Fiscal Year 2020 Budget Prep
User Guide

Georgia*FIRST* Financials
&
OneUSG Connect

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Fiscal Year 2020 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.

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- How to update Budget Prep Parameters
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CHAPTER 1: INTRODUCTION TO BUDGET PREP

Each year, the University System of Georgia (USG) institutions complete development of their proposed budgets for the upcoming fiscal year. This process includes budgeting of personal services, fringe benefits, and non-personal services data sourced from OneUSG Connect (HCM) and PeopleSoft Financials (PSFIN). The process concludes with budget reconciliation to the final allocation by the Board of Regents and preparation of summary schedules identified by the Board of Regents. This reconciliation process utilizes queries and reports in PeopleSoft Financials.

Within the Budget Prep Module itself, users make necessary changes to data. When they finish with changes, Budget Prep exports the new budget information back to OneUSG Connect (HCM) and PSFIN.

In this section, we review the entire Budget Prep Process Flow, as-well-as the GeorgiaFIRST budget structure.

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Budget Process Flow Overview

Below is a brief overview of the Budget Prep process which will be explained in more detail later in this document.
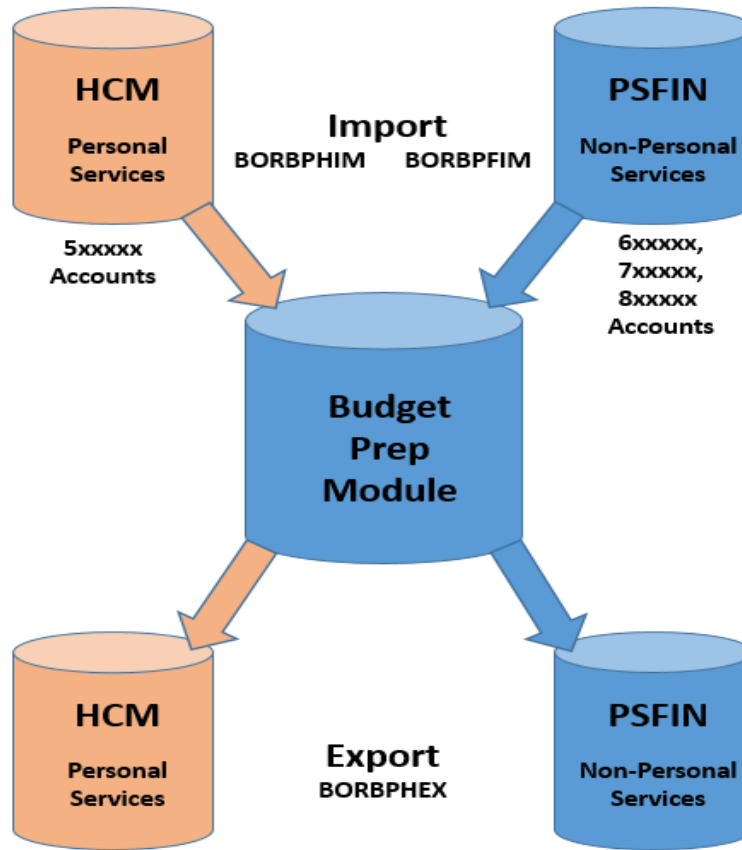
The flowchart above illustrates how the Budget Prep Module in PSFIN takes existing Fiscal Year Budget Information from HCM and from PSFIN, manipulates it, and then exports the new Fiscal Year Budget back to HCM and PSFIN.

Before you load any information 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

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Once you update all Parameter Definitions, you can run the HCM Import process. This process pulls data from several HCM tables, including PS_JOB and PS_POSITION_DATA and populates Personal Services records in Budget Prep.

Note: It is critical that institutions' Human Resources, Payroll, Position Management and Budget practitioners coordinate processing of Job, Position, Department Budget Table, and Payroll changes for the period between importing and exporting data back to the OneUSG Connect application in order to keep the systems in sync.

Changes made to job data, positions, or budgets in OneUSG Connect after the Budget Prep staging tables populate will cause errors during your budget load.

The HCM Import loads the following Budget Prep tables for Full-Time, Benefitted Positions:

Personal Services:

- **PS_BOR_BP_PSA:** Position Data
- **PS_BOR_BP_PSB**: Job Data including Proposed Salary and Proposed Budget
- **PS_BOR_BP_PSC**: Distribution data including Job Earns Distribution rows imported from positions set up to use Job Earns Dist.
- **PS_BOR_BP_PSH**: Health benefits data.
- **PS_BOR_BP_PSR**: Retirement benefits data.

Part Time, Vacant, or Lump Sum positions will load in all of these tables, but will not populate any Health or Retirement data. Vacant and Lump Sum positions will load one row with Empl ID VACANT or LUMPSM – there will not be multiple rows created regardless of headcount.

The next step involves loading Non-Personal services data from PSFIN GL Budget tables using the **Financials Import** process. This process extracts Revenue Estimates, Non-Personal Services Appropriation, Organization and Grant budget data. The Financials Import process calculates new budget amounts by applying permanent amendments from the current fiscal year to the original budget amount from the current fiscal year. Other one-time or temporary changes are not included.

The Financials Import loads the following Budget Prep tables:

Non-Personal Services:

- **PS_BOR_BP_NPSA:** Appropriation, Revenue Estimate, and Grant Expense budget data.
- **PS_BOR_BP_NPSB**: Organization budget data.

The initial load from HCM and PSFIN creates two (2) budget versions for the "Budget Year": *REFERENCE* and *CURRENT*. The *REFERENCE* version is read-only and can be used for

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comparison when making changes to the *CURRENT* version. Changes can only be made to the *CURRENT* version through updates within the Budget Prep Module or through re-running the import process. If these processes are re-run the system replaces matching CURRENT rows with newly pulled information.

You can run imports to create a report for reviewing what data will be imported into Budget Prep, or you can run a report to import the data. The imports allow you to specify parameters for: all departments or a range of departments. In addition, the HCM Import can be run for a single position.

After updates are made to the *CURRENT* budget version for Personal Services, run the Fringe Update process to generate Fringe entries based upon information entered in Budget Prep Setup and existing data in the Budget Prep tables.

Note: *Fringe Benefit calculations run on the CURRENT version only*.

When you finish updating all budgets, the next step is to run the Financials Build process to populate the aggregate and journal tables with budget details. Then, you can analyze budget information and balance the budget utilizing a variety of inquiries, queries and reports.

The Financials Build loads the following Budget Prep tables:

Aggregated:

- **PS_BOR_BP_AGG_DTL:** Budget Prep reporting data.
- **PS_BOR_BP_JRNL_BLD**: Transactions that will flow to PSFIN GL.

Once you submit your budget to the System Office, no more changes should be made in Budget Prep. When you receive confirmation from the University System Office that your budget is approved, you can run the final export processes – HCM Export (BORBPHEX) and Financials Export (BORBPFEX).

The HCM Export process populates the following staging tables:

- **PS_BOR_BP_STG_JOB**: Job rows created by the export process, including RWB/SWB rows for 10 month positions and rows for any raises.
- **PS_BOR_BP_STG_POS**: Position rows created by the export process.
- **PS_BOR_BP_STG_DBUD**: Department budget/funding rows created by the budget prep process for the new fiscal year.
- **PS_BOR_BP_STG_JERN**: Job Earns distribution rows created by the budget prep process. The export process will only create these if the original imported job row had Job Earns data.

On the PSFIN side, Budget Prep exports budget journals to Commitment Control to create budgets for the "Budget Year". These budget journal load all budgets, including Personal Services and fringe benefit estimates, into the General Ledger. Budgets created in Budget Prep become Commitment Control budgets. Keep in mind, 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.

Georgia*FIRST* Budget Structure Overview

To better understand how to prepare your budget for the upcoming fiscal year, it is necessary to understand the Georgia*FIRST* budget structure. This section details what Commitment Control is, how you set up accounts, and describes different budget types.

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, you can create special budgets 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 control budgets to ensure sufficient budget amounts exist. Transactions which do not have sufficient budget amounts become exceptions which can be warnings or errors. The type of control budget the transaction checks against determines whether insufficient or non-existent funds result in an error or warning. The system does not permit a transaction with error status to continue. The system does permit a transaction with warning status 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 look for funds. The ChartFields coded on an accounting transaction will not look identical to the budget line the transaction references because budgets are created and maintained at a higher level than transactions. For more information on these "levels" and their definitions see **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 and is used for validation purposes.

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

The next level down is Summary Accounts. You use accounts at this level on Revenue Estimate, Project, and Organizational Budgets. All other detail accounts (those where you post accounting transactions), 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. This level includes the Fund Code, Department, Program, Class, Project (optional), and Budget Year at the detail

level. This level includes the Account at the Appropriation level (500000, 600000, 700000, 800000, and 900000).

- At this level, you establish budgets for authorized 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 process.
- The Appropriation Budget is the parent of the Organization Budget.
- Commitment Control allows 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)
- Organization Budgets are the children of the Appropriations Budget.
- Often called a departmental budget, you use the ORG budget to break Appropriation budgets into "operating" budgets at a lower level of detail.
- This level includes the Fund Code, Department, Program, Class, Project (optional), and Budget Year 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 process and a warning message will be logged in the Commitment Control Exception tables.
- The Organization Budget cannot exceed the Appropriation Budget for the same ChartField combination.
- **Note**: The Georgia*FIRST* Financials community decided on different standards for Personal Services budgets vs. Non-Personal Services Organizational budgets. Organizational Budgets are primarily used for Personal Services accounts or all accounts beginning with "5." You can create Organizational Budgets for Non-Personal Services accounts, such as Travel (6XXXXX), Supplies (7XXXXX), and Equipment (8XXXXX) Accounts if your institution would like to track and/or control expenditures at a lower level. If desired, these budgets can be zero dollar budgets.

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.
- The Master Grant Expense Budget captures only the Project ID field and the Budget Amount.
- The Project Grant budget cannot exceed the Project Expense Master Budget.

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- The ChartField definition and corresponding synchronization process determine whether a grant is "controlled" or "tracked" in the Master Grant Expense Budget.
- The Budget Prep Module does not update or interface cumulative grant budgets.

4. Grant Expense Ledger Group (PROJ_GRT)
   - The Grant Expense budget is the child of the Master Grant Expense Budget.
   - The Grant Expense budget is the yearly budget for a grant.
   - PROJ_GRT budgets mirror 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.

5. Revenue Estimate Ledger Group (REVEST)
   - In this budget, you track revenues recognized and cash collected against estimated revenues.
   - This level includes the Fund Code, Department, Program, Class, Project/Grant (optional), and Budget Year 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 sibling of the Master Grant Expense Budget.
   - 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.
   - This level includes only the Project ID field and the Budget.
   - Revenue budgets are always set to "track."

7. Detail Ledger Group (DETAIL)
   - The Detail Ledger Group contains all revenue and expenditure transactions.
   - This budget type is only used for reporting.
   - In this Ledger Group, the system captures all ChartField values at the level entered.

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

Personal Services Budgets include detailed "target" amounts for Organizational Budgets. In this example, we establish an Organizational Budget of $0 for Non-Personal Services budgets.

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Institutions may also opt to establish detailed amounts for the organizational budgets. The table below shows a summarized sample budget for a single department (1001000):

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 for a transaction to pass budget checking. We also establish Organization Budgets, denoted by ORG lines, for tracking only 5XXXXX accounts. The $0 lines for Non-Personal Services accounts exist as targets only. The system posts actual amounts against these budgets, but the system checks 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 Organizational Budgets below them.

Remember, Commitment Control will never stop expenditures for Personal Services accounts unless no budget is defined in the system.

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

Note: The system considers a zero-dollar budget 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 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 budget, note required fields and/or budget keys. Appropriation Budgets and Organization Budgets use the Program field. On expenditure transactions, all fields are required (with the possible exception of Project). Also note 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 HCM 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

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

Note: Shared Services will execute a separate process at a later time to update projected encumbrances for Personal Services budgets. The Encumbrance Projection process projects annualized expenditures in the Personal Services area and identifies Department/Account combinations exceeding budgeted expenditures.

Non-Personal Services:
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	-

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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)

In the transactions above journal (B) added $100 of expense to the budget lines and reduced the 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 appear as "overspent" at the 714000

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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. The "Track w/o Budget" option in the Budget Definition Control Options controls this behavior.

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 proper ChartField distribution values. Revenue Estimate Budgets exist at only one level above actual transactions, while Expenditure Budgets have two levels for better reporting and ease of administration.

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

In the case of General Tuition and Fee Budgets (Department 0000000), Revenue Estimate Budgets can exist for your entire institution or 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 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: you must key Profit and Loss Statements at the institution level by Program Code, which is standardized for system-level reporting but can also be keyed by Department ID.

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

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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 Collected buckets, showing Unrecognized revenue of $9,900 after this transaction (C).

Note: The Georgia*FIRST* model does not differentiate between Recognized and Collected revenue since the system tracks open receivables outside of PeopleSoft. All interfaces and online journal entries are 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, PPV, or other State projects tracked through Unexpended Plant Funds. Grants are sponsored initiatives funded by third parties, e.g., the Federal Government, Private Corporations, etc.

PeopleSoft Financials supports separate budget lines for sponsored initiatives called Grant budgets. The Georgia*FIRST* model refers to sponsored initiatives 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: Funds for project expenditures typically come out of normal Appropriation and Organization Budgets.

The Master Grant Expense and Grant Expense Budgets have a parent/child relationship with one another. PeopleSoft 9.2 allows both ledgers to populate when you enter a budget journal 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 populate simultaneously.

Grant Transaction Example:

For example, a two-year Grant to study automobile safety has 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 will 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 other Commitment Control types, with one level of account summarized above the transactions. Also, notice the budget keys are all ChartFields. Any Grant Expense Budget you enter must fill each of them.

In this example, 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 which begin with 512XXX and $4,400 for accounts which 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 encumbrance and encumbrance amount information in the ledger group: DETAIL. Unlike other ledger groups discussed, the Detail ledger group contains all ChartField values at the level entered.

You use the Detail Ledger Group for reporting and reconciliation purposes only. The system does not require a budget for the Detail Ledger Group, and Commitment Control should never create budget exceptions.

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 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.

You can use Budget Attributes 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 receive a budget error. However, authorized users can override this error.

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Track versus Control

Setting a Ledger or ChartField combination to "Track" does not prevent the system from processing a transaction. You primarily use a tracking ledger for reporting and inquiry purposes only.

If you set a Ledger or ChartField combination to "Control", the system requires a Budget. If a ChartField combination does not have enough spending authority, it fails budget checking. The only mechanism for allowing a 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

To override a budget exception, permissions must be granted via Commitment Control security, which 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.

CHAPTER 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:

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

Setting Up Year/Hour Parameters

At the beginning of each Budget Development Cycle, you set budget parameters for employee pay calculations and processing on the Year/Hours parameters page. These drive budget calculations and processing throughout the Budget Prep Module.

- **Budget Ref:** identifies the fiscal year for which the budget is being developed. *For the FY2020 Budget Development Cycle, this value is **2020**.*

- **Hours Per Year:** used to calculate Proposed Budget Amount for hourly positions. It reflects the number of working hours in the Budget Ref period specified. *For the FY2020 Budget Development Cycle, this value is 2096.*

- **10M Hours Per Year:** used to calculate Proposed Budget Amount for 10 month hourly positions (currently only J pay group). It reflects the number of working hours between August 1 and May 31 for biweekly employees. *For the FY2020 Budget Development Cycle, this value is 1736.*

- **Maximum Annual Rate:** reflects the maximum raise amount allowed without a reason code. Any raises greater than or equal to this value require the user to identify a reason code justifying the raise. For example, if the value entered is 4.01, raises of 4.0% or less do not require a Reason Code. *For the FY2020 Budget Development Cycle, this value must be greater than 0.*

- **Show Position Detail on Budget Journals:** selects whether position numbers will be included on Budget Journals (checked) or not included (unchecked). If checked, Budget Journals will have rows for each position with position numbers in the 'Ref' field (Field JRNL_LN_REF on the KK_BUDGET_LN Record) at the ORG and APPROP levels.

Below are complete step-by-step instructions on setting up Budget Prep Year/Hour Parameters.

Security Role	BOR_BP_SETUP

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Setup** link.
6.	Click the **Year/Hour Parameters** link. This brings you to the Year/Hours Parameters page.
7.	On the **Find an Existing Value** tab, enter or search using the look up icon for your Business Unit.

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Step	Action
8.	Click the **Budget Ref** list using the drop down menu to select the appropriate year: **Year/Hour Parameters** Business Unit 98000 **Budget Prep - Years & Hours** Budget Ref: ▼ Hours Per Year: 10M Hours Per Year Maximum Annual Rate: ☐ Show Position Detail on Budget Journals Budget Ref identifies the year for which the budget is being developed. For example, when developing the FY2020 budget, you would set this value to 2020.
9.	Enter "**2096**" in the **Hours Per Year** field. Budget Prep uses this value to calculate the Proposed Budget Amount for hourly positions, and it reflects the number of working hours in the year for which the budget is being developed. 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.
10.	Enter "**1736**" in the **10M Hours Per Year** field. Budget Prep uses this value to calculate the Proposed Budget Amount for 10 month hourly positions, and it represents the number of working hours in pay periods between August 1 and May 31 for biweekly employees.

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Step	Action
11.	The **Maximum Annual Rate** is an institutional identified field. This value reflects the maximum raise amount allowed before an error message is generated. Any raises greater than or equal to 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, so to enter 5%, enter 5, not .05.
12.	**Show Position Detail on Budget Journals** can be selected based on institution preferences. If the checkbox is checked, budget journals have detail at the position level, with position numbers stored in the 'Ref' field on the budget journal. The checkbox defaults to unchecked.
13.	Click the **Save** button.

Setting Up Pay Groups Parameters

The Pay Groups page displays values for all 17 Pay Groups, including their respective raise dates for the upcoming budget year. Budget Prep pre-populates the values based upon the prior year's data. You enter these dates at the beginning of the Budget Development Cycle, and must enter these dates for all 17 Pay Groups listed even if your institution does not use a particular Pay Group. Use the first day of the month for all entries (i.e. 07/01/2019, 10/01/2019). The Pay Groups parameter page also includes view-only information on other parameters for each pay group.

Note: Raise Dates must be within the current budget year. If you enter a date outside of the current Budget Ref, you will receive an error.

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Pay Groups												

Business Unit   98000

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Pay Group	Description	Account	Calc Mode	Fica Rate	Life Ins	Faculty Future Rows	Summer Faculty	Promotion Date	Merit Date	Equity Date
98A	Salaried	521100	M2	Y	Y	N	N	07/01/2019	07/01/2019	07/01/2019
98B	Benefit Billing		M2	Y	N	N	N	07/01/2019	07/01/2019	07/01/2019
98C	Temporary Staff	525100	M2	Y	N	N	N	07/01/2019	07/01/2019	07/01/2019
98E	Exempt Hourly	521100	M2	Y	Y	N	N	07/01/2019	07/01/2019	07/01/2019
98F	10 Month Faculty	511100	M1	Y	Y	Y	N	08/01/2019	08/01/2019	08/01/2019
98G	Graduate Assistants	523100	M2	Y	N	N	N	07/01/2019	07/01/2019	07/01/2019
98H	Staff	522100	H1	Y	Y	N	N	07/01/2019	07/01/2019	07/01/2019
98J	10 month NonFac-non-exempt	522100	H2	Y	Y	N	N	08/01/2019	08/01/2019	08/01/2019
98L	Temporary Salaried	525100	M2	Y	N	N	N	07/01/2019	07/01/2019	07/01/2019
98M	Pending Faculty		M2	Y	N	N	N	07/01/2019	07/01/2019	07/01/2019
98N	Non-paid Affiliate		M2	Y	N	N	N	07/01/2019	07/01/2019	07/01/2019
98P	Part Time Faculty	512100	M2	Y	N	N	N	07/01/2019	07/01/2019	07/01/2019
98S	Summer Faculty	513100	M2	Y	N	N	Y	07/01/2019	07/01/2019	07/01/2019
98T	Student Assistants	524100	M2	N	N	N	N	07/01/2019	07/01/2019	07/01/2019
98W	College Work/Study	723100	M2	Y	N	N	N	07/01/2019	07/01/2019	07/01/2019
98X	10 month NonFac-exempt	521100	M1	Y	Y	Y	N	08/01/2019	08/01/2019	08/01/2019
98Y	12 Month Faculty	511100	M2	Y	Y	Y	N	07/01/2019	07/01/2019	07/01/2019

- Each **Pay Group** is prefixed with the first two digits of the institution's Business Unit. For example, "**40A**" is the Salaried Pay Group for Georgia Gwinnett College.

- You will set three different raise dates: **Promotion, Merit**, and **Equity** Raise Dates. When entering Raise Dates, be sure to use the first day of the month/year being entered and to use the format **MM/DD/YYYY** (ie. 07/**01**/2019, 10/**01**/2019).

    o The Promotion Raise Date inserts a job row with Action PRO and Action Reason JRC on the specified date (if the position is F or Y pay group, the Action Reason will be ACR).

    o The Merit Raise Date inserts a job row with Action PAY and Action Reason MER on the specified date.

    o The Equity Raise Date inserts a job row with Action PAY and Action Reason EQU on the specified date.

Note: Raise Dates for each Pay Group can be institution specific.

Below are complete step-by-step instructions on setting up the Pay Groups Parameters.

Security Role	BOR_BP_SETUP

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Setup** link.
6.	Click the **Pay Groups** link. This brings you to the Pay Groups Raise Effective Date page.
7.	On the **Find an Existing Value** tab, enter or search using the look up icon for your Business Unit.
8.	Update the **Raise Date** field for all three types of Raises. The date entered must be within the current Budget Year.
9.	Click the **Save** button.

Setting Up Reason Codes and Descriptions

Reason Codes provide an explanation for Merit raises that equal or exceed the **Maximum Annual Rate** defined earlier in the Budget Prep Year/Hour Parameters. You must assign a Reason Code to any position receiving a Merit increase greater than or equal to the maximum to justify the increase. Reason Codes are only used for reporting purposes within Budget Prep and are not linked to the HR/Payroll Application.

An initial set of Reason Codes has been delivered with Budget Prep. However, additional Reason Codes can be added as needed. The Reason Codes delivered with the Georgia*FIRST* model include:

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Reason Code	Description		
A	Above Maximum Allowed: Promotion	+	−
B	Above Maximum Allowed: Reclassification	+	−
C	Above Maximum Allowed: Paygrade Adjustment To New Base	+	−
D	Above Maximum Allowed: Faculty Received Salary Supplement	+	−
E	Above Maximum Allowed: Justification Letter	+	−
F	Above Maximum Allowed: Other	+	−
G	No Increase Given: Appointed April 1, 2017 Or Later	+	−
H	No Increase Given: Planned Termination	+	−
I	No Increase Given: Fully Compensated	+	−
J	No Increase Given: Appointment Renegotiated At Mid Year	+	−
K	Decrease In Salary: Decrease In Salary Supplement	+	−
L	Increase budget for lump sum position	+	−
M	Increase Vacant Position	+	−
N	Position increased from half time to full time	+	−
O	Equity Adjustment	+	−

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- If needed, you can add new Reason Codes by clicking the Plus sign icon. Use the next available alpha character in the Reason Codes field.

Below are complete step-by-step instructions on setting up Reason Codes and Descriptions.

Security Role	BOR_BP_SETUP

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Setup** link.
6.	Click the **Reason Codes** link.
7.	On the **Find an Existing Value** tab, enter or search using the look up icon for your Business Unit.
8.	To add additional Reason Codes: Click the **Plus sign** icon to the right of the description on the last row.

Step	Action
9.	Enter "**the next alpha character**" in the **Reason Code** field.
10.	Enter "**the appropriate reason description**" in the **Description** field.
11.	Click the **Save** button.

Setting Up Fringe Accounts

The Budget Prep module contains Fringe Accounts as part of the delivered content. The categories of Fringe Accounts are FICA, Retirement, and Group Health. The Budget Prep Module pre-populates values based upon prior year's data. 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 you define fringe estimate percentages and accounts the Fringe Estimate generates fringe benefit estimates associated with Personal Services budgets later in the Budget Prep process. Normally you define fringe estimate percentages once at the beginning of the budget development cycle. However, changes may be made as long as the Fringe Update process is re-run to apply the new changes.

FICA

Select the **FICA** tab. Use the **View All** option to display all available FICA rows. Review entries for changes or additions.

- **Account:** salary account the generated fringe estimates will use.

- **FICA Percent:** current employer share of the Federal Insurance Contributions Act tax (FICA). This value serves as the percentage of the proposed salary budget used to estimate the FICA fringe amount associated with the salary account.

- **Fringe Account:** account assigned to the estimated FICA fringe amount.

- If needed, you can insert additional rows to include all Personal Services earnings accounts. To add a row, click the plus sign icon then complete the Account, the FICA percentage, and Fringe Account entries.

- **FICA Maximum:** maximum amount of wages subject to Social Security tax. Verify the annual FICA Maximum salary each year at www.irs.gov.

- **FICA Medical Percent:** represents the current share of Medicare tax (1.45). This is the percentage of the proposed salary budget used to estimate the FICA Med fringe amount associated with the salary account.

- **Note:** there is no limit on the amount of wages subject to Medicare tax.

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RETIREMENT

	FICA	Retirement	Group Health					

Business Unit: 43000

Percentage Retirement - Filled

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	*Plan Type	*Benefit Plan	Description	*Retirement Percent	*Retirement Account		
1	4R	ERSNEW	ERS New Plan	24.69	552000	+	−
2	4R	ORP	Optional Ret Pln Before 7/1/96	9.24	552000	+	−
3	4R	ORPLMT	Optional Ret Plan	9.24	552000	+	−
4	4R	TRS	Teachers Ret Sys Before 7/1/96	16.81	552000	+	−
5	4R	TRSLMT	Teachers Ret System	16.81	552000	+	−

Percentage Retirement - Vacant

Employer %: 10.41 **Budget Account:** 552000

Percentage Retirement - Summer Faculty

Employer %: 9.24 **Budget Account:** 552000

Percentage Retirement - Future Row Faculty

Employer %: 9.24 **Budget Account:** 552000

Select the **Retirement** tab.

- **Plan Type:** identifies the Retirement plan used by the Fringe estimates.

- **Benefit Plan:** specifies a benefit plan associated with the Plan Type. Current values are:

  - ERS – ERS Old Plan
  - ERSNEW – ERS New Plan
  - GDCP – Georgia Defined Contributions
  - ORP – Optional Ret Pln Before 7/1/96
  - ORPLMT – Optional Ret Plan
  - TRS – Teachers Ret Sys Before 7/1/96
  - TRSLMT – Teacher Ret System

- **Retirement Percent:** is the Employer contribution rate for the Plan Type and Benefit Plan combination. If the current rate for projection is unknown, contact your internal HR Benefit representative.

- **Retirement Account:** specifies the budgetary account for Retirement estimates. The current value is "552000" Retirement Systems.

- **Note**: you can insert additional rows if necessary by clicking the plus sign icon. For each new row complete Plan Type, Benefit Plan, Retirement Percentage, and Retirement Account entries.

- **Employer Percentage** and **Budget Account:** used to estimate fringe amounts for Vacant, Summer Faculty, and Future Row Faculty positions.

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GROUP HEALTH

| | FICA | Retirement | **Group Health** |

Business Unit: 43000

Group Health Amounts - Filled   Personalize | Find | View All | 🗗 | 🖩   First ◀ 1-3 of 16 ▶ Last

	*Plan Type	*Benefit Plan	Description	Coverage Code	*Group Health Insurance Amount	* Group Health Account		
1	10 🔍	BHMO 🔍	Blue Choice HMO	1 🔍	5154.24	553000 🔍	➕	➖
2	10 🔍	BHMO 🔍	Blue Choice HMO	2 🔍	10608.00	553000 🔍	➕	➖
3	10 🔍	BHMO 🔍	Blue Choice HMO	5 🔍	9097.92	553000 🔍	➕	➖

Group Health Amounts - Vacant

Group Amount: 8991.00   **Group Account:** 553000

Group Health Amounts - Future Row Faculty

Group Amount: 8991.00   **Group Account:** 553000

Group Life Fringes
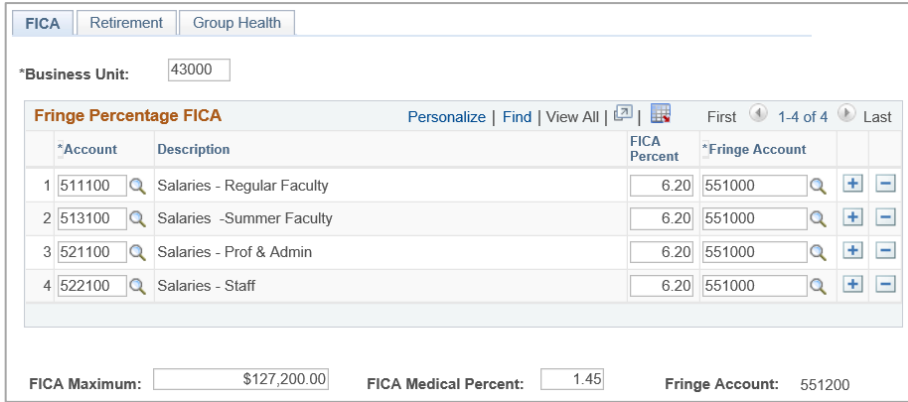
Group Life Premium: 180.00   **Life Budget Account:** 553200
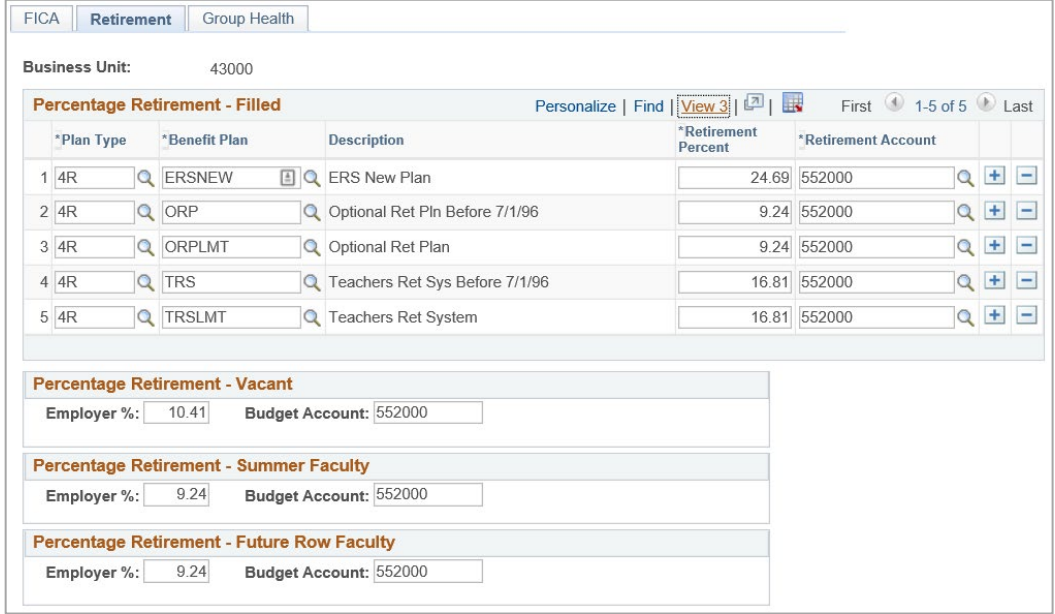
- **Plan Type:** of the generated fringes. Currently, Medical (10) is the only valid value.

- **Benefit Plan:** associated Plan Type. Although more values may be available, the current valid values are:

  - BHMO – Blue Choice HMO
  - CCHSA – Consumer Choice HAS
  - COMCR – Comprehensive Care
  - GRAMED – GRA Option
  - KHMO – Kaiser HMO
  - MEDBCC – Med B Comp Care
  - NMEDB – Non-Med Comp Care

- **Coverage Code:** specifies level of coverage. Some of the current values are:
  - 01 = Employee Only
  - 02 = Employee + Spouse
  - 03 = Employee + Child(ren)
  - 04 = Employee + Family
  - 05 = Employee + Child

- **Group Health Insurance Amount:** flat amount used to estimate the Group Health fringe amount associated with the salary account.

- **Group Health Account:** account for the Benefit Plan and associated Plan Type.

- You can insert additional rows if necessary by clicking the plus sign icon. For each new row complete Plan Type, Benefit Plan, Coverage Code, Group Amount, and Health Account as needed.

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

- **Group Amount** and **Group Account:** estimates fringe amounts for Vacant and Future Row Faculty positions.

- **Group Life Fringes:** the Group Life Premium amount.
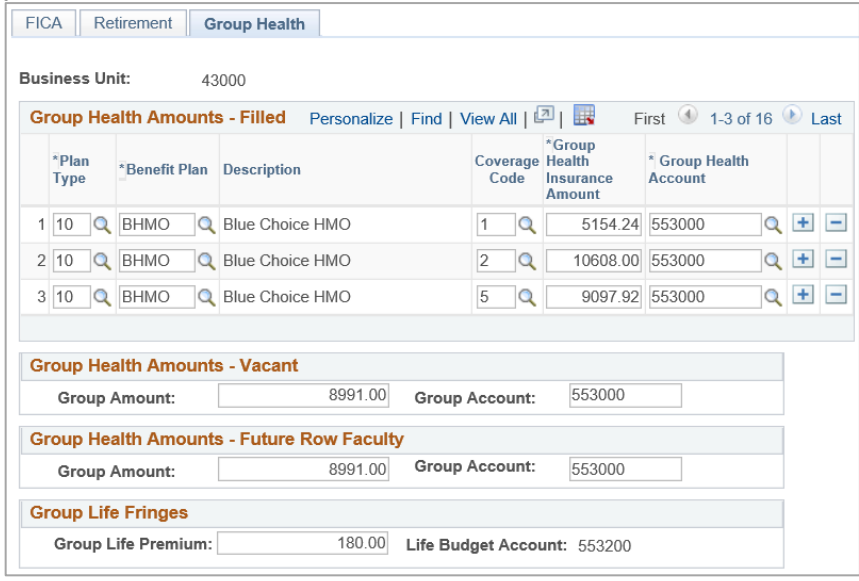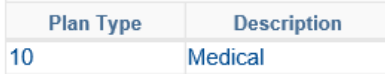
Below are complete step-by-step instructions on setting up Fringe Accounts.

Security Role	BOR_BP_SETUP

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Setup** link.
6.	Click the **Fringe Accounts** link.
7.	On the **Find an Existing Value** tab, enter or search using the look up icon for your Business Unit.

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Step	Action
8.	This brings you to the **FICA** tab. All fields pre-populate with the previous year's data. **Note**: If needed, 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.
9.	To add additional rows, click the plus icon.
10.	Click on the look up icon under the ***Account** to select the salary account with which the generated fringe estimates will be associated.
11.	Click in the **FICA Percent** box and enter 6.20, which represents current employer share of Federal Insurance Contributions Act tax (FICA). This value serves as the percentage of the proposed salary budget used to estimate the FICA fringe amount associated with the salary account.
12.	Click on the look up icon under the ***Fringe Account** box to select FICA account 551000 (ORG level). This value serves as the account to which the estimated FICA fringe amount is assigned.
13.	Click in the **FICA Maximum** box and enter the maximum dollar amount. Note: This is the maximum amount of wages subject to Social Security tax. Verify the annual FICA Maximum Salary each year at www.irs.gov.
14.	Click in the **FICA Medical Percent** box and enter "1.45." This represents the current employer share of Medicare tax. This value serves 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 not available for data entry. **Note**: No limit exists on the amount of wages subject to Medicare tax.

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Step	Action
15.	Click the **Retirement** tab. The system pre-populates all fields with the previous year's data.
16.	Insert and/or delete additional Plan Types, Benefit Plans, Employer Percentages and Budget Accounts as needed.
17.	To add additional rows, click the **Plus sign** icon.
18.	Click on the look up icon under the ***Plan Type** to select which Plan Type you want to associate with the generated fringe estimates.
19.	Click on the look up icon under the ***Benefit Plan** to select the Benefit Plan for the associated Plan Type. Current values for selection:
20.	Click on the ***Retirement Percent** box.

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Step	Action
21.	Enter the applicable rate for the Plan Type and Benefit Plan. For example: to enter a 21.14% Retirement Percent enter as 21.14. **Note:** If current rate for projection is unknown, contact your internal HR Benefit representative.
22.	Click on the look up icon under the ***Retirement Account** to select the Account for Benefit Plan and associated Plan Type. **Note:** The current value is 552000 Retirement Systems.
23.	Click in the **Percentage Retirement** group boxes for **Vacant, Summer Faculty and Future Row Faculty.** Percentage Retirement - Vacant Employer %: [ ] Budget Account: [ ] Percentage Retirement - Summer Faculty Employer %: [ ] Budget Account: [ ] Percentage Retirement - Future Row Faculty Employer %: [ ] Budget Account: [ ] Enter the Employer % and Budget Account as applicable to estimate fringe amounts for Vacant, Summer Faculty, and Future Row Faculty positions.

Step	Action
24.	Click the **Group Health** tab. The system pre-populates all fields with the previous year's data. **Note**: Budget accounts are ORG level; the exception is Group Life, which is hard coded in the BP module.
25.	Insert additional Plan Types, Ben Plans, Coverage Codes, Grp Amounts, and Budget Accounts as needed. **Note**: You do not need to delete unused plan types – fringe estimates will only calculate on Plant Types and Coverage Codes on budgeted positions.
26.	To add additional rows, click the **Plus sign** icon.
27.	Click on the look up icon under ***Plan Type** to select the Plan Type appropriate for the generated fringe estimates. **Note**: There is only one valid value.

Step	Action
28.	Click on the look up icon under ***Benefit Plan** to select the Benefit Plan for the associated Plan Type. 2020 Current Values are listed below: | Benefit Plan	Description
---	---
BHMO	Blue Choice HMO
CCHSA	Consumer Choice HSA
COMCR	Comprehensive Care
GRAMED	GRA Option
KHMO	Kaiser HMO
MEDBCC	Med B Comp Care
NMEDB	Non-Med Comp Care	
29.	Click on the look up icon under **Coverage Code** to select the Coverage Code (tier) appropriate for the generated fringe estimates. Sample of 2020 Current values: | Coverage Code	Description
---	---
1	Employee Only
1F	One-Parent Family
2	Employee + Spouse
2F	Two Parent Family
3	Employee + Child(ren)
4	Employee + Family
5	Employee + Child	
30.	Click in the ***Group Health Insurance Amount** box and enter the appropriate amount for the Plan Type and Coverage Code combination.
31.	Click on the look up icon under ***Group Health Account** to select the Account for Benefit Plan and associated Plan Type. **Note**: The current value is 553000 Group Insurance.
32.	Click in the **Group Health Amounts** group boxes for **Vacant and Future Row Faculty.** Group Health Amounts - Vacant Group Amount: _____ Group Account: _____ Group Health Amounts - Future Row Faculty Group Amount: _____ Group Account: _____ Enter the Group Amount and Group Account as applicable to estimate fringe amounts for Vacant and Future Row Faculty positions.

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Step	Action
33.	Click in the **Group Life Fringes** group box. Group Life Fringes Group Life Premium: [ ] Life Budget Account: 553200 Enter the Group Life Premium amount. **Note**: The Life Budget Account is prefilled and cannot be changed. This is a standardized account.
34.	Click the **Save** button.

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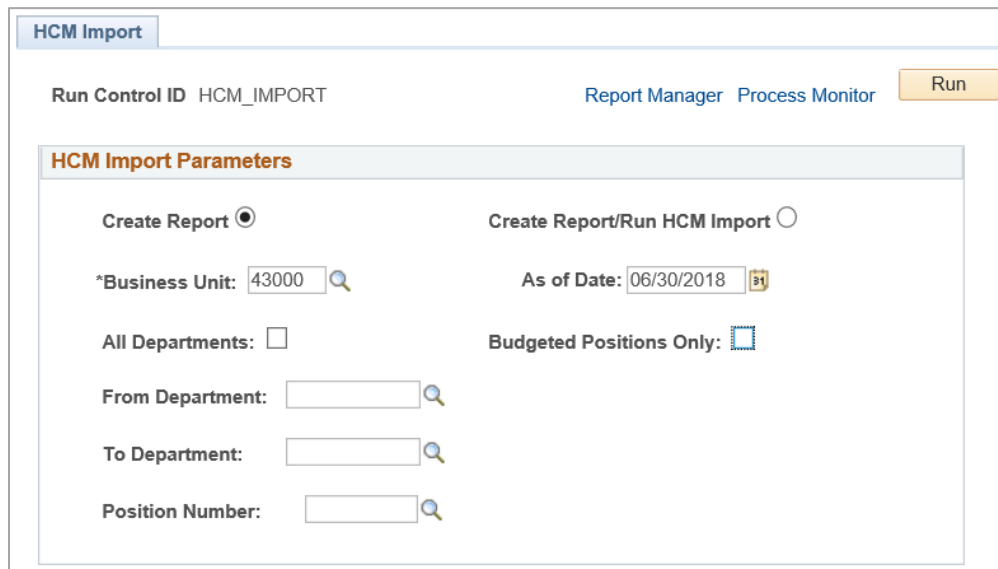PeopleSoft 9.2

CHAPTER 3: LOADING DATA INTO BUDGET PREP

Once you enter the Budget Prep Parameter Definitions, users can load budget data into the Budget Prep Module. Personal Services information imports from HCM while Non-Personal Services, Revenue Estimate, and Grant budget data imports from PSFIN.

Loading Personal Services Using the HCM Import

This process loads Personal Services data directly (no upload files) from OneUSG Connect (HCM) into the Budget Prep Module.

RUNNING THE HCM IMPORT PROCESS

The process name for the HCM Import is BORBPHIM. When ready to run the HCM Import process, first enter a new Run Control ID. Next you will enter parameters to control the import. You can run the import process to create a report-only version for review before importing into Budget Prep, or you can run the import process to import the data into Budget Prep. The Import page includes options to import all departments, a range of departments, or a single position. The Import creates *REFERENCE* and *CURRENT* rows the first time a position is imported. While you can run the import process multiple times, subsequent imports will replace only *CURRENT* rows associated with positions included in the import and will clear any fringe estimates. If an institution's HR/Payroll department updates a position after you run the HCM Import process, the position can be re-imported to reflect the most current data. The process skips SWB rows from Job when populating Job data.

- **Create Report:** creates a report-only version of data to review before importing into Budget Prep. This option is recommended when first starting the Budget Prep process. You can run the report multiple times and does not import any data into Budget Prep.

- **Create Report/Run HCM Import:** loads data into the Budget Prep tables and produces a report.

- **As of Date:** defines the maximum dated row that will be included in the import. For example, if the **As of Date** is 06/30/2019 and the position data has an Effective Dated row of 07/01/2019, then the Import process will not include this row. Include future dated rows by changing the **As of Date** and re-running the import process.

  Note: Setting the date for 08/01/2019 pulls future rows for 10 month positions, but HR will need to manually enter 08/01/2019 sequence 0 RWB rows for any 10 month positions with 08/01/2019 rows.

  Note: The process picks up Department Budget Table entries for current budget year only.

- **All Departments/Range of Departments/Position Number:** options used to specify data pulled for the import. Specifying a Department or range of Departments will look at the Department from Position rather than Departments associated with combo codes used for funding.

- **Budgeted Positions Only:** used in combination with the options above. When checked, this option means the import will only import positions with the "Budgeted Position" checkbox checked.

  Note: Any position where the "Budgeted Position" checkbox is unchecked will not import into to Budget Prep and no position, job, or department budget data will update in HCM.

The BORBPHIM process produces 2 important output file formats: CSV (top entry) and PDF (2nd from bottom) as shown above.

POSN_RI	POSITIO	EMPLID/DIST_PC	EMPL_RCD/ERNC	EFFSEQ/ACCOUN	NAME/ACCT_CD	DEPTID/DIST_AN	JOBCODE/JED AC?	PAYGROL	ANNUAL_I
A	10008415		0	0	T	1519000	505X00	98H	52703.9
C	10008415	0		999999	999999999999	52703.997	N		

The .CSV file created when running the HCM Import process contains separate rows: **A** for Job and Position data and **C** for distribution data. You can use this file to locate any Account or Account Code entries marked with all 9's (see above). These entries mean the HCM Import process could not match data to a valid value and <u>should be corrected</u>. These entry issues can be fixed in the HCM source system and then re-imported or fixed in the Budget Prep module using the Personal Services Update page explained later in this guide. If you see the 9's tied to a position in the "B" or "N" Pay Group, do not attempt to correct at this time.

					Budget Prep HCM Import Report (REPORT)				
					Abraham Baldwin Agri College				
POSITION	EMPLID	EMPL RCD	EFFSEQ	NAME		DEPTID	JOBCODE	PAYGROUP	ANNUAL RATE
		PCT	ERNCD	ACCOUNT		ACCT CD			DISTRIB AMT

The PDF report version lists all positions matching the parameters selected. The title of the report will display "**(REPORT)**" if you select the Create Report option.

					Budget Prep HCM Import Report (IMPORT)				
					GEORGIA COLLEGE AND STATE UNIV				
POSITION	EMPLID	EMPL RCD	EFFSEQ	NAME		DEPTID	JOBCODE	PAYGROUP	ANNUAL RATE
		PCT	ERNCD	ACCOUNT		ACCT CD			DISTRIB AMT

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The PDF report title displays "**(IMPORT)**" if you select the Create Report/Run HCM Import option.

```
BOR Version: 5.44
All Depts:  Y
Dept Range:
Selected Position:
Budget Ref:  2020
Hours Per Year:  2080.000000
10M Hours Per Year:  1760.000000
BORBPHIM
Version 5.44
28-FEB-2019

$csvfilename /opt/psoft/psconfig/appserv/prcs/ftest2/log_output/SQR_BORBPHIM_12141836/BORBPHIM_12141836.csv
ERROR - Incomplete Funding for Position:   10008845, Acct Cd: 9815500002GC
Total PSA rows:  704.000000
Total PSB rows:  704.000000
Total PSC rows:  744.000000
Total PSH rows:  704.000000
Total PSR rows:  704.000000
```

In the View Log/Trace window in the Process Monitor, the import process also creates an output file (.out) containing information on the options selected when running the import, setup parameters, incomplete funding data, and row count totals for Budget Prep tables. You must review any Positions marked as **Incomplete Funding** and correct in Update Personal Services. During the import, the system gives positions funded by projects an end date associated with the Budget Ref year-end or Project end date if it ends before 06/30/2020. Thus, some positions require changes to provide funding from other sources to be paid for the full year.

Below are complete step-by-step instructions on running the HCM Import process.

Security Role	BOR_BP_PROCESSING

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Processing** link.
6.	Click the **HCM Import** link.
7.	On the **Add a New Value** tab, enter a new run control ID.
8.	Select the **Create Report** or **Create Report/Run HCM Import** radio button.
9.	Enter the **As of Date** in which you want to run the import.

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Step	Action
10.	Select whether you want to run the import for **All Departments**, a **Department,** a **Range of Departments**, or for just a **Position Number**.
11.	To run the import for budgeted positions only, check the **Budgeted Positions Only** checkbox in addition to the department/position parameters.
12.	Click the **Run** button. The **Process Scheduler Request** page will open. Default values will be pre-populated.
13.	Click the **OK** button.
14.	This will return the window to the **HCM Import Parameters** page.
15.	Click the **Process Monitor** link.
16.	Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**.
17.	Click the **Details** link to view the Process Detail.
18.	Click the **View Log/Trace** link to view the file list.

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Loading Non-Personal Services Using the Financials Import

The Financials Import process uses PSFIN Non-Personal Services budget information from the prior year (based on the "Budget Year") to pull data as a starting point for developing budgets for the next fiscal year. The budget data includes Appropriation, Organization, Revenue Estimate, and Grant budgets. In the Financials Import, the system imports original, transfer original, permanent adjustment, and transfer permanent adjustment budgets only.

RUNNING THE FINANCIALS IMPORT PROCESS

Before running this process, you must set up all parameter definitions (see p. 24). The name of the Financials Import is BORBPFIM. When ready to run the Financials Import process, add a new run control ID.

```
FIN Import

Run Control ID  BP_FIN_Import          Report Manager  Process Monitor      Run

FIN Import Parameters

    Create Report ●              Create Report/Run FIN Import ○

    *Business Unit:  43000  🔍

    All Departments:  ☑

    From Department:  [        ]

    To Department:    [        ]
```

On the Fin Import page, the options are similar to the HCM Import (see p. 43) with the exception of the Position Number option. Select Create Report or Create Report/Run Fin Import. Indicate which departments you want to import. You can run the import for all departments, a range of departments, or a single department. We recommend you run the initial import for All Departments.

```
                                          Budget Prep FIN Import Report (IMPORT)
                                                      GEORGIA
Budget Ref:   2019
Effective Date:   01-JUL-2018

TYPE    ACCOUNT       ACCOUNT 2    FUND CODE   DEPTID    PROGRAM   CLASS   PROJECT      LEDGER      CURRENT BUDGET

NPS     600000                     10500       6010110   14100     11000              APPROP      13000.00
NPS     600000                     10500       6010610   14600     11000              APPROP      100000.00
```

After the process runs to success and posts, view the View Log/Trace file and review the **.PDF** and **.out** files created. The PDF report displays either "(REPORT)" or "(IMPORT)" depending on the option selected.

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```
BOR Version: 5.32
Business Unit:    000
All Depts:  Y
Dept Range:
Budget Ref:  2019
Prev Budget Ref:  2018
Effdt:  01-JUL-2018
Report ID:  BORBPFIM
Version 5.32
19-MAR-2018
GEORGIA
Total Appropriation Budgets for PS_BOR_BP_NPSA = 221.000000
Total Organization Budgets for PS_BOR_BP_NPSB = 0.000000
Total Revenue Estimate Budgets for PS_BOR_BP_NPSA = 71.000000
Total Grant Budgets for PS_BOR_BP_NPSA = 3.000000
```

The **.out** file contains information on the import's setup parameters, process name and version, and row totals for Budget Prep tables.

Below are complete step-by-step instructions on running the Financials Import process.

Security Role	BOR_BP_PROCESSING

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Processing** link.
6.	Click the **Financials Import** link.
7.	On the **Add a New Value** tab, enter a new run control ID.
8.	Select the **Create Report** or **Create Report/Run FIN Import** radio button.
9.	Select if you want to run the import for **All Departments**, a **Department,** or a **Range of Departments**.
10.	Click the **Run** button. The **Process Scheduler Request** page will open. Default values will be pre-populated.
11.	Click the **OK** button. This will return the window to the **FIN Import** page.
12.	Click the **Process Monitor** link.

Step	Action
13.	Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**.
14.	Click the **Details** link to view the Process Detail.
15.	Click the **View Log/Trace** link to view the file list.

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Guidelines for Rerunning Subsequent Imports

You may find it necessary to re-run the HCM Import, as well as the Financials Import. Some changes to HCM which may necessitate running additional budget imports 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 HCM Imports, you create the following changes in **CURRENT** versions*:*

- Updates the Current Salary, Position Department, Job Code, and Pay Group for Position and Job changes in OneUSG Connect
- Adds or deletes positions added or inactivated in HCM
- Deletes any related Fringe information associated with the positions imported.
- Updates the status of a position from "Filled" to "Vacant," or from "Vacant" to "Filled"

    Note: Changes made in HCM after the initial import can be picked up with subsequent imports to the Budget Prep module until your institution submits the budget to the Board of Regents.

Changes in PeopleSoft Financials which may require additional Financial Imports 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 identified as Original, Transfer Original, Permanent Adjustment, or Transfer Permanent Adjustment.
- Adding a new Revenue Estimate budget or a Permanent change to an existing Revenue Estimate budget.

By running additional Financials Imports, you create the following changes in *CURRENT* 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 Imports, the Import will overwrite or add any rows matching the Import parameters.

Note: When re-running the imports, you may reuse a run control ID.

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Guidelines for Adding a New Project/Grant

In some cases, you may need to add a new project or grant to be budgeted. Verify the following steps to ensure your new grant is available for budgeting in the Budget Prep module:

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

2. You must run the Sync KK and Project Definition process for **new** Projects or Grants (this should be part of the normal setup procedure for Projects and Grants).

3. After you run the Sync KK and Project Definition process the Project/Grant will be available for update in the Budget Prep Data Update-Grants page.

4. **Note:** you no longer have to enter a zero budget journal in Commitment Control as this can now be done in the Budget Prep module (see p. 71).

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Below are complete step-by-step instructions on Adding a New Project/Grant.

Security Role	BOR_BP_PROCESSING

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Data Update** link.
6.	Click the **Grants** link.
7.	On the **Add a New Value** tab, enter or search by using the look up icon for the project.
8.	Click the **Add** button.
9.	If a new Project/Grant, enter the **Department**, **Program Code**, **Class Field**, **Account**, and **Proposed Budget**. If an existing Project/Grant, make updates as needed.
10.	Click the **Save** button.

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CHAPTER 4: BUDGET PREP INQUIRIES

Inquiring on Personal Services

Personal Services Inquiry allows a user to quickly review Personal Services budgets by Department for a specific **Version** (*CURRENT* or *REFERENCE*) and **Budget Ref** (2019 or 2020). The system pre-loads prior year data (2019) as **Version** *CURRENT*.

The Personal Services search criteria includes Business Unit, Version, Budget Reference, and Department. Begin by entering your Business Unit. 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.

Personal Services Inquiry

Department: 1100106	Outreach	Budget Reference: 2019	Version: CURRENT

Position Number/D ▼   JobCode/Paygroup ▼

Personalize | Find | View All | | First ◀ 1-2 of 2 ▶ Last

	Pay Group	Job Code	Position Number	Description	Proposed Salary	Current Salary	PerRate	Proposed Budget	Exported Amount	Distrib %
1	30G	907X00	10000021	Graduate Research Assistant	500.00	500.00		500.00	500.000	100.000
2	30F	204X00	10001117	Lecturer	51045.00	51045.00		51045.00	51045.000	100.000

Below are complete step-by-step instructions for inquiring on Personal Services.

Security Role	BOR_BP_INQUIRE

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Inquire** link.
6.	Click the **Personal Services Inquiry** link.
7.	Enter or search using the look up icon for your **Business Unit**.
8.	Enter or search using the look up icon for the **Version** in which you want to inquire on.
9.	Enter or search using the look up icon for the **Budget Reference**.
10.	Enter or search using the look up icon for the **Department**.
11.	Click the **Search** button.

Inquiring on Non-Personal Services

Non-Personal Services Inquiry enables a user to quickly review Non-Personal Services budgets information by ChartField combination for a specific budget version. Both budget versions created during the original import process are available for inquiries.

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Approps/Rev Est/Grants | Org Budgets

*BU:	Budget Type:		*Version:	*Budget Reference:

Appropriation/Organization

Version: CURRENT Budget Reference: 2019

Fund:	Dept:	Program:	Class:	Project:	Account:
%	%	%	%	%	%

Search

Personalize | Find | View 100 | | First ◀ 1-10 of 271 ▶ Last

	Account	Fund	Dept	Program	Class	Project	Budget Reference	Change(%)	Current Budget	Proposed Budget
1	600000	10000	1300000	16100	11000		2019	0.000	28,000.00	28,000.00
2	600000	10000	1500000	16100	11000		2019	0.000	27,500.00	27,500.00
3	600000	10000	1512000	16100	11000		2019	0.000	19,000.00	19,000.00
4	600000	10000	1518000	16100	11000		2019	0.000	1,500.00	1,500.00
5	600000	10000	1521000	16100	13000		2019	0.000	35,000.00	35,000.00
6	600000	10000	1530000	16100	11000		2019	0.000	44,000.00	44,000.00
7	600000	10000	1540000	16100	11000		2019	0.000	5,000.00	5,000.00
8	600000	10000	1550000	16100	11000		2019	0.000	17,000.00	17,000.00
9	600000	10000	1551000	16100	11000		2019	0.000	11,000.00	11,000.00
10	600000	10000	1552000	16100	11000		2019	0.000	13,000.00	13,000.00

Total Current Budget: $2,911,439,819.63 **Total Proposed Budget:** $2,911,439,819.63

In the search criteria, you need to specify your Business Unit and the Budget Type. The Budget Types include Appropriation/Organization, Grant, and Revenue Estimate. You must select the Budget Version and Budget Reference. In addition, you have the option of specifying Fund Code, Department, Program, Class, Project, and Account. You may use the % wildcard in any of these fields. The resulting budget includes Total Current Budget and Total Proposed Budget amounts for all records in the search.

Approps/Rev Est/Grants | **Org Budgets**

*BU:	Budget Type:		*Version:	*Budget Reference:

Appropriation/Organization

Version: CURRENT Budget Reference: 2018

Fund:	Dept:	Program:	Class:	Project:	Account:
%	%	%	%	%	%

Search

Personalize | Find | View 100 | | First ◀ 1-9 of 144 ▶ Last

	Fund Code	Department	Program Code	Class Field	Project	Account	Change (%)	Current Budget	Proposed Budget	Account
1	10000	2800000	14400	11000		569000	0.000	0.00	1,380.00	500000
2	10000	3300101	15300	11000		569000	0.000	0.00	420.00	500000
3	10000	3400101	15100	11000		569000	0.000	0.00	900.00	500000
4	10000	4000000	16100	11000		528000	0.000	0.00	19,400.00	500000
5	10000	4000000	16100	11000		529000	0.000	0.00	13,400.00	500000
6	10000	4200000	16200	11000		569000	0.000	0.00	2,220.00	500000
7	10000	4500000	17800	11000		569000	0.000	0.00	9,900.00	500000
8	10000	5100000	16500	11000		569000	0.000	0.00	1,928.00	500000
9	10000	5100101	16600	11000		569000	0.000	0.00	4,373.00	500000

Current ORG Budget: $0.00 **Proposed ORG Budget:** $6,239,983.00

The Org Budgets tab displays information for Organization budgets. This page works in conjunction with the first page and only displays when you specify a Non-Personal Services Budget Type in the criteria. The Organization Budgets selected are a child record of the selected Appropriation Budget.

Below are complete step-by-step instructions for inquiring on Non-Personal Services.

Security Role	BOR_BP_INQUIRE

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Inquire** link.
6.	Click the **Non-Personal Services Inquiry** link.
7.	Select the **Budget Type** from the drop down list.
8.	Enter or search using the look up icon for the **Version** on which you wish to inquire.
9.	Enter or search using the look up icon for the **Budget Reference**.
10.	You have the option of specifying the **Fund Code**, **Department**, **Program**, **Class**, **Project**, and **Account** or you may use the **%** wildcard in any of these fields.
11.	Click the **Search** button.

Inquiring on Non-Personal Services Grant Budgets

This process covers reviewing a Grant Budget.

On the **Project/Grant** tab is a summary of information for a given Grant. This information is read-only.

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- **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.

The **Personal Services** tab is for information purposes only and cannot be updated. You should use the "Updating Personal Services" (see p. 62) process to modify any Personal Services budget data.

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The system displays the following read-only information on the **Personal Services** tab:

- **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.

Project/Grant	Personal Services	Fringes	Non Personal Srvc				

Business Unit: 98000   Project: 307   Budget Reference 2019

Fringes   Find | View All   First ◀ 1 of 1 ▶ Last

Department:

Empl ID: Empl Rcd#   0

Position Number:

Personalize | Find | View All | 🔼 | 📊   First ◀ **1 of 1** ▶ Last

	Account	Fund Code	Program Code	Class Field	Fringe Type	Rate/Amt	Proposed Amount	
1						0.0000	0.00	

The system displays the following read-only information for the fringe estimates supported by the Grant on the **Fringes** tab:

- **Department, Employee ID, and Position Number**
- **ChartField combination**: taken directly from ChartFields associated with the position's Grant funding, with the exception of Account which comes from the Fringe Accounts table. These fields include Account, Fund Code, Program Code, and Class Field.
- **Fringe Type**: specifies the fringe type associated with the ChartFields.
- **Rate/Amount**: percentage or flat amount associated with the fringe type.
- **Amount**: amount of the Fringe Estimate for the Fringe Type and ChartField combination.

  Note: The data shown is for information purposes only. To modify any Fringe budget data, you should use the "Updating Fringes" (see p. 80) process.

The data shown on the **Non-Personal Services** tab is for information purposes only and cannot be updated. You should use the "Updating the Non-Personal Services Budget" (see p. 70) process to modify any Non-Personal Services budget data.

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Project/Grant	Personal Services	Fringes	**Non Personal Srvc**

Business Unit: 98000   **Project:** 307   **Budget Reference** 2019

Non Personal Srvcs   Find | View All   First ① 1 of 20 ① Last

Version: CURRENT
Budget Type: Grant
Fund Code: 20000   Restricted Education & General
Department: 1225000   USG Foundation
Program Code: 16100   Executive Management
Class Field: 64000   Sponsored - Private
Account: 641000   Travel - Employee

Date:	Current Budget:	Change(%):	Proposed Budget:
07/01/2018	$12,110.00	0.000	$12,110.00

The system displays the following read-only information on the **Non-Personal Services** tab:

- **Date:** date the budget takes effect. This typically will be 7/1 of the Budget Ref.
- **Current Budget:** amount of the original budget, plus any permanent budget amendments extracted from Financials for the specified Project/Grant budget.
- **Change (%):** percentage change between the Current Budget and Proposed Budget fields.
- **Proposed Budget:** budget amount being proposed for the new budget.

Below are complete step-by-step instructions for inquiring on Grant Budgets.

Security Role	BOR_BP_INQUIRE

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Inquire** link.
6.	Click the **Grant Budget Inquiry** link.
7.	Enter or search using the look up icon for your **Business Unit**.
8.	Enter or search using the look up icon for the **Project** in which you want to inquire on.

Step	Action
9.	Enter or search using the look up icon for the **Budget Reference**.
10.	Click the **Search** button.

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CHAPTER 5: UPDATING DATA IN BUDGET PREP

Updating Personal Services

Now that you have a *CURRENT* budget version, you can manually update Personal Services budgets created from the HCM Import process. The Budget Prep Module saves any additions or changes to the budgets. The Personal Service budgets will export back to HCM as Job, Position, Job Earns Distribution, and Department Budget Table data. In addition, you use the Personal Service budgets to generate fringe estimates and Appropriation, Organization, and Grant budgets that you will export to Financials.

NOTE: you can perform updates on *CURRENT* budget versions only.

Select an existing Personal Service record to update by searching based on Position Number, Department, Employee ID, and/or Employee Name. If no position number is entered, the search process displays all position numbers as well as Department, Empl ID and Name.

The Update Personal Services page includes four tabs for Personal Services budgets: Budget, New Distrib, Orig Distrib and Fringes.

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BUDGET TAB

Group A Definitions:

- **Version:** budget version being edited – will always be *CURRENT.*
- **Inactive:** checkbox which enables you to inactivate the selected position. Only Vacant positions can be marked for inactivation.
- **Skip:** checkbox which determines whether Job and Compensation rate data are exported back to HCM.

Group B Definitions:

- **Effective Date:** of the row imported from PS_JOB.
- **Department:** displays the Department to which the current position is assigned.
- **Job Code:** displays the Job Code assigned to the current position.
- **Empl ID:** displays the Employee ID for single incumbent positions, LUMPSM for multi-incumbent positions, and VACANT for completely vacant positions.
- **FTE:** value for Position Full Time Equivalent populated from Position data.
- **Pay Group:** displays the Pay Group to which the current position is assigned.
- **Seq:** of the row imported from PS_JOB.

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Group C Definitions:

- **Current Salary:** displays the position's salary at the time of extraction. The Import process selects this value from PS_JOB for filled, single incumbent positions and from the Budget Amount field from Position Data for LUMPSUM and VACANT positions. You cannot edit this field.
    o **Note**: If future-dated rows exist at the time of the import, the Budget Prep module uses the most future-dated row with an Effective Date less than or equal to the "As of" Date entered on the HCM Import page.
- **Proposed Salary:** displays the salary amount being proposed for the position as of the last Raise Effective Date. This field cannot be edited directly.
- **Proposed Budget:** budget proposed for the selected position. The system calculates this field by taking the current salary and adding each raise prorated for the effective dates displayed, then adding the Supplemental amount. For hourly employees this field adjusts the budget to account for hours entered in the Year/Hour parameters page.
- **Change (%):** reflects the percentage amount of the Merit raise. This field and the Merit amount field are linked.
    o **Note**: Budget Prep applies Change (%) value only to Current Salary and the system uses Change (%) to calculate the Merit amount.
- **Raise Effective Dates (Promotion, Merit, Equity):** reflects the date when the proposed salary change will take effect. This date is based upon the Raise Effective Date entered for the Pay Group (see p. 27). If all dates are the same, the system applies raises in Merit, then Equity, then Promotion order.
- **Promotion:** amounts given for a change in level or responsibility. Changes affect Proposed Salary and Proposed Budget.
- **Merit:** raises based on Merit. This field also updates if you make any entry in the Change (%) field.
- **Supplemental:** any additional money budgeted with a position, but not included in the Proposed Salary. For example, you could use this field to budget for any additional pay.
- **Equity Adjustment:** adjustment amount based on Equity for a position. Changes affect Proposed Salary and Proposed Budget.
- **Override:** checkbox which activates the Proposed Bud field. This enables you to override the calculated Proposed Budget amount. This functionality may be useful in scenarios where a filled position exists, but the employee will terminate before the end of the fiscal year.
    Reason: allows entry of any Reason code previously added on the Reason Codes page. The system requires a Reason code if the Change (%) is greater than or equal to the maximum raise set up in Year/Hour Parameters.
- **Comments:** optional information attached to positions for a variety of purposes. If a comment is added to a position which receives a salary increase of greater than 10%, the comment will also print on Schedule L.

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NEW DISTRIB TAB (No Job Earns Dist rows)

- **Earnings Code:** specific Earnings Code to which specified funding applies. Leaving this field blank indicates selected funding applies to all position earnings. You can leave this field blank when creating Financials Personal Services budgets, while you can configure Earnings Codes such as OVT for export back to HR/Payroll department budgets.
- **Account Code:** funding associated with the Position and Earnings Code
- **Percent of Distribution:** 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 percentages add up to 100%.
  - **Note:** You will receive an error message when saving a page with a zero percent row with the same account code information as an existing row. This condition causes an error in the Fringe Update process.
- **Fringe Percentage:** percentage of fringe funding for the selected position for the selected Account Code. You can change this value to calculate fringe estimates on a different percentage than earnings. The total percentage of fringes must equal 100%.
- **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.
- **Start and End Date:** reflects start and end dates for each account code distribution. You can edit these fields to enable configuration of account codes for different periods throughout the fiscal year but the aggregate process distributes the full budget amount to each specified distribution. The total distribution of all account codes must equal 100%.
- **Fund, Department, Program, Class, Project/Grant, and Account:** shows 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.

New Distrib Tab (Job Earns Dist Rows)

If you import a position with Job Earns Distributions, the Import process populates the New Distrib page differently. If you need to change a position to include or exclude Job Earns Dist, you need to update the Job in OneUSG Connect and re-import the position.

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	Earnings Code	*Account Code	Percent of Distribution	Fringe Percentage	Distributed amount	*Start Date	*End Date	Fund Code	Department	Program Code	Class Field	Project	Account	Dept Pct	Job Pct	JED Acct Code?		
1	EXS	981715400110	9.091	9.091	4295.498	07/01/2019	06/30/2020	10000	1715400	16100	11000		526150	0.000	9.091	☐	+	−
2	REG	981715400110	90.909	90.909	42954.503	07/01/2019	06/30/2020	10000	1715400	16100	11000		521100	100.000	90.909	☐	+	−

Position Number: 10008205   Empl ID:
Job Earns Dist? Y
Current Salary: Proposed Salary: 47,250.00   Proposed Budget: 47,250.00
Rcd#: 0
Seq: 0

Personalize | Find | View All | | First 1-2 of 2 Last

Total Percent of Distribution: 100.000   Total Fringe Percentage: 100.000

- **Earnings Code:** the specific Earnings Code to which specified funding applies. Leaving this field blank indicates the selected funding applies to all position earnings. You can leave this field blank when creating Financials Personal Services budgets, while you can configure Earnings Codes such as OVT for export back to HR/Payroll department budgets. You need to fill in this field for any Job Earns Dist rows.
- **Account Code:** funding associated with Position and Earnings Code
- **Percent of Distribution:** 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 percentages add up to 100%.
  - **Note:** You will receive an error message when saving a page with a zero percent row with the same account code information as an existing row. This condition causes an error in the Fringe Update process.
- **Fringe Percentage:** percentage of fringe funding for the selected position for the selected Account Code. You can change this value to calculate fringe estimates on a different percentage than earnings. The total percentage of fringes must equal 100%
- **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.
- **Start and End Date:** reflects start and end dates for each account code distribution. You can edit these fields to enable configuration of account codes for different periods throughout the fiscal year but the aggregate process distributes the full budget amount to each specified distribution. The total distribution of all account codes must equal 100%.
- **Fund, Department, Program, Class, Project/Grant, and Account:** shows 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. If the account displays as '999999' it means the Earnings Code selected is not mapped by pay group which will cause issues with Fringe Update and Financials Build processes. To resolve, contact ITS for support.
- **Dept Pct:** percent split loaded back to Department Budget Table, and the total percentage must equal 100%.
- **Job Pct:** percent split loaded to the Job Earnings Distribution panel, and the total percentage must equal 100%.

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- **JED Acct Code?**: checkbox which controls whether the Account Code selected will be included in the load to Job Earns Distribution. If the Account Code is not included, the JED row defaults to the Department Budget Table information for distribution.

ORIGINAL DISTRIB TAB

	Earnings Code	Account Code	Percent of Distribution	Fringe Percentage	Distributed amount	Start Date	End Date	Fund Code	Department	Program Code	Class Field	Project	Account	
1	REG	39010010110A	100.000	100.000	25693.000	07/01/2018	06/30/2019	10000	0100101	14600	11000		524100	

Position Number: 10011607 Empl ID: LUMPSM Rcd #: 0 Seq: 0
Current Salary: 25,693.00 Proposed Salary: 25,693.00 Proposed Budget: 25,693.00

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 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.

FRINGES TAB

Position Number: 10011607 Empl ID: LUMPSM Rcd#: 0 Seq: 0
Current Salary: 25,693.00 Proposed Salary: 25,693.00 Proposed Budget: 25,693.00

	Account	Fund Code	Department	Program Code	Class Field	Project	Budget Reference	Fringe Type	Rate Amount	Current Amount	Lockout	Plan Type	Benefit Plan	Coverage Code	
1							2019		0.0000	0.00					

The system does not populate the fields on the Fringes page until the Fringe Update process is run (see p. 79). The system populates values using information previously entered in Setting Up Fringe Accounts (see p. 31).

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 (%) impacts Proposed Salary and Proposed Budget Amounts.
- Changing the Proposed Salary amount impacts the Change (%) amount and Proposed Budget Amount.
- Changing Department, Pay Group, or Job Code fields changes the corresponding values in Job and Position Data when exporting back to the HR/Payroll system.

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- Changing Account Codes and Distribution % impacts the Personal Service financial budgets in the Financials system, and Department Budget data in the HR/Payroll system.

Multiple Employees in Single Incumbent Position

Occasionally, multiple employees are in the same single incumbent position. Typically, this happens when one employee starts in a position before another employee leaves within the same Budget Year. Both employees appear in the Budget Prep Module. Use the following steps for this scenario:

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

Following steps listed above results in an accurate Proposed Budget for the position without impacting the HR/Payroll export data.

Split Funding Instructions:

On the New Distrib tab, insert a new row. You can then split the distribution by percentages. You can also split funding by end date, but the Financials Build Process distributes the full budget amount to both specified distributions. To split by end date, Dist % and Fringe % will be 100%, but Start and End Dates will change.

Below are complete step-by-step instructions on updating Personal Services Budgets online.

Security Role	BOR_BP_UPDATES

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Data Update** link.
6.	Click the **Personal Services** link.
7.	The **Personal Services** search criteria page opens.

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Step	Action
8.	Enter desired search criteria to select an existing Personal Service record for viewing. Criteria entered will limit values returned by the search. • Position Number: any existing position number may be selected. • Department: any existing department may be selected. • Empl ID: any existing employee ID number may be selected. • Name: records may also be selected by employee name. **Note**: Leave fields blank for a list of all values. Only the *CURRENT* version of the budget may be updated.
9.	Click the **Search** button.
10.	To update any field in the Personal Services pages, navigate to the desired field; change the value and click the **Save** button.
11.	**Split Funding instructions:** Click on the **New Distrib** tab. Insert a new row by clicking the **Plus sign** icon. You can split the distribution by percentages or by start and end dates. a. To split by percentages: 		Earnings Code	*Account Code	Percent of Distribution	Fringe Percentage	Distributed amount	*Start Date	*End Date
---	---	---	---	---	---	---	---
1	REG	30110010110A	40.714	40.714	28803.119	07/01/2018	06/30/2019
2	REG	30110010405A	59.286	59.286	41941.881	07/01/2018	06/30/2019 | b. To split by end date: 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 as seen below: |	Earnings Code	*Account Code	Percent of Distribution	Fringe Percentage	Distributed amount	*Start Date	*End Date
---	---	---	---	---	---	---	---
1	REG	30110010110A	100.000	100.000	14149.000	07/01/2018	09/30/2018
2	REG	30110010405A	100.000	100.000	56596.000	10/01/2018	06/30/2019	 Select the appropriate Account Code for each distribution split. **Note**: The total percentages must equal 100% for the entire fiscal year.

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Step	Action
12.	Click the **Save** button.

Updating Non-Personal Services

You use the Non-Personal Services page to manually modify Non-Personal Services Appropriation and Organization budgets created as a result of the Financial Import. As with other online updates, only the *CURRENT* version of the budget is available. You can also manually add Appropriation Budgets using the highest account level of budgeting which is at the 500000, 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, Class Field, and Project.

```
Non-Personal Srvcs

     Business Unit: 30000                          Version: CURRENT
      Budget Type: Appropriation/Organization

       Fund Code: 10000        State Appropriations
      Department: 1100101       Accounting &Finance
    Program Code: 11100         General Academic Instruction
      Class Field: 11000        General Operations
         Project:
        Account: 700000         Operating Supplies & Expenses

  Appropriation Level
          Date: 07/01/2018   Current Budget:    1,461.00   Change(%):   0.000
      Proposed        1,461.00   Org Sum:          0.00
       Budget:

  Organization Level
                                                    Personalize | Find | View All |    |      First  1 of 1  Last
   Account   Current Budget   Change(%)  Proposed Budget   Fund Code  Department  Program Code  Class Field  Project   Budget Reference
  1                    0.00     0.000             0.00  10000     1100101     11100         11000                   2019          + -
```

- **Appropriation Level:** you manually change existing Appropriation budgets by entering amounts in either the Proposed Budget field and or the Change (%) field.
- **Organization Level:** you can manually change existing Organization budgets by entering the following: Account, Change (%), and Proposed Budget. The total value entered cannot exceed the total Appropriation budget. You can add new rows by clicking on the Plus sign icon.

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Below are complete step-by-step instructions on updating Non-Personal Services Budgets.

Security Role	BOR_BP_UPDATES

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Data Update** link.
6.	Click the **Non-Personal Services** link. The **Non-Personal Srvcs** search criteria page opens.
7.	Enter any desired search criteria to select an existing Non-Personal Service record for viewing. The criteria entered limits the values returned by the search. • Account: you can select an existing account. • Fund Code: you can select any existing fund code. • Department: you can select any existing department may. • Program Code: you can select any existing program code. • Class Field: you can select records by Class Field. • Project: you can select any existing project. **Note**: Leave fields blank for a list of all values. Only the *CURRENT* version of the budget is available for on-line manipulation. You can add a new Appropriations Budget by clicking on the "Add a New Value" tab. Remember Appropriation budgets are recorded at the highest level of budgeting which is at the 500000, 600000, 700000, or 800000 level.
8.	Click the **Search** button. The **Non-Personal Srvcs** page will open for review and edit.
9.	You can change an existing Appropriation budget manually by navigating to the **Proposed Budget** field in the Appropriation Level group box and adjusting the amount to any value. Likewise, you can navigate to the **Change %** field to recalculate the Proposed Budget amount.
10.	You can change an existing Organization budget 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 Budget. Likewise, you can navigate to the **Change %** field to recalculate the Proposed Budget amount. In addition, you can also modify the account for the Organization Budget.

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Step	Action
11.	Click the **Save** button.
12.	You can add Organization Level budget rows by clicking the Plus sign icon. Enter the Account, Change %, and Proposed Budget amount as needed. Remember ORG budgets are set up at the summary account level (i.e. 714XXX, 715XXX, 727XXX, etc.) For more information on how ORG budgets are recorded, please see p. 11 of the Budget Prep User's Guide. **Note**: the total sum of the Organization Budgets cannot exceed the total Appropriation Budget.
13.	Click the **Save** button.

Updating Revenue Estimates

You can use the Revenue Estimate Update page to manually add and modify Revenue Estimate budgets created as a result of the Financials Import process. 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 export back to Financials.

Revenue Estimates

Business Unit:	30000		Version: CURRENT	Bud Ref: 2019
Budget Type:	Revenue Estimate			
Fund Code:	10500	Tuition		
Department:	0000000	All Departments		
Program Code:	00000	All Departments		
Class Field:	11981	Fees Fall Sem-Undergrad		
Project:				
Account:	401000	Resident Tuition		

Revenue Estimate

Date: 07/01/2018   Change(%): 0.000   Current Budget: 15,804,334.00

Proposed Budget: 15,804,334.00

You can search Revenue Estimate budgets using Account, Fund Code, Department, Program Code, Class Field and Project. To make changes, use the Revenue Estimate group box:

- **Date**: specifies date the budget takes effect. Typically, this is July 1 of the "Budget Year."

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- **Change (%)**: percentage between the Current Budget and Proposed Budget fields. Changing this field automatically updates the Proposed Budget amount.
- **Proposed Budget**: budget amount proposed for the selected Revenue Estimate. Changing this field automatically updates the Change (%) field.

Note: To delete a revenue estimate budget, input a zero for the proposed budget amount and click save.

Below are complete step-by-step instructions on updating Revenue Estimates Budgets.
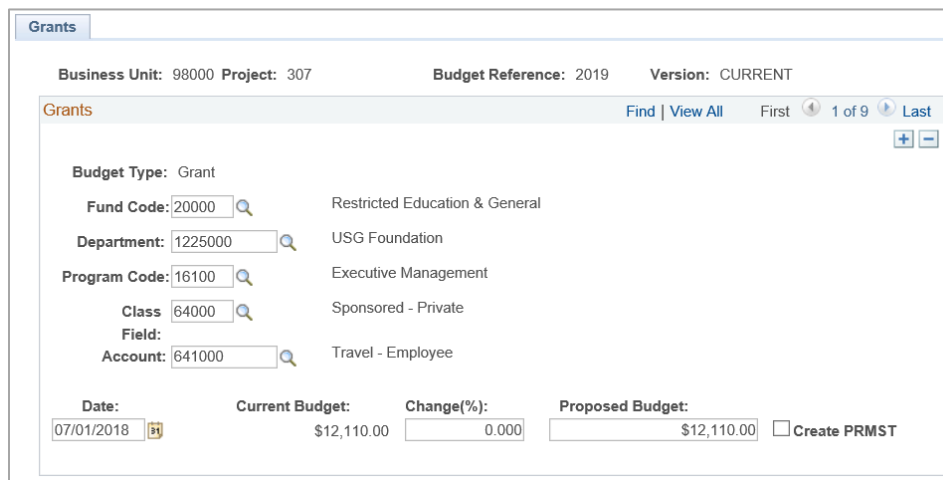
Security Role	BOR_BP_UPDATES

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Data Update** link.
6.	Click the **Revenue Estimates** link. The **Revenue Estimates** search criteria page opens.
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: an 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. • Project: any existing project may be selected. **Note**: Leave fields blank for a list of all values. Only the *CURRENT* version of the budget can be updated.
8.	Click the **Search** button. The **Revenue Estimates** page will open for review and edit. Edits are performed in the **Revenue Estimate** group box. **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.
9.	Click the **Save** button.

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Updating Grant Budgets

This process reviews how to update or manually add a Non-Personal Service Grant Budget. Remember, Grants cannot be added in the Budget Prep Module. You must initially create grants in the Financials system. You can search for any existing or active Project/Grant with a prior year budget, or for any new Project/Grant added in a prior year. Only grants with attribute "Grant" on the Financials Project/Grant setup will be included here and post to the PROJ_GRT ledger.

The **Grants** page contains fields available for updates. The system displays ChartFields uniquely identifying the budgets. You can edit all ChartFields on this page. When modifying ChartFields on existing budgets, care should be taken to not create a ChartField combination that already exists.

- **Date**: date the budget should take effect. Typically, this is 7/1 of the "Budget Year."
- **Current Budget**: amount of the original budget, plus any permanent budget amendments extracted from Financials for the specified Project/Grant budget.
- **Change (%)**: percentage change between the Current Budget and Proposed Budget fields. Changing this field automatically recalculates the Proposed Budget amount.
- **Proposed Budget**: budget amount being proposed for the new budget. Changing this field automatically recalculates the Change (%) field.
- **Create PRMST**: field which should be checked if it is a new Grant.

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 changes in the Change (%) field to recalculate the Proposed Budget Amount.

Existing Grants: To add a Non-Personal Services budget to an <u>existing</u> grant, you need to insert a new row on the Grants page. Enter desired ChartFields to uniquely identify the new grant budget:

- Fund Code: You can select any existing fund code in the 20000 – 29999 range.
- Department
- Class Field
- Program Code
- Account: You can only select a 600000 – 999999 account, as Budget Prep generates 500000 accounts through the Personal Services budgets.

New Grants: To add a Non-Personal Services budget to a <u>new</u> grant, click on the Add a New Value tab to enter or search using the look up icon for the new grant. Then click the Add button. Enter desired ChartFields to uniquely identify the new grant budget:

- Fund Code: You can select any existing fund code in the 20000 – 29999 range.
- Department
- Class Field
- Program Code
- Account: You can only select a 600000 – 999999 account, as Budget Prep generates 500000 accounts through the Personal Services budgets.

The system automatically adds budgets to only the *CURRENT* version of the budget for the specified Project/Grant.

Below are complete step-by-step instructions on updating Grant Budgets online.

Security Role	BOR_BP_UPDATES

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Data Update** link.
6.	Click the **Grants** link.
7.	Enter the **Project** ID directly or click the **Search** button for a list of valid Project/Grant values. Select the desired Project/Grant value from the list and then click the **Search** button. The **Grants** page will open for review and edit.

Step	Action
8.	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, you can make the change in the **Change %** field to recalculate the Proposed Budget amount.
9.	To add a Non-Personal Services budget for a new Grant, click on the **Add a New Value** tab enter or search using the look up icon for the new Project/Grant and then click the **Add** button. • Enter the desired ChartFields (**Fund Code, Department, Program Code, Class Field, and Account**) to uniquely identify the new grant budget. • Enter the **Proposed Budget**. • Check the **Create PRMST** checkbox.
10.	Click the **Save** button.

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Resetting Raise Effective Dates

The process of Resetting Raise Effective Dates updates selected Raise Effective Date on all positions for a select Pay Group. This process should only be used after you complete the first HCM Import.

Pay Group: Raise effective date changes only affect the selected pay group
Effective Date Indicator: This is a dropdown menu with Merit, Promotion, and Equity options. The Reset Raise process only updates one at a time.
New Effective Date: This must be a date within the Budget Year and must be the first day of a month. This is the new date Budget Prep will use for raises.

You can confirm reset dates by navigating to the Pay Groups in the Setup Parameters and reviewing the Pay Groups reset. The process recalculates budgets if you make one change. If you make multiple changes for a pay group, it may be necessary to review Update Personal Services pages for positions in that pay group with raises to confirm the Proposed Budget amount updated correctly and is prorating raises correctly for the new dates.

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Below are complete step-by-step instructions on resetting the Raise Effective Date.

Security Role	BOR_BP_UPDATES

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Processing** link.
6.	Click the **Reset Raise Dates** link.
7.	**Search** for an existing Run Control Id or on the **Add a New Value** tab, enter a new run control ID.
8.	On the **Reset Raise Effective Dates** page, enter or search using the look up icon for the **Pay Group** in which you would like to change. Select with Raise Date you want to change with the **Effective Date Indicator**. Then enter the new **Raise Date** for that Pay Group.
9.	Click the **Save** button.
10.	Click the **Run** button. The **Process Scheduler Request** page will open. Default values will be pre-populated.
11.	Click the **OK** button. This will return the window to the **Reset Raise Effective Date** page.
12.	Click the **Process Monitor** link.
13.	Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**.
14.	Click the **Details** link to view the Process Detail.
15.	Click the **View Log/Trace** link to view the file list.

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CHAPTER 6: FRINGE UPDATE

Running the Fringe Update Process

You can generate Fringe Benefit Estimates based on the proposed Personal Services budgets and fringe estimate percentages, accounts, and amounts defined in the initial setup. You can run this process multiple times against the same budget version (*CURRENT*).

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 changes to Personal Services budgets.

When running this process, you can choose to generate fringes for a single department, a department range, or for all departments. The system processes fringes for positions based on their HR Department (the Department ID housed on the Position panel). On the initial run, we recommend selecting All Departments. Once you create fringe estimates in the Budget Prep Module, you can update fringe estimates individually.

Fringe Update		
Run Control ID Fringe	Report Manager Process Monitor	Run
Fringe Update Parameters		
*Business Unit:	98000	
All Departments: ☐		
From Department:		
To Department:		
Position Number:		

Below are complete step-by-step instructions on running the Fringe Update process.

Security Role	BOR_BP_PROCESSING

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.

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Step	Action
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Processing** link.
6.	Click the **Fringe Update** link.
7.	**Search** for an existing Run Control Id or on the **Add a New Value** tab, enter a new run control ID.
8.	Select if you want to run the process for **All Departments**, a **Department,** a **Range of Departments**, or for just a **Position Number**.
9.	Click the **Run** button. The **Process Scheduler Request** page will open. Default values will be pre-populated.
10.	Click the **OK** button. This will return the window to the **Fringe Update** page.
11.	Click the **Process Monitor** link.
12.	Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**.
13.	Click the **Details** link to view the Process Detail.
14.	Click the **View/Log Trace** link to view the file list.

Updating Fringes Individually

After running the Fringe Update process, you can manually adjust fringe entries created. Adjustments to the fringe benefit estimates may be useful when more information is available about fringes for a particular position. You can access the Fringes page to review the results of the Fringe Update process, as well as to make manual adjustments.

On the Fringes page, the selected Position's information includes Position Number, Employee ID, Name, Current Salary, Proposed Salary, and Proposed Budget in the Header. The rows below the header include:

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- **ChartField Combination:** With the exception of Account, the Account Code from Position Funding defines the ChartField Combination. The Account defined on the Fringe Account setup page is substituted in place of the earnings account.
- **Fringe Type:** 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:** displays the percentage or flat amount associated with the fringe, and is taken directly from the Fringe Estimate setup pages.
- **Current Amount:** displays the amount of the Fringe Estimate for each Fringe Type and ChartField combination.
- **Lockout:** indicates whether the fringe is protected from any future Fringe Update processes. If you check this box, the row locks and data does not update on subsequent executions of the Fringe Update process.
- **Plan Type, Benefit Plan, and Coverage Code:** displays values selected in the Fringe setup for Retirement and Group fringe estimates.

Typically, five rows appear for each position if Fringes were 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 likely have additional fringe estimates for different ChartField combinations, and the Fringe Update process prorate fringe distribution based on the account codes distribution percentage.

To change a fringe estimate amount manually, enter a new current amount in the Current Amount field for a specific fringe. To add fringe estimate row and amount, click on the Plus sign icon on the right. When adding a new value, the new row must have a different ChartField combination from any of the existing rows. If you manually change a value, give serious consideration to clicking the checkbox in the "Lockout" field (ON) to protect your change from being overwritten by subsequent Fringe Update runs.

Note: To remove a fringe entirely from a position, reduce the proposed amount to zero and lock the row. This prevents the system from recalculating the fringe type again.

Below are complete step-by-step instructions on updating Fringe Estimates.

Security Role	BOR_BP_PROCESSING

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Data Update** link.

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Step	Action
6.	Click the **Personal Services** link.
7.	Enter any desired search criteria to select an existing **Personal Services** record for viewing. The criteria entered will limit the values returned by the search. - Position Number: an existing position number may be selected. - Department: any existing department may be selected. - Empl ID: any existing employee ID may be selected. - Name: records may also be selected by employee name. **Note**: Leave fields blank for a list of all values. Only the *CURRENT* version of the budget is available for on-line manipulation.
8.	Click the **Search** button.
9.	Click on the **Fringe** tab. Navigate to the desired field and change the value.
10.	To change a fringe estimate amount manually, enter a new current amount in the **Current Amount** field for a specific fringe.
11.	To add a fringe estimate row and amount, click on the **Plus sign** icon. **Note**: When adding a new value, the new row must have different ChartField combinations from any of the existing rows. If you manually change a value, give serious consideration to clicking the checkbox in the **Lockout** field (ON) to protect the change from being overwritten by subsequent Fringe Update runs.
12.	After all desired changes have been made, click the **Save** button.

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CHAPTER 7: CREATING A COMPLETE BUDGET
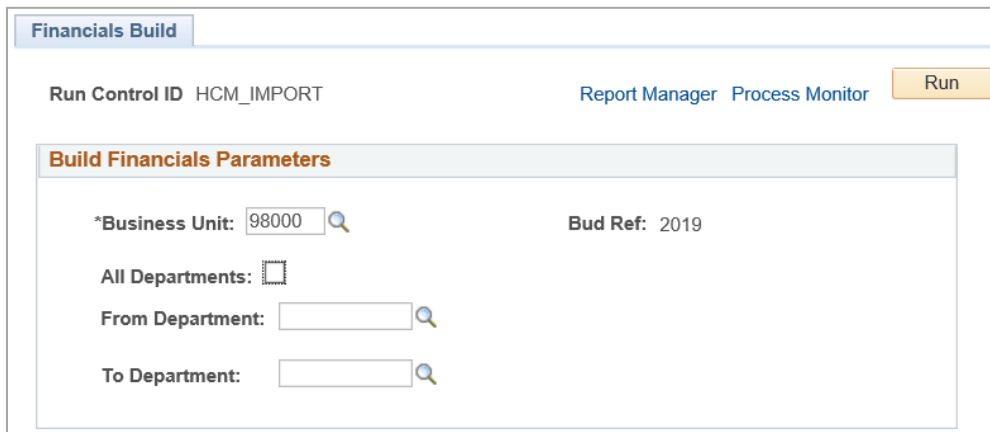
After completing all updates, the next step is to build the overall budget and to analyze it. This involves running the Financials Build process and using various inquiries and reports to analyze the results.

Financials Build Process

The Financials Build 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.

You 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 (Chapter 8) can only occur once per budget development cycle. Once you run the final export to Financials, the BORBPHEX process cannot be re-run without contacting ITS for assistance.

When running the Financials Build process, a *CURRENT* budget version must already be created. In addition to the report the process generates, you can query data or view it through Aggregate Detail Inquiry. The process can be run for All Departments or a range of departments – the process uses funding department rather than the position's HR Department.

This Financials Build process populates two tables:

- **BOR_BP_AGG_DTL**: 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 built during budget preparation and in a consistent Financials format. This data supports the reporting function in the Budget Prep Module.

Note: The Financials Build process rounds up entries in the BUD_AGGDET_BOR table to the next whole dollar.

- **BOR_BP_JRNL_BLD**: 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 created during the Export to Financials process. The data is similar to the data in the BUD_AGGDET_BOR table, but aggregated to a summary level by Financials budget type to provide more efficient creation of budget journals in Financials. Data in this table includes position-level detail if you selected the option for Position Numbers on budget journals during setup.

Below are complete step-by-step instructions on running the Financials Build process.

Security Role	BOR_BP_PROCESSING

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Processing** link.
6.	Click the **Financials Build** link.
7.	Search for an existing Run Control Id or on the **Add a New Value** tab, enter a new run control ID.
8.	Select if you want to run the process for **All Departments**, a **Department,** or a **Range of Departments**.
9.	Click the **Run** button. The **Process Scheduler Request** page will open. Default values will be pre-populated.
10.	Click the **OK** button. This will return the window to the **Fringe Update** page.
11.	Click the **Process Monitor** link. This will return the window to the **Fringe Update** page.
12.	Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**. Click the **Process Monitor** link.

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Step	Action
13.	Click the **Details** link to view the Process Detail. Click the **Refresh** button. Select **Refresh** until the **Run Status** displays as **Success** and the **Distribution Status** displays as **Posted**.
14.	Click the **View/Log Trace** link to view the file list. Click the **Details** link to view the Process Detail.
15.	Click the **View/Log Trace** link to view the file list.

Analyzing Data Using Inquiries

After you run the Financials Build process, you can analyze your complete budget through online inquiries in addition to the report the process generates. The Aggregate Detail Inquiry queries data from the Aggregate Financials Budget table. This inquiry enables you 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 need to input your Business Unit first. For the Ledger, you can enter APPROP, ORG, REVEST, or PROJ_GRT. You can use a wildcard (%) 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 need to specify the Budget Reference because the system only retrieves budgets associated with the selected budget reference in the inquiry.

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

In addition to the Aggregate Detail Inquiry, you can also use the Inquiry on Personal Services and the Inquiry on Non-Personal Services (Chapter 4).

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

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

To query these Budget Prep records or run any Budget Prep queries, you need to have your Security Administrator add the role "BOR_PT_QRY_BUDPREP" to your User ID in PeopleSoft Financials.

Analyzing Data Using Reports and Queries

You can run numerous reports in the Budget Prep module after running the Build Financials process, and these reports help you analyze your budget. The following grid details report names and the purpose/detail of each 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)

Report Name	Purpose	Detail
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)
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)

Report Name	Purpose	Detail
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)
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)

Report Name	Purpose	Detail
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 Board of Regents 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_HCM_AGGDTL_GRANTS	Budget Prep HCM Financials Aggregate for Grants	Unit Bud Ref
BOR_BP_HCM_ADDDTL	Budget Prep HCM Financials Aggregate	Unit Bud Ref Ledger
BOR_BP_HCM_ERN_CD_LIST	Returns position and distribution information where the earns code is not REG, including blanks	Unit Bud Ref Version BOR
BOR_BP_HCM_ORIG_SAL	HCM Orig PSvc w/names and dist including vacant and lump sum positions	Unit Bud Ref
BOR_BP_HCM_POSNS_SAME_ CHTFIELD	Positions with multiple distribution rows with matching chartfields	Unit Bud Ref
BOR_BP_HCM_PROP_BUD_ MISMATCH	Positions where budget and the total distributed amount are mismatched	Unit Bud Ref

BP Reports

You can view reports in either the **Report Manager** or the **Process Monitor**. When running a report, you select how you want the report display, 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

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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 Code, Job	BOR Menus > BOR Budget Prep > Budget Prep Reports > Schedule G-1	• SetID • Version • From Department • To Department

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	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

Note: You can run all Reports and Queries multiple times.

Note: At this point, institutions' HR/Payroll and Budget personnel need to coordinate the handling of HR/Payroll changes for the period between Importing and Exporting data back to the HR/Payroll application to keep the systems in sync.

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CHAPTER 8: EXPORTING DATA BACK TO HCM AND PSFIN

When the budget has been approved, you can complete the FY2020 Budget Prep process. The following is an overview of the Budget Prep Process flow showing the integration between PeopleSoft Financials (PSFIN) and OneUSG Connect (HCM). This chapter walks you through the Budget Prep Export processing steps within PSFIN and HCM to complete loading FY2020 budgets.

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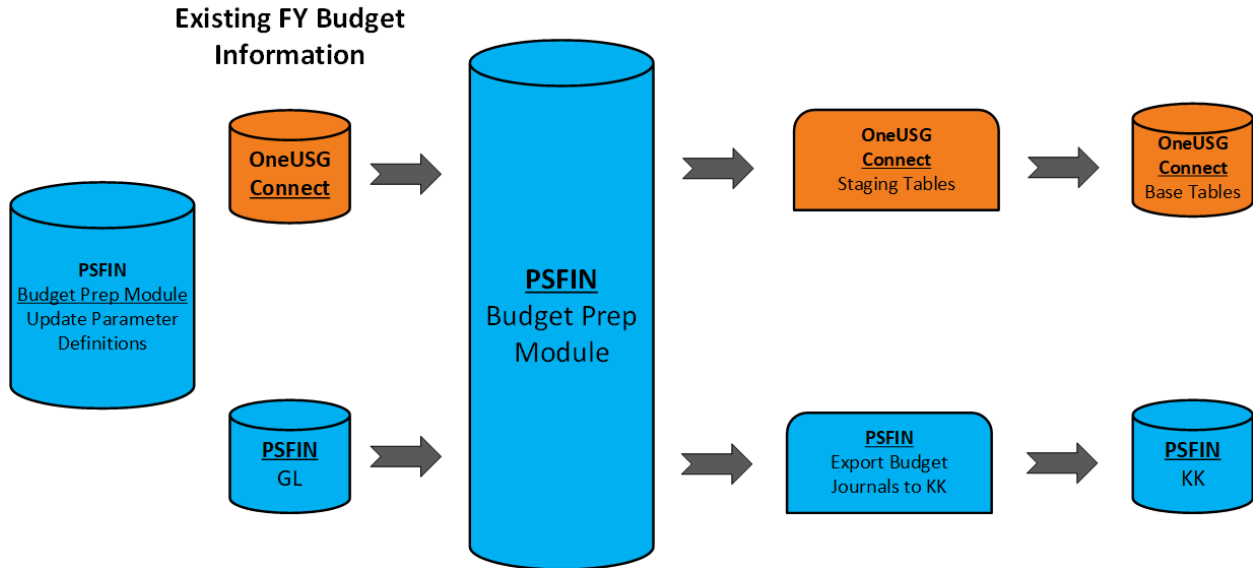
Running the Financials HCM Budget Prep Export Process

The final step in Financials is to export Budget Prep data from Financials to OneUSG Connect after you complete the Budget Prep process and the budget is approved. You can run the process in "Create Report" mode multiple times or in "Create Report/Run HCM Export" mode only once.

- **Create Report:** Report only mode creates a .PDF and .CSV format report of what will load back to OneUSG and populates Pre-Audit tables you can query. The Pre-Audit is similar to the Audit run in OneUSG after Export, but can be run as many times as needed and can be run prior to budget submission.
- **Create Report/Run HCM Export**: you can run the export in this mode only once. This mode clears out any data in the budget prep staging tables, then loads the tables with new budget data. This mode also creates a .PDF and .CSV report of data loaded to the staging tables and populates the Pre-Audit tables.

Note: The PDF file provides a detailed report of the data loaded into the HCM Staging tables. The title of the report will have either (REPORT) if the **Report Only** version was run or (EXPORT) if the **Create Report/Run HCM Export** version was run.

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **BOR Budget Prep** link.
5.	Click the **Budget Prep Processing** link**.**
6.	Click the **HCM Export** link.
7.	Click **Search** to find an existing value or click the **Add a New Value** tab to create a new Run Control ID.
8.	Choose one of the following on the **HCM Export Page** by clicking on the radio button: • Create Report: generates only a PDF report version and populates the pre-audit tables in Financials. • Create Report/Run HCM Export: generates a PDF report and populates the HCM Staging tables.
9.	Click **Save** and then **Run**.
10.	Click **OK** to run the process.
11.	Click **Process Monitor** link.
12.	Click **Refresh** until the Run Status is **Success** and the Distribution Status is **Posted**.
13.	Click **Details**.
14.	Click **View Log/Trace**.

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Step	Action
15.	Click the **borbphex** pdf. **Note:** The PDF file provides a detailed report of the data that has been loaded into the HCM Staging tables. The title of the report will have either (REPORT) if the **Report Only** version was run or (EXPORT) if the **Create Report/Run HCM Export** version was run.
16.	The data loaded into the staging tables can be reviewed using the following BOR queries, accessible through the Query Manager in Financials if the process was run in Run HCM Export mode: • BOR_BP_STG_POS to review Position-related data • BOR_BP_STG_JOB to review Job-related data • BOR_BP_STG_DBUD to review Department Budget-related data • BOR_BP_STG_JERN to review Job Earn Dist-related data If the report was run in Report Only mode, the staging tables will not be populated. Both modes populate the following query with Pre Audit data. • BOR_BP_HCM_EXPORT_PRE_AUDIT to review errors and warnings related to the upload process – explanations of each error are in section 8.3

We **strongly** recommended running the HCM Export in Report Only mode prior to budget submission, as some of the Audit errors are easy to fix while you can edit Budget Prep data.

After running the HCM Export in Run HCM Export mode, the process populates the OneUSG Connect staging tables with data from the Budget Prep process. The process populates certain fields like Reports To from the last effective dated row in OneUSG as part of the export process. If there's a large gap between when the Export is run and when data is loaded in OneUSG, the staging tables may not have the most up-to-date data for these fields. The next step is to run the Audit Report in OneUSG Connect. After running the report, you must review it, determine what errors exist, and resolve those errors before proceeding with the Budget Prep Load.

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Running the Audit Reports in OneUSG Connect

After you run the Export process in Run HCM Export mode, further processing is completed in OneUSG Connect instead of in Financials. The Audit process can be run multiple times, but when the process runs in OneUSG there are fewer options to edit data. At this point the budget was submitted and approved. The menu for the Audit Report can be seen below:
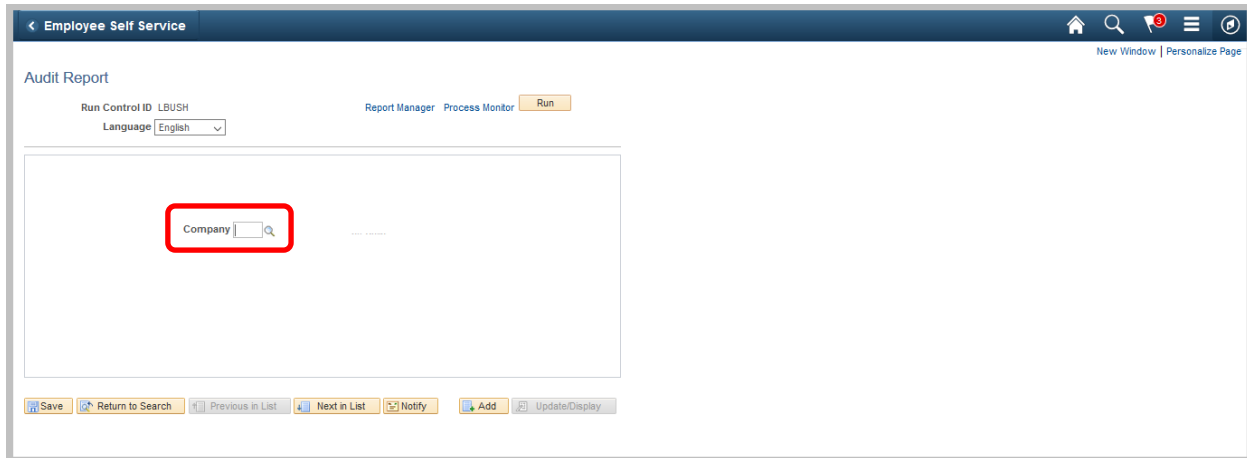
After running the Audit report, click on the .stdout file to review steps the Audit Report goes through to evaluate potential errors impacting the OneUSG Connect Budget Prep Load.

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```
PeopleTools 8.55.21 - Application Engine Server
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PSAESRV started service request at 10.37.49 2018-06-04


Position Data Audit - Step 1: Future Dated Positions 83000 (0,0)

Position Data Audit - Step 3: This position has active incumbent(s) 83000 (0,0)

Position Data Audit - Step 4: This position has been inactivated83000 (0,0)

Job Data Audit - Step 1: Non-Paid Affliate in wrong paygroup 83000 (0,0)

Job Data Audit - Step 2: Missing SWB Action/Action Reason 83000 (0,0)

Job Data Audit - Step 3: Paygroup invalid for Payroll System and Absence System combination 83000 (0,0)

Job Data Audit - Step 4: Effective Date Exists w/ Different Action Reason 83000 (0,0)

DBE Audit - Step 1: Inactive Departments 83000 (0,0)

DBE Audit - Step 2: Invalid Account Codes 83000 (0,0)

DBE Audit - Step 3: Invalid Suspense Codes 83000 (0,0)

DBE Audit - Step 4: Funding Date Error 83000 (0,0)

DBE Audit - Step 5: Budget Amount And Percent of Distribution 83000 (0,0)

DBE Audit - Step 6: Percent Distributions must total 100% 83000 (0,0)

DBE Audit - Step 7: Earn Code Distribution 83000 (0,0)

DBE Audit - Step 8: Position not eligible for budget definition 83000 (0,0)
```

The Audit report process populates three text files:

File List

Name	File Size (bytes)	Datetime Created
AE_BORBPAUDIT_412412.stdout	922	05/18/2018 11:12:09.350923AM EDT
Budget_Prep_DBE_42000_Audit.txt	1,395	05/18/2018 11:12:09.350923AM EDT
Budget_Prep_Job_42000_Audit.txt	304	05/18/2018 11:12:09.350923AM EDT
Budget_Prep_Position_42000_Audit.txt	884	05/18/2018 11:12:09.350923AM EDT

- Budget_Prep_DBE_Company_Audit.txt: Department Budget Earnings – errors with data from distribution tabs in budget prep.
- Budget_Prep_Job_Company_Audit.txt: Job Data
- Budget_Prep_Position_Company_Audit.txt: Position Management

Step	Action
1.	Requires the **BOR Budget Prep Processing** role
2.	Click the **NavBar** in OneUSG Connect to navigate.
3.	Click the **Navigator** icon.
4.	Click the **BOR Customizations** link.
5.	Click the **Budget Prep** link.
6.	Click the **Audit Report** link.
7.	Click the **Search** button to search for an existing value or click the **Add a New Value** tab to create a new Run Control ID.
8.	Enter or search for your Company's 3-digit number.
9.	Click **Save** and then **Run.**
10.	Click **OK**.
11.	Click the **Process Monitor** link.
12.	Click **Refresh** until the Run Status is **Success** and the Distribution Status is **Posted**.
13.	Click the **Details** link.
14.	Click **View Log/Trace**.
15.	Click on the **.stdout** file to see the steps the Audit Report goes through to evaluate potential errors that may impact the OneUSG Connect Budget Prep Load.
16.	After running the Audit Report, retrieve the following files that will provide a list of errors found. • Budget_Prep_DBE_Company_Audit.txt: Department Budget Earnings (PS_DEPT_BUDGET_ERN table) • Budget_Prep_Job_Company_Audit.txt: Job Data • Budget_Prep_Position_Company_Audit.txt: Position Management **File List**<table><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr><tr><td>AE_BORBPAUDIT_412412.stdout</td><td>922</td><td>05/18/2018 11:12:09.350923AM EDT</td></tr><tr><td>Budget_Prep_DBE_42000_Audit.txt</td><td>1,395</td><td>05/18/2018 11:12:09.350923AM EDT</td></tr><tr><td>Budget_Prep_Job_42000_Audit.txt</td><td>304</td><td>05/18/2018 11:12:09.350923AM EDT</td></tr><tr><td>Budget_Prep_Position_42000_Audit.txt</td><td>884</td><td>05/18/2018 11:12:09.350923AM EDT</td></tr></table>

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Reviewing the Pre-Audit Queries and Correcting Errors

The HCM Export process populates the table BOR_BP_AUD_ERR with Job, Position, and Department Budget Table rows that are will cause problems for the Load process. This Pre-Audit largely duplicates the Audit process, but can be run prior to HCM Export when Budget Prep data can be edited.

You can query the provided query BOR_BP_HCM_EXPORT_PRE_AUDIT to return Pre-Audit results.

Error
Future Dated Position Rows Found
This Position Has Active Incumbent(s)
Position has been inactivated and has an employee assigned in Job Staging Table
The Jobcode has been inactivated
Non-Paid Affiliate in wrong paygroup
Missing SWB Action/Action Reason
Warning: Row Exists w/ Different Action
Warning: Employee has a future dated termination row. Manual update required
Warning: Employee has a future dated SWB row. Manual update required
Warning: 10 Month employee not setup correctly
Warning: Multi-Incumbent Position with Department ID different than Job Data Department ID. Manual Update Required.
Inactive Department
Invalid Account Codes
Invalid Suspense Code
Funding Date Error: 7/1/20XX > Fund End Date
Percent Distribution must total 100%
Earn Code is Not Blank

Reviewing the Audit Report and Correcting Errors

After running the Audit Report, the next step is to review what errors must be resolved in order to proceed with loading Budget Prep into OneUSG Connect. Below are examples of the types of errors you might find on the audit reports and how to fix those errors if the export has been run.

Note: Under no circumstances should you attempt to make corrections in Budget Prep after budget submission and budget approval unless expressly instructed by ITS and Jason Matt (BOR Executive Budget Director).

Examples of Position Data Audit errors you may find in **Budget_Prep_Position_Company_Audit.txt** and how to correct them.

Error	Correction if Export has been run
Future Dated Position Rows Found	• This is a warning and will not prevent Budget Prep from loading. Practitioners should verify that future dated rows are correct and should remain. • Note that these rows will not load from Budget Prep since they already exist in OneUSG Connect.

This Position Has Active Incumbent(s)
 	
(The load is attempting to inactivate a position, but the position has an active incumbent.)
	1. If the position should be inactivated:
	  • On Job Data, insert a future dated 6/30/2019 row using action "Position Change" and reason "New Position" to move the incumbent to a new position; or insert a termination row using the appropriate action and reason combination, , whichever is appropriate for that particular employee. Do not terminate employees who are not actually ending their relationship with your institution, as this may result in a loss of benefits.
	  • Budget Prep load will insert 7/01/2019 row to inactivate position.

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	2. If the position was erroneously inactivated in Budget Prep and should remain active: • In Position Management, insert an active 7/01/2019 row for the position using reason code "New Fiscal Year" • This will prevent the inactive row from loading. • Note that the error will not fall off the Audit Report and will create a Future Dated Position error for the same position.
Position has been inactivated and has an employee assigned in Job staging table	• Staged data contains an active employee being placed in a position being inactivated. • In Position Management, insert an active 7/01/2019 row for the position to prevent inactive row from loading. • Correct in OneUSG Connect after load, if needed.
The Job Code has been Inactivated	• To resolve this error, go into the Job Code table (Set up HCM > Foundation Tables > Job Attributes > Job Code Table) and activate the Job Code.

Example of Job Data Audit errors you may find in **Budget_Prep_Job_Company_Audit.txt** and how to correct them:

Error	Correction if Export has been run
Non-Paid Affiliate in Wrong Pay Group	• In Position Management, update the pay group on position to 'XXN.' • In Job Data, verify the Non-Paid Affiliate is also in pay group "XXN"

Missing SWB Action + Return From Work Break	• This error occurs when Budget Prep attempts to insert a Return from Workbreak (RWB) row and does not find a preceding Short Work Break (SWB) row. Review each employee's job data to determine what action needs to be taken.
	• If appropriate, ensure that the employee has a payroll status of "W" (Short Work Break) by inserting a Short Work Break row.
	• Employees with future-dated rows for termination, retirement, etc., who will also be placed on Short Work Break prior to termination or retirement MUST use the following effective dated sequencing:
	   ▪ EXAMPLE 1
	      • 7/1/2019 SWB
	      • 8/1/2019 RWB EFF SEQ 0
	      • 8/1/2019 Termination, Retirement, etc.
	                    EFF SEQ 1
	   ▪ EXAMPLE 2
	      • 7/1/2019 Promotion EFF SEQ 0
	      • 7/1/2019 SWB EFF SEQ 1
	      • 8/1/2019 RWB

Pay Group Invalid for Payroll System & Absence System Combination	• This error occurs when the pay group being loaded for an employee is inconsistent with their current Absence System on Job Data and the pay group on position. • To correct, locate the employee's top of stack row in job data and select the Payroll tab. Change the Absence System to "Other" and then select the appropriate pay group to match the pay group on position data. • Then contact ITS to request a reset to allow you to run the Financials HCM Export again.
Warning: Row Exists w/Different Action Reason	• This occurs when Budget Prep attempts to insert a SWB or RWB action row, but a row that carries a different action/reason combination already exists.

	• To correct, either update the action/reason combination to match the action reason being loaded from Budget Prep or remove the existing row and let Budget Prep load the row.
Warning: Employee has a future dated termination row. Manual Update required.	• This occurs when Budget Prep attempts to insert any rows in the new budget year but a termination row already exists for the employee. • Any Job changes will need manually entered.
Warning: Employee has a future dated SWB row. Manual Update Required.	• This occurs when Budget Prep attempts to insert any rows in the new budget year but a SWB row already exists for the employee. • Any Job changes will need manually entered.
Warning: 10 Month employee not setup correctly	• This occurs when Budget Prep attempts to insert rows for a J Pay Group position that is set up incorrectly. • Any Job changes will need manually entered. • Confirm that the Standard Hours Frequency is W10 for J Pay Group employees.
Warning: Multi-Incumbent Position with Department ID different than Job Data Department ID. Manual Update Required.	• This occurs when the Department ID has been edited on Position for a Multi-Incumbent Position. No Job rows are created for Multi-Incumbent Positions. • Job data will need manually updated for affected incumbents.

Example of Department Budget Earn errors you may find in
Budget_Prep_DBE_Company_Audit.txt and how to correct them:

Error	Correction if Export has been run
Inactive Departments	• Set department to Active in OneUSG Connect
Invalid Account Codes	• Add the account code in PeopleSoft Financials.
Invalid Suspense Code	• Contact ITS for assistance by submitting a ticket to the ITS Help Desk.
Funding Date Error	• Extend Project or Grant end date in Financials

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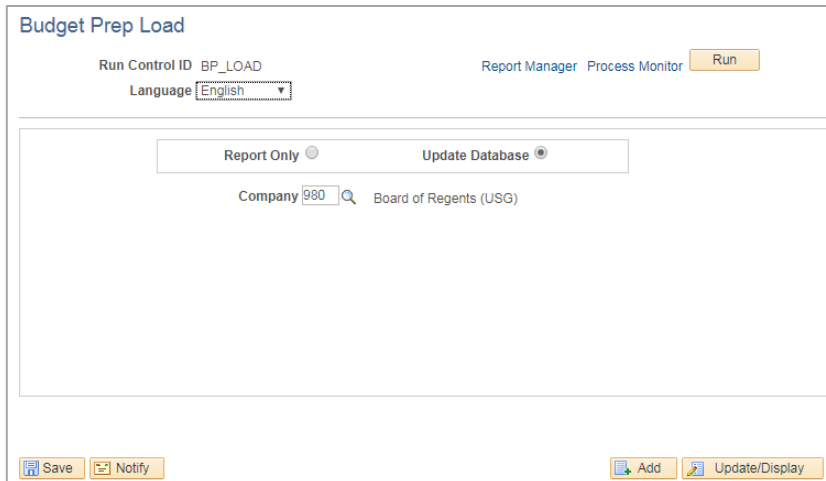
Budget Amount and Percent of Distribution	• Work with ITS to correct this error. DO NOT try to edit in Budget Prep.
Percent Distributions must total 100%	• Work with ITS to correct this error. DO NOT try to edit in Budget Prep.
Earn Code Distribution Error - Earn Code is Not Blank	• This error will prevent loading to the Department Budget tables. • Contact ITS for assistance by submitting a ticket to the ITS Help Desk..
Position Not Eligible for Budget Definition	• Contact ITS for assistance by submitting a ticket to the ITS Help Desk.

Re-run the Budget Prep Audit Reports in OneUSG Connect as many times as necessary until the reports return no errors. Once all necessary data cleanup is completed, you are ready to proceed with running the OneUSG Connect Budget Prep Load process.

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Running the Budget Prep Load Process in OneUSG Connect

Before beginning the Budget Prep Load:
- Ensure all audit reports are clear
  - You can re-export from PeopleSoft Financials into HCM as many times as you need to ensure your audit reports are clear
- Have an HR Practitioner update the position data and job data for the person who will be running the Budget Prep Load in OneUSG Connect
  - The script will not allow you to update your own data, so this prior step prevents a load error
- Remind practitioners to stay out of the system while the Budget Prep load is being performed
- Have practitioners from HR, position management, and budgets available during the load process

Budget Prep Load

Run Control ID BP_LOAD   Report Manager   Process Monitor   [Run]
Language [English ▼]

Report Only ○   Update Database ◉

Company [980] 🔍   Board of Regents (USG)

[Save] [Notify]   [Add] [Update/Display]

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Customizations** link.
4.	Click the **Budget Prep** link.
5.	Click the **Budget Prep Load** link.
6.	Click **Search** for an existing Run control ID value or click the **Add a New Value** tab to create one.

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Step	Action
7.	Choose one of the following by clicking on the radio button: • Report Only. • Update Database.
8.	Click **Save** and then **Run.**
9.	Click **OK**.
10.	Click the **Process Monitor** link.
11.	Click **Refresh** until the Run Status is **Success** and the Distribution Status is **Posted**.

In an effort to allow the Budget Prep Load (BORBPLOAD) to run most efficiently, ITS has configured OneUSG Connect production to only allow a single instance of the load to run at a time. If your process is in a Run Status of **Blocked**, another institution has already initiated the Budget Prep Load and your request will begin processing once the other instance runs to Success. In the event your process instance encounters a status of "No Success," contact ITS by submitting a ticket to the ITS Help Desk.

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Running the Financials Export and Processing Budget Journals

The final step in the Budget Prep process is running the Financials Export process and verifying and posting Budget Journals.

Financials Export

Run Control ID Financials_Export   Report Manager   Process Monitor   **Run**

Create Report ○   Create Report/Run FIN Export ◉
*Business Unit 98000 🔍   Budget Reference: 2019
   ☐ Exclude Inactive Department/Fund Code
   ☐ Suppress ALL Zero Budgets from Finance

🖫 Save   🖃 Notify   🗋 Add   🗐 Update/Display

- **Create Report**: runs the Financials Export process in Report Only mode
- **Create Report/Run FIN Export**: runs the Financials Export process in update mode. The process will create original budget journals for the new fiscal year. You can only run the process in update mode once.
- **Exclude Inactive Department/Fund Code**: selects whether departments marked inactive will be included in the journals. If there are non-zero amounts tied to any of these departments, the journals created will not balance.
- **Suppress ALL Zero Budgets from Finance**: controls whether any lines for zero budget will be included in journals.

Step	Action
1.	Click the **NavBar** to navigate.
2.	Click the **Navigator** icon.
3.	Click the **BOR Menus** link.
4.	Click the **Budget Prep** link.
5.	Click the **Budget Prep Processing** link.
6.	Click the **Financials Export** link.

Step	Action
7.	Click **Search** for an existing Run control ID value or click the **Add a New Value** tab to create one.
8.	Choose one of the following on the Financials Export Page by clicking on the radio button: • Create Report: generates only a PDF report version. • Create Report/Run FIN Export: generates a PDF report and creates Budget Journals in Financials.
9.	Click **Save** and then **Run.**
10.	Click **OK**.
11.	Click the **Process Monitor** link.
12.	Click **Refresh** until the Run Status is **Success** and the Distribution Status is **Posted**. **Note:** In the event your process instance encounters a status of "No Success," contact the ITS Helpdesk for assistance.
13.	Once the process runs to success, review the created budget journals for accuracy. Note that all journals will begin with B2020.
14.	When appropriate, post budget journals as usual.

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APPENDIX A: BUDGET PREP PROCESSING TASK LIST

Step	Action	Process	System	User Guide Reference
1.	Set up **Year/Hour Parameters**		PSFIN Budget Prep	p. 24
2.	Set up **Pay Groups Parameters**		PSFIN Budget Prep	p. 27
3.	Set up **Reason Codes/Descriptions**		PSFIN Budget Prep	p. 29
4.	Set up **Fringe Accounts**		PSFIN Budget Prep	p. 31
5.	Process **HCM Import**	BORBPHIM	PSFIN Budget Prep	p. 43
6.	Process the **Financials Import**	BORBPFIM	PSFIN Budget Prep	p. 48
7.	Rerun Subsequent Imports	BORBPHIM or BORBPFIM	PSFIN Budget Prep	p. 51
8.	Add a **New Project/Grant**		PSFIN Budget Prep	p. 52
9.	Run **Inquiry on Personal Services**		PSFIN Budget Prep	p. 54
10.	Run **Inquiry on Non-Personal Services**		PSFIN Budget Prep	p. 55
11.	Run **Inquiry on Non-Personal Services Grant Budgets**		PSFIN Budget Prep	p. 57

Step	Action	Process	System	User Guide Reference
12.	**Update Personal Services**		PSFIN Budget Prep	p. 62
13.	**Update Non-Personal Services**		PSFIN Budget Prep	p. 70
14.	**Update Revenue Estimates**		PSFIN Budget Prep	p. 72
15.	**Update Grant Budgets**		PSFIN Budget Prep	p. 74
16.	Reset **Raise Effective Dates** (if needed)	BORBPRRD	PSFIN Budget Prep	p. 77
17.	Run **Fringe Update Process**	BORBPFUP	PSFIN Budget Prep	p. 79
18.	**Update Fringes Individually**		PSFIN Budget Prep	p. 80
19.	Run **Financials Build Process**	BORBPBLD	PSFIN Budget Prep	p. 83

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Step	Action	Process	System	User Guide Reference
20.	**Analyze Data Using Inquiries**: • Inquire on Aggregate Detail • Inquire on Personal Services • Inquire on Non-Personal Services		PSFIN Budget Prep	p. 86
21.	**Analyze Data Using Reports and Queries**		PSFIN Budget Prep	p. 88
22.	Run **Financials Export in "Report Only" Mode**	BORBPHEX	PSFIN Budget Prep	p. 96
23.	**Query Budget Prep Pre-Audit**		PSFIN Budget Prep	p. 103
24.	Process **Financials Export**	BORBPHEX	PSFIN Budget Prep	p. 96
25.	Run **Budget Prep Audit Reports**	BORBPAUDIT	OneUSG Connect	p. 105
26.	**Correct errors from Audit Reports**		OneUSG Connect	p. 105
27.	**Re-run the HCM Export**		PSFIN Budget Prep	p. 96

Step	Action	Process	System	User Guide Reference
28.	HR Practitioner updates position data and job data for the person who runs the Budget Prep Load in OneUSG Connect		OneUSG Connect	
29.	Instruct all practitioners to refrain from entering HR, Position Management, or Payroll Changes	BORBPLOAD	OneUSG Connect	.
30.	Run the **Budget Prep Load**	BORBPLOAD	OneUSG Connect	p. 110
31.	**Confirm Budget Prep Load ran to success/posted**		PSFIN Budget Prep	p. 112

APPENDIX B: BUDGET PREP RECORD NAMES

In addition to online inquiries, you can build your own queries on the Budget Prep records. The following grid details old and new Budget Prep record names within PeopleSoft Financials and basic information contained in each record.

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

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APPENDIX C: ONEUSG CONNECT (HCM) RECORD NAMES

The grid below details the OneUSG Connect (HCM) record names from which data is pulled when the HCM Import and Financials Import processes are run in Budget Prep. Also included is a summary of basic information contained in each record and a list of records that the HCM Import populates in Budget Prep when run.

HCM Import Process

Record Name	Source/Description	Budget Prep Personal Services Records Populated
BOR_BP_PARMS	Current Budget Prep Parameters	• BOR_BP_PSA – Position • BOR_BP_PSB – Position Budget • BOR_BP_PSC – Position Distribution • BOR_BP_PSH – Position Health • BOR_BP_PSR – Position Retirement
BOR_BP_PAYGROUP	Current Budget Prep Pay group Setup	
BOR_POS_PYGRP	HCM Position Pay group data via DBLINK	
BOR_DEPT_ERN_VW	HCM DEPT_BUDGET_ERN data via DBLINK	
BOR_JOB_ERN_VW	HCM JOB_EARNS_DIST data via DBLINK	
HEALTH_BENEFIT	HCM Medical Plans via DBLINK	
SAVINGS_PLAN	HCM Retirement via DBLINK	
POSITION_DATA	Financials Position Data	
JOB	Financials Job Data	

APPENDIX D: CLEANUP BEFORE BUDGET PREP

Before beginning work in the Budget Prep module, it is important to clean up invalid funding and make sure departments are in sync between OneUSG Connect and Financials.

Invalid Funding
Most items that appear on the invalid funding report result in a 'hard stop' error when loading HR data back to OneUSG Connect.

Grant/Funding End Dates – you can deactivate positions with funding end date errors if appropriate. Alternately you can update funding to an active grant. If the position itself should continue and the new project ID related to the grant is effective later than the date export to OneUSG Connect will be completed, it may be necessary to temporarily extend the funding end date while the export process is ongoing.

HR Departments – you can change positions where the HR Department ID is an inactive department by making the department active again (in Financials *and* OneUSG Connect), updating the HR Department on Position data (which requires a new Department Budget Table row for the new HR Department/Position combination), or by making the position inactive, if appropriate.

No DBE – you can fix positions with no DBE entry or an invalid DBE entry by adding a Department Budget Table row for the appropriate HR Department/Position combination or by making the position inactive, if appropriate.

Department Cleanup
No sync process exists for departments between Financials and OneUSG Connect. Any departments added to Financials and used for Budget Prep need to be added to the Department table in OneUSG Connect. Make sure the effective date on the department is a date before budget prep starts – if you attempt export back to OneUSG Connect before the effective date on the department, OneUSG Connect will not recognize the department as valid.

HR – Short Work Break Rows
Budgets needs to work with HR to make sure SWB (Short Work Break) rows are entered in Job for all F, J, and X pay group employees prior to loading data back to OneUSG Connect. The budget prep process enters a RWB (return from work break) and SWB row for the next fiscal year when HCM load is complete.

HR – Summer Faculty Rows
We strongly recommend waiting until Summer begin/end rows are entered for faculty before loading back to OneUSG Connect. If you have to load back to OneUSG Connect before

entering Summer rows, your HR will need to remove, then reinsert any rows created by Budget Prep.

New Departments/Job Codes/Combo Codes

We suggest setting up any newly created Departments, Job Codes, or Combo Codes with an effective date before the date you started Budget Prep. If the effective date for new rows is later than the date you run HCM Load, OneUSG Connect may not recognize the entry as valid.

APPENDIX E: CLEANUP AFTER BUDGET PREP LOAD

While data in Budget Prep is fixed as of early May, changes continue at the Position and Job levels that require review after Position and Job rows are created at the end of the Budget Prep process. There are a few queries available in OneUSG Connect to help:

Query Name	Description	Parameters
BOR_HR_POSITION_ACTIVITY	Changes made to positions as of a specified Action Date – pulls rows based on when the change was made rather than the effective date of the change. Will include Budget Prep changes with Reason "NFY"	Action Date
BOR_HR_JOB_ACTIVITY	Changes made to Job data as of a specified Action Date – pulls rows based on when the change was made rather than the effective date of the change. Will include Budget Prep changes.	Action Date
BOR_BP_POS_CHECK	Returns positions that have changes to Job Code, Department, Standard Hours, Reg/Temp Status, FT/PT Status, or Paygroup between two dates. Will also pull positions that are new as of the later date.	Last Day of Old Fiscal Year First Day of New Fiscal Year
BOR_BP_JOB_CHECK	Returns Job rows that have changes to Position Number, HR Status, Payroll Status, Benefits Status, Comp Frequency, or Comp Rate between two dates. Will also pull new hires as of the later date.	Last Day of Old Fiscal Year First Day of New Fiscal Year

Don't forget to follow up on any projects or grants where the End Date was temporarily extended to facilitate Budget load.