Phase II

Phase II Budget submission happens when the Governor has signed the final budget for the new fiscal year for the State of California and the date that the Chancellor's Office allocated the CSU's their Campus Budgets.

Level A Processes:

- Fresno receives their allocation via Memo B from the Chancellor Office
- The cabinet approves the final CSU Fresno Budget
- The cabinet members allocate budgets to their departments/divisions
- Instructions will be sent from the University Budget Office for final submissions of Phase II Budgets (Provost will send a separate instructions/submission date for the Division of Academic Affairs).

Phase II HR

- Run the current fiscal year Budget Expenditure Report, in PeopleSoft HR for the division(s) you are submitting original budgets.
- Save the resulting report using the "Save as" option to your local drive, with the file name
 of "FY XX-YY Phase II".
- Using the saved report from Step 2, allocate your budget to the desired level,
 Appointment, Position (vacancies only), or Pool using the Original Budget column, (all other columns should be deleted/hide).
- All chartfield strings must be sub-totaled. For example, 90000-XXXXX-00000-601931 would have a subtotal, as would 90000-XXXXX-12501-601931. Rows will need to be inserted as needed for these subtotals. Add formula in the Total line of the Original Budget column that adds together all the subtotals from the above entries.
- PLEASE NOTE: All Budget entries for salaries need to be formatted as follows:
 \$XX,XXX.00. Only whole dollar entries will be allowed all digits following the decimal must be zero "\$XX,XXX.00" and they must be displayed on the final submission.

Example of Phase II HR

Detail by Cha DateTime:	00 01 20	21 12:21:49 PM	PM .			
Fiscal Year:	2021		-IVI			
Department:	12345R	(Charged	To)			
Fund	Org	Class	Account	Acct Desc	Level	Cer Bdgt
90000	12345	00000	601850	Personnel Services Reserves	Pool 310 Personnel Services Reserve	\$138,485.00
			601850 Total			\$138,485.00
30000	12345	00000	601931	Regular Staff Salaries	Pool 300 Scriplized Staff	\$0.0
_		L	601931 Total			\$0.01
90000	12345	00000	601932	Disability Supplemental Pay	Pool 317 Disability Supplemental Pay	\$0.00
			601932 Total			\$0.00
90000	12345	00000	601933	Overtime	Pool 303 Overtime	\$0.00
			601933 Total			\$0.00
90000	12345	00000	601935	Shift Differential	Pool 997 Shift Differential	\$200.00
			601935 Total			\$200.00
90000	12345	00000	601936	Terminal Pay	Pool 908 Terminal Pay	\$4,940.00
			601936 Total			\$4,940.00
90000	12345	00000	601981	Student Assistant	Pool 306 Student Assistant	\$0.00
30000			601981 Total			\$0.00
30000	12345	00000	601982	Bridge Student Assistant	Pool 361 Student Bridge	\$0.00
90000	10015	00000	601982 Total 601983	And the Arriva March and Allin	Decided for the Building Allies	\$0.00
30000	12345	00000	601383 Total	Student Assist-Non-resid Alien	Pool 307 Student-Non Resident Alien	\$0.00
30000	12345	00000	602801	Work Study Wages-On Campus	Dead 975 West Study Co Commun	\$0.00
30000	12045	00000	602801 Total	work study wages on Campus	Pool 375 Work Study On Campus	\$0.00
30000	12345	14531	601882	Academic Regular Salaries	Appt 123456-0 Mouse, Mickey	\$64,128.00
30000	12047	14551	601882 Total	Academic Regular Galaries	Appr 120430-0 Mouse, Mickey	\$64,128.00
90000	12345	14531	601889	Non-Admin Intermittent (Misc)	Appt 123456-1 Mouse, Mickey	\$15,276.00
*****	10.47	14747	601889 Total		Top the top th	\$15,276.00
30000	12345	14531	601921	Management & Supervisory Sals	Appt 123457-0 Duck, Donald	\$107,520.00
90000	12345	14531	601921	Management & Supervisory Sals	Appt 123458-0 Duck, Daisy	\$75,876,00
90000	12345	14531	601921	Management & Supervisory Sals	Pool 200 Managerial/Supervisoral	\$0.00
90000	12345	14531	601921	Management & Supervisory Sals	Pos # 1111 Actor	\$96,696.00
90000	12345	14531	601921	Management & Supervisory Sals	Pos # 2222 Cartoonist	\$57,684.00
			601921 Total			\$337,776.00
90000	12345	14538	601961	Temporary Help	Pool 305 Temporary Help	\$35,464.00
			601361 Total			\$35,464.00
90000	12345	14539	601931	Regular Staff Salaries	Appt 123147-0 Smurf, Baby	\$57,684.00
90000	12345	14550	601931	Regular Staff Salaries	Appt 123852-0 Smurff, Sister	\$0.00
			601931 Total			\$57,684.00
90000	12345	14553	601882	Academic Regular Salaries	Pool 100 Serialized Faculty	\$12,207.00
			601882 Total			\$12,207.00
90000	12345	14553	601889	Non-Admin Intermittent (Misc)	Pool 304 Non Admin Misc	\$0.00
			601889 Total			\$0.00
			Grand Total			\$666,160.01

Phase II Operations

- The Budget Office has established a template to enter and submit your financial budgets, available at: http://www.fresnostate.edu/adminserv/budget/phases/index.html
- Select the Initial Budget Form 21-22.xlsx and click it. This will bring up the budget entry form for the initial budgets for 2020 on an excel worksheets.

Please Note: Do not enter data onto the summary tab.

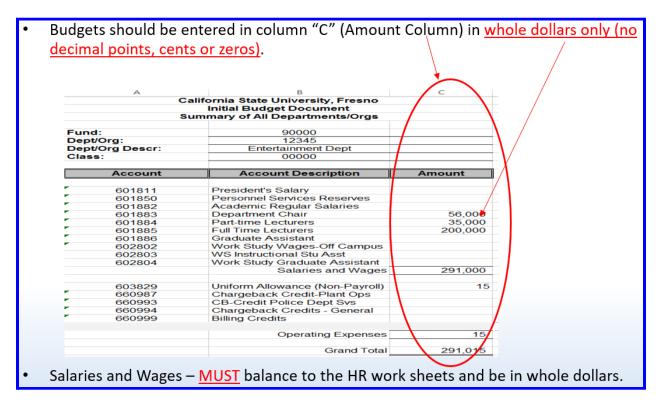
	Initial Budget Document							
	ummary of All Departments/Orgs							
	data onto this page							
Fund:			-					
Dept/Org:								
Dept/Org Descr:			-					
Class:								
Account	Account Description	Amount						
Account	Account Description	Amount	_					
601811	President's Salary	-						
601850	Personnel Services Reserves	-						
601882	Academic Regular Salaries	-						
601883	Department Chair	-						
601884	Part-time Lecturers	-						
601885	Full Time Lecturers	-						
602802	Work Study Wages-Off Campus	-						
602803	WS Instructional Stu Asst	-						
602804	Work Study Graduate Assistant	-						
	Salaries and Wages	-						
603829	Uniform Allowance (Non-Payroll)	_						
604801	Telephone Usage							
604812	Cellular Telephones							
604813	Telephone Equipment Charges							
604814	Telephone Line Charges							
660976	ITS Services							
660987	Chargeback Credit-Plant Ops							
660993	CB-Credit Police Dept Svs							
660994	Chargeback Credits - General							
660999	Billing Credits							
					These ro	ws are ci	eated to	allow for
					additiona			
			included in this form. On this					
								ype in th
					account			
Summ	ary DEPT1 DEPT2 DEPT	3 DEPT4	DF	PT5	DEP	T6 D	EPT7	DEPT8
Julilli	DELLI DELLE	DLI 14		13	DLI		-11/	DLI 10

• Create separate worksheets for each Department/Class combination

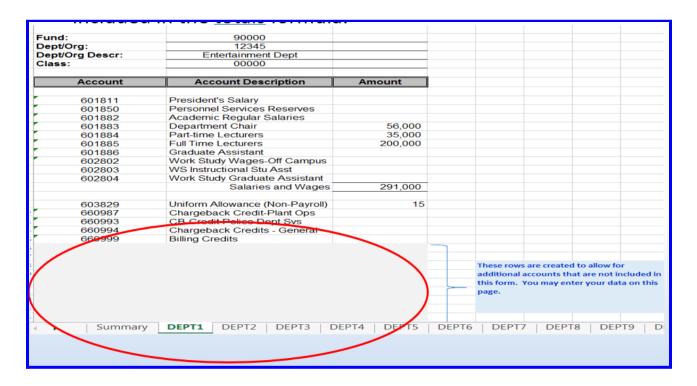
 California State University, Fre Initial Budget Document Summary of All Departments/C						
t/Org: t/Org Descr:						
Account	Account Description					
601811 601850 601882 601883 601884 601885 602802 602803 602804 603829 604801 604812 604813 604814 660976 Summary	President's Salary Personnel Services Reserve Academic Regular Salaries Department Chair Part-time Lecturers Full Time Lecturers Work Study Wages-Off Cam WS Instructional Stu Asst Work Study Graduate Assis Salaries and V Uniform Allowance (Non-Partelephone Usage Cellular Telephones Telephone Equipment Chartelephone Line Charges In Services DEPT1 DEPT2 DEPT3 DEP					
	Start a new sheets for each Dept/Class Combination					

 Below the heading information, various accounts are separated into two sections -Salaries and Operations.

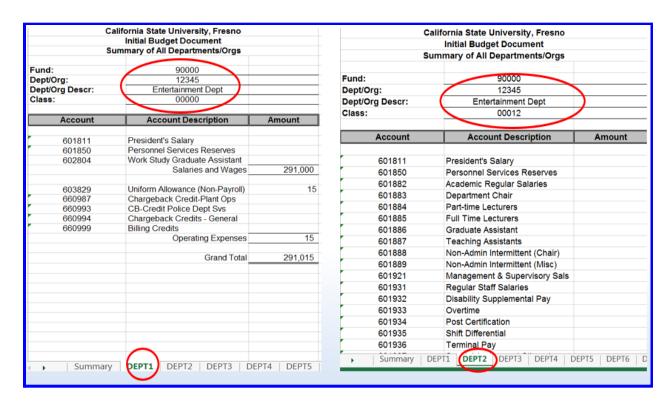
Funa: Dept/Org: Dept/Org Descr: Class:			
Account	Account Description	Amount]
601811 601850 601882 601883 601884 601885 602802 602803 602804	President's Salary Personnel Services Reserves Academic Regular Salaries Department Chair Part-time Lecturers Full Time Lecturers Work Study Wages-Off Campus WS Instructional Stu Asst Work Study Graduate Assistant Salaries and Wages	- - - - - -	
603829 604801 604812	Uniform Allowance (Non-Payroll) Telephone Usage Cellular Telephones Operating Expenses	- - - -	→ Operations



Adding accounts - at the bottom of each tab, rows are already added to accommodate
additional accounts. If you need more rows, insert a line, but do not insert at the top or
bottom of a section, as it may not be included in the totals formula.



• Again, for multiple Class Code Combinations, a new sheet should be used for each Department/Class code combination.



- Check Balances Once all the budget data is entered on the sheets, please perform a
 final review making sure budgets balance. Add up all Department/Class code
 worksheets to confirm they match your total departmental budget.
- Again, instructions will be sent from the University Budget Office for final submissions of Phase II Budgets (Provost will send a separate instructions/submission date for the Division of Academic Affairs).