Budget Prep User Instructions

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1. Introduction

Budget Prep-UW, located in PISTOL (FSPRD), is made available to specific users once a year for approximately one month to plan and update the budgets for their divisions for the upcoming year. The information entered into this system is used to build the UW Budget Index, enter new budgets into PISTOL, and update HRMS with new funding sources (and salaries during years when raises have been approved).

2. Division Caps

The cap for each division is the total amount of Section I money units are allowed to budget for the upcoming year. When the Budget Prep system is made available, each division’s budget is brought forward from the previous year and adjusted for permanent transfers, Trustee-approved changes, and any amount to be budgeted for raises. To look at the cap for your division and see what amount has been scheduled in the Budget Prep system, go to the Division Caps page and then click on calculate total.
If the difference is zero, then all of your Section I money has been scheduled. If the difference is positive, then there is money available to schedule, and if the difference is negative, then you have gone over your cap and must make adjustments in scheduling to bring the Total Funded back to your cap amount.
3. Account Master

A. Current Budget-UW

The Account Master, Current Budget-UW page is where you will schedule amounts for each department (fund/org) in B1100 (overtime), B1200 (part-time), B1400 (graduate assistants), B1900 (employer paid benefits (can only be scheduled for Section II accounts)), B2000 (support services), B6000 (grant & aid payment), and B8000 (non-operating expenditures). The B1000 (full-time salaries) is automatically scheduled from Position Funding (see Part 4). On the account master page, choose a department in your division or click on “Search” for a listing of all of your division’s accounts.
Edit the panel until the correct amounts are shown for each category and then click save. If you are currently at your “cap”, you should reduce one category before increasing another. If you try to increase a category that will put your division’s budget over its cap, you will receive an error message and you will be asked to make adjustments.

B. Current Revenue-UW

This page is where you will schedule Section II revenue amounts for the upcoming year. Please record only the University Income (self-generated funds) for each Section II account in your division. If additional accounts need to be set up, please contact the Budget Office. Total Grants and Contracts revenue and non-payroll will be scheduled by Sponsored Programs. You will still need to enter the funding for positions (Part 4).
4. Position Funding

The Position Funding page is where you will enter the funding source(s) for each employee in your division. These funding sources will be fed into the HRMS system to tell payroll how to pay your employees. During years when raises have been approved, the salary will also be fed into payroll; in non-raise years, only the funding will be fed. On the Position Funding page, enter an employee ID, a position number, a name, or search through all employees in division.
You will want to look at each employee/position and make sure the salary is fully budgeted. Positions that have turnover during the year or have been audited may need to have the budget adjusted even in years when we are not entering raise dollars. Also, if a position was funded on a grant that is no longer active, the funding may have been removed. Again, if new accounts need to be made available in the system, please contact the Budget Office.
There are several edits on this page to assure that information is entered correctly. The salary must be divisible by 12 in order to save. If the total budget and salary are not equal, you will be prompted to enter a comment to explain why (if you’re budgeting funds for a vacant position, simply type “vacant” in the comment). The percents for each set of start and end dates must total to one (or the percent funded by your division if the position is split funded). The amount field is calculated based on the salary and the start/end dates. The amount cannot exceed the budget entered on that line.

Start and end dates must coincide. If you are paying an employee 50% from an account for the whole year and are paying the other 50% from one account for July through December and another account January through June, you must enter the account for the whole year twice, matching the dates for the other two accounts.

The amounts entered under Budget on this page are the amounts that will be used in the Budget Index. If they are Section I Orgs, and position numbers 0100 through 4999 or 6XXX with an FTE of 1.0000, the amounts will automatically be added to your B1000 amount for that Org on the Account Master Page and added into your Division Cap total. Position numbers beginning with a six (6000 numbers) that are less than 1.0000 FTE are paid from part-time funds (B1200). Scheduling a budget on a part-time 6000 position
number does not update your B1200 for that Org or affect your Division Cap. You will need to schedule B1200 dollars on the Account Master page. The percent is what will be entered in HRMS. Please make sure there is a percent (and amount) filled in for all filled positions.

When a position is split funded between two divisions, it is indicated directly under the salary as “% position is funded by division”. It also indicates the amount you are responsible for funding. The total percent of funding will need to match the percent funded by your division. If the percent is incorrect or needs to change, please contact the Budget Office. In years when raises are being distributed, please work with the “other” division to agree on a new salary.

The second tab on this page, Base Salaries, should only be used if you are scheduling a position salary that includes a temporary increase. It can only be used for faculty and academic professionals – staff salaries should be scheduled at the base salary and a Job Data Change Form should be submitted for any temporary increases.
5. Queries

Queries that are available in the Budget Prep system include:

1. BUDPREP_4000SECTONE_UW
2. BUDPREP_AUDIT_BUDEXP_ALL_UW
3. BUDPREP_AUDIT_BUDEXP_DIV_UW
4. BUDPREP_AUDIT_POSFUND_ALL_UW
5. BUDPREP_AUDIT_POSFUND_DIV_UW
6. BUDPREP_BASESAL_ALL_UW
7. BUDPREP_BASESAL_DIV_UW
8. BUDPREP_BUDG_NE_SALARY_UW
9. BUDPREP_BUDSUMM_ALL_UW
10. BUDPREP_BUDSUMM_DIV_UW
11. BUDPREP_EMPLOYEES_ALL
12. BUDPREP_EMPLOYEES_DIV
13. BUDPREP_FILLED_POSN_0_SAL_UW
14. BUDPREP_FTE_NE_1_OR_0_UW
15. BUDPREP_FTE_NE_1_UW
16. BUDPREP_NOFUND_ALL_UW
17. BUDPREP_NOFUND_DIV_UW
18. BUDPREP_PCT_NOT_1_UW
19. BUDPREP_POSBYACCT_ALL_UW
Several queries are listed twice but with "ALL" or "DIV" in the name. Running either one will return the same results – the data will be specific to your division.

- Query 1 displays all 3000, 4000, and 5000 Section II positions numbers funded from Section I accounts (50% or less is allowed).
- Queries 2-5 are audit trails (changes made in the system); 2-3 list all of the changes to Current Budget (Account Master) and 4-5 list changes to Position Funding.
- Queries 6-7 return base salaries that have been entered for Faculty and Academic Professional positions.
- Query 8 returns positions where the salary and budgeted amount are different (split funding, rounding, over or under funding, etc.). These positions will need to have a comment entered to explain the discrepancy.
- Queries 9-10 return summaries by account for each fund/org combination.
- Queries 11-12 return summaries of all employees in your division with name, employee ID, position number, funding sources, salaries, and titles.
- Queries 13-15 should be blank (No matching values were found) for most divisions.
- Queries 16-17 return position numbers/employees with no funding. Please enter a comment to explain.
- Query 18 returns all positions funded partially by another division. The percent should be the portion funded by your division.
- Queries 19-20 return the funding sources for all positions in your division by account (org).
- Query 21 returns all position numbers/employees funded from a particular account (org).
- Queries 22-23 return a summary of all revenue estimates for Section II accounts.
- Query 24 should be blank (No matching values were found).
- Query 25 returns all positions where the salary and the amount funded from your division is different (split funding, rounding, over or under funding, etc.). These positions will need to have a comment entered to explain the discrepancy.
- Query 26 should be blank (No matching values were found).
- Query 27 returns detailed funding and employee type for all positions in your division (including vacant positions) for Section I and Section II accounts. This is the same data that is used to create the “yellow pages” in the Operating Budget.
6. Running Queries in Budget Prep

From the home page click on “Main Menu”, “Reporting Tools”, “Query”, and “Query Viewer”.

Do not change the “Search By” criteria, click “Search”.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name begins with

Search Advanced Search

A list of available queries will be displayed.
Select HTML to display the data in your internet browser or select Excel to export the data to an Excel spreadsheet.