

Budget Administration & Operations

FY 2021–22 Budget Year-End Instructions
Carry-forward & Action Items

BUDGET YEAR-END DEADLINES

DEADLINE	ACTION ITEM
Friday, May 27th, 2022	Last day to submit Budget Transfers (BTR)
Friday, May 27th, 2022	Last day to submit Labor Cost Distribution Adjustments
Friday, June 17th, 2022	Last day to submit Preliminary Annual CFW & Campus Reserve Plan
	Please review all project IDs and close those ended or no longer needed projects. Reprioritize the funding for a new initiative, and work with your cabinet for other instructions that might impact your planning.
Friday, July 15th, 2022	Last day to submit final annual CFW & Campus Reserve Plan
	Assign new project IDs for CFW roll over from NG001, NG025 and NR101
Friday, July 29th, 2022	Upload the CFW in CFS

ICSUAM EQUITY ACCOUNTS VS CAMPUS CATEGORIES

Designated for Encumbrance – also called encumbrances or open commitments. It is with a purchase order (PO) issuance.

Outstanding Commitments¹ – are planned uses of funds tied to specific commitments.

Project IDs must be set up to record funds being used for these types of obligations in our financial system.

Planned Obligations¹ – are tied to planned expenditures for items/purposes, but costs and timing are estimated.

Project IDs must be set up to record funds being used for known obligations in our financial system.

Reserve – are a specific fund category recognized in the accounting system and generally used for self-supporting, auxiliary activities, or campus-based student fees. Some popular categories: are reserves for equipment and reserves for capital improvement and deferred maintenance.

Committed and planned obligations have been approved in writing by the appropriate decision-making authority, e.g., executive management level (President, CFO, Provost, Dean, Vice Presidents, or Equivalent), or as delegated by this level.

CFW BALANCES – PLANNED OBLIGATIONS²

Operating fund (NG001, NG025, and NR101) year-end available will roll over to NR401 as a beginning carry forward balance. The plan, commitment, and spending will be recorded in NR401 with project ID for a not to exceed two years spending plan.

OBLIGATION TYPE/DESCRIPTION FOR OTHER UNITS	PROJECT ID ³
U1-Temporary Appointments (contract employees)	CF22U1xx
U2-Special Projects	CF22U2xx
U3-Program Development	CF22U3xx
U4-Equipment	CF22U4xx
U5-All Others	CF22U5xx

². Supporting documentation approved by the appropriate decision-making authority is required.
³. **The project ID includes CF-carryforward, FY-Fiscal Year, Type/Description, and Last two-digit number.**

CFW BALANCES – PLANNED OBLIGATIONS²

Operating fund (NG001, NG025, and NR101) year-end available will roll over to NR401 as a beginning carry forward balance. The plan, commitment, and spending will be recorded in NR401 with project ID for a not to exceed two years spending plan.

OBLIGATION TYPE/DESCRIPTION FOR ACADEMIC UNITS	PROJECT ID
A1-Start-up funding for faculty recruitment	CF22A1xx
A2-Retention funding for faculty	CF22A2xx
A3-Fellowships	CF22A3xx
A4-Endowed chairs	CF22A4xx
A5-Temporary employee	CF22A5xx
A6-All others: designate appropriate	CF22A6xx
A7-Renovation	CF22A7xx

². Supporting documentation approved by the appropriate decision-making authority is required.
³. **The project ID includes CF-carryforward, FY-Fiscal Year, Type/Description, and Last two-digit number.**

CFW BALANCES – REPORTING SAMPLE NG001

Financial Reporting

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Report Filters

Business UnitSFCMP - San fFiscal Year2021As of Period11Account Type50 - RevenuesAccount Category--Select Value--Budget LedgerStandard BdgFund CF Status--Select Value--

FundNG001 - GenerDept6265 - Capital fAccount--Select Value--Project--Select Value--Program--Select Value--Class--Select Value--

NOT FundNOTNOT Dept IDNOTNOT AccountNOTNOT ProjectNOTNOT ProgramNOTNOT ClassNOTNOT Acct CatNOT602,603

Dept Tree NameDEPART_ROLIDept Level 1--Select Value--Dept Level 2--Select Value--Dept Level 3UNIVERSITY EDept Level 4--Select Value--Dept Level 5--Select Value--FIRMS Object Code--Select Value--

Apply FiltersReset Filters

Manage My Budget - As of Period

Business Unit = SFCMP - San Francisco State University, Fiscal Year = 2021, Period = 11

Manage My Budget - As of Period

Time run: 5/9/2022 4:12:58 PM

Show Column 1: Fund FdescrColumn 2: Dept FdescrColumn 3: Acct Cat FdescrColumn 4: HideColumn 5: HideColumn 6: HideOK

Select Report View: Summarized

Fund Fdescr	Dept Fdescr	Acct Cat Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year	
NG001 - General Support & Student Fees	6265 - Capital Project Management	601 - Regular Salaries and Wages	1,028,694.00	867,447.48	0.00	161,246.52	84%	
		606 - Travel		510.72	0.00	(510.72)		
		613 - Contractual Services Group	92,547.58	1,517.19	67,687.10	23,343.29	75%	
		616 - Information Technology Costs	25,000.00	0.00	0.00	25,000.00	0%	
		617 - Services from Other Funds/Agencies Group	30,000.00	20,638.50	0.00	9,361.50	69%	
		619 - Equipment Group	16,500.00	0.00	0.00	16,500.00	0%	
		660 - Misc. Operating Expenses	15,500.00	8,717.02	1,461.58	5,321.40	66%	
NG001 - General Support & Student Fees Total			1,208,241.58	898,830.91	69,148.68	240,261.99	80%	
Grand Total			1,208,241.58	898,830.91	69,148.68	240,261.99	80%	

Acct Cat is not equal to / is not in 602 , 603

and

Acct Type Fdescr is equal to 50 - Revenues ,

and

Dept Fdescr is equal to 6265 - Capital

and

Dept Tree Name is equal to

and

Dept Level 3 Fdescr is equal to UNIVERSITY

and

Fund Fdescr is equal to NG001 - General

and

Bus Unit Fdescr is equal to SFCMP - San

and

Fiscal Year is equal to 2021

Do not include the Benefits and Work-study in this report

CFW BALANCES – REPORTING SAMPLE NG001

Business Unit = SFCMP - San Francisco State University, Fiscal Year = 2021, Period = 11 closed

Manage My Budget - As of Period

Time run: 5/10/2022 10:05:46 AM

Fund Fdescr	Dept Fdescr	Acct Cat Fdescr	Account Fdescr	Current Budget	Actuals	June Projection	Encumbrances	Balance Available	Total CFW
				a	b	c	d	e = a - b - c - d	f = d + e
NG001 - General Support & Student Fees	6265 - Capital Project Management	601 - Regular Salaries and Wages	601201 - MPP/Supervisory	390,096.00	330,370.00	30,033.64	0.00	29,692.36	29,692
			601300 - Support Staff Salary	638,598.00	528,219.67	48,019.97	0.00	62,358.36	62,358
			601824 - Salary Prepaid Expense		0.00	0.00	0.00	0.00	-
			601834 - Staff Salaries - Lump Sum Vac		8,857.81		0.00	(8,857.81)	(8,858)
		606 - Travel	606001 - Travel In State		510.72	46.43	0.00	(557.15)	(557)
		613 - Contractual Services Group	613001 - Contractual Services	92,547.58	1,517.19	137.93	67,687.10	23,205.36	90,892
		616 - Information Technology Costs	616802 - IT Hardware Non-Capital	10,000.00	0.00	0.00	0.00	10,000.00	10,000
			616803 - IT Software Non-Capital	15,000.00	0.00	0.00	0.00	15,000.00	15,000
		617 - Services from Other Funds/Agencies Group	617001 - Serv From Other Fund	30,000.00	9,718.50	883.50	0.00	19,398.00	19,398
			617002 - Services fm State Fire Marshal		10,920.00	992.73	0.00	(11,912.73)	(11,913)
		619 - Equipment Group	619001 - Deprec Equipment-Non Instr	15,000.00	0.00	0.00	0.00	15,000.00	15,000
			619905 - Leased Equipment	1,500.00	0.00	0.00	0.00	1,500.00	1,500
		660 - Misc. Operating Expenses	660003 - Supplies And Service	8,000.00	7,172.02	652.00	1,461.58	(1,285.60)	176
			660009 - Professional Development	5,000.00	634.00	57.64	0.00	4,308.36	4,308
			660017 - Advertise and Promotional Publ		50.00	4.55	0.00	(54.55)	(55)
			660846 - Cost recovery-expenses		0.00	0.00	0.00	0.00	-
			660890 - Membership Fee/Sub Oth Thn Lib	2,500.00	861.00	78.27	0.00	1,560.73	1,561
		6265 - Capital Project Management Total		1,208,241.58	898,830.91	80,906.65	69,148.68	159,355.34	228,504.02

CFW BALANCES – REPORTING SAMPLE NG001

FY 2021-22 - CFW BALANCES BY DIVISION									
CABINET:									
DIVISION	DEPT ID	Fund	TYPE	DESCRIPTION	PLANNED AMOUNT (\$)	REVISED PLANNED (\$)	APPROVED PLANNED (\$)	BAO REVIEW	PROJECT ID
Capital Planning & Design	6265	NG001	U2	Special Project: Project Z	159,355				
					\$ 159,355	\$ -	\$ -	\$ -	

<https://budget.sfsu.edu/budget-process-campus-reserve>

CFW BALANCES – REPORTING SAMPLE NR401

Financial Reporting

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Apply Filters

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Manage My Budget - As of Period

Business Unit = SFCMP - San Francisco State University, Fiscal Year = 2021, Period = 11

Manage My Budget - As of Period

Time run: 5/10/2022 10:14:58 AM

Show Column 1: Dept Level 4 Fdescr

Column 2: Fund Fdescr

Column 3: Project Fdescr

Column 4: Hide

Column 5: Hide

Column 6: Hide

Select Report View: Summarized

Dept Level 4 Fdescr	Fund Fdescr	Project Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year	
BUSINESS - College of Business	NR401 - Programs and Initiatives	- - -		81,502.13	38,449.00	(119,951.13)		
		CF193270 - COB CPO#18-1345	10,000.00	0.00	0.00	10,000.00	0%	
		CF194011 - COB NR401 Carryforward		7,926.97	0.00	(7,926.97)		
		CF19U210 - Econ101&102 Stud Success Pilot	3,405.00	0.00	0.00	3,405.00	0%	
		CF19U513 - FY19-20 CF:College of Business		13,541.36	0.00	(13,541.36)		
		CF20A601 - BUS: Lect Support		116,988.74	0.00	(116,988.74)		
		CF21A201 - CSU MBA Fee: Undisbursed 75%	200,642.00	0.00	23,484.82	177,157.18	12%	
		CF21A202 - CSU MBA Fee: Remaining Balance	18,814.00	9,813.83	9,000.17	0.00	100%	
		CF21A203 - LCOB: FY21-22 CEL OU	76,161.00	0.00	0.00	76,161.00	0%	
		CF21A601 - LFCOB: RRT-CFW from FY20-21	13,705.00	0.00	0.00	13,705.00	0%	
		CF21A602 - LFCOB: FY21-22-OE Allocation	756,624.00	529.19	0.00	756,094.81	0%	
		CF21A636 - LCOB: Faculty Searches	12,000.00	0.00	0.00	12,000.00	0%	
		CP190551 - CPO #19-0551 - Call to Service	3,000.00	0.00	0.00	3,000.00	0%	
		CP200356 - CPO #20-0356-CA's Call to Serv	2,500.00	0.00	0.00	2,500.00	0%	
		H3000001 - 1.1 Campus Lost Revenue	300,000.00	0.00	0.00	300,000.00	0%	
		H9000001 - 4.2c RSCA Recovery	299,305.00	22,614.70	0.00	276,690.30	8%	
NR401 - Programs and Initiatives Total			1,696,156.00	252,916.92	70,933.99	1,372,305.09	19%	
BUSINESS - College of Business Total			1,696,156.00	252,916.92	70,933.99	1,372,305.09	19%	
Grand Total			1,696,156.00	252,916.92	70,933.99	1,372,305.09	19%	

and
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and

Acct Type Fdescr is equal to 50 - Revenues , 60 - Expenditures
Dept Tree Name is equal to DEPART_ROLLUP
Dept Level 3 Fdescr is equal to ACADM_AFFAIRS - Academic Affairs
Dept Level 4 Fdescr is equal to BUSINESS - College of Business
Fund Fdescr is equal to NR401 - Programs and Initiatives
Bus Unit Fdescr is equal to SFCMP - San Francisco State University
Fiscal Year is equal to 2021

This report including the Benefits and Work-study

CFW BALANCES – REPORTING SAMPLE NR401

Business Unit = SFCMP - San Francisco State University, Fiscal Year = 2021, Period = 11 closed								
Manage My Budget - As of Period Time run: 5/10/2022 10:14:58 AM								
Dept Level 4 Fdescr	Fund Fdescr	Project Fdescr	Current Budget	Actuals	June Projection	Encumbrances	Balance Available e = a - b - c - d	Total CFW f = d + e
BUSINESS - College of Business	NR401 - Programs and Initiatives	---		81,502.13	38,449.00	100.00	(120,051.13)	(119,951.13)
		CF193270 - COB CPOW18-1345	10,000.00	0.00	0.00		10,000.00	10,000.00
		CF194011 - COB NR401 Carryforward		7,926.97	0.00	200.00	(8,126.97)	(7,926.97)
		CF19U210 - Econ101&102 Stud Success Pilot	3,405.00	0.00	0.00		3,405.00	3,405.00
		CF19US13 - FY19-20 CF:College of Business		13,541.36	0.00	400.00	(13,941.36)	(13,541.36)
		CF20A601 - BUS: Lect Support		116,988.74	0.00		(116,988.74)	(116,988.74)
		CF21A201 - CSU MBA Fee: Undisbursed 75%	200,642.00	0.00	23,484.82	50,000.00	127,157.18	177,157.18
		CF21A202 - CSU MBA Fee: Remaining Balance	18,814.00	9,813.83	9,000.17		0.00	0.00
		CF21A203 - LCOB: FY21-22 CEL OU	76,161.00	0.00	0.00		76,161.00	76,161.00
		CF21A601 - LFCOB: RRT-CFW from FY20-21	13,705.00	0.00	0.00		13,705.00	13,705.00
		CF21A602 - LFCOB: FY21-22-OE Allocation	756,624.00	529.19	0.00		756,094.81	756,094.81
		CF21A636 - LCOB: Faculty Searches	12,000.00	0.00	0.00		12,000.00	12,000.00
		CP190551 - CPO #19-0551 - Call to Service	3,000.00	0.00	0.00		3,000.00	3,000.00
		CP200356 - CPO #20-0356-CA's Call to Serv	2,500.00	0.00	0.00		2,500.00	2,500.00
		H3000001 - 1.1 Campus Lost Revenue	300,000.00	0.00	0.00		300,000.00	300,000.00
		H9000001 - 4.2c RSCA Recovery	299,305.00	22,614.70	0.00		276,690.30	276,690.30
		NR401 - Programs and Initiatives Total	1,696,156.00	252,916.92	70,933.99	50,700.00	1,321,605.09	1,372,305.09

and Dept Tree Name is equal to DEPART_ROLLUP
and Dept Level 3 Fdescr is equal to ACADM_AFFAIRS - Academic Affairs
and Dept Level 4 Fdescr is equal to BUSINESS - College of Business
and Fund Fdescr is equal to NR401 - Programs and Initiatives
and Bus Unit Fdescr is equal to SFCMP - San Francisco State University
and Fiscal Year is equal to 2021

CFW BALANCES – REPORTING SAMPLE NR401

FY 2021-22 - CFW BALANCES BY DIVISION									
CABINET:									
DIVISION	DEPT ID	Fund	Project	DESCRIPTION	PLANNED AMOUNT (\$)	REVISED PLANNED (\$)	APPROVED PLANNED (\$)	BAO REVIEW	PROJECT ID
College of Business		NR401	---		(120,051)	120,051	(0)		
College of Business		NR401	CF193270	COB CPO#18-1345	10,000		10,000		
College of Business		NR401	CF194011	COB NR401 Carryforward	(8,127)		(8,127)		
College of Business		NR401	CF19U210	Econ101&102 Stud Success Pilot	3,405		3,405		
College of Business		NR401	CF19U513	FY19-20 CF:College of Business	(13,941)		(13,941)		
College of Business		NR401	CF20A601	BUS: Lect Support	(116,989)		(116,989)		
College of Business		NR401	CF21A201	CSU MBA Fee: Undisbursed 75%	127,157		127,157		
College of Business		NR401	CF21A202	CSU MBA Fee: Remaining Balance	-		-		
College of Business		NR401	CF21A203	LCOB: FY21-22 CEL OU	76,161		76,161		
College of Business		NR401	CF21A601	LFCOB: RRT-CFW from FY20-21	13,705		13,705		
College of Business		NR401	CF21A602	LFCOB: FY21-22-OE Allocation	756,095	(120,051)	636,044		
College of Business		NR401	CF21A636	LCOB: Faculty Searches	12,000		12,000		
College of Business		NR401	CP190551	CPO #19-0551 - Call to Service	3,000		3,000		
College of Business		NR401	CP200356	CPO #20-0356-CA's Call to Serv	2,500		2,500		
College of Business		NR401	H3000001	1.1 Campus Lost Revenue	300,000		300,000		
College of Business		NR401	H9000001	4.2c RSCA Recovery	276,690		276,690		

CFW BALANCES – REPORTING SAMPLE

Manage My budget report from Data Warehouse

Dept Level 4 description	Project description	Fund	Current Budget	Actuals	Encumbrances	Balance Available
College of A	CF21A619 - AT: OE Allocation FY21-22	NR401	120	0	0	120
College of A	CF21A635 - AA: OE Allocation FY21-22	NR401	196	24	0	172
College of A	CP210136 - CPO #21-0136 - One-Time Allocation	NR401	500	0	0	500
College of A Total		NR401	816	24	0	792

YEAR-END CARRYFORWARD & RESERVE TEMPLATE

DIVISION	DEPT ID	Fund	Project ID	DESCRIPTION	Balance Available	REVISED PLANNED (\$)	APPROVED PLANNED (\$)	BAO REVIEW & ASSIGN PROJECT ID
College of A	9999	NR401	CF21A635	AT: OE Allocation FY21-22	120		120	
College of A	9999	NR401	CF21A619	AA: OE Allocation FY21-22	172	-120	52	
College of A	9999	NR401	CP210136	CPO #21-0136 - One-Time Allocation	500		500	
College of A	9999	NR401		Equipment		120	120	
					792	0	792	

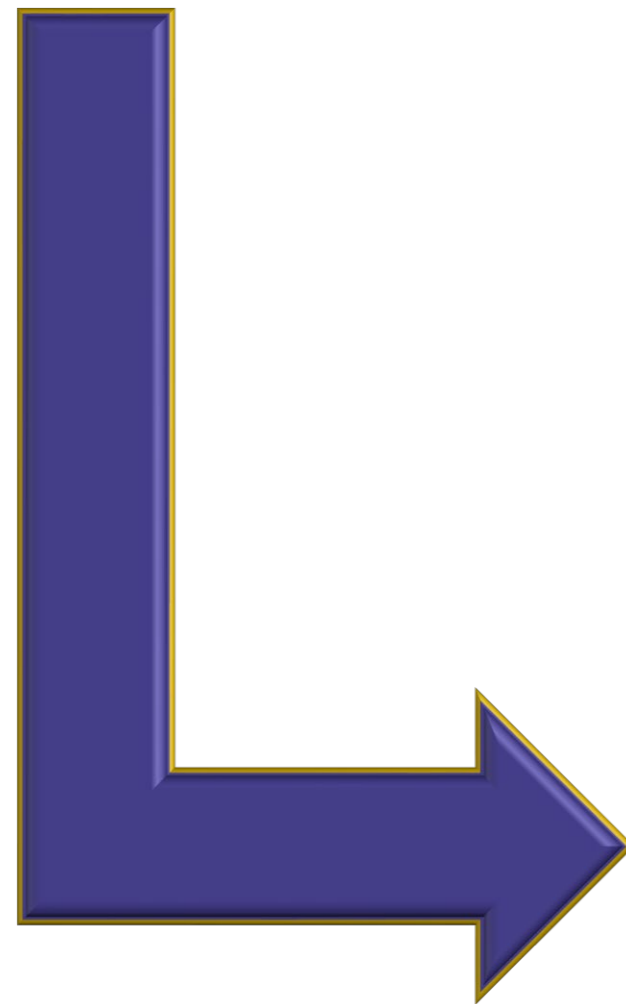
<https://budget.sfsu.edu/budget-process-campus-reserve>

CSU FUNDS REQUIRING CFW & RESERVE DESIGNATIONS

CSU FUND	CSU FUND DESCRIPTION	PEOPLESOFT FUNDS
441	Extended Education Operations	TCXXX
444	Campus Partners	N/A
452	Facility Revenue Fund-Health Facilities Fees	TH202
463	Instructionally Related Activities Trust	TAXXX
464	International Programs Trust	N/A
471	Parking Revenue Fund-Fines and Forfeitures	TP003
472	Parking Revenue Fund Parking Fees	TP021, TP022, TP024, TP025
481	Lottery Education Fund	TLXXX
485	CSU Operating Fund	NGXXX, NRXXX, SUXXX
531	Housing Operations and Revenues	TDXXX
534	Campus Union-Operations and Revenues	TUXXX

YEAR-END CARRYFORWARD & RESERVE TRAINING

ADDITIONAL YEAR-END CARRYFORWARD & RESERVE TRAINING IS PROVIDED



Tuesday, May 10th, 2022 @ 11:15 AM

Tuesday, May 17th, 2022 @ 9:30 AM

Tuesday, May 24th, 2022 @ 10:00 AM