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Business Unit Fiscal Year

Current Phase Phase 1

Section I – Edit and Review and Add/Delete pages

Edit and Review
[Budget Inquiry](#) [Position & Funding](#)
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[Unit Screen](#) [Search by Priority](#) [Search by Rev/Exp](#)

Section II – Reporting Pages

Reporting
[Priority Reports](#) [Reports by DeptID](#)

Add/Delete
[Position Maintenance](#)

Setup
[Phase Definition](#) [Lump Sum Job Codes](#)
[Priority Definition](#) [CC Group](#)
[Campus Options](#) [Job Codes Account](#)
[Phase Dates](#) [System Check](#)

Security
[Phase Security](#)
[Role Security](#)
[Department Security](#)
☐ Debug Mode

Transfer [Main Menu](#) [New Window](#)
[Budget Inquiry](#) [CC Summary](#) [Position/Funding](#) [Job](#)

Reports [Priority](#) [Dept](#) [Dept/Fund](#) [Fund](#) [Roster/Table F](#)

Section III – For Budget Office use only

The menu for the Budget Development Module (BDM) is divided into multiple sections. **Section I** contains the Edit and Review and Add/Delete sections:



Budget Development Module

Business Unit 00759 Fiscal Year 2011

Current Phase Phase 1

Edit and Review

Budget Inquiry Position & Funding

Cost Center Summary Job

Unit Screen Search by Priority Search by Rev/Exp

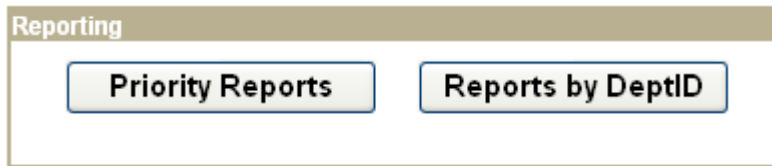
Add/Delete

Position Maintenance

The buttons listed take you to different pages as follows:

- Budget Inquiry – **DO NOT USE.**
- Cost Center Summary – This page displays budget data for one cost center.
- Unit – This page displays budget data as defined by the Unit Tree.
- Position & Funding – This page displays budget data for one position.
- Job – This page displays job information along with associated priorities. The job is tied to a position.
- Search by Priority – This page retrieves priority information by various criteria such as Employee, priority, funding source, and position.
- Search by Rev/Exp – This page retrieves budget data using the department and fund trees.
- Position Maintenance – This page allows the addition and deletion of positions to be budgeted.

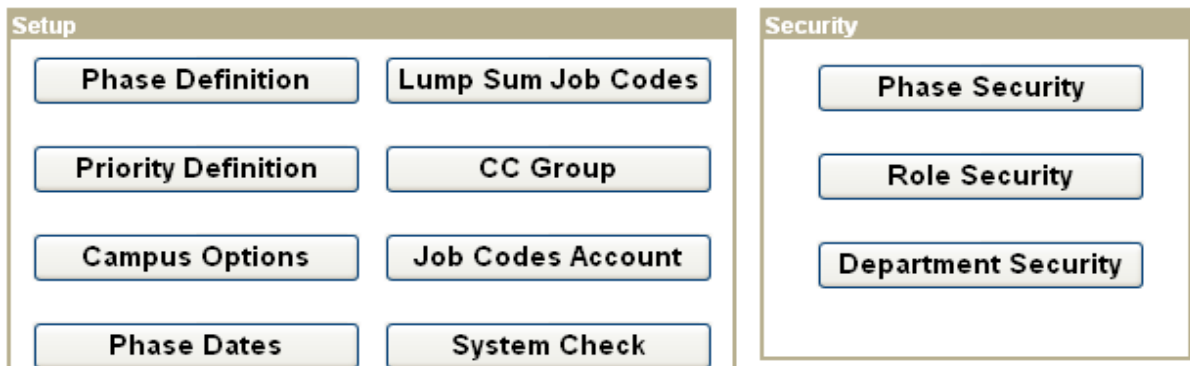
The **Section II** of the Menu is the Reporting section:



The buttons listed take you to different pages as follows:

- Priority Reports – This is where the Priority Reports are run.
- Reports by DeptID – This is where various reports are run by department such as the Budget Summary Report, the Budget Report by Employee, the Position Budget Report, and the Megabud.

Section III of the Menu contains the Setup and Security sections. These are used by the Budget Office only:



- Phase Definition – This page defines the phases of the budget.
- Priority Definition – This page defines all the different priority types.
- Campus Options – This page defines the specific budgeting options for UHCL.
- Phase Dates – This page defines the date range for each phase of the budget.
- Lump Sum Job Codes – This page defines the annualized salary for the lump sum job codes. This is used to automatically calculate FTE for lump sum positions.
- CC Group – This page defines all the CC Groups which are funds 5 and 7 funding sources.
- Job Codes Account – This page lists the job code table and associated account.
- System Check – This page is used to scan the system for various inconsistencies and errors.
- Phase Security – This page is where the roles and actions are defined by phase.
- Role Security – This page is where the roles are defined.
- Department Security – This page is where department security is defined per user.

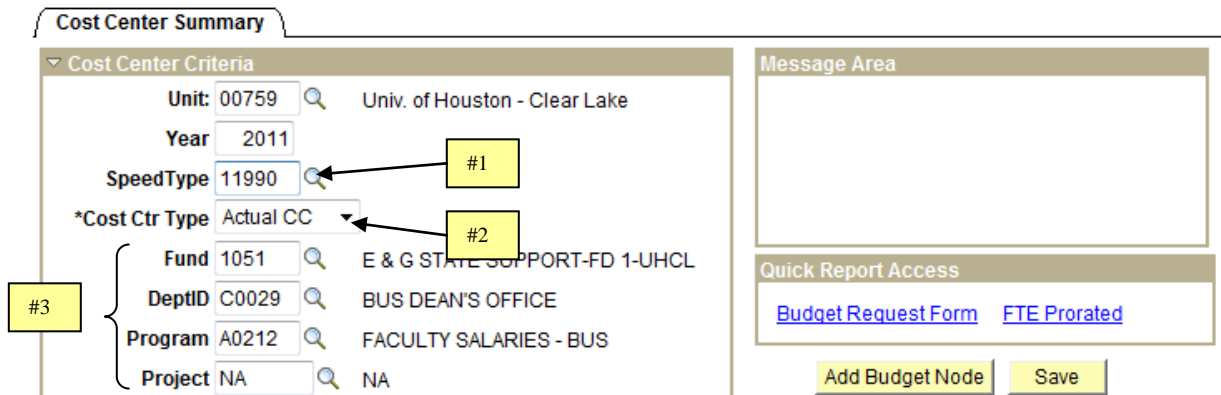
COST CENTER SUMMARY

The Cost Center Summary Page lists base and proposed budget data by budget node (account) for a specified budget year. It also lists salary and wage information at the bottom of the page complete with hyperlinks to drill down to the position or the job.

The top section of the CC Summary page contains the **Cost Center Criteria**.

Regular Cost Center (non project/grant):

1. Enter the speed type or the cost center and hit "Enter" or tab out of the field to pull up the cost center budget data.
2. To pull up budget data for a regular cost center, the Cost Center Type must say "Actual CC".
3. The cost center information will be displayed.



Cost Center Summary

Cost Center Criteria

Unit: 00759 Univ. of Houston - Clear Lake

Year: 2011

SpeedType: 11990 #1

*Cost Ctr Type: Actual CC #2

Fund: 1051 E & G STATE SUPPORT-FD 1-UHCL

DeptID: C0029 BUS DEAN'S OFFICE

Program: A0212 FACULTY SALARIES - BUS

Project: NA NA

#3

Message Area

Quick Report Access

[Budget Request Form](#) [FTE Prorated](#)

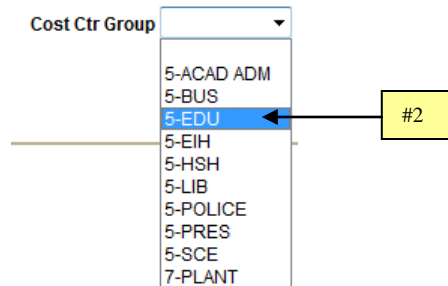
Add Budget Node **Save**

Project/Grant Cost Center (CC Group):

1. Change the Cost Center Type to "Group CC" and hit "Enter" or tab out of the field to pull up budget data for a "group" cost center such as Fund 5 or 7.

*Cost Ctr Type: Group CC #1

- Choose the Cost Center Group to be displayed.

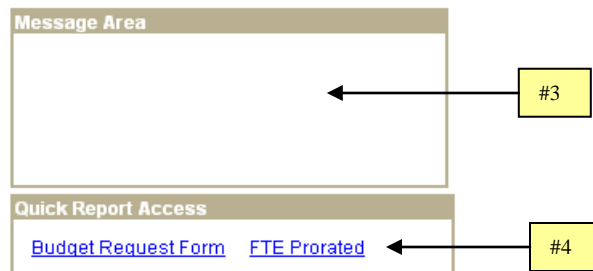


Cost Ctr Group

- 5-ACAD ADM
- 5-BUS
- 5-EDU**
- 5-EIH
- 5-HSH
- 5-LIB
- 5-POLICE
- 5-PRES
- 5-SCE
- 7-PLANT

#2

- The "Message Area" is where error messages will be displayed.
- Click the hyperlink to run a Budget Request Form (BRF) or FTE Prorated Report for this one cost center.



Message Area

Quick Report Access

[Budget Request Form](#) [FTE Prorated](#)

#3

#4

The middle section displayed on the Cost Center Summary page is the **Budget Node Summary** section. All the nodes (budget accounts) that are base budgeted are displayed in this section. If the field is updatable it will have a box around it. NOTE: Department users can only update the Proposed field. The budget for B5006 (Salary and Wages) is not updatable and is a summary of the position funding for all positions paid from this cost center.

Budget Node Summary									
Node	Node Descr	Base	Proposed	Difference (Base vs Proposed)	Positions Filled	Positions Vacant	Positions Lump Sum	Positions Total	Last Updated
TOTAL		189,326	189,326	0					
B5006	L3-SALARY AND WAGES	131,027	131,027	0	82,491	29,781	18,755	131,027	
B5007	L3 - FRINGE BENEFITS	38,751	38,751	0					
B5009	L3-MAINTENANCE AND OPERATIONS	19,548	19,548	0					

The bottom section displayed on the Cost Center Summary page is the **Position and Job Summary**. There are four different tabs. The tabs are: Position, Job with Distribution Percentage, Comparison of Funding to Job, and FTE.

Position Tab:

- Position – This is a hyperlink to the Position/Funding page. The position number and position description funded by this cost center is displayed.
- Employee – This is the EMPLID and Employee Name assigned to this position.
- Position Type – This defines if the position is filled, vacant, or a lump sum position.
- 20XX Funding – This is the Base (Old Year) funding for this position.
- 20XX Funding – This is the Proposed (New Year) funding for this position.
- Difference – This is the difference between Base and Proposed.
- 20XX Dist % - This is the Base (Old Year) Distribution percentage funded from this cost center.
- 20XX Dist % - This is the Proposed (New Year) Distribution percentage funded from this cost center.

Position and Job Summary							
<div> <div>Position</div> <div>Job with Distrib %</div> <div>Compare Funding to Job</div> <div>FTE</div> </div>							
Position	Employee	Position Type	2010 Funding	2011 Funding	Difference	2010 Dist %	2011 Dist %
00020548-Sergeant		Filled / Filled	41,802	41,802	0	100.000	100.000
		Base & Proposed					
00020549-ACCESS CONTROL TECHNICIAN		Filled / Filled	33,012	33,012	0	100.000	100.000
		Base & Proposed					

Job with Distrib % Tab:

- Position – This is a hyperlink to the Position/Funding page. The position number and position description funded by this cost center is displayed.
- Employee – This is the EMPLID and Employee Name assigned to this position.
- 20XX Salary – This is the Base (Old Year) Salary the Employee is earning.
- 20XX Salary – This is the Proposed (New Year) Salary the Employee is earning.
- Difference – This is the difference between Base and Proposed. A positive number indicates proposed salary was increased as compared to base salary.
- Priorities – This is the total amount of Priorities the employee has in the Proposed (New Year) Salary that was funded by this cost center. The calculation is total priorities x distribution percent for the cost center.



Position and Job Summary					
Position	Job with Distrib %	Compare Funding to Job	FTE		
Position	Employee	2010 Salary	2011 Salary	Difference	Priorities
00020548-Sergeant					
		41,802	41,802	0	0
00020549-ACCESS CONTROL TECHNICIAN					
		33,012	33,012	0	0

Compare Funding to Job Tab:

This tab shows the difference between position funding and job for both Base (Old Year) and Proposed (New Year). If the number is a positive number, the funding in the position is greater than the salary. The goal is to have the funding and salary match with a difference of zero.

Position and Job Summary			
Position	Job with Distrib %	Compare Funding to Job	FTE
Position	Employee	2010	2011
00020548-Sergeant		0	0
00020549-ACCESS CONTROL TECHNICIAN		0	0

FTE Tab:

- Position – This is a hyperlink to the Position/Funding page. The position number and position description funded by this cost center are displayed.
- Employee – This is the EMPLID and Employee Name assigned to this position.
- Position 20XX – This is the Position FTE for the Base (Old Year).
- Position 20XX – This is the Position FTE for the Proposed (New Year).
- Diff – This is the difference in Position FTE between Base and Proposed. A positive number indicates the proposed FTE has been increased as compared to base FTE.
- % Change – This is the percentage of change in the Position FTE between Base and Proposed.
- Job 20XX – This is the Job FTE for the Base (Old Year).
- Job 20XX – This is the Job FTE for the Proposed (New Year).
- Diff – This is the difference in the Job FTE between Base and Proposed.
- % Change – This is the percentage of change in Job FTE between Base and Proposed.



Position and Job Summary									
Position Job with Distrib % Compare Funding to Job FTE									
Position	Employee	Position 2010	Position 2011	Diff	% Change	Job 2010	Job 2011	Diff	% Change
00020548-Sergeant		1.00	1.00	0.00	0.00				
						1.00	1.00	0.00	0.00
00020549-ACCESS CONTROL TECHNICIAN		1.00	1.00	0.00	0.00				
						1.00	1.00	0.00	0.00

To add a Budget Node

- To add a budget node, click the **Add Budget Node** button.

Cost Center Summary

Cost Center Criteria

Unit: 00759 Univ. of Houston - Clear Lake
Year: 2011
SpeedType: 11990
*Cost Ctr Type: Actual CC
Fund: 1051 E & G STATE SUPPORT-FD 1-UHCL
DeptID: C0029 BUS DEAN'S OFFICE
Program: A0212 FACULTY SALARIES - BUS
Project: NA NA

Message Area

Quick Report Access

[Budget Request Form](#) [FTE Prorated](#)

Add Budget Node **Save**

- A prompt box will appear where you can enter the budget node to be added and click **OK**.

Add New Budget Node

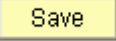
New Budget Node Account

OK **Cancel**

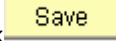
The new budget node row will be added to the Budget Node Summary Section:

Budget Node Summary									
Node	Node Descr	Base	Proposed	Difference (Base vs Proposed)	Positions Filled	Positions Vacant	Positions Lump Sum	Positions Total	Last Updated
TOTAL		189,326	189,326	0					
B5006	L3-SALARY AND WAGES	131,027	131,027	0	82,491	29,781	18,755	131,027	
B5007	L3 - FRINGE BENEFITS	38,751	38,751	0					
B5008	L3 - CAPITAL OUTLAY	0	0	0					
B5009	L3-MAINTENANCE AND OPERATIONS	19,548	19,548	0					



3. Enter the amount to be budgeted and click . NOTE: Department users can only update the Proposed field. To update the Base field, a BRF (Budget Request Form) will need to be submitted to the Budget Office.

To delete a budget node

To delete a budget node, change the funded amount to zero and click . NOTE: Department users can only update the Proposed field. To update the Base field, a BRF (Budget Request Form) will need to be submitted to the Budget Office.

UNIT PAGE

The Unit page is where expenditure allocation totals are set for a grouping of departments called "Units". Expenditure allocations made within BDM are tracked and displayed on this page. Salary and wage allocations are displayed individually by priority type while non salary and wage allocations are incorporated in the unit total. The Unit Page is a reconciliation and communication tool and is used to reconcile Fund 1 and 2064 funds only. The only field updatable by the department user is the Department Remarks field.

The Unit page is driven by the Unit tree and the Fund tree. Data can be displayed for actual cost centers or CC Group (funds 5 and 7) cost centers. To retrieve expenditure balances, a Unit selection and a Fund Group selection must be made. The Unit page is divided into 4 different sections: the Department Selection, the Fund Group selection, the allocations, and the comments.

1. The header provides basic information such as the business unit, the fiscal year the budget is being prepared for, and the Cost Center Type. Choices for the Cost Center Type are Actual CC and CC Group. UHCL will use the Actual CC.
2. The "Department Selection" section of the page list the department search options by the selection made. The choices for the Department Search are "Tree, Prompt, and All". If "Tree" is chosen, the Unit Tree is listed like it is in the example. If "Prompt" is chosen, the user is prompted for a single department value. If "All" is selected, all departments are chosen automatically.
3. The "Fund Group Selection" section lists all the funds. Each Group refers to a fund so "Group 1" is "Fund 1". Each group can be expanded to list all the separate funds within the group. Therefore you can get totals for the entire fund group or totals by a specific fund. There are three options for the Fund Search: Tree, Prompt, and All. The "Tree" option lists the fund group tree as displayed above. The "Prompt" option prompts the user for a fund value. The "All" option will display expenditures for all funds.

Unit Screen

Business Unit: 00759

***Cost Ctr Type:** Actual CC

Fiscal 2011

Year

Department Selection

***Dept Search:** Tree

First | Previous | Next | Last | Left | Right

- [ALL - All DeptIDs in this Tree](#)
- [PRESIDENT - PRESIDENT](#)
- [INST ADVANCEMENT - INSTITUTIONAL ADVANCEMENT](#)
- [PROVOST - Provost](#)
- [COMPUTING - COMPUTING](#)
- [ADMISSIONS - ADMISSIONS](#)
- [ENROLLMENT MGMT - ENROLLMENT MANAGEMENT](#)
- [ACADEMIC RECORDS - ACADEMIC RECORDS](#)
- [FINANCIAL AID - FINANCIAL AID](#)
- [RESEARCH - RESEARCH](#)
- [DIST & EXT EDUC - DISTANCE & EXTENDED EDUCATION](#)
- [LIBRARY - LIBRARY](#)
- [EIH - ENVIRONMENTAL INSTITUTE](#)
- [INFORMATION RESOURCE - INFORMATION RESOURCES](#)
- [STUDENT SERVICES - STUDENT SERVICES](#)

Fund Group Selection

***Fund Search:** Tree

First | Previous | Next | Last | Left | Right

- [GROUP 1](#)
- [GROUP 2](#)
- [GROUP 3](#)
- [GROUP 4](#)
- [GROUP 5](#)
- [GROUP 6](#)
- [GROUP 7](#)
- [GROUP 9](#)



SUBJECT: BDM Documentation and Training Materials

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4. A total line is displayed in bold that lists expenditure totals for the unit and funds selected. The fields displayed are:

- Beginning Balance – this is the base budget for the Unit.
- To Be Allocated – these are the priority dollars the Budget Office has designated to be allocated out by priority.
- Budget Goal – this is the total the department is to balance to. This is Beginning Balance + To Be Allocated.
- Actual Allocation – this shows the way the funds were allocated. Salary and wage dollars are allocated by priorities therefore they will be displayed on each priority line. The calculation is (priority x funding distribution percent) for the fund selected. For example if Tom were given \$1000 in Across the Board priority and he was funded 50% from a fund 1 cost center, I would see \$500 displayed on the ATB line if I were looking at fund 1 for Tom's unit. If the allocation is not made via a priority (ie. M&O is increased), then the dollar amount will not be displayed on a priority line here.
- New Year Budget – this is the total of proposed budget for the unit and fund choices selected. This is Beginning Balance + Actual Allocation. This budget will include all non priority allocations made also.
- Difference in Allocation – This is the difference in Actual Allocation and the To Be Allocated columns.
- Goal vs. New Year – this is the difference in the Budget Goal and the New Year Budget. **If there is an amount here other than zero, the unit is out of balance.** A negative number indicates there has been too much money allocated. A positive number indicates all the funds have not been allocated.
- User ID – this is the User ID of the last person who changed the row.
- Last Updated – this is the date of the last update to the row.

6. Priorities to be allocated are added by clicking the **Add Priority Goal** button. When the button is clicked, the priority box appears where the selection can be made. This is for Budget Office use only.

7. There are two communication boxes – one for the Budget Office and one for the Department User. These are protected by security. The boxes are free form text fields where comments can be entered.

8. Click the [Unit/Div Report](#) and/or the [Unit/Div Detail Rpt](#) hyperlink to run the reports.

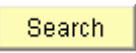
BDM Documentation
2/6/2012

POSITION AND FUNDING PAGE

The Position & Funding page is where funding is assigned for the position. The departmental user can update only the proposed fields for FTE and funding. If the base fields need to be modified, a BRF needs to be completed and forwarded to the Budget Office for input. Some basic rules for this page are:

- the Position FTE must not exceed 1.0 unless the position is lump sum
- the Position FTE must be equal to the Job FTE for both Base and Proposed
- the Position funding must equal the job for both Base and Proposed
- job code changes must be processed through HR and will be reflected in BDM once processed

When the Position & Funding button is clicked, a dialogue box will be displayed.

1. Enter the Business Unit and Fiscal Year. The fiscal year is the year the budget is being prepared for.
2. Enter the position number to be accessed for budget purposes.
3. Enter the position description if a list of specific positions is needed.
4. Enter the position department to list all positions within that department. NOTE: this is the department on the position in HR. This is not necessarily the department on the cost center funding the position.
5. Click .

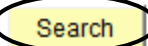
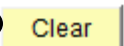

Position and Funding

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

Find an Existing Value

Business Unit:	begins with ▾	00759	←	#1
Fiscal Year:	= ▾	2011	←	
Position Number:	begins with ▾	00200200	←	#2
Description:	begins with ▾		←	#3
Department:	begins with ▾		←	#4

☐ Case Sensitive



[Basic Search](#)

[Save Search Criteria](#)



The Position & Funding page is divided into five sections: Position Data from HR, Position Data from Financials (General Ledger), Position Difference, Funding Source Distribution, and Job Information.

1. The top of the page lists the Business Unit, the Fiscal Year the budget is being developed for, and the Position Number the budget data is displayed for.
2. In the "Position Data from HR" section, the data displayed is coming from HR. Both the Base and Proposed years are displayed along with the position description, the job code on the position, the department on the position, the definition of whether the position is Regular or Temporary, the definition of the position from HR as full or part time, and the effective dated row that was pulled.
3. In the "Position Data from Financials" section, both the Base and Proposed years are displayed along with the Assignment Type (filled or vacant), the base and proposed budget, and the base and proposed FTE. A "Last Updated" user id is displayed each time a change is made to the Assignment Type or FTE.
4. In the "Position Difference" section, the difference in budget amount and FTE between base year and proposed year is displayed.

Position and Funding Page

#1 → **Business Unit** 00759 **Fiscal Year** 2011 **Position Number** 00200200

#2 → **Position Data from HR**

Fiscal Year	Description	Job Code	DeptID	Req/Temp	Full/Part	Effective Date in HR
2008	CUSTODIAN	9908	C0016	Regular	Full-Time	01-SEP-05
2009	CUSTODIAN	9908	C0016	Regular	Full-Time	01-SEP-05
2010	CUSTODIAN	9908	C0016	Regular	Full-Time	01-SEP-09
2011	CUSTODIAN	9908	C0016	Regular	Full-Time	01-SEP-09

#3 → **Position Data from Financials**

Scenario	*Assignment Type	Amount	FTE	Last Updated
2010 BASE	Filled	24,764	1.00	
2011 PROPOSED	Filled	24,764	1.00	

#4 → **Position Difference**

Amount	FTE
0	0.00

5. In the "Funding Source Distribution" section, both Base and Proposed years are displayed, along with the Speed Type, the Cost Center type of Actual or Group CC, the cost center, the funding distribution percentage (Pct), the amount of the budget, the FTE for the cost center (this FTE is adjusted by the funding distribution percent), an a Last Updated field which will list the user ID of the last person to make a change on the line.

#5 → **Funding Source Distribution**

Scenario	SpeedType Key	*Cost Center Type	Fund	DeptID	Program	Project	CC Summary	Pct	Amount	FTE	Last Updated
2010 BASE	11439	Actual CC	1052	C0016	G0218	NA	CC Summary	100.000	24,764	1.00	
2011 PROPOSED	11439	Actual CC	1052	C0016	G0218	NA	CC Summary	100.000	24,764	1.00	

6. The "Job Information" section lists the Empl ID and name of the person assigned to this position along with the Base and Proposed Salary, the amount of change in the salary between Base and Proposed, the Percent of Change in the Salary between Base and Proposed, the Base and Proposed FTE on the Job, the amount of the FTE change between Base and Proposed, and the percent of the FTE change between Base and Proposed.

7. The [Add Employee to this Position](#) button is used to add an employee to the position.

#6 →

Job Information									
EmplID	Name	2010 Base Salary	2011 Proposed Salary	Amt Change	% Change	2010 Base FTE	2011 Proposed FTE	FTE Change	% Change
0078283	<input type="text"/>	24,764	24,764	0	0.00	1.00	1.00	0.00	0.00

[Add Employee to this Position](#)

NOTE: Click the [CC Summary](#) button to drill to the CC Summary page for the cost center.

JOB PAGE

The Job page is where job information is created or updated for an employee. To create a job record for a new employee, click the **Add Employee to this Position** on the Position and Funding page first. The departmental user can update only the proposed fields for funding and standard hours. If a base job record is to be created or modified, a BRF needs to be completed and forwarded to the Budget Office for input. Some basic rules are:

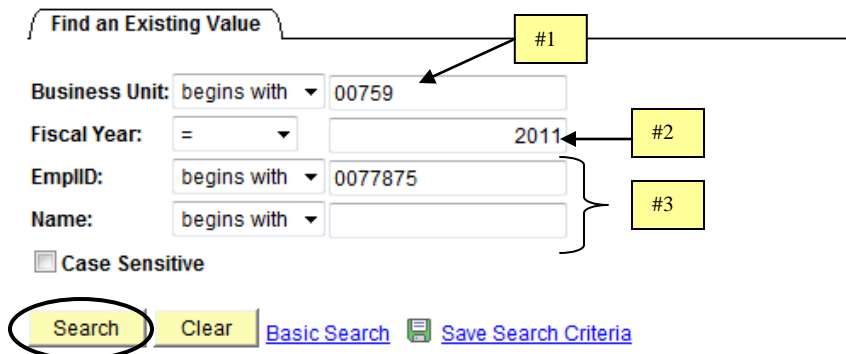
- the Job must be equal to the position funding for both base and proposed
- the Job FTE must not exceed 1.0
- the Job FTE cannot be greater than the Position FTE
- there is no job created for lump sum positions
- new employees must be created through the HR system before they are available for job creation
- the proposed job amount is based on the base job amount and is changed by adding priorities

When the Job button is clicked, a dialogue box will be displayed.

1. Enter "00759" in the Business Unit if it isn't already completed.
2. Enter the Fiscal Year for the budget preparation if it isn't already completed.
3. Enter the Employee ID (EmplID) or any portion of the last name of the employee the job is being created or modified for. If the EmplID doesn't exist, make sure it's been created in the HR system first.
4. Click **Search**.

Job

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



The screenshot shows the 'Find an Existing Value' section of the Job page. It includes the following fields and annotations:

- Business Unit:** A dropdown menu set to 'begins with' and a text box containing '00759'. An arrow points to this text box from annotation #1.
- Fiscal Year:** A dropdown menu set to '=' and a text box containing '2011'. An arrow points to this text box from annotation #2.
- EmplID:** A dropdown menu set to 'begins with' and a text box containing '0077875'.
- Name:** A dropdown menu set to 'begins with' and an empty text box.
- Annotations:** A bracket groups the 'EmplID' and 'Name' text boxes, with an arrow pointing to it from annotation #3.
- Case Sensitive:** A checkbox that is currently unchecked.
- Buttons:** At the bottom, there are buttons for 'Search' (circled), 'Clear', 'Basic Search', and 'Save Search Criteria'.

The job page is displayed for the employee. The job page will list all positions the employee is assigned to, along with the job data for each position. Job data for each position is displayed in three sections: position information, scenario data, and priority data.

5. The header section on the job page lists the business unit, the fiscal year the budget is being prepared for, the Empl ID and name of the employee for which data is being displayed.
6. In the "Per Position Number" section, the data displayed is coming from HR. Data listed includes the position number, the position description, the job code HR has for the position, the description of the job code, the department number that is on the position in HR, and the name of the department. All positions the employee is assigned to will be displayed. Remember to scroll down to see all positions the employee is assigned to.
7. In the "Scenario Data" section, the data displayed is from HR. Both the Base and Proposed jobs are displayed along with the past three years of actual HR job data. The difference between the base year and the last HR Job row is that the Base row is the latest effective dated row in HR up to the point in time the data was loaded for budget preparation. The last HR Job row is the 9-01 effective dated row for the base year. Other data displayed in this section includes the Comp Rate, the Annual Rate, the percent change between Base and Proposed, the amount the position is funded for, the FTE (which is calculated by the system based on the Standard Hours), the Comp Frequency, the Officer Code, the Standard Hours, the Job Record Key Information, and the Last Updated field which displays the user id of the last person to make a change to the row.
 - Comp Rate – The comp rate is the actual hourly/monthly rate of pay (regardless of standard hours).
 - Comp Frequency – The Comp Frequency values are "H" for Hourly and "M" for Monthly.
 - Officer Codes used at UHCL are 9 pay 9, 9 pay 12, and None.
 - 9 pay 9 – a nine month employee is paid out over 9 months
 - 9 pay 12 – a nine month employee is paid out over 12 months
 - None – all other employees. These employees are 12 month employees paid out over 12 months.

Job

#5 → Business Unit 00759 Fiscal Year 2011

EmplID Name

☐ Links open new window?

#6 → **Per Position Number**

Position Number 00020245

Position Descr

HR JobCode 5020

JobCode Descr

HR DeptID C0043

DeptID SCE DEAN'S OFFICE

Descr

#7 → **Scenario Data**

Fiscal Year	Scenario	Comp Rate	Annual Rate	Percent Change	Position Funding	FTE	Comp Freq	Officer Code	STD Hours	Job Record Key Information	Last Updated
2008	HR JOB	12.90	26,936			1.00	H	None	40.00	0114533~0~09-JUL-08~0	
2009	HR JOB	12.90	26,936			1.00	H	None	40.00	0114533~0~31-AUG-09~0	
2010	HR JOB	14.02	29,274	8.68 %		1.00	H	None	40.00	0114533~0~01-SEP-09~3	
2010	BASE	14.02	29,274			1.00	H	None	40.00	0114533~0~01-SEP-09~3	
2011	PROPOSED	14.02	29,274		29,274	1.00	H	None	40.00	0114533~0~01-SEP-09~3	
2011 DIFFERENCE											

8. In the “Priority Data” section, the position number is listed for the position the priority is being assigned to. The priority used is chosen from the drop down list. Once the priority is chosen, the Priority Description is displayed. The Annual Amount to be given the employee is entered. The number may change slightly due to rounding. The User ID of the person who affected the last change on the row is displayed along with the date the update was made.

#8

→

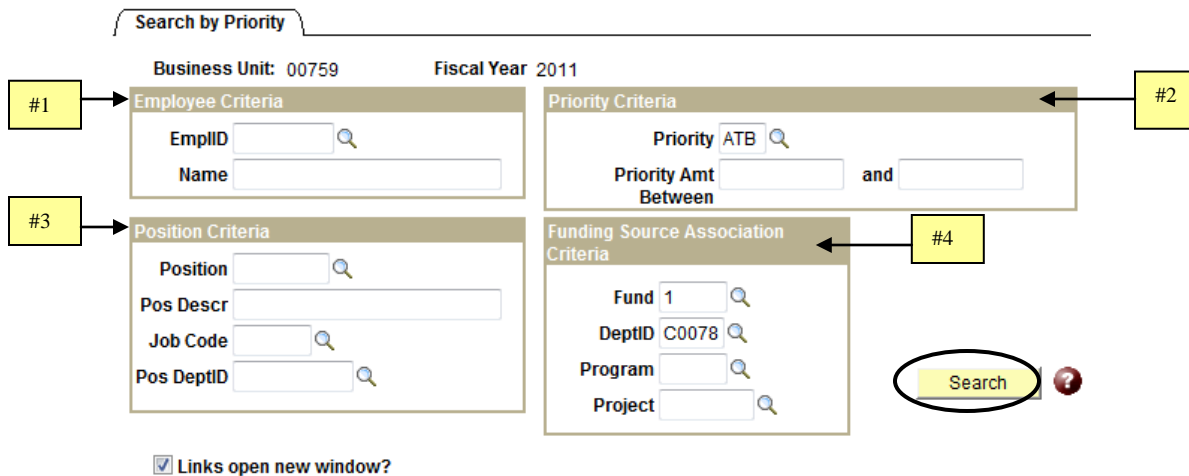
▼ Priority Data						First 1 of 1 Last
<u>Position Number</u>	<u>*Priority</u>	<u>Priority Description</u>	<u>Annual Amount</u>	<u>User ID</u>	<u>Last Updated</u>	
00020245	ATB ▼	ACROSS THE BOARD	1211	0077875	16-FEB-10	+ -

SEARCH BY PRIORITY PAGE

Criteria are entered on the Search by Priority page to retrieve priority data allocated through the Job page. The data returned is the complete priority allocation – not the priority adjusted by funding distribution percent. There are four search criteria quadrants: Employee Criteria, Priority Criteria, Position Criteria, and Funding Source Association Criteria.

- In the Employee Criteria section, criteria choices are Empl ID and Name.
 - Empl ID – Enter the Employee ID to retrieve priority data for a specific employee.
 - Name – Enter the name or portion of the name. Format is LAST NAME, FIRST NAME.
- In the Priority Criteria section, criteria choices are Priority, and Priority Amount.
 - Priority – Enter the Priority for which data is to be retrieved.
 - Priority Amt between – Enter the range of dollar amounts to be retrieved
- In the Position Criteria section, criteria choices are Position, Pos Descr, Job Code, and Pos DeptID.
 - Position – Enter the position number or portion of the position number
 - Position Description – Enter the position description or portion of the description
 - Job Code – Enter the job code
 - Position Department ID – Enter the department number which is on the position record in HR.
- In the Funding Source Association Criteria section, criteria choices are Fund, DeptID, Program, and Project.
 - Fund – Enter the fund or portion of the fund.
 - Department ID – Enter the department ID or portion of the Department ID.
 - Program – Enter the program value or portion of the program.
 - Project – Enter the project ID. The project ID will always be “NA”.

After the search criteria are entered, click **Search** or press Enter. The results of the search criteria are displayed on the bottom of the page.



Search by Priority

Business Unit: 00759 Fiscal Year 2011

#1 → **Employee Criteria**

EmplID

Name

#2 → **Priority Criteria**

Priority ATB

Priority Amt and Between

#3 → **Position Criteria**

Position

Pos Descr

Job Code

Pos DeptID

#4 → **Funding Source Association Criteria**

Fund 1

DeptID C0078

Program

Project

Search ?

☒ Links open new window?


5. The search results displayed are Position Number, Job Code, DeptID Pos, Employee, Priority, Priority Descr, Base Annual Rate, Priority Amount, Proposed Annual Rate, and Multiple Priorities Found?

- Position Number – the position number and position description are displayed
- Job Code – the job code of the position is displayed
- DeptID Pos – the position department number is displayed
- Employee – the EmplID and Employee Name are displayed
- Priority – the Priority allocated is displayed
- Priority Descr – the Priority Description is displayed
- Base Annual Rate – the Base Annual Salary for the Employee is displayed
- Priority Amount – the priority amount allocated is displayed
- Proposed Annual Rate – the Proposed or new Annual Salary for the Employee is displayed
- Multiple Priorities Found? – The multiple priorities found box will be checked if there are other priorities allocated to the employee.

NOTE: Be sure the ☒ **Links open new window?** box is checked so a new window will open when drilling down on the Position Number or Employee hyperlinks. This prevents Position & Job data from overwriting the search results.

#5

{

Customize Find View All  First 1-3 of 3 Last									
Position Number	Job Code	DeptID Pos	Employee	Priority	Priority Descr	Base Annual Rate	Priority Amount	Proposed Annual Rate	Multiple Priorities Found?
00020529-CUSTODIAN	9908	C0016	<input type="text"/>	ATB	ACROSS THE BOARD	0	1,211	21,211	<input checked="" type="checkbox"/>
00020566-Business Analyst I	3140	C0078	<input type="text"/>	ATB	ACROSS THE BOARD	37,015	1,500	39,515	<input checked="" type="checkbox"/>
00020564-Senior Business Assistant	5845	C0062	<input type="text"/>	ATB	ACROSS THE BOARD	33,137	209	16,778	<input type="checkbox"/>



SEARCH BY REVENUE/EXPENSE PAGE

The Search by Revenue/Expense page provides the ability to search for revenue and expense budgets by using the department and fund trees. This is a valuable page to see if the budget is in balance. Data is displayed by cost center based on the criteria selected, in speed type order. There are three sections to this page: the Department Selection, the Fund Group Selection, and the display of cost centers that match the criteria. To retrieve data, a department selection and fund selection must be made.

1. The Header lists basic information such as the business unit, the fiscal year for which the budget is being developed, and the Cost Center Type. There are two values for Cost Center Type. They are:
 - Actual CC – These are regular (non project/grant) cost centers
 - Group CC – These are “groupings” of data that represent funds 5 and 7
2. The Department Selection section contains the Department Search box and the Department Tree. There are three Department Search options: All, Prompt, and Tree.
 - All – When this is chosen, all departments are selected
 - Prompt – When this is chosen, a prompt box opens so that a single departmental value can be entered
 - Tree – When this is chosen, the tree is displayed. To choose a value, click on the department.
3. The Fund Group Selection contains the Fund Search box and the Fund Tree. There are three Fund search options: ALL, Prompt, and Tree.
 - All – When this is chosen, ALL funds are selected
 - Prompt – When this is chosen, a prompt box opens so that a fund value can be entered.
 - Tree – When this is chosen, the Fund Tree is displayed. To choose a value, click on the fund group or specific fund.

The screenshot shows the 'Search by Rev/Exp' page. At the top, there is a header section with 'Business Unit: 00759' and 'Fiscal Year: 2011'. Below this, a dropdown menu for '*Cost Center Type' is set to 'Actual CC'. The page is divided into two main sections: 'Department Selection' on the left and 'Fund Group Selection' on the right. In the 'Department Selection' section, a dropdown for '*Dept Search' is set to 'Tree', and a list of departments is displayed, including 'C0000 - All DeptIDs in this Tree' and various other departments. In the 'Fund Group Selection' section, a dropdown for '*Fund Search' is set to 'Tree', and a list of fund groups is displayed, including 'GROUP 1' through 'GROUP 9'. Annotations #1, #2, and #3 point to specific elements: #1 points to the 'Business Unit' field, #2 points to the '*Dept Search' dropdown, and #3 points to the '*Fund Search' dropdown.

4. Five columns of data are returned. They are:
 - Speed Type and Cost Center – The Speed Type, Cost Center, and Cost Center Description are listed. The data is listed in speed type order for the criteria chosen.
 - Type – The type of data listed is either Revenue or Expense.
 - Base Year – The base budget for the cost center is listed.
 - Proposed Year – The proposed or new year budget is listed.
 - Difference – The difference between Base and Proposed is listed. The calculation is (Proposed – Base). NOTE: Revenue is reflected with a (-) sign.
 - Percent – This is the percent change between Base and Proposed
 - Last Changed – This is for future development.
5. Click a cost center hyperlink to drill down to the CC Summary page for the cost center. To open the page in a new window, be sure to have the ☒ **Links open new window?** checked. This prevents the Cost Center Summary data from overwriting the Revenue/Expense search results.

SpeedType and Cost Center		Type	Base Year	Proposed Year	Difference	Percent	Last Changed
Revenue Grand Total			-110,196	-112,696	-2,500	2 %	
Expense Grand Total			2,042,226	2,045,478	3,252	0 %	
Grand Total			1,932,030	1,932,782	752	0 %	
11722-2063-C0001-E0249-NA	Revenue		-9,000	-9,000	0	0 %	
CO-OP ED ADMIN	Expense		9,000	9,000	0	0 %	
Balance			0	0	0	0 %	Future
11744-2076-C0004-H0215-NA	Revenue		-5,647	-5,647	0	0 %	
SOE SCH END	Expense		5,647	5,647	0	0 %	
Balance			0	0	0	0 %	Future
11802-2064-C0002-G0272-NA	Revenue		0	0	0	0 %	
ADA COMPLIANCE	Expense		19,718	20,470	752	4 %	
Balance			19,718	20,470	752	4 %	Future
11812-2064-C0002-G0274-NA	Revenue		0	0	0	0 %	
DISABILITY COMPLIANCE	Expense		20,000	20,000	0	0 %	

POSITION MAINTENANCE PAGE

The Position Maintenance page is where positions are added to or deleted from the budget. The position number must exist in HR for it to be displayed on this page. When the Position Maintenance button is clicked, a dialogue box is displayed:

1. Enter the position number to be retrieved by completing the Position Number field. If the position number is not known, narrow down the search results by completing any of the other fields listed.
2. Check the ☒ **Links open new window?** box.
3. Click **Retrieve Positions**.

Position Maintenance

Business Unit: 00759 Fiscal Year: 2011

#1

Position Criteria

Position Number

Description

Job Code

Position DeptID C0043

Regular/Temporary Regular

Full/Part Time

Retrieve Positions

☒ **Links open new window?**

The fields displayed are the position number, the position description, the job code of the position, the department on the position, the department name, whether the position is defined as regular or temporary in HR, whether the position is defined as full or part time in HR, the status of the position, and the action that can be taken. The Status of the position refers to whether or not the position has been budgeted already. If the position is "In Budget Module", it has already been budgeted so the only action that can be taken on this page is to delete it. If the Status of the position is "Not in Budget Module", the position is available to be budgeted. The Action for this type of position would be "Add".

NOTE: If the position to be added does not appear on this page, the position has not been created in the HR system yet.

Customize Find View 100 First 1-25 of 112 Last								
Position Number	Position Descr	Job Code	Position DeptID	DeptID Descr	Reg/Temp	Full/Part	Status	Action
00020002	LABORATORY SUPV	4132	C0043	SCE DEAN'S OFFICE	Regular	Part-Time	Not in Budget Module	Add
00020238	Dean, School of SCE	0120	C0043	SCE DEAN'S OFFICE	Regular	Full-Time	In Budget Module	Delete
00020239	ASSOC DEAN, SCHOOL OF SCE	2167	C0043	SCE DEAN'S OFFICE	Regular	Full-Time	In Budget Module	Delete
00020241	Exec Secretary	5027	C0043	SCE DEAN'S OFFICE	Regular	Full-Time	In Budget Module	Delete

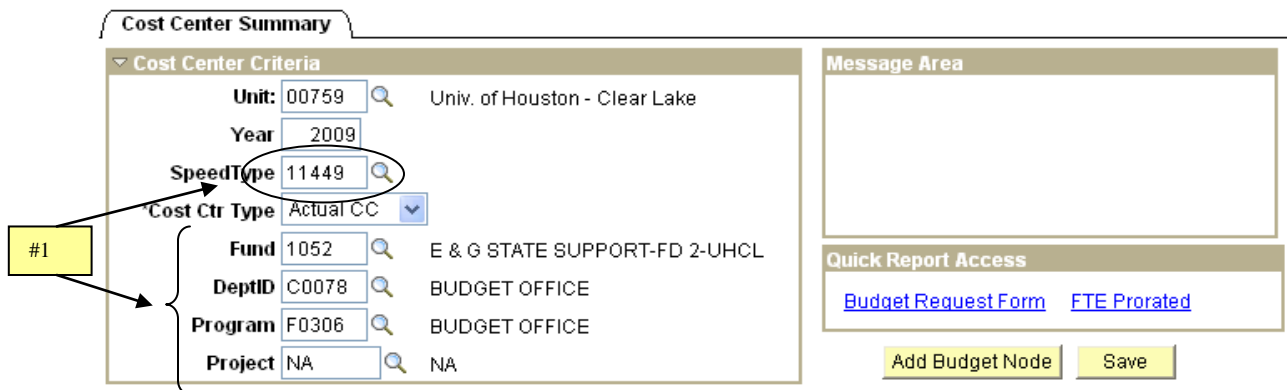
HOW TO UPDATE REVENUE AND EXPENSE BUDGET ON A COST CENTER

To add a budget node or change the revenue or expense budget information on a cost center, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – COST CENTER SUMMARY

- Enter the Speed Type or the cost center and hit enter or tab from the field. The Cost Center Type must be "Actual CC". If the cost center exists and security allows it, the budget data will be displayed. If security doesn't allow it, a message will be displayed indicating security does not allow access to the cost center. Some error messages that may be displayed are:
 - No Budget Node data found – this message will be displayed if there is no base budget existing already for the cost center.
 - You do not have department security to view this cost center – this message will be displayed if the security for the Operator ID doesn't allow access to the cost center.

NOTE: The cost center must exist in GL before it can be accessed on this page.



Cost Center Summary

Cost Center Criteria

Unit: 00759 Univ. of Houston - Clear Lake

Year: 2009

SpeedType: 11449

Cost Ctr Type: Actual CC

Fund: 1052 E & G STATE SUPPORT-FD 2-UHCL

DeptID: C0078 BUDGET OFFICE

Program: F0306 BUDGET OFFICE

Project: NA NA

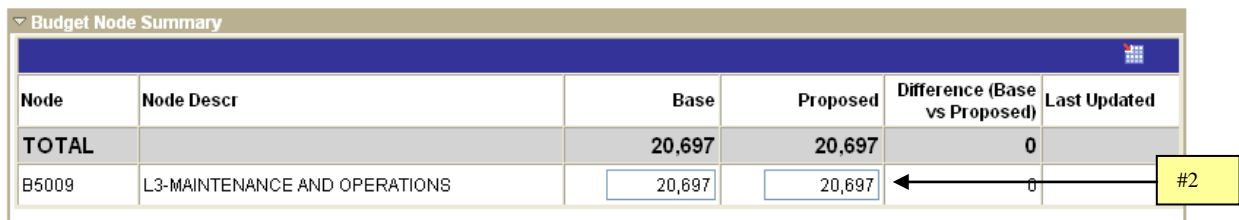
Message Area

Quick Report Access

[Budget Request Form](#) [FTE Prorated](#)

Add Budget Node **Save**

- Update the Proposed Budget by entering a new value in the fields and click **Save**. Base budget is updated by the Budget Office only. To update Base Budget, complete a BRF and submit it to the Budget Office. The updatable fields have a box around them. NOTE: The salary & wage budget node (B5006) cannot be updated on this page. It is a "rolled up" dollar amount from the Position and Funding pages.



Budget Node Summary


Node	Node Descr	Base	Proposed	Difference (Base vs Proposed)	Last Updated
TOTAL		20,697	20,697	0	
B5009	L3-MAINTENANCE AND OPERATIONS	20,697	20,697	0	



To add a budget node

1. Click **Add Budget Node** and enter the new budget node to be budgeted. Click **OK** and a line is added for the new budget node.
2. Enter the amount of the new budget in the Proposed Budget field and click **Save**.

Add New Budget Node

New Budget 

Node Account

TOTAL		136,191	166,191	
B4035	FUND BALANCE	0	<input type="text" value="15000"/>	 <input type="button" value="#2"/>

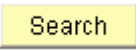
To delete a budget node

There is no way to "delete" a budget node. Change the amount to zero. Zero amounts will not be loaded to GL.

HOW TO LOOK UP A POSITION

To look up a position, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – POSITION AND FUNDING

1. Enter search criteria such as Position Number, Department Number, or Position Description.
2. Click .

Position and Funding

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

Find an Existing Value

Business Unit:

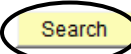
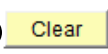

Fiscal Year:

Position Number:

Description:

Department:

☐ Case Sensitive



  [Basic Search](#)  [Save Search Criteria](#)

#1

All the matches to the search criteria are displayed. Click on the desired link.

Search Results

[View All](#)

First  1-100 of 114  [Last](#)

Business Unit	Fiscal Year	Position Number	Description	Department
00759	2007	00020089	DEAN, SCHOOL OF EDUCATION	C0046
00759	2007	00020090	EXEC SECRETARY	C0046
00759	2007	00020091	ASSOC DEAN, SCHOOL OF EDUC	C0046
00759	2007	00020092	ASST PROFESSOR	C0046
00759	2007	00020093	PROFESSOR	C0046
00759	2007	00020094	Assoc Professor	C0046
00759	2007	00020095	LECTURER	C0046



HOW TO DELETE A POSITION

A position should be deleted once there is no funding and no FTE in the Base and Proposed Years:

Position and Funding Page

Business Unit 00759 Fiscal Year 2012 Position Number 00200653

▼ Position Data from HR

Fiscal Year	Description	Job Code	DeptID	Reg/Temp	Full/Part	Effective Date in HR
2009	Travel Asst	5835	C0130	Regular	Full-Time	2005-09-01
2010	Travel Asst	5835	C0130	Regular	Full-Time	2009-09-01
2011	Travel Asst	5835	C0130	Regular	Full-Time	2009-09-01
2012	Travel Asst	5835	C0130	Regular	Full-Time	2009-09-01

Position Data from Financials

Scenario	*Assignment Type	Amount	FTE	User ID	Last Updated
2011 BASE	Vacant ▼			077875	07/08/2011
2012 PROPOSED	Vacant ▼			077875	07/08/2011

Position Difference

Amount	FTE
0	0.00

Funding Source Distribution

Scenario	SpeedType Key	*Cost Center Type	Fund	DeptID	Program	Project	CC Summary	Pct	Amount
2011 BASE	14656	Actual CC ▼	1052	C0130	F0954	NA	CC Summary	100.000	0
2012 PROPOSED	14656	Actual CC ▼	1052	C0130	F0954	NA	CC Summary	100.000	0

To delete a position, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – POSITION MAINTENANCE

Position Maintenance

Business Unit: 00759 Fiscal Year 2012

Position Criteria

Position Number 00200653

Description

Job Code

Position Deptid

Regular/Temporary

Full/Part Time

Retrieve Positions

1. Enter the position number to be deleted and click **Retrieve Positions**.



Customize Find View All First 1 of 1 Last								
Position Number	Position Descr	Job Code	Position DeptID	DeptID Descr	Req/Temp	Full/Part	Status	Action
00200653	Travel Asst	5835	C0130	ACCOUNTS PAYABLE	Regular	Full-Time	In Budget Module	Delete

- The position is displayed. Click the [Delete](#) hyperlink.

The following message is displayed:



- Click **OK** and the following message will be displayed:



- Click **OK** and the Action changes to "ADD":

Customize Find View All First 1 of 1 Last								
Position Number	Position Descr	Job Code	Position DeptID	DeptID Descr	Req/Temp	Full/Part	Status	Action
00200653	Travel Asst	5835	C0130	ACCOUNTS PAYABLE	Regular	Full-Time	Not in Budget Module	Add

The position has been deleted.



HOW TO ADD A POSITION

To add a position, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – POSITION MAINTENANCE

1. Enter the position criteria information (i.e. position number, description, department number, etc.).
2. Click the ☒ [Links open new window?](#)
3. Click [Retrieve Positions](#)

Position Maintenance

Business Unit: 00759 Fiscal Year: 2011

Position Criteria

Position Number

Description

Job Code

Position DeptID

Regular/Temporary

Full/Part Time

[Retrieve Positions](#)

Message Center

#1

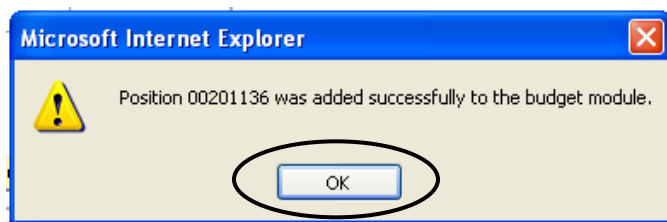
☒ [Links open new window?](#)

4. Click the "Add" hyperlink in the Action column for the desired position to be added. NOTE: Be sure to make note of the position number so the funding can be added to it on the Position/Funding page.

Customize Find View All First 1-13 of 13 Last								
Position Number	Position Descr	Job Code	Position DeptID	DeptID Descr	Reg/Temp	Full/Part	Status	Action
00020306	Visiting Asst Professor	1204	C0043	SCE DEAN'S OFFICE	Regular	Full-Time	In Budget Module	Delete
00200505	Visiting Lecturer	1280	C0023	HSH DEAN'S OFFICE	Regular	Full-Time	In Budget Module	Delete
00200907	Visiting Asst Prof	1204	C0046	SOE DEAN'S OFFICE	Regular	Full-Time	In Budget Module	Delete
00201136	Visiting Lecturer	1280	C0023	HSH DEAN'S OFFICE	Regular	Full-Time	Not in Budget Module	Add
00201180	Visiting Asst Professor	1204	C0043	SCE DEAN'S OFFICE	Regular	Full-Time	Not in Budget Module	Add

#4

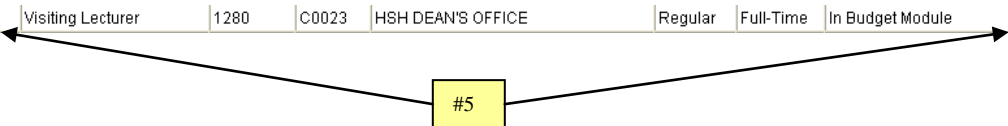
A message box is displayed indicating the position has been added. Click "OK".





5. Note the status of the position to confirm it was successfully added. The Status has changed to "Delete" and the position number becomes a hyperlink. The position is now available to budget.

00201136	Visiting Lecturer	1280	C0023	HSH DEAN'S OFFICE	Regular	Full-Time	In Budget Module	Delete
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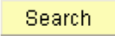


NOTE: If the position number is not listed, the position has not been created in the HR system. It must exist in HR before it can be budgeted in BDM.

HOW TO FUND A POSITION

To fund a position, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – POSITION AND FUNDING

1. Enter the position number to be funded and click .


Position and Funding

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

Find an Existing Value

Business Unit: begins with 00759




Fiscal Year: = 2011

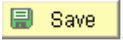
Position Number: begins with 00200325  #1






Description: begins with

Department: begins with

☐ Case Sensitive


  [Basic Search](#)  [Save Search Criteria](#)

2. Go to the Funding Source Distribution section and update the proposed budget amount on the existing cost centers. If the **Base** amount needs to be changed, complete a BRF and submit it to the Budget Office for processing. The Base Amount would need to be changed if it was incorrect for the current year we are operating in.
3. Click .

Funding Source Distribution											Customize Find 	First	1-2 of 2	Last
Scenario	SpeedType Key	*Cost Center Type	Fund	DeptID	Program	Project	CC Summary	Pct	Amount	EFT	Last Updated			
2010 BASE	12174	Actual CC	1051	C0078	F0307	NA	CC Summary	100.000	34,000	1.00				
2011 PROPOSED	12174	Actual CC	1051	C0078	F0307	NA	CC Summary	100.000	37,000	1.00				#2



How to add another funding source

1. Click the  located at the end of the proposed cost center row to add another proposed line. A blank line will appear.



#1 →

2011 PROPOSED	13278	Actual CC	2064	C0078	F0595	NA	CC Summary	67.346	11,300	0.34	
2011 PROPOSED		Actual CC					CC Summary		0		



2. Enter the Speed Type and funding amount.


3. Click  Save.

#2 →

2011 PROPOSED	13278	Actual CC	2064	C0078	F0595	NA	CC Summary	36.102	11,300	0.36		
2011 PROPOSED	00750	11449	Actual CC	1052	C0078	F0306	NA	CC Summary	63.898	20,000	0.64	

How to delete a funding source

1. Click the  located at the end of the proposed cost center row and the line will be deleted.
2. Click "OK" to confirm the deletion.
3. Click  Save.

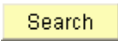
11449	Actual CC	1052	C0078	F0306	NA	CC Summary	100.000	50,200	1.00	BYECA	21-FEB-06	
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NOTE: If a funding source is added or deleted, the funding distribution percent automatically recalculates based on the change.

HOW TO ADJUST AN EMPLOYEE'S SALARY

To adjust an employee's salary, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – JOB

1. Enter the Empl ID of the employee and click .


Job

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

Find an Existing Value

Business Unit: begins with

Fiscal Year: =

EmplID: begins with 

Name: begins with

☐ Case Sensitive



 

Clear

[Basic Search](#)



[Save Search Criteria](#)

2. Choose a priority from the drop down box.
3. Enter the annual amount the employee is to receive. The Proposed Annual Rate and Comp Rate will be updated automatically.
4. Click the  to add a priority or  to delete a priority.

Scenario Data									
Fiscal Year	Scenario	Comp Rate	Annual Rate	Percent Change	Position Funding	FTE	Comp Freq	Officer Code	STD Hours
2008	HR JOB	12.90	26,936			1.00	H	None	40.00
2009	HR JOB	12.90	26,936			1.00	H	None	40.00
2010	HR JOB	14.02	29,274	8.68 %		1.00	H	None	40.00
2010	BASE	14.02	29,274			1.00	H	None	40.00
2011	PROPOSED	15.08	31,487	7.56 %	31,487	1.00	H	None	40.00
2011	DIFFERENCE	1.06	2,213	7.56 %					

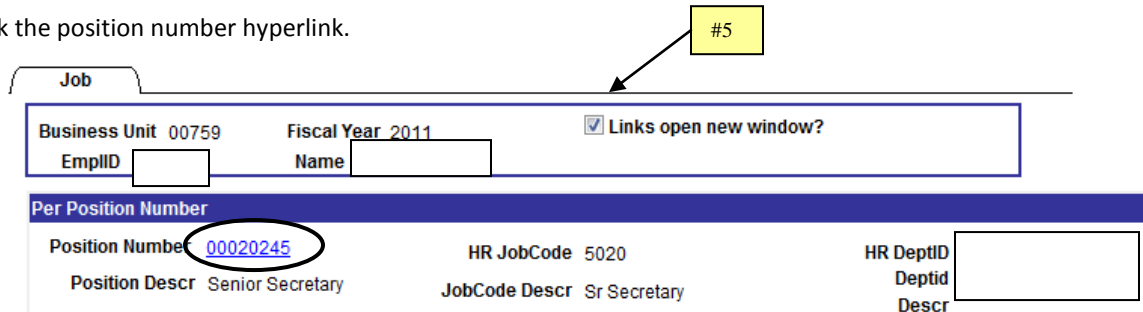
Priority Data					
Position Number	*Priority	Priority Description	Annual Amount	User ID	Last Updated
00020245	ATB	ACROSS THE BOARD	1211	0077875	16-FEB-10
00020245	SM	STAFF MERIT	1002		





5. Check the "Links open new window?" box in order to fund the additional priority. If you try to save at this point, an error message will appear if there is not enough funding to cover the new Proposed Annual Rate.

6. Click the position number hyperlink.



Job

Business Unit 00759 Fiscal Year 2011 ☒ Links open new window?

EmpID Name

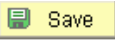
Per Position Number

Position Number 00020245 HR JobCode 5020 HR DeptID

Position Descr Senior Secretary JobCode Descr Sr Secretary DeptID Descr

7. Change the Proposed Amount under the Funding Source Distribution to **equal** the new Annual Rate.

8. Click  Save on the **Position & Funding** page and close the page.

9. Click  Save on the **Job** page.

Funding Source Distribution										Customize Find
Scenario	SpeedType Key	*Cost Center Type	Fund	DeptID	Program	Project	CC Summary	Pct	Amount	FTE
2010 BASE	11350	Actual CC	1051	C0043	A0255	NA	CC Summary	100.000	29,275	1.00
2011 PROPOSED	11350	Actual CC	1051	C0043	A0255	NA	CC Summary	100.000	31,487	1.00

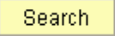
#7

HOW TO ADD AN EMPLOYEE TO A POSITION

NOTE: If an employee is being added to a position in both the base and proposed year, the base entry must be done first. Complete a BRF and submit it to the Budget Office.

To add an employee to a position, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – POSITION AND FUNDING

1. Enter the position number the employee will be added to and click .

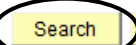


Position and Funding

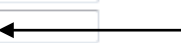

Enter any information you have and click Search. Leave fields blank for a list of all values.

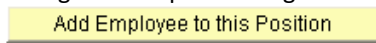
Find an Existing Value

Business Unit:	begins with ▾	00759
Fiscal Year:	= ▾	2011
Position Number:	begins with ▾	00200325
Description:	begins with ▾	
Department:	begins with ▾	

☐ Case Sensitive

  [Basic Search](#)  [Save Search Criteria](#)

2. Change the Proposed Assignment Type from “Vacant” to “Filled”. Once this is done the  button appears on the bottom of the page. Click the button.



#2

Position Data from Financials				Position Difference	
Scenario	*Assignment Type	Amount	FTE	Last Updated	
2010 BASE	Vacant	40,000	1.00		
2011 PROPOSED	Filled	40,000	1.00		

Funding Source Distribution										
Scenario	SpeedType Key	*Cost Center Type	Fund	DeptID	Program	Project	CC Summary	Pct	Amount	FTE
2010 BASE	12174	Actual CC	1051	C0078	F0307	NA	CC Summary	100.000	40,000	1.00
2011 PROPOSED	12174	Actual CC	1051	C0078	F0307	NA	CC Summary	100.000	40,000	1.00

Job Information									
EmplID	Name	2010 Base Salary	2011 Proposed Salary	Amt Change	% Change	2010 Base FTE	2011 Proposed FTE	FTE Change	% Change
	Name	0	0	0	0.00	0.00	0.00	0.00	0.00

Add Employee to this Position

- Enter the EmplID of the employee to be added to the position. To see a list of the EmplID's, click the magnifying glass. **NOTE: If the EmplID does not exist, the employee hasn't been set up in HR.**

- Click **OK**.

Add New Job

#3

New EmplID for

JOB Record

Click the prompt button for an option to search by name

OK **Cancel**

- The employee's name is added to the Job Information section of the Position & Funding page. Click

Save

- After saving, click the employee name hyperlink. This will bring up the Job page.

#5

Job Information									
EmplID	Name	2010 Base Salary	2011 Proposed Salary	Amt Change	% Change	2010 Base FTE	2011 Proposed FTE	FTE Change	% Change
0077875	Bye, Cathy A	0	0	0	0.00	0.00	0.00	0.00	0.00

- Change the Proposed STD Hours from 0 to the number of hours per week the employee will work. This will create the FTE for the job.
- Check the Proposed Comp Frequency to ensure the classification is correct. The values are H – Hourly and M – Monthly.

9. Check the Proposed Officer Code to ensure the correct value is chosen. There are several values listed but only three are used at UHCL. They are:
 - 9 Pay 12 – this is a 9 month faculty employee who opts to receive pay over 12 months
 - 9 Pay 9 – this is a 9 month faculty employee who opts to receive pay over 9 months
 - None – all staff employees

Job


Business Unit 00759 Fiscal Year 2011 ☐ Links open new window?
 EmplID 0077875 Name Bye, Cathy A

Per Position Number

Position Number 00200325 HR JobCode 3145 HR DeptID C0078
 Position Descr Functional Analyst III JobCode Descr Functional Analyst III DeptID BUDGET OFFICE
 Descr

Scenario Data

Fiscal Year	Scenario	Comp Rate	Annual Percent Rate Change	Position Funding	FTE	Comp Freq	Officer Code	STD Hours	Job Record Key Information
2008	HR JOB				1.00	M	None	40.00	0077875~0~01-SEP-07~1
2009	HR JOB				1.00	M	None	40.00	0077875~0~26-FEB-09~0
2010	HR JOB				1.00	M	None	40.00	0077875~0~01-SEP-09~2
2010	BASE		-100. %	0.00	M	None	0.00	0077875~0~01-JAN-00~0	
2011	PROPOSED			0	1.00	M	None	40.00	0077875~0~01-JAN-00~0
2011	DIFFERENCE				1.00			40.00	

10. Choose a priority from the priority list (i.e. NJB) in the Priority Data section of the Job page. The priority is the only way to affect an increase or decrease in pay.
11. Enter the annual amount the employee is to receive for the priority. If the priority reflects an increase in pay, enter the amount as a positive number. If the priority reflects a decrease in pay, enter the amount as a negative number.
12. Click  Save. The job will save if the position funding and position FTE are equal to or greater than the job amount and FTE.

Priority Data #10

Position Number	*Priority	Priority Description	Annual Amount	Last Updated
00200325	NJB	NEW JOB	40000	



HOW TO DELETE AN EMPLOYEE FROM A POSITION

To delete an employee from a position, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – JOB

1. Enter the EmplID of the employee to be deleted and click .


Job

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

Find an Existing Value

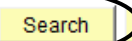


Business Unit: begins with 00759

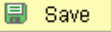
Fiscal Year: = 2011

EmplID: begins with 0077875 

Name: begins with

☐ Case Sensitive

  [Basic Search](#)  [Save Search Criteria](#)

2. Change the Proposed Standard Hours to zero. The Comp Rate and Annual Rate will be deleted. NOTE: If priorities exist, the priorities must be deleted first before the standard hours are changed to zero.
3. Click .
4. Click the position number hyperlink to open the Position/Funding page.

Job

Business Unit 00759 Fiscal Year 2011 ☐ Links open new window?

EmplID 0077875 Name Bye, Cathy A

Per Position Number


Position Number 00200325 HR JobCode 3145 HR DeptID C0078

Position Descr Functional Analyst III JobCode Descr Functional Analyst III DeptID BUDGET OFFICE


Descr

Scenario Data

Fiscal Year	Scenario	Comp Rate	Annual Percent Rate Change	Position Funding	FTE	Comp Freq	Officer Code	STD Hours	Job Record Key Information
2008	HR JOB				1.00	M	None	40.00	0077875~0~01-SEP-07~1
2009	HR JOB				1.00	M	None	40.00	0077875~0~26-FEB-09~0
2010	HR JOB				1.00	M	None	40.00	0077875~0~01-SEP-09~2
2010	BASE	3,333.33	40,000		1.00	M	None	40.00	0077875~0~01-JAN-00~0
2011	PROPOSED		100. %	0	0.00	M	None	0.00	0077875~0~01-JAN-00~0
2011	DIFFERENCE	-3,333.33	-100. %	-1.00				-40.00	





5. Change the Proposed Assignment Type from "Filled" to "Vacant".
6. Click  Save

NOTE: If both the base and proposed job is to be deleted from the position, mark up a BRF and turn it into the Budget Office for processing.

Position Data from Financials						Position Difference	
Scenario	*Assignment Type	Amount	FTE	User ID	Last Updated	Amount	FTE
2010 BASE	Filled	0	1.00	0077875	18-FEB-10	0	0.00
2011 PROPOSED	Vacant	40,000	1.00	0077875	18-FEB-10		

Funding Source Distribution							
Scenario	SpeedType Key	*Cost Center Type	Fund	DeptID	Program	Project	CC Summa
2010 BASE	12174	Actual CC	1051	C0078	F0307	NA	CC Summ
2011 PROPOSED	12174	Actual CC	1051	C0078	F0307	NA	CC Summ

Job Information							
EmplID	Name	2010 Base Salary	2011 Proposed Salary	Amt Change	% Change	2010 Base FTE	2011 Proposed FTE
0077875	Bye, Cathy A	40,000	0	-40,000	-100.00	1.00	0.00



HOW TO MOVE AN EMPLOYEE FROM ONE POSITION TO ANOTHER

NOTE: This procedure is for moving an employee from one position to another for the proposed year. If the employee's base year job is changing also, a Budget Request Form (BRF) needs to be completed and submitted to the Budget Office for entry.

To move an employee from one position to another for the proposed year, start with the position where the employee currently resides. Navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – JOB

1. Enter the Empl ID of the employee that is moving from one position to another and click

Search

Job

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

Find an Existing Value

Business Unit: begins with 00759

Fiscal Year: = 2011

EmplID: begins with 0077875 ← #1

Name: begins with

☐ Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

2. Change the Proposed Standard Hours to zero. Notice the Comp Rate will disappear.
3. Click

Save

Job

Business Unit 00759 Fiscal Year 2011 ☐ Links open new window?

EmplID 0077875 Name Bye, Cathy A

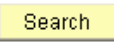
Per Position Number

Position Number	00200325	HR JobCode	3145	HR DeptID	C0078			
Position Descr	Functional Analyst III	JobCode Descr	Functional Analyst III	DeptID Descr	BUDGET OFFICE			
Scenario Data								
Fiscal Year	Scenario	Comp Rate	Annual Percent Rate Change	Position Funding	FTE Comp Freq	Officer Code	STD Hours	Job Record Key Information
2008	HR JOB				1.00 M	None	40.00	0077875~0~01-SEP-07~1
2009	HR JOB				1.00 M	None	40.00	0077875~0~26-FEB-09~0
2010	HR JOB				1.00 M	None	40.00	0077875~0~01-SEP-09~2
2010	BASE	3,333.33	40,000		1.00 M	None	40.00	0077875~0~01-JAN-00~0
2011	PROPOSED		100. %	0	0.00 M	None	0.00	0077875~0~01-JAN-00~0
2011	DIFFERENCE	-3,333.33	-100. %	-1.00			-40.00	



To assign the employee to the new position, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – POSITION AND FUNDING

1. Enter the position number the employee is to be assigned to and click .


Position and Funding

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

Find an Existing Value

Business Unit: begins with 00759

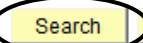


Fiscal Year: = 2011


Position Number: begins with 00201202 

Description: begins with

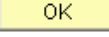
Department: begins with

☐ Case Sensitive


  [Basic Search](#)  [Save Search Criteria](#)

2. Change the Assignment Type to "Filled".
3. Click the  button.

Position Data from Financials				
Scenario	*Assignment Type	Amount	FTE	Last Updated
2010 BASE	Vacant	16,779	0.50	
2011 PROPOSED	Filled	40,000	1.00	

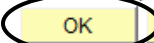

4. Enter the Empl ID for the employee that is moving to this position and click .

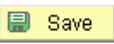
Add New Job

New EmplID for 0077875 

JOB Record

Click the prompt button for an option to search by name

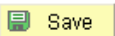
 

5. Click .
6. Click on the Employee Name hyperlink to drill to the Job Page.



Job Information									
EmplID	Name	2010 Base Salary	2011 Proposed Salary	Amt Change	% Change	2010 Base FTE	2011 Proposed FTE	FTE Change	% Change
0077875	<u>Bye, Cathy A</u>	0	0	0	0.00	0.00	0.00	0.00	0.00

NOTE: Remember to scroll down to the correct position number to add the employee job information.

- Enter the standard hours for the employee in the new position.
- Select the priority "NJB" for new job.
- Enter the annual salary the employee is to receive. The funding for the position must match the proposed job. If the salary is higher than the position funding because of rounding, increase the funding on the position.
- Click .

Position Number 00201202 HR JobCode 3375 HR DeptID C0078
 Position Descr TRAINING & DEVELOPMENT SPEC JobCode Descr Training & Development Spec DeptID BUDGET OFFICE
 Descr

Scenario Data									
Fiscal Year	Scenario	Comp Rate	Annual Percent Rate Change	Position Funding	FTE	Comp Freq	Officer Code	STD Hours	Job Record Key Information
2010	BASE		-100. %		0.00	M	None	0.00	0077875 1-JAN-00~0
2011	PROPOSED	3,333.33	40,000	40,000	1.00	M	None	40.00	0077875~0~01-JAN-00~0
2011	DIFFERENCE	3,333.33	40,000		1.00			40.00	

#7 points to the Job Record Key Information column in the 2011 PROPOSED row.

#8 points to the Priority Data section:

Position Number	*Priority	Priority Description	Annual Amount	Last Updated
00201202	<u>NJB</u>	NEW JOB	<u>40000</u>	

Arrows indicate that the "40,000" value in the 2011 PROPOSED row of the Scenario Data table corresponds to the "40000" value in the Annual Amount column of the Priority Data table.

TO CHANGE POSITION AND JOB FTE FOR A MONTHLY EMPLOYEE

The basic practice for changing position and job FTE is the position FTE must be equal to the job FTE. If the Job FTE is being increased, the Position FTE must be increased first. If the Job FTE is being decreased, the Job must be adjusted before the position. If base FTE for position and/or job is being changed, a BRF must be submitted to the Budget Office. To change the job FTE for a monthly employee, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – JOB

- Enter the Empl ID for the employee and click [Search](#)
Job
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: begins with 00759

Fiscal Year: = 2011

EmplID: begins with 0077875 #1

Name: begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

- Change the Proposed Standard Hours. The FTE will automatically be adjusted once the cursor is moved from the field.
- Select the Priority "ADJ" for Other Payroll Adjustment from the Priority drop down list and enter a negative amount for the priority in order to adjust the Annual Rate to correspond to the new FTE. The comp rate will automatically be adjusted once the cursor is moved from the field.
- Click [Save](#).

Scenario Data									
Fiscal Year	Scenario	Comp Rate	Annual Percent Rate Change	Position Funding	FTE	Comp Freq	Officer Code	STD Hours	Job Record Key Information
2008	HR JOB				1.00	M	None	40.00	0077875~0~01-SEP-07~1
2009	HR JOB				1.00	M	None	40.00	0077875~0~26-FEB-09~0
2010	HR JOB				1.00	M	None	40.00	0077875~0~01-SEP-09~2
2010	BASE	3,333.33	40,000		1.00	M	None	40.00	0077875~0~01-JAN-00~0
2011	PROPOSED	1,666.66	20,000 -50.0 %	20,000	0.50	M	None	20.00	0077875~0~01-JAN-00~0
2011	DIFFERENCE	-1,666.67	-20,000 -50.0 %		-0.50			-20.00	

Priority Data				
Position Number	*Priority	Priority Description	Annual Amount	Last Updated
00200325	ADJ	OTHER PAYROLL ADJUSTMENTS	-20000	



5. Check the "Links open new window?" box.
6. Click on the Position Number hyperlink to open the position/funding page in a new window.

Job

Business Unit	00759	Fiscal Year	2011	<input checked="" type="checkbox"/> Links open new window?
EmplID	0077875	Name	Bye,Cathy A	

Per Position Number

Position Number	00200325	HR JobCode	3145
Position Descr	Functional Analyst III	JobCode Descr	Functional Analyst III

7. Change the Position FTE on the Position/Funding page to match the Job FTE.
8. Change the funding amount on the Position/Funding page to match the job amount.
9. Click Save.

Position Data from Financials

Scenario	*Assignment Type	Amount	FTE	User ID	Last Updated
2010 BASE	Filled	40,000	1.00	0077875	18-FEB-10
2011 PROPOSED	Filled	20,000	0.50	0077875	18-FEB-10

Position Difference

Amount	FTE
-20,000	-0.50

Funding Source Distribution

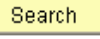
Scenario	SpeedType Key	*Cost Center Type	Fund	DeptID	Program	Project	CC Summary	Pct	Amount	FTE
2010 BASE	12174	Actual CC	1051	C0078	F0307	NA	CC Summary	100.000	40,000	1.00
2011 PROPOSED	12174	Actual CC	1051	C0078	F0307	NA	CC Summary	100.000	20,000	0.50



TO CHANGE POSITION AND JOB FTE FOR AN HOURLY EMPLOYEE

The basic practice for changing position and job FTE is the position FTE must be equal to the job FTE. If the Job FTE is being increased, the Position FTE must be increased first. If the Job FTE is being decreased, the Job must be adjusted before the position. If base FTE for position and/or job is being changed, a BRF must be submitted to the Budget Office. To change the job FTE for an hourly employee, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – JOB

1. Enter the Empl ID for the employee and click 



Job

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

Find an Existing Value

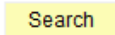
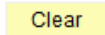

Business Unit:

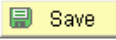
Fiscal Year:

EmplID:  

Name:

☐ Case Sensitive

  [Basic Search](#)  [Save Search Criteria](#)

2. Change the Proposed Standard Hours. The FTE will automatically be adjusted once the cursor is moved from the field.
3. Click .

Scenario Data										
Fiscal Year	Scenario	Comp Rate	Annual Rate	Percent Change	Position Funding	FTE	Comp Freq	Officer Code	STD Hours	Job Record Key Information
2008	HR JOB	12.87	26,873			1.00	H	None	40.00	0155689~0~01-SEP-07~1
2009	HR JOB	15.00	31,320	16.55 %		1.00	H	None	40.00	0155689~0~04-MAR-09~0
2010	HR JOB	15.40	32,156	2.67 %		1.00	H	None	40.00	0155689~0~03-FEB-10~0
2010	BASE	<input type="text" value="15.40"/>	32,156			1.00	H	<input type="text" value="None"/>	40.00	0155689~0~03-FEB-10~0
2011	PROPOSED	15.40	<input type="text" value="16,078"/>	-50.0 %	16,078	0.50	H	<input type="text" value="None"/>	20.00	0155689~0~07-JAN-10~0
2011	DIFFERENCE			-50.0 %		-0.50			-20.00	




4. Check the "Links open new window?" box.
5. Click on the Position Number hyperlink. The Position & Funding page will open as a new window.

Job

Business Unit	00759	Fiscal Year	2011	<input checked="" type="checkbox"/> Links open new window?
EmplID	0155689	Name		

Per Position Number

Position Number	00020564	HR JobCode	5530
-----------------	--------------------------	------------	------

6. Change the Position FTE to match the Job FTE.
7. Change the position funding to match the proposed job amount.
8. Click  Save.

Position Data from Financials						Position Difference	
Scenario	*Assignment Type	Amount	FTE	Last Updated		Amount	FTE
2010 BASE	Filled	32,155	1.00			-16,077	-0.50
2011 PROPOSED	Filled	16,078	0.50				

#6

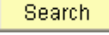
Funding Source Distribution											Customize Find First
Scenario	SpeedType Key	*Cost Center Type	Fund	DeptID	Program	Project	CC Summary	Pct	Amount	FTE	
2010 BASE	12174	Actual CC	1051	C0078	F0307	NA	CC Summary	100.000	32,155	1.00	
2011 PROPOSED	12174	Actual CC	1051	C0078	F0307	NA	CC Summary	100.000	16,078	0.50	

#7

HOW TO CHANGE POSITION FTE WHEN THERE IS NO JOB

To change the position FTE when there is no job, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – POSITION & FUNDING

1. Enter the position number for which the position FTE will be changed and click 



Position and Funding

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

Find an Existing Value

Business Unit:

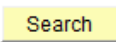
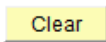

Fiscal Year:

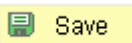
Position Number:  

Description:

Department:

☐ Case Sensitive

  [Basic Search](#)  [Save Search Criteria](#)

2. Change the Proposed position FTE. If Base FTE is to be changed, a BRF must be completed and submitted to the Budget Office.
3. Click .

Position Data from Financials					
Scenario	*Assignment Type	Amount	FTE	User ID	Last Updated
2010 BASE	Vacant	40,000	1.00	0077875	18-FEB-10
2011 PROPOSED	Vacant	40,000	.50	0077875	18-FEB-10

HOW TO RUN PRIORITY REPORTS

The Priority Reports provide information on priorities that have been allocated to employees via the Job Page. There are three reports can be run from this page:

1. Priorities by Employee
2. Priorities by Priority Pool
3. Priorities by Fund Group

The priority amounts listed on the Priority Reports are not adjusted by funding distribution percent. Multiple search criteria can be entered at one time. In addition, data displayed can be limited by the following search criteria:

Position Dept Options

1. Dept Prompt – a single department value can be entered. This will retrieve data by the department value on the Position record.
2. Tree – if the tree button is selected, the user may choose any level on the department tree. This will retrieve data by the department value on the position record.

Position Criteria

1. Position – data can be selected for a single position or many positions. The field selects data using the condition type “begins with”.
2. Position Description - data can be selected based on position description or a portion of the position description. The field selects data using the condition type “contains”. This field is case sensitive.
3. Job Code – data can be selected based on Job Code.
4. Reg/Temp – data can be selected based on whether the position record is defined as regular or temporary.
5. Full/Part Time – data can be selected based on whether the position record is defined as full or part time.

Job Criteria

1. First or Last Name – data can be selected based on the first or last name of the employee. The field selects data using the condition type “contains”.
2. Empl ID – data can be selected for a single employee using the Empl ID or for multiple employees. The field selects data using the condition type “begins with”.

The data displayed on the various Priority Reports are as follows:

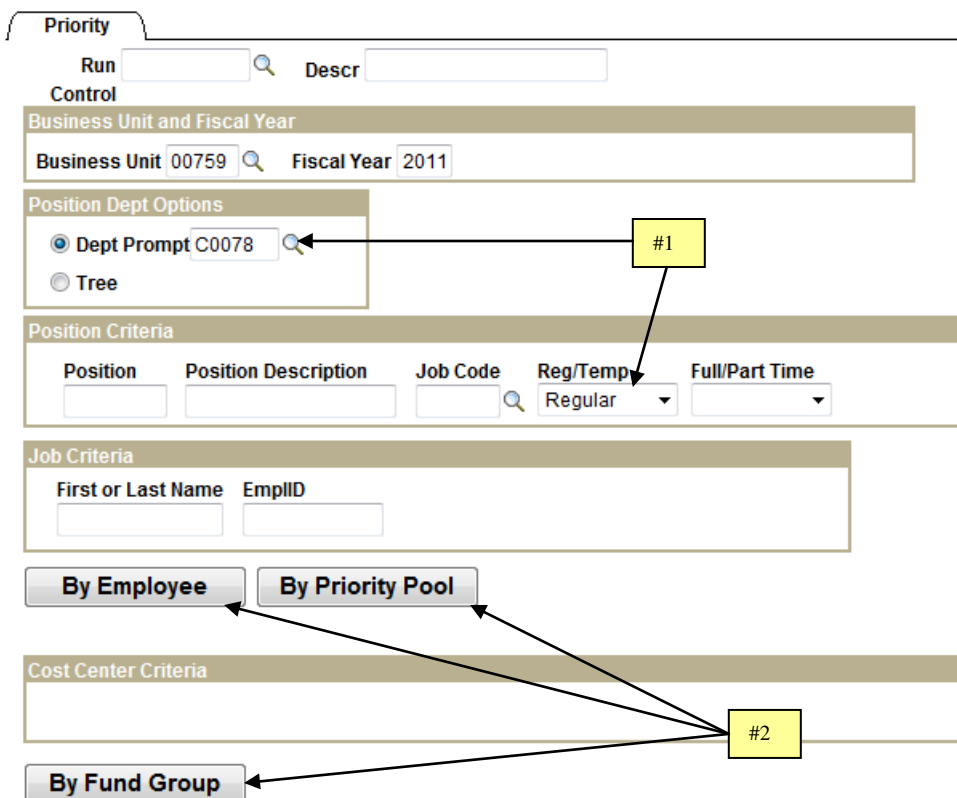
1. Priority Roster by Employee – Empl ID, Employee Name, Job Title, Position Dept ID, Department Description, Division/College, Position Number, Position Title, Empl Class, Base FTE, Base Salary, Proposed FTE, Proposed Salary, Priority, and Priority Amount. This report displays results in alphabetical order by Employee Name. A total of the Priority Amount is displayed at the end of the report.

2. Priority Roster by Priority Pool – Priority, Empl ID, Employee Name, Job Title, Position Dept ID, Department Description, Division/College, Position Number, Position Title, Empl Class, Base FTE, Base Salary, Proposed FTE, Proposed Salary, and Priority Amount. The report is sorted and grouped alphabetically by Priority with a second sort alphabetically by employee name within each pool. A total is provided for each priority pool.
3. Priority Roster by Funding Group – Fund Group, Speed Type, Fund Code, Funding Dept ID, Program Code, Project ID, Priority Pools, and Grant Total. The report is sorted by fund group and within each fund group, by Speed Type. Each priority pool is listed columnar with a subtotal for each pool and fund group combination. There is a grand total by priority pool and another grand total by speed type.

To run the Priority Reports, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – PRIORITY REPORTS

1. Enter the criteria to be used to extract data to be displayed on the report. In this example, all “Regular” positions that received a priority in department C0078 will be extracted.
2. Click the button to produce one of three report options: By Employee, By Priority Pool, or By Fund Group.



The screenshot shows the 'Priority' report form in PeopleSoft. It includes sections for 'Run Control', 'Business Unit and Fiscal Year', 'Position Dept Options', 'Position Criteria', 'Job Criteria', and 'Cost Center Criteria'. Annotations are as follows:

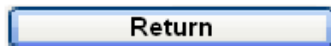
- #1**: Points to the 'Dept Prompt' field in the 'Position Dept Options' section, which contains the value 'C0078'.
- #2**: Points to the 'By Employee', 'By Priority Pool', and 'By Fund Group' buttons at the bottom of the form.

Other visible details include the 'Run' button, a search icon, and the 'Regular' selection in the 'Reg/Temp' dropdown.

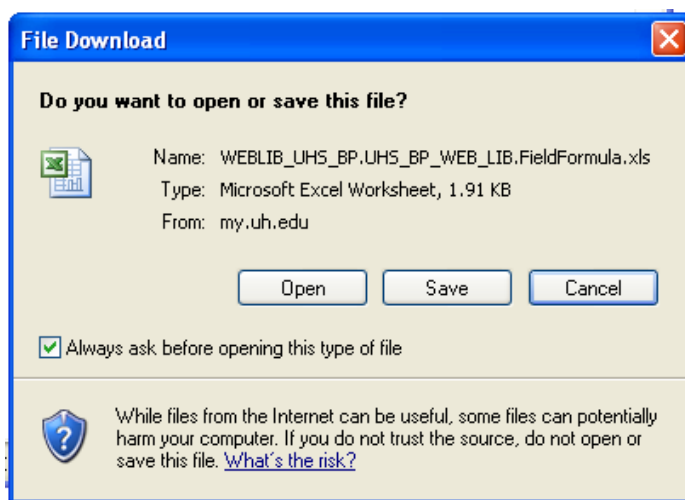


The following will be displayed:

Your report has been submitted.



Click the return button. When the report has finished running, the following message will appear:



The report can either be saved or opened for viewing. To save the report, change the file type to Microsoft Excel Workbook.

HOW TO RUN REPORTS BY DEPARTMENT ID

The reports available to be run by Department ID are:

1. **The Budget Report by Employee** – selection criterion is Employee Name and Employee ID. This report lists budget information by either Employee Name or Employee ID.
2. **The Position Budget Report** – selection criterion are all positions, non funded positions, and vacant positions. This report lists all position budget data based on the criteria selected.
3. **The Budget Summary by Ledger Series (Budget Summary Report)** – selection criterion are:
 - a. Group by Fund Group
 - b. Group by Department ID
 - c. Group by Fund Code
 - d. Group by ProgramAND
 - a. then by Cost Center
 - b. then by Fund GroupThis report lists all Budget data in summary form for the criteria selected. Data listed includes Revenue, Fund Balance, Faculty Salaries, Professional and Administrative Salaries, Classified Salaries, Wages, a Salary Total, Benefits, Cost of Goods Sold, Recovered Cost, M & O, Capital, an Expenditure Total, and a Balance.
4. **The Megabud Series – The Megabud Report** lists detail budget and job data by cost center. The Megabud can be run by Department ID, Unit, Department and Fund (via a different page), or by Fund (via a different page). The selection criterion are:
 - a. Compressed or Not Compressed – the Compressed Megabud has data listed by budget node with no job data. The Not Compressed Megabud has data listed by budget node with the associated Job data.
 - b. Signature Line or No Signature Line – the Megabud is printed with or without the signature line based on the selection made.
 - c. Insert Page Breaks after Cost Center? – if this box is checked, one cost center will be printed per page.
5. **FTE Prorated Report** – For Budget Office purposes
6. **Table E** – For Budget Office purposes
7. **Table E with Faculty Adjustment** – For Budget Office purposes
8. **Audit Report Option** – For Budget Office purposes only
9. **The Expense Budget by Object** – For Budget Office purposes

To run the Reports by Department ID, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – REPORTS BY DEPT ID

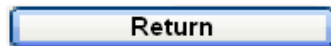


1. Select the department(s) to be displayed on the report. To see the various department values, open the folders.
2. Select options for the reports to be run.
3. Check the "Insert Page Breaks after Cost Center?" box if there is to be only one cost center per page on the Megabud Report.
4. Click on the link "Window" to run the .XML version of the report. It will become a hyperlink once the department and fund values are chosen. When "Window" is chosen, the report comes up in an .xml window.

NOTE: An "SQR" option is offered for the Megabud. The SQR option will run faster and should be used for a large report. See below for instructions on running the SQR version of the Megabud Report.

The following will be displayed:

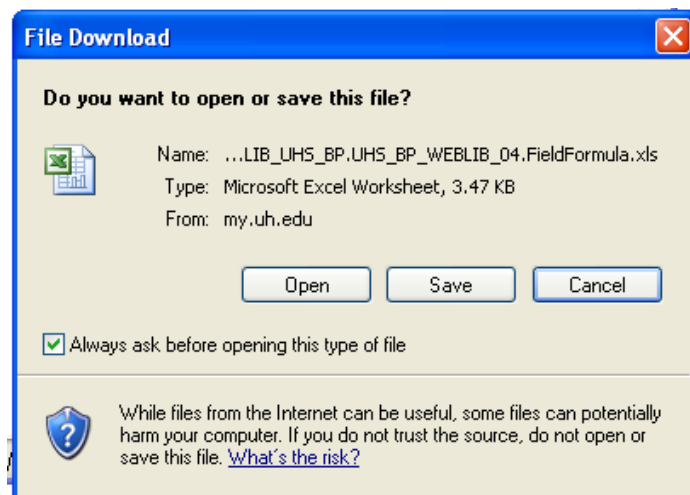
Your report has been submitted.



5. Click "Return". Notice the report is running on your task bar (it has not disappeared):



When the report has completed, the following will be displayed:



Either Open or Save the report. To save the report, change the file type to Microsoft Excel Workbook.

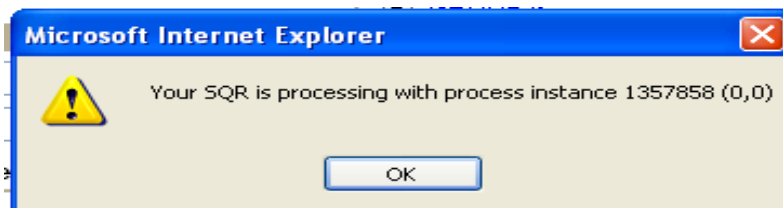
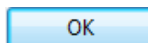


Running the SQR version of the Megabud

The SQR version of the Megabud report is used when running the report for a large criteria selection such as the whole university.

1. Click the Department for which data will be retrieved. Open the folders to see more Department ID's.
2. Select options for the Compressed and Signature drop down lists. The Compressed Megabud provides budget node data and no job data. The Not Compressed Megabud provides budget node and job data.
3. Check the "Insert Page Breaks after Cost Center?" box to display one cost center per page on the report.
4. Click on the "SQR" hyperlink to run the report. It will become a hyperlink once the department value is selected.

The following will be displayed. Click



5. Click the [Process Monitor](#) hyperlink located on the bottom of the page in the "Transfer" section to check the progress of the report .



Transfer [Main Menu](#) [New Window](#) [Process Monitor](#)
[Budget Inquiry](#) [CC Summary](#) [Position/Funding](#) [Job](#)

6. Continue to click the **Refresh** button on the Process Monitor page until the Run Status is "Success" and the Distribution Status is "Posted".
7. Click the [Details](#) hyperlink. The Process Details page is displayed.
8. Click the [View Log/Trace](#) hyperlink under Process Details. The View Log/Trace page is displayed.
9. Click the [ubdsmega.xls](#) hyperlink under the File List to view the report.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1357858		SQR Report	UBDSMEGA	BYECA	03/16/2006 1:16:43PM CST	Success	Posted	Details

10. Click Open or Save on the File Download box. This is report.

File Download

Do you want to open or save this file?

Name: ubdsmega.xls
Type: Microsoft Excel Worksheet, 3.07 MB
From: my.uh.edu

☒ Always ask before opening this type

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

HOW TO RUN REPORTS BY DEPARTMENT AND FUND

Reports can be run by Department and Fund. The available reports are:

1. The Budget Summary by Ledger
2. The Megabud
3. Table E
4. Table E with Faculty Adjustment
5. The Expense Budget by Object

To run the Reports by Department/Fund, navigate as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – REPORTS BY DEPT ID

Once the Reports by Dept ID page is displayed, scroll to the bottom of the page where the report links are located:

1. Click on the [Dept/Fund](#) hyperlink.



Transfer	Main Menu	New Window	Process Monitor
	Budget Inquiry	CC Summary	Position/Funding
Reports	Priority	Dept	Dept/Fund
	Fund		

2. Do not change the Department Tree value for running reports unless you want to run your reports by Unit. If the report is to be run by Unit, choose BP_UNITS for the Department Tree value.
3. Select the department(s) to be displayed on the report. To see the various department values, open the folders.
4. Select the Fund Group or Fund Code the report is to be run for. To see specific fund values, open the folders.
5. Select options for the various reports that can be run.
6. Check the "Insert Page Breaks after Cost Center?" box if there is to be only one cost center per page on the Megabud Report.
7. Click on the link "Window" to run the .XML version of the report. It will become a hyperlink once the department and fund values are chosen. When "Window" is chosen, the report comes up in an .xml window. If the results for the report are large, it would be better to run the SQR version of the report. See below for instructions on running the SQR version of the Megabud Report.



The screenshot shows the 'Report by Dept and Fund' configuration screen. Key elements include:

- #2**: Points to the 'Dept Tree' dropdown menu.
- #3**: Points to the 'Department' dropdown menu, which is set to 'BDMROLLUP_2010'.
- #4**: Points to the 'Fund Selection' list, which includes GROUP 1 through GROUP 9.
- #5**: Points to the 'Budget Summary by Ledger Series' section, which includes options for 'Group By' (set to 'Group by Fund Group') and 'MegaBud Series' (set to 'Not Compressed' and 'No Signature Line').
- #6**: Points to the 'Insert Page Breaks after Cost Center?' checkbox.
- #7**: Points to the 'Table E' and 'Table E with Faculty Adj' options.

8. Click "Return".

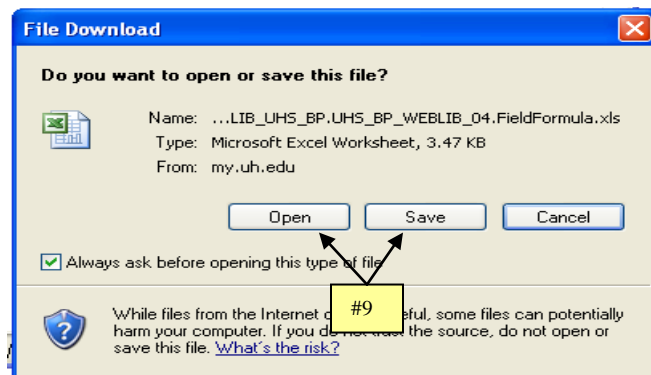
Your report has been submitted.

Return

Notice the report is running on your task bar (it has not disappeared)



9. Either Open or Save the report. To save the report, change the file type to Microsoft Excel Workbook.





Running the SQR version of the Megabud

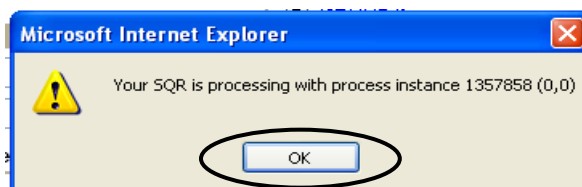
The SQR version of the Megabud report is used when running the report for a large criteria selection such as the whole university.

1. Click the Department for which data will be retrieved. Open the folders to see more Department ID's.
2. Click the Fund or Fund Group for which data will be retrieved. Open the folders to see more Fund values.
3. Select options for the Compressed and Signature drop down lists. The Compressed Megabud provides budget node data and no job data. The Not Compressed Megabud provides budget node and job data.
4. Check the "Insert Page Breaks after Cost Center?" box to display one cost center per page on the report.
5. Click on the "SQR" hyperlink to run the report. It will become a hyperlink once the department value is selected.

The screenshot shows the 'Report by Dept and Fund' interface. At the top, 'Business Unit' is 00759 and 'Fiscal Year' is 2011. The '*Dept Option' is set to 'Dept Tree' and '*Department' is 'BDMROLLUP_2010'. A tree view on the right shows a hierarchy of departments, with callout #1 pointing to the tree. Below the tree, the 'MegaBud Series' section has callouts #3 and #5. Callout #3 points to the '*Group By' dropdown (set to 'Group by Fund Group'). Callout #5 points to the '*Compressed' dropdown (set to 'Not Compressed') and the '*Signature' dropdown (set to 'No Signature Line'). A callout #4 points to the 'Insert Page Breaks after Cost Center?' checkbox. At the bottom, there are two table options: 'Table E' and 'Table E with Faculty Adj', both with 'Window' links. On the right, a 'Fund Selection' list shows various fund groups and codes, with callout #2 pointing to this list. A circled 'SQR' link is also visible, with an arrow pointing to it from the MegaBud Series section.

The following will be displayed. Click

OK

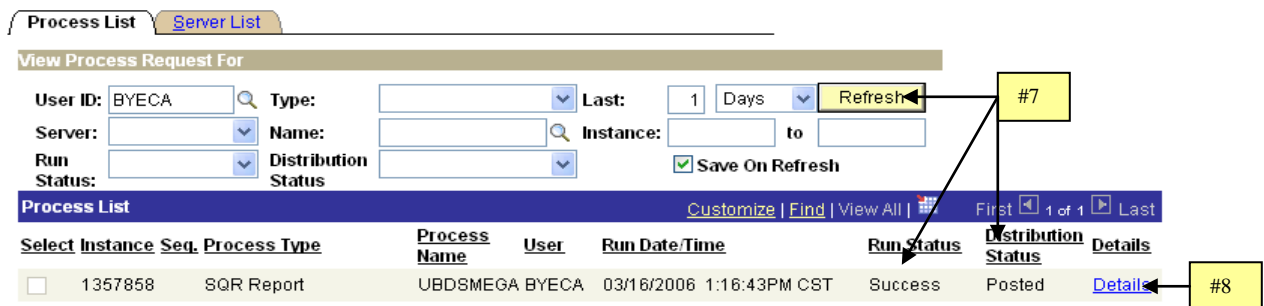




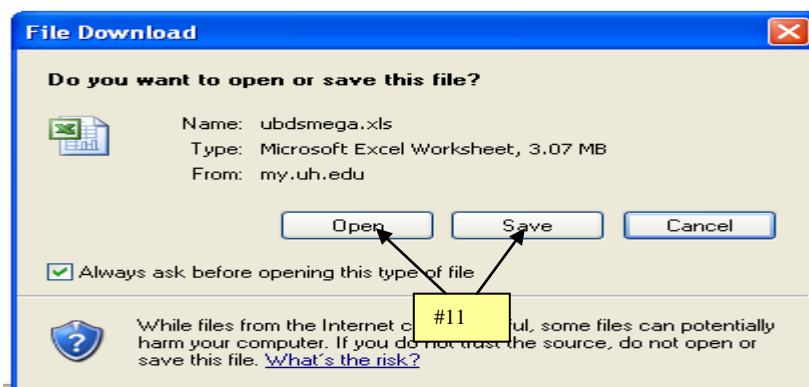
6. Click the [Process Monitor](#) hyperlink located on the bottom of the page in the "Transfer" section to check the progress of the report.



7. Continue to click the **Refresh** button until the Run Status is "Success" and the Distribution Status is "Posted".
8. Click the [Details](#) hyperlink. The Process Details page is displayed.
9. Click the [View Log/Trace](#) hyperlink under Process Details. The View Log/Trace page is displayed.
10. Click the [ubdsmega.xls](#) hyperlink under the File List to view the report.



11. Click Open or Save.



HOW TO RUN UNIT REPORTS

The Unit Reports are run from the Unit Page. Two reports are provided on this page: the Unit/Division Budget Report and the Unit/Division Detail Report

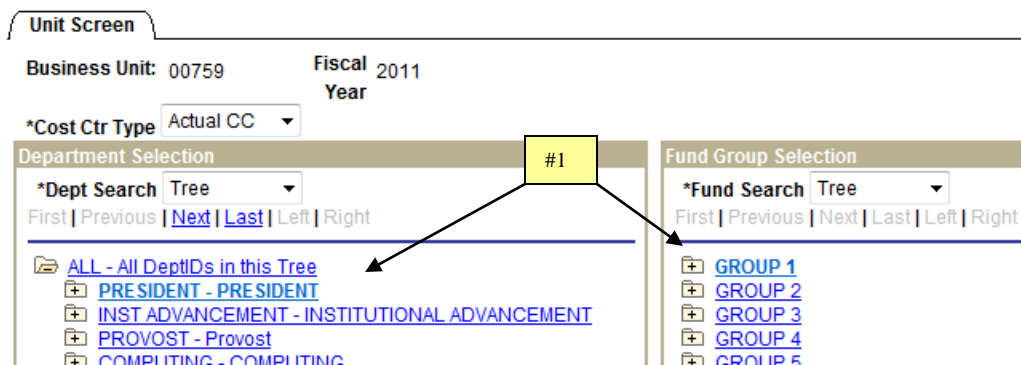
3. Unit/Division Budget Report - provides the same data that is on the Unit page including the Remarks fields
4. Unit/Division Detail Report - lists the priority allocations for the Unit. It is a detailed list of what makes up the amounts under the Actual Allocation column on the Unit page.

In addition to these two reports, the Budget Summary Report and the Megabud Report for the Unit can be run from the Reports by Dept ID or Dept/Fund pages. See the instructions below for how to run these reports.

To print the Unit/Division Budget Report and the Unit/Division Detail Report, navigate to the Unit page as follows:

BUDGET DEVELOPMENT MODULE – MAIN MENU – UNIT

1. Select the Unit and the Fund Group or Fund Code to be displayed. Once this is done, the report hyperlinks will appear. Remember: to select a specific fund code (ie. 2064), open the Group 2 folder and choose 2064.
2. Click the either the [Unit/Div Budget Rpt](#) hyperlink or the [Unit/Div Detail Rpt](#) hyperlink to run the corresponding report.



Unit Screen

Business Unit: 00759 Fiscal Year: 2011

*Cost Ctr Type: Actual CC

Department Selection

*Dept Search: Tree

First | Previous | Next | Last | Left | Right

- ALL - All DeptIDs in this Tree
- PRESIDENT - PRESIDENT
- INST ADVANCEMENT - INSTITUTIONAL ADVANCEMENT
- PROVOST - Provost
- COMPUTING - COMPUTING

Fund Group Selection

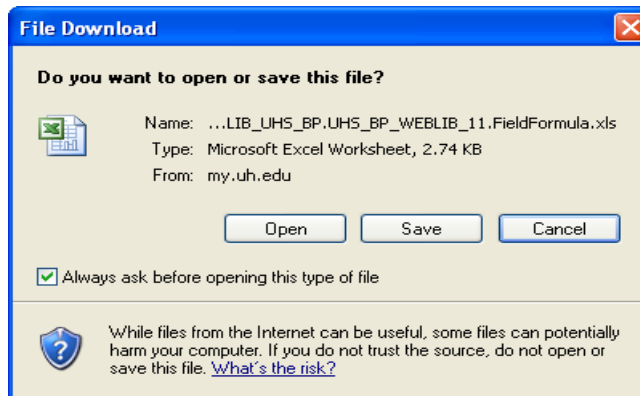
*Fund Search: Tree

First | Previous | Next | Last | Left | Right

- GROUP 1
- GROUP 2
- GROUP 3
- GROUP 4
- GROUP 5



The following message is displayed when the report has completed. Click “Open” to view the report. Click “Save” to save the report. This is an .xml report so when saving, change the extension to .xls.



The report is displayed:

Univ. of Houston - Clear Lake							
Check Total Report							
For Fiscal Year 2011							
Unit Id: BUDGET							
Fund Node: GROUP 1							
Description	Beginning Balance	To be Allocated	Budget Goal	Actual Allocation	New Year Budget	Difference in Allocation	Goal vs. New Year
OTHER PAYROLL ADJUSTMENTS		0		-20,000		-20,000	
STAFF PAY PLAN		500		0		-500	
Total	224,010	500	224,510	-20,000	224,010	-20,500	-500
Budget Remarks	THIS IS A TEST FOR TRAINING PURPOSES						
Department Remarks							



HOW TO RUN THE BUDGET SUMMARY BY LEDGER AND/OR THE MEGABUD REPORT FOR THE UNIT

Navigate to the Report by Department ID or the Report by Department ID/Fund page.

1. Choose the BP_UNITS value to run the reports by the Unit tree. Then follow the instructions for running reports on the Report by Department ID or the Report by Department ID/Fund pages.

Report by Dept and Fund

Business Unit: 00759 Fiscal Year: 2011 *Dept Option: Dept Tree *Department: BP_UNITS Tree

First | Previous | Next | Last | Left | Right

Budget Summary by Ledger Series

*Group By: Group by Fund Group Window

and Window

MegaBud Series

*Compressed: Not Compressed Window SQR

*Signature: No Signature Line Window SQR

☐ Insert Page Breaks after Cost Center?

Fund Selection

First | Previous | Next | Last | Left | Right

Table E **Table E with Faculty Adj**

Window Window

Audit Report Option

ALL - All DeptIDs in this Tree

- PRESIDENT - PRESIDENT
- INST ADVANCEMENT - INSTITUTIONAL ADVANCEMENT
- PROVOST - Provost
- COMPUTING - COMPUTING
- ADMISSIONS - ADMISSIONS
- ENROLLMENT MGMT - ENROLLMENT MANAGEMENT
- ACADEMIC RECORDS - ACADEMIC RECORDS
- FINANCIAL AID - FINANCIAL AID
- RESEARCH - RESEARCH
- DIST & EXT EDUC - DISTANCE & EXTENDED EDUCATION
- LIBRARY - LIBRARY
- EIH - ENVIRONMENTAL INSTITUTE
- INFORMATION RESOURCE - INFORMATION RESOURCES
- STUDENT SERVICES - STUDENT SERVICES
- BUS - SCHOOL OF BUSINESS
- SOE - SCHOOL OF EDUCATION
- HSH - SCHOOL OF HSH
- SCE - SCHOOL OF SCE
- VP A&F - VP A&F
- BUDGET - BUDGET
- AVP FINANCE - AVP FINANCE
- GENERAL ACCOUNTING - GENERAL ACCOUNTING
- CASHIER - CASHIER
- HUMAN RESOURCES - HUMAN RESOURCES
- POLICE - POLICE
- OPERATIONS - OPERATIONS
- EX DIR PROCUR & PAY - EXEC DIR PROCUREMENT & PAYABLE
- RISK MGMT - RISK MANAGEMENT
- FACILITIES MGMT - FACILITIES MANAGEMENT
- A & F OTHER - A & F OTHER

GROUP 1

GROUP 2

GROUP 3

GROUP 4

HOW TO BALANCE YOUR BUDGET

State Funds and Fund 2064

Goal: To distribute or "fund" all monies allocated by the Budget Office.

To see if the state funds and fund 2064 are in balance for your Unit, review the Unit page to ensure the "Goal vs. New Year" column is zero.

Reasons you might be out of balance:

1. Rounding. If you are out of balance by a small amount because of rounding, leave that amount as outstanding and document the amount of rounding needed in the Department Remarks box. The Budget Office will review this and if all is correct, that amount will be allocated.
2. The Unit/Division Budget Report (Check Total Detail Report) shows a different amount allocated than what was entered on the Job page. In this scenario, the employee may be split funded and the increase was not funded proportionately. Verify the position budget using the Position and Funding page, the Budget Request Form (BRF), or the Employee Position Report.
3. A change was made by you affecting the budget amount for the Unit and was not noted in the Department Remarks box on the Unit page. Document the change made and the Budget Office will make the appropriate adjustments to balance. For example, a position was deleted in one cost center and the budget was allocated to a different cost center in a different unit.
4. A funding distribution on a position was changed thus releasing a portion of the budget. The necessary balancing entry was not made.
5. Funding on a position was decreased and the entry needed to balance was not done.

Troubleshooting tools:

1. Verify all the data on the Check Total Detail Report is correct for any Salary & Wage adjustment made.
2. Run the Budget Summary Report and compare the Base and Proposed rows for each column. Are the differences what you intended?
3. Review each cost center that was changed. Start with the beginning budget and add all the adjustments you wanted to make. The total should equal the amount on the Budget Summary Report. If you have a difference, identify it and then make the correction.

All other funds

Goal: Revenue and expense must equal for the fund unless the expense is supported by the Budget Office or any other area.

To see if the fund is in balance, run the Budget Summary Report by Unit and Fund. The revenue and expense totals should balance.



Reasons you might be out of balance:

1. A funding distribution on a position was changed thus releasing a portion of the budget. The necessary balancing entry was not made.
2. Funding on a position was decreased and the entry needed to balance was not done.
3. A different amount was funded on a position than what was allocated on the Job page. In this scenario, the employee may be split funded and the increase was not funded proportionately. Verify the position budget using the Position and Funding page, the Budget Request Form (BRF), or the Employee Position Report.
4. You may also be out of balance if the revenue to support the expense is in another fund or department you don't have access to.

Troubleshooting tools:

1. Verify all the data on the Check Total Detail Report is correct for any Salary & Wage adjustment made.
2. Run the Budget Summary Report and compare the Base and Proposed rows for each column. Are the differences what you intended?
3. Review each cost center that was changed. Start with the beginning budget and add all the adjustments you wanted to make. The total should equal the amount on the Budget Summary Report. If you have a difference, identify it and then make the correction.