

# Budget Development Process

- [Introduction](#)
- [Configuration](#)

## Introduction

The budget development process allows users (departmental and administrative) to prepare multiple budgets for modeling or comparison to previous years' budgets or expenditures/revenues, as well as creating an agency's budget for the next year.

The process consists of four formatted, online, table screens and one formatted, online, data entry screen:

- The [Budget Development Configuration Table \(BA1006\)](#) assigns columnar headings and field titles to the 10 available budget development columns. These headings and titles are displayed in the Budget Development Report Definition Table (BA1009), Budget Development Screen (BA1010), and the Budget Development Report (BA1113).
- The [Budget Development Group Table \(BA1007\)](#) classifies budget structures into groups which can be attached to a user ID for online access. Budget groups also can be used for reporting.
- The [Budget Development User Configuration Table \(BA1008\)](#) defines the budget group or groups a specific user can access.
- The [Budget Development Report Definition Table \(BA1009\)](#) defines a report format (for example: which budget structure elements to display, report width, total options, sort sequence, selection criteria) for the Budget Development Report (BA1113).
- The [Budget Development Screen \(BA1010\)](#) creates and accesses data within the budget development process. Budget structures can be updated individually, within groups, or globally.

## Budget Development Functions

The budget development process includes the following functions:

- [Loading/Projecting Budget Development Columns](#)
- [Establishing Security](#)
- [Configuring Reports](#)
- [Loading the Fiscal Year Budget from Budget Development](#)
- [Deleting Budget Structures](#)

## Loading/Projecting Budget Development Columns

You can load or copy the 10 available budget or expenditure/revenue amount columns in the budget development process from the following sources:

- The budget status extract file, BA1290J.
- Another budget development amount column.

The following terms and definitions are used in the budget development process:

- Copy – Copying existing data from one budget development amount column to another budget development amount column.
- Load – Loading or transferring data from an external source (for example: budget status extract file) into a budget development column.
- Project – Projecting the next year's budget or expenditure amounts into a budget development amount column by using the information contained in the Budget Initialization by Object Table (BA1004).
- Estimate – Estimating the amount to be loaded or transferred into a budget development amount column for a fiscal year based upon a partial year's worth of data.

### From the Budget Status Extract File (BA1290J)

The Budget Status Load Process (BA1306J) allows you to load or transfer budget and fiscal-to-date expenditure/revenue data from the budget status extract file into a user-defined budget development amount column.

When scheduling BA1306J, you must specify:

- The number of the budget development amount column to receive the data. Requires two digits, for example, 01.
- Whether comments should be deleted.
- Whether encumbrances/commitments should be added to the fiscal-to-date actual amounts.
- Whether all funds or only those defined in the Budget Initialization Table by Fund (BA1003) should be loaded or transferred.
- The title of the budget development amount column to receive the data.
- The type of data to be loaded or transferred (for example: permanent budget, FYR budget, fiscal-to-date actuals).
- Whether salary and wage data should be loaded or transferred.
- The fiscal year to use in determining the level of budgeting.

**Note:** Prior to loading or transferring data from the budget status extract file (BA1290J), the Budget Development Configuration Table (BA1006) must be established.

## From the Budget Development Amount Columns

The copy column function in the Budget Development Screen (BA1010) allows you to load or transfer data online from one budget development amount column to another budget development amount column.

You can also do this by running a batch process. The Budget Development Copy Column Process (BA1307J) loads or transfers data from one budget development amount column to another budget development amount column.

When scheduling BA1307J, you must specify:

- The number of the budget development amount column from which to copy or transfer the data, or if the receiving column should be set to zero. Requires two digits, for example, 01.
- The number of the budget development amount column to receive the data. Requires two digits, for example, 01.
- The title of the budget development column to receive the data.
- Whether to modify, replace, or delete the comments attached to the budget structures in the budget development amount column.
- Whether all budget structures or only those attached to the funds listed in the Budget Initialization by Fund Table (BA1003) should be copied or transferred.

## Establishing Security

The budget development process allows you to establish security beyond what is set up via the Application Security module within the Production Management System. Through the Application Security module, you can designate valid users for each application menu by identifying the process or screens authorized to users. In addition, you can establish and maintain valid user passwords, assign the level of online access (for example: add, change, inquiry, delete) for each online screen and user, as well as restrict a particular user or users to a specific terminal or terminals.

The following budget development process tables are used to define additional security.

### Budget Development Configuration Table (BA1006)

The UPDATE IND (Budget Column Update Indicator) field defines whether a budget development amount column can be modified.

Four options are available:

- The budget development amount column can be modified.
- The budget development amount column cannot be modified.
- The budget development amount column can only be modified by a batch process.
- The budget development amount column can only be modified online.

The value specified in the Budget Development Configuration Table (BA1006) overrides any capability assigned to a specific user through the Application Security module or the Budget Development User Configuration Table (BA1008).

### **Budget Development Group Table (BA1007)**

The BUDGET GROUP field defines an accumulation/assortment of budget structures which can then be assigned to a user. By assigning a budget group to a user ID, the user will be able to access only the budget structures included within the assigned budget group. For example, all of the budget structures for Math have been attached to a budget group ABCD and assigned to user XYZ. User XYZ can now access only those budget structures in budget group ABCD.

### **Budget Development User Configuration Table (BA1008)**

The USER ID (User Identification) field defines the budget group or groups containing budget structures that a specific user can access.

The GROUP CAP (Budget Salary Access Indicator) field indicates whether a user can add or delete records from a budget group.

Three options are available:

- User cannot add or delete budget structures; change only (default).
- User can only add budget structures.
- User can add, change, or delete budget structures.

The SALARY/WAGE BUDGET (Budget Salary Access Indicator) field indicates the level of access a user has to salary and wage budget structures (identified by object code) for the budget group.

Three options are available:

- User has no access (default).
- User has only inquiry access.
- User has inquiry and change access (based on the value in the GROUP CAP field).

The SALARY/WAGE DETAIL (Budget Salary Detail Access Indicator) field indicates the level of access a user has to payroll-related information (for example: employee name, job classification, pay term, appointment term, percent full time) for the budget group.

Four options are available:

- User has no access (default).
- User has only inquiry access.
- User has change access.
- User has add, change, and delete access.

**Note:** In order for a user to add a payroll budget structure, the user must have add or delete capability for the salary and wage detail information *and* add or delete capability for the budget

structure. For example, the SALARY/WAGE DETAIL field indicates that the user has add and change *or* add, change and delete access, and the BUDGET CAP field indicates that the user has add *or* add, change or delete access.

To delete a payroll budget structure, the user must have delete capability for both. For example, the SALARY/WAGE DETAIL field indicates that the user has add, change, and delete access and the BUDGET CAP field indicates that the user has add, change or delete access.

The COLUMN CAPABILITES 1-10 (Budget Amount Access Indicator) fields define the level of access a user has for each budget development amount column.

Three options are available:

- User has no access (default).
- User has only inquiry access.
- User has inquiry and change access.

**Note:** The Budget Development Group Table (BA1007) and the Budget Development User Configuration Table (BA1008) are optional tables. However, in order to restrict user ID security via BA1008 to budget groups, budget groups must first be defined in BA1007. If values do not exist in BA1007 or BA1008, then the user access levels defined through the Application Security module are used.

## Configuring Reports

The budget development process allows you to configure or define several items. For example:

- Assigning headings and field titles to each budget development amount column.
- Creating budget groups.
- Defining the user access level for budget development amount columns or budget structures.
- Creating report formats.

All of the reports generated by the budget development process are user-defined; there are no standard reports.

Budget development report formats are defined in the Budget Development Report Definition Table (BA1009). With this table, you can define which data elements will appear in the report, the sort sequence, selection criteria and whether any subheadings, data element titles or totals will appear. In addition, you can define the amount columns that appear in the report as well as whether comments attached to budget structures appear in the report.

The actual budget development report is produced by scheduling the Budget Development Report Process (FG068R) job group; however, you can review the report format anytime online.

FG068R contains the following jobs:

- Budget Development Extract (BA1292J ) (optional)
- Budget Development Report (BA1113J)

- Budget Development Extract Purge (BA1293J)

When scheduling FG068R, you must specify:

- Whether all budget structures in the budget development process should appear, or if only a subset of budget structures should appear (for example, only those defined to a budget group(s) or user ID(s).
- The fiscal year.
- Whether to print the report definition (how the report was defined).
- The report identification number.
- The selection criteria if not already imbedded in the report definition.
- Whether to exclude records with a zero balance.

**Note:** It is recommended you view or generate a sample report when you create or modify a report definition. This is because the majority of errors cannot be detected until the report definition is compiled or completed.

### Loading the Fiscal Year Budget from Budget Development

Budget Development Update to Budget – Phase I (BA1312J) and Budget Development Update to Budget – Phase II (BA1313J) load a fiscal year budget from one of the 10 budget development columns.

The first phase of the fiscal year budget update process includes the following steps:

1. If needed, the Chart of Accounts tables for the fiscal year to be loaded should be initialized.
2. Optionally, update the following table with budget initialization values:

The Budget Initialization Table by Fund (BA1003) is used to determine which funds or budget appropriation indexes are to be included in the fiscal year budget load process. If the fund initialization option is selected for Budget Development Update to Budget – Phase I (BA1312J), budget records will be loaded only for those values entered in BA1003. The FUND-INITIALIZE-OPTION field indicates how budget amounts are to be brought forward.

Two options are available:

- |       |   |
|-------|---|
| 0     | Bring forward budget records with zero amounts.   |
| Blank | Bring forward budget record with the amounts from the selected budget development column. |

3. Run Budget Development Update to Budget – Phase I (BA1312J). This job creates a budget planning file (work file) for the fiscal year from the selected budget development column and produces a report displaying records that will not be brought forward due to errors. The budget planning field is the same one that is created by Budget Initialization Phase I (BA1301J).

When scheduling BA1312J, you must specify:

- The fiscal year to be loaded.
- The number of the budget development amount column to be loaded into the fiscal year budget. Requires two digits, for example, 01.
- The title (defined on BA1006) of the budget development column to be loaded into the fiscal year budget.
- Whether or not the permanent budget amount or the fiscal year budget amount should be loaded, or whether only a report should be provided.
- Whether salary and wage information should be loaded.
- Whether the Budget Initialization Table by Fund (BA1003) should be used to load the fiscal year budget.

Budget records are not loaded if any of the following criteria exist:

- The budget development amount is zero and the budget record does not already exist in the fiscal year budget.
- The fund initialization option is selected and the fund/appropriation index does not exist in the Budget Initialization Table by Fund (BA1003).
- An invalid budget structure (as defined by the Chart of Accounts tables) is encountered.

The second phase of the fiscal year budget update process consists of one step:

4. Run Budget Development Update to Budget – Phase II (BA1313J) to load the budget planning file into the Budget database for online access through the Budget Update Screen (BA1001).

When scheduling BA1313J, you must specify:

- Whether the updates should appear in the budget change registers (BA1209 and BA1210).

For maximum flexibility, the budget development fiscal year load process allows you to reload the fiscal year's budget as many times as needed. If the change register option is selected, the process will only record changes if the data being loaded is different than that which previously existed.

**Note:** If a budget assignment code has not been specified for a budget structure, the change amount is placed in the monthly budget amount for the first fiscal month. This might cause unwanted results if the Budget Update Screen (BA1001) has been used to distribute the budget amount and a fiscal year budget is reloaded.

### Deleting Budget Structures

The Budget Development Delete Process (BA1314J) removes budget structures from the budget development process. Only budget structures with zeros in all of the 10 budget development amount columns will be deleted.

When scheduling BA1314J, you must specify:

- Whether budget structures should be deleted, or whether only a report should be provided.

## Configuration

Using the budget development process, you can configure data, security and reporting.

- Data – A maximum of 10 budget or expenditure/revenue amount columns are available for each budget structure. You can configure these columns to contain previous years' expenditure/revenue data or budget data, or use them to enter new budgets.

For example:

Column	Heading
#1	YY-YY Previous Expenditures/Revenues
#2	YY-YY Current Expenditures/Revenues
#3	YY-YY Previous Budget
#4	YY-YY Current Budget
#5	YY-YY Departmental Budget Request
#6	YY-YY Division Budget Request
#7	YY-YY Business Office Budget Request
#8	Approved Budget

- Security – You can assign budget structures to a budget group (or groups) and then assign it to a user. Users can access only the budget structures contained within their assigned budget group. For example, all of the budget structures for physics can be assigned to one budget group, chemistry to another group, and biology to another group. The individual departments are given access to only their respective budgets; however, the dean can be given access to all three.
- Reporting – A standard report is provided, but you can configure the data that appears in the report. For example, one report could be defined to display the prior year expenditures/revenues and departmental budgets, while another would have all the budget columns but no actual expenditures/revenues. You can also specify sort sequences, report width, selection criteria, report totals, page breaks and which data elements should appear in the report.

The budget development process allows you to transfer any proposed budget into the FMS Budget module as well as transfer information from the FMS Budget module (via the Budget Status Extract file, BA1290S) into the budget development process.