

# Position Budget Control



# Workshop Objectives

**Upon completion of this section, you will be able to:**

- **Understand the purpose of Position Budget Control**
- **Know how to determine budgets required for salaries and fringe**
- **View reports for individual accounts**
  - View encumbrances for specific account assignment



# Purpose

- **Integrates HR with Funds Management (FM)**
  - Encumbers salaries and expected fringe for vacant positions and filled positions
  - Allows managers to view available salaries in Funds Management and Grants Management
  - Identifies salary savings



# Types of Commitments in FM

- **Funds Pre-commitments – vacant (TBN) position & estimated fringe**
- **Funds Commitment – Employee’s salary and fringe**
- **Funds Block – salary savings**
  - Current policy remains



# Salary Encumbrance Reconciliation Report

- **Vacant-Estimated cost to fill vacant positions**
  - Funds Pre-commitments
- **Filled-Cost of current employees**
  - Funds Commitments
- **Savings-Salary Savings**
  - Funds Blocks



# Link to Budget to Actual Report

## ■ Reserved Documents

- Salary Savings – Savings on Encumbrance Reconciliation Report
- Vacant Positions – Vacant Positions on Encumbrance Reconciliation Report

## ■ Open Encumbrances

- Filled Positions – Filled Positions on Encumbrance Reconciliation Report



# Link to Grant Summary Report

## ■ Open Encumbrances

- Filled Positions – Filled Positions on Encumbrance Reconciliation Report
- Salary Savings-Savings on Encumbrance Reconciliation Report
- Vacant Positions-Vacant on Encumbrance Reconciliation Report

Vacant positions and salary savings encumbrances are not standard for Grant accounts. Please contact the Grants office to release these encumbrances.



# Demonstration/Exercise

- **View ZFM\_SAL\_RECON - Recon. for Salary Encumbrances**
- **View ZFM\_BUD\_ACT – FM Budget – Actuals**
- **View ZGM\_GRANT\_SUMMARY - Department Grant Summary Report**



# Attachments and Contacts

## ■ Attachments

- Work Instructions on Salary Encumbrance Report
- G/L (Commitment Item) budget and posting list

## ■ Contacts

- Non-Grant Accounts: Budget Office 5-2376
- Grant Accounts: Grants Administration 5-2102

