



**STANFORD UNIVERSITY
SCHOOL OF HUMANITIES & SCIENCES
OFFICE OF THE DEAN**

MEMORANDUM

To: Department and Program Administrators

FROM: James Henry

SUBJECT: H&S Budget System Replacement + Calendar

DATE: May 26, 2015

I'm writing with updates on the upcoming FY 2015/16 budget development cycle.

At the March 24th H&S Business meeting, we discussed with you our project to replace the Excel budget template that's been used for many years. This project is nearing completion and the new system will be rolled out for the upcoming budget cycle. The software and developers used for GFPS (the grad aid budgeting system) have also been used for the new budgeting system, so it has much of the same look and feel, and high level of functionality. Our strategy has been to make the new system very similar to the Excel workbook so that the user experience would be much like that of previous years.

What's Next?

- Go-live: the system will be available to users on June 23rd
- Training: is required; dates and details are below. If you have conflicts with these dates, please contact your Finance liaison.
- Budget Completion: final budgets are due to Finance on July 17th

System Training

Training will consist of two sessions, with each session offered multiple times. We'll send details on exact times and how to sign up early next week.

- Session 1: focuses on system navigation & setup, budgeting PTAs and the budget summary page
 - Monday 06/22 afternoon
 - Tuesday 06/23 morning
 - Monday 06/29 morning
 - Session 2: focuses on funding sources and staff salary budgeting
 - Monday 06/29 afternoon
 - Tuesday 06/30 morning
 - Monday 07/06 afternoon
- *Note: Staff salary information is typically included when budget templates are sent to departments (June 23rd). This year's staff salary-setting process is running late and salaries will be added to the new budgeting system on June 29th.*

Budgeting Support

In addition to the June/July training sessions, additional support for budgeting and using the new system will be provided:

- User guides: containing high-level guidance and step-by-step instructions
- Weekly open labs: schedule will be announced in the next two weeks
- One-on-one sessions with your Finance liaison: schedule these directly with liaisons

The Finance team is excited about the new system. We think you're going to like the additional functionality and integration of staff salary-setting and funding sources. Please let us know if you have questions about the new system.

Thanks

Jim