Paperless Budget Development

Training Manual

Department	Office of Fiscal Planning and Analysis
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What is Office of Fiscal Planning and Analysis?

<u>Mission</u>
The Office of Fiscal Planning and Analysis (OFPA) supports the strategic mission of the University by preparing, managing, and implementing the University's annual operating budget for general and auxiliary funds. We assist academic and administrative support units in budget preparation and execution while providing timely and accurate financial information to the Mississippi Institute of Higher Learning (IHL) and the Legislative Budget Office (LBO). We provide forecasting models and other financial analyses that are used to support resource allocation decisions. OFPA strives to deliver excellent customer service, education and guidance on best practices related to budgeting and financial management throughout the University.

<u>Vision</u>
The Office of Fiscal Planning and Analysis will be a proactive and integral partner in the implementation of the University's strategic plan by providing timely, accurate and complete analytical services related to financial planning, forecasting and decision support in resource allocation and development.

Who do I contact if I have questions?

Go to https://www.usm.edu/fiscal-planning-analysis/ for up-to-date contact information. Contact OFPA with questions at budgets@usm.edu.

Logging into SOARHR

1. Go to soarhr.usm.edu in your web browser.
2. Type in User ID. It will be your emplid with the "W".
3. Type in your Password.
4. Click Sign In.

Instructions for Budget Development - *Save your changes as you go*

1. Go to Nav Bar (Compass Icon) > Navigator > USM Budget Menu > Use > Budget Entry
2. Enter Fund Code, USM Financials Department, and Program Code.
3. Enter the appropriate budget period.
4. Click Search to open the budget development page.

USM_BUD_BAL_PL_DEV

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 Criteria**

Set ID | begins with ▾ | 🔍
Fund Code | begins with ▾ | 🔍
USM Financials Department | begins with ▾ | 🔍
Program Code | begins with ▾ | 🔍
USM Budget Period YYYY | begins with ▾ |

| Search | Clear | Basic Search 🔲 Save Search Criteria |

Find an Existing Value | Add a New Value

Usm Bud Bal Pl Dev

Ledger: ORG_BD   [USM Budget Balance Panel]   Set ID: USM01

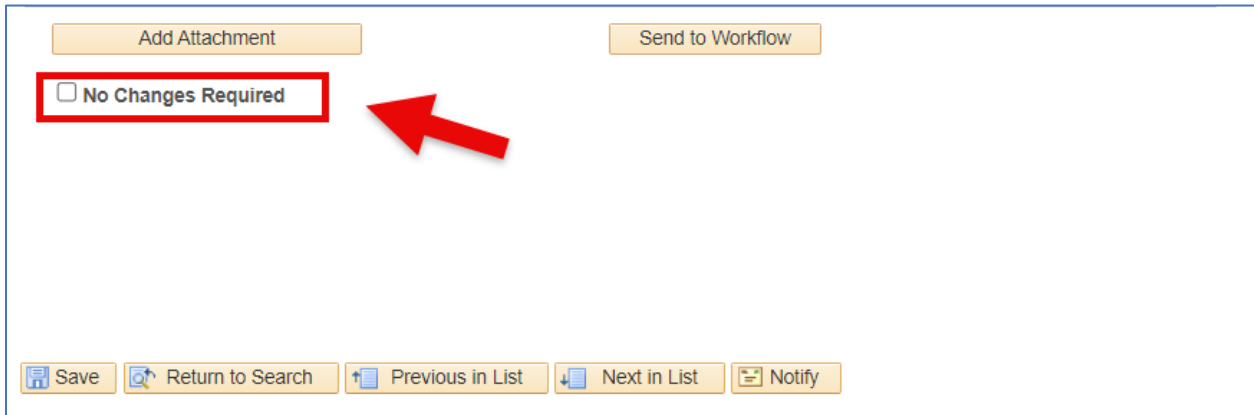Budget Period YYYY: 2023

Fund Code: 10H10   Department: 110012   Budget Development Training   Program Code: 01001

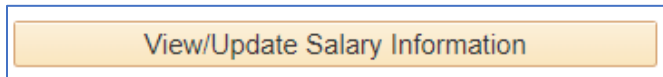[View/Update Salary Information]   [Create New Position]

Budget Accounts   Personalize | Find | 🔲 | 🔢   First ◀ 1-6 of 6 ▶ Last

*Account	Seq	Description	Current Budget	Incr/Decr	New FY Budget	Comments	
SALARY	1	Salaries	$150,000.00		$150,000.00		➕
WAGES	2	Wages	$10,000.00		$10,000.00		➕
FRINGE	3	Fringe Benefits	$50,000.00	$12,948.00	$62,948.00		➕
CONTSV	5	Contractual Services	$10,000.00		$10,000.00		➕
COMMOD	6	Commodities	$20,000.00		$20,000.00		➕
EQUIP	9	Equipment	$10,000.00		$10,000.00		➕

[Add Attachment]   [Send to Workflow]

5. If *no changes are required* for your budget, check the "No Changes Required" box and send it to workflow. You do not need to complete steps 6-12.
    *Instructions for sending to workflow are located on page 10.

    If *changes are required*, please do not check this box, and skip to step 6.

6. Open the View/Update Salary Information link to view salaries and make any necessary salary changes.

7. If applicable, enter the appropriate amount in the increase/decrease column for each position. A comment is required for any changes made. These comments will be used by OFPA.

	Print Order	Empl ID	Name	Title	Pos #	Faculty Rank	FTE	Months	Wage	Beginning Budget	Present Salary	Increase/Decrease	Proposed Salary	Split Salary	Position Notes	Comment
1	1.0	10012145	Bridgerton,Daphne	Director	00007197	6	1.00	12	☐	$50,000.00	$50,000.00	$-5,000.00	$45,000.00			Salary Decrease Example
2	2.0	897489	Bridgerton,Anthony	Associate Director	00007198	6	1.00	12	☐	$40,000.00	$40,000.00	$1,000.00	$41,000.00			Salary Increase Example
3	3.0	695898	Whistledown,Lady	Journalist	00007199	6	1.00	12	☐	$20,000.00	$20,000.00		$20,000.00			
4	4.0	231547	Featherington,Penelope	Researcher	00007200	6	1.00	12	☐	$20,000.00	$20,000.00		$20,000.00			
5	5.0	987847	Sharma,Kate	Executive Assistant	00007201	6	1.00	12	☐	$20,000.00	$20,000.00		$20,000.00			
6	6.0			Miscellaneous,Student	00007202		0.50		☑	$10,000.00	$10,000.00	$2,000.00	$12,000.00			Wage Increase Example

Personalize | Find | View All | 🗗 | 🔣   First ◀ 1-6 of 6 ▶ Last

8. Any salary or wage changes will appear on the main page under the increase/decrease column. Fringe will be adjusted based on the salary and wage changes.

*Account	Seq	Description	Current Budget	Incr/Decr	New FY Budget	Comments	
SALARY	1	Salaries	$150,000.00	$-4,000.00	$146,000.00		+
WAGES	2	Wages	$10,000.00	$2,000.00	$12,000.00		+
FRINGE	3	Fringe Benefits	$50,000.00	$11,925.00	$61,925.00		+
CONTSV	5	Contractual Services	$10,000.00		$10,000.00		+
COMMOD	6	Commodities	$20,000.00		$20,000.00		+
EQUIP	9	Equipment	$10,000.00		$10,000.00		+

Budget Accounts — Personalize | Find | ⤢ | ▦   First ◀ 1-6 of 6 ▶ Last

[Add Attachment]   [Send to Workflow]

9. Changes for operating accounts can be made on the main budget development page. A comment is required for each account change.

*Account	Seq	Description	Current Budget	Incr/Decr	New FY Budget	Comments	
SALARY	1	Salaries	$150,000.00	$-4,000.00	$146,000.00		+
WAGES	2	Wages	$10,000.00	$2,000.00	$12,000.00		+
FRINGE	3	Fringe Benefits	$50,000.00	$11,925.00	$61,925.00		+
CONTSV	5	Contractual Services	$10,000.00	$-5,000.00	$5,000.00	CONTSV example	+
COMMOD	6	Commodities	$20,000.00	$5,000.00	$25,000.00	COMMOD example	+
EQUIP	9	Equipment	$10,000.00		$10,000.00		+

Budget Accounts — Personalize | Find | ⤢ | ▦   First ◀ 1-6 of 6 ▶ Last

10. Attachments can be added to the budget development page by clicking the "add attachment" button. The attachments will be available for viewing by budget authorities (during routing) and OFPA. Multiple attachments may be uploaded.

[Add Attachment]

Click "upload file" to insert a new document. If additional documents are needed, click the plus sign. After you have added all your attachments, click ok to return to your budget.
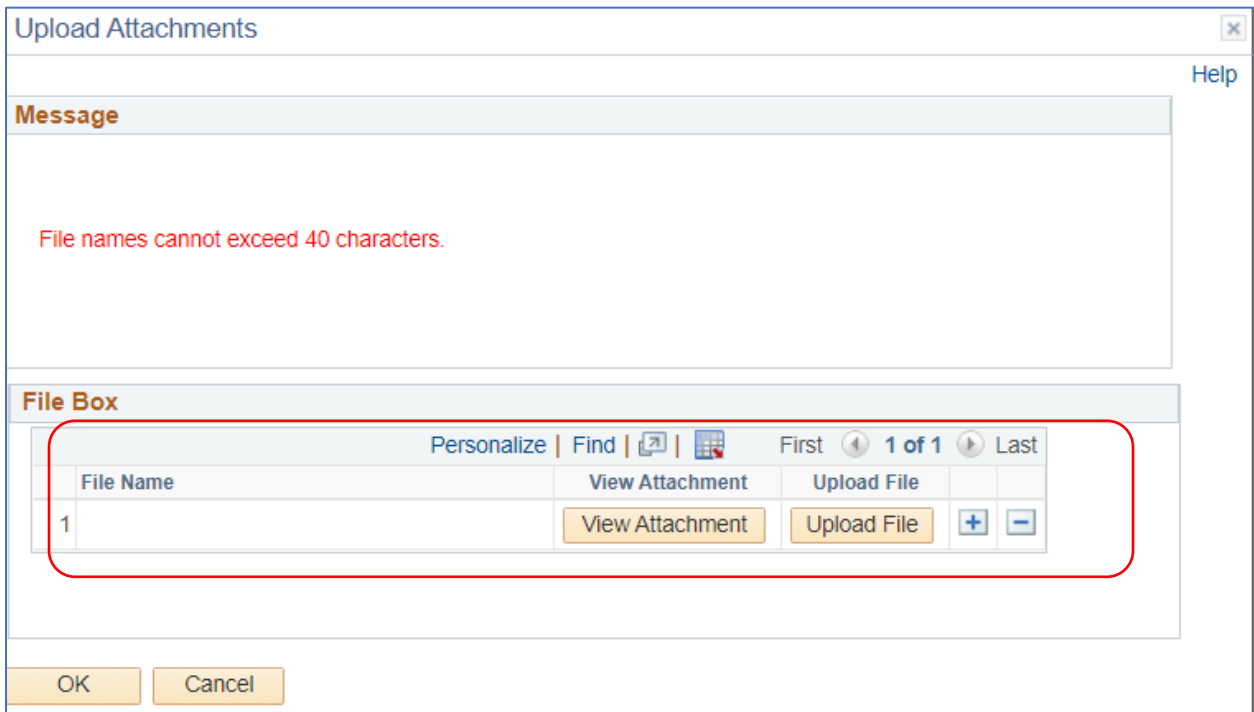
11. The "Create New Position" section should only be used under one of the following circumstances:
    a. A new position is being added to the budget (new funds) and has been previously approved by your respective Vice President.
    b. You are moving funds from an existing position into a newly created position that isn't listed on your current Salary/Wage report.

    If one of these applies, please click the 'Create New Position' button, and follow the instructions for the required information.
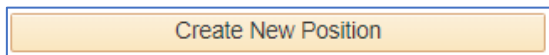
You will need to provide Position Title, FTE, No. of Months, Salary, and Funding Source(s) in the comment box for OFPA. Once you have this information entered, click OK to save.

This section should only be used under one of the following circumstances:
1. A new position is being added to the budget (new funds) and has been previously approved by your respective Vice President.
2. You are moving funds from an existing position into a newly created position that isn't listed on your current Salary/Wage report.

*In both situations above, a new job description may be needed. Contact your HR Partner to ask this question.

Please provide the following information:

Position Title, FTE, No. of Months, Salary, and Funding Source(s)

OK   Cancel

12. To add a new operating account, click the plus sign next to one of the existing accounts:

*Account	Seq	Description	Current Budget	Incr/Decr	New FY Budget	Comments	
SALARY	1	Salaries	$160,680.00		$160,680.00		+
WAGES	2	Wages	$0.00		$0.00		+
FRINGE	3	Fringe Benefits	$54,246.00	$67.00	$54,313.00		+
TRAVEL	4	Travel and Subsistence	$0.00		$0.00		+
CONTSV	5	Contractual Services	$3,000.00		$3,000.00		+
COMMOD	6	Commodities	$2,500.00		$2,500.00		+
NMXFRS	11	Nonmandatory Transfers	$0.00		$0.00		+

Budget Accounts — Personalize | Find | 🗗 | 🔢   First ◄ 1-7 of 7 ► Last

[Add Attachment]   [Send to Workflow]

Enter the new account needed, budget amount, and a comment explaining the new account needed.

*Account	Seq	Description	Current Budget	Incr/Decr	New FY Budget	Comments		
SALARY	1	Salaries	$160,680.00		$160,680.00		+	
WAGES	2	Wages	$0.00		$0.00		+	
FRINGE	3	Fringe Benefits	$54,246.00	$67.00	$54,313.00		+	
TRAVEL	4	Travel and Subsistence	$0.00		$0.00		+	
CONTSV	5	Contractual Services	$3,000.00		$3,000.00		+	
COMMOD	6	Commodities	$2,500.00		$2,500.00		+	
NMXFRS	11	Nonmandatory Transfers	$0.00		$0.00		+	
🔍			$0.00		$0.00		+	−

Budget Accounts — Personalize | Find | 🗗 | 🔢   First ◄ 1-8 of 8 ► Last

[Add Attachment]   [Send to Workflow]

After you have entered the required information, the row should look like the following example:

EQUIP 🔍	9 Equipment	$0.00	$500.00	$500.00	New account example	+	−

13. If you would like to download or print an excel spreadsheet of the budget information for your records, click the 'download budget accounts to excel' button (circled below). An excel will download to your computer.

Ledger: ORG_BD	USM Budget Balance Panel		Set ID: USM01

Budget Period YYYY: 2023

Fund Code: 10H10   **Department:** 110012   Budget Development Training   **Program Code:** 01001

View/Update Salary Information	Create New Position

Budget Accounts — Personalize | Find | 🔲 | 🔳   First ◀ 1-6 of 6 ▶ Last

*Account	Seq	Description	Current Budget	Incr/Decr	New FY Budget	Comments

The information from the budget entry page will be downloaded to excel for your records. See below.

	A	B	C	D	E	F	G
	*Account	**Seq**	**Description**	**Current Budget**	**Incr/Decr**	**New FY Budget**	**Comments**
	SALARY	1	Salaries	$150,000.00		$150,000.00	
	WAGES	2	Wages	$10,000.00		$10,000.00	
	FRINGE	3	Fringe Benefits	$50,000.00	$12,950.00	$62,950.00	
	CONTSV	5	Contractual Services	$10,000.00		$10,000.00	
	COMMOD	6	Commodities	$20,000.00		$20,000.00	
	EQUIP	9	Equipment	$10,000.00		$10,000.00	

An excel may also be downloaded for the View/Update Salary Information page by clicking the download excel button.

Personalize | Find | View All | 🔲 | 🔳   First ◀ 1-6 of 6 ▶ Last

	Print Order	Empl ID	Name	Title	Pos #	Faculty Rank	FTE	Months	Wage	Beginning Budget	Present Salary	Increase/Decrease	Proposed Salary	Split Salary	Position Notes	Comment
1	1.0	10012145	Bridgerton,Daphne	Director	00007197	6	1.00	12	☐	$50,000.00	$50,000.00	$-1,000.00	$49,000.00			Salary Decrease Example
2	2.0	897489	Bridgerton,Anthony	Associate Director	00007198	6	1.00	12	☐	$40,000.00	$40,000.00	$1,000.00	$41,000.00			Salary Increase Example
3	3.0	695898	Whistledown,Lady	Journalist	00007199	6	1.00	12	☐	$20,000.00	$20,000.00		$20,000.00			
4	4.0	231547	Featherington,Penelope	Researcher	00007200	6	1.00	12	☐	$20,000.00	$20,000.00		$20,000.00			
5	5.0	987847	Sharma,Kate	Executive Assistant	00007201	6	1.00	12	☐	$20,000.00	$20,000.00		$20,000.00			
6	6.0			Miscellaneous,Student	00007202		0.50		☑	$10,000.00	$10,000.00		$10,000.00			

Instructions for Sending Budget Form to Workflow
1. Once all changes have been made to the budget form, you will need to send to workflow for budget authority and OFPA approval.
2. Click the 'Send to Workflow' button on the main budget form page.
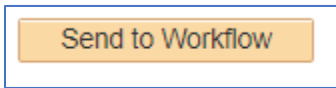
3. Once the budget form has entered workflow, changes cannot be made unless the form is denied back to the requestor. After clicking 'send to workflow', the fields will be grayed out as shown below.

4. You will be able to view the workflow routing map by clicking 'Return to Search' and opening the budget entry page again.
   You may click on 'Multiple Approvers' to see where the form routed.

5. Workflow emails will be generated at each level of approval to notify the budget authorities that the form has entered their worklist. Only one budget authority is required to approve the form at each level.
   Should a budget authority deny the form, the budget developer will receive a denial email. The budget developer will be required to work the budget form again and send through workflow.

Instructions for Approving or Denying Budget Forms in Workflow

Budget approvers will receive a workflow email notification for each budget form that has routed to their worklist. If there are multiple approvers on one level, only one approver needs to approve/deny the form for it to route to the next step.

1. To view the forms pending your approval, login to SoarHR.
2. Click Navigator – Worklist – Worklist to view your pending worklist items.
3. Pending budget forms will appear with a USM_BUD_DEV link.

| Whitten,Jessica Lynn | 03/29/2022 | Approval Routing | Approval Workflow | ⌄ | USM_BUD_DEV, 5, USM_BUD_DEV, 2022-03-08, N, 0, SETID:USM01 DEPTID:110012 FUND_CODE:10H10 USM_FIN_DEPARTMENT:110012 PROGRAM_CODE:06000 USM_BUDGET_PERIOD:2023 LEDGER:ORG_BD RDC:RA,0,A, |

4. Approvers will be able to view changes to the operating accounts and the salary information. To view the salary information, click on 'View/Update Salary information'.

Ledger: ORG_BD	USM Budget Balance Panel	Set ID: USM01

Budget Period YYYY: 2023

Fund Code: 10H10   Department: 110012   Budget Development Training   Program Code: 01001

View/Update Salary Information   Create New Position

5. The salary information page will open and allow the approver to view all changes made and comments.

	Print Order	Empl ID	Name	Title	Pos #	Faculty Rank	FTE	Months	Wage	Beginning Budget	Present Salary	Increase/Decrease	Proposed Salary	Split Salary	Position Notes	Comment
1	1.0	10012145	Bridgerton,Daphne	Director	00007197	6	1.00	12	☐	$50,000.00	$50,000.00	$-1,000.00	$49,000.00			Salary Decrease Example
2	2.0	897489	Bridgerton,Anthony	Associate Director	00007198	6	1.00	12	☐	$40,000.00	$40,000.00	$1,000.00	$41,000.00			Salary Increase Example
3	3.0	695898	Whistledown,Lady	Journalist	00007199	6	1.00	12	☐	$20,000.00	$20,000.00		$20,000.00			
4	4.0	231547	Featherington,Penelope	Researcher	00007200	6	1.00	12	☐	$20,000.00	$20,000.00		$20,000.00			
5	5.0	987847	Sharma,Kate	Executive Assistant	00007201	6	1.00	12	☐	$20,000.00	$20,000.00		$20,000.00			
6	6.0			Miscellaneous,Student	00007202		0.50		☑	$10,000.00	$10,000.00		$10,000.00			

6. Changes to the operating accounts will appear on the main budget form page.

		Budget Accounts			First ◀ 1-5 of 5 ▶ Last		
*Account	Seq	Description	Current Budget	Incr/Decr	New FY Budget	Comments	
SALARY	1	Salaries	$237,821.00	$4,000.00	$241,821.00		
WAGES	2	Wages	$3,615.00		$3,615.00		
FRINGE	3	Fringe Benefits	$79,921.00	$749.00	$80,670.00		
CONTSV	5	Contractual Services	$1,000.00	$-500.00	$500.00	test	
COMMOD	6	Commodities	$1,000.00	$500.00	$1,500.00	test	

7. Budget approvers will be able to view attachments and new position requests before approving or denying the form. In the top right corner of the form, links will appear only if this information has been added by the budget developer.
   Click on the link(s) to view:

   View position request(s)

   View Attachment(s)

8. After reviewing all form changes and any attachments/requests, the budget approver will either approve or deny the form.

   Approve   Deny
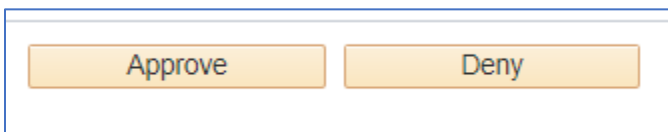
6. **To approve** – click the approve button on the budget form page. This will route the form to the next level of approval.
   You will be able to view the updated workflow routing map by clicking 'Return to Search' and opening the budget entry page again. At this point you should see your approval marked green.

   Budget Approval

   ▼   **SETID=USM01, DEPTID=110012, FUND_CODE=10H10, USM_FIN_DEPARTME**

   Budget Approval 3

Approved	Pending
✔ Maskew,Bridget Lynn Budget Approvers 1 04/01/22 - 2:07 PM	→ 🕐 Easterwood,Allyson G Budget Approvers 2

   Budget Approval

   ▼   **SETID=USM01, DEPTID=110012, FUND_CODE=10H10, USM_FIN_DEPARTME**

   Budget Approval

Not Routed
Multiple Approvers Final Budget Approval

7. **To deny** – click the deny button on the budget form page. This will route the form back to the budget developer(s). You will need to enter a comment for the denial to explain what modifications are needed on the form. This comment will be visible for the budget developer to view and correct the form.
   You will be able to view the updated workflow routing map by clicking 'Return to Search' and opening the budget entry page again. At this point you should see your box marked red and denied.

The budget developer will receive a denial email and is required to open the budget form for corrections and send it back to workflow.