



Position Budget Modeling Work Instruction (BUD-503)

1.0 SCOPE:

- 1.1 This work instruction describes the process in which the Finance – Budget Department estimates employee position budgets and creates a budget model at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Budget Analyst

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 BusinessPLUS – A web-based employee and financial administration software suite comprised of several components, such as Dashboard, CDD Reports and the 7i Menu. Developed by third-party vendor SunGard Public Sector, BusinessPLUS is formerly known as IFAS or Bi-Tech.
- 4.2 CDD reports – Click, Drag and Drill (CDD) reports available on BusinessPLUS.
- 4.3 GL – General Ledger
- 4.4 Insight – a desktop application which allows users to easily gain access to BusinessPLUS subsystems and functions through a series of point-and-click selections.
- 4.5 PB (Position Budgeting) – a tool available within BusinessPLUS used to create a budget primarily for the next fiscal year. PB is designed to do fiscal year simulations. Since Human Resource (HR) and payroll data are imported into the PB system there is no impact on live HR or payroll data. That is, position budgeting data is separate from the HR and payroll working databases.
- 4.6 PB model – an electronic file, which allows entry of PB rules and data import to create a “what if” scenario.
- 4.7 R/C – Responsibility Center
- 4.8 Structured Query Language (SQL) – a database computer language designed for managing data. Its scope includes data query and update, schema creation and modification and data access control.
- 4.9 WCSD – Washoe County School District

5.0 PROCEDURE:

- 5.1 Log into the Insight application.
- 5.2 When modeling in PB, the following guideline is always used:



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5.2.1 Ensure that only one PB model is running at a given time. Running two models simultaneously using the same tables will force the system to pause one job on one model while the other model is running.

5.3 Copy the master PB model, or an existing PB model, to a new working model.

5.3.1 From the Insight main screen, run the **PBMDCP** – Copy To/From Model mask to create a working model from an existing PB model.

5.3.2 Type the master model name **YYMASTER**, or the name of an existing model, in the **Enter the Model ID to copy from** field.

5.3.3 Type a new model name in the **Enter the Model ID to copy to** field and press **[Enter]**. Insight will toggle from the Explorer view to Output view, displaying a prompt at the bottom of the screen.

5.3.3.1 If an error occurred, the error message will be displayed at the bottom of the screen. Address the issue at this point, such as verifying typos or not typing the name in upper case (the system is case-sensitive).

5.3.3.2 When naming a new working model, the following standard naming convention is used:

Guidelines	Description
Format	<YY><Creator's Initials><PB Model Name>
	<i>Example: 10JMSCOOLPOL</i>
	YY denotes the two-digit year when the model was created.
	Creator's Initials denotes creator's two-letter initials.
	PB Model Name should be meaningful to the creator for future reference. The model name is comprised of a maximum of eight characters.
ALL CAPS	Use all capitalized letters to enable faster searches for PB model names. The system is case-sensitive. NOTE: The system displays all characters in upper case whether the model was named using upper and/or lower case letters.
12 characters	Maximum of 12 alpha-numeric characters are allowed.



5.3.4 At the "(A)ppend to model or (o)verwrite model" prompt, press **[O]** and press **[Enter]**. Overwriting the model ensures all data in the screens being copied to will be deleted (for the destination model) prior to the copy.

5.3.5 At the "Copy (e)ntire model or just model (d)efinition prompt", press **[E]** and press **[Enter]**.

5.3.6 At the "Are you sure" prompt, press **[Y]** and press **[Enter]**. The system will begin deleting existing data from the original model and copying a new data structure. This process must occur prior to importing data into a model, as well as manipulations that occur while the data is being imported.



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- 5.3.6.1 Unless the transaction needs to be canceled, always press [Y] at the “Are you sure” prompt.
- 5.3.7 At the “Copy PBSELECT Y/N?” prompt, press [Y] and press [Enter]. With the exception of the last prompt “Copy Calc Results”, repeat this step for the following prompts to load criteria into the working model: PBCDHVEC, PBIMPSPT and PBVACPOS.
- 5.3.7.1 If a new fiscal year does not contain position vacancies, press [N] and at the “Copy PBVACPOS” prompt to keep the same vacancies. Otherwise, press [Y] to indicate mid-year vacancies.
- 5.3.8 At the “Copy Calculation Results Y/N?” prompt, press [N] and press [Enter] to direct the system to copy calculations. Upon completion of the copying process, the system will display the message “pbfix Complete” at the bottom of the screen and immediately return the focus to the Insight main screen.
- 5.3.9 Verify if the process ran successfully by clicking the View Output  button on the Insight menu bar. To return to the Insight main screen, click the View Explorer  button.
- 5.4 Complete the Data Import screens to make modifications to the new PB working model (PBUS mask).
- 5.4.1 From the Insight main screen, run the **PBUS** mask. The **PCMODEL** screen will be displayed. The PCMODEL screen is used to define a PB model.
- 5.4.2 Look up the new model ID by performing one of the following steps:
- 5.4.2.1 To look up the model ID, press [F1] to display a list of all available PB models. Select the desired PB model and press [Enter]. The new model ID and parameters will be displayed. Or, press [F3] to enable the search for the new model, click **Select New** and press [Enter]. The PCMODEL screen will switch to **Select** mode. Enter the new model ID and press [Enter].
- 5.4.2.2 If the name of the model ID is known, type the model name, which was created in step 5.3.3, in the **Model ID** field and press [Enter]. The new model ID and parameters will be displayed.
- 5.4.3 Make the appropriate modifications to the new working model. Upon completion, press [Enter].
- 5.4.4 Verify the Data Import Dates match the fiscal year currently in use by the PB system. These dates must always be between **7/1** and **6/30**. Upon verification, press [Enter] twice.
- 5.4.4.1 If running a mid-year model, only change the **Override Calculation Dates field**. Data Import Dates and Override Calculation Dates fields must contain a value when running a mid-year model. In addition, enter **“MIDYEAR”** in the **Misc Fields field 1**.



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- 5.4.4.2 The model description can be changed.
NOTE: The model ID must **never** be changed once it has been created.
NOTE: The miscellaneous code fields are reserved for future use.
- 5.4.5 Press [**F4**] and select the **PBRECTPE** – Import Selection Criteria mask. Search for the new PB model by pressing [**F3**] and pressing [**Enter**]. Make any changes and press [**Enter**] twice.
- 5.4.5.1 Global criteria can be most fields on the HR empmstr, pay assignment, cdhassignment, benefitassignment and/or salary tables.
- 5.4.6 (OPTIONAL) To add any lump sum amounts to be included in the model, press [**F4**] and select the **PCOVRTIM** – Overtime Information mask. Search for the new PB model by pressing [**F3**] and pressing [**Enter**]. Enter applicable lump sum information in the fields listed below. Use the [Tab] key to navigate to the next field. Upon completion of the data entry, press [**Enter**] twice.
NOTE: Leave the Benefit ID and Misc. fields blank.
- 5.4.6.1 **Ledger**: enter code **NL** (do not leave this field blank)
- 5.4.6.2 **Org Key**: New Ledger (NL) key
- 5.4.6.3 **Obj Code**: object code
- 5.4.6.4 **OT/Misc Amt**: dollar amount
- 5.4.6.5 **Notes**: notes describing the transaction for future reference
- 5.4.7 Press [**F8**] to return to the Insight main screen.
- 5.5 Import HR and payroll data into a PB model using the **PB Model Maintenance** screen.
- 5.5.1 From the Insight main screen, run the **PBMDHR** – Import Data into Model mask. Next, enter the new model ID and press [**Enter**].
- 5.5.2 At the “Perform fast import(Y/N)? (Only re-import employee data)” prompt, press [**N**] and press [**Enter**] to import all related data. The data import process is initiated. Press [**Y**] to verify the model and press [**Enter**] to continue (or [**N**] to cancel the process).
- 5.5.3 At the “Re-import Work Comp codes?” prompt, press [**Y**] and press [**Enter**]. Once the data import process is complete, the Insight main screen is displayed.
- 5.6 Add vacancies and benefits
- 5.6.1 From the Insight main screen, run the **PBUS** mask. Next, press [**F4**] and select the **PCEMPTBL** – Employee Information table. Search for the new model by pressing [**F3**] and pressing [**Enter**]. Ensure the data was successfully imported into the destination PB database. The first record will always be “vacant”. Thus, scroll through the records until employee data is displayed by pressing [**F6**].
- 5.6.2 Add position vacancies, benefits and optionally perform other adjustments using the **PB User** screen.



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- 5.6.2.1 From the **PBUS** menu, select the **PBVACPOS** – Vacant Position Information mask. Search for the new model by pressing [**F3**] and pressing [**Enter**]. Add applicable vacancies and press [**Enter**] twice.
- 5.6.2.2 Add distributions to the model on the PBVACPOS screen by pressing the [**Tab**] key until the cursor reaches the **View Dist** field. Next, type **Y** in the field and press [**Enter**]. Enter the distribution information until the entire list of distributions totals 100 percent. Upon completion, press [**Enter**].
- 5.6.2.3 Press [**F8**] to exit the PBVACPOS screen.
- 5.6.2.4 To add workers' compensation, run the **PBUTIB** – Increase/Decrease/Add Benefits utility from the Insight main screen. Next, enter the model ID and press [**Enter**].
- 5.6.2.5 At the "(I)ncrease/(D)ecrease current benefits or (A)dd new benefit" prompt, press [**A**] to add a new benefit and press [**Enter**].
- 5.6.2.6 At the "Enter benefit to add, (LIST), or E(x)it" prompt, type **WORKCOMP** to add the Workers' Compensation benefit and press [**Enter**].
- 5.6.2.7 At the "(B)arg Unit, Misc(0-4), (C)ustom, (A)ll, (D)one or E(x)it" prompt, press [**A**] to select all of the selection criteria and press [**Enter**]. Press [**Y**] to confirm the action.
- 5.6.2.8 Once the process has completed, the system will display the Insight main screen.
- 5.6.2.9 To add a benefit other than workers' compensation, at the "(I)ncrease/(D)ecrease current benefits or (A)dd new benefit" prompt, press [**A**] to add a new benefit and press [**Enter**].
- 5.6.2.10 At the "Enter benefit to add, (LIST), or E(x)it" prompt, enter a benefit name pertinent to the criteria from the list below and press [**Enter**].

SQL #	Benefit Name	Description	Pay Cycle
			01 – Certified 02 – Classified
	WORKCOMP	Workers' Compensation	01, 02
100	PERSWCSD	Employer-paid PERS	
101	PERSEMP	Split Plan PERS	02
102	PERSPOL	PERS School Police	
103	CLASLONG	Classified Longevity	
104	AALONG	Administrative Assistants' Longevity	02
105	ADMLONG	Administrators' Longevity	01
106	CONFLONG	Confidential Employee Longevity	02
107	PTPSLONG	Pro-Tech Psychologists' Longevity	01



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SQL #	Benefit Name	Description	Pay Cycle 01 – Certified 02 – Classified
108	ISO_JOHNS	Isolation Pay – Johnson	01, 02
109	ISO_NATCH	Isolation Pay – Natchez	01, 02
110	ISO_GERLA	Isolation Pay – Gerlach	01, 02
111	TOOLALLOW	Tool Allowance	02
112	UNI_ALLOW	Uniform Allowance – School Police	
113	VACPAY	Vacation Payout – Employee Types CL 9, 10, 11	02

- 5.6.2.11 At the “(B)arg Unit, Misc(0-4), (C)ustom, (A)ll, (D)one or E(x)it” prompt, press [C] for Custom and press [Enter].
- 5.6.2.12 At the “(C)hoose an SQL or (E)nter one?” prompt, press [C] to choose a SQL number from a list and press [Enter].
- 5.6.2.13 At the “Press any key for next page (D = done)” prompt, press [D].
- 5.6.2.14 At the “Enter the Seq. number of the desired SQL or (E)xit” prompt, enter the SQL number associated to the benefit name entered in step 5.6.2.10 and press [Enter].
- 5.6.2.15 At the “(B)arg Unit, Misc(0-4), (C)ustom, (A)ll, (D)one or E(x)it” prompt, press [D] and press [Enter]. The system will display the total number of records matching the selection criteria. Press [Y] and press [Enter] to continue.
- 5.6.2.16 Once the process has completed, the system will display the Insight main screen.
- 5.6.2.17 Repeat steps 5.6.2.9 through 5.6.2.15 for the remaining benefits listed in step 5.6.2.10. This process must be run separately for each benefit.
- 5.6.2.18 (OPTIONAL) Apply any other utilities from the Insight main screen. The most commonly used utilities are: AI – Apply Step Increase, IS – Increase Salary Table and ID – Increment All Dates for Model.

5.7 Calculate the estimated budget for the model to attain the current budget amounts (PBUPCE and PCBDCALC masks).

- 5.7.1 From the Insight main screen, run the **PBUPCE** – Calculate Estimated Budget mask and press [Enter]. Enter the model ID and press [Enter]. This will initiate the calculation process.
 - 5.7.1.1 If for some reason, the budget needs to be recalculated, the previously calculated results must first be deleted using the utility PBUTDC – Delete Calculation Results. At “reset calc flags on PCPAYTBL” prompt, press [Y] and press [Enter].

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
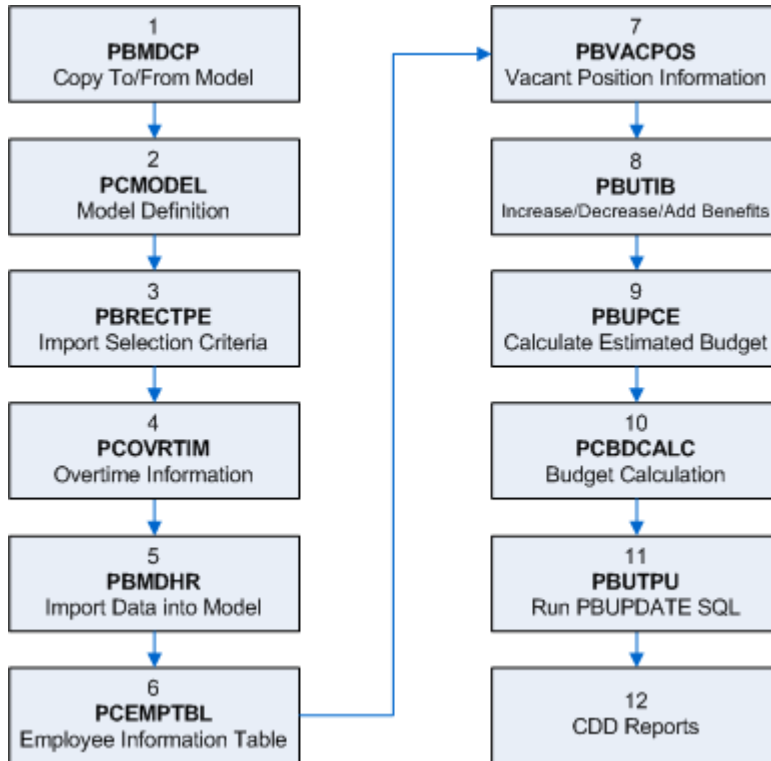
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- 5.7.2 From the Insight main screen, run the **PBUS** mask, press [**F4**], and select the **PCBDCALC** – Budget Calculation screen and press [**Enter**]. Search for the new model by pressing [**F3**] and pressing [**Enter**]. This screen will show the calculated records. For best practices, check this screen first to ensure records were calculated prior to running CDD reports.
- 5.7.3 Press [**F8**] to exit the PBUS screen.
- 5.8 Add furlough calculations.
- 5.8.1 From the Insight main screen, run the **PBUTPU** – Run PBUPDATE SQL utility. At the “Enter the Model ID to process” prompt, enter the new model name and press [**Enter**]. Insight will toggle from the Explorer view to Output view, displaying a prompt at the bottom of the screen.
- 5.8.2 At the “Run PBUPDATE utility by (S)equence number or b y (G)lobal Link” prompt, type in “**G**” and press [**Enter**].
- 5.8.3 At the “Enter the Global Run Link ID to process” prompt, type in “**FURLOUGH**” and press [**Enter**].
- 5.8.4 Verify if the process ran successfully by clicking the View Output  button on the Insight menu bar. To return to the Insight main screen, click the View Explorer  button.
- 5.9 Review the calculation results by running Position Budgeting CDD reports from BusinessPLUS.
- 5.9.1 From the Insight main screen, perform one of the following steps:
- 5.9.1.1 Click the Running Man  button and select the desired report under the **Position Budgeting** reports folder.
- 5.9.1.2 Click the plus sign  next to the **CDD Reports** option on the left frame to expand the reports list and select the desired report under the **Position Budgeting** reports folder.
- 5.10 A diagram illustrating the sequence of screens accessed during this process is found in **Exhibit A** of this work instruction.

Exhibit A



6.0 ASSOCIATED DOCUMENTS:

6.1 Position Budget Modeling procedure (IT-P###)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
PB master model	Electronically	Permanent	Discard as desired	Electronic backup

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/10	A	Initial Release

*** End of procedure ***