Instructions for Preparing Base Budget Submissions

2018-2020 Biennial Budget

Department of Planning and Budget

August 2017

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Base Budget Overview

About the Base Budget Submission

This package provides guidance and instructions for the preparation of your agency's base budget, which is due to DPB by **September 11, 2017**. The creation of the base budget is the first step in the development of the 2018-2020 biennial budget that will be presented by the Governor for the 2018 Session of the General Assembly. The base budget submission serves as a foundation for all subsequent budget requests.

The base budget submission captures the line item dollar and position details which will become the starting point for 2018-2020 biennial appropriations. DPB has created base budget targets in the Performance Budgeting System against which you will spread line item details by fund detail and subobject. The base budget submission is technical in nature and must total to the targets created by DPB. These targets are equal to FY 2018 appropriations in Chapter 836, 2017 Virginia Acts of Assembly. (A detailed listing of base budget targets is available on the DPB Website.) You will use the base budget module in the Performance Budgeting System to create your base budget submission. See Appendix A for detailed instructions on this module.

Please familiarize yourself with these instructions and the Performance Budgeting System base budget module instructions included in Appendix A prior to beginning your submission.

Please contact your DPB budget analyst with any questions or concerns.

What's new or different this year?

- **Agency Submissions.** Agencies will create and submit their base budgets this year using the Performance Budgeting system Base Budget module. Two years ago, base budgets were loaded in the system by DPB and all requested changes to the base were submitted as subsequent budget requests.
- **Targets at the Program Level.** In previous years, base budget targets were set at the service area and fund group level. This time, base budget targets have been established at the program and fund group level which allows some shifting of budget amounts within the base budget submission.

Personal Services

Vacant Positions

For your 2018-2020 base submission, you should not fund 100 percent of your agency's authorized position level unless you plan to keep filled positions at or near the authorized position level (that is, no vacancies) in FY 2019 and FY 2020. Instead, you should fund a position level that is more consistent with your current filled position level including a reasonable amount for anticipated turnover and vacancy. To identify the vacancy rate in your agency, you should indicate the number of authorized positions not being funded using subobject 1182 (Unfunded Vacant Positions). For those positions -that are part of your budgeted amount for turnover and vacancy-, you should use subobjects 1192 (faculty positions) or 1195 (classified positions). You should indicate the filled authorized position level that you are funding using the usual subject codes that are valid for positions (e.g., 1123 and 1124).

Your total authorized position level in your base submission should still match the position totals as shown in FY 2018 of Chapter 836, but the subobject detail for these authorized positions will break them out by those you are funding in the submission versus those you are not funding. For example, assume an agency that has 50 authorized positions in FY 2018 of Chapter 836 and plans to fund 40 positions with a reasonable vacancy rate of five positions. This agency would then budget 40 positions on typical salary subobjects (1123, 1124, etc.), five positions on 1195 (classified positions turnover and vacancy) or 1192 (faculty positions), and the remaining five on 1182 (Unfunded Vacant Positions).

Vacancy Savings

If your base submission does include dollar amounts for turnover and vacancy, you may use the following designated convenience codes to identify the savings associated with such vacancy and turnover:

1192	Turnover/Vacancy Faculty Salaries
1193	Turnover/Vacancy Fringe Benefits
1194	Turnover/Vacancy Medical/Hospital Insurance
1195	Turnover/Vacancy Classified Salaries

Please do not use any other convenience codes for personal services.

Authorized Position Level

Position level detail in the Performance Budgeting System base budget module is not automatically pre-populated when the user chooses to auto-populate dollar amounts. Because of this, DPB has made available on its website, a listing of the position level detailed appropriation included in the 2017 Appropriation Act for FY 2018. You may choose to use data from this source to import into the Performance Budgeting System. Detailed instructions on how to accomplish this import are included in the spreadsheet on the DPB website. This spreadsheet is available in the same place on the DPB website where you downloaded these instructions.

Benefit Rates

Due to the fact that the totals of the base budget submission must match the agency totals in Chapter 836, your funding will not include fringe benefit changes that have occurred during the 2016-2018 biennium. These changes are budgeted separately in Central Appropriations. These amounts will be added to your agency 2018-2020 budget as a part of the base adjustments submission later during budget development. Consequently, the rates you will be using to calculate personal services costs for the 2018-2020 base submission will not be the benefit rates you will use in budget execution for FY 2018. The "Base Budget Rates/Factors" column in the table below shows the benefit rates you will use in your base budget submission. The decision package and base adjustment rates are included for your information.

Sub Object	*Benefit*		*Base Budget Rates/ Factors [1]*	*Base Adjustment/Decision Package Rates/Factors[1]*
1111	**VRS Retirement Contributions**			
	State Employees		14.22%	13.49%
	Virginia Law Officers Retirement (VaLORS)		19.00%	21.05%
	State Police (SPORS)		27.83%	28.54%
	Judges (JRS)		50.02%	41.97%
1112	**Social Security [2]**		6.20% **capped** at $127,200	
1112	**Medicare**		1.45%	1.45%
1114	**Group Life**		1.19%	1.31%
1115	**Annual Employer Health Insurance Premiums**			
	COVA Care	Single	$6,519	$7,764
		Employee + One	$11,676	$13,908
		Family	$17,124	$20,388
	COVA High Deductible	Single	$5,580	$6,612
		Employee + One	$10,368	$12,288
		Family	$15,144	$17,952
	HealthAware	Single	$6,519	$7,776
		Employee + One	$11,676	$14,184
		Family	$17,124	$20,796
	Kaiser Permanente	Single	$6,168	$6,648
		Employee + One	$10,956	$11,796
		Family	$16,020	$17,232
1116	**Retiree Health Insurance Credit Premium**		1.05%	1.18%
1117	**VSDP & Long-Term Disability Insurance**		0.66%	0.66%
1118	**Teachers Insurance and Annuity[3] Plan 1**		10.40%	10.40%
1118	**Teachers Insurance and Annuity[3] Plan 2**		8.50%	8.50%
1119	**Defined Contribution Plan[4]**		10.40%	10.40%
1138	**Deferred Compensation Match Payments**		One-half of employee's contribution per pay period, up to a max of $20 per pay period or $480 annually	

[1] Percentages refer to percent of salaries. Health insurance premiums are the annual employer dollar cost for an individual.

[2] The Social Security cap applies to calendar year 2017. Future year caps are unknown at this time.

[3] For institutions of higher education: This includes alternative retirement options, such as TIAA-CREF, for those employees as defined in § 51.1-126 of the Code of Virginia. Plan 1 employees are those employees hired before 7/1/2010. Plan 2 employees were hired after 6/30/2010.

[4] Used for employees eligible for a defined contribution plan established pursuant to § 51.1-126.5 of the Code of Virginia.

Nonpersonal Services

For nonpersonal services, you should at minimum, array amounts by major object of expenditure unless a more detailed subobject detail is desired. You should use the allowable "XX95" nonpersonal convenience subobject codes listed in the table on the following page if you are arraying these amounts by major object. **No other budgetary convenience subobject codes may be used.**

For major nonpersonal services expenses, you should consider arraying some amounts to a lower level of detail especially if such items represent expenses that are fixed externally and that you have little or no control over. For example; rent, VITA rates, and other internal service charges. The table below contains a listing of subobjects that may fall into this area for some agencies.

You may also refer to the complete subobject code listing available at the following link: http://bit.ly/2reMZFe.

Possible Detailed Nonpersonal Services Subobject Codes

1205	Seat Management Services
1214	Postal Services
1215	Printing Services
1216	Telecommunications Services (provided by VITA)
1217	Telecommunications Services (provided by non-state vendor)
1218	Telecommunications Services (provided by another state agency)
1241	Auditing Services
1242	Fiscal Services
1243	Attorney Services
1244	Management Services
1245	Personnel Management Services
1246	Public Informational and Public Relations Services
1247	Legal Services
1248	Media Services
1271	Information Management Design and Development Services (provided by VITA)
1272	VITA Pass Thru Charges
1273	Information Management Design and Development Services (provided by another State agency (not VITA) or vendor)
1274	Computer Hardware Maintenance Services
1275	Computer Software Maintenance Services
1276	Computer Operating Services (provided by VITA)
1277	Computer Operating Services (provided by another State agency (not VITA) or vendor)
1278	VITA Information Technology Infrastructure Services (Provided by VITA)
1279	Computer Software Development Services
1292	VITA Services Provided to Out of Scope Agencies
1321	Coal
1322	Gas

1323	Gasoline
1324	Oil
1325	Steam
1326	Wood Fuels
1431	Categorical Aid to Local Governments and Constitutional Officers (Not Technology)
1432	Payments in Lieu of Taxes
1433	General Revenue Sharing
1434	Disaster Aid to Local Governments
1435	Special Payments to Localities
1436	Categorical Aid to Local Governments and Constitutional Officers for Technology
1441	Payments to Substate Entities
1442	Payments to Individuals
1451	Grants to Intergovernmental Organizations
1452	Grants Nongovernmental Organizations
1453	Out-of-State Political Entities
1455	Disaster Cost Reimbursements to Other State Agencies
1456	Disaster Aid to Nongovernmental Organizations
1511	Aircraft Insurance
1512	Automobile Liability
1513	Flood Insurance
1514	Inland Marine Insurance
1515	Marine Insurance
1516	Property Insurance
1517	Boiler and Machinery Insurance
1521	Computer Capital Leases
1522	Central Processor Capital Leases
1523	Computer Software Capital Leases
1524	Equipment Capital Leases
1525	Building Capital Leases
1526	Land Capital Leases

1527	Land and Building Capital Leases
1531	Computer Rentals (not mainframe)
1533	Computer Software Rentals
1534	Equipment Rentals
1535	Building Rentals
1536	Land Rentals
1537	Land and Building Rentals
1538	Building Rentals – State Owned Facilities
1539	Building Rentals – Non-State Owned Facilities (Payment administered by DGS)
1542	Electrical Service Charges
1543	Refuse Service Charges
1544	Water and Sewer Service Charges
1547	Private Vendor Service Charges
1551	General Liability Insurance
1552	Money and Securities Insurance
1553	Medical Malpractice
1554	Surety Bonds
1555	Workers' Compensation
1561	Computer Peripheral Installment Purchases
1562	Computer Processor Installment Purchases
1563	Computer Software Installment Purchases
2211	Desktop Client Computers (microcomputers)
2212	Mobile Client Computers (microcomputers)
2214	Mainframe Computers and Components

2215	Network Servers
2216	Network Components
2217	Other Computer Equipment
2218	Computer Software Purchases
2219	Development Tools Purchases
3111	Bond Issuance Expenses
3112	Bond Issuance Fees
3113	General Obligation Bond Financing
3114	General Obligation Bond Interest Retirement
3115	Revenue Bond Financing
3116	Revenue Bond Interest Retirement
3117	Revenue Bond Principal Retirement
3121	Anticipation Loan Interest Retirement – Not drawdown or mortgage loans
3131	Anticipation Loan Interest Retirement – Drawdown and Mortgage Loans
3132	Mortgage Loan Interest Retirement
3196	Indirect Cost Recoveries from Auxiliary Programs for Obligations
3198	Inter-Agency Recoveries for Obligations
3199	Intra-Agency Recoveries for Obligations

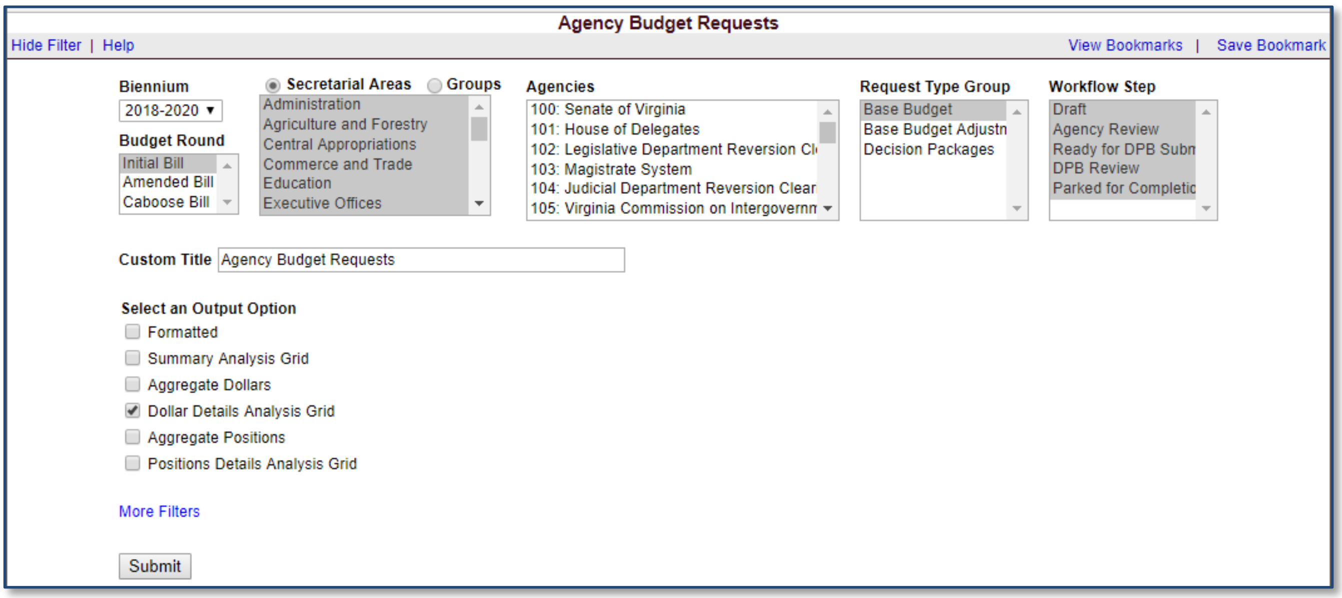
Allowable Nonpersonal Services Convenience Codes

1295	Undistributed Contractual Services
1395	Undistributed Supplies and Materials
1495	Undistributed Transfer Payments
1595	Undistributed Continuous Charges

2195	Undistributed Property and Improvements
2295	Undistributed Equipment
2395	Undistributed Plant and Equipment
3195	Undistributed Obligations

Reports

To check how you are progressing with your base budget entries, you can use the multi-purpose [BD1.17 - Agency Budget Requests]() Performance Budgeting system report. This report contains several options that allow you to run detailed reports on requested dollar amounts and authorized positions. Especially applicable for base budget submission, this report allows you to aggregate the detailed records contained in the submission to a higher level of summation including the level where targets have been established.



To view information on your base budget submission, choose the “Base Budget” selection in the “Request Type Group” filter.

The base budget submission can be viewed at various summation levels using the “Aggregate Dollars” or “Aggregate Positions” output options or you can view the raw record details using the “Dollar Details Analysis Grid” or “Position Details Analysis Grid” output options. The “Formatted” and “Summary Analysis Grid” options are designed primarily for other request type groups such as decision packages.

The following links provide some common ways that you can run the BD 1.17 report to view your base budget. These links will open the BD 1.17 with various options pre-filtered however, you will need to select your agency form the “Agencies” box and click the “Submit” button at the bottom of the report after the report opens.

- Base Budget Summed By Program and Fund Group - Dollar Aggregate
- Base Budget Summed By Service Area and Fund Group - Dollar Aggregate
- Base Budget - Positions Summed By Program and Fund Group
- Base Budget - Positions Summed By Service Area and Fund Group
- Base Budget - Dollar Detail Records
- Base Budget - Position Detail Records

APPENDIX A

Performance Budgeting System Instructions Base Budget Module

The base budget module captures the line item dollar and position details which become the starting point for agency biennial appropriations. The Department of Planning and Budget creates base budget targets that are equivalent to the second year appropriation of the most recent Appropriation Act. Agencies use the base budget module to spread these targeted amounts to fund and subobject details.

To access the base budget module, select “Base Budget” under the “Operating Budget” menu. This will create a new base budget work item. At any time you may submit or save the work item as indicated in the instructions below. The work item will then be available in the work tray for you and others with the same permissions in the Performance Budgeting System.

If you have any questions of a policy nature, please contact your DPB budget analyst. If you experience technical issues with the Performance Budgeting System, you can use the "Help Request" option on the top menu within the Budgeting application to open a ticket or you can contact the PB Help Desk at PBHelpDesk@vita.virginia.gov.

Base Budget Module Quick Guides

AGENCY ANALYST QUICK GUIDE

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. 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.
6. Prior to submitting, you may want to click the **Validate** button at the top of the screen. This will let you know if there are errors in your submission to include whether or not base budget targets have been met.
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.

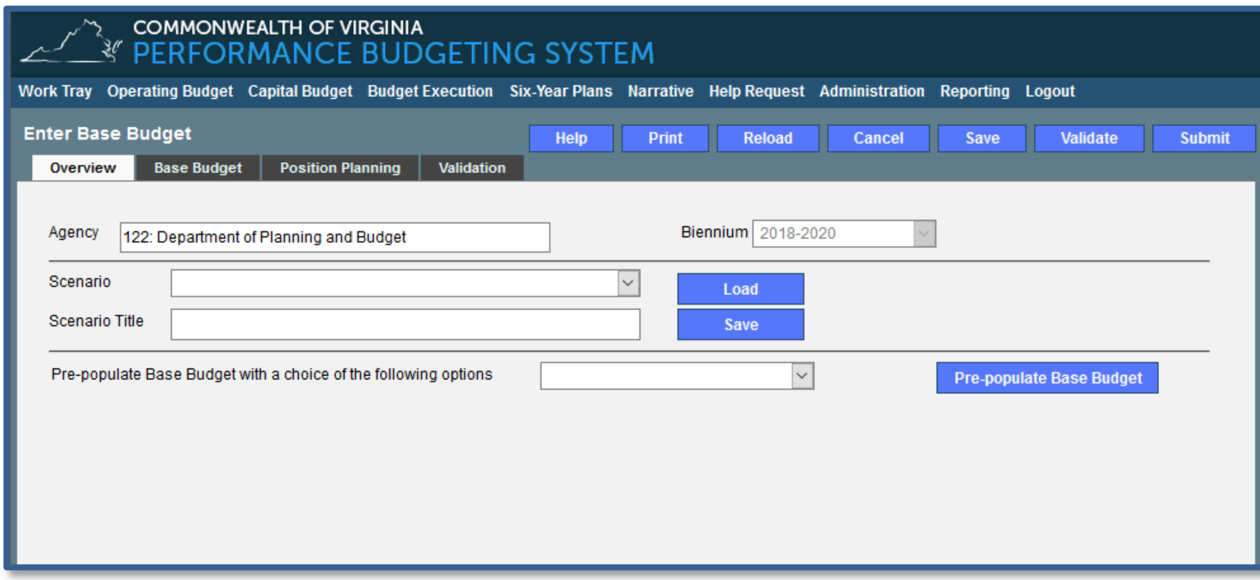
AGENCY REVIEWER QUICK GUIDE

1. Click on **Available Work Items** from the **Work Tray**.
2. Select the **Document Type** filter and select Base Budget to filter on the base budget work items.
3. Click the **Claim** button next to the base budget that is ready for review. Once the base budget is claimed, the **Overview** tab will appear.
4. Review the **Overview** tab for completeness and accuracy. Refer to the DPB transmittal for policy guidance. Make sure the correct scenario is loaded before reviewing and submitting the base budget to DPB.
5. Click on the **Base Budget** tab and review for completeness and accuracy. Refer to the DPB transmittal for policy guidance.
6. Click on the **Position Planning** tab and review for completeness and accuracy. Refer to the DPB transmittal for policy guidance.
7. Prior to submitting, you may want to click the **Validate** button at the top of the screen. This will let you know if there are errors in your submission to include whether or not base budget targets have been met.
8. Click **Submit** and select the appropriate action from the available options.
   - Continue Review - 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 DPB Review - Submits the base budget to DPB.
   - Return for Further Data Entry - Returns the base budget to the data entry workflow step.
   - Void Document - Voids the base budget.

Overview Tab

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.



Overview Tab 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. You may at your option, pre-populate the **Total Services** Grid on the **Base Budget** tab (1st and 2nd years of the biennium) with existing data. You may also load a data-set of your own via the grid import functionality. To pre-populate the **Total Services** Grid using data available from within the PB system, make a selection from the **Pre-populate Base Budget** dropdown and then click the Pre-populate Base Budget button. The choices are as follows:

    - a) ASP Base Budget Baseline (NO LONGER APPLICABLE - this option was for agencies that used the old Agency Spend Plan module and chose to create their base budgets in that module – the ASP module has been retired);
    - b) Current Appropriated Amount (this option populates the Total Services Grid with the year two amounts from the most recently adopted Appropriation Act - these amounts are used to create the base budget targets found at the top of the Base Budget tab and as a result, is the most common selection);

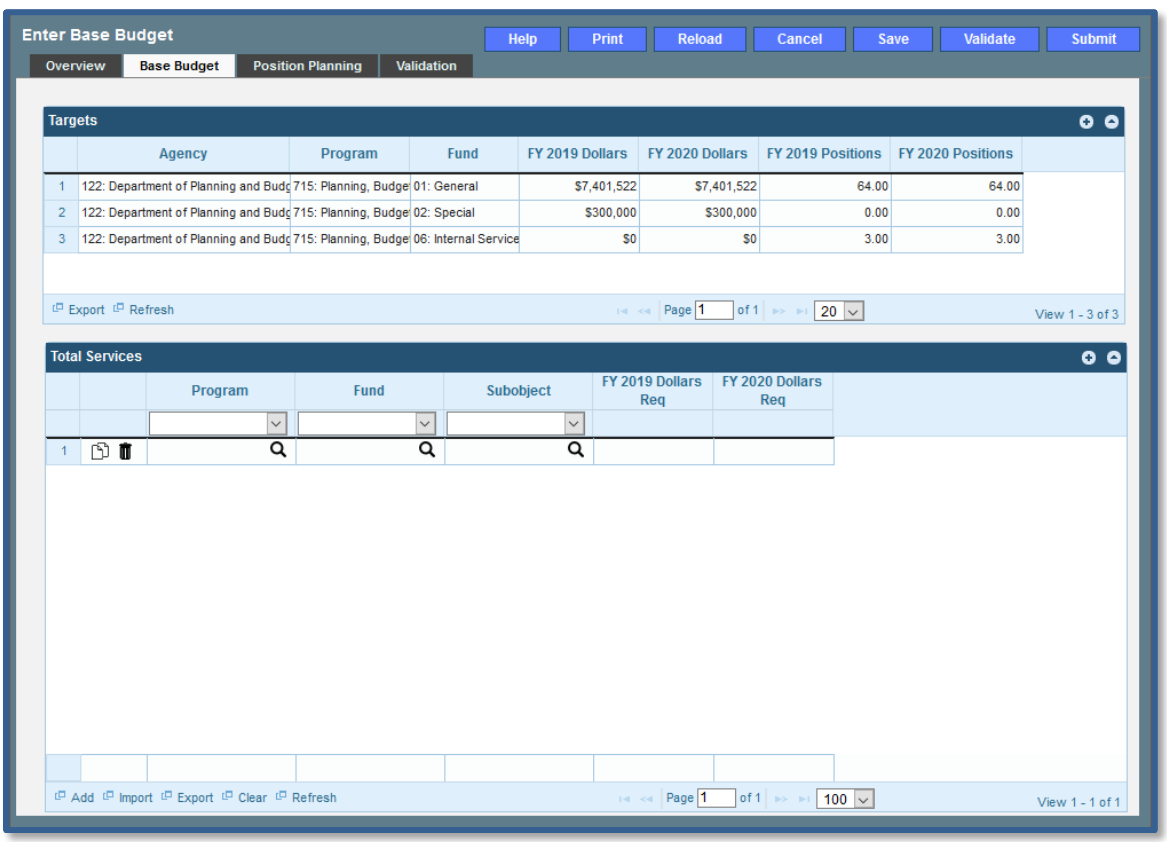
- c) Current Year Operating Plan (populates amounts equivalent to the amounts from option b listed above plus any execution transaction for year 2 - note: depending on the time of year base budgets are commenced, there may be little or no execution transaction activity);
- d) Prior Year Actuals (this option uses CARS expenditure data from the latest completed fiscal year); and
- e) Prior Year Operating Plan (this option uses appropriation from the prior year / year one of the biennium plus any execution transactions approved for that year.)

NOTE: Regardless of the method used to pre-populate the Base Budget tab, the targets established by DPB must be met. It will likely be necessary to make adjustments after pre-populating in order to meet the targets. In addition, this pre-population only impacts dollars and not authorized positions.

Base Budget Tab

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. Additionally, the **Position Planning** tab must be used to enter applicable authorized positions associated with the base budget.



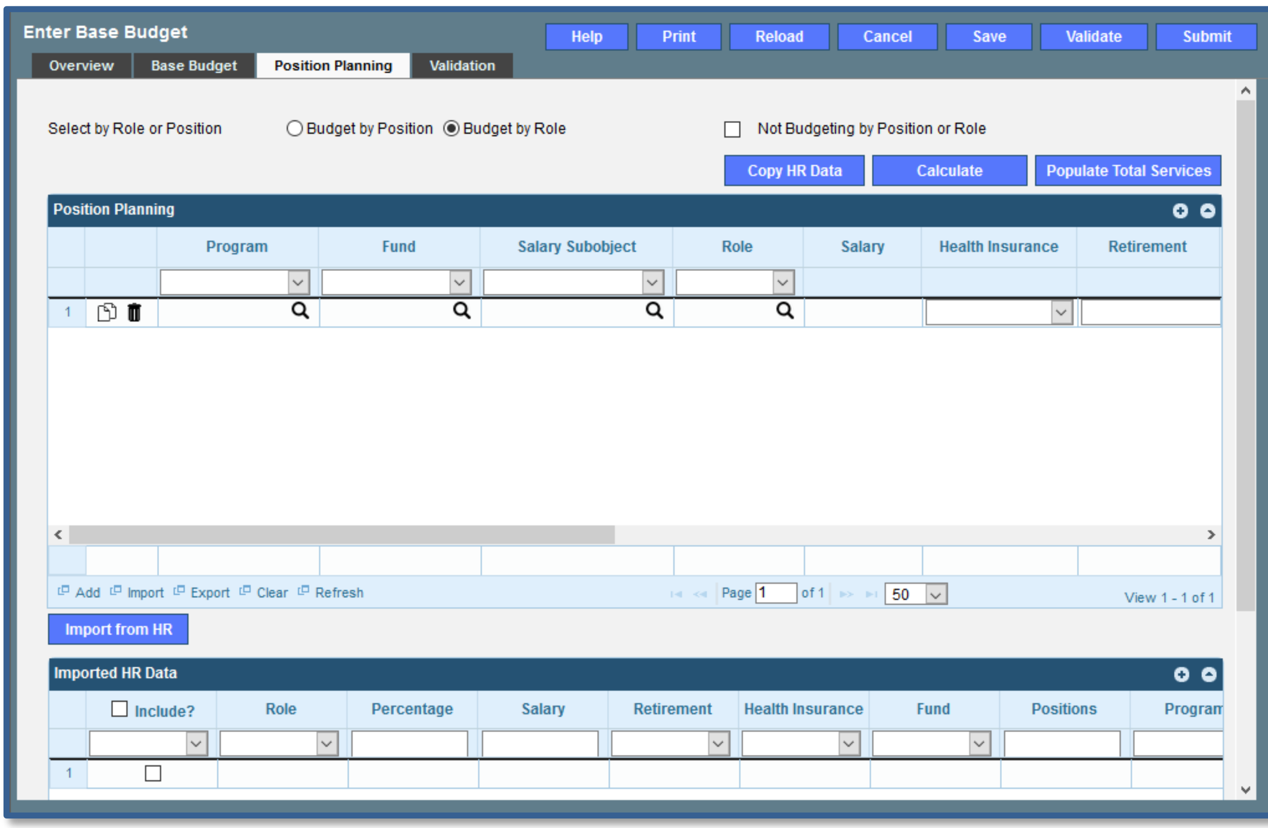
Base Budget Tab Instructions

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), **Fund**, and **Subobject** for each budget line. You may enter both personal and non-personal services line items in the Total Services grid directly. In addition, you may use the "Position Planning " tab to assist in the calculation and population of personal services records in the Total Services grid.
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.
6. You may import data from an Excel ".xls" file into the Total Services grid by clicking the "Import" link at the bottom of the grid. The best way to ensure the proper layout for importing is to fist click the "Export" link which will export a blank ".xls" file with the proper column headings. You then may copy data from another Excel spreadsheet or other application into this blank template which then can be imported into the **Total Services** grid by clicking the "Import" link at the bottom of the grid. Note: The file format for import must be the older ".xls" and not the newer ".xlsx" in order to successfully load.

Position Planning Tab

Position Planning Tab Overview

The purpose of the **Position Planning** tab is to record the authorized positions associated with an agency's base budget. 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.



Position Planning Tab Instructions

About the "Import from HR" Functionality

Please note that after recent changes to the Commonwealth's HR system, the "Import from HR" functionality no longer works properly. Consequently, you should not attempt to click the "Import from HR" button or the "Copy HR Data" button to populate the Position Planning grid.

Importing Authorized Positions Spreadsheet prepared by DPB

As previously indicated, DPB has prepared a spreadsheet containing authorized positions equivalent to the FY 2018 position level contained in Chapter 836, 2017 Acts of Assembly. This spreadsheet can be used to create an upload file which can be imported into the **Position Planning** grid. Detailed instructions on how to accomplish this import are included in the spreadsheet on the DPB website. This spreadsheet is available in the same place on the DPB website where you downloaded these instructions.

Not Budgeting by Position or Role

Use this method if you do not need to calculate the cost of positions in the Performance Budgeting System and only want to record the authorized position level associated with the base budget.

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.
6. Authorized positions can also be uploaded from an .xls file.

Position Planning by Role

Use this method if you would like to use the capabilities of the Performance Budgeting System to assist in the calculation of the dollar costs of your agency's authorized position level.

1. Click on the **Position Planning** tab.
2. Select the **Role** radio button.
3. In the **Position Planning** grid, enter the **Program** (includes Service Area), **Fund**, and **Subobject** for a role.
4. Select the **Role**.
5. Enter the **Salary** for the selected role.

   Enter the base salary for the position being requested. Do not include any benefit amounts.

6. Select the **Health Insurance** plan for the role.
7. Select or edit the **Retirement** for the role.

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

8. 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. Typically, you would assume 24 pay periods in both years for the Base Budget.
9. 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.
10. Enter or edit the **FY 20XX Pay Periods** and **FY 20XX Positions**, 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.
11. Add rows to the **Position Planning grid**, by clicking the **Add** button in the lower left corner of the grid as needed.
12. 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.
13. 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.
14. 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

Use this method if you would like to use the capabilities of the Performance Budgeting System to assist in the calculation of the dollar costs of your agency's authorized position level.

1. Click on the **Position Planning** tab.
2. Select the **Position** radio button.
3. In the **Position Planning** grid, enter the **Program**(includes Service Area), **Fund**, and **Subobject** for the role.
4. Enter the **Position** Title.
5. Select the **Role**.
6. Enter the **Salary** for the selected position.

   Enter the base salary for the position being requested. Do not include any benefit amounts.

7. Select or edit the **Health Insurance** for the position.
8. Select or edit the **Retirement** for the position.

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

15. 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. Typically, you would assume 24 pay periods in both years for the Base Budget.

9. 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.
10. Enter or edit the **FY 20XX Pay Periods** and **FY 20XX Positions**, 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.
11. Add rows to the **Position Planning** grid, by clicking the **Add** button in the lower left corner of the grid as needed.
12. 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.
13. 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.
14. 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.