



arp.nd.edu

# Roadmap

## FY19 Adopted Budget

### GETTING STARTED

1. Open your Chrome browser and go to [arp.nd.edu](http://arp.nd.edu)
2. First time you log in, check My Settings for e-mail notifications and disable the “send back” option.
3. Open 2 tabs – one for planning and one for reporting – right click on your ARP tab and select “duplicate”.
4. From your Planning Control Panel, select the “**FY19\_Adopted\_Budget**” scenario.
5. Expand the “Budget Hierarchy” to find your specific Budget Entity (or enter an org or name in the search box), and click on the Budget Entity in green.
6. In the middle pane titled, “Template”, click on the template you want to go in to budget.
7. In the right pane titled, “Templates”, click on the “input” option.

### REPORT BALANCING FOR UNRESTRICTED FUNDS

Before you begin your Adopted Budget planning, run report 01.

Reports -> 01 – Adopted Budget -> **Unrestricted Balancing**

- This report indicates what your “net” balance is at any given point in the budgeting process for each of your budget entities at the FOPA level.

After your work is complete, run reports 01 & 08.

Reports -> 08 – Adopted Budget -> **All Funds Comparison**

- This report helps you to compare your current year Adopted Budget to prior year trends.

When report 01 balances to a “net” \$0 you are done with your unrestricted budgeting and should:

1. Ensure your budget entities are in the “approved” workflow status
2. Contact the Budget Office for assistance if you have 83075 adjustments that need to be made



**TIP:** Reports will be updated every 15 minutes for budgeting changes. If a report is already open, click “Run” to refresh the data displayed in the report.

## WORKFORCE PLANNING (WFP) TEMPLATE

### *From the Roster View*

1. Give a Merit increase in the column titled, “**Budget Review %**” **\*\*Short Video Available\*\***
2. Give an Other increase in the column titled, “**Other Percent**”; select an option from the column titled, “**Reason Code**”

**Note:** If giving a Merit and an Other increase to one employee, the total percentage of the two increases is entered into the “Budget Review %” column and the Other percent is entered into the “Other Percent” column. **\*\*Short Video Available\*\***

3. Change hours for an hourly employee in column titled, “**Hours/Period**”  
**Note:** a PAF form still needs to be submitted to HR
4. Change annual salary for vacant positions in the column titled, “**Annual Salary**”
5. **Save and Process “Unprocessed Employees”**

**Note:** An email is automatically generated when you “Process” and can be disregarded

### *From the Employee Edit View*

For Lump Sums and Labor Distribution changes: Highlight the employee, click on “Employees” > “Edit”

6. Apply a Lump Sum payment in July in the tab titled, “**I/P Comp Items**” and enter a “Reason Code”  
**\*\*Short Video Available\*\*** **Note:** an Additional Pay for Services form still needs to be submitted to HR
7. Add or split the Labor Distribution in the tab titled, “**Allocation**” **\*\*Short Video Available\*\***
8. **Save and Process**



1. A Reason Code is required when budgeting an “Other Increase” or a “Lump Sum” payment.
2. When giving a Merit Increase and an Other Increase, the total % is entered into the “Budget Review %” column.
3. Merit and Other Increases need to be entered as a %, with a max. of 2 decimal points.
4. FY19 labor distributions changes need to be made in Host.
5. Vacant names can be changed and will remain as such in Host.
6. Attachments will stay in the current year Adopted Budget.
7. Do not use “Notes” (they do not save in WFP; ok to use notes in all other templates).
8. Remember to Save and Process employees before leaving the WFP template.

### Hours Conversion Chart (for labor planning)

Hours per Week	Hours per Month	Hours per Year
5	21.67	260
10	43.33	520
15	65.00	780
20	86.67	1,040
25	108.33	1,300
30	130.00	1,560
35	151.67	1,820
40	173.33	2,080

## WORKFORCE PLANNING DATA

Data fields that can be modified in Host and will feed to Banner for FY19:

Field Name	Single Jobs	Vacant Jobs
Budget Review %	X	X
Merit increase		
Other increase		
Reason Code	X	X
Labor Distribution	X	X
Annual Salary		X

## 00 – WORKFORCE PLANNING REPORTS

### 1. Compensation Performance *(NOTE: This report is only available for staff)*

- Labor summary with HR attributes (including Endeavor info)

### 2. Labor Detail

- Detailed view of salary increase % and labor distribution by Employee

### 3. Labor Distribution

- Detailed view of all labor distribution, including shared labor

### 4. Labor Distribution to Non-Budget Entities

- Shows labor distributions for non-planned budget entities (i.e., not in Host); example = agency funds

### 5. Labor Summary

- Summary of salary increase % by Employee



**TIP:** Click “Run” to refresh the data displayed in a report that is already open.

## POOLED LABOR TEMPLATE

1. The following data needs to be entered to budget Salaried Pooled Labor, Hourly Pooled Labor, or a Contingency: **\*\*Short Video Available\*\***
  - a. Description
  - b. E-class
  - c. Start period
  - d. End period
  - e. Amount
  - f. **Save**



1. Contingency dollars should be planned with a Start and End Period of 1 (of July).
2. If a pooled position does not exist for what you are budgeting in this template and you would like to set one up, contact the Budget Office at [position@nd.edu](mailto:position@nd.edu).

**Period Conversion Chart** (for labor planning)

Period	Month
1	July
2	August
3	September
4	October
5	November
6	December
7	January
8	February
9	March
10	April
11	May
12	June

## FUNDS TRANSFER TEMPLATE

1. **To plan a Transfer Out with a known destination:** **\*\*Short Video Available\*\***
  - a. Enter a description and amount in the appropriate month(s)
  - b. Click on Mappings > Destination Account
  - c. Select the recipient's
    - i. Fund-Org
    - ii. Org
    - iii. Account (81072 – Funding Transfer In)
    - iv. Program
    - v. Activity (if applicable)
    - vi. **Save the destination account mapping box**
  - d. **Save the template**
2. **To plan a Transfer Out with an unknown destination:**
  - a. Enter a description and amount in the appropriate month(s)
    - i. Note: this will default to a “TBD destination”
  - b. **Save the template**
3. **To plan a Transfer In:**
  - a. Go to the respective OpEx template and enter the amount in account 81072 – Funding Transfer-In in the column titled, “Spread Value”
  - b. A note is required indicating the source of the budgeted funding



1. The recipient of the transfer cannot see where it's coming from or any notes. **Best Practice is to communicate transfer detail to the recipient.**
2. You must enter the amount in the appropriate month(s) before mapping the destination account.
3. When mapping the destination account, “type ahead” functionality is available to help populate the Fund, Org, Program, and Activity.

## OPEX UNRESTRICTED TEMPLATE



**TIP:** As soon as you open this template, click on the “Filter” column and select “yes” to remove rows with no data.

### 1. Budget amounts should be entered in the column titled “Spread Value”

- a. These amounts will automatically be spread over 12 months based on the FY18 Adjusted Budget
  - i. If a pre-populated budget amount needs to be changed, a spread method also needs to be selected for the monthly amounts to re-calculate.
- b. If there was no budget in the FY18 Adjusted Budget, an amount will need to be entered **and** a spread method selected.
  - i. There are now three spread value options available:
    1. History Scenario: This spread option will spread the amount based on the FY18 Adjusted Budget, if one exists.
    2. Monthly (even): This spread option will spread the amount evenly over 12 months.
    3. Quarterly: This spread option will spread the amount evenly over the four quarters of the year (Sept, Dec, March, June)
- c. Monthly amounts can be overridden, as needed
  - i. Best practice is to highlight the entire row and delete all formulas in the monthly cells before manually overriding any monthly amounts



If you are unsure of how to complete any of these steps, please consult the **Spread Value Options** [handout](#).

### 2. To add sub-line detail:

- a. In column K, click on the “L” and insert the number of desired rows
- b. Enter a description and the budgeted amounts in the appropriate month(s)
- c. **Save the sub-line template**
- d. **Save the OpEx template**

### 3. To delete sub-line detail:

- a. In column K, click on the “L” and delete the rows that were previously inserted
- b. **Save the sub-line template**
- c. From a similar expense row, copy the formulas from columns AU to BF and paste to the row where the sub-line detail was deleted
- d. **Save the OpEx template**

**4. To enter a Payroll Labor Distribution:**

- a. Enter the amount in the column titled, “Spread Value”
- b. A note is required indicating the purpose

**5. To plan a Transfer In:**

- a. Enter the amount in account 81072 – Funding Transfer-In and the column titled, “Spread Value”
- b. A note is required indicating the source of the budgeted funding

**6. To adjust the Unrestricted Allocation (83075):**

- a. Contact your Business Partner for assistance or to complete the adjustment for you



1. A Note is required when budgeting Payroll Labor Distribution or a Direct Transfer-In
2. The “83075 – Unrestricted Allocation” will always post to Period 1 (July)
3. Leverage the FY18 Forecast to assess reasonableness for Beginning Fund Balances for Restricted funds
4. Ctrl+E is a shortcut to download (all non-WFP) templates and reports to Excel

## WORKFLOW

### Preparer

- To forward multiple budgets entities (and their respective templates) for review, select the budget hierarchy Org and click “Forward All”.

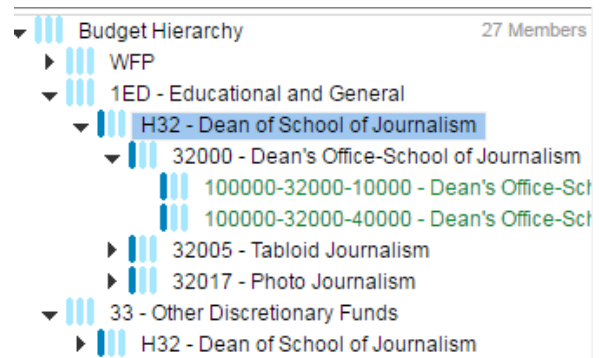
### Approver

- To approve and forward multiple budgets entities (and their respective templates) for final review, select the budget hierarchy Org and click “Approve”.

**Note:** If changes need to be made to the budget by either the Preparer or the Approver, the Approver needs to select the appropriate Budget Entity and click on the “Send Back” option.

### Workflow Icons (3 bars to left of Budge Entity)

- Forwarded = 1 dark blue bar
- Approved = 2 dark blue bars
- Final Approval = 3 dark blue bars

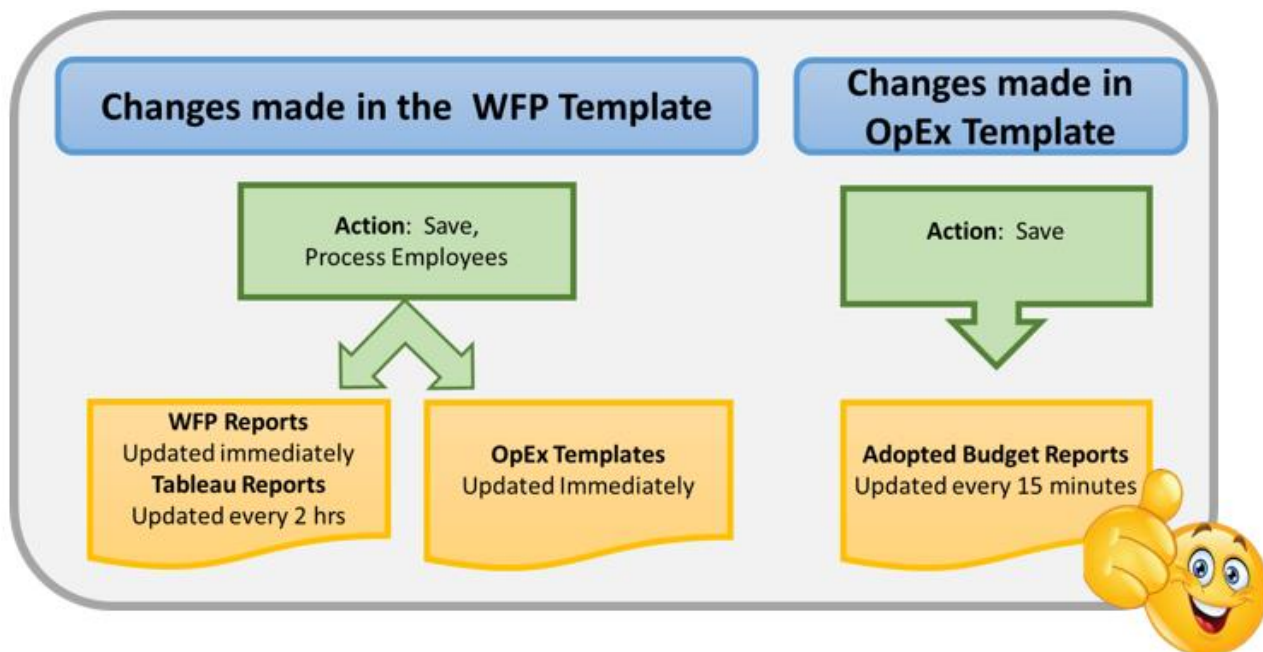




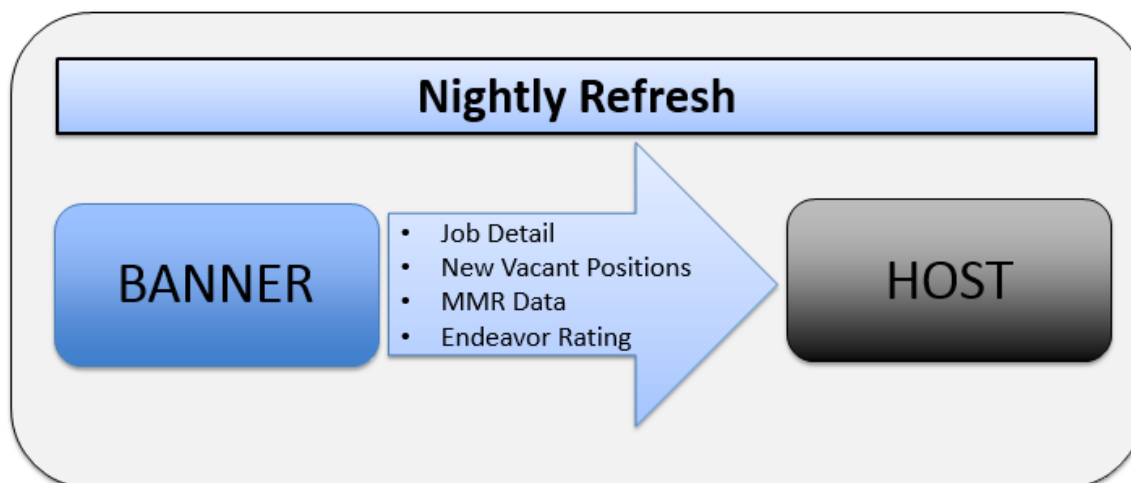
1. Users have the ability to add comments at each level of the approval process.
2. When a Budget Entity is forwarded:
  - a. Editing is disabled in the respective templates, but you can “send back” to make changes
  - b. The nightly refreshes will no longer occur for that particular Budget Entity

## DATA FLOW DIAGRAMS

### DATA FLOW – TEMPLATES AND REPORTS

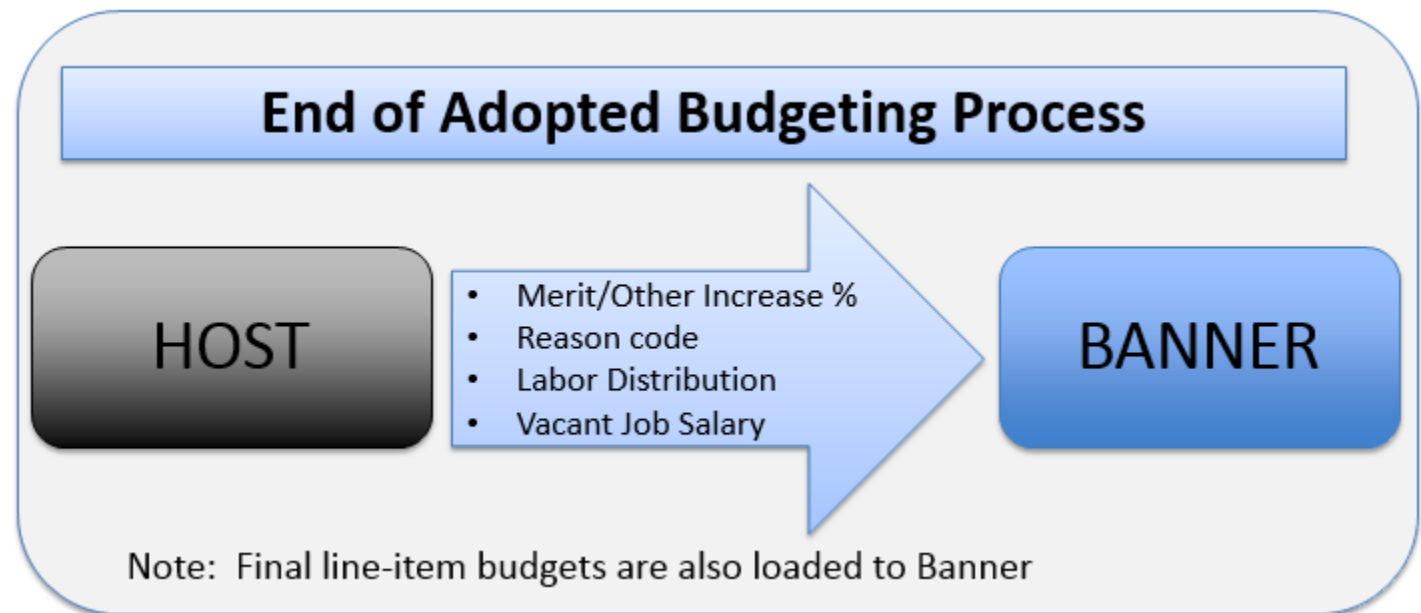


### WFP DATA FLOW – BANNER TO HOST





## WFP DATA FLOW – HOST TO BANNER



## ARP RESOURCES & SUPPORT

### 1. Budget Office Business Partner

- a. List located on our website at [budget.nd.edu](http://budget.nd.edu)

### 2. Provost Office (Academic units)

### 3. Roadmap

### 4. Learning Portal (EPM Academy)

**To access:** login to ARP, click on 'your name' in the upper right hand corner, select 'Help Resources' and 'Training'

- a. Training Materials
- b. ARP Short Video Series
- c. Intro to ARP Video
- d. End User Guide

### 5. Open Office Hours