



# FY23 Public Budget Formulation (PBF)

## PBF\_300

Presented by SAP Training  
Brad Kreager, Instructor


 UNIVERSITY OF KENTUCKY


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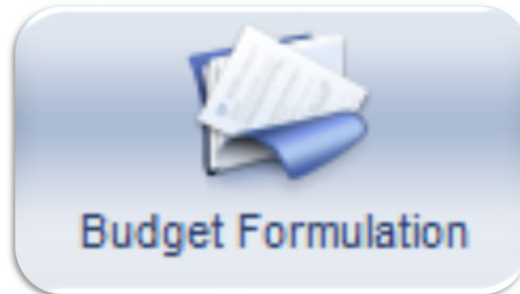
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## Unit 1

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# Public Budget Formulation (PBF) Overview

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## Public Budget Formulation (PBF)

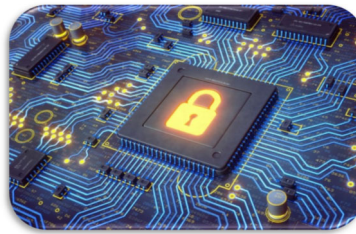
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- SAP's web-based application designed for the planning and creating of budgets for government and education businesses
- Integrated with SAP and Business Objects
- Available 24/7 during the entire budgeting period
- Capabilities:
  - Enable budgeting across modules (HR, FM, GM)
  - Provide ability for reporting using Business Objects
  - Allow for extracting and retracting data from and to SAP
  - Enables budget to be exported to Excel and some budgets to be uploaded back into PBF

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## PBF Security

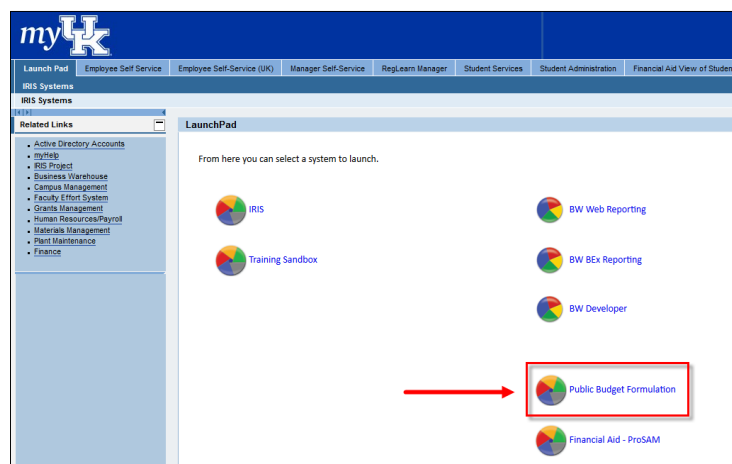
- Based on department(s)
- Area Fiscal Officers (AFOs) determine departmental assignments for budget users for security set-up
- Department assignments control data access in PBF for the forms



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## PBF Access

- Access to PBF is obtained by clicking on the **Public Budget Formulation** beach ball icon on the myUK **Launch Pad** screen.



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## PBF Forms

- There are five PBF forms developed to accommodate each phase of the University's budgeting and salary proposal processes located on the **Budget Formulation – Budget Forms** tab, but only four will be used:

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## PBF Form ID – Form Instance

- Data cannot be accessed until a **form instance** is created.
- To create a form instance (covered in more detail in each form's Unit):
  1. Select the appropriate budget form
  2. Click on the **New** button
  3. Enter the required criteria
  4. Click on the **Create** button
- The system will assign you a unique **Form ID** number. This is what's referred to as a **form instance**.

- Each subsequent time that you go into a form, simply enter the **Form ID** number and press **Enter**.

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## PBF Form ID – Form Instance (Continued)

- To find a **Form ID** number(s):
  - Click on the Possible Entries icon on the right side of the field to see a listing of your Form IDs

- Click once on the desired Form ID **Value/Description** to access the form

Value	Description
366	7H500 Gen Fund
375	81010-Restr
376	40550 - Reg
380	8H350-General Funds

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## PBF Form ID – Form Instance (Continued)

- Another method for finding a form instance:

- Click on the **Search** button
- Enter any search criteria in the fields at the top of the **Search for Form Instance** pop-up window that will help you find a form
- Click on the **Search** button on the right side of the pop-up window

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### PBF Tips (Continued)

- All input fields in PBF must have a numerical value. If an input field is left blank, it is not recognized as zero (0) and will alter the results in the line item.

#### INCORRECT

FY 2022-23 Budget	
	1,500.69
	1,600.00

#### CORRECT

FY 2022-23 Budget	
	0.00
	1,500.69
	1,600.00
	0.00
	0.00

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### PBF Tips (Continued)

- Press the **Enter** key to apply your entries/changes on the selected line (pressing the **Enter** key does not save the data in the form)
- Click on the **Save** button to save the data in the form's current tab before moving to another tab
- Save early, save often
- When saving, reference the top or bottom of the form for the messages "Text Created" / "Data was saved" to ensure the data was indeed saved
- Do not leave PBF session idle (The system will time out after 30 minutes without warning and user knowledge.)
- Before accessing a different form, click on the yellow **Close** button to correctly close the current form - do not click on the "X" in the upper-right corner to close the form!

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## PBF Tips (Continued)

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- Do not key in another **Form ID** number in the search field before closing the form in which you are currently working.
  - ♦ Moving to a new form does not necessarily close the previous form.
- Run PBF reports, using Business Objects, to check your data
- Any salary adjustments to be made for an employee (for the current year) during the budget development process will be made by submitting an online ZPAR to Compensation.
- Any salary changes to be made for an employee (for the future year) after the budget/salary preparation phase is completed will be made by submitting an online ZPAR to Compensation on July 1.

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## Keying Budget Data Tips

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- Key budget data as follows (CI = Commitment Item):
  - ♦ Revenue budgets – Enter as **positive** values
    - CI 4XXXXX
  - ♦ Expense budgets – Enter as **positive** values
    - CI 5XXXXX (exclude CIs 519000, 529000, 539000)
    - CI 6XXXXX (exclude CIs 610000, 620000, 630000)
    - CI 755XXX
  - ♦ Revenue Transfer budgets
    - Enter as **positive** values when **RECEIVING** funds from another unit\*
    - Enter as **negative** values when **SENDING** funds to another unit\*
      - \* This occurs only with transfers from/to Auxiliary and Restricted funds in the same business area and fund group.
    - CI 74XXXX (Exclude CIs 740401, 740402, 740403 (Not used in budgeting))

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## Keying Budget Data Tips (Continued)

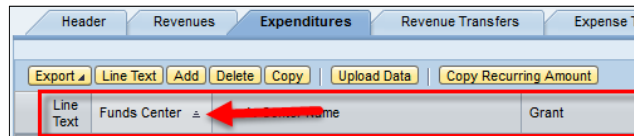
- ◆ Expense Transfer budgets – Enter as **positive** values
  - CI 75XXXX (exclude CIs 750401, 750402, 750403, 755XXX – These CIs are expense budgets)
- ◆ Recharge/Pass-thru budgets – Enter as **negative** values
  - Exclude CIs 740401, 740402, 740403 (Not used in budgeting)
  - CI 519000
  - CI 529000
  - CI 539000
  - CI 610000
  - CI 620000
  - CI 630000
  - CI 750401
  - CI 750402
  - CI 750403



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## PBF Feature – Sorting

- The data in any of the PBF forms can be sorted by clicking on any of the column header boxes. For example, **Funds Center**:



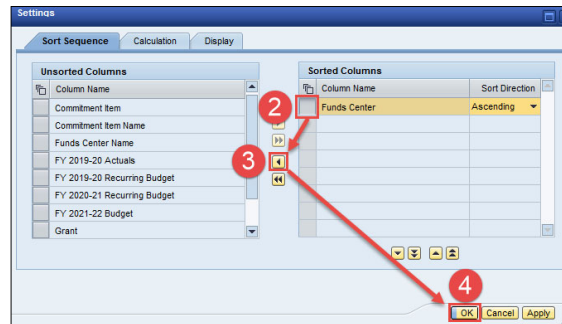
- ◆ The up/down triangle indicates whether the data is sorted in ascending or descending order.
- ◆ PBF will insert (yellow) sub-total lines for each of the values found in the column for which the data was sorted.

1013100801	EDUC-OGBYN	GMNR	Grants Management Not Relevant (not a sp	639030	CNS Converged Fee	1,099.80
1013100801	EDUC-OGBYN	GMNR	Grants Management Not Relevant (not a sp	639305	Environmental Charges	444.67
▲ 1013100901						82,783.39
1013183650	CENTRAL BAPTIST HOSPITAL CONTRACT	GMNR	Grants Management Not Relevant (not a sp	530000	Budget Pool - Current Expenses	3,149.87
1013183650	CENTRAL BAPTIST HOSPITAL CONTRACT	GMNR	Grants Management Not Relevant (not a sp	639030	CNS Converged Fee	124.20
▲ 1013183650						3,274.07
1013192890	CLJ-ANGELS PROGRAM	GMNR	Grants Management Not Relevant (not a sp	530019	Domestic Travel - For Employee Travel On	1,865.13

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## PBF Feature – Sorting (Continued)

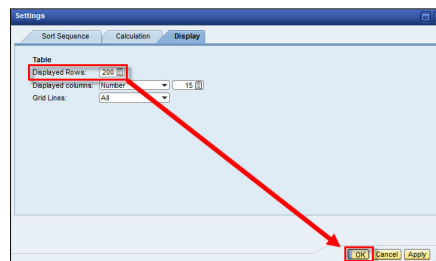
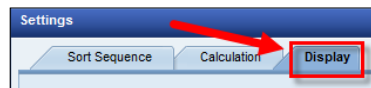
- To remove the sorting altogether:
  1. Click on the **Open Settings Dialog** icon on the right side of the screen
  2. Select the column on the **Sorted Columns** side
  3. Click on the **Remove Item** icon pointing left
  4. Click **OK**



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## PBF Feature – Displaying Rows


- The number of rows visible in a form can be increased:
  1. Click on the **Open Settings Dialog** icon
  2. Click on the **Display** tab
  3. Change the **Displayed Rows** value to the number of desired rows (i.e. 200), and then click on the **OK** button



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## PBF Feature – Filtering Rows

- The data on a PBF form can be filtered:

- Click on the **Display Filter Row** icon 
- Enter the desired filter value in the appropriate column along the filter row, and then press **Enter**

Header	Revenues	Expenditures	Revenue Transfers	Expense Transfers	Comments	Attachment
Export Line Text Add Delete Copy Upload Data Copy Recurring Amount						
Line Text	Funds Center	Funds Center Name	Grant	Grant Name		
<input type="checkbox"/>	1013195050	CLINICAL - DEPARTMENT	GMNR	Grants Management Not Relevant (not a sp		
<input type="checkbox"/>	1013195050	CLINICAL - DEPARTMENT	GMNR	Grants Management Not Relevant (not a sp		
<input checked="" type="checkbox"/>	1013183650					
<input type="checkbox"/>	1013183650	CENTRAL BAPTIST HOSPITAL CONTRACT	GMNR	Grants Management Not Relevant (not a sp		
<input type="checkbox"/>	1013183650	CENTRAL BAPTIST HOSPITAL CONTRACT	GMNR	Grants Management Not Relevant (not a sp		

- Click on the **Display Filter Row** icon again to remove the filter row

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## Any Questions?

- Public Budget Formulation (PBF)
- PBF Security
- PBF Access
- PBF Forms
- PBF Form ID – Form Instance
- PBF Tips
- Keying Budget Data Tips
- PBF Features
  - Sorting
  - Displaying Rows
  - Filtering Rows



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## Unit 2



# Non-Position Budgeting

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## Non-Position Budgeting

- This is the first phase of the University of Kentucky's budgeting process.
- It refers to future fiscal year **revenue** and **expense** budget entries that are not position related or entered using a position number.
- The initial part of this phase is focused on the **general fund** revenue estimates.
  - ♦ Used to determine a part of the general fund expenditure base for an Area.
  - ♦ Based on anticipated receipt of funds generated by the unit itself from an external source or transferred into the unit from another University unit/entity.
  - ♦ Generally lasts four weeks.

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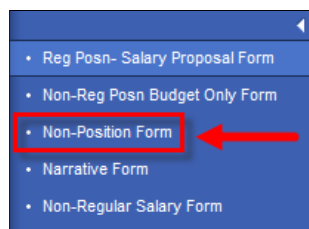
## Non-Position Budgeting (Continued)

- Income estimates for the **auxiliary fund** and **restricted fund** groups can be initiated at the same time as the **general fund**, but they can continue until the budgets are finalized.
- Accessibility to the **Non-Position Form** will be available on two occasions:
  - ♦ 1<sup>st</sup> – Early March to focus on the entry of **general fund** budgets by Funds Center or Grant/Commitment Item combinations, and
  - ♦ 2<sup>nd</sup> – April/May to complete the budgets.

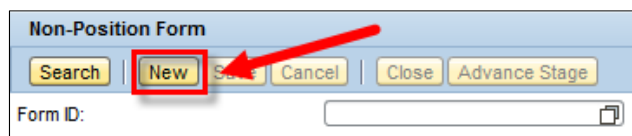
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## Non-Position Form

1. Click on the **Non-Position Form** link on the left side of the screen



2. Click on the **New** button to create a form instance



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## Non-Position Form (Continued)

### 3. Enter the **Department** number, and then press **Enter**

- ♦ The department's name will appear to the right of the field, and the **Business Area** field will go from being grayed out to open for data entry.

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## Non-Position Form (Continued)

### 4. Enter the appropriate **Business Area** associated with funds centers in the identified department, or click on the Possible Entries icon on the right side of the field to view and select from the list

- ♦ Click on the gray box to the left of the desired value to select
  - The **Selection List** will contain only the Business Area(s) associated with the funds centers in the identified department.
  - The **Business Area Selection List** pop-up window will automatically close, and the system will populate the **Business Area** field with the selected **Value**.

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## UK Business Areas

- 0101 UK w/o component units
- 0102 KTRDC
- 0103 UK Housing and Dining
- 0105 WUKY
- 0111 UK Hospital
- 0112 Samaritan Hospital
- 0113 University Health
- 0114 Eastern State Hospital
- 0115 Surgery Blue
- 0116 Beyond Blue
- 0120 UK COM Clinical Depts
- 0121 Medical Group
- 0201 UKRF
- 0301 UK – The Fund
- 0400 Equine
- 0500 UK Athletics
- 0600 Humanities
- 0700 Mining Engineering
- 0800 UK Business Partnership
- 0900 Center on Aging
- 1200 UK Alumni Association

Business Area 0201 UKRF will be budgeted by the Research Area only.

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## Non-Position Form (Continued)

5. Complete the **Fund Category** field by either entering the appropriate value (**AUX**, **GEN** or **RES**), or click on the Possible Entries icon on the right side of the field to view and select from the list

Value	Description
AUX	Auxiliary Funds
GEN	General Funds
RES	Restricted Funds

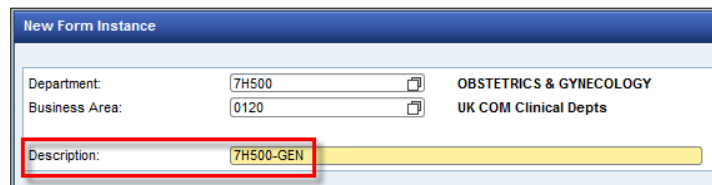
Fund Category: **GEN** General Funds

- ♦ Click on the gray box to the left of the desired value to select
  - The **Fund Category Selection List** pop-up window will automatically close, and the system will populate the **Fund Category** field with the selected **Value**.

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## Non-Position Form (Continued)

### 6. Enter an appropriate **Description**

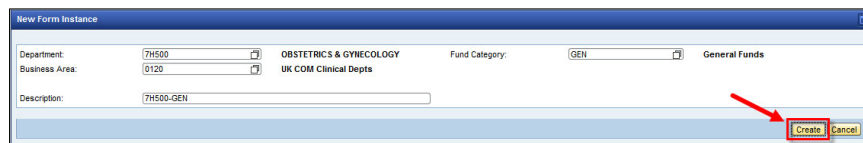


- ♦ Description = **XXXXX** (your Department number)-**YYY** (Fund Category - GEN; RES; or AUX)
  - For example: 7H500-GEN or 7H800-RES or 12D00-AUX
- ♦ If you're going to have a form instance for multiple Business Areas for a department, we recommend adding the Business Area number to your Description also.
  - For example: 7K300-**0101**-GEN and 7K300-**0301**-GEN

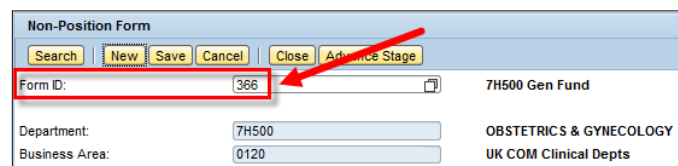
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## Non-Position Form (Continued)

### 7. Click on the **Create** button in the lower-right corner of the **New Form Instance** pop-up window



- ♦ The **Non-Position Form** will be created.
- ♦ A **Form ID** number will be identified and visible in the upper-left corner.
  - Use this **Form ID** number when accessing the form at a later date.



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## Non-Position Form – Revenues

- To budget revenue estimates, click on the **Revenues** tab

Line Text	Funds Center	Funds Center Name	Grant	Grant Name
<input type="checkbox"/>	1013195050	CLINICAL - DEPARTMENT	GMNR	Grants Management Not Relevant (not a sp
<input type="checkbox"/>	1013195050	CLINICAL - DEPARTMENT	GMNR	Grants Management Not Relevant (not a sp
<input type="checkbox"/>	1013195050	CLINICAL - DEPARTMENT	GMNR	Grants Management Not Relevant (not a sp

- The **Revenues** screen will display records associated with revenues that contain either prior and/or current year budget data and/or current year actual data with the same criteria as the header.
- The **Revenues** screen only allows revenue Commitment Items (those beginning with a “4”) to be used.

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## Non-Position Form – Revenues (Continued)

- New year revenue budget data can be entered in two ways:
  - Entering the budget data directly into the form
  - Exporting form data to Excel → Entering the budget data in Excel → Uploading the Excel file back into the PBF form



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## Revenues – Direct Entry

1. For each Funds Center/Commitment Item or Grant/Commitment Item combination, enter the new-year revenue data (as positive values) in the far-right new year budget column

Line Text	Funds Center	Funds Center Name	Grant	Grant Name	Commitment Item	Commitment Item Name	FY 2020-21 Recurring Budget	FY 2020-21 Actuals	FY 2021-22 Recurring Budget	FY 2022-23 Budget
	1013195050	CLINICAL - DEPARTMENT	GMNR	Grants Management Not Relevant (not 426104)	Grant-KMISF Staff Salary		0.00	102,211.98	0.00	0.00
	1013195050	CLINICAL - DEPARTMENT	GMNR	Grants Management Not Relevant (not 426105)	Grant-KMISF Staff Benefit		0.00	17,940.82	0.00	0.00
	1013195050	CLINICAL - DEPARTMENT	GMNR	Grants Management Not Relevant (not 426106)	Grant-KMISF Current Operations		0.00	3,644.87	0.00	0.00

2. Press **Enter** to apply the changes
3. Click the **Save** button to save the changes before moving to another tab

Non-Position Form

Search | New | **Save** | Cancel | Close | Advance Stage

Form ID: 366

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## Revenues – Direct Entry (Continued)

4. The **Reason for Change** pop-up window will appear. You can either enter a comment or leave it blank, and then click on the **Save** button.

Reason for Change

Enter a reason for the change here, and then click on the Save button below.

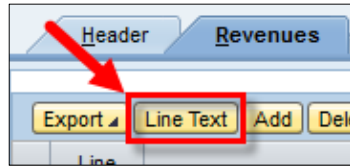
Save | Cancel

**NOTE:** There are no reports to display data entered in this pop-up window. Information is available only through the individual form.

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## Form Feature – Line Text

- **Line Text** – This feature provides for explanations to be added for individual budget line items.



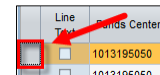
**NOTE:** There are no reports to display line item text. The text can only be accessible through the individual form.

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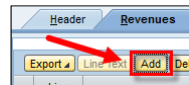
## Form Feature – Add

- **Add** – This feature adds a new row to the form that can be used for budgeting the Funds Center/Commitment Item or Grant/Commitment Item combination not currently on the form.

1. Click on the gray box to the far-left of a line item to select



2. Click on the **Add** button



3. Enter the desired Funds Center or Grant (1), Commitment Item (2), and new-year budget amount (3)

Line Text	Funds Center	Funds Center Name	Grant	Grant Name	Commitment Item	Commitment Item Name	FY 2020-21 Recurring Budget	FY 2020-21 Actuals	FY 2021-22 Recurring Budget	FY 2022-23 Budget
<input type="checkbox"/>	1013195050	MUNICIPAL - DEPARTMENT	GMNR	Grants Management Not Relevant (not 420104)	Grant-KMSF Staff Salary	0.00	102,211.98	0.00	0.00	0.00
<input type="checkbox"/>	1013195050	MUNICIPAL - DEPARTMENT	GMNR	Grants Management Not Relevant (not 420104)	Grant-KMSF Staff Salary	0.00	17,845.93	0.00	0.00	0.00

4. Press **Enter**

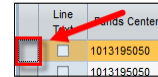
5. Click on the **Save** button

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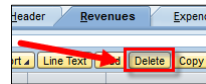
## Form Feature – Delete

- **Delete** – This feature allows new-year lines of data previously added to be removed from the form one at a time.

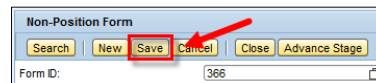
1. Click on the gray box to the far-left of a line item to select



2. Click on the **Delete** button



3. Click on the **Save** button



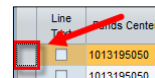
**NOTE:** This feature is only used when a new row was previously added and no longer needed.

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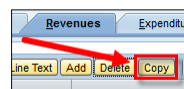
## Form Feature – Copy

- **Copy** – This feature is used to copy existing lines on the form.

1. Click on the gray box to the far-left of the line item to be copied



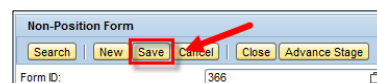
2. Click on the **Copy** button



3. Enter the desired information in the new line

4. Press **Enter**

5. Click on the **Save** button

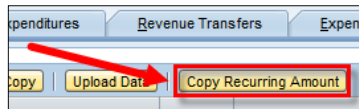


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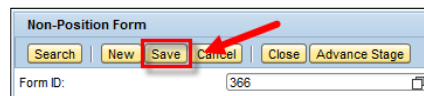
## Form Feature – Copy Recurring Amount

- **Copy Recurring Amount** – This feature is used to copy the current recurring budget amounts to the new-year budget column.

1. Click on the **Copy Recurring Amount** button



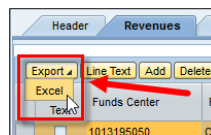
2. Click on the **Save** button



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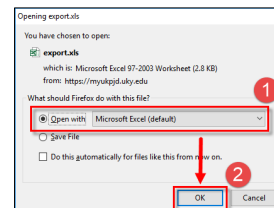
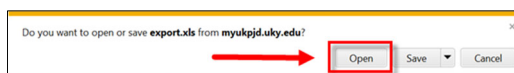
## Revenues – Entry via Excel

1. Click on the **Export** button and then on **Excel** that will appear in the drop-down menu below the button



2. A pop-up window will appear asking what you'd like to do with this file. Select the **Open** option

- This window may look different, depending on your browser, but whatever the format...always select the **Open** or **Open with** option.



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## Revenues – Entry via Excel (Continued)

- Excel will open and display the revenue budget data

Line Text	Funds Center	Funds Center Name	Grant	Grant Name	Commitment Item	Commitment Item Name	FY 2020-21 Recurring Budget	FY 2020-21 Actuals	FY 2021-22 Recurring Budget	FY 2022-23 Budget
Line	*011319500	CLINICAL - DEPARTMENT	GMNR	Grants Management Not Relevant Not a sp	426104	Grant-KMSP Staff Salary	0	102211.98	0	0
Line	*011319500	CLINICAL - DEPARTMENT	GMNR	Grants Management Not Relevant Not a sp	426105	Grant-KMSP Staff Benefits	0	17940.82	0	0
Line	*011319500	CLINICAL - DEPARTMENT	GMNR	Grants Management Not Relevant Not a sp	426106	Grant-KMSP Contract/Consulting Expenses	0	3611.07	0	0

3. Delete the **Line Text** column (column "A") and the **Total** row (last row highlighted yellow)

Funds Center	Funds Center Name	Grant	Grant Name	Commitment Item	Commitment Item Name	FY 2020-21 Recurring Budget	FY 2020-21 Actuals	FY 2021-22 Recurring Budget	FY 2022-23 Budget
*011319500	CLINICAL - DEPARTMENT	GMNR	Grants Management Not Relevant Not a sp	426104	Grant-KMSP Staff Salary	0	102211.98	0	0
*011319500	CLINICAL - DEPARTMENT	GMNR	Grants Management Not Relevant Not a sp	426105	Grant-KMSP Staff Benefits	0	17940.82	0	0
*011319500	CLINICAL - DEPARTMENT	GMNR	Grants Management Not Relevant Not a sp	426106	Grant-KMSP Contract/Consulting Expenses	0	3611.07	0	0

4. Delete the data in the **Funds Center Name** (1), **Grant Name** (2), and **Commitment Item Name** (3) columns

Funds Center	Funds Center Name	Grant	Grant Name	Commitment Item	Commitment Item Name
*013195050		GMNR		426104	
*013195050		GMNR		426105	
*013195050		GMNR		426106	
*013100801		GMNR		426100	
*013100801		GMNR		426101	

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## Revenues – Entry via Excel (Continued)

5. Change/create data in the new year budget column (far-right column)

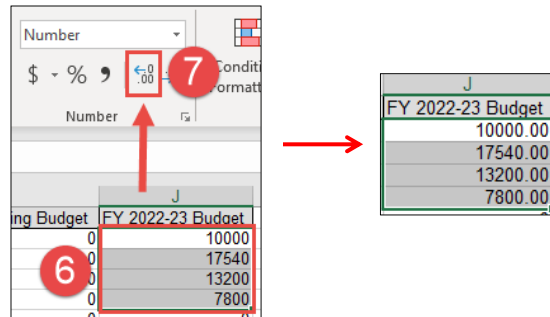
Commitment Item	Commitment Item Name	FY 2020-21 Recurring Budget	FY 2020-21 Actuals	FY 2021-22 Recurring Budget	FY 2022-23 Budget
426104		0	102211.98	0	10000
426105		0	0	0	17540
426106		0	17940.82	0	13200
426100		0	3611.07	0	7800

- New rows can be added as needed
  - Fill out numerical data for Funds Center, Grant, Commitment Item and new year budget column on all rows
    - Fields with descriptive data will populate when the file is uploaded to the PBF form.

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## Revenues – Entry via Excel (Continued)

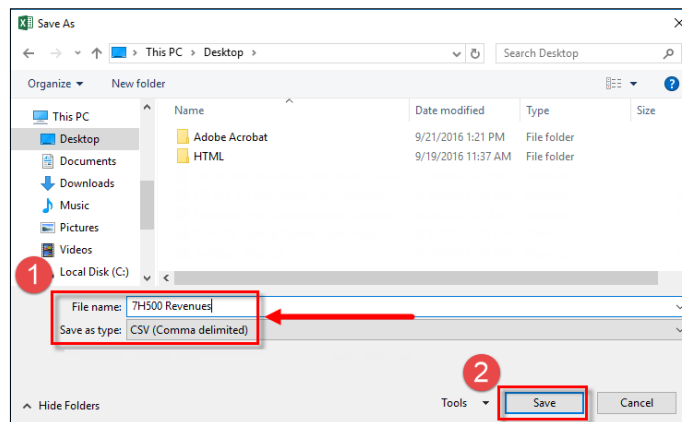
6. Select all of your data in the new year budget column, but **NOT** the header row cell
7. Click **twice** on the **Increase Decimal** icon in the **Number** section



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## Revenues – Entry via Excel (Continued)

8. Once completed, save the Excel file as a **CSV (comma delimited)** file in a desired location with a suitable **File name**



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## Revenues – Entry via Excel (Continued)

9. To upload the data from the Excel file to PBF, access the PBF **Non-Position Form – Revenues** tab, and then click on the **Upload Data** button

Non-Position Form

Form ID: 366 7H500 Gen Fund

Department: 7H500 OBSTETRICS & G

Business Area: 0120 UK COM Clinical

Header Revenues Expenditures Revenue Transfers Expense

Export Line Text Add Delete Copy Upload Data Copy Recurring Amount

Line Funds Center Funds Center Name Grand

10. Click on the **Browse** button

Import: CSV File

Select the CSV file that you want to import:

Browse... No file selected.

Set the CSV file delimiter:

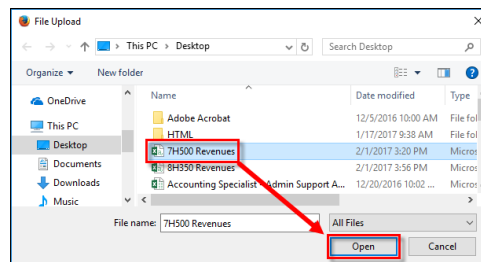
Comma (,)

Import CSV Cancel

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## Revenues – Entry via Excel (Continued)

11. Locate your file within the **File Upload** window, click on the file to select, and then click on the **Open** button



12. Click on the **Import CSV** button

Import: CSV File

Select the CSV file that you want to import:

Browse... 7H500 Revenues.csv

Set the CSV file delimiter:

Comma (,)

Import CSV Cancel

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## Revenues – Entry via Excel (Continued)

13. Once the data from the Excel file is uploaded into the **Upload Data** pop-up window, you can choose to either **Append Data** (add to data already in the form) or **Replace Data** (swap data already in the form).

Funds Center	Funds Center Name	Grant	Grant Name	Commitment Item	Commitment Item Name	FY 2020-21 Recurring Budget	FY 2020-21 Actuals	FY 2021-22 Recurring Budget	FY 2022-23 Budget
1013195050	CLINICAL - DE	GMNR	Grants Mana	426104	Grant-KMSF St				10,000
		GMNR	Grants Mana						17,540
1013195050	CLINICAL - DE	GMNR	Grants Mana	426105	Grant-KMSF St				13,200
1013195050	CLINICAL - DE	GMNR	Grants Mana	426106	Grant-KMSF Cl				7,800
1013100801	EDUC-OGBY	GMNR	Grants Mana	426100	Grant-KMSF Fe				0
1013100801	EDUC-OGBY	GMNR	Grants Mana	426101	Grant-KMSF Fe				0
1013100801	EDUC-OGBY	GMNR	Grants Mana	426104	Grant-KMSF St				0
1013100801	EDUC-OGBY	GMNR	Grants Mana	426105	Grant-KMSF St				0
1013100801	EDUC-OGBY	GMNR	Grants Mana	426106	Grant-KMSF Cl				0
1013100701	RSRCH-OBG	GMNR	Grants Mana	426100	Grant-KMSF Fe				0
1013100701	RSRCH-OBG	GMNR	Grants Mana	426101	Grant-KMSF Fe				0
1013100701	RSRCH-OBG	GMNR	Grants Mana	426106	Grant-KMSF Cl				0
1022175930	FIXED PRICE	GMNR	Grants Mana	480010	Prior Year Func				0
1022175930	FIXED PRICE	GMNR	Grants Mana	480020	Appropriations				0

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## Revenues – Entry via Excel (Continued)

14. After the Excel file data has been applied to the actual **Non-Position Form – Revenues** screen, click on the **Save** button to retain the changes.

- These same steps will also work with the **Expenditures, Revenue Transfers, and Expense Transfers** tabs.

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## Non-Position Form – Expenditures

- The **Expenditures** screen functions similarly to the **Revenues** screen except the **Expenditures** screen only allows non-position Commitment Items (CIs). That is:
  - ♦ CIs beginning with a “5” (excluding those that are position related);
  - ♦ CIs beginning with a “6”; and
  - ♦ The following CIs beginning with a “7”:
    - 750401
    - 750402
    - 750403
    - All those that begin with 755xxx

Non-Position Form

Search New Save Cancel Close Advance Stage

Form ID: 368 7H500 Gen Fund Stage:

Department: 7H500 OBSTETRICS & GYNECOLOGY Fund Category:

Business Area: 0120 UK COM Clinical Depts

Header Revenues **Expenditures** Revenue Transfers Expense Transfers Comments Attachments

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## Non-Position Form – Revenue Transfers

- The **Revenue Transfers** screen is used to budget revenues that are to be received from another unit or sent to another unit in the same business area and fund group (Auxiliary and Restricted Funds only).

Header Revenue Expense **Revenue Transfers** Expense Transfers Comments Attachments

Export Line Text Add Delete Copy Upload Data

- The screen will contain no line information. The data must be entered if needed.
- This screen works similarly to the **Revenues** and **Expenditures** screens, but it includes inserting the department number of the unit that is providing (or receiving) the funds.
- Enter data as a positive number if unit is receiving funds for Auxiliary and Restricted Funds only; enter data as a negative number if unit is sending funds.

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## Non-Position Form – Revenue Transfers (Continued)

- The Commitment Items available in this screen begin with 74xxxx only, excluding the following CIs: 740401, 740402, and 740403.
- Click on the **Add** button (1) to enter a new line of data (2), and then click on the **Save** (3) button before moving to another tab.

The screenshot shows the 'Non-Position Form' for 'Revenue Transfers'. At the top, there are buttons for Search, Save (labeled 3), Cancel, Close, and Advance Stage. Below these are input fields for Form ID (366), Department (7H500), and Business Area (0120). A tabbed interface shows 'Revenue Transfers' selected. Below the tabs are buttons for Export, Line Text, Add (labeled 1), Copy, and Upload Data. A table with columns 'Line Text', 'Funds Center', and 'Funds Center Name' is shown. A red arrow points from the 'Add' button to a new line in the table, which is labeled '2'.

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## Non-Position Form – Expense Transfers

- The **Expense Transfers** screen is used to budget funds that are provided to another unit. The funding unit cannot be in either the same fund group and/or business area as the receiver unit.

The screenshot shows the 'Non-Position Form' for 'Expense Transfers'. The 'Expense Transfers' tab is selected and highlighted with a red box. Below the tabs are buttons for Export, Line Text, Add, Delete, Copy, and Upload Data.

- The screen will contain no prior information. The data must be entered manually if needed.
- The functionality on this screen is similar to the **Revenue Transfers** screen, but it includes inserting the department number of the unit that is receiving the funds.
- The Commitment Items available in this screen begin with 75xxxx, excluding the following CIs: 750401, 750402, 750403, and all that begin with 755xxx.

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## Non-Position Form – Comments/Attachments

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- **Comments** and **Attachments** tabs:
  - There are no reports to display data entered on these screens.
  - Information is available only through the individual form.

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## Any Questions?

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- Non-Position Budgeting
- Non-Position Form
  - Direct Entry
  - Entry via Excel
  - Revenues
  - Expenditures
  - Revenue Transfers
  - Expense Transfers
  - Comments/Attachments
- Non-Position Form Features



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## Unit 3

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# Position-Related Information & Tips

57

## Position-Related Information

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- Position-related data updates only twice during the budget development process:
  - ♦ The first time is usually at the end of January when a snapshot of the salaries are captured for determining the salary pool.
  - ♦ The second time occurs just before the PBF system opens to enter position budgets and salary proposals in PBF.
- Only active positions will be available in PBF, regardless if they are budgeted or not.
- Hospital positions, those in departments beginning with H (excluding H8505) and M, are not in PBF. These budgets are prepared by UKHC and provided to the UBO.

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## Position–Related Information (Continued)

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- All filled regular positions in PBF automatically create an initial budget with the exception of positions in Personnel Subarea 1500 (Healthcare).
  - ♦ These budgets are displayed on reports.
  - ♦ Any adjustments can be made by creating a Form ID for the position department.
- All postdoc, housestaff and student positions are considered non-regular and will be displayed on the PBF Non-Regular Forms.
- Position budgets (salary and benefits) are created when PEP\* runs. It uses the entries in the **FY 2022–23 Budget** column to create the budget.

\*PEP is covered in the next two slides.

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## Personnel Expenditure Projections (PEP)

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- The position–related PBF forms (**Regular Position – Salary Proposal Form, Non-Regular Position Budget Only Form and Non-Regular Salary Form**) do not display cost object dimensions (e.g. funds center, Grant, commitments, etc.) and benefits because these are derived in the background, but they will be displayed on reports.
- PBF contains a calculation engine called Personnel Expenditure Projection (PEP) that uses data from these personnel forms, together with the employee and position master data records, to calculate and post the position expense budgets with the associated benefits into the appropriate commitment items.

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## Personnel Expenditure Projections (PEP) (Con't)

- Users can see the results by running an expense report.
- Management of the PEP engine will be operated by the PBF Administrator and will be run several times per day during the budget development process.
  - ♦ The running of the PEP engine will not disrupt the operations of a user inputting data into the budget forms.



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## Benefits

- Benefits budgets will be displayed in the funds center/grant that is associated with the position budgets they support.
- **PLEASE NOTE:** It is expected that adequate benefits budget are placed on each position as calculated by the PEP engine. The budget process does not endorse changing the benefits budget for an Area into one funds center using the **Non-Position Form**.



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## Department Field Notes

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- Each position in SAP-HR is associated with an Organizational Unit (Org Unit). An Org Unit is defined by the position's "home" department and is an 8-digit number beginning with a "3".
- The Org Unit description is the position's 5-digit department. Thus, in PBF a position will display only one time regardless of how the position's costs are allocated.

**NOTE:** The "department" field on the position-related forms refers to the Org Unit description and not the funds center department. The "department" field on the PBF non-position form refers to the funds center department.

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## Department Field Notes (Continued)

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**CAUTION:** All Active positions (filled or vacant) in a home department will be displayed even if the positions have no budgets.

**TIP:** Delimit all un-needed positions in SAP prior to the start of the budget development process.

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## Pooled Positions

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- Pooled positions are defined as all filled positions with more than one assigned employee.
- All regular pooled Faculty and Staff positions must have a Z25 (Job Share) relationship created before the position budget/salary proposal process occurs in late April/early May timeframe.
  - ♦ Work with HR Compensation to create this relationship.

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## Position-Related Tips

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- Save the data in each tab before moving to another tab.
- Pressing the **Enter** key will apply the changes to the selected line item only. Therefore, click on the **Save** button in PBF to save all changes made on a form.
- Do not leave any input fields blank. A value including “0” (zero) must be placed in each input field.
- To avoid locking issues, close a PBF form using only the yellow **Close** button (not the “X” in the upper-right corner) before accessing another **Form ID**.
- Do not key in another **Form ID** in the search field before closing the form in which you are currently working.
  - ♦ Moving to a new form does not necessarily close the previous form.

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## Any Questions?

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- Position-Related Information
- Personnel Expenditure Projections (PEP)
- Benefits
- Department Field Notes
- Pooled Positions
- Position-Related Tips



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## Unit 4

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## Regular Position Budget & Salary Proposals

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## Regular Position Budget & Salary Proposals

- This refers to personnel budgeting (salary and benefits) and a salary proposal for regular positions.
- Position budgeting is based on the salary and benefits that are anticipated to be paid out on a position in the new year regardless of funding source.



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## Regular Position

- Regular positions in PBF are defined as:
  - ♦ Positions with Personnel Subareas of 0001 thru 0005 excluding those with ZJ relationships
    - 0001 = Reg FT
    - 0002 = Reg PT-Faculty
    - 0003 = Reg PT >.74
    - 0004 = Reg PT .50-.74
    - 0005 = Reg PT .20-.49

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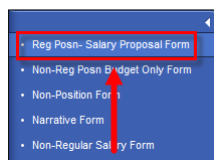
## Regular Position – Salary Proposal Form

- The **Regular Position – Salary Proposal Form** is used to complete position budgets and salary proposals for regular positions only.
- This form will be used to prepare:
  - ♦ Regular filled positions: budget and salary
  - ♦ Regular vacant positions: budget only
- This form can be exported to Excel (to be used for planning), but **cannot be uploaded from Excel back into the PBF form** because they are master data entries (unlike the data in the non-position form).

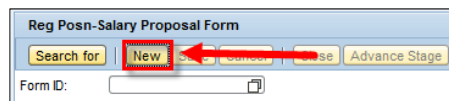
71

## Regular Position – Salary Proposal Form (Continued)

### 1. Access the Regular Position – Salary Proposal Form



### 2. Create a form instance for a department by clicking on the **New** button



### 3. Enter the **Department** and **Description**

New Form Instance		
Department:	7H500	OBSTETRICS & GYNECOLOGY
Position Type:	REG	Regular
Description:	7H500 Regular	

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## Regular Position – Salary Proposal Form (Continued)

### 4. Click on the **Create** button

- A **Form ID** number will be created, which you can refer to when editing the budget data at a future time for the department created.

**NOTE:** Using the search feature on the **Form ID** will be limited to the user's security access.

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## Form Tabs

- In this form, the following tabs will contain only filled, non-pooled positions:
  - ♦ Faculty
  - ♦ Exempt [Monthly *compensated staff*]
  - ♦ Non Exempt [Bi-weekly/Hourly *compensated staff*]
- Positions listed under the **Vacant** tab will contain vacant positions.

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## Salary Proposals

- Salary changes for the new Fiscal Year are made in the columns in accordance with the reasons identified on the form. The reasons are:
  - ♦ Stipend [**Faculty** tab only]
  - ♦ Merit
  - ♦ Promotion [**Faculty** tab only]
  - ♦ Equity
  - ♦ Market
  - ♦ Scale
  - ♦ Leaving (Used when an employee will be leaving UK in the new Fiscal Year)
  - ♦ Sabbatical [**Faculty** tab only] (Used when a faculty is returning or going on sabbatical (where they are or will be receiving partial pay) in the new Fiscal Year)
  - ♦ Other (Used for reasons other than those listed above)

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## Salary Proposals (Continued)

- **Faculty** tab:

Header	Faculty	Exempt (Monthly)	Non Exempt / Bi-weekly / Hourly	Vacant	Comments	Attachments										
Export	Line Text	Enter Distribution	Apply Percent Increase													
Line Text	Position	Position Title	PERNR	First Name	Last Name	FY 2021-22 Base Salary	FY 2021-22 Stipend	Stipend Change	Merit Change	Promotion Change	Equity Change	Market Change	Scale Change	Leaving Change	Sabbatical Change	Other Change

- **Exempt (Monthly) and Non Exempt / Bi-weekly / Hourly** tabs:

Header	Faculty	Exempt (Monthly)	Non Exempt / Bi-weekly / Hourly	Vacant	Comments	Attachments							
Export	Line Text	Enter Distribution	Apply Percent Increase										
L. T.	Position	Position Title	PERNR	First Name	Last Name	FY 2021-22 Base Salary		Merit Change	Equity Change	Market Change	Scale Change	Leaving Change	Other Change

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## Salary Proposals (Continued)

- Enter the annual **increment** amounts for each applicable reason in the appropriate columns associated with an employee
  - Press the **Tab** key to move from one column to the next or the down arrow for moving from one row to the next

FY 2021-22 Pay Rate	FY 2021-22 Base Salary	Merit Change	Equity Change	Market Change	Scale Change	Leaving Change	Other Change	Sub-Total Base Salary Changes	FY 2022-23 Base Salary	FY 2022-23 Budget Change	FY 2022-23 Budget
24.1	50,128	0	0	0	0	0	0		50,128	0	50,128
26.35	54,808	0	0	0	0	0	0		54,808	0	54,808
19.8	41,184	0	0	0	0	0	0		41,184	0	41,184

- Click on the **Save** button so that the changes entered will be applied, saved and reflected in the new-year salary and budget columns

**NOTE:** Pressing **Enter** will apply your changes to only the selected line item. You must click the **Save** button in order to save all changes made on the form!

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## Salary Proposal and Budget Differences

- It is the expectation that all positions be fully funded (that is, budget is equivalent to salary).
- However, there are instances where positions are not yet fully funded.
- In those cases, the new-year **Budget Change** column is used to remove or add the difference between the proposed new-year salary and the new-year budget.

- Be sure to **Save** all changes!

FY 2022-23 Base Salary	FY 2022-23 Budget Change	FY 2022-23 Budget
50,128	-10,000	40,128
54,808	2,000	56,808
41,184	0	41,184

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### Salary Entry Example #1

- Faculty member will be going on sabbatical in the upcoming fiscal year at 50% partial pay. Their current annual salary is \$75,000. The merit for the new year at full salary was determined to be \$850.
- This displays the salary and budget entry into PBF:

FY 2021-22 Base Salary	FY 2021-22 Stipend	Stipend Change	Merit Change	Promotion Change	Equity Change	Market Change	Leaving Change	Sabbatical Change	Other Change	FY 2022-23 Base Salary	FY 2022-23 Stipend	FY 2022-23 Budget Change	FY 2022-23 Budget
75,000.00	0.00	0.00	850.00	0.00	0.00	0.00	0.00	(37,925.00)	0.00	37,925.00	0.00	37,925.00	75,850.00

- Highlighted line indicates entry fields by user.
- Entries in blue font are calculated by system.
- The position budget in the new year should be fully budgeted even though the proposed salary is at 50 percent. Funding from the position can be used on a non-recurring basis during the year.

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### Salary Entry Example #2

- Faculty member is on sabbatical at 2/3 pay of which their sabbatical salary is \$66,666.67. They will return to full pay in the new fiscal year. They will be provided a merit of \$2,000.
- This displays the salary and budget entry into PBF:

FY 2021-22 Base Salary	FY 2021-22 Stipend	Stipend Change	Merit Change	Promotion Change	Equity Change	Market Change	Leaving Change	Sabbatical Change	Other Change	FY 2022-23 Base Salary	FY 2022-23 Stipend	FY 2022-23 Budget Change	FY 2022-23 Budget
66,666.67	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	33,333.33	0.00	102,000.00	0.00	0.00	102,000.00

- Highlighted line indicates entry fields by user.
- Entries in blue font are calculated by system.

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### Salary Entry Example #3

- An Exempt Staff employee announced they are leaving UK by June 30<sup>th</sup> of the current year. The employee currently earns an annual salary of \$52,300. The unit intends to fill the position in the next fiscal year.
- This displays the salary and budget entry into PBF:

FY 2021-22 Base Salary	Merit Change	Equity Change	Market Change	Scale Change	Leaving Change	Other Change	FY 2022-23 Base Salary	FY 2022-23 Budget Change	FY 2022-23 Budget
52,300.00	0.00	0.00	0.00	0.00	(52,300.00)	0.00	0.00	52,300.00	52,300.00

- Highlighted line indicates entry fields by user.
- Entries in blue font are calculated by system.

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### Salary Entry Example #4

- A Non-Exempt Staff employee's current salary was \$33,200 at the time position data was captured into PBF for the budget process. The employee received a promotion with a new annual salary of \$40,000 after the data was captured in PBF. A merit of \$2,500 was determined for this employee.
- This displays salary and budget entry into PBF:

FY 2021-22 Base Salary	Merit Change	Equity Change	Market Change	Scale Change	Leaving Change	Other Change	FY 2022-23 Base Salary	FY 2022-23 Budget Change	FY 2022-23 Budget
33,200.00	2,500.00	0.00	0.00	0.00	0.00	6,800.00	42,500.00	0.00	42,500.00

- Highlighted line indicates entry fields by user.
- Entries in blue font are calculated by system.

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## Salary Entry Example #5

- An Exempt Staff employee's current salary was \$50,000 at the time position data was captured in PBF on April 15<sup>th</sup>. On April 10<sup>th</sup>, the employee received a promotion of \$5,000, which was entered in SAP but not yet fully approved through the workflow process by April 15<sup>th</sup>. In PBF, there are two salaries for the employee: one for \$50,000 and another for \$55,000. Thus PBF will capture a salary of \$105,000 for the employee. A merit of \$1,000 was also determined.
- This displays salary and budget entry into PBF:

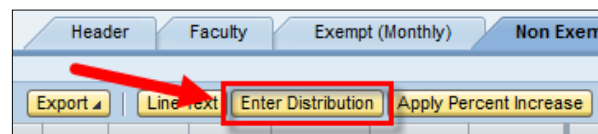
FY 2021-22 Base Salary	Merit Change	Equity Change	Market Change	Scale Change	Leaving Change	Other Change	FY 2022-23 Base Salary	FY 2022-23 Budget Change	FY 2022-23 Budget
105,000.00	1,000.00	0.00	0.00	0.00	0.00	(50,000.00)	56,000.00	0.00	56,000.00

- Highlighted line indicates entry fields by user.
- Entries in blue font are calculated by system.

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## 1018 Cost Distributions

- The 1018 Cost Distribution represents the percent splits on how a position (budget/salary) are allocated.
- If the 1018 Cost Distribution percentage on a position in the new-year will be the same as the current year, no action is required in PBF.
- However, if the 1018 Cost Distribution percentage will be different in the new-year, then the change must be made in PBF.
- The **Enter Distribution** button is used to change the 1018 Cost Distribution percentage on a position for the new-year only.



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## 1018 Cost Distributions (Continued)

- To make a 1018 Cost Distribution change:
  - Click on the gray box on the far-left side of a line to select

11061108	50130 ...	Patient ...	11005231
----------	-----------	-------------	----------

- Click on the **Enter Distribution** button – The **Salary Distribution Popup** window will appear.
- Make the necessary change(s) in the **Distribution Pct.** column
- Press **Enter**

Salary Distribution Popup

Position Number: 51030531  
Employee Name: TRAINING, EMPLOYEE      FY 2022-23 Budget: 37,211.2

Add Line   Delete Line   Copy Line      Verify Splits

Funds Center	Funds Center Name	Grant	Grant Name	Start Period	End Period	Distribution Pct.	Split Amounts
1013184280	VA IPA - BIOCHEM	GMNR	Grants Management No	001.2000	012.9999	100	100
							0

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## 1018 Cost Distributions (Continued)

- To add a line, click on the **Add Line** button (1), enter the desired **Funds Center and/or Grant** (2) and **Distribution Pct.**(3), update the percentage for the other cost objects accordingly so the grand total is 100%, and then press **Enter**.

Funds Center	Funds Center Name	Grant	Grant Name	Start Period	End Period	Distribution Pct.
1012806700	HR CLR ANATOMY	GMNR	Grants Management No	001.2000	012.9999	80
1012062470	COMPUTER SYS	GMNR	Grants Management No	001.2022	012.2022	20
						100

**TIP:** It is not recommended to use the value help to find a Funds Center because it will access all active Funds Centers in the University. This will take a very long time to access.

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## 1018 Cost Distributions (Continued)

- To delete a line, click on the gray box to the far-left of the line (to select), and then click on the **Delete Line** button.

Add <b>2</b> Delete Line Copy Line	
Funds Center	Funds Center Name
1013195050	CLN - DEPT
<b>1</b> 1012062470	MCIS COMPUTER SYS

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## 1018 Cost Distributions (Continued)

- To copy an existing line, click on the gray box to the far-left of the line (to select), click on the **Copy Line** button, (after the new line appears) make the appropriate changes to the **Funds Center and/or Grant and Distribution Pct.**, and then press **Enter**.
- You can verify the budget splits by clicking on the **Verify Splits** button so the salary budget can be redistributed based on the new percentages. See **Split Amounts** column.

Add Line Delete Line Copy Line							Verify Splits
Funds Center	Funds Center Name	Grant	Grant Name	Start Period	End Period	Distribution Pct.	Split Amounts
1013195050	CLN - DEPT	GMNR	Grants Management No	001.2000	012.9999	90	
1012062470	MCIS COMPUTER SYS	GMNR	Grants Management No	001.2000	012.9999	10	
						100	0

Verify Splits
Split Amounts
41,211.18
4,579.02
45,790.2

- Click on the **Save and Close** button to return to the form.

Cancel	Save	Save and Close
--------	------	----------------

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## Vacant Tab

- The **Vacant** screen contains:
  - All active vacant regular positions
  - Current year recurring position budgets

Line Text	Pooled Indicator	Position	Position Title	FY 2021-22 Position Budget	FY 2022-23 Budget Change	FY 2022-23 Budget
		50101426	Professor	0	0	0
		50122587	Scientist I	0	0	0
		50120094	Lab Assistant	0	0	0
		5013004	Instructional Laboratory Coordinat	39,228.84	0	39,228.84
		51001175	Professor	0	0	0
		51007720	Scientist I	51,999.96	0	51,999.96
		51011528	Professor	157,850.04	0	157,850.04

**TIP:** Delimit all un-needed positions in SAP prior to the start of the budget development process.

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## Vacant Tab (Continued)

- The new-year **Budget** column is populated if a current-year budget exists on a position.
- To retain the new-year entry, the form must be saved.
- Changes to the new-year budget are made in the new-year **Budget Change** column:

Line Text	Pooled Indicator	Position	Position Title	FY 2021-22 Position Budget	FY 2022-23 Budget Change	FY 2022-23 Budget
		50101426	Professor	0	45,000	45,000
		50122587	Scientist I	0	0	0
		50120094	Lab Assistant	0	0	0
		5013004	Instructional Laboratory Coordinat	39,228.84	41,250	80,478.84
		51001175	Professor	0	0	0
		51007720	Scientist I	51,999.96	53,150	105,149.96
		51011528	Professor	157,850.04	159,050	316,900.04

- The **Enter Distribution** button works the same as in the prior tasks.

- Be sure to **Save** all changes!

Reg Posn-Salary Proposal Form

Search for: [ ] New Save Cancel

Form ID: 645

90

## Comments/Attachments Tabs

---

- **Comments** and **Attachments** tabs:
  - There are no reports to display data entered on these screens.
  - Information is available only through the individual form.

91

## Any Questions?

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- Regular Position Budget & Salary Proposals
- Regular Position - Salary Proposal Form
- Salary Proposal and Budget Differences
- Salary Entry Examples
- 1018 Cost Distributions
- Vacant Tab
- Comments/Attachments Tabs



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## Unit 5

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# Non-Regular Position Budget Only

93

## Non-Regular Position Budget Only Overview

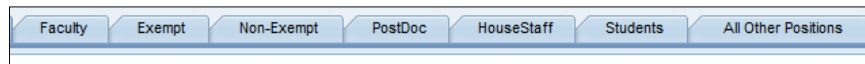
---

- Non-Regular positions are those with Personnel Subareas other than 0001-0005 or positions with ZJ relationships.
- The **Non-Regular Position Budget Only Form** is used to complete position budgets for non-regular positions only.
  - ♦ Salary proposals for filled, non-regular positions are completed in the Non-Regular Salary Form (see next Unit).
- All budgets for student, postdoc, and housestaff positions in PBF are displayed on the **Non-Regular Position Budget Only Form**.

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## Non-Regular Position Budget Only Form

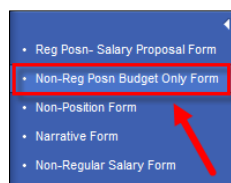
- The **Non-Regular Position Budget Only Form** contains the following tabs:
  - ♦ Faculty
  - ♦ Exempt Staff
  - ♦ Non-Exempt Staff
  - ♦ PostDoc
  - ♦ HouseStaff
  - ♦ Students
  - ♦ All Other Positions (e.g. working retiree faculty and staff)



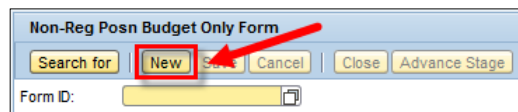
95

## Non-Regular Position Budget Only Form (Con't)

1. Access the **Non-Regular Position Budget Only Form**



2. Create a form instance for a department by clicking on the **New** button



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## Non-Regular Position Budget Only Form (Con't)

### 3. Enter the **Department** and **Description**

- ♦ The **Position Type** is automatically set to **NREG**
- ♦ NOTE: All Active non-regular positions (filled or vacant) in the identified department will be displayed, even if the position has no current-year recurring budget.

Department: 7H500 OBSTETRICS & GYNECOLOGY  
 Position Type: NREG Non-Regular  
 Description: 7H500-NREG

### 4. Click on the **Create** button

New Form Instance  
 Department: 7H500 OBSTETRICS & GYNECOLOGY  
 Position Type: NREG Non-Regular  
 Description: 7H500-NREG  
 Create Cancel

- A **Form ID** number will be created, which you can refer to when editing the budget data at a future time for the department created.

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## Non-Regular Position Budget Only Form (Con't)

- This form displays the current-year recurring budget for each active position in the Org Unit department.
- Changes to the new-year budget are made in the new-year **Budget Change** column:

Line Text	Pooled Indicator	Position	Position Title	FY 2021-22 Position Budget	FY 2022-23 Budget Change	FY 2022-23 Budget
51040629		Temporary Faculty		0	50,500	50,500

- Be sure to **Save** all changes before moving to another tab!

Non-Reg Posn Budget Only Form  
 Search for: New Save Cancel Close Advance Stage  
 Form ID: 652

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## Non-Regular Position Budget Only Form (Con't)

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- The **Export**, **Line Text** and **Enter Distribution** buttons function the same as previously described in previous Units.

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## Any Questions?

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- Non-Regular Position Budget Only Overview
- Non-Regular Position Budget Only Form



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## Unit 6

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# Non-Regular Salary Proposals

101

## Non-Regular Salary Proposals Overview

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- The **Non-Regular Salary Form** is used to enter the proposed new year salaries only for non-regular, filled positions.
- This form has the following tabs:
  - ♦ Faculty
  - ♦ Exempt Staff
  - ♦ Non-Exempt Staff
  - ♦ Postdocs
  - ♦ Housestaff
  - ♦ Students
  - ♦ All Other Positions
- The form can be exported to Excel for planning purposes.



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## Non-Regular Salary Proposals Overview (Continued)

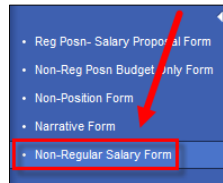
- This form will display employees whose positions are defined by PBF as non-regular and will show their **PERNR** (Personnel Number), **Position**, **Job**, **Job Description**, and current annual salary.

PERNR	Position	First Name	Last Name	Job	Job Description	FY 2021-22 Salary	FY 2022-23 Salary
00001505	51031602	EMPLOYEE	TRAINING	40501753	Regular Faculty	72,261.48	0

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## Non-Regular Salary Form (Continued)

- Access the **Non-Regular Salary Form**



- Enter a **Department** (Org Unit department) where the non-regular position belongs, and then press **Enter**

Non - Regular Salary Form	
Close	Save
Department:	8H025
	VISUALIZATION & VIRT

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### Non-Regular Salary Form (Continued)

- The new-year salary must be entered directly in the new-year salary column of this form.

FY 2021-22 Salary	FY 2022-23 Salary
35,600	0
33,280	0
33,280	0

- Click on the **Save** button before moving to another tab.

**Non - Regular Salary Form**

Department: \_\_\_\_\_

105

### Non-Regular Salary Form (Continued)

- The **Copy Current Salary** button can be used as well, if applicable.

Faculty							Exempt (Monthly)	Non-Exempt / Bi-Weekly / Hourly	Post-docs	Housestaff	Students	All Other Positions
PERSON	Position	First Name	Last Name	Job Code	Job Description	FY 2021-22 Salary	FY 2022-23 Salary					
20044511	50310670	EMPLOYEE	TRAINING	40500794	Temporary Technical	35,600	35,600					
20044256	50310676	ELENA	MANAUIS	40500794	Temporary Technical	33,280	33,280					
20044256	50310676	ELENA	MANAUIS	40500794	Temporary Technical	33,280	33,280					
20064309	50310676	EMPLOYEE	TRAINING	40500794	Temporary Technical	30,160	30,160					
20073382	51034913	EMPLOYEE	TRAINING	40500794	Temporary Technical	17,550	17,550					
20067289	51045604	EMPLOYEE	TRAINING	40500794	Temporary Technical	36,004.6	36,004.6					
00061858	51046985	ROBIN	WEBB	40500794	Temporary Technical	14,600	14,600					

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## Any Questions?

- Non-Regular Salary Proposals Overview
- Non-Regular Salary Form



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## Unit 7



# Budget Reporting

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## Budget Reporting

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- Budget reporting will be available in these systems:

- ♦ Business Objects
  - **myReports** tab in the myUK portal



- ♦ Tableau
  - analytics.uky.edu website

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## Business Objects Reporting

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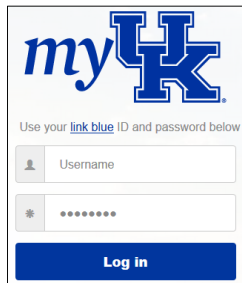
- The reports in the Business Objects system will be:
  - ♦ Available to all those entering future year budget data
  - ♦ Effective **ONLY** during the budget entry process (February through June)
    - Must use the Tableau ***Budget vs Actual*** report July through June for budget/actual reporting

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## Business Objects Reporting (Continued)

### 1. Log into the myUK portal using your Link Blue ID and Password

- ♦ <https://myUK.uky.edu/irj/portal>



myUK

Use your [link blue](#) ID and password below

Username

**Log in**

### 2. Click on the **myReports** tab



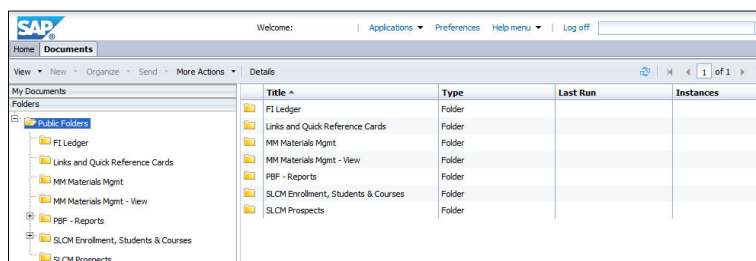
111

## Business Objects Reporting (Continued)

### 3. Click on the **myReports** sub-tab



- Business Objects will open in a separate browser window.



SAP

Welcome: Applications Preferences Help menu Log off

Home Documents

View New Organize Send More Actions Details

My Documents

Folders

- Public Folders
  - FI Ledger
    - Links and Quick Reference Cards
    - MM Materials Mgmt
    - MM Materials Mgmt - View
    - PBF - Reports
    - SLOH Enrollment, Students & Courses
    - SLOH Prospects

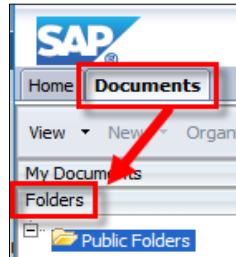
Title	Type	Last Run	Instances
FI Ledger	Folder		
Links and Quick Reference Cards	Folder		
MM Materials Mgmt	Folder		
MM Materials Mgmt - View	Folder		
PBF - Reports	Folder		
SLOH Enrollment, Students & Courses	Folder		
SLOH Prospects	Folder		

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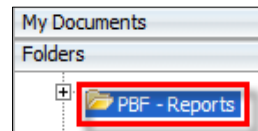


## Business Objects Reporting (Continued)

- Click on the **Documents** tab under the SAP logo in the upper-left corner of the window, and then click on the **Folders** item on the left side of the window



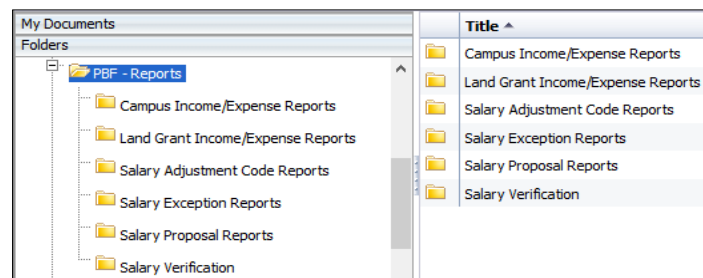
- Click on the **PBF - Reports** folder



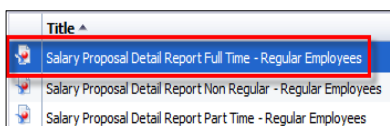
113

## Business Objects Reporting (Continued)

- All of the sub-folders will appear both under the **PBF - Reports** folder and on the right side of the screen in the **Title** column.



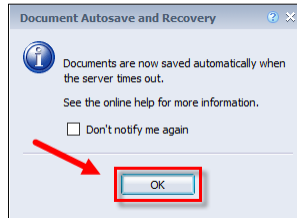
- Double-click on the desired report in the **Title** column



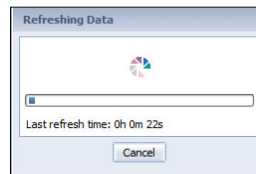
114

## Business Objects Reporting (Continued)

7. Click on the **OK** button in the **Document Autosave and Recovery** pop-up window



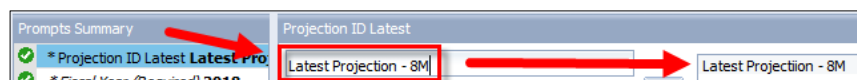
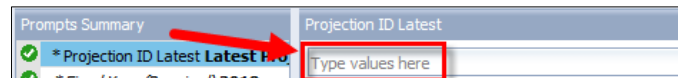
8. After the report screen appears, click on the **Refresh** icon in the toolbar at the top of the report - The **Refreshing Data** pop-up window will appear. Be patient!



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## Business Objects Reporting (Continued)

9. To enter/select a value as you click on the different prompts in the **Prompts Summary** column, you can either directly enter the value where it says **Type values here** and press **Enter**, which will place the value in the far-right column:

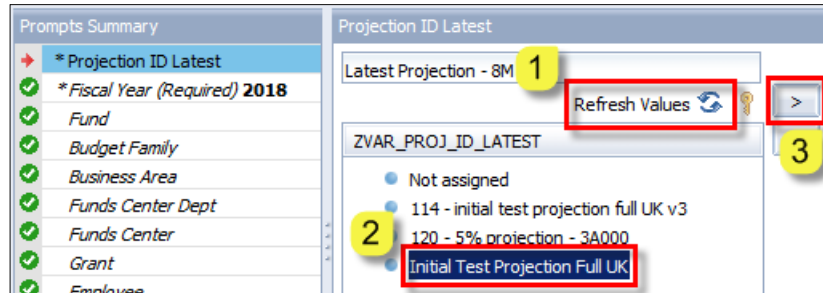


**TIP:** If the report requests a **Projection ID**, one will be provided each year during the budget process.

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## Business Objects Reporting (Continued)

9. ...OR, (1) click on the **Refresh Values** button; (2) click on the desired value; and (3) click on the “greater than” button pointing to the right to add that value.

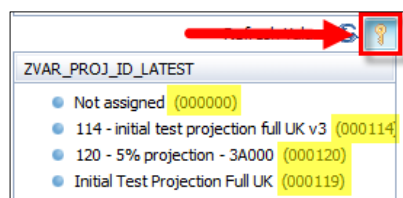


**TIP:** You can double-click on the value in step 2, which will add the value to the right automatically.

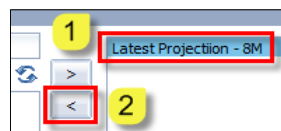
117

## Business Objects Reporting (Continued)

**TIP:** You can click on the **Key** icon to view the code for each value, and you can also enter that code where it says **Type values here** and press **Enter** for the value to be added to the right column.



**TIP:** To **remove** a value from the right column, you can either click on the value to select it and then click on the “less than” button (<), or simply double-click on the value.



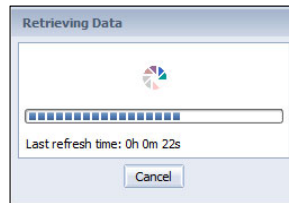
118

## Business Objects Reporting (Continued)

10. Once all of the desired values are selected for all the required and desired prompts, click on the **OK** button in the lower-right corner to update the report.



- The **Retrieving Data** pop-up window will appear. Be patient!



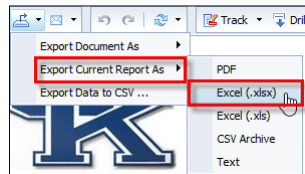
119

## Exporting BOBJ Report to Excel

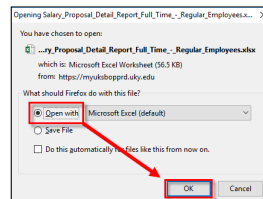
- Click on the **Export** icon in the toolbar at the top of the report



- Select **Export Current Report As** and then **Excel (.xlsx)** from the drop-down menus



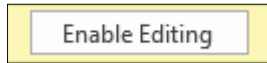
- Select the **Open** option
- Click on the **OK** button



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## Exporting BOBJ Report to Excel (Continued)

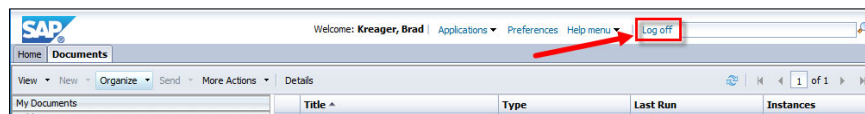
- In order to make edits to the report in Excel, you will need to first click on the **Enable Editing** button in the yellow bar that will be across the top of the report and below the Menu Bar.



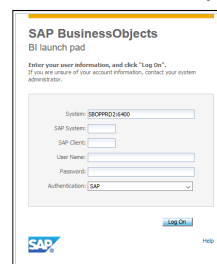
121

## Exiting Business Objects

- To exit from/close Business Objects, use the **Log off** link/button above the reporting area...not the "X" in the very upper-right corner of the window.



- You can completely close the Business Objects window once you see the **SAP BusinessObjects** log on screen:



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## Tableau Reporting

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- There is one report in Tableau that is related to the salary proposal process called the **Salary Retraction Report**.
  - ♦ This report is used to review and validate salaries after retraction to SAP for the new fiscal year.
  - ♦ Use this report **after** retraction of salary information from PBF to SAP (generally the last week of June).
  - ♦ Located in Tableau in the Public Budget Formulation (PBF) folder.

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## Any Questions?

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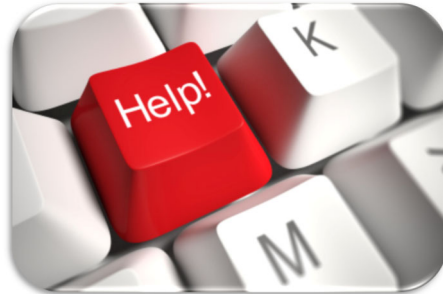
- Budget Reporting
  - Business Objects Reporting
  - Exporting BOBJ Report to Excel
  - Exiting Business Objects
  - Tableau Reporting



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## Unit 8

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# PBF Troubleshooting and Help

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## Keys to Minimize Budget/PBF Issues

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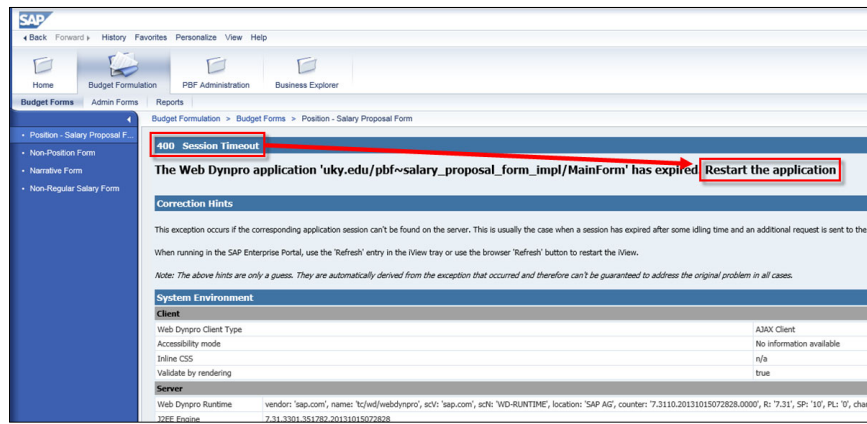
- Prepare budget data for entry first before accessing the PBF system
- Save early, save often
- Double-check your data entry before exiting a form
- Run PBF reports to check your data



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## PBF Session Timeout

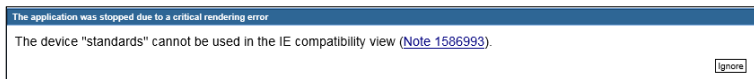
- In the event your PBF session times out:
  - Log off and close the PBF window
  - Click on the **Public Budget Formulation** beach ball icon to reopen PBF



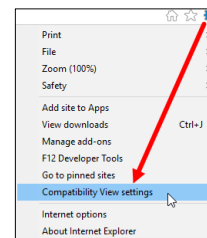
127

## Possible Internet Explorer Issue

- When logging into PBF using Internet Explorer (not Firefox or Chrome), you may receive the following message:



- To clear this message:
  - Click on the **Tools** icon in the upper-right corner of the screen
  - Select **Compatibility View Settings** from the drop-down menu

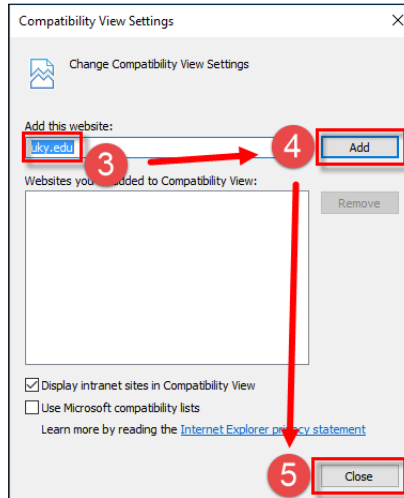


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## Possible Internet Explorer Issue (Continued)

3. Ensure **uky.edu** is listed/entered in the **Add this website** field
4. Click on the **Add** button
5. Click on the **Close** button



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## Possible Internet Explorer Issue (Continued)

- The screen will refresh, and the error message will be eliminated.
- Internet Explorer now appears to save this setting and remain available for future sessions. However, if the error continues to present itself to you, you **may** need to follow these steps with every session.
- Again, this is an issue only with Internet Explorer, not Firefox or Chrome.



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## PBF System/Technical Issues

- For any PBF **technical** issues, contact the Budget listserv:
  - ♦ [Budget-Issues@lsv.uky.edu](mailto:Budget-Issues@lsv.uky.edu)
- Always include the following in your e-mail correspondence:
  - ♦ Contact number where you can be reached
  - ♦ Form name
  - ♦ Form ID #
  - ♦ Description of issue
  - ♦ All applicable screen shots



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## Budgeting Issues

- For any **budgeting process** issues, first contact your AFO:
  - ♦ Kristen Cheser – Provost Area
  - ♦ Judy Duncan – Research Area
  - ♦ Brad West – President/EVPFA Areas
- Next option would be to send an e-mail to the Budget listserv:
  - ♦ [Budget-Issues@lsv.uky.edu](mailto:Budget-Issues@lsv.uky.edu)
  - ♦ Include the following:
    - Screen shot of PBF screen
    - Description of the issue
    - Contact number where you can be reached



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## On-line Help

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- PBF myHelp Website
  - [myHelp.uky.edu/rwd/HTML/PBF.html](http://myHelp.uky.edu/rwd/HTML/PBF.html)
  - Contains:
    - PBF\_300 Public Budget Formulation Course Manual
- **BI\_BOBJ\_200 Business Objects/End Users Course**
  - [myHelp.uky.edu/rwd/HTML/BW/BI\\_BOBJ\\_200\\_LSO\\_v3.pdf](http://myHelp.uky.edu/rwd/HTML/BW/BI_BOBJ_200_LSO_v3.pdf)
  - Also available in the myUK > Employee Self Service > myUK Learning training module; Search for the course using the course code, BI\_BOBJ\_200.

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## Any Final Questions?

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- Unit 1 – Public Budget Formulation (PBF) Overview
- Unit 2 – Non-Position Budgeting
- Unit 3 – Position-Related Information & Tips
- Unit 4 – Regular Position Budget & Salary Proposals
- Unit 5 – Non-Regular Position Budget Only
- Unit 6 – Non-Regular Salary Proposals
- Unit 7 – Budget Reporting
- Unit 8 – PBF Troubleshooting and Help



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