



SOUTHERN OREGON UNIVERSITY  
BUDGET MANAGER'S USER MANUAL  
2016-17 BUDGET DEVELOPMENT  
in  
Millennium *FAST*

#### Overview

Welcome to Millennium FAST, SOU's new budget development software. It is intended to present a marked improvement over past budget development processes in that it will give you not only prior year actual revenue and expenditures for any given account, but it will also give you a preliminary budget from which you will be able to build your actual budget submission. Finally, once you submit your budget, you will easily be able to see how that budget tracks going from your initial submission, review, to final approval and posting into Banner.

#### Steps:

1. Log onto Millennium with your SOU single sign-on user ID and Password
2. Select *Budget and Forecasting* to begin developing your budget
3. Using your Index cheat sheet, select the index you want to develop a budget for
4. Review your initial budget
5. If there are no changes to be made, you are done.
6. If there are changes to be made – you have one of two options to make changes
  - a. Simple moving around of budget values, but no increase/decrease to your overall budget
  - b. Actual requests to increase or decrease your overall budget
7. When you are done, conduct a review of your budget, and then contact your Service Center Accountant/Budget specialist and they will review your budget submission for errors, omissions and strategic planning.
8. Once confirmed that it meets edits and budget guidelines, Service Center Accountants will forward it to the Budget Dept. for final review and approval.

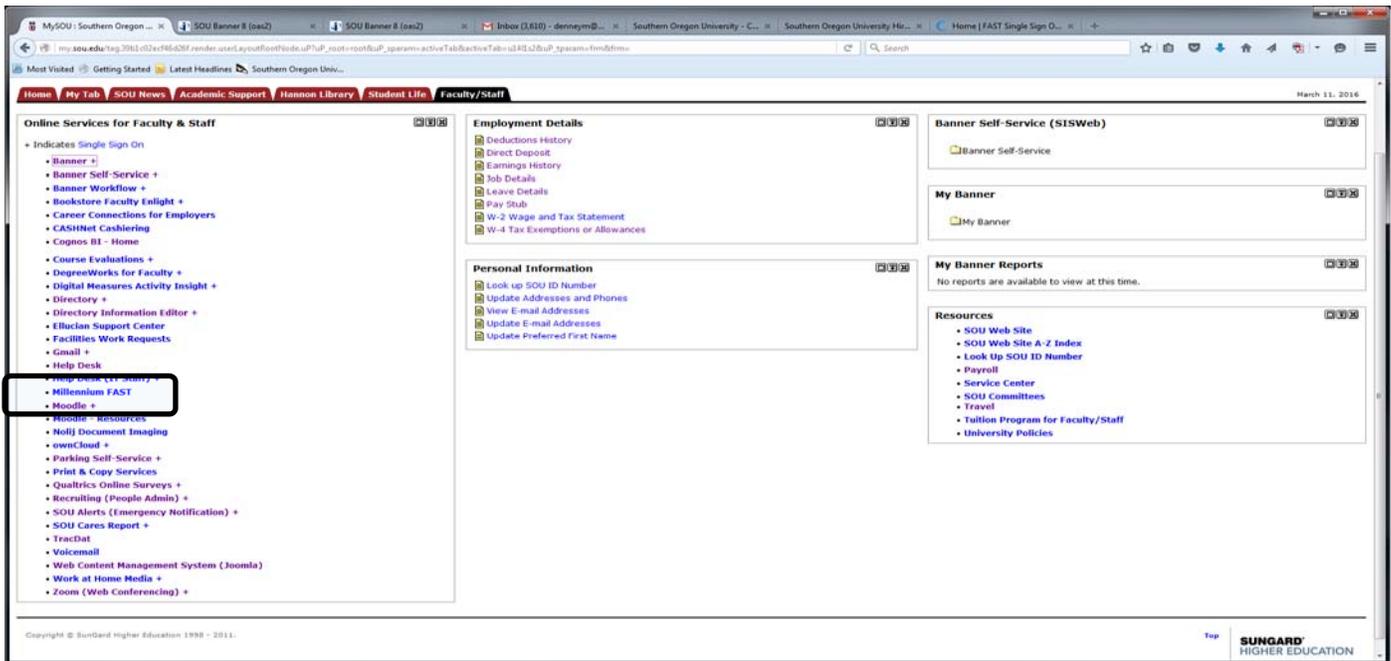
## Budget Timeline:

Training – the Budget Dept. will be conducting training during Finals week of Winter Term, and during the first two weeks of Spring Term. You **MUST** attend one of the many training sessions offered before you can begin work on your budget development. Once you attend training, you will be given access to Millennium *FAST* and a copy of this user's manual.

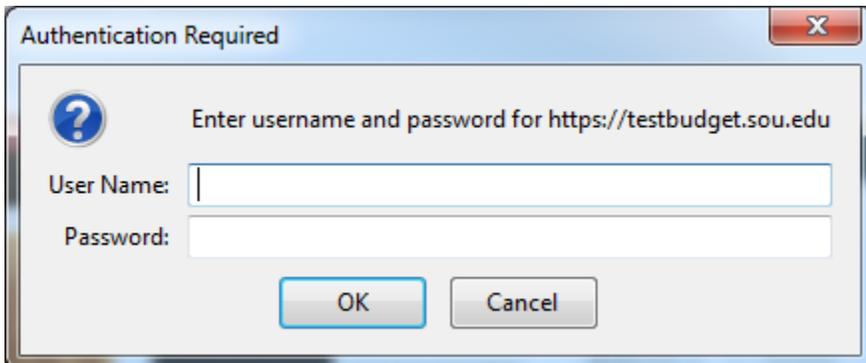
Your budgets must be complete by April 30<sup>th</sup>. All budget managers will be locked out of Millennium after that date and will need to contact the Budget Dept. to make any further changes. Your Service Center Accountant/Budget specialist will schedule meetings with you as we approach this date if you have not notified them that your budget is completed.

### Step 1: Logging onto Millennium *FAST*

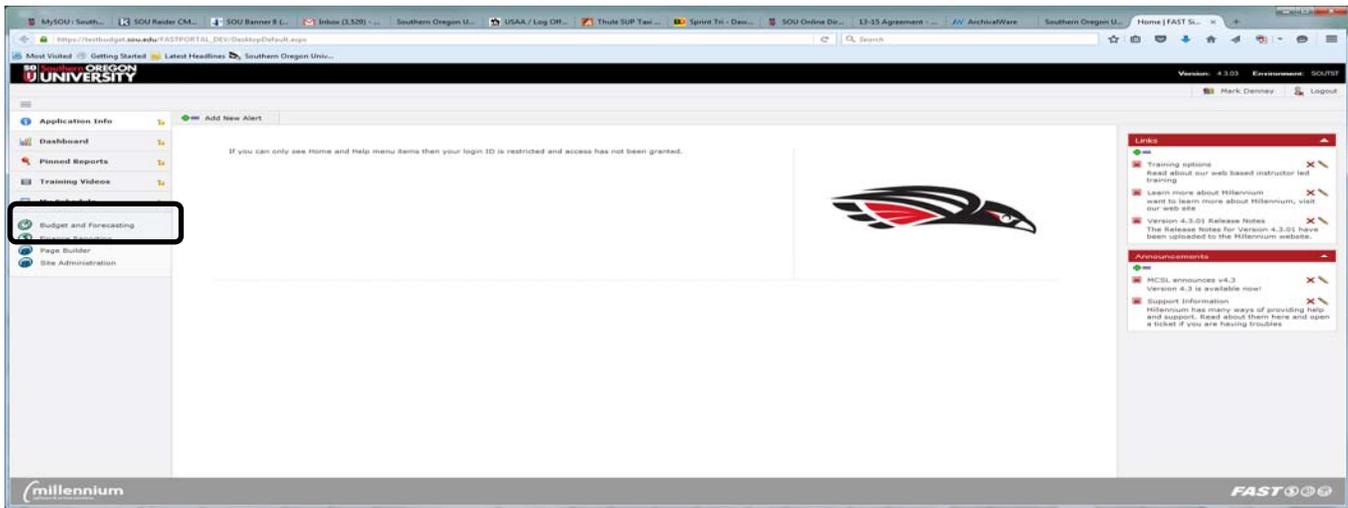
You can access Millennium *FAST* from the Online Services for Faculty and Staff page of MySOU:



If you have not recently logged onto Millennium *FAST*, you will get a small dialogue box requesting your single sign on SOU ID and Password, enter them and you will be taken to the main page for the application.



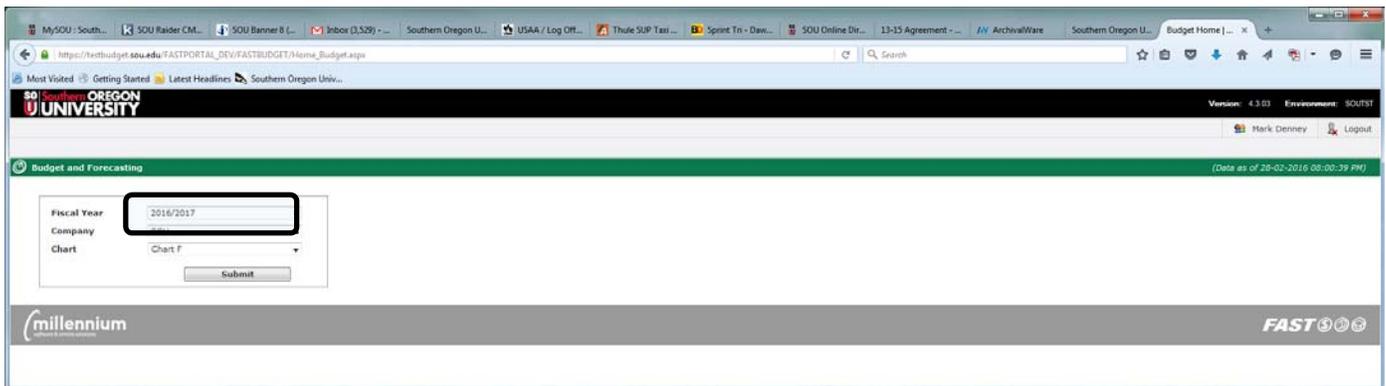
After entering your SOU single sign-on ID and Password, you will be taken to the main page for *FAST*.



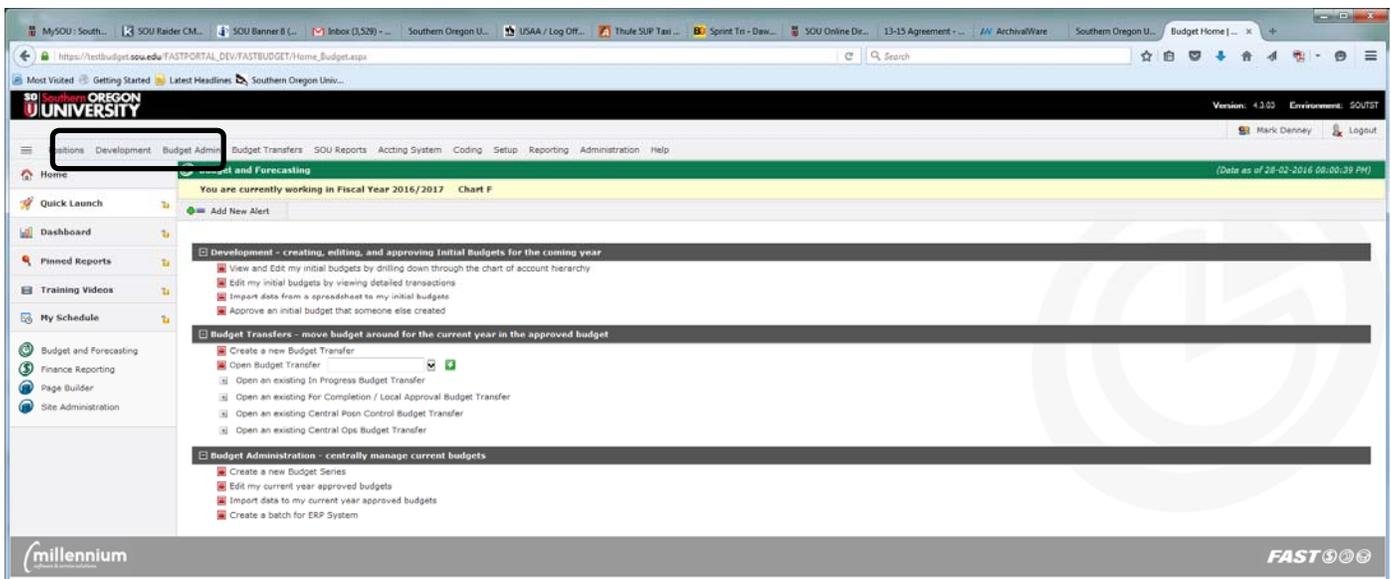
Disclaimer – your specific screens may look slightly different from the screens displayed in this manual, as each user has slightly different rights, and therefore may not be presented with the same menu selections. However, you should always have access to the selections identified for completing the task as outlined in this manual.

**Step 2: Select Budget and Forecasting.** From this main page, you will want to select *Budget and Forecasting*

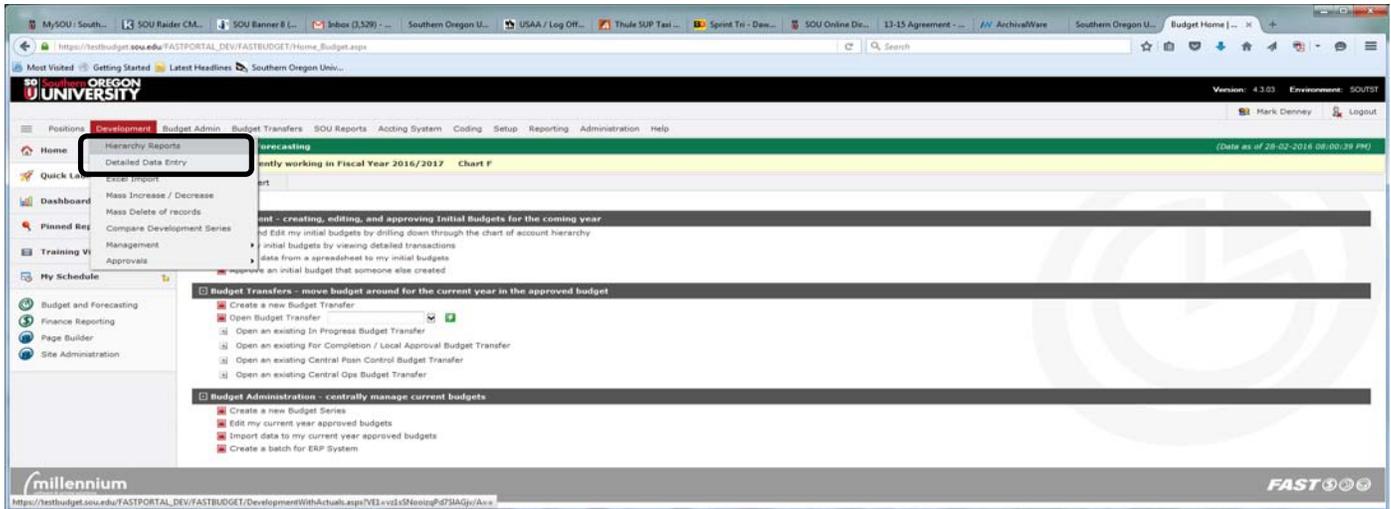
You next need to select the fiscal year for which you are developing your budget, select 2016/2017 then click on Submit



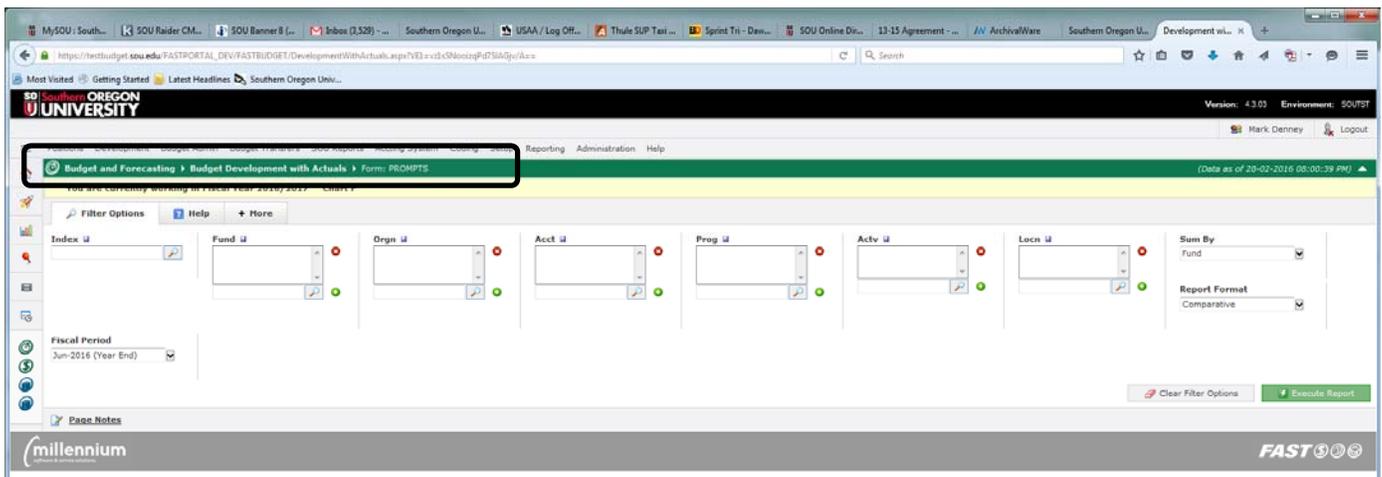
This will take you to the mail budget development page where you can begin to enter your budget.



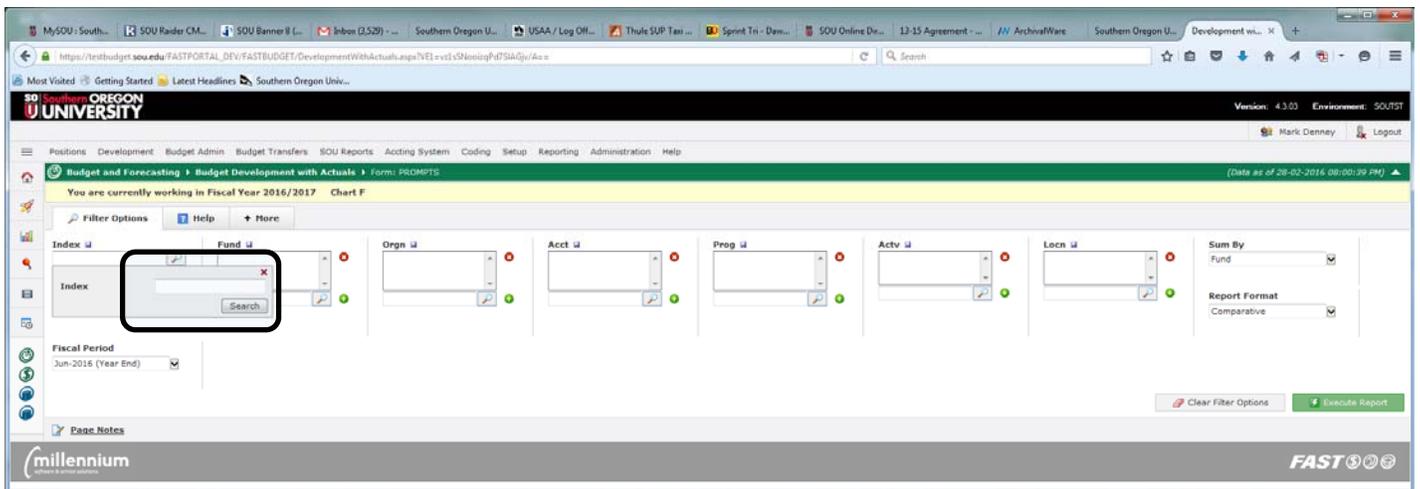
From this main development page, select from the top drop-down menu "Development" and then "Hierarchy Reports"

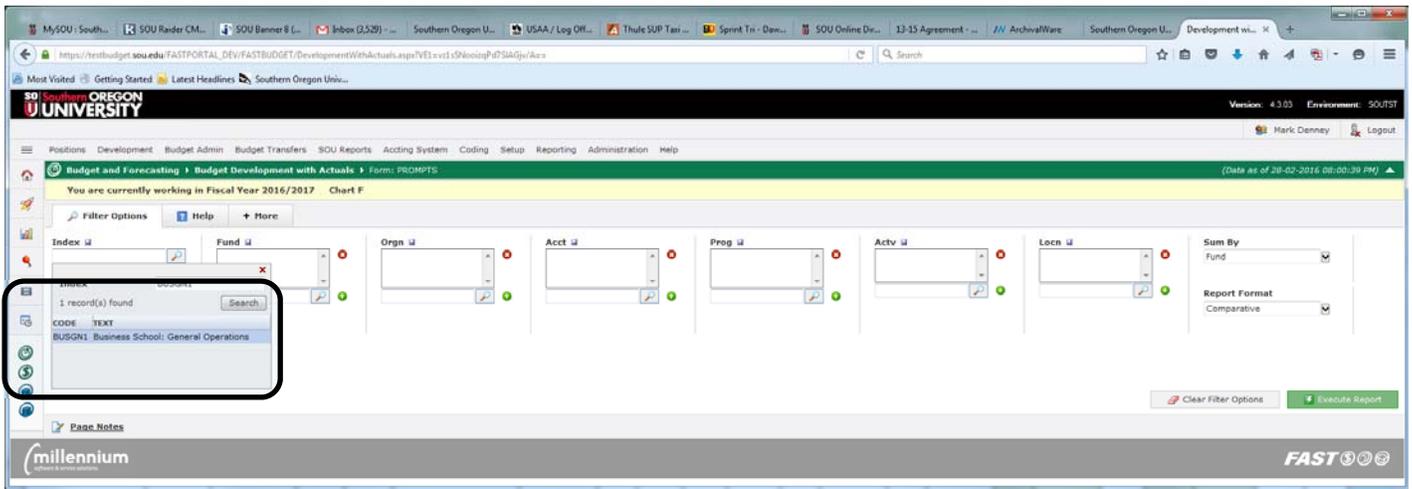


This will take you to the **PROMPTS** page (Note the bread crumb line at the top of the screen, it will always show where you are in Millennium)

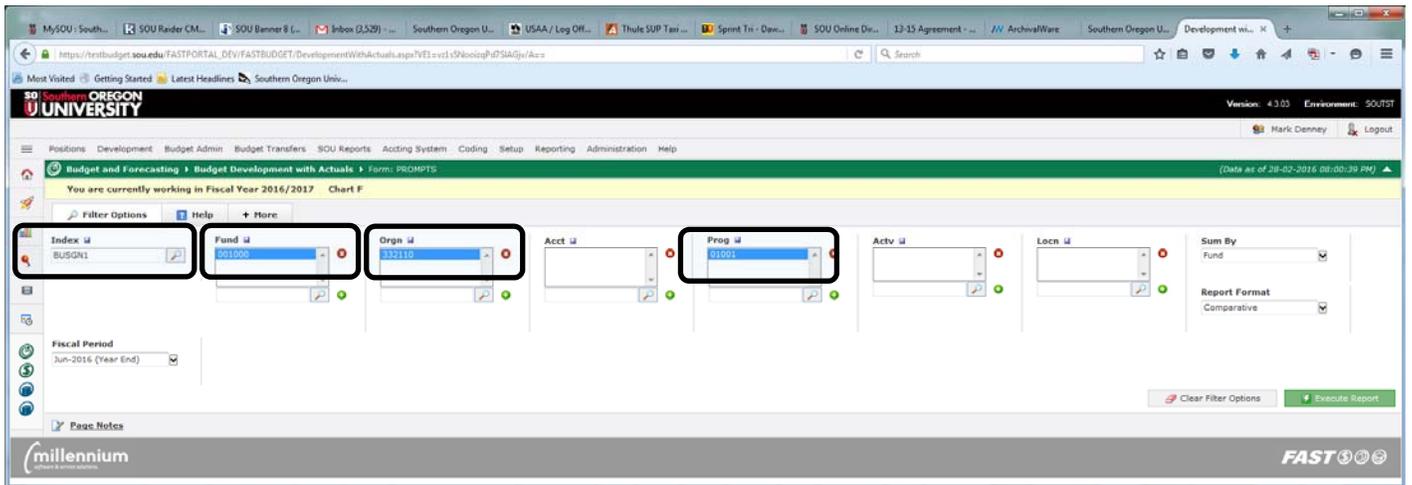


**Step 3: Enter your Index Code.** From the PROMPTS page, using the index cheat sheet you received in training, enter the index you want to develop a budget for and click "execute the report"





After you enter the index in the search box and click on the search button, you will get the index you want. Note: depending on what you enter into the search box; Millennium will bring back everything that meets your search criteria. In the example shown, no other indexes or index descriptions contain that exact text, but if you enter only “Bus” and asked Millennium to search, it would bring back a much larger selection, which you would have to scroll through to find your index.



Once you have the index, Millennium will populate the Fund, Organization, and Program codes for that index.

It is probably a good time to remind everyone that really is all an Index is – it is a shortcut or nickname for a unique combination of Fund, Organization, and Program code in Banner. No two indexes will have that same combination of the three codes, unless there is an error.

Once Millennium has populated your PROMPTS screen with the Fund/Org/Program codes, select “Execute Report”

Once Millennium has executed the report, it will take you to your data – the default display is by Fund type.

Remember – an index is a Unique combination of Fund, Organization and Program codes – so if you got to this page by entering a valid Index code, there will always only be one fund displayed, in this example – the General Fund.

Version: 4.3.03 Environment: SOUTST

You are currently working in Fiscal Year 2016/2017 Chart F

Report Format: Comparative

Viewing: User ID: DENNEYM Chart: F Fund: 001000 Dept: 332110 Prpg: 01001

Code	Title	2013/2014	2014/2015	2015/2016	2016/2017	FY16 Budget	FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
001000	General Fund Operations	2,762,862	2,630,478	1,115,713	0	3,443,626	5,580,781	0	0
TOTAL		2,762,862	2,630,478	1,115,713	0	3,443,626	5,580,781	0	0

Just click on the Fund (note, it is highlighted in blue – anytime a budget code or value is highlighted in blue, you can click on it)

This will drill down on the fund you clicked on to show you the organization code. Remember, an index code is a Unique combination of a Fund, Organization, and Program code – so there will always be one organization code displayed – in this case, because I am using an Academic program index as an example, it is in the 330000 range, and is for Business Dept. Operations.

Version: 4.3.03 Environment: SOUTST

You are currently working in Fiscal Year 2016/2017 Chart F

Report Format: Comparative

Viewing: User ID: DENNEYM Chart: F Fund: 001000 Dept: 332110 Prpg: 01001

Code	Title	2013/2014	2014/2015	2015/2016	2016/2017	FY16 Budget	FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
Fund: 001000	General Fund Operations								
332110	Business Dept. Operations	2,762,862	2,630,478	1,115,713	0	3,443,626	5,580,781	0	0
SUBTOTAL	General Fund Operations	2,762,862	2,630,478	1,115,713	0	3,443,626	5,580,781	0	0
TOTAL		2,762,862	2,630,478	1,115,713	0	3,443,626	5,580,781	0	0

If you click on the Organization code (again, highlighted in blue text) it will take you to the Account codes under that Fund and Organization code, sorted first by Account Code, then by Program Code (Remember, an index code is a Unique combination of Fund, Organization and Program codes, so while there will be multiple account codes, there will only be one Program code – too much?)

You will note the accounts are sorted in the following order:

- First Revenue – accounts beginning in 0
- Second Labor – accounts beginning in 1
- Next Supplies and Services – accounts beginning in 2 - and so on.

Note – now the values in the Budget Development Column are highlighted blue.

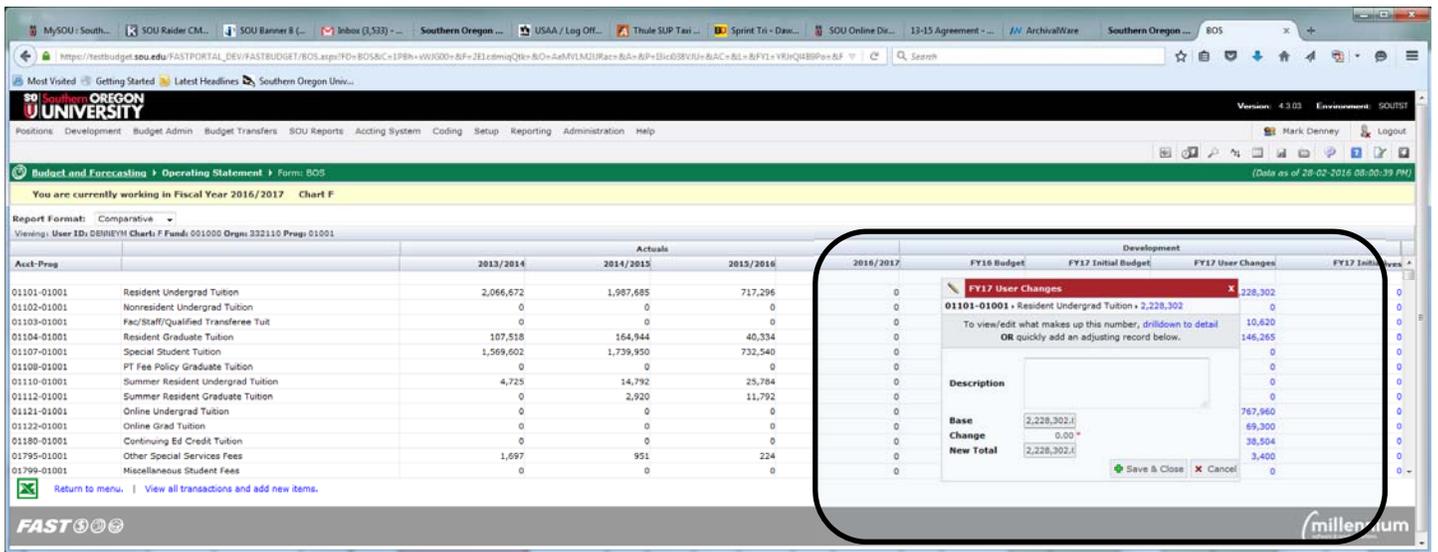
You will have 4 Budget Development Series:

- FY16 Budget – this is your current year budget and this series is locked, you cannot make changes in it.
- FY17 Initial – this is the projected revenue, current labor calculations based on current and approved staffing, and a simple roll forward of your FY16 Permanent budget for supplies and services. This series is also locked; you cannot make changes in it.
- FY17 User Changes – this will be an exact copy of FY17 Initial series. This is the series you will want to make your changes in
  - Note: Changes can only net to Zero. You can however, increase one index, and decrease another index, but only within the same fund type (Budgeted Operations, Designated Operations, Auxiliaries, etc.).
- FY17 Initiatives – this development series will be blank. This is the place where you will enter any requested increases or decreases that will not net to zero in your overall budget. Enter only the net increase/decrease. If approved, it will be added to your budget, not as a replacement, but as an addition.
  - Depending on how and what is approved, it will either be a permanent budget increase/decrease, or a temporary, one-time only, increase/decrease.
  - Temporary adjustments will not roll forward into the next fiscal year *Initial Budget* development series.

Acct-Prop	Actuals			Development			
	2013/2014	2014/2015	2015/2016	FY16 Budget	FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
01101-01001	2,066,672	1,987,685	717,296	1,979,624	2,228,302	2,228,302	0
01102-01001	0	0	0	0	0	0	0
01103-01001	0	0	0	0	10,620	10,620	0
01104-01001	107,518	164,944	40,334	109,604	146,265	146,265	0
01107-01001	1,569,602	1,739,950	732,540	1,858,011	0	0	0
01108-01001	0	0	0	0	0	0	0
01110-01001	4,725	14,792	25,784	13,767	0	0	0
01112-01001	0	2,920	11,792	0	0	0	0
01121-01001	0	0	0	0	1,767,960	1,767,960	0
01122-01001	0	0	0	0	69,300	69,300	0
01180-01001	0	0	0	0	38,504	38,504	0
01795-01001	1,697	951	224	1,700	3,400	3,400	0
01799-01001	0	0	0	0	0	0	0

**Step 4: Reviewing your Budgets.** Once you are at this screen, it is time to begin to dig into your budget numbers. The prior year and current year actual columns should act as a guide to where your data may need to be adjusted. Remember, for the current year, we are only partially through the year, and many items, both revenue and expenditures do not post at even intervals throughout the year.

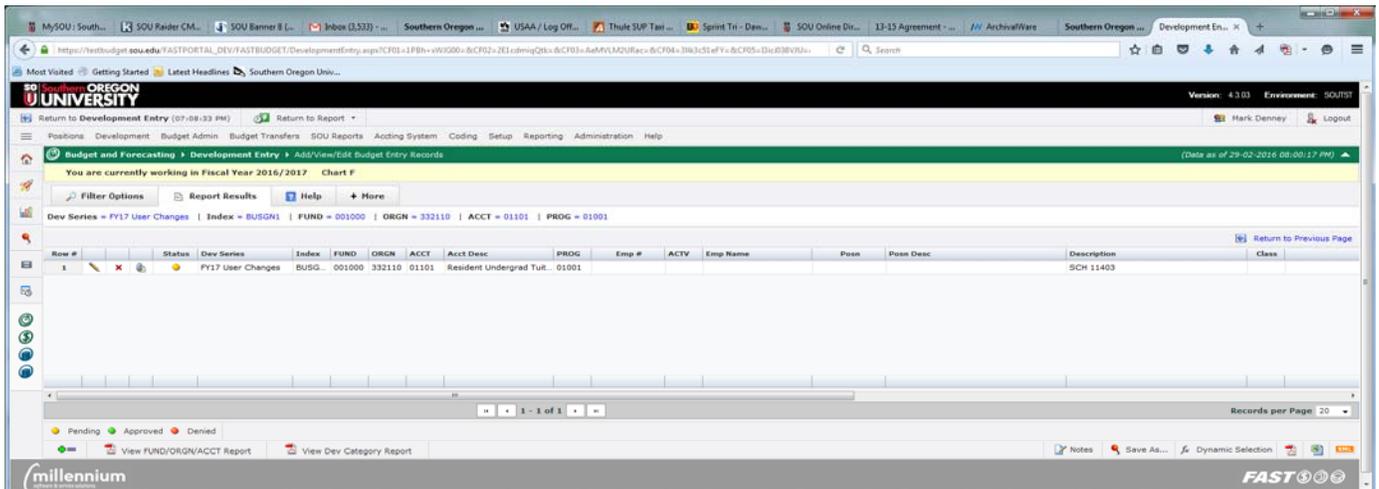
- a. Revenue – For Departments and Divisions that have revenue, it will display first. In general, Revenue has been developed through trend analysis of enrollment for the fiscal year and tuition or fee rates. It would take too long to detail exactly how revenue rates were identified, if you have questions, contact the Budget Department. However, you can see the detail by clicking on the budget line item. When you do, a dialogue box appears, allowing you to make adjustments to the budget item.



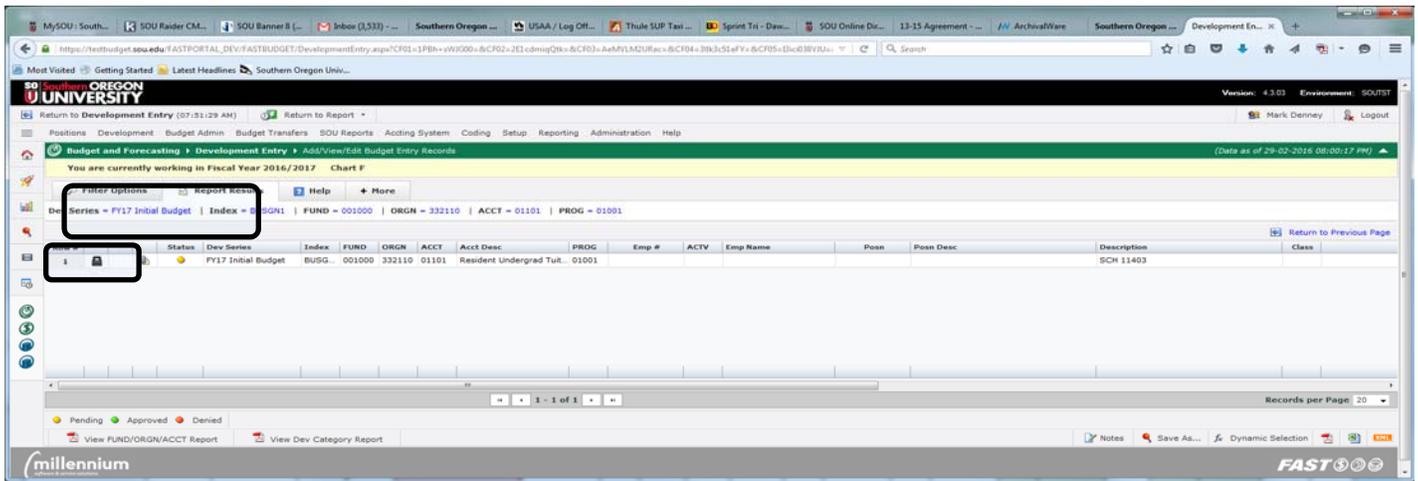
This dialog box allows you to not only add or subtract from the value, it requires you to enter a brief text comment as to why you are making the change. However, before we discuss why you might want to change a value, we are going to explore what makes up that value by clicking on *drilldown to detail*.

When you click on that link, you will see the specific development entry that created that line item – in this case, it is based on a projection of 11,403 Student Credit Hours for the year, within academic programs that feed into this index for resident undergraduate students. It is important to remember that at SOU, we blend resident, Western Undergraduate Exchange (WUE) and nonresident undergraduate students into one tuition category – Resident undergraduates, so you won't arrive at the budget value by simply multiplying the SCH by the resident undergraduate tuition rate, it is a blended composite tuition rate that achieved this budget value.

To return to your budget development, just click on *Return to Previous Page*. Note: whenever you *Return to Previous Page* Millennium will always take you back to the top of the previous page, you may need to scroll down again, depending on the account you were reviewing.



Remember, only two of the four budget development series are open for data entry: FY17 User Changes and FY17 Initiatives. If you accidentally click on either of the other two development series, you will see that they are locked from data entry. If you find yourself here, just click *Return to Previous Page* to leave this page.



You can scroll up and down within your index screen to view different accounts.

Revenue

- 01000 – Tuition, Fees Revenue
- 02000 – State Appropriations
- 03000 – Gifts & Grants
- 06000 – Sales and Services
- 08000 – Misc. Other Revenue
- 09000 – Internal Sales

Labor

- 10100 – Unclassified Salaries
- 10200 – Unclassified Pay
- 10300 – Classified Salaries
- 10400 – Classified Pay
- 10500 – Student Labor
- 10600 – Graduate Assistants
- 10700 – Benefit Compensation
- 10900 – Other Personnel Expense (OPE)

Supplies and Services

- 20000 - Supplies and Services
- 39000 - Travel
- 40000 – Capital Equipment
- 50000 – Financial Aid
- 60000 – Merchandise for Resale
- 70000 – Indirect charges
- 79000 – Internal Sales Reimbursement
- 80000 – Depreciation Charges

Transfers

- 91000 – Transfers In
- 92000 – Transfers Out

**Breakout of Supplies and Services**

- 20100 – Office and Admin Supplies
- 20200 – Minor Equipment
- 20300 – Food/Meals
- 21000 – Agriculture Related
- 22000 – Communications
- 23000 – Utilities
- 23500 – Maintenance and Repairs
- 24000 – Rentals/Leases
- 24500 – Fees and Services
- 25000 – Medical/Scientific Svc & Supplies
- 28000 – Assessments
- 28500 – Other Services & Supplies
- 28501 – Employee related & 1099
- 28600 – Conference/Entertainment/Etc.
- 28700 – Fiscal Management
- 29000 – Training Costs

As you scroll through your budget, we can drill down on specific line items to see the detail:

Example – Labor accounts

FAST 3.0.0.3

Operating Statement Form: BOS

You are currently working in Fiscal Year 2016/2017 Chart F

Report Format: Comparative

Viewing: User ID: DENNEYM Chart: F Fund: 001000 Orgn: 332110 Prog: 01001

Acct-Prog	Description	Actuals				Development			
		2013/2014	2014/2015	2015/2016	2016/2017	FY16 Budget	FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
10101-01001	Staff-Unclassified Salaries	0	0	0	0	0	0	0	0
10102-01001	Staff-Unclassified Salaries-Faculty	985,751	915,202	161,991	0	985,568	909,465	909,465	0
10103-01001	Staff-Unclassified Salaries-Non-Fac	0	0	0	0	0	0	0	0
10107-01001	Other Unclassified Salary- Stipend	7,135	0	0	0	0	0	0	0
10108-01001	Other Unclassified Salary - Award	0	0	0	0	0	0	0	0
10123-01001	Sabbatical Leave	0	0	0	0	0	0	0	0
SUBTOTAL UNCLASSIFIED SALARIES		992,886	915,202	161,991	0	985,568	909,465	909,465	0
10200-01001	Unclassified Pay	0	0	0	0	0	0	0	0
10201-01001	Unclass Overload Pay - Instr	49,975	28,660	2,867	0	0	0	0	0
10203-01001	Summer Unclassified Pay - Instr	18,595	115,804	93,963	0	109,954	109,954	109,954	0
10208-01001	Unclassified Retire Incentive Paymnt	0	0	0	0	0	0	0	0
10209-01001	Other Unclassified Pay	53,013	61,717	6,733	0	102,300	102,300	102,300	0

FAST 3.0.0.3

Operating Statement Form: BOS

You are currently working in Fiscal Year 2016/2017 Chart F

Report Format: Comparative

Viewing: User ID: DENNEYM Chart: F Fund: 001000 Orgn: 332110 Prog: 01001

Acct-Prog	Description	Actuals				Development			
		2013/2014	2014/2015	2015/2016	2016/2017	FY16 Budget	FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
10101-01001	Staff-Unclassified Salaries	0	0	0	0	0	0	0	0
10102-01001	Staff-Unclassified Salaries-Faculty	985,751	915,202	161,991	0	985,568	909,465	909,465	0
10103-01001	Staff-Unclassified Salaries-Non-Fac	0	0	0	0	0	0	0	0
10107-01001	Other Unclassified Salary- Stipend	7,135	0	0	0	0	0	0	0
10108-01001	Other Unclassified Salary - Award	0	0	0	0	0	0	0	0
10123-01001	Sabbatical Leave	0	0	0	0	0	0	0	0
SUBTOTAL UNCLASSIFIED SALARIES		992,886	915,202	161,991	0	985,568	909,465	909,465	0
10200-01001	Unclassified Pay	0	0	0	0	0	0	0	0
10201-01001	Unclass Overload Pay - Instr	49,975	28,660	2,867	0	0	0	0	0
10203-01001	Summer Unclassified Pay - Instr	18,595	115,804	93,963	0	109,954	109,954	109,954	0
10208-01001	Unclassified Retire Incentive Paymnt	0	0	0	0	0	0	0	0
10209-01001	Other Unclassified Pay	53,013	61,717	6,733	0	102,300	102,300	102,300	0

**FY17 User Changes**

10102-01001 - Staff-Unclassified Salaries-Faculty 909,465

To view/edit what makes up this number, **drilldown to detail**

OR quickly add an adjusting record below.

Description

Base 909,465.00 Emp

Change 0.00 Pos

New Total 909,465.00

Save & Close Cancel

To see the detail, click on the drilldown to detail and you will see the individual employees or other detail that make up a line item, for confidentiality, it is blocked here, but will be available to the Budget Manager. If positions are omitted, contact Budget.

FAST 3.0.0.3

Development Entry

You are currently working in Fiscal Year 2016/2017 Chart F

Filter Options Report Results Help + More

Dev Series = FY17 User Changes | Index = BUGSNI | FUND = 001000 | ORGN = 332110 | ACCT = 10102 | PROG = 01001

Row #	Status	Dev Series	Index	FUND	ORGN	ACCT	Acct Desc	PROG	Emp #	ACTY	Emp Name	Rate	Rate Date	Description	Class
1	X	FY17 User Changes	BUGS	001000	332110	10102	Staff-Unclassified Salari...	01001							
2	X	FY17 User Changes	BUGS	001000	332110	10102	Staff-Unclassified Salari...	01001							
3	X	FY17 User Changes	BUGS	001000	332110	10102	Staff-Unclassified Salari...	01001							
4	X	FY17 User Changes	BUGS	001000	332110	10102	Staff-Unclassified Salari...	01001							
5	X	FY17 User Changes	BUGS	001000	332110	10102	Staff-Unclassified Salari...	01001							
6	X	FY17 User Changes	BUGS	001000	332110	10102	Staff-Unclassified Salari...	01001							
7	X	FY17 User Changes	BUGS	001000	332110	10102	Staff-Unclassified Salari...	01001							
8	X	FY17 User Changes	BUGS	001000	332110	10102	Staff-Unclassified Salari...	01001							

## Step 6 (a): Making Changes – simple moving from one account to another netting to zero

To make changes to a budget value in the FY17 User Changes budget development series, after you click on the value and the dialogue box appears, just type the reason you are making the change, and in the change block, enter a positive value to increase, or a negative value to decrease the budget line.

The screenshot shows the FAST system interface for the Southern Oregon University budget development series. The table displays budget data for various categories, including Services & Supplies Expense, Office & Administrative Supplies, and General Operating Supplies. A dialog box titled 'FY17 User Changes' is open, showing a description: 'Decreasing based on historical expenditures' and a 'New Total' of 5,060.00. The dialog box also includes a 'Base Change' of -2500.00 and a 'Save & Close' button.

Acct-Prpg		2013/2014	2014/2015	2015/2016	2016/2017	FY16 Budget	FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
TOTAL LABOR		1,754,378	1,729,538	398,156	0	1,867,641	1,707,529	1,707,529	0
20000-01001	Services & Supplies Expense	0	0	0	0	0	0	0	0
20101-01001	Office & Administrative Supplies	-1,657	3,691	538	0	2,855	604	604	0
20102-01001	General Operating Supplies	0	154	120	0	5,060	5,060	2560	0
20105-01001	Data Processing Supplies	0	1,137	0	0	0	0	0	0
20106-01001	Books Publication & Other Ref. Mat.	500	-120	115	0	0	0	0	0
20108-01001	Subscriptions	-107	6,635	0	0	0	0	0	0
20110-01001	Student Project Supplies	509	199	0	0	0	0	0	0
20111-01001	Instructional Supplies	0	600	0	0	6,000	6,000	6,000	0
20113-01001	Photocopy Supplies	0	0	0	0	0	0	0	0
20119-01001	Audio/Video Supplies	0	0	0	0	0	0	0	0
20117-01001	Art/Graphic Arts Supplies	0	0	0	0	0	0	0	0
20168-01001	Awards	0	323	0	0	0	0	0	0

Then select Save & Close

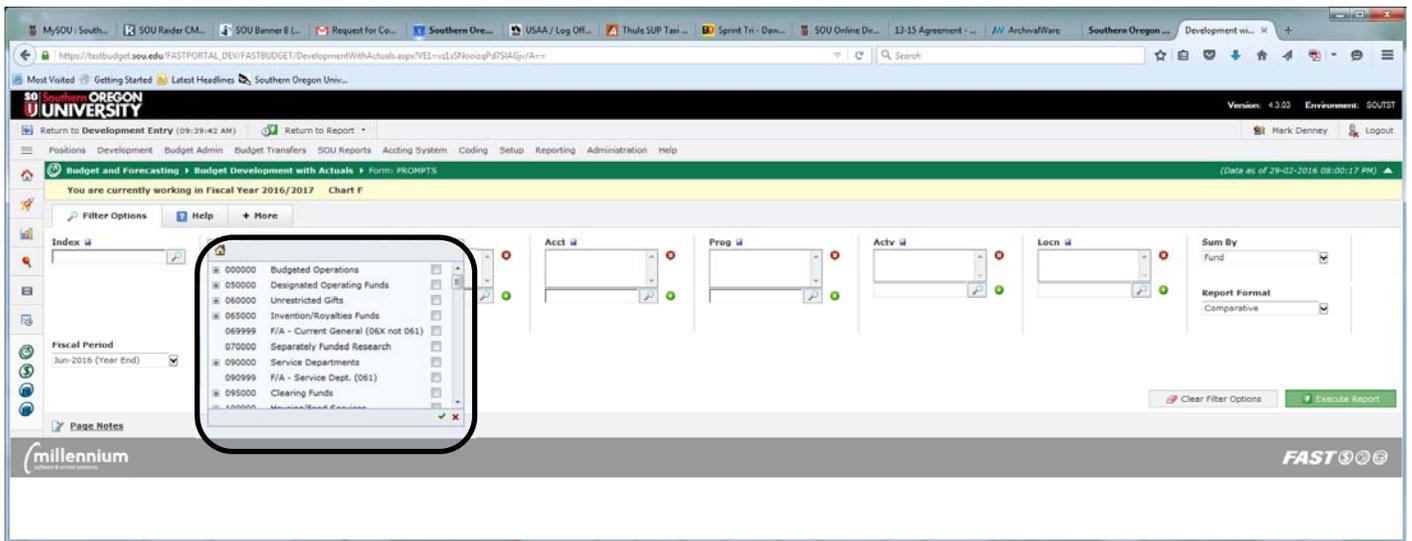
In this example, the value that was previously \$5,060 was decreased by \$2,500 and is now \$2,560

The screenshot shows the FAST system interface after the change. The table displays the updated budget data for the same categories. The 'FY17 User Changes' column now shows a value of 2560 for General Operating Supplies, and the 'FY17 Initial Budget' column shows a value of 5,060. The 'FY17 User Changes' column also shows a value of 604 for Office & Administrative Supplies.

Acct-Prpg		2013/2014	2014/2015	2015/2016	2016/2017	FY16 Budget	FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
TOTAL LABOR		1,754,378	1,729,538	398,156	0	1,867,641	1,707,529	1,707,529	0
20000-01001	Services & Supplies Expense	0	0	0	0	0	0	0	0
20101-01001	Office & Administrative Supplies	-1,657	3,691	538	0	2,855	604	604	0
20102-01001	General Operating Supplies	0	154	120	0	5,060	5,060	2560	0
20105-01001	Data Processing Supplies	0	1,137	0	0	0	0	0	0
20106-01001	Books Publication & Other Ref. Mat.	500	-120	115	0	0	0	0	0
20108-01001	Subscriptions	-107	6,635	0	0	0	0	0	0
20110-01001	Student Project Supplies	509	199	0	0	0	0	0	0
20111-01001	Instructional Supplies	0	600	0	0	6,000	6,000	6,000	0
20113-01001	Photocopy Supplies	0	0	0	0	0	0	0	0
20119-01001	Audio/Video Supplies	0	0	0	0	0	0	0	0
20117-01001	Art/Graphic Arts Supplies	0	0	0	0	0	0	0	0
20168-01001	Awards	0	323	0	0	0	0	0	0

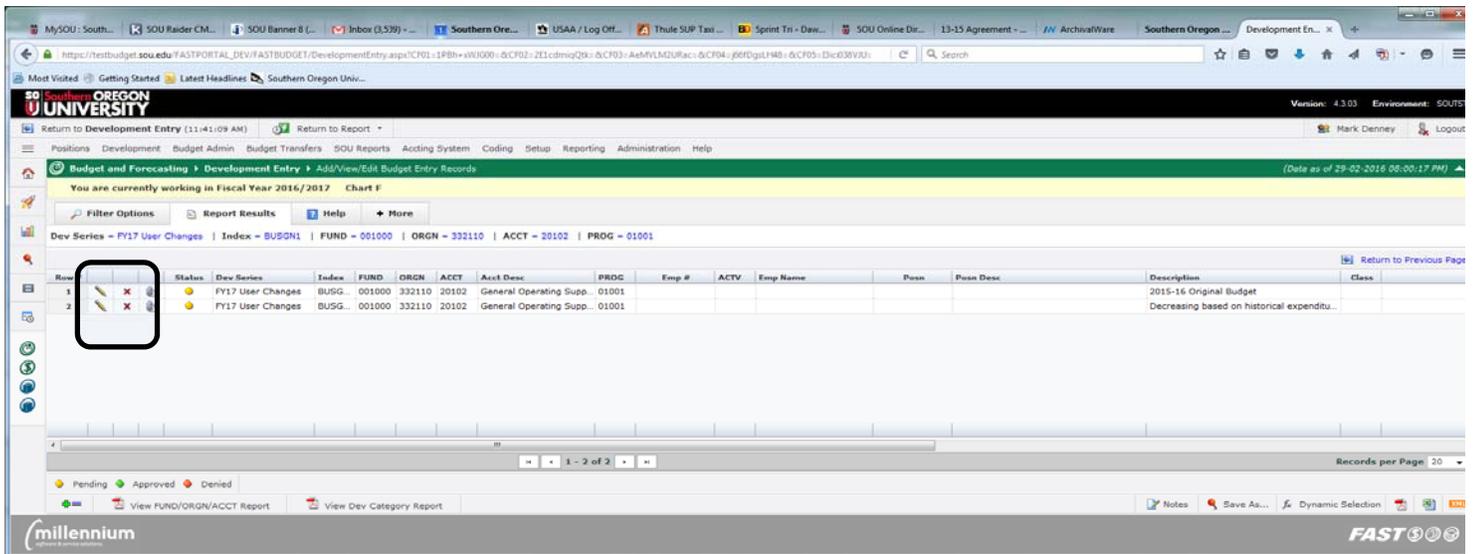
**Remember**, in the budget development series FY17 User Changes, all of your changes MUST net to zero, so you now need to increase another budget line by the \$2,500 that you just decreased in this line by. That can be within this same index, or another index that rolls up to your budget, within the same fund type.

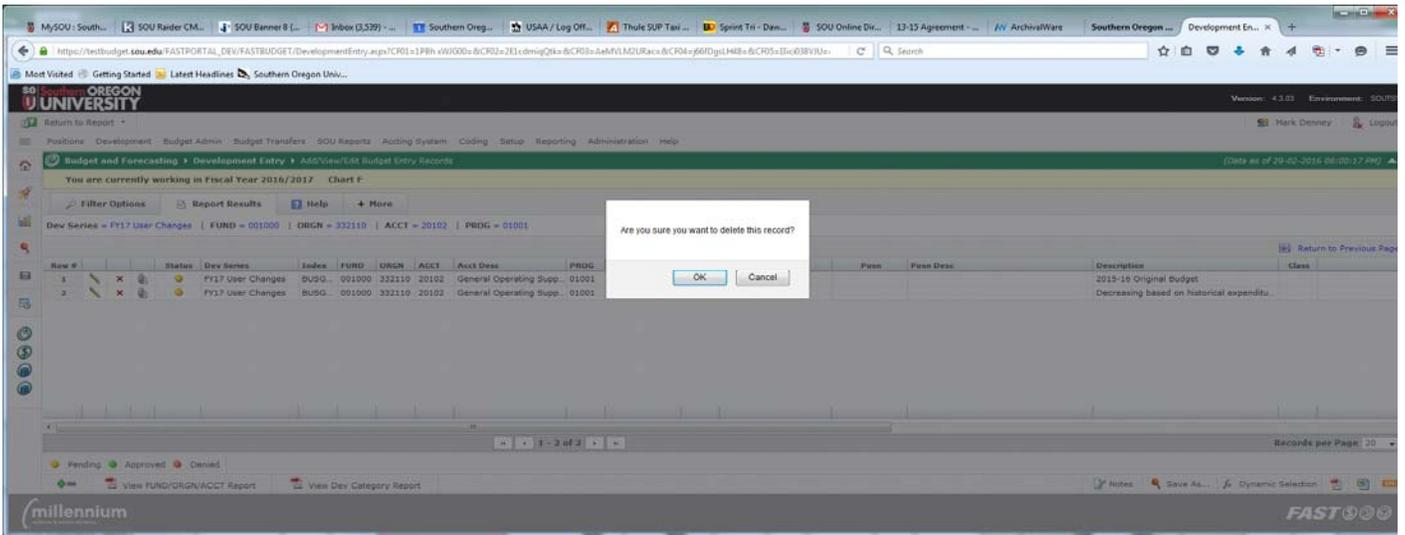
**Reminder:** To remember what the Banner Fund Types are, you can go to the Development Hierarchy Reports (PROMPTS screen) and click on Fund to see the funds groups by fund type, the fund code will fall within the range shown:



If you realize you made an adjustment that you no longer want to do, you can reverse it a couple of ways:

1. You can just make a new adjustment reversing your original adjustment,
  - a. I don't think this needs to be detailed, just repeat the steps you followed above to create the adjustment
2. You can delete the adjustment
  - a. Once you are back out to the main development page, click on the value you adjusted and then click to drilldown on the detail
  - b. You will see both entries, the original and your adjustment.
  - c. Click on the red "x" and you will be prompted if you are sure you want to delete it.





To confirm that you have not made changes to your FY17 User Changes budget development series, you can scroll to the bottom of the budget input screen, and view your total, Revenue less Expenditures, for each development series:

The screenshot shows a detailed budget summary table. The table has columns for Actuals (2013/2014, 2014/2015, 2015/2016, 2016/2017) and Development (FY16 Budget, FY17 Initial Budget, FY17 User Changes, FY17 Initiatives). The table lists various budget items such as Bakery Goods, Internal Sales Reimbursement, and Parking Permits Reimbursement. The total Revenue Less Expenditures is highlighted in a red box, showing 3,829,588 for both FY17 Initial Budget and FY17 User Changes.

Acct-Desc	Actuals				Development			
	2013/2014	2014/2015	2015/2016	2016/2017	FY16 Budget	FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
62004-01001 Bakery Goods	0	0	0	0	0	0	0	0
SUBTOTAL MERCHANDISE/RESALE/NEEDS/REBUDGETING	0	0	0	0	0	0	0	0
79000-01001 Internal Sales Reimbursement	0	0	0	0	0	0	0	0
79384-01001 Parking Permits Reimbursement	35	0	0	0	0	0	0	0
79391-01001 Miscellaneous Sales Reimbursement	0	0	0	0	0	0	0	0
79392-01001 Miscellaneous Service Reimbursement	0	0	0	0	0	0	0	0
SUBTOTAL INTERNAL SALES REIMBURSEMENTS	35	0	0	0	0	0	0	0
TOTAL DIRECT EXPENDITURES	45,405	42,973	14,072	0	45,915	43,664	43,664	0
TOTAL EXPENSES	1,799,793	1,772,511	412,228	0	1,913,556	1,751,193	1,751,193	0
91001-01001 Trf In- w/in FTYP Lvl 2 (not FT11)	0	0	0	0	0	0	0	0
SUBTOTAL INTERFUND TRANSFERS IN	0	0	0	0	0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0	0	0	0
Total Revenues Less Expenditures	2,762,862	2,630,478	1,115,713	0	3,443,626	3,829,588	3,829,588	0

Note, the total Revenue Less Expenditures is the same for both columns: FY17 Initial Budget and FY17 User Changes.

If you have decreased one index, and increased another, you need to ensure that it matches by organization code roll up

**Discussion** – Organization codes outline the overall structure of SOU. As noted earlier, an index is a unique combination of a Fund, Organization, and Program code. The Organization Codes fit into the Organizational Hierarchy of the University. If you view the Index cheat sheet, you will find your overarching Organization roll up code

Example – For Athletics – the overarching Organizational roll up code is 59000. Every other organization code, and therefore index that belongs to Athletics will be under that roll up organizational code. The trick to get the right information is to pull it from Millennium FAST correctly.

ORGANIZATIONAL HIERARCHY	DESCRIPTION	MANAGER	Budgeted Operations	Designated Operations	Auxiliary	Gift In
Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
590000						
260000						
261000						
261100						
261200						
261300						
261400						
261450						
261460						
261470						
261500						
261800						
262000						
262100						

As you recall, and can see from this screen shot of the Master Index file – that roll up code (590000) includes Budgeted Operations, Designated Operations, and Auxiliary Operations. Remember, you MUST balance by Fund Type, so unless you screen out the other fund types, you won't know where your error is if your Budget Development Series FY17 User Changes does not balance with your FY17 Initial Development Series.

Let's see what the selections in Millennium FAST need to be for Athletics to get at what we need to see:

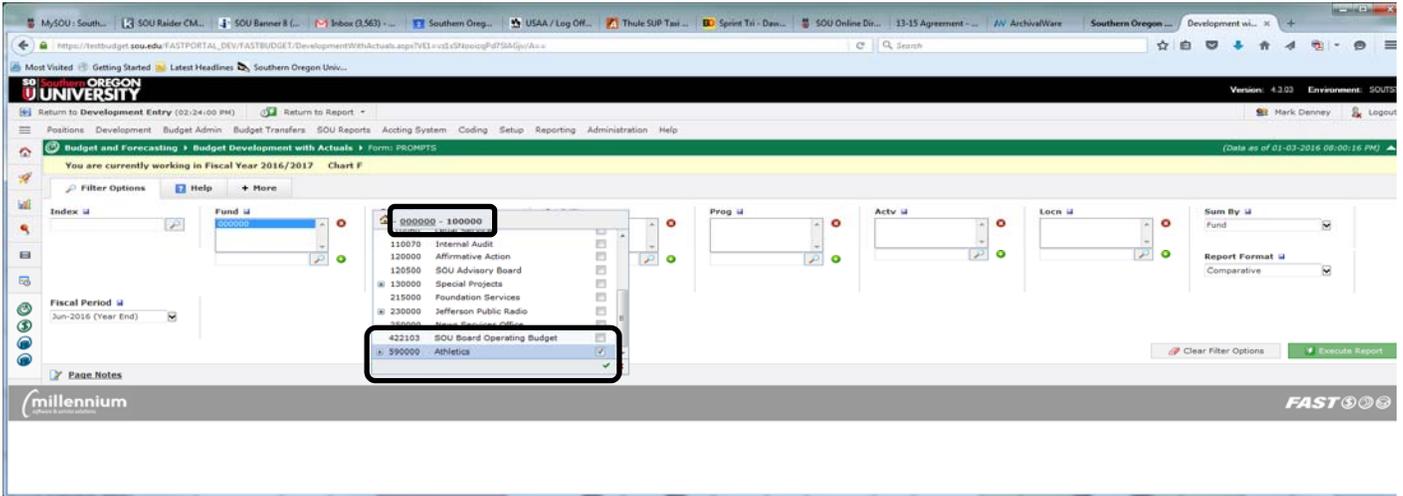
First, you want to select the fund – by major fund type – in this example: Budgeted Operations, but if you have indexes in more than one fund type, you will need to do this review by each fund type.

Next, you want to select the Organizational roll up code – in this example, it is 590000. Because over time, we have moved organizations around, as to where they rolled up to – you need to know a bit about where your division or department reports to – in this case, Athletics reports to the President's Office. You can find

that by just looking at the Index Master, as it shows that Athletics is under the President's Office (refer above to the screen shot of the Index Master). It is at level 2 in the Organizational Hierarchy under roll up code 100000 at Level 1.

If you note – those same codes match with what is on the Millennium FAST screen when you are selecting your Organizational code to sort by.

**Millennium Tip** – When navigating around in PROMPTS, if you make a selection you didn't want to, don't hit the back arrow, hover your mouse at the top of the dialogue box you just made your selection in, and your arrow will turn to a hand when you can select the codes – clicking on that code will take you back one selection in that dialogue box.



Then execute your report. In this example, you will get a report that is specific to one fund type, but for all indexes that roll up to Athletics, for that fund type. It will display all funds that are part of that fund type as separate line items. If they do not match, you will need to go in and make corrections. For illustrative purposes, I have made an adjustment so they do not match.

Code	Title	2013/2014	2014/2015	2015/2016	2016/2017	FY16 Budget	FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
000001	General Operations	-557,168	-664,986	-330,675	0	-746,439	-779,358	-779,858	0
008000	Endowment Match	1,132	1,132	0	0	1,132	1,132	1,132	0
TOTAL		-556,036	-663,854	-330,675	0	-745,307	-778,226	-778,726	0

The error is in the General Operations fund – 000001 – you would just click on that fund and begin to drill down until you got to the error.

Under Fund code 000001 – there is only one fund that Athletics has budget in, so now there is only one fund to search. You could have multiple funds, just keep drilling down on any that do not match in total between the two Budget Development Series: FY17 Initial and FY17 User Changes.

By:	Fund	Title	2013/2014	Actuals 2014/2015	2015/2016	2016/2017	FY16 Budget	Development FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
001000	General Fund Operations		-557,168	-664,986	-330,675	0	-746,439	-779,358	-779,858	0
<b>TOTAL</b>			<b>-557,168</b>	<b>-664,986</b>	<b>-330,675</b>	<b>0</b>	<b>-746,439</b>	<b>-779,358</b>	<b>-779,858</b>	<b>0</b>

For Athletics, under this fund, there are multiple Organizational codes that all roll up under the Organizational Roll Up code of 590000, but fortunately, only one that has budget in it – so we click on that organization code: 261100

Code	Title	2013/2014	Actuals 2014/2015	2015/2016	2016/2017	FY16 Budget	Development FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
Fund: 001000	General Fund Operations								
261100	Athletic Administration	-557,168	-664,986	-330,675	0	-746,439	-779,358	-779,858	0
262110	Men's General	0	0	0	0	0	0	0	0
262120	Men's Football	0	0	0	0	0	0	0	0
262140	Men's Wrestling	0	0	0	0	0	0	0	0
262150	Men's Track & Field	0	0	0	0	0	0	0	0
262160	Men's Cross Country	0	0	0	0	0	0	0	0
262210	Women's General	0	0	0	0	0	0	0	0
262220	Women's Volleyball	0	0	0	0	0	0	0	0
262230	Women's Basketball	0	0	0	0	0	0	0	0
262231	Women's Soccer	0	0	0	0	0	0	0	0
262232	Women's Softball	0	0	0	0	0	0	0	0
262235	Women's Tennis	0	0	0	0	0	0	0	0

Once you click on that Organization code, you will get a listing by account code and program code, because we didn't enter this by a specific index, (Remember, an index code is a unique combination of a Fund, Organization, and Program) and while we through a process of elimination to get to this screen, are searching on a single Fund and Organization code, we can and often will have multiple Program codes, the display will show each account – program code combination.

At this point, you need to just scroll down until you find the account – program code combination that does not balance between the two Budget Development Series. In this example, it is Account: 20166 (Athletic Supplies) and Program code 01001 (Regular Instruction) as the index that fits these criteria is the PEA Activity Courses.

Acct-Prgr	Services & Supplies Expense	2013/2014	Actuals 2014/2015	2015/2016	2016/2017	FY16 Budget	Development FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
20000-46001	Services & Supplies Expense	0	0	0	0	0	0	0	0
20101-01001	Office & Administrative Supplies	0	31	0	0	0	0	0	0
20102-01001	General Operating Supplies	210	973	325	0	0	0	0	0
20102-46001	General Operating Supplies	0	0	0	0	0	0	0	0
20166-01001	Athletic Supplies	0	2,443	7,738	0	0	0	500	0
20185-01001	Uniforms	0	390	2,262	0	0	0	0	0
20188-46001	Employee Clothing	0	0	0	0	0	0	0	0
20199-01001	Miscellaneous Supplies	24	8	0	0	0	0	0	0
20199-46001	Miscellaneous Supplies	0	0	0	0	0	0	0	0
20200-01001	Minor Equipment	3,615	6,210	3,320	0	0	0	0	0
20204-01001	Other IT Related Peripherals	0	310	0	0	0	0	0	0
20216-01001	Sports Equipment-(Noncapitalized)	0	2,259	0	0	0	0	0	0

This just helps you find the error, not determine what the fix is. You need to either remove this increase, or find another account to decrease to fix the error. Maybe you meant to ask for a net increase to your budget, if that is the case, maybe the fix is to remove it from this Budget Development Series, and enter it in the FY17 Initiatives Budget Development Series, as those, by their nature, will be a net increase or decrease. Guidance on doing that is in the next step.

**Step 6 (b): Making Changes – complex changes either increasing or decreasing your total budget.**

The screenshot shows the FAST budget system interface. A table displays budget data for various accounts across fiscal years 2013/2014, 2014/2015, 2015/2016, and 2016/2017. The table includes columns for 'Actuals', 'FY16 Budget', 'FY17 Initial Budget', 'FY17 User Changes', and 'FY17 Initiatives'. A pop-up window titled 'FY17 Initiatives' is open, showing a description: 'Proposing a new graduate assistantship in Business - 80% - 20 hrs/week X 33 Weeks/year X'. The 'Base' is 0.00, 'Change' is 6765, and 'New Total' is 6765. The window also includes fields for 'Emp' and 'Posn' and buttons for 'Save & Close' and 'Cancel'.

Act-Prog	Description	2013/2014	2014/2015	2015/2016	2016/2017	FY16 Budget	FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
10410-01001	Temporary Employees Pay	0	0	0	0	20,000	20,000	20,000	0
10411-01001	Vacation Pay	4,378	0	0	0	0	0	0	0
10412-01001	Compensatory Pay	51	0	0	0	0	0	0	0
10421-01001	Overtime-Classified	0	0	0	0	0	0	0	0
10435-01001	ShR Differential Pay	0	0	0	0	0	0	0	0
SUBTOTAL CLASSIFIED PAY		4,429	0	0	0	20,000	20,000	20,000	0
10500-01001	Student Pay	0	0	0	0	0	0	0	0
10501-01001	Student Pay - Regular Pay	25,792	41,157	3,860	0	25,625	20,000	20,000	0
10503-01001	Federal Work Study Program-Student	0	0	0	0	0	0	0	0
10521-01001	Overtime - OUS Student	0	0	0	0	0	0	0	0
SUBTOTAL STUDENT PAY		25,792	41,157	3,860	0	25,625	20,000	20,000	0
10600-01001	Grad Asst/Res Phys/Dent/Clin Fellows	0	0	0	0	0	0	0	0
10620-01001	Graduate Teaching Assistants	0	0	0	0	0	0	0	0
SUBTOTAL GRAD AST RESIDNT PHYS DENTIST CL FEL		0	0	0	0	0	0	0	0

The screenshot shows the FAST budget system interface. A table displays budget data for various accounts across fiscal years 2013/2014, 2014/2015, 2015/2016, and 2016/2017. The table includes columns for 'Actuals', 'FY16 Budget', 'FY17 Initial Budget', 'FY17 User Changes', and 'FY17 Initiatives'. A pop-up window titled 'FY17 Initiatives' is open, showing a description: 'Proposing new Graduate Assistantship in Business; Remission = \$397 X 9 SCR/Term X 3 Terms'. The 'Base' is 0.00, 'Change' is 10719, and 'New Total' is 10719. The window also includes fields for 'Emp' and 'Posn' and buttons for 'Save & Close' and 'Cancel'.

Act-Prog	Description	2013/2014	2014/2015	2015/2016	2016/2017	FY16 Budget	FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
10780-01001	Moving-Employee-Taxable	0	0	2,251	0	0	0	0	0
10790-01001	Moving-Employee-Non-Taxable	0	0	3,749	0	3,749	0	0	0
SUBTOTAL BENEFIT COMPENSATION		0	0	6,000	0	3,749	0	0	0
10900-01001	Other Payroll Expenses (OPE)	0	0	0	0	0	0	0	0
10901-01001	Other Payroll Expenses	0	0	0	0	0	0	0	0
10907-01001	OPE 3v Adj Retirement	0	0	0	0	0	0	0	0
10911-01001	OPE Unclassified	0	0	0	0	0	0	0	0
10913-01001	OPE Classified (Closed)	0	0	0	0	0	0	0	0
10915-01001	OPE Student (Closed)	0	0	0	0	0	0	0	0
10951-01001	Graduate Assistant Fee Remissions	0	0	0	0	0	0	0	0
10960-01001	OPE Unclassified	0	0	0	0	0	0	0	0
10964-01001	OPE Und Health/Life	244,609	240,854	45,589	0	255,378	0	0	0
10947-01001	OPE Und Retirement	209,643	225,688	54,984	0	255,312	0	0	0
10968-01001	OPE Undr Other	102,669	99,559	22,139	0	106,290	0	0	0

You have now added to your total budget by \$6,765. This "Initiative" will then go up to the VP for approval.

Note, in this example, no new revenue was proposed, only new expenditures, which are shown as a negative, or increased cost to this index.

Acct-Prog	Actuals				FY16 Budget	Development		
	2013/2014	2014/2015	2015/2016	2016/2017		FY17 Initial Budget	FY17 User Changes	FY17 Initiatives
62004-01001 Bakery Goods	0	0	0	0	0	0	0	0
SUBTOTAL MERCHANDISE RESALE/REDISTRIBUTION	0	0	0	0	0	0	0	0
79000-01001 Internal Sales Reimbursement	0	0	0	0	0	0	0	0
79384-01001 Parking Permits Reimbursement	35	0	0	0	0	0	0	0
79391-01001 Miscellaneous Sales Reimbursement	0	0	0	0	0	0	0	0
79392-01001 Miscellaneous Service Reimbursement	0	0	0	0	0	0	0	0
SUBTOTAL INTERNAL SALES REIMBURSEMENTS	35	0	0	0	0	0	0	0
TOTAL DIRECT EXPENDITURES	45,405	42,973	14,072	0	45,915	43,664	43,664	0
TOTAL EXPENSES	1,799,783	1,772,511	412,228	0	1,913,556	1,751,193	1,751,193	6,765
91001-01001 Tfr In- w/in FTYP Lvl 2 (not FT11)	0	0	0	0	0	0	0	0
SUBTOTAL INTERFUND TRANSFERS IN	0	0	0	0	0	0	0	0
TOTAL TRANSFERS	0	0	0	0	0	0	0	0
Total Revenues Less Expenditures	2,762,862	2,630,478	1,115,713	0	3,443,626	3,829,588	3,829,588	-6,765

### Step 7: Review –

After you have completed all of your adjustments, you can run a Budget Exception Summary report to see all of your indexes in summary form to see if they meet your expectations.

**Budget Exception Summary** (01:10:24 PM)

**Development - creating, editing, and approving current budgets for the coming year**

- View and Edit my initial budgets by drilling down through the chart of account hierarchy
- Edit my initial budgets by viewing detailed transactions
- Import data from a spreadsheet to my initial budgets
- Approve an initial budget that someone else created

**Budget Transfers - move budget around for the current year in the approved budget**

- Create a new Budget Transfer
- Open Budget Transfer
- Open an existing In Progress Budget Transfer
- Open an existing For Completion / Local Approval Budget Transfer
- Open an existing Central Posn Control Budget Transfer
- Open an existing Central Ops Budget Transfer

**Budget Administration - centrally manage current budgets**

- Create a new Budget Series
- Edit my current year approved budgets
- Import data to my current year approved budgets
- Create a batch for ERP System

Executing this report will take you to a dialogue box where you can select your budgets by Organizational code and Fund Type

MySOU: Southern Oregon ... | SOU Banner 8 (cas2) | Inbox (3,387) - denneym@... | Thank you for registering | Thank you for your request... | Southern Oregon Universit... | Budget Exception Summary | Policies and Documents | S...

https://testbudget.sou.edu/FASTPORTAL\_DEV/FASTBUILDER/Page.aspx?PAGEName=2Q-LwWheMjZV0UVRdWwUuAqHd4AtpKXQ8-&SCHEMA=vc-AdHTYmCGruePzvkPAu...

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**Southern OREGON UNIVERSITY** Version: 4.3.03 Environment: SOUTST

Return to Budget Exception Summary (01:10:24 PM) | Return to Report

Positions | Development | Budget Admin | Budget Transfers | SOU Reports | Accounting System | Coding | Setup | Reporting | Administration | Help

Budget and Forecasting | Budget Exception Summary | Budget Exception Summary (Data as of 06-03-2016 06:00:45 PM)

You are currently working in Fiscal Year 2016/2017 Chart F

Filter Options | Help | More

FUND TYPE #

11

Orgs #

370450

Clear Filter Options | Execute Report

Page Notes

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**Southern OREGON UNIVERSITY** Version: 4.3.03 Environment: SOUTST

Return to Budget Exception Summary (01:10:24 PM) | Return to Report

Positions | Development | Budget Admin | Budget Transfers | SOU Reports | Accounting System | Coding | Setup | Reporting | Administration | Help

Budget and Forecasting | Budget Exception Summary | Budget Exception Summary (Data as of 06-03-2016 06:00:45 PM)

You are currently working in Fiscal Year 2016/2017 Chart F

Filter Options | Help | More

FUND TYPE #

11

000000 - 300000 - 330000

334000 School of Social Science

335000 College of Arts & Sciences

336000 Oregon Center for the Arts & Creativity

334000 Div for Business, Communicatn & Env

335000 Div of Education, Health, & Leadership

336000 Div of Humanities & Culture

337000 Science, Tech, Eng & Math Division

338000 Division of Social Sciences

339000 Division of Undergraduate Studies

Clear Filter Options | Execute Report

Page Notes

millennium | FAST

Row #	FUND TYPE	FUND TYPE TITLE	ORGN	ORGN TITLE	INDEX #	FY16 Budget	FY17 Initial Budget	FY17 User Changes	FY17 Initiatives	Initial User Changes
1	11	Budgeted Operations	354010	Dir Office -Bus, Comm & Enviro	BCEADR	154,442	58,405	58,405	0	0
2	11	Budgeted Operations	354022	Bus, Comm & Env -Indirect Cost Res	BCEICR	20,000	20,000	20,000	0	0
3	11	Budgeted Operations	354030	Innovation and Leadership	BCEINL	355,013	116,190	116,190	0	0
4	11	Budgeted Operations	332110	Business Dept. Operations	BUS002	60,234	20,234	20,234	0	0
5	11	Budgeted Operations	332121	CF Business	BUSCFA	12,640	24,140	24,140	0	0
6	11	Budgeted Operations	332110	Business Dept. Operations	BUSENH	60,000	60,000	60,000	0	0
7	11	Budgeted Operations	332110	Business Dept. Operations	BUSCN1	7,270,738	7,341,248	7,341,248	17,484	0
8	11	Budgeted Operations	332440	MSA Program	BUSRMA	480,224	549,375	549,375	0	0
9	11	Budgeted Operations	332450	Masters in Management Program	BUSMDM	276,170	197,424	197,424	0	0
10	11	Budgeted Operations	332010	Business Program Operations	BUSPDA	7,844	2,600	2,600	0	0
11	11	Budgeted Operations	331870	Center for Sustainability	CFSTGF	72,984	49,693	49,693	0	0
12	11	Budgeted Operations	331210	Communications Program Operations	COM001	2,438,266	2,883,681	2,883,681	0	0
13	11	Budgeted Operations	331210	Communications Program Operations	COM002	9,563	9,563	9,563	0	0
14	11	Budgeted Operations	331210	Communications Program Operations	COMASC	5,452	5,452	5,452	0	0
15	11	Budgeted Operations	331222	Communication GF Course Fees	COMCFA	23,310	36,620	36,620	0	0
16	11	Budgeted Operations	331210	Communications Program Operations	COMLAB	450	675	675	0	0
17	11	Budgeted Operations	331210	Communications Program Operations	COMPDA	3,431	1,250	1,250	0	0
18	11	Budgeted Operations	354010	Dir Office -Bus, Comm & Enviro	DIBUCE	305,166	303,095	303,095	0	0
19	11	Budgeted Operations	313150	Environmental Studies Operations	ENV001	1,819,549	1,472,453	1,472,453	0	0
20	11	Budgeted Operations	313150	Environmental Studies Operations	ENVASC	1,440	1,440	1,440	0	0
21	11	Budgeted Operations	313161	Environmental Studies CF - General	ENVVCF	6,880	10,320	10,320	0	0
22	11	Budgeted Operations	313150	Environmental Studies Operations	ENVENN	566	566	566	0	0
23	11	Budgeted Operations	313150	Environmental Studies Operations	ENVLER	12,000	12,000	12,000	0	0
24	11	Budgeted Operations	313150	Environmental Studies Operations	ENVPDA	3,858	1,250	1,250	0	0
25	11	Budgeted Operations	332400	Small Business Development Center	SBDCTR	104,613	107,180	107,180	0	0
26	11	Budgeted Operations	332200	Sch of Business:Hospitality Program		69,000	0	0	0	0
<b>Records:</b>						<b>13,573,833</b>	<b>13,284,834</b>	<b>13,284,834</b>	<b>17,484</b>	<b>0</b>

Note, this gives you each index that falls within your organizational code, as you selected from the report dialogue box. The report orders indexes in alphabetical order. The value is the net of Revenue minus expenditures.

If you see any challenges from this report, go back in through Development > Hierarchy Reports and select that individual index to drill down to correct any errors.

Once you are ready to submit your budget, contact your Service Center Accountant and Budget Specialist and they will begin their review of your budgets.

After April 30<sup>th</sup>, all budget managers will be locked out of Millennium and any additional budget adjustments will require contacting the Budget Office.

## Appendix A – Budget Assumptions

For the most part, Millennium FAST has been set up to calculate these for you, however, here are the rates for Other Personnel Expense, (OPE).

### Retirement

- PERS Tier 1            25.98% of Salary
- PERS Tier 2            25.98% of Salary
- PERS Tier 3            20.01% of Salary
- ORP Tier 1            26.45% of Salary
- ORP Tier 2            26.45% of Salary
- ORP Tier 3            13.31% of Salary

Weighted averages for SOU are as follows:

- University as a whole:            21.7% of Salary
- Unclassified Administrators:    20.58% of Salary
- Classified Staff:                  22.08% of Salary
- Unclassified Faculty:            22.39% of Salary

### Medical

- Unclassified Administrators and Faculty, 0.5 FTE or greater            \$1,288/month
- Classified Staff, 0.75 FTE or greater    \$1,288/month
- Classified Staff, 0.5 FTE – 0.74 FTE,    \$1,288/month, pro-rated by FTE

### Other

- Unclassified and Classified employees:            9.22%
- Student Labor:    1.57%
- Graduate Assistantships:                            1.57%

Administrative Assessment - This is the assessment on Auxiliary Operations, charged as a percentage against revenue, to reimburse the University for central administration and other charges not directly charged to those operations.

- 10% of Revenue
- Exemptions: Student Incidental Fee revenues are exempted

Tuition Rates – While individual students pay very specific tuition rates, depending on either their classification as a student: resident, nonresident, or Western Undergraduate Exchange (WUE) student, or by the course: undergraduate or graduate, we allocate tuition to academic departments based on a composite tuition rate that is a blended weighted average based on the actual make up of students in the above classifications. For Academic Year 2016-17, the budgeted composite tuition rate is:

Tuition Category	Raw Account Code	Allocation Account Code	Raw tuition Rate	Budgeted Composite Rate
Resident Undergrad	01101	01101	\$ 151.00	\$ 181.00
Western Undergrad Exchange (WUE)	01106	01101	\$ 227.00	\$ 181.00
Nonresident Undergrad	01102	01101	\$ 447.00	\$ 181.00
Resident Graduate	01104	01104	\$ 397.00	\$ 414.00
Nonresident Graduate	01105	01104	\$ 497.00	\$ 414.00
Master's in Education	01587	01587	\$ 341.00	\$ 341.00
Honors College Differential Tuition	01503	01503	\$ 25.00	\$ 25.00
Arts Differential Tuition	01515	01515	\$ 10.00	\$ 10.00
Online Tuition	Account and rate based on student classification			