

KB – BSUM

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Purpose and Overview

The purpose of this KB is to illustrate the relationship between the CAT and the BSUM pages in the 3270 system. BSUM is the system query tool used for budget development. With the implementation of CAT, many of the functional pages of BSUM will be eliminated. Data will be pulled instantly from the CAT and populate the appropriate fields on the remaining pages of 2, 3, 5, 6, 26, and 27 of BSUM. Any employee class (including Student Help and LTE) can be loaded to or entered in the CAT Page, and will be included in FTE calculation in BSUM.

Users will now make all changes in CAT that were previously done in BDGT, BADJR and BRATE. Users will refer to BSUM for reporting purposes to gather salary, budget, and allocation totals.

How Do CAT and BSUM Interact?

1. Data is pulled from the CAT in the Funding Change section of the CAT Page and sent to BSUM.
 - a. **GL Business Unit** on the CAT Page is the same as the letter indicator for **Summary For** on BSUM. This is entered into the UDDS field in BSUM.
 - b. **Fund** on the CAT Page is the same as **Fund** in BSUM.
 - c. **Department** on the CAT Page is the same as the number indicator for **Summary For** in BSUM. This is entered into the UDDS field in BSUM.
 - d. **Project** on the CAT Page is the same as **Project** in BSUM.
 - e. **Budgeted FTE** and **Budgeted Amount** from the CAT Page are pulled into the totals in BSUM.
2. BSUM will not populate **Distribution Percentage** or **Full Time Rate** reflected in the CAT page.
3. If the employee exists in the CAT Page, then that data will reflect in BSUM. The 'Load to HRS' checkbox will not prevent this data from being sent to BSUM.
4. Each institution will be responsible for monitoring FTE calculations in BSUM, and determining if Student Help and LTE should be entered in the CAT page. If the institution decides these employee classes should not be included, they can delete the employee record from the CAT page.

CAT Page

Fiscal Year: 2016
 Name: [Redacted]
 Empl ID: [Redacted]
 Position: [Redacted]

Business Unit: UWMSN
 HRS Home Dept: A486700
 Jobcode: C20NN
 Annual - Min: \$50,684,000
 Max: \$100,000,000.000

L&S/PHYSICS/PHYSICS
 PROFESSOR
 Return from RBK
 MSN Compression-Equity Fund

Empl Class: FA
 Pay Basis: C
 Expected Job End Dt: N
 Other Active Jobs? N

Useful Links: [HRS Job Data Page](#) [HRS Workforce Summary](#) [HRS Multiple Jobs Summary](#)

Recent and Future HR / Compensation Transactions

Effective Date	Position Number	Job Code	Title	Action	Action Reason	FTE	Compensation Rate	Change Amount	Annual Comp Rate Adjusted for FTE
08/25/2014	00000016	C20NN	PROFESSOR	Pay Rt Chg	Merit	1.000000	101962.000000	1010.000000	101962.000000
08/25/2014	00000016	C20NN	PROFESSOR	Return from RBK	Start Academic Year	1.000000	100952.000000	100952.000000	100952.000000
08/25/2014	00000016	C20NN	PROFESSOR	Pay Rt Chg	MSN Compression-Equity Fund	1.000000	100952.000000	8614.000000	100952.000000

Compensation and Funding Data

Effective Date: 08/24/2015
 Rate Calculation Type: Cumulative (IPS v2)
 Planned FTE: 1.000000
 Redbook Title: PROFESSOR
 Add Salary to Continuing Staff Base?: ☐
 Automatic HRS Job Data Feed for this Empl Rod: Active

Compensation Change

Action	Action Reason	Change Amount (\$)	Change Percent (%)	New Comp Rate	New Annual Comp Rate Adjusted for FTE
1 Pay Rate Change	002 - Reallocation	100.000000	0.098	\$102,062.000000	\$102,062.000
2 Pay Rate Change	005 - Group Equity	1,000.000000	0.980	\$103,062.000000	\$103,062.000

Final Calculated Compensation as of Effective Date: [Redacted]
 Comp Rate = \$103,062.000
 Annual Rate Adjusted for FTE = \$103,062.000
☐ Ok to Load to HRS

Last Update: 07/02/15 4:16:50PM by [Redacted]

Funding Change

GL Business Unit	Fund	Department	Program	Project	Distribution %	Budgeted FTE	Budgeted Amount	Full Time Rate	Funding Edits Status
UWMSN	101	082000	2		20.000	0.200000	20,612.000	\$103,062.000000	SFS Edits Failed
UWMSN	101	082000	1		0.000	0.000000	0.000	\$103,062.000000	SFS Edits Failed

Funding Totals: 20.000 0.200000 \$20,612.000
☐ Ok to Load to HRS

Last Update: 07/07/15 12:33:45PM by [Redacted]

Comments: [Redacted]

Delete CAT Record

CAT Errors

CAT Job Error(s) Found
 CAT Funding Error(s) Found

Save Return to Search Previous in List Next in List Refresh Add Update/Display

Page 2 of BSUM is used for Record Totals and Total Salary and Wages information.

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** BSUM ** NEXT REQUEST: PAGE # UDDS FUND ACTIVITY FY 2015
 2014-15 ACCT PROJECT USER MERIT %

SUMMARY FOR: A53 MSN/SMPH PAGE 02
 FUND: ALL ACCT: ALL PROJECT/USER: ALL UPDT: 2014/07/24-09:49:47
 MERIT %: 1.00 BY: ABQ IN BDNS

RECORD TOTALS			
	AMOUNT	FTE (INC ASST)	FTE (EXC ASST)
2013-14 BUDGET...	254,897,105	3,850.58	3,850.58
CHANGE...	4,590,921-	198.95-	198.95-
2014-15 REQUEST..	250,306,184	3,651.63	3,651.63

TOTAL SALARY & WAGES			
	AMOUNT	UNCLASSIFIED	CLASSIFIED
2013-14 BUDGET...	248,730,685	221,958,034	26,772,651
CHANGE...	5,261,261-	2,777,259-	2,484,002-
2014-15 REQUEST..	243,469,424	219,180,775	24,288,649

1=INDX 2=BDNS 3=BDNSI 4=BDCT 5=BDGTI 6=BRATE 7=PRV 8=NXT 10=BADJR 11=EXIT

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Page 3 of BSUM is used for budgeting information for Supplies and Expense, Sales Credit, Capital, Aids to Individuals, Fringe Benefits, and Special Purposes.

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** BSUM ** NEXT REQUEST: PAGE # _ UD DS FUND ACTIVITY FY 2015
 2014-15 ACCT PROJECT/USER MERIT % PAGE 03
 SUMMARY FOR: A53 MSN/SMPH
 FUND: ALL ACT: ALL ACCT: ALL PROJECT/USER: ALL UPDT: 2014/07/24-12:49:47
 MERIT %: 1.00 BY: ABQ IN BDNS

SUPPLIES & EXPENSE		SALES CREDITS	
2013-14 BUDGET...	16,367,338		20,097,433
CHANGE...	800,919		27,800-
2014-15 REQUEST..	17,068,257		20,125,272-
CAPITAL		AIDS TO INDIVIDUALS	
2013-14 BUDGET...	2,368,089		1,376,638
CHANGE...	0		0
2014-15 REQUEST..	2,368,089		1,376,638
FRINGE BENEFITS		SPECIAL PURPOSE	
2013-14 BUDGET...	5,994,027		257,800
CHANGE...	155,021		257,800-
2014-15 REQUEST..	6,149,048		0

1=INDX 2=BDNS 3=BDNSI 4=BDGT 5=BDGTI 6=BRATE 7=PRV 8=NXT 10=BADJR 11=EXIT

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Page 5 of BSUM is used for Graduate Assistants and Classified Totals.

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** BSUM ** NEXT REQUEST: PAGE # _ UD DS FUND ACTIVITY FY 2015
 2014-15 ACCT PROJECT/USER MERIT % PAGE 05
 SUMMARY FOR: A53 MSN/SMPH
 FUND: ALL ACT: ALL ACCT: ALL PROJECT/USER: ALL UPDT: 2014/05/14-17:17:49
 MERIT %: 1.00 BY: ABQ IN BDGT

SALARY & WAGES		GRADUATE ASSISTANTS			
	AMOUNT	FTE	FEMALE	MALE	VAC/GRP/NEG
2013-14 BUDGET.	0	.00	.00	.00	.00
CHANGE.	0	.00	.00	.00	.00
2014-15 REQUEST	0	.00	.00	.00	.00
SALARY & WAGES		CLASSIFIED			
	AMOUNT	FTE	FEMALE	MALE	VAC/GRP
2013-14 BUDGET.	26,772,651	650.36	542.03	108.33	.00
CHANGE.	2,484,002-	84.60-	70.26-	14.34-	.00
2014-15 REQUEST	24,288,649	565.76	471.77	93.99	.00

1=INDX 2=BDNS 3=BDNSI 4=BDGT 5=BDGTI 6=BRATE 7=PRV 8=NXT 10=BADJR 11=EXIT

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Page 6 of BSUM is used for Student Help and LTE data.

- Institutions will be responsible for monitoring FTE calculations, and determining if SH and LTE should be entered in the CAT. If not, they can delete the employee from the CAT.

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** BSUM ** NEXT REQUEST: PAGE # UDDS FUND ACTIVITY FY 2015
 2014-15 ACCT PROJECT/USER MERIT
 SUMMARY FOR: A53 MSN/SMPH PAGE 06
 FUND: ALL ACT: ALL ACCT: ALL PROJECT/USER: ALL UPDT: 2014/05/14-17.17.43
 MERIT %: 1.00 BY: ABQ IN BDGT

----- SALARY & WAGES - PROVISIONAL AMOUNTS (L & D) -----

	TOTAL	UNCLASSIFIED	CLASSIFIED
2013-14 BUDGET...	487,875-	519,003-	31,128
CHANGE...	2,094,597-	2,094,597-	0
2014-15 REQUEST..	2,582,472-	2,613,600-	31,128

----- CLASSIFIED -----

	STUDENT HELP	LTE	NEG FTE
2013-14 BUDGET...	2,500	0	.00
CHANGE...	0	0	.00
2014-15 REQUEST..	2,500	0	.00

1=INDX 2=BDNS 3=BDNSI 4=BDGT 5=BDGTI 6=BRATE 7=PRV 8=NXT 10=BADJR 11=EXIT

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Page 26 of BSUM is used for Allocated Amounts, Salaries, Non-Salary, and Fringes.

- The General Program Revenue (or GPR) allocation has to tie to the budget.
- The user cannot compare allocation and budget amounts on CAT reports and must refer to BSUM here.

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** BSUM ** NEXT REQUEST: PAGE # UDDS FUND ACTIVITY FY 2015
 2014-15 ACCT PROJECT/USER MERIT
 SUMMARY FOR: A53 MSN/SMPH PAGE 26
 FUND: ALL ACT: ALL ACCT: ALL PROJECT/USER: ALL
 MERIT %: 1.00

----- RECORD TOTALS - ALLOCATION VS. REQUEST -----

	AMOUNT	TOTAL	PERMANENT	GRADUATE
2014-15 ALLOCATION...	75,223,937	949.71	949.71	.00
CHANGE.....	175,082,247	2,701.92	2,701.92	.00
2014-15 REQUEST.....	250,306,184	3,651.63	3,651.63	.00

MAJOR CLASS

	2014-15 BUDGET ALLOCATION	2014-15 BUDGET REQUEST	OVER OR UNDER (-) VARIANCE
S&W.....	53,540,347	243,469,424	189,929,077
FRINGES.....	72,070	6,149,048	6,076,978
NON-S&W.....	3,330,778	687,712	2,643,066-
UNDISTRIB....	0	0	0
TOTAL.....	56,943,195	250,306,184	193,362,989

1=INDX 2=BDNS 3=BDNSI 4=BDGT 5=BDGTI 6=BRATE 7=PRV 8=NXT 10=BADJR 11=EXIT

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Page 27 of BSUM is used for Activity Totals for Allocations and Requests.

- The user cannot compare allocation and budgeting on CAT reports and must refer to BSUM here.


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** BSUM ** NEXT REQUEST: PAGE #    UDDS    FUND    ACTIVITY    FY 2015
2014-15    ACCT    PROJECT/USER    MERIT
SUMMARY FOR: A53    MSN/SMPH    PAGE 27
FUND: ALL    ACT: ALL    ACCT: ALL    PROJECT/USER: ALL
MERIT %: 1.00

-----
ACTIVITY TOTALS - ALLOCATION VS. REQUEST
-----
                2014-15 BUDGET    2014-15 BUDGET    OVER OR UNDER (-)
                ALLOCATION    REQUEST    ALLOCATION
0 Student Services                901,880                935,810                33,930
1 Institutional Support                0                0                0
2 Instruction                41,934,906                92,780,574                50,845,668
3 Hospitals                0                0                0
4 Research                25,565,421                143,906,171                118,340,750
5 Public Service                1,361,899                5,724,256                4,362,357
6 Academic Support                4,920,443                6,419,985                1,499,542
7 Physical Plant                10,500                10,500                0
8 Auxiliary Enterprises                0                0                0
9 Financial Aid                528,888                528,888                0
& Farm Operations                0                0                0
UNDISTRIBUTED                0                N/A                0
* * TOTAL * *                75,223,937                250,306,184                175,082,247
1=INDX 2=BDNS 3=BDNSI 4=BDGT 5=BDGTI 6=BRATE 7=PRV 8=NXT 10=BADJR 11=EXIT

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Reconciling CAT to BSUM

Compare the CAT Position Report to BSUM

CAT Position Report

1. Run the CAT Position Report
 - a. Please refer to the CAT Position Report KB for instructions on running the report.
2. Once the Position Report has processed and has been downloaded into Excel:
 - a. Apply a filter to **row 13**.
 - b. Convert **columns AL** (Budgeted Amt \$) & **AM** (Budgeted FTE) to number
 - c. Add a subtotal to **columns AL** (Budgeted Amt \$) & **AM** (Budgeted FTE)
 - i. i.e. cells AL11 and AM11
 - ii. The formula for sum subtotal is: =subtotal(9, beginning cell:end cell)
 - iii. Example: =subtotal(9,AL14:AL1332)
 - d. **NOTE:** The CAT Position Report pulls a complete picture of a position across institutions. If an institution shares employees with another institution, filter column AF (GL Business Unit) to the user's institution. ("Blanks" should also be included in the filter as these represent the AAP transactions.) Likewise, if a Department or Division share employees, filter column AH (Dept) for the Department or Division the user is reconciling.

BSUM

3. Configure BSUM.
 - a. Enter the **Page #** on BSUM (recommend starting with page 2).
 - b. Enter **UDDS** to match what was entered in the Position Report run control for **Business Unit, Division** and/or **Department**.
 - c. Enter **Fund** and/or **Activity** if reconciling to that level.
 - i. Note that if reconciling to Fund and/or Activity, the position report should be filtered to that fund and activity as well.
 - d. Compare "**Total Salary & Wages**" request total to Position Report **column AL** (Budgeted Amt \$) **subtotal**. These totals should match.
 - e. Compare "**Record Totals, FTE (Inc Asst)**" request total to Position Report **column AM** (Budgeted FTE) **subtotal**. These totals should match.

	A	B	C	D	E	F	AF	AG	AH	AI	AJ	AK	AL	AM
1	Position Report													
2														
3	Report Params:													
4		Run Control ID:	JG_PosRpt		Process Instance:	2083234								
5		Run Date:	12/03/2015		Run By:									
6														
7		Fiscal Year:	2017		Fund:	AS,CJ,CL,CP,ET1,ET2,ET3,ET4, FA,LI,OT1,OT2,OT3,OT4,OT5, OT6,SA1,SA2,SA3,SA4,SA5,SA								
8		Business Unit:	UWEXT		Employee Class:	OT6,SA1,SA2,SA3,SA4,SA5,SA								
9		Funding Division:	T45		Include Addl Adjs:	Y								
10		Department:												
11													28,837,064	522.60
12	Planned	Position				GL				Distribution	Budgeted	Budgeted		
13	Fiscal Year	Type	Name	Empl Id	Empl Rcd	Home Department	Business Unit	Fund	Dept	Program	Project	Percent (%)	Amount (\$)	FTE
14	2017				0	T452435	UWEXT	143	452435	5	143T165	1.000	522.60	0.01
15	2017				0	T452435	UWEXT	104	452435	5		50.000	26,603	0.5
16	2017				0	T452435	UWEXT	133	452435	5	PRJ89UD	50.000	26,603	0.5
17	2017				0	T453512	UWEXT	104	453512	5		50.000	45660	0.5
18	2017				0	T453500	UWEXT	143	454618	5	143T803	50.000	24522	0.5
19	2017				0	T453500	UWEXT	104	453500	5		50.000	24522	0.5
20	2017				0	T452415	UWEXT	143	452415	5	143T165	25.000	13135	0.171
21	2017				0	T452415	UWEXT	104	452415	5		25.000	13135	0.171
22	2017				0	T452415	UWEXT	133	452415	5	PRJ89TZ	25.000	13135	0.171
23	2017				0	T452415	UWEXT	143	451078	5	143T778	25.000	13135	0.171
24	2017				0	T454500	UWEXT	144	454500	5	PRJ93WA	50.000	0	0
25	2017				0	T454500	UWEXT	104	454500	5		50.000	32640	0.5
26	2017				0	T453000	UWEXT	104	453000	5		50.000	5,405	0.5

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** ZBSUM ** NEXT REQUEST: PAGE # UDDS FUND ACTIVITY FY 2017
2016-17 ACCT PROJECT/USER MERIT %
SUMMARY FOR: T45 EXT/COOP E PAGE 02
FUND: ALL ACT: ALL ACCT: ALL PROJECT/USER: ALL UPDT: / / - : :
MERIT %: 0.00 BY: IN

----- RECORD TOTALS -----

          AMOUNT          |          FTE          |          FTE
          (INC ASST)      |          (EXC ASST)
2015-16 BUDGET... 58,872,383 | 616.92 | 616.92
          CHANGE... 30,035,319- | 94.32 | 95.32-
2016-17 REQUEST.. 28,837,064 | 522.60 | 521.60

----- TOTAL SALARY & WAGES -----

          UNCLASSIFIED |          CLASSIFIED
2015-16 BUDGET... 45,595,118 | 41,969,337 | 3,625,781
          CHANGE... 16,754,054 | 15,072,841- | 1,685,213-
2016-17 REQUEST.. 28,837,064 | 26,896,496 | 1,940,568

1=INDX 2=BDNS 3=BDNSI 4=BDGT 5=BDGTI 6=BRATE 7=PRV 8=NXT 10=BADJR 11=EXIT
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Possible Reasons Why CAT and BSUM Do Not Reconcile

- There are **funding edit errors**.
 - Run the Record Errors report and check for funding edit errors that need to be corrected. A funding line must have the GL Business Unit, Fund, Dept and Program fields all complete for the line to be included in BSUM. An incomplete funding line will show on the Position Report but will not be included in BSUM.
- Check the **filters** in the Position Report. Ensure the filters include and exclude all data that they should.
- Check your **subtotal formulas**. Ensure the formulas are capturing all cells.