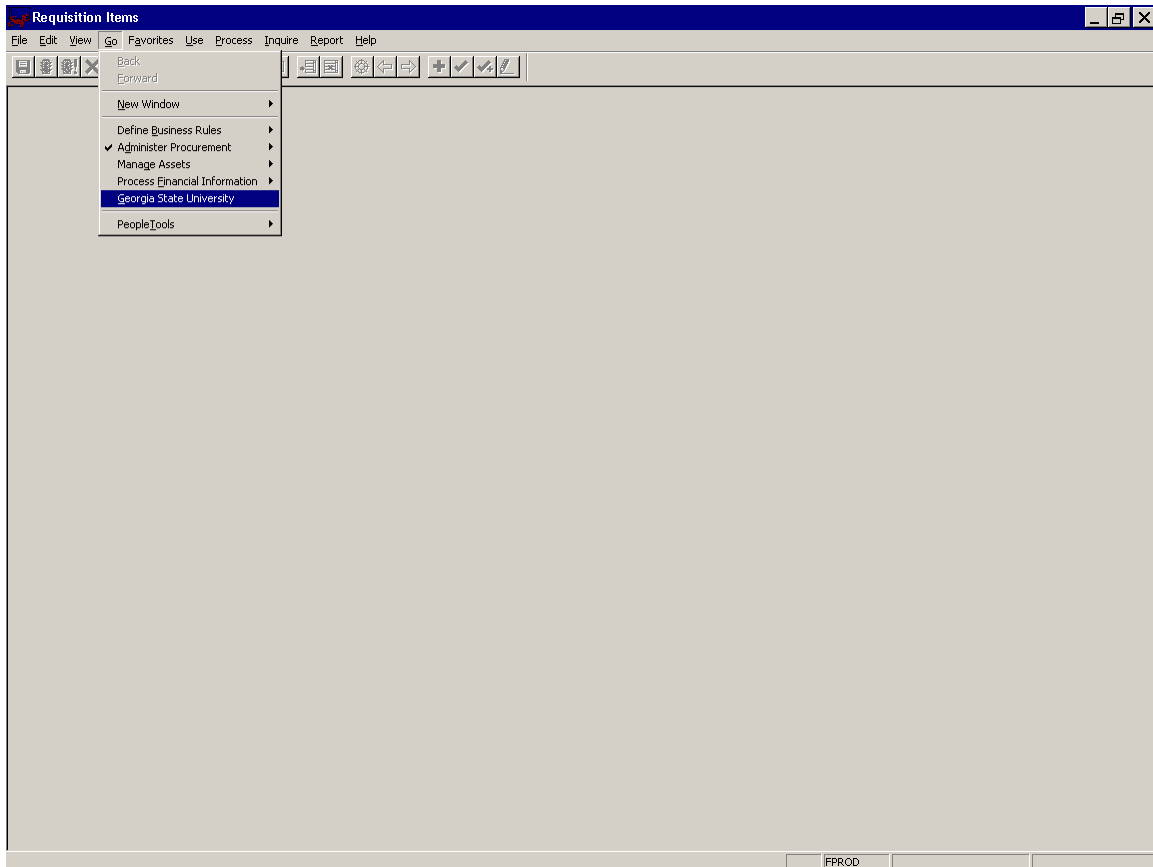


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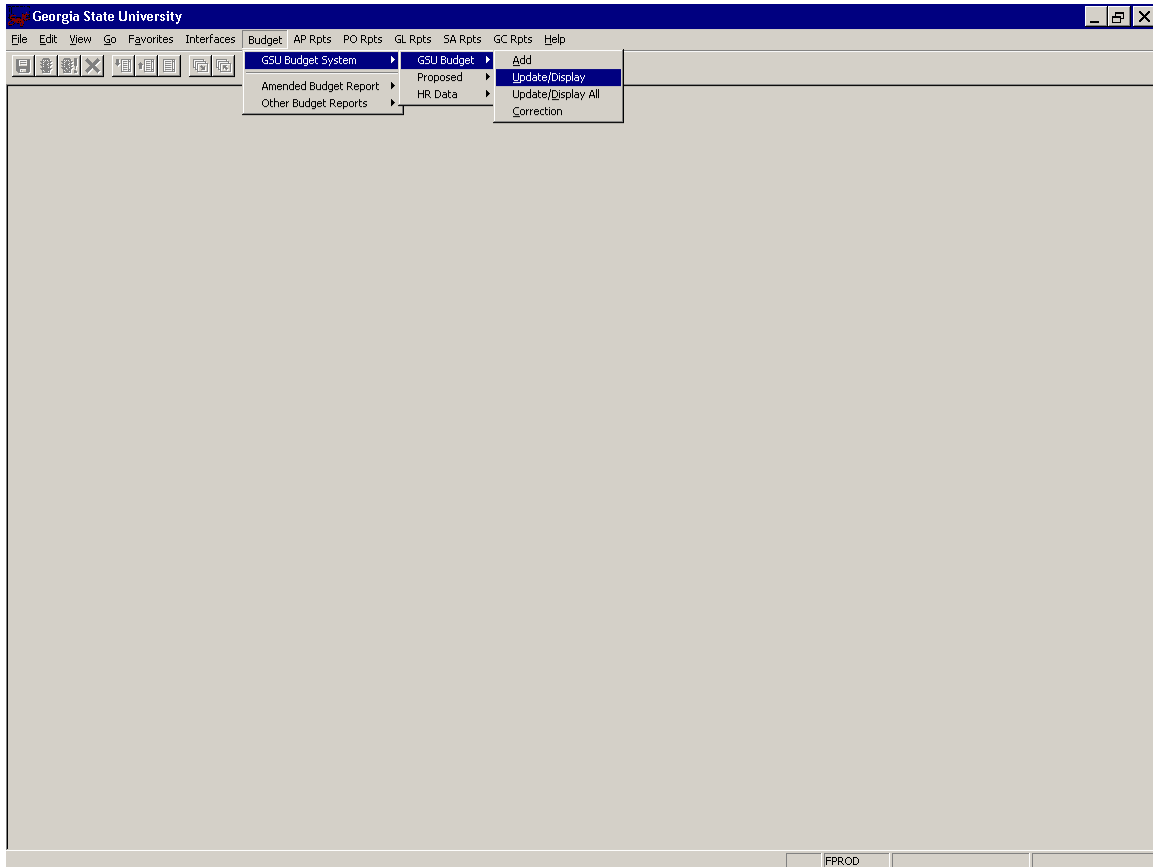
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## Accessing the System

Path: After logging into Spectrum go to Go >> Georgia State University



Path: When the screen refreshes go to Budget >> GSU Budget



Note: Update/Display will bring up only the current record for each position.  
Update/Display All will bring back all records for each position.  
Add is used to create a new position.  
Correction is only available to Budget & Planning.

## Searching for a Position

When this screen pops up you have the choice of typing in any one of the following fields: Budget Period, Department ID, Original Budget Position Number, Employee ID, or Employee last name.

Click Search.

Update/Display -- GSU Budget System

Budget Period: 2006  
 Department ID: 612200000  
 Original Budget Position Nbr.: 0%

Employee ID:  
 Employee Last Name:

Budget Period	Dept ID	Orig Budg Pos #	Empl ID	Last Name	First Name
2006	612200000	001	123456	VADER	DARTH
2006	612200000	002	987654	SKYWALKER	LUKE
2006	612200000	003	753183	WOOKIEE	CHEWBACCA
2006	612200000	004	963258	SOLO	LEIA
2006	612200000	005			

Following are examples of the different ways to do a search:

Update/Display -- GSU Budget System

Budget Period: 2006  
 Department ID: 612200000  
 Original Budget Position Nbr.:

Employee ID: 123%  
 Employee Last Name:

Budget Period	Dept ID	Orig Budg Pos #	Empl ID	Last Name	First Name
2006	612200000	001	123456	VADER	DARTH
2006	612200000	202	123456	DUNCAN	TIM

Update/Display -- GSU Budget System

Budget Period: 2006  
 Department ID: 612200000  
 Original Budget Position Nbr.:

Employee ID:  
 Employee Last Name: KENO%

Budget Period	Dept ID	Orig Budg Pos #	Empl ID	Last Name	First Name
2006	612200000	210	998877	KENOBI	KENOBI

Once you find the person or position you are looking for double click on the name/position or press OK when the name is highlighted in blue. That will bring up this screen. This screen will allow you to view the budget information for the selected record.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 202**

Eff Date: 07/01/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 315XAG Mgr. Bdgt & Planning

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

BUD Budget & Planning Salary 1: 65,000 FTE1: 1.000

Acct: 522100 Salaries - Staff Salary 2: 65,000 FTE2: 1.000

Original: 65,000 Orig.FTE: 1.000

Cumulative: 65,000 Cum.FTE: 1.000 Requested: Req FTE:

Occurrence: 65,000 Occur.FTE: 1.000 Earnings: Earn FTE:

Comment:

FPROD GSU Budget Update/!

To look at multiple records in a search, you can use the Next in List/Previous in List command.

Execute a search.

**Update/Display -- GSU Budget System**

Budget Period: 2006 Department ID: 612200000 Original Budget Position Nbr.: 0%

Employee ID: Employee Last Name:

Budget Period	Dept ID	Orig Budg Pos #	Empl ID	Last Name	First Name
2006	612200000	001	123456	VADER	DARTH
2006	612200000	002	987654	SKYWALKER	LUKE
2006	612200000	003	753183	WODKIEE	CHEWBACCA
2006	612200000	004	963258	SOLO	LEIA
2006	612200000	005			

OK Cancel Search Detail Use Query New Query

Click on the name or position that you would like to view first.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 001

Eff Date: 08/10/2005 Employee ID: 123456 Status: Filled

First Name: DARTH Middle: X Last Name: VADER

Bus Unit: FB000 Budget / Spectrum Services Title: 202X00 Assistant Professor

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 100,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 100,000 FTE2: 0.750

Original: 100,000 Orig.FTE: 0.750

Cumulative: 75,000 Cum.FTE: 0.560 Requested: -25,000 Req FTE: -0.190

Occurrence: 75,000 Occur.FTE: 0.560 Earnings: Earn FTE:

Comment: 8/10/05; Fall Semester Faculty charge off proj FLU27

F75QA GSU Budget Update/Display

To view the next position in the search that you generated, click the Next in List icon.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 001

Eff Date: 08/10/2005 Employee ID: 123456 Status: Filled

First Name: DARTH Middle: X Last Name: VADER

Bus Unit: FB000 Budget / Spectrum Services Title: 202X00 Assistant Professor

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 100,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 100,000 FTE2: 0.750

Original: 100,000 Orig.FTE: 0.750

Cumulative: 75,000 Cum.FTE: 0.560 Requested: -25,000 Req FTE: -0.190

Occurrence: 75,000 Occur.FTE: 0.560 Earnings: Earn FTE:

Comment: 8/10/05; Fall Semester Faculty charge off proj FLU27

F75QA GSU Budget Update/Display

The next record will appear.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed **Next in List**

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 002

Eff Date: 11/01/2005 Employee ID: 987654 Status: Terminated

First Name: LUKE Middle: X Last Name: SKYWALKER

Bus Unit: FB000 Budget / Spectrum Services Title: 201W00 Assoc Professor, Visiting

Fund: 20 Dept: 165200000 Program: 1210 Class: 61000 Project: FLU37

SpeedType: FLU37 Sea Turtle Conservation Salary 1: 75,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 76,000 FTE2: 0.750

Original: 75,500 Orig.FTE: 0.750

Cumulative: 75,500 Cum.FTE: 0.750 Requested: Req FTE:

Occurrence: 56,750 Occur.FTE: 0.570 Earnings: 18,750 Earn FTE: 0.180

Comment: termination eff 11/1/05

F75QA GSU Budget Update/Display

To view a previous record, click the Previous in List icon.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed **Previous in List**

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 002

Eff Date: 11/01/2005 Employee ID: 987654 Status: Terminated

First Name: LUKE Middle: X Last Name: SKYWALKER

Bus Unit: FB000 Budget / Spectrum Services Title: 201W00 Assoc Professor, Visiting

Fund: 20 Dept: 165200000 Program: 1210 Class: 61000 Project: FLU37

SpeedType: FLU37 Sea Turtle Conservation Salary 1: 75,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 76,000 FTE2: 0.750

Original: 75,500 Orig.FTE: 0.750

Cumulative: 75,500 Cum.FTE: 0.750 Requested: Req FTE:

Occurrence: 56,750 Occur.FTE: 0.570 Earnings: 18,750 Earn FTE: 0.180

Comment: termination eff 11/1/05

F75QA GSU Budget Update/Display

The previous record will appear.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed H **Previous in List**

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 001**

Eff Date: **08/10/2005** Employee ID: **123456** Status: **Filled**

First Name: **DARTH** Middle: **X** Last Name: **VADER**

Bus Unit: **FB000** Budget / Spectrum Services Title: **202X00** Assistant Professor

Fund: **10** Dept: **612200000** Program: **1620** Class: **11000** Project:

SpeedType: **BUD** Budget & Planning Salary 1: **100,000** FTE1: **0.750**

Account: **511100** Salaries - Regular Faculty Salary 2: **100,000** FTE2: **0.750**

Original: **100,000** Orig.FTE: **0.750**

Cumulative: **75,000** Cum.FTE: **0.560** Requested: **-25,000** Req FTE: **-0.190**

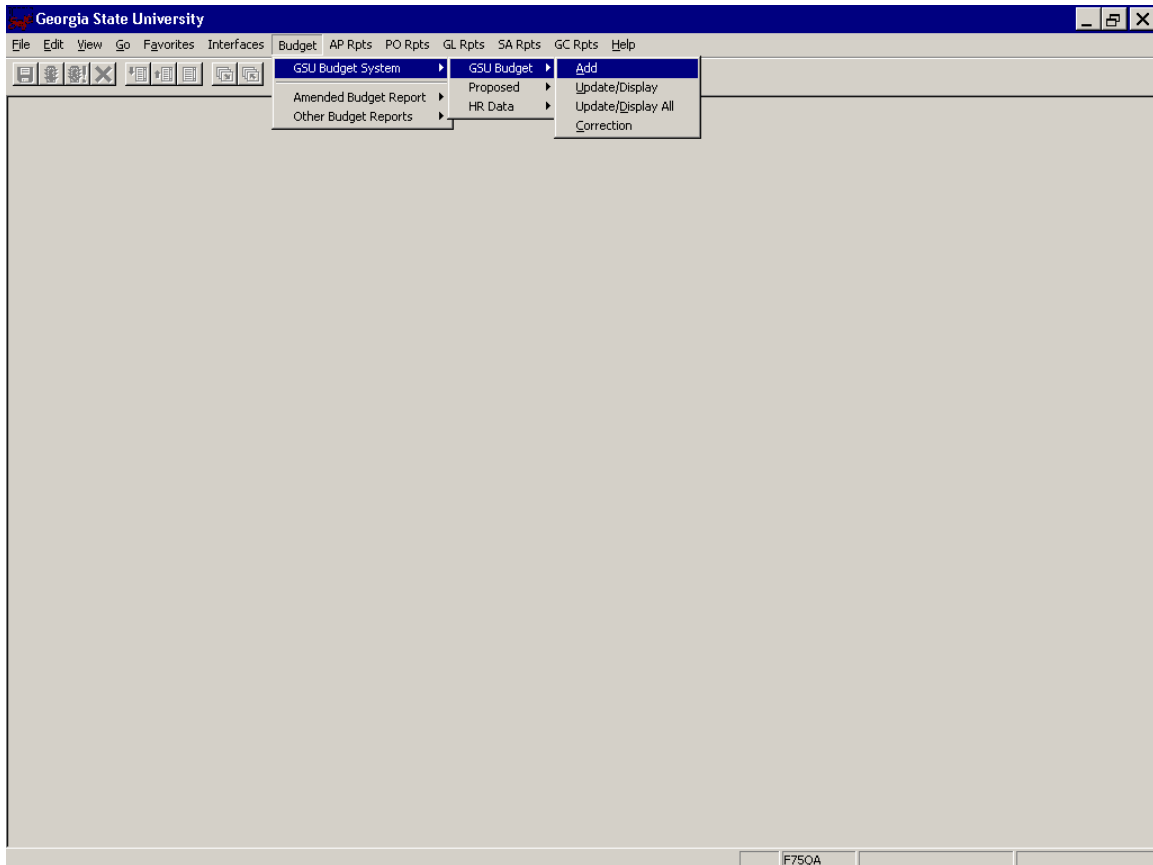
Occurrence: **75,000** Occur.FTE: **0.560** Earnings:  Earn FTE:

Comment: **8/10/05; Fall Semester Faculty charge off proj FLU27**

F75QA GSU Budget Update/Display

## Creating a Vacant Position

Path: Budget >> GSU Budget System >> GSU Budget >> Add



Enter the Budget Period, Department ID and the next available position number in the Original Budget Position Number field and then click OK.

The screenshot shows a dialog box titled 'Add -- GSU Budget System'. It contains three input fields: 'Budget Period:' with the value '2006', 'Department ID:' with the value '612200000' and a dropdown arrow, and 'Original Budget Position Nbr.:' with the value '209'. There are 'OK' and 'Cancel' buttons on the right side of the dialog box.

A new screen will pop up with blank fields.

The screenshot shows a web-based application window titled "Georgia State University - Budget - GSU Budget System". The interface includes a menu bar with options like File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, and Help. Below the menu is a toolbar with various icons for file operations and navigation. The main content area is divided into several sections:

- Navigation:** "GSU Budget" | "Proposed" | "HR Data"
- Header Information:** Budget Period: 2006 | Dept ID: 612200000 | Budget & Planning | Orig Budg Pos #: 209
- Employee Information:**
  - Eff Date: 07/01/2005 (dropdown)
  - Employee ID: [ ]
  - Status: [ ] (dropdown)
  - First Name: [ ] | Middle: [ ] | Last Name: [ ]
  - Bus Unit: [ ] (dropdown) | Title: [ ] (dropdown)
- Fund and Account Information:**
  - Fund: [ ] (dropdown) | Dept: [ ] (dropdown) | Program: [ ] (dropdown) | Class: [ ] (dropdown) | Project: [ ] (dropdown)
  - Speedtype: [ ] (dropdown)
  - Account: [ ] (dropdown)
  - Salary 1: [ ] | FTE1: [ ]
  - Salary 2: [ ] | FTE2: [ ]
- Summary and FTE Values:**
  - Original: [ ] 0 | Orig.FTE: [ ]
  - Cumulative: [ ] 0 | Cum.FTE: [ ] | Requested: [ ] | Req FTE: [ ]
  - Occurrence: [ ] 0 | Occur.FTE: [ ] | Earnings: [ ] | Earn FTE: [ ]
  - Comment: [ ]
- Footer:** F75QA | GSU Budget | Add

Enter the information about the vacant position, account information, and the requested amount in the required fields. The Eff Date field is for the effective date that the action will begin. The Status field has three options: Filled, Terminated, and Vacant. To setup a vacant position choose vacant.

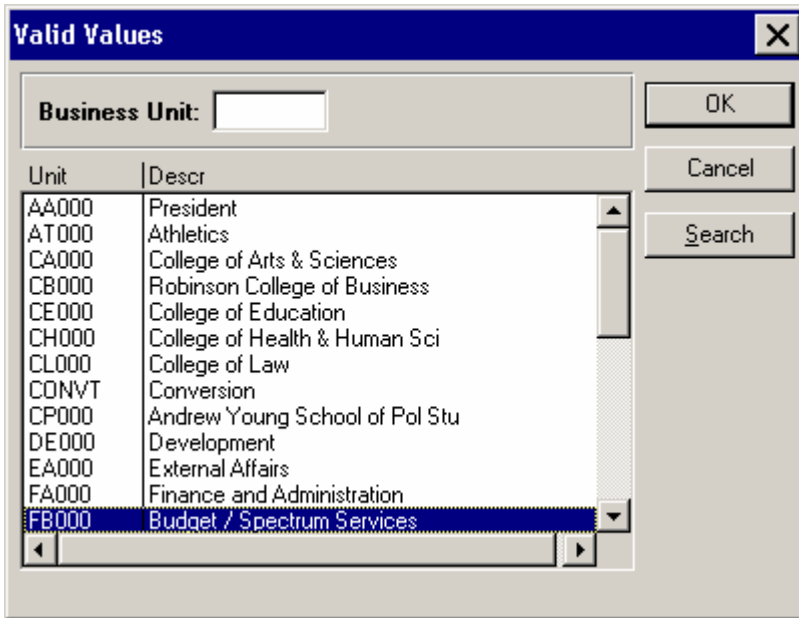
The screenshot shows the 'Georgia State University - Budget - GSU Budget System' window. The menu bar includes File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, and Help. The toolbar contains various icons for file operations and editing. The main window has tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The current view is 'Budget & Planning' for 'Budget Period: 2006' and 'Dept ID: 612200000'. The 'Orig Budg Pos #' is 209.

The form fields are as follows:

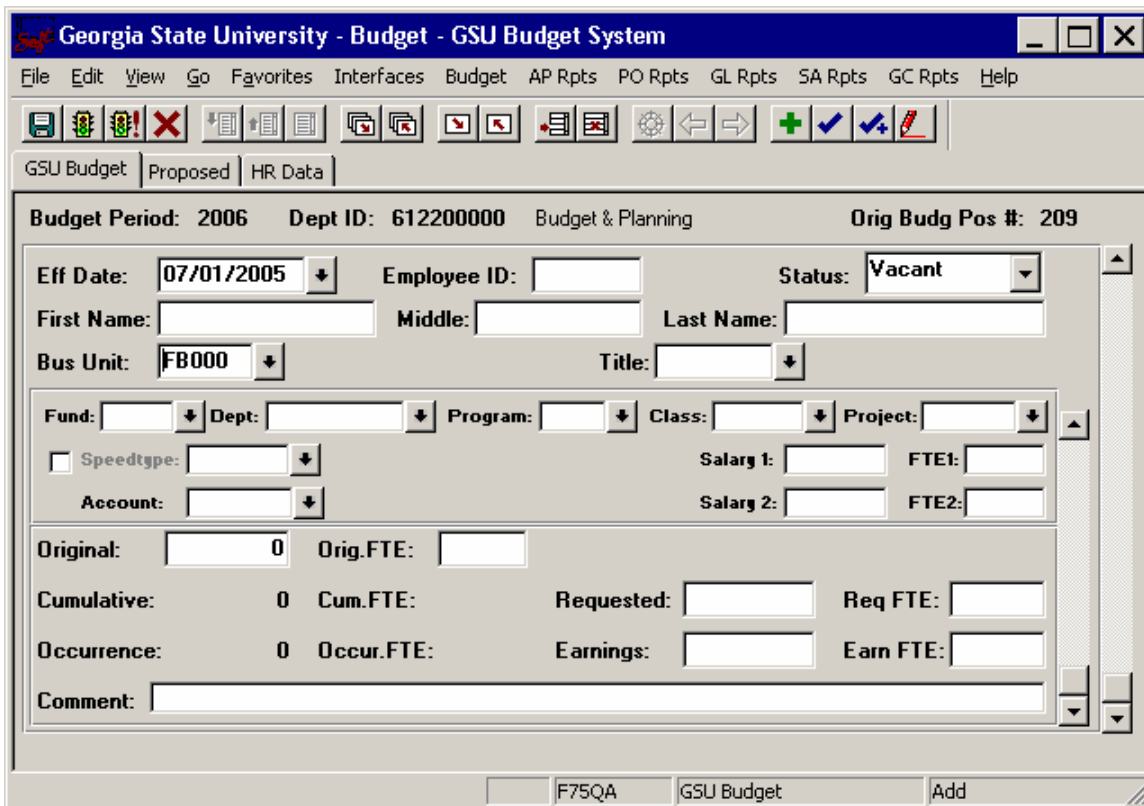
- Eff Date:** 07/01/2005 (dropdown)
- Employee ID:** (text field)
- Status:** Vacant (dropdown)
- First Name:** (text field)
- Middle:** (text field)
- Last Name:** (text field)
- Bus Unit:** (dropdown)
- Title:** (dropdown)
- Fund:** (dropdown)
- Dept:** (dropdown)
- Program:** (dropdown)
- Class:** (dropdown)
- Project:** (dropdown)
- Speedtype:** (dropdown)
- Salary 1:** (text field)
- FTE1:** (text field)
- Account:** (dropdown)
- Salary 2:** (text field)
- FTE2:** (text field)
- Original:** 0
- Orig.FTE:** (text field)
- Cumulative:** 0
- Cum.FTE:** (text field)
- Requested:** (text field)
- Req FTE:** (text field)
- Occurrence:** 0
- Occur.FTE:** (text field)
- Earnings:** (text field)
- Earn FTE:** (text field)
- Comment:** (text area)

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Add'.

The Bus Unit field is a list that is categorized by college and/or administrative unit. To view the list you can hit the drop down menu arrow.

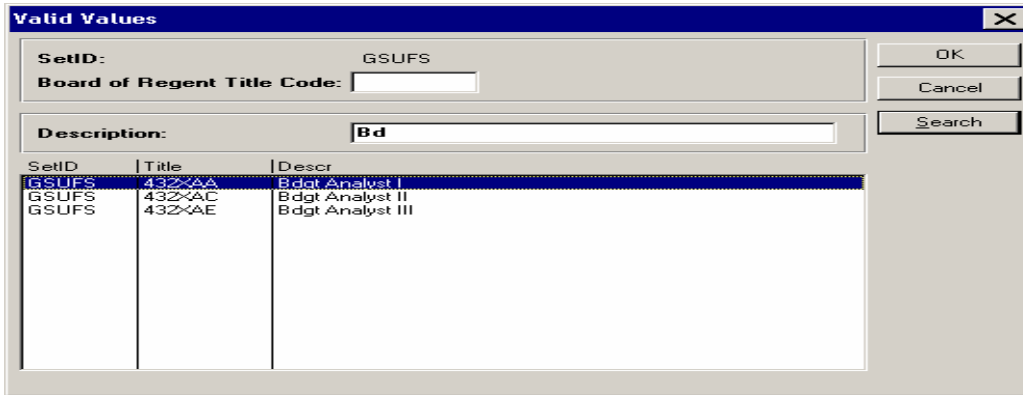


Select the appropriate business unit and click OK.

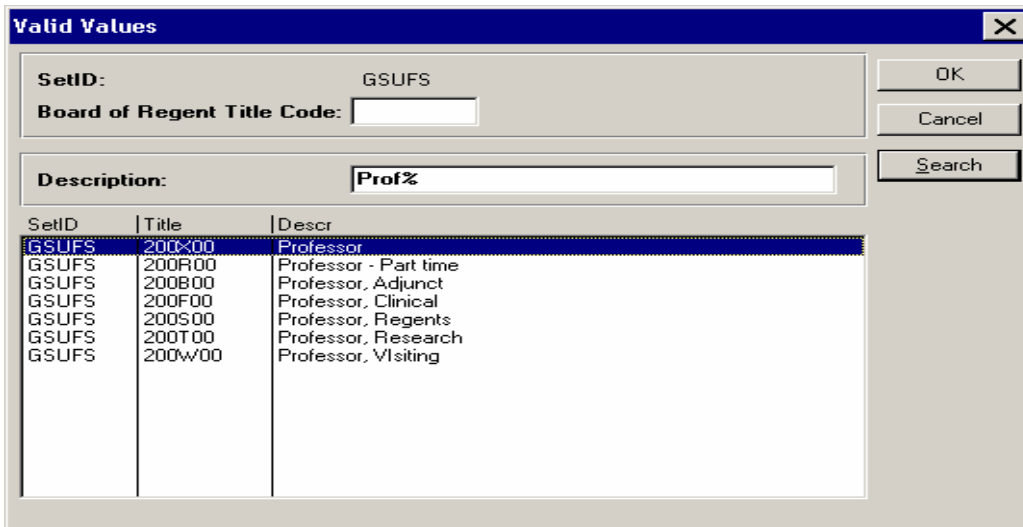
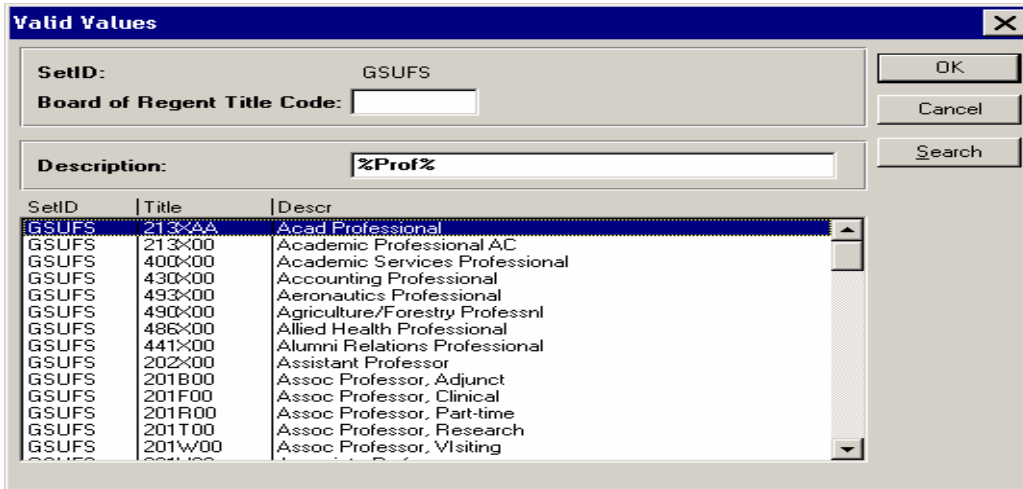


To see a list of valid titles for the Title field, you can click the drop down menu arrow. This will bring up a new panel. You can search for titles by entering part or all of the title.

Note: The search feature is case sensitive. Abbreviations are used often.



Following are examples of the different ways to do a search:



Click on a desired title code and click OK.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget | Proposed | HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209

Eff Date: 07/01/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAA Bdgt Analyst I

Fund: Dept: Program: Class: Project:

SpeedType: Salary 1: FTE1:

Account: Salary 2: FTE2:

Original: 0 Orig.FTE:

Cumulative: 0 Cum.FTE: Requested: Req FTE:

Occurrence: 0 Occur.FTE: Earnings: Earn FTE:

Comment:

F75QA GSU Budget Add

Type in the fund, department, program, subclass, project (FC 20 projects), and account code. You can also use the Speedtype field by clicking on the box and typing in the speedtype so that the chartfield information will automatically populate the fields.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' application window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar, there are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main form area is titled 'Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209'. It contains several sections of input fields:

- Employee Information:** Eff Date (07/01/2005), Employee ID, Status (Vacant), First Name, Middle, Last Name.
- Business Unit:** Bus Unit (FB000 - Budget / Spectrum Services), Title (432XAA - Bdgt Analyst I).
- Chartfield Selection:** Fund (10), Dept (612200000), Program (1620), Class (11000), Project.
- Speedtype and Account:** SpeedType (BUD - Budget & Planning), Account.
- Salary and FTE:** Salary 1, FTE1, Salary 2, FTE2.
- Summary Fields:** Original (0), Orig.FTE, Cumulative (0), Cum.FTE, Requested, Req FTE, Occurrence (0), Occur.FTE, Earnings, Earn FTE.
- Comment:** A text area for additional notes.

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Add'.

To see a list of valid accounts for the Account field, you can click the drop down menu arrow or you can type in a number and click Shift-F4.

Select the appropriate account and click OK.

SetID	Acct	Descr	Type
GSUFS	511100	Salaries - Regular Faculty	E
GSUFS	511110	Faculty - Stipend	E
GSUFS	511112	Faculty-Indust/Foundation Supp	E
GSUFS	511113	Faculty - Cash Award	E
GSUFS	511115	Faculty - Vacation Pay Out	E
GSUFS	511116	Faculty-Extra Pay	E
GSUFS	511630	Variable Staff	E
GSUFS	512100	Salaries-Part Time Instructors	E
GSUFS	513100	Salaries - Summer faculty	E
GSUFS	513110	Summer-Stipend	E
GSUFS	513112	Summer-Industry/FoundationSupp	E
GSUFS	513116	Summer-Extra Pay	E
GSUFS	521100	Salaries - Prof & Admin	E

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209**

Eff Date: 07/01/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAA Bdgt Analyst I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: FTE1:

Account: 522100 Salaries - Staff Salary 2: FTE2:

Original: 0 Orig.FTE:

Cumulative: 0 Cum.FTE: Requested: Req FTE:

Occurrence: 0 Occur.FTE: Earnings: Earn FTE:

Comment:

F75QA GSU Budget Add

Enter the appropriate salary and FTE information in the Salary 1/FTE1 and salary 2/FTE2 fields. The Salary 1/FTE1 field corresponds to the July 1 salary. The Salary 2/FTE2 field corresponds to the January 1 salary.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' application window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar, there are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main form area displays the following information:

- Budget Period:** 2006
- Dept ID:** 612200000
- Budget & Planning**
- Orig Budget Pos #:** 209
- Eff Date:** 07/01/2005
- Employee ID:** [Empty]
- Status:** Vacant
- First Name:** [Empty]
- Middle:** [Empty]
- Last Name:** [Empty]
- Bus Unit:** FB000 (Budget / Spectrum Services)
- Title:** 432XAA (Bdgt Analyst I)
- Fund:** 10
- Dept:** 612200000
- Program:** 1620
- Class:** 11000
- Project:** [Empty]
- SpeedType:** BUD (Budget & Planning)
- Account:** 522100 (Salaries - Staff)
- Salary 1:** 32,000
- FTE1:** 1.000
- Salary 2:** 32,000
- FTE2:** 1.000
- Original:** 0
- Orig.FTE:** [Empty]
- Cumulative:** 0
- Cum.FTE:** [Empty]
- Requested:** [Empty]
- Req FTE:** [Empty]
- Occurrence:** 0
- Occur.FTE:** [Empty]
- Earnings:** [Empty]
- Earn FTE:** [Empty]
- Comment:** [Empty]

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Add'.

To setup the budget for the new position, enter the amount to be budgeted for the fiscal year in the Requested field and the budget FTE in the Req FTE field. Then type a comment denoting the action in the Comment field.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' application window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar, there are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main form area is titled 'Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209'. The form contains several sections:
 

- Employee Information:** Eff Date (07/01/2005), Employee ID (empty), Status (Vacant), First Name, Middle, Last Name.
- Business Unit and Title:** Bus Unit (FB000 - Budget / Spectrum Services), Title (432XAA - Bdgt Analyst I).
- Funding and Salary:** Fund (10), Dept (612200000), Program (1620), Class (11000), Project (empty). It includes checkboxes for SpeedType (BUD - Budget & Planning) and Account (522100 - Salaries - Staff). Salary 1 and FTE1 are both 32,000 and 1.000 respectively. Salary 2 and FTE2 are also 32,000 and 1.000.
- Summary Fields:** Original (0), Orig.FTE (empty), Cumulative (0), Cum.FTE (empty), Requested (32,000), Req FTE (1.000), Occurrence (0), Occur.FTE (empty), Earnings (empty), Earn FTE (empty).
- Comment:** A text field containing '618-DJ; new position eff 7/1/05'.

 At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Add'.

Click the Save icon.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget | Proposed | HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209

Eff Date: 07/01/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAA Bdgt Analyst I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 32,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 32,000 FTE2: 1.000

Original: 0 Orig.FTE:

Cumulative: 0 Cum.FTE: Requested: 32,000 Req FTE: 1.000

Occurrence: 0 Occur.FTE: Earnings: Earn FTE:

Comment: 6/8-DJ; new position eff 7/1/05

F75QA GSU Budget Add

The Save icon will turn gray once the changes are saved.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

Save Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budget Pos #: 209

Eff Date: 07/01/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAA Bdgt Analyst I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 32,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 32,000 FTE2: 1.000

Original: 0 Orig.FTE:

Cumulative: 32,000 Cum.FTE: 1.000 Requested: 32,000 Req FTE: 1.000

Occurrence: 32,000 Occur.FTE: 1.000 Earnings: Earn FTE:

Comment: 6/8-DJ; new position eff 7/1/05

F75QA GSU Budget Add

## Setting Up a New Hire and/or Filling a Vacant Position

Path: Budget >> GSU Budget System >> GSU Budget >> Update/Display

Budget Period	Dept ID	Orig Budg Pos #	Empl ID
---------------	---------	-----------------	---------

When this screen pops up enter the Budget Period and either the Department ID and/or Original Budget Position Nbr. to search for the existing position you would like to fill.

**Update/Display -- GSU Budget System** [X]

Budget Period:

Department ID:  ▾

Original Budget Position Nbr.:

Employee ID:

Employee Last Name:

Buttons: OK, Cancel, Search, Detail, Use Query, New Query

Budget Period	Dept ID	Orig Budg Pos #	Empl ID

A screen will pop up for the existing position. Make sure the Eff Date field is highlighted and click Insert Row.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209

Eff Date: 07/01/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAA Bdgt Analyst I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 32,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 32,000 FTE2: 1.000

Original: 0 Orig.FTE:

Cumulative: 32,000 Cum.FTE: 1.000 Requested: 32,000 Req FTE: 1.000

Occurrence: 32,000 Occur.FTE: 1.000 Earnings: Earn FTE:

Comment: 618-DJ; new position eff 7/1/05

F75QA GSU Budget Update/Display

The system will default the current date into the Eff Date field. The user needs to change the effective date to the effective date that the action will begin.

For this example, assume the employee's hire date is January 1, 2006.

For this panel, in addition to entering the effective date the other fields need to be entered.

- Switch the status from Vacant to Filled.
- Enter employee ID and employee's name. If there is no employee ID assigned at the time of entry, use 999999.
- Verify that the business unit, title code, chartfield information, and account number are correct. There should ALWAYS be a speedtype in the speedtype field.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. The main form area is titled 'GSU Budget' and contains the following fields and data:

- Budget Period:** 2006
- Dept ID:** 612200000
- Budget & Planning**
- Orig Budg Pos #:** 209
- Eff Date:** 01/01/2006
- Employee ID:** 000001
- Status:** Filled
- First Name:** SALLY
- Middle:** JESSE
- Last Name:** RAPHAEL
- Bus Unit:** FB000 (Budget / Spectrum Services)
- Title:** 432XAA (Bdgt Analyst I)
- Fund:** 10
- Dept:** 612200000
- Program:** 1620
- Class:** 11000
- Project:** (empty)
- SpeedType:** BUD (Budget & Planning)
- Salary 1:** 32,000
- FTE1:** 1.000
- Account:** 522100 (Salaries - Staff)
- Salary 2:** 32,000
- FTE2:** 1.000
- Original:** 0
- Orig.FTE:** (empty)
- Cumulative:** 32,000
- Cum.FTE:** 1.000
- Requested:** (empty)
- Req FTE:** (empty)
- Occurrence:** 32,000
- Occur.FTE:** 1.000
- Earnings:** (empty)
- Earn FTE:** (empty)
- Comment:** (empty text area)

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Update/Display'.

Calculate the funds required for the position for the remainder of the fiscal year.

- In this example, the employee’s salary is \$32,000 with an FTE of 1.00. The employee’s begin/hire date is January 1, 2006. For half the year this employee will earn \$16,000. This person’s FTE for half the year will be .50.

To setup the budget for the new position, enter the amount in the Requested field that needs to be added to or taken away from the Occurrence amount to equal what should be budgeted for the fiscal year for that position.

The Requested field affects the Cumulative and Occurrence amounts. The only time we use the Earnings field is when an employee leaves the position.

Also enter the FTE amount in the Req FTE field that needs to be added or taken away from the Occur. FTE to equal what should be budgeted for the fiscal year for the position.

Then type a comment denoting the action in the Comment field.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar, there are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main form area displays the following information:

- Budget Period:** 2006 **Dept ID:** 612200000 **Budget & Planning** **Orig Budg Pos #:** 209
- Eff Date:** 01/01/2006 **Employee ID:** 000001 **Status:** Filled
- First Name:** SALLY **Middle:** JESSE **Last Name:** RAPHAEL
- Bus Unit:** FB000 Budget / Spectrum Services **Title:** 432XAA Bdgt Analyst I
- Fund:** 10 **Dept:** 612200000 **Program:** 1620 **Class:** 11000 **Project:** [blank]
- SpeedType:** BUD Budget & Planning **Salary 1:** 32,000 **FTE1:** 1.000
- Account:** 522100 Salaries - Staff **Salary 2:** 32,000 **FTE2:** 1.000
- Original:** 0 **Orig.FTE:** [blank]
- Cumulative:** 32,000 **Cum.FTE:** 1.000 **Requested:** -16,000 **Req FTE:** -0.500
- Occurrence:** 32,000 **Occur.FTE:** 1.000 **Earnings:** [blank] **Earn FTE:** [blank]
- Comment:** 1/24-DJ; new hire as of 1/1/06 - Sally Jesse Raphael \$32,000

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Update/Display'.

If you notice there are three tabs listed that represent three panels: GSU Budget, Proposed, and HR Data. You will work primarily in the GSU Budget panel, but when you are adding or terminating a person and/or position, you will need to use the HR Data panel. The Proposed panel is for use primarily during the construction of the Original Budget but during maintenance of the budget system throughout the year you may need to go to this panel to delete any Original Budget information for new changes to the position. This will help avoid problems when building the next Original Budget.

Go to the Proposed panel. If you are filling a position, delete everything from this panel except the effective date.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget **Proposed** HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209

Eff Date: 01/01/2006 Employee ID: 000001 Status: Filled

First Name: SALLY Middle: JESSE Last Name: RAPHAEL

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAA Bdgt Analyst I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 32,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 32,000 FTE2: 1.000

Original: 0 Orig.FTE:

Cumulative: 32,000 Cum.FTE: 1.000 Requested: -16,000 Req FTE: -0.500

Occurrence: 32,000 Occur.FTE: 1.000 Earnings: Earn FTE:

Comment: 1/24-DJ; new hire as of 1/1/06 - Sally Jesse Raphael \$32,000

F75QA GSU Budget Add

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209

Eff Date: 01/01/2006 Employee ID: 000001 Status: Filled

First Name: SALLY Middle: JESSE Last Name: RAPHAEL

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAA Bdgt Analyst I

Fund: 10	Dept: 612200000	Program: 1620	Class: 11000	Project:
SpeedType: BUD	Budget & Planning	Salary 1: 32,000	FTE1: 1.000	
Account: 522100	Salaries - Staff	Salary 2: 32,000	FTE2: 1.000	

Mkt/Eq Adj:  Promo Amt:  Date:  MOTSA Ind

Proposed 1:  Prop FTE 1:  Raise:  Raise %:

Proposed 2:  Prop FTE 2:  Proposed:

Comment Proposed:

F75QA Proposed Add

Go to the HR Data panel by clicking on the HR Data tab.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed **HR Data**

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209

Eff Date: 01/01/2006 Employee ID: 000001 Status: Filled

First Name: SALLY Middle: JESSE Last Name: RAPHAEL

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAA Bdgt Analyst I

Fund: 10	Dept: 612200000	Program: 1620	Class: 11000	Project:
SpeedType: BUD	Budget & Planning	Salary 1: 32,000	FTE1: 1.000	
Account: 522100	Salaries - Staff	Salary 2: 32,000	FTE2: 1.000	

Mkt/Eq Adj:  Promo Amt:  Date:  MOTSA Ind

Proposed 1:  Prop FTE 1:  Raise:  Raise %:

Proposed 2:  Prop FTE 2:  Proposed:

Comment Proposed:

F75QA Proposed Add

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed **HR Data**

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209

Eff Date: 01/01/2006 Degree:  Contract:  HR Position #:

First Name: SALLY Middle: JESSE Last Name: RAPHAEL

SSN: 000-00-0000 Emp. Date: 07/01/2005 TerminationDate:

Fund: 10	Dept: 612200000	Program: 1620	Class: 11000	Project:
Aacct: 522100				

Act Amt:  Act FTE:

F75QA HR Data Update/Display

Enter the type of degree received (if applicable) in the Degree field.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209**

Eff Date: 01/01/2006 Degree:  Contract:  HR Position #:

First Name: SALLY Middle: JESSE Last Name: RAPHAEL

SSN:  Empl. Date:  TerminationDate:

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

Acct: 522100

Act Amt:  Act FTE:

F75QA HR Data Update/Display

The Contract field has four options: Academic, Prof/Staff, Temporary, and YearAcad.

The Academic option is for professors who have a .75 FTE.

The Prof/Staff option is for GSU staff members. The Temporary option is for temporary employees. This option will never be used since we budget temporary employees in lump sums. They do not get their own position number.

The YearAcad option is for faculty like deans and chairs who are academic but get paid twelve paychecks instead of ten. These positions are 1.00 FTE and are numbered 0 - 199.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209

Eff Date: 01/01/2006 Degree: BBA Contract:  HR Position #:

First Name: SALLY Middle: JESSE Last Name: RAPHAEL

SSN: 000-00-0000 Empl. Date: 07/01/2006 Position Date:

Fund: 10 Dept: 612200000 Program: 1620 Project:

Acct: 522100

Act Amt:  Act FTE:

F75QA HR Data Update/Display

For the purposes of our example we are filling a staff position so we will select the Prof/Staff option.

You must also fill in the HR Position # and the Empl Date. Do not fill in the SSN under any circumstances.

You can get the HR position number from either the PAF or from someone in HR. If the HR position number is unassigned, use 999999.

The Empl Date is the employment date of the employee and/or the first day of work in the new department.

You do not need to fill in the termination date. That field is only used when an employee is leaving GSU.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main content area displays the following information:

- Budget Period:** 2006
- Dept ID:** 612200000
- Budget & Planning**
- Orig Budg Pos #:** 209
- Eff Date:** 01/01/2006
- Degree:** BBA
- Contract:** Prof/Staff
- HR Position #:** 000234
- First Name:** SALLY
- Middle:** JESSE
- Last Name:** RAPHAEL
- SSN:** [Empty field]
- Empl. Date:** 01/01/2006
- TerminationDate:** [Empty field]
- Fund:** 10
- Dept:** 612200000
- Program:** 1620
- Class:** 11000
- Project:** [Empty field]
- SpeedType:** BUD
- Account:** 522100
- Act Amt:** [Empty field]
- Act FTE:** [Empty field]

At the bottom of the window, there are buttons for 'F75QA', 'HR Data', and 'Update/Display'.

Return to the GSU Budget panel by clicking on the GSU Budget tab.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209

Eff Date: 01/01/2006 Employee ID: 000001 Status: Filled

First Name: SALLY Middle: JESSE Last Name: RAPHAEL

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAA Bdgt Analyst I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 32,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 32,000 FTE2: 1.000

Original: 0 Orig.FTE:

Cumulative: 32,000 Cum.FTE: 1.000 Requested: -16,000 Req FTE: -0.500

Occurrence: 32,000 Occur.FTE: 1.000 Earnings: Earn FTE:

Comment: 1/24-DJ; new hire as of 1/1/06 - Sally Jesse Raphael \$32,000

F75QA GSU Budget Update/Display

Click the Save icon.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209

Eff Date: 01/01/2006 Employee ID: 000001 Status: Filled

First Name: SALLY Middle: JESSE Last Name: RAPHAEL

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAA Bdgt Analyst I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 32,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 32,000 FTE2: 1.000

Original: 0 Orig.FTE:

Cumulative: 16,000 Cum.FTE: 0.500 Requested: -16,000 Req FTE: -0.500

Occurrence: 16,000 Occur.FTE: 0.500 Earnings: Earn FTE:

Comment: 1/24-DJ; new hire as of 1/1/06 - Sally Jesse Raphael \$32,000

F75QA GSU Budget Update/Display

In this example, notice that the outer scroll is in the up position. This signifies that there is more than one budget adjustment. Use the scroll to see the history behind this position.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209

Eff Date: 01/01/2006 Employee ID: 000001 Status: Filled

First Name: SALLY Middle: JESSE Last Name: RAPHAEL

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAA Bdgt Analyst I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 32,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 32,000 FTE2: 1.000

Original: 0 Orig.FTE:

Cumulative: 16,000 Cum.FTE: 0.500 Requested: -16,000 Req FTE: -0.500

Occurrence: 16,000 Occur.FTE: 0.500 Earnings: Earn FTE:

Comment: 1/24-DJ; new hire as of 1/1/06 - Sally Jesse Raphael \$32,000

F75QA GSU Budget Update/Display

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209

Eff Date: 07/01/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAA Bdgt Analyst I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 32,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 32,000 FTE2: 1.000

Original: 0 Orig.FTE:

Cumulative: 32,000 Cum.FTE: 1.000 Requested: 32,000 Req FTE: 1.000

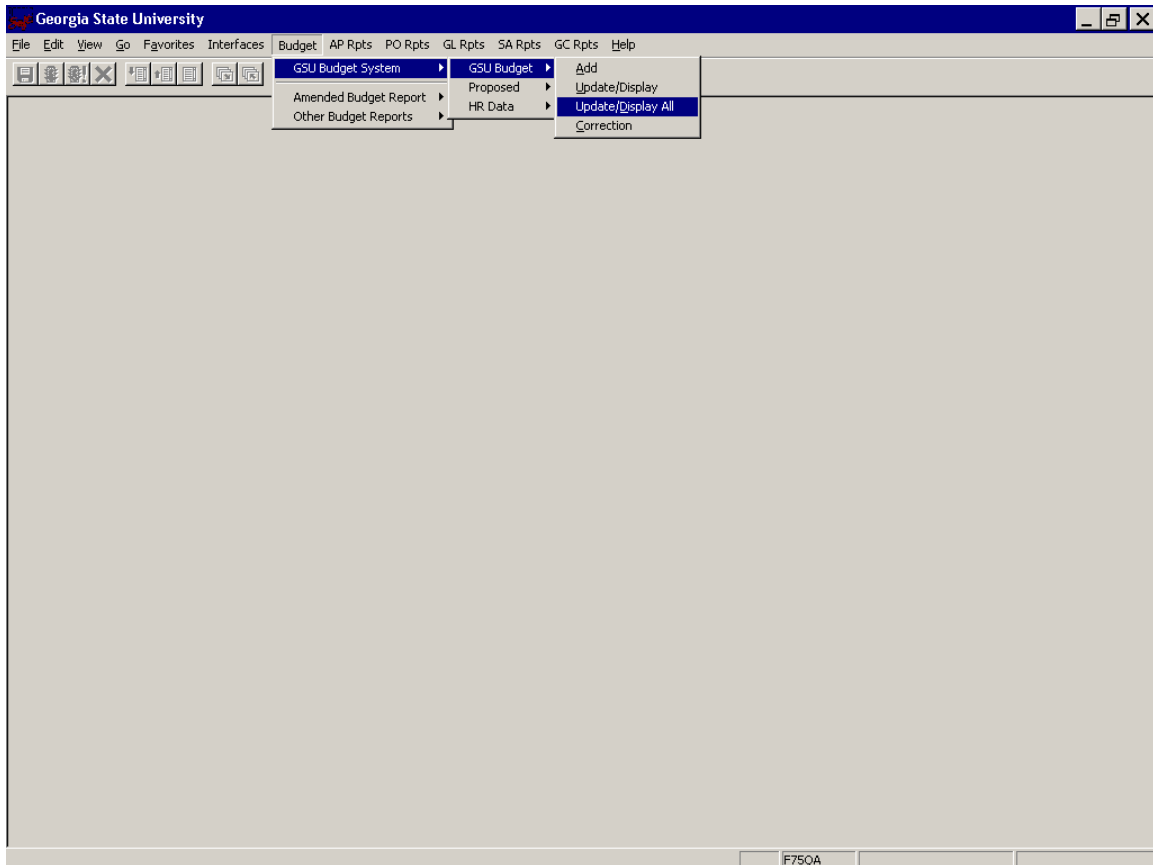
Occurrence: 32,000 Occur.FTE: 1.000 Earnings: Earn FTE:

Comment: 6/8-DJ; new position eff 7/1/05

F75QA GSU Budget Update/Display

## Setting Up a Sponsored Line

Path: Budget >> GSU Budget System >> GSU Budget >> Update/Display All



When this screen pops up enter the Budget Period and the Department ID, Original Budget Position Nbr., Employee ID, and/or Employee Last Name to search for the existing position you would like to adjust.

**Update/Display All -- GSU Budget System** [X]

**Budget Period:**

**Department ID:**  ▾

**Original Budget Position Nbr.:**

---

**Employee ID:**

**Employee Last Name:**

Budget Period	Dept ID	Orig Budg Pos #	Empl ID
2006	612200000	001	123456

Buttons: OK, Cancel, Search, Detail, Use Query, New Query

Once you find the record you are looking for double click on the name or press OK when the name is highlighted in blue. That will bring up this screen.

While the cursor is in the Eff Date field, click Insert Row.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' window. The menu bar includes File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, and Help. The toolbar contains various icons, with the 'Insert Row' icon (a document with a plus sign) circled in blue. Below the toolbar, there are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main form area displays the following information:

**Budget Period:** 2006    **Dept ID:** 612200000    **Budget & Planning**    **Orig Budg Pos #:** 001

**Eff Date:** 07/01/2005    **Employee ID:** 123456    **Status:** Filled

**First Name:** DARTH    **Middle:** X    **Last Name:** VADER

**Bus Unit:** FB000 Budget / Spectrum Services    **Title:** 202X00 Assistant Professor

**Fund:** 10    **Dept:** 612200000    **Program:** 1620    **Class:** 11000    **Project:** [blank]

**SpeedType:** BUD Budget & Planning    **Salary 1:** 100,000    **FTE1:** 0.750

**Account:** 511100 Salaries - Regular Faculty    **Salary 2:** 100,000    **FTE2:** 0.750

**Original:** 0    **Orig.FTE:** [blank]

**Cumulative:** 100,000    **Cum.FTE:** 0.750    **Requested:** 100,000    **Req FTE:** 0.750

**Occurrence:** 100,000    **Occur.FTE:** 0.750    **Earnings:** [blank]    **Earn FTE:** [blank]

**Comment:** 7/1-DJ; Darth Vader new hire eff 8/1/05

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Add'.

Enter a new effective date. Adjust the existing budget for the person who will have a sponsored charge off.

- In this example, the employee's salary will be split between dept. 612200000 and project FLU27 for the fall semester. Fall semester the total amount the employee will earn is \$50,000 with a .375 FTE. Since the employee is being split half general and half sponsored during this time period, he will earn \$25,000 with a .188 FTE in dept. 612200000 and \$25,000 with a .187 FTE from project FLU27.

Place the budget reduction amounts in the Requested fields. Be sure to fill out a comment.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. The main window displays the following information:

- Budget Period:** 2006 **Dept ID:** 612200000 **Budget & Planning** **Orig Budg Pos #:** 001
- Eff Date:** 08/10/2005 **Employee ID:** 123456 **Status:** Filled
- First Name:** DARTH **Middle:** X **Last Name:** VADER
- Bus Unit:** FB000 Budget / Spectrum Services **Title:** 202X00 Assistant Professor
- Fund:** 10 **Dept:** 612200000 **Program:** 1620 **Class:** 11000 **Project:** [blank]
- SpeedType:** BUD Budget & Planning **Salary 1:** 100,000 **FTE1:** 0.750
- Account:** 511100 Salaries - Regular Faculty **Salary 2:** 100,000 **FTE2:** 0.750
- Original:** 0 **Orig.FTE:** [blank]
- Cumulative:** 100,000 **Cum.FTE:** 0.750 **Requested:** -25,000 **Req FTE:** -0.187
- Occurrence:** 100,000 **Occur.FTE:** 0.750 **Earnings:** [blank] **Earn FTE:** [blank]
- Comment:** 8/10/05-DJ; Fall Semester Faculty charge off proj FLU27

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Add'.

Place the cursor in the Fund field and click Insert Row. Enter the chartfield information for the sponsored line by either using the Speedtype field or by typing in the Fund, Dept, Program, Class, and Project. Once you have completed this step please be sure there is a speedtype in the speedtype field. There should ALWAYS be a speedtype in the speedtype field.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' application window. The menu bar includes File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, and Help. The toolbar contains various icons, with the 'Insert Row' icon (a document with a plus sign) circled in blue. Below the toolbar, there are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main form area displays the following information:

- Budget Period:** 2006
- Dept ID:** 612200000
- Budget & Planning**
- Orig Budg Pos #:** 001
- Eff Date:** 08/10/2005
- Employee ID:** 123456
- Status:** Filled
- First Name:** DARTH
- Middle:** X
- Last Name:** VADER
- Bus Unit:** FB000 (Budget / Spectrum Services)
- Title:** 202X00 (Assistant Professor)
- Fund:** [Dropdown]
- Dept:** [Dropdown]
- Program:** [Dropdown]
- Class:** [Dropdown]
- Project:** [Dropdown]
- SpeedType:** FLU27
- Account:** [Dropdown]
- Salary 1:** [Text Box]
- FTE1:** [Text Box]
- Salary 2:** [Text Box]
- FTE2:** [Text Box]
- Original:** 0 **Orig.FTE:** [Text Box]
- Cumulative:** 0 **Cum.FTE:** [Text Box]
- Requested:** [Text Box] **Req FTE:** [Text Box]
- Occurrence:** 0 **Occur.FTE:** [Text Box]
- Earnings:** [Text Box] **Earn FTE:** [Text Box]
- Comment:** [Text Area]

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Update/Display'.

Be sure to enter the account code in the Account field. Since this is a change that takes affect after July 1, leave the salary and FTE fields blank.

To setup the budget for the sponsored line, enter the budget amount in the Requested field and the budget FTE in the Req FTE field. Then type a comment denoting the action in the Comment field.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. The main form area is titled 'Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 001'. It contains several input fields and dropdown menus for employee information, organizational structure, and budget details. The 'Requested' field is set to 25,000 and 'Req FTE' is 0.187. A comment is entered at the bottom: '8/10/05-DJ; Fall semester faculty charge off proj FLU27'. The status is 'Filled'.

Eff Date:	08/10/2005	Employee ID:	123456	Status:	Filled
First Name:	DARTH	Middle:	X	Last Name:	VADER
Bus Unit:	FB000	Budget / Spectrum Services	Title:	202X00	Assistant Professor
Fund:	20	Dept:	166100000	Program:	1310
Class:	62000	Project:	FLU27	SpeedType:	FLU27
Account:	511100	Salaries - Regular Faculty	Region IV EPT Implementation	Salary 1:	FTE1:
Original:	0	Orig.FTE:		Requested:	25,000
Cumulative:	0	Cum.FTE:		Req FTE:	0.187
Occurrence:	0	Occur.FTE:		Earnings:	
Comment:	8/10/05-DJ; Fall semester faculty charge off proj FLU27				

Note: In most cases, the adjustment amounts for general and sponsored will net to zero.

Next go to the Proposed panel. Delete everything from this screen except the Effective Date.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget **Proposed** HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 001

Eff Date: 08/10/2005 Employee ID: 123456 Status: Filled

First Name: DARTH Middle: X Last Name: VADER

Bus Unit: FB000 Budget / Spectrum Services Title: 202X00 Assistant Professor

Fund: 20 Dept: 166100000 Program: 1310 Class: 62000 Project: FLU27

SpeedType: FLU27 Region IV EPT Implementation Salary 1: FTE1:

Account: 511100 Salaries - Regular Faculty Salary 2: FTE2:

Original: 0 Orig.FTE:

Cumulative: 0 Cum.FTE: Requested: 25,000 Req FTE: 0.187

Occurrence: 0 Occur.FTE: Earnings: Earn FTE:

Comment: 8/10/05-DJ: Fall Semester Faculty charge off proj FLU27

F75QA GSU Budget Add

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 001

Eff Date: 08/10/2005 Employee ID: 123456 Status: Filled

First Name: DARTH Middle: X Last Name: VADER

Bus Unit: FB000 Budget / Spectrum Services Title: 202X00 Assistant Professor

Fund: 20 Dept: 166100000 Program: 1310 Class: 62000 Project: FLU27

SpeedType: FLU27 Region IV EPT Implementation Salary 1: FTE1:

Account: 511100 Salaries - Regular Faculty Salary 2: FTE2:

Mkt/Eq Adj: Promo Amt: Date: MOTSA Ind

Proposed 1: Prop FTE 1: Raise: Raise %:

Proposed 2: Prop FTE 2: Proposed:

Comment Proposed:

F75QA Proposed Add

Click the Save icon.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 001

Eff Date: 08/10/2005 Employee ID: 123456 Status: Filled

First Name: DARTH Middle: X Last Name: VADER

Bus Unit: FB000 Budget / Spectrum Services Title: 202X00 Assistant Professor

Fund: 20 Dept: 166100000 Program: 1310 Class: 62000 Project: FLU27

SpeedType: FLU27 Region IV EPT Implementation Salary 1: FTE1:

Account: 511100 Salaries - Regular Faculty Salary 2: FTE2:

Original: 0 Orig.FTE:

Cumulative: 25,000 Cum.FTE: 0.187 Requested: 25,000 Req FTE: 0.187

Occurrence: 25,000 Occur.FTE: 0.187 Earnings: Earn FTE:

Comment: 8/10/05-DJ: Fall semester faculty charge off proj FLU27

F75QA GSU Budget Add

### Title Change/Salary Adjustment

Path: Budget >> GSU Budget System >> GSU Budget >> Update/Display

**Update/Display -- GSU Budget System**

Budget Period:

Department ID:  ▼

Original Budget Position Nbr.:

Employee ID:

Employee Last Name:

Budget Period	Dept ID	Orig Budg Pos #	Empl ID

Buttons: OK, Cancel, Search, Detail, Use Query, New Query

When the Update/Display screen pops up you have the choice of typing in any one of the following fields: Budget Period, Department ID, Original Budget Position Number, Employee ID, or Employee Last Name.

Click Search.

Once you find the record you are looking for double click on the position or press OK when the position is highlighted in blue.

**Update/Display -- GSU Budget System**

Budget Period:

Department ID:

Original Budget Position Nbr.:

Employee ID:

Employee Last Name:

Budget Period	Dept ID	Orig Budg Pos #	Empl ID
2006	612200000	209	000001

Buttons: OK, Cancel, Search, Detail, Use Query, New Query

A screen will pop up for the existing position.

Place the cursor in the Eff Date field. Click Insert Row. Change the effective date in the Eff Date field. For our example the effective date is 4/30/06 since the new position begins 5/1/06. The status field remains the same since we only use the Terminated status when we are terminating a budget position.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' application window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar, there are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main form area displays the following information:

- Budget Period:** 2006
- Dept ID:** 612200000
- Budget & Planning**
- Orig Budg Pos #:** 209
- Eff Date:** 04/30/2006
- Employee ID:** 000001
- Status:** Filled
- First Name:** SALLY
- Middle:** JESSE
- Last Name:** RAPHAEL
- Bus Unit:** FB000
- Title:** 432XAA
- Fund:** 10
- Dept:** 612200000
- Program:** 1620
- Class:** 11000
- Project:** (empty)
- SpeedType:** BUD
- Account:** 522100
- Salary 1:** 32,000
- FTE1:** 1.000
- Salary 2:** 32,000
- FTE2:** 1.000
- Original:** 0
- Orig.FTE:** (empty)
- Cumulative:** 16,000
- Cum.FTE:** 0.500
- Requested:** (empty)
- Req FTE:** (empty)
- Occurrence:** 16,000
- Occur.FTE:** 0.500
- Earnings:** (empty)
- Earn FTE:** (empty)
- Comment:** (empty text area)

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Update/Display'.

To reflect how much the person earned in that position, enter the amount earned in the old position in the Earnings and Earn FTE fields. The Earnings field affects only the Occurrence and Occur. FTE amounts. Then type a comment denoting the action in the Comment field.

Go to the Proposed tab to verify that all information except the effective date is deleted. If there is any information there, please delete it.

Click the Save icon.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget | Proposed | HR Data

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209**

Eff Date: 04/30/2006 Employee ID: 000001 Status: Filled

First Name: SALLY Middle: JESSE Last Name: RAPHAEL

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAA Bdgt Analyst I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 32,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 32,000 FTE2: 1.000

Original:	0	Orig.FTE:	
Cumulative:	16,000	Cum.FTE:	0.500
Requested:		Req FTE:	
Occurrence:	16,000	Occur.FTE:	0.500
Earnings:	10,667	Earn FTE:	0.330

Comment: 4/30/06-DJ; new position eff 5/1/05 at \$45,000 Bdgt Analyst II (same pos #)

F75QA GSU Budget Update/Display

Next, we must setup the new position. Place the cursor in the Eff Date field. Click Insert Row. Change the effective date in the Eff Date field. For our example the effective date is 5/1/06 since the new title begins on this date. The status field remains the same since we only use the “Terminated” status when we are ending a non-general budget or discontinuing a budget position. Be sure to setup the new salaries in the Salary fields.

Be sure to update the title code in the Title field.

To setup the budget for the new title, enter the budget amount in the Requested field and the budget FTE in the Req FTE field. Then type a comment denoting the action in the Comment Field.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' application window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. The main form area is titled 'GSU Budget' and contains the following fields and data:

- Budget Period:** 2006
- Dept ID:** 612200000
- Budget & Planning**
- Orig Budg Pos #:** 209
- Eff Date:** 05/01/2006
- Employee ID:** 000001
- Status:** Filled
- First Name:** SALLY
- Middle:** JESSE
- Last Name:** RAPHAEL
- Bus Unit:** FB000 (Budget / Spectrum Services)
- Title:** 432XAC (Bdgt Analyst II)
- Fund:** 10
- Dept:** 612200000
- Program:** 1620
- Class:** 11000
- Project:** (empty)
- SpeedType:** BUD (Budget & Planning)
- Salary 1:** 45,000
- FTE1:** 1.000
- Account:** 522100 (Salaries - Staff)
- Salary 2:** 45,000
- FTE2:** 1.000
- Original:** 0
- Orig.FTE:** (empty)
- Cumulative:** 16,000
- Cum.FTE:** 0.500
- Requested:** 2,167
- Req FTE:** (empty)
- Occurrence:** 5,333
- Occur.FTE:** 0.170
- Earnings:** (empty)
- Earn FTE:** (empty)
- Comment:** 4/30/06-DJ; new position eff 5/1/06 at \$45,000 Bdgt Analyst II

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Update/Display'.

Click on the Proposed tab. Delete everything except the effective date.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget **Proposed** HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209

Eff Date: 05/01/2006 Employee ID: 000001 Status: Filled

First Name: SALLY Middle: JESSE Last Name: RAPHAEL

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAC Bdgt Analyst II

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 45,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 45,000 FTE2: 1.000

Original: 0 Orig.FTE:

Cumulative: 16,000 Cum.FTE: 0.500 Requested: 2,167 Req FTE:

Occurrence: 5,333 Occur.FTE: 0.170 Earnings: Earn FTE:

Comment: 4/30/06-DJ; new position eff 5/1/06 at \$45,000 Bdgt Analyst II

F75QA GSU Budget Update/Display

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget **Proposed** HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 209

Eff Date: 05/01/2006 Employee ID: 000001 Status: Filled

First Name: SALLY Middle: JESSE Last Name: RAPHAEL

Bus Unit: FB000 Budget / Spectrum Services Title: 432XAC Bdgt Analyst II

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 45,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 45,000 FTE2: 1.000

Mkt/Eq Adj: Promo Amt: Date: MOTSA Ind

Proposed 1: Prop FTE 1: Raise: Raise %:

Proposed 2: Prop FTE 2: Proposed:

Comment Proposed:

F75QA Proposed Update/Display

Click the Save icon.

Note: The Cumulative amount and FTE is the amount used by the position for the fiscal year. The Cumulative FTE should never be greater than one nor less than zero. In our example the Cumulative amount and FTE is for the period July 1, 2005 through June 30, 2006. The Cumulative amount and FTE includes the Occurrence amount and FTE. The Occurrence amount and FTE is the amount currently available in the position that can be transferred to another position if necessary. In our example the Occurrence amount and FTE is for the period May 1 through June 30, 2006.

## Changing Earnings Distribution - Multiple Sources to One Source

Path: Budget >> GSU Budget System >> GSU Budget >> Update/Display

**Update/Display -- GSU Budget System** [X]

**Budget Period:**

**Department ID:**  ▾

**Original Budget Position Nbr.:**

**Employee ID:**

**Employee Last Name:**

Budget Period	Dept ID	Orig Budg Pos #	Empl ID

Buttons: OK, Cancel, Search, Detail, Use Query, New Query

When the Update/Display screen pops up you have the choice of typing in any one of the following fields: Budget Period, Department ID, Original Budget Position Number, Employee ID, or Employee Last Name.

Click Search.

Once you find the record you are looking for double click on the name or press OK when the name is highlighted in blue.

**Update/Display -- GSU Budget System**

Budget Period:

Department ID:

Original Budget Position Nbr.:

Employee ID:

Employee Last Name:

Budget Period	Dept ID	Orig Budg Pos #	Empl ID
2006	612200000	004	963258

Buttons: OK, Cancel, Search, Detail, Use Query, New Query

A screen will pop up for the existing position.

For our example this is a picture of the person's current budget. She has multiple earning sources so if you use the inner scroll you can view her earnings detail. The outer scroll is used to view position history.

The top record shows general fund distribution details.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 004

Eff Date: 07/01/2005 Employee ID: 963258 Status: Filled

First Name: LEIA Middle: ORGANA Last Name: SOLO

Bus Unit: FB000 Budget / Spectrum Services Title: 999HAE Emeritus, Professor

Fund: 11000 Dept: 612200000 Program: 1620 Class: 11000 Project: [ ]

SpeedType: BUD Budget & Planning Salary 1: 50,000 FTE1: 0.375

Account: 511100 Salaries - Regular Faculty Salary 2: 51,000 FTE2: 0.375

Original: 0 Orig.FTE:

Cumulative: 50,500 Cum.FTE: 0.375 Requested: 50,500 Req FTE: 0.375

Occurrence: 50,500 Occur.FTE: 0.375 Earnings: Earn FTE:

Comment: 7/1-DJ; Leia Solo new hire eff 7/1/05

F75QA GSU Budget Add

The bottom record shows sponsored distribution details.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 004

Eff Date: 07/01/2005 Employee ID: 963258 Status: Filled

First Name: LEIA Middle: ORGANA Last Name: SOLO

Bus Unit: FB000 Budget / Spectrum Services Title: 999HAE Emeritus, Professor

Fund: 64000 Dept: 140000000 Program: 1210 Class: 64000 Project: FLCE7

SpeedType: FLCE7 Bullying Intervention Salary 1: 50,000 FTE1: 0.375

Account: 511100 Salaries - Regular Faculty Salary 2: 51,000 FTE2: 0.375

Original: 0 Orig.FTE:

Cumulative: 50,500 Cum.FTE: 0.375 Requested: 50,500 Req FTE: 0.375

Occurrence: 50,500 Occur.FTE: 0.375 Earnings: Earn FTE:

Comment: 7/1-DJ; Leia Solo new hire eff 7/1/05

F75QA GSU Budget Add

Place the cursor in the Eff Date field. Click Insert Row.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 004

**Eff Date:** 07/01/2005 **Employee ID:** 963258 **Status:** Filled

**First Name:** LEIA **Middle:** ORGANA **Last Name:** SOLO

**Bus Unit:** FB000 Budget / Spectrum Services **Title:** 999HAE Emeritus, Professor

**Fund:** 20 **Dept:** 140000000 **Program:** 1210 **Class:** 64000 **Project:** FLCE7

**SpeedType:** FLCE7 Bullying Intervention **Salary 1:** 50,000 **FTE1:** 0.375

**Account:** 511100 Salaries - Regular Faculty **Salary 2:** 51,000 **FTE2:** 0.375

**Original:** 0 **Orig.FTE:**

**Cumulative:** 50,500 **Cum.FTE:** 0.375 **Requested:** 50,500 **Req FTE:** 0.375

**Occurrence:** 50,500 **Occur.FTE:** 0.375 **Earnings:** **Earn FTE:**

**Comment:** 7/1-DJ: Leia Solo new hire eff 7/1/05

F75QA GSU Budget Add

Change the effective date in the Eff Date field. For our example the employee is going to be 100% general effective 1/1/06.

Using the inner scroll first we will adjust the general line. For our example, to correct the budget for the general line we need to increase it by \$25,250 with a .187 FTE. Enter the amount in the Requested field that needs to be added to or taken away from the Occurrence amount. The goal is for the Occurrence amount to equal what should be budgeted for that position for the entire fiscal year. Be sure to adjust the Req FTE accordingly. Then type a comment denoting the action in the Comment field.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 004

Eff Date: 01/01/2006 Employee ID: 963258 Status: Filled

First Name: LEIA Middle: ORGANA Last Name: SOLO

Bus Unit: FB000 Budget / Spectrum Services Title: 999HAE Emeritus, Professor

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 50,000 FTE1: 0.375

Account: 511100 Salaries - Regular Faculty Salary 2: 51,000 FTE2: 0.375

Original: 0 Orig.FTE:

Cumulative: 50,500 Cum.FTE: 0.375 Requested: 25,250 Req FTE: 0.187

Occurrence: 50,500 Occur.FTE: 0.375 Earnings: Earn FTE:

Comment: 1/1-DJ; 100% general eff 1/1/06

F75QA GSU Budget Add

Next, using the inner scroll we will adjust the sponsored line. For our example, to correct the budget for the sponsored line we need to show an earnings amount of \$25,250 with a .188 FTE. Enter the amount in the Earnings and Earn FTE fields.

Since we are discontinuing a sponsored (fund code 20) budget we will also reduce the Occurrence to zero since funds are normally returned to the project. Use the requested fields to make the adjustment.

Then type a comment denoting the action in the Comment field.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 004

Eff Date: 01/01/2006 Employee ID: 963258 Status: Filled

First Name: LEIA Middle: ORGANA Last Name: SOLO

Bus Unit: FB000 Budget / Spectrum Services Title: 999HAE Emeritus, Professor

Fund: 20 Dept: 140000000 Program: 1210 Class: 64000 Project: FLCE7

SpeedType: FLCE7 Bullying Intervention Salary 1: 50,000 FTE1: 0.375

Account: 511100 Salaries - Regular Faculty Salary 2: 51,000 FTE2: 0.375

Original: 0 Orig.FTE:

Cumulative: 50,500 Cum.FTE: 0.375 Requested: -25,250 Req FTE: -.187

Occurrence: 50,500 Occur.FTE: 0.375 Earnings: 25,250 Earn FTE: 0.188

Comment: 1/1-DJ; 100% general eff 1/1/06

F75QA GSU Budget Add

Note: Be sure to go to the Proposed tab to verify that all Original Budget information has been deleted. The only thing that should be on this screen for the new row is the effective date.

Click the Save icon.

Using the inner scroll you can view how entering the Earnings and Earn FTE amounts affected the Occurrence and Occurr. FTE amounts for both the sponsored and general lines.

Also notice how using the Requested fields to reduce the Occurrence to zero leave only the earned amount in the Cumulative fields.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget | Proposed | HR Data

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 004**

Eff Date: 01/01/2006 Employee ID: 963258 Status: Filled

First Name: LEIA Middle: ORGANA Last Name: SOLO

Bus Unit: FB000 Budget / Spectrum Services Title: 999HAE Emeritus, Professor

Fund: 20 Dept: 140000000 Program: 1210 Class: 64000 Project: FLCE7

SpeedType: FLCE7 Bullying Intervention Salary 1: 50,000 FTE1: 0.375

Account: 511100 Salaries - Regular Faculty Salary 2: 51,000 FTE2: 0.375

Original:	0	Orig.FTE:	
Cumulative:	25,250	Cum.FTE:	0.188
Requested:	-25,250	Req FTE:	-0.187
Occurrence:	0	Occur.FTE:	
Earnings:	25,250	Earn FTE:	0.188

Comment: 1/1-DJ; 100% general eff 1/1/06

F75QA GSU Budget Add

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 004

Eff Date: 01/01/2006 Employee ID: 963258 Status: Filled

First Name: LEIA Middle: ORGANA Last Name: SOLO

Bus Unit: FB000 Budget / Spectrum Services Title: 999HAE Emeritus, Professor

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 50,000 FTE1: 0.375

Account: 511100 Salaries - Regular Faculty Salary 2: 51,000 FTE2: 0.375

Original: 0 Orig.FTE:

Cumulative: 75,750 Cum.FTE: 0.562 Requested: 25,250 Req FTE: 0.187

Occurrence: 75,750 Occur.FTE: 0.562 Earnings: Earn FTE:

Comment: 1/1-DJ; 100% general eff 1/1/06

F75QA GSU Budget Add

## Changing Earnings Distribution - One Source to Multiple Sources Fund Code 10 Split

Path: Budget >> GSU Budget System >> GSU Budget >> Update/Display All

**Update/Display All -- GSU Budget System**
✕

<b>Budget Period:</b>	<input type="text"/>		OK
<b>Department ID:</b>	<input style="width: 90%;" type="text"/> ▾		Cancel
<b>Original Budget Position Nbr.:</b>	<input type="text"/>		Search
			Detail
<b>Employee ID:</b>	<input type="text"/>		Use Query
<b>Employee Last Name:</b>	<input type="text"/>		New Query

Budget Period	Dept ID	Orig Budg Pos #	Empl ID

When this screen pops up you have the choice of typing in any of the following fields: Budget Period, Department ID, Original Budget Position Number, Employee ID, and/or Employee Last Name.

Click Search.

Once you find the record you are looking for, double click on the record or press OK when the record is highlighted in blue.

Budget Period	Dept ID	Orig Budg Pos #	Empl ID
2006	612200000	210	998877

A screen will pop up for the existing position.

For our example this is a picture of the person's current budget. He has only one earning source.

The screenshot displays the 'Georgia State University - Budget - GSU Budget System' window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. The main content area is titled 'GSU Budget' and contains the following information:

- Budget Period:** 2006
- Dept ID:** 612200000
- Budget & Planning**
- Orig Budg Pos #:** 210
- Eff Date:** 07/01/2005
- Employee ID:** 998877
- Status:** Filled
- First Name:** OBI
- Middle:** WAN
- Last Name:** KENOBI
- Bus Unit:** FB000 (Budget / Spectrum Services)
- Title:** 193XAA (Dir, Bdgt & Planning)
- Fund:** 10
- Dept:** 612200000
- Program:** 1620
- Class:** 11000
- Project:** (empty)
- SpeedType:** BUD (Budget & Planning)
- Salary 1:** 50,000
- FTE1:** 1.000
- Account:** 522100 (Salaries - Staff)
- Salary 2:** 52,500
- FTE2:** 1.000
- Original:** 0
- Orig.FTE:** (empty)
- Cumulative:** 51,250
- Cum.FTE:** 1.000
- Requested:** 51,250
- Req FTE:** 1.000
- Occurrence:** 51,250
- Occur.FTE:** 1.000
- Earnings:** (empty)
- Earn FTE:** (empty)
- Comment:** 713-DJ; Obi Wan Kenobi new hire eff 7/1/05

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Add'.

Place the cursor in the Eff Date field. Click Insert Row.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget | Proposed | HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 210

Eff Date: **07/01/2005** Employee ID: 998877 Status: Filled

First Name: OBI Middle: WAN Last Name: KENOBI

Bus Unit: FB000 Budget / Spectrum Services Title: 193XAA Dir, Bdgt & Planning

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 50,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 52,500 FTE2: 1.000

Original: 0 Orig.FTE: 0

Cumulative: 51,250 Cum.FTE: 1.000 Requested: 51,250 Req FTE: 1.000

Occurrence: 51,250 Occur.FTE: 1.000 Earnings: Earn FTE:

Comment: 7/3-DJ: Obi Van Kenobi new hire eff 7/1/05

F75QA GSU Budget Add

Change the effective date in the Eff Date field. For our example the person will become split 50/50 between Spectrum and Budget & Planning, two fund code 10 budgets, effective February 1, 2006.

Although this position will be split between two fund code 10 departments, there is no need to adjust the salary fields unless this person is a new hire or this change is taking effect July 1.

To adjust the position in the department that will go from 100% to 50%, decrease the Occurrence amount to reflect the new budget amount. That means you must place the negative amount in the Requested and Req FTE fields.

For our example, this position will earn \$40,312 and .79 FTE for the fiscal year. Therefore, we need to reduce the Occurrence amount by \$10,938 and .21 FTE.

Then type a comment denoting the action in the Comment field.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 210**

Eff Date: 02/01/2006 Employee ID: 998877 Status: Filled

First Name: OBI Middle: WAN Last Name: KENOBI

Bus Unit: FB000 Budget / Spectrum Services Title: 193XAA Dir, Bdg & Planning

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 50,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 52,500 FTE2: 1.000

Original: 0 Orig.FTE: 1.000

Cumulative: 51,250 Cum.FTE: 1.000 Requested: -10,938 Req FTE: -0.210

Occurrence: 51,250 Occur.FTE: 1.000 Earnings: Earn FTE:

Comment: 2/1/06-DJ; split 50% BUD and 50% SPEC eff 2/1/06

F75QA GSU Budget Add

Click the save icon.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 210

Eff Date: 02/01/2006 Employee ID: 998877 Status: Filled

First Name: DBI Middle: WAN Last Name: KENOBI

Bus Unit: FB000 Budget / Spectrum Services Title: 193XAA Dir, Bdgt & Planning

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 50,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 52,500 FTE2: 1.000

Original: 0 Orig.FTE:

Cumulative: 40,312 Cum.FTE: 0.790 Requested: -10,938 Req FTE: -0.210

Occurrence: 40,312 Occur.FTE: 0.790 Earnings: Earn FTE:

Comment: 2/1/06-DJ; split 50% BUD and 50% SPEC eff 2/1/06

F75QA GSU Budget Add

Next click the red "X" to cancel the record you were working on.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 210

Eff Date: 02/01/2006 Employee ID: 998877 Status: Filled

First Name: DBI Middle: WAN Last Name: KENOBI

Bus Unit: FB000 Budget / Spectrum Services Title: 193XAA Dir, Bdgt & Planning

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 50,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 52,500 FTE2: 1.000

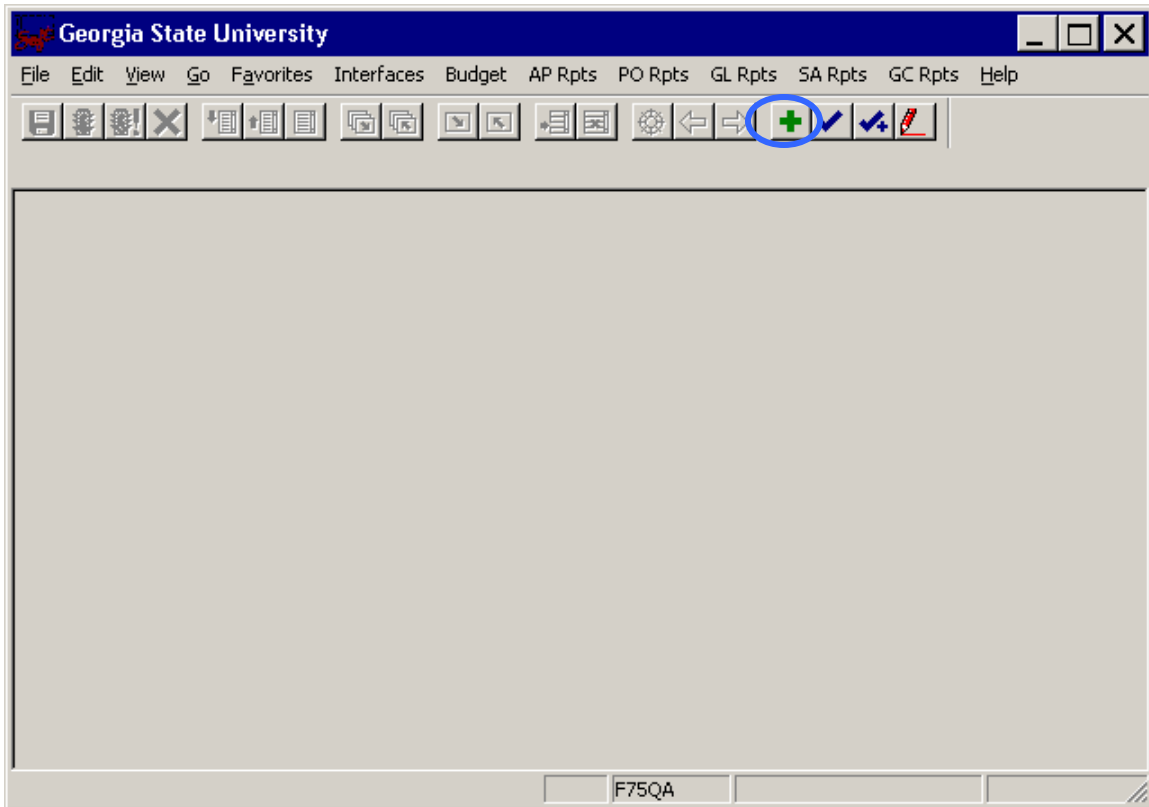
Original:	0	Orig.FTE:	
Cumulative:	40,312	Cum.FTE:	0.790
Requested:	-10,938	Req FTE:	-0.210
Occurrence:	40,312	Occur.FTE:	0.790
Earnings:		Earn FTE:	

Comment: 2/1/06-DJ; split 50% BUD and 50% SPEC eff 2/1/06

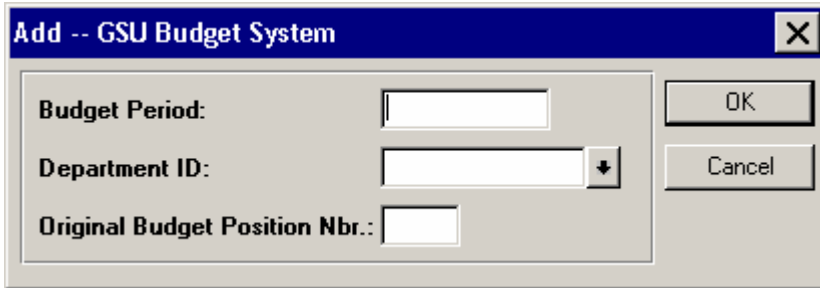
F75QA GSU Budget Add

Since we are changing Obi Wan Kenobi's earnings distribution from 100% BUD, fund code 10 to 50% BUD/SPEC, fund code 10, we need to set up a position in the Spectrum department. In our example we will set up a new position in the Spectrum department.

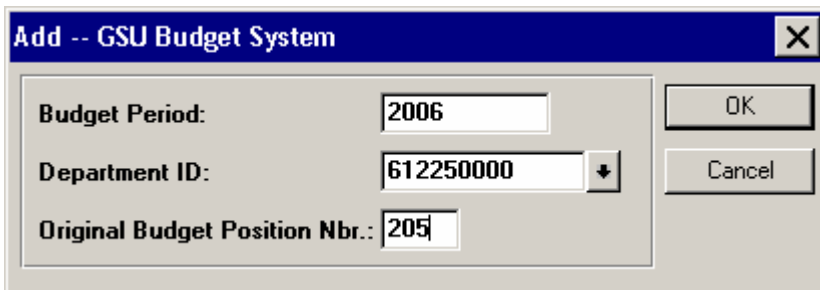
Click on the green "+" to add a new position.



Once this screen pops up, enter the budget period, department ID, and the next available position number in the Original Budget Position Number field and then click OK.



The screenshot shows a dialog box titled "Add -- GSU Budget System" with a close button (X) in the top right corner. The dialog contains three input fields on the left and two buttons on the right. The "Budget Period:" field is empty. The "Department ID:" field is empty with a dropdown arrow on the right. The "Original Budget Position Nbr.:" field is empty. The "OK" button is positioned above the "Cancel" button.



The screenshot shows the same dialog box, but with the input fields filled. The "Budget Period:" field contains the text "2006". The "Department ID:" field contains the text "612250000" with a dropdown arrow on the right. The "Original Budget Position Nbr.:" field contains the text "205". The "OK" and "Cancel" buttons remain in the same positions.

A new screen will pop up with blank fields.

The screenshot shows a web browser window titled "Georgia State University - Budget - GSU Budget System". The browser's address bar and menu bar are visible. The main content area contains a form with the following fields and sections:

- Header:** Budget Period: 2006, Dept ID: 612250000, Spectrum System, Orig Budg Pos #: 205
- Employee Information:** Eff Date: 02/01/2006, Employee ID: [blank], Status: [blank], First Name: [blank], Middle: [blank], Last Name: [blank], Bus Unit: [blank], Title: [blank]
- Funding Information:** Fund: [blank], Dept: [blank], Program: [blank], Class: [blank], Project: [blank], SpeedType: [blank], Account: [blank], Salary 1: [blank], FTE1: [blank], Salary 2: [blank], FTE2: [blank]
- Summary:** Original: 0, Orig.FTE: [blank], Cumulative: 0, Cum.FTE: [blank], Requested: [blank], Req FTE: [blank], Occurrence: 0, Occur.FTE: [blank], Earnings: [blank], Earn FTE: [blank]
- Comment:** [blank]

At the bottom of the form, there are buttons for "F75QA", "GSU Budget", and "Add".

Enter the employee ID in the Employee ID field.

Select Filled in the Status field.

Enter the employee's name in the name fields.

Enter the appropriate business unit in the Bus Unit field. For our example the business unit is FB000.

Enter the employee's title in the Title field.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' application window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar, there are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main data entry area is titled 'Budget Period: 2006 Dept ID: 612250000 Spectrum System Orig Budg Pos #: 205'. The form contains several fields: 'Eff Date' (02/01/2006), 'Employee ID' (998877), 'Status' (Filled), 'First Name' (OBI), 'Middle' (WAN), 'Last Name' (KENOBI), 'Bus Unit' (FB000), and 'Title' (193XAA). There are also dropdown menus for 'Fund', 'Dept', 'Program', 'Class', and 'Project'. A 'SpeedType' checkbox is present. At the bottom, there are fields for 'Original', 'Cumulative', and 'Occurrence' counts, along with 'Orig.FTE', 'Cum.FTE', 'Requested', 'Req FTE', 'Earnings', and 'Earn FTE'. A 'Comment' field is at the very bottom. The status bar at the bottom right shows 'F75QA', 'GSU Budget', and 'Add'.

Enter the chartfield information for the new funding source by either using the Speedtype field or by typing in the fund, department, program, and class. Since this is a fund code 10 budget the Project field is not applicable. Also be sure to enter the account code in the Account field.

When you do a fund code 10 split, it is not necessary to enter information in the salary fields of the new department's position unless the change took effect July 1 or you are setting up the budget for a new employee.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar, there are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main form area contains the following fields and data:

- Budget Period:** 2006
- Dept ID:** 612250000
- Spectrum System**
- Orig Budg Pos #:** 205
- Eff Date:** 02/01/2006
- Employee ID:** 998877
- Status:** Filled
- First Name:** OBI
- Middle:** WAN
- Last Name:** KENOBI
- Bus Unit:** FB000
- Title:** 193XAA
- Fund:** 10
- Dept:** 612250000
- Program:** 1620
- Class:** 11000
- Project:** (empty)
- SpeedType:** SPEC
- Account:** 522100
- Salary 1:** (empty)
- FTE1:** (empty)
- Salary 2:** (empty)
- FTE2:** (empty)
- Original:** 0
- Orig.FTE:** (empty)
- Cumulative:** 0
- Cum.FTE:** (empty)
- Requested:** (empty)
- Req FTE:** (empty)
- Occurrence:** 0
- Occur.FTE:** (empty)
- Earnings:** (empty)
- Earn FTE:** (empty)
- Comment:** (empty text area)

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Add'.

To set up the budget for the new position, enter the budget amount in the Requested field and the budget FTE in the Req FTE field.

In our example, the employee will earn \$10,937 and .22 FTE.

Be sure to type a comment denoting the action in the comment field.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main form area displays the following information:

- Budget Period:** 2006
- Dept ID:** 612250000
- Spectrum System**
- Orig Budg Pos #:** 205
- Eff Date:** 02/01/2006
- Employee ID:** 998877
- Status:** Filled
- First Name:** OBI
- Middle:** WAN
- Last Name:** KENOBI
- Bus Unit:** FB000
- Title:** 193XAA
- Fund:** 10
- Dept:** 612250000
- Program:** 1620
- Class:** 11000
- Project:** (empty)
- SpeedType:** SPEC
- Account:** 522100
- Original:** 0
- Cumulative:** 0
- Occurrence:** 0
- Comment:** 2/1-DJ: split 50% BUD and 50% SPEC eff 2/1/06

At the bottom of the form, there are input fields for 'Requested' (10,938) and 'Req FTE' (0.210), and another set of empty fields for 'Earnings' and 'Earn FTE'. The status bar at the bottom shows 'F75QA', 'GSU Budget', and an 'Add' button.

If you notice, there are three tabs listed that represent three panels: GSU Budget, Proposed, and HR Data. Since we are adding a new position you will need to use the HR Data panel.

Go to the HR Data panel by clicking on the HR Data tab.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed **HR Data**

Budget Period: 2006 Dept ID: 612250000 Spectrum System Orig Budg Pos #: 205

Eff Date: 02/01/2006 Employee ID: 998877 Status: Filled

First Name: OBI Middle: WAN Last Name: KENOBI

Bus Unit: FB000 Budget / Spectrum Services Title: 193XAA Dir, Bdg & Planning

Fund: 10 Dept: 612250000 Program: 1620 Class: 11000 Project:

SpeedType: SPEC Spectrum System Salary 1: FTE1:

Account: 522100 Salaries - Staff Salary 2: FTE2:

Original: 0 Orig.FTE:

Cumulative: 0 Cum.FTE: Requested: 10,938 Req FTE: 0.210

Occurrence: 0 Occur.FTE: Earnings: Earn FTE:

Comment: 2/1-DJ: split 50% BUD and 50% SPEC eff 2/1/06

F75QA GSU Budget Add

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612250000 Spectrum System Orig Budg Pos #: 205

Eff Date: 02/01/2006 Degree: Contract: HR Position #:

First Name: OBI Middle: WAN Last Name: KENOBI

SSN: Empl. Date: TerminationDate:

Fund: 10 Dept: 612250000 Program: 1620 Class: 11000 Project:

SpeedType: SPEC Spectrum System

Account: 522100 Salaries - Staff

Act Amt: Act FTE:

F75QA HR Data Add

Enter the type of degree received (if applicable) in the Degree field.

The contract field has four options: Academic, Prof/Staff, Temporary, and YearAcad. Since Obi Wan Kenobi is a GSU staff member we will select Prof/Staff for our example.

You must also fill in the HR position # and the employment date.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' application window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main form area displays the following information:

- Budget Period:** 2006
- Dept ID:** 612250000
- Spectrum System**
- Orig Budg Pos #:** 205
- Eff Date:** 02/01/2006
- Degree:** MBA
- Contract:** Prof/Staff
- HR Position #:** 002911
- First Name:** OBI
- Middle:** WAN
- Last Name:** KENOBI
- SSN:** [Empty field]
- Empl. Date:** 07/01/2005
- TerminationDate:** [Empty field]
- Fund:** 10
- Dept:** 612250000
- Program:** 1620
- Class:** 11000
- Project:** [Empty field]
- SpeedType:** SPEC
- Spectrum System**
- Account:** 522100
- Salaries - Staff**
- Act Amt:** [Empty field]
- Act FTE:** [Empty field]

At the bottom of the window, there are buttons for 'F75QA', 'HR Data', and 'Add'.

Return to the GSU Budget panel by clicking on the GSU Budget tab.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612250000 Spectrum System Orig Budg Pos #: 205

Eff Date: 02/01/2006 Degree: MBA Contract: Prof/Staff HR Position #: 002911

First Name: OBI Middle: WAN Last Name: KENOBI

SSN: [ ] Empl. Date: 07/01/2005 TerminationDate: [ ]

Fund: 10 Dept: 612250000 Program: 1620 Class: 11000 Project: [ ]

SpeedType: SPEC Spectrum System

Account: 522100 Salaries - Staff

Act Amt: [ ] Act FTE: [ ]

F75QA HR Data Add

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612250000 Spectrum System Orig Budg Pos #: 205

Eff Date: 02/01/2006 Employee ID: 998877 Status: Filled

First Name: OBI Middle: WAN Last Name: KENOBI

Bus Unit: FB000 Budget / Spectrum Services Title: 193XAA Dir, Bdgt & Planning

Fund: 10 Dept: 612250000 Program: 1620 Class: 11000 Project: [ ]

SpeedType: SPEC Spectrum System Salary 1: [ ] FTE1: [ ]

Account: 522100 Salaries - Staff Salary 2: [ ] FTE2: [ ]

Original: 0 Orig.FTE: [ ]

Cumulative: 0 Cum.FTE: [ ] Requested: 10,938 Req FTE: 0.210

Occurrence: 0 Occur.FTE: [ ] Earnings: [ ] Earn FTE: [ ]

Comment: 2/1-DJ: split 50% BUD and 50% SPEC eff 2/1/06

F75QA GSU Budget Add

Click the Save icon.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612250000 Spectrum System Orig Budg Pos #: 205

Eff Date: 02/01/2006 Employee ID: 998877 Status: Filled

First Name: DBI Middle: WAN Last Name: KENOBI

Bus Unit: FB000 Budget / Spectrum Services Title: 193XAA Dir, Bdgt & Planning

Fund: 10 Dept: 612250000 Program: 1620 Class: 11000 Project:

SpeedType: SPEC Spectrum System Salary 1: FTE1:

Account: 522100 Salaries - Staff Salary 2: FTE2:

Original: 0 Orig.FTE:

Cumulative: 10,938 Cum.FTE: 0.210 Requested: 10,938 Req FTE: 0.210

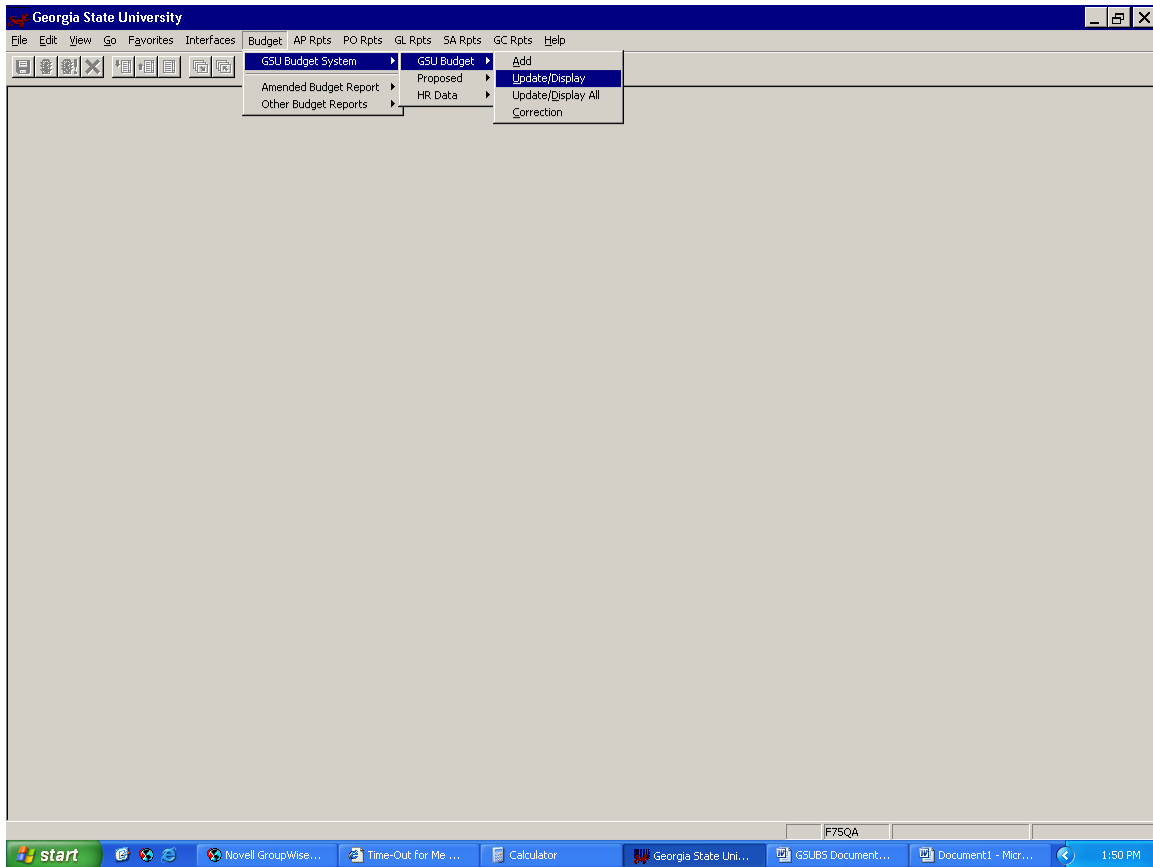
Occurrence: 10,938 Occur.FTE: 0.210 Earnings: Earn FTE:

Comment: 2/1-DJ: split 50% BUD and 50% SPEC eff 2/1/06

F75QA GSU Budget Add

## Setting up a Stipend

Path: Budget >> GSU Budget System >> GSU Budget >> Update/Display



When this screen pops up enter the Budget Period and the Department ID, Original Budget Position Nbr., Employee ID, and/or Employee Last Name to search for the existing position.

Once you find the record you are looking for double click on the name or press OK when the name is highlighted in blue.

Budget Period	Dept ID	Orig Budg Pos #	Empl ID

That will bring up this screen.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' application window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar, there are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main content area displays the following information:

**Budget Period:** 2006    **Dept ID:** 612200000    Budget & Planning    **Orig Budg Pos #:** 005

**Eff Date:** 07/01/2005    **Employee ID:** [ ]    **Status:** Vacant

**First Name:** [ ]    **Middle:** [ ]    **Last Name:** [ ]

**Bus Unit:** FB000    Budget / Spectrum Services    **Title:** 203B00    Instructor, Adjunct

**Fund:** 10    **Dept:** 612200000    **Program:** 1620    **Class:** 11000    **Project:** [ ]

**SpeedType:** BUD    Budget & Planning    **Salary 1:** 65,000    **FTE1:** 0.750

**Account:** 511100    Salaries - Regular Faculty    **Salary 2:** 65,000    **FTE2:** 0.750

<b>Original:</b>	65,000	<b>Orig.FTE:</b>	0.750		
<b>Cumulative:</b>	65,000	<b>Cum.FTE:</b>	0.750	<b>Requested:</b> [ ]	<b>Req FTE:</b> [ ]
<b>Occurrence:</b>	65,000	<b>Occur.FTE:</b>	0.750	<b>Earnings:</b> [ ]	<b>Earn FTE:</b> [ ]

**Comment:** [ ]

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Update/Display'.

While the cursor is in the Eff Date field, click Insert Row.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data **Insert Row**

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 005

Eff Date: 07/01/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 203800 Instructor, Adjunct

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 65,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 65,000 FTE2: 0.750

Original: 65,000 Orig.FTE: 0.750

Cumulative: 65,000 Cum.FTE: 0.750 Requested: Req FTE:

Occurrence: 65,000 Occur.FTE: 0.750 Earnings: Earn FTE:

Comment:

F75QA GSU Budget Update/Display

Type in a new effective date that corresponds to the date the stipend is to begin. There is no need to adjust the existing budget line since stipends don't affect the employee's earnings budget.

Place the cursor in the Fund field. Click Insert Row.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data **Insert Row**

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 005**

Eff Date: 08/10/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 203B00 Instructor, Adjunct

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 65,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 65,000 FTE2: 0.750

Original: 65,000 Orig.FTE: 0.750

Cumulative: 65,000 Cum.FTE: 0.750 Requested: Req FTE:

Occurrence: 65,000 Occur.FTE: 0.750 Earnings: Earn FTE:

Comment:

F75QA GSU Budget Update/Display

Enter chartfield information for the stipend by using the Speedtype field or by typing in the Fund, Dept, Program, Class, and Project.

Be sure to type the account code into the Account field. To setup the budget for the stipend, enter the budget amount in the Requested field. Stipends do not have FTE so there is no need to put anything in any of the FTE fields. Then type a comment denoting the action in the Comment field.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. The main form area is titled 'Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 005'. It contains several input fields and dropdown menus for employee and budget information.

Eff Date:	08/10/2005	Employee ID:		Status:	Vacant
First Name:		Middle:		Last Name:	
Bus Unit:	FB000	Budget / Spectrum Services	Title:	203B00	Instructor, Adjunct
Fund:	10	Dept:	612200000	Program:	1620
Class:	11000	Project:		SpeedType:	BUD
Account:	569020	Administrative Stipends	Salary 1:	5,000	FTE1:
			Salary 2:	5,000	FTE2:
Original:	0	Orig.FTE:			
Cumulative:	0	Cum.FTE:	Requested:	2,500	Req FTE:
Occurrence:	0	Occur.FTE:	Earnings:		Earn FTE:
Comment:	8/1/05; Fall Semester Stipend				

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Update/Display'.

Remember: If you don't know the account code, you can use the drop down menu arrow or you can type in a number and hit Shift-F4 to see a list of valid accounts.

**Valid Values** [X]

SetID: GSUFS

Account: 5 [v]

OK

Cancel

Search

SetID	Acct	Descr	Type
GSUFS	557200	Employee Tuition Remission	E
GSUFS	560100	Tort Claims	E
GSUFS	569020	Administrative Stipends	E
GSUFS	569030	Extra Compensation	E
GSUFS	569040	Industry Supplements	E
GSUFS	569050	Foundation Supplements	E
GSUFS	569060	One time awards & recognition	E
GSUFS	569070	Meritorious one time salary ad	E
GSUFS	569080	Additional straight time	E
GSUFS	569090	Compensation for research	E
GSUFS	569140	Hours without Pay	E
GSUFS	569150	Fee Based Employ-Deduct FICA	E
GSUFS	569160	Fee Based Empl-Ded GA Defined	E

Before you save, be sure to put a comment in the Comment field of the existing budget line also.

Do that by using the inner scroll to view either earnings source.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 005**

Eff Date: 08/10/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 203800 Instructor, Adjunct

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 65,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 65,000 FTE2: 0.750

Original:	65,000	Orig.FTE:	0.750		
Cumulative:	65,000	Cum.FTE:	0.750	Requested:	Req FTE:
Occurrence:	65,000	Occur.FTE:	0.750	Earnings:	Earn FTE:

Comment: 8/1/05; Fall Semester Stipend

F75QA GSU Budget Update/Display

Click the Save icon.

If you use the inner scroll you can view the earnings detail.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

Save Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 005

Eff Date: 08/10/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 203B00 Instructor, Adjunct

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 5,000 FTE1:

Account: 569020 Administrative Stipends Salary 2: 5,000 FTE2:

Original: 0 Orig.FTE:

Cumulative: 2,500 Cum.FTE: Requested: 2,500 Req FTE:

Occurrence: 2,500 Occur.FTE: Earnings: Earn FTE:

Comment: 8/1/05: Fall Semester Stipend

F75QA GSU Budget Update/Display

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 005

Eff Date: 08/10/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 203B00 Instructor, Adjunct

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 65,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 65,000 FTE2: 0.750

Original: 65,000 Orig.FTE: 0.750

Cumulative: 65,000 Cum.FTE: 0.750 Requested: Req FTE:

Occurrence: 65,000 Occur.FTE: 0.750 Earnings: Earn FTE:

Comment: 8/1/05: Fall Semester Stipend

F75QA GSU Budget Update/Display

## Terminating an Employee from an Ongoing General Funds Position

Path: Budget >> GSU Budget System >> GSU Budget >> Update/Display

When the Update/Display screen pops up enter the Budget Period and the Department ID, Original Budget Position Number, Employee ID, and/or Employee Last Name to search for the existing position you would like to adjust.

Once you find the record you are looking for double click on the name or press OK when the name is highlighted in blue.

**Update/Display -- GSU Budget System**

Budget Period: 2006  
 Department ID: 6122  
 Original Budget Position Nbr.:  
 Employee ID:  
 Employee Last Name: SOLO

Budget Period	Dept ID	Orig Budg Pos #	Empl ID
2006	612200000	004	963258
2006	612200000	213	999999

Buttons: OK, Cancel, Search, Detail, Use Query, New Query

The screen of the selected record will pop up.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget | Proposed | HR Data

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 213**

Eff Date: 07/01/2005 Employee ID: 999999 Status: Filled

First Name: HAN Middle: Last Name: SOLO

Bus Unit: FB000 Budget / Spectrum Services Title: 434XAC Business Mgr I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 24,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 25,000 FTE2: 1.000

Original:	24,500	Orig.FTE:	1.000		
Cumulative:	24,500	Cum.FTE:	1.000	Requested:	Req FTE:
Occurrence:	24,500	Occur.FTE:	1.000	Earnings:	Earn FTE:

Comment:

F75QA GSU Budget Update/Display

Place the cursor in the Eff Date field. Click Insert Row.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 213

Eff Date: 07/01/2005 Employee ID: 999999 Status: Filled

First Name: HAN Middle: Last Name: SOLO

Bus Unit: FB000 Budget / Spectrum Services Title: 434XAC Business Mgr I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 24,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 25,000 FTE2: 1.000

Original:	24,500	Orig.FTE:	1.000		
Cumulative:	24,500	Cum.FTE:	1.000	Requested:	Req FTE:
Occurrence:	24,500	Occur.FTE:	1.000	Earnings:	Earn FTE:

Comment:

F75QA GSU Budget Update/Display

Change the effective date.

Status field remains “Filled” unless you are either getting rid of the position forever or terminating a non-general funds position.

Type the amount earned in the Earnings field. Be sure to type earned FTE in the Earn FTE field. Then type a comment denoting the action in the Comment field.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. The main content area displays the following information:

**Budget Period:** 2006    **Dept ID:** 612200000    **Budget & Planning**    **Orig Budg Pos #:** 213

**Eff Date:** 09/16/2005    **Employee ID:** 999999    **Status:** Filled

**First Name:** HAN    **Middle:**    **Last Name:** SOLO

**Bus Unit:** FB000    Budget / Spectrum Services    **Title:** 434XAC    Business Mgr I

**Fund:** 10    **Dept:** 612200000    **Program:** 1620    **Class:** 11000    **Project:**

**SpeedType:** BUD    Budget & Planning    **Salary 1:** 24,000    **FTE1:** 1.000

**Account:** 522100    Salaries - Staff    **Salary 2:** 25,000    **FTE2:** 1.000

**Original:** 24,500    **Orig.FTE:** 1.000

**Cumulative:** 24,500    **Cum.FTE:** 1.000    **Requested:**    **Req FTE:**

**Occurrence:** 24,500    **Occur.FTE:** 1.000    **Earnings:** 5,000    **Earn FTE:** 0.210

**Comment:** 1/24-DJ; termination eff 9/16/05

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Update/Display'.

Go to the HR Data panel by clicking on the HR Data tab.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed **HR Data**

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 213

Eff Date: 09/16/2005 Employee ID: 999999 Status: Filled

First Name: HAN Middle: Last Name: SOLO

Bus Unit: FB000 Budget / Spectrum Services Title: 434XAC Business Mgr I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 24,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 25,000 FTE2: 1.000

Original: 24,500 Orig.FTE: 1.000

Cumulative: 24,500 Cum.FTE: 1.000 Requested: Req FTE:

Occurrence: 24,500 Occur.FTE: 1.000 Earnings: 5,000 Earn FTE: 0.210

Comment: 1/24-DJ; termination eff 9/16/05

F75QA GSU Budget Update/Display

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 213

Eff Date: 09/16/2005 Degree: MA Contract: Prof/Staff HR Position #: 000000

First Name: HAN Middle: Last Name: SOLO

SSN: Empl. Date: 05/30/2005 TerminationDate:

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning

Account: 522100 Salaries - Staff

Act Amt: Act FTE:

F75QA HR Data Add

Enter the termination date in the Termination Date field.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' application window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar, there are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main data area contains the following information:

- Budget Period:** 2006
- Dept ID:** 612200000
- Budget & Planning**
- Orig Budg Pos #:** 213
- Eff Date:** 09/16/2005
- Degree:** MA
- Contract:** Prof/Staff
- HR Position #:** 000000
- First Name:** HAN
- Middle:**
- Last Name:** SOLO
- SSN:**
- Empl. Date:** 05/30/2005
- TerminationDate:** 09/16/2005

Below this information is a section for budget details:

- Fund:** 10
- Dept:** 612200000
- Program:** 1620
- Class:** 11000
- Project:**
- SpeedType:** BUD
- Budget & Planning**
- Account:** 522100
- Salaries - Staff**

At the bottom of the main data area, there are two input fields: **Act Amt:** and **Act FTE:**. The bottom of the window features a status bar with 'F75QA', 'HR Data', and 'Add' buttons.

Return to the GSU Budget panel by clicking on the GSU Budget tab.

Click the Save icon.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget | Proposed | HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 213

Eff Date: 09/16/2005 Employee ID: 999999 Status: Filled

First Name: HAN Middle: Last Name: SOLO

Bus Unit: FB000 Budget / Spectrum Services Title: 434XAC Business Mgr I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 24,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 25,000 FTE2: 1.000

Original: 24,500 Orig.FTE: 1.000

Cumulative: 24,500 Cum.FTE: 1.000 Requested: Req FTE:

Occurrence: 19,500 Occur.FTE: 0.790 Earnings: 5,000 Earn FTE: 0.210

Comment: 1/24-DJ; termination eff 9/16/05

F75QA GSU Budget Update/Display

Next, set up a vacant position.

Place the cursor in the Eff Date field. Click Insert Row.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 213

Eff Date: **09/16/2005** Employee ID: 999999 Status: Filled

First Name: HAN Middle: Last Name: SOLO

Bus Unit: FB000 Budget / Spectrum Services Title: 434XAC Business Mgr I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 24,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 25,000 FTE2: 1.000

Original: 24,500 Orig.FTE: 1.000

Cumulative: 24,500 Cum.FTE: 1.000 Requested: Req FTE:

Occurrence: 19,500 Occur.FTE: 0.790 Earnings: 5,000 Earn FTE: 0.210

Comment: W24-DJ; termination eff 9/16/05

F75QA GSU Budget Update/Display

Change the Status from Filled to Vacant. Then type a comment in the Comment field denoting the action.

There is no need to adjust the Occurrence amount unless you are transferring money from the vacant line.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget | Proposed | HR Data

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 213**

Eff Date: 09/17/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 434XAC Business Mgr I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 24,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 25,000 FTE2: 1.000

Original:	24,500	Orig.FTE:	1.000		
Cumulative:	24,500	Cum.FTE:	1.000	Requested:	Req FTE:
Occurrence:	19,500	Occur.FTE:	0.790	Earnings:	Earn FTE:

Comment: 1/24-DJ: Han Solo termination eff 9/16/05

F75QA GSU Budget Update/Display

Go to the Proposed panel. Delete everything from this panel except the effective date.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 213

Eff Date: 09/17/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 434XAC Business Mgr I

Fund: 10	Dept: 612200000	Program: 1620	Class: 11000	Project:
SpeedType: BUD	Budget & Planning	Salary 1: 24,000	FTE1: 1.000	
Account: 522100	Salaries - Staff	Salary 2: 25,000	FTE2: 1.000	

Mkt/Eq Adj:  Promo Amt:  Date:  MOTSA Ind

Proposed 1:  Prop FTE 1:  Raise:  Raise %:

Proposed 2:  Prop FTE 2:  Proposed:

Comment Proposed:

F75QA Proposed Add

Go to the HR Data panel. Delete everything from this panel except the position number and the contract.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 213**

Eff Date: 09/17/2005 Degree:  Contract: Prof/Staff HR Position #: 000000

First Name:  Middle:  Last Name:

SSN:  Empl. Date:  TerminationDate:

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning

Account: 522100 Salaries - Staff

Act Amt:  Act FTE:

F75QA HR Data Add

Click the Save icon.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

Save get Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 213

Eff Date: 09/17/2005 Employee ID: Status: Vacant

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title: 434XAC Business Mgr I

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 24,000 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 25,000 FTE2: 1.000

Original: 24,500 Orig.FTE: 1.000

Cumulative: 24,500 Cum.FTE: 1.000 Requested: Req FTE:

Occurrence: 19,500 Occur.FTE: 0.790 Earnings: Earn FTE:

Comment: 1/24-DJ; Han Solo termination eff 9/16/05

F75QA GSU Budget Update/Display

## Terminating a Sponsored Position or a Position Terminating Forever

Path: Budget >> GSU Budget System >> GSU Budget >> Update/Display

**Update/Display -- GSU Budget System** [X]

**Budget Period:**

**Department ID:**  ▾

**Original Budget Position Nbr.:**

**Employee ID:**

**Employee Last Name:**

OK  
Cancel  
Search  
Detail  
Use Query  
New Query

Budget Period	Dept ID	Orig Budg Pos #	Empl ID

When the Update/Display screen pops up enter the Budget Period and the Department ID, Original Budget Position Number, Employee ID, and/or Employee Last Name to search for the existing position you would like to adjust. Click Search.

**Update/Display -- GSU Budget System** [X]

**Budget Period:**

**Department ID:**  [v]

**Original Budget Position Nbr.:**

---

**Employee ID:**

**Employee Last Name:**

Budget Period	Dept ID	Orig Budg Pos #	Empl ID
2006	612200000	004	963258
2006	612200000	002	987654
2006	612200000	210	998877

Buttons: OK, Cancel, Search, Detail, Use Query, New Query

Once you find the record you are looking for double click on the name or press OK when the name is highlighted in blue.

**Update/Display -- GSU Budget System** [X]

Budget Period:

Department ID:  [v]

Original Budget Position Nbr.:

---

Employee ID:

Employee Last Name:

Budget Period	Dept ID	Orig Budg Pos #	Empl ID
2006	612200000	004	963258
2006	612200000	002	987654
2006	612200000	210	998877

OK  
Cancel  
Search  
Detail  
Use Query  
New Query

The screen will pop up for the existing position.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 002

Eff Date: 07/01/2005 Employee ID: 987654 Status: Filled

First Name: LUKE Middle: X Last Name: SKYWALKER

Bus Unit: FB000 Budget / Spectrum Services Title: 201W00 Assoc Professor, Visiting

Fund: 20 Dept: 165200000 Program: 1210 Class: 61000 Project: FLU37

SpeedType: FLU37 Sea Turtle Conservation Salary 1: 75,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 76,000 FTE2: 0.750

Original: 0 Orig.FTE:

Cumulative: 75,500 Cum.FTE: 0.750 Requested: 75,500 Req FTE: 0.750

Occurrence: 75,500 Occur.FTE: 0.750 Earnings: Earn FTE:

Comment: 7/1-DJ: Luke Skywalker new hire eff 7/1/05

F75QA GSU Budget Add

Place the cursor in the Eff Date field and click Insert Row.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget **AP Rpts** PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 002

Eff Date: 07/01/2005 Employee ID: 987654 Status: Filled

First Name: LUKE Middle: X Last Name: SKYWALKER

Bus Unit: FB000 Budget / Spectrum Services Title: 201W00 Assoc Professor, Visiting

Fund: 20 Dept: 165200000 Program: 1210 Class: 61000 Project: FLU37

SpeedType: FLU37 Sea Turtle Conservation Salary 1: 75,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 76,000 FTE2: 0.750

Original: 0 Orig.FTE:

Cumulative: 75,500 Cum.FTE: 0.750 Requested: 75,500 Req FTE: 0.750

Occurrence: 75,500 Occur.FTE: 0.750 Earnings: Earn FTE:

Comment: 7/1-DJ; Luke Skywalker new hire eff 7/1/05

F75QA GSU Budget Add

Change the effective date.

The Status field remains Filled.

Type the amount earned in the Earnings and earned FTE fields.

Then type a comment denoting the action in the Comment Field.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. The main window displays the following information:

- Budget Period:** 2006
- Dept ID:** 612200000
- Budget & Planning**
- Orig Budg Pos #:** 002
- Eff Date:** 10/31/2005
- Employee ID:** 987654
- Status:** Filled
- First Name:** LUKE
- Middle:** X
- Last Name:** SKYWALKER
- Bus Unit:** FB000 (Budget / Spectrum Services)
- Title:** 201W00 (Assoc Professor, Visiting)
- Fund:** 20
- Dept:** 165200000
- Program:** 1210
- Class:** 61000
- Project:** FLU37
- SpeedType:** FLU37 (Sea Turtle Conservation)
- Salary 1:** 75,000
- FTE1:** 0.750
- Account:** 511100 (Salaries - Regular Faculty)
- Salary 2:** 76,000
- FTE2:** 0.750
- Original:** 0
- Orig.FTE:**
- Cumulative:** 75,500
- Cum.FTE:** 0.750
- Requested:**
- Req FTE:**
- Occurrence:** 75,500
- Occur.FTE:** 0.750
- Earnings:** 22,500
- Earn FTE:** 0.224
- Comment:** 11/2-DJ; Luke Skywalker term eff 10/31/05

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Add'.

Go to the HR Data panel by clicking on the HR Data tab.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed **HR Data**

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 002

Eff Date: 10/31/2005 Employee ID: 987654 Status: Filled

First Name: LUKE Middle: X Last Name: SKYWALKER

Bus Unit: FB000 Budget / Spectrum Services Title: 201W00 Assoc Professor, Visiting

Fund: 20 Dept: 165200000 Program: 1210 Class: 61000 Project: FLU37

SpeedType: FLU37 Sea Turtle Conservation Salary 1: 75,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 76,000 FTE2: 0.750

Original: 0 Orig.FTE:

Cumulative: 75,500 Cum.FTE: 0.750 Requested: Req FTE:

Occurrence: 75,500 Occur.FTE: 0.750 Earnings: 22,500 Earn FTE: 0.224

Comment: 11/2-DJ; Luke Skywalker term eff 10/31/05

F75QA GSU Budget Add

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed **HR Data**

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 002

Eff Date: 10/31/2005 Degree: PHD Contract: Academic HR Position #: 222111

First Name: LUKE Middle: X Last Name: SKYWALKER

SSN: Empl. Date: 07/01/2005 TerminationDate:

Fund: 20 Dept: 165200000 Program: 1210 Class: 61000 Project: FLU37

SpeedType: FLU37 Sea Turtle Conservation

Account: 511100 Salaries - Regular Faculty

Act Amt: Act FTE:

F75QA HR Data Add

Enter the termination date in the Termination Date field.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' application window. The interface includes a menu bar with options like File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, and Help. Below the menu is a toolbar with various icons for file operations and navigation. The main content area is divided into several sections:

- Header:** Budget Period: 2006, Dept ID: 612200000, Budget & Planning, Orig Budg Pos #: 002
- Employee Information:**
  - Eff Date: 10/31/2005, Degree: PHD, Contract: Academic, HR Position #: 222111
  - First Name: LUKE, Middle: X, Last Name: SKYWALKER
  - SSN: [Empty Field], Empl. Date: 07/01/2005, TerminationDate: 10/31/2005
- Budget Details:**
  - Fund: 20, Dept: 165200000, Program: 1210, Class: 61000, Project: FLU37
  - SpeedType: FLU37, Sea Turtle Conservation
  - Account: 511100, Salaries - Regular Faculty
- Summary Fields:** Act Amt: [Empty Field], Act FTE: [Empty Field]

At the bottom of the window, there are buttons for 'F75QA', 'HR Data', and 'Add'.

Return to the GSU Budget panel by clicking on the GSU Budget tab.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 002

Eff Date: 10/31/2005 Degree: PHD Contract: Academic HR Position #: 222111

First Name: LUKE Middle: X Last Name: SKYWALKER

SSN: Empl. Date: 07/01/2005 TerminationDate: 10/31/2005

Fund: 20 Dept: 165200000 Program: 1210 Class: 61000 Project: FLU37

SpeedType: FLU37 Sea Turtle Conservation

Account: 511100 Salaries - Regular Faculty

Act Amt: Act FTE:

F75QA HR Data Add

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 002

Eff Date: 10/31/2005 Employee ID: 987654 Status: Filled

First Name: LUKE Middle: X Last Name: SKYWALKER

Bus Unit: FB000 Budget / Spectrum Services Title: 201W00 Assoc Professor, Visiting

Fund: 20 Dept: 165200000 Program: 1210 Class: 61000 Project: FLU37

SpeedType: FLU37 Sea Turtle Conservation Salary 1: 75,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 76,000 FTE2: 0.750

Original: 0 Orig.FTE:

Cumulative: 75,500 Cum.FTE: 0.750 Requested: Req FTE:

Occurrence: 75,500 Occur.FTE: 0.750 Earnings: 22,500 Earn FTE: 0.224

Comment: 11/2-DJ; Luke Skywalker term eff 10/31/05

F75QA GSU Budget Add

Click the Save icon.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget | Proposed | HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 002

Eff Date: 10/31/2005 Employee ID: 987654 Status: Filled

First Name: LUKE Middle: X Last Name: SKYWALKER

Bus Unit: FB000 Budget / Spectrum Services Title: 201W00 Assoc Professor, Visiting

Fund: 20 Dept: 165200000 Program: 1210 Class: 61000 Project: FLU37

SpeedType: FLU37 Sea Turtle Conservation Salary 1: 75,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 76,000 FTE2: 0.750

Original:	0	Orig.FTE:			
Cumulative:	75,500	Cum.FTE:	0.750	Requested:	
Occurrence:	53,000	Occur.FTE:	0.526	Earnings:	22,500
				Earn FTE:	0.224

Comment: 11/2-DJ; Luke Skywalker term eff 10/31/05

F75QA GSU Budget Add

Next, set up a vacant, terminated position by placing the cursor in the Eff Date field. Click Insert Row.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 002

Eff Date: 10/31/2005 Employee ID: 987654 Status: Filled

First Name: LUKE Middle: X Last Name: SKYWALKER

Bus Unit: FB000 Budget / Spectrum Services Title: 201W00 Assoc Professor, Visiting

Fund: 20 Dept: 165200000 Program: 1210 Class: 61000 Project: FLU37

SpeedType: FLU37 Sea Turtle Conservation Salary 1: 75,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 76,000 FTE2: 0.750

Original: 0 Orig.FTE:

Cumulative: 75,500 Cum.FTE: 0.750 Requested: Req FTE:

Occurrence: 53,000 Occur.FTE: 0.526 Earnings: 22,500 Earn FTE: 0.224

Comment: 11/2-DJ; Luke Skywalker term eff 10/31/05

F75QA GSU Budget Add

Enter the effective date in the Effective Date field.

Change the status from filled to terminated. Delete data from the Employee ID and Name fields.

Since we are terminating a sponsored position we must also zero out the Occurrence amount. The sponsored funds return to the grant once someone is terminated. Use the requested fields to reduce the occurrence to zero.

Then type a comment in the Comment field denoting the action.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' application window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar, there are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main data entry area is titled 'Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 002'. The form contains several fields: 'Eff Date' (11/01/2005), 'Employee ID' (987654), 'Status' (Terminated), 'First Name' (LUKE), 'Middle' (X), 'Last Name' (SKYWALKER), 'Bus Unit' (FB000), and 'Title' (201W00). Below these are dropdown menus for 'Fund' (20), 'Dept' (165200000), 'Program' (1210), 'Class' (61000), and 'Project' (FLU37). There are also checkboxes for 'SpeedType' (FLU37) and 'Account' (511100). Salary and FTE information is displayed: 'Salary 1: 75,000 FTE1: 0.750' and 'Salary 2: 76,000 FTE2: 0.750'. A summary section shows 'Original: 0 Orig.FTE:', 'Cumulative: 75,500 Cum.FTE: 0.750 Requested: -53,000 Req FTE: -0.526', and 'Occurrence: 53,000 Occur.FTE: 0.526 Earnings: Earn FTE:'. A 'Comment' field contains the text '11/2-DJ; Luke Skywalker term eff 10/31/05'. The bottom of the window shows 'F75QA', 'GSU Budget', and 'Ad'.

Go to the Proposed panel. Delete everything from this panel.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget **Proposed** HR Data

**Budget Period:** 2006 **Dept ID:** 612200000 **Budget & Planning** **Orig Budg Pos #:** 002

**Eff Date:** 11/01/2005 **Employee ID:** 987654 **Status:** Terminated

**First Name:** LUKE **Middle:** X **Last Name:** SKYWALKER

**Bus Unit:** FB000 **Budget / Spectrum Services** **Title:** 201W00 **Assoc Professor, Visiting**

<b>Fund:</b> 20	<b>Dept:</b> 165200000	<b>Program:</b> 1210	<b>Class:</b> 61000	<b>Project:</b> FLU37
<b>SpeedType:</b> FLU37	Sea Turtle Conservation		<b>Salary 1:</b> 75,000	<b>FTE1:</b> 0.750
<b>Account:</b> 511100	Salaries - Regular Faculty		<b>Salary 2:</b> 76,000	<b>FTE2:</b> 0.750

**Mkt/Eq Adj:**  **Promo Amt:**  **Date:**  **MOTSA Ind**

**Proposed 1:**  **Prop FTE 1:**  **Raise:**  **Raise %:**

**Proposed 2:**  **Prop FTE 2:**  **Proposed:**

**Comment Proposed:**

F75QA Proposed Add

Go to the HR Data panel. Delete everything from this panel except the contract.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 002**

Eff Date: 11/01/2005 Degree: PHD Contract: Academic HR Position #:

First Name: LUKE Middle: X Last Name: SKYWALKER

SSN:  Empl. Date:  TerminationDate:

**Fund: 20 Dept: 165200000 Program: 1210 Class: 61000 Project: FLU37**

SpeedType: FLU37 Sea Turtle Conservation

Account: 511100 Salaries - Regular Faculty

Act Amt:  Act FTE:

F75QA HR Data Add

Click the Save icon.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 002

Eff Date: 11/01/2005 Degree: PHD Contract: Academic HR Position #:

First Name: LUKE Middle: X Last Name: SKYWALKER

SSN:  Empl. Date:  TerminationDate:

Fund: 20 Dept: 165200000 Program: 1210 Class: 61000 Project: FLU37

SpeedType: FLU37 Sea Turtle Conservation

Account: 511100 Salaries - Regular Faculty

Act Amt:  Act FTE:

F75QA HR Data Add

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 002

Eff Date: 11/01/2005 Employee ID: 987654 Status: Terminated

First Name: LUKE Middle: X Last Name: SKYWALKER

Bus Unit: FB000 Budget / Spectrum Services Title: 201W00 Assoc Professor, Visiting

Fund: 20 Dept: 165200000 Program: 1210 Class: 61000 Project: FLU37

SpeedType: FLU37 Sea Turtle Conservation Salary 1: 75,000 FTE1: 0.750

Account: 511100 Salaries - Regular Faculty Salary 2: 76,000 FTE2: 0.750

Original: 0 Orig.FTE:

Cumulative: 22,500 Cum.FTE: 0.224 Requested: -53,000 Req FTE: -0.526

Occurrence: 0 Occur.FTE: Earnings: Earn FTE:

Comment: 11/2-DJ; Luke Skywalker term eff 10/31/05

F75QA GSU Budget Add

## Hours without Pay/Leave without Pay

Go to the existing position that will have hours without pay (HWOP) or leave without pay (LWOP) adjustment.

Path: Budget >> GSU Budget System >> GSU Budget >> Update/Display

**Update/Display -- GSU Budget System** [X]

**Budget Period:**

**Department ID:**  ▾

**Original Budget Position Nbr.:**

**Employee ID:**

**Employee Last Name:**

OK  
Cancel  
Search  
Detail  
Use Query  
New Query

Budget Period	Dept ID	Orig Budg Pos #	Empl ID

Enter the Budget Period and the Department ID, Original Budget Position Nbr., Employee ID, and/or Employee Last Name to search for the existing position you would like to adjust.

Once you find the record you are looking for double click on the name or press OK when the name is highlighted in blue.

**Update/Display -- GSU Budget System**

Budget Period:

Department ID:  ▾

Original Budget Position Nbr.:

Employee ID:

Employee Last Name:

Budget Period	Dept ID	Orig Budg Pos #	Empl ID
2006	612200000	212	010101

Buttons: OK, Cancel, Search, Detail, Use Query, New Query

A screen will pop up for the existing position.

Place the cursor in the Eff Date field and click Insert Row.

Change the effective date.

Enter the amount and FTE of HWOP/LWOP in the Requested and Req FTE fields.  
Type a comment in the Comment Field.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 212**

Eff Date: 01/12/2006 Employee ID: 010101 Status: Filled

First Name: R Middle: 2 Last Name: D2

Bus Unit: FB000 Budget / Spectrum Services Title: 462X00 IT Database Professional

Fund: IC Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 120 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 140 FTE2: 1.000

Original:	130	Orig.FTE:	1.000		
Cumulative:	130	Cum.FTE:	1.000	Requested:	-15
				Req FTE:	-0.110
Occurrence:	130	Occur.FTE:	1.000	Earnings:	
				Earn FTE:	

Comment: 1/12/06; LWOP 11/1/05-12/15/05

F75QA GSU Budget Update/Display

In this example, this person also has a stipend. So the stipend must be adjusted.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 212

Eff Date: 01/12/2006 Employee ID: 010101 Status: Filled

First Name: R Middle: 2 Last Name: D2

Bus Unit: FB000 Budget / Spectrum Services Title: 462X00 IT Database Professional

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 24 FTE1:

Account: 522110 Staff - Stipend Salary 2: 24 FTE2:

Original: 24 Orig.FTE:

Cumulative: 24 Cum.FTE: Requested: -3 Req FTE:

Occurrence: 24 Occur.FTE: Earnings: Earn FTE:

Comment: 11/12/06; LWOP 11/1/05-12/15/05

F75QA GSU Budget Update/Display

Click the Save icon.

Use the inner scroll bar to view the earnings detail.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

Save Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 212

Eff Date: 01/12/2006 Employee ID: 010101 Status: Filled

First Name: R Middle: 2 Last Name: D2

Bus Unit: FB000 Budget / Spectrum Services Title: 462X00 IT Database Professional

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 120 FTE1: 1.000

Account: 522100 Salaries - Staff Salary 2: 140 FTE2: 1.000

Original: 130 Orig.FTE: 1.000

Cumulative: 115 Cum.FTE: 0.890 Requested: -15 Req FTE: -0.110

Occurrence: 115 Occur.FTE: 0.890 Earnings: Earn FTE:

Comment: 1/12/06; LVOP 11/1/05-12/15/05

F75QA GSU Budget Update/Display

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 212

Eff Date: 01/12/2006 Employee ID: 010101 Status: Filled

First Name: R Middle: 2 Last Name: D2

Bus Unit: FB000 Budget / Spectrum Services Title: 462X00 IT Database Professional

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: 24 FTE1:

Account: 522110 Staff - Stipend Salary 2: 24 FTE2:

Original: 24 Orig.FTE:

Cumulative: 21 Cum.FTE: Requested: -3 Req FTE:

Occurrence: 21 Occur.FTE: Earnings: Earn FTE:

Comment: 1/12/06; LVOP 11/1/05-12/15/05

F75QA GSU Budget Update/Display

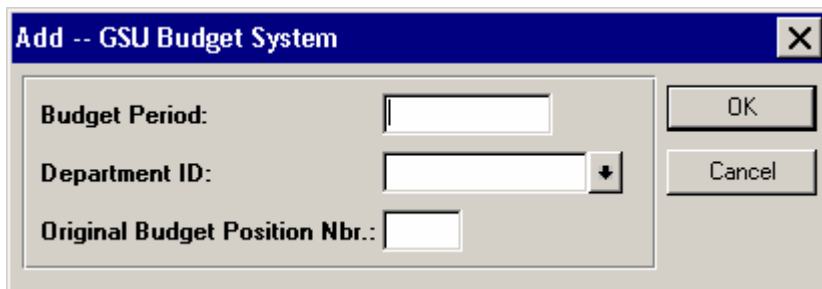
## Vacation Pay Out

Note: The vacation payout budget should always be setup in positions 500-599. For the very first vacation payout always make effective date beginning of FY.

If the vacation position is already setup, then use Update/Display to go to the existing position. If you are creating a new vacation position then use Add to set it up.

In our example we are creating a new position.

Path: Budget >> GSU Budget System >> GSU Budget >> Add



**Add -- GSU Budget System** [X]

Budget Period:

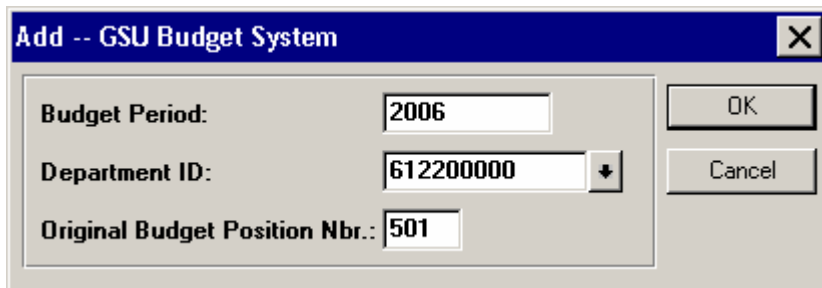
Department ID:  ▾

Original Budget Position Nbr.:

OK

Cancel

Next, enter the Budget Period, Department ID, and the Original Budget Position Number field and then click OK.



**Add -- GSU Budget System** [X]

Budget Period:

Department ID:  ▾

Original Budget Position Nbr.:

OK

Cancel

A new screen will pop up with blank fields.

The screenshot shows a web browser window titled "Georgia State University - Budget - GSU Budget System". The interface includes a menu bar with options like File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, and Help. Below the menu is a toolbar with various icons for file operations and navigation. The main content area is titled "GSU Budget" and has tabs for "Proposed" and "HR Data".

The form displays the following information and fields:

- Budget Period:** 2006
- Dept ID:** 612200000
- Budget & Planning**
- Orig Budg Pos #:** 501
- Eff Date:** 01/25/2006 (dropdown)
- Employee ID:** (text field)
- Status:** (dropdown)
- First Name:** (text field)
- Middle:** (text field)
- Last Name:** (text field)
- Bus Unit:** (dropdown)
- Title:** (dropdown)
- Fund:** (dropdown)
- Dept:** (dropdown)
- Program:** (dropdown)
- Class:** (dropdown)
- Project:** (dropdown)
- SpeedType:** (dropdown)
- Account:** (dropdown)
- Salary 1:** (text field)
- FTE1:** (text field)
- Salary 2:** (text field)
- FTE2:** (text field)
- Original:** 0
- Orig.FTE:** (text field)
- Cumulative:** 0
- Cum.FTE:** (text field)
- Requested:** (text field)
- Req FTE:** (text field)
- Occurrence:** 0
- Occur.FTE:** (text field)
- Earnings:** (text field)
- Earn FTE:** (text field)
- Comment:** (text area)

At the bottom of the form, there are buttons for "F75QA", "GSU Budget", and "Add".

Set the effective date to July 1 in the Effective Date field.

Leave Employee ID, Status, First Name, Middle, Last Name, Title, Salary 1, FTE1, Salary 2, FTE2 fields blank.

Be sure to enter the correct business unit in the Bus Unit field. Then type in the chartfield information for the vacation pay out by using the Speedtype field or by typing in the Fund, Dept, Program, Class, and Project.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar, there are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main form area contains the following fields and sections:

- Budget Period:** 2006
- Dept ID:** 612200000
- Budget & Planning**
- Orig Budg Pos #:** 501
- Eff Date:** 07/01/2005 (dropdown)
- Employee ID:** (text field)
- Status:** (dropdown)
- First Name:** (text field)
- Middle:** (text field)
- Last Name:** (text field)
- Bus Unit:** FB000 (dropdown) Budget / Spectrum Services
- Title:** (text field)
- Fund:** 10 (dropdown)
- Dept:** 612200000 (dropdown)
- Program:** 1620 (dropdown)
- Class:** 11000 (dropdown)
- Project:** (text field)
- SpeedType:** BUD (dropdown) Budget & Planning
- Salary 1:** (text field)
- FTE1:** (text field)
- Account:** (text field)
- Salary 2:** (text field)
- FTE2:** (text field)
- Original:** 0
- Orig.FTE:** (text field)
- Cumulative:** 0
- Cum.FTE:** (text field)
- Requested:** (text field)
- Req FTE:** (text field)
- Occurrence:** 0
- Occur.FTE:** (text field)
- Earnings:** (text field)
- Earn FTE:** (text field)
- Comment:** (text area)

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Add'.

Next, type the account code in the Account field.

To setup the budget for the vacation pay out, enter the budget amount in the Requested field. They type a comment that states the person's name and the date of the person's vacation.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. Below the toolbar, there are tabs for 'GSU Budget', 'Proposed', and 'HR Data'. The main form area contains the following fields and values:

- Budget Period:** 2006
- Dept ID:** 612200000
- Budget & Planning**
- Orig Budg Pos #:** 501
- Eff Date:** 07/01/2005
- Employee ID:** [Empty]
- Status:** [Empty]
- First Name:** [Empty]
- Middle:** [Empty]
- Last Name:** [Empty]
- Bus Unit:** FB000
- Title:** [Empty]
- Fund:** 10
- Dept:** 612200000
- Program:** 1620
- Class:** 11000
- Project:** [Empty]
- SpeedType:** BUD
- Account:** 522115
- Original:** 0
- Orig.FTE:** [Empty]
- Cumulative:** 0
- Cum.FTE:** [Empty]
- Requested:** 1,094
- Req FTE:** [Empty]
- Occurrence:** 0
- Occur.FTE:** [Empty]
- Earnings:** [Empty]
- Earn FTE:** [Empty]
- Comment:** 1/25-DJ: vacation payout for Obi Wan Kenobi 3/1/06-3/15/06

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Add'.

Click the Save icon.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 501**

Eff Date: 07/01/2005 Employee ID: Status:   
 First Name: Middle: Last Name:   
 Bus Unit: FB000 Budget / Spectrum Services Title:   
 Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:   
 SpeedType: BUD Budget & Planning Salary 1: FTE1:   
 Account: 522115 Staff - Vacation Pay Out Salary 2: FTE2:   
 Original: 0 Orig.FTE:   
 Cumulative: 1,094 Cum.FTE: Requested: 1,094 Req FTE:   
 Occurrence: 1,094 Occur.FTE: Earnings: Earn FTE:   
 Comment: 1/25-DJ; vacation payout for Obi Van Kenobi 3/1/06-3/15/06

F75QA GSU Budget Add

When you need to add a different person place the cursor in the Eff Date field and then click Insert Row. Type a new effective date.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

**Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 501**

Eff Date: 07/02/2005 Employee ID: Status:   
 First Name: Middle: Last Name:   
 Bus Unit: FB000 Budget / Spectrum Services Title:   
 Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:   
 SpeedType: BUD Budget & Planning Salary 1: FTE1:   
 Account: 522115 Staff - Vacation Pay Out Salary 2: FTE2:   
 Original: 0 Orig.FTE:   
 Cumulative: 1,094 Cum.FTE: Requested: Req FTE:   
 Occurrence: 1,094 Occur.FTE: Earnings: Earn FTE:   
 Comment:   
 F75QA GSU Budget Add

To setup the budget for the vacation pay out, enter the budget amount in the Requested field. They type a comment that states the person's name and the date of the vacation.

The screenshot shows the 'Georgia State University - Budget - GSU Budget System' application window. The interface includes a menu bar (File, Edit, View, Go, Favorites, Interfaces, Budget, AP Rpts, PO Rpts, GL Rpts, SA Rpts, GC Rpts, Help) and a toolbar with various icons. The main form area is titled 'GSU Budget' and contains the following fields and sections:

- Budget Period:** 2006
- Dept ID:** 612200000
- Budget & Planning**
- Orig Budg Pos #:** 501
- Eff Date:** 07/02/2005
- Employee ID:** [Empty]
- Status:** [Empty]
- First Name:** [Empty]
- Middle:** [Empty]
- Last Name:** [Empty]
- Bus Unit:** FB000
- Budget / Spectrum Services**
- Title:** [Empty]
- Fund:** 10
- Dept:** 612200000
- Program:** 1620
- Class:** 11000
- Project:** [Empty]
- SpeedType:** BUD
- Budget & Planning**
- Salary 1:** [Empty]
- FTE1:** [Empty]
- Account:** 522115
- Staff - Vacation Pay Out**
- Salary 2:** [Empty]
- FTE2:** [Empty]
- Original:** 0
- Orig.FTE:** [Empty]
- Cumulative:** 1,094
- Cum.FTE:** [Empty]
- Requested:** 5
- Req FTE:** [Empty]
- Occurrence:** 1,094
- Occur.FTE:** [Empty]
- Earnings:** [Empty]
- Earn FTE:** [Empty]
- Comment:** 1/25-DJ; vacation payout for R 2 D2 12/16/05-12/31/05

At the bottom of the window, there are buttons for 'F75QA', 'GSU Budget', and 'Add'.

Click the Save icon.

Use the outer scroll bar to view the position history.

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 501

Eff Date: 07/02/2005 Employee ID: Status:

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title:

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: FTE1:

Account: 522115 Staff - Vacation Pay Out Salary 2: FTE2:

Original: 0 Orig.FTE:

Cumulative: 1,099 Cum.FTE: Requested: 5 Req FTE:

Occurrence: 1,099 Occur.FTE: Earnings: Earn FTE:

Comment: 1/25-DJ; vacation payout for R 2 D2 12/16/05-12/31/05

F75QA GSU Budget Add

**Georgia State University - Budget - GSU Budget System**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

GSU Budget Proposed HR Data

Budget Period: 2006 Dept ID: 612200000 Budget & Planning Orig Budg Pos #: 501

Eff Date: 07/01/2005 Employee ID: Status:

First Name: Middle: Last Name:

Bus Unit: FB000 Budget / Spectrum Services Title:

Fund: 10 Dept: 612200000 Program: 1620 Class: 11000 Project:

SpeedType: BUD Budget & Planning Salary 1: FTE1:

Account: 522115 Staff - Vacation Pay Out Salary 2: FTE2:

Original: 0 Orig.FTE:

Cumulative: 1,094 Cum.FTE: Requested: 1,094 Req FTE:

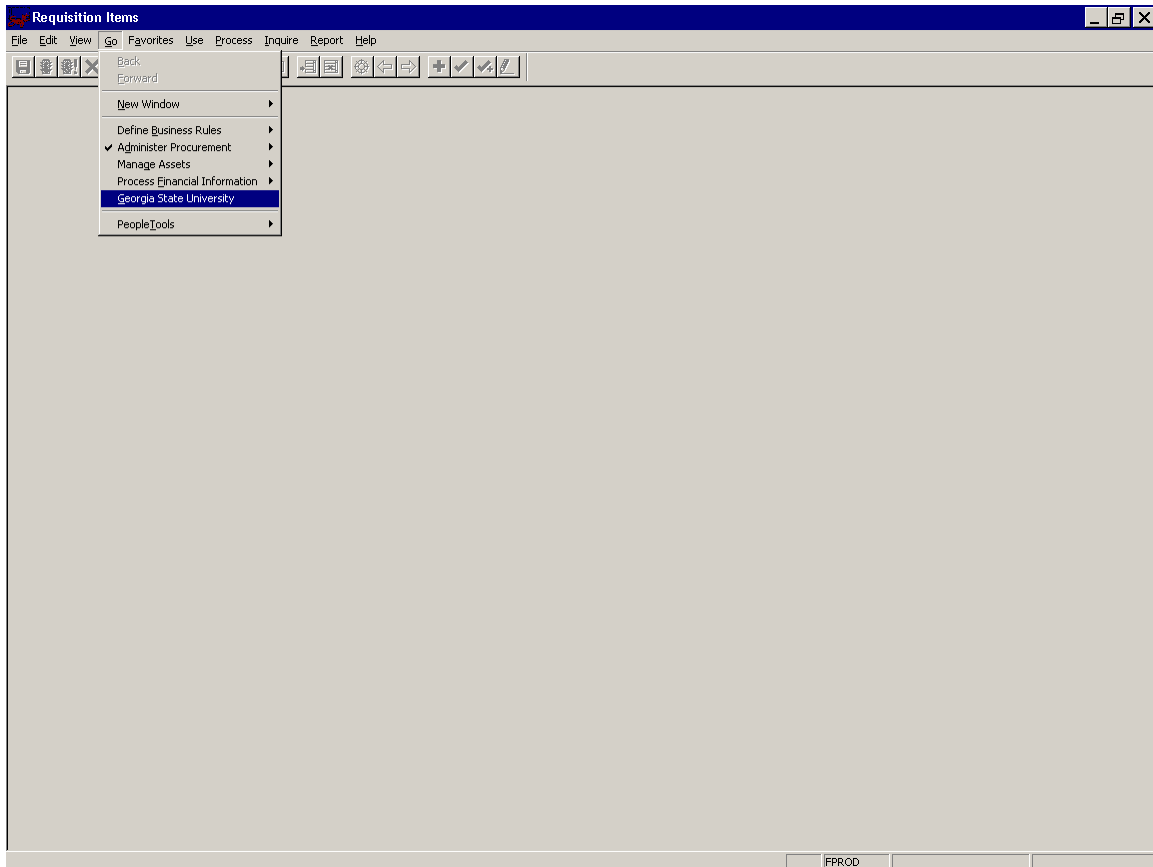
Occurrence: 1,094 Occur.FTE: Earnings: Earn FTE:

Comment: 1/25-DJ; vacation payout for Obi Van Kenobi 3/1/06-3/15/06

F75QA GSU Budget Add

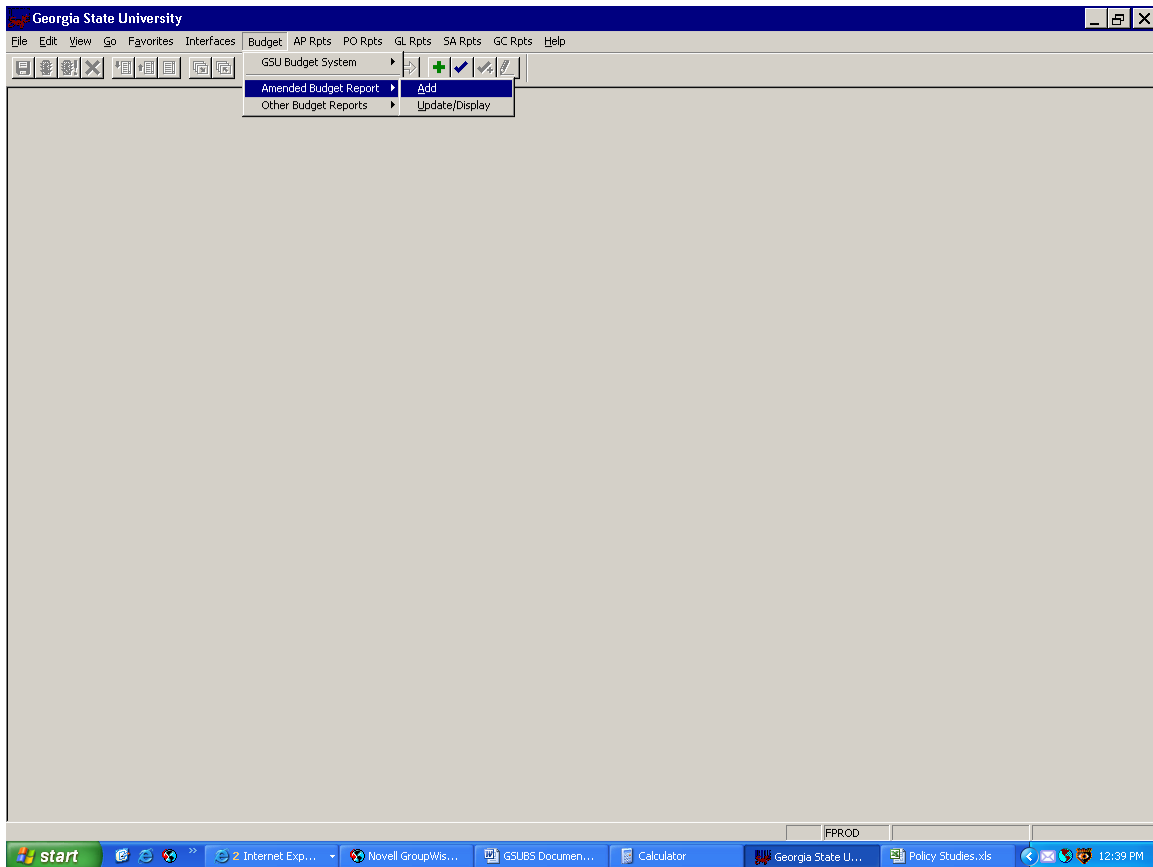
## Amended Budget Report

Path: Go >> Georgia State University

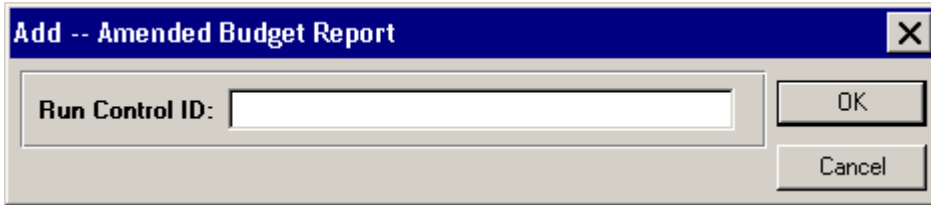


Path: When the screen refreshes go to **Budget >> Amended Budget Report >> Add**

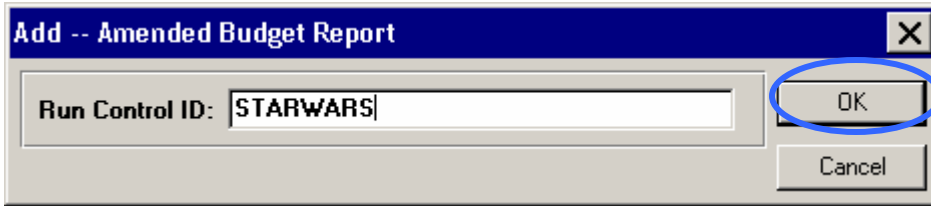
Note: Use **Update/Display** when you already have criteria saved under a name.



Once the prompt pops up, choose a name for the report and type it in the **Run Control ID** field. Click OK.



A screenshot of a dialog box titled "Add -- Amended Budget Report". The dialog has a blue header bar with a close button (X) on the right. Below the header is a text input field labeled "Run Control ID:" which is currently empty. To the right of the input field are two buttons: "OK" and "Cancel".



A screenshot of the same dialog box "Add -- Amended Budget Report". The "Run Control ID:" field now contains the text "STARWARS". The "OK" button is circled in blue, indicating it should be clicked to confirm the entry.

When this screen pops up you have the choice of typing in any one of the following fields: Budget Period, Department, or Business Unit.

You must enter a value for the quarter of the fiscal year (not the calendar year), 1-4, in the Quarter field. If you enter four in the Quarter field you will get a report that gives the latest information from the first quarter to the fourth quarter.

If you would like to include fringe benefits in the report, be sure to click the box.

**Georgia State University - Budget - Amended Budget Report**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

Amended Budget Report

Operator ID: FINDMB  
Run Control ID: STARWARS

Budget Period:

Quarter(1-4):

Include Fringe Benefits:

Enter Department and Business Unit are optional

Department:

Business Unit:

F75QA Amended Budget Report Add

Next click the traffic light closest to the save button to run the report.

Once this screen pops up you can either view the report or print the report.

Description	Name	Process Type Descr
Generate Amended Budget Rpt	BUDAMDRP	SQR Report

To view the report from a window on Citrix set the Run Location to Client. Set the Output Destination to File. In the File/Printer field type, "d:/tmp -ziv." Click OK.

Operator ID: FINDMB      Run Control ID: STARWARS

Run Location:  Client     Server

Output Destination:  File     Printer     Window

File/Printer: d:/tmp -ziv

Run Date/Time: Date: 02/17/2006    Time: 04:01:00 PM

Run Recurrence: Once

Description	Name	Process Type Descr
Generate Amended Budget Rpt	BUDAMDRP	SQR Report

You will get a report that looks like this.

tmp.spf - SQR Viewer

Run Date: 17-FEB-2006 Georgia State University Page Number 1 Without Fringes  
 Summary Of Budget Unit 61222000  
 F12008 Budget Amendment Number: 3  
 Department: State Wars Paratlic

Description	Original Budget		Cumulative Adjustment		Amended Budget	
	FTE	Amounts	FTE	Amounts	FTE	Amounts
Function Research - Individual						
Fund Source Sponsored						
Faculty	0.75	75,500			0.75	75,500
Staff						
Fringe						
Lump Sum						
Travel						
Operating Supplies and Expense						
Equipment And/Oc Books						
Total	0.75	75,500			0.75	75,500
Function Research - Individual						
Fund Source Sponsored						
Faculty	0.32	50,500			0.32	50,500
Staff						
Fringe						
Lump Sum						
Travel						
Operating Supplies and Expense						
Equipment And/Oc Books						
Total	0.32	50,500			0.32	50,500
Function Pub Svcs. Comm. Svcs						
Fund Source Sponsored						
Faculty			0.18	25,000	0.18	25,000
Staff						
Fringe						
Lump Sum						
Travel						
Operating Supplies and Expense						
Equipment And/Oc Books						
Total			0.18	25,000	0.18	25,000
Function Inst Supp - Fiscal O						
Fund Source General Operations						
Faculty	1.22	215,500		500	1.22	216,000
Staff	4.00	141,320	0.39	15,484	4.39	156,804
Fringe						
Lump Sum						
Travel						
Operating Supplies and Expense						
Equipment And/Oc Books						
Total						

For Help, press F1 NUM 1/5

tmp.spf - SQR Viewer

Run Date: 17-FEB-2006 Georgia State University Page Number 3 Without Fringes  
 Detail Of Budget Unit - Personal Services 61222000  
 F12008 Budget Amendment Number: 3  
 Department: State Wars Paratlic

POS	NAME	TITLE/DESCRIPTION	SALARY1	FTE1	DRG	SALARY2	FTE2	FUND	CR/	Original Budget		Requested Budget		Amended Budget	
										FTE	Amount	FTE	Amount	FTE	Amount
001	DARTH X VAUER	20200 Assistant Profs	100,000	0.750		100,000	0.750	Last 10	SWAR	0.750	100,000			0.750	100,000
		INDIVIDUAL TOTAL:								0.750	100,000			0.750	100,000
001	DARTH X VAUER	20200 Assistant Profs	100,000	0.750		100,000	0.750	Last 10	SWAR	0.750	100,000	( 0.127) ( 25,000)		0.623	75,000
												8/10/05-0J, Fall semester faculty charge off pce)	FIU27	0.127	25,000
												8/10/05-0J, Fall semester faculty charge off pce)	FIU27		
		INDIVIDUAL TOTAL:								0.750	100,000			0.750	100,000
002	LUKE X SKYRWALKER	20100 Assoc Professor	75,000	0.750	EA	76,000	0.750	F Resea 20		0.750	75,500			0.750	75,500
		INDIVIDUAL TOTAL:								0.750	75,500			0.750	75,500
002	LUKE X SKYRWALKER	20100 Assoc Professor	75,000	0.750	EA	76,000	0.750	F Resea 20		0.750	75,500			0.750	75,500
												2/15-0J, Luke Skyrwalker leave off 11/1/05			
		INDIVIDUAL TOTAL:								0.750	75,500			0.750	75,500
003		20300 Instructor, Adj	65,000	0.750		65,000	0.750	Last 10	SWAR	0.750	65,000			0.750	65,000
		INDIVIDUAL TOTAL:								0.750	65,000			0.750	65,000
003		20300 Instructor, Adj	5,000	0.000		5,000	0.000	Last 10	SWAR				2,500		2,500
												8/1/05-0J, Fall Semester stipend			
												8/1/05-0J, Fall Semester stipend			
		INDIVIDUAL TOTAL:								0.750	65,000		2,500	0.750	67,500
004	LEIA O SOLO	99900 Emeritus, Profs	50,000	0.375		51,000	0.375	Last 10	SWAR	0.375	50,500	0.127	25,500	0.562	76,000
												1/1/06-0J, 100% general eff 1/1/06			
												0.375	50,500		50,500
												1/1/06-0J, 100% general eff 1/1/06			
		INDIVIDUAL TOTAL:								0.750	101,000	0.127	25,500	0.937	126,500
004	LEIA O SOLO	99900 Emeritus, Profs	50,000	0.375		51,000	0.375	Last 10	SWAR	0.375	50,500			0.375	50,500
														0.375	50,500

For Help, press F1 NUM 3/5

To print the report to a network printer, set the Run Location to Server.

**Process Scheduler Request** [X]

Operator ID: FINDMB      Run Control ID: STARWARS

**Run Location**  
 Client     **Server**  
 Server: [any] [v]

**Output Destination**  
 File     Printer     Window  
 File/Printer: C:\TEMP\

**Run Date/Time**  
 Date: 02/17/2006 [v]  
 Time: 04:06:00 PM [ ]  
 [Reset to current Date/Time]

**Run Recurrence**  
 [Once] [v]  
 Name:  
 [New] [Update] [Delete]

[OK] [Cancel]

Description	Name	Process Type Descr
Generate Amended Budget Rpt	BUDAMDRP	SQR Report

In the Run Location section, choose PSUNX from the Server drop down menu.

**Process Scheduler Request** [X]

Operator ID: FINDMB      Run Control ID: STARWARS

Run Location:  Client  Server

Server: [any] (dropdown menu open showing PSUNX and WORKFLOW)

Output Destination:  File  Printer  Window

File/Printer: C:\TEMP\

Run Date: Date: 02/17/2006 Time: 04:06:00 PM

Run Recurrence: Once

Name: [New] [Update] [Delete]

Description	Name	Process Type Descr
Generate Amended Budget Rpt	BUDAMDRP	SQR Report

Buttons: OK, Cancel

**Process Scheduler Request** [X]

Operator ID: FINDMB      Run Control ID: STARWARS

Run Location:  Client  Server

Server: PSUNX (dropdown menu)

Output Destination:  File  Printer  Window

File/Printer: C:\TEMP\

Run Date/Time: Date: 02/17/2006 Time: 04:06:00 PM

Run Recurrence: Once

Name: [New] [Update] [Delete]

Description	Name	Process Type Descr
Generate Amended Budget Rpt	BUDAMDRP	SQR Report

Buttons: OK, Cancel

Set the output destination to Printer.

**Process Scheduler Request** [X]

Operator ID: FINDMB      Run Control ID: STARWARS

Run Location:  Client  Server  
 Server: PSUNX

Output Destination:  File  **Printer**  Window  
 File/Printer: LPT1

Run Date/Time: Date: 02/17/2006 Time: 04:06:00 PM  
 [Reset to current Date/Time]

Run Recurrence: [Once] Name: [New] [Update] [Delete]

Description	Name	Process Type Descr
Generate Amended Budget Rpt	BUDAMDRP	SQR Report

[OK] [Cancel]

In the File/Printer field type the destination of your network printer. For our example the network printer's destination looks like this: /tmp/ +P-dbudplan-hpc5550.

Note: These are the definitions for the codes in the File/Printer field used to print the Amended Budget Report.

- +P: Goes to the printer
- -d: Report destination
- dbudplan-hpc5550: Budget & Planning printer id (You need to know the name of your printer's network ID to print this document)

Click OK.

**Process Scheduler Request**

Operator ID: FINDMB      Run Control ID: STARWARS

Run Location:  Client  Server  
 Server: PSUNX

Output Destination:  File  Printer  Window  
 File/Printer: p/ +P-dbudplan-hpc5550

Run Date/Time: Date: 02/17/2006      Time: 04:06:00 PM  
 [Reset to current Date/Time]

Run Recurrence: Once  
 Name: [New] [Update] [Delete]

[OK] [Cancel]

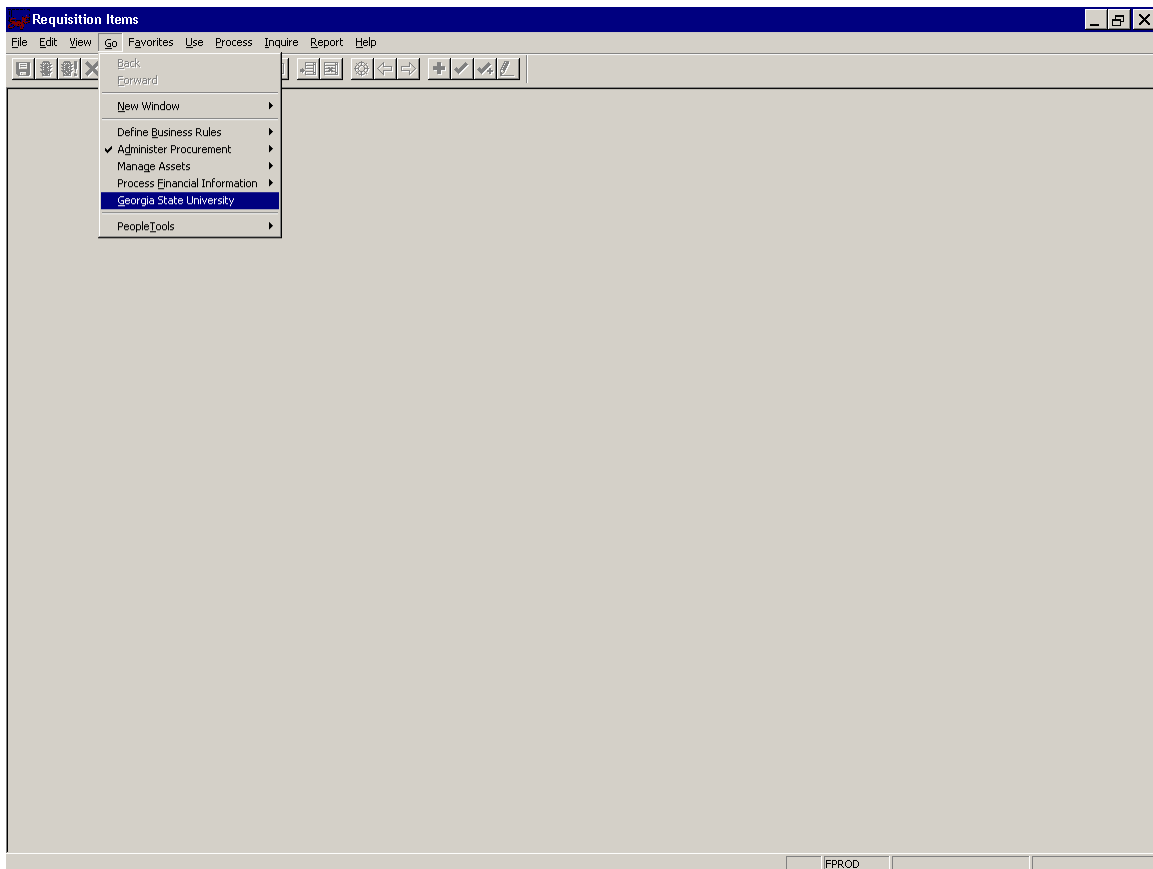
Description	Name	Process Type Descr
Generate Amended Budget Rpt	BUDAMDRP	SQR Report

## Other Budget Reports

There are also other reports that you can print in addition to the Amended Budget Report.

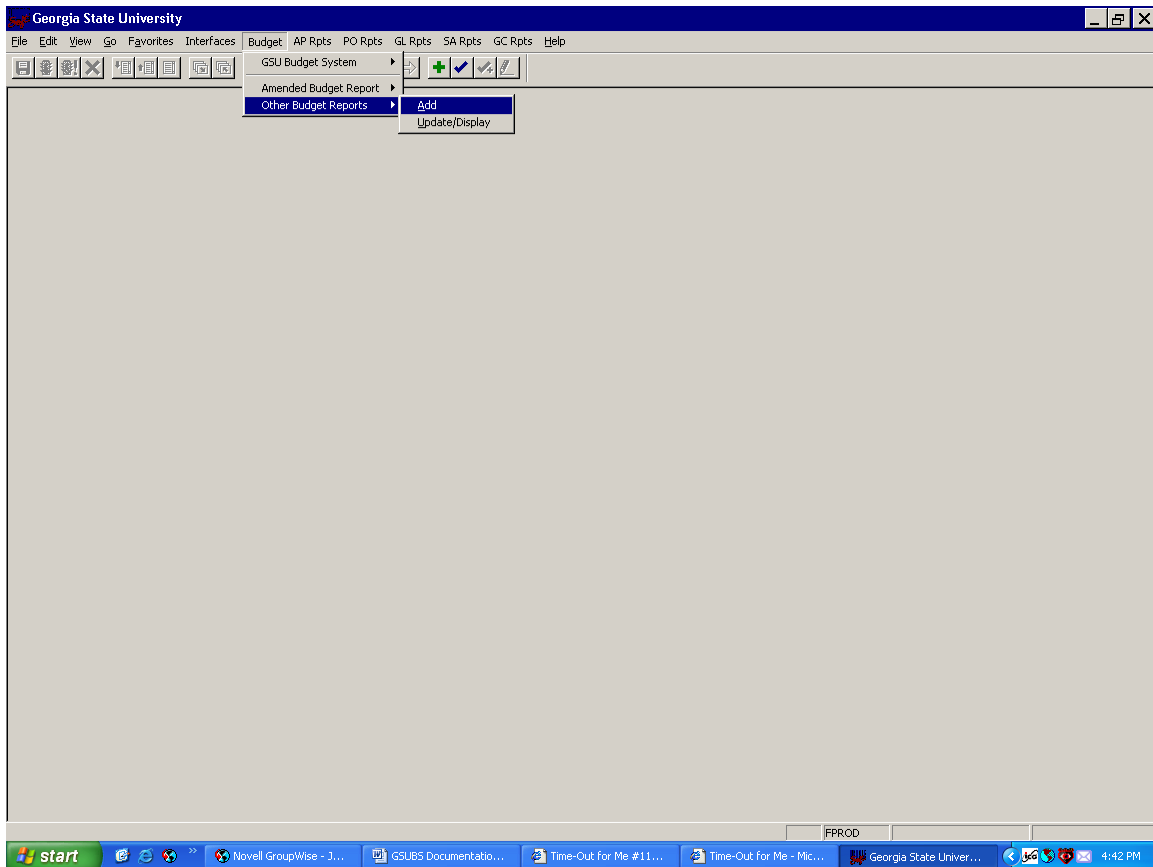
### **Amended Budget Report without (or with) Fringes**

Path: Go >> Georgia State University

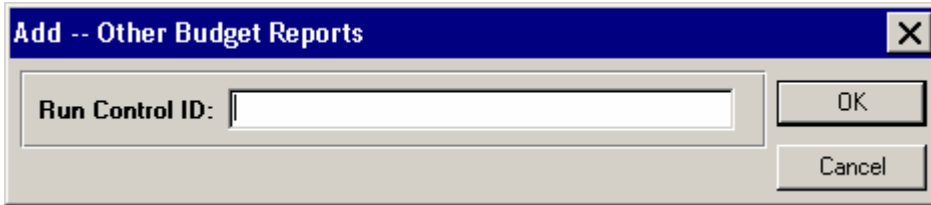


Path: When the screen refreshes go to **Budget >> Other Budget Reports >> Add**

Note: Use **Update/Display** when you already have criteria saved under a specific name.



Once this screen prompt pops up, choose a name for the report and type it in the Run Control ID field. Click OK.



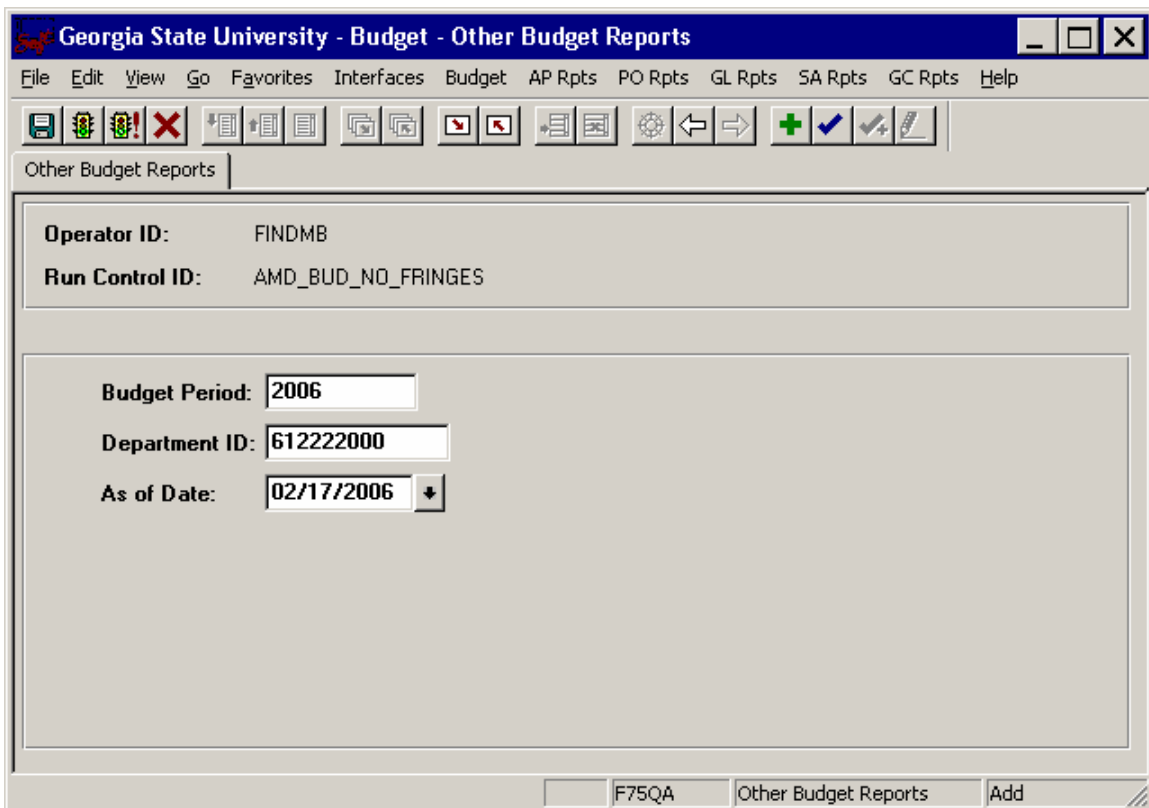
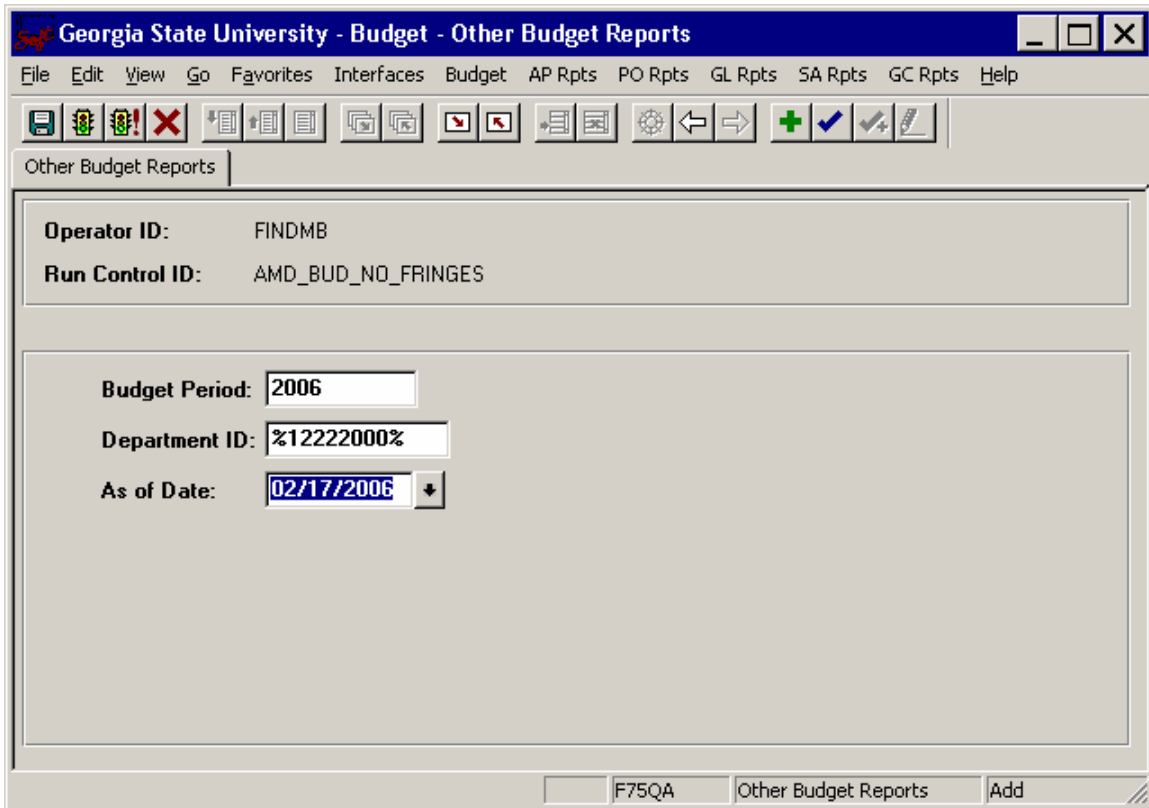
A screenshot of a dialog box titled "Add -- Other Budget Reports". The dialog has a blue header bar with a close button (X) in the top right corner. Below the header is a text input field labeled "Run Control ID:" which is currently empty. To the right of the input field are two buttons: "OK" and "Cancel".



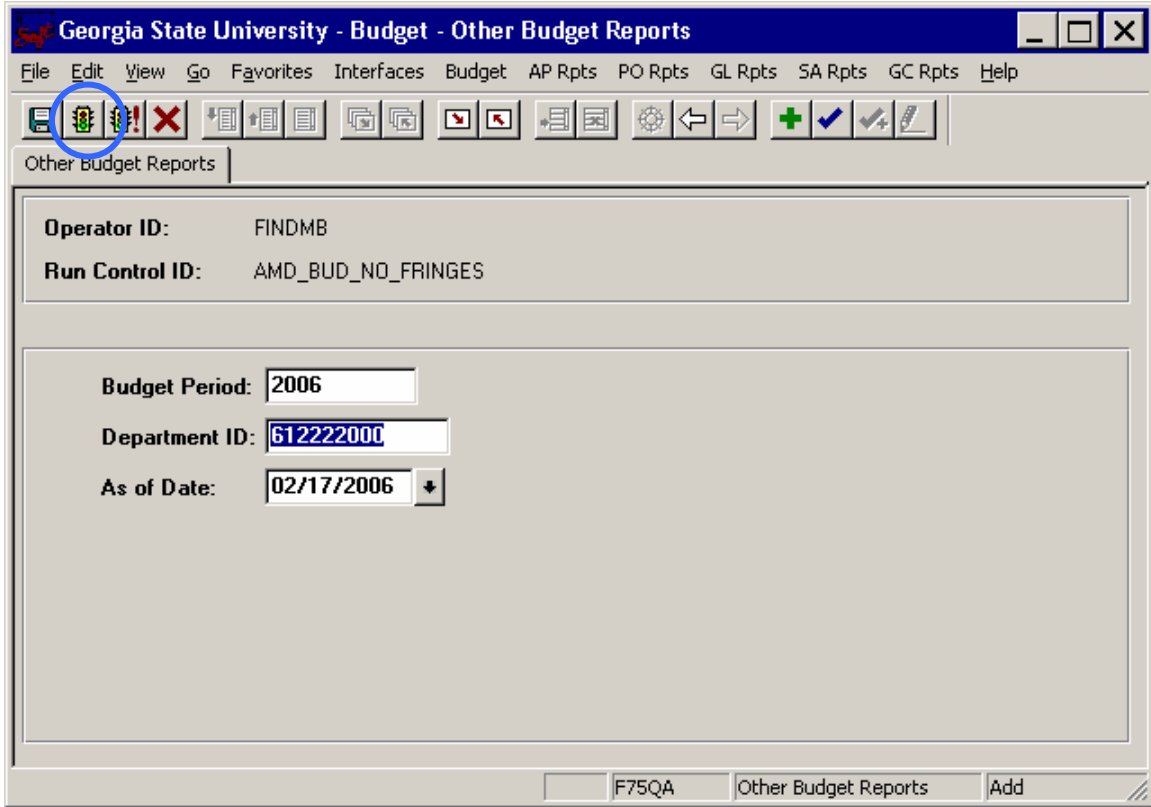
A screenshot of the same "Add -- Other Budget Reports" dialog box. The "Run Control ID:" field now contains the text "AMD\_BUD\_NO\_FRINGES". The "OK" button is circled in blue, indicating it should be clicked to confirm the entry.

When this screen pops up you must enter the Budget Period. The Department ID can be any variation of what you may be looking for. The “%” can go at the beginning or the end of the department variable. The “As of Date” will default to the current date. You can change the “As of Date.”

Examples:



Next, click the traffic light closest to the save button to run the report.



Once this screen pops up, highlight the Amend. Bud Rpt without Fringes option. To run the Amended Budget Report with Fringes you would choose the Amend. Bud Rpt with Fringes option. In our example we are running an Amended Budget Report without Fringes.

Since this is a Crystal report, be sure to check that the Run Location is set to Client and that the Output Destination is set to Window.

Click OK

**Process Scheduler Request**

Operator ID: FINDMB      Run Control ID: AMD\_BUD\_NO\_FRINGES

Run Location:  Client     Server

Output Destination:  File     Printer     Window

Run Date/Time: Date: 02/17/2006    Time: 04:20:00 PM

Run Recurrence: Once

Description	Name	Process Type Descr
Amend. Bud Rpt with Fringes	BDAMDAMT	Crystal
<b>Amend. Bud Rpt without Fringes</b>	<b>BUDAMDFG</b>	<b>Crystal</b>
Orig. Bud Rpt with Fringes	BDORGAMT	Crystal
Orig. Bud Rpt without Fringes	BUDORGFG	Crystal
Prop. Bud Rpt with Fringes	BDPOPAMT	Crystal
Prop. Bud Rpt without Fringes	BUDPROFG	Crystal
Spectrum Journals Recon Report	RUIDJRN1	SOB Report

This is a glimpse of what the report will look like. You can also print this report from this screen.

6/28/2006 10:24:47AM

GEORGIA STATE UNIVERSITY

budamdfig.rpt

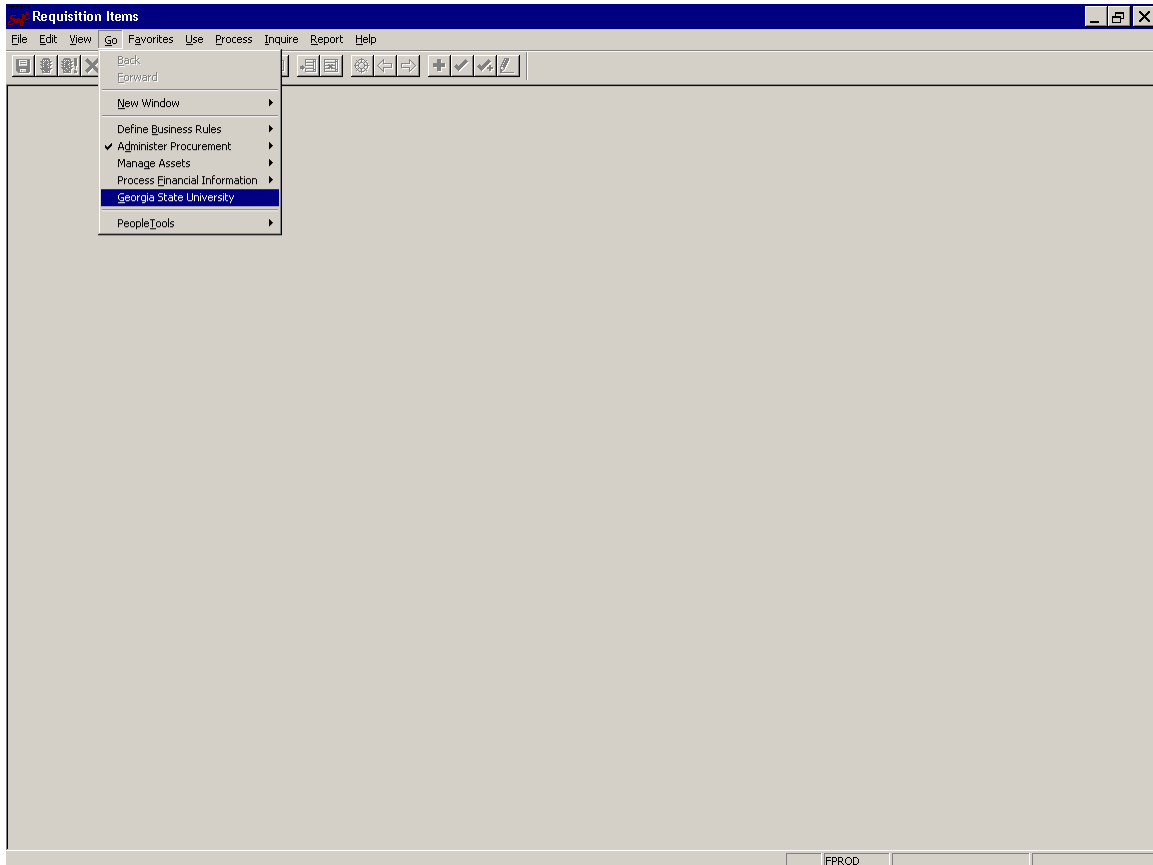
Amended Budget - Department Totals Without Fringes

Budget Period 2006

General Fund-Unrestricted	Class	Personal Services	EFT	Travel	Supplies	Equipment	Non-Personal Services	Department Total
<b>General Operations</b>								
<b>Vice President Finance &amp; Admin</b>								
612220000	Star Wars Panic	11000	432,000	5,250	0	0	0	432,000
	Total Exclude Fringes:		432,000	5,250	0	0	0	432,000
	Total Fringes:		0					
	Total:		432,000	5,250	0	0	0	432,000
	<b>General Operations Total :</b>		432,000	5,250	0	0	0	432,000
	<b>General Fund-Unrestricted Total :</b>		432,000	5,250	0	0	0	432,000
<b>Sponsored</b>								
<b>Vice President Finance &amp; Admin</b>								
612220000	Star Wars Panic	61000	75,500	0.750	0	0	0	75,500
	Total Exclude Fringes:		75,500	0.750	0	0	0	75,500
	Total Fringes:		0					
	Total:		75,500	0.750	0	0	0	75,500
	<b>Sponsored Total :</b>		75,500	0.750	0	0	0	75,500

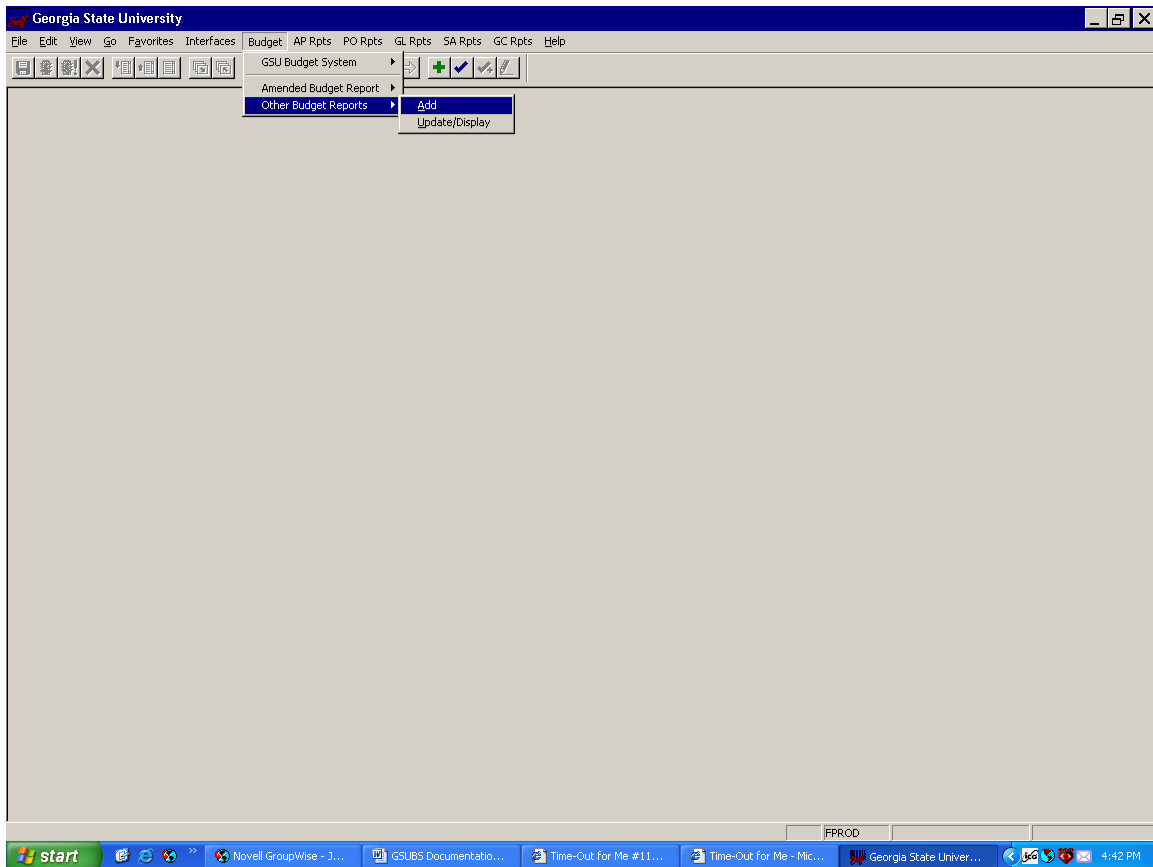
## Original Budget Report with (without) Fringes

Path: Go >> Georgia State University

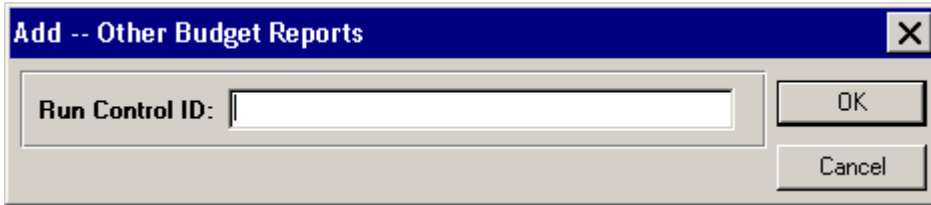


Path: When the screen refreshes go to **Budget >> Other Budget Reports >> Add**

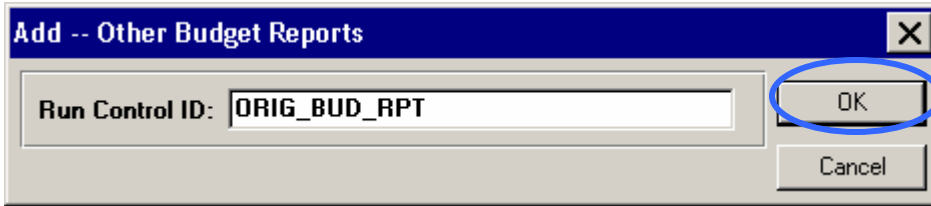
Note: Use **Update/Display** when you already have criteria saved under a specific name.



Once this screen prompt pops up, choose a name for the report and type it in the Run Control ID field. Click OK.



A screenshot of a dialog box titled "Add -- Other Budget Reports". The dialog has a blue header bar with a close button (X) on the right. Below the header is a text input field labeled "Run Control ID:" which is currently empty. To the right of the input field are two buttons: "OK" and "Cancel".



A screenshot of the same dialog box "Add -- Other Budget Reports". The "Run Control ID:" field now contains the text "ORIG\_BUD\_RPT". The "OK" button is circled in blue, indicating it should be clicked. The "Cancel" button is also visible below it.

When this screen pops up you must enter the Budget Period. The Department ID can be any variation of what you may be looking for. The “%” can go at the beginning or the end of the department variable. The “As of Date” will default to the current date. You can change the “As of Date.”

Georgia State University - Budget - Other Budget Reports

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

Other Budget Reports

Operator ID: FINDMB  
Run Control ID: ORIG\_BUD\_RPT

Budget Period:   
Department ID: %  
As of Date: 02/17/2006

F75QA Other Budget Reports Add

Examples:

Georgia State University - Budget - Other Budget Reports

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

Other Budget Reports

Operator ID: FINDMB  
Run Control ID: ORIG\_BUD\_RPT

Budget Period: 2006  
Department ID: 61%  
As of Date: 02/17/2006

F75QA Other Budget Reports Add

**Georgia State University - Budget - Other Budget Reports**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

Other Budget Reports

**Operator ID:** FINDMB  
**Run Control ID:** ORIG\_BUD\_RPT

**Budget Period:** 2006  
**Department ID:** %12222%  
**As of Date:** 02/17/2006

F75QA Other Budget Reports Add

**Georgia State University - Budget - Other Budget Reports**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

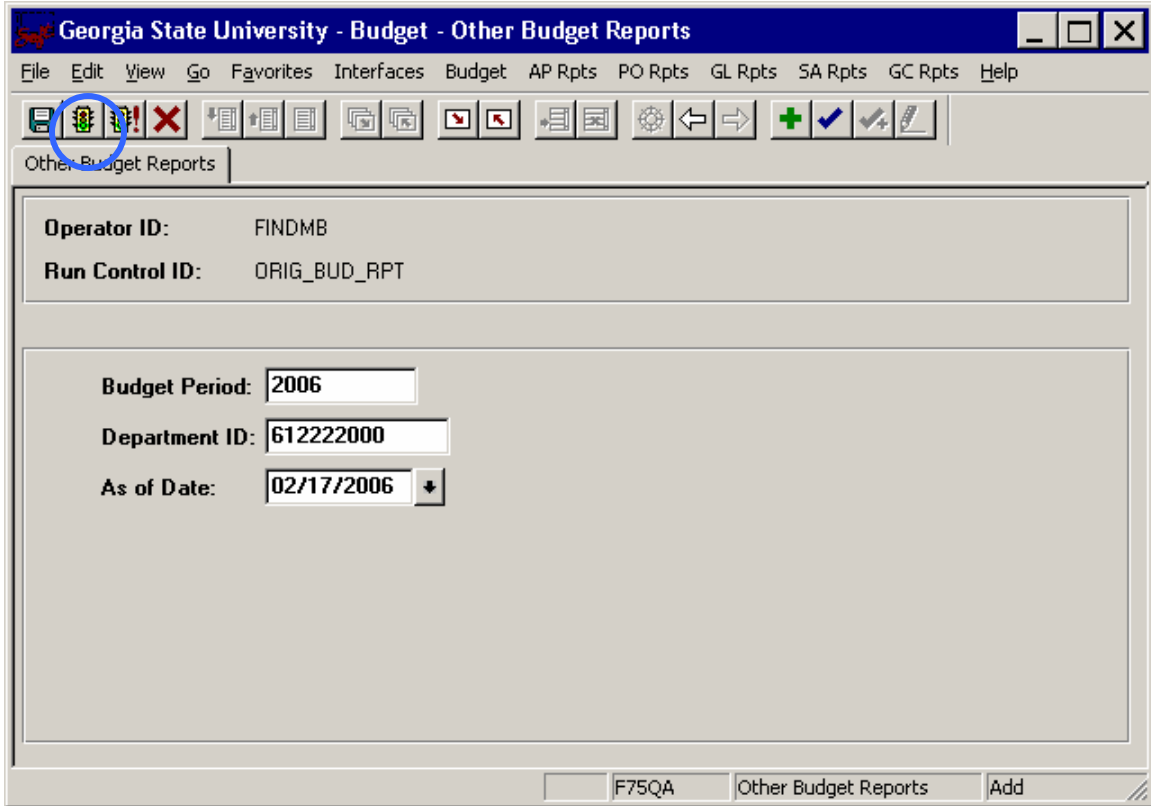
Other Budget Reports

**Operator ID:** FINDMB  
**Run Control ID:** ORIG\_BUD\_RPT

**Budget Period:** 2006  
**Department ID:** 61222000  
**As of Date:** 02/17/2006

F75QA Other Budget Reports Add

Next, click the traffic light closest to the save button to run the report.



Once this screen pops up, highlight the Orig. Bud Rpt without Fringes option. To run the Original Budget Report with Fringes you would choose the Orig. Bud Rpt with Fringes option. In our example we are running an Original Budget Report without Fringes.

Since this is a Crystal report, be sure to set the Run Location to Client and the Output Destination to Window.

Click OK

**Process Scheduler Request**

Operator ID: FINDMB      Run Control ID: ORIG\_BUD\_RPT

**Run Location:**  Client    Server  
 Server:

**Output Destination:**  File    Printer    Window  
 File/Printer:

**Run Date/Time:**  
 Date: 02/17/2006  
 Time: 04:27:00 PM

**Run Recurrence:**  
  
 Name:   
     

Description	Name	Process Type Descr
Amend. Bud Rpt with Fringes	BDAMDAMT	Crystal
Amend. Bud Rpt without Fringes	BUDAMDFG	Crystal
Orig. Bud Rpt with Fringes	BDORGAMT	Crystal
<b>Orig. Bud Rpt without Fringes</b>	<b>BUDORGFG</b>	<b>Crystal</b>
Prop. Bud Rpt with Fringes	BDPOPAMT	Crystal
Prop. Bud Rpt without Fringes	BUDPROFG	Crystal
Spectrum Journals Recon Report	RUD.IRNI	SQR Report

This is a glimpse of what the report will look like. You can also print this report from this screen.

6/28/2006 10:28:33AM

GEORGIA STATE UNIVERSITY

budorgfg.rpt

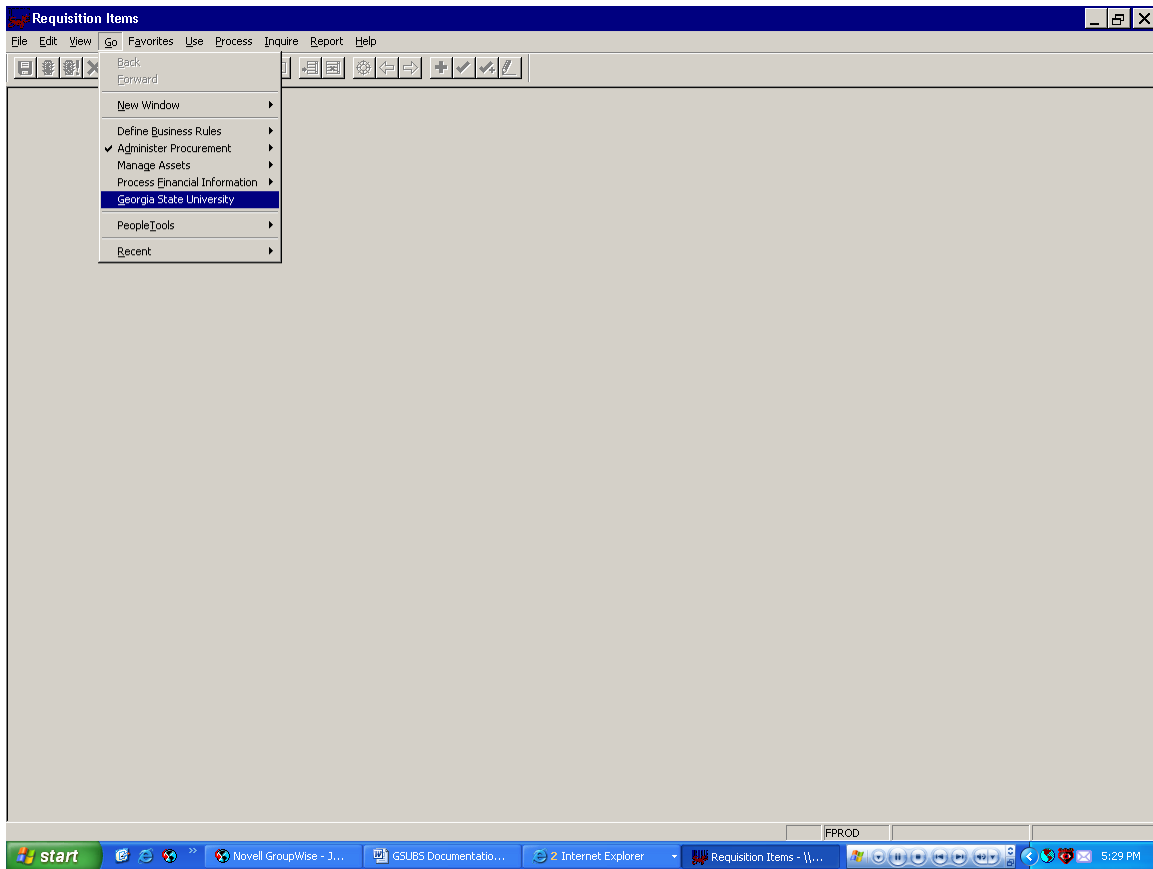
Original Budget - Department Totals Without Fringes

Budget Period 2006

General Fund-Unrestricted	Class	Personal Services	EFT	Travel	Supplies	Equipment	Non-Personal Services	Department Total
<b>General Operations</b>								
<b>Vice President Finance &amp; Admin</b>								
612220000	Star Wars Paratic	11000	0	0.000	0	0	0	0
	Total Exclude Fringes:		0	0.000	0	0	0	0
	Total Fringes:		0					
	Total:		0	0.000	0	0	0	0
	<b>General Operations Total :</b>		0	0.000	0	0	0	0
	<b>General Fund-Unrestricted Total :</b>		0	0.000	0	0	0	0
<b>Sponsored</b>								
<b>Vice President Finance &amp; Admin</b>								
612220000	Star Wars Paratic	61000	0	0.000	0	0	0	0
	Total Exclude Fringes:		0	0.000	0	0	0	0
	Total Fringes:		0					
	Total:		0	0.000	0	0	0	0
	<b>Sponsored Total :</b>		0	0.000	0	0	0	0

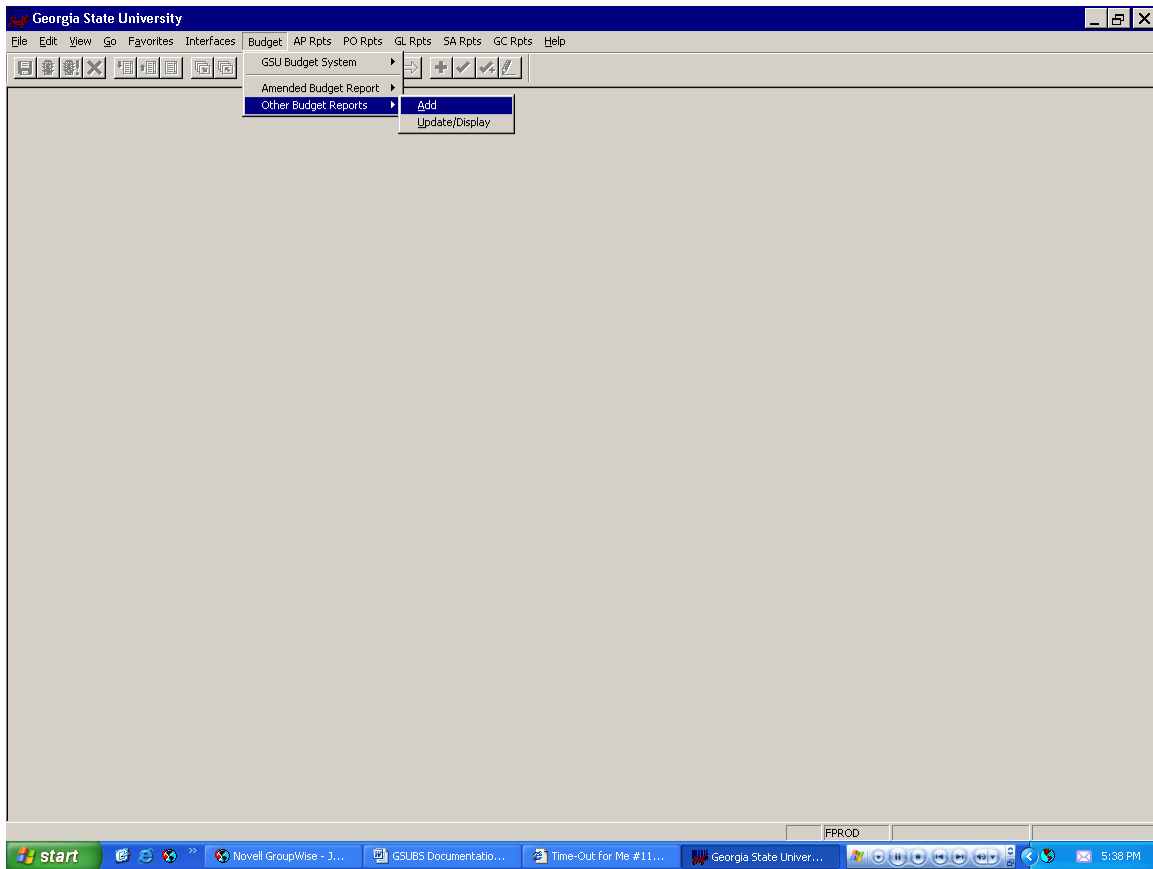
## Proposed Budget Report with (without) Fringes

Path: Go >> Georgia State University

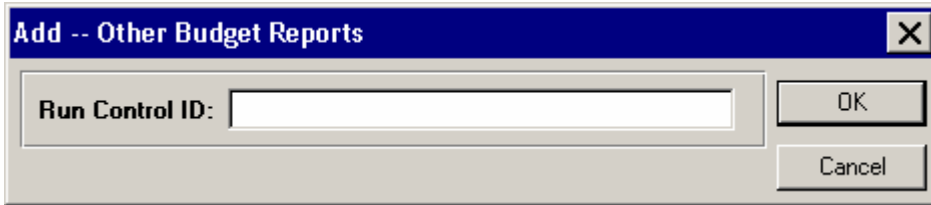


Path: When the screen refreshes go to **Budget >> Other Budget Reports >> Add**

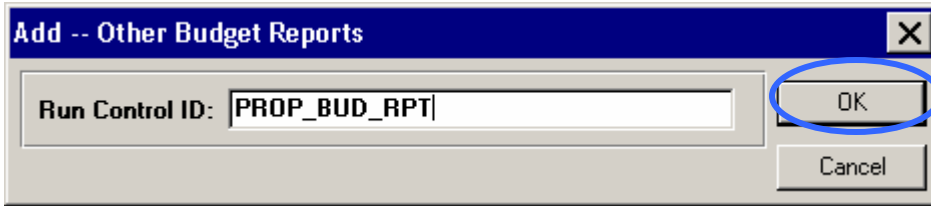
Note: Use **Update/Display** when you already have criteria saved under a specific name.



Once the prompt pops up, choose a name for the report and type it in the **Run Control ID** field. Click OK.



A screenshot of a dialog box titled "Add -- Other Budget Reports". The dialog has a blue header bar with a close button (X) in the top right corner. Below the header is a text input field labeled "Run Control ID:" which is currently empty. To the right of the input field are two buttons: "OK" and "Cancel".



A screenshot of the same dialog box "Add -- Other Budget Reports". The "Run Control ID:" field now contains the text "PROP\_BUD\_RPT". The "OK" button is circled in blue, indicating it should be clicked to confirm the entry.

When this screen pops up you must enter the Budget Period. The Department ID can be any variation of what you may be looking for. The “%” can go at the beginning or the end of the department variable. The “As of Date” will default to the current date. You can change the “As of Date” if necessary.

Examples:

**Georgia State University - Budget - Other Budget Reports**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

Other Budget Reports

**Operator ID:** FINDMB  
**Run Control ID:** PROP\_BUD\_RPT

**Budget Period:** 2006  
**Department ID:** %222200%  
**As of Date:** 02/17/2006

F75QA Other Budget Reports Add

**Georgia State University - Budget - Other Budget Reports**

File Edit View Go Favorites Interfaces Budget AP Rpts PO Rpts GL Rpts SA Rpts GC Rpts Help

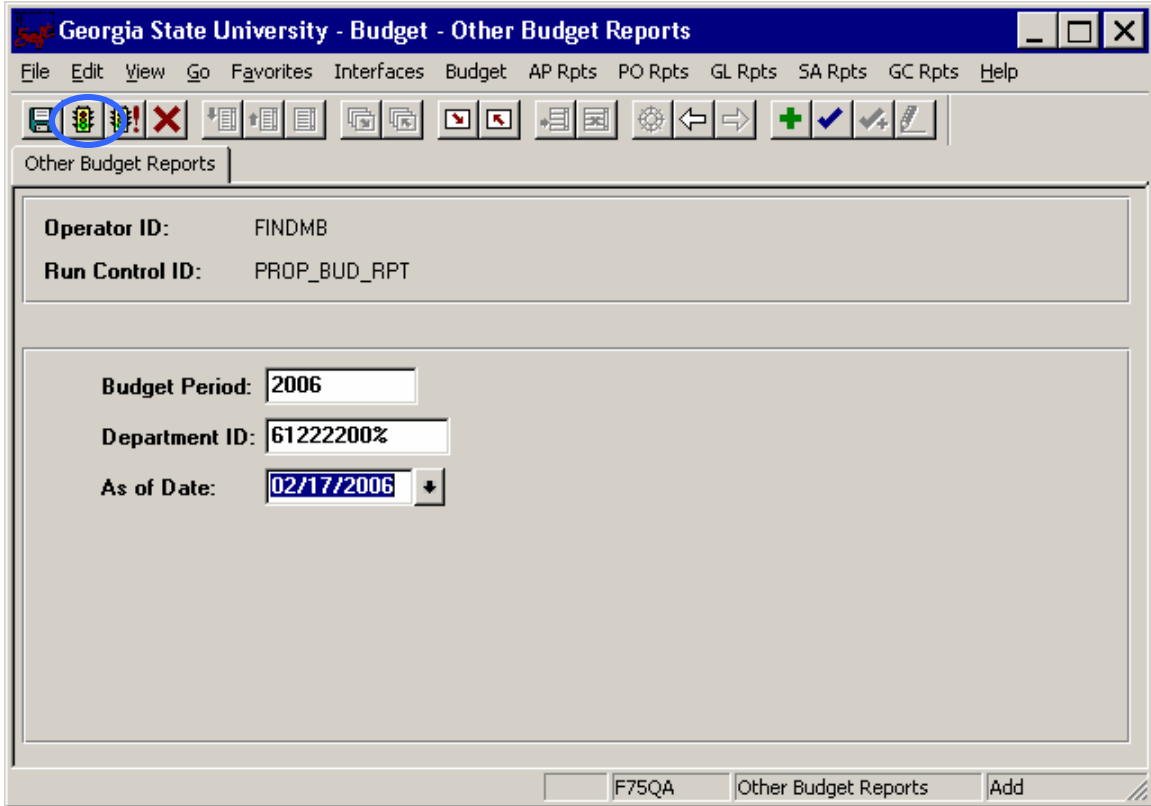
Other Budget Reports

**Operator ID:** FINDMB  
**Run Control ID:** PROP\_BUD\_RPT

**Budget Period:** 2006  
**Department ID:** 61222200%  
**As of Date:** 02/17/2006

F75QA Other Budget Reports Add

Next, click the traffic light closest to the save button to run the report.



Once this screen pops up, highlight the Prop. Bud Rpt without Fringes option. To run the Proposed Budget Report with Fringes you should choose the Prop. Bud Rpt with Fringes option. In our example we are running a Proposed Budget Report without Fringes.

Since this is a Crystal report, the Run Location must be set to Client and the Output Destination must be set to Window.

Click OK.

**Process Scheduler Request**

Operator ID: FINDMB      Run Control ID: PROP\_BUD\_RPT

**Run Location:**  Client     Server  
 Server: \_\_\_\_\_

**Output Destination:**  File     Printer     Window  
 File/Printer: \_\_\_\_\_

**Run Date/Time:**  
 Date: 02/17/2006  
 Time: 04:38:00 PM  
 [Reset to current Date/Time]

**Run Recurrence:**  
 [Once]  
 Name: \_\_\_\_\_  
 [New] [Update] [Delete]

[OK] [Cancel]

Description	Name	Process Type Descr
Amend. Bud Rpt with Fringes	BDAMDAMT	Crystal
Amend. Bud Rpt without Fringes	BUDAMDFG	Crystal
Orig. Bud Rpt with Fringes	BDORGAMT	Crystal
Orig. Bud Rpt without Fringes	BUDORGFG	Crystal
Prop. Bud Rpt with Fringes	BDPOPAMT	Crystal
Prop. Bud Rpt without Fringes	BUDPROFG	Crystal
Spectrum Journals Recon Report	RIIDJRN1	SQR Report

This is a glimpse of what the report will look like. You can also print this report from this screen. To print, click the print icon.

2/17/2006 4:40:55PM

GEORGIA STATE UNIVERSITY

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Proposed Budget - Department Totals Without Fringes

Budget Period 2006

General Fund-Unrestricted	Class	Personal Services	EFT	Travel	Supplies	Equipment	Non-Personal Department Services	Total
<b>General Operations</b>								
<b>Vice President Finance &amp; Admin</b>								
612222000	Star Wars Fanatic	11000	0	0.000	0	0	0	0
	Total Exclude Fring		0	0.000	0	0	0	0
	Total Fringes		0					
	Total :		0	0.000	0	0	0	0
	<b>General Operations Total :</b>		0	0.000	0	0	0	0
	<b>General Fund-Unrestricted Total :</b>		0	0.000	0	0	0	0
<b>Sponsored</b>								
<b>Vice President Finance &amp; Admin</b>								
612222000	Star Wars Fanatic	61000	0	0.000	0	0	0	0
612222000	Star Wars Fanatic	62000	0	0.000	0	0	0	0
612222000	Star Wars Fanatic	64000	0	0.000	0	0	0	0
	Total Exclude Fring		0	0.000	0	0	0	0
	Total Fringes		0					
	Total :		0	0.000	0	0	0	0
	<b>Sponsored Total :</b>		0	0.000	0	0	0	0