INDIANA UNIVERSITY

FINANCIAL INFORMATION SYSTEM

Budget Construction Document

University Budget Office
Financial Management Support Department
February, 1999

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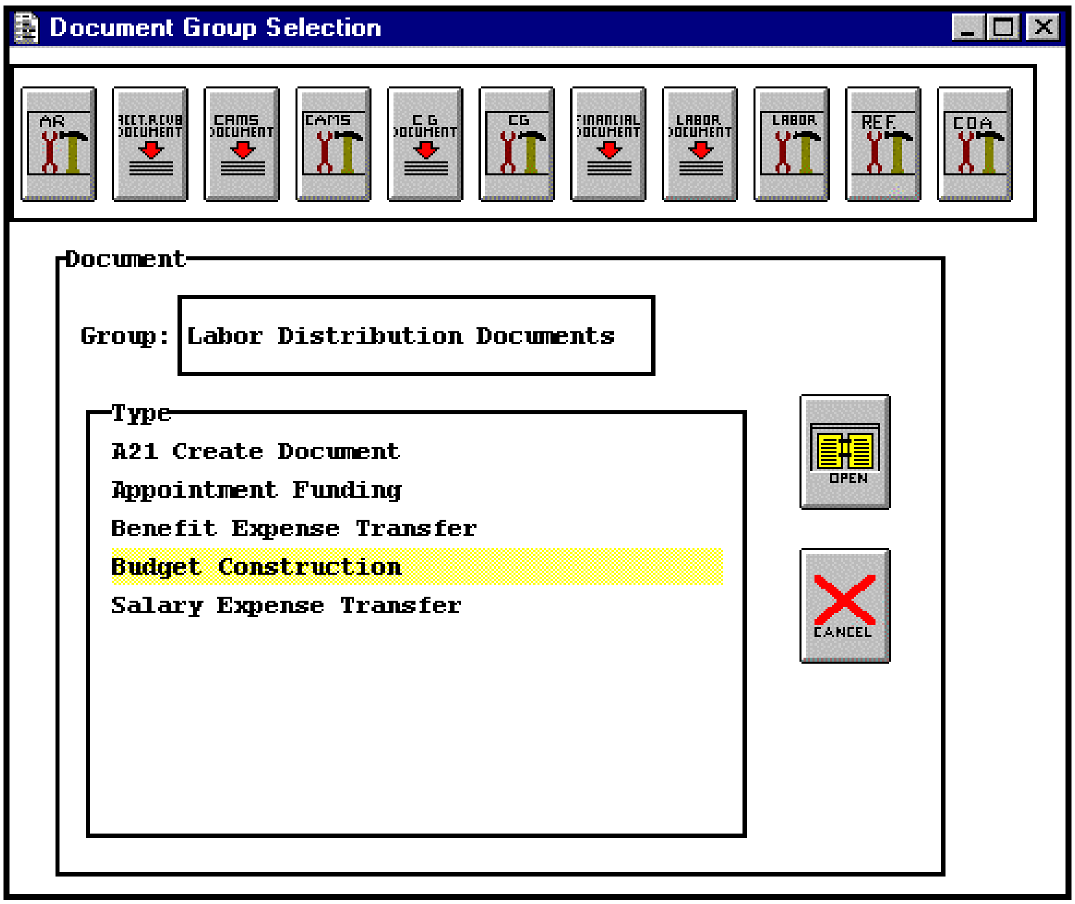
SECTION 1: GENERAL OVERVIEW

1.1 Budget Construction in the FIS

Budget Construction is part of the Labor Distribution Document Group. Double-clicking on the "Labor Document" button at the Document Group Selection screen will present the documents listed within the Labor Distribution Documents group. Double-clicking on Budget Construction in the Type zone will access the Budget Construction Selection screen, which is the starting point for budget construction (see *Section 1.2: The Budget Construction Selection Screen*.



1.1.1 Access

Unlike other TP documents, access to budget construction is limited. The account manager has initial access to his/her accounts by default. Other reviewers only have access if they are defined to the organizational review hierarchy of that account for budget construction. The Budget Construction screen will indicate the current hierarchy level of the account. Approvers above the current hierarchy level will have display (view) only access until the account is "pulled up" to that reviewer's level. No one below the current hierarchy level is allowed access to budget construction for that account.

1.1.2 Routing

Clicking on the OK button on the Budget Construction screen does not route a budget construction document. Performing this action merely indicates that all updates in the current working session are complete and have been saved. Subsequent attempts to perform updates for the account will activate the same budget construction document previously initiated.

NOTE: The most recent person updating that account, and the date it was updated, will be displayed on the Budget Construction screen in the "Initiator" and "Created" fields.

1.1.3 The MESSAGE BAR

Many messages will appear in the MESSAGE BAR at the bottom of the screen as well as in dialog boxes as is usual in TP. This MESSAGE BAR informs the user of what is taking place "behind the scenes" during budget construction. Users should make sure to check the MESSAGE BAR to find out what action has taken place during each stage of the budget construction process.

NOTES:

- A person in an organization's review hierarchy for budget construction can view accounts without "pulling" them up. To do this, the user should type in the account number and then click on OK. A "View Only" budget construction document will appear for that account

- A person in a review hierarchy can view accounts reporting to that organization but cannot edit those accounts until they actually "pull up" the account through the ORG. PULLUP or ACCT. PULLUP buttons

- The fiscal year for 1996/97 is "1997." This information is system retrieved on the Budget Construction Selection screen (see page 7)

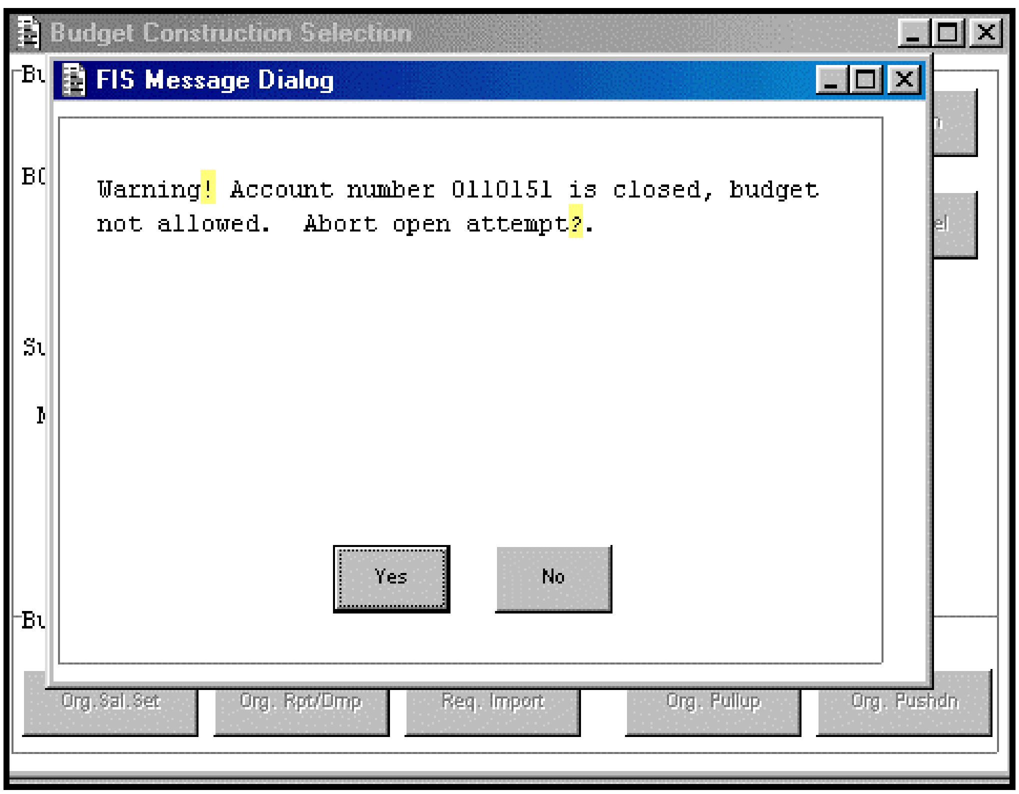
1.2 The Budget Construction Selection Screen

After double-clicking on the “Budget Construction” type on the Document Group Selection screen, the Budget Construction Selection screen will appear, which provides the user with several options (see below). Most users will simply enter an account number at this point and directly access the Budget Construction screen where budget construction is performed. If you have sub-accounts set up, you may budget at the sub-account level by entering the sub-account code in addition to the account number in the appropriate field on the screen.

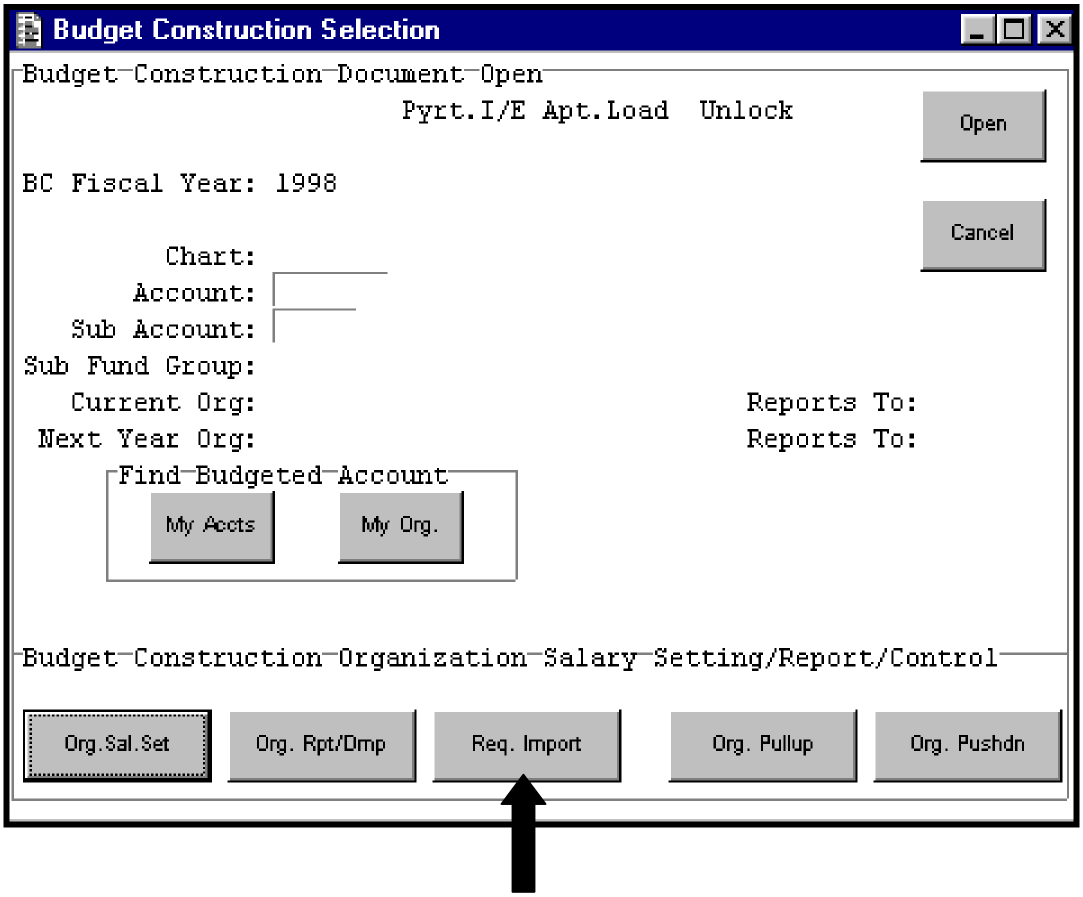
Closed Account Selection Prohibited:

With the addition of the designation of an account to be “closed” within the FIS, additional edits have been added to budget construction this year that will not allow a closed account to be budgeted. An error dialog box will appear indicating that the selected account is closed and the system will not allow entry into the detailed budget construction screens for that account.

Similar functionality exists for the organization salary setting by incumbent or by position screens. If a closed account is entered as the funding source for a salary line, an error message will appear indicating the account is closed. In the unlikely event that the CSF Tracker still shows funding for a position or person from a closed account in the detailed salary setting screens, the only update permitted for that funding line is to check the “delete” box” indicating that funding source should no longer be used. Once deleted, the funding line cannot be restored.



The fields on the Budget Construction Selection screen provide information about the account you select. For more information about the fields on this screen, see *Appendix A: Navigating the Budget Construction Selection Screen*.



NOTE: A new button, "Req. Import," (see arrow above) has been added to 1998 budget construction. The functionality of this button is outlined in *Appendix E: Importing to Budget Construction*.

Other buttons on the "Budget Construction Selection" screen are outlined below.

1.2.1 The OPEN Button

The OPEN button accesses the Budget Construction screen once you have entered the account number and sub-account number (if desired) in the relevant fields. The Budget Construction screen allows the user to work on an account budget. For more detailed information on the Budget Construction screen, see *Appendix B: Navigating the Budget Construction Screen*.

1.2.2 The CANCEL Button

The CANCEL button exits from the Budget Construction Selection screen and takes the user back to the Document Group Selection screen.

1.2.3 The MY ACCTS Button

The MY ACCTS button accesses the Budgeted Account List screen. This screen automatically displays all the accounts the user is a manager or delegate for. It also allows the user to retrieve account information based on the criteria entered when performing a search. For more detailed information about the use of this button, see *Appendix A: Navigating the Budget Construction Selection Screen*.

1.2.4 The MY ORG. Button

The MY ORG. button takes you to the Budgeted Account List Search window. This window lists the points of view to which the user has access, allowing the user to find and select accounts by "drilling-down" to the appropriate organizational level. For more detailed information about the use of this button, see *Appendix A: Navigating the Budget Construction Selection Screen*.

1.2.5 The ORG. SAL. SET" Button

The ORG. SAL. SET button takes user to the "Budget Salary Setting Viewpoint" window. From this window you can select an organization, drill down, access and modify salary information by incumbent or by position across multiple accounts. For more detailed information about the use of this button, see *Appendix A: Navigating the Budget Construction Selection Screen*.

1.2.6 The ORG. RPT/DMP Button

The ORG. RPT/DMP button accesses the "BC Org. Reports Point of View" window which allows you to drill down and select from several options to print reports or store data as an ASCII file in a selected drive for later use. For more detailed information about the use of this button, see *Appendix D: Reporting and Dumping*.

1.2.7 The ORG. PULLUP Button

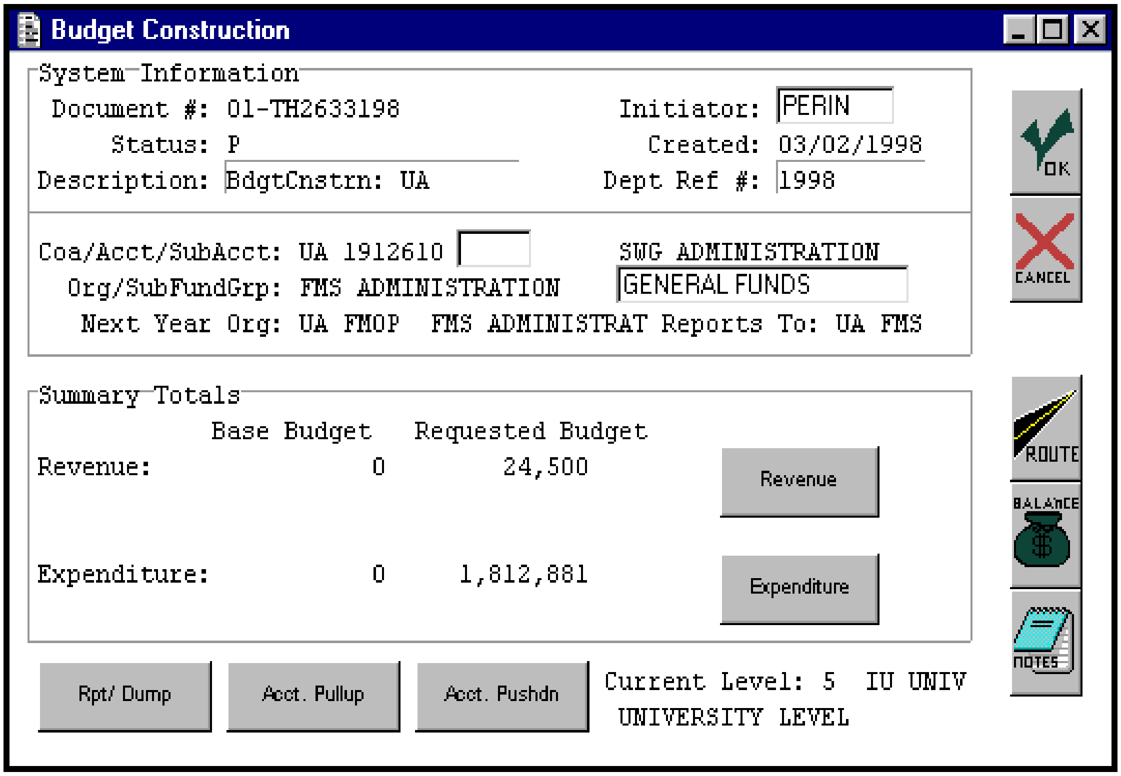
The ORG. PULLUP button allows a user to "pull up" several organizations' accounts or an individual organization's accounts from a lower level to the (higher) point of view of the user. For more detailed information about the use of this button, see *Appendix A: Navigating the Budget Construction Selection Screen*.

1.2.8 The ORG. PUSHDN Button

The ORG. PUSHDN button allows the user to push accounts down to the viewpoint of a lower organizational level, or to push back accounts that have been previously pulled up. For more detailed information about the use of this button, see *Appendix A: Navigating the Budget Construction Selection Screen*.

1.3 The Budget Construction Screen

After correctly entering the account number and sub-account code (if desired) in the relevant fields of the “Budget Construction Selection” screen, you will be taken to the “Budget Construction” screen for that account. This is the main starting point from which most budget construction for an account is performed. From this screen you can drill down and perform budget construction for revenue and/or expenditure for an account.



1.3.1 Budget Construction Screen “Zones”

The “Budget Construction” screen is made up of two zones, the “System Information” and the “Summary Totals” zones. The “System Information” zone provides account, organization and user information. (For more information about the fields in this zone, see *Appendix B: Navigating the Budget Construction Screen*). The “Summary Totals” zone shows the base and requested budget amounts, and allows you to drill down (using the REVENUE and EXPENDITURE buttons) to subordinate screens where detailed budget construction is done.

The REVENUE and EXPENDITURE buttons and the subordinate screens will be discussed in more detail in *Section 2: Performing Budget Construction*.

1.3.2 TP "Action" Buttons

Several buttons appear to the right of the screen in the "Budget Construction" screen. Some of these buttons duplicate the functions of the "Actions" option of the menu bar. For more detailed information see *Appendix B: Navigating the Budget Construction Screen*.

1.3.3 The RPT/DUMP Button

The RPT/DUMP button allows the user to print out a variety of reports for the chosen account, or to save account data as an ASCII file for later use. If chosen, the ASCII dump will default to the "C" drive Windows subdirectory. For more detailed information see *Appendix D: Reporting and Dumping*.

1.3.4 The ACCT. PULLUP Button

The ACCT. PULLUP button allows the user to "pull up" an account providing he or she is in the budget construction review hierarchy above the level at which the account resides. Once an account is "pulled up," it cannot be further accessed or viewed by anyone lower in the budget construction hierarchy. For more detailed information see *Appendix B: Navigating the Budget Construction Screen*.

1.3.5 The ACCT. PUSHDN Button

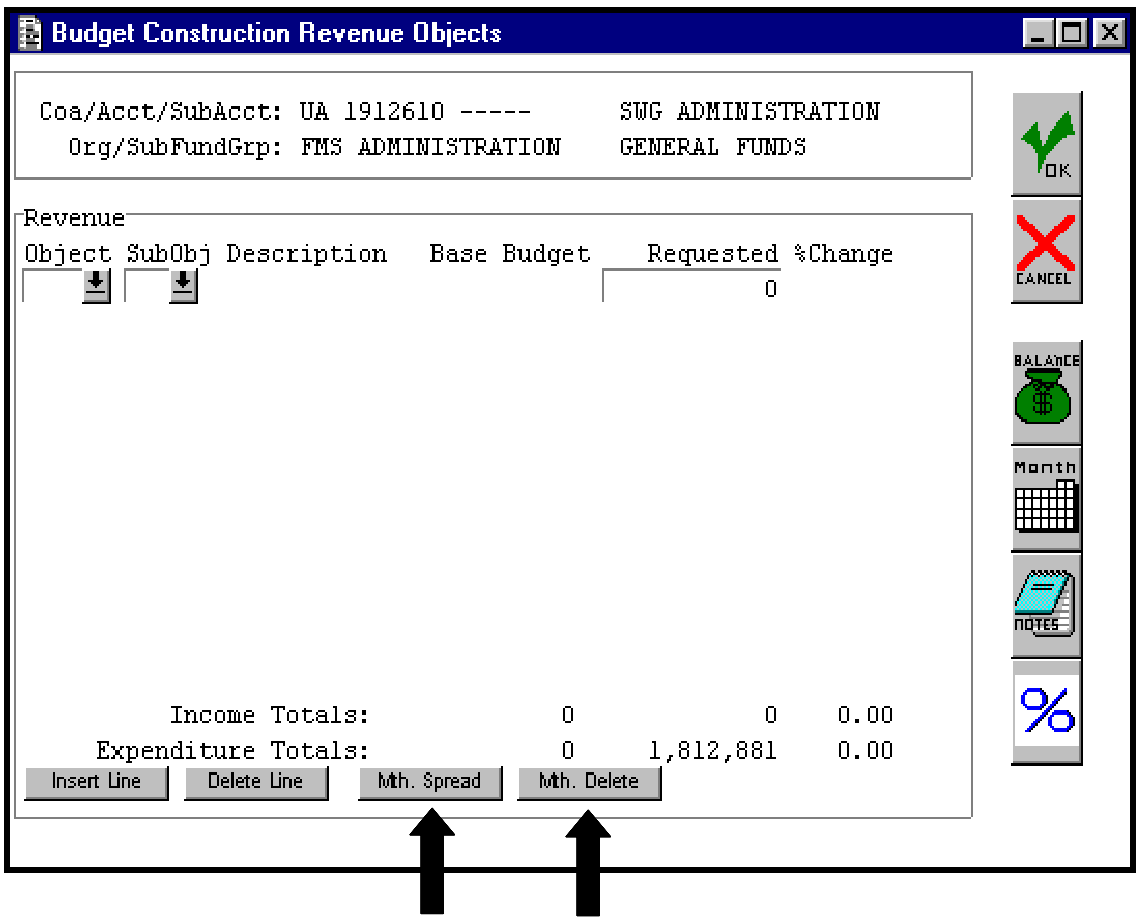
The function of the ACCT. PUSHDN button is to a single account what the ORG. PUSHDN button is to a group of accounts. The button allows the user to "push down" a single account from a higher level in the organizational hierarchy to a lower level (such as manager or delegate level). For more detailed information see *Appendix B: Navigating the Budget Construction Screen*.

SECTION 2: PERFORMING BUDGET CONSTRUCTION

The REVENUE and EXPENDITURE buttons on the “Budget Construction” screen drill down to subsequent screens where the budget requests are developed.

2.1 The REVENUE Button/REVENUE OBJECTS Screen

The REVENUE button accesses the “Budget Construction Revenue Objects” screen. This screen identifies the source(s) of revenue for this account by object code and sub-object code. The base and requested budgets for this account are also provided on this screen, along with any percentage change (plus or minus) between the base and the new fiscal year’s requested budget where applicable.



NOTE: Two new buttons have been added to the bottom of the revenue objects screen. The “Monthly Spread” button and the “Monthly Delete” button. These will be discussed below.

2.1.1 TP ACTION Buttons

Several buttons appear to the right of the screen in the REVENUE OBJECTS screen. Some of these buttons duplicate the functions of the "Actions" option of the menu bar. For more detailed information see *Appendix B: Navigating the Budget Construction Screen*.

2.1.2 REVENUE OBJECTS Screen Buttons

The REVENUE OBJECTS screen has a number of buttons that are similar to those which appear on other budget construction screens. For the functions of the "Action" buttons, please see *Appendix B: Navigating the Budget Construction Screen*.

2.1.3 The INSERT LINE Button

This button operates like other INSERT LINE buttons in TP. Clicking on it will add a new line of revenue to the screen. If you do not know the object code (or sub-object, if applicable) for the new source of revenue, you may perform a search by double-clicking on the down arrow which appears next to the added object (or sub-object) field. For more information about performing searches, see *Appendix C: Performing Searches and Creating New Sub-Object Codes*.

2.1.4 The DELETE LINE Button

This button operates like other DELETE LINE buttons in TP. Clicking on it will delete a line of revenue from the screen. A line can be deleted **ONLY** if the "Base Budget" field is "0." The base budget cannot be altered. However, if the "Requested" amount is set to "0," the line will not appear in the future year's budget construction.

2.1.5 The MONTHLY SPREAD Button

The MONTHLY SPREAD button is used to create/update monthly budgets for all object codes appearing on that screen using an even spread with overflow being dumped into the month 1 (July) field.

The timing of use of this button is significant. It should be one of the last steps in the process.

The user will enter the new amount(s) for each object code (or sub-object code, if desired) into the "Requested" field and the system will automatically calculate the "% Change." Clicking on the "OK" button will return the revenue change to the "Budget Construction" screen. Once entered onto the "Budget Construction" screen, the amount can only be changed by drilling back down to the REVENUE OBJECTS screen and changing the requested amount(s).

NOTES:

- Sub-object codes are account specific; they must be separately created for each object code within an account. A new sub-object code may be created within budget construction. For more information, see *Appendix C: Performing Searches and Creating New Sub-Object Codes*

- The system will automatically put “0” in the “Base Budget” field for any new object code or sub-object code line you create

- The primary use of the “%” button is as a convenient starting point to apply an increment or decrement to the base. You may have the system calculate a percentage increase or decrease either for all or single object codes. For more detailed information see *Appendix B: Navigating the Budget Construction Screen*

- Once you have a requested revenue amount in a field, you may then distribute annual totals by month. (NOTE: to avoid overriding work already performed, use the MONTH button to distribute annual amounts **AFTER** the annual budget is complete)

- It is possible to see what base budget adjustments have been made for a given object code for a specific account. Click on a line in the base budget field which will take you to the General Ledger Balance screen

The effect of any changes made to the REVENUE OBJECTS screen will be summarized on the “Budget Construction” screen when the “OK” button is clicked. The “Requested Budget” of the “Revenue” field will reflect any amounts added (or subtracted) from the previous screen.

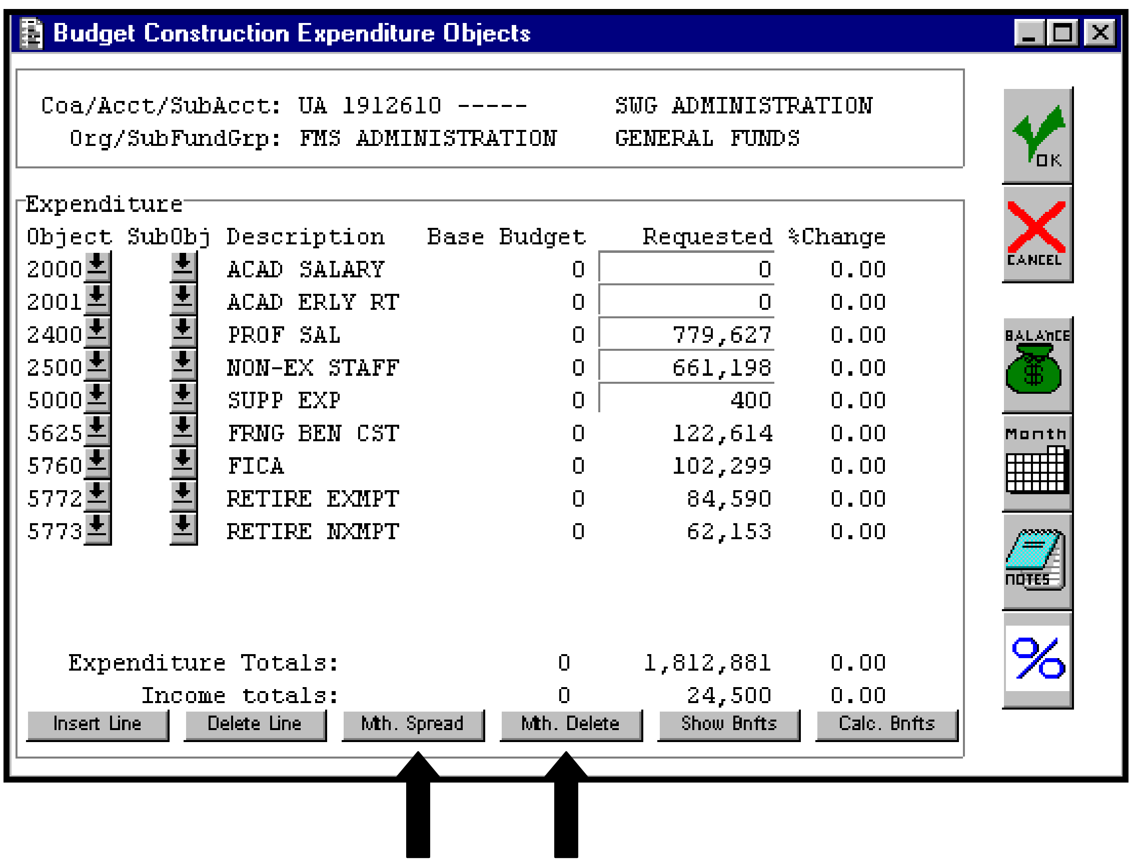
2.1.6 The MONTHLY DELETE Button

The MONTHLY DELETE button allows the user to remove all monthly budget amounts from the revenue screen. It provides the same functionality as the “Remove” button on the Monthly Budget Construction screen (which is a drill-down screen for a particular object code that deletes monthly spreads of that object code). However, the MONTHLY DELETE button allows this process to be applied to all object codes on the revenue screen at once.

2.2 The EXPENDITURE Button/Expenditure Objects Screen

The EXPENDITURE button accesses the “Budget Construction Expenditure Objects” screen. This screen identifies, by object code and description, how the account’s base and requested expenditure is broken down among salaries, wages, benefits, and other expenditures. For salary object codes, this screen also allows the user to drill down to the “Salary Setting” screen.

Changes made and “OK’d” on subordinate screens (using either the MONTH button for any object code or the “Salary Setting” function for salary object codes) affect the ability to cancel parent screens. For example, if a user modifies information on the “Expenditure Objects” screen, drills down to a subordinate screen, makes changes and “OK’s” them, and then returns to the “Expenditure Objects” screen, he or she can leave the “Expenditure Objects” screen only by clicking on the OK button. Clicking on the CANCEL button will produce a message which explains that you cannot cancel at this point. If you feel the need to cancel, go back to the subordinate screen and change the information back to what it originally was.



NOTE: Two new buttons have been added to the bottom of the expenditure objects screen. The “Monthly Spread” button and the “Monthly Delete” button. These will be discussed below.

2.2.1 TP ACTION Buttons

Several buttons appear to the right of the screen in the "Expenditure Objects" screen. Some of these buttons duplicate the functions of the "Actions" option of the menu bar. For more detailed information see *Appendix B: Navigating the Budget Construction Screen*.

2.2.2 EXPENDITURE OBJECTS Screen Buttons

The "Expenditure Objects" screen has a number of buttons, some of which are similar to those that appear on other budget construction screens, and some of which are unique to this screen. For the functions of the "Action" buttons, please see *Appendix B: Navigating the Budget Construction Screen.*

2.2.3 The INSERT LINE Button

This button operates like other INSERT LINE buttons in TP. Clicking on it will add a new line of expenditure to the screen. If you do not know the object code (or sub-object, if applicable) for the new expenditure, you may perform a search by double-clicking on the down arrow which appears next to the added object (or sub-object) field. For more information about performing searches, see *Appendix C: Performing Searches and Creating New Sub-Object Codes.*

2.2.4 The DELETE LINE Button

This button operates like other DELETE LINE buttons in TP. Clicking on it will delete a line of expenditure from the screen. As on the REVENUE OBJECTS screen, a line can be deleted **ONLY** if the "Base Budget" field is "0." The base budget cannot be altered. However, if the "Requested" amount is set to "0," the line will not appear in the future year's budget construction

2.2.5 The MONTHLY SPREAD Button

The MONTHLY SPREAD button has been added to the bottom of the expenditure objects screen to create/update monthly budgets for all object codes appearing on that screen using an even spread with overflow being dumped into the month 1 (July) field.

The timing of use of this button is significant. It should be one of the last steps in the process.

NOTES:

- Sub-object codes are account specific; they must be separately created for each object code within an account. A new sub-object code may be created within budget construction. For more information, see *Appendix C: Performing Searches and Creating New Sub-Object Codes*

- The system will automatically put "0" in the "Base Budget" field for any new object code or sub-object code line you create

- The primary use of the "%" button is as a convenient starting point to apply an increment or decrement to the base. You may have the system calculate a percentage increase or decrease either for all or single object codes. For more information, see *Appendix B: Navigating the Budget Construction Screen*

- Once you have a requested expenditure amount in a field, you may then distribute annual totals by month. (NOTE: to avoid overriding work already performed, use the MONTH button to distribute annual amounts **AFTER** the annual budget is complete)

2.2.6 The MONTHLY DELETE Button

The MONTHLY DELETE button allows the user to remove <u>all</u> monthly budget amounts from the expenditures screen. It provides the same functionality as the "Remove" button on the Monthly Budget Construction screen (which is a drill-down screen for a particular object code that deletes monthly spreads of that object code). However, the MONTHLY DELETE button allows this process to be applied to all object codes on the expenditures screen at once.

2.2.7 The SHOW BENEFITS Button

Clicking on this button while the cursor is resting on a salary object code will show the benefits associated with that object code.

2.2.8 The CALC. BENEFITS Button

The system will automatically calculate benefits when you exit. You can use the CALC.BENEFITS button to calculate and update the benefit object code amounts. This calculates the total effect on your budget for all salary object codes.

2.2.9 Salary Object Codes

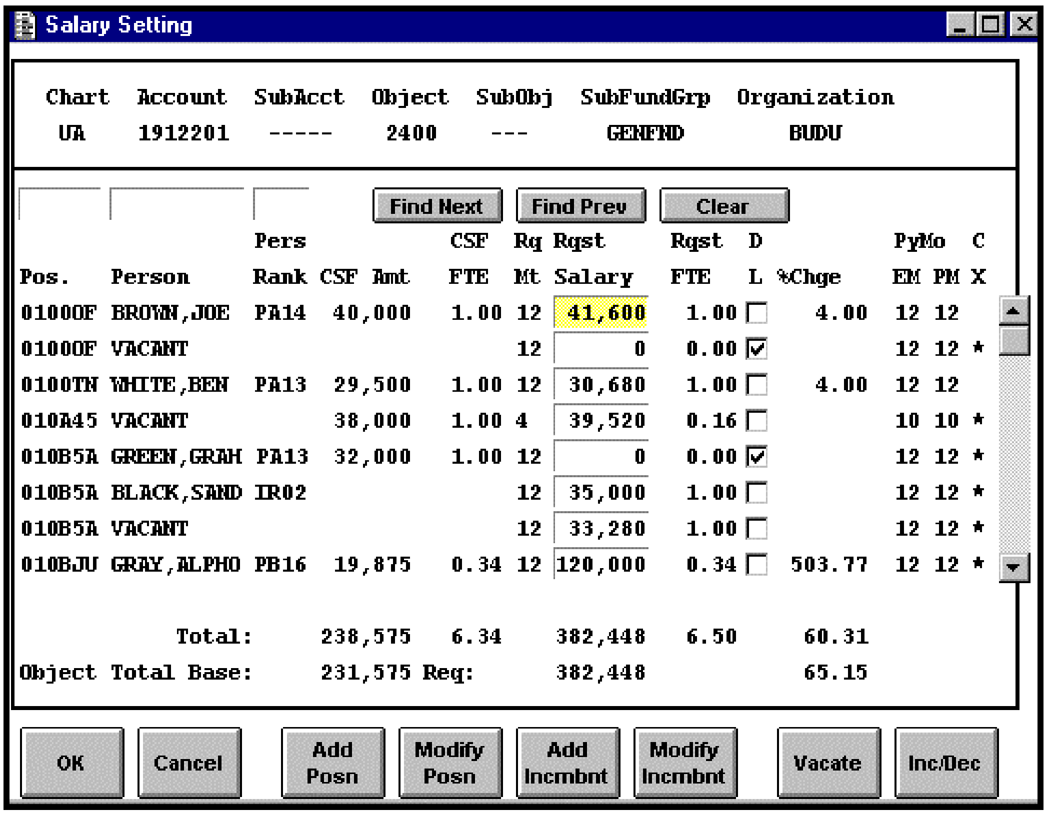
The property that determines whether an object has a drill down screen underneath it is whether or not there are individual salary (CSF) records associated with it. The only objects for which detailed screens exist are as follows:

- 2000 ACADEMIC SALARY
- 2001 ACADEMIC SALARY--EARLY RETIREMENT
- 2400 PROFESSIONAL SALARIES
- 2401 PROFESSIONAL SALARIES--EARLY RETIREMENT
- 2500 NON-EXEMPT STAFF SALARIES

Staff benefits and retirement are calculated by the system and are not editable. Clicking on the "Requested" field for one of these object codes will take you to the "Salary Setting" screen, which will be discussed in the following section.

2.3 The Salary Setting Screen

The "Salary Setting" screen is where request salaries are entered, by salary object code, for a given account. Once a requested amount is entered, any percentage change between the current and the upcoming fiscal year amount will be shown in the "% Chge" column. After updates have been made and the OK button is clicked, the sum of the individual request amounts from this screen are automatically carried forward to the expenditure screen and become the request amount for that object code. All existing funding lines (including vacant positions) are listed on the screen, as well as detailed position, person, and appointment information relating to those funding lines.



NOTES:

- if an object code request amount has previously been entered, and subsequently this screen is updated, the total from this screen will overwrite the object code total on the expenditures screen

- positions may be added during the budget construction process, but since no Calculated Salary Foundation (CSF) amount associated with the account exists, the "CSF Amt" and "% Chge" fields will remain blank

- in a manner similar to the effect that establishing a monthly distribution of the request budget on the revenue and expenditure screens has, updates made to this screen will disable the ability to “cancel” out of the expenditure screen

- because the CSF is computed based on information currently in the Employee Database (EDB) and the object total comes from the object code base budget, these totals may vary. Common reasons include a situation where a budget adjustment has been made and has updated the base budget, but the related PAF is still in the approval chain and has not yet updated the EDB. In another example, when a faculty member is on leave, the base budget will reflect the reduced funding, but the CSF amount continues to reflect the ongoing funding commitment as if the incumbent were not on a leave of absence

2.3.1 Salary Setting Zones

The uppermost zone of the “Salary Setting” screen displays account, object code, and organization information. If the account’s hierarchy is to change for the subsequent fiscal year, the prospective, rather than current, “reports to” information will be displayed here.

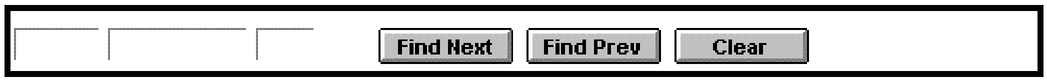
Chart	Account	SubAcct	Object	SubObj	SubFundGrp	Organization
UA	1912201	-----	2400	---	GENFND	BUDU

The lower zone contains all pertinent funding and descriptive information for funding lines for the salary object code and account. A more detailed description of each field is included below.

Find Next | Find Prev | Clear

Pos.	Person	Pers Rank	CSF Amt	CSF FTE	Rq Mt	Rqst Salary	Rqst FTE	D L	%Chge	PyMo EM	PyMo PM	C X
01000F	BROWN,JOE	PA14	40,000	1.00	12	41,600	1.00	☐	4.00	12	12	
01000F	VACANT				12	0	0.00	☑		12	12	*
0100TN	WHITE,BEN	PA13	29,500	1.00	12	30,680	1.00	☐	4.00	12	12	
010A45	VACANT		38,000	1.00	4	39,520	0.16	☐		10	10	*
010B5A	GREEN,GRAH	PA13	32,000	1.00	12	0	0.00	☑		12	12	*
010B5A	BLACK,SAND	IR02			12	35,000	1.00	☐		12	12	*
010B5A	VACANT				12	33,280	1.00	☐		12	12	*
010BJU	GRAY,ALPHO	PB16	19,875	0.34	12	120,000	0.34	☐	503.77	12	12	*
		Total:	238,575	6.34		382,448	6.50		60.31			
Object	Total Base:		231,575	Req:		382,448			65.15			

Search fields (in the top left corner of the lower zone) for position, person, and person rank are provided to facilitate quick access to the selection criteria. Multiple selection criteria may be defined simultaneously, e.g., if a “C” were placed in the “person” field, and a “*08" in the person rank field, the system would find each instance in the list of names beginning with “C” and all ranks ending in “08". The FIND NEXT (move down the list) and FIND PREV (move up the list) buttons initiate the search by selecting the next instance in the listing matching the search criteria selected. The CLEAR button deletes all search criteria previously entered in the search fields, and places the cursor back in the “position” field for entry of a new search criteria.



At the bottom of the lower zone are two system generated lines. The first shows totals of the CSF amount, CSF FTE, request salary, request FTE, and percent change for all the fields above. The second line shows the object total base for the CSF amount, request salary, and the percent change of the two.

2.3.2 Salary Setting Fields

The following fields are editable directly on the “Salary Setting” screen:

Field Name	Title & Description	Other information
Rqst Salary	**Request Salary** This field serves as the location where the requested funding for a salary line is placed. An amount can be manually entered in this field, or the INC/DEC button may be used to automatically update this field with a specified percent or flat rate increment (decrement) added to the CSF Amount.	For non-exempt positions, double-clicking on this field accesses the “Rate Calculation” screen.
DL	**Delete Flag** This is an indicator that, if activated, will prompt the system to permanently remove from the account this combination of person and position (or a vacant position) when the budget is loaded. Clicking on this box will activate the flag, but clicking a second time will not deactivate it. Deactivation of the flag is accomplished through the “BC Salary Setting by Incumbent” screen, accessed via the “Modify By Inc” button.	

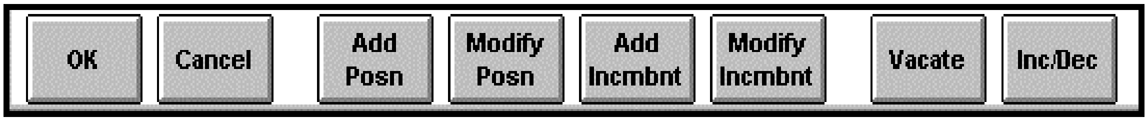
The remaining fields are display only on the "Salary Setting" screen, and can either not be edited or can only be edited by drilling down to a subordinate screen.

Field Name	Title & Description	Other information
Pos	**Position Number** This indicates the unique identifier for a position, which represents a set of duties and responsibilities performed by one (or more) staff or faculty members.	Double-clicking on this field will access the "Salary Setting By Position" screen. This field is editable on the "Salary Setting By Position" and "Salary Setting By Incumbent" screens.
Person	**Person** This identifies the name of the IU employee funded for this position in this account. Future employees can be added but a PAF must be completed and approved prior to the budget load for the person to be loaded into the Payroll system.	Double-clicking on the this field will access the "Salary Setting By Incumbent" screen. This field is editable on the "Salary Setting By Incumbent" or "Salary Setting By Position" screens.
Pers Rank	**Person Rank** This field is different from "Position Rank." This attribute is associated with the person rather than the appointment, and it comes from the Employee Database rank code associated with that person (e.g., a PA13 position may currently be filled by a staff member with a PB13 rank, or an IR0X -- tenure-track faculty -- position may currently be filled with an IR02 -- associate professor -- faculty member).	This field is editable on the "Salary Setting By Incumbent" screen.
CSF Amt	**CSF Amount** The "Calculated Salary Foundation" (CSF) tracker represents the ongoing base salary commitment for a given instance of an account or position. The CSF Amount and FTE are based upon information which is currently in the payroll system. It reflects only ongoing salary commitments.	Not editable.

Field Name	Title & Description	Other information
CSF FTE	**CSF FTE** This field represents the current appointment funding percentage. It is calculated as (appointment % time) x (appointment months), and is different than the position FTE which indicates the proportion of time the position is funded.	Not editable.
Rq Mt	**Request Months** This field displays the number of months for which funding is budgeted for this position.	Editable on the “Salary Setting By Incumbent” and “Salary Setting By Position” screens.
Rqst FTE	**Request FTE** Unless updated, this field will equal the “CSF FTE” described above. The value in this field will be recalculated by the system if the appointment “Request %” or “Request Months” are edited on the “Salary Setting by Incumbent” or “Salary Setting By Position” screen.	Not editable.
% Chge	**Percent Change** This field displays the system-calculated percent change from the “CSF Amount” to the “Request Amount.”	Not editable.
EM	**Effective months** This represents the number of months a position will be filled (e.g., a person may only fill a 10-month position for 9 months, effective months = 9)	Not editable.
PM	**Pay months** This defines the number of months the payroll cycle of the position, either 10 or 12 (a 26-pay appointment will be converted here to “12"). In the example above, the pay months = 10.	Editable on the “Salary Setting By Position” screen.
CX	**Complex Flag** The Complex flag (an asterisk) appears if there is a difference in month or percent time between the CSF and the request, if the percent time paid out of this account is less than or greater than 100%, or if this person is on leave.	Not editable.

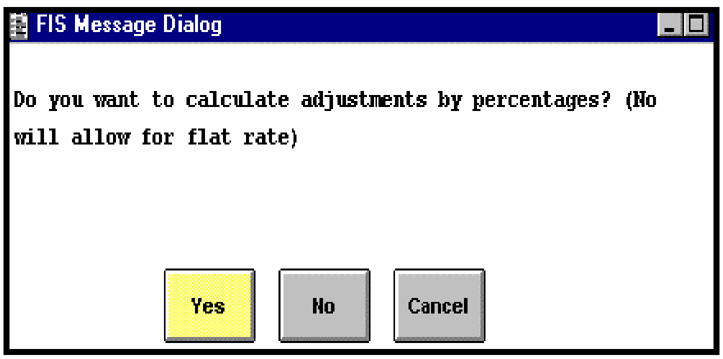
2.3.3 Salary Setting Buttons

At the bottom of the "Salary Setting" screen there are a number of buttons which allow you to drill down to subordinate screens where edits can be performed.



2.3.4 The INC/DEC Button

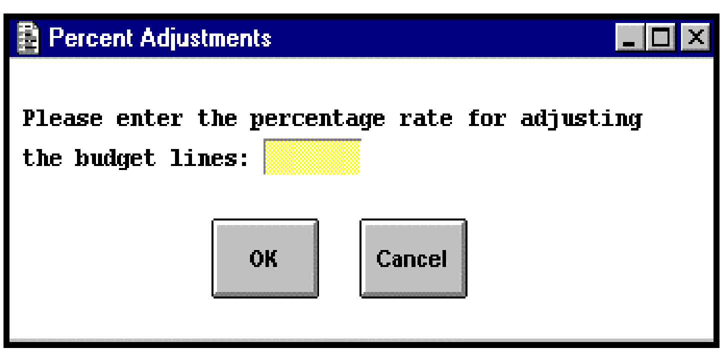
The INC/DEC button allows the user to increase or decrease salaries either by percentage or by flat rate. After clicking on the INC/DEC button, the following dialog box will appear:



Clicking on YES will access another dialog box asking if you want to calculate adjustments by percentages. Clicking on NO will access a box asking if you wish to apply a flat rate (i.e. a dollar amount).

If you click on YES another dialog box will ask if you wish the percentage rate to apply across all lines. Clicking on NO at this point will apply the percentage adjustment to the line you are currently on in the "Salary Setting" screen.

In either case, the next dialog box will ask you the percentage amount you wish to apply to adjust the salary or salaries.



Amounts can be positive (3 = 3%) or negative (-3 = -3%). Clicking on OK will apply the percentage amount you have entered either across all lines or an individual line depending on your selection.

Likewise, clicking on NO at the original message box will access another dialog box asking if you want to apply a flat rate to all lines or the line you are currently working on. Subsequent dialog boxes appear as for the percent rate, except the final number you enter will apply a whole dollar amount (positively or negatively) to all lines or the individual line.

2.3.5 The VACATE Button

Formerly called the REMOVE INCUMBENT button, this 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 on the "Salary Setting" screen. This button keeps a position funded even if the person who currently occupies it leaves the position. The person's name will remain on the "Salary Setting" screen although the requested FTE will change to "0." A vacant line, however, will be inserted for the position.

For example, clicking on the VACATE button will add a new line with "VACANT" in the "Person" field. The requested salary amount for the person you have vacated will now reflect as the requested salary for the Vacant line. Note that nothing appears in the "% Chge" field since there is no CSF amount for the vacant line, and since the incumbent has now been removed from the position (as indicated by the check mark in the delete box).

Pos.	Person	Pers Rank	CSF Amt	CSF FTE	Rq Mt	Rqst Salary	Rqst FTE	D L	%Chge	PyMo EM	PM	C X
010SP3	JONES, SMI	IR22			5	0	0.00	☑		10	10	*
010SP3	VACANT				5	22,500	0.25	☐		10	10	

2.3.6 The MODIFY BY INCMBNT Button

The MODIFY BY INCMBNT button allows the user to change information pertaining to funding for the incumbent for all the accounts from which the person is compensated, providing those accounts are at the user's reviewing level. You can make changes to funding levels for accounts in your review hierarchy, but funding for other accounts outside your review hierarchy are view only. (See *Salary Setting By Incumbent* screen in the following section).

2.3.7 The ADD BY INCMBNT Button

The ADD BY INCMBNT button allows the user to add an incumbent who is either a currently appointed faculty or staff person, or a person who is not yet currently in the system (for example, an individual who is expected to be appointed but is not currently appointed. See *Salary Setting By Incumbent* screen in the following section).

2.3.8 The MODIFY BY POSN Button

The MODIFY BY POSN button takes the user to the "Salary Setting by Position" screen where, if the user has the appropriate organization hierarchy access/approval authority, he or she can update the request salary amounts for all funding sources for that position. If the account is currently at a level lower than the user's point of view, the button name changes to "View by Position", indicating that the user has display-only access to the position information. (See *Salary Setting By Position* screen in the following section).

2.3.9 The ADD BY POSN Button

The ADD BY POSN button facilitates the insertion of a funding line for an existing position in the account's salary setting screen by opening the "Budget Position Lookup" screen. Once the appropriate position is selected, a new funding line is inserted on the screen. (See *Salary Setting By Position* screen in the following section).

2.4 Accessing the Salary Setting By Incumbent Screen

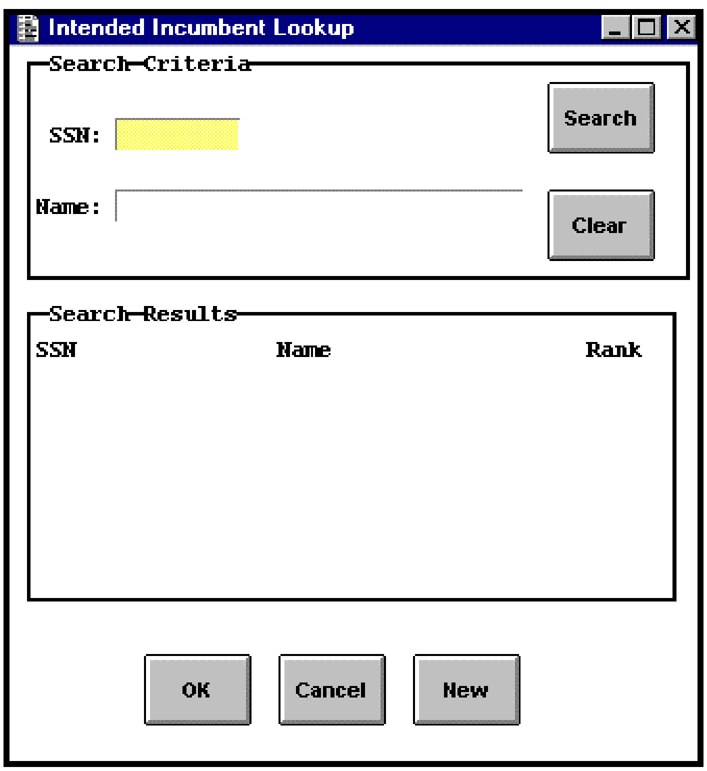
The "Salary Setting By Incumbent" screen can be accessed from the "Salary Setting" screen by clicking on the MODIFY BY INCMBNT or ADD BY INCMBNT buttons. (It can also be reached from the "Budget Construction Selection" screen by clicking on the ORG. SAL. button, drilling down, and then using the PERSON PICK button. For more information on this, see *Appendix A: Navigating the "Budget Construction Selection" Screen*).

2.4.1 The MODIFY BY INCMBNT Button

The MODIFY BY INCMBNT button allows the user to change information pertaining to funding for the incumbent for all the accounts from which the person is compensated, providing those accounts are at the user's reviewing level. Clicking on this button takes you directly to the "Salary Setting By Incumbent" screen from where you can perform actual salary budgeting for an incumbent (see *2.4.3* below).

2.4.2 The ADD BY INCMBNT Button

The ADD BY INCMBNT button allows the user to add an incumbent who is either a currently appointed faculty or staff person, or a person who is not yet currently in the system (for example, an individual who is expected to be appointed but is not currently appointed). Clicking on the ADD BY INCMBNT button accesses the "Intended Incumbent Lookup" screen:

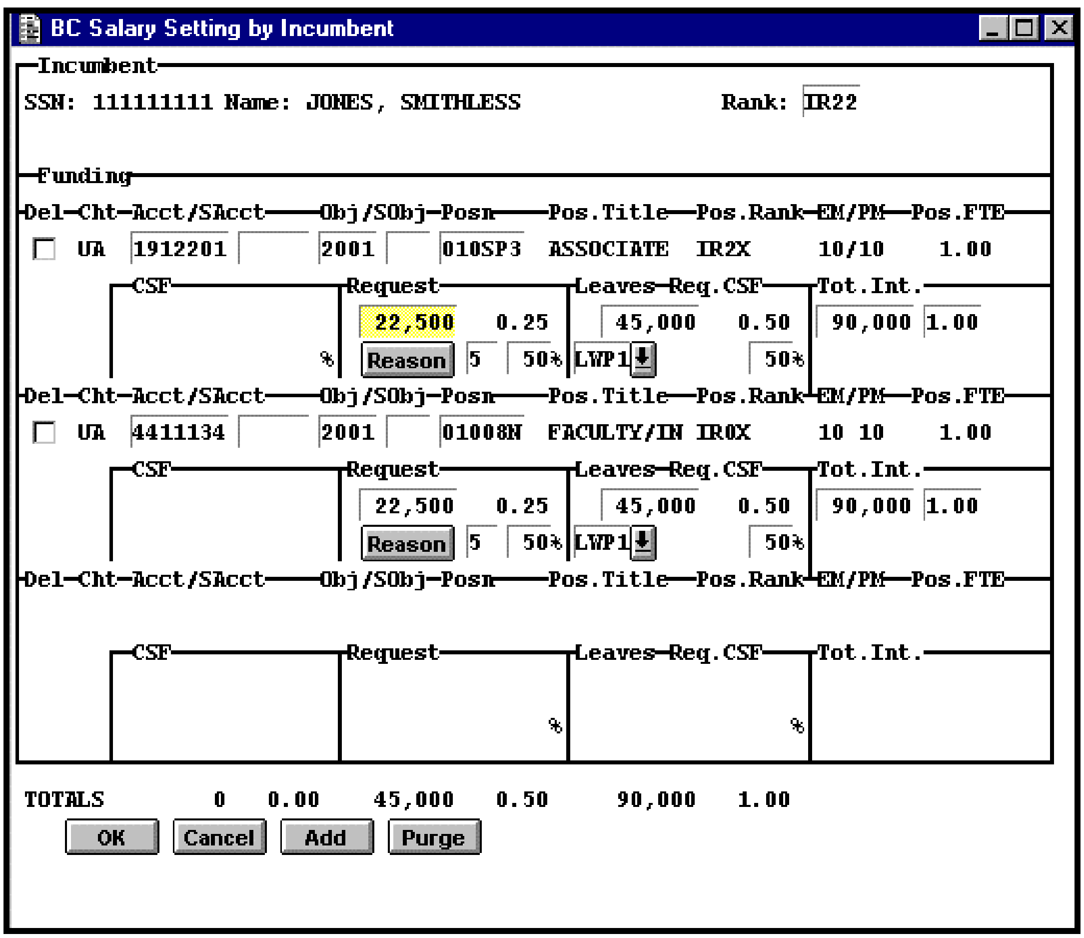


From this window the user can search for an individual who currently resides within the budget construction system by social security number or by name. Double-clicking on a line in the "Search Results" section or clicking on the OK button while the cursor is resting on an SS number or name, will return that information to the "Salary Setting By Incumbent" screen. If the name or SS number is not found, it can be entered by clicking on the NEW button. Clicking on OK will likewise return the information to the "Salary Setting By Incumbent" screen.

Once a new incumbent has been added, the "Salary Setting By Incumbent" screen can be completed as you would if you were modifying an existing incumbent.

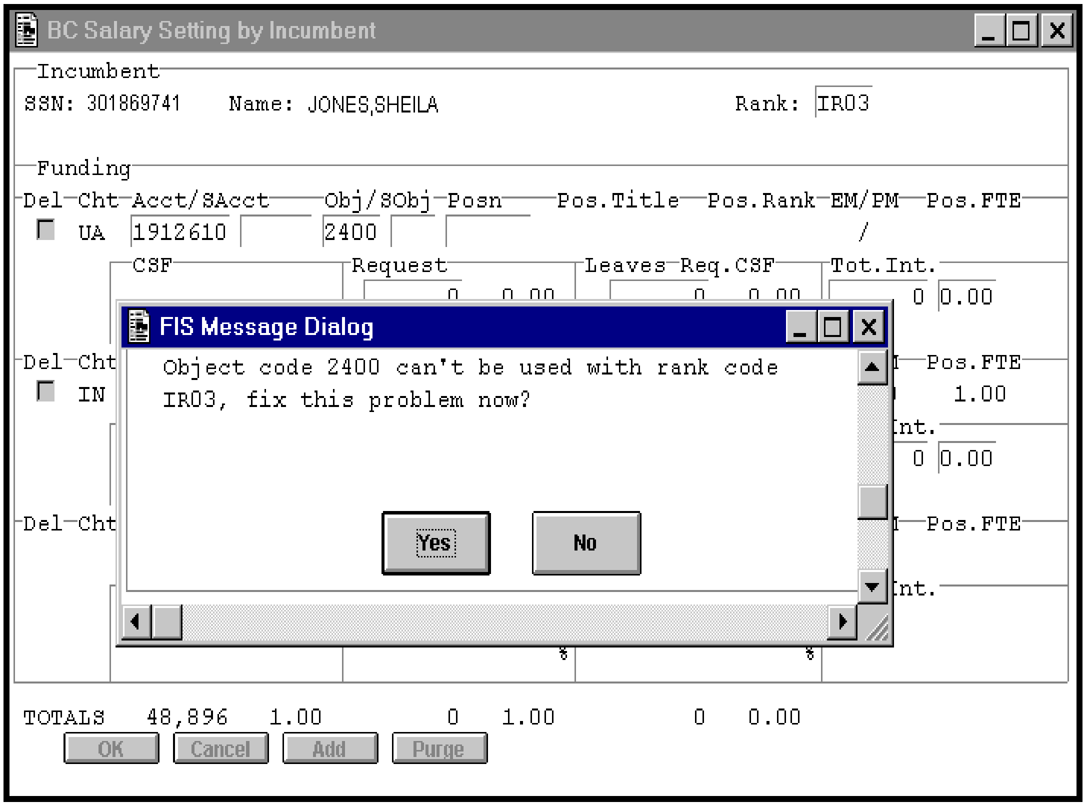
2.4.3 Navigating the Salary Setting By Incumbent Screen

The "Salary Setting By Incumbent" screen allows you to add, purge, or edit funding information for all funding lines associated with a person on a single screen, providing the proper access has been established in the review hierarchy. (Funding lines for accounts to which you do not have access are view only, unless they have been "pulled up" to a higher level in which case you may not view them at all.)



NOTE: Objects Codes and Rank Codes

New edits have been added to enforce certain object codes to be used with certain intended incumbent proposed rank codes. A reference table has been created that matches rank codes with object codes and ensures that the two are compatible: A warning message (similar to that of **>1.0 FTE**) will appear twice before exiting the screen. (See *Appendix E: Employee Rank Codes*).



IR03 would be appropriate for only the 2001 object code (not 2000, 2400, 2401, or 2500.

Similar functionality exists for the organization salary setting by incumbent or by position screens. If a closed account is entered as the funding source for a salary line, an error message will appear indicating the account is closed. In the unlikely event that the CSF Tracker still shows funding for a position or person from a closed account in the detailed salary setting screens, the only update permitted for that funding line is to check the “delete” box” indicating that funding source should no longer be used. Once deleted, the funding line cannot be restored.

2.4.4 Salary Setting By Incumbent Fields

2.4.4a The "Incumbent" Zone

Field Name	Title & Description	Other information
SSN	**Social Security Number** This is the unique identifier for the IU employee who is the incumbent.	Not editable.
Name	**Name** This is the name of the IU employee who is the incumbent.	Not editable.
Rank	**Rank** This is the person rank of the IU employee who is the incumbent. This may be different from the "Position Rank" in the "funding" zone.	Editable field.

2.4.4b The "Funding" Zone

Field Name	Title & Description	Other information
Del	**Delete Flag** This is an indicator that, if activated, will prompt the system to permanently remove from the account this combination of person and position when the budget is loaded. Clicking on the "Del" (delete) box will remove the funding in the request amount field, and permanently delete this account's funding for the position and incumbent when the budget is loaded into the general ledger and CSF Tracker. Both the incumbent and position may be funded from another source. To undelete the person, click on the box again. To delete a funding line with no CSF amount, use the PURGE button.	
Cht	**Financial COA Code** This is a two character code which identifies the chart of accounts for the account being budgeted.	This field is automatically updated when a valid account is entered in the account field. **Display only**.

Field Name	Title & Description	Other information
Acct	**Account Number** The account number from which funding is to be provided.	Not editable on this screen. NOTE: to change an account, you must delete the current funding line and add a new line with the changed account.
SAcct	**Sub-Account** The sub-account, if applicable, from which funding is to be provided.	Not editable on this screen. NOTE: to change a sub-account, you must delete the current funding line and add a new line with the changed sub-account.
Obj	**Object Code** The object code to which this funding will be added.	Not editable on this screen. NOTE: to change an object code, you must delete the current funding line and add a new line with the changed object code.
SObj	**Sub-Object Code** The sub-object code, if applicable, to which this funding will be added.	Not editable on this screen. NOTE: to change a sub-object code, you must delete the current funding line and add a new line with the changed sub- object code.
Posn	**Position Number** This is the unique identifier associated with this position.	Not editable on this screen. NOTE: to change a position number, you must delete the current funding line and add a new line with the changed position number.
Pos. Title	**Position Title** This is the title of the position as established by Human Resources/Dean of Faculties.	System retrieved. **Display only**.

Field Name	Title & Description	Other information
Pos. Rank	**Position Rank** The rank derived form the job with which this position is associated.	System retrieved. **Display only**.
EM	**Effective Months** This represents the number of months a position will be filled (e.g., a person may only fill a 10-month position for 9 months, effective months = 9)	Not editable.
PM	**Pay months** This defines the number of months the payroll cycle of the position, either 10 or 12 (a 26-pay appointment will be converted here to "12"). In the example above, the pay months = 10.	Editable on the "Salary Setting By Position" screen.
Pos. FTE	**Position FTE** This field represents the annualized FTE of the position when fully filled. This is set by the organization establishing the position. It is different than the "Request FTE" which indicates the proportion of time the person will be funded from a specific account and position.	System retrieved. **Display only**.

There are four funding boxes for each line of funding.

2.4.4c The "CSF" Box

Field Name	Title & Description	Other information
CSF	**CSF Amount** The "Calculated Salary Foundation" (CSF) tracker keeps track of the ongoing base salary commitment for a given instance of an account or position. The CSF Amount and FTE are based upon information which is currently in the payroll system. It reflects only ongoing salary commitments. If creating a new line, there will be nothing in this box	Not editable.

2.4.4d The "Request" Box

Field Name	Title & Description	Other information
Request	**Request Salary** This field serves as the location where the requested funding for a salary line is placed. An amount can be manually entered in this field.	Editable. For non-exempt positions, double-clicking on this field accesses the "Rate Calculation" screen.
Rqst FTE	**Request FTE** The value in this field will be recalculated by the system if the appointment "Request %" or "Request Months" are edited on this screen.	Not editable.
Reason	**Reason** The "Reason" button allows the user to show justification for a salary request which might exceed boundary guidelines. Adjoining the "Reason" field is a second field into which the actual amount may be entered.	Double-clicking on the button accesses a dialog box in which the reason can be entered. Clicking on the down arrow in the box provides a list of permissible "reason" codes. Double-clicking on a value from this list will return that code to the "Salary Reason" dialog box.
Rq Mt	**Request Months** This field displays the number of months for which funding is to be budgeted for this position.	Editable. Two digits.
%	**FTE Percent** This field contains the requested FTE for this funding line for this person.	Editable. Three digits. Any percent from "0" to "100" may be entered.

2.4.4e The "Leaves Request CSF" Box

Field Name	Title & Description	Other information
Leaves. Req. CSF Amount	**Leaves. Req. CSF Amount** This field is activated when a "Duration Leaves" code other than "NONE" is selected. It allows you to enter the total funding amount that should be reflected in the CSF tracker during a leave of absence, as if the person were not on leave.	Not editable, until a duration leave code other than "NONE" is selected.
Duration Leaves Code	**Duration Leaves Code** Just below the "Amount" field in the "Leaves Req. CSF" section is the "Duration Leaves Code" field, which contains a pick list of codes that describe reasons for leaves of absence. The default value is "NONE."	Clicking on the down arrow accesses a pick list of duration leave codes. Double-clicking on the valid code or clicking on OK while the cursor is resting on the code line will return the code to the "Leaves Req. CSF" section of the "Salary Setting By Incumbent" screen.
Leaves Req. FTE	**Leaves Request FTE** The value in this field will be recalculated by the system if the "Leaves Request %" or "Duration Leaves" code are edited on this screen.	Not editable.
Leaves Req. %	**Leaves Request FTE Percent** This field contains the requested percent time for this leave.	Three digits. Any percent from "0" to "100" may be entered.

2.4.4f The "Total Intended" Box

Field Name	Title & Description	Other information
Tot. Int.	**Total Intended Amount** The "Total Intended" field reflects the total of all funding pieces assumed for this position by the budget construction user updating the account. This field allows the user to enter total funding when the incumbent is funded by more than one account.	**Optional**.
Tot. Int. FTE	**Total Intended FTE** This is the total FTE for which the person will be compensated from this account as assumed for this position by the user updating the account. This field allows the user to enter total FTE when this position is split over more than one position.	**Optional**.

2.4.5 The ADD Button

The ADD button is used to create new funding lines. Clicking on this button will add a new funding line within the "Salary Setting By Incumbent" screen. If an individual is funded from more than one account/sub-account, information about subsequent accounts and sub-accounts can be entered along with the initial funding line (information for up to three accounts/sub-accounts will appear on screen; if more funding lines are required, a SCROLL BAR will appear at the right of the screen).

2.4.6 The PURGE Button

The PURGE button permanently removes the funding line that the cursor is resting on. A funding line cannot be purged if it contains a CSF amount. You can only purge lines for which no CSF amount exists. NOTE: The PURGE button can be used if an error has been made and the user wishes to begin a line over.

2.5 Accessing the Salary Setting By Position Screen

The “Salary Setting By Position” screen can be accessed from the “Salary Setting” screen by clicking on the MODIFY BY POSN or ADD BY POSN buttons. (It can also be reached from the “Budget Construction Selection” screen by clicking on the ORG. SAL.SET button, drilling down, and then using the POSN PICK button. For more information on this, see *Appendix A: Navigating the “Budget Construction Selection” Screen*).

2.5.1 The MODIFY BY POSN Button

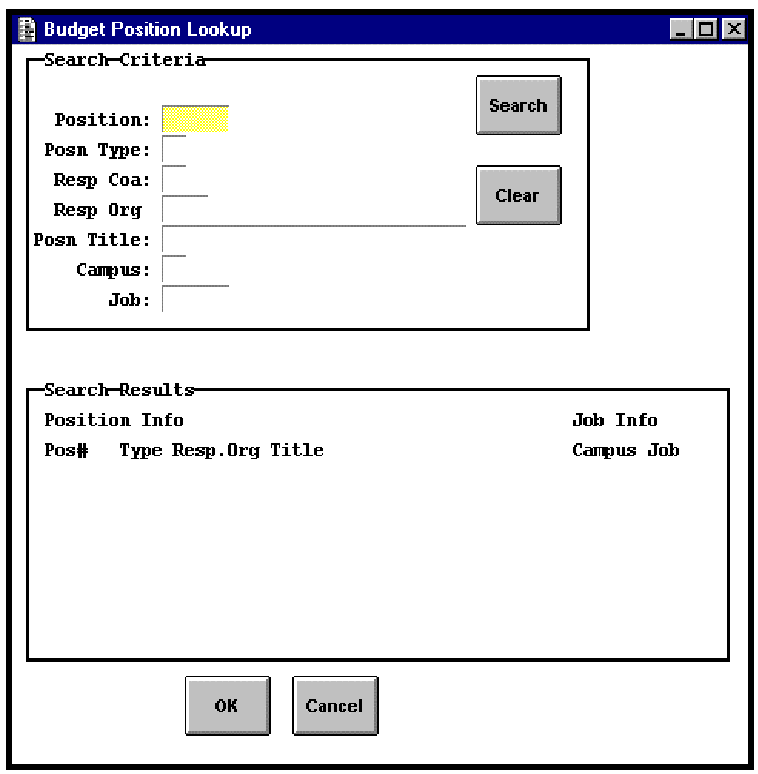
The MODIFY BY POSN button takes the user to the “Salary Setting By Position” screen where, if the user has the appropriate organization hierarchy access/approval authority, he or she can update the request salary amounts for all funding sources for that position. If the account is currently at a level lower than the user’s point of view, the button name changes to VIEW BY POSN indicating that the user has display-only access to the position information. (Funding lines for accounts to which you do not have access are view only, unless they have been “pulled up” to a higher level in which case you may not view them at all.)

2.5.2 The ADD BY POSN Button

The ADD BY POSN button facilitates the insertion of a funding line for an existing position in the account’s salary setting screen by opening the “Budget Position Lookup” screen. Once the appropriate position is selected, a new funding line is inserted on the screen.

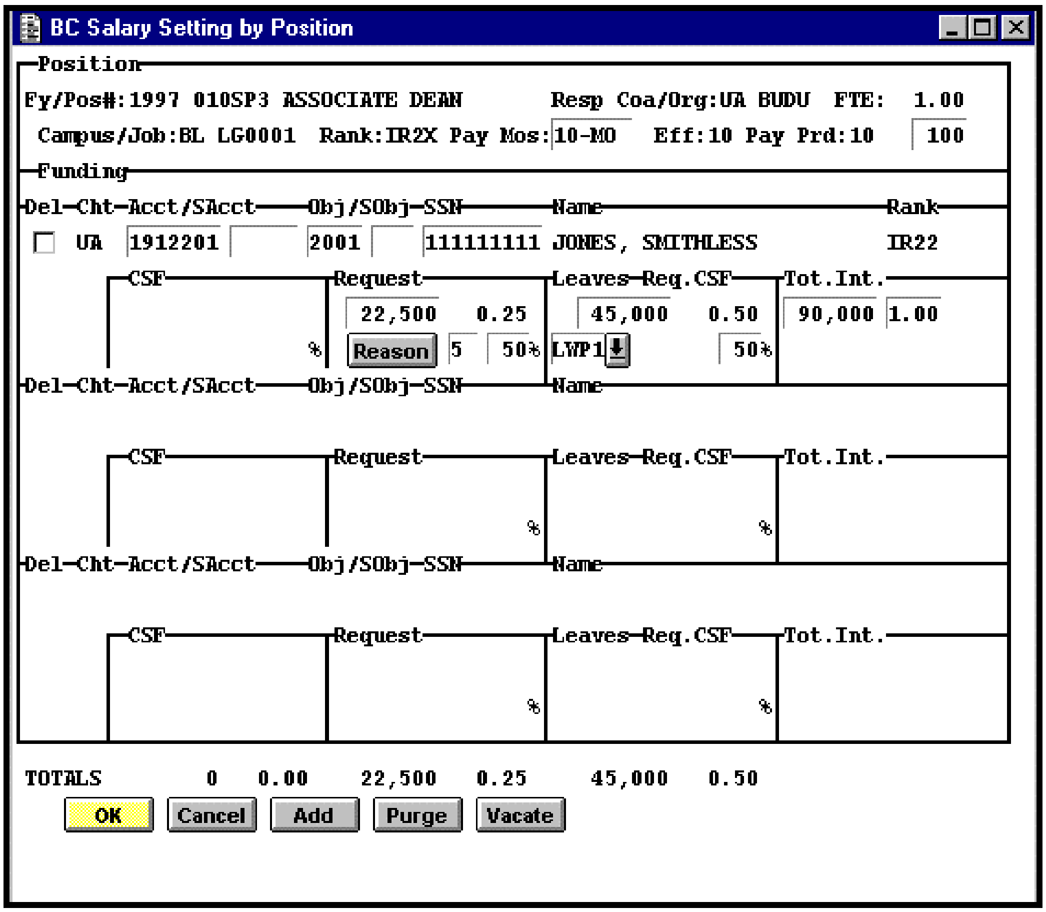
From this window the user can perform a position search by entering criteria in the “Search Criteria” zone. Double-clicking on a line in the “Search Results” section or clicking on the OK button while the cursor is resting on the position will return that information to the “Salary Setting By Position” screen.

Once the position has been added, the “Salary Setting By Position” screen can be completed.



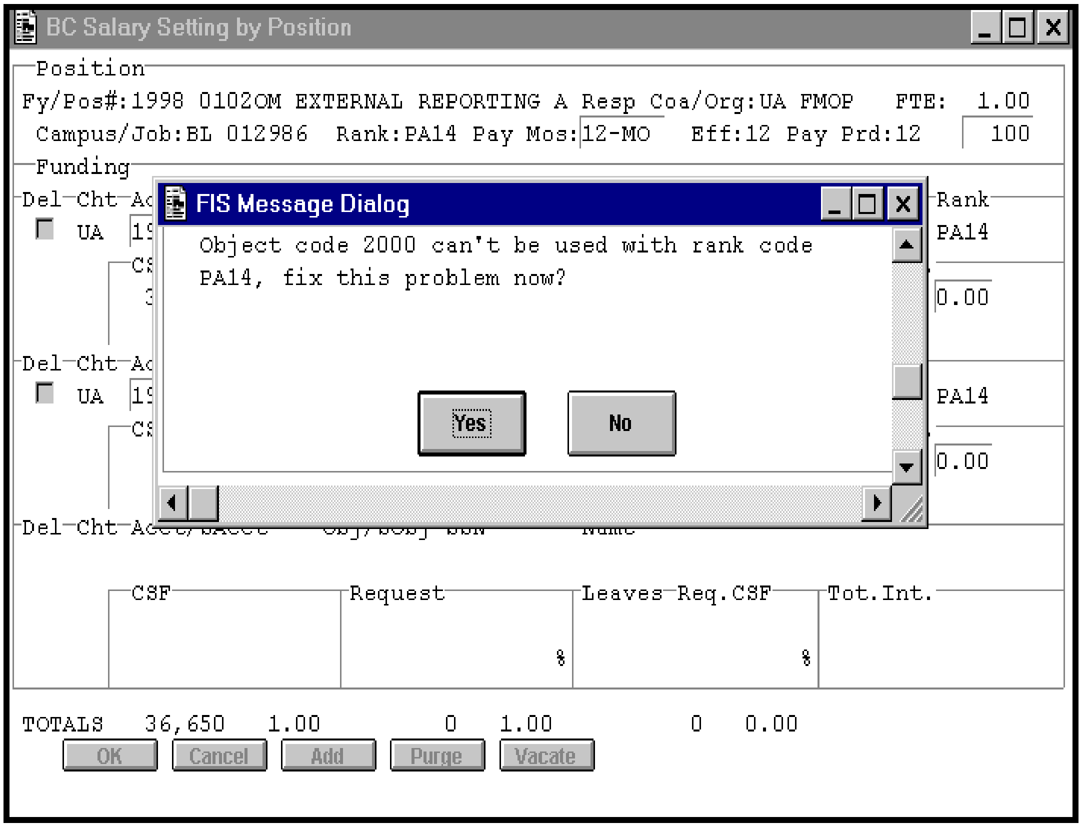
2.5.3 Navigating the Salary Setting By Position Screen

The "Salary Setting By Position" screen allows you to add, purge, vacate, or edit funding information for all funding lines for a particular position, providing the proper access has been established in the review hierarchy. (Funding lines for accounts to which you do not have access are view only, unless they have been "pulled up" to a higher level in which case you may not view them at all.)



NOTE: Objects Codes and Rank Codes

New edits have been added to enforce certain object codes to be used with certain intended incumbent proposed rank codes. A reference table has been created that matches rank codes with object codes and ensures that the two are compatible: A warning message (similar to that of **>1.0 FTE**) will appear twice before exiting the screen. (See *Appendix E: Employee Rank Codes*).



PA14 would initiate an error message if associated with object code 2000, 2001, 2401, or 2500.

Similar functionality exists for the organization salary setting by incumbent or by position screens. If a closed account is entered as the funding source for a salary line, an error message will appear indicating the account is closed. In the unlikely event that the CSF Tracker still shows funding for a position or person from a closed account in the detailed salary setting screens, the only update permitted for that funding line is to check the “delete” box” indicating that funding source should no longer be used. Once deleted, the funding line cannot be restored.

2.5.4 Salary Setting By Position Fields

2.5.4a The "Position" Zone

Field Name	Title & Description	Other information
FY	**Fiscal Year** This identifies the fiscal year for which budget construction is being done.	Date format is YYYY. **Display only**.
Pos #	**Position Number** This is a unique identifier for the position, assigned by the system.	Six characters. System retrieved. **Display only**.
Title	**Position Title** This is the title of the position as established by Human Resources/Dean of Faculties.	System retrieved. **Display only**.
Resp Coa/Org	**Responsible Chart/Organization** This is the chart and organization to which this position is assigned.	System retrieved. **Display only**.
FTE	**Position FTE (Full Time Equivalent)** This is the annualized Full Time Equivalent of the position when fully filled. This is set by the organization establishing the position.	Three characters separated by a decimal point. System retrieved. **Display only**.
Campus/Job	**Campus/Job** This is the job campus and job number to which this position is assigned.	System retrieved. **Display only**.
Rank	**Job Rank Code** This is the rank associated with the job and thus with this position. Note: the job rank codes are not the same as the appointment rank codes.	Four characters. System retrieved. **Display only**.
Pay Mos	**Position Pay Months** This is the number of months over which the position is contracted to be paid.	Editable. Four alphanumeric characters. Double-click on blank field for a pick list.
Eff	**Effective Months** This represents the number of months a position will be filled (e.g., a person may only fill a 10-month position for 9 months, effective months = 9)	System retrieved. **Display only**.

Field Name	Title & Description	Other information
Pay Prd	**Pay Months** This defines the number of months the payroll cycle of the position, either 10 or 12 (a 26-pay appointment will be converted here to “12”). In the example above, the pay months = 10.	System retrieved. **Display only**.
%/FTE	**Position Percent FTE** Normal percent time associated with this position.	Editable. Three digits. Any percent from “0” to “100” may be entered.

2.5.4b The “Funding” Zone

Field Name	Title & Description	Other information
Del	**Delete Flag** This is an indicator that, if activated, will prompt the system to permanently remove from the account this combination of person and position when the budget is loaded. Clicking on the “Del” (delete) box will remove the funding in the request amount field, and permanently delete this account’s funding for the position and incumbent when the budget is loaded into the general ledger and CSF Tracker. Both the incumbent and position may be funded from another source. To undelete the person, click on the box again. To delete a funding line with no CSF amount, use the PURGE button.	
Cht	**Financial COA Code** This is a two character code which identifies the chart of accounts for the account being budgeted.	This field is automatically updated when a valid account is entered in the account field. **Display only**.

Field Name	Title & Description	Other information
Acct	**Account Number** The account number from which funding is to be provided.	Not editable on this screen. NOTE: to change an account, you must delete the current funding line and add a new line with the changed account.
SAcct	**Sub-Account** The sub-account, if applicable, from which funding is to be provided.	Not editable on this screen. NOTE: to change a sub-account, you must delete the current funding line and add a new line with the changed sub-account.
Obj	**Object Code** The object code to which this funding will be added.	Not editable on this screen. NOTE: to change an object code, you must delete the current funding line and add a new line with the changed object code.
SObj	**Sub-Object Code** The sub-object code, if applicable, to which this funding will be added.	Not editable on this screen. NOTE: to change a sub-object code, you must delete the current funding line and add a new line with the changed sub- object code.
SSN	**Social Security Number** This is a unique identifier for the person associated with this funding line for this position.	To look up a social security number double-click on the blank field.
Name	**Name** This is the name of the person associated with the funding line for this position.	System retrieved when social security number is entered. **Display only**.
Rank	**Person Rank** This is the person rank of the person associated with the funding line for this position.	System retrieved when social security number is entered. **Display only**.

There are four funding boxes for each line of funding.

2.5.4c The "CSF" Box

Field Name	Title & Description	Other information
CSF	**CSF Amount** The "Calculated Salary Foundation" (CSF) tracker keeps track of the ongoing base salary commitment for a given instance of an account or position. The CSF Amount and FTE are based upon information which is currently in the payroll system. It reflects only ongoing salary commitments. If creating a new line, there will be nothing in this box	Not editable.

2.5.4d The "Request" Box

Field Name	Title & Description	Other information
Request	**Request Salary** This field serves as the location where the requested funding for a salary line is placed. An amount can be manually entered in this field.	Editable. For non-exempt positions, double-clicking on this field accesses the "Rate Calculation" screen.
Rqst FTE	**Request FTE** The value in this field will be recalculated by the system if the appointment "Request %" or "Request Months" are edited on this screen.	Not editable.
Reason	**Reason** The "Reason" button allows the user to show justification for a salary request which might exceed boundary guidelines. Adjoining the "Reason" field is a second field into which the actual amount may be entered.	Double-clicking on the button accesses a dialog box in which the reason can be entered. Clicking on the down arrow in the box provides a list of permissible "reason" codes. Double-clicking on a value from this list will return that code to the "Salary Reason" dialog box.

Field Name	Title & Description	Other information
Rq Mt	**Request Months** This field displays the number of months for which funding is to be budgeted for this position.	Editable. Two digits.
%	**FTE Percent Time** This field contains the requested percent time for this funding line for this person.	Editable. Three digits. Any percent from "0" to "100" may be entered.

2.5.4e The "Leaves Request CSF" Box

Field Name	Title & Description	Other information
Leaves. Req. CSF Amount	**Leaves. Req. CSF Amount** This field is activated when a "Duration Leaves" code other than "NONE" is selected. It allows you to enter the total funding amount that should be reflected in the CSF tracker during a leave of absence, as if the person were not on leave.	Not editable, until a duration leave code other than "NONE" is selected.
Duration Leaves Code	**Duration Leaves Code** Just below the "Amount" field in the "Leaves Req. CSF" section is the "Duration Leaves Code" field, which contains a pick list of codes that describe reasons for leaves of absence. The default value is "NONE."	Clicking on the down arrow accesses a pick list of duration leave codes. Double-clicking on the valid code or clicking on OK while the cursor is resting on the code line will return the code to the "Leaves Req. CSF" section of the "Salary Setting By Position" screen.
Leaves Req. FTE	**Leaves Request FTE** The value in this field will be recalculated by the system if the "Leaves Request %" or "Duration Leaves" code are edited on this screen.	Not editable.
Leaves Req. %	**Leaves Request FTE Percent** This field contains the requested percent time for this leave.	Three digits. Any percent from "0" to "100" may be entered.

2.5.4f The "Total Intended" Box

Field Name	Title & Description	Other information
Tot. Int.	**Total Intended Amount** The "Total Intended" field reflects the total of all funding pieces assumed for this position by the budget construction user updating the account. This field allows the user to enter total funding when this position is split over more than one position.	**Optional**.
Tot. Int. FTE	**Total Intended FTE** This is the total FTE for which the person will be compensated from this account. This field allows the user to enter total FTE when this position is split over more than one position.	**Optional**.

2.5.5 The ADD Button

The ADD button is used to create new funding lines. Clicking on this button will add a new funding line within the "Salary Setting By Position" screen. Funding for different incumbents for this position or for the same incumbent from different accounts/sub-accounts for this position may be added. Information for up to three incumbents, accounts, and sub-accounts will appear on the screen; if more funding lines are required, a SCROLL BAR will appear to the right of the screen.

2.5.6 The PURGE Button

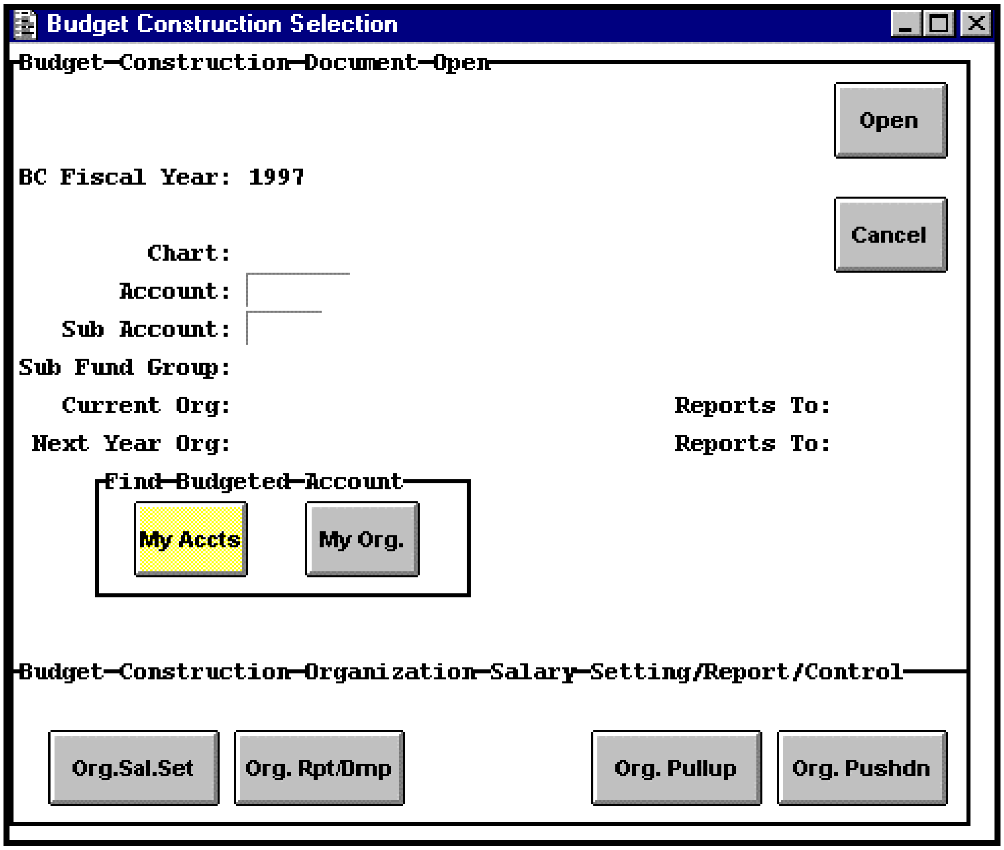
The PURGE button removes the funding line that the cursor is resting on. A funding line cannot be purged if it contains a CSF amount. You can only purge lines for which no CSF amount exists. NOTE: The PURGE button can be used if an error has been made and the user wishes to begin a line over.

2.5.7 The VACATE Button

The VACATE button flags a filled funding line for deletion and inserts a new vacant funding line with the same position number. This also is reflected on the "Salary Setting" screen. The position remains funded even if the person who currently occupies it leaves the position. The person's name will remain on this screen (and on the "Salary Setting" screen) unless the funding line is purged.

APPENDIX A: NAVIGATING THE BUDGET CONSTRUCTION SELECTION SCREEN

After selecting "Budget Construction" on the "Document Selection" screen, the user is taken to the "Budget Construction Selection" screen. From this screen you can enter an account to open for budget construction purposes, find your budgeted accounts from various viewpoints, drill down to "Organization Salary Setting" screens, create reports or dump data, and "pull up" or "push down" accounts for selected organizations.



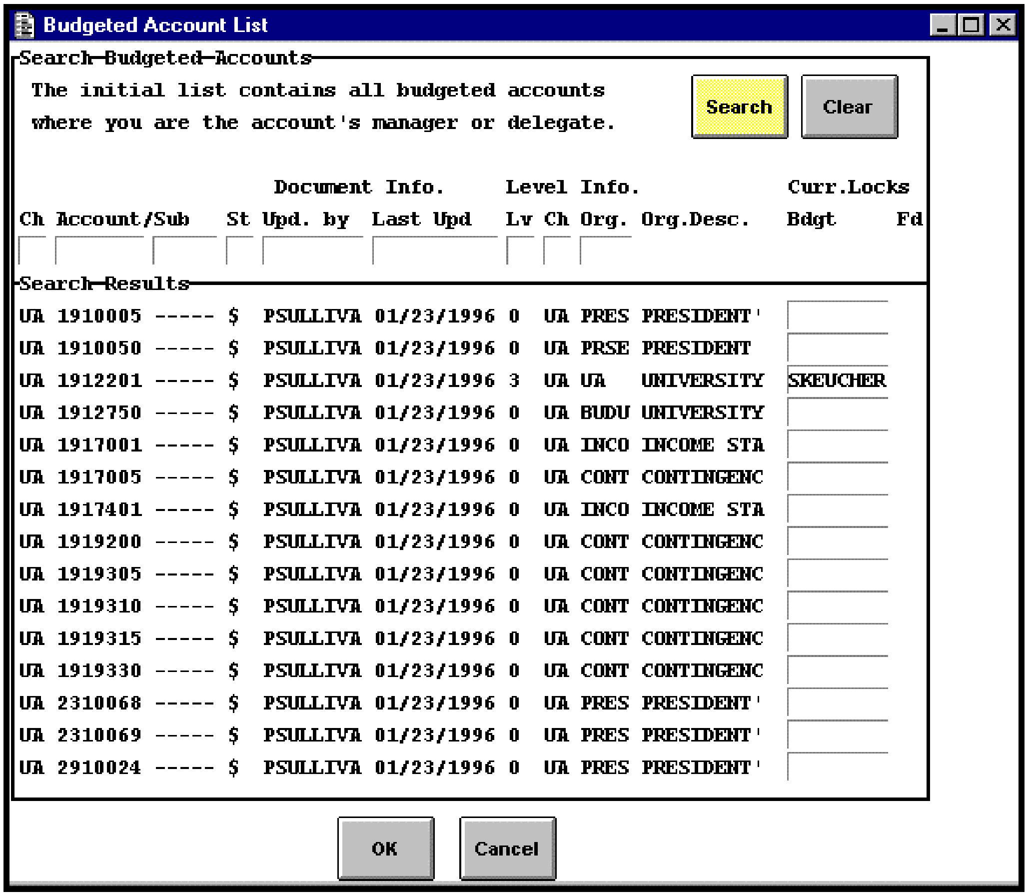
A.1 Budget Construction Selection Screen Fields

Field Name	Title & Description	Other information
Chart	**Financial COA Code** This is a two character code which identifies the chart of accounts for an account.	This field is automatically updated when a valid account is entered in the account field. **Display only**.

Field Name	Title & Description	Other information
Account	**Account Number** The identifier for a pool of funds assigned to a specific university division.	Seven characters. Double-click on empty field for look-up screen. Double-click on filled-in field for more information about that account number. A valid (existing) account must be provided. **Required**.
SubAcct	**Sub-Account Number** The five character identifier for a specific sub-account related to an account.	Five alphanumeric characters. **Optional**.
Sub Fund Group	**Sub Fund Group Code** An attribute which identifies accounts to a "fund". Examples of sub fund groups are continuing education accounts, scholarships and fellowships, general funds.	This field is automatically updated when a valid account is entered in the account field. **Display only**.
Current Org	**Current Organization** The organization to which this account currently reports.	This field is automatically updated when a valid account is entered in the account field. **Display only**.
Next Year Org	**Next Year Organization** The organization to which this account will report in the next fiscal year	This field is automatically updated when a valid account is entered in the account field. **Display only**.
Reports To	**Reports To** This is the organization one level above either the “Current Organization” or the “Next Year Organization.”	This field is automatically updated when a valid account is entered in the account field. **Display only**.

A.2 The MY ACCTS. Button

The MY ACCTS button accesses the “Budgeted Account List.” The uppermost portion of this screen (the “Search Budgeted Account List” zone) allows the user to perform a search by entering the appropriate values in the available fields (see *Performing a Search from the Budgeted Account List Screen* below). The lower portion of the screen (“Search Results”) performs one of two functions: it automatically retrieves and displays all the accounts for which the user is a manager or delegate. It also retrieves and displays account information based on the criteria entered when performing a search in the upper portion of the screen.



Double-clicking on a line or selecting OK when the cursor is resting on that line will return that information to the "Budget Construction Selection" screen.

Performing a Search from the Budgeted Account List Screen

Entering criteria (for accounts to which you have access) in the fields of the "Search Budgeted Accounts" zone and clicking on the SEARCH button will return account information in the "Search Results" zone. For example, if you wanted to find out if any of your accounts were last updated by a specific person, you would enter his or her "User ID" in the "Upd. by" field, and click on the SEARCH button. A portion of these accounts last updated by this person would be returned in the "Search Results" zone.

If you want to view again the full initial list of budgeted accounts for this manager or delegate, use the CLEAR button to clear the search fields, then click on SEARCH again. A SCROLL BAR will appear to the right of "Search Results" zone if more accounts than can fit on the screen are returned.

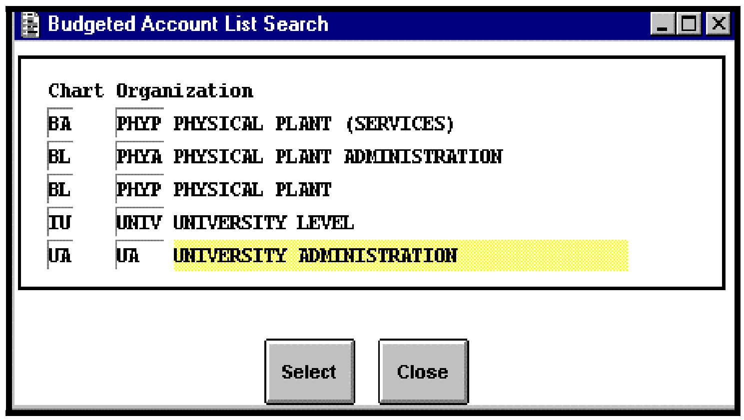
Budgeted Account List Screen Search Fields

Field Name	Title & Description	Other information
Ch	**Financial COA Code** This is a two character code which identifies the chart of accounts for an account.	Two characters. Double-click on the "Search Ch" field for lookup table.
Account	**Account Number** The identifier for a pool of funds assigned to a specific university division.	Seven characters. Double-click on "Search Account" field for lookup screen.
Sub	**Sub-Account Number** The five character identifier for a specific sub-account related to an account.	Five alphanumeric. Double-click on "Search Sub" field for search screen.
St	**Status** This is the current status of the account. $ = budget construction for this account has not been initiated. P = updates have been performed to this account and budget construction is in progress.	One character.
Upd. by	**Updated By** This is the FIS ID of the person who last updated the account	Eight characters.
Last Upd	**Last Update** This is the date on which the account was last updated.	Date format is MM/DD/YYYY.
Lv	**Organizational Level** This is the organizational level at which the account currently resides. 0 = account manager level 1 or higher = review hierarchy levels above the account manager	One character. If the organization level is higher than 0, the user must be in the budget construction review hierarchy in order to access or view that account
Ch	**Chart of Accounts Code** This is the Chart of Accounts at which level the account currently resides.	Two characters.
Org	**Organization** This is the code of the organization at which level the account currently resides.	Four characters.

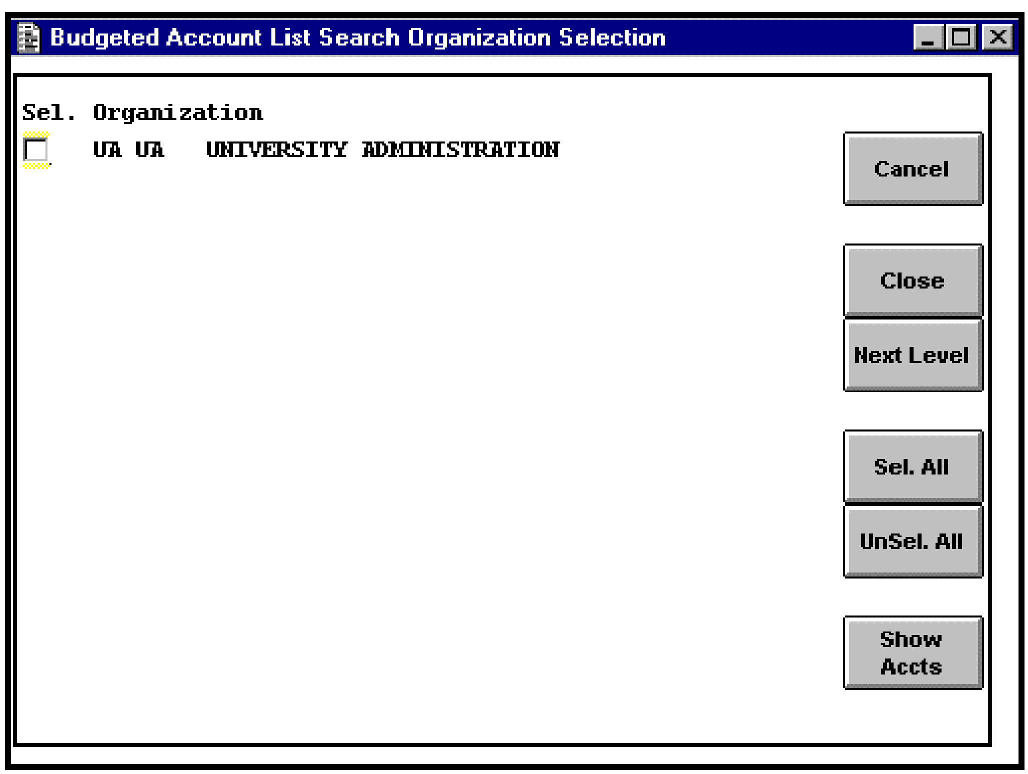
Field Name	Title & Description	Other information
Org. Desc	**Organization Description** This is an abbreviated version of the organization’s name at which level the account currently resides.	Not editable or searchable.
Bdgt	**Budget Current Locks** If this column is not blank, it indicates that someone is updating information by account.	This shows the user name of the person working on the acct.
Fd	**Funding Current Locks** If this column is not blank, it indicates that someone is updating information by position or by person.	An asterisk (*) will be in this field. Double-clicking on the asterisk will show the user name of the person working on the account and the position number being affected.

A.3 The MY ORG. Button

The MY ORG. button takes you to the “Budgeted Account List Search” window. This window lists the organizational points of view to which the user has access, allowing the user to find and select accounts by “drilling-down” to the appropriate organizational level. For example, if the current user selects “UNIVERSITY ADMINISTRATION” from the list of organizations below,

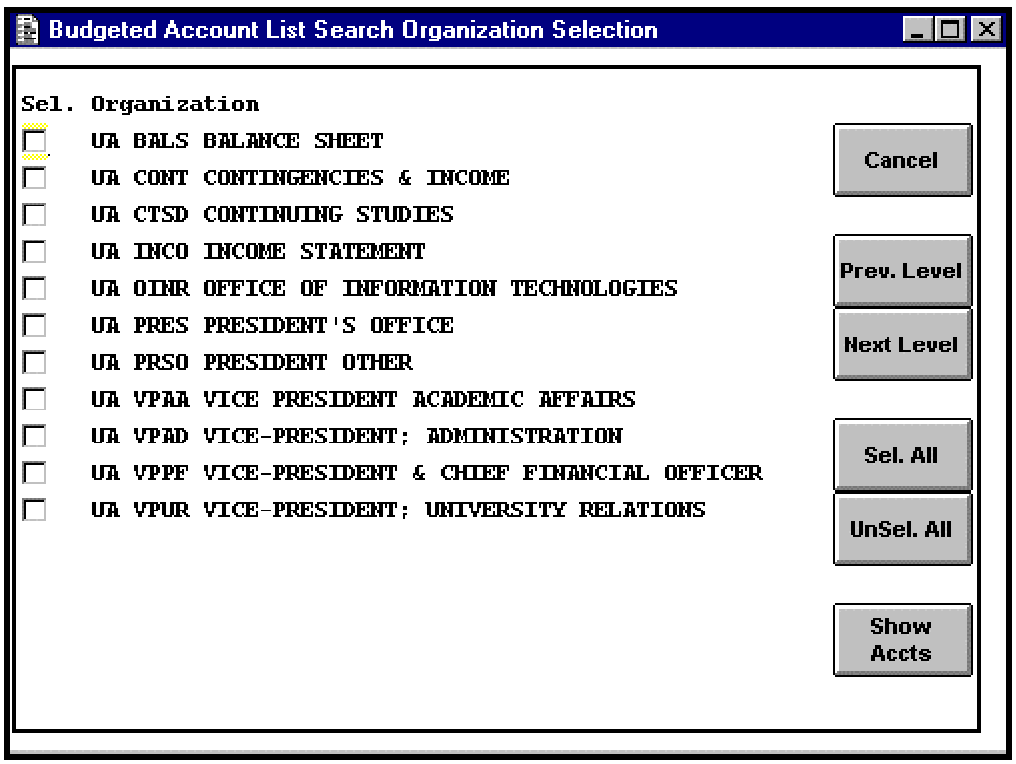


and then double-clicks on the line or clicks the SELECT button, the next screen will be a selection screen, from where you can either drill down to that organization’s next level, or show all the accounts at this level.



Clicking on the “Sel.” box to the left of the organization name and clicking on SHOW ACCTS will return all of the accounts at this level to the “Budgeted Account List” screen, from which you can select the appropriate account. Alternatively, you can continue searching for an account (or a population of accounts) from an organization that reports to the current one by clicking on the NEXT LEVEL button. Doing so will return all the organizations that report to the current level as shown below:

NOTE: In this view the list of accounts is based on the organization’s selection, not on the account manager or delegate’s accounts.



Clicking on the “Sel.” flag against an organization at this or lower levels, and clicking on the SHOW ACCTS button will show all the accounts associated with that organization. Clicking on an organization and then clicking on NEXT LEVEL will drill down to a further organizational level if one exists.

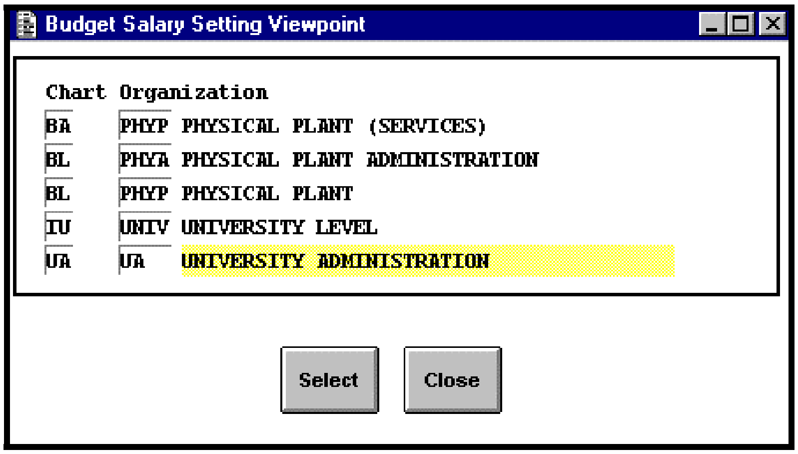
When the lowest organizational level that can be accessed has been reached, the user must select an organization and click on SHOW ACCTS to return all of the accounts at this level to the “Budgeted Accounts List” screen, from which you can select the desired account.

<u>Point-of-View Selection and Organization Drill-Down Screens</u>:

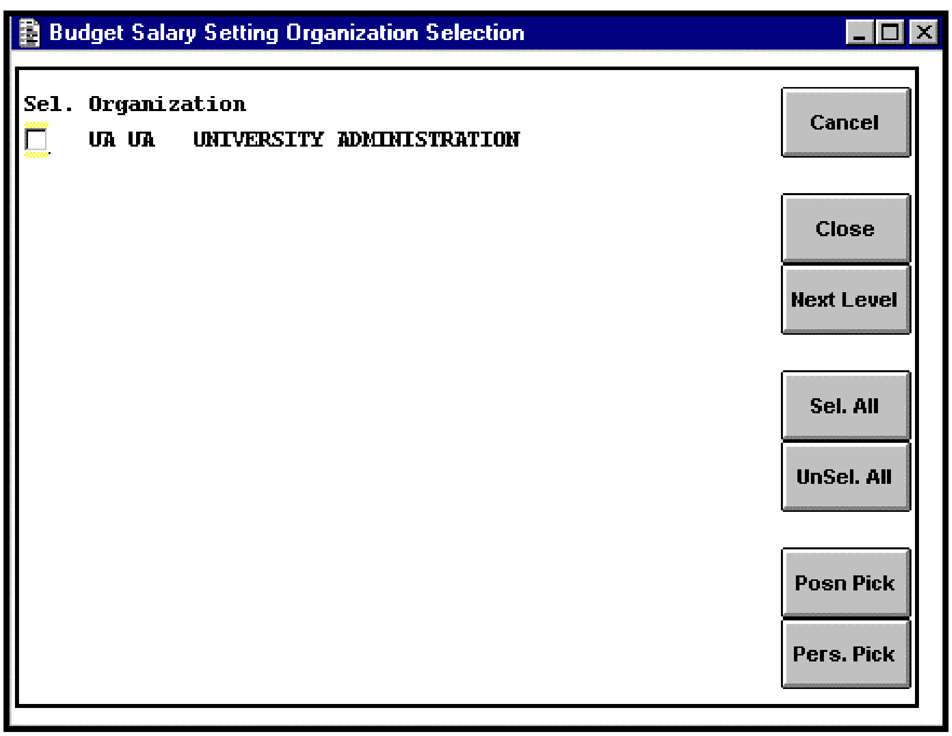
All organization drill down selection screens will now include **only** active organizations. Separate edits will be performed at the beginning of budget construction to ensure that no budgeted accounts or organizations currently map to an inactive parent organization. This will eliminate all inactive organizations from the selection list and allow for more efficient screen navigation and selection.

A.4 The ORG. SAL. SET Button

The ORG. SAL. SET button is used to access the “Salary Setting By Person” or “Salary Setting By Position” screens directly, without having to drill down through the various budget construction expenditure screens. Clicking on the button takes the user first to the “Budget Salary Setting Viewpoint” window:



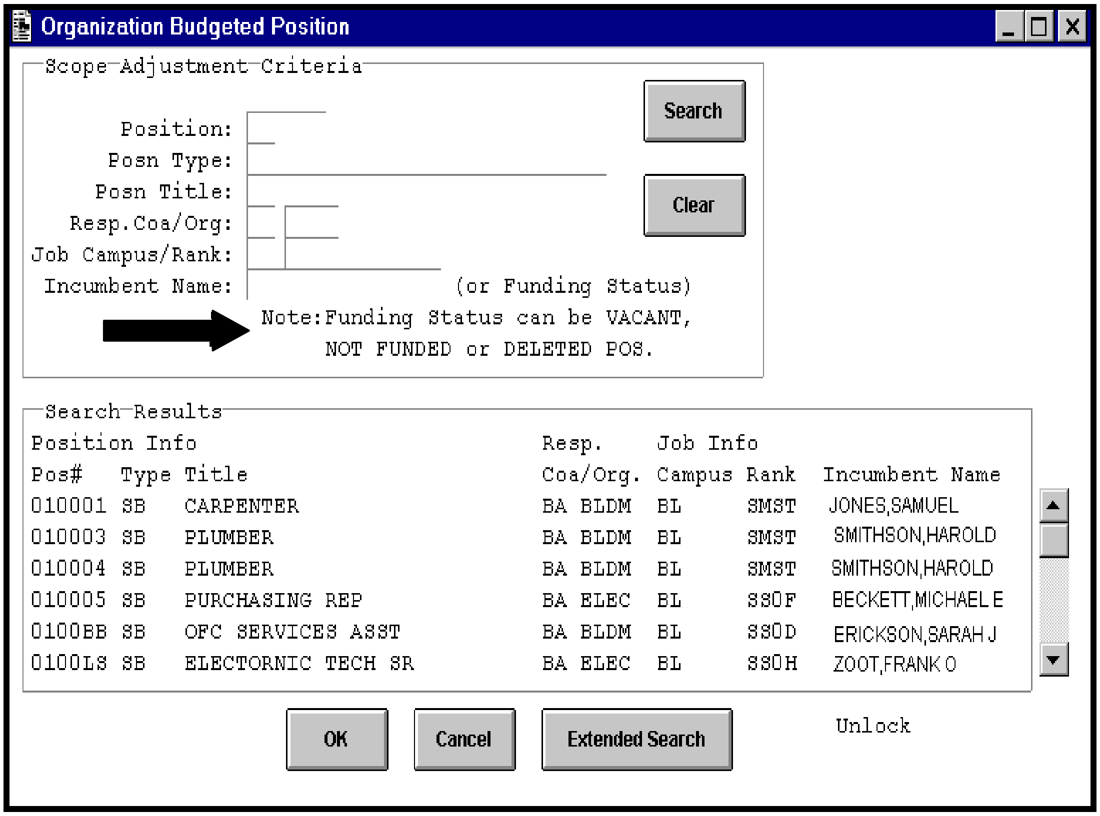
As with the “Budgeted Account List Search” screen in the previous section, from this window you can select an organization, and drill down to further viewpoint screens. For example, selecting “UNIVERSITY ADMINISTRATION” would take you to the “Budget Salary Setting Organization Selection” screen:



As you may note, this screen is similar to the “Budgeted Account List Search Organization Selection” screen (see *Appendix A.5: MY ORG.* above), except that the POSN PICK and PERS.

PICK buttons have replaced the SHOW ACCTS button. From here you can either drill down to another organization level or access search screens which will allow you to lookup a particular person or position at this organizational level.

To search by position, drill down to the appropriate level, select the organization needed, and click on the POSN PICK button. The following screen will be returned:



The positions associated with the organization you have selected will automatically appear in the “Search Results” zone. The “Scope Adjustment Criteria” zone allows you to perform a position search by entering criteria in the available fields. Double-clicking on a line or clicking OK with the cursor resting on a line will access the “Salary Setting By Position” screen, which allows detailed budgeting to be done on the position. See *Section 2.3: Salary Setting* screens for detailed instructions about using the “Salary Setting By Position” screen.

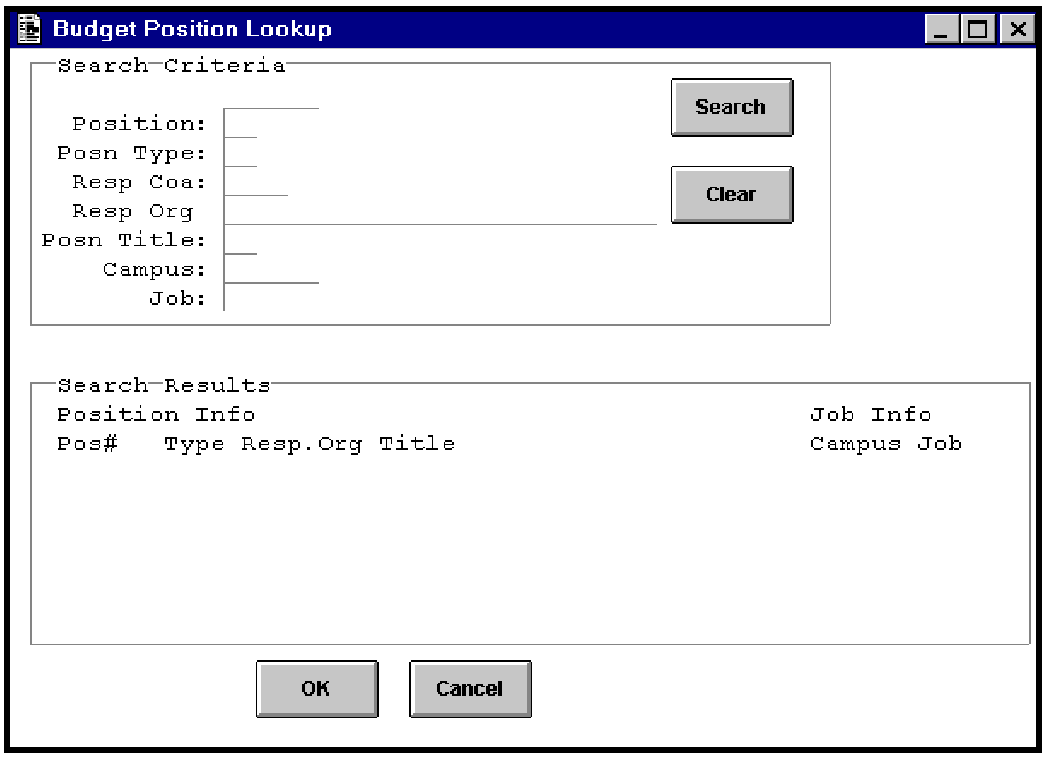
To search by person, drill down the appropriate level, select the organization needed, and click on the PERSON PICK button. The “Organization Budgeted Incumbent” search screen will be returned. Double-click on a person, or click on OK while the cursor is resting on a line to access the “Salary Setting By Incumbent” screen, which allows detailed budgeting by person. See *Section 2.3: Salary Setting* screens for detailed instructions about using the “Salary Setting By Incumbent” screen.

NOTES

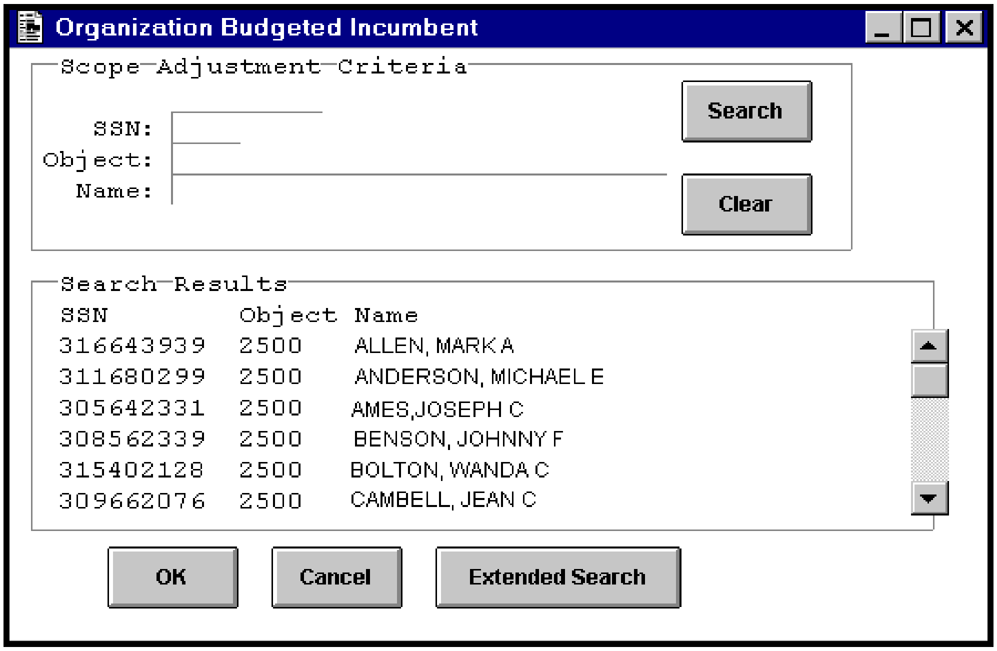
- The position look-up screen now displays incumbent title, responsible chart, and responsible organization information. Previously this screen only listed funded positions; now it provides a more complete list, including funding status (“vacant,” “not funded,” or “deleted position”).

- The information about Incumbent Name/Funding Status is only available through the Org. Sal. Set. Button at the BC Selection Screen. If you are working from an original account, you will not find this information about the position or incumbent.

Clicking on the "Extended Search" button accesses the Budget Position Lookup screen (below).

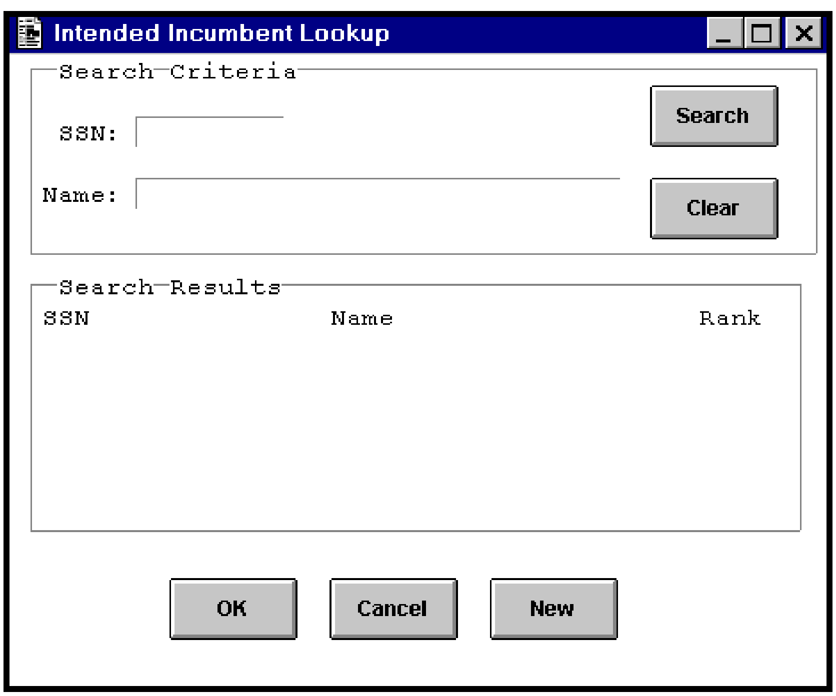


The **Organization Budgeted Incumbent** screen (below) now indicates the object code through which the person is funded (in the "Search Results" zone).



NOTE: The information about object codes by Incumbent is only available through the Org. Sal. Set. Button at the BC Selection Screen. If you are working from an original account, you will not find this information about the position or incumbent.

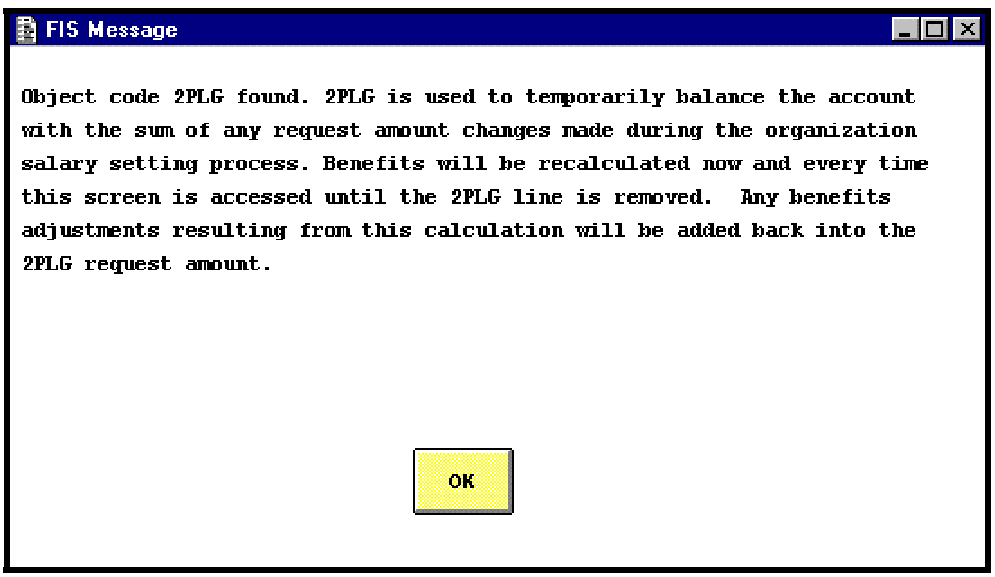
Clicking on the "Extended Search" button accesses the" Intended Incumbent Lookup" screen.



A.4.1 The 2PLG Object Code

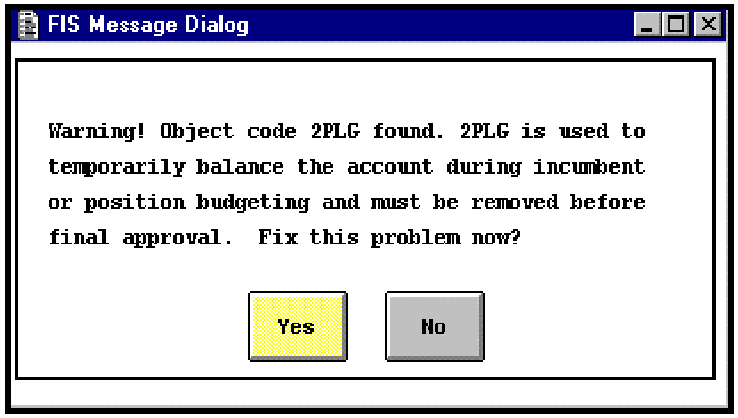
- If a person adjusts salary funding through the use of the above procedures (organizational salary setting by incumbent or by position) rather than by the normal means of setting salaries by account, an offsetting adjustment object code will be added to the affected accounts' expenditure budget. This expenditure object code, titled 2PLG (Temporary BC Salary Offset) will automatically be inserted by the system into each account where the request funding has been affected by the organization "Salary Setting By Incumbent/Position." The total effect to a funding line for a given account will be reflected in the 2PLG code on the expenditure screen, appearing at the end of the salary object codes. If multiple funding lines are adjusted using the "Salary Setting By Incumbent/Salary Setting By Position" process that affects a single account, the 2PLG code will accumulate all changes, and will display the total effect of all changes to all salary object codes in the single request amount.

- When the account is subsequently opened and the expenditure screen accessed, the following dialog box will appear:



This indicates that a 2PLG object code was created for the account via the "Salary Setting. By Incumbent/Salary Setting By Position" screens accessed using the "Organization Salary Setting" process. As the expenditures screen opens, the system will automatically recalculate benefits for all salary object codes. At the same time, the 2PLG object code will be adjusted to create an offset for not only the salary effect of the organization salary setting process, but also the related pooled benefit costs associated with the salary adjustment.

- If the 2PLG object code is not deleted prior to exiting the expenditures screen, the following dialog box will appear, as a reminder that the 2PLG object code still exists and needs to be eliminated.



- This code is added to ensure the account manager's work balancing an account will not be affected by the adjustments, and serves as a signal that adjustments have been made by other which affect his/her account. Any request amount in a 2PLG object code must be removed prior to the end of the budget construction process. This code is used only as a temporary adjustment during the budget construction process, and will not be loaded into the general ledger (neither budget nor "actual" transactions will be permitted using this code in the FIS once budget construction is complete).

- If the funding lines have been adjusted from within the account "Salary Setting" screen using the ADD/MODIFY BY INCMBNT/POSN buttons, the 2PLG object code will not be created.

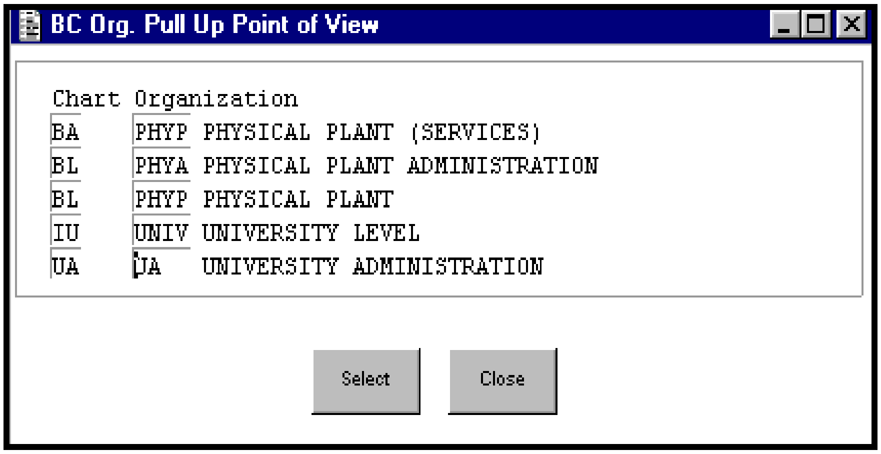
- Contract and grant accounts will not be affected by this procedure since only salaries are budgeted for these accounts, and therefore no balancing procedures are required.

A.5 The ORG. RPT/DMP Button

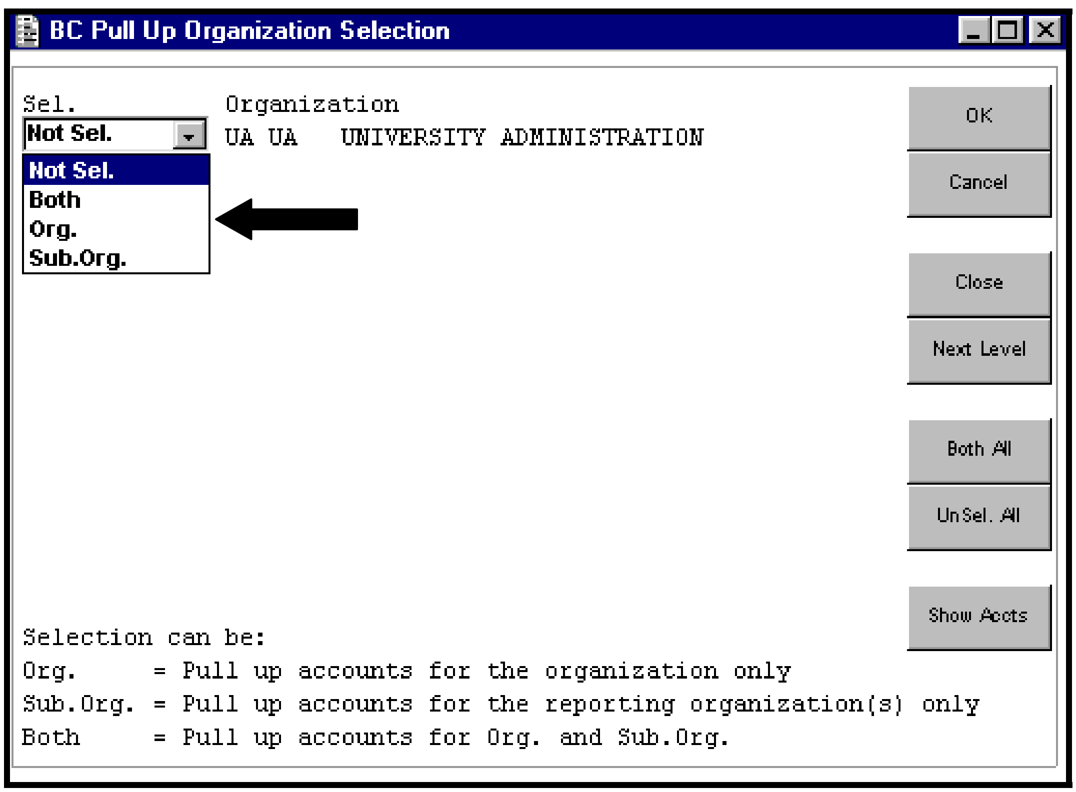
This button allows you to print reports or dump data in ASCII format for all accounts reporting to a specific organization. Full details of how to use this button are found in *Appendix D: Reporting and Dumping*. (To print reports or dump data from a single account, see the RPT/DUMP button in *Appendix D*).

A.6 The ORG. PULLUP Button

Accounts are automatically defaulted to the account manager. However, budgets can be approved only by a person in the organization approval hierarchy. Thus, the organization has control over any budget that falls within its area. The ORG. PULLUP button allows an organization to "pull up" all accounts within an organization to the hierarchy point of view of the user.



NOTE: Organization "Pull-Up" change in appearance. Although no functional changes have been made to the organization pull-up procedures, the presentation of the pull-up options has. Rather than using the two-sided (up or down) selection buttons for selecting among the various pull-up options (organization, sub-organizations, or both) a drop-down window now displays the options and allows for user selection.

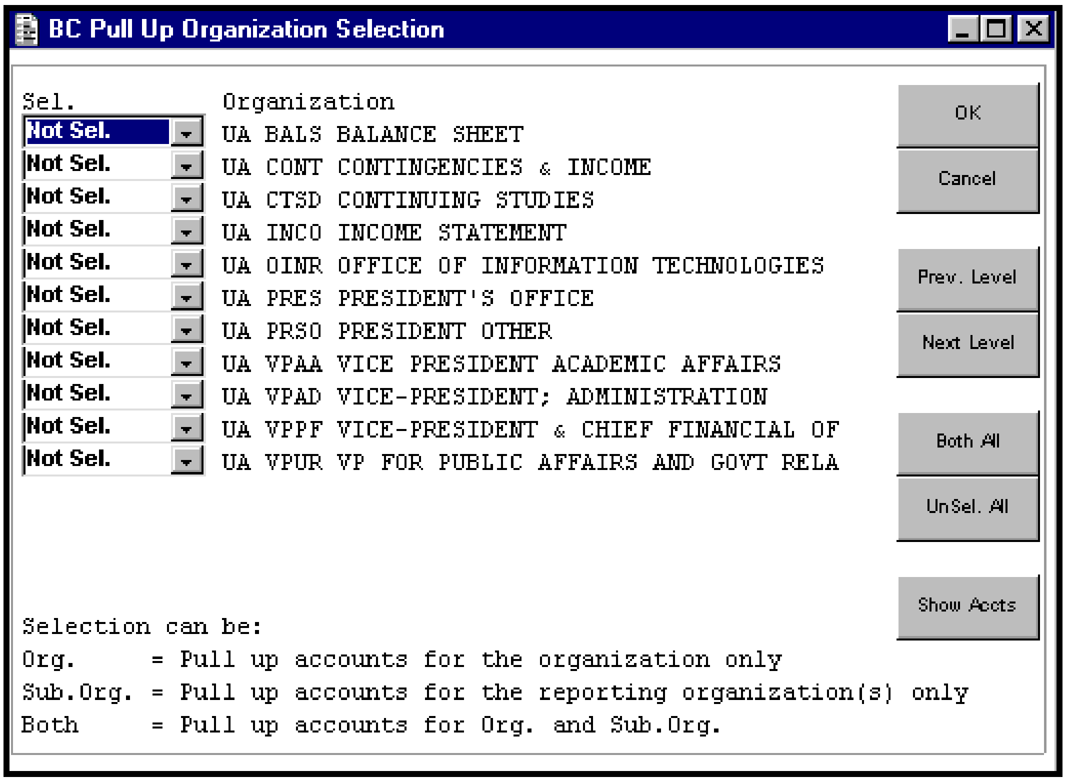


The pull-up process allows the user to "pull-up" using three options:

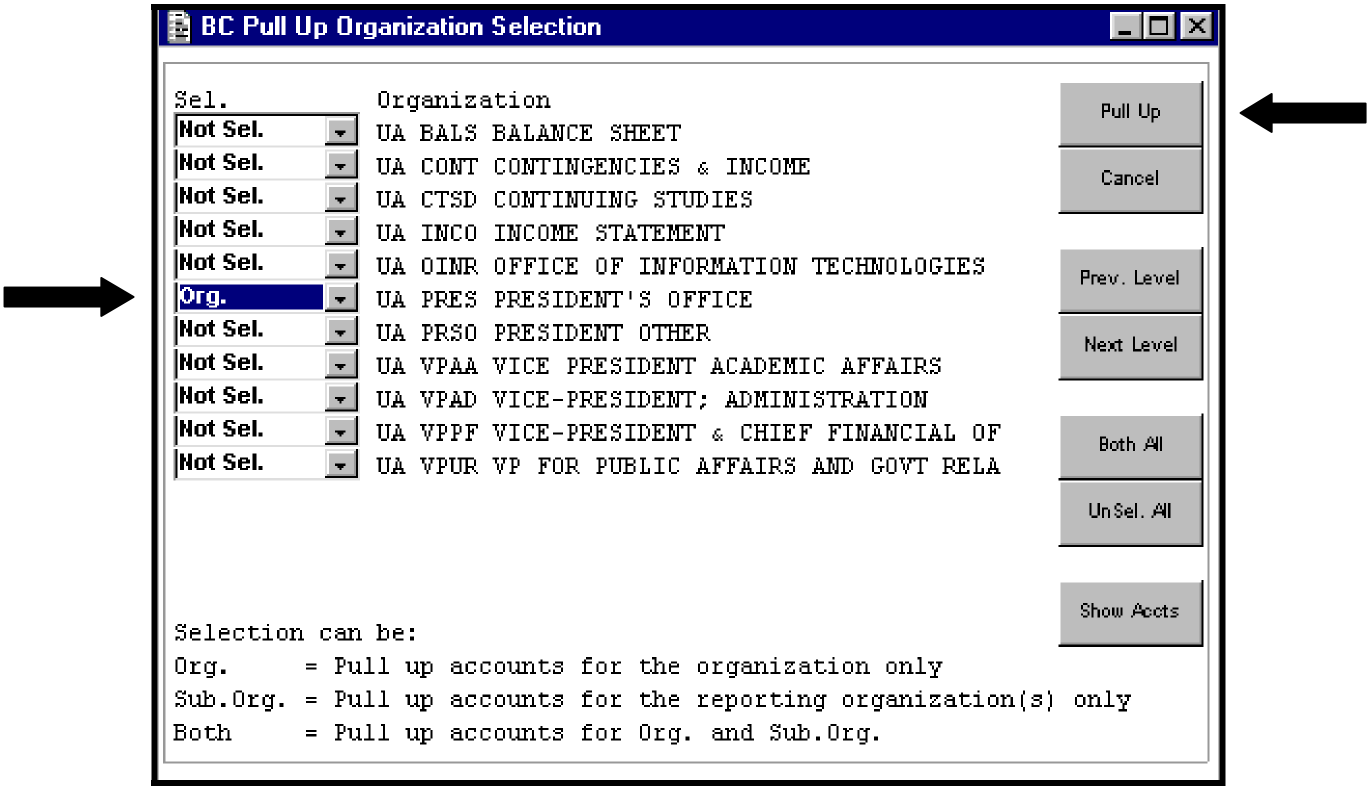
a) **Org.** pull up accounts for the organization only
b) **Sub.Org.** pull up accounts for the reporting organization(s) only, or
c) **Both** pull up accounts for both Org. and Sub.Org.

*NOTE: The **Sel.** ("Select") field defaults to **Not Sel**. Click on the **down arrow** of the scroll bar to select the **Both**, **Org.**, or **Sub.Org.** options).*

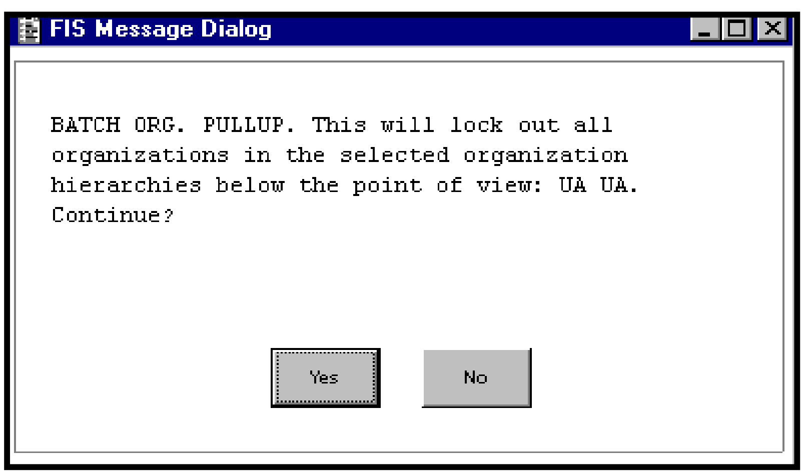
If additional organizations exist below the selected one, various levels may be displayed by clicking on the NEXT LEVEL button while the cursor is resting on that organization. Organizations for which the user wants to "pull up" accounts may be selected individually or collectively (in any combination) by checking the "Sel." box next to that organization (and choosing "Both," "Org.," or "Sub Org." options) or by clicking on the BOTH ALL button. At any level, the SHOW ACCTS button will show all accounts within that organization which have not previously been pulled up.



When you make a selection from one of the organizations from the list (i.e. by choosing one of the "Both," "Org.," or "Sub Org." options), the OK button changes appearance and becomes the PULL UP button (see screen below).



By clicking on the PULL UP button, the user can pull up accounts from a lower organizational level. All accounts which report to this organization which are below the current level will be pulled up to the current level. (NOTE: You can NOT select individual accounts from this perspective). Once you have clicked on the PULL UP button, a dialog box will ask you if you wish to continue the "pull up" process.

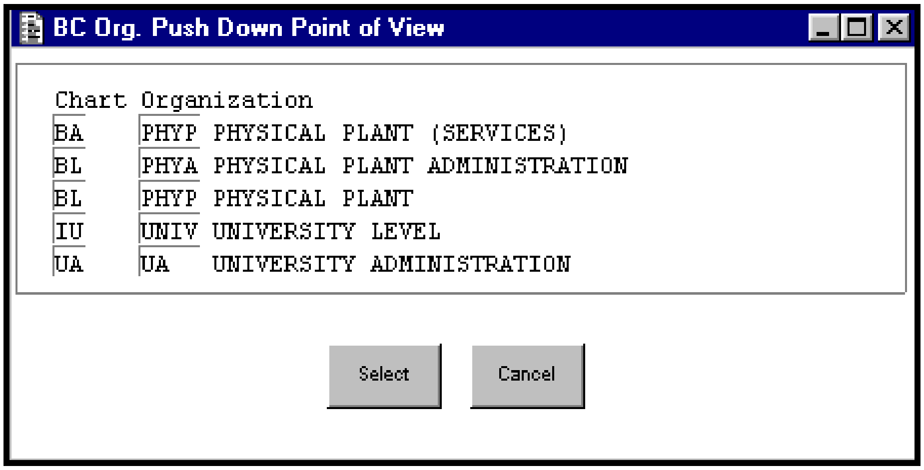


NOTES:

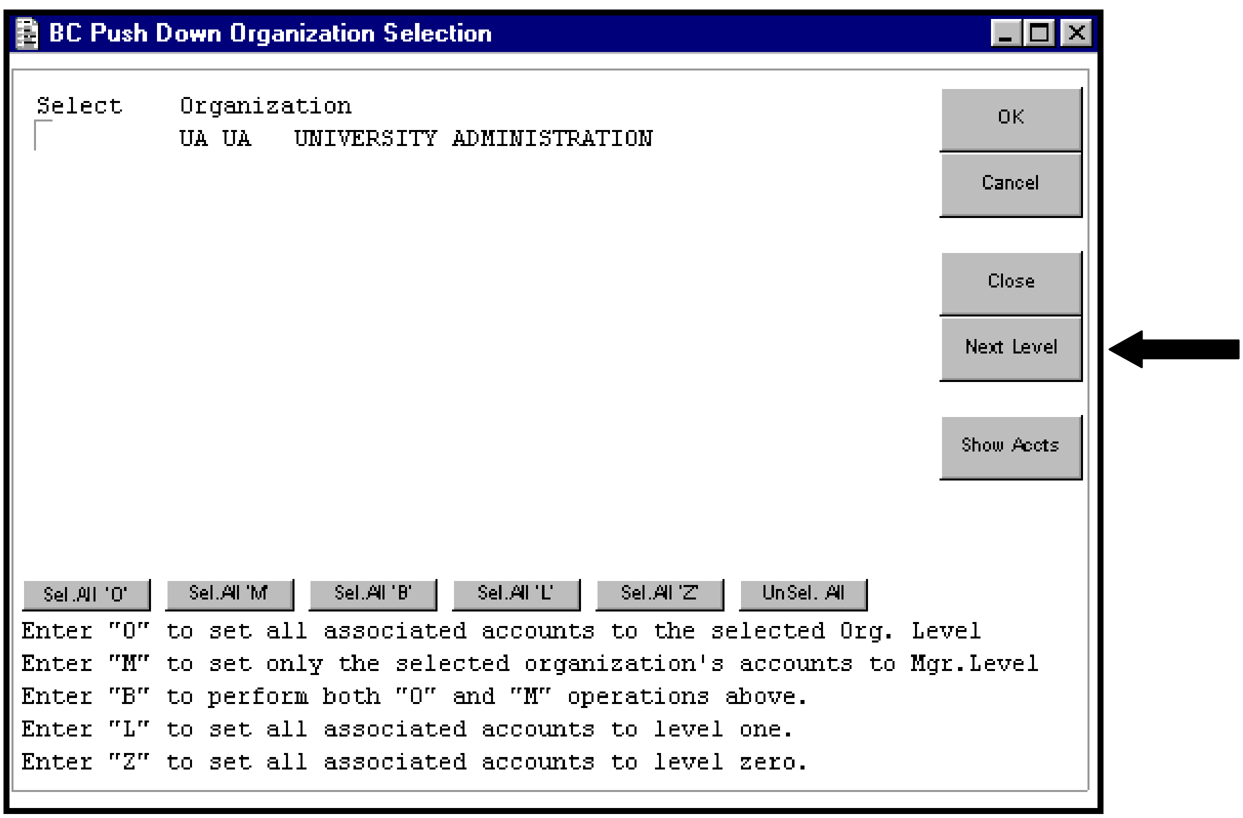
- if you attempt to drill down to a level below the lowest organization, a note will appear in the MESSAGE BAR at the bottom of the screen
- use the ORG. PUSHDN button to reverse the action of the ORG. PULLUP button

A.7 The ORG. PUSHDN Button

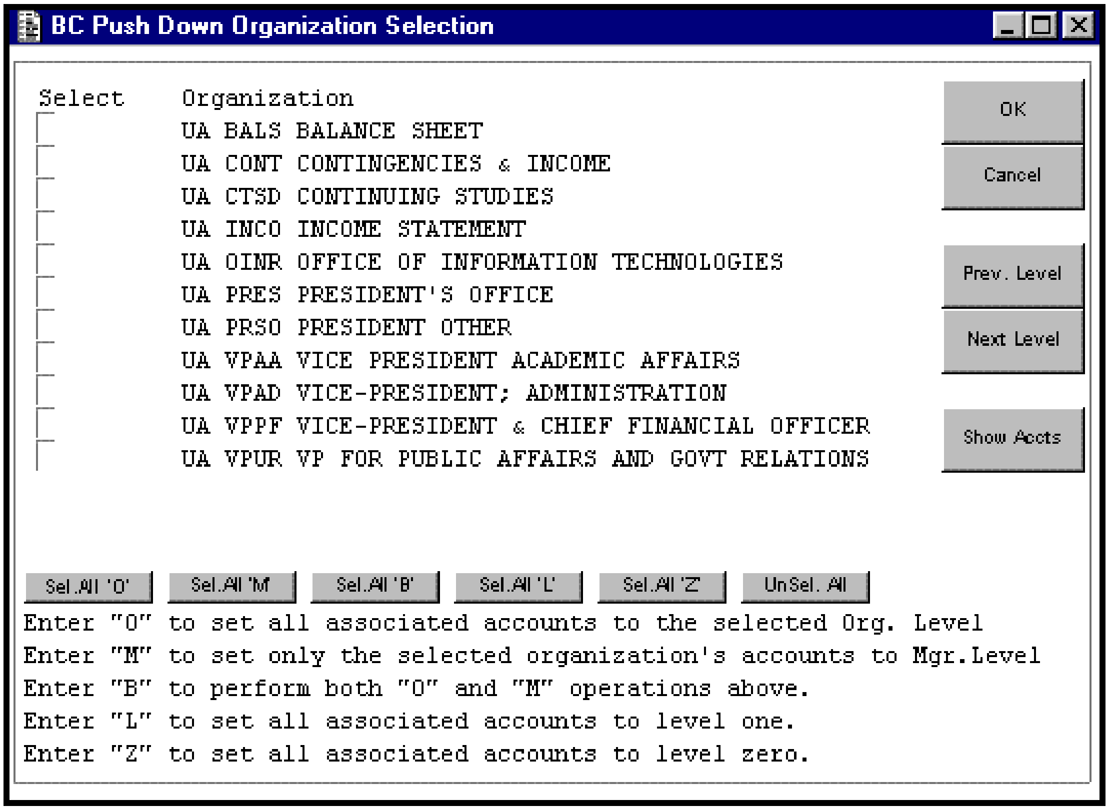
After clicking on the ORG. PUSHDN button, a dialog window will appear showing the user's organizational hierarchy points of view.



Upon selecting an organizational level, the user can highlight the appropriate organization and click on the NEXT LEVEL button to access all the organizations that report to that organization.



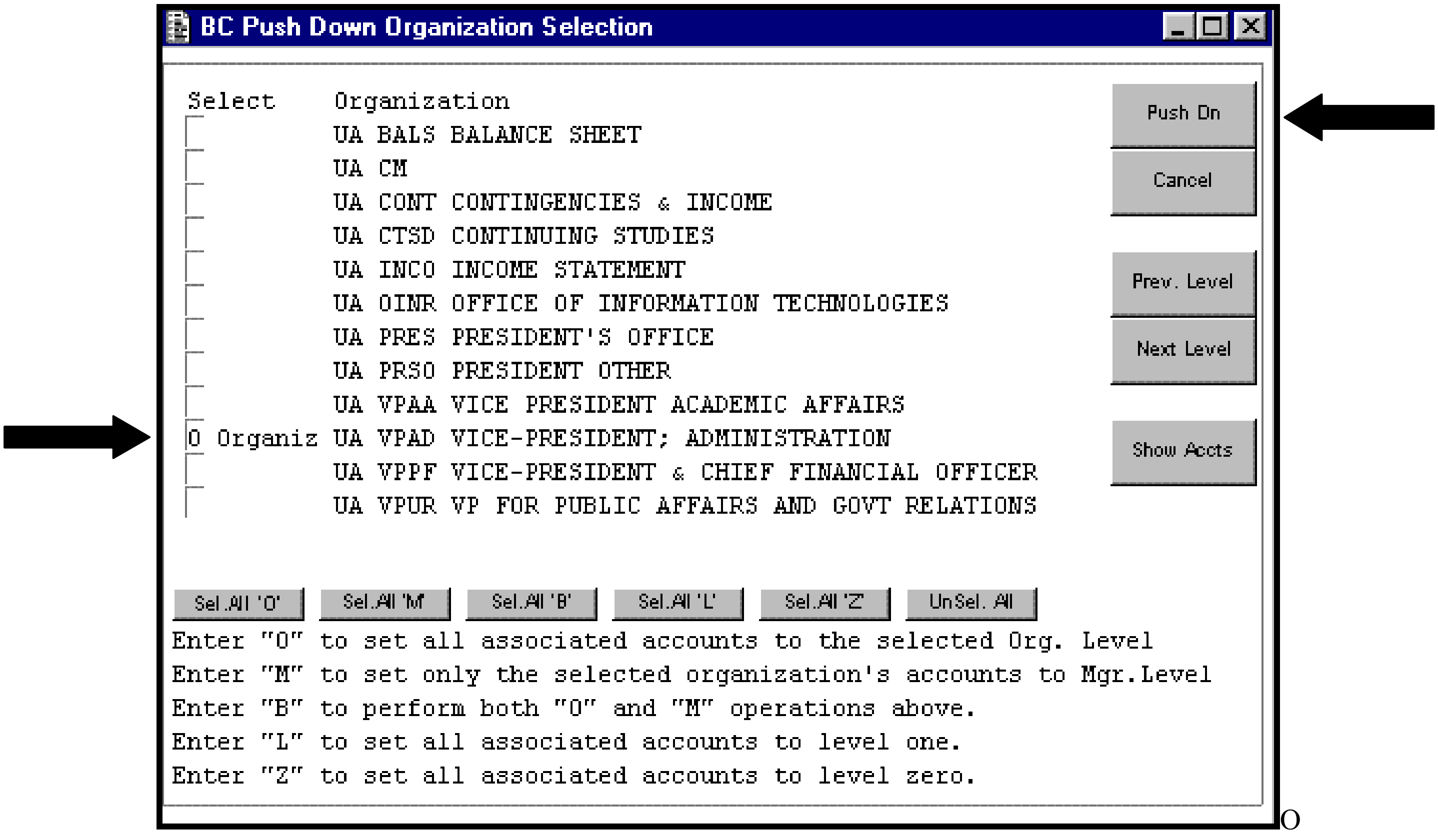
NOTE: At any level, the SHOW ACCTS button will show all accounts within that organization which have not previously been pushed down.



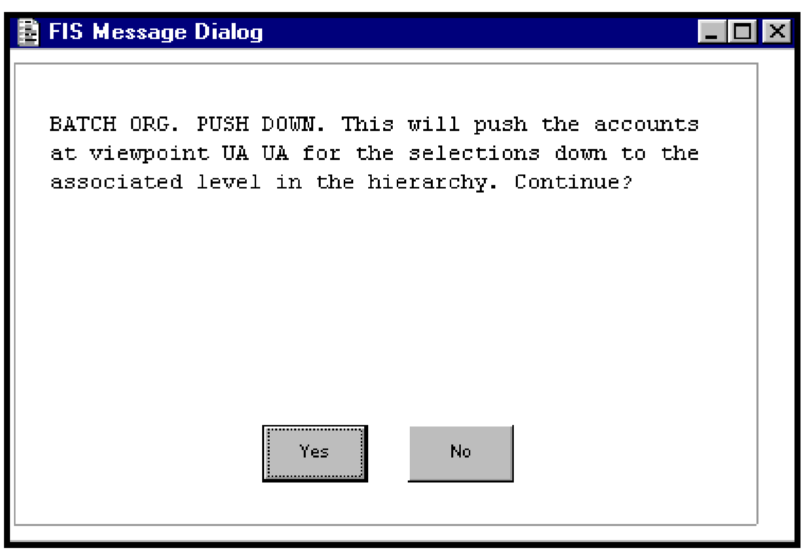
By clicking on one of the organizations from the list, and selecting one of the pushdown choices at the bottom of the screen, the user can push accounts that have been pulled up back down to the selected level. The choices are:

"O" to set all associated accounts to the selected Org. Level
"M" to set only the selected organization's accounts to Mgr.Level
"B" to perform both "O" and "M" operations above.
"L" to set all associated accounts to level one.
"Z" to set all associated accounts to level zero.

When you make a selection from one of the organizations from the list (i.e. by choosing one of the pushdown options above), the OK button changes appearance and becomes the PUSH DN button (see screen below).



One may choose to send either several organizations' accounts or an individual organization's accounts to another level by entering the appropriate code in the "Select." column. After selecting an organization's accounts to "push down" and clicking on the PUSH DN button, a dialog box will ask you if you wish to push the accounts down to the level of the selected organization's viewpoint.



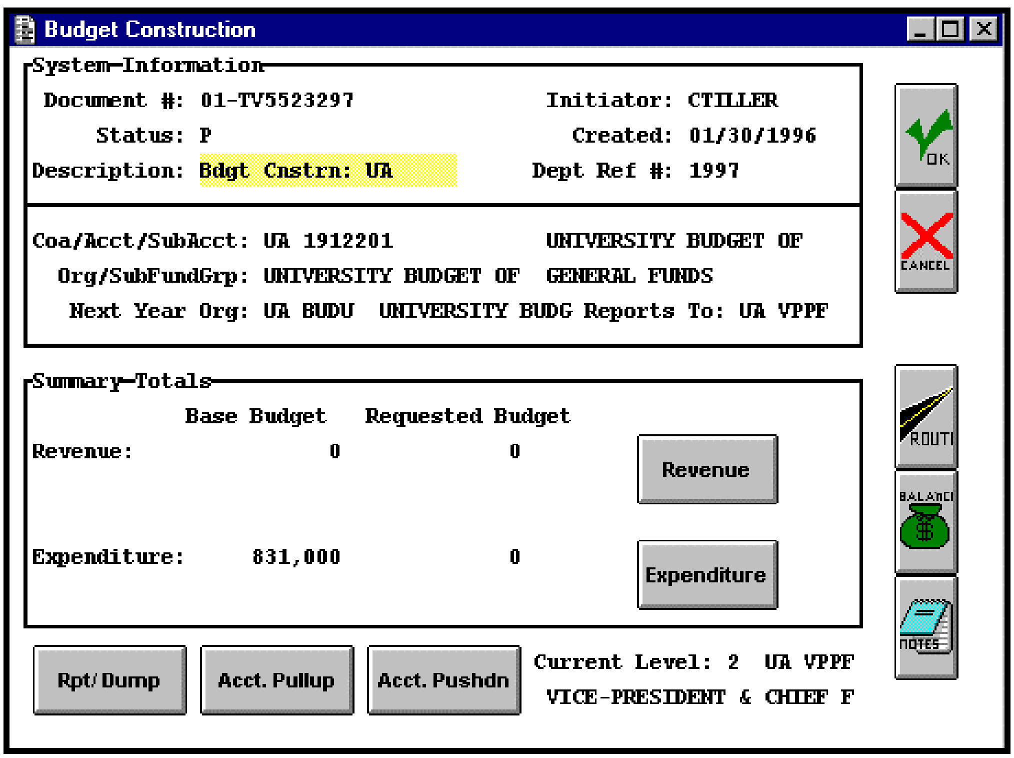
NOTE: Use the ORG. PUSHDN button to reverse the action of the ORG. PULLUP button.

APPENDIX B: NAVIGATING THE BUDGET CONSTRUCTION SCREEN

B.1 The Budget Construction Screen

After entering an account number on the “Budget Construction Selection” screen, you will be taken to the main “Budget Construction” screen. The revenue and expenditure amounts cannot be updated on this screen. However, from here you can “drill down” to updatable screens. Only the “Description” and “Dept Ref #” fields can be modified on this screen, as explained below.

NOTE: If you are at a level in the budget construction organizational review hierarchy **above** the current level to which the account is pulled up, this screen (and subsequent ones) will be display/view only. You may only access an account for updating purposes if (1) you are in that account’s budget review hierarchy **and** (2) the account is “pulled up” to your level. Check the MESSAGE BAR at the bottom of the screen to see if you can update this account.



The top of the “System Information” zone is similar to most TP documents. Note the following:

- the “Description” field, which may be updated, contains the default value (the term “Bdgt Cnstrtn,” plus the chart code) for the account
- the “Dept Ref #” is an updatable field, with the default value being the fiscal year for which budget construction is being performed

- The “Status” is either “?” (budget construction for this account has not been initiated) or “P” (updates have been performed to this account and budget construction is in progress)

The bottom of the “System Information” zone displays information about the account which is currently undergoing budget construction. “Coa/Acct/SubAcct” represents the chart, account/sub-account number, and short description of the account. “Org/SubFundGrp” indicates what organization and sub-fund group this account reports to. “Next Year Org” indicates the organization this account will report to in the next fiscal year.

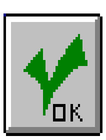
The “Summary Totals” zone summarizes the total of revenue and expenditure for this account. Both the account’s base budget and the new fiscal year’s requested amount are shown. Updates to the specific components which make up an account’s revenue and expenditure can be performed by double-clicking on either the REVENUE or EXPENDITURE buttons. See *Section 2: Performing Budget Construction* for detailed updating steps.

When the user has completed the current budget construction session and clicked on “OK,” the entries that have been made will be retrieved in any subsequent budget construction session. To retrieve this information at a later time, the user should return to the “Budget Construction Selection” screen and enter the same account number. The document with the revised information for that account will appear.

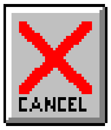
In the bottom right corner of the screen, a field informs the user of the current hierarchy level of the account. After performing an account “pull up” or “push down,” the new level will be returned to this position on the home screen.

B.2 TP “Action” Buttons

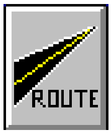
Several buttons appear to the right of the screen in the main budget construction document. Some of these buttons duplicate the functions of the “Actions” option of the menu bar. However, these buttons provide a short-cut for the user.



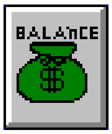
The OK button saves your work, tells the system to perform necessary calculations, and returns you to the prior screen in the hierarchy of screens. One major difference between budget construction and other TP documents is in the approval process. In other TP documents, the initiator okays a transaction and the document is automatically routed up through the approval hierarchy established for the document type. Pressing OK initiates this procedure. The document lands in the in-box of the next approver, who in turn okays the transaction, and the process is repeated until the next approver has signed off. In budget construction, there is no routing in this sense and pressing the OK button does not do the same thing. Pressing OK simply saves the work performed on a budget construction screen and returns the person to the previous screen. To continue with the development of the budget for a given account at a later date, a user simply re-enters the account number at the initial budget construction screen and all previously entered work reappears for further revision.



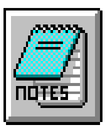
The CANCEL button closes the screen you are in as long as you have not modified any information in a supporting screen. If you modify information on a screen and move past that screen, you cannot cancel from that screen. You must return to the underlying screen and make the necessary changes.



The ROUTE button does not operate the same in budget construction as in other documents. It is used to report the budget construction activity for this TP account.

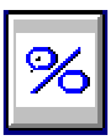


The BALANCE button is the same as in TP. Clicking on this button offers you several options for checking the balances of an account.

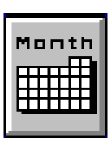


The NOTES button indicates whether any notes are permanently attached to the document. If a note has been attached, this button will be red. If the button is selected, it will display either the notes index (if there are notes), or will display the "Notes Create" window so a note can be added to the document.

The following buttons appear on the REVENUE OBJECTS and the EXPENDITURE OBJECTS" screens only:



The PERCENT button is used to apply a specific percentage change to a single object code, or across all object codes. It is used as a convenient starting point to apply an increment or decrement to the base amount.



The MONTH button brings up a window which allows the user to break down how the revenue or expenditure is to be distributed over the fiscal year. Once you have a requested amount in the field, you may then distribute annual totals by month. Click on the MONTH button, and enter an actual amount for each month. If your monthly amounts do not total to the requested amount, you will see an error message and you can click on the override button. This will bring the total of the monthly breakdown into the "Requested" field on the previous screen. The SPREAD button allows the user to spread a requested amount evenly month by month over a year. Any residual amounts will be placed in July. Each of the monthly fields can be edited. Clicking on OK will return you to the REVENUE OBJECTS or the EXPENDITURE OBJECTS screen.

NOTE:

- to avoid overriding work already performed, use the MONTH button to distribute annual amounts **after** the annual budget is complete

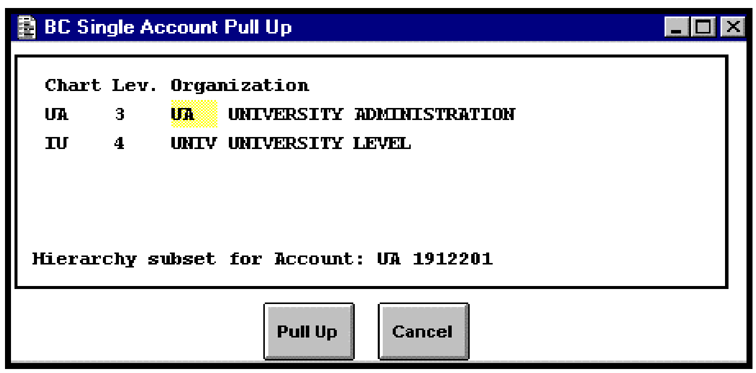
- the system does not require that the user break down the revenue by month

B.3 The RPT/DUMP Button

This button allows you to create reports or “dump” data (in ASCII format) for this specific account. For more details see *Appendix D: Reporting and Dumping*.

B.4 The ACCT. PULLUP Button

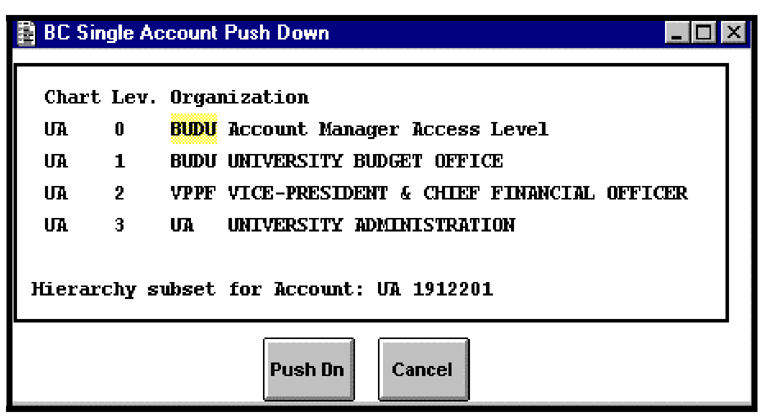
The ACCT. PULLUP button on the “Budget Construction” screen allows the user to “pull up” the current single account providing he or she is in the budget construction review hierarchy above the level at which the account resides. Once the account is “pulled up,” it cannot be further accessed or viewed by anyone lower in the budget construction hierarchy. When the ACCT. PULLUP button is clicked the “Single Account Pullup” screen appears, indicating to which levels the user may “pull up” this account. Select the level you wish and click on the PULL UP button.



NOTE: Use the ACCT. PUSHDN button to reverse the action of the ACCT. PULLUP button.

B.5 The ACCT. PUSHDN Button

The ACCT. PUSHDN button allows the user to “push down” a current single account from a higher level in the organizational hierarchy to a lower level (such as manager or delegate level). From the “Budget Construction” screen, click on the ACCT. PUSHDN button. A dialog window will display the hierarchy levels below the current point of view.



Selecting a hierarchy level and clicking on the "Push Dn" button will access a dialog box asking if you wish to "push down" this account to the selected viewpoint. Clicking on YES will "push down" the account to the selected level.

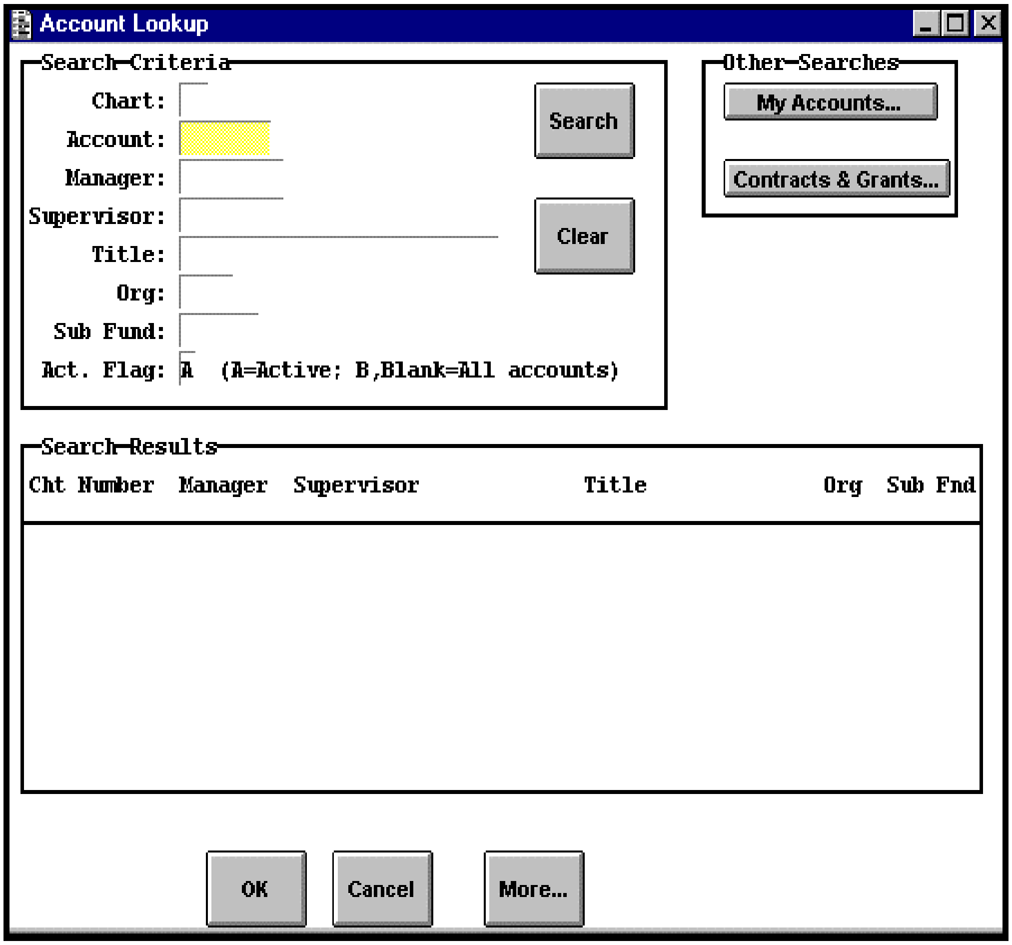
NOTE:

Use the ACCT. PULLUP button to reverse the action of the ACCT. PUSHDN button.

APPENDIX C: PERFORMING SEARCHES AND CREATING NEW SUB-OBJECT CODES

C.1 Performing an Account Search

If you do not know the correct account number for the account you wish to access, you may perform a search by double-clicking on the blank “Account” field.



In order to perform a successful search, you need to enter as much information as you can in the blank fields of the “Lookup” screen. The more information you can enter, the quicker and more focused the search will be.

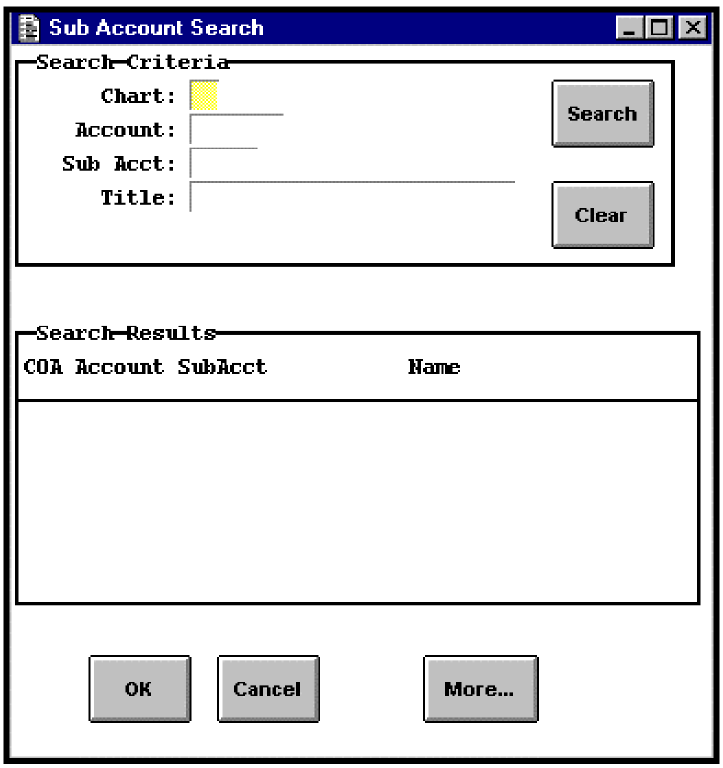
NOTES:

- if another person with access to the account is currently using a budget construction document for the account, you will not be allowed to work on that account

- the user must have authority to access budget construction documents. Generally, access is limited to supervisors, account managers and their delegates

C.2 Performing a Sub-Account Search

If you do not know the correct sub-account for the account you wish to access, you may perform a search by double-clicking on the blank "Sub-Account" field.



In order to perform a successful search, you need to enter as much information as you can in the blank fields of the "Search" screen. The more information you can enter, the quicker and more focused the search will be.

NOTES:

- if another person with access to the account is currently using a budget construction document for the account, you will not be allowed to work on that account

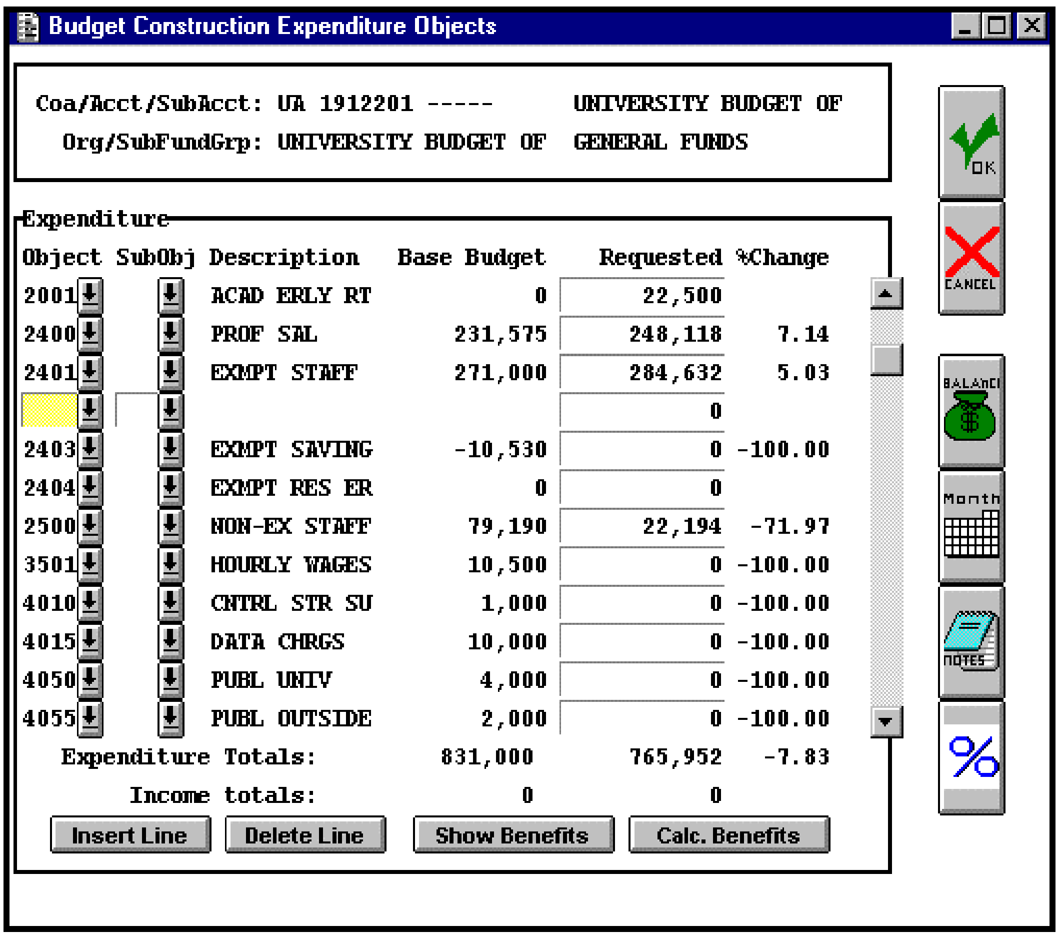
- the user must have authority to access budget construction documents. Generally, access is limited to supervisors, account managers and their delegates

C.3 Object Code Lookup screen

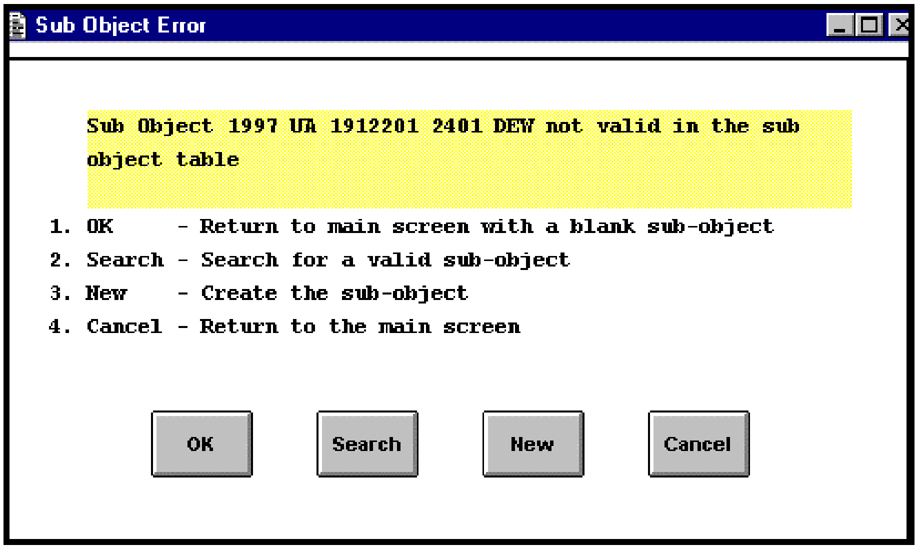
If you do not know the object code for the new revenue or expenditure line, you may perform a search by double-clicking on the down arrow which appears next the added object field. A lookup list of object codes will appear. You may then perform a variety of searches to find the appropriate object code you need. Double-clicking on a line or clicking on OK with the cursor resting on a line of information will return that object code to the REVENUE OBJECTS or EXPENDITURE OBJECTS" screen.

C.4 Creating New Sub-Object Codes

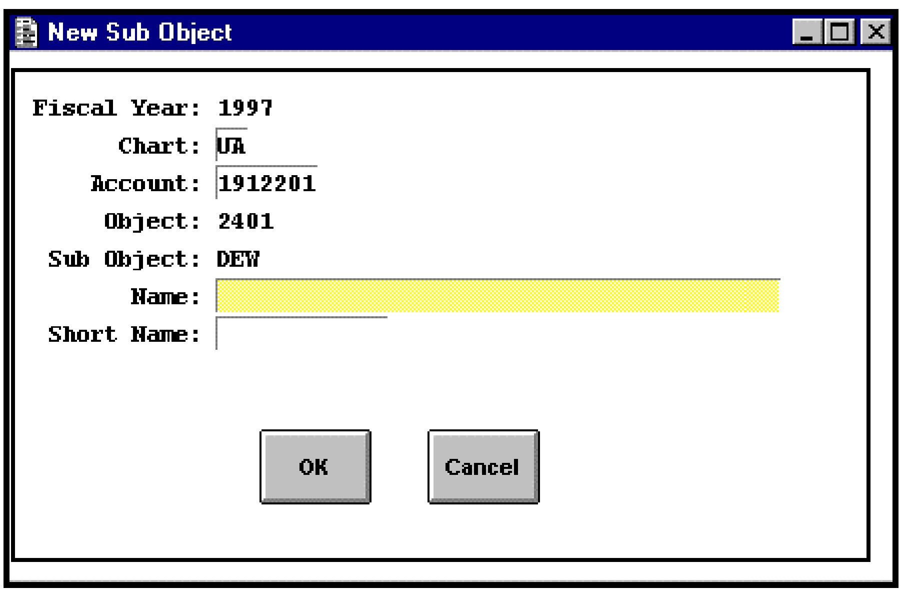
To create a new sub-object code, you must first insert a new revenue or expenditure object code line with your cursor resting on a current line. Click on the INSERT LINE button on a screen which allows sub-object codes (e.g. EXPENDITURE OBJECTS or REVENUE OBJECTS screens). A new, blank line will appear directly below the line the cursor was resting on:



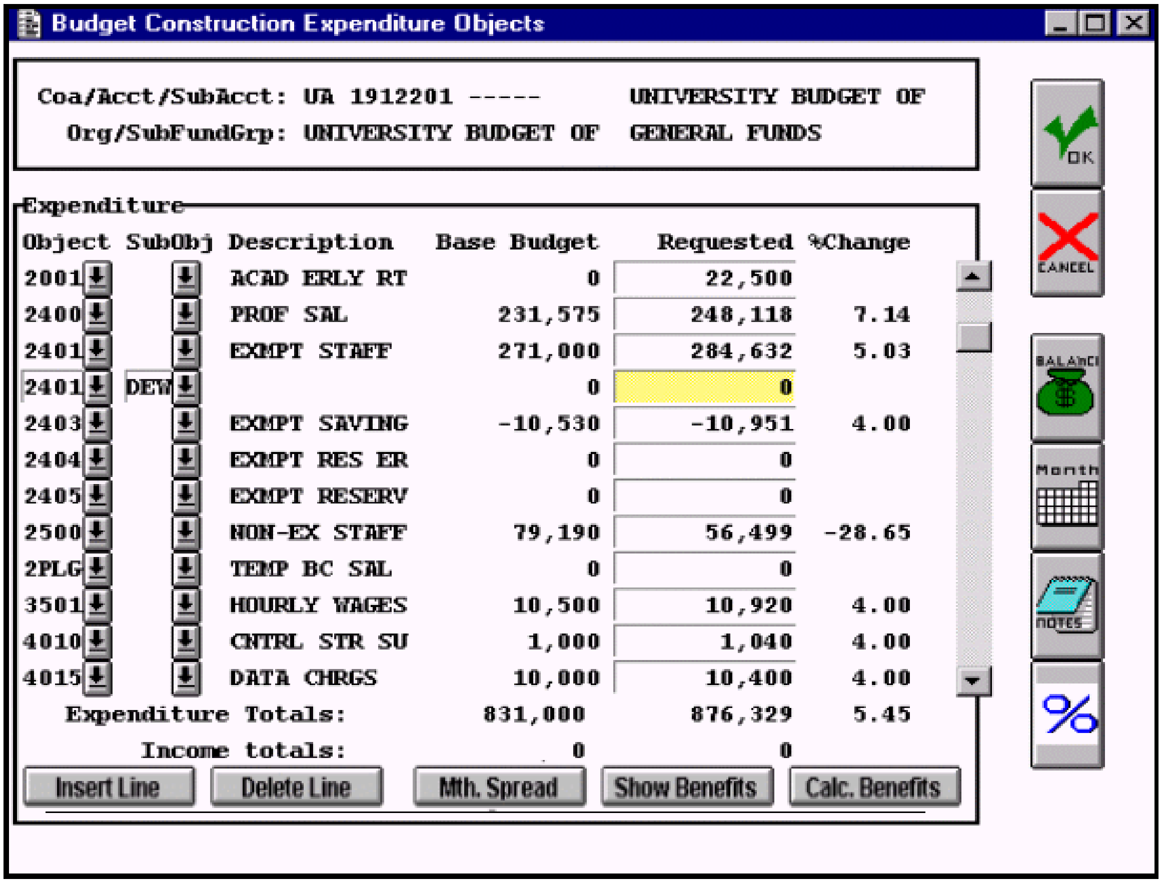
Click on the down arrow and add the object code. Then, tab to the next line and type in the new sub-object code (in this case "DEW"). Since you are creating a new sub-object code, it will not be recognized by the system and thus a dialog window will appear as follows:



Clicking on the NEW button will access a further dialog box which will ask you to provide descriptive information about the new object-code:



Both the "Name" and "Short Name" fields must be entered for the system to accept the new object code. Clicking on OK after filling in both lines will return the new object code to the appropriate field on the original screen:

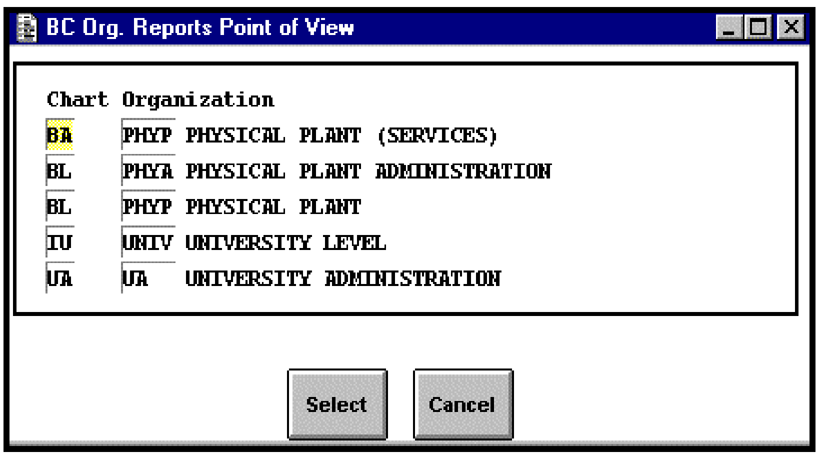


When you click on OK and exit this screen, the system will automatically rearrange the object code lines so that the next time you return to the REVENUE OBJECTS or EXPENDITURE OBJECTS screen, the new line will be in the proper object code/sub-object code order.

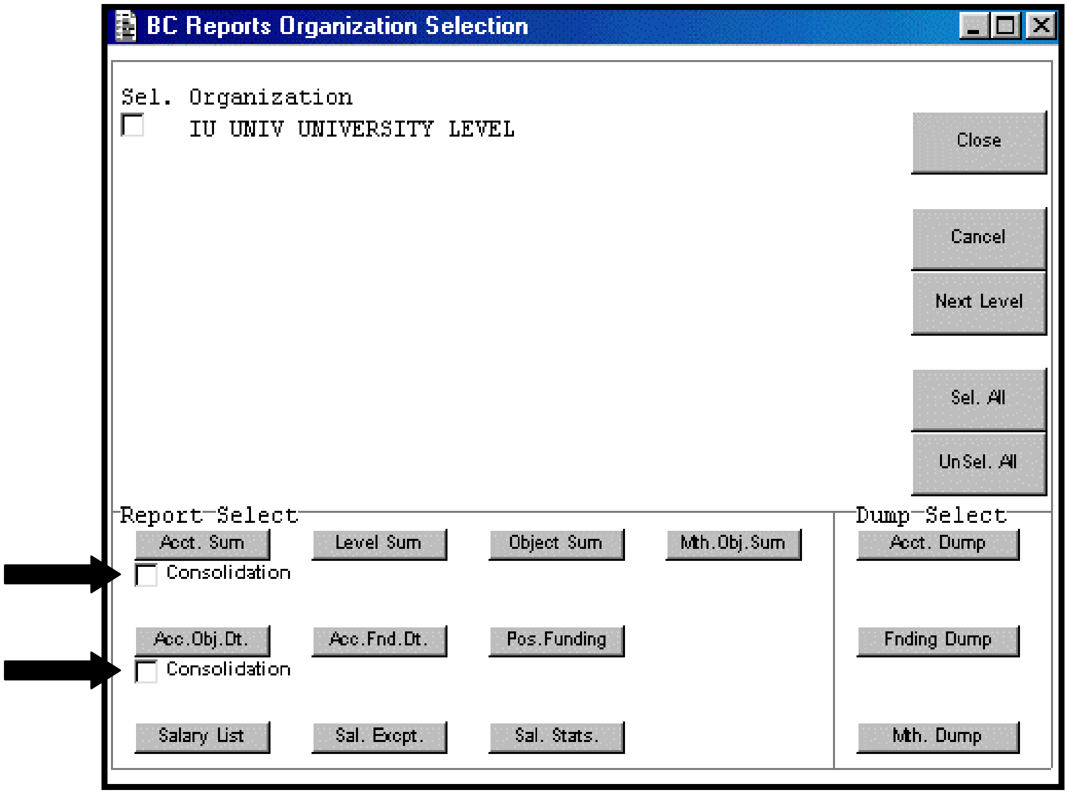
APPENDIX D: REPORTING AND DUMPING

D.1 The ORG. RPT/DMP Button

The ORG. RPT/DMP button is one of four buttons in the "Budget Construction Organization Report/Control" zone at the bottom of the "Budget Construction Selection" screen. It allows you to print reports or dump data in ASCII format for all accounts reporting to a specific organization. Clicking on this button accesses the "BC Org. Reports Point of View" window which allows you to select an organization level, to print reports or dump data from all of the organization's accounts.



Double-clicking on a line, or clicking on SELECT while the cursor is resting on an organization level will allow you to drill down to access reports or data dumps for that organization, or use the NEXT LEVEL button to access other organizations at lower levels.



Note: Arrows indicate the new "Consolidation Select" boxes.

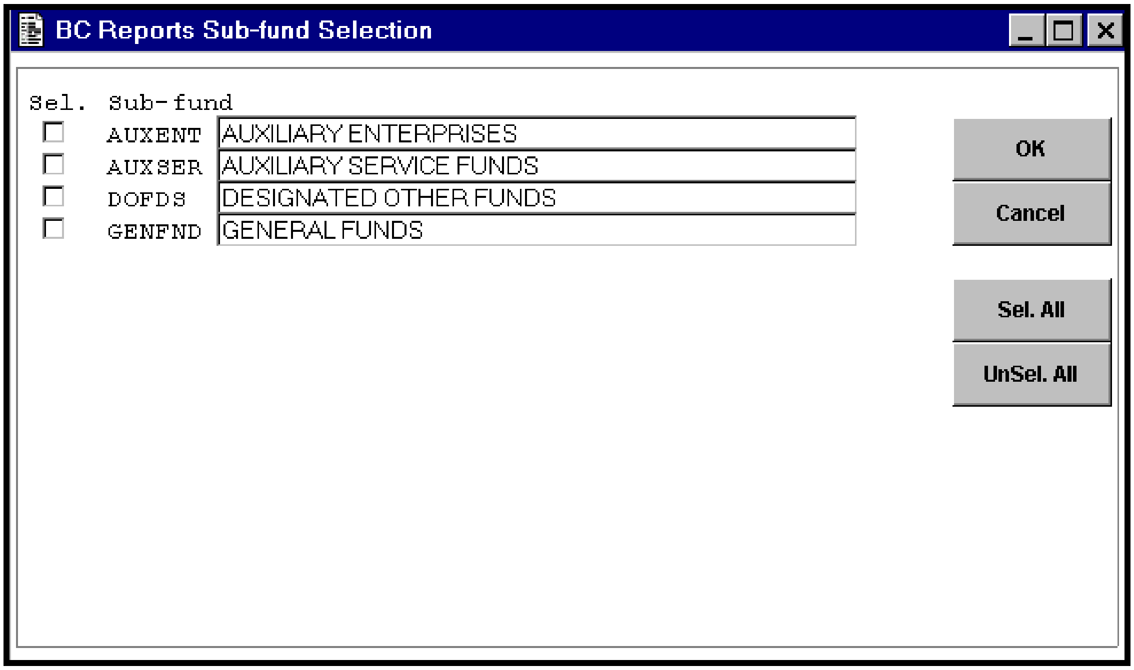
Once you have selected the organization for which you want reports or data dumps, you may click on a button in one of the zones at the bottom of the screen to print that report or dump the data.

<u>Point-of-View Selection and Organization Drill-Down Screens</u>:

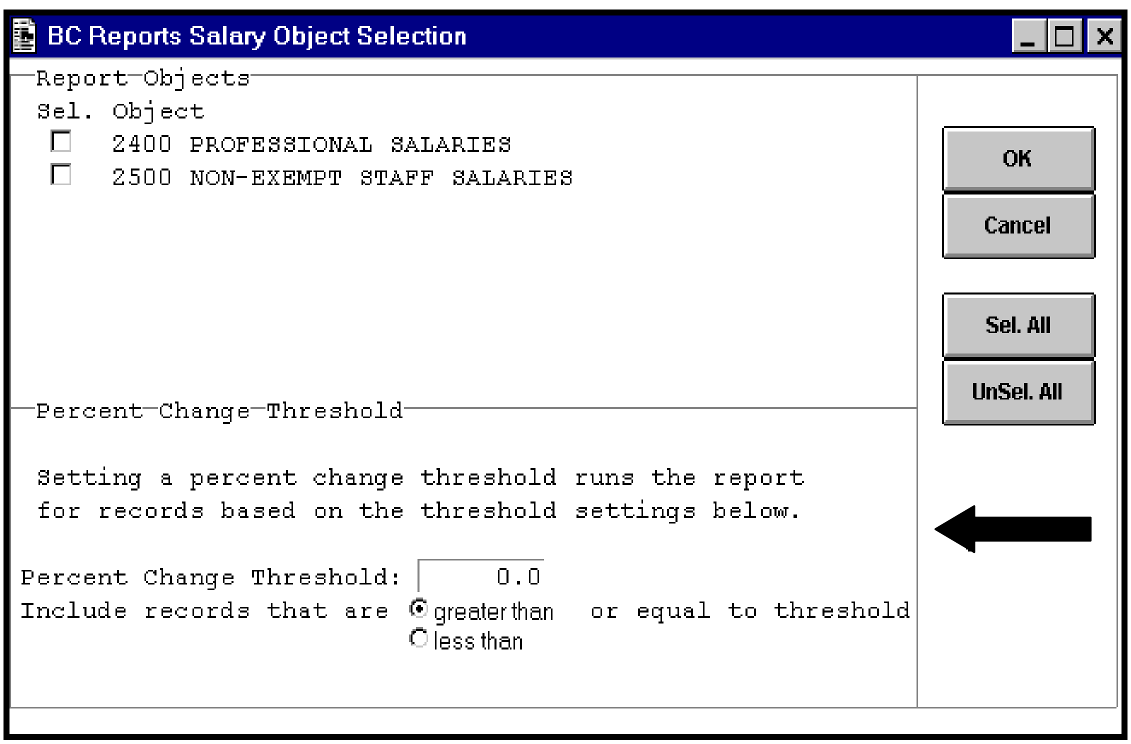
All organization drill down selection screens will now include **only** active organizations. Separate edits will be performed at the beginning of budget construction to ensure that no budgeted accounts or organizations currently map to an inactive parent organization. This will eliminate all inactive organizations from the selection list and allow for more efficient screen navigation and selection.

D.1.1 The "Report Select" Zone

The "Report Select" zone allows you to print reports from various points of view for all the accounts for a specific organization. All object code-oriented report options, when selected, initiate an additional selection screen, listing each sub-fund for which either a base or request budget exists.



Similarly, the salary-oriented reports will bring up a selection screen for each object code where a CSF or request amount for the positions reporting to the selected organization exist.



One or multiple sub-funds/object codes may be selected. If more than one sub-fund/object code is selected, a separate report will be generated for each selection. If multiple organizations are initially selected, a set of reports as described above will be printed for each organization.
In addition, for salary-oriented reports, the bottom of the object code selection screen allows the entry of a "threshold change percentage," under which position/incumbent information will be excluded from the report. The threshold option for compensation reports has been revised to allow negative threshold, and record selections that are either less than or greater than the threshold (e.g., entering a "3.5" equates to printing a report for all positions where the percent increase equals or exceeds 3.5%.) If the threshold field is left blank, all positions/incumbents will be listed on the report.

NOTES:

- FTE summary fields on all reports have been fixed (no more "****" overflow fields!")

- The Organization Salary Exception, Organization Salary Summary, and Organization Salary Statistics reports have been fixed to restate CSF salary based on the previous year's position related effective months and pay months, so that the position months can be changed this year.

Enhancement of the Threshold Parameters on the Organization Salary Reports for 1998/99

The organization-level Position Funding, Salary List and Salary Exception report selection screens contained an option for the reports to include only those salary funding lines where the increases or decreases exceeded a user-defined percentage. An additional "check box" has been added this year which serves the same function. When checked, the threshold field is activated and as was the case last year, the user can insert a percentage threshold for inclusion in the report.

The addition of this box solves the problem encountered last year if the user wanted the threshold parameter to be zero (the system did not acknowledge 0.0% as a valid parameter, and printed the entire report).

Available reports are:

D.1.1a "Acct. Sum" Report

The "Account Summary Report" lists the base and request budgeted revenues and expenditure totals, amount change and percent change by account for each account reporting either directly or indirectly to the selected organization. A separate report is produced for each organization selected. A total revenue and expenditure amount for the selected sub-fund is printed at the end of the report. If multiple sub-funds are selected, a separate report will be produced for each selection.

<u>Sub-Account Report Consolidation Option</u>:

Each sub-account is treated as if it were a separate account in budget construction. Similarly, the organization-level reports which include account detail have listed each account and sub-account separately in prior years. Beginning with 1999-00 budget construction, an option has been added in the form of a check-box on the organization report selection screen to indicate that the report should consolidate all subaccount data into the parent account and print only the consolidated total for that account on the report. This option has been provided for the:

- Organization Account Summary Report
- Organization Account Object Detail Report

The top right corner of these reports will display "Consolidated" if this option has been chosen; otherwise all sub-account detail will be reported as before.

D.1.1b "Level Sum" Report

The "Level Summary Report" sums, across all accounts reporting either directly or indirectly to the selected organization(s), revenue and expenditure totals by level. Also provided are the related FTE, amount change and percent change for each item on the report. Subtotals by consolidation are included in the report, as well as overall organization revenue, expenditure and difference totals. Each selected organization and sub-fund is printed as a separate report.

D.1.1c "Object Sum" Report

The "Object Summary Report" provides the same information as the "Level Summary Report" described above, by object code total rather than by object level. Object code totals are summed by object level and object consolidation as defined for each chart, in a manner similar to the standard operating reports produced and distributed by FMS on a monthly basis. Again, each selected organization and sub-fund is printed as a separate report.

D.1.1d "Mth. Obj. Sum" Report

The "Monthly Object Summary Report" provides a listing, by object code across all accounts reporting to the selected organization, of the annual total and the detailed monthly breakdown of request budget amounts. The sort on this report is the same as the "Object Summary" report described above.

D.1.1e "Acc. Obj. Dt." Report

The "Account Object Detail Report" provides the same detail as the "Object Summary" report above, except that the report prints each account which reports to the selected organization (in account number order) on an individual report. The report format is identical to the account-oriented "Budget by Object, Sub-Object" described in the next section.

<u>Sub-Account Report Consolidation Option</u>:

Each sub-account is treated as if it were a separate account in budget construction. Similarly, the organization-level reports which include account detail have listed each account and sub-account separately in prior years. Beginning with 1999-00 budget construction, an option has been added in the form of a check-box on the organization report selection screen to indicate that the report should consolidate all subaccount data into the parent account and print only the consolidated total for that account on the report. This option has been provided for the:

- Organization Account Summary Report
- Organization Account Object Detail Report

The top right corner of these reports will display "Consolidated" if this option has been chosen; otherwise all sub-account detail will be reported as before.

D.1.1f "Pos. Funding" Report

The "Position Funding Report" provides CSF and request salary data for both filled and vacant positions for each position reporting either directly or indirectly to an organization. The positions are listed in alphabetic order by incumbent, displaying for each incumbent all funding sources in both the CSF and request areas, including the chart, account, sub-account, object and sub-object to which that funding line is attached. Complete **position** data are included (position number, rank code, effective and pay months, percent time and FTE); as well as **CSF** amount, percent time and FTE; **request** amount, effective months, percent time and FTE; **leaves requested** code, amount, percent time and FTE; **total intended** amount and FTE; and amount and percent change from CSF to request. The report is printed individually for each object code selected.

D.1.1g "Salary List" Report

The "Salary List Report" provides similar information as described above for the "Position Funding Report", except only 'filled' positions are included in the report. In cases where the request FTE is different than the CSF FTE for a continuing appointment, the report restates the CSF FTE as if the position had the same percent time and effective months as what is assigned to the request FTE for that position, so that an accurate amount and percent change figure can be calculated and displayed.

The report is printed for each object code selected. It contains a summary statistics section at the end of the report which summarizes for both "new" and "continuing" personnel the total base and request FTE, amount, and average, as well as the calculated average and percent change from CSF to request.

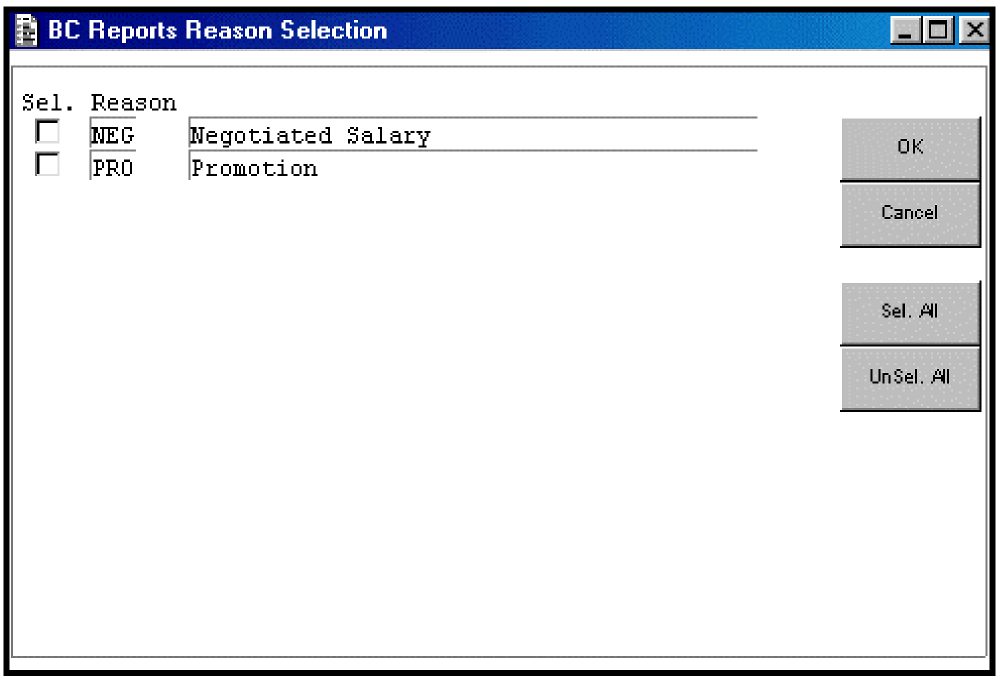
D.1.1h "Sal. Excpt." Report

The "Salary Exception Report" provides a means for reviewing, by organization, all instances where the "reason code" has been used to document an increase for a funding line in the "Salary Setting" screen. If the reason code has been left blank, the funding line will not be printed on the report.

<u>Organization Salary Exception Report:</u>

The system allows the person requesting the report to an option to define a threshold parameter for the report. If the threshold is inserted, only funding lines for which the requested salary change meets those criteria and a reason code has been associated with that funding line will be printed on the report. Otherwise all funding lines within the organization containing a reason code will be included in the report.

For 1999-00 budget construction, if no threshold is selected as described above, the “BC Reports Reason Selection” screen will appear and one or more reason code(s) may be isolated and reported on separately. This allows for the differentiation and separate reporting of certain reason codes that are treated differently in the budget salary guidelines (e.g. increases requested for employee promotions may be treated one way in the calculation of the overall organization salary increase for continuing personnel but a negotiated salary increase may be treated differently).



D.1.1i “Sal. Stats.” Report

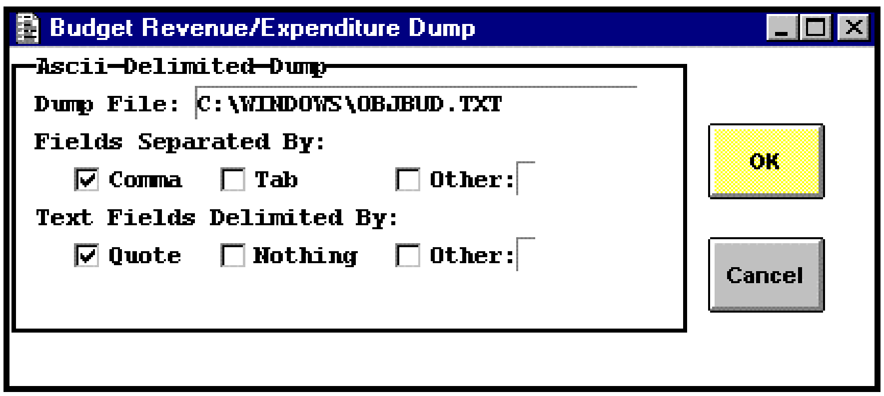
The “Salary Statistics Report” provides only the summary salary statistics for the organization(s) and object code(s) selected, as described in the “Salary List” report above. A separate report is produced for each organization and object code selected.
NOTE: In order for budget construction reports to fit on the printed page, you will need to make sure that the orientation is set to landscape position for most printers. If you have printed any budget construction reports in portrait position during the current session, you will need to exit FIS, re-enter, and specify the landscape mode before printing additional budget construction reports.

D.1.1j "Acc.Fnd.Dt" Report

The "Account Funding Detail" report prints the account salary report for each account which maps (either directly or indirectly) to the selected organization(s). Like other compensation reports, the person may select the object codes to include in the report. The report prints by subfund by account.

D.1.2 The “Dump Select” Zone

The “Dump Select” zone allows the user to export data to ASCII files. The file will be placed on the user’s hard drive in the “c:\windows\” subdirectory by default, with a default file name and generic field delimiters chosen. Alternate location, file name, and field delimiters may be indicated by the user at his/her discretion on the “Budget Revenue/Expenditure Dump” screen, which appears when one of the “dump” options is selected.

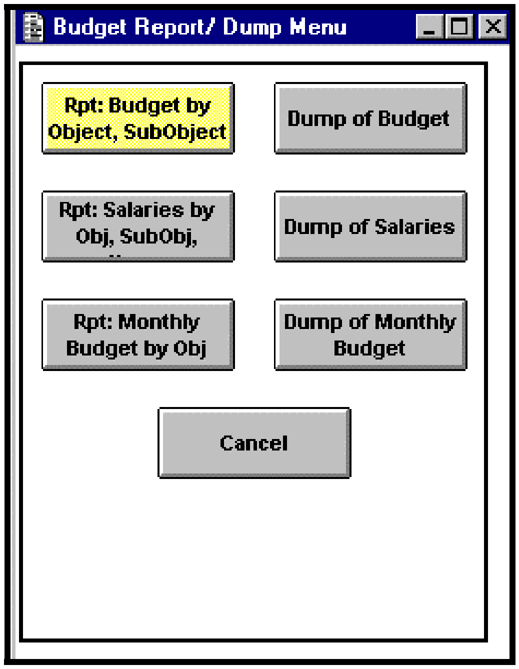


The data dump output is a listing of the records reported in the comparable report formats listed above. However, no field headers are included in the file.

NOTE: Both the account and organization funding dump files have been revised to include effective months and pay months.

D.2 The Account RPT/DUMP Button

The RPT/DUMP button on the "Budget Construction" screen brings up the following options for the account you are working on, allowing the user to print out a variety of reports or to save data to an ASCII file for later use.



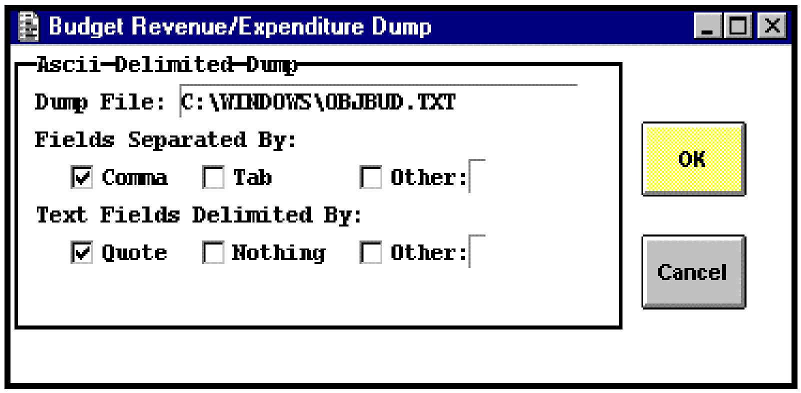
D.2.1 REPORT Buttons

You may print account budget reports by object code/sub-object code, account salary budget reports by object code/sub-object code (if there are salary lines associated with this account), and account monthly budgets by object code (if budget lines have been spread across months for this account).

NOTE: In order for budget construction reports to fit on the printed page, you will need to make sure that the orientation is set to landscape position for most printers. If you have printed any budget construction reports in portrait position during the current session, you will need to exit FIS, re-enter, and specify the landscape mode before printing additional budget construction reports.

D.2.2 DUMP Buttons

The dumps will download data in ASCII format. Downloads may be performed from three points of view: Budget, Salaries, or Monthly Budget. The “Budget Revenue/Expenditure Dump” screen appears when one of the “Dump” options is selected.



The default drive is the Windows subdirectory in the “C:” drive. You may edited this file as necessary. The default ASCII format is for data fields to be separated by commas, and for text fields to be delimited by quotes. You may indicate other separation or delimitation choices as needed. If there is no data for the dump you select, you will receive a message to that effect.

D.2.3 Data Dumps File Format

There are three dumps at the organization level and three at the account level. Each pair uses the same format.

D.2.3a Account/Object Dump

Organization dump default file: objbud.txt
Account dump default file: aobjbud.txt

financial system origination code	fs_origin_cd.ld_pnd_bcnstr_gl_t
financial document number	fdoc_nbr.ld_pnd_bcnstr_gl_t
university fiscal year	univ_fiscal_yr.ld_pnd_bcnstr_gl_t
financial chart of account code	fin_coa_cd.ld_pnd_bcnstr_gl_t
account number	account_nbr.ld_pnd_bcnstr_gl_t
reports to organization code	rpts_to_org_cd.ld_bcn_acct_rpts_t
sub-account number	sub_acct_nbr.ld_pnd_bcnstr_gl_t
financial object code	fin_object_cd.ld_pnd_bcnstr_gl_t
financial sub-object code	fin_sub_obj_cd.ld_pnd_bcnstr_gl_t
financial balance type code	fin_balance_typ_cd.ld_pnd_bcnstr_gl_t
financial object type code	fin_obj_typ_cd.ld_pnd_bcnstr_gl_t
financial begin balance line amount	fin_beg_bal_ln_amt.ld_pnd_bcnstr_gl_t
account line annual balance amount	acln_annl_bal_amt.ld_pnd_bcnstr_gl_t

D.2.3b Funding Dump

Organization dump default file: salbud.txt
Account dump default file: asalbud.txt

university fiscal year	univ_fiscal_yr.ld_pndbc_apptfnd_t
financial chart of account code	fin_coa_cd.ld_pndbc_apptfnd_t
account number	account_nbr.ld_pndbc_apptfnd_t
reports to organization code	rpts_to_org_cd.ld_bcn_acct_rpts_t
sub-account number	sub_acct_nbr.ld_pndbc_apptfnd_t
financial object code	fin_object_cd.ld_pndbc_apptfnd_t
financial sub-object code	fin_sub_obj_cd.ld_pndbc_apptfnd_t
position number	position_nbr.ld_pndbc_apptfnd_t
position title	pos_ttl.ld_bcn_pos_t
job rank code	job_rank_cd.ld_job_t
position budget code	pos_bdgt_cd.ld_bcn_pos_t
person social security number id	person_ssn_id.ld_pndbc_apptfnd_t
person name	person_nm.ld_bcn_intincbnt_t
employee proposed rank code	emp_prpsd_rank_cd.ld_bcn_intincbnt_t
position csf amount	pos_csf_amt.ld_bcn_csf_trckr_t
position csf fte quantity	pos_csf_fte_qty.ld_bcn_csf_trckr_t
position csf time percent	pos_csf_tm_pct.ld_bcn_csf_trckr_t
appointment funding duration code	appt_fnd_dur_cd.ld_pndbc_apptfnd_t
appointment request csf amount	appt_rqst_csf_amt.ld_pndbc_apptfnd_t
appointment request csf fte quantity	appt_rqcsf_fte_qty.ld_pndbc_apptfnd_t
appointment request csf time percent	appt_rqcsf_tm_pct.ld_pndbc_apptfnd_t
appointment total intended amount	appt_tot_intnd_amt.ld_pndbc_apptfnd_t
appointment totoal intended fte quantity	appt_totintfte_qty.ld_pndbc_apptfnd_t
appointment request amount	appt_rqst_amt.ld_pndbc_apptfnd_t
appointment request time percent	appt_rqst_tm_pct.ld_pndbc_apptfnd_t
appointment request fte quantity	appt_rqst_fte_qty.ld_pndbc_apptfnd_t
appointment request pay rate (biweekly)	appt_rqst_pay_rt.ld_pndbc_apptfnd_t
appointment funding delete code	appt_fnd_dlt_cd.ld_pndbc_apptfnd_t
appointment funding months	appt_fnd_mo.ld_pndbc_apptfnd_t

D.2.3c Monthly Dump

Organization dump default file: mthbud.txt
Account dump default file: amthbud.txt

financial system origination code	fs_origin_cd.ld_bcnstr_month_t
financial document number	fdoc_nbr.ld_bcnstr_month_t
university fiscal year	univ_fiscal_yr.ld_bcnstr_month_t
financial chart of account code	fin_coa_cd.ld_bcnstr_month_t
account number	account_nbr.ld_bcnstr_month_t
reports to organization code	rpts_to_org_cd.ld_bcn_acct_rpts_t
sub-account number	sub_acct_nbr.ld_bcnstr_month_t
financial object code	fin_object_cd.ld_bcnstr_month_t

financial sub-object code	fin_sub_obj_cd.ld_bcnstr_month_t
financial balance type code	fin_balance_typ_cd.ld_bcnstr_month_t
financial object type code	fin_obj_typ_cd.ld_bcnstr_month_t
fin document month 1 line amount	fdoc_ln_mo1_amt.ld_bcnstr_month_t
fin document month 2 line amount	fdoc_ln_mo2_amt.ld_bcnstr_month_t
fin document month 3 line amount	fdoc_ln_mo3_amt.ld_bcnstr_month_t
fin document month 4 line amount	fdoc_ln_mo4_amt.ld_bcnstr_month_t
fin document month 5 line amount	fdoc_ln_mo5_amt.ld_bcnstr_month_t
fin document month 6 line amount	fdoc_ln_mo6_amt.ld_bcnstr_month_t
fin document month 7 line amount	fdoc_ln_mo7_amt.ld_bcnstr_month_t
fin document month 8 line amount	fdoc_ln_mo8_amt.ld_bcnstr_month_t
fin document month 9 line amount	fdoc_ln_mo9_amt.ld_bcnstr_month_t
fin document month 10 line amount	fdoc_ln_mo10_amt.ld_bcnstr_month_t
fin document month 11 line amount	fdoc_ln_mo11_amt.ld_bcnstr_month_t
fin document month 12 line amount	fdoc_ln_mo12_amt.ld_bcnstr_month_t

Table Key:

Technical name	**Description**
ld_bcn_acct_rpts_t	Account Reports To
ld_pnd_bcnstr_gl_t	Pending Budget Construction General Ledger
ld_pndbc_apptfnd_t	Pending Budget Construction Appointment Funding
ld_bcn_csf_trckr_t	Budget Construction Calculated Salary Foundation Tracker
ld_bcn_intincbnt_t	Budget Construction Intended Incumbent
ld_bcn_pos_t	Budget Construction Position
ld_bcn_pos_t	Position Budget
ld_job_t	Job Table
ld_bcnstr_month_t	Budget Construction Monthly

APPENDIX E: IMPORTING TO BUDGET CONSTRUCTION

E. 1 Uploading Object Code Data to the Budget Construction Revenue and Expenditure screens.

New programming now supports uploading revenue and expenditure object code data to the budget construction screens as long as the source file conforms to certain file type and structural requirements. This means that the user can construct the object code budgets in the software of their choice, and upload the results directly into the budget construction screens. In addition to specifying the file to be imported, the user also specifies a location (typically on the hard drive) for a new file to be created which “logs” activities that occur during the import process, and will serve as the holding spot for error reports.

Request Budget Import Process Synopsis

1.) Import file format is ASCII delimited

- Import file must contain either annual request or monthly request amounts
- The user is prompted to specify the path and file name designation for the import file
- The user is prompted to specify the field separator and text field delimiter designation (No text field delimiter implies no imbedded field separator characters in a field)
- All information defining an import record must be contained on one line ending with carriage return and line feed characters
- Annual budget import record field order is: chart code, account, sub-account, object, sub-object, request amount
- Monthly budget import record field order is: chart code, account, sub-account, object, sub-object, month 1 amount, month 2 amount, . . ., month 12 amount
- Blank lines are acceptable in the import file
- Blank characters or no characters between the field separators are used to represent blank values for sub-accounts or sub-objects.

2.) The user can load one or more accounts/ sub-accounts during an import session

- Update access is based on the Budget Construction security model
- No compensation related object lines (includes benefits, tax, retirement, etc)
- Process inserts new, or overwrites existing, primary key-matching, lines (any monthly budgets for existing lines are deleted when importing annual budget amounts)
- Each line must be unique (based on primary key of chart, account, sub-account, object, sub-object)

3.) Reference values must already exist in the FIS system

- A Budget Construction document must exist for the account/ sub-account
- Account/ sub-account may not be expired
- Object/ sub-objects must exist in the chart for the budget fiscal year

- Object/ sub-objects must be active

4.) Exception handling

- The user is prompted to specify the path and file name designation for an exception log file
- Hard exception aborts load, soft exception skips the erroneous line and log error messages in the log file
- Exceptions include:

  - Bad file format (hard)
  - Duplicate primary key (hard)
  - ACSA - No budgeted account/ sub-account (soft)
  - ACCE - No access to account/ sub-account (soft)
  - LOCK - Budgeted account locked (soft)
  - EXAC - Expired account (soft)
  - INSA - Inactive sub-account (soft)
  - NOOB - Invalid object (soft)
  - INOB - Inactive object (soft)
  - NOSO - Invalid sub-object (soft)
  - INSO - Inactive sub-object (soft)
  - VALU - Request value out of bounds (soft)
  - COMP - Compensation related object (soft)
  - MNTH - Monthly budget delete warning (amount is updated - annual import only)

Note: Imports of a monthly budget result in the replacement of any associated monthly and annual amounts. In this case, the monthly budget delete warning is not added to the exception log file. The annual budget amount for the line is derived from a computed total of the monthly amounts.

5.) Import File Examples:

Annual Budget, no text field delimiter

UA,1912201,,5000,,2000
UA,1912201,,5001,,1212
UA,1912201,,5002,,30
UA,1912201,,5002,FOO,200
UA,1912201,,5003,,333
UA,1912201,,5004,,444
UA,1912201,,5005,,555

Monthly Budget, no text field delimiter

UA,1912201,,5000,,2012,2013,2012,2013,2012,2013,2012,2013,2012,2013,201
2,2013
UA,1912201,,5001,,50,50,50,50,50,50,50,50,50,50,50,50
UA,1912201,,5002,,30,30,30,30,30,30,30,30,30,30,30,30

UA,1912201,,5002,FOO,205,200,205,200,205,205,200,205,200,205,200,205
UA,1912201,,5003,,333,333,333,333,333,333,333,333,333,333,333,333
UA,1912201,,5004,,444,444,444,444,444,444,444,444,444,444,444,444
UA,1912201,,5005,,555,555,555,555,555,555,555,555,555,555,0,555

Annual Budget with text field delimiter

"UA" , "1912201" , "TTTTT" , "5006" , "" , 666
"UA" , "1912201" , "" , "5007" , "" ,777
"UA" , "1912201" , "NUTS" , "5000" , "" , 500
"UA" , "1912202" , "" , "5000" , "" , 500
"UA" , "1912202" , "" , "5001" , "" , 400
"UA" , "1912202" , "" , 5002" , "" , 303
"UA" , "1912202" , "" , 5003" , "" , 222

6.) Implementation Notes

<u>Monthly Non-Compensation Budget Upload Capabilities</u>:

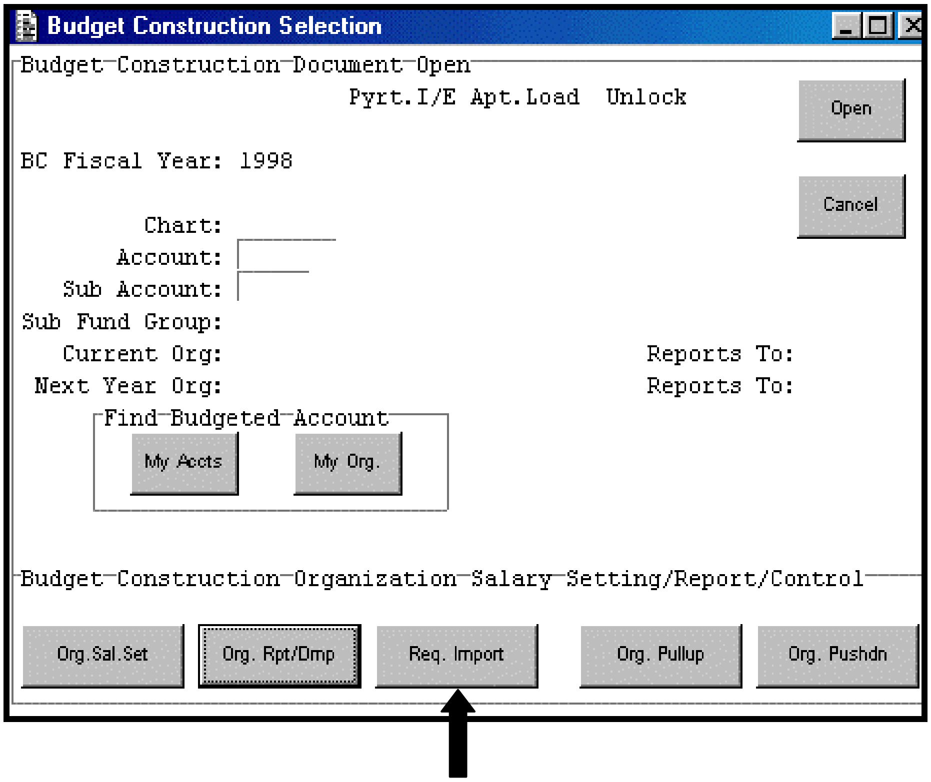
The import functionality added for 1998-99 has been further enhanced to allow for the upload of non-compensation detailed **monthly** budget data. The import tool is accessed and functions as before, except that two "radio buttons" have been added that allow the selection of either monthly or annual data to be imported at the beginning of the upload process.

Notes:

- Object code annual or monthly data uploaded for an account will replace any data already entered in the FIS via the budget construction application for that object code. However, compensation data and any object code data not included in the import file will remain unaltered.

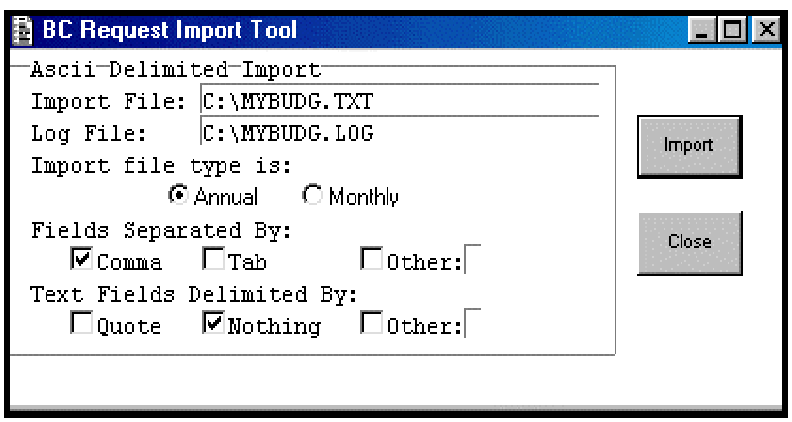
- If monthly budget detail exists in the FIS budget construction application and annual budget data is imported for the same object codes, the previous annual totals will be replaced and the previous monthly detailed amounts will be removed (and so noted in the import log file).

- When monthly data is imported to the FIS, the detailed monthly totals will appear on the monthly budget construction screen the sum of these monthly amounts will automatically update the annual totals in the revenue and expenditure screens.



A. Click the button labeled "Req. Import" on the Budget Construction Selection screen to display the request import tool.

Note: If the system is in display only mode, the import tool is disabled.



B. Type the path name for the import file. The example uses "C:\MYBUDG.TXT" as the import file path name. Changing the import file field entry with the log file field blank automatically sets the log file field to the same path and file name, but with a .log extension. The log file entry can be changed from the default.

C. Set the import type to "Annual" if the file contains annual budgets or "Monthly" if the file contains monthly budgets.

D. Set the field separator and text field delimiter or accept defaults of comma and quote. These settings depend on the format of the import file. Using a text field delimiter allows field separators to be imbedded in the text field value.

E. Click the button labeled “Import”. The system reads the complete import file. Then the data is parsed, checked for format errors and loaded to a temporary movement table. A file format error at this point aborts the import and produces a message in the log file listing the line number where the error was encountered.

F. Next, the data is validated against reference tables. An error found here flags the import record to write a message in the log file and the line is skipped.

G. Then, the validated data is loaded using the Budget Construction security model. If the import file type is "Annual", any matching monthly budget records are deleted during the load and the import record is flagged to write a warning to the log file. Accounts that are locked or non-editable due to current level access problems are noted in the log file as well.

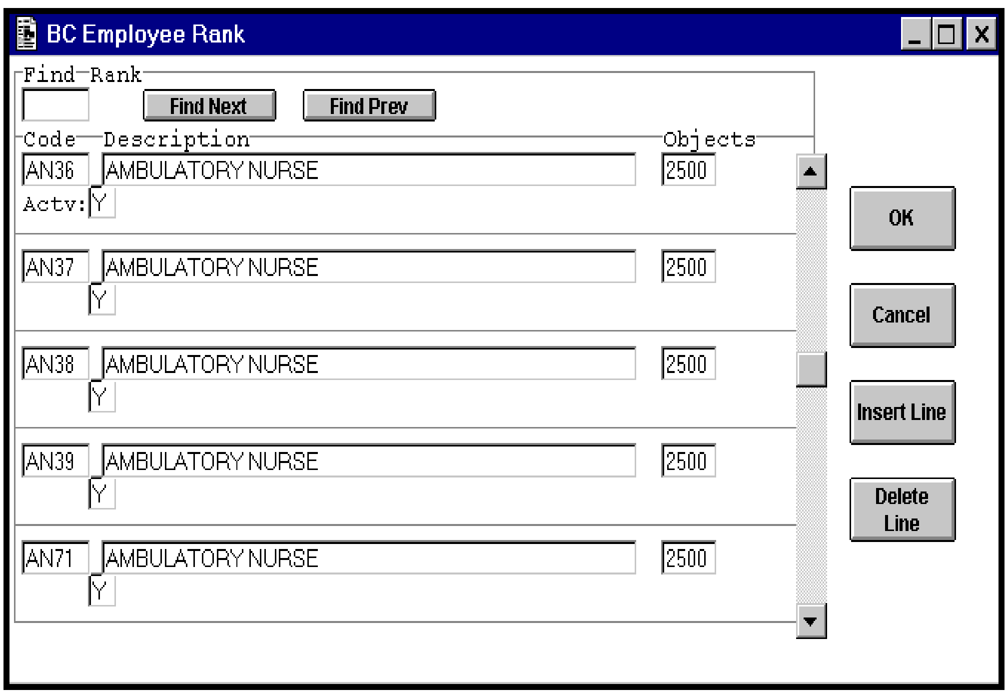
H. The last phase of the import process writes any flagged errors to the log file. At least one log file error entry causes a message dialog box to be displayed alerting the user, otherwise the status line message “Request Import Session Complete” is displayed.

APPENDIX F: EMPLOYEE RANK CODES

F.1 Objects Codes and Rank Codes

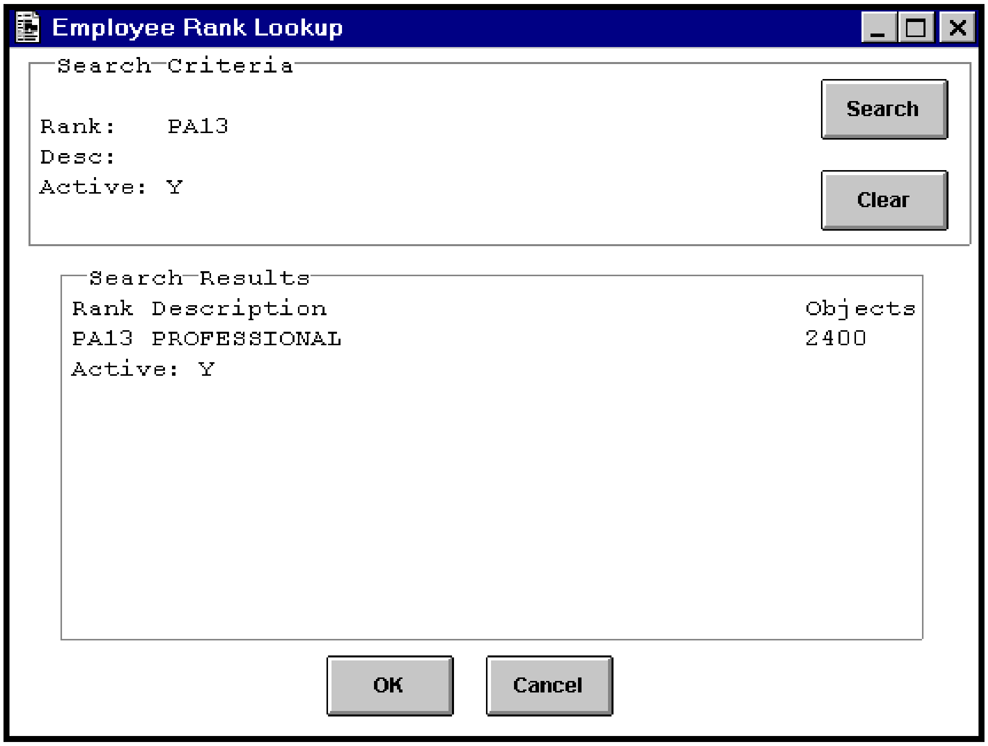
New edits have been added to enforce that certain object codes only be used with specific rank codes. A reference table has been created that matches rank codes with object codes and ensures that the two are compatible. This screen is accessible via the "Inquiries" menu. Click on "Reference Tables" at this menu and search under the letter "B" in the "Go To" field. From the list of options, choose "BC – Employee Rank" and click on the "OK" button. This will bring up the following screen.

BC Employee Rank Maintenance Screen



In addition, a look up screen has been added which allows the user to check the rank and object code associated with a particular position. This is accessible by clicking on the "Rank" field of the "Salary Setting By Incumbent" screen.

Employee Rank Lookup Screen



APPENDIX G: HELPFUL HINTS

G.1 Budget Construction Position Maintenance

If you are in budget construction and are unable to search for or find a specific position, it is likely that the position you want has been deleted, inactivated, frozen, etc. In order to use that position in budget construction, you must activate the position.

To do this, you must exit the Budget Construction document and go into the Position Maintenance document.

1. On the Document Select screen, choose Labor Maintenance documents (the Labor button with the picture of tools). Then, select Labor-Position Maintenance and open a new blank position document.

2. Enter an organization reference if you have one, and a description of what the purpose of this document will be (suggestion: "Activate position #XXXXXX"). The description field is required.

3. The fiscal year reflects the CURRENT fiscal year (e.g., 1997), NOT the year for which you are doing budget construction (e.g., 1998). You must re-activate the 1997 position for it to be reflected in the 1998 budget construction position table. Tab past the FY (fiscal year) field into the Pos# field. If you know the position number you need to activate, you may enter it. <u>Be sure you enter characters correctly: zeros and O's, as well as ones and I's are easy to confuse.</u> Or, if you are not sure of the correct position number, click on the Search button at the right of the screen (the 2nd button from the bottom, with a magnifying glass) to bring up the Position Number Lookup screen. Using the Position Number Lookup screen, enter appropriate search criteria and click on the "search" button. When you find the position you want, place your cursor on the position number and click on the "ok" button to return the position number and its attributes to the "current" side of the main Position screen.

4. Click on the "Copy All" button at the lower right corner of the screen (the button says "copy" and has two file folders with arrows). You will receive a message, "Do you want to copy the fiscal year and position number also?" Click on the "yes" button. This will bring all of the attributes for the current year (1997) position into the "new" side of the document. Go to the "status" field at the bottom of the attributes. It should show the current status of the position (D, F, I, R, T). Delete the existing letter and change the status code to "A".

5. You must complete the two blank fields at the bottom of the screen before the document will route for approval. The "action date" will usually be the current date (format MM/DD/YY). The "codes" fields allow <u>up to</u> three action codes, although only <u>one</u> is required. Double-click on the blank field to get a pick list of allowable action codes. In most instances, if you are only activating a position, the appropriate action code will be "PA" (make position active). You may also type "PA" into the action code field if you prefer.

6. When you click on the "OK" button to initiate the document and begin the routing process, you will receive a system message, "This position will also be updated for the next fiscal year (1998) on final approval except for the Pay Months, Percent Time and FTE. These fields can only be adjusted using the Budget by Position screen inside Budget Construction." The system will automatically create this position in the next fiscal year (1998) Position list, and it will be active and ready to be used within Budget Construction. You may ignore the part of the message about pay months, percent time, and FTE; this only pertains to positions which were already active in the current fiscal year (1997) before Budget Construction began. The position which you just activated will carry over all its attributes to the new fiscal year (1998) list.

G.2 Additional Edits for Frozen Positions

The application has been changed to disallow the appointment of a different incumbent to a frozen position. If the position is frozen and the user attempts to assign someone other than the person that occupied the position when it was frozen to that position (using either the "Salary Setting by Incumbent" or "Salary Setting by Position" detailed screens), an error message will appear indicating that the position is frozen and changes to funding for the position are not allowed.

For example, John Smith occupies Position X. However it is known that Mr. Smith will be resigning soon, and management has determined that Position X should be frozen. The system will allow continued funding to be applied to John Smith in Position X, but if the user attempted to "appoint" someone else to Position X the system would disallow the assignment of a "new" person to that position. **NOTE:** If the existing match of person and position (in this example, that would be John Smith in Position X) is flagged for delete, the subsequent "undelete" would also be interpreted as a new "appointment" and would be disallowed.

G.3 Split Funding

Previously, if an account had been "pulled up" beyond a user's point of view, when that user entered the detailed salary setting screens the funding lines which included that account were "blocked", or could not be seen at all. A warning dialog appeared indicating the user did not have appropriate access to view the other funding lines, and asked if the s(he) wanted to view the funding in "single mode". Revisions have been made to the "Salary Setting by Incumbent" and "Salary Setting by Position" detailed screens that will allow the user to view limited information about the other funding lines. The user will see that the position or incumbent has split funding, what the other funding sources are, the effective months and percent time associated with the other funding sources, but dollar values in the request field, the leaves request field, or the total intended field will be totally blocked. This will support decisions made regarding access to delicate salary-setting information while providing additional funding information that will be needed by users representing the other split funding sources.

G.4 How To Change FIS Font To Make Letters/Numbers Distinguishable

The following is a guide for changing your FIS font to make the numerical zero and the capital "O", as well as the number 1 and the capital "I", more easily distinguishable. This information will be of particular use to those who deal with Personnel requisitions and PAFs, and those who do data entry of position numbers.

1. Use your user ID, password, and Safeword card and go to the FIS Transaction Processing "Welcome to the FIS" screen.

2. Click the dash mark (-) at the very top of the screen to the far left of the words "FIS Transaction Processing." (On some screens there may be an "A" or the FIS TP symbol instead of the dash mark.)

3. The previous action will retrieve a menu where you should click on "Setup."

4. Clicking on "Setup" gives you menu where you should click on "Fonts."

5. A screen labeled "Fonts Profile" will be displayed.

6. On the left side of the screen there is a box labeled "Screen Fonts" which shows your current style. Double click on your current font style.

7. A box labeled "Font" will appear. Select either Courier New or Host Presenter* and font size 10 from the lists and click on the OK button in the "Font" box.

8. Now that you have returned to the "Fonts Profile" screen, check that the "Screen Font" box now says either Courier New 10 or Host Presenter 10.

9. If you wish to change your *printer* font, please read this paragraph; if not, skip this paragraph.
10. Double click on your current printer font in the "Printer Fonts" box in the right half of the "Fonts Profile" screen, select Courier New from the "Font" box and click on OK in the "Font" box to return to the "Fonts Profile" screen. (Note: Host Presenter is NOT available as a *printer* font; it is only available as a *screen* font. It is acceptable to have different fonts for your screen and for your printer.)

11. Click on OK in the "Fonts Profile" box to return to the "Welcome to FIS" screen.

12. Exit FIS/TP to allow the change to take effect. (Some systems may not require this.)

*Host Presenter puts a little squiggle (a computerized version of a slash) in the numerical zero. Some prefer this to the Courier New style. Try both and choose the one which is most clear to you.

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