
PSFIN V8.9 Training

Fiscal Year 2011 Budget Prep Workshop Handouts

March 9, 2010, Macon State College

**Office of Information and
Instructional Technology
Version 1.0
Last Updated: 3/8/2010**



FY2011 Budget Prep Workshop, March 9, 2010, Macon State College

Workshop Goals:

- To provide an in-depth overview of the entire Budget Prep process
- Involve all players from HR and Financial sides
- Targeted to those with limited Budget Prep experience


Workshop Agenda:

- Lesson 1: Introduction to Budget Prep
 - Lesson 1.1: Overview of Budget Prep Process Flow
 - Lesson 1.2: GeorgiaFIRST Budget Structure Overview
- Lesson 2: Updating Budget Prep Parameters
 - Lesson 2.1: Budget Prep Year/Hour Parameters
 - Lesson 2.2: Pay Group Raise Effective Date Parameters
 - Lesson 2.3: Reason Codes and Descriptions
 - Lesson 2.4: Set Up Fringe Accounts
- Lesson 3: Preparing Data from EV5
- Lesson 4: Loading Data from ADP and PSFIN into Budget Prep Module
 - Lesson 4.1: Processing the HR/Payroll to Budget Prep Load
 - Lesson 4.2: How to Validate Load into Budget Prep
 - Lesson 4.3: Processing the Financials Extract
 - Lesson 4.4: REFERENCE Budget Version
 - Lesson 4.5: Guidelines for Rerunning Load/Extract
- Lesson 5: Mass Updates in Budget Prep
 - Lesson 5.1: Creating a PLANNING Version
 - Lesson 5.2: "What-if" Analyses
- Lesson 6: Budget Creation and Online Updates
 - Lesson 6.1: Creating a CURRENT Budget Version and Deleting PLANNING Versions
 - Lesson 6.2: Update the Personal Services Budgets Online
 - Lesson 6.3: Update the Non-Personal Services Budgets Online
 - Lesson 6.4: Update the Revenue Estimate Budgets Online
 - Lesson 6.5: Update the Grant Budgets Online
 - Lesson 6.6: Reset Raise Effective Dates
- Lesson 7: Fringe Benefit Estimates
 - Lesson 7.1: Generating Fringe Benefit Estimates
 - Lesson 7.2: Update Fringe Benefit Estimates Online
- Lesson 8: Creating a Complete Budget
 - Lesson 8.1: Build Financials Process
 - Lesson 8.2: Analyzing Data Using Inquiries
 - Lesson 8.3: Analyzing Data Using Reports
- Lesson 9: Exporting Data Back to PSFIN and ADP

- Lesson 9.1: Exporting Journals to Financials
- Lesson 9.2: Exporting Changes to ADP
- Lesson 10: Validating Export of Data Back to ADP

Workshop Objectives:

- Detail how the Budget Prep process involves both ADP and PSFIN
- Provide an overview of the GeorgiaFIRST budget structure
- Review Budget Prep Parameter Definitions
- Identify how to generate the file in eV5 that will be used by Budget Prep
- Define the data elements that are included in the file from EV5
- Review reports/output generated in EV5 when the Budget Prep file is created
- Identify how to process the ADP Load and Financials Extract
- Identify how to validate the EPOH009 Data Loads into the Budget Prep Module
- Identify the purpose of performing the Budget Copy process
- Review how to process a “what-if” analysis
- Identify how to analyze the results of a “what-if” analysis
- Review how to create a CURRENT budget version
- Identify how to delete PLANNING versions of the budget
- Identify how to perform online updates
- Identify how to reset raise effective dates
- Identify how to generate fringe benefit estimates
- Identify how to update fringe benefit estimates online
- Define the purpose of the Building Financials process
- Review how to analyze data through various inquiries and reports
- Identify how to export budget data back to PSFIN
- Identify how to export budget data back to ADP
- Identify how data is loaded in EV5 at the conclusion of the Budget Prep process
- Review how to validate the export of data back to ADP
- Review reports/output generated in EV5 when data is loaded into ADP EV5




FY2011 BP Workshop

Lesson 1: Introduction to Budget Prep

Presenter: Teresa Piazza


1



L1: Intro to Budget Prep

- Objectives:
 - Detail how the Budget Prep process involves both ADP and PS Financials
 - Provide an overview of the GeorgiaFIRST budget structure


2



L1.1 Overview of Budget Prep Process Flow

- Purpose of Budget Prep Module
- Budget Prep Process Flow

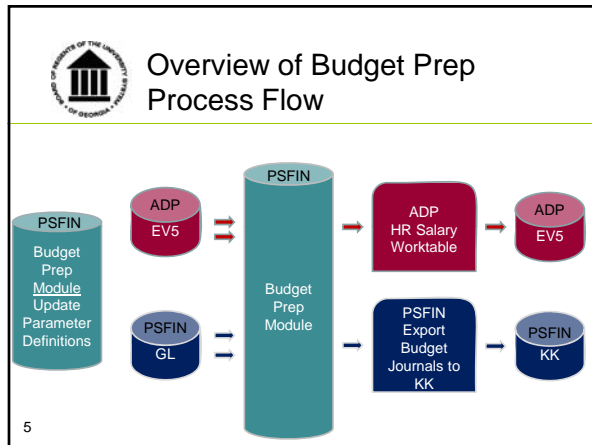
3




Purpose of Budget Prep Module

- Budget Prep Module:
 - Extracts all Budget-Related information from the PS Financials module
 - Loads Personal Services information from ADP EV5 data file (epoh009.txt)
 - Allows manipulation of data
 - Exports the new Budget Information back to ADP and PeopleSoft Financials

4






Budget Prep Module Setup


PSFIN

Update Parameter Definitions

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



6



FY2010 Budget
Information

ADP
EV5


ADP

Verify Output

Personal Services Data

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

7




FY2010 Budget
Information

ADP
EV5

Personal Services Data

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

8




FY2010 Budget
Information

ADP
EV5


Personal Services Data

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

9




FY2010 Budget Information




Data File epoh009.txt

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

10




FY2010 Budget Information




Personal Services Data

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

11




FY2010 Budget Information




Data File epoh009.txt

- Contains the following rows for Part Time, Vacant, or Lump Sum positions:
- Demographic Information – D Row
- Job Earnings Distribution Information – J Row

12




FY2010 Budget Information




Non-Personal Services Data

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

13




Manipulate/Create Budget




Budget Prep Module

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

14




Manipulate/Create Budget



Budget Prep Module

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

15




FY2011 Budget
Information

ADP
HR Salary
Worktable

Export Back to ADP

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

16




FY2011 Budget
Information

ADP
HR Salary
Worktable

Export Back to ADP

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

17




FY2011 Budget
Information

ADP
HR Salary
Worktable

ADP

- EPP001 Budget Prep Inbound
 - Loads BORBU8F2 Budget Prep Export to ADP
- Loads D and J rows into the HR Salary Worktable
 - EP_SAL_WRK_CORE
 - EP_SAL_WRK_JED

18



FY2011 Budget Information

ADP
EV5


ADP

EV5

- EPBH011 Budget Prep Load to EV5 from HR Salary Worktable
- Run Report Mode*
- Run Report and Update Mode*

*EPBH001 should be run in Report Mode and errors corrected before the "final" checkbox in Budget Prep is checked

19




FY2011 Budget Information

PSFIN
Export Budget Journals to KK

PSFIN

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

20




FY2011 Budget Information

PSFIN
Export Budget Journals to KK


PSFIN

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

21



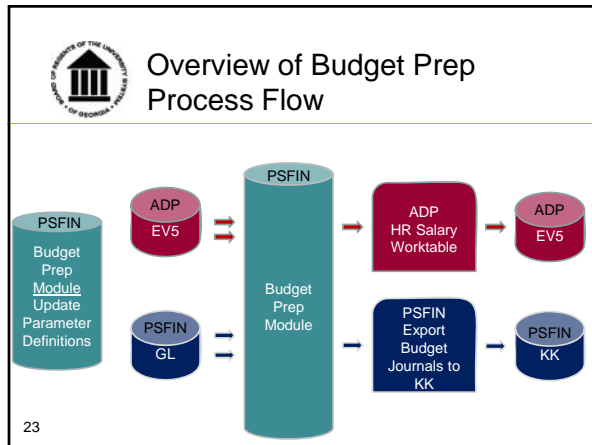
FY2011 Budget Information




PSFIN
Commitment Control

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

22





L1.2: GeorgiaFIRST Budget Structure Overview

- What is Commitment Control
- Account Budget Translation Tree
- Budget Types

24



Commitment Control

- Monitors budgetary expenditures and revenue accumulation in GL, EX, PO, AP, and AR
- Tracks and controls pre-encumbrances, encumbrances, and expenditures
- Tracks recognized and collected revenue against revenue estimates

25



Commitment Control

- Budget Checking
 - Checks against the control budgets to ensure that sufficient budget amounts exist
 - Transactions without sufficient budget amounts become exceptions
 - Errors – cannot continue
 - Warnings – continues, but sends notification to select users

26



Account Budget Translation Tree

- Trees = Hierarchical Structure
- Determine how budget lines are setup and where accounting transactions should look for funds
- Budgets are created and maintained at a higher level than transactions
- Levels and definitions are recorded in the BDXLATE_ACCOUNT tree

27

Tree Manager


SetID: 27000 Last Audit: Valid Tree
Effective Date: 01/01/1901 Status: Active
Tree Name: BDXLATE_ACCOUNT Budget Translation - Accounts

Save As Close Tree Definition Display Options Print Format

000000 > 600000 > 641000
Collapse All Expand All Find First Page 13 of 243 Last Page


- 000000 - All Accounts
 - 400000 - Revenues
 - 500000 - Personal Services
 - 600000 - Travel
 - 640000 - Travel
 - 641000 - Travel - Employee
 - [641001 - 641999]
 - 650000 - Travel - NonEmployee
 - 651000 - Travel - Non-Employee
 - 698000 - Travel - Allocations
 - 700000 - Operating Supplies & Expenses
 - 800000 - Equip Purch/Capital Outlay
 - 900000 - Transfers

Notify

 **Account Budget Translation Tree (BDXLATE_ACCOUNT)**


- 000000 - All Accounts
 - 400000 - Revenues
 - 500000 - Personal Services
 - 600000 - Travel
 - 640000 - Travel
 - 641000 - Travel - Employee
 - [641001 - 641999]
 - 650000 - Travel - NonEmployee
 - 651000 - Travel - Non-Employee
 - 698000 - Travel - Allocations
 - 700000 - Operating Supplies & Expenses
 - 800000 - Equip Purch/Capital Outlay
 - 900000 - Transfers

• 000000 = All Accounts
– Used for Validation Purposes

 **Account Budget Translation Tree (BDXLATE_ACCOUNT)**

- 000000 - All Accounts
 - 400000 - Revenues
 - 500000 - Personal Services
 - 600000 - Travel
 - 640000 - Travel
 - 641000 - Travel - Employee
 - [641001 - 641999]
 - 650000 - Travel - NonEmployee
 - 651000 - Travel - Non-Employee
 - 698000 - Travel - Allocations
 - 700000 - Operating Supplies & Expenses
 - 800000 - Equip Purch/Capital Outlay
 - 900000 - Transfers


• Appropriation Level
– All expenditure budgets will require lines at this level



Account Budget Translation Tree (BDXLATE_ACCOUNT)

- 000000 - All Accounts
 - 400000 - Revenues
 - 500000 - Personal Services
 - 600000 - Travel
 - 640000 - Travel
 - 641000 - Travel - Employee
 - [641001 - 641999]
 - 650000 - Travel - NonEmployee
 - 651000 - Travel - Non-Employee
 - 698000 - Travel - Allocations
 - 700000 - Operating Supplies & Expenses
 - 800000 - Equip Purch/Capital Outlay
 - 900000 - Transfers


- Summary Accounts
 - Accounts at this level are used on Revenue Estimate, Project, and Organizational Budgets



Account Budget Translation Tree (BDXLATE_ACCOUNT)

- 000000 - All Accounts
 - 400000 - Revenues
 - 500000 - Personal Services
 - 600000 - Travel
 - 640000 - Travel
 - 641000 - Travel - Employee
 - [641001 - 641999]
 - 650000 - Travel - NonEmployee
 - 651000 - Travel - Non-Employee
 - 698000 - Travel - Allocations
 - 700000 - Operating Supplies & Expenses
 - 800000 - Equip Purch/Capital Outlay
 - 900000 - Transfers

- Detail Accounts
 - Lowest level
 - Where accounting transactions are posted



Budget Types

- Appropriation Ledger Group
- Organization Budgets Ledger Group
- Revenue Estimate Ledger Group
- Project Expense Master Ledger Group
- Project/Grant Ledger Group
- Project Revenue Estimate Master Ledger Group
- Detail Ledger Group



Appropriation Ledger Group (APPROP)

- Highest level of budgeting
- Establish budgets for money authorized for expenditures for a specific purpose during a specific period of time
- “Control” spending in this budget
- Parent of the Organization Budget

34



Appropriation Ledger Group (APPROP)

- Commitment Control is configured to allow Personal Services transactions (500000) to pass budget checking even if there is insufficient spending authority
- Since APPROP is controlled, budgets must exist for any Chartfield combination an institution wants to charge (even if \$0)

35



Organization Budgets Ledger Group (ORG)

- Departmental Budget
- ORG budget breaks APPROP budgets into “operating” budgets at a lower level of detail
- Different standards for Personal Services vs. Non-Personal Services
 - ORG budgets established for 5XXXXXX
 - ORG budgets with \$0 for Non-Personal Services

36



Organization Budgets Ledger Group (ORG)

- ORG budgets “track” spending
- If budget or spending authority does not exist, transaction will be processed and a warning message logged in the KK Exception tables
- ORG budgets are children of APPROP
 - Cannot exceed the APPROP budget for the same Chartfield combination

37



Revenue Estimate Ledger Group (REVEST)

- Track revenues recognized and cash collected against estimated revenues
- Always set to “track”
- GeorgiaFIRST model makes no distinction between recognized and collected revenue

38



Project Expense Master Ledger Group (PRMST_EXP)

- Cumulative project budget
 - Can cross fiscal year and budget year boundaries
- Project Chartfield definition and corresponding synch process determine whether a project is “controlled” or “tracked” in PRMST_EXP
- Cumulative budgets not updated or interfaced from BP Module

39



Project/Grant Ledger Group (PROJ_GRT)

- Yearly budget for a grant
- Enter at same level as ORG budget with addition of the Project Chartfield
- Control or Track
- PROJ_GRT is child of PRMST_EXP
 - Cannot exceed PRMST_EXP

40



Project Revenue Master Ledger Group (PRMST_REV)

- Also a cumulative budget
- Sibling of PRMST_EXP
- Always set to “track”
- Tracked revenues include recognized revenues and cash collected against estimated revenues

41



Detail Ledger Group (DETAIL)

- Contains all revenue and expenditure transactions
- No budget is entered here
- Only used for reporting
- System capture all Chartfield values at the level they are entered

42



Lesson 1 Recap

- Provided an overview of the entire Budget Prep process, including how ADP and PSFIN are involved
- Provided a basic overview of the GeorgiaFIRST budget structure


43



Up Next...

- Lesson 2: Updating Budget Prep Parameters

44




FY2011 BP Workshop

Lesson 2: Updating Budget Prep Parameters

Presenter: Debbie Farmer


1



L2: Updating Budget Prep
Parameters

- Objective:
 - Review Budget Prep Parameter Definitions

2



Budget Prep Parameters

- Before doing anything else to prepare your new budget, must update the Budget Prep Parameter Definitions in PSFIN
- Parameter Definitions include:
 - Budget Prep Year/Hour Parameters
 - Pay Group Raise Effective Date Parameters
 - Reason Codes and Descriptions
 - Fringe Accounts

3



L2.1: Budget Prep Year/Hour Parameters

- Budgets are set up with specific parameters for employee pay calculations and processing
- Parameters are entered at the beginning of the Budget Development Cycle and drive employee pay calculations through the cycle

4



Budget Prep Year/Hour Parameters

- Specific Parameters are:
 - From and To Budget Period Dates
 - Budget Hours
 - Max Raise Rates

5



Budget Prep Year/Hour Parameters

Budget Prep - Years & Hours

'From Budget Period: 2010
 'To Budget Period: 2011
 To Budget Period Hrs: 2088
 Max Raise Rate: 5.00

6



Budget Prep Year/Hour Parameters

- Business Process: BP.010.010
- Located in User's Guide on pages:
 - 24 – 25
 - 112 – 114 (Business Process)

7



L2.2: Pay Group Raise Effective Date Parameters

- Dates determine when a raise will take effect
- Set Effective Dates for specific pay groups
- Enter once per year, at the beginning of the budget development cycle

8



Pay Group Effective Date Parameters

- Used for Pay Groups in which the majority of employees have a Raise Effective Date other than the Beginning of the Budget Development Cycle (07/01/XX):
 - Pay Group A – Salaried
 - Pay Group E – Exempt Hourly
 - Pay Group F – 10-Month Faculty
 - Pay Group H – Staff
 - Pay Group Y – 12-Month Faculty

9



Pay Group Effective Date Parameters

- Pay Groups not listed on the previous slide have an effective date of 07/01/XX
- All pay groups are delivered in the panel, but user may delete as needed

10



Pay Group Effective Date Parameters

Pay Group	Description	Date From
1 (A3A) [v] [x]	Salaries	01/01/2011 [x] [x]
2 (A3B) [v] [x]	Benefits Billing	01/01/2011 [x] [x]
3 (A3C) [v] [x]	Temporary Staff	01/01/2011 [x] [x]
4 (A3E) [v] [x]	Exempt Hourly	01/01/2011 [x] [x]
5 (A3F) [v] [x]	10 Month Faculty	01/01/2011 [x] [x]
6 (A3G) [v] [x]	Graduate Assistants	01/01/2011 [x] [x]
7 (A3H) [v] [x]	Staff	01/01/2011 [x] [x]
8 (A3L) [v] [x]	Temporary Salaries	01/01/2011 [x] [x]
9 (A3M) [v] [x]	Pending Faculty	01/01/2011 [x] [x]
10 (A3N) [v] [x]	Non-paid Affiliate	01/01/2011 [x] [x]
11 (A3P) [v] [x]	Part Time Faculty	01/01/2011 [x] [x]
12 (A3S) [v] [x]	Summer Faculty	01/01/2011 [x] [x]
13 (A3T) [v] [x]	Student Assistants	01/01/2011 [x] [x]
14 (A3V) [v] [x]	College WorkStudy	01/01/2011 [x] [x]
15 (A3Y) [v] [x]	12 Month Faculty	01/01/2011 [x] [x]

11



Pay Group Effective Date Parameters

- Business Process: BP.010.020
- Located in User's Guide on pages:
 - 25 – 26
 - 115 – 118 (Business Process)

12



L2.3: Reason Codes and Descriptions

- Used to explain raises that exceed the Max Raise Rate
- Once defined, codes can be assigned to individual positions
- Normally defined once
 - OIIT delivers initial set of Reason Codes
 - Further changes may be made if needed

13



Reason Codes and Descriptions

Reason Codes	Reason Descr	
1 A	Above Maximum Allowed: Promotion	41
2 B	Above Maximum Allowed: Reclassification	41
3 C	Above Maximum Allowed: Paygrade Adjustment To New Base	41
4 D	Above Maximum Allowed: Faculty Received Salary Supplement	41
5 E	Above Maximum Allowed: Justification Letter	41
6 F	Above Maximum Allowed: Other	41
7 G	No Increase Given: Appointed April 1, 2004 Or Later	41
8 H	No Increase Given: Planned Termination	41
9 J	No Increase Given: Fully Compensated	41
10 J	No Increase Given: Appointment Renegotiated At Mid Year	41
11 K	Decrease In Salary: Decrease In Salary Supplement	41
12 L	Increase Budget For Lump Sum Position	41
13 M	Increase Vacant Position	41
14 N	Position increased from half time to full time	41
15 O	Equity Adjustment	41

14



Reason Codes and Descriptions

- Business Process: BP.010.030
- Located in User's Guide on pages:
 - 27
 - 119 – 121 (Business Process)

15



L2.4: Set Up Fringe Accounts

- There are three categories of Fringes:
 - FICA
 - Retirement
 - Group Health
- Must have a row for:
 - Each salary account to which people are assigned
 - Each active retirement plan in which people are enrolled
 - Each active health, dental, or life insurance plan in which people are enrolled

16



Set Up Fringe Accounts

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


17



Set Up Fringe Accounts

FICA Retirement Group Health
 *SetID: 43000
 Fringe Percentage FICA
 *Salary Acct Description FICA% *Fringe Acct
 1 0.00
 FICA Maximum: FICA Med Percentage: Fringe Account:
 Save Return to Search Add System Defaults

18



Set Up Fringe Accounts

Percentage Retirement - Filled
Customize | Find | View All | First | 1 of 1 | Last

*Plan Type	*Benefit Plan	Description	*Employer %	*Budget Account
1				


Percentage Retirement - Vacant
 Employer %: Budget Account:

Percentage Retirement - Summer Faculty
 Employer %: Budget Account:

Percentage Retirement - Future Row Faculty
 Employer %: Budget Account:

Save
Return to Search
Add
System Defaults

19



Set Up Fringe Accounts

Group Health Amounts - Filled
Customize | Find | View All | First | 1 of 1 | Last


*Plan Type	*Ben Plan	Description	Coverage Code	*Grp Amount	*Budget Account
1					

Group Health Amounts - Vacant
 Group Amount: Group Account:

Group Health Amounts - Future Row Faculty
 Group Amount: Group Account:

Group Life Fringes
 Group Life Premium: Life Budget Account:

20



Set Up Fringe Accounts

- Business Process: BP.010.040
- Located in User's Guide on pages:
 - 28 – 32
 - 122 – 128 (Business Process)

21



Lesson 2 Recap

- Identified when to update Budget Prep Parameters, including:
 - Setting up BP Year/Hour Parameters
 - Setting up Pay Group Raise Effective Date Parameters
 - Setting up Reason Codes and Descriptions
 - Setting up Fringe Accounts


22



Up Next...

- Lesson 3: Preparing Data from EV5

23




FY2011 BP Workshop

Lesson 3: Preparing Data from EV5

Presenter: Sharon Ellis

1




L3: Preparing Data from EV5

• Objectives:

- Identify how to generate the file in EV5 that will be used by Budget Prep
- Define the data elements that are included in the file from EV5
- Review reports/output generated in EV5 when the Budget Prep file is created


2



Prior to the Extract Process

- Validate your Position Data
- OIIT will provide a spreadsheet of your institution's positions. This spreadsheet includes
 - Uniquely Funded with Incumbents
 - Active Filled Lumpsum Positions
 - Active Vacant Positions
- The Position Validation reports will be provided at the request of the institution.
- Budget Prep Warnings Report.xlsx will also be provided by OIIT to reveal the Earnings Distribution discrepancies in your data.
- The institution will need to submit a TIR to Shared Services Center (SSC) requesting the Budget Prep Validation Reports.


3



How has ADP been incorporated into the Budget Prep Process

- Data is extracted from EV5 to populate Budget Prep
 - Employee Salary / Position Data
 - Epoh009 – extracts data out of EV5
- Extracted data is updated in Budget Prep and exported into EV5
 - Epxp001 - loads data to work table
 - Epbp011 – inserts rows for Salary and Position


4



How Budget Prep files are created in EV5

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

5



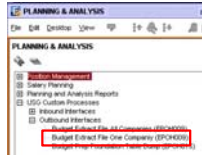
How Budget Prep files are created in EV5

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

6



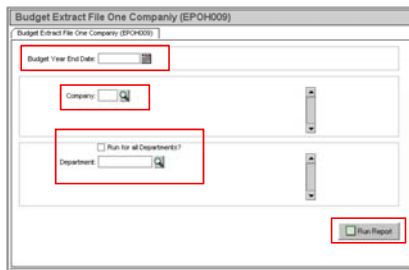
Navigation to Extract Data



7



Executing EPOH009



8



Results of EPOH009

File Name	Date/Time	Size
report009.log	8/21/2010 22:43:16 PM	17,122
report009.xls	8/21/2010 22:43:16 PM	9,588,795
report009.csv	8/21/2010 22:43:16 PM	2,097,777
report009.xls	8/21/2010 22:43:16 PM	9,588,795
report009.xls	8/21/2010 22:43:16 PM	21

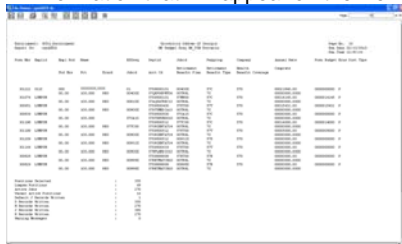
A .lis, .log, .dat, .txt, and .csv files will be created.

9



EPOH009 Report

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



10



Validation Totals

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

Positions Selected	:	355
Lumpsum Positions	:	69
Active Jobs	:	270
Vacant Active Positions	:	16
Default J Records Written	:	1
D Records Written	:	355
B Records Written	:	270
J Records Written	:	365
R Records Written	:	270
Warning Messages	:	0

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

11



How to Validate Extract

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

- BOR_BP_AGG_GRANTS
- BOR_BP_BUDAGG
- BOR_BP_ORIG_SAL_NAMES
- BOR_BP_ORIG_SAL_NONAME

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

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

- Pivot Tables
- VLOOKUP Function

12



How to Validate Extract

Validate Paygroup and Job Code on Vacant and Lump Sum Positions

PeopleSoft Version 8 – the Paygroup was not on position.
When the conversion occurred, EV5 needed a Paygroup.

This Paygroup was derived based on Jobcode.

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

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

13



Lesson 3 Recap

- Identified how to generate the file in EV5 that will be used by Budget Prep
- Defined the data elements that are included in the file from EV5
- Reviewed reports/output generated in EV5 when the Budget Prep file is created


14



Up Next...

- Lesson 4: Loading Data from ADP and PSFIN into the Budget Prep Module

15




FY2011 BP Workshop

Lesson 4: Loading Data from ADP and PSFIN into Budget Prep Module

*Presenters: Debbie Farmer
Sharon Ellis*


1



L4: Loading Data from ADP
and PSFIN into Budget Prep

- Objectives:
 - Identify how to process the ADP Load and Financials Extract
 - Identify how to validate the EPOH009 Data Loads into the Budget Prep Module


2



L4.1: Processing the
HR/Payroll to BP Load

- The HR/Payroll to BP Process loads the file containing the Personal Services budget information from ADP to Budget Prep


3



Processing the HR/Payroll to BP Load

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

4



Processing the HR/Payroll to BP Load

HR/Payroll to BP Load
Report Manager Process Monitor Run

Run Control ID: BPL0AD

Process Parameters


Business Unit: 81000

Server File Name:

Local File Name:

Add
Delete
View
Detach

5



Processing the HR/Payroll to BP Load

C:\TEMP\epoh009_810_2122010.TXT

Upload
Cancel
Browse...

6



Processing the HR/Payroll to BP Load

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

7



Processing the HR/Payroll to BP Load

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

8



Processing the HR/Payroll to BP Load

- Can rerun the HR/Payroll to BP Load if needed
- Will review guidelines later in this lesson

9



Processing the HR/Payroll to BP Load

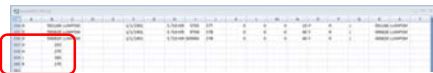
- Business Process: BP.040.010
- Located in User's Guide on pages:
 - 41 – 42
 - 129 – 135 (Business Process)

10



How to Validate Load into Budget Prep

Use the epoh009nnn.csv to compare with Budgets
HR/Payroll Load BORBU8HX .pdf



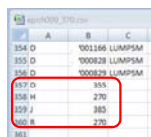
154	D	355
155	D	355
156	D	355
157	D	355

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

11



How to Validate Load into Budget Prep



154	D	355
155	D	355
156	D	355
157	D	355
158	H	270
159	J	355
160	R	270

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

12

How to Validate Load into Budget Prep

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

ACCOUNT	COUNT	TOTAL AMOUNT	TOTAL PLACEMENT
A	124	5,401,214.00	5,342,944.00
B	44	248,000.00	248,000.00
F	81	143,787.50	4,574,814.00
T	71	1,197,143.75	2,104,144.00
P	2	0.00	0.00
F	2	0.00	0.00
V	15	174,144.00	187,144.00
R	2	0.00	0.00
TOTAL	299	841,107.40	841,107.40

	A	B	C
154 D		1001166	LUMPSM
155 D		1000828	LUMPSM
156 D		1000829	LUMPSM
157 D		355	
158 J		385	
160 R		270	
TOTAL	3	270	0

13

How to Validate Load into Budget Prep

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

ACCOUNT	COUNT	TOTAL AMOUNT
154 D	2	0.00
155 D	1	0.00
156 D	1	0.00
157 D	1	0.00
158 J	1	0.00
160 R	1	0.00
TOTAL	6	0.00

	A	B	C
154 D		1001166	LUMPSM
155 D		1000828	LUMPSM
156 D		1000829	LUMPSM
157 D		355	
158 J		385	
160 R		270	
TOTAL	6	270	0

14

How to Validate Load into Budget Prep

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

ACCOUNT	COUNT	TOTAL AMOUNT
154 D	2	0.00
155 D	1	0.00
156 D	1	0.00
157 D	1	0.00
158 J	1	0.00
160 R	1	0.00
TOTAL	6	0.00

	A	B	C
154 D		1001166	LUMPSM
155 D		1000828	LUMPSM
156 D		1000829	LUMPSM
157 D		355	
158 J		385	
160 R		270	
TOTAL	6	270	0

15









How to Validate Load into Budget Prep

Validate that the eph009_nnn.csv Summed columns for Annual Rate and Position Budget equal the Budgets HR/Payroll Load BORBU8HX .pdf file for ADP D RECORDS INSERT INTO BUD_PSB_BOR report for columns TOTAL ANNUAL SALARY (\$) and TOTAL POSITION BUDGET (\$).

	Account	Ref Type	Normal	12/31/2018	12/31/2019	12/31/2020	12/31/2021	12/31/2022	12/31/2023	12/31/2024	12/31/2025	12/31/2026	12/31/2027	12/31/2028	12/31/2029	12/31/2030	12/31/2031	12/31/2032	12/31/2033	12/31/2034	12/31/2035	12/31/2036	12/31/2037	12/31/2038	12/31/2039	12/31/2040	12/31/2041	12/31/2042	12/31/2043	12/31/2044	12/31/2045	12/31/2046	12/31/2047	12/31/2048	12/31/2049	12/31/2050	12/31/2051	12/31/2052	12/31/2053	12/31/2054	12/31/2055	12/31/2056	12/31/2057	12/31/2058	12/31/2059	12/31/2060	12/31/2061	12/31/2062	12/31/2063	12/31/2064	12/31/2065	12/31/2066	12/31/2067	12/31/2068	12/31/2069	12/31/2070	12/31/2071	12/31/2072	12/31/2073	12/31/2074	12/31/2075	12/31/2076	12/31/2077	12/31/2078	12/31/2079	12/31/2080	12/31/2081	12/31/2082	12/31/2083	12/31/2084	12/31/2085	12/31/2086	12/31/2087	12/31/2088	12/31/2089	12/31/2090	12/31/2091	12/31/2092	12/31/2093	12/31/2094	12/31/2095	12/31/2096	12/31/2097	12/31/2098	12/31/2099	12/31/2100	12/31/2101	12/31/2102	12/31/2103	12/31/2104	12/31/2105	12/31/2106	12/31/2107	12/31/2108	12/31/2109	12/31/2110	12/31/2111	12/31/2112	12/31/2113	12/31/2114	12/31/2115	12/31/2116	12/31/2117	12/31/2118	12/31/2119	12/31/2120	12/31/2121	12/31/2122	12/31/2123	12/31/2124	12/31/2125	12/31/2126	12/31/2127	12/31/2128	12/31/2129	12/31/2130	12/31/2131	12/31/2132	12/31/2133	12/31/2134	12/31/2135	12/31/2136	12/31/2137	12/31/2138	12/31/2139	12/31/2140	12/31/2141	12/31/2142	12/31/2143	12/31/2144	12/31/2145	12/31/2146	12/31/2147	12/31/2148	12/31/2149	12/31/2150	12/31/2151	12/31/2152	12/31/2153	12/31/2154	12/31/2155	12/31/2156	12/31/2157	12/31/2158	12/31/2159	12/31/2160	12/31/2161	12/31/2162	12/31/2163	12/31/2164	12/31/2165	12/31/2166	12/31/2167	12/31/2168	12/31/2169	12/31/2170	12/31/2171	12/31/2172	12/31/2173	12/31/2174	12/31/2175	12/31/2176	12/31/2177	12/31/2178	12/31/2179	12/31/2180	12/31/2181	12/31/2182	12/31/2183	12/31/2184	12/31/2185	12/31/2186	12/31/2187	12/31/2188	12/31/2189	12/31/2190	12/31/2191	12/31/2192	12/31/2193	12/31/2194	12/31/2195	12/31/2196	12/31/2197	12/31/2198	12/31/2199	12/31/2200	12/31/2201	12/31/2202	12/31/2203	12/31/2204	12/31/2205	12/31/2206	12/31/2207	12/31/2208	12/31/2209	12/31/2210	12/31/2211	12/31/2212	12/31/2213	12/31/2214	12/31/2215	12/31/2216	12/31/2217	12/31/2218	12/31/2219	12/31/2220	12/31/2221	12/31/2222	12/31/2223	12/31/2224	12/31/2225	12/31/2226	12/31/2227	12/31/2228	12/31/2229	12/31/2230	12/31/2231	12/31/2232	12/31/2233	12/31/2234	12/31/2235	12/31/2236	12/31/2237	12/31/2238	12/31/2239	12/31/2240	12/31/2241	12/31/2242	12/31/2243	12/31/2244	12/31/2245	12/31/2246	12/31/2247	12/31/2248	12/31/2249	12/31/2250	12/31/2251	12/31/2252	12/31/2253	12/31/2254	12/31/2255	12/31/2256	12/31/2257	12/31/2258	12/31/2259	12/31/2260	12/31/2261	12/31/2262	12/31/2263	12/31/2264	12/31/2265	12/31/2266	12/31/2267	12/31/2268	12/31/2269	12/31/2270	12/31/2271	12/31/2272	12/31/2273	12/31/2274	12/31/2275	12/31/2276	12/31/2277	12/31/2278	12/31/2279	12/31/2280	12/31/2281	12/31/2282	12/31/2283	12/31/2284	12/31/2285	12/31/2286	12/31/2287	12/31/228
--	---------	----------	--------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	-----------

19



L 4.2: Processing the Financials Extract

- Process loads the Non-Personal Services budget information from Financials to Budget Prep
- Must complete all parameter definitions prior to running extract process
- Recommendation: run the extract for all departments

20



Processing the Financials Extract

- Only original and permanent adjustment budgets will be extracted
- KK online budget journal component was modified last year to capture original, adjustment, or permanent adjustments to budget

21

Processing the Financials Extract

FBI Budget Extract

Run Control ID: 990FINEXT [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Default Values

Business Unit: 990000

From Department:

All Departments: ☒

[Save](#)
[Add](#) [Update/Display](#)

22

Processing the Financials Extract

- Can rerun the Financials extract if needed
- Will review guidelines later in this lesson

23

Processing the Financials Extract

- Business Process: BP.040.011
- Located in User's Guide on pages:
 - 49
 - 136 – 139 (Business Process)

24



L4.3: REFERENCE Budget Version

- Once your initial ADP Load and Financials extract has been processed, Budget Prep Module creates a REFERENCE budget version
- Can inquire on Personal Services and Non-Personal Services (will review in Lesson 5)

25



L4.4: Guidelines for Rerunning Load/Extract

- At any point in the budget development process, you can rerun the HR/Payroll to BP Load and Financials Extract
- This helps to reconcile data between all existing versions of the affected budget(s) in the Budget Prep module and ADP and PSFIN

26



Guidelines for Rerunning HR/Payroll to BP Load

- Some changes in ADP that may require additional HR/Payroll to BP Loads:
 - 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

27



Guidelines for Rerunning HR/Payroll to BP Load

- Running the process to load subsequent files will create the following changes in all budget versions:
 - Updates current salary for those positions that were changed in ADP
 - Adds/Deletes positions added in/inactivated in ADP
 - Updates the status of a position from filled to vacant, or vice-versa

28



Guidelines for Rerunning HR/Payroll to BP Load

- The following will NOT occur when re-running the budget load process to load subsequent ADP files:
 - Non-Personal Services budgets will not be deleted in Budget Prep; can be adjusted to '0'
 - Dept, Job Code, and Pay Group changes in ADP will not be updated in Budget Prep. Changes to these fields require manual entry in the Budget Prep Data Update pages
 - Dept and Job Code changes made manually in Budget Prep will be included in the final export file to ADP

29



Guidelines for Rerunning Financials Extract

- Some changes to PSFIN that may require additional Financials extracts:
 - Adding a Permanent Non-Personal Services budget amendment to APPROP, ORG, or Grant budgets
 - Adding new Non-Personal Services APPROP, ORG, or Grant budget lines that are identified as Original or Permanent
 - Adding a new REVEST budget or a Permanent change to an existing REVEST budget

30



Guidelines for Rerunning Financials Extract

- Running additional budget extracts will create the following changes in all budget versions:
 - Updates current Non-Personal Services budgets based on Permanent Amendments
 - Adds new Original Non-Personal Services budgets and Revenue Estimates

31



Guidelines for Rerunning Financials Extract

- The following will NOT occur when re-running budget extracts:
 - Non-Personal budgets will not be deleted in the Budget Prep module
 - You can adjust them to '0'

32



Lesson 4 Recap

- Reviewed how to run the initial ADP Load Process in Budget Prep
- Identified how to validate the EPOH009 Data Loads into the Budget Prep Module
- Reviewed how to process the initial Financials Extract
- Identified how to inquire on REFERENCE budget version
- Provided guidelines for rerunning ADP Load and Financials extract


33



Up Next...

- Lesson 5: Mass Updates in Budget Prep

34




FY2011 BP Workshop

Lesson 5: Mass Updates in Budget Prep

Presenter: Bobbi Edgar


1



L5: Mass Updates in Budget Prep

- Objectives:
 - Identify the purpose of performing the Budget Copy process
 - Review how to process a “what-if” analysis
 - Identify how to analyze the results of a “what-if” analysis

2



L5.1: Creating a PLANNING Version

- The Budget Copy process is used to copy one version of a developed budget to a different version (usually named PLANNING)
- Allows multiple versions of a budget to exist

3



Creating a PLANNING Version

- Once copied, user may perform “what-if” analysis of different scenarios on copied version
- The ADP epoh009.txt file load and Financial Extract processes must be run at least once prior to creating additional planning budget versions

4



Creating a PLANNING Version

Budget Copy/Delete

Run Control ID: 000FINEXT [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Business Unit: 21000

Actions

Budget Action: Copy

Version for BOR: REFERENCE ☐ Copy as Current Version?

To Version: PLANNING

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Add](#) [Update/Cancel](#)

5



Creating a PLANNING Version

- Business Process: BP.020.010
- Located in User's Guide on pages:
 - 51 – 52
 - 140 – 143 (Business Process)

6



L5.2: What-If Analysis

- Mass updates to the PLANNING budget version are known as “what-if” analyses
- Allows you to make across-the-board changes and analyze the impact of those changes
- May be run as many times as needed
- Will generally do this several times before creating the CURRENT version of the budget from your last, best PLANNING version

7



What-If Analysis

- When rerunning a What-if analysis, the original values are always used during a calculation
- “What-If” analysis cannot be performed on the results of a previous “what-if” analysis

8



What-If Analysis

- Choose what Budget Type to run update on:
 - All: Updates Personal Services and Non-Personal Services budgets
 - Appropriation/Organization: Updates all APPROP and ORG budgets
 - Grant: Updates all Grant Budgets
 - Personal Services: Updates All Personal Services budgets
 - Revenue Estimates: Updates all Revenue Estimate budgets

9



What-If Analysis on Personal Services

- When performing “what-if” analysis on Personal Services
 - Can choose a particular Pay Group (leave blank to update all)
 - Can process Filled, Vacant, or both types of positions
 - Lump Sum positions are treated as Filled
 - Update by Amount, Percent, or Zero (to set the Proposed Salary Amount to \$0)

10



What-If Analysis on Personal Services

Mass Updates

Run Control ID: 004425F [Report Manager](#) [Process Monitor](#) [Run](#)

Language:

Business Unit: Budget Type:

Version:

Pay Group:

Fund Code:

Process: ☒ All ☐ Filled ☐ Vacant

Account Range: From: To:

Change: Type: Percent: Amount:

[Save](#) [Add](#) [Update/Display](#)


11



What-If Analysis on Non-Personal Services

- Can run on one Fund or all Fund Codes
- Can run for specific Account range
- Update by Amount, Percent, or Zero (to set the Proposed Salary Amount to \$0)

12



What-If Analysis on Non-Personal Services

Mass Updater

Run Control ID: 0007HETIT [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Business Unit: 01000 Budget Type: Appropriation Organization

Version: PLANNING

Fund Code: 10000

Pay Group:


Account:
☐ All ☐ Filled ☐ Vacant

Position Range:
 From: 700000 To: 700000

Criteria:
 Type: Percent Percent: 2.000 Amount: 0.000000

[Save](#) [Return to Search](#) [Process in List](#) [Next in List](#) [Add](#) [Cancel/Process](#)


13



What-If Analysis

- Business Process: BP.020.020
- Located in User's Guide on pages:
 - 52 – 54
 - 144 – 149 (Business Process)

14



Analyzing Results of What-If Analysis

- Perform Online Inquiries
 - Inquire on Personal Services
 - Inquire on Non-Personal Services
- Query on BUD_PSB_BOR
 - Make sure criteria includes:
 - SETID
 - BUD_VERSION_BOR = PLANNING

15

Inquire on Personal Services

- BOR Menus > BOR Budget Prep > Budget Prep Inquire > Personal Services
- Quickly review all Personal Services budget information by Department for a specified budget version

16

Inquire on Personal Services

- Show by
 - Position Number/Description
 - Employee ID/Name
- Show by
 - Job Code/Pay Group
 - Earnings Code/Account Code

17

Inquire on Personal Services

Inquire - Personal Services
 Department: 5101121020 Budget Period: 2010 Version for BOR: CURRENT
 Position Number: Job Code/Paygroup:

Pay Group	Job Code	Position Number	Description	Proposed Salary	Current Amount	Pay Rate	Proposed Budget	Current Amount	Unalloc'd
1 51F	514P00	51000241		21884.01	21884.01	21884.01	21884.01	21884.01	100.000
2 51F	514P00	51000243		88715.00	88715.00	88715.00	88715.00	88715.00	100.000
3 51F	514P00	51000244		143806.56	143806.56	143806.56	143806.56	143806.56	100.000
4 51F	514P00	51000245		87353.30	87353.30	87353.30	87353.30	87353.30	100.000
5 51F	514P00	51000246		81506.40	81506.40	81506.40	81506.40	81506.40	100.000
6 51F	51FF00	51000247		102343.70	102343.70	102343.70	102343.70	102343.70	100.000
7 51F	51FF00	51000248		88895.70	88895.70	88895.70	88895.70	88895.70	100.000
8 51F	51FF00	51000249		110321.80	110321.80	110321.80	110321.80	110321.80	100.000

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

18



Inquire on Personal Services

- Business Process: BP.060.010
- Located in User's Guide on pages:
 - 54 – 55
 - 150 – 152 (Business Process)

19



Inquire on Non-Personal Services

- BOR Menus > BOR Budget Prep > Budget Prep Inquire > Non-Personal Services
- Quickly review all Non-Personal Services budget information by Chartfield combination for a specified budget version

20



Inquire on Non-Personal Services

Appropriation Edit Search [Log Out](#)

BOR Budget Type: Version: Budget Period:

Appropriation Organization: Current:

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

Account	Fund	Dept	Program	Class	Project	Budget Fiscal Year	Current Fiscal Year	Current Budget	Revised Budget
1 600000	10000	1011010	11100	11000	2007	0.00	-2,250.00	-2,250.00	
2 600000	10000	1011011	11100	11000	2007	0.00	-10,000.00	-10,000.00	
3 600000	10000	1011000	11100	11000	2007	0.00	-2,811.00	-2,811.00	
4 600000	10000	1011070	11100	11000	2007	0.00	-3,822.00	-3,822.00	
5 600000	10000	1011000	11100	11000	2007	0.00	-6,950.00	-6,950.00	
6 600000	10000	1011100	11100	11000	2007	0.00	0.00	0.00	
7 600000	10000	1011110	11100	11000	2007	0.00	-2,520.00	-2,520.00	
8 600000	10000	1011111	11100	11000	2007	0.00	-4,111.00	-4,111.00	
9 600000	10000	1011130	11100	11000	2007	0.00	-4,000.00	-4,000.00	
10 600000	10000	1011150	11100	11000	2007	0.00	0.00	0.00	
Total Current Budget:						\$ 20,456,031.00	Total Proposed Budget:	\$ 20,456,031.00	

Appropriation Edit Search [Log Out](#)

21



Inquire on Non-Personal Services

- Business Process: BP.060.020
- Located in User's Guide on pages:
 - 55
 - 153 – 156 (Business Process)

22



Lesson 5 Recap

- Reviewed how to copy your REFERENCE budget version to a PLANNING budget version
- Identified how to run "What-If" Analyses
- Identified how to analyze the results of a "what-if" analysis


23



Up Next...

- Lesson 6: Budget Creation and Online Updates

24




FY2011 BP Workshop

Lesson 6: Budget Creation and Online Updates

Presenter: Bobbi Edgar


1



L6: Budget Creation and Online Updates

- Objectives:
 - Review how to create a CURRENT budget version
 - Identify how to delete PLANNING versions of the budget
 - Identify how to perform online updates
 - Identify how to reset raise effective dates

2



L6.1: Creating a CURRENT Budget Version

- In order to perform online updates, first need to create CURRENT version
- CURRENT budget version is only version available for Online Updates
- Any manual changes made to CURRENT budget version may be overwritten if further “what-if” analyses are performed and copied to CURRENT

3



Creating a CURRENT Budget Version

- Use Budget Copy Process (BP.020.010)
- Choose Budget Action of "Copy"
- Choose Version "PLANNING"
- Select the "Copy as Current Version?" checkbox
 - "To Version" will populate

4



Creating a CURRENT Budget Version

Budget Copy/Delete

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

Language: English

Actions

Budget Action: Copy

Version: PLANNING ☒ Copy as Current Version?

To Version: CURRENT

[Save](#) [Return to Search](#) [Add](#) [Update Copies](#)

5



Creating a CURRENT Budget Version

- Business Process: BP.020.010
- Located in User's Guide on pages:
 - 51 – 52
 - 140 – 143 (Business Process)

6



Deleting PLANNING Versions

- Perform this action to remove any unwanted planning versions of your budget from the database
- BP.020.011
- For Budget Action, ensure "Delete" is populated
- Choose PLANNING version

7



Deleting PLANNING Versions



8



Deleting PLANNING Versions

- Business Process: BP.020.011
- Located in User's Guide on pages:
 - 56 – 57
 - 157 – 160 (Business Process)

9



L6.2: Updating Personal Services Budget Online

- Manually update Personal Services budgets that were created as a result of loading the ADP file and any “what-if” analysis/mass updates that were performed
- Only the CURRENT version is available for Online updates

10



Updating Personal Services Budget Online

- When updating Personal Services, the user will need to add the new position number before clicking search. If no position number is entered, the search process brings up all the old position numbers as well.
- If the first two digits of the position number is entered, *no matching values*, or an error message may be returned.
- This will not be an issue in 2011

11



Updating Personal Services Budget Online

Personal Services
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID:

Position Number:

Department:

EmpID:

Name:

☐ Case Sensitive

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

SetID	Version	DocID	Position Number	Department	EmpID	Name
01000	CURRENT	00000001	0101000	000425	00000001	00000001
01000	CURRENT	00000002	0101000	000425	00000002	00000002
01000	CURRENT	00000003	0101000	000425	00000003	00000003
01000	CURRENT	00000004	0101000	000425	00000004	00000004

12



Updating Personal Services Budget Online

- Can search by Position Number, Department, EmplID, or Name
- Budget Data Tab
 - Lists current information
 - Can input update through Change(%) or Proposed Salary
 - Can add Equity Adjustment
- New Distrib Tab
- Original Distrib Tab

13



Updating Personal Services Budget Online

Budget Data **New Distrib** Original Distrib

Version: CURRENT

Position Number: 81000001 ☐ Inactive?

Effective Date: 07/01/2010 Lumpsum Position
 Department: 8100101000 Dept of Humanities Pay Group: 81C
 Job Code: 81M055 Clerk I
 EmplID: LUMPSM Empl Rcd: 0

Current Sal: 13,029.00 Raise Eff: 01/01/2010 Equity Adj: 0.00
 Proposed Sal: 13,029.00 Change(%): 0.00 Supp Amt: 0.00
 Proposed Date: 13,029.00 Override Proposed Budget ☐ FTE:
 Reason:
 Proposed Monthly Salary: 1085.75 Proposed Hourly Salary: 6.26

14



Updating Personal Services Budget Online


Budget Data **New Distrib** Original Distrib

Position Number: 81000001 EmplID: LUMPSM Empl Rcd: 0

Current Sal: 13,029.00 Proposed Sal: 13,029.00 Proposed Date: 13,029.00

Continous Dist Code	Type	Account Code	Distributed amount	Dist %	Prison %	Expended Budget	Start Date	End Date	Fund	Department	Program
1	REG	P	81010100010A	100.00	100.00	13,029.00	07/01/2010	06/30/2011	10000	8101000	11100

15



Updating Personal Services Budget Online


[Budget Data](#) / [New Credits](#) / [Original Credits](#)

Position Number: 01000001 Employer: UG/PSW Emp'd Rate: 0

Current Sal: 13,029.00 Proposed Sal: 13,029.00 Proposed Rate: 13,029.00

Custom Code	Dist Type	Account Code	Distributed amount	Start Date	End Date	Start Date	End Date	Total	Department	
1	REG	By Percent	01010100010A	100.000	100.000	13,029.00	07/01/2010	06/30/2011	10000	0101000

16




Updating Personal Services Budget Online

- Changing the Distribution Type from Percent to Amount requires manual entry to the New Distribution page.

Warning: an attempt to change the Distribution Type via subsequent load will result in a Unique Constraint error. Refer to BP.020.030, Step 16 for specific details.

17



Updating Personal Services Budget Online

- Business Process: BP.020.030
- Located in User's Guide on pages:
 - 57 – 62
 - 161 – 170 (Business Process)

18



L6.3: Update the Non-Personal Services Budget

- Manually modify the Non-Personal Services Appropriation and Organization budgets that were created as a result of the Financial Extract process and any mass updates
- Only the CURRENT version is available for online updates

19



Update the Non-Personal Services Budget

Non-Personal Services

Business Unit: 21000 Version: CURRENT

Budget Type: Appropriation/Organization

Fund Code: 10000 State Appropriation

Department: 000000 Office of Research & Support

Program Code: 10000 Public Relations

Class: 10000 Gen Oper - General

Project: 00000 Travel

Date: 3/15/2010 Current Budget: 0.000.00 Change/PA: 0.00

Proposed Bud: 0.000.00 Org Item: 0.000.00

Account	Current Budget	Proposed Budget	Fund Code	Department	Program Code	Class Code	Project Code	Budget Period
100000000	0.000.00	0.00	10000	000000	10000	10000	00000	2009

Buttons: [Go Back] [Return to Search] [Add Revenue to Bud] [Add Item to Bud] [Save] [Print]

20



Update the Non-Personal Services Budget

Non-Personal Services

Business Unit: 21000 Version: CURRENT

Budget Type: Appropriation/Organization

Fund Code: 10000 State Appropriation

Department: 000000 Office of Research & Support

Program Code: 10000 Public Relations

Class: 10000 Gen Oper - General

Project: 00000 Travel


Date: 3/15/2010 Current Budget: 0.000.00 Change/PA: 0.00

Proposed Bud: 0.000.00 Org Item: 0.000.00

Account	Current Budget	Proposed Budget	Fund Code	Department	Program Code	Class Code	Project Code	Budget Period
100000000	0.000.00	0.00	10000	000000	10000	10000	00000	2009

Buttons: [Go Back] [Return to Search] [Add Revenue to Bud] [Add Item to Bud] [Save] [Print]

21



Update the Non-Personal Services Budget

Non-Personal Service

Business Unit: 21000 Version: CURRENT

Budget Type: Appropriation/Department

Fund Code: 10000 State Appropriation

Department: 000000 Office of Research & Spn. Prog.

Program Code: 00000 Public Relations

Class: 10000 Gov. Serv. - General

Project: Travel

Account: 000000


Date: 3/11/2010 10:00 Current Budget: 5,000.00 Change/Pct: 0.00

Approved Bud: 5,000.00 Orig Item: 000000

Account	Current Budget	Available	Projected Budget	Fund Code	Department	Program Code	Class Code	Project/Account	Budget Period
1000000000	5,000.00	5,000.00	5,000.00	100000	000000	000000	10000	0000	0000

[Go Back](#) [Go Forward to Search](#) [Add Revenue to Bud](#) [Add New to Bud](#)


22



Update the Non-Personal Services Budget

- Business Process: BP.020.040
- Located in User's Guide on pages:
 - 62
 - 171 – 175 (Business Process)

23



L6.4: Update the Revenue Estimate Budget

- Manually add or modify Revenue Estimate Budgets that were created as a result of the Financials Extract process, as well as any mass updates
- Only the CURRENT version is available for online updates

24

Update the Revenue Estimate Budget

Revenue Estimates

Business Unit: 51000	Version: CURRENT
Budget Type: Revenue Estimate	
Fund Code: 10500	Tuition
Department: 0000000	All Departments
Program Code: 00000	All Departments
Class: 11981	Fees Fall Sem-Undergrad
Project:	
Account: 401000	Res Tuition (eff FY02)

Revenue Estimate

Date: 07/01/2010	Change(%): 0.00	Current Budget: 15,385,189.00
Proposed Bud: 15,385,189.00		

Save
Return to Search
Previous in List
Next in List
Add
Connect History

25

Update the Revenue Estimate Budget

Revenue Estimates

Business Unit: 51000	Version: CURRENT
Budget Type: Revenue Estimate	
Fund Code: 10500	Tuition
Department: 0000000	All Departments
Program Code: 00000	All Departments
Class: 11981	Fees Fall Sem-Undergrad
Project:	
Account: 401000	Res Tuition (eff FY02)

Revenue Estimate

Date: 07/01/2010	Change(%): 0.00	Current Budget: 15,385,189.00
Proposed Bud: 15,385,189.00		

Save
Return to Search
Previous in List
Next in List
Add
Connect History

26

Update the Revenue Estimate Budget

- Business Process: BP.020.050
- Located in User's Guide on pages:
 - 63
 - 176 – 179 (Business Process)

27



L6.5: Update the Grant Budget

- Manually add and modify the Grant Budget (non-personal services)
- Grants cannot be created in the Budget Prep Module
- All grants must be initially created and configured in the Financials system

28



Update the Grants Budget

Project/Grant | **Personal Services** | Fringes | Non Personal Svcs

Business Unit: 27000 Project: 007

Effective Date:	06/18/2007	Status:	Active
Description:	Federal College Work Study Pro		
Project/Grant Type:	Grant	Status:	Approved
Start Date:	01/01/1901	End Date:	06/30/2008
Manager Name:			

Overall Project Grant Amount:	\$1,294,180.000
Spending Authority Remaining:	\$552,412.61

Personal Services Budgeted for Period:	\$0.00
Fringes Budgeted for Period:	\$0.00
Non-Personal Services Budgeted for Period:	\$4,085,968.00
Total Project Budgeted for Period:	\$4,085,968.00

[Project/Grant](#) | [Personal Services](#) | [Fringes](#) | [Non Personal Svcs](#)

29



Update the Grants Budget

Project/Grant | **Personal Services** | Fringes | Non Personal Svcs

Business Unit: 27000 Project: 007

Personal Services [Find](#) [View All](#) [First 25 of 142 Last](#)

Effective Date:		Post ID:	
Department:			
Emp ID:			
Position Number:			
Earnings Code:			
Account Code:			
Start Date for Gen Standing P/O:	End Date:		

Chart Fields			
Fund:	Department:	Program:	
Class:	Project:	Account:	

Distribution/c: Proposed Budt: \$0.00

[Project/Grant](#) | [Personal Services](#) | [Fringes](#) | [Non Personal Svcs](#)

30

Update the Grants Budget

Project/Grant: Personal Services
Fringes: Non Personal Svcs

Business Unit: 27000
Project: 007

Fringes
Find (View All) Find (View All) List

Department:
Find (View All) Find (View All) List

Emp# ID:
Find (View All) Find (View All) List

Position Number:
Position Pool ID:

Account	Fund Code	Program Code	Class Field	Estimate Type	Rate Amt	Proposed Amount
1					0.00	0.00

Save Return to Search

[Project/Grant](#) / [Personal Services](#) / [Fringes](#) / [Non Personal Svcs](#)

Update the Grants Budget

Project/Grant: Personal Services
Fringes: Non Personal Svcs

Business Unit: 27000
Project: 007

Non Personal Svcs
Find (View All) Find (View All) List

Budget Type: Grant
View sheet

Fund Code: 20000
Restricted Ed & General

Department:
Find (View All) Find (View All) List

Program Code:
Find (View All) Find (View All) List

Class:
Find (View All) Find (View All) List

Account:
Find (View All) Find (View All) List

Date:
Current Budget: \$0.00
Change%: 0.00
Proposed Budget: \$0.00

Save Return to Search


[Project/Grant](#) / [Personal Services](#) / [Fringes](#) / [Non Personal Svcs](#)

Update the Grants Budget

- Business Process: BP.020.060
- Located in User's Guide on pages:
 - 63 – 65
 - 180 – 186 (Business Process)

March 9, 2010


62



Reset Raise Effective Dates

- Will update the Raise Effective Date on all Personal Services pages for the selected pay groups
- Should only be performed if the initial load from ADP has been completed

34



Reset Raise Effective Dates

- Once the process has been run, the Raise Effective Date must be changed on the setup panel as well
- Changing the effective date causes program to recalculate the proposed budget field
- Will require that the “what-if” analysis, fringe estimates, and build financials processes be re-run

35



Reset Raise Effective Dates



36

Reset Raise Effective Dates

Raise Effective Dates

SetID: 21000

ID#	Description	Date From
1 [210]	Salaried	01/01/2011
2 [210]	Benefit Billing	01/01/2011
3 [210]	Temporary Staff	01/01/2011
4 [210]	Exempt Hours	01/01/2011
5 [210]	10 Month Faculty	01/01/2011
6 [210]	Graduate Assistants	01/01/2011
7 [210]	Staff	01/01/2011
8 [210]	Temporary Salaried	01/01/2011
9 [210]	Pending Faculty	01/01/2011
10 [210]	Non-paid Affiliate	01/01/2011
11 [210]	Part Time Faculty	01/01/2011
12 [210]	Summer Faculty	01/01/2011
13 [210]	Student Assistants	01/01/2011
14 [210]	College WorkStudy	01/01/2011
15 [210]	12 Month Faculty	01/01/2011

37

Reset Raise Effective Dates

- Business Process: BP.020.090
- Located in User's Guide on pages:
 - 66 – 67
 - 187 – 192 (Business Process)

38

Lesson 6 Recap

- Reviewed how to create a 'CURRENT' budget version and delete unwanted 'PLANNING' versions
- Identified how to perform the following online updates:
 - Personal Services Budgets
 - Non-Personal Services Budgets
 - Revenue Estimate Budgets
 - Grants Budgets (Non-Personal Services)
- Reviewed how to reset Raise Effective Dates


39



Up Next...

- Lesson 7: Fringe Benefit Estimates

40




FY2011 BP Workshop

Lesson 7: Fringe Benefit Estimates

Presenter: Bobbi Edgar


1



L7: Fringe Benefit Estimates

- Objectives:
 - Identify how to generate fringe benefit estimates
 - Identify how to update fringe benefit estimates online


2



L7.1: Generating Fringe Benefit Estimates

- Based on Personal Services Budgets and the fringe estimate percentages, accounts, and amounts defined in initial setup
- May be run multiple times against same budget version
- Will not rebuild any fringe estimates that have been protected
- May generate for single or all departments

3



Generating Fringe Benefit Estimates

Fringe Estimate

Run Control ID: FRINGES Report Manager Process Monitor Run

Language: English

Default Values


Business Unit: 21000 Version: CURRENT

From Department:

All Departments: ☒

Save Add Update/Display


4



Generating Fringe Benefit Estimates

- Business Process: BP.040.040
- Located in User's Guide on pages:
 - 68
 - 193 – 197 (Business Process)

5



L7.2: Update Fringe Benefit Estimates Online

- Manually adjust results that were created by the Fringe Estimate Generator process
- Manual Adjustments may be useful when more info is available about fringes for a particular position

6




Update Fringe Benefit Estimates Online

Fringe Updates

Version: CURRENT Department: 810010000
 Position Number: 81000011 Dean, School of Arts & Sciences Prod ID:
 EmpID: 8150053 Name: jay

Account	Fund	Department	Program	Class	Project	Fringe Type	Rate/Amount	Processed Amount	Lock	Plan Type	Benefit Plan	Contract Code
1 551000	10000	8100000	11100	11000		FICA EMP	9.20	8,575.10	<input type="checkbox"/>			
2 551200	10000	8100000	11100	11000		FICA MED	1.45	1,537.73	<input type="checkbox"/>			
3 552000	10000	8100000	11100	11000		RETIRE (%)	9.74	10,329.27	<input type="checkbox"/>	FZ	TRIS	
4 553000	10000	8100000	11100	11000		LIFE	500.00	5,500.00	<input type="checkbox"/>	12	MED	07

7




Update Fringe Benefit Estimates Online

Fringe Updates

Version: CURRENT Department: 810010000
 Position Number: 81000011 Dean, School of Arts & Sciences Prod ID:
 EmpID: 8150053 Name: jay

Account	Fund	Department	Program	Class	Project	Fringe Type	Rate/Amount	Processed Amount	Lock	Plan Type	Benefit Plan	Contract Code
1 551000	10000	8100000	11100	11000		FICA EMP	9.20	8,575.10	<input type="checkbox"/>			
2 551200	10000	8100000	11100	11000		FICA MED	1.45	1,537.73	<input type="checkbox"/>			
3 552000	10000	8100000	11100	11000		RETIRE (%)	9.74	10,329.27	<input type="checkbox"/>	FZ	TRIS	
4 553000	10000	8100000	11100	11000		LIFE	500.00	5,500.00	<input type="checkbox"/>	12	MED	07

8



Update Fringe Benefit Estimates Online

- Business Process: BP.020.070
- Located in User's Guide on pages:
 - 69 – 70
 - 198 – 201 (Business Process)

9



Lesson 7 Recap

- Reviewed how to run the generate fringe benefit estimates by running the Fringe Estimate Generator process
- Reviewed how to update fringe benefit estimates online, following the generation of fringe benefit estimates


10



Up Next...

- Lesson 8: Creating a Complete Budget

11




FY2011 BP Workshop

Lesson 8: Creating a Complete Budget

Presenter: Bobbi Edgar


1



L8: Creating a Complete Budget

- Objectives:
 - Define the purpose of the Building Financials process
 - Review how to analyze data through various inquiries and reports

2



L8.1: Build Financials Process

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

3



Build Financials Process

- Can build the AFB table as many times as needed
- Users generally run through several iterations of building the AFB table in order to run reports and review budget data
- Two tables are generated during the process:
 - BUD_AGGDET_BOR
 - BUD_JRNLBLD_BOR

4



Build Financials Process

- BUD_AGGDET_BOR Table
 - Displays detailed Financials budget data built from Personal Services, Fringe Estimates, Non-Personal Services, Revenue Estimate, and Grant Budget data
 - Provides a complete picture of the Financial budget, with the attributes and detail that are built during Budget Prep processing
 - Extra detail supports the reporting function


5



Build Financials Process

- BUD_JRNLBLD_BOR Table
 - Displays a summary of the Financials Budget data from Personal Services, Non-Personal Services, Revenue Estimate, Fringe Estimates, and the Grant Budget data
 - Provides a list of all budget journals that will that will be created during the Export to Financials process


6



Build Financials Process

- BUD_JRNLBLD_BOR Table
 - Similar to BUD_AGGDET_BOR table, but is aggregated to a summary level by Financial budget type to provide more efficient creation of budget journals to Financials

7



Build Financials Process

Build Financials
Run


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

☒ Create Aggregate Budget Table
 Budget Period: 2011

Depld Values

 Business Unit:
 From Department:
☒ All Departments

8



Build Financials Process

- Business Process: BP.020.080
- Located in User's Guide on pages:
 - 71 – 72
 - 202 – 206 (Business Process)

9



L8.2: Analyzing Data Using Inquiries

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

10



Aggregate Detail Inquiry

- Queries data from the Aggregate Financials Budget table
- Choose to inquire on Personal Services, Non-Personal Services, and Fringe Estimates
 - Narrow down by Chartfield

11



Aggregate Detail Inquiry

BUA Applet Inquiry

LBL: Ldg: Budget Source: Budget Period:
 Fund: Dept: Program: Class: Project: Account:

Account	Fund	Dept	Program	Class	Project	Budget Period	Enclosed Budget	Enclosed Budget	Service	Position Number	Grade
1 500000	10000	0101000	11100	11000		2011	12,800.00	APPRCP	PSV	01000001	LUMP
2 500000	10000	0101000	11100	11000		2011	18,821.00	APPRCP	PSV	01000002	0150487
3 500000	10000	0101000	11100	11000		2011	26,498.00	APPRCP	PSV	01000003	0152148
4 500000	10000	0101000	11100	11000		2011	27,744.00	APPRCP	PSV	01000004	0152137
5 500000	10000	0101000	11100	11000		2011	12,000.00	APPRCP	PSV	01000005	LUMP
6 500000	10000	0101000	11100	11000		2011	20,000.00	APPRCP	PSV	01000006	0150489
7 500000	10000	0101000	11100	11000		2011	0.00	APPRCP	PSV	01000007	0151206
8 500000	10000	0101000	11100	11000		2011	53,688.00	APPRCP	PSV	01000008	0150376
9 500000	10000	0101000	11100	11000		2011	47,500.00	APPRCP	PSV	01000009	0150261
10 500000	10000	0101000	11100	11000		2011	106,050.00	APPRCP	PSV	01000011	0150053
Total Proposed Budget:							343,064,821.00				

12



Aggregate Detail Inquiry

BUDGET Inquiry

BOL: **Loader:** **Budget Source:** **Budget Period:**

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

Account	Fund	Dept	Program	Class	Project	Budget Period	Proposed Budget	Source	Position Number	Emplid
1 600000	10000	0100000	11100	11000		2011	2,000.00 APPROP	NPS		
2 700000	10000	0100000	11100	11000		2011	5,000.00 APPROP	NPS		
3 600000	10000	0100000	11100	11000		2011	18,145.00 APPROP	NPS		
4 700000	10000	0100000	11100	11000		2011	37,474.00 APPROP	NPS		
5 600000	10000	0201000	11100	11000		2011	9,300.00 APPROP	NPS		
6 700000	10000	0201000	11100	11000		2011	21,285.00 APPROP	NPS		
7 600000	10000	0401000	11100	11000		2011	18,980.00 APPROP	NPS		
8 700000	10000	0401000	11100	11000		2011	16,200.00 APPROP	NPS		
9 600000	10000	0401500	11100	11000		2011	15,500.00 APPROP	NPS		
10 700000	10000	0401500	11100	11000		2011	15,500.00 APPROP	NPS		
Total Proposed Budget:							\$92,147,875.00			

13



Aggregate Detail Inquiry

BUDGET APPRaiser

BOL Ledger: **Budget Source:** **Fund Estimate:** **Budget Period:**

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

[Search]

Account	Fund	Goal	Program	Class	Project	Budget Period	Proposed Budget Line	Source	Position Number	Enroll
1 000000	10000	0101000	11100	11000	2011		8,365.00 AFFPAC	FRD	FDI000002	
1 000000	10000	0102000	11100	11000	2011		10,000.00 AFFPAC	FRD	FDI000003	
4 000000	10000	0101000	17000	11000	2011		16,122.00 AFFPAC	FRD	FDI000004	
4 000000	10000	0103000	17000	11000	2011		6,475.00 AFFPAC	FRD	FDI000006	
5 000000	10000	0101000	11100	11000	2011		7,500.00 AFFPAC	FRD	FDI000007	
6 000000	10000	0101000	11100	11000	2011		12,575.00 AFFPAC	FRD	FDI000008	
7 000000	10000	0101000	11100	11000	2011		11,300.00 AFFPAC	FRD	FDI000009	
8 000000	10000	0102000	11100	11000	2011		17,320.00 AFFPAC	FRD	FDI000011	
9 000000	10000	0001000	11100	11000	2011		8,700.00 AFFPAC	FRD	FDI000012	
10 000000	10000	0001000	11100	11000	2011		10,000.00 AFFPAC	FRD	FDI000013	

Total Proposed Budget: \$70,744,242.00

14



Aggregate Detail Inquiry

- Business Process: BP.060.030
- Located in User's Guide on pages:
 - 72 – 73
 - 207 – 210 (Business Process)

15



Personal Services Inquiry

- Enables you to quickly review all Personal Services budget info by department for a specific budget version
- All budget versions created during the original extract, copy, "what-if" analysis, and online update processes are available for inquiry

16



Non-Personal Services Inquiry

- Enables user to quickly review all Non-Personal Services budget information by Chartfield combination for a specific budget version
- All budget versions created during the original extract, copy, "what-if" analysis, and online update processes are available for inquiry

17



Online Inquiries

- Personal Services Inquiry
 - Business Process: BP.060.010
 - Located in User's Guide on pages:
 - 54 – 55
 - 150 – 152 (Business Process)
- Non-Personal Services Inquiry
 - Business Process: BP.060.020
 - Located in User's Guide on pages:
 - 55
 - 153 – 156 (Business Process)

18



Budget Prep Records

- BUD_AGGDET_BOR:
 - Aggregate details for APPROP, ORG, REVEST and PROJ_GRT Ledgers
- BUD_JRNBLD_BOR:
 - List of budget journals that will be created during the Export to Financials process
- BUD_NPSA_BOR:
 - Details of Non-Personal Services for all Budget Versions and Ledgers

19



Budget Prep Records

- BUD_NPSB_BOR:
 - Details of Non-Personal Services for all Budget Versions
- BUD_PSA_BOR:
 - Lists position numbers and if the position is Active or Inactive
- BOR_PSB_BOR:
 - Details of Personal Services for all Budget Versions
- BOR_PSC_BOR:
 - Details of Personal Services for all Budget Versions

20



Budget Prep Records

- BUD_HLTHBEN_BOR:
 - List of EmplIDs who have health benefits, benefit types, and effective dates
- BUD_RETPLAN_BOR:
 - List of EmplIDs who participate in a retirement plan and the plan type
- BUD_FRG_UPT_BOR:
 - Details of Fringe Benefits by position number

21



Budget Prep Records

- Will need the new security role BOR_PT_QRY_BUDPREP to query on these records
- Ask your Security Administrator to add this role for you

22



L8.3: Analyzing Data Using Reports

- Schedule C – Statement of Revenue
- Schedule C-1 – Detail of Available Funds
- Schedule D – Summary of Budget Functions
- Schedule D-1 – Summary of Functions by Fund Source
- Schedule E – Statement of Personal Services
- Schedule E-1 – Detail of Institutional Fringe Benefits
- Schedule F – Schedule of Non-Personal Services

23



L8.3: Analyzing Data Using Reports

- Schedule G – Department Budget by Fund Source
- Schedule G-1 – Detail of Personal Services
- Schedule J – Schedule of Employee Salary Ranges
- Schedule K – Salaries of \$100,000 or over
- Schedule L – Total Raises for Filled Positions
- Revenue/Expense Compare Report

24



Analyzing Data Using Reports

- Business Processes: BP.070.010 through BP.070.022
- Located in User's Guide on pages:
➤ 75 – 77

25



Lesson 8 Recap

- Reviewed how to run the Build Financials Process
- Identified the tables generated during Build Financials process
- Identified how to use online inquiries to analyze budget data
- Listed the Budget Prep Reports to further analyze data


26



Up Next...

- Lesson 9: Exporting Data Back to ADP and PSFIN

27




FY2011 BP Workshop

Lesson 9: Exporting Data Back to PSFIN and ADP

Presenters: Bobbi Edgar and Debbie Farmer


1



L9: Exporting Data Back to Financials and ADP

- Objectives:
 - Identify how to export budget data back to PSFIN
 - Exporting journals to Financials
 - Identify how to export budget data back to ADP
 - Create epxp001.txt data file to export Budget Prep Personal Services Position and Job Data changes to the ADP system

2



L9.1: Export Journals to Financials

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

3



Export Journals to Financials

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

4



Export Journals to Financials

- With the upgrade to PS Version 8.9, the process was changed to support Commitment Control:
 - KK_BUDGET_HDR and KK_BUDGET_LN are populated with Budget Prep budgets
 - KK supports multiple journal lines in a journal
 - The interface to Financials creates a separate journal for each department/ledger group combination

5



Export Journals to Financials

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

6



Export Journals to Financials

Financials Export

Run Control ID: FINEXP


[Report Manager](#)
[Process Monitor](#)
Run

Business Unit
21000
Q

☒ Export Budget Journals to Financials

Budgets will Be Created for Fiscal Year: 2011


7



Export Journals to Financials

- Business Process: BP.040.020
- Located in User's Guide on pages:
 - 78 – 79
 - 211 – 214 (Business Process)

8



Combination Rule Reminder

- Release 2.08 contained the new KKSUMMACCT Combination Rule.
 - Rule enforces use of the correct Summary account level. * Budget Journals will not be allowed to use the Appropriation account level with Organization, Project Grant, and Revenue Estimate ledger groups.

9



FUNDPROG Combination Group Reminder

- The combination group enforces the use of the correct Program Code based on the Fund Code.
 - i.e. Fund Code 12280 would require Program Codes 28XXX or 29XXX

10



L9.2: Exporting Changes to ADP

- This process creates the exp001.txt data file to export Personal Services data from Budget Prep to ADP for the "To Budget Year"
- The file created during the "export" process is placed in a local directory to be retrieved by an ADP process initiated by the user

11



Exporting Changes to ADP

- Budget Prep Export to ADP also generates a PDF file that contains data such as:
 - Position Number
 - EmplID
 - Account Code
 - Department Number
 - Job Code
 - Pay Group
 - Annual Salaries and Budgeted Salaries

12



Exporting Changes to ADP

- Note: The export process may be performed numerous times until the "Create Final Export file for HR/Payroll" button is checked.
- Once checked, the process may NOT be run again!

13



Exporting Changes to ADP

Export for ADP

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

Query Name

Business Unit: 21000

☒ Create Test Export File for HR/Payroll

☒ Create Final Export File for HR/Payroll

Budget Period:

14



Exporting Changes to ADP

- Creates/Updates the following info in ADP database:
 - Job Data: Up to 3 new rows may be created
 - Equity Adjustment: Effective-dated 7/1 of the "To Budget Year"
 - Raise: Effective-dated as of the Raise Effective Date specified in Budget Prep

15



Exporting Changes to ADP

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

16



Exporting Changes to ADP

- Business Process: BP.040.030
- Located in User's Guide on pages:
 - 79 – 80
 - 215 – 219 (Business Process)

17



Lesson 9 Recap

- Reviewed how to export journals from Budget Prep to PSFIN – Commitment Control
- Reviewed how to export Personal Services data from Budget Prep to ADP


18



Up Next...

- Lesson 10: Validating Export of Data Back to ADP

19




FY2011 BP Workshop

Lesson 10: Validating Export of Data Back to ADP

Presenter: Sharon Ellis


1



L10: Exporting Data Back to Financials and ADP

- Objectives:
 - Identify how data is loaded in EV5 at the conclusion of the Budget Prep process
 - Review how to validate the export of data back to ADP
 - Review reports/output generated in EV5 when data is loaded into ADP EV5

2



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

Two processes load the Budget Prep data into EV5

Eexp001 – Loads into a work table

Ebbp011 – Inserts data rows in EV5

3



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

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

4



Loading the `epxp001nnn.txt` into EV5

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

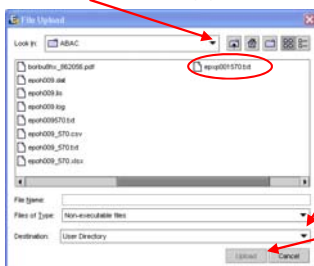


5



Loading the `epxp001nnn.txt` into EV5


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



Use the ▼ for Destination to select User Directory.

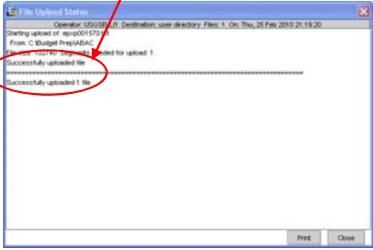
Click the Upload button

6




Loading the epxp001nnn.txt into EV5

Validate the load is successful.

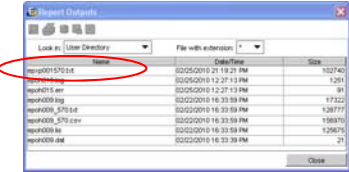


7




Loading the epxp001nnn.txt into EV5

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




You can now run the epxp001 to load the Budget Prep data into the Work table.

8



Navigating to HR Salary Worktable (Epxp001)

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



9

Executing HR Salary Worktable (Epxp001)

Run the process in Run Report Only mode first.

10

Executing HR Salary Worktable (Epxp001)


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

11

Validating HR Salary Worktable (Epxp001)

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

12



Validating HR Salary Worktable (Epxp001)


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

```

Grand Totals
-----
Grand Totals
-----
Total Annual Rate is : 14,629,760.03
Total Position Budget is : 10,657,549

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

13




Validating HR Salary Worktable (Epxp001)

The epxp001_YYYYYY-xx-xxxx.xx.xx.csv provides the same data as the .lis but allows you to open in EXCEL to sort and sum.

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

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

14




Correcting HR Salary Worktable (Epxp001)

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

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

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

15




Final Export from Budget Prep

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

Run expx001 in Run Report and Update the Database to load the data into the work table to create the rows to insert into EV5


16



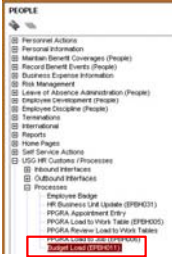
Budget Load (epbh011)

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


17



Navigation to Budget Load (epbh011)



18



Budget Load (epbh011)

Budget Load (EPBH011)

Budget Load Report (EPBH011) | Budget Load Update (EPBH011) | Budget Load Clear (EPBH011)


Report

☒ Run Report Only

Company

Effective Date

19



Budget Load (epbh011)


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

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

Report Outputs

File Name	Date/Time	Size
epbp011.log	8/27/2010 10:18:12 PM	4030
epbp011.dat	8/27/2010 10:18:12 PM	80937
epbp011_01.lis	8/27/2010 10:18:12 PM	862
epbp011_02.lis	8/27/2010 10:18:12 PM	15054
epbp011_03.lis	8/27/2010 10:18:12 PM	6402
epbp011_04.lis	8/27/2010 10:18:12 PM	8013
epbp011.csv	8/27/2010 10:18:50 PM	18
epbp011.log	8/27/2010 11:20:16 AM	2096
epbp011.dat	8/27/2010 11:20:16 AM	810000

20



Budget Load (epbh011) Reports

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

Environment: FISC_Environment

Report ID: epbh011_01

Run Mode: Report Only

University System of Georgia

Budget Policy Load Error Report


Page No. 1

Run Date: 8/27/2010

Run Time: 10:15:59

EMPID	NAME	DEPT	VALUE	MESSAGE
108108	Dezoung, Anthony S	570201000	ERR: EMPID does not exist	
108108	Leahy, Amanda Elaine	570201000	ERR: EMPID does not exist	

21



Budget Load (epbh011) Reports

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


Environment: BUD_Environment
 Report ID: epbh011
 Run Mode: Report Only
 POSTING_JOB COMPANY
 There are No Position With Errors
 Report Only Run - No database updates have occurred

University System of Georgia
 Budget Position Load Error Report

Page No: 1
 Run Date: 02/17/2010
 Run Time: 10:58:12

EMPLID	NAME	VALUE	MESSAGE

22



Budget Load (epbh011) Reports


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

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

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

EMPLID	NAME	VALUE	MESSAGE
0000421	Carter, Stephanie E	2100001010	WRN: Salary is different than previous
0000421	Carter, Stephanie E		WRN: Salary is not same
0000421	Carter, Stephanie E	210	WRN: SEPTED has changed. Location needs to be verified
0000421	Carter, Stephanie E	00000	WRN: SEPTED has changed. Reporting Location needs to be verified.
0000421	Carter, Stephanie E	217	WRN: Paygroup is different than previous
0000421	Carter, Stephanie E	00000	WRN: Jobcode is different than previous

23



Budget Load (epbh011) Reports


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

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

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

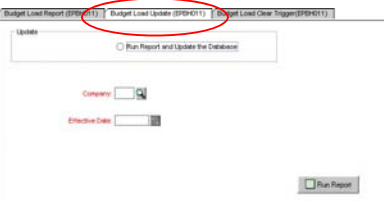
POSTING_JOB	COMPANY	VALUE	MESSAGE
21000011	210	217	WRN: Existing paygroup is different than the Paygroup that is being
21000011	210	01-JUL-2010	WRN: this date position condition exists already.
21000011	210	01-JUL-2010	WRN: this date position condition exists already.

24




Budget Load (epbh011)

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



25




Validating Budget Load (epbh011)

Validate rows have been entered in EV5

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

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

26



Lesson 10 Recap

- Identified how data is loaded in EV5 at the conclusion of the Budget Prep process
- Reviewed how to validate the export of data back to ADP
- Reviewed reports/output generated in EV5 when data is loaded into ADP EV5

27



Up Next...

- Workshop Conclusion

28

Review of Budget Prep Workshop Goals:

- To provide an in-depth overview of the entire Budget Prep process
- Involve all players from HR and Financial sides
- Targeted to those with limited Budget Prep experience

Review of Budget Prep Workshop Objectives:

- Detail how the Budget Prep process involves both ADP and PSFIN
- Provide an overview of the GeorgiaFIRST budget structure
- Review Budget Prep Parameter Definitions
- Identify how to generate the file in eV5 that will be used by Budget Prep
- Define the data elements that are included in the file from EV5
- Review reports/output generated in EV5 when the Budget Prep file is created
- Identify how to process the ADP Load and Financials Extract
- Identify how to validate the EPOH009 Data Loads into the Budget Prep Module
- Identify the purpose of performing the Budget Copy process
- Review how to process a “what-if” analysis
- Identify how to analyze the results of a “what-if” analysis
- Review how to create a CURRENT budget version
- Identify how to delete PLANNING versions of the budget
- Identify how to perform online updates
- Identify how to reset raise effective dates
- Identify how to generate fringe benefit estimates
- Identify how to update fringe benefit estimates online
- Define the purpose of the Building Financials process
- Review how to analyze data through various inquiries and reports
- Identify how to export budget data back to PSFIN
- Identify how to export budget data back to ADP
- Identify how data is loaded in EV5 at the conclusion of the Budget Prep process
- Review how to validate the export of data back to ADP
- Review reports/output generated in EV5 when data is loaded into ADP EV5

First-LB Listserv

- Forum for Budget Users to post questions/discussions to each other
- Subscribe by sending a request to the OIIT Helpdesk, or
 - Join the list through: <http://www.listserv.uga.edu/archives/first-lb.html>

Support Requests

- ADP Screen or Output
 - Submit Ticket to Shared Services
- PSFIN Screen or Output
 - Submit Ticket to OIIT Help Desk

Recordings and Training Materials

- Will be posted to the GeorgiaFIRST Training Website
 - Under FY2011 Budget Prep Workshop, 3/9/2010
 - <http://www.usg.edu/gafirst-fin/training/archives/>

Thank You Beta Testers!

- Institutions:
 - Clayton State University
 - Georgia Southern University
 - Gordon College
 - Georgia Southwestern State University
 - Macon State College
 - Valdosta State University
- OIIT Functional:
 - Bobbi Edgar
 - Debbie Farmer
 - Layne Hammock
 - Jordan Thomas
 - Christy Todd
- OIIT Technical:
 - Karen Dykstra
 - Yvonne Howington
 - Ben Khuwatsamrit

Thank You Presenters!

- Bobbi Edgar
- Sharon Ellis
- Debbie Farmer