EFS System Changes for FY2012 Budget Entry

UM Budget Development Worksheet
The UM Budget Development Worksheet in EFS is functioning the same way it did when budgeting for FY2011. The information displayed has been updated. To ensure that the ending balance and the carryforward information at the bottom of each “actuals” column reconcile to the balances in PeopleSoft and on UM Reports, a number of rows reflecting balance sheet transactions have been added at the bottom of the worksheet. For entry purposes, you are not asked to budget for or forecast those balance sheet transactions. Since you do not plan for the activity in the added rows, the ending balance will calculate correctly in the Forecast 2011 and Budget 2012 columns without entering those rows.

UM Final Budgeting
A number of system changes have been implemented to enhance performance and improve functionality. Changes to functionality include:

Position Budgeting
- A “Done” checkbox has been added to the Positions page. This field is updated by the user to identify those positions that have been budgeted completely. Use of this feature is optional and has no effect on the ability to modify or budget for a position.
- The position “Max” field now defaults to 1 instead of 0 when creating a new position from the Positions page.
- The <View Other Dept Distributions> button on the Positions page is enabled only if there are distributions that meet these criteria: the chartstring contains the DeptID you are currently viewing, and the position is owned by a different department. If there are no strings meeting the criteria, then the button is inactive and appears faded.
- The “Next FY Budget Adjust %” field on the Incumbents page is disabled if no active distribution rows exist to which the change would apply.
- <Select All> and <Clear All> buttons have been added to the Positions and Incumbents pages. These actions will apply to all rows that meet the current search parameters and are not excluded (including those on the next page if “View All” is not selected):
  o  <Select All> checks the “View Detail” box.
  o  <Clear All> clears the “View Detail” box.
- On the Incumbents and Distributions pages, the former <Go Back> button has been replaced with more specific back buttons: <Back to Positions> and <Back to Incumbents>. Both buttons are available on the Distributions page.
- An option to “Display Excluded Line Items” has been added to the Incumbent and Distribution pages. The option defaults to being checked (excluded lines are displayed). Removing the check will hide excluded lines. A note indicating the number of lines hidden will appear next to the “Display Excluded Line Items” checkbox. Excluded lines will reappear when the box is rechecked.
• A new distribution row can now be created for incumbents that currently have no active distribution rows (i.e., all current distribution rows are sponsored or paid by another DeptID).

• A field has been added to the Distributions page for “% Current Salary”. This field calculates the percent that the chartstring in that row supports of the total current salary for the employee (including augmentations, etc.).

• The Distributions page now includes a new section displaying “Budget Totals For Selected Incumbents/Non-Excluded Rows” that includes “Current FY Budget Total”, “Current FY Salary Total”, “Next FY Salary only Budget Amount”, and “Next FY Fringe” (calculated). The totals are based on non-excluded rows on the Distributions page that meet the current selection parameters. Positions or incumbents not selected will not be included in the totals.

• An enhancement to the Distributions page is scheduled for the end of February, 2011, that enables users to assign an increase percentage for an entire DeptID or to an employee group within a DeptID. The budget amount for the year you’re budgeting will then calculate for all rows that fit the selected parameters. To use this feature:
  o On the Positions page, click <Select All> and <View Incumbent Detail>.
  o On the Incumbent Detail page, click <Select All> and <View Distribution Detail>.
  o To apply a percent to all distributions for positions within the DeptID, enter the percentage in the “Apply Adjustment” section on the Distributions page and click <Refresh>.
  o To apply a percentage to distributions for only one employee group within the DeptID, select an employee group in the “Search and Filter Options” section before entering the percent in the “Apply Adjustment” section. (Employee group options coordinate with actuals Account values.)

The percentage increase will be applied to the Current FY Salary amount and the result will appear in the Next FY Salary Only Budget Amount. The Next FY Fringe will automatically calculate.

The Budget Prep Status by ChartField String report in UM Reports displays budgeted amounts by ChartField string. This report can be grouped by Account to provide summary amounts for budgeted salary and fringe by employee group, but reports that provide information on budgeted amounts by position, incumbent, etc., have not yet been developed. The reporting project is gathering requirements for reports that will draw information directly from Position Budgeting. For the short term, users can access position budgeting data using Query Manager in the reporting instance of PeopleSoft (rpt). (Position Budgeting tables for the Positions, Incumbents, Distributions, and Summary pages begin with UM_BD_POS.)

**Asset Budgeting**

No changes have been made to functionality in Asset Budgeting.
Detailed Budget Entry

• The “Current Year Forecast” field on the Detailed Budget page is now enabled for all rows regardless of the method. Previously, it was only available for those rows with the BASBUD method.

• To prevent accidental changes to the budget method from POSBUD to BASBUD, users who attempt to change the budget method will see a warning message notifying them that the connection pulling information from Position Budgeting into Detailed Budgeting will be broken if they proceed with the action. The warning message requires the user to confirm their intention to change the method. It is not possible to retrieve the connection to Position Budgeting once the connection is severed by changing the method. DO NOT CHANGE THE METHOD without first talking to the Budget Office.

• A warning message will display if $0 budget lines are not excluded. (Budgeting with dollars is not required, but best practice is to exclude $0 budget lines.) The warning message does not prevent saving or submitting.

• It is no longer necessary to click <Save> after submitting the budget. The <Save> button will be grayed out after clicking <Submit>.

Training
An on-line training course is available for Budget Development Worksheets. In addition, Training Services has developed two training refreshers (web presentations) for those who have previously trained for detailed budget prep and position budgeting. The refreshers will be available in late February. The course links and links to enrollment (including links to the refreshers) can be found under Financial Management Training in the connections on the left side of the Training Services website: http://www1.umn.edu/ohr/training/index.html.