**Budget Issues Committee**

**May 13, 2013**

Location: Middle Georgia College

Members present: Mary Loomis, Arisa Burgest, Steve Head, Jamie Fernandes, Jan Fackler, Amanda Neff, Robin Wade, Dawn Gamadanis

Members absent: Connie Clark, Bonnie Chamberlin, Melanie White

Guest: Ken Bridges, KSU

**BUDGET PREP ISSUES OVERVIEW:**

1. Job code is not updating on Budget Data panel (Jaimie/GPC) – The job code description changes when the job code on a position is changed in Budget Prep. At issue is that the Position Title remains the same on the page (presumably this is read from ADP position data table). One approach offered by Mary Loomis is making all position job code changes in ADP prior to importing data since the position title is not tied to job code and a position title is campus-specific.

2. FTE/Position Count (Jaimie/GPC) –

a. what does BOR use the data for?

b. What source should be used to determine this?

c. Can we have mapping or based on use suggest mapping?

d. For current year do we use original budget or current amended?

e. Is it position count or full time equivalent?

f. What about split positions, how should they be handled?

g. Does it have any correlation with IPEDS data?

h. what is the mapping for number of positions on Schedule E?

Information item only– approximate number of full time positions at institution:  
 -Savannah State 650  
 - Valdosta 1250  
 - SPSU 500  
 - GPC 1200  
 - Middle Georgia 700  
 - GA Tech 4000 resident instruction + 2000 in sponsored  
 - KSU 2300  
  
3. Ability to update multiple positions when change in ADP account codes (Jaimie/GPC)  
Would like ability to make mass changes in Budget Prep when change in ADP account code. Currently each position would have to be pulled up and changed. This takes significant time.  
  
4. Ability to remove $0 budget lines when loading budget and on also on schedules. (Jaimie/GPC) This could occur if you have a department that is changing its funding source and you place a $0 amount in prior funding line but do not wish to bring in a $0 budget journal when loading into PeopleSoft Financials. Although the journal can be deleted in Financials it would be efficient if an option could be added on the panel to remove the line when loading the journals and to exclude the line on the Budget Prep schedules. Other options discussed – perform position cleanup and inactive positions prior to import into Budget Prep; recommendation for BOR to add an inactive position flag on a page to mark it as inactive.

5. BOR\_BUDAGG was not updating the last few days prior to budget submission deadline. A recommendation for BOR to provide a campus alert especially during Budget Prep when table replication has failed or is not being performed as usual.

Additionally, what tables in budget prep are not updating real time? All tables impacting budget prep should be updated daily. What other tables are not updated daily and what impact, if any, does it have on processes taking place at institutions. The Department table was mentioned specifically which could affect ability to timely complete budget prep if a new department is added and it’s not updating (replicating) in real time.   
  
6. On the Grants Budget Inquire screen only allows ability to pull by project id, we need ability to pull by department as well. (Jaimie/GPC)

7. Need to inquire as to plan for BudgetPrep when USG moves to next PeopleSoft version. Budget Prep was added as a bolt on in current system and we would like opportunity to add input prior to next conversion.

8. Is it possible to add an audit trail report to budget prep system? (Jan/Valdosta) Currently when making changes you have to keep manual notes of what and why a change was made, would like ability for system to note all changes and ability to make notations when desirable.

9. On the USG Budget Online system, (Steve/GATech)

a. Is it possible when you login that your institution’s information automatically populates instead of having to search in the drop down menu for your institution? The system should recognize the institution based on the login.

b. For institutions with B units, can a summary or consolidated schedule be added that automatically populates from the individual schedules?

10. On the Personal Services online updates in Budget Prep, need to extend the department field to accept the full HR deptid (10 characters) instead of only seven characters which requires you to search for the department in the drop down.

11. When making “mass updates” in Budget Prep need ability to add a range for fund group instead of single fund group. Also, after clicking “Run” button the next step should take you directly to process monitor not return you to mass update screen.

12) Fringe benefits total on Schedules E and E-1. (submitted after meeting by Melanie/Columbus)

Consolidated Funds for Auxiliary - the amounts did not match for the fringe benefits total. The schedule E fringe benefits total was more than the schedule E-1 fringe benefits total. The amount it was off was the total fringe benefits for food services fund 12220. All of the individual E and E-1 schedules matched for the fringe benefits total for each Auxiliary fund.  It looks like the consolidated E-1 for all Auxiliary funds did not pick up the fringe benefits amount for fund 12220 but the consolidated E schedule for all Auxiliary did pick up the fringe total for fund 12220.

**KSU’s Budget Prep Report Demonstration**

After budget issue discussions, Ken Bridges provided a demonstration of KSU’s Budget Prep reports to the group. These same reports were shared with USG IT staff on February 4th with the recommendation to replicate some of them in the Budget Prep system through a report or query tool. Information provided to USG IT included screenshots and coding for each of the reports. BOR IT is expected to release new Budget Prep reports in December.

Demonstration included the following reports:

- Fund/Class Balance Summary/Detail/Department Rollup

- Inactive positions report

- Fund Position Counts

- ADP Code exceptions report (reflects inactive ADP codes in Budget Prep or future dated ADP codes)

- Revenue, Personal and Non-Personal Changes (compares current budget to proposed budget)

- Fringe exception report (identifies budgeted positions without fringes and non-budgeted positions with fringes)

- Grant funded positions

- Year over Year comparison (compares prior original budget amounts to proposed budget amounts over multiple years)

- OPB Fund by Expense and OPB Fund by Function report (replicate the USG On Line Budget Reports and eliminate the need to run multiple schedules from Budget Prep to update report)

**Tasks:**

Document issues/inquiries; provide recommended solutions where appropriate; submit to BOR/IT or Fiscal Affairs Office accordingly.

**Next meeting Time and Topic:**

June 11th at Middle Georgia State College/ Year-end processes & controls, Budget Override