

Continuation Budget Format Submitted to Finance & Accounting:

OFA loaded the final version of the FY18 continuation budget worksheet, as submitted to Statewide to load into Banner, to the Continuation website in July of 2017. In addition, OFA also loaded these same numbers, translated into the FY19 file format, to the Continuation website in May 2018. Please use this latest spreadsheet as the starting point for your FY19 spreadsheet, but be sure to load all FY19 budget numbers into the FY19 Upload Template, check it for errors, and refresh the pivot tables provided.

Prepare the spreadsheet with the following columns; all other columns (grey on the template) will auto-generate (*data is an example only*):

ORGN	FUND	ACCT	PosNum	WorkPercent	SumNA
65432	103010	1101	299999	75	37500
65432	103010	1970			13013
65432	103010	2001			10000
43210	103010	1101	299999	25	12500
43210	103010	1970			4337

- **ALL** rows must have entries for ORGN, FUND, ACCT, and SumNA.
- Salary rows in personal services must also include entries for PosNum and WorkPercent.
- If the position number is split between orgs, funds, and/or units, the WorkPercent **must** equal 100, and only whole numbers are allowed.
- Non-salary expenditure budgets should only be budgeted in Budget Account Codes: 2001, 3001, 4001, 4501 (items for resale), 5001, 6001, and 8001.
- Round all amounts to the hundreds for each account type. (Total Labor, 2001, 3001, etc.)
 - For Total Labor, round the Staff Benefits amount within each org/fund combination and leave the Personal Services (salary) amount as calculated to the nearest dollar. **All amounts must be in whole dollars (do not include cents).**
- Use actual fund numbers for all unrestricted, recharge, leasing, and auxiliary funds.
- Use fund 998000 for all restricted budgets and 149998 for all match budgets (do not use the actual fund numbers set up through the Office of Grant & Contract Administration).
- Only use the following three categories for match and restricted revenue budgets:
 - Match – 9982; Federal Receipts – 9355; State/Grant & Contracts - 9330
 - University Receipts – 9805, 9610, 9425 (could be various)
- **Do not** budget for the 7811 charge on restricted funds nor the associated restricted revenue; we budget ICR (9810/11) instead.
- Do not use formulas in any entry columns (ORGN, FUND, ACCT, SumNA, PosNum, and WorkPercent). **If you do use formulas while developing your budget, be sure to copy/paste as “value only” at the end of the process.**
- Continuation Budgets are due Friday, June 8th. Upload files to the Continuation Budget Site – **DO NOT EMAIL THE FILE!**

PLEASE make sure that submitted budgets *include **ONLY the information requested***. These files directly inform the budget load to Statewide and OFA must delete any additional information. Enter notes directly associated with budget lines in the space provided on the template. If you need to send additional backup information, please upload it to the Continuation Budget Site as a clearly-labeled supporting attachment.

NOTE: OFA will distribute FY19 Continuation Sheets as soon as we have an initial budget distribution determination. **Estimated Distribution: June 1, 2018**