

# BUDGET CONSTRUCTION

## FY24 Frequently Asked Questions

**Q: When will the HR snapshot be taken?**

A: The HR snapshot to prepopulate salaries with open ended assignments will be taken on Wednesday, June 21. However, please be sure to back into this date and have all HR changes in place by Monday, June 19.

**Q: When is the last day to submit new Account create documents?**

A: The last day to submit account changes in KFS is June 1.

**Q: Why aren't all my department/division's accounts displayed when I use the My Organization button?**

A: Only budgeted accounts can be viewed using the My Organization button. Accounts that are not budgeted this year and were not budgeted last year will not be listed when navigating with the My Organization button. To access an account that is missing from the My organization section, key the account number to the Budget Construction Selection screen and click load document from this view.

**Q: Will Budget Construction be available to use on weekends?**

A: As a general rule of thumb, the system works best / is most reliable during regular business hours. Like Quali and other portals, IT reserves system maintenance for "off hours." In addition, updates that are usually run behind the scenes, won't always run on weekends. We are not saying you cannot be in Budget Construction over the weekend, but suggest you plan to do the bulk of your work during regular business hours.

**Q: When should I use the vacate button vs. create a TBA?**

A: Use the vacate button if an individual exists in Budget Construction and will be replaced at the same FTE and salary. Use a TBA to create a salary budget for a position you know will be created in the future.

**Q: What is the difference between purge, delete, and vacate?**

A: Purge and delete are essentially the same thing. You are removing the position from Budget Construction. You would use vacate when an employee leaves and you want to budget the TBA. Vacate will KEEP the position as a VACANT position and delete the budget. You can then budget a TBA on that position in the psnsel, rather than building a TBA.

**Q: Will the RARSP Blue Sky / Salary Clearing accounts be exempt from Budget Construction?**

A: No. All RARSP budget entries in BC will be required to tie to the RARSP control numbers you receive from the Office of Budgets at the college / VP levels.

**Q: If an individual has a split salary, should the percentage be calculated?**

A: Yes. The percentage will need to reflect the portion of the salary that is funded from the account you are budgeting. You will need to coordinate with the budget preparer of the remaining funding lines to complete the budgeting if the other account(s) don't belong to your organization.

For additional questions, please contact your College / Divisions' Business Officer or email the Budget Construction Team at [vpf\\_bc\\_budget\\_office\\_helpdesk@colostate.edu](mailto:vpf_bc_budget_office_helpdesk@colostate.edu)