Non-Position (Non-Personnel) Budgeting

The Non-Position Budget Layout is used to develop the new year budget amounts for non-personnel revenue and expenses at the Fund (Cost Object) and Commitment Item (G/L Account) level.

Accessing the Non-Position Layout and Loading Data

Note: Refer to the Budget Tool: General Navigation Guide for detailed steps on allowing pop-ups for cbp.duke.edu and accessing the Non-Position layouts, navigating, and loading data. Summarized steps are included in this guide.

1. Log onto work.duke.edu. (Do NOT type in http://www.)
2. Enter your NetID and password. Multifactor authentication is required.

On the Duke@WORK web portal screen:

3. Select the Budget tab.

4. Select the Budget Development Link.
5. On the **Budget Development** page, click on **Non-Position**.

6. Click on the underlined name link for the desired option to select and load the Non-Position Data.

   - **Non-Position by Package** = to select by a package number if you know your package number and it’s efficient to work by package. This is the recommended way to work in the Budget tool and the method used for examples in this guide.

   - **Non-Position by BFR** = to select and load your budget data by BFR Code. For details on how load data by BFR, see the *Budget Tool: General Navigation Guide*.

   - **Non-Position Upload** = to upload budget data from a spreadsheet template. Detailed instructions provided in the Non-Position Upload section.
7. Enter the Package number in the **Budget Package** field.

8. Click on the **Set Package** button.

   *Note: For larger Packages, it may be helpful to filter the Package by BFR. For detailed information on how to filter a Package by BFR, see the *Budget Tool: General Navigation Guide*.*

9. Click **Load Data**.

10. Review the loaded data and refer to the next sections of the guide for details on entering budget data on the Non-Position layout.

   *Note: When loading data, the view may open at a line item toward the bottom, so simply scroll to the top of the data. Remember to maximize the screen for better viewing as well.*
Non-Position Budgeting (cont.)

Entering Budget Data in the Layout

Note: Except where indicated, the examples used in this section are based on the Non-Position by Package layout. The loaded data and functions available are similar between these two layouts.

1. Notice the following tips about the Non-Position loaded data:
   - The view may open at a line item toward the middle or bottom of the layout, so simply scroll up to the top of the data in the layout.
   - Maximize the web browser window for better viewing and to avoid locking data by improperly exiting the layout.
   - Columns remain visible at the top of the page as you scroll down.
   - The input column for the New Year Budget is not populated.
   - Non-Position data is displayed and budgeted by Fund (Cost Object) and Commitment Item (G/L Account) level.
   - The 7 digit Fund and Fund Description will repeat on every line item of the layout as reference on each line item.
   - Budget data for Position is shown as display only (shaded in gray) as reference for a total view of the budget by Fund. Position data cannot be changed in this layout.
2. Review the default columns of Non-Position data as outlined below:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checkbox to Select</td>
<td>Click in the box in the first column to select the row. A gold highlight indicates the row is selected.</td>
</tr>
<tr>
<td>Comments</td>
<td>Select the smaller gray boxes to display a Comments dialog box where free-form text may be entered - see Budget Tool: General Navigation Guide. The box will populate with the word Text once a comment is entered and saved to indicate a comment has been added. Comments may be revised and viewed by reopening the Comments box. Comments are not saved permanently until the layout is saved.</td>
</tr>
<tr>
<td>Fund and Fund Description</td>
<td>The 7 digit Fund (Cost Object) for the line item of the budget and corresponding description.</td>
</tr>
<tr>
<td>Fund Group</td>
<td>A value to indicate the Fund Group of the Fund (examples U = Unrestricted, A = Allocated, R = Restricted, etc.).</td>
</tr>
<tr>
<td>Commitment Item (G/L Acct) and Description</td>
<td>The 6 digit Commitment Item (G/L Account) for the line item of the budget and corresponding description.</td>
</tr>
<tr>
<td>Line Item</td>
<td>Number of the line item for a specific Fund and Commitment Item (G/L Acct) combination.</td>
</tr>
<tr>
<td>Budget Package</td>
<td>System assigned Budget Package number for reference.</td>
</tr>
<tr>
<td>Prior Year Actuals</td>
<td>Prior Fiscal Year’s Actual dollars from SAP as reference.</td>
</tr>
<tr>
<td>Current Year’s Budget</td>
<td>Current Year’s Budgeted dollars as reference.</td>
</tr>
<tr>
<td>Current YTD Actuals</td>
<td>Current Year- to-date actual dollars from SAP as reference.</td>
</tr>
<tr>
<td>New Year’s Budget A</td>
<td>Input column used to enter the new year’s budget dollars for each line item of the Version being used (Version A = official version and default). Version B will be displayed in the column if you are using Version B for budget scenarios. See Budget Tool: General Navigation Guide for more on Version A and B.</td>
</tr>
<tr>
<td>% Change From Current Year A</td>
<td>The calculation of the percent of change between the Current Year Budget and the New Year Budget for the version being used (Version A is default).</td>
</tr>
<tr>
<td>$ Change From Currency (Current Year A)</td>
<td>The dollar amount of the change between the Current Year Budget and the New Year Budget for the version being used (Version A is default).</td>
</tr>
</tbody>
</table>

**Note:** Columns may be hidden or additional columns shown using the Hide/Show Columns button. In addition, click on column headings to sort and subtotal. See Budget Tool: General Navigation Guide.
3. Use the next steps to populate the New Year Budget column and/or enter dollar amounts into the fields of the New Year Budget column.

Populate the New Budget Using Inflate

Note: The Inflate button allows you to use a base and apply a percent of inflation to that base in order to populate the New Year Budget column. This step is often used to populate budget data and then change amounts on a line by line basis for the inflated data.

This option will overwrite any Non-Position budget amounts that are already entered in the white input column on the layout for individual Fund / Commitment Items (G/L Accts).

1. Before using the Inflate button, review all loaded data as follows:
   - Determine if any New Year Budget (white input) column amounts will be overwritten (see Step 2 on Additional Filters)
   - Be aware that if data is visually funneled, the Inflate will overwrite all LOADED data, not just what is displayed.
2. If needed, use the *Additional Filters* to **filter or re-load the data** in the layout for the Inflate function per the options listed below:

- **Fund Group Filter** – to filter data to one or more fund groups and apply functions like Inflate or adjust budget data – example R = Restricted.
- **Fund Filter** – to filter to one or more seven-digit Funds (Cost Objects) and apply functions like Inflate or adjust budget data.
- **Cmmt Item Filter** – to filter to one or more six-digit Commitment Items (G/L Accounts) and apply Inflate or adjust budget data.

**Note:** Refer to the *Budget Tool: General Navigation Guide* for steps on how to use the Additional Filter buttons.

3. Click on the Inflate button.
Non-Position Budgeting (cont.)

4. In the resulting Inflate dialog box, enter the values as outlined in the next steps.

5. Click on the Drop-down button in the Base field and select a base for which to apply the inflation percent (Current Year Budget, Prior Year Actuals, or a Projection).

Note: If using a Projection as the base, use the Hide/Show Columns function to display the appropriate Projection (currently only the Working Projection column may be displayed) in the layout. See the Budget Tool: General Navigation Guide for more on the Hide/Show Columns button.
Non-Position Budgeting (cont.)

6. Enter the percent to inflate the Base amounts in the **Inflation Percent** field per examples below:
   - To **copy the base amounts and NOT inflate** the amounts, use a **0 (zero)** percent inflation.
   - To **copy and inflate** by a certain percentage, **enter the percentage as a whole number**.
   - To help with calculating a percent, use the **Calculator Dropdown** button beside the Inflation Percent field.

7. Click **OK**.

8. Read the message prompting to inflate all loaded data and click the radio button for **Yes** if the message is correct (click No as needed).

9. Click **OK** to populate the New Year Budget column with the inflated values based on your selections.
10. Review the results with the New Year Budget column populated with the inflated values based on your selections.

11. Repeat these steps if needed to work with other Additional Filters and the Inflate function. You may also adjust line items by directly entering amounts into the New Year Budget column as needed.

Note: Be sure to use the Clear Additional Filters button to load ALL data again as needed.

Remember if you use Inflate on ALL loaded data, you will overwrite any amounts in the New Budget Column that have already been populated or entered when data was filtered.

12. Click in the check box under the Comments column to add a comment for a specific line item as needed (see Budget Tool: General Navigation Guide for detailed instructions).

13. Click on Save.
Non-Position Budgeting (cont.)

Manually Enter or Adjust the New Budget

1. Use the Funnel button (upper right corner of layout) to visually find and display line items in order to quickly enter budget amounts as needed. Note the following when using this visual filter:
   - See the Budget Tool: General Navigation Guide for specific ways to use the Funnel button.
   - The Funnel function displays certain line items, but ALL data is still loaded.
   - Any planning functions like Inflate will be applied to all the loaded data, not just the lines displayed using the visual filter.

2. Click in the white input fields in the New Year Budget column, enter the amount (enter as whole numbers, no decimal places) and press Enter on the keyboard to enter the value.

   Note: As a timesaver, once in a field in the New Year Budget column, use the Down button on your keyboard to move from one item to the next and enter values.

3. Click in the check box under the Comments column to add a comment for a specific line item as needed (not shown above - see Budget Tool: General Navigation Guide for detailed instructions).

4. Click on Save.
Non-Position Budgeting (cont.)

Create a New Line

Note: When entering your budget you may need to create a new line item or add an additional line item for a specific Fund and Commitment Item (G/L Account) combination. The Create New Line function varies slightly depending on if data was loaded via Selection by Package or Selection by BFR. Both set of steps are included in the section with Selection by Package first and then Selection by BFR.

Create New Line for Data Loaded via Selection by Package

1. To create a new line item for a Fund and Commitment Item (G/L Account), click on the Create New Line button.
Non-Position Budgeting (cont.)

In the resulting *Create New Line* window (Selection by Package):

![Create New Line Window Image]

**Note:** For entered data to register properly, press the *Enter* button on the keyboard after inputting each piece of data. If a box is “gray”, it is likely because *Enter* was not selected.

2. In the **Fund** field, either type in the cost object for the new item or use the **Drop-down** and select the fund from the resulting list. Press *Enter*.

3. In the **Cmmt Itm (G/L Acct)** field, either type in the **Commitment Item** or use the **Drop-down** and select the item from the resulting list.

4. In the **New Year Budget** field:
   - Enter either the amount of the new line item or use the **Calculator Drop-down**, which functions as a calculator.
Non-Position Budgeting (cont.)

5. If a Commitment Item (G/L Account) is used that needs an appropriation **Transfer/Offset**, press **Enter** per the step above to enable the Transfer/Offset field and enter the offsetting cost object / fund. Change the **Spread Code** if needed. Press **Enter**.

6. Click **OK**.

**Note:** *If the OK button is not active, got back to the data entry fields and confirm you selected Enter in each field.*

7. Review the results and note the following:

   - New line items for a new Fund and Commitment Item (G/L Account) combination display with a 1 in the **Line Item** column.
   - Additional line items added for a Fund and Commitment Item (G/L Account) combination that already exists on the layout display with a 2, 3, etc. in the **Line Item** column.
8. Click in the check box under the Comments column to add a comment for a specific line item as needed (see Budget Tool: General Navigation Guide for detailed instructions).

9. Click on Save.
Non-Position Budgeting (cont.)

Create New Line for Data Loaded via Selection by BFR

1. To create a new line item for a Fund and Commitment Item (G/L Account), click on the Create New Line button.

2. **IMPORTANT**: Once the **Budget Package** number is entered, press **Enter** on the keyboard to set the package for edits and activate the other input fields. Other fields will appear gray until **Enter** is selected.
3. Enter the Cost Object for the new line item in the **Fund** field.

4. Enter the G/L Account for the new line item in the Commt Itm (G/L Acct) field.

5. In the **New Year Budget** field:
   - Enter either the amount of the new line item or use the **Calculator Drop-down**, which functions as a calculator.

6. If a Commitment Item (G/L Account) is used that needs an appropriation **Transfer/Offset**, press **Enter** per the step above to enable the Transfer/Offset field and enter the offsetting cost object / fund. Change the **Spread Code** if needed. Press **Enter**.

7. Click **OK**.

*Note:* If the OK button is not active, got back to the data entry fields and confirm you selected Enter in each field.
8. Review the results and note the following:

- New line items for a new Fund and Commitment Item (G/L Account) combination display with a 1 in the **Line Item** column.

- Additional line items added for a Fund and Commitment Item (G/L Account) combination that already exists on the layout display with a 2, 3, etc. in the **Line Item** column.
9. Click in the check box under the Comments column to add a comment for a specific line item as needed (see Budget Tool: General Navigation Guide for detailed instructions).

10. Click on Save.

Enter the New Budget by Unit and Rate

Note: This option is only available in the Non-Position layout. This option is good for preparing the budget for tuition and fees or other budget items where the amount is calculated by multiplying a number of units by a specific rate.

1. Click in the box and select a line item to be budgeted by units and rates.

2. Click on Units and Rates button.
3. Enter values for **Unit** and **Rate** (use **Calculator** button as needed).

4. Click **Calc** button to calculate (units x rates) and update the New Year Budget column.
Non-Position Budgeting (cont.)

5. Click **Add** to add an additional new line for unit and rate combination if applicable a (see next screen example).

   *Note: Continue to use the **Add** button for additional lines for unit and rate combination as needed.*

6. Click **OK** when done.
7. Review the amounts highlighted in blue in the New Year Budget column to indicate the amounts were calculated by units and rates (amounts cannot be changed directly in the column).

Note: To change the calculated amounts, select the line item and use the Units and Rates button.

To remove the calculated amount for units and rates, repeat the steps above and enter zero in the fields and click OK. This removes the blue highlight and allows for entry of a number in the New Year Budget column for that row.

8. Click in the check box under the Comments column to add a comment for a specific line item as needed (see Budget Tool: General Navigation Guide for detailed steps).

9. Click on Save.
Non-Position Budgeting (cont.)

Change Spread Codes and Manually Spread New Year Budget

Note: A spread code is a three-digit alpha value that indicates how the new budget amount will be spread across the fiscal year (for example AAA = equal over 12 months and HHH = manually spread over 12 months).

1. Click in the box and select a line item where the spread codes needs to be changed- the row selected MUST have a dollar value other than 0 entered in the New Year Budget column.

2. Use the Hide / Show Columns button to display column selections and check the box and show the column for Spread Code as a point of reference and to active the Change / Enter Spread (see the Budget Tool: General Navigation Guide for detailed instructions.).

3. Click on Change / Enter Spread button.

Note: The button will be grayed out and not active if a line with a value of 0 (zero) is selected.
4. Enter a different Spread Code in the Revised Spread Code field or use the field’s Drop-down button to select a different code.

5. Change the New Year Budget amount if needed.

6. If the value of HHH (Manual Spread) was NOT chosen, click OK to complete the change in the spread code (see next steps if HHH was chosen).
7. If the value of HHH (Manual Spread) is chosen, click on the **Change Manual Spread** button to manually spread the New Year Budget amount over the fiscal months of the year.

8. Enter budget amounts in the fiscal months as needed. Period 12 automatically calculates based on other data entered.

9. Review the **amount automatically calculated for Period 12** and if this amount is not correct, then adjust other months as needed to equal back to the annual budget amount that was entered in the New Year Budget field.

10. Click **OK** when done.
11. Review the results showing the updated Spread Code. Be sure the Spread Code column is displaying.

12. Click in the check box under the Comments column to add a comment for a specific line item as needed (see Budget Tool: General Navigation Guide for detailed instructions).

13. Click on Save.
Enter Transfers/Offsets for Appropriations

Note: The New Year budget for certain Commitment Items (G/L Accounts) used for appropriations require a fund be entered for the transfer / offset. Examples of G/L Accounts potentially needing a transfer / offset are ones in the 80xxxx and 8210xx range.

1. Click on the Filter Transfer/Offset button to filter and re-load the data to those line items requiring a Transfer/Offset. This step activates the Change Transfer/Offset button.
2. Click in the box and select a line item that needs a transfer / offset considering the following points:
   - The additional Transfer/Offset column is automatically shown in the layout when you use the Filter/Transfer Offsets button
   - Line items with no transfer / offset entered for the New Year Budget are displayed in this column with a # symbol. Check with your Management Center as to whether an appropriation transfer/offset fund is needed for the New Year Budget amount.
   - The selected line item MUST have a dollar value other than 0 entered in the New Year Budget column (enter an amount as needed) before the Change Transfer/Offset button can be used.

3. Click on the Change Transfer/Offset button.

Note: The Change Transfer/Offset button is only active after the Filter Transfers/Offset button is used and a line item with a dollar amount (not a 0 amount) is selected. If you enter New Budget Year information on this screen you may need to select Save or Enter to initiate a transmission of data.
Non-Position Budgeting (cont.)

4. Enter a seven digit Fund/Cost Object in the Transfer/Offset field (a # symbol will default if no Fund has been previously entered).

5. Change the defaulted New Year Budget amount as needed.

6. Click **OK**.

7. Review the results showing the Fund in the **Transfer/Offset** column.

8. Click in the **check box under the Comments column to add a comment for a specific line item** as needed (see *Budget Tool: General Navigation Guide* for detailed instructions).

9. Before saving, **remove the filter of Transfer/Offsets** by clicking on the **Filter Transfer/Offset** button again.

10. **Click on Save**.
11. If the message shown above displays, click **OK** and use the **Filter Transfer / Offset** button to remove the filter (i.e., reload all data) once all data is loaded you may use the Save button again.