of service, Social Security taxable earnings maximum, or other individual circumstances, so should only be used as a general starting point to estimate the fringe to budget for a given fund.*
 - *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 [Research and Creative Activity budget development fringe benefits guidance](#) to aid in your estimation of an amount of fringe benefits to budget.*

- **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 position planning.*
 - *Grant and Contract Accounting manages FIN budgeting for these funds.*

- **During the budgeting process for FY26, I requested that a fund be inactivated, why is it still showing up as a fund to budget for FY27?**
 - *It is possible we missed the request that the fund be closed; on the [Non-Personnel Budget Input Page](#) please select the 'Not Budget?' checkbox for all rows related to that fund.*
 - *The 'Not Budget?' checkbox isn't available for payroll accounts, so during position planning you will need to ensure that there is no payroll set up on a fund that you want to inactivate; we cannot inactivate a fund that has payroll directed to it.*

- **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.*