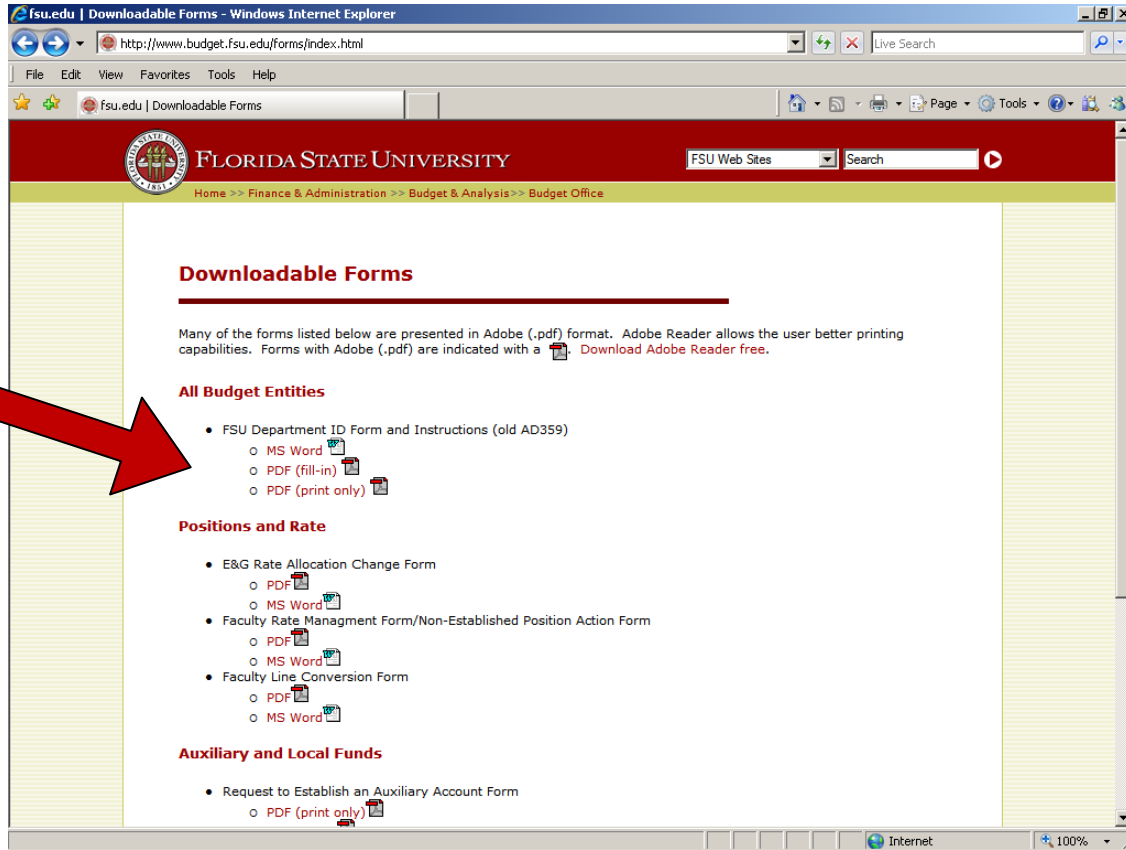


# OMNI Budget Manager Responsibilities

## I. Budget Manager Definition

When a new OMNI department is established, the *FSU Department ID Form* is completed and submitted to the Budget Office for approval and processing. On the form, the Dean / Director / Department Head / Chair (“DDDHC”) identifies the staff member who will be the Budget Manager. (Departments can have only one Budget Manager listed in OMNI.)



The *FSU Department ID Form* can also be used to change the Budget Manager should this designation need to be updated.

## II. Budget Manager Responsibilities

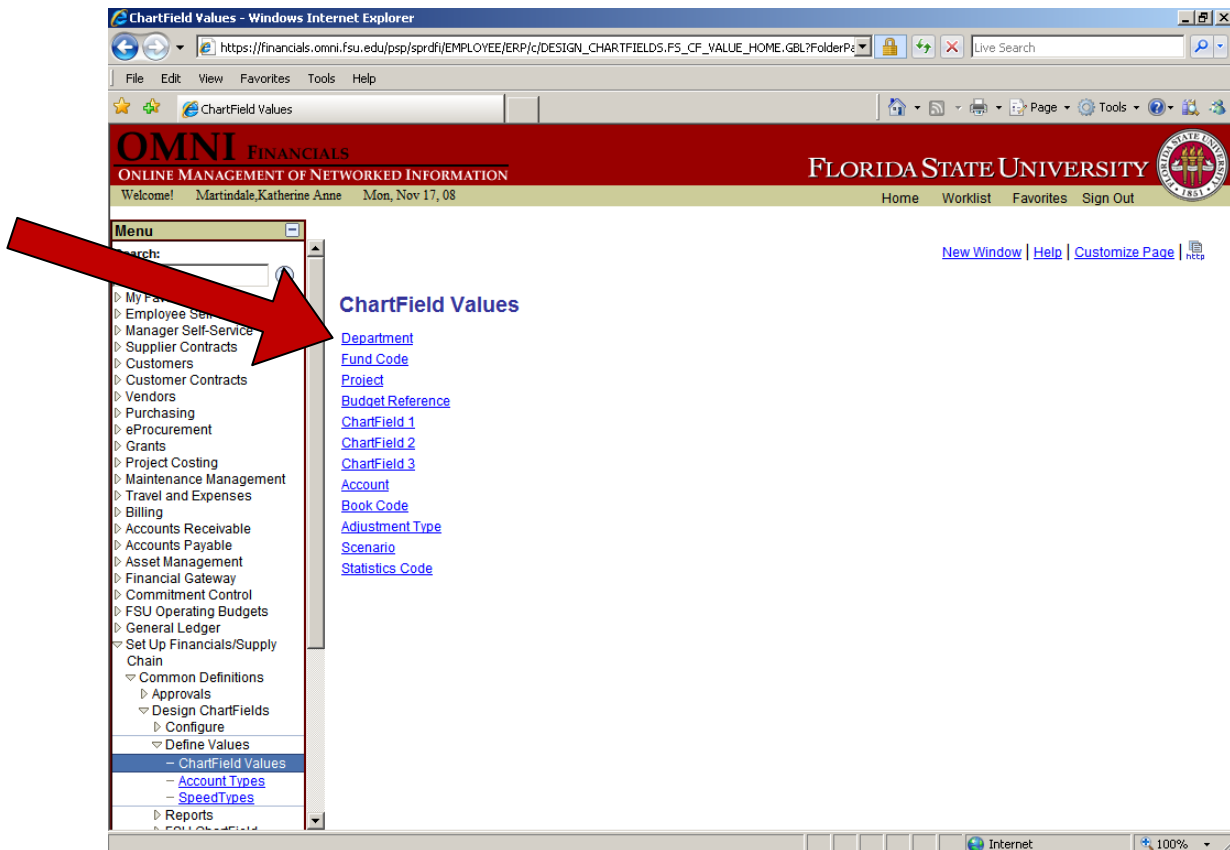
The Budget Manager:

1. Serves as the official contact for the department on financial matters. All Budget Office correspondence is sent to the Budget Manager. Other central offices on campus (such as the Controller’s Office and Audit Services) also use the Budget Manager for important communications.
2. Ensures that departmental ledgers are reconciled to supporting documents. The reconciliations may be completed by the Budget Manager or delegated to a staff member. (For specific guidelines related to the ledger reconciliation process, visit <http://www.vpfa.fsu.edu/control/Memos/LedgerRecon.pdf>.)

3. Maintains departmental balances. E&G departments should have a positive Available Balance. Non-E&G departments should have a positive Cash Balance. (An exception to the Available Balance rule may be the Salary category. E&G Salary budget is maintained by the Budget Office at the University level, so some departments may carry an Available Balance deficit in Salaries.)
4. Identifies and corrects invalid department-fund combinations. Due to erroneous transactions, an OMNI department may be used with an invalid OMNI fund (for example, an E&G department used with an Auxiliary fund). The Budget Manager is responsible for any transactions or balances on their department with any OMNI Fund. Therefore, it is their responsibility to identify these “invalid combos” and initiate corrections.
5. Enters Operating Budgets for Auxiliaries, Locals, and DRS. Budget entry occurs near the end of each fiscal year for the following fiscal year. The Budget Office contacts Budget Managers to provide additional information about this during the Spring semester. (Budget Managers do not handle budget entry for E&G or C&G departments.)
6. Completes and submits required documentation. This includes the Annual Auxiliary Information Form to be submitted each August, along with other documentation as required.

### III. Identifying the Budget Manager

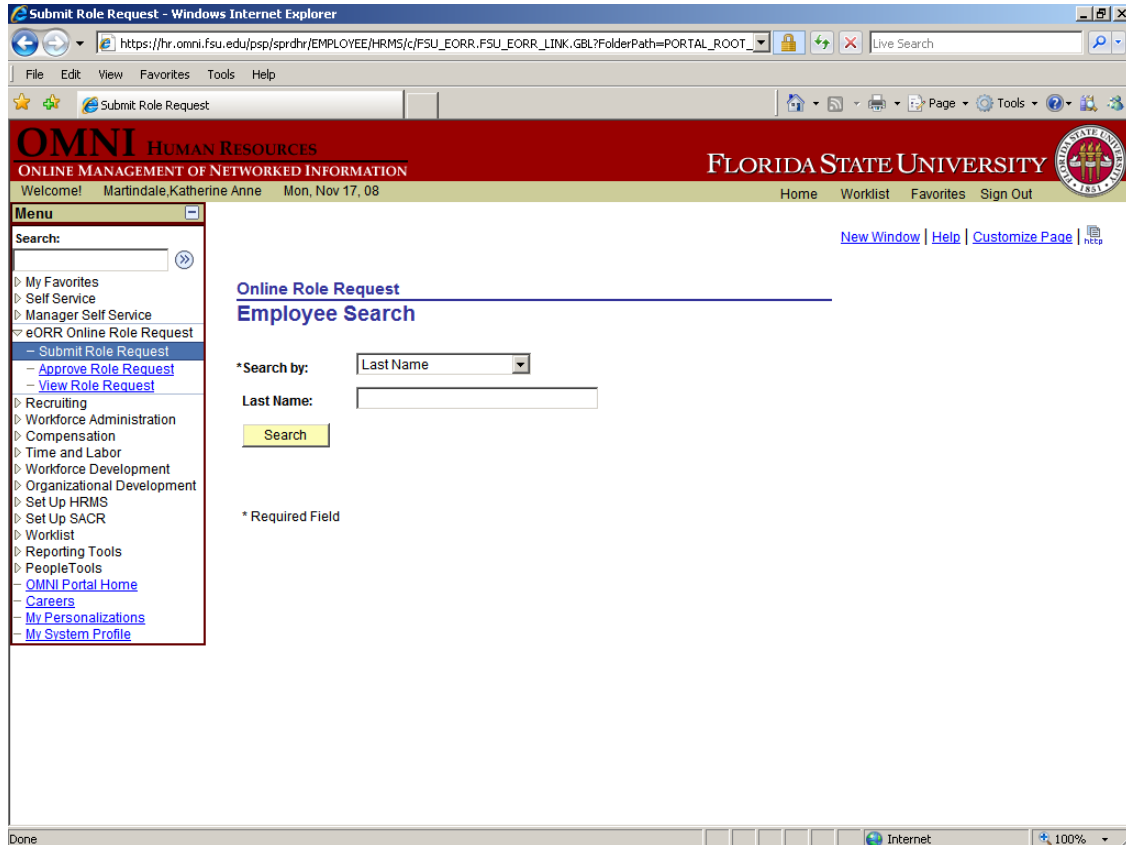
The OMNI Budget Manager can be found via the “ChartField Values” link in OMNI-Financials.



On the “Department” screen, enter the six-digit department number and click “Search.”

#### IV. Budget Transfers

The Budget Manager designation does not give an employee the proper security to process budget transfers in OMNI. Any OMNI user (Budget Manager or not) may request the Budget Transfer Role via the “eORR Online Role Request” link in OMNI-HR.



From the above screen, follow the steps to submit a “Financials” role request to “Add” one of the “Central Office Roles” – “FSU\_BUDGET\_TRANSFER.” This request must be approved by the OMNI user’s supervisor before it is sent to the Budget Office. Once received, the Budget Office can grant final approval of the request and assign the OMNI user security to do transfers involving their department(s). (Note: Most OMNI users can transfer between OPS, Expense, and OCO only. The Budget Office must post transfers involving Salary and Special Categories.)

#### V. Authorized Signers

The “Authorized Signature List” for a department shows those designated to approve transactions for the department. It can be viewed on the same OMNI screen as the Budget Manager, accessed via the “ChartField Values” link in OMNI-Financials as detailed above. The Budget Manager may be an Authorized Signer; however, it is preferable that they are not. Authorized Signers are designated on the *FSU Department ID Form* when the department is established, and can also be updated using this form.

#### VI. Ultimate Responsibility

As noted above, the DDDHC typically delegates budgetary responsibility to a qualified staff member. However, the ultimate responsibility for the fiscal soundness of a department rests with the DDDHC.