

Budget Prep Updates for 2021

Agenda

- New Functionality
- Upcoming Fixes
- Budget Amendment Sneak Peek
- Feedback Session

New Functionality – Budget Prep Dashboard

- In progress for Release 5.50:
 - Collects BP navigation items
 - Saves clicks when navigating between multiple pages

New Functionality – Budget Prep Dashboard

- Budget Prep Setup** ^
- Year/Hour Parameters**
- Pay Groups
- Reason Codes
- Fringe Accounts
- Fringe Type
- Export Run History
- Budget Prep Data Update v
- Budget Prep Processing v

Year/Hour Parameters

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

Find an Existing Value


Add a New Value

▼ Search Criteria

Business Unit = 

Search

Clear

Basic Search 

Save Search Criteria

Find an Existing Value | Add a New Value

New Functionality – Merit Upload

- In progress for Release 5.50:
 - Allows updating Merit, Equity, Promotion, and Supplemental amounts via spreadsheet upload
 - New extract query and staging query
 - New page to upload raises
 - New page to process changes

New Functionality – Merit Upload

Query Name BOR_BP_PERS_SERV_EXPORT

Description Personal Service Export

Working on selection Top Level of Query

View field properties, or use field as criteria in query statement.

Reorder / Sort

Fields							Personalize Filter
Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	
1	A.BUSINESS_UNIT - Business Unit	Char5	1			Business Unit	
2	A.BUDGET_REF - Budget Reference	Char8	2			Budget Reference	
3	A.DEPTID - Department	Char10	3			Department	
4	A.POSITION_NBR - Position Number	Char8	4			Position Number	
5	A.EMPLID - Empl ID	Char11	5			Empl ID	
6	Case when A.EMPLID = 'VACANT' then 'Vacant Position' when A.EMPLID = 'LUMPSM' then 'Lump Sum Positio	Char50				Name	
7	A.JOBCODE - Job Code	Char6				Job Code	
8	C.DESCR - Description	Char30				Description	
9	A.BOR_MERIT_AMT - Merit Amount	SNm17.2				Merit Amount	
10	A.BOR_EQUITY_AMT - Equity Adjustment Amount	SNm17.2				Equity Adjustment Amount	
11	A.BOR_SUPP_AMT - Supplemental Budget Amount	SNm17.2				Supplemental Budget Amount	
12	A.BOR_PROMOTION_AMT - Promotion Amount	SNm17.2				Promotion Amount	

New Functionality – Merit Upload

- Raises can be keyed in extract or created in a separate system
- File is uploaded, loads a staging table
- Staging table can be queried to confirm everything looks accurate
- Raises can be processed, pushing data from staging to Budget Prep

Upcoming Fixes




- HCM Import:
 - Will no longer import deleted job rows
 - Adding a way to catch positions dropped in import
- Fringe Update:
 - Corrections to better handle Job Earns Dist
- Budget Prep Load:
 - ABBR
 - Department and Job Entry Dates
- And More!

Budget Amendment Sneak Peek

- Plans not final
- Another tool for managing Position Budgets
- Can use regular Budget Journals and the Amendment interface
- Assumptions:
 - Budget Prep – Position Numbers included on Budget Journals
 - Budget Journals – JRNL_LN_REF (“Ref”) field populated with Position Numbers

Budget Amendment Sneak Peek

- Search:

Business Unit	= ▼	<input type="text"/>	
Budget Ref	= ▼	<input type="text"/>	
Position Number	begins with ▼	<input type="text"/>	
HR Department	begins with ▼	<input type="text"/>	
Funding Department	begins with ▼	<input type="text"/>	
Detail Level	= ▼	<input type="text"/>	▼

- Detail Level can be set to “Position” or “Funding Department” level

Budget Amendment – Position Level

Position Number: 10001000 **Empl ID:** 1234567 **Rcd#:** 0 **Journal ID:**
HR Dept: 2345678 **Eff Dt:** 7/1/2019 **Seq:** 0 **Budget Entry Type:**
Original Budget: \$ 60,000 **Permanent Budget:** \$ 55,000 **Current Salary:** \$ 48,000 **Over/Under Budget:** \$ 7,000

Dept Id	Fund	Program	Class	Project	Account	Distributed Salary	Original Budget	Perm Amends	Temp Amends	Enc	Exp	Remaining
2345678	10000	11100	11000									
					521000	24,000.00	30,000.00	(5,000.00)	-	12,000.00	12,000.00	1,000.00
					551000		2,295.00	-	-	918.00	918.00	459.00
					552000		6,342.00	-	-	2,536.80	2,536.80	1,268.40
					553000		7,200.00	-	-	3,600.00	3,600.00	-

Per Pay Period:
Salary: \$ 2,000.00 **FICA:** \$ 153.00 **Retirement:** \$ 422.80 **Health/Life:** 600

Dept Id	Fund	Program	Class	Project	Account	Distributed Salary	Original Budget	Perm Amends	Temp Amends	Enc	Exp	Remaining
3456789	20000	11100	62000	12345								
					521000	24,000.00	30,000.00	-	(6,000.00)	12,000.00	12,000.00	-
					551000		2,295.00	-	-	918.00	918.00	459.00
					552000		6,342.00	-	(1,500.00)	2,536.80	2,536.80	(231.60)
					553000		7,200.00	-	-	3,600.00	3,600.00	-

Per Pay Period:
Salary: \$ 2,000.00 **FICA:** \$ 153.00 **Retirement:** \$ 422.80 **Health/Life:** 600

Budget Amendment – Position Level

Position Number:	10001000	Empl ID:	1234567	Rcd#:	0	Journal ID:	<input type="text"/>
HR Dept:	2345678	Eff Dt:	7/1/2019	Seq:	0	Budget Entry Type:	<input type="text"/>
Original Budget:	\$ 60,000	Permanent Budget:	\$ 55,000	Current Salary:	\$ 48,000	Over/Under Budget:	\$ 7,000

- Position Level summary:
 - Position Information – Position Number, HR Dept, Effective Date of row
 - Incumbent Information – ID and Name
 - Budget Information – Original and Permanent Budgets
 - Salary
 - Over/Under Budget – Compares Salary to Permanent Budget

Budget Amendment – Position Level

Dept Id	Fund	Program	Class	Project					
2345678	10000	11100	11000						
Account	Distributed Salary	Original Budget	Perm Amends	Temp Amends	Enc	Exp	Remaining		
521000	24,000.00	30,000.00	(5,000.00)	-	12,000.00	12,000.00	1,000.00		
551000		2,295.00	-	-	918.00	918.00	459.00		
552000		6,342.00	-	-	2,536.80	2,536.80	1,268.40		
553000		7,200.00	-	-	3,600.00	3,600.00	-		
Per Pay Period:									
	Salary: \$	2,000.00	FICA: \$	153.00	Retirement:	\$	422.80	Health/Life:	600

- Each Distribution will have detail by account and input fields
- Amendment and Expense fields will be links, returning journal detail

Budget Amendment – Department Level

Department ID:	2345678	Dept Name:	Library	Journal ID:	Budget Entry Type:			
Position	Fund	Program	Class	Project				
10001000	10000	11100	11000					
Account	Distributed Salary	Original Budget	Perm Amends	Temp Amends	Enc	Exp	Remaining	
521000	24,000.00	30,000.00	(5,000.00)	-	12,000.00	12,000.00	1,000.00	
531000	2,295.00	-	-	918.00	918.00	459.00		
522000	6,342.00	-	-	2,536.80	2,536.80	1,268.40		
533000	7,200.00	-	-	3,600.00	3,600.00	-		

Department ID:	2345678	Dept Name:	Library	Journal ID:	Budget Entry Type:			
Position	Fund	Program	Class	Project				
10001000	10000	11100	11000					
Account	Distributed Salary	Original Budget	Perm Amends	Temp Amends	Enc	Exp	Remaining	
521000	24,000.00	30,000.00	(5,000.00)	-	12,000.00	12,000.00	1,000.00	
551000		2,295.00	-	-	918.00	918.00	459.00	
552000		6,342.00	-	-	2,536.80	2,536.80	1,268.40	
553000		7,200.00	-	-	3,600.00	3,600.00	-	
Position	Fund	Program	Class	Project				
10001001	10000	11100	11000					
Account	Distributed Salary	Original Budget	Perm Amends	Temp Amends	Enc	Exp	Remaining	
521000	85,000.00	75,000.00	-	-	37,500.00	37,500.00	-	
551000		5,738.00	-	-	2,869.00	2,869.00	-	
552000		6,930.00	-	-	3,465.00	3,465.00	-	
553000		15,168.00	-	-	7,584.00	7,584.00	-	

Budget Amendment – Department Level

Department ID: 2345678 Dept Name: Library Journal ID: Budget Entry Type:

Position	Fund	Program	Class	Project	Account	Distributed Salary	Original Budget	Perm Amends	Temp Amends	Enc	Exp	Remaining
10000000	10000	11100	11000		521000	24,000.00	30,000.00	(5,000.00)	-	-	12,000.00	1,000.00
551000	-	-	-	-	551000	6,342.00	-	-	-	2,538.80	2,538.80	1,268.40
553000	-	-	-	-	553000	7,260.00	-	-	-	5,600.00	5,600.00	-

Position	Fund	Program	Class	Project	Account	Distributed Salary	Original Budget	Perm Amends	Temp Amends	Enc	Exp	Remaining
10000000	10500	11100	11000		522000	60,000.00	32,000.00	-	-	3,000.00	16,000.00	2,000.00
551000	-	-	-	-	551000	2,448.00	-	-	-	1,224.00	1,300.50	(76.50)
552000	-	-	-	-	552000	6,765.00	-	-	-	3,382.50	3,382.50	-
553000	-	-	-	-	553000	4,300.00	-	-	-	2,150.00	2,150.00	-

Position	Fund	Program	Class	Project	Account	Distributed Salary	Original Budget	Perm Amends	Temp Amends	Enc	Exp	Remaining
10000000	10500	11100	11000		522000	60,000.00	32,000.00	-	-	3,000.00	17,000.00	2,000.00
551000	-	-	-	-	551000	2,448.00	-	-	-	1,224.00	1,300.50	(76.50)
552000	-	-	-	-	552000	6,765.00	-	-	-	3,382.50	3,382.50	-
553000	-	-	-	-	553000	4,300.00	-	-	-	2,150.00	2,150.00	-

Fund	Program	Class	Project	Account	Distributed Salary	Original Budget	Perm Amends	Temp Amends	Enc	Exp	Remaining	
10000	11100	11000		521000	109,000.00	105,000.00	(5,000.00)	-	-	49,500.00	49,500.00	1,000.00
551000	-	-	-	551000	-	8,033.00	-	-	-	3,787.00	3,787.00	459.00
552000	-	-	-	552000	-	13,272.00	-	-	-	6,001.80	6,001.80	1,268.40
553000	-	-	-	553000	-	22,368.00	-	-	-	11,184.00	11,184.00	-

Summary								
	Fund	Program	Class	Project				
	10000	11100	11000					
Account	Distributed Salary	Original Budget	Perm Amends	Temp Amends	Enc	Exp	Remaining	
521000	109,000.00	105,000.00	(5,000.00)	-	49,500.00	49,500.00	1,000.00	
551000	-	8,033.00	-	-	3,787.00	3,787.00	459.00	
552000	-	13,272.00	-	-	6,001.80	6,001.80	1,268.40	
553000	-	22,368.00	-	-	11,184.00	11,184.00	-	

	Fund	Program	Class	Project				
	10500	11100	11000					
Account	Distributed Salary	Original Budget	Perm Amends	Temp Amends	Enc	Exp	Remaining	
522000	60,000.00	32,000.00	-	3,000.00	16,000.00	17,000.00	2,000.00	
551000	-	2,448.00	-	-	1,224.00	1,300.50	(76.50)	
552000	-	6,765.00	-	-	3,382.50	3,382.50	-	
553000	-	4,300.00	-	-	2,150.00	2,150.00	-	

Feedback Session

- Exclude N (non-paid affiliate) and B (retiree benefits) Paygroups from Budget Prep?
- Additional pages or features in Budget Amendment?
- Remaining pain points, pet peeves, things that just don't quite work the way you'd like?

Available Resources

- [Budget Prep User's Guide](#) – Will be updated with new features before Budget Prep season
- [Budget Prep Queries and Reports Reference](#)