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Kuali Budget Construction – Tip of the day

1

KBC NOW OPEN

Kuali Budget Construction is now open to those who have access in one or more of the following roles.

- BC Processors
- Fiscal Officers
- BC Salary Editors

If you need access and do not already have it, please complete the access application found on the main page of the Kuali Budget Construction site, see below. Be sure to read information about these roles and instructions on the KBC website before applying for access.

KUALI BUDGET CONSTRUCTION WEBSITE

The KBC website is grouped with other sites under the Office of the Comptroller. The link is shown at the top of the Comptroller page (link at the bottom of this message.)
TRAINING RECOMMENDED

KBC training
Training opportunities along with the registration form and schedule are on the KBC website. The link is on the left bar. You may review the online training slides already available on the website for assistance, but not all information is available at this time. Training is hands-on in-person, and recommended for those who want the total picture and personal assistance, and will give me an opportunity to share important information as it becomes available.

GO AHEAD – BUT BE ALERT!

If you decide to “explore” – be aware!

Avoiding locking an edoc
If you are finished with updating or viewing an edoc, whether it is a position or incumbent salary setting edoc or a GL budget entry edoc, you should always close it, saving it as well if necessary. If you just close the window you can lock the account or the position, which prevents you or anyone else from editing the edoc.

Close and/or save the edoc using these buttons instead of just closing the window.

Whenever you close an edoc, you will be prompted to save it, even if you have already saved it. Go ahead and select either yes or no, which will still close the edoc.

Sometimes you may have multiple windows open during a “session” and not close all of them. If you then return to the Budget Construction Selection page you may be prompted to clear prior sessions. If you do not clear the session, next time you open the link to the start page, you will be prompted to clear the session. Go ahead and click OK to refresh the session and start again.

Using the Lock Monitor
When attempting to load a BC eDoc, you may see an error message stating that “document funding is locked.” This message is displayed when another user is currently editing the same eDoc that you tried to access. If you encounter this message, return to the Budget Construction Selection screen and click the lock monitor button.

The system will then display a list of all BC eDocs that currently have a lock in effect. In that list, the Lock Principal Name column will show the user name of the individual working on each locked document. For the locked BC eDoc in question, you can contact the other user to determine whether he/she has finished updating the document and can close it, thus releasing the lock.
The BC processor can unlock the edoc if you and the BC processor determine that it should be released. The BC processor would return to the **Budget Construction Selection** screen and click the "lock monitor" button. In addition to seeing who has locked the edoc, there is also an "unlock" button to the far left that will allow the BC processor to unlock the edoc. Only the KBC Administrator and the BC processor for that org can unlock the edoc. You can tell in the image below that there are two different types of edocs that are currently locked.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Lock Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>unlock</td>
<td>account lock</td>
</tr>
<tr>
<td>unlock</td>
<td>account lock</td>
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<tr>
<td>unlock</td>
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<td>account lock</td>
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<tr>
<td>unlock</td>
<td>position/funding lock</td>
</tr>
<tr>
<td>unlock</td>
<td>position/funding lock</td>
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<tr>
<td>unlock</td>
<td>position/funding lock</td>
</tr>
<tr>
<td>unlock</td>
<td>position/funding lock</td>
</tr>
</tbody>
</table>

**REPORTING PROBLEMS/ ASKING QUESTIONS**

User support is not yet set up to help with specific questions about KBC. It is best at this time to send emails to me as this is new to everyone. You can also bring your questions to the training sessions and lab sessions. Be sure to review the general information on our website which may answer some of your questions.

**Kuali Budget Construction – Tip of the day**

**2**

**CORRECTION OF IMPORTED PAY LINES IN KBC – YOUR ASSISTANCE MAY BE REQUIRED**

Kuali Budget Construction is pulling in payroll results from Workday to provide you with a baseline of what the person was paid and what account and object code they were paid on. University Bi-Weekly 2-4 and Monthly for January and February payroll results were pulled into KBC from Workday. In a few cases, the KBC audit report has flagged various lines of these payroll results that need correction in KBC so that you do not budget the worker for FY15 with the wrong object code and comp plan combination.

The audit report flags us for correction when:

- A wrong comp plan was chosen in Workday and a worker was paid on it.
- A worker's job code, employee type or non-exempt/exempt status may have changed since these pay cycles (BW2-4 or MO 1 or 2) and they are no longer eligible to be paid on that object code/comp plan.
• When there was a change in the mapping between a comp plan and an object code or in the Workday posting rules.
• If a special check was issued with the wrong comp plan/object code combination.

What does this mean?
We may be emailing you to help us by marking those lines in KBC for deletion. It is a simple process, but it is an important step in making sure you don’t send back the wrong data to Workday. It is also helpful to us centrally, because we can better filter through the error messages in our audit file and stay on top of informing you of actions needed.

If I do send you an email, I will mark it “your action needed in KBC”. I will also include instructions on what you need to do. The person with KBC access to salary settings will need to make the changes, but after they do, then can forward the information to the Workday staff who can then verify that it has been already corrected in Workday, or they can make the correction if needed.

WHAT CAN YOU DO TO PREVENT THIS?
Some of the errors happened during the three months of payroll that we imported into KBC, so there may be nothing you can do except to delete the error lines in KBC. However, you can watch for corrections that you are making in Workday and follow up to see how they appear in KBC.

Kuali Budget Construction – Tip of the day
3

RUNNING THE SALARY EXPORT WORKSHEET/REPORT
You are encouraged to export your salary as a report or as a worksheet to review prior to starting your salary and wage updates. There is a powerpoint presentation on the KBC website under KBC training, that gives you some details with screen examples. The basic steps are also outlined in the second part of this email.

IMPORTANT TIPS TO HELP YOU WITH THE EXPORT:

• Internet Explorer (IE) is the recommended browser for Kuali Budget Construction.
• Save first – then open.
  o When you use IE to export your file, once you get and select the link to the file, you will be prompted to either open or save the file.
  o Saving it will be faster and less likely to time out than opening it directly.
• It is recommended that you export at that highest org level, to be sure that you obtain all of your open and unfunded position data, as well as all of your incumbent data. If your position is mapped to a different sub-org code, you may not get it when you try using a 7- or 10-digit org code. Of course for
those units who are splitting an org code and have access to only the 7-digit level, you would need to run your export at the 7-digit level.

- CSV format is a much smaller file and will export faster. If the file is very large, using Excel as the format for the export may time out before it is completed.
- CSV format has no formatting, with cells set at the “general” format. This can make a difference when you wish to sort data. You can always save your csv file into an Excel workbook for your use.
- CSV format is required when you use the worksheet to upload/import the data back into KBC. It is not a problem that you lose the leading zeros in your region codes, since the import function allows for that.
- The difference between the report option and the salary setting option is the headings only. The report has simple headings, where the salary setting version has the headings with instructions about the field formatting, what is display only, and what is required.

**STEPS IN RUNNING THE EXPORT**

Open the Budget Construction Selection screen from the Financial Main Menu.

Select the Salary Export button to start the process

Enter your 5-digit org code (without the *wildcard) in the Organization Code field, if that is the level of your KBC access.

Your first time that you run it, you will want to most likely run the default options, as shown in the image below.

When running the export, follow the tips outlined above regarding the choice of your output options.

Be sure that you save your file in a secure format and location, due to the sensitive nature of the content.
BUDGETING OPEN POSITIONS IN KBC

In keeping with the concept of positions being authorized from Workday, we encourage you to enter your budgets using those already existing “open” or “not funded” or “vacant” positions in KBC. Following are some tips and suggestions for how they can, or cannot be used in KBC. Remember that any dummy position (created by KBC) or open position (created by Workday and pulled into KBC) is used only for budgeting purposes. Nothing will be returned to Workday, since we are sending only incumbent data back to Workday from KBC.

DEFINITIONS

DEFINITION OF AN OPEN POSITION:

- Created in and authorized by Workday.
- Position number always starts with “P”.
- The position comes up on your pick list, if it is mapped to your org, showing the person name as VACANT or NOT FUNDED.
- Positions that have been closed or inactivated in Workday with show with the person name INACTIVE POSITION. These should not be used.
- You may have many open positions that were created during the conversion from PPBS to Workday. Use only the ones you believe are correct and will be used in the future.
- You can only fill open positions in Workday, or close open or unfunded positions in Workday.

DEFINITION OF A DUMMY POSITION:

- Dummy positions are created to allow KBC users to budget for compensation in aggregated pools of positions rather than individual open positions.
- Dummy positions start with “D”.
- Your KBC Administrator has created two or three dummy positions for your use which will appear in your position pick list when you search by position.

HOW TO USE THE SPECIFIC TYPE OF POSITION IN KBC

WHAT DOES AN OPEN POSITION (FROM WORKDAY) NEED IF YOU WANT TO BUDGET THAT POSITION IN KBC?

- The position must have been created and approved in Workday before it is copied over to KBC.
- The position needs the following identifiers that help you in finding the right object code/comp plan combinations:
  - Exempt or Non-Exempt (FLSA field in KBC)
- Job code
- Employee type

- You can add “funding” to the position by adding accounts and object codes and a pay rate, either hourly or monthly.
- When you add the object code to the funding line, you can choose a comp plan that maps to that object code and matches the employee type and pay type set to that position, such as matching a non-exempt staff employee with a base pay for non-exempt staff.
- It is best to use an object code that does have a matching comp plan, since you are representing what you would enter if the position were filled.
- Always enter the word “VACANT” in the employee ID field to designate that there is no incumbent for your position, which is what designates it as “OPEN”.
- If you wish to allocate your budget for a single position that is not currently filled, it is best to use the real position approved in Workday, if you have one.
- Enter all of the account and comp plan/object code combinations that you would allocate for this position if it were filled, using the appropriate rates and cost allocations.
- If your open position is missing a required field shown above, you may still be able to allocate funds to the position and save the position in KBC, even with a missing comp plan error.

**WHEN WOULD YOU USE AN OPEN POSITION IN KBC?**

- When you don’t have a specific position yet approved in Workday, or when you wish to aggregate budget for several open positions, you can use the dummy positions, as described below.
- If you have a large number of open positions that you wish to aggregate and budget with one lump sum per account and object code, you can do so by using the dummy positions.
- You can enter multiple accounts and object codes with comp plans or without comp plans in one dummy position, representing all of your budget allocations for that employee type in one position.
- You should use dummy positions when you are allocating compensation budget that incurs fringe benefits charges, ie when you see the salary setting button next to the object code on your GL budget entry screen.
- Overtime and special one-time allowances that are paid differently from Workday, but that incur fringe benefits charges, should be allocated using your dummy position.
- Use the dummy position that matches the exempt or non-exempt type of pay you wish to allocate.

**WHEN WOULD YOU USE A DUMMY POSITION IN KBC INSTEAD OF AN OPEN POSITION?**

- Since dummy positions do not represent one single position, but multiple positions pooled together, your cost allocations and rates are not important, just the total allocations by account and object code.
- If your object code does not have a matching comp plan, such as that for overtime, 12710, you can still allocate budget and save the position, since it does not go back to Workday.
- When allocating budget for an hourly object code/comp plan, such as when allocating for object code 12710, you will have to estimate your total using the hourly rate. You can change the cost allocation dates, such as using a one month period, to make it easier to estimate a total.
- Use dummy positions to budget compensation funds you have left over for exempt or non-exempt staff or faculty.
• Do NOT use dummy positions to budget for students, TA’s, or RA’s, since they do not require fringe benefits assessments. Instead, simply enter the budget allocation in the same manner as you would for object codes such as 15000.

**HOW TO UPDATE AN OPEN OR DUMMY POSITION IN THE SALARY SETTING SCREEN IN KBC OR THE KBC WORKSHEET**

**ALLOCATING FUNDS IN AN OPEN OR DUMMY POSITION IN THE SALARY SETTING SCREEN**

• Use the same methods as you would for adding compensation to a filled position, except that you are using VACANT for the employee ID.
• Don’t worry about cost allocation distribution on pooled positions, since they are not representing any one person.
• If the position has no funding to start with, simply enter the data in the blank funding line and click on the ADD button.
• Verify that the total allocated at the end of each line and at the bottom of the screen is the amount you wish to fund in that position, representing all of the accounts and object codes used.
• Your position must have the FLSA field populated to get the calculation of total allocation to work. In other words, it will default to hourly if there is nothing in the FLSA field.

**ALLOCATING FUNDS IN AN OPEN OR DUMMY POSITION IN THE SALARY WORKSHEET**

• It is recommended that you enter your pooled funding manually using the salary setting screen and your dummy positions, due to the complexity of the calculations for pooled funding.
• If you wish to fund your unfunded or open positions from Workday (real positions) then you can do so in the same manner as you would any other individual position, just being sure that VACANT is used for the employee ID.
• Unfunded but open positions will be missing account information that must be added, making the A-Add action the only option for those lines. You need to be sure that all required fields are completed in the worksheet.
• If you receive errors when trying to upload information for an open position, try updating it manually to better determine if there is necessary position information missing. That may need to be corrected in Workday.

**Kuali Budget Construction – Tip of the day**

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**BE AWARE OF SOME ISSUES RECENTLY IDENTIFIED IN KBC**
Thanks to your tips and help we are identifying some issues that need to be addressed in KBC. Please review the information below.

**COMP PLAN DATE CHANGE FOR NON-EXEMPT STAFF**

Default Dates for non-exempt staff comp plans should be 6/19/2014-6/17/2014 to match the cost allocation start and end dates.

- We have changed the default comp plan start and end dates to coincide with the biweekly pay periods.
- This will change ONLY the new pay lines you add in KBC. *It will not change the existing lines, whether or not you have updated them.*
- This change is intended to be sure that there are no gaps when the new pay rates take effect for continuing employees, since we want the new rate to be in effect at the start of the pay period.
- Cost allocation default dates for non-exempt are already correct and will now be the same as the default comp plan dates.

**YOUR ACTION NEEDED ON EXISTING LINES IN KBC**

- **Change the comp plan start and end dates** in your existing lines from 7/1/2014-6/30/2015 to 6/19/2014-6/17/2015.
- You can update the dates as you update the positions with the associated incumbents by making sure you change comp plan dates in the pay lines you are keeping and updating.
- You can do that using the salary setting screens or the salary worksheet.
- Each comp plan needs only one start and end date, but it is repeated in each “accounting” line (cost allocation) in KBC, so you want to be sure it is correct for each line.
- You do not need to worry about dates for deleted lines or for open or dummy positions, since they are not being sent back to Workday.
- As you enter exempt staff pay lines, either in the salary setting screen or the worksheet, please verify that the dates follow the monthly pay periods for both comp plans and cost allocations. Start date and end dates for both for exempt staff should be 7/1/2014-6/30/2015.

**OTHER IMPORTANT INFORMATION**

**NIGHTLY UPDATES FROM WD TO KBC CONTAIN THE FOLLOWING:**

**NEW ASSOCIATIONS OF INCUMBENT TO POSITION, INCLUDING TERMINATIONS, TRANSFERS AND NEW HIRES**

Recent terminations that have been finalized in Workday

- NO ALERT will be given in KBC.
- Pay lines may exist in KBC for the position for someone who has since moved to a new position or was terminated.
- You will need to VACATE the position which will mark the existing funding lines for deletion and replace the employee ID with VACANT.
• When you vacate a position, the existing lines are duplicated with VACANT as the employee ID. You can then fund the vacant position for future hires, but no funding will be sent to Workday for the terminated incumbent. Or you can delete all funding if you do not wish to fund the position in your budget.

• Terminations in the window after KBC closes will need to be carefully monitored and verified in Workday after the KBC load is done in late June.

Currently you cannot update the open position with the new incumbent, even though the position has been filled in Workday. We are trying to fix this issue, but in the meantime, please take the following action in KBC. We recommend using the salary setting screen for this, as it is easier to follow the steps in the required order and monitor that it is working as intended.

• NO ALERT will appear in KBC, so you must monitor the activity by comparing open positions in KBC to your new hires in Workday.

• Search for the specific position and open the position salary setting screen from the position pick list (Budget Construction Selection>Organization salary setting button>point of view and org selection>then view position pick list.)

• If the position is currently unfunded or open, add funding lines for the intended incumbent, making sure that the employee ID field is entered as VACANT. This will allow you to budget for the position even though you have not added the incumbent yet.

• If the position currently has a different incumbent that has since been removed from the position in Workday, you want to click on the VACATE button on one of the lines and save the position. That will make those lines for deletion, enter VACANT in the employee ID field where the previous incumbent’s ID was. It will also create duplicate pay lines with VACANT as the employee. You can then delete any of those lines and add any new lines you wish, making sure that VACANT is in the employee ID field.

• For more help with using the Salary setting screens, see the Powerpoint presentations on the KBC website under KBC Training.

If you need to fix these issues using the Worksheet, please take the following steps.

• Mark the rows with the terminated incumbent with the action V to VACATE.

• After you have loaded all of the vacate actions, then do another download to see if there are new lines created with VACANT for that position.

• If so, then you can add a pay rate to those if you wish to fund the position, or you can mark them D to delete them entirely.

• You can also A – Add new funding lines to those vacant positions. See the instructions below for follow-up needed to add the new incumbent.

Keep these items for follow-up.

• Please make a note of these changes and keep them for follow-up. If the issue cannot be fixed in KBC, then you will need to update the funding lines in Workday directly.

• If the issue gets corrected in KBC, then you will need to follow this two-step process to fix it.
  o Delete any vacant employee lines, or any with the wrong employee, and then you save the position.
  o After you have deleted the wrong lines and hit save, then you can add the new pay lines with the new incumbent, entering the new incumbent’s employee ID where indicated and then adding the new line. Then save the position again.
Recent hires with pay lines – errors upon update

- Some positions are showing a pay line with the correct incumbent, but will return errors when you try to update the position by adding a new pay line.
- If this occurs, try to delete the existing funding lines, and save the position.
- Then try to add the new pay lines with the employee ID in the appropriate field.
- If you still receive the error, you can set this aside for attention later, and follow the instructions for follow-up shown above.

OTHER CHANGES

The following changes will update your position data, but should not require any action by you. NO ALERT will be given in KBC.

- Position changes, such as region code, job code.
- New positions added, but still vacant.
- Positions closed – they show as inactive positions.

PAY LINES/FUNDING LINES

Pay lines were loaded only one time from WD into KBC:

- Pay lines were loaded into KBC from pay results from December University Biweekly 2-4, and for monthly January and February only.
- The pay lines included Comp plans with the associated object codes used in those pay results.
- No new cost allocations added after those pay results will appear in KBC, so be sure to delete and add accounts as needed in KBC.
- No new comp plans will appear if they were added after those pay results. Be sure to add them in KBC if you are continuing them in the new year.
- Be sure to end comp plans that appear in Workday only, if you are not continuing them.
- Be sure to delete any KBC cost allocation and comp plan funding lines that you do not want to continue.
- If you have any pay lines loaded that have incorrect comp plan/object code combinations for that position, be sure to delete them before proceeding to complete the position/incumbent funding. It might work best to save the position after you delete the incorrect lines before proceeding.

STILL NEED TRAINING?

In-person training is recommended to give you an opportunity to ask questions and hear questions from others, and to see a live demonstration of how KBC works. Several training sessions have been held throughout March and April, and there are only a few left in April, and space is filling fast. Training in May will consist of balancing workshops only. Please consult the KBC website for the schedule and registration form. Online training in the form of Powerpoint presentations is available on the KBC website. The KBC user guide is also available. Those attending training should have access to KBC when they attend, so please verify your access or submit the appropriate application (found on the KBC website.)
Kuali Budget Construction – Tip of the day

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USER SUPPORT, TRAINING, AND USER GUIDE

KBC USER GUIDE NOW AVAILABLE

There are two different sites where we have the link to the KBC User Guide. One is on our KBC website, and one is on the main Kuali site. See the images below.

1. KBC website – see link below to the Office of the Comptroller, then select Kuali Budget Construction on the top bar.

ONLINE TRAINING – POWERPOINT AVAILABLE

Be sure to review the Powerpoint presentations as well, since they provide some short references that may assist you. They are grouped by subject and I am adding information as it becomes available, or as I learn more tips and tricks that might help. They can be found on the same Kuali Budget Construction website referenced above, under the link on the left “KBC training” – category online training.

OPEN LAB SESSIONS ADDED

Training sessions were provided through March and April specifically targeting the salary setting screens, salary worksheets, and the GL budget screen and GL budget upload. Those sessions have ended. I still have open lab
sessions scheduled next week for BC processors on how to balance their budgets in KBC. I have also added a few open lab sessions starting NEXT WEEK to provide assistance for Kuali Budget Construction in general. These lab sessions are designed for in-person assistance, where you can bring your questions and files for review if you are having any difficulties. Please register for these sessions because space is limited, and bring your laptops or flashdrives if you have data involved. We now have new PC’s in our computer training room, so we can support up to Office 2013 files.

To register for the lab sessions go to the same Kuali Budget Construction site and select the KBC Training link, then on the training page, select the link under “in-person training” for the registration form with the session schedule.

USER SUPPORT

You can call the general Kuali user support help desk for general Kuali assistance, as you can with other Kuali modules. KBC, however, is very specialized and access is restricted. It is best to call me or submit your specific KBC questions to me via email, or to contact the Office of Budget and Planning with questions regarding your budget. Both OBP and I are available to assist you in balancing and updating KBC. Please include very specific information when leaving a message or emailing. Questions about Workday should be directed to your HR team. If you have a specific issue that you think may be a KBC system problem, please email me and include a screen snapshot for reference. Remember that Internet Explorer for PC’s and Safari for the MAC are the recommended browsers for Kuali. Please try those browsers first if you are having system issues before reporting a possible problem.

Kuali Budget Construction – Tip of the day

7

FOR BC PROCESSORS ONLY

BUSINESS INTELLIGENCE (COGNOS) – KBC REPORTS AVAILABLE FOR BC PROCESSORS

VARIANCE AND ACCOUNT DETAIL REPORTS IN COGNOS – FOR BC PROCESSORS ONLY

- The Kuali Budget Constructions variance and account detail reports are now available in Cognos (Business Intelligence) for use by the BC processors.
• Information in these reports is only for the General Ledger and does not contain any salary detail, only the allocated budgets in the GL for wages and salaries and fringes.
• Salary Editors and BC processors can use the Salary Export report format to download and verify the salary and wage detail that is input into Kuali Budget Construction.

ASSISTANCE IN USING THE REPORTS

• There is a Powerpoint presentation on the steps in creating and reading these reports. Go to the Kuali Budget Construction main page, which can be found on the top bar of the Comptroller home page (link below.) From the KBC home page, select the KBC training link on the left bar. The online training section contains the Powerpoint presentations by subject.
• Open lab sessions – you can register for any of the Balancing open labs or general open lab sessions if you need in-person assistance. See the link to KBC training to find the schedule and registration form.

HOW TO GET TO THE REPORTS

• When you are logged in to Kuali, click on the Business Intelligence button on the top right to connect to Cognos. If you are prompted to log in, use your regular USCNetID and password as you would for Kuali.
• The Budget Construction Reports have their own portal page, and are not included on the regular portal page where you see your ASR’s and other reports.
• You need to navigate to the EDW Budget Construction tab, if you have it.
• To find your tabs you need to click on the Home icon in BI.

If you see the EDW Budget Construction tab, you can select that tab and it will open the KBC portal page, as shown in the next image.
Welcome to the Business Intelligence Portal

Budget Construction Reports

01 - Control Variance - Income and Expense by BCG and by Object Code within MFS Group
02 - Control Variance - by Org Code and by Object Code within MFS Group
03 - Control Variance - by 7 Digit Org Code
04 - Control Variance - Rollup by 5 Digit Org Code
05 - Account Detail

- If you do not see that tab, select the Public Folders tab.
Under the list of public folders you will need to search for the Budget Construction Folder. You may need to toggle through your pages of folders to locate it.

Once you locate the Budget Construction folder, click on the yellow folder icon to open the folder.

Within the folder you should find the file EDW Budget Construction. If you click on that file name link, it will open the KBC reports portal, as shown above.

Each of the reports listed are links to open and start the reports.
• If you are familiar with Cognos already, you should be able to run these reports with little assistance.
• I have included some extra tips on reading the reports on the KBC training page.
• If you need assistance in adding this EDW Budget Construction portal page as a tab on your home page, refer to the instructions included on the KBC training page.
• If you follow these steps and cannot find the correct tab or folder, confirm that you have the BC processor role. If you do, then please email me and include your USCNet ID.

### Kuali Budget Construction – Tip of the day

#### TIPS FOR SUCCESSFUL SALARY WORKSHEET IMPORT/UPLOAD

<table>
<thead>
<tr>
<th>FILE SHOULD NOT BE TOO LARGE</th>
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<tbody>
<tr>
<td>• BREAK DOWN YOUR FILE INTO SMALLER FILES before uploading.</td>
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<tr>
<td>• The larger the file the longer it takes to analyze and return the error messages and you have the risk that the file times out before completing the analysis.</td>
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<tr>
<td>• Files should be no larger than 10MB for uploading.</td>
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<tr>
<td>• You can break them down by employee type, by region code, or other method.</td>
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<tr>
<td>• Be sure that you retain all funding lines for the same position in the same file, since the order is important for multiple lines on one position.</td>
</tr>
<tr>
<td>• KBC users who have been successful with uploads have processed them in smaller groups, such as exempt first, then non-exempt, or selected them by region codes or org codes.</td>
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<table>
<thead>
<tr>
<th>VERSION NUMBER</th>
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<tr>
<td>• Version number is very important.</td>
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<tr>
<td>• Once you upload to a specific position or you directly update it in the salary setting screens, it changes the version.</td>
</tr>
<tr>
<td>• You can change the version number in the worksheet directly, or you can download another worksheet that contains all of the latest versions.</td>
</tr>
<tr>
<td>• Coordinate with anyone else who is updating salaries, since that will make a difference on the version number if they have made changes.</td>
</tr>
<tr>
<td>• As you process your uploads, keep track of the files you have done or groups you have updated. Export another worksheet if you are making global changes, but update them directly in the salary setting screens for smaller changes.</td>
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<tr>
<th>REMOVE OPEN POSITIONS YOU ARE NOT UPDATING OR FUNDING</th>
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<tbody>
<tr>
<td>• Be sure to remove all student open positions from your worksheet, since you are not updating those positions.</td>
</tr>
<tr>
<td>• You may wish to remove any other open positions that you are not updating and place them into another worksheet, in case you need to fund them later or refer to them.</td>
</tr>
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</table>

| NEW ACCOUNTS MAY NOT BE ACTIVE IN KBC |
• If you are using new account numbers in your upload, you may wish to first verify if they are active in KBC.
• For unrestricted accounts the easiest way to verify that you can use the edoc is if it has been budgeted.
• For restricted accounts (22-accounts) you should contact your BC processor.
• The BC processor may need to manually create the budget edoc for that account if it has never been used.

MORE TIPS ON USING THE SALARY WORKSHEET

• Visit the Kuali Budget Construction website http://www.usc.edu/dept/finserv/dirtrng/KBChome.htm, which can be accessed from the main Office of the Comptroller site, link shown below.
• Select the KBC training link on the left bar of the KBC.
• You will find an item titled “Tips – salary worksheet” under the Online Training section.

Kuali Budget Construction – Tip of the day
9: Faculty Pay

IMPORTANT DATES AND RATES FOR FACULTY PAY IN KBC

• It is important to make sure that the data that you enter in Kuali Budget Construction for faculty pay will translate correctly to Workday.
• There are several components required in Workday to generate the appropriate pay to faculty, and there are several components in KBC required to make sure the correct amounts are budgeted to support that pay.

COMP PLAN DATES AND COST ALLOCATION DATES IN KBC

• Effective dates are different for the different type of comp plans for faculty.
• Some dates will be different from the default dates entered in KBC
• You may need to recalculate some of the allocated rates of pay in KBC if you change the allocation dates in KBC.
• If you have already entered your faculty pay, you can make changes either directly in the salary setting screens, or you can use the salary worksheet to upload only the required changes.

IMPORTANT INFORMATION AND EXAMPLES – POWERPOINT SLIDES

• Visit the Kuali Budget Construction website http://www.usc.edu/dept/finserv/dirtrng/KBChome.htm, which can be accessed from the main Office of the Comptroller site, link shown below.
• Select the KBC training link on the left side.
• Select the link under Online Training titled Faculty Pay.

Thank you.
Kuali Budget Construction – Tip of the day
10: Object codes with no comp plan

NO CHOICE OF COMP PLAN OR MISSING COMP PLAN ERROR

There is some understandable confusion about how to allocate budget for salary/wage object codes that do not have an assigned comp plan in Workday. A missing comp plan error in KBC happens when you are attempting to allocate budget to one of those object codes, because KBC cannot find which comp plan goes with the object code. This doesn’t mean that you have made an error necessarily. It could mean that you are selecting the wrong object code or the wrong comp plan. However, often it just means you are trying to budget for a particular type of pay that does not require a comp plan in Workday.

Use the BC compensation plan export under Financial Maintenance > Budget Construction, to export the list of what comp plan matches to what object code, or the mapping as we often call it. The comp plan/object code mapping is what we use to translate Workday comp plans to KFS object codes. You can also refer to the Workday compensation plan lookup under Financial Main Menu > Lookup and Maintenance > Budget Construction. That will display the names of the compensation plans as they appear in Workday, with the comp plan code used in KBC.

Following are some examples of object codes that generate fringe benefits charges and must be in a position, but there is no matching comp plan for them.

14241, 14244, 12710, 11810

Pay is generated against these object codes in a different manner, so you cannot enter a compensation plan in KBC or Workday.

HOW TO ENTER THE BUDGET IN KBC FOR THESE OBJECT CODES

If you wish to budget these specific object codes, you must enter them as part of your pooled positions. Pooled positions allow you to manually override and save the position, even though you receive a comp plan error message.

As an alternative you can budget them in a pooled position (in your existing dummy positions) using a different object code that does have a matching comp plan.

• Use 12700 for overtime, adding the funds a wage pool for 12700 in your non-exempt dummy position
• Add overload to your exempt dummy position
• Use 14242 with a comp plan to represent pay for 14241 or 14242 in the appropriate dummy position

OTHER FACULTY OBJECT CODES ADDED TO DUMMY POSITIONS

You have one dummy position for faculty if you are in an academic unit. That position was created for part-time faculty. You can enter full-time faculty object codes in that dummy position, but you will need to do so manually so as to override the comp plan error message. That error message happens because you might be using an object
code/comp plan that is not allowed for part-time faculty. This is allowed in KBC only on open or dummy positions, because the data is not going to Workday.

If you have difficulty with mixing and matching these object codes and comp plans in your dummy positions, please contact me directly by email. You do not need separate positions for each area, since you can enter multiple accounts. You cannot create your own dummy positions, but if you have a large amount of data to load using the salary worksheet and need a specific type of dummy position, please contact me as soon as possible.

Thank you.

Kuali Budget Construction – Tip of the day
11: Frequently Asked Questions - FAQ

ACCOUNT NOT FOUND IN KBC

- Verify first that your account exists in Kuali by using the Kuali Account lookup under Balance inquiries.
- If your account was newly created this year after KBC was opened, or if the account did not have a base budget (starting budget from BDS) last year, then KBC did not create a budget edoc, which is why you are getting the error message. This applies to CR and CU accounts both.
- The nightly chart updates bring in the account, but the account’s organization hierarchy is not established until the edoc is created.
- The BC processor can create the edoc by entering the account number on the Budget Construction Selection start page.
- Enter the account number in the account number box and then select load document.
- You may get an error that says view access only.
- Check the next morning to see if you can open the budget edoc and get the message Edit Access Granted. If so, then hit save and close.
- You can now use the account for any salary or budget upload process, or you can enter the budget manually.

If any of these steps do not produce the desired results by the next morning, contact me, the KBC Administrator.

NEED TO BUDGET PAY ON A POSITION THAT IS NOT IN MY REGION CODE

- If pay lines from your account from Dec-Feb 2014 were loaded into KBC, you should be able to locate the incumbent in your incumbent pick list or on your salary worksheet.
- If KBC does not have pay lines from your account associated with that position/incumbent, then you must add them.
- To add a pay line to a position that is not yours, the BC processor must use the Quick Salary setting.
- Quick salary setting can only be accessed through the budget edoc.
• The BC processor can use My Organization and search for and open the account edoc, or the BC processor can enter the account on the start page and click on load document.

• Once the expenditure tab of the budget edoc is open, click on the salary setting button next to the object code you want to use.

• Once the Quick salary setting screen is open, try to locate the position/incumbent. If they are not there, then at the top of the screen select the add incumbent or add position button.

• You will then proceed to the Position or the Incumbent salary setting screen where you can add a funding line from your account. Be sure to click add and then save.

### ENTERING FUNDING LINES IN DUMMY POSITIONS – LARGE DOLLAR AMOUNTS

• If your amount to be pooled on one funding line is in the millions, you will get an incident report if you try to enter that large a value in the pay rate field on one account and one object code.

• Although the instructions indicate it is easy to enter a fixed dollar amount in a pool by using a one-month range in the cost allocation dates, it does not work for large amounts.

• If you want to enter anything in the millions, please enter a date range of a full year and enter 1/12th of the total amount in the pay rate field. When the allocated is calculated, it should come up to the total value you are looking for.

• If this doesn’t work, please contact me and I will create another dummy position for you so that you can split the amounts.

A fix is in progress but will not be installed until later next week. To avoid delays in balancing and finishing your budget, please use the suggested approach outlined above.

Thank you.

### Kuali Budget Construction – Tip of the day

12: Don’t use the back button!

### BACK BUTTON CAUSES INCIDENT REPORT ERRORS

We are carefully monitoring the incident reports, and checking for system problems and frequent errors. One of the errors we have seen frequently repeated is an incident report caused by the use of the back button. As in all Kuali edocs, using the back button will “kick you out” of the edoc, and often times will lock the edoc. When you lock the edoc, then other users with access to that account or position will only get the view only mode, and will not be able to edit the edoc. The BC processor will then need to perform the unlock process from the Budget Construction selection page. You can avoid this by avoiding the back button.

### HOW TO AVOID THE BACK BUTTON
• Close each screen when you are finished by taking action on the available button at the bottom of the screen.
  o Cancel – use this when you are performing a search and you wish to cancel the search
  o Close – use this when you have viewed the edoc and do not want to save any changes
  o Save and then close – use this when you have made a change to the edoc and wish to save it.

CLOSE THE BUDGET CONSTRUCTION SELECTION

When you are finished working in KBC, close the budget construction selection page to avoid being timed out and having to go through the session refresh.

Kuali Budget Construction – Tip of the day

13: More FAQ

TRACKING SALARIES IN “MEMO” ACCOUNTS

• Memo accounts are those accounts used for salaries and wages that do not roll up to be counted in your KBC control budgets.
• Examples are accounts starting with 2-, 5-, 75-.
• You will not see these rolling up to your Cognos reports, because they are not included in your control totals.
• You will not see the dollars allocated in the GL because we are not transferring budgets for these accounts.
• To monitor the amounts that you are allocating for Workday, you can use two different methods:
  o Use the quick salary setting view which can be accessed from the account budget edoc by clicking on the salary setting button next to the object code. Even though you see zero dollars budgeted, you will see allocated amounts when you click on the salary setting button.
  o Use the salary export report view. You can select org codes or accounts, entering just a specific account number if you want to view one at a time

VIEWING INCUMBENT OR POSITION DETAIL FOR JUST ONE ACCOUNT

• You can use the salary export report and enter just one account number at a time if you want a report of what positions or incumbents you have funded by account
• Enter a single account number in the account number field, no spaces or dashes, and export this as a report or salary setting worksheet
• This helps if you are trying to balance or review compensation funding for a specific account
• There are no Cognos reports for compensation detail
• You can select Budgeted to view positions or incumbents that have been fully budgeted, or all if you are not sure.
Kuali Budget Construction – Tip of the day 15: Final steps and closing

DEADLINE MAY 23RD – FINAL STEPS TO TAKE

- Run your Cognos reports to balance, making sure that you run report 4 if your control budget is set at the 5-digit org code level, or report 3 if it is set at the 7-digit level.
- Contact the Office of Budget and Planning if you have questions about your control totals, but here are some basics:
  - All income must match to your controls for each income object code.
  - FIF, student aid, and fringes may be out up to $1 for each one due to rounding, because they are automated entries that you cannot change.
  - OBP may adjust your control totals to match FIF and student aid, so you will need to adjust your allocated expenses to balance.
  - Revenue centers must balance to zero at the bottom line.
  - Administrative centers must have zero variance at the bottom line.

PULL UP ALL ACCOUNTS TO LEVEL 2 – BC PROCESSOR ONLY

- To lock out the fiscal officer from making updates, and to indicate that you are finished, you want to execute the pull-up for your entire org.
- If you have access to the 5-digit org code, you can pull up everything to level 2.
- If you have access only to the 7-digit org code, you can pull up everything to level 1.
For 5-digit org code access, pull up to the ORG level, which is level 2, or the 5-digit org code

For 7-digit org code access, pull up to the SUB ORG level, which is level 1, or the 7-digit org code

More instructions are in the user guide.

**RUN YOUR SALARY EXPORT REPORT**

- Run it by incumbent to capture all of your assigned funding to employees, even if the position is not yours.
- Run it by position to view your dummy positions and open positions, funded or not.
- Select ALL to get everything, or budgeted to get funded people/positions, or not budgeted to select those with no funding or not all lines are funded.
- You can also run it for just one account at a time.

Thank you.
Kuali Budget Construction – Tip of the day
16: Alerts in KBC

Changes in positions or incumbents between May 23rd and Jun 4th – check alerts in KBC.

Viewing your alerts in KBC may help you determine what might need action in Workday after the data is loaded.

CAUSES FOR ALERTS:

- Termination
- Position changed – incumbent was in KBC in one position and has now moved to another position in Workday.
- Wrong or missing comp plan for filled position (with incumbent).
- Changes made in Workday that affect positions in KBC (post docs)

VIEW ALERTS BOTH BY POSITION AND BY INCUMBENT

By position:

- Will show you changes in a position, such as a position being vacated due to termination.
- Will include changes for both filled and not filled positions.

By incumbent:

- Will show you issues such as missing comp plan caused by a change in job classification that altered the object code to comp plan association.
- Depending on the nature of the change, you may need to follow up in Workday to see if the changes prevented the load of the KBC data.

Budget Construction Selection> Organizational Salary Settings> View position pick list

When you first view the position pick list you will see all of your positions. To filter the search criteria to see your alerts only, click on the Alert: Yes radio button, as shown below.
For positions that have had changes you will see the yellow alert sign as seen below. You can open and view the position to determine what the issue is, but you cannot update anything. The export will not show these alerts, so this is the only way to find them. Be sure to take any necessary action directly in Workday, if needed.

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<th>Actions</th>
<th>Alert</th>
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Budget Construction Selection> Organizational Salary Settings> View Incumbent pick list

DATA IS NOW LOCKED IN KBC – NO MORE WORKDAY UPDATES

- Position and incumbent data is no longer being updated in KBC, so any changes between now and the load of the KBC data into Workday will not be reflected in KBC. No more alerts will be generated.
- We have turned over the data to the Workday team for review. Please refer to the Workday HR announcements for further information as to the next steps and for the dates that the data will be loaded into Workday.

Even though you cannot make changes in KBC, you will be able to continue to open and view your KBC data for your reference. GL Budgets for changes in positions have not been altered even if there is an alert on the position or incumbent. Thank you.