Stage II – Budget Confirmation Instructions

The Trustee approved budget is now available in SAP. The detailed Funds Centers and Commitment Items for the Recurring and Non-recurring Budget can be found in the Funds Management Reports – “Unrestricted Budget to Actual by FC – GL/CI Detail Report”.

a. For the period and fiscal year, you must select 001/202X.

b. The February 28th Recurring Budget is the starting point of the Approved Budget. All newly approved items have been added and will be reflected in the Funds Management (FM) Reports.

c. Utilizing the FM reports will allow you to use the existing views you have created.

d. Each department should review and reconcile their position detail to Funds Management Commitment Items. See separate Position Budget Instructions for more details.

The detailed approved items can be found in the FM Reports – “Detailed Budget Entry Document”.

Leave Posting date defaults, but you will need to add Fiscal Year to characteristics and then filter for 202X fiscal year documents.
Stage II – Budget Confirmation Instructions

There are two budget documents for the FY-2020 budget distinguished by the Header Text.

1) Prior Year Recurring – this represents your existing recurring budget as of February 2019.
2) Annual Confirmation – this represents your approved additions for FY-2020.

Commitment Items Requiring Verification

- You should review and reconcile the new fiscal year budgets by Funds Center and Commitment Item. If you find budgets you would like to move to different Funds Center and/or Commitment Items.
  - Adjustments of net income variances, which are offset by a net expense variance of the same amount should not be included in the Stage II process but instead the quarterly confirmation process.
    - The only exceptions will be Summer, Online and EP program updates but these must be submitted separate from the Stage II realignments.
  - All budgets posted to commitment item 539997 must be moved as part of the Stage II process.

- If you need assistance to determine what Commitment Item to use, go to the Comptroller’s website: http://www.bu.edu/cfo/comptroller/resources/, (Scroll halfway down the page to the heading “GL Income and Expense Account Descriptions”)

- For Position Budget Confirmation see Position Budget Instructions.

- All Funds Center are assessed Fringe Benefit expense, please be sure to include a budget for the Fringe Benefit Allocation (Commitment Item 860201). For FY-2020, we do not have the approved Fringe Benefit rates. Your approved budgets still reflect the FY2019 rates below.

<table>
<thead>
<tr>
<th>Commitment Item</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional</td>
<td>26.00%</td>
</tr>
<tr>
<td>Support Staff</td>
<td>23.60%</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>8.80%</td>
</tr>
<tr>
<td>Off-Campus Student</td>
<td>8.00%</td>
</tr>
</tbody>
</table>
Stage II – Budget Confirmation Instructions

Note that Service Centers should be using the Federal Rate. All other entities should be using the Administrative (BU) Rate.

Fringe Benefits are assessed to the following GL accounts:

<table>
<thead>
<tr>
<th>GL Accounts Assessed Fringe Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>500010-500140</td>
</tr>
<tr>
<td>500170-500180</td>
</tr>
<tr>
<td>500199</td>
</tr>
<tr>
<td>500200-500249</td>
</tr>
<tr>
<td>500510-500530</td>
</tr>
</tbody>
</table>

- If you are an Internal Service Provider and your Expense Recovery amount is still shown with Commitment Item 537100, please move it to the Commitment Item established for your operation (should begin with an 8, it should be where all the chargebacks you have processed this year are being credited).

Stage II Adjustments

Any re-alignments requested must be submitted by **Friday, July 19th** in order to be properly reflected in the next Stage I process. Separate realignment request forms should be used for all adjustments as follows:

1. Stage II salary and non-salary re-alignments: [Budget Re-alignment Request Forms](#)
   a. Same commitment items re-alignments between fund centers;
   b. Re-alignments between expense commitment item only;
   c. Re-alignments between income commitment item only;

2. Net income and/or expense variances:
   a. Summer variances;
   b. Online variances;
   c. EP variances

3. All Academic areas:
   a. Must re-align initiative funding in 1XX010000
   b. Additional Provost approval required for any new positions included in initiative funding

Note: Salary and Non-Salary budget realignments can now be requested on the same form.