

BC Training Budget Construction

Colorado State University
Office of Budgets
May 2018

*"There are two ways of exerting one's strength: one is pushing down, the other is pulling up."
– Booker T. Washington*



Colorado State University



Welcome to Budget Construction Training

• Introductions

Today's Agenda

- Overview
- Staffing Issues to Remember
- Processes Leading up to BC
- Timeline – Deadlines (handout)
- Common Issues
- BC Training Guide



Today's Agenda (continued)

- Demonstration on using BC
- Hands on Exercises
- Reports
- Lock Monitor
- 2PLG
- Other Related Issues



Budget Construction Overview

- Overview:
 - Financial tool that allows base budget entry for coming fiscal year
 - BC documents created by batch job and not the initiator as is done in other KFS documents
 - The BC documents do not route for approval, instead they go through a push-down/pull-up process
- Use caution and check data carefully
 - More time spent ramming through staffing now will save you time later
- Contains FY19 proposed fringe rates



Staffing Issues To Remember

- Open end date assignments
 - Continue into next fiscal year without taking any action (most cases)
- Date tracking capability
 - Initiate actions now
- Labor distribution does not drive pay
- Default accounts used when no other funding present



Staffing Issues To Remember

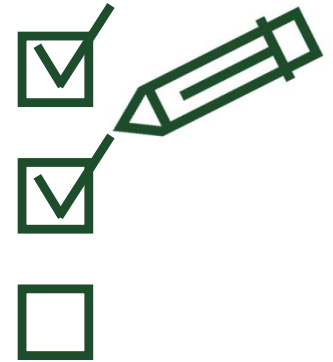
(continued)

- Academic Faculty promotions approved
- Faculty/Admin Pro salary increases approved
- State Classified increase of 3% across the board, no merit
- Graduate Assistant stipends will increase by 2.5%
 - \$1,624 Half time
 - \$3,248 Full time



Processes Leading up to BC

- Reappointment & new hire paperwork
- Budget assumptions & budget allocations
- New departments and/or accounts remapped
 - Handouts on process and dept changes



Timeline

May 15, 22-24	Training
May 15 - June 14	User testing phase on the training site
May 18	Deadline to request new/change departments or remap accounts
June 1	Deadline to have new accounts set up in KFS to flow into BC
June 6	Draft budget allocations distributed
June 13-July 24	BC related tables available to BC Coordinators as a replacement to staffing management reports
June 13	Final budget allocations distributed



Timeline (continued)

June 14	Budget Construction goes “live”
June 27	Budget Construction Open House
July 5	BC Input Deadline - Non-College
July 12	BC Input Deadline - Colleges & Agencies (Ag Exp. Station, CSU Extension, CSFS, & PVM)
July 12-24	Reconciliation of all sub-fund groups - Budget Office
July 26	BC budgets load to KFS
July 31	KFS July month end accounting reports run



BC Reminders

- Budget summary screen
 - Requested Field for Salaries on Expenditure Tab will be prepopulated
 - (with the exception of Summer Session)
- Operating Expenditures and Revenue tabs will NOT be prepopulated
- BC Update will NOT run nightly



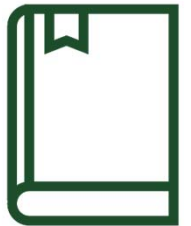
BC Reminders - Common Issues

- Common Errors & Questions
 - TBA – Templates have been created for you
 - FTE – Be cognizant of entry for percent time
 - Two circumstances where Total FTE >1
 - Percent time field does not require decimal
 - 50 percent time = .5 FTE
 - .50 percent time = .005 FTE

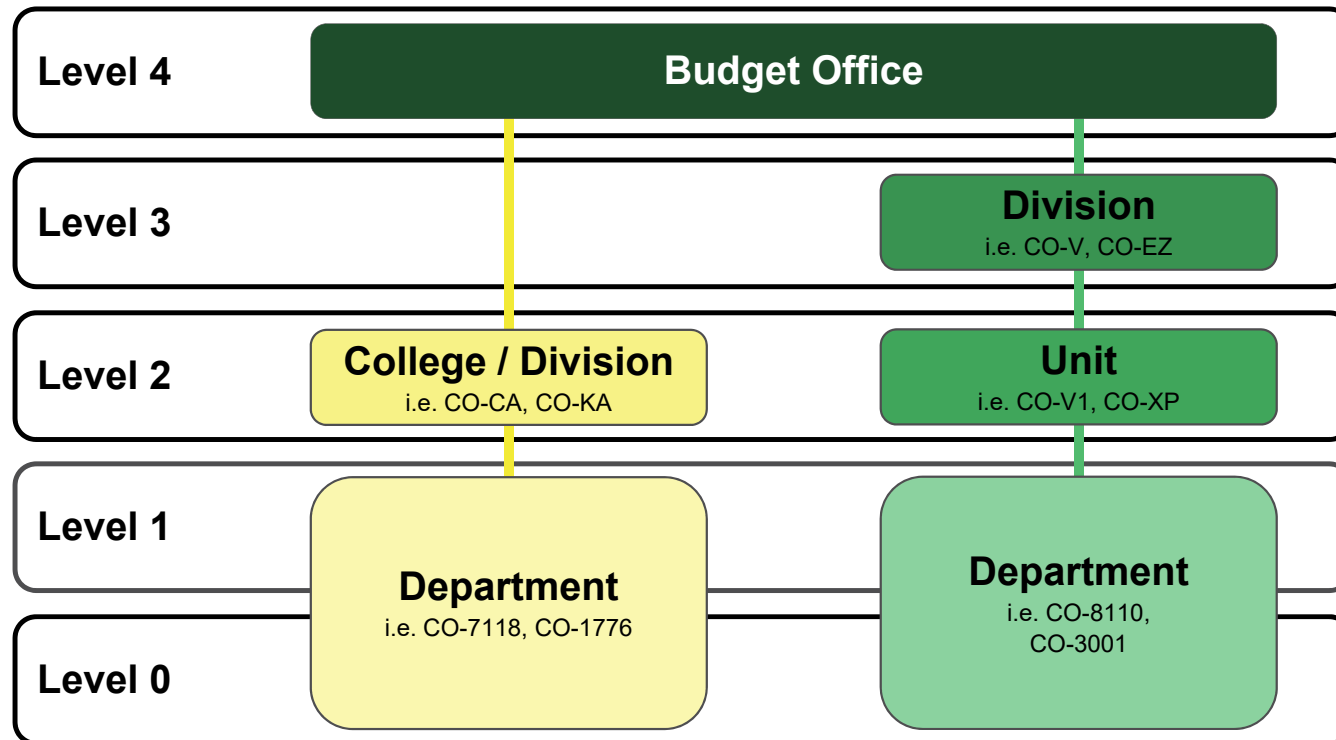


BC Training Guide

- Accessing BC
- Document layout & general concepts
- Description of buttons within BC - Appendix A
- Budget summary screen
- Salary setting



My Point of View



<https://kqual.is.colostate.edu/kfs-qual/portal.jsp>



Pull-up & Push Down (Security)

Demonstration

- Accessing BC
- View vs. edit
- Organization hierarchy
- Hands on exercise



Introduction to BC

Demonstration

- Loading a BC Document from My Organization
- Loading a BC Document from BC selection screen



	Budget Type	Description	Reference
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 <u>do not apply</u> . 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)

Budget Summary Screen

Demonstration

- Changing the revenue budget
- Saving your work
- Closing the documents



Budget Summary Screen

Demonstration (continued)

- Adding a non-salary expenditure object budget
- Deleting an expenditure object budget
- Saving your work
- Closing the document



Salary Setting Screen

Demonstration

- Detail Staffing
 - Editing the salary object code
 - Incumbent salary setting
- Saving your work
- Closing the document



Salary Setting Screen

Demonstration (continued)

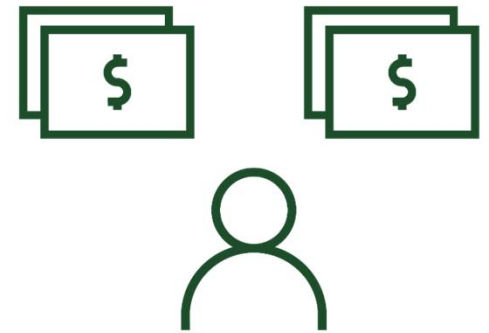
- Deleting and vacating requested amount from quick salary setting
- Organization salary setting
 - Position pick list
 - Incumbent pick list



Salary Setting Screen

Demonstration (continued)

- Adding a position funding line, purging, and restoring
 - (Lab 13 in workbook)
- Adding an incumbent funding line
 - (Lab 14 in workbook)
- Split funding
 - (Lab 17 in workbook)



Hourly & Graduate Assistants

Demonstration

- Funding Hourly Employees and Graduate Assistants
 - Hands on exercises
- Creating a BC Document without a base budget
 - Will not be demonstrated during this session



TBA Positions

Demonstration

- Creating a TBA position
 - Individual TBA
 - Pooled TBA
- Hands on exercises



Reports

- Review the report format
- Report options/parameters
- Report sequence
- Rounding differences within the various reports
- Reconciliation report – Sub-Fund Summary Report



Reports (continued)

- Additional Reports
 - Account Staffing (Page 90 in Training Guide)
 - Account Funding Detail (Page 91 in Training Guide)
 - Account Object Detail (Page 92 in Training Guide)
 - Object Summary (Page 93 in Training Guide)
 - List 2PLG (Page 95 in Training Guide)



2PLG

- Processing 2PLG
 - Before, during and at the end of budgeting process
 - Alters bottom line – be careful



Lock Monitor

- Why is my document locked and by whom?



Other Related Issues

- Mark your calendars - Office of Budgets will be holding an Open House Session
 - June 27th 1:00 - 3:00 pm (Morgan Library Computer Room 174)



Other Related Issues (continued)

- You'll be notified via email if people are staffed on closed or expired accounts. Please resolve quickly.
- New and remapping organizations for FY19 will be in place on June 10.
- KFS training hours: Mon-Fri: 8:30 am to 7 pm



Other Related Issues (continued)

- BC Checklist
 - Handout H1-H2

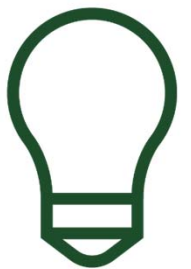
- TBA Checklist
 - Handout I1-I2

- Calculating FTE
 - Handout J1-J4



Other Related Issues (continued)

- The following items will not be implemented for this fiscal year:
 - Budgeting sub-objects
 - Creating monthly budgets
 - Importing/exporting



Questions?

Contact the Help Desk for all BC related questions via email:

VPF_Budget_Office_BC_Helpdesk@mail.colostate.edu



Evaluation Form

Thank you for taking the time to complete the evaluation form and for attending this training session!



Thank you for coming!

Please complete the evaluation form and thank you for taking the time to attend this training session.



Colorado State University

