Overview

A base budget captures budget details line-by-line and does not include any one-time or supplemental costs.

Quick Guide
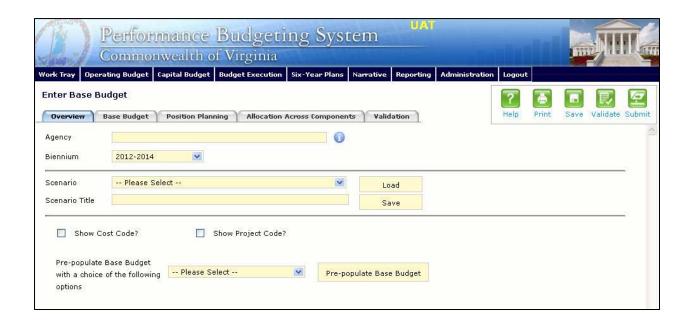
Agency Analyst

1. Mouse over the **Operating Budget Functional Area** menu item and select **Base Budget** from the resulting dropdown menu. Once **Base Budget** is selected, the **Overview** tab will appear.
2. Complete the **Overview** tab as described in the Overview tab instructions.
3. Complete the **Position Planning** tab as described in the Position Planning tab instructions.
4. Complete the **Base Budget** tab as described in the Base Budget tab instructions.
5. Complete the **Allocation Across Components** tab as described in the Allocation Across Component instructions.
6. Review the Base Budget before submitting to the Agency Reviewer. Make sure to load the correct scenario before submitting the base budget to the Agency Reviewer.
7. Click **Submit** and select the appropriate action from the available options.

    - Continue Working - Saves the base budget and returns it to the Available Work Items tab on the Work Tray for users with similar credentials to claim.
    - Submit for Agency Review - Submits the base budget to the next step in the workflow.
    - Void Document - Voids the base budget.

Overview Tab

Overview

The purpose of the Overview tab is to capture identifying information for a base budget and select the level at which the budget details will be entered. Additionally, the ability to save multiple scenarios of the base budget and pre-populate the base budget using previously entered values is provided.
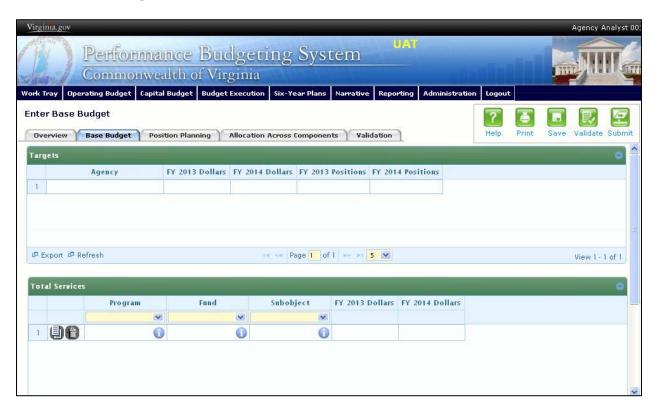
Instructions

1. Click on the Overview tab.
2. Select the Agency for which the base budget is being prepared.
3. Select the Biennium to which the base budget will be applied.
4. To create a new base budget scenario, enter the Scenario Title for the agency base budget and then click Save. To work with an existing scenario, select the Scenario, and then click Load. Once you are done working with a scenario, click Save again before submitting the base budget.
5. Check Show Cost Code? and/or Show Project Code? If the base budget will be entered at the cost code level, project code level, or both.
6. To pre-populate the Total Services Grid on the Base Budget tab (1st and 2nd years of the biennium) with existing data, make a selection from the Pre-populate Base Budget with a choice of the following options dropdown and then click the Pre-populate Baseline button.

Base Budget Tab

Overview

The purpose of the Budget Detail tab is to capture the budget details, line by line, for the base budget. A user will be required to enter the program, fund, subobject, and FY 20XX and FY 20XX dollars for each budget line associated with the base budget. If a user specified that they would be budgeting at the cost code and/or project code levels, then they will be allowed to enter this level of detail when entering the budget details.

Additionally, the Position Planning tab must be used to budget for any positions associated with the base budget.

Instructions

1. Click on the **Budget Detail** tab.
2. Take note of the targets in the **Targets** grid as they will need to be met as described by DPB. Targets are established by DPB and can be for the program, fund or subobject dimensions.
3. Confirm the personal services data that populated the **Total Services** grid from the **Position Planning** tab is correct. If the data is incorrect, return to the **Position Planning** tab to make corrections and then repopulate the data as described in the Position Planning tab instructions.
4. In the **Total Services** grid, enter the **Program** (Program, Service Area or Component), **Fund**, and **Subobject** for each Non-personal Services budget line. Additionally, if applicable for the budget line, enter the **Cost Code** and/or **Project Code**.
5. Add rows to the **Total Services** grid, by clicking the **Add** button in the lower left corner of the grid as needed in order to specify multiple Non-personal Services line items.

Position Planning Tab

Overview

The purpose of the Position Planning tab is to capture, by position or role, the positions associated with the base budget. Additionally, users will be able to leverage COVA?s existing HR data to budget for positions. Once the positions are entered, the personal services budget can be automatically calculated and the resulting budget data can be used to populate the personal services subobjects in the Total Services grid. For the base budget, users can opt out of using the position planning functionality and are only required to enter the total number of positions for each year of the biennium.

Details

Position Planning by Role

1. Click on the Position Planning tab.
2. Select the Role radio button.
3. (Optional) Click the Import from HR button to import HR data for the selected agency into the Imported HR Data grid.

4. (Optional)Review the imported HR data in the Imported HR Data grid, and uncheck the Include? checkbox if you would like to omit a line of data during the copy of data into the Position Planning grid.
5. (Optional) Click the Copy HR Data button to copy the data from the Imported HR Data grid to the Position Planning grid.
6. In the Position Planning grid, enter or edit the Program, Fund, and Subobject for a role. Additionally, if applicable for the role, enter the Cost Code and/or Project Code.
7. Select or edit the Role.

> Enter the proper role title for the position you are requesting. Please contact the Department of Human Resource Management (DHRM) the DHRM website or your agency human resource department for this proper role title.

8. Enter or edit the Salary for the selected role.

> Enter the base salary for the position being requested. Do not include any benefit amounts. The requested amount must be within salary range and should be based on starting salaries for recent hires in this role.

9. Select or edit the Health Insurance for the role.

> Select a health premium. You can select the statewide average or the actual employers premium for single employee, plus one, and family coverage.

10. Select or edit the Retirement for the role.

> Select the retirement type for the position: regular VRS, VaLORS, SPORS judges' retirement, or defined contribution.

11. Enter or edit the number of pay periods for the role for the first year of the biennium in the FY 20XX Pay Periods cell if the role is valid for the first year of the biennium.
12. Enter or edit the number of positions allocated to the specified role for the first year of the biennium in the FY 20XX Positions cell if the role is valid for the first year of the biennium.
13. Enter or edit the percentage of the role that will be allocated to the program, fund and subobject in the first year of the biennium. This is entered in the FY 20XX Percentage cell if the role is valid for the first year of the biennium.
14. Enter or edit the FY 20XX Pay Periods, FY 20XX Positions and the FY 20XX Percentage, where 20XX is the second year of the biennium. Data will only be entered for the second year of the biennium if the role is valid for the second year of the biennium.
15. Add rows to the Position Planning grid, by clicking the Add button in the lower left corner of the grid as needed.

16. Once all roles have been added to the Position Planning grid, click the Calculate button to calculate the budget for both years of the biennium for the specified roles. This calculation is based upon the data entered for each role.
17. Confirm the calculation of the budget for both the first and second years of the biennium FY 20XX Budget. If the amounts are not correct, edit the values entered for a role and recalculate the budget for that role.
18. Once the budget for both years of the biennium for each role is satisfactory, click the Populate Total Services button to calculate the Personal Services budget for the Budget Details tab based upon the data entered in the Position Planning grid.

Position Planning by Position

1. Click on the Position Planning tab.
2. Select the Position radio button.
3. (Optional) Click the Import from HR button to import HR data for the selected agency into the Imported HR Data grid.
4. (Optional)Review the imported HR data in the Imported HR Data grid, and uncheck the Include? checkbox if you would like to omit a line of data during the copy of data into the Position Planning grid.
5. (Optional) Click the Copy HR Data button to copy the data from the Imported HR Data grid to the Position Planning grid.
6. In the Position Planning grid, enter or edit the Program, Fund, and Subobject for the role. Additionally, if applicable for the position, enter the Cost Code and/or Project Code.
7. Enter or edit the Position Title.

> Enter the proper position title for the position you are requesting. Please contact the Department of Human Resource Management (DHRM) the DHRM website or your agency human resource department for this proper title.

8. Enter or edit the Salary for the selected position.

> Enter the base salary for the position being requested. Do not include any benefit amounts. The requested amount must be within salary range and should be based on starting salaries for recent hires in this position.

9. Select or edit the Health Insurance for the position.

> Select a health premium. You can select the statewide average or the actual employers premium for single employee, plus one, and family coverage.

10. Select or edit the Retirement for the position.

> Select the retirement type for the position: regular VRS, VaLORS, SPORS, judges'retirement, or defined contribution.

11. Enter the number of pay periods for the position for the first year of the biennium in the FY 20XX Pay Periods cell if the position is valid for the first year of the biennium.
12. Enter or edit the number of positions allocated to the specified position for the first year of the biennium in the FY 20XX Positions cell if the position is valid for the first year of the biennium.
13. Enter or edit the percentage of the position that will be allocated to the Program, Fund, and Subobject in the first year of the biennium. This is entered in the FY 20XX Percentage cell if the position is valid for the first year of the biennium.
14. Enter or edit the FY 20XX Pay Periods, FY 20XX Positions and the FY 20XX Percentage, where 20XX is the second year of the biennium. Data will only be entered for the second year of the biennium if the position is valid for the second year of the biennium.
15. Add rows to the Position Planning grid, by clicking the Add button in the lower left corner of the grid as needed.
16. Once all roles have been added to the Position Planning grid, click the Calculate button to calculate the budget for both years of the biennium for the specified positions. This calculation is based upon the data entered for each.
17. Confirm the calculation of the budget for both the first and second years of the biennium FY 20XX Budget. If the amounts are not correct, edit the values entered for one or more positions and recalculate the budget for that those positions by repeating step 12.
18. Once the budget for both years of the biennium for each position is satisfactory, click the Populate Total Services button to calculate the Personal Services budget for the Budget Details tab based upon the data entered in the Position Planning grid.

Not Budgeting by Position or Role

1. Click on the Position Planning tab.
2. Check the Not Budgeting by Position or Role checkbox.
3. In the Position Planning grid, enter the total number of positions for the Agency for both the first year and second years of the biennium in the FY 20XX Positions cells. This is required to be arrayed at the level at which the base budget Targets are set (i.e. Program, Service Area, Fund).
4. To specify that positions are vacant for a budget line, check the Vacancy checkbox.
5. Add rows to the Position Planning grid, by clicking the Add button in the lower left corner of the grid as needed.

Allocation Across Components

Overview

The purpose of the Allocation Across Components tab is to capture the budget details for

each budgetary component by program and fund/fund detail.

Instructions

1. Click on the Allocation Across Components tab.
2. Click on the "update" button. This will populate the Allocation Across Components tab with your budget by program and fund/fund detail as allocated in the base budget total services grid. These lines will appear in the shaded grey rows. The balance to be allocated by component will be in the shaded yellow rows.
3. Click on the balance row where you would like to add a new row, and click "Add." In order to select the balance row properly, click the program field in the balance row. Keep adding rows until your budget is fully allocated by component.
4. Click the "update" button to check the balance remaining to be allocated. A green shaded row indicates that your budget is fully allocated.

5. Components can also be imported into the grid. The best method for this is to export the grid after you have clicked "update." Add component records in the Excel file using the proper ID numbers, and re-import the data set. After you re-import you will need to click "update" again.

Field Defintions

Agency

Source agency of the base budget.

Calculate

A button that allows for the calculation of the FY 20XX budget fields.

Copy HR Data

A button that copies the imported HR data for an agency into the Position Planning grid

Fund

A popup list that allows for the selection of a fund detail.

FY 20xx Budget

A calculated field that displays the budget for a position or role for the first or second year of the biennium.

FY 20xx Pay Periods

A numeric field that allows for the entry of 0 to 26 pay periods associated with the first or second year of the biennium for a position or role.

FY 20xx Percentage

A percentage field that allows for the entry of 1% to 100% associated with the first of second year of the biennium for a position or role.

FY 20xx Positions

A numeric field that allows for the entry of the number of positions associated with the first or second year of the biennium for a role.

Health Insurance

A dropdown list that allows for the selection of the Health Insurance plan associated with a position or role.

Import from HR

A button that copies the existing HR data for an agency into the Imported HR Data grid.

Imported HR Data Grid

A grid that displays the imported HR data for an agency when the Import from HR button is clicked.

Include?

A checkbox that includes an HR data line in the copy from the Imported HR Data grid to the Position Planning grid.

Load

A button that loads a scenario once a scenario is selected.

Not Budgeting by Position or Role

A checkbox that allows for the entry of position planning data as a total number of positions.

Populate Total Services

A button that populates the personal services data in the Total Services grid on the Budget Details tab.

Position

A text field that allows for the entry of a position title.

Position Planning Grid

A grid field that displays, by role or position, the position planning data for the base budget.

Pre-populate Base Budget with a choice of the following options

A dropdown that allows for the selection of the data that will be used in the pre-population of the base budget.

Pre-populate Baseline

A button that allows for the pre-population of the two years of the biennium.

Program

A popup list that allows for the selection of a program, service area or component, depending on the structure of the programs for a given agency.

Retirement

A dropdown list that allows for the selection of the Retirement plan associated with a position or role.

Role

A popup list that allows for the selection of a role.

Salary

A numeric field that allows for the entry of the salary associated with a position or role.

Save

A button that allows for the saving of a scenario

Scenario

A dropdown field that allows for the selection of an existing scenario.

Scenario Title

A text field that allows for the entry of a title for a scenario.

Select By Role Or Position

A radio button option that allows a user to select to budget by Role or Position.

Show Cost Code?

A checkbox that allows for the entry of budget details at the Cost Code level.

Show Project Code?

A checkbox that allows for the entry of budget details at the Project Code level.

Subobject

A popup list that allows for the selection of a subobject.

Total Services Grid

A grid that allows for the entry of the total services for an agency, additionally, the personal services for this grid can be populated using the Position Planning tab.

Vacancy

A checkbox that allows for the specification of vacant positions.