

Moving from Budget to Final Budget in AggieBudget

For Aggie Budget Plan File Users

What will be the same and what will be different?

Budget plan files in the Final Budget will start as an exact copy of the original budget plan files.

AggieBudget will automatically update:

- GAEL rates
- Assumptions
- Prior Year Carry Forward
- July 1 base budget
- Update actuals from YTD Jan to June final
- Budget Decisions will be visible on the commitments
- Any new object codes will be added

Labor plan files in the Final Budget will be an exact copy of the labor plan files as last saved in the original budget version. No updates from PPS will be incorporated, but they will retain all of your edits.

What to do?

- Plan file manager will remain closed
- Review Labor plan files and make changes as needed based on new information.
- Review any budget decisions added to the commitments tab but do not make changes
 - Budget decision items will have descriptions starting with FY19 BUDG LTR
- If the budget decision will incur additional uses of funds, such as for a new program, then you will need to add uses of those funds to your budget. This can be done on either on the commitments sheet or on the planning tab.
 - Commitments sheet
 - Pro - Can track uses related to budget decisions clearly and separately from other uses
 - Con - may have to create more lines to accurately plan uses with the functions available on the commitments tab (for example will need a line for salaries, benefits, GAEL, and supplies)
 - planning sheets
 - Pro - can use all of the normal features of the plan file to accurately plan expenses and timing
 - Con - uses of funds related to the budget decisions will be indistinguishable from other activity unless planned in a separate account or account group
- Make any other adjustments to your budget as needed/directed by your Dean/VC's Office

For Sources and Uses Template Uploaders

You will receive a new sources and uses excel template based on the existing budget templates. The actuals section will be updated with FY2019 data through the last closed month. Sources will already include budget decisions and planned uses of SUB3 will already include an assumed increase related to GAEL rates. Review the template with these changes. Make any changes if necessary and return to your BIA Analyst through your Dean/VC's Office. Templates will be re-upload to AggieBudget on your behalf.

For non-standard template users

Update your template with budget decisions, GAEL increases, and any other known changes and provide new upload templates to your BIA Analyst through your Dean/VC's Office.