Regular Position Budget Only Layout

IRIS Integrated Resource Information System

Process: The Regular Position Budget Only layout must be used for regular position budgets **ONLY**. If a position is regular, filled and does not appear in the layout, please notify the OPBPA.

IMPORTANT NOTE: Personnel Assignment Number (PERNR), Position, Funds Center, and Commitment Item master data **must exist** in the IRIS system **before** the BPS system will allow budget entry to be saved in the budget layouts.

Role: Authorized Personnel	**Frequency:** When Needed

BEGINNING	
Click on the **BPS Budget Prep** icon	BPS Budget Prep

BUDGET PREP LOGON PAD	
Click on the appropriate **Regular Position Budget Only** link (either Campus or Land Grant)	Campus Regular Position Budget Only OR Land Grant Regular Position Budget Only

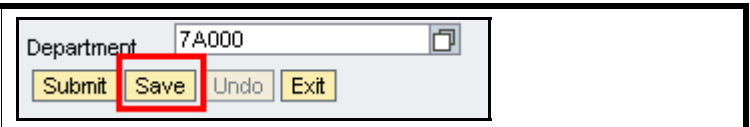| REGULAR POSITION BUDGET ONLY LAYOUT	
Department Department 7A000	Enter the appropriate 5 digit UK Department number
Click on the **Submit** button	Department 7A000 Submit Save Undo Exit

FACULTY TAB	
Enter changes to the **Future Budget** amount for the appropriate positions, if necessary, for each faculty member	2010 Future Budget 0.00
Click on the **Calculate Benefit** button, so the system can calculate the new-year benefits budget	Calculate Benefit
The future year budget and benefits budget amounts may be overwritten, if the calculated amounts should be changed	

Click on the **Save** button	Department 7A000 Submit **Save** Undo Exit
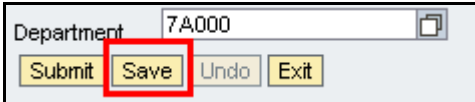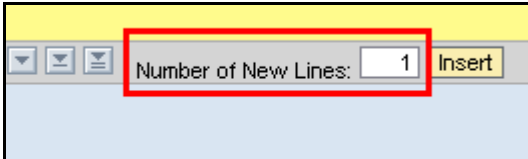
MONTHLY STAFF TAB

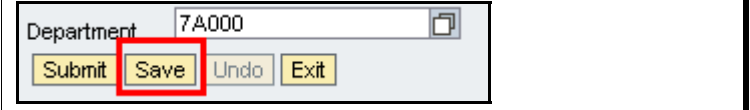| Enter changes to the **Future Budget** amount for the appropriate positions, if necessary, for each monthly staff member	2010 Future Budget 0.00
Click on the **Calculate Benefit** button, so the system can calculate the new-year benefits budget	Calculate Benefit
The future year budget and benefits budget amounts may be overwritten, if the calculated amounts should be changed	
Click on the **Save** button	Department 7A000 Submit **Save** Undo Exit

BIWEEKLY/HOURLY STAFF TAB

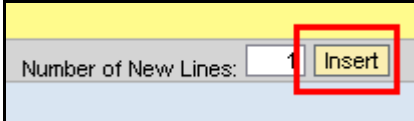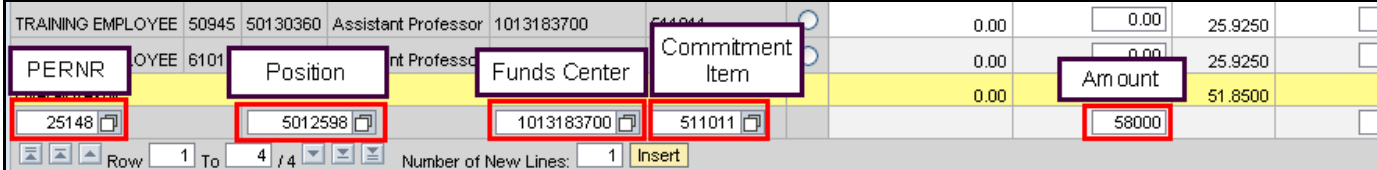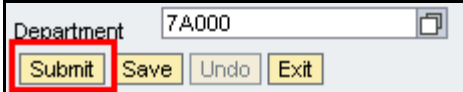| Enter changes to the **Future Budget** amount for the appropriate positions, if necessary, for each bi-weekly/hourly staff member	2010 Future Budget 0.00
Click on the **Calculate Benefit** button, so the system can calculate the new-year benefits budget	Calculate Benefit
The future year budget and benefits budget amounts may be overwritten, if the calculated amounts should be changed	
Click on the **Save** button	Department 7A000 Submit **Save** Undo Exit

VACANT POSN BDGT TAB

Enter a proposed annual budget amount for each position, if appropriate	2010 Future Budget 0.00

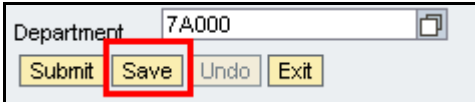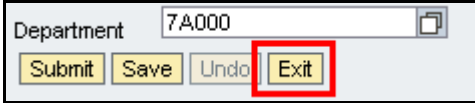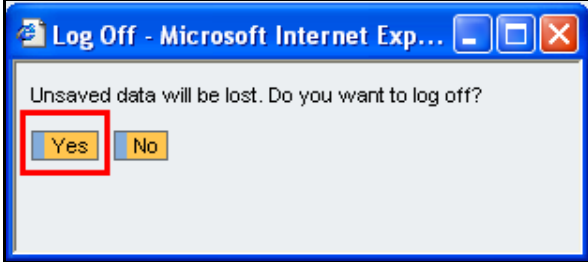|	
Click on the **Calculate Benefit** button, so the system can calculate the new-year benefits budget	Calculate Benefit
The future year budget and benefits budget amounts may be overwritten, if the calculated amounts should be changed	
Click on the **Save** button	Department 7A000 Submit | Save | Undo | Exit

ADDING NEW BUDGET DATA

To add a line to the budget layout for cost distribution, enter the number of lines you want to add **REMEMBER: DO NOT** use the **Insert** function to add a new employee assignment number (PERNR). To add a new PERNR, contact the OPBPA.	Number of New Lines: 1 Insert
Click on the **Insert** button	Number of New Lines: 1 Insert

PERNR	Position	Funds Center	Commitment Item				Amount	
TRAINING EMPLOYEE 50945 50130360 Assistant Professor 1013183700					0.00	0.00	25.9250	
OYEE 6101 nt Professo					0.00	0.00	25.9250	
					0.00		51.8500	
25148	5012598	1013183700	511011				58000	

Row 1 To 4 / 4 Number of New Lines: 1 Insert

On each new line, enter the **Personnel Assignment Number (PERNR)**, **Position**, **Funds Center**, **Commitment Item**, and **Future** amount in the appropriate field	
Press **Enter** or click on the **Submit** button	Department 7A000 Submit | Save | Undo | Exit
Click on the **Calculate Benefit** button, so the system can calculate the new-year benefits budget	Calculate Benefit
The future year budget and benefits budget amounts may be overwritten, if the calculated amounts should be changed	

Click on the **Save** button	Department 7A000 Submit Save Undo Exit
Click on the **Exit** button	Department 7A000 Submit Save Undo Exit

LOG OFF

Click on the **Yes** button to log off the layout	Log Off - Microsoft Internet Exp... Unsaved data will be lost. Do you want to log off? Yes No
Click on the **Close** button	Go