ALCORN STATE UNIVERSITY
BUDGET PLANNING PROCESS
FISCAL YEAR 2021 – 2022

TOOLS
- Budget Planning Worksheet
- Currently Budgeted Position Listing

LINKS AVAILABLE ON BUDGET WEB PAGE
- Instructional Video (link)
- Written Instructions (link)
- Banner Form FBABDRA
- Virtual Budget Workshop (link)

SCHEDULE

FEBRUARY
- Banner Form FBABDRA is OPEN February 1, 2021
- Banner Form FBABDRA is CLOSED February 26, 2021

MARCH
- Divisional Budget Request Proposal Packet due March 1, 2021 at 12 noon
- Budget Hearings are Conducted by Division

APRIL
- Current Fiscal Year is CLOSED for Purchasing and Travel 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 2021-2022 BUDGET PLANNING WORKSHEET
   a. 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.
   b. Feel free to rename the tabs and the workbook.
   c. 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
   a. Review vacant positions, filled positions, employee titles, budgeted amounts, etc. Record edits for any errors that are detected directly on the document and return only the pages containing corrections to the divisional vice president.

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 2021-2022:
   a. Written Instructions - outlines step-by-step procedures for entering your budget request into Banner.
      https://www.alcorn.edu/offices/finance-and-administration/budget-office
   b. 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.
   a. 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.
   b. Banner Budget Request Form figures must match the Budget Planning worksheet

5. SUBMIT THE FISCAL YEAR 2021-2022 BUDGET PLANNING WORKSHEET
   a. 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. Workshop sign-up is required (at minimum) no later than 5:00 p.m. the day before your requested time. Signing-up to meet on the same day will not be permitted.
   (CTRL + Click to follow the link) https://forms.gle/4QZjPViR6BrEqKv66