Budget Entry Train the Trainer Instructions

These instructions are for designated RRC budget entry instructors. This job aid provides course setup instructions and delivery guidelines.

GETTING STARTED

1. Identify the need for offering a Budget Entry course for the RRC.
   a. New Budget Entry preparers are required to take the course.
   b. Participants must complete prerequisites of Budget Entry as listed in the Training Hub (training.umn.edu) prior to attending the course.

2. Solidify course delivery specifics.
   a. Obtain space to conduct training (e.g., computer lab).
   b. Determine the date, start time, and end time for the course. (Plan on four hours.)

3. Submit provisional access request.
   a. Email the Financial Helpline at controller@umn.edu with the following information:
      i. Name and Internet ID of new budget entry preparer(s).
      ii. Note: The Access Request Form (ARF) is not required for Budget Entry.
   b. Note: Provisional access will be revoked if training is not completed.

4. Invite participants to the course and include the following information:
   a. A physical address and room number of course delivery.
   b. Date, start time, and end time for course.
   c. Access course materials at controller.umn.edu/training.
      ii. “Position Budgeting Page Information” Job Aid
      iii. “Budget Entry Upload” Job Aid
   d. Duo authentication is required.

5. Practice the delivery of the content prior to the course.

6. Create a roster sign-in sheet for the course containing:
   a. Participant full name
   b. Internet ID
   c. Space for signature
   d. A physical address and room number of the location for the training
   e. Instructor’s Full Name and Internet ID
   f. Date, start time, and end time for course
Budget Entry Train the Trainer Instructions (cont.)

AFTER THE SESSION

1. Submit the signed roster to controller@umn.edu when the course is complete.
2. Schedule time with budget entry preparers for follow-up questions and answers.
3. Refer preparers to Budget Office instructions and online courses for continued training.

Follow the course outline and teaching points in this job aid when delivering the course.

SESSION CONTENT - FOUNDATIONAL INFORMATION (DISCUSSION)

1. Go to budget.umn.edu.
   a. When they become available, review the Budget Prep instructions for Detailed Budget Entry.
   b. Discuss local and Budget Office submission deadlines.
2. Reference Manual Discussion:
   a. Overview of why we budget at the University.
   b. Discuss roles and responsibilities in your unit - who does what?
   c. Go to policy.umn.edu.
      i. Review policies.
         • Budget Development for Non-sponsored Funds
         • Note: For Sponsored Budget Development, contact Sponsored Projects Administration (SPA).
   d. Budgeting Process
   e. Budget vs. Actuals
   f. Detailed Budget Page
      i. This page is completed by departments then submitted to the Chief Financial Manager (CFM)/RRC Contact.
      ii. Include all revenues and expenses to detailed ChartField string level.

POSITION BUDGETING (IN THE SYSTEM)

1. Overview
2. Navigation
   b. Search Options include: By Budget Department or By Employee ID.
3. Refresh Data Button
   a. QUESTION: What is the purpose of the HRMS Data Refresh? (See the Budget Office instructions for details.)
4. QUESTION: What challenges do you foresee in explaining Position Budgeting to others?

5. **Position** Page
   a. Discuss what is seen on page and how to interact with the data.
   b. Introduce Position Budgeting job aid (if printed and provided).
   c. Single vs. Pooled positions and headcounts.
   d. Adding incumbent to a Position (if unfilled).
   e. Deleting filled positions as needed.

6. Adding Positions and Dummy Incumbents

7. **Incumbents** Page
   a. Budgeting by % adjustment (increase or decrease).
   b. Drilling to Distribution Detail for additional budgeting options.
   c. Exclude feature.

8. **Distributions** Page
   a. Budgeting by % Adjustment, Adjustment Amounts, Salary only, Fringe amount.
   b. All distribution lines display for each incumbent: incumbents may be paid by more than one dept.
   c. Add a distribution line.
   d. QUESTION: How does excluding on this page differ from excluding on the **Incumbents** page?
      i. **Incumbents** page: Excludes an incumbent.
      ii. **Distributions** page: Excludes a distribution line for an incumbent.

9. <View Other Dept Distributions>
   a. Displays incumbents which belong to another HR Dept but salary paid by dept for which budgeting is being done.
   b. **Positions Page** > View Other Dept Distributions
      i. Complete budgeting for any positions your dept pays for/position belongs to another dept.

10. **View Summary** Page
    a. Budgeting by chartstring.
    b. Links to detail by position.

11. Save data.

12. The **UM Detail Budget** page must be refreshed so position budgeting data appears. Distributions may also be uploaded via the **Positions** page. See the “**Budget Entry Upload**” job aid for more information.
DETAILED BUDGET ENTRY (IN THE SYSTEM)

Log in to MyU (myu.umn.edu). Navigate to: Key Links > PeopleSoft > EFS/Finance.

Navigate in UM Budgeting > UM Final Budgeting > UM Detailed Budgeting.

Note: Do NOT save any data that is not relevant to the real budget during your training session.

1. Enter DeptID (may only access one DeptID at a time).
2. Refresh the page if it is the first time logging in (click <Refresh> at the bottom of the screen).
   a. QUESTION: What are the other reasons to click <Refresh>?
3. Personalize the screen if desired.
4. QUESTION: What are some of the challenges you experienced when you were first learning to use the Detailed Budgeting page?
5. QUESTION: What are some ways of introducing and explaining how the detailed page works or is used?
6. QUESTION: What is the difference between allocations and non-allocations?
7. Enter non-allocations.
   a. Manual or upload entry revenue and expenses.
      i. See the “Budget Entry Upload” job aid for instructions.
   b. Use the search and filter functionality.
      i. QUESTION: What would you suggest for explaining how to best use the search function and why we use it?
      ii. QUESTION: Which account values are used in the Detailed Budgeting page? (final budget only)
   c. Increase or decrease budget amounts according to last year’s budget, actuals, and plans for the budget year.
   d. Try the Forecast field and <Calculate> functions if desired.
   e. Transfers - For every Transfer in (revenue), a corresponding Transfer out (expense) must be budgeted on another chartstring. The transfers may be budgeted on separate DeptIDs.
      i. Writing a note….
   f. Enter carryforward (900100) in revenue.
8. Enter allocations.
   a. Budget for revenue and expenses according to the allocations that have been redistributed by your Chief Financial Manager (CFM)/RRC Contact.
   b. If there are no allocations listed, you may still budget the non-allocations.
   c. Validate - Checks variance against allocations, checks ChartField strings.
9. Asset Budgeting
   a. Capital Equipment - Budget on UM Detailed Budget page.
   b. Capital assets other than equipment - Budget on UM Asset Budgeting page.
   d. Use the Find an Existing Value tab and search for a DeptID value.
   e. Enter asset budgeting as needed.
   f. Use notes.

SUBMIT THE DETAILED BUDGET TO THE RRC (IN THE SYSTEM)
2. Refresh the page (refresh pulls in Position Budget and Asset information) and do a search to view all information.
3. Exclude all $0 ChartField strings that are not to be used to record transactions for the next year.
4. Validate and submit your detailed departmental budget to the RRC by the locally defined deadline.

REPORTS
Remind participants of the reports and queries available to assist with budget entry. Refer to the Budget Office instructions for detailed budget entry for a listing.

RESOURCES/PERFORMANCE SUPPORT
1. Chief Financial Manager (CFM)/RRC Contact
2. Financial Helpline 612-624-1617
3. Budget Office budget.umn.edu
4. Online courses in Training Hub:
   a. Detailed Budget Entry
   b. Position Budgeting
   c. RRC Manager Designee Budget Entry
     i. Note: This course is only for designees as determined by the RRC.

RRC managers are now referred to as Chief Financial Manager (CFM)/RRC Contact.