

Budget Item Detail

Budget Item Detail in its most basic form is a way to assign specific justification or description to dollar amounts that have been budgeted.

There are two main steps:

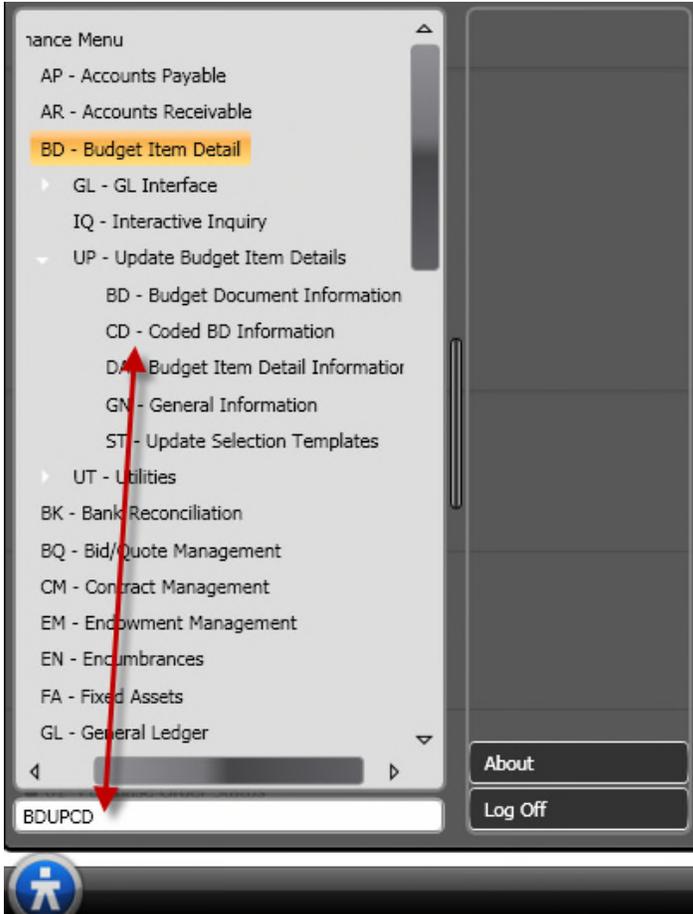
1. Setting Up Budget Item Details
2. Distributing to the GL

There are several steps to be taken into account when setting up the budget items details although not all are required. These steps will be split into X areas:

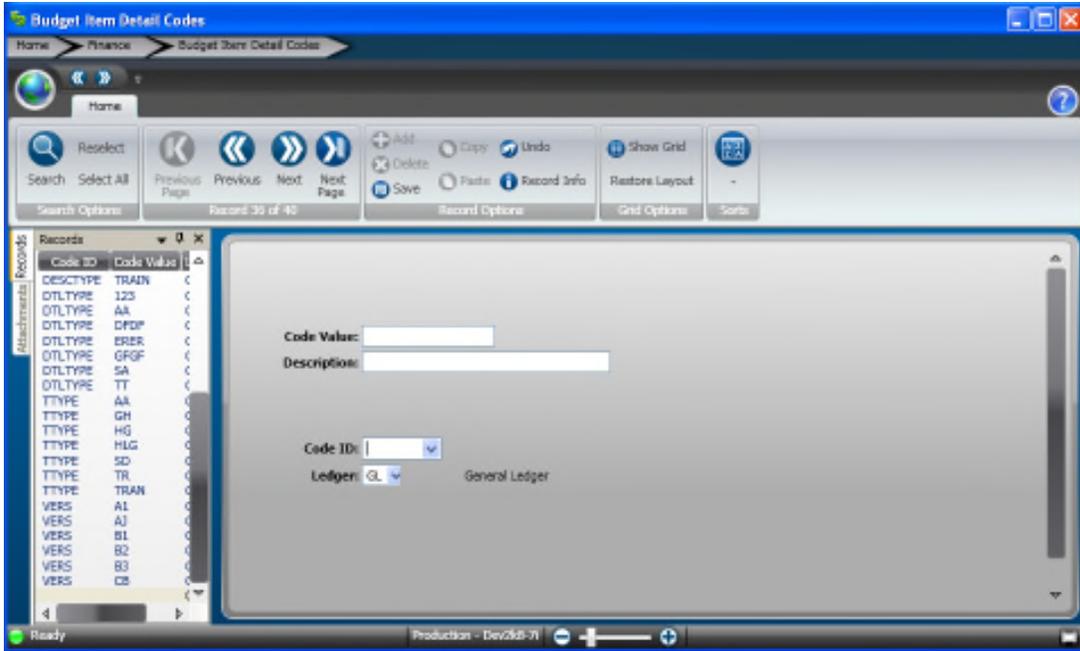
1. Prep Work

BID Prep Work

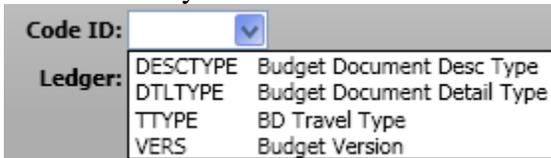
The first part of using the Budget Item Detail is to plan how the flow of Budget Item detail is going to work, how much detail you want etc. The first part of the setup is in the codes screen found at BDUPCD:



The screen looks like this but can also be viewed in grid mode:



In this screen you would first want to chose a Code ID. Your options are:



DESCTYPE and DTLTYPE will both be used on the BDUPBD screen to describe what type of documents are being used for justification/description of the budget item details themselves.

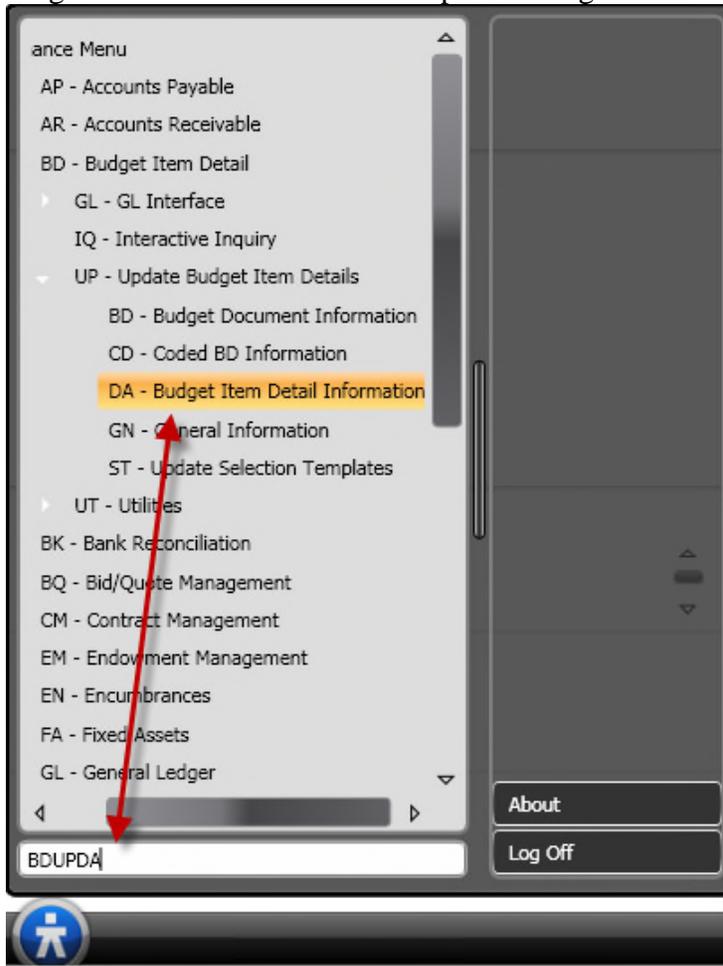
TTYPE is used to create Travel Types for the Travel Type BID screen.

VERS is used to create BID budget versions. These can be the budget versions that have been set up in the GL, or you can create or own. This is where you create your own, the ones from the GL will populate automatically. These are used when creating templates as a way to have selection criteria so that you can pick and chose which budget item detail transactions you want to upload to a budget.

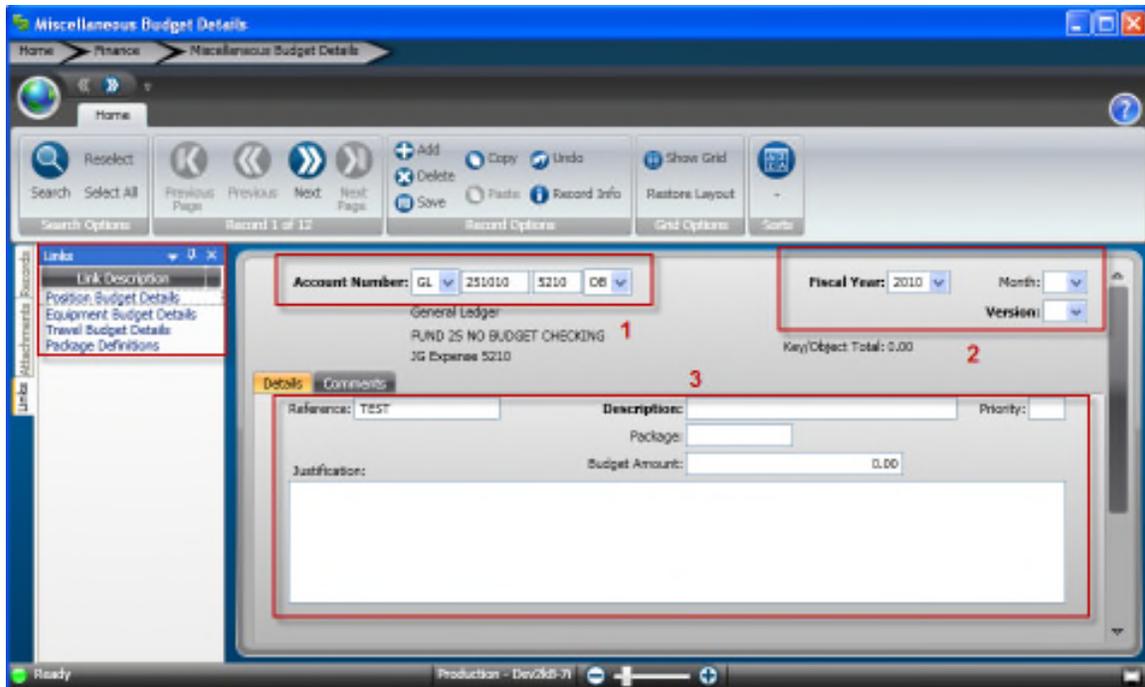
Create BID line item

After all of your setup is complete it is time to create the BID line items themselves. There are 4 screens to input BID line items depending on what category of BID we are talking about. The 4 categories are: Miscellaneous, Position Budgeting, Equipment, and Travel.

To get to the Miscellaneous BID input screen go to BDUPDA:



The screen looks like this:



You can see on the left in the links tab that there are 4 links. All of them except for “Package Definition” are to bring up the mask that will allow you to enter a different category of BID. Note: this is the ONLY way to get to these input screens.

Area 1 is where the Key Object needs to go for where this BID is destined to create budget.

Area 2 is for assigning Fiscal Year, Version and Month (this is only used if you are budgeting monthly). The fiscal year and version is only for use in the BID database tables, not the Budget Database in the GL. It is used for selection criteria when you upload the BID entries to the GL. It is good practice to create new BID entries each year and change the fiscal year each year. You can also do multiple uploads if one upload is for a first draft budget and another one is for a finalized budget. To easily create new BID’s based off of previously created BID’s you can use the BDUTCP copy BID utility that will be explained later.

Area 3 is for Reference, Description, Package, Dollar amount to be budgeted, and justification. Reference, Description and Justification are used for reporting purposes. Priority is used for Reporting and for Selection criteria purposes, for example if you have specific items that are necessary you can assign them priority 1, less essential things can have a lower priority. Then when the budget is uploaded, the user can chose which priorities to upload.

Package is a way to link BID’s that are in different categories together. For instance if you were to hire a new employee, you would want to do some budgeting in Position Budgeting, and possibly some Travel budget to pay for your recruiters to travel to the recruiting site. It would be convenient to show that these to items are connected in some way. Package does this. By creating a package you can then tag several seemingly unrelated line items together according to package.

A completed MISC budget item detail might look like this:

The other BID screens will work in a similar fashion as this one. They will ask for a Key-Object combination, Fiscal Year, Version, Package (optional), Budget Amount, Priority, however the other screens will all allow for entry of unique information depending on the screen. Here are the other screens:

Travel Budget Detail:

As you can see the top half of the screen is identical to the first BID screen, the difference is the bottom half. Here you can put details of the proposed travel, things like dates, amount of people, location, etc. The total amount of budgeted dollars is made up of all of the individual amounts on the right. Then when an amount of persons is added on the left, the cost/person is automatically calculated by the system. Keep in mind it divides the total amount by the people, it doesn't multiply.

Equipment Budget

The screenshot shows the 'Equipment Budget Details' window. The top navigation bar includes 'Home', 'Finance', and 'Equipment Budget Details'. Below the navigation bar is a toolbar with various icons for actions like 'Reselect', 'Search', 'Select All', 'Previous Page', 'Next Page', 'Add', 'Delete', 'Copy', 'Paste', 'Undo', 'Save', 'Record Info', 'Show Grid', 'Restore Layout', and 'Sort'. A 'Records' pane on the left shows a table with columns 'Org Key', 'Object', 'Level', and 'Fiscal', containing one entry: '05 2010'. The main area is a form with a red border. It includes fields for 'GL Account' (GL, AZP, 0157, 05), 'Fiscal Year' (2010), 'Month', and 'Version'. A 'Key/Object Total: 0.00' is displayed. The form has two tabs: 'Details' (selected) and 'Comments'. Under 'Details', there are fields for 'Reference', 'Description', 'Priority', 'Package', 'Contract', 'Make', 'Quantity', 'Model', 'Unit Price', 'Funding Source', 'Purchase Date', 'Budget Amount' (0.00), 'Fixed Asset', 'Cutoff Date', and 'Job Number'.

The same top half - bottom half rules apply. The bottom allows for the entry of information on the piece of equipment to be purchased.

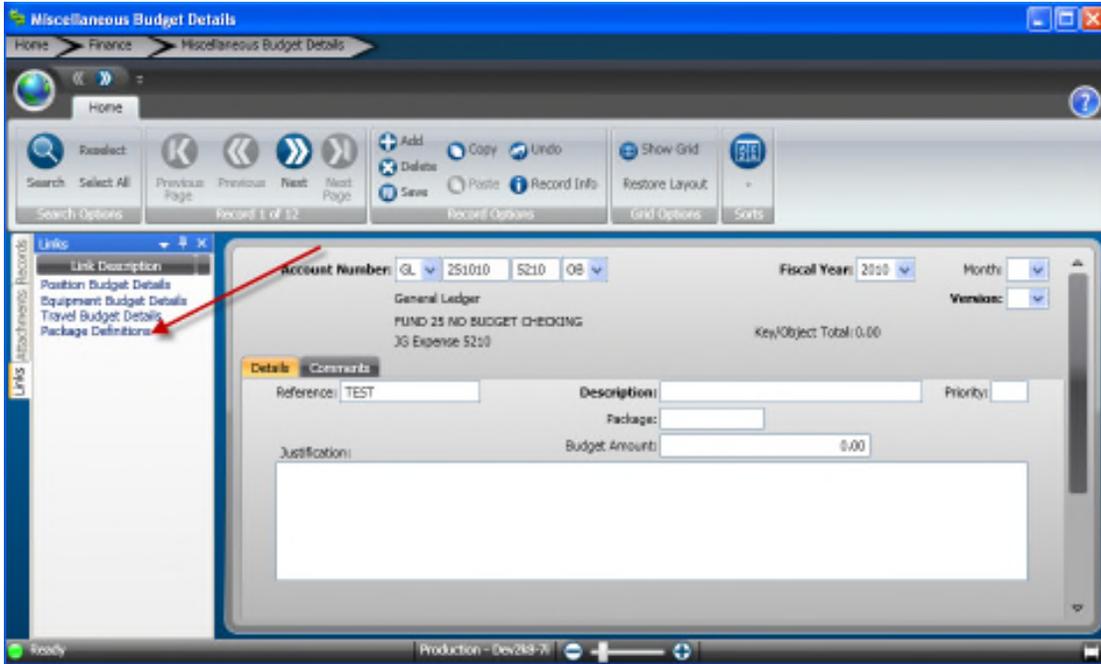
Position Budgeting

The screenshot shows the 'Position Budget Details' application window. The window title is 'Position Budget Details'. The breadcrumb navigation shows 'Home > Finance > Position Budget Details'. The interface includes a toolbar with various actions like 'Reset', 'Search', 'Select All', 'Previous Page', 'Next Page', 'Add', 'Delete', 'Copy', 'Paste', 'Undo', 'Record Info', 'Show Grid', 'Restore Layout', and 'Sort'. Below the toolbar is a 'Records' table with columns 'Org Key', 'Object', 'Level', and 'Fiscal'. The table contains one record: '001 | 1000 | 05 | 2009'. The main form area is divided into sections. The top section is for 'GL Account' with fields for 'GL' (001), '0000', and 'CB'. It also includes 'Fiscal Year' (2009) and 'Month' (dropdown). Below this is 'General Ledger' with 'SUWF WISE 01 In/Out' and 'Pooled Cash'. The 'Details' tab is active, showing 'Reference', 'Description' (digi), and 'Priority'. The 'Package' field is also present. The bottom section contains various dropdowns and input fields: 'Model', 'Position', 'Employee ID', 'Bargain Unit', 'Job Number', 'Department', 'Location', 'Salary Table', 'Salary', 'Pringe', 'FTE', 'Budget Amount' (0.00), 'Cutoff Date', and 'Job Number'. The status bar at the bottom shows 'Ready' and 'Production - Dev200-71'.

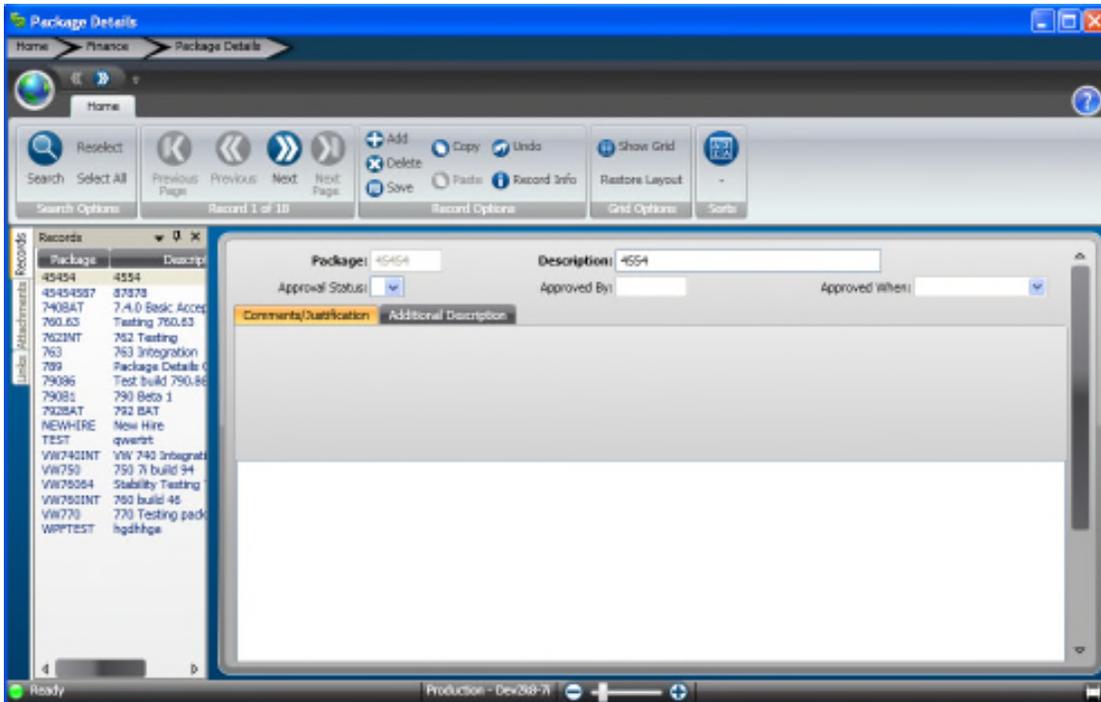
This allows for further detail in the budget relating to new or existing positions in the organization.

Creating a Package

A package can be created as a way to link seemingly unrelated BID line items together. A package is made on the Package entry screen which you can get to from the link on the BDUPDA screen:



The screen looks like this:



It is a pretty simple screen. All that must be entered is a Package and a Description, however approval status, Approved By, When, and Comments and Justifications may be

entered also. After you have entered a package you can go to the package field on any of the BID entry screens. Click in the package screen:

Package:

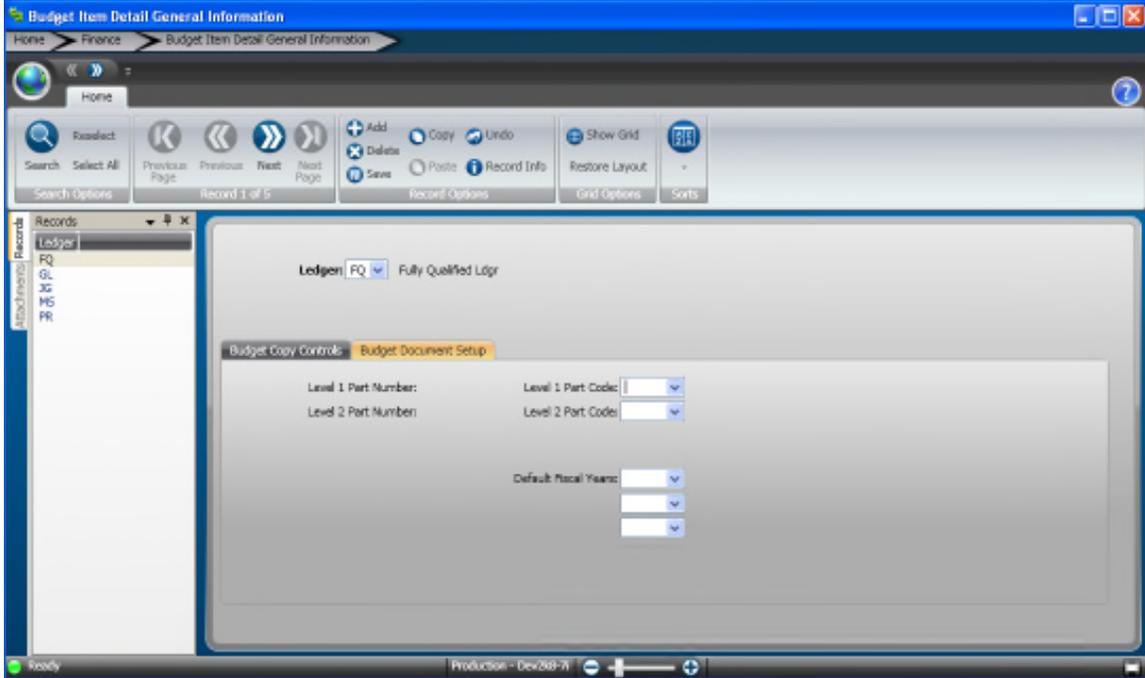
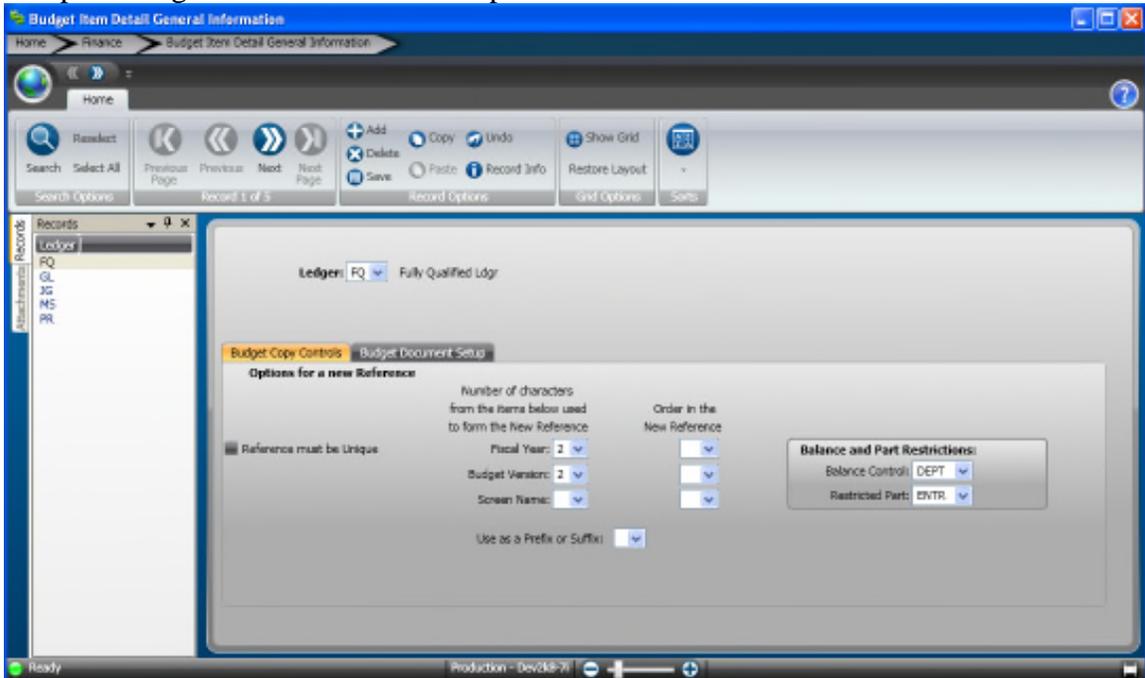
and on the ribbon bar a lookup button will appear:



this will allow you to select one of the packages that has already been created.

Budget Documentation

Setup of Budget documentation takes place on the BDUPGN screen:



Budget Documents

Home > Finance > Budget Documents

Home

Reset Search Select All Previous Page Previous Next Next Page Add Copy Undo Show Grid Delete Paste Record Info Restore Layout Save Record Options Grid Options Sorts

Records

| Part Value 1 | Part Value 2 | PU |
|--------------|--------------|----|
| 123 | 123 | RU |
| 41 | VFF | RU |
| 42 | VFF | RU |
| 45 | 23 | RU |
| 879878 | 545444 | RU |
| 99 | 22 | RU |
| DFD | DFD | RU |
| DFDFDFD | DFDFDF | RU |
| DS | SD | RU |
| DSDS | DSSSD | RU |
| DSSD | DSSSD | RU |
| PDF | SD | RU |
| TEST | TST | RU |
| ZZ | ZZ | RU |

FUND: [v] Fund Code: [] Ledger: GL [v]
RESP: [v] Responsible Area: []

Description Details Comments

Description

Type: [v]

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Budget Documents

Home > Finance > Budget Documents

Home

Reset Search Select All Previous Page Previous Next Next Page Add Copy Undo Show Grid Delete Paste Record Info Restore Layout Save Record Options Grid Options Sorts

Records

| Part Value 1 | Part Value 2 | PU |
|--------------|--------------|----|
| 123 | 123 | RU |
| 41 | VFF | RU |
| 42 | VFF | RU |
| 45 | 23 | RU |
| 879878 | 545444 | RU |
| 99 | 22 | RU |
| DFD | DFD | RU |
| DFDFDFD | DFDFDF | RU |
| DS | SD | RU |
| DSDS | DSSSD | RU |
| DSSD | DSSSD | RU |
| PDF | SD | RU |
| TEST | TST | RU |
| ZZ | ZZ | RU |

FUND: [v] Fund Code: [] Ledger: GL [v]
RESP: [v] Responsible Area: []

Description Details Comments

Details

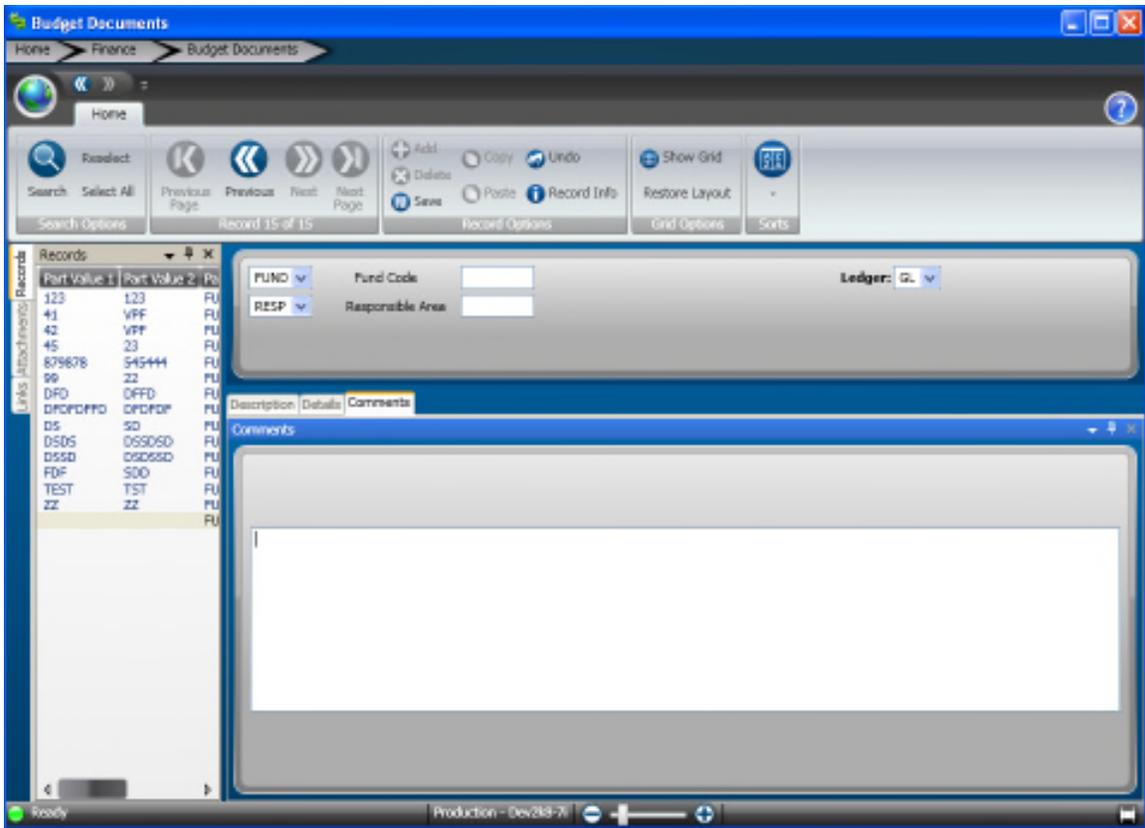
Type: [v]

Description: []

Fiscal Year 1: 2004 [v] Amount 1: [] 0.00
Fiscal Year 2: 2005 [v] Amount 2: [] 0.00
Fiscal Year 3: 2006 [v] Amount 3: [] 0.00

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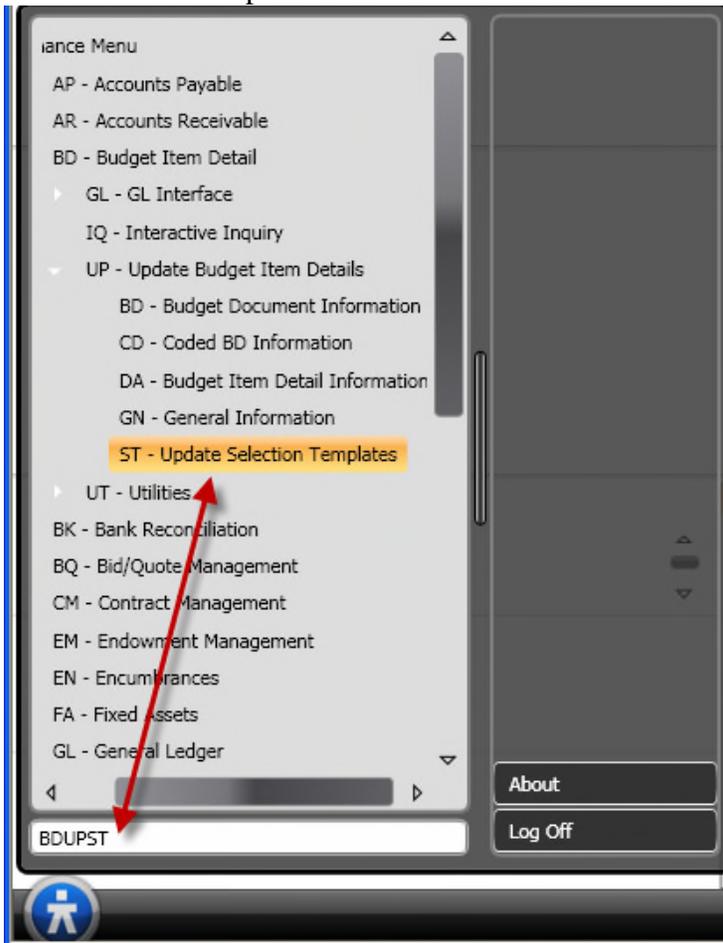


More information to come.

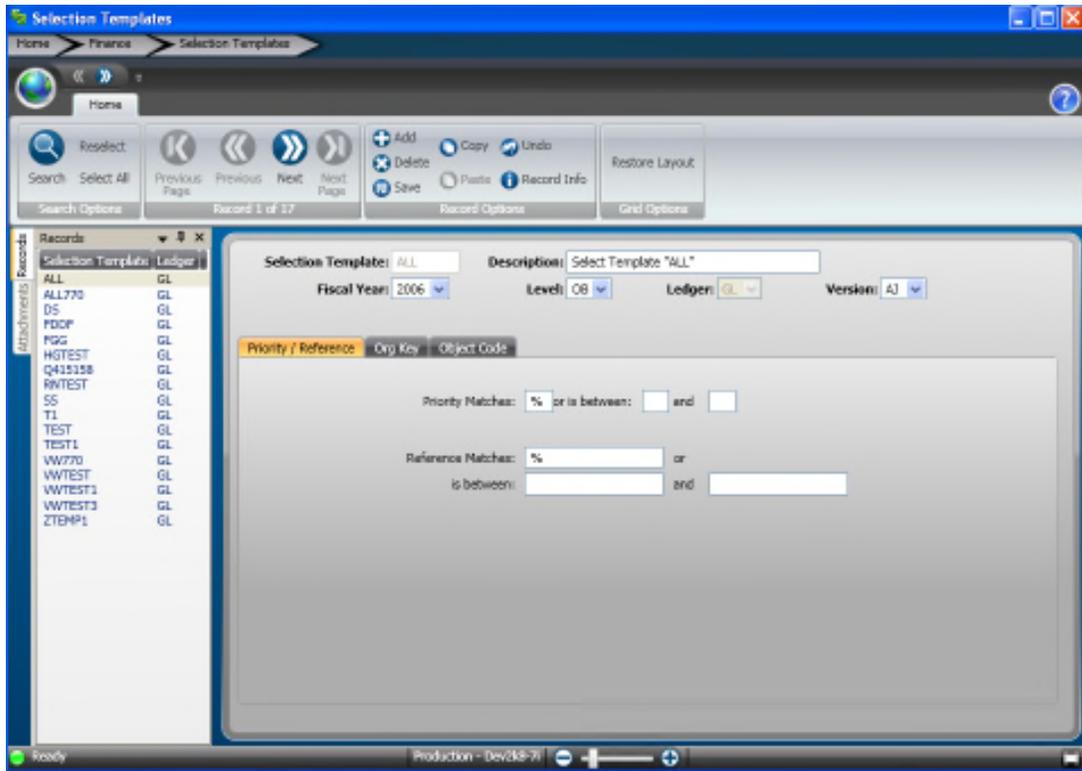
Create a Selection Template

At some point you must create a selection template. This is a set of selection criteria so that you need not have every budget item detail that has been created selected and have a budget created for those BID entries. You will also have the option to have selection criteria on the utility that will allow you to upload your BID to the GL, however having the template available will allow you to have a “Favorite” so to speak, so that each time you do this upload you can just use the template instead of setting all of your search criteria every time.

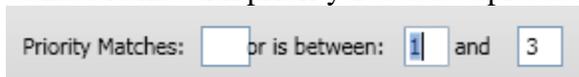
The Selection Template screen can be found at BDUPST:



It looks like this:



Currently we are on a template named “ALL”. You will see in some of the fields there are “%” symbols. This is because traditionally this screen was a cobalt screen and “%” was the standard wildcard symbol. This is still used in these screens although the “*” is used in other parts of the system. This being the case you can see that both Priority Matches and Reference Matches have % in them meaning that on the matching field on the BID line items, it doesn’t matter what is there, the utility will import them. If I only wanted items with priority 1-3 to be uploaded, the Priority Match would look like this:



On the upper half of the screen you can see that there is also a Fiscal Year Field, Level Field, Ledger, and Version. These fields do not refer to where the budget is going, they refer to what the BID items have in them as a form of selection criteria.

There are two other tabs in which we can put selection criteria: Org Key and Object Code. Org Key looks like this:

Selection Template: ALL Description: Select Template "ALL"

Fiscal Year: 2006 Level: OB Ledger: GL Version: AJ

| Priority / Reference | Org Key | Object Code |
|----------------------|-----------|------------------------|
| Organization Key | Matches % | OR is between and |
| Fund Code | % | |
| Fund Type Code | % | |
| Function Code | % | |
| Department Code | % | |
| Division Code | % | |
| Responsible Area | % | |
| | % | |
| | % | |

Here on the Org Key screen you can create selection criteria based on the Key itself or any of the background Key Parts.

The Object Code tab looks like this:

Selection Template: ALL Description: Select Template "ALL"

Fiscal Year: 2006 Level: OB Ledger: GL Version: AJ Adjustment

| Priority / Reference | Org Key | Object Code |
|----------------------|-----------|------------------------|
| Object Code | Matches % | OR is between and |
| Audited Fin Stmt | % | |
| Enterprise F/S | % | |
| State Report | % | |
| Local Reports | % | |
| Budget Category | % | |
| Account Type | % | |
| Obj Grp1 Intial | % | |
| Obj Group 2 | % | |

It works just like the Org Key screen where you can create selection criteria based on the Object Code itself or one of the Primary Background Groups.

After you have entered all of your selection criteria, press enter to save. This can now be used in either of the upload to GL utilities.

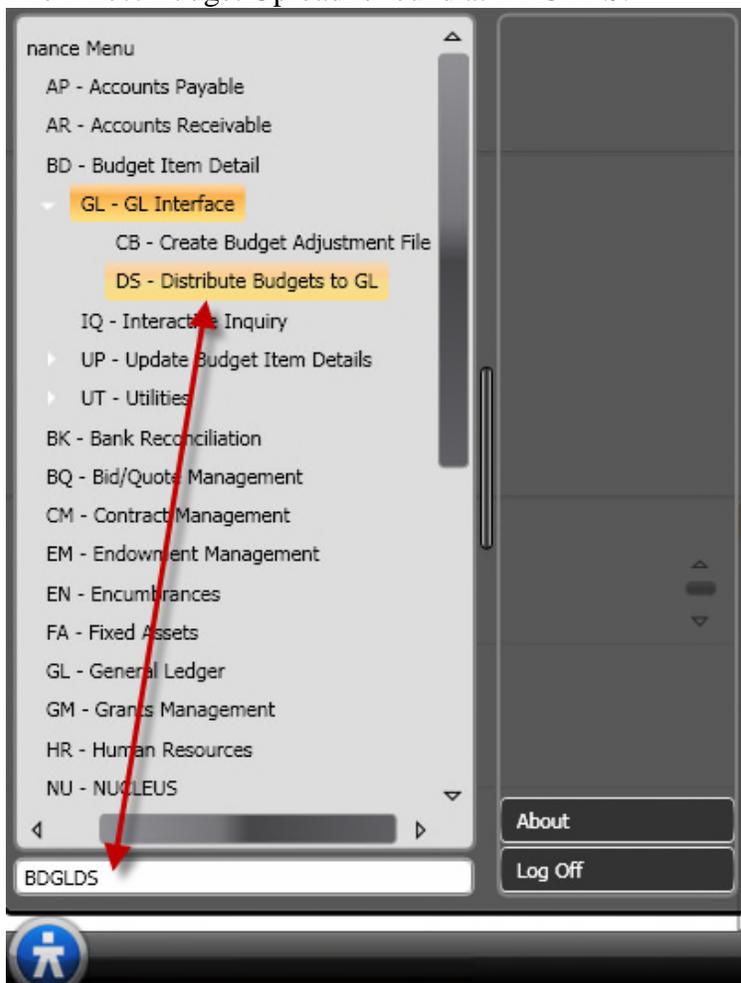
Uploading BID to GL

The last step of the BID process is to take the Budget Item Detail information and upload it to the GL so that you can create your budgets within the actual Budgeting System. There are two ways to do this: Direct Budget Upload, or Budget Adjustment File Upload.

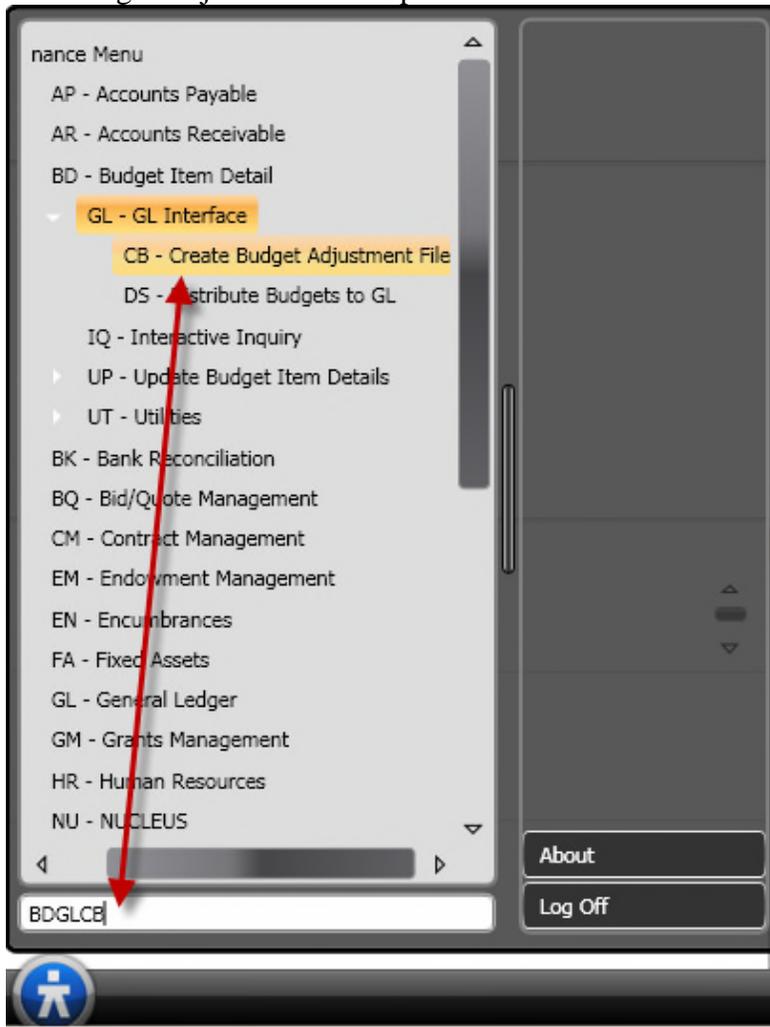
The Direct Budget Upload utility is to be used with great caution by a user who is very sure of what is going to be uploaded. There won't be a batch proof, and there isn't any way to see what is going to be uploaded before it is actually uploaded. This tool is useful for situations where the BID is very simple.

The budget adjustment file upload is a similar tool with the exception that instead of directly updating the budget, it creates a budget adjustment transaction that will sit in the GLBUBAUB. While in the GLBUBAUB it can be reviewed, Proofed and Distributed just like a regular budget adjustment transaction. For more information on this see the Budget End User Guide. It is recommended that you use the Budget Adjustment File Upload.

The Direct Budget Upload is found at BDGLDS:



The Budget Adjustment File Upload is found at BDGLCB:



Both utilities have exactly the same fields and look exactly the same:

There must be a Selection Template and a Name for the “Set Budget Adjustment File” In the case of the direct upload, this field is still used on the background table for organization purposes even though a set is not created.

You will need to select your Budget Level which is currently set to OBJ.

On these rows of questions, the “From” rows is in reference to the Budget Item Detail Line items themselves, and to “To” is in reference to the Budget in the BU subsystem.

Budget funding transaction type is taken from the budget transaction types on the glbubaub screen. Your options are:

So depending on what you want put in A, N, T, or X.

Under the options menu you have further ability to customize your search criteria, put a reason code, etc.

Click submit and your job will be sent to either create new budget or a budget adjustment transaction.