


Budget Prep Updates

GeorgiaFIRST Wimba Training Series


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Agenda

- Wimba Ground Rules
- Review Today's Objectives
- Budget Prep Process Flow
- ADP's Role in Budget Prep
- Review changes in PSFIN in Budget Prep Module
- Q & A


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Wimba Ground Rules

- To ask a question, please use the Chat box
- Submit your question to "Main Room"
- We may hold questions to the end of the session
- If you lose sound, try leaving the classroom and then re-entering
 - Phone-in for Audio: 201-549-7592
 - Pin: 17503389


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Primary Focus for Today

- Detail the changes and updates in the Budget Prep process, due to the incorporation of ADP


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Objectives

- Review the entire Budget Prep process from start to finish
- Identify how ADP has been incorporated into the Budget Prep Process
- Define how Budget Prep files are created in EV5
- Identify how data is loaded in EV5 at the conclusion of the Budget Prep process


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Objectives

- Detail the changes in loading information from ADP for Personal Services budget data
- Identify the changes in exporting information from Budget Prep module to ADP

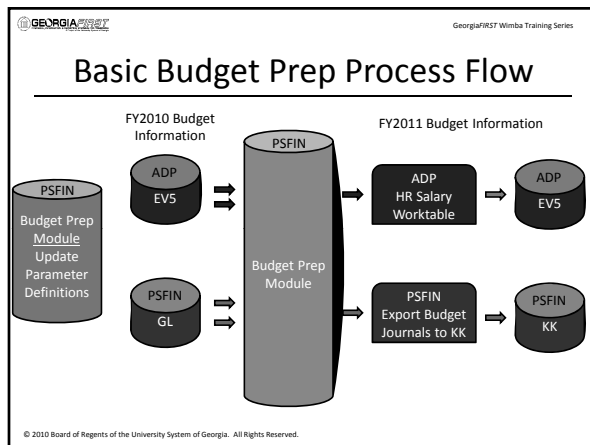
© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

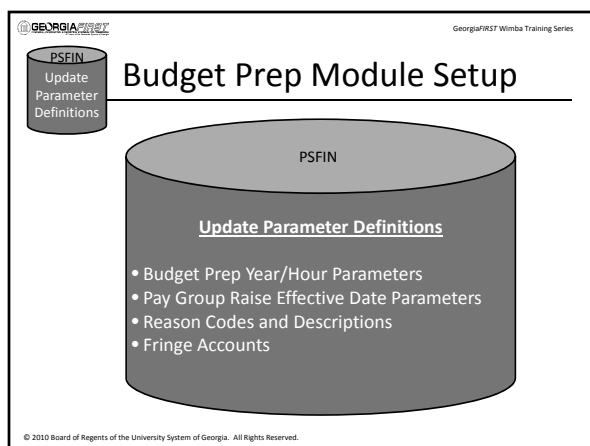


Overview of Budget Prep Process Flow

Budget Prep Updates

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.





ADP

EV5

FY2010 Budget Information

ADP

Personal Services Data

Verify Output

- EPOH009 – Budget Prep Outbound
- EPOH015A – Account Code Data
- EPOH015B – Department Data
- EPOH015C – Jobcode Data
- EPOH015D – Position Data

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

ADP

EV5

FY2010 Budget Information

ADP

Personal Services Data

- BP loads the following that is effective on 7/1 of new budget year from ADP via epoh009.txt data file:
 - Job Data
 - Position Data
 - Department Budget Data
 - Account Code Data
- Data populates the Personal Services records in Budget Prep Module

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

ADP

EV5


FY2010 Budget Information

ADP

Personal Services Data

- For Fulltime, benefited employees in a single incumbent position, Budget prep loads the demographic info, job data info, health benefit info, and retirement info
- ADP Data is grouped on the data file as...

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.




FY2010 Budget Information

ADP
Data File epoh009.txt

- Contains the following rows for FT, benefitted employees in a single incumbent position:
 - Demographic Information – D Row
 - Job Earnings Distribution Information – J Row
 - Retirement Information – R Row
 - Health Benefit Information – H Row

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.




FY2010 Budget Information

ADP
Personal Services Data

- For Part Time, Vacant, or Lump Sum positions, Budget Prep loads the demographic information and job data information
- Contains the following rows for Part Time, Vacant, or Lump Sum positions:
 - Demographic Information – D Row
 - Job Earnings Distribution Information – J Row

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.




FY2010 Budget Information

PSFIN
Non-Personal Services Data

- Starting Point for Non-Personal Services budgets is GL Budget Tables
- Budget Prep extracts:
 - Revenue Estimates
 - Non-Personal Services APPROP and ORG budgets
 - Non-Personal Services Grant Budgets
- Amount is calculated as Original Budget +/- any permanent changes.

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.



Manipulate/Create Budget


PSFIN

Budget Prep Module

- Create PLANNING version of budget from REFERENCE version
- Perform mass updates/what-if analyses
- Create CURRENT version of budget
- Perform online updates
- Generate and Update Fringe Benefit Estimates
- Run Build Financials Process

Run inquiries and reports to analyze data

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.




Manipulate/Create Budget

PSFIN

Budget Prep Module

- After updating budget data, the data files that are created during the export processes are exported back to ADP and PS Financials.

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.




FY2011 Budget Information

Export Back to ADP

- All salary changes for specific employees result in new job data rows in ADP
- Changes to vacant positions, lump-sum positions, etc., result in updated Position Data budget values
- Budget Prep automatically creates Department Budget Tables for new Budget Period

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.



GeorgiaFIRST Wimba Training Series


ADP
HR Salary
Worktable

FY2011 Budget Information

[Export Back to ADP](#)

- Changes to funding associated with a position result in new rows in the Department Budget Table pages specific to that position.

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.



GeorgiaFIRST Wimba Training Series


ADP
HR Salary
Worktable

FY2011 Budget Information

[ADP](#)

- BORBU8F2 Process in Budget Prep creates the EPXP001 files to be loaded into ADP
- Loads D and J rows into the HR Salary Worktable
 - EP_SAL_WRK_CORE
 - EP_SAL_WRK_JED

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.



GeorgiaFIRST Wimba Training Series


ADP
EV5

FY2011 Budget Information

ADP
[EV5](#)

- EPBH011 Budget Prep Load to EV5 from HR Salary Worktable
- Run Report Mode*
- Run Report and Update Mode*
- *EPBH001 should be run in Report Mode and errors corrected before the "final" checkbox in Budget Prep is checked

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series


PSFIN
 Export Budget
 Journals to KK

FY2011 Budget Information

PSFIN

- Budget Prep exports budget journals to Commitment Control to create the budget for the new year
 - All budgets, including Personal Services and fringe benefit estimates will be loaded into GL
 - Budgets created in Budget Prep become the KK budgets
 - Actuals Ledger transaction data is maintained separately from KK budget data

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series


PSFIN
 Export Budget
 Journals to KK

FY2011 Budget Information

PSFIN

- BORBU8F1 – Financials Export
- Export budget journals to Commitment Control
- Can only be exported once per Budget Development Cycle

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

PSFIN

KK

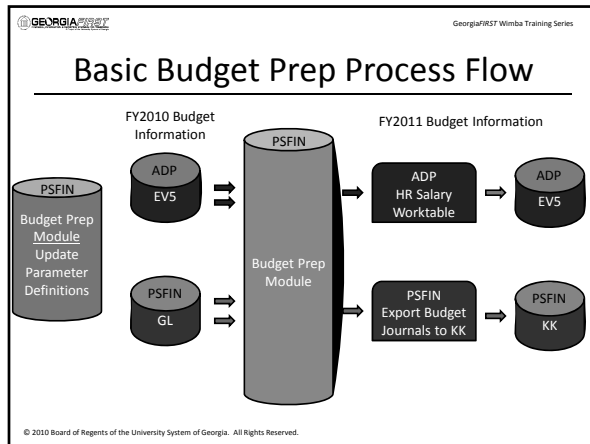
FY2011 Budget Information

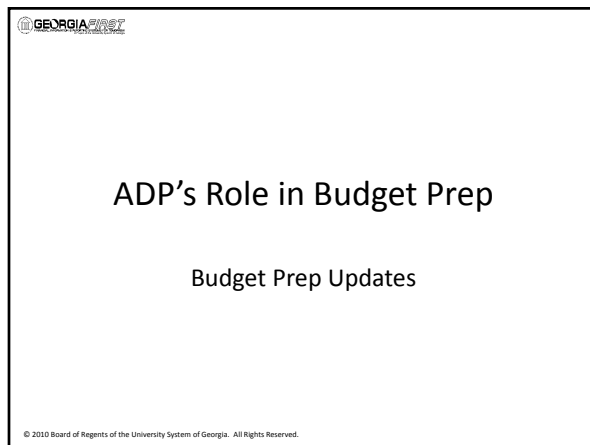
PSFIN

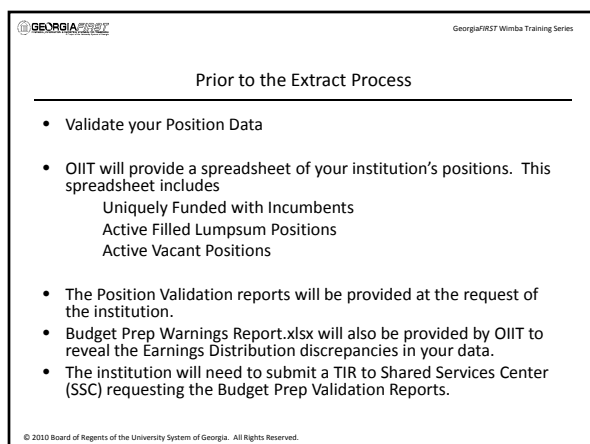
Commitment Control


- Post budget journals in Commitment Control
- The following budgets created in BP become KK Budgets/Ledgers:
 - Appropriation
 - Organization
 - Project/Grant
 - Revenue Estimate

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.









GeorgiaFIRST Wimba Training Series

How has ADP been incorporated into the Budget Prep Process

- Data is extracted from EV5 to populate Budget Prep
 - Employee Salary / Position Data
 - Epoh009 – extracts data out of EV5
- Extracted data is updated in Budget Prep and exported into EV5
 - Epxp001 - loads data to work table
 - Ebbp011 – inserts rows for Salary and Position


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

How Budget Prep files are created in EV5

- Three types of records will be captured by EPOH009 extract process
 - Active, filled single incumbent positions
 - Active, Vacant single incumbent positions
 - Lump Sum positions

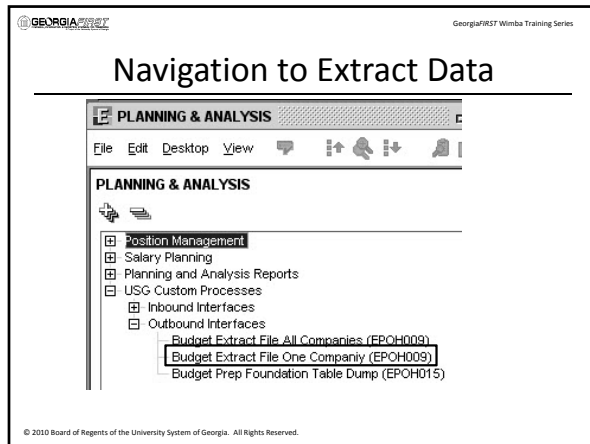
© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

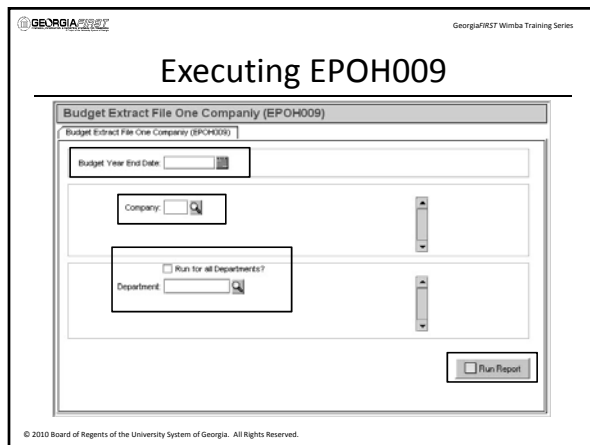

GeorgiaFIRST Wimba Training Series

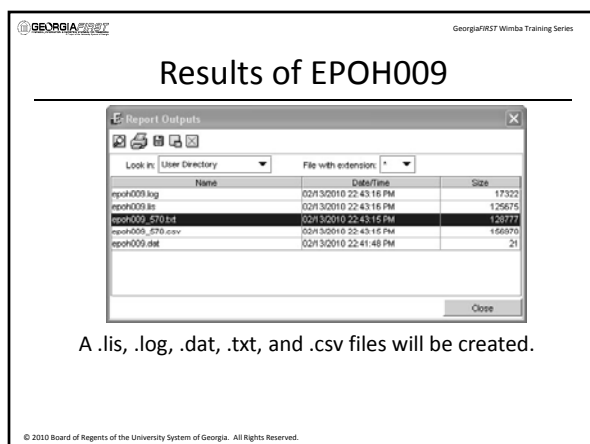
How Budget Prep files are created in EV5


- **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-lumpsum positions.
 - A single R (Retirement) record will be written for all occupied non-lumpsum positions.

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.



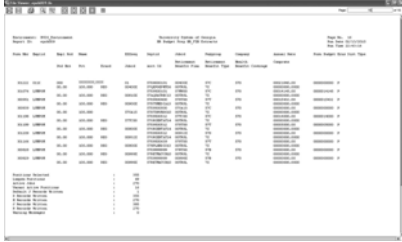






GeorgiaFIRST Wimba Training Series

EPOH009 Report

The lis report will contain the detail of the positions information that will appear on the file.



© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series


Validation Totals

The last page will show number of positions extracted and the various types of positions.

Positions Selected	:	355
Lumpsum Positions	:	69
Active Jobs	:	270
Vacant Active Positions	:	16
Default J Records Written	:	1
D Records Written	:	355
H Records Written	:	270
J Records Written	:	385
R Records Written	:	270
Warning Messages	:	0

These totals will be used to validate the data is imported into the Budget Prep module.

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

How to Validate Extract

Validate the data that was extracted and loaded by executing queries in PeopleSoft Budget Prep.


- BOR_BP_AGG_GRANTS
- BOR_BP_BUDAGG
- BOR_BP_ORIG_SAL_NAMES
- BOR_BP_ORIG_SAL_NONAME

Add the results of BOR_BP_ORIG_SAL_NAMES and BOR_BP_ORIG_SAL_NONAME to get the same data as extract (epoh009)

Use the epoh009nnn.csv to compare with Budget Prep Queries.

Pivot Tables
VLOOKUP Function

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series


How to Validate Extract

Query will show split funding coming in as 100% for both rows.

To correct this, after you have added the results of BOR_BP_ORIG_SAL_NAMES and BOR_BP_ORIG_SAL_NONAME together, insert a column next to the Proposed Salary column (M). Enter the formula to multiply the Proposed Salary (M) * Distr %.

You can then total the new column to arrive at the Sum of your Proposed Salaries.

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

How to Validate Extract

Validate Paygroup and Job Code on Vacant and Lump Sum Positions

PeopleSoft Version 8 – the Paygroup was not on position.


When the conversion occurred, EV5 needed a Paygroup.

This Paygroup was derived based on Jobcode.

You need to validate the Position has the correct Jobcode associated with the PayGroup.

A pivot table can be created in the epoh009.csv file on PayGroup to compare PayGroup Totals.

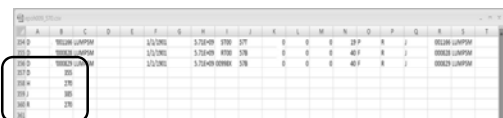
© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

How to Validate Load into Budget Prep

Use the epoh009nnn.csv to compare with Budgets

HR/Payroll Load BORBU8HX .pdf

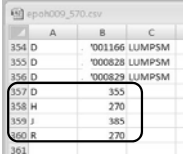


Epoh009nnn.csv will have at the end of the file totals for the various types of records.

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST Wimba Training Series

How to Validate Load into Budget Prep



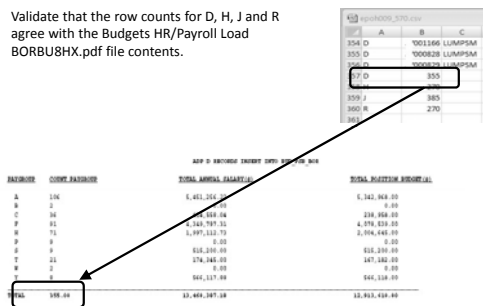
- D = Demographic
- J = Earnings Distribution rows
- H = Health record
- R = Retirement record

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST Wimba Training Series

How to Validate Load into Budget Prep

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



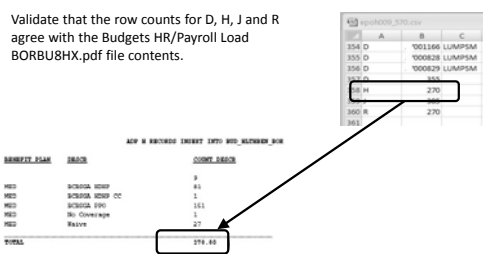
ACCOUNT	COUNT	TOTAL ANNUAL SALARY	TOTAL BUDGETED BUDGET
A	156	5,451,243.00	5,142,943.00
B	2	0.00	0.00
C	30	1,000,000.00	238,858.00
D	355	4,378,235.00	4,378,235.00
E	71	1,000,000.00	2,000,000.00
F	0	0.00	0.00
G	0	0.00	0.00
H	270	1,000,000.00	1,000,000.00
I	0	0.00	0.00
J	385	1,000,000.00	1,000,000.00
K	0	0.00	0.00
L	0	0.00	0.00
M	0	0.00	0.00
N	0	0.00	0.00
O	0	0.00	0.00
P	0	0.00	0.00
Q	0	0.00	0.00
R	270	1,000,000.00	1,000,000.00
S	0	0.00	0.00
T	0	0.00	0.00
U	0	0.00	0.00
V	0	0.00	0.00
W	0	0.00	0.00
X	0	0.00	0.00
Y	0	0.00	0.00
Z	0	0.00	0.00
TOTAL	156	13,451,243.00	13,451,243.00

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST Wimba Training Series

How to Validate Load into Budget Prep

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



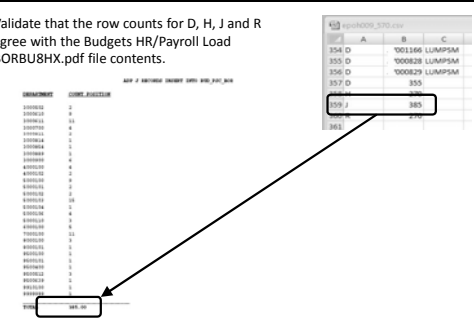
ACCOUNT	COUNT	TOTAL ANNUAL SALARY	TOTAL BUDGETED BUDGET
A	156	5,451,243.00	5,142,943.00
B	2	0.00	0.00
C	30	1,000,000.00	238,858.00
D	355	4,378,235.00	4,378,235.00
E	71	1,000,000.00	2,000,000.00
F	0	0.00	0.00
G	0	0.00	0.00
H	270	1,000,000.00	1,000,000.00
I	0	0.00	0.00
J	385	1,000,000.00	1,000,000.00
K	0	0.00	0.00
L	0	0.00	0.00
M	0	0.00	0.00
N	0	0.00	0.00
O	0	0.00	0.00
P	0	0.00	0.00
Q	0	0.00	0.00
R	270	1,000,000.00	1,000,000.00
S	0	0.00	0.00
T	0	0.00	0.00
U	0	0.00	0.00
V	0	0.00	0.00
W	0	0.00	0.00
X	0	0.00	0.00
Y	0	0.00	0.00
Z	0	0.00	0.00
TOTAL	156	13,451,243.00	13,451,243.00

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST Wimba Training Series

How to Validate Load into Budget Prep

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

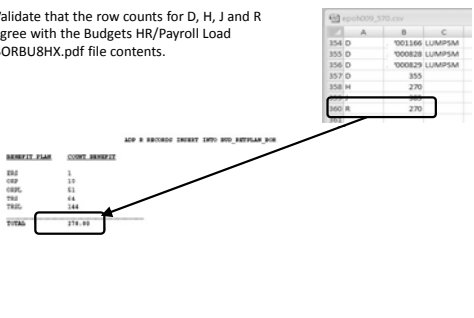


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST Wimba Training Series

How to Validate Load into Budget Prep

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

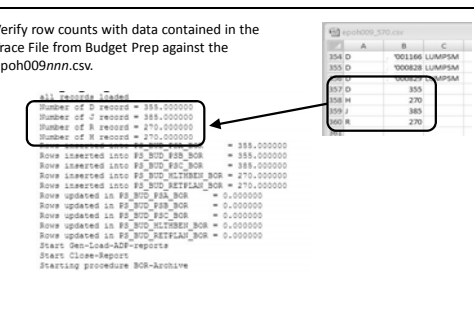


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST Wimba Training Series

How to Validate Load into Budget Prep

Verify row counts with data contained in the Trace File from Budget Prep against the epoh009nnn.csv.



© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

How to Validate Load into Budget Prep

Sum columns for Annual Rate and Position Budget in the eph009_nnn.csv file

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	File Type	Position	Emplid	Acct Nbr	Name	EffStt	EffSeq	Deptid	Jobcode	Paygroup	Company	Annual Rte	Pos Budget	Std Hrs
133	D	57001209	LUMPSSM			1/1/1901		5.71E+09	00902X	570		570	0.00	0.00
134	D	57001066	LUMPSSM			1/1/1901		5.71E+09	570700	577		570	0.00	0.00
135	D	57000829	LUMPSSM			1/1/1901		5.71E+09	570700	578		570	0.00	0.00
136	D	57000829	LUMPSSM			5/1/1901		5.71E+09	00900X	578		570	0.00	0.00
137	D	105										13468897.18	12913610.00	
138	H	270												
139	J	385												
140	R	270												
141														

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

[illegible]

GeorgiaFIRST
WIMBA TRAINING SERIES


GeorgiaFIRST Wimba Training Series

How data is loaded in EV5 at conclusion of Budget Prep process

Two processes load the Budget Prep data into EV5

- Epxp001 – Loads into a work table
- Epbp011 – Inserts data rows in EV5


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

How data is loaded in EV5 at conclusion of Budget Prep process


The file `epxp001nnn.txt` generated from the Budget Prep module needs to be uploaded into the EV5 Report Outputs directory for the `epxp001` process to locate the file for import.

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.



GeorgiaFIRST Wimba Training Series

Loading the exp001nnn.txt into EV5

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

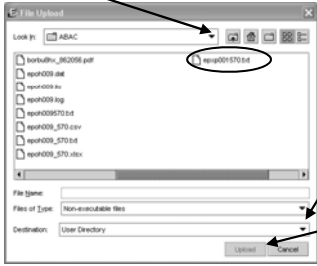


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Loading the exp001nnn.txt into EV5


Select the location where the `epxp001nnn.txt` was stored.



Use the ▼ for Destination to select User Directory.

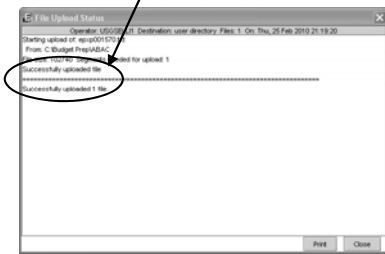
Click the Upload button

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.



 GeorgiaFIRST Wimba Training Series

Loading the expx001nnn.txt into EV5

Validate the load is successful.

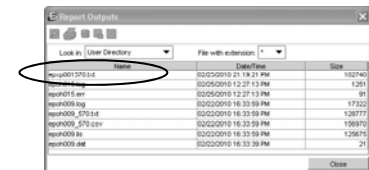


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


 GeorgiaFIRST Wimba Training Series


Loading the expx001nnn.txt into EV5

You will now see the file in the Report Outputs in EV5.



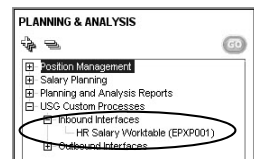
You can now run the expx001 to load the Budget Prep data into the Work table.

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


 GeorgiaFIRST Wimba Training Series

Navigating to HR Salary Worktable (Expx001)

To load the Budget Prep data into the Work table you need to navigate to the process in the Planning & Analysis Functional Group.



© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST Wimba Training Series

Executing HR Salary Worktable (Epxp001)

Run the process in Run Report Only mode first.

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST Wimba Training Series

Executing HR Salary Worktable (Epxp001)

Epxp001 will produce a .csv, .log, .lis and .dat file.


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST Wimba Training Series

Validating HR Salary Worktable (Epxp001)

Comparison of the Epxp001.lis report can be made against the Schedule G-1 that is produced in the Budget Prep module. The report is in the same format as the G-1.

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Validating HR Salary Worktable (Epxp001)

The last page of the epxp001.lis lists the totals for the report along with the record count. These totals can be compared with the Schedule G-1 Totals.

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
-----

```

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series


Validating HR Salary Worktable (Epxp001)

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.

Note: A later session will be provided to give information on validation of the data being loaded into EV5.

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series


Correcting HR Salary Worktable (Epxp001)

Incorrect data within the data loaded into the worktable will need to be corrected in the Budget Prep module.

The export will be performed again and loaded into the work table.

The export and load can be performed as many times as needed as long as you haven't identified the export as the "Final" from Budget Prep.

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.



GeorgiaFIRST Wimba Training Series

Final Export from Budget Prep

On the “Final” export you will load (epxp001) the file once more as Run Report Only to validate the data is correct.

Run exp001 in Run Report and Update the Database to load the data into the work table to create the rows to insert into EV5


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series


Budget Load (epbh011)

Budget Load (epbh011) will create the rows to insert into Position Management and Employee Data rows


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Navigation to Budget Load (epbh011)



© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Budget Load (epbh011)

Budget Load (EPBH011)


[Budget Load Report \(EPBH011\)](#)
[Budget Load Update \(EPBH011\)](#)
[Budget Load Clear Trigger \(EPBH011\)](#)

Report
☒ Run Report Only

Company:

Effective Date:

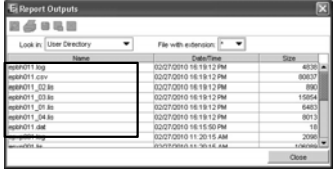
© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series


Budget Load (epbh011)

The execution of Budget Load (epbh011) will produce the following

- epbp011.log
- epbp011.dat
- epbp011_01.lis shows the Employee Errors
- epbp011_02.lis shows the Position Errors
- epbp011_03.lis shows Employee Warning
- epbp011_04.lis shows Position Warnings
- epbp011.csv



© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Budget Load (epbh011) Reports

epbp011_01.lis shows the Employee Errors
(Errors will not be loaded into EV5)


EMPLID	NAME	DEPTID	VALUE	MESSAGE
100000	20100000, MURPHY, J	07000000	000	EMPLID does not exist
100000	100000, MURPHY, J	07000000	000	EMPLID does not exist

Recruitment: BWS Recruitment
 Report ID: epbh011_01

University System of Georgia
 Budget System Load Error Report

Page No.: 1
 Run Date: 03/02/2010
 Run Time: 10:10:09

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Budget Load (epbh011) Reports

epbp011_02.lis shows the Position Errors
(Errors will not be loaded into EV5)


Environment: EV03 Environment
 Report ID: epbh011_02
 Run Mode: Report Only

University System of Georgia
 Budget Position Load Error Report

Page No.: 1
 Run Date: 02/17/2010
 Run Time: 10:50:52

POSITION_NBR	COMPANY	VALUE	MESSAGE
There are No Positions With Errors			
Report Only Run - No database updates have occurred			

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Budget Load (epbh011) Reports


epbp011_03.lis shows Employee Warning
(Warnings will be loaded into EV5)
You will have to make manual corrections in EV5.

Environment: EV03 Environment
 Report ID: epbh011
 Run Mode: Report Only

Automatic Data Processing, Inc.
 Budget Salary Load Warning Messages Report

EMPLID	NAME	VALUE	MESSAGE
0000421	Carter, Stephanie E	2100001000	WM: DEPTID is different than previous
0000421	Carter, Stephanie E		WM: Report's NO_ID is now blank
0000421	Carter, Stephanie E	210	WM: DEPTID has changed. Location needs to be verified.
0000421	Carter, Stephanie E	00000	WM: DEPTID has changed. Reporting Location needs to be verified.
0000421	Carter, Stephanie E	21T	WM: Paygroup is different than previous
0000421	Carter, Stephanie E	000000	WM: Absence is different than previous

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Budget Load (epbh011) Reports


epbp011_04.lis shows Position Warning
(Warnings will be loaded into EV5)
You will have to make manual corrections in EV5.

Environment: EV03 Environment
 Report ID: epbh011
 Run Mode: Report Only

Automatic Data Processing, Inc.
 Budget Position Load Warning Messages Report

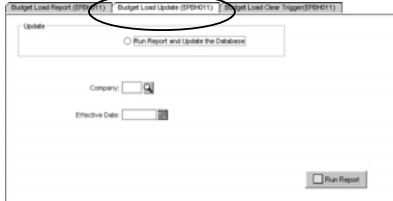
POSITION_NBR	COMPANY	VALUE	MESSAGE
21000011	210	21T	WM: Existing paygroup is different than the Paygroup that is being
21000011	210	01-JUL-2010	WM: this date position condition exists already.
21000011	210	01-JUL-2010	WM: this date position condition exists already.

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.



GeorgiaFIRST Wimba Training Series

Budget Load (epbh011)

To create the actual rows in EV5, you must execute the Budget Load (epbh011) in Run Report and Update the Database.



© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series


Validating Budget Load (epbh011)

Validate rows have been entered in EV5

Employee Records (People – Personnel Actions – Change Job/Position Information – Change Job/Position – Compensation Details Tab)

Position Records (Planning & Analysis – Position Management – Update Positions – Position Information – Compensation and Accounting Tab)


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.



Review Changes in PSFIN in Budget Prep Process

Budget Prep Updates


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Overall Major Changes

- Personal Services Data now comes from ADP EV5 Data File instead of PSHRMS
- Budget Prep panels now include Business Unit
- When exporting data back to ADP, can rerun process until “final” is checked

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Updating Parameters

- Use the following when specifying Budget Prep Year/Hour Parameters:

Budget Prep - Years & Hours


'From Budget Period:

'To Budget Period:

To Budget Period Hrs:

Max Raise Rate:


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Updating Parameters

- When setting 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


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Differences in Extracting from HRMS and Loading from ADP

- A data file (epoh009.txt) will be pulled from the ADP production database and saved in a TEMP file for loading into Budget Prep
- The process will initiate a browsing option to look for the file
- The file will have a .txt extension

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Differences in Extracting from HRMS and Loading from ADP

HRMS to BP Load

Run Control ID: **BPL000** [Report Manager](#) [Process Monitor](#) [Run](#)

Process Parameters


Business Unit:

Server File Name:

Local File Name:

[Add](#) [Delete](#) [View](#) [Detach](#)

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.



GeorgiaFIRST Wimba Training Series

Differences in Extracting from HRMS and Loading from ADP

[Browse...](#)

[Upload](#) [Cancel](#)


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Differences in Extracting from HRMS and Loading from ADP

- The data file that is pulled from ADP will contain the following rows:
 - D: Rows that contain Demographic Information
 - J: Rows that contain Job Information
 - H: Rows that contain Health Benefit Information
 - R: Rows that contain Retirement Information


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Differences in Extracting from HRMS and Loading from ADP

- A PDF report will be created during the process that will show the following:
 - Row count for each row type
 - Total annual salary and total position budget for each Pay Group
 - Number of positions by Department
 - Number of positions in each Retirement and Health Benefit option
- Report is found in the View Log/Trace link in the Process Details (on the Process Monitor)


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Processing Financials Extract

- Business Unit has been added
- On first extract, it is still recommended that you run it for all departments
- Loads Non-Personal Services budget info
- Must complete all parameter definition prior to running extract process

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Processing Financials Extract

FIN Budget Extract

Run Control ID: 980FHEXT

Report Manager

Process Monitor

Run

Language: English

Default Values

Business Unit: 98000

From Department:


All Departments: ☒

Save

Add

Update/Display


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Budget Copy/Mass Updates

- No major changes when making copies of different budget versions
- No major changes when performing mass updates (or what-if analyses)

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Budget Copy Process

Budget Copy Details

Run Control ID: 980FHEXT

Report Manager

Process Monitor

Run

Language: English

Business Unit: 21000

Budget Action: Copy

Version for BOR REFERENCE

To Version: PLANNING

☐ Copy as Current Version?

Save

Return to Search


Previous in List

Next in List

Add

Update/Display

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

What-If Analysis

Mass Updates

Run Control ID: WHATIF Report Manager Process Monitor Run

Language: English

Business Unit: 76000 Budget Type: Personal Services

Version: PLANNING

Pay Group: 76A

Fund Code:


Process: All Filled Vacant

Account Range: From: To:

Change Type: Percent Percent: 3.000 Amount: 0.000000

Save Add Update/Display


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Analyzing Results of “What-If” Analysis

- Inquire on Personal Services
- Inquire on Non-Personal Services
- Create query on record BUD_PSB_BOR
 - Include criteria for:
 - SetID
 - BUD_VERSION_BOR = PLANNING

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Performing Online Updates

- Still done on CURRENT budget version
 - Copy PLANNING to CURRENT (BP.020.010)
 - Delete unwanted PLANNING versions
- Update Personal Services Budgets Online
- Update Non-Personal Services Budgets Online
- Update the Revenue Estimate Budgets Online
- Update the Grants Budgets Online (Non-Personal Services)

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST
Wimba Training Series

Update Fringe Benefit Estimates

Fringe Updates

Version: CURRENT Department: 010010000
Position Number: 01000011 Clean School of Arts & Sciences Payroll ID:
Employee: 0100053 Name: JMI

Account	Fund	Department	Program	Class	Project	Line Type	Rate/Rate	Processed Amount	Lock	Plan Type	Benefit Plan	Contract Code
1 551000	10000	01000000	11100	11000		FICA EMP	6.20	6,575.10	<input type="checkbox"/>			
2 551200	10000	01000000	11100	11000		FICA MED	1.45	1,537.73	<input type="checkbox"/>			
3 552000	10000	01000000	11100	11000		RETIRE (%)	9.74	10,329.27	<input type="checkbox"/>	7Z	TRIS	
4 553000	10000	01000000	11100	11000		LIFE	500.00	5,500.00	<input type="checkbox"/>	12	WED	07

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST
Wimba Training Series

Build Financials Process

- Aggregates all Personal Services, Fringe Estimates, Non-Personal Services, Revenue Estimates, and Grant Budget data in both summary and detail
- Aggregate Financials Budget (AFB) table supports reporting by presenting a complete budget picture in a consistent format

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST
Wimba Training Series

Build Financials Process

- Can build the AFB table as many times as needed
- Two tables generated during process:
 - BUD_AGGDET_BOR
 - Detailed Financials budget data
 - BUD_JRNLBLD_BOR
 - Summary of Financials budget data
 - List of all budget journals that will be created during Export to Financials process

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST Wimba Training Series

Build Financials Process

Build Financials

Run Control ID: BUILD [Report Manager](#) [Process Monitor](#) [Run](#)

☒ Create Aggregate Budget Table
 Budget Period: 2011

Depth Values

Business Unit: [Q](#)

From Department: [Q](#)

☒ All Departments

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST Wimba Training Series

Inquiries

- Aggregate Detail Inquiry
- Personal Services Inquiry
- Non-Personal Services Inquiry

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

GeorgiaFIRST Wimba Training Series

Aggregate Detail Inquiry

AGG Detail Inquiry

*BUD: *LID: *BUDGET SOURCE: *BUDGET PERIOD:
Personal Services

Fund: *Fund: *Fund: *Fund:
% % % %

*Fund: *Fund: *Fund: *Fund:
% % % %

[Search](#)

Account	Fund	Dept	Program	Class	Project	Budget Period	Encumbrance Budget	Source	Position Number	EmpID
1 500000	10500	1111020	11100	11000		2010	25,580.00 APPROP	PSV	00000003	25
2 500000	10500	1111020	11100	11000		2010	5,949.00 APPROP	PSV	00000004	LUMP SUM
3 500000	10500	1111020	11100	11000		2010	21,110.00 APPROP	PSV	00000006	38
4 500000	10500	1111020	11100	11000		2010	47,052.00 APPROP	PSV	00000007	38
5 500000	10500	1111020	11100	11000		2010	0.00 APPROP	PSV	00000008	LUMP SUM
6 500000	10500	1111020	11100	11000		2010	0.00 APPROP	PSV	00000009	LUMP SUM
7 500000	10500	1111020	11100	11000		2010	0.00 APPROP	PSV	00000011	33
8 500000	10500	1111020	11100	11000		2010	63,872.00 APPROP	PSV	00000012	62
9 500000	10500	1111020	11100	11000		2010	63,867.00 APPROP	PSV	00000013	28
10 500000	10500	1111020	11100	11000		2010	50,225.00 APPROP	PSV	00000014	18

Total Proposed Budget: \$133,596,055.00

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.

Personal Services Inquiry

Inquiry - Personnel Services									
Department: 1111130 Sociology Anthropology & C.J.		Budget Period: 2009	Version for BDR:	REFERENCE					
Position Number(s):		Job Code/Group(s):							
File Group	Job Code	Position Number	Description	Planned Salary	Current Amount	Planned	Planned Amount	Planned	Planned Amount
1 806	110118	00000180		19844.80	19844.80		19844.80	19911.28	
1 807	8000	00000187		5284.00	5284.00		5284.00	5284.00	
3 804	203900	00000188		57911.19	57911.19		57911.19	57911.19	
4 803	201100	00000189		47000.00	47000.00		47000.00	47000.00	
5 803	202400	00000191		48000.00	48000.00		48000.00	48000.00	
7 803	196401	00000192		57200.70	57200.70		57200.70	57200.70	
8 803	202200	00000193		52844.70	52844.70		52844.70	52844.70	

[Return to Search](#)
[Previous in List](#)
[Next in List](#)

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved

Non-Personal Services Inquiry

Applications from External Users **Budget Budgets**

BUD Budget Types: **Budget Types** **Version:** **2007** **Fiscal Period:** **2007**
 Department: **Department/Organization** **Calendar:** **Calendar**

Fund: **Dept:** **Program:** **Class:** **Project:** **Account:**

Account	Fund	Dept	Program	Class	Project	Revenue	Charge	Current Budget	Expended Budget
						FY	Est		
1 000000	10000	1001010	11100	11000		2007	0.00	2,250.00	-2,250.00
2 000000	10000	1001010	11100	11000		2007	0.00	-10,000.00	-10,000.00
3 000000	10000	1001010	11100	11000		2007	0.00	-2,811.00	-2,811.00
4 000000	10000	1001010	11100	11000		2007	0.00	-2,812.00	-2,812.00
5 000000	10000	1001010	11100	11000		2007	0.00	8,900.00	-8,900.00
6 000000	10000	1001100	11100	11000		2007	0.00	0.00	0.00
7 000000	10000	1001110	11100	11000		2007	0.00	-2,520.00	-2,520.00
8 000000	10000	1001110	11100	11000		2007	0.00	-1,411.00	-1,411.00
9 000000	10000	1001120	11100	11000		2007	0.00	-8,900.00	-8,900.00
10 000000	10000	1001150	11100	11000		2007	0.00	0.00	0.00


Total Current Budget: **\$-20,456,031.00** **Total Proposed Budget:** **\$-20,456,031.00**

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved

Reports

- No changes made to reports
- Can still run most for all or one fund code


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved


GeorgiaFIRST Wimba Training Series

Export Journals to Financials

- The Export Journals to Financials process exports the data from summary Aggregate Financials Build table to the Financial system for the “To Budget Year”
- Result is a set of unposted Appropriation, Organization, Revenue Estimate, and Grant budget journals are created
- User may only export budget data to Financials once per budget development cycle


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Export Journals to Financials

- With upgrade to PS V8.9, the process was changed to support Commitment Control:
 - KK_BUDGET_HDR and KK_BUDGET_LN are populated with Budget Prep budgets
 - KK supports multiple journal lines in a journal
 - The interface to Financials creates a separate journal for each department/ledger group combination


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Export Journals to Financials

- Only APPROP, ORG, PROJ_GRT, and REVEST ledger groups are populated
- PRMST_EXP, PRMST_REV ledger groups are not populated
- Run Batch Journal Post process in Commitment Control


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

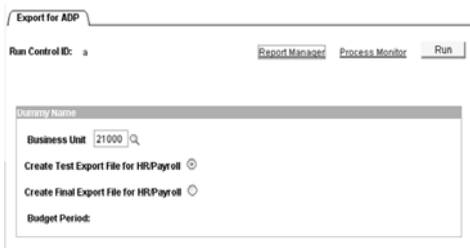
Exporting Changes to ADP

- This process creates the exp001.txt data file to export Personal Services data from Budget Prep to ADP for the “To Budget Year”
- The file created during the “export” process is placed in a local directory to be retrieved by an ADP process initiated by the user
- **Note:** The export process may be performed numerous times until the “Create Final Export file for HR/Payroll” button is checked. Once checked, the process may not be run again!


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Exporting Changes to ADP




© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Exporting Changes to ADP

- Creates/Updates the following info in ADP database:
 - Job Data: Up to three new rows may be created
 - Equity Adjustment: Effective-Dated 7/1 of the “To Budget Year”
 - Raise: Effective-Dated as of the Raise Effective Date specified in Budget Prep


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Exporting Changes in ADP

- Creates/Updates the following info in ADP database:
 - End Appointment (EFA): 10-month faculty will receive an EFA row that is effective-dated 6/1 of the “To Budget Year”
 - Position Data: New position rows will be created for 7/1 of the “To Budget Year”
 - Changes include new budget amount for a position, as well as any department or job data changes for a position


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Summary of Changes

- Primary Changes
 - Personal Services come from ADP Load
 - Personal Services budget info exported to ADP EV5 through epxp001.txt data file
 - Can be rerun until “final” checkbox is selected
 - Business Unit added to Budget Prep panels


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.



Wimba Wrap-Up

Budget Prep Updates


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Primary Focus for Today

- Detail the changes and updates in the Budget Prep process, due to the incorporation of ADP


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Objectives

- Review the entire Budget Prep process from start to finish
- Identify how ADP has been incorporated into the Budget Prep Process
- Define how Budget Prep files are created in EV5
- Identify how data is loaded in EV5 at the conclusion of the Budget Prep process


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Objectives

- Detail the changes in loading information from ADP for Personal Services budget data
- Identify the changes in exporting information from Budget Prep module to ADP


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Support Requests

- ADP Screen or Output:
 - Submit a ticket to Shared Services
- PSFIN Screen or Output:
 - Submit a ticket to OIIT Helpdesk


© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Budget Prep Workshop

- Tomorrow at Macon State College
 - Learning Support Building, Auditorium
 - 9:00 – 4:00
- Registration open until 3:00 p.m. today
 - <http://budgetprepworkshop.eventbrite.com/>

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.


GeorgiaFIRST Wimba Training Series

Questions

© 2010 Board of Regents of the University System of Georgia. All Rights Reserved.
