FY14 STAR
Budgeting Essentials
FY14 STAR Budgeting Essentials Overview

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Training Information

Like previous years, because budget input processes change each year (such as the training offerings described in this slide), all STAR Budget Input users must complete a training prior to receiving write access. For FY14, there are two STAR Budget Input training options:

• Live classes (recommended in particular for new budget input users or those who access STAR infrequently; there are process changes this year).
  – All STAR users have received a training calendar from STAR Admin. To enroll in a class, simply email STAR Admin at staradmin@asu.edu.
  – STAR users are granted write access as of the day of the training.

• Blackboard course (all users are auto-enrolled and it can be found in your MyASU under your Blackboard courses).
  – After completing training with a 70% or higher Blackboard assessment score, your user profile will be activated to be able to write data in STAR within 4 hours.

All materials are posted on the STAR website for easy reference, but this doesn’t fulfill the training requirement: http://cfo.asu.edu/budget-star
FY14 ERE Rates submitted:

- Faculty – 28.8%
- Staff – 37.4%
- **New!** Post Doc – 26.2%
- Non-Benefits Eligible Personnel (includes LMT category employees) – 10%
- RA/TA (excludes tuition remission) – 8.1%
- Students (excludes RA/TAs) – 2.8%

  (which produces the calculated Fed Work Study rate of 9.33%)

Charges (projected as of 2/4/13):

- ASC – 8.5%
- Risk management – 1.2%
- Netcomm – 1.3 %
FY 14 Budgeting Process

Like FY13, the FY14 Budget Process continues the Annual Budget Cycle, including Forecasting. Therefore, there are four components to budgeting (it is recommended to input in this order):

1. FY13 Forecast Input (required if Ending Balance does not match what is anticipated for FY14 Financial Budget Beginning Balance)
2. FY14 Salary Input
3. FY14 Transfers Detail Input
4. FY14 Financial Budget Input (always try to complete this step last)

Unlike FY13, it is much easier to make changes to all areas that affect the FY14 budget as all four components have now been combined into a single workbook in the Financial Application in STAR.
FY 14 Budgeting Process Mentions

Salary Budget Input tab/worksheet:

- Please budget FTE for all positions – including most group positions, with the exception of student group positions.

**IMPORTANT:** Budgeted FTE is different than PeopleSoft FTE. Budgeted FTE is per annum 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.
  - For instance, a full-time employee who works 3 months is input into PeopleSoft as 1 FTE, but he would be budgeted in STAR as .25 FTE.

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 must also be added into the mix.

As in previous years, you should set up positions in PeopleSoft first for STAR to pull them in. No position, employee or account distribution data can be altered in STAR; only budgets and FTE can be input. STAR pulls-in data from PeopleSoft by max effective date criteria.
FY14 Budgeting Process Mentions
Budget Input tab/worksheet (Financial rev/exp data):

- Do NOT budget sponsored accounts at all; we will only have to delete this input later.
- FY14 Budget Beginning Balance (Balance carryforward whether positive or negative) is auto-populated from the Ending Balance found on the Forecast Tab (FY13) of the Budget Input Workbook.
- As in previous years, be careful not to duplicate input as it doesn’t auto-calculate for multiple object level input. However, the comparisons seen in the previous year columns do show cumulative amounts.
- Personal Services, ERE, Transfers In and Out are populated from their other input schedule worksheet tabs. To get changes to cascade to the Budget Input tab, you must first make the changes in the other worksheet and save it. Then, return to the Budget Input tab and Refresh the worksheet.
FY14 Budgeting Process Mentions

Budget Input tab/worksheet (Financial rev/exp data):

• Input is generally at the object level, with some hard-coded exceptions for sub-objects, which are immediately apparent in the summary area of the Budget Input worksheet.

• IMPORTANT: ASC Exempt accounts are not actually ASC exempt at the account level in our accounting system. Rather, the objects in those accounts that you wish to be exempt from ASC charges must be coded as such in Advantage.
  – STAR will then pull in those codes for the objects and subsequent sub-objects.
  – The input schedule in STAR will automatically suppress charges on those rows. If you see that your STAR is calculating ASC charges, then you should double-check to make sure the object codes are coded as such in Advantage.
FY14 Budgeting Process Mentions

Budgeting APPR and Budget Reference group accounts (cash basis accounts):

• Either budget into the _APPR account OR into the Advantage account in STAR (with the exception of Personal Services and associated charges, which would go into the Advantage account).

• Do not mix budgeting of both the _APPR account and Advantage accounts because it causes problems should the 2013 forecast ending balances not equal 0 in the Advantage accounts.

• If these are not cash basis accounts, it’s possible they should not be coded in Advantage as APPR or Budget Reference accounts.

Getting Help

• If you have budget process questions, please consult with your supervisor or Office of Planning and Budget Analyst liaison.

• If you have technical questions regarding STAR or connectivity, please contact STAR Admin.
Dates of Note

February 4, 2013:
FY14 Planned Commitments Reports and preliminary Budget Allocation and Balancing Reports posted in STAR.

February 6, 2013:
STAR system opens completely for FY14 Budget input; Training begins

April 10, 2013
Final FY14 Planned Commitments Reports and Budget Allocation and Balancing Reports posted in STAR.

April 10, 2013:
3rd Quarter Forecast input deadline.

April 18, 2013:
College and VP Unit Final deadline for completion of FY14 State and Local budgets in to STAR. STAR closes End of Business (6:00 pm).

July 2, 2013:
FY14 STAR Budgets sent for loading in to Advantage. STAR Budgeted position data sent to data warehouse for BPC dashboard.
Next Steps …

- If you did not understand all of the vocabulary and concepts in the preceding slides, then you should attend a live training.

- If you do not plan to attend a live training, then complete the Blackboard training and assessment to gain write access for inputting your budget.

- Review log-in instructions as your password probably needs to be updated in STAR (if you click on the green checkmark and nothing happens, this is the case).

- Log in and start budgeting!