FY13 STAR
Budgeting Essentials
FY13 STAR Budgeting Essentials Overview

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Training Information

• If you have not previously budgeted in STAR, you must attend one classroom training session. For a calendar of available dates and to enroll, contact STAR Admin. After completing training, your user profile is activated to be able to write data in STAR.

• Review of online materials is an option for returning STAR users. After you review the materials posted on the STAR website (http://cfo.asu.edu/budget-star), please notify STAR Admin that you have done so and we will activate your user profile to be able to write data in STAR.

• Because of the many process changes this year, a classroom budget training is recommended for all budgeters.

To contact STAR Admin, please e-mail STARadmin@asu.edu
FY 13 Budgeting Process

Data Input into three areas Salary, Transfers and Financial (continued on next slide):

1. Salary
   - Input budgeted position detail based upon PeopleSoft system data pulled in to STAR.
   - Charges/ERE calculated and cumulative data sent to Financial.
   - If you want to see changes in the pre-populated information (i.e. position, employee, FTE), make the change in PeopleSoft and STAR will pull it in automatically within the next 1-2 days.
   - New! Student Federal Work Study group line with 6.33% ERE
   - 0% ERE line – optional - to be used only if you want to budget for supplemental pay codes: TEC, HSG, AWP, HNR, BNN, BNS & FRD

2. Transfers
   - Input budgeted transfers in and out detail at the account (agency/org) level.
   - Cumulative data sent to Financial appropriation units I and O.
3. Financial
   A. Local Budgets
      - Local revenues input at object level and many expenditures also input at object level (with exception of Direct Cost of Sales (D) and Financial Aid (F)).
      - Beginning Balance populated from 3rd qtr forecast Ending Balance (all budget input users now have forecast permissions).
      - Personal Services, ERE, Transfers In and Transfers Out populated from Salary and Transfers detail.

   B. State Budgets
      - State budget input at object level.
      - Personal Services and ERE populated from Salary detail.
FY 13 Budgeting Process Reminders

Salary budgeting reminder:
Budgeted FTE is subtly different than PeopleSoft FTE. Budgeted FTE is annualized while PeopleSoft FTE is per pay period. This can make a difference in budgeted FTE if a position has a duration of less than one year.

Here’s a calculable general rule of thumb*:
– hours worked/2080 = annual budgeted FTE
  (for faculty, hours worked/1560 = annual budgeted FTE)
– And, of course, account distribution also must be added into the mix.

Transfers budgeting reminder:
Transfers now entered for each expected account (agency/org) both in and out. No comments necessary. TBD and Various no longer available.*

* Of course, there are always exceptions…
FY13 Budgeting Process

Financial budgeting reminder:

• Don’t budget sponsored at all.

• Beginning Balance (Balance carryforward whether positive or negative) is populated from the Ending Balance found on the FY12 Year End Forecast Input Schedule for 3rd Qtr.

• Be careful not to duplicate input as it doesn’t auto-calculate for multiple object level input. However, the previous years do show amounts in the manner.

• Personal Services, ERE, Transfers In and Transfers Out are populated from their other input schedule sources.

• User Input at the object level for revenues and optionally for expenses (but required for Utilities as in the past and now Capital).

• User Input at the sub-object levels for:
  » RA/TA tuition benefits (720048, 720049)
  » Foundation revenue (539005)
FY13 Rates and Charges

FY13 ERE Rates:
• Faculty – 30.7%
• Staff – 39.6%
• Non-Benefits Eligible Personnel (includes LMT category employees) – 8.5%
• Students (excludes RA/TAs) – 1.9%
• RA/TA (excludes tuition remission) – 9.7%

Charges:
• ASC – 8.5%
• Risk management – x.xx% (FY12 was 1.35%)
• Netcomm – x.x% (FY12 was 1.2%)
Important Dates

February 1, 2012:
FY13 Planned Commitments Reports posted in STAR.

February 6, 2012:
STAR system opens early for FY13 Salary budget input.

Monday, March 5, 2012:
STAR system opens completely for FY13 budget input; includes Financial, Salary and Transfers.

Wednesday, April 11, 2012:
3rd Quarter Forecast input deadline (forecast is always open for input).

Friday, April 20, 2012:
Budget input close date; STAR closes end of business.
Next Steps …

- Download and review the FY13 Budget Guidelines, FAQs and step-by-step instructions for each of the 4 budget input templates.
- Review the FY13 Budget User Training slides.
- Watch available video demonstrations.
- Inform STAR Admin when you’ve completed your review of the online materials.
- Log in and start budgeting!