WAKE FOREST
UNIVERSITY

2011-2012
Budget System Manual

Updated 1/27/11

Contacts for Questions about your Budget

Email – budget@lists.wfu.edu

James Shore	**Associate Director Budget & Financial Planning**	**x1955**
Shannon Badgett	**Assistant Director Budget & Financial Planning**	**x3159**
Lori Wrenn	**Senior Financial Management Analyst**	**x5084**
Mandy Fleming	**Financial Management Analyst**	**x4402**

For questions regarding restricted accounts, please contact Debbie Hellman at x5187 or email her at hellmann@wfu.edu**.**

Wake Forest Budgeting System

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FAQs Regarding the Budget Process at WFU:

1. **What is BFP?** *BFP stands for Budget and Financial Planning (often called the Budget Office). BFP reports to the Senior Vice-President for Finance & Administration/CFO and is a separate department from Financial and Accounting Service (FAS). This structure allows BFP to better focus on budget development and reporting, as well as forecasting (for current and future years) and trend analysis. BFP handles all questions/issues regarding current and future budgets, costing/sizing of new programs, as well as requests for additional funding (i.e. for strategic initiatives). Budget adjustments are also handled through the Budget Office. Questions regarding posted revenues and expenses, corrections/JEs, and account code issues need to be directed to FAS.*

2. **What does the term "operating budget" refer to?** *The term "operating budget" includes budgets for both salaries (personnel) and supplies, equipment, furniture, printing, travel, memberships, services, utilities, etc (non-personnel) that are required to conduct your daily ongoing operations* <u>*and*</u> *which are funded from unrestricted operating revenues i.e. tuition, fees, interest income, unrestricted gifts, unrestricted endowment distribution.*

   Note: Activities funded from restricted sources- gifts (RC), endowment income (ER), grants (RG), indirects (D) are not part of the operating budget; questions regarding restricted funds should be directed to FAS. Salaries which are funded from restricted sources are included in your budget template and can be updated either through the "Salary Edit by Dept" or "Salary Edit by Name" (staff/faculty that are split funded are flagged by symbols; click on the name to view and update the salary sources).

3. **Are operating budgets developed from a "bottom-up" approach or "top down approach"?** *The term "bottom-up" implies that each year budgeting starts from zero and units must justify every dollar requested; "top-down" implies that central leadership sets budgets for all units. At WFU we use a combined approach. In the Fall of each year, deans and VPs review salary and program needs (existing and new). These needs are reviewed with WFU leadership to prioritize alignment with the strategic plan and funding availability. Due to funding limitations, multiple iterations of these proposals are required, and final recommendations to the WFU Board of Trustees (BOT) are not completed until spring when the BOT votes on the budget.*

Note: Professional Schools, Graduate School, Student Health Services, Global Affairs, and Athletics are self-funded (as opposed to the College and central units which are funded via allocations from the General University). These self-funding units use a similar approach in developing budgets except that decisions/prioritization of funding for their initiatives and capital needs is primarily driven by the unit's senior leadership (versus the General University senior leadership) since the source for outlays is from self-generated revenues and or reserves.

4. **Are operating budget guidelines as reflected in the budget templates already approved by the BOT before templates are rolled out?** *The BOT will be requested to approve T&F and personnel funding at the February meeting; approvals for funding for non-personnel budgets, strategic initiatives, and capital, however, will not be finalized until the late April meeting. This means that when budget templates are rolled out in March (which will be prior to the rescheduled BOT spring meeting), the budget guidelines loaded will be subject to change based upon BOT directives. Any changes required due to BOT feedback (from the April meeting) will be handled by the Budget Office.*

5. **I did not have the opportunity to submit funding requests in the Fall "bottom up" exercise. Why?** *Specific instructions/form (regarding the request process for new funding) are distributed to each VP/ Dean in September with due dates ranging from October- December. Due to varying organizational structures in each school/unit and depending on resources in that school/unit, the VP/Dean determines the process (within their unit) for disseminating the information, gathering the requests and coordinating the submission to WFU leadership. In other words, the decision is made at the VP/Dean level as to whom to involve in the annual Fall process regarding new funding requests. If you were not asked by your VP/Dean to be involved in the Fall funding request process but you want to be involved in that process –feel free to discuss it with your VP/Dean and explain the value add of including individuals in your role.*

6. **What is the difference between an expense budget and a bottom line contribution budget?** *For non-revenue-producing departments the budget is an expense budget with a fixed total (called FY12 Guideline). Departments may shift the budget dollars among the various lines- but cannot exceed the* <u>*fixed total expense budget ("Guideline")*</u>*. If you are responsible for multiple departments, you have the option to shift budgeted funds among the departments under your control. This flexibility enables you to better match resources with your assessment of shifting program needs. In other words, when you submit the budgets for the departments you control- you will be held to the total "Guideline" for your combined departments.*

   For revenue producing units that are NOT totally self-funding and or contribute their bottom line surplus to the University (i.e. Stores, Real Estate, RLH, Telecom, WFDD, Graylyn, Parking and Transit, Admissions, Benson, etc), the budget is <u>*a*</u>

set bottom line (revenue – expenses = bottom line NET expense budget or SURPLUS contribution - aka "Guideline"); these departments may shift the budget dollars among the various lines- but MUST meet the bottom line "Guideline of Net Budget or Contribution to WFU". If you are responsible for multiple departments, you have the option to shift revenue and expense budget among the departments under your control. This flexibility enables you to better match revenues and resources with shifting program enrollments, utilization, and demands. In other words, when you submit the budgets for the departments you control- you will be held to the total bottom line "Guideline" for your combined departments.

*For self-funding units (**Professional Schools, Graduate School, Student Health Services, Global Affairs, and Athletics),** the revenue budget guidelines are loaded based on the preliminary enrollment projections and discount rates submitted in December and reflect the BOT approved tuition rates; the expense budget is loaded based on current year budget with adjustments for revised revenue/expense sharing agreements. Any surplus is loaded into Transfer to Unit Reserves 90025 such that revenue – expenses = zero (the zero bottom line reflects that all expenses are covered by self-generated revenues AND any surplus is retained by that unit and transferred to their reserves at year end).*

7. **What are internal allocations? And how is budget calculated for these allocations?**
   Definition: *fees charged within WFU (by one department to another) for goods/services provided. These fees are not intended to provide full cost recovery for service units. The purpose is solely to encourage thoughtful/moderated use of services by departments.*
   - ***Variable Allocations for Services*** *(70010-70049): Telecom, Copy Center, Stores, Auto, Maintenance, Mail Services, Police Special, Graylyn, etc. Charges are based on actual services utilized. Internal rates are set each Fall for the following year and announced to the community. The new budget load will carry-forward the prior year budget in these lines and each department is responsible for adjusting the entries appropriately. Caution: if internal inflows are increased (with expense budgets increased similarly), the unit will be accountable for meeting bottom line budget ("Guideline").*
   - ***Utility Allocations- (70002-70006):*** *Funding for campus utilities resides in Facilities. Allocations for utility usage are, however, made to RLH, Dining, Stores, Athletics based on actual metered electric and water, with steam and chilled water allocated based on an algorithm/model developed by FAC. Since there is a defined model for predicting these allocations, the allocations (both inflows and outflows) are entered in the template.*
   - ***Fixed Allocation General (70011):*** *Pre-set allocation agreed to in-advance by service unit and another organization to cover general services i.e. Facility allocations to professional schools for maintenance, housekeeping, and utilities.*

- ***Service Legal Agreement (70036):*** *Pre-negotiated fees for special services/support (i.e. IS SLA for school support).*

8. **Will I be held accountable for achieving budgeted revenues and/or limiting actual expenditures to budget?** *Department Heads, Budget Officers/Deans, and VPs are expected to "live within" their budgets. In general, adherence to the budget will be reflected in performance evaluations but check with your next in line manager to determine their expectations.*

9. **What is the "Open Budget" line in my list of salaries?** *The "Open Budget" dollars are the difference in your actual annual salaries as of January 2011 and the FY11 annual amount budgeted in the salary accounts. The Open Budget dollars represents funding available from any open position(s) in your department or from turnover in positions that have been filled at a salary lower than previously budgeted. In either case, the dollars remain in the department for your personnel support. These Open Budget dollars will be reflected in 50010-Exempt, 50012 Hourly, and /or 50014-Faculty Regular, etc.*

10. **What is the source of the salary data, as reflected in the budget templates?** *The salary records from the HR/Payroll system are downloaded into the budget templates annually; this information will reflect the January payroll. System users need to review and adjust these salary lines as appropriate i.e. zero out for terminating employee; revise salary amount to reflect FTE adjustment; allocate "raise" pool funding (if any); re-allocate funding from open budget or zeroed out line to a new hire (if you need to add a person (e.g. new hire), you will need to contact BFP at budget@lists.wfu.edu to create an open slot into which you can move funding from open budget salary line)*

    The salaries as input into the budget templates will be uploaded to HR for the July payroll. Please check and re-check your entries for salaries for both accuracy of amount and funding source.

11. **What does it mean when an employee's salary is paid in full or in part from restricted funds?** *This means that the individual is paid off a grant (i.e. an NIH or other agency grant) or paid from a restricted endowment account (i.e. professorship, supplement for chair position).*

12. **Since the operating budget is limited to unrestricted funds, if a salary is split funded between unrestricted and restricted – how do we show the portion of the salary paid from restricted?** *Salary lines that are split funded (in the January HR download) are indicated by a $$ flag in the salary views (in the templates); by clicking on these lines- the salary sources can be edited. Note: If a salary line previously paid in full from the unrestricted operating budget will now be split funded with restricted- contact BFP at budget@lists.wfu.edu for assistance in making this change.*

13. What is the intent of the Reason Code and Comments column on the Salary View? Completion of these fields will greatly assist HR in processing and completing the salary file for upload to the July payroll.

The Reason For Change column has a drop down list; a "reason/reason code" must be selected for <u>each salary line</u> that has a record in the Budget System (faculty regular, faculty adjunct, staff full time, staff-part time, hourly).

<u>Reason For Change</u>

CODE	REASON	DEFINITION
00001	New Hire	Newly hired employee with a start date on or after July 1st.
00013	Demotion w/ salary change	Change to employee's job due to decrease in responsibilities or position. Decrease in pay.
00014	Promotion w/ salary change	Change to employee's job due to increase in responsibilities or position. Increase in pay.
0NC13	Demotion no salary change	Change to employee's job due to decrease in responsibilities or position. No change in salary.
0NC14	Promotion no salary change	Change to employee's job due to increase in responsibilities or position. No change in salary.
00017	Change in Budgeted Hours	Increase or decrease in working hours.
00018	Change in Budget Code	Change in department code in which salary is being paid from.
00015	Title change	Title change only. No change in pay.
00026	Merit Increase	Annual pay increase based on performance.
00028	Market Adjustment	Pay change due to market analysis.
00029	Merit & Market Increase	Annual pay increase based on performance and a pay change due to market analysis.
00027	Additional Responsibilities	Change in pay is a result of adding additional responsibilities to current position.
0NC19	No Fiscal Year Increase	Employee hired after April 1st. Or Employee scored a needs an improvement on annual performance review.
LOA	On Leave	Employee is on an approved leave of absence from work. Sabbatical, medical, military, personal, educational, etc.
TPER1	Terminating Employment	Employee is terminating employment from WFU.
Other	Other	We need a required field for comments.

**Please Use "Other" change code for revisions to Open Merit Pools or Open Budget Pools.*

*If you chose a "reason" that has been <u>flagged by an * in the system</u>, HR has directed that the comments field also be filled in with explanation including begin and end dates, leave codes, etc.*

14. Why can't the raise percentage awarded to an individual apply to both the unrestricted and restricted funds? *This situation may be possible, but it should be investigated to determine if adequate funds are provided for in the grant or the restricted endowment to cover the raise.*

Note: In the WIN budget system templates, you have the ability to edit all sources of a person's salary (both unrestricted and restricted) via a "cross departmental" summary feature that is available via both the "Salary Edit by Dept" and "Salary Edit by Name" views. The Budget Office will work with FAS to provide each dean with a spreadsheet estimating grant (RG) and endowment income (ER) available for FY12. This spreadsheet will be distributed in February; any questions regarding the estimates should be directed to Debbie Hellman, FAS (x5187). If the estimated funding for a grant or endowment income account is inadequate (in FY12) to continue to support current salary paid from that fund, schools and units will need to shift those salaries to the unrestricted budget.

15. **What information is available to end users to better assess trends in revenues and expenditures so that budget can be shifted to more appropriate budget expense lines or among departments?** *The Budget System contains actual revenues and expenditures FY10 and 6 month actuals for FY11 (through 12/31/10). Other sources of information include FAS Cognos reports- available monthly (after month end close) with current year actual detail*

    Note: You are free to shift budget among expense lines as long as the total department budget guideline is not exceeded.

16. **What does the term "capital" budget refer to?** *The term "capital" refers to goods/equipment that cost $5,000 or more per item and have a useful life more than one year; the cost of the capital asset includes the purchase of the item and all costs associated with putting the asset in place and making it operational (freight, installation, training). Additionally, projects/renovations are capitalized if construction costs and purchases in support of that project cost $50,000 or more, and have a useful life of more than one year; the cost of these projects includes labor and materials. In general, furniture and laptops/desktops are NOT capital items since the unit cost is typically <$5,000 per unit.*

17. **Who budgets for "capital" items?** *Instructions and forms (for capital budgeting) are distributed to VPs and Deans each Fall. Depending on the internal structure and resources within their school/unit, that VP/Dean determines the process and team that will review needs and coordinate submissions. WFU leadership then prioritizes the requests and approves based on available funding. All approved capital projects for Facilities are then budgeted in a special Facilities Capital Department (overseen by Facilities); all approved capital projects for Academics are budgeted in a special Academic Capital Department (overseen by the Provost); all approved IS capital projects are budgeted in a special IS Capital Department (overseen by IS). If a project submitted by your department was not funded, please feel free to discuss with your VP/Dean to better understand their prioritization of submitted requests for project funding. Additionally, if you were not involved but want to be involved in the Fall capital review, feel free to discuss it with your VP/Dean and explain the value add of including individuals in your role.*

Note 1: All approved capital funding (to be funded centrally by the General University) is held at the central level either by the Provost, VP for Facilities, or Associate Provost for IS – and released for transfer to a project (p#) by each as deemed appropriate.

Note 2: The self-funding units generally develop and fund their own capital needs through reserves; as a result, their input during the Fall cycle is limited. Fall requests for capital are generally from the College and central units.

Note 3: Although, in general, projects are approved for capital funding in the November-January time frame for the following year, due to the fluidity of the environment, priorities may be revised by leadership. As a result, at time of actual funding, the PSR form is utilized by FAS to confirm that the project is still approved and to also identify funding source (which may be the operating budget, reserves, or debt).

18. Who budgets for desktops, laptops, and furniture?

a. *The self-funding units fund their own computers and furniture via operating budgets or through reserves.*
b. *Central Units and the College:*
    i. *Information Systems budgets for desktops/laptops for the College and various administrative and support groups based on a combination of submitted requests from each unit in the Fall of each year and general rotation cycles; other computer needs are often paid for by the units from their operating budgets.*
    ii. *Furniture for the College and various administrative and support groups is handled similarly; based upon submitted requests in the Fall of each year, central leadership sets aside some funding in support of these needs.*

    Note: Furniture (51510) or computer (51513) needs that were not submitted to the Dean of the College or VP in the Fall and or which were not approved for central funding will need to be covered by your operating budget (or restricted funding). Discuss with your dean or VP the need to shift either unrestricted funds to this budget line or the possibility of using restricted funds for the purchases (also confirm with FAS that the restricted fund can be legally used for the needed purchase).

19. How is the cost of fringe benefits calculated in the budget system? *Fringe expense is charged to a department as a % of eligible payroll expenses. This charge is applied to all departments; the funds are used to pay university fringe related expenses. The primary fringe expenses include: payroll taxes, health care, dental care, tuition concession, and retirement contributions. Since level of benefits is based on employment status (i.e. full time, part time, temporary), the rates charged to the departments for provision of these benefits varies by* *employment status and is updated annually based on total fringe benefit costs. Currently, the rates range from a high of 27.4% (full time) to a low of 10% (temporary).*

Note: Fringe is automatically calculated in the system based on salary amount and account code used (see tables below).

"Regular" Payroll: Payments for standard job responsibilites:				
Salary Account Codes	**Description**	**Fringe Account Codes (FY11)**	**Fringe Rate**	**FY12 Changes**
50010	Staff Exempt	50599	27.4%	no change
50012	Staff Hourly	50599	27.4%	no change
50014	Faculty Regular (Incl. Summer Salary/Stipends **SSL**)	50599	27.4%	no change
50016	Staff Overtime Pay	50599	27.4%	no change
50025	Exempt Staff Teaching (new acct usage and description)	50596	10.0%	New Acct
50026	Severance	50599	27.4%	no change
50015	Faculty Adjunct	50596	10.0%	Changed
50032	Staff Part Time w/Benefits (1000 - 1400 hours)	50598	17.4%	no change
50020	Temporary Salaries	50596	10.0%	no change
50028	Summer Grant Compensation (**SGT** Restricted Source)	50596	10.0%	no change
50033	Staff Part Time w/out Benefits (<1000 hours)	50596	10.0%	no change
50036	Faculty Part Time w/ Benefits	50598	17.4%	New Acct
50037	Research Post Doc Full Time	50599	27.4%	New Acct
50038	Research Post Doc w/o Benefits <1000 hours	50596	10.0%	New Acct
50040	Faculty Part Time w/o Benefits	50596	10.0%	New Acct
50013	Student Salaries	n/a	0.0%	no change
50034	Bonus, Awards, Additional Compensation - Staff	50593	27.4%	no change
50035	Bonus, Awards, Additional Compensation - Faculty	50594	27.4%	no change

*Code 50022 Bonus is inactive.

Note: Fringe benefits for Graylyn part-time salaries paid under the special code of 50021 will continue to be charged at 17.4% (50597).

20. **Once a department head revises the budget lines in the template and "submits" via the system, what happens to that submission?** *Department budgets must be approved online by the department head (not the proxy). Once approved, the system automatically forwards the budget template for review and approval to the Budget Officer/Dean – who has the authority to change as deemed appropriate. Once the Budget Officer/Dean approves the department budget, it is automatically forwarded to the VP/Provost for review and approval – and that individual also has the ability to change as deemed appropriate. Only after the VP/Provost approves the budget is it forwarded to the Budget Office. The Budget Office reviews and reconciles, correcting if necessary such that all*

the department budgets roll up to the university wide total budget approved by the BOT. The new budgets are then uploaded into Banner in late June for the new-year; after July 1st- the Cognos reports (as made available by FAS) will reflect the new budgets.

21. **Can I shift budget among the various lines after the upload to Banner?** *While many ERP systems enable departments to access to the budget accounts and move funding during the year between account codes, this function is not currently supported in Banner.*

22. **I have access to the Cognos reports. Why don't I have access to the budget system templates?** *The Budget System (with the budget templates) is a separate system from both Banner and Cognos. Therefore, access to Banner or Cognos is distinct from access to the Budget System.*

    a. **Who has access to the Budget System?** *Vice Presidents, Budget Officers, and Dept Heads automatically have access to the budget system set for the departments for which they have oversight. For security purposes, however, PROXY access is only granted for a given budget season and then expires; therefore, the proxy assignments must be made annually. Since the proxy role allows a designated person to access/modify the operating and/or personnel budgets on behalf of a department head or business officer, the authorization to activate a proxy assignment for the upcoming spring budget cycle, must be provided by the department head or budget officer.*

23. **I am authorized to access the Budget System but I still can't access it. Why?** *In addition to the security authorization referenced above, in order to access the Budget System, you need:*

    a. ***Active WIN ID and Password-*** *Please verify that you can access WIN (Wake Information Network). If you encounter any problems accessing WIN contact the IS Help Desk x4357.*

    b. ***Internet Explorer 7 (IE7) or Internet Explorer 8 (IE8) -*** *The Budget System requires IE7, or greater. While IS now loads IE7 on all laptops, those of you with older computers may need to update your browser to IE7 (if you have not already done so). If you encounter problems updating your browser, contact the IS Help Desk x4357.*

If you have an active WIN ID and password and have verified that IE7, or greater is installed, but you still cannot access the Budget System – please contact BFP (budget@lists.wfu.edu).

Help
Accessing the Budget System through WIN

Category: General
Section: 2
Topic: Accessing the Budget System through WIN

To access the **2011-2012** budgeting system, follow these steps:

- Open Internet Explorer - (see Section 3 for instructions on running IE v8 or v7)
- Go to Wake Information Network homepage (www.win.wfu.edu)
- Log into WIN in the box provided
- To log in, you will enter your Username and WIN password. Your Username is the same as the characters that come before the @ sign in your email address. For example, Jane Smith's email address is smithj@wfu.edu. She would then use smithj as her username. Your password, when logging into WIN for the first time, is your social security number. You will be required to change your password the first time you log into WIN.
- Click on the **Virtual Campus** link at the top of the web page**.**
- Scan down the page for the **Budget and Financial Planning** section, where you will find a link labeled **FY12 Budget.**
- Click on this link.

You should see the main menu for the budget system. If you need further help at this point, you should choose a role and click **HELP**. This will take you through the general information about the system and help get you started.

Note: Please verify that you have access to WIN.
If you have problems, call the Help Desk for assistance at x4357.

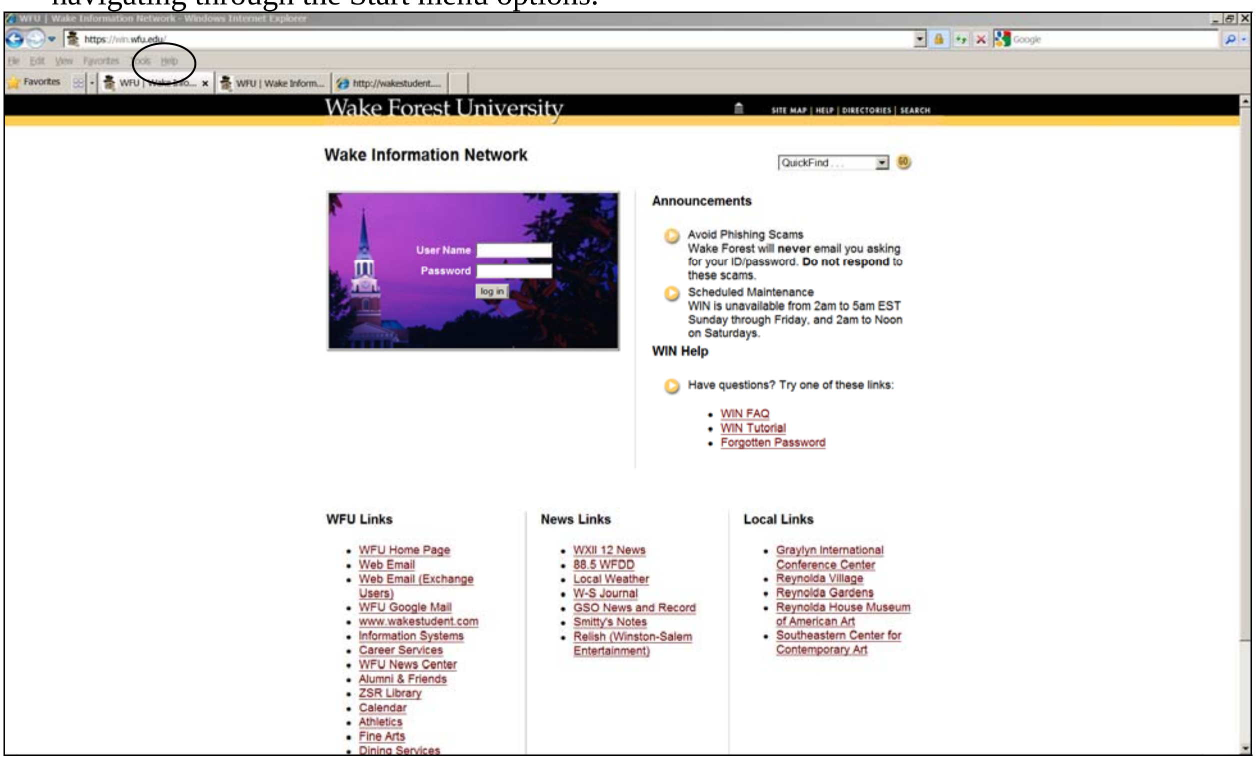
Help
Installing/Running Internet Explorer 7

Category: General
Section: 3
Topic: Instructions for Installing /Running Internet Explorer 7

Internet Explorer 7 is required in order for the WIN budget systems to operate efficiently and as designed. Some user computers may already have been upgraded to IE 8, or IE 7, while others may be still running IE 6, or earlier. Below are instructions on verifying the Internet Explorer version, as well as updating if needed. If IE 7 or IE 8 is already installed and being used, users will not be required to do anything further, but if it is not installed please follow the instructions below. For further issues or help installing, the IS Help Desk (help@wfu.edu or extension 4357) is available. Also feel free to contact the Budget Office with any specific questions at budget@lists.wfu.edu.

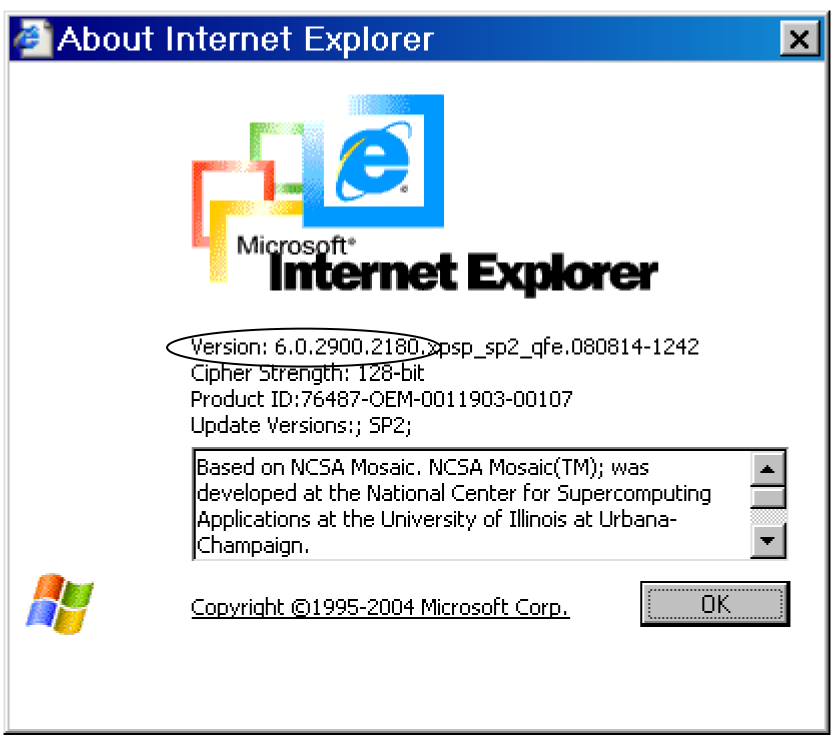
Verifying IE Version

1. Open the Internet Explorer version using the desktop shortcuts provided, or by navigating through the Start menu options.



2. Once the program is opened, select the "Help" menu toolbar, and navigate to the "About Internet Explorer" option. A separate About Internet Explorer window should open. Look at the numbers under the "Version" section of this window (See next page for illustration).

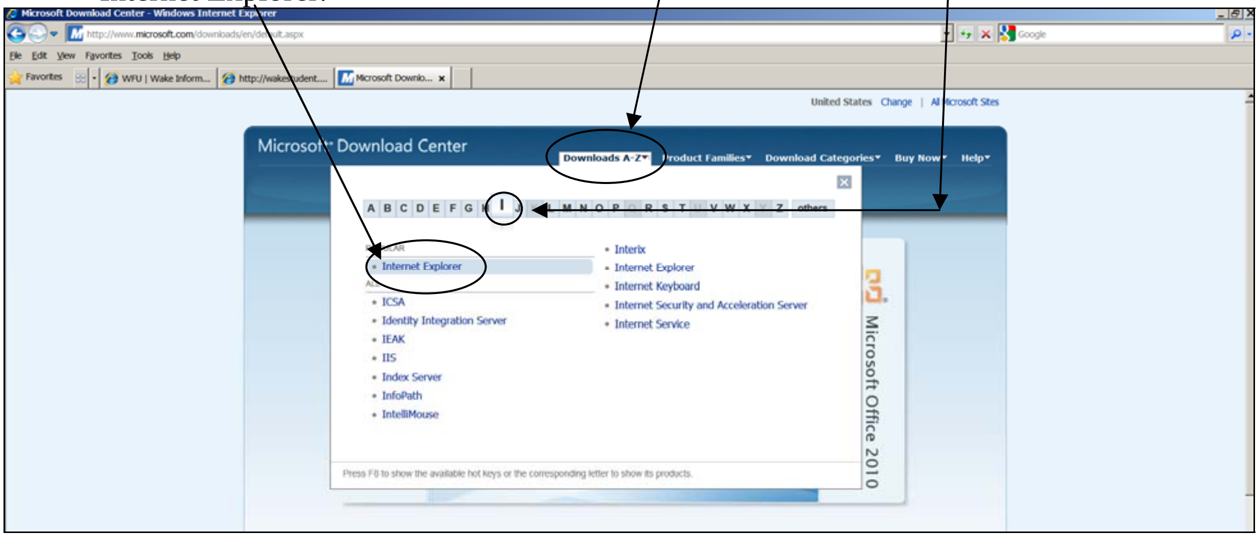
3. If the version number starts with a 7 or 8 (similar to the above display), then nothing additional needs to be done. The machine is already running a compatible version. If this number is a version lower than 8 or 7 (similar to the below display), then proceed to the "Installing Internet Explorer Version 7" steps below.



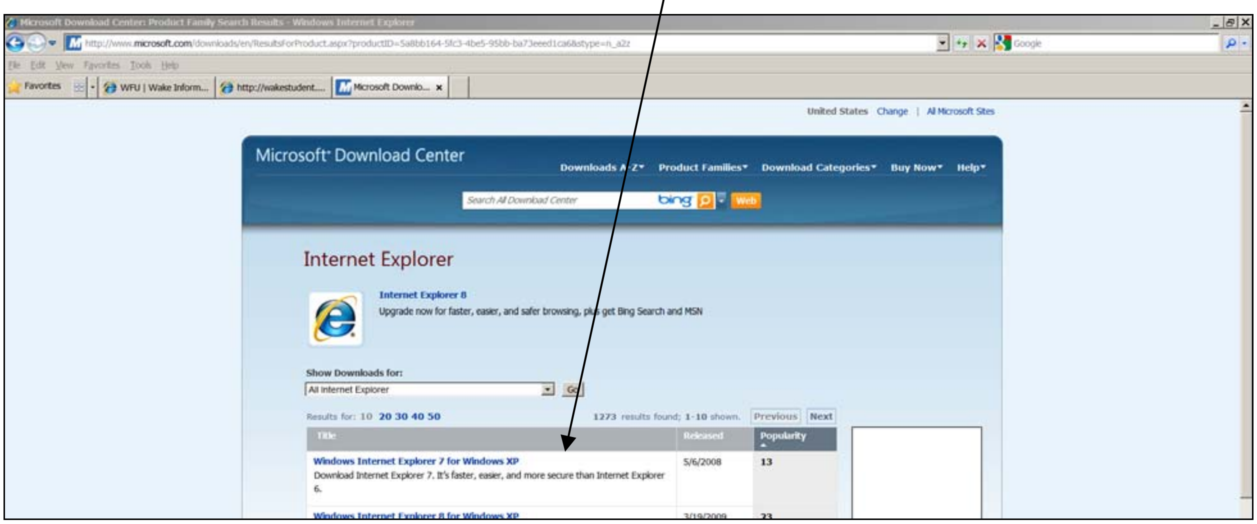
Installing Internet Explorer Version 7

1. With an opened internet window, navigate to the Microsoft Downloads website. (http://www.microsoft.com/downloads).

2. Once the page is displayed, click on Downloads A-Z, and select "I". Then choose Internet Explorer.

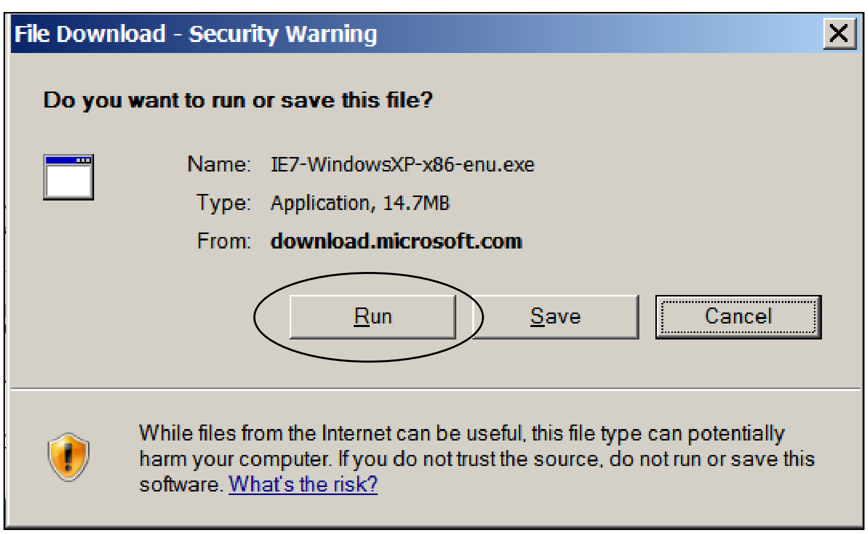


3. The option to download and install Windows IE7 should be one of the first few search titles returned. The link to select should read something similar to "Windows Internet Explorer 7 for Windows XP". Select this link. If your computer is running something other than Windows XP, or you are unsure of your windows version, please contact the Budget Office.



4. Once this page is displayed, select the “Download” button toward the top of the page. Feel free to change the “Download Time” options to a quicker connection if you are connected via a campus connection.

5. A File Download window will be displayed with the options to “Run, Save, or Cancel” the download file. The best option is to select “Run”. If the file is saved, make note of where it was saved so it can be accessed to run and install IE7.



6. Once the download has run or is saved, an Internet Explorer run option will be displayed. Click "Run" once again.

7. After the IE file runs, further instructions will be provided via the download and install process. Instructions for the download and install are also provided on the Microsoft Download page.

8. After the install is complete, the computer may be required to restart. Once restarted, IE 7 will have replaced the previous version of Internet Explorer, and you will be able to begin using IE 7. All former IE settings should automatically be transferred to the new version (i.e. bookmarks and security settings).

9. To confirm that IE 7 installed properly, refer back to steps 1-3 under the "Verifying IE Version" instructions.

Help
General Guidelines & Processes

Category: General
Section: 4
Topic: General Guidelines & Processes

Guidelines:
The base budget for a Department Head cannot exceed the established "Guideline" for that Department Head. For example, if you are the Department Head for several departments, you are held to the guideline for the total of all the departments, not each single department. So, it is the Department Head's option to shift budget among the departments under their control.

Budget Officers (BO) cannot exceed the established "Guideline" totals for their group of Department Heads. So, it is the Budget Officer/Dean's option to shift budget among the departments under their control.

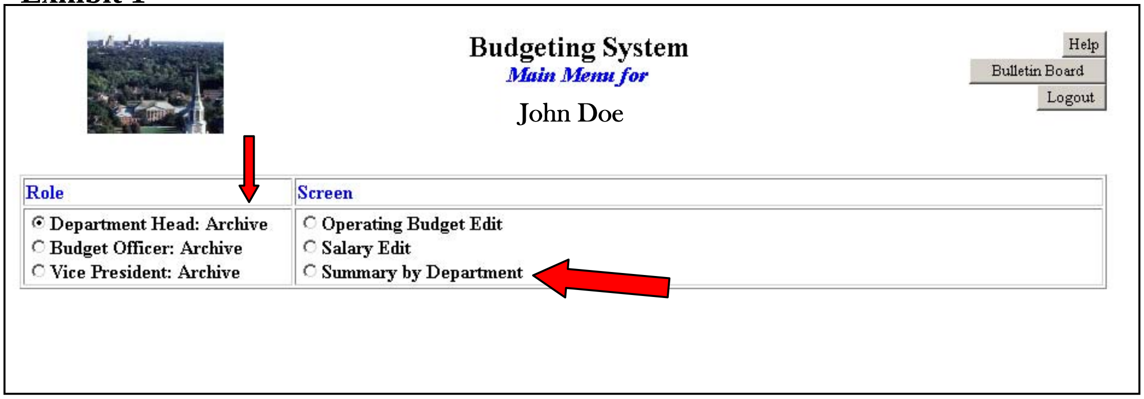
Vice Presidents (VP) cannot exceed the established "Guideline" totals for their group of Budget Officers. So, it is the Vice President's option to shift budget among the departments under their control.

Processes:
The budget will be processed and reviewed by "level". A level is a Department Head, Budget Officer/Dean or Vice President. Once a level submits their budget to a higher level, they are no longer able to make changes to the budget. Only those individuals that are listed as a Proxy, Department Head, Budget Officer, or Vice President may access the budget information for their department(s).

Proxy – Your access is restricted to the authorization that your Department Head/BO/VP has assigned for you. A proxy can only assist the Department Head/BO/VP in completing the budget. Access may be allowed for salaries and/or operating expenses. You cannot submit the budget to the next level as it is the Department Head who is accountable for the budget.

Department Head – You are first to receive the budget for editing. Once you submit your budget requests to the Budget Officer, you will no longer be able to edit your department's accounts or salaries, and the Budget Officer will have to make any additional revisions. You can refer back to what you have submitted in the archives. Archives will appear as one of your options once you submit. Select the "Summary by Department" radio button (open circle) to review your submitted information (Exhibit 1).

Exhibit 1



You may grant proxy access if you wish to have someone assist with the budget input. There can be separate proxies for salary information and operational expenses. A proxy may input the budget information at your request, but may not approve the budget and submit to the Budget Officer as that is the role of the Department Head. Accountability for developing the budget and managing to the budget lies with the Department Head.

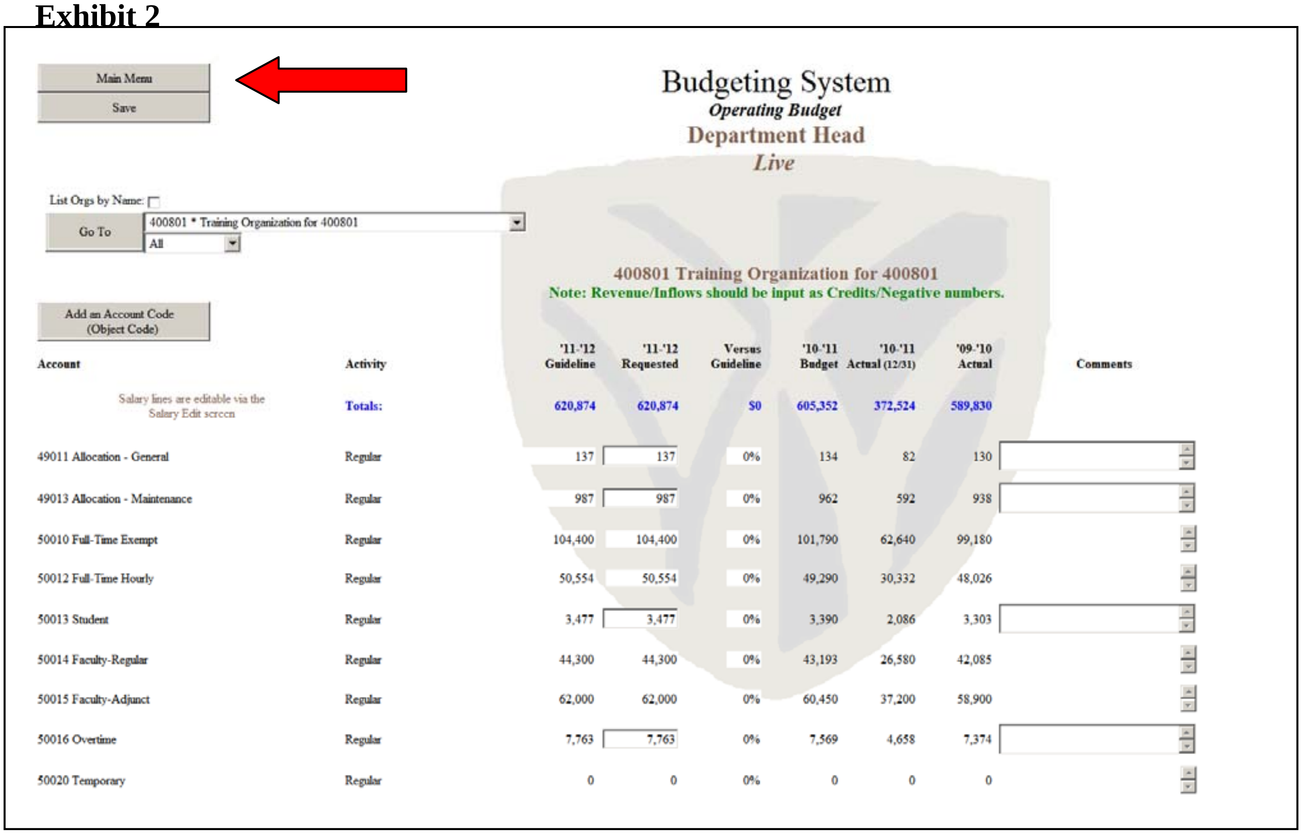
Budget Officer – You ‘receive’ budgets, by department, from Department Heads and must adhere to the guidelines in total. You have the ability to exceed guidelines by department and shift funding between departments, but the total budget for all of your departments combined cannot exceed the established guideline. Once you submit the budget, you will no longer be able to edit your department’s accounts. You can refer back to what you have submitted in the archives. Archives will appear as one of your options once you submit your budget. Select the “Summary by Department” radio button to review your submitted information (Exhibit 1).

Vice President - You ‘receive’ budgets, by department, from Budget Officers and must adhere to the established guidelines in total. You have the ability to exceed guidelines by department and/or Budget Officers, by shifting funding between departments, but the total budget for all of your departments combined cannot exceed the set guideline. Once you submit the budget, you will no longer have the ability to edit your department’s accounts. You can refer back to what you have submitted in the archives. Archives will appear as one of your options once you submit. Select the “Summary by Department” radio button to review your submitted information (Exhibit 1).

The Budget Officer and Vice President should have all departmental budgets for which they are responsible received and completed before approving and submitting their budgets to the Budget and Financial Planning Office.

Additional Notes:
While using the budget system, you must utilize the navigational buttons located in the screen views, instead of the browser's navigational buttons. For example, if you are in the operating budget screen and want to return to the main menu, click the "Main Menu" button in the screen, instead of the "back" button located at the top of your internet browser (Exhibit 2).

Exhibit 2



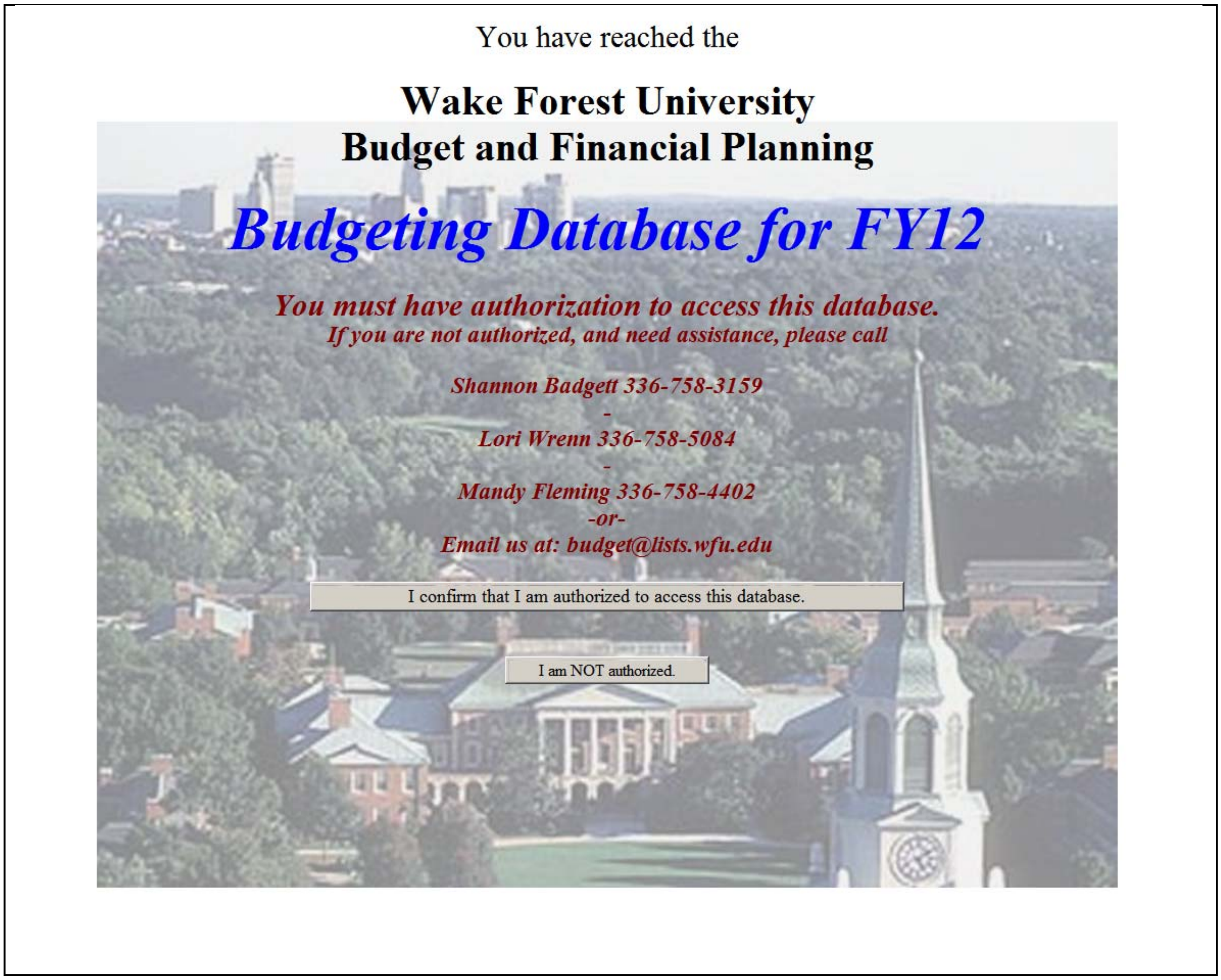
Account	Activity	'11-'12 Guideline	'11-'12 Requested	Versus Guideline	'10-'11 Budget	'10-'11 Actual (12/31)	'09-'10 Actual	Comments
Salary lines are editable via the Salary Edit screen	Totals:	620,874	620,874	$0	605,352	372,524	589,830	
49011 Allocation - General	Regular	137	137	0%	134	82	130	
49013 Allocation - Maintenance	Regular	987	987	0%	962	592	938	
50010 Full-Time Exempt	Regular	104,400	104,400	0%	101,790	62,640	99,180	
50012 Full-Time Hourly	Regular	50,554	50,554	0%	49,290	30,332	48,026	
50013 Student	Regular	3,477	3,477	0%	3,390	2,086	3,303	
50014 Faculty-Regular	Regular	44,300	44,300	0%	43,193	26,580	42,085	
50015 Faculty-Adjunct	Regular	62,000	62,000	0%	60,450	37,200	58,900	
50016 Overtime	Regular	7,763	7,763	0%	7,569	4,658	7,374	
50020 Temporary	Regular	0	0	0%	0	0	0	

Help
How to Start: Choosing a Role

Category: General
Section: 5
Topic: How to Start: Choosing a Role

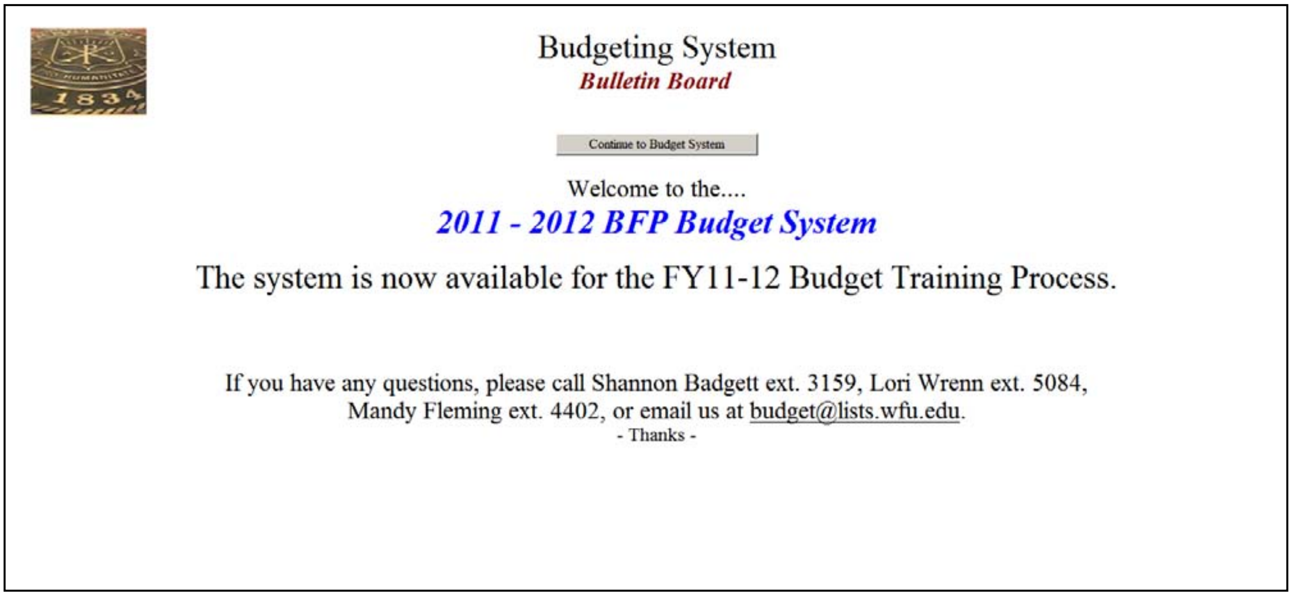
Log on to the budget system. Select the appropriate link in WIN that will take you to the budget system. You will then go through a disclaimer screen (Exhibit 1) that requires verification of access to the system.

Exhibit 1



The next screen (Exhibit 2) is a budgeting bulletin board that will contain budgeting messages including due dates and contact information. Click the "Continue to Budget System" button.

Exhibit 2



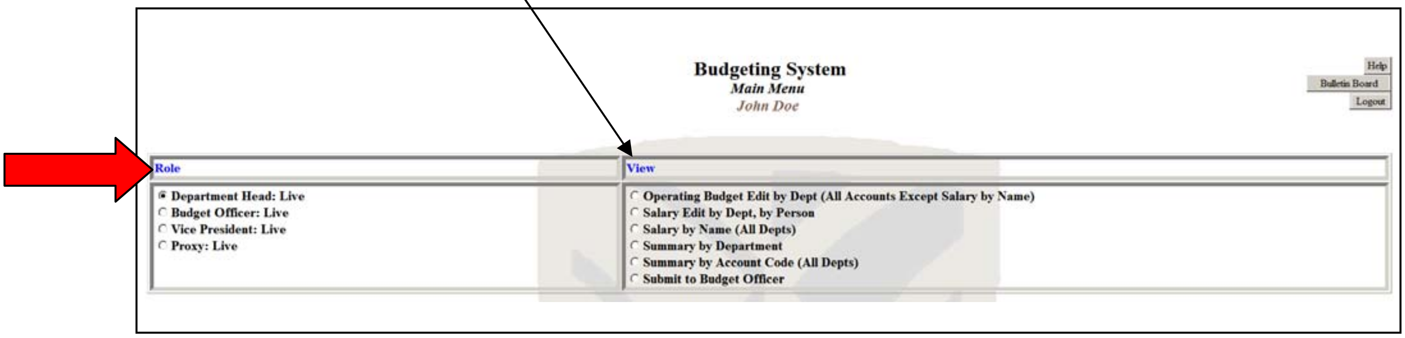
Instructions for this section continued on next page.

On the main menu (Exhibit 3), there could be up to four roles listed within the budget system. To begin viewing the budget, you must first select a role. Only the roles for which you are authorized will be shown.

Your screen options will depend on the role that you have selected.

For explanations of the roles and the views associated with each, please refer to individual roles in the budget manual.

Exhibit 3



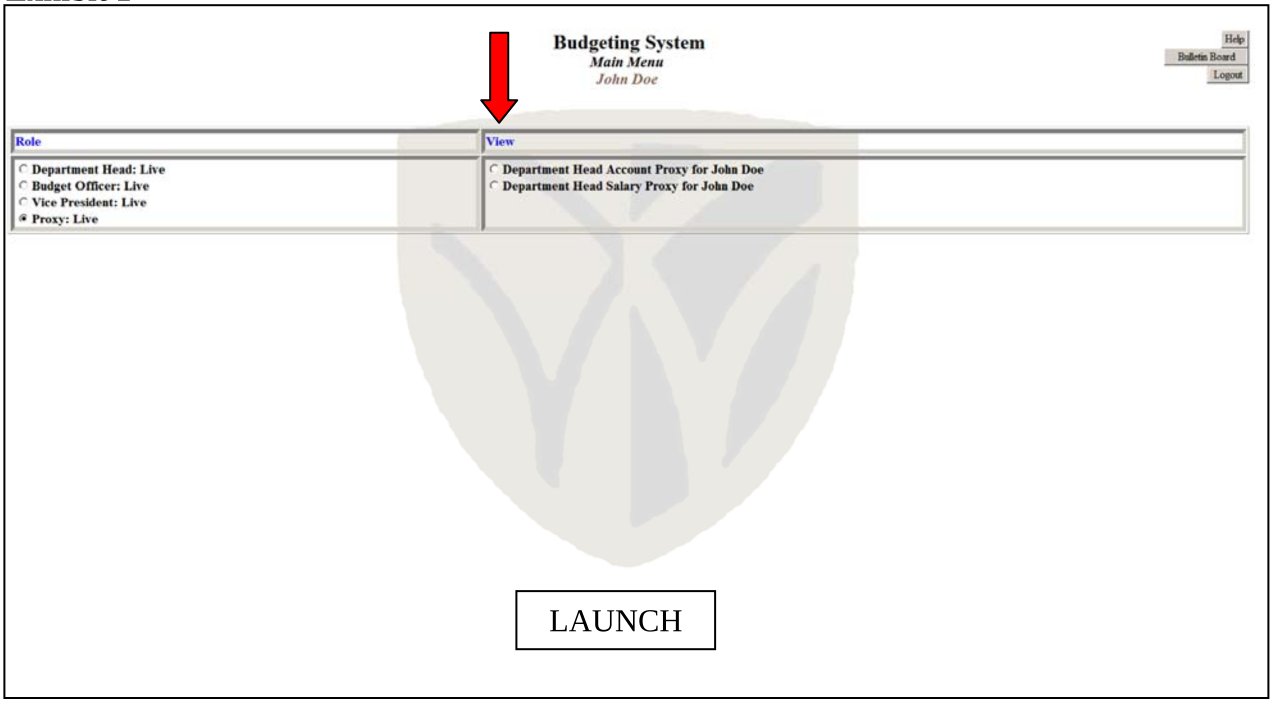
Help
Proxy Role

Category: General
Section: 6
Topic: Proxy Role

Only individuals designated as proxies can access this role. The Proxy role allows you to access/modify the operating accounts and/or employee salaries for the Department Head, Budget Officer, or Vice President for whom you have been designated as a proxy. Proxy assignments will have been set up for you. By choosing this role, the program will automatically find your Department Head assignment(s) and, if authorized by the department heads, those views will be available to you. Proxies cannot submit budgets for Department Heads.

There are two options available on the menu in the middle of the screen (Exhibit 1). To select, simply click in the radio button beside each line item and then click on the "Launch" button that appears. To view and adjust your operating accounts, click “Department Head Account Proxy” for a listing of departments and operating accounts for which you are responsible. Similarly, to adjust employee salaries, choose “Department Head Salary Proxy” for a listing of all employees by department for which you must budget.

Exhibit 1



After launching the “Operating Budget Edit” or the “Salary Edit” forms, if you are responsible for more than one department, a drop down list is available from which you can select which department to edit. *(The drop down box can either be sorted by department number or department name. Just place a check in the box above the drop down list to change to the sort by name feature).* Use the drop down box to select the department and click the "Go To" button. (See Section 12, Exhibit 2)

The "Category" drop down list allows you to select to view and edit only the "Revenue", "Personnel", or "Non-Personnel" category. Select the category and then hit the "Go To" button to switch to this filtered view. The totals **in blue** subtotal the chosen category. If you choose "All", the total calculates the net revenue/expenses for that department or your "bottom line". (See Section 12, Exhibit 2)

The items that appear in a grey font are NOT editable. You cannot edit salaries in the “Operating Budget Edit” view.

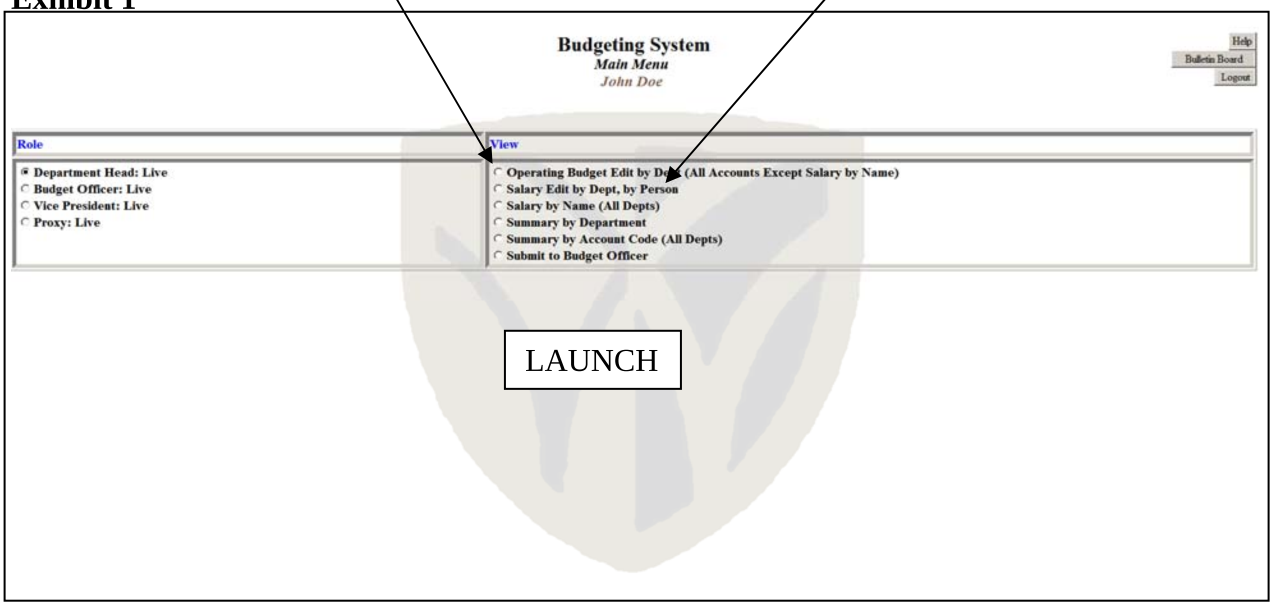
Help
Department Head Role

Category: General
Section: 7
Topic: Department Head Role

Only those individuals designated as a Department Head can access this role. The Department Head role allows you to access the operating accounts and employee salaries for all departments that you have been authorized to access.

There are several options available on the menu in the middle of the screen (Exhibit 1). To select, simply click in the radio button beside each line item and then click on the "Launch" button that appears. To view and adjust your operating accounts, click "Operating Budget Edit by Dept" for a listing of departments and accounts for which you are responsible. Similarly, to adjust employee salaries, choose "Salary Edit by Dept, by Person" for a listing of all employees by department for which you must budget. These two forms are described in detail in sections 12 and 14 of the training manual.

Exhibit 1



After launching the "Operating Budget Edit by Dept" or the "Salary Edit by Dept, by Person" forms, if you are responsible for more than one department, a drop down list is available from which you can select which department to edit. *(The drop down box can either be sorted by department number or department name. Just place a check in the box above the drop down list to change to the sort by name feature).* Use the drop down box to select the department and click the "Go To" button. (See Section 12, Exhibit 2). The items that appear in a grey font are NOT editable. You cannot edit salaries in the "Operating Budget Edit by Dept" view.

The "Category" drop down list allows you to select to view and edit only the "Revenue", "Personnel", or "Non-Personnel" category. Select the category and then hit the "Go To" button to switch to this filtered view. The totals **in blue** subtotal the chosen category. If you choose "All", the total calculates the net revenue/expenses for that department or your "bottom line". (See Section 12, Exhibit 2)

After all changes and approvals are complete for all the departments for which you are responsible, the budget will need to be submitted to your Budget Officer. For a detailed explanation on submitting your budget, see section 15, "Submittal Form".

The “Summary by Department” view (Exhibit 1) offers the ability to view all of your departments on one screen. However, information is not editable from this view.

The “Salary by Name” view is editable and described in detail in Section 14 (Salary Edit) of the training manual. This view is helpful if you are a Department Head for multiple departments. This view list staff/faculty in alphabetical order for all departs that roll to you.

The “Summary by Account Code” view is also editable; full description is included in detail in Section 12 (Operating Accounts) of the training manual. This view is helpful if you are a Department Head <u>for multiple units</u>. The “Summary by Account Code” view lists non-personnel budgets by account code – summed across all departments that roll to you (with department by department detail if you click on the account code).

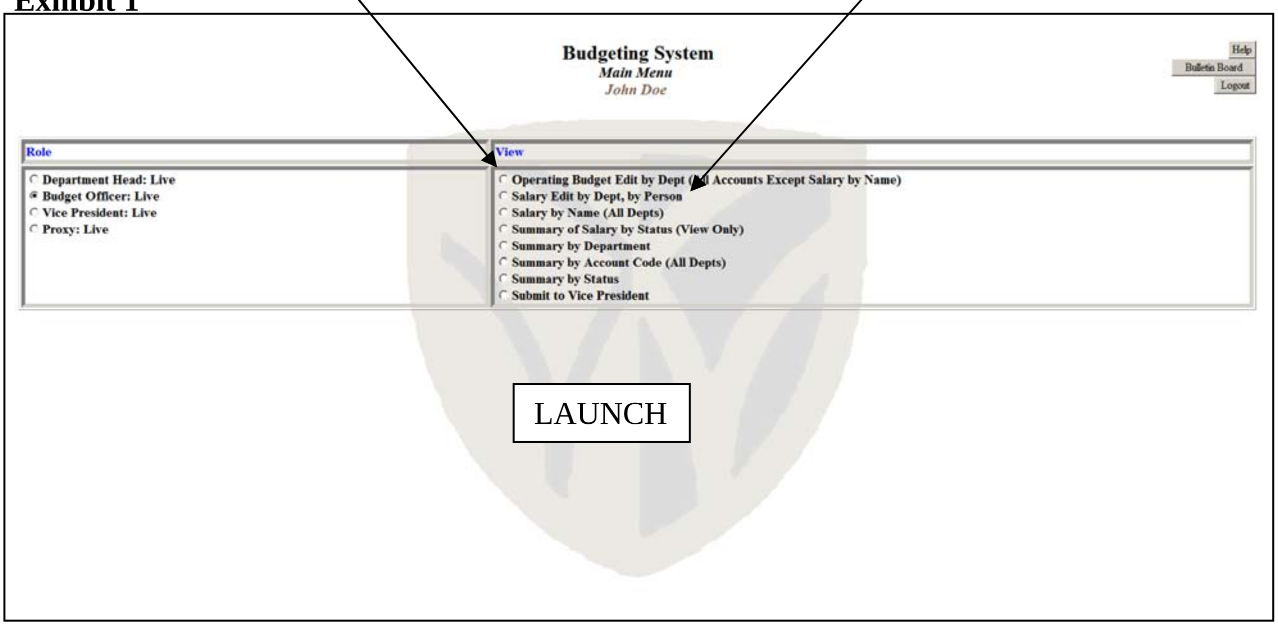
Help
Budget Officer Role

Category: General
Section: 8
Topic: Budget Officer Role

Only individuals designated as Budget Officers (typically Deans, AVPs, Assoc. Provosts, etc) can access this role. The Budget Officer role allows you to access the operating accounts and employee salaries for all departments that you have been authorized to access.

There are several options available on the menu in the middle of the screen (Exhibit 1). To select, simply click in the radio button beside each line item, and then click on the "Launch" button that appears. As a Budget Officer you will only be able to edit departments once they are submitted to you by the Department Head. Once they have been submitted they are then editable at your level; the font is grey and not editable until the department head submits. To view and adjust your operating accounts, click “Operating Budget Edit by Dept” for a listing of departments and accounts for which you are responsible. Similarly, to adjust employee salaries, choose “Salary Edit by Dept, by Person” for a listing of all employees by department for which you must budget.

Exhibit 1



After launching the “Operating Budget Edit by Dept” or the “Salary Edit by Dept, by Person” forms, if you are responsible for more than one department, a drop down list is available from which you can select which department to edit. *(The drop down box can either be sorted by department number or department name. Just place a check in the* *box above the drop down list to change to the sort by name feature).* Use the drop down box to select the department and click the "Go To" button. (See Section 12, Exhibit 2)

The items that appear in a grey font are NOT editable. You cannot edit salaries in the “Operating Budget Edit” view.

The "Category" drop down list allows you to select to view and edit only the "Revenue", "Personnel", or "Non-Personnel" category. Select the category and then hit the "Go To" button to switch to this filtered view. The totals **in blue** subtotal the chosen category. If you choose "All", the total calculates the net revenue/expenses for that department or your "bottom line" (See Section 12, Exhibit 3).

After all changes and approvals are complete for all the departments for which you are responsible, you will need to submit to the Vice President. For a detailed explanation on submitting your budget, see section 15, "Submittal Form".

The “Summary by Department” view offers the ability to view all of your departments on one screen. However, information is NOT editable from this view.

Budget Officers may view the status of their Department Head's progress at any time by selecting the "By Status" views. For salaries click on “Summary of Salary by Status (View Only)”; for operating budgets click on “Summary by Status”. This will show which Department Heads have submitted their budgets and which Department Heads are still working on their budget. Click on the arrows to expand the selection. Exhibit 2 shows that all Department Heads have submitted their budgets to the Budget Officer.

Exhibit 2

Employee Information	'11-'12 Guideline	'11-'12 Requested	Difference vs Current	% Change vs Current	Current Pay Rate	Reason for Change
(2) Submitted to Budget Officer	295,233	295,233	14,762		280,471	0
	295,233	295,233	14,762		280,471	0

	'11-'12 Guideline	'11-'12 Requested	Difference	'10-'11 Budget	'10-'11 Actual as of 12/31	'09-'10 Actual
John Doe	1,595,373	1,595,373	0	1,555,488	957,223	1,515,603
400801 Training Organization for 400801	620,874	620,874	0	605,352	372,524	589,830
400802 Training Organization for 400802	216,943	216,943	0	211,520	130,166	206,096
400803 Training Organization for 400803	286,904	286,904	0	279,731	172,142	272,558
400804 Training Organization for 400804	306,350	306,350	0	298,691	183,810	291,033
400805 Training Organization for 400805	164,302	164,302	0	160,194	98,581	156,087
	1,595,373	1,595,373	0	1,555,488	957,223	1,515,603

The “Salary by Name” view is editable and described in detail in Section 14 (Salary Edit) of the training manual. The “Summary by Account Code” view is also editable; full description is included in detail in Section 12 (Operating Accounts) of the training manual. These two new views will especially helpful if you are Budget Officer <u>for multiple units</u>; the “Salary by Name” view list staff/faculty in alphabetical order for all departments that roll to you; the “Summary by Account Code” view lists non-personnel budgets by account code – summed across all departments that roll to you (with department by department detail if you click on the account code).

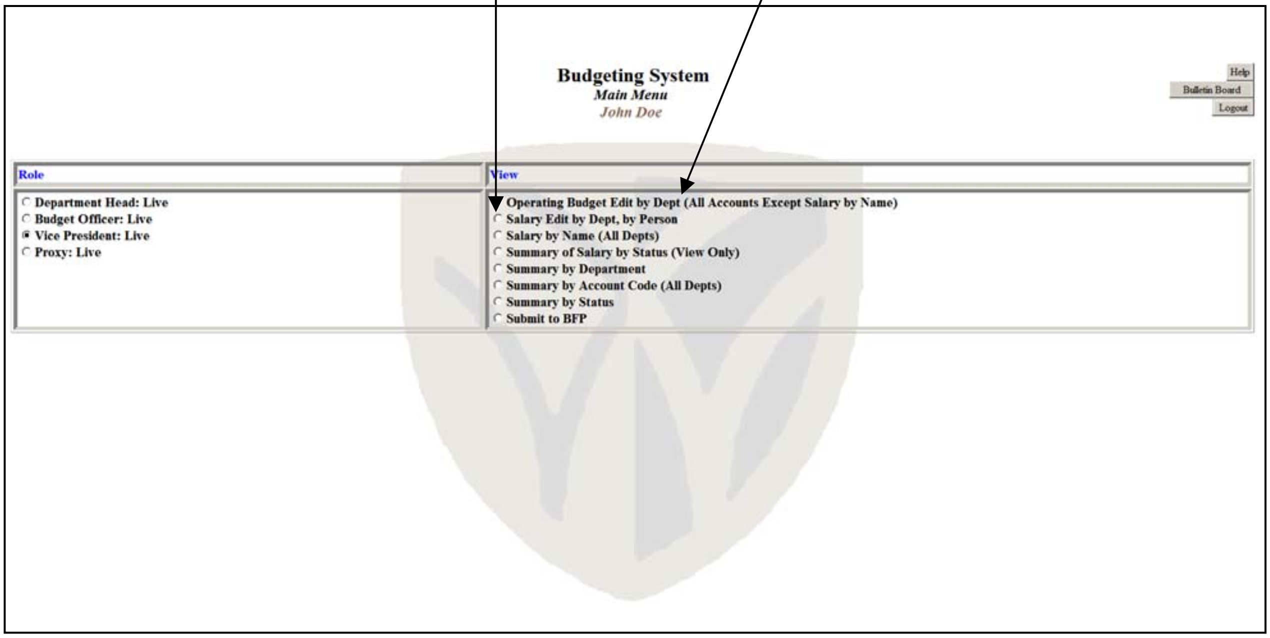
Help
Vice President Role

Category: General
Section: 9
Topic: Vice President Role

Only those individuals designated as a Vice President can access this role. The Vice President role (typically senior leadership) allows you to access the operating accounts and employee salaries for all departments that you have been authorized to access.

You can choose several options from the menu in the middle of the screen (Exhibit 1). To select, simply click in the radio button beside each line item, and then click on the "Launch" button that appears. As a Vice President you will only be able to edit the departments once they are submitted to you by the Department Head and the Budget Officer. The font in the requested column is grey and not editable until the Budget Officer submits. Once the departments have been submitted, they are then editable at your level. To view and adjust your operating accounts, click "Operating Budget Edit by Dept" for a listing of departments and accounts for which you are responsible. Similarly, to adjust employee salaries, choose "Salary Edit by Dept, by Person" for a listing of all employees by department for which you must budget.

Exhibit 1



After launching the "Operating Budget Edit by Dept" or the "Salary Edit by Dept, by Person" forms, if you are responsible for more than one department, a drop down list is available from which you can select which department to edit. (The drop down box can either be sorted by department number or department name. Just place a check in the box above the drop down list to change to the sort by name feature). Use the drop down box to select the department and click the "Go To" button. (See Section 12, Exhibit 2)

The "Category" drop down list allows you to select to view and edit only the "Revenue", "Personnel", or "Non-Personnel" category. Select the category and then hit the "Go To" button to switch to this filtered view. The totals in blue subtotal the chosen category. If you choose "All", the total calculates the net revenue/expenses for that department or your "bottom line" (See Section 12, Exhibit 2).

The “Summary by Department” view offers the ability to view all of your departments on one screen. However, information is NOT editable from this view. Click on the arrows to expand the selection.

Vice Presidents may view the status of their Budget Officer's progress at any time by selecting the "By Status" views. For salaries click on “Summary of Salary by Status (View Only)”; for operating budgets click on “Summary by Status”. This will show which Budget Officers have submitted their budgets and which Budget Officers are still working on their budget (Exhibit 2). Click on the arrows to expand the selection. Exhibit 2 shows these departments are still at the Budget Officer role and therefore not editable by the Vice President but in Exhibit 3 these departments are editable as they are submitted to the VP level.

Exhibit 2

(2) Submitted to Budget Officer	1,430,214	1,430,211	(4)	1,394,458
John Doe	1,430,214	1,430,211	(4)	1,394,458
John Doe	1,430,214	1,430,211	(4)	1,394,458
400101 Training Organization for 400101	568,429	568,425	(4)	554,218
400102 Training Organization for 400102	143,725	143,725	0	140,132
400103 Training Organization for 400103	281,063	281,063	0	274,036
400104 Training Organization for 400104	287,914	287,914	0	280,716
400105 Training Organization for 400105	149,084	149,084	0	145,356
	1,430,214	1,430,211	(4)	1,394,458

Exhibit 3

	'11-'12 Guideline	'11-'12 Requested	Difference	'10-'11 Budget	'10-'11 Ac
(3) Submitted to Vice President	1,595,373	1,595,373	0	1,555,488	
John Doe	1,595,373	1,595,373	0	1,555,488	
John Doe	1,595,373	1,595,373	0	1,555,488	
400801 Training Organization for 400801	620,874	620,874	0	605,352	
400802 Training Organization for 400802	216,943	216,943	0	211,520	
400803 Training Organization for 400803	286,904	286,904	0	279,731	
400804 Training Organization for 400804	306,350	306,350	0	298,691	
400805 Training Organization for 400805	164,302	164,302	0	160,194	
	1,595,373	1,595,373	0	1,555,488	

After all changes and approvals are complete, the budgets will need to be submitted to Budget and Financial Planning. For a detailed explanation on submitting your budget, see Section 15, "Submittal Form”.

The “Salary by Name” view is editable and described in detail in Section 14 (Salary Edit) of the training manual. The “Summary by Account Code” view is also editable; full description is included in detail in Section 12 (Operating Accounts) of the training manual. These two new views will especially helpful if you are Budget Officer <u>for multiple units</u>; the “Salary by Name” view list staff/faculty in alphabetical order for all departments that roll to you; the “Summary by Account Code” view lists non-personnel budgets by account code – summed across all departments that roll to you (with department by department detail if you click on the account code).

Help
Printing With-in Internet Explorer

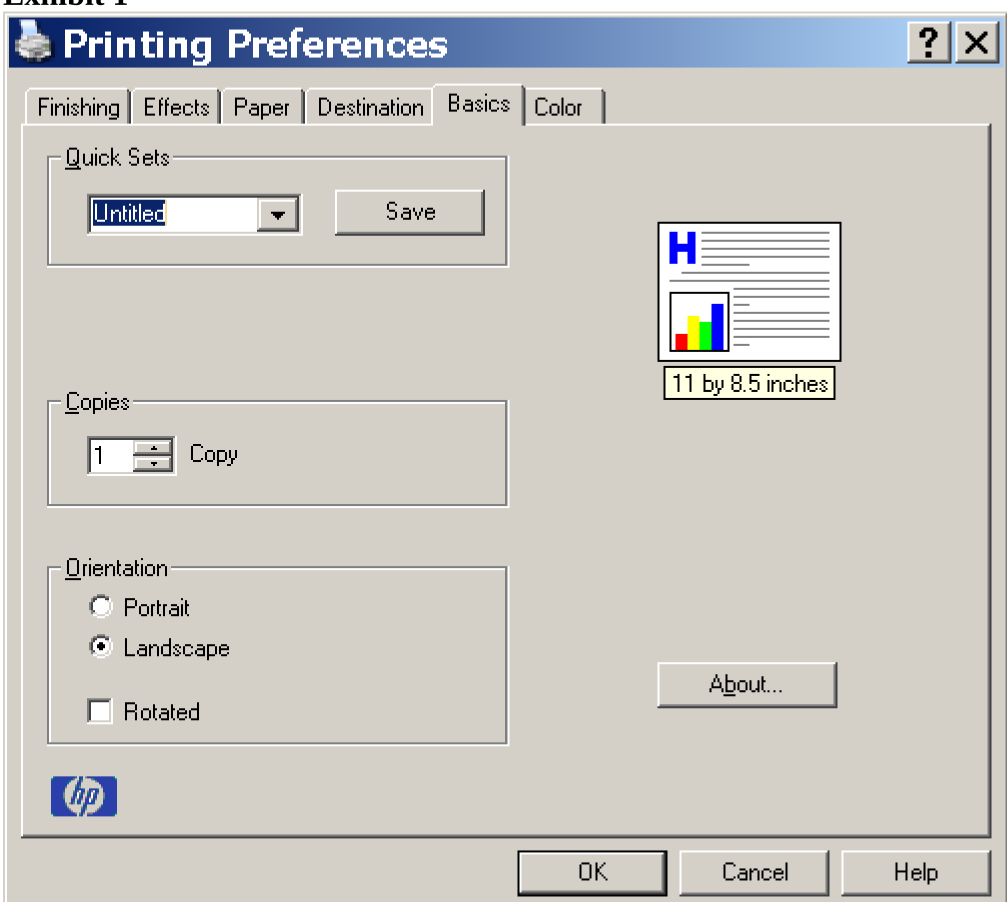
Category: General
Section: 10
Topic: Printing within Internet Explorer

Follow the instructions below if you wish to print your budget.

- Click "Ctrl P" and the print dialog box will appear.
- Set paper orientation under the preferences/basics tab (landscape is probably best). (Exhibit 1)
- Click OK.
- Click Print on the print dialog box.

If you have problems with the printer set-up, please contact the Help Desk at x4357.

Exhibit 1



Help
Commonly Used Account Numbers

Category: General
Section: 11
Topic: Commonly Used Account Numbers

Account	Description	Account	Description
50010	Staff - Full-Time Exempt	53012	Copy Expense
50012	Staff- Full-Time Hourly	53011	Postage
50013	Student Hours	53013	Printing
50014	Faculty-Regular (incl summer school)	53020	Audio/Visual Supplies
50015	Faculty-Adjunct	53512	Telephone Expense
50016	Staff- Hourly Overtime	54010	Travel
50020	Staff- Temporary Salaries	54018	Entertainment
50025	Faculty- Leave Replacements	45413	Legal Fees
50028	Summer Grant Compensation (restricted)	54514	Professional Services
50032	Staff Part-Time w/benefits (1000-1400 hrs)	54516	Speakers
50033	Staff Part-Time w/out benefits (<10000 hrs)	54517	Contract Services
50034	Staff- Bonus, Awards, Addl Compensation	55510	Books & Periodicals
50035	Faculty- Bonus, Awards, Addl Compensation	56010	Insurance
50036	Faculty – Part Time	56519	School Unit Contingency
50593	Fringe- Staff Bonus/Awards/Addl Compensation	56524	Marketing / Advertising
50594	Fringe- Faculty Bonus/Awards/Addl Compensation	56527	Miscellaneous Expense
50596	Fringe-Temp & P/T W/out benefits (10%)	57510	Scholarships- regular
50598	Fringe- Adjunct/Part-Time w/benefits (17.4%)	57512	Scholarships- summer
50599	Fringe – Faculty Reg/Staff FT/Overtime (27.4%)	70002	Allocation - Chilled Water for AC
51010	Memberships and Dues	70003	Allocation - Steam
51011	Licensing/Certification	70004	Allocation - Water/Sewer
51012	Workshops/Prog./Seminars	70005	Allocation - Electric
51510	Furnishings	70006	Allocation - Storm Water
51513	Computer Equipment	70025	Allocation - University Stores
51515	General Equipment	70026	Allocation - Mail Services
51516	Scientific Equipment	70027	Allocation - Copy Center
51530	Capital - Equipment & Furnishings >$5K/item	70032	Allocation - Cellular Services
51532	Capital – Software >$5k/item	70033	Allocation - University Police
51537	Capital - Vehicles	70036	Allocation - Information Services
51539	Capital - Building Improvements	70037	Allocation - Graylyn
52011	General Maintenance	70038	Allocation - Benson
52012	Equipment Maintenance	70052	Allocation - Digital Copier Program
52012	Software Maintenance	90010	Trsfr to Dept/Rest Funds (Outflow)
52510	Water	90025	Transfer to Reserves (Outflow)
52511	Electric	90030	Transfer to Restricted (Outflow)
52512	Natural Gas	98010	Trsfr In from Dept/Restricted (Inflow)
52513	Storm Water	98025	Transfer In from Reserves (Inflow)
52514	Gasoline/Fuel	98030	Transfer In from Restricted (Inflow)
53010	Supplies		

Help
Operating Account Budget Edit Forms

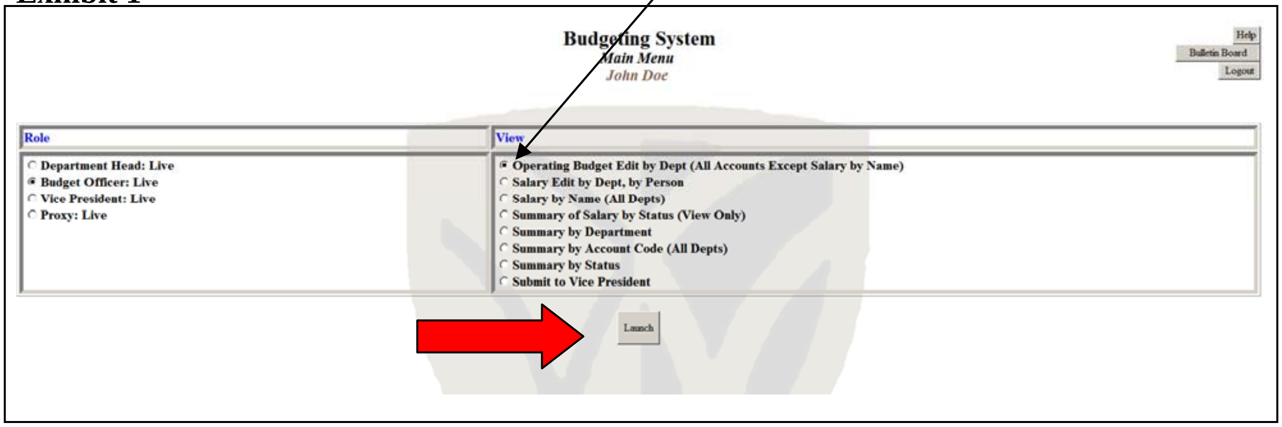
Category: Operating Accounts
Section: 12
Topic: Operating Account Budget Edit Forms
Operating Budget Edit by Dept
Summary by Account Code (all depts)

The “Operating Budget Edit by Dept” form should be used to budget non-personnel operating accounts within a department. It includes the previous years' actuals, the current year's budget and December YTD actuals, the budget guideline and the column requested for the next year. The “Guideline” and “Requested” amount are to the left, next to the account numbers. Historic information is in columns to the right of the page.

Although salary is part of the total operating budget, this form only allows you to edit non-personnel items. Use the “Salary Edit by Dept, by Person” form or the “Salary Edit by Name” form to update salary information (see section 14)

Accessing -- Access by first selecting a role, then selecting "Operating Budget Edit by Dept", then click the "Launch" button (Exhibit 1). Due to the size of the page, it may take a minute to load. Generally the first numerical department will load (department shown in upper left portion of screen), however if you are re-entering the form, the last accessed department will display first (Exhibit 2).

Exhibit 1



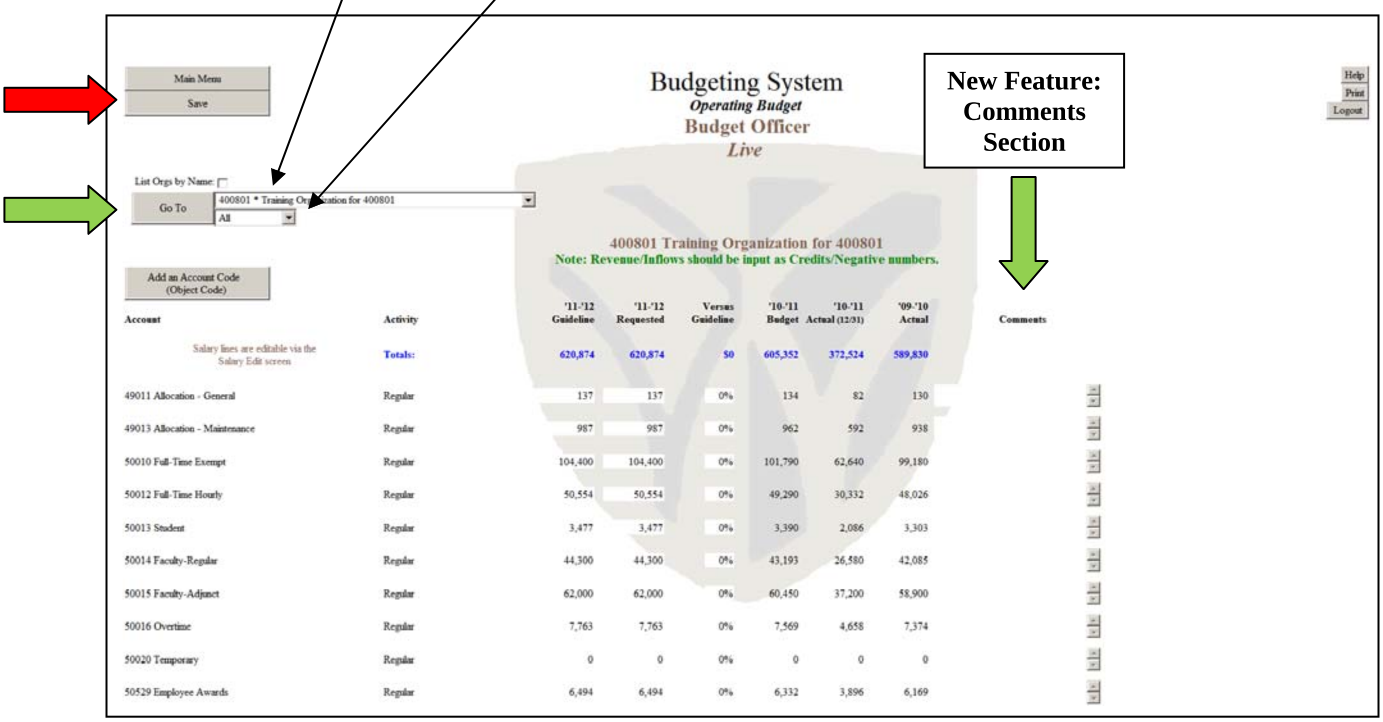
Using the Form – If a user has multiple departments, and enters the system for the first time the department that defaults in the view is first in numerical order. To view/edit another department select a department using the drop down menu and press the “Go To” button, this will advance you to the selected department (Exhibit 2). The drop down menu can be sorted by department name instead of number by placing a check in the “List Org by Name” box provided. **Requested changes must be saved before switching departments or those changes will be lost.**

You can enter the requested amount into the open text box under the column "11-12 Requested". Enter the desired budget amount in the open box. The amounts in grey are not editable on this screen (i.e. guidelines and salary information). Salary information must be edited via one of the two available Salary Edit forms (by dept or by name). **Revenues must be entered as credits (-)**. Advance to the next account by using the "tab" key on the keyboard or by clicking into the next account that needs changing. Accounts may be filtered by choosing a category type (Revenue, Personnel, Non-Personnel) from the "Category" drop down box and hitting the "Go To" button.

New Feature: The Comments section has been added to the operating budget view. Users can use this discretionary field if it is useful to communicate changes. The budget office may have added comments for the amounts in the guideline, which were changed from the prior year.

After editing the accounts, you will need to save the information. A red banner will appear at the top of the page to remind users to save. The information must be saved by clicking the "Save” button in the upper left hand corner of the page. (Exhibit 2)

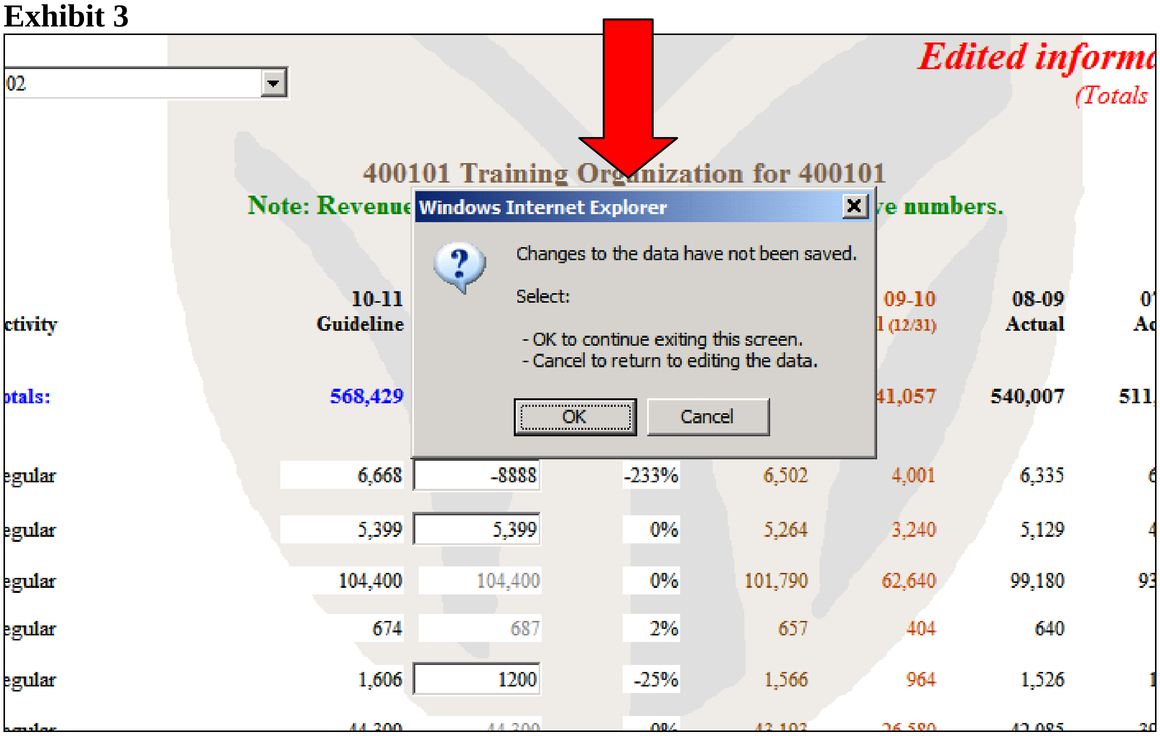
Exhibit 2


Main Menu
Save
Budgeting System
Operating Budget
Budget Officer
Live
New Feature: Comments Section
Help
Print
Logout
List Orgs by Name:
Go To
400801 * Training Organization for 400801
All
400801 Training Organization for 400801
Note: Revenue/Inflows should be input as Credits/Negative numbers.
Add an Account Code (Object Code)

Account	Activity	'11-'12 Guideline	'11-'12 Requested	Versus Guideline	'10-'11 Budget	'10-'11 Actual (12/31)	'09-'10 Actual	Comments
Salary lines are editable via the Salary Edit screen	Totals:	620,874	620,874	$0	605,352	372,524	589,830	
49011 Allocation - General	Regular	137	137	0%	134	82	130	
49013 Allocation - Maintenance	Regular	987	987	0%	962	592	938	
50010 Full-Time Exempt	Regular	104,400	104,400	0%	101,790	62,640	99,180	
50012 Full-Time Hourly	Regular	50,554	50,554	0%	49,290	30,332	48,026	
50013 Student	Regular	3,477	3,477	0%	3,390	2,086	3,303	
50014 Faculty-Regular	Regular	44,300	44,300	0%	43,193	26,580	42,085	
50015 Faculty-Adjunct	Regular	62,000	62,000	0%	60,450	37,200	58,900	
50016 Overtime	Regular	7,763	7,763	0%	7,569	4,658	7,374	
50020 Temporary	Regular	0	0	0%	0	0	0	
50529 Employee Awards	Regular	6,494	6,494	0%	6,332	3,896	6,169	

If you try and leave the page without saving you will get a pop up window (Exhibit 3) that warns you that your changes have not been saved. If you select OK your changes **will not** be saved and you will exit the screen, or you can choose CANCEL and save your changes by pressing the Save button in the left hand corner of the screen.

Exhibit 3



Exiting -- After all departments have been updated, use the "Main Menu" button to return to the main menu and continue working on the budget.

Instructions for editing operating accounts are continued on the next page.

"Summary by Account Code (all depts)" – alternate view/form to edit non-personnel.

This view allows users to view an account code in total across all of your departments. This view can be accessed from the Main Menu screen (see Exhibit 1 above). After selecting the radio button "Summary by Account Code (all depts)" and clicking on Launch, the list of account codes (used in any of your departments) will display, with associated actual history and budget. If you click on the **blue** down arrow (next to the account code) it will expand the selection and you will see the departments which have budget or historical expense for that selected account code (see Exhibit 4 below). If you click on the **blue** hyperlink – you will access an editable form for this account code in the listed department.
Note: Since you probably have a budget goal per department, it may be easier to make these edits if you return to the Main Menu, select the "Operating Budget Edit by Dept", and enter the revised budget amount.

Exhibit 4

Main Menu

Budget Officer: Live
Operating Budget
by Account

If you wish to edit only the Requested Amount,
we suggest using the Operating Budget Edit menu selection.

Add an Operating Budget Item

Difference Icons: ◆ (Better) / ◆ Worse

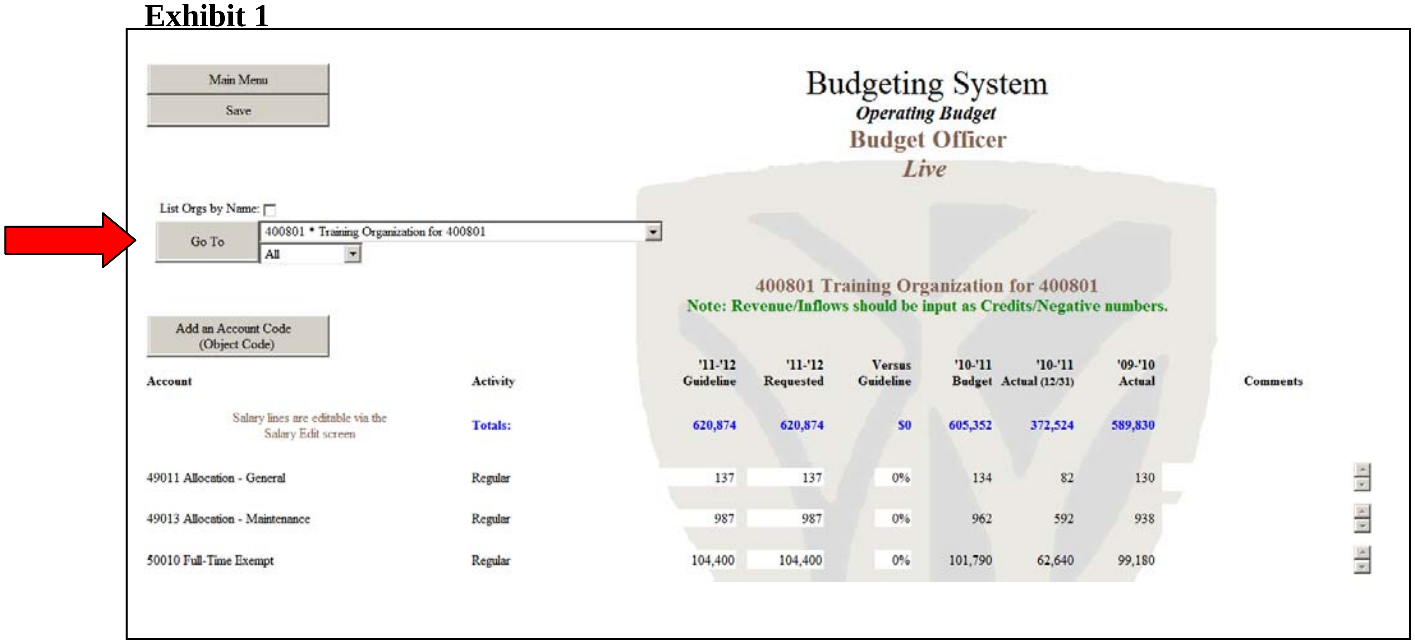
	'11-'12 Guideline	'11-'12 Requested	Difference	'10-'11 Budget	'10-'11 Actual as of 12/31	'09-'10 Actual	
46018 Other Revenue	25,414	25,414	0	24,779	15,248	24,143	
400802 Training Organization for 400802	7,708	7,708		7,516	4,625	7,323	
400803 Training Organization for 400803	611	611		596	367	581	
400804 Training Organization for 400804	8,189	8,189		7,985	4,914	7,780	
400805 Training Organization for 400805	8,905	8,905		8,683	5,343	8,460	
49011 Allocation - General	6,863	6,863	0	6,692	4,118	6,520	
49013 Allocation - Maintenance	18,226	18,226	0	17,771	10,936	17,315	
50010 Full-Time Exempt	120,000	120,000	0	117,000	72,000	114,000	
50012 Full-Time Hourly	68,933	68,933	0	67,209	41,360	65,486	
50013 Student	3,477	3,477	0	3,390	2,086	3,303	
50014 Faculty-Regular	44,300	44,300	0	43,193	26,580	42,085	
50015 Faculty-Adjunct	62,000	62,000	0	60,450	37,200	58,900	back to top
50016 Overtime	28,859	28,859	0	28,137	17,315	27,416	
50020 Temporary	0	0	0	0	0	0	
50529 Employee Awards	6,494	6,494	0	6,332	3,896	6,169	
50536 Relocation	7,056	7,056	0	6,880	4,234	6,703	
50538 Employee Training	7,311	7,311	0	7,128	4,387	6,945	
50596 Fringe-Temp & P/T Without Benefits	0	0	0	0	0	0	

Help
Adding an Account

Category: Operating Accounts
Section: 13
Topic: Adding an Account

To add an existing account on the Operating Budget Edit screen, click on the "Add an Account Code" button (Exhibit 1). If you need a new account that is not listed in the drop down box in exhibit 2, please contact Finance and Accounting Services.

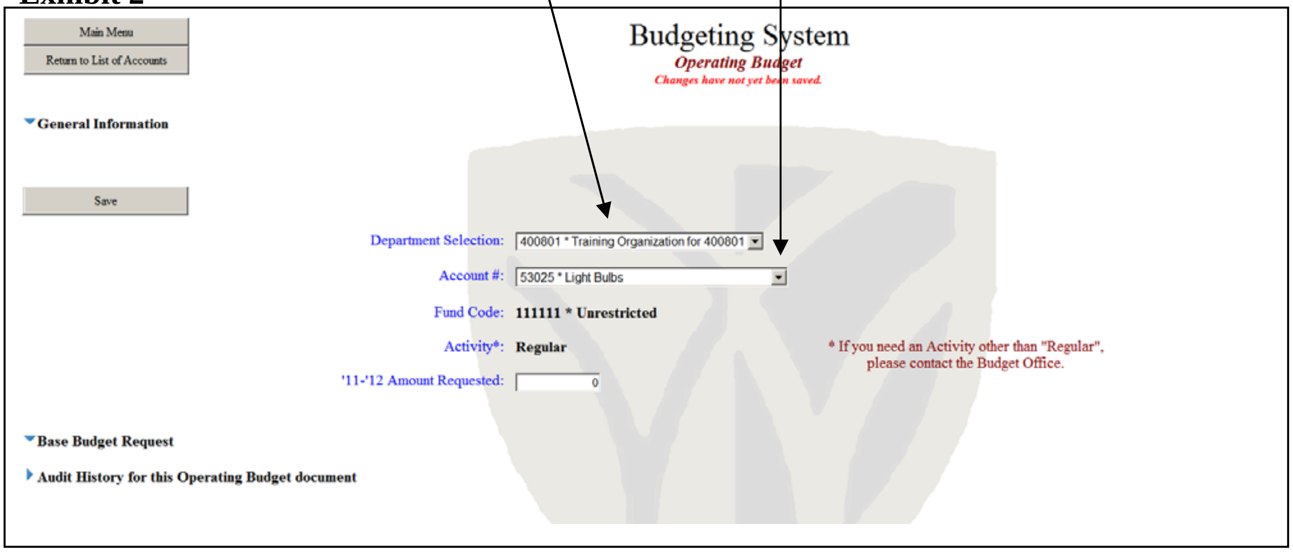
Exhibit 1



Instructions for adding account codes are continued on the next page.

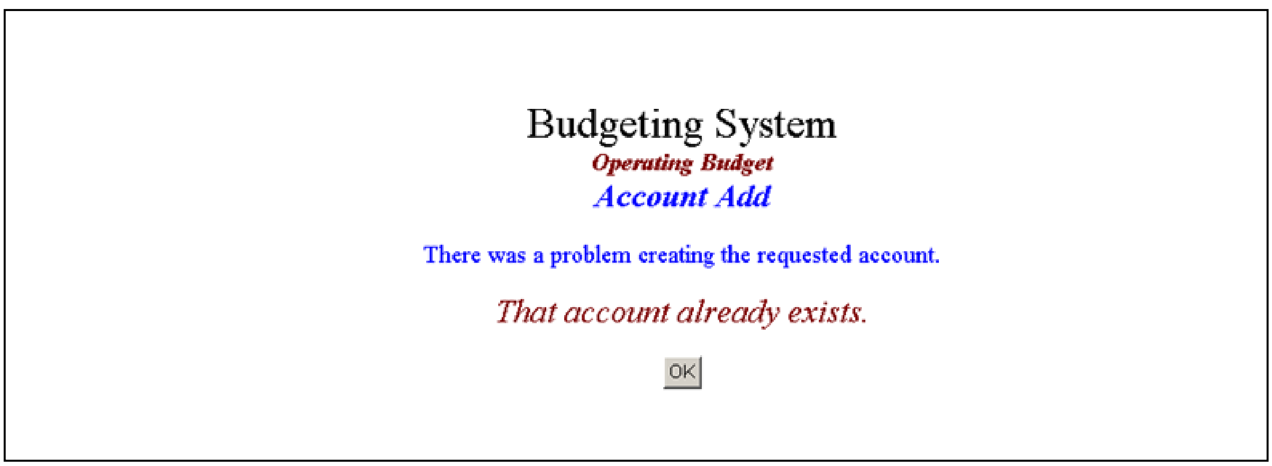
Use the drop down list to select a department and new account. Key in the $ amount request in the appropriate box (Exhibit 2), or you can enter 0 and fill in the amount later on the bulk edit screen. Click the "Save" button. You will be returned to the previous screen and the new account and amount (if entered) will be added.

Exhibit 2



If you try to add an account that already exists you will get a warning screen (Exhibit 3). Click the "OK" button and you will be returned to the "Operating Budget Edit" screen where you should look for that account and adjust the amount if necessary.

Exhibit 3



Note: If you need an activity other than "Regular," i.e., U code or L number, contact budget@lists.wfu.edu

Help
Salary Edit Forms

Category: Salary
Section: 14
Topic: Salary Edit Forms
Salary Edit, by Dept, By Person
Salary by Name (All Depts)

Salary Edit by Dept, By Person Form
The “Salary Edit by Dept, by Person” form should be used to budget employee salaries within a department. It includes current unrestricted salary, guideline salary and an open box to edit a person's requested salary for next year. If an employee is split funded, the form also includes a hyperlink to that fund source which may be another department or a restricted source (ie. NIH Grant).

Accessing -- Access by first selecting a role, then selecting "Salary Edit, by Dept, by Person ", then click the "Launch" button (Exhibit 1). Due to the size of the page, it may take a minute to load. Please note the department shown is in the upper left area on screen. Generally the first numerical department will load, however if you are re-entering the form, the last accessed department will display first. (Exhibit 2)

Exhibit 1

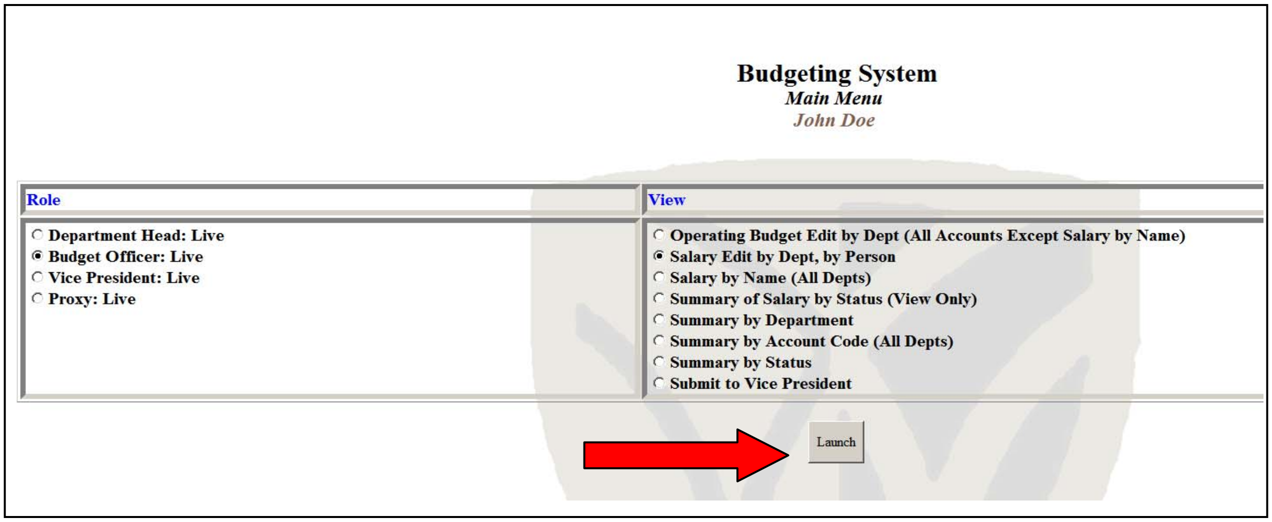
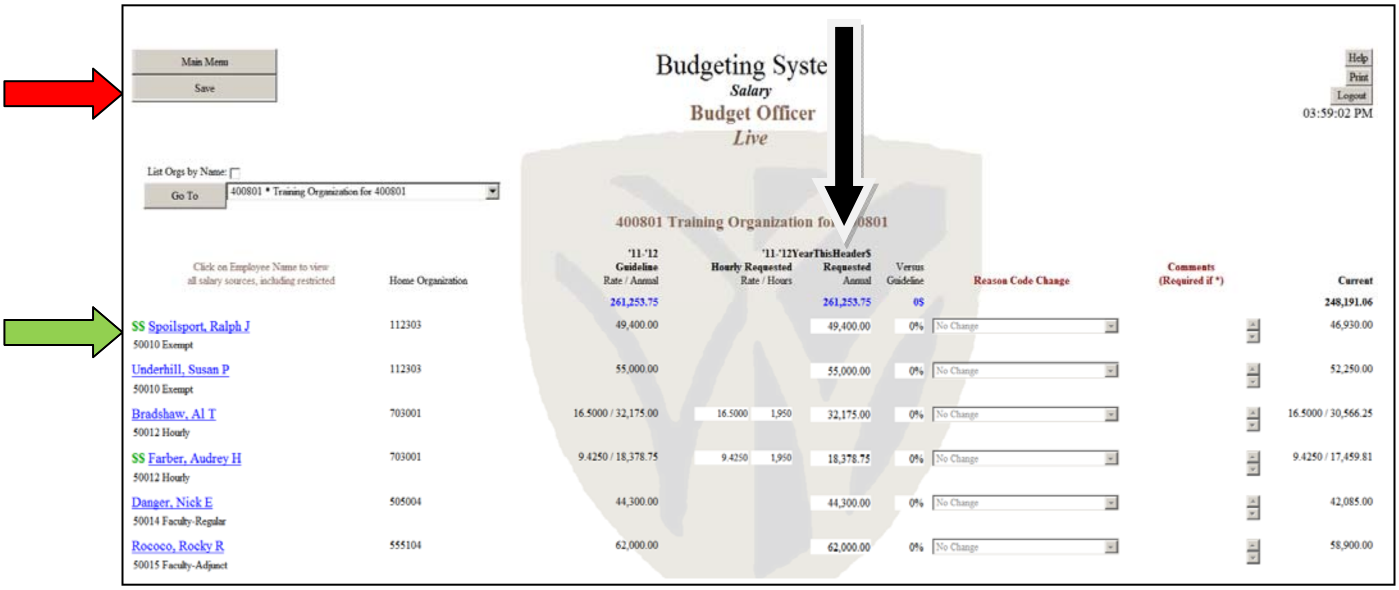


Exhibit 2


Main Menu
Save

Budgeting Syste
Salary
Budget Officer
Live

Help
Print
Logout
03:59:02 PM

List Orgs by Name:
Go To
400801 * Training Organization for 400801

400801 Training Organization fo 0801

Click on Employee Name to view all salary sources, including restricted	Home Organization	'11-'12 Guideline Rate / Annual	'11-'12YearThisHeader$ Hourly Requested Rate / Hours		Requested Annual	Versus Guideline	Reason Code Change	Comments (Required if *)	Current
		261,253.75			261,253.75	0$			248,191.06
$$ Spoilsport, Ralph J 50010 Exempt	112303	49,400.00			49,400.00	0%	No Change		46,930.00
Underhill, Susan P 50010 Exempt	112303	55,000.00			55,000.00	0%	No Change		52,250.00
Bradshaw, Al T 50012 Hourly	703001	16.5000 / 32,175.00	16.5000	1,950	32,175.00	0%	No Change		16.5000 / 30,566.25
$$ Farber, Audrey H 50012 Hourly	703001	9.4250 / 18,378.75	9.4250	1,950	18,378.75	0%	No Change		9.4250 / 17,459.81
Danger, Nick E 50014 Faculty-Regular	505004	44,300.00			44,300.00	0%	No Change		42,085.00
Rococo, Rocky R 50015 Faculty-Adjunct	555104	62,000.00			62,000.00	0%	No Change		58,900.00

Using the Form -- If an individual is an exempt salaried employee, the requested salary can be entered into the open text box in the middle of the form under the column "Requested Annual". Hourly employees can be entered by requesting an hourly rate and budgeted annual hours. Also, the "Annual Requested" amount can be changed for hourly employees and it will calculate the hourly rate based on the planned hours. Enter the desired salary amounts in the open boxes. Advance to the next person by using the "tab" key on the keyboard or by clicking into the next employee that needs editing. After editing the salaries, the information will need to be saved**. IMPORTANT- A numerical value must be entered into each text box. Enter a zero to eliminate all salary funding. If a text box is left blank or you enter an invalid value - you will receive an error message and not be able to save until you enter or change the value.** A red banner will appear at the top of the page to remind users to save. The information can be saved by clicking the "Save" button in the upper left hand corner of the page (Exhibit 2).

Human Resources requested the addition of two fields in both of the editable Salary Views: (1) Reason for Change, and (2) Comments. Completion of these fields will greatly assist HR in processing and completing the salary file for upload to the July payroll.

The Reason for Change column has a drop down list; a "reason/reason code" MUST be selected for each salary line that has a record in the Budget System (faculty regular, faculty adjunct, staff full time, staff-part time, hourly).

Reason For Change

CODE	REASON	DEFINITION
00001	New Hire	Newly hired employee with a start date on or after July 1st.
00013	Demotion w/ salary change	Change to employee's job due to decrease in responsibilities or position. Decrease in pay.
00014	Promotion w/ salary change	Change to employee's job due to increase in responsibilities or position. Increase in pay.
0NC13	Demotion no salary change	Change to employee's job due to decrease in responsibilities or position. No change in salary.
0NC14	Promotion no salary change	Change to employee's job due to increase in responsibilities or position. No change in salary.
00017	Change in Budgeted Hours	Increase or decrease in working hours.
00018	Change in Budget Code	Change in department code in which salary is being paid from.
00015	Title change	Title change only. No change in pay.
00026	Merit Increase	Annual pay increase based on performance.
00028	Market Adjustment	Pay change due to market analysis.
00029	Merit & Market Increase	Annual pay increase based on performance and a pay change due to market analysis.
00027	Additional Responsibilities	Change in pay is a result of adding additional responsibilities to current position.
0NC19	No Fiscal Year Increase	Employee hired after April 1st. Or Employee scored a needs an improvement on annual performance review.
LOA	On Leave	Employee is on an approved leave of absence from work. Sabbatical, medical, military, personal, educational, etc.
TPER1	Terminating Employment	Employee is terminating employment from WFU.
Other	Other	We need a required field for comments.

Please use “Other” change code for revisions to Open Merit Pools or Open Budget Pools.

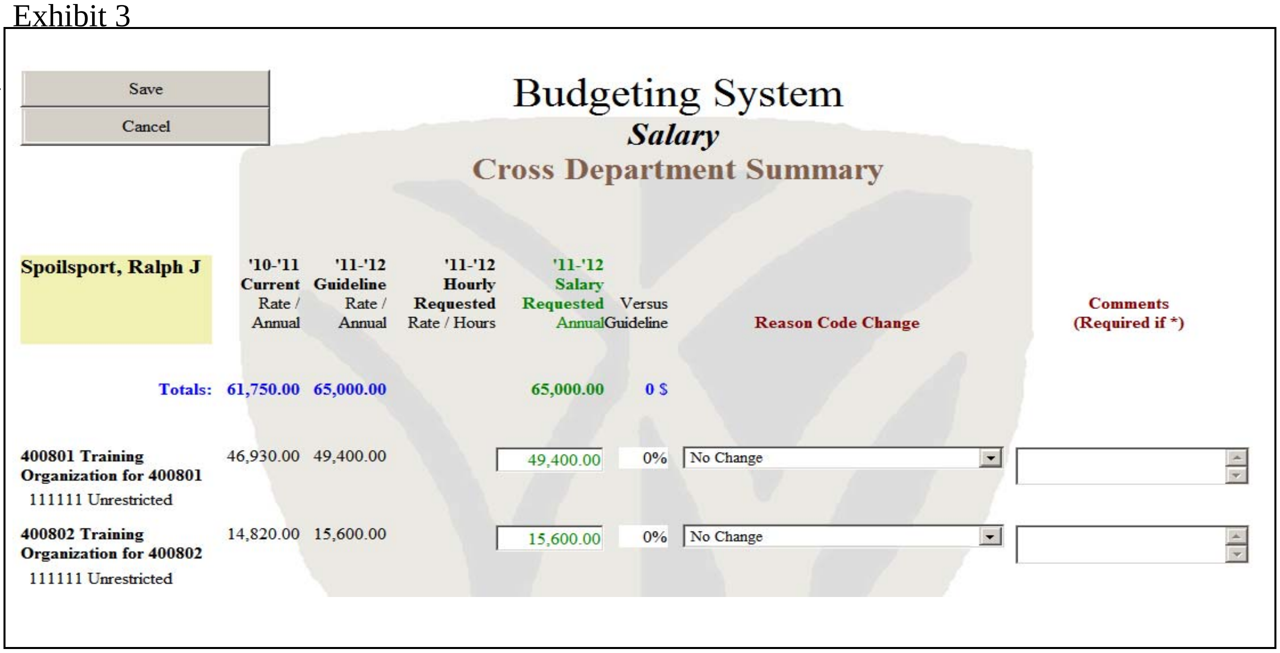
If you choose a “reason” that has been flagged by an * in the system, HR has directed that the comments field also be filled in with an explanation including begin and end dates, eclass, leave codes, etc.

NOTE: HR’s intent is to require a “reason code” for each and every salary record (whether or not a change has been made).

The symbol **$$** denotes that an individual has multiple funding sources either from another department or restricted fund. **After you have saved the changes that you have made on the salary bulk edit screen**, you can click on the name of the employee flagged with a **$$** to see the salary for that individual by source; you may edit only those sources for which you are responsible (i.e. you cannot edit a source from a different department; if you do have a faculty/staff member who is split funded between departments, BFP recommends that you contact the other department head to determine what salary revisions should be made by all parties).

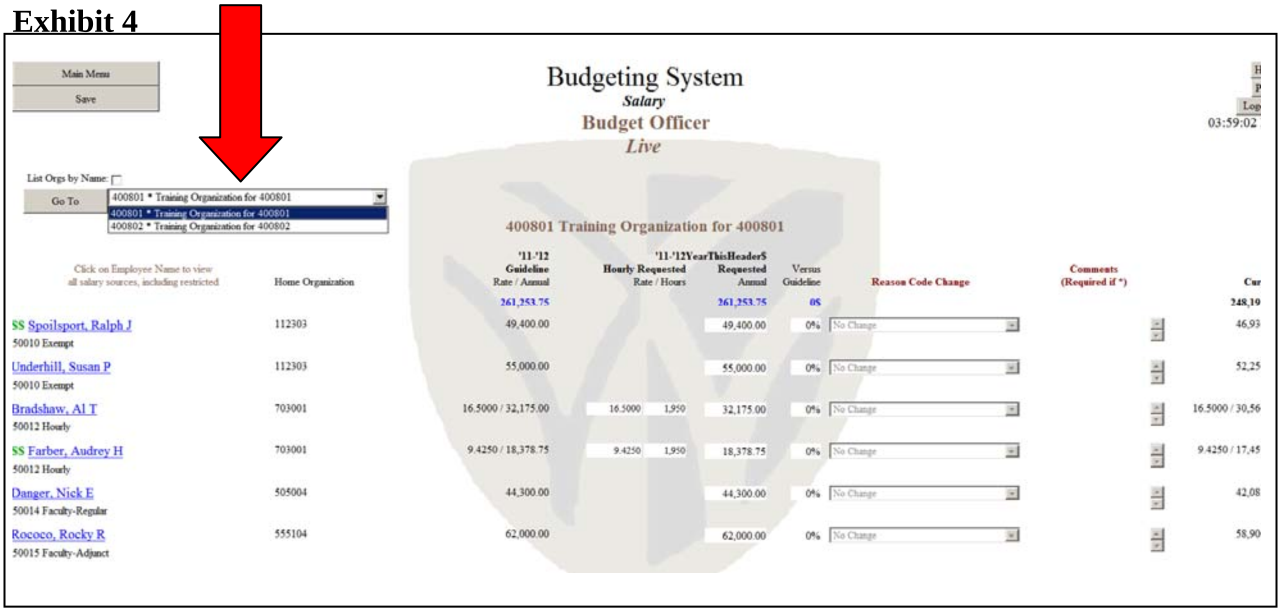
Once you click on the employee's name (with a $$), the editable screen will pop up in a new window (Exhibit 3). **Once you make a change to the salary (any source) – make sure to save your changes by clicking the "Save" button in the upper left corner.** You will then be prompted that the information is saving and that the window will close. Select "OK".

Exhibit 3



You will now return to the main Salary Edit view and can continue to make changes to other lines in the department or advance to another department. To select another department to edit, select the drop down menu under the "Go To" button, select the desired department, and then click the "Go To" button. This will advance to the next selected department (Exhibit 4 on the next page).

Exhibit 4



Exiting -- After all departments have been updated, use the "Main Menu" button to return to the main menu and continue working on the budget.

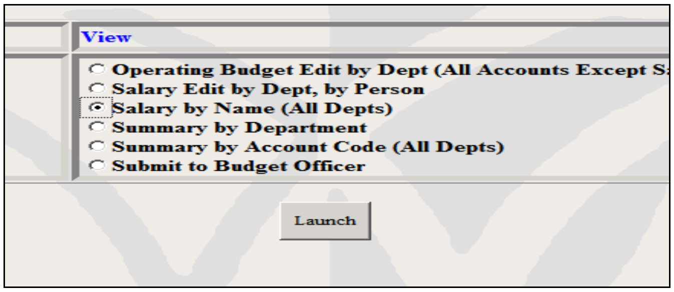
Note: With any salary change there is a corresponding change in the fringe expense in the operating budget, based on the fringe rate. The fringe rate is predetermined and systematically calculated. Example, if the fringe rate is 30% and you add $1,000 to a salary line, the total expense to your department's operating budget is $1,300.

Instructions for this section continued on next page.

Salary by Name (All Depts) - alternate view/form to edit salaries

The “Salary by Name (All Depts)” is a view that displays all salaries which a DH, BO or VP is responsible for budgeting in alphabetical order (Exhibit 5).

Exhibit 5



The “Salary by Name View” contains all salaries that a department head, budget officer, or vice president has budget responsibility for listed on one screen in alphabetical order regardless of department. The charged department is displayed to the right of the employee name (see Exhibit 6 below).

Department heads, budget officers, or vice presidents may update budget information on the “Salary by Name” view, by clicking the **blue** hyperlink and updating the salary on the cross department edit screen that pops up in a new window. Be sure to click on the “Save” button to keep your changes before exiting the screen.
Note: Since you probably have a budget goal per department, it may be easier to make these edits if you return to the Main Menu, select the “Salary Edit by Dept”, and enter the revised budget amount.

Exhibit 6

Main Menu

Budget Officer: Live
Salaries
by Name

If you wish to edit only the Salaries for a specific department, we recommend returning to the Main Menu and selecting 'Salary Edit By Dept, By Person'.
Difference Icons: ◆ (Better) / ◆ Worse

Employee Information	Organization	Account	/ '11-'12 Guideline	/ '11-'12 Requested	/ Difference vs Current /		% Change vs Current	/ Current Pay Rate
Bradshaw, Al T	400801 Training Organization for 400801	50012 Hourly	32,175	32,175	1,609	◆	5.26%	30,566
Danger, Nick E	400801 Training Organization for 400801	50014 Faculty-Regular	44,300	44,300	2,215	◆	5.26%	42,085
Farber, Audrey H	400801 Training Organization for 400801	50012 Hourly	18,379	18,379	919	◆	5.26%	17,460
Farber, Audrey H	400802 Training Organization for 400802	50012 Hourly	18,379	18,379	919	◆	5.26%	17,460
Rococo, Rocky R	400801 Training Organization for 400801	50015 Faculty-Adjunct	62,000	62,000	3,100	◆	5.26%	58,900
$$Spoilsport, Ralph J	400801 Training Organization for 400801	50010 Exempt	49,400	49,400	2,470	◆	5.26%	46,930
$$Spoilsport, Ralph J	400802 Training Organization for 400802	50010 Exempt	15,600	15,600	780	◆	5.26%	14,820
Underhill, Susan P	400801 Training Organization for 400801	50010 Exempt	55,000	55,000	2,750	◆	5.26%	52,250
			295,233	295,233	14,762			280,471

This view should be very beneficial for verifying that all necessary salary edits have been made/saved.

Help
Submittal Form

Category: Submittal Process
Section: 15
Topic: Submittal Form

Budgets will be submitted, in total (personnel and non-personnel), at each level and all departments that you are responsible for must be submitted at the same time. Once your budget is submitted, access will no longer be available for editing purposes.

To view what has been submitted, open your Archives budget from the Main Menu by clicking on the radio button and selecting "Summary by Department".

To submit your budget:

Once the form is open, verify that your total "Requested" does not exceed your total "Guideline". Notice the Green and Red numbers in the Better/Worse column. If total on this screen is **green** – your requested budget for all departments that roll to you - falls within guideline; if the total on this screen is **red** – your requested budget for all departments that roll to you - falls above guideline and before you can submit you will need to go back and reduce the requested budget. If the amounts are within guideline, check the Submit Box and click on the Submit button. You will automatically be returned to the Main Menu once your budget submits successfully.