

FY FYE Balances – Commitment Planning Instructions

This guide outlines the step-by-step process for preparing fiscal year end (FYE) commitment entries related to state funded indexes. The focus is managing current balances, planning outgoing transfers at fiscal year-end, and accounting for incoming funds in future fiscal years. All planned transfers to the Board of Regents (BOR) reserves must include a clear plan for use, preferably within the upcoming biennium.

Commitments Deadline: Early June

Preliminary Review

1. Begin by reviewing the FYE Monitor to assess current balances, ensuring review of encumbrances and accounting for any pending contributions or expenses.
2. Review and confirm approval of plans from your decision-maker.

Entry for FYXX FYE Projected Balances

1. Navigate to the Commitment Planning module by clicking on the logo in the upper right-hand corner of the MSU Budget landing page.
(<https://montanasu.axiom.cloud/he/>) and select “Commitment Planning” from the drop-down menu.
2. Click “Create New Commitment” on the upper right-hand side of the page.
3. Use the following criteria for the commitment:
 - a. Name: FYXX (current fiscal year) FYE Balance – *Unit Name*
 - i. If multiple units are involved, separate them with a slash (e.g. Dept A / Dept B).
 - ii. When possible, consolidate at a higher level (i.e. college).
 - b. Requesting Org: Click on the drop down and choose a roll-up org for the unit/college. (i.e. 417000 - JJCBE or 412000 - Agriculture).
 - c. Commitment Type: Tick the check box by “Other”, then click the drop down and choose “Year End”.
 - d. Click “Create Commitment”.

New Commitment X

Populate the fields below to create a new commitment for fiscal year 2025

Name: (100 character max.)

Requesting Org:

Commitment Type:

Personnel

Capital

Other

Technology

4. Utilize the “Description” field on the Overview tab to clearly describe how funds will be allocation at year-end. Include specifics such as:
 - a. Project Plant Fund
 - b. Replacement & Repair (R&R) Plant Funds
 - c. BOR GTA Stipend Reserve
 - d. BOR Scholarship Reserve
 - e. BOR Revolving Reserve
 - f. BOR Retirement Reserve
 - g. Institutional Return

FY25 FYE Balance - Provost

OVERVIEW | OTHER | SUMMARY

Commitment Information

| | | |
|----------------|---|---|
| Name: | <input type="text" value="FY25 FYE Balance - Provost"/> | Commitment Type(s): |
| Commitment ID | 228 | Personnel <input type="checkbox"/> |
| Status | <input type="text" value="In Progress"/> | Capital <input type="checkbox"/> |
| Start Date | <input type="text" value=""/> | Year End <input checked="" type="checkbox"/> |
| Created By | Brittany Thompson | Technology <input type="checkbox"/> |
| Created Date | 5/6/2025 | Commitment Categories: |
| Requester | <input type="text" value="Enter Requester"/> | Funding <input type="text" value="Not"/> |
| Requesting Org | 419000 | Strategic Goal <input type="text" value="Not"/> |
| | | Priority <input type="text" value="Not"/> |

Description:

Discussion

5. On the Other tab, select “Other Expenses” from the “Select Cost” drop down, adding a separate detail line for each intended transfer.
 - a. Transaction Type: Select “Journal Voucher”.
 - b. From Index: Use an index with a central support function (i.e. your executive/dean level reserve).
 - c. From ACCT: Select “68801”.
 - d. Remaining fields can be left blank.
 - e. Input the transfer amount in Plan 20XX column.
 - i. If the amount is anticipated to fluctuate depending on final balance, enter the projected amount, and input “Balancing line” in the Comments field on the far-left side of the page.

FY25 FYE Balance - Unit Name

OVERVIEW CAPITAL OTHER SUMMARY

Please enter the Other information for the commitment

Type Year End

Description Enter Description

Please enter the Other costs for the commitment

| Expenses | Transaction Type | From | | To | | Rollover | Base | Plan 2025 |
|----------------------------|------------------|--------|-------|-------------|------------|--------------------------|--------------------------|-----------|
| | | Index | ACCT | Index | ACCT | | | |
| Other Expenses | Cost Added | | | | | | | |
| Other Expenses Costs | | | | | | | | \$14,000 |
| R&R Plant Fund - Computers | Journal Voucher | 4A1010 | 68801 | Select I... | Select ... | <input type="checkbox"/> | <input type="checkbox"/> | 10,000 |
| BOR GTA Stipend Reserve | Journal Voucher | 4A6700 | 68801 | Select I... | Select ... | <input type="checkbox"/> | <input type="checkbox"/> | 4,000 |
| Institutional Return | Journal Voucher | 4A1010 | 68801 | Select I... | Select ... | <input type="checkbox"/> | <input type="checkbox"/> | 0 |
| + Add Detail | | | | | | | | |
| Total Expenses | | | | | | | | \$14,000 |

Entry for BOR Reserve Usage Plan

1. Create a new commitment using the criteria below. For every outgoing transfer to the BOR reserves, a corresponding plan for fund utilization must be provided.
 - a. Click “Create New Commitment” on the upper right-hand side of the page.
 - b. Name: FYXX (upcoming fiscal year) BOR Reserve Plan – *Unit Name*
 - i. If multiple units are involved, separate them with a slash (e.g. Dept A / Dept B).
 - ii. When possible, consolidate at a higher level (e.g. college)
 - c. Requesting Org: Type in the unit’s org in the window (utilizing a roll-up org where applicable).
 - d. Commitment Type: Click the check box that best aligns with the intended use of funds.
 - e. Click “Create Commitment”.

New Commitment
✕

Populate the fields below to create a new commitment for fiscal year 2025

Name: (100 character max.)

Requesting Org:

Commitment Type:

Personnel
 Capital
 Other
 Technology

2. Utilize the “Description” field on the Overview tab to clearly describe how reserved funds will be used.
3. On each category tab, add the necessary line items in the appropriate subsection.
 - a. Transaction Type: Select “Not Applicable”
 - b. Click “Add Detail” and note the BoR reserve and the planned usage
 - i. BOR GTA Stipend Reserve
 - ii. BOR Scholarship Reserve
 - iii. BOR Revolving Reserve
 - iv. BOR Retirement Reserve
 - c. To Index: Select the correct index receiving the funds (must be state funded index)
 - d. To ACCT: Choose an appropriate account
 - i. BOR GTA Stipend Reserve: 61126 & 61126A
 - ii. BOR Scholarships Reserve: 62828 - Scholarships & Fellowships
 - iii. BOR Revolving Reserve: Account in best alignment with planned overage
 - iv. BOR Retirement Reserve: 61134 – Termination Pay - Vacation
 - e. Remaining criteria fields can be left blank.
 - f. Input projected amount in appropriate FY column.

FY26 BOR Reserve Plan - Unit Name

| | | |
|----------|-------|---------|
| OVERVIEW | OTHER | SUMMARY |
|----------|-------|---------|

Please enter the Other information for the commitment

Type Other Operating

Description

Please enter the Other costs for the commitment

| Expenses | Transaction Type | From | | To | | Rollover | Base | | | Plan 2025 | Plan 2026 | Plan 2027 |
|---------------------------------------|----------------------------|-------------|------------|--------|-------------|--------------------------|--------------------------|--------------------------|--------------------------|------------------|-----------------|-----------------|
| | | Index | ACCT | Index | ACCT | | | | | | | |
| Other Expenses | + Add Cost | | | | | | | | | | | |
| ▼ Travel Costs | | | | | | | | | | \$110,000 | \$75,000 | \$75,000 |
| BOR Retirement Reserve - Dean Retirer | Budget Adjustment | Select I... | Select ... | 417001 | 61134 - ... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35,000 | 0 | 0 |
| BOR Scholarship Reserve - Retention S | Budget Adjustment | Select I... | Select ... | 417100 | 62828 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 75,000 | 75,000 | 75,000 |
| + Add Detail | | | | | | | | | | | | |
| Total Expenses | | | | | | | | | | \$110,000 | \$75,000 | \$75,000 |