Creating a Provisional Database

- Go to Security | Workflow Configuration | Create Provisional Database
- Enter the name of the provisional database
- This is typically something like DistrictNameProv
- If you’re overwriting the existing provisional, make sure the naming convention is the same as the prior setup (see instructions at the bottom of this section for running a report to determine what this naming convention is).
- Enter the appropriate Fiscal Year.
- Enter the Description for the database.
- This is typically the same as the Name field.
- Enter a name for the FY Database (such as DistrictNameProvFY).
- Make sure when naming databases that there are no spaces.
- Enter a Base Database Name (such as DistrictNameProvBase).
- Select Reset Payroll and Clear Documents as appropriate.
- Reset Payroll would typically only be done if the database is going to be used for Pro Forma position budgeting. This feature will clear the Generated flag on Work Calendars and treat all payroll records for this database as if nothing has been posted. This option allows a user to compute the entire year payroll per the new salary schedule information or new position amounts.
- Clearing Documents could be done if there is an issue with server space. This is not typically selected.
- Click Next.
- If you’re overwriting the existing provisional, a message will appear that states there’s already a provisional with this name and ask if you wish to continue. If you say yes, the system will verify that the FY and Base naming conventions are the same and allow you to change them if they’re not.
- Enter a State Database name (such as DistrictNameProvState).
- Click Next.
- The system will create the provisional for you.
- This report will give you all the naming conventions used above.
- Repeat the steps for Creating a Provisional, using the same naming convention.
Budget Columns

Go to General Ledger | Budgeting | Budget Configuration | Budget Column Maintenance

- Click Add to add the new budget columns for your position budgeting, name the columns for the various scenarios to be run, some example are below
- Note – if the budget columns are added in the provisional they will not be in your live, if it is desired that they are in the live add them before creating/restoring the provisional
  - 1% Lic Sal Increase $50 Ins Cap
  - 3% Sal no Ins
  - 2% increase $50 increase in Health Insurance
- Position Budget Columns Options
  - Show Current Transactions – Do Not Check
  - Use Journal – Do not Check
  - Status – Choose Unlock
  - Position Budgeting – Choose Basic or Proforma depending on option desired

There are three options when doing position budgeting, each option is listed below, choose the option that works best for you.

**Option 1 – Basic Model** – can be completed in Live connection group without creating a provisional, When working in the salary schedule work only on the Projection and Projection Position tabs ONLY, The schedule and current tabs contain the steps, positions for the live payroll DO NOT TOUCH them for budgeting purposes. This option will require different templates to be setup and assigned to employee positions and pay. (Or the option for Deduction/Benefit Configuration instead of the templates – See option 2)

**Position Budgeting Setup**

**Setup Position Budget Templates**

Go to General Ledger | Budgeting | Position Budget Modeling | Position Budget Template

- Add Templates – create a different template for each group of Deductions/Employees
  - Benefit Name – enter the benefit being budgeted for – for example – FICA Medi/Soc Sec
  - Account Offset – choose the applicable offset from the drop down box, they should match the ones in Deduction & Benefit Maintenance unless a change is taking place in the upcoming year
  - Account Mask – is always greyed out, will show the masking chosen in the prior box
  - Employer Amount – enter the Amount and/or percent
  - Employer Maximum – enter the max amount to be paid per deduction by the employer
  - Pre-Encumbrance – choose from drop down if applicable
- A good tip is to create a “No-Benefits” template to assign to positions that benefits should not be budgeted on, make sure that no benefits are assigned to this template.
- Templates – when adding templates it’s a good idea to have one for the basics, FICA, UI, WC, etc
  - FICA
The position budgeting template needs to be assigned to the position. This can be done individually or in mass via Actions | Mass Update Records. When mass updating ensure that only the positions to be updated appear in the grid.

The Position Budget Template option is on the information tab.

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### Position Budgeting

**Go to General Ledger | Budgeting | Position Budget Modeling | Position Budget**

- Select the budget column in Position Budget Column drop down box that you want the first scenario to be posted to. (And Apply Selection – *if this is not done then the client can pick options from the actions menu that are not appropriate for the type of position budget column*)
- Go to Actions | Import Positions from Payroll –
- Then choose to Use Position Amount on vacancies, Exclude Closed Positions as well
- Click OK, this will take a few minutes to load.
- Once the Positions are loaded in the grid, the Amount Column will contain the amount that is budgeted per funding line. Verify that this information is correct. If changes need to be made. Make them in Positions & Pay, then redo the above steps to bring the new information into the budget column for your review.
- To forecast the benefits, go to Actions | Forecast Benefits. This will bring the deduction information in from the computed payrolls and apply benefit information based on the Template Configuration setup earlier.
- Use the Information Type radial boxes in the Filter Criteria section to view different position/benefit detail, once a new option is chosen Apply Selection.

Final Position Budget Figures – once you have your final position budget figures and they are in a budget column in your provisional database they will need to be imported into your proposed budget column in your current live fiscal year. There are two ways to do this. One would be to create a Position Budget column in your live fiscal year and use the Position Budgeting to import that into your current fiscal year. The other way is within the Provisional Database use the Budget Export utility (Make sure the option to roll up is NOT checked if they want detail). Export the position & deduction budgeting information into excel, save that file and then in the Current Fiscal year use the Budget Import utility to import that information into your working budget.
**Option 2 – Basic Model per Deduction** – This option requires a flag to be flipped in the tables, if you are under Budgeting Configuration and do not see the menu item, Deduction/Benefit Budgeting Configuration. This method does not use the Budget Templates, instead the deduction lines are used with the ability to enter the desired amount for budgeting purposes.

Setup Deduction/Benefit Budget

General Ledger | Budgeting | Budgeting Configuration | Deduction/Benefit Budgeting Configuration

- Add Deduction/Benefits – Click Add
  - Deduction - Choose the Deduction in the drop down box
  - Pay Period – enter the number of pay periods to use when budgeting
  - The grid will fill with the deduction lines setup in Deduction/Benefit Maintenance
    - The Employer Amount and Employer Percent contain what is currently setup
    - Projected Amount and Projected Percent need to be filled in with the budgeted amount
    - Only fill in either the Amount or the Percent
- Click OK
- Continue until all Deductions/Benefits are entered that will be budgeted for by the Employer

Position Budgeting

Go to General Ledger | Budgeting | Position Budget Modeling | Position Budget

- Select the budget column in Position Budget Column drop down box that you want the first scenario to be posted to.
- Go to Actions | Import Positions from Payroll –
- Then choose to Use Position Amount on vacancies, Exclude Closed Positions as well
- Click OK, this will take a few minutes to load.
- Once the Positions are loaded in the grid, the Amount Column will contain the amount that is budgeted per funding line. Verify that this information is correct. If changes need to be made, make them in Positions & Pay, then redo the above steps to bring the new information into the budget column for your review.
- To forecast the benefits, go to Actions | Forecast Benefits. This will bring the deduction information in from the computed payrolls and apply benefit information based on the Deduction/Benefit Configuration setup earlier.
- Use the Information Type radial boxes in the Filter Criteria section to view different position/benefit detail, once a new option is chosen Apply Selection.

Final Position Budget Figures – once you have your final position budget figures and they are in a budget column in your provisional database they will need to be imported into your proposed budget column in your current live fiscal year. There are two ways to do this. One would be to create a Position Budget column in your live fiscal year and use the Position Budgeting to import that into your current fiscal year. The other way is within the Provisional Database use the Budget Export utility. Export the position & deduction budgeting information into excel, save that file and then in the Current Fiscal year use the Budget Import utility to import that information into your working budget.
Option 3 – Pro Forma – this method assists when deduction and pay increases need to have a variety of options. Deductions can be varied and do not have to be on a deduction line. This also allows the user to make several different options without affecting the current live connection group.

The following steps should only be completed in a provisional database.

1. Delete any positions that will not be budgeted for
   - Substitutes – delete all substitute positions if the school district budgets a specific amount each year by account code, if so the amount can be imported into the budget columns through the live fiscal year. If hours are entered and maintained in substitute positions then do not delete.
   - Supplemental positions – remove any supplemental positions that will not be budgeted for or those that have zero hours in the position as they will not encumber funds
   - Closed Positions – filter to the closed positions and delete – these should all be old positions and a new one should be listed with a status of open
   - Zero Hour positions – these can be deleted as they will not be budgeted for, deleting them will speed up the work calendar/salary schedule/computing processes as well

2. Update Work Calendars – PR | Configuration | Calendars | Work Calendars. Only make changes if some work calendars will have less/more days that need to be budgeted for. I would recommend highlighting the work calendars in groups, do two or three groups to save time watching them update.
   - Actions | Update Positions – click OK to the message saying it will update the start/end date for the positions, make sure to watch long enough that you can click OK to the Generate Positions box, then you will it scroll through the employees on those work calendars, once you see this you can do other things, this will take awhile to run, it is done when a message box appears saying all positions have been updated
   - Actions | Set Ready to Generate – Click Ok to the Generate Positions box, make sure to watch long enough that you click ok, if you are doing lots of work calendars at once this may take a few minutes to appear, then once it starts it will take a little while

3. Salary Schedules – move any schedules that will get the lane change, and increase the salary if necessary
   - Salary Schedules – copy the Schedule to the Projection tab, and copy the current links to the projection links. This will act as a backup so that you know where you started from if you plan on running different salary amount scenarios. You can always copy the projection back to the schedule and start over.
     - While on the Schedule tab – Actions | Copy Schedule to Projection
     - While on Projection tab – Actions | Copy Current Links to Projection Links
   - Move positions on salary schedules that have been negotiated to move
     - On the Schedule tab Actions | Move Positions (then choose the direction) This will move the positions and generate them, click ok to the Generate box
     - OR go to the Positions tab and then Actions | Display All Positions
       - Place a check box next to each position that should move and then go to Actions and choose the applicable Move option
Email/Print Report – email/print the report that will appear notifying you of those positions that did not move for your records
Click OK to save the Schedule before adding any salary changes
Then go to Actions | Update Current Amount on Linked Positions to update the positions
Make Salary Increase/decrease
- Increase by percentage or dollar amount – Highlight all the salary schedule columns to apply the formula to and then Actions | Apply Formula – enter the increase – click on the Help button to know how to add by % or $ amount for example to increase by 3% enter *1.03
- Excel – The Salary Schedule may be exported. In the Schedule tab right click and choose export to excel. In excel make the necessary changes to the figures, do not change the formatting or the columns/rows. Save the excel file. To Import go to Actions | Import Schedule from Excel. Find the excel file in the browse box and then click ok. This will import the amounts.
Keep in mind that you can run multiple scenarios, the above steps are to get the positions & pay grid accurate with the positions that you will have next year. The more accurate the positions & pay grid is the more accurate your final position budgeting figures will be.

4. Pay Cycles – delete the additional dot pay periods that were added
- Payroll | Configuration | Calendars | Pay Cycles
- Double click on each pay cycle, highlight and delete any of the dot pay periods that were created for correcting payrolls for example 1.1 & 1.2. Click OK to save your changes.

5. Deductions & Benefits - When using the Provisional Database for Pro Forma Position Budgeting the pay periods are all computed. The deductions will be computed at the same time. If there are increase/decreases in benefits those changes can be made to the deductions and when payroll is calculated the amounts will be correct.
- State/Federal Tax Tables – in Deduction & Benefit Maintenance double click to open both the federal and state tax tables, then go to Actions | Setup. The annual tables are listed within here. Copy the current calendar year to the new calendar year. This will prevent a lot of error logs from appearing when you compute all pay periods.
- Deductions can be exported to excel and can be manipulated by specific dollar increases/decreases, or percent increases/decreases and then imported back in to make the changes faster and more accurate. When importing those deductions back in use the Deduction Import from Excel found under Payroll | Deductions & Benefits Maintenance | Update Deduction from Excel.

6. Computing all pay periods – once the positions and deductions contain the new amounts that will be used in budgeting a specific scenario the pay periods need to be computed.
Go to Payroll | Payroll Processing | Process Payroll – Actions | Compute Selected Pay Periods
When the Compute Selected Periods box appears go to actions | Select All. This will select all the pay periods, then click OK. This process takes about 2 hours to run completely through. It should be faster than that but that should be the max amount of time it takes.

Error Logs – if there are any errors that occur during the computing process the error log will appear for each pay period. Look of the report if there are any errors that need to be fixed for budgeting fix them and then re-compute. If the errors are on items that will not apply to the budgeting process close the report.

Position Budgeting

Go to General Ledger | Budgeting | Position Budget Modeling | Position Budgeting

- Select the budget column in Position Budget Column drop down box that you want the first scenario to be posted to.
- Go to Actions | Import Full Pro Forma Payroll – in the drop down box choose the Connection group (your Provisional database)
- Then choose to Use Position Amount on vacancies, you can exclude closed positions if they were not removed, or you can include them if applicable
- Click OK, this will take a few minutes to load.
- Once the Positions are loaded in the grid, the Amount Column will contain the amount that is budgeted per funding line. Verify that this information is correct. If changes need to be made. Make them in Positions & Pay, then redo the above steps to bring the new information into the budget column for your review.
- To forecast the benefits, go to Actions | Forecast Benefits. This will bring the deduction information in from the computed payrolls.
- Use the Information Type radial boxes in the Filter Criteria section to view different position/benefit detail, once a new option is chosen Apply Selection.

The above position budgeting process can be done many times. For each different scenario for salary schedules and deduction options that you would like to run, remember to compute the entire year after making the changes and then Import Full Pro Forma into a Budget Column to review. The information can be reviewed in position budgeting or it can be viewed in Budget Input by account code.

Final Position Budget Figures – once you have your final position budget figures and they are in a budget column in your provisional database they will need to be imported into your proposed budget column in your current live fiscal year. There are two ways to do this. One would be to create a Position Budget column in your live fiscal year and use the Position Budgeting to import that into your current fiscal year. The other way is within the Provisional Database use the Budget Export utility. Export the position & deduction budgeting information into excel, save that file and then in the Current Fiscal year use the Budget Import utility to import that information into your working budget.