Position Management - Fiscal Year-End Processing

**Overview:** This table allows the Office of Budget and Finance to manage the Position Management Budgets roll process from the current fiscal year to the future fiscal year and also manage the budget feed to the PeopleSoft General Ledger.

**Navigation:** University of Maine System > Setup University of Maine System > HRMS > Position Management FY

You can search for the year you need to update.
Each Business Unit will have its own control panel for each fiscal year. This control panel indicates the following:

1. Fringe Table Status
   a. Created for FY
   b. Not created for FY

2. Roll Status (UMS Funds & Federal Funds)
   a. Created from Prior FY
   b. Not Created from Prior FY
   c. Not Rolled to Future FY
   d. Rolled to Future FY

3. Feed Option (UMS Funds & Federal Funds)
   a. Create Current Budget Transfers
   b. Create Future Budget Transfers
   c. Do not Create Budget Transfers
**Fringe Table Status** – once the process to copy the budget fringe rates has occurred (UMS>HRMS>Processes>Copy Budget Fringe Rates), a new setup-panel for the new fiscal year will automatically be generated and the Fringe Table Status will indicate that the fringe tables have been created for the fiscal year.

**Budget Roll Status** – once the process to roll the budgets in Position Management has been executed (UMS>HRMS>Processes>Position Budget Roll), the Budget Roll Status for the current fiscal year will change to “Rolled to Future Year” and the current fiscal year panel will change to “read only” status. If errors are detected or for any reason the process needs to be re-run, the Budget Roll Status must be changed to “Not Rolled to Future FY” and then the process to roll the position budgets can be executed again. This can be repeated as many times as necessary. **CAUTION: Re-executing the budget roll process will over write any manual changes that were made in the new fiscal year.** Once the budget has been fed to the General Ledger, the Position Budget Roll process cannot be executed.

**Budget Feed Option** – For the future fiscal year, this option should be set as “Do not create Budget Transfers” until the position budget roll process is complete and the budgets are ready to be fed to the General Ledger.

When budgets are ready to be fed to the FUTBUD General Ledger, the Budget Feed Option must be changed to “Create Future Budget Transfers” and all position budgets will be fed to the FUTBUD General Ledger. **Multiple budget feeds can be processed to FUTBUD.**

When the GL process is executed to feed the future budget to Base and Current ledgers in General Ledger, the Budget Feed Option in Position Management needs to be changed to “Create Current Budget Transfers” which will then feed all permanent position budget changes to the base and current budgets and all temporary changes to the current budget. Once the position budgets are finalized and fed to Base and Current Budgets in General Ledger, all budget changes must be input using the Budget Transfer panels.
Copying the Fringe Rates

Overview: This process, which can be executed only by the Office of Budget and Finance, will copy the fringe rate table from the current fiscal year to the future fiscal year. The Fiscal Year Control Table, which is usually set-up in January of the new calendar year by the System Payroll Manager, must be set-up for the new fiscal year before the process to copy the fringe rate table can be executed.

Navigation: University of Maine System > HRMS > Processes > Copy Budget Fringe Rates

1. Input the run control and hit “Search”

2. Input the current fiscal year that you want to copy

3. Input the future year that you want to copy the current fiscal year table to
4. Hit “Run”

5. Hit “OK”

6. Click on “Process Monitor” to observe progress.
7. Click on “Refresh” until Run Status shows “Success” and then click on “Details”

8. Click on “View Log/Trace”
9. Click on and review “Redirected Terminal Output” to make sure process ran successful.

### View Log/Trace

**Report**

- **Report ID:** 265237
- **Process Instance:** 380317
- **Run Status:** Success

**Distribution Details**

- **Distribution Node:** HRPRD
- **Expiration Date:** 03/18/2011

**File List**

<table>
<thead>
<tr>
<th>Name</th>
<th>File Size (Bytes)</th>
<th>Date/Time Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redirected Terminal Output</td>
<td>844</td>
<td>03/08/2011 13:48:01 EST</td>
</tr>
</tbody>
</table>

**Distribute to**

- **Distribution ID Type:** User
- **Distribution ID:** 0017281

---

**PeopleTools 8.44.17 - Application Engine Server**

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PSAIXSKV started service request at 15:48.45 2011-03-08

Program starting... (20000,59)

Control Info:

- **Process Instance:** 380317
- **Operator ID:** 0017281
- **Run Control ID:** hope

Parameters:

- From Fiscal Year: 2011
- To Fiscal Year: 2012

Processing Fringe Rates (20000,59)

FY 2012 records purged. (20000,59)

Copying records (20000,59)

Complete (20000,59)

Program finished. (20000,59)

Application Engine program UNFRINGECPY ended normally.

PSAIXSKV completed service request at 15:48.46 2011-03-08
10. Navigate to UMS>Setup University of Maine System>HRMS>Position Budget Fringe Rate
   a. Input new fiscal year to insure that fringe rates were copied.
   b. Key in correct fringe rates for the new fiscal year.

11. Navigate to UMS>Setup University of Maine System>HRMS>Position Management FY
   a. Input the new fiscal year
   b. Change the Fringe Table Status from “Not Created for FY” to “Created for FY”.
   This panel also shows the date and time that the copy function was executed.
Position Budget Roll

Overview: This process, managed by the Office of Budget and Finance, will create new Position Management base budgets for the future fiscal year using the base and permanent transfer amounts from the current year. The roll process for the UMS fiscal year budget (July 1-June 30 for funds 00, 03, and 23) is separate from the roll for the federal fiscal year (October 1 – September 30 for funds 12 and 22). A new fringe benefits budget will be calculated using the new fiscal year fringe rate table created by the execution of the copy of the fringe rate table.

Navigation: University of Maine System > HRMS > Processes > Position Budget Roll

1. Input run control and select “search”

Position Budget Roll

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search by: Run Control ID begins with

Case Sensitive

Search  Advanced Search

Find an Existing Value  Add a New Value

2. Fiscal Year - will default to current fiscal year
Business Unit - input specific business unit or leave blank for all business units.
Roll Options - Roll Both Federal & Reg Budgets
Roll Only Federal budgets (Funds 12 & 22)
Roll Only Regular UMS Budgets (Funds 00, 03 and 23)
3. Select “Run”

4. Select “OK”

5. Select Process Monitor
6. Continue to select “Refresh” until Run Status = “Success”

<table>
<thead>
<tr>
<th>Process List</th>
<th>Process Request For</th>
<th>Process Name</th>
<th>Recr</th>
<th>Run Date/Time</th>
<th>Run Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>312445</td>
<td>Application Engine</td>
<td>UM_BUD_ROLL</td>
<td>0017281</td>
<td>03/15/2011 10:59:33AM EDT</td>
<td>Success</td>
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<tr>
<td>312410</td>
<td>Application Engine</td>
<td>UM_BUD_FEE2</td>
<td>0017281</td>
<td>03/15/2011 9:46:06AM EDT</td>
<td>Success</td>
</tr>
</tbody>
</table>

7. Select “Details” for UM_BUD_ROLL

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8. Select View/Log Trace
9. Click on and review “Redirected Terminal Output” to make sure process ran successful. You will receive a message indicating the positions that did not roll because the fund code for account was not “federal” or “regular” fiscal year.

**Redirected Terminal Output**

```
Redirected Terminal Output
665 03/15/2011 11:00:47.000000000 AM EDT
```
Navigate to UMS > Setup University of Maine System > HRMS > Position Management FY. Both fiscal years involved will indicate that the roll has occurred including date & time.

Error Message: Will need to research this position & correct in FY12.
Re-execute Budget Roll Process

Prior to feeding the budgets to the PeopleSoft General Ledger, the budget roll process can be performed as many times as necessary to balance the budget. **CAUTION:** Re-executing the budget roll process will overwrite any manual changes that were made in the new fiscal year. Once the budgets have been fed to the PeopleSoft General ledger, the budget roll process cannot be re-executed:

To re-execute the budget roll process:
1. Go to the Position Management FY Setup table and select the fiscal year that you are rolling from.
2. Change the Budget Roll Status from “Rolled to Future Year” to “Not Rolled to Future FY”
3. Repeat the process to roll the budgets