Budget Process

FY2017-2018
Greetings from Budgets, Planning and Analysis

• This is the time of year when the budget office begins preparing for the next fiscal year budget process. There are changes to the FY2018 budget process that will affect you and your budget/administrative staff that we want to share with you.

• The Budget office began using a new software tool referred to as “Hyperion”. FY2016 was the implementation year even though departments worked on spreadsheets to submit budget information. FY2017 was the second year and five department budget/administrative staff were trained on the new system. This allowed the budget office to provide one-on-one training with these individuals. The minimal roll out also helped guide us on the development of the FY2018 budget process.
• Security access to Hyperion
  – Spreadsheets listing Budget Managers and Administrative Staff were emailed out
    December 12, 2016
    • Responses returned identified individuals who will be working on the FY2017-2018
      budget and will be attending mandatory training on Hyperion
      – Netids were provided for those individuals
      – Security access is granted for those individuals
      – Attendance at training is required

• Hyperion access is granted only to those who attend the mandatory training sessions offered throughout the month of March

• Labs will be offered to only those who attend the mandatory training
  – Registration is required
  – Labs will be limited to accommodate all individuals during each session
  – Bring your Hyperion budget questions to the Lab

• Access to Labs in April is granted only to those who attend the mandatory training sessions

Questions about the process should be directed to your Budget Resource person

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