

# FY13 Budget Prep – New Functionality

## HR Refresh Functionality

It is now possible to refresh the HR data for a single DeptID in Position Budgeting. The process is simple, but care is necessary to avoid unintentional errors. The process begins on the Positions page at: UM Budgeting > UM Final Budgeting > UM Department Users [UM RRC Managers] > UM Position Budgeting. Click on the Refresh HR Data button towards the bottom of the Position page to begin the refresh process. Click OK after reviewing system messages.

### HR Refresh Considerations:

- **Refresh on Thursdays** – the interface that loads HR data into EFS runs on Wednesday nights. Only on Thursdays will you be assured of the most complete and accurate position and payroll data. Refresh on other days will result in no changes to data if changes exist in HR after the last refresh.
- **Refresh updates a single DeptID** – clicking on the refresh button updates the data for only the DeptID listed in the header of the Positions page.
- **Refresh updates positions pulled from HRMS** – refresh will pull in any new positions created in HRMS since the last refresh and any salary or distribution changes that have been entered in HRMS. Refresh will not affect positions created in Position Budgeting. This may result in a duplicate entry if a new position added in Position Budgeting is then added in HRMS and the DeptID data is refreshed.
- **Refresh will not overwrite budget entries for the next year** – the refresh option only affects the data pulled from HRMS and does not affect data in the Next FY Salary Only Budget Amt and Next FY Fringe columns that has already been entered.
- **Changes made in HR for the future year are not reflected in Position Budgeting** – the system only pulls data in HRMS for the current year and does not reflect personnel changes entered in HRMS that will be effective for the budget year.
- **The Budget Detail page must be refreshed separately** – the Refresh HR Data button on the Positions page does not affect the Budget Detail page. It is still necessary to refresh from the Budget Detail page to pull in updated Position Budgeting information.

### HR Refresh Error Reports

Two new reports will help to help avoid errors in position budgeting:

- Navigate to UM Budgeting > UM Final Budgeting > UM Department Users [UM RRC Managers] > UM Reports
- Select a report:
  - **UM Posn Budget Orphan Report** identifies employees that have money budgeted for the upcoming fiscal year but no longer hold that budgeted position after an HRMS data refresh.
  - **UM Posn Budget Change Report** identifies what changed as a result of an HRMS data refresh and what budget data already exists.

# FY13 Budget Prep – New Functionality

## Budget Upload Functionality

### Budget Detail Upload Process

The ability to upload budgets for a DeptID in Detailed Budget Entry is new for FY13 budget prep. Units can now download budget lines that exist in UM Detailed Budget for a DeptID to Excel, work with them to develop budgets (adding or updating lines), and upload the results to the Detailed Budget Pages from a CSV file. This functionality can be used for any budget lines that do not feed from UM Asset Budgeting or UM Position Budgeting.

Follow these steps to download and upload budgets to the Budget Detail page for a DeptID:

1. In EFS, navigate to the Query Viewer at: Reporting Tools > Query > Query Viewer. Query viewer is available in the reporting instance of EFS.
2. Search for query (in folder UM BUDGETING): **UM\_FBD\_DETL\_BUDG\_UPLOAD**
3. Click on Run to Excel
4. Enter Budget Year: 2013 and a DeptID number; click on View Results
5. Save the Excel file to your computer. When you open the spreadsheet, you will see columns for: Exclude, DeptID, Account, Fund, Program, Project, ChartField 1, ChartField 2, Fin EmplID, CS, Forecast Amount and Planned Budget Amount. All eligible lines currently entered for the DeptID will appear, including those already changed and saved.
6. The Forecast Amount and Planned Budget Amount fields will update in the EFS Budget Detail Page for any budget row that you include in your upload document. These two fields must contain a number (0 is OK in the Forecast Amount). You may add rows for chartstrings that have not yet been entered. Do not add rows for expense lines related to Accounts budgeted in UM Position Budgeting (calculation method: POSBUD) or UM Asset Budgeting (calculation method: ASSET) since entry of those items is done on other pages. (These rows will not appear in your download. Rows added with non-student salary, asset, or depreciation Accounts will error in the upload process.) Delete any lines you do not want to write over. **Delete the header row** even though that row appears in the download. Make sure that columns are in the same order as in the download (as listed above) and there are no extra columns.
7. Save the spreadsheet as a CSV (Comma delimited) document.
8. Navigate to the Budget Detail page for your DeptID in the production instance of EFS. Click on the Upload Budget Detail button at the bottom of the page. The UM Detailed Budget Upload page will appear.
9. Click on Add, find your prepared CSV file, and click Upload. The Budget Detail page for the DeptID will reflect the uploaded lines. Save and proceed with budget entry.
10. See below for additional hints & tips for uploading budgets.

# FY13 Budget Prep – New Functionality

## Position Budgeting Upload Process

Similar functionality for the Distributions page in UM Position Budgeting is also available. The process is very similar to the Budget Detail Upload, with a few changes.

Follow these steps to download and upload position distributions to the Positions page for a DeptID:

1. In EFS, navigate to the Query Viewer at: Reporting Tools > Query > Query Viewer. Query viewer is available in the reporting instance of EFS.
2. Search for query (in folder UM BUDGETING): **UM\_PBD\_POS\_BUDG\_UPLOAD**
3. Click on Run to Excel
4. Enter Budget Year: 2013 and a DeptID number; click on View Results
5. Save the Excel file to your computer. When you open the spreadsheet, you will see columns for: HR DeptID, Position Nbr, EmplID, Name, Rcd, Earn Code, DeptID (distribution DeptID), Salary Account, Fund, Program, Project, ChartField 1, ChartField 2, Fin EmplID, CS, Budget Salary Amt, Budget Fringe Amt and Exclude. Lines currently entered for the DeptID will appear, including those already changed and saved.
6. Budget Salary Amt and Budget Fringe Amt fields will update in EFS for any budget row that you include in your upload document. The Budget Salary Amt field must contain a number. If the Budget Fringe Amt field is blank or zero, the fringe will calculate automatically upon upload. If the salary amount is not zero, the adjustment amount will also calculate automatically. You may add rows for chartstrings that have not yet been entered. Delete any lines you do not want to write over. **Delete the header row** even though that row appears in the download. **Delete the Name column** even though that column appears in the download. Make sure that columns are in the same order as in the download (as listed above) and there are no extra columns.
7. Save the spreadsheet as a CSV (Comma delimited) document.
8. Navigate to the Positions page for your DeptID in the production instance of EFS. Click on the Upload Distributions button at the bottom of the page. The Position Budget Distribution Upload page will appear.
9. Click on Add, find your prepared CSV file, and click Upload. The Distributions page for the DeptID will open and will reflect the uploaded lines. Save and proceed with position budgeting.
10. See below for additional considerations specific to Position Budgeting Upload.

# FY13 Budget Prep – New Functionality

## Budget Upload Tips

### Considerations for Budget Detail Upload and Position Budgeting Upload

- **Dollar values must be numeric** – verify that values in forecast and budget fields are numeric. Any non-numeric values are loaded as \$0 with no warning to user.
- **Numeric formatting is flexible** – numbers in forecast and budget fields can be formatted as either XXXX or X,XXX
- **Decimals are rounded** – if decimals are included in the numeric value, they will round to the nearest number.
- **Format ChartField values as text** – Project and EmplID fields must be text in order to keep the leading zeros. Verify leading zeros are present before loading the file.
- **Remove all headers** – if headers are not removed in the file you will run into the first error that prevents the upload.
- **Remove all extra rows** – make sure any verification subtotals are removed for your file prior to loading.
- **Remove duplicate chartstrings** – if a spreadsheet contains new duplicate chartstrings, you will receive the duplicate key value not allowed error message upon save in EFS.
- **ChartField value errors are checked upon Save** – loading the file into the page does not validate ChartField values. ChartField errors will not be checked until the loaded page is saved. Upon save, the first field in error will be highlighted red. The field must be corrected and the page saved to validate field and remove the red. If another ChartField is in error, the process must be repeated. Only Save will validate a ChartField, and only one ChartField error will appear at a time. Tabbing through a field will not validate. (Upload process does not have capacity to highlight multiple fields in red at the same time. Best practice is to double-triple check file for accuracy prior to loading. Pay close attention to Fin EmplID/Chartfield3 values, these are most likely to be invalid.)
- **A Data Conflicts error message will appear if a duplicate chartstring is created** – when correcting errors, if values are changed so that the corrected chartstring matches an existing row in the database that isn't being display on the screen, a data conflicts error message will appear. This will prevent the entire file from saving. If values are changed so that the corrected chartstring matches one that is also currently being uploaded, a duplicate value error message will appear.

### Considerations for Budget Detail Upload Only

- **Query name: UM\_FBD\_DETL\_BUDG\_UPLOAD** – in folder UM BUDGETING.
- **Errors that will prevent upload:**
  - File format is not .csv (comma delimited)
  - File contains headers
  - DeptIDs do not match budget DeptID selected to enter page
  - Asset/Depreciation accounts included in file
  - Non-student salary accounts included in file
  - Non-final budget level account included in file

## FY13 Budget Prep – New Functionality

- **Exclude column must contain a value (Y or N)** – a blank in the Exclude column will cause the column to drop and all fields will shift left incorrectly.
- **Validate must be done after save** – existing rows will not be validated when uploading and on the save. They will only be checked via the validate button.
- **Combo edit checking occurs only after the validate (or submit) button is selected.**
- **Large amount of data will still be slow** – when a large number of rows are loaded into page (example: one DeptID has 6700 lines), navigation on the page and any action (correcting a value, tabbing, etc.) will be very slow. Best practice is to ensure accuracy of data prior to upload and to upload smaller sections of data at a time.

### Considerations for Position Budgeting Upload Only

- **Query name: UM\_FBD\_POS\_BUDG\_UPLOAD** – in folder UM BUDGETING.
- **Errors that will prevent upload:**
  - File format is not .csv (comma delimited)
  - File contains headers
  - DeptID does not match DeptID selected to enter page
  - HR DeptID does not match DeptID on row in file (for new rows only)
  - Position/Incumbent on file does not exist
- **Remove Name column** – in addition to removing header rows and other extra rows, the Name column that is included in the query results must be removed prior to upload. Leaving the Name column in will cause other columns to shift right incorrectly.
- **Add new positions and incumbents in EFS prior to download** – positions and distributions added in the download only will cause a fatal error. Distributions may be added for existing incumbents.
- **Fringe is calculated upon upload if cell contents are blank or zero** – the distributions page will automatically calculate the fringe as it would if only the salary were entered on the distributions page if the cell contains a zero or is blank.
- **Adjustment amount and percent are calculated if salary is greater than zero** – if salary amount equals zero, the adjustment columns will not populate (considered no change to salary). If salary is >\$0, adjustment field calculates automatically.
- **Distribution DeptID for new rows must equal the DeptID listed in the header for the Distributions page** – the upload file cannot include rows with a different distribution DeptID. The upload file may include *existing* rows where the HR DeptID is different from the distribution DeptID (rows that typically appear on the Other Dept Distributions page). After the file is uploaded and saved and the distribution page is exited, rows with a different HR DeptID will only be accessible on the View Other Dept Distributions page (exactly as they would if the distribution row was not uploaded).
- **Saving the Distributions page checks for both invalid ChartField values AND combo edit errors** – this differs from the Budget Detail pages in final budgeting where validate performs combo edit checks.
- **If loaded data is bad, either return to search or go to the menu title page to exit** – data will not be saved.
- **Back to Position and Back to Incumbent buttons check for valid ChartField values and combo edits.**