BudgetPak Getting Started Guide for Users

Overview

This Getting Started Guide contains instructions for how to complete your FY2016 Budget.

BudgetPak supports several levels of users. In your budget there may be information you cannot view and operations you cannot perform because the scope and role assigned to you does not allow it. The permissions you are granted depend upon your BudgetPak "role," which the Administrator has assigned to you based on your budget responsibilities within your department. Each user's role is associated with his or her user login profile.

About Your FY2016 Budget

In BudgetPak your department(s), their general ledger accounts ("accounts"), and baseline FY2016 budget have already been set up for you. You will be accessing each account and reviewing/modifying its annual budget amount.

The FY2014 Actuals, FY2015 Original Budget, and FY2016 Baseline Budget have been loaded into BudgetPak as well. The instructions below describe how to print reports, so that you can use these numbers as a guide to creating this year's budget. You can also obtain current and historical budget and actual information from Web Reports.

Logging In to BudgetPak

To open BudgetPak:

1. Locate the BudgetPak link on the Office of the Treasurer webpage at http://treasurer.tcnj.edu/. The BudgetPak Log In box displays.

2. In the first box, enter the username you use to access your computer and email.

3. In the second box, enter the password that was assigned to you.

4. Click the **Log In** button.

5. Change your password when prompted if it is your first time logging in to BudgetPak.
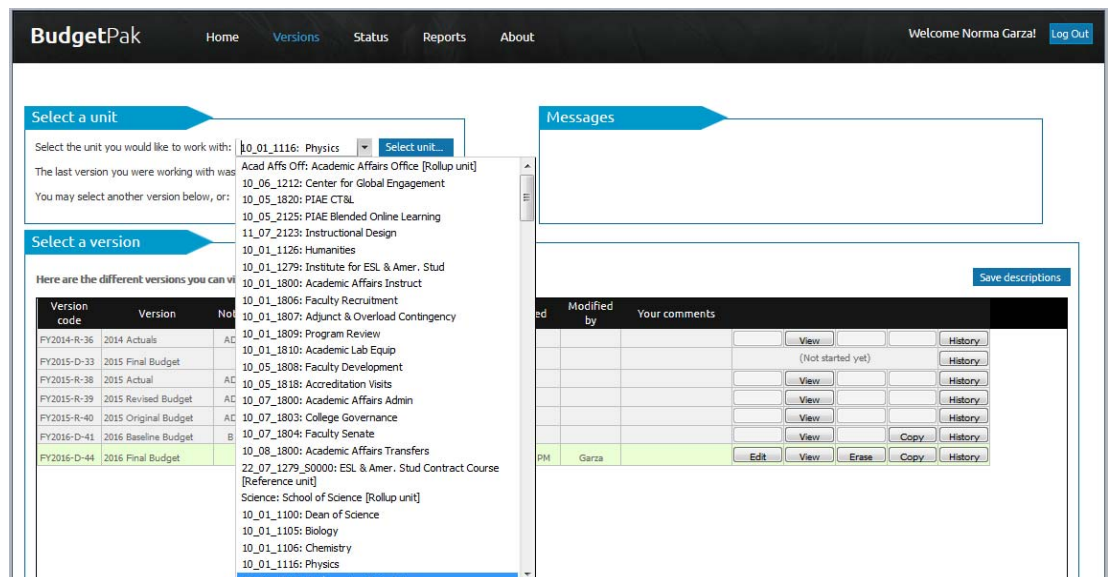
Creating the FY2016 Budget

NOTE: All Budgets were started for you using FY2015 original budget as the FY2016 baseline.

From the Main Menu:

1. Select the **Open Different** to view and modify the budget.
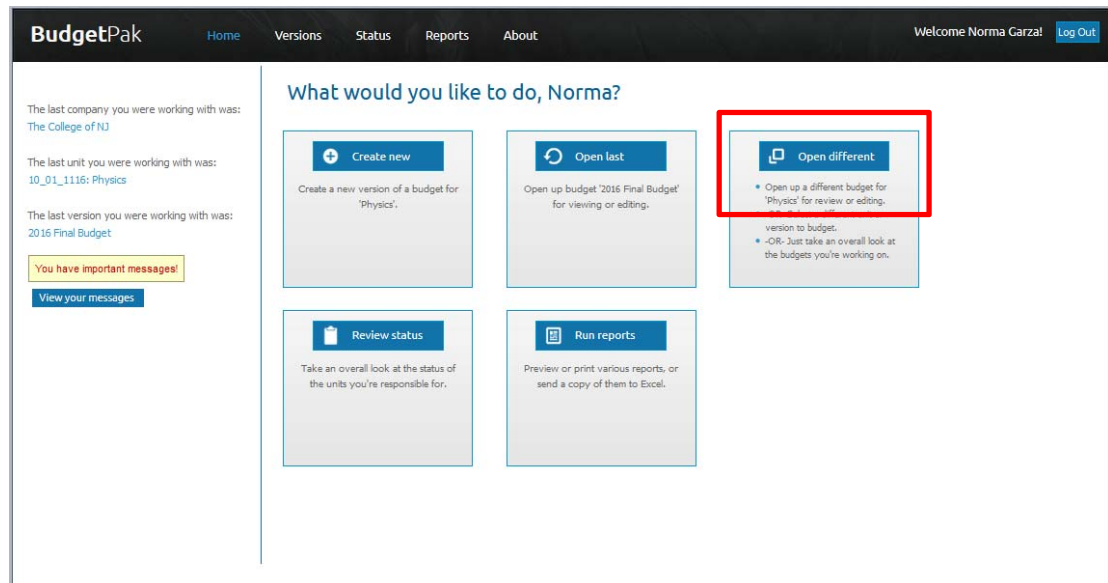
2. In the **Select a unit** panel of the box that displays, select the department or unit you want to budget (use the drop-down menu or click the 'Select unit' button to view the list of options.

3. In the **Select a Version** panel, click **Edit** in the FY2016 Final Budget row.

4. This brings you to the Navigation Window for the budget.

> NOTE: In BudgetPak each column in the <u>Navigation</u> window is called a "**stack**;" and each box is called a "**section**." If at any time you wish to return to this window, click Navigation at the top left of the window.

> NOTE: The version Comparison box at the top shows the budget amounts for each version and the variances compared to the FY2016 Final Budget. FY2016 Final will change as you make modifications. The variance from FY2016 baseline to FY2016 Final should be zero when you are done unless you submitted an ActionPak request to fund a strategic initiative or have a justified increase in an institutional commitment.

Reviewing Headcount & Salaries

If you have Headcount (employees) in your unit or if you are authorized to review Headcount & Salaries, you will see a stack called **Headcount & Salaries** in your Navigation window.

1. Click the top section **Headcount Review** to make sure that you have the correct list of employees for your unit. If not, please contact your BudgetPak Administrator.

   NOTE: In this section, you are verifying the current headcount, including vacancies. You do not need to verify salaries.

   a. In **Steps 2, and 3,** answer "No". Enter notes in the Employee Notes field to add commentary.

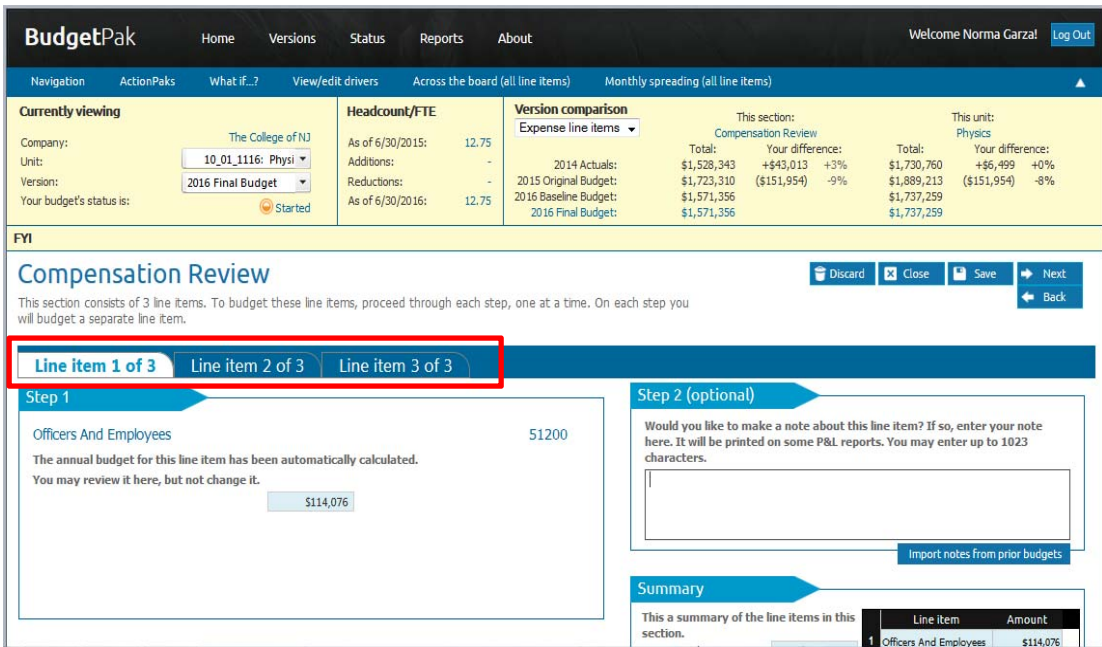You can display additional columns or hide current columns by clicking the **Show/hide columns…** button.

b. Click **Save** to save your entries then **Close** to return to the Navigation page.

2. Skip the New Hires and Salary Increases sections. They are centrally managed by Finance in collaboration with HR.

3. Review all **Salary and Fringe Benefit** detail in the next section, **Compensation Review**. No changes are necessary. Fringe benefits are centrally managed by Finance. Click each tab to review account totals. Click **Close**.

4. In each of the non-salary stacks, you have the option to review the accounts and make changes either **Across the Board** (for all accounts in the stack at once) or for each account individually.
5. To make changes **Across the Board**, click the **Across the Board section** at the top of the stack; the Make across-the-board changes window displays. If you wish to review and modify each account individually, skip to step 12.

6. In **Step 1** of the Make across-the-board changes window, select the option you would like to use.
   a. Budget a percent increase/decrease will apply the specified percentage to each line item shown in the Line items box on the right side of the window.
   b. Budget a total $ increase/decrease will allocate the specified dollar amount to each line item so the total increase/decrease in the stack is the specified dollar amount.
   c. Budget by $ per head will allocate the specified dollar amount per head to each line item so the total dollar amount per head in the stack is the specified dollar amount per head.

NOTE: The Budget by $ per head may be used but is not recommended by the Office of the Treasurer.

7. When you select a method in **Step 1**, the **Step 2** box will appear. In the **Step 2** box, select the option you would like to use to apply the across the board change.

8. If you selected Budget a percent increase/decrease in **Step 1**:
   a. Change every discretionary line item by the same percent will allow you to enter a percentage to increase or decrease all line items.

b. Change every discretionary line item (EXCEPT SOME) by the same amount will allow you to check/uncheck line items in the Apply std increase column and enter a percentage to increase or decrease the selected line items. The percentage entered will only be applied to the checked line items.

c. Change line items individually will allow you to manually enter a percent increase/decrease in the % increase column for each line item. To enter a percent increase/decrease, double click the % increase box for the line item and type in the desired percentage.

9. If you selected Budget a total $ increase/decrease in **Step 1**:
    a. Apply the total $ amount across all line items will allow you to enter a dollar amount to increase or decrease all line items. BudgetPak will automatically allocate the total dollar change specified to each line item.
    b. Apply the total $ amount across all line items EXCEPT SOME will allow you to check/uncheck line items in the Apply std increase column and enter a dollar amount to increase or decrease the selected line items. The total dollar amount entered will only be applied to the checked line items.

c. Change line items individually will allow you to manually enter a dollar increase/decrease in the $ increase column for each line item. To enter an increase/decrease, double click the $ increase box for the line item and type in the desired dollar amount.

NOTE: To enter a decrease, enter the percentage or dollar amount with a minus sign (i.e. -5.00% or -$500). To apply manual changes made in the Line items table, click the Recalc button at the top right of the table. If at any point you need to clear the changes made in **Across the Board**, click the **Discard** button.

NOTE: The <u>Version Comparison</u> box will show both the total budget and variances for the stack you are viewing as well as the total budget for the unit. Note the 2014 Actuals in comparison to the 2016 baseline budgets as an indicator that reallocations may be necessary in the 2016 final budget to better align the budget to actual spending. You should also review the current FY2015 actuals from the Web Report for the unit and factor any variances from budget to actual into the 2016 final budget request (keeping in mind the variance between the 2016 baseline and 2016 final versions must be zero unless you submitted an ActionPak).

10. Click **Save** (located just below the <u>Version Comparison</u> box) to save your changes. Click **Close** (located just below the <u>Version Comparison box</u>) to return to the <u>Navigation</u> window and select the next stack you wish to review/edit.

11. If you use the **Across the Board** method, **SKIP to Item # 17 and repeat the process for the other Stacks and Sections.**

12. To make changes to each account individually, click any section (account) you want to budget. The <u>Account</u> window displays.

13. In **Step 1** of the <u>Annual total for [account name]</u> window, an annual amount based on last year's budget is displayed. You can either accept this amount or use one of the other methods (**by annual amount, by percent increase, by per head, by line item detail, by driver x rate, by advanced modeler**) to change the annual amount.

14. In **Step 2**, enter any relevant comments about the account and its annual budget amount in the text box provided.

15. Click **Save** (located just below the <u>Version Comparison</u> box) to save your changes.

16. Click **Close** to close the account window and return to the <u>Navigation</u> window; or, click **Next** to save the current value and move to the next account.

17. Repeat Steps 7 through 11 until all of your accounts have been populated with an annual budget amount.

> NOTE: You may have some accounts that have pre-designated values that you cannot change, such as fringe benefits. You will still need to review these accounts in order to get the green check mark and complete your budget.

ActionPaks – Funding Requests for Strategic Projects

ActionPaks are an optional feature that you can use to budget for unit-specific initiatives, projects, programs or campaigns. Any amount entered into an ActionPak is additive to the amount already entered for that line item in your base budget. ActionPaks are used to request new funding for strategic projects and initiatives.

ActionPak requests must be submitted to your Dean/Vice President (VP) for initial review. ActionPaks are entered in the following units using account 59100 Contingency.

- School of Science - 10_01_1125
- School of Humanities and Social Science - 10_01_1133
- School of Arts and Communications - 10_01_1145
- School of Education - 10_01_1200
- School of Business - 10_01_1301
- School of Engineering - 10_01_1410
- School of Nursing, Health and Exercise Science - 10_05_1521
- All other Academic Affairs - 10_01_1800
- Office of Administration - 10_09_4005
- Office of College Advancement - 10_07_5350
- Office of Enrollment - 10_06_5140
- Office of Human Resources - 10_07_3300
- Office of Student Affairs - 10_06_6000
- Office of the Treasurer - 10_07_3000

If approved, the FY2016 budget for the initiative will be entered in the appropriate chartfields (i.e. new department, program, etc as required based on the specific initiative), including the appropriate accounts.

1. Click **ActionPaks** in the blue navigation menu at the top of your screen.

2. Click the **Add ActionPak** button and enter a name for this ActionPak, and Click **OK**.

3. Enter a code for this ActionPak. The code designates TCNJ's FY2016 strategic areas of focus to which the enhanced budget request is linked. Enter the appropriate code(s) from the list below:

1 – Revenue enhancement initiatives

2 – Signature experiences (including integrated curricular and co-curricular experiences)

3 – Technology (academic infrastructure and operations)

4 – Diversity and inclusion

5 – Facilities

4. Map the line item 59100 Strategic Contingency to the ActionPak by selecting the line item in the Line items available for use in ActionPaks box on the right of the window and clicking the left arrow to add it to the ActionPak. Account 59100 will appear in the Line items used in this ActionPak box on the left of the window.

NOTE: Account 59100 should be used for all ActionPaks, but a separate ActionPak must be entered for each unique initiative. <u>Do not</u> create one ActionPak for the total funding of all enhanced budget requests for the unit.

5. Click **Save** then click **Close** to return to the <u>Navigation</u> window.

6. A new stack called ActionPaks will appear in your <u>Navigation</u> window. The section underneath will contain the name of your ActionPak.

7. Click on the new section for the ActionPak and the ActionPak window will appear. Enter the requested amount in the By annual amount box in Step 1. Enter the description of the initiative in the step 2 box. This is required. The description must contain details of the request sufficient to assess the need for the funding requested and the linkage to the noted strategic initiative(s).

a. The <u>line item usage</u> box will show you the amount already budgeted for that line item in your general budget. When you click save the ActionPak amount will be added.

b. The version comparison box will show you the impact of the ActionPak. The total of your ActionPaks should be the only variance for the unit from 2016 Baseline to 2016 Final.

8. Continue to add additional ActionPaks as needed.

NOTE: Any line item which you used in an ActionPak will now appear in a <u>Line Item Usage</u> box within the general budget. When you click on a section in your <u>Navigation</u> window that relates to an ActionPak(s), you will see the general budget value, the ActionPak value and the total value for that line item.

- All P&L reports will display the total value for each line item.

- Run an ActionPak report to see the individual ActionPaks with their associated line items, amounts and notes.

    o In Advanced Reporting, Step 1, choose <u>ActionPaks only</u> within the <u>Group Accounts By:</u> box.

- Run the My Budget Decisions report to see the ActionPaks listed along with the final budget.

Printing the FY2016 Budget

1. Once you have completed **Across the Board** or individual review of all sections and stacks, a Budget Completed pop up box will appear.
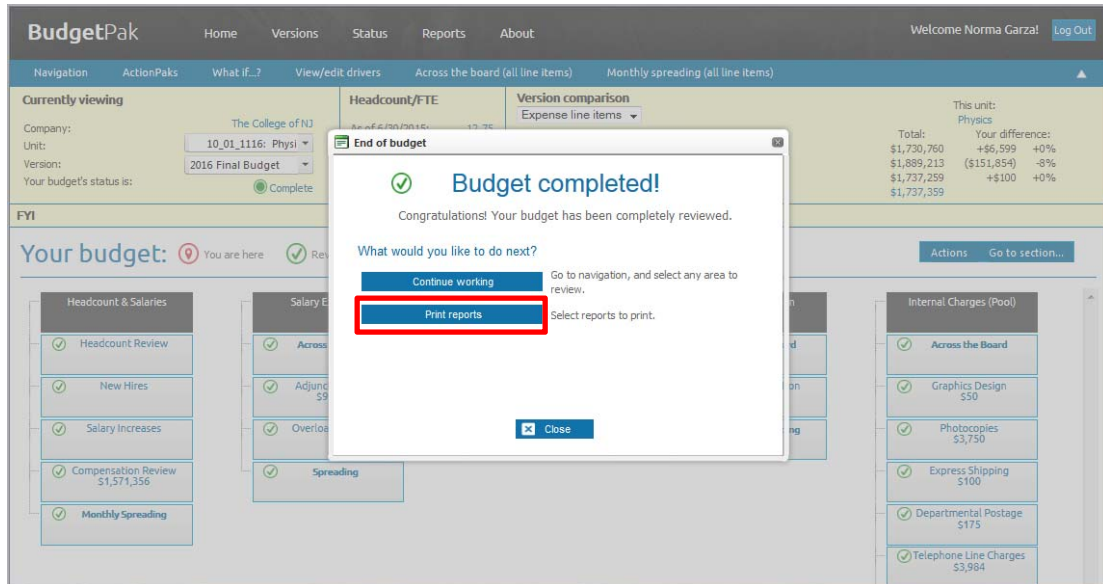
2. Click **View** in the My Budget Decisions box.
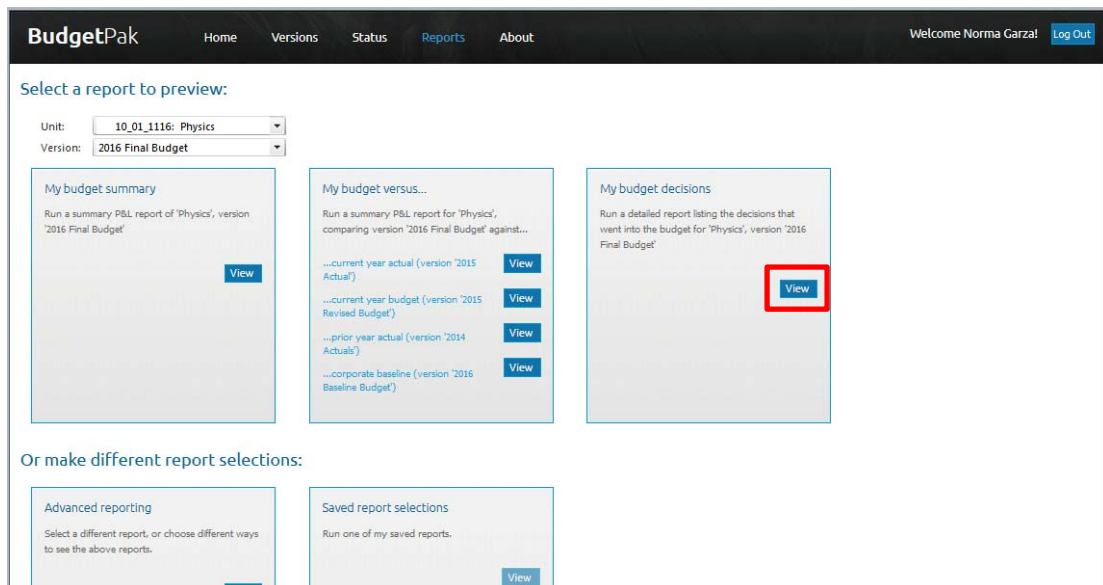
3. Review the report. It can be exported as a PDF or excel file by clicking the button at the top.

BudgetPak reporting

Send to PDF | Send to Excel

Send to Excel (data only): For advanced users. Not available for all reports. May include blank columns that are not used with current report selections.

NOTE: This report should be printed in landscape mode.
NOTE: This report should be printed on wide paper (Legal or B4).

Budget Decisions Report

Version: 2016 Final Budget
Company: The College of NJ
Unit: 10_01_1116: Physics

DEPARTURES

NEW HIRES

SALARY INCREASES

The budget method for 'Salary Increases' is : By percent

Employee Class	Name	Employee ID	FTE	Alloc.	Current Salary	Salary Increases %	Salary Increases Amount	Salary Increases Date	Cash Flow: Impact on Budget	Baseline %	Baseline Amount	Cash Flow: Baseline	Varia vs. Ba

LINE ITEMS

Note: Baseline % increase for discretionary line items is -

Section	Line Item	Baseline: 2015 Original Budget	Your 2016 Final Budget	Increase / (Decrease) vs. 2015 Original Budget		2016 Baseline Budget	Your Increase / (Decrease) vs. 2016 Baseline Budget		FYI	Account notes
				Amount	%		Amount	%		
Compensation	Officers And Employees	$109,719	$114,076	$4,357	4.0 %	$114,076	-	4.0 %		
Compensation	Faculty	$1,147,649	$1,007,120	($140,529)	-12.2 %	$1,007,120	-	-12.2 %		
Compensation	Fringe Benefits	$465,942	$450,160	($15,782)	-3.4 %	$450,160	-	-3.4 %		
Total nondiscretionary line items		**$1,723,310**	**$1,571,356**	**($151,954)**	**-8.8 %**	**$1,571,356**	**-**	**-8.8 %**		
Adjunct Payment	Adjunct Payment	$95,118	$95,118	-	-	$95,118	-	-		
Overload Payment	Overload Payment	$0	$0	-	-		-	-		
Student Aid Payroll	Student Aid Payroll	$14,400	$14,400	-	-	$14,400	-	-		
Graphics Design	Graphics Design	$50	$50	-	-	$50	-	-		
Photocopies	Photocopies	$3,750	$3,750	-	-	$3,750	-	-		
Express Shipping	Express Shipping	$100	$100	-	-	$100	-	-		
Departmental	Departmental Postage	$175	$175	-	-	$175	-	-		
Telephone Line	Telephone Line Charges	$3,984	$3,984	-	-	$3,984	-	-		
Telephone Toll	Telephone Toll Charges	$150	$150	-	-	$150	-	-		
Media Center	Media Center Charges	$200	$200	-	-	$200	-	-		
General Supplies	General Supplies	$35,326	$35,326	-	-	$35,326	-	-		
Procurement Card	Procurement Card Charges	$0	$0	-	-		-	-		
Office Supplies-	Office Supplies-Office Max	$3,500	$3,500	-	-	$3,500	-	-		
Equipment Rental	Equipment Rental	$650	$750	$100	15.4 %	$650	$100	15.4 %	Differs from baseline	
Equipment Repairs	Equipment Repairs	$8,500	$8,500	-	-	$8,500	-	-		
Official Reception	Official Reception	$0	$0	-	-		-	-		
Total discretionary line items		**$165,903**	**$166,003**	**$100**	**0.1 %**	**$165,903**	**$100**	**0.1 %**		
TOTAL EXPENSE		**$1,889,213**	**$1,737,359**	**($151,854)**	**-8.0 %**	**$1,737,259**	**$100**	**-8.0 %**		

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4. You can print a report of your current annual budget compared to last year's budget or actuals. On the toolbar at the top of the window, click **Reports**. The Reports screen displays.

5. For a comparison against last year's budget, in the second box, *My budget versus…*, click the **View** button.

- Your report will open in a new window.

- Use your browser to print your report, or alternatively choose to send your report to Excel or PDF.

Completing and Signing-off on your Budget

In order to complete your FY2016 budget, each stack/account must be reviewed. Green check marks will already appear in the sections since your budget has been prepopulated with the FY2015 original budget.

1. On the toolbar at the top of the window, click **Versions**. The <u>Version Selection</u> window displays.
2. In the **Select a Unit** panel, select the department you want to submit for approval.
3. You will see a sign-off button in the green highlighted row.

   a. Click the **Sign-off** button;

b. Click **Yes** to confirm you want to sign-off on the budget. The budget is now signed-off and ready to be approved by Approval Managers. Once a budget is signed-off, you can no longer make any changes to it, unless your Approval Manager re-opens that budget for you.

4. Your budget is now complete and you may log out of BudgetPak.

NOTE: For <u>each</u> department for which you are responsible for submitting a budget, all of the steps in all of the sections above must be completed.

Approving Budgets

Approval Managers have the responsibility of approving the budget for each of their units, as well as the roll-up unit to which they are assigned.

1. On the toolbar at the top of the window, click **Status**. The unit Status window displays, showing the budget status for all departments for which you are responsible.

2. In the upper left Select Version panel of the Status window, verify that you are viewing the FY2016 Final Budget.

    ▪ In the Select Status Information panel, make sure that status box is checked.

    ▪ Click update view with these selections.

3. Click on the row containing the first unit that contains the "signed-off" icon, which is a green checkmark inside a green circle. (When you select the unit, the row will be highlighted in blue.)

4. Click the **Approve** button (located above list of units). Note that the icon changes to a green thumbs-up and the status changes to 'Approved.' This indicates that the budget for that unit is now approved by you.

5. Repeat Steps 3 and 4 until all of the units for which you are responsible have been approved.

6. At the roll-up unit level, which contains your name as the budgetholder, click the **Rollup** button to consolidate all the budgets in that unit, then click the **Sign-off** button.

7. Once you have signed-off, your budgets can be reviewed and rolled up by the next level of Approval Managers.