

INDIANA UNIVERSITY 1999-2000 OPERATING BUDGET

Changes to FIS Budget Construction for the 1999-2000 Request Preparation Season

A few enhancements have been added to the budget construction functionality this year to make procedures easier, allow the upload of monthly non-compensation budget data to the system, and increase budget reporting capabilities.

Point-of-View Selection and Organization Drill-Down Screens:

All organization drill down selection screens will now include **only** active organizations. Separate edits will be performed at the beginning of budget construction to ensure that no budgeted accounts or organizations currently map to an inactive parent organization. This will eliminate all inactive organizations from the selection list and allow for more efficient screen navigation and selection.

Closed Account Selection Prohibited:

With the addition of the designation of an account to be “closed” within the FIS, additional edits have been added to budget construction this year that will not allow a closed account to be budgeted. An error dialog box will appear indicating that the selected account is closed and the system will not allow entry into the detailed budget construction screens for that account.

Similar functionality exists for the organization salary setting by incumbent or by position screens. If a closed account is entered as the funding source for a salary line, an error message will appear indicating the account is closed. In the unlikely event that the CSF Tracker still shows funding for a position or person from a closed account in the detailed salary setting screens, the only update permitted for that funding line is to check the “delete” box” indicating that funding source should no longer be used. Once deleted, the funding line cannot be restored.

Organization Salary Exception Report:

The system allows the person requesting the report to an option to define a threshold parameter for the report. If the threshold is inserted, only funding lines for which the requested salary change meets those criteria and a reason code has been associated with that funding line will be printed on the report. Otherwise, all funding lines within the organization containing a reason code will be included in the report.

For 1999-00 budget construction, if no threshold is selected as described above, the “BC Reports Reason Selection” screen will appear and one or more reason code(s) may be isolated and reported on separately. This allows for the differentiation and separate reporting of certain reason codes that are treated differently in the budget salary guidelines (e.g. increases requested for employee promotions may be treated one way in the calculation of the overall organization salary increase for continuing personnel but a negotiated salary increase may be treated differently).

Leave FTE Data Added to Reports:

Several reports have been revised to break down the CSF Tracker FTE information into funded and non-funded (i.e. “leave”) columns, similar to the displays provided for the request data in prior years. The revised CSF Tracker FTE data is now displayed on the:

- Account Reports: Account Object Summary Report
- Organization Reports: Organization Object Summary Report
Organization Level Summary Report
Organization Account Object Detail Report

Sub-Account Report Consolidation Option:

Each sub-account is treated as if it were a separate account in budget construction. Similarly, the organization-level reports which include account detail have listed each account and sub-account separately in prior years. Beginning with 1999-00 budget construction, an option has been added in the form of a check-box on the organization report selection screen to indicate that the report should consolidate all subaccount data into the parent account and print only the consolidated total for that account on the report. This option has been provided for the:

- Organization Account Summary Report
- Organization Account Object Detail Report

The top right corner of these reports will display “Consolidated” if this option has been chosen; otherwise, all sub-account detail will be reported as before.

Non-Exempt Hourly Rate Detail Added to Funding Reports and Data Dumps:

The hourly rate detail for non-exempt personnel has been added to the Account Salary Detail and Organization Position Funding reports, as well as the salary data dump options, to increase the efficiency of rate analysis and error correction this year. This functionality is not available for the Organization Salary List report.

Monthly Non-Compensation Budget Upload Capabilities:

The import functionality added for 1998-99 has been further enhanced to allow for the upload of non-compensation detailed **monthly** budget data. The import tool is accessed and functions as before, except that two “radio buttons” have been added that allow the selection of either monthly or annual data to be imported at the beginning of the upload process. A revised data structure outline is included as Attachment A to this document.

Notes:

Object code annual or monthly data uploaded for an account will replace any data already entered in the FIS via the budget construction application for that object code. However, compensation data and any object code data not included in the import file will remain unaltered.

If monthly budget detail exists in the FIS budget construction application and annual budget data is imported for the same object codes, the previous annual totals will be replaced and the previous monthly detailed amounts will be removed (and so noted in the import log file).

When monthly data is imported to the FIS, the detailed monthly totals will appear on the monthly budget construction screen the sum of these monthly amounts will automatically update the annual totals in the revenue and expenditure screens.

Request Budget Import Process Synopsis

1.) Import file format is ASCII delimited

- Import file must contain either annual request or monthly request amounts
- The user is prompted to specify the path and file name designation for the import file
- The user is prompted to specify the field separator and text field delimiter designation (No text field delimiter implies no imbedded field separator characters in a field)
- All information defining an import record must be contained on one line ending with carriage return and line feed characters
- Annual budget import record field order is: chart code, account, sub-account, object, sub-object, request amount
- Monthly budget import record field order is: chart code, account, sub-account, object, sub-object, month 1 amount, month 2 amount, . . ., month 12 amount
- Blank lines are acceptable in the import file
- Blank characters or no characters between the field separators are used to represent blank values for sub-accounts or sub-objects.

2.) The use can load one or more accounts/ sub-accounts during an import session

- Update access is based on the Budget Construction security model
- No compensation related object lines (includes benefits, tax, retirement, etc)
- Process inserts new or overwrites existing, primary key-matching, lines (any monthly budgets for existing lines are deleted when importing annual budget amounts)
- Each line must be unique (based on primary key of chart, account, sub-account, object, sub-object)

3.) Reference values must already exist in the FIS system

- A Budget Construction document must exist for the account/ sub-account
- Account/ sub-account may not be expired
- Object/ sub-objects must exist in the chart for the budget fiscal year
- Object/ sub-objects must be active

4.) Exception handling

- The user is prompted to specify the path and file name designation for an exception log file
- Hard exception aborts load, soft exception skip the erroneous line and log error messages in the log file
- Exceptions include:
 - Bad file format (hard)
 - Duplicate primary key (hard)
 - ACSA - No budgeted account/ sub-account (soft)
 - ACCE - No access to account/ sub-account (soft)
 - LOCK - Budgeted account locked (soft)
 - EXAC - Expired account (soft)
 - INSA - Inactive sub-account (soft)
 - NOOB - Invalid object (soft)

- INOB - Inactive object (soft)
- NOSO - Invalid sub-object (soft)
- INSO - Inactive sub-object (soft)
- VALU - Request value out of bounds (soft)
- COMP - Compensation related object (soft)
- MNTH - Monthly budget delete warning (amount is updated - annual import only)

Note: Imports of a monthly budget result in the replacement of any associated monthly and annual amounts. In this case, the monthly budget delete warning is not added to the exception log file. The annual budget amount for the line is derived from a computed total of the monthly amounts.

5.) Import File Examples:

Annual Budget, no text field delimiter

```
UA,1912201,,5000,,2000
UA,1912201,,5001,,1212
UA,1912201,,5002,,30
UA,1912201,,5002,FOO,200
UA,1912201,,5003,,333
UA,1912201,,5004,,444
UA,1912201,,5005,,555
```

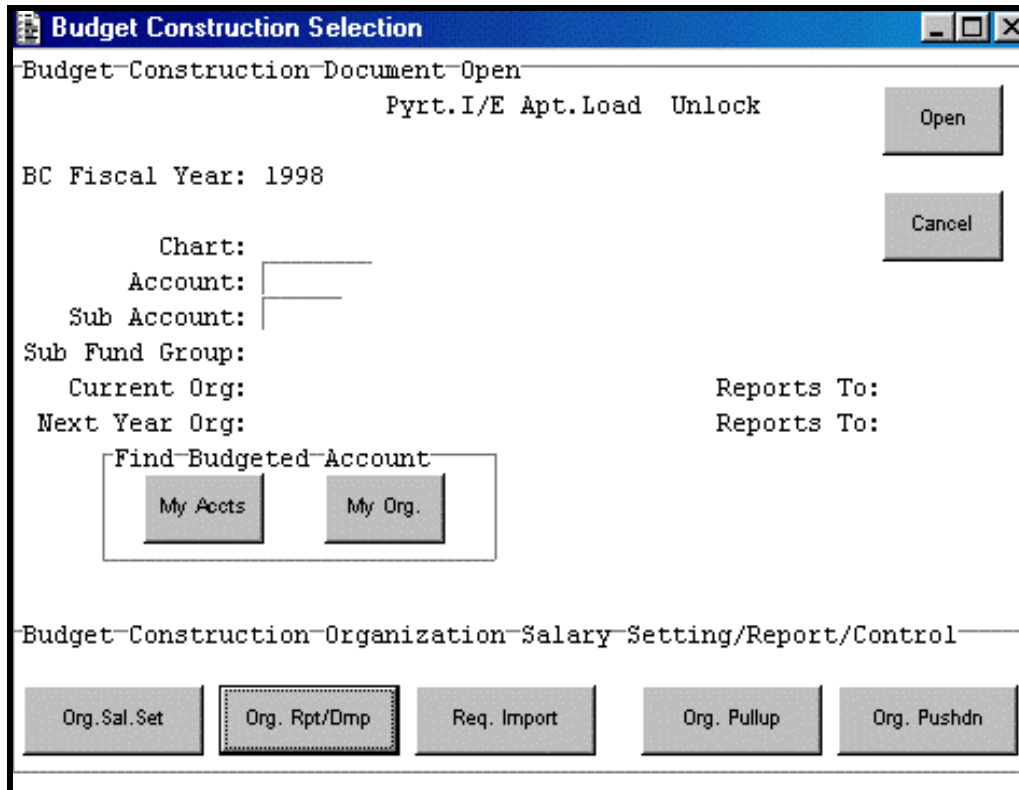
Monthly Budget, no text field delimiter

```
UA,1912201,,5000,,2012,2013,2012,2013,2012,2013,2012,2013,2012,2013,2012,2013
UA,1912201,,5001,,50,50,50,50,50,50,50,50,50,50,50,50,50,50
UA,1912201,,5002,,30,30,30,30,30,30,30,30,30,30,30,30,30,30
UA,1912201,,5002,FOO,205,200,205,200,205,205,200,205,200,205,200,205
UA,1912201,,5003,,333,333,333,333,333,333,333,333,333,333,333,333
UA,1912201,,5004,,444,444,444,444,444,444,444,444,444,444,444,444
UA,1912201,,5005,,555,555,555,555,555,555,555,555,555,555,0,555
```

Annual Budget with text field delimiter

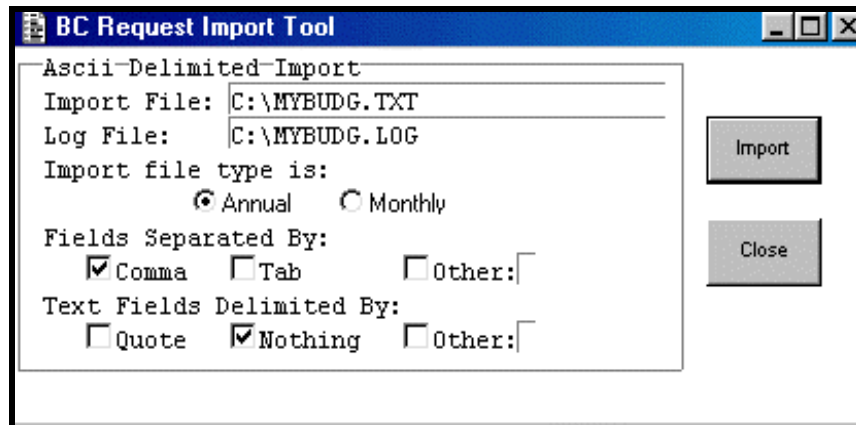
```
"UA" , "1912201" , "TTTTT" , "5006" , "" , 666
"UA" , "1912201" , "" , "5007" , "" , 777
"UA" , "1912201" , "NUTS" , "5000" , "" , 500
"UA" , "1912202" , "" , "5000" , "" , 500
"UA" , "1912202" , "" , "5001" , "" , 400
"UA" , "1912202" , "" , "5002" , "" , 303
"UA" , "1912202" , "" , "5003" , "" , 222
```

6.) Implementation Notes



- A. Click the button labeled "Req. Import" on the budget Construction Selection screen to display the request import tool.

Note: If the system is in display only mode, the import tool is disabled.



- B. Type the path name for the import file. The example uses c:\mybudg.txt as the import file path name. Changing the import file field entry with the log file field blank automatically sets the log file field to the same path and file name, but with a .log extension. The log file entry can be changed from the default.

- C. Set the import type to "Annual" if the file contains annual budgets or "Monthly" if the file contains monthly budgets.
- D. Set the field separator and text field delimiter or accept defaults of comma and quote. These settings depend on the format of the import file. Using a text field delimiter allows field separators to be imbedded in the text field value.
- E. Click the button labeled "Import". The system reads the complete import file. Then the data is parsed, checked for format errors and loaded to a temporary movement table. A file format error at this point aborts the import and produces a message in the log file listing the line number where the error was encountered.
- F. Next, the data is validated against reference tables. An error found here flags the import record to write a message in the log file and the line is skipped.
- G. Then, the validated data is loaded using the Budget Construction security model. If the import file type is "Annual", any matching monthly budget records are deleted during the load and the import record is flagged to write a warning to the log file. Accounts that are locked or non-editable due to current level access problems are noted in the log file as well.
- H. The last phase of the import process writes any flagged errors to the log file. At least one log file error entry causes a message dialog box to be displayed alerting the user, otherwise the status line message "Request Import Session Complete" is displayed.