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Introduction
The UAB Budget Model System (BMS) is a program for the budgeting of GL accounts for organizations at the university. This system allows fiscal officers the ability to manage expense and revenue object code data for any budgeted account. It also provides a means of managing position/assignment salaries for both GL and GA accounts. Built-in procedures handle various calculations, such as CFB, Revenue Reallocation, greatly simplifying the budgeting process. On-line reporting gives users the information they need about their budgets from different perspectives, and in a variety of formats.

What's New?
The 2005-06 Budget Season introduces a completely redesigned and improved program (BMS 3.1).

New User Interface
Most significant among these changes is the user interface, which has been rebuilt to improve the consistency of the “look and feel” of the program. The application now breaks out each of the major sections of the budgeting process, showing Organization/Account Summary, Account Summary, Object Code and Position/Assignment data separately. These sections are termed “Work Areas”.

Searching
Within each of these work areas, users can search for accounts by Primary Unit, Organization or specific Account, and view the search results in a pageable and sortable grid. Different search options apply for each work area, tailored to its specific functionality. The Search window can be expanded or collapsed as convenient for the user.

Pageable and Sortable Search Result Grids
Search results are presented in "paged" lists or 20 rows each. They can be navigated by moving from one page to the next, jumping to first or last page, or using the Goto box to jump to a specific page in large lists. These lists can be sorted by specific columns, which are denoted by ▲ or▼ on the column header, which will sort the entire result set, not just the list page visible in the screen.

Drill-through or Direct Access
Users can search in one work area, and “drill through” an account for access to Object Code and Position/Assignment data. Users can quickly jump back to the original search result, and stay within an Organization or Account with minimal effort. Users can also employ “direct access”, which lets users access only a specific section of their budget, for example Object Codes, and work within that section without having to traverse other areas of the budget data. This feature means that it is no longer necessary to constantly jump back and forth from screen to screen to work with a specific set of data, thus simplifying the work process. Make sure you are drilling through or directly accessing through the Navigation Bar on the left of the screen. When navigating from work area to work area, the system assumes a new search each time.

Navigation Bar
In most work areas, a navigation bar helps users get to the information they need, fast, replacing the tabbed interface of previous versions. Additionally, the Nav Bar allows one to traverse across work areas of an Account or Org without losing the original search information. So, if one searches for all Accounts in an Organization, then selects an Account and drills through to Positions and Assignments, clicking on the Accounts link in the NavBar will return the user to the list of accounts from the original search. Additionally, new searches may be performed without starting over; simply expand the search window on the current page and re-enter information for the new search.
Object Code Comments
All object codes now support comments, which are editable regardless of the Object Code type’s edit status.

Transfer Object Codes
Transfers have been somewhat modified to allow editing of amounts and object codes. Also, transfer disbursement codes have been added as a required data element.

Transfers Pending Queue
A major new feature of BMS 3.1 is the Transfers Pending Queue. Previously, it was only possible to record a Transfer In if the Source Account was owned by an Organization one was responsible for, or by using a dummy account. Now, users can request a Transfer regardless of ownership. However, such requests do not get automatically recorded, but instead are placed in a “Pending Queue” for approval by a responsible person for that account. Pending Queue items do not encumber the Source Account or credit the Destination Account; however, in the Account Summary Work Area, any Transfers Pending Queue items are shown in the grid. Transfers Pending Queue items can be accepted or declined by an Account’s responsible person. If declined, the requestor will still see the item in the queue, but it will not be active, and its amount will not show up in the Account Summary Grid. However, any comment made by the Account responsible person will be viewable by the requestor until the item is deleted. Keep in mind that there is nothing new in the process of requesting a transfer. The pending action is only an extra step in the transfer process. There is not a separate form or action to be preformed by the requestor; the extra approval step belongs to the responder (responsible person), who is anyone with access to the organization. Additionally, the requestor may view the status of the request by clicking on the link in Pending Queue.

Labor Sources Pending Queue
Another major new feature in BMS 3.1 is the Labor Sources Pending Queue. This feature is useful primarily for Organizations which have Positions/Assignments with “split distributions”, or where GL labor sources for an assignment are not within a person’s Responsibility. Like the Transfers Pending Queue, the Labor Sources Pending Queue allows a person to enter a Labor Source from a non-owned Account. Labor Sources Pending Queue items do not encumber the Source Account or credit the Destination Account; however, total potential encumbrance against the Source Account will be calculated (Labor Source plus CFB calculation) and shown in the Account Summary Grid. Labor Sources Pending Queue items can be accepted or declined by an Account’s responsible person, who is anyone with access to that organization, not a particular individual. If declined, the requestor will still see the item in the queue, but it will not be active, and its amount will not show up in the Account Summary Grid. However, any comment made by the Account responsible person will be viewable by the requestor until the item is deleted. Dummy Accounts will be created automatically when necessary.

Reports
Reporting has been enhanced to allow generation of reports across different budget seasons. A new dropdown will be visible showing the currently active FY, and all prior FYs in the archive. By default, the currently active FY will be used for a given report, unless a different FY is selected. All header information will be changed to show the FY used as the basis of the report. New reports have also been added, and existing reports enhanced, including a new version of the old “Account Summary Report” from BMS 2.x. Finally, exports to Excel can now be done on systems with Office 2000 or XP, as well as Office 2003. It is preferable to use Adobe Acrobat 6.0 to export to PDF, and/or be running Microsoft Office 2000/XP to export to Excel.

Discussions
The Discussions section has been removed from BMS 3.1.
Getting Started

Requirements
The UAB Budget Model can be accessed by most modern web browsers; however it is recommended that MS Internet Explorer 5.01+ or Netscape Navigator 7.0+ be used. The application is designed to work in any environment that is set to the Oracle Administrative Systems minimum requirements; thus most, if not all, computers running the Oracle Administrative Systems applications will be set up to run the BMS without further adjustment. However, when using the reporting features of the BMS, you must have Adobe Acrobat 6.0+ to export to PDF, and/or be running Microsoft Office 2000/XP/2003 to export to Excel.

Logging On
You can access the UAB Budget Model System from the Budget Admin/Budget Model website or from the AdminSystems website. The URL for the UAB Budget Model System is https://itisapps.ad.uab.edu/fa/bms3. You will be prompted to log on to the system.

You will need your BlazerID and Password, and must be configured within the Oracle Admin Systems for Oracle Workflow (HR) and have your Org Responsibility (FIN) set. Refer to the STEPS Home Page for more details regarding Access and Workflow Approval Maintenance. If you are new to Oracle Workflow, it may take 72 hours for the system to receive your information from Oracle and load it into the BMS.
Once you log in successfully, you will have access to the main functional/work areas of the BMS, which are marked by different tabs across the top of the main panel. These are:

- **Home** – Login area, includes current Announcements and Budget Calendar
- **Org** – Searchable list of accounts by Primary Unit or Org
- **Account** – Searchable list of Accounts, with Account Summary, Detail, Status and Comments
- **Object Codes** – Searchable list of Accounts with Object Code Summary, and Detail for each major Object Code group
- **Positions** – Searchable list of Positions and/or Assignments by Org or Account, with Position/Assignment Detail and Labor Source Summary
- **Reports** – List of available reports
- **About BMS** – Any notes, requirements or general information about the BMS

Each of these tabs is designed to give you access to certain functionality, be it a searchable list (e.g., Orgs), a summary of a record (e.g., Account Object Code Summary), or a detail view (Object Code Detail). From each tab (also known as a Work Area), you have access to the Work Area’s Search function. This feature can be toggled visible/invisible as necessary.

In any situation where the Search feature is not shown, clicking on the Toggle Search button with display the fields.
Search Results Grids

While the various grids showing Search Results have varying content, they have several common characteristics. All grids will show the Number of Records Found, four navigation buttons (First, Previous, Next and Last) for navigating between Paged results (there are 20 Records per Page), and a GoTo Page box, which allows you to quickly jump to a specific Page.

Additionally, grids which support, or link to, editable data will display a Padlock icon, indicating the current Lock Status of the Account currently selected (Figure 4- Lock).

<table>
<thead>
<tr>
<th>Object Code (Revenue)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3 records found</strong></td>
</tr>
<tr>
<td><strong>Object Code</strong></td>
</tr>
<tr>
<td>C10101 +GEN FEES/IN-ST GRAD</td>
</tr>
<tr>
<td>8101064 LR FEES/CRDT HOUR</td>
</tr>
<tr>
<td>6709101CREALLOC-GEN/BLDG FEE</td>
</tr>
<tr>
<td><strong>TOTAL ALL PAGES</strong></td>
</tr>
</tbody>
</table>

Add New...  % Change... | Calc | Recalculate

---

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Working with Organizations

The Organizations (Orgs) Work Area provides two basic functions: the ability to search for a list of accounts by Primary Unit and/or Org, and to see a rollup of all budgeted accounts within that Primary Unit/Org. The Search Results Grid shows Account Number, Account Name, Account Status, if any Notes exist, YTD Actual, Revised (Revised Budget), Approved (Approved Budget), Proposed, Difference (Proposed – Approved) and Percent Difference (Proposed to Approved). Additionally, the grid shows the Account Lock status, and if any Transfer Pending Requests or if there are any Labor Source Pending Requests outstanding for the account.

This section can be used as a starting point for any Drill-Through to Account Detail. By clicking on the Account Number/Description column, the application will link to the Account Summary for the selected Account. Additionally, by clicking on the Account Status link, the application will link to the Account Status page for that Account. Likewise, clicking on the Account Comments link, the application will link to the Account Comments and Notes page for that Account. Note that, when using Drill-Through to the Accounts Work Area from the Org Work Area, the Accounts Search is toggled to collapsed (invisible).
Working with Accounts

The Accounts Work Area supports several functions. When using Drill-Through from another Work Area of the BMS, the default view will show a Navigation Bar on the left side of the screen, and the main panel will show the Account Details at the top, and the Account Object Code Summary below that.

The summary shows all object code groups, regardless of whether or not any object codes are present; it also shows a subtotal for each group (e.g., Expenses).

You can drill-through from the Object Codes Summary to any Object Code Group from this screen by clicking on the Object Code Group Name. A new feature to BMS 3.1 is Pending Queue items, which represent Transfers and Labor Sources from external, unowned (to the current user) Accounts. Pending Queue items do not roll up to the Subtotal or Total lines of the grid, but instead are factored into a Pending Totals line. Note also that the Accounts Work Area will show the current lock status of the account.
Navigation Bar (NavBar)
From the Accounts NavBar, you can access the Account Status and Comments screens. Also from the Accounts NavBar, users can jump to Orgs and view other Accounts, or Drill-Through to the Object Codes or Positions Work Areas.

Accounts
Organization Summary
Account Summary
   - Account Status
   - Comments
Object Code Summary
Pos/Assign Summary
Reports

When using the Drill-Through feature, the BMS will keep the user in the current Account. It will also carry forward any basic Primary Unit/Org/Account search criteria used. Also from the NavBar, one can navigate directly to the Reports Tab, which will show a filtered selection of reports specific to Account data management.

Account Status
The Account Status screen regulates both editability and current completed/approved/reviewed status. Users can mark an Account Locked but Incomplete, which prevents editing unless the Account is again marked Incomplete. Accounts which are marked Complete, Approved or Reviewed are not editable unless marked Incomplete. All actions taken are logged and visible from this screen, sorted in descending order (most recent to oldest).

Note that the user’s responsibilities will determine how an account is viewed and marked.

There are certain business rules which apply when attempting to change an Account Status from Incomplete/Locked to Complete. These are covered in the relevant Work Area documentation sections.

Comments
The Comments and Notes screen allows users to record notes about the Account during the budget process. The Note Type is a selection of descriptors which are used to describe the Note. Once saved, the BlazerID and Date/Time of the comment are recorded automatically. Users can edit their own comment after saving, but not those of other users.
Working with Object Codes

The Object Codes Work Area helps you manage Object Code data, directly (in the case of Expense or revenue Object Codes), indirectly (in the case of calculated Object Codes, such as CFBs) or in detail (in the case of Transfer Object Codes). When using Drill-Through from another area, the default view will show a Navigation Bar on the left side of the screen, and the main panel will show the Object Code summary, which is identical to the Object Code summary displayed in the Account Work Area.

Object Codes

- Organization Summary
- Account Summary
- Object Code Summary
  - Personnel - Salary
  - Personnel - CFB
  - Personnel - Pending
  - Expense - NonCap
  - Expense - Cap
  - Transfers - Out
  - Transfers Out - Pending
  - Revenue
  - Transfers - In
  - Transfers In - Pending
- Pos/ Assign Summary
- Reports

The NavBar replaces the tabbed interface of previous versions of the BMS, allowing quick access to the various Object Code Groups within an account.

Searching for Object Codes

Object Codes may be searched by Account only. In the Search window, Primary Unit, Organization and Account must be selected for the search to be successful. Note that when using Drill-Through, the Search window is collapsed, but when toggled to display, the original search criteria are displayed. When accessing the Object Codes Work Area by Direct Access (the Object Codes tab in the main application window), Search is automatically displayed. Once an Account is selected, either by Drill-Through or Direct Access, the current Account Number and Account Name and the Organization Name is displayed below the Search area.

The Object Code Summary grid displays an Object Code’s TypeDescription, and Year-to-Date Actual, Revised, Approved, and Proposed amounts, in addition to the amount Difference and Percent Difference. YTD Actual, Revised and Approved amounts are fixed. Note that pending amounts do not appear in the Total figures.
Revenue/Expense Object Codes
Direct management of Object Code data in BMS 3.1 can be performed on the following Object Codes:

- Expense Non-Cap
- Expense Cap
- Revenue (excluding Central Revenue Reallocation Object Codes)

The Proposed Amounts for these Object Codes may be edited directly in-grid, or through the Object Code Detail screen.

### In-Grid Functions

**In-Grid Edit**

Users have the option to edit Proposed amounts directly in the Object Code grid. Click on the Edit icon to enter Edit Mode.

The Proposed column will become editable. Enter an appropriate numeric value, and then click on the Save link to save changes.
**Detail Edit**

In order to enter the Object Code Detail screen, click on the Object Code number in the grid. This will take you to the Object Code Detail screen for that Object Code record. If eligible, the Object Code may then be edited from that screen.

Enter an appropriate numeric value, and then click on the Save link to save changes.

Click Return to Summary link to cancel your changes and return to the normal Object Code grid view.

**The Percent Change Function**

The Expense and Revenue sections have a Percent Change box that does the calculation for you. When you enter and Apply a new Percent Change amount, the change to the Approved amount appears in the Proposed column. The Difference (Diff) and Percent Change (%Diff) amounts will also appear in their respective columns.
Delete

Users have the option to delete Object Codes if Approved Column is “0”; however, Object Codes that are marked as “deleted” are not permanently removed from the system. Instead, the record is marked as “Delete Flagged”, and the Proposed column is changed to 0. The record is no longer editable for either in-grid editing or in the detail view. To mark an Object Code as Deleted, click on the Delete icon:

To restore, click on the Restore icon: ▼ Note that when an Object Code is restored, the original Proposed amount (if any) will not be restored.

Comments

When Comments are present in an Object Code record, a Comments icon 🗣 will be present in the grid for that record. Comments cannot be edited directly from the grid, but only through the Object Code Detail screen.
### Object Code Detail Functions

#### Edit
When editing in the Object Code detail screen, a user may edit the Proposed field, the Comment field, or the Percent Change field. All other fields are read-only. If the Object Code is not appropriate or not needed, it should be marked Deleted.

#### Percent Change
The Percent Change function in the Object Code Detail screen allows a user to directly control the percent adjustment to a given Object Code, based on value in the Approved field.

A positive number will increase the amount, a negative decrease. Setting the % change value to 0 will set the Proposed Amount to the value of the Approved field. Setting the % change value to -100 will reset Proposed back to "0".

#### Object Code Comments
All Object Code comments, regardless of type, may be edited, providing the Account is not currently locked for editing.
Non-Editable Object Codes
The following Object Code Groups are not directly editable, either in-grid or from the Object Code Detail except for the Comments field:

- Personnel - Salary
- Personnel - CFB
- Personnel - Pending
- Transfers Out – Pending
- Transfers In - Pending
- Revenue Reallocation (Central)
- Transfers – In
- Transfers – Out

Note that Transfers are a special type of Object Code. Transfers represent a rollup of Transfer In or Transfers Out details, and as such cannot be edited directly. Transfers may only be edited by access to the Transfers In or Transfers Out Details screen. See Transfers, below.

Pending items are another special type of Object Code, related to Transfers and Labor Sources. These may not be edited directly. However, items in the Object Code Pending grid may be Approved or Declined (by the Account owner) or Cancelled (by the original requestor). See Pending Transfers, below.

Pending Personnel Object Codes reflects Labor Source funding requests from external Accounts or Orgs. See Pending Labor Sources in “Working with Positions and Assignments”.

Transfers
Transfers Object Codes allow users to send or receive money to/from other accounts. Transfers Object Codes cannot be edited directly from the Object Codes grid, but instead are managed in a special Transfers Object Codes Detail screen.

The process for working with Transfers is slightly different, depending on whether it is a Transfer In or a Transfer Out.

Transfers Out represent the process of committing funds from the current account to a different account. The Transfer Out is recorded as an expense to the current account, rolling up to specified Object Code. The receiving Account will automatically have an entry generated for it under the corresponding Transfer In Object Code.
The process for managing Transfers In is essentially the same, but with a key difference. Transfers In can be made from any budgeted GL Account, regardless of ownership. If the source Account is under the responsibility of the current user, then the Transfer In will be committed like the Transfer Out process. If the source Account is NOT owned or the responsibility of the current user (or is not the BMS "dummy account"), then the request from the source Account is saved, but is not committed. Instead, the Transfer In is placed in a Pending Queue for approval by the Account owner or responsible person. This gives users the ability to prepare budgets in anticipation of revenue from other UAB Accounts without necessarily having to wait on another unit to commit the funds in advance. It also gives the source Account owner or responsible person flexibility in seeing the effect of a request prior to committing.

**Pending Transfers**

As described above, Pending Transfers reflect uncommitted transfer dollars from a source Account to a destination Account. Pending Transfers may not be edited, but only Approved or Declined by the Account owner or responsible person. In either case, the item may be annotated for the original requestor’s review. If declined, the Pending Transfer will not be visible from the Source account pending queue, but will still be visible to the original requestor, so that any annotation may be read and/or acted upon. If approved, the Pending Transfer will be committed to the source Account as a Transfer Out, and to the requesting Account as a Transfer In.

Requestors may not directly edit a Pending Transfer except to Cancel the request, in which case it is removed from the Pending Queue for both Accounts. If a requestor needs to change a request, the old request must be deleted before a new one is made. The new request will then be viewable in Pending to the requestor.

**Account Status Rules**

If any items are in the Pending Queue either as a source or destination Account, the Account may not be marked as Complete, Approved or Reviewed. No Pending Transfers In are allowed against Accounts which are marked as Complete, Approved or Reviewed. Approved transfers will be deleted from Pending Queue.

**Revenue Reallocation**

Revenue Reallocation Object Codes are uneditable and are calculated automatically when the corresponding Object Code is added or edited.
Working with Positions & Assignments

Searching for Positions and Assignments

Positions and Assignments may be searched by Primary Unit, Organization, and Account. By default, when searching by Primary Unit and/or Organization alone, users may only search for Positions, since Oracle associates Positions at the Org level. The “Pos/Assign” search parameter (which allows a user to choose one or the other) will be disabled and the value defaulted to Position.

All Positions associated with a Primary Unit or Org (depending on level selected) will be returned.

When searching by Account, users may choose between Positions and Assignments.

Results from an Account-based Positions search will return all Positions which are currently Unassigned (i.e., have no assignment of any kind, as opposed to assigned using one of the Vacant/Dummy persons) as well as all Positions/Assignments with Labor Sources paid from the selected Account.

In addition, it is possible to specify CFB Group as a search criterion.
Working with Search Results (Positions Search)

If the search returns results to the Search Results Grid, users may sort the results, select a Position, select an Assignment, or move between result pages.

- **Sorting**
  The Search Results Grid can be sorted by Job Number, Position Description or Person Name. Sortable columns are denoted by ▲ or ▼ on the column header, and will sort the entire result set, not just the list page visible in the screen.

- **Jump to Position**
  Clicking on a Job Number or Job Name will jump the user to the Edit Position screen for that Position.

- **Jump to Assignment**
  Clicking on the Person Name will jump the user to the Edit Assignment screen for that Position/Assignment.
Working with Search results (Assignments Search)

If the search returns results to the Search Results Grid, users may sort the results, select a Position, select an Assignment, toggle between Position Salary view and Account Labor Sources, edit the Proposed column (if in Account Labor Sources view, and an Assignment exists for the Position), or move between result pages.

- **Sorting**
  The Search Results Grid can be sorted by Job Number, Position Description or Person Name. Sortable columns are denoted by ▲ or ▼ on the column header, and will sort the entire result set, not just the list page visible in the screen.

- **Jump to Position**
  Clicking on a Job Number or Job Name will jump the user to the Edit Position screen for that Position.

- **Jump to Assignment**
  Clicking on the Person Name will jump the user to the Edit Assignment screen for that Position/Assignment.

- **Toggle Assignment Salary View and Account Labor Sources View**

When a user clicks on the top right of the Search Results grid, the results grid will toggle between Position Salary view (showing total salary for the position) and Account Labor Sources view (which shows the labor source from the current account). Users can view an Account’s Labor Source (Approved and Proposed) and the Difference, Percent Difference. This grid view is not editable, but gives users a summary view of the total salary for a position. In Assignment Salary view, however, users can edit the Proposed column for the Position. By clicking on the Edit icon, the results grid will change, and show an editable textbox for the Proposed column.

Users can modify the value in the text box, and then click on the Save icon or Cancel icon.
The Positions/Assignments NavBar

Navigation from the Positions/Assignments NavBar provides access to other Work Areas in the BMS. Within the Positions/Assignments Work Area, the NavBar provides access to the Positions/Assignments Summary Grid, the Labor Source Pending Requests Queue, and when working with a Position/Assignment, the Position Details, Assignment Details and Labor Sources Details screens.

Note that when searching by Organization, the Labor Source Pending Requests Queue shows only all pending requests made for Positions/Assignments under that Organization. When searching by Account, however, the NavBar will also show a link to the Labor Source Pending Requests Queue showing all requests made of the current Account. Hence, the Organization-level queue will show only those items which are made from the current Organization’s Positions/Assignment to other Accounts not owned by the current Organization. The Account-level queue will show only those requests which are made from other Accounts to the current Account. See the Labor Source Pending Queue section for further explanation.
**Positions**

**Add**
Users can add new Positions by clicking on the Add New link button below the Search results grid on the Positions/Assignments Summary Grid. In the Position Detail screen, the Organization Number, Position Number and Effective Date will be pre-populated. Users will be required to select a Job for the position. The effective date for new positions will automatically populate 10/01/05.

**Edit**
The Position Detail screen allows users to manage a single Position Detail record. From this screen, users can edit the Job ID for the position, or the Position Comments. In order to edit the Job ID, click the Lookup button, search for the Job Code or Job Description. Once the Job is selected, the change will not be committed to the Position until the Update Position link button is clicked. If there is an active Assignment for the Position, the BMS automatically recalculates the Personnel Object Code rollup for all Labor Source GL Accounts which pay into the current Position’s Assignment.

**Delete**
A Position may not be deleted unless all Assignments have been previously deleted. See Assignments – Edit for details on how to delete an Assignment.

**Assignments**
- Organization Summary
- Account Summary
- Object Code Summary
- Pos/ Assign Summary
  - Position Details
  - Assignment Details
  - Labor Sources Details
- Pending Reports
Assignments

Add
Assignments can be added to any Position. Clicking on the Add Assignment link button on the Position Detail screen will show the Add Assignment Detail screen. The Assignment Number ID will be precalculated. The Assignment must be associated either with a Vacant Assignment or a Person, which must be selected using the Search for Assignment Person screen.

Edit
The Assignments Detail screen allows users to manage a single Assignment Detail record. From this screen, users can edit the Assignment Category, CFB Type or the FTE.

Delete
Assignments can be deleted. However, when a user deletes an Assignment, the user will be prompted to confirm the deletion, and warn that the delete action will also delete all Labor Sources for the Assignment. If confirmed, the following actions will be performed automatically:

- All Labor Sources for the Assignment are deleted, and Personnel CFB and Personnel Object Codes recalculated for each GL Labor Source Account paying into the Assignment
- The Assignment is then permanently deleted

Note that if any GL Labor Source Account is locked for whatever reason, the delete request will be aborted, and a message displayed on the screen.
Labor Sources

Labor Sources can be edited in either of two locations, the Labor Source Summary Grid or the Labor Source Detail screen.

- **Labor Source Summary Grid**
  The Labor Source Summary Grid displays all Labor Sources from all Accounts, GL or GA. Any GL Account which is under the responsibility of the current User and any GA Account are editable in grid. Any non-owned GL Accounts are not editable in the grid, nor are Pending Labor Source Requests.

  To edit a Labor Source, users can click on the Edit icon, which will make the Current and Proposed fields for the selected Labor Source Account editable.

Once these fields are edited, clicking on the Save icon will save the changes; clicking on the Undo icon will cancel the changes and refresh the grid with the previous values.

Note that on each row of the Labor Source Summary Grid there is an icon indicating the lock status of the Labor Source account. This will indicate whether the item can be edited or not.
**Labor Source Detail Screen**

The Labor Source Detail screen supports additional edit functionality. From this screen, users can edit the Current and Proposed fields, or can adjust the Proposed value by a given percent. Comments are also editable from this screen. Only Labor Sources under the responsibility of the current user may be edited.

**Delete**

Labor Sources may only be deleted from the Labor Source Detail screen. Only Labor Sources under the responsibility of the current user may be deleted.

**Add**

Labor Sources may be added by clicking on the Add Labor Source link button under the Labor Sources Summary Grid, or when adding a new Assignment (in the Assignment Detail screen).

![Labor Source Summary Table]

Users may select a GL or a GA Account; however, only owned GL Accounts and any GA Account are immediately saved with the Assignment. Non-owned GL Accounts may be added, but they are not committed immediately, but rather placed in the Labor Sources Pending Request Queue. See the Labor Source Pending Section below for further explanation.

**CFB Calculation**

The BMS handles the calculation of CFBs automatically and updates the appropriate Object Code whenever a labor source is updated for the current Account. When a Position’s CFB is altered, however, all budgeted GL Labor Source Accounts must have the related CFB Object Code updated. If a Labor Source Account is marked as locked for any reason, the update for the CFB will fail, and an error displayed to the user.

**Personnel Object Codes**

The BMS automatically rolls up Account Labor Sources to the appropriate Personnel/Salary Object Codes for all Positions/Assignments paid from a given Account.

**FTEs**

FTEs are not managed by the BMS in any way, except through direct edit by the Position owner.
**Labor Source Pending Queue**

When Labor Sources are added from Accounts which are not under the organizational responsibility of the current user, the new Labor Source is not immediately committed to the source Account, but is placed in the Labor Sources Pending Queue. From the Labor Source Assignment Summary Screen, a newly added item will appear in the grid as a distinct line item, however the Proposed Amount will not be added to the Total Salary until the request is approved.

To review Pending Requests, click on the Pending menu item in the Positions/Assignments NavBar.

The Labor Source Pending Queue is divided into two sections, pending requests for the current Account awaiting approval, and pending requests for Positions/Assignments associated with the current Organization.
Items in either list may be navigated to by clicking on the item description. This will take you to the Labor Source Pending Details screen, where the item can be approved or rejected (if a pending request against the current Account) or edited/cancelled (if from the current Organization).

In order to assist searching for pending items, the Account Summary Grid has checkboxes to indicate if an account has active Labor Source Pending Queue items open against it; it does not, however, indicate if outstanding requests for Positions/Assignments from the current Organization are still pending.

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<th>Labor Pending</th>
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Viewing Reports

The Reports section gives you detailed Organization and Account information for a specified fiscal year. By clicking on the Reports tab, the Report Name and its Description (giving a brief description of the type of summary available) are viewable. Clicking on a particular Report Name allows you to drill-down and view reports for a specific Primary Unit, Organization, Object Code, Position, and/or Account. Additionally, one may search for details concerning Responsibilities for a particular BlazerID, or for summaries of CFB Codes and Groups. Note that you will only see reports relevant to your responsibilities.

Searching for a Report

To search for a particular report, locate and click on the type of report you wish to search for in the Reports section. A search field will appear, and will always ask you to specify a fiscal year from the FYID drop-down menu.

Additionally, the search may require specifications such as Primary Unit, Organization, Account, or Account String. All elements shown must have a value selected to produce a report. The report will not be generated automatically; you must click the View Report button to the left of the specifications.

After the report is generated, you may use the Nav Bar, located directly above the report, to navigate to a particular page, change the view, find a particular piece of data. To print, you must export the report to a specified application.

For help using the Nav Bar, click on the Help icon, located on the right-hand side of the Nav Bar.