Kuali
Budget Construction
Training Guide

Updated: May 2023

Table of Contents

SECTION 1 INTRODUCTION TO BUDGET CONSTRUCTION 2
Accessing Budget Construction in KFS 3
General Concepts when Using Budget Construction..... 6
Pull-Up and Push-Down 13
Edit vs. View Only Access 18
Finding Out Who Has Your Document – Lock Monitor 19
Basic Concept of Salary Setting 20
What Screen Do I Use?..... 22

SECTION 2 BC DOCUMENT (BUDGET SUMMARY) 24
Budget Construction Document..... 25
What is on the Budget Construction Document?..... 26
Enter Requested Amount 30
Adding Requested Amount..... 30
Deleting Requested Amount 33
2PLG Object Code 34

SECTION 3 QUICK SALARY SETTING 35
What is Quick Salary Setting? 36
Changing Existing Position or Incumbent Funding Lines 39
Adding a Position Funding Line 40
Adding an Incumbent Funding Line 44
Deleting a Position Funding Line 47

SECTION 4 ORG SALARY SETTINGS 50
How to Use Org Salary Settings 51
Budgeting Salary by Incumbent..... 52
Budgeting Salary by Position..... 56
Salary Setting by Position Screen 57

SECTION 5 EDITING FUNDING LINES 61
Directly Entering Amount and Percent Time 62
Leave without Pay..... 62
Total Intended 63
Vacating a Funding Line..... 64
Purging Appointment Funding 65
Funding Line Examples 66
Reviewing Totals 69

SECTION 6 SPECIAL APPOINTMENT FUNDING LINES 70
Creating a TBA Position..... 71
Entering a TBA Position..... 71
Summer Session Faculty..... 75

Inactive Assignments 76
Split Funding 78

SECTION 7 BUDGETING SUB-ACCOUNT, SUB-OBJECT OR NEW ACCOUNT 79
Budgeting Sub-Account 80
Budgeting Sub-Object Code 83
Budgeting New Account 83

SECTION 8 ORGANIZATION REPORTS 85
Organization Reports 86
CSU Reports 90
1. Home Department Report 91
2. Account Staffing Report 92
3. Account Funding Detail Report 93
4. Account Object Detail Report 94
5. Object Summary Report 95
6. Level Summary Report 96
7. List 2PLG Report 97
8. Sub-Fund Summary Report 98

APPENDIX A DESCRIPTION OF BUTTONS 99

APPENDIX B CHECKLIST 102

Section 1 Introduction to Budget Construction

The Budget Construction (BC) Module was developed by the Kuali Foundation just like the rest of the Kuali Financial System (KFS). The BC was modeled after Indiana University's Financial Information System (FIS) and fully integrated with KFS.

The Budget Construction module is a financial tool that allows your organization to construct base budget for the coming fiscal year. It is used to designate a base fiscal commitment. The Budget Construction module differs from other KFS modules in that users do not initiate the Budget Construction (BC) document. Instead, BC documents for existing accounts are created by the batch job that is run once a year. Users may create a new document if one has not already been loaded as a result of the one-time batch load (Genesis) or the nightly batch updates. In either case BC documents do not route for approval.

To retrieve a BC document, you access it from the Budget Construction Selection menu screen. This screen provides quick access to several different functions via menu buttons. The BC document sets budgets in whole dollars. In Budget Construction, routing is called "pull-up" and "push-down" and is controlled by users assigned to the BC Processor's roles. BC Processors move the documents along the organization hierarchy defined in the chart of accounts. What any specific user can do with the document depends upon where it is in the hierarchy and the pre-defined locking rules.

The Budget Construction module includes a variety of screens that are available from the navigation buttons on the main document. This manual is available on the Office of Budgets' website under Budget Construction / BC User Documentation along with other related training materials.

Questions concerning how to use Budget Construction or specific budget questions should be directed to vpf_bc_budget_office_helpdesk@colostate.edu.

Topics

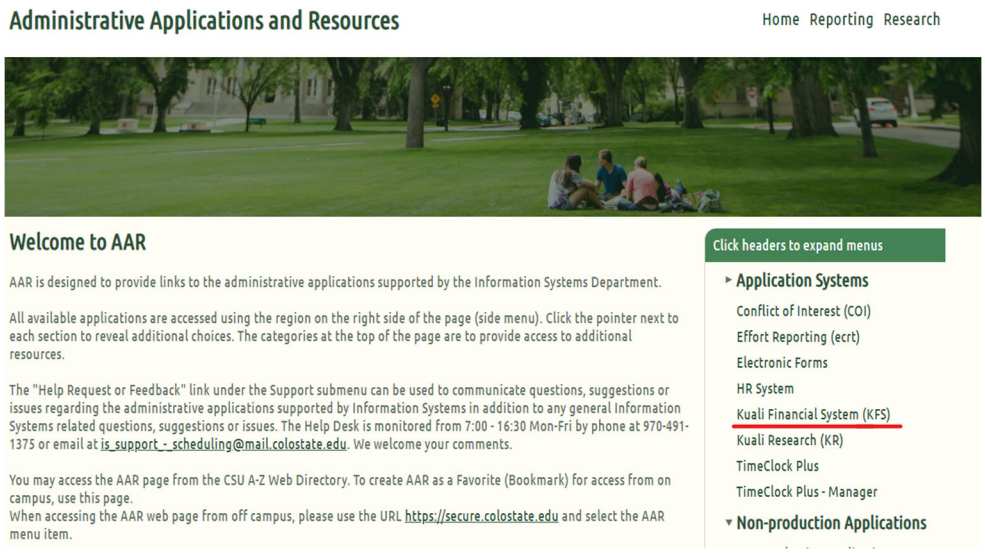
Accessing Budget Construction in KFS 3
General Concepts When Using Budget Construction 6
Organization Hierarchy 11
Pull-Up and Push-Down 13
Edit vs. View Only Access 18
Finding Out Who Has Your Document – Lock Monitor 19
Basic Concept of Salary Setting 20
What Screen Do I Use? 22

Accessing Budget Construction in KFS

The BC Module may be accessed via KFS from the Administrative Applications and Resources (AAR).

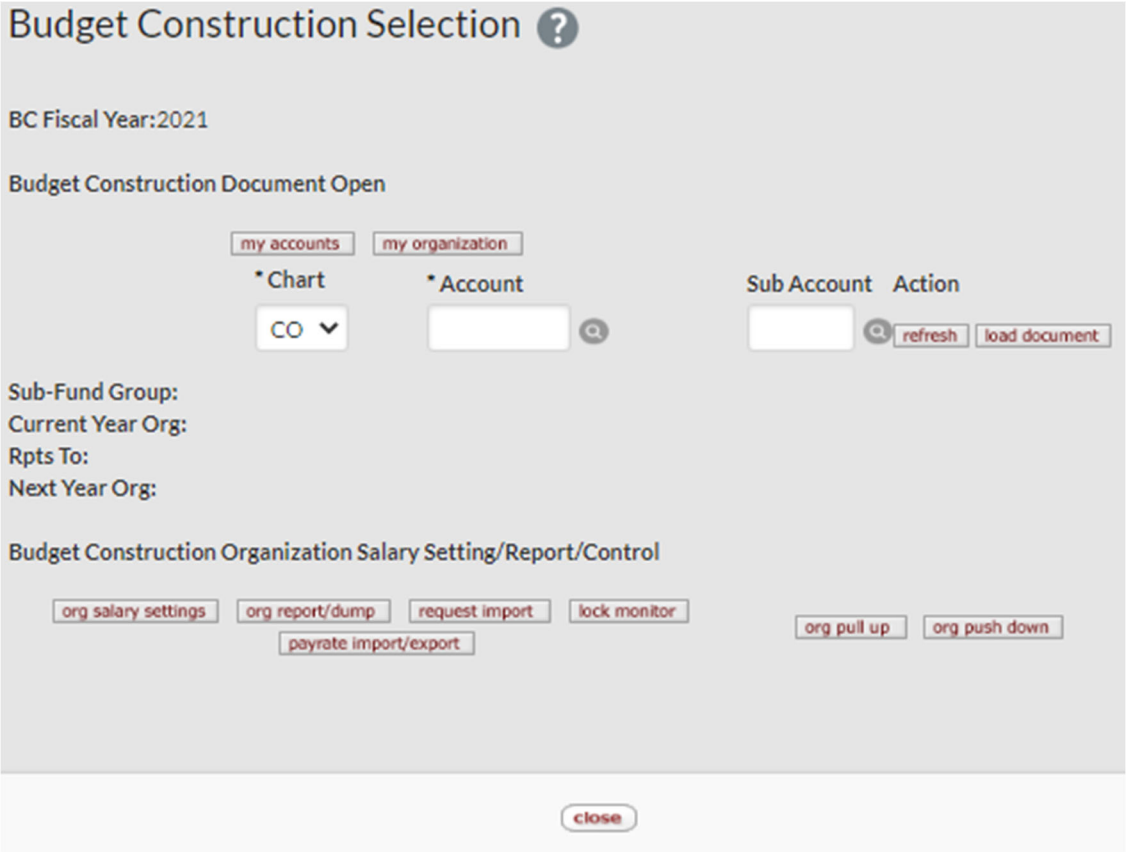
Sign in to AAR by entering your eName and ePassword as you do for KFS.

From the AAR screen, select Kuali Financial System (KFS).



Search for “Budget Construction Selection” menu option.

The Budget Construction Selection screen is where all the budget work begins.

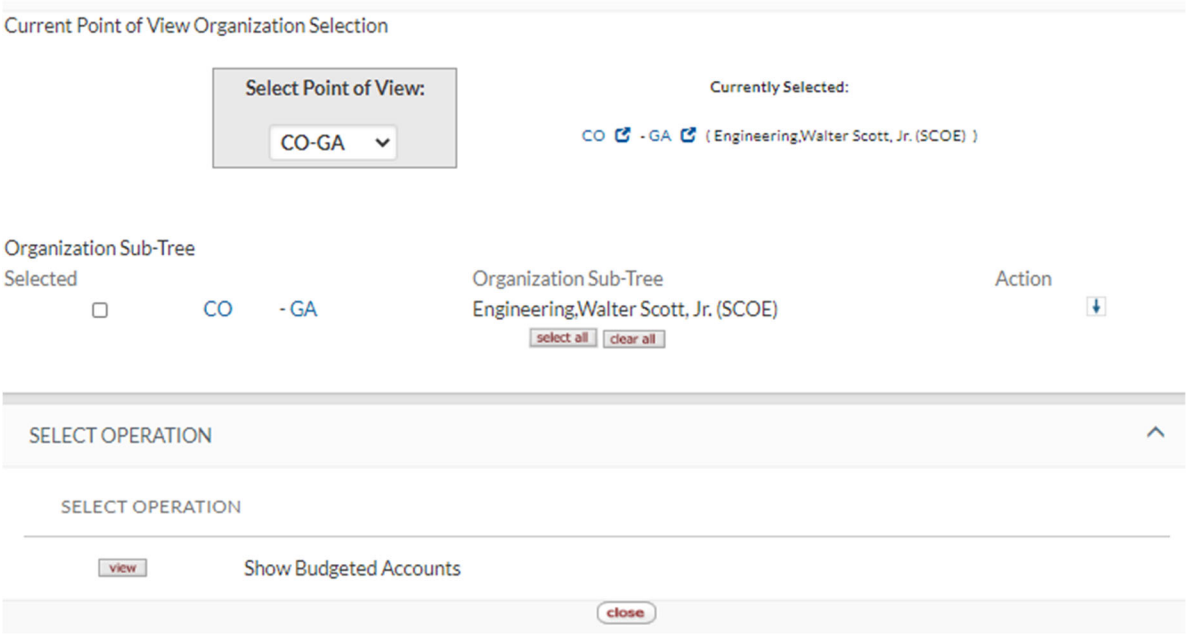


Testing to See if You Have Access

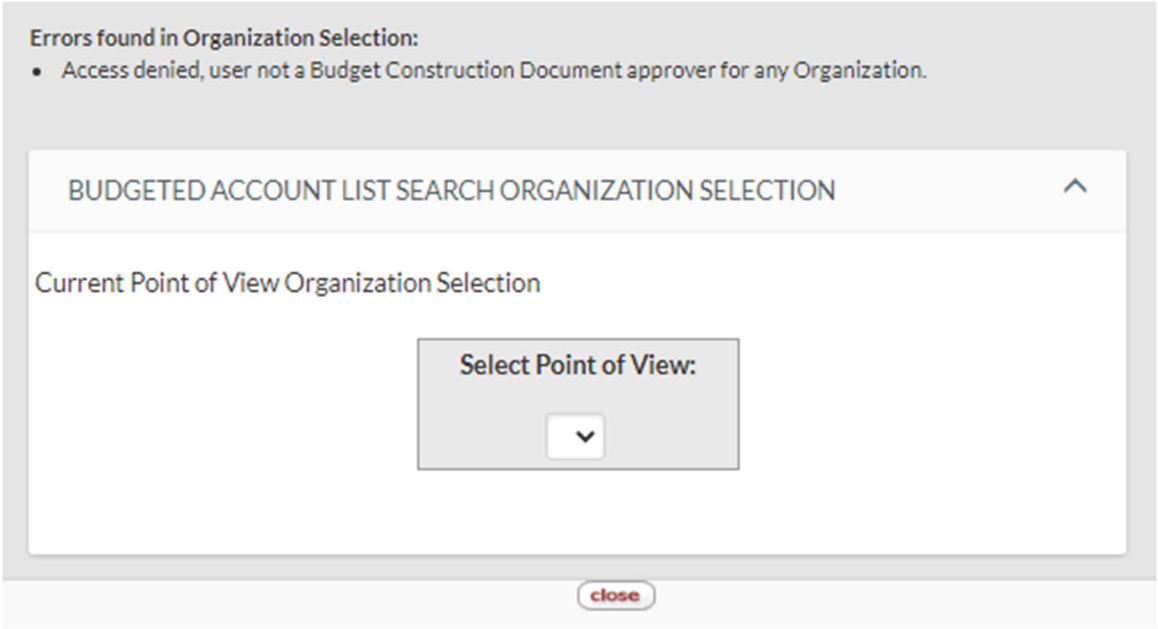
Click

You should see the organization codes at the highest level of your organization in the **Select Point of View** drop-down menu. Example:

From here, you may select an organization. If you see a screen similar to the one pictured below, congratulations, you have access and may proceed.



If you see the following message, it means that you are not authorized as a Budget Construction Processor. Contact the Budget Office.

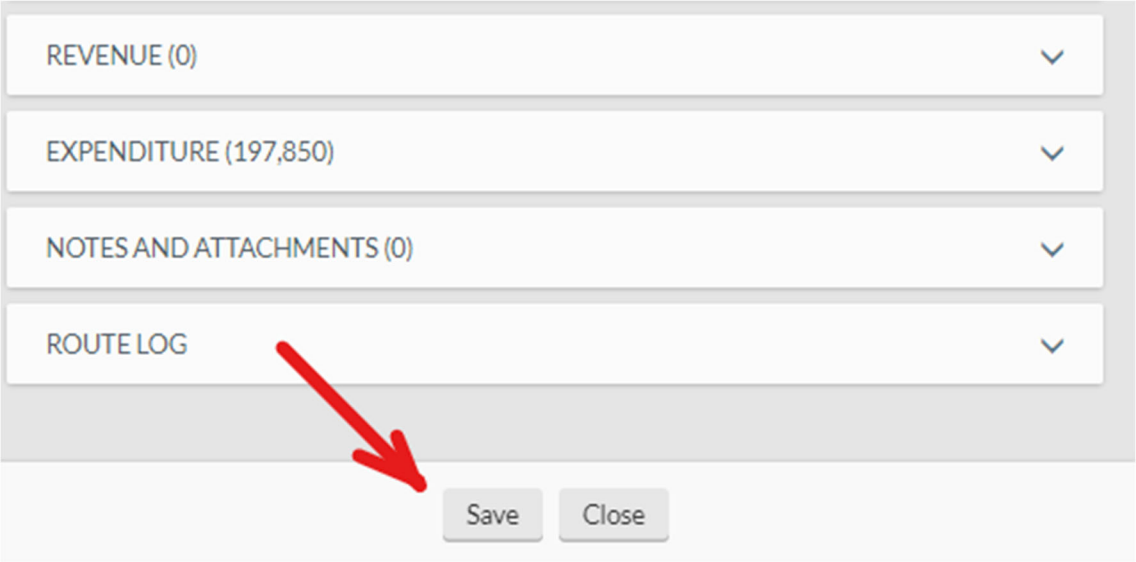


General Concepts when Using Budget Construction

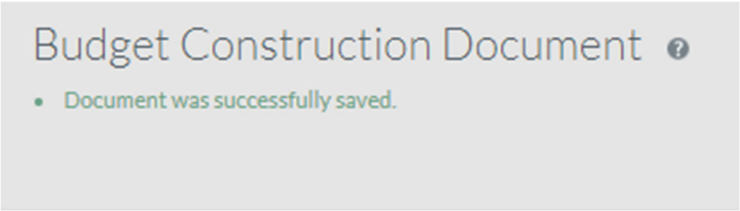
Regardless of the screen or data you may be trying to view or change, some concepts remain the same. These concepts include **adding**, **deleting**, and **editing** a record. Screen-specific information will be described throughout this document. See Appendix A for Descriptions of Buttons used in Budget Construction.

Saving Your Work

Click on the **save** button at the bottom of the screen.

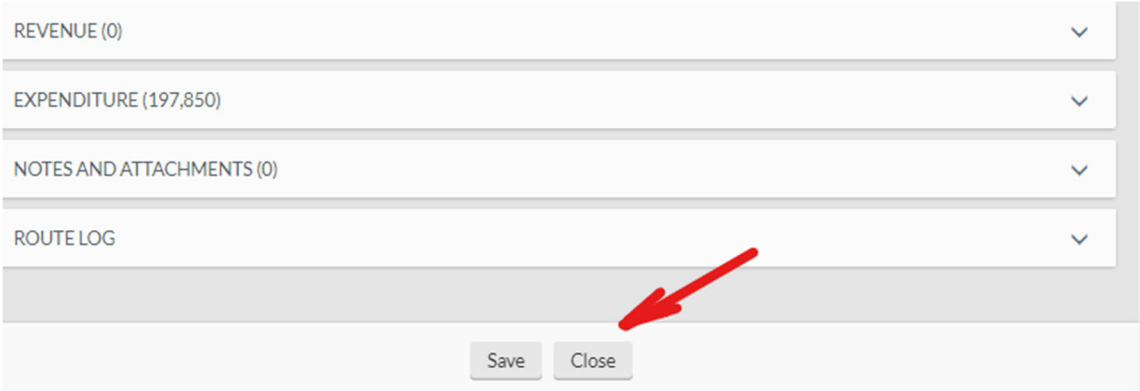


The document will display a confirmation message on the upper left corner.

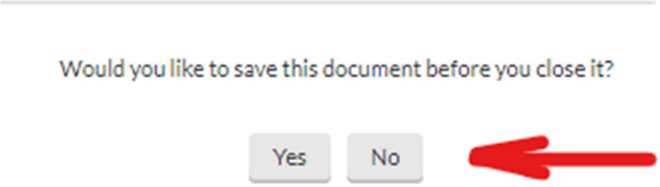


Closing the Document

When you complete the work, click the **close** button at the bottom of the screen.



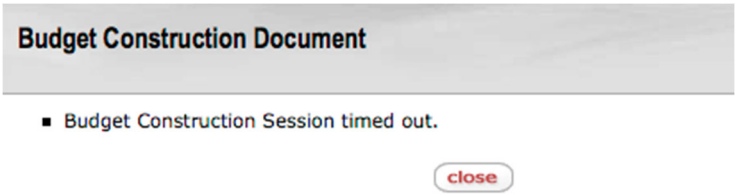
Click **no** to the confirmation message since you saved the document in the previous step.



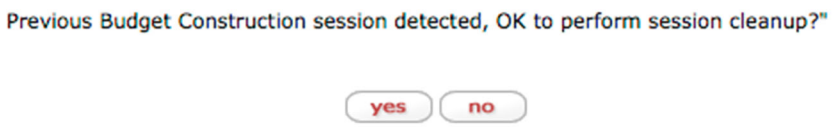
If you don't properly end the BC session by closing the document, you will receive a session cleanup message next time you access the BC Selection menu. Session cleanup is explained in the next step.

Session Timeout and Cleanup

When you leave the system idle, your session will time out. When you see the following time out message, return to the Budget Construction Selection menu and begin again.



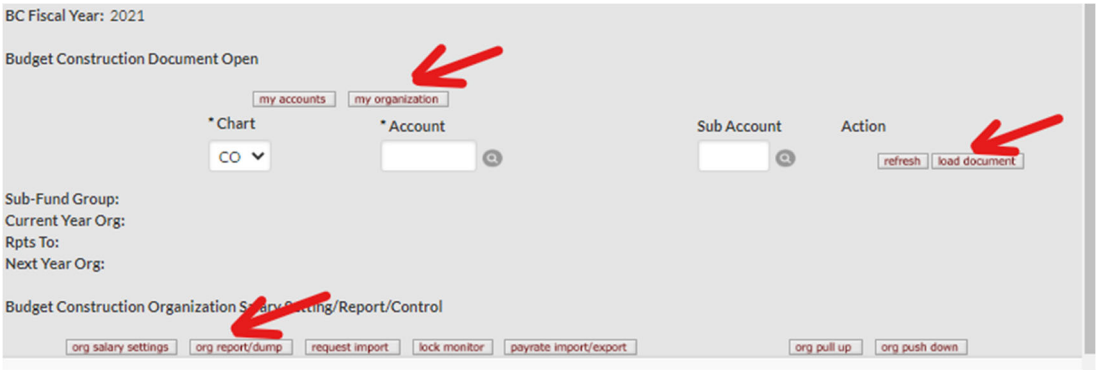
If you don't close the screens properly in the previous session, the system will display the message below when you click the Budget Construction Selection menu. Be sure to click **yes** before you continue. You will not be able to use the Budget Construction Selection menu if you click **no**.



Budget Construction Selection Screen

The Budget Construction Selection screen is the hub of Budget Construction operations. From this screen, you may navigate to various screens such as:

- **my organization**: list your organizations and accounts and provide an option to load a BC document.
- **load document**: directly load a BC document.
- **org report/dump**: print your budget reports, or export the data to your desktop.



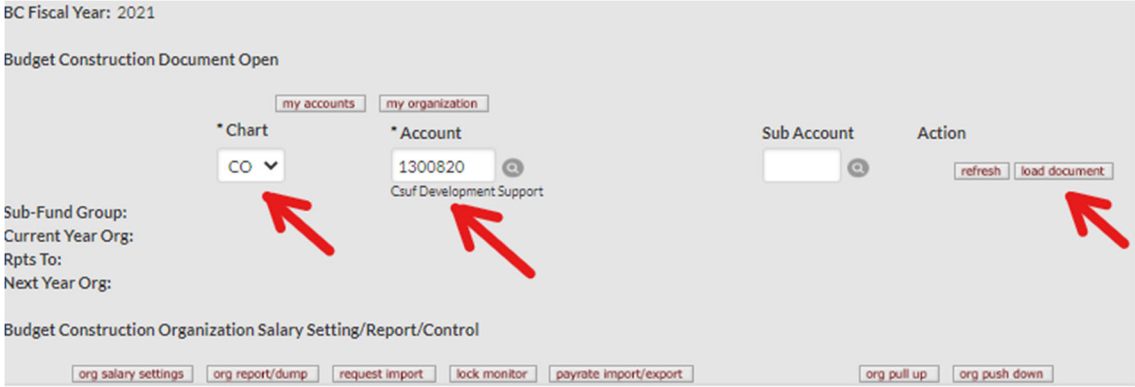
Loading Budget Construction Document

When you enter the Budget Construction Selection menu, the first thing you must do is load the Budget Construction document in order to manage your budget by account or sub-account. The document may be loaded in one of two ways.

1 Load Document

Main Menu	➔	**Budget Construction Selection menu**	➔	**Budget Construction Selection screen**	➔	**Default Chart Code CO and Account Number**	➔	load document	➔	**Budget Construction Document**

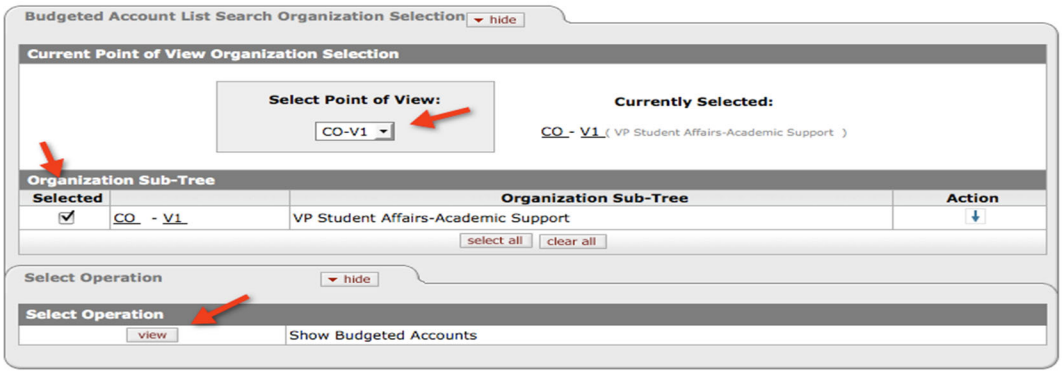
The default chart code of CO is displayed; type in the account number, and click the **load document** button.



2 My Organization

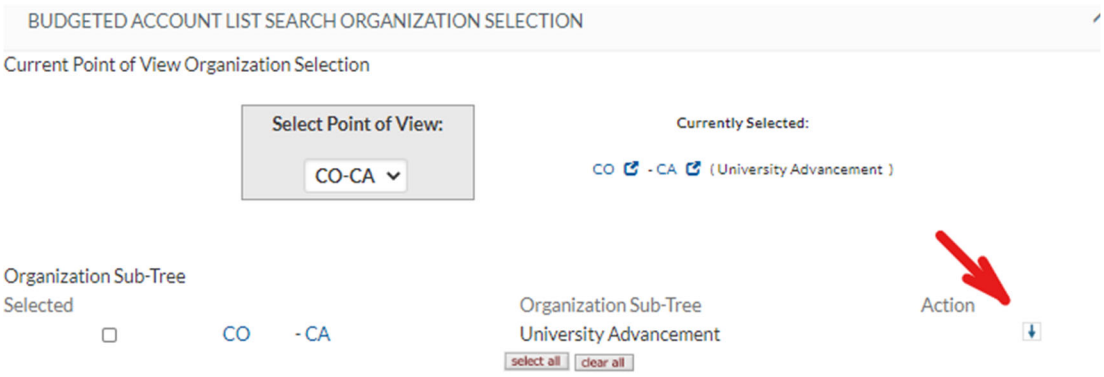
Main Menu	➔	Budget Construction Selection menu	➔	Budget Construction Selection screen	➔	my organization	➔	Budget Construction Document

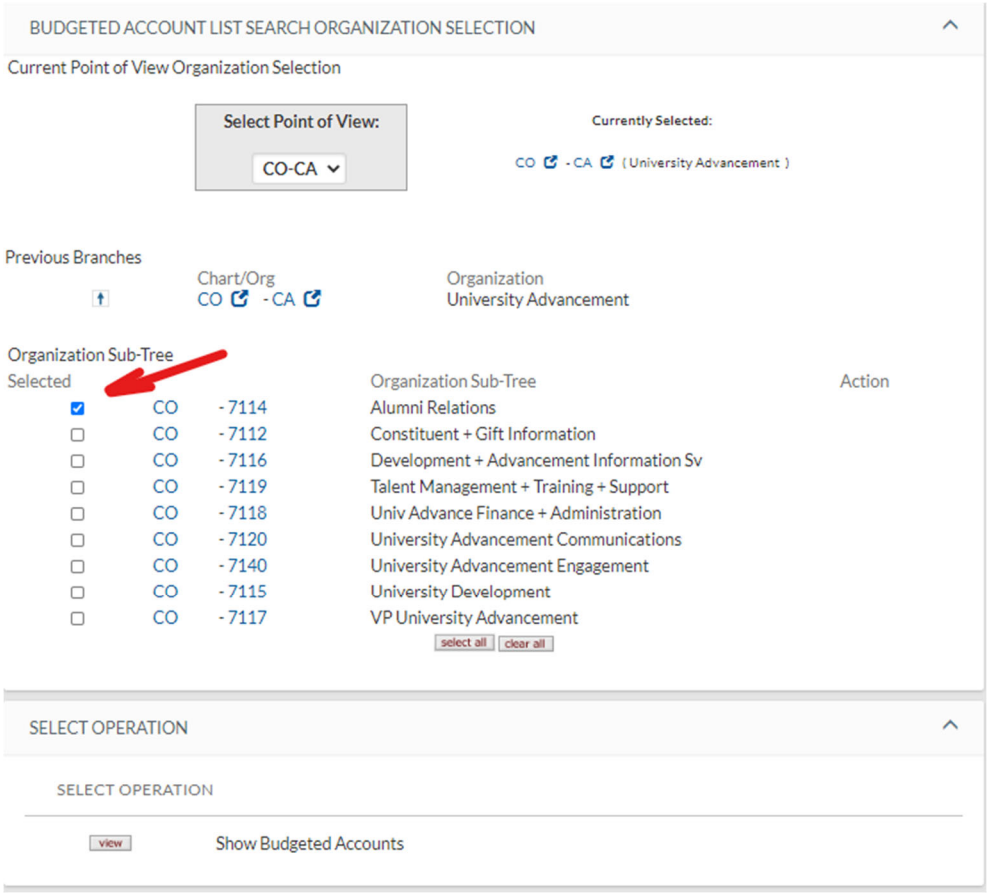
To retrieve your list of accounts, click on **my organization**, select Point of View, select the organization checkbox, and click **view**.



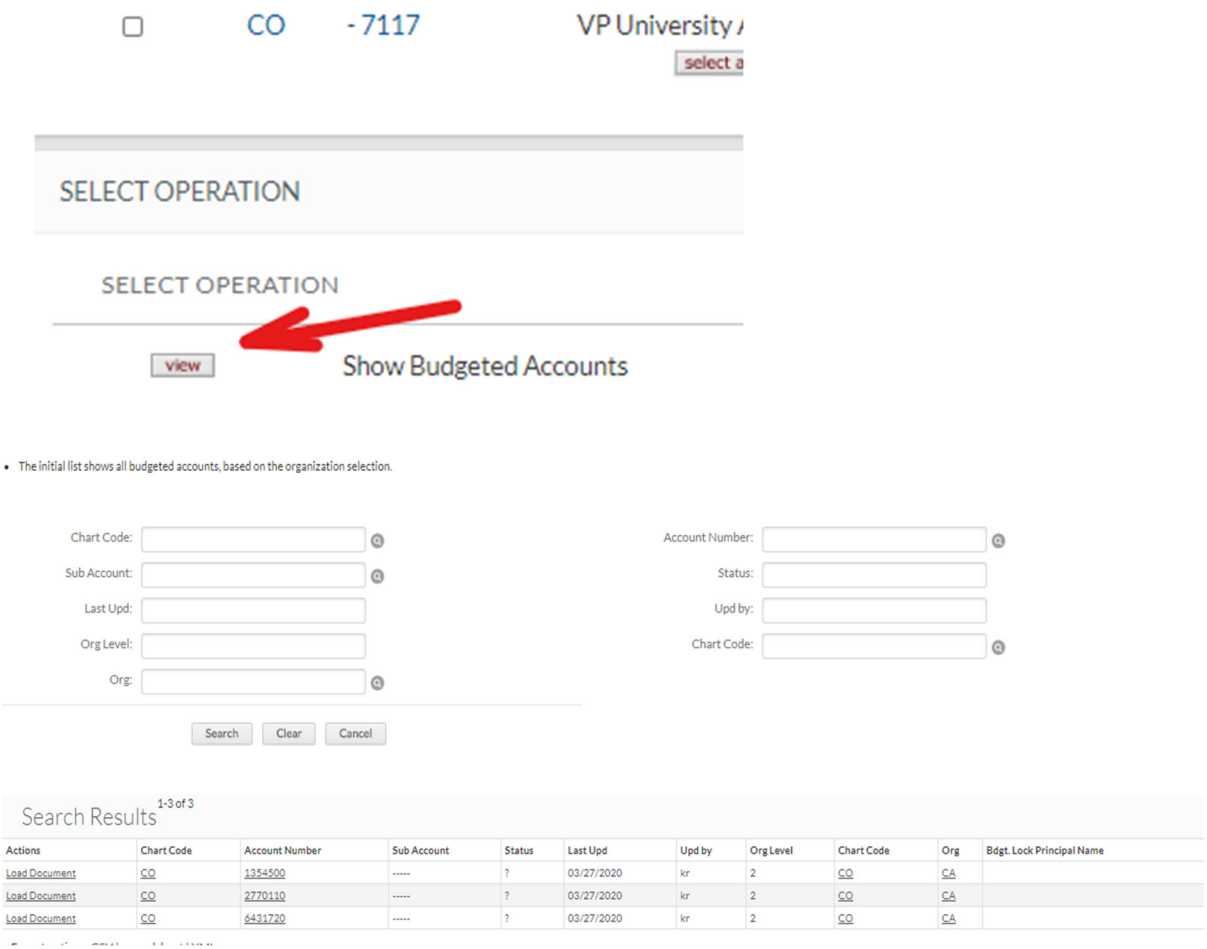
Notice that the list contains your accounts, current placement of the account in the organization hierarchy (org level), and who is editing the document (Bdgt. Lock Principal Name). To understand how the org levels are defined, see Organization Hierarchy on page 11.

Depending upon your BC access, you may be able to utilize the Organization Sub-Tree in order to access accounts within your organization. Use the **Action↓** button to shorten the list of documents to one organization (department) at a time.





Click the view button to display the accounts for the selected organization.

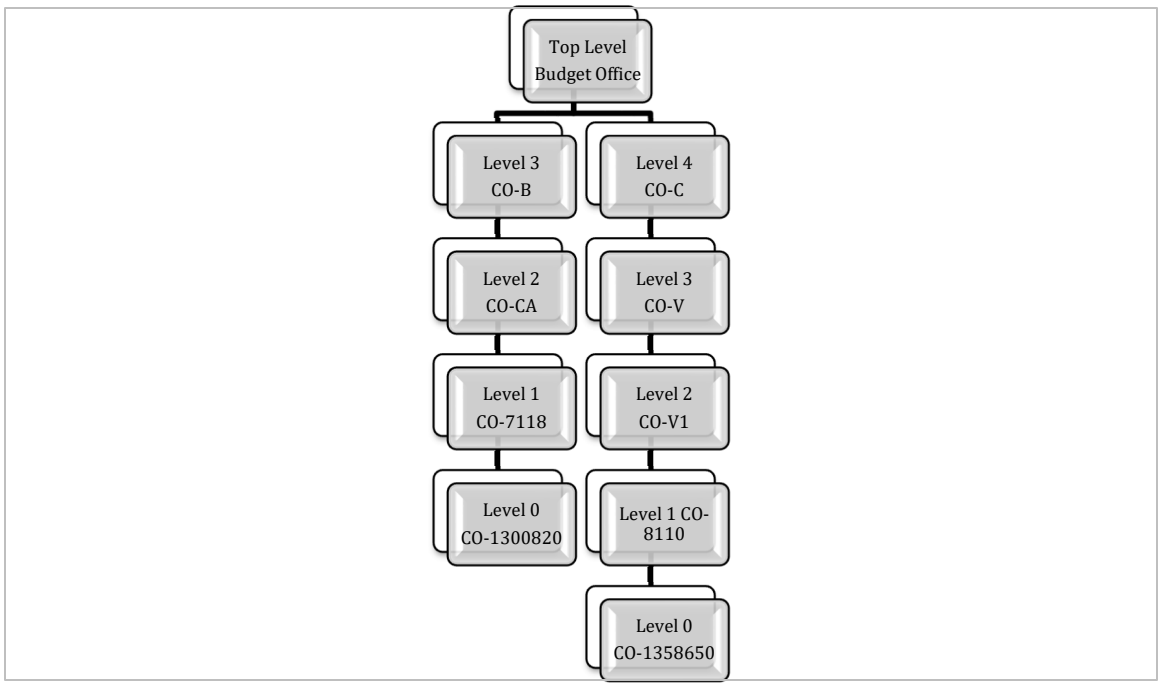


If you do not see any accounts in your list contact the Budget Office.

Organization Hierarchy

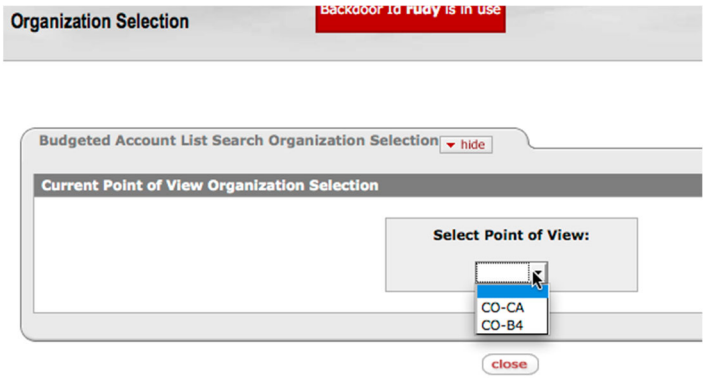
In Budget Construction, every department sits at some level within the organization hierarchy. The number of levels within the organization varies depending on your division. Level 0 is the Fiscal Officer (account level). The system counts the number of levels from the account level all the way up to the top level (Budget Office).

Your level is pre-determined by the Budget Office and you may only budget accounts at your level or below. Your level is called **Point of View**.



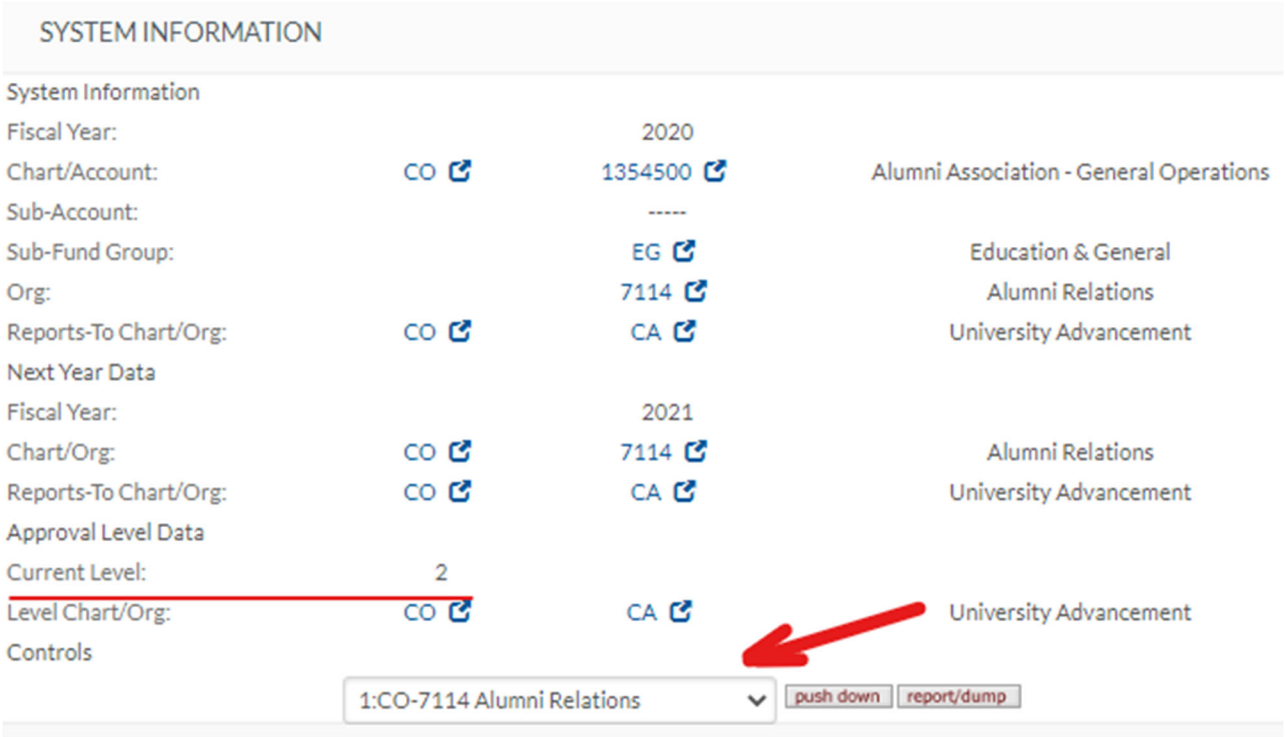
Finding Your Point of View

Your Point of View is displayed in **my organization**. The drop-down menu will tell you which accounts within the organization hierarchy you are allowed to budget. In the following example, you may budget accounts under CO-CA and CO-B4 organizations.



Finding Your Level

When you first load the BC document, your highest level is displayed in the System Information tab, Controls section. In the following example, CO-CA is Level 2.

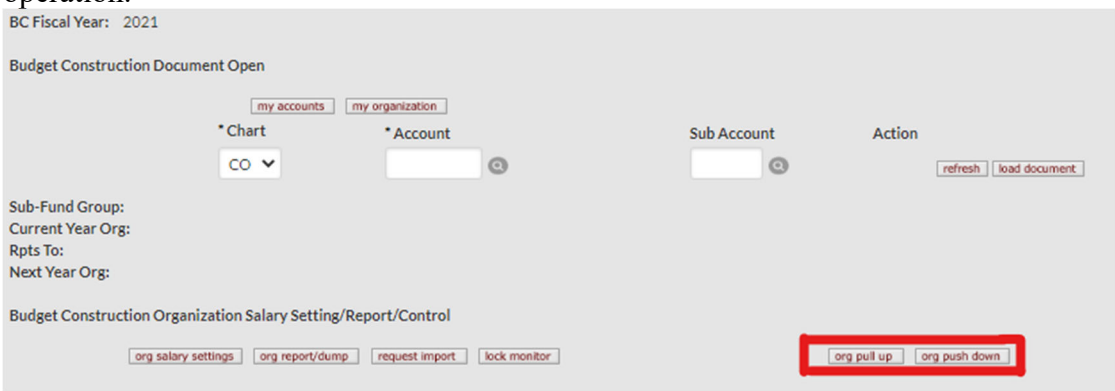


Pull-Up and Push-Down

As a budget coordinator for your organization, you may designate responsibility down to your lower level users, and then pull up the document for review after the budget has been prepared. Budget Construction enables you to do so by using the pull-up and push-down capability. There are two ways to pull up and push down the documents. One is to pull up and push down the documents by organization and the other is to pull up and push down the document (account) individually. If you wish to delegate the budget preparation down to lower level users, you will use the Org Push-Down and Org Pull-Up features.

Org Push-Down and Org Pull-Up

By using the **org pull up** and **org push down** buttons on the Budget Construction Selection screen, you may pull up or push down the documents within the same organization in one operation.

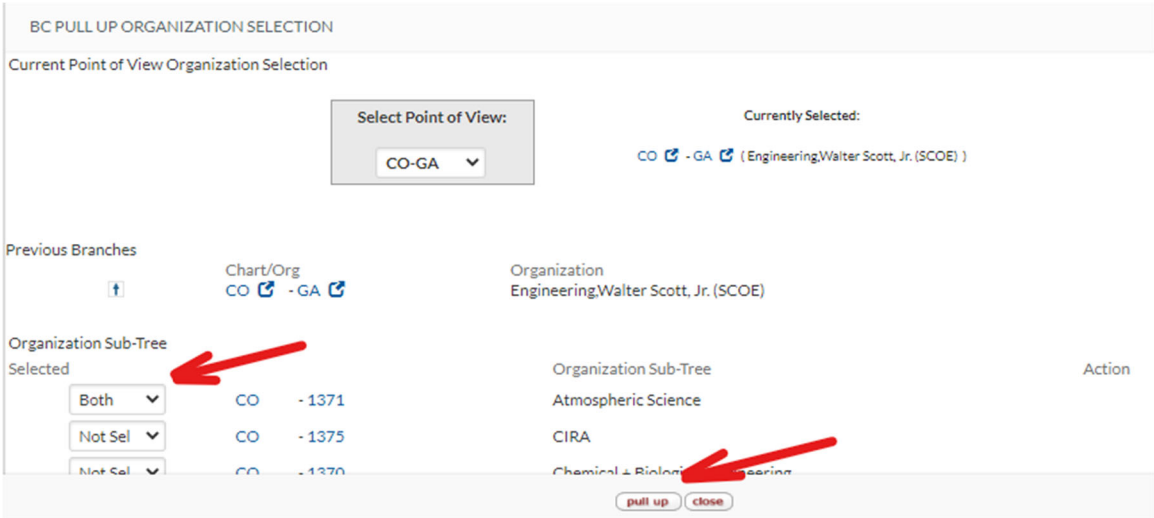


Org Pull Up

From the BC Pull Up Organization Selection tab, select the organization sub-tree whose documents you wish to pull up. You may set the pull-up option individually or set it to be the same for all organizations by clicking the available buttons.

Select **Both** in the drop-down menu if you wish to pull up a specific organization, or click the **set org & sub org** button to pull up all organizations (this sets the drop-down menus to **Both**). Click **pull up**.

Note: other options are available to select from as noted on the sample screen should you want to use them.

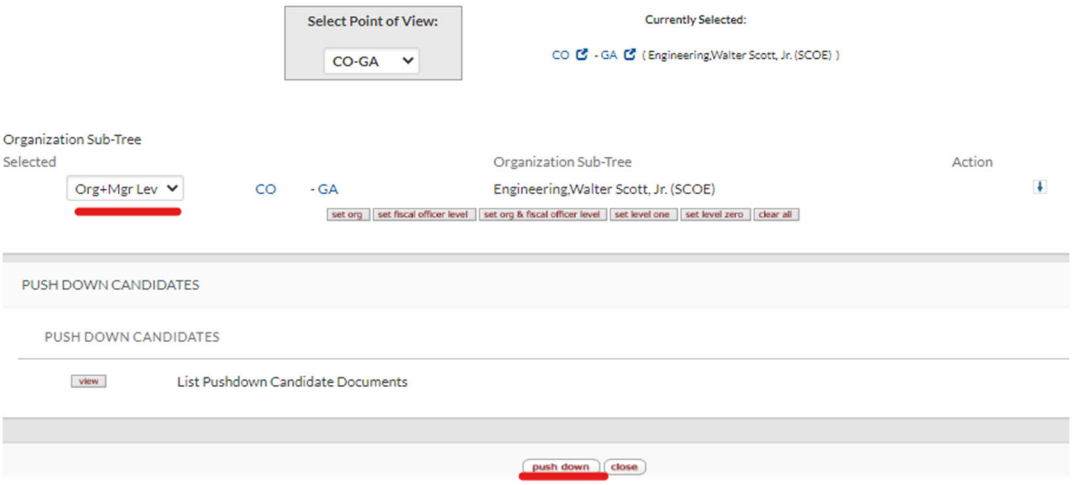


Observe the message:

Org Push Down

From the BC Push Down Organization Selection tab, select the organization sub-tree whose documents you wish to push down. You may set the push-down option individually or set it to be the same for all organizations by clicking the available buttons.

Select **Org+Mgr Level** in the drop-down menu if you wish to push down a specific organization, or click **set org & manager level** to push down all organizations. Click **push down**.



Observe the message:

You may verify the levels of the BC documents from **my organization**. See Section 1 “Introduction to Budget Construction” for more information.

Pushing Down and Pulling Up Documents Individually

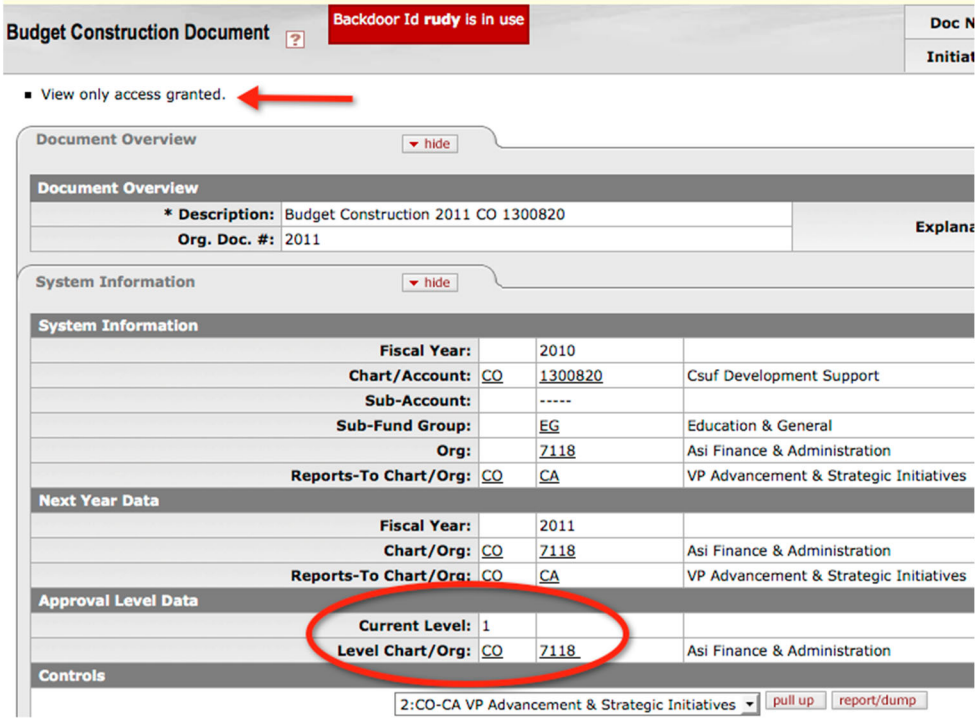
You may push down or pull up documents individually from the BC document.

Pushing Down the Document

Main Menu	➔	Budget Construction Selection menu	➔	Budget Construction Selection screen	➔	Load Budget Construction Document	➔	push down

To push down the document, select the level from the drop-down list and click **push down**. In the following example, the document is currently at Level 2 and will be pushed down to the Level 1 organization.

Notice that the level is now set to Level 1 and you may no longer update the document until further action is taken.

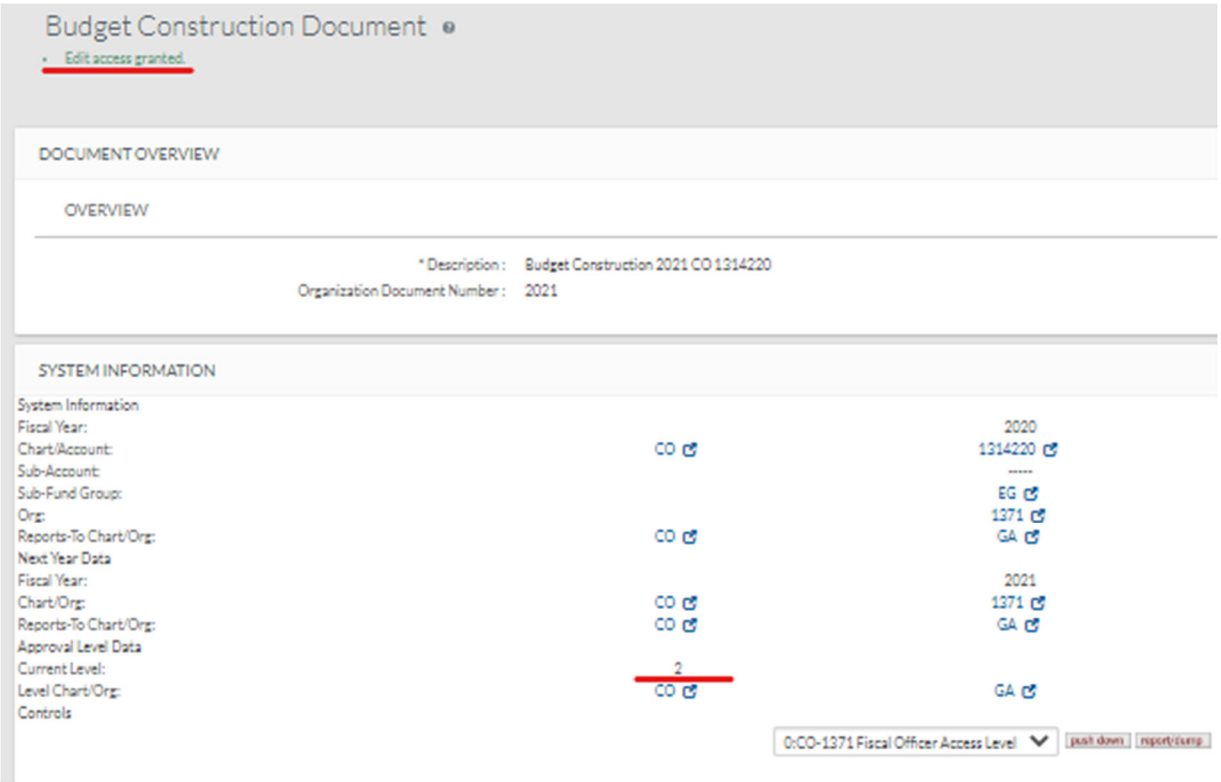


Pulling Up the Document

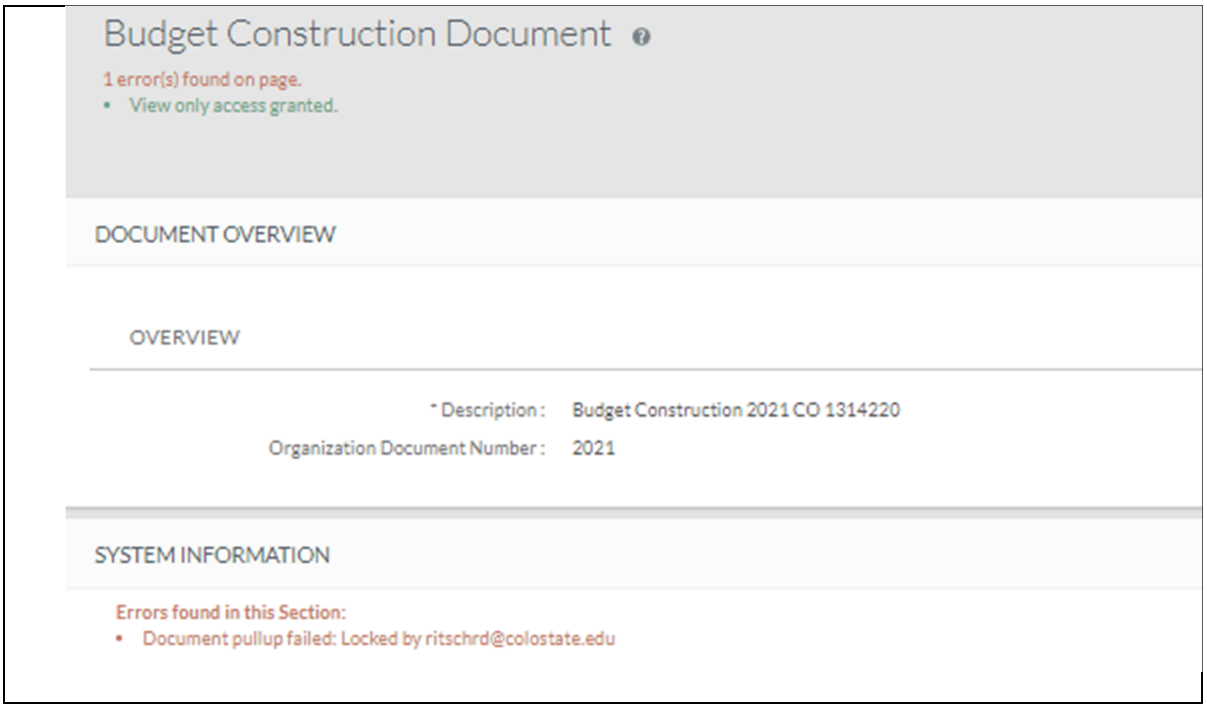
Main Menu	➔	Budget Construction Selection menu	➔	Budget Construction Selection screen	➔	Load Budget Construction Document	➔	pull up

To pull up the document to your current level, click the **pull up** button.

Notice that edit access is now granted and the Current Level shows your level.



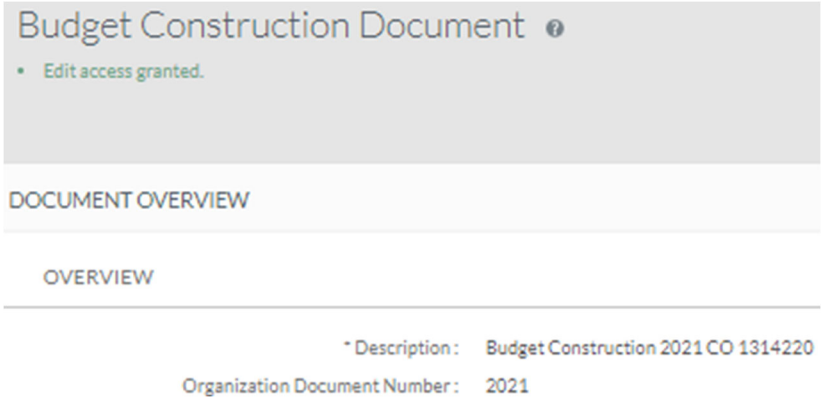
⚠ If you try to pull-up a document that someone else is working in, you will see the error message below. In order to move forward (1) contact the person editing the document to see if they have completed updating the document, (2) if you have verified the person has completed the update and you are still unable to access the document, call the Office of Budgets to unlock the document for you. See more information on “lock” issues on the next page.



Edit vs. View Only Access

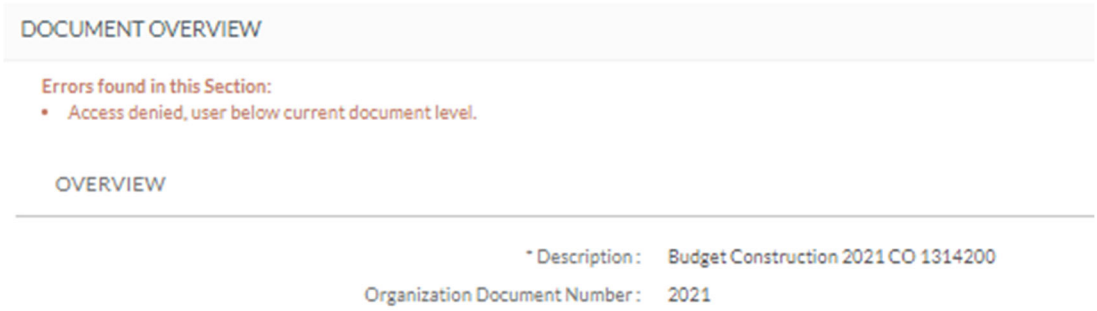
Edit access is given to you when the following conditions are met:

- The system is in update mode (controlled by the Budget Office).
- The BC document is at your current level.



View only access is given to you when the following conditions are met:

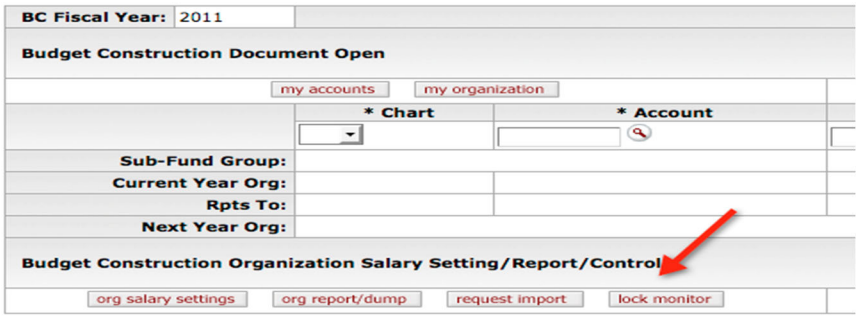
- The system is in view mode (controlled by the Budget Office).
- The BC document is not at your current level.



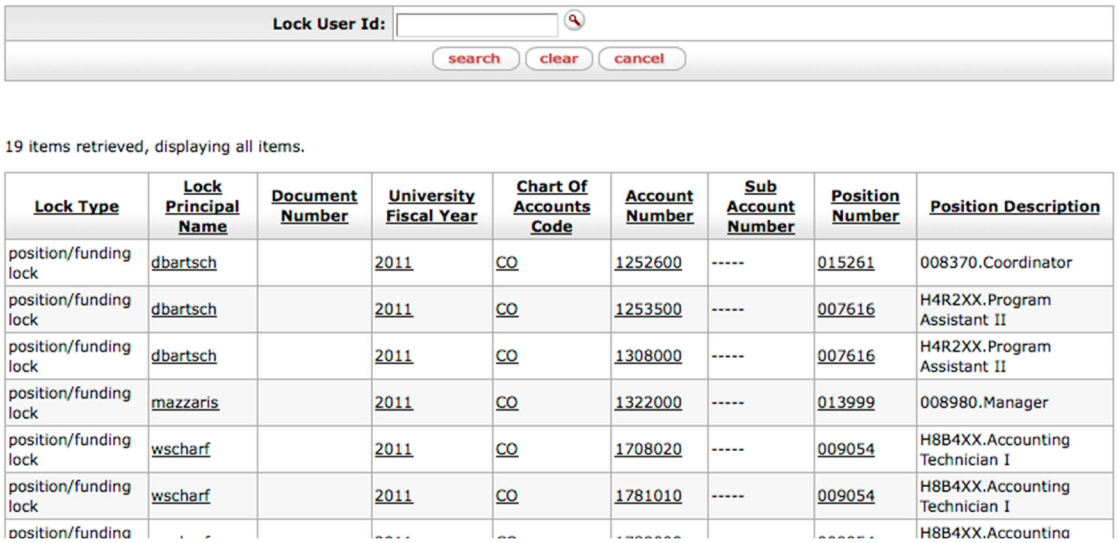
Finding Out Who Has Your Document – Lock Monitor

You might receive a message that the document funding is locked when you try to load the document. This occurs when someone else is currently editing the BC document that you wish to access.

If you receive the message that your document is locked, go back to the Budget Construction Selection screen and click the **lock monitor** button.



A list will appear showing who is working on the document that you want to access. You may want to contact the person to release the document. Remember that the lock is only effective until nightly processing is completed, then all locks will be released. The Budget Office is authorized to release the lock *as a last resort*.



Lock Type	Lock Principal Name	Document Number	University Fiscal Year	Chart Of Accounts Code	Account Number	Sub Account Number	Position Number	Position Description
position/funding lock	dbartsch		2011	CO	1252600	-----	015261	008370.Coordinator
position/funding lock	dbartsch		2011	CO	1253500	-----	007616	H4R2XX.Program Assistant II
position/funding lock	dbartsch		2011	CO	1308000	-----	007616	H4R2XX.Program Assistant II
position/funding lock	mazzaris		2011	CO	1322000	-----	013999	008980.Manager
position/funding lock	wscharf		2011	CO	1708020	-----	009054	H8B4XX.Accounting Technician I
position/funding lock	wscharf		2011	CO	1781010	-----	009054	H8B4XX.Accounting Technician I
position/funding								H8B4XX.Accounting

Basic Concept of Salary Setting

In Budget Construction there are a series of salary setting screens where you may set budget at the detail level. It is here that salary changes may be made for existing employees to reflect their next year's *budgeted* salary dollars, new positions that are not yet staffed may be added, employees known to be leaving may be deleted, or changes in part-time percentages can be entered. In each case, associated account(s) will be affected and reflected in the BC Document.

In Budget Construction, the appointment funding is made up of three components:

Appointment Funding = Intended Incumbent + Position + Accounting Line

To set up budget at the individual or pooled funding line, these items must already be in the system or you need to create them before you can begin entering the funding line.

Position: A position is a specific functional job within an organization. Information tracked about a position includes department identifier, Position Standard Hours, Work Months, Pay Months, and Default Object Code. The position is tracked regardless of whether there is an associated incumbent.

Intended Incumbent: An incumbent or intended (future) incumbent who occupies the position.

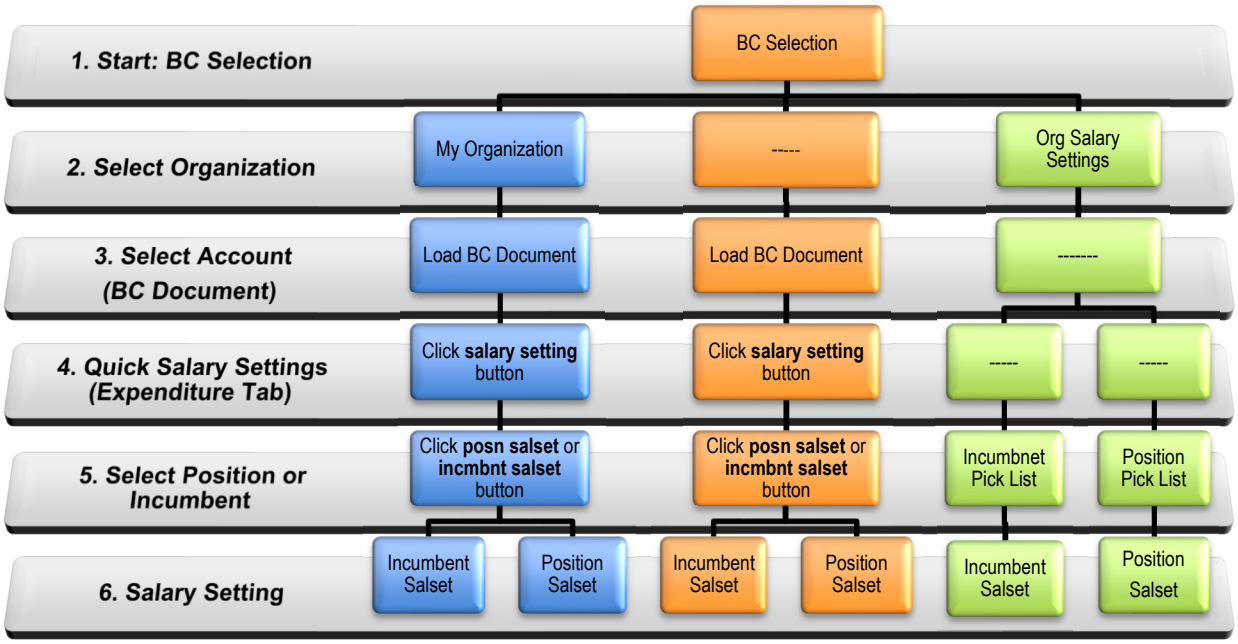
Accounting Line: Chart, Account, Sub-Account, Object, and Sub-Object code that fund the position. To fund a position, you must use the default object code defined in the position.

Because CSU does not have a comprehensive position management system we have had to adapt with regard to loading positions. For example, leave without pay, vacant, and inactive transitional positions are not included in Budget Construction.

Budget Construction Screen Roadmap

For your convenience there are several ways to get to the salary setting screens in Budget Construction. You may choose to use any of them depending on your preference or the type of budget changes that you are trying to make. Regardless of what path you might take to get your budgeting done, the end result will be the same.

The key is to determine which way works best for you and get there as quickly as possible.



Before Starting Salary Setting

Make sure that your BC document is pulled up to your level. If the document is not in edit mode, the Salary Setting screen will only be displayed in view mode and you will not be able to edit the salary funding line(s).

What Screen Do I Use?

The following road map is intended to assist you in deciding which screen is best suited for what budgeting purposes.

ABYSS Term	Budget Type	Description	Reference
SAL	Quick Salary Setting	Salary budget update for the existing funding lines where you'd only need to update the amount without looking at the position and incumbent details. Change only funding lines for an employee by percent or force dollars.	Section 3 Quick Salary Setting
SAL	Position or Incumbent Salary Setting	Salary budget update for the existing or new funding line where it requires special attention such as split funding and vacant.	Section 3 Quick Salary Setting **or** Section 4 Org Salary Setting
SAL	Pooled or Individual TBA	Salary budget update for the existing or new funding line where it requires special attention such as split funding and vacant.	Section 6 TBA and Pooled Positions

GRP	Group Budget	This is a type of salary entry. Graduate assistants and hourly salaries are entered as an aggregate amount, not by individual employee.	Section 2 BC Document (Budget Summary)
LMP	Non-Salary Budget	Lump entries are used to budget those expenses for which salary, fringe, and FTE do not apply. For example, operating expenses and travel.	Section 2 BC Document (Budget Summary)
REV	Revenue Budget	Revenue entries used to budget revenue. All revenue dollars are entered against object codes and not budget pool object codes. *Note: User defined object codes are not allowed. Once the initial budgets are finalized and uploaded to KFS, users can process a Budget Adjustment document to move budgets to user-defined object codes.*	Section 2 BC Document (Budget Summary)

Section 2 BC Document (Budget Summary)

The Budget Construction document is used to view and enter budget amounts against a specific account for a particular budget object code. The Budget Construction document is loaded from the Budget Construction selection screen.

The summary level allows you to input budget items that are not handled at the detailed level like operating expenses and graduate assistants.

Topics

Budget Construction Document 24
What is on the Budget Construction Document? 26
Enter Requested Amount 30
Adding Requested Amount 30
Deleting Requested Amount 33
2PLG Object Code 34

Budget Construction Document

The Budget Construction Document is where you complete your object code summary budgeting.

How Do I Get There?

You can get to the BC Document either from My Organization or by loading the document directly from the Budget Construction Selection Screen.

Main Menu	➔	Budget Construction Selection menu	➔	Budget Construction Selection screen	➔	my organization	➔	Select Account	Budget Construction Document

Main Menu	➔	Budget Construction Selection menu	➔	Budget Construction Selection screen	➔	Enter Chart Code and Account	➔	load document	➔	Budget Construction Document

For more information on loading documents, see Section 1, “Introduction to Budget Construction”

What Do I Use it for?

The object code summary budget should be completed for the following budget types:

Revenue Budget Type: Revenue entries are used to budget revenue. All revenue dollars are entered for object codes and not budget pool object codes. *Note: User defined object codes are not allowed. Once the initial budgets are finalized and uploaded, users can process a Budget Adjustment document to move budgets to user-defined object codes.*

Non-Salary Expense Budget Type: Lump entries are used to budget those expenses for which fringe and FTE do not apply, for example, operating expenses.

Group Budget Type: This is a type of salary entry. Graduate assistants and hourly salaries are entered as an aggregate amount.

Interdepartmental Credits (4800 and 4900): These are “reduction to expense” and need to be entered into the Expenditure Tab as negative amounts.

There are two situations where you will be entering budget on this screen.

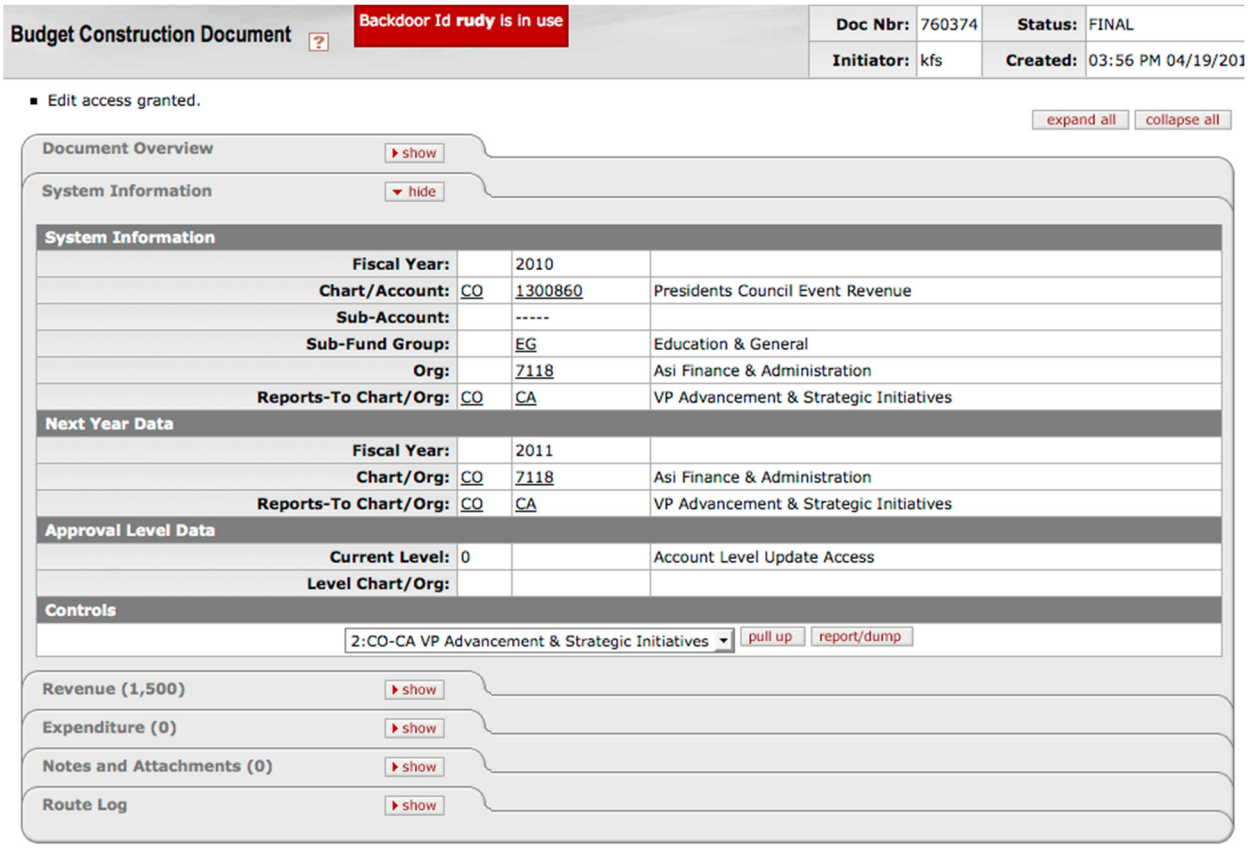
- If the base budget exists in the current year, review and change the amount based on the budget plan in the **requested** column.
- If base budget does not exist in the current year, you may enter new budget into the blank line.

What is on the Budget Construction Document?

The Budget Construction Document is made up of six tabs. The Document Overview, Notes and Attachments and Route Log are the same as in other KFS documents. The difference is that this document does not route to approvers' action list like other documents, and you will need to save the document with your updates each time instead of submitting the document to workflow.

System Information Tab

The System Information Tab summarizes the account from the current and future year, the organization where the account resides, and the level where the document currently resides within the organization hierarchy. You may also push down or pull up the document as necessary.



Revenue Tab

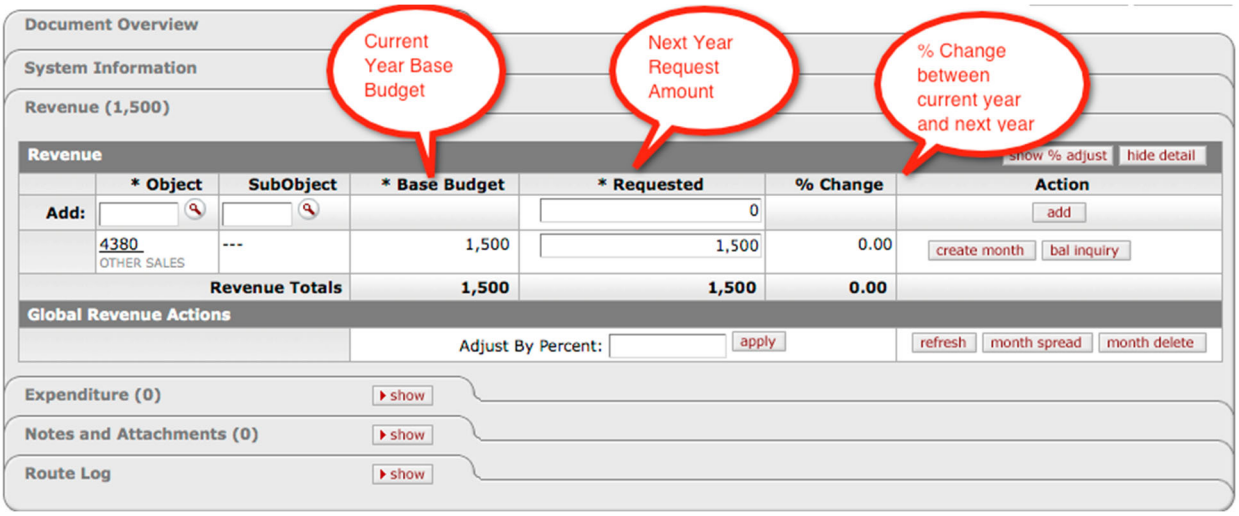
The Revenue Tab is where you will budget the revenue object codes for each account, if applicable. Your task is to complete the requested amount based on new year expectations and review of prior year reality.

The Revenue tab is made up of three budget columns: Base Budget, Requested, and % Change.

Base Budget: Base budget from the current year. You may not change this column. It is informational only.

Requested: This amount will need to be populated based on the budget plan for the new year.

% Change: The percent change between the current year (base budget) and next year requested amount. This amount is automatically calculated as you input the new requested amount.



Expenditure Tab

The Expenditure Tab is where you will budget the expenditure budget. The Base Budget column is pre-filled with the previous year's base budget. Your task is to complete the requested amount based on new year planning.

The Expenditure tab is made up of four budget columns: Base Budget, Requested, % Change and Total Requested FTE.

Base Budget: Base budget from the current year. You may not change this column. It is informational only.

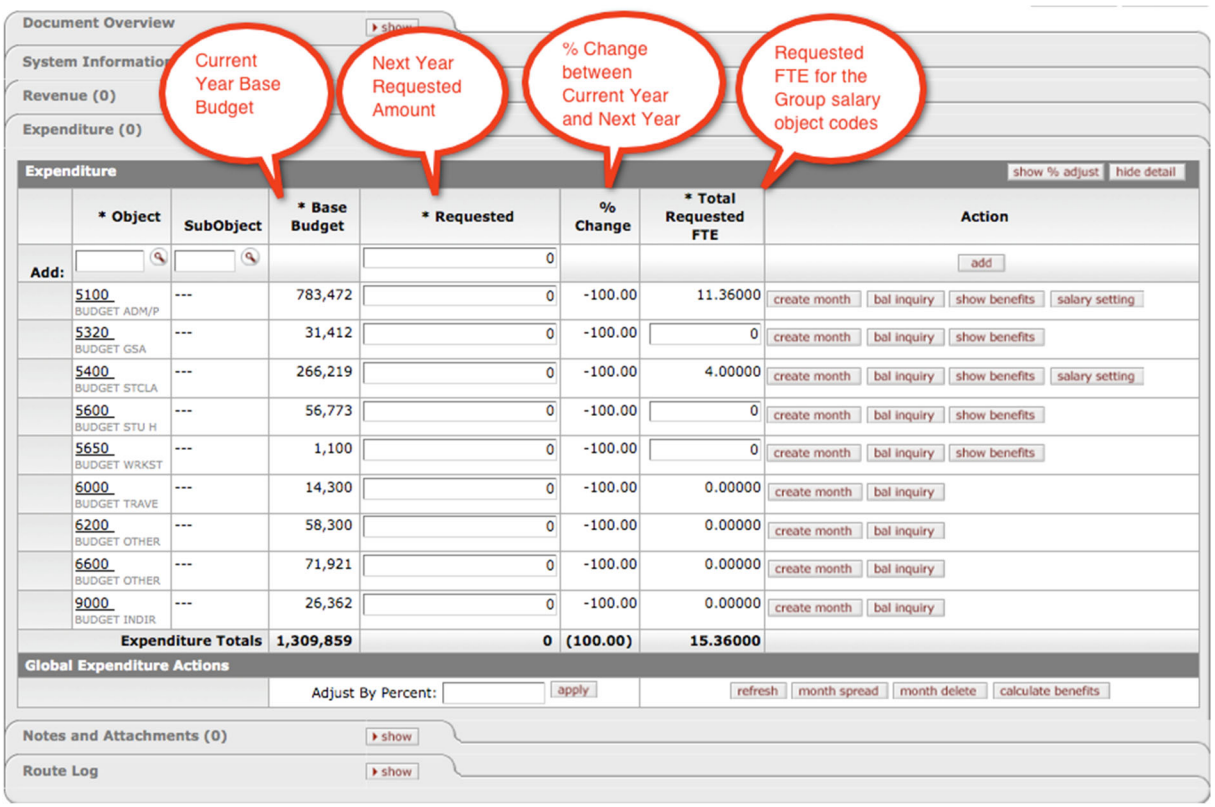
Requested: This amount will need to be populated based on the budget plan for the new year.

% Change: The percent change between the current year and new year requested amount. This amount is automatically calculated as you input the new requested amount.

Total Requested FTE: FTEs for the salary object codes. This field is accessible only for the "group" position object codes. FTE is mandatory for salary and group budget types. It will be blank for revenue and lump budget types.

What is FTE?

Full-time equivalent (FTE) is a way to measure a worker's time and effort. An FTE of 1.0 means that the person is equivalent to a full-time worker, while an FTE of 0.5 signals that the worker is only half-time. This means if you are a full-time 12 month employee, or full-time 9-month employee, both equal 1.0 FTE.



Computing FTE for Group Salaries

Computing FTE is much simpler than computing FTE months. FTE does not consider basis of service (12 month, 9 month, etc). A full-time employee is normally 1.0 regardless of the basis of service. The HR data that is loaded into Budget Construction has already been converted from FTE months to FTE. The FTE you will need to compute will be for TBAs and group salaries (graduate assistants, hourly salaries).

Example (Grad Assistants): # of students * part-time %

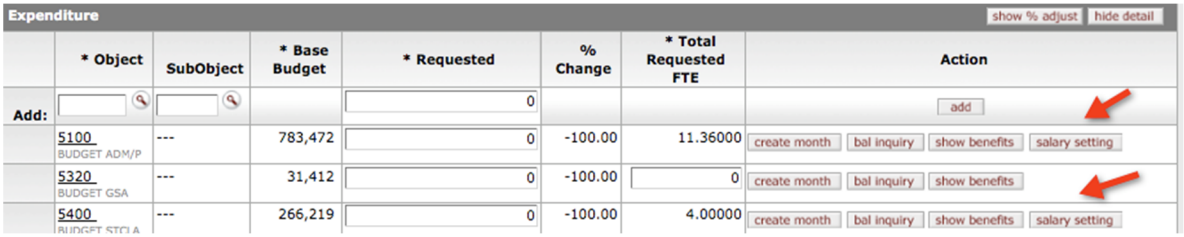
Number of Grad Assistants:	4
Percent Time	50%
FTE:	2.00000

Hourly Student: # of employees * hours/week * numbers of weeks worked

Number of employees:	6	
Hour/week each:	0.25	10/40 hrs.
Number of weeks worked:	0.3077	16/52 wks.
FTE:	0.4615	

Labor Object Codes

When the object code is a salary object code and it is the type of object code you can complete a detailed staffing budget on, the **salary setting** button is displayed. These object codes should be budgeted using the detailed **Salary Setting** screens explained in the next section. The **show benefits** button will appear on any salary object codes, displaying the new year benefit rate.



Fringe Object Codes

The fringe amount will be automatically calculated when the salary amount is entered.

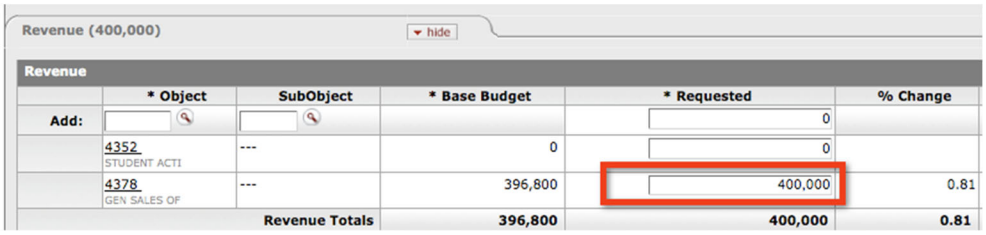
Note: If the account belongs to the centralized fringe, the fringe amount is charged to the appropriate centralized fringe account.

Interdepartmental Income Object Codes

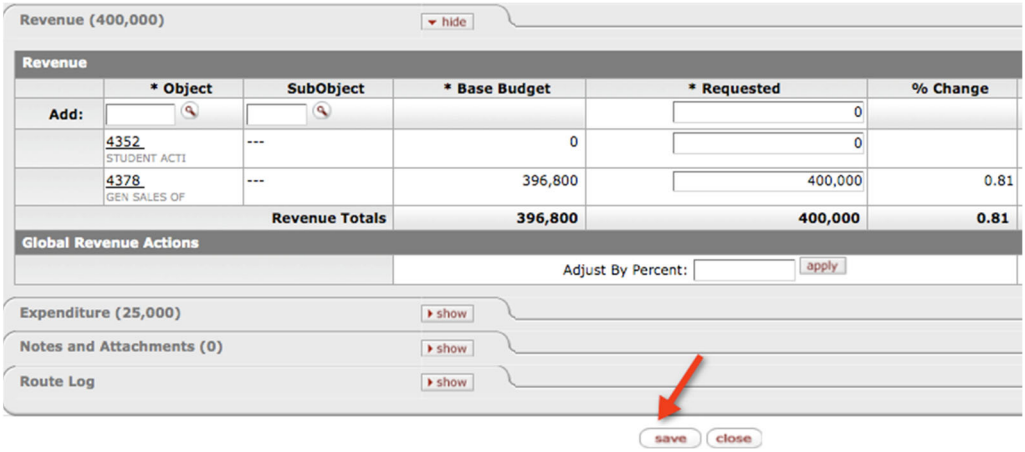
The interdepartmental income object codes (4800 and 4900) are reduction to expense and need to be entered as a negative amount. *Note: You will not be prompted to enter these as a negative number.*

Enter Requested Amount

Enter the requested amount as appropriate for the new year budget plan.



Clicks save**.**



Adding Requested Amount

You may add a budget line item in the blank **Add** line available in both the Revenue or Expenditure tabs.

Non-Salary Object Codes

Object: Required field. If revenue, enter the object code, if expenditure enter the budget object code. If you are not certain about the object code, you may use the object code lookup by clicking .

SubObject: Will not be used.

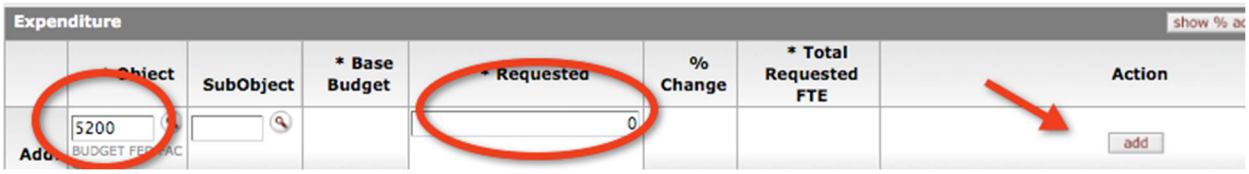
Requested: Enter the budget requested amount.

After completing the line, click the **add** button.

Click **save** before exiting the screen.

Adding Salary Object Codes (Expenditure)

If you wish to add a salary object code, you start by entering 0 into the **Requested** field and click **add.**



Object: Required field. Enter the budget object code. If you are not certain about the object code, you may use the object code lookup by clicking .

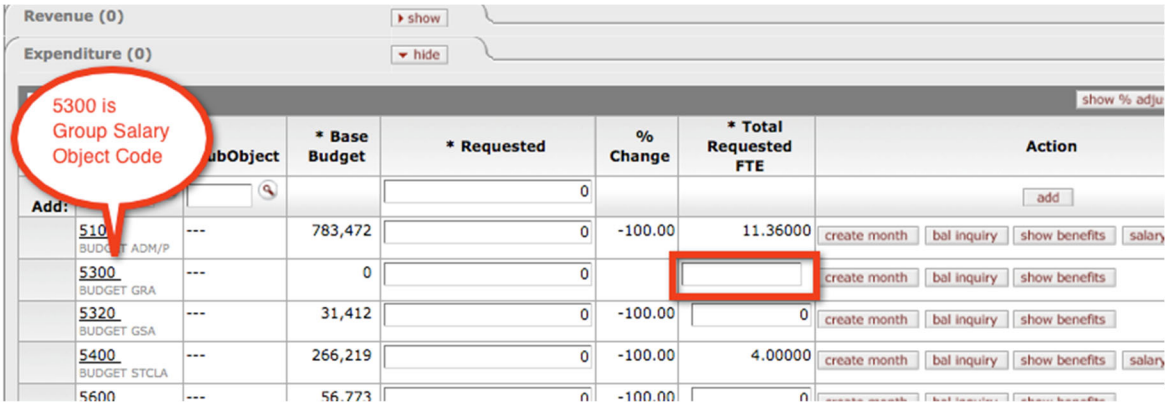
SubObject: Will not be used.

Requested: Enter the budget requested amount.

After completing the line, click the **add** button.

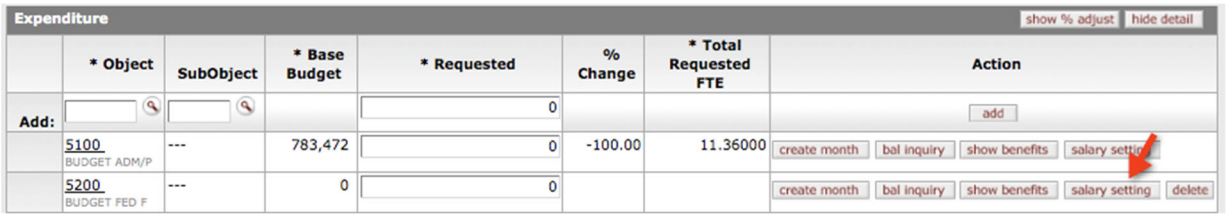
Group Salary Object Code

After the line is created, the Total Requested FTE column will become editable. This field is available for the budget object code for the Group salaries such as Workstudy Hourly, Graduate Assistants (GTA, GSA, GRA, and Vet Residents), Student Hourly, Temporary Support, and Non-Student Hourly.



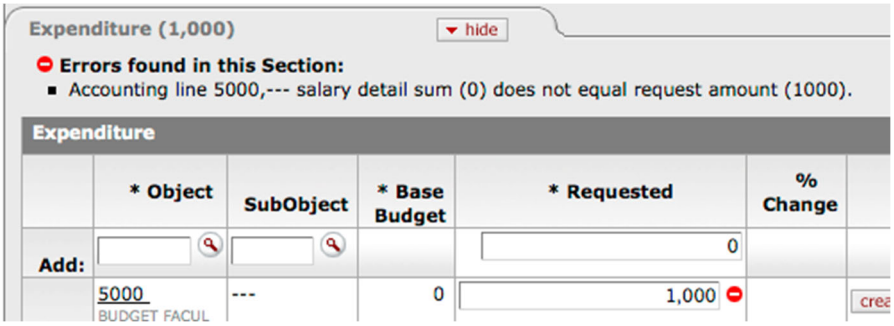
Detailed Salary Object Code

After the line is created, the **salary setting** button will appear. This is where you will be budgeting detailed salary funding lines. Note: The **salary setting** button will not appear for the Group budget types.



See Section 3 "Quick Salary Setting" for more information.

If you type in a salary object code which is associated with the detailed Salary Setting screen, enter a non-zero amount and click **add**, the line will be added. However, the following error message will display when you click the **save** button. When you see this message, reset the amount to 0 and prepare your budget from the Salary Setting option described in Section 3, "Quick Salary Settings."

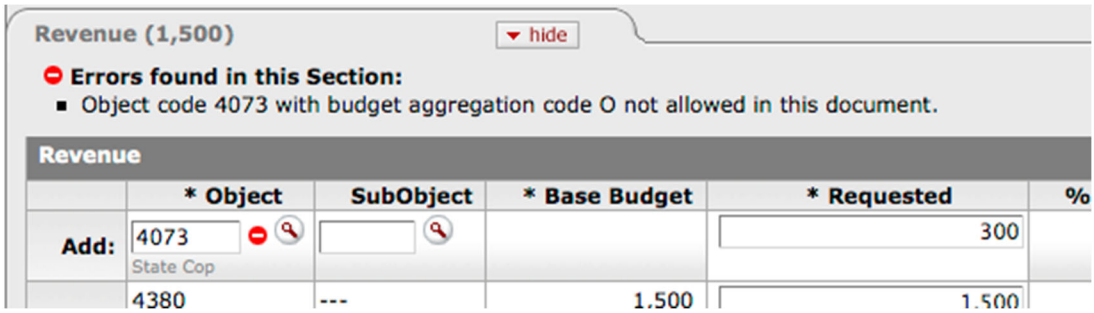


Click **save** before exiting the screen.

Invalid Object Codes

The budget object codes are pre-defined by the Budget Office and have a Budget Aggregation Code of "L." If you use a non-budget object code, the following error message will be displayed. You will need to select a valid budget object code.

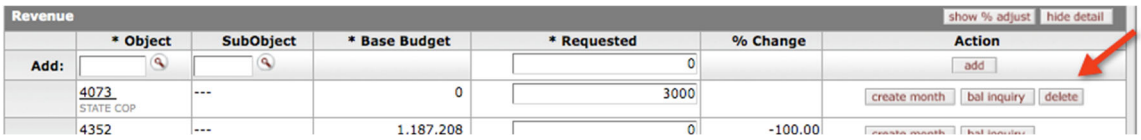
Note: "Budget object codes" are used for the expense object codes in BC (such as 6200 and 6600). This is not the case for revenue object codes, where any existing revenue object code may be used to enter revenue budget.



Deleting Requested Amount

The option to delete a requested amount is available for the funding line that you have created. However, you may not delete any funding lines that has associated base budget from the current fiscal year (therefore, you will not see the **delete** button for these funding lines).

To delete the requested amount, click the **delete** button. Beware that no warning is displayed by the system after clicking the **delete** button.

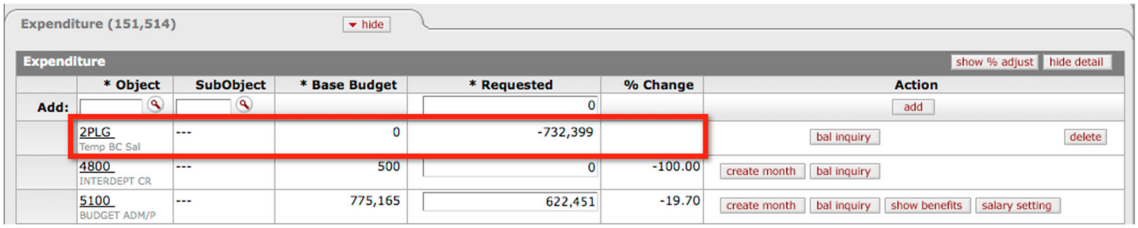


The request amount will be deleted immediately.

2PLG Object Code

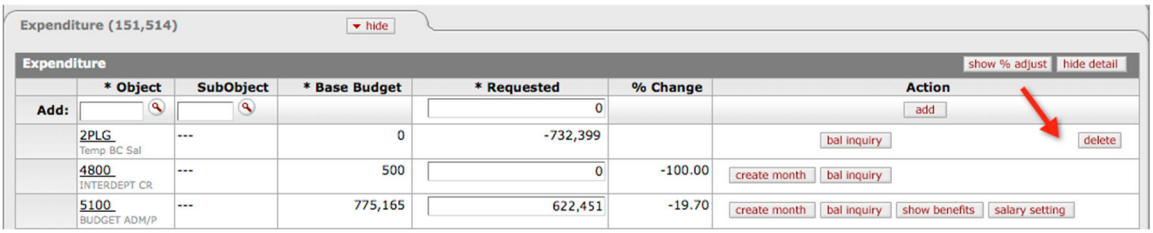
The 2PLG (pronounced 'to plug') accumulates all changes and displays the total effect of all changes to all salary object codes in the single request amount. As you make changes to your salary funding lines, the system adds an offsetting adjustment accounting line to the affected account's expenditure budget. The 2PLG object code does the following:

- Ensures that any previous user's work balancing an account is not affected by adjustments
- Serves as a signal that adjustments which may affect an account have been made by someone else
- Used to temporarily balance the account during incumbent or position budgeting
- Signals the system to calculate fringe benefit



What Do I Do with 2PLG?

During the budget construction development period, you don't really have to do anything. However, you must remove the 2PLG object code line in order to tie to your control number before you finalize the budget for each account.



Section 3 Quick Salary Setting

The Quick Salary Setting gives you a way to manage salaries by funding line. It is a quick way to set salaries which belong to a specific account and object code.

The salset (salary setting) allows you to identify how each person on your staff will be funded. This information is rolled up to the summary (budget pool object) level so you can see how the dollars aggregate into your accounts.

Topics

What is Quick Salary Setting? 36
Changing Existing Position or Incumbent Funding Lines 39
Adding a Position Funding Line 40
Adding an Incumbent Funding Line 44
Deleting a Position Funding Line 47
Vacating a Position Funding Line 48

What is Quick Salary Setting?

The Quick Salary Setting screen displays the salary line details by employee/position within a budget object code for an account.

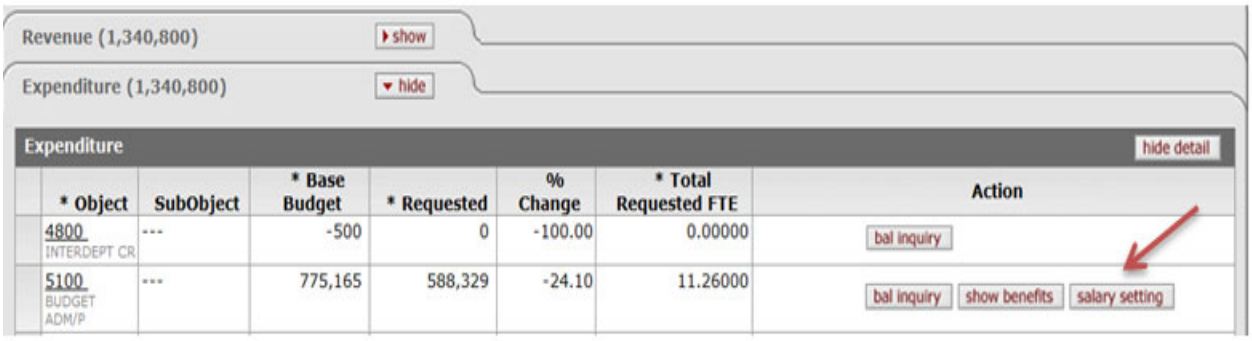
How do I Get There?

You can access the Quick Salary Setting screen from the BC document, Expenditure tab. To load the BC document, you may load the document directly from the BC Selection Screen or, from **my organization**, search for the account and load the document.

Main Menu	➔	Budget Construction Selection menu	➔	Budget Construction Selection Screen	➔	Enter Chart Code and Account Number	➔	load document	➔	salary setting

Main Menu	➔	Budget Construction Selection Menu	➔	Budget Construction Selection Screen	➔	my organization	➔	Load document	➔	salary setting

You can get to the quick salary settings by clicking the **salary setting** button on the Expenditure Tab from the BC Document.



What Information/Actions are on the Screen?

The Quick Salary Setting screen lists funding lines and **Actions** you can take on each line. You may also add a position or add an incumbent.

Calculated Salary Foundation (CSF)

CSF tracks the funding changes for each appointment from the HR/payroll system. It identifies accounting keys (Chart, Account, Sub-Account, Object, Sub-Object) that fund the position.

CSF Amount and **CSF FTE** represent the new fiscal year salary and labor distribution plan.

Quick Salary Setting ▾ hide

Expenditure Salary Line

Chart	Account	SubAccount	Object	SubObject	SubFundGrpCd	Org
CO Colorado State University	1313900 Departmental Academic Administration	-----	5000 Budget Faculty Salry	---	Education & General	Chemical & Biological Engineering

Salary Line Detail

Del	Position	* Emplid	Cls	Salary Plan	Salary Grade	Work Months	Pay Months	CSF Amt	CSF FTE	* Funding Month	* Requested Salary	Requested FTE	Change Percent	Actions
	010342	824225802 Dandy, David S		12	N	12	12	96,300	0.50000	12	96,300	0.50000	0.00	posn salset incmbnt salset
							Total:	96,300	0.50000		96,300	0.50000	0.00	
							Expenditure Line Base:	80,250	Req:		96,300		20.00	

Expenditure Salary Line

The **Expenditure Salary Line** displays Chart, Account Number, Sub-Account, Object Code, Sub-Object Code, Sub Fund Group Code, and Organization. In this screen you may add a funding line by selecting the **add position** or **add incumbent** option.

Quick Salary Setting ▾ hide

Expenditure Salary Line

Chart	Account	SubAccount	Object	SubObject	SubFundGrpCd	Org
CO Colorado State University	1313900 Departmental Academic Administration	-----	5000 Budget Faculty Salry	---	Education & General	Chemical & Biological Engineering

Salary Line Detail

Del	Position	* Emplid	Cls	Salary Plan	Salary Grade	Work Months	Pay Months	CSF Amt	CSF FTE	* Funding Month	* Requested Salary	Requested FTE	Change Percent	Actions
	010342	824225802 Dandy, David S		12	N	12	12	96,300	0.50000	12	96,300	0.50000	0.00	posn salset incmbnt salset
							Total:	96,300	0.50000		96,300	0.50000	0.00	
							Expenditure Line Base:	80,250	Req:		96,300		20.00	

In most cases, you will select **add incumbent** since we are not a "position-driven" institution.

The Salary Line Detail

The **Salary Line Detail** displays the funding line (a combination of position and incumbent) in the list. From this section you may modify the funding line by using **posn salset**, **incmbnt salset**, **vacate**, or **delete**.

Quick Salary Setting ▾ hide

Expenditure Salary Line

Chart	Account	SubAccount	Object	SubObject	SubFundGrpCd	Org
CO Colorado State University	1313900 Departmental Academic Administration	-----	5000 Budget Faculty Salry	---	Education & General	Chemical & Biological Engineering

Salary Line Detail

Del	Position	* Emplid	Cls	Salary Plan	Salary Grade	Work Months	Pay Months	CSF Amt	CSF FTE	* Funding Month	* Requested Salary	Requested FTE	Change Percent	Actions
☐	010342	824225802 Dandy, David S		12	N	12	12	96,300	0.50000	12	96,300	0.50000	0.00	posn salset incmbnt salset
							Total:	96,300	0.50000		96,300	0.50000	0.00	
							Expenditure Line Base:	80,250	Req:		96,300		20.00	

Global Action

The **Global Action** is the place where you may adjust the funding by percentage or flat amount in one step.

Quick Salary Setting ▾ hide

Expenditure Salary Line

Chart	Account	SubAccount	Object	SubObject	SubFundGrpCd	Org
CO Colorado State University	1313900 Departmental Academic Administration	-----	5400 Budget Stclass Salry	---	Education & General	Chemical & Biological Engineering

add position add incumbent

Salary Line Detail show % adjust

Del	Position	* Emplid	Cls	Salary Plan	Salary Grade	Work Months	Pay Months	CSF Amt	CSF FTE	* Funding Month	* Requested Salary	Requested FTE	Change Percent	Actions
☐	006832	824346860 Gross, Marilyn D		12	G.0	12	12			12	0	1.00000		posn salset incmbnt salset vacate delete
☐	008025	820428764 Lavelle, Claire E		12	H.0	12	12			12	0	1.00000		posn salset incmbnt salset vacate delete
							Total:	0	0.00000		0	2.00000		
							Expenditure Line Base:	82,764	Req:		0		(100.00)	

Global Actions

Adjust: % apply

save close

Each operation is introduced on the following page.

Changing Existing Position or Incumbent Funding Lines

If you wish to change the summary dollars, then you refer to Section 4, “Org Salary Setting,” and also Section 5, “Editing Funding Lines.”

Quick Salary Setting [hide]

Expenditure Salary Line

Chart	Account	SubAccount	Object	SubObject	SubFundGrpCd	Org
CO Colorado State University	1313900 Departmental Academic Administration	-----	5400 Budget Stclass Salry	---	Education & General	Chemical & Biological Engineering

[add position] [add incumbent]

Salary Line Detail [show % adjust]

Del	Position	* Emplid	Cls	Salary Plan	Salary Grade	Work Months	Pay Months	CSF Amt	CSF FTE	* Funding Month	* Requested Salary	Requested FTE	Change Percent	Actions
	006832	824346860 Gross, Marilyn D		12	G.0	12	12			12	0	1.00000		posn salset, incmbnt salset, vacate, delete
	008025	820428764 Lavelle, Claire E		12	H.0	12	12			12	0	1.00000		posn salset, incmbnt salset, vacate, delete
							Total:	0	0.00000		0	2.00000		
							Expenditure Line Base:	82,764	Req:		0		(100.00)	

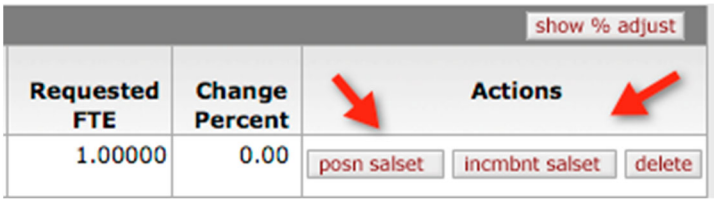
Global Actions

Adjust: % [apply]

[save] [close]

If you need to budget at the detail level for a position or an incumbent, then your option is to use the **position salset** or **incumbent salset** buttons in the **Actions** column. Some examples include:

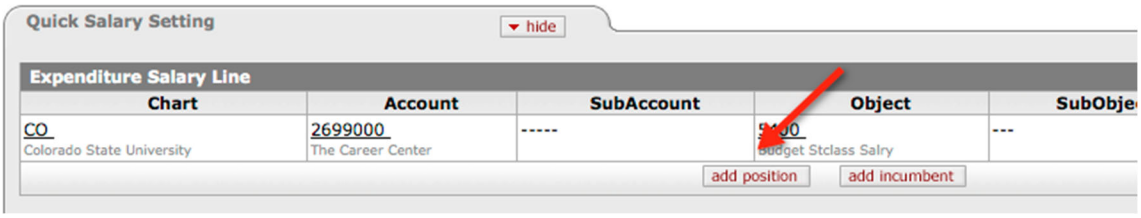
- Salary changes impact FTE
- Employee split funded out of multiple accounts
- Employee with leave of absence



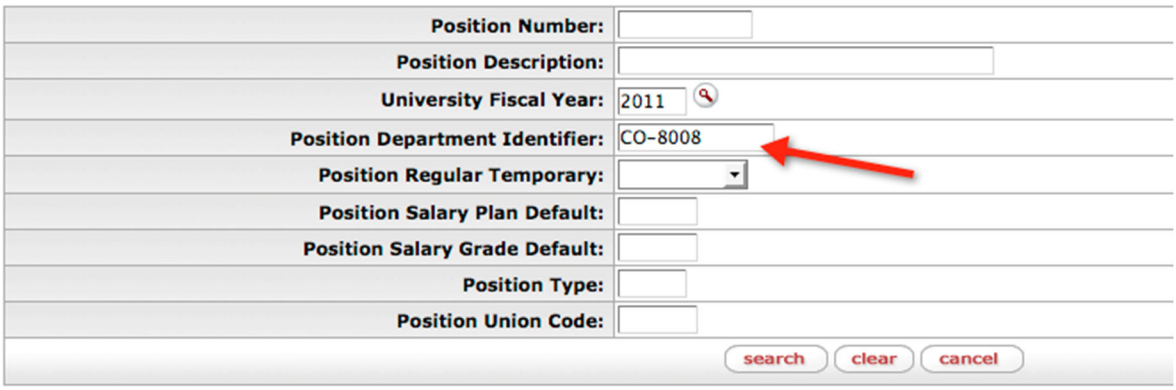
For more details proceed to Section 4, “Org Salary Setting,” “Budgeting Salary by Incumbent,” if you are budgeting for and incumbent, or, “Budgeting Salary by Position,” if you are budgeting for a position.

Adding a Position Funding Line

To add a funding line for a new position, click **add position**.



If you do not know the position number, search for the positions that belong to your organization by populating the Position Department Identifier to restrict the search to applicable positions. Once you find the correct position, click **posn salset** link in the **Actions** column.



20 items retrieved, displaying all items.

Actions	Position Number	Position Description	University Fiscal Year	Position Effective Status	Department Set Id	Position Department Identifier	Confidential Position
Posn Salset	Z0000001	Zoo Keeper	2011	I	----	CO-8008	No
Posn Salset	007749	H4R1XX.Program Assistant I	2011	I	----	CO-8008	No
Posn Salset	007418	H4R1XX.Program Assistant I	2011	I	----	CO-8008	No

If you don't see the position you need, you must create a position. See the Training Workbook, Lab 13: Adding a Position Funding Line, Purging and Restoring.

Position hide

Position

* Year:	2011	Position:	Z0000001	Position Desc:	Zoo Keeper
Default Object Code:	5400	Department Identifier:	CO-8008	Job Code Set Id:	----
Job Code:	G3A4XX	Salary Plan:	12	Salary Grade:	G.0
Work Months:	12	Pay Months:	12	Standard Hours:	40.00
FTE:	1.00	Pos Eff Date:	11/01/2008		

Position Funding hide

hide **Add Funding**

Del	* Chart	* Account	Sub Account	* Object	Sub Object	* Emplid	Cls	Post
	CO Colorado State University	2699000 The Career Center		5400 BUDGET STCLA				

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
Request:								0
Leave Request CSF:	NONE No Leave							
Total Intended:								

add

hide **Totals**

		Amount			Standard Hours	FTE		
CSF:		0			0.00	0.00000		
Request:		0			0.00	0.00000		
Leaves Request CSF:		0			0.00	0.00000		

Purged Appointment Funding show

Click the **Emplid** inquiry icon or type in the Employee ID if you know it.

Position Funding hide

hide **Add Funding**

Del	* Chart	* Account	Sub Account	* Object	Sub Object	* Emplid
	CO Colorado State University	2699000 The Career Center		5100 BUDGET ADM/P		

Click **search** to retrieve the list of incumbents.

Click **return value** to select the incumbent from the inquiry.

Employee Id:	
Person Name:	
Active Indicator:	Yes No Both

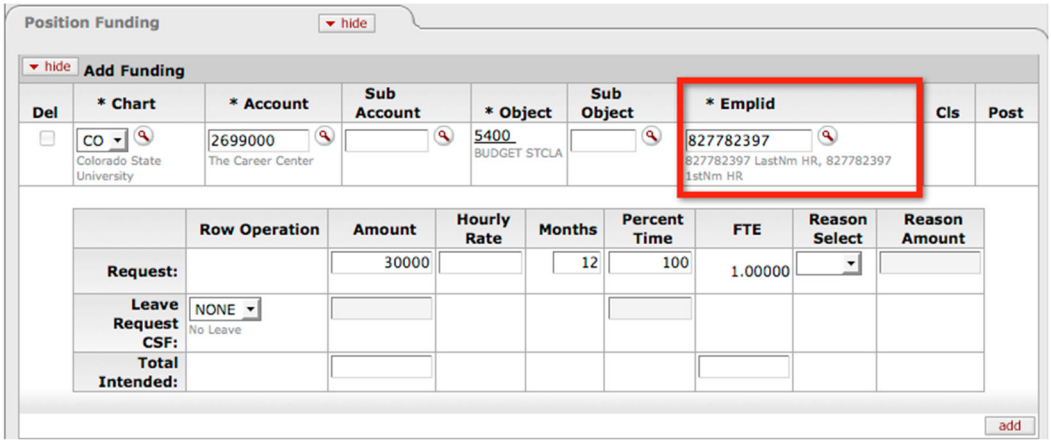
search clear cancel

6288 items found. Please refine your search criteria to narrow down your search.

1,500 items retrieved, displaying 1 to 100.[First/Prev] **1**, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Return Value	Employee Id	Salary Grade	Iu Classification Level	Person Name	Salary Administration Plan	Salary Setid	Active Indicator
return value	827779296	N		827779296 LastNm HR, 827779296 1stNm HR	12	----	Yes
return value	827782397	N		827782397 LastNm HR, 827782397 1stNm HR	12	----	Yes
return value	827783419	N		827783419 LastNm HR, 827783419 1stNm HR	12	----	Yes
return	[illegible]	[illegible]		827792589 LastNm HR,	[illegible]		[illegible]

The **Emplid** field is now updated.

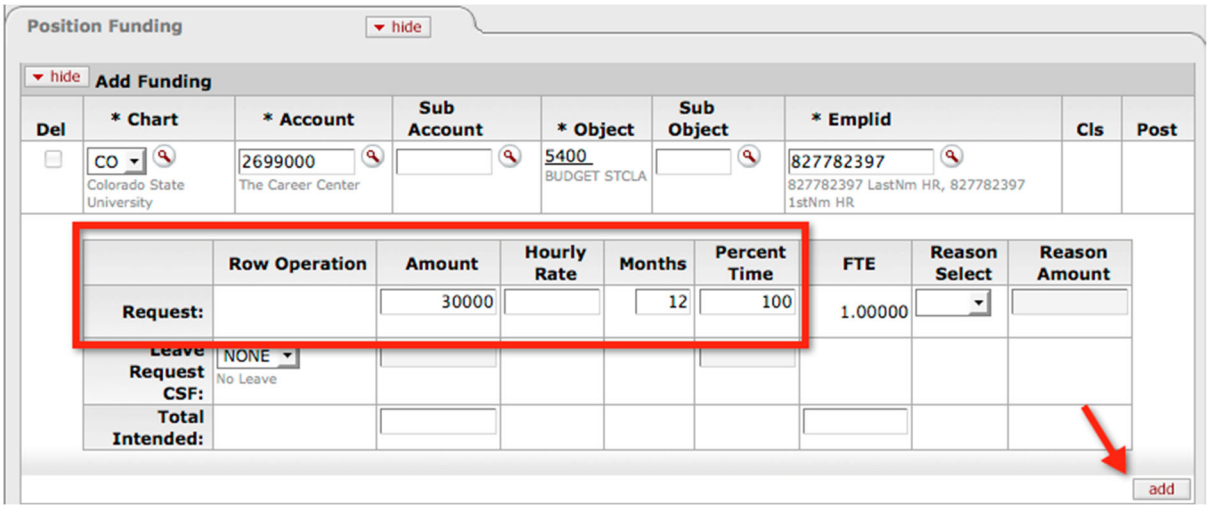


Enter the funding information (Amount, Months, and Percent Time) and click **add**

Request Amount: Request amount for the next fiscal year

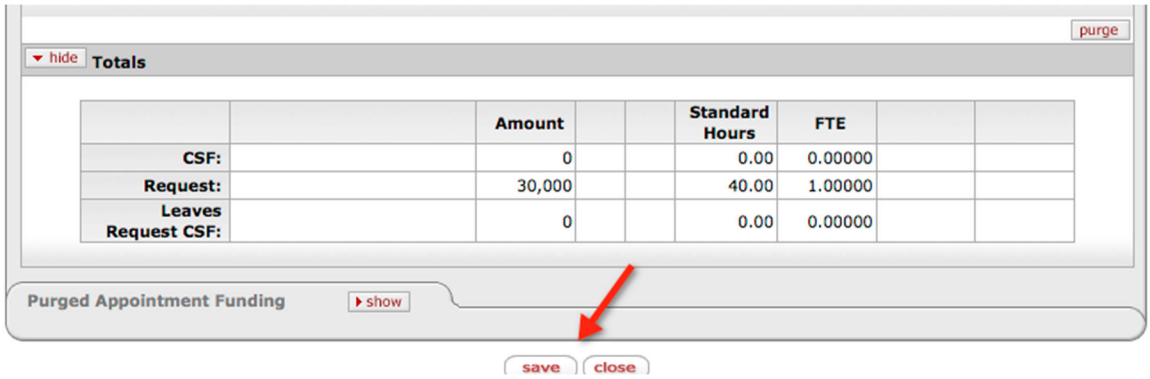
Request Months: The number of months defined by the position (9 or 12)

Request Percent Time: Percent of time worked



For more information about each field in the position funding line, read Section 5, “Editing Funding Lines.”

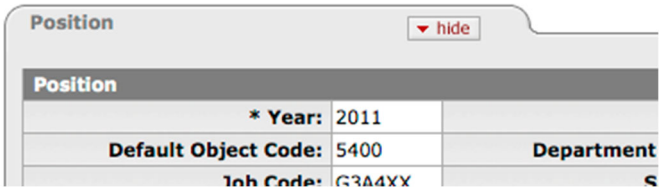
Review the Totals, and click **save** if it looks correct. Go back to make additional changes.



		Amount			Standard Hours	FTE		
CSF:		0			0.00	0.00000		
Request:		30,000			40.00	1.00000		
Leaves Request CSF:		0			0.00	0.00000		

Observe the message, "Salary setting was successfully saved". You might receive additional messages depending on what you have entered. These messages are informational messages only.

- Salary setting was successfully saved.



Close the document.

The new funding line is added to the Salary Line Detail section in the Quick Salary Setting screen.

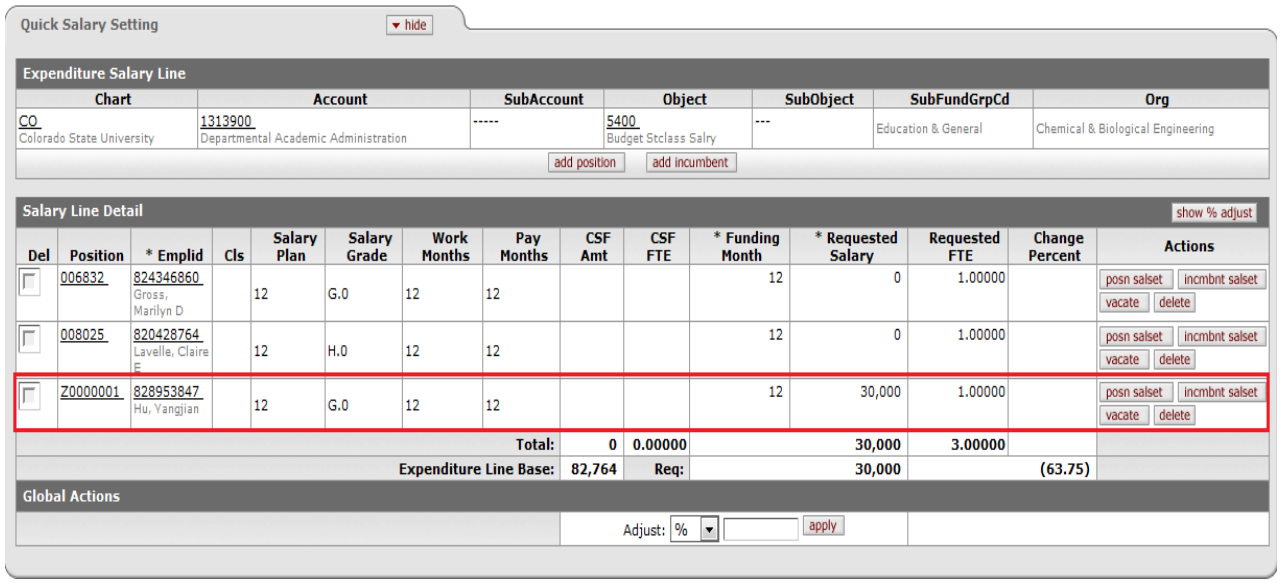
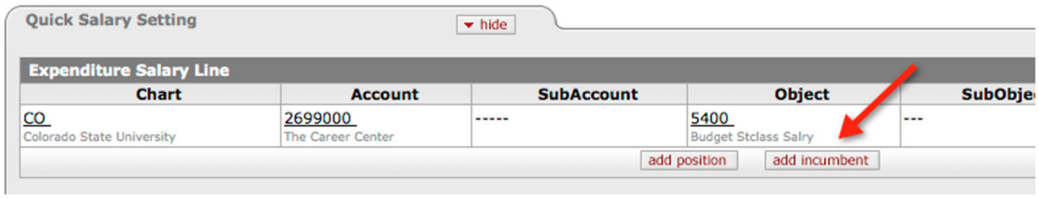


Chart	Account	SubAccount	Object	SubObject	SubFundGrpCd	Org
CO Colorado State University	1313900 Departmental Academic Administration	-----	5400 Budget Stclass Salry	---	Education & General	Chemical & Biological Engineering

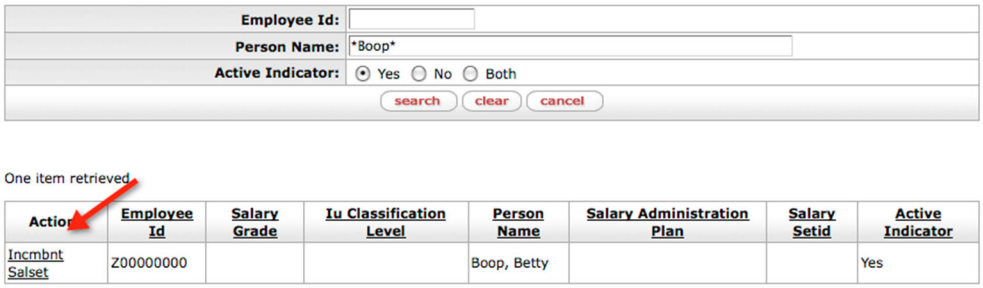
Del	Position	* Emplid	Cls	Salary Plan	Salary Grade	Work Months	Pay Months	CSF Amt	CSF FTE	* Funding Month	* Requested Salary	Requested FTE	Change Percent	Actions
	006832	824346860 Gross, Marilyn D		12	G.0	12	12			12	0	1.00000		posn salset, incmbnt salset, vacate, delete
	008025	820428764 Lavelle, Claire E		12	H.0	12	12			12	0	1.00000		posn salset, incmbnt salset, vacate, delete
	Z0000001	828953847 Hu, Yangjian		12	G.0	12	12			12	30,000	1.00000		posn salset, incmbnt salset, vacate, delete
							Total:	0	0.00000		30,000	3.00000		
							Expenditure Line Base:	82,764	Req:		30,000		(63.75)	

Adding an Incumbent Funding Line

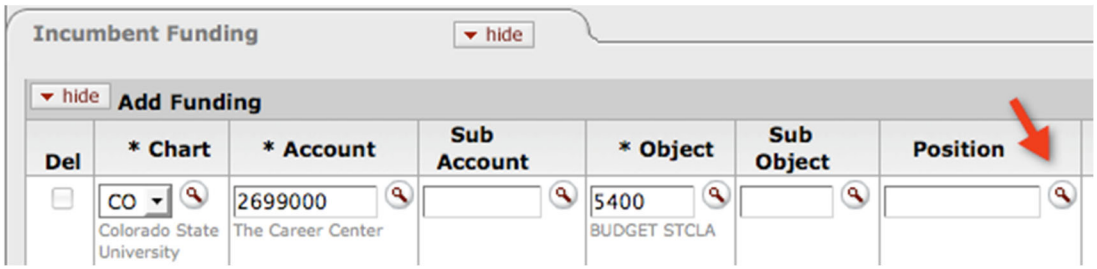
To add a funding line for a brand new incumbent, click **add incumbent.**



Search for the incumbent that you wish to add and click **Incumbent Salset.**



Click the **Position** inquiry icon.



If you do not know the position number, search for the positions that belong to your organization by populating the Position Department Identifier to restrict the search to applicable positions. Once you find the correct position, click **return value** link in the **Return Value** column.

Position Number:	
Position Description:	
University Fiscal Year:	2011
Position Department Identifier:	CO-8008
Position Regular Temporary:	
Position Salary Plan Default:	
Position Salary Grade Default:	
Position Type:	
Position Union Code:	

search clear cancel

18 items retrieved, displaying all items.

Return Value	Position Number	Position Description	University Fiscal Year	Position Effective Status	Department Set Id	Position Department Identifier	Confidential Position	Position Regular Temporary	Position Salary Plan Default	Position Salary Grade Default	Position Union Code
return value	008930	G3A4XX.Admin Assistant III	2011	A	----	CO-8008	No	R	12	G.0	
return value	007418	H4R1XX.Program Assistant I	2011	A	----	CO-8008	No	R	12	H.0	
return value	012745	008530.Assistant Director	2011	A	----	CO-8008	No	R	12	N	
return value	012032	008530.Assistant Director	2011	A	----	CO-8008	No	R	12	N	
return value	015480	008530.Assistant Director	2011	A	----	CO-8008	No	R	12	N	

The position is now populated.

Incumbent Funding hide

hide Add Funding

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
	CO Colorado State University	2699000 The Career Center		5400 BUDGET STCLA		008930 G3A4XX.Admin Assistant III	12	12	1	

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
Request:								0
Leave Request CSF:	NONE No Leave							
Total Intended:								

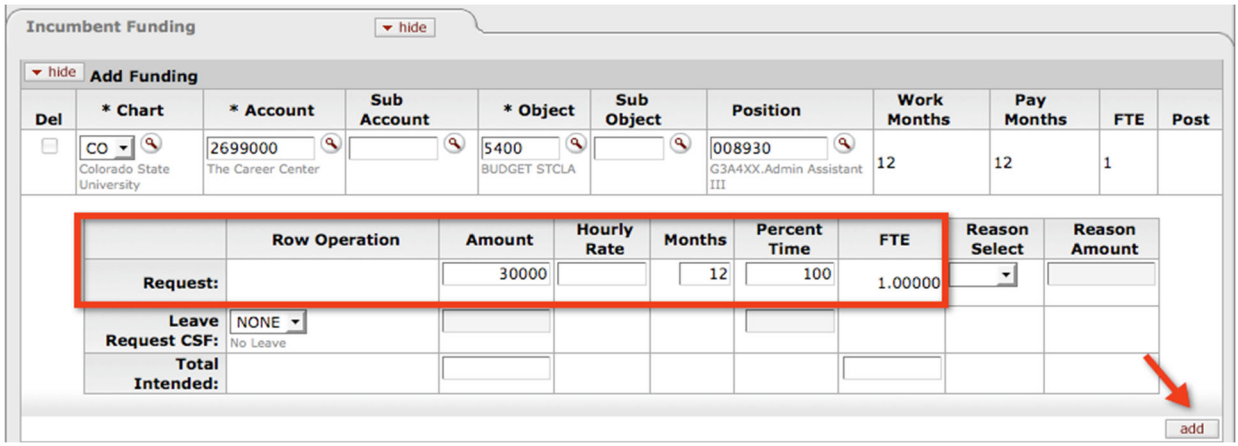
add

Enter the funding information (Amount, Months, and Percent Time) and click **add**

Request Amount: Request amount for the next fiscal year

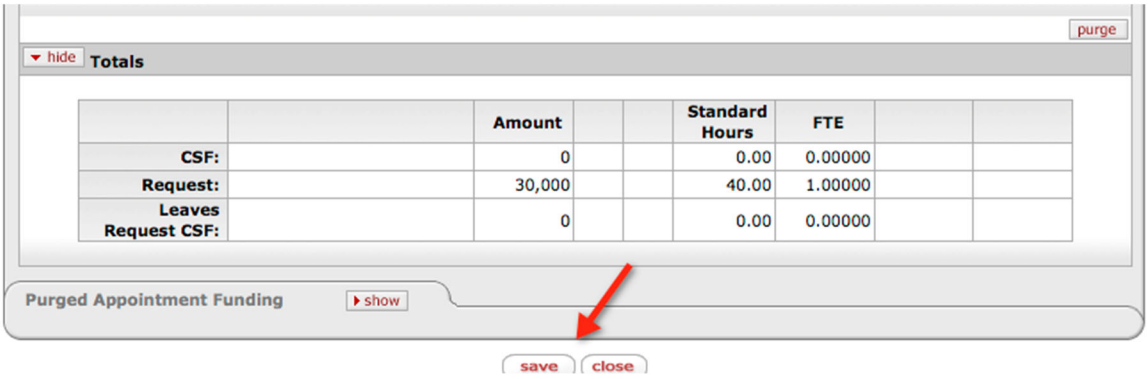
Request Months: The number of months defined by the position (9 or 12)

Request Percent Time: Percent of time worked



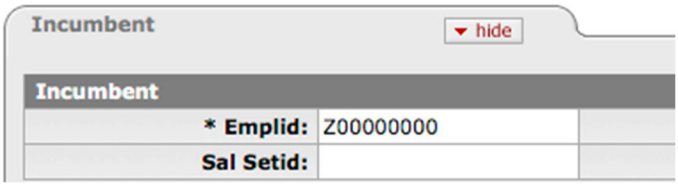
For more information about each field in the appointment funding line, read Section 5, "Editing Funding Lines."

Review the Totals, and click **save**.

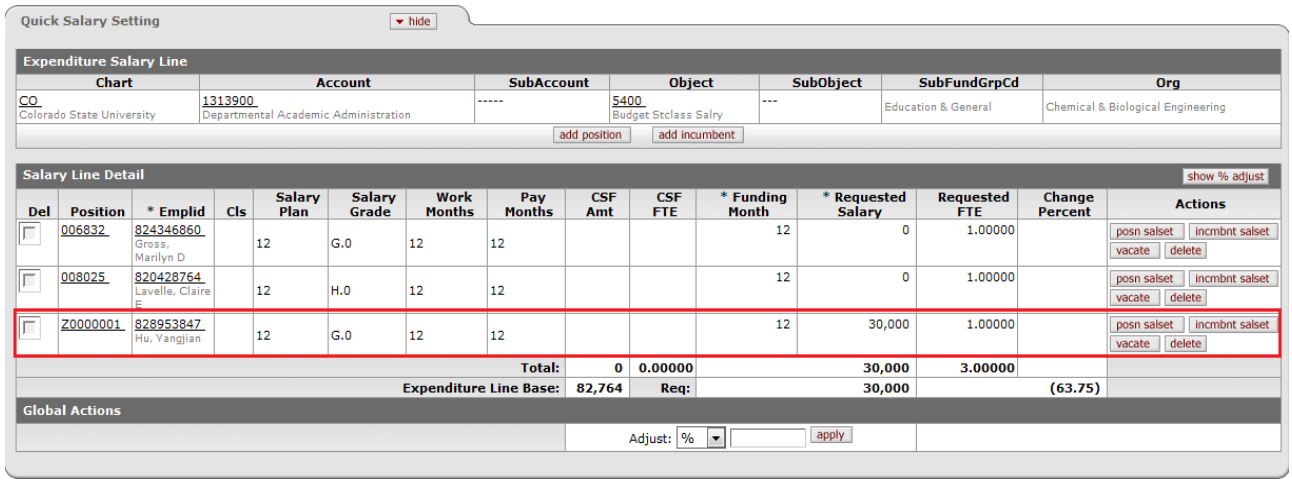


Ensure that you see the message below in the upper left corner before proceeding. If not, your changes have not been saved. Repeat step; if so, then proceed to the next step.

- Salary setting was successfully saved.

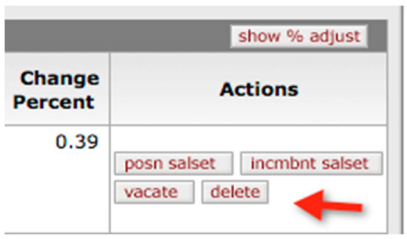


Close the document. The new funding line is added to the Salary Line Detail section in the Quick Salary Setting screen.



Deleting a Position Funding Line

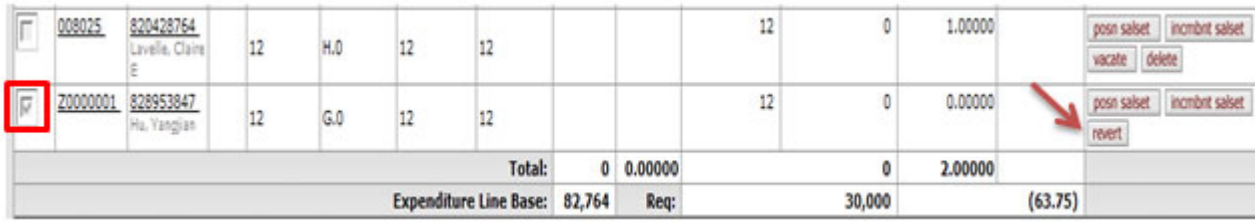
You may delete the funding line by clicking the **delete** button.



The record is marked deleted and the **revert** button becomes available. Notice that the Requested Salary has become zero.

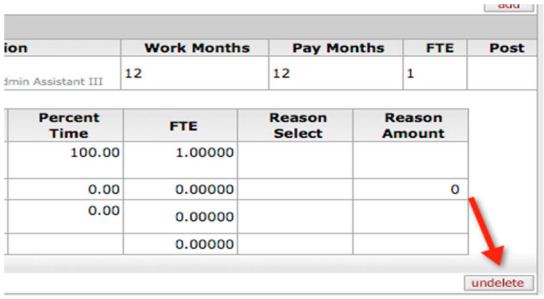
If You Change Your Mind….

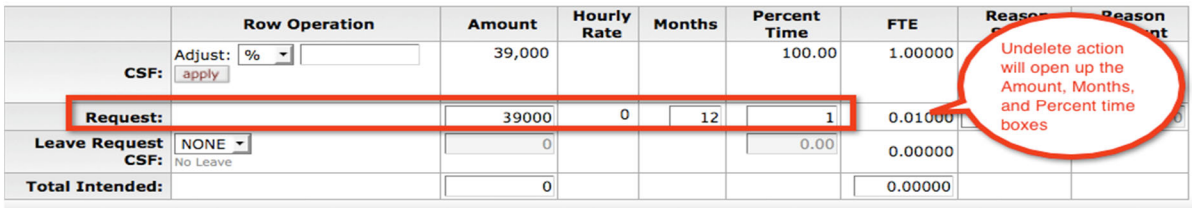
The **revert** button is available to undo your action **until you save the record**.



Changing Your Mind after Saving the Record

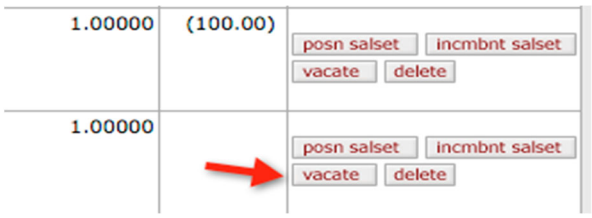
If you have already saved the record, the only way to get the funding line back is to go to the Salary Setting screen (**position salset** or **incmbnt salset**) and **undelete** the funding line and re-enter the amount and percent time through the actions.





Vacating a Position Funding Line

You may also vacate the funding by clicking the **vacate** button. The **vacate** button provides a quick means for flagging a filled funding line for deletion and inserting a new vacant funding line with the same position number. This button keeps a position funded even if the person who currently occupies it leaves the position. The employee's name remains on the Salary Setting screen, although the requested FTE becomes 0. A vacant line, however, is inserted for the position.



The fund line that you have vacated will be marked "Deleted" and a new VACANT line will be created. Notice that the funding has moved from the deleted line to the vacant line.

Salary Line Detail — show % adjust

Del	Position	* Emplid	Cls	Salary Plan	Salary Grade	Work Months	Pay Months	CSF Amt	CSF FTE	* Funding Month	* Requested Salary	Requested FTE	Change Percent	Actions
☑	006832	824346860 Gross, Marilyn D		12	G.0	12	12			12	0	0.00000		posn salset, incmbnt salset, revert
☐	006832	VACANT		12	G.0	12	12			12	0	1.00000		posn salset, delete

If You Change Your Mind….

The **revert** button is available to undo your action **until you save the record**.

0.00000	(100.00)	posn salset, incmbnt salset, revert
1.00000		posn salset, delete

Changing Your Mind after Saving the Record

If you have saved this record, the only way to get the funding line back is to go to the Salary Setting by Position screen for the vacant line on the Quick Salary screen and **undelete** the deleted funding line and **delete** the vacant line. Don't forget to set the salary amount and the Percent Time back to the original amount before saving the line.

hide CO, 2699000, -----, 5400, ---, 821031212, 008930

Del	* Chart	* Account	Sub Account	* Object	Sub Object	* Emplid	Cls	Post
☑	CO Colorado State University	2699000 The Career Center	-----	5400 BUDGET STCLA	---	821031212 Mouse, Mini		

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:		37,296			100.00	1.00000		
Request:		0	0	12	0.00	0.00000		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

undelete

hide CO, 2699000, -----, 5400, ---, VACANT, 008930

Del	* Chart	* Account	Sub Account	* Object	Sub Object	* Emplid	Cls	Post
☐	CO Colorado State University	2699000 The Career Center	-----	5400 BUDGET STCLA	---	VACANT		

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
Request:		37,296	0	12	100.00	1.00000		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

purge delete

For more information about additional functionality read Section 5, "Editing Funding Lines."

Section 4 Org Salary Settings

The Organization Salary Settings allows you to quickly get to the position or incumbent salary setting screens without having to go through the Budget Construction document. This is an easier way for you to manage funding lines for an organization.

Topics

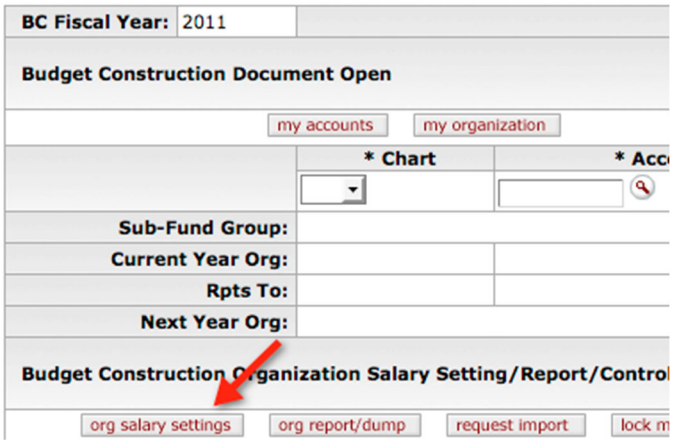
How to Use Org Salary Settings 51
Budgeting Salary by Incumbent 52
Budgeting Salary by Position 56
Salary Setting by Position Screen 57

How to Use Org Salary Settings

The Organization Salary Setting screen is for budget preparers who work with a number of employees in an organization. The screen provides you with a quick way to search for an incumbent by Employee ID or name or for a position by position number or title.

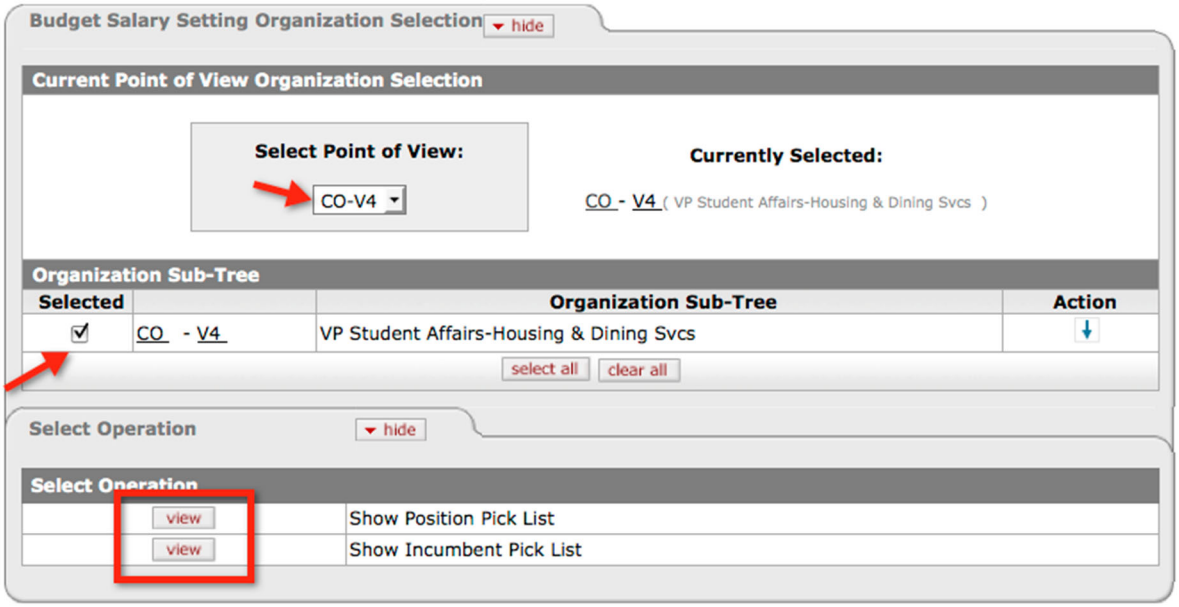
How Do I Get There?

The Organization Salary Setting screen can be accessed from the BC Selection Menu.



What is on the Screen?

On the Organization Selection screen, select your point of view, then the Organization Sub-Tree, and then click the **view** button by either **Show Position Pick List** or **Show Incumbent Pick List** based on your preference. In most cases it might be easier for you to find the appointment funding by the incumbent name, but the option is available for the position number as well.



Both options will lead you to the Salary Setting screen, each presented from a different perspective. If you know the name of the incumbent, the **Show Incumbent Pick List** will be the quickest way for you to get to the Salary Setting screen. If you don't know the name of the incumbent but know the position, then the **Show Position Pick List** will be the right choice for you.

Proceed to "Budgeting Salary by Incumbent" below, if you are budgeting by Incumbent. Proceed to "Budgeting Salary by Position" which follows, if you are budgeting by Position.

Budgeting Salary by Incumbent

If your intent is to manage budget by incumbent, click on the Incumbent Pick List.

Incumbent Pick List

Main Menu	➔	BC Selection Menu	➔	BC Selection Screen	➔	org salary settings	➔	Incumbent Pick List

When you select Show Incumbent Pick List, the incumbents for whom you have budgeted line authorization will be listed on the screen. Simply click the **Incmbnt Salset** link to open the Salary Setting by Incumbent screen.

Emplid:	
Financial Object Code:	
Person Name:	

search clear cancel extended

382 items retrieved, displaying 1 to 100.[First/Prev] **1**, 2, 3, 4 [Next/Last]

Actions	Emplid	Financial Object Code	Person Name
Incmbnt Salset	820151564	5400	820151564 LastNm HR, 820151564 1stNm HR
Incmbnt Salset	820181216	5400	820181216 LastNm HR, 820181216 1stNm HR
Incmbnt Salset	820203427	5400	820203427 LastNm HR, 820203427 1stNm HR
Incmbnt Salset	820216237	5400	820216237 LastNm HR, 820216237 1stNm HR
Incmbnt Salset	820283360	5100	820283360 LastNm HR, 820283360 1stNm HR
Incmbnt Salset	820313411	5400	820313411 LastNm HR, 820313411 1stNm HR
Incmbnt Salset	820326732	5100	820326732 LastNm HR, 820326732 1stNm HR
Incmbnt Salset	820327033	5400	820327033 LastNm HR, 820327033 1stNm HR
Incmbnt Salset	820338478	5400	820338478 LastNm HR, 820338478 1stNm HR
Incmbnt Salset	820355236	5100	820355236 LastNm HR, 820355236 1stNm HR
Incmbnt Salset	820364770	5100	820364770 LastNm HR, 820364770 1stNm HR
Incmbnt Salset	820379596	5400	820379596 LastNm HR, 820379596 1stNm HR
Incmbnt Salset	820382263	5400	820382263 LastNm HR, 820382263 1stNm HR
Incmbnt Salset	820397201	5400	820397201 LastNm HR, 820397201 1stNm HR
Incmbnt Salset	820414792	5400	820414792 LastNm HR, 820414792 1stNm HR

Helpful Hints:

To view the employee in alphabetical order, click on the column heading **Person Name** at the top of the list. Do the same for any of the column headings to make your searching easier.

The **extended** button gives you ability to search for positions that are not already used by your funding lines.

If you receive the following message, it means that someone else is editing the incumbent. Find out who is editing the salary line from the lock monitor, resolve with other user or contact the Budget Office for further assistance.

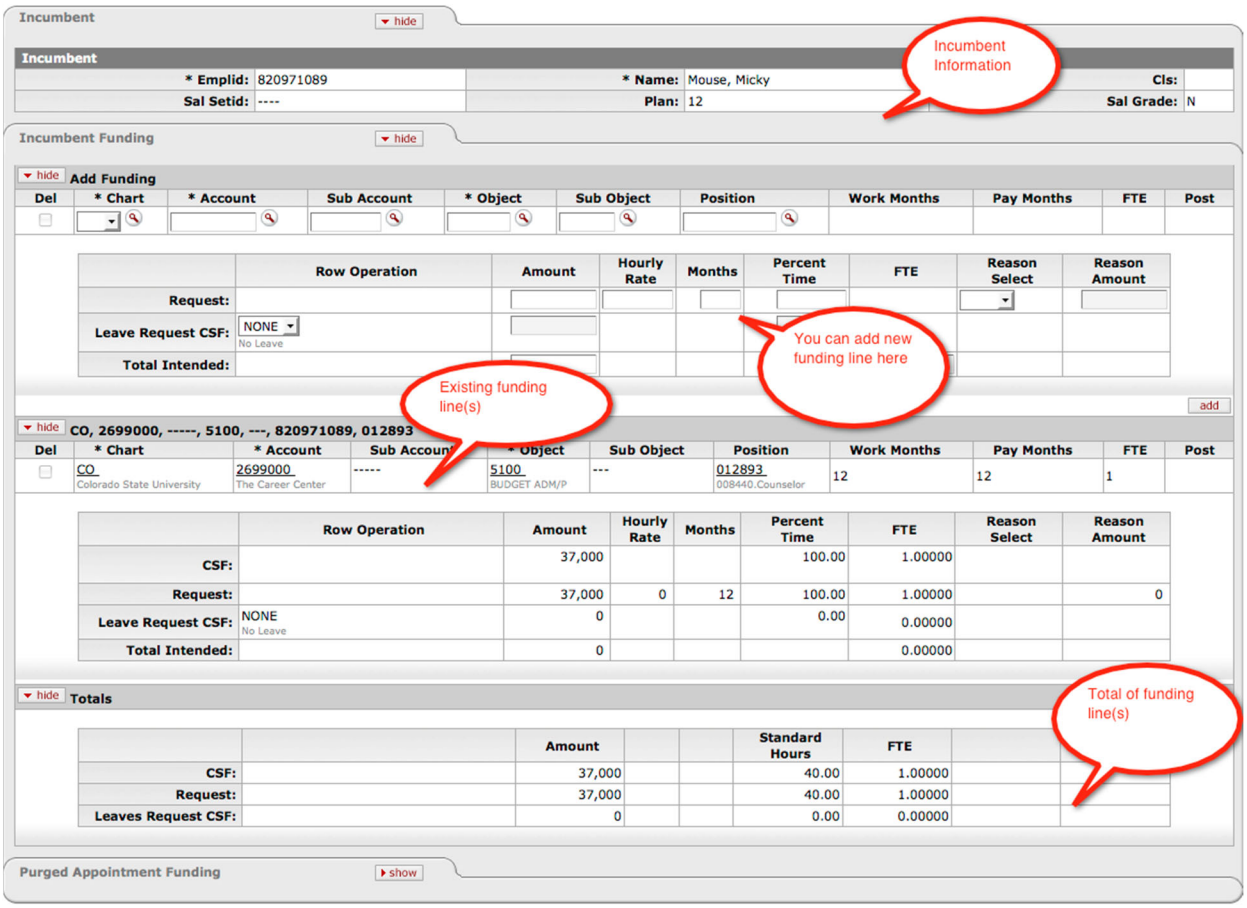
1 error(s) found on page.

- Failed to lock the funding: CO, 2699000, -----, 5100, ---, 821744435, 012032.

close

Salary Setting by Incumbent Screen

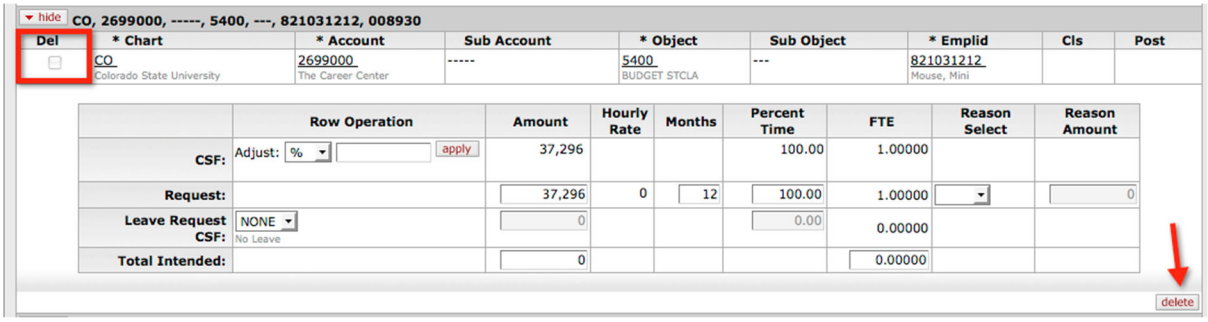
The Salary Setting by Incumbent Screen summarizes the incumbent information in the Incumbent Tab and displays the funding information below. Therefore, if the incumbent is funded by multiple accounts, you will only be able to add or edit the funding lines that you have access to based on your security level.



Incumbent Tab

The Incumbent Tab displays the name of the incumbent and the employee id.

Incumbent Funding Tab



Del: Display only checkbox. If you delete the funding line, the checkbox will be selected.

The next five boxes of your accounting line (Chart, Account, Sub Account, Object and Sub Object) identify where the incumbent is funded. Remember that the Object Code is a default object code defined by the Position.

hide CO, 2699000, -----, 5100, ---, 820971089, 012893

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
	CO Colorado State University	2699000 The Career Center	-----	5100 BUDGET ADM/P	---	012893 008440.Counselor	12	12	1	

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:	Adjust: % apply	37,000			100.00	1.00000		
Request:		38,850	0	12	90.00	0.90000		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

The section next to the accounting line displays the Position data.

hide CO, 2699000, -----, 5100, ---, 820971089, 012893

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
	CO Colorado State University	2699000 The Career Center	-----	5100 BUDGET ADM/P	---	012893 008440.Counselor	12	12	1	

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:	Adjust: % apply	37,000			100.00	1.00000		
Request:		38,850	0	12	90.00	0.90000		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

Position: The position number defined in the system (Bxxxxxx = no position in the HR system; Sxxxxxx = Summer Session position; all others are assigned by the HR system).

Work Months: Defined by position

Pay Months: Defined by position

FTE: FTE assigned to this funding line

Post: Administrative Post, not currently used at CSU

The section below is where you will be budgeting the funding line for this incumbent. The layout of this section is the same whether you are editing from the incumbent perspective or position perspective.

hide CO, 2699000, -----, 5100, ---, 820971089, 012893

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
	CO Colorado State University	2699000 The Career Center	-----	5100 BUDGET ADM/P	---	012893 008440.Counselor	12	12	1	

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:	Adjust: % 5.00 apply	37,000			100.00	1.00000		
Request:		38,850	0	12	100.00	1.00000		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

delete

For more information about how to complete these fields, see Section 5 “Editing Funding Lines.”

Budgeting Salary by Position

If your intention is to budget salary by position, click on the Position Pick List.

Position Pick List

Main Menu	➔	BC Selection Menu	➔	BC Selection Screen	➔	org salary settings	➔	Position Pick List

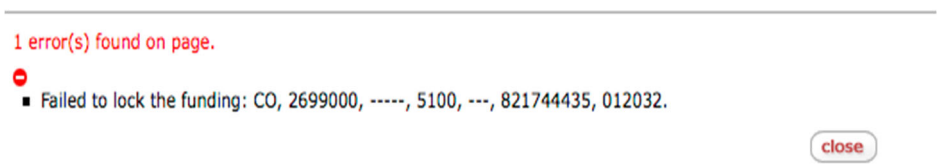
When you select Show Position Pick List, the positions for which you have the budgeted line will be listed on the screen. Simply click the **Posn Salset** link to open the Salary Setting by Position screen.

33 items retrieved, displaying all items.

Actions	Position Number	Iu Position Type	Position Description	Department ID	Salary SetId	Plan	Grade	Person Name
Posn Salset	006562		G3A4XX.Admin Assistant III	CO-8008	----	12	G.0	INACTIVE POS.
Posn Salset	007418		H4R1XX.Program Assistant I	CO-8008	----	12	H.0	Duck, Donald
Posn Salset	007629		G3A4XX.Admin Assistant III	CO-8011	----	12	G.0	Wonderland, Alice
Posn Salset	007749		H4R1XX.Program Assistant I	CO-8008	----	12	H.0	INACTIVE POS.
Posn Salset	008930	FA	G3A4XX.Admin Assistant III	CO-8008	----	12	G.0	Mouse, Mini
Posn Salset	008930	FA	G3A4XX.Admin Assistant III	CO-8008	----	12	G.0	VACANT

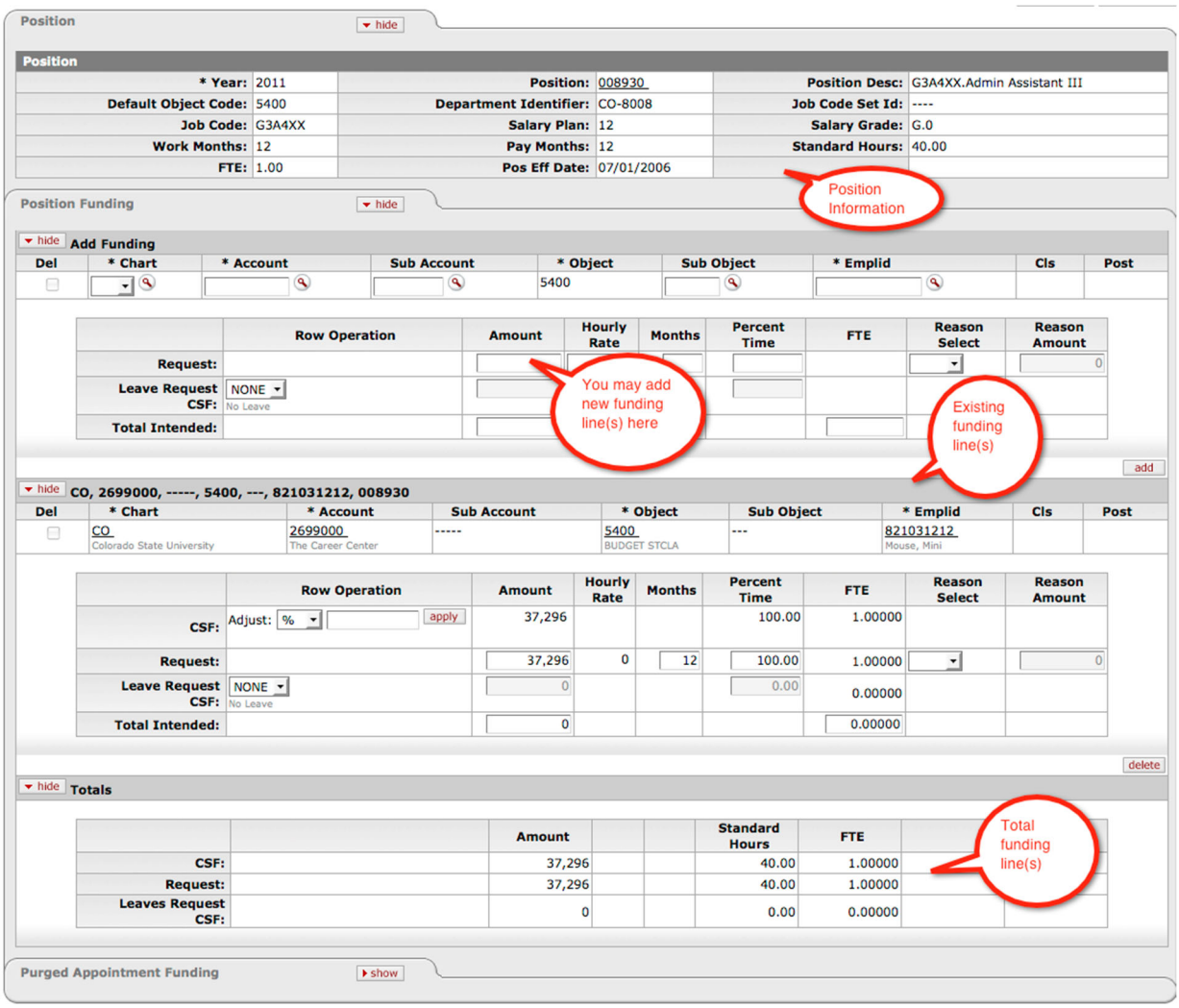
The **extended** button allows you to search for positions that are not already used by your funding lines.

If you receive the following message, it means that someone else is editing the position. Find out who is editing the salary line from the lock monitor, resolve with other user or call the Budget Office for further assistance.



Salary Setting by Position Screen

The Salary Setting by Position screen summarizes the position information in the Position Tab and displays the funding information below. Therefore, if the position is funded by multiple accounts, you will only be able to add or edit the funding lines that are allowed based on your security.



Position Tab

Position hide

Position					
* Year:	2011	Position:	006562	Position Desc:	G3A4XX.Admin Assistant III
Default Object Code:	5400	Department Identifier:	CO-8008	Job Code Set Id:	----
Job Code:	G3A4XX	Salary Plan:	12	Salary Grade:	G.0
Work Months:	12	Pay Months:	12	Standard Hours:	40.00
FTE:	1.00	Pos Eff Date:	11/01/2008		

Year: The fiscal year for which you are budgeting

Position: The position number defined in the system (Bxxxxxx = no position in the HR system; Sxxxxxx = Summer Session position; all others are assigned by the HR system).

Position Desc: Position code and position title

Default Object Code: The object code you must use with this position

Department Identifier: The department to which this position is assigned

Job Code Set ID: Not in use

Job Code: Associated job code that relates position description field

Salary Plan: Same as the Pay Basis. Options are 9 or 12

Salary Grade: First digit of job code for State Classified. N for all other employee groups

Work Months: Number of months the position works per year

Pay Months: Number of months per year the position is paid

Standard Hours: The hours per week worked by this position. The standard hours are calculated based on this value as you adjust the percent of time assigned to the funding line.

FTE: Full-time equivalency

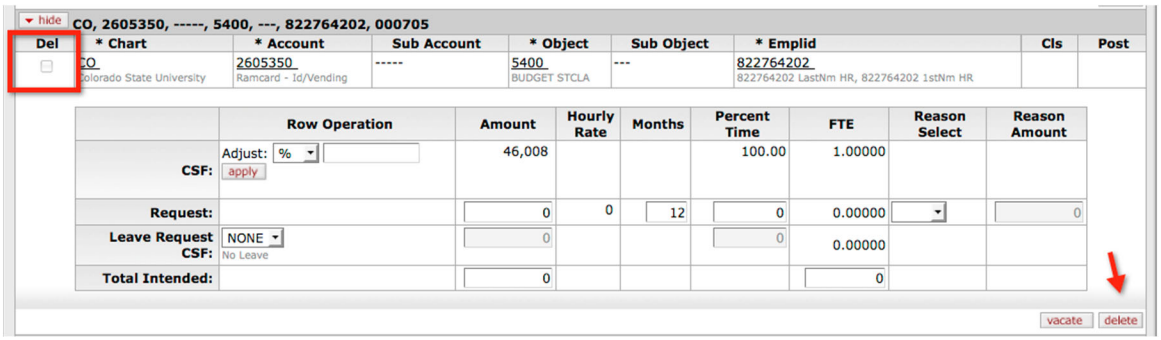
Position Eff Date: Date this position became effective

Position Funding Tab

The Position Funding Tab is where you will be editing the funding information for this position.

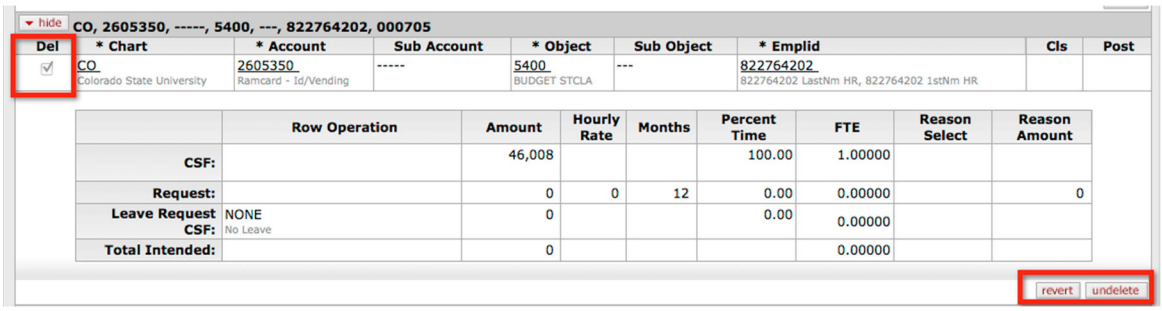
Delete

Del: Display-only checkbox. If you delete the funding line, the checkbox will be selected.



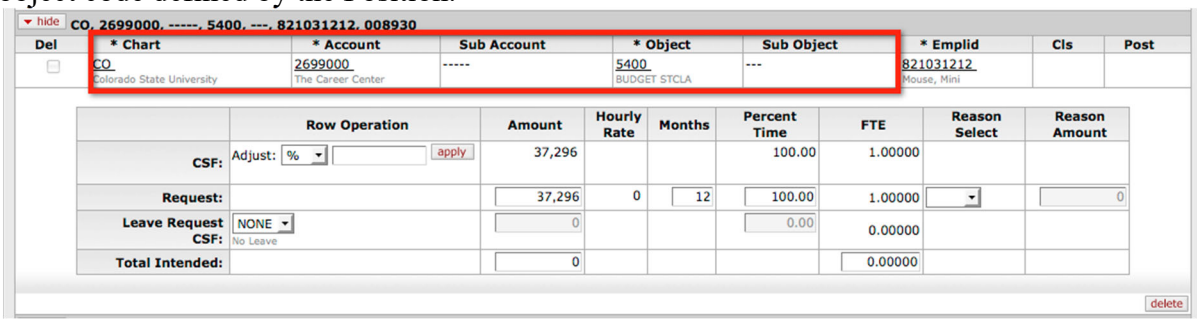
If you delete the funding line, the Del box will be selected and you will see **undelete** and **revert** buttons.

The **revert** button will undelete the funding line and bring the salary amount and FTE back to the original state. The **undelete** button will undelete the funding line but the salary amount and FTE will remain zero. This will allow you to re-enter an amount and FTE.



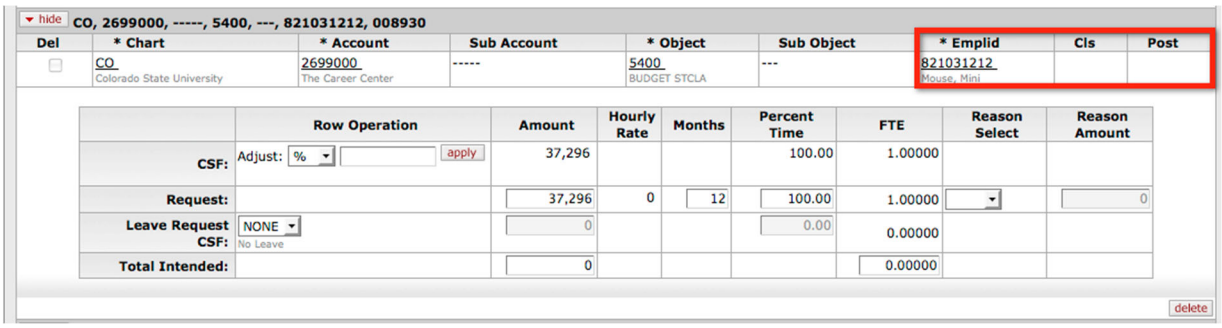
Accounting Line

The next five boxes of your accounting line (Chart, Account, Sub Account, Object and Sub Object) identify where the incumbent is funded. Remember that the Object Code is a default object code defined by the Position.



Incumbent Information

The next section contains the incumbent information.

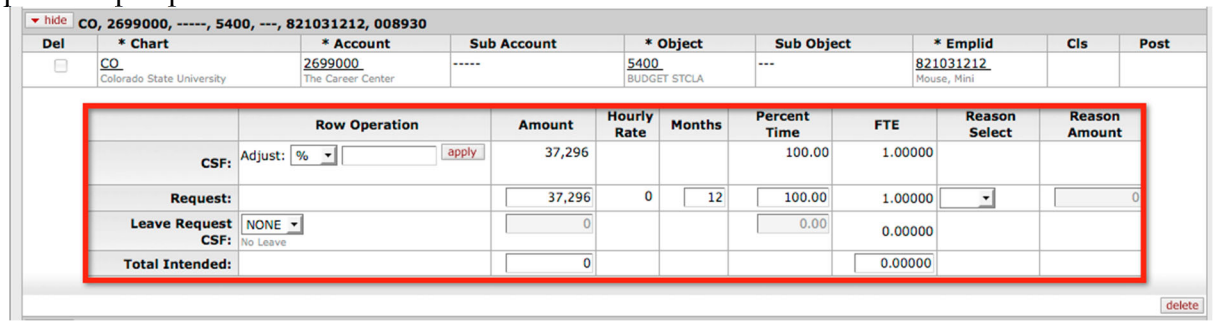


Emplid: Employee ID with the incumbent name displayed

Cls: Class, not in use at CSU

Post: Admin Post, not in use at CSU

The section below is where you will be adjusting the salary and percent of time. The layout of this section is the same whether you are budgeting from the incumbent perspective or position perspective.



For more information about how to complete these fields, proceed to Section 5 "Editing Funding Lines."

Section 5 Editing Funding Lines

This section introduces specific rules and techniques relating to updating funding lines. This section is a supplement to Section 3 (Quick Salary Setting) and Section 4 (Org Salary Settings) and contains examples of editing funding lines. **To learn how to navigate to the funding line details screen, you must read Section 3 and Section 4**.

Topics

Directly Entering Amount and Percent Time 62
Leave Without Pay 62
Total Intended 63
Vacating a Funding Line 64
Purging Appointment Funding 65
Funding Line Examples 66
Reviewing Totals 69
Leave of Absence 69

Directly Entering Amount and Percent Time

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:	Adjust: % apply	37,000			100.00	1.00000		
Request:		38,850	0	12	90.00	0.90000		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

Request Amount: Request amount for the coming fiscal year

Request Hourly Rate: Not used by CSU at this time, defaults to zero.

Request Months: Should be the number of months defined in the Position (9 or 12).

Request Percent Time: Percent of time worked. It can exceed 100% if

- 9-month faculty with summer session contract
- pooled TBA positions

Request FTE: Calculated from the Request Percent Time

Leave without Pay

Select an Appointment Duration Leave Code from the **Leave Request CSF** field using the drop down arrow and the amount of funding during a leave of absence. The **Amount** box becomes editable when the reason code is other than NONE. NONE is the default reason code.

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:	Adjust: % apply	37,000			100.00	1.00000		
Request:		38,850	0	12	90.00	0.90000		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

Use this option **only if** the leave without pay information is not reflected in Budget Construction correctly from the HR system.

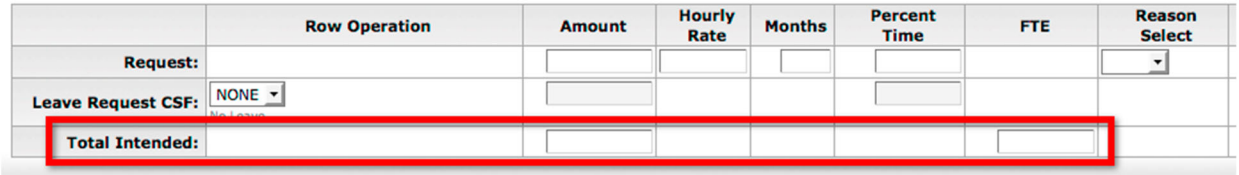
Leave Request CSF: Reason for the leave

Leave Request Amount: Amount paid on leave.

Appointment Duration Code	Appointment Duration Description
LWP1	LWOP: First Semester
LWP2	LWOP: Second Semester
LWPA	LWOP: 10 months
LWPF	LWOP: 12 months
LWPH	LWOP: 6 months
LWPX	LWOP: ACROSS FISCAL YEARS
NONE	No Leave
SAB1	Sabbatical Leave: 1st Semester
SAB2	Sabbatical Leave: 2nd Semester
SABA	Sabbatical Leave: Academic Year
SABF	Sabbatical Leave: 12 months
SABH	Sabbatical Leave: 6 months
SABX	SABBATICAL LEAVE: ACROSS FISCAL YEARS

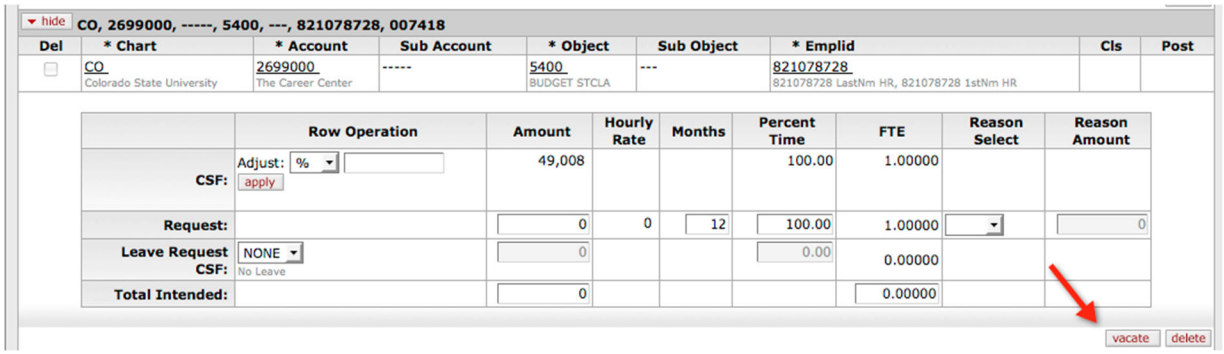
Total Intended

The total intended fields are **optional** fields that reflect the totals of all funding lines in the case of split funding. They <u>are not required</u> and it is up to you whether to utilize these fields.

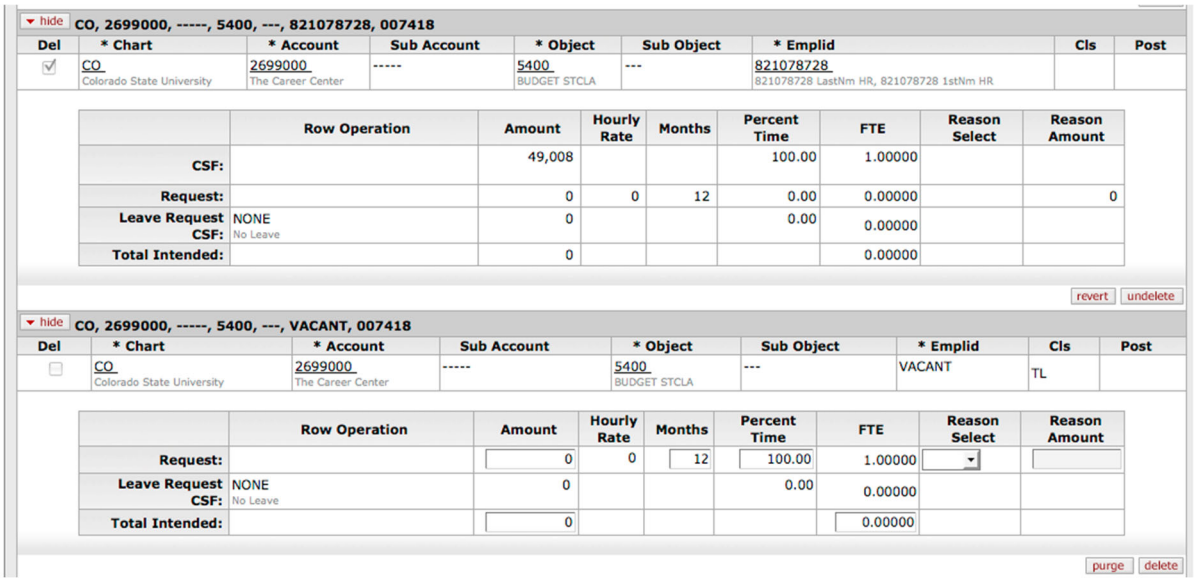


Vacating a Funding Line

You may vacate the funding (salary line detail) for an incumbent or position by clicking the **vacate** button. The **vacate** button provides a quick means for flagging a filled funding line for deletion and inserting a new vacant funding line with the same position number. This button retains a funded position even if the employee who currently occupies it leaves the position. The employee's name remains on the Salary Setting screen, although the requested FTE becomes 0 and a vacant line is inserted for the position.

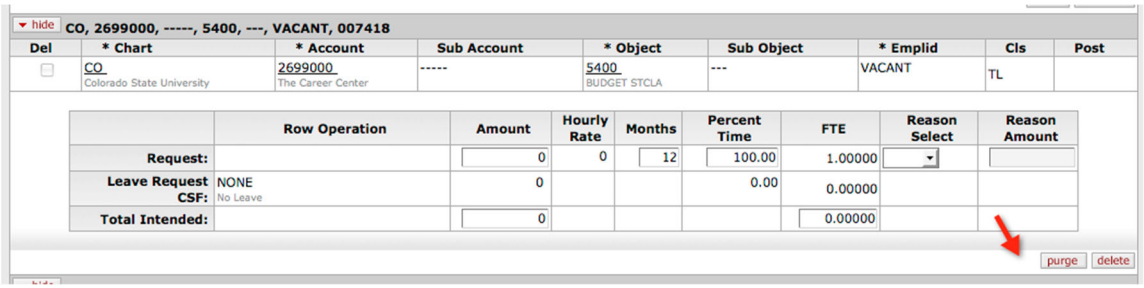


The funding line that you have vacated will be marked "Deleted" and a new VACANT line will be created. Notice that the funding has moved from the deleted line to the vacant line. You may **revert** the action to restore the original funding amount and FTE, or you may **undelete** the funding line to **restore** the line but not the amount and FTE until you save the change. You may also **purge** the newly created VACANT line. See Purging Appointment Funding below.

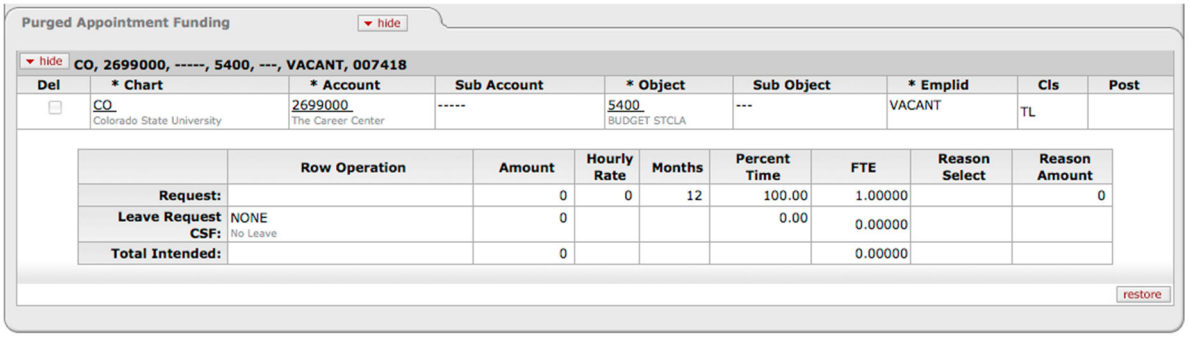


Purging Appointment Funding

The purge feature is available for **newly created funding lines**, including the vacant funding line.



The purged funding line is moved down to the Purged Appointment Funding tab and will stay there until you **save** the record. You may **restore** the record if you change your mind before saving the record.



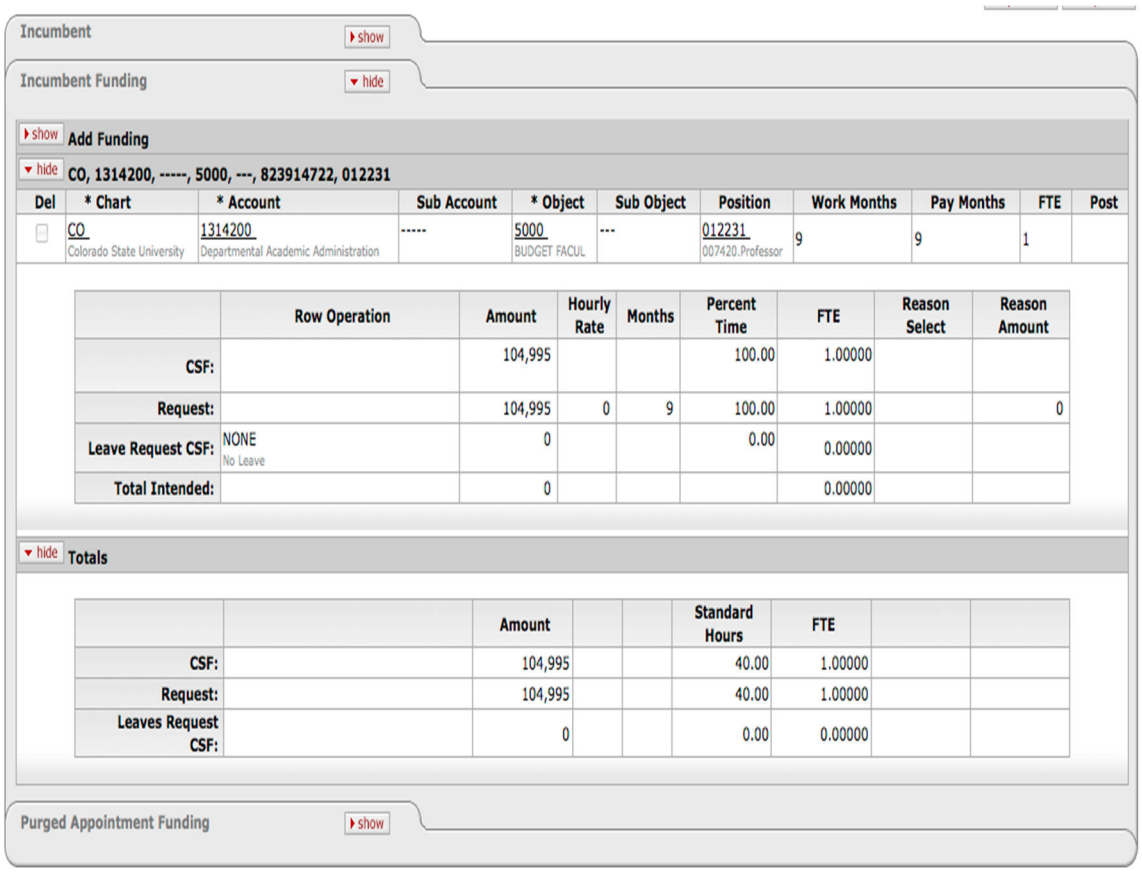
Beware that the purged records will disappear from the Purged Appointment Funding as soon as you save the record.

Funding Line Examples

Below are some examples of how you can enter the funding lines.

Employee Fully Funded Out of One Account

The simplest example occurs where the employee is funded on one funding line.



Incumbent [show]

Incumbent Funding [hide]

[show] Add Funding

[hide] CO, 1314200, -----, 5000, ---, 823914722, 012231

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
	CO Colorado State University	1314200 Departmental Academic Administration	-----	5000 BUDGET FACUL	---	012231 007420.Professor	9	9	1	

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:		104,995			100.00	1.00000		
Request:		104,995	0	9	100.00	1.00000		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

[hide] Totals

		Amount			Standard Hours	FTE		
CSF:		104,995			40.00	1.00000		
Request:		104,995			40.00	1.00000		
Leaves Request CSF:		0			0.00	0.00000		

Purged Appointment Funding [show]

Employee Split Funded From Two Accounts

This example shows an employee funded from two accounts.

Incumbent [show]

Incumbent Funding [hide]

[show] Add Funding

[hide] CO, 1313900, -----, 5000, ---, 824225802, 010342

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
☐	CO Colorado State University	1313900 Departmental Academic Administration	-----	5000 BUDGET FACUL	---	010342 007420.Professor	12	12	1	

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:	Adjust: % [apply]	96,300			50.00	0.50000		
Request:		96,300	0	12	50.00	0.50000		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

[delete]

[hide] CO, 1313920, -----, 5000, ---, 824225802, 010342

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
☐	CO Colorado State University	1313920 Chemical Engineering	-----	5000 BUDGET FACUL	---	010342 007420.Professor	12	12	1	

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:		96,300			50.00	0.50000		
Request:		0	0	12	50.00	0.50000		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

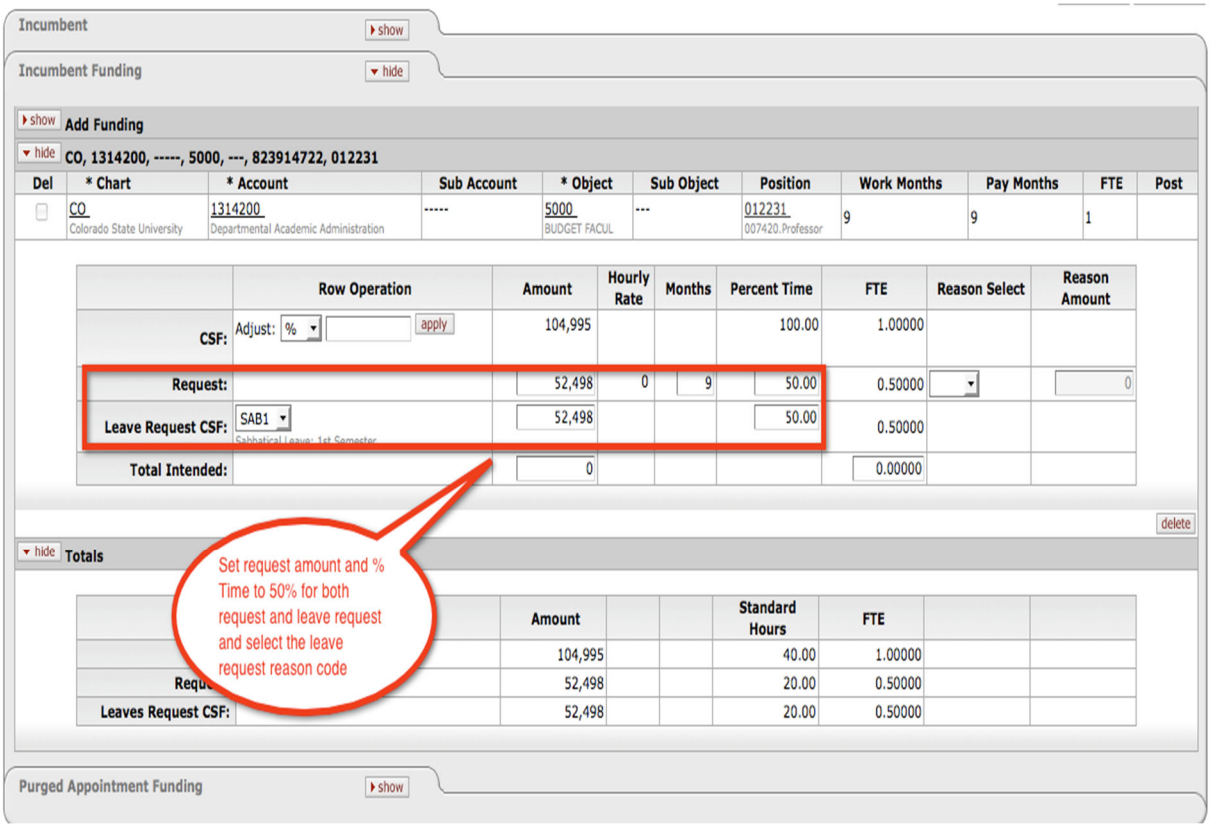
[hide] Totals

		Amount			Standard Hours	FTE		
CSF:		192,600			40.00	1.00000		
Request:		96,300			40.00	1.00000		
Leaves Request CSF:		0			0.00	0.00000		

Purged Appointment Funding [show]

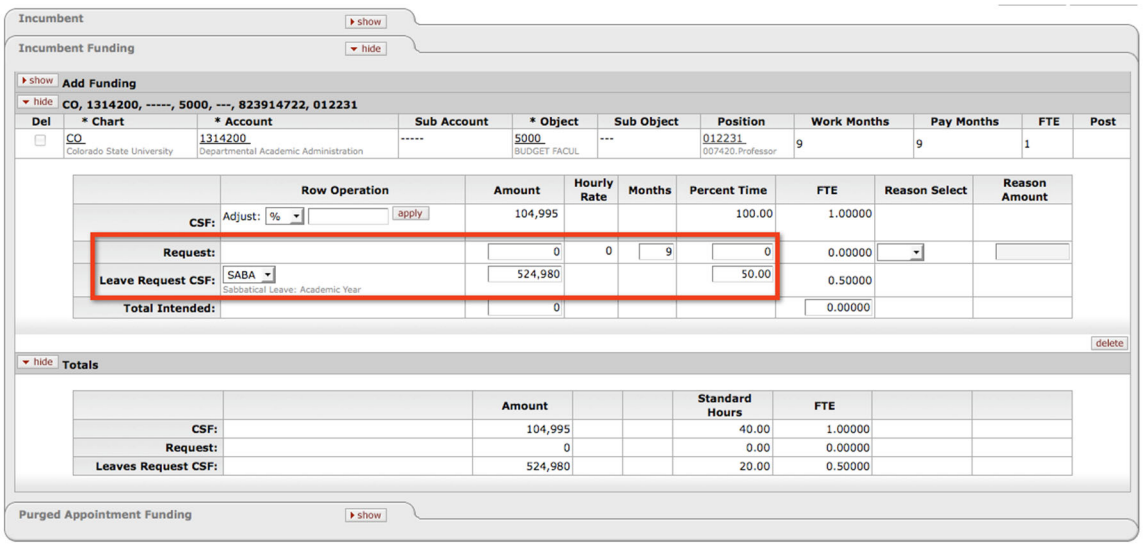
Employee with a Semester Leave of Absence

In this example an employee is funded totally out of one account with a first semester leave of absence.



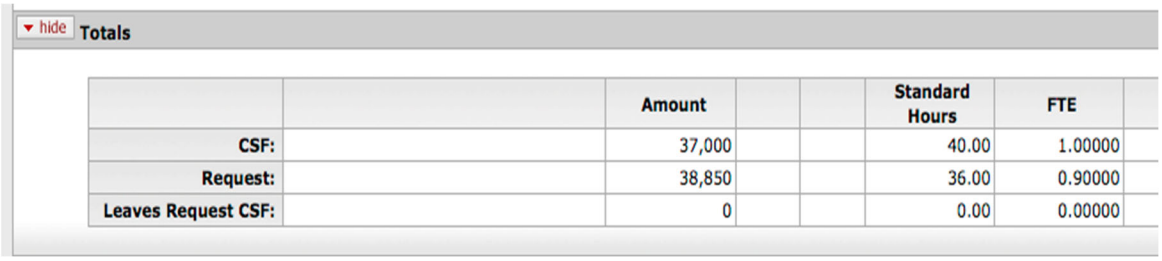
Employee with Academic Year Leave of Absence

In this example an employee is funded totally out of one account with full academic year leave of absence.



Reviewing Totals

The Totals section displays the total Amount, Standard Hours and FTE for CSF, Request, and Leaves Request CSF.



Amount: Total amount entered in the Incumbent Funding Section.

Standard Hours: Calculated from the Standard Hours in the position multiplied by FTE.

FTE: Total FTE calculated from the Percent of Time in the Incumbent Funding Section.

Section 6 Special Appointment Funding Lines

This section discusses various appointment funding situations that require special attention, such as TBA (to be announced) positions, summer session faculty, inactive assignments (transitional and leave without pay), and split funding.

Topics

Creating a TBA Position 71
Entering a TBA Position 71
Summer Session Faculty 75
Inactive Assignments 76
Leave Without Pay 77
Split Funding 78

Creating a TBA Position

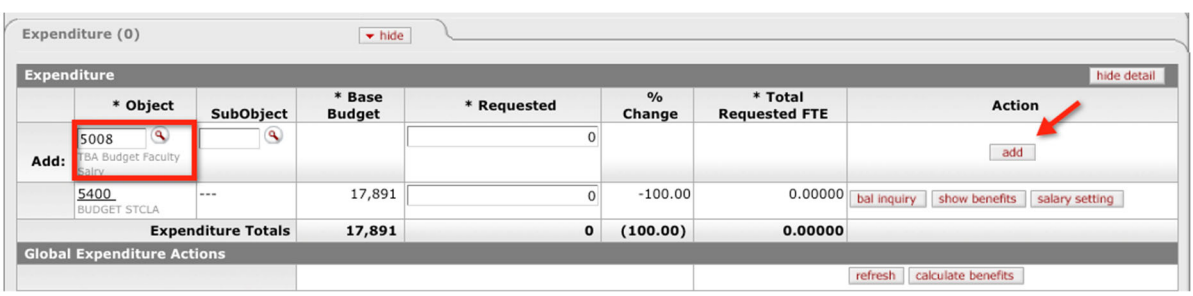
"To-be-announced" (TBA) records identify a position that has been created but not yet filled. For budgeting purposes, it is necessary to enter this position to show how the position will be funded. A TBA record is indicated by the presence of a "Z" in the first position of the Position Number.

As discussed in Section 1, an appointment funding line in Budget Construction is composed of both a position and an incumbent. While the incumbent can be created on the fly from the Position Funding screen, you must search for and select the TBA position templates which have been built for each department.

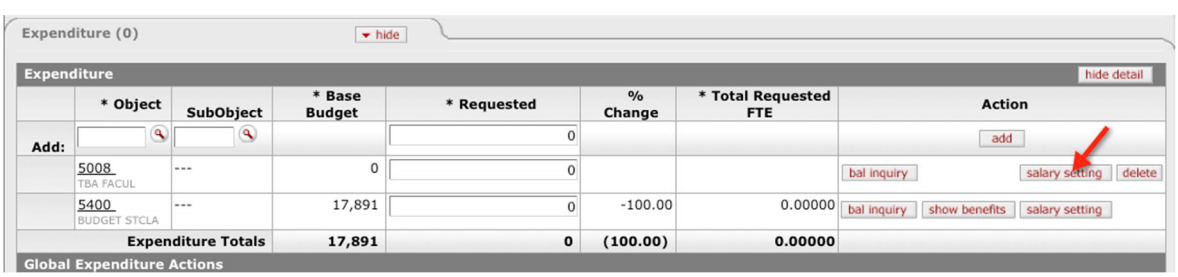
Entering a TBA Position

To create a TBA funding line, first load the BC document (see Section 1 "Introduction to Budget Construction") then add the TBA object code, and click **add**. Leave the Requested amount at 0.

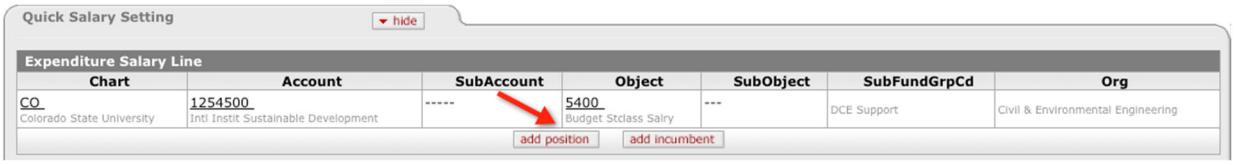
Description	Salary Object Code	TBA Object Code
Faculty Salary	5000	5008
Faculty Admin Pro	5100	5108
Fed Faculty Salary	5200	5208
Fed Admin Pro salary	5250	5258
State Classified	5400	5408
Temp Faculty Salary	5500	5508
1st Year Temp Admin Pro	5540	5548



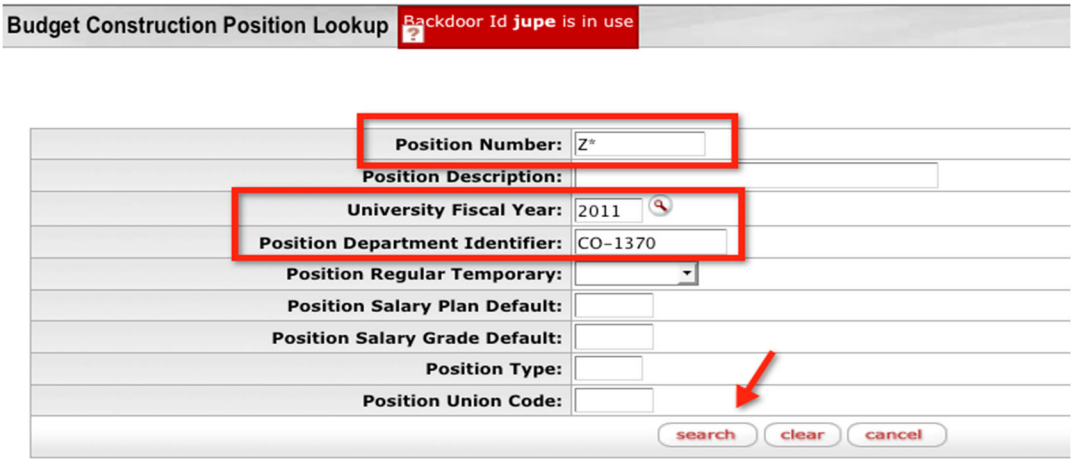
Click **salary setting**.



To add a funding line for a new position, click **add position**.



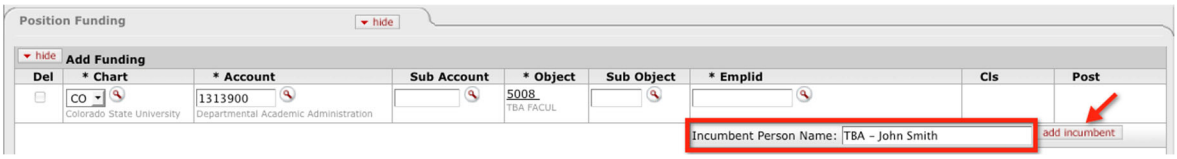
On the Budget Construction Position Lookup screen, search for the TBA positions that belong to your organization by populating the "Z*" in the Position Number field, University Fiscal Year, and your department ID in the Position Department Identifier field to restrict the search to applicable positions.



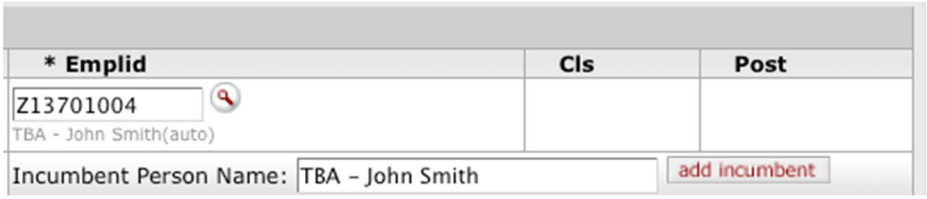
Once you find the TBA position, click **posn salset** link in the **Actions** column.

Actions	Position Number	Position Description	University Fiscal Year	Position Effective Status	Department Set Id	Position Department Identifier	Confidential Position	Position Regular Temporary	Position Salary Plan Default	Position Salary Grade Default	Position Union Code
Posn Salset	Z1370001	TBA Faculty 9 Month	2011	A		CO-1370	No		9	N	

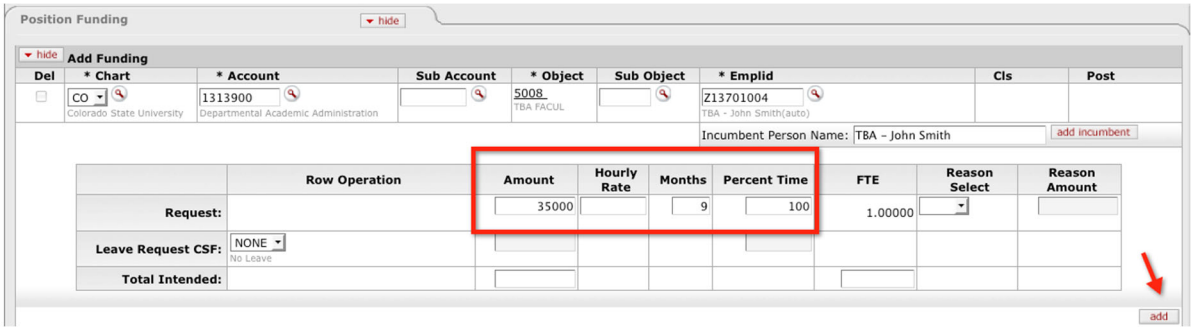
On the Salary Setting by Position screen, enter the incumbent name that begins with "TBA" and click **add incumbent**. You may name the TBA position such as "TBA – person's name" for the individual TBA or "TBA – 5 Admin pros" for a pooled TBA position. Make the name unique and easy to identify for the Budget Office as well as for your unit.



The record is added to the system automatically with a TBA incumbent employee ID, which is made up of Z + department number + a system assigned number.



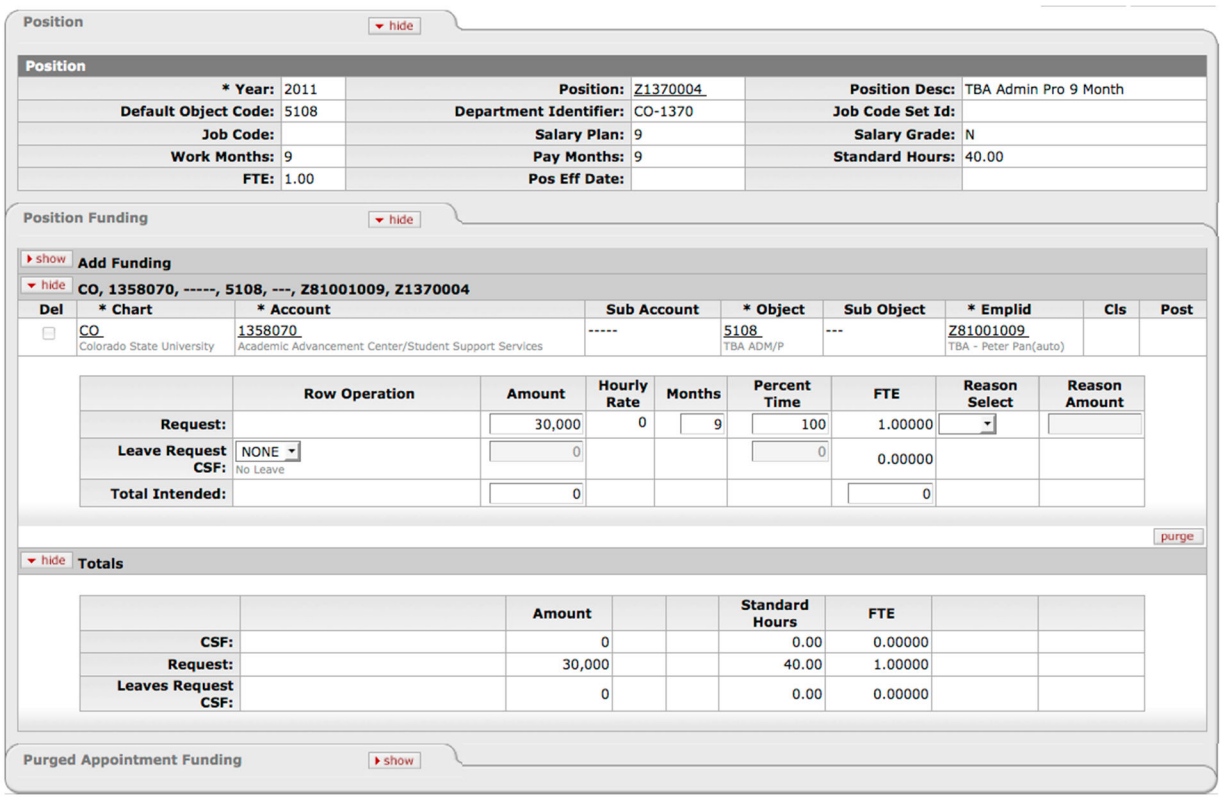
Enter the Amount, Months, and Percent Time and click **add**.



Click the **save** button on the bottom of the screen to save the record.

Individual TBA Example

The individual TBA position is a position to which only one incumbent is assigned.



Pooled TBA Example

The Pooled TBA position is a position to which multiple incumbents are assigned. You may create a position that falls between 100% (1.0 FTE) and 999999% (999.99900 FTE).

Position hide

Position

* Year:	2011	Position:	Z6040001	Position Desc:	TBA Admin Pro 12 Month
Default Object Code:	5108	Department Identifier:	CO-6040	Job Code Set Id:	
Job Code:		Salary Plan:	12	Salary Grade:	N
Work Months:	12	Pay Months:	12	Standard Hours:	40.00
FTE:	1.00	Pos Eff Date:			

Position Funding hide

show Add Funding

hide CO, 1355400, -----, 5108, ---, Z60401012, Z6040001

Del	* Chart	* Account	Sub Account	* Object	Sub Object	* Emplid	Cls	Post
☐	CO Colorado State University	1355400 Budget Office Expenses	-----	5108 TBA ADM/P	---	Z60401012 TBA - 6 Admin Pros(auto)		

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
Request:		250,000	0	12	600	6.00000		
Leave Request CSF:	NONE No Leave	0			0	0.00000		
Total Intended:		0				0		

purge

hide Totals

		Amount			Standard Hours	FTE		
CSF:		0			0.00	0.00000		
Request:		250,000			240.00	6.00000		
Leaves Request CSF:		0			0.00	0.00000		

Purged Appointment Funding show

Rules for TBA Entries

- No negative salary amounts are allowed
- The TBA Incumbent Person Name must start with "TBA"
- The TBA Incumbent Person Name must be unique

Summer Session Faculty

The summer session faculty appointments are split into two appointment funding lines when fed from the HR / Payroll system. One appointment funding line funds the faculty's regular position and the other funds the summer session position, making the total FTE greater than 1.0.

The summer session faculty position begins with "S." The following incumbent has several appointment funding lines, one of which is summer session faculty.

Incumbent [show]

Incumbent Funding [hide]

[show] Add Funding

[show] CO, 1305420, -----, 5000, ---, 824573149, 012167

[show] CO, 1520910, -----, 5000, ---, 824573149, 012167

[hide] CO, 1520940, -----, 5000, ---, 824573149, 012167

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
☐	CO Colorado State University	1520940 Evaluating Physical & Biological Availability Of Pesticides & Pharmaceuticals Ag	-----	5000 BUDGET FACUL	---	012167 007480.Assistant Professor	9	9	1	

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:		40,729			60.25	0.60250		
Request:		40,729	0	9	60.25	0.60250		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

[show] CO, 5314100, -----, 5000, ---, 824573149, B27809

[hide] CO, 5314100, -----, 5000, ---, 824573149, S27809

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
☐	CO Colorado State University	5314100 Summer Soil Institute: Addressing Enviro	-----	5000 BUDGET FACUL	---	S27809 Assistant Professor	9	9	1	

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:		7,512			11.11	0.11111		
Request:		0	0	9	11.11	0.11111		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

[hide] Totals

		Amount			Standard Hours	FTE		
CSF:		0			44.44	1.11111		
Request:		0			48.89	1.22222		
Leaves Request CSF:		0			0.00	0.00000		

Purged Appointment Funding [show]

Inactive Assignments

Inactive assignments are not brought into BC, so BC Coordinators may need to create TBA records for inactive assignments. See example that follows for an active transitional being paid 50% time for the fiscal year.

Transitional

The University provides the opportunity for transitional appointment to its tenured faculty members who have retired and terminated employment in consideration of a subsequent reappointment on a part-time tenured basis for a limited period of time. The transitional appointment requires that the faculty member participate in the teaching, advising, service, and research activities of the department, subject to the part-time provisions of his or her appointment.

Some of the transitional faculty work for one semester full time and then become "inactive" for the other semester; this is especially common when their emphasis is continuing to teach and not so focused conducting research. Other transitional faculty work ½ time for both semesters. Some of them work full time for a few months– it all depends on the prior arrangements made with their department chairs.

Incumbent [show]

Incumbent Funding [hide]

[show] Add Funding

[hide] CO, 1339420, -----, 5000, ---, 822310665, 011583

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
☐	CO Colorado State University	1339420 Physics	-----	5000 BUDGET FACUL	---	011583 007420.Professor	9	9	1	

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:		54,550			50.00	0.50000		
Request:		54,550	0	9	50.00	0.50000		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

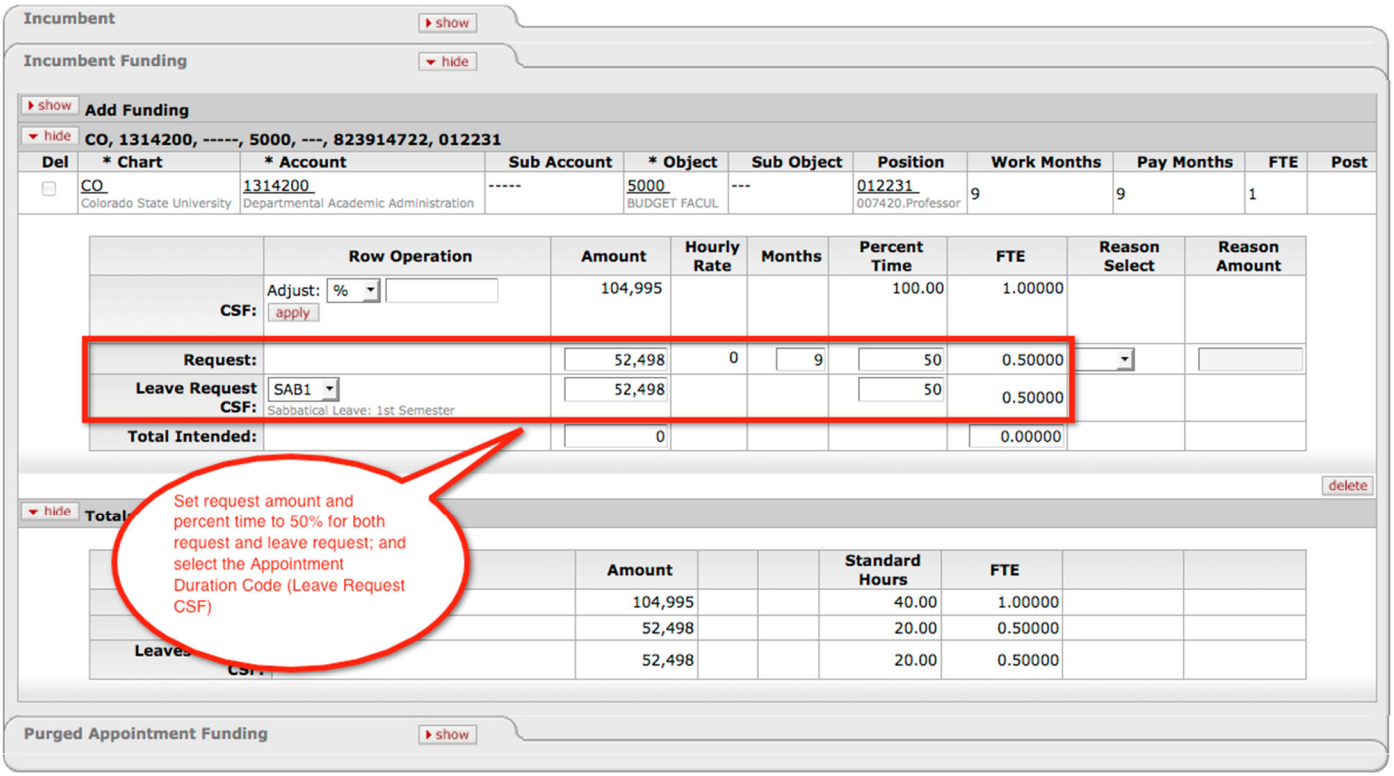
[hide] Totals

		Amount			Standard Hours	FTE		
CSF:		54,550			20.00	0.50000		
Request:		54,550			20.00	0.50000		
Leaves Request CSF:		0			0.00	0.00000		

Purged Appointment Funding [show]

Leave Without Pay

When the incumbent is going to be on leave without pay, break out a Leave Request amount and Percent Time in the Leave Request CSF fields.



Possible values for the Leave Request field are as follows:

Appointment Duration Code (Leave Request CSF)	Appointment Duration Description
LWP1	LWOP: First Semester
LWP2	LWOP: Second Semester
LWPA	LWOP: 10 months
LWPF	LWOP: 12 months
LWPH	LWOP: 6 months
LWPX	LWOP: ACROSS FISCAL YEARS
NONE	No Leave
SAB1	Sabbatical Leave: 1st Semester
SAB2	Sabbatical Leave: 2nd Semester
SABA	Sabbatical Leave: Academic Year
SABF	Sabbatical Leave: 12 months
SABH	Sabbatical Leave: 6 months
SABX	SABBATICAL LEAVE: ACROSS FISCAL YEARS

Split Funding

The split-funded appointment is an appointment which is funded by multiple accounting lines. The budget preparer is only able to edit the funding line that is in his/her organization hierarchy. In the following example the budget preparer can update the funding line for CO-1313050 but cannot update CO-1592310 because the account does not belong to the organization that the budget coordinator has security access to.

Therefore, you will need to coordinate with the budget preparer of the remaining funding lines to complete the budgeting.

The **Total Intended** fields are available for your use if you wish to track the total for the appointment funding lines, including your portion of the budget and the remainder of the budget.

Incumbent hide

Incumbent

* Emplid:	822142126	Person Name:	Duck, Donald	Cls:	
Sal Setid:	----	Plan:	12	Sal Grade:	N

Incumbent Funding hide

show **Add Funding**

hide **CO, 1313050, -----, 5100, ---, 822142126, 010329**

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
☐	CO Colorado State University	1313050 Disneyland	-----	5100 BUDGET ADM/P	---	010329 007270.Zoo Keeper	12	12	1	

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:	Adjust: % apply	106,312			75.00	0.75000		
Request:		106,313	0	12	75.00	0.75000		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

delete

hide **CO, 1592310, -----, 5100, ---, 822142126, 010329**

Del	* Chart	* Account	Sub Account	* Object	Sub Object	Position	Work Months	Pay Months	FTE	Post
☐	CO Colorado State University	1592310 Disney World	-----	5100 BUDGET ADM/P	---	010329 007270.Zoo Keeper	12	12	1	

	Row Operation	Amount	Hourly Rate	Months	Percent Time	FTE	Reason Select	Reason Amount
CSF:		35,438			25.00	0.25000		
Request:		35,438	0	12	25.00	0.25000		0
Leave Request CSF:	NONE No Leave	0			0.00	0.00000		
Total Intended:		0				0.00000		

hide **Totals**

		Amount			Standard Hours	FTE		
CSF:		141,750			40.00	1.00000		
Request:		141,751			40.00	1.00000		
Leaves Request CSF:		0			0.00	0.00000		

Purged Appointment Funding show

Section 7 Budgeting Sub-Account, Sub-Object or New Account

At times you might have a situation where you wish to budget using a sub-account, sub-object or an account that you have never budgeted before. This section covers the steps involved in using the new accounting lines.

Topics

Budgeting Sub-Account 80
Budgeting Sub-Object Code 83
Budgeting New Account 83

Budgeting Sub-Account

If your organization wishes to budget a sub-account, it is totally possible to do so. If you had base budget in a sub-account in the previous year, there should already be a BC document for that sub-account. If you have never had base budget for the sub-account, you may create one using the following procedure.

Check Before You Begin

Does the Account Exist?

Check to make sure that the sub-account already exists in your chart of accounts. If you try to budget for a nonexistent sub-account, you will receive a following error message:

1 error(s) found on page.
- Can't create new Budget Construction Document.

Errors found in Search Criteria:
- The specified Sub-Account:ZOO does not exist.

BC Fiscal Year:	2011			
Budget Construction Document Open				
	my accounts / my organization			
	*** Chart**	*** Account**	**Sub Account**	**Action**
	CO Colorado State University	1591260 Hla Dept Sales & Services	ZOO	refresh / load document
Sub-Fund Group:	EXPSF		Exper Stat-Self Funded	
Current Year Org:		1173	Horticulture & Landscape Arch	
Rpts To:	CO	E1	Agricultural Sciences-Academic Units	
Next Year Org:	CO	1173	Horticulture & Landscape Arch	
Rpts To:	CO	E1	Agricultural Sciences-Academic Units	

Do You Have Access to Account?

Be sure to check your access. If you do not have access, you may create a document but you will not be able to edit it.

1 error(s) found on page.
- View only access granted.

Document Overview — hide

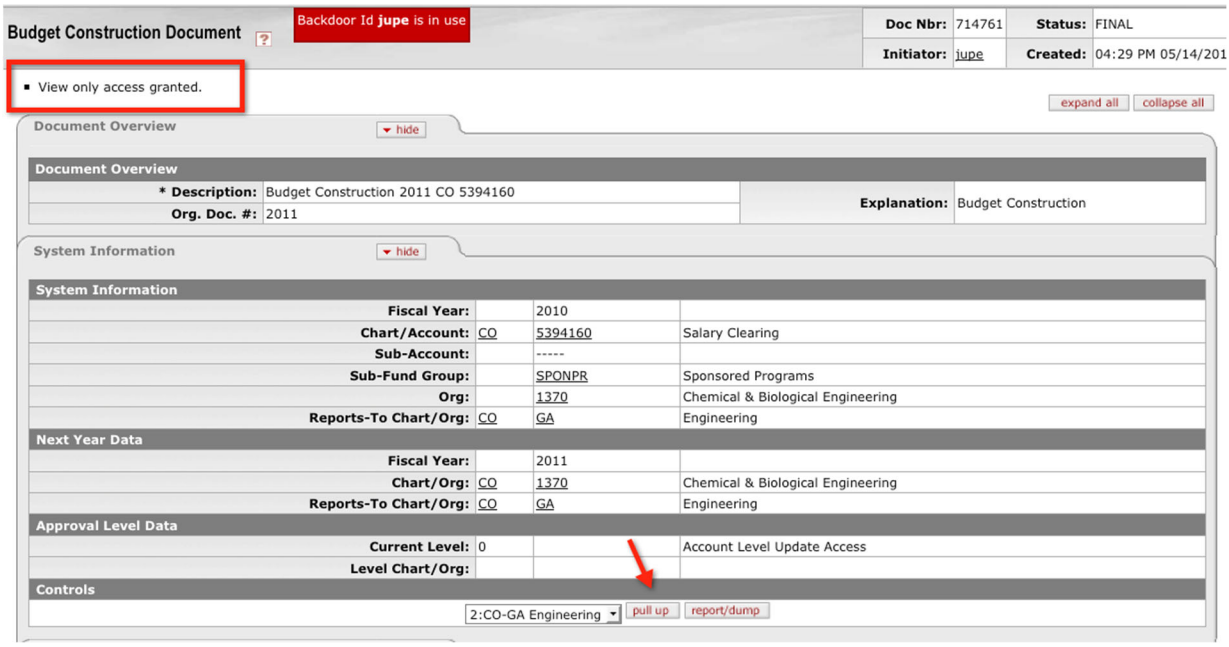
Errors Found in Document:
- Access denied, user not in account/organization hierarchy.

Document Overview	
*** Description:**	Budget Construction 2011 CO 1355900
Org. Doc. #:	2011

Route Log — show

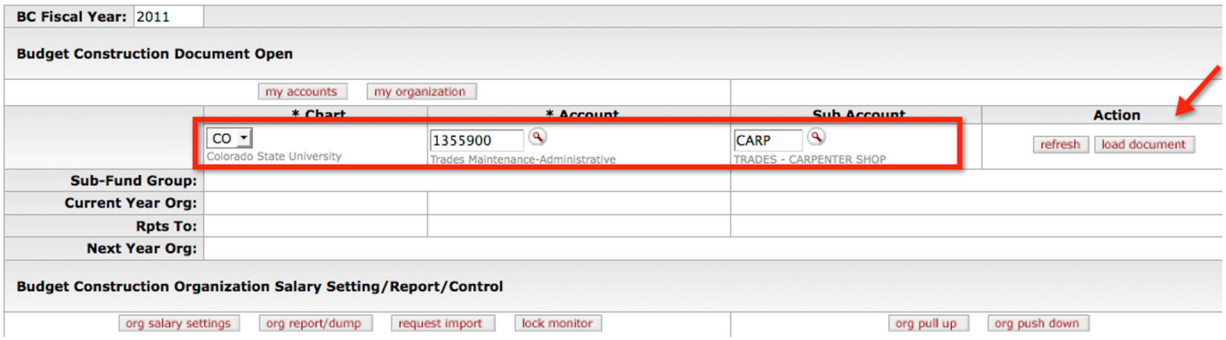
Creating a BC Document

Notice that the document is first placed in view mode. Click **pull up** to begin editing the document.



Creating a Sub-Account BC Document

Enter Chart, Account, and Sub-Account and click **load document**.

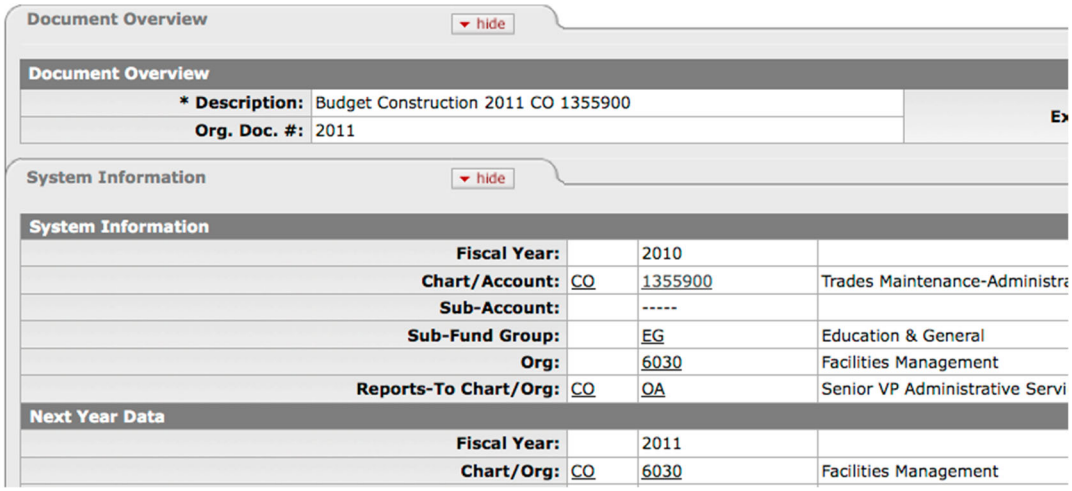


This action will create a BC document at the sub-account level at level 0. Depending on your role in the system, you might receive one of the two messages: “Edit access granted” or “View only access granted.”

Edit Access Granted

If you are Fiscal Officer on the account, you will be in edit mode. You may proceed to edit the document.

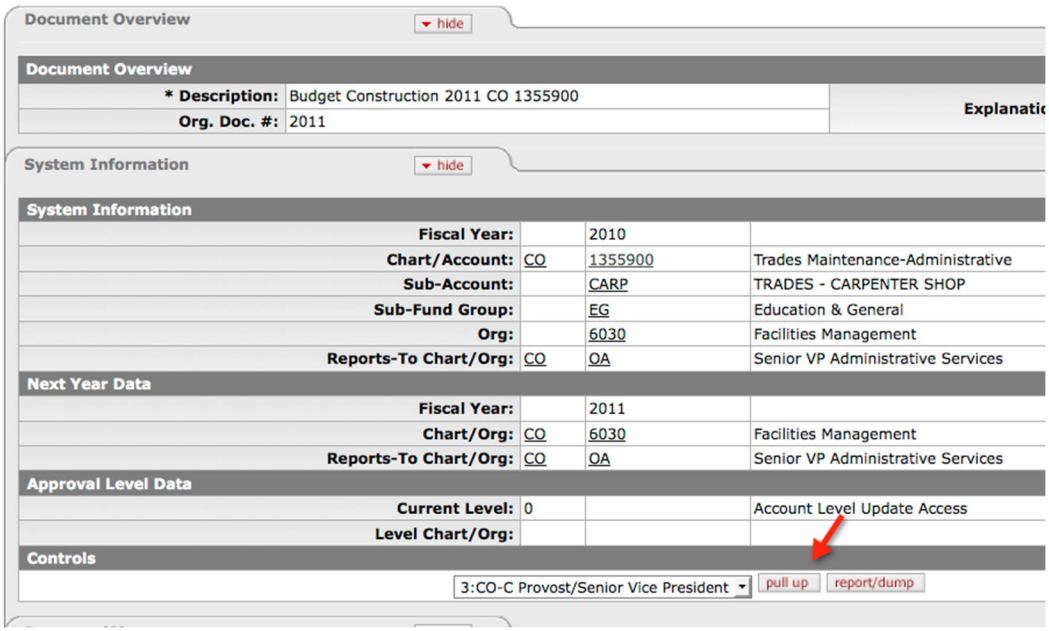
- Edit access granted.



View Only Access Granted

If your access is in the account's organization hierarchy, pull up the document to your level so that you can begin editing the document.

- View only access granted.



Budgeting Sub-Object Code

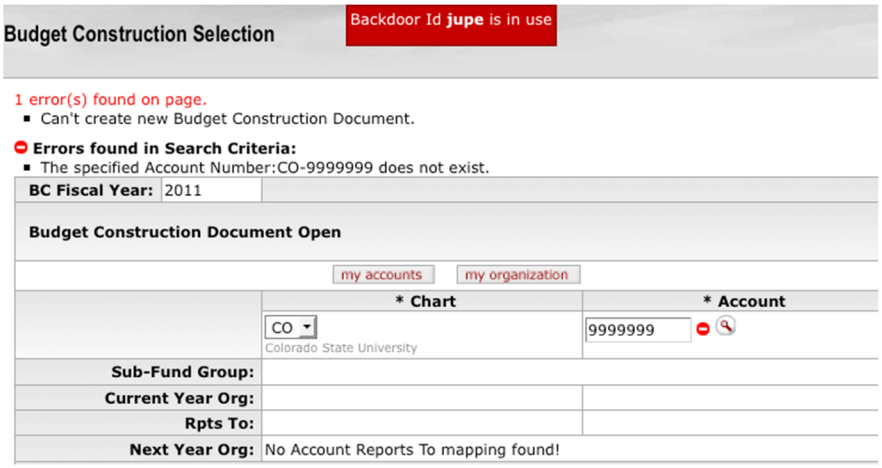
This will not be implemented at CSU during this current budget cycle.

Budgeting New Account

If your organization wishes to budget an existing account that you have never budgeted before or a brand new account, you may do so by using the BC document.

Check Before You Begin

Check to make sure that the account you wish to budget already exists in the Chart of Accounts. If you try to budget for a nonexistent account, you will receive a following error message:



Check Year-End Schedule on Creating New Accounts

If you did not adhere to the pre-defined year-end schedule to create new accounts in the specified time frame, you will not be able to request base budgets for these accounts. Your option will be to process current budget using the Budget Adjustment (BA) document after the base budget is loaded to KFS.

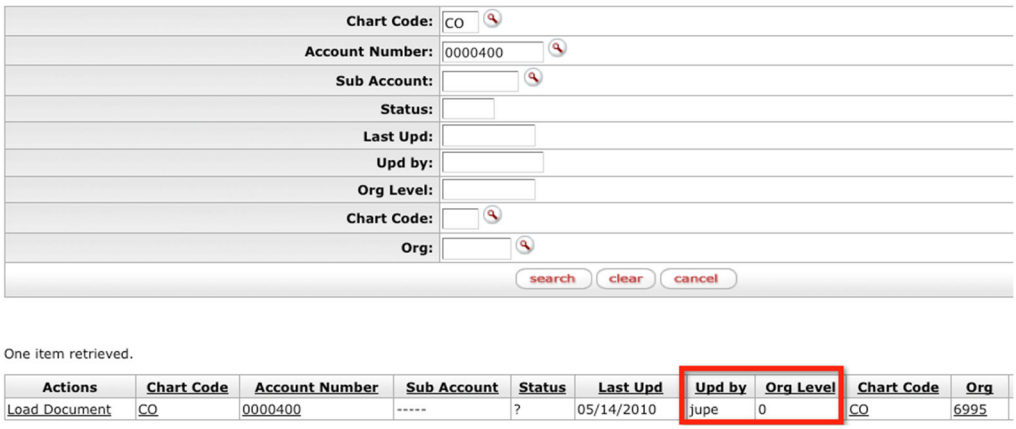
Budgeting an Existing Account without Base

You may budget existing accounts that do not have base in the current year. These accounts do not have a BC document generated yet; however, you are able to create one in order to request base budget.

Things you should know about the new account document:

BC processors can create a BC document for any valid account whether or not the account is in your organization hierarchy. Once the document is created, the system checks whether you should have access to the document. For example, if you try to create a document which you should not have access to, the document is created; however, you will not able to edit the document.

The document will be marked updated by the document initiator and it will sit at the level 0.



Section 8 Organization Reports

The Budget Construction module offers a variety of reports to assist in analyzing your budget data. The Budget Office has selected several reports to help you prepare and reconcile your budgets. Prepare your budgets based on pre-defined control numbers. Keep in mind these are amounts that you cannot exceed. This section discusses what report to use and for what purpose.

Keep in mind that whatever funding changes are made within BC do not get uploaded to the labor distributions in HR. To save yourself time and effort, try and make most of your modifications for HR labor distributions ahead of time for the new fiscal year and before we go live with BC so they feed into BC.

Topics

Organization Reports 86
CSU Reports 90
1. Home Department Report 91
2. Account Staffing Report 92
3. Account Funding Detail Report 93
4. Account Object Detail Report 94
5. Object Summary Report 95
6. Level Summary Report 96
7. List 2PLG Report 97
8. Sub-Fund Summary Report 98

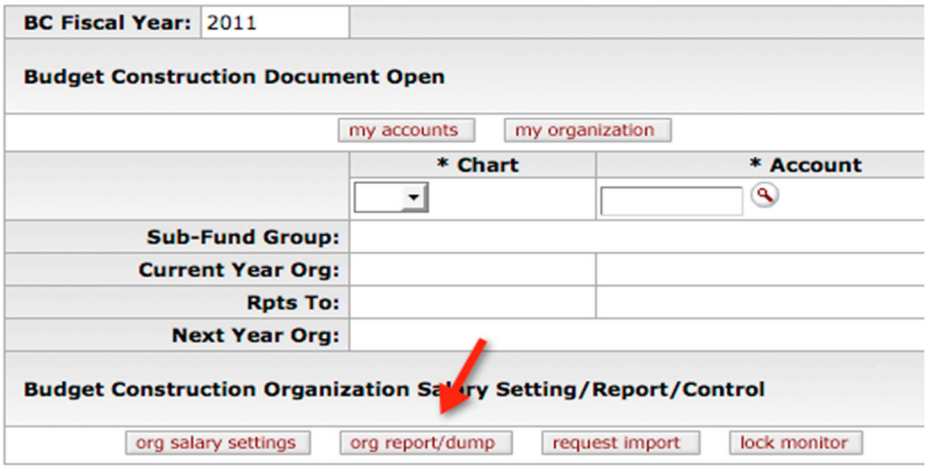
Organization Reports

The organization reports provide budget coordinators with a means to produce a variety of on-line budget reports that will assist then in the various stages of budget development.

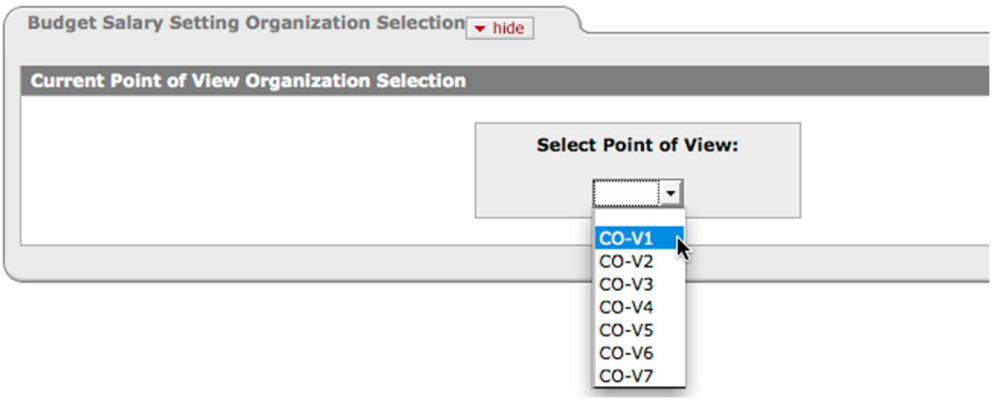
> In order for the fringe object codes to display on the reports, you must first load the document and allow for the "behind the scenes" calculation of fringe to occur. After the record is saved and you follow the steps below, the value will appear in the appropriate fringe object code within the report.

Running Reports

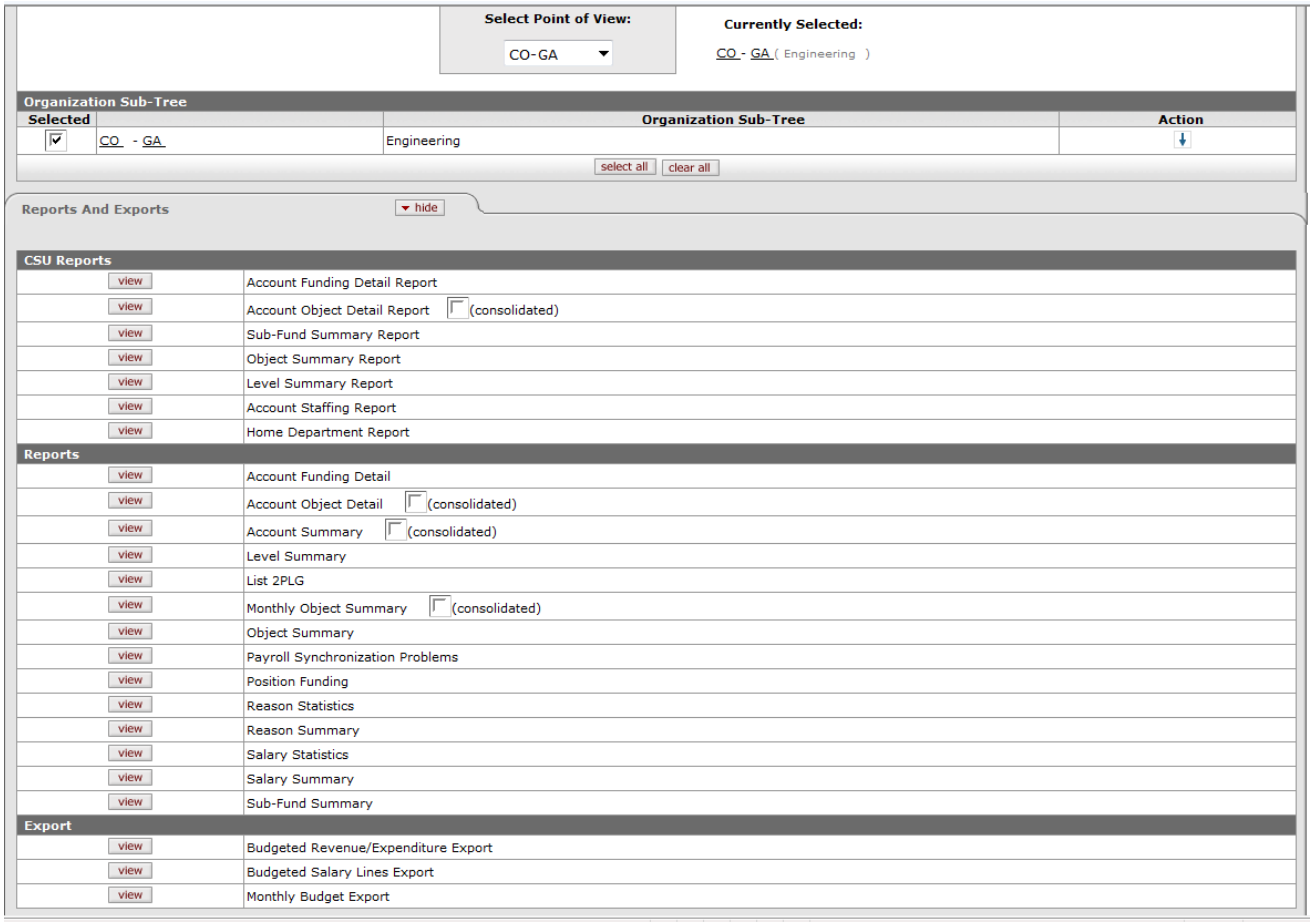
To get to the organization report menu, click **org report/dump** button from the Budget Construction Selection screen.



You are taken to the Organization Selection screen. Select your point of view.



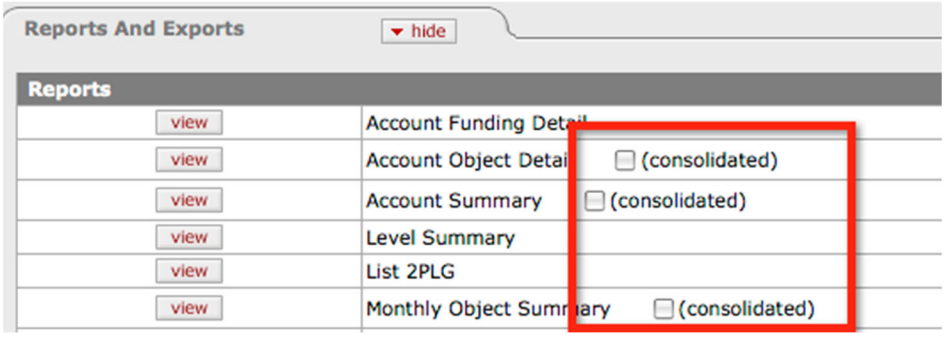
Select your organization within the chosen Point of View, and then select the report you wish to view.



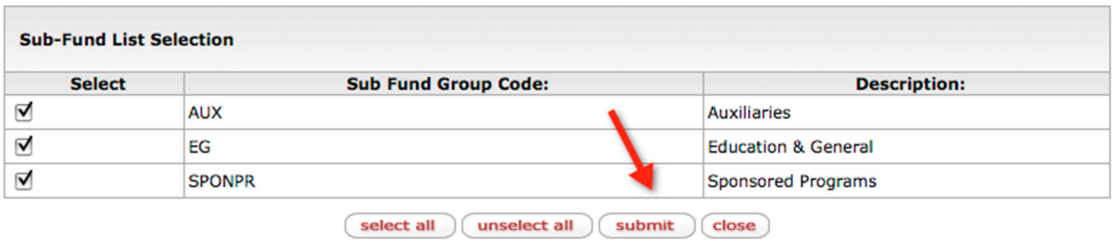
Click the **view** button. You might be prompted to make additional selections depending on the report. If you are prompted for additional selections, make your selections and click **submit**.

Consolidated Option

Certain reports offer an option for consolidating sub-accounts into accounts.



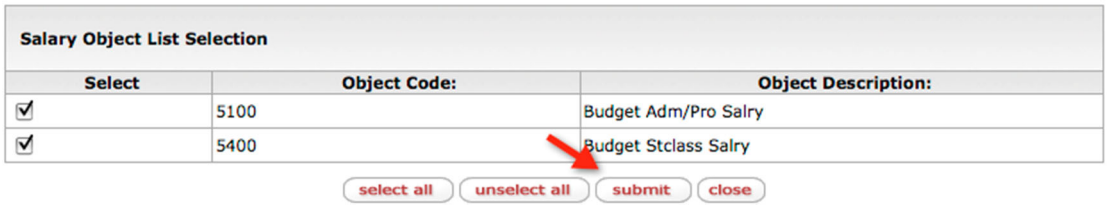
Additional Selections



Sub-Fund List Selection

Select	Sub Fund Group Code:	Description:
☑	AUX	Auxiliaries
☑	EG	Education & General
☑	SPONPR	Sponsored Programs

select all | unselect all | submit | close



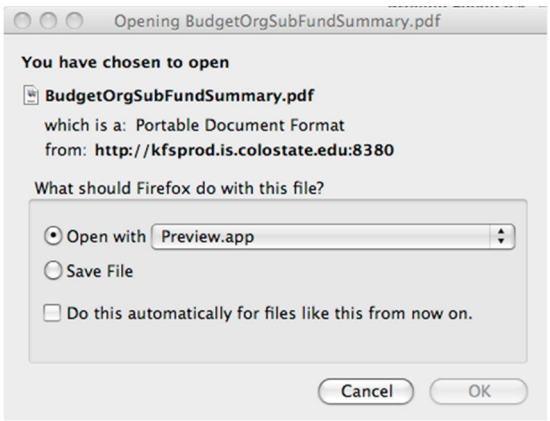
Salary Object List Selection

Select	Object Code:	Object Description:
☑	5100	Budget Adm/Pro Salry
☑	5400	Budget Stclass Salry

select all | unselect all | submit | close

PDF

A dialog window will appear, prompting you to open the PDF report. The window will look different if you are using Windows or Mac.



Account Exclusion

At times you might see the following warning, "The initial list shows accounts that are above the point of view level. Please submit to run the reports/dump without the accounts or cancel to abort," presented by the report menu. By default, the report will exclude the accounts that are above your point of view. You must click **submit** to proceed or **cancel** and wait until the document is pushed down to your level before you can print the report that includes these accounts.

- The initial list shows accounts that are above the point of view level. Press submit to run the report/dump without the accounts or cancel to abort.

Chart Code:	
Account Number:	
Sub Account:	
Status:	
Last Upd:	
Upd by:	
Org Level:	
Chart Code:	
Org:	

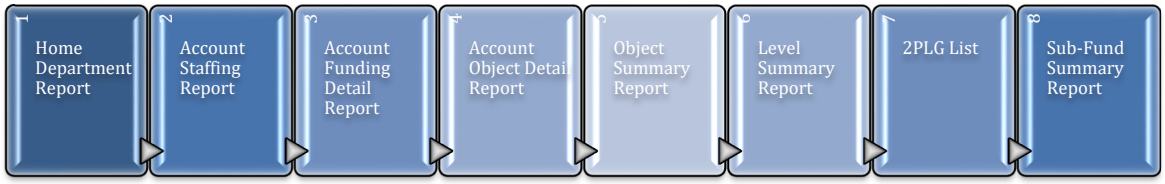
submit search clear cancel

5 items retrieved, displaying all items.

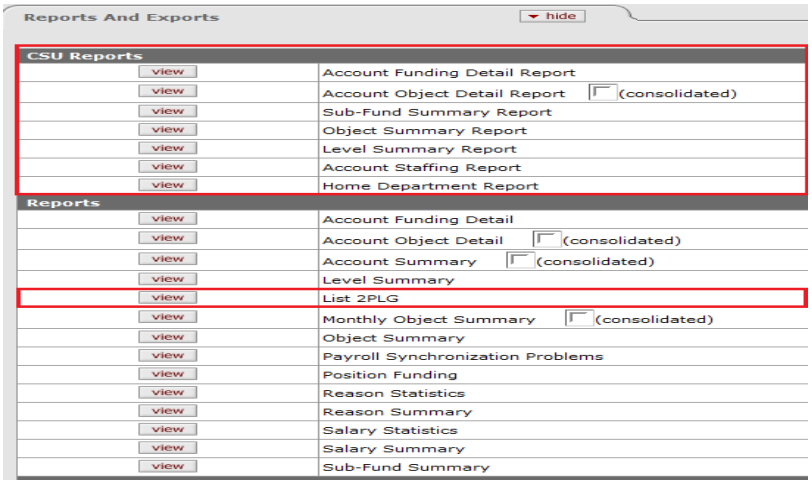
Actions	Chart Code	Account Number	Sub Account	Status	Last Upd	Upd by	Org Level	Chart Code	Org	Bdgt. Loc
Load Document	CO	1253700	-----	$	05/11/2010	kfs	4	CR	UNIV	
Load Document	CO	1314200	-----	R	05/12/2010	anielsen	4	CR	UNIV	anielsen
Load Document	CO	1355400	-----	R	05/22/2010	anielsen	4	CR	UNIV	anielsen
Load Document	CO	1358070	-----	R	05/22/2010	anielsen	4	CR	UNIV	anielsen
Load Document	CO	1674110	-----	$	05/11/2010	kfs	4	CR	UNIV	

CSU Reports

While there are a variety of reports available in Budget Construction, the Budget Office has selected eight reports to help you complete your budget preparation. The CSU specific reports are listed under CSU Reports and the base BC reports are listed under Reports. The recommended reports are:



No	Report	Description
1	Home Department	Ensure that all employees are fully funded for new year. Summarizes all funding sources.
2	Account Staffing	Provides basic details (salary, fringe, FTE) for employees budgeted to accounts within budget object codes.
3	Account Funding Detail	Validate that all the employees on the account are there at the correct FTE and salary.
4	Account Object Detail	Review the budget object codes in an account for accuracy. Balance Revenue and Expenditure.
5	Object Summary	Review the aggregate of the object code detail.
6	Level Summary	Review aggregate of the object code category.
7	List 2PLG	Use this report to remove 2PLG.
8	Sub-Fund Summary	Reconcile the total back to the Control Sheet.



Each report is discussed in the pages that follow.

1. Home Department Report

The purpose of the Home Department Report is to display all incumbents in their home department order to ensure that all incumbents are accounted for, especially in the case of split funding. Home department is defined as the primary and ultimately responsible department for an incumbent to ensure that all employees are fully funded from all funding sources even when they cross divisions.

NOTE: We are aware that the report does not always produce complete information. BC was not designed to look at an employee's home department and report on it as CSU is accustomed to. It was intended to be driven by account/funding.

There are some underlying issues that we could never get the consultant's programming staff to figure out when the report was originally developed. The bottom line is We spent a lot of time and effort to try and create the Home Department Report utilizing a "back door" approach which has about an 85% to 95% success rate to produce the results intended

Colorado State University
OPERATING BUDGET

Organization Selection — Page 1

Chart: CO
Organization: 6040
Organization Name: DISNEYLAND

CO-6040 DISNEYLAND

821825614	Bell, Tinker**				0	12	0.00000
		Salary	Fringe	Fringe %	Total		FTE
1355400	5400	30,000	0.00*	0.00%	30,000.00		0.87500
		30,000	0.00*	0.00%	30,000.00		0.87500
822344489	White, Snow**				0	12	0.00000
		Salary	Fringe	Fringe %	Total		FTE
1355400	5100	140,000	0.00*	0.00%	140,000.00		1.00000
		140,000	0.00*	0.00%	140,000.00		1.00000
823216388	Boop, Betty**				0	12	0.00000
		Salary	Fringe	Fringe %	Total		FTE
1355400	5100	100,000	0.00*	0.00%	100,000.00		1.00000
		100,000	0.00*	0.00%	100,000.00		1.00000

* = Fringe is posted to the centralized fringe account
** = The incumbent is not found in the CSF Tracker Table.

CSU Home Department Report - 5/26/10 2:50 PM

How Do I Use This Report

Use this report to ensure 100% of the incumbents salary, fringe, and FTE are accounted for within their primary department.

Running the Report

Click the **view** button from the report menu.

2. Account Staffing Report

This report provides account level detail (and sub account, if applicable) of each employee's salary distribution, within budget object codes and displays salary, fringe, and FTE for each employee.

The report is organized by Subfund, Division/RC level, Organization, and then account.

TBA records start with 'Z' under CSU ID and the position number will be populated rather than name since these records do not exist in HR and that is the source of where the names are extracted from.

Colorado State University
2011 OPERATING BUDGET

Page 2

Sub-Fund Group: ARRA American Recovery & Reinvestment Act
RC Code GA
Organization: 1371 Atmospheric Science

Account: 5333570 ARRA: Laboratory and Ground-Based Studie 5100 Budget Adm/Pro Salry ----- ---

CSU ID	Name	Salary	Fringe	FTE
822875250	Fey, Tina	29,458	7,659	0.2917
821680490	Myers, Mike	17,538	4,559	0.2500
828497426	Norris, Chuck	23,100	6,006	0.5000
Total		70,096	18,224	1.0417

CSU Account Staffing Report - 5/11/11 2:36 PM

How Do I Use this Report?

Use to ensure that employees are scheduled to be paid from specific accounts are listed and for the correct amount of salary, along with associated fringe and FTE. Modify as necessary to build your budget plan.

Employees have the potential to be staffed on multiple accounts across multiple organizations and divisions among various subfunds. This is not the report to use if you are trying to determine if an employee is fully funded. This report will only show portions of an employee's funding by account. Use the Home Department report to view 100% of an employee's funding plan for the year.

Running the Report

Select the organization(s) from the Organization Sub-Tree by checking the boxes, select the **view** button from the report menu, select the subfund(s), and click **submit.**

3. Account Funding Detail Report

The Account Funding Detail Report displays all funding related information for each Account, Sub Account, Salary Object Code, and Sub Object Code associated with the organization selection.

Colorado State University
2010-11 OPERATING BUDGET

Organization Selection

Page 1

Chart:	CO	Colorado State University
Reports To Org:	6040	DISNEYLAND
Chart:	CO	Colorado State University
Fund Group:	OF	OTHER FUNDS
Sub-Fund Group:	EG	Education & General
Organization:	6040	DISNEYLAND
Account / Sub:	1355400	DISNEYLAND EXPENSES
Objects:	5100, 5400	

Name	Position Posn# / SObj	SPl	Grd	WM/PM StdHr	Base Salary	2010-11 Mt / Pct	Salary / FTE	Lvs.Req.CSF Code / Pct	Amount / FTE	Total Intended Amount / FTE	Changes Amount	Pct
Object Code: 5100 BUDGET ADM/PRO SALRY												
White, Snow	011978			12/12	132,000	12	140,000	NONE	0	0	8,000	6.1%
	12		N	40.00		100.00	1.00000	0.00	0.00000	0.00000		
Boop, Betty	015457			12/12	82,971	12	100,000	NONE	0	0	17,029	20.5%
	12		N	40.00		100.00	1.00000	0.00	0.00000	0.00000		
Total BUDGET ADM/PRO SALRY					214,971		240,000				25,029	11.6%
							2.00000					
Object Code: 5400 BUDGET STCLASS SALRY												
Bell, Tinker	015548			12/12	25,221	12	30,000	NONE	0	0	4,779	19.0%
	12		H.0	35.00		87.50	0.87500	0.00	0.00000	0.00000		
Total BUDGET STCLASS SALRY					25,221		30,000				4,779	19.0%
							0.87500					
Total DISNEYLAND EXPENSES					240,192		270,000				29,808	12.4%
							2.87500					
Total DISNEYLAND					240,192		270,000				29,808	12.4%
							2.87500					
Total Education & General					240,192		270,000				29,808	12.4%
							2.87500					
Total DISNEYLAND					240,192		270,000				29,808	12.4%
							2.87500					

CSU Account Funding Detail -5/26/10 2:48 PM

* = Marked Delete

How Do I Use this Report?

Validate that all the employees on the account are showing the correct FTE and salary. Note that fringe is not calculated on this report.

Running the Report

Click the **view** button from the report menu, select the salary object code(s) and click **submit**.

4. Account Object Detail Report

The Account Object Detail Report displays annual base, request, and funding FTE amounts for each Account, Sub Account, Object Code, Sub Object Code associated with the organization selection.

Colorado State University
2010-11 OPERATING BUDGET

Organization Selection

Page 1

Chart: CO Colorado State University
Reports To Org: 6040 DISNEYLAND
Chart: CO Colorado State University
Fund Group: OF OTHER FUNDS
Sub-Fund Group: EG Education & General
Organization: 6040 DISNEYLAND
Account / Sub: 1355400 DISNEYLAND EXPENSES

Obj/SubObj Code	Object/Subobject Title	2009-10 Base Amount	Lv.Req. FTE	2010-11 Request FTE	Request Amount	Amount Change	Percent Change
5100 ---	BUDGET ADM/PRO SALRY	137,500		2.00000	150,000	12,500	9.1%
	Admin Pro	137,500		2.00000	150,000	12,500	9.1%
5400 ---	BUDGET STCLASS SALRY	181,474		0.88000	30,000	-151,474	-83.5%
	State Class	181,474		0.87500	30,000	-151,474	-83.5%
6200 ---	BUDGET OTHER OPR EXP	2,200			2,100	-100	-4.6%
	Supplies	2,200			2,100	-100	-4.6%
6600 ---	BUDGET OTHER DIR CST	3,938			5,000	1,062	27.0%
	Services	3,938			5,000	1,062	27.0%
	Total EXPENDITURE (Gross)	325,112			187,100	-138,012	-42.4%
	Total EXPENDITURE (Net Trnfr)	325,112		2.87500	187,100	-138,012	-42.4%
	Total DISNEYLAND EXPENSES						
	Lv.Req FTE Revenue	0			0	0	0.0%
	Req FTE 2.87500 Expenditure (Gross)	325,112			187,100	-138,012	-42.4%
	Transfers In	0			0	0	0.0%
	Expenditure (Net Trnfr)	325,112			187,100	-138,012	-42.4%
	Rev./Exp. Difference	-325,112			-187,100	138,012	-42.4%
	Total DISNEYLAND						
	Lv.Req FTE Revenue	0			0	0	0.0%
	Req FTE 2.87500 Expenditure (Gross)	325,112			187,100	-138,012	-42.4%
	Transfers In	0			0	0	0.0%
	Expenditure (Net Trnfr)	325,112			187,100	-138,012	-42.4%
	Rev./Exp. Difference	-325,112			-187,100	138,012	-42.4%

CSU Organization Account / Object Detail - 5/26/10 3:03 PM

How Do I Use this Report?

Use this report to review the object code budget for each account in selected area. You can also use this report to balance revenue and expense within an account.

Running the Report

Click the **view** button from the report menu, select the sub-fund code(s) and click **submit.**

5. Object Summary Report

The Object Summary Report summarizes the annual base, request, and funding FTE amounts for each Object Code associated with the organization selection.

Colorado State University
2010-11 OPERATING BUDGET

Organization Selection — Page 1

Chart: CO Colorado State University
Organization: 6040 DISNEYLAND
Chart: CO Colorado State University
Fund Group: OF OTHER FUNDS
Sub-Fund Group: EG Education & General

Object Name	2009-10 CSF/Base Amount	Lv.Int. FTE	2010-11 FTE	2010-11 Amount	Amount Change	Percent Change
5100 BUDGET ADM/PRO SALRY	137,500		2.00000	150,000	12,500	9.1%
Total Admin Pro	137,500		2.00000	150,000	12,500	9.1%
5400 BUDGET STCLASS SALRY	181,474		0.88000	30,000	-151,474	-83.5%
Total State Class	181,474		0.88000	30,000	-151,474	-83.5%
Total COMPENSATION	318,974		2.88000	180,000	-138,974	-43.6%
6200 BUDGET OTHER OPR EXP	2,200			2,100	-100	-4.6%
Total Supplies	2,200			2,100	-100	-4.6%
6600 BUDGET OTHER DIR CST	3,938			5,000	1,062	27.0%
Total Services	3,938			5,000	1,062	27.0%
Total GENERAL EXPENSE	6,138			7,100	962	15.7%
Total EXPENDITURE (Gross)	325,112			187,100	-138,012	-42.4%
Total EXPENDITURE (Net Trnfr)	325,112		2.88000	187,100	-138,012	-42.4%
Total Education & General						
Revenue	0			0	0	0.0%
Expenditure (Gross)	325,112			187,100	-138,012	-42.4%
Transfers In	0			0	0	0.0%
Expenditure (Net Trnfr)	325,112			187,100	-138,012	-42.4%
Rev./Exp. Difference	-325,112			-187,100	138,012	-42.4%

CSU Organization Object Summary -5/26/10 3:05 PM

How Do I Use this Report?

This report gives you the aggregate of the object code detail by subfund. Review the object codes to ensure that all applicable budget object codes are included.

Running the Report

Click the **view** button from the report menu, select the sub-fund code(s) and click **submit**.

6. Level Summary Report

The Level Summary Report summarizes the annual base, request, and funding FTE amounts for each Object Level associated with the organization selection.

Colorado State University
2010-11 OPERATING BUDGET

Page 1

Organization Selection
Chart: CO Colorado State University
Organization: 6040 DISNEYLAND
Chart: CO Colorado State University
Fund Group: OF OTHER FUNDS
Sub-Fund Group: EG Education & General

Object Level Name	2009-10 CSF/Base Amount	Lv.Int. FTE	2010-11 FTE	2010-11 Amount	Amount Change	Percent Change
Admin Pro	137,500		2.00000	150,000	12,500	9.1%
State Class	181,474		0.87500	30,000	-151,474	-83.5%
Total COMPENSATION	318,974		2.88000	180,000	-138,974	-43.6%
Supplies	2,200			2,100	-100	-4.6%
Services	3,938			5,000	1,062	27.0%
Total GENERAL EXPENSE	6,138			7,100	962	15.7%
Total EXPENDITURE (Gross)	325,112			187,100	-138,012	-42.4%
Total EXPENDITURE (Net Trnfr)	325,112		2.88000	187,100	-138,012	-42.4%
Total Education & General						
Revenue	0			0	0	0.0%
Expenditure (Gross)	325,112			187,100	-138,012	-42.4%
Transfers In	0			0	0	0.0%
Expenditure (Net Trnfr)	325,112			187,100	-138,012	-42.4%
Rev./Exp. Difference	-325,112			-187,100	138,012	-42.4%

CSU Organization Level Summary - 5/26/10 3:07 PM

How Do I Use this Report?

This report gives you the aggregate of the object code detail by object code levels with the object code consolidation totals. Review this report to ensure that all applicable budget categories are included.

Running the Report

Click the **view** button from the report menu, select the sub-fund(s) and click **submit**.

7. List 2PLG Report

The 2PLG accumulates all changes and displays the total effect of all changes to all salary object codes in a single request amount. As you make changes to your salary funding lines, the system adds an offsetting adjustment accounting line to the affected account's expenditure budget.

The List 2PLG report lists accounts/sub-accounts that have 2PLG object codes.

```
                                        Colorado State University
                                     2010-11 OPERATING BUDGET
Organization Selection                                                                                    Page   1
Chart:          CO     Colorado State University
Organization:   V1     VP Student Affairs-

Chart:          CO     Colorado State University

                                                        2010-11
Account / Sub:  Account/Sub Name                      Req. Amount

2699000  -----  The Career Center                         -732,399
```

How Do I Use this Report?

The 2PLG object code should be deleted by the budget coordinator when the budget is completed. This report will list who is still in the process of completing the budget. You must remove the 2PLG object code line in order to reconcile to your control number before you finalize the budget for each account.

See Section 2, "2PLG Object Code" for the purpose and use of the 2PLG object code.

Running the Report

Click the **view** button from the report menu, select the chart code and account/sub-account and click **submit**. Leave blank if you want to print all accounts.

8. Sub-Fund Summary Report

The Sub-Fund Summary Report summarizes the annual base and request for each Sub-Fund associated with the organization selection.

Colorado State University
2010-11 OPERATING BUDGET

Organization Selection — Page 1
Chart: CO Colorado State University
Organization: 6040 Disney World
Chart: CO Colorado State University

SubFund	Sub-Fund Description		2009-10 Base Amount	2010-11 Req. Amount	Amount Change	Percent Change
EG	Education & General	Exp.(Gross)	299,914	10,119	-289,795	-96.6%
EG	Education & General	Expenditure	299,914	10,119	-289,795	-96.6%
		Rev./Exp. Difference	299,914	10,119	-289,795	-96.6%
Total Unrestricted Funds		Revenue	0	0	0	0.0%
		Exp. (Gross)	299,914	10,119	-289,795	-96.6%
		Trnfr In	0	0	0	0.0%
		Exp. (Net Trnfr)	299,914	10,119	-289,795	-96.6%
		Rev./Exp. Difference	-299,914	-10,119	289,795	-96.6%

Organization Sub-Fund Summary - 5/24/10 1:53 PM

How Do I Use this Report?

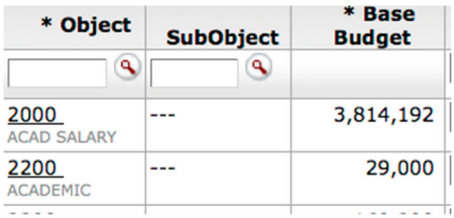
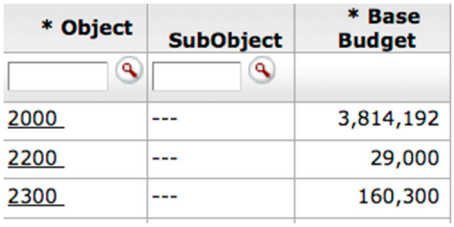
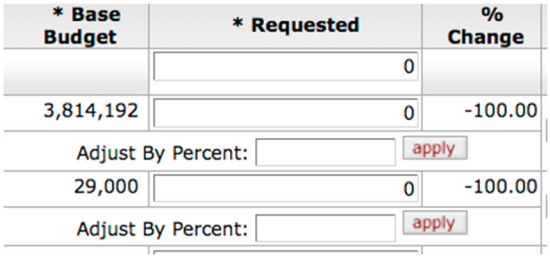
This report can be used for reconciling your budget to the control sheet.

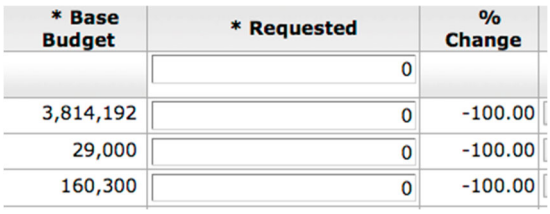
Running the Report

Click the **view** button from the report menu, select the sub-fund(s) and click **submit**.

Appendix A **Description of Buttons**

BC Document

Action	Global or Line	Description
show detail	Global	Shows descriptions of object and sub-object code for each accounting line. 
hide detail	Global	Hides descriptions of object and sub-object code for each accounting line. 
show % adjust	Global	Shows the individual line percent adjustment tool. The tool is shown only if there is an existing base amount for the line. 
hide % adjust	Global	Hides or shows the individual line percent adjustment tool. The tool is shown only if there is an existing base amount for the line.

		
refresh	Global	Allows the user to calculate totals without storing the changes to the database.
add	Line	Adds a new base budget line.
delete	Line	Deletes the existing budget line.
bal inquiry	Line	Takes the user to the standard KFS balance inquiry screen.
salary setting	Line	Takes you to the Quick Salary Setting screen to enter the salary budget by position or incumbent. Only available for the labor related object codes.
create month	Line	Allows you to create the monthly budget. The button is displayed only when there is no existing monthly budget.
edit month	Line	Allows you to edit the monthly budget. Only shows when monthly budget exists.
month spread	Global	Spreads the amount in all the accounting lines and creates monthly budgets.
month delete	Global	Deletes monthly budgets from all accounting lines.
view month	Line	The button appears when the monthly budget exists and the document is not in edit mode.
calculate benefits	Global	Calculates benefits for all the lines.
show benefits	Line	Shows the fringe benefit associated with the salary. Only shows when the object code is one of the object codes defined in the Labor Object Code table.
apply	Global	Apply percentage increase/decrease to all lines except for benefits.

Salary Settings

Button	Scope	Description
hide % adjust show % adjust	Global Action	Shows or hides the individual line percent adjustment tool if there is a CSF amount.
posn salset	Salary Line Detail	Takes the user to the Salary Setting by Position screen.
incmbnt salset	Salary Line Detail	Takes the user to the Salary Setting by Incumbent screen
vacate	Salary Line Detail	Allows the user to make the salary line vacant.
delete	Salary Line Detail	Allows the user to delete the salary line.
normalize	Salary Line Detail	Only appears for funding lines associated with biweekly paid positions that are paid from an hourly rate. Allows the user to calculate the values for the funding line without saving. The funding lines must have an hourly rate and a rounded annual request amount. Normalization forces the hourly rate (scaled to two decimals) to match the annual amount rounded to the nearest whole dollar. Note: Not used by CSU
purge restore revert undelete	Salary Line Detail	The funding line that you have vacated will be marked "Deleted" and a new VACANT line will be created. Notice that the funding has moved from the deleted line to the vacant line. You may **revert** the action to restore the original funding amount and FTE, or you may **undelete** the funding line to **restore** the line but not the amount and FTE until you save the change.

Appendix B Checklist

1. **Run Employee Summary or Budget Construction Employee Summary Report in the HR system, and review staffing for all your employees.**
    - If labor distribution is correct for new fiscal year – no action necessary.
    - If labor distribution is incorrect for new fiscal year – make changes in HR and/or make notes to enter changes in Budget Construction.

2. **Controls numbers released from the Office of Budgets**
    - If applicable, develop internal control numbers and distribute to your departments.

3. **Run the Account Staffing report in Budget Construction and review staffing to ensure the data that loaded to Budget Construction is what you intended.**
    - If staffing does not appear as you intended, make adjustments in Budget Construction. Keep in mind that the data does not load back into HR from Budget Construction, so if labor distributions are incorrect they must also be updated in Oracle.

4. **Push-Down responsibility**
    - If the primary budget coordinator has designated responsibility down to a lower level organization, they will need to push-down the organization(s) to those individuals as soon as possible so the secondary budget coordinator(s) can complete their budget entries.

5. **Generate 2PLG report and print**

6. **Begin reviewing and entering account level budgets by loading each document in BC using both revenue and expenditure tabs.**
    - Review each requested amount by object code and make necessary changes/additions/deletions.
    - For salary object codes drill down using the salary setting button to review/change employee salaries at the person (incumbent) level.
    - If necessary, create TBA records using the salary setting button (both individual and pooled options available, see Labs 18 & 19 from the Training Workbook for instructions on this process).
    - Reminder: Faculty, Administrative Professional, and State Classified are budgeted at the person level (via the salary setting button); others are budgeted as groups (grad assistants, hourly and workstudy) by object code on the expenditure tab.
    - As you are making changes to each account delete all 2PLG lines.

7. **Once budgets are finalized generate the following reports:**
    - 2PLG report – verify all 2PLGs have been removed from all accounts.

  - If 2PLGs still exist go back into the account(s), delete them, and make adjustments to object codes to reconcile to account control totals.
- Run reports that are applicable to your point of view. Once control numbers are reconciled, notify the primary budget coordinator that you are done so he/she can pull up the organization(s) that you were responsible for budgeting.

8. Pull-Up responsibility

- If the primary budget coordinator has designated responsibility down to a lower level organization, they will need to pull-up each organization once they have been notified by the secondary budget coordinator that their budget entries are complete.

9. Once budgets are finalized at the <u>aggregate</u> generate the following reports:

- 2PLG report – verify all 2PLGs have been removed from all accounts
  - If 2PLGs still exist go back into the account(s), delete them, and make adjustments to object codes to reconcile to account control totals.
- Sub-Fund Summary report
  - This report can be used for reconciling your budget to the control sheet. See pages F-1 & F-2 from the BC Handouts distributed during training and posted on the Office of Budgets webpage.
- Object Summary report
  - This report gives you the aggregate of the object code detail. Review the object codes to ensure that all applicable budget object codes are included.
- Run reports that are applicable to your point of view, there are a variety of reports available. Reference your training guide for additional information.

10. Once you have reconciled all of the subfunds that you are required to budget, notify the Office of Budgets at vpf_bc_budget_office_helpdesk@colostate.edu

11. The Budget Office will then pull-up the college/unit and begin to review all input.

- This will be done on a first-in first-out basis. You will be notified of the outcome and if any additional changes are required.