

University of North Dakota

PeopleSoft

Budget Module Training

Updated as of 01/10/2023

Table of Contents

Getting Started in the Budget Module – page 3

FIN Budgeting (Operating) – page 4

HE FIN Dept Budget Entry – page 4

HE FIN Increase/Decrease Target Amounts – page 8

HE FIN Not Budget a Row or Entire Funding Source – page 9

HE FIN Submit a Proposed Dept Budget – page 10

HR (Salary and DBT) Budgeting (Personnel) – page 11

HE HR Budget Entry by Position – page 12

HE HR Budget Entry by Dept – page 18

Calculator – page 20

HE HR Budget Entry by ComboCd – page 22

HE HR DBT Fund Search/Update – page 23

HE HR FIN Reconciliation – page 25

Queries – page 27

Reports

- Annual Budget Summary – page 28
- Salary Funding Summary – page 30
- Sal Bdgt Req: Position by Acct – page 31
- Sal Bdgt Req: Position by Fund – page 32

How Do I Know When I am Done Budgeting? – page 33

Frequently Asked Questions – page 34

Other Reports

- Local Fund Summary – page 39
- Biennial Budget Summary – page 41

Getting Started in the Budget Module

Use your IDM PeopleSoft sign on and password (some individuals may have a second UserID to access a department)

For Annual Budget use HRMS Production <https://admindsys.ndus.edu/psp/hehp/?cmd=login>

Search Criteria for University of North Dakota

Budget Unit: 230 (Medical School is 232)

Business Unit: UND01

Budget Period: 2025 (examples may have a different FY, but use 2025 for Annual Budget FY25)

Scenario ID: leave blank

FYI...the Budget Module may be slow at times. The system is processing large amounts of data with multiple users working at the same time! Please be patient while the system is bringing up your search results and saving your work 😊

If you have questions about the Budget Module or Annual Budget, please contact Cynthia Fetsch.

An email with your question(s) is preferred. Please include a screen shot to show what your question is about, if applicable.

Cynthia Fetsch

Email: cynthia.fetsch@UND.edu

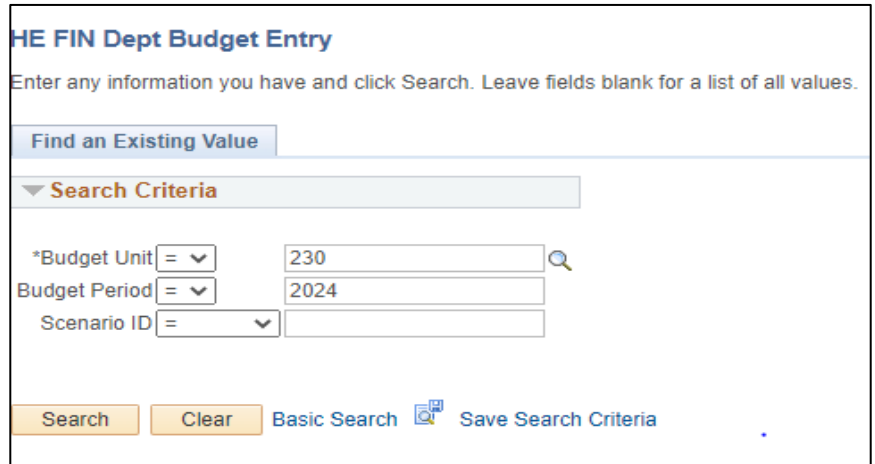
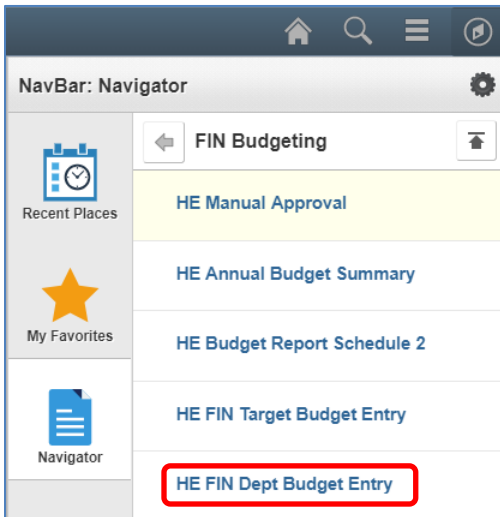
Phone: (701) 777-4156


FIN Budgeting

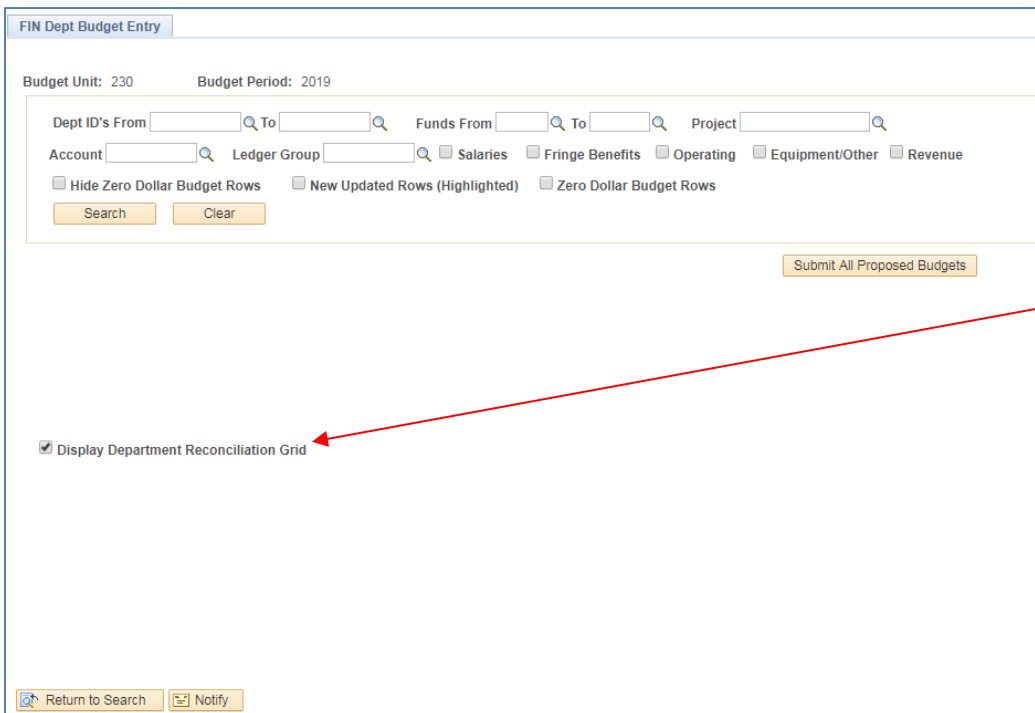
HE FIN Dept Budget Entry

This page allows departments to update the proposed budget amounts and submit the proposed budget to the RPA Office for approval.

NavBar: Navigator: ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry



Only the first blank needs to be filled in if searching for one value. Leaving a field blank retrieves all budget rows with values for that field that fit other search criteria. Click the lookup button  to see a list of values for that field.



The **Display Department Reconciliation Grid** gives a quick overview by department and fund. It totals the **Base Budget Amt**, **Target Amt** and **Proposed Amt** revenue and expenses by fund. A comment may be added if needed.

HE FIN Dept Budget Entry

Dept ID From and To – Filters the search results to a specific range of departments. To select a specific Dept ID, enter the Dept ID in the **To** field. Security will restrict the selection to departments to which users have security to view. Please contact the RPA Office if additional departments are needed.

Funds From and To – Filters the search results to a specific fund range. To select a specific Fund, enter the Fund in the **To** field.

Project – Filters the search results to the specified project id.

Account – Filters the search results to the specified budget account code.

Ledger Group – This field narrows the search results by ledger group.

Salaries – Displays salary account codes, 511000-515000 and 517000.

Fringe Benefits – Displays the fringe benefit account code, 516000.

Operating – Displays operating budget account codes, 520000-661000.

Equipment/Other – Displays equipment/other account codes, 670000-730002.

Revenue – Displays revenue account codes, 400000-499999.

Hide Zero Dollar Budget Rows – Hides the zero dollar budget rows in the search results. Checking this box will reduce the number of lines displayed.

New Updated Rows (Highlighted) – Displays budget rows with updates from the RPA Office.

Zero Dollar Budget Rows – Displays budget rows with zero dollars budgeted.

Click **Search** to view the results matching the criteria or **Clear** to clear the search criteria.

The **Ledger Group, Account, Fund, Dept ID, Project**, and budget fields display in the search results.



: Lookup to view the chartfield descriptions.



: Indicates if a chartfield is inactive or the project end date has passed. Contact the RPA Office for assistance.

Base Budget Amt – The current fiscal year budget amounts flagged as permanent budget. Temporary amounts are not reflected in the Base Budget Amt.

Target Amt – This amount defaults to the Base Budget Amt unless a different amount has been entered by the RPA Office.

Proposed Amt – This is the amount the department allocated to the chartfield combination. This amount will be submitted to the RPA Office for review and approval. It defaults to the Target Amt until adjusted. *Users can adjust this amount.*

HE FIN Dept Budget Entry

Calc Change Amt – Enter the amount desired for the Proposed Amt. The Proposed Amt will automatically populate with that amount, and the Change Amt and Change Pct will automatically calculate.

Change Amt – Displays the amount difference in the Target Amt and the Proposed Amt. This field can be overridden or entered manually.

Change Pct – Displays the percent difference in the Target Amt and the Proposed Amt. This field can be overridden or entered manually.

Not Budgeted – Indicates a chartfield combination will not be budgeted. The Proposed Amt field will be zeroed out. A 0.00 budget row will not be created for the FY being budgeted.

Comment – Enter any additional information for this specific row.

Reset Proposed – Will reset all Proposed Amts (defaults to Target Amts), including previously saved amounts.

HE FIN Target Budget Entry Tips

Difference between Not Budgeted and zero dollar budget rows

The Proposed Amt is 0.00 for each of the chartfield combinations listed, one row is a 0.00 budget row and one is a Not Budgeted row. These rows are treated differently when the budget journals are created.

*Account	Fund	Dept ID	Project		Base Budget Amt	Target Amt	Proposed Amt	Calc Chng Amt	Change Amt	Change Pct	Not Budgeted
521000	22254	3140		Q	5,825.00	5,825.00	0.00		-5,825.00		<input checked="" type="checkbox"/>
531000	22254	3140		Q	12,500.00	12,500.00	0.00		-12,500.00	100.0000	<input type="checkbox"/>

The first row will **not** create a budget journal since it is marked "**Not Budgeted**".

The second row will create a 0.00 budget journal for the chartfields listed.

Salary Rows (511000-515000, 517000) are populated by data entered in HR (Salary & DBT) Budgeting

The process to update Finance with approved HR budgets is done automatically.

The process starts running at 6:00 am each day and updates every half hour until 7:00 pm.

HE FIN Dept Budget Entry

HE FIN Dept Budget Entry - Procedure

The following will demonstrate the steps necessary to review/update the Department (proposed) budget.

NavBar: Navigator: ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

1. Enter the desired search criteria. Click the **Search** button.
2. Click field headings to sort search results if needed.
3. Click in the **Calc Chng Amt/Change Amt/Change Pct** fields and make the desired adjustments.
 - a. Clicking the **Reset Proposed** button will clear any values entered in the **Calc Chng Amt/Change Amt/Change Pct** fields and recalculate the **Proposed Amt** field.
4. Click the **Save** button.

Budget Unit: 230 Budget Period: 2016

Dept ID's From [3300] To [] Funds From [] To [] Project []

Account [] Ledger Group [] Salaries Fringe Benefits Operating Equipment/Other Revenue

Hide Zero Dollar Budget Rows New Updated Rows (Highlighted)

	Leadsr Group	Seq/No	Account	Fund	Dept ID	Project	Base Budget Amt	Target Amt	Proposed Amt	Calc Chng Amt	Change Amt	Change Pct	Not Budgeted	Adjustment Type	Submitted	Request Number	Comment	Reason Code	Description
<input type="checkbox"/>	FNDOTL	0	511000	22476	3300		33,525.00	33,525.00	33,525.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
<input type="checkbox"/>	FNDOTL	0	511000	31100	3300		114,975.00	118,424.00	118,424.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
<input type="checkbox"/>	FNDOTL	0	512000	22478	3300		2,700.00	2,700.00	2,700.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
<input type="checkbox"/>	FNDOTL	0	516000	22478	3300		18,225.00	18,225.00	18,225.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
<input type="checkbox"/>	FNDOTL	0	521000	22436	3300		1,000.00	1,000.00	1,000.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
<input type="checkbox"/>	FNDOTL	0	531000	22436	3300		500.00	500.00	500.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
<input type="checkbox"/>	FNDOTL	0	535000	22436	3300		49,000.00	49,000.00	49,000.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
<input type="checkbox"/>	FNDOTL	0	535000	22440	3300		37,000.00	37,000.00	37,000.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
<input type="checkbox"/>	FNDOTL	0	535000	22476	3300		20,000.00	20,000.00	20,000.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
<input type="checkbox"/>	FNDOTL	0	536000	22436	3300		1,000.00	1,000.00	1,000.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
<input type="checkbox"/>	FNDOTL	0	541000	22436	3300		10.00	10.00	10.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
<input type="checkbox"/>	FNDOTL	0	542000	22436	3300		50.00	50.00	50.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
<input type="checkbox"/>	FNDOTL	0	542000	22476	3300		150.00	150.00	150.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
<input type="checkbox"/>	FNDOTL	0	581000	22436	3300		95,550.00	95,550.00	95,550.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
<input type="checkbox"/>	FNDOTL	0	581000	22440	3300		450,000.00	450,000.00	450,000.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment



Display Department Reconciliation Grid

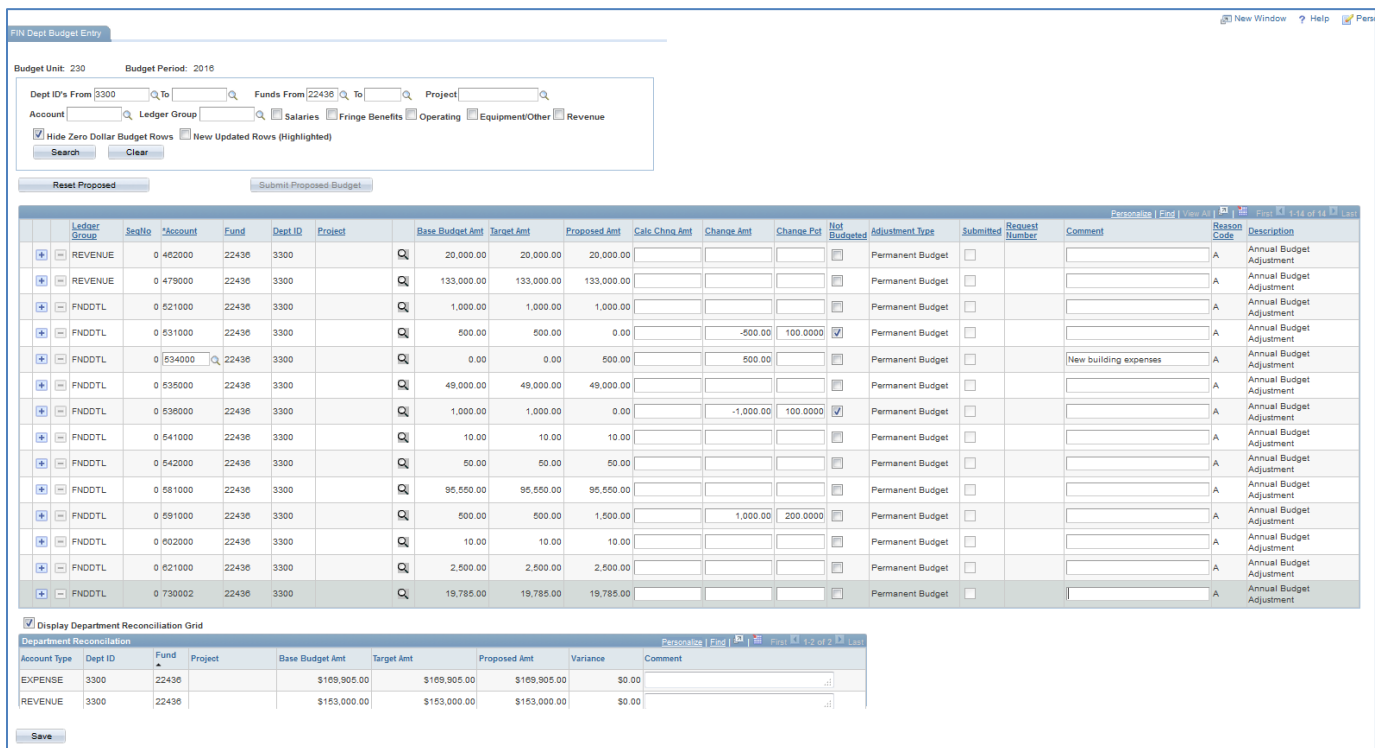
HE FIN Dept Budget Entry

HE FIN Increase/Decrease Amounts – Procedure

The following will demonstrate the steps necessary to increase and decrease amounts within the same fund.

NavBar: Navigator: ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

1. Enter the desired search criteria. Click the **Search** button.
2. To change the amount of an existing account code:
 - a. Enter the increase/decrease in the **Change Amt/Change Pct/Calc Chng Amt** fields.
 - b. If the **Proposed Amt** is 0.00 check the **Not Budgeted** checkbox. This will prevent a 0.00 budget journal being created for that row.
 - c. **NOTE:** If the existing row has a 0.00 **Proposed Amount** and **Not Budgeted** is NOT selected, a 0.00 budget row will be created for that row.
3. To increase the amount to a new account code:
 - a. Click the Insert button .
 - b. Enter the account number into the **Account** field or use the lookup  to find the account number.
 - c. Enter information into the **Comment** field. *Comments are required on new rows.*
4. Click the **Save** button.



Ledger Group	SeqNo	Account	Fund	Dept ID	Project	Base Budget Amt	Target Amt	Proposed Amt	Calc Chng Amt	Change Amt	Change Pct	Not Budgeted	Adjustment Type	Submitted	Request Number	Comment	Reason Code	Description
+		REVENUE	0 482000	22436	3300	20,000.00	20,000.00	20,000.00				<input type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
+		REVENUE	0 479000	22436	3300	133,000.00	133,000.00	133,000.00				<input type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
+		FNDTDL	0 521000	22436	3300	1,000.00	1,000.00	1,000.00				<input type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
+		FNDTDL	0 531000	22436	3300	500.00	500.00	0.00		-500.00	100.0000	<input checked="" type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
+		FNDTDL	0 534000	22436	3300	0.00	0.00	500.00		500.00		<input type="checkbox"/>	Permanent Budget			New building expenses	A	Annual Budget Adjustment
+		FNDTDL	0 536000	22436	3300	49,000.00	49,000.00	49,000.00				<input type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
+		FNDTDL	0 536000	22436	3300	1,000.00	1,000.00	0.00		-1,000.00	100.0000	<input checked="" type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
+		FNDTDL	0 541000	22436	3300	10.00	10.00	10.00				<input type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
+		FNDTDL	0 542000	22436	3300	50.00	50.00	50.00				<input type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
+		FNDTDL	0 581000	22436	3300	95,550.00	95,550.00	95,550.00				<input type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
+		FNDTDL	0 591000	22436	3300	500.00	500.00	1,500.00		1,000.00	200.0000	<input type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
+		FNDTDL	0 602000	22436	3300	10.00	10.00	10.00				<input type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
+		FNDTDL	0 621000	22436	3300	2,500.00	2,500.00	2,500.00				<input type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
+		FNDTDL	0 730002	22436	3300	19,785.00	19,785.00	19,785.00				<input type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment

Account Type	Dept ID	Fund	Project	Base Budget Amt	Target Amt	Proposed Amt	Variance	Comment
EXPENSE	3300	22436		\$169,905.00	\$169,905.00	\$169,905.00	\$0.00	
REVENUE	3300	22436		\$153,000.00	\$153,000.00	\$153,000.00	\$0.00	

Decreased account 536000 by \$1,000 and increased account 591000 by \$1,000.

Added account number 534000 and increased by \$500, also added a comment for the new row.

Decreased account number 531000 by \$500 and clicked **Not Budgeted** to prevent a 0.00 row from being created.

Department Reconciliation Grid – Totals Expense and Revenue for the Fund selected. *Enter a comment if necessary.*

NOTE: A comment is required if expenses exceed revenue or if the **Target Amt** exceeds the **Proposed Amt**. These variances are in **RED**. May not see the error when saving but will when the **Submit Proposed Budget** button is clicked.

HE FIN Dept Budget Entry

HE FIN Not budget a row or entire funding source

If a budget row or entire fund will not be budgeted, select the **Not Budgeted** checkbox on each row, and enter a **Comment** indicating why the fund will not be budgeted. These comments will be viewable by all users with security access to the department.

NavBar: Navigator: ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

1. Enter the desired search criteria. Click the **Search** button.
2. Click the **Not Budgeted** option on each row that will not be budgeted or click the **Not Budget All** button to select all the rows.
3. Click the **Save** button to save the changes.
4. **NOTE:** Pay attention to local revenue accounts. Do not check **Not Budgeted** unless the entire fund will not be budgeted. The 0.00 revenue accounts enable revenue to be posted without a budget.

	Ledger Group	SeqNo	Account	Fund	Dept ID	Project	Base Budget Amt	Target Amt	Proposed Amt	Calc Chng Amt	Change Amt	Change P	Not Budgeted	Adjustment Type	Submitted	Request Number	Comment	Reason Code	Description
	REVENUE	0	462000	22440	3300		1,500.00	1,500.00	0.00		-1,500.00	-100.0000	<input type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
	REVENUE	0	479000	22440	3300		628,500.00	628,500.00	0.00		-628,500.00	-100.0000	<input checked="" type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
	FNDDTL	0	535000	22440	3300		37,000.00	37,000.00	0.00		-37,000.00		<input checked="" type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
	FNDDTL	0	581000	22440	3300		450,000.00	450,000.00	0.00		-450,000.00		<input checked="" type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
	FNDDTL	0	591000	22440	3300		500.00	500.00	0.00		-500.00		<input checked="" type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
	FNDDTL	0	821000	22440	3300		4,500.00	4,500.00	0.00		-4,500.00		<input checked="" type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
	FNDDTL	0	730000	22440	3300		7,250.00	7,250.00	0.00		-7,250.00		<input checked="" type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment
	FNDDTL	0	730002	22440	3300		57,600.00	57,600.00	0.00		-57,600.00		<input checked="" type="checkbox"/>	Permanent Budget				A	Annual Budget Adjustment

HE FIN Dept Budget Entry

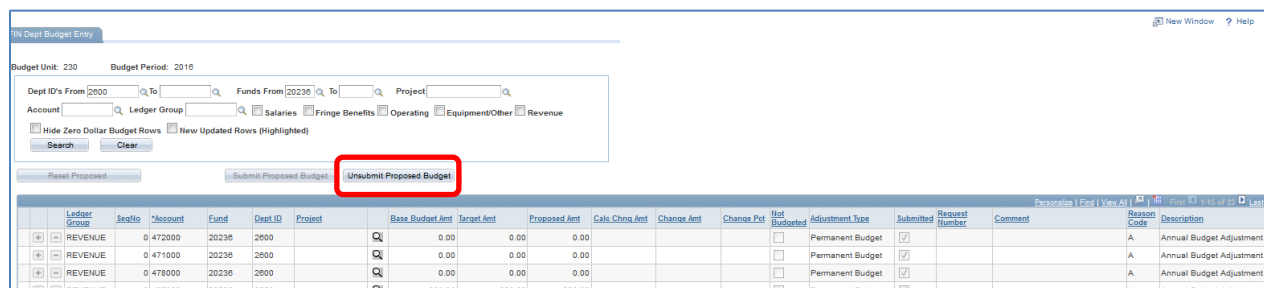
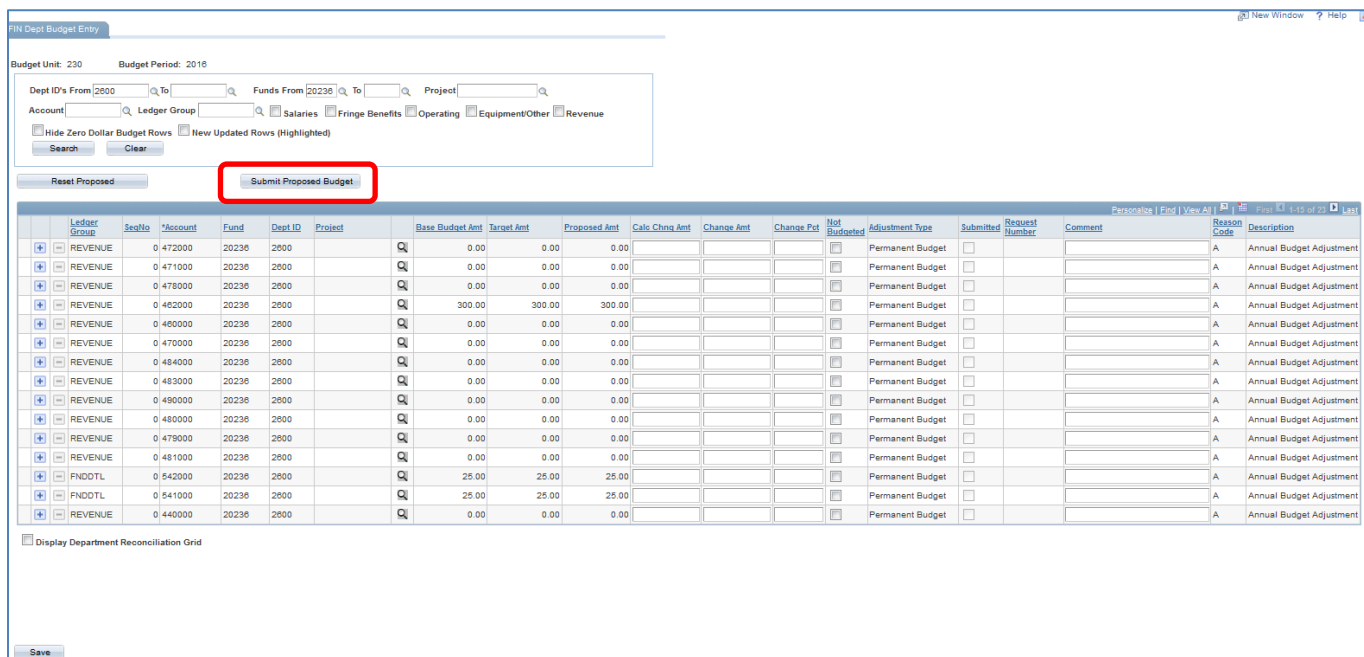
HE FIN Submit a Proposed Dept budget – Procedure

Once the department has updated/reviewed the proposed budget amounts, they need to submit the proposed budget to the RPA Office for approval/review. The following will demonstrate the steps necessary to submit a proposed department budget.

NOTE: All HR (Job and DBT) information must be entered and approved before submitting the FIN Budget.

NavBar: Navigator: ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

1. Enter the desired search criteria. Click the **Search** button.
2. Click the **Submit Proposed Budget** button. *Submitting a budget will prevent further edits to the proposed budget.*
 - a. Notice the **Unsubmit a Proposed Budget** button displays if not all funds within the department have been finalized. Users with appropriate access can unsubmit the proposed budget. The budget can then be updated and submitted again. Unsubmitting a budget is allowed until the Budget Module closes to users.
 - b. **NOTE:** All revenue and expense account lines need to be visible before submitting a proposed budget or an error will occur.
3. Contact the RPA Office if you need to make changes after submitting your budget.



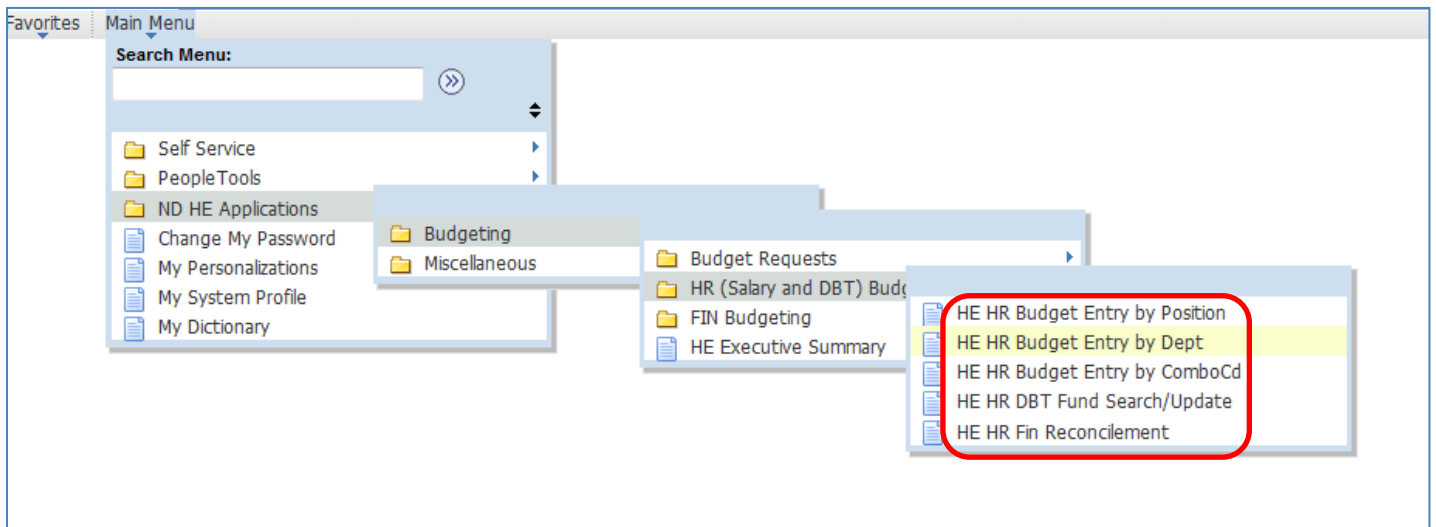
HR (Salary and DBT) Budgeting

HRMS General Budget Salary Information: There are several pages to enter salary increases in the Budget Module. Rows highlighted in yellow are recently added rows to the DBT marked as permanent (nothing needs to be done to un-highlight these rows). Rows highlighted in red indicate the combo code is inactive and needs to be updated.

NavBar: Navigator: ND HE Applications > Budgeting > HR (Salary and DBT) Budgeting

The pages under this navigation that can be utilized to enter increases are:

- HE HR Budget Entry by Position
- HE HR Budget Entry by Dept
- HE HR Budget Entry by ComboCd
- HE HR DBT Fund Search/Update



HE HR Budget Entry by Position

The HE HR Budget Entry by Position page can be used to enter and approve salary (Job Data) and funding information (Department Budget Table) for one employee at a time.

NavBar: Navigator: ND HE Applications > Budgeting > HR (Salary and DBT) Budgeting > HE HR Budget Entry by Position

HE HR Budget Entry by Position
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Position Number: begins with

Empl ID: begins with

Empl Record: =

Fiscal Year: = 2016

Name: begins with

Budget Unit: begins with 230

Business Unit: begins with

Department: begins with 2600

Search Clear Basic Search Save Search Criteria

Search by **Department, Position Number** or **Empl ID**. The **Empl ID** field can also be searched by entering **POOL, VACANT, TEMP, or GRAD**.

NOTE: After entering criteria, make sure to click **Search**. Just pressing Enter will not display results.

HE HR Budget Entry by Position
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Position Number: begins with

Empl ID: begins with

Empl Record: =

Fiscal Year: = 2016

Name: begins with

Budget Unit: begins with 230

Business Unit: begins with

Department: begins with 2600

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-46 of 46 Last

Position Number	Empl ID	Empl Record	Fiscal Year	Name	Budget Unit	Business Unit	Department	Budget Status
00015	GRAD	0	2016	(blank)	230	UND01	2600	
00014	GRAD	0	2016	(blank)	230	UND01	2600	
00014	GRAD	0	2016	(blank)	230	UND01	2600	
00014	GRAD	0	2016	(blank)	230	UND01	2600	
00014	GRAD	0	2016	(blank)	230	UND01	2600	
00014	GRAD	0	2016	(blank)	230	UND01	2600	
00014	GRAD	0	2016	(blank)	230	UND01	2600	
00014	GRAD	0	2016	(blank)	230	UND01	2600	
00014	Z	0	2016	H	230	UND01	2600	Probation
00014	VACANT	0	2016	(blank)	230	UND01	2600	
00014	VACANT	0	2016	(blank)	230	UND01	2600	
00014	GRAD	0	2016	(blank)	230	UND01	2600	
00014	VACANT	0	2016	(blank)	230	UND01	2600	
00014	06	0	2016	I	230	UND01	2600	Budgetable
00014	GRAD	0	2016	(blank)	230	UND01	2600	
00014	7L	0	2016	H	230	UND01	2600	Budgetable
00015	GRAD	0	2016	(blank)	230	UND01	2600	
00015	7L	0	2016	V	230	UND01	2600	Budgetable
00015	VACANT	0	2016	(blank)	230	UND01	2600	
00015	GRAD	0	2016	(blank)	230	UND01	2600	
00015	VACANT	0	2016	(blank)	230	UND01	2600	
00015	0	0	2016	E	230	UND01	2600	Budgetable

All Active positions are listed, including **GRAD, POOL, TEMP and VACANT** positions.

Budget Status is for an employee and not a position. The Budget Status for GRAD, POOL, TEMP and VACANT positions are left blank, but still need to be reviewed for changes.

The search results can be sorted by clicking on any of the column headings.

HE HR Budget Entry by Position

Employee/Salary Information – Use this portion of the page to enter increase (Job Data) information.

Length – The number of months an employee works. This field will show 12 for salaried and hourly employees. Contract hourly and contract salaried employees will be based on the length of the contract.

Rate Code – The rate code is the rate code entered in job data on the compensation tab. The options are:

- NAANNL: Contract Salaried or Salaried employees
- NAHRLY: Contract hourly or Hourly employees
- NAMNTH: Monthly employees

Type – Type is the employee type entered in job data on the payroll tab. The options are:

- S: Salaried, Contract Salaried, and Monthly employees
- H: Hourly and Contract Hourly employees

Comp Freq – The frequency is the frequency entered in job data on the compensation tab. The options are:

- A: Salaried employees
- C: Contract employees (Salaried and Contract Hourly)
- H: Hourly employees
- M: Monthly employees

Current Salary – Displays the salary from the most current row in job data.

Starting Budgeting Salary – Displays the sum of all rows designated as "Use in Next Fiscal Year" (Permanent) in job data.

Current FTE – Displays FTE from the most current row in job data.

Next FY FTE – Displays the FTE from the most current row designated as "Use in Next Fiscal Year" (permanent) in job data.

Position FTE – Displays the FTE from the most current row in position data.

Eligible for Legislative Incr – The box is selected by default except for employees on probation.

Elig for Campus Incr – The box is selected by default except for employees on probation.

Compensation Information – The fields within the Compensation Information section can be used to enter salary increases based on the different types. The increases can be entered in either amounts or percentages and will calculate based on the **Starting Budget Salary** field. Promotion increase type can only be used for the 2000 job family (Academics-professors, assistant professors, etc.).

HE HR Budget Entry by Position

Amount – Enter amounts in the appropriate increase type fields. If an amount is entered, the percentage field is automatically calculated.

Percentage – Enter a percent in the appropriate increase type fields. If a percent is entered, the amount is automatically calculated.

Approved – Select this box under the increase types to approve the increase/salary information (Job Data) only.

Comment – A comment is required for an increase type of "Other" but a comment may be entered for other purposes.

Camp/Gen & Legislative – The following are the calculations used to determine the increases for the different types of employees:

- **Annual or Contract Salaried:** Camp/Gen or Legislative percent * Starting Budget Salary (rounding: + 0.49, rounded to 0 decimal places, rounds up). Minimum and Maximum are prorated based on FTE and contract length.
- **Hourly or Contract Hourly:** Camp/Gen or Legislative percent * Starting Budget Salary (rounding: + 0.0049, rounded to 2 decimal places, rounds up). Minimum and Maximum are prorated based on contract length.
- **Monthly:** Camp/Gen or Legislative percent * Starting Budget Salary (rounding: + 0.49, rounded to 0 decimal places, rounds up). Minimum and Maximum are prorated based on FTE and contract length

View Updates – Click the hyperlink to view salary changes made to job data. Rows highlighted in yellow are rows recently added to job data. Once the rows are reviewed and the page is saved the highlighted rows will no longer be highlighted.

Apply to DBT – Click this button to update the DBT amounts for the increases entered in the Compensation Information. For split funding, the amounts updated will be split evenly among the funding sources.

Approve Job and DBT – Click this button to approve both the increase/salary and DBT information. *This button changes to **Unapprove Job and DBT** in case additional changes need to be made before finalizing your department.*

Reset DBT – Clicking this button will bring in the most current permanent row from the DBT for the current FY. Rows added manually will remain along with the current permanent row from the DBT.

Department Budget Information: Use this portion of the page to enter DBT information.

 - The plus icon can be used to add additional rows of funding. A comment is required if adding a row.

Aprvd – Select this box to approve the DBT row.

Not Bdgt – Select this box to not use the row of funding. Rows manually added can be deleted by clicking the minus sign, which appears only after the plus sign is clicked. The Not Bdgt box only appears for rows coming from the DBT. A comment is required if not budgeting a row.

Position number – The position number in which the employee the assigned to. Clicking the Position hyperlink will open the Entry by ComboCd page.

Combo Code – This is the combination code(s) that is used by the position.

Earn Code – Leave blank for all combo codes, except for Workstudy combo codes (H14).

HE HR Budget Entry by Position

Seq Nbr – The sequence number should automatically default to 1 when adding a row (this is the sequence number at the combo code level). Existing rows should already be equal to 1. If blank, enter a 1.

Current FY Amt – Displays the amount that is in the current Fiscal Year DBT.

Calculator icon – Use this to assist in calculating the amount/percent for funding sources.

Chg Pct – Enter a percent to increase or decrease the DBT amount for next Fiscal Year. Entering a percent will calculate the change amount.

Change Amt – Enter an amount to increase or decrease the DBT amount for next Fiscal Year. Entering an amount will calculate the change in percent.

NFY Total – The total once the change amount or percent is entered. This amount will be used for the next Fiscal Year DBT.

Redirect Account Code – *For Workstudy position combo codes only.* Enter a redirect account code as necessary. When a redirect is entered the exclusion fringe group is automatically set to HEBEN.

Comments – A comment is required when the Not Bdgt box is selected or a row is manually added. Comments entered will appear in the DBT once created for the NFY. Comments can also be entered for other purposes.

Source – The origination of the DBT row. There are two sources:

- Orig DBT: DBT in PeopleSoft
- User Added: The plus sign was used by a user to enter the row

Total DBT – The NFY total summed for all rows.

Difference – The difference between the increase/salary amount and DBT amount.




HE HR Budget Entry by Position

HE HR Budget Entry by Position – Procedure

The following will demonstrate the steps necessary to enter an increase, update the DBT and approve both job data and DBT information.

NavBar: Navigator: ND HE Applications > Budgeting > HR (Salary and DBT) Budgeting > HE HR Budget Entry by Position

1. Enter the desired search criteria and click Search.
2. Click on a **Position Number** to see the salary (Job Data) and funding information (Department Budget Table)

3. Enter the desired increase in the appropriate fields under Compensation Information. “Other” increase type requires a comment however the comment box can be used for other types too.
 - a. Can either enter an **Amount** and the **Percentage** will calculate automatically or enter a **Percentage** and the **Amount** will calculate.
4. Click the **Apply to DBT** button to update the DBT amount with the increase total automatically.
 - a. If more than one funding source exists it will split the amount between funding sources. The increase amounts can be manually updated.
 - b. Yellow highlighted rows indicate a new row was recently added to the DBT, don’t need to do anything.
5. To add a new **Combo Code**
 - a. Click the add a new row button .
 - b. Enter the **Combo Code** or use the lookup  to find the **Combo Code**.
 - c. If the entire **NFY Total** is moving to the new **Combo Code**, enter the **NFY Total** from the old **Combo Code** into the **Chg Amt** for the new **Combo Code**.
 - d. If more than one **Combo Code** is added, use the **Calculator** (page 20) to split the **NFY Total** between the new combo codes.
6. To delete a **Combo Code**
 - a. For user added rows, click the delete a row button .
 - b. For original rows, click **Not Bgdt** to change the **NFY Total** to 0.00.

HE HR Budget Entry by Position

HE HR Budget Entry by Position – Procedure

7. Click the **Approve Job and DBT** button once the increase types and DBT information is complete for the employee/position.
 - a. When approved, the **Approved** checkbox on the salary portion of the page and the **Aprvd** box on the DBT portion of the page will be checked and the page will be grayed out and uneditable.
8. Click the **Save** button.
9. To enter an increase for another position click **Previous in List** or **Next in List** to see another position; or click **Return to Search** to go back to the Department list.

Name T Empl ID 70 Empl Record 0 Length 12
 Dept ID 2600 UNDO1 Position Number 000 Rate Code NAANNL
 FY 2016 Budget Unit 230 Job Code 521001 Type S
 Comp Freq A

Current Salary 30,186.00 **Starting Budgeting Salary** 30,186.00 Elig for Legislative Incr
 Current FTE 1.00 Next FY FTE 1.00 Position FTE 1.00 Elig for Campus Incr

Compensation Information

Amount	Merit	Market	Other	Equity	Camp/Gen	Promotion	Legislative	Total
906.00								906.00
3.0013								3.0013 %

Approved Difference 0.00 **\$31,092.00**

Comment

[View Updates](#) [Apply to DBT](#) [Unapprove Job and DBT](#) [Reset DBT](#)

Department Budget Information

Aprvd	Not Bdg	Position Nbr	*Combo Code	Earn Code	Dist%	Current FY Amt	Calc	Chg Pct	Chg Amt	NYF Total	Comment	Source
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0001	U310082600R			30,186.00		3.0013	906.00	31,092.00		Orig DBT

Total DBT **\$31,092.00**
 Difference 0.00

Funding Categories (Saved in Database)

Funding Category	Program Code	Original DBT	DBT Increase Amount	New FY DBT
Appropriated		30,186.00		30,186.00

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Update/Display](#) [Include History](#) [Correct History](#)

Same position as above, but instead of using the existing combo code, a new combo code row is added and the old combo row is checked **Not Bugt**.

Name T Empl ID 70 Empl Record 0 Length 12
 Dept ID 2600 UNDO1 Position Number 000 Rate Code NAANNL
 FY 2016 Budget Unit 230 Job Code 521001 Type S
 Comp Freq A

Current Salary 30,186.00 **Starting Budgeting Salary** 30,186.00 Elig for Legislative Incr
 Current FTE 1.00 Next FY FTE 1.00 Position FTE 1.00 Elig for Campus Incr

Compensation Information

Amount	Merit	Market	Other	Equity	Camp/Gen	Promotion	Legislative	Total
906.00								906.00
3.0013								3.0013 %

Approved Difference 0.00 **\$31,092.00**

Comment

[View Updates](#) [Apply to DBT](#) [Unapprove Job and DBT](#) [Reset DBT](#)

Department Budget Information

Aprvd	Not Bdg	Position Nbr	*Combo Code	Earn Code	Dist%	Current FY Amt	Calc	Chg Pct	Chg Amt	NYF Total	Comment	Source
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0001	U310082600R			30,186.00		-100.0000	-30,186.00			Orig DBT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0001	U205222600R						31,092.00	31,092.00	change to local funding	User Added

Total DBT **\$31,092.00**
 Difference 0.00

Funding Categories (Saved in Database)

Funding Category	Program Code	Original DBT	DBT Increase Amount	New FY DBT
Appropriated		30,186.00		30,186.00

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Update/Display](#) [Include History](#) [Correct History](#)

HE HR Budget Entry by Dept

HE HR Budget Entry by Dept – Procedure

The **HE HR Budget Entry by Dept** page can be used to enter and approve salary (Job Data) for one employee at a time by department (**will not include GRAD, POOL, TEMP or VACANT positions**).

Use **HE HR Budget Entry by Position** (page 12) to see all positions, including GRAD, POOL, TEMP or VACANT positions.

The HE HR Budget Entry by Dept page can be used to enter all budgetable employee salary increases at one time.

NavBar: Navigator: ND HE Applications > Budgeting > HR (Salary and DBT) Budgeting > HE HR Budget Entry by Dept

1. Enter the desired search criteria and click **Search**
2. Enter the desired salary increase by amount or percent in the category boxes for each employee
3. Click the **Save** button after entering increases
4. The salary increases will now appear on the **HE HR Budget Entry by Position** page
5. Follow the **HE HR Budget Entry by Position** procedures (page 12) to **Apply to DBT**, make necessary changes to DBT and **Approve Job and DBT**
6. **NOTE:** Making salary increases on the **HE HR Budget Entry by Dept** page does not replace reviewing each position by **HE HR Budget Entry by Position**

HE HR Budget Entry by Dept

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Budget Unit:	=	230	🔍
Business Unit:	begins with		🔍
Fiscal Year:	=	2016	
Department:	begins with	235	🔍

Enter Budget Unit, Fiscal Year and Department

Search Clear Basic Search Save Search Criteria

HE HR Budget Entry by Dept

HE HR Budget Entry by Dept – Procedure

Only ten employees will be viewable at a time. Use the scroll bar at the far right to scroll through all employees.

Budget Unit: 230 Department: 2 Business Unit: UH001
Fiscal Year: 2016 Approve All Job Hide Amounts Hide Percent

Approved	Empl ID	Name	Job Code	Comp Rate	Position	Merit Amt	Merit Pct	Market Amt	Market Pct	Other Amt	Other Pct	Equity Amt	Equity Pct	Camp/Gen Amt	Camp/Gen Pct	Promo Amt	Promo Pct	Legis Amt	Legis Pct	Change Amt	New Compensation Rate	Annualized Rate	Change Pct	Chg	View History	Comment
1	04	01750 - Assistant Director	210501	73,415.00	00									2203.00	3.0007					2,203.00	75,618.00		3.000749 *		View History	631
2	06	01750 - Assistant Director	210001	96,614.00	00									2899.00	3.0006					2,899.00	99,513.00		3.000600		View History	631
3	02	01750 - Assistant Director	210501	71,109.00	00									2134.00	3.0010					2,134.00	73,243.00		3.001027 *		View History	631
4	01	01750 - Compensation Analyst	211501	47,895.00	00									1437.00	3.0003					1,437.00	49,332.00		3.000313		View History	631
5	01	01750 - Assistant Director	210001	105,386.00	00									3162.00	3.0001					3,162.00	108,548.00		3.000114 *		View History	631
6	04	01750 - Assistant Director	210501	73,510.00	00									2206.00	3.0009					2,206.00	75,716.00		3.000952 *		View History	631
7	02	01750 - Assistant Director	521001	29,200.00	00									876.00	3.0000					876.00	30,076.00		3.000000		View History	631
8	01	01750 - Compensation Analyst	520501	39,634.00	00									1190.00	3.0024					1,190.00	40,824.00		3.002473		View History	631
9	06	01750 - Assistant Director	211001	64,017.00	00									1921.00	3.0007					1,921.00	65,938.00		3.000765 *		View History	631
10	02	01750 - Assistant Director	211001	51,500.00	00									1545.00	3.0000					1,545.00	53,045.00		3.000000		View History	631

Department Totals
Start Salary 2,472,347.00
Change Amount 74,188.00
New Amount 2,546,535.00
Change Pct 3.0007

Total Merit Amt 0.00
Total Market Amt 0.00
Total Other Amt 0.00
Total Equity Amt 0.00
Total Camp/Gen Amt 74,188.00
Total Promo Amt 0.00
Total Legis Amt 0.00


The search results can be sorted by clicking on any of the column headings.

Save Return to Search

Calculator

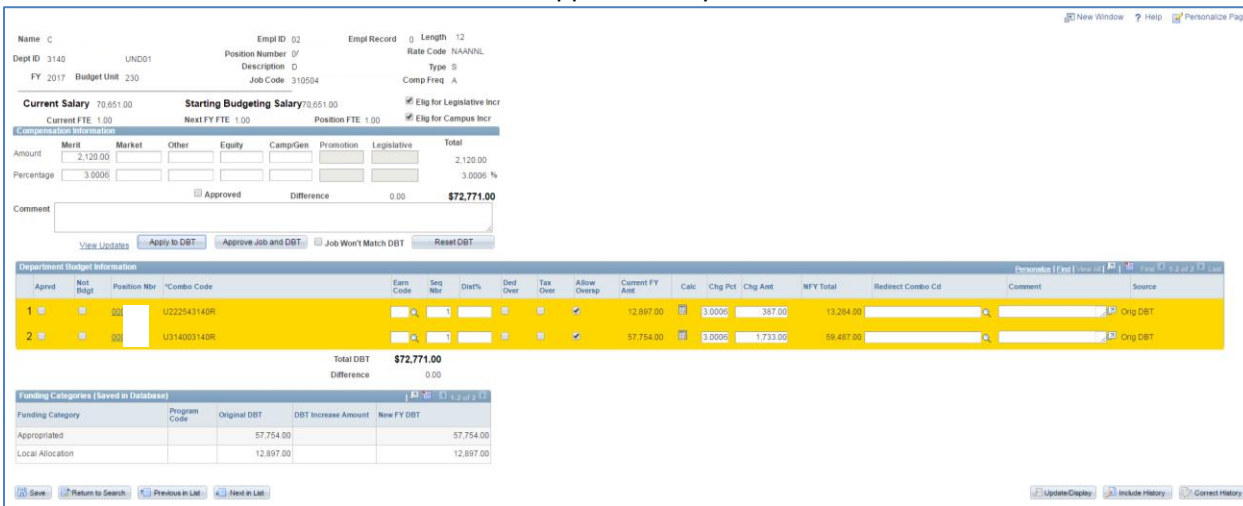
Calculator – Procedure

The following will demonstrate the steps to use the calculator icon.

1. Click the **Calc**  button to assist in calculating the change amount/change percent.
2. Enter the desired information into the **New DBT Total** field. A percent can also be entered in the **Desired Percent** field.
3. Click the **OK** button to return to the main page. The new amount will be automatically entered.
4. Click the **Calc** button to make further calculations if desired.
5. Click the **OK** button. The **New DBT Total** was removed to reset the **Chg Amt/Chg Pct** to zero.
6. Click the **Save** button.

Increased salary by 3%. Clicked **Apply to DBT**.

Current breakdown between combo codes is approximately 18% and 82%



The screenshot shows the 'Compensation Information' section with the following data:

Amount	Merit	Market	Other	Equity	Camp/Gen	Promotion	Legislative	Total
2,120.00								2,120.00
3.0006								3.0006 %

Buttons: **Apply to DBT**, **Approve Job and DBT**, **Job Won't Match DBT**, **Reset DBT**

Department Budget Information

Appl	Not Bldg	Position Nbr	Combo Code	Earn Code	Seq Nbr	Distr%	Ded Over	Tax Over	Allow Overtp	Current FY Amt	Calc	Chg Pct	Chg Amt	NPY Total	Redirect Combo Cd	Comment	Source
1		00	U222543140R		1					12,897.00		3.0006	387.00	13,284.00			Orig DBT
2		00	U314003140R		1					57,754.00		3.0006	1,733.00	59,487.00			Orig DBT

Total DBT: **\$72,771.00**
Difference: 0.00

Funding Categories (Saved in Database)

Funding Category	Program Code	Original DBT	DBT Increase Amount	New FY DBT
Appropriated		57,754.00		57,754.00
Local Allocation		12,897.00		12,897.00

To change the breakdown between combo codes to be 60% and 40%, use the **Calculator** to assist in calculating the change.

Click the **Calculator** to open the window below. Enter Desired Percent and click OK. The New DBT Total will be automatically entered.

Calculate DBT

Name: C
 Department: 3 Position: 000 Budget Unit: 230
 Earnings Code: Distrb %: Data Source: Orig DBT
 Combo Code: U222543140R

Current DBT Amount
12,897.00

Enter % of salary desired for this combo code. Enter desired DBT total below.

Total Budgeted Salary: 72771.00 OR Total Budgeted Salary: 72771.00

Desired Percent: New DBT Total:

New DBT Total: 43663.00

Dollars left: 29108.00

Calculate DBT

Name: C
 Department: 3 Position: 000 Budget Unit: 230
 Earnings Code: Distrb %: Data Source: Orig DBT
 Combo Code: U314003140R

Current DBT Amount
57,754.00

Enter % of salary desired for this combo code. Enter desired DBT total below.

Total Budgeted Salary: 72771.00 OR Total Budgeted Salary: 72771.00

Desired Percent: New DBT Total:

New DBT Total: 29108.00

Dollars left: 43663.00


HE HR Budget Entry by ComboCd

HE HR Budget Entry by ComboCd – Procedure

The following will demonstrate the steps necessary to search by combo code.

Search results by combo code will include GRAD, POOL, TEMP and VACANT positions.

NavBar: Navigator: ND HE Applications > Budgeting > HR (Salary and DBT) Budgeting > HE HR Budget Entry by ComboCd

1. Enter the desired search criteria or click the lookup  to search for a combo code. Click the Search button.
2. The search results will list all positions with that combo code.


HE HR Budget by Combo Cd

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Fiscal Year: =

Combination Code: begins with 

Search Results

View All First 1-4 of 4 Last

Business Unit	Fiscal Year	Combination Code
UND01	2016	U310002600E
UND01	2016	U310002600D
UND01	2016	U310002600R
UND01	2016	U310002600T

Fiscal Year 2016 % Change

Position Funding by Combo Code Personalize | End | View All | First 1-5 of 5 Last

Apvrd	Not Bldgt	Dept ID	Position	Name	*Combo Code	Earn Code	Dist%	Current FY Amt	Chg Pct	Chg Amt	NFY Total	Comment	Source
1	<input type="checkbox"/>	2600	000		U310002600R			14,597.00			14,597.00		Orig DBT
2	<input type="checkbox"/>	2600	000		U310002600R			45,000.00			45,000.00		Orig DBT
3	<input type="checkbox"/>	2600	000		U310002600R			63,289.00			63,289.00		Orig DBT
4	<input type="checkbox"/>	2600	000		U310002600R			185,400.00			185,400.00		Orig DBT
5	<input type="checkbox"/>	2600	000		U310002600R			50,928.00			50,928.00		Orig DBT
Starting Total				359,214.00									
Change Amount				0.00									
New Budget Amount				359,214.00									
Change Percent				0.0000									

HE HR DBT Fund Search/Update

The **HE HR DBT Fund Search/Update** can be used to compare DBT and Budget Target amounts.

The HE HR DBT Fund Search/Update can also be used to apply salary (Job Data) changes to the DBT. Still need to review each position in **HE HR Budget Entry by Position** (page 12) to Approve Job and DBT.

NavBar: Navigator: ND HE Applications > Budgeting > HR (Salary and DBT) Budgeting > HE HR DBT Fund Search/Update

There are several ways to search for funding information.

- Enter a Fund or a range of Funds
- Enter a Dept ID or a range of Dept ID's
- Enter a Project or a range of Projects
- Enter a Program number or a range of Program numbers

DBT

Finance data

Use Position Dept instead of Funding Dept - When this box is deselected the Dept ID from the funding source is displayed in the search results. When selected the Dept ID listed in position data is displayed in the search results. The Dept ID in the funding source may or may not be the same as the Dept ID listed in position data. By default this checkbox is deselected.

Exclude POOL positions - Select this box to exclude Pool positions. Deselect the box to include Pool positions.

Exclude VACANT positions - Select this box to exclude Vacant positions. Deselect the box to include Vacant positions.

Approve All DBT - Select this box to approve all funding information. Only approve DBT information when all data is updated.

Apply Salary Chg to DBT - This button will update the DBT with all salary increases entered on other pages if the funding hasn't been updated already. The button works in the same manner as the Apply to DBT on the Entry by Position page. The button on the Fund Search/Update page allows all search results to be updated at one time.

The funding information works the same as other pages for adding, updating, etc. The totals on the bottom portion of the screen will reflect the search criteria that are selected. For instance, if the Exclude POOL positions is selected the totals will not include Pool positions in the totals.

NOTE: The Budget Target Amount is calculated on the FIN base budget amount, which may vary from the HR Begin Budget Amount.

HE HR DBT Fund Search/Update

Compare DBT and Budget Target amounts.

Only ten employees will be viewable at a time. Click **View All** and use the scroll bar at the far right to scroll through all employees.

Search Filters:

- Fund: 31000
- Dept ID: 2000
- Project: []
- Program: []
- Budget Unit: 230
- Fiscal Year: 2018

Options:

- Exclude POOL positions
- Exclude VRCANT positions
- Only show Unapproved DBTs
- Approve All DBT
- Apply Salary Chg to DBT

Table Headers: Aprvd, Not Bgtd, Dept ID, Position Nbr, Name, *Combo Code, Earn Code, Seq Nbr, Dist%, Ded Over, Tax Over, Allow Over, Current FY Amt, Chg Pct, Chg Amt, NFY Total, Redirect Combo Cd, Comment, Source

Aprvd	Not Bgtd	Dept ID	Position Nbr	Name	*Combo Code	Earn Code	Seq Nbr	Dist%	Ded Over	Tax Over	Allow Over	Current FY Amt	Chg Pct	Chg Amt	NFY Total	Redirect Combo Cd	Comment	Source
1		2000	000		U310002000R		1					14,597.00			14,597.00			Orig DBT
2		2000	000		U310002000R		1					45,000.00			45,000.00			Orig DBT
3		2000	000		U310002000R		1					63,289.00			63,289.00			Orig DBT
4		2000	000		U310002000R		1					185,400.00			185,400.00			Orig DBT
5		2000	000		U310002000O		1					6,381.00			6,381.00			Orig DBT
6		2000	000		U310002000T		1	37.500				0.00			0.00			Orig DBT
7		2000	000		U310002000R		1					50,928.00			50,928.00			Orig DBT
8		2000	000		U310002000F		1					51,462.00			51,462.00			Orig DBT

Summary:

- Begin Budget Amount: 417,057.00
- Budget Target Amount: 429,568.00
- Change Amount: 0.00
- Available to Spend: 12,511.00
- Final Budget Amount: 417,057.00
- Percent Change: 0.000000

Funding Categories (Saved in Database):

Funding Category	Amount	DBT Increase Amount	Amount Total
1 Appropriated	417,057.00		417,057.00

Business Unit: UND01

Buttons: Save, Return to Search, Notify

HE HR Fin Reconciliation

HE HR Fin Reconciliation – Procedure

The following will demonstrate the steps necessary to reconcile approved salary targets to approved DBT information. This page should be used as a reconciliation tool

NavBar: Navigator: ND HE Applications > Budgeting > HR (Salary and DBT) Budgeting > HE HR Fin Reconciliation

1. Enter search criteria for Budget Unit and Fiscal Year.
2. A second **Search Criteria** page will open. Enter any criteria you want to use, then click **Search**.
3. The **Approved Fin Target** is compared to the **Approved DBT Amount** which results in the **Approved Difference**. The **Unapproved DBT Amount** will not include amounts that are selected for **Not Budgeted**.
4. Click the **Combo Cd** links to open the **HE HR Budget Entry by ComboCd** page.
5. Click the **Position** number links to open the **HE HR Budget Entry by Position** page.
6. Make changes as necessary (remember to **Apply to DBT** and **Approve Job and DBT**).
7. Click the **Save** button.

First Search Criteria page

The screenshot shows the 'HE HR Fin Reconciliation' search criteria page. It includes a header with the title and a sub-header 'Search Criteria'. Below the header, there are two input fields: 'Budget Unit' with a dropdown menu set to 'begins with' and a text box containing '230', and 'Fiscal Year' with a dropdown menu set to '=' and a text box containing '2017'. There are also buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

Second Search Criteria page

The screenshot shows the 'HE HR Fin Reconciliation' search results page. It includes a header with the title and a sub-header 'Search Results'. Below the header, there are several input fields for search criteria: 'Combination Code', 'From Fund', 'Thru Fund', 'From Dept', 'Thru Dept', 'From Proj', and 'Thru Proj'. There is a 'Clear All' button and a 'Search' button. Below the search criteria, there is a table with the following columns: 'Account', 'Dept', 'Fund Code', 'Project/Grant', 'Approved Fin Target', 'Approved DBT Amount', 'Approved Difference', 'UnApproved DBT Amount', and 'UnApproved Difference'. The table has one row with the value '1' in the 'Account' column. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

HE HR Fin Reconciliation

HE HR Fin Reconciliation – Procedure

Results shown are before DBT amounts have been entered and approved.

Search results after entering a fund number

HR/Fin Reconciliation

Budget Unit 230 Fiscal Year 2017

Enter any criteria you want to use, then click Search

Combination Code

From Fund 22254 Thru Fund

From Dept Thru Dept

From Proj Thru Proj

Show Not Balanced Only

Account	Dept	Fund Code	Project/Grant	Approved Fin Target	Approved DBT Amount	Approved Difference	UnApproved DBT Amount	UnApproved Difference	Combo Cd
1 511000	3	22254		191183.00		191183.00	191183.00		U222543 IR
2 512000	3	22254		3487.00		3487.00	3487.00		U222543 IQ

Search results after entering a department number

HR/Fin Reconciliation

Budget Unit 230 Fiscal Year 2017

Enter any criteria you want to use, then click Search

Combination Code

From Fund Thru Fund

From Dept 2 Thru Dept

From Proj Thru Proj

Show Not Balanced Only

Account	Dept	Fund Code	Project/Grant	Approved Fin Target	Approved DBT Amount	Approved Difference	UnApproved DBT Amount	UnApproved Difference	Combo Cd
1 511000	2	22255							
2 511000	2	31000		538656.00		538656.00	469948.00	68708.00	U310002 IR
3 512000	2	31000		79115.00		79115.00	79115.00		U310002 IQ
4 513000	2	31000		108.00		108.00	108.00		U310002 IT
5 515000	2	31000		520437.00		520437.00	520437.00		U310002 IE
6 517000	2	31000							
7 512000	2	79019		40000.00		40000.00	40000.00		U790192 IQ

Queries

There are several queries available in the Budget Module. All queries begin with **NDU_BG**.

For users with a firstname.lastname UserID:

NavBar: Navigator: Reporting Tools > Query > Query Viewer

Use **Search By** to find the query, click **Run To Excel**, enter **Query Criteria**, and click **View Results**

For users with an alternate UserID:

NavBar: Navigator: Reporting Tools > Query > HE Query Pages

Click on query you want to run, enter **Query Criteria**, and click **View Results**

<u>Finance-Operating -- Query Name</u>	<u>Description</u>	<u>Note</u>
NDU_BG_FIN_BUDG_JRNL_DETAILS	Budget Journal Details	Returns HE FIN Dept Budget Entry data
<u>HR-Salary -- Query Name</u>	<u>Description</u>	<u>Note</u>
NDU_BG_DBT_NO_AMOUNTS	Returns DBT with no amounts	Returns positions with no DBT information
NDU_BG_DBT_NO_PCT_NO_AMOUNT	Returns DBT with no % or \$	Returns positions that have no dollars budgeted
NDU_BG_JOB_AND_DBT_AMTS	Job and DBT Budget Amounts	Returns Job Data and DBT information
NDU_BG_JOB_NEXT_FY	Display current and next FY	Returns current and next FY salary
NDU_BG_JOB_NOT_APPROVED	Job data not approved	Returns positions with Job Data not approved
NDU_BG_JOB_NOT_EQUAL_DBT	Job not equal DBT Budget	Returns positions where Job Data and DBT does not match
NDU_BG_PCT_INCREASE_DETAIL	Details on final increases	Returns Job Data dollar and percentage increase
NDU_BG_PCT_INCR_DTL_WITHPROBAT	Det of Final Inc w/ probation	Returns Job Data dollar & percentage increase with probation
NDU_BG_UNBUDGETED_POSITIONS	List of positions not budgeted	Returns positions with no DBT information
NDU_BG_XML_SAL_BDG_POSBYACCTCD	Sal Bdgt Req: Dept/Pos by Acct	Excel data for Sal Bdgt Req: Dept/Pos by Acct report
NDU_BG_XML_SAL_BDG_POS_BY_FUND	Sal Bdgt Req: Position by Fund	Excel data for Sal Bdgt Req: Position by Fund report

Reports

HE Annual Budget Summary

This report was designed to provide department users a summary of their proposed budget for approvals. The report can also be used to notify departments of their annual budgets. The report is dynamic and allows users to group and subtotal the budget data in various ways. The data is from **HE FIN Dept Entry**.

NavBar: Navigator: ND HE Applications > Budgeting > FIN Budgeting > HE Annual Budget Summary

HE Annual Budget Summary

Find an Existing Value | Add a New Value

Run Control ID: Annual Budget Summary

Add

Find an Existing Value | Add a New Value

1. First time users will need to **Add a New Value**
2. Enter **Run Control ID:** AnnualBudgetSummary
3. Click **Add**

Run Control ID: AnnualBudgetSummary [Report Manager](#) [Process Monitor](#) Run

*Budget Unit:

*Budget Period:

Sequence	ChartField Name	Subtotal	*Value	*To Value
1	* Dept	<input checked="" type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
2	Fund	<input checked="" type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
3	Project	<input checked="" type="checkbox"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
	Account		<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

Clear

Save Add Update/Display

4. Enter **Budget Unit:** 230
5. Enter **Budget Period:** 2023 (previous year can be run for comparison)
6. Enter the desired information into the **Dept**, **Fund**, and **Project** field(s). The **Dept** is a required field, **Fund**, and **Project** are optional.
7. The **Sequence** field indicates if the chartfield will be included in the report output. To exclude the **Fund** or **Project** chartfields, remove the number in the **Sequence**.
 - a. **Subtotals:**
 - i. The **Sequence** number 1 will return totals at each change in the chartfield. **Sequence** numbers 2 and 3 will return chartfield totals at the end of the report. Uncheck the **Subtotal** to exclude subtotals for the specified chartfield(s).

Reports

HE Annual Budget Summary

- ii. If the **Sequence** for **Dept** is the only option selected, the data returned will not include the **Fund** or **Project**, but will list the details for all funds and projects in the report details.
 - iii. If the **Project** field is not selected and the **Fund** is in the project ledgers, the **Project** won't be listed but the details for the projects will be listed individually in the report details.
8. Enter the desired information into the **Dept, Fund, and Project** fields.
 9. Click the **Save** button.
 10. Click the **Run** button.
 11. Click the **OK** button.
 12. Click the **Process Monitor** link.
 13. Click the **Refresh** button, until **Run Status** is *Success* and **Distribution Status** is *Posted*.
 14. Click **Go Back to HE Annual Budget Summary**.
 15. Click **Report Manager**.
 16. Click the **.pdf** link.

Budget Unit: 232 UND Medical Center		2015-16 Annual Budget Summary				Run date/Time: 4/12/2016 14:06 PM		Page 1 of 19
Final Budget: Y	Dept From: 8010	To: 8010	Fund From:	To:	Project From:	To:	Account From:	To:
Department 8010 Pathology			Fund 20694 Sens Start-Up (03)					
Revenue								
Project								
Permanent Budget								
Account	Description	Base Amount	Target Amount	Proposed Amount	\$ Change	% Change	Submitted	Comments
440000	Licenses, Fees & Permits	0	0	0	0		Y	
441000	Fines-Forfeitures-Escheat	0	0	0	0		Y	
442000	Cash/Investment Earnings	0	0	0	0		Y	
450000	Federal Awards	0	0	0	0		Y	
451000	State Awards	0	0	0	0		Y	
452000	Private Awards	0	0	0	0		Y	
460000	Tuition and Fees	0	0	0	0		Y	
462000	Charges for Services/Sales	0	0	0	0		Y	
463000	Auxiliary Services	0	0	0	0		Y	
470000		0	0	0	0		Y	
471000	Medical Charges Services/Sales	0	0	0	0		Y	
472000	Leases, Rents, and Royalties	0	0	0	0		Y	
478000	Contributions & Donations	0	0	0	0		Y	
479000	Interdepartmental Revenue	0	0	0	0		Y	
480000	Other Misc Rev	0	0	0	0		Y	
481000	Sale of Capital Assets	0	0	0	0		Y	
483000	Proceeds of Debt	0	0	0	0		Y	
484000	Indirect Costs	0	0	0	0		Y	
490000	Transfers In	50,000	50,000	50,000	0		Y	
Permanent Budget Subtotal		50,000	50,000	50,000	0	0.00		
Revenue Subtotal		50,000	50,000	50,000	0	0.00		
Revenue Comments:								
Personnel Expenses								
Project								
Permanent Budget								
Account	Description	Base Amount	Target Amount	Proposed Amount	\$ Change	% Change	Submitted	Comments
512000	Salaries - Other	1,100	1,100	1,100	0		Y	
513000	Temp-Salaries-NonBenefitted	100	100	100	0		Y	
518000	Fringe Benefits	360	360	360	0		Y	
Permanent Budget Subtotal		1,560	1,560	1,560	0	0.00		
Personnel Expenses Subtotal		1,560	1,560	1,560	0	0.00		
Expense Comments:								
Operating Expenses								
Project								
Permanent Budget								
Account	Description	Base Amount	Target Amount	Proposed Amount	\$ Change	% Change	Submitted	Comments
521000	Travel	1,000	1,000	1,000	0		Y	
532000	Supply/Material - Professional	18,150	18,150	18,150	0		Y	
535000	Miscellaneous Supplies	4,000	4,000	4,000	0		Y	
602000	IT - Communications	1,000	1,000	1,000	0		Y	
621000	Operating Fees and Services	23,700	23,700	23,700	0		Y	
Permanent Budget Subtotal		47,850	47,850	47,850	0	0.00		
Operating Expenses Subtotal		47,850	47,850	47,850	0	0.00		
Expense Comments:								
Department 8010 Pathology			Fund 20830 F&A Distribution-Pathology					

17. The **Final Budget** field displays "N" until the HE Update FIN and HRMS process is complete.
18. The **Submitted** field displays an "N" until the department submits the proposed budget.
19. The **Comments** field includes the line comments, including if the line is not budgeted.
20. Revenue Comments and Expense Comments are from the **Department Reconciliation Grid**.

Reports

Salary Funding Summary

NavBar: Navigator: Reporting Tools > BI Publisher > Query Report Viewer

1. In Search by Report Name begins with, enter **NDU_BG** and click **Search**
2. Click **View Report**

Query Report Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

* Search by: Report Name begins with NDU_BG

Search Advanced Search

Search Results Show Template Prompts

Report Name	Description	Data Source ID	Format	Burst	View Report
NDU_BGFNDSUM	Salary Funding Summary	NDU_BG_XML_SAL_FND_AG	PDF	N	View Report
NDU_BG_ACTCD	Sal Bdgt Req; Position by Acct	NDU_BG_XML_SAL_BDG_POSBYACCTCD	PDF	N	View Report
NDU_BG_FUND	Sal Bdgt Req; Position by Fund	NDU_BG_XML_SAL_BDG_POS_BY_FUND	PDF	N	View Report

3. Enter the desired information into the **Budget Unit, From Dept ID, Through Dept ID, Program Code (Optional) and Fiscal Year** field(s).
4. Click the **OK** button

NDU_BG_XML_SAL_FND_AG

Unit:

From Position Dept ID:

Through Position Dept ID:

Program Code (Optional):

Fiscal Year:

OK Cancel

Report Example – Salary Funding Summary

Salary Funding Summary
Fiscal Year 2017

Department	Funding Type	Fund Code	Account	Project Id	Program Code	Amount Total		
8010 Pathology	Appropriated - Regular	30205	511002			0.00		
		30205	515005			917,576.00		
					Fund Code Total:		917,576.00	
		31000	515005			94,907.00		
					Fund Code Total:		94,907.00	
					Fund Type Total:		1,012,483.00	
		8010 Pathology	Grants	40800	511002	UND0018981		32,445.00
				40800	513005	UND0018981		11,700.00
				40800	513005	UND0020654		0.00
							Fund Code Total:	
41000	512005			UND0019482		0.00		
41000	512005			UND0020331		0.00		
41000	513005			UND0019482		0.00		
41000	513005			UND0020331		0.00		
					Fund Code Total:		0.00	
43300	515005			UND0020275		0.00		
43300	515005			UND0020657		0.00		
					Fund Code Total:		0.00	
43500	511002			UND0020413		0.00		
43500	512005			UND0019402		100.00		
43500	512005			UND0020413		0.00		
43500	512005	UND0020418		100.00				
43500	513005	UND0020413		0.00				
43500	513005	UND0020418		0.00				
43500	515005	UND0019533		56,864.00				
			Fund Code Total:		57,064.00			

Reports

Sal Bdgt Req: Position by Acct

NavBar: Navigator: Reporting Tools > BI Publisher > Query Report Viewer

1. In Search by Report Name begins with, enter **NDU_BG** and click **Search**
2. Click **View Report**

Query Report Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by: Report Name begins with NDU_BG

Search Advanced Search

Search Results Show Template Prompts

Report Name	Description	Data Source ID	Format	Burst	View Report
NDU_BGFNDSUM	Salary Funding Summary	NDU_BG_XML_SAL_FND_AG	PDF	N	View Report
NDU_BG_ACTCD	Sal Bdgt Req: Position by Acct	NDU_BG_XML_SAL_BDG_POSBYACCTCD	PDF	N	View Report
NDU_BG_FUND	Sal Bdgt Req: Position by Fund	NDU_BG_XML_SAL_BDG_POS_BY_FUND	PDF	N	View Report

3. Enter the desired information into the **Budget Unit**, **From Dept ID**, **Through Dept ID**, Funds by (D)ept or (P)osition and **Fiscal Year** field(s).
4. Click the **OK** button

NDU_BG_XML_SAL_BDG_POSBYACCTCD

Budget Unit:

From Dept ID:

Through Dept ID:

Funds by (D)ept or (P)osition:

Fiscal Year:

OK Cancel

The field **Funds by (D)ept or (P)osition** must be completed with a **D** or **P**.

D = each position will list combo codes with the search criteria department

P = each position will list all combo codes (including those funded by other departments, as long as you have access)

Report Example – Salary Budget Request: Position by Acct, Funds by Department

Salary Budget Request
Funds by Department
Fiscal Year: 2016

Budget Unit: 232
Department: 8010 Pathology

Position	Name	Current FY Salary	Total Increase	Next FY Salary	Earn Cd	Combo Code	Current FY Budget	Increase Amount	Increase %	Next FY Budget
00013745	GRAD	0.00	0.00	0.00		U302058010G	26,822.00	805.00	3.00	27,627.00
00013745 Total:							26,822.00	805.00	3.00	27,627.00
00014138	GRAD	0.00	0.00	0.00		U213738010G	26,822.00	0.00	0.00	26,822.00
00014138 Total:							26,822.00	0.00	0.00	26,822.00
00014238	GRAD	0.00	0.00	0.00		U213738010G	26,822.00	805.00	3.00	27,627.00
00014238 Total:							26,822.00	805.00	3.00	27,627.00
00014375	GRAD	0.00	0.00	0.00		U213738010G	11,141.00	-11,141.00	-100.00	0.00
						U302058010G	15,681.00	1,659.00	10.58	17,340.00
00014375 Total:							26,822.00	-9,482.00	-35.35	17,340.00
00014411		119,327.00	4,773.00	124,100.00		U302058010F	119,327.00	4,773.00	4.00	124,100.00
00014411 Total:							119,327.00	4,773.00	4.00	124,100.00

Page 1 of 11

Reports

Sal Bdg Req: Position by Fund

NavBar: Navigator: Reporting Tools > BI Publisher > Query Report Viewer

1. In Search by Report Name begins with, enter **NDU_BG** and click **Search**
2. Click **View Report**

Query Report Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by: Report Name begins with NDU_BG

Search Advanced Search

Search Results Show Template Prompts

Report Name	Description	Data Source ID	Format	Burst	View Report
NDU_BGFNDSUM	Salary Funding Summary	NDU_BG_XML_SAL_FND_AG	PDF	N	View Report
NDU_BG_ACTCD	Sal Bdg Req: Position by Acct	NDU_BG_XML_SAL_BDG_POSBYACCTCD	PDF	N	View Report
NDU_BG_FUND	Sal Bdg Req: Position by Fund	NDU_BG_XML_SAL_BDG_POS_BY_FUND	PDF	N	View Report

3. Enter the desired information into the **Budget Unit**, **From Dept ID**, **Through Dept ID**, and **Fiscal Year** field(s).
4. Click the **OK** button

NDU_BG_XML_SAL_BDG_POS_BY_FUND

Budget Unit:

From Position Dept ID:

Through Position Dept ID:

Fiscal Year:

OK Cancel

Report Example – Salary Budget Request: Position by Fund

Salary Budget Request
Positions by Fund Number
Fiscal Year 2016

Department: 8010 Pathology
Fund: 20694

Name	Position	Current Budget	Increase Amount	Budget Chg Only	Next FY Budget
POOL	00017216	0.00	0.00	100.00	100.00
POOL	00017217	0.00	0.00	100.00	100.00
POOL	00101270	1,000.00	0.00	0.00	1,000.00
Fund 20694 Totals:		1,000.00	0.00	200.00	1,200.00

How do I know when I am done budgeting?

Reports

Have you printed the Annual Budget Summary on page 28?

Review this report to make sure all funds are budgeted according to guidelines.

Have you printed the Salary Funding Summary on page 30?

Compare the funding sources on this report to the Annual Budget Summary salary accounts to make sure they are equal.

Have you printed the Sal Bdgt Req:Position by Acct on page 31?

Review the Job Data and DBT information for each position.

HR Budgeting

Have you entered increases for *all* **Budgetable** positions and clicked **Apply to DBT** for each of these positions?

If no, please review each position in your department(s) using **HE HR Budget Entry by Position** process on page 12 or **HE HR Budget Entry by Dept** process on page 18.

If yes, keep going...

Have you updated the **Department Budget Information** for every position?

If no, please review each position in your department(s) using **HE HR Budget Entry by Position** process, page 12.

If yes, you're almost done...

Have you clicked **Approve Job and DBT** for all budgetable positions and **Aprvd/Not Bdgt** for all other positions (GRAD, POOL, TEMP and VACANT)?

If no, please review each position in your department(s) using **HE HR Budget Entry by Position** process, page 12.

If yes, HR (Salary and DBT) Budgeting is complete. The process to "Update Finance with approved HR Budgets" will update FIN Budgeting.

HR Budgeting needs to be completed for all positions, approved, and saved before FIN Budgeting can be completed.

FIN Budgeting

Have you reviewed/updated your department(s) budget using the **HE FIN Dept Budget Entry - Procedure** on page 8?

If no, please complete the **HE FIN Dept Budget Entry – Procedure** for each of your departments and funds.

If yes, please complete the **HE FIN Submit a Proposed Dept Budget – Procedure** on page 10.

Have you followed the instructions for **HE FIN Submit a Proposed Dept Budget – Procedure** on page 10?

If yes, your FIN Operating budget is complete and submitted for review to the RPA Office.

If no, please complete the **HE FIN Submit a Proposed Dept Budget – Procedure**. Any departments not submitted will result in errors when running the final processes in the Budget Module for salary and operating budgets, department budget table and job data.

Frequently Asked Questions

Workstudy Positions

Please review the combo codes listed on the Department Budget Table for Workstudy Positions. **Do not delete or modify these rows unless workstudy should be removed from the position.** In addition to the two workstudy rows (indicated by H14), there has to be at least one row with default funding (this row can be modified).

RPA will update the FY22 workstudy combo codes to the FY23 workstudy combo codes.

Can I change an increase after a position is Approved in HE HR Budget Entry by Position?

Click **Unapprove Job and DBT** and **Reset DBT** to return position to original values. Make changes, click **Apply to DBT**, **Approve Job and DBT** and **Save**.

Can I give myself an increase in the Budget Module?

No, it is not allowed. Please contact the individual that reviews your department to enter the increase or contact Cynthia Fetsch to enter the increase. If contacting Cynthia Fetsch please include the email approval from your supervisor stating the increase.

How to handle positions that are on probation?

Positions that are on Probation as of July 1, are not eligible for an increase. The Compensation Information in the Budget Module will be grayed out and "Employee is on Probation" is noted in red.

Evaluation on File

The Budget Module does not have a box to check/uncheck if an employee does not have an evaluation completed. The RPA Office will be working with HR to manually check employee evaluations. Salary increases will be removed for those employees that do not have an evaluation completed. HR will be sending notification to departments that still have incomplete evaluations.

Can I see Budget Module information after Annual Budget is complete?

Yes, the Budget Module is view only after annual budget processes are run. For example, you will be able to monitor salary and DBT changes that occur during the FY. The reports and queries are also available.

How do I vacate a position?

Follow the procedures in Manager Self Service to terminate the current employee. This information will be entered into HRMS and flow through into the Budget Module. The position will show as Vacant and Job Data will be grayed out, but DBT information will still need to be adjusted as necessary.

How do I inactivate a position?

Submit a Position Request/Change Form to Human Resources. The form will be entered into HRMS and flow through into the Budget Module. The position will no longer be visible in the Budget Module. The position must be vacant/will be vacant before inactivating.

Can I budget for Overtime (514000)?

Yes, you can budget for overtime using the HE FIN Dept Budget Entry process. Just add a new expense row for the 514000 account. The account will need to be added each fiscal year. All other salary rows are updated from HR Salary.

Frequently Asked Questions

DBT Amount is a Percentage

HR Budgeting – HE HR Budget Entry by Position

Name K Dept ID 2600 UN001 FY 2016 Budget Unit 230 Empl ID 0 Position Number 00 Job Code 310509 Empl Record 0 Length 12 Rate Code NAANRL Type S Comp Freq A

Current Salary 53,750.00 Starting Budgeting Salary 53,750.00
 Current FTE 1.00 Next FY FTE 1.00 Position FTE 1.00

Elig for Legislative Incr Elig for Campus Incr

Compensation Information								
Amount	Merit	Market	Other	Equity	Camp/Gen	Promotion	Legislative	Total
					1613.00			1,613.00
					3.0000%			3.0000%
Approved Difference								55,363.00
								\$55,363.00

Buttons: View Updates, Apply to DBT, Approve Job and DBT, Reset DBT

Department Budget Information																		
Apvrd	Ret Blgt	Position Nbr	Combo Code	Earn Code	Seq Nbr	Dist%	Ded Over	Tax Over	Allow Overlap	Current FY Amt	Calc	Chg Pct	Chg Amt	NY Total	Redirect Combo Cd	Comment	Source	
1		000	U302052600R		1	100.000												Org DBT

Funding Categories (Saved in Database)				
Funding Category	Program Code	Original DBT	DBT Increase Amount	New FY DBT
Appropriated				

Buttons: Save, Return to Search, Previous in List, Next in List, Update/Display, Include History, Correct History

Change to 2% Merit increase and Apply to DBT

Name K Dept ID 2600 UN001 FY 2016 Budget Unit 230 Empl ID 02 Position Number 00 Job Code 310509 Empl Record 0 Length 12 Rate Code NAANRL Type S Comp Freq A

Current Salary 53,750.00 Starting Budgeting Salary 53,750.00
 Current FTE 1.00 Next FY FTE 1.00 Position FTE 1.00

Elig for Legislative Incr Elig for Campus Incr

Compensation Information								
Amount	Merit	Market	Other	Equity	Camp/Gen	Promotion	Legislative	Total
	1,075.00							1,075.00
	2.0000%							2.0000%
Approved Difference								0.00
								\$54,825.00

Buttons: View Updates, Apply to DBT, Approve Job and DBT, Reset DBT

Department Budget Information																		
Apvrd	Ret Blgt	Position Nbr	Combo Code	Earn Code	Seq Nbr	Dist%	Ded Over	Tax Over	Allow Overlap	Current FY Amt	Calc	Chg Pct	Chg Amt	NY Total	Redirect Combo Cd	Comment	Source	
1		000	U302052600R		1	100.000							54,825.00	54,825.00				Org DBT

Funding Categories (Saved in Database)				
Funding Category	Program Code	Original DBT	DBT Increase Amount	New FY DBT
Appropriated				

Buttons: Save, Return to Search, Previous in List, Next in List, Update/Display, Include History, Correct History

Delete the amount under Dist% (or an error message will appear when saving), Approve Job and DBT, and Save

Name K Dept ID 2600 UN001 FY 2016 Budget Unit 230 Empl ID 02 Position Number 00 Job Code 310509 Empl Record 0 Length 12 Rate Code NAANRL Type S Comp Freq A

Current Salary 53,750.00 Starting Budgeting Salary 53,750.00
 Current FTE 1.00 Next FY FTE 1.00 Position FTE 1.00

Elig for Legislative Incr Elig for Campus Incr

Compensation Information								
Amount	Merit	Market	Other	Equity	Camp/Gen	Promotion	Legislative	Total
	1,075.00							1,075.00
	2.0000%							2.0000%
Approved Difference								0.00
								\$54,825.00

Buttons: View Updates, Apply to DBT, Unapprove Job and DBT, Reset DBT

Department Budget Information																		
Apvrd	Ret Blgt	Position Nbr	Combo Code	Earn Code	Seq Nbr	Dist%	Ded Over	Tax Over	Allow Overlap	Current FY Amt	Calc	Chg Pct	Chg Amt	NY Total	Redirect Combo Cd	Comment	Source	
1		000	U302052600R		1								54,825.00	54,825.00				Org DBT

Funding Categories (Saved in Database)				
Funding Category	Program Code	Original DBT	DBT Increase Amount	New FY DBT
Appropriated				

Buttons: Save, Return to Search, Previous in List, Next in List, Update/Display, Include History, Correct History

Frequently Asked Questions

POOL Position – How to Budget

HR Budgeting – HE HR Budget Entry by Position

POOL positions do not have Job Data salary information, only Department Budget Table information

Current Salary
 Current FTE: 0.00, Starting Budgeting Salary: 0.00, Position FTE: 0.00

Compensation Information

Amount	Merit	Market	Other	Equity	Camp/Gen	Promotion	Legislative	Total
								0.00
Percentage								0.0000 %
Difference								0.00
								\$0.00

Department Budget Information

Apvrd	Not Bldgt	Position Nbr	*Combo Code	Earn Code	Seq Nbr	Dist%	Ded Over	Tax Over	Allow Overrsp	Current FY Amt	Calc	Chg Pct	Chg Amt	NYF Total	Redirect Combo Cd	Comment	Source
1		0001	U307222630F		1	100.000											Orig DBT

Funding Categories (Saved in Database)

Funding Category	Program Code	Original DBT	DBT Increase Amount	New FY DBT
Appropriated				

Delete the 100% under **Dist%**, enter a **Chg Amt** of \$1000.00, and click **Save**

Current Salary
 Current FTE: 0.00, Starting Budgeting Salary: 0.00, Position FTE: 0.00

Compensation Information

Amount	Merit	Market	Other	Equity	Camp/Gen	Promotion	Legislative	Total
								0.00
Percentage								0.0000 %
Difference								-1,000.00
								\$0.00

Department Budget Information

Apvrd	Not Bldgt	Position Nbr	*Combo Code	Earn Code	Seq Nbr	Dist%	Ded Over	Tax Over	Allow Overrsp	Current FY Amt	Calc	Chg Pct	Chg Amt	NYF Total	Redirect Combo Cd	Comment	Source
1		0001	U307222630F		1	0.000							1,000.00	1,000.00			Orig DBT

Funding Categories (Saved in Database)

Funding Category	Program Code	Original DBT	DBT Increase Amount	New FY DBT
Appropriated			1,000.00	1,000.00

GRAD, POOL, TEMP and VACANT positions do not have Job Data salary information. Adjust the Department Budget information as needed, click the **Apvrd** box, and **Save**.

Frequently Asked Questions

VACANT Position – How to Budget

HR Budgeting – HE HR Budget Entry by Position

VACANT positions do not have Job Data salary information, only Department Budget Table information

Current Salary **Starting Budgeting Salary**

Current FTE 0.00 Next FY FTE 0.00 Position FTE 0.00

Compensation Information

Amount	Merit	Market	Other	Equity	Camp/Gen	Promotion	Legislative	Total
								0.00
Percentage								0.0000 %
Difference								-\$36,148.00
								\$0.00

Department Budget Information

Aprvd	Hot Bdg	Position Nbr	*Combo Code	Earn Code	Seq Nbr	Dist%	Ded Over	Tax Over	Allow Oversp	Current FY Amt	Calc	Chg Pct	Chg Amt	IFY Total	Redirect Combo Cd	Comment	Source
1		0001	U3072326351602R		1					36,148.00				36,148.00			Orig DBT
Total DBT										\$36,148.00							
Difference										36,148.00							

Funding Categories (Saved in Database)

Funding Category	Program Code	Original DBT	DBT Increase Amount	New FY DBT
Appropriated	01602	36,148.00		36,148.00

Make changes in the **Chg Amt** or **Chg Pct** fields (this example has a 3% increase) and click **Save**

Current Salary **Starting Budgeting Salary**

Current FTE 0.00 Next FY FTE 0.00 Position FTE 0.00

Compensation Information

Amount	Merit	Market	Other	Equity	Camp/Gen	Promotion	Legislative	Total
								0.00
Percentage								0.0000 %
Difference								-\$37,232.00
								\$0.00

Department Budget Information

Aprvd	Hot Bdg	Position Nbr	*Combo Code	Earn Code	Seq Nbr	Dist%	Ded Over	Tax Over	Allow Oversp	Current FY Amt	Calc	Chg Pct	Chg Amt	IFY Total	Redirect Combo Cd	Comment	Source
1		0001	U3072326351602R		1					36,148.00		2.9987	1,084.00	37,232.00			Orig DBT
Total DBT										\$37,232.00							
Difference										37,232.00							

Funding Categories (Saved in Database)

Funding Category	Program Code	Original DBT	DBT Increase Amount	New FY DBT
Appropriated	01602	36,148.00	1,084.00	37,232.00

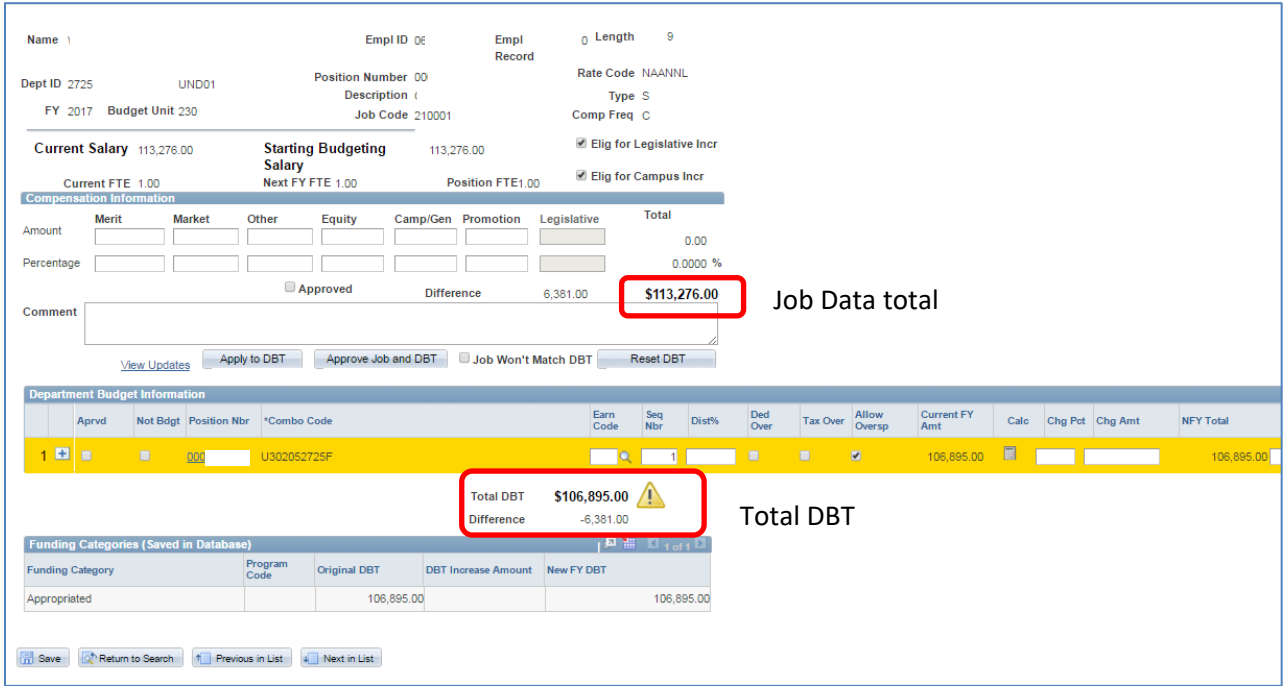
GRAD, POOL, TEMP and VACANT positions do not have Job Data salary information. Adjust the Department Budget information as needed, click the **Aprvd** box, and **Save**.

Frequently Asked Questions

Why is there a Warning Sign next to the Total DBT?

HR Budgeting – HE HR Budget Entry by Position

The Warning Sign indicates the Job Data total and the Total DBT are *not equal*.



The screenshot displays the HR Budgeting interface. At the top, it shows employee details: Name 1, Empl ID 06, Empl Record, Length 9, Dept ID 2725, UNDO1, Position Number 00, Rate Code NAANL, Description (, Type S, FY 2017, Budget Unit 230, Job Code 210001, and Comp Freq C. Below this, it lists 'Current Salary' 113,276.00 and 'Starting Budgeting Salary' 113,276.00, with checkboxes for 'Elig for Legislative Incr' and 'Elig for Campus Incr'. The 'Compensation Information' table shows various components like Merit, Market, Other, Equity, Camp/Gen, Promotion, and Legislative, with a 'Total' of 0.00. A 'Difference' of 6,381.00 is shown, with the 'Job Data total' of \$113,276.00 highlighted in a red box. The 'Department Budget Information' table shows a 'Total DBT' of \$106,895.00 with a warning sign and a 'Difference' of -6,381.00, also highlighted in a red box. The 'Funding Categories' table shows 'Appropriated' with an 'Original DBT' of 106,895.00 and a 'New FY DBT' of 106,895.00.

Job Data and/or Department Budget Table information will need to be adjusted.

The Warning Sign will disappear once the Job Data total and Total DBT are equal.

Other Reports

Local Fund Summary

The Local Fund Summary takes the account detail from the Trial Balance and totals the accounts by Revenue, Transfers In, Expenses, Transfers Out, Other FNA etc. It also includes a Beginning Net Position (beginning balance as of July 1 of the current year or end balance from the prior year) and Ending Net Position (ending balance as of the Fiscal Year and Period entered).

Run the report in **PeopleSoft Finance**

NavBar: Navigator: ND HE Applications > GL > HE Local Fund Summary

The screenshot shows the 'Run Control ID LocalFundReport' page. At the top right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these are several input fields and radio button options:

- *Business Unit: UN001
- *Fiscal Year: 2016
- *To Period: 10
- *Department(s): 2805 Nursing
- *Summary Only? Yes No
- *Group by? Dept Fund
- *Include Projects? Yes No

At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

1. Enter the **Business Unit, Fiscal Year** and **To Period**.
2. Enter the **Department**.
3. **Summary Only**, recommend selecting "Yes".
4. Select a **Group by** option:
 - a. Dept and Fund groups the data by the transactional department then fund.
 - b. Fund and Dept groups the data by fund then the transactional department.
5. Select "Yes" to include the project chartfield. The default is "No." which will not return the project chartfield.
6. After clicking the **Run** button, click the **OK** button on the **Process Scheduler Request** page which will close the Process Scheduler Request page.
 - a. The type and format can be changed to on the Process Scheduler Request page. The format options include PDF and XLS.
7. Click on the **Report Manager** hyperlink on the run control page to view the report output.

For more information, see the Budgets Etc. presentation on the RPA website.

Other Reports

Local Fund Summary

Local Fund Summary								Page 1 of 1
University of North Dakota								Run Date & Time: 11/1/2016 15:58 PM
Fiscal Year: 2017 / Periods: 0 - 12		Include Projects: N		Department(s): 3180 Facilities Total				
Fund	Beginning Net Position	Revenue	Transfers In	Expenses	Transfers Out	Other FNA etc.	Ending Net Position	
Fund 00527 W 42nd Steam Line Expansion Total	0.00	0.00	0.00	2,138.10	0.00	0.00	(2,138.10)	
Fund 22088 Student/Temp Help(05) Total	17,877.52	104,222.84	0.00	87,026.41	0.00	11,470.08	23,603.87	
Fund 22164 Purchasing Surplus Auctions Total	49,687.86	9,059.85	0.00	8.24	0.00	0.00	58,739.47	
Fund 22205 F&A Distrib Fac Mgmt Total	16,383.23	0.00	0.00	0.00	0.00	0.00	16,383.23	
Fund 22300 FPC-Facilities Charges Total	(4,060.10)	45,152.00	0.00	21,132.47	0.00	0.00	19,959.43	
Fund 22331 Bronson Townhome Grounds Mice Total	8,392.85	0.00	0.00	0.00	0.00	0.00	8,392.85	
Fund 22402 Laundry Total	(24,977.99)	57,678.50	0.00	16,050.59	0.00	2,110.01	14,539.91	
Fund 22410 Central Warehouse Supply Room Total	225,911.12	8,929,615.05	117.97	9,114,009.96	0.00	10,969.45	30,664.73	
Fund 22462 Labor Group #1 Total	530,578.24	1,201,383.76	0.00	1,017,128.92	0.00	133,859.31	580,973.77	
Fund 22464 Labor Group #2 Total	(93,743.73)	1,057,901.34	0.00	945,116.49	0.00	124,594.29	(105,553.17)	
Fund 22466 Refuse Total	15,704.94	59,407.77	0.00	42,169.06	0.00	5,230.50	27,713.15	
Fund 22494 MajorEquip-LaborGroups#1 & #2 Total	376,602.06	0.00	0.00	19,897.44	0.00	0.00	356,704.62	
Fund 22504 MajorEquip-Laundry Total	18,507.43	0.00	0.00	0.00	0.00	0.00	18,507.43	
Fund 22622 Elec Distribution Fees Total	634,738.61	35,324.13	0.00	29,121.16	0.00	0.00	640,941.58	
Fund 22626 Unaccountable Keys Total	7,648.98	(360.00)	0.00	(113.10)	0.00	0.00	7,402.08	
Fund 22632 Steam Prod Salary(Non-Univ) Total	5,216.20	73,170.28	0.00	138,280.89	0.00	0.00	(59,894.41)	
Fund 22636 Refuse-Exempt(Non-Univ Cust) Total	(4,844.67)	747.34	0.00	250.80	0.00	0.00	(4,348.13)	
Fund 22639 Facilities Metal/Other Total	63,904.41	3,354.64	0.00	5,965.25	0.00	0.00	61,293.80	
Fund 22642 Custodial Services-Clearing Total	(302.85)	0.00	0.00	3,962.14	0.00	0.00	(4,264.99)	
Fund 22645 Custodial Services Total	185,295.49	34,171.03	11,352.50	57,453.67	0.00	0.00	173,365.35	
Fund 22853 UHF Maintenance Exp Total	75,693.16	19,984.00	0.00	8,235.34	0.00	0.00	87,441.82	
Fund 22855 Hopper/Danley Spiritual Total	11,324.23	0.00	0.00	0.00	1,744.70	0.00	9,579.53	
Fund 28401 Other Unexpended Plant Funds Total	8,837,891.25	1,581,029.90	257,052.04	3,319,984.57	82,341.57	0.00	7,273,647.05	
Fund 83370 COSE Total	0.00	412.00	0.00	0.00	0.00	0.00	412.00	
Report Total	10,953,428.23	13,212,254.43	268,522.51	14,827,818.40	84,086.27	288,233.64	9,234,066.86	

Other Reports

Biennial Budget Summary

The Biennial Budget Summary is a snapshot of the previous and current fiscal years budget to actual data.

Run the report in **PeopleSoft Finance**

NavBar: Navigator: ND HE Applications > KK > HE Biennial Budget Summary

Budget Report

Run Control ID: BiennialBudgetSummary Report Manager Process Monitor Run

*Business Unit: *Fiscal Year: *From Period: *To Period:

*Division: *Only Totals Rows:

Department	Description
1	

From Fund Code: To Fund Code:

Project (Y/N):

1. Enter the **Business Unit**.
2. Enter the **Fiscal Year**.
3. Enter the **From Period/To Period**.
4. Enter the **Division** from campus department tree (required).
 - a. A list of department displays in the grid.
5. Enter the **From Fund Code/ To Fund Code** (optional).
6. Select “Y” to include the project chartfield. The default is “N.” which will not return the project chartfield.
 - a. Select the Project ID(s) from the lookup.
7. After clicking the **Run** button, click the **OK** button on the **Process Scheduler Request** page which will close the Process Scheduler Request page.
8. Click on the **Report Manager** hyperlink on the run control page to view the report output.

For more information, see the Budgets Etc. presentation on the RPA Office website.

Other Reports

Biennial Budget Summary

2016 - 2017 Budget to Actuals Summary							Page 1 of 1			
University of North Dakota							Run Date: 11-18-2016 Run Time: 12:57 PM			
Budget Year: 2017		Period: 1 to 4		Division: Budget Office		Fund Codes: 31400 - 31400				
Account	Account Description	Previous Year Budget	Previous Year Actuals	Beginning Budget	Budget Adjustments	Current Year Budget	Year To Date Actuals	Encumbrances	Available Budget	Percent Remaining
Department: 3140 Budget Office		Fund: 31400 Institutional Support		Project:		Division: 3140C Budget Office				
Salaries and Benefits										
511000	Salaries-Regular - Benefitted	\$434,317.00	\$432,549.85	\$285,424.00	\$0.00	\$285,424.00	\$83,248.75	\$0.00	\$202,175.25	70.83%
512000	Salaries - Other	\$1,738.11	\$3,505.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
513000	Temp-Salaries-NonBenefitted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
516000	Fringe Benefits	\$139,085.46	\$139,085.46	\$0.00	\$55,700.00	\$55,700.00	\$29,048.67	\$0.00	\$26,651.33	47.85%
Salaries and Benefits Subtotal		\$575,140.57	\$575,140.57	\$285,424.00	\$55,700.00	\$341,124.00	\$112,297.42	\$0.00	\$228,826.58	67.08%
Operating Expenses										
521000	Travel	\$15,175.00	\$2,165.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
531000	Supplies - IT Software	\$0.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
536000	Office Supplies	\$0.00	\$109.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
541000	Postage	\$0.00	\$7.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
542000	Printing	\$909.00	\$676.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
552000	Other Equipment under \$5,000	\$0.00	\$554.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
602000	IT - Communications	\$1,000.00	\$92.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
611000	Professional Development	\$0.00	\$477.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
621000	Operating Fees and Services	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Operating Expenses Subtotal		\$17,084.00	\$17,084.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Fund Total - Institutional Support		\$592,224.57	\$592,224.57	\$285,424.00	\$55,700.00	\$341,124.00	\$112,297.42	\$0.00	\$228,826.58	67.08%
Department Total - Budget Office		\$592,224.57	\$592,224.57	\$285,424.00	\$55,700.00	\$341,124.00	\$112,297.42	\$0.00	\$228,826.58	67.08%
Division Total - Budget Office		\$592,224.57	\$592,224.57	\$285,424.00	\$55,700.00	\$341,124.00	\$112,297.42	\$0.00	\$228,826.58	67.08%
Report Total		\$592,224.57	\$592,224.57	\$285,424.00	\$55,700.00	\$341,124.00	\$112,297.42	\$0.00	\$228,826.58	67.08%