TEXAS STATE UNIVERSITY

Budget Office
Finance and Support Services Division

# FY 2020 Budget Review Process Instructions

**Purpose**

These instructions show step-by-step details for reviewing reports and entering plan data in the SAP Business Warehouse during the Annual Budget Review process.

# FY 2020 Budget Review Instructions

The primary purposes for reviewing budgets are to ensure accuracy and to reconcile salary lines.

The budget will be reviewed using the SAP Business Warehouse (BW). All Account Managers, Deans/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 the BW System:

| | | |
|---|---|---|
| All Level – Report Review | | April 9 – July 1 |
| Dean Directors Update | Review Dates | April 23 – May 6 |
| Vice President Update | Review Dates | May 7 – May 27 |

***Caution**: When the time frame for the appropriate level has ended, that level will be locked and no more data entry will be possible at that level. If further changes are required, data entry will have to be made at the next level.*

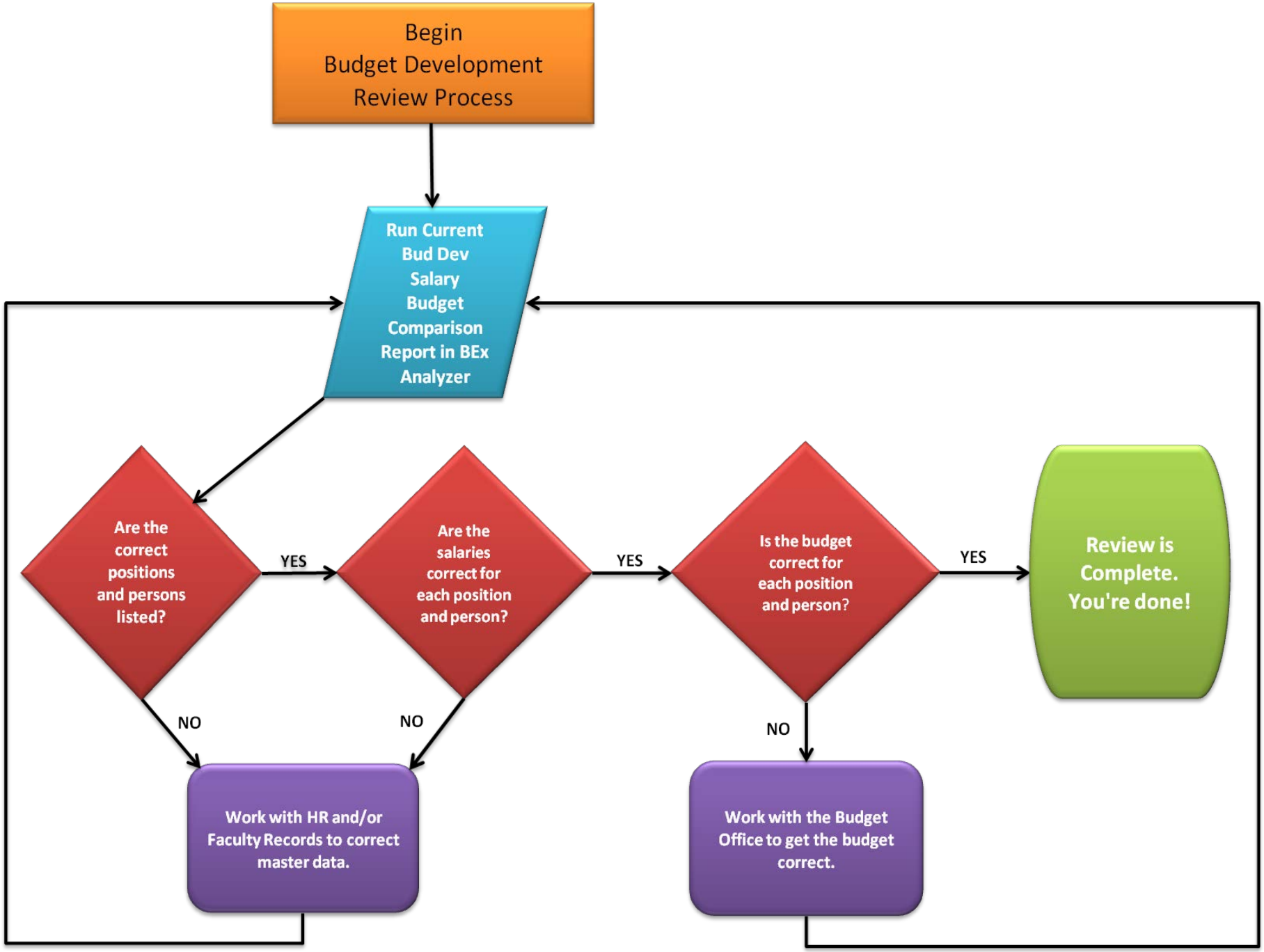
## Key Concepts:

- 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 Review system. This means that changes for building the FY20 Budget will occur in two ways:
  - FMBBs and PCRs will be processed in SAP and these changes will pick up nightly and update the reports and planning workbooks in the BW system.
  - Other budget changes will be made directly in the BW system and then "retracted" back into SAP for the FY 2020 budget.
- If the report shows an icon in one of the columns there is a comment associated with that funds center. Comments are inserted during planning to define why a budget change was made.(Refer to BEx Analyzer Instructions for details on entering and viewing comments).

## Overview of Process:

- Review your salaries and HR data using reports/queries. Managers are to verify all positions and salaries and make sure everything is correct. Any necessary changes can be handled in SAP via either PCR or FMBB. (See flowchart on next page of this document.)
  - Report: *Current Bud Dev Salary Budget Comparison*
- Review FM changes made during Budget Review using a report to see the current status for your FY19 budget before you begin making your entries.
  - Report: *Current Budget Development Report*
- Plan for FY20 using planning workbooks. Enter any FM changes to be made and save data.
  - 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 Review Report* to follow the progress of your FY20 Budget and verify your own data entry.
- SAP will continue to update the Budget Review system until June 20th, at which point the Budget Office will reconcile the final budget.

# Flowchart of Salary Budget Review Process



# 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 Review system by each level and can be used throughout the entire process.
  - Changes made in SAP will be picked up in the BW system nightly and will update (change) the Current Budget column and New Proposed Budget where appropriate.

- **Current Bud Dev Salary Budget Comparison Report**
  - 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 BW system nightly and will update (change) the Annual Salary cost.
  - FM Changes made in SAP will be picked up in the BW system nightly and will update (change) the Current and New Proposed Budget.

# Step-by-Step Instructions:

***Note:*** *These instructions discuss the order in which to run reports, how to analyze the reports, and how to enter your plan data in the BW 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 BW system:

### Report: Current Budget Review

Table

| 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 funds center, fund, commitment item, and position.
- **Current Budget:** equals the FY19 original budget +/- any permanent budget changes. This column will update nightly throughout the Budget Review process to reflect any permanent changes occurring in SAP.
- **Account Manager Plan, Dean/Director Plan, VP Plan, Budget Office Plan, Budget Recon, and Final Budget** columns represent the changes made at each of those levels in the BW system during the appropriate time frames.
- **New Proposed Budget:** is the total of all columns added together and represents the new FY20 budget that will be "retracted/loaded" back into SAP at the end of the process.
- Review comments, if any, to see why changes have been 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 them.
- Screenshot of report with HR and FM data:

Table

| 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 Funds Center, Fund, Commitment Item, Position, and Employee.
- **New Proposed Budget:** equals Current Budget (From SAP) + all changes made in FM planning workbooks during budget review. 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 less 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 Funds Center*** *is responsible for.*

## Examples:

- In this report, the first three positions are budgeted correctly. Salary 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 will need to be covered.
- Position number 50010606 is over-budgeted. The $34,870.96 is more than the $30,000.00 in personnel cost. Result shows $4,870.96 that is left over.
- 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 (use variant "2020 BUD DEV") and review Original Budget amount for FY 2020 +/- all *permanent* budget transactions that occurred. Then add any budget changes that have been made in the BW system. This total should match the New Proposed Budget column.
     - Refer to: FMEDDW instructions on how to display budget entry docs in SAP.
     - Refer to: Current Budget Review Changes Report (described above) to get BW changes.
   - Please contact the Budget Office at 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.
   - Use report ZPSBRPT – Position and Salary Budget 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. When these changes have been entered in SAP, they will be reflected in your BW 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 into 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:

- If the FM budget is short and you are *also* under-funded in FY19, then process a Permanent FMBB in SAP to correct the deficit. This will correct both FY19 and FY20 budgets. You will see the change in the BW system reports the day after your FMBB posts to SAP and the BW system goes through the nightly update.
- If the FM budget is short and you are *not* underfunded for FY19, then make the budget adjustment in the BW system through your planning workbook (see directions in next section).

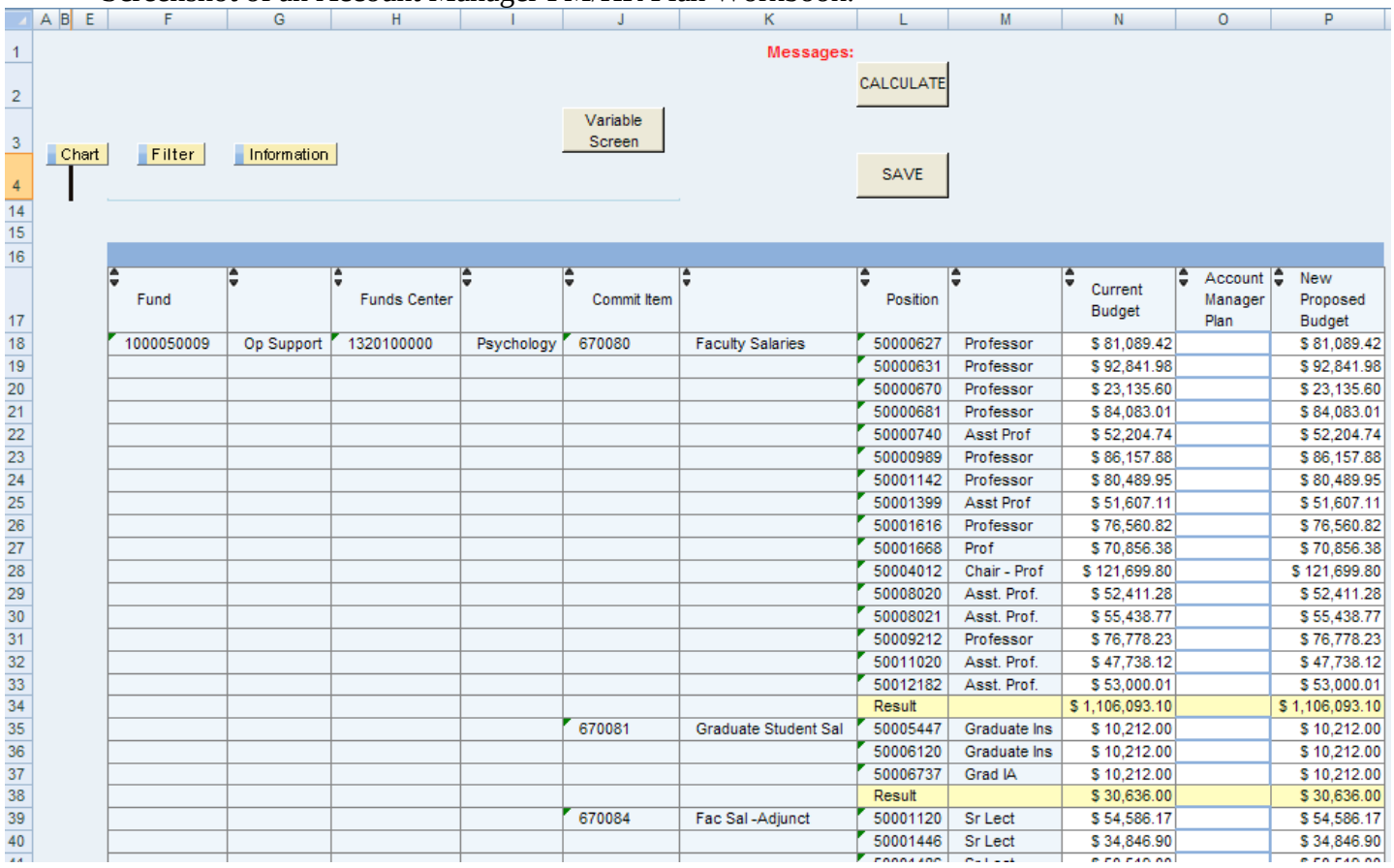
# Step 3:

## Planning FY 2020 FM budgets in the BW System

## Workbooks:

**Account Manager FM/HR Plan**
**Dean/Director FM/HR Plan**
**Vice President FM/HR Plan**

- Workbooks are used to enter plan data into the BW system—FM changes only.
- Screenshot of an Account Manager FM/HR Plan Workbook:



Messages:
CALCULATE
Variable Screen
Chart
Filter
Information
SAVE

| 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, funds center, commitment item, and position.
- **Current Budget:** equals the FY19 original budget +/- and permanent budget changes. This column will update nightly throughout the Budget Review process to reflect any permanent changes occurring in SAP.

- **Account Manager Plan:** is the active planning column in this spreadsheet. Note the blue rectangles outlining the cells in this column. This indicates the cells are active and ready for data entry (your changes).

***Note**: depending upon which workbook you have access to this screen will look somewhat different. The Account Manager workbook only has the Account Manager column and it is active for changes. The Dean/Director workbook has both the Account Manager column and the Dean/Director column—and the Dean/Director Plan column is active for changes. The VP workbook has all three columns with the VP column being the active column for changes.*

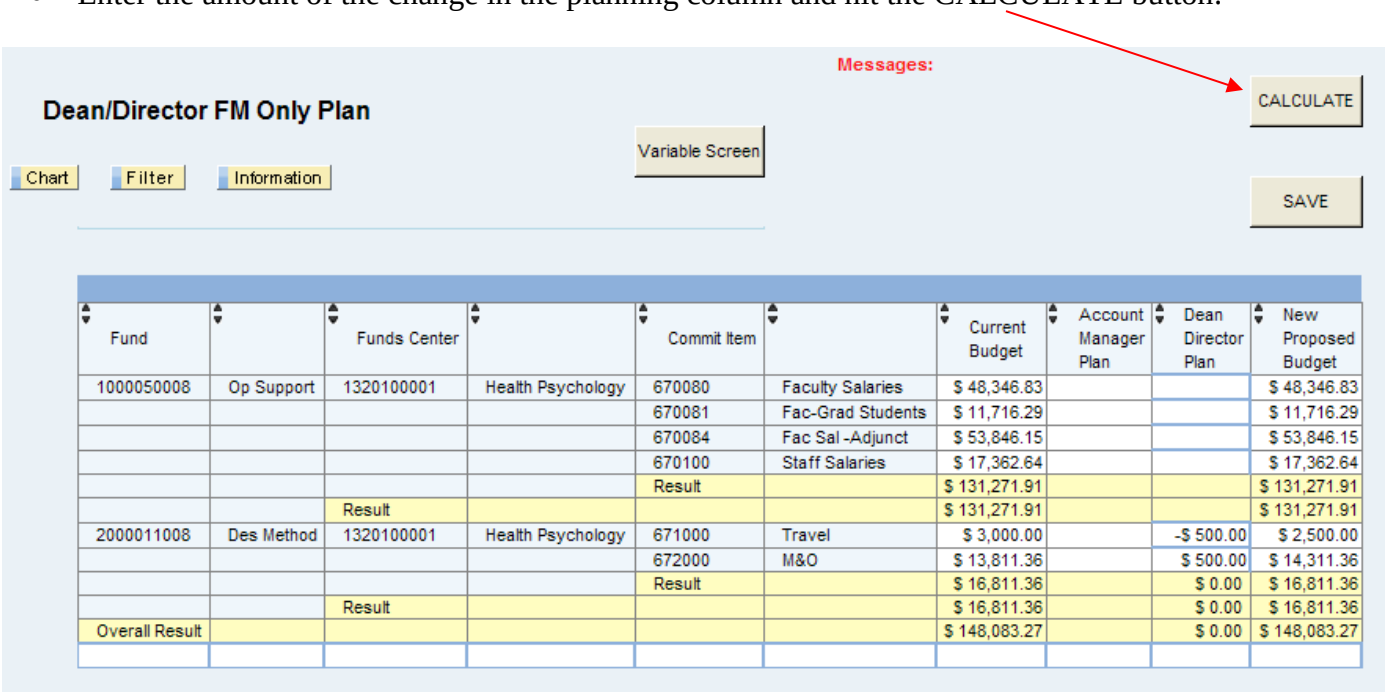
- **New Proposed Budget:** is the total of all columns added together and represents the new FY20 budget ***to date***. This total could change due to entries made in SAP and/or at higher levels as the Budget Review process continues.
- Review comments, if any, to see why changes were made to the budget.

## 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:




| 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 | | | $ 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 |

In this example, we moved $500 out of Travel and into M&O. Notice the new totals under New Proposed Budget.

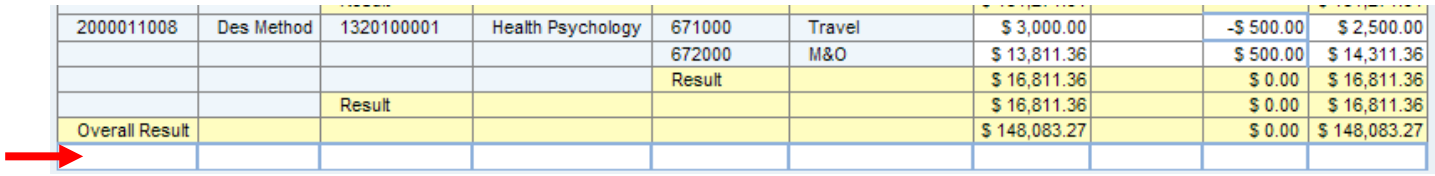
### Entering comments:

- You should include comments for *all* changes made.

- Please follow the naming convention shown here:
  Name: *Fiscal Year Funds Center Budget Review Level* (example: **2020 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 funds center if moving between funds centers.
- You will enter only one comment per funds center, although that comment may address several changes.
  - In the example above you would have created a comment, in which you would explain the $500 move. If you were to make additional changes to this funds center, you would need to reopen the comment and edit it, adding explanations for all other changes you made.
- Refer to the BEx Analyzer instructions for information on how to enter, edit, view, and save comments.

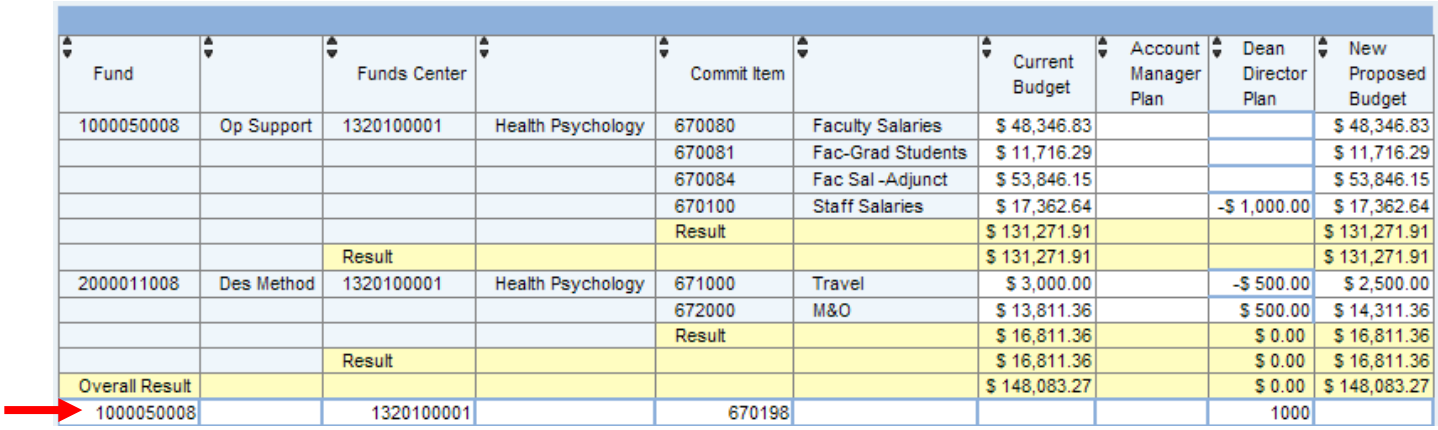
## Entering a new costing line:

- To enter a totally new line, use the blank data-entry row at the bottom of the workbook and hit CALCULATE.
- You can only do this one row at a time. As your new line is added the program makes 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: to add your Staff Group Commitment Item line so you can move your salary savings there.



| 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 the new line moves up into the funds 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 |
| | | | | | | | | | |

And a new empty row is created.

## Making changes to your changes:

- Oops—you goofed up. You didn't really mean to move only $500, you wanted to move $1000 from Travel to M&O.
- Go back into your workbook and simply type over your previous entries. The system replaces old entries with new data. This is true even if you have saved your data.
- Example: Change the -$500.00 dollar entry to -$1000.00 and the $500.00 entry to $1000.00.

| 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 |
| | | | | | | | | | |

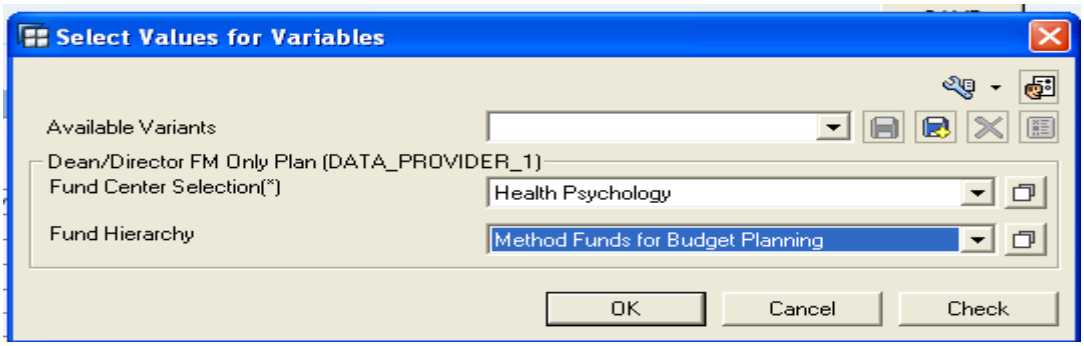
Hit CALCULATE and see that the totals under New Proposed Budget have changed:

| 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 |

***Note:*** *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 replaced the $500 entries with the $1,000 entries to get the net result of a $2,000 budget in Travel.*

## Funding Rules:

- Changes should balance. If you decrease a line item by $500 you must increase another by $500.
- To make changes to an income-generating account, the revenue and expense budgets would both need to be changed. The total revenue budget should equal the total expense budget. If the revenue is increased, you must also increase the expense. If the revenue is decreased, decrease the expense, too.
- Review your fund balances. You must be in balance *by fund*.
    - The exception to this rule is Method of Finance funds. You can balance *between* those funds. Use the variable "Method Funds for Budget Planning" 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 |

**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 | | | | | | [illegible] | | -$ 500.00 | $ 147,583.27 |

## Saving your changes:

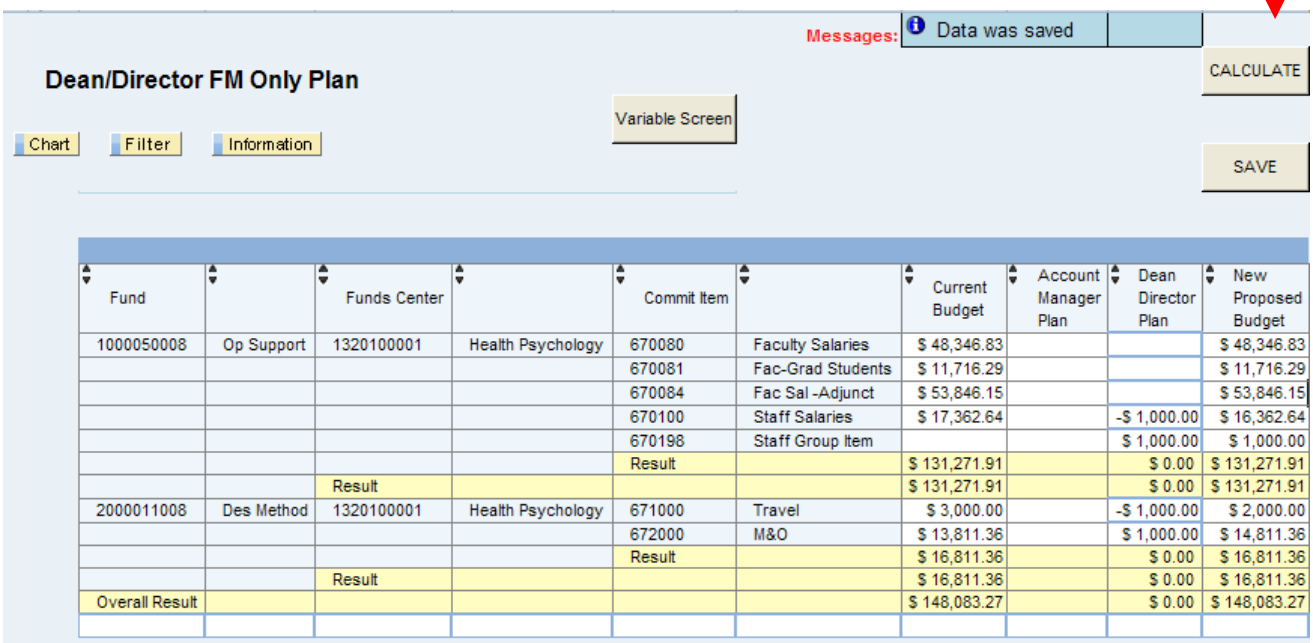
After you have entered all your changes do the following:

- **Hit the CALCULATE button.**
  - This creates new totals under New Proposed Budget.
  - It's recommended to do this frequently throughout your data entry if you are making a lot of changes so you can review the new totals as you go.
- **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!**
- A message appears to tell you your data was saved.
- This saves your data entries to the BW system!
- ***If you do not do this you will not be saving your data!***

**Data Saved Message** **Buttons**

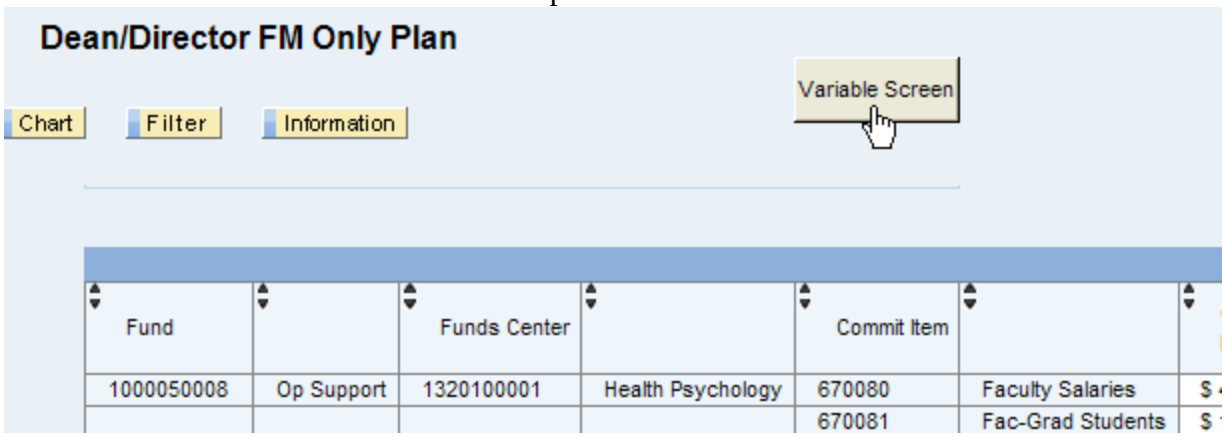



| Fund | | Funds Center | | Commit Item | | Current Budget | Account Manager Plan | Dean Director Plan | New Proposed Budget |
|---|---|---|---|---|---|---|---|---|---|
| 1000050008 | Op Support | 1320100001 | Health Psychology | 670080 | Faculty Salaries | $ 48,346.83 | | | $ 48,346.83 |
| | | | | 670081 | 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 |

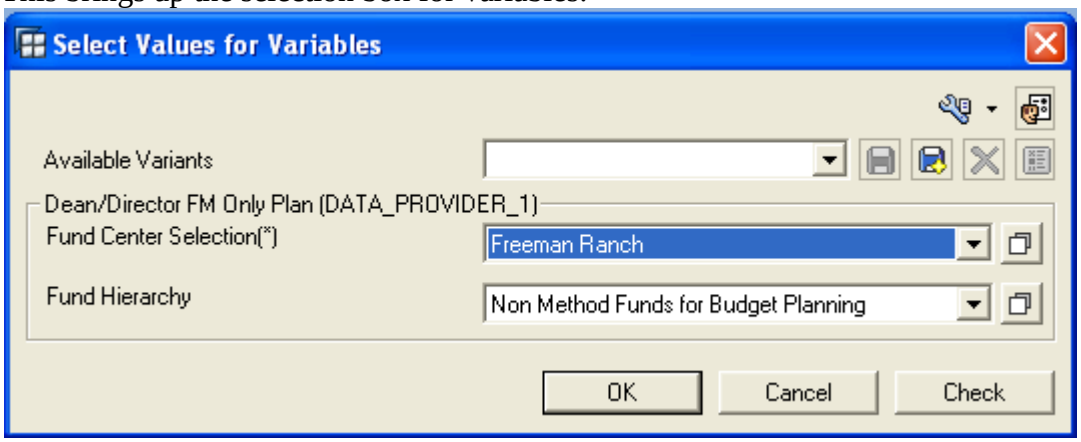
## Moving on to the next set of accounts:

Continue through the review cycle, pulling in your various funds and funds centers until you have completed any necessary entries for all of your accounts.

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




This brings up the selection box for variables:




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

Change your values and start planning in the new accounts.

## Congratulations! You have completed your data entry.

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

# Commonly Used Commitment Items for Budget Review

| | | |
|---|---|---|
| **Faculty Commitment Items** | | |
| | 670080 | Faculty Salaries |
| | 670084 | Fac Sal-Adjunct |
| | 670093 | Adjunct Group Item |
| | | |
| **Summer Faculty Commitment Items** | | |
| | 670011 | Summer Program Faculty |
| | 670012 | Summer Faculty |
| | 670013 | Summer Adjunct Faculty |
| | 670014 | Summer Graduate Students |
| **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 |

# Document Naming Convention

Fiscal Year - Funds Center - Budget Review
Level Example: **2020** 1411000000 **AM**

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