

Table of Contents

1.	This Year's Budget Process	2
2.	Signing On PeopleSoft	5
	a) Sign On Screen	5
	b) Changing Your Password	6
3.	Getting Started	7
	a) Menu Overview	7
	b) Budget Terminology	11
4.	Organizational Overview	12
	a) The Search Dialog Box	12
	b) Organizational Rollup Panel	14
5.	Budgeting by Account	17
	a) The Search Dialog Box	17
	b) AF Account Distribution Panel Group	19
	c) CPMP Account Distribution Panel Group	35
	d) IDC Account Distribution Panel Group	48
	e) IFR Account Distribution Panel Group	57
	f) EXT Account Distribution Panel Group	72
	g) SR Account Distribution Panel Group	77
	h) SBF Account Distribution Panel Group	86
6.	Targets by Account	102
7.	Viewing Employees by Account	106
	a) The Search Dialog Box	106
	b) Account Salary Detail Panel	108
8.	Budgeting by Employee	110
	a) The Search Dialog Box	111
	b) Employee Information Panel Group	112
	c) Adding An Employee	132
	d) Deleting An Employee	134
	e) Employees Split Outside Your Organizational Level	134
	f) Cloning an Employee	136
	g) USB Change Form	138
9.	Reports	141
	a) Creating a Run Control ID	141
	b) Using Process Monitor to Check Report Status	145
	c) Printing & Exporting From Report Files	148
10.	Helpful hints	153
	a) Copying Data into Worksheets	153
	b) Changing the Model	153
	c) Error Messages & Warnings	155
11.	Need Help?	157
	Appendix	159

1.0 The 2016/2017 Budget Process

Models

- The budget information in the PeopleSoft Budget Module is grouped by model. This is roughly analogous to fiscal year. For the **2016/2017** budget preparation cycle, there are four associated models:

Initial

Current

Proposed

Outyear

Initial

- The Initial model contains the initial budget information for the current fiscal year. It is the final version of the budget that you prepared last year for the current fiscal year. The information in this model is read-only. It is not modifiable.

Current

- The Current model is the one you would use to project your fiscal condition for the *current* fiscal year.

Proposed

- The Proposed model is the one you will use to enter the budget information for the upcoming fiscal year. The final version of your Proposed budget will be used to populate next year's Initial model.

Outyear

- To project your budget for the budget cycle two years from now, you would use the Outyear model. The Outyear model will *not* be carried forward to next year's associated models.
- For each budget preparation cycle, there will always be four associated models. What will change from year to year is the model ID. For the **2016/2017** budget preparation cycle, the model IDs for each of the four associated models are:

Model	Model ID	Description
Initial	2015	Initial 7/1/15 to 6/30/16 budget
Current	C2015	Current projection of 7/1/15 to 6/30/16 budget
Proposed	2016	Proposed budget for 7/1/16 to 6/30/17 fiscal year
Outyear	O2017	Projected budget for 7/1/17 to 6/30/18 fiscal year

- For all of the panels in the PeopleSoft Campus Budget Module, the system will initially default to the Proposed model.

Data Load

- For the **2016/2017** budget preparation cycle the following data was loaded into the system:

Model	Employee Information	Account OSE	OTPS	Revenue
2016	Final budget data from prior year			
C2016				
2017	Current payroll data from HR systems *	Copy of model 2016	Copy of model 2016	Copy of model 2016
O2018				

* RF distribution data is from OASIS.

- Model 2017 contains the final budget information that you prepared during last year's budget preparation cycle. This information is read-only.
- For the three write-able models (C2016, 2017 and O2018) the employee information was loaded from a current snapshot of the following Human Resources payroll systems.
 - ◆ The employee information snapshot for appropriated funds was loaded from 12/1/2015 data from the PeopleSoft HR modules.
 - ◆ The employee payroll distribution for Research Foundation was loaded from 11/27/2015 data from the PeopleSoft HR modules.
 - ◆ The employee information snapshot for ADP CPMP employees was loaded from 12/4/2015 data from CPMP office.
 - ◆ The employee information snapshot for SBF employees was loaded from 11/30/2015 data from SBF office.

- All of the employee information snapshots were loaded into the three new models: 2017, C2016 and O2018.

Research Foundation OASIS Crosswalk

Please note that if you have IDC or CPMP accounts, you will now see one account used consistently for all models. As per your requests, the technical team has crosswalked the ever-changing RF IDC and CPMP projects into the more familiar '431' and '436' account numbers. These generic '431' and '436' numbers will be used each year so that we can do historical comparisons. When you look at the IDC and CPMP Account Distribution panel groups, the initial column *will be* populated with your final budgeted figures from last year.

2.0 Signing On to PeopleSoft

Sign On Screen

- To sign on to the PeopleSoft Campus Budget Module (CBM), go to the following address via Internet Explorer:

<http://www.stonybrook.edu/hcmprod>

- You will then see the signon screen below.



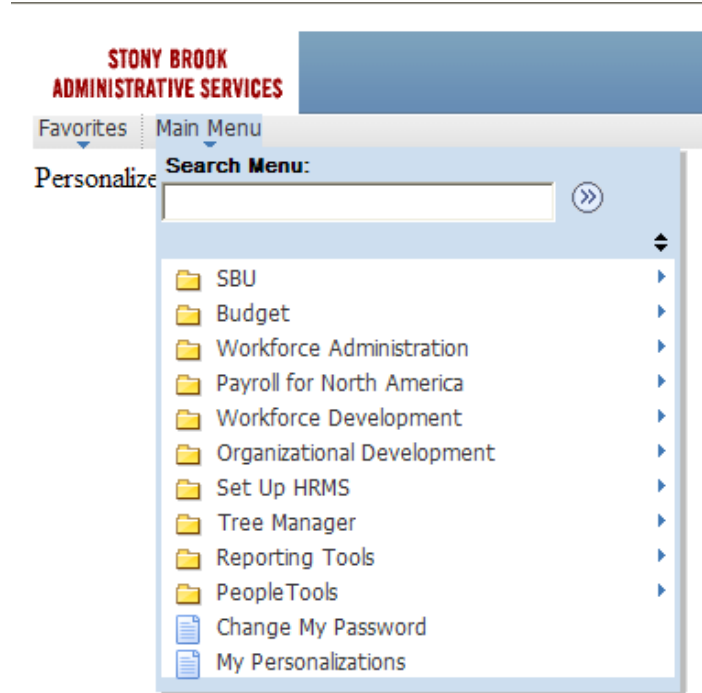
Administrative Services

A screenshot of the sign-on screen. It features a light gray background with two input fields. The first field is labeled "User ID:" and the second is labeled "Password:". Below the fields is a dark gray button with the text "Sign In" in white.

- Type in your User ID and Password in the indicated boxes. Both User ID and Password should be entered in all capitals.

Changing Your Password

- If you are still using your default password, please change it to a personalized one by clicking on Change My Password from the Main Menu at the top of your screen.



Change Password

User ID: DTHIDE
Description: Diane M. Thide

*Current Password:

*New Password:

*Confirm Password:

- In the Change Password window, type in your current password, new password, and confirm password in the spaces provided.
- Click on Change Password.

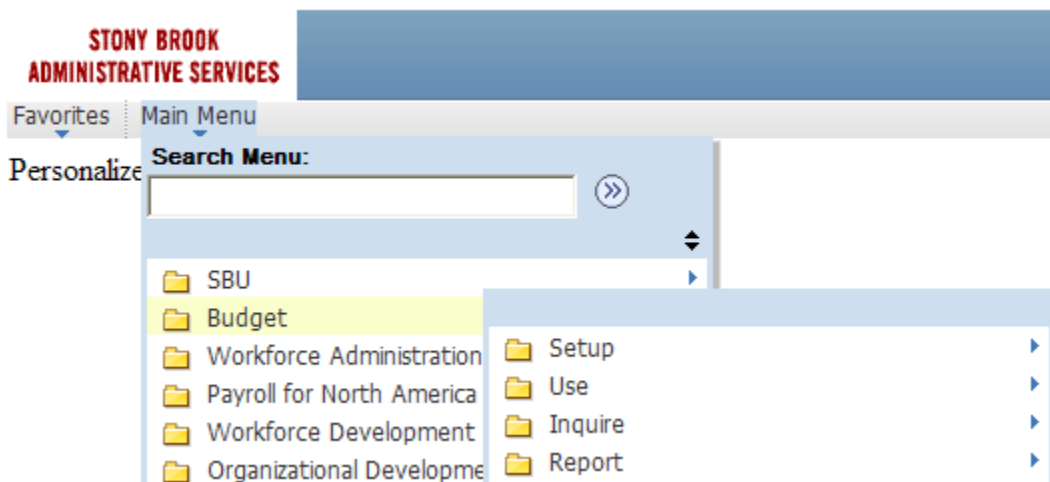
3.0 Getting Started

Menu Overview

- After signing on to the system, you will see a PeopleSoft Home page. [If you also have HR access, this is the same page you use to access the Human Resources modules.]



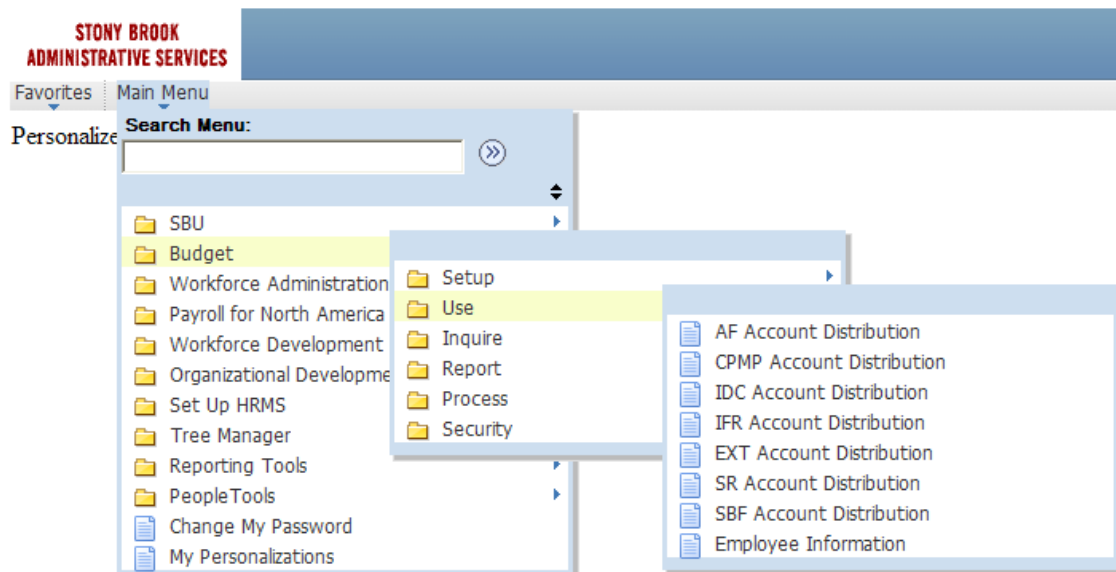
- Click the arrow under Main Menu to open up the cascading menu choices.



- Under **Budget**, you should see these menu choices: **Setup**, **Use**, **Inquire**, and **Report**.
- The Budget pages that you need are **Use**, **Inquire**, **Report** and sometimes **Setup**. The remaining items contain other functions that relate to the PeopleSoft environment.
- The **Setup** page is available in display-only mode for informational purposes. It contains setup information (such as IFR rate and account fund & function) that you can safely ignore for the duration of the budget process.

The USE Menu

- The **Use** menu is the one you will *use* most often. You will input and modify all of your data on the panel groups in this menu.

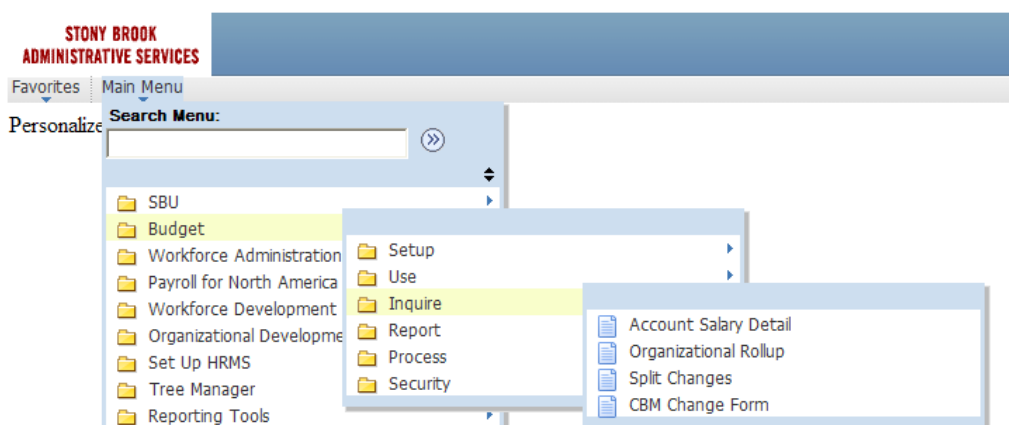


- There are eight panel groups in this menu:
 1. **AF Account Distribution** panel group
 - This panel group is used to budget expenditures on accounts that are in appropriated funds (AF).
 - AF accounts include State Purpose (fund 10), Dormitory (fund 30), Hospital (fund 40) and Veterans Home (fund 60).
 2. **CPMP Account Distribution** panel group
 - This panel group is used to budget revenue and expenditures on accounts that are in the Clinical Practice fund (fund 90).
 3. **IDC Account Distribution** panel group
 - This panel group is used to budget expenditures on accounts that are in the Research Foundation Indirect Cost of Practice fund (fund 73).
 4. **IFR Account Distribution** panel group
 - This panel group is used to budget revenue and expenditures on accounts that are in Income Fund Reimbursable (IFR) funds.
 - Although IFR accounts are appropriated fund accounts, they are budgeted in a separate panel group because they have revenue component that is budgeted by account.
 - IFR accounts include General IFR (fund 20), SUTRA (fund 35), Dormitory IFR (fund 35) and Hospital IFR (fund 45).
 5. **EXT Account Distribution** panel group

- This panel group is used to budget revenue to offset the salary supplements from external sources. External sources include the Northport VA (fund 93), Brookhaven National Labs (fund 95) and other external sources (fund 97).
6. **SR Account Distribution** panel group
 - This panel group is used to budget revenue and expenditures on accounts that are in the Research Foundation Sponsored Research and Service & Agreements funds.
 7. **SBF Account Distribution** panel group
 - This panel group is used to budget revenue and expenditures on accounts that are in the SBF Restricted, Unrestricted, Agency, and Grant funds.
 8. **Employee Information** panel group
 - The six Account Distribution panel groups are for budgeting information by account. The Employee Information panel group is for budgeting information by employee. You add and modify employee records from this panel group.
- For detailed information on each Account Distribution panel group, see Unit 5, Budgeting by Account. For detailed information on budgeting by employee see Unit 7.
 - Please refer to the Appendix for a summary of the fund type, account code and fund code conventions used in CBM. The chart also directs you to which panel group to go to for certain funds. The information contained in this summary is also included in Unit 5, Budgeting by Account.

The INQUIRE Menu

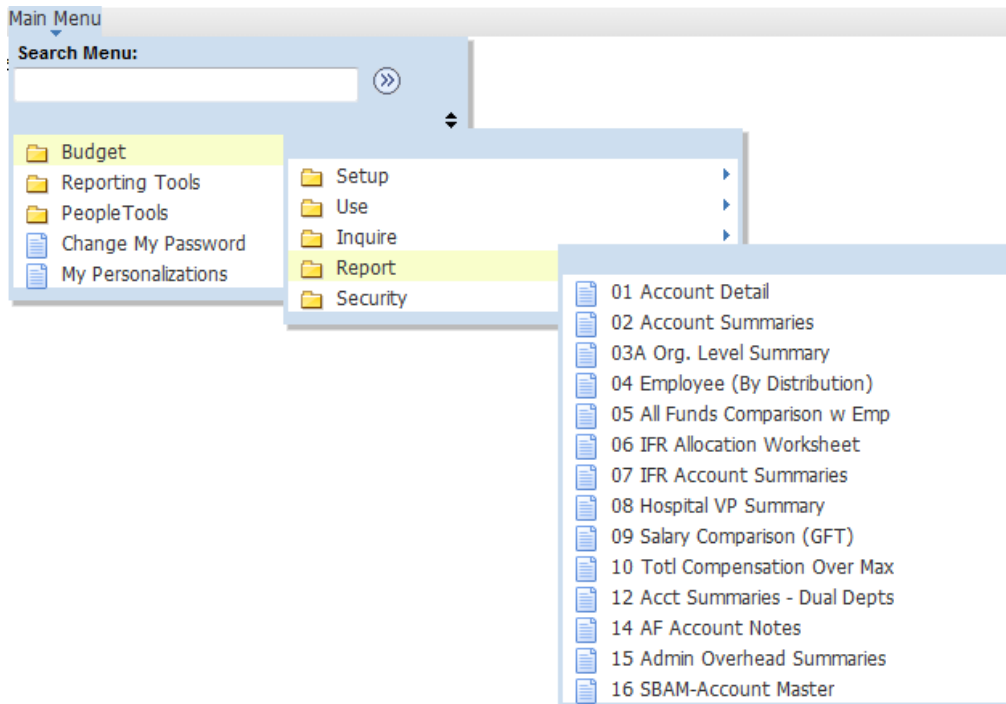
- The **Inquire** menu contains display-only information.



- There are four panels in this menu:
 1. **Account Salary Detail** panel

- This panel lists all of the employee records that are charged to the selected account.
- 2. **Organizational Rollup** panel
 - This panel is a summary of the allocation targets/revenue and budgeted expenditures within an organizational area.
- 3. **Split Changes** panel
 - This panel lists all employee records that are split outside your area *and* that have been modified.
- 4. **CBM Change Form** panel
 - This panel gives you access to the USB Change Form. For information on this form, see Unit 8, Budgeting by Employee.

The REPORT Menu



- The **Report** menu contains panels for each of the reports in the system.
- You will run the reports from their corresponding panels.
- For detailed instructions on running reports and descriptions of each report see Unit 9, Reports.

Budget Terminology

- The table below lists PeopleSoft fields used for budgeting and their descriptions.

PeopleSoft Field	Description
GL Class (General Ledger Class)	GL class is the name of the budget categories. Each fund has its own set of valid revenue and expense GL classes.
Comp Frequency	Compensation frequency describes an employee's rate of pay.
Account	An account is the segment of an organization dealing with a particular activity in which costs can be segregated; it is analogous to a cost center.
Department ID	Despite its name, Department ID does not necessarily mean department. Department ID is really analogous to organizational level. This can be anything from the VP level to a parent account.
Model ID	The data in the system is grouped by model. This is roughly analogous to fiscal year. See Unit 1 for more details.
AF Comp Rate	The AF Comp Rate is the full time value of an employee's salary.
Account OSE (Other Salary Expenses)	These are personnel expenses that are budgeted in aggregate by account, not by individual employee.
OTPS (Other Than Personal Services)	These are expenses that are not related to personnel. Examples are Supplies, Equipment, Telephone, Travel.
Employee OSE (Other Salary Expenses)	These are personnel expenses not included in an employee's base salary.

4.0 Organizational Overview

The Search Dialog Box

Organizational Rollup

Find an Existing Value

Budget Model ID:

Department:

Organizational Level Descr.:

Fund ID:

Case Sensitive

[Basic Search](#)

- In PeopleSoft, you will spend a great deal of time looking at windows like the one shown above. They are search dialog boxes. They are PeopleSoft's way of asking you for the information that you would like to select.
- Each panel group has its own search dialog box. Depending on where you are in the system, the search dialog box will default certain information for you.
- From the **Inquire** menu, select **Organizational Rollup**. You will see the search dialog box above.
- The fields at the top of the box (Budget Model ID, Department, Organizational Level Descr, and Fund ID) are search keys.

Budget Model ID

- The system will automatically default the model ID of the Proposed year. For more information on the model, see Unit 1.
- To change the model, you can enter the desired value in the edit box or you can click on the magnifying glass to the right of the edit box to view a list of options to choose from.

Department

- For this panel, the system is also defaulting to the highest level organizational area to which you have access. In this example the default is 155619, which is Central Services in VP for Administration.

Organizational Level Descr

- The Organizational Level Descr field is the literal description of the Department field.
- When narrowing a search based using a description field, you can use the % symbol as a placeholder for one or more characters. For example, if you are looking for an organizational level that contains the word “Central” in the description, you may type %Central% in the Organizational Level Descr field and click the **Search** button.
- Please remember that PeopleSoft character fields are case sensitive. %Central% is different from %central%.

Fund

- To select the fund, you can enter the desired value in the edit box or you can click on the magnifying glass to the right of the edit box to view a list of options to choose from.
 - For this panel, if you do not select a fund you will get all of the funds.
-
- Once you have inputted the desired search criteria, click **Search**. You will then see a list at the bottom half of all of the data that PeopleSoft found as a match to your criteria. You can then select the desired data and click **OK**.
 - To summarize, in a search dialog box, you may directly enter the information you need, or you can view the list of valid values for a field by clicking on the magnifying glass to the right of the field.

The Organizational Rollup Panel

Panel name

Sort Order dropdown

Excel Export button

Organizational Rollup

Model ID: 2006 **Model Name:** Fiscal Year 2005/2006
Department: 155619 **Fund ID:**

Sort Order: [Dropdown] **Ascending** **Decending** **Export to Excel**

View All First [Left Arrow] 1-10 of 30 [Right Arrow] Last

DeptID	Organizational Level Descr.	Fund ID	Revenue/Allocation	Budgeted Total	Undistributed Total
1 155619	Central Services	10	\$657,327	\$557,327	\$100,000
2 155619	Central Services	20		\$261,764	\$-261,764
3 155619	Central Services	30			\$0
4 155619	Central Services	40	\$50,000	\$166,281	\$-116,281
5 155619	Central Services	71	\$2,000	\$2,000	\$0
6 155619	Central Services	73		\$40,757	\$-40,757
7 155619	Central Services	78	\$719,000	\$602,459	\$116,541
8 84080600	Life Sciences Storeroom	10			\$0
9 84080600	Life Sciences Storeroom	20		\$54,764	\$-54,764
10 84080600	Life Sciences Storeroom	71	\$2,000	\$2,000	\$0

Return to Search **Next in List** **Previous in List**

- If you click **OK** from the previous search dialog box, you will see the Organizational Rollup panel above.
- Please note that all of the PeopleSoft panels have the following panel layout in common:
 - Title bar – the title bar is located at the top of the screen and contains the name of the module that you are in, the panel group you have selected and the menu it is located in. In the example above, you are in the Budget module, and you have selected the Organizational Rollup panel group, which is located in the Inquire menu.
 - Panel name – the panel name can be found in two places, under the command buttons at the top of the panel and at the bottom of the panel.
 - Selected action – there are two actions that are used in the Budget module, Update/Display and Add.

- Database name – the database name that you are logged into will always be at the bottom of the PeopleSoft window.

- The Organizational Rollup panel is a summary of the allocation targets/revenue and budgeted expenditures within an organizational area
- Since you did not specify a fund, all of the valid funds for your organizational level were included in the grid.
- Under the panel name at the top of the screen, is the model and department you selected.
- The grid on the panel is a summary of your budgeted information by organizational level and fund. The grid contains the following columns:
 - **Dept ID** – This is all of the organizational nodes under the “Department” you selected in the search dialog box.
 - **Organizational Level Descr** – This column contains the corresponding literal descriptions of the Dept ID column. The descriptions of the organizational levels are indented to visually represent a lower level.
 - **Fund ID** – This column displays the fund code of each grouping of accounts in your area.
 - **Revenue/Allocation**
 - For appropriated funds (including IFR), this column displays the allocation that you have been authorized to budget against.
 - For the IDC fund, this column displays the amount of spending authority you have to budget against.
 - For Sponsored Research (SR) and Clinical Practice (CPMP), this column is a rollup of the revenue that is budgeted on each account within those funds.
 - **Proposed Total** – This is the total of all expenditures that were budgeted in the model you have selected.
 - For appropriated funds (including IFR), this total *does not* include fringe benefits or overhead.
 - For IDC, SR and CPMP, this total *does* include fringe benefits and overhead.

 - **Undistributed Total** – This column is the difference between the Revenue/Allocation column and the Proposed Total column.
- The grid is initially displayed in the tree node order of the organizational levels. You can change the sort order by using the sort order drop down box at the upper left hand corner of the panel.

Organizational Rollup

Model ID: 2006 **Model Name:** Fiscal Year 2005/2006
Department: 155619 **Fund ID:**

Sort Order: Ascending Descending [Export to Excel](#)

[View All](#) First 1-10 of 30 Last

DeptID	Organizational Level Descr.	Fund ID	Revenue/Allocation	Budgeted Total	Undistributed Total
1 155619	Central Services	10	\$657,327	\$557,327	\$100,000
2 155619	Central Services	20		\$261,764	-\$261,764
3 155619	Central Services	30			\$0
4 155619	Central Services	40	\$50,000	\$166,281	-\$116,281
5 155619	Central Services	71	\$2,000	\$2,000	\$0
6 155619	Central Services	73		\$40,757	-\$40,757
7 155619	Central Services	78	\$719,000	\$602,459	\$116,541
8 84080600	Life Sciences Storeroom	10			\$0
9 84080600	Life Sciences Storeroom	20		\$54,764	-\$54,764
10 84080600	Life Sciences Storeroom	71	\$2,000	\$2,000	\$0

[Return to Search](#) [Next in List](#) [Previous in List](#)

Link

- Since 71 is the fund code for SR, row 5 tells you that you have budgeted \$2,000 in revenue in all of your SR accounts in Central Services.
- Since 10 is the fund code for State Purpose, row 1 tells you that you have \$657,327 available to budget in all of the State Purpose accounts in Central Services. You have budgeted \$557,327 leaving \$100,000.
- The grid is display only (gray fields). To change the numbers, you have to change the values that are budgeted by account.
- To go to the panel group where you budget by account, click on the link on the first row of the grid and select **Account** and then **Search**. You will then see the search dialog box on the next page.

5.0 Budgeting by Account

The Search Dialog Box

Home > Budget > Budget > Use > AF Account Distribution

AF Account Distribution

Find an Existing Value

Budget Model ID:

Account:

Fund ID:

Account Description:

Department:

Case Sensitive

[Basic Search](#)

- In the Search dialog box, the Proposed model is defaulted. If you would like to work in a different model, you can type in the desired model number, or you can click on the magnifying glass and select from the valid values in the secondary screen.
- If you know the account that you would like to budget for, you can type in the 8 to 10-digit account number.
- If you don't know the account number, type the fund code of the account and click the **Search** button.
- The system will then list all of the accounts in your organizational area within the selected fund.
- You should *not* use the Account magnifying glass to look for the account number you need because the valid value list on the secondary panel is not just for the accounts in your area, it is for all 6,000+ accounts in CBM.
- You will notice that the department ID defaulted to the one in the previous Organizational Rollup panel. That is the advantage of starting your PeopleSoft budgeting session from the Organizational Rollup panel.
- Also, since you right-clicked on a State Purpose row the system knows to bring you to the AF Account Distribution search dialog box.

- The AF Account Distribution panel group is used to budget accounts in the following funds:
 1. Fund 10 – State Purpose
 2. Fund 30 – Dormitory
 3. Fund 40 – Hospital
 4. Fund 60 – Veterans Home
- After you select the fund and click the **Search** button, you will see a listing similar to the one below. This is all of the fund 10 accounts in 155619 (Central Services).

Find an Existing Value

Budget Model ID:

Account:

Fund ID:

Account Description:

Department:

Case Sensitive

[Basic Search](#)

Search Results

View All First ◀ 1-18 of 18 ▶ Last

Budget Model ID	Fund ID	Account	Account Description	Department	Organization Code
2006	10	81080706	Mail Rev Credit Intchg	86084500	155619
2006	10	81080708	Tank Gas Program	84080700	155619
2006	10	81080709	Life Sciences Storeroom Intrch	84080600	155619
2006	10	84073400	Auxiliary Repair Contract Intc	84088900	155619
2006	10	84080600	Life Sciences Storeroom	84080600	155619
2006	10	84080700	Tank Gas Program	84080700	155619
2006	10	84083900	Recycling & Resource Mgmt	84083900	155619
2006	10	84084500	Mail & Messenger-Health Sci Ce	86084500	155619
2006	10	84088900	Auxiliary Repair Contracts	84088900	155619

- Select the account that you would like to budget and click **OK**.

- You will notice that although you are in the Proposed model, you will see the corresponding budget information for the associated models.

AF Account Summary Panel

- This first panel is a display only summary of the GL classes that have been budgeted on the account.
- Under the account number and the account name, there is a distributed amount for the organizational level (department) that you selected in the Organizational Rollup panel.
 - The distributed amount is the same number that you saw in the Organizational Rollup panel.
 - The system is telling you that from your targeted allocation, you have distributed (or budgeted) \$557,327 and that you have \$100,000 left to distribute.
 - The distributed amount is for ALL of the accounts within the organizational level and fund that you selected.
 - You will only see the distributed and undistributed information if you start off in the Organizational Rollup panel.
- As you can see from the title bar, this AF Account Distribution Panel group is under the **Use** menu. We accessed it from the Organizational Rollup panel on the **Inquire** menu, but you can also access it from **Use**. The advantage of going through the Organizational Rollup is the following:
 - The system will “remember” your department ID on the search dialog box.
 - The system will “remember” your distributed and undistributed amounts on the AF, IDC & IFR Account Distribution Summary panels. The distributed and undistributed amounts are not applicable for the SR and CPMP Account Distribution Summary panels.
- Under the distributed and undistributed figures, you see PSR (Personal Services Regular), PST (Personal Services Temporary), OTPS (Other Than Personal Services) and account totals for all four associated models.
 - **Initial** – The numbers in this column are your final figures from last year’s Proposed model.
 - **Current** – Use the information in this column to project your budgetary needs for the current fiscal year. This model was pre-loaded with a current payroll snapshot and the OTPS data from last year’s Proposed model.
 - **Proposed** – Use the information in this column to project your budgetary needs for the upcoming fiscal year. The final version of this model will be used to load various

financial systems. For example, the Proposed data in appropriated funds (including IFRs) will be used to load the initial allocation from SUNY.


- **Outyear** – This column contains your anticipated budget for the budget period two years from now. Please note that the data in the Outyear model will *not* be carried forward to next year’s associated models.
- During next year’s budget cycle, the information that you budget for this year’s Proposed will become next year’s Initial.

AF Account Payroll Panel

AF Account Summary		AF Account Payroll		AF Account FTE		AF Account OSE		AF Account OTPS		Performance Indicators	
Model ID:	2006	Model Name:	Fiscal Year 2005/2006								
Account:	86088000	Account Name:	Central Services								
Sort Order:	<input type="text"/>	<input checked="" type="radio"/> Ascending	<input type="radio"/> Descending	Export to Excel							
View All											
First <input type="button" value="◀"/> 1-4 of 4 <input type="button" value="▶"/> Last											
Payroll GL Class	GL Class Name	GL Parent	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007					
1 PS_ADD	Additional Compensation	PS	\$0	\$500	\$500	\$500					
2 PS_LOC	Classified Location Pay	PS	\$1,800	\$1,800	\$1,896	\$1,896					
3 PS_OTH	Non Instructional	PS	\$125,500	\$133,885	\$133,885	\$133,885					
4 PS_UUP	UUP Location Pay	PS	\$1,200	\$1,200	\$1,264	\$1,264					
PS Subtotals:			\$128,500	\$137,385	\$137,545	\$137,545					
TS Subtotals:			\$0	\$0	\$0	\$0					
Payroll Totals:			\$128,500	\$137,385	\$137,545	\$137,545					
Payroll Fringe Totals:			\$0	\$0	\$0	\$0					
Payroll Agency Totals:			\$0	\$0	\$0	\$0					

- This panel is a display only sub-total of the employee records by GL class. To modify the numbers on this panel, you will need to modify the employee records associated with this account. (Unit 5 provides instructions on viewing the employees that are charged to a particular account.)
- Since you are in the Proposed model, you are viewing all of the payroll GL class sub-totals in that model. You are also viewing the *corresponding* budget numbers for the associated models.
 - This means that you will only see budget values for the three associated models if there is budgeted information for that expense in the Proposed model.
 - To view all of the budgeted GL classes in an associated model, you must select that model in the Search dialog box.
- The first two columns in the grid contain the GL classes and their descriptions.
- The third column contains the GL Parent field. This column indicates whether the GL class is under the PS (personal services regular) node or the TS (personal services temporary) node. There are also PS and TS sub-totals by model under the grid.
- The Payroll Fringe Totals are only calculated for applicable funds (i.e., IFRs, SR, IDC, SBF, and CPMP).
- The Payroll Agency Totals are only calculated for CPMP and SBF staff.

AF Account FTE Panel

AF Account Summary		AF Account Payroll		AF Account FTE		AF Account OSE		AF Account OTPS		Performance Indicators	
Model ID:	2006	Model Name:	Fiscal Year 2005/2006								
Account:	86088000 	Account Name:	Central Services								
Sort Order:	<input type="text"/>	<input checked="" type="radio"/> Ascending	<input type="radio"/> Descending	Export to Excel							
				View All		First	<input type="button" value="◀"/>	1 of 1	<input type="button" value="▶"/>	Last	
FTE GL Class	GL Description	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007						
1 PS_OTH	Non Instructional	2.50	2.50	2.50	2.50						
Payroll FTE Totals:		2.50	2.50	2.50	2.50						

- This panel is similar to the AF Account Payroll panel except that instead of summarizing salaries, the system is summarizing FTE numbers.
- FTEs are summarized for base salary *regular* GL classes only.

AF Account OSE (in Aggregate) Panel

*OSE		GL Class	*Expense Type	PS/ TS	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007
1	PS_DIF	Salary Differential	Fixed	PS	\$556	\$556	\$556	\$556 + -
OSE PS Subtotals:					\$556	\$556	\$556	\$556
OSE TS Subtotals:					\$0	\$0	\$0	\$0
OSE Totals:					\$556	\$556	\$556	\$556
OSE Fringe:					\$0	\$0	\$0	\$0
OSE Agency Fee:					\$0	\$0	\$0	\$0

OSE Notes:

- This is the panel you will use to budget other salary expenses (OSE) in aggregate by account. The OSE in aggregate expenditures are salary expenses that you want to budget in a lump sum for the account, rather than by employee. For example, you may not know which employee will be working holidays, but you do know that you need to budget for that expense. So, rather than budgeting it for each employee, you can budget it here in total for the account.
- Student assistant expenditures should be budgeted in aggregate on this panel. Their employee records were not loaded on the system.
- The white fields are directly modifiable.
- Since you are in the Proposed model, only the Proposed column is modifiable. If you would like to enter data in another model, you have to first change the model you are in.
 - **To change the model:**
 - ◆ Click on the link next to Account.
 - ◆ You will be directed to the next panel where you may choose the desired Model to transfer to.

Please select one of the following links:

[Account Salary Detail](#)
[Account Details](#)

[Transfer to Initial](#)
[Transfer to Current](#)
[Transfer to Outyear](#)

➤ **To budget for a OSE GL class that is not on the grid:**

- ◆ Click on the plus sign to the right of an existing row.
- ◆ On the new row, click the magnifying glass in the OSE GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Lookup OSE GL Class

Budget Model ID: 2006
Fund ID: 10
GL Class:
GL Description:
GL Parent Class:

[Basic Lookup](#)

Search Results

View All First 1-19 of 19 Last

GL Class	GL Description	GL Parent Class
PS_ALR	Also Receives	PS
PS_CHR	Chair Stipend	PS
PS_DIF	Salary Differential	PS
PS_GEO	Geographic Pay	PS
PS_HOL	Holiday Pay	PS
PS_INC	Inconvenience Pay	PS
PS_LOC	Classified Location Pay	PS
PS_LOS	Lost Time	PS
PS_MSC	Other	PS
PS_OVT	Overtime	PS

- The list of values contains a column for GL Parent Class. This determines whether a category is personal services regular (PS) or personal services temporary (TS). Since GL

Parent Class is also a search key, you can use **Search** for OSE GL classes in specific GL Parent Classes.

- Please note that the set of GL classes you can use depends on the fund or fund type that your account belongs to.
- The list above is valid for OSE in aggregate expenditures in all appropriated funds (including IFRs).
- Select the OSE GL class that you would like to budget.
- ◆ Once you tab off of the GL class field on the grid, you will see that the description of the GL class will be displayed.
- ◆ Tab to the writable white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.
- As with the AF Account Payroll panel, there is a sub-total for PS, TS, fringe and agency fee.
- A note field has been provided so that you can enter clarifying notes.

AF Account OTPS Panel

AF Account Summary | AF Account Payroll | AF Account FTE | AF Account OSE | **AF Account OTPS** | Performance Indicators

Model ID: 2006 **Model Name:** Fiscal Year 2005/2006
Account: 86088000 **Account Name:** Central Services

Sort Order: Ascending Decending [Export to Excel](#)

*OTPS GL Class	GL Class Name	*Expense Type	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007
1 SUPPL	Supplies	Fixed	\$15,099	\$15,099	\$15,099	\$15,099

OTPS Totals: \$15,099 \$15,099 \$15,099 \$15,099

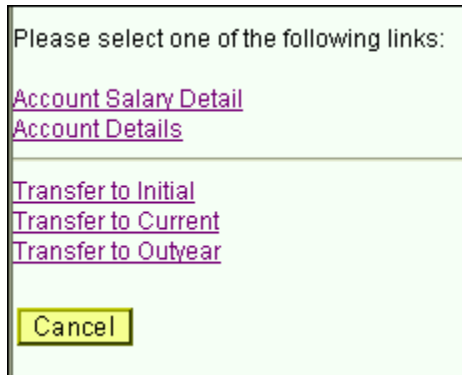
OTPS Notes:

- This is the panel you will use to budget Other Than Personal Services (OTPS) expenditures.
- The white fields are directly modifiable.

- Since you are in the Proposed model, only the Proposed column is modifiable. If you would like to enter data in another model, you have to first change the model you are in.

- **To change the model:**

- ◆ Click on the link next to Account.
- ◆ You will be directed to the next panel where you may choose the desired Model to transfer to.



- **To budget for a OTPS GL class that is not on the grid:**

- Click on the plus sign to the right of an existing row.
- On the new row, click the magnifying glass in the OTPS GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Lookup OTPS GL Class

Budget Model ID: 2006
Fund ID: 10
GL Class:
GL Description:

[Basic Lookup](#)

Search Results

View All First 1-12 of 12 Last

GL Class	GL Description
AUTO	Automotive Supplies and Serv
CONTSV	Contractual Services
EQUIP	Equipment
FRINGE	Fringe Benefits
LIB_A	Library Acquisitions
MAIL	Mail and Messenger Services
OFFSUP	Office Supplies
PRINT	Printing and Graphics
SUPPLY	Supplies
TELEPH	Telephone
TRAVEL	Travel Expenditures

- This list is valid for OTPS GL classes in all appropriated funds (including IFRs) except fund 40. For fund 40 (Hospital), the expenditure categories from the Lawson financial system will be displayed.
- The following is a list of the OTPS expenditures for the Hospital fund:

500400	Advertising
800725	Anesthetic Materials
823251	Books, Subscrip, Memberships
802701	Cleaning
814671	Collection Agency Fees
803701	Consulting
804335	Data Processing Fees
817135	Empl Benefits Non Payroll
817150	Employee Wearing Apparel
805401	Equip Repair/Maint
805601	Equip<\$ 500
806301	Expenses Other
806725	Food - Meat, Fish, Poultry
806701	Food Other
809401	Insurance
809851	IV Solutions
810305	Lease / Rental Other
810255	Lease/Rental Bldg Fixed Equip
810260	Lease/Rental Moving Equipment
810725	Licenses and Taxes

810790	Linen & Bedding
805125	Major Movable Equipment >500
812601	Office Supplies
806535	Other Fees
823340	Other Med Care Supplies
823345	Other Non Med & Non Surg Suppl
813001	Other Purch Serv (incl rental)
822410	Outside Training Registr Fees
813255	Oxygen & Other Med Gases
813425	Pharmaceuticals
813801	Postage & Shipping
813901	Printing & Reproduction
814501	Professional Services Audit
814601	Professional Services Legal
813430	Prosthesis
813061	Purch Serv - Manpower
813051	Purch Serv Laundry & Linen
806502	Radioactive Materials
823350	Radiology Film
814405	Services - Medical
822301	Spec Contractual Serv.
823355	Surgical Supplies - General
823690	Tableware & Kitchen Utensils
823801	Telephone
824551	Transcription Fees
826802	Travel & Lodging
827401	Utilities - Electricity
827721	Utilities - Fuel Oil
827725	Utilities - Other
827601	Utilities - Sewage
010158	Utilities - Steam
827701	Utilities - Water

- Select the OTPS GL class that you would like to budget.
- Once you tab off of the GL class field on the grid, you will see the description of the GL class will be displayed.
- Tab to the writable white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.
- A note field has been provided so that you can enter clarifying notes.

Hospital OT/CL FTE Panel

AF Account Summary | AF Account Payroll | AF Account FTE | AF Account OSE | AF Account OTPS | **Hospital OT/CL FTE** | Performance Indicators

Model ID: 2011 Model Name: Fiscal Year 2010/2011 [Budget Documentation](#)
 Account: 31130700 Account Name: Regional Perinatal Center

*GL Class	GL Description	*Expense Type	Initial 2009/2010	FTE 2009/2010	Proposed 2010/2011	FTE 2010/2011
1 PS_OVT	Overtime	Fixed	\$100,000	0.00	\$100,000	5.00
Totals:			\$100,000	0.00	\$100,000	5.00

Hospital Notes:

Exit * This will exit without saving.

Save | Return to Search | Previous tab | Next tab

- This is the panel you will use to budget FTE for Overtime, Contract Labor, and Per Diem in aggregate for Fund 40 (Hospital) accounts.
- The white fields are directly modifiable.
- Since you are in the Proposed model, only the Proposed column is modifiable.

- **To budget for a GL class that is not on the grid:**
 - Click on the plus sign to the right of an existing row.
 - On the new row, click the magnifying glass in the GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Look Up

Look Up GL Class

Budget Model ID: C2012
Fund ID: 40
GL Class: begins with
GL Description: begins with
GL Parent Class: begins with

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

GL Class	GL Description	GL Parent Class
813061	Purch Serv - Manpower/Agency	OTPS
PS_OVT	Overtime	PS
TS_PDM	Per Diem	TS

- Select the GL class that you would like to budget.
- Once you tab off of the GL class field on the grid, you will see the description of the GL class will be displayed.
- Click on the dropdown arrow next to Expense Type and choose Fixed or Variable.
- Tab to the writable white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.
- A note field has been provided so that you can enter clarifying notes.
- You will not be able to enter FTE if there is no corresponding entry budgeted for the GL Class and Expense on the AF Account OSE or AF Account OTPS page. A warning message will be displayed.
- You will have to delete or zero out the FTE before deleting or zeroing out the corresponding entry on the OSE or OTPS page. A warning message will be displayed.

Performance Indicators Panel

AF Account OSE
 AF Account OTPS
 AF Account Adjustments
 Performance Indicators

Model ID: 2006	Model Name: Fiscal Year 2005/2006			
Account: 31130700	Account Name: Regional Perinatal Center			
	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007
Fixed FTE :	3.00	3.00	3.00	3.00
Fixed Salaries :	\$136,000	\$142,020	\$142,020	\$142,020
Fixed OTPS :	\$13,100	\$13,100	\$13,100	\$13,100
Fixed Account OSE :	\$0	\$0	\$0	\$0
Fixed Employee OSE :	\$28,622	\$28,622	\$28,728	\$28,728
Fixed Expense Totals:	\$177,722	\$183,742	\$183,848	\$183,848
Variable FTE :	0.00	0.00	0.00	0.00
Variable Salaries :	\$0	\$0	\$0	\$0
Variable OTPS :	\$0	\$0	\$9,000	\$0
Variable Account OSE :	\$0	\$0	\$10,000	\$0
Variable Employee OSE :	\$0	\$0	\$0	\$0
Variable Expense Totals:	\$0	\$0	\$19,000	\$0
FTE Total :	3.00	3.00	3.00	3.00
Total of Fixed & Variable Expenses :	\$177,722	\$183,742	\$202,848	\$183,848

Sort Order:
 Ascending
 Descending
[Export to Excel](#)

Performance Indicators:

View All First 1 of 1 Last

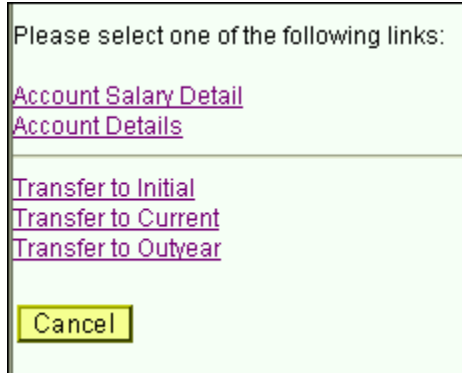
*GL Class	GL Description	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007
1 585060	Deliveries	0	0	400	0 <input type="button" value="+"/> <input type="button" value="-"/>
Performance Indicator Totals:		0	0	400	0

Performance Indicator Notes:

- This is the panel which will be used by the Hospital to budget units of measure (Performance Indicators) for each cost center.
- The top portion of this panel contains read-only information related to Fixed and Variable expenses.
- The bottom portion of this panel contains the Performance Indicators grid with units of measure data for the cost center.
- The white fields are directly modifiable.
- Since you are in the Proposed model, only the Proposed column is modifiable. If you would like to enter data in another model, you have to first change the model you are in.

➤ **To change the model:**

- ◆ Click on the link next to Account.
- ◆ You will be directed to the next panel where you may choose the desired Model to transfer to.



Please select one of the following links:

- [Account Salary Detail](#)
- [Account Details](#)

- [Transfer to Initial](#)
- [Transfer to Current](#)
- [Transfer to Outyear](#)

➤ **To budget for a Performance Indicator GL class that is not on the grid:**

- Click on the plus sign to the right of an existing row.
- On the new row, click the magnifying glass in the Performance Indicator GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Lookup GL Class

Budget Model ID: 2006
Fund ID: 40
GL Class:
GL Description:

[Basic Lookup](#)

Search Results

View All First 1-34 of 34 Last

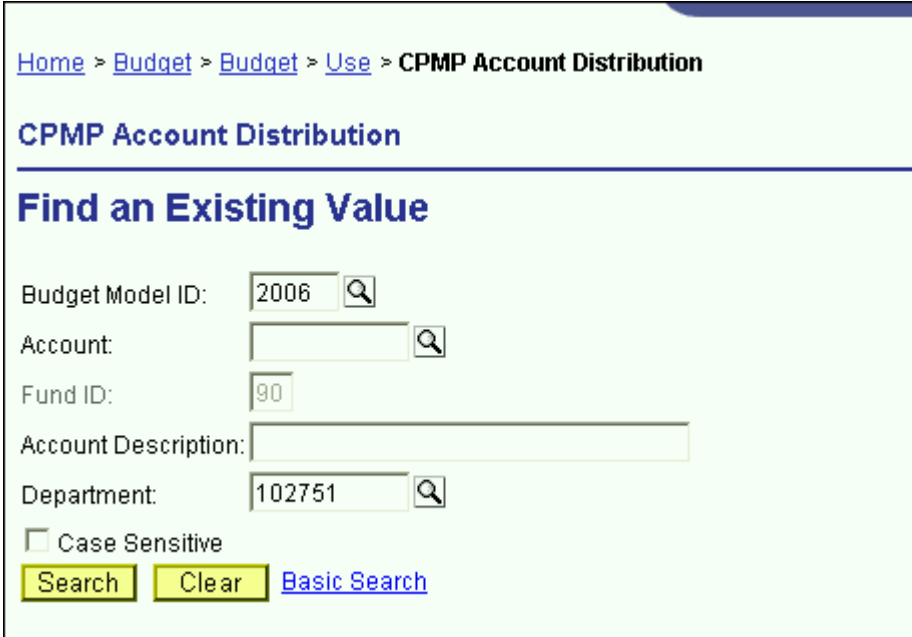
GL Class	GL Description
585000	Adjusted Discharges
585010	Adjusted Patient Days
585020	Admissions
585030	Adult Patient Days
585040	Cases
585050	Chemotherapy
585060	Deliveries
585070	Diagnostics
585080	Discharges
585090	EEG,EMG,EV
585100	Endoscopy

- Select the Performance Indicator GL class that you would like to budget.
- Once you tab off of the GL class field on the grid, you will see the description of the GL class displayed.
- Tab to the writable white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.

- A note field has been provided so that you can enter clarifying notes.

CPMP Account Distribution Panel Group

- Since the budgets for the CPMP accounts are not driven by allocation, it is not necessary to access these accounts through the Organizational Rollup panel.
- From the **Use** menu, select CPMP Account Distribution. You will then see the following search dialog box.



The screenshot shows a web-based search interface for CPMP Account Distribution. At the top, there is a breadcrumb trail: [Home](#) > [Budget](#) > [Budget](#) > [Use](#) > **CPMP Account Distribution**. Below this, the title "CPMP Account Distribution" is displayed. The main heading is "Find an Existing Value". The form contains several input fields: "Budget Model ID:" with the value "2006" and a search icon; "Account:" with an empty field and a search icon; "Fund ID:" with the value "90"; "Account Description:" with an empty text area; and "Department:" with the value "102751" and a search icon. There is a checkbox labeled "Case Sensitive" which is currently unchecked. At the bottom, there are three buttons: "Search" (highlighted in yellow), "Clear" (highlighted in yellow), and "Basic Search" (a blue link).

- Since the CPMP Account Distribution panel group is valid only for fund 90, the fund code is automatically entered for you. Enter your department ID and click the **Search** button.
- From the list of accounts, select the account that you wish to budget.

CPMP Account Summary Panel

Home > Budget > Budget > Use > CPMP Account Distribution

CPMP Acct Summary | CPMP Revenue | CPMP Payroll Summary | CPMP OSE | CPMP OTPS | CPMP Auto Calc

Model ID: 2006		Model Name: Fiscal Year 2005/2006			
Account: 4363030		Account Name: Anesthesiology			
		Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007
Revenue	Fee For Service:	17,449,733	17,449,733	17,449,733	17,449,733
	UH Agreement:	1,161,016	1,161,016	1,161,016	1,161,016
	Agreement:	0	0	0	0
	Other Income:	0	0	0	0
Expense	Payroll Summary:	345,000	378,325	378,325	378,325
	Other Salary:	1,183,150	1,183,150	1,183,150	1,183,150
	OTPS:	3,241,422	3,241,422	3,241,422	3,241,422
	Auto Calcs:	3,671,397	3,671,397	3,671,397	3,671,397
	RF Fringe Benefits:	0	0	0	0
	RF Agency Fee:	0	0	0	0
Balance	Account Balance:	\$10,169,780	\$10,136,455	\$10,136,455	\$10,136,455

- You are now in the CPMP Account Distribution panel group.
- There are six panels in this panel group. The panel tabs are displayed at the top of the panel.
 - ◆ CPMP Account Summary panel
 - ◆ CPMP Revenue panel
 - ◆ CPMP Payroll panel
 - ◆ CPMP OSE (in Aggregate) panel
 - ◆ CPMP OTPS panel
 - ◆ CPMP Auto Calc panel
- You can click on the panel name to activate the panel or you can navigate using the **Next Tab** button or the **Previous Tab** button.
- You will see the model ID and the account number that you selected at the top of each of the panels in this group.
- You will notice that although you are in one model, you will see the corresponding budget information for the related models.
- The CPMP Account Summary panel is a display only summary of the GL classes that have been budgeted on the account.

- The panel is separated into three sections: Revenue, Expense and Balance. These sections are sub-totaled for all four associated models.
 - **Initial** – The numbers in this column are your final figures from last year’s Proposed model.
 - **Current** – Use the information in this column to project your budgetary needs for the current fiscal year. This model was pre-loaded with a current payroll snapshot and the OTPS data from last year’s Proposed model.
 - **Proposed** – Use the information in this column to project your budgetary needs for the upcoming fiscal year. The final version of this model will be used to load various financial systems.
 - **Outyear** – This column contains your anticipated budget for the budget period two years from now. Please note that the data in the Outyear model will *not* be carried forward to next year’s associated models.
- During next year’s budget cycle, the information that you budget for this year’s Proposed will become next year’s Initial.

CPMP Revenue Panel

*Revenue GL Class		GL Class Name	Type	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007		
1	520021	UH Part A	UH	\$52,410	\$52,410	\$52,410	\$52,410	+	-
2	520031	UH Part A Transfers	UH	\$1,098,606	\$1,098,606	\$1,098,606	\$1,098,606	+	-
3	522001	UH Medicaid	UH	\$10,000	\$10,000	\$10,000	\$10,000	+	-
4	522501	Fee for Service	FEESVC	\$17,204,455	\$17,204,455	\$17,204,455	\$17,204,455	+	-
5	522551	VA Salary Revenue	OTHER	\$0	\$0	\$0	\$0	+	-
Revenue Totals:				\$18,610,749	\$18,610,749	\$18,610,749	\$18,610,749		
Auto-Calcs:				\$3,671,397	\$3,671,397	\$3,671,397	\$3,671,397		
Available for Budgeting:				\$14,939,352	\$14,939,352	\$14,939,352	\$14,939,352		

- This panel contains the revenue details that are sub-totaled on the CPMP Account Summary panel.
- The white fields are directly modifiable.
- Since you are in the Proposed model, only the Proposed column is modifiable. If you would like to enter data in another model, you have to first change the model you are in.
 - **To change the model:**
 - ◆ Click on the link next to Account.
 - ◆ You will be directed to the next panel where you may choose the desired Model to transfer to.

Please select one of the following links:

[Account Salary Detail](#)

[Account Details](#)

[Transfer to Initial](#)

[Transfer to Current](#)

[Transfer to Outyear](#)

- **To budget for a revenue category that is not on the grid:**
 - Click on the plus sign to the right of an existing row.
 - On the new row, click the magnifying glass in the Revenue category GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Lookup Revenue GL Class

Budget Model ID: 2006
Fund ID: 90
GL Class:
GL Description:
GL Parent Class:

[Basic Lookup](#)

Search Results

View All First ◀ 1-74 of 74 ▶ Last

GL Class	GL Description	GL Parent Class
510850	LI State Veterans Home	OTHER
520021	UH Part A	UH
520031	UH Part A Transfers	UH
520032	HIP	OTHER
520033	Southampton Hospital	OTHER
520034	LIEOHC	OTHER
520035	BOCES	OTHER
520036	US Health Care	OTHER
520037	Just Kids	OTHER
520038	DCI	OTHER

- The list of values contains a column for GL Parent Class. This determines the grouping of the revenue on the CPMP Account Summary panel. Since GL Parent Class is also a search key, you can use **Search** for revenue GL classes in specific GL Parent Classes.
- Select the revenue GL class that you would like to budget.
- ◆ Once you tab off of the GL class field on the grid, you will see the description of the GL class will be displayed.
- ◆ Tab to the write-able white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.
- The list below contains a **sample** list of valid values for CPMP revenue grouped by the GL parent class.

FEESVC - Fee for Service

522501 Fee for Service

UH - UH Agreements

521002 Coram Health Center Agreement

522001 UH Medicaid

520021 UH Part A

520031 UH Part A Transfers

522041 UH Part B

522011 UH Back Program

AGREE - Agreements

521001 Brookhaven National Lab Agreement

521003 Developmental Disability Agree

521004 Eastern Hospital Agreement

521005 Epilepsy Foundation Agreement

521006 Family Service League Agreement

521007 St Johnland Nursing Ctr

521008 Lab Animal Resources Agreement

521009 Maryhaven Center Hope Agreement

521010 Planned Parenthood Agreement

521011 School of Dental Med Agreement

521012 St Charles Neo-Natal Agreement

521013 St John's Hospital Agreement

521014 UCP PSY Agreement

521015 UCP PSY Greater NY Agreement

521016 Winthrop UH Agreement

521017 National Inst Peo/Disbl Agreement

OTHER - Other Income

510850 LI State Veterans Home

520032 HIP

520033 Southampton Hospital

520034 LIEOHC

522551 VA Salary Revenue

520035 BOCES

520036 US Health Care

520037 Just Kids

520415 Contractual

520416 Board Fund

- 520417 Deans Fund
- 520418 Billing Cost
- 520419 Administrative Costs

- To budget for UH Part A (GL Class 520021) and UH Part B (GL Class 522041), use the CPMP UH Revenue panel. The data for these GL Classes should be entered in detail for each Revenue Provider in the inner scroll.

CPMP UH Revenue Panel

CPMP Acct Summary		CPMP Revenue		CPMP UH Revenue		CPMP Payroll Summary		CPMP OSE	
Budget Model	2010	Model Name:	Fiscal Year 2009/2010			Budget Documentation			
ID:		Account Name:	Anesthesiology						
Account:	4363030								
GL Class / Sources of Revenue		Initial	Current	Proposed	Outyear				
		Find View All		First ◀ 1 of 1 ▶ Last					
520021	UH Part A	52,410	52,410	52,410	52,410				
Hospital Support Descriptions		Find View All		First ◀ 1 of 1 ▶ Last					
<input type="text" value="REVENUE PROVIDER"/>		52,410	52,410	<input type="text" value="52,410"/>	52,410	<input type="button" value="+"/> <input type="button" value="-"/>			
UH Part A/UH Part B Totals		\$52,410	\$52,410	\$52,410	\$52,410				


CPMP Payroll Summary Panel

CPMP Acct Summary		CPMP Revenue		CPMP Payroll Summary		CPMP OSE		CPMP OTPS		CPMP Auto Calc					
Model ID:	2006	Model Name:	Fiscal Year 2005/2006												
Account:	4363030	Account Name:	Anesthesiology												
Sort Order:	<input type="text"/>	<input checked="" type="radio"/> Ascending	<input type="radio"/> Descending	Export to Excel											
View All											First	◀	1 of 1	▶	Last
Payroll GL Class	GL Class Name	GL Parent	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007									
1 CP_FAC	CPMP ADP Faculty	PS	\$345,000	\$378,325	\$378,325	\$378,325									
PS Subtotals:			\$345,000	\$378,325	\$378,325	\$378,325									
TS Subtotals:			\$0	\$0	\$0	\$0									
Payroll Totals:			\$345,000	\$378,325	\$378,325	\$378,325									
Payroll Fringe Totals:			\$0	\$0	\$0	\$0									
Payroll Agency Totals:			\$0	\$0	\$0	\$0									







- This panel is a display only sub-total of the employee records by GL class. To modify the numbers on this panel, you will need to modify the employee records associated with this account. (Unit 5 provides instructions on viewing employees by account.)
- Since you are in the Proposed model, you are viewing all of the payroll GL class sub-totals in that model. You are also viewing the *corresponding* budget numbers for the associated models.
 - This means that you will only see budget values for the three associated models if there is budgeted information for that expense in the Proposed model.
 - To view all of the budgeted GL classes in an associated model, you must select that model in the Search dialog box.
- The first two columns in the grid contain the GL classes and their descriptions.
- The third column contains the GL Parent field. This column indicates whether the GL class is under the PS (personal services regular) node or the TS (personal services temporary) node. There are also PS and TS sub-totals by model under the grid.
- The Payroll Fringe Totals are only calculated for applicable funds (i.e., IFRs, SR, IDC, SBF, and CPMP).
- The Payroll Agency Totals are only calculated for CPMP and SBF staff.

CPMP OSE (in Aggregate) Panel

CPMP Acct Summary CPMP Revenue CPMP Payroll Summary **CPMP OSE** CPMP OTPS CPMP Auto Calc

Model ID: 2006 **Model Name:** Fiscal Year 2005/2006
Account: 4363030  **Account Name:** Anesthesiology

Sort Order: A - GL Class Ascending Descending [Export to Excel](#)

*OSE GL Class	GL Class Name	*Expense Type	PS/TS	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007		
1	PS_BON  Incentive / Bonus (Faculty)	Fixed	PS	\$1,137,850	\$1,137,850	\$1,137,850	\$1,137,850		
2	TS_BON  Bonus	Fixed	TS	\$45,300	\$45,300	\$45,300	\$45,300		
OSE PS Subtotals:				\$1,137,850	\$1,137,850	\$1,137,850	\$1,137,850		
OSE TS Subtotals:				\$45,300	\$45,300	\$45,300	\$45,300		
OSE Totals:				\$1,183,150	\$1,183,150	\$1,183,150	\$1,183,150		
OSE Fringe:				\$0	\$0	\$0	\$0		
OSE Agency Fee:				\$0	\$0	\$0	\$0		

OSE Notes:

- This is the panel you will use to budget other salary expenses (OSE) in aggregate by account. The OSE in aggregate expenditures are salary expenses that you want to budget in a lump sum for the account, rather than by employee. For example, you may not know which employee will be receiving incentive payments, but you do know that you need to budget for that expense. So, rather than budgeting it for each employee, you can budget it here in total for the account.
- Student assistant expenditures should be budgeted in aggregate on this panel. Their employee records were not loaded on the system.
- The white fields are directly modifiable.
- Since you are in the Proposed model, only the Proposed column is modifiable. If you would like to enter data in another model, you have to first change the model you are in.
 - **To change the model:**
 - ◆ Click on the link next to Account.
 - ◆ You will be directed to the next panel where you may choose the desired Model to transfer to.

Please select one of the following links:

[Account Salary Detail](#)
[Account Details](#)

[Transfer to Initial](#)
[Transfer to Current](#)
[Transfer to Outyear](#)

- **To budget for a OSE GL class that is not on the grid:**
 - Click on the plus sign to the right of an existing row.
 - On the new row, click the magnifying glass in the OSE GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Lookup OSE GL Class

Budget Model ID: 2006
Fund ID: 90
GL Class:
GL Description:
GL Parent Class:

[Basic Lookup](#)

Search Results

View All First ◀ 1-6 of 6 ▶ Last

GL Class	GL Description	GL Parent Class
816725	Undergrad Student Exempt	TS
816726	Undergrad Student Hourly	TS
816727	Undergrad Student Nonexempt	TS
816728	Nonexempt Hourly	TS
PS BON	Incentive / Bonus (Faculty)	PS
TS BON	Bonus	TS

- The list of values contains a column for GL Parent Class. This determines whether a category is personal services regular (PS) or personal services temporary (TS). Since GL Parent Class is also a search key, you can use **Search** for OSE GL classes in specific GL Parent Classes.

- Please note that the set of GL classes you can use depends on the fund or fund type that your account belongs to.
- Select the OSE GL class that you would like to budget.
- Once you tab off of the GL class field on the grid, you will see the description of the GL class will be displayed.
- Tab to the write-able white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.
- As with the CPMP Payroll Summary panel, there is a sub-total for PS, TS, fringe and agency fee.
- A note field has been provided so that you can enter clarifying notes.

CPMP OTPS Panel

CPMP Acct Summary
CPMP Revenue
CPMP Payroll Summary
CPMP OSE
CPMP OTPS
CPMP Auto Calc

Model ID: 2006

Account: 4363030

Model Name: Fiscal Year 2005/2006

Account Name: Anesthesiology

Sort Order: Ascending Descending Export to Excel

				View All	First	1-5 of 69	Last
*OTPS GL Class	GL Class Name	*Expense Type	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007	
1	800151 Accounting Fees	Fixed	\$0	\$0	\$0	\$0	+ -
2	800601 Advertising And Promotion	Fixed	\$5,000	\$5,000	\$5,000	\$5,000	+ -
3	800751 Appointment Scheduling	Fixed	\$25,000	\$25,000	\$25,000	\$25,000	+ -
4	802201 Capital Expenditures	Fixed	\$10,000	\$10,000	\$10,000	\$10,000	+ -
5	802501 Cell Phones Usage Chgs	Fixed	\$0	\$0	\$0	\$0	+ -
OTPS Totals:			\$3,241,422	\$3,241,422	\$3,241,422	\$3,241,422	

OTPS Notes

- This is the panel you will use to budget Other Than Personal Services (OTPS) expenditures.
- The white fields are directly modifiable.
- Since you are in the Proposed model, only the Proposed column is modifiable. If you would like to enter data in another model, you have to first change the model you are in.
 - **To change the model:**

- ◆ Click on the link next to Account.
- ◆ You will be directed to the next panel where you may choose the desired Model to transfer to.

Please select one of the following links:

[Account Salary Detail](#)
[Account Details](#)

[Transfer to Initial](#)
[Transfer to Current](#)
[Transfer to Outyear](#)

- **To budget for an OTPS GL class that is not on the grid:**
 - Click on the plus sign to the right of an existing row.
 - On the new row, click the magnifying glass in the OTPS GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Lookup OTPS GL Class

Budget Model ID: 2006
Fund ID: 90
GL Class:
GL Description:

[Basic Lookup](#)

Search Results
View All First 1-69 of 69 Last

GL Class	GL Description
800151	Accounting Fees
800601	Advertising And Promotion
800751	Appointment Scheduling
802201	Capital Expenditures
802501	Cell Phones Usage Chgs
803001	Computing Supplies
803525	Non Capital Construction
803601	Consultant Printing
803801	Corporate Taxes
804335	Data Processing Fees

- Select the OTPS GL class that you would like to budget.
- Once you tab off of the GL class field on the grid, you will see the description of the GL class will be displayed.
- Tab to the write-able white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.

- A note field has been provided so that you can enter clarifying notes.

CPMP Auto Calc Panel

CPMP Acct Summary CPMP Revenue CPMP Payroll Summary CPMP OSE CPMP OTPS CPMP Auto Calc

Model ID: 2006 Model Name: Fiscal Year 2005/2006 Re-Calculate

Account: 4363030 Account Name: Anesthesiology

Sort Order: Ascending Decending Export to Excel

GL Class	Expenditure Description	Description	Percent	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007		
1 800401	Administrative	Admin	4.53	\$843,067	\$843,067	\$843,067	\$843,067	+	-
2 800415	Contractual	Contractual	5.00	\$930,537	\$930,537	\$930,537	\$930,537	+	-
3 800420	Board Fund	Assessment	0.74	\$137,720	\$137,720	\$137,720	\$137,720	+	-
4 800425	Deans Fund	Assessment	1.00	\$186,107	\$186,107	\$186,107	\$186,107	+	-

Calculations performed on all revenue types except Billing which is done on Fee For Service only.

- This panel contains a grid with display-only information for revenue assessments.
- These assessments are automatically calculated on the revenue in the CPMP Revenue panel.
- The first three columns on the grid contain the GL class and the description of these automatic calculations.
- The fourth column contains the rate of each auto calc.
- The next four columns contain the calculated amounts by model ID.
- All of the auto calcs are assessed on all the revenue types except for Billing which is assessed on Fee-For-Service only.

IDC Account Distribution Panel Group

- Similar to the AF Account Distribution panel group, it is recommended that you access your IDC accounts through the Organizational Rollup panel. When you click on the link on the IDC row (fund 73) on the Organizational Rollup panel, you will get the search dialog box below.

[Home](#) > [Budget](#) > [Budget](#) > [Use](#) > **IDC Account Distribution**

IDC Account Distribution

Find an Existing Value

Budget Model ID:

Account:

Fund ID:

Account Description:

Department:

Case Sensitive

[Basic Search](#)

- Since the IDC Account Distribution panel group is valid only for fund 73, the fund code is automatically entered for you.
- Since you started with the Organizational Rollup panel, the system “remembers” your Department ID.
- For the search dialog box, click the **Search** button and select the IDC account you wish to budget.
- You are now in the IDC Account Distribution panel group
- There are four panels in this panel group. The panel tabs are displayed under the command buttons.
 - IDC Account Summary panel
 - IDC Account Payroll panel
 - IDC Account OSE (in Aggregate) panel
 - IDC Account OTPS panel
- You can click on the panel name to activate the panel or you can navigate using the **Next Tab** button or the **Previous Tab** button.
- You will see the model ID and the account number that you selected at the top of each of the panels in this group.
- You will notice that although you are in one model, you will see the corresponding budget information for the related models.

IDC Account Summary Panel

IDC Acct Summary		IDC Payroll Summary	IDC OSE	IDC OTPS
Model ID: 2006		Model Name: Fiscal Year 2005/2006		
Account: 4319334		Account Name: Mailroom		
Org. Level: Central Services	Dist. Amt.:	\$40,757		
	Undist. Amt.:	\$9,243		
	Initial	Current	Proposed	Outyear
	2004/2005	2004/2005	2005/2006	2006/2007
Expense	Payroll Summary:	24,000	25,000	25,000
	Other Salary:	7,132	7,132	7,132
	Fringe Benefits:	7,920	8,250	8,250
	Sub-Total:	39,052	40,382	40,382
	OTPS:	375	375	375
Balance	Account Balance:	\$39,427	\$40,757	\$40,757

- This first panel is a display only summary of the GL classes that have been budgeted on the account.
- Under the account number and the account name, there is a distributed amount for the organizational level (department) that you selected in the Organizational Rollup panel.
 - The distributed amount is the same number that you saw in the Organizational Rollup panel.
 - The system is telling you that from your targeted allocation, you have distributed (or budgeted) \$40,757 and that you have \$9,243 left to distribute.
 - The distributed amount is for ALL of the accounts within the organizational level and fund that you selected. The reason the distributed amount of \$40,757 matches the account total is because account 4319334 is the only one with budgeted information. If there were other IDC accounts that were budgeted, the distributed amount would be larger.
- You will only see the distributed and undistributed information if you start off in the Organizational Rollup panel.
- As you can see from the title bar, this IDC Account Distribution Panel group is under the **Use** menu. We accessed it from the Organizational Rollup panel on the **Inquire** menu, but you can also access it from **Use**. The advantage of going through the Organizational Rollup is the following:
 - The system will “remember” your department ID on the search dialog box.

- The system will “remember” your distributed and undistributed amounts on the AF, IDC & IFR Account Distribution Summary panels. The distributed and undistributed amounts are not applicable for the SR and CPMP Account Distribution Summary panels.
- Under the distributed and undistributed figures, you see Payroll Summary, Other Salary, Fringe Benefits, OTPS and the Account Balance for all four associated models.
 - **Initial** – The numbers in this column are your final figures from last year’s Proposed model.
 - **Current** – Use the information in this column to project your budgetary needs for the current fiscal year. This model was pre-loaded with a current payroll snapshot and the OTPS data from last year’s Proposed model.
 - **Proposed** – Use the information in this column to project your budgetary needs for the upcoming fiscal year. The final version of this model will be used to load various financial systems.
 - **Outyear** – This column contains your anticipated budget for the budget period two years from now. Please note that the data in the Outyear model will *not* be carried forward to next year’s associated models.
- During next year’s budget cycle, the information that you budget for this year’s Proposed will become next year’s Initial.

IDC Payroll Summary Panel

IDC Acct Summary		IDC Payroll Summary		IDC OSE		IDC OTPS	
Model ID: 2006				Model Name: Fiscal Year 2005/2006			
Account: 4319334				Account Name: Mailroom			
Sort Order:	<input type="text"/>	<input checked="" type="radio"/> Ascending		<input type="radio"/> Descending		Export to Excel	
				View All	First	1 of 1	Last
Payroll GL Class Name	GL Class	GL Parent	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007	
1 RF_EMP	RF Employee	TS	\$24,000	\$25,000	\$25,000	\$25,000	
PS Subtotals:			\$0	\$0	\$0	\$0	
TS Subtotals:			\$24,000	\$25,000	\$25,000	\$25,000	
Payroll Totals:			\$24,000	\$25,000	\$25,000	\$25,000	
Payroll Fringe Totals:			\$7,920	\$8,250	\$8,250	\$8,250	
Payroll Agency Totals:			\$0	\$0	\$0	\$0	

- This panel is a display only sub-total of the employee records by GL class. To modify the numbers on this panel, you will need to modify the employee records associated with this account. (Unit 5 provides instructions on viewing employees by account.)
- Since you are in the Proposed model, you are viewing all of the payroll GL class sub-totals in that model. You are also viewing the *corresponding* budget numbers for the associated models.
 - This means that you will only see budget values for the three associated models if there is budgeted information for that expense in the Proposed model.
 - To view all of the budgeted GL classes in an associated model, you must select that model in the Search dialog box.
- The first two columns in the grid contain the GL classes and their descriptions.
- The third column contains the GL Parent field. This column indicates whether the GL class is under the PS (personal services regular) node or the TS (personal services temporary) node. There are also PS and TS sub-totals by model under the grid.
- The Payroll Fringe Totals are only calculated for applicable funds (i.e., IFRs, SR, IDC, SBF, and CPMP).

- The Payroll Agency Totals are only calculated for CPMP and SBF staff.

IDC OSE (in Aggregate) Panel

IDC Acct Summary | IDC Payroll Summary | IDC OSE | IDC OTPS

Model ID: 2006	Model Name: Fiscal Year 2005/2006
Account: 4319334	Account Name: Mailroom

Sort Order: A - GL Class ▼	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	Export to Excel
--	---	---------------------------------

	*OSE GL Class	GL Class Name	*Expense Type	PS/TS	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007	
1	TS_BON	Bonus	Fixed	TS	\$7,132	\$7,132	\$7,132	\$7,132	+ -
OSE PS Subtotals:					\$0	\$0	\$0	\$0	
OSE TS Subtotals:					\$7,132	\$7,132	\$7,132	\$7,132	
OSE Totals:					\$7,132	\$7,132	\$7,132	\$7,132	
OSE Fringe:					\$0	\$0	\$0	\$0	
OSE Agency Fee:					\$0	\$0	\$0	\$0	

OSE Notes:

- This is the panel you will use to budget other salary expenses (OSE) in aggregate by account. The OSE in aggregate expenditures are salary expenses that you want to budget in a lump sum for the account, rather than by employee. For example, you may not know which employee will be getting a bonus, but you do know that you need to budget for that expense. So, rather than budgeting it for each employee, you can budget it here in total for the account.
- Student assistant expenditures should be budgeted in aggregate on this panel. Their employee records were not loaded on the system.
- The white fields are directly modifiable.
- Since you are in the Proposed model, only the Proposed column is modifiable. If you would like to enter data in another model, you have to first change the model you are in.
 - **To change the model:**
 - ◆ Click on the link next to Account.
 - ◆ You will be directed to the next panel where you may choose the desired Model to transfer to.

Please select one of the following links:

[Account Salary Detail](#)
[Account Details](#)

[Transfer to Initial](#)
[Transfer to Current](#)
[Transfer to Outyear](#)

- **To budget for a OSE GL class that is not on the grid:**
 - Click on the plus sign to the right of an existing row.
 - On the new row, click the magnifying glass in the OSE GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Lookup OSE GL Class

Budget Model ID: 2006
Fund ID: 73
GL Class:
GL Description:
GL Parent Class:

[Basic Lookup](#)

Search Results

View All First ◀ 1-7 of 7 ▶ Last

GL Class	GL Description	GL Parent Class
816725	Undergrad Student Exempt	TS
816726	Undergrad Student Hourly	TS
816727	Undergrad Student Nonexempt	TS
816728	Nonexempt Hourly	TS
825000	IFR Salaries	TS
825010	IFR Salaries - Unallocated	TS
TS_BON	Bonus	TS

- The list of values contains a column for GL Parent Class. Since GL Parent Class is also a search key, you can use **Search** for OSE GL classes in specific GL Parent Classes.
- Select the OSE GL class that you would like to budget.

- Once you tab off of the GL class field on the grid, you will see the description of the GL class will be displayed.
- Tab to the write-able white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.
- As with the Account Payroll panel, there is a sub-total for PS, TS, fringe and agency fee.
- A note field has been provided so that you can enter clarifying notes.
- Please note that the set of GL classes you can use depends on the fund or fund type that your account belongs to.
- The list above is valid for the OSE panel in the IDC Account Distribution panel group and the SR Account Distribution panel group.

IDC OTPS Panel

IDC Acct Summary
IDC Payroll Summary
IDC OSE
IDC OTPS

Model ID: 2006

Account: 4319334

Model Name: Fiscal Year 2005/2006

Account Name: Mailroom

Sort Order: Ascending Decending Export to Excel

				View All	First	1 of 1	Last
*OTPS GL Class	GL Class Name	*Expense Type	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007	
1	822330	Supplies	Fixed	\$375	\$375	<input type="text" value="\$375"/>	\$375 + -
OTPS Totals:			\$375	\$375	\$375	\$375	

OTPS Notes

- This is the panel you will use to budget Other Than Personal Services (OTPS) expenditures.
- The white fields are directly modifiable.
- Since you are in the Proposed model, only the Proposed column is modifiable. If you would like to enter data in another model, you have to first change the model you are in.
 - **To change the model:**

- ◆ Click on the link next to Account.
- ◆ You will be directed to the next panel where you may choose the desired Model to transfer to.

Please select one of the following links:

[Account Salary Detail](#)
[Account Details](#)

[Transfer to Initial](#)
[Transfer to Current](#)
[Transfer to Outyear](#)

- **To budget for a OTPS GL class that is not on the grid:**
 - Click on the plus sign to the right of an existing row.
 - On the new row, click the magnifying glass in the OTPS GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Lookup OTPS GL Class

Budget Model ID: 2006
Fund ID: 73
GL Class:
GL Description:

[Basic Lookup](#)

Search Results

View All First 1-13 of 13 Last

GL Class	GL Description
802001	Building Alterations
806001	Equipment Other
806651	Participant Support/Fellow
811101	Maintenance & Operat. Supply
812301	Miscellaneous
813251	Patient Care
813901	Printing & Reproduction
822201	Service Matrials
822301	Spec Contractual Serv.
822330	Supplies

- Select the OTPS GL class that you would like to budget and click **OK**.
- Once you tab off of the GL class field on the grid, you will see the description of the GL class will be displayed.
- Tab to the write-able white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.
- A note field has been provided so that you can enter clarifying notes.
- The list above is valid for the OTPS panel in the IDC Account Distribution panel group and the SR Account Distribution panel group.

IFR Account Distribution Panel Group

- IFR accounts are accounts in the following funds:
 - Fund 20 – General IFR
 - Fund 25 – SUTRA
 - Fund 35 – Dormitory IFR
 - Fund 45 – Hospital IFR
- Since targets are not set for IFR accounts by VP area, you need not start in the Organizational Rollup panel. From the **Use** menu, select IFR Account Distribution. You will then see the following search dialog box
- Enter the IFR fund that you wish to select an account from and enter your department ID. Then click the **Search** button.

The screenshot shows a web-based search interface for IFR Account Distribution. At the top, a breadcrumb trail reads: Home > Budget > Budget > Use > IFR Account Distribution. Below this, the title "IFR Account Distribution" is displayed. The main heading is "Find an Existing Value". The form contains several input fields, each with a magnifying glass icon for search: "Budget Model ID" with the value "2006", "Account" (empty), "Fund ID" with the value "20", "Account Description" (empty), and "Department" with the value "155619". There is also a checkbox labeled "Case Sensitive" which is currently unchecked. At the bottom of the form, there are three buttons: "Search" (highlighted in yellow), "Clear" (highlighted in yellow), and "Basic Search" (a blue link).

- You will then see a list of all of the accounts that match your search criteria.
- In the screen print below, the system displays all of the General IFR accounts within Central Services.

IFR Account Distribution

Find an Existing Value

Budget Model ID:

Account:

Fund ID:

Account Description:

Department:

Case Sensitive

[Basic Search](#)

Search Results

[View All](#)

First 1-7 of 7 Last

Budget Model ID	Fund ID	Account	Account Description	Department	Organization Code
2006	20	90081100	Life Sciences Storeroom Reimb	84080600	155619
2006	20	90082201	Repair Contracts Research	84088900	155619
2006	20	90082202	Repair Contracts Affiliates	84088900	155619
2006	20	90082299	Contracts Repair-Misc	84088900	155619
2006	20	90084100	Waste Management	84083900	155619
2006	20	90084600	Mail Reimbursables	86084500	155619
2006	20	90086200	Tank Gas Program	84080700	155619

- From the list of accounts, select the account that you wish to budget.

IFR Summary Panel

IFR Summary					
IFR Revenue					
IFR Payroll Summary					
IFR Account FTE					
IFR OSE					
IFR OTPS					
Model ID: 2006		Model Name: Fiscal Year 2005/2006			
Account: 90081100		Account Name: Life Sciences Storeroom Reimb			
Org. Level: Central Services		Dist. Amt.: \$261,764			
IFR Account Details		Undist. Amt.: \$38,236			
		Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007
Revenue	Revenue:	\$80,882	\$42,015	\$84,186	\$75,808
Expense	PS Regular:	\$47,200	\$49,700	\$49,764	\$49,764
	PS Temporary:	\$0	\$0	\$0	\$0
	OTPS:	\$5,000	\$5,000	\$5,000	\$5,000
	Allocation:	\$52,200	\$54,700	\$54,764	\$54,764
	Overhead:	\$4,875	\$1,622	\$2,250	\$1,622
	Fringe Benefits:	\$19,824	\$20,659	\$20,686	\$20,686
Balance	Account Balance:	\$3,983	\$-34,966	\$6,486	\$-1,264

- You are now in the IFR Account Distribution panel group.
- There are six panels in this panel group. The panel tabs are displayed under the command buttons.
 - ◆ IFR Summary panel
 - ◆ IFR Revenue panel
 - ◆ IFR Payroll Summary panel
 - ◆ IFR OSE (in Aggregate) panel
 - ◆ IFR OTPS panel
 - ◆ IFR Overhead panel
- You can click on the panel name to activate the panel or you can navigate using the **Next Tab** button or the **Previous Tab** button.
- You will see the model ID and the account number that you selected at the top of each of the panels in this group.
- You will notice that although you are in one model, you will see the corresponding budget information for the related models.

- The IFR Summary panel is a display only summary of the GL classes that have been budgeted on the account.
- If you selected this panel group from the Organizational Rollup panel you will see a distributed amount for the organizational level (department) that you selected. This is located under the account number and the account name.
 - The distributed amount is the same number that you saw in the Organizational Rollup panel.
 - The system is telling you that from your targeted allocation, you have distributed (or budgeted) \$261,764 and that you have \$38,236 left to distribute.
 - The distributed amount is for ALL of the accounts within the organizational level and fund that you selected. You have \$261,764 budgeted in allocation, which equals the distributed amount. This is because you have only budgeted on some accounts.
- As you can see from the title bar, this IFR Account Distribution Panel group is under the **Use** menu. We accessed it from the Organizational Rollup panel on the **Inquire** menu, but you can also access it from **Use**. The advantage of going through the Organizational Rollup is the following:
 - The system will “remember” your department ID on the search dialog box.
 - The system will “remember” your distributed and undistributed amounts on the AF, IDC & IFR Account Distribution Summary panels.
- Under the distributed and undistributed figures, you see a Revenue section and an Expense section.
- The Revenue section is a sub-total of the information in the IFR Revenue panel.
- The expense section contains sub-totals for PS Regular, PS Temporary, OTPS as well as an Allocation sub-total for all three.
- The expense section also contains the Overhead total and the Fringe Benefit total.
- The Balance section is the difference between the Revenue section and the Expense section.
- This information is displayed for all four associated models.
 - **Initial** – The numbers in this column are your final figures from last year’s Proposed model.
 - **Current** – Use the information in this column to project your budgetary needs for the current fiscal year. This model was pre-loaded with a current payroll snapshot and the OTPS data from last year’s Proposed model.
 - **Proposed** – Use the information in this column to project your budgetary needs for the upcoming fiscal year. The final version of this model will be used to load various

financial systems. For example, the Proposed data in appropriated funds (including IFRs) will be used to load the initial allocation from SUNY.

- **Outyear** – This column contains your anticipated budget for the budget period two years from now. Please note that the data in the Outyear model will *not* be carried forward to next year’s associated models.
- During next year’s budget cycle, the information that you budget for this year’s Proposed will become next year’s Initial.

IFR Account Details Panel

- When you click on the IFR Account Details button on the IFR Summary panel, you will see the panel below. This panel contains information about the fringe benefit rate and overhead rate assessed on the account.

IFR Account

Model ID: 2006	Model Name: Fiscal Year 2005/2006
Account: 90081100	Account Name: Life Sciences Storeroom Reimb

Fund ID: 20 IFR

Ending Cash Balance: <input type="text" value="54,186"/>	Additional Collections: <input type="text" value="0"/>
Fringe Percent: <input type="text" value="41.99"/> %	Additional Expenditures: <input type="text" value="0"/>
Overhead Percent: <input type="text" value="7.50"/> %	

Account Purpose:

Proposed Changes:

- To get back to the IFR Account Distribution panel group, click on the Back button.

IFR Revenue Panel

IFR Summary | **IFR Revenue** | IFR Payroll Summary | IFR Account FTE | IFR OSE | IFR OTPS | IFR Overhead

Model ID: 2013 Model Name: Fiscal Year 2012/2013 [Budget Documentation](#)
 Account: 96000101 Account Name: Biology Summer [Cash/Notes](#)

GL Class / Sources of Revenue	Initial	Current	Proposed	Outyear
502900 Fees	23,000	23,000	23,000	23,000

Major Providers of Revenue

Major Providers of Revenue	Initial	Current	Proposed	Outyear
STUDENTS	23,000	23,000	23,000	23,000

Revenue Sub-Total	23,000	23,000	23,000	23,000
Current Year Cash Carry Over	0	0	0	0
Revenue Total	23,000	23,000	23,000	23,000
Revenue Fringe Totals	5,676	5,676	5,676	5,676

[Exit](#) * This will exit without saving.

- This panel contains the revenue details that are sub-totaled on the IFR Summary panel.
- Note: For SUTRA Summer and Winter accounts, Fringe is calculated on Revenue, not Expenses.
- As in prior years, you must detail the Sources of Revenue and Major Providers of Revenue. However, now there is a parent-child relationship between Sources of Revenue and Major Providers of Revenue. That is, for each Source of Revenue, you must list the corresponding Major Providers of Revenue.
- Use the outer scroll bar to scroll between Sources of Revenue. Use the inner scroll bar to scroll between the Major Providers of Revenue of a particular Source of Revenue.
- To insert a Source of Revenue,
 - Click on the plus sign to the right of an existing row.
 - On the new row, click the magnifying glass in the Source of Revenue GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Budget Model ID: 2006
Fund ID: 20
GL Class:
GL Description:

[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results
View All First 1-11 of 11 Last

GL Class	GL Description
500201	Admin O/H Return
501900	Conference Fees
502701	Research - Salary Offset
502900	Fees
506100	Rev Hosp Patnt Srvcce-Other 3rd
508400	Miscellaneous Revenue DIFR
511900	Private Contracts
512000	Private Grants
512600	Rents
512650	Department Sales
517700	State Grants

- Select the desired Source of Revenue. Once you tab off the field, you will see the description of the Source of Revenue you selected.
- The numeric field to the right of the Source of Revenue field is display only. It is a sub-total of Major Providers of Revenue entries.
- Click on the editable box under Major Providers of Revenue. Enter the description of the Major Provider of Revenue and tab to the right to enter the corresponding amount.
- Typically each IFR account has one Source of Revenue. To enter additional Sources of Revenue, click the Insert Row button while in the Sources of Revenue section.
- To enter additional Major Providers of Revenue, click the plus sign while in the Major Providers of Revenue section.
- Once you have entered the Sources of Revenue and Major Providers of Revenue that you are anticipating for the Proposed fiscal year, click on the Cash/Notes button located at the top right-hand corner of the IFR Revenue panel.
- You will then see the secondary panel displayed on the next page.

IFR Revenue Cash Carry Over

Budget Model ID: 2006	Account: 90081100
Current Year Cash Carry Over	
Ending Cash Balance (12/31 for HSC/Hosp, 3/31 for other areas, 7/1 for 'C' models)	54,186
Additional Collections:	<input type="text" value="0"/>
Additional Expenditures:	<input type="text" value="0"/>
Total Cash Carry Over at 6/30:	54,186
Account Purpose:	<input type="text"/>
Proposed Changes:	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

- Use this panel to project your cash balance at the end of this Current year.
- The Ending Cash Balance is as of 12/31 for SOM/HSC/Hospital users, and 3/31 for West Campus users.
- In the Additional Collections field, enter collections you expect for the remainder of the current year. The collection figure should be net of applicable overhead charges.
- In the Additional Expenditures field, enter the expenses you anticipate for the current year.
- The Total Cash Carry Over at 6/30 is the amount you anticipate carrying over from the Current year to the Proposed year. It is the sum of the Ending Cash Balance at 12/31 or 3/31 plus Additional Collections, less Additional Expenditures.
- In the example above, you anticipate carrying over \$54,186 to the Proposed year.
- Once you have completed the IFR Revenue Cash Carry Over secondary panel, click **OK** to go back to the IFR Revenue panel.
- You are now done budgeting your revenue. From the Revenue panel previously displayed, you are projecting \$30,000 in revenue for the Proposed year, and you are anticipating to carry over \$54,186 from the Current year. The total revenue you can budget against is \$84,186.


IFR Payroll Summary Panel

IFR Summary		IFR Revenue		IFR Payroll Summary		IFR Account FTE		IFR OSE		IFR OTPS		IFR Overhead	
Model ID: 2006		Model Name: Fiscal Year 2005/2006											
Account: 90081100		Account Name: Life Sciences Storeroom Reimb											
Sort Order: <input type="text"/>		<input checked="" type="radio"/> Ascending <input type="radio"/> Descending										<input type="button" value="Export to Excel"/>	
												View All First 1-3 of 3 Last	
Payroll GL Class	GL Class Name	GL Parent	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007							
1 PS_ADJ	Lump Sum Adjustment	PS	\$0	\$500	\$500	\$500							
2 PS_OTH	Non Instructional	PS	\$46,000	\$48,000	\$48,000	\$48,000							
3 PS_UUP	UUP Location Pay	PS	\$1,200	\$1,200	\$1,264	\$1,264							
PS Subtotals:			\$47,200	\$49,700	\$49,764	\$49,764							
TS Subtotals:			\$0	\$0	\$0	\$0							
Payroll Totals:			\$47,200	\$49,700	\$49,764	\$49,764							
Payroll Fringe Totals:			\$19,824	\$20,659	\$20,686	\$20,686							
Payroll Agency Totals:			\$0	\$0	\$0	\$0							




- This panel is a display only sub-total of the employee records by GL class. To modify the numbers on this panel, you will need to modify the employee records associated with this account. (Unit 6 provides instructions on viewing employees by account.)
- Since you are in the Proposed model, you are viewing all of the payroll GL class sub-totals in that model. You are also viewing the *corresponding* budget numbers for the associated models.
 - This means that you will only see budget values for the three associated models if there is budgeted information for that expense in the Proposed model.
 - To view all of the budgeted GL classes in an associated model, you must select that model in the Search dialog box.
- The first two columns in the grid contain the GL classes and their descriptions.
- The third column contains the GL Parent field. This column indicates whether the GL class is under the PS (personal services regular) node or the TS (personal services temporary) node. There are also PS and TS sub-totals by model under the grid.
- The Payroll Fringe Totals are only calculated for applicable funds (i.e., IFRs, SR, IDC, SBF, and CPMP).
- The Payroll Agency Totals are only calculated for CPMP and SBF staff.

IFR OSE (in Aggregate) Panel

[IFR Summary](#) | [IFR Revenue](#) | [IFR Payroll Summary](#) | [IFR Account FTE](#) | **IFR OSE** | [IFR OTPS](#) | [IFR Overhead](#)

Model ID: 2006 **Model Name:** Fiscal Year 2005/2006
Account: 90081100  **Account Name:** Life Sciences Storeroom Reimb

Sort Order: A - GL Class Ascending Descending [Export to Excel](#)

*OSE GL Class	GL Class Name	*Expense Type	PS/TS	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007
1 PS_HOL	 Holiday Pay	Fixed	PS	\$0	\$0	\$5,000	\$0  
OSE PS Subtotals:				\$0	\$0	\$5,000	\$0
OSE TS Subtotals:				\$0	\$0	\$0	\$0
OSE Totals:				\$0	\$0	\$5,000	\$0
OSE Fringe:				\$0	\$0	\$2,100	\$0
OSE Agency Fee:				\$0	\$0	\$0	\$0

OSE Notes:

- This is the panel you will use to budget other salary expenses (OSE) in aggregate by account. The OSE in aggregate expenditures are salary expenses that you want to budget in a lump sum for the account, rather than by employee. For example, you may not know which employee will be working holidays, but you do know that you need to budget for that expense. So, rather than budgeting it for each employee, you can budget it here in total for the account.
- Student assistant expenditures should be budgeted in aggregate on this panel. Their employee records were not loaded on the system.
- The white fields are directly modifiable.
- Since you are in the Proposed model, only the Proposed column is modifiable. If you would like to enter data in another model, you have to first change the model you are in.
 - **To change the model:**
 - Click on the link next to Account.
 - You will be directed to the next panel where you may choose the desired Model to transfer to.

Please select one of the following links:

[Account Salary Detail](#)
[Account Details](#)

[Transfer to Initial](#)
[Transfer to Current](#)
[Transfer to Outyear](#)

- **To budget for a OSE GL class that is not on the grid:**
 - Click on the plus sign to the right of an existing row.
 - On the new row, click the magnifying glass in the OSE GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Lookup OSE GL Class

Budget Model ID: 2006
Fund ID: 20
GL Class:
GL Description:
GL Parent Class:

[Basic Lookup](#)

Search Results

View All First ◀ 1-15 of 15 ▶ Last


GL Class	GL Description	GL Parent Class
PS_ALR	Also Receives	PS
PS_CHR	Chair Stipend	PS
PS_DIF	Salary Differential	PS
PS_HOL	Holiday Pay	PS
PS_LOS	Lost Time	PS
PS_MSC	Other	PS
PS_OVT	Overtime	PS
PS_PSH	Pre Shift Briefing	PS
PS_SAV	Savings	PS

- The list of values contains a column for GL Parent Class. This determines whether a category is personal services regular (PS) or personal services temporary (TS). Since GL Parent Class is also a search key, you can use **Search** for OSE GL classes in specific GL Parent Classes.


- Please note that the set of GL classes you can use depends on the fund or fund type that your account belongs to.
- The list above is valid for OSE in aggregate expenditures in all appropriated funds (including IFRs).
- Select the OSE GL class that you would like to budget.
- Once you tab off of the GL class field on the grid, you will see the description of the GL class will be displayed.
- Tab to the write-able white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.
- As with the Account Payroll panel, there is a sub-total for PS, TS, fringe and agency fee.
- A note field has been provided so that you can enter clarifying notes.
- The list of valid GL class values for this panel is the same as the list for the AF Account OSE panel in the AF Account Distribution panel group.

IFR OTPS Panel

IFR Summary | IFR Revenue | IFR Payroll Summary | IFR Account FTE | IFR OSE | **IFR OTPS** | IFR Overhead

Model ID: 2006 **Model Name:** Fiscal Year 2005/2006
Account: 90081100  **Account Name:** Life Sciences Storeroom Reimb

Sort Order: Ascending Descending

*OTPS GL Class	GL Class Name	*Expense Type	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007
1 SUPPL 	Supplies	Fixed	\$5,000	\$5,000	<input type="text" value="\$5,000"/>	\$5,000 <input type="button" value="+"/> <input type="button" value="-"/>
OTPS Totals:			\$5,000	\$5,000	\$5,000	\$5,000

OTPS Notes

- This is the panel you will use to budget Other Than Personal Services (OTPS) expenditures.
- The white fields are directly modifiable.
- Since you are in the Proposed model, only the Proposed column is modifiable. If you would like to enter data in another model, you have to first change the model you are in.
 - **To change the model:**
 - Click on the link next to Account.
 - You will be directed to the next panel where you may choose the desired Model to transfer to.

Please select one of the following links:

[Account Salary Detail](#)

[Account Details](#)

[Transfer to Initial](#)

[Transfer to Current](#)

[Transfer to Outyear](#)

- **To budget for a OTPS GL class that is not on the grid:**
 - Click on the plus sign to the right of an existing row.
 - On the new row, click the magnifying glass in the OTPS GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Lookup OTPS GL Class

Budget Model ID: 2006
Fund ID: 20
GL Class:
GL Description:

[Basic Lookup](#)

Search Results

View All First 1-11 of 11 Last

GL Class	GL Description
AUTO	Automotive Supplies and Serv
CONTSV	Contractual Services
EQUIP	Equipment
LIB_A	Library Acquisitions
MAIL	Mail and Messenger Services
OFFSUP	Office Supplies
PRINT	Printing and Graphics
SUPPLY	Supplies
TELEPH	Telephone
TRAVEL	Travel Expenditures

- This list is valid for OTPS GL classes in all appropriated funds (including IFRs)
- Select the OTPS GL class that you would like to budget and click **OK**.
- Once you tab off of the GL class field on the grid, you will see the description of the GL class will be displayed.
- Tab to the write-able white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.
- A note field has been provided so that you can enter clarifying notes.

IFR Overhead Panel

IFR Summary | IFR Revenue | IFR Payroll Summary | IFR Account FTE | IFR OSE | IFR OTPS

Model ID: 2006 **Model Name:** Fiscal Year 2005/2006
Account: 90081100 **Account Name:** Life Sciences Storeroom Reimb

Sort Order: Ascending Decending [Export to Excel](#)

View All First 1 of 1 Last

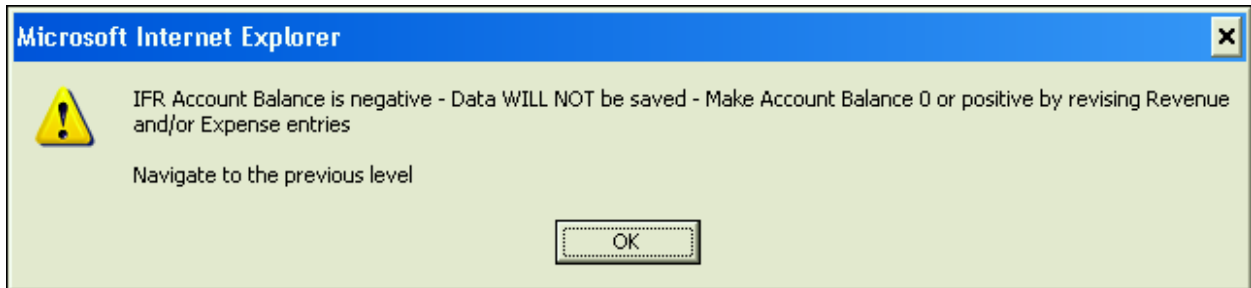
GL Class	GL Description	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007
1 800401	Administration Fee	\$4,875	\$1,622	\$2,250	\$1,622 <input type="button" value="+"/> <input type="button" value="-"/>
Overhead Totals:		\$4,875	\$1,622	\$2,250	\$1,622

[Recalculate Overhead](#)

This panel contains a display-only grid, which automatically calculates the Overhead on the account based on the rate that the account is assessed.

- The overhead calculation is performed on Revenue Sub-Total on the IFR Revenue panel, not on the Current Year Carry Over figure.

Please note that in order to save the IFR Account Distribution panel group, the account balance on the summary page must be zero or greater for the majority of accounts. If you attempt to save the panel with a deficit, you will get the following error message:



EXT Account Distribution Panel Group

- This panel group is only used to budget revenue. It is used to budget the revenue used to offset the salary supplements from external sources that are budgeted on employee records in the Employee Information panel group.
- There are three types of External funds:
 - Fund 93 – Northport VA
 - Fund 95 – Brookhaven National Labs
 - Fund 97 – Other
- Since the budget for the External accounts are not driven by allocation, it is not necessary to access these accounts through the Organizational Rollup panel.
- From the **Use** menu, select EXT Account Distribution. You will then see the following search dialog box.

EXT Account Distribution

Find an Existing Value

Budget Model ID:

Account:

Fund ID:

Account Description:

Department:

Case Sensitive

[Basic Search](#)

Search Results

View All First ◀ 1-23 of 23 ▶ Last

Budget Model ID	Fund ID	Account	Account Description	Department	Organization Code
2006	93	VA670053	VA - Clinical Pathology	66005300	102734
2006	93	VA670010	VA Dermatology	67001000	102741
2006	93	VA670043	VA - Anesthesiology	67004300	102742
2006	93	VA670055	VA - Family Medicine	67005500	102743
2006	93	VA670009	VA - Medicine / Endocrinology	67000900	102744
2006	93	VA670013	VA - Medicine / Gastroenterolg	67001300	102744

- Enter the desired fund in the Fund ID field. Then enter your department ID and click the **Search** button
- From the list of accounts, select the account that you wish to budget.

EXT Account Summary Panel

		Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px;"> <p>Model ID: 2006</p> <p>Account: VA670019 </p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Model Name: Fiscal Year 2005/2006</p> <p>Account Name: Immunology Div, Dept Of Med</p> </div> </div>					
Revenue	Revenue:	\$0	\$0	123,609	\$0
Expense	Payroll Summary:	\$116,049	\$123,609	\$123,609	\$0
Balance	Account Balance:	\$-116,049	\$-123,609	\$0	\$0

- You are now in the EXT Account Distribution panel group.
- OTPS and account OSE cannot be budgeted on these accounts. There are only two panels in this panel group.
 - ◆ EXT Account Summary panel
 - ◆ EXT Payroll Summary panel
- You can click on the panel name to activate the panel or you can navigate using the **Next Tab** button or the **Previous Tab** button.
- You will see the model ID and the account number that you selected at the top of each of the panels in this group.
- You will notice that although you are in one model, you will see the corresponding budget information for the related models.
- The EXT Account Summary panel is a display only summary of the GL classes that have been budgeted on the account.
- The GL classes are separated into three sections, Revenue, Expenses (Payroll Summary) and the Balance.
- These sections are sub-totaled for all four associated models.
 - **Initial** – The numbers in this column are your final figures from last year’s Proposed model.

- **Current** – Use the information in this column to project your budgetary needs for the current fiscal year. This model was pre-loaded with a current payroll snapshot and the OTPS data from last year's Proposed model.
- **Proposed** – Use the information in this column to project your budgetary needs for the upcoming fiscal year. The final version of this model will be used to load various financial systems.
- **Outyear** – This column contains your anticipated budget for the budget period two years from now. Please note that the data in the Outyear model will *not* be carried forward to next year's associated models.
- During next year's budget cycle, the information that you budget for this year's Proposed will become next year's Initial.
- In the Revenue edit box enter a revenue figure equal to the payroll expenditures on the account.

EXT Payroll Summary Panel

Ext Acct Summary		Ext Payroll Summary			
Model ID: 2006	Model Name: Fiscal Year 2005/2006				
Account: VA670019	Account Name: Immunology Div, Dept Of Med				
Sort Order: <input type="text"/>	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	Export to Excel			
		View All	First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last		
Payroll GL Class Name	GL Parent	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007
1 CP_FAC CPMP ADP Faculty	PS	\$116,049	\$123,609	\$123,609	\$0
PS Subtotals:		\$116,049	\$123,609	\$123,609	\$0
TS Subtotals:		\$0	\$0	\$0	\$0
Payroll Totals:		\$116,049	\$123,609	\$123,609	\$0
Payroll Fringe Totals:		\$0	\$0	\$0	\$0
Payroll Agency Totals:		\$0	\$0	\$0	\$0

- This panel is a display only sub-total of the employee records by GL class. To modify the numbers on this panel, you will need to modify the employee records associated with this account. (Unit 5 provides instructions on viewing employees by account.)
- Since you are in the Proposed model, you are viewing all of the payroll GL class sub-totals in that model. You are also viewing the *corresponding* budget numbers for the associated models.
 - This means that you will only see budget values for the three associated models if there is budgeted information for that expense in the Proposed model.
 - To view all of the budgeted GL classes in an associated model, you must select that model in the Search dialog box.
- The first two columns in the grid contain the GL classes and their descriptions.
- The third column contains the GL Parent field. This column indicates whether the GL class is under the PS (personal services regular) node or the TS (personal services temporary) node. There are also PS and TS sub-totals by model under the grid.
- The Payroll Fringe Totals are only calculated for applicable funds (i.e., IFRs, SR, IDC, SBF, and CPMP).

- The Payroll Agency Totals are only calculated for CPMP and SBF staff.

SR Account Distribution Panel Group

- In the Sponsored Research Account Distribution panel group, the revenue and expenditures are grouped by parent accounts rather than grants. That is, instead of seeing your individual grant numbers, they are rolled up into their parent account number. The parent account will have a SR prefix followed by the six digit parent account number.
- Since the budgets for the Sponsored Research accounts are not driven by allocation, it is not necessary to access these accounts through the Organizational Rollup panel.
- From the **Use** menu, select SR Account Distribution. You will then see the following search dialog box.

SR Account Distribution

Find an Existing Value

Budget Model ID:

Account:

Fund ID:

Account Description:

Department:

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-3 of 3 Last

Budget Model ID	Fund ID	Account	Account Description	Department	Organization Code
2006	71	SR840806	SR-Life Science Storeroom	84080600	155619
2006	71	SR840807	SR-Tank Gas Program	84080700	155619
2006	71	SR860845	SR-Inst Serv Mail & Messenger	86084500	155619

- The SR Account Distribution panel group is valid for fund 71 (Sponsored Research), fund 78 (Service & Facilities), and fund 80 (Service Agreements). You will need to specify one of these fund codes. Then, enter your department ID and click the **Search** button.
- From the list of accounts, select the account that you wish to budget.

SR Account Summary Panel

		Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007
Model ID: 2006 Account: SR840806		Model Name: Fiscal Year 2005/2006 Account Name: SR-Life Science Storeroom			
Awards/ Revenue	Awards/Revenue:	\$2,000	\$2,000	\$2,000	\$2,000
Expense	Payroll Summary:	\$0	\$0	\$0	\$0
	Other Salary:	\$0	\$0	\$0	\$0
	OTPS:	\$2,000	\$2,000	\$2,000	\$2,000
	Fringe Benefits:	\$0	\$0	\$0	\$0
Balance	Account Balance:	\$0	\$0	\$0	\$0

- You are now in the SR Account Distribution panel group.
- On this account you will budget for all the Sponsored Research grants that rollup to parent account 840806. The payroll for all the grants under 840806 will rollup to this account.
- There are four panels in this panel group. The panel tabs are displayed under the command buttons.
 - ◆ SR Account Summary panel
 - ◆ SR Account Payroll panel
 - ◆ SR Account OSE (in Aggregate) panel
 - ◆ SR Account OTPS panel
- You can click on the panel name to activate the panel or you can navigate using the **Next Tab** button or the **Previous Tab** button.
- You will see the model ID and the account number that you selected at the top of each of the panels in this group.

- You will notice that although you are in one model, you will see the corresponding budget information for the related models.

- The SR Account Summary panel is a display only summary of the GL classes that have been budgeted on the account.
- The GL classes are separated into three sections, Awards/Revenue, Expenses (Payroll Summary, Other Salary, OTPS and Fringe Benefits) and the Balance.
- These sections are sub-totaled for all four associated models.
 - **Initial** – The numbers in this column are your final figures from last year’s Proposed model.
 - **Current** – Use the information in this column to project your budgetary needs for the current fiscal year. This model was pre-loaded with a current payroll snapshot and the OTPS data from last year’s Proposed model.
 - **Proposed** – Use the information in this column to project your budgetary needs for the upcoming fiscal year. The final version of this model will be used to load various financial systems.
 - **Outyear** – This column contains your anticipated budget for the budget period two years from now. Please note that the data in the Outyear model will *not* be carried forward to next year’s associated models.
- During next year’s budget cycle, the information that you budget for this year’s Proposed will become next year’s Initial.
- In the Awards/Revenue edit box enter the net direct revenue for the account. The expenditure figures are sub-totals from the remaining panels.

SR Payroll Summary Panel

SR Acct Summary		SR Payroll Summary		SR OSE		SR OTPS	
Model ID:	2006	Model Name:	Fiscal Year 2005/2006				
Account:	SR420007	Account Name:	SR-Anthropology				
Sort Order:	<input type="text"/>	<input checked="" type="radio"/> Ascending	<input type="radio"/> Descending	Export to Excel			
				View All	First	1-2 of 2	Last
Payroll GL Class Name	GL Class	GL Parent	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007	
1 RF_EMP	RF Employee	TS	\$57,939	\$20,000	\$20,000	\$20,000	
	RF Graduate						
2 RF_GRD	Student	TS	\$0	\$14,857	\$14,857	\$14,857	
	Employees						
PS Subtotals:			\$0	\$0	\$0	\$0	
TS Subtotals:			\$57,939	\$34,857	\$34,857	\$34,857	
Payroll Totals:			\$57,939	\$34,857	\$34,857	\$34,857	
Payroll Fringe Totals:			\$19,120	\$7,937	\$8,560	\$9,183	
Payroll Agency Totals:			\$0	\$0	\$0	\$0	

- This panel is a display only sub-total of the employee records by GL class. To modify the numbers on this panel, you will need to modify the employee records associated with this account. (Unit 5 provides instructions on viewing employees by account.)
- Since you are in the Proposed model, you are viewing all of the payroll GL class sub-totals in that model. You are also viewing the *corresponding* budget numbers for the associated models.
 - This means that you will only see budget values for the three associated models if there is budgeted information for that expense in the Proposed model.
 - To view all of the budgeted GL classes in an associated model, you must select that model in the Search dialog box.
- The first two columns in the grid contain the GL classes and their descriptions.
- The third column contains the GL Parent field. This column indicates whether the GL class is under the PS (personal services regular) node or the TS (personal services temporary) node. There are also PS and TS sub-totals by model under the grid.
- The Payroll Fringe Totals are only calculated for applicable funds (i.e., IFRs, SR, IDC, SBF, and CPMP).

- The Payroll Agency Totals are only calculated for CPMP and SBF staff.

SR OSE (in Aggregate) Panel

*OSE GL Class		GL Class Name	*Expense Type	PS/TS	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007
1	TS_BON	Bonus	Fixed	TS	\$0	\$0	\$5,000	\$0
OSE PS Subtotals:					\$0	\$0	\$0	\$0
OSE TS Subtotals:					\$0	\$0	\$5,000	\$0
OSE Totals:					\$0	\$0	\$5,000	\$0
OSE Fringe:					\$0	\$0	\$0	\$0
OSE Agency Fee:					\$0	\$0	\$0	\$0

OSE Notes:

- This is the panel you will use to budget other salary expenses (OSE) in aggregate by account. The OSE in aggregate expenditures are salary expenses that you want to budget in a lump sum for the account, rather than by employee. For example, you may not know which employee will be getting a bonus, but you do know that you need to budget for that expense. So, rather than budgeting it for each employee, you can budget it here in total for the account.
- Student assistant expenditures should be budgeted in aggregate on this panel. Their employee records were not loaded on the system.
- The white fields are directly modifiable.
- Since you are in the Proposed model, only the Proposed column is modifiable. If you would like to enter data in another model, you have to first change the model you are in.
- **To change the model:**
 - Click on the link next to Account.
 - You will be directed to the next panel where you may choose the desired Model to transfer to.

Please select one of the following links:

[Account Salary Detail](#)
[Account Details](#)

[Transfer to Initial](#)
[Transfer to Current](#)
[Transfer to Outyear](#)

- **To budget for a OSE GL class that is not on the grid:**
 - Click on the plus sign to the right of an existing row.
 - On the new row, click the magnifying glass in the OSE GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Lookup OSE GL Class

Budget Model ID: 2006
Fund ID: 71
GL Class:
GL Description:
GL Parent Class:

[Basic Lookup](#)

Search Results

View All First ◀ 1-7 of 7 ▶ Last

GL Class	GL Description	GL Parent Class
816725	Undergrad Student Exempt	TS
816726	Undergrad Student Hourly	TS
816727	Undergrad Student Nonexempt	TS
816728	Nonexempt Hourly	TS
825000	IFR Salaries	TS
825010	IFR Salaries - Unallocated	TS
TS_BON	Bonus	TS

- The list of values contains a column for GL Parent Class. Since GL Parent Class is also a search key, you can use **Search** for OSE GL classes in specific GL Parent Classes.
- Select the OSE GL class that you would like to budget.

- Once you tab off of the GL class field on the grid, you will see the description of the GL class will be displayed.
- Tab to the write-able white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.
- As with the Account Payroll panel, there is a sub-total for PS, TS, fringe and agency fee.
- A note field has been provided so that you can enter clarifying notes.
- The list of valid GL class values for Sponsored Research is the same as the ones for Service & Facility and Service Agreements accounts.

SR OTPS Panel

SR Acct Summary
SR Payroll Summary
SR OSE
SR OTPS

Model ID: 2006

Account: SR840806

Model Name: Fiscal Year 2005/2006

Account Name: SR-Life Science Storeroom

Sort Order: Ascending Decending Export to Excel

				View All	First	1 of 1	Last
*OTPS GL Class	GL Class Name	*Expense Type	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007	
1 822330	Supplies	Fixed	\$2,000	\$2,000	\$2,000	\$2,000	+ -
OTPS Totals:			\$2,000	\$2,000	\$2,000	\$2,000	

OTPS Notes

- This is the panel you will use to budget Other Than Personal Services (OTPS) expenditures.
- The white fields are directly modifiable.
- Since you are in the Proposed model, only the Proposed column is modifiable. If you would like to enter data in another model, you have to first change the model you are in.
- **To change the model:**

- ◆ Click on the link next to Account.
- ◆ You will be directed to the next panel where you may choose the desired Model to transfer to.

Please select one of the following links:

[Account Salary Detail](#)

[Account Details](#)

[Transfer to Initial](#)

[Transfer to Current](#)

[Transfer to Outyear](#)

- **To budget for a OTPS GL class that is not on the grid:**
 - Click on the plus sign to the right of an existing row.
 - On the new row, click the magnifying glass in the OTPS GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Lookup OTPS GL Class

Budget Model ID: 2006
Fund ID: 71
GL Class:
GL Description:

[Basic Lookup](#)

Search Results

View All First 1-13 of 13 Last

GL Class	GL Description
802001	Building Alterations
806001	Equipment Other
806651	Participant Support/Fellow
811101	Maintenance & Operat. Supply
812301	Miscellaneous
813251	Patient Care
813901	Printing & Reproduction
822201	Service Matrials
822301	Spec Contractual Serv.
822330	Supplies

- Select the OTPS GL class that you would like to budget.

- Once you tab off of the GL class field on the grid, you will see the description of the GL class will be displayed.
- Tab to the write-able white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.
- A note field has been provided so that you can enter clarifying notes.
- The list of valid GL class values for Sponsored Research is the same as the ones for Service & Facility and Service Agreements accounts.

SBF Account Distribution Panel Group

- SBF accounts are accounts in the following funds:
 - Fund 63 – Restricted
 - Fund 64 – Unrestricted
 - Fund 65 – Agency
 - Fund 69 – Grant
- Since targets are not set for SBF accounts by VP area, you need not start in the Organizational Rollup panel. From the **Use** menu, select SBF Account Distribution. You will then see the following search dialog box
- Enter the SBF fund that you wish to select an account from and enter your department ID. Then click the **Search** button.

SBF Account Distribution

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Budget Model ID:	<input type="text" value="begins with"/>	<input style="width: 95%;" type="text" value="2014"/>	<input type="button" value="🔍"/>
Account:	<input "="" type="text" value="="/>	<input style="width: 95%;" type="text"/>	<input type="button" value="🔍"/>
Fund ID:	<input "="" type="text" value="="/>	<input style="width: 95%;" type="text" value="63"/>	<input type="button" value="🔍"/>
Account Description:	<input type="text" value="begins with"/>	<input style="width: 95%;" type="text"/>	
Department:	<input type="text" value="begins with"/>	<input style="width: 95%;" type="text" value="30"/>	<input type="button" value="🔍"/>

Case Sensitive

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

- You will then see a list of all of the accounts that match your search criteria.
- In the screen print below, the system displays all of the Restricted SBF accounts within Advancement.

SBF Account Distribution

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Budget Model ID:

Account:

Fund ID:

Account Description:

Department:

Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)

Search Results

View All First 1-19 of 19 Last

Budget Model ID	Fund ID	Account	Account Description	Department	Organization Code
2014	63	221170	Parent Day Event Fund	84084800	300000
2014	63	221191	Stars of SB Gala 2009 Premium	84084800	300000
2014	63	221200	Parent Relations Fund	84084800	300000
2014	63	221250	Stars of Stony Brook Gala 2012	84084800	300000
2014	63	221260	Stars of Stony Brook Gala 2013	84084800	300000
2014	63	226530	Scholarship Support	84084800	300000
2014	63	226550	SB Long Island Children's Hosp	84084800	300000
2014	63	228030	Middleton Family Athletic Awd	84084800	300000
2014	63	229300	University Advncment - Events	84084800	300000
2014	63	280410	UA Graduate Fellowship	84084800	300000
2014	63	297300	Stony Brook Alumni Law Day	84084800	300000
2014	63	297960	Alumni Programs-Donations	84084800	300000
2014	63	298060	Capital Campaign	84084800	300000
2014	63	361530	Hugh J B Cassidy Memorial Endw	84084800	300000
2014	63	362580	Amie Hanes Mem Scholarship	84084800	300000
2014	63	363280	Larry Roher Entrepreneurial Awd	84084800	300000
2014	63	363940	First Alumni Endowed Scholarsh	84084800	300000
2014	63	364150	Gloria&Mark Snyder Award-Exc	84084800	300000
2014	63	364540	SB Alumni Life Mem Endowed Sch	84084800	300000

- From the list of accounts, select the account that you wish to budget.

SBF Summary Panel

SBF Summary | SBF Revenue | SBF Payroll Summary | SBF OSE | SBF OTPS | SBF Overhead | SBF Booked Pledges

Model ID: 2014	Model Name: Fiscal Year 2013/2014	Budget Documentation
Account: 221170	Account Name: Parent Day Event Fund	

SBF Account Details

	Initial 2012/2013	Current 2012/2013	Proposed 2013/2014	Outyear 2014/2015
Revenue				
Revenue:	\$0	\$35,000	\$50,101	\$35,000
Booked Pledges	\$0	\$0	\$0	\$0
Revenue Subtotal	\$0	\$35,000	\$50,101	\$35,000
Expense				
PS Regular:	\$0	\$0	\$0	\$0
PS Temporary:	\$0	\$10,000	\$10,000	\$10,000
OTPS:	\$0	\$10,000	\$10,000	\$10,000
Sub-Total:	\$0	\$20,000	\$20,000	\$20,000
Overhead:	\$0	\$0	\$2,800	\$0
Fringe Benefits:	\$0	\$4,300	\$4,300	\$4,300
Balance				
Account Balance:	\$0	\$10,700	\$23,001	\$10,700


- You are now in the SBF Account Distribution panel group.
- There are seven panels in this panel group. The panel tabs are displayed under the command buttons.
 - ◆ SBF Summary panel
 - ◆ SBF Revenue panel
 - ◆ SBF Payroll Summary panel
 - ◆ SBF OSE (in Aggregate) panel
 - ◆ SBF OTPS panel
 - ◆ SBF Overhead panel
 - ◆ SBF Booked Pledges panel
- You can click on the panel name to activate the panel or you can navigate using the **Next Tab** button or the **Previous Tab** button.
- You will see the model ID and the account number that you selected at the top of each of the panels in this group.
- You will notice that although you are in one model, you will see the corresponding budget information for the related models.

- The SBF Summary panel is a display only summary of the GL classes that have been budgeted on the account.
- You see a Revenue section and an Expense section.
- The Revenue section is a sub-total of the information in the SBF Revenue panel.
- The Expense section contains sub-totals for PS Regular, PS Temporary, OTPS as well as a Sub-total for all three.
- The Expense section also contains the Overhead total and the Fringe Benefit total.
- The Balance section is the difference between the Revenue section and the Expense section.
- This information is displayed for all four associated models.
 - **Initial** – The numbers in this column are your final figures from last year’s Proposed model.
 - **Current** – Use the information in this column to project your budgetary needs for the current fiscal year. This model was pre-loaded with a current payroll snapshot and the OTPS data from last year’s Proposed model.
 - **Proposed** – Use the information in this column to project your budgetary needs for the upcoming fiscal year. The final version of this model will be used to load various financial systems. For example, the Proposed data in appropriated funds (including IFRs) will be used to load the initial allocation from SUNY.
 - **Outyear** – This column contains your anticipated budget for the budget period two years from now. Please note that the data in the Outyear model will *not* be carried forward to next year’s associated models.
- During next year’s budget cycle, the information that you budget for this year’s Proposed will become next year’s Initial.

SBF Account Details Panel

- When you click on the SBF Account Details button on the SBF Summary panel, you will see the panel below. This panel contains information about the fringe benefit rate and overhead rate assessed on the account.

SBF Account

Model ID: 2014	Model Name: Fiscal Year 2013/2014
Account: 221170 	Account Name: Parent Day Event Fund

Fund ID: 63 SBF Restricted Fund

Ending Cash Balance: **Additional Collections:**

Additional Expenditures:

Overhead Percent: %

Account Purpose:

Proposed Changes:

- To get back to the SBF Account Distribution panel group, click on the Back button or close the new window or tab.

SBF Revenue Panel

SBF Summary		SBF Revenue		SBF Payroll Summary		SBF OSE		SBF OTPS		SBF Overhead		SBF Booked Pledges				
Model ID	2014	Model Name	Fiscal Year 2013/2014	Budget Documentation												
Account	221170	Account Name	Parent Day Event Fund	Cash/Notes												
		Initial	Current	Proposed	Outyear											
		2012/2013	2012/2013	2013/2014	2014/2015											
GL Classes/Sources of Revenue												Find	View All	First	1 of 1	Last
<input type="text" value="504800"/>	Gifts	\$0	\$35,000	\$35,000	\$35,000											
Major Providers of Revenue												Find	View All	First	1 of 1	Last
<input type="text" value="PARENT GIFTS"/>		\$0	\$35,000	<input type="text" value="\$35,000"/>	\$35,000											
Revenue Sub-Total		\$0	\$35,000	\$35,000	\$35,000											
Current Year Cash Carry Over		\$0	\$0	\$15,101	\$0											
Revenue Totals		\$0	\$35,000	\$50,101	\$35,000											

- This panel contains the revenue details that are sub-totaled on the SBF Summary panel.
- You must detail the Sources of Revenue and Major Providers of Revenue. There is a parent-child relationship between Sources of Revenue and Major Providers of Revenue. That is, for each Source of Revenue, you must list the corresponding Major Providers of Revenue.
- Use the outer scroll bar to scroll between Sources of Revenue. Use the inner scroll bar to scroll between the Major Providers of Revenue of a particular Source of Revenue.
- To insert a Source of Revenue,
 - Click on the plus sign to the right of an existing row.
 - On the new row, click the magnifying glass in the Source of Revenue GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Budget Model ID: 2014
Fund ID: 63
GL Class: begins with
GL Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

<u>GL Class</u>	<u>GL Description</u>
502900	Fees
504800	Gifts
510800	Other Fund Additions

- Select the desired Source of Revenue. Once you tab off the field, you will see the description of the Source of Revenue you selected.
- The numeric field to the right of the Source of Revenue field is display only. It is a sub-total of Major Providers of Revenue entries.
- Click on the editable box under Major Providers of Revenue. Enter the description of the Major Provider of Revenue and tab to the right to enter the corresponding amount.
- To enter additional Sources of Revenue, click the Insert Row button while in the Sources of Revenue section.
- To enter additional Major Providers of Revenue, click the plus sign while in the Major Providers of Revenue section.
- Once you have entered the Sources of Revenue and Major Providers of Revenue that you are anticipating for the Proposed fiscal year, click on the Cash/Notes button located at the top right-hand corner of the SBF Revenue panel.
- You will then see the secondary panel displayed on the next page.

SBF Revenue Cash Carry Over

Budget Model ID	2014	Model Descr.	Fiscal Year 2013/2014
Account	221170	Acct. Descr.	Parent Day Event Fund

Current Year Cash Carry Over

Overhead Percent 8.00

Ending Cash Balance (12/31 for SOM/HSC/Hosp, 3/31 for other)

Ending Cash Balance 15,101

Additional Collections

Additional Expenditures

Total Cash Carry Over at 6/30: 15,101

Account Purpose

Proposed Changes

- Use this panel to project your cash balance at the end of this Current year.
- The Ending Cash Balance is as of 12/31 for SOM/HSC/Hospital users, and 3/31 for West Campus users.
- In the Additional Collections field, enter collections you expect for the remainder of the current year. The collection figure should be net of applicable overhead charges.
- In the Additional Expenditures field, enter the expenses you anticipate for the current year.
- The Total Cash Carry Over at 6/30 is the amount you anticipate carrying over from the Current year to the Proposed year. It is the sum of the Ending Cash Balance at 12/31 or 3/31 plus Additional Collections, less Additional Expenditures.
- In the example above, you anticipate carrying over \$15,101 to the Proposed year.
- Once you have completed the SBF Revenue Cash Carry Over secondary panel, click **OK** to go back to the SBF Revenue panel.
- You are now done budgeting your revenue. From the Revenue panel previously displayed, you are projecting \$35,000 in revenue for the Proposed year, and you are anticipating to carry over \$15,101 from the Current year. The total revenue you can budget against is \$50,101.

SBF Payroll Summary Panel

Model ID: 2014 Model Name: Fiscal Year 2013/2014 [Budget Documentation](#)
 Account: 221170 Account Name: Parent Day Event Fund

Sort Order: Ascending Descending

Payroll GL Class	GL Class Name	GL Parent	Initial 2012/2013	Current 2012/2013	Proposed 2013/2014	Outyear 2014/2015
1 RF_EMP	RF Employee	TS	\$0	\$10,000	\$10,000	\$10,000

PS Subtotals:	\$0	\$0	\$0	\$0
TS Subtotals:	\$0	\$10,000	\$10,000	\$10,000
Payroll Totals:	\$0	\$10,000	\$10,000	\$10,000
Payroll Fringe Totals:	\$0	\$4,300	\$4,300	\$4,300
Payroll Agency Totals:	\$0	\$686	\$686	\$686

- This panel is a display only sub-total of the employee records by GL class. To modify the numbers on this panel, you will need to modify the employee records associated with this account. (Unit 7 provides instructions on viewing employees by account.)
- Since you are in the Proposed model, you are viewing all of the payroll GL class sub-totals in that model. You are also viewing the *corresponding* budget numbers for the associated models.
 - This means that you will only see budget values for the three associated models if there is budgeted information for that expense in the Proposed model.
 - To view all of the budgeted GL classes in an associated model, you must select that model in the Search dialog box.
- The first two columns in the grid contain the GL classes and their descriptions.
- The third column contains the GL Parent field. This column indicates whether the GL class is under the PS (personal services regular) node or the TS (personal services temporary) node. There are also PS and TS sub-totals by model under the grid.
- The Payroll Fringe Totals are only calculated for applicable funds (i.e., IFRs, SR, IDC, SBF, and CPMP).
- The Payroll Agency Totals are only calculated for CPMP and SBF staff.

SBF OSE (in Aggregate) Panel

Model ID: 2014 Model Name: Fiscal Year 2013/2014 [Budget Documentation](#)
 Account: 221170 Account Name: Parent Day Event Fund

Sort Order: A - GL Class Ascending Descending

*OSE GL Class	GL Class Name	*Expense Type	PS/TS	Initial 2012/2013	Current 2012/2013	Proposed 2013/2014	Outyear 2014/2015
1 TSPPOOL	Temporary Salary Pool	Fixed	TS	\$0	\$0	\$1,000	\$0

OSE PS Subtotals:	\$0	\$0	\$0	\$0
OSE TS Subtotals:	\$0	\$0	\$1,000	\$0
OSE Totals:	\$0	\$0	\$1,000	\$0
OSE Fringe:	\$0	\$0	\$430	\$0
OSE Agency Fee:	\$0	\$0	\$69	\$0

OSE Notes:

- This is the panel you will use to budget other salary expenses (OSE) in aggregate by account. The OSE in aggregate expenditures are salary expenses that you want to budget in a lump sum for the account, rather than by employee. For example, you may not know which employee will be working holidays, but you do know that you need to budget for that expense. So, rather than budgeting it for each employee, you can budget it here in total for the account.
- Student assistant expenditures should be budgeted in aggregate on this panel. Their employee records were not loaded on the system.
- The white fields are directly modifiable.
- Since you are in the Proposed model, only the Proposed column is modifiable. If you would like to enter data in another model, you have to first change the model you are in.
 - **To change the model:**
 - Click on the link next to Account.
 - You will be directed to the next panel where you may choose the desired Model to transfer to.

Please select one of the following links:

[Account Salary Detail](#)

[Account Details](#)

[Transfer to Initial](#)

[Transfer to Current](#)

[Transfer to Outyear](#)

- **To budget for a OSE GL class that is not on the grid:**
 - Click on the plus sign to the right of an existing row.
 - On the new row, click the magnifying glass in the OSE GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Look Up OSE GL Class

Budget Model ID: 2014
Fund ID: 63
GL Class: begins with
GL Description: begins with
GL Parent Class: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

GL Class	GL Description	GL Parent Class
816728	Nonexempt Hourly	TS
PS_DIF	Salary Differential	PS
TSPPOOL	Temporary Salary Pool	TS

- The list of values contains a column for GL Parent Class. This determines whether a category is personal services regular (PS) or personal services temporary (TS). Since GL Parent Class is also a search key, you can use **Search** for OSE GL classes in specific GL Parent Classes.
- Please note that the set of GL classes you can use depends on the fund or fund type that your account belongs to.
- The list above is valid for OSE in aggregate expenditures in SBF funds.
- Select the OSE GL class that you would like to budget.
- Once you tab off of the GL class field on the grid, you will see the description of the GL class will be displayed.
- Tab to the write-able white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.
- As with the Account Payroll panel, there is a sub-total for PS, TS, fringe and agency fee.
- A note field has been provided so that you can enter clarifying notes.

SBF OTPS Panel

SBF Summary | SBF Revenue | SBF Payroll Summary | SBF OSE | **SBF OTPS** | SBF Overhead | SBF Booked Pledges

Model ID: 2014 Model Name: Fiscal Year 2013/2014 [Budget Documentation](#)
 Account: 221170 Account Name: Parent Day Event Fund

Sort Order: Ascending Descending

Customize Find View All First 1 of 1 Last							
*OTPS GL Class	GL Class Name	*Expense Type	Initial 2012/2013	Current 2012/2013	Proposed 2013/2014	Outyear 2014/2015	
1 826802	Travel & Lodging	Fixed	\$0	\$10,000	\$10,000	\$10,000	

[Main Content](#)

OTPS Totals:	\$0	\$10,000	\$10,000	\$10,000
OTPS Notes	<div style="border: 1px solid black; height: 60px;"></div>			

- This is the panel you will use to budget Other Than Personal Services (OTPS) expenditures.
- The white fields are directly modifiable.
- Since you are in the Proposed model, only the Proposed column is modifiable. If you would like to enter data in another model, you have to first change the model you are in.
 - **To change the model:**
 - Click on the link next to Account.
 - You will be directed to the next panel where you may choose the desired Model to transfer to.

Please select one of the following links:

[Account Salary Detail](#)

[Account Details](#)

[Transfer to Initial](#)

[Transfer to Current](#)

[Transfer to Outyear](#)

- **To budget for a OTPS GL class that is not on the grid:**
 - Click on the plus sign to the right of an existing row.
 - On the new row, click the magnifying glass in the OTPS GL Class column. Click the Lookup button in the next panel. You will then see the list of valid values shown below.

Look Up OTPS GL Class

Budget Model ID: 2014
Fund ID: 63
GL Class: begins with
GL Description: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-5 of 5 Last

GL Class	GL Description
806001	Equipment Other
813901	Printing & Reproduction
822001	Scholarships
822330	Supplies
826802	Travel & Lodging

- This list is valid for OTPS GL classes in SBF funds.
- Select the OTPS GL class that you would like to budget and click **OK**.
- Once you tab off of the GL class field on the grid, you will see the description of the GL class will be displayed.
- Tab to the write-able white field and enter the amount that you would like to budget for the selected GL class. When you tab off of the field, you will notice the sub-totals at the bottom of the panel are updated.
- A note field has been provided so that you can enter clarifying notes.

SBF Overhead Panel

Model ID: 2014 Model Name: Fiscal Year 2013/2014 [Budget Documentation](#)
 Account: 221170 Account Name: Parent Day Event Fund

Sort Order: Ascending Descending

Customize Find View All First 1 of 1 Last						
GL Class	GL Description	Initial 2012/2013	Current 2012/2013	Proposed 2013/2014	Outyear 2014/2015	
1 800401	Administration Fee	\$0	\$2,800	\$2,800	\$2,800	
Overhead Totals:		\$0	\$0	\$2,800	\$0	

This panel contains a display-only grid, which automatically calculates the Overhead on the account based on the rate that the account is assessed.

- The overhead calculation is performed on Revenue Sub-Total on the SBF Revenue panel, not on the Current Year Carry Over figure.

Please note that in order to save the SBF Account Distribution panel group, the account balance on the summary page must be zero or greater for the majority of accounts. If you attempt to save the panel with a deficit, you will get the following error message:



Negative SBF Balance

Your data has NOT been saved. Please revise your revenue and/or expenses to reflect a positive balance before attempting to re-save this data.

SBF Booked Pledges Panel

SBF Summary		SBF Revenue		SBF Payroll Summary		SBF OSE		SBF OTPS		SBF Overhead		SBF Booked Pledges				
Model ID	2014	Model Name	Fiscal Year 2013/2014		Budget Documentation											
Account	801840	Account Name	Jewish Foundatn for Ed of Wome													
		Initial	Current	Proposed	Outyear											
		2012/2013	2012/2013	2013/2014	2014/2015											
Major Providers of Revenue												Find	View All	First	1 of 1	Last
504850	The Jewish Foundation for Educatio	\$0	\$0	\$143,000	\$0											
Booked Pledges Sub-Total		\$0	\$0	\$143,000	\$0											

- This panel is a display only list of the Booked Pledges supplied by the Stony Brook Foundation Office. It is for reference only and cannot be modified in CBM.
- On the SBF Summary panel, you will see the Booked Pledges Sub-Total in the Revenue section.

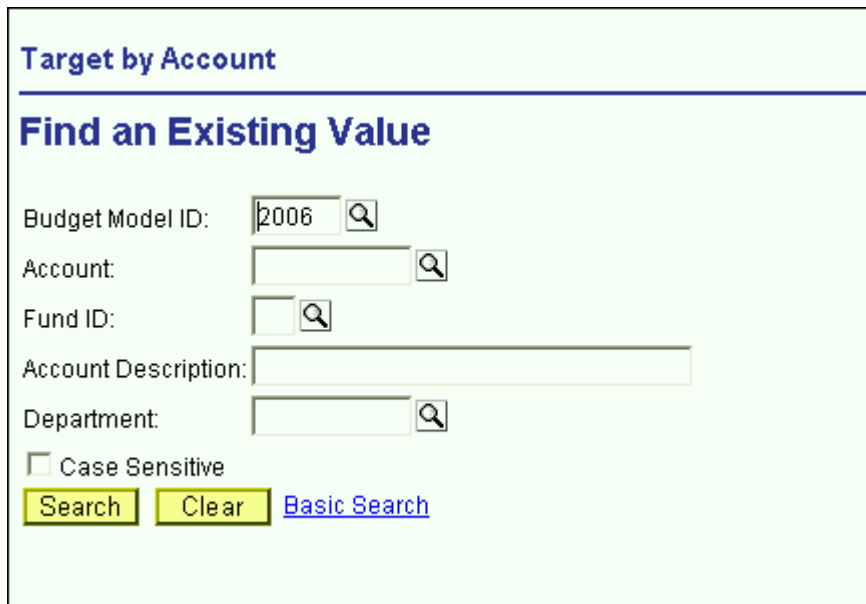
SBF Summary		SBF Revenue		SBF Payroll Summary		SBF OSE		SBF OTPS		SBF Overhead		SBF Booked Pledges	
Model ID:	2014	Model Name:	Fiscal Year 2013/2014		Budget Documentation								
Account:	801840	Account Name:	Jewish Foundatn for Ed of Wome										
SBF Account Details													
		Initial	Current	Proposed	Outyear								
		2012/2013	2012/2013	2013/2014	2014/2015								
Revenue	Revenue:	\$0	\$0	\$31,266	\$0								
	Booked Pledges	\$0	\$0	\$143,000	\$0								
	Revenue Subtotal	\$0	\$0	\$174,266	\$0								
Expense	PS Regular:	\$0	\$0	\$0	\$0								
	PS Temporary:	\$0	\$0	\$0	\$0								
	OTPS:	\$0	\$0	\$0	\$0								
	Sub-Total:	\$0	\$0	\$0	\$0								
Overhead:	Overhead:	\$0	\$0	\$0	\$0								
	Fringe Benefits:	\$0	\$0	\$0	\$0								
Balance	Account Balance:	\$0	\$0	\$174,266	\$0								

6.0 Targets by Account

- The Target by Account panel is used to set targets on the account level for Appropriated funds (fund codes 10 through 70) and IDC fund code 73.
- This feature does not replace the functionality of setting targets by org level and does not change what is displayed in the organizational overview. If an account has a target, the Target by Account amount will be displayed on the Account Distribution panel for AF, IDC, and IFR accounts, not on the Organizational Rollup Panel.
- A total target amount for each account within an organizational level can be set by users with VP level access.
- Users below the VP level can view but not update their account targets.

Setting Targets By Account

- To access the Target by Account panel, select **Target by Account** from the **Setup** menu. You will see the search dialog box below.



Target by Account

Find an Existing Value

Budget Model ID:

Account:

Fund ID:

Account Description:

Department:

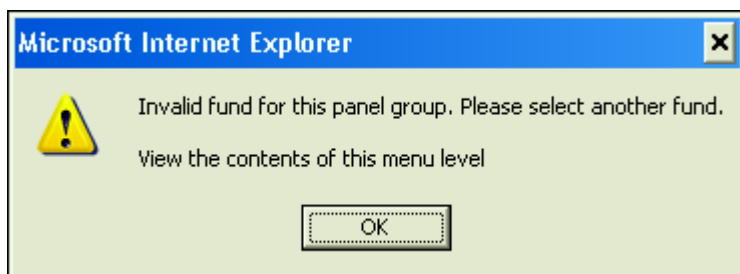
Case Sensitive

[Basic Search](#)

- In the Search dialog box, the Proposed model is defaulted. In order to display accounts that you have access to, type the desired fund code and click the **Search** button. Valid

fund codes for the Target by Account panel are 10 through 70 and 73.

- If you type an invalid fund for Target by Account, you will get the following error message:



- To make the search more specific, type an organizational area into the Department field in the Search dialog box and click the **Search** button.
- You will see all of the accounts in the selected organizational area for the selected fund as displayed below.

Target by Account

Find an Existing Value

Budget Model ID:

Account:

Fund ID:

Account Description:

Department:

Case Sensitive

[Basic Search](#)

Search Results

[View All](#) First 1-62 of 62 Last

Budget Model ID	Fund ID	Account	Account Description	Department	Organization Code
2006	40	31130600	Genetic Counseling Grant	31130600	111000
2006	40	31132500	Maternal Child Hospital Admin	31132500	111000
2006	40	31133400	Women'S Health Initiative	31133400	111000
2006	40	31133600	Bone Marrow/Tissue Typing Lab	31133600	111000
2006	40	31134400	UHSB Ctr. For Comp & Alt Medic	31134400	111000
2006	40	31134700	Pediatric Special Procedure	31134700	111000

- Select an account from the list in the Search dialog box.
- The Target by Account panel will be displayed.

Target by Account

Model ID: 2006	Model Name: Fiscal Year 2005/2006
Fund ID: 40	Fund Name: Hospital Income Fund
Department ID: 31130600	Department Name: Genetic Counseling Grant

View All First ◀ 1 of 1 ▶ Last

Account	Account Description	Allocation Amount
1 31130600	Genetic Counseling Grant	<input type="text" value="\$300,000"/>

- If your security is below the VP level, the Allocation Amount field will be grayed out. Only users with VP level access may enter the targets for their accounts.
- To input an amount in the Allocation Amount field, tab into the field and enter the desired amount. Then click the **Save** command button.
- Whether you are viewing or updating, click the **Next in List** or the **List** command button to select another account.
- If an account has a Target, it will be displayed on the summary panels of the following panel groups as shown in the next panel:
 - AF Account
 - IFR Account
 - IDC Account

**Model ID:** 2006**Model Name:** Fiscal Year 2005/2006**Account:** 31130600 **Account Name:** Genetic Counseling Grant**Acct. Targ.:** \$300,000

	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007
PSR Totals:	\$0	\$0	\$0	\$0
PST Totals:	\$0	\$0	\$0	\$0
OTPS Totals:	\$4,709	\$4,709	\$4,709	\$4,709
Account Totals:	\$4,709	\$4,709	\$4,709	\$4,709

7.0 Viewing Employees by Account

The Search Dialog Box

AF Account Summary AF Account Payroll AF Account FTE AF Account OSE AF Account OTPS AF Account Adjustme							
Model ID: 2006		Model Name: Fiscal Year 2005/2006					
Account: 86088000		Account Name: Central Services					
Sort Order: <input type="text"/>		<input checked="" type="radio"/> Ascending <input type="radio"/> Descending		<input type="button" value="Export to Excel"/>			
Payroll GL Class	GL Class Name	GL Parent	Initial 2004/2005	Current 2004/2005	Proposed 2005/2006	Outyear 2006/2007	
1 PS_ADD	Additional Compensation	PS	\$0	\$500	\$500	\$500	
2 PS_LOC	Classified Location Pay	PS	\$1,800	\$1,800	\$1,896	\$1,896	
3 PS_OTH	Non Instructional	PS	\$125,500	\$133,885	\$133,885	\$133,885	
4 PS_UUP	UUP Location Pay	PS	\$1,200	\$1,200	\$1,264	\$1,264	
PS Subtotals:			\$128,500	\$137,385	\$137,545	\$137,545	
TS Subtotals:			\$0	\$0	\$0	\$0	
Payroll Totals:			\$128,500	\$137,385	\$137,545	\$137,545	
Payroll Fringe Totals:			\$0	\$0	\$0	\$0	

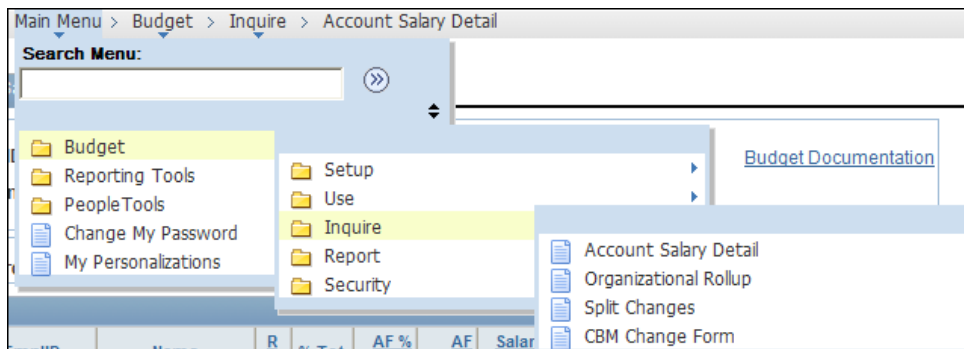
There are two methods to view the employees that are charged to an account.

First Method:

- The first method is shown above. From the Account Payroll panel, click on the link next to Account. Choose Account Salary Detail from the page that is displayed. This will bring you to the Account Salary Detail panel.

Second Method:

- The second method is to click on **Inquire** and select Account Salary Detail.



- You will then see the search dialog box shown below.

Account Salary Detail

Find an Existing Value

Budget Model ID:

Account:

Fund ID:

Account Description:

Department:

Case Sensitive

[Basic Search](#)

Search Results

[View All](#)

First 1-44 of 44 Last

Budget Model ID	Fund ID	Account	Account Description	Department	Organization Code
2006	78	1019872D01	Life Sciences Storeroom S&F	84080600	155619
2006	78	1019872D02	Life Sciences Storeroom S&F	84080600	155619
2006	78	1019893D01	Mail S&F	86084500	155619
2006	78	1019893D02	Mail S&F	86084500	155619
2006	78	1019897D01	Tank Gas Program S&F	84080700	155619
2006	78	1019897D02	Tank Gas Program S&F	84080700	155619

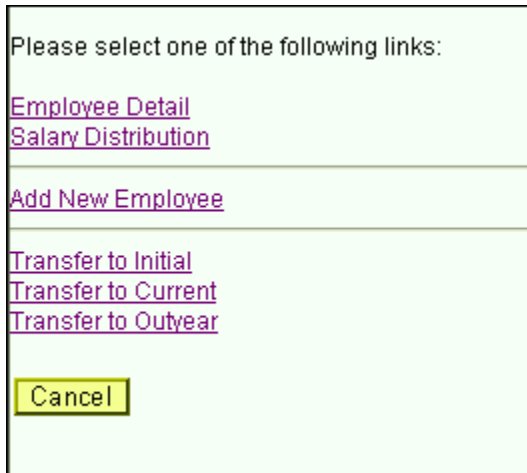
- Enter your Department ID and click the **Search** button. The system will list all of the accounts within your organizational level.
- Select the desired account.

Account Salary Detail Panel

Account Salary Detail											
Model ID: 2006				Model Name: Fiscal Year 2005/2006							
Account: 86088000				Account Name: Central Services							
Sort Order: ▼				<input checked="" type="radio"/> Ascending				<input type="radio"/> Descending		Export to Excel	
											View All
											First ◀
											1-3 of 3 ▶ Last
	EmpIID	Social Security #	Name	R/T	% Tot.	AF % Tot.	AF FTE	Salary Charged to Account	Total Fringe	Total Charged to Account	Total Agency
1	B10313	090-76-9300	West,Louise	R	50	50	0.50	\$17,444	\$0.00	\$17,444.00	\$0.00
2	B10312		West,Marie	R	100	100	1.00	\$32,997	\$0.00	\$32,997.00	\$0.00
3	B10311		West,Robert	R	100	100	1.00	\$87,104	\$0.00	\$87,104.00	\$0.00
Tot. Sal.:		\$137,545.00	Tot. Fringe:		\$0.00		Comp+Fringe:		\$137,545.00		
Tot. Agency:		\$0.00	Tot. FTE:		2.50		Reg. Comp+Fringe:		\$137,545.00		
Temp. Comp+Fringe:											

- The Account Salary Details panel is a grid containing all of the distributions charged to the account you've selected. That is, the grid contains the pieces of each employee's salary that is charged to the selected account.
- The grid contains the following columns:
 - **EmpIID** – This key field is used to identify all of the employee records. For employees pre-loaded into the system from the HR modules, the employee ID is the same as the HR employee ID. For employee records from other systems or for employees that were manually created on the system, the employee ID is automatically generated by CBM.
 - **Social Security #** - Social Security numbers are provided for employees that were pre-loaded into the system.
 - **Name** – The name field must be in the PeopleSoft default format: *Lastname,Firstname*
 - **R/T** – This is the regular/temporary indicator. For employees on appropriated funds, everyone is “regular” except for those whose compensation frequency is bi-weekly or hourly. Employees on RF are “temporary.”
 - **% Total** – The value in this column represents the percent of the employee's total salary that is charged to the account.
 - **AF % Total** – The value in this column represents the percent of the employee's total appropriated funds salary that is charged to the account. The value in the % Total column will only differ from the AF % Total column if the employee is split between appropriated funds and non-appropriated funds.

- **AF FTE** – This column is the appropriated funds FTE. This value is also only displayed if the employee is “regular.”
 - **Salary Charged to Account** – This column is the amount of an employee’s salary that is charged to the selected account.
 - **Total Fringe** – This column is the fringe on the salary charged to the account.
 - **Agency Costs** – This is the 4.8% of salaries and fringe that is charged to RF CPMP payroll. This is automatically calculated based on the fund of the account and the GL class of each distribution.
- The numeric fields are totaled under the grid.
 - The values on the Account Salary Detail grid are not modifiable.
 - To make changes to an individual employee record, click on the link next to the Emplid of the employee you wish to select.



- You will then see the list of links shown in the screen print above.
- Select Employee Detail or Salary Distribution to open the Employee Information panel group.

8.0 Budgeting By Employee

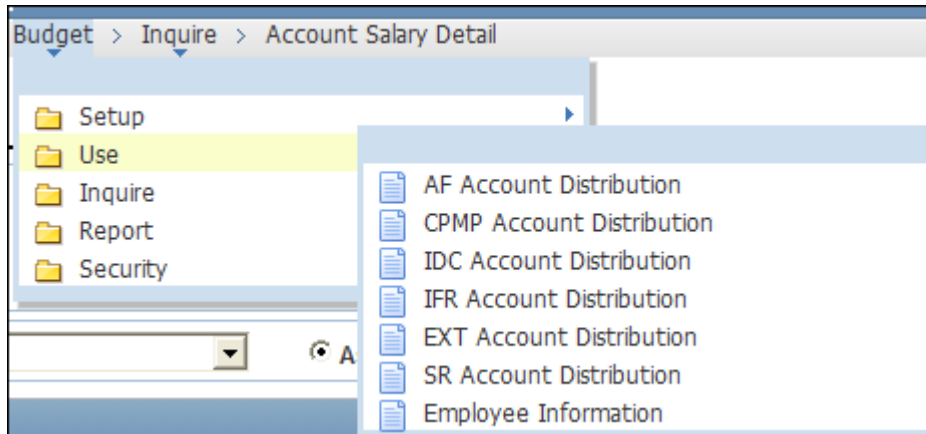
- There are two ways to access existing employee data in the Employee Information panel group.

First Method:

- If you are already in the Account Salary Detail panel, click on the link next to the Emplid of the employee you would like to view/modify. Then, select Employee Detail from the list of links on the previous page. [See the screen print on the previous page.]
- When you select Employee Detail from the list of links, the system will bring up the Employee Information panel group for the employee you selected on the grid.

Second Method:

- Alternately, you can select the Employee Information panel group from the **Use** menu.
- If you access the Employee Information from the **Use** menu, you will have the extra step of having to select an employee from the Employee Information search dialog box.



- Click on Employee Information which will display the Employee Information search dialog box. Click on Add a New Value to add a new employee or enter the Employee Emplid or Name to view/modify a pre-loaded employee.

The Search Dialog Box

Employee Information

Find an Existing Value

Budget Model ID:

EmpID:

Name:

Social Security #:

Department:

Organizational Level Descr.:

Case Sensitive

[Basic Search](#)

[Add a New Value](#)

Search Results

[View All](#) First 1-11 of 11 Last

Budget Model ID	EmpID	Name	Social Security #	Department	Organization Code	Organizational Level Descr.	Fund ID
2006	B10311	West,Robert	(blank)	86088000	155619	Central Services	10
2006	B10312	West,Marie	(blank)	86088000	155619	Central Services	10
2006	B10313	West,Louise	090769300	84083900	155619	Recycling & Resource Mgmt	10
2006	B10313	West,Louise	090769300	86088000	155619	Central Services	10
2006	B10315	West,Adam	101020090	86084500	155619	Mail & Messenger-Health Sci Ce	10
2006	B10316	West,Mark	987654123	86084500	155619	Mail & Messenger-Health Sci Ce	10
2006	B10317	West,Susan	876230980	86084500	155619	Mail & Messenger-Health Sci Ce	10
2006	B10318	Martin,William	980231113	86084500	155619	Mailroom	73
2006	B10319	Maxwell,Joy	698098765	84080600	155619	Life Sciences Storeroom Reimb	20
2006	B10320	Norman,Kevin	777338876	86084500	155619	CFS-Mailroom	40
2006	B10321	Mail,Clerk	(blank)	86084500	155619	CFS-Mailroom	40

- If you enter the Model ID and the Department ID and click the **Search** button, the system will list all of the employees within the organizational area you selected.
- You can search using any of the search keys in this dialog box. For example, if you enter “West” in the Name field, the system will list all of the employees within your organizational level whose name starts with “West”.
- In the example above, the system listed all of the employees who have a salary distribution in Central Services.
- Please note that if an employee is split, each of their distributions will roll up under its respective organizational area. In the example above, Louise West is listed twice. This is because she is split and two of her distributions are rolling up to 155619.
- To view employee records that are split outside your area and that have been modified, see the Employee Split section at the end of this unit.

Employee Information Panel Group

- There are four panels in the Employee information panel group:
 - ◆ Employee Details – This panel contains demographics information for the employee.
 - ◆ Salary Distribution – This panel contains the base salary amounts and the accounts to which the base salaries are charged.
 - ◆ OSE – This panel contains non-base other salary amounts (OSE) and the accounts to which they are charged.
 - ◆ All Salary by Account – This panel contains a summary grid of all of the pieces of an employee’s compensation.

Employee Details Panel

Employee Details		Salary Distribution	OSE	All Salary by Account
EmpID: B10313		Model ID: 2006		Fiscal Year: 2005/2006
SSN: 090-76-9300	Name: West,Louise			
Employee Status:				
*Regular/Temporary: Regular	Position: 28643000		Shift <input checked="" type="radio"/> Day <input type="radio"/> Evening <input type="radio"/> Night	
Employee Start Date: 07/01/2005	Employee End Date: 06/30/2006			
Employee Job Data				
*Job Code Type: Appropriated Funds	SetID: USBNY			
*Job Code: 1205 <input type="text"/> Calculations Clerk 2	Sal Plan: S02			
Classification: Classified	Salary Grade: 009			
Union Code: 02 CSEA - Administrative Services	Comp Freq: ANN-12			
Last Modified By: BUDGET5		On: 04/25/2005		Data Source:
				Date Loaded:

The Employee Details panel contains the following fields:

EmplID

- This key field is used to identify all of the employee records.
- For employees pre-loaded into the system from the HR modules, the employee ID is the same as the HR employee ID.
- For employee records from other systems or for employees that were manually created on the system, the employee ID is automatically generated by CBM.
- Employee IDs that have been generated by the CBM will start with the letter B.

SSN

- Social Security numbers are provided for employees that were pre-loaded into the system.
- If you are adding a new employee to CBM, leave the Social Security number field empty unless you know it. If not blank, the system performs an edit check for uniqueness. Therefore, you cannot enter dummy placeholders for this field.
- This field is display only for employee records that were pre-loaded into the system.

Name

- The name field must be in the PeopleSoft default format: Lastname,Firstname.
- This field is display only for employee records that were pre-loaded into the system.
- When you add an employee to the system, you need not format the name field in proper case. When you tab off of the field the system will automatically change the case of the name field to proper case, this is, initial capitalization. This feature is for this field only. The other character fields in the system are case sensitive.

Employee Status

- This display only field is the employee's status at the time of the data load.
- If the employee status is "Leave" or "Leave With Pay" the system will also display the reason for the leave.

Regular/Temporary

- This field indicates whether or not an employee is "Regular" or "Temporary."
- Employees that meet the following criterion should be coded as "Regular"
- Employees in appropriated funds (including IFRs) whose pay basis is *not* biweekly, hourly or fee.

- Employees that meet the following criterion should be coded as “Temporary”
- Employees in appropriated funds (including IFRs) whose pay basis is biweekly, hourly or fee.
- All Research Foundation employees should be coded as temporary, unless the employee is a GFT faculty member split with appropriated funds.
- It is important to select the correct Regular/Temporary indicator because it will determine the GL classes that are available to you on the Salary Distribution panel.

Position

- This field is for employees who have at least one distribution charged to an appropriated fund account.
- Position is an eight-character field, which is the five-digit SUNY line number followed by three zeros.
- This field is updateable for all employee records, including those that were pre-loaded into the system.
- You may leave this field empty for TBA (to be announced) employees that you have added to the system.
- Please note that currently if you only enter the five-digit line number and tab off of the field, three zeros will be added to the beginning of the number instead of at the end. In order to avoid this, you will need to manually add the three zeros at the end of the line number before tabbing off of the field.

Employee Start Date & Employee End Date

- These date fields do not represent the actual start and end date for the employee. It is the start and end date of the employee during the selected fiscal year.
- For each model, the default is 7/1 and 6/30 of that model’s fiscal year.

- If the employee will be on the payroll for the entire fiscal year, you should leave the default values. Otherwise, if the employee will be terminating mid-year, you should change the Employee End Date field to reflect the end date of the employee. Alternately, if a new employee is starting mid-year, you should change the Employee Start Date field to reflect the start date of the employee.
- These two fields are informational purposes only. They do not at this time alter the salary figures.

Shift Code

- This field indicates whether the employee works Day, Evening, or Night shift.
- The value of this field will default to Day if it is left blank.
- For employees meeting certain criteria who are paid from appropriated fund accounts, Evening or Night selection will automatically generate Shift and Inconvenience Pay on the Employee OSE panel.

Job Code Type

- This field indicates whether the employee is on appropriated funds or on the Research Foundation. Once you have selected the correct one, the system will use the information to determine which set of job codes will be available in the Job Code field.
- For employee who has all or part of his/her salary on an appropriated fund account, select the Appropriated Funds job code type. (If an employee is split between appropriated funds and non-appropriated funds, select the Appropriated Funds job code type.)
- For employees who have all of their salary on non-appropriated fund accounts, select the Research Foundation job code type.

Set ID

- This is a PeopleSoft required field that is automatically entered based on the Job Code Type of the employee.

Job Code

- The job code field is a listing of all of the titles for the selected job code type.

- It is very important that the correct job code is selected because the values for several fields are defaulted based on the job code.
- To select a job code, click on the magnifying glass to the right of the field and click on Lookup from the next panel.
- You will then get a list of valid values.
- Since there are more valid values than can be displayed, you will need to narrow the search by typing in values in the search keys above the list.
- For example, if you need job code descriptions that start with “Staff” you will type “Staff” in the Description field and click on the **Lookup** button on the screen.

Home > Budget > Budget > Use > Employee Information

Lookup Job Code

SetID: USBNY

Job Code:

Description:

Salary Administration Plan:

Salary Grade:

Union Code:

Compensation Frequency:

Classified/Unclassified Indc:

[Basic Lookup](#)

Search Results

View All First 1-2 of 2 Last

Job Code	Description	Salary Administration Plan	Salary Grade	Union Code	Compensation Frequency	Classified/Unclassified Indc
3176	Staff Assnt	S08	SL2	08	ANN-12	Profession
3174	Staff Assoc	S08	SL4	08	ANN-12	Profession

- The system will then display the job codes shown above.
- You can search by any of the search keys shown.
- Remember that the Description field is case sensitive. If you type “staff” instead of “Staff” the system would not have found any matching items.
- Click on the desired job code. You will then see the job code number in the job code field, but the description and other related displays will not be shown until you tab off of the job code field.

Sal Plan, Classification, Salary Grade, Union Code & Comp Frequency

- The values of these fields are automatically entered based on the job code selected.
- The value in the Classification field is used to group employees in one of the reports in development.
- The Union Code field is used to automatically calculate the classified location payment and the UUP location stipend in the OSE panel on the Employee Information panel group.
- This is a one-to-many relationship between the job code and the Comp Frequency field. It is possible to have more than one valid Comp Frequency for a given job code. Therefore, if the default compensation frequency is not the one you wish to assign to the employee, you can override the compensation frequency on the Salary Distribution panel.

- At the bottom of the Employee Details panel, there is a **Last Modified By** field. This field stores the operator ID of the last user to save changes to the employee record. The date of the change is also displayed.
- Also at the bottom of the Employee Details panel is a field indicating the data source of the employee record as well as the date the record was loaded.

Salary Distribution Panel

The screenshot displays the Salary Distribution Panel for Employee B10313. The top section shows summary data for three categories: Appropriated, Non-Appropriated, and External. The 'Appropriated' row shows a 100% salary rate of \$32,623.00, with a total of \$35,387.00 including other salary and expenses. The 'Non-Appropriated' and 'External' rows show zero values. To the right, specific fields for Appropriated Funds (AF) are shown: AF Comp. Rate (\$32,623), AF Max. for Rank (\$33,517,000), AF FTE (1.00), and AF Comp Freq (ANN-12). Below this is a table for account splits with columns for Acct, Fund Type, GL Class, %, Sal. Rate, Expense Type, Fringe Amt., Charged To Account, Agency Amt., Fringe %, Agency %, AF FTE, and GL Parent Class. Two rows are shown, both for account 84083900 and 86088000, with a 50% salary rate and a fixed expense type.

There are two ways to add and modify salary distribution information on this panel. There is one for the appropriated funds salaries, and one for the non-appropriated/external fund salaries.

To budget appropriated fund salaries:

- You must begin in the upper right-hand corner of the panel where the AF fields are displayed.
 - **AF Comp Rate** – This field is the compensation rate for appropriated funds. This field was formerly known as the annual salary.
 - **AF Max for Rank** – This field is the maximum for the rank of the employees appropriated funds job code.
 - **AF FTE** – This field is the appropriated funds full-time equivalent.
- To the right of the AF FTE label there is a button for the FTE Calculation Worksheet.
- This worksheet will calculate the AF FTE based on the AF Comp Rate you enter.
- After you enter the AF Comp Rate, click on the AF FTE button. Then, in the white field labeled Appropriated Base Salary (salary rate) enter the amount that you want the person to receive.

- When you **tab** off the field, the system will calculate the closest FTE that will generate the salary rate that you entered. Click **OK** to accept this change and return to the Salary Distribution panel.

FTE Calculation Worksheet

FTE Calculation Worksheet

AF Comp. Rate: \$32,623

Maximum Pay Rate-Annual: \$33,517.000

Appropriated Base Salary:

AF FTE: 0.86

- **AF Comp Freq** – This is the rate of pay for the employee.
- Comp frequency ending in “SEM,” signify semester employees. The salary rate for employees with compensation frequencies ending in “SEM” is the product of the AF Comp Rate, the AF FTE and 0.5.
- For pre-loaded employees, the AF Comp Freq corresponds with the AF Comp Rate.
- As you modify the AF fields you will notice that the Appropriated Fund Salary Rate field on the left side of the panel changes. For appropriated Funds, the Salary Rate field is a product of the AF Comp Rate field and the AF FTE field.
- The Appropriated Fund Salary Rate field is the amount that you want the employee to receive. This is the amount that you will distribute by account.
- Once you have the desired amount in the Appropriated Funds Salary Rate field, you are ready to distribute this amount in the grid at the bottom of the panel.
- The salary distribution grid contains the following fields:
 - **Acct** – This column contains the account(s) the employee’s salary is charged to.
 - **Fund Type** – This display only column is the fund type of the account field in the first column. It is automatically entered when you tab off of the Account field.
 - **GL Class** – This the expenditure code that the salary will be charged to on the account. The valid values for this field differs depending on the fund of the account and the “Regular/Temporary” indicator on the Employee Details panel.
 - The valid values for Regular employees on appropriated fund accounts are shown below.

Lookup GL Class

Budget Model ID: 2006
Fund ID: 10
Regular/Temporary: R
GL Class:
GL Description:

[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-2 of 2 Last

GL Class	GL Description
INSTPS	Instructional Services Regular
PS_OTH	Non Instructional

- The valid values for Temporary employees on appropriated fund accounts are shown below:

Lookup GL Class

Budget Model ID: 2006
Fund ID: 10
Regular/Temporary: T
GL Class:
GL Description:

[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

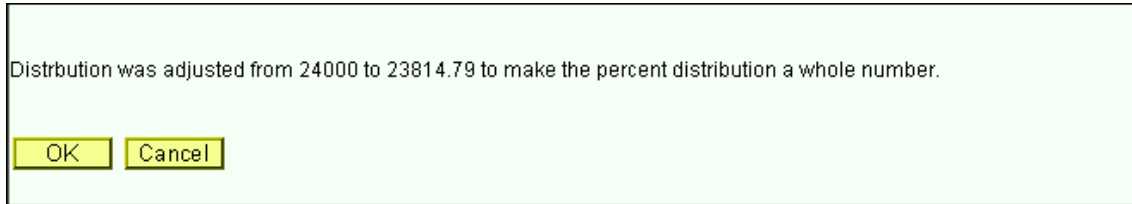
View All First 1-4 of 4 Last

GL Class	GL Description
GA	Graduate Assistants
INST	Instruct Personal Service Temp
TA	Teaching Assistants
TS_OTH	Non Instructional Temporary Sv

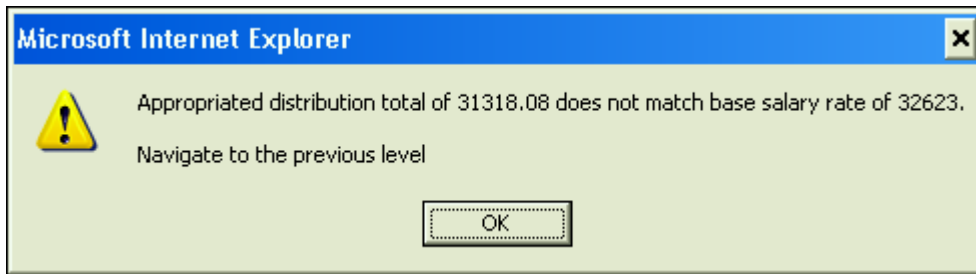
- **%** - This column contains the percent field. This is where you will indicate the percent of the Appropriated Fund Salary Rate that you want charged to each account. For appropriated funds only, the salaries distributed to each account must be a whole number percent of the AF Salary Rate.
- **Sal Rate** – This column contains the portion of the Salary Rate (Appropriated Funds, Non-Appropriated Funds or External) that is budgeted on the selected account.

- **Fringe Amount** – This display only column contains the fringe benefit assessments associated with the account selected. The fringe benefit calculation is based on the fund of the account and the GL class of the distribution.
 - **Charged to Account** – This display only column is the sum of the Salary Rate column on the grid and the Fringe Amount column.
 - **Agency Amt** – This display only column is automatically calculated based on the fund of the account and the GL class of the distribution. Agency charges are assessed only for CPMP staff.
 - **Fringe %** - This column displays the fringe benefit percentage that is being assessed on the distribution.
 - **Agency %** - This column displays the agency percentage that is being assessed on the distribution.
 - **AF FTE** – This column displays the AF FTE for the distribution.
 - **GL Parent Class** – This column displays the parent of the GL class, that is, whether the GL class is PS (Personal Services Regular) or TS (Personal Services Temporary).
 - **Import ID** – This display only column indicates the import ID of the data load. [This is for use by the technical team. You can safely ignore it.]
 - **Emp Srce** – This indicates the source of the distribution. An employee may have distributions from several sources if their distributions are split across fund types.
- If you are distributing the Appropriated Fund Salary Rate to only one account, type 100 in the % column after entering the account and GL class in the Salary Distribution grid. Once you tab off of the % field, you will notice that the next column will contain the full value of the Appropriated Fund Salary Rate field.
- If you are distributing the Appropriated Fund Salary Rate to more than one account, you can do one of the following:
- ◆ Enter the percent of the Appropriated Fund Salary Rate that you want in each distribution.
 - ◆ Alternately, tab past the % column and type in the amount that you want to charge to the account in the Salary Rate column in the grid.

- ◆ Once you tab off of the Salary Rate field on the grid, you will notice that the system changed the amount you entered to the nearest whole percent of the Appropriated Fund Salary Rate field. This is done only for account distributions in appropriated funds. You will get a message similar to the one below.



- ◆ You will also notice that the value in the % column is adjusted.
 - For appropriated funds, the value in the % column is always the Salary Rate amount on the grid divided by the Appropriated Fund Salary Rate field.
 - In order to save the Employee Information panel, the total appropriated fund percent in the upper left-hand corner of the panel must equal 100. You will need to modify the percentages of each distribution until you have a total of 100%.
 - If you attempt saving the panel while the Appropriated Fund Salary Rate is not equal to the sum of the distribution Salary Rates, you will get an error message similar to the one below.

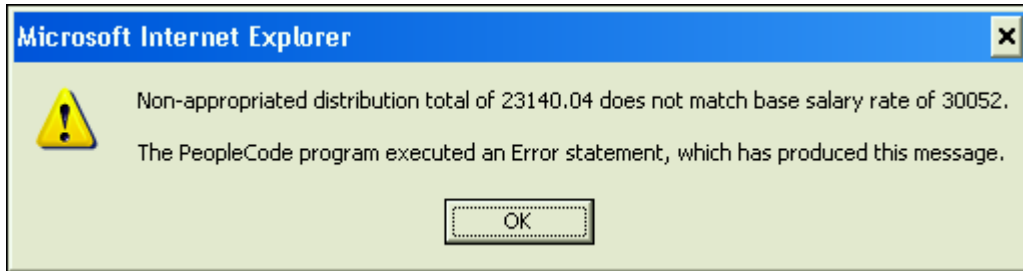


- If you change the Appropriated Fund Salary Rate (by changing the AF Comp Rate or AF FTE), the system will hold the % values constant and automatically prorate the Salary Rate amounts in the grid.

To budget salaries on accounts that are in non-appropriated funds and external funds:

- For employees with no appropriated fund salary component, you may budget the salaries directly in the grid at the bottom of the panel.
- As you insert rows on non-appropriated and external accounts, you can skip the % column and enter the amount you want budgeted in the Sal Rate column on the grid. For non-appropriated funds there is no whole number percent restriction on the distribution salary rate. The amount you enter in the grid is the amount you want. It will not be rounded to the nearest percent of the Non-Appropriated Fund Salary Rate.

- As you enter an amount in the Salary Rate column on the grid, the system will *add* that amount to the Non-Appropriated Fund Salary Rate field in the upper left-hand corner of the panel.
- Additionally, the percentages will automatically adjust when you tab off of the Sal Rate column on the grid.
- For non-appropriated funds (and external funds), the amounts in the % column are not important. It is the values on the distributions that are key. You can save the panel if the Non-Appropriated Fund Salary Rate or the External Fund Salary Rate is not equal to 100%. After you save the panel, the percentage will reset to 100%.
- If you change the Non-Appropriated Fund Salary Rate (or the External Fund Salary Rate), the system will hold the Salary Rate values in the grid constant and automatically prorate the figures in the % column. Consequently, you will not be able to save the panel until the amount in the Non-Appropriated Fund Salary Rate (or the External Fund Salary Rate) is equal to the distribution Salary Rates in the grid. You will get an error message similar to the one below.



- The valid values for Regular employees on non-appropriated fund or external fund accounts are shown below:

Lookup GL Class

Budget Model ID: 2006
Fund ID: 90
Regular/Temporary: R
GL Class:
GL Description:

[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-2 of 2 Last

GL Class	GL Description
817901	Staff Classified
CP_FAC	CPMP ADP Faculty

- The valid values for Temporary employees on non-appropriated fund or external fund accounts are shown below:

Lookup GL Class

Budget Model ID: 2006
Fund ID: 90
Regular/Temporary: T
GL Class:
GL Description:

[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

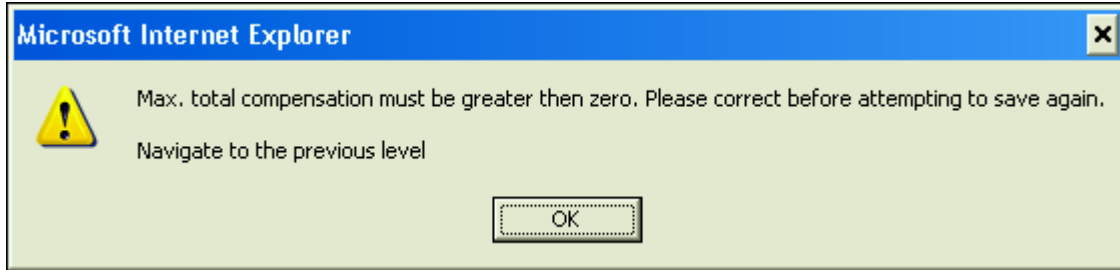
View All First 1-10 of 10 Last

GL Class	GL Description
816721	Graduate Student Exempt
816722	Graduate Student Nonexempt
816723	Graduate Student Tuition
816724	Graduate Student Hourly
816729	Salary Summer Exmpt Profession
816730	Summer Nonexempt Classified
816731	Summer Hourly
817902	RF Clerical / Clinical Staff
821521	Staff Professional
CP_VOL	CPMP ADP Voluntary Members

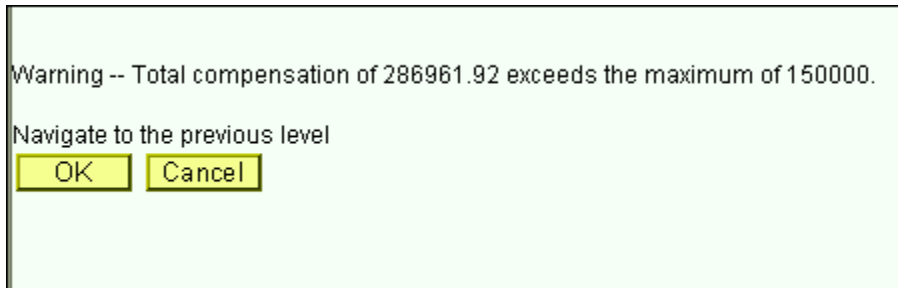
Minimum Total Compensation & Maximum Total Compensation

- These fields are located on the right side of the panel, above the grid.
- These fields are editable only for employees whose AF Comp Freq is ANN-GFT.

- For ANN-GFT employees you will not be able to save the panel group unless you enter a non-zero value for the Maximum Total Compensation field. You will get the error message below if you are attempting to save the panel without a value for this field.



- If the Total Compensation amount (located above the grid to the left of the panel) is greater than the Maximum Total Compensation you will get the warning message similar to the one below, but you will be able to save the panel.



At the top of the panel, to the right of the Salary Rate fields, there are Other Sal Exp fields. The grid at the bottom of the panel is only for distributing the Salary Rate fields. To modify and distribute the Other Sal Exp fields, click on the next panel in the group: OSE.

OSE (by Employee) Panel

Employee Details		Salary Distribution		OSE		All Salary by Account	
Model ID: 2006		Fiscal Year 2005/2006		EmpID: B10313		West,Louise	
						View 2	
*GL Class: PS_ADD		Additional Compensation		Other Base: \$1,000.00		+ -	
						View All	
*Acct.: 84083900		Amt.: \$500.00		Fringe: \$0.0000		*Expense Type: F	
						+ -	
*GL Class: PS_ADJ		Lump Sum Adjustment		Other Base: \$500.00		+ -	
						View All	
*Acct.: 90081100		Amt.: \$500.00		Fringe: \$0.0000		*Expense Type: F	
						+ -	
*GL Class: PS_LOC				Other Base: \$1,264.00		+ -	
						View All	
*Acct.: 84083900		Amt.: \$632.00		Fringe: \$0.0000		*Expense Type: F	
						+ -	
Notes:		Total Fringe on OSE:				Insert Blank Row	
						Calculate OSE	
						Hide Detail	

- The OSE panel is used to add and modify Other Salary Expense categories and their distributions.
- There are two components of the OSE GL classes that need to be budgeted: their amounts and their distributions. Different GL classes are calculated and distributed to accounts differently.
- In the panel shown above, you see that each OSE GL class has its own scroll bar for the account distribution.
- There are three types of OSE GL classes.

Types of OSE by Employee GL Classes: Auto Calc/Auto Distribute

- The first type of OSE GL classes is automatically calculated and automatically distributed.
- Examples of this type are the UUP location stipends, the classified location payments, Shift payments, Inconvenience payments, and Geographic payments.
- These types are valid for appropriated fund distributions only.
- In the screen print on the previous page, the second GL class is PS_LOC. It is grayed out because it is automatically calculated based on the employee's union code, FTE and compensation frequency.

- Additionally, the \$1,264 amount for PS_LOC is automatically distributed among the accounts of the employee's base salary from the Salary Distribution panel. Since this employee's base salary is charged 50% on 84083900 and 50% on 86088800, the classified location stipend is prorated 50/50 to those accounts.

Types of OSE by Employee GL Classes: Manual Calc/Auto Distribute

- The second type of OSE GL classes is manually calculated and automatically distributed.
- The only Example of this type is Additional Compensation.
- This type is valid for appropriated fund distributions only.
- To budget for this GL classes on an employee, click the Insert Blank Row button at the bottom of the screen. You will then get an empty row.
- Click the magnifying glass to the right of the GL class field and select Additional Compensation.
- Once you tab off of the GL class field, type an amount in the Other Base field.
- When you tab off of the Other Base field, you will then notice that the account distribution scroll bar underneath is grayed out. The system is automatically distributing the amount that you have manually entered using the salary distribution of the base salary in the Salary Distribution panel.

Employee Details		Salary Distribution		OSE		All Salary by Account	
Model ID: 2006		Fiscal Year 2005/2006		EmplID: B10313		West,Louise	
View 2 First 1-3 of 3 Last							
*GL Class: PS_ADD		Additional Compensation		Other Base: \$1,000.00		+ -	
View All First 1 of 2 Last							
*Acct.: 84083900	Amt.: \$500.00	Fringe: \$0.0000	Agcy.: \$0.0000	*Expense Type: F	+ -		
*GL Class: PS_ADJ		Lump Sum Adjustment		Other Base: \$500.00		+ -	
View All First 1 of 1 Last							
*Acct.: 90081100	Amt.: \$500.00	Fringe: \$0.0000	Agcy.: \$0.0000	*Expense Type: F	+ -		
*GL Class: PS_LOC				Other Base: \$1,264.00		+ -	
View All First 1 of 2 Last							
*Acct.: 84083900	Amt.: \$632.00	Fringe: \$0.0000	Agcy.: \$0.0000	*Expense Type: F	+ -		
Notes:		Total Fringe on OSE:		Insert Blank Row		Calculate OSE	
				Hide Detail			

- In the screen print above, this employee's base salary is charged 50% on 84083900 and 50% on 86088800, so the system is distributing the \$1,000 in additional compensation to 50/50 between these accounts.

Types of OSE by Employee GL Classes: Manual Calc/Manual Distribute

- The third type of OSE GL classes is manually calculated and manually distributed.
 - The only GL class is that is manually calculated and manually distributed is Lump Sum Adjustment.
 - This GL class is valid for appropriated and non-appropriated fund types.
 - The Lump Sum Adjustment GL class allows you the flexibility of designating the account where the amount will be budgeted.
 - Once you select PS_ADJ GL class (or TS_ADJ for Temporary employees) and you enter the Other Base amount, you will need to manually enter the account number for each distribution, as well as the portion of the amount that you wish to budget for each distribution.
- In the screen print below, you see that a PS_ADJ amount of \$500 is budgeted and all of it is distributed to account 90081100.

The screenshot shows the 'All Salary by Account' tab in the OSE screen. It displays the following data:

GL Class	Description	Other Base	Account	Amt.	Fringe	Agcy.	Expense Type
PS_ADD	Additional Compensation	\$1,000.00	84083900	\$500.00	\$0.0000	\$0.0000	F
PS_ADJ	Lump Sum Adjustment	\$500.00	90081100	\$500.00	\$0.0000	\$0.0000	F
PS_LOC		\$1,264.00	84083900	\$632.00	\$0.0000	\$0.0000	F

At the bottom of the screen, there is a 'Notes' field, a 'Total Fringe on OSE' field, and three buttons: 'Insert Blank Row', 'Calculate OSE', and 'Hide Detail'.

- Please note that for the Lump Sum Adjustment GL class, you need to manually enter the fringe amounts for any accounts that are assessed fringe as well as any application agency costs.

- The screen print below displays the valid OSE GL class values for Regular employees.

Lookup GL Class

Budget Model ID: 2006
Regular/Temporary: R
GL Class:
GL Description:

[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results
View All First 1-2 of 2 Last

GL Class	GL Description
PS_ADD	Additional Compensation
PS_ADJ	Lump Sum Adjustment

- The screen print below displays the valid OSE GL class values for Temporary employees.

Lookup GL Class

Budget Model ID: 2006
Regular/Temporary: T
GL Class:
GL Description:

[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results
View All First 1 of 1 Last

GL Class	GL Description
TS_ADJ	Temp Lump Sum/Adjustment

All Salary by Account Panel

Employee Details		Salary Distribution		OSE		All Salary by Account	
Model ID: 2006		Fiscal Year 2005/2006		EmpID: B10313		West,Louise	
Sort Order:				<input checked="" type="radio"/> Ascending		<input type="radio"/> Descending	
				View All		First 1-3 of 3 Last	
Account	Fund Type	Salary Rate	Other Salary Amount	Total Compensation	Fringe Amount	Total Compensation w. Fringe	Agency Fee Amount
1 84083900	A	\$16,311.50	\$1,132.00	\$17,443.50	\$0.0000	\$17,443.50	\$0.0000
2 86088000	A	\$16,311.50	\$1,132.00	\$17,443.50	\$0.0000	\$17,443.50	\$0.0000
3 90081100	A	\$0.00	\$500.00	\$500.00	\$0.0000	\$500.00	\$0.0000
Total Salary:		\$32,623.00	Total OSE:	\$2,764.00	Total Compensation:		\$35,387.00
Total Fringe:		\$0.00	Total Comp. w. Fringe:	\$35,387.00	Total Agency:		\$0.00

- The last panel in the Employee Information panel group is the All Salary by Account panel. This panel is a display only grid, which summarizes all of the accounts an employee is charged to.
- The Salary Rate column on the grid corresponds with the base distribution amounts in the Salary Distribution panel.
- The Other Salary Amount column corresponds with the amounts in the OSE panel.
- The Total Compensation column is the sum of the Salary Rate column and the Other Salary Amount column.
- The Fringe Amount column is the total fringe charged to the account.
- The Total Compensation with Fringe column is the sum of the Total Compensation column and the Fringe Amount column.
- The Agency Fee Amount column is the total agency assessment charged to the account.
- Totals for the columns in the grid are displayed under the grid.

Adding an Employee

There are two types of employee “Add”s on the CBM system. You can create an employee record from scratch, or you can copy an employee record from another CBM model or from an HR module.

Adding an Employee Record From Scratch:

- From the Use menu, select Employee Information, and click on Add a New Value.

The screenshot shows the 'Employee Information' panel with the 'Find an Existing Value' section. It includes a breadcrumb trail: Home > Budget > Budget > Use > Employee Information. The search fields are: Budget Model ID (2006), EmplID, Name, Social Security #, Department, and Organizational Level Descr. There is a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', and 'Basic Search'. A link for 'Add a New Value' is at the bottom.

- You will then see the screen below. Enter the model where you would like to create the employee record and click OK. The system will automatically generate temporary “B” employee ID numbers. The “B” employee ID number indicates that the employee record did not originate from the PeopleSoft HR modules.

The screenshot shows the 'Employee Information' panel with the 'Add a New Value' section. It includes the breadcrumb trail: Home > Budget > Budget > Use > Employee Information. The fields are: Budget Model ID (2006), EmplID (NEW), and an 'Add' button. A link for 'Find an Existing Value' is at the bottom.

- You will then see an empty Employee Information panel group. You should enter data for the white fields.

- SSN is not a required field. You can leave it empty. If you fill-in the SSN field and it is already in use on another employee record, you will get an error message when you try to save the panel.
- Name is also not required, but we recommend that you enter data for that field since it is used on the Search dialog box.
- Please refer to the Employee Details field descriptions on the preceding pages in this unit for information on using each field in this panel group.

Copying an Employee Record from the HR Modules or a CBM Model:

- From the Use menu, select Employee Information, and click on Add a New Value.

Home > Budget > Budget > Use > Employee Information

Employee Information

Find an Existing Value

Budget Model ID:

EmplID:

Name:

Social Security #:

Department:

Organizational Level Descr.:

Case Sensitive

[Basic Search](#)

[Add a New Value](#)

- You will then see the screen below. Enter the model where you would like to create the employee record, *and* enter the employee ID of the employee record that you want the system to copy into the indicated model.

Employee Information

Add a New Value

Budget Model ID:

EmplID:

[Find an Existing Value](#)

- You will then see the Employee Information panel group for the employee ID you requested. Please note that the system fills in the information on the Employee Details panel *only*. You will need to enter salary distribution information on the Salary Distribution panel and the OSE panel.
- When you enter the employee ID on the previous screen, the system searches the HR modules first to find the most current information on the employee. If the system does not find the

requested employee record in the HR modules, it will then search the CBM module for that employee record.

- Please refer to the Employee Details field descriptions on the preceding pages in this unit for information on using each field in this panel group.

Deleting an Employee

- For each budget preparation cycle, a current snapshot of active employees will be pre-loaded into the write-able models (Current, Proposed & Outyear). Consequently, you will not need to delete an employee record unless he/she terminated after the snapshot was taken.
- Since a new employee snapshot is taken every year, the vice presidential areas did not want records to be delete-able.
- Therefore, you may not delete employee records once they have been added to the CBM system.
- If an employee terminates after the payroll snapshot was loaded, you will want to adjust their salary.
- If no portion of an employee's salary will be charged during the fiscal year of the model that you are budgeting, then zero the salary fields *and* the FTE field.

Employees Split Outside Your Organizational Level

- If an employee is split between organizational levels, each area that the employee is split to has access to the employee record.
- You cannot view or modify an employee record unless some portion of the employee's salary is charged to one of your accounts.
- In order to keep track of whether or not a split employee record has been modified you will use the Split Changes Panel in the Inquire menu.

Split Changes

Model ID: 2006	Model Name: Fiscal Year 2005/2006	
Start Date: 02/01/2005 <input type="text"/>	End Date: 05/05/2005 <input type="text"/>	<input type="button" value="Refresh Panel"/>

View All First 1 of 1 Last						
Last Mod Dt	Account	SSN	EmplID	Name	GL Class	Salary Rate
1 05/05/2005	42000100		B10298	Smith,Bryan	INSTPS	1364.50

- Use the Start Date field and the End Date field on this panel to specify the date range of the modifications. In the example above, we are searching for all changes to employees split outside our area since February 1st. One employee distribution was modified during that timeframe.

Cloning an Employee

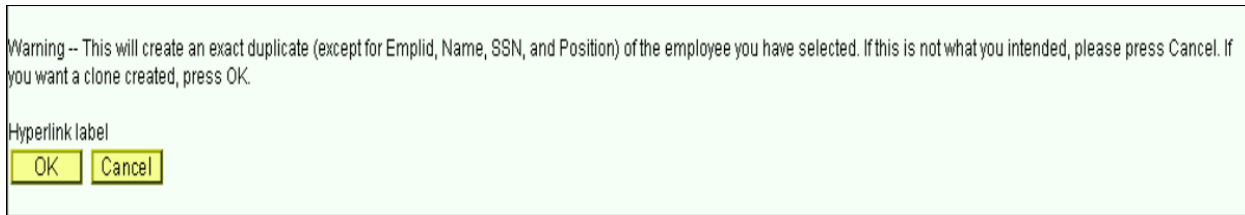
Employee Details		Salary Distribution	OSE	All Salary by Account
EmplID: B11397	Model ID: 2005	Fiscal Year 2004/2005		Budget Documentation
SSN: 222-22-2222	Name: Smith, Jane			
Employee Status: Active				
*Regular/Temporary: Regular	Position:	<div style="border: 1px solid black; padding: 5px;"> Shift <input checked="" type="radio"/> Day <input type="radio"/> Evening <input type="radio"/> Night </div>		
Employee Start Date: 07/01/2004	Employee End Date: 06/30/2005			
Employee Job Data				
*Job Code Type: Appropriated Funds	SetID: USBNY			
*Job Code: 1954 Assistant Director	Sal Plan: S13			
Classification: Management	Salary Grade: MP5			
Union Code: 13 MC - Unclassified	Comp Freq: ANN-12			
Last Modified By: DTHIDE	On: 01/31/2006	Data Source:	Date Loaded:	
Exit * This will exit without saving.	Clone Employee * This will save all current changes.			
Change Report				

The Clone Employee button on the Employee Details page provides the ability to “clone” a complete CBM Employee record (demographic, salary, and OSE data) into a new CBM employee record **in the same model**. All data from the existing employee, except for Emplid, SSN, Name, and Position, will be copied to the “clone”. A new ‘C’ Emplid will be automatically generated from CBM. The existing employee record is saved when you click the Clone Employee button.

Note: As soon as you click Clone Employee, the data for the cloned employee is input into the employee/salary/OSE tables even though you do not press Save. For that reason, a warning message is generated to make sure you want to create the clone.

To clone an existing CBM employee record:

- Bring up the record you wish to clone;
- Click the Clone Employee button and this warning will be displayed:

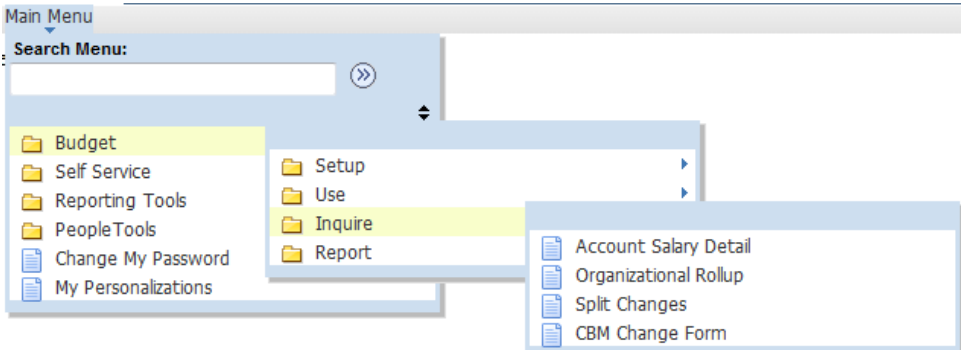


- If you click OK, a copy of the existing record will open in a new window. Notice that a new 'C' Emplid has been generated for the cloned employee.
- If you click Cancel, you will be returned to the existing employee record without creating a new employee.

CBM Change Form

This CBM Change form is now available from CBM for use by non-Hospital administrators. This form will contain FTE, Compensation Rate, Salary Rate, and Job Earnings Distribution accounts and percentages from CBM. Users can complete this form for AF employees and submit it for authorization before sending to HR. Users should follow the usual HR guidelines and timetable for submitting account salary paperwork so HR can process the changes in a timely manner.

The CBM Change form can be be accessed from the Inquire menu or from the Change Report button on the Employee Details page.



Employee Details		Salary Distribution		OSE		All Salary by Account									
EmpID: B11397		Model ID: 2005		Fiscal Year 2004/2005		Budget Documentation									
SSN: 222-22-2222		Name: Smith, Jane													
Employee Status: Active															
*Regular/Temporary: Regular		Position:		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Shift</td> </tr> <tr> <td><input checked="" type="radio"/> Day</td> <td></td> </tr> <tr> <td><input type="radio"/> Evening</td> <td></td> </tr> <tr> <td><input type="radio"/> Night</td> <td></td> </tr> </table>				Shift		<input checked="" type="radio"/> Day		<input type="radio"/> Evening		<input type="radio"/> Night	
Shift															
<input checked="" type="radio"/> Day															
<input type="radio"/> Evening															
<input type="radio"/> Night															
Employee Start Date: 07/01/2004		Employee End Date: 06/30/2005													
Employee Job Data															
*Job Code Type: Appropriated Funds		SetID: USBNY													
*Job Code: 1954 Assistant Director		Sal Plan: S13													
Classification: Management		Salary Grade: MP5													
Union Code: 13 MC - Unclassified		Comp Freq: ANN-12													
Last Modified By: DTHIDE		On: 01/31/2006		Data Source:		Date Loaded:									
<input type="button" value="Exit"/> * This will exit without saving.		<input type="button" value="Clone Employee"/> * This will save all current changes.													
<input type="button" value="Change Report"/>															

To generate the CBM Change form from the Change Report button on the Employee Details page:

- Click the Change Report button and the Change Information Form will be displayed with the HR data for the employee;

SUBM Change Report

Change Information Form

Run Control ID: budget [Process Monitor](#) [Report Manager](#)

EmpID: B11397 **Effective Date:**

Name: Smith,Jane

National ID: **Or Campus ID:**

Department:

Position Number: **Union Code:**

Job Code:

Compensation Frequency: **Compensation Rate:** 0.000000

[Print Change Form](#)

- Click the Print Change Form button;
- Click on Process Monitor and the report will be displayed in the Process List as shown below;

Process List Server List

View Process Request For

UserID: DTHIDE **Process Type:** **Last:** 5 Days

Server Name: **Process Run Status:** to

View Job Items Save On Refresh

View All First 1-2 of 2 Last

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
10800	Crw Online	SUBMCHG	DTHIDE	02/01/2006 9:37:52AM EST	Success	Details

- To print the CBM Change Report, follow the instructions in the Using Process Monitor to Check Report Status section of this manual.

To generate the CBM Change form from the Inquire menu:

- Choose SUBM Change Report from the menu;
- Input the Employee Emplid or Name in the Employee Search page as shown below;

SUBM Change Report

Find an Existing Value

Budget Model ID:

EmplID:

Name:

Social Security #:

Department:

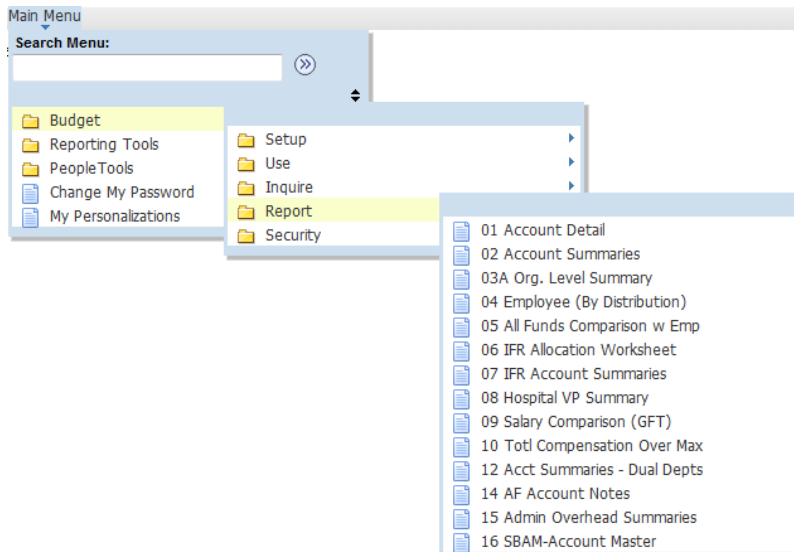
Organizational Level Descr.:

Case Sensitive

[Basic Search](#)

- When the Change Information Form is displayed, click the Print Change Form button;
- Click on Process Monitor and the report will be displayed in the Process List;
- To print the CBM Change Report, follow the instructions in the Using Process Monitor to Check Report Status section of this manual.

9.0 Reports



Click on a report in the list. The Run Control Search page will be displayed.

Run Control ID

A screenshot of the '01 Account Detail' search page. The page title is '01 Account Detail'. Below the title, there is a text box with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these buttons, there is a 'Search by:' label followed by a text box containing 'Run Control ID begins with' and an empty input field. There is a checkbox labeled 'Case Sensitive' which is currently unchecked. At the bottom of the form, there are two buttons: 'Search' and 'Advanced Search'. At the very bottom, there are two links: 'Find an Existing Value' and 'Add a New Value'.

If you are new to CBM, click on **Add a New Value**. Enter a name for your Run Control ID that is no longer than 13 characters with no spaces. Click the Add button and the Report page will be displayed.

If you already have a Run Control ID, click the **Search** button.

If you have multiple Run Control IDs, a list of your Run Control IDs will be displayed.

Note that if you only have one Run Control ID, the Report page will be displayed next.

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

Find an Existing Value | Add a New Value

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

Search Results
 View All | First | 1-2 of 2 | Last

Run Control ID	Language Code
BUDGET	English
SK	English

Find an Existing Value | [Add a New Value](#)

Click a **Run Control ID** from the list. The Report page will be displayed.

Account Detail Rpt

Run Control ID: BUDGET | [Report Manager](#) | [Process Monitor](#) | Run

Model ID: Fiscal Year 2004/2005

Department:

Account: Plumbing

Save | Return to Search | Add | Update/Display

Input the Model and other Parameters for the selected report.

Click the **Run** button.

The Process

Scheduler Request page will be displayed as shown on the next page.

The Process Scheduler Request page will be displayed. This is where you will choose the specific report you want to run and set up the output parameters.

Click the link to the report version you wish to run; i.e. Account/Detail (FTE/Title)

Note that from this point forward, setting up to print in PeopleSoft 8.9 is different than in previous versions.

Process Scheduler Request

User ID: BUDGETSK Run Control ID: BUDGET

Server Name: PSNT Run Date: 12/04/2007

Recurrence: Run Time: 12:47:43PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Account Detail Report	SUBMR01	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Account Detail (FTE/Title)	SUBMR1TF	PSJob	(None)	(None)	Distribution

OK Cancel

The Job Detail page will be displayed. For Process Type SQR Report and Crystal, make sure that Web is selected for Type and PDF is selected for Format.

Note: If you plan to Export the report to Excel, change the Crystal Format to RPT.

Click the OK button.

Job Detail

Main Job Name: SUBMR1TF Job Name: SUBMR1TF Account Detail (FTE/Title)

Left | Right

Process List

Process Name	Description	Process Type	*Type	Format	Distribution
SUBMR1TF	Account Detail (FTE/Title)	SQR Report	Web	PDF	Distribution
SUBMS1TF	Account Detail (FTE/Title)	SQR Report	Web	PDF	Distribution
SUBMC1TF	Account Detail (FTE/Title)	Crystal	Web	PDF	Distribution





OK Cancel

The Process Scheduler Request page will again be displayed.

From the Process List, check off the report you want to print. Click the OK button.

Process Scheduler Request

User ID: BUDGETSK Run Control ID: BUDGET

Server Name: PSNT Run Date: 12/04/2007 
Recurrence:  Run Time: 12:47:43PM [Reset to Current Date/Tim](#)
Time Zone:  

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Account Detail Report	SUBMR01	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	Account Detail (FTE/Title)	SUBMR1TF	PSJob	(None)	(None)	Distribution


The Report page will again be displayed. Note that it now shows the Process Instance number for your print job under the Run button.



Click on Process Monitor.


Account Detail Rpt

Run Control ID: BUDGET [Report Manager](#) [Process Monitor](#)

Process Instance: 2518535

Model ID: 2008  Fiscal Year 2007/2008 [Budget Documentation](#)

Department:  

Account: 33130800  JCAHO Continued Readiness

Using Process Monitor to Check Report Status

The Process List page will be displayed. It shows the reports you have processed with the most recent report listed at the top.

Click the dropdown box to the left of the Refresh button and choose Days.

Make sure that the Type dropdown is blank.

Click the Refresh button to update the Run Status column in the grid.

Process List [Server List](#)

View Process Request For

User: BUDGETSK Type: [] Last: 1 [None] Refresh

ID: [] Name: [] Instance: [] to []

Server: [] Distribution: [] Save On Refresh

Run Status: []

Process List Customize | Find | View All | First 1.4 of 4 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2518535		PSJob	SUBMR1TF	BUDGETSK	12/04/2007 12:47:43PM EST	Success	Posted	Details
<input type="checkbox"/>	2518529		PSJob	SUBMR1TF	BUDGETSK	12/04/2007 12:33:25PM EST	Success	Posted	Details
<input type="checkbox"/>	2518519		PSJob	SUBMR01	BUDGETSK	12/04/2007 12:06:22PM EST	Success	Posted	Details
<input type="checkbox"/>	2518516		PSJob	SUBMR1TF	BUDGETSK	12/04/2007 12:02:49PM EST	Success	Posted	Details

[Go back to 01 Account Detail](#)

Each print job that you have submitted will show on an individual line that begins with its Process Instance number.

Click the Refresh button until the print job in the grid shows Run Status of Success; this means that your print job has completed processing.

When your report shows Run Status of Success, click the link under the report's Process Name; i.e. SUBMR1TF.

The Process Detail page will be displayed.

For all reports except Report 05, click the third link that is displayed; i.e. SUBMC1TF.

(Since Report 05 is the only CBM report that does not produce a Crystal report, it will only show two links. Click the second link that is displayed to access this report.)

Process Detail

Process Name: SUBMR1TF Refresh

Main Job 2518535

Instance:

Left | Right

[2518535 - SUBMR1TF Success](#)

[2518536 - SUBMC1TF Success](#)

[2518537 - SUBMC1TF Success](#)

Return

Clicking on the link will open up the next Process Detail page. To view and print your report, click View Log/Trace.

Process Detail

Process

Instance: 2518537 Type: Crystal

Name: SUBMC1TF Description: Account Detail (FTE/Title)

Run Status: Success Distribution: Posted

Status:

Run **Update Process**

Run Control: BUDGET Hold Request

ID: Queue Request

Location: Server Cancel Request

Server: PSNT Delete Request

Recurrence: Restart Request

Date/Time **Actions**

Request Created: 12/04/2007 12:48:57PM [Parameters](#) Transfer

On: EST [Message Log](#)

Run Anytime: 12/04/2007 12:47:43PM [Batch Timing](#)

After: EST [View Log/Trace](#)

Began Process: 12/04/2007 12:49:48PM

At: EST

Ended Process: 12/04/2007 12:49:57PM

At: EST

OK Cancel

The View Log/Trace page will be displayed. In the Name column in the File List, click on the Report Name which starts with SUBM.

View Log/Trace

Report

Report ID: 678 Process Instance: 2518537 [Message Log](#)

Name: SUBMC1TF Process Type: Crystal

Run Status: Success

Account Detail (FTE/Title)

Distribution Details

Distribution Node: psnsrepos1 Expiration Date: 12/11/2007

File List

Name	File Size (bytes)	Datetime Created
CRW_SUBMC1TF_2518537.log	0	12/04/2007 12:49:57.000000PM EST
SUBMC1TF_2518537.PDF	87,784	12/04/2007 12:49:57.000000PM EST
psnsrptac.txt	499	12/04/2007 12:49:57.000000PM EST

Distribute To

Distribution ID Type	Distribution ID
User	BUDGETSK

[Return](#)

Finally!!! Your report will open in a separate window as an Adobe Acrobat Reader file or a Crystal report, depending on which Format you selected on the Job Detail page.

Click on File – Print to print the report.

The screenshot shows a web browser window with the address bar containing the URL: https://psns.cc.stonybrook.edu:9443/psreports/he89prod/678/SUBMC1TF_2518537.PDF. The browser toolbar shows the 'File' menu is open, and the 'Print' option is visible. The main content area displays a PDF report with the following text:

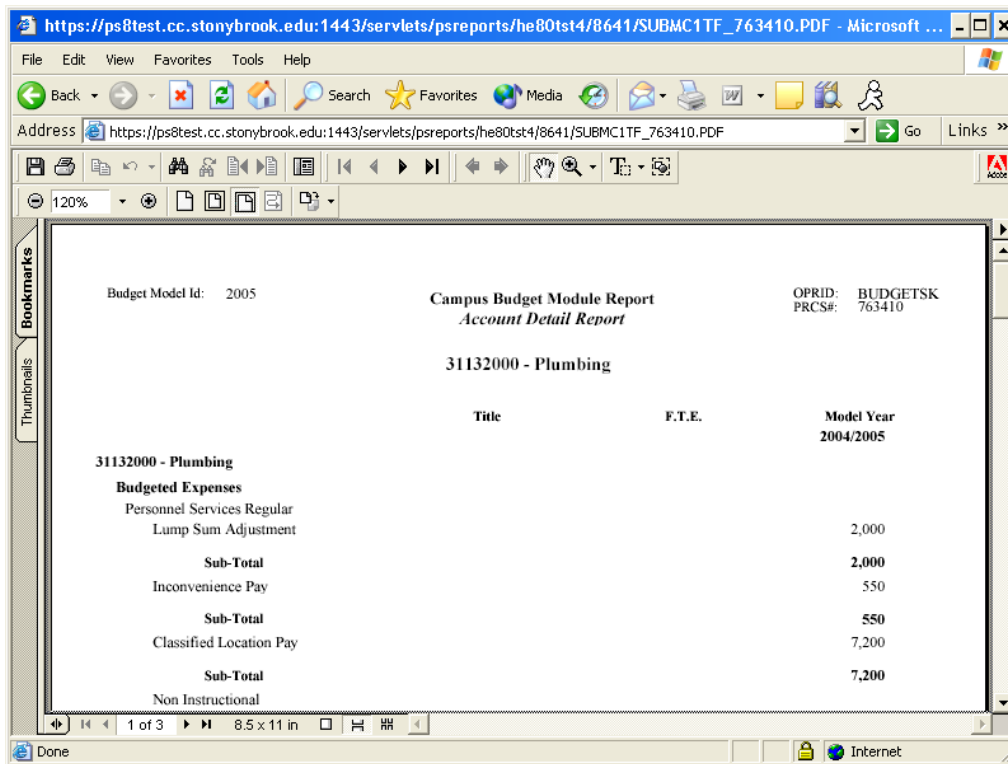
Budget Model Id: 2008 **Campus Budget Module Report** OPID: BUDGETSK
Account Detail Report PRCSR: 2518537

33130800 - JCAHO Continued Readiness

Title	F.T.E.	Model Year 2007/2008
Budgeted Expenses		
Other Than Personnel Services		
Contractual Services		40,000
Consulting		40,000
Contractual Services		40,000
Spec. Contractual Serv.		
Other Expense		20,000
Books, Subscrip. Memberships		140,000
Other Expense		10,000
Other Expense		10,000
Outside Training Registr. Fees		10,000
Sub-Total		250,000
Total Expenses		250,000
Balance		-250,000
Total FTE Instructional	0.00	
Total FTE Non Instructional	0.00	

The browser status bar at the bottom shows 'Done' and 'Unknown Zone'.

Printing & Exporting From Report Files



Your report will open in Adobe Acrobat Reader in a new window.

To the left is a report sample.

You may click on File – Print to print the report

from Acrobat Reader.

See below for instructions on printing the report from Crystal Reports.

Close the report window to get back to CBM.

Click Return, then Cancel, then Return buttons to return to Process Monitor.

Printing from Crystal Reports:

If you selected RPT as the format for your report, it will be generated in Crystal Reports format.

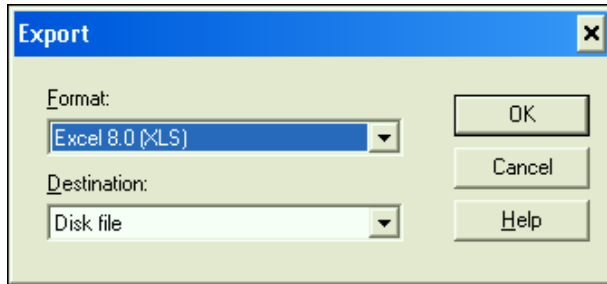
To print the report file:

- You can print the file from the **File** menu by selecting **Print**, then **Printer**, then clicking Okay.
- You can change the destination printer from the **File** menu by selecting **Printer Setup**.

To export the file to Excel:

- You can export the file into Excel from the **File** menu by selecting **Print**, then **Export**.

- From the Export box, select the following then click **Ok**.
Format: **Excel**
Destination: **Disk File**



- Type the name that you would like to assign to your file, select the desired directory and click **Save**.
- You can now open your export file through the Excel application.

Report Types

These are the reports that are currently in production:

- **Account Detail (#01)**– This report details the revenue, allocation, and expenditures budgeted within an account by GL class. The base salary GL classes include employee names and amounts. Also, the Notes fields are appended at the end of the report. This report can be printed for individual accounts or departments. When you run the report from the report panel, you will now see three choices at the bottom of the Process Scheduler Request box: "Account Detail Report", "Hospital Account Detail", and "Account Detail (FTE/Title)". If you select "Account Detail Report", data for the model year selected and the three related model years will be displayed. If you select "Account Detail (FTE/Title)" you will see data for the selected model year only with the employee's FTE and Title listed. If you select "Hospital Account Detail" you will see the data in "FTE/Title" report plus the Hospital Overtime/Contract Labor FTE amounts and totals.
- **Account Summaries (#02)** – This report displays the budgeted targets, revenue, allocation, and expenditures by major categories for each account within an organizational area. The accounts are grouped by organizational level. Since account balances are included on this report, the targeted allocation was included (for appropriated funds and IDC) in order to generate an accurate representation of an area's resources. This report can be printed for specific funds within a department or for combinations of funds (i.e., State & IDC). When you run the report from the report panel, you will now see two choices at the bottom of the Process Scheduler Request box: "Account Summaries MF by Dept" and "Account Summaries MF by Fund." If you select "Account Summaries MF by Dept" you will see your accounts grouped by organizational level (dept). If you select "Account Summaries MF by Fund" you will see the accounts grouped first by fund and then by organizational level.
- **Organizational Level Summary (#03)** – This report displays revenue and expenditure GL class sub-totals for the organizational level selected. This report can be printed for a specified fund or for all funds.
- **Employee by Distribution (#04)** – This report is a listing of all employee distributions within the selected organizational level. The employee records are grouped by organizational level and account. There are now three choices at the bottom of the Process Scheduler Request box. If you select "Employee (By Distribution)" the report will be printed in alphabetical order by employee name and will include the Emplid. If you select "Empl By Distrib (Title Shown)" you will see the grade and title of the employee displayed. If you select "Empl By Distrib (Title Sub Tot)" the report will be printed grouped by employee title with subtotals for each title group. The employee GL classes are displayed in columns. This report may be printed for any combination of fund and department or for a specific account. This report includes a column named "Flg". This column contains a flag that denotes whether or not an employee record has been modified or manually added into the system. "L" indicates that the employee record was pre-loaded into CBM from PeopleSoft HR or ADP. "M" indicates that the employee record was pre-loaded and then subsequently modified by a user. "N" indicates that the employee record was manually added to CBM.

- **All Funds Comparison With Employees (#05)** – This report has multi-fund parameters. Each selected fund appears on the report as a column. You can select any combination of up to seven funds. *Please note that for this particular report you should use a "txt" extension when you name this report on the Process Scheduler Request box.* You can open the report from Microsoft Word or any word processing application. Within Word, please change the setup to landscape for legal size paper. You may also need to make the font smaller in order to fit all seven fund columns across the page. Most reports take a minute or two to run, but this report may take three to eight minutes to run to a file because of its complexity.
- **IFR Allocation Worksheet (#06)** – This two-page report displays the budgeted revenue and expenditures by GL class for a selected IFR account. This report will be reviewed by the Accounting Office for all Income Fund Reimbursable accounts. You can print this report for a department or for a specific account.
- **IFR Account Summaries (#07)** – This report is similar to the second report except it contains fields that are specific to IFR funds. This report displays the budgeted revenue and expenditures by major categories for each account within an organizational area. The accounts are grouped by organizational level.
- **Hospital VP Summaries (#08)** - This report is similar to the second report and is accessible only by users with Hospital VP security. It lists all Fund 40 accounts, even those which fall in VP areas outside the Hospital.
- **Salary Comparison (#09)** – This report lists the salaries of the GFT faculty in your department for the associated models.
- **Total Compensation Over Max (#10)** – This report lists all of the GFT faculty in your area whose total compensation is 250% or 275% over the salary maximum for their rank.
- **Account Summaries – Dual Depts (#12)** – This report displays the budgeted targets, revenue, allocation, and expenditures by major categories for each account within two organizational areas. This report can be printed for specific funds within departments or for combinations of funds (i.e., State & IDC). Its layout is the same as report #2.
- **AF Account Notes (#14)** – This report displays AF accounts with allocation broken out by SUNY object codes and the notes associated with each account. It can be run to display accounts with negative budgeted objects only or for all accounts. This report can be printed for specific AF funds within departments or for combinations of funds.

- **Admin Overhead Summaries (#15)** – This report displays the revenue, allocation, and expenditures by major categories for each administrative overhead account (900760xx) within an organizational area.

- **SBAM Account Master (#16)** – This report displays accounts in the Stony Brook Account Master (SBAM) table based on the parameters input.

For samples of these reports, please refer to the Appendix.

10.0 Helpful Hints

The CBM online user manual can be accessed from any CBM page by clicking on this link:

[Budget Documentation](#)

Copying Grid Data into Worksheets

You can copy the information from this grid and all of the PeopleSoft grids into Excel by clicking on the **Export to Excel** button which is on most panels.

Organizational Rollup

Model ID: 2006	Model Name: Fiscal Year 2005/2006
Department: 155619	Fund ID:

Sort Order: Ascending Descending [Export to Excel](#)

DeptID	Organizational Level Descr.	Fund ID	Revenue/Allocation	Budgeted Total	Undistributed Total
1 155619	Central Services	10	\$1,104,458	\$1,104,458	\$0
2 155619	Central Services	20		\$262,000	\$-262,000
3 155619	Central Services	30		\$27,159	\$-27,159
4 155619	Central Services	40		\$228,084	\$-228,084
5 155619	Central Services	71			\$0
6 155619	Central Services	73		\$164,699	\$-164,699
7 155619	Central Services	78	\$762,251	\$762,251	\$0
8 84080600	Life Science Stockroom	10			\$0
9 84080600	Life Science Stockroom	20		\$7,000	\$-7,000
10 84080600	Life Science Stockroom	71			\$0

Changing the Model

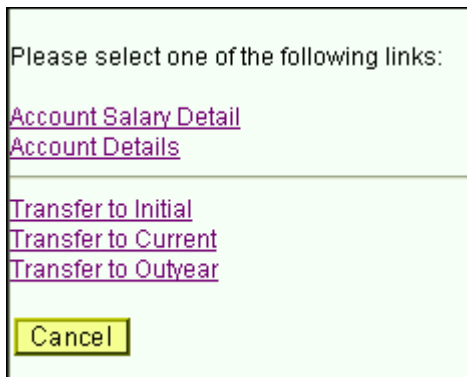
The CBM system groups data by model. This is analogous to a fiscal year. In all of the search dialog boxes the model ID field has the default value of the proposed year. There are two ways to change the model on CBM:

Method 1:

- If you are already in a panel group, change the model by clicking on the **Return to Search** button.
- You will then get the search dialog box of the panel group you are in.

Method 2:

- If you are on a panel with a grid (except the Auto Calc panel & Employee Information All Salary by Account), click on the link next to Account.
- You will be directed to the panel shown below where you may choose the desired model to transfer to.



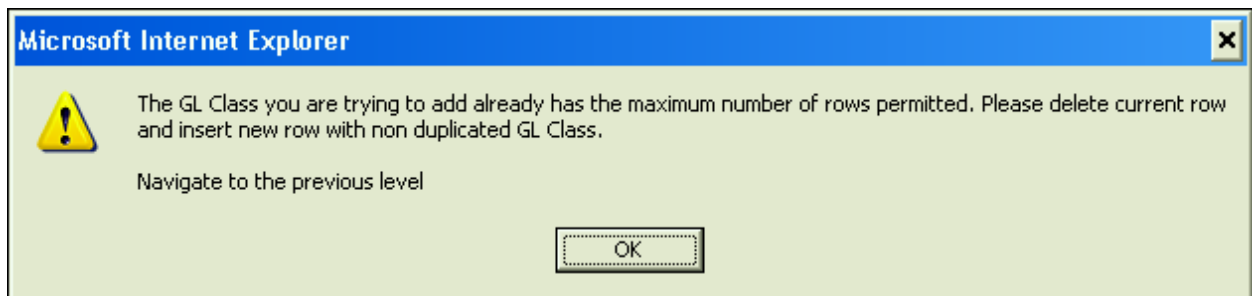
- The links on this panel contains the following model transfer options:
 - ◆ Transfer to Initial - This option will open your active panel for the Initial model.
 - ◆ Transfer to Current - This option will open your active panel for the Current model.
 - ◆ Transfer to Outyear - This option will open your active panel for the Outyear model.
- Please be aware that when you are in an associated model, the position where you are entering data is still the third column. To view all of the associated models you have to be in the Proposed year.
- Since related models open in their own windows, you must close these windows to get back to the Proposed model.

Error Messages & Warnings

- Keep in mind the Save button saves everything in the panel group, not just the active panel. When you get an error message, it may have to do with a field on a panel that you are not currently on. The error message below states to correct the highlighted fields. The highlighted field may be on another panel in the panel group that you are viewing. Click through all of the panels in the group in order to find the one causing the problem.



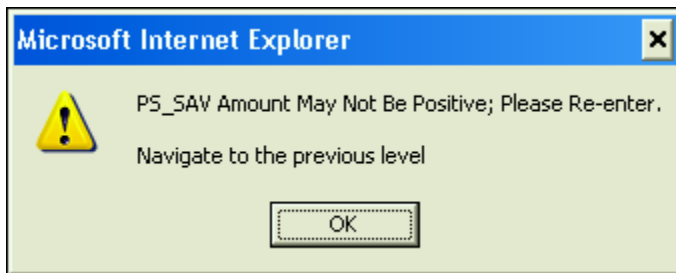
- If you get the error message below, this means that you are attempting to insert a GL class that you already have on the grid that you are working on. Click OK and then click the minus button to delete the duplicate row or click the drop down list to change the selected GL class.



- If you are budgeting an account in one of the six Account Distribution panel groups, and you select another Account Distribution panel group, you will get the error message below. To avoid this message click the Exit button after saving your current panel.
Then you can select the next Account Distribution panel group you wish to work in.



- If you enter a positive amount for Savings (GL Class PS_SAV) on the Account OSE panel, you will get the error message below when you try to save. Click on the OK button and enter a negative amount or zero.



- If you zero the AF Compensation Rate and/or FTE for a split employee, you will receive the warning displayed below. This feature was added so that users are reminded to send email notification to the VP area coordinators who share their split employees.

Warning -- You are zeroing out an employee who is paid from more than 1 account. If any of the employee's accounts roll up to VP areas other than yours, please send email notification to the VP area coordinators who share this split employee.

11.0 Need Help?

ALL CBM Users

If you have forgotten your PeopleSoft password, you should contact the Computer Accounts office either by calling 2-8011 or by submitting a trouble ticket using this URL:

<https://naples.cc.sunysb.edu/SCORE/solarhelp.nsf/trouble+ticket>

When you contact Computer Accounts, identify your problem as a "PeopleSoft Admin. Password problem".

West Campus CBM Users

- For **technical questions** regarding PeopleSoft installations, forgotten network passwords, access to Crystal Reports, etc., call Client Support at 2-9800.
- For **general questions** regarding the CBM module, call Diane Thide in the Budget Office at 2-6090.

Medical Center CBM Users

- For **technical questions** regarding PeopleSoft installations, forgotten network passwords, etc., call the UHMC Help Desk at 4-4357.
- For **general questions** regarding the CBM module, call Glenn Schmidt in the Budget & Finance Office at 4-2088.

Health Sciences Center CBM Users

- For **technical questions** regarding PeopleSoft installations, forgotten network passwords, etc., call the UHMC Help Desk at 4-4357.
- For **general questions** regarding the CBM module, call John Riley at 4-7504.

University Hospital CBM Users

- For **technical questions** regarding PeopleSoft installations, forgotten network passwords, etc., call the UHMC Help Desk at 4-4357.

- For **general questions** regarding the CBM module, call your Budget Liaison at the Hospital Cost & Budget Office. The names and responsibility areas for each liaison are listed below.
- Timothy Riley 4-4119 Nursing, ER, Cancer Center
- Jennifer Bailey 4-4115 Hospital Operations, Hospital Operations – Radiology, Ambulatory Care
- Violet Payne 4-4117 Finance, Interns & Residents
- Susan Kass 4-4118 CEO, COO, Supply Chain, Human Resources, Public Affairs & Marketing, Chief Strategy Officer, Finance – Core Campus CFS, Laboratory, Facilities & Support Services
- Stephanie Desio 4-4114 Chief Quality Office, Chief Medical Officer, Information Technology
- Tammy Palmer 4-4112 Supply Chain

Appendix
