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MyJob Budget System (MBS)
Budget System User Guide

Version 2.0

Introduction

This manual illustrates the most commonly used functions in the MyJob application Budget System (MBS). The intended audience is employees who use MBS to administer budget projections, record budget transfers and maintain funding sources by position and account.

Office of Finance

MyJob Budget System User Guide

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Quick Reference

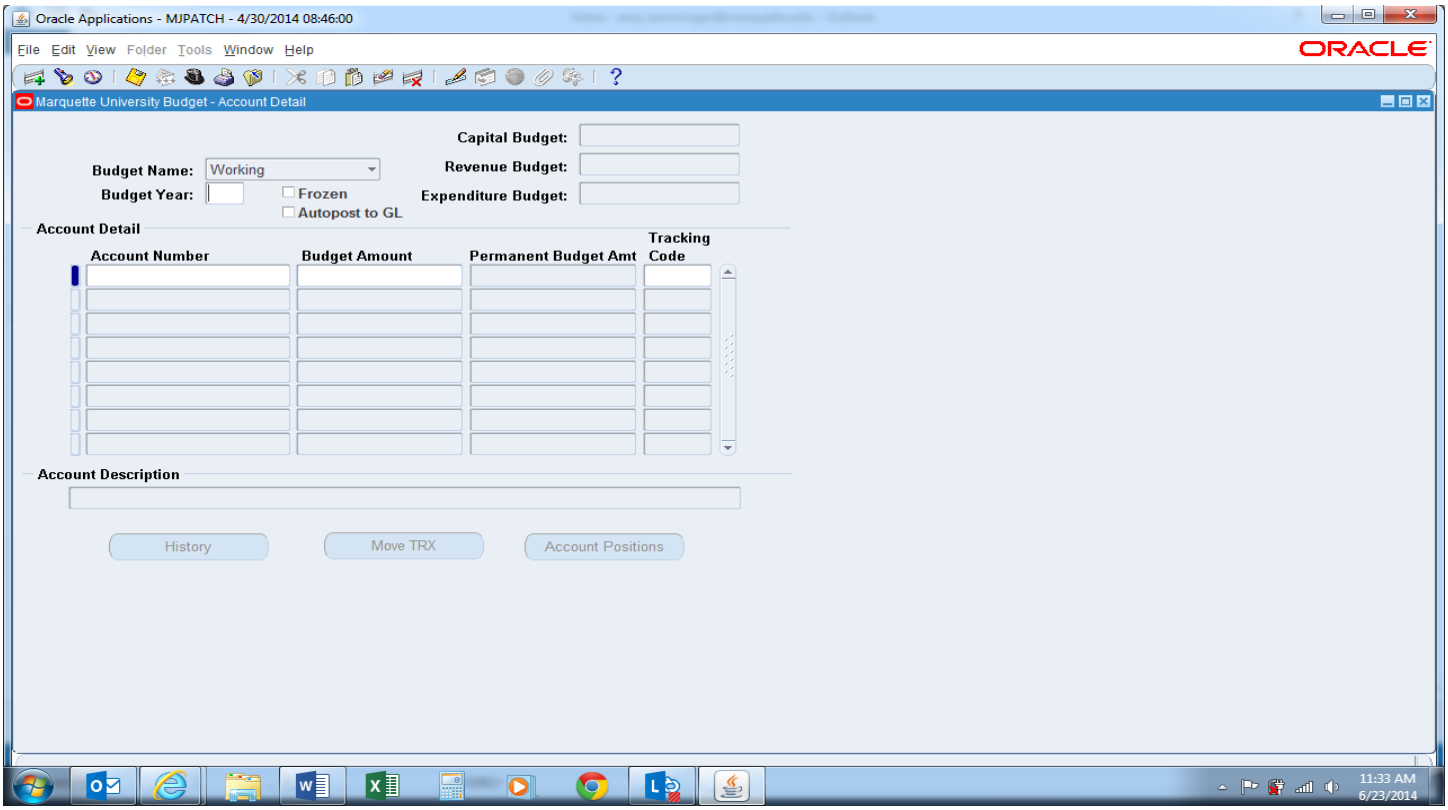
- To establish a position code see step 23, page 5.
- To establish an account combination see step 9A, page 3
- Yellow row – entry
- White row - query

Steps to be completed in order to process an online salary transaction:

1. Follow the established pre-process steps for the unit
2. Fund the individual in the budget system by following steps:
   - 1-4
   - 9a or 9b - depending on if the account is already established
   - 14
   - 23 – if position code is not yet established on the account position form
   - 13 or 22 – depending if the funding source is an account combination or position code
   - Pages 6-7 for instructions on how to perform budget transfers
3. Cost the individual in the budget system by following the steps outlined in pages 9-11
4. Process the HR transaction – see HR training manuals for assistance

Navigation – MU Budget Department Managers \ MU Budget Maintenance

Account Detail Navigator Window



1. **[F11]** - get the budget system into query mode.

2. **Budget Name** – Working (current fiscal year budget changes only) or Permanent (budget change affects both current and future fiscal year budgets)

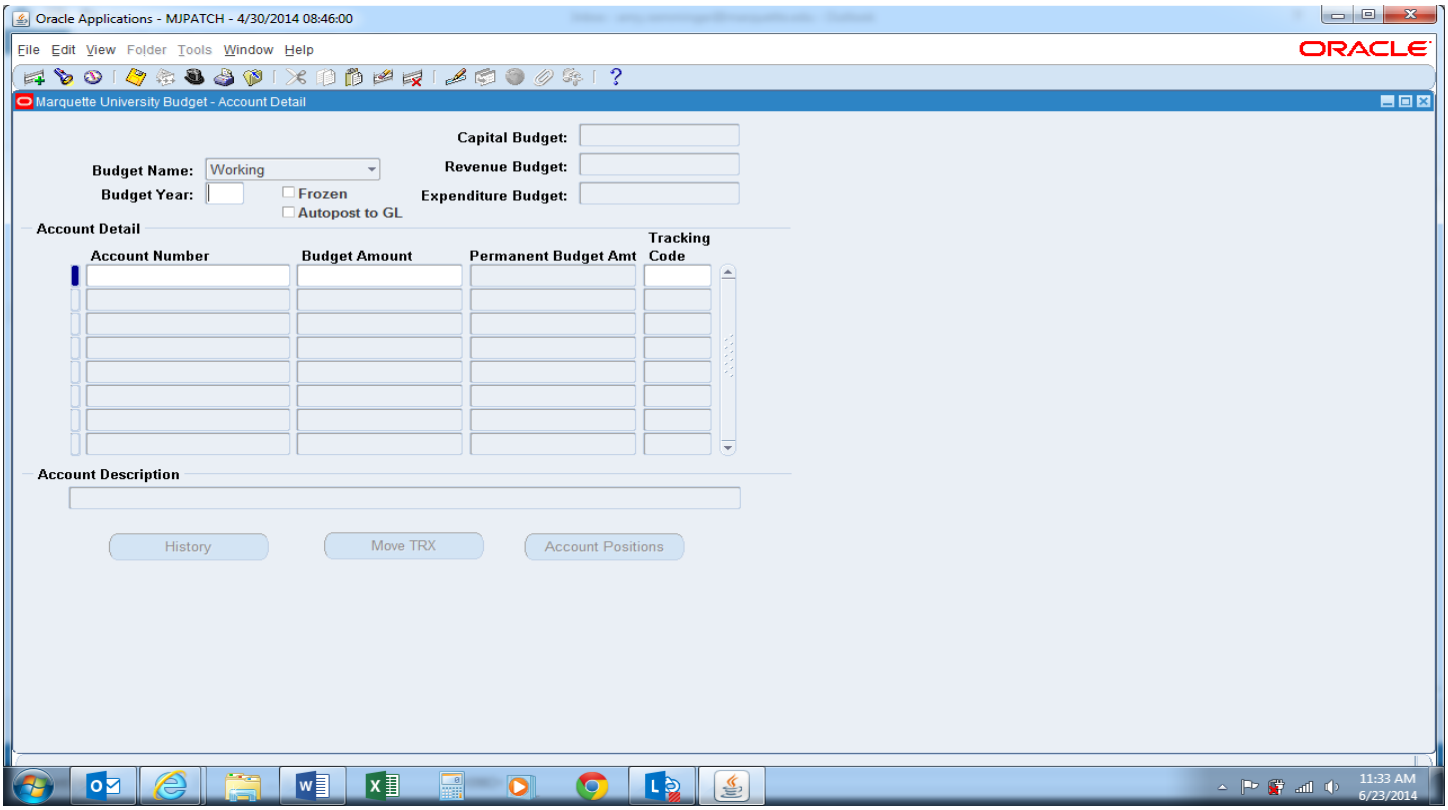
3. **Budget Year** – Specify year want to work in (ie, 2015)

4. **[Control-F11]** - This will ready the budget system for accounts based on budget system security. At this point, neither accounts nor budget information will be displayed.

5**. Frozen** – Flag indicating if changes can or cannot be made to the budget name and year specified. May only be changed by the Budget Office.

6. **Autopost to GL** – Flag indicating if budget changes will be updated to the general ledger soon. May only be changed by the Budget Office.

7. The budget will be sub-totaled into capital (naturals 1900-1999), revenue (naturals 4000-5999), and expenditure naturals (6000-7900) based on the queried account numbers.



8. **Account Number** - Tab through until cursor is in this field.

9A. Do nothing or **[F4]** - The field will be yellow to allow for an account combination not currently in the budget system to be established. Type in the account combination (fund type-rc-restriction-natural). **[Save]** Budget system security will be checked. Line will be established with a $0 budget amount.

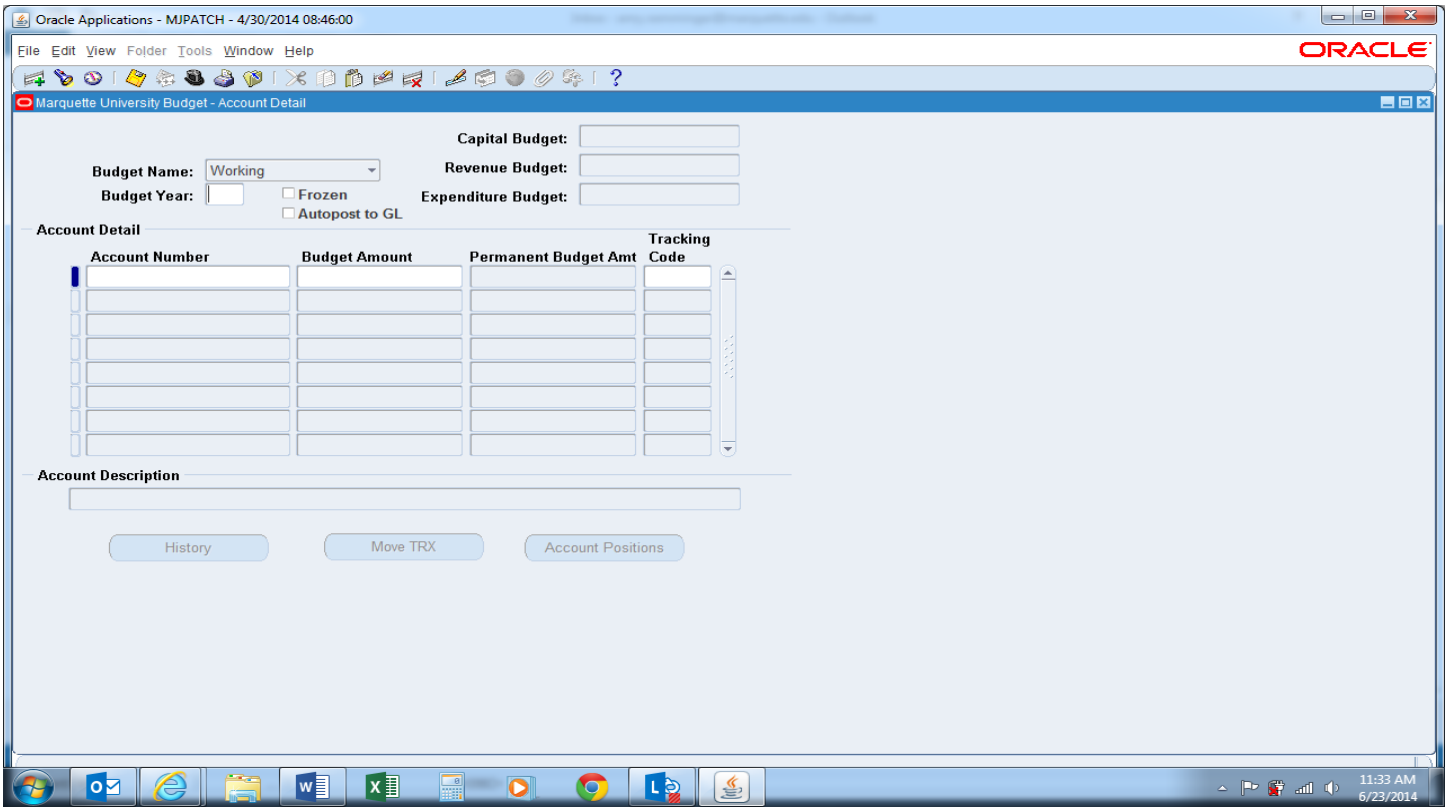
Or

9B. **[F11]** – The field turns white to get the budget system into query mode to bring up existing budget information based on budget system security. Querying:

- Type in the complete account combination to view (fund type-rc-restriction-natural)
- Use the % as a wildcard
  - Some examples: 6200 naturals in all the accounts you have access to - %6200
    All naturals under a certain responsibility center - %-XXXXX-%
    All naturals under a certain restricted account - %-XXXXX-YYYYY-%
    All accounts you have access to - %

[Control F11] –Budget information based on the query in the **Account Number** field will be displayed.

10. **Working / Permanent Budget Amount** – Amount of budget for the specified budget name, year, and account combination.



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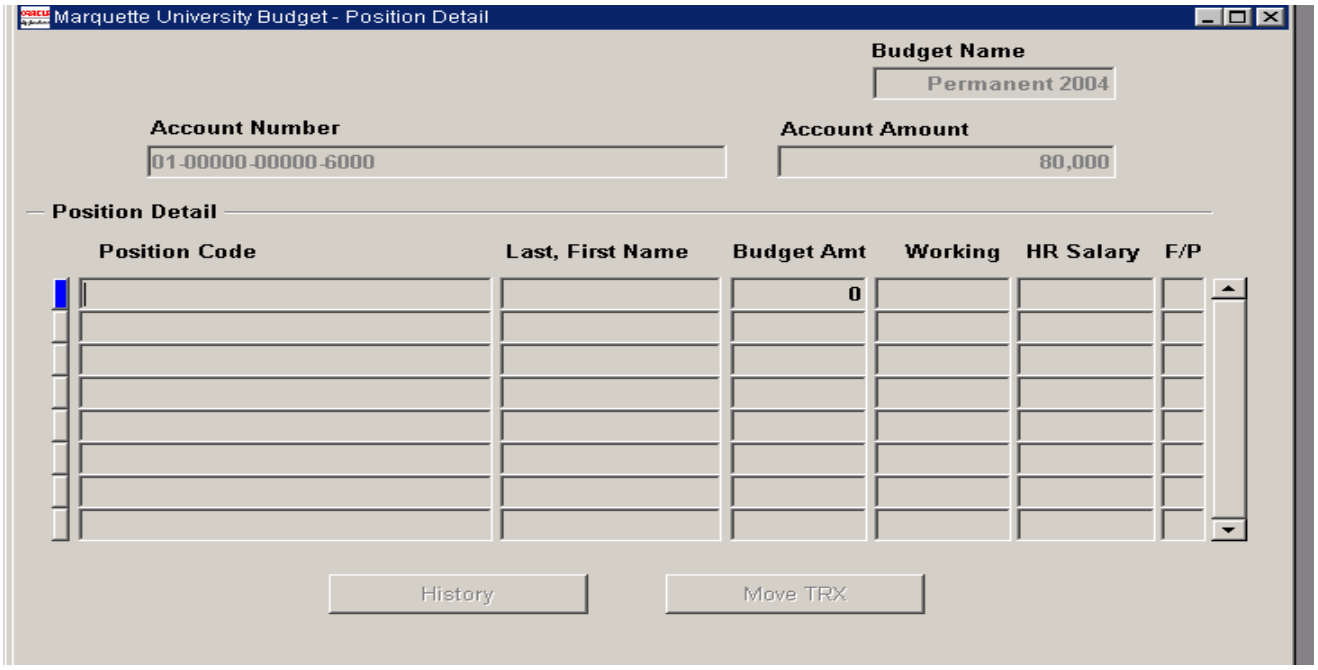
11. **Account Description** - based on the highlighted account number

12. **[History]** - To review budget transaction/changes done to the highlighted account combination. See page 7.

13. **[Move TRX]** - To perform a budget transfer, highlight the account number where the budget dollars will be transferred from and click. The button will not be available when the highlighted account number contains a salary natural that requires a position code. That type of budget transfer must be done through the "Account Position" screen. It will also not be available when the highlighted account combination cannot be transferred from based on budget security and rules. See page 6.

14. **[Account Positions]** - To review position codes associated with the highlighted account combination that contains a salary natural with position control. See page 5.

Account Positions Navigator Window Naturals 6000, 6001, 6005, 6007-6010, 6020, 6022-6026, 6035



15. **Budget Name, Account Number, Account Amount** – Field information is pulled from the Account Detail form.

16. **Position Code** – Listing of all position codes budgeted to the account number listed. Position code segments established by HR – group (faculty, grad asst, staff).organization (usually department).job (condensed version of title).suffix (miscellaneous number). Each individual has own unique position code.

17. **Last, First Name** – Name of employee associated with position code, obtained through a link with HRMS.

18. **Working / Permanent Budget Amount** – Amount of budget for the specified budget name, year, account combination, and position code.

19. **HR Salary** - Annual salary of employee, obtained through a link with HRMS.

20. **F/P** - Full- or part-time position, obtained through a link with HRMS.

21. **[History]** - To review budget transaction/changes done to the highlighted position code. See page 7.

22. **[Move TRX] -** To perform a budget transfer, highlight the position code, that must be either an open position or salary contingency line, where the budget dollars will be transferred from and click. The button will not be available when the highlighted position code is "occupied" (contains the name of an individual). See page 6.

23. To establish a new position code not currently on the budget system that is defined within budget system security, arrow down to get a blank row and then **[F4]** (row will become yellow). Type in position code or select from pick list (find position code or name). Save. Line will be established with a $0 budget amount.

Move Transactions Navigator Window Only "from" one account at a time, but unlimited "to" lines

Budget transfers regarding salary naturals:

- All salary naturals are interchangeable to all salary naturals
- Budget can only be transferred from a vacant or contingency line ("open position")
- The budget can be transferred to any position code within the "to" account
- For funding of:
  - part-time faculty - start with transfers from unallocated natural (6004); when that is depleted, transfer from salary savings and contingency position codes; when those are depleted, transfer from open (vacant) position codes
  - graduate assistants - start with transfers from unallocated natural (6028); when that is depleted, transfer from salary savings and contingency position codes; when those are depleted, transfer from open (vacant) position codes
  - summer research/teaching - start with transfers from unallocated natural (6006); when that is depleted, transfer from salary savings and contingency position codes; when those are depleted, transfer from open (vacant) position codes

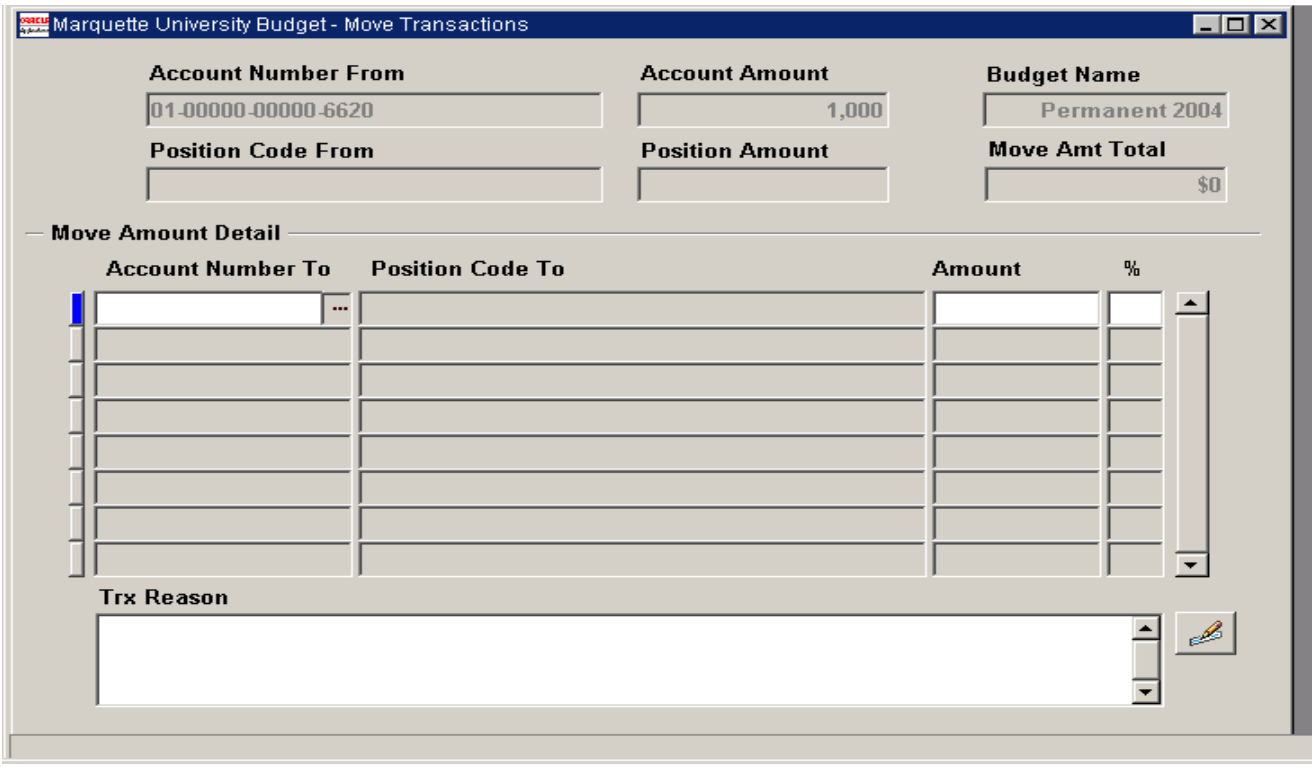
Budget transfers regarding restricted, grant, endowment accounts:

- Budget can be transferred to any natural within the same account (rc-restriction)

The following is a list of budget transfers that cannot be done by users:

- Permanent budget transfers.
- Operating natural (naturals 6200 and up) to capital natural (naturals 1900-1999) and vice versa.
- Salary natural (naturals 6000-6099) to operating natural (naturals 6200 and up) and vice versa.
- Salary natural (naturals 6000-6099) to capital natural (naturals 1900-1999) and vice versa.
- Revenue naturals (naturals 4000-4999) are query only.
- Restricted account (restriction 40000-99999) to restricted account (restriction 40000-99999).
- Unrestricted account (restriction 00000) to restricted account (restriction 40000-99999) and vice versa.
- Transfers to or from account numbers outside of budget security.

If a budget transfer cannot be done by the user, please contact the Budget Office via email with the account(s) to transfer the budget from, the account(s) to transfer the budget to, the amount(s) of the budget transfer, and a brief reason as to why the budget transfer is needed.



24. **Account Number From, Account Amount, Budget Name, Position Code From, Position Amount** - Field information is pulled from either the **Account Detail** or **Account Positions** screen depending on which window you were in when clicked **[Move TRX]**.

25. **Move Amt Total** - Total of the budget amounts that are being transferred out. System totals after each line.

26. **Account Number** To - Type in or use the pick box to enter the account combination where the budget should be transferred to. The pick box will only display the account combinations have the ability to transfer to per budget security and system transfer restrictions.

27. **Position Code To** – If the account combination that the budget is being transferred to contains a position salary natural, this field will become available. Type in or use the pick box to enter the position code. The pick box will display only the position codes associated with the "to" account combination.

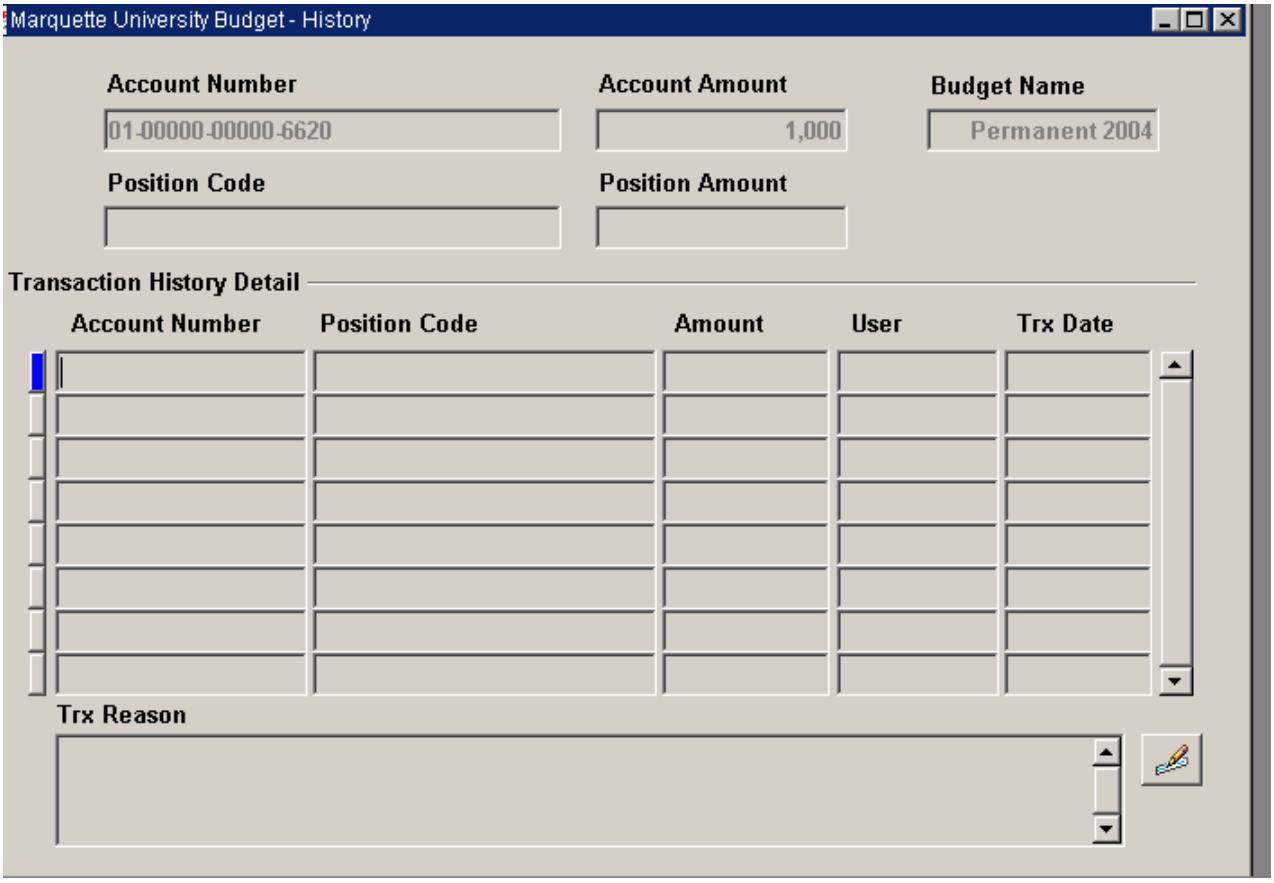
28. **Amount / %** - Enter in either amount or percentage of budget you want to be transferred. The amount and percentage should be stated in whole dollars (no commas, no cents).

29. **TRX Reason** - Unlimited reason field that can support an email or memo.

30. Repeat steps 26-29 for as many "to" lines as needed. **TRX Reason** can be different for each "to" account.

31. Save the transaction when complete - **[control-S]**, **[disk icon]** on tool bar, or **[save]** under "file" on tool bar. The transaction will be applied instantly in the budget system and in the general ledger about 15 minutes later.

History Navigator Window



32. **Account Number, Account Amount, Budget Name, Position Code, Position Amount** - Field information is pulled from either the **Account Detail** or **Account Positions** screen depending on which window you were in when clicked **[History]**.

33. **Account Number** – Other side of the transaction, where the budget was transferred from or to.

34. **Position Code** – If the budget transfer impacted a position code, the code will be displayed.

35. **Amount -** The amount of the budget transfer. If the box is red, the budget of the account combination you are reviewing has been decreased.

36. **User** – Individual who processed the budget transfer.

37. **TRX Date** – Date the budget transfer was processed.

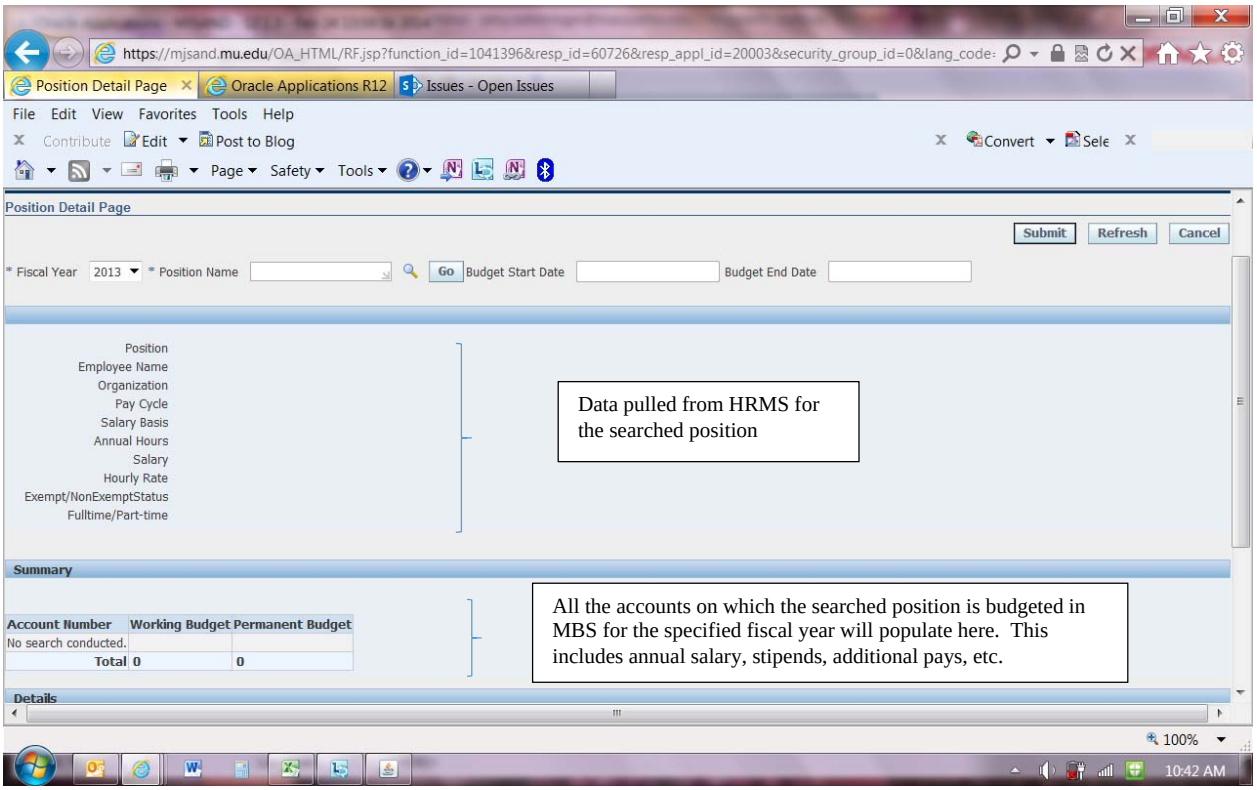
38. **TRX Reason** – Reason why the budget transfer was completed. If the reason is not fully displayed, click on the **[pencil and paper]** and the full reason will appear in a separate window.

ASSIGNMENT OF COSTING TO A POSITION CODE AND COSTING CHANGES

Use the following steps to:

1. Assign costing once the position is funded in the **Position Detail** prior to submission of payment transaction via manager/department self service
2. Account number change transaction

Navigation – MU Budget Department Managers / MU Position Detail



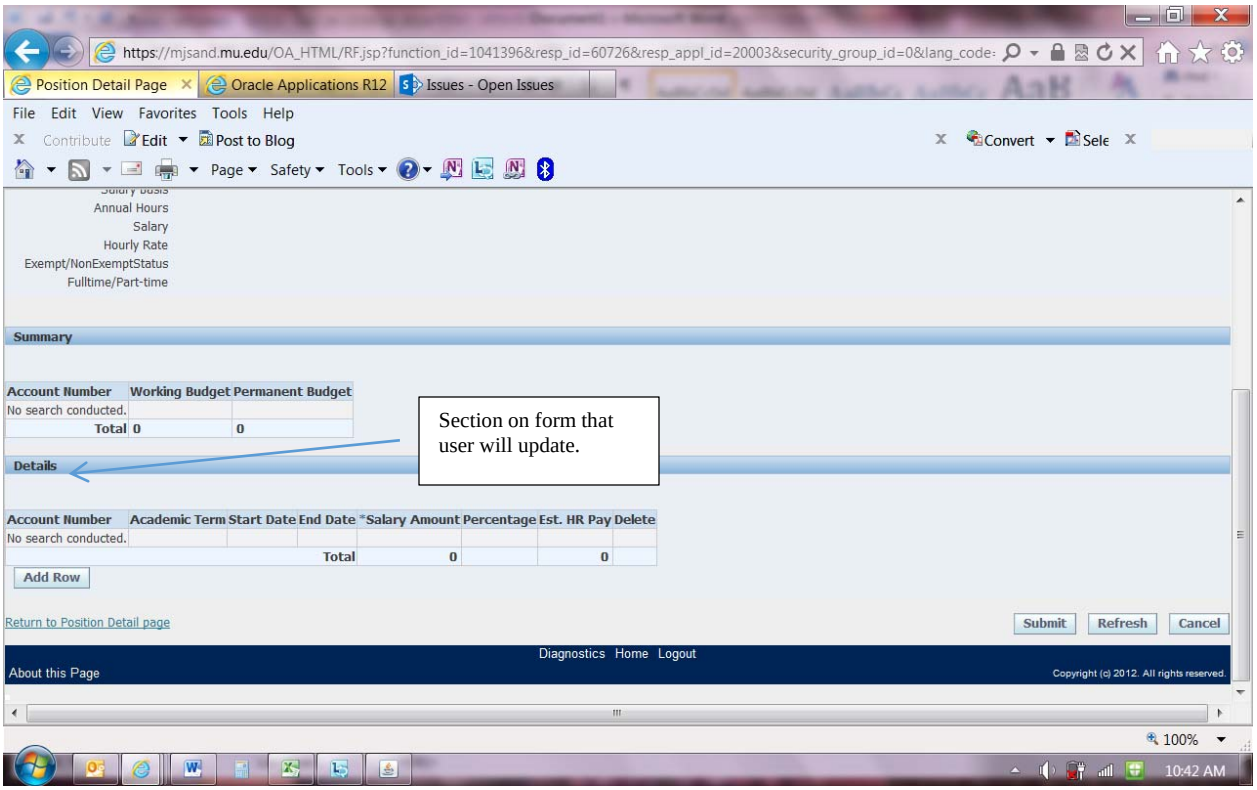
1. **Fiscal Year** - Change to the fiscal year against which the transaction will be booked. Select a previous fiscal year (query only), current fiscal year, or upcoming fiscal year (once available in the budget system).

2. **Position Name** - Click on magnifying glass to search by employee name or position code for which costing needs to be assigned. Select position in search box.

3. **[Go]** to bring information up on the form for that position.

Budget Start Date and **Budget End Date** correspond to the budget category assigned to that position. Budget category is used to pull the salary information for the annual merit interface from MBS to HRMS. Likely dates:

- 7/1-6/30 - 12 month staff and faculty, part-time faculty, graduate assistants
- 8/16-8/15 - 9 month faculty paid over 12 month
- 8/16-8/15 - 9 month faculty paid over 9 month (5/16-8/15 will be $0)
- 9/1-8/30 - UA and custodians



4. Select costing account from under **Account Number**. Only accounts for costing that can be used are ones with budget assigned for the annual salary under the summary section.

5. Specify the date range (start and end) for the account number and salary amount.

- The **Academic Term** should be chosen whenever the dates fit for 9 month faculty, part-time faculty, and graduate assistants – AY, Fall, Spring
- All budget dates must be accounted for, even if a date range would have $0 salary amount. Records for date gaps will be automatically created by the system upon **[Refresh].**
- For grant accounts, use dates (do not use term option)

6. **Salary Amount** to be charged to the account number within specified dates.

7. If multiple accounts are required for costing, **[Add Row]** for a blank row. Repeat steps 4-6 as needed.

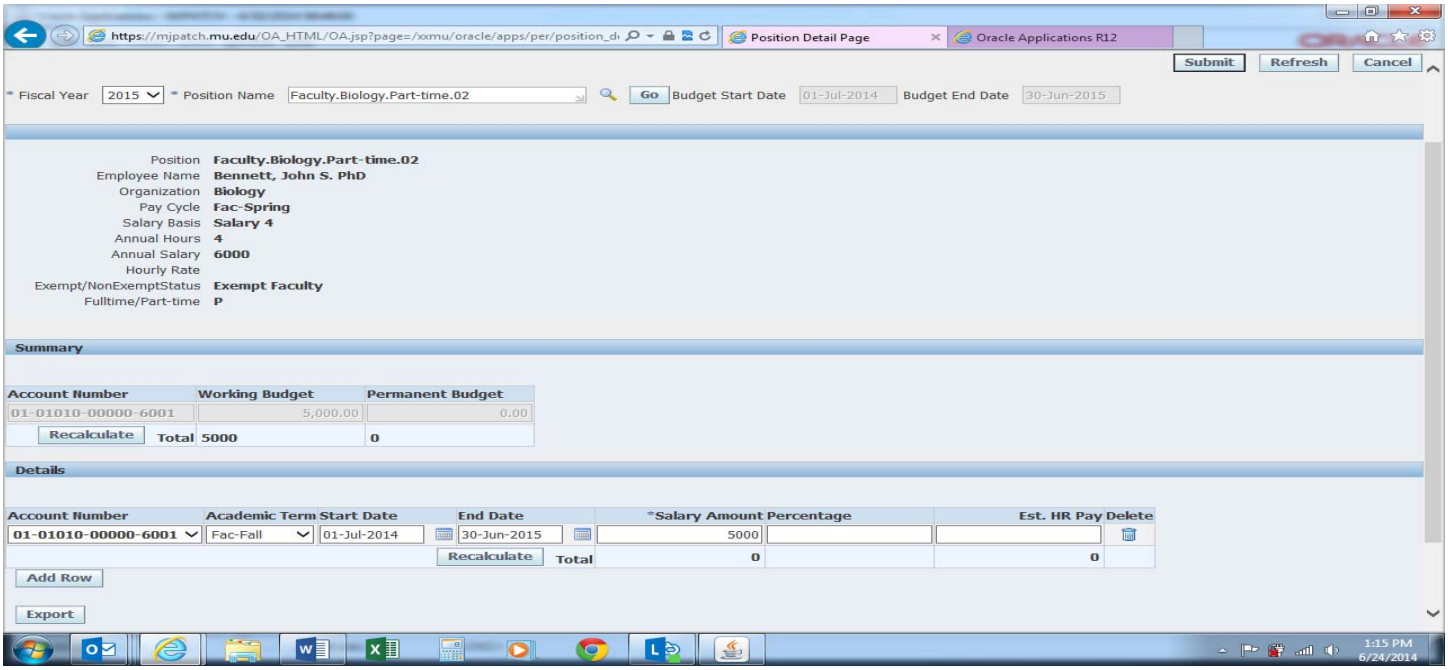
8. **[Refresh]** to automatically calculate percentage and estimated HR pay or to validate the details entered are correct for the built-in rules. This can be done multiple times as needed until all errors are resolved.

- **Percentage** – must equal 100% in each date range
- **Est. HR Pay** – calculated how much needs to be covered by a salary amount per account and date range based on annual salary
- **Salary Amount** must be equal to or higher than **Est. HR pay** for each date range
- Costing change has no impact on pay
- Salary amount totals by account must be equal to or less than Working Budget amounts for each respective account
- Grant dates cannot exceed the dates entered in the grant module

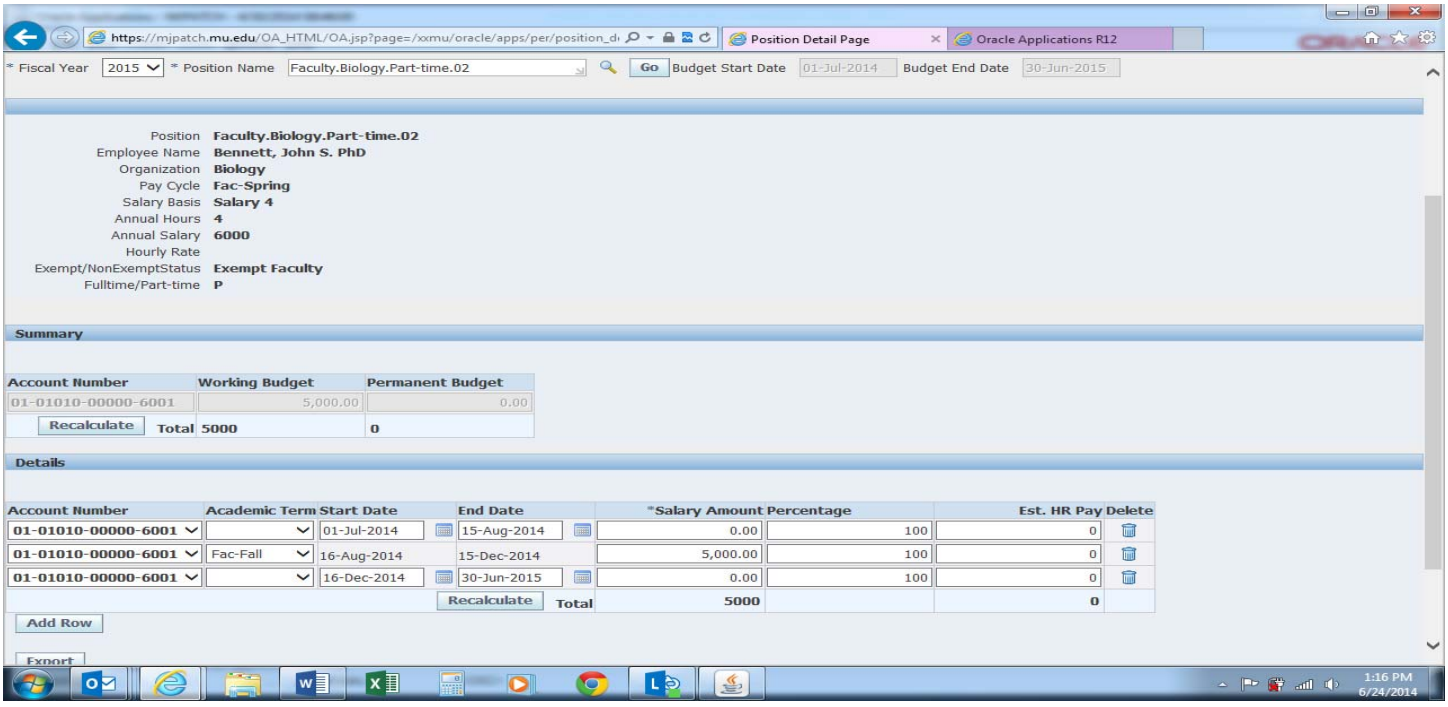
9. To complete transaction:

- **[Submit]** - Once all errors are resolved, this will tie the entered details to the searched position in HRMS.
- **[Cancel]** - Information entered will be cleared out and will not tie the details to the searched position.

Costing part-time faculty example – $5000 for fall 2014 semester to account 01-01010-00000-6001. User enters the following information in the detail section: (graduate assistant is very similar)

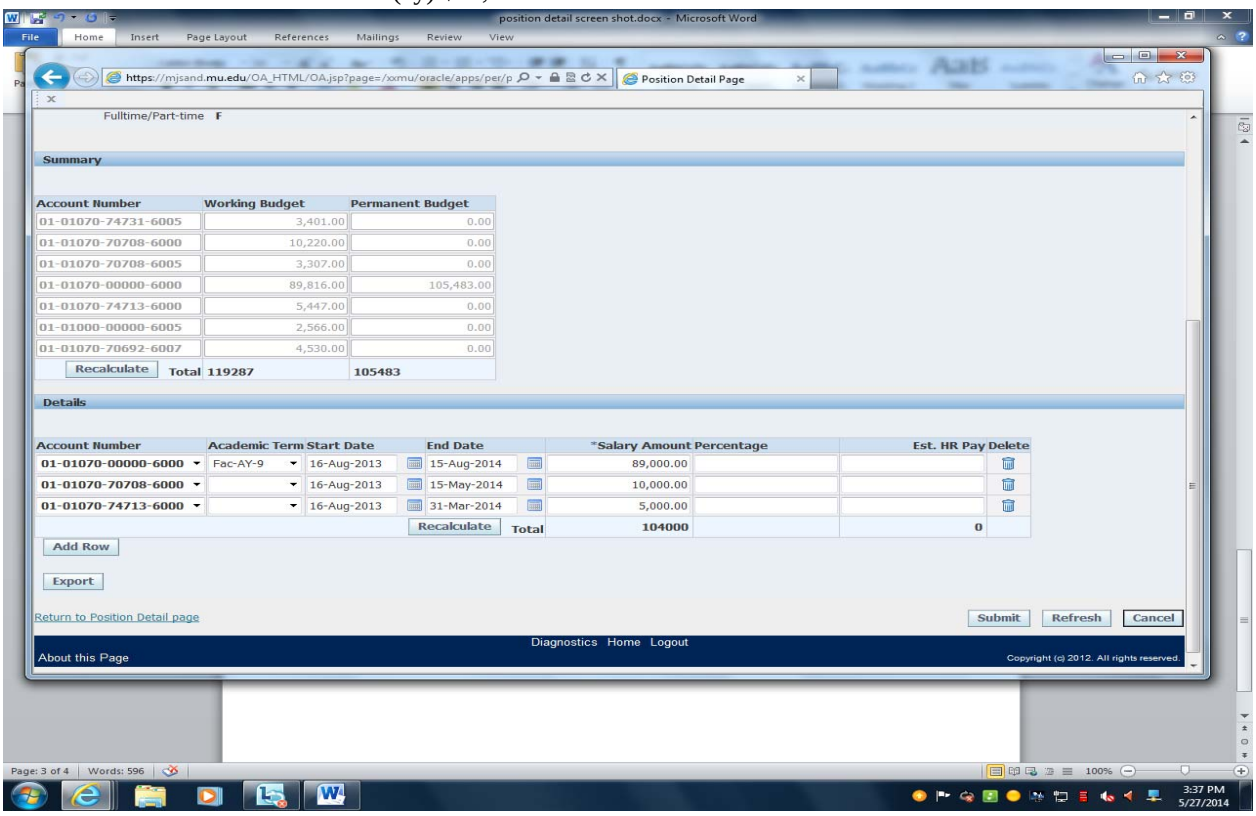
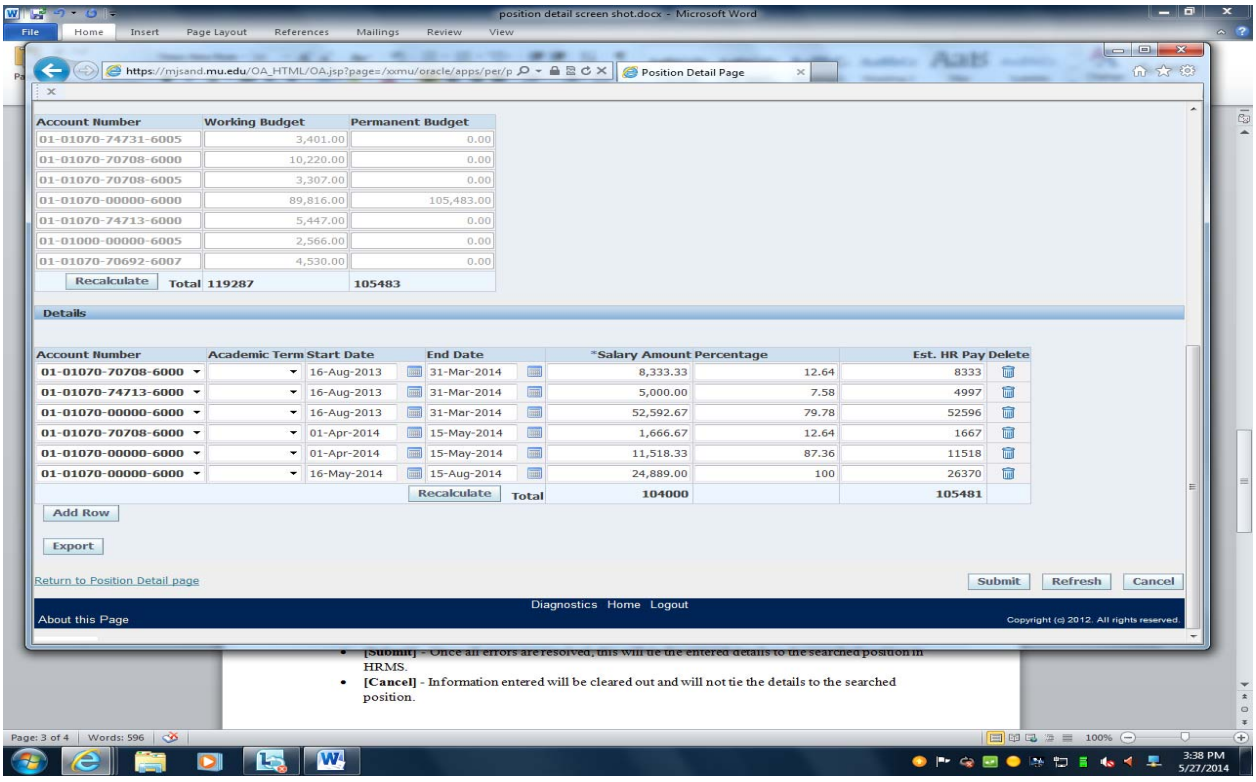


[Refresh]



Costing change only example: $104,000 for 9 mo faculty paid over 12 mo. User enters the following information in the detail section:

- 01070-70708-6000 8/16/13-5/15/14 (available grant dates) $10,000
- 01070-74713-6000 8/16/13-3/31/14 (available grant dates) $5,000
- 01070-00000-6000 8/16/13-8/15/14 (ay) $89,000



- **[Refresh]**