

BEFORE YOU BEGIN

- **Determine which scenario applies to how you will use Budget Works.**
 - Scenario 1 - Use this scenario if you plan to use Budget Works as a Budgeting tool only. Only Budgeted GL's will be pulled over to the Budget. NO Live PR information will be updated.
 - Scenario 2 - Use this scenario if you plan to use Budget Works for pulling GL's over to the Budget and to move GL NUMBERS ONLY over to LIVE PR for the new fiscal year.
 - Scenario 3 -Use this scenario if you plan to use Budget Works for Budgeting and to update BW information to LIVE PR. This information includes new salaries, new salary schedules, job changes, and GL records.
- **ALL Scenarios begin their process with the checklist on page 5 of this document. Once you have completed the checklist you will proceed to the steps for your selected scenario.**
- **Decide how you will enter Vacancies/New Employees. For more information see page 4 of this document.**

2

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 Payroll budgeting process.**
- **Budgeting for Substitutes should be done after the budgeting for employees has been completed.**
- **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.**
- **Unless otherwise noted, the page numbers referenced in this document refer to pages in the 1-2-3 Budget Works Companion Guide which contains detailed information about each step.**

3

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 employee records for vacancies (pg. 13)
If you use this option *** You will not update pay information to Live payroll from Budget Works ***

Option #2 - Budgeting with new employee records (pg. 11-12)

- Determine a cutoff date for new employees to be entered into LIVE Employee Maintenance.
- 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.
- Under BW initialization, use the "Insert New Data" option to pull new employees into Budget Work Employee Maintenance.
- 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 (pg. 13)
Enter all vacancies with a last name of VACANT and a SSN that does not exist in Live Payroll and information will not pull over to live PR.




ALL SCENARIOS BEGIN BUDGET WORKS HERE

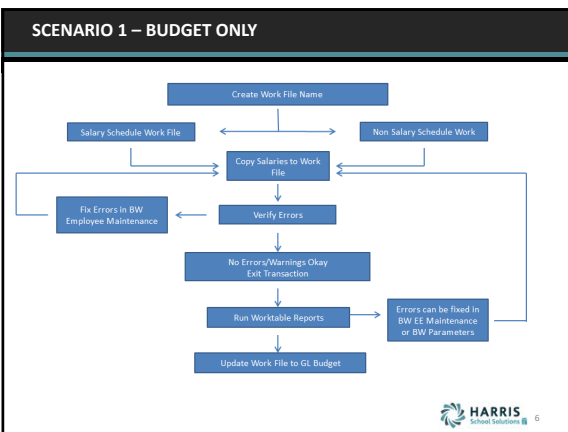
- 1. Create NEW Year Tables on the Budgetary Side (BW/NEW - pg. 7)
- 2. When complete, reload System Variables in Payroll
- 3. Create a new Budget Work File Name (aka SCHEMA) to pull Live payroll files into Budget Works (SC/MAIN-pg. 8-10)
- 4. Reload System Variables in Payroll
- 5. Change deductions in Deduction Master Maintenance to reflect new rates for budget year (BW/DEDM)
 - a. Run Mass Change Deduction on Changed Deductions and include terminated employees (BW/CSDA)
- 6. Reset Contract Days and Salary Periods in Mass Change Employee Jobs (BW/CCDE)
- 7. Add/Change Salary Schedules in Salary Schedule Maintenance (BW/SASM)
- 8. Add new Employee Types and make any necessary changes on existing Employee Types (BW/ETPM)
- 9. Add Vacancies/New EE's (pgs. 11-13)
- 10. Make ANY changes for existing employees in current fiscal year. For example, salary schedules, GL account numbers, jobs, etc. (BW/EMNT)
- 11. Add 1 to Salary Schedules (BW/ADD1)
- 12. Reset Salary Schedule Factors (BW/RSET-pg. 16)
- 13. FOR GA ONLY - Run consolidate (BW/GAHB)
- 14. FOR GA ONLY - Run split (BW/GAHB)

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

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

- Create a Salary Work Table Name under Salary Work Maintenance/Setup (BW/SUSW-pg. 18-19)
 - Use the Current Fiscal Year as Source Year
 - Use the 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.
- Copy Salaries to Work file (BW/CSSW-pg. 20-24)
 - For Salary Schedule Jobs:
 - Select the 'Salary Schedule' salary option
 - For Non Salary Schedule Jobs:
 - Select the 'Actual Salary' salary option
 - Select 'Copy Only if No Salary Schedules Exists for Employee'
- Verify errors/warnings in List-View, if any
 - If all errors/warnings are legitimate and no changes are needed, proceed to step 4
 - If errors/warnings need to be fixed, fix in BW Employee Maintenance and Copy Salaries again (Step 2)

Note: You may run the Copy Salaries to Work transaction (step 2) as much as needed to clear errors and warnings.
- Verify work file information by running the following reports:
 - Print Salary Worktable (BW/SWTP)
 - Budgeted Fixed Charges by GL (BW/BFCG)




SCENARIO 1 – BUDGET ONLY

- If changes need to be made, make the changes to BW Employee Maintenance or parameters accordingly then go back to STEP 2.
- Update Salary Budget to GL Budget (BW/CMAB-pg. 32-35)
 - Select "Salary Work"
 - When updating the **FIRST** file:
 - Select 'Salary Work Name'
 - Select the BUDGET year for the 'GL Fiscal Year to Update'
 - Select 'Override Budget Dollars'
 - Click on the 'Select by GL Component' button and select Payroll Object codes only (001-299)
 - Select 'Initialize GL Budget Amounts.....'

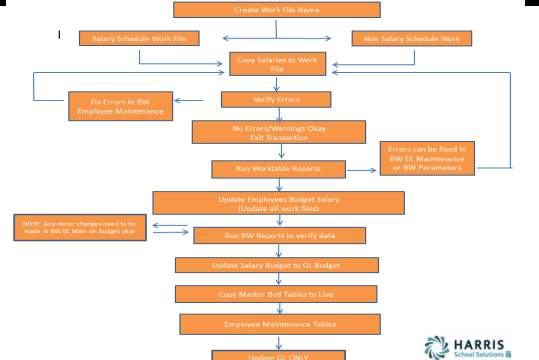

***WARNING: Initializing Budget Amounts will zero out all budgetary amounts with the specified GL component

 - When updating **SUBSEQUENT** work files:
 - Select 'Salary Work Name'
 - Select the BUDGET year for the 'GL Fiscal Year to Update'
 - Select 'Add to Budget Dollars'
 - Click on the 'Select by GL Component' button and select Payroll Object codes only (001-299)
 - DO NOT SELECT TO INITIALIZE GL BUDGET AMOUNTS

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



SCENARIO 2 – BUDGET AND GL NUMBERS ONLY TO LIVE PR


SCENARIO 2 – BUDGET AND GL NUMBERS ONLY TO LIVE PR

Use these steps if you plan to use Budget Works for pulling GL's over to the Budget and to move GL NUMBERS ONLY over to LIVE PR for the new fiscal year.

1. Create a Salary Work Table Name under Salary Work Maintenance/Setup (BW/SUSW-pg. 18-19)
 - Use the Current Fiscal Year as Source Year
 - Use the 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 (BW/CSSW-pg. 20-24)
 - For Salary Schedule Jobs:
 - Select the 'Salary Schedule' schedule option
 - For Non Salary Schedules Jobs:
 - Select the 'Actual Salary' salary option
 - Select 'Copy Only if No Salary Schedules Exists for Employee'
3. Verify errors/warnings in List-View if any
 - If all errors/warnings are legitimate and no changes are needed, proceed to Step 4
 - If errors/warnings need to be fixed, fix in BW Employee Maintenance and copy Salaries again (Step 2)

Note: You may run the Copy Salaries to Work transaction (step 2) as much as needed to clear errors and warnings or until step 6 is complete.
4. Verify work file information by running the following reports:
 - Print Salary Worktable (BW/SWTP)
 - Budgeted Fixed Charges by GL (BW/BFCG)




SCENARIO 2 – BUDGET AND GL NUMBERS ONLY TO LIVE PR

5. If changes need to be made, make the changes to BW Employee Maintenance or parameters accordingly then go back to STEP 2.
6. When all information is correct, run the 'Update Employees Budget Salary' transaction. (BW/UEFW-pg. 29-31)
 - EACH WORK FILE MUST BE UPDATED

******NOTE: Any changes to employee GL's after step 6 need to be made in BW Employee maintenance GL screen 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.
8. Update Salary Budget to GL Budget (BW/CMAB-pg. 36-37)
 - Select the 'Budget Payroll' option
 - Select the BUDGET year for both the 'Payroll Fiscal Year' and 'GL Fiscal Year to Update' fields
 - Select 'Override Budget Dollars'
 - Click on the 'Select by GL Component' button and select only Payroll Object Codes (001-299)
 - Select 'Initialize GL Budget Amounts for Non-Budgeted Accounts.....'

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




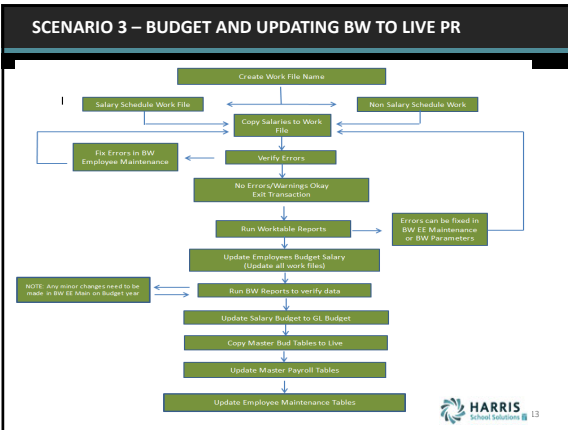
SCENARIO 2 – BUDGET AND GL NUMBERS ONLY TO LIVE PR

9. Update GL Records to Live PR (Copy Master Bud Tables to Live) (BW/BDIV-pg. 38-39)
 - Select 'Employee Maintenance Tables'
 - Select 'Update GL Only'
 - Select New (Budgeted) Fiscal Year
 - Select 'Delete Existing GL for FY.....'
 - Deleting existing GL's will remove all records for the given year in LIVE PR for selected employee types.

******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*******





SCENARIO 3 – BUDGET AND UPDATING BW TO LIVE PR

Use these steps if you plan to use Budget Works for Budgeting and to update BW information to LIVE PR. This information includes new salaries, new salary schedules, job changes, and GL records.

- Create a Salary Work Table Name under Salary Work Maintenance/Setup (BW/SUSW-pg. 18-19)
 - Use the Current Fiscal Year as Source Year
 - Use the 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
- Copy Salaries to Work file (BW/CSSW-pg. 20-24)
 - For Salary Schedule Jobs:
 - Select the 'Salary Schedule' salary option
 - For Non Salary Schedules:
 - Select the 'Actual Salary' salary option
 - Select 'Copy Only if No Salary Schedules Exists for Employee'
- Verify errors/warnings in List-View if any
 - If all errors/warnings are legitimate and no changes are needed, proceed to Step 4
 - If errors/warnings need to be fixed, fix in BW employee maintenance and Copy Salaries again (Step 2)

Note: 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.
- Verify work file information by running the following reports:
 - Print Salary Worktable (BW/SWTP)
 - Budgeted Fixed Charges by GL (BW/BFCG)

SCENARIO 3 – BUDGET AND UPDATING BW TO LIVE PR

- If changes need to be made, make the changes to BW Employee Maintenance or parameters accordingly then go back to STEP 2.
- When all information is correct, run the 'Update Employees Budget Salary' transaction (BW/UEFW-pg. 29-31)
 - EACH WORK FILE MUST BE UPDATED

******NOTE: Any changes to employee GL's after step 6 need to be made in BW Employee maintenance GL screen 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*******
- Reports in BW folder will now reflect the updated work files information
- Update Salary Budget to GL Budget (BW/CMAB-pg. 36-37)
 - Select the 'Budget Payroll' option
 - Select the BUDGET year for both the 'Fiscal Year' and 'GL Fiscal Year to Update' fields
 - Select 'Override Budget Dollars'
 - Click on the 'Select by GL Component' button and select only Payroll Object Codes (001-299)
 - Select 'Initialize GL Budget Amounts for Non-Budgeted Accounts.....'

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

SCENARIO 3 – BUDGET AND UPDATING BW TO LIVE PR

9. Update GL Records to Live PR (Copy Master Bud Tables to Live) (BW/BDLV-pg. 40-44)

- Update Master Payroll Tables (pg. 40-41)
 - Select 'Master Payroll Tables'
 - Leave all Master Table Groups selected
- Update Employee Maintenance Tables (pg. 42-44)
 - Select 'Employee Maintenance Tables'
 - Select 'Add/Update Employee Data'
 - Select 'Add New Job Records' (Add GL and Update Pay...will automatically be selected)
 - Select New Budgeted Fiscal Year
 - Select 'Delete Existing GL for FY...'
 - 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

