


HARRIS
School Solutions

1-2-3 Budget Works


BEFORE YOU BEGIN

- **Decide how you will enter Vacancies/New Employees (See page 4 of this document)**
- **Determine which scenario applies to how you will use Budget Works**
 - Scenario 1 - Update GL Budget Only
 - Scenario 2 - Update GL Budget and bring over Budgeted GL's only to Live PR
 - Scenario 3 - Update GL Budget and Pulling Budget Works into Live PR
- Each scenario is diagramed, followed by a step by step process in completing the scenarios. It also contains page #'s from the Budget Works PowerPoint that goes into more detail about each transaction.
- **ALL** scenarios begin their process with the checklist on page 5 and then proceed to the designated diagram.
- **Budgeting for SUBS should be done after employee are complete**



BEFORE YOU BEGIN

- **Remember that all changes must occur in Budget Work Transactions. Be sure that you see BUDGET WORKS at the top of each transaction.**
- **Coordination between HR/PR and person doing Budget Works is KEY to a successful PR Budgeting Process**
- **When calling for support, please have this document ready as a pinpoint to where you are in your process so that we can assist you better.**



NEW EMPLOYEES VS. VACANCIES

*****DO NOT ENTER NEW EMPLOYEES IN BUDGET WORKS*****

We have found that any of these 3 options for entering Vacancies/New Employees works best with Budget Works. Decide which method is best with you and your staff BEFORE beginning the Budget Works process.


Option #1 - Use existing employees for vacancies
If you use this option *** You will not update pay information to Live payroll from Budget Works ***

Option #2 - Budgeting with new EE's

1. Determine a cutoff date for new employees to be enter in LIVE Employee Maintenance.
2. Before the cutoff, payroll should enter all new employees in LIVE PR. They can use the "Pay Date" option on the Pay Record screen for a beginning date for employee to be paid.
3. Under BW initialization, use the "Insert New Data" option to pull new employees into Budget Work Employee Maintenance.
4. After cutoff, vacancies will need to be entered in Budget Work in lieu of pulling over new employees from Live PR.

NOTE: If PR enters new employee after cutoff in LIVE PR, they MUST add current year and next year GL records!!!

Option #3 - Adding Vacancies in Budget Work Employee Maintenance
Enter all vacancies with a last name of VACANT and information will not pull over to live PR.




ALL SCENARIOS BEGIN BUDGET WORKS HERE

- 1. Create new year tables on the budgetary side (pg. 5)
- 2. When complete, reload System Variables in Payroll
- 3. Create a new Budget Work File Name (aka SCHEMA) to pull Live payroll files into Budget Works (pg. 6-7)
- 4. Reload System Variables in payroll
- 5. Change deductions in Deduction Master Maintenance to reflect new rates for budget year (pg. 10)
 - a. Run Mass Change Deduction on Changed Deductions (include terms)
- 6. Add/Change Salary Schedules in Salary Schedule Maintenance
- 7. Add new employee types and make any necessary changes on existing Employee Types
- 8. Add Vacancies/New EE's (see previous page)
- 9. Make ANY changes for existing employees in current fiscal year (salary schedules, GL's, jobs, etc.)
- 10. Add 1 to Salary Schedules
- 11. Reset Salary Schedule Factors (pg. 16)
- 12. FOR GA ONLY - Run consolidate
- 13. FOR GA ONLY - Run split

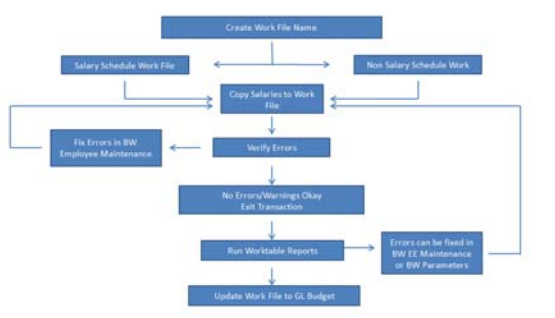
Be sure that all additions and changes are made in Budget Work Transactions.

Verify that BUDGET WORKS is at the top of each screen.

The next step is to locate your scenario and begin the Employee Budgeting Process




SCENARIO 1 - BUDGET ONLY



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    graph TD
      A[Create Work File Name] --> B[Salary Schedule Work File]
      A --> C[Non Salary Schedule Work]
      B --> D[Copy Salaries to Work File]
      C --> D
      D --> E[Verify Errors]
      E --> F[No Errors/Warnings Okay Exit Transaction]
      F --> G[Run Worktable Reports]
      G --> H[Update Work File to GL Budget]
      I[Errors can be fixed in BW EE Maintenance or BW Parameters] --> E
  
```



SCENARIO 1 – BUDGET ONLY

Use these steps if you plan to use BW as a Budgeting tool only. This means that will only Budgeted GL's will be pulled over to the Budget. NO Live PR information will be updated.

1. Create a Salary Work File Name under Budget Salary Work (pg. 17)
 - a. Use Current Fiscal Year as Source Year
 - b. Use Next Fiscal Year as Budget Year
2. Copy Salaries to work file (pg. 18)
 - a. For Salary Schedule file, select Salary Schedule box.
 - b. For Non Salary Schedules:
 - i. Select "Actual Salary"
 - ii. Select "Copy Only if No Salary Schedules Exists..."
3. Verify errors in List-View if any (pg. 19)
 - a. If errors are legit, proceed to step 4
 - b. If errors need to be fixed, fix in BW employee maintenance and copy Salaries again (Step #2)
 - i. You may copy into your Work File as much as needed until satisfied with errors
4. Verify work file information by running any of the following reports
 - a. Print Salary Worktable (pg. 20)
 - b. Budget Fixed Charges by GL
5. If changes need to be made, make the changes to BW Employee Maintenance or parameters accordingly
 - a. Then go back to STEP 2
6. Update Salary Budget to GL Budget (pg. 32, pg. 34)
 - a. Select "Salary Work"
 - i. When updating the FIRST file:
 1. Select "Salary Work Name"




SCENARIO 1 – BUDGET ONLY

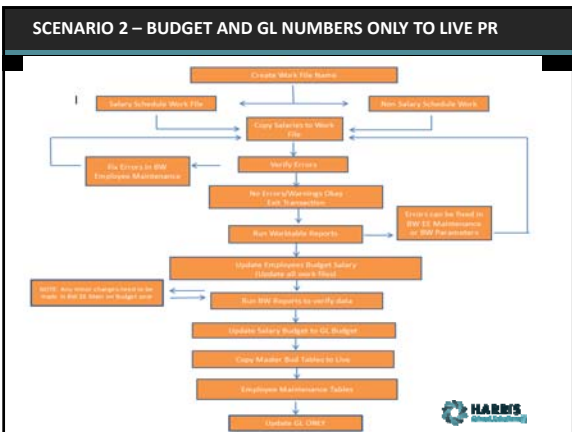
2. Select Budget year to update
3. Select "Override Budget Dollars"
4. Select by GL Component
 - a. Select Payroll OBJECT codes only
5. Select "Initialize GL Budget Amounts....."

******WARNING: Initializing Budget Amounts will zero out all budgetary amounts with the specified GL component**

- ii. When updating SUBSEQUENT work files:
 1. Select "Salary Work Name"
 2. Select Budget year to update
 3. Select "Add to Budget Dollars"
 4. Select by GL Component
 - a. Select Payroll OBJECT codes only
 5. DO NOT SELECT TO INITIALIZE GL BUDGET AMOUNTS

******NOTE: If any changes are made to any work file, you must start over at 6A**





SCENARIO 3 – BUDGET AND UPDATING BW TO LIVE PR

PR. This information includes new salaries, new salary schedules, job changes, and GL records.

- 1. Create a Salary Work File Name under Budget Salary Work (pg. 17)
 - a. Use Current Fiscal Year as Source Year
 - b. Use Next Fiscal Year as Budget Year

****NOTE: You will need at least 1 work file name for salary schedule jobs and 1 for Non-Salaried Scheduled jobs

- 2. Copy Salaries to work file (pg. 18)
 - a. For Salary Schedule file, select Salary Schedule box
 - b. For Non Salary Schedules:
 - i. Select "Actual Salary"
 - ii. Select "Copy Only if No Salary Schedules Exists..."
- 3. Verify errors in List-View if any (pg. 19)
 - a. If errors are left, proceed to Step 4
 - b. If errors need to be fixed, fix in BW employee maintenance and copy Salaries again (Step 2)
 - i. You may copy into your Work File as much as needed until satisfied with errors or to the point that you have already updated your work file into BW Employee maintenance screens
- 4. Verify work file information by running any of the following reports
 - a. Print Salary Worktable (pg. 20)
 - b. Budget Fixed Charges by GL
- 5. If changes need to be made, make the changes to BW Employee Maintenance or parameters accordingly
 - a. Then go back to STEP 2
- 6. If all information is correct, "Update Employees Budget Salary" (pg. 23)
 - a. EACH WORK FILE MUST BE UPDATED



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SCENARIO 3 – BUDGET AND UPDATING BW TO LIVE PR

on appropriate BUDGET year. Be sure to correct both Percentage % and Budget amount for ANY affected GL. DO NOT COPY SALARIES AGAIN (STEP 2)

*****BUDGET AMOUNT ON THE GL SCREEN IS THE VALUE THAT WILL UPDATE THE GL BUDGET*****

- 7. Reports in BW folder will now reflect the updated work files information (pg. 14)
- 8. Update Salary Budget to GL Budget (pg. 33)
 - a. Use "Budget Payroll"
 - b. Select BUDGET year for both current and budget year
 - c. Select "Override Budget Dollars"
 - d. Select by GL Component
 - i. Select only PR Object Codes
 - e. Select "Initialize GL Budget Amounts for Non-Budgeted Accounts..."
- ****WARNING: Initializing Budget Amounts will zero out all budgetary amounts with the specified GL component
- 9. Update GL Records to Live PR (Copy Master Bud Tables to Live) (pg. 27)
 - a. Select "Master Payroll Tables" (pg. 28)
 - i. Leave all options selected
 - b. Select "Employee Maintenance Tables" (pg. 29-30)
 - i. Select "Add/Update Employee Data"
 - ii. Select "Add New Job Records" (Add GL and Update Pay...will automatically be selected)
 - iii. Select New Budgeted Fiscal Year
 - iv. Select "Delete Existing GL for..."
 - v. FOR ALABAMA CLIENTS ONLY: Choose the appropriate employee type to update in given month
 - Example: 12 month type in July, 9 month type in September, etc.

****NOTE: If certain employee types are not being budgeted in Budget Works, the Fiscal Year End Reorg will need to be run in Live PR for ONLY THOSE employee types

Live PR will not begin validating New Year account #'s until beginning of the new fiscal year



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