

TeamBudget

www.multco.us/budget/teambudget

Creating a BudMod – Exp/Rev/FTE Training Handout Version 1.0

TeamBudget – Creating a BudMod Exp/Rev/FTE

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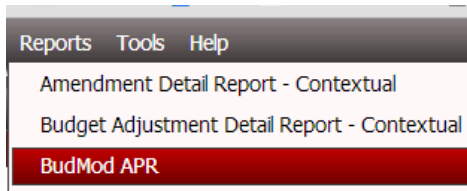
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BUDGET MODIFICATION SCREEN – INTERNAL BUDMODS

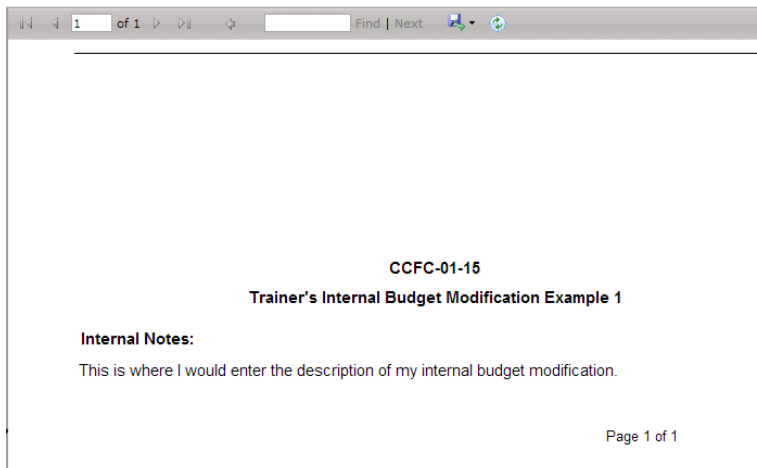
- **Budget Modification – Formal or Contingency** (see Creating a BudMod APR handout)
- **Budget Modification – Internal**
Enter text in the “Internal Budmod Description” box. You do not need to fill out any other information on this screen.

The screenshot shows the TeamBudget software interface. The top menu bar includes File, Document, Budget, Reports, Tools, and Help. The left sidebar has a 'Document' section with options: General, Documents, Notes, and Budget Modification (which is circled). Below this is a 'Budget' section with options: General, Operating Changes, and Position Changes. The main window title is '2015 BudINT-CCFC-01-15 - Trainer's Internal Budget Modification Example 1 (2015) - Main' and the document stage is 'Department Sandbox'. The 'Budget Modification Type' section shows 'Budmod Type' set to 'Internal'. The 'Internal Budmod Description' section has a text box with the placeholder text: 'This is where I would enter the description of my internal budget modification.'

When you print the BudMod APR report from the top toolbar,



this is what you'll see:

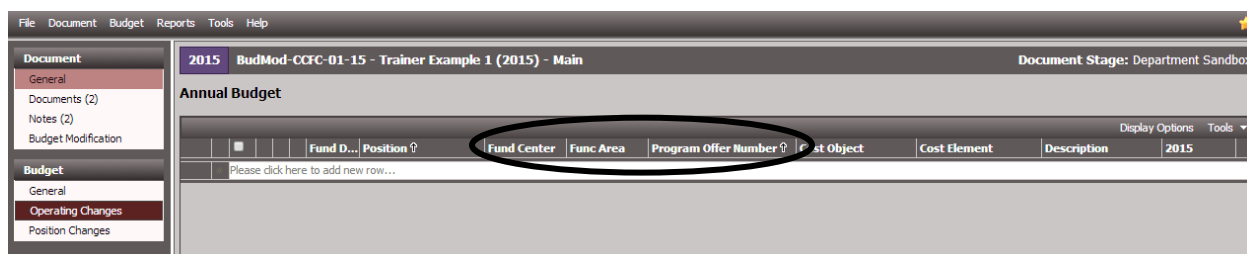


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BUDGET MODIFICATION – OPERATING CHANGES GRID

Enter expenditures and revenues in the same way that you did for other TeamBudget documents. (For a reminder of how to enter such data, please see the TeamBudget Expenditures & Revenues handout.)

BEFORE YOU START: Make sure you see columns for **Fund Center**, **Func Area**, and **Program Offer Number**. (See the TeamBudget Expenditures & Revenues handout for details on how to add a column.)



Examples:

- **Change a cost object from TRNGWBS1 to TRNGWBS2**

Original Program Offer line:

2015 10500-15 - Trainer's Demo Program Offer (2015) - Main (Published)									
Annual Budget									
	Fund...	Position	Fund Center	Func Area	Program Offer Number	Cost Object	Cost Element	Description	2015
Cost Element Type: Revenues									
Position: (none)									
	29991 -				10500-15 - Trainer's Demo Pro	TRNGWBS1 - Training	50190 - IG-OP-Fed Th		360,000
									360,000

Budget Modification lines:

2015 BudMod-CCFC-01-15 - Trainer Example 1 (2015) - Main									
Annual Budget									
	Fund...	Position	Fund Center	Func Area	Program Offer Number	Cost Object	Cost Element	Description	2015
Cost Element Type: Revenues									
Position: (none)									
	29991 -		10-50	0080	10500-15 - Trainer's Demo Pro	TRNGWBS1 - Tra	50190 - IG-OP-Fed Th		(360,000)
	29991 -		10-50	0080	10500-15 - Trainer's Demo Pro	TRNGWBS2 - Tra	50190 - IG-OP-Fed Th		360,000

TIP: You must enter the Fund Center, Functional Area, and Program Offer Number for every row.

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- Change a cost element from 50190 to 50195

Original Program Offer line:

2015 10500-15 - Trainer's Demo Program Offer (2015) - Main (Published)										Document Stage: Revised	
Annual Budget											
Display Options Tools											
				Fund...	Position ↑	Fund Center	Func Area	Program Offer Number ↑	Cost Object	Cost Element	Description 2015
Cost Element Type: Revenues											
Position: (none)											
					29991 -			10500-15 - Trainer's Demo Pro	TRNGWBS1 - Training	50190 - IG-OP-Fed Th	360,000
											360,000

Budget Modification lines:

2015 BudMod-CCFC-01-15 - Trainer Example 1 (2015) - Main

Document Stage: Department Sandbox

Annual Budget

Display Options Tools

				Fund...	Position ↑	Fund Center	Func Area	Program Offer Number ↑	Cost Object	Cost Element	Description	2015
Cost Element Type: Revenues												
Position: (none)												

Remove \$ from old cost element

Add \$ to new cost element

- Add Revenues & Expenditures

Enter new items via a Budget Modification:

2015

BudMod-CCFC-01-15 - Trainer Example 1 (2015) - Main

Document Stage: Department Sandbox

Annual Budget

Display Options

Tools

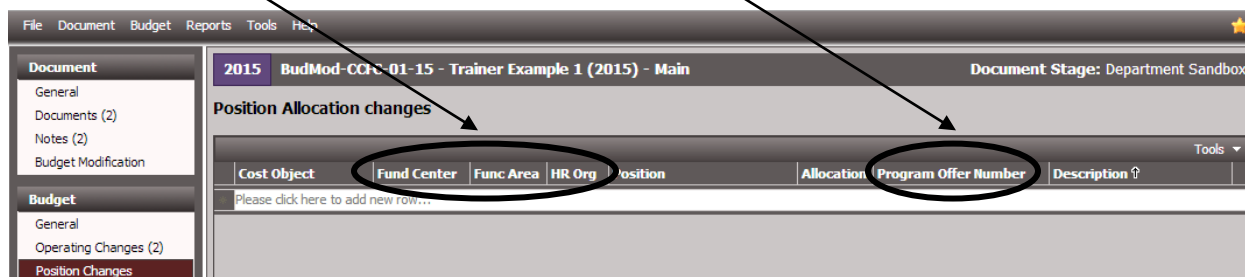
			Fund...	Position	Fund Center	Func Area	Program Offer Number	Cost Object	Cost Element	Description	2015
			Please click here to add new row...								
Cost Element Type: Revenues											
Position: (none)											
			29992 -		10-50	0080	10500-15 - Trainer's Demo Progra	19100-00-1234	50190 - IG-OP-Fed Thr		100,000
											100,000
											100,000
Cost Element Type: Expenses											
Position: (none)											
			29992 -		10-50	0080	10500-15 - Trainer's Demo Progra	19100-00-1234 - 60240 - Supplies			100,000
											(100,000)
											(100,000)
										Net:	

Note: Budget Modifications must be balanced (i.e. the Net should be blank), unless otherwise directed by the Budget Office.

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BUDGET MODIFICATION – POSITION CHANGES GRID

BEFORE YOU START: Make sure you see columns for **Fund Center**, **Func Area**, **HR Org**, and **Program Offer Number**.



The screenshot shows the 'Position Allocation changes' grid in the TeamBudget application. The grid has columns for 'Cost Object', 'Fund Center', 'Func Area', 'HR Org', 'Position', 'Allocation', 'Program Offer Number', and 'Description'. The 'Fund Center', 'Func Area', 'HR Org', and 'Program Offer Number' columns are circled, and arrows point to them from the text above.

For full-year changes, follow the same process for position allocations that you did for other TeamBudget documents. (For a reminder of how to enter such data, please see the TeamBudget Positions handout.)

Full-Year Examples:


- **Change a cost object from TRNGWBS1 to 190001 (full-year)**

Original Program Offer line:



Cost Object	Fund C...	Func A...	HR Org	Position	Allocation	Program Offer ...	Description
TRNGWBS1 - TrainingW...				1050 - 6000-Office Assistant 1 (790003): CCFCEmp	100	10500-15 - Trainer's	

New Budget Modification lines:



The screenshot shows the 'Position Allocation changes' grid with two lines. A callout box on the left says 'Remove position from old cost object' with an arrow pointing to the first line. Another callout box on the left says 'Allocate position to new cost object' with an arrow pointing to the second line.

Cost Object	Fund Cent...	Func Area	HR Org	Position	Allocation	Program Offer Number	Description
TRNGWBS1 - Trair 10-50	0080	12345	1050 - 6000-Office Assistant 1 (790003)	-100	10500-15 - Trainer's Demo Program		
190001 - Training 10-50	0080	12345	1050 - 6000-Office Assistant 1 (790003)	100	10500-15 - Trainer's Demo Program		

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- **Reclassify a Position from JCN 6000 to 6002 (full-year)**

Program Offer Document looks like this:

2015 10500-15 - Trainer's Demo Program Offer (2015) - Main (Published)							Document Stage: Revised
Position Allocation changes							
Cost Object	Fund C...	Func A...	HR Org	Position ↑	Allocation	Program Offer ...	Description ↑
TRNGWBS1 - TrainingW				1050 - 6000-Office Assistant 1 (790003): CCFC	100	10500-15 - Trainer's	

Request change via online form found at multco.us/budget/teambudget. The Budget Office will let you know the old and new position number (the position number will automatically update in the original program offer).

Unallocate position R1-790003 (with the old JCN) and allocate position 790003 (with the new JCN) via the Budget Modification:

2015 BudMod-CCFC-01-15 - Trainer Example 1 (2015) - Main							Document Stage: Department Sandbox
Position Allocation changes							
Cost Object	Fund C...	Func Ar...	HR Org	Position	Allocation	Program Offer N...	Description ↑
Please click here to add new row...							
TRNGWBS1 - TrainingWBS 10-50	0080	12345		1050 - 6000-Office Assistant 1 (R1-790003)	-100	10500-15 - Trainer's D	
TRNGWBS1 - TrainingWBS 10-50	0080	12345		1050 - 6002-Office Assistant/Sr (790003): C	100	10500-15 - Trainer's D	

What you see in Operating Changes Grid:

File	Document	Budget	Reports	Tools	Help																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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Don't forget the insurance revenue and offsetting expenditure for the Risk Fund.

Remember: If you are changing a position that had manual adjustments tied to it, you may need to work in the Operating Changes grid to make appropriate changes.

TeamBudget – Creating a BudMod Exp/Rev/FTE

Mid-Year Changes – these require a different process. You need to show what has already elapsed and what will happen for the rest of the year.

Example: Position 912345

Adopted Budget: Chicken Supervisor .

Effective Nov. 13, reclassified to a Lamb Supervisor .

Actions in the Budget Modification:

- Unallocate the full-year Chicken Supervisor position (which has been renamed R1-912345)



-100%

July - June

- Allocate position R2-912345 (created by the Budget Office), which accounts for the elapsed 4 months of a Chicken Supervisor



100%

July-Oct.

- Allocate position 912345 (created by the Budget Office), which accounts for the Lamb Supervisor, beginning in November



100%

Nov. - June



+



=

Revised Budget for entire year

July-Oct.

Nov. - June



TeamBudget – Creating a BudMod Exp/Rev/FTE

Mid-Year Examples:

- **Reclassify position 790002 from JCN 6001 to 6002 as of 1/1/15:**

Request change via online form found at multco.us/budget/teambudget. The Budget Office will let you know the relevant position numbers (the old position number will automatically update in the original program offer).

Program Offer Document looks like this (notice that the Budget Office has already renamed the original position to “R1-790002”):


2015 10500-15 - Trainer's Demo Program Offer (2015) - Main (Published)							Document Stage: Revised
Position Allocation changes							
Cost Object	Fund Cen...	Func Area	HR Org	Position	Allocation	Program Offer Num...	Description ↕
TRNGWBS1 - TrainingWBS_1				1050 - 6063-Project Manager (R1-790001): CCFC	100	10500-15 - Trainer's Demo	
TRNGWBS1 - TrainingWBS_1				1050 - 6001-Office Assistant 2 (R1-790002): CCFC	100	10500-15 - Trainer's Demo	

In the Budget Modification document:

1. Unallocate position R1-790002 (old JCN) – this is the full-year position.
2. Allocate position R2-790002 (old JCN) – this is the 6 months of the position that elapsed at the old JCN.
3. Allocate position 790002 (new JCN) – this is the 6 months of the position at the new JCN.

2015 BudMod-CCFC-01-15 - Trainer Example 1 (2015) - Main							Docu
Position Allocation changes							
Cost Object	Fund Cen...	Func Area	HR Org	Position	Allocation	Program Offer Num...	
TRNGWBS1 - TrainingWBS_1	10-50	0080	12345	1050 - 6001-Office Assistant 2 (R1-790002):	-100	10500-15 - Trainer's Demo	
TRNGWBS1 - TrainingWBS_1	10-50	0080	12345	1050 - 6001-Office Assistant 2 (R2-790002):	100	10500-15 - Trainer's Demo	
TRNGWBS1 - TrainingWBS_1	10-50	0080	12345	1050 - 6002-Office Assistant/Sr (790002): C	100	10500-15 - Trainer's Demo	

Note how the changes appear on the exp/rev/FTE report:



Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: CCFC-01-15

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
790002	6001	Office Assistant 2	12345	29991	TRNGWBS1	(1.00)	(33,237)	(10,357)	(16,395)	(59,989)
790002	6002	Office Assistant/Sr	12345	29991	TRNGWBS1	1.00	38,505	11,998	16,751	67,255
Total Annualized Changes:						0.00	\$5,268	\$1,642	\$356	\$7,266

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
790002	6001	Office Assistant 2	12345	29991	TRNGWBS1	(0.50)	(16,618)	(5,178)	(8,198)	(29,994)
790002	6002	Office Assistant/Sr	12345	29991	TRNGWBS1	0.50	19,253	5,999	8,376	33,627
Total Current FY Changes:						0.00	\$2,634	\$821	\$178	\$3,633

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TeamBudget – Creating a BudMod Exp/Rev/FTE

- **Change the FTE on position 790001 from 1.00 FTE to 0.80 FTE as of 10/1/14:**

Request change via online form found at multco.us/budget/teambudget. The Budget Office will let you know the relevant position numbers (the old position number will automatically update in the original program offer).

Program Offer Document looks like this (notice that the Budget Office has already renamed the original position to “R1-790001”):


2015 10500-15 - Trainer's Demo Program Offer (2015) - Main (Published)						
Position Allocation changes						
Cost Object	Fund Cen...	Func Area	HR Org	Position	Allocation	Program Offer Num...
TRNGWBS1 - TrainingWBS_1				1050 - 6063-Project Manager (R1-790001): CCFC	100	10500-15 - Trainer's Demo

In the Budget Modification document:

1. Unallocate position R1-790001 (old FTE) – this is the full-year position.
2. Allocate position R2-790001 (old FTE) – this is the 3 months of the position that elapsed at the old FTE.
3. Allocate position 790001 (new FTE) – this is the 9 months of the position at the new JCN.

2015 BudMod-CCFC-01-15 - Trainer Example 1 (2015) - Main						
Position Allocation changes						
Cost Object	Fund Cen...	Func Area	HR Org	Position	Allocation	Program Offer Num...
Please click here to add new row...						
TRNGWBS1 - TrainingWBS_1	10-50	0080	12345	1050 - 6063-Project Manager (R1-790001): C	-100	10500-15 - Trainer's Demo
TRNGWBS1 - TrainingWBS_1	10-50	0080	12345	1050 - 6063-Project Manager (R2-790001): C	100	10500-15 - Trainer's Demo
TRNGWBS1 - TrainingWBS_1	10-50	0080	12345	1050 - 6063-Project Manager (790001): CCF	100	10500-15 - Trainer's Demo

Note how the changes appear on the exp/rev/FTE report:



Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: CCFC-01-15

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
790001	6063	Project Manager	12345	29991	TRNGWBS1	(0.20)	(\$14,785)	(\$4,607)	(\$998)	(\$20,391)
Total Annualized Changes:						(0.20)	(\$14,785)	(\$4,607)	(\$998)	(\$20,391)

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
790001	6063	Project Manager	12345	29991	TRNGWBS1	(0.15)	(\$11,225)	(\$3,498)	(\$758)	(\$15,480)
Total Current FY Changes:						(0.15)	(\$11,225)	(\$3,498)	(\$758)	(\$15,480)

Page 2 of 2

TeamBudget – Creating a BudMod Exp/Rev/FTE

- **Change the distribution of a position between cost objects**

Original Program Offer line (position 790003 is allocated 100% to cost object TRNGWBS1):

2015 10500-15 - Trainer's Demo Program Offer (2015) - Main (Published)						
Position Allocation changes						
Cost Object	Fund Cen...	Func Area	HR Org	Position ↑	Allocation	Program Offer Number
TRNGWBS1 - TrainingWBS_1				1050 - 6000-Office Assistant 1 (790003): C	100	10500-15 - Trainer's Demo F


During the year, you receive a grant to pay for half of the position for the year, tied to cost object 9TRAINING.111. No position record changes are necessary – just change the allocation.

Remove part of allocation from old cost object

Allocate part of position to new cost object

2015 BudMod-CCFC-01-15 - Trainer Example 1 (2015) - Main						
Position Allocation changes						
Cost Object	Fund Cen...	Func Area	HR Org	Position	Allocation	Program Offer Number
Please click here to add new row...						
TRNGWBS1 - TrainingWBS_1	10-50	0080	12345	1050 - 6000-Office Assistant 1 (790003): C	-50	10500-15 - Trainer's Demo F
9TRAINING.111 - TrainingWBS_10-50		0080	12345	1050 - 6000-Office Assistant 1 (790003): C	50	10500-15 - Trainer's Demo F

Note how the changes appear on the exp/rev/FTE report:



Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: CCFC-01-15

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
790003	6000	Office Assistant 1	12345	29993	9TRAINING.111	0.50	13,987	4,358	8,020	26,365
790003	6000	Office Assistant 1	12345	29991	TRNGWBS1	(0.50)	(13,987)	(4,358)	(8,020)	(26,365)
Total Annualized Changes:						0.00				

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
790003	6000	Office Assistant 1	12345	29993	9TRAINING.111	0.50	13,987	4,358	8,020	26,365
790003	6000	Office Assistant 1	12345	29991	TRNGWBS1	(0.50)	(13,987)	(4,358)	(8,020)	(26,365)
Total Current FY Changes:						0.00				


TeamBudget – Creating a BudMod Exp/Rev/FTE

- **Add a Position:**

Allocate new position via a Budget Modification (in example below, New-1050-001 is a 1.00 FTE position beginning on 11/1/14):

2015 BudMod-CCFC-01-15 - Trainer Example 1 (2015) - Main							Docum
Position Allocation changes							
Cost Object	Fund Ce...	Func Area	HR Org	Position	Allocation	Program Offer Num...	
Please click here to add new row...							
TRNGWBS1 - TrainingWBS_1	10-50	0080	12345	1050 - 6022-Program Coordinator (New-1050-001)	100	10500-15 - Trainer's Demc	

Note how the changes appear on the exp/rev/FTE report:



Multnomah County, Oregon

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: CCFC-01-15

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
New-1050-001	6022	Program Coordinator	12345	29991	TRNGWBS1	1.00	51,817	16,146	17,650	85,613
				Total Annualized Changes:		1.00	\$51,817	\$16,146	\$17,650	\$85,613

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
New-1050-001	6022	Program Coordinator	12345	29991	TRNGWBS1	0.67	34,545	10,764	11,766	57,076
				Total Current FY Changes:		0.67	\$34,545	\$10,764	\$11,766	\$57,076

Remember: Each budgeted position must have a total allocation of 100%, even if it is split among cost objects or program offers.

TeamBudget – Creating a BudMod Exp/Rev/FTE

• Remove a Position:

Original Program Offer looks like this:


2015 10500-15 - Trainer's Demo Program Offer (2015) - Main (Published)							
Position Allocation changes							
Cost Object	Fund Cen...	Func Area	HR Org	Position ↑	Allocation	Program Offer Number	
TRNGWBS1 - TrainingWBS_1				1050 - 6000-Office Assistant 1 (790003): C	100	10500-15 - Trainer's Demo f	
190002 - Training Cost Center				1050 - 6000-Office Assistant 1 (790005): C	100	10500-15 - Trainer's Demo f	

In the Budget Modification document, remove position 790005 via a Budget Modification, as of 2/1/15:

1. Unallocate position R1-790005 (Budget Office has updated the position record number) – this is the full-year position.
2. Allocate position 790005 – this is the 7 months of the position that elapsed before it was eliminated.

2015 BudMod-CCFC-01-15 - Trainer Example 1 (2015) - Main							
Position Allocation changes							
Cost Object	Fund Cen...	Func Area	HR Org	Position	Allocation	Program Offer Number	
190002 - Training Cost Center	10-50	0080	12345	1050 - 6000-Office Assistant 1 (R1-790005): C	-100	10500-15 - Trainer's Demo f	
190002 - Training Cost Center	10-50	0080	12345	1050 - 6000-Office Assistant 1 (790005): C	100	10500-15 - Trainer's Demo f	

Note how the changes appear on the exp/rev/FTE report:



Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: CCFC-01-15

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
790005	6000	Office Assistant 1	12345	1000	190002	(1.00)	(33,237)	(10,928)	(16,395)	(60,561)
Total Annualized Changes:						(1.00)	(\$33,237)	(\$10,928)	(\$16,395)	(\$60,561)

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
790005	6000	Office Assistant 1	12345	1000	190002	(0.42)	(13,849)	(4,553)	(6,831)	(25,234)
Total Current FY Changes:						(0.42)	(\$13,849)	(\$4,553)	(\$6,831)	(\$25,234)

Remember: When removing a position, you must have a total allocation of -100%, even if the position is split among cost objects or program offers.

TeamBudget – Creating a BudMod Exp/Rev/FTE

CHEAT SHEET FOR INTERNAL SERVICES, GENERAL FUND CONTINGENCY, RISK FUND, ETC.

NOTE: Check multco.us/budget/TeamBudget for the most recent version.

FM Side				PS/CO Side			Cost Element/Commitment Item		Notes
FM Fund Center	FM Fund Code	Functional Area	FY 2015 Program Offer	Internal Order	Cost Center	WBS Element			
General Fund Contingency									
19	1000	0020	95000		9500001000		60470		Adjust available General Fund Contingency
Indirect Central									
xx-xx	xxxxx					xxx	60350		Indirect Expenditure
19	1000	0020	95001		9500001000		50310		Indirect reimbursement revenue in General Fund
19	1000	0020	95000		9500001000		60470		GGF Contingency expenditure
Departmental									
xxx	xxxxx				xxx	xxx	60355		Indirect Department Expenditure
xx-xx	1000				xxx	xxx	50370		Indirect Dept reimbursement revenue in General Fund
xx-xx	1000				xxx	xxx	xxx		Offsetting Dept expenditure in General Fund
Mobile Communications Management									
xx-xx	xxxxx					xxx	60370		Departmental mobile communications management expenditure
78-70	3503		78023		709528		50310		Budgets receipt of reimbursement
78-70	3503		78023		709528		60200		Budgets offsetting expenditures
Telecommunications									
xx-xx	xxxxx					xxx	60370		Departmental telecommunication expenditure
78-70	3503	0020	78022		709525		50310		Budgets receipt of reimbursement
78-70	3503	0020	78022		709525		60200		Budgets offsetting expenditures
Data Processing									
xx-xx	xxxxx					xxx	60380		Departmental data processing expenditures
78-70	3503	0020	78034		709599		50310		Budgets receipt of Data Processing reimbursement
78-70	3503	0020	78034		709599		60240		Budgets offsetting expenditures
Electronic Service Reimbursement									
xx-xx	xxxxx						60420		Departmental Electronics expenditure
78-60	3505	0020	78033		902211		50310		Receipt of Electronics service reimbursement
78-60	3505	0020	78033		902211		60240		Budgets offsetting expenditure
Motor Pool: Use this cost center if you are adding funds for motor pool use.									
xx-xx	xxxxx					xxx	60410		Departmental Motor Pool expenditure
78-30	3501	0020	78039		904160		50310		Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020	78039		904160		60240		Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.									
xx-xx	xxxxx					xxx	60410		Departmental Fleet expenditure
78-60	3501	0020	78037		904100		50310		Budgets receipt of Fleet service reimbursement
78-60	3501	0020	78037		904100		60240		Budgets offsetting expenditure
Building Management									
xx-xx	xxxxx					xxx	60430		Departmental Building Management expenditure
78-50	3505	0020	78008		902575		50310		Budgets receipt of Building Management service reimbursement
78-50	3505	0020	78008		902575		60170		Budgets offsetting expenditure
Insurance Service Reimbursement									
xx-xx	xxxxx						60140 or 60145		Departmental Insurance expenditure
72-80	3500	0020	72020		705210		50316		Insurance Revenue
72-80	3500	0020	72020		705210		60330		Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund									
xx-xx	xxxxx						60450		Departmental Capital Lease Retirement expenditure
Mail & Distribution									
xx-xx	xxxxx					xxx	60460		Mail & Distribution expenditure
78-20	3504	0020	78040		904400		50310		Budgets receipt of service reimbursement
78-20	3504	0020	78040		904400		60230		Budgets offsetting expenditure
Records									
xx-xx	xxxxx					xxx	60460		Records expenditure
78-20	3504	0020	78041		904500		50310		Budgets receipt of service reimbursement
78-20	3504	0020	78041		904500		60240		Budgets offsetting expenditure

TeamBudget – Creating a BudMod Exp/Rev/FTE

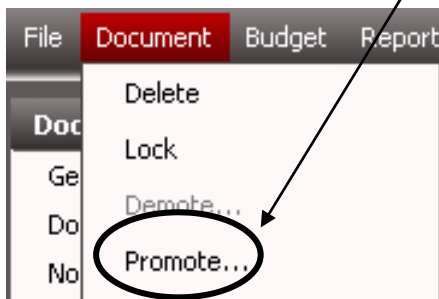
PROMOTING/DEMOTING A BUDGET MODIFICATION

- **Promote a Budget Modification**

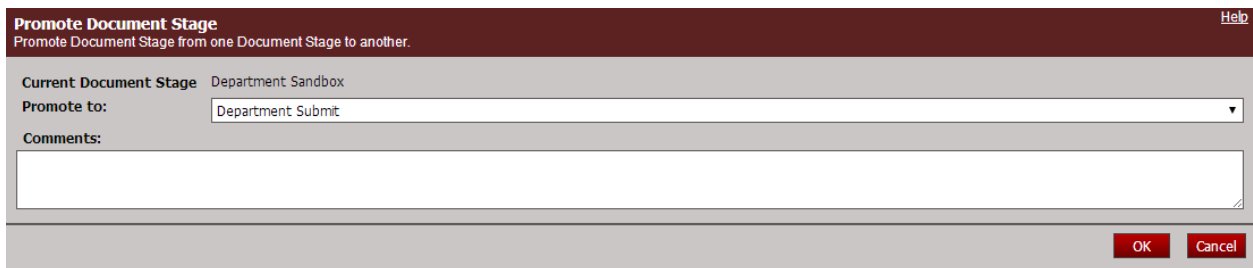
1. Open the Budget Modification. Note the current stage.



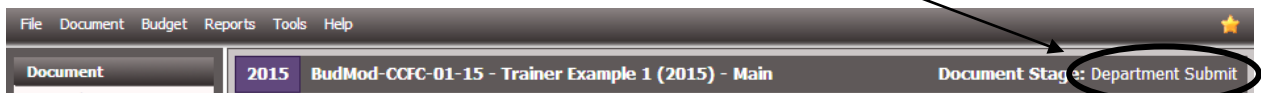
2. Click Document/Promote in the Budget Modification Top Menu.



3. The “Promote Document Stage” screen will appear with the next stage pre-selected (i.e. Department Submit). Click “OK.”



4. The document is now in the Department Submit stage. Note that the Budget Modification now shows the updated stage.

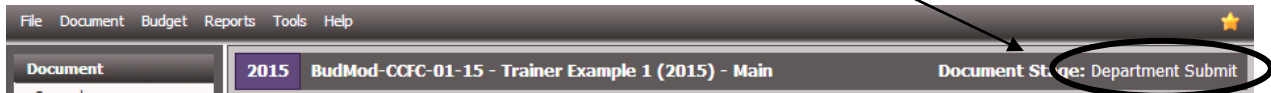


Note: In general, only select department users (e.g. Business Managers) may make changes in the Department Submit stage. Other users can see, but not change, the data.

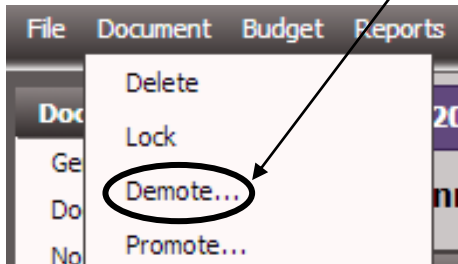
TeamBudget – Creating a BudMod Exp/Rev/FTE

- **Demote a Budget Modification** (generally available only to select department users, such as Business Managers)

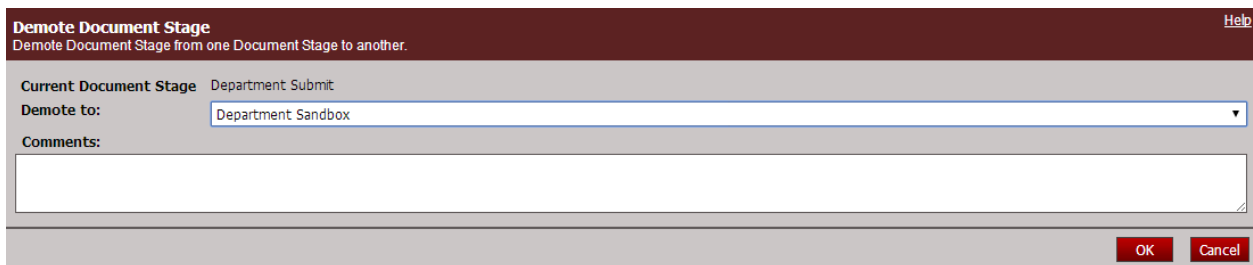
1. Open the Budget Modification. Note the current stage.



2. Click Document/Demote in the Budget Modification Top Menu.



3. The “Demote Document Stage” screen will appear with the previous stage pre-selected (i.e. Department Sandbox). Click “OK.”



4. The document is now in the Department Sandbox stage. Note that the Budget Modification now shows the updated stage.



TeamBudget – Creating a BudMod Exp/Rev/FTE

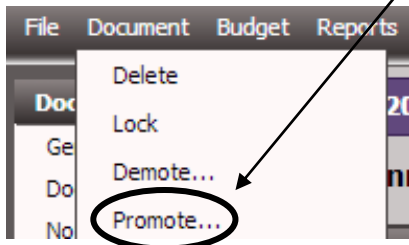
SUBMITTING BUDGET MODIFICATIONS TO THE BUDGET OFFICE

Perform the following steps for each Budget Modification to be submitted to the Budget Office. (Only select users have the ability to do this.)

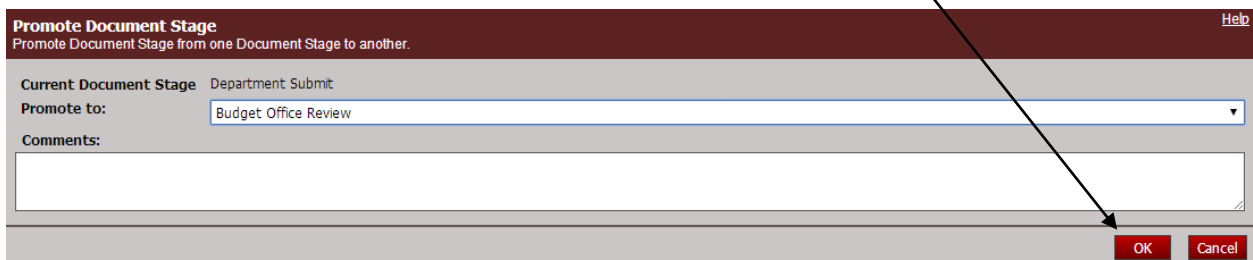
1. Open the Budget Modification. Note the current stage.



2. Click Document/Promote in the Budget Modification Top Menu.



3. The “Promote Document Stage” screen will appear with the next stage pre-selected (i.e. Budget Office Review). Click “OK.”



4. The Budget Modification is now submitted. Note the updated stage.



TeamBudget – Creating a BudMod Exp/Rev/FTE

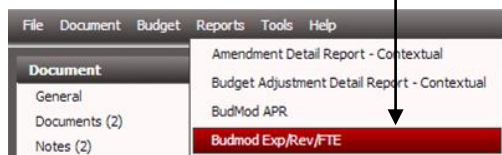
REPORTS – from within a Budget Modification

- **BudMod APR** (discussed in the Creating a BudMod APR handout)
- **Budmod Exp/Rev/FTE**

1. Open the relevant Budget Modification document.
2. Click on “Reports” in the top toolbar of the document.

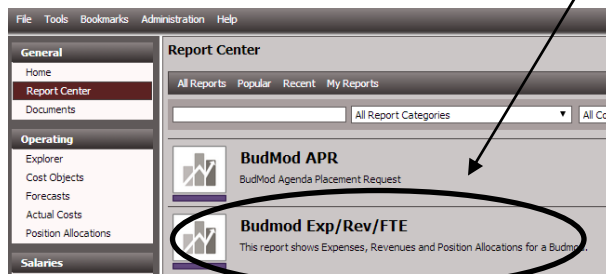


3. Select “Budmod Exp/Rev/FTE” from the dropdown.




4. The report will have separate pages for the Exp/Rev and FTE changes.

Note: you can also run this report from the Report Center.



Current Amount column: Please note that the current amount column is by cost object and cost element. (So if the same cost object/cost element is used in more than one program offer, the current amount will be identical for both program offer lines.)



Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: CCFC-01-15

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	10500-15	1000	10-50	0080	190002	60000 - Permanent	33,237	19,388	(13,849)	
2	10500-15	1000	10-50	0080	190002	60130 - Salary Related Exps	10,928	6,375	(4,553)	
3	10500-15	1000	10-50	0080	190002	60140 - Insurance Benefits	16,395	9,564	(6,831)	
1000 Total										(25,234)

TeamBudget – Creating a BudMod Exp/Rev/FTE

REPORTS – from within a Program Offer

Note: These reports will **only** have data when you open them from within a *program offer* document; they will not work in other document types.

- **Program Offer Report Contextual**

- This report will not change to reflect Budget Modifications (it never changes after the budget is adopted).



- **Webtool – Program Offer Detail – Current State**

- This report will change to reflect Budget Modifications that are in the “Department Submit” stage.

1. Open the relevant program offer.
2. Click on “Reports” in the top toolbar of the program offer.

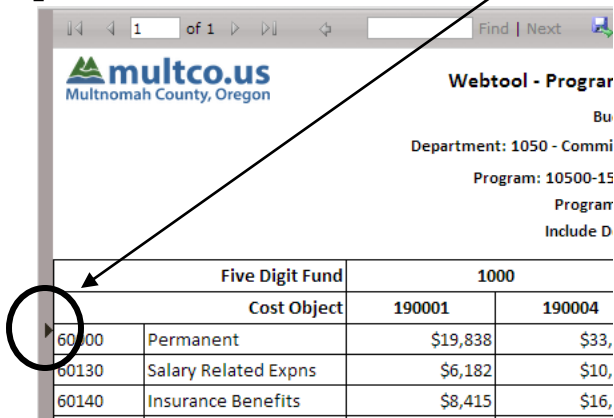


3. Select “Webtool – Program Offer Detail – Current State” from the dropdown.



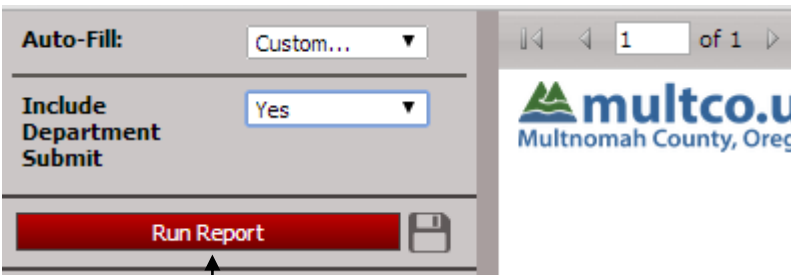
TeamBudget – Creating a BudMod Exp/Rev/FTE

4. Click on the triangle on the left side of your screen to show the parameter choices.



Five Digit Fund		1000	
Cost Object		190001	190004
60100	Permanent	\$19,838	\$33,
60130	Salary Related Expns	\$6,182	\$10,
60140	Insurance Benefits	\$8,415	\$16,

5. Select “Yes” or “No” for “Include Department Submit?”
 - a. If you want to see how the program offer details look *before* your Budget Modification is applied, select “No.”
 - b. If you want to see the details *as modified by your Budget Modification*, select “Yes.”
 - a. **Note:** If the Budget Modification is already in the “Revised” stage (vs. “Department Submit”), then this report will automatically show the details as modified by the Budget Modification.



Auto-Fill: Custom...

Include Department Submit: Yes

Run Report

- c. Click “Run Report.”

TeamBudget – Creating a BudMod Exp/Rev/FTE

REPORTS – from the Report Center

- **Exp/Rev Detail for Excel – Current State** (see p. 11 of TeamBudget Balancing & Submitting Program Offers handout)
 - **New:** additional column shows whether the document has been “Published.” A document must be published before the current amount will change for the relevant cost object.
 - **Tip:** to see your Adopted budget, export to Excel and filter by Document Type to exclude Budget Modifications.
- **Position Allocations by Program Offer for Excel** (see p. 4 of TeamBudget Validating Positions handout)
 - **New:** additional column shows the Allocation amount.
 - **Tip:** to see your Adopted budget, export to Excel and filter by Document Type to exclude Budget Modifications.
- **Position Allocations by Program Offer – Current State** (see p. 14 of TeamBudget Basics handout)
- **Position List** (see p. 2 of TeamBudget Validating Positions handout)
- **Position Under/Over Allocation** (see p. 3 of TeamBudget Validating Positions handout)
- **Webtool – Fund Totals by Cost Element Grid – Current State** (see p. 8 of TeamBudget Balancing & Submitting Program Offers handout)
- **Webtool – Summary of Program Offers – Current State** (see p. 13 of TeamBudget Basics handout)

Handouts are located at: multco.us/budget/training-materials

Remember: *Position Reports only show costs that are generated by TeamBudget. If you have manually added costs for a position, you will not see the costs in the reports above with “Position” in their name.*

For all reports listed above – pay attention to report parameters:

Program Offer Stage – your FY 2015 program offers that were included in the Adopted Budget are all in the “Revised” stage.

Include Department Submit – To see details *as modified by your Budget Modification(s)*, make sure the Budget Modification has been promoted to “Department Submit” and select “Yes.”

When you change one parameter, be sure to review your remaining parameters.