



ALCORN STATE UNIVERSITY BUDGET PLANNING PROCESS

FISCAL YEAR 2022 – 2023

TOOLS

- Budget Planning Worksheet
- Currently Budgeted Position Listing

LINKS AVAILABLE ON BUDGET OFFICE WEB PAGE

- Instructional Video ([link](#))
- Written Instructions ([link](#))
- Banner Form FBABDRA
- Virtual Budget Workshop ([link](#))

SCHEDULE

FEBRUARY

- Banner Form FBABDRA is **OPEN February 1, 2022**
- Banner Form FBABDRA is **CLOSED February 25, 2022**

MARCH

- Divisional Budget Request Proposal Packet due **March 1, 2022**
- Budget Hearings are Conducted by Division

APRIL

- Current Fiscal Year is **CLOSED** for purchasing and travel requests using educational and general, and auxiliary enterprise funds **April 30th**

JUNE

- Current Fiscal Year **ENDS June 30th**

JULY

- New Fiscal Year **BEGINS July 1st**

AUGUST

- Commence with Budget Transfer Requests for Current Fiscal Year
- Printed Budget Document is Distributed

CONTACT INFORMATION

- ☎ EXT 4056
- ✉ pneal@alcorn.edu
- 📍 WWACB – 6th Floor

1. COMPLETE THE FISCAL YEAR 2022-2023 BUDGET PLANNING WORKSHEET

- Up to ten (10) organizational accounts can be planned within one workbook. If more than ten worksheets are needed, **DO NOT** create additional tabs in the workbook. Begin a **NEW** workbook instead.
- DO NOT DELETE UNUSED SHEETS. Feel free to rename the tabs and the workbook.
- Save the worksheet(s) for later reference (*see step 4*) and subsequent submission (in EXCEL FORMAT) to the divisional vice president.

2. REVIEW THE CURRENTLY BUDGETED POSITION LISTING

- NOT AVAILABLE -

3. REVIEW WRITTEN OR VIDEO INSTRUCTIONS FOR BANNER FORM FBABDRA

Two (2) options are available to assist with submitting your budget request using Banner form FBABDRA (Budget Request by Account) for fiscal year 2022-2023:

- Written Instructions** - outlines step-by-step procedures for entering your budget request into Banner.

<https://www.alcorn.edu/offices/finance-and-administration/budget-office>

- Instructional Video** - demonstrates the process of entering your budget request into Banner.

https://www.alcorn.edu/uploaded/files/finadmin/budget/FBABDRA_VIDEO_Instructions.mp4

4. COMPLETE BANNER FORM FBABDRA

Test your access to Banner form FBABDRA. If you do not have access, email a request for access to the form and your USERNAME to pneal@alcorn.edu.

- Use the previously completed budget planning worksheet (*see step 1*) to complete Banner Budget Request Form FBABDRA. If no changes are required, it is not necessary to access and complete this Banner form.
- Banner Budget Request Form figures **must** match the Budget Planning worksheet

5. SUBMIT THE FISCAL YEAR 2022-2023 BUDGET PLANNING WORKSHEET

- EMAIL the Budget Planning Worksheet in **EXCEL FORMAT** to the office of the vice president for your division. Also, provide any supporting documentation.

6. BUDGET PLANNING VIRTUAL WORKSHOP OPPORTUNITIES ARE AVAILABLE (OPTIONAL)

Schedule a one-on-one virtual working session with the Budget Officer to discuss issues related to university instituted budget procedures. A Microsoft Teams meeting invite will be sent to the email address provided by you during sign-up.

(Interested in a Group Meeting? One participant can sign-up and share the invitation link)

(CTRL + Click to follow the link)

<https://forms.gle/4QZjPViR6BrEqKv66>