# Budget Tool: Budget Development Guide

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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 <strong>Text</strong> 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**.
Non-Position Budgeting (cont.)

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 Inflator 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 **Inflator** 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 Inflator will overwrite all LOADED data, not just what is displayed.
Non-Position Budgeting (cont.)

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.
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 Drop-down** 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.
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**.
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):

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.

**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.
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.
Non-Position Budgeting (cont.)

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.*
### Non-Position Budgeting (cont.)

3. Enter values for **Unit** and **Rate** (use ![Calculator](image) button as needed).

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

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.
Non-Position Upload

Note: Uploads allow users to use a template format to upload a large quantity of data at one time. Uploading data is a two-step process – creation of a spreadsheet as outlined in the steps below and then uploading the created spreadsheet is described. Failing to follow the steps as outlined may result in errors preventing the upload. Additionally, to minimize the potential the upload fails, use the lowest organizational unit that includes all the cost objects to which changes are being made. If uploading multiple files, close your window before moving to another file.

Accessing the Non-Position Upload in the Budget Tool

1. Log onto work.duke.edu. (Do NOT type in http://www.)
2. Enter your NetID and password. Multifactor authentication is required.
3. Select the Budget tab to display the Duke@WORK screen.
4. Click on Budget Development.
Non-Position Upload (cont.)

5. Click on **Non-Position**.

6. Click on **Non-Position Upload**.
Using a Template to Enter Budget Data

7. Once on the Non-Position Upload screen, read and review the tips and instructions on formatting on the left hand side for accessing the sample Excel Template.

8. Click on the link to download the sample template (for example, NonPosUploadTemplateJune2017.xlsx).

9. Download the sample template. The process for downloading the template will vary based upon the browser and browser version being used. Contact your local IT support for assistance with downloading the sample template.
10. Before entering data, leave the template tabs as they are, even if they are not lined up with the column headings - the system will only read the numbers.

11. Notice the first row of data under the column headings (Row 2) is an example for reference and should be deleted or typed over with relevant data.

12. Refer to the list below of the column labels and explanations located on the **Format Base and Transfer** Excel spreadsheet tab as you enter budget data in the columns:

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Label</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Layout Version</td>
<td>Layout where the upload will be applied.</td>
</tr>
<tr>
<td>B</td>
<td>Company Code</td>
<td>Usually company 0010, infrequently 0014 and 0015.</td>
</tr>
<tr>
<td>C</td>
<td>Fund</td>
<td>Seven digit cost object in company 0010, nine digit cost object in company codes 0014 and 0015.</td>
</tr>
<tr>
<td>D</td>
<td>Cmmt Item</td>
<td>Indicates the six digit G/L account.</td>
</tr>
<tr>
<td>E</td>
<td>Line Item</td>
<td>Identifies the item number for the Commitment Item/GL Account. This is useful especially if adding more lines for a single G/L account.</td>
</tr>
<tr>
<td>F</td>
<td>Spread Code</td>
<td>Used to identify how you will spread your budget. Do not include manual spreads on this sheet.</td>
</tr>
<tr>
<td>G</td>
<td>Appr/Offset</td>
<td>Only use if using 8xxxxx G/L Account/ Commitment Item codes. If no Appr/Offset, delete any data in the column.</td>
</tr>
<tr>
<td>H</td>
<td>New Budget</td>
<td>Used to enter the new budget amount.</td>
</tr>
<tr>
<td>I</td>
<td>Comments</td>
<td>For use of Text attached to row. Each comment can be viewed in the Base and Multi-Package Layouts using the indicators in the “Comments” Column. Avoid special characters, use letters and numbers.</td>
</tr>
</tbody>
</table>
13. To delete a row, highlight the entire row using the row number in the left margin and use the **Delete** key on the keyboard (do not just erase data or blank out a row as this will create an upload error).
14. If using the manual spread option, click on the spreadsheet titled Format Manual Spread to upload the monthly spreads. If you are not using manual spreads, you MUST delete this sheet.

15. Leave the row of column headings and enter data in the template beginning in Row 2 – refer to the list below for the column labels and explanations of each column located in the Format Manual Spread Template Excel spreadsheet:

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Label</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Layout Version</td>
<td>Layout where the upload will be applied.</td>
</tr>
<tr>
<td>B</td>
<td>Company Code</td>
<td>Usually company 0010, infrequently 0014 and 0015</td>
</tr>
<tr>
<td>C</td>
<td>Fund</td>
<td>Seven digit cost object in company 0010, nine digit cost object in company codes 0014 and 0015</td>
</tr>
<tr>
<td>D</td>
<td>Cmmt Item</td>
<td>Indicates the six digit G/L account</td>
</tr>
<tr>
<td>E</td>
<td>Line Item</td>
<td>Identifies the item number for the Commitment Item/GL Account. This is useful especially if adding more lines for a single G/L account.</td>
</tr>
<tr>
<td>F</td>
<td>Spread Code</td>
<td>Use HHH to indicate a manual spread.</td>
</tr>
<tr>
<td>G</td>
<td>New Budget</td>
<td>Used to enter the new budget amount</td>
</tr>
<tr>
<td>H-S</td>
<td>Fiscal Period 1-12</td>
<td>Used to enter the appropriate amount in the period where you will spend the funds.</td>
</tr>
</tbody>
</table>

16. IMPORTANT: Be sure to delete the tab if you did not use it (for example: Format Manual Spread).

17. Use the Excel Save button frequently to save the data.
18. Optional: To ensure the formatting is correct throughout the template, highlight the example text in the first row of the spreadsheet.

19. Click on the Format Painter button in the upper left hand corner of the spreadsheet. The pointer changes to a paintbrush icon. This is helpful to use when you’ve copied in text from another excel spreadsheet and want to ensure the formatting is correct.

20. Use your mouse to apply the copied format to the entire layout. Click ESC to stop formatting.

21. Use the Excel Save button frequently to save the data.
Non-Position Upload (cont.)

Uploading

Note: Once the data uploads successfully, the Undo button at the bottom of the screen can be used if you change your mind and do not want to save.

1. Once the file is created and saved, upload the file.

2. Select the Org. Unit for the upload by opening the org structure using the arrow and selecting the appropriate check box. By
Non-Position Upload (cont.)

checking the box, you are locking the Org. Unit until you close the upload window using the Close button.

3. Click the Drop-down on Sheet Name and select Format Base and Transfer or Format Manual Spread as appropriate.

4. Click the Browse button to select the File Name

5. Once located, click on the button Upload.

   Note Once the data uploads successfully, the Undo button at the bottom of the screen can be used if you change your mind and do not want to save.

6. Please pay attention to the generated messages per the next steps – a list of all green message icons means the upload was successful.

   Note: A successful upload will generate a lengthy message display and will force the double scrolling on the right hand side. You will receive green messages if the upload is successful.
7. Review any other messages with icons in red or yellow as outlined below

- Red icons for messages are hard stops which will not allow you to save. Examples include: errors are for locked data created by the layout not being exited properly or for inaccurate or bad data which occurs when formatting guidelines are not followed.

- Yellow icon messages are warnings that may need your attention. Data can be saved.

8. If the data does not load successfully and you receive the red hard stops, follow these instructions:

- Read the hard stop messages.
- Close out of the window by clicking the in the upper right hand corner of the web browser page.
- Open your template, review the data, and make the necessary corrections.
- Refer back to Step 1: Uploading and repeat all steps.
9. Once uploaded successfully, click the **Save** button.

10. Once saved, click the **Close** button in the upper right hand corner and watch for the small window in the upper right hand corner as verification that you closed properly.

11. Check in the Budget Tool on the respective layout to verify that the data was uploaded.
Position (Personnel) Budgeting

The Position Budget Layout is used to develop the new year budget amounts for personnel by position for Exempt (salaried), Non-exempt (hourly rate), and student employees. The layout contains different views for Funding (all positions funded by the organization selected), Owned (positions owned by the organization selected), and Student (at the Fund /Commitment Item level).

Accessing the Position Layout and Loading Data

Note: Refer to the Budget Tool: General Navigation Guide for detailed steps on accessing the Position layout, 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 Map, click on **Position**.

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

   - **Position by Package** = to select by a package number if you know your package number and it’s efficient to work by package.
   - **Position by BFR** = to select and load your budget data by BFR Code.
   - **Position Funded Upload** = to upload Position budget data for positions funded in all or part by your organization and covered in a later section of this Guide.
   - **Position Owned Upload** = to upload Position budget data for positions owned by your organization and covered in a later section of this Guide.

**Note:** Refer to the Budget Tool: **General Navigation Guide** for detailed steps on selecting by Package or by BFR. Next steps are summarized for selecting by Package.
Position Budgeting (cont.)

7. Enter the appropriate package in the **Budget Package** field or use the drop down to find the package. If the drop down is used, the package will be immediately set.

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

9. Back on the Layout screen, review the Package displayed and click on **LOAD DATA**.

10. Review the loaded data and refer to the next sections of the guide for details on entering budget data on the 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.*
Navigating the Funded, Owned, and Student Layouts

**Note:** The examples used in this section are based on the **Position by Package** (versus **Position by BFR**). The loaded data and functions available are similar between these two layouts.

1. Review the action buttons at the top left of the screen as follows:
   
   - **Calculate and Save** – use this button as often as needed to edit the entered data, calculate the fringes, and save the data entered. This button MUST be used BEFORE the budget is pulled up in the workflow.
   
   - **Save Only** – use this button to save as often as needed. This button will NOT edit and calculate fringes and should just be used if you want to save quickly without generating edits or calculating fringes, etc.
   
   - If you use either “save” button, remember to exit the layout properly with the Red X in the upper corner of the web browser page to prevent data from being locked.
2. To move between or re-load the data between the **Funded**, **Owned**, and **Student** tabs or views, click on the respective buttons as summarized below:

- **Funded** – the default tab displayed when the layout opens. Includes ALL positions (Faculty, Staff, and Biweekly) funded by the organization selected (by BFR or by Package). This view shows Fund and Commitment Item (G/L Accounts) for the Cost Distribution along with other columns outlined in the following steps.

- **Owned** – a tab showing ALL positions (Faculty, Staff, and Biweekly) belonging to the organization selected (by BFR or Package). Please refer to your Management Center Budget Instructions for guidance on whether it is appropriate to worked in the Owned Tab.

- **Student** – a tab showing all Students funded by the organization selected shown by Fund and Commitment Item (G/L) level.

*Note: The Additional Filters and planning functions available on each tab will vary as applicable.*
3. Review the following general navigation tips about all layouts in the Position layout (example shown above is the Funded tab):

- 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.

- White columns are editable to input the budget, gray columns are provided as reference or calculated based on changes.

- On the Funded and Student layouts, the 7 digit Fund (cost object) and 6 digit Commitment Item (G/L Acct) for the funding is listed on every line item of the layout.

- On the Funded and Owned layouts, ALL position data is loaded into one layout with Exempt (Faculty and Staff) positions and Non-Exempt (Biweekly) positions.
• All the New Year budget white input columns (FTE, Annual Salary, Hourly Rate, etc.) are pre-populated with Current Year data as a starting point for your budget.

• While Additional Filters and planning functions may vary by layout, the basic steps to use the filters and functions are still the same across the Position layouts.

Funded Tab

1. Click on the Funded button and review the columns of Position data in the Funding layout 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>
</tbody>
</table>

Table Continued Next Page
Position Budgeting (cont.)

### Funding Tab Table Continued

<table>
<thead>
<tr>
<th><strong>Position Owning BFR</strong></th>
<th>The BFR Code that owns the position. Some positions may be funded by but not owned by your organization.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position # and Position Description</strong></td>
<td>SAP position number and description of the position.</td>
</tr>
<tr>
<td><strong>Employee</strong></td>
<td>Name of the employee currently holding the position.</td>
</tr>
<tr>
<td><strong>Fund</strong></td>
<td>The 7 digit Fund (Cost Object) of the funding source for the position budget line item.</td>
</tr>
<tr>
<td><strong>Commitment Item (G/L Acct)</strong></td>
<td>The 6 digit Commitment Item (G/L Account) of the funding source for the position budget line item.</td>
</tr>
<tr>
<td><strong>Line Item</strong></td>
<td>Indicates how many lines are associated with the employee with the same Fund (Cost Object) and Commitment Item (G/L Account).</td>
</tr>
<tr>
<td><strong>Provision Supplement</strong></td>
<td>Indicates if a Provision / Supplement has been added for the position budget line item (indicated with an X in the column).</td>
</tr>
<tr>
<td><strong>Budget Package</strong></td>
<td>System assigned Budget Package number for reference. Displays when data is pulled by BFR.</td>
</tr>
<tr>
<td><strong>Current Year Position FTE</strong></td>
<td>The Full Time Equivalent value of the position to indicate if 1 full time employee or other as reference.</td>
</tr>
<tr>
<td><strong>Current Year Hourly Rate</strong></td>
<td>Current year hourly rate for Non-Exempt (Biweekly) positions as reference and 0 amount for Exempt (Salaried) positions.</td>
</tr>
<tr>
<td><strong>Current Year Annual Salary</strong></td>
<td>Current year annual salary for all positions. Based on annual salary for Exempt (Salaried) positions. Based on FTE and hourly rate for Non-Exempt (Biweekly) employees.</td>
</tr>
<tr>
<td><strong>Current Year Cost Distribution %</strong></td>
<td>The current year cost distribution percentage for the funding of the position budget line item.</td>
</tr>
<tr>
<td><strong>Current Year Annual Funding</strong></td>
<td>Current annual funding for the position budget line item based on the Annual Salary, FTE, and Cost Distribution.</td>
</tr>
<tr>
<td><strong>New Year Position FTE A or B</strong></td>
<td>Input column with editable fields to enter or change the Full Time Equivalent value for the position budget in the Version being used (A is the default and official version). This column is pre-populated with the Current Year Full Time Equivalent value as a starting point.</td>
</tr>
<tr>
<td><strong>New Year Hourly Rate A or B</strong></td>
<td>Input column with editable fields for Non-Exempt (Biweekly) positions ONLY. This column is used to enter or change the hourly rate for the position budget in the Version being used (A is the default and official version). This column is pre-populated with the Current Year Hourly Rate as a starting point.</td>
</tr>
</tbody>
</table>

Table Continued Next Page
### Position Budgeting (cont.)

#### Funding Layout Table Continued

| New Year Annual Salary A or B                                                                 | Input column with editable fields for Exempt (Salaried) positions ONLY. This column is used to enter or change the annual salary for the position budget in the Version being used (A is the default and official version). This column is pre-populated with the Current Year Annual Salary as a starting point. This column is display only for Biweekly (Non-Exempt) positions and calculates to an annual salary based on the hourly rate and FTE. |
| % Change From Current vs New Rate A or B                                                      | The calculation of the percent of change between the Current Rate vs. the New Rate as reference (Version A is default). |
| New Year Cost Distribution % A or B                                                          | Input column with editable fields to enter or change the New Year Cost Distribution percentage for funding of the new position budget in the Version being used (A is the default and official version). This column is pre-populated with the Current Year Cost Distribution percentage as a starting point. |
| New Year Annual Funding A or B                                                               | New year annual funding for the new position budget as reference and based on the Annual Salary, FTE, and Cost Distribution in the Version being used (A is the default and official version). |

**Note:** The first ten columns are frozen and display on the screen as you scroll to the right across the layout. Columns to the right of the freeze line 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.
Position Budgeting (cont.)

Owned Tab

1. Click on the **Owned** button and review the columns of Position data in the Owned layout 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 <a href="#">Budget Tool: General Navigation Guide</a>. The box will populate with the word <strong>Text</strong> 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>Position Owning BFR</td>
<td>The BFR Code that owns the position as reference.</td>
</tr>
<tr>
<td>Position # and Position Description</td>
<td>SAP position number and description of the position.</td>
</tr>
<tr>
<td>Employee</td>
<td>Name of the employee currently holding the position.</td>
</tr>
<tr>
<td>Budget Package</td>
<td>System assigned Budget Package number for reference. Displays when data is pulled by BFR.</td>
</tr>
<tr>
<td>Current Year Annual Salary</td>
<td>Current year annual salary for all positions. Based on annual salary for Exempt (Salaried) positions. Based on FTE and hourly rate for Non-Exempt (Biweekly) employees.</td>
</tr>
</tbody>
</table>

Table Continued Next Page
## Position Budgeting (cont.)

<table>
<thead>
<tr>
<th>Current Year Hourly Rate</th>
<th>Current year hourly rate for Non-Exempt (Biweekly) positions as reference and 0 amount for Exempt (Salaried) positions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Year Position FTE</td>
<td>The Full Time Equivalent value of the position to indicate if 1 full time employee or other as reference.</td>
</tr>
<tr>
<td>New Year Hourly Rate A or B</td>
<td>Input column with editable fields for Non-Exempt (Biweekly) positions ONLY. This column is used to enter or change the hourly rate for the position budget in the Version being used (A is the default and official version). This column is pre-populated with the Current Year Hourly Rate as a starting point.</td>
</tr>
<tr>
<td>New Year Annual Salary A or B</td>
<td>Input column with editable fields for Exempt (Salaried) positions ONLY. This column is used to enter or change the annual salary for the position budget in the Version being used (A is the default and official version). This column is pre-populated with the Current Year Annual Salary as a starting point. This column is display only for Biweekly (Non-Exempt) positions and calculates to an annual salary based on the hourly rate and FTE.</td>
</tr>
<tr>
<td>% Change From Current vs New Rate A or B</td>
<td>The calculation of the percent of change between the Current Rate vs. the New Rate as reference (Version A is default).</td>
</tr>
<tr>
<td>New Year Position FTE A or B</td>
<td>Input column with editable fields to enter or change the Full Time Equivalent value for the position budget in the Version being used (A is the default and official version). This column is pre-populated with the Current Year Full Time Equivalent value as a starting point.</td>
</tr>
</tbody>
</table>

**Note:** The first few columns are frozen and display on the screen as you scroll to the right across the layout. 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.
Position Budgeting (cont.)

Student Tab

1. Click on the **Student** button and review the columns of Position data in the Student layout 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 <em>Budget Tool: General Navigation Guide</em>. The box will populate with the word <em>Text</em> 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 Owning Org BFR</td>
<td>The BFR Code that owns the fund as reference.</td>
</tr>
<tr>
<td>Fund</td>
<td>The 7 digit Fund (Cost Object) of the funding source for the student budget line item.</td>
</tr>
<tr>
<td>Commitment Item (G/L Acct)</td>
<td>The 6 digit Commitment Item (G/L Account) of the funding source for the student budget line item.</td>
</tr>
<tr>
<td>Budget Package</td>
<td>System assigned Budget Package number for reference. Displays when data is pulled by BFR.</td>
</tr>
<tr>
<td>Budget Package Description</td>
<td>Description of the Budget Package for reference.</td>
</tr>
<tr>
<td>Stage</td>
<td>Reference for the stage of the workflow in the budget process.</td>
</tr>
<tr>
<td>Current Year Budget</td>
<td>Current year budget for the funded students.</td>
</tr>
</tbody>
</table>

Table Continued Next Page
### Position Budgeting (cont.)

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Year-to-Date Actuals</td>
<td>Current year year-to-date actuals for funded students.</td>
</tr>
<tr>
<td>New Year Budget A or B</td>
<td>Input column with editable fields for the new year student budget in the Version being used (A is the default and official version).</td>
</tr>
<tr>
<td>% Change</td>
<td>The calculation of the percent of change between the Current Budget and the New Budget as reference.</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**.
Position Budgeting (cont.)

Entering the Budget for Positions

Note: The examples shown in this Guide are based on the Funded layout for Positions. Steps are similar for entering data on the Owned and Student layouts. The Additional Filter buttons may vary, but the basic planning functions are similar.

1. Review the summarized points below about entering the Position budget in the white input columns.
   - The current year data is pre-populated in the New Year white budget input columns (FTE, Hourly Rate, Annual Salary, and Cost Distribution %).
   - Use Additional Filters to re-load the data to a subset of positions as needed.
   - Use Inflate to apply a percentage of inflation based on the wage pool provided in your Management Center Budget instructions.
   - Enter values and dollar amounts directly into the fields in these input columns as needed. Remember that the Funnel button can be used to search and find position line items for manual adjustments. Warning: If you Inflate while using funneled data, inflation will apply to all loaded data not just funneled data.

2. Use the steps detailed in this section of the guide for the details in using the functions summarized in the step above.
Position Budgeting (cont.)

Inflate Salary

Note: The Inflate Salary button allows you to inflate the amounts already populated by a percent of inflation in order to update the input for New Year Annual Salary or New Year Hourly Rate columns. The primary use is to update the New Year Hourly Rate or Annual Salary column based on the wage pool provided in your Management Center budget instructions.

This option will **overwrite any budget amounts that are already populated or entered** on the layout for Positions.

1. Before using the **Inflate** button, review all loaded data to determine which New Year (white input) columns need to be inflated.
2. If needed, use the **PSA Quick Filters** or **Additional Filters** to filter or re-load the data in the layout in order to use the Inflate function on a subset of data. You may also adjust the budget data per the options below:

- **PSA Quick Filters** – to quickly filter data to one or more Personnel Sub-Areas by clicking in the checkbox for Faculty, Staff, and/ or Biweekly.

On the Additional Filter buttons below, use the **Get (name varies by button)** to see choices and select one or more values.

- **PSA Filter – Funded** – to filter to one or more specific Personnel Sub-Areas like Faculty Regular Rank, Faculty Tenured, or Post Doc for Funded data.

- **PSA Filter – Owned** – to filter to one or more specific Personnel Sub-Areas like Faculty Regular Rank, Faculty Tenured, or Post Doc for Owned data.

- **Position Filter – Funded** – to filter to one or more Positions for Funded data.

- **Position Filter – Owned** – to filter to one or more Positions for Owned data.

- **Fund Filter** – to filter to one or more seven-digit Funds (Cost Objects).

- **Cmmt Item Filter** – to filter to one or more six-digit Commitment Items (G/L Accounts).

*Note: Filters vary between Funded, Owned, and Student layouts. Refer to the Budget Tool: General Navigation Guide for additional information and instructions on filters.*
3. Click on the **Inflate Salary**.

4. In the resulting **Inflate Current Salary** dialog box, click in the checkbox to indicate the tabs used for the inflation (Funded-Owned layouts or Student layouts).
5. Enter the percent to inflate (provided by Management Centers) the New Year Annual Salary or New Year Hourly Rate amounts in the **Inflation Percent** field per examples below:
   - **To use the New Year dollar amounts and NOT inflate** the amounts, use a **0 (zero)** percent inflation.
   - **To use the New Year dollar amounts and inflate** by a certain percentage, **enter the percentage as a whole number**.
   - **To help with calculating a percent**, use the **Calculator Drop-down** button beside the Inflation Percent field.

6. Click **OK** to apply the inflate function to the loaded data.

7. 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).

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

10. Repeat these steps if needed to work with other PSA Quick Filters or Additional Filters and the Inflate function or adjust line items by directly entering amounts into the New Year Annual Salary or New Year Hourly Rate columns as needed.

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

   Remember that if you use Inflate on ALL loaded data, you will overwrite any amounts in the New Year input columns that have already been populated or entered on each position. You may choose to inflate by using the filters to create subsets of data versus inflating on ALL data.

11. 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 more detailed instructions).

12. Click on **Save Only** (no edits or fringe calculations) or **Calculate and Save** as appropriate.
Position Budgeting (cont.)

Manually Enter or Adjust Any New Year Budget Input Columns

1. Use the Funnel button (upper right corner of layout) to visually find and display line items in order to quickly enter budget values or amounts as needed and note the following:
   - See the Budget Tool: General Navigation Guide for specific ways to use the Funnel button.
   - Remember that 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 visually.

2. Click in the white input fields (for example, the New Year Position FTE, New Year Hourly Rate, New Year Annual Salary or New Year Cost Distribution % columns) and enter the values or amount and press Enter on the keyboard to enter the value.

   Note: As a timesaver, once in a field in an input column, use the Down button on your keyboard to move from one item to the next and update values.
Position Budgeting (cont.)

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 Only (no edits or fringe calculations) or Calculate and Save as appropriate.
Position Budgeting (cont.)

Create a New Position

Note As part of Position budgeting, you may need to create a new Position and enter the New Year budget values and amounts. The next steps cover how to use this function.

1. Click on the Create New Position button.

2. Enter a number in the Budget Package field (* indicates required field) or use the field drop-down.

Note: If data is pulled using BFR, you must enter the Budget Package and select Enter to activate other data entry fields.
3. Enter the 10 digit BFR Code in the **Owning Org BFR** field.

4. Enter free form text in the **New Position Description** field to help document which Position is being added for the budget.

5. Enter the 4 digit **Personnel Area** in the corresponding field using the **Drop-down** to select as needed. Select **Enter** after the **Personnel Area** to activate the Personnel Subarea field.
6. Enter the **Personnel Sub-Area** in the next field using the **Dropdown** to select as needed. Select **Enter** after the **Personnel Subarea** to activate the Job Code field.
7. Enter the value for the **Job Code** in the field.

8. Enter the value for the **FTE** field.

9. Enter the amount for the **Annual Salary** or **Hourly Rate** (varies depending on the Personnel information entered above).

10. Notice the text indicating to leave the fields for the funding blank if the new position is owned by but not funded by your org. unit.

11. Enter the 7 digit Cost Object in the **Fund** field.

12. Enter the 6 digit G/L Account in the **Commt Itm (G/L Acct)** field.

13. Enter the percentage (whole numbers) in the **Cost Distribution** field.

   Note: If the percentage entered is not 100, a message will prompt to continue to add additional funding for the position once Create Position is used (see next example).

14. Click on **Create Position**.
15. Read the message indicating:

- ✔ Save of Position master data was successful.
- If a value other than 100 was entered in the Cost Distribution field, review the Add Additional Funding prompt and click Yes or No to add additional funding (next steps show example if Yes is selected).

16. Notice the top fields are populated and grayed out; enter the other values and click Add Additional Funding to add the fields just entered to the Position funding.
Position Budgeting (cont.)

17. Repeat these steps above until the full Cost Distribution that you are funding for the Position is entered.

18. Review the results with the New Position and funding displayed in the layout.

19. 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 more detailed instructions).

20. Click on Save Only (no edits or fringe calculations) or Calculate and Save as appropriate.
Change a Single Salary

**Note** This function allows you to change a single salary for a position and update all the funding values based on the Cost Distribution percentages for that position.

1. As a reminder, use the Funnel button to find a specific employee or position as needed (see *Budget Tool: General Navigation Guide* for detailed instructions).

2. Click in the box and select a line item for the single Position’s salary or hourly rate to be changed (New Annual Salary is applicable in this example). The row selected **MUST have a dollar value other than 0** entered in the New Year column.

3. Click on **Change Single Salary** button.
4. Verify this is the Position / Employee to be changed.

5. In the New Position Annual Salary or New Position Hourly Rate (varies as applicable)
   - Enter the new amount
   OR
   - Use the **Inflate Current Salary** button to populate the field with an inflated amount.

6. Click **OK**
7. Review the results showing the updated New Year Annual Salary or Hourly Rate along with the updated funding for all the Cost Distribution percentages as applicable.

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 more detailed instructions).

9. Click on Save Only (no edits or fringe calculations) or Calculate and Save as appropriate.
Add New Funding

Note: This function allows you to add new funding for a selected Position or a Position not yet funded by your selected organization.

1. If needed, click in the box and select a line of a Position that needs new funding (New Annual Salary is applicable in this example).

2. Click on Add New Funding button.

3. Check the desired check box to add new funding for the selected position or to add funding for a position not yet funded by you.

4. Click OK.
5. Enter the 7-digit Fund (Cost Object) that is being added to the funding for this position.

*Note:* If pulling data by BFR, a column will display to enter the Package Number prior to entering funding information. You must enter the Package and press Enter on the keyboard to activate the other fields. See the Budget Package column in your layout for the number to enter in the field if needed.

6. Tab across the line to enter appropriate information. After entering **New Position Cost Distribution Percentage**, select **Enter** to activate the **Add** and **Ok** buttons.

7. Use the **Add** button (upper right corner) to repeat steps and add additional funding as needed.

8. Click **OK** when done.
9. Review the results showing the updated New Year Annual Salary or Hourly Rate along with the updated funding for all the Cost Distribution percentages as applicable.

10. 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 more detailed instructions).

11. Click on Save Only (no edits or fringe calculations) or Calculate and Save as appropriate.
Adding or Changing Supplements/Provisions

Note

You may need to view or enter / adjust any Provisions (Supplements) in the Position budgets. **Note that when Provisions are entered in the budget, those lines / rows are flagged with an X in the Provision column in the layout.** See the next steps for how to filter and work with Provisions.

1. **OPTIONAL:** To filter the loaded data and view any budget line items marked with an X in the layout for Provisions / Supplements, click on the checkbox beside **Provisions** under Additional Filters (this step does not have to be done in order to enter Provisions).

2. To add a supplement or provision for a certain position or just by Fund / GL Account, click on the first larger box to select the row.

3. To add a new supplement or provision line item to the budget, click on the **Add Supplement/Provisions** button (you may.
Position Budgeting (cont.)

4. Check the desired check box to choose one of the Supplement/Provision options.

5. Click **OK**.

6. Enter values into the **Fund**, **Commitment Item (G/L Acct)**, and **Supplement /Provision Amount** fields. Select **Enter** after entering the **Supplement/Provision Amount** to activate **OK**.

7. Click **OK**.

**Note:** If pulling data by BFR, a field will display to enter the Package Number prior to entering funding information. You must enter the Package and press Enter on the key board to activate the other fields. See the Budget Package column in your layout for the number to enter in the field if needed.
8. Review the results showing a line for the Provision/Supplement.

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 more detailed instructions).

10. Click on **Save Only** (no edits or fringe calculations) or **Calculate and Save** as appropriate.
Position Budgeting (cont.)

Copy Current to New Cost Distribution

Note: When budget data is loaded, the Current Year Cost Distribution Percentage is populated in the New Year’s Cost Distribution Percentage column. After the budget is open, the Current Year Cost Distribution is updated based upon changes made through iForms / SAP (updated nightly through December 1). The loaded Cost Distribution in the New Year Cost Distribution column is not updated to align with these changes. This function allows you to copy the Current Position’s Cost Distribution Percentage into the New Cost Distribution Percentage in the event that these do not match. This may also be helpful if working in Version B.

1. Click on the Copy Current to New Cost Distribution button.
2. Review the results (remember to Save Only or Calculate and Save to calculate fringes before the budget is pulled up).
Copy All Funded Salaries to Owned Layout

Note: Use this button to copy all Funded salaries to the Owned layout. Be careful as this function will overwrite any budget data that has been entered on the Owned layout.

1. Click on the Copy All Funded Salaries to Owned layout button.
2. Select the Owned button to review results.
3. Consult your Management Center for guidance on how to use the Owned Tab.

Note: Use caution when using this button. This will copy ALL LOADED DATA even if only a line is highlighted.
Position Budgeting (cont.)

Change Position Master Data (Owned Layout)

*Note* In the event that a reclassification is planned for the upcoming year, you might choose to budget in anticipation of the reclassification. This function ONLY changes the master data in the Budget Tool for reference and the appropriate iForm still needs to be done to process the change. This function can only be performed on the Owned layout. Consult your Management Center for guidance on how to use the Owned layout.

1. Click on the **Owned** button.

2. Click in the check box to select a line for a Position.

3. Review the information populated for the current Position selected.
4. Enter a value or use the field’s Drop-down to find a value for the **New Job Code** field.

5. Select **OK**.

6. Review the message indicating changes will be visible the next time the layout is opened and budget data loaded.

7. Click **OK** (remember to **Save Only** or **Calculate and Save**).
Funded Position Upload

Note: Uploads allow users to use a template format to upload a large quantity of data at one time. Uploading data is a two-step process – creation of a spreadsheet as outlined in the steps below and then uploading the created spreadsheet is described. Failing to follow the steps as outlined may result in errors preventing the upload. Additionally, to minimize the potential the upload fails, use the lowest organizational unit that includes all the cost objects to which changes are being made. If uploading multiple files, close your window before moving to another file.

Accessing the Funded Position Upload in the Budget Tool

1. Log onto work.duke.edu. (Do NOT type in http://www.)

2. Enter your NetID and password. Multifactor authentication is required.

3. Select the Budget tab to display the Duke@WORK screen.
Funded Position Upload (cont.)

4. Click on **Budget Development**.

5. Click on **Position**.

6. Click on **Funded Position Upload**.
Using a Template to Enter Budget Data

1. Once on the **Funded Position Upload** screen, review the instructions on the left hand side for accessing the sample Excel Template.

2. Click on the link to download the sample template (for example, FundedPositionUploadTemplateJune2017.xlsx).

3. Download the sample template. The process for downloading the template will vary based upon the browser and browser version being used. Contact your local IT support for assistance with downloading the sample template.
4. Before entering any data, leave the template tabs as they are, even if they are not lined up with the column headings. The system will only read the numbers.

5. Review the columns, labels and explanation of each column located in the **Funded Position** Template Excel spreadsheet:

<table>
<thead>
<tr>
<th>Column</th>
<th>Column Label</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Layout Version</td>
<td>Layout where the upload will be applied.</td>
</tr>
<tr>
<td>B</td>
<td>Company Code</td>
<td>Usually company 0010, infrequently 0014 and 0015</td>
</tr>
<tr>
<td>C</td>
<td>Position</td>
<td>Use eight digit “5” number. If row is a provision and not assigned to any single position, leave blank.</td>
</tr>
<tr>
<td>D</td>
<td>Fund</td>
<td>Seven digit cost object in company 0010, nine digit cost object in company codes 0014 and 0015</td>
</tr>
<tr>
<td>E</td>
<td>Cmmt Item</td>
<td>Use G/L accounts from 600000 – 609999, fringe benefits will automatically calculate upon upload.</td>
</tr>
<tr>
<td>F</td>
<td>Line Item</td>
<td>Identifies the item number for the Commitment Item/GL Account. This is useful especially if adding more lines for a single G/L account.</td>
</tr>
<tr>
<td>G</td>
<td>Provision</td>
<td>Use an “X” to indicate those line items that should be marked as provision or supplement. Do not combine with other line items for the same position.</td>
</tr>
<tr>
<td>H</td>
<td>New Annual Funding</td>
<td>For standard line items, use included formula to calculate amount which is generated from FTE, New Salary, Hourly Rate and Cost Distribution For provisions, overwrite formula with flat dollar amount</td>
</tr>
<tr>
<td>I</td>
<td>Report FTE</td>
<td>Calculated based on 2080 hours per year</td>
</tr>
<tr>
<td>J</td>
<td>New Salary</td>
<td>Populate for exempt employees only</td>
</tr>
<tr>
<td>K</td>
<td>Hourly Rate</td>
<td>Populate for non-exempt employees only</td>
</tr>
<tr>
<td>L</td>
<td>Cost Dist</td>
<td>Cost Distribution for each position, fund and commitment item combination – do not use percent sign</td>
</tr>
<tr>
<td>M</td>
<td>Comments</td>
<td>For use of Text attached to row. Each comment can be viewed in the Base and Multi-Package Layouts using the indicators in the “Comments” Column. Avoid special characters, use letters and numbers.</td>
</tr>
</tbody>
</table>
6. Enter data in the template (be sure to leave in the headers for each column).

7. Optional: To ensure the formatting is correct throughout the template, highlight the example text in the first row of the spreadsheet.

   Click on the **Format Painter** button in the upper left hand corner of the spreadsheet. The pointer changes to a paintbrush icon. This is helpful to use when you’ve copied in text from another excel spreadsheet and want to ensure the formatting is correct.

   Use your mouse to apply the copied format to the entire layout. Click **ESC** to stop formatting.

8. Use the **Excel Save** button frequently to save the data.
Funded Position Upload (cont.)

Uploading

1. Once the file is created and saved, return to the *Funded / Position Upload* screen and upload the file per the next steps.
2. Select the Org. Unit for the upload by opening the org structure using the arrow and selecting the appropriate check box. By checking the box, you are locking the Org. Unit until you close the upload window using the Close button.

3. Click the Drop-down on Sheet Name and select Format Funded Position.

4. Click the Browse button to select the File Name.

5. Once located, click on the button Upload.

*Note* Once the data uploads successfully, the Undo button at the bottom of the screen can be used if you change your mind and do not want to save.
6. Please pay attention to the generated messages as a successful upload will generate a lengthy message display and will force the double scrolling on the right hand side (green messages indicate upload was successful).

7. Review any red messages which are hard stops and will not allow you to save – see examples of reasons below:
   - Locked Data
   - Bad Data

8. Review yellow messages which are warnings and you will be able to still save – action does not have to be taken, but you may wish to revise the upload as needed.

9. If the data does not load successfully and you receive the red hard stops, follow these instructions:
   - Read the hard stop red messages.
   - Close out of the window by clicking the close box in the upper right hand corner.
   - Open your template, review the data, and make the necessary corrections.
10. Once uploaded successfully, click the **Save** button.

11. Remember once done to exit the layout properly by clicking the **X** in the upper right hand corner and look for the small window in the upper right hand corner as verification.

12. Check in the Budget Tool on the Position Funded layout to verify that the data was uploaded.
Owned Position Upload

Note: Uploads allow users to use a template format to upload a large quantity of data at one time. Uploading data is a two-step process – creation of a spreadsheet as outlined in the steps below and then uploading the created spreadsheet is described. Failing to follow the steps as outlined may result in errors preventing the upload. Additionally, to minimize the potential the upload fails, use the lowest organizational unit that includes all the cost objects to which changes are being made. If uploading multiple files, close your window before moving to another file.

Accessing the Owned Position Upload in the Budget Tool

1. Log onto work.duke.edu. (Do NOT type in http://www.)
2. Enter your NetID and password. Multifactor authentication is required.
3. Select the Budget tab to display the Duke@WORK screen.
4. Click on Budget Development.
5. Click on **Position**.

6. Click on **Owned Position Upload**.
Using a Template to Enter Budget Data

1. Once on the **Owned Position Upload** screen, review the instructions on the left hand side for accessing the sample Excel Template.

2. Click on the link to download the sample template (for example, OwnedPositionUploadTemplateOctober2017.xlsx).

3. Download the sample template. The process for downloading the template will vary based upon the browser and browser version being used. Contact your local IT support for assistance with downloading the sample template.
4. Before entering any data, leave the template tabs as they are, even if they are not lined up with the column headings – the system will only read the numbers.

5. Review the columns, labels, and explanation of each column located in the **Format Owned Position** Template Excel spreadsheet:

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<td>Position</td>
<td>Use eight digit “5” number. If row is a provision and not assigned to any single position, leave blank.</td>
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<td>Calculated based on 2080 hours per year</td>
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<tr>
<td>E</td>
<td>New Salary</td>
<td>Populate for exempt employees only</td>
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<tr>
<td>F</td>
<td>Hourly Rate</td>
<td>Populate for non-exempt employees only</td>
</tr>
<tr>
<td>G</td>
<td>Comments</td>
<td>For use of Text attached to row. Each comment can be viewed in the Base and Multi-Package Layouts using the indicators in the “Comments” Column. Avoid special characters, use letters and numbers.</td>
</tr>
</tbody>
</table>
6. Enter data in the template - leave in the headers for each column.

7. Optional: To ensure the formatting is correct throughout the template, highlight the example text in the first row of the spreadsheet.

   Click on the **Format Painter** button in the upper left hand corner of the spreadsheet. The pointer changes to a paintbrush icon. This is helpful to use when you’ve copied in text from another excel spreadsheet and want to ensure the formatting is correct.

   Use your mouse to apply the copied format to the entire layout. Click **ESC** to stop formatting.

8. Use the **Excel Save** button frequently to save the data.
1. Once the file is created and saved, return to the Owned / Position Upload screen and upload the file per the next steps.
2. Select the Org. Unit for the upload by opening the org structure using the arrow and selecting the appropriate check box. By checking the box, you are locking the Org. Unit until you close the upload window using the Close button.

3. Click the Drop-down on Sheet Name and select Format Owned Position.

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8. Review yellow messages which are warnings and you will be able to still save – action does not have to be taken, but you may wish to revise the upload as needed.
9. If the data does not load successfully and you receive the red hard stops, follow these instructions:
   - Read the hard stop red messages.
   - Close out of the window by clicking the in the upper right hand corner.
   - Open your template, review the data, and make the necessary corrections.

10. Once uploaded successfully, click the Save button.

11. Remember once done to exit the layout properly by clicking the in the upper right hand corner and look for the small window in the upper right hand corner as verification.

12. Check in the Budget Tool on the Position Owned layout to verify that the data was uploaded.