



2011 Budget Pushdown Instructions

As has been discussed many times, the original FY2011 budget loaded into SCEIS will be at the STARS (HIGH) level data elements. Funds will be loaded at the STARS fund group; 1001, 3000, 4000, and 5000. Budget for an agency will be loaded into a high level 8 digit Fund Center, each Stars mini-code will be loaded into the corresponding high level Functional Area Of sixteen zeroes, and the General Ledger accounts (revenue and expense) will be loaded at the STARS MAMI code, ex STARS 0158 equals SCEIS 501058, STARS 1201 equals SCEIS 512001.

Agencies must prepare budget transfers (FMBB) to move budget from the HIGH level to the level desired by the agency. At a minimum, funds must be moved from the fund group level to the detail fund from which funds will be expended, ex 3000 to 30350000, 30350001. This is true of 3000 and 4000 funds, 5000 funds may remain at the fund group level.

Depending upon the size and complexity of each agency and the levels at which budget is to be pushed, agencies may find it easier to prepare the budget transfer in an Excel file and load the file into an FMBB transaction. Attached is an Excel template that can be copied into an FMBB transaction. If you so desire, use this template to prepare your initial FY2011 budget transfer, complete the header portion of the FMBB transaction and copy the template into the FMBB transaction. We recommend that you limit your copy to one thousand lines.

Please note all FMBB transactions are “NOT RELEVANT” for grants. Grant budgets in FM will automatically populate when grant budgets are entered into GM and pushed to FM.

EXAMPLE:

STARS Budget Lines:

Program	Fund	Mini Code	Object	Amount
01000000	1001	1234	1201	\$10,000

-							Commitment
/+	Fund	Fund Center	Functional Area	Funded Program	Item	Grant	Amount
-	10010000	E1200000	000000000000000000	0100.000000.000	512001	NOT RELEVANT	10000
+	10010000	E120A00010	E120_0000	0100.000000.000	512001	NOT	10000

						RELEVANT	
-	30000000	E1200000	000000000000000000	0500.000000.000	501058	NOT RELEVANT	50000
+	30350000	E120A00010	E120_0011	0500.000000.000	501058	NOT RELEVANT	20000
+	34720000	E120A00010	E120_0011	0500.000000.000	501058	NOT RELEVANT	30000
-	30000000	E1200000	000000000000000000	0500.000000.000	512001	NOT RELEVANT	10000
+	30350000	E120A00010	E120_0011	0500.000000.000	512001	NOT RELEVANT	10000
	01000000	3000	1234	0158	\$50,000		
	05000000	3000	5678	1201	\$10,000		

Budget Transfer Template:

This transfer example moves budget from the Fund Group to the Detail Fund and from the high level Fund Center to another Fund Center. Budget can be transferred between Functional Areas during pushdown as well. Budget transfers to a lower level General Ledger can be accomplished during the pushdown transfer as well.

If you have any questions, please contact Bruce Burnett at 734-0283 or Sherry Ervin at 734-0329.