University of North Dakota

PeopleSoft

Budget Module Training

Updated as of 02/15/2021
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**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://adminsys.ndus.edu/psp/hehp/?cmd=login](https://adminsys.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**: 2021  
  (examples may have a different FY, but use 2021 for Annual Budget FY21)
- **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 is preferred. Please include a screen shot to show what your question is about, if applicable.

- Cynthia Fetsch
- Email: [cynthia.fetsch@UND.edu](mailto: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 Budget 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 Budget 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 Budget 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 Budget 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 Budget Office.

Proposed Amt – This is the amount the department allocated to the chartfield combination. This amount will be submitted to the Budget 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.

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept ID</th>
<th>Project</th>
<th>Base Budget Amt</th>
<th>Target Amt</th>
<th>Proposed Amt</th>
<th>Calc Chng Amt</th>
<th>Change Amt</th>
<th>Change Pct</th>
<th>Not Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>511000</td>
<td>22254</td>
<td>3140</td>
<td></td>
<td>5,825.00</td>
<td>5,825.00</td>
<td>0.00</td>
<td>-5,825.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>512000</td>
<td>22254</td>
<td>3140</td>
<td></td>
<td>12,500.00</td>
<td>12,500.00</td>
<td>0.00</td>
<td>-12,500.00</td>
<td></td>
<td>-100.000</td>
<td></td>
</tr>
</tbody>
</table>

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.

This was the “Push the Button” process in previous years.
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.
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.

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.
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 Budget 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 Budget 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

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

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

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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.

Navigator: 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 Bgt to change the NFY Total to 0.00.

If the Starting Budgeting Salary is incorrect, please contact HR to correct. Most likely a row needs to be changed from Temporary to Permanent or vice versa.
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.

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.
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

- Enter Budget Unit, Fiscal Year and Department
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.

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

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.
The two combo codes are now listed with the desired breakdown.
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 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

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.
HE HR Fin Reconcilement

HE HR Fin Reconcilement – 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 Reconcilement

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

![First Search Criteria page](image1)

Second Search Criteria page

![Second Search Criteria page](image2)
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

![Search results after entering a fund number](image1)

Search results after entering a department number

![Search results after entering a department number](image2)
Queries

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

For users with a first-name.last-name 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**

### Finance-Operating -- Query Name

<table>
<thead>
<tr>
<th>NDU_BG_FIN_BUDG_JRNL_DETAILS</th>
<th>Budget Journal Details</th>
<th>Returns HE FIN Dept Budget Entry data</th>
</tr>
</thead>
</table>

### HR-Salary -- Query Name

| 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

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

4. Enter Budget Unit: 230
5. Enter Budget Period: 2021 (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.

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

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

Report Example – Salary Funding Summary
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

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

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
Reports

Sal Bdgt 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](image)

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](image)

Report Example – **Salary Budget Request: Position by Fund**

![Salary Budget Request: Position by Fund](image)
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 Budget 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). The Budget Office will update the FY21 workstudy combo codes to the FY22 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 Budget 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**

Change to 2% Merit increase and **Apply to DBT**

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

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

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

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

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

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*.

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

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

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Beginning Net Position</th>
<th>Revenue</th>
<th>Transfers In</th>
<th>Expenses</th>
<th>Transfers Out</th>
<th>Other F&amp;A</th>
<th>Ending Net Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund 8527 W Grid steam Line Expansion Total</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,138.10</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>Fund 22099 Student/Temp Help(5) Total</td>
<td>17,677.52</td>
<td>104,222.84</td>
<td>0.00</td>
<td>87,026.41</td>
<td>0.00</td>
<td>11,470.88</td>
<td>23,683.87</td>
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<tr>
<td>Fund 22104 Purchasing Supplies Auction Total</td>
<td>49,687.46</td>
<td>9,059.85</td>
<td>0.00</td>
<td>8.24</td>
<td>0.00</td>
<td>0.00</td>
<td>58,729.47</td>
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<tr>
<td>Fund 22208 F&amp;A Distrib Fac Mgmt Total</td>
<td>16,393.33</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>16,393.33</td>
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<tr>
<td>Fund 22309 FPC Facilities Charges Total</td>
<td>(4,068.46)</td>
<td>45,152.80</td>
<td>0.00</td>
<td>21,132.47</td>
<td>0.00</td>
<td>0.00</td>
<td>19,950.43</td>
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<tr>
<td>Fund 22331 Bronson Townhome Grounds Misc Total</td>
<td>8,192.85</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>8,192.85</td>
</tr>
<tr>
<td>Fund 22402 Laundry Total</td>
<td>(24,977.99)</td>
<td>57,678.50</td>
<td>0.00</td>
<td>16,058.59</td>
<td>0.00</td>
<td>2,110.84</td>
<td>14,539.91</td>
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<tr>
<td>Fund 22410 Central Warehouse Supply Room Total</td>
<td>223,911.12</td>
<td>6,929,485.95</td>
<td>117.97</td>
<td>9,114,095.96</td>
<td>0.00</td>
<td>16,799.45</td>
<td>30,064.72</td>
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<tr>
<td>Fund 22442 Labor Group #1 Total</td>
<td>530,578.54</td>
<td>1,201,393.76</td>
<td>0.00</td>
<td>1,017,426.92</td>
<td>0.00</td>
<td>133,859.31</td>
<td>589,973.77</td>
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<tr>
<td>Fund 22444 Labor Group #2 Total</td>
<td>(53,742.57)</td>
<td>1,057,931.34</td>
<td>0.00</td>
<td>945,116.49</td>
<td>0.00</td>
<td>134,594.29</td>
<td>(105,553.17)</td>
</tr>
<tr>
<td>Fund 22446 Office Total</td>
<td>15,704.54</td>
<td>55,407.77</td>
<td>0.00</td>
<td>42,650.46</td>
<td>0.00</td>
<td>5,230.50</td>
<td>27,713.85</td>
</tr>
<tr>
<td>Fund 22483 Majors/Equipped Areas/Group 4 #2 Total</td>
<td>376,665.06</td>
<td>0.00</td>
<td>0.00</td>
<td>19,897.44</td>
<td>0.00</td>
<td>0.00</td>
<td>356,764.62</td>
</tr>
<tr>
<td>Fund 22504 Majors/Equipped Areas/Group 2 Total</td>
<td>15,597.43</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>15,597.43</td>
</tr>
<tr>
<td>Fund 22622 Elec Distribution Free Total</td>
<td>634,718.61</td>
<td>35,321.13</td>
<td>0.00</td>
<td>28,273.16</td>
<td>0.00</td>
<td>0.00</td>
<td>649,761.58</td>
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<tr>
<td>Fund 22636 Accountable Keys Total</td>
<td>7,419.18</td>
<td>(608.00)</td>
<td>0.00</td>
<td>(113.00)</td>
<td>0.00</td>
<td>0.00</td>
<td>7,400.28</td>
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<tr>
<td>Fund 22639 Special Fund Salary Non/Univ Total</td>
<td>5,216.30</td>
<td>73,178.28</td>
<td>0.00</td>
<td>138,280.89</td>
<td>0.00</td>
<td>0.00</td>
<td>59,034.11</td>
</tr>
<tr>
<td>Fund 22636 Refund/Grant/Non/Univ Cost Total</td>
<td>(4,934.07)</td>
<td>747.34</td>
<td>0.00</td>
<td>350.30</td>
<td>0.00</td>
<td>0.00</td>
<td>(4,333.07)</td>
</tr>
<tr>
<td>Fund 22509 Facilities/Other Total</td>
<td>62,354.41</td>
<td>2,884.66</td>
<td>0.00</td>
<td>5,059.42</td>
<td>0.00</td>
<td>0.00</td>
<td>62,200.68</td>
</tr>
<tr>
<td>Fund 22642 Control/Services/Leasing Total</td>
<td>(3,048.89)</td>
<td>0.00</td>
<td>0.00</td>
<td>2,062.14</td>
<td>0.00</td>
<td>0.00</td>
<td>(4,111.03)</td>
</tr>
<tr>
<td>Fund 22509 Control/Services Total</td>
<td>135,955.19</td>
<td>34,175.80</td>
<td>0.00</td>
<td>44,255.57</td>
<td>0.00</td>
<td>0.00</td>
<td>175,872.55</td>
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<tr>
<td>Fund 22631 UFIF Maintenance Exp Total</td>
<td>75,693.36</td>
<td>19,964.00</td>
<td>0.00</td>
<td>8,215.34</td>
<td>0.00</td>
<td>0.00</td>
<td>87,414.02</td>
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<tr>
<td>Fund 22509 Voter/Univ/Construction Total</td>
<td>11,321.32</td>
<td>0.00</td>
<td>0.00</td>
<td>1,741.70</td>
<td>0.00</td>
<td>0.00</td>
<td>9,579.62</td>
</tr>
<tr>
<td>Fund 22640 Other Uncaptured Plant Funds Total</td>
<td>8,817,891.25</td>
<td>1,051,829.90</td>
<td>247,052.04</td>
<td>2,259,984.57</td>
<td>82,241.57</td>
<td>0.00</td>
<td>7,273,617.05</td>
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<tr>
<td>Fund 830.9 COSE Total</td>
<td>0.00</td>
<td>412.90</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>412.90</td>
</tr>
<tr>
<td>Report Total</td>
<td>10,903,348.30</td>
<td>13,201,756.43</td>
<td>268,532.51</td>
<td>11,927,810.40</td>
<td>84,895.37</td>
<td>288,731.64</td>
<td>9,137,394.36</td>
</tr>
</tbody>
</table>
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

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

![Biennial Budget Summary](image-url)