Budget Construction Reference Guide

Description: The step-by-step process of constructing an organization's budget in KFS.

Access: Any KFS user can open a Budget Construction Selection document. Only Budget Construction approvers, however, can initiate the document.

KFS Module: Budget.

Routing:

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Read about KFS document layout, including standard KFS document components, on the FMS website.

Click a screenshot below to view the full-sized image in a new tab.

Warning!

When constructing a budget, never close a browser window when waiting for a process to complete (especially when generating reports). Always use the buttons inside the application.

Import Data

The seeding data queries in IUIE provide an accurate data export for importing into the budget construction module.

Access Accounts for Budgeting

Follow these steps to budget your organization from an account.

Open a **Budget Construction Selection** document, an Activity in the Budget module. Click **Org Pull Up** to open the **Organization Selection** page.

Select the department you would like to work on from the **Select Point of View** dropdown.

Under Organization Sub-tree, choose **Both** from the Selected dropdown. Then, click **Pull Up**. You'll see a "success" message at the top of the page.

Click **Close** to return to the **Budget Construction Selection** document. On the **Budget Construction Selection** document, click **My Organization** to open the **Organization Selection** page.

Select the department you would like to work on from the **Select Point of View** dropdown.

Under Organization Sub-tree, click the checkbox under the **Selected** header. Additionally, under Select Operation, click **View**. A list of the currently budgeted accounts for your organization will be returned.

Narrow the list of results using the search parameters on the top of the page. In the "Status" column of the Search Results, a '?' means the document has not been reviewed. An 'R' means the document has been reviewed.

In the Search Results table, click **Load Document** to open the **Budget Construction Document** associated with a budgeted account. "Edit access granted" will appear in the top of the document.

Access Positions for Budgeting

Follow these steps to budget your organization by position number or incumbent.

Open a **Budget Construction Selection** document, an Activity in the Budget module. Click **Org Pull Up** to open the **Organization Selection** page.

Select the department you would like to work on from the **Select Point of View** dropdown.

Under Organization Sub-tree, choose **Both** from the Selected dropdown. Then, click **Pull Up**. You'll see a "success" message at the top of the page.

Click **Close** to return to the **Budget Construction Selection** document. On the Budget Construction Selection document, click **Org Salary Settings** to open the **Organization Selection** page.

Select the department you would like to work on from the **Select Point of View** dropdown.

Under Organization Sub-tree, click the checkbox under the the the **Selected** header. Additionally, under Select Operation, click **View** beside either **Show Position Pick List** or **Show Incumbent Pick List**. A list of either the positions or incumbents in your organization will be returned.

Narrow the list of results using the search parameters on the top of the page. Click **Extended** to list all positions or all incumbents, including those funded outside your selected organization.

Click **Posn Salset** (when viewing Position Pick List) or **Incmbnt Salset** (when viewing Incumbent Pick List) to open the **Salary Setting by Position** or **Salary Setting by Incumbent** document associated with a position or incumbent.

Enter Revenue

On an account's **Budget Construction Document**, open the **Revenue** tab.

After setting the revenue, click **Save** and then **Close**.

Enter Expenditures

On an account's **Budget Construction Document**, open the **Expenditures** tab.

Expenditure object codes can be either imported (with the exception of salary objects) or manually entered in the expenditure **Requested** fields. Make sure to click the **Add** button when finished.

When using the Global Adjust By Percent function to fill the expenditure Requested fields, zero out the salary request and click Apply to allow for salary setting.

After setting the expenditures, click **Save** and then **Close**.

Salary Setting

- During budget construction, employee positions are used to identify a collection of work-related tasks specific to an organization. A position can be classified as filled, vacant, not funded, active, deleted, or frozen.
- During budget construction, it is possible to add, update, and delete a position's funding. Implementing a funding adjustment to a filled position is called "setting the salary" for that position.
- When setting salaries, budget dollars should equal percent and vice versa. Enter accurate data in the percent field to reflect FTE and calculate standard hours for positions with split funding sources.
- When changing a position from 12 to 10 months, a Maintain Person eDoc must be fully approved before the change is updated in the budget construction. To change the pay months, use the dropdown option in the Work Period field. Use an effective date of July 1, 20XX.
- When transferring an individual from an existing 12-month position to an existing 10-month position, use a Transfer eDoc. To prevent the employee from receiving any pay in the month of July, use an effective date of July 1, 20XX instead of August 1, 20XX.

Quick Salary Setting

On an account's **Budget Construction Document**, open the **Expenditure** tab and click a **Salary Setting** button.

A **Quick Salary Setting** document will open.

To apply a percentage increase to individual employee lines, click the **Show % Adjust** button.

To apply a percentage increase to all employee lines, scroll to **Global Actions** at the bottom of the document, enter a percentage amount, and click **Apply**.

Salary Setting by Position

Change funding for a position

To change the funding for a position click the **Add Position** button on a **Quick Salary Setting** document.

The **Budget Construction Position Lookup** will open. Narrow the list of results using the search parameters on the top of the page. Click **Posn Salset** to populate the position's salary information on a **Salary Setting by Position** document.

Update the Position Funding fields as appropriate and click **Add**. After setting the salary, click **Save**, then **Close**.

Budget a changed position

To budget a position that has been saved to PeopleSoft since the previous refresh, click the **Add Position** button on a **Quick Salary Setting** document.

The **Budget Construction Position Lookup** will open. Enter the new position number in the **Position Number** field and click the **Get New** button. Click **Posn Salset** to populate the position's salary information on a **Salary Setting by Position** document.

Update the Position Funding fields as appropriate and click **Add**. After setting the salary, click **Save**, then **Close**.

Salary Setting by Incumbent

To view all funding lines for an employee, or to budget for an individual employee line, click the **Incmbnt Salset** button on a **Quick Salary Setting** document. The **Salary Setting by Incumbent** document will open.

Add a new request amount to the **Request** line in the **Incumbent Funding** tab.

To add additional funding (split funding), complete the Add Funding section of the **Incumbent Funding** tab. Use the **Total Intended** fields when a position is split funded between two or more accounts, or funded for less than 100%. If a position is split funded, the **Total Intended** fields must be entered on all accounts budgeted. To finish, click the **Add** button.

After setting the salary, click **Save** and then **Close**.

Print Reports

To run reports at the Organization level, click the **Org Report/Dump** button on the **Budget Construction Selection** document.

Next, select your point of view.

Then, under **Organization Sub-tree**, click the checkbox under the **Selected** header.

Click **View** beside the report you wish to run. Always run the 2PLG report to verify that all offsets have been handled.

Additional notes:

- Reports are returned in PDF format.
- When running salary-related reports, you have the option to eliminate Reason Code from the results on the **Salary Object List Selection** document.
- Reports can also be run at the Account level from a the Budget Construction document. See screenshot below.

CONTROLS

Report/Dump