INSTRUCTIONS FOR **OPERATING BUDGET WORKSHEETS** FOR GENERAL FUNDS
Return to Budget Office (or Box folder) or your Fiscal Manager.

For general funds, you will receive an allocation amount from your sector head. Designated, auxiliary and restricted funds are budgeted to your projected revenue amount as always.

WORKSHEETS

FY20 budget information is being collected in separate pieces: operating and personnel.

You will be provided with a set of worksheets for each of the following categories if applicable:
- General funds operating budget
- General funds personnel budget
- Designated/auxiliary/restricted operating budget
- Designated/auxiliary/restricted personnel budget
- Special appropriations operating budget
- Special appropriations personnel budget

Operating budgets include:
- Revenue accounts (for non-general funds)
- Benefits accounts (for non-general funds)
- Expense accounts

SUBMISSION INSTRUCTIONS – OPERATING WORKSHEETS

- Designated and auxiliary operating budgets will be entered into the Cyberbear system as last year by budget managers. General funds operating budgets will be entered into the Cyberbear system by the Budget Office.
- General funds operating budget worksheets and all salary budget worksheets need to be returned to the Budget Office (some units may need to return worksheets to their Fiscal Manager) for processing.
- All funds salary information will be combined by the Budget Office into a single upload file.

GENERAL FUNDS OPERATING INSTRUCTIONS

All operating worksheets look the same. It is critical to not change the formatting of the worksheets.
• Each set of worksheets represents one organization level 3 group (generally department-level). There is a tab for each index code within the organization group.
• The budget listed in the FY19_Budget column is the original budget that was loaded at the beginning of FY19 PLUS any permanent changes that were made before January 1. Please note that changes made after January 1, even if they were processed as a permanent change, will not be reflected in the budget amounts listed on the worksheets.

The column for FY20_Budget needs to show the total budget amount for each account code and activity code (if applicable) combination that you would like to start FY20.

If you would like to eliminate a line, enter zero in the FY20_Budget column. If you need to add a new account code, enter a row below the existing rows.
*For a new account code, it is only necessary to enter the index code, the account code, the activity code (if applicable), and the FY20_Budget amount.

Repeat this process for each index code. Remember that EVERYTHING you want budgeted, or not budgeted, needs to be reflected in the FY20_Budget column.