

FY2010 Budget Review Process Instructions

Purpose

The purpose of these instructions is to show step by step instructions for reviewing reports and entering plan data in the Business Warehouse during the Budget Development process.

FY 2010 Budget Review Instructions

The primary purpose in reviewing budgets is to ensure accuracy and reconcile salary lines.

The budget will be reviewed using SAP Business Warehouse. All Account Managers, Dean/Directors, and Vice-Presidents will have access to the SAP Business Warehouse via workbooks and reports. The data in the Business Warehouse will come directly from SAP and will be used to build the final budget in SAP.

Access Dates To BD System Are As Follows:

| | | |
|-----------------------|--------------|---------------------|
| Account Manager Level | Review Dates | March 30 – April 17 |
| Dean Directors Level | Review Dates | April 20 – May 1 |
| Vice President Level | Review Dates | May 4 – May 15 |



Caution: *Once the time frame for the appropriate level has past, that level will be locked and no more data entry will be possible at that level. Entry would then have to be made by the next level if further changes are required.*

Key Concepts:

- Within SAP the salary detail is maintained in HR (Human Resources) and the budget detail is maintained in FM (Funds Management). These two will be referred to as HR and FM.
- There are nightly updates from SAP to the Budget Development system. This means that changes for building the FY10 Budget will occur in two places.
 - FMBB's and PCR's can be processed in SAP and these changes will pick up nightly and update the reports and planning workbooks in the BD system.
 - Other budget changes will be made in the BD system and then "retracted" back to SAP for the FY 2010 budget.
- If the report shows an icon in one of the columns then there is a comment associated with that fund center. Comments are inserted during planning to define why the budget change was made. (Refer to BEx Analyzer instructions on how to enter and view comments).

Overview of Process:

- Review your Salaries and HR data using Reports (queries). Account managers are to verify all positions and salaries and make sure everything is correct. Changes will either be handled via PCR or FMBB in SAP.
 - Report: Current Bud Dev Salary Budget Comparison
- Review FM changes made during Budget Development using a report to see current status for FY10 budget before you begin making your entries.
 - Report: Current Budget Development Report-including position Data
- Plan for FY10 using planning workbooks. Enter FM changes to be made and save data.
 - Workbook: Account Manager FM/HR Plan
 - Workbook: Dean/Director FM/HR Plan
 - Workbook: VP FM/HR Plan
- Continue to review changes made to your accounts throughout the process using the Current Budget Development Report to follow the progress of your FY10 Budget and verify your own data entry.

Overview of Reports and Workbooks:

Reports:

- **Current Budget Development Report**
 - This report contains the total dollar amount by commitment item and position currently in the budget as well as changes made at the various levels. One column per level for changes.
 - This will contain all commitment items: salary and operating.
 - This is used to view changes made in the Budget Development system by each level and can be used throughout the entire process.
 - Changes made in SAP will be picked up in the BD system nightly and will update (change) the Current budget column and New Proposed Budget where appropriate.
- **Report: Current Bud Dev Salary Budget Comparison**
 - This spreadsheet contains the total dollar amount currently in the budget (FM or Funds Management) for salaries and the detail by position and/or individual for the personnel currently in the system (HR or Human Resources.)
 - This will only contain salary commitment items.
 - This report is used to verify position and salary detail.
 - HR Changes made in SAP will be picked up in the BD system nightly and will update (change) the Annual Salary cost.
 - FM Changes made in SAP will be picked up in the BD system nightly and will update (change) the Current and New Proposed Budget.

Workbooks:

- **Account Manager FM/HR Plan, Dean/Director FM/HR Plan, and VP FM/HR Plan**
 - All three workbooks have the same functionality and individuals will have access to the appropriate workbook for their level.
 - The data listed in the workbook is in order by fund, fund center, and commitment item.
 - The column **Current Budget** is updated nightly and may change based on changes made in SAP.
 - The **New Proposed Budget** represents the amount currently in the budget line. This is a calculation of current budget plus every previous change made in the Budget Development system as shown on the workbook.
 - The **Planning Column** (Account Man Plan, DD Plan, VP Plan) is where changes are made. This column should be highlighted with blue boxes around each cell. Changes are made, calculated, and saved to the Budget Development system from this column.

Step by Step Instructions:



Note: These instructions are discussing the order in which to run reports, how to analyze the reports, and how to enter your plan data in the BD system. You will need to refer to the BEx Analyzer instructions for information on how to open reports and workbooks and the basic functionality of the BEx Analyzer tool. So use the two sets of instructions together.

Step 1:

Verify what changes (if any) have been made to your budget in the BD system:

Report: Current Budget Development Report:

- The expectation is that changes will be made as the Budget Development process moves through the levels. Therefore, an account manager would not really expect to see any changes during his/her planning time frame but each level above that should see some changes.
- Screen shot of report:

| Funds Center | Fund | Commit Item | Position | Current Budget | Account Manager Plan | Dean Director Plan | Vice President Plan | Budget Office Plan | Budget Recon | Final Budget | New Proposed Budget | |
|----------------|------------|-------------|----------|----------------|----------------------|--------------------|---------------------|--------------------|---------------|--------------|---------------------|---------------|
| 1411000000 | 1000050009 | Op Support | 670100 | Staff Salaries | 50001006 | Disney Asst. | \$ 44,292.00 | | | | | \$ 44,292.00 |
| | | | | | 50001489 | Movie Mgr. | \$ 85,634.64 | | | | | \$ 85,634.64 |
| | | | | | 50001611 | Park Director | \$ 104,593.44 | | | | | \$ 104,593.44 |
| | | | | | 50001756 | Acct. I | \$ 71,258.28 | | | | | \$ 71,258.28 |
| | | | | | 50002011 | Adm Ast III | \$ 36,000.00 | | | | | \$ 36,000.00 |
| | | | | | 50010606 | Ticket Taker | \$ 54,870.96 | | | | | \$ 54,870.96 |
| | | | | | Result | | \$ 396,649.32 | | | | | \$ 396,649.32 |
| | | Result | | \$ 396,649.32 | | | | | \$ 396,649.32 | | | |
| | 2000011009 | Des Method | 672000 | M&O | # | Not assigned | \$ 18,399.61 | | | | | \$ 18,399.61 |
| | | | | | Result | | \$ 18,399.61 | | | | \$ 18,399.61 | |
| | | | | | Result | | \$ 18,399.61 | | | | \$ 18,399.61 | |
| | | Result | | \$ 415,048.93 | | | | | \$ 415,048.93 | | | |
| Overall Result | | | | \$ 415,048.93 | | | | | \$ 415,048.93 | | | |

How to read this report:

- The data listed in the spreadsheet is in order by fund center, fund, commitment item and position.
- Current Budget:** equals the FY09 original budget +/- any permanent budget changes. This column will update nightly throughout the Budget Development process to reflect any permanent changes occurring in SAP.
- Account Manager Plan, DD Plan, VP Plan, Budget Office Plan, Budget Recon and Final Budget** columns represent the changes made at each of those levels in the BD system during the appropriate time frame.
- New Proposed Budget:** is the total of all columns added together and represents the new FY10 budget that will be “retracted/loaded” back into SAP at the end of the process.
- Review comments if any to see why changes were made to the budget.**

Step 2:

Verify Salaries, Positions, and FM Salary Budgets:

Report: Current Bud Dev Salary Budget Comparison

- Use this report to verify your salaries, positions, and FM budget to cover those salaries and positions.
- Screen shot of report with HR and FM data:

| Funds Center | Fund | Commit Item | Position | Employee | Annual Salary Cost | New Proposed Budget | Salary Difference | | | | |
|----------------|------------|-------------|----------|----------------|--------------------|---------------------|-------------------|------------------|---------------|---------------|----------------|
| 1411000000 | 1000050009 | Op Support | 670100 | Staff Salaries | 50001006 | Disney Asst. | 25609 | Mr. Mickey Mouse | \$ 22,146.00 | \$ 0.00 | \$ 22,146.00 |
| | | | | | | | # | Not assigned | \$ 0.00 | \$ 22,146.00 | -\$ 22,146.00 |
| | | | | | | | | Result | \$ 22,146.00 | \$ 22,146.00 | \$ 0.00 |
| | | | | | 50001489 | Movie Mgr. | 1391 | Mr. Daffy Duck | \$ 85,634.64 | \$ 0.00 | -\$ 85,634.64 |
| | | | | | | | # | Not assigned | \$ 0.00 | \$ 85,634.64 | \$ 85,634.64 |
| | | | | | | | | Result | \$ 85,634.64 | \$ 85,634.64 | \$ 0.00 |
| | | | | | 50001611 | Park Director | 1537 | Dr. Walt Disney | \$ 104,593.44 | \$ 0.00 | -\$ 104,593.44 |
| | | | | | | | # | Not assigned | \$ 0.00 | \$ 104,593.44 | \$ 104,593.44 |
| | | | | | | | | Result | \$ 104,593.44 | \$ 104,593.44 | \$ 0.00 |
| | | | | | 50001756 | Acct. I | 1698 | Ms. Minnie Mouse | \$ 71,258.28 | \$ 0.00 | -\$ 71,258.28 |
| | | | | | | | # | Not assigned | \$ 0.00 | \$ 71,258.28 | \$ 71,258.28 |
| | | | | | | | | Result | \$ 71,258.28 | \$ 71,258.28 | \$ 0.00 |
| | | | | | 50002011 | Adm Ast III | 25781 | Ms. Snow White | \$ 36,000.00 | \$ 0.00 | -\$ 36,000.00 |
| | | | | | | | # | Not assigned | \$ 0.00 | \$ 32,000.00 | \$ 32,000.00 |
| | | | | | | | | Result | \$ 36,000.00 | \$ 36,000.00 | \$ - 4,000.00 |
| | | | | | 50010606 | Ticket Taker | 1013 | Mr. Goofy Hound | \$ 30,000.00 | \$ 0.00 | -\$ 30,000.00 |
| | | | | | | | # | Not assigned | \$ 0.00 | \$ 34,870.96 | \$ 34,870.96 |
| | | | | | | | | Result | \$ 30,000.00 | \$ 34,870.96 | \$ 4,870.96 |
| | | | | | | | | Result | \$ 396,649.32 | \$ 396,649.32 | \$ 870.96 |
| | | | | | | | | Result | \$ 396,649.32 | \$ 396,649.32 | \$ 870.96 |
| | | | | | | | | Result | \$ 396,649.32 | \$ 396,649.32 | \$ 870.96 |
| Overall Result | | | | | | | | | \$ 396,649.32 | \$ 396,649.32 | \$ 870.96 |

How to read this Report:

- Data is listed by Fund Center, Fund, Commitment Item, Position, and Employee.
- **New Proposed Budget:** equals Current Budget (From SAP) + all changes made in FM planning workbooks during budget development. This represents the amount currently in the budget to pay for salaries.
- **Annual Salary Cost:** equals HR master data for people and positions pulled from the SAP system. (This should match what you see in PA20 or P013D.)
- **Difference** equals New Proposed Budget – Annual Salary Cost and represents a positive or a negative amount to cover the cost of salaries currently in the account.
- **Result lines:** show if the budget is over/under the salary obligation by budget lines.



Important Note: Annual Salary Cost factors in split cost distributions. Ex: Assume Mr. Mickey Mouse makes \$44,292.00 with a split cost distribution between FC 1320100001 and 1411000000 (50% each). This report only reflects the 50% portion of the total salary that **this Fund Center** is responsible for.

Examples:

- In this report the first three positions are budgeted correctly. Difference result equals zero for each position
- Position number 50002011 is under budgeted. The \$32,000.00 does not cover the \$36,000.00 in personnel cost. Result shows a \$4,000.00 shortage that would need to be covered.
- Position number 50010606 is over budgeted. The \$34,870.96 is more than the \$30,000.00 in personnel cost. Results show a 4,870.96 that is available.
- The overall result row shows the total amount for that funds center while each result row before that shows the result by fund, commitment item, and position.

Analyzing Your Salary Budgets:

1. Verify the New Proposed Budget:

- To confirm the budget total, run report FMEDDW – Display Budget Entry Documents and review original beginning budget amount for FY 2009 +/- permanent budget transactions that occurred. Then add any budget changes that have been made in the BD system. This total should match the New Proposed Budget.
 - Refer to: FMEDDW instruction on how to display budget entry docs in SAP.
 - Refer to: Current Budget Development Changes report described above to get BD changes.
- Please contact the Budget Office @ 5-2376 with any questions regarding the budget or any transactions changing the budget total for the account.

2. Confirm Annual Salary Cost:

- To confirm the Annual Salary Cost, review the individual people and positions listed. Confirm that all the people listed are filling current positions with the correct cost distribution, salary amount and FTE.
- Use the report PA20 – Display HR Master Data to confirm detail for the individual people.
- Use report PO13D-Display Position to display and confirm positions.
- The report PPOSE – Display Organization Structure can be used to display organizational units, positions, jobs and persons. Please refer to the SAP on-line documentation for PPOSE. Link: <http://themisto.jupiter.txstate.edu/fastrain/nav/index.htm>
- Use Report ZPSBRPT – Position and Salary Budget Report to review HR salary data. Refer to Current Adjusted Salary Column.
- Questions regarding the PA20 Master Data and PO13D position data can be addressed by Cindy Waggoner in Faculty Records for faculty at 5-8378 and by Human Resources for staff at 5-2557.



Caution: If HR Master data is incorrect for either people or positions then a PCR must be processed or the position must be updated. Once these changes have been entered in SAP they will be reflected in your BD report after the nightly update runs.

3. Review Your Result Line:

- Result equals Zero and all the detail is correct: indicates you are properly budgeted for that salary commitment item. No action required for FM budget.
- Result is a **positive amount** and all the detail is correct:
 - Move the additional budget to the new Group Item via an FMBB in SAP to bring the positions in balance.
 - **Note:** You will need to analyze your current fiscal year's situation for this position. You may need to do a two part FMBB with the annualized permanent transaction putting the excess in the group item and then adjusting with a temporary transaction to realign the current fiscal year.
 - 670198 Staff Group Item
 - 670093 Faculty Adjunct Group item
 - 670094 Grad Student Group Item
- Result is a **negative amount** and all the detail is correct:
 - The FM budget is short and you are also under funded in FY09 then process a Permanent FMBB in SAP to correct the deficit. This will correct both FY09 budgets and FY10

budgets. (You will see the change in the BD system reports the day after your FMBB post to SAP and the BD system goes through the nightly update.)

- The FM Budget is short and you are not underfunded for FY09 then make the budget adjustment in the BD system through your planning workbook. (Directions on Page 8 – Step 3).

Step 3: Planning FY 2010 FM budgets in the BD System

Workbooks:

Account Manager FM/HR Plan
Dean/Director FM/HR Plan
VP FM/HR Plan

- Workbooks are used to **“enter”** plan data into the BD system. FM Changes only.
- Screen Shot of a Account Manager FM/HR Plan Workbook:

| Fund | Funds Center | Commit Item | Position | Current Budget | Account Manager Plan | New Proposed Budget | | | |
|------------|--------------|-------------|------------|----------------|----------------------|---------------------|--------------|-----------------|-----------------|
| 1000050009 | Op Support | 1320100000 | Psychology | 670080 | Faculty Salaries | 50000627 | Professor | \$ 81,089.42 | \$ 81,089.42 |
| | | | | | | 50000631 | Professor | \$ 92,841.98 | \$ 92,841.98 |
| | | | | | | 50000670 | Professor | \$ 23,135.60 | \$ 23,135.60 |
| | | | | | | 50000681 | Professor | \$ 84,083.01 | \$ 84,083.01 |
| | | | | | | 50000740 | Asst Prof | \$ 52,204.74 | \$ 52,204.74 |
| | | | | | | 50000989 | Professor | \$ 86,157.88 | \$ 86,157.88 |
| | | | | | | 50001142 | Professor | \$ 80,489.95 | \$ 80,489.95 |
| | | | | | | 50001399 | Asst Prof | \$ 51,607.11 | \$ 51,607.11 |
| | | | | | | 50001616 | Professor | \$ 76,560.82 | \$ 76,560.82 |
| | | | | | | 50001668 | Prof | \$ 70,856.38 | \$ 70,856.38 |
| | | | | | | 50004012 | Chair - Prof | \$ 121,699.80 | \$ 121,699.80 |
| | | | | | | 50008020 | Asst. Prof. | \$ 52,411.28 | \$ 52,411.28 |
| | | | | | | 50008021 | Asst. Prof. | \$ 55,438.77 | \$ 55,438.77 |
| | | | | | | 50009212 | Professor | \$ 76,778.23 | \$ 76,778.23 |
| | | | | | | 50011020 | Asst. Prof. | \$ 47,738.12 | \$ 47,738.12 |
| | | | | | | 50012182 | Asst. Prof. | \$ 53,000.01 | \$ 53,000.01 |
| | | | | | | Result | | \$ 1,106,093.10 | \$ 1,106,093.10 |
| | | | | 670081 | Graduate Student Sal | 50005447 | Graduate Ins | \$ 10,212.00 | \$ 10,212.00 |
| | | | | | | 50006120 | Graduate Ins | \$ 10,212.00 | \$ 10,212.00 |
| | | | | | | 50006737 | Grad IA | \$ 10,212.00 | \$ 10,212.00 |
| | | | | | | Result | | \$ 30,636.00 | \$ 30,636.00 |
| | | | | 670084 | Fac Sal -Adjunct | 50001120 | Sr Lect | \$ 54,586.17 | \$ 54,586.17 |
| | | | | | | 50001446 | Sr Lect | \$ 34,846.90 | \$ 34,846.90 |

How to Read this Workbook:

- The data listed in the spreadsheet is in order by fund, fund center, commitment item, and position.
- **Current Budget:** equals the FY09 original budget +/- and permanent budget changes. This column will update nightly throughout the Budget Development process to reflect any permanent changes occurring in SAP.
- **Account Manager Plan:** is the planning column in this spread sheet. Note the blue squares outlining the cells in this column. This indicates this column is active and ready for changes (data entry).
 - *Note: depending on which workbook you have access to this will look different. The account manager plan workbook only has the account manager column and it is active for changes. The Dean/Director workbook has both the account manager plan column and dean director plan column. The Dean Director Plan column is active for changes. The VP workbook has three columns with the VP plan column being the active column for changes.*

- **New Proposed Budget:** is the total of all columns added together and represents the new FY10 budget **to date**. This total could change by entries made in SAP and/or at higher levels as the Budget Development process continues.
- **Review comments if any to see why changes were made to the budget.**

Making Changes In Your Workbook:



Caution: As you are working in your workbook calculate and save often. The system will boot you out and you will lose all your changes if you do not save within 2 hours of opening your planning workbook.

Moving funds between commitment items:

- Enter the amount of the change in the planning column and hit the CALCULATE button:

Messages:

Dean/Director FM Only Plan

Variable Screen

Chart Filter Information

CALCULATE

SAVE

| Fund | Funds Center | Commit Item | Current Budget | Account Manager Plan | Dean Director Plan | New Proposed Budget |
|----------------|--------------|-------------|-------------------|----------------------|--------------------|---------------------|
| 1000050008 | Op Support | 1320100001 | Health Psychology | 670080 | Faculty Salaries | \$ 48,346.83 |
| | | | | 670081 | Fac-Grad Students | \$ 11,716.29 |
| | | | | 670084 | Fac Sal -Adjunct | \$ 53,846.15 |
| | | | | 670100 | Staff Salaries | \$ 17,362.64 |
| | | | | Result | | \$ 131,271.91 |
| | Result | | \$ 131,271.91 | | \$ 131,271.91 | |
| 2000011008 | Des Method | 1320100001 | Health Psychology | 671000 | Travel | \$ 3,000.00 |
| | | | | 672000 | M&O | \$ 13,811.36 |
| | | | | Result | | \$ 16,811.36 |
| | | | | Result | | \$ 16,811.36 |
| | Result | | \$ 16,811.36 | \$ 0.00 | \$ 16,811.36 | |
| Overall Result | | | \$ 148,083.27 | \$ 0.00 | \$ 148,083.27 | |

In this example we moved \$500 out of travel and into M&O. Notice the new totals in the New Proposed Budget column.

Entering Comments:

- You should enter comments for all changes made.
- Please follow the naming convention as shown below.
- Name: *Fiscal Year Fund Center Level* (example: **2010 1411000000 AM**)
- Full naming conventions for all levels are outlined at the end of this document.
- Description: Leave the description box blank.
- Text: Include in the text of your comment a description and reason for the budget change including the fund number as well as the fund center if moving between fund centers.
- You will enter only one comment per fund center although that comment may address several changes.

- In the example above you would have one comment and would explain the \$500 move. If you were to make additional changes to this cost center you would want to open your comment and edit it adding any other changes you made.
- Refer to the BEx Analyzer instructions for information on how to enter, edit, view, and save comments.

Entering an entire new costing:

- To enter a totally new line use the data entry row at the bottom of the workbook and hit calculate.
- You can only do this one row at a time. After you calculate your changes the program will make another empty row available.

| | | | | | | | | | |
|----------------|------------|------------|-------------------|--------|--------|---------------|--|------------|---------------|
| 2000011008 | Des Method | 1320100001 | Health Psychology | 671000 | Travel | \$ 3,000.00 | | -\$ 500.00 | \$ 2,500.00 |
| | | | | 672000 | M&O | \$ 13,811.36 | | \$ 500.00 | \$ 14,311.36 |
| | | | | | Result | \$ 16,811.36 | | \$ 0.00 | \$ 16,811.36 |
| | | | Result | | | \$ 16,811.36 | | \$ 0.00 | \$ 16,811.36 |
| Overall Result | | | | | | \$ 148,083.27 | | \$ 0.00 | \$ 148,083.27 |

Example would be to add your group item line so you can move your salary savings.

| Fund | | Funds Center | | Commit Item | | Current Budget | Account Manager Plan | Dean Director Plan | New Proposed Budget |
|----------------|------------|--------------|-------------------|-------------|-------------------|----------------|----------------------|--------------------|---------------------|
| 1000050008 | Op Support | 1320100001 | Health Psychology | 670080 | Faculty Salaries | \$ 48,346.83 | | | \$ 48,346.83 |
| | | | | 670081 | Fac-Grad Students | \$ 11,716.29 | | | \$ 11,716.29 |
| | | | | 670084 | Fac Sal -Adjunct | \$ 53,846.15 | | | \$ 53,846.15 |
| | | | | 670100 | Staff Salaries | \$ 17,362.64 | | -\$ 1,000.00 | \$ 17,362.64 |
| | | | Result | | | \$ 131,271.91 | | | \$ 131,271.91 |
| | | | Result | | | \$ 131,271.91 | | | \$ 131,271.91 |
| 2000011008 | Des Method | 1320100001 | Health Psychology | 671000 | Travel | \$ 3,000.00 | | -\$ 500.00 | \$ 2,500.00 |
| | | | | 672000 | M&O | \$ 13,811.36 | | \$ 500.00 | \$ 14,311.36 |
| | | | | | Result | \$ 16,811.36 | | \$ 0.00 | \$ 16,811.36 |
| | | | Result | | | \$ 16,811.36 | | \$ 0.00 | \$ 16,811.36 |
| Overall Result | | | | | | \$ 148,083.27 | | \$ 0.00 | \$ 148,083.27 |
| 1000050008 | | 1320100001 | | 670198 | | | | 1000 | |

Hit Calculate and see how the data moves up into the fund center with the other commitment items.

| Fund | | Funds Center | | Commit Item | | Current Budget | Account Manager Plan | Dean Director Plan | New Proposed Budget |
|----------------|------------|--------------|-------------------|-------------|-------------------|----------------|----------------------|--------------------|---------------------|
| 1000050008 | Op Support | 1320100001 | Health Psychology | 670080 | Faculty Salaries | \$ 48,346.83 | | | \$ 48,346.83 |
| | | | | 670081 | Fac-Grad Students | \$ 11,716.29 | | | \$ 11,716.29 |
| | | | | 670084 | Fac Sal -Adjunct | \$ 53,846.15 | | | \$ 53,846.15 |
| | | | | 670100 | Staff Salaries | \$ 17,362.64 | | -\$ 1,000.00 | \$ 16,362.64 |
| | | | | 670198 | Staff Group Item | | | \$ 1,000.00 | \$ 1,000.00 |
| | | | Result | | | \$ 131,271.91 | | \$ 0.00 | \$ 131,271.91 |
| | | | Result | | | \$ 131,271.91 | | \$ 0.00 | \$ 131,271.91 |
| 2000011008 | Des Method | 1320100001 | Health Psychology | 671000 | Travel | \$ 3,000.00 | | -\$ 500.00 | \$ 2,500.00 |
| | | | | 672000 | M&O | \$ 13,811.36 | | \$ 500.00 | \$ 14,311.36 |
| | | | | | Result | \$ 16,811.36 | | \$ 0.00 | \$ 16,811.36 |
| | | | Result | | | \$ 16,811.36 | | \$ 0.00 | \$ 16,811.36 |
| Overall Result | | | | | | \$ 148,083.27 | | \$ 0.00 | \$ 148,083.27 |

↑ New Planning row was also created after hitting calculate.

Making changes to my Changes:

- Oops you goofed up. You didn't really mean to move \$500 you wanted to move \$1000 to M&O.
- Go back into your workbook and simply type over your previous entry. The system replaces old entries with new data. This is true even if you have saved your data.
- Example: Changed the \$500 dollar entry to \$1000 and hit calculate. Notice new totals:

| Fund | | Funds Center | | Commit Item | | Current Budget | Account Manager Plan | Dean Director Plan | New Proposed Budget |
|----------------|------------|--------------|-------------------|-------------|-------------------|----------------|----------------------|--------------------|---------------------|
| 1000050008 | Op Support | 1320100001 | Health Psychology | 670080 | Faculty Salaries | \$ 48,346.83 | | | \$ 48,346.83 |
| | | | | 670081 | Fac-Grad Students | \$ 11,716.29 | | | \$ 11,716.29 |
| | | | | 670084 | Fac Sal -Adjunct | \$ 53,846.15 | | | \$ 53,846.15 |
| | | | | 670100 | Staff Salaries | \$ 17,362.64 | | -\$ 1,000.00 | \$ 16,362.64 |
| | | | | 670198 | Staff Group Item | | | \$ 1,000.00 | \$ 1,000.00 |
| | | | | Result | | \$ 131,271.91 | | \$ 0.00 | \$ 131,271.91 |
| | | | Result | | | \$ 131,271.91 | | \$ 0.00 | \$ 131,271.91 |
| 2000011008 | Des Method | 1320100001 | Health Psychology | 671000 | Travel | \$ 3,000.00 | | -\$ 500.00 | \$ 2,500.00 |
| | | | | 672000 | M&O | \$ 13,811.36 | | \$ 500.00 | \$ 14,311.36 |
| | | | | Result | | \$ 16,811.36 | | \$ 0.00 | \$ 16,811.36 |
| | | | Result | | | \$ 16,811.36 | | \$ 0.00 | \$ 16,811.36 |
| Overall Result | | | | | | \$ 148,083.27 | | \$ 0.00 | \$ 148,083.27 |

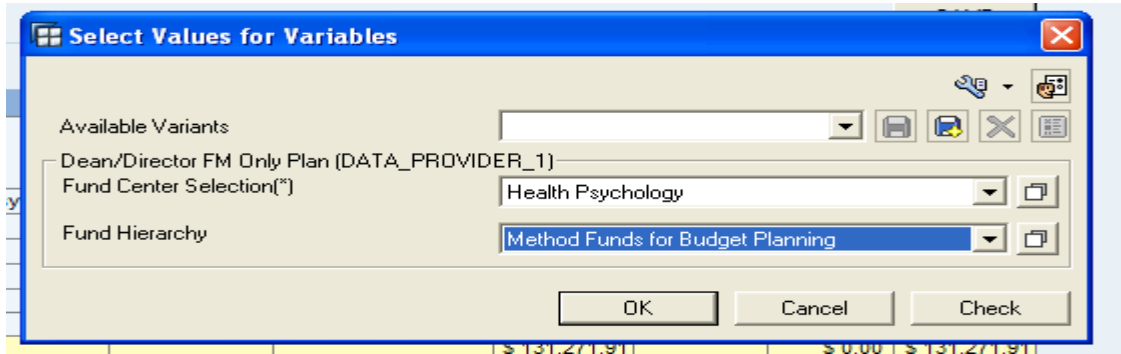
| Fund | | Funds Center | | Commit Item | | Current Budget | Account Manager Plan | Dean Director Plan | New Proposed Budget |
|----------------|------------|--------------|-------------------|-------------|-------------------|----------------|----------------------|--------------------|---------------------|
| 1000050008 | Op Support | 1320100001 | Health Psychology | 670080 | Faculty Salaries | \$ 48,346.83 | | | \$ 48,346.83 |
| | | | | 670081 | Fac-Grad Students | \$ 11,716.29 | | | \$ 11,716.29 |
| | | | | 670084 | Fac Sal -Adjunct | \$ 53,846.15 | | | \$ 53,846.15 |
| | | | | 670100 | Staff Salaries | \$ 17,362.64 | | -\$ 1,000.00 | \$ 16,362.64 |
| | | | | 670198 | Staff Group Item | | | \$ 1,000.00 | \$ 1,000.00 |
| | | | | Result | | \$ 131,271.91 | | \$ 0.00 | \$ 131,271.91 |
| | | | Result | | | \$ 131,271.91 | | \$ 0.00 | \$ 131,271.91 |
| 2000011008 | Des Method | 1320100001 | Health Psychology | 671000 | Travel | \$ 3,000.00 | | -\$ 1,000.00 | \$ 2,000.00 |
| | | | | 672000 | M&O | \$ 13,811.36 | | \$ 1,000.00 | \$ 14,811.36 |
| | | | | Result | | \$ 16,811.36 | | \$ 0.00 | \$ 16,811.36 |
| | | | Result | | | \$ 16,811.36 | | \$ 0.00 | \$ 16,811.36 |
| Overall Result | | | | | | \$ 148,083.27 | | \$ 0.00 | \$ 148,083.27 |



Caution: When entering a change for a budget line item that already has plan data in it you need to determine what your net or whole dollar change should be. In the example above our goal was to have a total change of - \$1,000. So we simply replaced the -\$500 with the -\$1,000 to get the net result of a \$2,000 dollar budget.

Funding Rules:

- Changes should balance. If you decrease something by \$500 you must increase another item by \$500.
- To make changes to an income generating account, the revenue and expense budgets would need to be changed. The total revenue budget should equal the total expense budget. If the revenue is increased, increase the expense. If the revenue is decreased, decrease the expense.
- Review your fund balance. You must be in balance by fund.
 - The exception is the Method of Finance funds. You can balance between those funds. Use the Method Funds for Budget Planning variable to pull in only Method funds for your planning. This will ensure you don't go out of balance.



Correctly Balanced:

| Fund | | Funds Center | | Commit Item | | Current Budget | Account Manager Plan | Dean Director Plan | New Proposed Budget |
|----------------|------------|--------------|-------------------|-------------|-------------------|----------------|----------------------|--------------------|---------------------|
| 1000050008 | Op Support | 1320100001 | Health Psychology | 670080 | Faculty Salaries | \$ 48,346.83 | | | \$ 48,346.83 |
| | | | | 670081 | Fac-Grad Students | \$ 11,716.29 | | | \$ 11,716.29 |
| | | | | 670084 | Fac Sal -Adjunct | \$ 53,846.15 | | | \$ 53,846.15 |
| | | | | 670100 | Staff Salaries | \$ 17,362.64 | | -\$ 1,000.00 | \$ 16,362.64 |
| | | | | 670198 | Staff Group Item | | | \$ 1,000.00 | \$ 1,000.00 |
| | | | | | Result | \$ 131,271.91 | | \$ 0.00 | \$ 131,271.91 |
| | | | | | Result | \$ 131,271.91 | | \$ 0.00 | \$ 131,271.91 |
| 2000011008 | Des Method | 1320100001 | Health Psychology | 671000 | Travel | \$ 3,000.00 | | -\$ 500.00 | \$ 2,500.00 |
| | | | | 672000 | M&O | \$ 13,811.36 | | \$ 500.00 | \$ 14,311.36 |
| | | | | | Result | \$ 16,811.36 | | \$ 0.00 | \$ 16,811.36 |
| | | | | | Result | \$ 16,811.36 | | \$ 0.00 | \$ 16,811.36 |
| Overall Result | | | | | | \$ 148,083.27 | | \$ 0.00 | \$ 148,083.27 |

Incorrectly balanced:

| Fund | | Funds Center | | Commit Item | | Current Budget | Account Manager Plan | Dean Director Plan | New Proposed Budget |
|----------------|------------|--------------|-------------------|-------------|-------------------|----------------|----------------------|--------------------|---------------------|
| 1000050008 | Op Support | 1320100001 | Health Psychology | 670080 | Faculty Salaries | \$ 48,346.83 | | | \$ 48,346.83 |
| | | | | 670081 | Fac-Grad Students | \$ 11,716.29 | | | \$ 11,716.29 |
| | | | | 670084 | Fac Sal -Adjunct | \$ 53,846.15 | | | \$ 53,846.15 |
| | | | | 670100 | Staff Salaries | \$ 17,362.64 | | -\$ 1,000.00 | \$ 16,362.64 |
| | | | | 670198 | Staff Group Item | | | \$ 1,000.00 | \$ 1,000.00 |
| | | | | | Result | \$ 131,271.91 | | \$ 0.00 | \$ 131,271.91 |
| | | | | | Result | \$ 131,271.91 | | \$ 0.00 | \$ 131,271.91 |
| 2000011008 | Des Method | 1320100001 | Health Psychology | 671000 | Travel | \$ 3,000.00 | | -\$ 500.00 | \$ 2,500.00 |
| | | | | 672000 | M&O | \$ 13,811.36 | | \$ 0.00 | \$ 13,811.36 |
| | | | | | Result | \$ 16,811.36 | | -\$ 500.00 | \$ 16,311.36 |
| | | | | | Result | \$ 16,811.36 | | -\$ 500.00 | \$ 16,311.36 |
| Overall Result | | | | | | \$ 148,083.27 | | -\$ 500.00 | \$ 147,583.27 |

Saving Your Changes:

After you have entered all the changes do the following:

- **Hit the CALCULATE button.**
 - This creates new totals in the new proposed budget.
 - Recommendation is to do this throughout your data entry if you are making a lot of changes so you can review the new totals as you work.
- **Hit the SAVE button:**

The next four lines are the most important thing you will read in this entire document!!!!



- Again – Hit the SAVE button!
- You will receive a message telling you your data was saved.
- This saves your data entry to the BD system!
- *If you do not do this you will not be saving your data!*

Saved Message
Buttons

Dean/Director FM Only Plan

Chart Filter Information

Variable Screen

Messages: Data was saved

CALCULATE

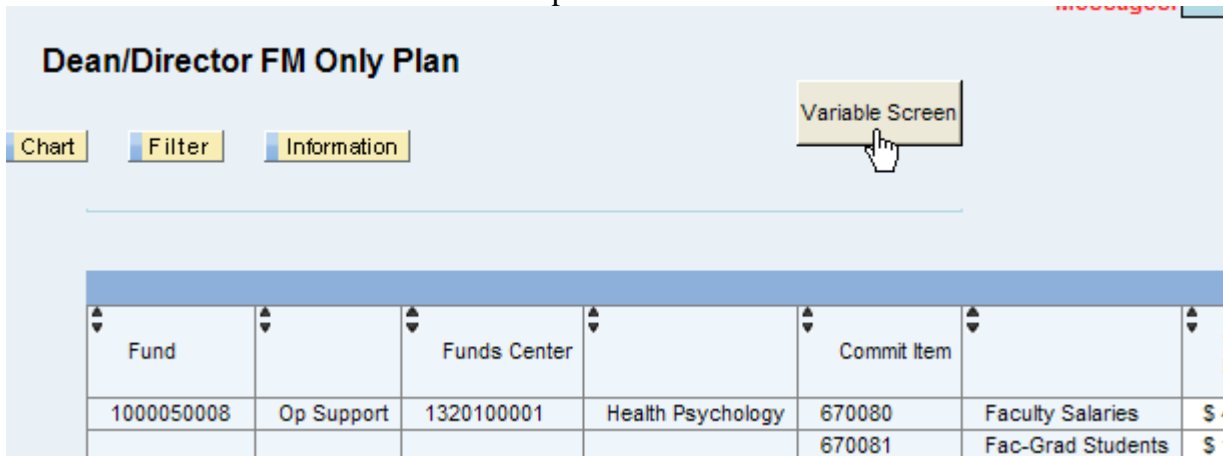
SAVE

| Fund | | Funds Center | | Commit Item | | Current Budget | Account Manager Plan | Dean Director Plan | New Proposed Budget |
|------------|------------|--------------|-------------------|----------------|-------------------|----------------|----------------------|--------------------|---------------------|
| 1000050008 | Op Support | 1320100001 | Health Psychology | 670080 | Faculty Salaries | \$ 48,346.83 | | | \$ 48,346.83 |
| | | | | 670081 | Fac-Grad Students | \$ 11,716.29 | | | \$ 11,716.29 |
| | | | | 670084 | Fac Sal -Adjunct | \$ 53,846.15 | | | \$ 53,846.15 |
| | | | | 670100 | Staff Salaries | \$ 17,362.64 | | -\$ 1,000.00 | \$ 16,362.64 |
| | | | | 670198 | Staff Group Item | | | \$ 1,000.00 | \$ 1,000.00 |
| | | | | Result | | \$ 131,271.91 | \$ 0.00 | \$ 131,271.91 | |
| | | | | Result | | \$ 131,271.91 | \$ 0.00 | \$ 131,271.91 | |
| 2000011008 | Des Method | 1320100001 | Health Psychology | 671000 | Travel | \$ 3,000.00 | | -\$ 1,000.00 | \$ 2,000.00 |
| | | | | 672000 | M&O | \$ 13,811.36 | | \$ 1,000.00 | \$ 14,811.36 |
| | | | | | Result | \$ 16,811.36 | | \$ 0.00 | \$ 16,811.36 |
| | | | | | Result | \$ 16,811.36 | | \$ 0.00 | \$ 16,811.36 |
| | | | | Overall Result | | \$ 148,083.27 | \$ 0.00 | \$ 148,083.27 | |

Moving To The Next Set Of Accounts:

Continue through this cycle pulling in your various funds and fund centers until you have done entry for all of your accounts as necessary.

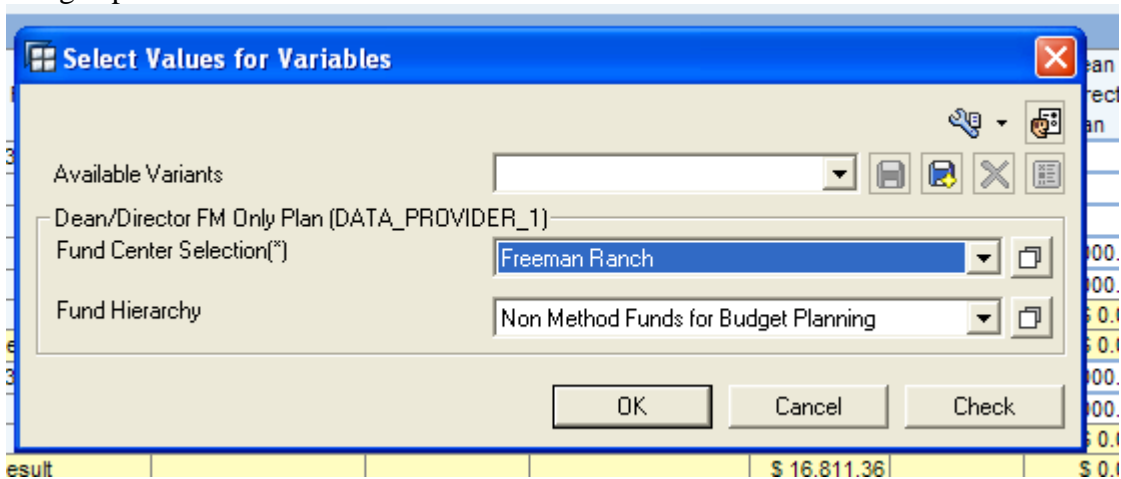
You can use the Variable Screen button to pull in another set of accounts:



The screenshot shows a software interface titled "Dean/Director FM Only Plan". At the top, there are three buttons: "Chart", "Filter", and "Information". To the right, there is a "Variable Screen" button with a hand cursor pointing to it. Below these buttons is a table with columns for "Fund", "Funds Center", and "Commit Item".

| Fund | Funds Center | Commit Item |
|------------|--------------|-------------|
| 1000050008 | Op Support | 670080 |
| | | 670081 |

Brings up the Selection Box:



The screenshot shows a dialog box titled "Select Values for Variables". It contains several fields and buttons:

- Available Variants: A dropdown menu.
- Dean/Director FM Only Plan (DATA_PROVIDER_1): A label.
- Fund Center Selection[*]: A dropdown menu with "Freeman Ranch" selected.
- Fund Hierarchy: A dropdown menu with "Non Method Funds for Budget Planning" selected.
- Buttons: OK, Cancel, and Check.

Refer to the BEx Analyzer instructions to see how to bring in multiples and ranges of funds and fund centers.

Change your values and start planning on the new accounts.

Congratulations! You have completed your data entry.



Remember: You can run any of your **reports** throughout the entire Budget Development process to continue watching changes as they occur to your budget.

Commonly Used Commitment Items for Budget Development

Faculty Commitment Items

670080 Faculty Salaries
670084 Fac Sal -Adjunct
670093 Adjunct Group Item

Graduate Student Commitment Items

670081 Fac-Grad Students
670094 Grad Students Salary Group Item

Staff Salaries Commitment Items

670100 Staff Salaries
670198 Staff Group Item
670103 Staff Sal - Hourly
670190 Comp/Overtime Pay
670200 Hazardous Duty Pay
670220 State Longevity Pay

Work-study Commitment Items

670141 Stdnt Wage-Wkstdy

Fringe Benefits

670400 Fringe Benefits

M&O/Operating Commitment items

670140 Student Wages
671000 Travel
672000 M&O
673000 Capital

Administrative Overhead

672100 Admin Overhead

Utilities

675000 Utilities

Revenue

640000 Revenue

Documents naming convention

FY, Funds Center, and Level

Example: 2010 1411000000 **AM**

- AM = Account Manager
- DD = Dean Director
- VP = Vice President
- BD = Budget Office
- RC – Budget Office Reconciliation
- FN = Final Budget