

**The University of Rhode Island**  
**FY 2012 Budget Allocation**  
**Fund 101 & Fund 400**  
**General Budget Guidelines**

The format of the Excel file is similar to the format for the FY 2011 Allocation, i.e. both input and reference tabs are provided; however, a number of improvements have been made to the various tabs in the file.

The Excel files will be distributed in Microsoft Excel 2007 version (.xlsx). Windows users with Microsoft Office version 2003 must install the Office compatibility pack from [www.microsoft.com](http://www.microsoft.com). This is a free download and allows version 2003 to use files saved in 2007 format. Macintosh users should be on Microsoft Office for Mac version 2008 or later to ensure compatibility with these files. Users may wish to upgrade their version of Microsoft Office and can purchase an upgrade to Microsoft Office from the IT Help Desk. If you have any issues, please call the IT Help Desk at 4-4357.

Please review the General Budget Guidelines and the Technical Guidelines then complete your Excel file and return it to the Budget and Financial Planning Office by or before **Friday, April 8, 2011**. **Return your completed Excel file via email to Caroline Natale at [cnatale@uri.edu](mailto:cnatale@uri.edu).**

Training sessions will be offered to help you become familiar with the Excel file format. Please contact Caroline Natale reserve a seat. You may bring your file on a flash-drive to allow for specific questions at the training session.

The session for Funds 101 and 400 files will be held in the Ballentine Hall, Room 240 on the following days:

- Tuesday March 29, 2011 from 10am to 12pm.
  - Monday, April 4, 2011 from 10am to 12pm.
- Please do not substitute, alter, delete, or omit any of the provided forms. You may however include additional schedules, etc. you consider necessary.
  - The Technical Guidelines explain the contents of each tab and how to complete the Excel file.
  - The Excel file contains a DFR tab with pertinent, tentative FY 2012 Allocation rates for use in completing the FY 2012 Allocation return. Please note certain rates are at the FY12 Request level for planning purposes, (e.g. Grad waiver rates reflect an estimated increase for FY 2012). All other rates have been updated based on latest information. All rates are subject to change.
  - Provide the best revenue estimate for the FY 2012 Allocation for each fund.
  - All nonclassified employee and Grad Student contracts expired on June 30, 2011 and August 31, 2011, respectively. Please note, at this point in time, the only known value for nonclassified and faculty salary increases is the planning value from the FY 2012 Request. Thus, for planning purposes, this is reflected in the data enclosed. This is subject to change. The classified contract provides for a 3% increase effective 6/19/11. These are built into the calculations.
    - The contract salary amounts from the PeopleSoft HR system reflected on the Personnel Tab are full contract salaries.
    - Only budget Grad Research Assistants (5253) in these funds.
  - Please be sure to budget new longevity and step increases on an individual basis. Call your budget analyst for instructions if you wish to budget globally for this item. (Note you may only utilize one method.)
  - Only budget the number of pay periods for which the person will be paid. Do not budget turnover expectancy.
  - For employees on a reduced work schedule, the current salary is reflected at the reduced rate. If an employee is returning to full time, increase the base salary to reflect the 1.0 FTE.
    - Personnel and position information is downloaded directly from the PeopleSoft HR system. The data is as of 3/21/11. If you find any incorrect information relating to a position or employee, please indicate the issue in the Notes column or contact Steve Thompson at [sthompson@uri.edu](mailto:sthompson@uri.edu), or call ext. 4-2509.

- Payroll Microfiche data for state employees is now available in PeopleSoft HR. To access the report navigate to: Set Up HRMS > Product Related > Commitment Accounting > 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 contact Steve Thompson.
- Please ensure all paperwork, e.g. USP-1, USP-2, etc, for approved items are included with your return.
  - Tentative fringe rates are provided on the Personnel Tab and will populate once the appropriate data is completed. New in this template is the automatic calculation of 5294 for current employees.
- Any chartfield strings not listed due to lack of activity should be added as necessary. See the Technical Guidelines for further instruction on how to add additional chartfield strings, not currently reflected, to the file.
- Fund 101 and 400 expense budgets must equal the revenue budgets *for each string* as well as overall.
- Fund balances should NOT be budgeted at this time for any fund. This will be addressed in the summer after the first close is completed by the Controller's Office.
- Accounts 4001 (Interfund Activity In) and 5001 (Interfund Activity Out) have been reflected in the files for these funds. The Controller has been working with units to address balances in invalid chartfields, etc. These are the codes in which the cash adjustments are typically made. Please do not budget in these codes as the data is only provided for informational purposes relative to adjustments to actuals and/or balances.
- On the Line Item tab, in the "CFS Desc" column, you may find an "Invalid - No Signature Auth". Please review these lines and if you have not already done so, address these immediately with Cindy Mace so that these entries may be corrected before year-end. Do not make any budget entries for these invalid entries as this has been provided for your information only.
  - If the CFS is indeed valid, forward a Signature Authorization form, and if warranted, a CFS create form to the Budget & Financial Planning Office immediately.
- Planning your annual budget expenses, including multi-year encumbrances, by the appropriate account code during the Allocation process reduces the number of budget transfers required during the year.
- It is important for budgets to reflect anticipated expenses that correlate to a specific chartfield (i.e. the stipend/waiver of a Grad Research Assistant working in an academic department be budgeted and charged to that academic department). The expense should be reflected in the department that is receiving the services or item.
- A list of account codes is available at the Budget and Financial Planning website under Department Resources Link - Account Code Descriptions. Please note there are certain codes that are not to be used for budgeting. See the "Restrictions" column for further details.
 

<http://www.uri.edu/budget/resources.html>
- Upon receipt of your FY 2012 Allocation file, we will assume you have sought and received your Provost or Vice President's review and approval.
- Return your completed Excel file via email to **Caroline Natale at [cnatale@uri.edu](mailto:cnatale@uri.edu)** by or before **Friday, April 8, 2011**.

Additional Reminders: (Added 3/28/11)

- On PeopleSoft, check FY 2012 for any encumbrances that have already been posted to the system. Ensure these are covered by the budgets in the appropriate codes. If encumbrances are to be liquidated, please forward a PDF copy of the documentation supporting the liquidation (i.e. a memo to Accounting.) with your budget return.
- Ensure all Internal payroll employees that are committed beyond 7/1/11 are budgeted. In PeopleSoft HR, go to Set Up HRMS / Product Related / Commitment Accounting / URI Commit Accounting Reports and run the URI "Int Empl for Allocation" report. This report is designed to show you Internal Payroll employees employed after 7/1/11.

If you have had staff come and go, please take this opportunity to update Signature Authorization and Responsible Persons on a chartfield. Simply go to <http://www.uri.edu/budget/forms.html> to find the appropriate forms and instructions.

If you have any questions regarding these guidelines or the Allocation in general, please contact Cheryl Hinkson at [car@uri.edu](mailto:car@uri.edu) or 4-2509. Thank you once again for your continued cooperation.

3/24/11