FY-23 WORKDAY FINANCE BUDGET DEVELOPMENT FAQ'S

GENERAL INFORMATION

What is the FY-23 Workday finance budget development timeline?

Budget Office will provide workbooks documenting estimated FY-23 central allocations and EIB templates for Workday core and non-core finance budget development in early June. Areas will submit the Workday budget deliverables by July 15th. Budget Office will coordinate with Modernization team to load both core and non-core finance budgets to Workday by the end of July.

A detailed calendar of finance budget development activities can be found here.

Note that finance and position budgets are separate concepts in Workday.

What is the difference between the finance budget and position budget?

Finance budgets represent the revenue/allocation and spending plan for all ledgers. The position budget is a detailed plan for salary and benefit ledgers only. The two budgets are not connected in Workday, therefore, changes in one are not reflected in the other unless budget amendments are processed to keep them aligned.

In preparing finance budgets, areas should be mindful of the position budgets prepared for FY-23. Generally, finance budget ledger amounts for salaries and wages (Ledger 5000) should be greater than or equal to the position budget. This should be true for all funds.

When will the FY-22 core fund budgets be rolled forward?

Core fund budgets will roll into FY-23 by the end of July 2022. The budget less expense balance rolls forward at the ledger level. Those balances are reflected on Workday reports in the 'Budget Rolled from Prior Year' column.

Can we reclassify 'Budget Rolled in from Prior Year' amounts?

Yes, the Budget Office and Modernization team are working on an EIB process that will allow areas to reclassify 'Budget Rolled in from Prior Year' balances for core funds. This will occur in early FY-23 after the FY-22 budget is closed and rolled, and after FY-23 current year budgets are loaded.

Can we plan to spend a portion of core fund carryforward in FY-23?

Do not assume any use of carryforward in your initial planning. After the close of FY-22 a determination will be made about the use of carryforward in FY-23.

Will the current year 7.5% reduction targets be adjusted for FY-23?

Yes, as reported in the WSU Insider WSU is asking units and departments to plan for a 5% core fund budget reduction in FY 2023, an improvement from the current year's 7.5% cut. Half of this upcoming budget year's reduction (2.5%) will be permanent to supplement state funding of the salary increases as well as generate $1 million for faculty equity adjustments and funds for faculty opportunity hiring. The temporary 2.5% cut will offset tuition losses associated with continued declines in enrollment expected in FY-23.

What is the base for the FY-23 core fund reductions?

FY-23 targets will be based on ending FY-22 PBL. The BPS system will be closed for any new FY-22 activity on May 20th to establish 'ending' PBL for FY-22. All targets are rounded to $100s**.**

What Workday finance budgets are required?

For FY-23, **core fund** budgets will be required; **non-core fund** budgets are optional.

Where do we find Area FY-23 allocation workbooks and EIB files?

All files will be loaded to area folders on the Budget Office SharePoint site **by June 10th**. Area fiscal staff have access to the site and will receive an email notifying them when materials are available.

Can we modify the EIB templates to fit our needs or to provide additional information?

No, the templates include embedded formulas and lookup tables that will be disabled if the format of the templates is changed.

At what level of worktag detail should areas budget for core and/or non-core funds?

At a minimum, budgets must include cost center, fund, ledger, and region worktags. Optional worktags include program, spend and revenue categories, and special reporting worktags.

What about rounding?

All budgets should be entered in whole dollars (no cents).

How will the FY-23 budgets be loaded to Workday?

The Budget Office will compile area EIB submissions into one file that will be loaded to Workday in collaboration with Modernization team.

One-time / temporary / proviso allocations will be processed manually by the Budget Office.

When will FY-23 budgets be loaded to Workday?

All core and non-core EIB's received by the due date of July 15th will be loaded by July 31st.

One-time / temporary / proviso allocation worksheets received by July 15th will be loaded by July 31st.

When will the templates be available?

Templates will be available **no later than June 10th**.

When are the EIB templates due?

Completed templates should be returned to Budget Office by **COB July 15th**

How do I submit these materials?

Upload your completed files to the Budget Office SharePoint site, *Workday EIB's* folder, and email wsubudget.office@wsu.edu when you have done so.

Where can I get more information and help?

Demos and Q&A sessions will be scheduled for live group learning opportunities, and a recording will be posted on the Budget Office website. Check the calendar posted here for dates and times. Questions may also be emailed to wsubudget.office@wsu.edu.

What if we want departments to participate in building Workday budgets? Can we replicate the core fund EIB worksheets for a unit within our area?

One option to share budget development within an area is to use an application like TEAMS to share the workbook so that many users may access the same document simultaneously.

If you wish to replicate the EIB templates to distribute to units within your area contact the budget office (wsubudget.office@wsu.edu) for assistance. There are formulas and lookup tables embedded in the worksheets, so it is not recommended that you insert / delete rows into the EIB template.

Areas should compile department level detail into one file at the area level to be submitted to the Budget Office.

NON-CORE FUND BUDGET DEVELOPMENT

What are non-core funds?

Non-core funds for the budget development process include all funds except for gifts, projects, grants, and core funds. (Core funds include General Fund FD001, Indirect Cost Recovery FD076 and Administrative Fees & Interest FD080.) Non-core fund budgets are optional.

Will non-core fund budgets be loaded as "initial" this year?

Yes, for FY-23 the non-core fund EIB will be loaded as the "initial" budget in Workday, and will appear as such on reports.

What is required for the non-core fund EIB?

For non-core funds areas will budget for both revenue and expense. Revenue budgets should be entered in the 'credit' column of the EIB, expense budgets are entered in the 'debit' column. Enter both numbers as positive (no brackets or (-) to denote credits). The non-core fund EIB does not need to balance (i.e. debits do not have to equal credits).

Where do I get the non-core template?

Workbooks containing the EIB template will be posted to area folders on the Budget Office SharePoint site by June 10th. Area fiscal staff have access to these folders and will receive an email notifying them when materials are available.

The workbook will include FY-23 non-core fund budget information submitted with last year's 3-year budget submission. This information is provided for reference, and a potential starting point to determine which non-core funds to budget (if any). The workbook will also include lookup tables to help populate Workday worktags in the EIB and pivot tables to aid in analysis of the data entered.

CORE FUND BUDGET DEVELOPMENT

What are core funds?

Core funds include General Fund (FD001), Indirect Cost Recovery (FD076) and Administrative Fees & Interest (FD080).

What is required for core funds?

Core fund deliverables include up to four EIB's and one Excel worksheet.

The four potential EIB's include:

- "Initial" FY-23 core fund budget EIB equal to 6/30/2022 PBL,
- Budget Amendment EIB's for these other components of the FY-23 budget
    - 5% reduction targets,
    - Enrollment-based funding (for affected areas),
    - Compensation funding

In addition areas will complete an Excel schedule providing Workday worktag information for FY-23 one-time, temporary, or proviso fund allocations.

This table describes the FY-23 core fund allocation plan for all typical core fund allocations:

Allocation Type	Allocation Plan	Target Workday Posting
PBL Allocations	PBL as of 6/30/2022 will be loaded to Workday as the '*Initial*' FY-23 core fund budget. Areas will have until May 20th to adjust PBL within the BPS system to align with their desired ledger and program distribution for FY-23. The ending FY-22 PBL table from BPS will be pre-populated in the EIB template. Areas will be able to adjust ledgers and programs on the EIB template before FY-23 initial budgets are loaded to Workday if desired. If such changes are made, **be mindful that changes made to the EIB template will NOT be reflected in the BPS system unless PBL adjustments are processed to align the two.**	End of July
5% Reduction Targets	Reduction targets will be loaded as *FY-23 Budget Amendments* in Workday. Areas will complete EIB templates to assign the reduction to Cost Center, Program, Ledger, and Region.	End of July
Enrollment-based Funding	Estimated FY-23 Enrollment funding will be loaded as *FY-23 Budget Amendments* in Workday. Areas will complete EIB templates to assign the funding to Cost Center, Program, Ledger, and Region.	End of July
One-time / Temporary Allocations	One-time / temporary allocations will be identified in area allocation files. Areas will provide Workday worktag information for each allocation and Budget Office will prepare manual FY-23 Budget Amendments to make these allocations.	End of July

Allocation Type	Allocation Plan	Target Workday Posting
Proviso funds	Proviso fund allocations will be identified in area allocation files. Areas will provide Workday worktag information for each allocation and Budget Office will prepare manual FY-23 Budget Amendments to make these allocations.	End of July
Faculty Promotion	Faculty promotion funding allocation worktags will be pre-populated based on information provided by areas in their faculty promotion files due to the Budget Office on May 27th. Budget Office will prepare manual FY-23 Budget Amendments to make these allocations.	End of July
Compensation Funding	Funding for the 3.25% classified salary increase effective 7/1/2022 and the faculty, exempt, graduate students increase effective 9/1/2022 will be calculated based on actual calendar year 2021 payroll expense. These allocations will appear in area allocation files and areas will complete EIB templates to assign the funding to Cost Center, Program, Ledger, and Region.	End of July
Facilities and Administrative Cost Recovery Funds (F&A)	Areas with FD076 PBL will include the allocation of those funds in the EIB template described above under "PBL Allocations."	End of July
	One time / Temporary F&A commitments will be identified in area allocation files. Budget Office will process manual FY-23 Budget Amendments to make these allocations.	End of July
	Quarterly allocations will continue for all special allocations and college and department earnings. These quarterly EIB loads are prepared by Budget Office. (4th quarter FY-22 adjustments, if needed, will occur in 1st quarter FY-23)	October, January, April, June
Benefits	Budget Office will allocate benefits monthly after the second pay period via EIB.	Monthly

What will be included in the "Initial" core fund budget?

PBL as of 6/30/2022 (captured as of May 20th) will be loaded to Workday as the 'Initial' FY-23 core fund budget. Note that this is the base budget amount before FY-23 permanent or temporary reductions.

What is required for the "Initial" core fund budget EIB?

Through May 20th Areas can adjust PBL within the BPS system to align with their desired cost center, program, ledger and regions for FY-23. The BPS system will be closed for any new FY-22 activity at the COB May 20th to capture ending PBL for FY-22.

The ending FY-22 PBL table from BPS will be pre-populated in the "Initial" EIB template. If desired, areas will be able to adjust the EIB template before FY-23 initial budgets are loaded to Workday. For example, areas may revise programs and amounts or add spend categories and other special worktags. To do this, areas will modify pre-populated lines in the EIB template and utilize the blank rows that appear beneath the pre-populated data. Please do not insert new rows or delete rows from the EIB template.

Areas should also be mindful that worktag changes made to the EIB template will NOT be reflected in the BPS system unless PBL adjustments are processed in BPS to align the two.

What is required for the reduction EIB?

Areas will enter amounts in the credit column of the reduction EIB that reduce their FY23 budget by their reduction target. Amounts should be entered as positive numbers (no "-"or brackets to indicate negative numbers). Areas may choose to assign the reduction to a single Cost Center or Program, or distribute the reduction across various Cost Centers and Programs. The reduction EIB will be an amendment to the Initial budget.

What is required for the compensation funding EIB?

Area allocations for compensation increases are based on actual payroll expenditures for calendar year 2021. Using calendar 2021 as a base, the funding provided for FY-23 represents the 12 month cost of the increase for civil service and bargaining unit employees (increase effective 7/1/2022) and the 10 month cost of the increase for faculty, administrative professionals, and graduate students (increase effective 9/1/2022). Areas may choose to assign the compensation funding to a single Cost Center or Program, or distribute the reduction across various Cost Centers and Programs. The compensation funding EIB will be an amendment to the Initial budget.

What is required for the enrollment funding EIB?

Only areas that receive enrollment based allocations will compete this EIB. FY-23 enrollment funding targets will be provided based on FY-22 actual allocations. Areas will be able to revise the targets for their own estimated enrollment funding for FY-23 if desired. Areas will then complete the EIB to assign the target allocations to desired worktags**.** The enrollment funding EIB will be an amendment to the Initial budget.

What is required to receive one-time, temporary, or other allocations?

Areas will complete columns H-M of the 'Additional Central Allocations' tab in their Area allocations workbook. Budget Office will process manual finance budget amendments or revenue transfers to make these allocations.

Where do we get the core fund EIB templates?

Workbooks containing the EIB templates will be posted to area folders on the Budget Office SharePoint site by June 10th. Area fiscal staff have access to the site and will receive an email notifying them when materials are available. The workbooks will include lookup tables to help populate Workday worktags in the EIB and pivot tables to aid in analysis of the data entered.

How will PBL changes reflected in the area allocation workbooks be recorded in BPS?

PBL adjustments effective July 1 will be processed in BPS in first quarter of FY-23.