The fiscal year 2013 earnings budget materials and university planning assumptions are now available at http://www.rpia.ohio-state.edu/efb/ and http://www.rpia.ohio-state.edu/upa. Fiscal officers will be notified of any updates as they become available during the next few weeks.

There are no changes to the basic budget submission process for FY 2013.

The GL on-line pages & web-based spreadsheet templates will be available on April 16.

The FY 2013 earnings budget timetable includes two submission deadlines for earnings budgets; specifically, 1) July 9 for earnings operations that want budget data reflected on the July reports, or 2) July 30 for all other earnings operations.

Budgets may again be submitted using either the earnings budget online panels available in PeopleSoft or spreadsheet templates available on the Financial Planning and Analysis web page.

There is no change from last year regarding the submission of fees and charges. Fees and charges may be submitted in electronic format using the PeopleSoft on-line method or via e-mail using Excel workbooks. If the Excel method is selected, then you may use the Fees and Charges template provided on the Financial Planning and Analysis web site or you may use your own Excel format. The only restriction is one fund per Excel worksheet (multiple worksheets may be included in a workbook).

ASSIST pages on the use of the PeopleSoft panels will again be available online for those who expect to enter their budgets online and are new to the budget process or feel that they need a refresher. An e-mail concerning this will be sent out in April.

If you have any questions, please contact Susan Ballinger at 7-8205 or ballinger.56@osu.edu.

Availability of Materials:

March 26, 2012  FY 2013 Initial Budget Materials:
University Planning Assumptions
Earnings Budget Timeline
Earnings Budget Process Overview

April 16, 2012  Templates for Budget Submission:
Projected Annual Operating & Cash Flow Statement and
Fees and Charges
Release of Approved Budget Spreadsheet Template
PeopleSoft online panels
FY 2013 Earnings Budget Timeline

March 26
- Earnings budget cover letter and timetable sent to Senior Fiscal Officers.
- University planning assumptions available on Financial Planning and Analysis website.

April 16
- GL on-line panels & web-based spreadsheets templates available.

Please follow these dates if you want your Original Budgets posted to July Monthly Reports.

July 9
- All earnings budget materials must be submitted (Auxiliary, Service Units, Departmental, etc.) to Financial Planning and Analysis. Last day to submit earnings budget templates or complete budget via PeopleSoft panels.

July 10 to July 13
- Earnings budgets loaded to budget development tables prior to review by Financial Planning and Analysis.

July 16 to July 20
- Budget materials reviewed and frozen by Financial Planning and Analysis analysts.

July 23 to July 27
- Budgets loaded to earnings ledger.

September 1
- PeopleSoft Earnings Maintenance Panel operative for FY 13 Earnings Budgets.

Please follow these dates if you want your Original Budgets posted to August Monthly Reports.

July 30
- All earnings budget materials must be submitted (Auxiliary, Service, Departmental, etc.) to Financial Planning and Analysis. Last day to submit Earnings Budget templates or complete budget via PeopleSoft panels.

July 31 to August 3
- Earnings Budget loaded to Budget Development Tables prior to review by Financial Planning and Analysis.

August 6 to August 10
- Budget materials reviewed and frozen by Financial Planning and Analysis analysts.

August 13 to August 17
- Budgets loaded to earnings ledger.

September 1
- PeopleSoft Earnings Maintenance Panel operative for FY 13 Earnings Budgets.