UNIVERSITY SYSTEM OF GEORGIA

Information Technology Services

Fiscal Year 2018 Budget Prep

User's Guide

Georgia*FIRST*

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Fiscal Year 2018 Budget Prep User Guide

This User Guide is designed to provide an overview of the Budget Prep Process, as well as detailed business processes for completing each task. This guide details tasks performed in the HR/Payroll application, as well as the PeopleSoft Financials system.

Topics in the guide include:

- Budget Prep Process Flow
- Overview of Georgia*FIRST* budget structure
- How to update Budget Prep Parameters
- Preparing Data from EV5
- Loading Data into the Budget Prep Module
- Performing Mass Updates in PSFIN
- Budget Creation and Online Updates
- Fringe Benefit Estimates
- Creating a Complete Budget
- Exporting Data Back to ADP and PSFIN
- Validating Export of Data Back to ADP

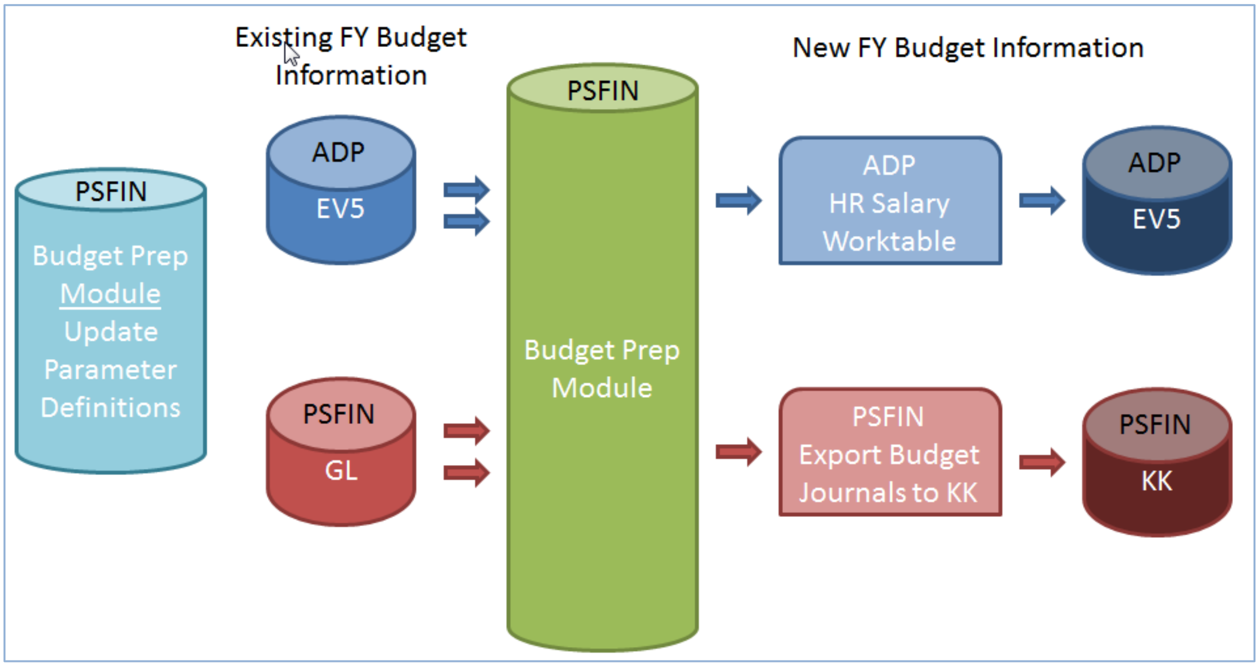
Lesson 1: Introduction to Budget Prep

Each year, the University System of Georgia (USG) institutions complete the development of their proposed budgets for the upcoming fiscal year. This process includes the budgeting of personal services, fringe benefits, and non-personal services. The process should conclude with the reconciliation of the budget to the final allocation by the Regents and the preparation of summary schedules identified by the Regents. This reconciliation process should utilize queries and reports in the financial system.

The Budget Prep Module is used to develop this budget by extracting all budget-related information from the PeopleSoft Financials module. It then loads Personal Services information from the HR/Payroll application data file (epoh009_xxx.txt). Within the Budget Prep Module itself, users can manipulate the data. When they have finished, Budget Prep exports the new budget information back to the HR/Payroll Application and PeopleSoft Financials (PSFIN).

In this lesson, we are going to review the entire Budget Prep Process Flow, as well as the Georgia*FIRST* budget structure.

Lesson 1.1: Overview of the Budget Prep Process Flow



This graphic illustrates how the Budget Prep Module in PSFIN takes the existing Fiscal Year Budget Information from the HR/Payroll Application and from PSFIN, manipulates it, and then exports the new Fiscal Year Budget back to HR/Payroll and PSFIN.

First, before any information is loaded into the Budget Prep module, you must update the Parameter Definitions in the module. This includes updating:

- Budget Prep Year/Hour Parameters
- Pay Group Raise Effective Date Parameters
- Reason Codes and Descriptions
- Fringe Accounts

Please note: For more information on the Budget Prep Parameter Definitions, see Lesson 2.

Once all Parameter Definitions have been updated, the next step involves preparing the data that will be loaded into the Budget Prep Module from HR/Payroll. This includes generating and verifying the EPOH009 Outbound data file that will be loaded into Budget Prep. In addition, there are nightly feeds from EV5 to PSFIN that include Department, Job Code, and Position Data. These automated nightly feeds are primarily used to provide Department, Jobcode and Position description information used in the Budget Prep module. These nightly feeds do not require any action by the institutions.

After the payroll data has been verified, you can run the HR/Payroll BP Process in the Budget Prep Module. Budget Prep loads the Job Data, Position Data, Department Budget Data, and Account Code Data that is effective on July 1st of the new budget year from HR/Payroll via that epoh009.txt file, which populates the Personal Services records in Budget Prep. At this point, institutions' HR/Payroll and Budget personnel will need to choose the best method of handling HR/Payroll changes from the point of extraction until Budget export back to the HR/Payroll application since the export back to the HR/Payroll application may overwrite existing changes made by HR/payroll personnel.

For fulltime, benefited employees in a single incumbent position, Budget Prep loads the demographic information, job data information, health benefit information, and retirement information. This data is grouped in the data file as:

- **Demographic Information**: Represented by the "D" row in the file and contains the following:
  - Position Number, Employee ID, Effective Date, Dept ID, Job Code, Pay Group, Annual Rate, Position Budget, etc.
- **Job Earnings Distribution Information**: Represented by the "J" row in the file and contains the following:
  - Position Number, Employee ID, Earnings Distribution Type, Effective Date, Earnings Code, Job Earnings Percentage, Comp Rate, Account, etc.
- **Retirement Information**: Represented by the "R" row in the file and contains the following:
  - Position Number, Employee ID, Effective Date, Retirement Benefit Plan, Retirement Benefit Type, Descriptions, etc.
- **Health Benefit Information**: Represented by the "H" row in the file and contains the following:
  - Position Number, Employee ID, Effective Date, Health Benefit Plan, Health Benefit Type, Descriptions, etc.

For Part Time, Vacant, or Lump-Sum positions, Budget Prep loads the demographic and job data information. This information is grouped in the data file as:

- **Demographic Information**: Represented by the "D" row in the file and contains the following:
  - Position Number, Employee ID, Effective Date, Dept ID, Job Code, Pay Group, Annual Rate, Position Budget, etc.
- **Job Earnings Distribution Information**: Represented by the "J" row in the file and contains the following:
  - Position Number, Employee ID, Earnings Distribution Type, Effective Date, Earnings Code, Job Earnings Percentage, Comp Rate, Account, etc.

The next step involves loading non-personal services data from PeopleSoft GL Budget tables through the Financials Extract. Budget Prep extracts Revenue Estimates, Non-Personal Services Appropriation and Organization Budgets, and Non-Personal Services Grant Budgets. The amounts are calculated as the Original Budget +/- any permanent changes. Other one-time or temporary changes are not included.

Once the initial financial extract and HR/Payroll Application data file load have been run, a REFERENCE budget version is created in the Budget Prep Module. From the REFERENCE version, you can create "planning" versions of the budget, with which you can perform mass updates, also known as "what-if" analysis. Once you are done with your "what-if" analysis, you create a CURRENT version of your budget. With your CURRENT budget version, you can update the Personal Services Budgets, Non-Personal Services Budgets, Revenue Estimate Budgets, and Grants Budgets.

After these online updates are made to the CURRENT budget version, you can generate the fringe benefit estimates and update them online if necessary. (NOTE: Fringe Benefits can be run on any version of the budget but is typically run on the CURRENT version.)

After you have finished making updates, your next step is to run the "Build Financials" process in the Budget Prep Module. The budget information can then be analyzed and balanced through the use of various inquiries and reports. Institutions have the option to create a test file that can be loaded back to the HR/payroll application staging table in REPORT MODE ONLY to be sure there are no errors produced in the EV5/ADP application using the output reports in EV5/ADP. During this time, before the budget is approved by the System Office, you may enter adjustments into Budget Prep in Financials correcting any errors that may exist. You may repeat this process of creating a test file and uploading in EV5 in REPORT MODE until all errors are corrected. Remember to upload to the test file in REPORT MODE ONLY and make changes to Budget Prep BEFORE the System Office approves the budget and be sure you maintain a balanced budget.

Once your budget is submitted to the System Office, no more changes should be made in Budget Prep. When you receive word from the University System Office that your budget has been approved, you can create the final export file for HR/Payroll to EV5/ADP and complete the export to Financials. The final data file is created during the export process for HR/Payroll, (BORBU8F2) and budget journals are created for Personal, Non Personal, Revenue, and Project/Grant Budgets during the Financials Export (BORBUEXP) that will be posted through Commitment Control.

All salary changes for specific employees result in new job data rows in the HR/Payroll Application. Any changes to vacant positions, lump-sum positions, etc., result in updated Position Data budget values. In addition, Budget Prep automatically creates Department Budget tables for the new Budget Reference. And changes to funding associated with a position result in new rows in the Department Budget Table pages specific to that position.

On the PSFIN side, Budget Prep exports budget journals to Commitment Control to create the budgets for the new year. All budgets, including Personal Services and fringe benefit estimates will be loaded into the General Ledger. Budgets created in Budget Prep become the Commitment Control budgets. Keep in mind that Actuals Ledger transactions are maintained separately from Commitment Control budget data.

The following budgets created in Budget Prep become Commitment Control Budgets/Ledgers:

- Appropriation
- Organization
- Project/Grant
- Revenue Estimate

This manual will cover each of these areas in depth.

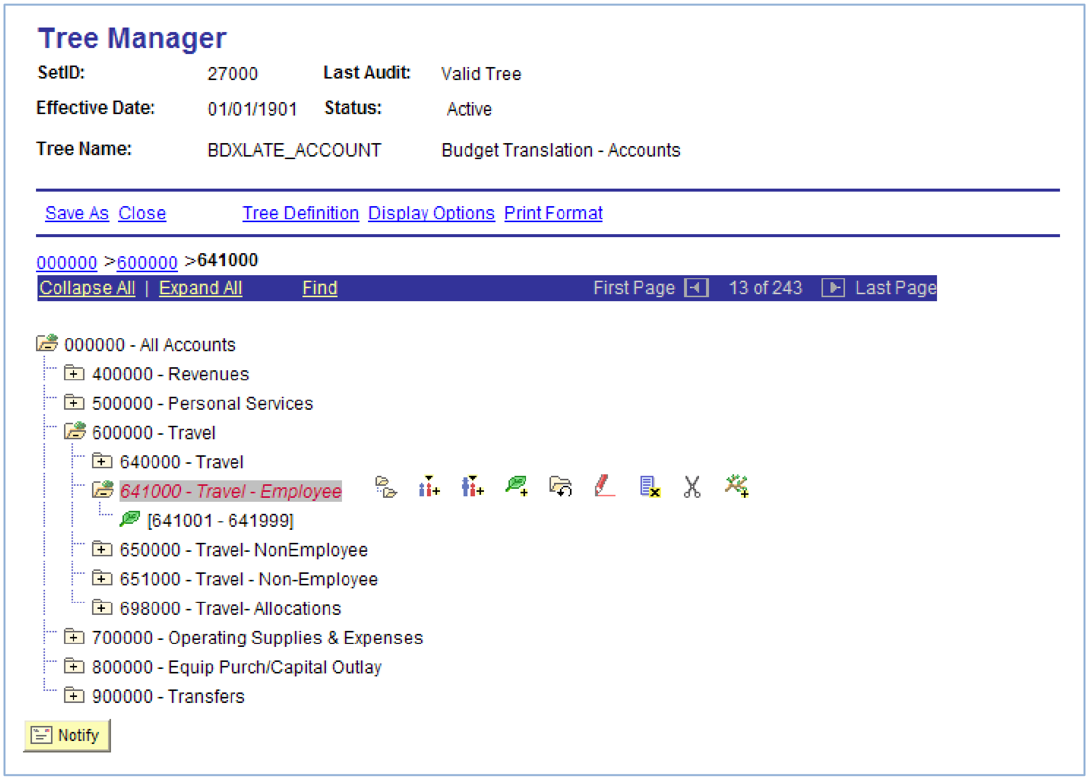
Lesson 1.2: Georgia*FIRST* Budget Structure Overview

In order to better understand how to prepare your budget for the upcoming fiscal year, it is necessary to have a good understanding of the Georgia*FIRST* budget structure. This lesson details what Commitment Control is, how accounts are set up, and what the different budgets are. PeopleSoft Financials' Commitment Control Module monitors budgetary expenditures and revenue accumulation within the General Ledger, Expenses, Purchasing, Accounts Payable, and Accounts Receivable modules.

On the expenditures side, the Commitment Control (KK) module can track and control Pre-Encumbrance, Encumbrance, and Expenditure activities. On the revenue side, the Commitment Control module tracks realized and collected revenue against revenue estimates. In addition, special budgets can be created for sponsored Grants or projects. Projects may include internal funding initiatives or projects such as PPV's.

When you have financial obligations (such as a pre-encumbrance from a requisition, an encumbrance from a purchase order, or an actual expenditure from a voucher), you use the Budget Processor to check against the control budgets to ensure that sufficient budget amounts exist. The transactions that do not have sufficient budget amounts become exceptions. The exceptions may be errors or warnings. The type of control budget that the transaction is checked against determines whether insufficient or non-existent funds result in an error or warning. The system does not permit a transaction with the status of error to continue. The system does permit a transaction with the status of warning to continue, but it sends a notification of the warning to select users.

ACCOUNT TREES
For account values, Commitment Control relies on hierarchical structures called "Trees" to determine how budget lines are set up and where accounting transactions should look for funds. The ChartFields coded on an accounting transaction will not look identical to the budget line that the transaction references because budgets are created and maintained at a higher level than transactions. These "levels" and their definitions are recorded in the **Account Budget Translation Tree**.



All budgetary accounts (those that begin with a 4, 5, 6, 7, or 8) must appear on this tree. The value found at the highest level of the tree (All Accounts) is 000000, which is used for validation purposes.

The next level is the Appropriation Level. These are the accounts at the 400000, 500000, 600000, 700000, and 800000 levels. All expenditure budgets will require lines at this level for Appropriation Budgets.

The next level down is the Summary Accounts. Accounts at this level are used on Revenue Estimate, Project, and Organizational Budgets. All other detail accounts (those where accounting transactions are posted), fall at the lowest level, or "node", on the tree where the leaf icon appears.

BUDGET TYPES

The Georgia*FIRST* Financials model supports the following types of budgets:

1. Appropriation Ledger Group (APPROP)
    - This is the highest level of budgeting. The Fund Code, Department, Program, Class, Project (optional), and Budget Year are entered at the detail level. The Account is entered at the Appropriation level (500000, 600000, 700000, 800000, and 900000).
    - At this level, you establish budgets for money authorized for expenditures for a specific purpose during a specific period of time (i.e., budget for all travel during fiscal year).

- Institutions “control” spending in this budget. If a budget or spending authority does not exist in the Appropriations budget, financials transactions will not pass budget checking and will not be processed.
- The Appropriation Budget is the parent of the Organization Budget.
- Commitment Control is configured to allow Personal Services transactions (500000) to pass budget checking even if there is insufficient spending authority.
- Since the Appropriation Ledger Group is controlled, budgets must exist (even if the amount is zero) for any ChartField combination an institution desires to charge.

2. Organization Budgets Ledger Group (ORG)
    - Often called a departmental budget, the ORG budget is used to break Appropriation budgets into “operating” budgets at a lower level of detail.
    - Note: The Georgia*FIRST* Financials community has decided on different standards for Personal Services budgets vs. Non-Personal Services Organizational budgets. Organizational Budgets will be established for Personal Services accounts, or all accounts that begin with “5”. Organizational Budgets can also be created for Non-Personal Services accounts, such as Travel (6XXXXX), Supplies (7XXXXX), and Equipment (8XXXXX) Accounts if the institution would like to track and/or control expenditures at a lower level. These budgets can be zero dollar budgets if desired.
    - The Fund Code, Department, Program, Class, Project (optional), and Budget Year are entered at the Detail level, in addition to the Summary Account.
    - Organization Budgets “track” spending. If budget or spending authority does not exist, the transaction will be processed and a warning message will be logged in the Commitment Control Exception tables.
    - Organization Budgets are the children of the Appropriations Budget.
    - The Organization Budget cannot exceed the Appropriation Budget for the same ChartField combination.

3. Master Grant Expense Ledger Group (PRMST_EXP)
    - The Grant Expense Master Budget is a cumulative budget, which can cross fiscal year and budget year boundaries.
    - Only the Project ID field and the Budget Amount are captured in the Master Grant Expense Budget.
    - The Project Grant budget cannot exceed the Project Expense Master Budget.
    - The ChartField definition and corresponding synchronization process determine whether a grant is “controlled” or “tracked” in the Master Grant Expense Budget.
    - Cumulative budgets for grants are not updated or interfaced from the Budget Prep module.

4. Grant Expense Ledger Group (PROJ_GRT)
    - The Grant Expense budget is the yearly budget for a grant.
    - The budget is entered at the same level as the Organization Budget with the addition of the project ID ChartField.

- The ChartField definition and corresponding synchronization process determine whether a grant is "controlled" or "tracked" when budget checked.
- The Grant Expense budget is the child of the Master Grant Expense Expense Budget.

5. Revenue Estimate Ledger Group (REVEST)
    - In this budget, you track revenues recognized and cash collected against estimated revenues.
    - The Fund Code, Department, Program, Class, Project/Grant (optional), and Budget Year are entered at the detail level in addition to the Summary Account.
    - Revenue Budgets are always set to "track".
    - The Georgia*FIRST* model makes no distinction between recognized and collected revenue.

6. Master Grant Revenue Ledger Group (PRMST_REV)
    - The Master Grant Revenue budget is a cumulative project budget. Master Grant Revenue Budgets can cross fiscal year and budget year boundaries.
    - Tracked revenues include recognized collected against estimated revenues.
    - Only the Project ID field and the Budget Amount are captured in the Master Grant Revenue Budget.
    - The Master Grant Revenue Budget is a sibling of the Master Grant Expense Budget.
    - Revenue budgets are always set to "track".

7. Detail Ledger Group (DETAIL)
    - The Detail Ledger Group contains all revenue and expenditure transactions.
    - No budget is entered here as DETAIL is only used for reporting.
    - In this Ledger Group, the system captures all ChartField values at the level they were entered.

APPROPRIATION AND ORGANIZATION LEDGER GROUP
Expenditures require two kinds of budgets: Appropriation Budgets and Organization Budgets.

For Personal Services Budgets, detailed "target" amounts will be included for Organizational Budgets. In this example, an Organizational Budget of $0 will be established for the non-Personal Services budgets. Institutions may also opt to establish detailed amounts for the organizational budgets.

This table shows a summarized $1 million sample budget for one entire department:

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
APPROP	APPROP_BD	10000	1001000	11100	11000	2016	500000		Personal Services	870,000
ORG	ORG_BD	10000	1001000	11100	11000	2016	511000		Salaries – Regular Faculty	600,000
ORG	ORG_BD	10000	1001000	11100	11000	2016	512000		Salaries – Part Time Faculty	100,000
ORG	ORG_BD	10000	1001000	11100	11000	2016	521000		Salaries – Prof/Admin	70,000
ORG	ORG_BD	10000	1001000	11100	11000	2016	522000		Salaries – Staff	40,000
ORG	ORG_BD	10000	1001000	11100	11000	2016	523000		Salaries – Grad Assistants	30,000
ORG	ORG_BD	10000	1001000	11100	11000	2016	524000		Salaries – Student Assistants	30,000
APPROP	APPROP_BD	10000	1001000	11100	11000	2016	600000		Travel	40,000
ORG	ORG_BD	10000	1001000	11100	11000	2016	640000		Travel	-
ORG	ORG_BD	10000	1001000	11100	11000	2016	698000		Travel – Allocations	-
APPROP	APPROP_BD	10000	1001000	11100	11000	2016	700000		Supplies & Expense	40,000
ORG	ORG_BD	10000	1001000	11100	11000	2016	702000		Purchases for Resale	-
ORG	ORG_BD	10000	1001000	11100	11000	2016	712000		Motor Vehicle Exp	-
ORG	ORG_BD	10000	1001000	11100	11000	2016	714000		Supplies and Materials	-
ORG	ORG_BD	10000	1001000	11100	11000	2016	715000		Repairs and Maintenance	-
ORG	ORG_BD	10000	1001000	11100	11000	2016	717000		Utilities	-
ORG	ORG_BD	10000	1001000	11100	11000	2016	748000		Property Management	-
APPROP	APPROP_BD	10000	1001000	11100	11000	2016	800000		Equipment/ Capital Outlay	50,000
ORG	ORG_BD	10000	1001000	11100	11000	2016	802000		Lease/ Purchase of Equipment	-
ORG	ORG_BD	10000	1001000	11100	11000	2016	812000		Motor Vehicle Purchase	-

	1,000,000	

The Appropriation Budgets are the default "control" budget lines. Funds must be available at the APPROP budget level in order for a transaction to pass budget checking. The Organization Budgets, denoted by the ORG lines, are established for tracking only on the 5XXXXX accounts. The $0 lines for the Non-Personal Services accounts exist as targets only. Actual amounts will be posted against these budgets, but the system will check for funds only at the higher Appropriation level.
The remaining examples in this section break down a departmental budget above into two components: Personal Services and Non-Personal Services. For Personal Services, Appropriation Budgets occur at a higher level than Organizational Budgets. This means that Appropriation Budgets should always equal the sum of the Organizational Budgets below them. Remember, Commitment

Control will never stop expenditures for Personal Services accounts unless there is no budget defined.

Beginning with the 2016 budget year, Projects can be budgeted in the APPROP, ORG, and REVEST ledgers.

Please note: A zero-dollar budget is considered a valid budget. If a transaction fails budget checking against the Appropriations Budget with a “No Budget Exists” error, the corrective action is to add a $0 budget row.

Personal Services:

The table below shows a sample Personal Services budget for Department 1306000, which can only spend Personal Services money in three areas: Regular Faculty, Part-Time Faculty, and Professional/Administrative Salaries.

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
APPROP	APPROP_BD	10000	1306000	11100	11000	2016	500000		Personal Services	10,000
ORG	ORG_BD	10000	1306000	11100	11000	2016	511000		Salaries – Regular Faculty	6,000
ORG	ORG_BD	10000	1306000	11100	11000	2016	512000		Salaries – Part-Time Faculty	2,000
ORG	ORG_BD	10000	1306000	11100	11000	2016	521000		Salaries – Prof/ Admin	2,000

For the Appropriation, note the required fields or budget keys. The Program field is used with Appropriation Budgets and with Organization Budgets. On expenditure transactions, all fields are required (with the possible exception of Project). Also note that the Organization Budget total equals the Appropriation Budget of $10,000. The sum of Organization Budgets cannot exceed Appropriation Budgets.

Personal Services Transaction Example:

As an example, let’s look at a transaction against the Personal Services budgets above: a journal for $900 in Regular Faculty Salaries is recorded in PSFIN – GL from the ADP Salary Interface.

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
APPROP	APPROP_BD	10000	1306000	11100	11000	2016	500000		Personal Services	10,000
ORG	ORG_BD	10000	1306000	11100	11000	2016	511000		Salaries – Regular Faculty	6,000

ORG	ORG_BD	10000	1306000	11100	11000	2016	512000		Salaries – Part-Time Faculty	2,000
ORG	ORG_BD	10000	1306000	11100	11000	2016	521000		Salaries – Prof/ Admin	2,000

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
ACTUALS		10000	1306000	11100	11000	2016	511000		Salaries – Regular Faculty	900

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
APPROP	APPROP_BD	10000	1306000	11100	11000	2016	500000		Personal Services	10,000
APPROP	APPROP_EX	10000	1306000	11100	11000	2016	500000		Personal Services	(900)
ORG	ORG_BD	10000	1306000	11100	11000	2016	511000		Salaries – Regular Faculty	6,000
ORG	ORG_EX	10000	1306000	11100	11000	2016	511000		Salaries – Regular Faculty	(900)
ORG	ORG_BD	10000	1306000	11100	11000	2016	512000		Salaries – PT Faculty	2,000
ORG	ORG_BD	10000	1306000	11100	11000	2016	521000		Salaries – Prof/ Admin	2,000

Notice in the example above that the journal (B) added $900 of expense to our budget lines and reduced our spending authority in both the Appropriation and the Organization Budgets by $900 (C).

Please note: A separate process will be executed at a later time to update projected encumbrances for Personal Services budgets. The Encumbrance Projection process will project annualized expenditures in the Personal Services area and identify Department/Account combinations that may exceed budgeted expenditures.

<u>Non-Personal Services:</u>
Non-Personal Services budgets are not required to feature target budget amounts for Organizational Budgets. Let's examine a budget for Non-Personal Services. As shown in the table below, Department 1306000 has $10,000 to spend in their budget for the 700000 Appropriation, or Operating Supplies and Materials.

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
APPROP	APPROP_BD	10000	1306000	11100	11000	2016	700000		Supplies & Expense	10,000

ORG	ORG_BD	10000	1306000	11100	11000	2016	714000		Supplies and Materials	-
ORG	ORG_BD	10000	1306000	11100	11000	2016	715000		Repairs and Maintenance	-
ORG	ORG_BD	10000	1306000	11100	11000	2016	717000		Utilities	-

Non-Personal Services Transaction Example:

Let’s examine two transactions against our 714xxx budget: a journal for $100 and a Purchase Order (PO) for $1000.

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
APPROP	APPROP_BD	10000	1306000	11100	11000	2016	700000		Supplies & Expense	10,000
ORG	ORG_BD	10000	1306000	11100	11000	2016	714000		Supplies and Materials	-

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
ACTUALS		10000	1306000	11100	11000	2016	714120		Paper – Copier/Laser Printer	100

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
APPROP	APPROP_BD	10000	1306000	11100	11000	2016	700000		Supplies & Expense	10,000
APPROP	APPROP_EX	10000	1306000	11100	11000	2016	700000		Supplies & Expense	(100)
ORG	ORG_BD	10000	1306000	11100	11000	2016	714000		Supplies and Materials	
ORG	ORG_EX	10000	1306000	11100	11000	2016	714000		Supplies and Materials	(100)

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
ACTUALS		10000	1306000	11100	11000	2016	714100		General Supplies	1,000

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
APPROP	APPROP_BD	10000	1306000	11100	11000	2016	700000		Supplies & Expense	10,000
APPROP	APPROP_EN	10000	1306000	11100	11000	2016	700000		Supplies & Expense	(1,000)
APPROP	APPROP_EX	10000	1306000	11100	11000	2016	700000		Supplies & Expense	(100)

ORG	ORG_BD	10000	1306000	11100	11000	2016	714000		Supplies and Materials	-
ORG	ORG_EN	10000	1306000	11100	11000	2016	714000		Supplies and Materials	(1,000)
ORG	ORG_EX	10000	1306000	11100	11000	2016	714000		Supplies and Materials	(100)

Note in the transactions above that the journal (B) added $100 of expense to our budget lines and reduced our spending authority in both the Appropriation and Organization Budgets by $100 (C). Likewise, the Purchase Order (D) encumbered funds for $1,000 and reduced our spending authority by $1,000 (E). The Organization Budgets now show that they are "overspent" at the 714000 level. This is a consequence of setting up $0 budgets at this level and choosing to manage and track funds only at the 700000 level.

The Georgia*FIRST* model of Commitment Control always looks for available funds at the Appropriation Budget level. The default setup for Georgia*FIRST* Model allows transactions to "pass" Organizational Budgets if funds are not available at the ORG level. This is achieved by selecting the "Track w/o Budget" option in the Budget Definition Control Options.

REVENUE ESTIMATE LEDGER GROUP

Revenue Estimate Budgets track revenues recognized and cash collected against estimated revenues. For a revenue transaction to be successful, a Revenue Estimate Budget must exist with the proper ChartField distribution values. Revenue Estimate Budgets exist at only one level above the actual transactions, while Expenditure Budgets have two levels for better reporting and ease of administration.

Why budget check revenues at all? Commitment Control ensures that revenues are posted to desired accounting distributions and that actual transaction values are updated against expected (budgeted) values. The "Track w/o Budget" option ensures that institutions will still be able to collect revenues that exceed their estimated (budgeted) amounts. Institutions will also be able to receive revenue on ChartField distributions not estimated.

Revenue Estimate Budgets can exist for your entire institution in the case of General Tuition and Fees (Department 0000000), or they can be booked to a specific department, as in the case of Departmental Sales & Services, Auxiliary Enterprises (where departmental revenues need to match expenses), or Other Educational Sales & Services.

Revenue Estimate Examples:

Let's look at the following examples and note the required fields, or budget keys.

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
REVEST	REVEST_BD	10000	0000000	00000	11981	2016	401000		Matriculation	10,000

REVEST	REVEST_BD	10000	0000000	00000	11983	2016	401000		Matriculation	10,000

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
REVEST	REVEST_BD	10000	1100000	00000	11000	2016	449000		Other Educations Sales and Services	10,000
REVEST	REVEST_BD	10000	1200000	00000	11000	2016	449000		Other Educations Sales and Services	10,000

Note: Profit and Loss Statements at the institution level must be keyed by Program Code, which is standardized for system-level reporting, but can be keyed by Department ID also.

Transactions have account numbers at detail levels, below the Summary Account level used for Revenue Estimate Budgets.

Revenue Estimate Transaction Example:
The following example shows the impact of a journal when an operator records a $100 cash payment for tuition revenue.

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
REVEST	REVEST_BD	10000	0000000	00000	11000	2016	401000			10,000

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
ACTUALS		10000	0000000	00000	11000	2016	401100			(100)

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Proj	Description	Amount
REVEST	REVEST_BD	10000	0000000	00000	11000	2016	401000			10,000
REVEST	REVEST_CO	10000	0000000	00000	11000	2016	401000			(100)
REVEST	REVEST_RC	10000	0000000	00000	11000	2016	401000			(100)

Since we did a journal and recorded the receipt of cash (B), we updated both the Recognized and the Collected buckets, showing that we have Unrecognized revenue of $9,900 after this transaction (C).

Note: The Georgia*FIRST* model does not differentiate between Recognized and Collected revenue since the open receivables are tracked outside of PeopleSoft. All interfaces and online journal entries have been set to populate recognized and collected revenue balances at the time budget checking is done.

MASTER GRANT EXPENSE and GRANT EXPENSE LEDGER GROUPS

The Georgia*FIRST* Financials model provides support for projects and for grants. Projects are defined as internal initiatives that must be funded out of regular operating budgets or PPV or other State projects that will be tracked through Unexpended Plant Funds. Grants are sponsored initiatives that are funded by third parties, e.g., the Federal Government, Private Corporations, etc.

PeopleSoft Financials supports separate budget lines for sponsored initiatives called Grant budgets. In the Georgia*FIRST* model, sponsored initiatives are referred to as Grants and other initiatives are referred to as Projects. Projects are not required to have separate budget lines, although the system does support the functionality. Grants do require a project-based budget, since Fund 20000 is not controlled by Appropriation or Organization Budgets.
Note: The funds for project expenditures typically come out of normal Appropriation and Organization Budgets.

The Master Grant Expense and the Grant Expense Budgets have a parent/child relationship with one another. PeopleSoft 9.2 allows both ledgers to be populated when a budget journal is entered to the Grant Expense budget. When a Grant Expense Budget is entered into Commitment Control with the “Generate Parent” flag enabled, the PROJ_GRT and PRMST_EXP budgets are populated simultaneously.

Grant Transaction Example:
For example, a two-year Grant to study automobile safety-*++++++* an overall grant budget of $30,000. The Grant Manager must create valid budget lines for each fiscal year in the total grant life. Let’s assume the sponsor gives us money to cover only salaries for part-time faculty and office supplies. We’ll create Grant Expense Budgets for the first year of the grant.

A – Budgets Before Transaction										
Ledger Group	**Ledger**	**Fund**	**Dept**	**Program**	**Class**	**Budget Ref**	**Account**	**Project**	**Description**	**Amount**
PROJ_GRT	PROJ_GRT_BD	20000	1306000	12100	61000	2016	512000	1002		10,000
PROJ_GRT	PROJ_GRT_BD	20000	1306000	12100	61000	2016	714000	1002		5,000
PROJ_GRT	PROJ_GRT_BD	20000	1306000	12100	61000	2017	512000	1002		10,000
PROJ_GRT	PROJ_GRT_BD	20000	1306000	12100	61000	2017	714000	1002		5,000
PRMST_EX	PRMST_EBD							1002		30,000

B – Transaction 1: A Journal Entry for $1,000 in Salaries and $600 in Office Supplies										
Ledger Group	**Ledger**	**Fund**	**Dept**	**Program**	**Class**	**Budget Ref**	**Account**	**Project**	**Description**	**Amount**
ACTUALS		20000	1306000	12100	61000	2016	512100	1002	Salaries	1,000

ACTUALS		20000	1306000	12100	61000	2016	714100	1002	Office Supplies	600

C– Budgets After Transaction 1										
Ledger Group	**Ledger**	**Fund**	**Dept**	**Program**	**Class**	**Budget Ref**	**Account**	**Project**	**Description**	**Amount**
PROJ_GRT	PROJ_GRT_BD	20000	1306000	12100	61000	2016	512000	1002		10,000
PROJ_GRT	PROJ_GRT_BD	20000	1306000	12100	61000	2016	714000	1002		5,000
PROJ_GRT	PROJ_GRT_BD	20000	1306000	12100	61000	-2017	512000	1002		10,000
PROJ_GRT	PROJ_GRT_BD	20000	1306000	12100	61000	-2017	714000	1002		5,000
PROJ_GRT	PROJ_GRT_EX	20000	1306000	12100	61000	2016	512000	1002		1,000
PROJ_GRT	PROJ_GRT_EX	20000	1306000	12100	61000	2016	714000	1002		600
PRMST_EX	PRMST_EX							1002		1,600

Note: Grant Expense Budgets use the same Account Tree as the other Commitment Control types, with one level of account summarized above the transactions. Also, notice that the budget keys are all ChartFields. Any Grant Expense Budget that you enter must fill each of them.

In this example, the transaction (B) reduced our available spending authority on the grant by a total of $1,600: $1,000 for Part-Time Faculty Salaries and $600 for Office Supplies. Therefore, our new available spending authority is $9,000 for accounts that begin with 512XXX and $4,400 for accounts that begin with 714XXX.

Additionally, the project/grant spanned two budget years with an overall budget of $30,000. Since we booked $1,600 in expenses, the available spending authority on the grant is $28,400.

DETAIL LEDGER GROUP

The Georgia*FIRST* model retains the pre-encumbrance and encumbrance amount information in the ledger group: DETAIL. Unlike the other ledger groups discussed, the Detail ledger group contains all ChartField values at the level they were entered.

The Detail Ledger Group is used for reporting and reconciliation purposes only. No budget is required for the Detail Ledger Group, and Commitment Control should never create budget exceptions as well.

Detail Ledger Group Transaction Example:

For example, a $1,876 voucher for office supplies is being sourced from a purchase order. The $2,000 voucher finalizes all the requirements of the purchase order.

A – Detail Ledger Balances Before the Transaction (Encumbrance from purchase order)

Ledger Group	Ledger	Fund	Dept	Program	Class	Budget Ref	Account	Description	Amount
DETAIL	DETAIL_EN	10000	1306000	11100	11000	2016	714100		2,000

B – Transaction 1: A voucher is sourced from the purchase order. The PO is finalized by the voucher.									
Ledger Group	**Ledger**	**Fund**	**Dept**	**Program**	**Class**	**Budget Ref**	**Account**	**Description**	**Amount**
ACTUALS		10000	1306000	11100	11000	2016	714100		1,876

C – Detail Ledger Balances After the Transaction									
Ledger Group	**Ledger**	**Fund**	**Dept**	**Program**	**Class**	**Budget Ref**	**Account**	**Description**	**Amount**
DETAIL	DETAIL_EN	10000	1306000	11100	11000	2016	714100		-
DETAIL	DETAIL_EX	10000	1306000	11100	11000	2016	714100		1,876

ADDITIONAL BUDGET CONTROL

Budget Attributes

You can use the optional Budget Attributes component to refine budget processing options for a specific business ChartField combination. Attributes that you assign through this component override all attributes specified at a higher level. Conversely, any budget whose attributes you do not configure through the Commitment Control Budget Attributes page inherits its attributes from a higher level.

Budget Attributes can be used to perform the following functions:

- Prevent spending
- Prevent reductions in spending authority
- Allow overspending for a ChartField combination

Budget Reference Expiration

At the end of each fiscal year, the Budget Manager may wish to set the Budget Reference to "Expired". All transactions budget checked against an expired budget will receive a budget error. However, this error can be overridden by authorized users.

Track Versus Control

Setting a Ledger or ChartField combination to "Track" will not prevent a transaction from being processed. A tracking ledger is primarily used for reporting and inquiry purposes.

If a Ledger or ChartField combination is set to "Control", a Budget is required. If a ChartField combination does not have enough spending authority, it will fail budget checking. The only mechanism for allowing the transaction to post is to override the transaction or increase the applicable budget.

This table describes the Georgia*FIRST* Ledger configuration, and whether the Ledger Budgets should be set to "Track" or "Control".

Budget Type	Track vs. Control
Appropriation	Control
Organization	Track
Revenue Estimate	Track
Grant Expense	Track and/or Control, based on ChartField definition
Master Grant Expense	Track and/or Control, based on ChartField definition
Master Grant Revenue	Track
Detail	Track

Commitment Control Security

In order to have the permission to override a budget exception, Commitment Control security has to be granted. This can be accomplished through the Commitment Control Security Center.

You can grant users security to override Budget exceptions by module. In order for security changes to take place, the system must execute a batch process (Request Build) to synchronize security across all the submodules.

Lesson 2: Updating Budget Prep Parameter Definitions

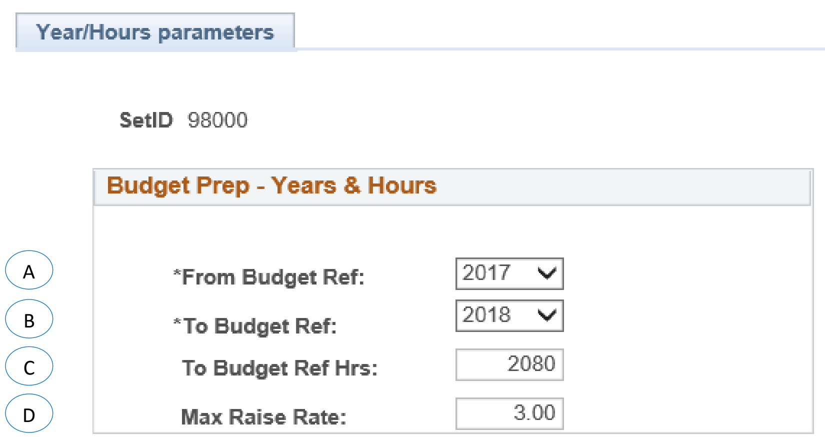
Before doing anything in the Budget Prep Module to start preparing your new budget, you must first update the Budget Prep Parameter Definitions in PeopleSoft Financials. These definitions include:

- Budget Prep Year/Hour Parameters
- Pay Group Raise Effective Date Parameters
- Reason Codes and Descriptions
- Fringe Accounts

Lesson 2.1: Setting Up Budget Prep Year/Hour Parameters

Each Budget Development Cycle, budgets are set up with specific parameters for employee pay calculations and processing. These parameters are entered at the beginning of the Budget Development Cycle and drive the budget calculations and processing throughout the Budget Preparation module. The specific parameters are:

- From Budget Ref
- To Budget Ref
- To Budget Ref Hours
- Max Raise Rate



A. The value for "**From Budget Period**" identifies the budget year from which data will be loaded to become the starting point for the budget being developed. ***For the FY2018 Budget Development Cycle, this value is 2017.***

B. The value for "**To Budget Period**" identifies the year for which this budget is being developed. ***For the FY2018 Budget Development Cycle, this value is 2018.***

C. The "**To Budget Period Hrs**" value is used to calculate the Proposed Budget Amount for hourly positions. It reflects the number of working hours in the "To Budget Period" you specified. ***For the FY2018 Budget Development Cycle, this value is 2080.***

D. The "**Max Raise Rate**" value reflects the maximum raise amount allowed before an error message is generated. Any raises greater than this value will require the user to identify a reason code explaining the raise. ***This value must be greater than zero.***

For complete step-by-step instructions on setting up Budget Prep Year/Hour Parameters, see Business Process BP.010.010, Setting Up Budget Prep Year/Hour Parameters (pages 119 – 121).

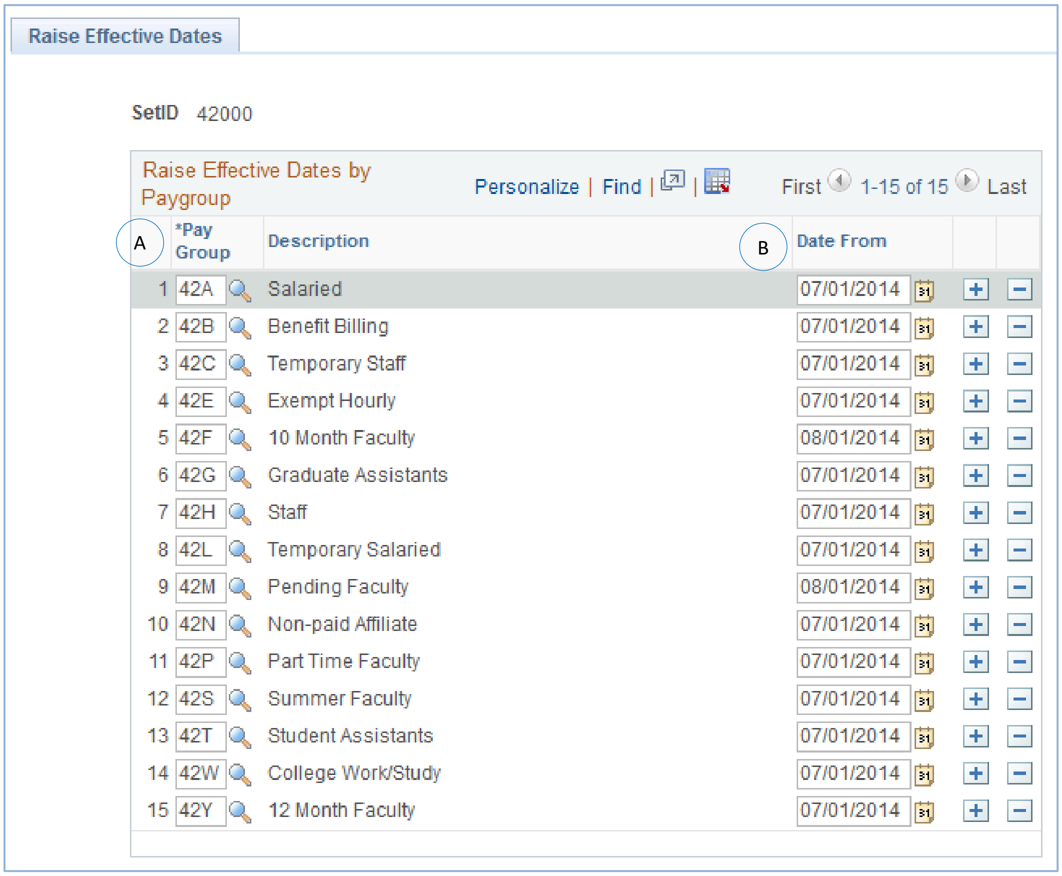
Lesson 2.2: Setting Up Pay Group Raise Effective Date Parameters

The Pay Group Raise Effective Dates determine when a raise will take effect. Similar to other Budget Prep Parameters, Pay Group Raise Effective Dates are entered once per year at the beginning of the Budget Development Cycle. You use this process to enter the Raise Effective Date for each pay group where the majority of employees have a Raise Effective Date other than the beginning of the Budget Year, or July 1. In the event that none of your paygroups will be have raises, it is acceptable, but not required, to delete the rows from this page. Pay Groups not included in this process will have a default Raise Effective Date of 7/1.

The Pay Groups in which the majority of employees' Raise Effective Dates are not 7/1 typically include:

- XXA – Salaried
- XXE – Exempt Hourly
- XXF – 10 Month Faculty
- XXH – Staff
- XXY – 12 Month Faculty
- XXJ – 10 Month Non Exempt
- XXX – 10 Month Non Faculty Exempt

REMINDER: Make sure all paygroups listed are updated before the HR/Payroll extract has been processed. This will require additional steps later if some paygroups were not updated to the current year effective date.



Raise Effective Dates

SetID 42000

Raise Effective Dates by Paygroup   Personalize | Find | First 1-15 of 15 Last

	A *Pay Group	Description	B Date From
1	42A	Salaried	07/01/2014
2	42B	Benefit Billing	07/01/2014
3	42C	Temporary Staff	07/01/2014
4	42E	Exempt Hourly	07/01/2014
5	42F	10 Month Faculty	08/01/2014
6	42G	Graduate Assistants	07/01/2014
7	42H	Staff	07/01/2014
8	42L	Temporary Salaried	07/01/2014
9	42M	Pending Faculty	08/01/2014
10	42N	Non-paid Affiliate	07/01/2014
11	42P	Part Time Faculty	07/01/2014
12	42S	Summer Faculty	07/01/2014
13	42T	Student Assistants	07/01/2014
14	42W	College Work/Study	07/01/2014
15	42Y	12 Month Faculty	07/01/2014

A. When setting the Raise Effective Date, each **pay group** is prefixed with the first two digits of the institution's Business Unit. For example, "43A" is the Salaried Pay Group for Kennesaw State University.

B. When entering a date, use the format **MM/DD/YYYY**.

If you have previously deleted all the rows from this page and wish to enter a Paygroup Raise effective date for a paygroup this year, you will need to "Add a new value" for your Setid.

Please note: Please remember that the pay raise effective dates for each paygroup can be institution specific but must be within the budget year on which you are working. The snapshot above is only an example.

For complete step-by-step instructions on setting up Pay Group Raise Effective Date Parameters, see Business Process BP.010.020, Setting up Pay Group Effective Date Parameters (pages 122 – 125).

Lesson 2.3: Setting up Reason Codes and Descriptions

Reason Codes are used to explain raises that exceed the Maximum Raise Rate that was set earlier in the Budget Prep Year/Hour Parameters. You can define Reason Codes and descriptions for the salary changes that exceed that rate. Once defined, the Reason Codes can be assigned to raises over a specific threshold, and are required for raises greater than the percentage specified in the Budget Prep Year/Hour Parameters. Note that reason codes are used for reporting purposes in Budget Prep and are not linked to the HR/Payroll Application.

Normally, you would define Reason Codes only once. An initial set of Budget Reason Codes has been delivered with the Georgia*FIRST* model. However, you can add additional Reason Codes as needed. The Reason Codes delivered with the Georgia*FIRST* model include:

Customize | Find | First 1-15 of 15 Last

	Reason Codes	Reason Descr
1	A	Above Maximum Allowed: Promotion
2	B	Above Maximum Allowed: Reclassification
3	C	Above Maximum Allowed: Paygrade Adjustment To New Base
4	D	Above Maximum Allowed: Faculty Received Salary Supplement
5	E	Above Maximum Allowed: Justification Letter
6	F	Above Maximum Allowed: Other
7	G	No Increase Given: Appointed April 1, 2004 Or Later
8	H	No Increase Given: Planned Termination
9	I	No Increase Given: Fully Compensated
10	J	No Increase Given: Appointment Renegotiated At Mid Year
11	K	Decrease In Salary: Decrease In Salary Supplement
12	L	Increase budget for lump sum position
13	M	Increase Vacant Position
14	N	Position increased from half time to full time
15	O	Equity Adjustment

When entering a new Reason Code, use the next available alpha character in the Reason Codes field.

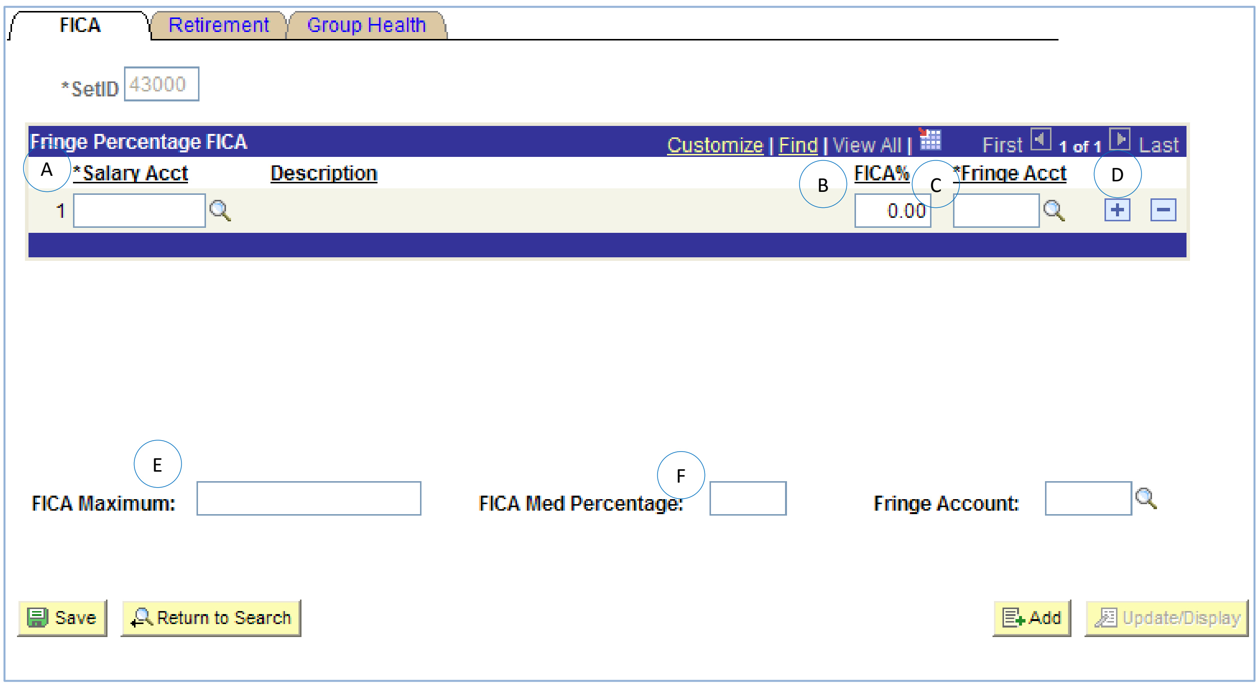
For complete step-by-step instructions on setting up Reason Codes and Descriptions, see Business Process BP.010.030, Setting Up Reason Codes and Descriptions (pages 126 – 128).

Lesson 2.4: Setting up Fringe Accounts

The Budget Prep module contains Fringe Accounts as part of the delivered content. The categories which contain Fringe Accounts are FICA, Retirement, and Group Health. In the event new salary, retirement or group health accounts are added, a model change will be required during the annual Budget Prep change review.

Once the fringe estimate percentages and accounts are defined, they are used by the Fringe Estimate Generator to generate the fringe benefit estimates associated with Personal Services budgets, later in the Budget Prep process. Normally the fringe estimate percentages are defined once at the beginning of the budget development cycle. However, changes may be made anytime as needed to support the Fringe Estimate Generator.

FICA



A. To set up a FICA fringe account, you will first search for and select the **Salary Account** the generated fringe estimates will be associated with.

B. Next, you will enter the **FICA percentage**, which represents the current employer share of the Federal Insurance Contributions Act tax (FICA). This value will serve as the percentage of the proposed salary budget used to estimate the FICA fringe amount associated with the salary account.

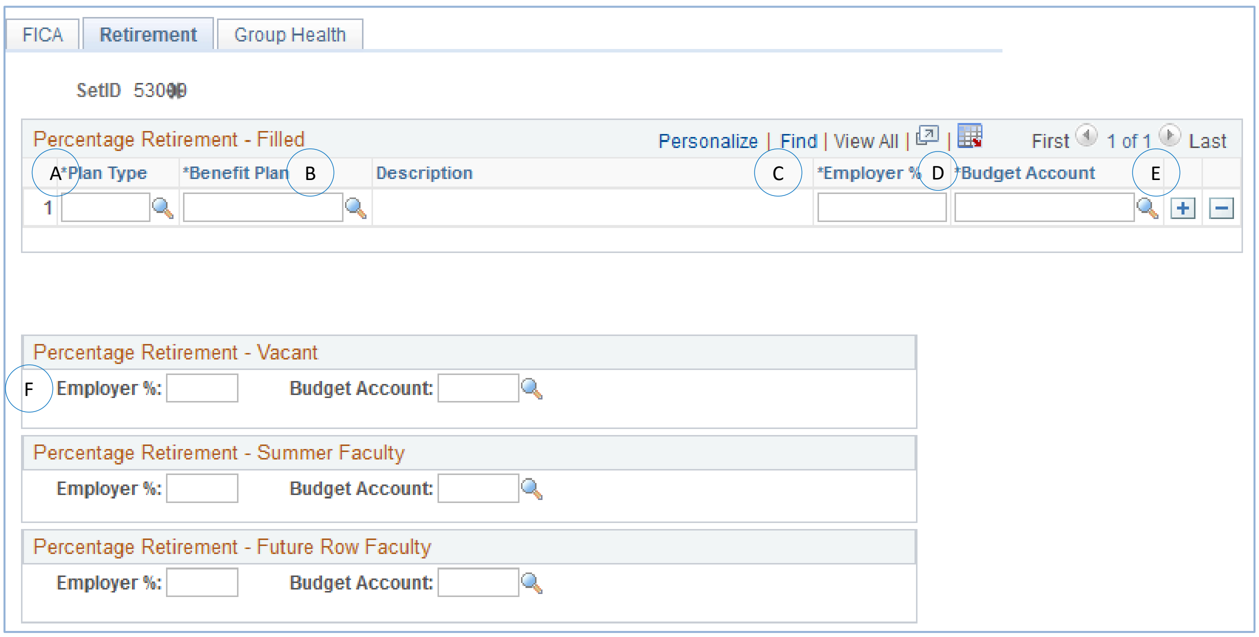
C. Next, you will select the **FICA account** "551000", which is the account to which the estimated FICA fringe amount will be assigned.

D. You can insert additional rows to select the next salary account until all Personal Services earning accounts are selected. For each row, you will complete the FICA percentage and Fringe Account data for each salary account.

E. After finishing all salary accounts, enter the FICA Maximum Salary, This is the maximum amount of wages subject to the Social Security tax. You will need to verify the annual FICA Maximum Salary each year at www.irs.gov.

F. In the FICA Med Percentage field, enter “1.45”, which represents the current share of Medicare tax. This value serves at the percentage of the proposed salary budget used to estimate the FICA Med fringe amount associated with the salary account. Note that there is no limit on the amount of wages subject to the Medicare tax.

RETIREMENT



To set up the Retirement Fringe accounts, you need to be on the Retirement tab.

A. First, you need to search for the **Plan Type** with which the generated fringe estimates will be associated. The current values available are:
   - ERS – Employee Retirement System
   - ERSE – Emp Ret Sys – ER Contribution
   - ERSO- Emp Ret Sys- ER Contribution
   - FDRT – Federal Retirement Plan
   - ORP – Optional Retirement Plan
   - ORPL – Optional Ret Plan Limit
   - ORPT – Optional Ret Plan to TRS
   - TRS – Teachers Retirement System

- o TRSL – Teachers Ret System Limit

B. Then, select the **Benefit Plan** for the associated Plan Type.

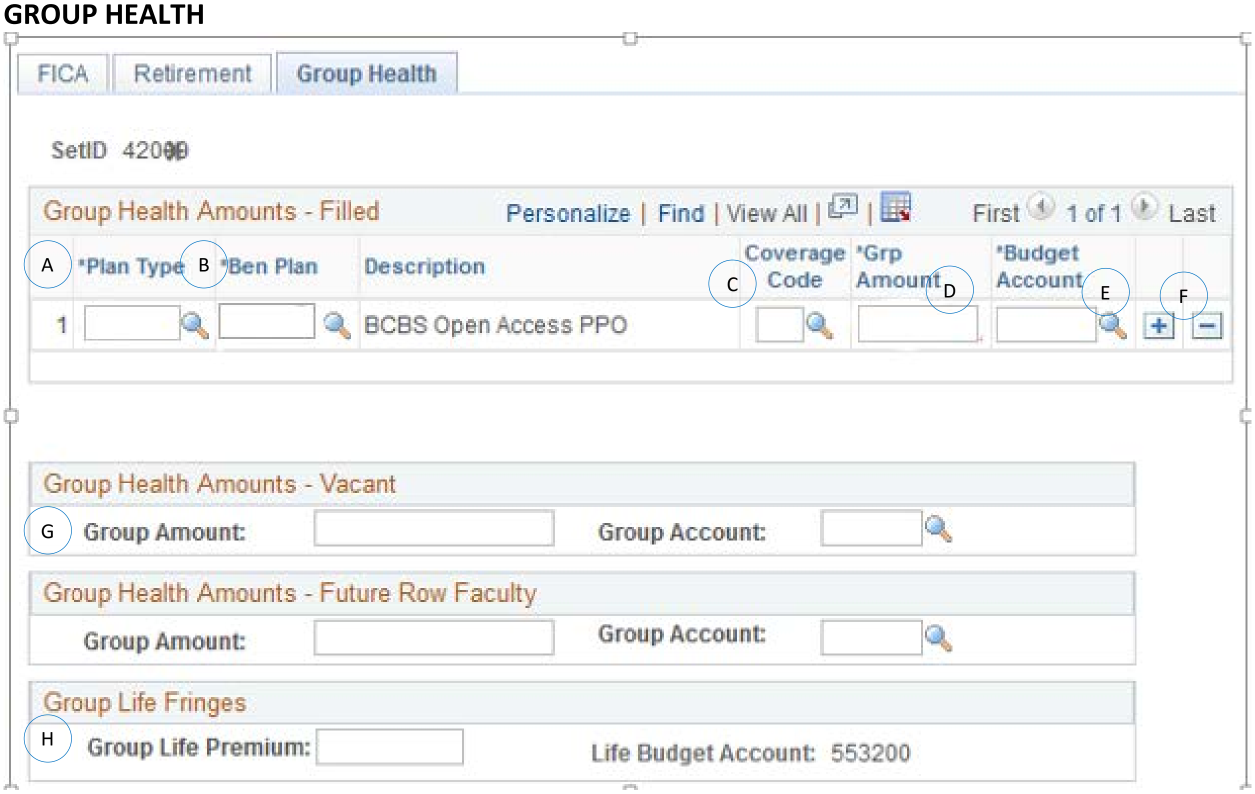
C. Following that, you enter the applicable **Employer percentage** for the Plan Type and Benefit Plan. If the current rate for projection is unknown, contact your internal HR Benefit representative.

D. For the **Budget account**, enter or search for the account for the Benefit Plan and associated Plan Type. The current value is “552000” Retirement Systems.

E. Insert additional Plan Types, Benefit Plans, Employer Percentages, and Budget Accounts as needed.

F. Also, enter the **Employer Percentage** and **Budget Account** as applicable to estimate fringe amounts for Vacant, Summer Faculty, and Future Row Faculty positions.

GROUP HEALTH



A. For Group Health fringe accounts, first select the **Plan Type** with which the generated fringe estimates will be associated. There is only one valid value, which is “MED”.

B. Next, select the **Benefit Plan** for the associated Plan Type. Although more values may be available to choose, the current valid values are:
   - 06 = Blue Choice HMO18 = Kaiser HMO5 = Senior Advantage HMO
   - 27 = Medicare B BCBS PPO31 = BCBS Open Access POS
   - 32 = BCBS HSA Open Access POS
   - 33 = Med B BCBS Open Access POS
   - 34 = Non Med B BCBS Open Access POS 39 = Comprehensive Care
   - 40 = Consumer Choice HAS
   - 41 = Med B Comprehensive Care
   - 42 = Non-Med B Comprehensive Care
   - 43 = GRA Option

C. After selecting the Benefit Plan, select the **Coverage Code** with which the generated fringe estimates will be associated. The current values are:
   - 01 = Employee Only
   - 02 = Employee + 1 Spouse
   - 05 = Employee + 1 Child
   - 07 = Family
   - B2 = Md Ret+Md SP 1s/MDB
   - B7 = Md Ret+Md SP+Chrn
   - M1 = Mdcr Ret/Sur Only
   - M2 = Mdcr Ret + Mdcr SP
   - M3 = Mdcr Ret Non = Mdcr SP
   - M4 = Non-Mdcr Ret Mdcr SP
   - M5 = Mdcr Ret/Sur + 1Child
   - M6 = Mdcr Ret/Sur + Chrn
   - M7 = Md Ret/Md SP+Chrn
   - M8 = Md Ret + Non-MdSP + Chrn
   - M9 = Non-MdRet MdSP+Chrn
   - R1 = Retiree Only
   - R2 = Retiree + Spouse
   - R5 = Retiree + 1 Child
   - R7 = Family
   - R8 = Medicare Elig Ret
   - R9 = Medicare Elig Ret + Spouse
   - S1 = Survivor Only
   - S5 = Survivor + 1 Child
   - S7 = Family
   - S8 = Medicare Elig Survivor

D. In the **Group Amount** field, enter a value to serve as a flat amount used to estimate the Group Health fringe amount associated with the salary account.

E. In the **Budget Account** field, select the account for the Benefit Plan and associated Plan Type.

F. Insert additional Plan Types, Benefit Plans, Coverage Codes, Group Amounts, and Budget Accounts as needed.

Note: All model Group Health Plan and Coverage Code combinations are delivered in the Georgia*FIRST* Budget Prep module. While all model plans are delivered, fringe estimates will only be calculated for budgeted positions. Therefore, it is not necessary to delete unused model plans.

G. Enter the Group Amount and Group Account as applicable to estimate fringe amounts for Vacant and Future Row Faculty positions.

H. For Group Life Fringes, enter the Group Life Premium amount.

For complete step-by-step instructions on setting up Fringe Accounts, see Business Process BP.010.040, Setting Up Fringe Accounts (pages 129 – 135).

Lesson 3: Preparing Data from EV5

The Budget Prep process begins with the extraction of personnel data from EV5 and ends with the importing of the new budget year data back into EV5. This lesson addresses the processes for exporting the data and importing the data into EV5. Reconciliation and validation tools have been created to provide you with ways of verifying the data you export and import is accurate.

ADP Step 1: Extracting Employee Salary Information

EPOH009 Budget Extract File One Company will capture EV5 information, format it so that the information can be placed into a fixed format file, and then made available for Financials Budget Prep. The extract will create, for a specified institution, a file that captures in one file all of the fields that reside in EV5 needed to populate the budget preparation work files.

Record Types to Capture

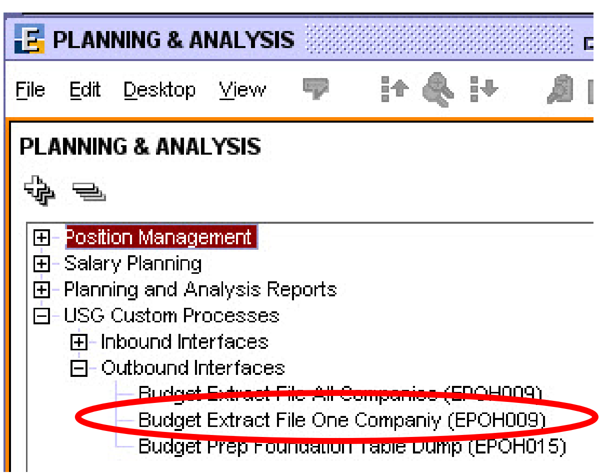
Three types of records will be captured by EPOH009.

1. Active, filled single incumbent positions
2. Active, Vacant single incumbent positions
3. Lump Sum positions

Expected records

A single D (Demographic) row will be written for each position captured.
Multiple J (Earnings Distribution) rows can be written for a single position.
A single H (Health) record will be written for all occupied non-lump sum positions.
A single R (Retirement) record will be written for all occupied non-lump sum positions.

Navigating to the page

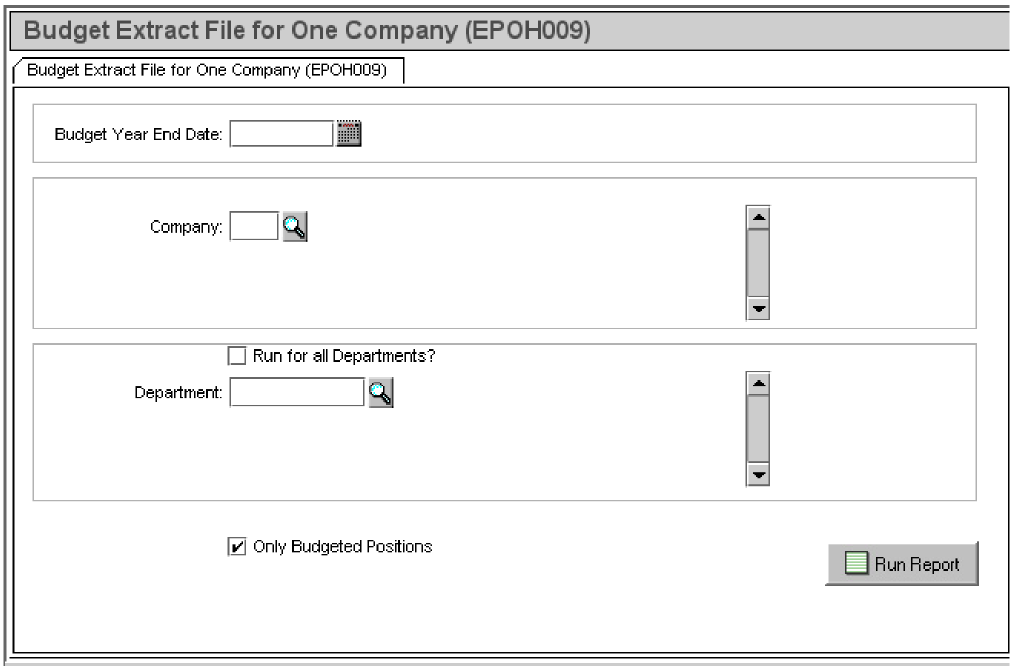


Navigation:

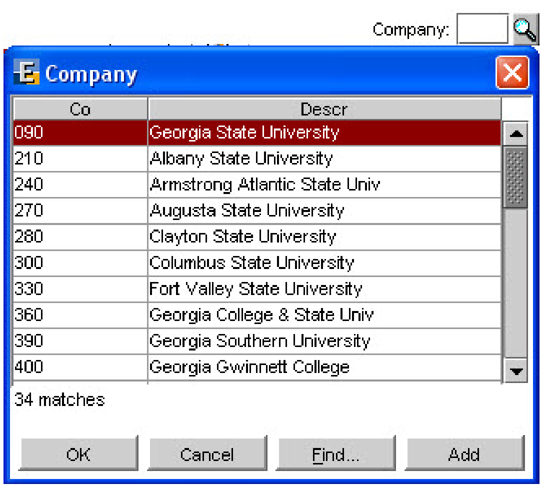
Planning & Analysis→ USG Custom Processes → Outbound Interfaces → Budget Extract File One Company (EPOH009)

Actions:

1. Use the calendar or enter the date for the Budget Year End for the data you need to build the new year's budget. For example: To build the FY2018 budget you will enter 06/30/2018 as Budget Year End Date. This will capture any future dated rows that have been entered in EV5.



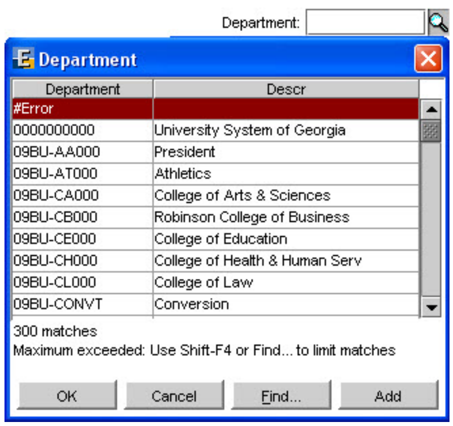
2. Use the magnifying glass to find your Company ID.



3. If this is the first time for extracting in the Budget year, you should run the extract for All departments. Click the ☐ Run for all Departments? to extract all data for all departments in your company then go to Action 11.

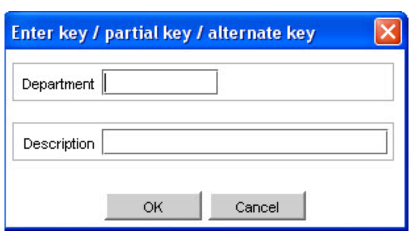
NOTE: Subsequent extracts may be run for all departments or one department. Budget Prep treats all extracts after the original extract as a subsequent extract and will pick up changes in EV5. **HOWEVER, take note that subsequent extractions will overwrite the distribution if changes to the distribution have been made in Budget Prep prior to subsequent extraction.**

4. If you want to only extract for one or more specific departments, use the magnifying glass to select the department.

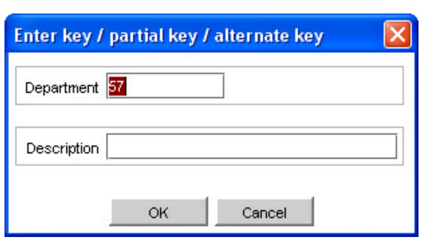


Department	Descr
#Error	
0000000000	University System of Georgia
09BU-AA000	President
09BU-AT000	Athletics
09BU-CA000	College of Arts & Sciences
09BU-CB000	Robinson College of Business
09BU-CE000	College of Education
09BU-CH000	College of Health & Human Serv
09BU-CL000	College of Law
09BU-CONVT	Conversion

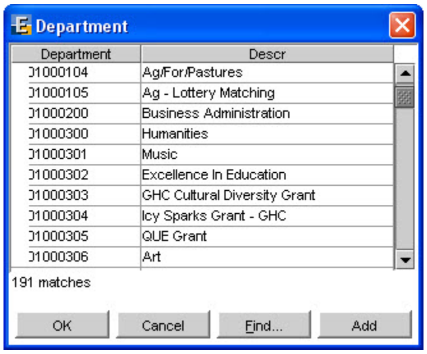
5. Click the Find button to select your institution's departments.



6. In the Department field type the two digits of your Company ID and click OK.



7. Your institution's departments will appear. Select the department you wish to extract and click OK.



8. To add another department to extract, click the scroll bar in the Department section and click the insert a row icon.

9. A new row will appear. Use the magnifying glass to select the department.

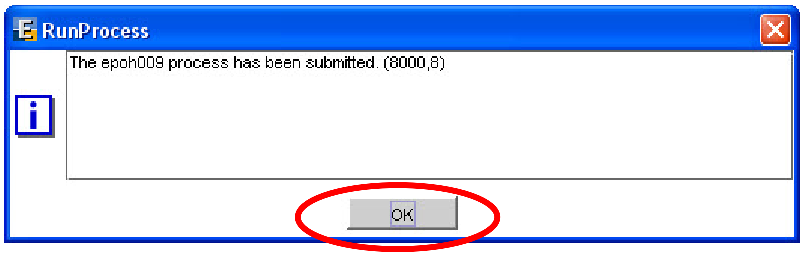
10. Repeat Actions 4 – 7 to select the department.

11. Check the "Only Budgeted Positions" checkbox if you only want to include Positions that have "Budgeted Position" checked on the Position Budget Status tab in Position Information (path: Planning and Analysis →Position Managent → Update Positions →Position Information →Position Budget Status tab)

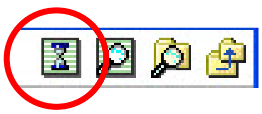
Leaving the checkbox empty will run the process as usual and extract all positions.

12. When all the selections are complete, click the Run Report button.

13. Click OK.

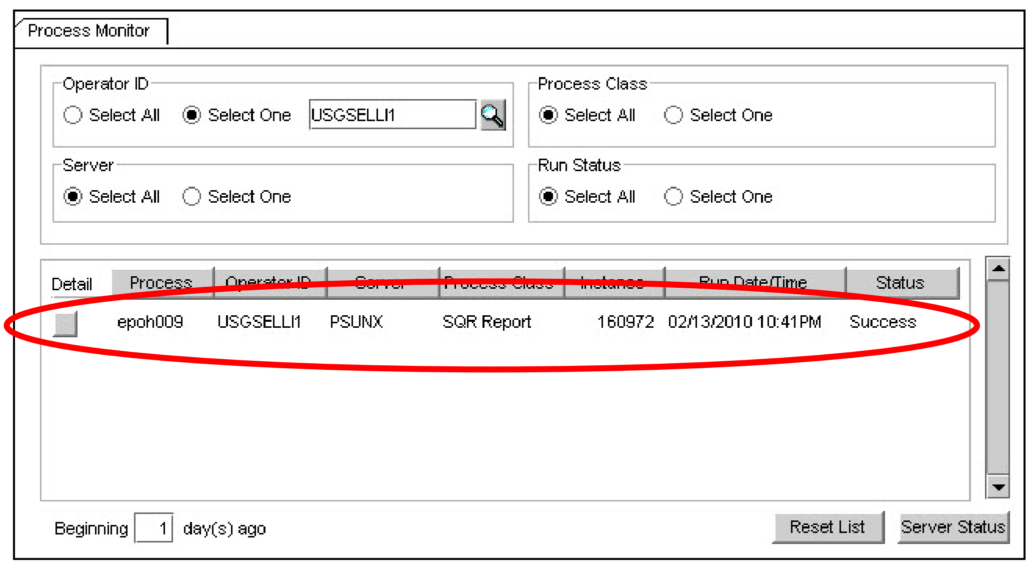


14. Click the Process Monitor button

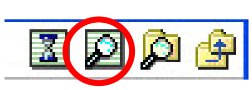


15. Validate Success for epoh009. If Status is not success, review the .log report that is created to reveal the error that has occurred to result in the process not being successful.

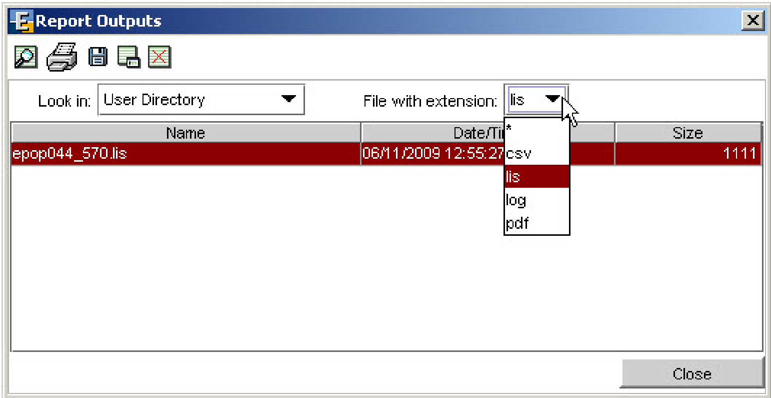
<u>Note</u>: When the Status shows "Queued", be patient. The process status indicates that other institutions are running the job. As soon as the job at one of the institutions is completed, your job will be executed.



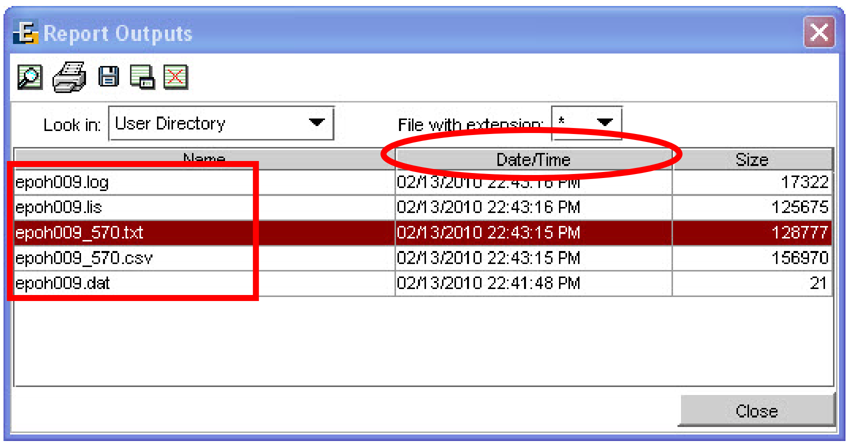
16. To view the log report, click Report Outputs button



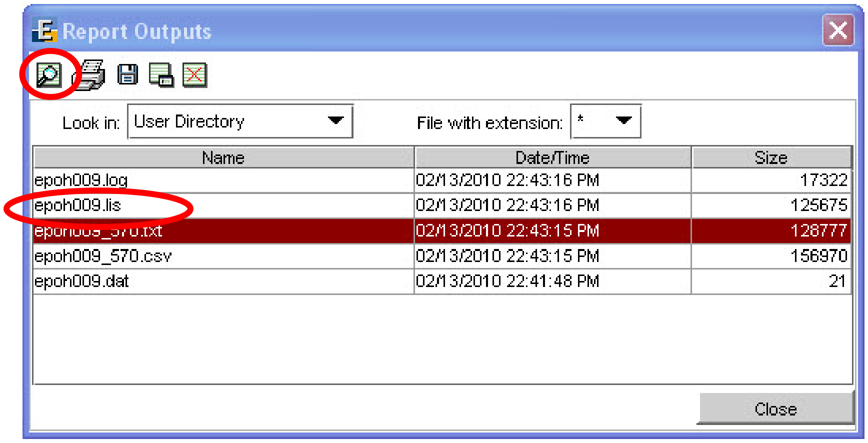
17. In the File with extension ▼ select the * to reveal all the extensions that are produced by the process.



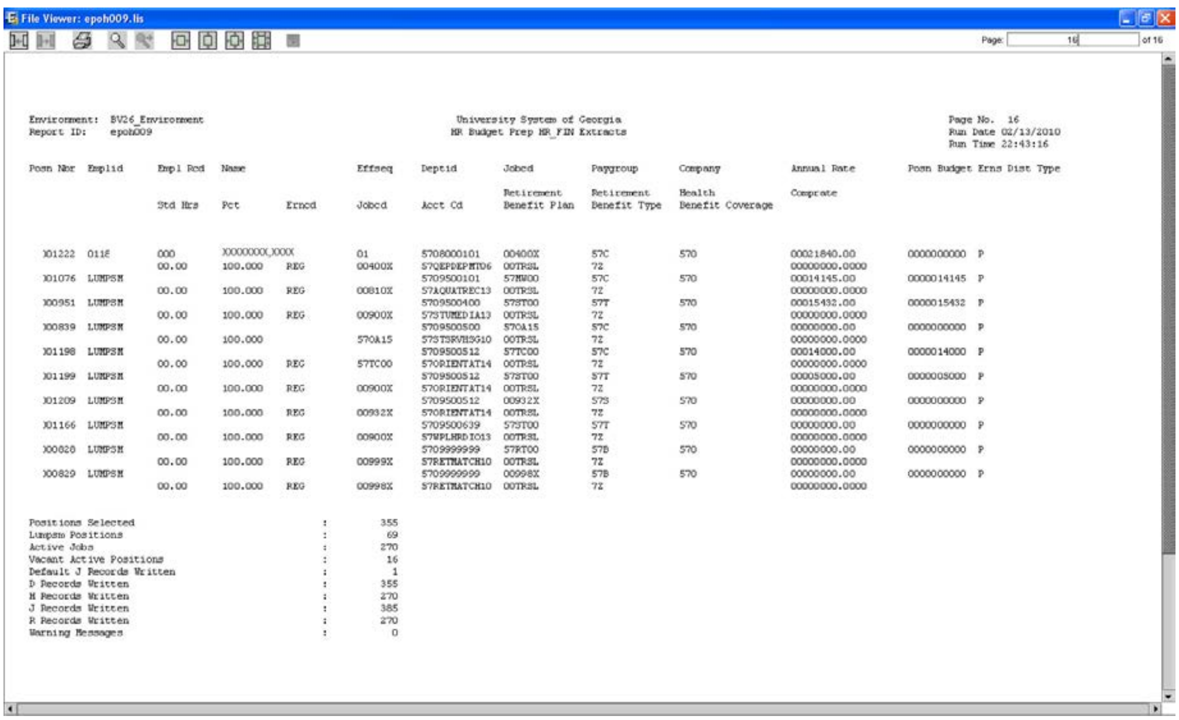
18. Click the column heading of Date/Time to have the most recent reports generated appear at the top of the list of reports. You should see a log report epoh009.log, epoh009.dat, a lis report epo h009.lis, a report epoh009_*nnn*.txt, where *nnn* = institution, and epoh009_*nnn*.csv.



19. Highlight the report name of epoh009.lis and click the View button or double click the report name.

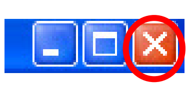


20. The lis report will contain the detail of the positions information that will appear on the file. The last page will show number of positions extracted and the various types of positions.



21. Validate the information on the report is correct.

22. Close the panel showing the report.

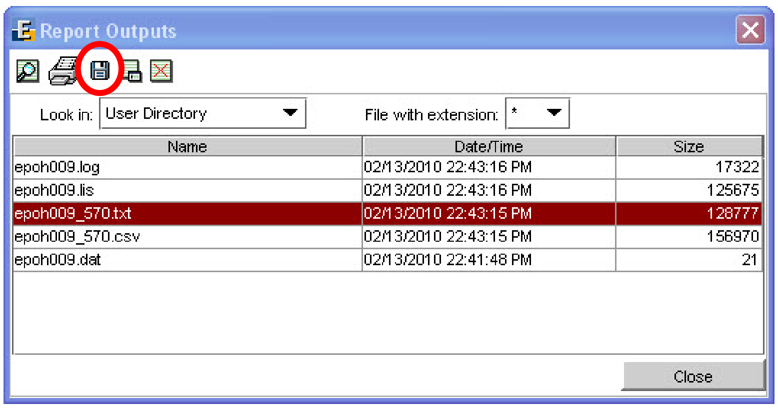


23. The lis report will contain totals to validate the data. You can print the report by clicking the printer icon.

24. The epoh009.log provides the same totals as the .lis.

25. The epoh009_*nnn*.csv provides the same data as the .lis but allows you to open in EXCEL to sort and sum.

26. Save the epoh009_*nnn*.txt in a directory. This file is the file that will be imported into Financials Budget Prep Module. To save the file click the Save icon in the Report Outputs area.



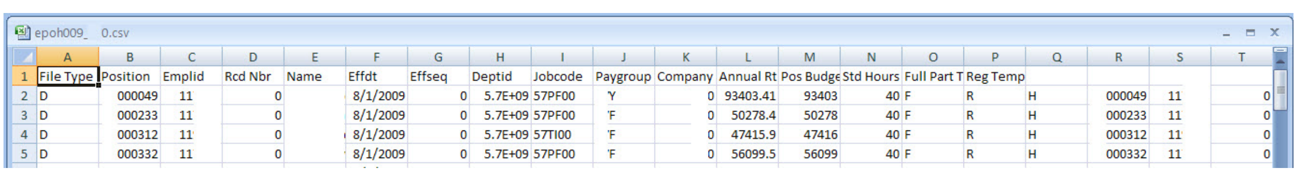
Name	Date/Time	Size
epoh009.log	02/13/2010 22:43:16 PM	17322
epoh009.lis	02/13/2010 22:43:16 PM	125675
epoh009_570.txt	02/13/2010 22:43:15 PM	128777
epoh009_570.csv	02/13/2010 22:43:15 PM	156970
epoh009.dat	02/13/2010 22:41:48 PM	21

ADP Step 2: Validation of Extracted Employee Salary Information

You need to validate the data that was exported is correct.

Actions:

1. Using the epoh009.lis or epoh009_nnn.csv file to randomly select positions and compare with the employee records in EV5.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	File Type	Position	Emplid	Rcd Nbr	Name	Effdt	Effseq	Deptid	Jobcode	Paygroup	Company	Annual Rt	Pos Budge	Std Hours	Full Part T	Reg Temp				
2	D	000049	11	0		8/1/2009	0	5.7E+09	57PF00	Y	0	93403.41	93403	40	F	R	H	000049	11	0
3	D	000233	11	0		8/1/2009	0	5.7E+09	57PF00	F	0	50278.4	50278	40	F	R	H	000233	11	0
4	D	000312	11	0		8/1/2009	0	5.7E+09	57TI00	F	0	47415.9	47416	40	F	R	H	000312	11	0
5	D	000332	11	0		8/1/2009	0	5.7E+09	57PF00	F	0	56099.5	56099	40	F	R	H	000332	11	0

2. Open EV5 to validate the data on Change Job/Position within the People functional group.

ADP Step 3 involves the actual processing of the HR/Payroll Load into the Budget Prep module (see lesson 4).

Lesson 4: Loading Data from the HR/Payroll Application and PSFIN into Budget Prep Module

Now that the Personal Services Data in EV5 has been prepared and you have set up your Budget Prep Parameter Definitions, you can load the budget data into the Budget Prep Module. The Personal Services information is loaded from the HR/Payroll Application and the Non-Personal Services, Revenue Estimate, and Grant budget data is exported from PeopleSoft Financials.

Lesson 4.1 Processing the HR/Payroll Load to Budget Prep

This process loads Personal Services information from the HR/Payroll system into the Budget Prep module via the epoh009.txt file obtained from the HR/Payroll source (ADP).

EPOH009.TXT FILE
The file name is epoh009_XXX.txt, where XXX represents the first three digits of the Business Unit ID. This file is saved to a local directory.

The file contains four rows of data pertaining to active positions (D, J, R, and H). Positions that are active and not filled only contain two rows of data (D and J).

“D” Rows assigned for the Demographic Information:

- POSITION_DATA.POSITION_NBR
- JOB.EMPLID
- JOB.EMPL_RCD
- JOB.EFFDT
- JOB.EFFSEQ
- POSITION_DATA.DEPTID
- POSITION_DATA.JOBCD
- POSITION_DATA.PAYGROUP
- POSITION_DATA.COMPANY
- JOB.ANNUAL_RT
- POSITION_DATA.POSITION_BUDGET
- POSITION_DATA.STD_HRS
- POSITION_DATA.FULL_PART_TIME
- POSITION_DATA.REG_TEMP

“J” Rows assigned for the Job Earnings Distribution information:

- POSITION_DATA.POSITION_NBR
- JOB.EMPLID
- JOB.EMPL_RCD_NBR
- JOB.EFFDT
- JOB.EFFSEQ
- POSITION_DATA.ERNS_DIST_TYPE
- EP_POS_JED.GL_PAY_TYPE
- EP_POS_JED.STD_HOURS
- EP_POS_JED.DIST_PCT
- EP_POS_JED.ERNCD
- EP_POS_JED.JOBCODE
- EP_POS_JED.COMPRATE
- EP_POS_JED.ACCT_CD

"R" Rows assigned for the Retirement Information:

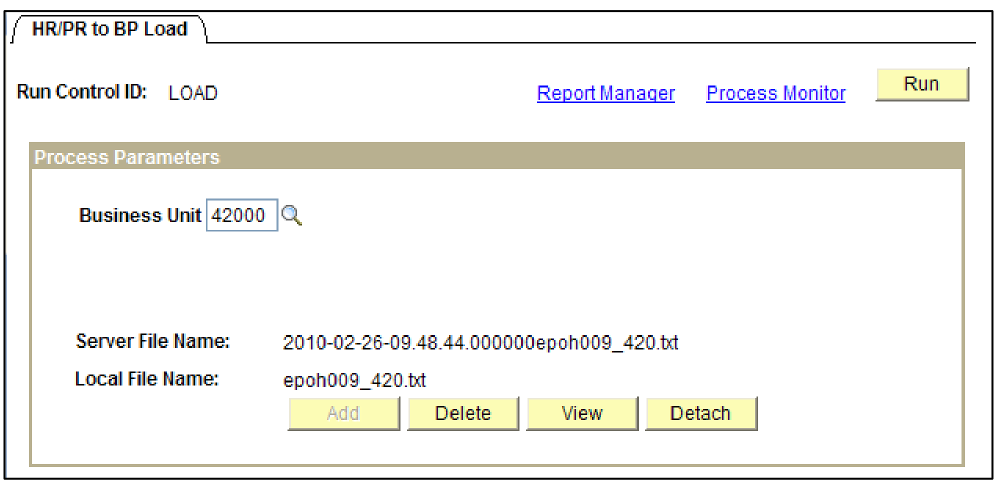
- POSITION_DATA.POSITION_NBR
- JOB.EMPLID
- JOB.EMPL_RCD_NBR
- JOB.EFFDT
- Description based on RTRMNT_PLAN.BENEFIT_PLAN. LINK TO XLATTBLE
- JOB.EFFSEQ
- BENEF_PLAN_TBL.BENEFIT Plan
- BENEF_PLAN_TBL.PLAN TYPE

"H" Rows assigned for the Health Information:

- POSITION_DATA.POSITION_NBR
- JOB.EMPLID
- JOB.EMPL_RCD_NBR
- JOB.EFFDT
- JOB.EFFSEQ
- EP_WIN_EE_ELCTN.BIX_PLAN_TYPE
- EP_WIN_EE_ELCTN.OPTION_NAME
- Health Benefit Type = 'MED'
- Health Benefit Type Description EP_WIN_EE_ELCTN.OPTION_NAME
- EP_WIN_EE_ELCTN.COVRG_LEV_CD
- EP_WIN_EE_ELCTN.COVRG_LEV_NAM E

RUNNING THE HR/PAYROLL LOAD TO BUDGET PREP PROCESS

The process name for the HR/Payroll Load is BORBU8HX. When ready to run the HR/Payroll Load to Budget Prep Process, first enter a new Run Control ID. On the HR/PR to BP Load page, enter your business unit and click the Add button. This will open a browser page for you to search for the location of the directory and file (epoh009_XXX.txt). Double-click the file to select it and then click the Upload button.



After the process has been run to success and has been posted, you can then verify the data loaded from EV5 into the Budget Prep Module.

For complete step-by-step instructions on running the HR/Payroll Load to Budget Prep process, see Business Process BP.040.010, Processing HR PR to BP Load (pages 136-142).

Lesson 4.2: ADP Step 4 – Validate Epoh009 data loads into Budget Prep Module of PeopleSoft Financials

Epoh009_nnn.csv file in EV5 created the .txt file that was loaded into Budget Prep in Step 3. You need to validate that the file loaded correctly. Within the Epoh009.csv will show totals that can be validated with the pdf that is generated in the Budget Prep module with the loading of the file.

Actions:

1. Open the Epoh009_nnn.csv file in Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	File Type	Position	Emplid	Rcd Nbr	Name	Effdt	Effseq	Deptid	Jobcode	Paygroup	Company	Annual Rt	Pos Budge	Std Hours	Full Part T	Reg Temp	File Type	Position N	Emplid	Empl Rcd I
2	D	42000001	LUMPSM			7/1/2014		4.2E+09	00905X	42G	420	0	0	19	P	T	H			
3	D	42000657	LUMPSM			7/1/2014		4.2E+09	00932R	42P	420	8500	8500	19	P	T	H			
4	D	42000003	63307	0		6/1/2015	0	4.2E+09	00472X	42F	420	33419	33419	40	F	R	H	42000003	63307	0
5	D	42000004	LUMPSM			7/1/2014		4.2E+09	00900X	42T	420	1000	1000	19	P	T	H			
6	D	42000005	LUMPSM			7/1/2014		4.2E+09	00900X	42T	420	900	900	19	P	T	H			

2. Scroll to the bottom of the file.

534	D	42000839	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
535	D	42000840	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
536	D	42000841	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
537	D	42000883	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
538	D	536															
539	H	306															
540	J	571															
541	R	306															
542																	

3. Row counts are located at the end of the file contents.

D	42000883	LUMPSM
D	536	
H	306	
J	569	
R	306	

4. Validate that the row counts for D, H, J and R agree with the Budgets HR/Payroll Load BORBU8HX .pdf file contents.

534	D	42000839	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
535	D	42000840	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
536	D	42000841	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
537	D	42000883	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
538	D	536															
539	H	306															
540	J	569															
541	R	306															
542																	

HR/PAYROLL BUDGET LOAD D RECORDS

PAYGROUP	PAYGROUP COUNT	ADP TOTAL ANNUAL SALARY	ADP TOTAL POSITION BUDGET
42A	118	5,763,504.02	5,739,427.00
42B	6	0.00	0.00
42C	63	411,368.16	362,032.00
42F	128	7,127,598.50	7,210,358.00
42G	6	7,000.00	7,000.00
42H	91	2,356,260.04	2,357,784.00
42L	12	73,000.00	73,000.00
42N	2	5,000.00	5,000.00
42P	20	493,115.00	493,115.00
42S	17	1,196,923.00	1,196,923.00
42T	69	406,150.00	406,150.00
42W	2	0.00	0.00
42Y	2	180,235.00	180,235.00
TOTAL	536.00	18,020,153.72	18,031,024.00

534	D	42000839	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
535	D	42000840	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
536	D	42000841	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
537	D	42000883	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
538	D	536															
539	H	306															
540	J	569															
541	R	306															
542																	

HR/PAYROLL BUDGET LOAD H RECORDS

BENEFIT PLAN	DESCR	DESCRIPTION COUNT
		46
MED	Comprehensive Care	133
MED	Consumer Choice HSA	123
MED	MedB Cmprhnsve Care	4
TOTAL		306.00

534	D	42000839	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
535	D	42000840	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
536	D	42000841	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
537	D	42000883	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
538	D	536															
539	H	306															
540	J	569															
541	R	306															
542																	

HR/PAYROLL BUDGET LOAD R RECORDS

BENEFIT PLAN	BENEFIT COUNT
	28
ERS	1
ORP	8
ORPL	100
TRS	41
TRSL	128
TOTAL	306.00

5. Sum columns for Annual Rate and Position Budget in the epoh009_*nnn*.csv file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	File Type	Position	Emplid	Rcd Nbr	Name	Effdt	Effseq	Deptid	Jobcode	Paygroup	Company	Annual Rt	Pos Budget	Std Hours	Full Part T	Reg Temp	File Type
525	D	42000337	LUMPSM			7/1/2015		4.21E+09	00900X	42T	420	3000	3000	19	P	T	H
526	D	42000889	LUMPSM			7/1/2015		4.21E+09	00810X	42L	420	0	0	19	P	T	H
527	D	42000908	LUMPSM			7/1/2015		4.21E+09	00905X	42G	420	3000	3000	19	P	T	H
528	D	42000333	231313	0		7/1/2015	1	4.21E+09	00310X	42A	420	36615	36615	40	F	R	H
529	D	42000952	LUMPSM			7/1/2015		4.21E+09	00900X	42T	420	32000	32000	19	P	T	H
530	D	42000954	VACANT			7/1/2015		4.21E+09	00935X	42C	420	5000	5000	30	P	T	H
531	D	42000963	LUMPSM			7/1/2015		4.21E+09	00936X	42C	420	0	0	19	P	T	H
532	D	42000558	LUMPSM			7/1/2015		4.21E+09	00999X	42B	420	0	0	40	F	R	H
533	D	42000559	LUMPSM			7/1/2015		4.21E+09	00998X	42B	420	0	0	40	F	R	H
534	D	42000839	LUMPSM			7/1/2015		4.21E+09	00999X	42B	420	0	0	40	F	R	H
535	D	42000840	LUMPSM			7/1/2015		4.21E+09	00999X	42B	420	0	0	40	F	R	H
536	D	42000841	LUMPSM			7/1/2015		4.21E+09	00999X	42B	420	0	0	40	F	R	H
537	D	42000883	LUMPSM			7/1/2015		4.21E+09	00999X	42B	420	0	0	40	F	R	H
538	D	536										$ 18,020,153.72	$ 18,031,024.00				
539	H	306															
540	J	569															
541	R	306															
542																	

6. Validate that the epoh009_*nnn*.csv Summed columns for Annual Rate and Position Budget equal the Budgets HR/Payroll Load BORBU8HX .pdf file for HR/PAYROLL BUDGET LOAD D RECORDSreport for columns TOTAL ANNUAL SALARY ($) and TOTAL POSITION BUDGET ($).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	File Type	Position	Emplid	Rcd Nbr	Name	Effdt	Effseq	Deptid	Jobcode	Paygroup	Company	Annual Rt	Pos Budget	Std Hours	Full Part T	Reg Temp	File Type
501	D	42001089	VACANT			8/1/2014		4.21E+09	00934R	42L	420	10000	10000	25	P	T	H
531	D	42000963	LUMPSM			7/1/2014		4.21E+09	00936X	42C	420	0	0	19	P	T	H
532	D	42000558	LUMPSM			########		4.21E+09	00999X	42B	420	0	0	40	F	R	H
533	D	42000559	LUMPSM			########		4.21E+09	00998X	42B	420	0	0	40	F	R	H
534	D	42000839	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
535	D	42000840	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
536	D	42000841	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
537	D	42000883	LUMPSM			7/1/2014		4.21E+09	00999X	42B	420	0	0	40	F	R	H
538	D	536										$ 18,020,153.72	$ 18,031,024.00				
539	H	306															
540	J	569															
541	R	306															

HR/PAYROLL BUDGET LOAD D RECORDS

PAYGROUP	PAYGROUP COUNT	ADP TOTAL ANNUAL SALARY	ADP TOTAL POSITION BUDGET
42A	118	5,763,504.02	5,739,427.00
42B	6	0.00	0.00
42C	63	411,368.16	362,032.00
42F	128	7,127,598.50	7,210,358.00
42G	6	7,000.00	7,000.00
42H	91	2,356,260.04	2,357,784.00
42L	12	73,000.00	73,000.00
42N	2	5,000.00	5,000.00
42P	20	493,115.00	493,115.00
42S	17	1,196,923.00	1,196,923.00
42T	69	406,150.00	406,150.00
42W	2	0.00	0.00
42Y	2	180,235.00	180,235.00
TOTAL	536.00	18,020,153.72	18,031,024.00

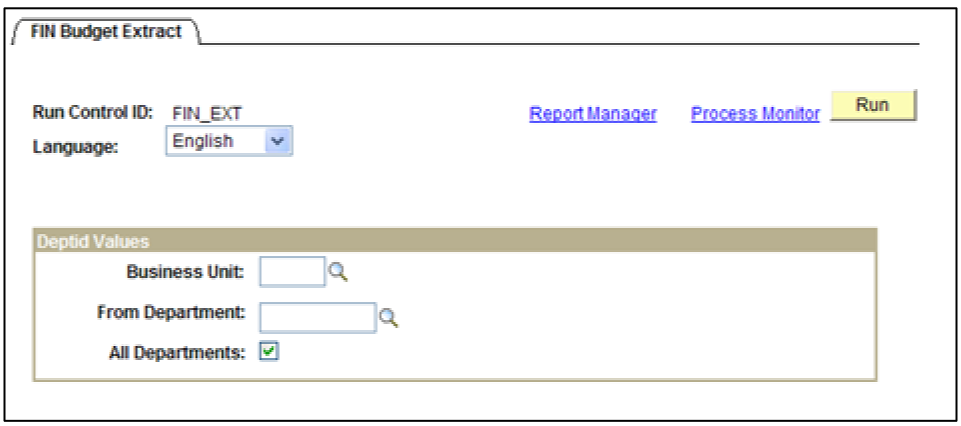
HR/Payroll Step 5 involves budget creation in the PSFIN Budget Prep module. This is covered throughout this User's Guide.

Lesson 4.3: Processing Financials Extract

This process loads Non-Personal Services budget information from the Financials system into the Budget Prep module. The Financials Extract process uses Non-Personal Services budget information from the prior year (based on the “From Budget Year” parameter) in Financials to collect data to be used as a starting point for developing budgets for the next fiscal year. The budget data that is generated includes Appropriation, Organization, Revenue Estimate, and Grant budgets. In the Financials extract, only original and permanent adjustment budgets will be extracted.

RUNNING THE FINANCIALS EXTRACT PROCESS

Before running this process, you must have completed setting up all parameter definitions (lesson 2). The name of the Financials Extract is BORBUDFX. When ready to run the Financials Extract process, add a new run control ID. It is recommended that you add a new run control for this process each year. On the Fin Budget Extract page, enter your Business Unit and indicate the departments you want to extract. We recommend that you run this initial extract for all departments.



After the process has run to success and been posted, you can view the Trace File to view the data that was loaded during this extract process.

For complete step-by-step instructions on running the Financials Extract process, see Business Process BP.040.011, Processing Financials Extracts (pages 143 – 146).

REFERENCE BUDGET VERSION

The initial load from the HR/Payroll Application and extract from Financials creates a budget version named REFERENCE. This version cannot be updated directly within the Budget Prep Module. You can inquire on the REFERENCE version by using the Online Inquiry on Personal Services, and the Online Inquiry on Non-Personal Services. Updates to the REFERENCE version can only be made through subsequent execution(s) of the extract process(es). To begin manipulating your budget, you will run the Budget Copy process. This cannot be done until you have completed your initial extracts.

Lesson 4.4: Guidelines for Rerunning Load/Extract

You may find it necessary to rerun the HR/Payroll to Budget Prep Load, as well as the Financials Extract. Some changes to the HR/Payroll source system that may necessitate running additional budget extracts are:

- Changing a Position Budget
- Changing salary for an employee in a filled position
- Inactivating a position
- Terminating an employee but leaving the position active
- Adding a new position

By running subsequent HR/Payroll to BP Loads, the following changes are created ***in all budget versions:***

- Updates the Current Salary for position changes in the HR/Payroll system
- Adds or deletes positions added or inactivated in the HR/Payroll system
- Updates the status of a position from "Filled" to "Vacant", or from "Vacant" to "Filled"

The following will **not** occur when running subsequent HR/Payroll to BP Loads:

- Department, Job Code, and Pay Group changes in the HR/Payroll system will not be updated in the Budget Prep module. Department and Job Code changes made in the Budget Prep module will, however, update the HR/Payroll system when the final export file to the HR/Payroll system is loaded.
- **Note:** The Budget Prep user controls the Department, Job Code, and Pay Group changes made after the initial load. Changes to these fields must be made in Budget Prep, even if the HR/Payroll system has been updated to avoid unwanted changes to the new Budget Year.

Some of the changes in PeopleSoft Financials that may require additional Financial Extracts are:

- Adding a Permanent Non-Personal Services budget amendment to Appropriation, Organization, or Grant budgets.
- Adding new Non-Personal Services Appropriation, Organization, or Grant budget lines that are identified as Original or Permanent.
- Adding a new Revenue Estimate budget or a Permanent change to an existing Revenue Estimate budget.

By running additional Financials Extracts, the following changes are created in all budget versions:

- Updates current Non-Personal Services budgets based on Permanent Amendments
- Adds new Original Non-Personal Services budgets and revenue estimates

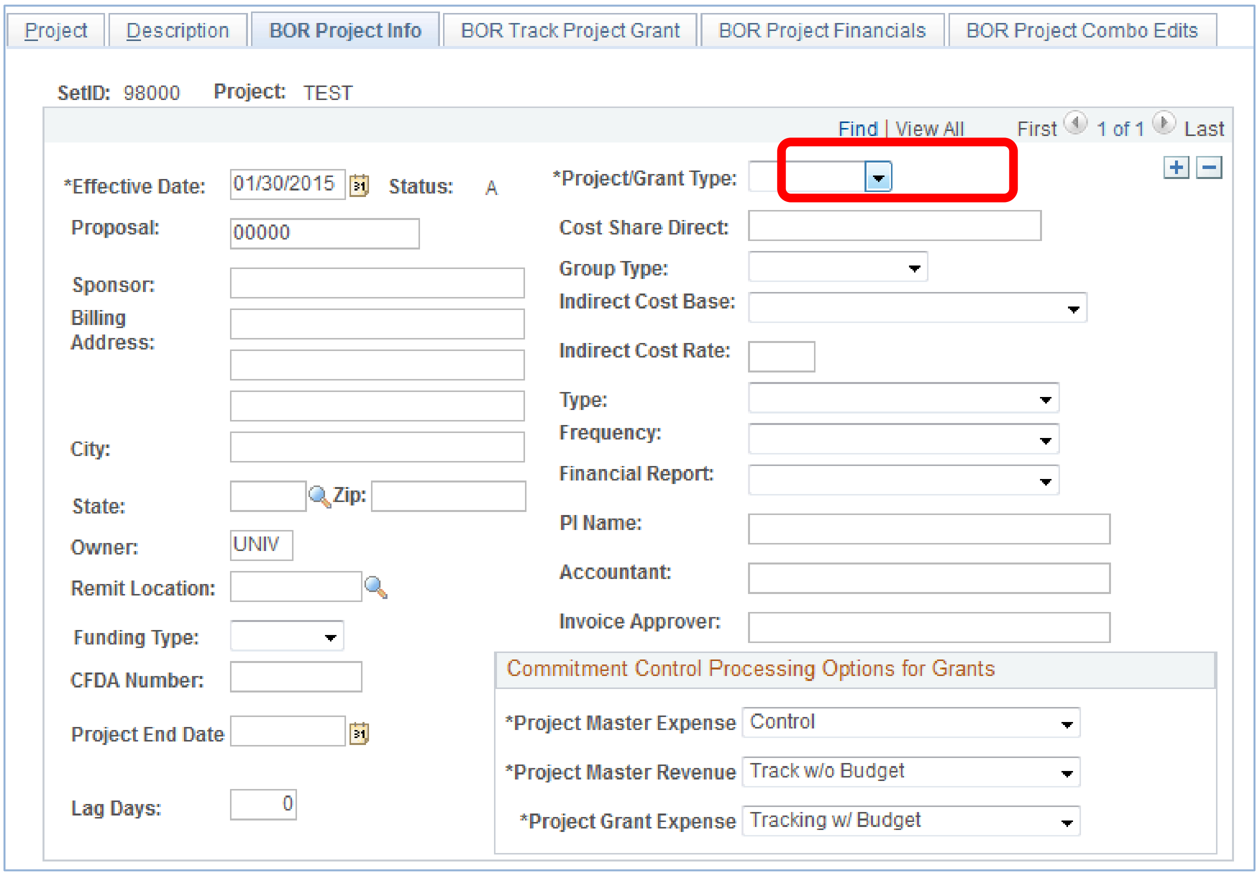
When running additional Financials Extracts, Non-Personal Services budgets will not be deleted in the Budget Prep module. However, you can adjust them to zero.

For complete step-by-step instructions on guidelines for rerunning the HR/Payroll Load to Budget Prep, see Business Process BP.040.010, Processing HR to BP Load (pages 136 – 142).

Lesson 4.5: Guidelines for Adding a New Project/Grants

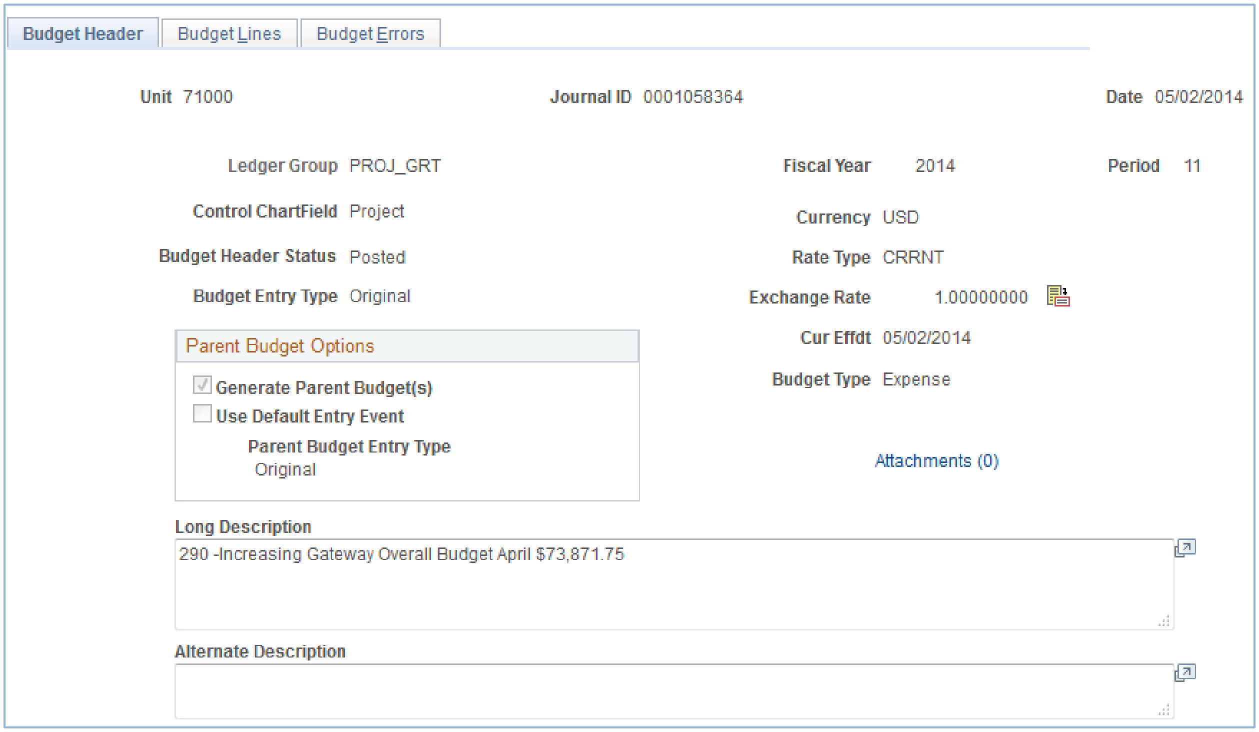
In some cases, you may need to add a new project or grant that will be budgeted. Please verify that the following steps have been taken to ensure that your new grant is available for budgeting in the Budget Prep module:

1. The Project/Grant must be setup in PSFIN. When setting up the Project/Grant, the Project/Grant Type must be set appropriately to "Project" or "Grant" to be used in Personal or Non Personal Services budgeting.



2. The Sync KK and Project Definition process must be run which is part of the normal setup procedure.
3. Enter a zero budget journal in Commitment Control. Be sure to check the Generate parent Budget(s) check box on the Budget Header Page. Your Budget Journal must be an original or permanent adjustment.

   Please Note: If this is a Project and you are budgeting at the APPROP budget level, the "Generate Parent Budget" box will not apply.



4. Post the Budget Journal
5. Run the FIN Extract process again for All Departments or the Specific Department associated with the Project or Grant.
6. The Project or Grant Budget with zero value will be available for update under the Budget Prep Data update/Grant Budgets page and Update Personal Services.

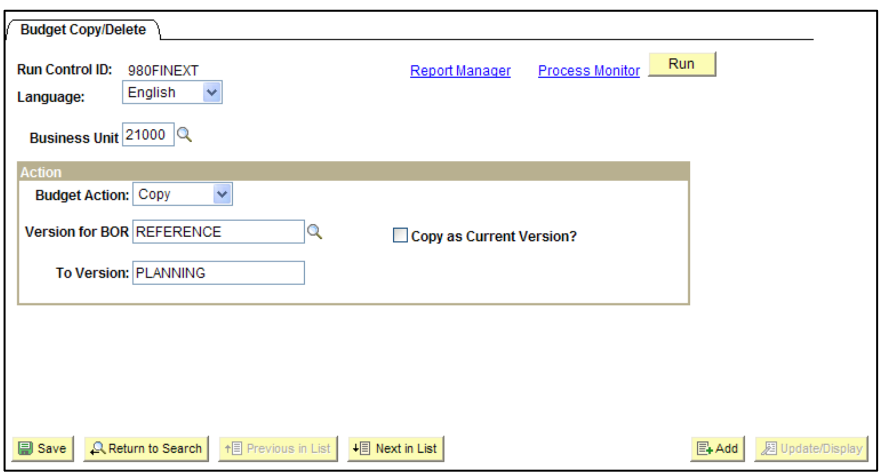
Lesson 5: Mass Updates in Budget Prep

After you have run the initial HR/Payroll Load to Budget Prep process and the Financials Extract process, you can begin to work on updating your budget. Remember, these processes created a REFERENCE version of your budget. Your first step is to create a PLANNING version of your budget from the REFERENCE version. Once you have a PLANNING version to work with, you can perform "what-if" analyses of different scenarios on the copied version.

Lesson 5.1: Creating a PLANNING Version of the Budget

To create a PLANNING version, you are going to use the Budget Copy process. This process copies one version of a developed budget to a different version, allowing multiple versions of a budget to exist. By having a PLANNING version, you can perform mass updates on your budget. The process name for copying a budget is BORBUDCP. Remember, the HR/Payroll Load to Budget Prep and the Financials Extract processes must be run at least once prior to creating additional planning budget versions.

After you have entered a run control ID and input your Business Unit, select the version you want to copy. If you have only run the initial load and extract, only the REFERENCE version created during those extract processes is available for selection. Any version of the budget can be selected though. Next, enter a name in the "To Version" field. Any name is acceptable, such as PLANNING, PLANNING1, PLANNING2, etc. Since we are creating a PLANNING version at this point, do not select the option "Copy as Current." A "what-if" analysis cannot be performed on a CURRENT budget version.



To verify that the process successfully completed, review the Process Monitor. The Trace File does not contain any data for this process. However, you can query the BUD_NPSA_BOR table to verify the copied version presence.

For complete step-by-step instructions on creating a PLANNING budget version, see Business Process BP.020.010, Running the Budget Copy Process (pages 147 – 150).

Lesson 5.2: What-If Analysis

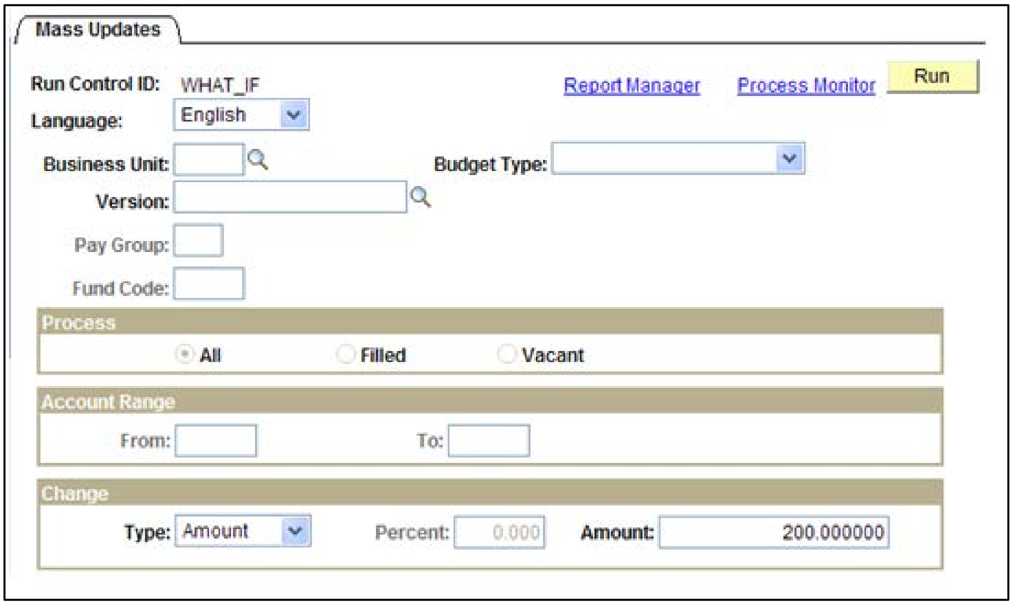
This lesson discusses how to perform mass updates to the PLANNING version of the budget. These updates are also known as "what-if" analyses. This process allows users to make across-the-board changes to their budgets based on various criteria. This may be done to analyze the impact of across-the-board changes but never implemented, or these changes may be incorporated in the final CURRENT version of the budget.

Any time a "what-if" analysis is processed against a budget version, the original values in that budget version are always used during any calculations. A "what-if" analysis cannot be performed on the results of a previous "what-if" analysis. For example, a 5% mass update, followed by a 3% update on the same data would result in only a 3% change, as opposed to the sum of the two updates.

Remember, "what-if" analyses may only be performed on a PLANNING budget version. Anytime a "what-if" analysis is processed against a budget version, the original values are always used to perform any calculations. A "what-if" analysis cannot be performed on the results of a previous "what-if" analysis.

The name of the "what-if" process in the Budget Prep module is BORBUDMU. To begin, add a new run control ID. After entering your Business Unit, you can select the Budget Type you want to do your "what-if" analysis on:

- **All:** updates all Personal Services and Non-Personal Services budgets using the selected criteria
- **Appropriation/Organization:** updates only Non-Personal Services Appropriation and Organization budgets using the selected criteria
- **Grant:** updates only Grant budgets using the selected criteria
- **Personal Services:** updates only Personal Services budgets using the selected criteria
- **Revenue Estimate:** updates only Revenue Estimate budgets using the selected criteria



When running a "what-if" analysis on a Budget Type of Personal Services, you can select a specific Pay Group. When selecting a Pay Group, remember that all Pay Groups are prefixed with the first two digits of the Business Unit ID. If you leave this field blank, all Pay Groups will be calculated. You can also specify whether you only want Filled, Vacant, or All positions calculated.

When running a "what-if" analysis on a Budget Type of Non-Personal Services, you can select a specific fund code. In addition, you can specify an Account Range to be calculated during the process.

You must also select the type of change to apply to the "what-if" analysis calculations: Amount, Percent, or Zero.

Amount:

- For Personal Services, the process will add the specified amount to the Current Salary to determine the Proposed Salary amount, and accordingly recalculate the Proposed Budget.
- For Non-Personal Services, the process will add the specified amount to the Current Budget Amount to determine the Proposed Budget amount.

Percent:

- For Personal Services, the process will multiply the Current Salary amount by the specified percentage to determine the Proposed Salary amount and accordingly recalculate the Proposed Budget based on the raise effective date.
- For Non-Personal Services, the process will multiply the Current Budget Amount by the specified percentage to determine the Proposed Budget Amount.
- When entering a value for percent, enter a value of "10" to indicate "10%", as opposed to "0.10."

Zero

- For Personal Services, the process will set the Proposed Salary amount to zero for the records matching the specified criteria.
- For Non-Personal Services, the process will set the Proposed Budget amount to zero for the records matching the specified criteria.

When selecting the Version, all PLANNING budget versions are available for processing. If mass updates are desired against the CURRENT version of the budget, the CURRENT version must first be copied to a Planning version, updated through these processes, and then copied back to the CURRENT version.

After the process successfully completes, you can view the trace file to see the identifying information for the process, such as Budget Reference and affected tables. To analyze the results of your "what-if" analysis, you can use the online inquiries, as well as query on the record BUD_PSB_BOR. When querying this record, include criteria for your SetID and for the BUD_VERSION_BOR of PLANNING (or whatever you have named your Planning version on which you performed the mass update).

For complete step-by-step instructions on performing "what-if" analyses, see Business Process BP.020.020, Processing What If Analysis (pages 151 – 156).

Lesson 5.3: Inquiring on Personal Services

The Online Personal Services Inquiry enables you to quickly review all Personal Services budget information by Department for a specified budget version. All budget versions creating during the original extract, copy, "what-if" analysis, and online update processes are available for this inquiry.

The Personal Services search criteria include SetID, Budget Version, Budget Ref, and Department. You must enter or select your SetID first. The resulting data includes the following:

- Pay Group
- Job Code
- Position Number
- Description
- Proposed Salary
- Current Amount
- Per Rate
- Proposed Budget
- Exported Amount
- Distribution %

Multiple rows may appear for the same position if the position's funding is distributed across multiple account codes or earnings codes.

For complete step-by-step instructions inquiring on Personal Services, see Business Process BP.060.010, Inquiring on Personal Services (pages 157 – 159).

Lesson 5.4: Inquiring on Non-Personal Services

The Online Inquiry of Non-Personal Services enables you to quickly review all Non-Personal Services budget information by ChartField combination for a specific budget version. All budget versions created during the original extract, copy, "what-if" analysis, and online update processes are available for inquiries.

In the search criteria, you need to specify your Business Unit and the Budget Type. The Budget Types are Appropriation/Organization, Grant, and Revenue Estimate. You must also select the Budget Version and Budget Reference. In addition, you have the option of specifying the Fund Code, Department ID, Program, Class, Project, and Account. You may use the % wildcard in any of these fields.

The resulting budget includes the Total Current Budget and the Total Proposed Budget amounts for all records in the search. The Org Budgets tab displays information for Organization budgets. This page works in conjunction with the first page and only displays when a Non-Personal Services Budget Type is specified in the criteria. The Organization Budgets selected will be a child record of the selected Appropriation Budget.

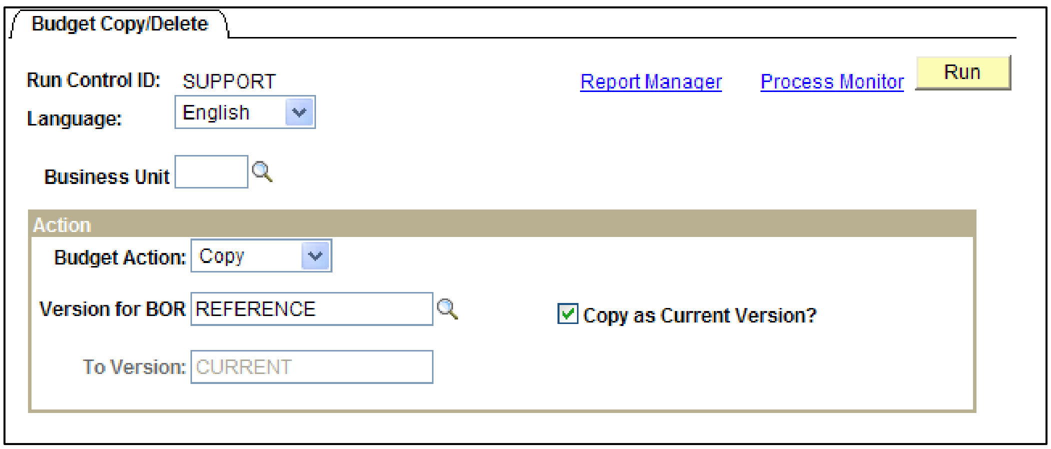
For complete step-by-step instructions inquiring on Non-Personal Services, see Business Process BP.060.020, Inquiring on Non-Personal Services (pages 160 – 163).

Lesson 6: Budget Creation and Online Updates

Now that all of your "what-if" analyses have been completed, you are ready to create a CURRENT budget version and perform your online updates. Online updates allow you to update your budgets on a more detailed level than the mass updates. In order to perform online updates, you must have a CURRENT budget version.

Lesson 6.1: Creating a CURRENT version of the Budget

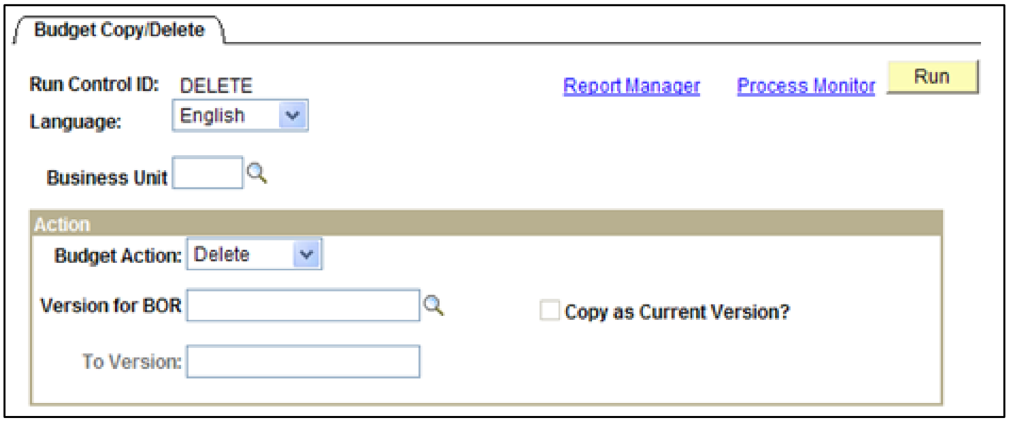
In the last lesson we created a PLANNING version from the REFERENCE version of the budget. We are now going to create a CURRENT version from our best PLANNING version. We will follow the same Budget Copy process. The difference this time is to select the checkbox "Copy as Current". Once we select that, the "To Version" selection will gray out and we can run the process. You are only able to have one CURRENT budget version at a time.



For complete step-by-step instructions on creating a PLANNING budget version, see Business Process BP.020.010, Running the Budget Copy Process (pages 147 – 150).

Lesson 6.2: Deleting PLANNING Versions of the Budget

Once you have created your CURRENT budget version, you may want to clean up your old PLANNING versions and remove them from the system. To do this, you can use the "Deleting the Planning Version of Budget" process. You can run this process as needed when all desired "what-if" analyses have been completed, and one of those versions has been copied to the CURRENT version. It is the CURRENT version that the system uses for online updates and final export to HR/Payroll and Financials.



When running this process, ensure that “Delete” appears on the Budget Action selection. When searching for the version you want to delete, the Search view will show REFERENCE and CURRENT versions as well as the Planning version(s) you have created. Budget Prep will only allow you to delete the PLANNING version. If you try to delete the REFERENCE or CURRENT budget versions, you will receive an error.

For complete step-by-step instructions on deleting a PLANNING budget version, see Business Process BP.020.011, Deleting the Planning Version of Budget (pages 170 – 173).

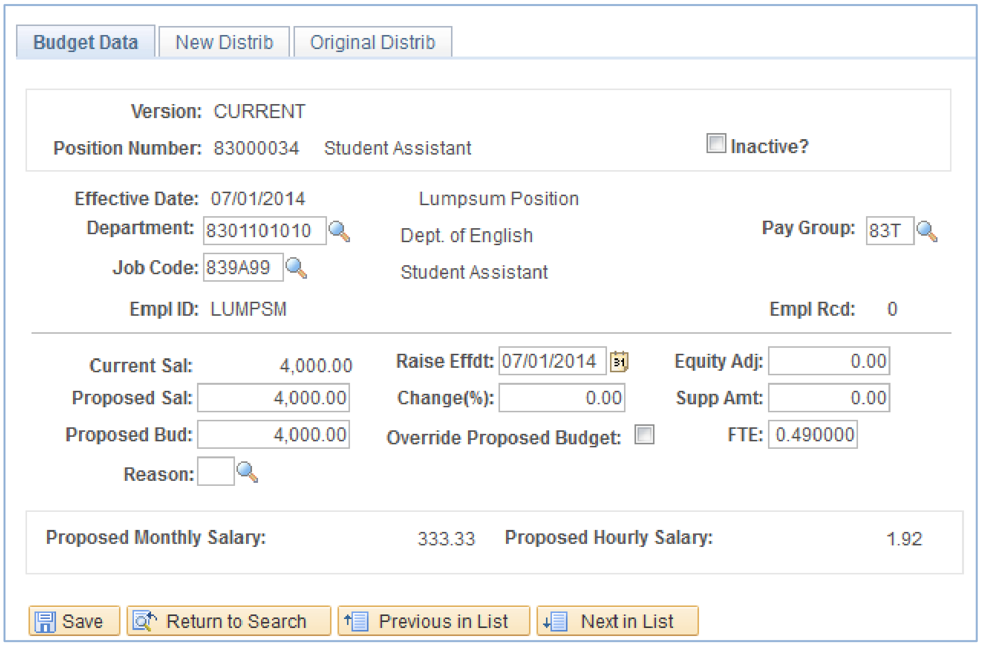
Lesson 6.3: Updating Personal Services Online

Now that you have a CURRENT budget version, you can manually update the Personal Services budgets that were created as a result of the HR/Payroll to BP Load process and any “what-if” analyses/mass updates that were performed. Any additions or changes to the budgets are saved in the Budget Prep module. The Personal Service budgets will eventually be exported back to HR/Payroll as Job, Position, and Department data. In addition, the Personal Service budgets are used to generate fringe estimates and Appropriation, Organization, and Grant budgets to be exported to Financials. Remember, online updates can only be performed on CURRENT budget versions.

To select an existing Personal Service record to update, you can search by Position Number, Department, Employee ID, and Employee Name. When updating Personal Services, you must add the new Position Number before clicking the Search button. If no position number is entered, the search process displays all the old position numbers as well. If only the first two digits of the position number are entered, the search process displays “No Matching Values”, or an error message may be returned.

There are three tabs for Personal Services budgets: Budget Data, New Distrib, and Original Distrib.

BUDGET DATA TAB



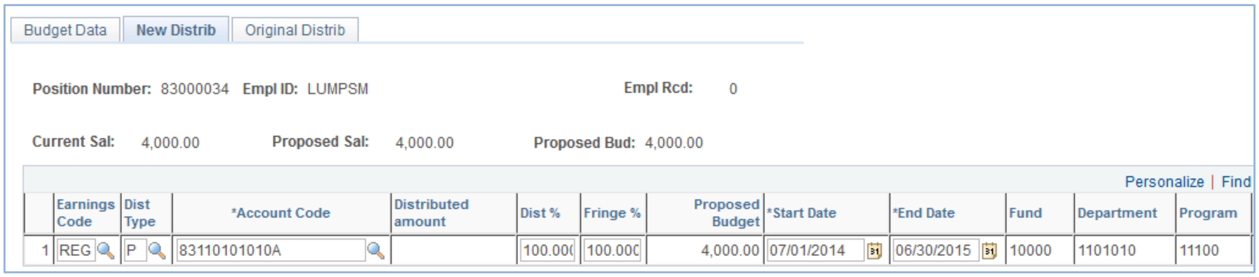
- **Version:** this field will always be CURRENT and cannot be edited
- **Position Number:** displays the Position number selected in the search criteria and cannot be edited
- **Inactive:** checkbox enables you to inactivate the selected position
- **Effective Date:** defaults to 7/1 of the "To Budget Year" and cannot be edited
- **Department:** displays the Department to which the current position is assigned
- **Job Code:** displays the Job Code assigned to the current position
- **Pay Group:** displays the Pay Group to which the current position is assigned
- **EmplID:** displays the Employee ID for single incumbent positions, LUMPSM for multi-incumbent positions, and VACANT for completely vacant positions; field cannot be edited
- **Empl Rcd#:** displays the Employee Record number for the employee to which the funding applies and cannot be edited
- **Current Sal:** displays the position's salary at the time of extraction. This value will be selected from the Job Data for filled single incumbent positions, and from the Budget Amount field for Position Data for LUMPSUM and VACANT positions. You cannot edit this field.
  - Note: If future-dated rows exist at the time of the extract, the Budget Prep module will use the most future-dated row with an Effective Date less than or equal to July 1 of the new fiscal year.
- **Raise Effdt:** reflects the date when the proposed salary change will take effect, either the default date entered for the pay group during Parameter Definition, or July 1st of the new fiscal year

- **Equity Adj:** reflects the equity adjustment amount that can be added to a position. If you enter a value here, the system will create a new Job Data row, effective 7/1 of the new budget year. This row is in addition to the delayed raise occurring on the Raise Effective Date. If a Job Data row for an equity adjustment already exists for July 1st of the new budget year, the equity adjustment will be included in the Current Salary from the extract. In this case, you should not enter an equity adjustment in the Budget Prep module.
- **Proposed Sal:** displays the salary amount being proposed for the position as of the Raise Effective Date. Changing this field will automatically recalculate the Change (%) field.
- **Change (%):** reflects the percentage change between the Current Salary and the Proposed Salary. Changing this field will automatically calculate the Proposed Salary amount.
    - Note: The Change (%) value is applied only to the Current Salary. The final Proposed Salary is equal to the Current Salary plus the Change (%) plus the Equity Adjustment.
- **Supp Amt:** reflects any additional money budgeted with a position, but should not be included in the Proposed Salary. For example, you could use this field to budget for any additional pay.
- **Proposed Bud:** reflects the budget proposed for the selected position. This field is calculated by prorating the Current Salary from 7/1 to the Raise Effective Date, and combining this amount with the Proposed Salary from the Raise Effective Date until 6/30. Furthermore, this calculation will factor in the actual number of hours in a year for hourly employees, based on the Budget Reference Hours on the Year/Hours parameters panel.
- **Override Proposed Budget:** this checkbox activates the Proposed Bud field. This enables you to override the calculated Proposed Budget amount. This may be useful in scenarios where a filled position exists, but the employee may be terminating before the end of the fiscal year.
- **Reason:** shows the Reason Code assigned to justify a Proposed Salary. If the Change (%) is over the threshold value specified during Parameter Definition, this field is required.

- **FTE:** shows the FTE associated with a pay group based on the following table:

Pay Group	Full/Part Time Indicator	FTE
A	PT	0.50
A	FT	1.00
C	N/A	0.49
E	PT	0.50
E	FT	1.00
F	N/A	0.75
G	N/A	0.49
H	PT	0.50
H	FT	1.00
L	N/A	0.49
P	N/A	0.49
S	N/A	0.49
T	N/A	0.49
W	N/A	0.49
Y	PT	0.50
Y	FT	1.00
B	No FTE	-
M	No FTE	-
N	No FTE	-

NEW DISTRIB TAB


Budget Data | New Distrib | Original Distrib

Position Number: 83000034 Empl ID: LUMPSM Empl Rcd: 0

Current Sal: 4,000.00 Proposed Sal: 4,000.00 Proposed Bud: 4,000.00

Personalize | Find

	Earnings Code	Dist Type	*Account Code	Distributed amount	Dist %	Fringe %	Proposed Budget	*Start Date	*End Date	Fund	Department	Program
1	REG	P	83110101010A		100.000	100.000	4,000.00	07/01/2014	06/30/2015	10000	1101010	11100

- **Earnings Code:** shows the specific Earnings Code to which the specified funding applies. Leaving this field blank indicates that the selected funding applies to all position earnings. You will leave this field blank when creating Financials Personal Services budgets, while Earnings Codes such as OVT may be configured for export back to HR/Payroll department budgets.
- **Dist Type:** shows how salary and fringe amounts are distributed. Values are:
  - A = By Amount- The amount field is still available but should not be chosen due to limitations by ADP.
  - N = None
  - P = By Percent
- **Account Code:** shows the funding associated with the Position and Earnings Code
- **Distributed Amount:** shows the amount of funding for the selected position for the selected Account Code. A position may be funded by several different Account Codes whose Distribution equals the total salary.
- **Dist %:** shows the percentage of the total funding for the selected position for the selected Account Code. A position may be funded by several different Account Codes whose Distribution %'s add up to 100%.
  - You will receive an error message when saving a page with a zero percent row that has the same account code information as an existing row. This condition causes an error when the Fringe Estimator is run so the error message prevents this error condition.
- **Fringe %:** shows the percentage that fringe estimates will be calculated. This value can be changed to calculate fringe estimates on a different percentage than earnings. The total percentage of fringes must equal 100%.
- **Proposed Budget:** shows the portion of the overall Proposed Budget for the selected position assigned to the selected Account Code. The calculation uses the Dist % to obtain this value.
- **Start and End Date:** reflect the start and end dates for each account code distribution. These fields can be edited to enable the configuration of account codes for different periods throughout the fiscal year. The total distribution of all account codes must equal 100%.
- **Fund, Department, Program, Class, Project/Grant, and Account:** show the Financials ChartFields associated with the selected account code. The Budget Prep module uses these ChartField combinations to build Appropriation, Organization, and Grant Personal Services budgets.

ORIGINAL DISTRIB TAB

Budget Data | New Distrib | **Original Distrib**

Position Number: 83000034 **Empl ID:** LUMPSM **Empl Rcd:** 0

Current Sal: 4,000.00 **Proposed Sal:** 4,000.00 **Proposed Bud:** 4,000.00

Personalize | Find | View A

	Earnings Code	Dist Type	Account Code	Distributed amount	Dist%	Fringe %	Proposed Budget	Start Date	End Date	Fund	Department	Program	Class
1	REG	By Percent	83110101010A		100.000	100.000	4,000.00	07/01/2014	06/30/2015	10000	1101010	11100	11000

The fields on the Original Distrib page are display-only and are the same as the New Distrib page. The values represent the original budget and account code information for the position. This panel displays the information from the REFERENCE version of the budget and is useful as a reference point when changing the position budget information in the CURRENT version.

UPDATING PERSONAL SERVICES DATA

To update Personal Services Data, navigate to the desired field, change the value and save the page. Keep in mind the following:

- Changing the Raise Effective Date, Equity Adjustment, or Change (%) will impact the Proposed Salary and Proposed Budget Amounts.
- Changing the Proposed Salary amount will impact the Change (%) amount and Proposed Budget Amount.
- Changing the Department, Pay Group, or Job Code fields will change the corresponding values in Job and Position Data when exporting back to the HR/Payroll system.
- Changing the Account Codes and Distribution % will impact the Personal Service financial budgets in the Financials system, and Department Budget data in the HR/Payroll system.
- Inactivating the Position in the Budget Prep Module will create a new Position Data row, making the position inactive on 7/1 of the "To Budget Year."

<u>Multiple Employees in Single Incumbent Position</u>

Occasionally, multiple employees are in the same single incumbent position. This may happen when one employee starts in a position as another is leaving at some point in the "To Budget Year." Both employees will appear in the Budget Prep Module. Use the following steps for this scenario:

- Zero out the Proposed Salary for the employee that is leaving.
- Add the Budget Amount associated with the employee leaving to the Supplemental Amount for the new employee.

This process will result in an accurate Proposed Budget for the position, without impacting the HR/Payroll export data.

<u>Split Funding Instructions:</u>

On the New Distrib tab, insert a new row. The distribution can be split by percentages, or by start and end dates. To split by end date, the Dist % and the Fringe % will be 100%, but the Start and End Dates will change.

For complete step-by-step instructions on updating Personal Services Budgets online, see Business Process BP.020.030, Updating the Personal Services Budget Online (pages 174 – 183).

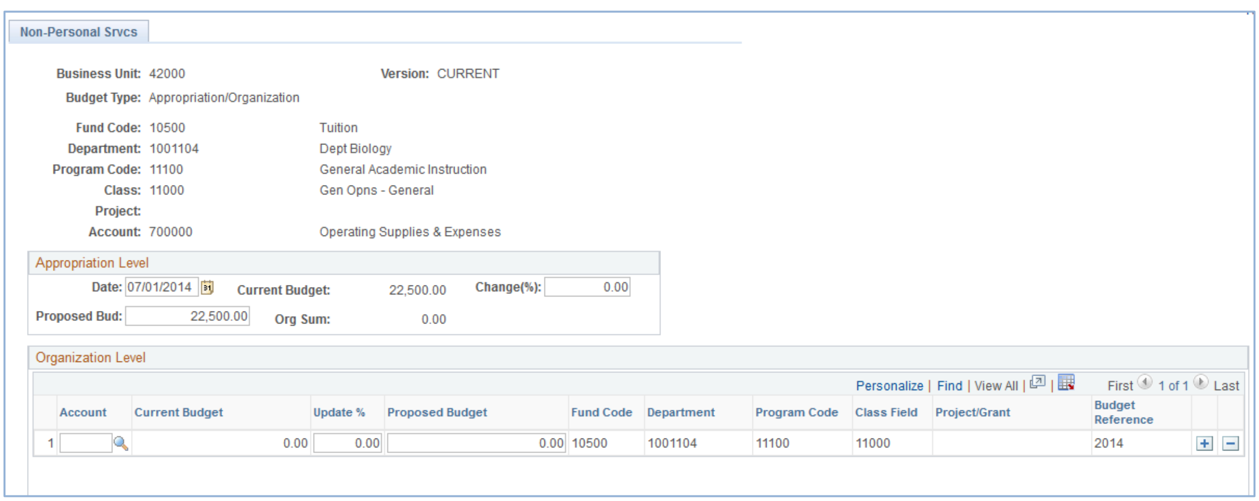
Lesson 6.4: Updating the Non-Personal Services Budget Online

The Non-Personal Services page is used to manually modify Non-Personal Services Appropriation and Organization budgets that were created as a result of the Financial extract process and any mass updates that may have been performed. As with other online updates, only the CURRENT version of the budget is available. Appropriation Budgets may also be manually added using the highest account level of budgeting which is at the 600000, 700000, or 800000 level.

To select an existing Non-Personal Services record for viewing, you can enter the following search criteria: Account, Fund Code, Department, Program Code and Class Field. An existing Appropriation budget can be changed manually by navigating to the Proposed Budget field in the Appropriation Level group box, and adjusting the amount to any value. Likewise, the user can navigate to the Change (%) field to recalculate the Proposed Budget Amount.

An existing Organization budget can be changed manually by navigating to the Proposed Budget field in the Organization Level group box, and adjusting the amount to any value, as long as the sum of the Organization Budgets does not exceed the total Appropriation. Likewise, the user can navigate to the Update % field to recalculate the Proposed Budget Amount. In addition, the user can also modify the account for the Organization Budget.

In addition to modify Organization budgets, you can also add additional Organization Level budget rows. Remember, the total sum of the Organization Budgets cannot exceed the total Appropriation budget.



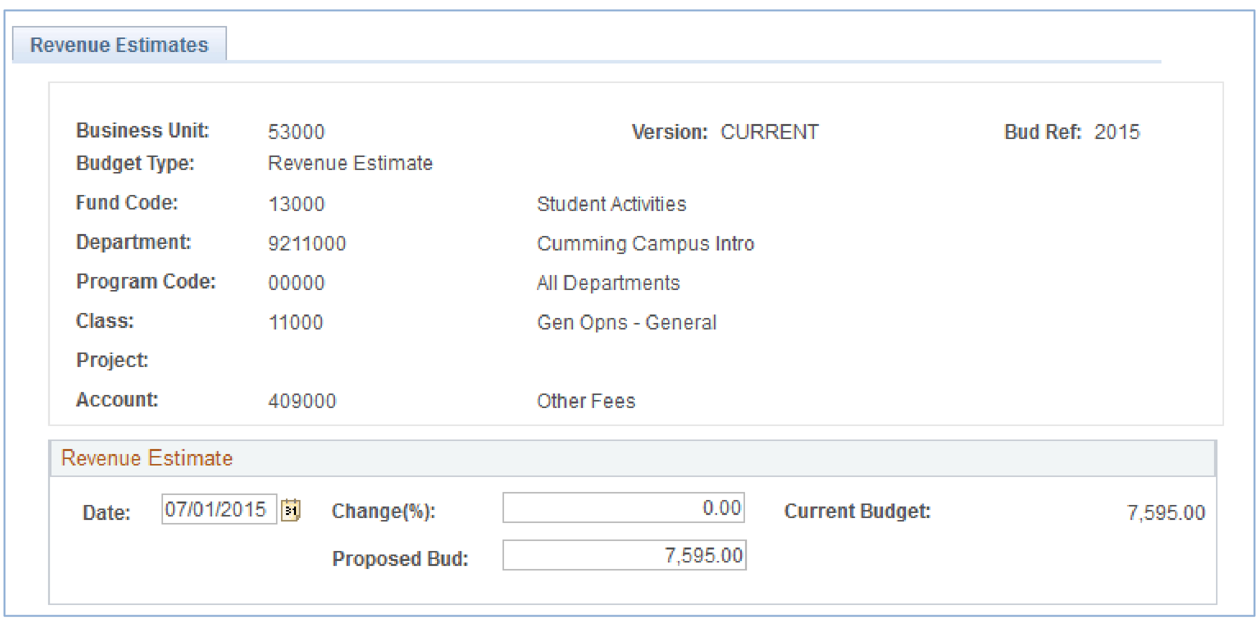
For complete step-by-step instructions on updating Non-Personal Services Budgets online, see Business Process BP.020.040, Updating the Non-Personal Services Budget Online (pages 184 – 188).

Lesson 6.5: Updating the Revenue Estimate Budget Online

You can use the Revenue Estimate Update page to manually add and modify Revenue Estimate budgets created as a result of the Financials extract process, as well as any mass updates that may have been performed. Only the CURRENT version of the budget is available for online updates. Any changes to the Revenue Estimate budgets are saved in the Budget Prep module, until they are exported back to Financials.

When searching for a Revenue Estimate budget, you need to input your Business Unit. You can then search for a specific Account, Fund Code, Department, Program Code, and Class Field. You will then be able to access the Revenue Estimates page to edit. To make the edits, use the Revenue Estimate group box:

- Date: specifies the date the budget should take effect. This typically will be July 1 of the "To Budget Year" minus 1.
- Change (%) displays the percentage between the Current Budget and Proposed Budget fields. Changing this field will automatically calculate the Proposed Budget amount.
- Proposed Budget: displays the budget amount being proposed for the selected Revenue Estimate. Changing this field will automatically recalculate the Change (%) field.
- To delete a revenue estimate budget, input a zero for the proposed budget amount and click save.



For complete step-by-step instructions on updating Revenue Estimates Budgets online, see Business Process BP.020.050, Updating the Revenue Estimate Budget Online (pages 189 – 192).

Lesson 6.6: Updating the Grant Budget Online

This process reviews how to update or manually add a Non-Personal Service Grant Budget, as well as how to review a comprehensive Grant Budget picture. Remember, Grants cannot be added in the Budget Prep module. All grants must initially be created and configured in the Financials system. To use this update, you can search for any existing, active Project/Grant. The Project/Grant type that is budgeted here and will post to the PROJ_GRT Ledger are those whose attributes are "Grant" in the setup in Financials.

On the **Project/Grant** page is a summary of information for the Grant that you searched for. This read-only information includes:

- Grant Attributes: Effective Date, Status, Description, Project/Grant Type, Start Date, End Date, and Manager Name
- Overall Project/Grant Amount and Spending Authority: These numbers are cumulative across fiscal years.
- Proposed Budget Information: The values in this group box display the total for each Grant budget component (Personal Services Budgeted for Period, Fringes Budgeted for Period, and Non-Personal Services Budgeted for Period), and the Total Project Budgeted for Period.

On the **Personal Services** tab, the following read-only information is displayed:

- Attributes for each Position assigned to the Grant.
- Earnings Code and Account Code attributes for each position assigned to the Grant. If a position is split funded, only the portion associated with the Grant will be displayed.

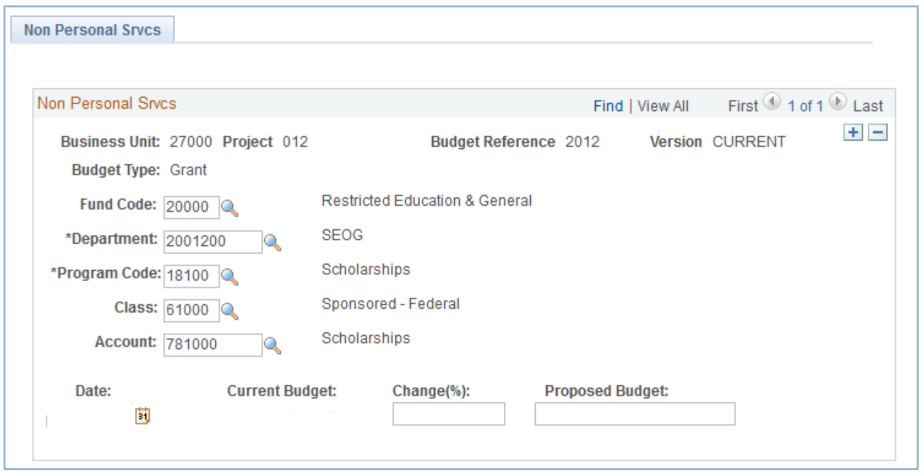
The data shown on the Personal Services tab is for information purposes only and cannot be updated. The "Updating the Personal Services Budget Online" (BP.020.030) process should be used to modify any Personal Services budget data. This page is essentially identical to the format of the Personal Services pages, but is limited to positions with Grant funding.

On the **Fringes** tab, the following read-only information for the fringe estimates supported by the Grant is displayed:

- Department, Employee ID, and Position Number
- ChartField combination: The ChartFields are taken directly from the ChartFields associated with the position's Grant funding with the exception of Account that comes from the Fringe Accounts table. These fields include Account, Fund Code, Program Code, and Class Field.
- Fringe Type: This field specifies the fringe type associated with the ChartFields.
- Rate/Amount: This field displays the percentage or flat amount associated with the fringe.
- Amount: This field displays the amount of the Fringe Estimate for the Fringe Type and ChartField combination.
- The data shown is for information purposes only. To modify any Fringe budget data, you should use the "Update Fringe Benefit Estimates Online" (BP.020.070) process.

The **Non-Personal Services** page contains the fields that are available for update. The ChartFields that uniquely define the grant budgets are displayed. All ChartFields are available for edit on this page. When modifying the ChartFields on existing budgets, care should be taken to not create a ChartField combination that already exists.

- Date: The date field specifies the date the budget should take effect. This typically will be 7/1 of the “To Budget Year.”
- Current Budget: This field displays the amount of the original budget, plus any permanent budget amendments that were extracted from Financials for the specified Project/Grant budget.
- Change (%): This field displays the percentage change between the Current Budget and Proposed Budget fields. Changing this field automatically recalculates the Proposed Budget amount.
- Proposed Budget: This field displays the budget amount being proposed for the new budget. Changing this field automatically recalculates the Change (%) field.



You can manually modify a Non-Personal Service Grant budget by navigating to the Proposed Budget field and adjusting the amount to any value. Likewise, you can make the change in the Change (%) field to recalculate the Proposed Budget Amount.

To add a Non-Personal Services budget to the grant, you will need to insert a new row on the Non-Personal Services page. You will enter the desired ChartFields to uniquely identify the new grant budget:

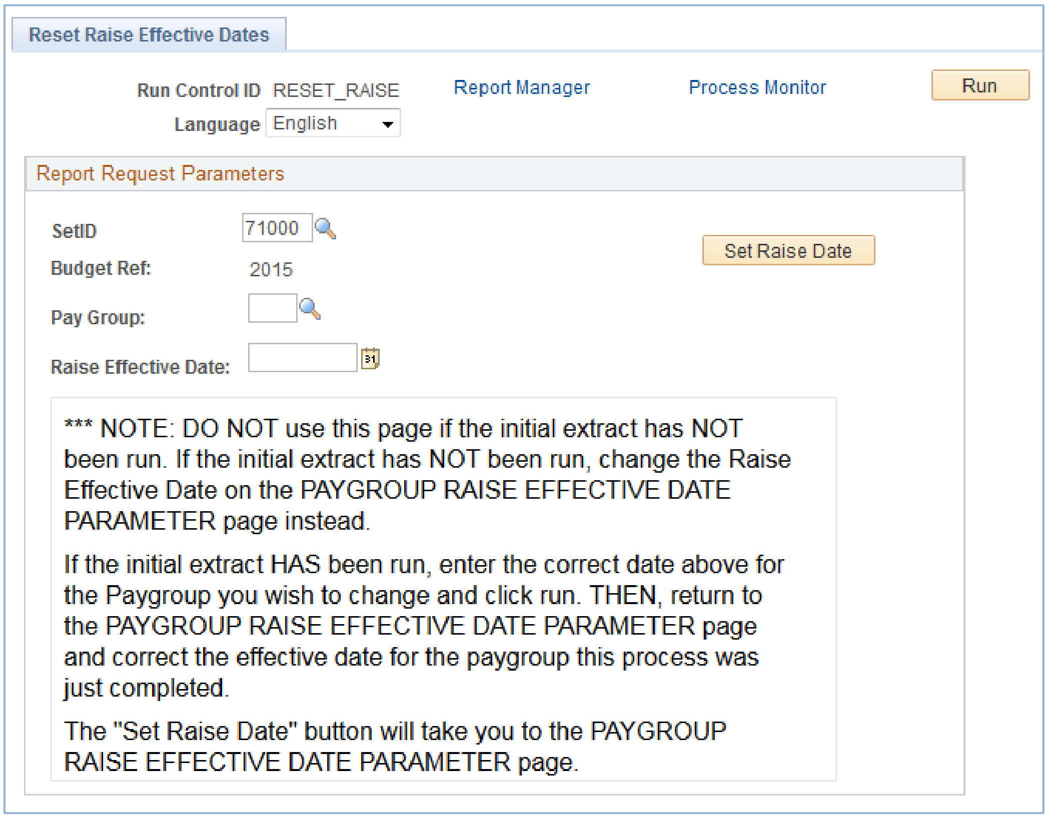
- Fund Code: Any existing fund code in the 20000 – 29999 range may be selected.
- Department
- Class Field
- Program Code
- Account: Typically, only a 600000 – 999999 account should be selected, as 500000 accounts will be generated through the Personal Services budgets.

Budgets will automatically be added only to the CURRENT version of the budget for the specified Project/Grant.

For complete step-by-step instructions on updating Grant Budgets online, see Business Process BP.020.060, Updating the Grant Budget Online (pages 193 – 196).

Lesson 6.7: Resetting Raise Effective Dates

The process of Resetting Raise Effective Dates enables you to update the Raise Effective Dates on all Personal Services pages for selected pay groups. This process should only be performed if the initial extract from HR/Payroll has been completed. Whereas the initial Raise Effective Dates can be run for all applicable Pay Groups at the same time, this process is often run only for the Pay Group(s) that need to be updated.



To run this process, enter your SetID and select the Pay Group. Then enter the new Raise Effective Date for that particular Pay Group. After running the process, verify that the process completed successfully and that it was posted. You then need to return to the Reset Raise Effective Date page. Here, select the Set Raise Date button to go to the Raise Effective Dates page. You then need to update the Pay Group with the new Raise Effective Date for which you just ran the process.

Raise Effective Dates

SetID 71000

Raise Effective Dates by Paygroup — Personalize | Find — First 1-17 of 17 Last

	*Pay Group	Description	Date From
1	71A	Salaried	07/01/2015
2	71B	Benefit Billing	07/01/2015
3	71C	Temporary Staff	07/01/2015
4	71E	Exempt Hourly	07/01/2015
5	71F	10 Month Faculty	08/01/2015
6	71G	Graduate Assistants	07/01/2015
7	71H	Staff	07/01/2015
8	71J	10 month NonFac-non-exempt	07/01/2015
9	71L	Temporary Salaried	07/01/2015
10	71M	Pending Faculty	07/01/2015
11	71N	Non-paid Affiliate	07/01/2015
12	71P	Part Time Faculty	07/01/2015
13	71S	Summer Faculty	07/01/2015
14	71T	Student Assistants	07/01/2015
15	71W	College Work/Study	07/01/2015
16	71X	10 month NonFac-exempt	07/01/2015
17	71Y	12 Month Faculty	07/01/2015

For complete step-by-step instructions on resetting the Raise Effective Date, see Business Process BP.020.090, Resetting Raise Effective Dates (pages 197 – 202).

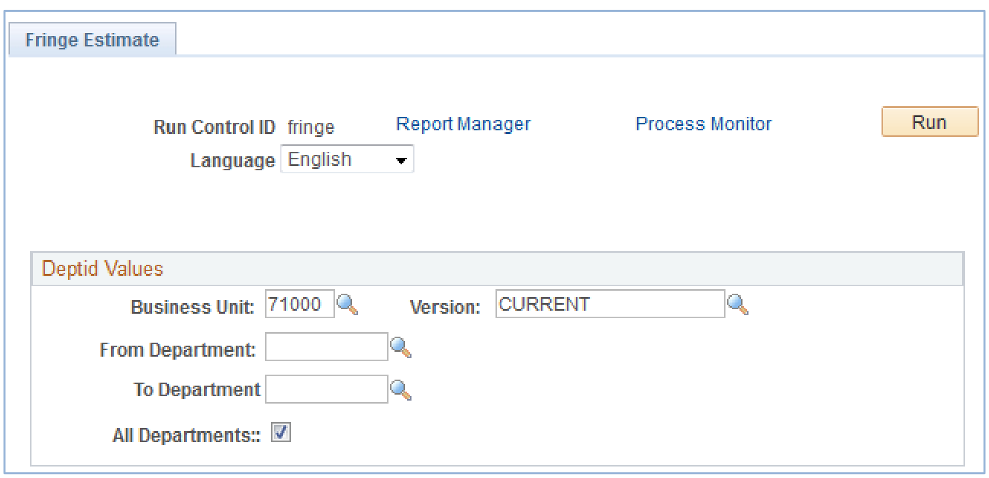
Lesson 7: Fringe Benefit Estimates

Lesson 7.1: Generating Fringe Benefit Estimates

You can generate Fringe Benefit Estimates based on the proposed Personal Services budgets and the fringe estimate percentages, accounts, and amounts that were defined in the initial setup. You can run this process multiple times against the same budget version. However, this process will not rebuild any fringe estimates that have been protected using the online fringe estimate adjustment procedures (lesson 7.2).

This process populates the Fringe Estimate table, displaying fringe estimates for each position for FICA Emp, FICA Medicare, Retirement, Group insurance, and Life Insurance. Typically, the Budget Coordinator executes this process after creating the CURRENT budget version and after making any necessary updates to the Personal Services budgets.

When running this process, you can run it on any budget version. Typically, you will select the CURRENT version though. In addition, you can choose to generate fringes for a single department, a department range, or for all departments. On the initial run of this process, we recommend that you run it for all departments. Once you have generated the fringe estimates, you can update these estimates online.



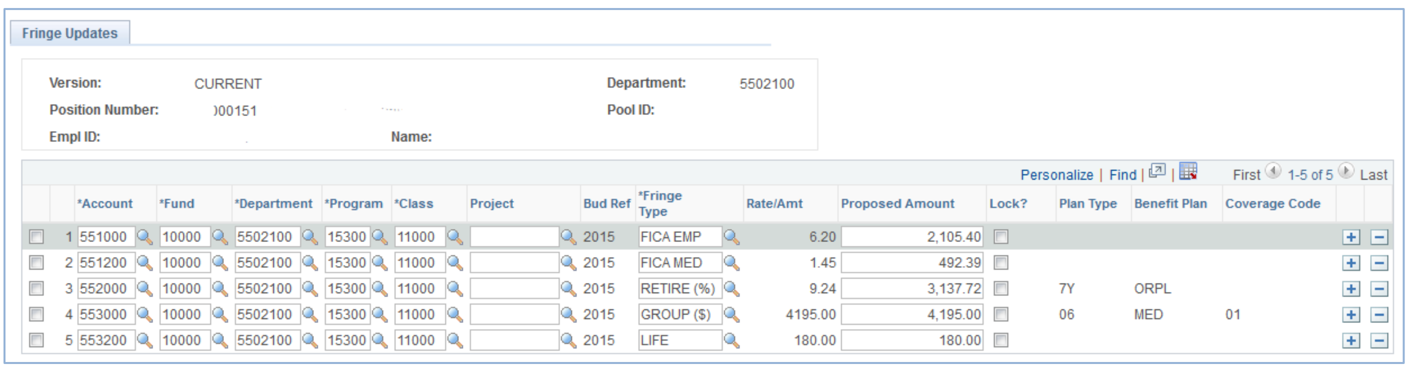
For complete step-by-step instructions on Fringe Estimates, see Business Process BP.040.040, Generating Fringe Benefit Estimates (pages 203 – 207).

Lesson 7.2: Updating Fringe Benefit Estimates Online

Now that you have run the Fringe Estimate Generator process, you can manually adjust the results that were created from that process. Manual adjustments to the fringe benefit estimates may be useful when more information is available about fringes for a particular position. Budget users can access the Fringe Updates page to review the results of the Fringe Estimate Generator, as well as to make manual adjustments.

On the Fringe Updates page, the selected Position's information includes the Budget Version, Position Number, Department, Employee ID, and Name in the Header. The rows below the header include:

- **ChartField Combination:** With the exception of Account, the ChartFields are taken directly from the ChartFields associated with the position's funding. The Account defined on the Fringe Account setup page is substituted in place of the earnings account.
- **Fringe Type:** This field specifies which fringe type the ChartFields and amount are associated with. The values will be one of FICA EMP, FICA, MED, RETIRE, GROUP, or LIFE.
- **Rate/Amt:** This field displays the percentage or flat amount associated with the fringe and is taken directly from the Fringe Estimate setup pages.
- **Proposed Amount:** This field displays the amount of the Fringe Estimate for the Fringe Type and ChartField combination.
- **Lock?:** This checkbox indicates whether or not the fringe is protected from any additional processing of the Fringe Estimate Generator. If the checkbox is ON, the row is locked and the data will not be updated by subsequent executions of the Fringe Estimate Generator.
- **Plan Type, Benefit Plan, and Coverage Code:** These fields display the values selected in the Fringe setup for Retirement and Group fringe estimates.


Fringe Updates

Version: CURRENT
Position Number:)00151
Empl ID:
Name:
Department: 5502100
Pool ID:

Personalize | Find | First 1-5 of 5 Last

	*Account	*Fund	*Department	*Program	*Class	Project	Bud Ref	*Fringe Type	Rate/Amt	Proposed Amount	Lock?	Plan Type	Benefit Plan	Coverage Code
1	551000	10000	5502100	15300	11000		2015	FICA EMP	6.20	2,105.40				
2	551200	10000	5502100	15300	11000		2015	FICA MED	1.45	492.39				
3	552000	10000	5502100	15300	11000		2015	RETIRE (%)	9.24	3,137.72		7Y	ORPL	
4	553000	10000	5502100	15300	11000		2015	GROUP ($)	4195.00	4,195.00		06	MED	01
5	553200	10000	5502100	15300	11000		2015	LIFE	180.00	180.00				

Typically, five rows will appear for each position if Fringes have been generated for FICA EMP, FICA MED, RETIRE, GROUP, and LIFE, and 100% of a position's funding is from a single source. Split funded positions will likely have additional fringe estimates for different ChartField combinations and are prorated based on the account codes distribution percentage.

To change a fringe estimate amount manually, enter a new proposed amount in the Proposed Amount field for a specific fringe. To add fringe estimate row and amount, click on the + sign at the right. When adding a new value, the new row must have different ChartField combination from any of the existing rows.   If you manually change a value, you should give serious consideration to clicking the checkbox in the "Lock?" field (ON) to protect the change from being overwritten by subsequent Fringe Estimate Generator runs.   NOTE: To remove a fringe entirely from a position, zero the proposed amount to zero and lock the row. This will prevent the system from recalculating the fringe type again.

For complete step-by-step instructions on updating Fringe Estimates, see Business Process BP.020.070, Generating Fringe Benefit Estimates (pages 208 – 211).

Lesson 8: Creating a Complete Budget

After you have completed your what-if analyses and all of your online updates, you are then ready to build your overall budget and analyze it. This process involves running the Build Financials process and using various inquiries and reports to analyze the results.

Lesson 8.1: "Build Financials" Process

The Build Financials process aggregates all Personal Services, Fringe Estimates, Non-Personal Services, Revenue Estimates, and Grant budget data, in both summary and detail. The result of this process is the Aggregate Financials Budget (AFB) table. The Aggregate Financials Budget table supports reporting by presenting a complete budget picture in a consistent format.

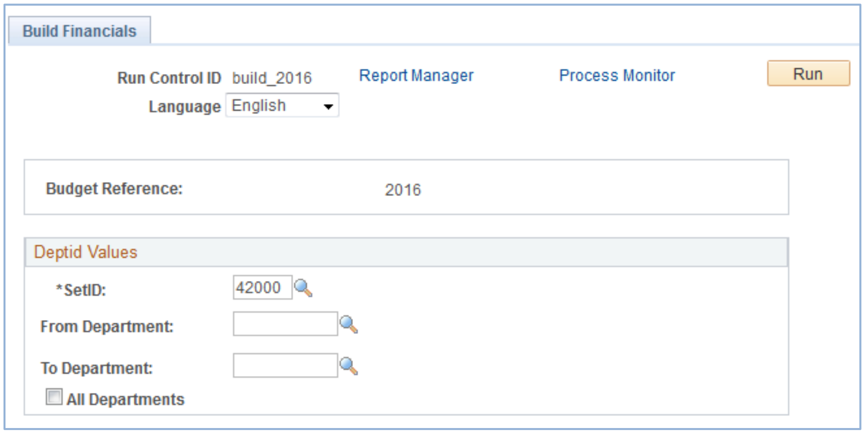
Users can build the Aggregate Financials Budget table as many times as needed to provide an up-to-date snapshot of the entire budget picture and generate reports for review. However, the process of exporting the budget data to Financials (lesson 9) can only occur once per budget development cycle.   Once the final export to Financials has been run, the BORBUILD process cannot be re-run.

When running the Financials Build process, you must have a CURRENT budget version that is ready for reporting. Also, the process itself does not generate any reports. However, you can query the data or view in through the Aggregate Detail Inquiry.

This Build Financials process generates two tables:

- BUD_AGGDET_BOR: This table displays detailed Financials budget data built from Personal Service, Fringe Estimate, Non-Personal Service, Revenue Estimate, and Grant budget data in the Budget Prep module. This table provides a complete picture of the Financials budget picture, but with attributes and detail that are built during budget preparation and in a consistent Financials format. The extract detail is not necessary for Financials, but supports the reporting function in the Budget Prep Module. Please note that entries in the BUD_AGGDET_BOR table are rounded up to the next whole dollar.

- BUD_JRNLBLD_BOR: This table displays a summary of the Financials budget data from Personal Service, Fringe Estimate, Non-Personal Service, Revenue Estimate, and Grant budget data in the Budget Prep Module. This table provides a list of all the budget journals that will be created during the Export to Financials process. The data is similar to the data in the BUD_AGGDET_BOR table, but is aggregated to a summary level by Financials budget type to provide more efficient creation of budget journals in Financials.



For complete step-by-step instructions on running the Build Financials process, see Business Process BP.020.080, Processing Build Financials (pages 212 – 217).

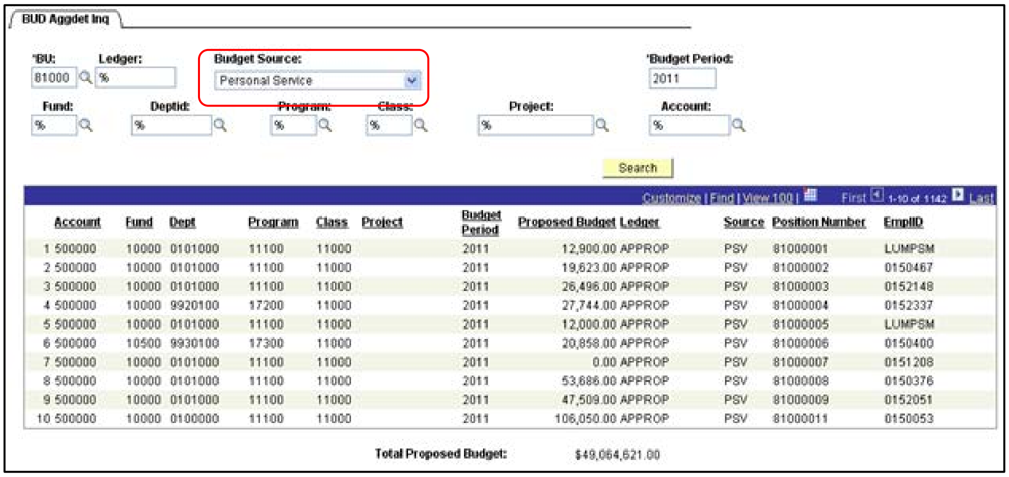
Lesson 8.2: Analyzing Data Using Inquiries

Now that you have run the Build Financials process, you can analyze your complete budget through online inquiries. The Aggregate Detail Inquiry queries data from the Aggregate Financials Budget table. This inquiry enables the users to review the Personal Service, Fringes, and Non-Personal Service budgets, by department and by ChartField combination for the CURRENT budget version.

When entering search criteria for the Aggregate Detail Inquiry, you can ask for specific criteria or generate results for all values in a particular field. You will need to input your Business Unit first. When selecting the Ledger, you can select the APPROP, ORG, REVEST, or PROJ_GRT ledger. Leave this field blank to retrieve all Ledger sources.

When selecting Budget Source, select Fringe Estimates, Non-Personal Services, or Personal Services. Leave this field blank to return all Budget Sources. You will also need to specify the Budget Reference. Only budgets associated with the selected budget reference will be retrieved in the inquiry.

You can also retrieve budget information specific to these specific ChartFields: Fund, Department, Program, Class, Project, and Account. A value of “%” in any field serves as a wildcard and will retrieve all values for that field. A wildcard may also be used as a prefix or suffix to any ChartField search string.



BUD Aggdet Inq

*BU: 81000 Ledger: % Budget Source: Personal Service *Budget Period: 2011

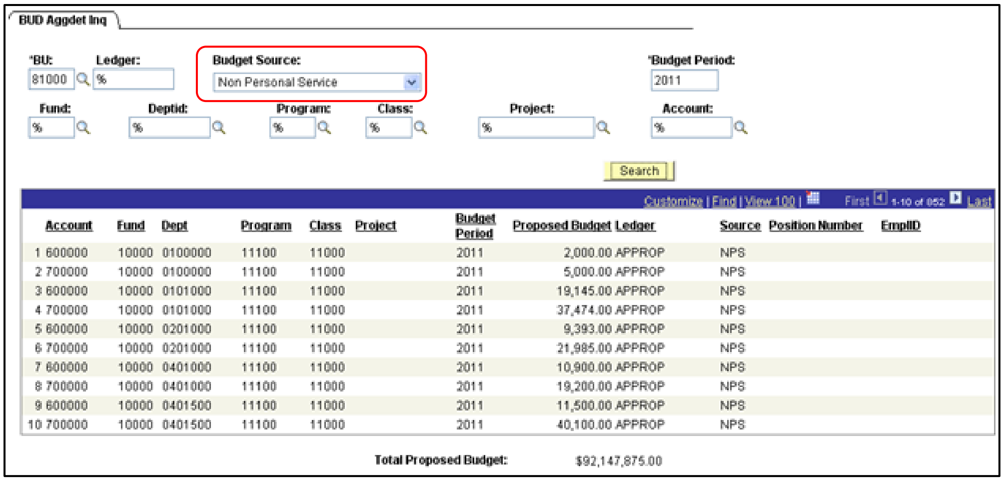
Fund: % Deptid: % Program: % Class: % Project: % Account: %

Search

Customize | Find | View 100 | First 1-10 of 1142 Last

	Account	Fund	Dept	Program	Class	Project	Budget Period	Proposed Budget	Ledger	Source	Position Number	EmplID
1	500000	10000	0101000	11100	11000		2011	12,900.00	APPROP	PSV	81000001	LUMPSM
2	500000	10000	0101000	11100	11000		2011	19,623.00	APPROP	PSV	81000002	0150467
3	500000	10000	0101000	11100	11000		2011	26,496.00	APPROP	PSV	81000003	0152148
4	500000	10000	9920100	17200	11000		2011	27,744.00	APPROP	PSV	81000004	0152337
5	500000	10000	0101000	11100	11000		2011	12,000.00	APPROP	PSV	81000005	LUMPSM
6	500000	10500	9930100	17300	11000		2011	20,858.00	APPROP	PSV	81000006	0150400
7	500000	10000	0101000	11100	11000		2011	0.00	APPROP	PSV	81000007	0151208
8	500000	10000	0101000	11100	11000		2011	53,686.00	APPROP	PSV	81000008	0150376
9	500000	10000	0101000	11100	11000		2011	47,509.00	APPROP	PSV	81000009	0152051
10	500000	10000	0100000	11100	11000		2011	106,050.00	APPROP	PSV	81000011	0150053

Total Proposed Budget: $49,064,621.00



BUD Aggdet Inq

*BU: 81000 Ledger: % Budget Source: Non Personal Service *Budget Period: 2011

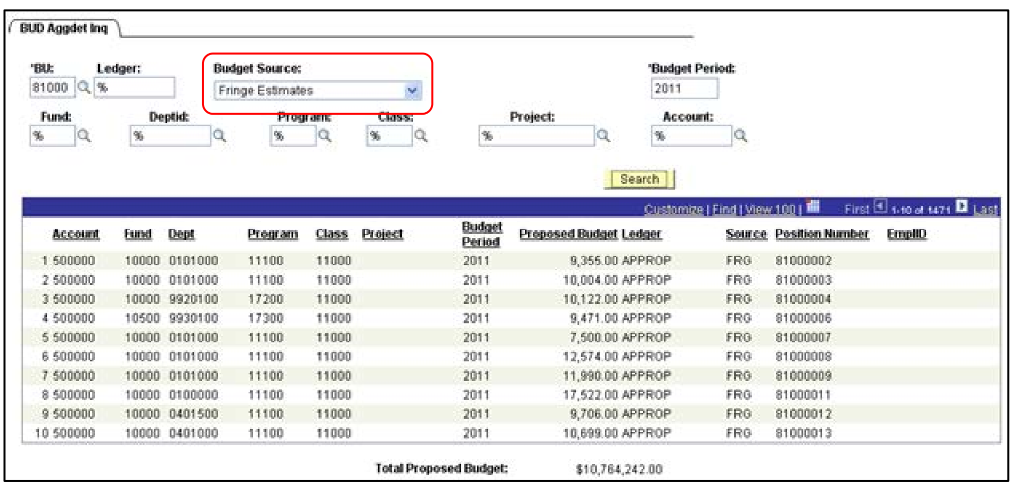
Fund: % Deptid: % Program: % Class: % Project: % Account: %

Search

Customize | Find | View 100 | First 1-10 of 852 Last

	Account	Fund	Dept	Program	Class	Project	Budget Period	Proposed Budget	Ledger	Source	Position Number	EmplID
1	600000	10000	0100000	11100	11000		2011	2,000.00	APPROP	NPS		
2	700000	10000	0100000	11100	11000		2011	5,000.00	APPROP	NPS		
3	600000	10000	0101000	11100	11000		2011	19,145.00	APPROP	NPS		
4	700000	10000	0101000	11100	11000		2011	37,474.00	APPROP	NPS		
5	600000	10000	0201000	11100	11000		2011	9,393.00	APPROP	NPS		
6	700000	10000	0201000	11100	11000		2011	21,985.00	APPROP	NPS		
7	600000	10000	0401000	11100	11000		2011	10,900.00	APPROP	NPS		
8	700000	10000	0401000	11100	11000		2011	19,200.00	APPROP	NPS		
9	600000	10000	0401500	11100	11000		2011	11,500.00	APPROP	NPS		
10	700000	10000	0401500	11100	11000		2011	40,100.00	APPROP	NPS		

Total Proposed Budget: $92,147,875.00



BUD Aggdet Inq

*BU: 81000 Ledger: % Budget Source: Fringe Estimates *Budget Period: 2011

Fund: % Deptid: % Program: % Class: % Project: % Account: %

Search

Customize | Find | View 100 | First 1-10 of 1471 Last

	Account	Fund	Dept	Program	Class	Project	Budget Period	Proposed Budget	Ledger	Source	Position Number	EmplID
1	500000	10000	0101000	11100	11000		2011	9,355.00	APPROP	FRG	81000002	
2	500000	10000	0101000	11100	11000		2011	10,004.00	APPROP	FRG	81000003	
3	500000	10000	9920100	17200	11000		2011	10,122.00	APPROP	FRG	81000004	
4	500000	10500	9930100	17300	11000		2011	9,471.00	APPROP	FRG	81000006	
5	500000	10000	0101000	11100	11000		2011	7,500.00	APPROP	FRG	81000007	
6	500000	10000	0101000	11100	11000		2011	12,574.00	APPROP	FRG	81000008	
7	500000	10000	0101000	11100	11000		2011	11,990.00	APPROP	FRG	81000009	
8	500000	10000	0100000	11100	11000		2011	17,522.00	APPROP	FRG	81000011	
9	500000	10000	0401500	11100	11000		2011	9,706.00	APPROP	FRG	81000012	
10	500000	10000	0401000	11100	11000		2011	10,699.00	APPROP	FRG	81000013	

Total Proposed Budget: $10,764,242.00

For complete step-by-step instructions on running the Aggregate Detail inquiry, see Business Process BP.060.030, Inquire on Aggregate Detail (pages 218 – 221).

In addition to the Aggregate Detail Inquiry, you can also use the Inquiry on Personal Services and the Inquiry on Non-Personal Services that were detailed in lesson 5.

For complete step-by-step instructions inquiring on Personal Services, see Business Process BP.060.010, Inquiring on Personal Services (pages 157 – 159).

For complete step-by-step instructions inquiring on Non-Personal Services, see Business Process BP.060.020, Inquiring on Non-Personal Services (pages 160 – 163).

As well as the online inquiries, you can also build your own queries on the Budget Prep records. The following grid details the record name and the basic information contained in each record.

Record Name	**Description**
BUD_AGGDET_BOR	• Aggregate details for APPROP, ORG, REVEST, and PROJ_GRT Ledgers
BUD_JRNLBLD_BOR	• List of budget journals that will be created during the Export to Financials process
BUD_NPSA_BOR	• Details of Non-Personal Services for all Budget Versions and Ledgers
BUD_NPSB_BOR	• Details of Non Personal Services for all Budget Versions
BUD_PSA_BOR	• Lists position numbers and if the position is Active or Inactive
BUD_PSB_BOR	• Details of Personal Services for all Budget Versions
BUD_PSC_BOR	• Details of Personal Services for all Budget Versions
BUD_HLTHBEN_BOR	• List of EmplIDs who have health benefits, benefit types, and effective dates
BUD_RETPLAN_BOR	• List of EmplIDs who participate in a retirement plan and the plan type
BUD_FRG_UPT_BOR	• Details of Fringe Benefits by position number

In order to query these Budget Prep records or run any Budget Prep queries, you will need to have your Security Administrator add the role “BOR_PT_QRY_BUDPREP” to your User ID in PeopleSoft Financials.

Lesson 8.3: Analyzing Data Using Reports and Queries

There are numerous reports you can run in the Budget Prep module after running the Build Financials process, which will help you analyze your budget. The following grid details the report name and the purpose/detail of the report. The navigation for reports in the Budget Prep Module is **BOR Menus > BOR Budget Prep > Budget Prep Reports**.

Report Name	Purpose/Detail
Schedule C – Statement of (Summary) Revenue	• Provides a summary of revenue budget information • Includes revenue data for the original budget for the current fiscal year, the amended budget for the current fiscal year, and the proposed budget for the upcoming fiscal year. • Revenue data totals by Class Ranges within a Fund Code • Report can be run for one or all Fund Codes (use % wildcard for all Fund Codes)
Schedule C-1 – Detail of Available Funds	• Provides detailed revenue budget information • Includes revenue data for the original budget for the current fiscal year, the amended budget for the current fiscal year, and the proposed budget for the upcoming fiscal year • Similar to Schedule C, but with a further breakdown of revenue within Account ranges • Budget revenue data totals by Account ranges within Class ranges, within a Fund Code • The Account range categories vary depending on the associated Class range • Report can be run for one or all Fund Codes (use % wildcard for all Fund Codes)
Schedule D – Summary of Budget Functions	• Provides summary budget information for proposed expenditures by Program • Includes budget data for the original budget for the current fiscal year, the amended budget for the current fiscal year, and the proposed budget for the upcoming fiscal year. • For the proposed budget, the expenditures by program are further broken down by Personal Services, Travel, Operating Supplies, Equipment, and Non-Mandatory Transfers. • Budget Expenditure data totals by program ranges within Class ranges, within a Fund Code. • Report can be run for one or all Fund Codes (use % wildcard for all Fund Codes)

Report Name	Purpose/Detail
Schedule D-1 – Summary of Functions by Fund Source	• Provides summary budget information for proposed expenditures by Program (function) • Similar to Schedule D, but only includes the proposed budget for the upcoming fiscal year. • Budget expenditure data totals by program ranges within Class ranges, within a Fund Code • Report can be run for one or all Fund Codes (use % wildcard for all Fund Codes)
Schedule E – Statement of Personal Services	• Provides budget information for Personal Services • Includes budget data for the original budget for the current fiscal year and the proposed budget for the upcoming fiscal year. • Personal Services data totals by salary account ranges within Class ranges, within a Fund Code • Report can be run for one or all Fund Codes (use % wildcard for all Fund Codes)
Schedule E-1 – Detail of Institutional Fringe Benefits	• Provides summary fringe benefit budget information • Includes budget data for the original budget for the current fiscal year, the amended budget for the current fiscal year, and the proposed budget for the upcoming fiscal year • Fringe estimate budget data totals by fringe account within a Fund Code. • Report can be run for one or all Fund Codes (use % wildcard for all Fund Codes)
Schedule F – Schedule of Non-Personal Services	• Provides budget information for proposed Non-Personal Services expenditures by Account range • Includes budget data for the amended budget for the current fiscal year, and the proposed budget for the upcoming fiscal year • Non-Personal Service budget data totals by the first three digits of the Account within a Class range, within a Fund Code • Report can be run for one or all Fund Codes (use % wildcard for all Fund Codes)

Report Name	Purpose/Detail
Schedule G – Department Budget by Fund Source, Function, and Expenditure Type	• Provides Personal Service and Non-Personal Services budget information for a department, broken down by Program, Class and Account • Includes budget data for the original budget for the current fiscal year, the amended budget for the current fiscal year, , the proposed budget for the upcoming fiscal year, and any projects/Grants within a department. • Report data totals by Account ranges within a Class range, within a Program range, with a Fund Code, and within a Department or Project/Grant. • Specify one or all (%) Fund Codes, Department Range, or Project Range. • Sort by Position, Account Code or Name
Schedule G-1 – Detail of Personal Services	• Provides Personal Services budget information for a department broken down by Position Number, Name, Employee ID, Job Code, Job Description, Fund, Account, and Program • Includes budget data for the amended budget for the current fiscal year, the proposed salary for the upcoming fiscal year, and the proposed budget amount for the upcoming fiscal year • Positions that are split-funded will be marked by an * beside the proposed budget amount • Report data totals by Class within a Department • Specify the version (CURRENT) • Include a range of Departments • Sort by Position, Account Code or Name
Schedule J – Schedule of Employee Salary Ranges Report	• Provides a count of the number of positions and total compensation amount within a specified salary range • Parameter is the budget version (CURRENT)
Schedule K – Salaries of $100,000 and Over Report	• Provides a listing of every employee slated to make over $100,000 in the upcoming fiscal year • Parameter is the budget version (CURRENT)
Schedule L – Total Raises for Filled Positions Report	• Provides a count of the number of positions and a percentage of all positions within a specified raise percentage range • Parameter is the budget version (CURRENT)
Revenue/Expense Compare Report	• Provides a summary of revenues vs. expenses by Fund Code • When running the report, you can choose to show the ORG ledger or not • Provide a sort order based on Account, Class, Program, Department and Project

To access a BOR predefined query:

Query Viewer: Main Menu > Reporting Tools > Query > Query Viewer
Query Manager: Main Menu > Reporting Tools > Query > Query Manager

Query Name	Description	Parameters
BOR_BP_AGG_GRANTS Budget Prep Aggregate for Grants	Returns the following for: Unit, Budget Ref, Position, Fund, Dept, Descr, Program, Class, Project, Account, Proposed Budget, ID, Empl Rcd#, Acct Code, Source, Fund, DeptID, Program, Class, Proj/Grt, Acct, Ledger	Unit Budget Ref
BOR_BP_BUDAGG Budget Prep Aggregate	Returns the following for: Unit, Position, Fund, Dept, Descr, Program, Class, Project, Account, Proposed Budget, ID, Name, Empl Rcd#, Acct Code, Source, Fund, DeptID, Class, Program, Proj/Grt, Acct, Ledger	Unit Budget Ref
BOR_BP_DIST_EXCEPTIONS Budget Prep Proposed Distrib Exceptions	Returns the following for: SetID, Budget Ref, Position, ID, Empl Rcd#, Proposed Budget, Dist Proposed Budget	SetID Budget Ref
BOR_BP_ERN_CD_LIST Budget Prep Earn Code List <> REG	Returns the following for: SetID, Descr, Dept, Position, Job Code, Descr, ID, Name, Current Amount, Equity Adj Amt, Supp Bud Amt, PerRate, Proposed Salary, Proposed Budget, Group, Bud Orig PayGrp, Acct Code, Account, Fund, Budget Dept, Program, Class, Project, Distrib %, Master Acct, From, Eff Date, Distrib Prop Budget, Distrib Prop Sal, EarnCode	SetID Bud Ref Version
BOR_BP_ORIG_SAL_NAMES Original PSvc wnames and distrib	Returns the following for :	SetID Bud Ref

	SetID, Descr, Dept, Position, Job Code, Descr, ID, Name, Current Amount, Equity Adj Amt, Supp Bud Amt, PerRate, Proposed Salary, Proposed Budget, Group, Bud Orig PayGrp, Acct Code, Account, Fund, Budget Dept, Program, Class, Project, Distrib %, Master Acct, From, Eff Date, Distrib Prop Budget, Distrib Prop Sal, EarnCode	
BOR_BP_ORIG_SAL_NONAME Original Psvc vac-Lump-pct distrib	Returns the following for: SetID, Descr, Dept, Position, Job Code, Descr, ID, Current Amount, Equity Adj Amt, Supp Bud Amt, PerRate, Proposed Salary, Proposed Budget, Group, Bud Orig PayGrp, Acct Code, Account, Fund, Budget Dept, Program, Class, Project, Distrib %, Master Acct, From, Eff Date, Distrib Prop Bud, Distrib Propr Sal	SetID Budget Ref
BOR_BP_POSNS_SAME_CHTFIELD Identifies positions that have different earnings codes with the same ChartFields.	Returns the following for: SetID, Position, Bud Ref, Acct Code, Account, EarnCode, Empl ID, Empl Rcd#, Department, Distrib %, Proposed Budget	SetID Budget Ref

BP Reports

Reports can be viewed in either the **Report Manager** or the **Process Monitor**. When running a report, you can select how you want the report to be displayed, e.g. HTML, PDF. You can also choose to run your report to the Web or to a separate window.

Report Name	Description	Navigation	Parameters
Schedule C **Statement of (Summary) Revenue**	Provides a summary of revenue budget information.	BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule C	• Business Unit • Fund Code

Schedule C-1 **Detail of Available Funds**	Provides detailed revenue budget information.	BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule C-1	• Business Unit • Fund Code
Schedule D **Summary of Budget Functions**	Provides summary budget information for proposed expenditures by Program.	BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule D	• Business Unit • Fund Code
Schedule D-1 **Summary of Functions by Fund Source**	Provides summary budget information for proposed expenditures by Program (function).	BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule D-1	• Business Unit • Fund Code
Schedule E **Statement of Personal Services**	Provides budget information for Personal Services.	BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule E	• Business Unit • Fund Code
Schedule E-1 **Detail of Institutional Fringe Benefits**	Provides summary fringe benefit budget information.	BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule E-1	• Business Unit • Fund Code
Schedule F **Schedule of Non-Personal Services**	Provides budget information for proposed Non-Personal Services expenditures by Account range.	BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule F	• Business Unit • Fund Code
Schedule G **Department Budget by Fund Source, Function, and Expenditure Type**	Provides Personal Service and Non-Personal Services budget information for a department, broken down by Program, Class, and Account.	BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule G	• SetID • From DeptID • To DeptID • Fund Code • From Project • To Project
Schedule G-1 **Detail of Personal Services**	Provides Personal Services budget information for a department broken down by Position Number, Name, Employee ID, Job	BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule G-1	• SetID • Version • From Department • To Department

	Code, Job Description, Fund, Account, and Program.		
Schedule J **Schedule of Employee Salary Ranges Report**	Provides a count of the number of positions and total compensation amount within a specified salary range.	BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule J	• Business Unit • Version
Schedule K **Salaries of $100,000 and Over Report**	Provides a listing of every employee slated to make over $100,000 in the upcoming fiscal year.	BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule K	• Business Unit • Version
Schedule L **Total Raises for Filled Positions Report**	Provides a count of the number of positions and a percentage of all positions within a specified raise percentage range.	BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule L	• Business Unit • Version
Revenue/Expense Compare Report	Provides a summary of revenues vs. expenses by Fund Code.	BOR Menus > BOR Budget Prep > Budget Prep Reports > Revenue/Expense Compare	• Business Unit • Fund Code

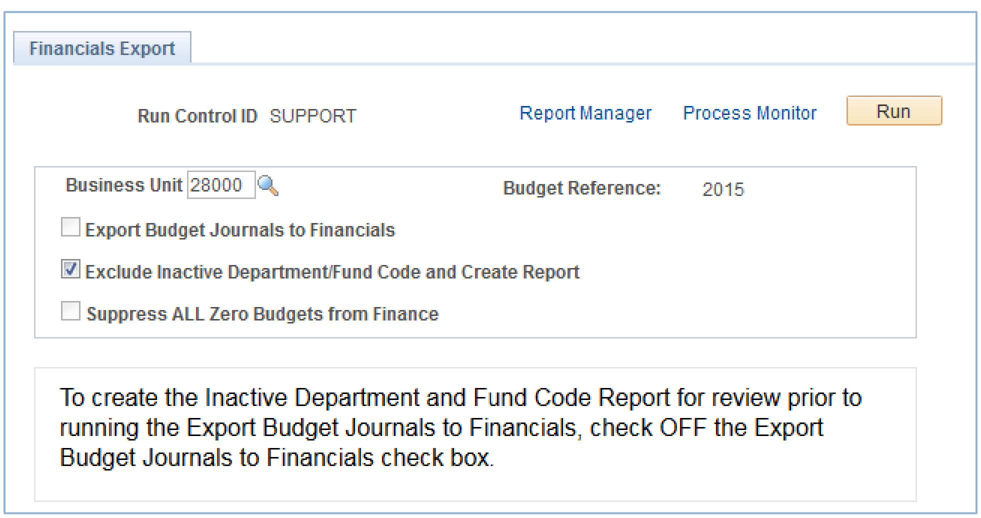
Lesson 9: Exporting Data Back to HR/Payroll and PSFIN

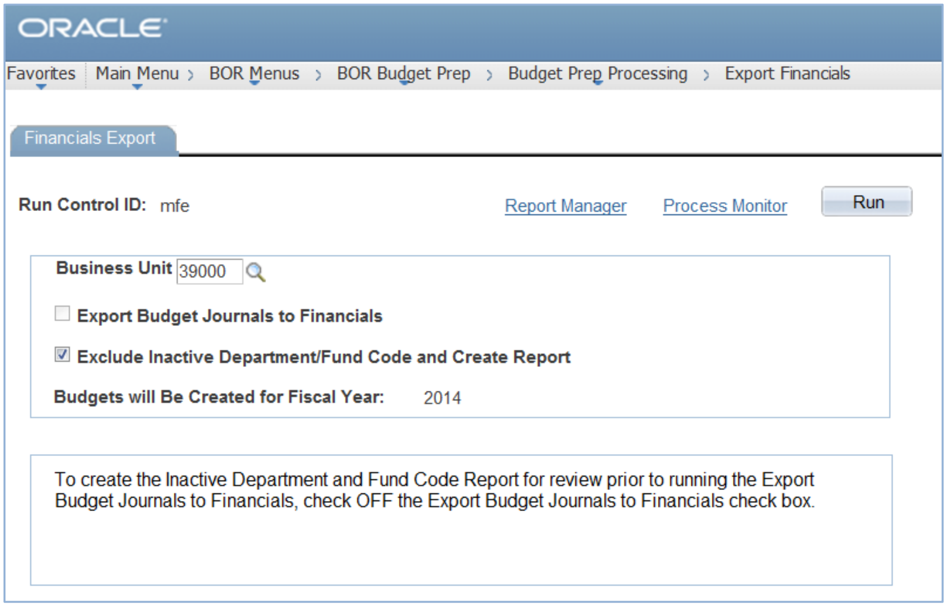
When your budget is ready and you have received word from the University System Office that the budget has been approved, you can then export your budget data to the HR/Payroll Application and PSFIN.

Lesson 9.1: Exporting Budget Journals to Financials

The Exporting Budget Journals to Financials process exports data from the detail Aggregate Financials Budget table in the Budget Prep module to the Financials system for the "To Budget Year." The result of this export process is a set of unposted Appropriation, Organization, Revenue Estimate, and Grant Budget Journals. Keep in mind that you can only export budget data to Financials once per budget development cycle, after all budget data is finalized. Until then, users can build the Aggregate Financials Budget table as needed to provide an up-to-date snapshot of the entire budget picture and generate reports for review. Users may create a report of positions and amounts in inactive Department and Fund codes prior to exporting to Financials by selecting the checkbox as noted in the screenshot below. As long as the "Export Budget Journals to Financials" checkbox is not selected, you may go back and make corrections as necessary.

When running this process, create a new Run Control ID and enter your Business Unit. Institutions have the option to suppress zero budgets from being created during the export. When this box is selected, the export will not create any zero budgets for APPROP, ORG, REVEST, or PROJ_GRT budgets to be posted by Commitment Control. When you run the process to "Export Budget Journals to Financials", you will receive a warning indicating that this process can only be done once for a budget year. After your process has run successfully, your budget journals will then need to be posted in the PSFIN Commitment Control module.





The Financial Export process supports Commitment Control in that the KK_BUDGET_HDR and KK_BUDGET_LN records are populated with the Budget Prep budgets. Commitment Control does support multiple journal lines within a journal. The interface to Financials creates a separate journal for each department/ledger group combination. Only the APPROP, ORG, PROJ_GRT, and REVEST ledger groups are populated. The PRMST_EXP and PRMST_REV ledger groups are not populated since they are cumulative and may cross fiscal years. To post the budget journals, users should run the Batch Journal Post process in Commitment Control. For more information on posting Budget Journals in Batch, see Business Process KK.030.002.

For complete step-by-step instructions on exporting data back to Financials, see Business Process BP.040.020, Exporting Budget Journals to Financials (pages 222 – 226).

Lesson 9.2: Exporting Budget Data Back to HR/Payroll Application

The Exporting Budget Data back to ADP process exports Personal Services data from the Budget Prep module to the HR/Payroll system for the “To Budget Year”. The process creates a file containing Job Data, Position Data, and Department Budget information. Specifically, this process creates or updates the following information in the HR/Payroll system:

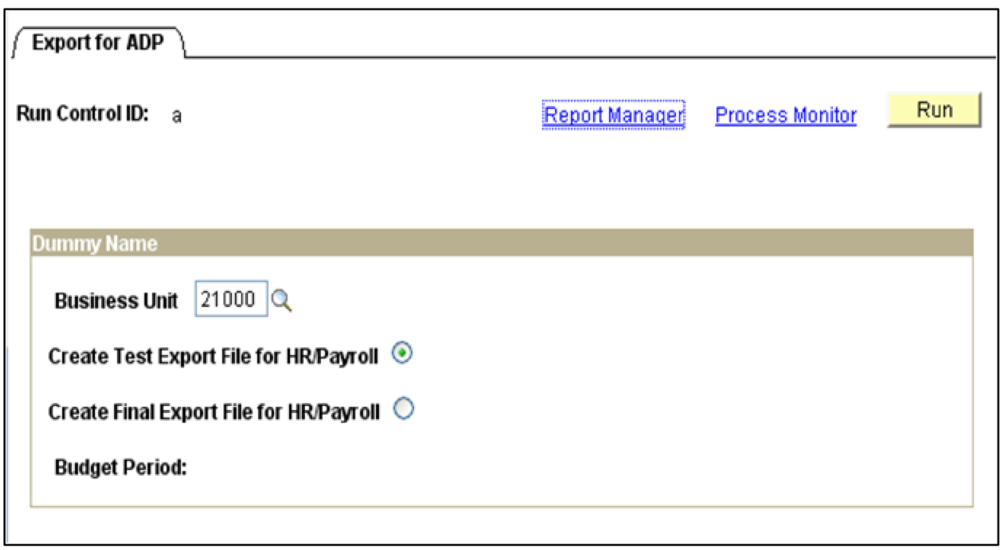
- Job Data: Up to three new rows may be created on this page
- Equity Adjustment: Effective-dated 7/1 of the “To Budget Year”
- Raise: Effective-dated as of the Raise Effective Date that is specified in the Budget Prep Module
- End Appointment: 10-month faculty will receive an End Appointment row that is effective dated 6/1 of the “To Budget Year”
- Note: Any newly created row could also have Department, Job Code, and/or Salary changes as well.

Changes made in the Budget Prep module to Department or Job Code will overwrite any changes made to those values in the HR/Payroll system after the initial extract to Budgets. For Department Budgets, the entire Department Budget definition for the new fiscal year will initially be created from the Budget Prep module. Keep in mind, changes made in EV5 during Budget Preparation will require subsequent extractions to the Budget Prep module such as new positions, terminations, etc. until the budget is submitted to OPB.

When running the Export for ADP process, you will need to input your Business Unit and select whether you are creating a test export file or a final export file. You can create the test export file multiple times for validation purposes. Once you select the “Create Final Export File for ADP” selection, you will not be able to run this export process again for this budget period.

After the process runs to selection, the system will generate two files:

- BORBU8F2_xxxxxx.pdf: This is a printed report of the data contained in the export file.
- EPXP001XXX.txt file: The XXX represents the first three digits of your Business Unit. This file will be retrieved by an ADP auto process for loading the new budget data into the HR/Payroll system.



For complete step-by-step instructions on exporting budget data back to HR/Payroll, see Business Process BP.040.030, Export Changes to HR/Payroll (pages 227 – 231).

Lesson 10: Validating Export of Data Back to HR/Payroll

ADP Step 6: Uploading Budget Prep Export File into EV5 Directory for Upload

After data has been completed in the Budget Prep module and Board of Regents approval has been granted for budget data, export back into EV5 is needed to update position and employee salary data. The file epxp001*nnn*.txt where *nnn* is the company id generated from the Budget Prep module needs to be uploaded into the EV5 Report Outputs directory for the next process to locate the file for import. Epxp001_*nnnxxxxxx*.csv where nnn is the company id and xxxxxxx is a datetime stamp will be produced. This file will be used for validation. borbu8f2_862148.PDF is produced along with the epxp001*nnn*.txt file.

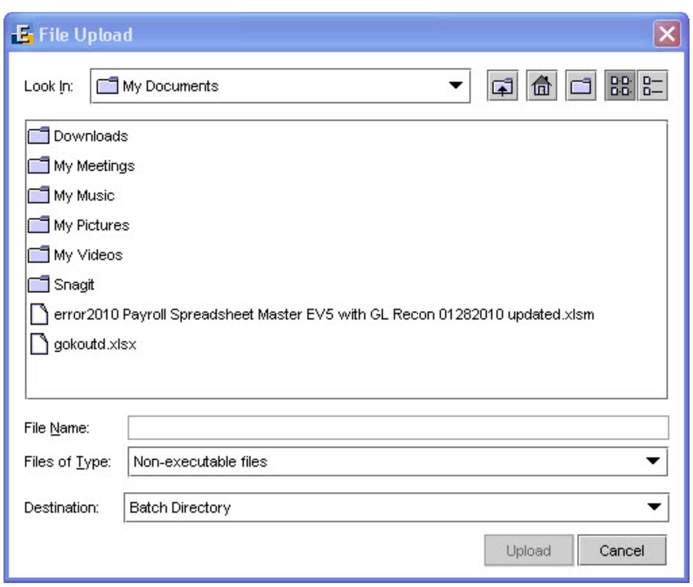
VERY IMPORTANT! The epxp001*nnn*.txt must be named as such and saved where the EV5 system can find the file.

This process will use the File Upload Utility from the Process bar in EV5.

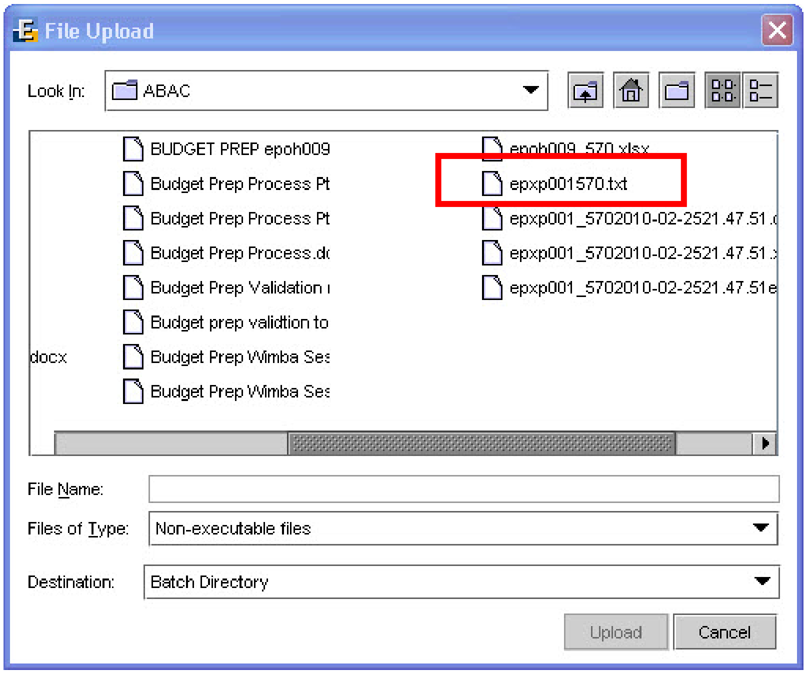
Actions:

1. Within EV5 click the File Upload icon  from the Process Bar in the upper right hand corner of the EV5 window.

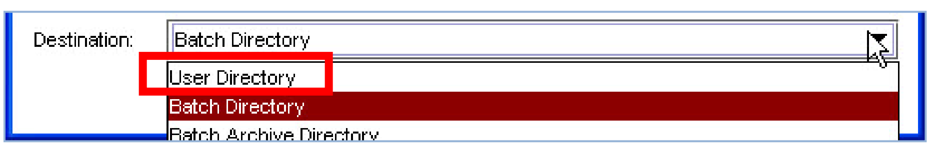
2. Click the ▼ in the Look In: field to select the directory where you stored the epxp001*nnn*.txt file was stored.



3. Select the epxp001*nnn*.txt from the list.

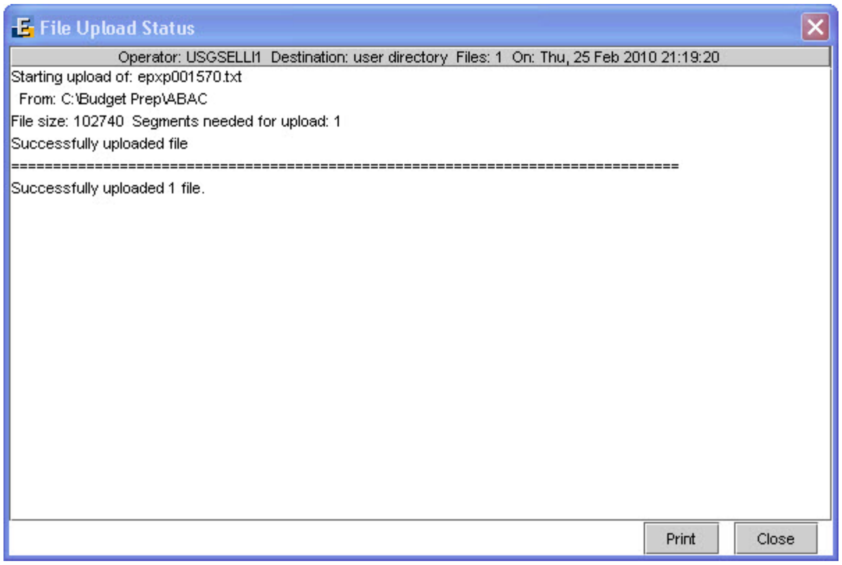


4. Use the ▼ for Destination to select User Directory. Note: The default will be Batch directory so you need to make sure you select User.



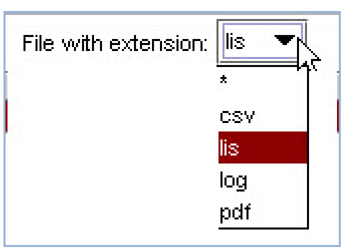
5. Click the Upload button.

6. The File Upload Status box will appear. Validate the load is successful. You can print the status to support a successful load of the file.

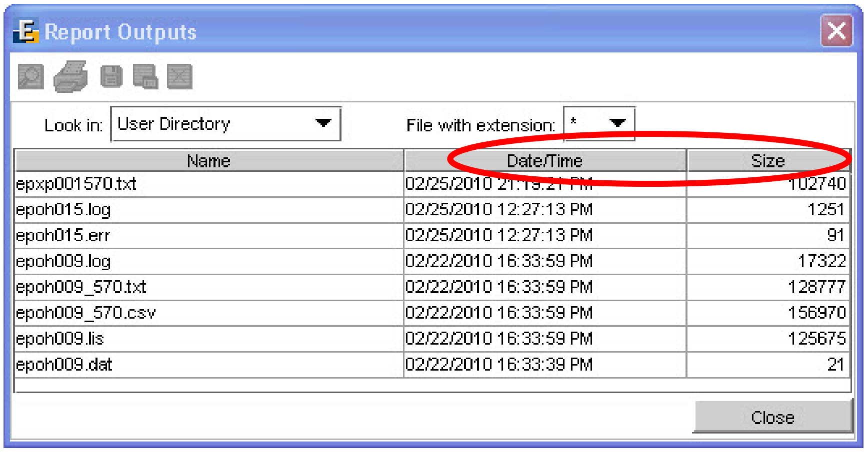


7. Validate the file is in the Report Outputs by clicking the Report Outputs  icon from the Process Bar.

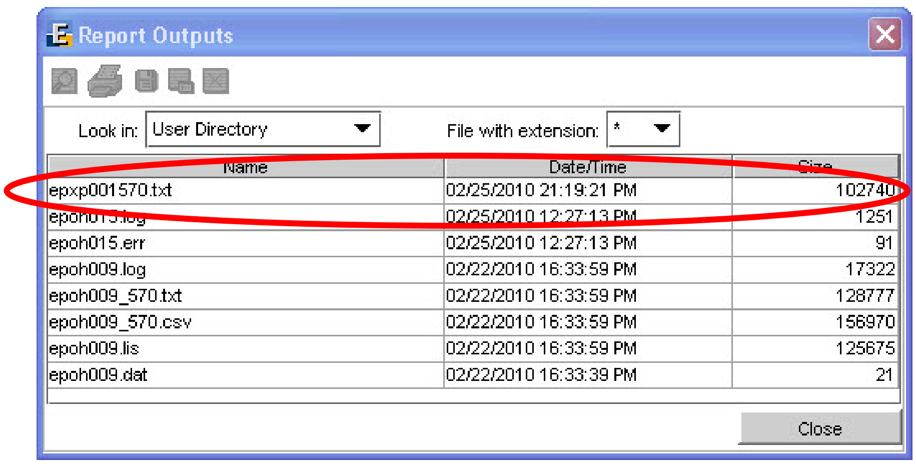
8. In the File with extension ▼ select the * to reveal all the extensions that are produced by the process.



9. Click the column heading of Date/Time to have the most recent reports generated will appear at the top of the list of reports.



10. Validate the epxp001*nnn*.txt is shown.

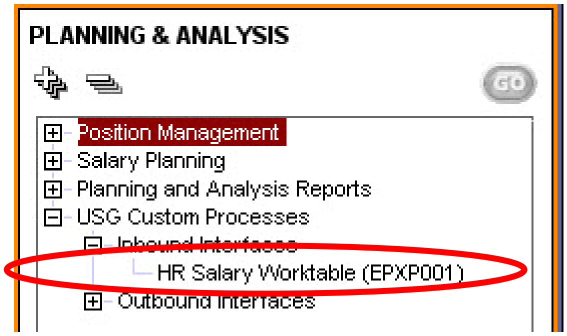


11. The file is now in place to import into the work table.

ADP Step 7: Preliminary Load of Budget Prep file into Work Table

The epxp001*nnn*.txt file will be imported into a worktable in EV5 for validation before the data is inserted into the Job data rows for the employees. This work table allows you to review salary increase and position data and make corrections in the Budget Prep module multiple times before loading the data into the EV5 Job and Position rows.

Navigating to the page



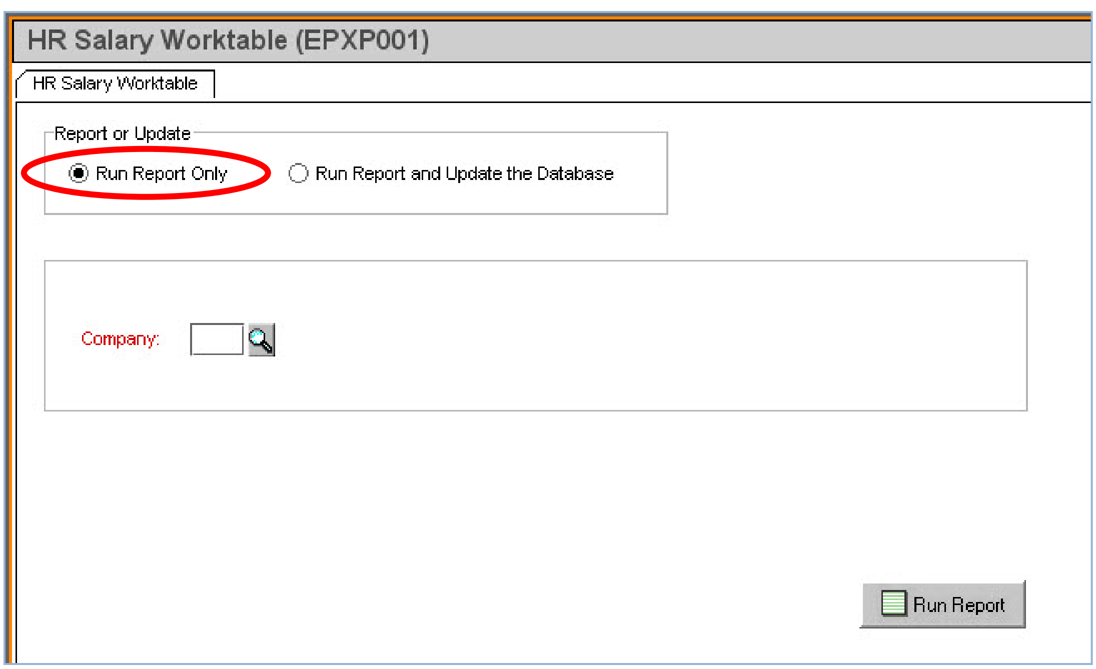
Navigation:

Planning & Analysis→ USG Custom Processes → Inbound Interfaces → HR Salary Worktable (EPXP001)

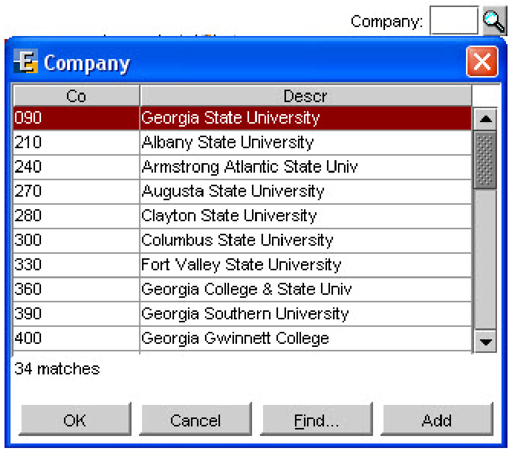
Actions:

1. In the Report or Update section click the radio button for Run Report Only. It is very important to run in Report Only mode first to validate the data is correct. <u>The data will not be loaded into the worktable until the file is executed in the Run Report and Update the Database mode</u>.

   Note: While you cannot proceed to epbh011 to see the Errors and Warnings of the data until you run this process in Update mode, you will get several reports from the report mode to review before you update the database

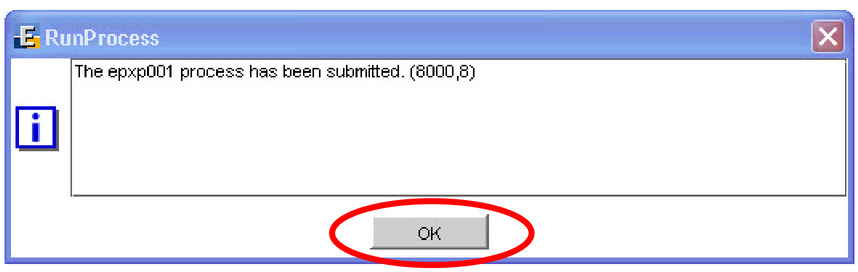


2. Use the magnifying glass to find your Company ID or enter the id.

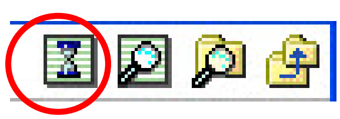


3. Click the Run Report button.

4. Click OK.

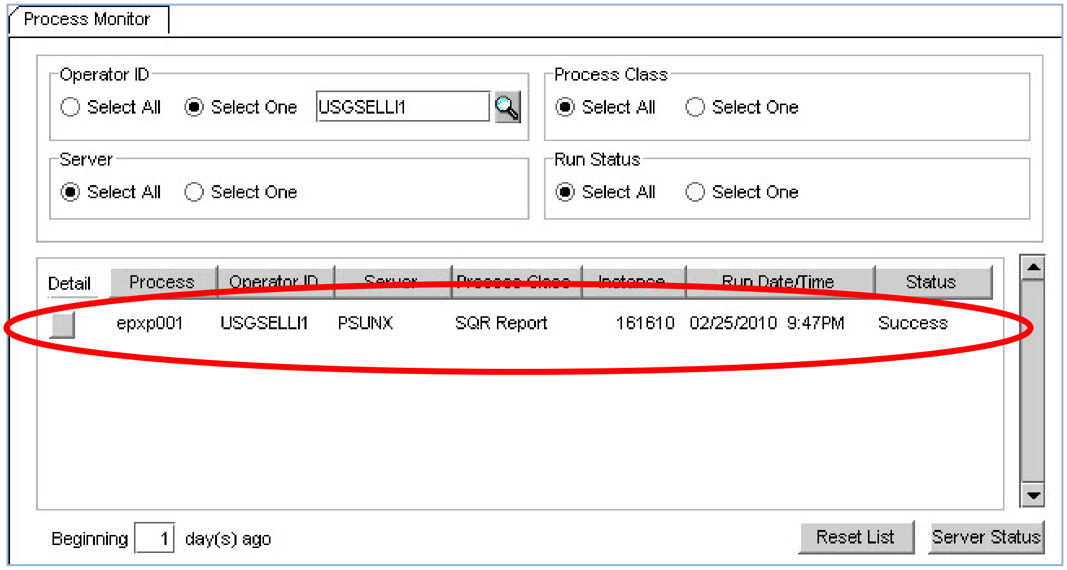


5. Click the Process Monitor button

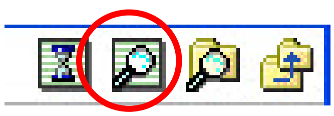


6. Validate Success for epxp001. If Status is not success, review the .log report that is created to reveal the error that has occurred to result in the process not being successful.

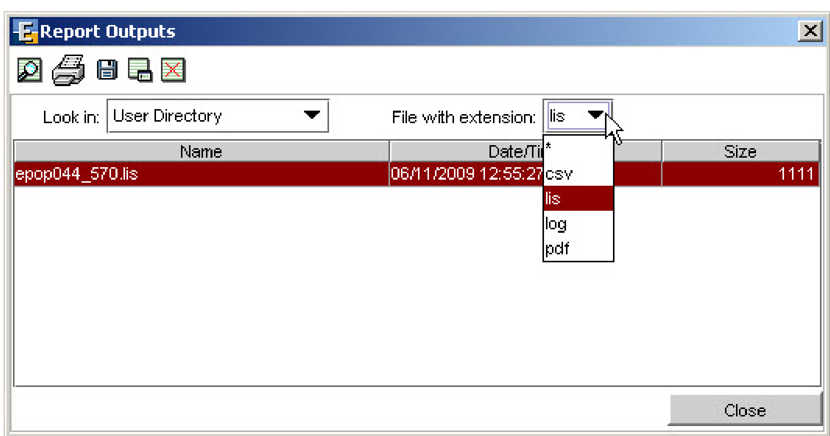
   <u>Note</u>: When the Status shows “Queued”, be patient. The process status indicates that other institutions are running the job. As soon as the job at one of the institutions is completed, your job will be executed.



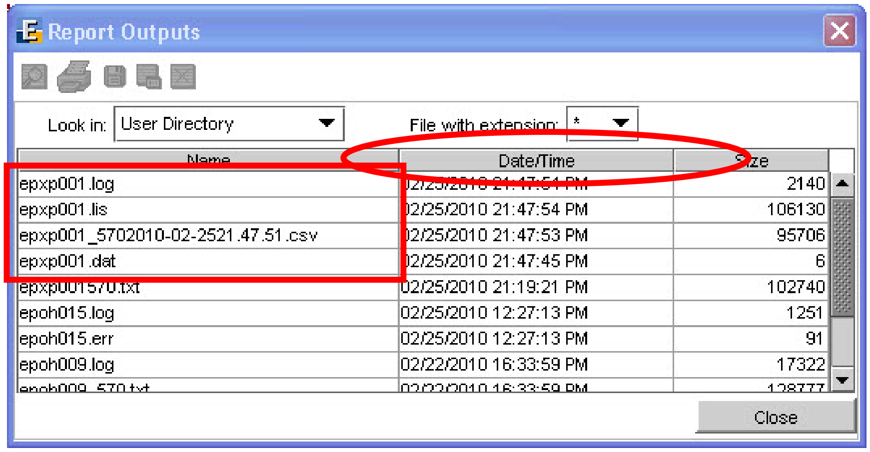
7. To view the log report, click Report Outputs button



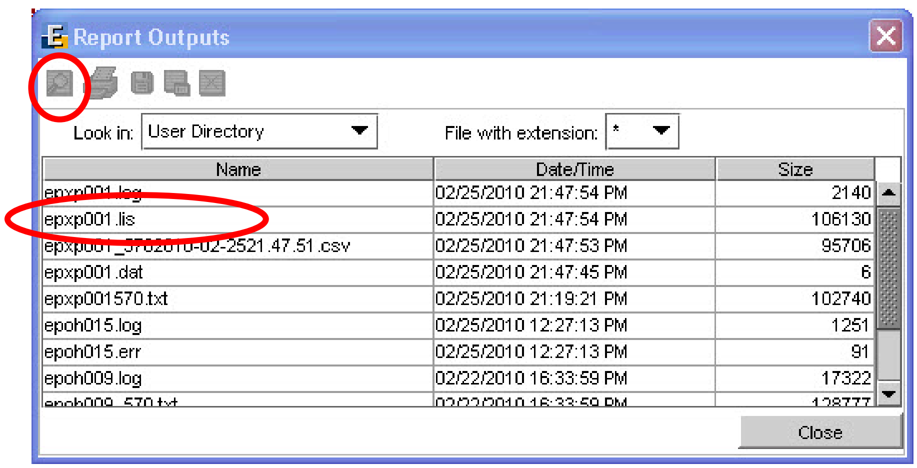
8. In the File with extension ▼ select the * to reveal all the extensions that are produced by the process.



9. Click the column heading of Date/Time to have the most recent reports generated will appear at the top of the list of reports. You should see a log report epxp001.log, epxp001.dat, as .lis report epxp001.lis, and a report epxp001_*nnnyyyy-xx-xxxx.xx.xx*..csv where *nnn* = institution.



10. Highlight the report name of epxp001.lis and click the View button or double click the report name.



11. The lis report will contain the detail of the positions information that will be imported in department order.

Validation Tip:

Comparison of this report can be made against the Schedule G-1 that is produced in the Budget Prep module.

```
Environment:  BV26_Environment                              University System of Georgia                                   Page No.  1
Report ID:    epxp001                                       Budget Extract Inbound Work Table                              Run Date 02/27/2010
                                                                                                                           Run Time 11:20:13

PosnNbr Emplid  Bud Effdt   Reas Actn Deptid     Jobcd  Pay Comp AnnualRate Position  Dist Dist  Std   Dis Pct Ern Jobcd  Comprate      Acct Cd   Start Dt    EndDate
                            Code Code                   Grp                 Budget    Type Row   Hrs           Cd
------------------------------------------------------------------------------------------------------------------------------------------------------------------
  0049 0117048 01-JUL-2010 UPD  DTA    01000100  PF00   Y         93403.41 93403     P          40.00 100.000 REG   PF00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  0233 0117894 01-JUL-2010 BFA  DTA    01000100  PF00   F         50278.40 50278     P          40.00 100.000 REG   PF00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  0233 0117894 01-JUL-2010 EFA  DTA    01000100  PF00   F             0.00 50278     P          40.00 100.000 REG   PF00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  0312 0119163 01-JUL-2010 BFA  DTA    01000100  TI00   F         47415.90 47416     P          40.00 100.000 REG   TI00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  0312 0119163 01-JUL-2010 EFA  DTA    01000100  TI00   F             0.00 47416     P          40.00 100.000 REG   TI00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  0332 0117331 01-JUL-2010 EFA  DTA    01000100  PF00   F             0.00 56099     P          40.00 100.000 REG   PF00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  0332 0117331 01-JUL-2010 BFA  DTA    01000100  PF00   F         56099.50 56099     P          40.00 100.000 REG   PF00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  0718 0117717 01-JUL-2010 BFA  DTA    01000100  PF00   F         54821.50 54821     P          40.00 100.000 REG   PF00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  0718 0117717 01-JUL-2010 EFA  DTA    01000100  PF00   F             0.00 54821     P          40.00 100.000 REG   PF00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  0721 0117720 01-JUL-2010 UPD  DTA    01000100  AT01   H         41943.62 42105     P          40.00 100.000 REG   AT01 0.0000   RES10 01-JUL-2010 30-JUN-2011
  0723 0117976 01-JUL-2010 UPD  DTA    01000100  SC00   A         33439.38 33439     P          40.00 100.000 REG   SC00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  0745 0117744 01-JUL-2010 BFA  DTA    01000100  AP00   F         53476.40 53476     P          40.00 100.000 REG   AP00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  0745 0117744 01-JUL-2010 EFA  DTA    01000100  AP00   F             0.00 53476     P          40.00 100.000 REG   AP00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  1061 0118499 01-JUL-2010 UPD  DTA    01000100  MW02   H         27720.78 27827     P          40.00 100.000 REG   MW02 0.0000   RES10 01-JUL-2010 30-JUN-2011
  1071 0119051 01-JUL-2010 BFA  DTA    01000100  AS00   F         41451.80 41452     P          40.00 100.000 REG   AS00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  1071 0119051 01-JUL-2010 EFA  DTA    01000100  AS00   F             0.00 41452     P          40.00 100.000 REG   AS00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  1078 0120192 01-JUL-2010 BFA  DTA    01000100  IN00   F         45000.00 41000     P          40.00 100.000 REG   IN00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  1078 0120192 01-JUL-2010 EFA  DTA    01000100  IN00   F             0.00 41000     P          40.00 100.000 REG   IN00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  1138 0119816 01-JUL-2010 UPD  DTA    01000100  LA00   C         23920.00 30000     P          40.00 100.000 REG   LA00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  1154 0120176 01-JUL-2010 BFA  DTA    01000100  IN00   F         61200.00 61200     P          40.00 100.000 REG   IN00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  1154 0120176 01-JUL-2010 EFA  DTA    01000100  IN00   F             0.00 61200     P          40.00 100.000 REG   IN00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  1155 0120177 01-JUL-2010 BFA  DTA    01000100  AP00   F         56292.50 56293     P          40.00 100.000 REG   AP00 0.0000   RES10 01-JUL-2010 30-JUN-2011
  1155 0120177 01-JUL-2010 EFA  DTA    01000100  AP00   F             0.00 56293     P          40.00 100.000 REG   AP00 0.0000   RES10 01-JUL-2010 30-JUN-2011
 46464 VACANT  01-JUL-2010             01000100  AG01   A             0.00 0         P           0.00 100.000 REG   AG01 0.0000   RES10 01-JUL-2010 30-JUN-2011

Totals for the Department:    01000100                           686463.19    1150844

 00124 0118753 01-JUL-2010 UPD  DTA    1000101   AG00             31397.20 31397     P          40.00 100.000 REG   AG00 0.0000   LAB10 01-JUL-2010 30-JUN-2011
 00485 0118636 01-JUL-2010 UPD  DTA    1000101   RP00             34584.96 34585     P          40.00 100.000 REG   RP00 0.0000   LAB10 01-JUL-2010 30-JUN-2011

Totals for the Department:    01000101                            65982.16      65982

 46010 LUMPSM  01-JUL-2010 UPD  DTA    01000103  MW01   C             0.00 0         P           0.00 100.000 REG   MW01 0.0000   PER14 01-JUL-2010 30-JUN-2011

Totals for the Department:    1000103                                 0.00          0

 00027 0117026 01-JUL-2010 BFA  DTA    1000104   AS00   F         53721.60 53722     P           0.00 100.000 REG   AS00 0.0000   SO10 01-JUL-2010 30-JUN-2011
 00027 0117026 01-JUL-2010 EFA  DTA    1000104   AS00   F             0.00 53722     P           0.00 100.000 REG   AS00 0.0000   SO10 01-JUL-2010 30-JUN-2011
 00109 0118858 01-JUL-2010 EFA  DTA    1000104   AS00   F             0.00 46142     P           0.00 100.000 REG   AS00 0.0000   SO10 01-JUL-2010 30-JUN-2011
 00109 0118858 01-JUL-2010 BFA  DTA    1000104   AS00   F         46142.30 46142     P           0.00 100.000 REG   AS00 0.0000   SO10 01-JUL-2010 30-JUN-2011
 00323 0117322 01-JUL-2010 UPD  DTA    1000104   AP00   Y         77848.96 77849     P           0.00 100.000 REG   AP00 0.0000   SO10 01-JUL-2010 30-JUN-2011
```

12. Validate the information on the report is correct. The last page of the epxp001.lis lists the totals for the report along with the record count. The Position Budget can be compared to the Position Budget Salary field on the report that was produced by the BORBU8F2 process. The D and J record counts can be compared as well.

```
Grand Totals
------------------------------
Total Annual Rate is :       14,829,760.03
Total Position Budget is :       18,617,549


-------------- Totals ---------------
Input records read:                          825
Records written to the output file:          472
Descriptive Input records read:              440
Job Earnings Input records read:             385
Input records bypassed:                        0
Error Count :                                  0
```

13. Close the panel showing the report.

14. You can print the report by clicking the printer icon from within the report viewer or from the Report Outputs box.

15. The epxp001.log provides information as to how many records were processed and the processing mode that was execute
16. The epxp001_*nnnyyy-xx-xxxx.xx.xx.*.csv provides the same data as the .lis but allows you to open in EXCEL to sort and sum.

    Validation Tip:

    Comparison of this file can be made against the queries in the Budget Prep module.

17. Execute this process again but click the radio button for Run Report and Update the Database. Follow the actions in this Step 7.

ADP Step 8: Budget Load into EV5 Position and Salary Rows (epbh011)

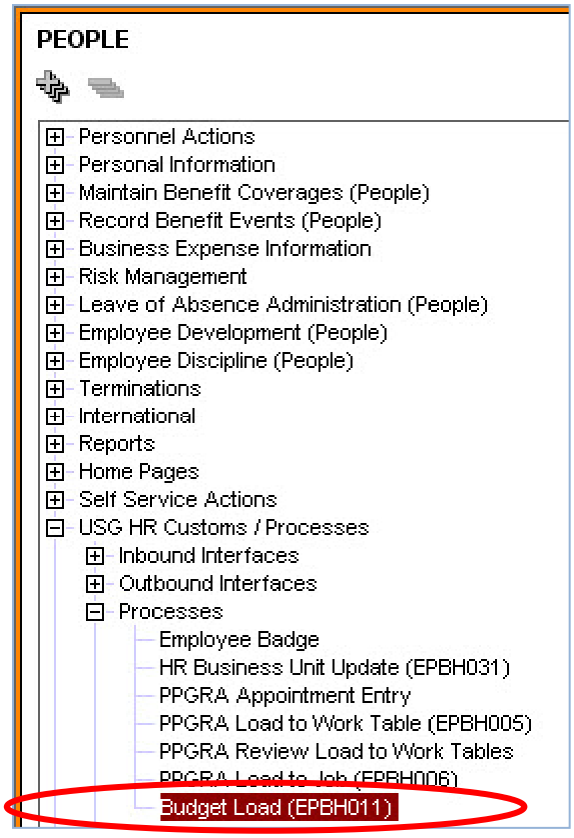
Important Note: You must have executed the epxp001 (Step 7) in Run Report and Update the Database mode before this process can be executed.

The epbh011 process will take the data loaded into the work table in Step 7 and produce the Error and Warnings reports as well as a .csv file to validate the data created in Budget Prep is what will be loaded in EV5. The epbh011 MUST be executed in Report Only mode first. Critical that Report Only is executed so that you can check your Errors and Warnings and return to Budget Prep to correct the data.

IMPORTANT Reminders!

1. If you have executed the export in Budget Prep module as Final, you will not be able to correct any data in Budget Prep.
2. If you have executed this process (epbh011) as Run Report and Update the Database in EV5, you will not be able to correct any data.

Navigating to the page

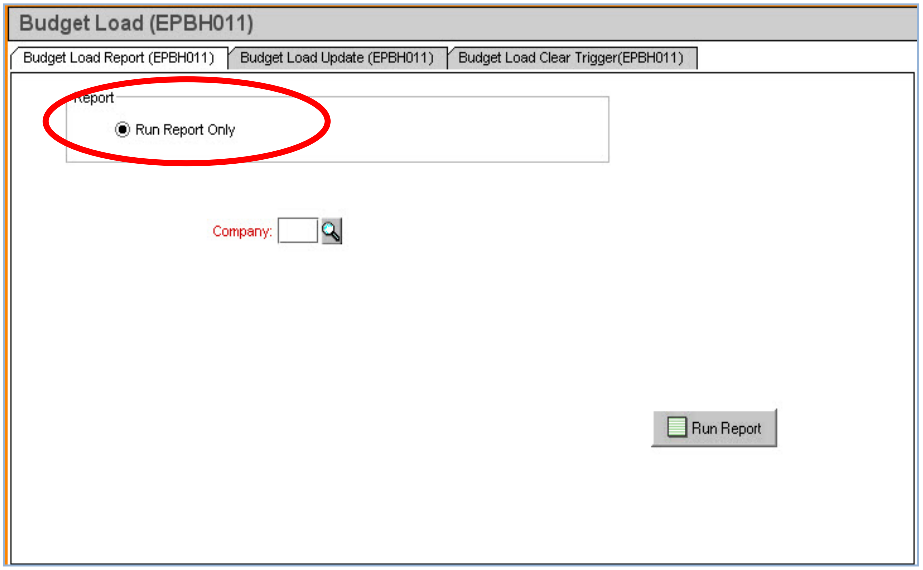


Navigation:

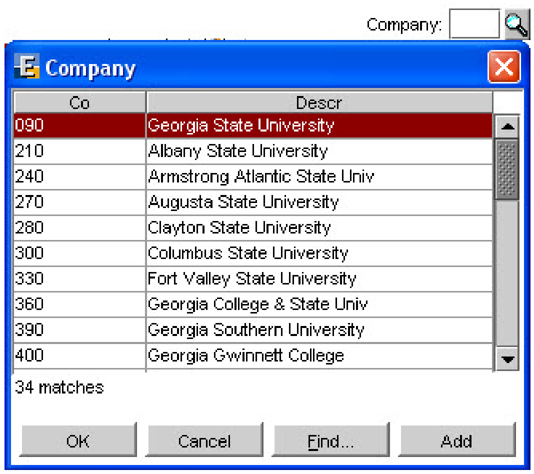
People→ USG HR Customs / Processes → Processes → Budget Load (EPBH011)

Actions:

1. For the first or repeated executions you will need to run in Report Only to validate the data being loaded. Click the Run Report Only radio button on the Budget Load Report tab.

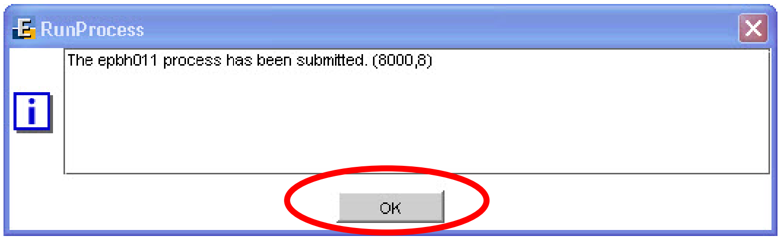


2. Use the magnifying glass to find your Company ID or enter the id.

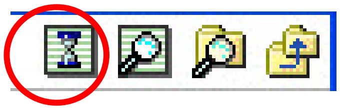


3. Click the Run Report button.

4. Click OK.

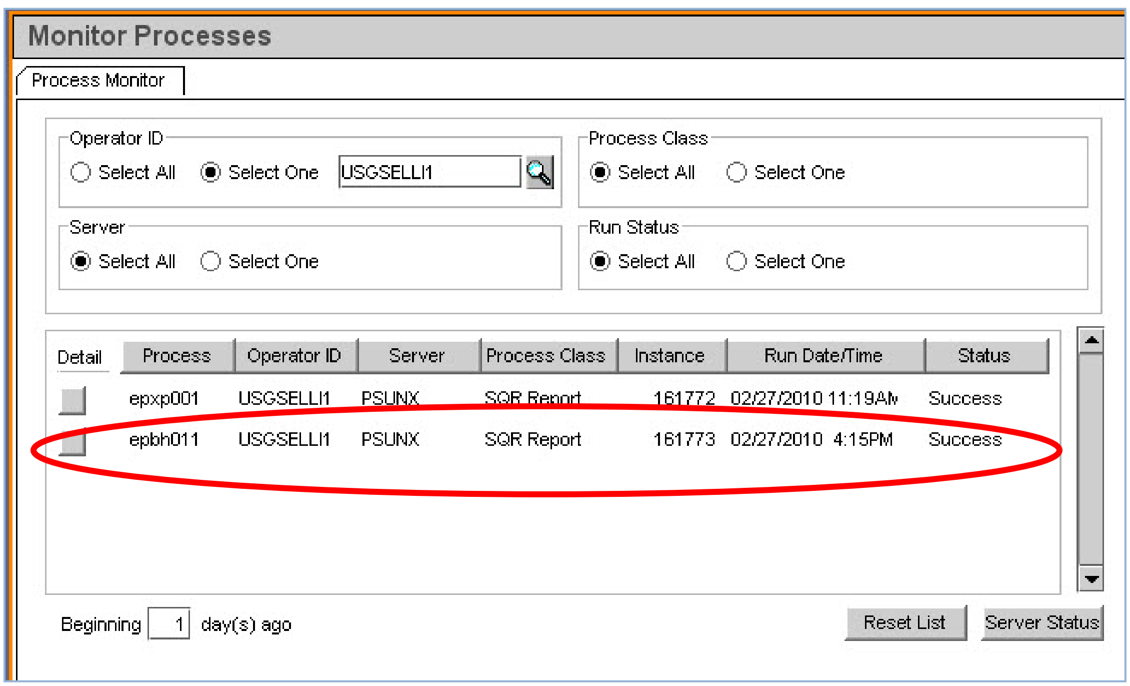


5. Click the Process Monitor button

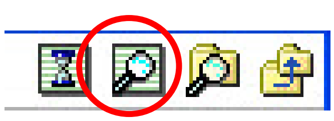


6. Validate Success for epbh011. If Status is not success, review the .log report that is created to reveal the error that has occurred to result in the process not being successful.

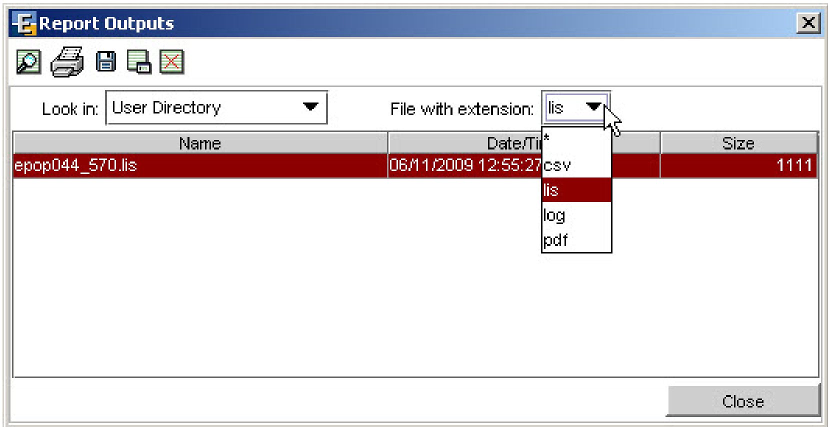
   Note: When the Status shows “Queued”, be patient. The process status indicates that other institutions are running the job. As soon as the job at one of the institutions is completed, your job will be executed.



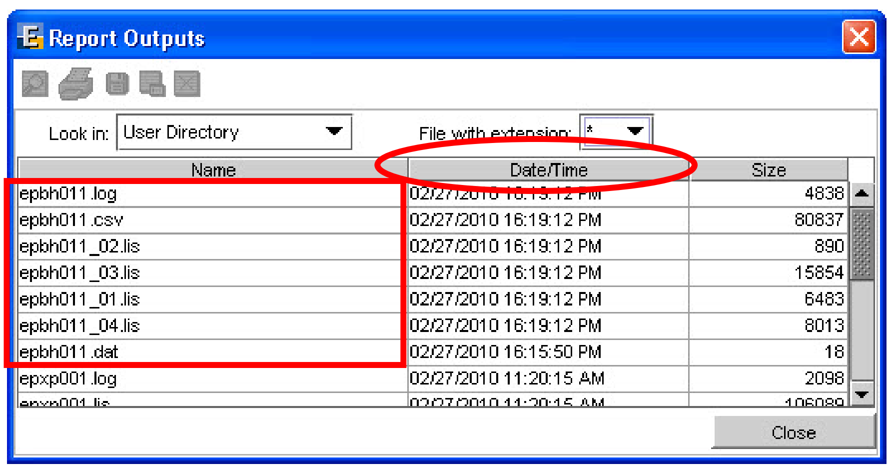
7. To view the log report, click Report Outputs button



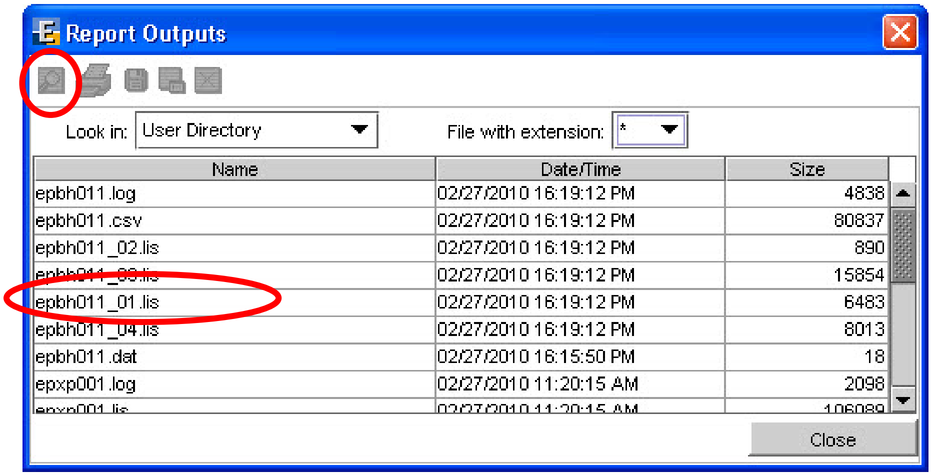
8. In the File with extension ▼ select the * to reveal all the extensions that are produced by the process.



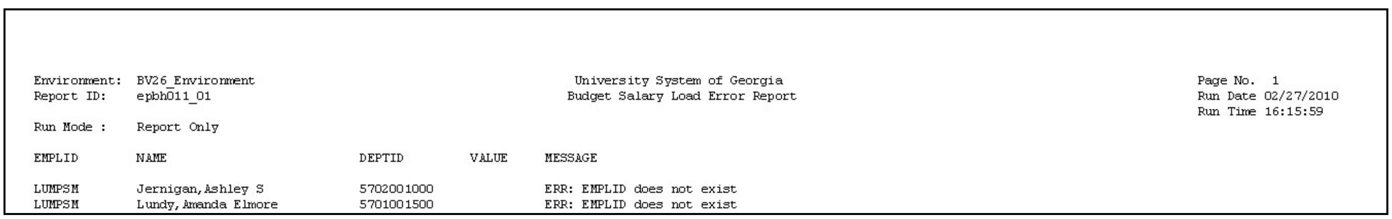
9. Click the column heading of Date/Time to have the most recent reports generated will appear at the top of the list of reports. You should see a log report epbh011.log, epbh011.dat, as .lis report epbh011_01.lis shows the Employee Errors from the load, epbh011_02.lis shows the Position Errors from the load, epbh011_03.lis shows Employee Warnings, epbh011_04.lis shows Position Warnings and a file epbh011..csv.



10. Highlight the report name of epbh011_01.lis and click the View button or double click the report name.



11. The epbh011_01.lis report provides the employees' records that have Errors. These records will not be loaded into EV5.



Environment: BV26_Environment   University System of Georgia   Page No. 1
Report ID: epbh011_01   Budget Salary Load Error Report   Run Date 02/27/2010
Run Time 16:15:59
Run Mode : Report Only

EMPLID	NAME	DEPTID	VALUE	MESSAGE
LUMPSM	Jernigan,Ashley S	5702001000		ERR: EMPLID does not exist
LUMPSM	Lundy,Amanda Elmore	5701001500		ERR: EMPLID does not exist

12. Validate the information and determine what action needs to be taken to remove the errors.

13. Close the panel showing the report.

14. You can print the report by clicking the printer icon from within the report viewer or from the Report Outputs box.

15. The epbh011_02.lis report provides the position records that have Errors. These records will not be loaded into EV5.

```
Environment:  BV26_Environment                                      University System of Georgia                                                         Page No.  1
Report ID:    epbh011_02                                           Budget Position Load Error Report                                                     Run Date 02/27/2010
                                                                                                                                                        Run Time 16:19:12
Run Mode :    Report Only

POSITION_NBR  COMPANY                     VALUE          MESSAGE

There Are No Positions With Errors

  Report Only Run - No database updates have occurred
```

16. The epbh011_03.lis report provides the employees' records that have Warnings. These records will be loaded into EV5. You will have to manually update the records after the load.

```
Environment:  BV23_Environment                                  Automatic Data Processing, Inc.
Report ID:    epph011                                        Budget Salary Load Warning Messages Report

Run Mode: Report Only

EMPLID        NAME                         VALUE         MESSAGE

0002421       Carter,Stephanie E           2100801010    WRN: Deptid Is Different Than Previous
0002421       Carter,Stephanie E                         WRN: Reports_to_ID is now blank
0002421       Carter,Stephanie E           210           WRN: DEPTID has changed. Location needs to be verified
0002421       Carter,Stephanie E           UNKNO         WRN: DEPTID has changed. Reporting Location needs to be verified.
0002421       Carter,Stephanie E           21T           WRN: Paygroup is different than previous
0002421       Carter,Stephanie E           00900X        WRN: Jobcode is different than previous
```

17. The epbh011_04.lis report provides the Position records that have Warnings. These records will be loaded into EV5. You will have to manually update the records after the load.

```
Environment:  BV23_Environment                                  Automatic Data Processing, Inc.
Report ID:    epph011                                       Budget Position Load Warning Messages Report

Run Mode: Report Only

POSITION_NBR  COMPANY                      VALUE         MESSAGE

21000011      210                          21T           WRN: Existing paygroup is different than the Paygroup that is being
21000011      210                          01-JUL-2010   WRN: this date position condition exists already.
21000011      210                          01-JUL-2010   WRN: this date position condition exists already.
```

18. The epbh011.log provides information as to how many records were processed and the processing mode that was executed.

19. The epbh011.csv provides the data that will be uploaded in the format to open in EXCEL to sort and sum.

Validation Tip:

Comparison of this file can be made against the queries in the Budget Prep module. See how to Validation of Data from Budget Prep To EV5 guide.

20. You now need to correct any errors and warnings that were generated in the Budget Prep module.

Miscellaneous Budget Prep Errors and Warnings

1. WRN: An effective date '|| $EP_BUD_EFFDT ||' exists for this position '|| $Position_Nbr ||' that is greater than the EP_BUD_EFFDT.
2. WRN: This date '|| $EP_BUD_EFFDT ||' position condition already exists '|| $Position_Nbr ||'.'
3. WRN: The encountered value is not A or I for position number '|| $Position_Nbr ||'.'
4. WRN: Existing paygroup '||$CORE.PAYGROUP||' is different than the Paygroup that is being loaded for position number '|| $Position_Nbr ||'
5. WRN: Position_Budget Is Zero for position number '|| $Position_Nbr ||'

Error/Warning Listing for EPBH011 Process

Report #	Severity	Text
epbh011_02.lis		"Error, position does not exist."
epbh011_02.lis		"Error—Position already Inactive."
epbh011_02.lis	Record not loaded.	"Error—"DEPTID not found."
epbh011_02.lis	Record not loaded.	"Error—"JOBCD not found."
epbh011_02.lis	Record not loaded.	"Error—"COMPANY not found."
epbh011_02.lis	Record not loaded.	"Error—"PAYGROUP not found."
epbh011_02.lis	Record not loaded.	"Error—EMPLID does not exist
epbh011_02.lis	Record not loaded.	"Error—Action Does not exist."
epbh011_02.lis	Record not loaded.	"Error—Action Reason Does not exist."
epbh011_01.lis	Record not loaded.	"Error-EMPLID does not exist
epbh011_01.lis	Record not loaded.	"Error-inserted record where the previous Employee Status is in a terminated status."
epbh011_01.lis	Record not loaded	"Error, Position Number is different than previous"
epbh011_03.lis	Record loaded.	"Warning-inserted paygroup is not the same as previous paygroup. The employee benefit program needs to be verified because of this change."
epbh011_03.lis	Record loaded	"Warning-The inserted salary is less than the previous salary."
epbh011_03.lis	Record loaded	"Warning- Jobcode is not the same as the previous jobcode."
epbh011_03.lis	Record loaded	"Warning-DEPTID has changed. Location needs to be verified

Report #	Severity	Text
epbh011_03.lis	Record loaded	"Warning-DEPTID has changed. Reporting location needs to be verified
epbh011_03.lis	Record loaded	"Warning-Reports to ID is now blank
epbh011_03.lis	Record loaded	"Warning-The inserted deptid is not the same as the previous deptid."
epbh011_04.lis	Record loaded	"WARNING-Position Nbr (insert the position number) not updated."
epbh011_04.lis	Record loaded	"Warning- this date position condition exists already."
epbh011_04.lis	Record loaded	"Warning—an effective date exists for this position that is greater than the BUD_EFFDT."
epbh011_04.lis	Record loaded	"Warning— the encountered EFF_Status value is not A or I."
epbh011_04.lis	Record loaded	"Warning—POSITION_BUDGET is zero
epbh011_04.lis	Record loaded.	"Warning-Existing paygroup is different than the Paygroup than is being used.

ADP Step 9: Correcting Load of Budget Prep file into Work Table

Corrections are needed to be made after validating data from the Preliminary load into the work table (epxp001).

Actions:

1. Return to the Budget Prep Module and make the corrections. Follow the Budget Prep guide on how to make the corrections, create your new query results, produce your reports, and export the file ONLY IF THE FINAL EXPORT PROCESS HAS NOT BEEN COMPLETED.

2. Perform Step 5 through Step 7 of this guide for loading the Budget Prep file back into EV5. Perform Step 8 to review your errors and warnings.

3. Once you are sure that all data is correct, you are ready to place the Budget rows in EV5.

ADP Step 10: Final Load of Budget Prep file into Work Table

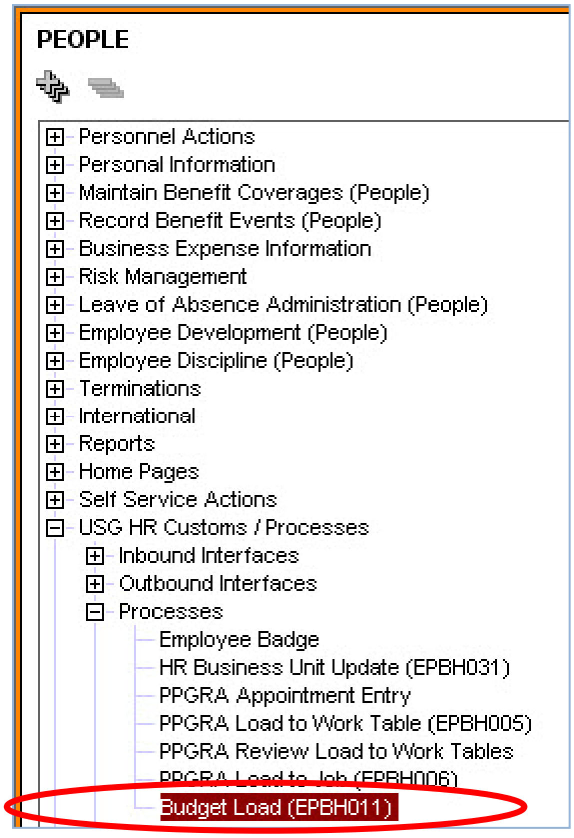
Actions:

1. Return to the Budget Prep Module and make the corrections. **Very important!!!** Make sure you have run the export from Budget Prep as the "Final" on the Export Run Control. At this point no further corrections can be made.

2. You are now ready to load the position and salary data into EV5. You will repeat the loading of the epxp001*nnn*.txt file into a worktable in EV5 one more time. Validate the load worked correctly. Perform Step 5 through Step 7 of this guide for loading the Budget Prep file back into EV5.

3. The data from Budget Prep is now ready to insert the rows into Positions Management and Employee Job Data. This process will take the data loaded into the work table in Step 7 and insert the rows needed in EV5. **Caution: This process inserts rows in EV5.** Validation after the insertion of these rows is critical. These rows will instruct EV5 how an employee's salary will be paid and what chart strings will be charged.

Navigating to the page

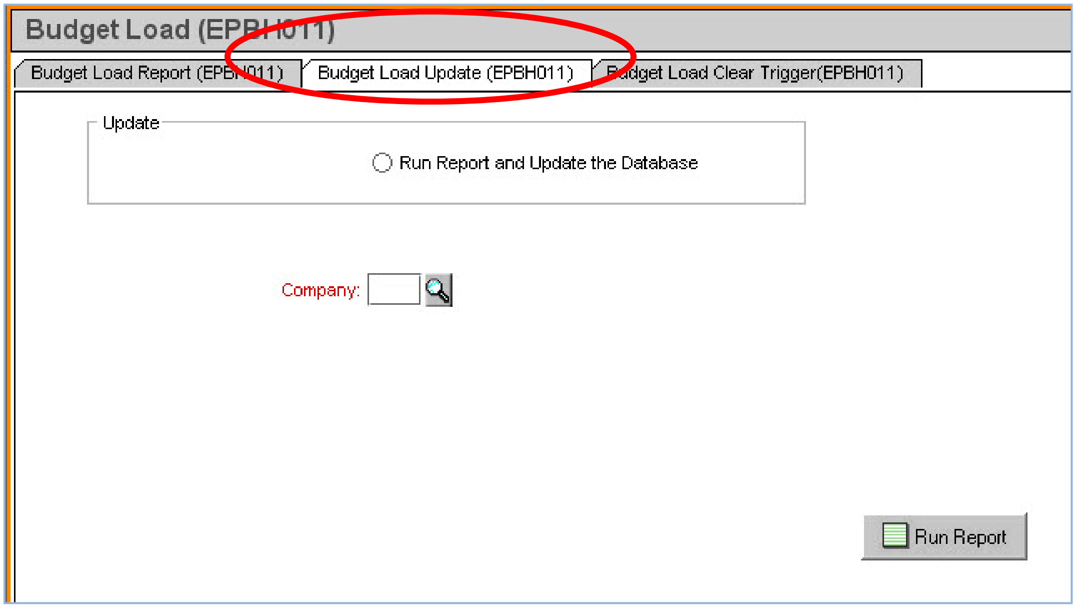


Navigation:

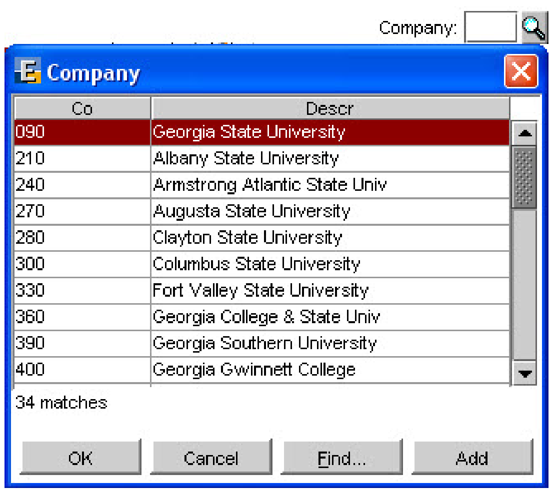
People→ USG HR Customs / Processes → Processes → Budget Load (EPBH011)

Actions:

1. You now need to have the data rows inserted into EV5. On the Budget Load Update (EPBH011) tab, click the circle for Run Report and Update the Database.

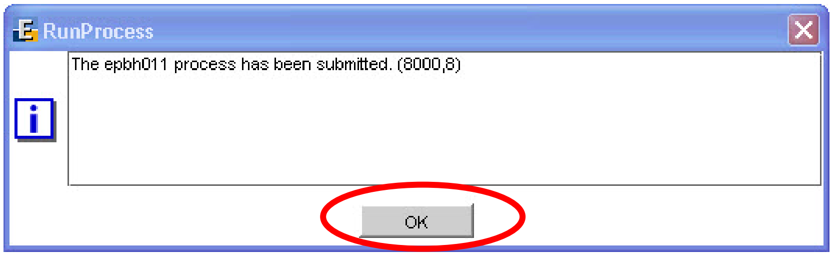


2. Use the magnifying glass to find your Company ID or enter the id.

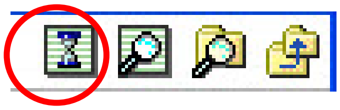


3. Click the Run Report button.

4. Click OK.

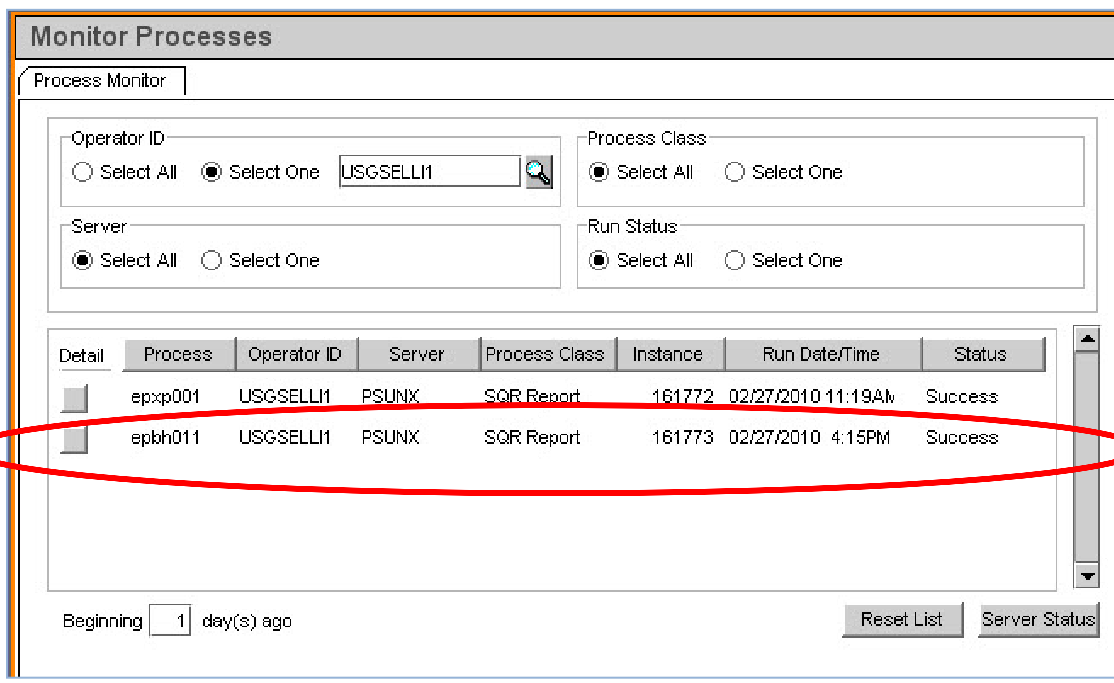


5. Click the Process Monitor button

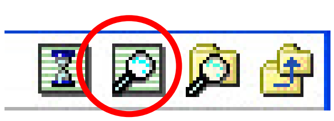


6. Validate Success for epbh011. If Status is not success, review the .log report that is created to reveal the error that has occurred to result in the process not being successful.

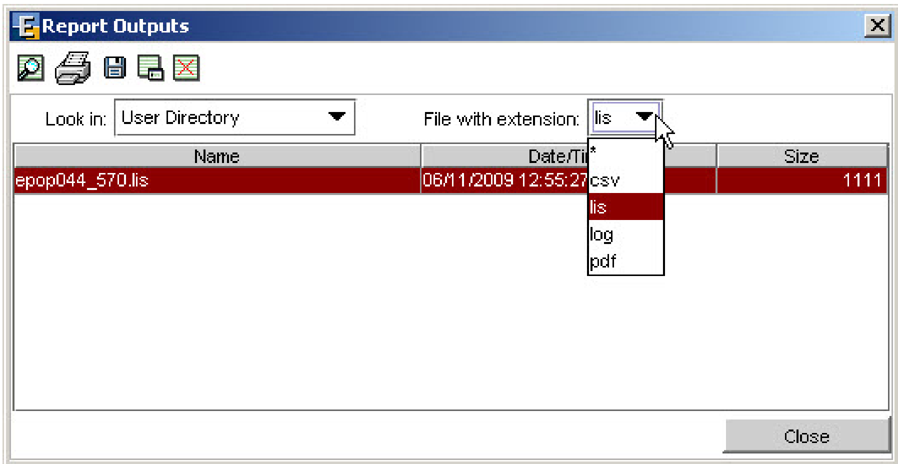
   Note: When the Status shows "Queued", be patient. The process status indicates that other institutions are running the job. As soon as the job at one of the institutions is completed, your job will be executed.



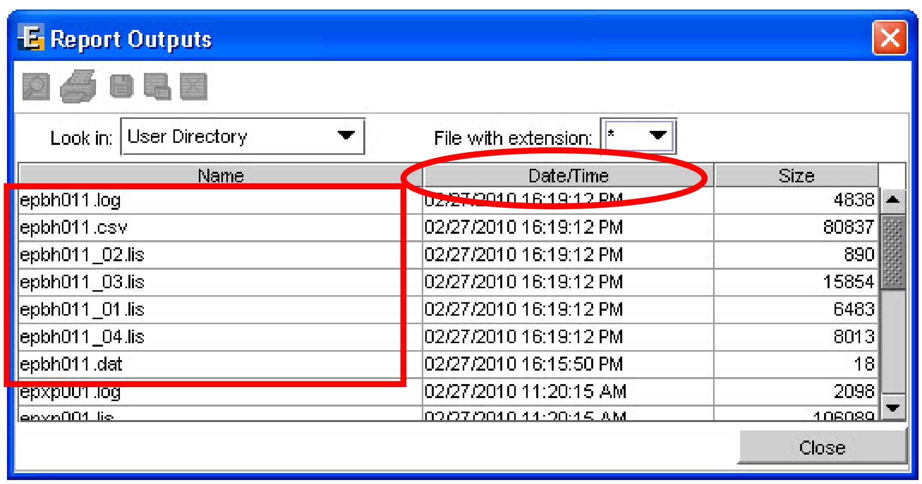
7. To view the log report, click Report Outputs button



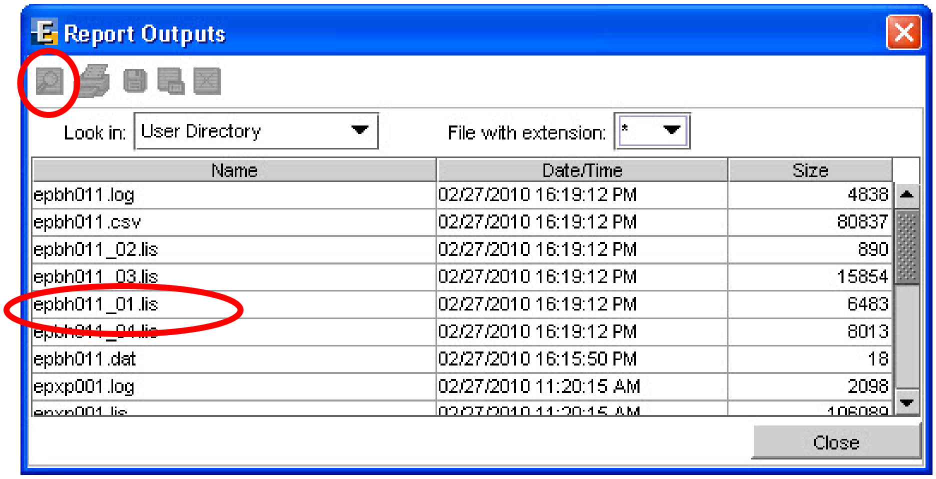
8. In the File with extension ▼ select the * to reveal all the extensions that are produced by the process.



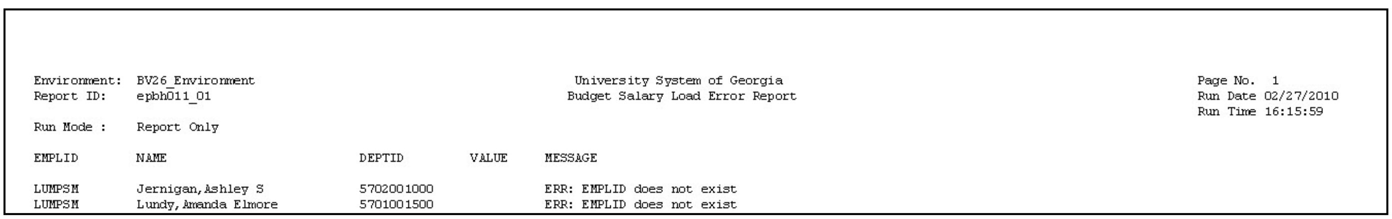
9. Click the column heading of Date/Time to have the most recent reports generated will appear at the top of the list of reports. You should see a log report epbh011.log, epbh011.dat, as .lis report epbh011_01.lis shows the Employee Errors from the load, epbh011_02.lis shows the Position Errors from the load, epbh011_03.lis shows Employee Warnings, epbh011_04.lis shows Position Warnings and a file epbh011..csv.



10. Highlight the report name of epbh011_01.lis and click the View button or double click the report name.



11. The epbh011_01.lis report provides the employees' records that have Errors. These records will not be loaded into EV5.



Environment: BV26_Environment
Report ID: epbh011_01
Run Mode : Report Only

University System of Georgia
Budget Salary Load Error Report

Page No. 1
Run Date 02/27/2010
Run Time 16:15:59

EMPLID	NAME	DEPTID	VALUE	MESSAGE
LUMPSM	Jernigan,Ashley S	5702001000		ERR: EMPLID does not exist
LUMPSM	Lundy,Amanda Elmore	5701001500		ERR: EMPLID does not exist

12. Validate the information and determine what action needs to be taken to remove the errors.

13. Close the panel showing the report.

14. You can print the report by clicking the printer icon from within the report viewer or from the Report Outputs box.

15. The epbh011_02.lis report provides the position records that have Errors. These records will not be loaded into EV5.

Environment: BV26_Environment   University System of Georgia   Page No. 1
Report ID: epbh011_02   Budget Position Load Error Report   Run Date 02/27/2010
Run Time 16:19:12

Run Mode : Report Only

POSITION_NBR	COMPANY	VALUE	MESSAGE

There Are No Positions With Errors

Report Only Run - No database updates have occurred

16. The epbh011_03.lis report provides the employees' records that have Warnings. These records will be loaded into EV5. You will have to manually update the records after the load.

Environment: BV23_Environment   Automatic Data Processing, Inc.
Report ID: epph011   Budget Salary Load Warning Messages Report

Run Mode: Report Only

EMPLID	NAME	VALUE	MESSAGE
0002421	Carter,Stephanie E	2100801010	WRN: Deptid Is Different Than Previous
0002421	Carter,Stephanie E		WRN: Reports_to_ID is now blank
0002421	Carter,Stephanie E	210	WRN: DEPTID has changed. Location needs to be verified
0002421	Carter,Stephanie E	UNKNO	WRN: DEPTID has changed. Reporting Location needs to be verified.
0002421	Carter,Stephanie E	21T	WRN: Paygroup is different than previous
0002421	Carter,Stephanie E	00900X	WRN: Jobcode is different than previous

17. The epbh011_04.lis report provides the Position records that have Warnings. These records will be loaded into EV5. You will have to manually update the records after the load.

Environment: BV23_Environment   Automatic Data Processing, Inc.
Report ID: epph011   Budget Position Load Warning Messages Report

Run Mode: Report Only

POSITION_NBR	COMPANY	VALUE	MESSAGE
21000011	210	21T	WRN: Existing paygroup is different than the Paygroup that is being
21000011	210	01-JUL-2010	WRN: this date position condition exists already.
21000011	210	01-JUL-2010	WRN: this date position condition exists already.

18. The epbh011.log provides information as to how many records were processed and the processing mode that was executed.

19. The epbh011.csv provides the data that will be uploaded in the format to open in EXCEL to sort and sum.

Validation Tip:

Comparison of this file can be made against the queries in the Budget Prep module.

20. Validate rows have been entered on Employee Records (People – Personnel Actions – Change Job/Position Information – Change Job/Position – Compensation Details Tab) and Position Records (Planning & Analysis – Position Management – Update Positions – Position Information – Compensation and Accounting Tab).

21. Review the Errors and Warning reports generated in the previous Actions to determine if manual updates and inserts are needed on those positions and job data rows.

Miscellaneous Budget Prep Errors and Warnings

6. WRN: An effective date '|| $EP_BUD_EFFDT ||' exists for this position '|| $Position_Nbr ||' that is greater than the EP_BUD_EFFDT.
7. WRN: This date '|| $EP_BUD_EFFDT ||' position condition already exists '|| $Position_Nbr ||'.'
8. WRN: The encountered value is not A or I for position number '|| $Position_Nbr ||'.'
9. WRN: Existing paygroup '||$CORE.PAYGROUP||' is different than the Paygroup that is being loaded for position number '|| $Position_Nbr ||'
10. WRN: Position_Budget Is Zero for position number '|| $Position_Nbr ||'

Error/Warning Listing for EPBH011 Process

Report #	Severity	Text
epbh011_02.lis		”Error, position does not exist.”
epbh011_02.lis		“Error—Position already Inactive.”
epbh011_02.lis	Record not loaded.	“Error—“DEPTID not found.”
epbh011_02.lis	Record not loaded.	“Error—“JOBCD not found.”
epbh011_02.lis	Record not loaded.	“Error—“COMPANY not found.”
epbh011_02.lis	Record not loaded.	“Error—“PAYGROUP not found.”
epbh011_02.lis	Record not loaded.	”Error—EMPLID does not exist
epbh011_02.lis	Record not loaded.	“Error—Action Does not exist.”
epbh011_02.lis	Record not loaded.	“Error—Action Reason Does not exist.”
epbh011_01.lis	Record not loaded.	“Error-EMPLID does not exist
epbh011_01.lis	Record not loaded.	“Error-inserted record where the previous Employee Status is in a terminated status.”
epbh011_01.lis	Record not loaded	“Error, Position Number is different than previous”
epbh011_03.lis	Record loaded.	“Warning-inserted paygroup is not the same as previous paygroup. The employee benefit program needs to be verified because of this change.”

Report #	Severity	Text
epbh011_03.lis	Record loaded	“Warning-The inserted salary is less than the previous salary.”
epbh011_03.lis	Record loaded	“Warning- Jobcode is not the same as the previous jobcode.”
epbh011_03.lis	Record loaded	“Warning-DEPTID has changed. Location needs to be verified
epbh011_03.lis	Record loaded	“Warning-DEPTID has changed. Reporting location needs to be verified
epbh011_03.lis	Record loaded	“Warning-Reports to ID is now blank
epbh011_03.lis	Record loaded	“Warning-The inserted deptid is not the same as the previous deptid.”
epbh011_04.lis	Record loaded	“WARNING-Position Nbr (insert the position number) not updated.”
epbh011_04.lis	Record loaded	“Warning- this date position condition exists already.”
epbh011_04.lis	Record loaded	“Warning—an effective date exists for this position that is greater than the BUD_EFFDT.”
epbh011_04.lis	Record loaded	“Warning— the encountered EFF_Status value is not A or I.”
epbh011_04.lis	Record loaded	“Warning—POSITION_BUDGET is zero
epbh011_04.lis	Record loaded.	“Warning-Existing paygroup is different than the Paygroup than is being used.

Budget Prep Processing Task List

	Task	Process	System	Reference in User's Guide
___ 1.	**Set Up Budget Prep Year/Hour Parameters (BP.010.010)**		**PSFIN Budget Prep**	p. 24
___ 2.	**Setting up Pay Group Raise Effective Date Parameters (BP.010.020)**		**PSFIN Budget Prep**	p. 25
___ 3.	**Setting up Reason Codes and Descriptions (BP.010.030)**		**PSFIN Budget Prep**	p. 27
___ 4.	**Setting up Fringe Accounts (BP.010.040)**		**PSFIN Budget Prep**	p. 28
___ 5.	**Extract Employee Salary Information from EV5** • **Planning and Analysis →Position Management →USG Custom Processes →Outbound Interfaces →Budget Extract File One Company (EPOH009)** **Can be run for all departments or for a single department**	**EPOH009**	**ADP EV5**	p. 33
___ 6.	**Process the HR/Payroll Load (BP.040.010)** • **When epoh009 data is reloaded, the Department, Jobcode, and Paygroup will not be updated for pre-existing positions**	**BORBU8HX**	**PSFIN Budget Prep**	p. 41
___ 7.	**Validate EPOH009 Data Loads into Budget Prep Module** • **Compare the epoh007nnn.csv file to the BORBU8HX.pdf**		**PSFIN Budget Prep/ADP EV5**	p. 43
___ 8.	**Process the Financials Extract (BP.040.011)**	**BORBU8FX**	**PSFIN Budget Prep**	p. 48
___ 9.	**Running the Budget Copy Process – Create Planning Version**	**BORBUDCP**	**PSFIN Budget Prep**	p. 52

	Task	Process	System	Reference in User's Guide
	(BP.020.010)			
___ 10.	Creating a PLANNING Version of the Budget ("What-If" analysis) (BP.020.020)		PSFIN Budget Prep	p. 53
___ 11.	Inquiring on Personal Services (BP.060.010)		PSFIN Budget Prep	p. 55
___ 12.	Inquiring on Non-Personal Services (BP.060.020)		PSFIN Budget Prep	p. 56
___ 13.	Creating a CURRENT version of the Budget (BP.020.010)	BORBUDCP	PSFIN Budget Prep	p. 57
___ 14.	Deleting the Planning Version of Budget (BP.020.011)		PSFIN Budget Prep	p. 57
___ 15.	Update Personal Services Budget Online (BP.020.030)		PSFIN Budget Prep	p. 58
___ 16.	Update Non-Personal Services Budget Online (BP.020.040)		PSFIN Budget Prep	p. 64
___ 17.	Update the Revenue Estimate Budget Online (BP.020.050)		PSFIN Budget Prep	p. 65
___ 18.	Update the Grant Budget Online (BP.020.060)		PSFIN Budget Prep	p. 66
___ 19.	If necessary, reset Raise Effective Dates (BP.020.090)		PSFIN Budget Prep	p. 68
___ 20.	Generate Fringe Benefit Estimates (BP.040.040)	BORBU8FU	PSFIN Budget Prep	p. 70
___ 21.	Update Fringe Benefit Estimates Online (BP.020.070)		PSFIN Budget Prep	p. 70

	Task	Process	System	Reference in User's Guide
___ 22.	**Process the Financials Build (BP.020.080)**	**BORBUILD**	**PSFIN Budget Prep**	p. 73
___ 23.	**Analyzing Data Using Inquiries** • **Inquire on Aggregate Detail (BP.060.030)** • **Inquiring on Personal Services (BP.060.010)** • **Inquiring on Non-Personal Services (BP.060.020)**		**PSFIN Budget Prep**	p. 74
___ 26.	**Analyzing Data Using Reports and Queries (BP.070.010 through BP.070.022)**		**PSFIN Budget Prep**	p. 76
___ 27.	**Exporting Budget Journals to Financials (BP.040.020)**	**BORBUEXP**	**PSFIN Budget Prep**	p. 84
___ 28.	**Export Changes to HR/Payroll (BP.040.030)**	**BORBU8F2**	**PSFIN Budget Prep**	p. 84
___ 29.	**Upload Budget Prep Export file into EV5 Directory for Upload** • **Use the File Upload feature in EV5 to load your epxp001 file and Select User Directory as the destination** • **Validate the load is successful by checking the log file**		**ADP EV5**	p. 87
___ 30.	**Load of Budget Prep file into Work Table** • **Planning and Analysis →Position Management →USG Custom Processes →Inbound Interfaces → HR Salary Worktable (EPXP001)** • **Run in Report Only mode initially** • **Compare the Epxp001.lis report against the Schedule G-1. The reports are in the same format**	**EPXP001**	**ADP EV5**	p. 90

	Task	Process	System	Reference in User's Guide
	and the totals at the end of each report should match. • Run the process in Update mode			

___ 31.	**Budget Prep Load into EV5 Position and Salary Rows**
	• People→ USG HR Customs / Processes → Processes → Budget Load (EPBH011)
	• Run in Report Only mode
	• Review Error/Warning Reports
	  • epbh011_01.lis shows the Employee Error
	  • epbh011_02.lis shows the Position Errors
	  • epbh011_03.lis shows Employee Warning
	  • epbh011_04.lis shows Position Warnings
	Warnings will be loaded, but errors will not
	• Run in Update mode
	• Validate Job Data and Position Data rows in EV5
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PSFIN Budget Prep Business Processes

BP.010.010	Setting up Budget Prep Year/Hour Parameters
BP.010.020	Setting up Pay Group Raise Effective Date Parameters
BP.010.030	Setting up Reason Codes and Descriptions
BP.010.040	Setting up Fringe Accounts
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BP.020.060	Updating the Grant Budget Online
BP.020.090	Reset Raise Effective Dates
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BP.020.070	Updating the Fringe Benefit Estimates Online
BP.020.080	Processing Build Financials
BP.060.030	Inquire on Aggregate Detail
BP.040.020	Exporting Budget Journals to Financials
BP.040.030	Exporting Changes to HR/Payroll

Security Role	**BOR_BP_SETUP**
Responsibility/Role	
File Name	**BP_010_010 - Setting up Budget Prep Year_Hour Parameters_BUSPROC**
Version	
Document Generation Date	**02/26/2010**
Date Modified	**03/07/2017**
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Status	

BP.010.010 - Setting up Budget Prep Year/Hour Parameters

Concept

This topic demonstrates how to set up Budget Prep Year and Hour parameters. Each Budget Development Cycle, budgets are set up with specific parameters for employee pay calculations and processing. These parameters are entered at the beginning of the Budget Development Cycle and drive the budget calculations and processing throughout the Budget Preparation module. The specific parameters are: From Budget Period, To Budget Period, To Budget Period Hours, and Max Raise Rate.

Note: Parameters are entered once per year, at the beginning of a budget development cycle.

Topic Objectives:

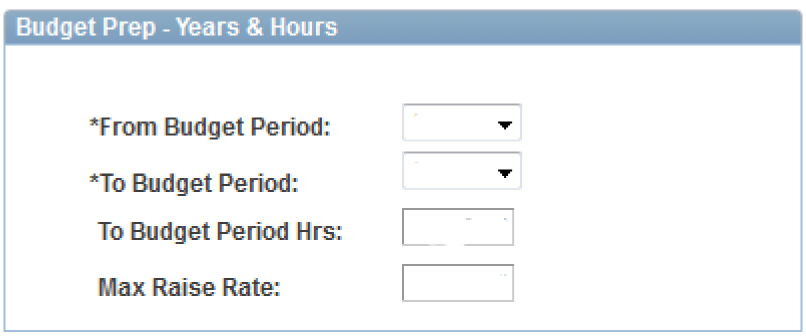
Upon completion of this topic, you will be able to:
- Identify the specific parameters defined in the Budget Prep Setup Year/Hour process.
- Explain the frequency in which Budget Year and Hour parameters are set.
- Navigate the Setting up Budget Prep Year/Hour Parameters process.

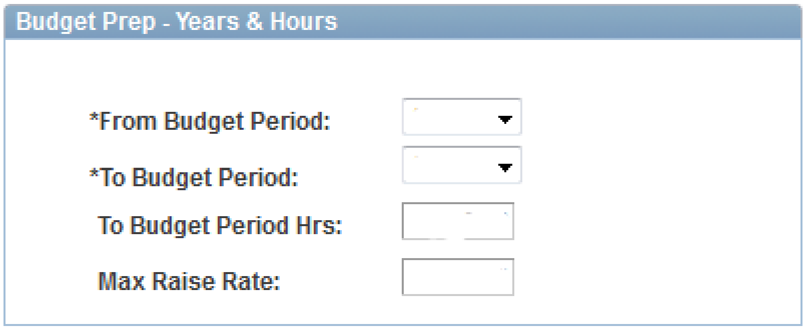
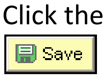
Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints

Procedure

In the following topic, we will set up budget parameters for the Budget Development Cycle.

Step	Action
1.	Click the **vertical** scrollbar to navigate:
2.	Click the **BOR Menus** link. ▷ BOR Menus
3.	Click the **BOR Budget Prep** link.
4.	Click the **Budget Prep Setup** link. Budget Prep Setup
5.	Click the **Year/Hour Parameters** link. Year/Hour Parameters This brings you to the Year/Hours Parameters page.
6.	Click the **Find an Existing Value** or the **Add a New Value** tab. Enter or Search for the SetID for your Business Unit: SetID: = Note: If this is the first time Year/Hour Parameters have been setup for the Business Unit, you should use the Add a New Value tab to perform the initial setup. Each year thereafter edits to the parameter fields will be the only requirement.
7.	Click the **From Budget Period** list using the drop down menu to select the appropriate year:  This value identifies the budget year from which data will be loaded to become the starting point for the budget being developed.
8.	Click the list item and select the upcoming Beginning Budget Year. (07/01/2017 would be beginning budget year 2018).

Step	Action
9.	Click the **To Budget Period** list using the drop down menu to select the appropriate year.  This value identifies the year for which this budget is being developed. For example, when developing the FY2018 budget, you would set this value to 2018.
10.	Click the **2018** list item and select the ending Budget Year.
11.	Enter "**2080**" in the **To Budget Period Hrs** field. This value is used to calculate the Proposed Budget Amount for hourly positions. It reflects the number of working hours in the To Budget Period entered in Step 9. For example, typical values for this field would be 2080, 2088 or 2096, dependent upon the actual number of work days within the Budget year.
12.	The **Max Raise Rate** is an institutional identified field. This value reflects the maximum raise amount allowed before an error message is generated. Any raises greater than this value will require the user to identify a reason code explaining the raise. Note: Zero is not a valid value, this field is formatted as percent, to enter 5% enter 5 not .05.
13.	Click the **Save** button. 
14.	Congratulations. **Setting Up Budget Prep Year/Hour Parameters** are complete. Key concepts of this topic are outlined below: - Budget Prep Year and Hour parameters drive the calculations and processing throughout the Budget Preparation Module. - Budget Prep Year and Hour parameters are set up once each Budget Development Cycle (once per year). - The Budget Prep Year and Hour parameters are: - From and To dates of the Budget Cycle, - Hours of the budget period (depending on the year, this is 2080, 2088, or 2096 for the year), and - Maximum raise rate (greater than zero).

Security Role	**BOR_BP_SETUP**
Responsibility/Role	
File Name	**BP_010_020 -Setting up Paygroup Raise Effective Date Parameters_BUSPROC**
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Last Changed by	
Status	

BP.010.020 -Setting up Paygroup Raise Effective Date Parameters

Concept

This topic demonstrates how to set up Effective Dates for raises for specific Paygroups. These dates determine when a raise will take effect. Similar to other Budget Prep parameters, Paygroup Raise Effective Dates are entered once per year at the beginning of the Budget Development Cycle.

This process is used to enter the Raise Effective Date for each pay group where the majority of the employees have a Raise Effective Date other than the beginning of the Budget Development Cycle – 07/01. Paygroups not included in this process have a default Raise Effective Date of 07/01.

Key Term:

- *Raise Effective Date* – The date a pay raise takes effect.

Topic Objectives:

Upon completion of this topic, you will be able to:
- Identify the Paygroups in which the default Effective Date for raises is not 07/01, i.e. Faculty.
- Identify the frequency in which Paygroup Raise Effective Dates are entered.
- Navigate the Paygroup Raise Effective Date process.

Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints

Additional Information

Current Paygroup listing:

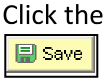
Raise Effective Dates by Paygroup — Personalize | Find | First 1-17 of 17 Last

	*Pay Group	Description	Date From
1	98A	Salaried	07/01/201
2	98B	Benefit Billing	07/01/201
3	98C	Temporary Staff	07/01/201
4	98E	Exempt Hourly	07/01/201
5	98F	10 Month Faculty	07/01/201
6	98G	Graduate Assistants	07/01/201
7	98H	Staff	07/01/201
8	98J	10 month NonFac-non-exempt	07/01/201
9	98L	Temporary Salaried	07/01/201
10	98M	Pending Faculty	07/01/201
11	98N	Non-paid Affiliate	07/01/201
12	98P	Part Time Faculty	07/01/201
13	98S	Summer Faculty	07/01/201
14	98T	Student Assistants	07/01/201
15	98W	College Work/Study	07/01/201
16	98X	10 month NonFac-exempt	07/01/201
17	98Y	12 Month Faculty	07/01/201

Note: each Paygroup is prefixed with the first two digits of the institutions Business Unit ID, for example 43A would be the KSU Salaried Paygroup.

Procedure

In the following topic, we will set up Effective Dates for Employee Paygroups with an Effective Date of 01/01/2018. Remember that this process will always have an Effective Date other than 07/01 because 07/01 is the default Effective Date and does not need to be set up. Let's see how this is done.

Step	Action
1.	Click the **vertical** scrollbar.
2.	Click the **BOR Menus** link. 
3.	Click the **BOR Budget Prep** link.
4.	Click the **Budget Prep Setup** link. 
5.	Click the **Paygroup Raise Effective Dates** link.  This brings you to the Paygroup Raise Effective Dates page.
6.	Click the **Find an Existing Value** or the **Add a New Value** tab. Enter or Search for the SetID for your Business Unit:  Note: All Paygroups will default to window, delete as needed by using the delete button located at the far right of the window.
7.	Update the **Date From** field. The date should be entered for each paygroup where the majority of employees have a Raise Effective Date other than 07/01/YYYY, where YYYY is the To Budget Period of 2018 entered in BP_010_010 Setting up Budget Prep Year/Hour Parameters.
8.	Click the **Save** button. 

Step	Action
9.	Congratulations. **Setting Up Paygroup Raise Effective Date Parameters** are complete. Key concepts of this topic are outlined below: - Effective Dates for Paygroup Raises determine the date the raise will take effect. - Effective Dates for Paygroup Raises are entered once per Budget Development Cycle. - Effective Dates for Paygroup Raises are only entered for Paygroups in which the majority of employees' Raise Effective Dates are not 07/01. Example of typical paygroups with alternate raise effective dates are: - XXA – Salaried - XXF – 10 Month Faculty - XXH – Staff - XXY – 12 Month Faculty - The default Effective Date is 07/01/XXXX. Note: The prefix XX of the paygroups are the first two digits of the Business Unit. **End of Procedure.**

Security Role	**BOR_BP_SETUP**
Responsibility/Role	
File Name	**BP_010_030 - Setting up Reason Codes and Descriptions_BUSPROC**
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Date Modified	**03/07/2017**
Last Changed by	
Status	

BP.010.030 - Setting up Reason Codes and Descriptions

Concept

Reason Codes are used to explain raises that exceed the Max Raise Rate. This topic demonstrates how to define the Reason Codes and descriptions for these salary changes. Once defined, the Codes can be assigned to individual positions in the Budget Prep Module. Typically, the reasons are assigned to raises over a specified threshold, and are required for raises greater than the percentage specified in the parameters defined in BP_010_010.

Note: Normally you would define these Reason Codes once. An initial set of Budget Reason Codes has been delivered with the GeorgiaFIRST model. However, you can make any further changes anytime as needed.

Topic Objectives:

Upon completion of this topic, you will be able to:
- Explain the purpose of Reason Codes as they relate to Budget Prep for salary increases.
- Navigate the Setting Up Reason codes and Descriptions process.

Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints

Additional Information

Reason Codes delivered with the GeorgiaFIRST model.

Customize | Find | First 1-15 of 15 Last

	Reason Codes	Reason Descr
1	A	Above Maximum Allowed: Promotion
2	B	Above Maximum Allowed: Reclassification
3	C	Above Maximum Allowed: Paygrade Adjustment To New Base
4	D	Above Maximum Allowed: Faculty Received Salary Supplement
5	E	Above Maximum Allowed: Justification Letter
6	F	Above Maximum Allowed: Other
7	G	No Increase Given: Appointed April 1, 2004 Or Later
8	H	No Increase Given: Planned Termination
9	I	No Increase Given: Fully Compensated
10	J	No Increase Given: Appointment Renegotiated At Mid Year
11	K	Decrease In Salary: Decrease In Salary Supplement
12	L	Increase budget for lump sum position
13	M	Increase Vacant Position
14	N	Position increased from half time to full time
15	O	Equity Adjustment

Procedure

In the following topic, we will add a Reason Code that indicates the reason for the salary increase is due to an increase in work duties. Remember that this process is used for raises that exceed the Max Raise Rate. Let's see how this is done.

Step	Action
1.	Click the **vertical** scrollbar.
2.	Click the **BOR Menus** link. BOR Menus
3.	Click the **BOR Budget Prep** link.
4.	Click the **Budget Prep Setup** link.
5.	Click the **Reason Codes** link.
6.	On the **Find an Existing Value** tab. Enter or Search for the SetID for your Business Unit: SetID: =
7.	To add additional Reason Codes: Click the **Add a new row at row 16 (Alt+7)** button.
8.	Enter "**the next alpha character**" in the **Reason Codes** field.
9.	Enter "**the appropriate reason description**" in the **Reason Descr** field.
10.	Click the **Save** button. Save
11.	Congratulations. **Setting Up Reason Codes and Descriptions** is complete. Key concepts of this topic are outlined below: - The system has a delivered set of Reason Codes. - Additional Reason Codes can be added at any time. - Reason Codes are used for pay increases that exceed the max Raise Rate. **End of Procedure.**

Security Role	**BOR_BP_SETUP**
Responsibility/Role	
File Name	**BP_010_040 - Setting up Fringe Accounts_BUSPROC**
Version	
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Last Changed by	
Status	

BP.010.040 - Setting up Fringe Accounts

Concept

This process is used to add Fringe Accounts as part of Budget Prep set-up. The system contains Fringe Accounts as part of the delivered content. The categories which contain Fringe Accounts are FICA, Retirement, and Group Health.

Note: In the event new salary, retirement or group health accounts are added a model change will be required during the annual Budget Prep change review.

Once the fringe estimate percentages and accounts are defined, they will be used by the Fringe Estimate Generator to generate the fringe benefit estimates associated with the Personal Services budgets.

Normally the fringe estimate percentages are defined once at the beginning of the budget development cycle. However, changes may be made anytime as needed to support the Fringe Estimate Generator.

Topic Objectives:

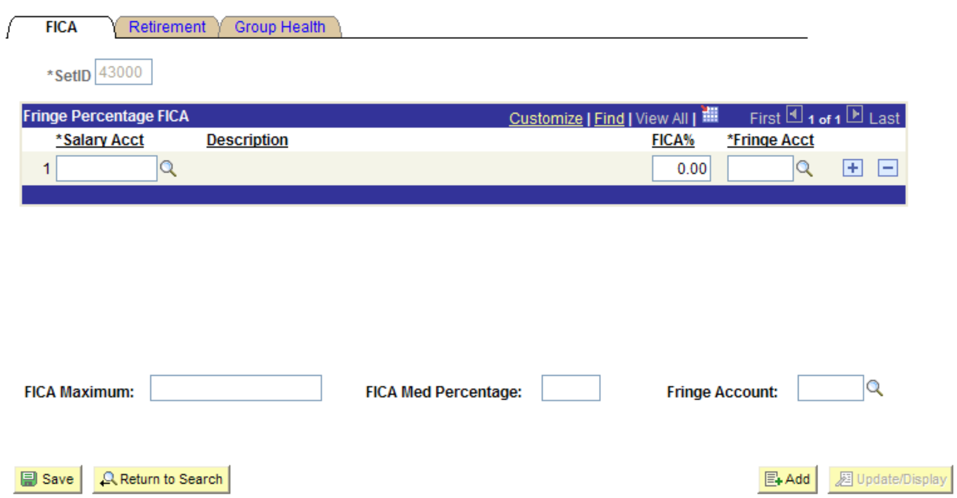
Upon completion of this topic, you will be able to:
- Identify the three categories in which Fringe Accounts can be added to the delivered content.
- Navigate the Setting Up Fringe Accounts process.

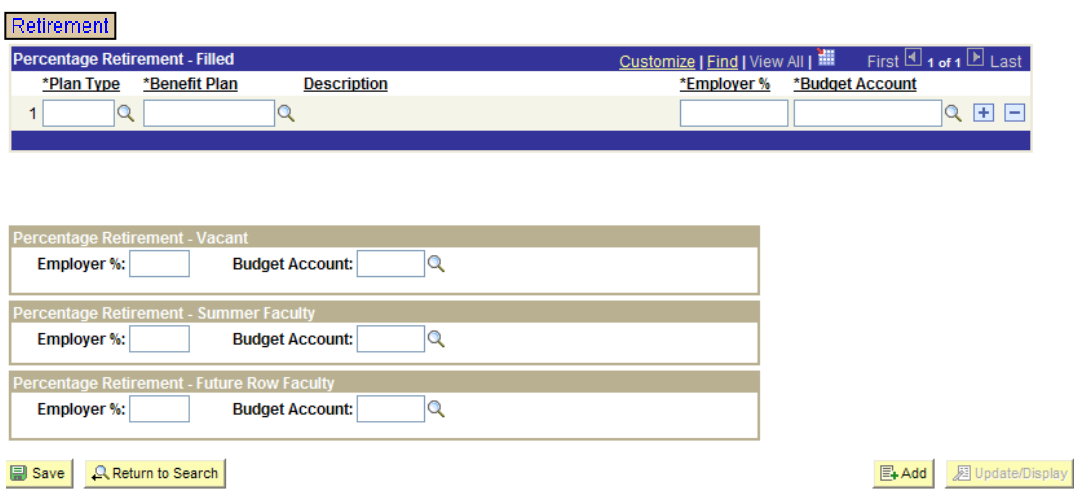
Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints

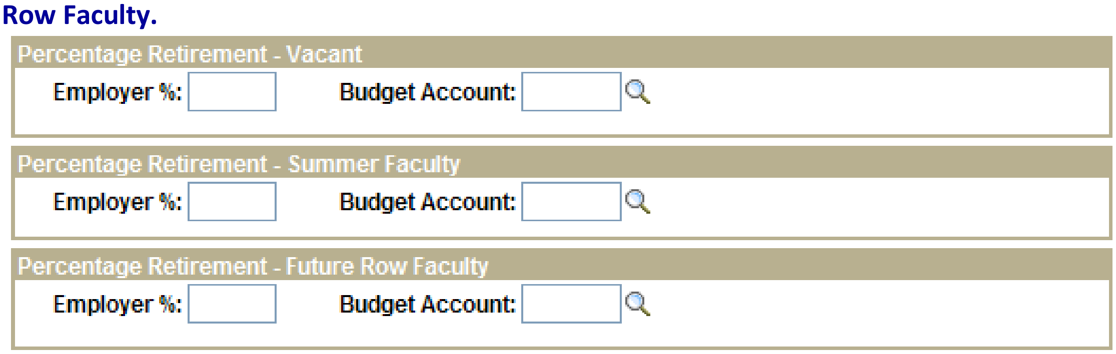
Procedure

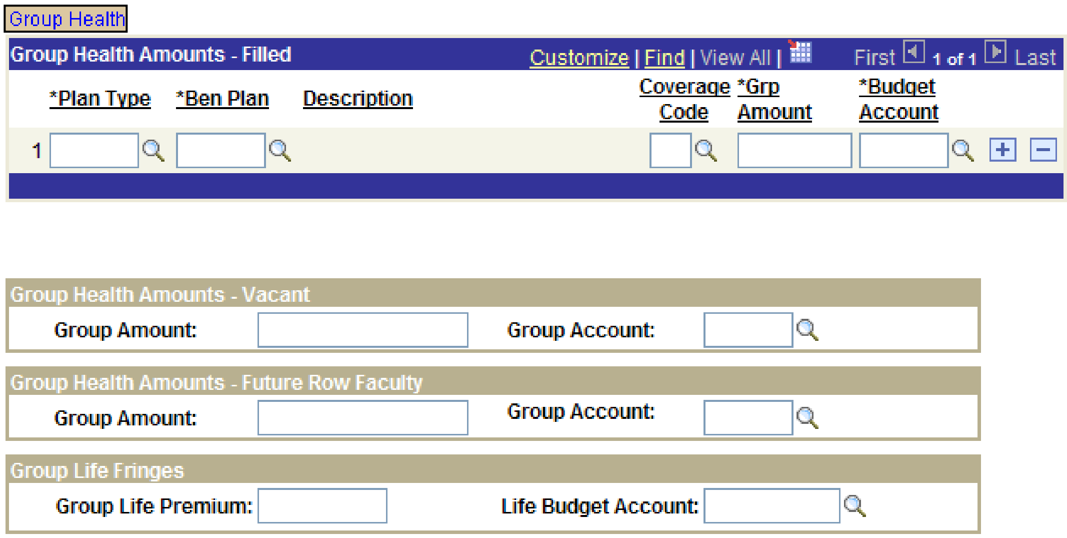
In the following topic, instructions are provided for completing the setup of the three fringe categories: FICA, Retirement and Group Health

Step	Action
1.	Click the **BOR Menus** link. BOR Menus
2.	Click the **BOR Budget Prep** link. BOR Budget Prep
3.	Click the **Budget Prep Setup** link.
4.	Click the **Fringe Accounts (FICA, ...)** link.
5.	Click the **Find an Existing Value** or the **Add a New Value** tab. Enter or Search for the SetID for your Business Unit: SetID: =
6.	Click the **FICA** tab. All fields will be blank for the initial setup. 
7.	Click on the Search icon under the ***Salary Acct** to select the salary account with which the generated fringe estimates will be associated.
8.	Click in the **FICA%** box and enter 6.2, which is represents the current employer share of Federal Insurance Contributions Act tax (FICA). This value will serve as the percentage of the proposed salary budget used to estimate the FICA fringe amount associated with the salary account.
9.	Click on the Search icon under the ***Fringe Acct** box to select the FICA account 551000 (ORG level). This value serves as the account to which the estimated FICA fringe amount will be assigned.

Step	Action
10.	Click on the + Insert Row icon. A new blank row displays. Select the next salary account until all Personal Services earnings accounts are selected. Complete the FICA% and *Fringe Acct data for each salary account.
11.	Click in the **FICA Maximum:** box.
12.	Enter " the maximum dollar amount in the **FICA Maximum Salary** field.  Note: This is the maximum amount of wages subject to the social security tax. Verify the annual FICA Maximum Salary each year at www.irs.gov
13.	Click in the **FICA Med Percentage:** box.
14.	Enter "**1.45**" in the **FICA Med Percentage** box which represents the current employer share of Medicare tax. This value will serve as the percentage of the proposed salary budget used to estimate the FICA Med fringe amount associated with the salary account. The Fringe Account: 551200 (standardized account) is hard coded and grayed out for data entry.  Note: There is no limit on the amount of wages subject to the Medicare tax.
15.	Click the **Retirement** tab. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>16.</td><td>Click on the Search icon under the *Plan Type to select the Plan Type with which the generated fringe estimates will be associated.
Current values for selection:
<table>
<tr><th>Plan Type</th><th>Description</th></tr>
<tr><td>ERS</td><td>Employee Retirement System</td></tr>
<tr><td>ERSE</td><td>Emp Ret Sys-ER Contribution</td></tr>
<tr><td>ERSO</td><td>Emp Ret Sys-ER Contribution</td></tr>
<tr><td>FDRT</td><td>Federal Retirement Plan</td></tr>
<tr><td>ORP</td><td>Optional Retirement Plan</td></tr>
<tr><td>ORPL</td><td>Optional Ret Plan Limit</td></tr>
<tr><td>ORPT</td><td>Optional Ret Plan to TRS</td></tr>
<tr><td>TRS</td><td>Teachers Retirement System</td></tr>
<tr><td>TRSL</td><td>Teachers Ret System Limit</td></tr>
</table></td></tr>
<tr><td>17.</td><td>Click on the Search icon under the *Benefit Plan to select the Benefit Plan for the associated Plan Type.</td></tr>
<tr><td>18.</td><td>Click on the *Employer % box.</td></tr>
<tr><td>19.</td><td>Enter the applicable rate for the Plan Type and Benefit Plan. For example: to enter a 17.21% Employer % enter as 17.21.

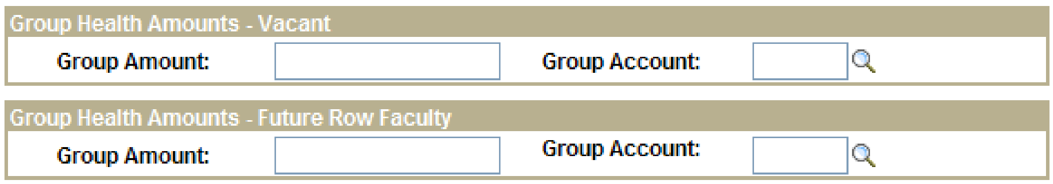
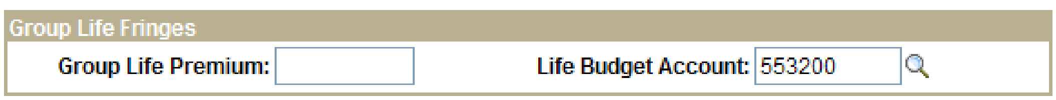
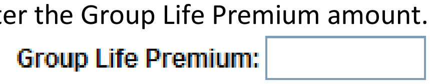
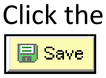
Note: if current rate for projection is unknown, contact the internal HR Benefit representative.</td></tr>
<tr><td>20.</td><td>Click on the Search icon under the *Budget Account to select the Account for Benefit Plan and associated Plan Type.
Note: The current value is 552000 Retirement Systems.</td></tr>
<tr><td>21.</td><td>Insert additional Plan Types, Benefit Plans, Employer Percentages and Budget Accounts as needed.</td></tr>
<tr><td>22.</td><td>Click in the Percentage Retirement group boxes for Vacant, Summer Faculty and Future Row Faculty.

</td></tr>
<tr><td>23.</td><td>Enter the Employer % and Budget Account as applicable to estimate fringe amounts for Vacant, Summer Faculty and Future Row Faculty positions.</td></tr>
</table>

Step	Action
24.	Click the **Group Health** tab.  Note: Budget accounts are ORG level, the exception is the Life Budget Account which is hard coded in the BP module.
25.	Click on the Search icon under the ***Plan Type** to select the Plan Type with which the generated fringe estimates will be associated. **Plan Type** MED Note: There is only one valid value.
26.	Click on the Search icon under the ***Ben Plan** to select the Benefit Plan for the associated Plan Type. 2018 Current Values are listed below:

04	BCBSGA HDHP	31	BCBS Open Access PPO
05	BCBSGA HDHP Consumer Choice	32	BCBS HSA Open Access POS
06	Blue Choice HMO	33	Med B BCBS Open Access POS
07	Blue Choice HMO Consumer C	34	Non Med B BCBS Open Access POS
12	BCBSGA PPO	35	BCBSGA PPO Choice Alt
13	BCBSGA PPO CHOICE	36	BCBSGA HDHP Choice Alt
18	Kaiser HMO	37	Medicare B BCBS PPO Choice Alt
19	Kaiser HMO CC	38	Non-Med B BCBS PPO Choice Alt
25	Senior Advantage HMO	39	Comprehensive Care
27	Medicare B BCBS PPO	40	Consumer_Choice_HSA
28	Mdcre B BCBS PPO CC	41	Med B Comprehensive Care
29	NonMedcr B BCBS PPO	42	Non-Med B Comprehensive Care
30	NonMdcr B BCBS PPOCC	43	GRA Option

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>27.</td><td>Click on the Search icon under the Coverage Code to select the Coverage Code (tier) with which the generated fringe estimates will be associated.

Current values2016:
<table>
<tr><th>Coverage Code</th><th>Description</th></tr>
<tr><td>01</td><td>Employee Only</td></tr>
<tr><td>02</td><td>Employee + 1 Spouse</td></tr>
<tr><td>05</td><td>Employee + 1 Child</td></tr>
<tr><td>07</td><td>Family</td></tr>
<tr><td>B2</td><td>Md Ret+Md SP 1s/MDB</td></tr>
<tr><td>B7</td><td>Md Ret+Md SP+Chrn</td></tr>
<tr><td>M1</td><td>Mdcr Ret/Sur Only</td></tr>
<tr><td>M2</td><td>Mdcr Ret+Mdcr SP</td></tr>
<tr><td>M3</td><td>Mdcr Ret Non=Mdcr SP</td></tr>
<tr><td>M4</td><td>Non-Mdcr Ret Mdcr SP</td></tr>
<tr><td>M5</td><td>Mdcr Ret/Sur+1Child</td></tr>
<tr><td>M6</td><td>Mdcr Ret/Sur+Chrn</td></tr>
<tr><td>M7</td><td>Md Ret/Md SP+Chrn</td></tr>
<tr><td>M8</td><td>Md Ret+Non-MdSP+Chrn</td></tr>
<tr><td>M9</td><td>Non-MdRet MdSP+Chrn</td></tr>
<tr><td>R1</td><td>retiree only</td></tr>
<tr><td>R2</td><td>retiree + Spouse</td></tr>
<tr><td>R5</td><td>retiree + 1 Child</td></tr>
<tr><td>R7</td><td>Family</td></tr>
<tr><td>R8</td><td>Medicare Elig Ret</td></tr>
<tr><td>R9</td><td>Medicare Elig Ret + Spouse</td></tr>
<tr><td>S1</td><td>Survivor Only</td></tr>
<tr><td>S5</td><td>Survivor + 1 Child</td></tr>
<tr><td>S7</td><td>Family</td></tr>
<tr><td>S8</td><td>Medicare Elig Survivor</td></tr>
</table></td></tr>
<tr><td>28.</td><td>Click in the *Grp Amount box.</td></tr>
<tr><td>29.</td><td>Enter a value to serve as a flat amount used to estimate the Group Health fringe amount associated with the salary account.</td></tr>
<tr><td>30.</td><td>Click on the Search icon under the *Budget Account to select the Account for Benefit Plan and associated Plan Type.
Note: The current value is 553000 Group Insurance.</td></tr>
</table>

Step	Action
31.	Insert additional Plan Types, Ben Plans, Coverage Codes, Grp Amounts and Budget Accounts as needed. Note: All model Group Health Plan and Coverage Code combinations are delivered in the GeorgiaFIRST Budget Prep module. While all model plans are delivered, fringe estimates will only be calculated for budgeted positions, therefore, it is not necessary to delete unused model plans.
32.	Click in the **Group Health Amounts** group boxes for **Vacant and Future Row Faculty.** 
33.	Enter the Group Amount and Group Account as applicable to estimate fringe amounts for Vacant and Future Row Faculty positions.
34.	Click in the **Group Life Fringes** group box. 
35.	Enter the Group Life Premium amount.  Note: the Life Budget Account is prefilled and grayed out for data entry. This is a standardized account.
36.	Click the **Save** button. 
37.	Congratulations. **Setting Up Fringe Accounts** are complete. Below is a summary of the key concepts of this topic: - There are three categories of Fringe Accounts – FICA, Retirement, and Group Health. - Fringe Accounts are part of the delivered content but new accounts can be added as needed. **End of Procedure.**

Security Role	BOR_BP_PROCESSES
Responsibility/Role	
File Name	BP_040_010 - HR/Payroll_BP_LOAD_BUSPROC
Version	
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Status	

BP.040.010 - Processing HR/Payroll to BP Load

Concept
This topic provides an overview and demonstrates the HR/Payroll to BP LOAD process. This process loads Personal Services budget information from the HR/Payroll system into the Budget Preparation module via the epoh009.txt file obtained from the HR/Payroll source (ADP).

Topic Objectives:
Upon completion of this topic, you will be able to:
- Explain the purpose of the ADP Load process
- Identify the types of information that are and are not included when the HR/Payroll to BP Load process is run
- Run the HR/Payroll to BP Load process

Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints
Extract file epoh009_XXX.txt has been received from ADP and saved to a local directory.

Additional Information
The file name is epoh009_XXX.txt, where XXX represents the first three digits of the business unit ID number. This file will be saved to a local directory.

The file contains four rows of data pertaining to active positions. Positions which are active and not filled will only contain two rows of data. The information is extracted from EV5 (ADP) for the budgeting process. These rows are as follows:

"D" rows assigned for the Demographic information:

POSITION_DATA.POSITION_NBR
JOB.EMPLID
JOB.EMPL_RCD
JOB.EFFDT

JOB.EFFSEQ
POSITION_DATA.DEPTID
POSITION_DATA.JOBCD
POSITION_DATA.PAYGROUP
POSITION_DATA.COMPANY
JOB.ANNUAL_RT
POSITION_DATA.POSITION_BUDGET
POSITION_DATA.STD_HRS
POSITION_DATA.FULL_PART_TIME
POSITION_DATA.REG_TEMP

“J” rows assigned for the Job Earnings Distribution information:

POSITION_DATA.POSITION_NBR
JOB.EMPLID
JOB.EMPL_RCD_NBR
JOB.EFFDT
JOB.EFFSEQ
POSITION_DATA.ERNS_DIST_TYPE
EP_POS_JED.GL_PAY_TYPE
EP_POS_JED.STD_HOURS
EP_POS_JED.DIST_PCT
EP_POS_JED.ERNCD
EP_POS_JED.JOBCODE
EP_POS_JEB.COMPRATE
EP_POS_JED.ACCT_CD

“R” rows assigned for the Retirement information:

POSITION_DATA.POSITION_NBR
JOB.EMPLID
JOB.EMPL_RCD_NBR
JOB.EFFDT
JOB.EFFSEQ
BENEF_PLAN_TBL.BENEFIT Plan
BENEF_PLAN_TBL.PLAN TYPE
Description based on RTRMNT_PLAN.BENEFIT_PLAN. LINK TO XLATTBLE

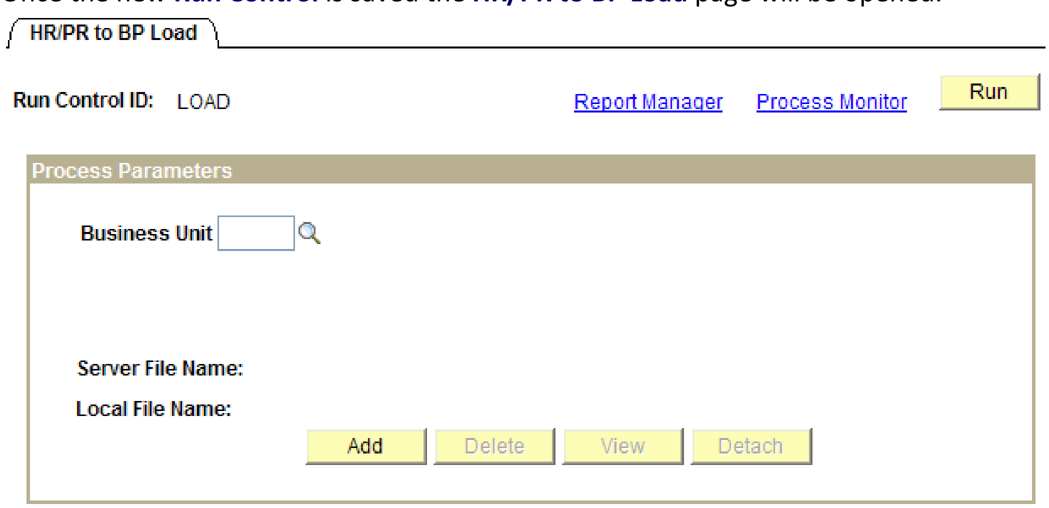
“H” rows assigned for the Health information:

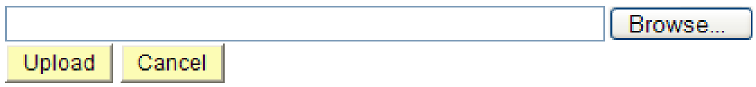
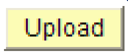
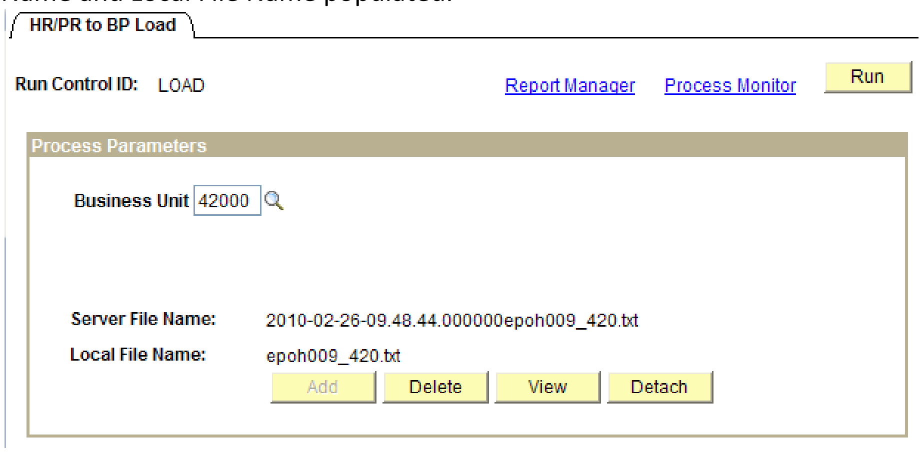
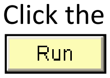
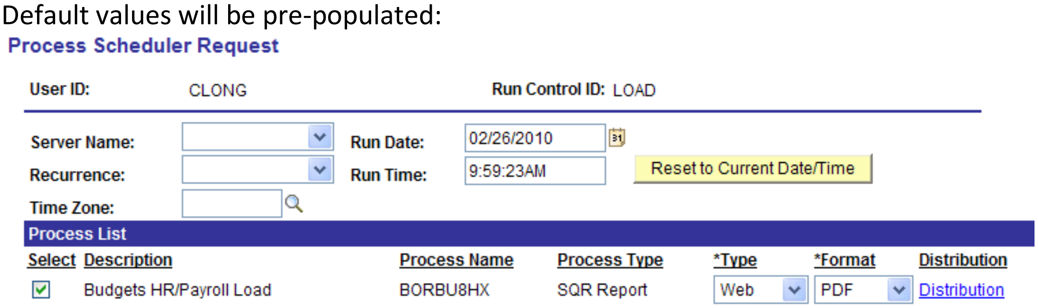
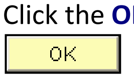
POSITION_DATA.POSITION_NBR
JOB.EMPLID
JOB.EMPL_RCD_NBR
JOB.EFFDT
JOB.EFFSEQ
EP_WIN_EE_ELCTN.BIX_PLAN_TYPE
EP_WIN_EE_ELCTN.OPTION_NAME
Health Benefit Type = ‘MED’

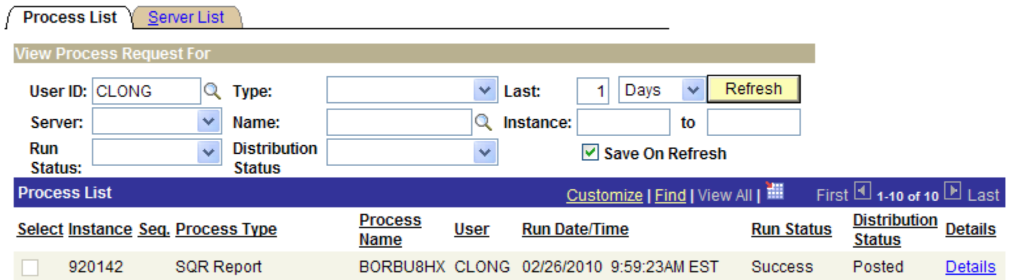
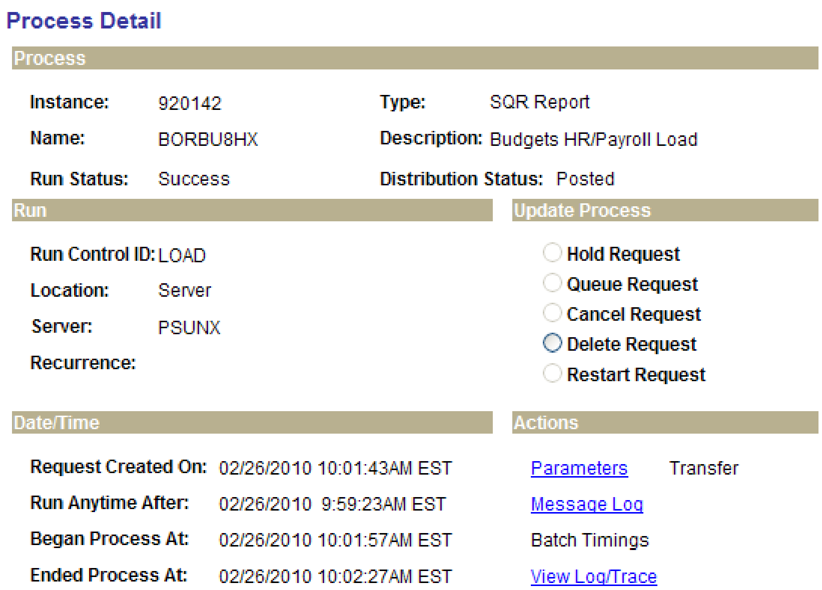
Health Benefit Type Description EP_WIN_EE_ELCTN.OPTION_NAME
EP_WIN_EE_ELCTN.COVRG_LEV_CD
EP_WIN_EE_ELCTN.COVRG_LEV_NAME

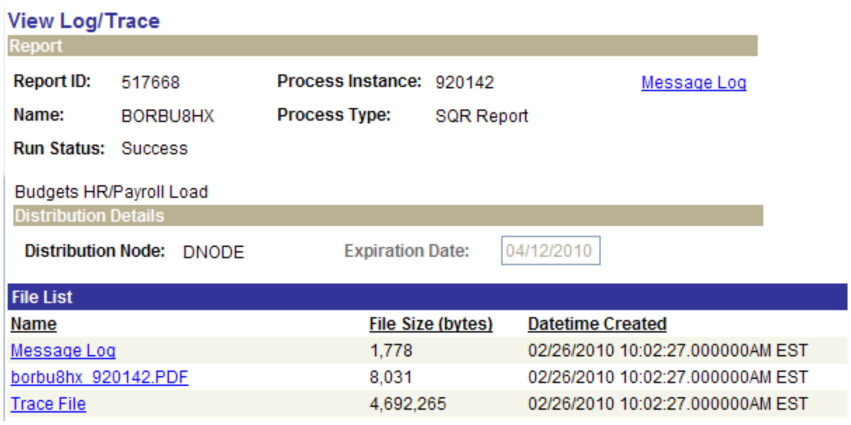
Procedure

In the following topic, you will process the HR/Payroll to BP LOAD. The Process Name is **BORBU8HX.**

Step	Action
1.	Click the **BOR Menus** link. BOR Menus
2.	Click the **BOR Budget Prep** link. BOR Budget Prep
3.	Click the **Budget Prep Processing** link. Budget Prep Processing
4.	Click the **HR/PAYROLL BP** link. – HR/PAYROLL BP
5.	Click the **Add a New Value** tab. Add a New Value
6.	Enter "**LOAD**" in the **Run Control ID** field or add new run control as necessary Run Control ID:
7.	Click the **Add** button. Add
8.	Once the new **Run Control** is saved the **HR/PR to BP Load** page will be opened: 
9.	In the Process Parameters group box enter or search for the Business Unit.

Step	Action
10.	Click the **Add** button. 
11.	This will open a Browser page which will enable you to search for the location of the directory and file (epoh009_XXX.txt) where XXX represents the first three digits of the business unit ID number. Once located, simply double click to select the file. 
12.	Click the **Upload** button.  This will return the screen to the HR/PR to BP Load page and will have the Server File Name and Local File Name populated. 
13.	Click the **Run** button. 
14.	The **Process Scheduler Request** page will open. Default values will be pre-populated: 
15.	Click the **OK** button.  This will return the window to the **HR/PR to BP Load** page.

Step	Action
16.	Click the **Process Monitor** link. Process Monitor The Process list will be displayed. 
17.	Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**. Refresh
18.	Click the Details link to view the Process Detail. 
19.	Click the View Log/Trace link to view the Trace file contents. The Trace File contains a view of data loaded during the HR/Payroll Load process.

Step	Action
20.	The **View Log/Trace** link also contains a **.PDF** report. The report contains summary information which may be used to validate the number of rows (D, J, R and H), Total Annual Salary and Total Position Budget amounts successfully loaded from the epoh009_XXX.txt file. 
21.	Some changes to the HR/Payroll source system that may necessitate running additional budget extracts are: •Changing a Position Budget. •Changing salary for an employee in a filled position. •Inactivating a position. •Terminating an employee but leaving the position active. •Adding a new position
22.	Running subsequent HR/Payroll to BP Loads will create the following changes in all budget versions: •Updates the Current Salary for positions changed in the HR/Payroll system. •Adds or deletes positions added or inactivated in the HR/Payroll system. •Updates the status of a position from Filled to Vacant, or from Vacant to Filled
23.	The following will not occur when running subsequent HR/Payroll to BP Loads: •Department, Job Code, and Pay Group changes in the HR/Payroll system will not be updated in the Budget Preparation module. Department and Job Code changes made in the Budget Preparation module will, however, update the HR/Payroll system when the final export file to the HR/Payroll system is created. Note: The Budget Prep user controls the Department, Job Code and Pay Group changes made after the initial load. Changes to these fields must be made in Budget Prep, even if the HR/Payroll system has been updated to avoid unwanted changes to the new Budget Year.

Step	Action
24.	Congratulations. The HR/Payroll to BP LOAD process is complete. Below is a summary of the key concepts of this lesson: - The initial HR/PR to BP Load creates a REFERENCE version. - Subsequent loads may be completed to capture interim changes in HR/Payroll. - Some changes to HR/PR which may require running subsequent loads are -changing a position budget, changing a salary for an employee in a filled position, inactivating a position, terminating an employee but leaving the position active, and adding a new position. - Subsequent loads will not update changes made in HR/PR to pre-existing Positions for Department, Job Code, and Pay Group in the Budget Preparation module. **End of Procedure.**

Security Role	**BOR_BP_PROCESSES**
Responsibility/Role	
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BP.040.011 - Processing Financials Extracts

Concept
This topic provides an overview and demonstrates the Financials Extract process. This process loads Non-Personal Services budget information from the Financials system into the Budget Preparation module.

The Financials Extract process uses Non-Personal services budget information from the prior year (based on the "From Budget Year" parameter) in Financials to collect data to be used as a starting point for developing budgets for the next fiscal year. Budget data generated include Appropriation, Organization, Revenue Estimate, and Grant budgets.

Note: All budget parameter definitions must be completed before running this extract process.

Topic Objectives:
Upon completion of this topic, you will be able to:
- Explain the purpose of the Financials Extract process
- Run the Financials Extract process

Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints

Additional Information

The extract processes for HR/Payroll and Financials should be run a minimum of once per budget cycle, at the beginning of the budget development process. Subsequent extracts may be run at any time to reconcile data between the budget module and the source system.

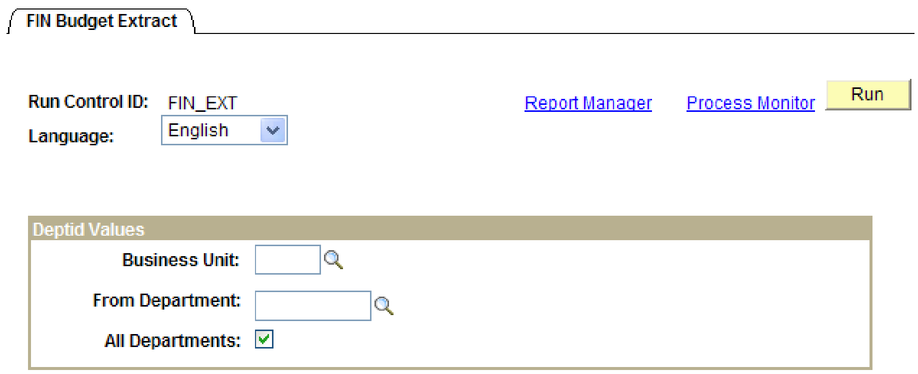
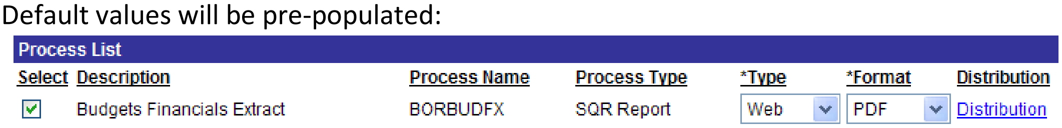
The initial extract process(es) creates a budget version named REFERENCE. This version cannot be updated directly within the Budget Module. Updates to the REFERENCE version can only be made through subsequent execution(s) of the extract process(es).

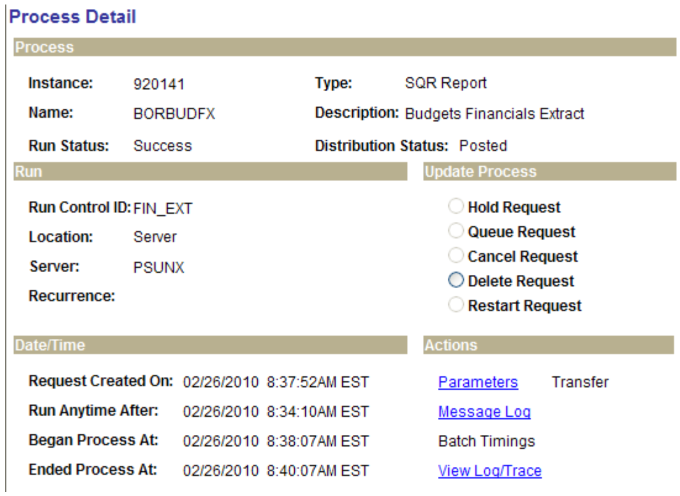
The Budget Copy process cannot be run until the initial extracts from HR/Payroll and Financials have been completed.

BP.040.011 Procedure

In the following topic provides steps for running the Financials Extract process. The Process Name is **BORBUDFX.**

Step	Action
1.	Click the **BOR Menus** link. BOR Menus
2.	Click the **BOR Budget Prep** link. BOR Budget Prep
3.	Click the **Budget Prep Processing** link. Budget Prep Processing
4.	Click the **FIN Extract** link. FIN Extract
5.	Click the **Add a New Value** tab. Add a New Value
6.	Enter "**FINEXT**" in the **Run Control ID** field or add a new run control as necessary. Run Control ID: Note: It is best practice to add a new run control for this process each year.
7.	Click the **Add** button. Add

Step	Action
8.	Once the new **Run Control** is saved the **FIN Budget Extract** page will be opened: 
9.	In the Deptid Values group box enter or search for the Business Unit.
10.	Click the **All Departments** checkbox > You may choose to extract by a single department by entering or selecting the appropriate department number in the Individual Department field. We recommend, however, that you run the initial extract for all departments. This process may be run multiple times throughout the Budget Prep process to pick up any changes made since the initial extract.
11.	Click the **Run** button. Run
12.	The **Process Scheduler Request** page will open. Default values will be pre-populated: 
13.	Click the **OK** button. OK This will return the window to the **FIN Budget Extract** page.
14.	Click the **Process Monitor** link. Process Monitor
15.	Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**. Refresh

Step	Action
16.	Click the Details link to view the Process Detail. 
17.	Click the View Log/Trace link to view the Trace file contents. The Trace File link contains a view of data loaded during the Financials Extract process.
18.	Running additional Financials Extracts will create the following changes in all budget versions: • Updates current Non-Personal Services budgets based on Permanent Amendments. • Adds new Original Non-Personal Services budgets and revenue estimates. • Makes available in Budget Prep, Grants that have been added into PSFIN.
19.	The following will not occur when re-running budget extracts: •Non-Personal Services budgets will not be deleted in the Budget Preparation module. You can adjust them to zero, however.
20.	Congratulations. Running **Processing Financials Extracts** is complete. Key concepts of this topic are outlined below: - This process loads Non-Personal Services budget information from the Financials system into the Budget Preparation module. - All budget parameter definitions must be completed before running the extracts process. - It is recommended to run the initial process for all departments; subsequent process can be run for individual departments. **End of Procedure.**

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Responsibility/Role	
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Status	

BP.020.010 - Running the Budget Copy Process

Concept

This topic demonstrates how to run the Budget Copy process. The Budget Copy process copies one version of a developed budget to a different version, allowing multiple versions of a budget to exist. Once the budget is copied, you can perform "what-if" analyses of different scenarios on the copied version.

Note: The initial HR/Payroll to BP Load and Financials Extract processes create a REFERENCE version, after which additional Planning budget versions may be made using the Copy process.

Topic Objectives:

Upon completion of this topic, you will be able to:
- Run the Budget Copy process from the Reference version.
- Run the Budget Copy process from the Planning version.

Assumptions
Security Role setup completed by internal Security Administrator.

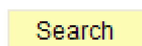
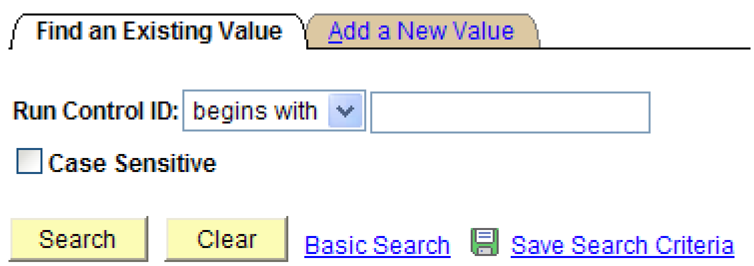
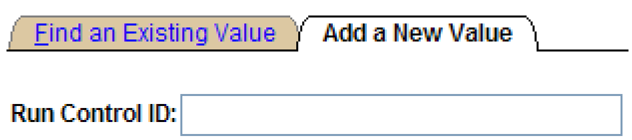
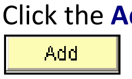
Dependencies/Constraints
The HR/Payroll to BP Load and the Financials Extract processes must be run at least once prior to creating additional planning budget versions. A source (REFERENCE) budget version must exist to copy from.

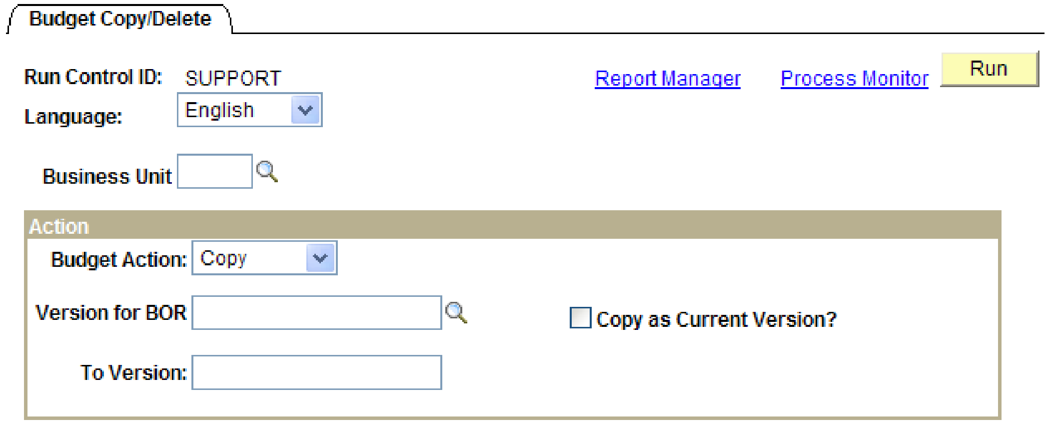
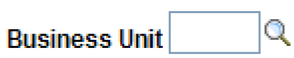
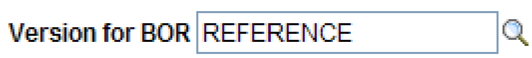
Additional Information

When using the Copy process keep in mind that <u>all</u> online budget development work takes place on a version of the budget named CURRENT, but you will not create this version until all mass update/"what-if" analyses are completed.

BP.020.010 Procedure

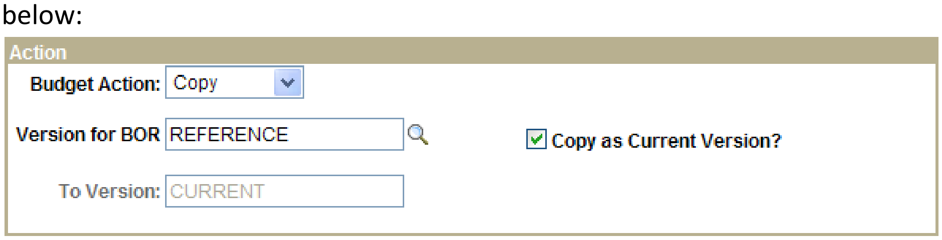
In the following topic, the Budget Copy process will be run. The scenario describes how to run the process both from the Reference version and from the Planning version. The Process name is BORBUDCP.

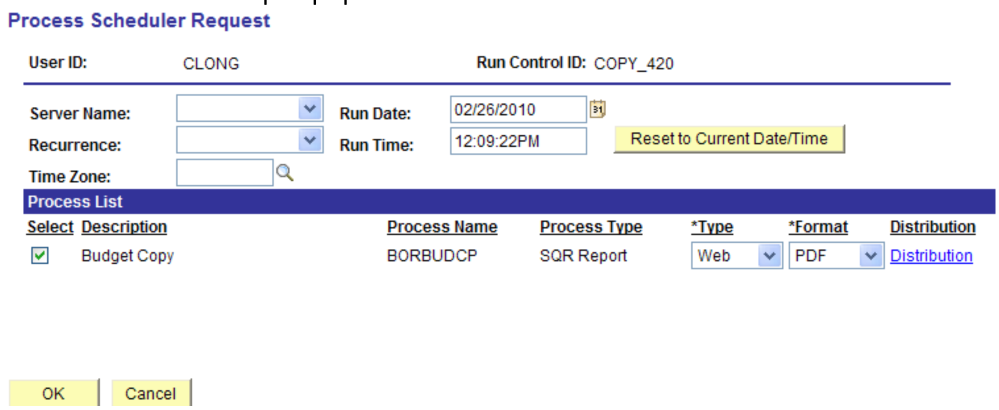
Step	Action
1.	Click the **BOR Menus**. 
2.	Click the **BOR Budget Prep** link. 
3.	Click the **Budget Prep Processing** link. 
4.	Click the **Budget Copy/Delete** link. 
5.	Click the **Find an Existing Value** tab. To enter or  for an existing Run Control ID: 
6.	Else click the **Add a New Value** tab to setup a new Run control ID: 
7.	Enter "**COPY**" in the **Run Control ID** field.
8.	Click the **Add** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>Once the Run Control ID has been entered by Finding an Existing Value or Adding a New Value the Budget Copy/Delete page will be displayed:

</td></tr>
<tr><td>10.</td><td>Enter or Search for the Business Unit:

</td></tr>
<tr><td>11.</td><td>Enter or Search to select REFERENCE as the Version for BOR:


If you have only run the initial load and extract, only the REFERENCE version created during the extract processes will be available for selection. Any version of the budget, however, can be selected.</td></tr>
<tr><td>12.</td><td>Enter a name in the To Version field:

Any name is acceptable, such as PLANNING, PLANNING1, PLANNING2, etc.
Examples of copied versions:
• Copy REFERENCE to PLANNING Version
• Copy PLANNING to CURRENT Version
After the initial extract, the budget can be copied to a planning version for “what if” analysis, or copied straight to the current version for online updates. A “what if” analysis cannot be performed on a CURRENT budget version.

Note: When copying as CURRENT Version, click the Copy as Current Version? check box to auto populate the To Version. Once checked the To Version will be grayed out as shown below:

</td></tr>
</table>

Step	Action
13.	Click the **Run** button. 
14.	The **Process Scheduler Request** page will open. Default values will be pre-populated: 
15.	Click the **OK** button.  This will return the window to the **Budget/Copy Delete** page.
16.	Click the **Process Monitor** link. 
17.	Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**.  Note: The Trace File does not contain data for this process. The PS_BUD_PSC_BOR table may be queried to verify copied version presence.
18.	Congratulations. **Running the Budget Copy process** is complete. Below are the key concepts of this topic: - The Budget Copy process copies one version of a developed budget to a different version, allowing multiple versions of a budget to exist. - The HR/Payroll to BP Load and Financials Extract processes must be run at least once prior to creating additional Planning budget versions. **End of Procedure.**

Security Role	**BOR_BP_PROCESSES**
Responsibility/Role	
File Name	**BP_020_020 - Processing What If Analysis_BUSPROC**
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BP.020.020 - Processing What If Analysis

Concept

This topic demonstrates how to perform mass updates to the Planning version of the budget. These updates are "what-if" analyses. This process allows users to make across-the-board changes to their budgets based on various criteria. This may be done to analyze the impact of across-the-board changes but never implemented, or these changes may be incorporated in the final (CURRENT) version of the budget.

Any time a "what-if" analysis is processed against a budget version, the original values in that budget version are always used during any calculations. A "what-if" analysis cannot be performed on the results of a previous "what-if" analysis. For example, a 5% mass update, followed by a 3% update on the same data would result in only a 3% change, as opposed to the sum of the two updates.

Topic Objective:

Upon completion of this topic, you will be able to:
- Run "What-If" Analyses to the Planning budget.

Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints
An existing Planning version of the budget must exist. These are created through successful execution of the extract and copy processes. Any time a "what-if" analysis is processed against a budget version, the original values are always used to perform any calculations. A "what-if" analysis cannot be performed on the results of a previous "what-if" analysis.

Additional Information

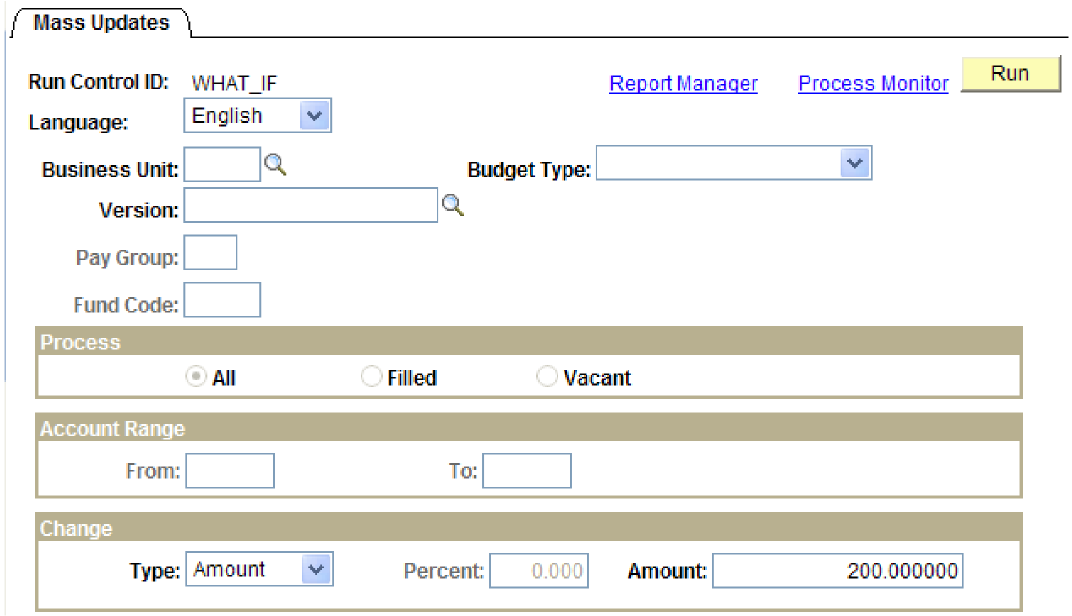
The process may be run as needed. Generally, users will cycle through several iterations of this process against planning versions of the budget prior to creating the CURRENT version of the budget.

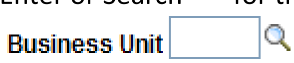
BP.020.020 Procedure

In the following topic, the “what-if” analysis process will be run. The Process name is BORBUDMU.

Step	Action
1.	Click the **BOR Menus** link. BOR Menus
2.	Click the **BOR Budget Prep** link. BOR Budget Prep
3.	Click the **Budget Prep Processing** link. Budget Prep Processing
4.	Click the **What-If Analysis** link. What-If Analysis
5.	Click the **Find an Existing Value** tab. To enter or Search for an existing Run Control ID: Find an Existing Value Add a New Value Run Control ID: begins with Case Sensitive Search Clear Basic Search Save Search Criteria
6.	Else click the **Add a New Value** tab to setup a new Run control ID: Find an Existing Value Add a New Value Run Control ID:
7.	Enter "**WHATIF**" in the **Run Control ID** field. Run Control ID:
8.	Click the **Add** button. Add

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>Once the Run Control ID has been entered by Finding an Existing Value or Adding a New Value the Mass Updates page will be displayed:

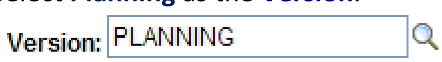
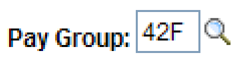
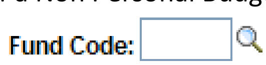
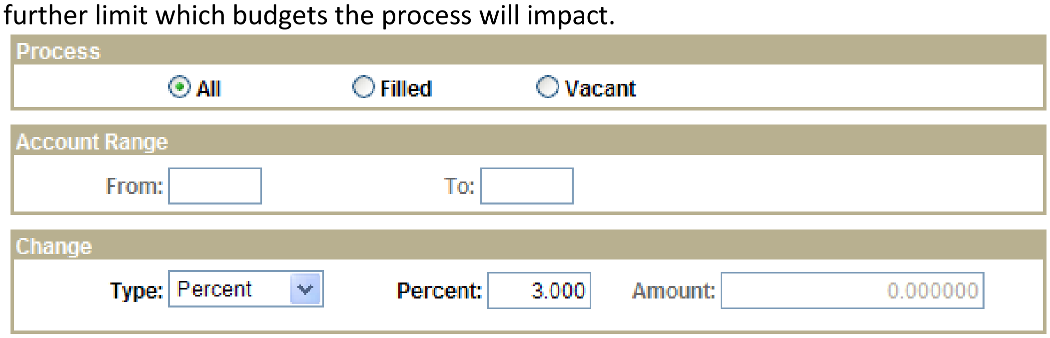

</td></tr>
<tr><td>10.</td><td>Enter or Search for the Business Unit:

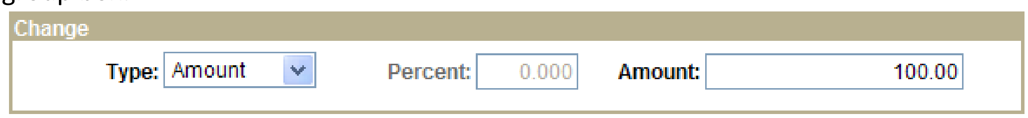

</td></tr>
<tr><td>11.</td><td>Click in the Budget Type Listbox.

For this exercise, Personal Services will be selected.

A list of Budget Type options and an explanation of each are below:

•(none) – blank
•All – updates all Personal Services and Non-Personal Services budgets using the selected criteria.
•Appropriation/Organization – updates only Non Personal Services Appropriation and Organization budgets using the selected criteria.
•Grant – updates only Grant budgets using the selected criteria.
•Personal Services – updates only Personal Services budgets using the selected criteria.
•Revenue Estimate – updates only Revenue Estimate budgets using the selected criteria.</td></tr>
</table>

Step	Action
12.	Click the Search to select the **Version** for use in the “what-if” analysis. All PLANNING budget versions are available for processing. If mass updates are desired against the CURRENT version of the budget, the CURRENT version must first be copied to a planning version, updated through these processes, and the copied back to the CURRENT version. Note: Manual changes may be lost if the CURRENT version is processed through the “what-if” analysis.
13.	Select **Planning** as the **Version**. 
14.	Click the Search to select the **Pay Group** for use in the “what-if” analysis.
15.	Select “xxF” from the search **Pay Group** results.  “F” in this example represents the Faculty Pay Group. If you leave this field blank, all pay groups will be updated. Note: All pay groups are prefixed with the first two digits of the Business Unit ID.
16.	If a Non Personal Budget Type is selected the **Fund Code** box will be open for selection:  Enter or Search for a valid Fund Code in the Fund Code field, only budgets with the specified Fund Code will be calculated.
17.	The Process, Account Range and Change group boxes allow the user to select criteria to further limit which budgets the process will impact. 

Step	Action
18.	Select the radio button desired for the What-If Analysis in the **Process** group box:  All – all positions within the “F” pay group will be calculated. Filled – only filled positions within the “F” pay group will be calculated. Vacant – only vacant positions within the “F” pay group will be calculated. Note: calculations are included or excluded based on the selection criteria
19.	If a Non Personal Budget Type is selected the **Account Range** group box will be open for selection:  Enter or Search for values in the **From** and **To** fields, only budgets within the specified range for the specified Budget Type will be calculated.
20.	Select the Type of change to apply to the “what-if” analysis calculations in the **Change** group box:  **Amount** • Personal Services, the process will add the specified amount to the Current Salary to determine the Proposed Salary amount, and accordingly recalculate the Proposed Budget. • Non Personal Services, the process will add the specified amount to the Current Budget Amount to determine the Proposed Budget Amount. **Percent** • Personal Services, the process will multiply the Current Salary amount by the specified percentage to determine the Proposed Salary amount and accordingly recalculate the Proposed Budget based on the raise effective date. • Non Personal Services, the process will multiply the Current Budget Amount by the specified percentage to determine the Proposed Budget Amount. **Zero** • Personal Services, the process will set the Proposed Salary amount to zero for the records matching the specified criteria. • Non Personal Services, the process will set the Proposed Budget amount to zero for the records matching the specified criteria. If the **Change Type** is set to **Percent**, enter a value into the **Percent** field. A value of 10 would indicate 10%, as opposed to 0.10. If the **Change Type** is set to **Amount**, enter a value into the Amount field.

Step	Action
21.	Click the **Run** button. Run
22.	The **Process Scheduler Request** page will open. Default values will be pre-populated: **Process List** Select | Description | Process Name | Process Type | *Type | *Format | Distribution ☑ | Budgets Mass Updates | BORBUDMU | SQR Report | Web | PDF | Distribution
23.	Click the **OK** button. OK This will return the window to the **Mass Updates** page.
24.	Click the **Process Monitor** link. Process Monitor
25.	Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**. Refresh Note: The Trace File contains identifying information for this process, such as Budget Period and tables affected by update.
26.	Congratulations. The **Processing What-If Analysis** is complete. Key concepts of this topic are outlined below: -This analysis allows you to make across-the-board changes to your budgets and analyze the impact of these changes using various criteria. -Data contained in the specified budget version will be updated based on the specified criteria. -The budget can be copied to another planning version, copied to the CURRENT version, or deleted if no longer necessary. **End of Procedure.**

Security Role	BOR_BP_INQUIRE
Responsibility/Role	
File Name	BP_060_010 - Inquiring on Personal Services_BUSPROC
Version	
Document Generation Date	02/26/2010
Date Modified	03/07/2017
Last Changed by	
Status	

BP.060.010 - Inquiring on Personal Services

Concept

This topic demonstrates how to run the Personal Services inquiry. This inquiry enables you to quickly review all Personal Services budget information by Department for a specified budget version. All budget versions created during the original extract, copy, “what-if” analysis, and online update process are available for inquiries.

Topic Objective:

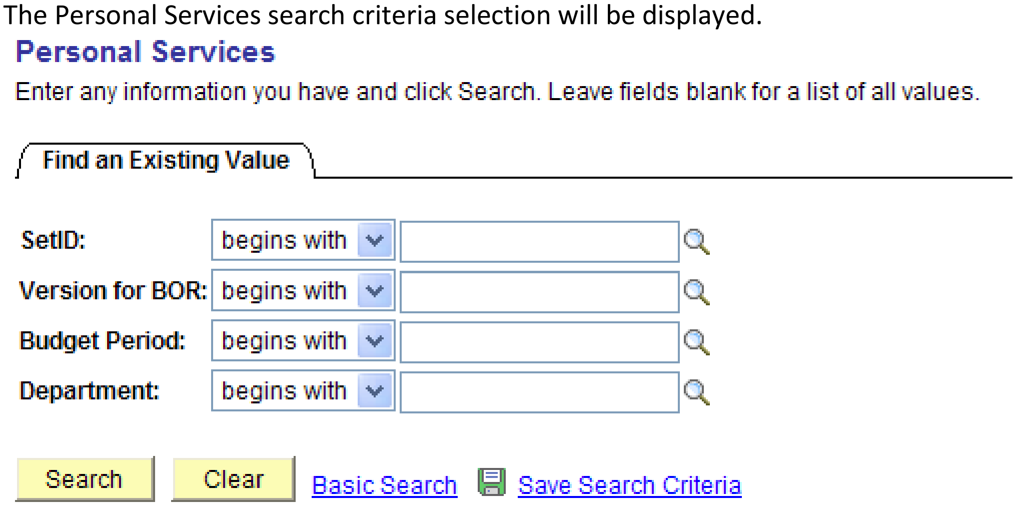
Upon completion of this topic, you will be able to:
- Run the Personal Services Inquiry.

Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints
At least one version of the Budget must exist to inquire against.

Procedure

This topic demonstrates how to inquire on Personal Services by Department and Budget Version.

Step	Action
1.	Click the **BOR Menus** link. BOR Menus
2.	Click the **BOR Budget Prep** link. BOR Budget Prep
3.	Click the **Budget Prep Inquire** link. Budget Prep Inquire
4.	Click the **Personal Services** link. Personal Services
5.	The Personal Services search criteria selection will be displayed. 
6.	Enter or click the to Search for the **SetID**. Note: Enter any target search criteria to select a **Department** for viewing. The criteria entered will limit the values returned by the search.
7.	Enter or click the to search for the **Version for BOR.**
8.	Enter or click the to search for the **Department**.
9.	Click the **Search** button. Search

Step	Action
	The Personal Services data for the selected criteria is displayed when you click Search. The initial view of the Personal Services data displays the following: • Pay Group • Job Code • Position Number • Description • Proposed Salary: this amount reflects the proposed salary after any processing in the Budget Prep Module. • Current Amount: this amount reflects the original salary amount loaded from the HR/Payroll system. • PerRate • Proposed Budget: this value reflects the budgeted amount for a position based on proposed salary and raise effective dates. • Exported Amount • Distribution %: this reflects the percentage of the proposed budget that will be funded to a particular Account Code. Multiple rows may appear for the same position if the position's funding is distributed across multiple account codes or earnings codes. Data may be ordered differently by changing the selection in the drop-down boxes. The first box contains **Emplid/Name** and **Position Number/Des**, the second box contains **Job Code/Paygroup, Erncd/Account Code,** and **Emplid/Name**.
10.	Congratulations. **Inquiring Personal Services** is complete. -This inquiry enables you to quickly review all Personal Services budget information by Department for a specified budget version. **End of Procedure.**

Security Role	**BOR_BP_INQUIRE**
Responsibility/Role	
File Name	**BP_060_020 - Inquiring on Non-Personal Services_BUSPROC**
Version	
Document Generation Date	**02/26/2010**
Date Modified	**03/07/2017**
Last Changed by	
Status	

BP.060.020 - Inquiring on Non-Personal Services

Concept

This topic demonstrates the Non-Personal Services inquiry. This inquiry enables you to quickly review all Non-Personal Services budget information by ChartField combination for a specified budget version. All budget versions created during the original extract, copy, “what-if” analysis, and online update process are available for inquiries.

Topic Objective:

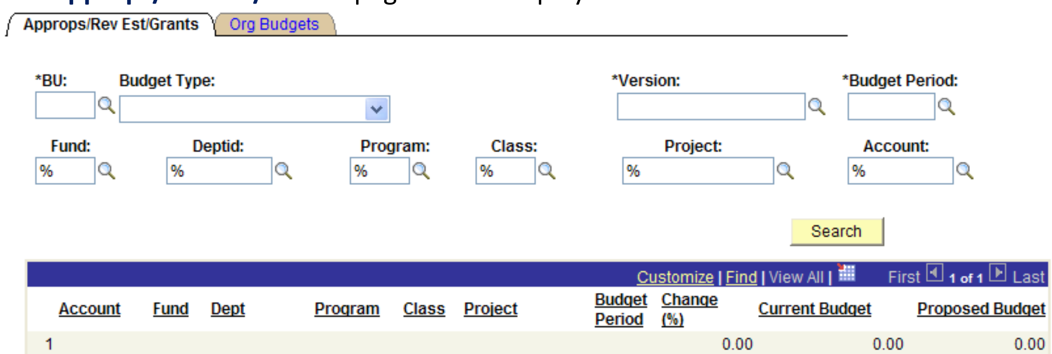
Upon completion of this topic, you will be able to:
- Run the Non-Personal Services Inquiry.

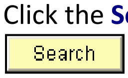
Assumptions
Security Role setup completed by internal Security Administrator.

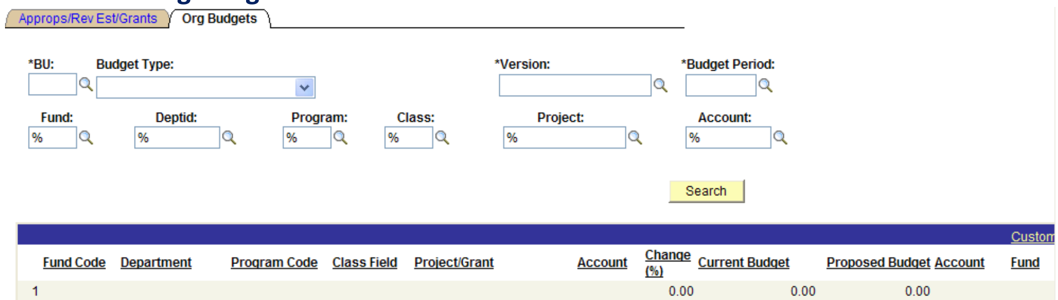
Dependencies/Constraints
At least one version of the Budget must exist to inquire against.

Procedure

For this topic, inquire on Non-Personal Services for Budget Period 2017. Let's see how this is done.

Step	Action
1.	Click the **BOR Menus** link. BOR Menus
2.	Click the **BOR Budget Prep** link. BOR Budget Prep
3.	Click the **Budget Prep Inquire** link. Budget Prep Inquire
4.	Click the **Non-Personal Services** link. Non-Personal Services
5.	The **Approps/Rev Est/Grants** page will be displayed.  The top of this page displays the search criteria options to retrieve various Non-Personal Service budgets into the page.
6.	Enter or search for the Business Unit. *BU:
7.	Click the **Budget Type** list. Budget Type: Using the drop down menu, select one of the following: • Appropriation/Organization • Grant • Revenue Estimate

Step	Action
8.	Enter or search for the **Version**:  Only budgets associated with the selected version will be retrieved in the inquiry. All versions are available for selection.
9.	Enter or search for the **Budget Reference**.  Only budgets associated with the selected budget reference will be retrieved in the inquiry.
10.	These optional fields only retrieve budget for the specific selection. • Fund: • DeptID: • Program: • Class: • Project: • Account: A value of % in any field serves as a wildcard and will retrieve all values for that field. A wildcard may also be used as a prefix or suffix to any ChartField search criteria. For example, a value of 5% in account will only retrieve accounts starting with 5. The % will automatically append to any search criteria entered. Any combination ChartFields or wildcards and specific values may be specified.
11.	Click the **Search** button. 
	All of the budgets matching the search criteria will be displayed. The fields displayed include the appropriate ChartField combination for the selected Budget Type and Budget Reference, the Current Budget amount, the Proposed Budget amount, and the percentage change between the two amounts. The bottom of the panel displays the total Current Budget amount and the total Proposed Budget amount for all records in the search.

Step	Action
12.	Click on the **Org Budgets** tab.  The Org Budgets page displays information for Organization budgets. This page works in conjunction with the first page, and only displays values when a NPS Budget Type is specified in the criteria. The Organization Budgets selected will be child records of the selected Appropriations. The Search criteria on the Org Budgets page are exactly the same as the Approps/Rev Est/Grants page. A change on one page automatically changes the values on the other page. The bottom of the page displays the total Current Org Budget amount and Proposed Org Budget amount for all records retried in the search.
13.	Congratulations. **Inquiring Non-Personal Services** topic is complete. -This inquiry enables you to quickly review all Non-Personal Services budget information by ChartField combination for a specified budget version. **End of Procedure.**

Security Role	BOR_BP_GRANTS
Responsibility/Role	
File Name	BP_060_040 - Grant Budget Inquire Online_BUSPROC
Version	
Document Generation Date	03/31/2016
Date Modified	03/07/2017
Last Changed by	
Status	

BP.060.040 - Grant Budget Inquire Online

Concept

This topic demonstrates the Grant Budget inquiry. This inquiry enables you to quickly review all Grant Budget information by ChartField combination for a specified budget version. All budget versions created during the original extract, copy, “what-if” analysis, and online update process are available for inquiries.

Topic Objective:

Upon completion of this topic, you will be able to:
- Perform the Grant Budget Inquire online.

Assumptions
Security Role setup completed by internal Security Administrator.

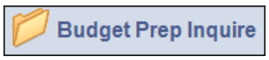
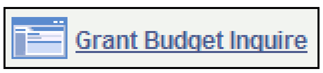
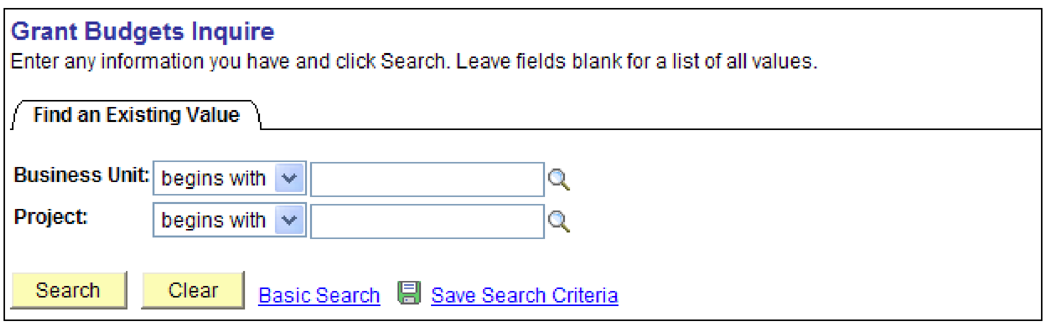
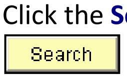
Dependencies/Constraints
The Financials Extract processes complete successfully, a CURRENT version of the budget has been created, and Grants exist.

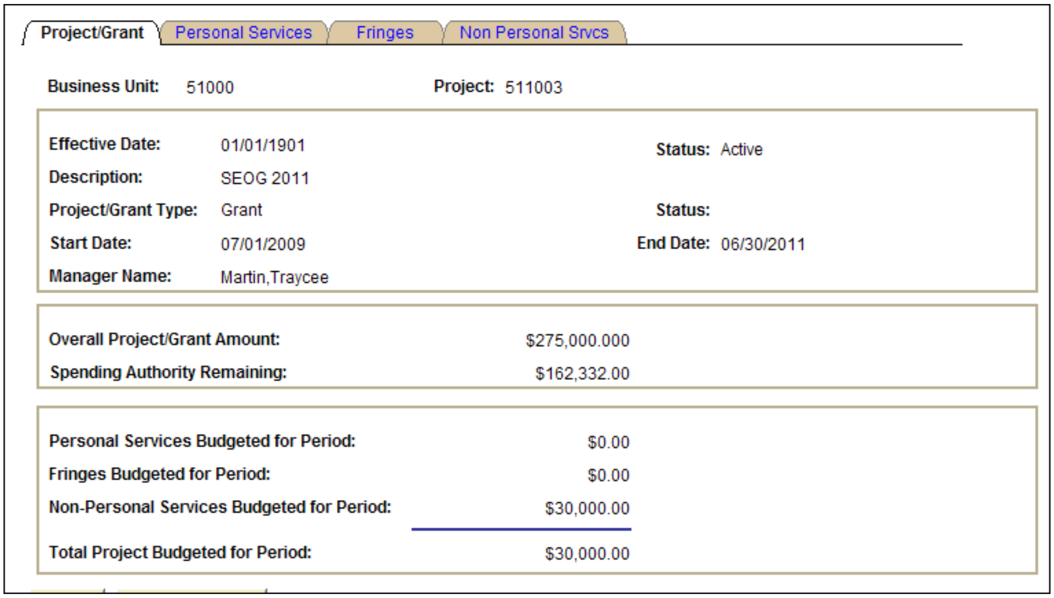
Additional Information

Budget users will access these pages to review a comprehensive Grant Budget picture, budget users will navigate to the Budget Prep Inquiry pages, Grant Budget Inquire.

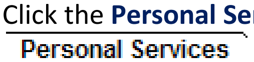
Procedure

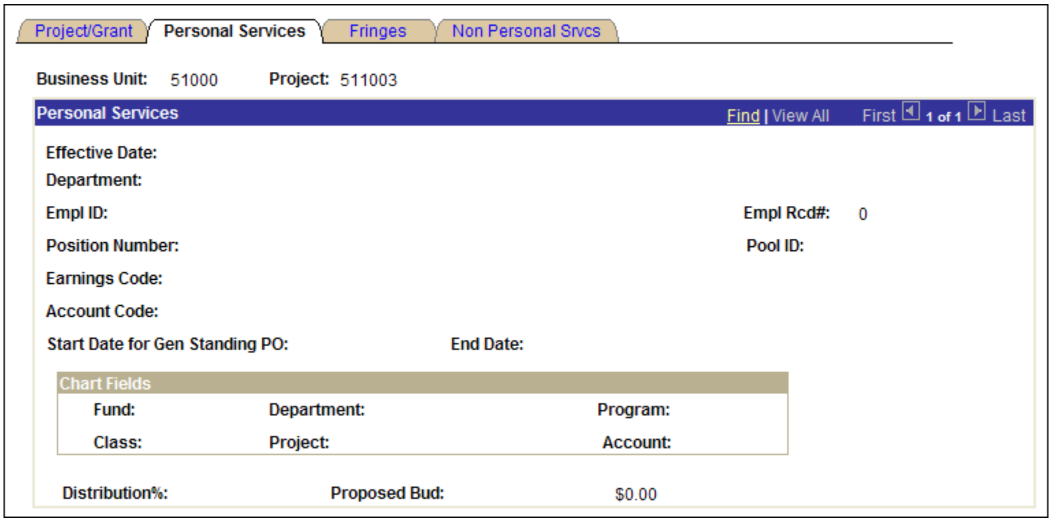
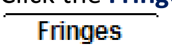
This topic lists steps to follow when performing the Grant Budget Inquire online.

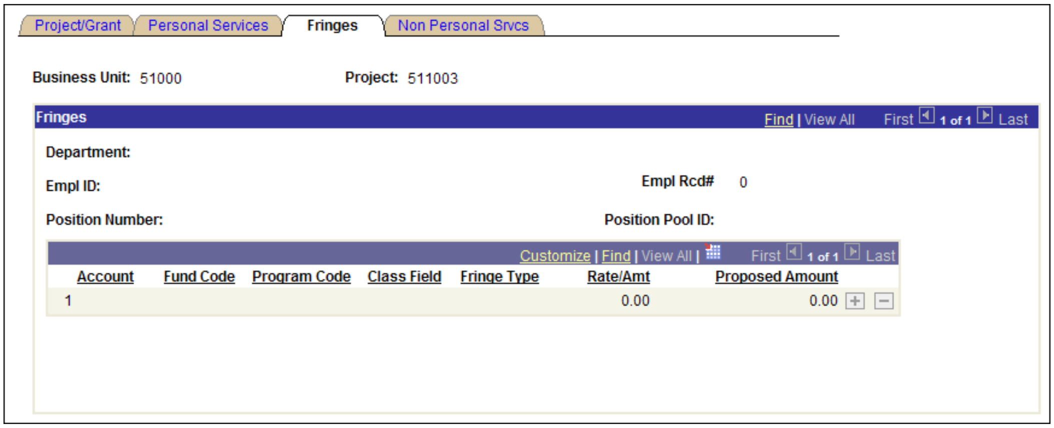
Step	Action
1.	Click the **BOR Menus** link. 
2.	Click the **BOR Budget Prep** link.
3.	Click the **Budget Prep Data Inquire** link. 
4.	Click the **Grant Budget Inquire** link. 
5.	The **Grant Budgets Inquire** search criteria page opens: 
6.	Enter or Search for the **Business Unit**:
7.	Enter or Search for the **Project:** • Any existing, active Project/Grant may be selected, after a budget version has been created.
8.	Click the **Search** button. 

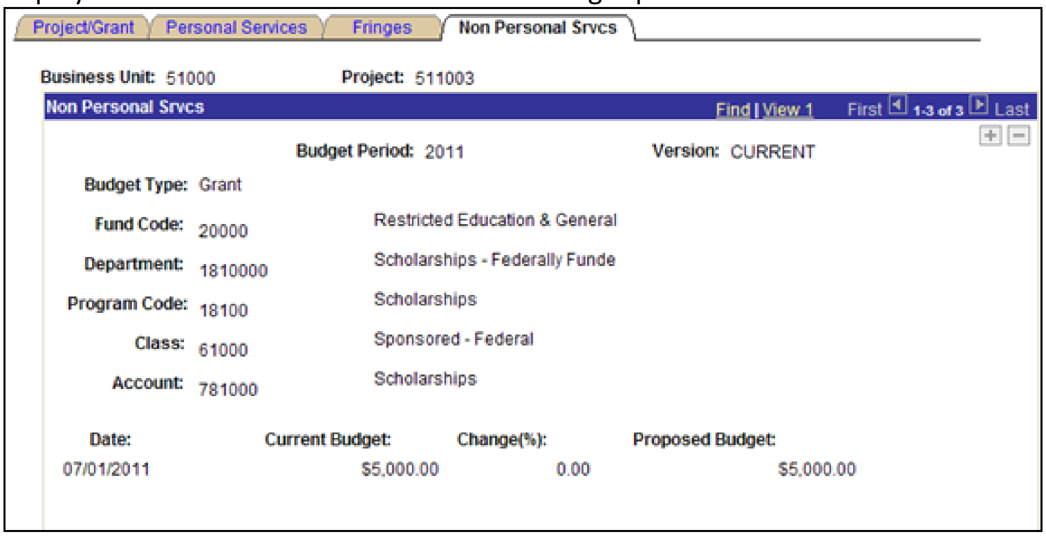
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>The Project/Grant page will open.


The Project/Grant page displays summary information for the Project/Grant that is entered.

Grant Attributes are Effective Date, Status, Description, Project/Grant Type, Start Date, End Date and Manager Name.
Overall Project/Grant Amount and Spending Authority Remaining: These numbers are cumulative across fiscal years.
Proposed Budget Information: The values in this group box display the total for each Grant budget component (Personal Services Budgeted for Period, Fringes Budgeted for Period, and Non-Personal Services Budgeted for Period), and the Total Project Budgeted for Period.
</td></tr>
<tr><td>10.</td><td>Click the Personal Services tab.

</td></tr>
</table>

Step	Action
11.	The **Personal Services** page opens for review only.  The **Personal Services** page displays detailed information for the Personal Services budgets supported by the Grant. The page displays the following information: • Attributes for each Position assigned to the Grant. • Earnings Code and Account Code attributes for each position assigned to the Grant. If a position is split funded, only the portion associated with the Grant will be displayed. • The data shown is for information purposes only, and cannot be updated. The Updating the Personal Services Budget Online (BP.020.030) should be used to modify any Personal Services budget data. • The page is essentially identical to the format of the Personal Services Update pages, but is limited to positions with Grant funding.
12.	Click the **Fringes** tab. 

Step	Action
13.	The **Fringes** page opens for review only.  The **Fringes** page displays detailed information for the fringe estimates supported by the Grant. The page displays the following information: • Department, Employee ID, and Position Number. (Position Pool ID is no longer used, but has not been modified for removal from this page at this time). • ChartField combination: The ChartFields are taken directly from the ChartFields associated with the position's Grant funding with the exception of Account that comes from the Fringe Accounts table. These fields include Account, Fund Code, Program Code, and Class Field. • Fringe Type: This field specifies the fringe type associated with the ChartFields. • Rate/Amount: This field displays the percentage or flat amount associated with the fringe. • Proposed Amount: This field displays the amount of the Fringe Estimate for the Fringe Type and ChartField combination. • The data shown is for information purposes only, and cannot be updated. The Updating Fringe Benefit Estimates Online (BP.020.070) should be used to modify any Fringe budget data.
14.	Click the **Non Personal Srvcs** tab. 

Step	Action
15.	The **Non Personal Srvcs** page will open for inquiry. The Non Personal Srvcs page displays all available versions and available budget periods.  The **Non Personal Srvcs** page displays detailed information for the Grant. The page displays the following information: Note: ChartField combination: The ChartFields that uniquely define the Grant Budget are displayed. • **Date**: The date field specified the date the budget should take effect. This typically will be July 1 of the To Budget year. • **Current Budget**: This field displays the amount of the original budget plus any permanent budget amendments that were extracted from Financials for the specified Project/Grant Budget. • **Change %**: This field displays the percentage change between the Current Budget and Proposed Budget fields. Change this field will automatically calculate the Proposed Budget amount. • **Proposed Budget**: This field displays the budget amount being proposed for the new budget. Changing this field will automatically recalculate the Change % field.
16.	Congratulations. **Inquiring the Grant Budget online is complete**. - The Grant Budget inquiry enables you to quickly review all Grant Budget information by Chartfield combination for a specified budget version. **End of Procedure.**

Security Role	**BOR_BP_PROCESSES**
Responsibility/Role	
File Name	**BP_020_011 - Deleting the Planning Version of Budget_BUSPROC**
Version	
Document Generation Date	**02/26/2010**
Date Modified	**03/07/2017**
Last Changed by	
Status	

BP.020.011 - Deleting the Planning Version of Budget

Concept

This topic demonstrates how to delete the Planning Version(s) of the Budget. This process removes any unwanted Planning version(s) of the budget from your database.

Topic Objective:

Upon completion of this topic, you will be able to:
- Delete the Planning version of the budget.

Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints

Additional Information

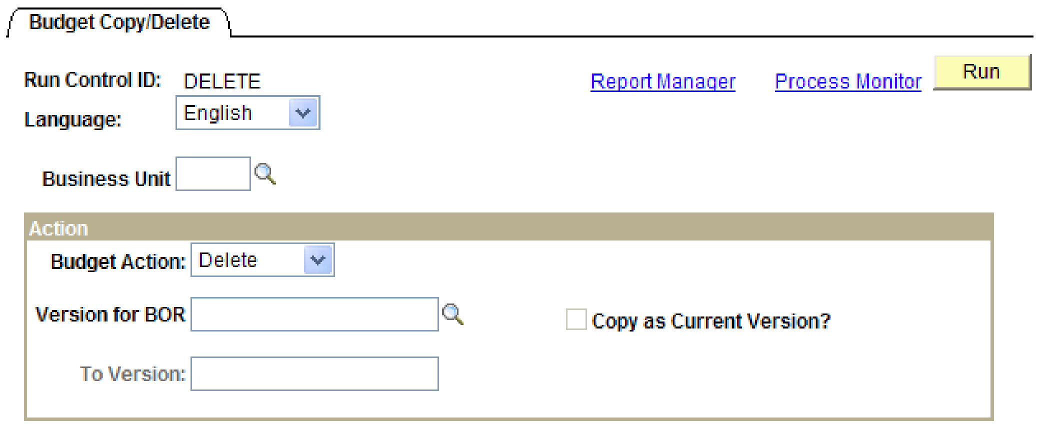
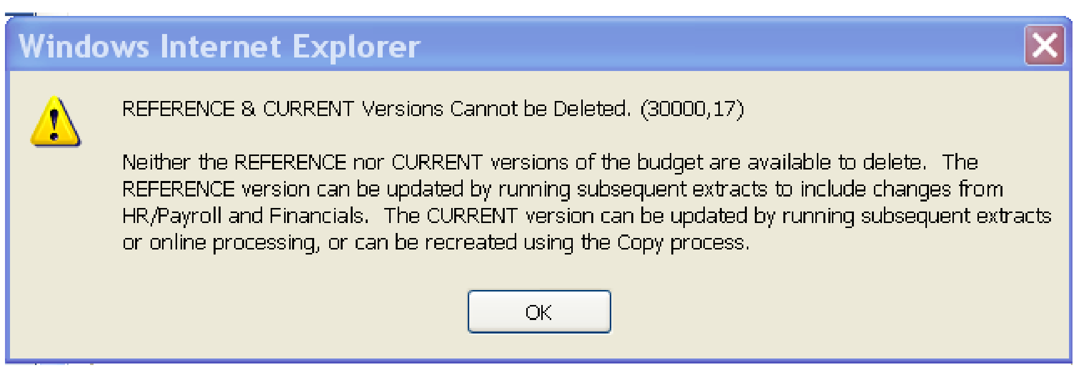
This process may be run as needed when all desired "what-if" analyses on Planning versions of the budget has been completed and one of those versions has been copied to the CURRENT version.

Note: The CURRENT version will be used for on-line updates and final export to HR/Payroll (ADP) and Financials.

BP.020.011 Procedure

In the following topic, the Budget Delete process will be run. The Process name is BORBUDCP.

Step	Action
1.	Click the **BOR Menus** link. BOR Menus
2.	Click the **BOR Budget Prep** link. BOR Budget Prep
3.	Click the **Budget Prep Processing** link. Budget Prep Processing
4.	Click the **Budget Copy/Delete** link. Budget Copy/Delete
5.	Click the **Find an Existing Value** tab. To enter or Search for an existing Run Control ID: Find an Existing Value | Add a New Value Run Control ID: begins with Case Sensitive Search Clear Basic Search Save Search Criteria
6.	Else click the **Add a New Value** tab to setup a new Run control ID: Find an Existing Value | Add a New Value Run Control ID:
7.	Enter "**DELETE**" in the **Run Control ID** field. Run Control ID:
8.	Click the **Add** button. Add

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>Once the Run Control ID has been entered by Finding an Existing Value or Adding a New Value the Budget Copy/Delete page will be displayed:

</td></tr>
<tr><td>10.</td><td>Enter or Search for the Business Unit:
Business Unit</td></tr>
<tr><td>11.</td><td>In the Action group box select the Budget Action from the drop down list:
Budget Action: Delete</td></tr>
<tr><td>12.</td><td>Enter or Search to select the delete target Version for BOR box:
Version for BOR PLANNING
The search view will contain REFERENCE and CURRENT versions, as well as the Planning version(s) you have created available for selection. Budget Prep will only allow you to delete the Planning version. If an attempt is made to delete the REFERENCE or CURRENT budget versions, the below error message will be displayed:


Click OK to return and make an appropriate selection.</td></tr>
</table>

Step	Action
13.	Click the **Run** button. Run
14.	The **Process Scheduler Request** page will open. Default values will be pre-populated: **Process List** Select / Description / Process Name / Process Type / *Type / *Format / Distribution ☑ / Budget Copy / BORBUDCP / SQR Report / Web / PDF / Distribution
15.	Click the **OK** button. OK This will return the window to the **Budget/Copy Delete** page.
16.	Click the **Process Monitor** link. Process Monitor
17.	Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**. Refresh Note: The Trace File does not contain data for this process. The PS_BUD_PCS_BOR table may be queried to verify copied version absence.
18.	Congratulations. **Deleting the Planning Version of Budget** is complete.

Security Role	**BOR_BP_UPDATES**
Responsibility/Role	
File Name	**BP_020_030 - Updating the Personal Services Budget Online_BUSPROC**
Version	
Document Generation Date	**02/26/2010**
Date Modified	**03/15/2017**
Last Changed by	
Status	

BP.020.030 - Updating the Personal Services Budget Online

Concept
This topic demonstrates how to update the Personal Services Budget. The Personal Services page is used to manually modify the Personal Services budgets that were created as a result of the HR/Payroll to BP Load process and any "what-if" analyses/mass updates that were performed.

Note: Only the CURRENT version of the budget is available for online updates. Users must copy the final Planning budget version to create the CURRENT version.

Topic Objective:
Upon completion of this topic, you will be able to:
- Update the Personal Services Budget online.

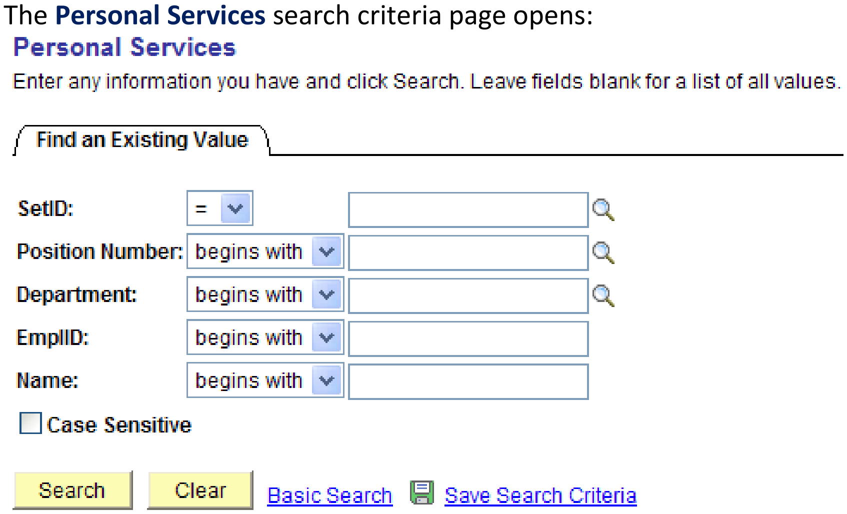
Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints
The HR/Payroll to BP Load process completed successfully, and a CURRENT version of the budget has been created.

Additional Information
Any additions or changes to the budgets are saved in the Budget Module. The Personal Service budgets will eventually be exported back to HR/Payroll as Job, Position and Department data. In addition, the Personal Service budgets will be used to generate fringe estimates and Appropriation, Organization and Grant budgets to be exported to Financials.

Procedure

In this topic, Budget users will access the Personal Service page to manually modify the Personal Service budgets and attributes.

Step	Action
1.	Click the **BOR Menus** link. BOR Menus
2.	Click the **BOR Budget Prep** link. BOR Budget Prep
3.	Click the **Budget Prep Data Update** link. Budget Prep Data Update
4.	Click the **Personal Services** link. Personal Services
5.	The **Personal Services** search criteria page opens: 
6.	Enter or Search for the SetID:
7.	Enter any desired search criteria to select an existing Personal Service record for viewing. The criteria entered will limit the values returned by the search. • Position Number: any existing position number may be selected. • Department: any existing department may be selected. • EmplID: any existing employee ID number may be selected • Name: records may also be selected by employee name. Note: Only the CURRENT version of the budget is available for on-line manipulation.
8.	Enter or Search for **Position Number**: Example: **Position Number:** 42000008 Note: Position numbers are prefixed by the first two digits of the SetID/Business Unit.

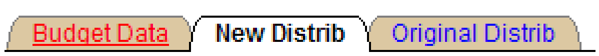
Step	Action
9.	Click the **Search** button. Search
10.	The **Budget Data** tab will be opened for editing.
11.	**Note:** Budget Data page contains the following fields: •**Version** – this field will always be CURRENT, and is not available for edit. •**Position Number** – this field will display the Position number selected and the description in the search criteria, and is not available for edit. •**Inactive** – this check box enables you to inactivate the selected position. To exclude a CURRENT Position from the new Fiscal Year check the Inactive? Box. Do not zero salary in order to calculate fringe benefits. •**Effective Date** – this field defaults to July 1st of the To Budget Year, and is not available for edit. •**Department** – this field will display the Department to which the current position is assigned. •**Job Code** – this field will display the Job Code assigned to the current position. •**Pay Group** – this field will display the Pay Group to which the current position is assigned. •**EmplID** – this field will display the Employee ID number for single incumbent positions, LUMPSM for multi-incumbent positions, and VACANT for completely vacant positions, and is not available for edit. •**Empl Rcd#** - this field will display the Employee Record number for the employee to which the funding applies, and is not available for edit. •**Current Sal** – this field will display the position's salary at the time of extraction. This value will be selected from the Job Data for filled single incumbent positions and from the Budget Amount field from Position Data for LUMPSUM and VACANT positions, and is not available for edit. • **Note:** If future-dated rows exist at the time of the extract, the Budget Preparation module will use the most future-dated row with an Effective Date less than or equal to July 1st of the new fiscal year. •**Raise Effdt** – this field reflects the date when the proposed salary change will take effect, either the default date entered for the pay group during Parameter Definition or July 1st of the new fiscal year. •**Equity Adj** – this field reflects the equity adjustment amount that can be added to a position. If you enter a value in this field, the system will create a new Job Data row, effective July 1st of the new budget year. This row is in addition to the delayed raise occurring on the Raise Effective Date. If a Job Data row for an equity adjustment already exists for July 1st of the new budget year, the equity adjustment will be included in the Current Salary from the extract. In this case, you should not enter an equity adjustment in the Budget Preparation module.

Step	Action
	•**Proposed Sal** – this field displays the salary amount being proposed for the position as of the Raise Effective Date. Changing this field will automatically recalculate the Change (%) field. •**Change (%)** – this field reflects the percentage change between the Current Salary and the Proposed Salary. Changing this field will automatically calculate the Proposed Salary amount. • **Note:** The Change% value is applied only to the Current Salary. The final Proposed Salary is equal to the Current Salary plus the Change% plus the Equity Adjustment. •**Supp Amt** – this field reflects any additional money budgeted with a position, but should not be included in the Proposed Salary. For example, you could use this field to budget for any additional pay. •**Proposed Bud** – this field reflects the budget proposed for the selected position. This field is calculated by prorating the Current Salary from July 1st to the Raise Effective Date, and combining this amount with the Proposed Salary from the Raise Effective Date until June 30th. Furthermore, this calculation will factor in the actual number of hours in a year for hourly employees, based on the Budget Period Hours on the Year/Hours parameters panel. •**Override Proposed Budget** – this check box activates the Proposed Bud field. This enables you to override the calculated Proposed Budget amount. This may be useful in scenarios where a filled position exists, but the employee may be terminating before the end of the fiscal year. •**Reason** – this field shows the Reason Code assigned to justify a Proposed Salary. If the Change (%) is over the threshold value specified during Parameter Definition, this field will be required.

Step	Action
	•**FTE** – this field shows the FTE associated with a pay group based on the following table:

Pay Group	Full/Part Time Indicator	FTE
A	PT	0.50
A	FT	1.00
C	n/a	0.49
E	PT	0.50
E	FT	1.00
F	n/a	0.75
G	n/a	0.49
H	PT	0.50
H	FT	1.00
L	n/a	0.49
P	n/a	0.49
S	n/a	0.49
T	n/a	0.49
W	n/a	0.49
Y	PT	0.50
Y	FT	1.00
B	no FTE	-
M	no FTE	-
N	no FTE	-

Step	Action
12.	Click the **New Distrib** tab.



Note: **New Distrib** tab displays the following information:

	Earnings Code	Dist Type	*Account Code	Distributed amount	Dist %	Fringe %	Proposed Budget	*Start Date	*End Date
1	REG	P	987315000120		100.00(	100.000		07/01/2013	06/30/2014

•**Earnings Code** – this field shows the specific Earnings Code to which the specified funding applies. Leaving this field blank indicates that the selected funding applies to all position earnings. You will leave this field blank when creating Financials Personal Services budgets, while Earnings Codes such as OVT may be configured for export back to HR/Payroll department budgets.

•**Dist Type** – this field shows how salary and fringe amounts are distributed. Values are:

A	By Amount
N	None
P	By Percent

•**Account Code** – this field shows the funding associated with the Position and Earnings Code.

•**Distributed Amount** – this field shows the amount of funding for the selected position for the selected Account Code. A position may be funded by several different Account Codes whose Distribution equals the total salary.

•**Dist%** - this field shows the percentage of the total funding for the selected position for the selected Account Code. A position may be funded by several different Account Codes whose Distribution %'s add up to 100%.

•**Fringe%-**this field shows the percentage that fringe estimates will be calculated. This value can be changed to calculate fringe estimates on a different percentage than earnings. The total percentage of fringes must equal 100%.

•**Proposed Budget** – this field shows the portion of the overall Proposed Budget for the selected position assigned to the selected Account Code. The calculation uses the Dist% to obtain this value.

•**Start and End Date –** these reflect the start and end dates for each account code distribution. These fields can be edited to enable the configuration of account codes for different periods throughout the fiscal year. The total distribution of all account codes must equal 100%.

•**Fund, Department, Program, Class, Project/Grant and Account** – these fields show the Financials ChartFields associated with the selected Account Code. Budget Preparation module will use these ChartField combinations to build Appropriation, Organization, and Grant Personal Services budgets.

Customize | Find | View All | First 1 of 1 Last

Fund	Department	Program	Class	Project/Grant	Account		
					511100	+	−

Step	Action
13.	Click the **Original Distrib** tab:  The fields on this page are display-only, and are the same as the New Distrib page. The values represent the original budget and account code information for the position. This panel displays the information from the REFERENCE version, and is useful as a reference point when changing the position budget information in the CURRENT version.
14.	**Updating Personal Services Data** To update any field in the Personal Services pages, navigate to the field; change the value and  the page. Consider the following nuances: • Changing the Raise Effective Date, Equity Adjustment or Change % will impact the Proposed Salary and Proposed Budget Amounts. • Changing the Proposed Salary amount will impact the Change % amount and Proposed Budget amount. • Changing the Department, Pay Group or Job Code fields will change the corresponding values in Job and Position Data when exporting back to the HR/Payroll system. • Changing the Account Codes and Distribution % will impact the Personal Service financial budgets in the Financials system and Department Budget data in the HR/Payroll system. • Inactivating the Position in the Budget Module will create a new Position Data row, making the position inactive on July 1st of the To Budget Year. **Special Business Processes** **Multiple Employees in Single Incumbent Position** • Occasionally multiple employees are in the same single incumbent position. This may happen when one employee starts in a position as another is leaving some time in the To Budget Year. Both employees will appear in the Budget Module. The following process will budget for this scenario: • Zero out the Proposed Salary for the employee that is leaving. • Add the budget Amount associated with the employee leaving to the Supplemental Amount for the new employee. • This process will result in an accurate Proposed budget for the position, without impacting the HR/Payroll export data.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>15.</td><td>

Split Funding instructions

Click on the **New Distrib** tab.
Insert a new row by clicking on the [+].

The distribution can be split by percentages or by start and end dates. This example shows the split by percentages.

	Earnings Code	Dist Type	*Account Code	Distributed amount	Dist %	Fringe %	Proposed Budget	*Start Date	*End Date
1	REG	P	98901009R6KK		50.000	50.000	40,000.00	07/01/2013	06/30/2014
2	REG	P	981510000110		50.000	50.000	40,000.00	07/01/2013	06/30/2014

To split by end date, the Dist% and Fringe% will be 100%, but the Start and End date will change. For example, the dates can be from 07/01/20XX to 9/30/20XX on one row, and 10/1/20XX to 6/30/20XX on another row.

	Earnings Code	Dist Type	*Account Code	Distributed amount	Dist %	Fringe %	Proposed Budget	*Start Date	*End Date
1	REG	P	98901009R6KK		100.00(	100.000	20,000.00	07/01/2013	09/30/2013
2	REG	P	981510000110		100.00(	100.000	60,000.00	10/01/2013	06/30/2014

The appropriate Account Code should be selected for each distribution split.

</td></tr>
</table>

Step	Action

16.

Changing **Distribution Type** from **Percent %** to **Amount** instructions.

Click on the **New Distrib** tab.

	Earnings Code	Dist Type	*Account Code	Distributed amount	Dist %	Fringe %	Proposed Budget	*Start Date	*End Date
1	REG	P	98901009R6KK		100.00(	100.000	80,000.00	07/01/2013	06/30/2014

	Earnings Code	Dist Type	*Account Code	Distributed amount	Dist %	Fringe %	Proposed Budget	*Start Date	*End Date
1	REG	A	81010100010A		100.000	100.00(	26,393.95	07/01/2010	06/30/2011

Changing the Distribution Type from Percent to Amount is useful when the user wants to budget a specified amount for a specified period. This type of change cannot be loaded by subsequent HR/Payroll to BP loads. Manual entry to the New Distribution page is required.

Enter an A in the **Dist Type** field and enter the amount in the **Distributed Amount** field.

- **Note:** The Distributed amount must equal the Proposed Budget, else a Warning will be produced and the Save will not complete.

When changing specified amounts to be split funded the total amounts must equal the Proposed Budget amount, else a Warning will be produced and the Save will not complete.

- **Note:** When split funding by amount the Fringe % will auto calculate and split the Percent based on the Distributed Amount divided by the Proposed Budget amount. The Fringe % must equal 100%, else a Warning will be produced and the Save will not complete. If 100% of Fringe should be budgeted to one department manually enter 100% on the target department.

	Earnings Code	Dist Type	*Account Code	Distributed amount	Dist %	Fringe %	Proposed Budget	*Start Date	*End Date
1	REG	A	98901009R6KK	30000.000		37.500	30,000.00	07/01/2013	06/30/2014
2	REG	A	981510000110	50000.000		62.500	50,000.00	07/01/2013	06/30/2014

17.

Click the **Save** button.

Save

Step	Action
18.	Congratulations. **Updating the Personal Services Budget Online** is complete. Below are the key concepts of this topic: - This process allows you to manually modify the Personal Services budgets that were created as a result of the HR/Payroll extract process and any “what-if” analyses/mass updates that were performed. - Only the current version of the budget is available for online updates. **End of Procedure.**

Security Role	**BOR_BP_UPDATES**
Responsibility/Role	
File Name	**BP_020_040 - Updating the Non-Personal Services Budget Online_BUSPROC**
Version	
Document Generation Date	**02/26/2010**
Date Modified	**03/07/2017**
Last Changed by	
Status	

BP.020.040 - Updating the Non-Personal Services Budget Online

Concept

This topic demonstrates how to update the Non-Personal Services Budget. The Non-Personal Services page is used to manually modify Non-Personal Services Appropriation and Organization budgets that were created as a result of the Financial extract process and any mass updates that may have been performed.

Note: Only the CURRENT version of the budget is available for online updates.

Topic Objective:

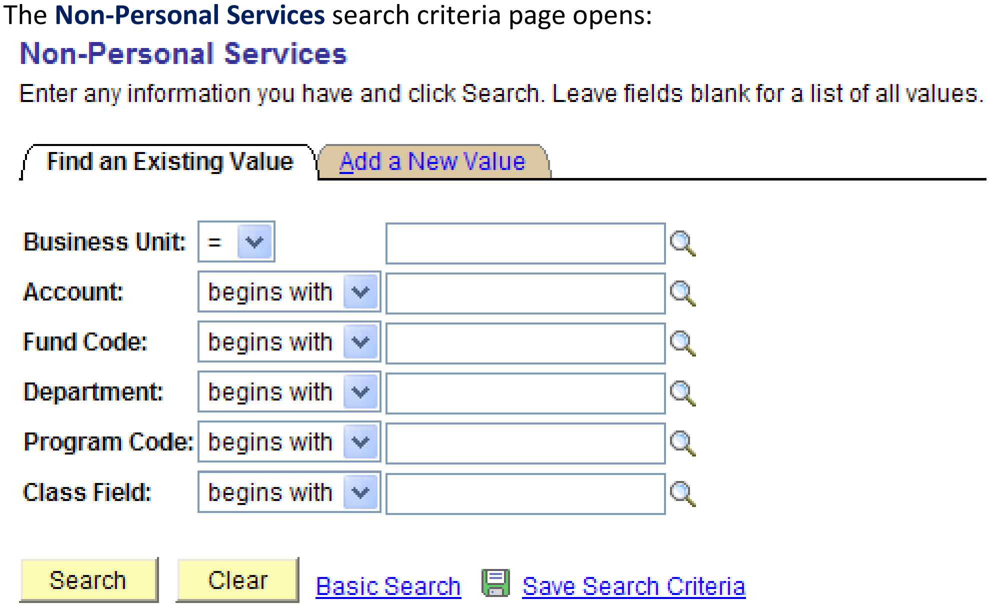
Upon completion of this topic, you will be able to:
- Update the Non-Personal Services Budget online.

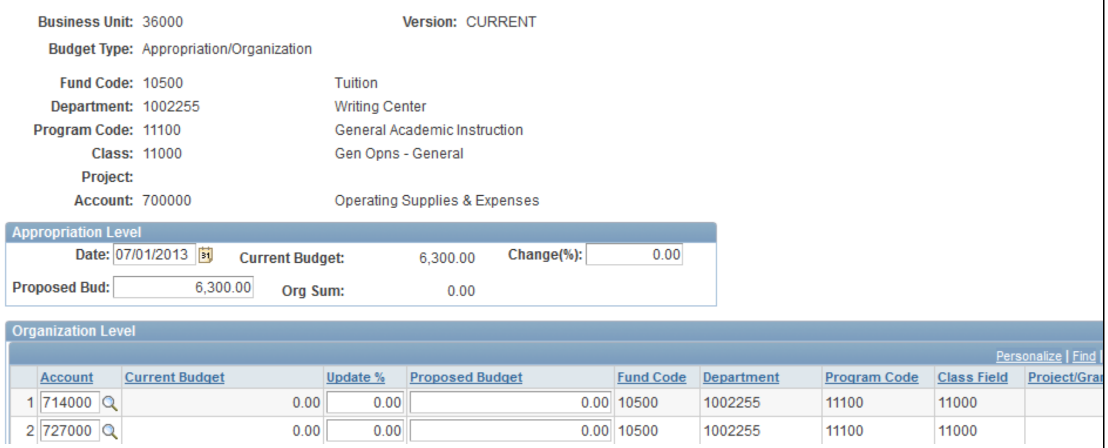
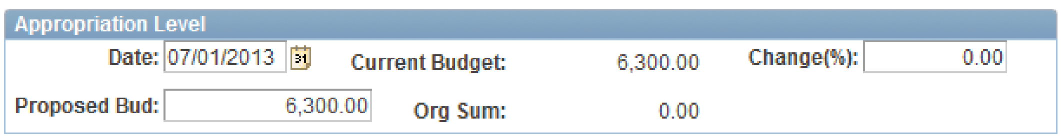
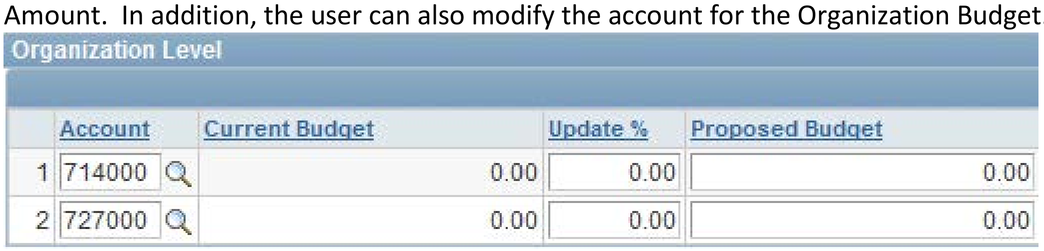
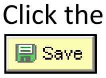
Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints
The Financials Extract process completed successfully, and a CURRENT version of the budget has been created.

Procedure

This topic lists steps to follow when updating the Non-Personal Services Budget Online.

Step	Action
1.	Click the **BOR Menus** link. ▷ BOR Menus
2.	Click the **BOR Budget Prep** link. ▷ BOR Budget Prep
3.	Click the **Budget Prep Data Update** link. Budget Prep Data Update
4.	Click the **Non-Personal Services** link. Non-Personal Services
5.	The **Non-Personal Services** search criteria page opens:  NOTE: A new Appropriations Budget may be added by clicking on the “Add a new value” tab. Remember that Appropriations budgets are recorded at the highest level of budgeting which is at the 600000, 700000, or 800000 level.
6.	Enter or Search for the **Business Unit**:
7.	Enter any desired search criteria to select an existing Non-Personal Service record for viewing. The criteria entered will limit the values returned by the search. • **Account**: any existing Account may be selected. • **Fund Code**: any existing Fund Code may be selected. • **Department**: any existing Department may be selected. • **Program Code**: any existing Program Code may be selected • **Class Field**: records may also be selected by Class Field. Note: Only the CURRENT version of the budget is available for on-line manipulation.

Step	Action
8.	Click the **Search** button. 
9.	The **Non-Personal Services** page will open for review and edit. 
10.	An existing Appropriation budget can be changed manually by navigating to the Proposed Budget field in the Appropriation Level group box, and adjusting the amount to any value. Likewise, the user can navigate to the Change % field to recalculate the Proposed Budget amount. 
11.	An existing Organization budget can be changed manually by navigating to the Proposed Budget field in the Organization Level group box, and adjusting the amount to any value, as long as the sum of the Organization Budgets does not exceed the total Appropriation. Likewise, the user can navigate to the Update % field to recalculate the Proposed Budget Amount. In addition, the user can also modify the account for the Organization Budget. 
12.	Click the **Save** button. 

Step	Action
13.	Organization Level budget rows may be added by clicking the insert a new row link found at the end of the Organization Level row. Enter the Account, Update % and Proposed Budget amount as needed. Remember ORG budgets are set up at the summary account level (i.e. 714XXX, 715XXX, 727XXX, 781XXX, etc). For more information on how ORG budgets are recorded, please see lesson 1.2 in the Budget Prep guide. Note: the total sum of the Organization Budgets cannot exceed the total Appropriation.
14.	Click the **Save** button. Save
15.	The Appropriations budgets and the associated Organization budgets are displayed for the specified criteria. Note the information that this panel contains: **Appropriation Budget Definition** •**Business Unit** – this field will always show your business unit number. •**Version** – this field will always be CURRENT. •**Budget Type** – this field will always show Appropriation/Organization. •**Fund Code** – this field will show the fund code for the selected Appropriation. •**Department** – this field will show the department for the selected Appropriation. •**Program Code** – this field will show the program for the selected Appropriation. •**Class** – this field will show the class for the selected Appropriation. •**Project/Grant** – this field will be blank for Appropriations. •**Account** – this field will show the account for the selected Appropriation.
16.	**Appropriation Level:** •**Date** – this field shows the date the budget should take affect and will be the date used on the resulting budget journal. This will typically be July 1st of the new budget year. •**Current Budget** – this field shows the amount of the Original budget, plus any Permanent budget amendments based on the From Budget Year, for the Appropriation. •**Change(%)** – this field shows the percentage change between the Current Budget and Proposed Budget fields. Changing this field will automatically calculate the Proposed Budget amount. •**Proposed Bud** – this field shows the budget amount proposed for the budget being developed. Changing this field will automatically recalculate the Change(%) field. •**Org Sum** – this field shows the total budget amount for all associated Organization budgets for this Appropriation.

Step	Action
17.	**Organization Level:** •**Account** – this field shows the account of each Organization budget linked to the associated Appropriation. •**Current Budget** – this field shows the amount of the Original budget plus all Permanent budget amendments that were extracted from Financials for the specified Organization budget. •**Update %** - this field shows the percentage change between the Current budget and the Proposed Budget fields. Changing this field will automatically recalculate the Proposed Budget amount. •**Proposed Budget** – this field shows the budget amount proposed for the budget that is being developed. Changing this field will automatically recalculate the Update % field. •**ChartFields** – the remaining ChartFields display the ChartField combination that uniquely defines the specific Organization budget. These ChartFields will be identical to the Appropriation ChartFields, and are not available for you to edit
18.	Congratulations. **Updating the Non-Personal Services Budget Online** is complete. This topic demonstrates how to update the Non-Personal Services Budget. Below are the key concepts of this topic: - Only the CURRENT budget is available for online updates. - The Appropriation Level contains three fields which may be edited, Date, Change %, and Proposed Budget - The Organization Level contains three fields which may be edited, Account, Update %, and Proposed Budget. **End of Procedure.**

Security Role	**BOR_BP_UPDATES**
Responsibility/Role	
File Name	**BP_020_050 - Updating the Revenue Estimate Budget Online_BUSPROC**
Version	
Document Generation Date	**02/26/2010**
Date Modified	**03/07/2017**
Last Changed by	
Status	

BP.020.050 - Updating the Revenue Estimate Budget Online

Concept
This process demonstrates how to update the Revenue Estimate Budget Online. The Revenue Estimate Update page is used to manually add and modify Revenue Estimate budgets created as a result of the Financials extract process, as well as any mass updates that may have been performed.

Note: Only the CURRENT version of the budget is available for online updates.

Topic Objective:
Upon completion of this topic, you will be able to:
- Update the Revenue Estimate Budget online.

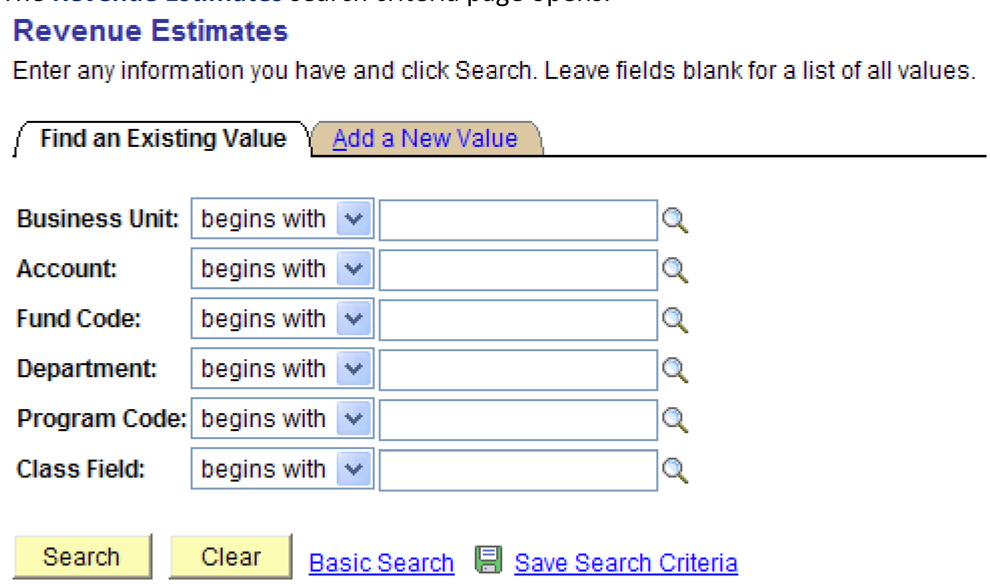
Assumptions
Security Role setup completed by internal Security Administrator.

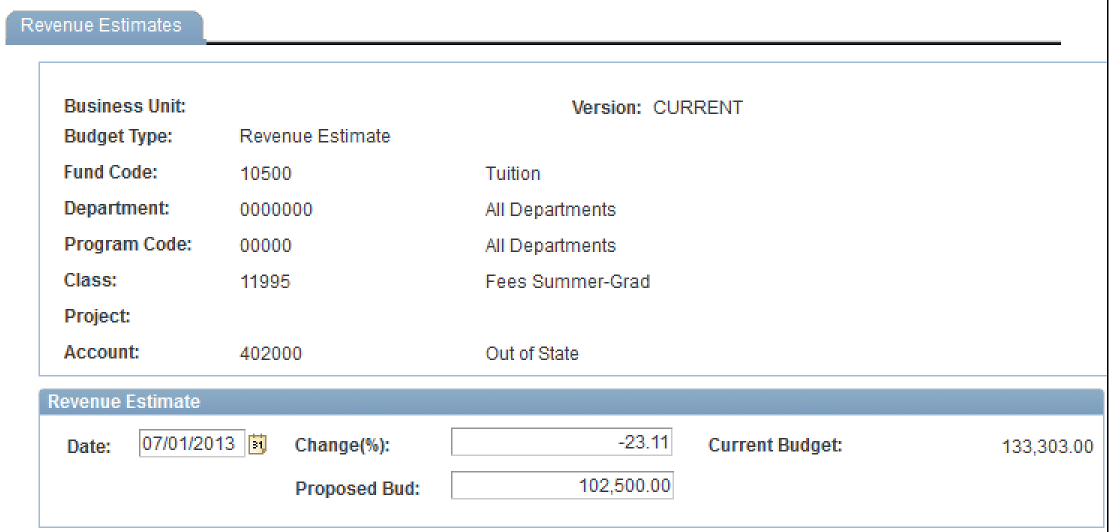
Dependencies/Constraints
The Financials Extract process completed successfully, and a CURRENT version of the budget has been created.

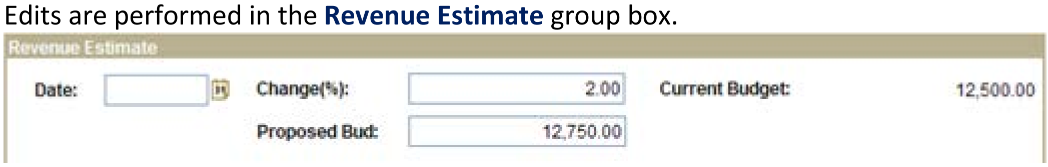
Additional Information
Any changes to the revenue estimate are saved in the Budget Prep Module.

Procedure

This topic identifies the steps to Update Revenue Estimates online.

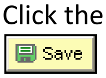
Step	Action
1.	Click the **BOR Menus** link. 
2.	Click the **BOR Budget Prep** link. 
3.	Click the **Budget Prep Data Update** link. 
4.	Click the **Revenue Estimates** link. 
5.	The **Revenue Estimates** search criteria page opens: 
6.	Enter or Search for the **Business Unit**:
7.	Enter any desired search criteria to select an existing Revenue Estimate record for viewing. The criteria entered will limit the values returned by the search. • **Account**: any existing Account may be selected. • **Fund Code**: any existing Fund Code may be selected. • **Department**: any existing Department may be selected. • **Program Code**: any existing Program Code may be selected • **Class Field**: records may also be selected by Class Field. Note: Only the CURRENT version of the budget is available for on-line manipulation.
8.	Click the **Search** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>The Revenue Estimates page will open for review and edit.

</td></tr>
<tr><td>10.</td><td>Click the Save button.

</td></tr>
<tr><td>11.</td><td>Edits are performed in the Revenue Estimate group box.


Date: The date field specifies the date the budget should take effect. This typically will be July 1 of the To Budget Year minus 1.
Change (%): This field displays the percentage change between the Current Budget and Proposed Budget fields. Changing this field will automatically calculate the Proposed Budget amount. Refer to the above example, a 2% change would produce an increased Proposed Bud amount.
Proposed Budget: This field displays the budget amount being proposed for the selected Revenue Estimate. Changing this field will automatically recalculate the Change % field.

Note: An existing Revenue Estimate budget can be changed manually by navigating to the Proposed Budget field and adjusting the amount to any value. Likewise, the user can navigate to the Change % field to recalculate the Proposed Budget amount.</td></tr>
</table>

Step	Action
12.	**Revenue Estimate Budget Definitions** •**Business Unit** – this field will always show your business unit number. •**Version** – this field will always be CURRENT. •**Budget Type** – this field will always show Revenue Estimate. •**Fund Code** – this field will show the fund code for the selected Revenue Estimate. •**Department** – this field will show the department for the selected Revenue Estimate. •**Program Code** – this field will show the program for the selected Revenue Estimate. •**Class** – this field will show the class for the selected Revenue Estimate. •**Project/Grant** – this field will show the project/grant for the selected Revenue Estimate. •**Account** – this field will show the account for the selected Revenue Estimate. **Revenue Estimate Level** •**Date** – this field shows the date the budget should take effect. This will typically be July 1st of the new budget year. •**Current Budget** – this field shows the amount the Original budget, plus any Permanent budget amendments, for the Revenue Estimate budget. •**Change(%)** – this field shows the percentage change between the Current Budget and Proposed Budget fields. Changing this field will automatically calculate the Proposed Budget amount. •**Proposed Bud** – this field shows the budget amount proposed for the Revenue Estimate budget being developed. Changing this field will automatically recalculate the Change(%) field.
13.	Click the **Save** button. 
14.	Congratulations. **Updating the Revenue Estimate Budget Online** is complete. Below are the key concepts of this topic: - Only the CURRENT budget is available for online updates - There are three fields which may be edited, Date, Change %, and Proposed Bud **End of Procedure.**

Security Role	**BOR_BP_GRANTS**
Responsibility/Role	
File Name	**BP_020_060 - Updating the Grant Budget Online_BUSPROC**
Version	
Document Generation Date	**02/26/2010**
Date Modified	**03/07/2017**
Last Changed by	
Status	

BP.020.060 - Updating the Grant Budget Online

Concept

This process demonstrates how to update the Grant Budget Online. The Grant Budget page is used to manually add and modify the Grant Budget.

Topic Objective:

Upon completion of this topic, you will be able to:
- Update the Grant Budget online.

Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints
The Financials Extract processes complete successfully, a CURRENT version of the budget has been created, and Grants exist.

Additional Information

Budget users will access these pages to manually add or modify Non-Personal Service Grant Budgets, to review a comprehensive Grant Budget picture, budget users will navigate to the Budget Prep Inquiry pages, Grant Budget Inquire.

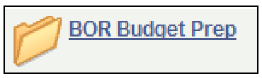
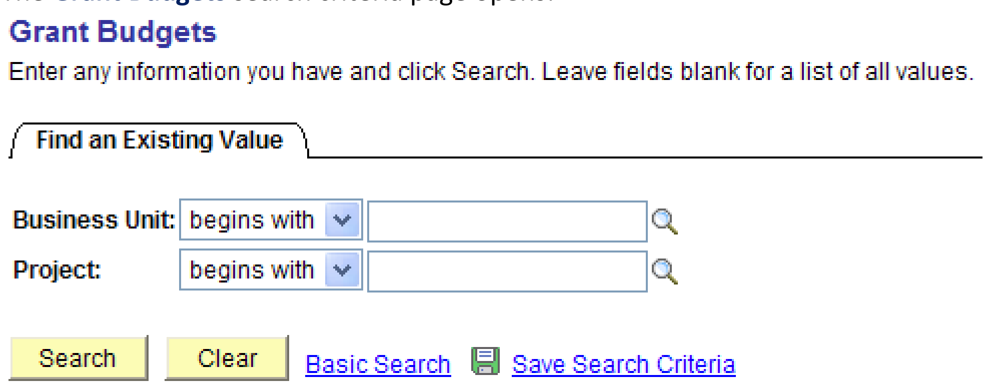
Grants cannot be added in the Budget Module. All Grants must initially be created and configured in the Financials system.

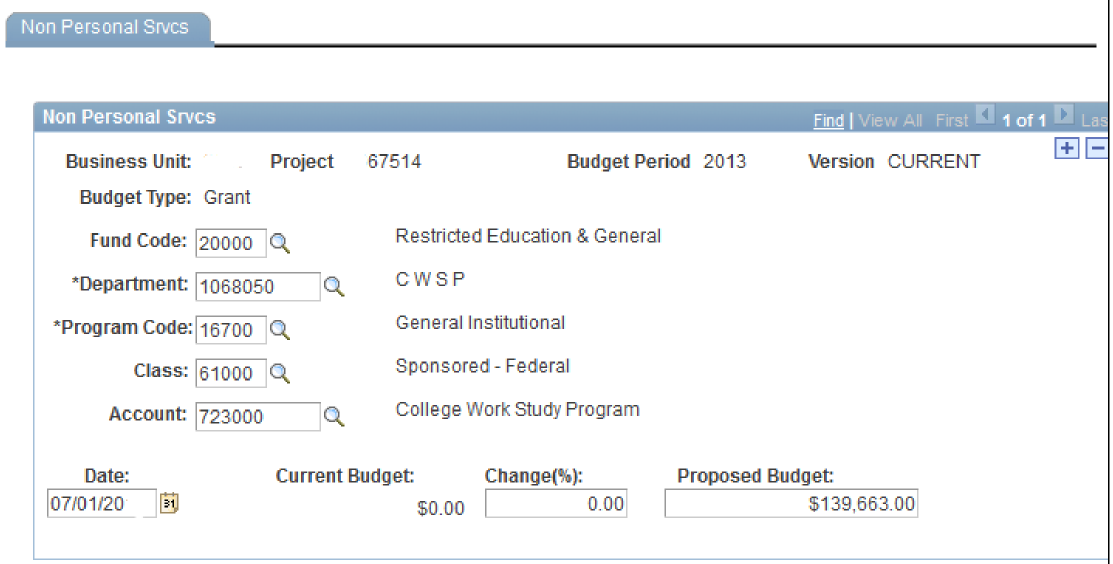
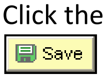
Note 1: When updating Grants, a budget journal must be created to increase the amount, else the Budget Prep journal will not post.

Note 2: The PS_BUD_NPSA_BOR table is populated with all grants that have had transactions on the KK_ACTIVITY_LOG for the budget period = ‘xxxx’.

Procedure

This topic lists steps to follow when updating the Grant Budget Online.

Step	Action
16.	Click the **BOR Menus** link. 
17.	Click the **BOR Budget Prep** link. 
18.	Click the **Budget Prep Data Update** link. 
19.	Click the **Grant Budgets** link. 
20.	The **Grant Budgets** search criteria page opens: 

Step	Action
21.	The **Non Personal Srvcs** page will open for update.  The **Non-Personal Srvcs** page contains the fields available for update. Note: ChartField combination: The ChartFields that uniquely define the Grant Budget are displayed. All ChartFields are required, and are available for edit. When modifying the ChartFields on existing budgets, care should be taken to not create a ChartField combination that already exists. Only funds in the 20000-29999 range are valid for grants. • **Date**: The date field specified the date the budget should take effect. This typically will be July 1 of the To Budget year. • **Current Budget**: This field displays the amount of the original budget plus any permanent budget amendments that were extracted from Financials for the specified Project/Grant Budget. • **Change %**: This field displays the percentage change between the Current Budget and Proposed Budget fields. Change this field will automatically calculate the Proposed Budget amount. • **Proposed Budget**: This field displays the budget amount being proposed for the new budget. Changing this field will automatically recalculate the Change % field. **Modifying a Non-Personal Service Grant Budget** An existing Non-Personal Services Grant budget can be changed manually by navigating to the **Proposed Budget** field and adjusting the amount to any value. Likewise, the user can navigate to **the Change %** field to recalculate the Proposed Budget Amount.
22.	Click the **Save** button. 

Step	Action
23.	To add a Non-Personal Services budget to the Project/Grant, the Non-Personal Srvcs page will be used to insert a new row . Enter the desired ChartFields to uniquely identify the new Grant budget. • Fund Code: any existing Fund Code in the 20000-29999 range may be selected • Department: any existing Department may be selected. • Class Field: any existing Class Field may be selected. • Program Code: any existing Program Code may be selected. • Account: any existing budget account may be selected. Typically, only a 600000-999999 account should be selected, as 500000 accounts will be generated through the Personal Services budgets. Budgets will automatically be added only to the CURRENT version of the budget for the specified Project/Grant.
24.	Click the **Save** button. Save
25.	Congratulations. **Updating the Grant Budget online is complete**. Below are the key concepts of this topic: - The Grant Budget page is used to manually add and modify the Grant Budget. To add a budget to a Grant that is not available in Budget Prep, refer to Lesson 4.5 Adding a Grant to Budget Prep in the Budget Prep Guide. **End of Procedure.**

Security Role	**BOR_BP_SETUP**
Responsibility/Role	
File Name	**BP_020_090 - Resetting Raise Effective Dates_BUSPROC**
Version	
Document Generation Date	**02/26/2010**
Date Modified	**03/07/2017**
Last Changed by	
Status	

BP.020.090 - Resetting Raise Effective Dates

Concept

This topic is used to update the Raise Effective Dates. This process should only be performed if the initial extract from HR/Payroll has been completed. This process will update the raise Effective Dates on all the Personal Services pages for the selected Paygroups.

Whereas typically the initial raise Effective Dates can be run for all applicable Paygroups at the same time, this process is often run only for the Paygroup(s) that need to be updated.

Topic Objectives:

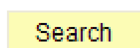
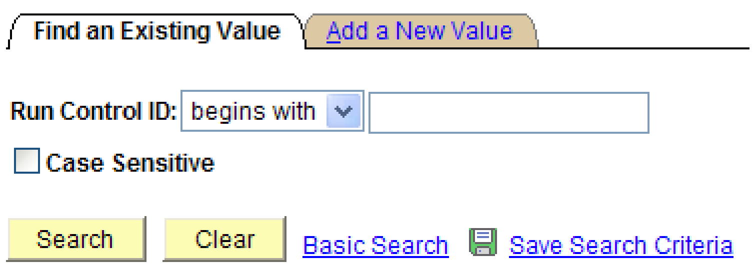
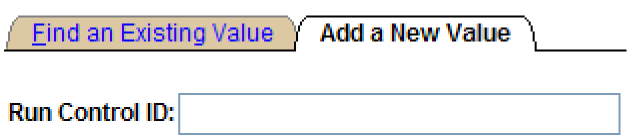
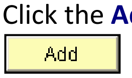
Upon completion of this topic, you will be able to:
- Explain the difference between set up and reset processes for Raise Effective Dates.
- Identify when the Resetting Raise Effective Dates process is run in relation to the Setting up Paygroup Raise Effective Date process.
- Navigate the Resetting Raise Effective Dates process.

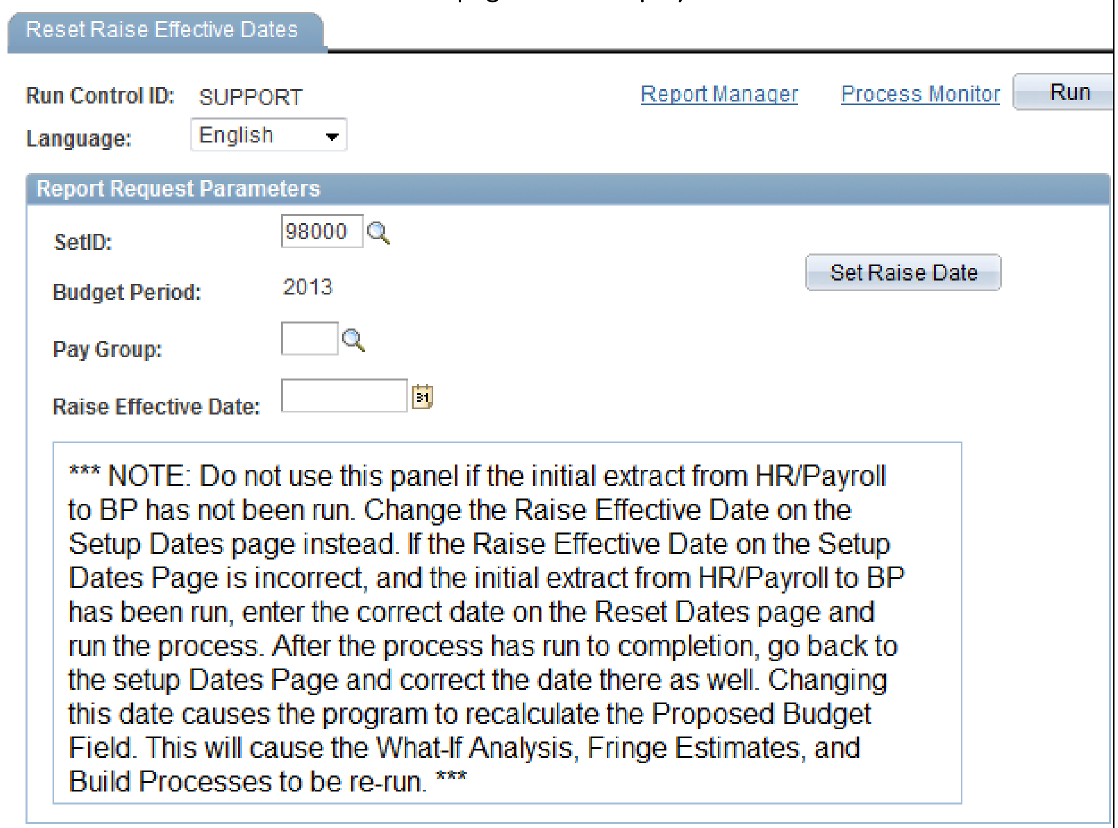
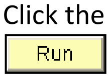
Assumptions
Security Role setup completed by internal Security Administrator.

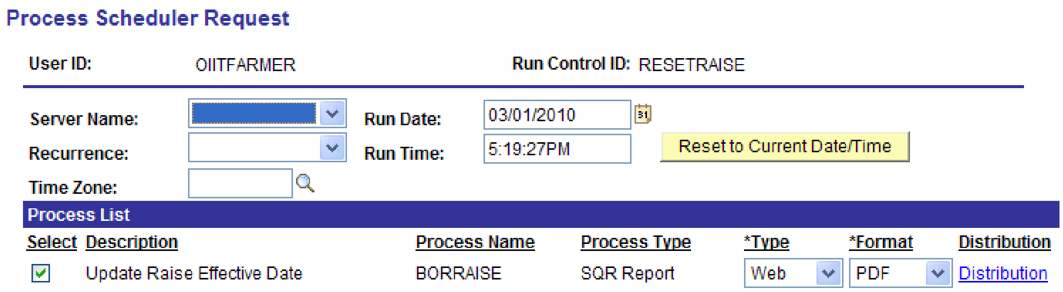
Dependencies/Constraints
Initial HR/Payroll to BP Load has been completed.

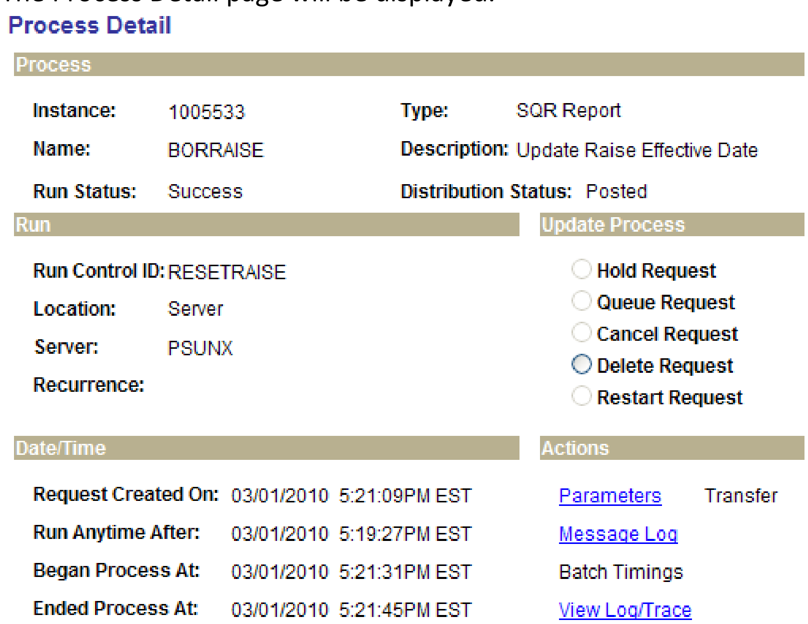
Procedure

The following topic lists the steps necessary to Reset Raise Effective Dates. Remember that this process is only run if the set up process for Raise Effective Dates has been completed. The process name is BORRAISE.

Step	Action
1.	Click the **BOR Menus** link. 
2.	Click the **BOR Budget Prep** link. 
3.	Click the **Budget Prep Setup** link. 
4.	Click the **Reset Raise Effective Dates** link. 
5.	The **Reset Raise Effective Dates** Run Control page will be displayed.
6.	Click the **Find an Existing Value** tab. To enter or  for an existing Run Control ID: 
7.	Else click the **Add a New Value** tab to setup a new Run control ID: 
8.	Enter "**RESETRAISE**" in the **Run Control ID** field. 
9.	Click the **Add** button. 

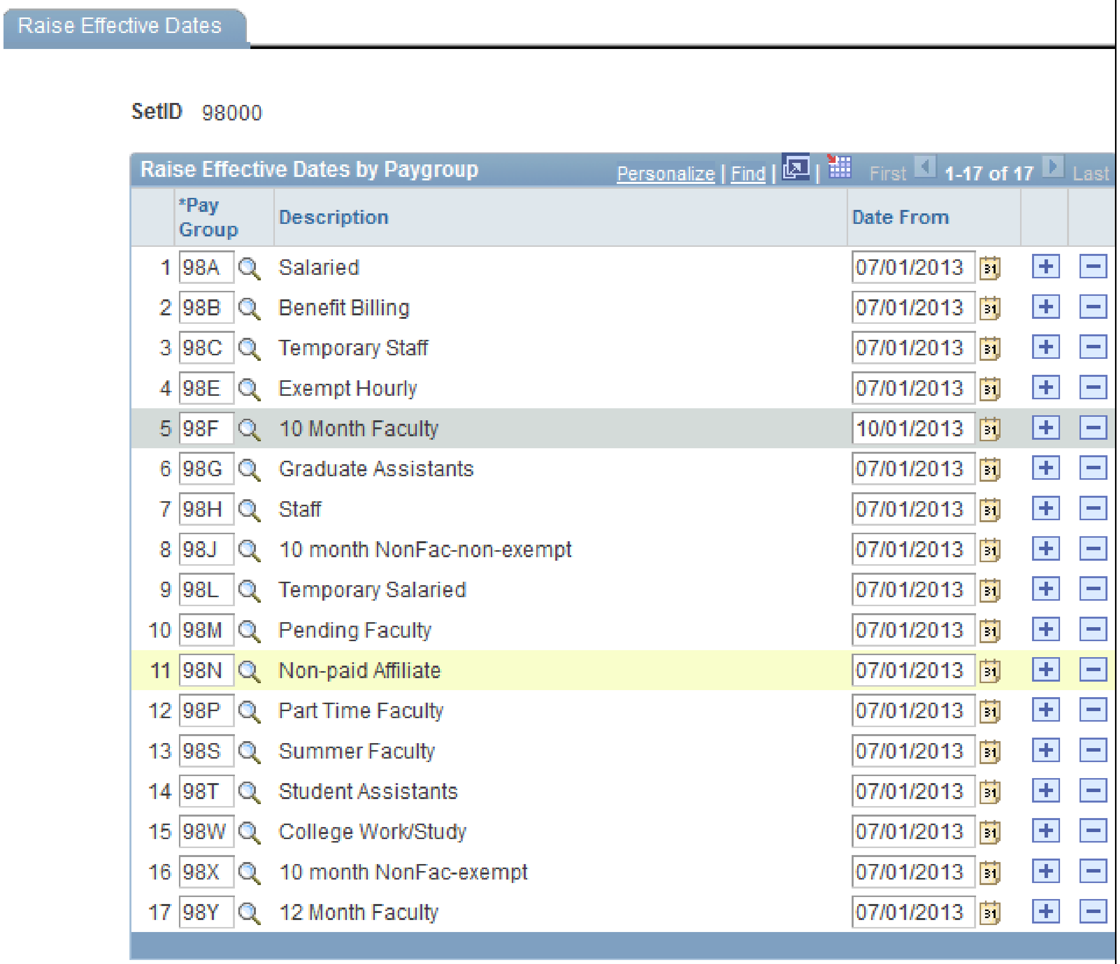
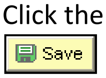
Step	Action
10.	Once the Run Control ID has been entered by Finding an Existing Value or Adding a New Value the **Reset Raise Effective Dates** page will be displayed: 
11.	Enter or Search for the **SetID**: 
12.	Enter or Search for the **Pay Group** targeted for change. 
13.	Enter the new **Raise Effective Date** or Search using the calendar icon to auto format: 
14.	Click the **Run** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>15.</td><td>The Process Scheduler Request page will open.
Default values will be pre-populated:

</td></tr>
<tr><td>16.</td><td>Click the OK button to run the BORRAISE process.
OK
This will return the window to the Reset Raise Effective Dates page.</td></tr>
<tr><td>17.</td><td>Click the Process Monitor link.
Process Monitor</td></tr>
<tr><td>18.</td><td>Click the Refresh button.

Select Refresh until the Run Status displays as Success and the Distribution Status displays as Posted.
Refresh.</td></tr>
<tr><td>19.</td><td>Click the Details link.</td></tr>
<tr><td>20.</td><td>The Process Detail page will be displayed.

</td></tr>
</table>

Step	Action
21.	The **View Log/Trace** file does not contain any detail information for this process.
22.	Once the process has been run, the raise effective date must be changed on the setup panel as well.
23.	Click the Return button. Return This will return to the **Process Detail** page.
24.	Click the **Cancel** button. Cancel This will return to the **Process List** page.
25.	Click the Go back to **Reset Raise Effective Dates** link. This will return to the **Reset Raise Effective** Dates page.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>26.</td><td>Click the Set Raise Date link.

The Raise Effective Dates page will be opened for edit. For this example we entered 10/01/2013 for Pay Group “F”, using Business Unit 45000.

<table>
<tr><td colspan="4">Raise Effective Dates</td></tr>
<tr><td colspan="4">SetID 98000</td></tr>
<tr><td colspan="4">Raise Effective Dates by Paygroup — Personalize | Find | First 1-17 of 17 Last</td></tr>
<tr><th></th><th>*Pay Group</th><th>Description</th><th>Date From</th></tr>
<tr><td>1</td><td>98A</td><td>Salaried</td><td>07/01/2013</td></tr>
<tr><td>2</td><td>98B</td><td>Benefit Billing</td><td>07/01/2013</td></tr>
<tr><td>3</td><td>98C</td><td>Temporary Staff</td><td>07/01/2013</td></tr>
<tr><td>4</td><td>98E</td><td>Exempt Hourly</td><td>07/01/2013</td></tr>
<tr><td>5</td><td>98F</td><td>10 Month Faculty</td><td>10/01/2013</td></tr>
<tr><td>6</td><td>98G</td><td>Graduate Assistants</td><td>07/01/2013</td></tr>
<tr><td>7</td><td>98H</td><td>Staff</td><td>07/01/2013</td></tr>
<tr><td>8</td><td>98J</td><td>10 month NonFac-non-exempt</td><td>07/01/2013</td></tr>
<tr><td>9</td><td>98L</td><td>Temporary Salaried</td><td>07/01/2013</td></tr>
<tr><td>10</td><td>98M</td><td>Pending Faculty</td><td>07/01/2013</td></tr>
<tr><td>11</td><td>98N</td><td>Non-paid Affiliate</td><td>07/01/2013</td></tr>
<tr><td>12</td><td>98P</td><td>Part Time Faculty</td><td>07/01/2013</td></tr>
<tr><td>13</td><td>98S</td><td>Summer Faculty</td><td>07/01/2013</td></tr>
<tr><td>14</td><td>98T</td><td>Student Assistants</td><td>07/01/2013</td></tr>
<tr><td>15</td><td>98W</td><td>College Work/Study</td><td>07/01/2013</td></tr>
<tr><td>16</td><td>98X</td><td>10 month NonFac-exempt</td><td>07/01/2013</td></tr>
<tr><td>17</td><td>98Y</td><td>12 Month Faculty</td><td>07/01/2013</td></tr>
</table></td></tr>
<tr><td>27.</td><td>Click the Save button.

</td></tr>
<tr><td>28.</td><td>Congratulations. Resetting Raise Effective Dates is complete. Below is a summary of the key concepts of this topic:

- Raise Effective Dates are only updated if the initial set up process has been completed.
- Raise Effective Dates can be run for single Pay Groups at a time.

End of Procedure.</td></tr>
</table>

Security Role	**BOR_BP_PROCESSES**
Responsibility/Role	
File Name	**BP_040_040 - Generating Fringe Benefit Estimates_BUSPROC**
Version	
Document Generation Date	**02/26/2010**
Date Modified	**03/07/2017**
Last Changed by	
Status	

BP.040.040 - Generating Fringe Benefit Estimates

Concept
This topic demonstrates how to generate Fringe Benefit Estimates based on the proposed Personal Services budgets and the fringe estimate percentages, accounts, and amounts that were defined in the initial setup.

Note: The process can be run multiple times against the same budget version. However, this process will not rebuild any fringe estimates that have been protected using the online fringe estimate adjustment procedures.

Topic Objective:
Upon completion of this topic, you will be able to:
- Generate Fringe Benefits Estimates online.

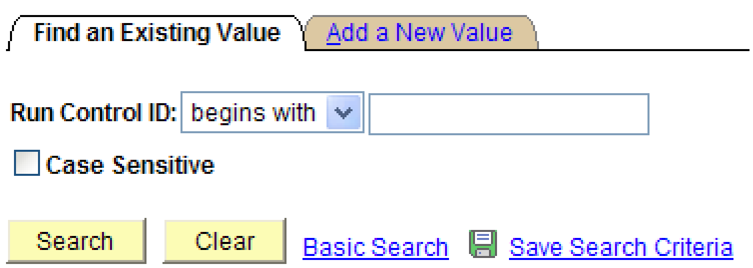
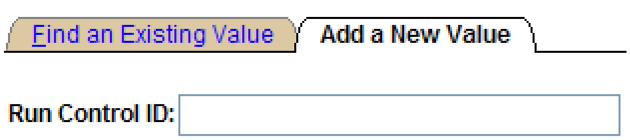
Assumptions
Security Role setup completed by internal Security Administrator.

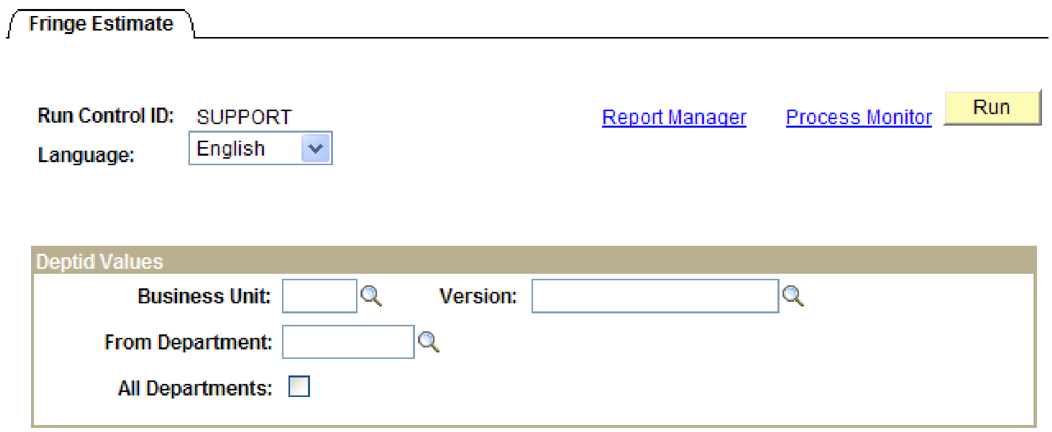
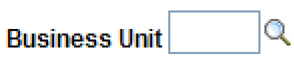
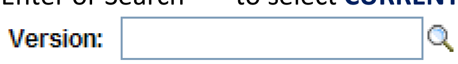
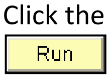
Dependencies/Constraints
-The Fringe Estimate percentages, accounts, and amounts have been configured. -At least one version of the Budget exists for processing.

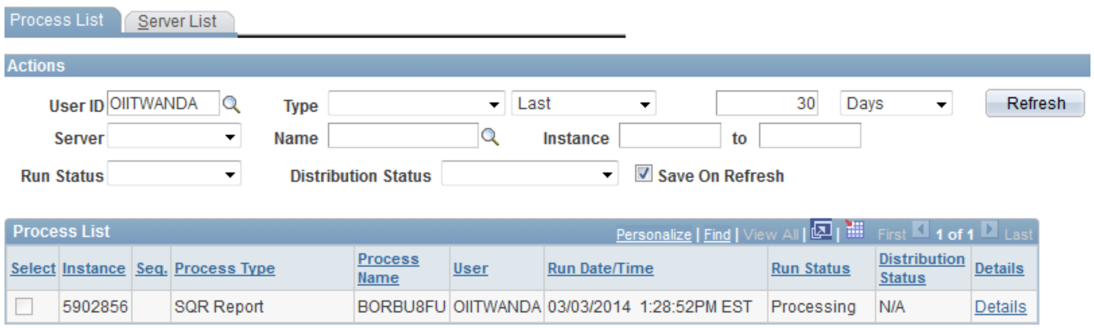
Additional Information
The Fringe Estimate table will be populated with the results of this process, displaying fringe estimates for each position for FICA Emp, FICA Medicare, Retirement, Group Insurance, and Life Insurance.

Procedure

Typically, the Budget Coordinator will execute this process after creating the CURRENT version of the budget, and making any necessary updates to the Personal Service budgets. The process name is BORBU8FU.

Step	Action
1.	Click the **BOR Menus** link. BOR Menus
2.	Click the **BOR Budget Prep** link. BOR Budget Prep
3.	Click the **Budget Prep Processing** link. Budget Prep Processing
4.	Click the **Fringe Estimates** link. Fringe Estimates
5.	Click the **Find an Existing Value** tab. To enter or Search for an existing Run Control ID: 
6.	Else click the **Add a New Value** tab to setup a new Run control ID: 
7.	Enter "**FRINGES**" in the **Run Control ID** field.
8.	Click the **Add** button. Add

Step	Action
9.	Once the Run Control ID has been entered by Finding an Existing Value or Adding a New Value the Fringe Estimate page will be displayed: 
10.	Enter or Search for the Business Unit: 
11.	Enter or Search to select **CURRENT** as the **Version**:  Note: Enter the budget version in the Version field that will be used as the source of proposed budgets for salaries, and for which fringe estimates should be generated. All budget versions are available for processing. Typically the CURRENT version would be selected.
12.	Click the **All Departments** checkbox.  Note: Institutions may choose to generate fringes for a single department by entering the appropriate department number in the **From Department** field. We recommend that initially the process be run for all departments.
13.	Click the **Run** button. 

Step	Action
14.	The **Process Scheduler Request** page will open. Default values will be pre-populated: 
15.	Click the **OK** button.  This will return the window to the **Fringe Estimate** page.
16.	Click the **Process Monitor** link. 
17.	Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**. 

Step	Action
18.	Click the Details link to view the Process Detail. 

19.	Click the View Log/Trace link to view the Trace file contents. The Trace File contains run criteria selected.
	`BOR Version: 4.00`
	
	`$Version = CURRENT`
	`PARA1.Budget_Ref = 2017`
	`$PBP = 2016`
	`$begfisc = 01-JUL-2017`
	`2017`

20.	Congratulations. **Generating Fringe Benefits Estimates** is complete. The Fringe Estimate table will be populated with the results of this process and available for on-line manipulation. **End of Procedure.**

Security Role	**BOR_BP_UPDATES**
Responsibility/Role	
File Name	**BP_020_070 - Updating Fringe Benefit Estimates Online_BUSPROC**
Version	
Document Generation Date	**02/26/2010**
Date Modified	**03/07/2017**
Last Changed by	
Status	

BP.020.070 - Updating Fringe Benefit Estimates Online

Concept

This process demonstrates how to update the Fringe Benefit Estimates online. The Fringe Updates panel is used to manually adjust the results that were created as a result of the Fringe Estimate Generator process. Manual adjustments may be useful when more information is available about fringes for a particular position.

Topic Objective:

Upon completion of this topic, you will be able to:
- Update Fringe Benefit Estimates online.

Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints
The Fringe Estimate Generator successfully completed processing and built the Fringe Estimate data.

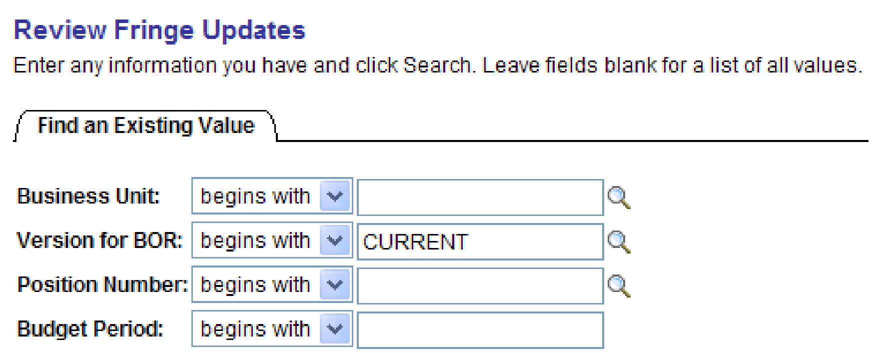
Additional Information

Fringe Updates may be performed as needed.

Budget users will access this page to both review the results of the Fringe Estimate Generator, and make manual adjustments. Manual adjustments may be useful when an institution wants to override the general estimates with specific values for a position or individual.

Procedure

This topic lists steps to follow when updating the Fringe Benefit Estimates Online.

Step	Action
1.	Click the **BOR Menus** link. ▷ BOR Menus
2.	Click the **BOR Budget Prep** link. ▷ BOR Budget Prep
3.	Click the **Budget Prep Data Update** link. Budget Prep Data Update
4.	Click the **Review Fringe Updates** link. Review Fringe Updates
5.	The search criteria page will open. 
6.	Enter or Search for the **Business Unit**: Business Unit
7.	Verify that **CURRENT** appears in the **Version for BOR** field. Note: Any existing budget version with generated fringe estimates may be selected.
8.	Enter or Search for the **Position Number** for update. Note: Any existing Position Number with generated fringe estimates may be selected.
9.	Enter the **Budget Period**.
10.	Click the **Search** button. Search

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>11.</td><td>The Fringe Updates page will be displayed for the selected Position.


Header contents are the selected Version and Position Number along with the Department, EmplID and Name. The page displays rows of data with the following information:

ChartField combination: With the exception of Account, the ChartFields are taken directly from the ChartFields associated with the position’s funding. The Account defined on the Fringe Account setup page is substituted in place of the earnings account.
Fringe Type: This field specifies which fringe type the chart fields and amount are associated with. The values will be one of FICA EMP, FICA MED, RETIRE, GROUP, or LIFE.
Rate/Amt: This field displays the percentage or flat amount associated with the fringe and is taken directly from the Fringe Estimate setup pages.
Proposed Amount: This field displays the amount of the Fringe Estimate for the Fringe Type and chart field combination.
Lock?: This checkbox indicates whether or not the fringe is protected from any additional processing of the Fringe Estimate Generator. If the check box is ON, the row is locked and the data will not be updated by subsequent executions of the Fringe Estimate Generator.
Plan Type, Benefit Plan, and Coverage Code: These fields display the values selected in the Fringe setup for Retirement and Group fringe estimates.

Typically, five rows will appear for each position if Fringes have been generated for FICA EMP, FICA MED, RETIRE, GROUP, and LIFE, and 100% of a position’s funding is from a single source. Split funded positions will likely have additional fringe estimates for different chart field combinations, and are prorated based on the account codes distribution percentage.

A fringe estimate amount can be changed manually by entering a new proposed amount in the Proposed Amount field for a specific fringe. If a value is changed manually, you should give serious consideration to clicking the check box in the Lock? Field ON to protect the change from being overwritten by subsequent Fringe Estimate Generator runs.</td></tr>
</table>

Step	Action
12.	Click the **Save** button. Save
13.	Congratulations. **Updating Fringe Benefit Estimates Online** is complete. **End of Procedure.**

Security Role	**BOR_BP_PROCESSES**
Responsibility/Role	
File Name	**BP_020_080 - Processing Build Financials_BUSPROC**
Version	
Document Generation Date	**02/26/2010**
Date Modified	**03/15/2017**
Last Changed by	
Status	

BP.020.080 - Processing Build Financials

Concept

The Build Financials process aggregates all Personal Services, Fringe Estimates, Non-Personal Services, Revenue Estimates, and Grant budget data - both summary and detail. This Aggregate Financials Budget table supports Reporting by presenting a complete budget picture in a consistent format.

Topic Objectives:

Upon completion of this topic, you will be able to:
- Identify the information included in the Build Financials inquiry.
- Run the Build Financials process.

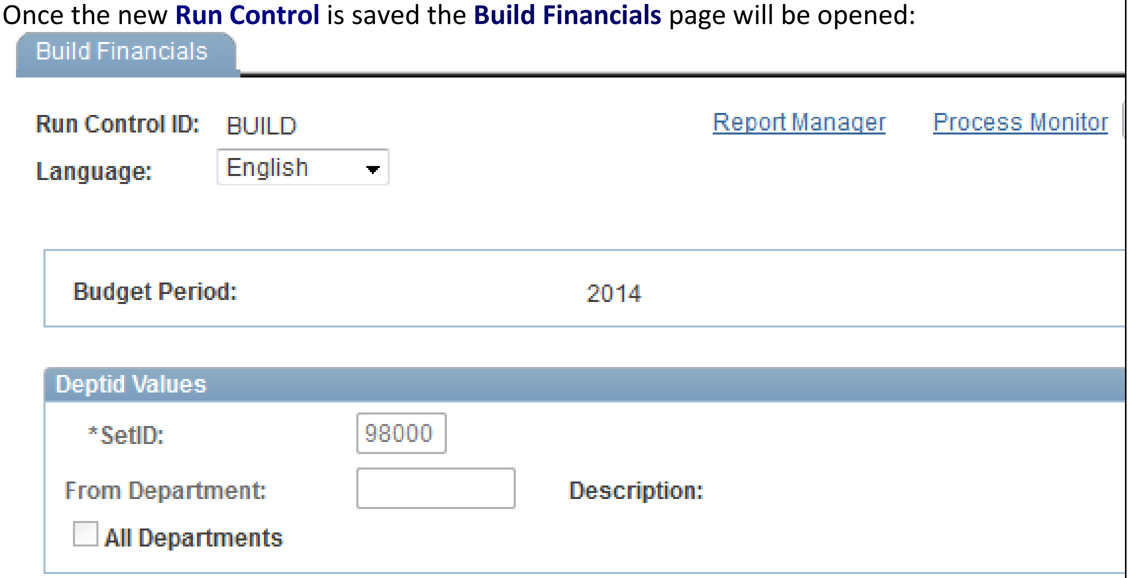
Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints
A CURRENT version of the budget exists and is ready for reporting.

Note: When the BUILD process is run the BUD_AGGDET_BOR and BUD_JRNLBLD_BOR tables are populated. The total amounts on these two table should be the same.

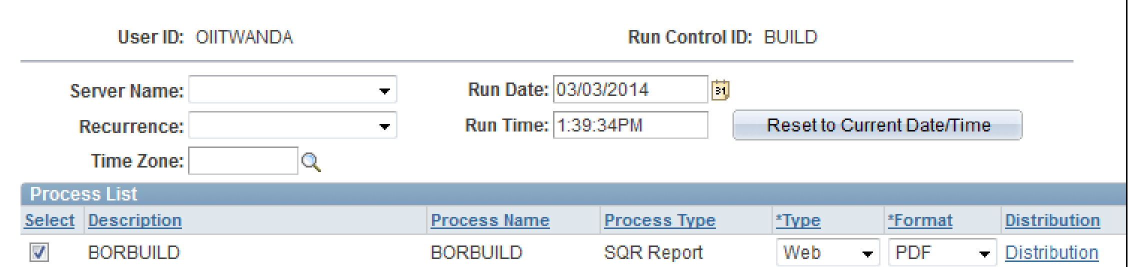
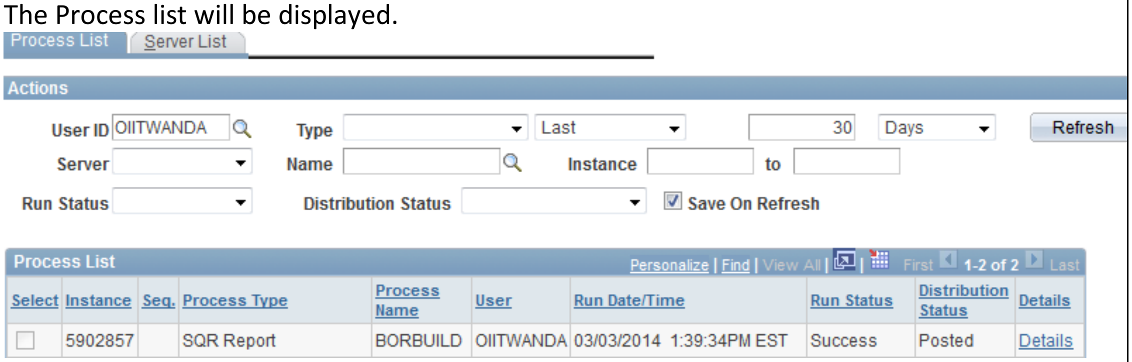
Procedure

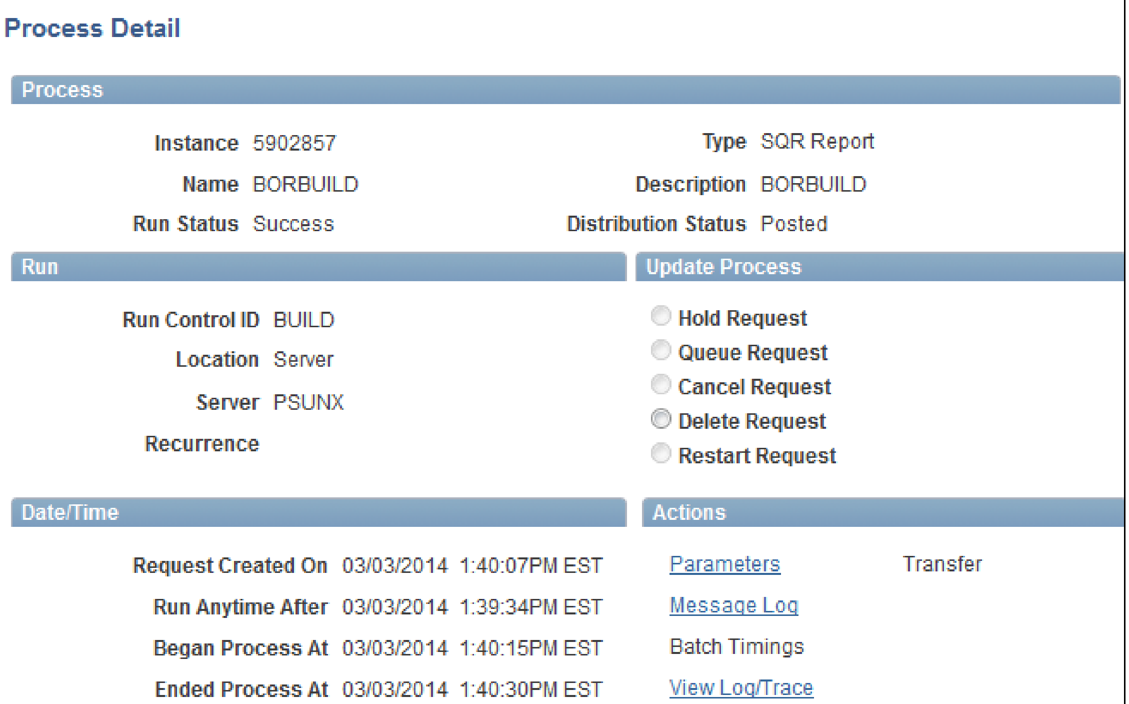
For this topic, run the Build Financials process for all departments. The process name is BORBUILD.

Step	Action
1.	Click the **BOR Menus** link. BOR Menus
2.	Click the **BOR Budget Prep** link.
3.	Click the **Budget Prep Processing** link. Budget Prep Processing
4.	Click the **Build Financials** link. Build Financials
5.	Click the **Add a New Value** tab. Add a New Value
6.	Enter "**BUILD**" in the **Run Control ID** field.
7.	Click the **Add** button. Add
8.	Once the new **Run Control** is saved the **Build Financials** page will be opened: 
9.	Verify that the **Budget Reference** displayed is for the correct Fiscal Year. If the Budget Reference is not displayed for the correct Fiscal Year the following error may appear: Financials Export has already been processed for the selected fiscal year. The Build Financials Process will not rebuild the tables until the next year.
10.	In the Deptid Values group box enter or search for the Business Unit.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>11.</td><td>Click the All Departments check box. All departments should beincluded the first time this process is run.</td></tr>
<tr><td>12.</td><td>Click the Run button.
Run

Users can run the Build Financials process as many times as needed to provide an up-to-date snapshot of the entire budget picture and generate reports for review. However, the export process to export the budget data to Financials can only occur once per budget development cycle.

Typically, users would cycle through several iterations of building the Aggregate Financials Budget table (BUD_AGGDET_BOR), and run reports to review the budget data. Once users have finalized all their budget data, they would then export the final budget data to the Financials system.</td></tr>
<tr><td>13.</td><td>The Process Scheduler Request page will open.
Default values will be pre-populated:

</td></tr>
<tr><td>14.</td><td>Click the OK button.
OK
This will return the window to the Build Financials page.</td></tr>
<tr><td>15.</td><td>Click the Process Monitor link.
Process Monitor
The Process list will be displayed.

</td></tr>
</table>

Step	Action
16.	Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**. Refresh
17.	Click the Details link to view the Process Detail. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>18.</td><td>Click the View Log/Trace link to view the Trace file contents. The Trace File contains a view of data loaded during the Build Financials/Financials Export V8 process.

BOR Version: 4.10
Business Unit: 62000
Beginning Fiscal Year: 01-JUL-2017
Ending Fiscal Year: 30-JUN-2018
WORKING APPROP ACCOUNT CODE
WORKING NPS APPROP & REVEST & PROJ_GRT
WORKING NPS ORG
WORKING FRINGES
Completed.

Note: A report is not generated during this process, however, data created may be queried or viewed in the Aggregate Detail Inquiry page.</td></tr>
<tr><td>19.</td><td>Two tables are generated during the Build Aggregate Financials Budget process.

• The BUD_AGGDET_BOR table displays detailed Financials budget data built from Personal Service, Fringe Estimate, Non-Personal Service, Revenue Estimate, and Grant budget data in the Budget Preparation module. This table provides a complete picture of the Financials budget picture, but with attributes and detail that are built during budget preparation and in a consistent Financials format. The extra detail is not necessary for Financials, but supports the reporting function in the Budget Module.

Note: Entries in the BUD_AGGDET_BOR table are rounded up to the next dollar.

• The BUD_JRNLBLD_BOR table displays a summary of the Financials budget data from Personal Service, Fringe Estimate, Non-Personal Service, Revenue Estimate, and Grant budget data in the Budget Preparation module. This table provides a list of all the budget journals that will be created during the Export to Financials process. The data is similar to the data in the BUD_AGGDET_BOR table, but is aggregated to a summary level by Financials budget type to provide more efficient creation of budget journals in Financials.</td></tr>
</table>

Step	Action
20.	Congratulations. **Processing Build Financials** is complete. Below is a summary of the key concepts of this lesson: - The Build Financials process aggregates all Personal Services, Fringe Estimates, Non-Personal Services, Revenue Estimates, and Grant budget data - both summary and detail. - Users can build the Aggregate Financials Budget table as many times as needed. However, the export process can only occur once per budget development cycle. **End of Procedure.**

Security Role	**BOR_BP_INQUIRE**
Responsibility/Role	
File Name	**BP_060_030 - Inquire on Aggregate Detail_BUSPROC**
Version	
Document Generation Date	**02/26/2010**
Date Modified	**03/15/2017**
Last Changed by	
Status	

BP.060.030 - Inquire on Aggregate Detail

Concept
This topic demonstrates how to run the Aggregate Detail Inquiry. The Aggregate Detail Inquiry queries data from the Aggregate Financials Budget table.

Topic Objective:
Upon completion of this topic, you will be able to:
- Run the Aggregate Detail Inquiry.

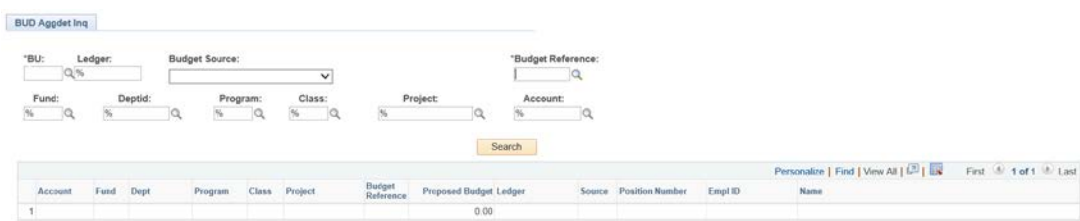
Assumptions
Security Role setup completed by internal Security Administrator.

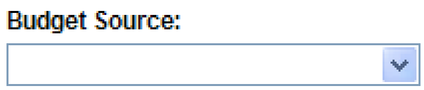
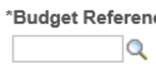
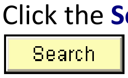
Dependencies/Constraints
Since this page queries data from the Aggregate Build table, the Aggregate Build process must be completed prior to any inquiry.

Additional Information
This inquiry enables the user to review by department the Personal Service, Fringes, and Non-Personal Service budgets by ChartField combination for the CURRENT budget version.

Procedure

The following topic demonstrates how to inquire on Aggregate Detail for Budget Period 2017.

Step	Action
1.	Click the **BOR Menus** link. ▷ BOR Menus
2.	Click the **BOR Budget Prep** link. ▷ BOR Budget Prep
3.	Click the **Budget Prep Inquire** link. Budget Prep Inquire
4.	Click the **Aggregate Detail Inquiry** link. Aggregate Detail Inquiry
5.	**The BUD Aggdet Inq** page will be displayed.  The top of this page displays the search criteria options to retrieve various budget into the page.
6.	Enter or search 🔍 for the Business Unit. *BU:
7.	Enter **Ledger** source: • APPROP • ORG • REVEST • PROJ_GRT Leave blank to retrieve all **Ledger** sources.

Step	Action
8.	Click the **Budget Source** list.  Using the drop down menu, select one of the following: • Fringe Estimates • Non Personal Services • Personal Services • Blank = all of the above
9.	Enter or search for the **Budget Reference**.  Only budgets associated with the selected budget reference will be retrieved in the inquiry.
10.	These optional fields only retrieve budget for the specific selection. • Fund: • DeptID: • Program: • Class: • Project: • Account: A value of % in any field serves as a wildcard and will retrieve all values for that field. A wildcard may also be used as a prefix or suffix to any ChartField search criteria. For example, a value of 5% in account will only retrieve accounts starting with 5. The % will automatically append to any search criteria entered. Any combination ChartFields or wildcards and specific values may be specified.
11.	Click the **Search** button. 

Step	Action
12.	Review the results.

BUD Aggdet Inq

*BU: 98000 Ledger: APPROP Budget Source: Personal Service *Budget Period: 2014

Fund: % Deptid: % Program: % Class: % Project: % Account: %

Search

Personalize | Find | View 100 | First 1-10 of 473 La

	Account	Fund	Dept	Program	Class	Project	Budget Period	Proposed Budget	Ledger	Source	Position Number	Empl ID
1	500000	11920	1400000	16300	11000		2014	40,407.00	APPROP	PSV	98000002	0159322
2	500000	10000	7343000	16400	11000		2014	59,190.00	APPROP	PSV	98000004	0158932
3	500000	10000	7100000	16400	11000		2014	40,492.00	APPROP	PSV	98000005	0244541
4	500000	10000	7200000	16400	11000		2014	4,500.00	APPROP	PSV	98000005	0244541
5	500000	10000	7122000	16400	11000		2014	70,000.00	APPROP	PSV	98000006	0277647
6	500000	10000	7200000	16400	11000		2014	71,548.00	APPROP	PSV	98000007	0158410
7	500000	10000	7000000	16400	11000		2014	235,000.00	APPROP	PSV	98000008	0220625
8	500000	10000	7315000	16400	11000		2014	50,000.00	APPROP	PSV	98000010	0120100
9	500000	10000	7110000	16400	11000		2014	53,000.00	APPROP	PSV	98000011	0158231
10	500000	10000	7334000	16400	11000		2014	50,000.00	APPROP	PSV	98000013	0278395

Total Proposed Budget: $30,585,946.00

All of the budgets matching the search criteria will be displayed. The fields displayed include the appropriate ChartField combination for the selected Budget Type, the Proposed Budget Amount, Ledger, Source, Position, Department ID, etc.

The bottom of the page displays the total proposed budget amount for all records retrieved in the search.

Step	Action
13.	Congratulations. **Inquiring on Aggregate Detail** is complete.

The Aggregate Detail Inquiry queries data from the Aggregate Financials Budget table.

End of Procedure.

Security Role	**BOR_BP_PROCESSES**
Responsibility/Role	
File Name	**BP_040_020 - Exporting Budget Journals to Financials_BUSPROC**
Version	
Document Generation Date	**02/26/2010**
Date Modified	**03/07/2017**
Last Changed by	
Status	

BP.040.020 - Exporting Budget Journals to Financials

Concept

This topic demonstrates how to run the Budget Journals to Financials export process. This process exports data from the detail Aggregate Financials Budget table in the Budget Preparation module to the Financials system for the To Budget Year. The result of this export process is a set of unposted Appropriation, Organization, Revenue Estimate, and Grant Budget Journals.

Topic Objective:

Upon completion of this topic, you will be able to:
- Run the Export Budget Journals to Financials process.

Assumptions
Security Role setup completed by internal Security Administrator.

Dependencies/Constraints
A CURRENT version of the budget exists and the aggregate budget tables have been built and the information reviewed and approved.

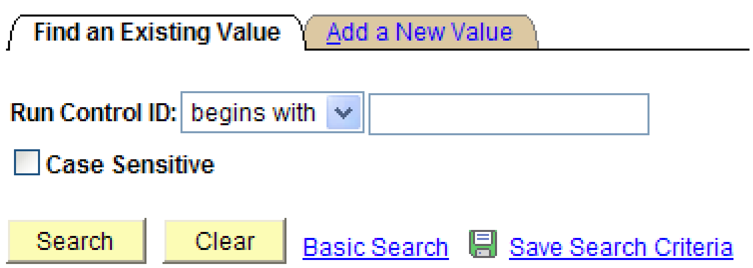
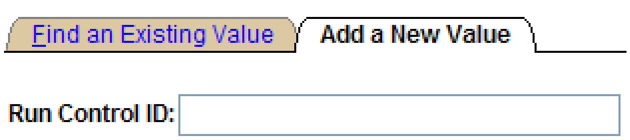
Additional Information

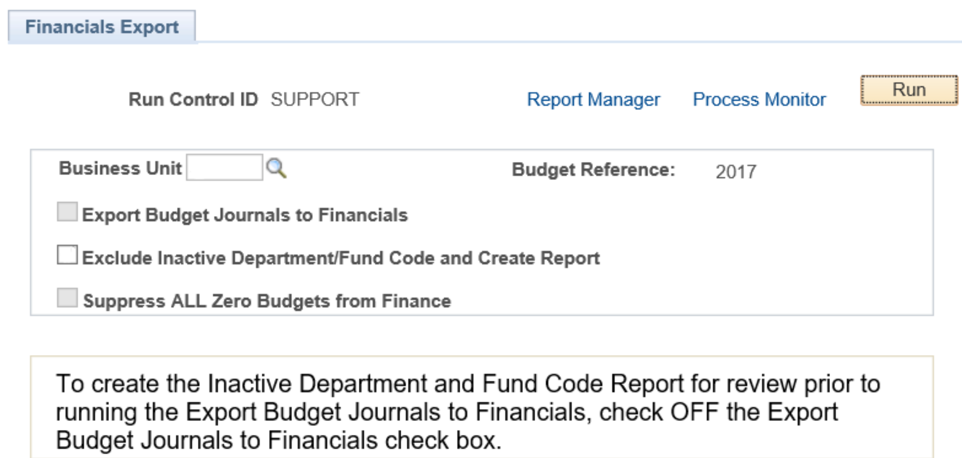
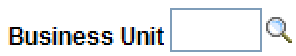
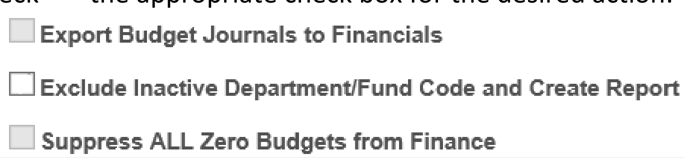
Exporting the budget data to Financials can only occur **ONCE** per budget development cycle, after all budget data is finalized.

The Export process will create a report of Inactive Department /Fund Codes. Users should review this report and take steps to correct funding on the position or re-activation of the inactive department/fund code if necessary. Users may also opt to exclude/include the Inactive Department/Fund Codes as deemed appropriate.

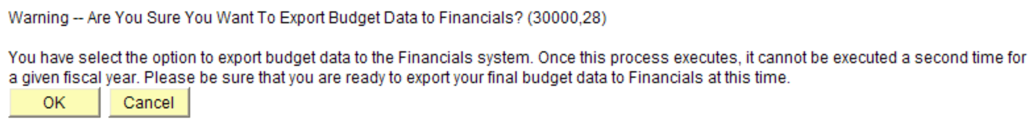
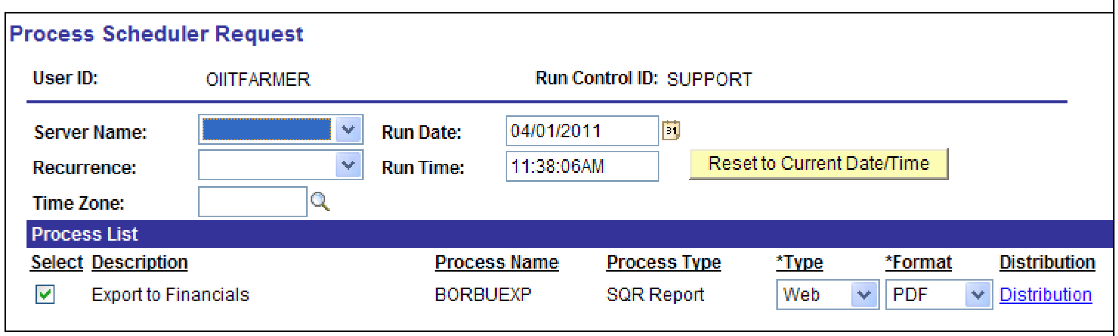
Procedure

The following provides steps needed to run the Budget Journals to Financials export process. The process name is BORBUEXP.

Step	Action
1.	**Note:** Users can only export the budget data to Financials once per budget development cycle. However, users can build the **Aggregate Financials Budget** table as needed to provide an up-to-date snapshot of the entire budget picture and generate reports for review.
2.	Click the **BOR Menus** link. BOR Menus
3.	Click the **BOR Budget Prep** link. BOR Budget Prep
4.	Click the **Budget Prep Processing** link. Budget Prep Processing
5.	Click the **Export Financials** link. Export Financials
6.	Click the **Find an Existing Value** tab. To enter or Search for an existing Run Control ID: 
7.	Else click the **Add a New Value** tab to setup a new Run control ID: 
8.	Enter "**EXPORT**" in the **Run Control ID** field.
9.	Click the **Add** button. Add

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>The Financials Export run page will be displayed.

</td></tr>
<tr><td>11.</td><td>Enter or Search for the Business Unit:

</td></tr>
<tr><td>12.</td><td>Check the appropriate check box for the desired action:


If all boxes are unchecked nothing will be processed as the Trace file indicates.
If the Export Budget Journal to Financials box is not checked and the Exclude Inactive Department/Fund Code and Create Report box is checked, a report of Inactive Departments/Fund Codes will be generated.
If the Export Budget Journals to Financials box is checked and the Exclude Inactive Department/Fund Code and Create Report box is not checked, then the export to PS Financials will occur and the inactive department/fund codes will be included in the export. This will result in manual correction by the user prior to posting the budget journals.
If both the Export Budget Journals to Financials and the Exclude Inactive Department/Fund Code and Create Report check boxes are checked on, then the export to PS Financials will occur and the inactive department/fund codes will be excluded in the export.
If the Suppress ALL Zero Budgets from Finance box is checked, the export will not create any zero budgets for APPROP, ORG, REVEST, or PROJ_GRT budgets to be posted by Commitment Control.
</td></tr>
</table>

Step	Action
13.	Click the **Run** button. Run
14.	The following Warning will be displayed to provide user with an opportunity to make the final decision to run the **Export Budget Journals to Financials** process.  Click OK if certain the budget is ready to be posted in Financials
15.	The **Process Scheduler Request** page will open. Default values will be pre-populated: 
16.	Click the **OK** button. OK This will return the window to the **Financials Export** run page.
17.	Click the **Process Monitor** link. Process Monitor
18.	Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**. Refresh
19.	Budget Journals can be reviewed and posted in Financials.

Step	Action
20.	Congratulations. **Exporting Budget Journals to Financials** is complete. This process exports data from the Budget table in the Budget Preparation module to the Financials system for the To Budget Year. The journals are ready to be verified and posted in Commitment Control. For more information on posting Budget Journals in Batch, see Business Process KK.030.002. **End of Procedure.**

Security Role	**BOR_BP_PROCESSES**
Responsibility/Role	
File Name	**BP_040_030 - Exporting Changes to HR/PAYROLL_BUSPROC**
Version	
Document Generation Date	**02/26/2010**
Date Modified	**03/07/2017**
Last Changed by	
Status	

BP.040.030 - Exporting Changes to HR/PAYROLL

Concept

This topic demonstrates how to export changes to HR/Payroll. This process exports Personal Services data from the Budget Preparation module to the HR/Payroll system for the To Budget Year. The process creates a file containing Job Data, Position Data, and Department Budget information.

Note: Exporting the Personal Service data to HR/Payroll can only occur once per budget development cycle, once Personal Service budget data is finalized.

Topic Objective:

Upon completion of this topic, you will be able to:
- Run the process to export changes to HR/Payroll.

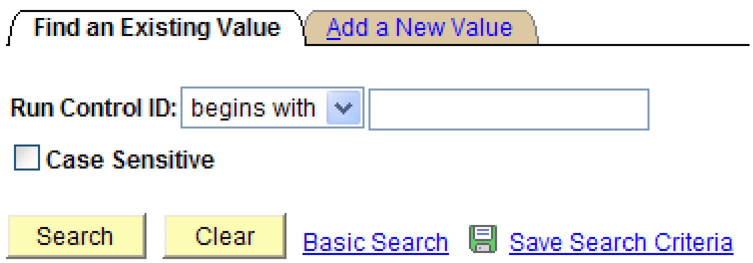
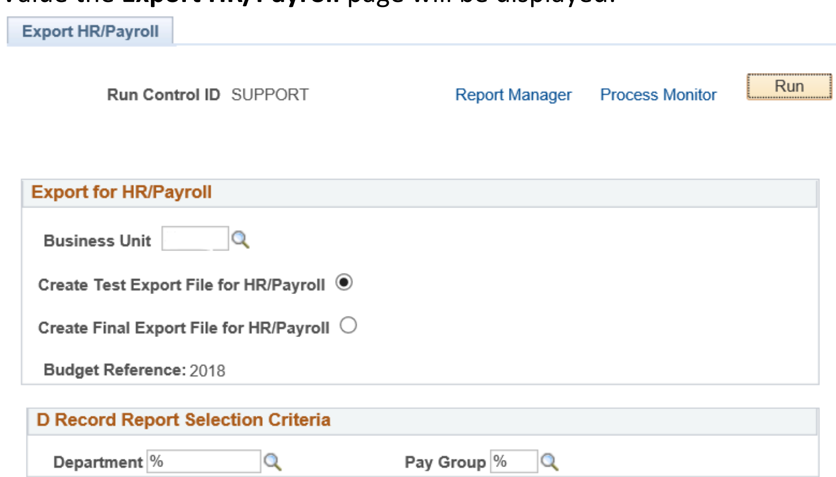
Assumptions
Security Role setup completed by internal Security Administrator.

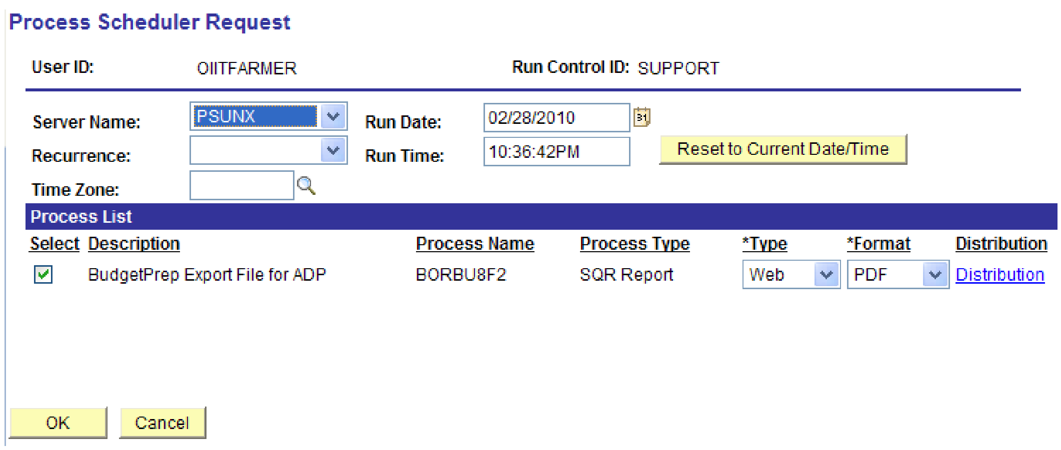
Dependencies/Constraints
A CURRENT version of the Personal Service budgets exists and is complete.

Procedure

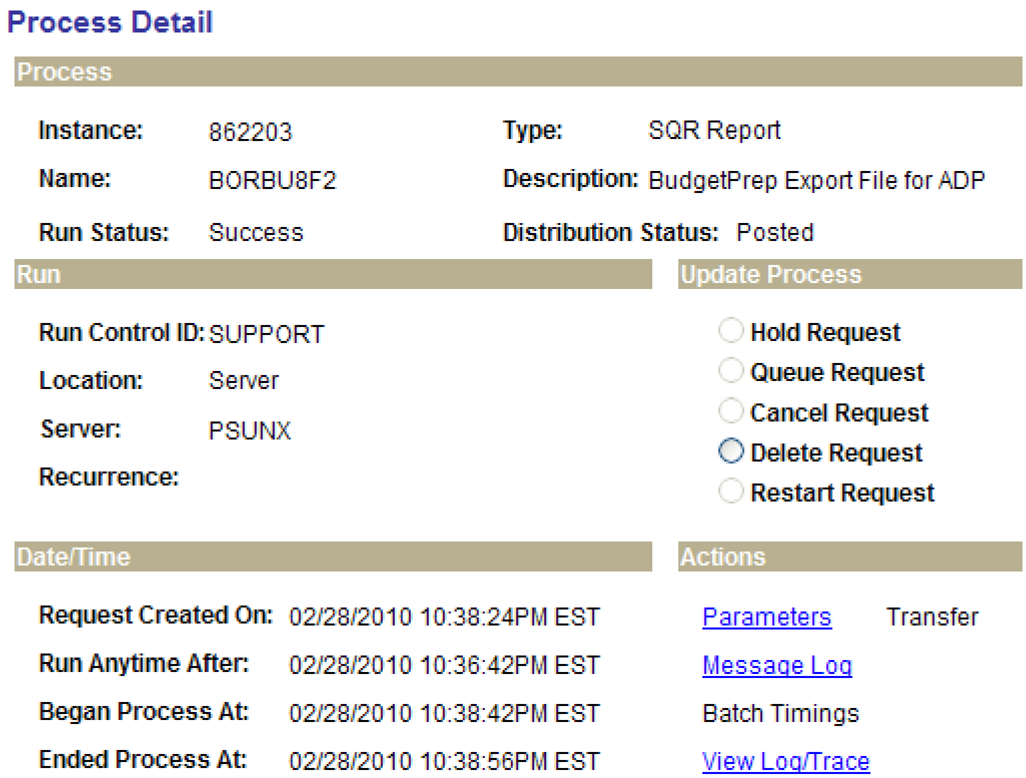
This topic outlines steps to run the Export HR/Payroll process. The process name is BORBU8F2.

Step	Action
1.	This process creates or updates the following information in the HR/Payroll system. •**Job Data:** Up to three new rows may be created on this page. •**Equity Adjustment:** effective dated July 1st of the To Budget Year. •**Raise:** effective dated as of the Raise Effective Date that is specified in the Budget Preparation module. •**End Appointment:** 10 month faculty will receive an End Appointment row that is effective dated June 1st of the To Budget Year. **Note:** Any newly created row could also have Department, Job Code, and/or Salary changes as well. •**Position Data:** New position rows will be created for July 1st of the To Budget Year. Changes will include the new budget amount for a position, as well as any Department or Job Code changes for a position. **Note**: Changes made in the Budget module to Department or Job Code will overwrite any changes made to those values in the HR/Payroll system after the initial extract to Budgets. •**Department Budgets:** The entire Department Budget definition for the new fiscal year will initially be created from the Budget Preparation module.
2.	Click the **BOR Menus** link. 
3.	Click the **BOR Budget Prep** link. 
4.	Click the **Budget Prep Processing** link. 
5.	Click the **Export HR/Payroll** link. 

Step	Action
6.	Click the **Find an Existing Value** tab. To enter or Search for an existing Run Control ID: 
7.	Else click the **Add a New Value** tab. Add a New Value
8.	Enter "**EXPORTHR**" in the **Run Control ID** field.
9.	Click the **Add** button. Add
10.	Once the Run Control ID has been entered by Finding an Existing Value or Adding a New Value the **Export HR/Payroll** page will be displayed: 
11.	Enter or Search for the Business Unit: Business Unit
12.	Click the radio button for **Create Test Export File for ADP** . The test file may be exported to ADP multiple times for validation purposes.

Step	Action
13.	Click the **Run** button. 
14.	The **Process Scheduler Request** page will open. Default values will be pre-populated: 
15.	Click the **OK** button.  This will return the window to the **Export HR/Payroll** run page.
16.	Click the **Process Monitor** link. 
17.	Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>18.</td><td>Click the Details link to view the Process Detail.


</td></tr>
<tr><td>19.</td><td>Click the View Log/Trace link to view the Trace file contents. The Trace File contains two files:

- The borbu8f2_xxxxxx.pdf file, which is a printed report of the data contained in the export file.
- The epxp001XXX.txt file, where XXX represents the first three digits of the Business Unit. This file will be retrieved by an ADP auto process for loading the new budget data into the HR/Payroll system.</td></tr>
<tr><td>20.</td><td>Congratulations. **Exporting Changes to HR/Payroll** is complete.

End of Procedure.</td></tr>
</table>