



WASHINGTON STATE  
UNIVERSITY

# FY-23 Budget Development

Q&A / Demo Session

June 2022

# Agenda

- Review Budget Development Timeline
- General Information – FY-23 Budget Development
- Area Allocation Files
- EIB Files
- Other Budget Topics
- Q&A / Discussion

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# Timeline



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# Timeline

## June

Materials released for FY-23 budget development.

## July

### By July 15<sup>th</sup>:

- Areas submit Workday Finance Budget EIB's.
- Areas submit Worktag information for FY-23 one-time allocations.

### By July 31<sup>st</sup>:

- FY-22 budget close and roll forward to FY-23.
- FY-23 budget EIB's and one-time allocations loaded into Workday.

## August

Determine allowed spend of carryforward in FY-23

Update all fund budgets

**\*NEW\*** Optional: Reclassify Core Fund "Budget Rolled in from Prior Year" balances

# General Information – FY-23 Budget Development



# General Framework

## Finance budgets v. Position budgets

- 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 budget types are not connected in Workday
- The process we are discussing today applies to Finance Budgets

## Workday Finance Budgets

- Core funds: Mandatory (FD001, FD076, FD080)
- Non-core funds: Optional
  - Areas can decide what activities to budget
  - Areas develop their own revenue / expense targets
  - Non-core EIB does not need to balance
  - **\*NEW\*** Loaded as Initial budgets in Workday

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# General Framework

## Deliverables for Workday Budget load

- Excel schedule with Worktag information for FY-23 one-time, temporary, proviso, and faculty promotion funding allocations
  - 'Additional Central Allocations' tab in Area Allocation File
- Up to 4 Core Fund EIB files
  - Initial FY-23 core fund budget EIB
  - Up to three additional core fund EIB's
    - 5% Reduction targets
    - Enrollment-based funding (not all areas)
    - Compensation Funding
- Optional Non-Core Fund EIB File

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# General Framework

## Core Fund Reduction Targets

- Based on June 30, 2022 PBL (captured as of May 20<sup>th</sup>)
  - Rounded to nearest \$100's
- 5% reduction
  - 2.5% permanent
  - 2.5% temporary

## Why Cuts?

- Permanent cut funds salary increases, faculty equity pool, and opportunity / cluster hires
- Temporary cut offsets continued revenue losses due to lower enrollment

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# Area Allocation Files



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Allocation Type	Allocation Plan	Target Workday Posting Date
PBL Allocations	<p>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, <b>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.</b></p>	End of July
5% Reduction Targets	<p>Reduction targets will be loaded as <i>FY-23 Budget Amendments</i> in Workday. Areas will complete EIB templates to assign the reduction to Cost Center, Program, Ledger, and Region.</p>	End of July
Enrollment-based Funding	<p>Estimated FY-23 Enrollment funding will be loaded as <i>FY-23 Budget Amendments</i> in Workday. Areas will complete EIB templates to assign the funding to Cost Center, Program, Ledger, and Region.</p>	End of July
One-time / Temporary Allocations	<p>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.</p>	End of July
Proviso funds	<p>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.</p>	End of July

Allocation Type	Allocation Plan	Target Workday Posting Date
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 FDo76 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

# Area Allocation Files

1. XL File: Estimate of total current year Central Allocations and PBL Fund Summary
2. Word file: Budget Notes

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# Area Allocation File Demo



EIB Files



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# EIB Pointers

- Round all budget amounts to whole dollars
- Enter all amounts as positive numbers
  - Non-core revenue in the credit column
  - Core fund reductions in the credit column
  - Expenses in the debit column
- Do not modify the files by adding or deleting rows / columns
  - Embedded formulas & lookup tables
  - Files have hidden columns
- Required worktags: cost center, fund, ledger, region.
  - Program, spend/revenue categories, special reporting worktags are optional
- If you wish to replicate the EIB templates to distribute to units within your area contact the budget office for assistance.

# Demo EIB Templates





# Other Budget Topics



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# Other Budget Topics

## Year-End Important Dates

- **June 30** – Last Day to request Tech Fee Allocation based on FY-22 Expenditures
- **July 22** – Last Day for FY-22 Budget Amendments

## Hourly Benefits

- Worktags for FY-21 'catch-up' amounts by June 21<sup>st</sup>.

## Budget Rolled Forward Reclassification

- 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.
- Ledger and Program level
- This will occur after the FY-22 budget is closed and rolled, and after FY-23 current year budgets are loaded & will be a FY-23 budget amendment

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# Other Budget Topics

## PBL adjustments effective July 1

- Processed in BPS during 1<sup>st</sup> quarter
- **\*REMEMBER\*** If PBL worktag changes are made for the EIB load, those same changes will NOT be reflected in BPS without processing PBL adjustments.

## New Budget Model Status

- Refreshing with FY-21 data
- Throughout the year WSU will analyze and compare the new model to legacy allocations so impacts can be understood, reviewed, and discussed.

## Adaptive Planning Implementation

- Phase II – July through December
- Integrations with workday
- Launch for FY-24 budget development (early calendar 2023)

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# Final Reminders

- Completed templates should be returned to Budget Office by **COB July 15<sup>th</sup>**.
- Upload your completed files to the **Budget Office SharePoint Site**, Workday EIB's folder, and email [wsubudget.office@wsu.edu](mailto:wsubudget.office@wsu.edu) when you have done so.
- Check the [Budget Office Webpage](#) for FAQ's memos, calendars, and other budget development information.
- Questions may also be emailed to [wsubudget.office@wsu.edu](mailto:wsubudget.office@wsu.edu)



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Questions / Discussion