



BUD For Beginners

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DPI Customer Support

Agenda



BUD by Definition

- BUD is a financial software package that enables LEAs to record financial information, post it to their general ledger and transmit it to the DPI
 - Federal Budgets
 - Budgetary Adjustment Transfers



Helpful Inquiry Screens



Program Report Code Inquiry (FIPR)

- Federal Allotment and Carryover Information

```
File Edit View Communication Actions Window Help
FIPR PROGRAM REPORT CODE INQUIRY 6/22/10 12:40:07
BUDPUSER DPI County Schools

Year ending: 06 30 20 10 PRC: 050 ESEA CHAPTER 1 LEA BASIC PROG
Versions created : 1
ARRA PRC Y/N: N Amendments created: 1
Status : A AMENDMENT

DPI Allotment Information

Planning: 566,726.00
Actual: .00
Actual carryover: 77,954.86
Admin carryover: .00
C/O Amt Alwd to Xfer: .00

Planning allotment required: Y
Zero allotment allowed: N
Zero carryover allowed: N
Transfers In Allowed: Y
Transfers Out Allowed: N
```

Federal Edit & Info Inquiry (FIFP)

- Edit – Restrictions
- Info - Special Conditions

Year ending: 06/30/ 2011 PRC: 017 VOC ED PROGRAM IMPROVEMENT

Type

Message

EDIT

The amount budgeted for Administration is limited to 5% of the current fiscal year allotment. Administration is defined as Purpose Code 6120, with the exception of object code 131 and benefits related to object code 131. If an LEA budgets indirect cost (8100-392), the amount budgeted combined with 6120 administrative costs cannot exceed the 5% limitation. Restricted rates apply.

INFO

Project ends June 30, with no liquidation period. All projects received in substantial approvable form prior to July 1st will begin on July 1st. Projects received after July 1st in substantial approvable form will begin on the date received at DPI. Expenditures or encumbrances may not be made before the be-

+



Budget Options Update Screen (FUOT & FIOT)

- Defaults for budget/amendment processing
- LEA rates when expected to be different from DPI rates.

FUOT BUDGET OPTIONS UPDATE							6/23/10	09:58:
BUDPUSER							DPI County Schools	
Year ending: 06 30 20 11								
							Type of GL interface:	<u>0</u> OTHER
							Update GL (Y or N):	<u>N</u>
							Round to nearest \$:	<u>Y</u>
		Hospital	Retirement	Soc Security	Ind Cost	Transfer	%	
DPI:	\$	4,527.00	8.7500 %	7.6500 %	2.3110 %	50	%	
LEA:	\$	<u> .00</u>	<u> .0000</u> %	<u> .0000</u> %				

Adjustment Options Inquiry (AUOT & AIOT)

- Cash account codes

File Edit View Communication Actions Window Help

AUOT ADJUSTMENT SYSTEM OPTIONS 6/25/10 14:39:41
BUDPUSER DPI County Schools

Fund	Purp	PRC	Obj	Site	Loc	503
1	<u>1050</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>00</u>
2	<u>1020</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>00</u>
3	<u>1050</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>00</u>
4	<u>1020</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>00</u>
5	<u>1020</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>00</u>
6	---	---	---	---	---	---
7	---	---	---	---	---	---
8	<u>1020</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>000</u>	<u>00</u>
9	---	---	---	---	---	---

Mark with an X the portion of your account code which contains School No. (if applicable)

Federal Budgets Overview



Creating the Initial Budget

- Option 1 from Federal Update Menu
- Select PRC To create
 - If PRC does not appear in the list, initial budget has been created and sent to DPI
 - You cannot create a Planning Budget for a fiscal year when an Initial Budget already exists for that PRC and fiscal year.



Planning Budget Create Screen

- Recommended to create budget using
 - DPI Chart of Accounts with Zero Budget
 - Current Approved Budget from BUD

```
PLANNING BUDGET CREATE                                6/23/10  14:17:31
BUDPUSER                                             DPI County Schools                               Page 1 of 1

Year ending: 06/30/ 20 11 Description: _____

Create base budget for:  20 11  from:

Year 20 10      _  Year to date expenditures and encumbrances annualized
                  _  Year to date budget
                  _  Year to date expenditures and encumbrances raw data
                  _  DPI chart of accounts with zero budget
                  _  Current approved budget from BUD

Year 20 09      _  Prior year to date expenditures

Year 20 11      _  DPI chart of accounts with zero budget
                  _  Year to date budget

PRCs selected:  023
```



Calculate Planning Budget

- Benefit Rates and Specify Rounding Option

Session A - [24 x 80]

File Edit View Communication Actions Window Help

FUCB2 CALCULATE PLANNING BUDGET 6/22/1
 BUDPUSER DPI County Schools P

Year ending: 06/30/ 20 10
 Version: 1
 Calculate base budget:

X Objects	Percent	PCT +/-	Dollar Amount	DOLL +/-
-----	-----	---	-----	----
_ Certified salary	____.00	+	____.00	+
_ Noncertified salary	____.00	+	____.00	+
_ Non salary objects				
___ to ___	____.00	+	____.00	+
___ to ___	____.00	+	____.00	+
___ to ___	____.00	+	____.00	+

Use DPI benefit rates or LEA entered benefit rates? _ DPI _ LEA
 Round budget to the nearest dollar? Y
 PRCs selected: 026

Benefit Rates and Rounding Options

- The default values are initially keyed into the FUOT screen
- The rounding flag parameter can only be changed **prior to** sending initial budget to DPI
- Benefit rates may be changed within an amendment using the Benefit Rate Adjustment (FURA) program.



Verify Indirect Cost

- You may decrease the percentage amount budgeted for indirect cost but you cannot increase it.
- May adjust indirect cost if the cap on administrative expense is lower than your percentage.

FUDT				PLANNING BUDGET DETAIL		6/23/10		09:41:40	
BUDPUSER				DPI County Schools					
Year ending: 06/30/ 20 11				PRC: 023		VOC ED FEDERAL TECH PREP			
Version: 1 FBS Summer 2010				Rounding: Y					
---BENEFITS/INDIRECT COST---				-----PROJECTED-----					
Hospital	:	\$4,527.00		LEA planning allotment:					\$.00
Retirement	:	8.7500%		Estimated carryover	:				\$.00
Social security:		7.6500%		Total	:				\$.00
Indirect cost	:	<u>2.3110%</u>		Detail total	:				\$.00
				Admin carryover	:				\$.00



LEA Planning Allotment and Carryover

- LEA may enter estimated allotment and carryover for certain PRCs.
- DPI overrides LEA estimate when actual amount is determined.

FUDT				PLANNING BUDGET DETAIL		6/23/10	
BUDPUSER				DPI County Schools		10:19:50	
Year ending: 06/30/ 20 11				PRC: 023		VOC ED FEDERAL TECH PREP	
Version: 1 FBS Summer 2010						Rounding: Y	
---BENEFITS/INDIRECT COST---				-----PROJECTED-----			
Hospital	:	\$4,527.00	LEA planning allotment:			\$.00
Retirement	:	8.7500%	Estimated carryover	:		\$.00
Social security:		7.6500%	Total	:		\$.00
Indirect cost	:	<u>2.3110%</u>	Detail total	:		\$.00
			Admin carryover	:		\$.00



Adding/Editing Budget Detail

- Press F6 to add your revenue code and other budget codes
- Type a C next to the line item you wish to edit

A	F	Purp	Obj	Locn	Use	503	Description	Budget amount
—	3	5110	163	000	000	00	REGULAR CURRICULAR - SUBSTITUT	\$.00
—	3	5110	312	000	000	00	REGULAR CURRICULAR - WORKSHOP	\$.00
—	3	5120	121	000	000	00	CTE - SALARY - TEACHER	\$.00
—	3	5120	122	000	000	00	CTE - SALARY - INTERIM TEACHER	\$.00
—	3	5120	126	000	000	00	CTE - SALARY - EXTENDED CONTRA	\$.00
								More...
		3	0000	000	000	000	00	

Fast path: _____ Year ending: 06/30/ 20 ____ PRC: ____ Ver/Amd: ____
 Enter=Update F5=Refresh F6=Create F12=Cancel



Entering Salary Detail

- Lists salaried positions paid from budget code
- Press F6 to create salary detail
- Enter Budget amount to equal Salary Amount

```

File Edit View Communication Actions Window Help
FUDT          PLANNING SALARY BUDGET UPDATE      6/25/10   14:54:12
BUDPUSER          DPI County Schools

Year ending: 06/30/ 20 11      PRC: 023  VOC ED FEDERAL TECH PREP
Version:  1      Description:  FBS Summer 2010
COA code: 3 5120 121 000 000 00  CTE - SALARY - TEACHER
Budget amount:  _____ $ .00      Salary amount:  _____ $ .00

A  Item  S  R  H  #  % Empl  Mnths  Std  Monthly
-  - - -  -  -  -  -  -  -  -  -  -  -
  
```



Planning Salary Detail Update

- Enter detail for each position paid from the budget code
- Benefit lines may be calculated automatically

```
File Edit View Communication Actions Window Help
FU DT          PLANNING SALARY DETAIL UPDATE      6/25/10   15:03:16
BUDPUSER      DPI County Schools

Year ending: 06/30/ 20 11      PRC: 023  VOC ED FEDERAL TECH PREP
Version:  1                    Description:  FBS Summer 2010
COA code: 3 5120 121 000 000 00      CTE - SALARY - TEACHER

Item:  1  SS: Y  Ret: Y  Hos: Y  _

Standard months of employment for this position (10,11,12):  _

Number of positions:           .00

Percent employed:              100.00  %

Months employed:               .00

Monthly salary:                $ .00
-----
Total:                          $ .00

Enter=Update   F5=Refresh                      F12=Cancel
Enter standard months employed and press ENTER for salary defaults.
```



Planning Equipment Budget Update

- Enter detail for each equipment item
- For each PRC, refer to Edit and Update (FIFP) screen for guideline concerning allowable expenses

```
File Edit View Communication Actions Window Help
FUDT          PLANNING EQUIPMENT DETAIL UPDATE      6/25/10   15:22:39
BUDPUSER          DPI County Schools

Year ending: 06/30/ 20 11      PRC: 023  VOC ED FEDERAL TECH PREP
Version:  1      Description:  FBS Summer 2010
COA code: 3 5120 542 000 000 00  CTE - COMPUTER HARDWARE PURCHA

Item:  1      Desc:  _____
Quantity:  0  Unit cost:  $0.00  Projected total:  $0.00

Planned use:  _____
              _____
              _____
```



Creating Budget Amendments

- You must have an Initial Budget in BUD before you can generate an amendment.
- Use the Amendments/Transfer Update (FUAB) program to:
 - Amend your budget by PRC
 - Transfer budget amounts between line items within a PRC
 - Create or Adjust Salary and equipment line items detail by PRC
 - Enter an Amendment/Transfer justification



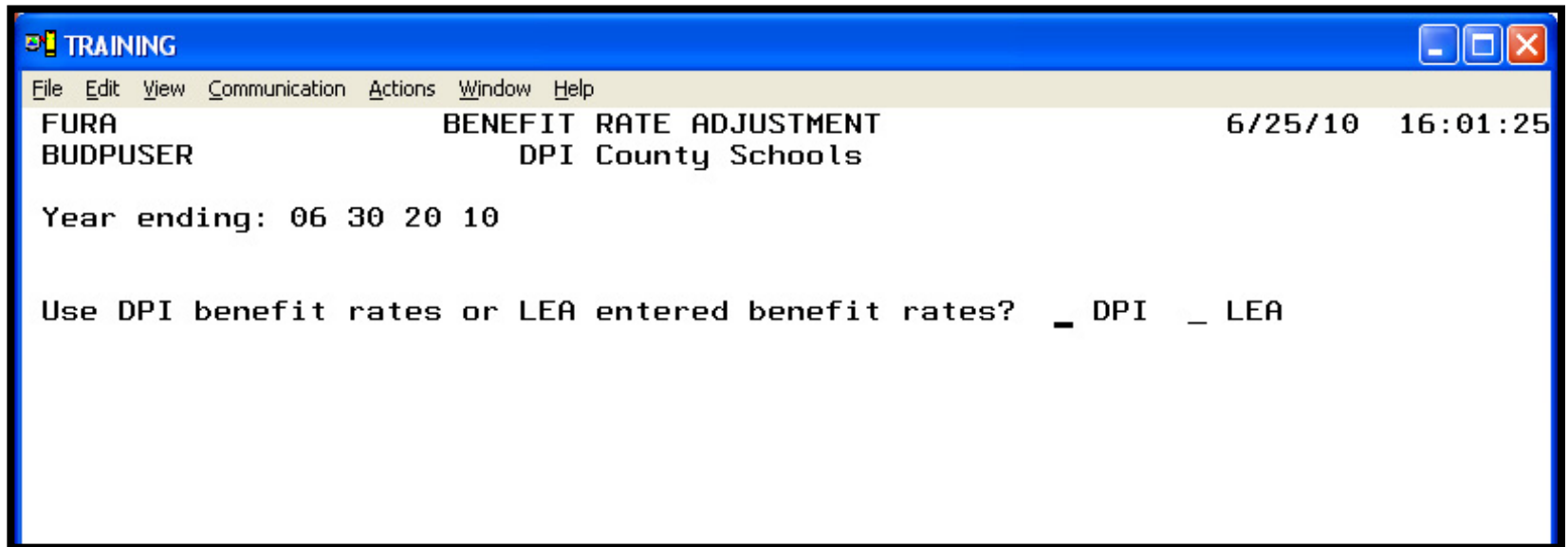
Points to Remember

- You must amend your budget if the allotment or carryover amount change after submitting the initial budget.
 - DPI transmits Allotment information twice a month. Be sure and receive your BUD files on a regular basis.
- An amendment cannot be deleted.
- Line items cannot be deleted. They can be zeroed out.
- You may only delete line items added in the current amendment.



Updating Benefit Rates - FURA

- If you have already sent your Initial Budget, you must open a amendment
- Use the Amend Benefit Rates program to update the benefit rates for each PRC.



```
TRAINING
File Edit View Communication Actions Window Help
FURA BENEFIT RATE ADJUSTMENT 6/25/10 16:01:25
BUDPUSER DPI County Schools

Year ending: 06 30 20 10

Use DPI benefit rates or LEA entered benefit rates? _ DPI _ LEA
```

Current Amended Budget (FICA)

- Summary of Initial Budget and Amendments
- Budget as it appears at DPI at current time



Year ending: 06/30/ 2010 PRC: 017 VOC ED PROGRAM IMPROVEMENT

Latest amendment received: 3 Rounding: Y

---Benefits/indirect cost---

Hospital : \$4,527.00
Retirement : 8.7500 %
Social security: 7.6500 %
Indirect cost : 2.2930 %

C/O Avail to Transfer : \$.00
Approved allotment : \$288,446.00
Actual carryover : \$.00
Total : \$288,446.00
Detail total : \$288,445.00
Admin carryover : \$.00

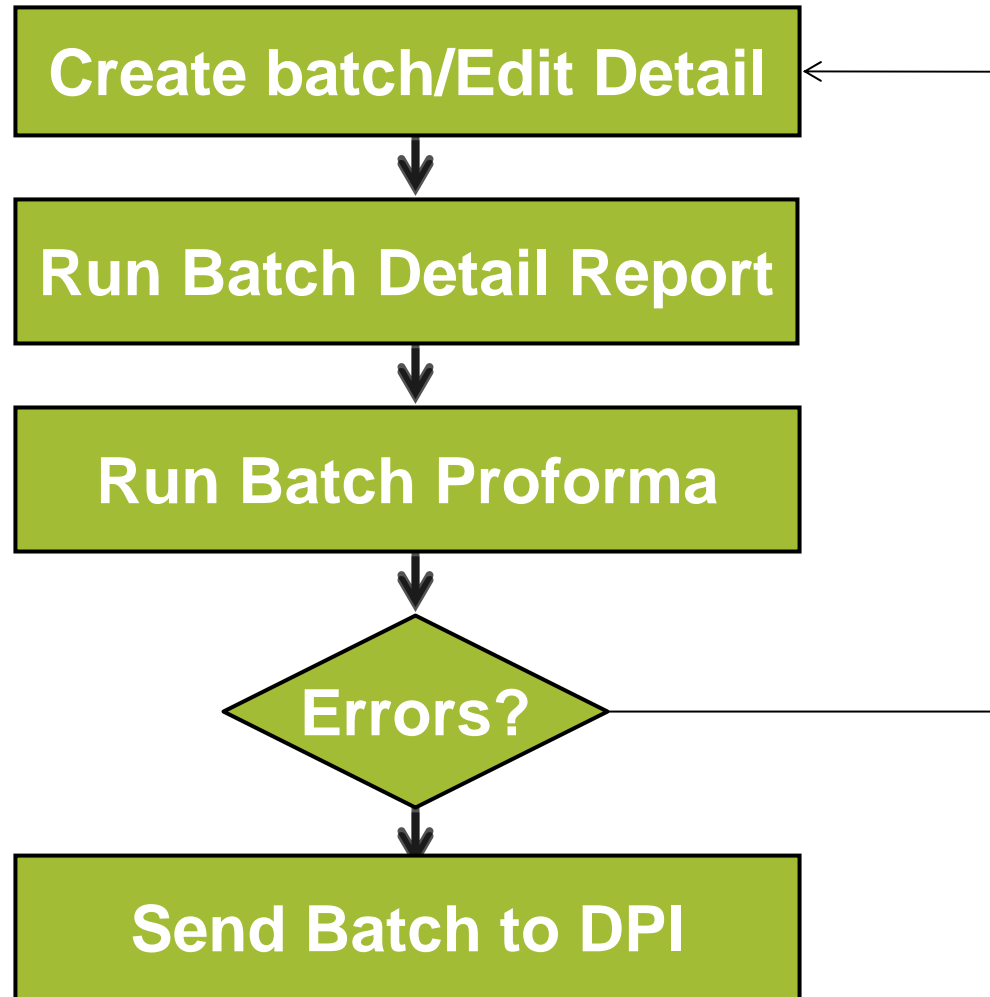
X	F	Purp	Obj	Locn	Use	503	Soc	Ret	Description	Lst	Budget amount
	3	3600	000	000	000	00			Revenue	1	\$288,446.00-
=	3	5120	121	000	000	00			CTE - SALARY - TEACHE	1	\$.00
	3	5120	162	000	000	00	Y	Y	CTE - SUBSTITUTE PAY	3	\$.00
	3	5120	163	000	000	00	Y	Y	CTE - SUBSTITUTE PAY	3	\$5,453.00
	3	5120	181	000	000	00	Y	Y	CTE - SUPPLEMENTARY P	1	\$.00
											More...
									Available to Transfer:		\$.00

Fast path: _____ Year ending: 06/30/ _____ PRC: _____ LEA: _____
Enter=Continue F5=Refresh F12=Cancel

Budget Adjustments Overview



Budgetary Adjustment Process



Create Batch/Edit Detail

- Press F6 to create a new batch
- Place an 'X' beside the batch you want to change.

```
Session A - [24 x 80]
File Edit View Communication Actions Window Help
AUTR          ADJUSTMENT BATCH SELECTION          7/25/06   13:48:0
BUDPUSER          TEST LEA

Year ending: 06/30/2007  Transaction type: UTR Current yr tfr w/in same fund

X  Batch      Owner      Created      Batch Open
-  - - - - -  - - - - -  - - - - -  - - - - -
=  222      BUDPUSER   07/21/2006   Y
```

Tips for BUD batches

- Each Batch must have an offsetting entry (Parent/Child relationship)
- Batches must be 12 lines or less
- Submit batches frequently
 - Do not wait until you have several batches before you release them



Tips for BUD Batches

- Prior Year Salary Exceptions
 - When trying to correct w/in the same PRC, must submit a manual 202
- Correcting Prior Year w/ Data File
 - Be sure to flag as prior year
 - If correcting in July or August, be sure to flag as installment
 - Call your vendor if you are unsure of what to do



Certified Salary Refunds/Adjustments

- BUD Transactions for Certified Salary objects must have a parent/child relationship.
- You **must use the F6 key** to create the offsetting entry. The F6 key creates the parent/child relationship.
- Salary System will **Reject** BUD batches w/o Parent/Child relationship.



Budget and Adjustment Reports



Federal Detail Reports

- Lists all lines in budget or amendment including salary and equipment detail
 - Budget Detail Report (FRDT)
 - Amendment Detail Report (FRAD)



Adjustment Detail Reports

- List all lines entered for specified batch
 - Batch Detail Report by Transaction Type (ARDT)
 - Local Refund Transportation Report (ARRT)
 - Instruction Personal Report (ARIP)



Proforma Reports

- Check for errors within budgets, amendments, and batches.
- Initial Budget Proforma (FRIP)
- Amendment Proforma (FRAP)
- Close Batch Proforma (ARCB)
- The information will be sent to DPI if the error is preceded by the word “Warning”

Warning: Account code not found in your G/L System



Common Errors in Budgets

- Budget is not in balance
- Revenue must equal allotment + carryover
- Budget amount must match salary total
- Budget amount must match equipment total



Common Errors in Budgets

- Account code not postable
- Failed administration edit. See add'l rept.
 - FRAPPRT3 Administration Edit Report
- Help Screen Message - 010-houskeep



Common Errors in Batches

- Line item requires an offsetting entry
- Fund code does not have a cash account
- Account requires suspense code
- Help Screen – 9D Houskeep



Transmitting to DPI



Sending Files to DPI

- Send File programs located on the System Update Files Menu (SFMU)
 - Use SUIB to send Initial Budget to DPI.
 - Use SUAB to sent amendments to DPI
 - Use Close Batch and Send to DPI (SUCB) option to send all batch transactions



Posting to General Ledger

- Set Update GL option – “Y” if you want to interface with your GL, or “N” to not interface.
- The default is set on Budget Options Update (FUOT) screen.
- You have the opportunity to set the option as you send each PRC or batch.



Adjustment Batches

- **You may post a batch to the prior month if you have not closed out the month**
- **Do not submit batches with multiple updates the same day**
- **Wait until you have been notified that the batch has been approved, THEN submit another batch**



Reports Generated when Sending Federal Budgets and Amendments

- Error Report
 - SUIBPRT or SUABPRT
- Administration Edit Report
 - SUIBPRTX or SUABPRTX
- Detail Report
 - FRDT or ARDT
- Audit Report for General Ledger Interface



Reports Generated When Sending Batches to DPI

- Close Batch Edit Report
 - SUCB2
- Batch Detail Error Condition Report
 - SUCB3
- Batch Detail Report (ARDT)
- Audit Report for General Ledger Update



Add Users to AS/400 Directory

- AS/400 users must be added to AS/400 System Directory in order to transmit files to DPI.
- Handled by AS/400 Administrator at LEA
- ADDDIRE Command



DPI Processing Rules

- When you send a Refund, the cash entry is always posted using the current month regardless of the processing period requested.

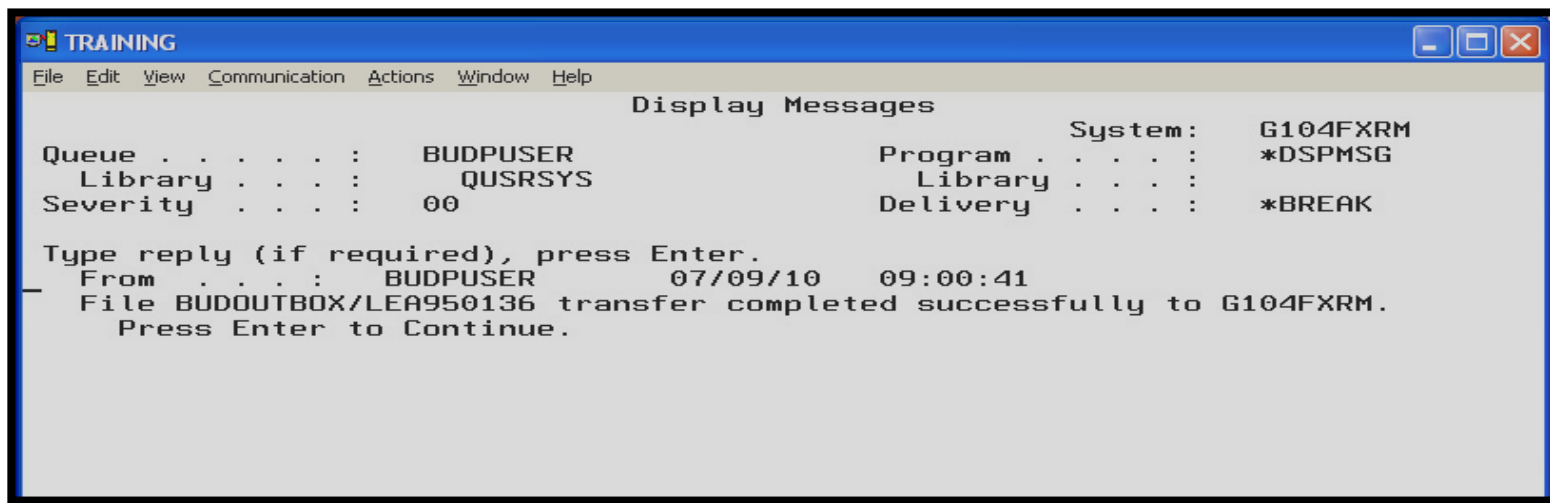


Verify Receipt by DPI

- Type: DSPMSG on command line
- Verify you see the following message:



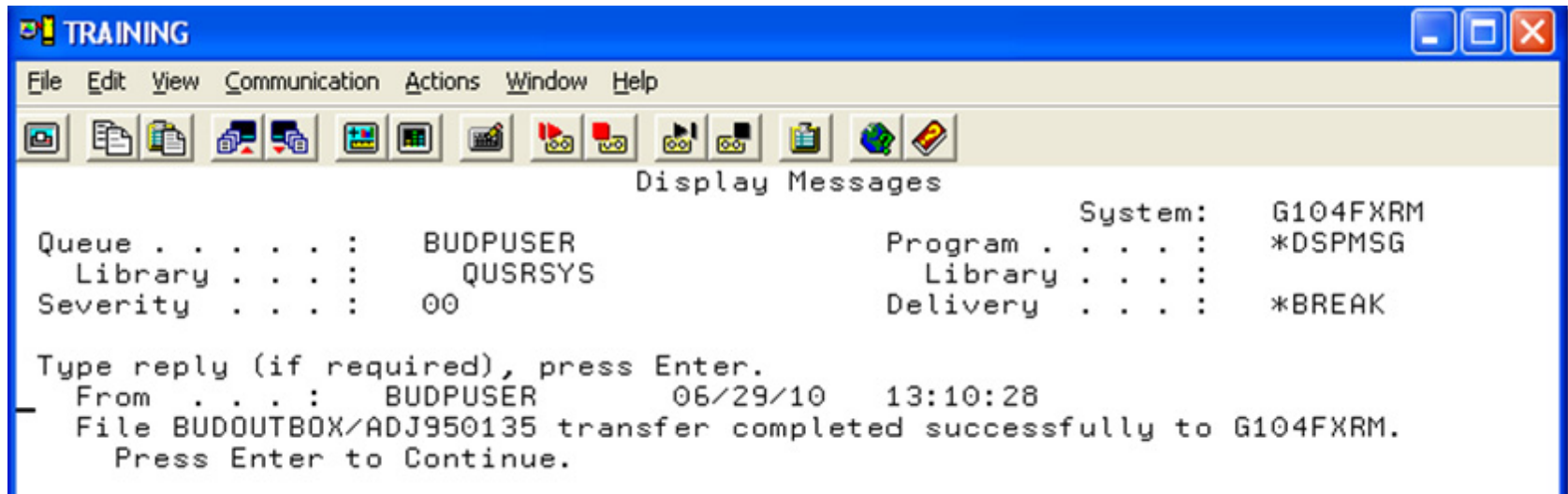
System Response to Federal File Sent to DPI



```
TRAINING
File Edit View Communication Actions Window Help
Display Messages
Queue . . . . . : BUDPUSER          System:      G104FXRM
Library . . . . . : QUSRSYS          Program . . . : *DSPMSG
Severity . . . . . : 00              Delivery . . . : *BREAK

Type reply (if required), press Enter.
From . . . . . : BUDPUSER          07/09/10    09:00:41
File BUDOUTBOX/LEA950136 transfer completed successfully to G104FXRM.
Press Enter to Continue.
```

System Response to Adjustments Sent to DPI



```
TRAINING
File Edit View Communication Actions Window Help
Display Messages
Queue . . . . . : BUDPUSER          Program . . . . . : System: G104FXRM
Library . . . . . : QUSRSYS          Library . . . . . : *DSPMSG
Severity . . . . . : 00              Delivery . . . . . : *BREAK

Type reply (if required), press Enter.
From . . . . . : BUDPUSER          06/29/10   13:10:28
File BUDOUTBOX/ADJ950135 transfer completed successfully to G104FXRM.
Press Enter to Continue.
```

Communication from DPI



Communication From DPI

- Federal and Batch communication forms may be transmitted daily and are automatically received into your System each morning (AUTOSURF)
- Run Receive File from DPI (SURF) to receive files during the day
 - You must be signed on as BUDPUSER
 - This can be done from any menu screen within BUD



Communication From DPI

- Communication for Federal Budgets and Amendments is sent at the discretion of the Program Administrator
 - Sent to LEA's weekly
- Communication for budgetary adjustment should appear in your system within 3-5 business days
 - Exception: Year-end processing



Accessing Communication Forms

- Inquiry Screens
 - FICF – Federal Budget Communication Inquiry
 - AICF - Adjustment Communication Inquiry

NOTE: Press F8 from any Inquiry Screen to view the comments
- Reports
 - FRCF – Federal Communication Form Report
 - ARCF - Adjustment Communication Report



After Submitting Your Batches

- **Check BUD Communication Forms before calling us!**
 - If approved, verify to see if results were what you expected
 - If not approved
 - check error message
 - Compare BUD entry with voucher inquiry screen in Salary System
 - make corrections
 - and resubmit if necessary



Copy Batches “Denied by DPI”

- Purpose is to correct errors in the Batch without rekeying.
- May Copy Batches with a batch status of ‘D’ on the AICF Screen
- Copied Batch has the same Batch Number, but uses the current date for the Batch Creation Date
- Once the Batch is copied, the Batch Status code becomes a ‘C’
- Batches can only be copied once



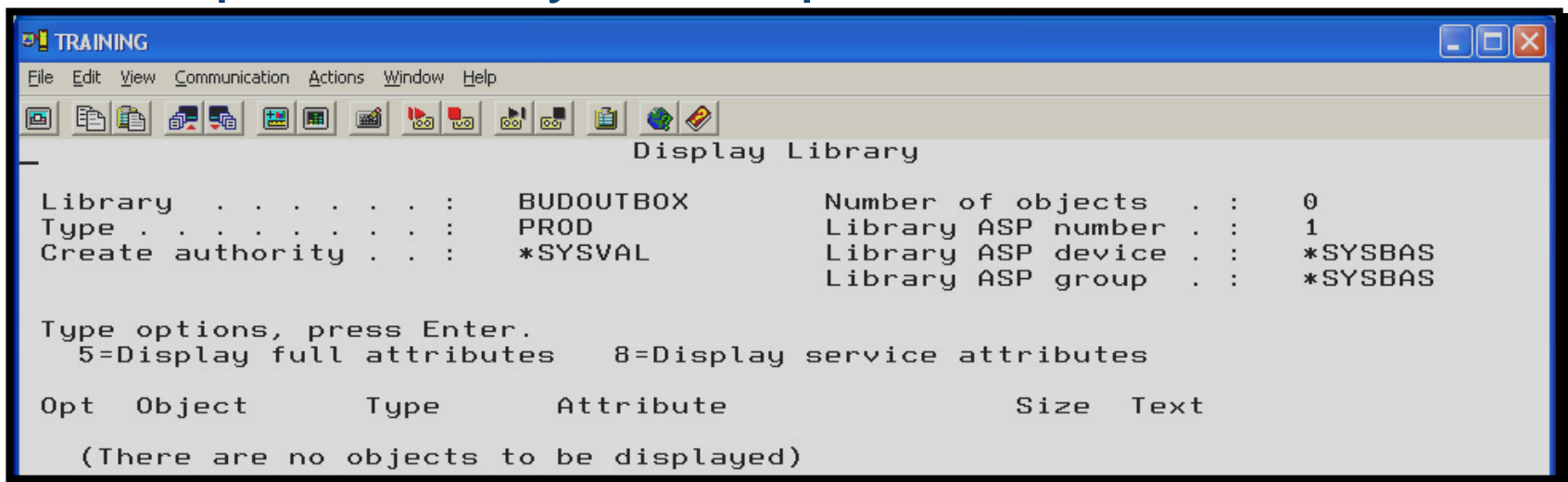
Copy Batches Denied by DPI

- Once errors are corrected, the batch is submitted to DPI for processing
- LEAs should not interface to their GL when batches are “resubmitted”



Missing Communication Forms?

- Sign on to BUD as BUDPUSER
- Display incoming files (SIBX)
 - Option 9 – System Update Files Menu
- Receive From DPI (SURF)
 - Option 5 – System Update Files Menu



```
TRAINING
File Edit View Communication Actions Window Help
Library . . . . . : BUDOUTBOX      Number of objects . : 0
Type . . . . . : PROD          Library ASP number . : 1
Create authority . . : *SYSVAL      Library ASP device . : *SYSBAS
                  Library ASP group . : *SYSBAS

Type options, press Enter.
  5=Display full attributes   8=Display service attributes

Opt Object      Type      Attribute      Size  Text
(There are no objects to be displayed)
```

Missing Communication Forms?

- If you are still missing communication forms and it has been at least five days after sending batch to DPI, get the transaction type(s) and batch number(s) for the missing batches
- Send an e-mail to the Customer Response Center at dpi.incidents@its.nc.gov.
- DPI will send you the communication forms again.



Missing Communication Forms?

- There is an audit trail report of all files/communication forms received.
 - SUUF Reports



User Access to BUD



BUD Security

- Two Levels of Security Access
 - AS/400 User Profile
 - BUD User Access



AS/400 User Profile

- Provides users with access to the AS/400 at the LEA
- Created and maintained by local AS/400 Administrator



Notes About AS/400 Profiles

- You can set a User Profile to go straight to the BUD Main Menu
 - eliminates “chgcurlib budp” command
- You can set a user profile to print reports to the queue. Then the user can review the reports online and only print when necessary - especially the System Update (SUUF) audit reports.



Notes About BUD Security

- Use Update User Information (SUUI) program on the System Tables Menu (STMU) to limit user access.
- You can give someone inquiry access only:
 - COA
 - Communication Forms



Notes About BUD Security

- You can secure Federal Budgets and Amendments by program/screen and PRC
- You can allow someone to create a planning budget, yet only allow the Finance Officer to send it to DPI



Support

- NC DPI Service Desk:
dpi.incidents@its.nc.gov
 - How to Use the BUD System
 - Help Screen Error Messages/Bugs
 - How to Install BUD Releases or PTFs

