Budget Workbook for Agencies Job Aid

The process flow below outlines the steps which need to be completed in order for the Budget Definition to become a Budget Workbook.

Agency

Provider

\*Provider Entity is not specifically tied to the Budget Workbook; the **Provider** completes this when they have access to the Supplier Portal.

# Budget Definition Entry / Submission

**In order to create a Budget Workbook, a Procurement Contract must have been created and be in either Open or Approved status.**

The following shows how to create and submit a new Budget Definition.

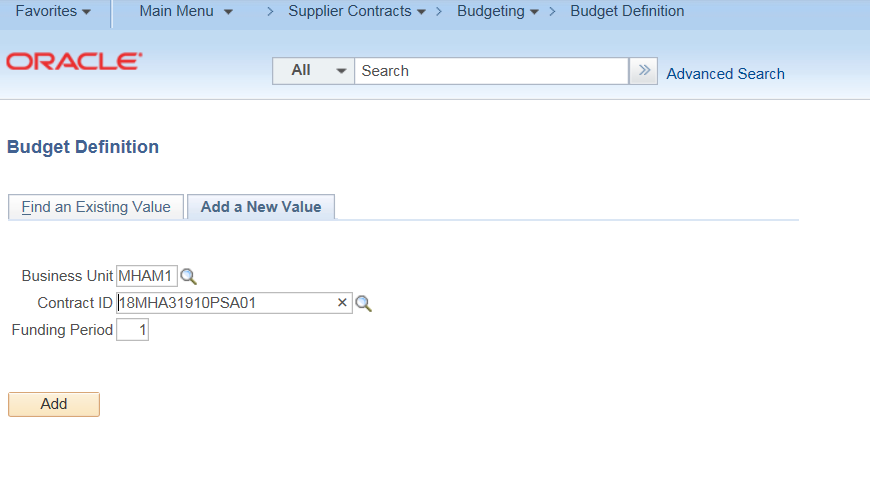
**Navigation:** Supplier Contracts > Budgeting > Budget Definition

Click the Add a New Value Tab

Enter the **Business Unit**, **Contract ID**, and **Funding Period**

Note: The funding period cannot be Zero

Click Add



The Budget Definition Page will display

Enter the **Funding Period** begin and end dates

These dates must be within the contract begin and end dates.

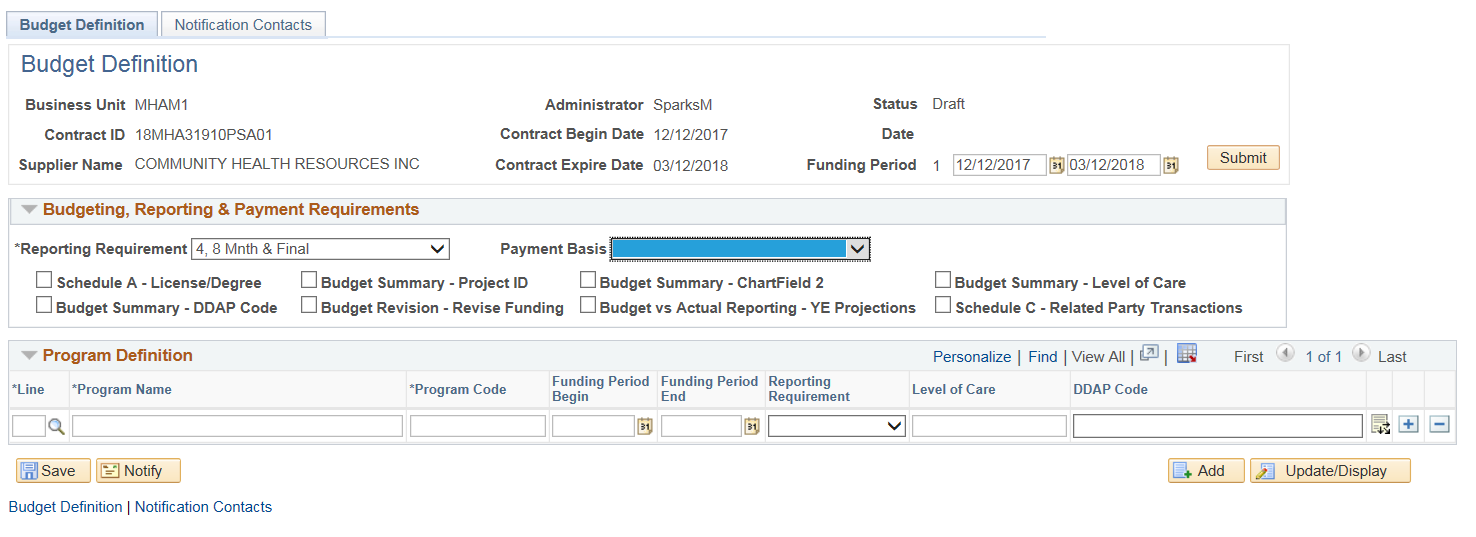
Select the **Reporting Requirement**

(4, 8 Month & Final, 8 Month & Final, Bi-Monthly, Monthly or Quarterly)

Select the Payment Basis

(Expenditure – Cash Management, Fixed Periodic, Request – Cash Management)

**NOTE:** The Payment Basis field defaults as blank and does not have to be populated with a value if not required.



Select the checkboxes that will be used for this workbook. Each checkbox selected will make up the content of the Budget Workbook. These checkboxes can be modified up until the workbook has been accepted by the agency.

Enter the **Line** number or use the magnifying glass to search for available lines on the Procurement Contract. The line numbers do not have to match the Procurement Contract and more lines can be entered, if necessary.

Enter the **Program Name.** The description of the line will not be brought over from the Procurement Contract

Enter a **Program Code**. The Program Code will be used for the Column heading throughout the workbook.

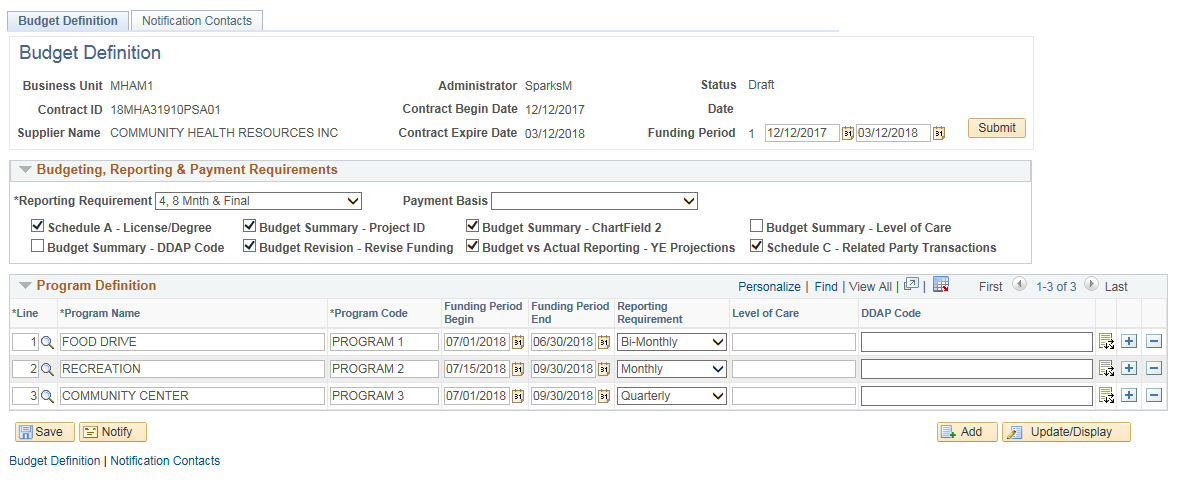
Enter the program **Funding Period Begin, Funding Period End,** and **Reporting Requirements** *ONLY IF* they are different from the selection entered above

Enter the **Level of Care,** and **DDAP Code** as needed

**NOTE:** If your agency does not use Level of Care or DDAP code, these fields can optionally be used as additional text information about the program

Click the **‘+’ plus button** to add additional Program lines

Click the **Distribution** icon  at the end of the line to enter the coding for the Program



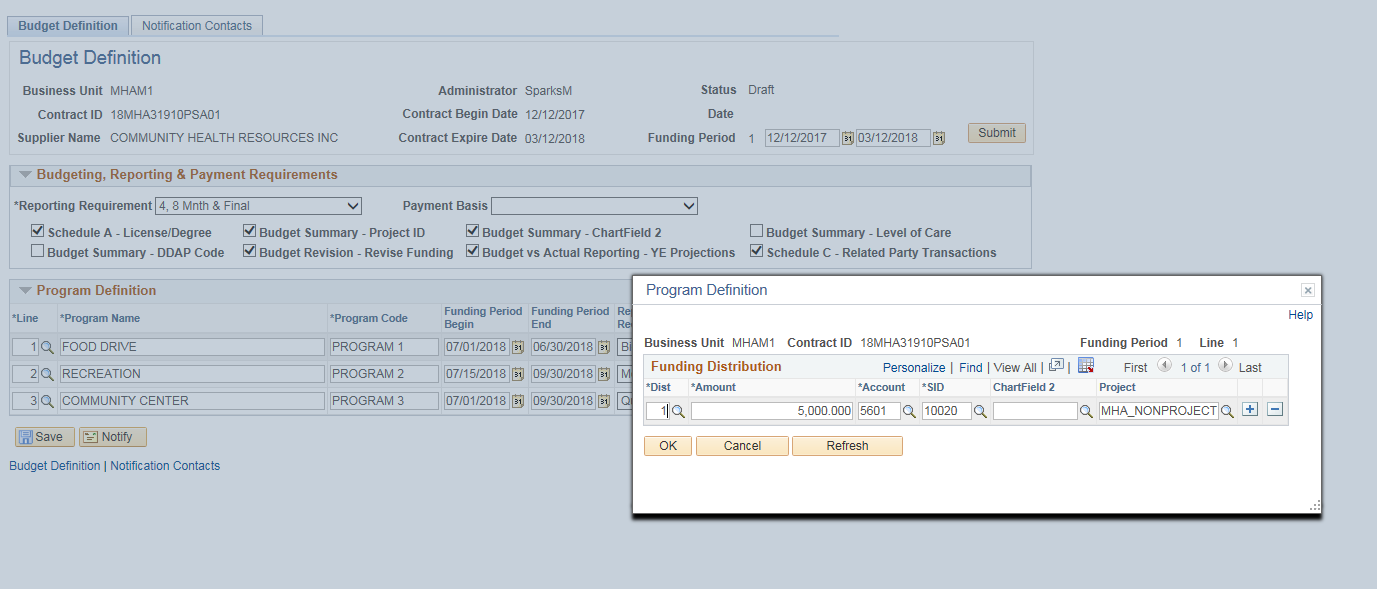
Enter the **Funding Distribution** for each Program Line**:**

Enter the **Distribution Line** number or use the magnifying glass to search for available lines on the Procurement Contract. The line numbers do not have to match the Procurement Contract.

If an existing Procurement Contract distribution is entered, the **Amount, SID, ChartField 2,** and **Project** fields will populate with the contract’s information. These fields can be overridden if necessary. If no values exist, enter the correct information.

**Note:** Clicking on the Refresh will reset the Amount, Sid, Chartfield 2 and Project to the values on the associated Procurement Contract distribution.

Do not click Refresh if you are manually entering these values.



The **Account** field will not be brought over from the Contract. Instead, enter in the four digit UCOA code that identifies the funding source. Enter the code or click the magnifying glass to select the value.

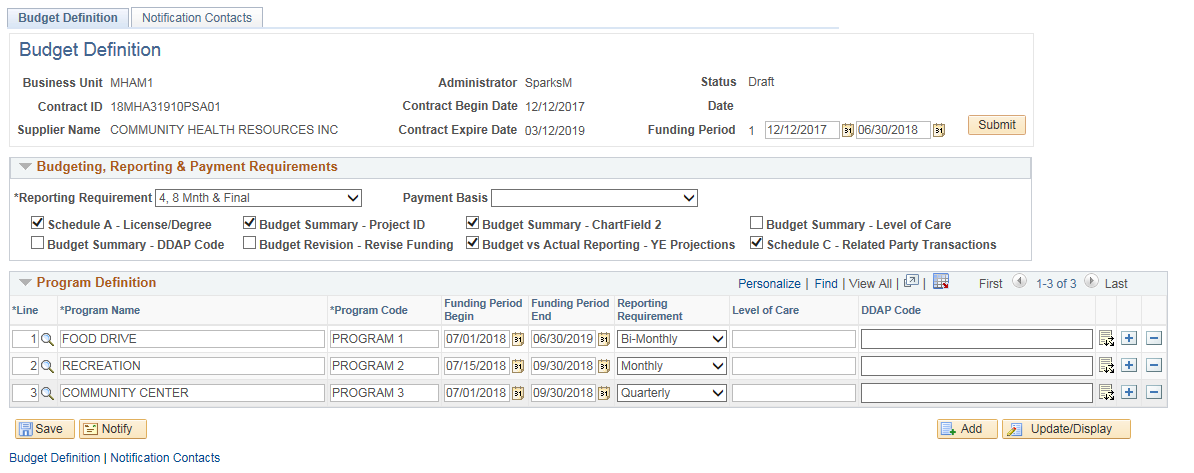


Click **‘+’ plus button** to add additional distribution lines

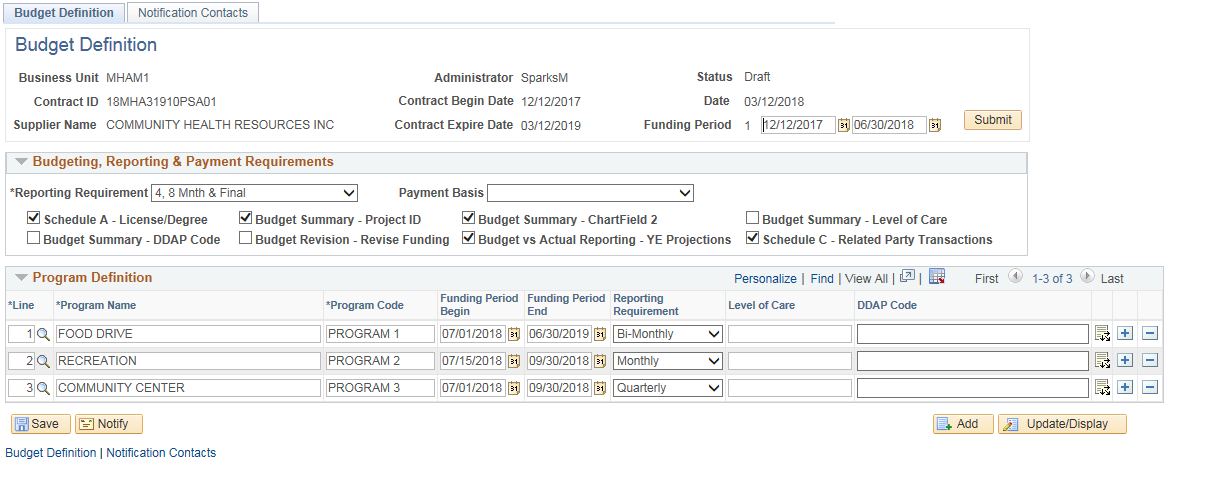
Click **OK**

Repeat this step for each program line.

Once all distributions have been entered, click **Save**



Click the **Notification Contacts** tab



The Notification Contacts Tab is where all users (both Agency and Provider) will be added to receive notification about this workbook.

Click the **‘+’ plus button** to add additional contacts.

For Provider Contacts:

Click the **External** checkbox and enter Provider’s **User ID**.

NOTE: The Provider Administrator will set up the User IDs for all provider staff. The Agency will need to submit a CO-1092 form for each user to grant access to the Budget Workbook. If the User ID does not work, contact the Provider Administrator to verify that a User ID has been setup.

For Agency Contacts:

Enter the agency Contact’s **User ID.**

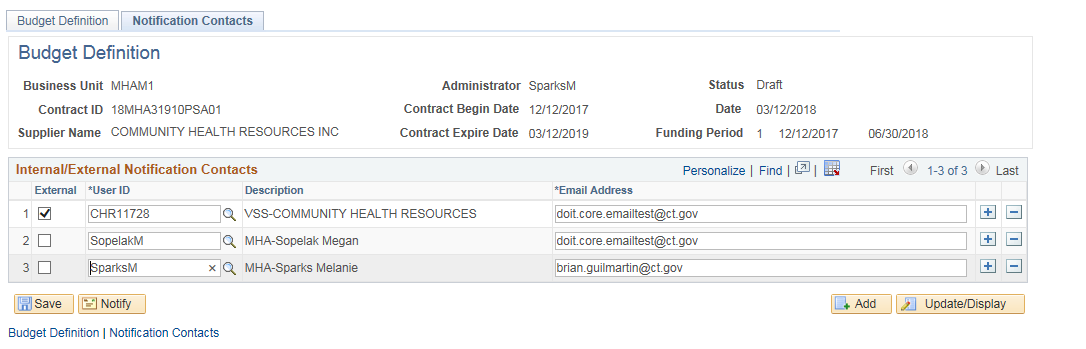
The user creating the workbook should always add their user id as a contact.

**Note:** You can also use the magnifying glass to search for the user id.

When a User Id is selected, the description and the email address for both external and internal contacts will update automatically.

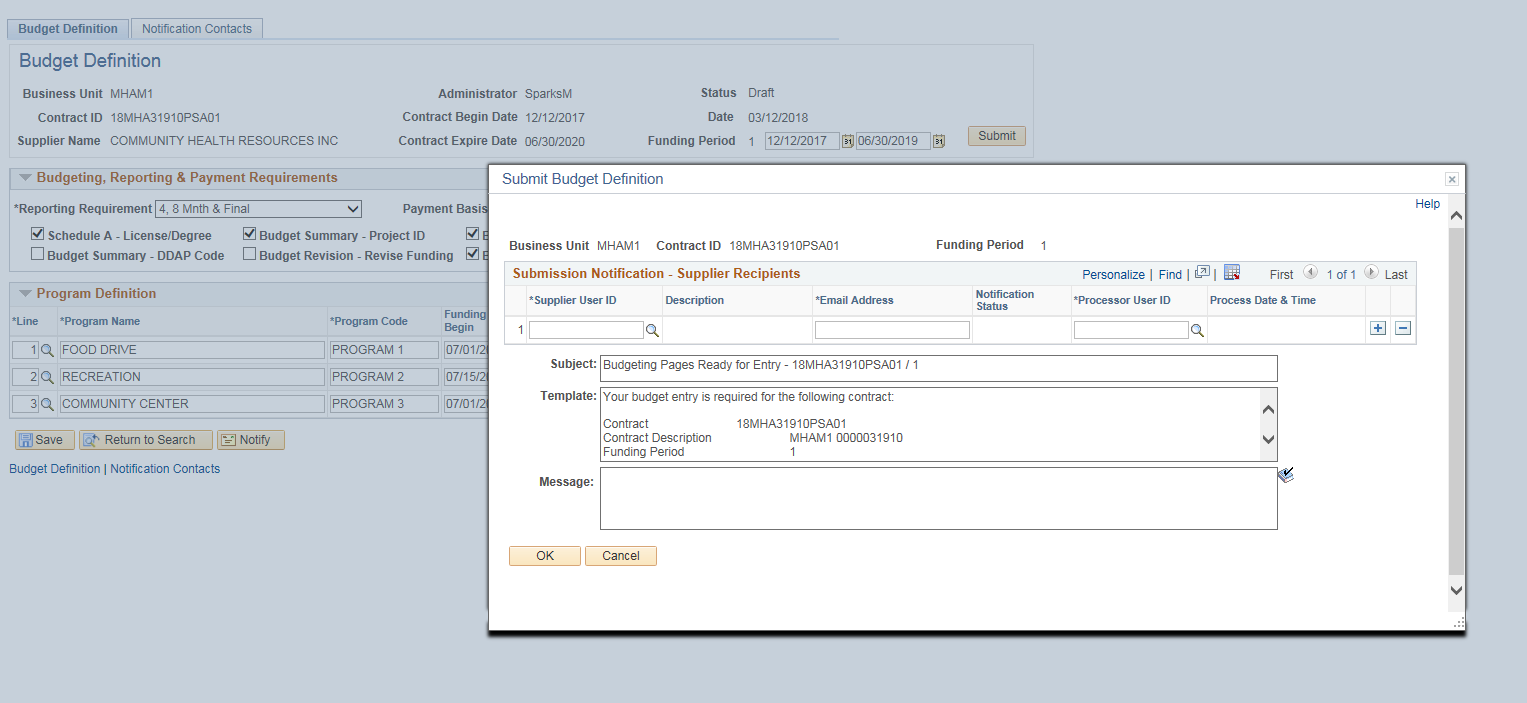
If the email address stays blank or is incorrect, it can be modified for this Workbook. However, the correction will not update the User ID’s profile. A request will need to be submitted to the appropriate personnel to update their profile with the correct information.

Click **Save**



Return to the **Budget Definition** tab

Click **Submit**

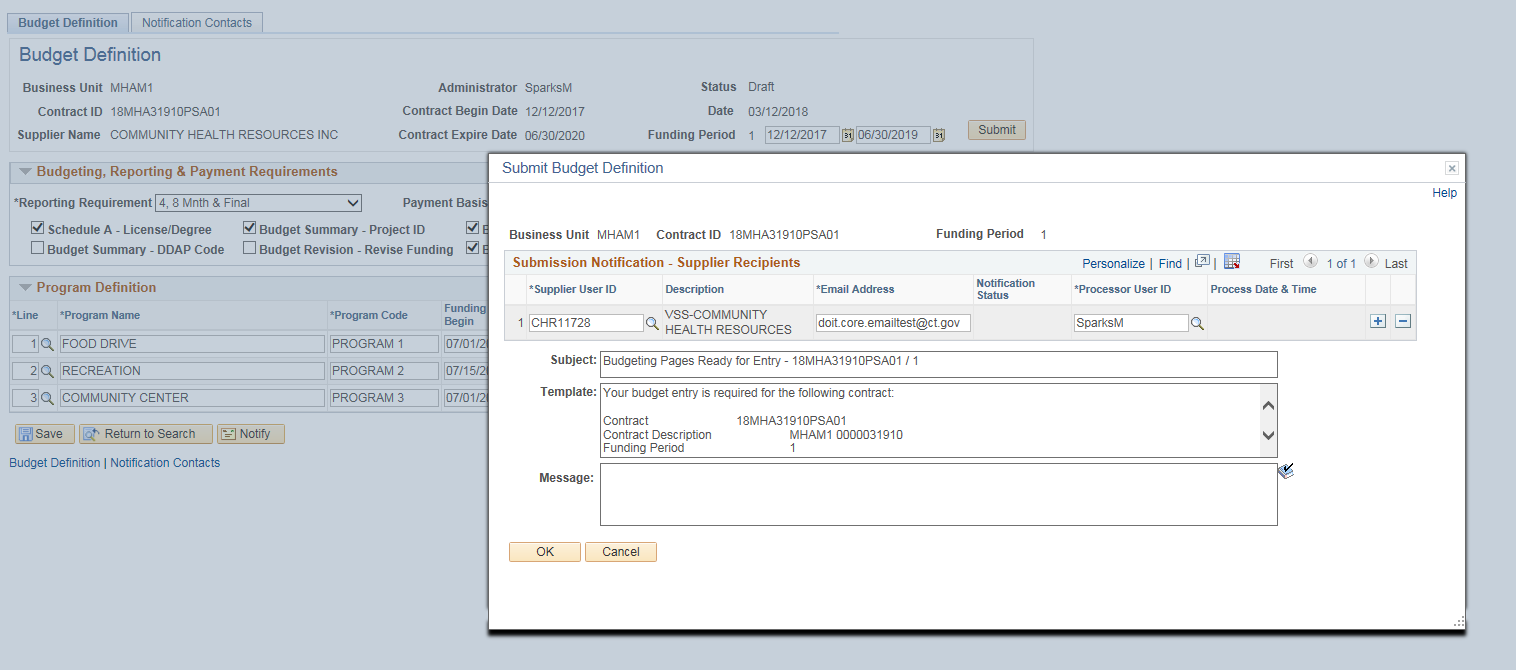


This will open up the Submission Notification screen where you will notify the Provider that the Budget Workbook is ready for collaboration.

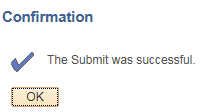
Enter the **Supplier (Provider) User ID** (or use the magnifying glass to search) **Description, Email address and Processor User id** will automatically update**.**

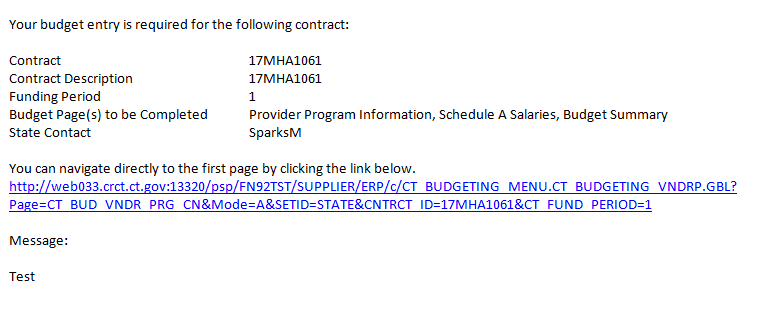
Only users entered on the Notification Contacts tab will be available to select to receive a notification. If a user is missing go back to the Notification tab and add them. Review and/or update the Email Address if necessary.

Enter a message to be included in the email if needed and click **OK.**



Click **OK** to the confirmation message**.**



At this time, an email will be sent to the Provider.The Provider will now know what Budget Pages need to be completed and can click the hyperlink to begin that process.

Prior to accepting the Budget Summary, the **Provider** completes the following pages:

* *Provider Entity Page*
* *Provider Program Information Page*
* *Schedule A Salaries*
* *Budget Summary Entry/Submission*

# Provider Entity Information Update

The following shows how to update Provider Entity Information.

The Provider Entity Information is not specifically tied to the Budget Workbook

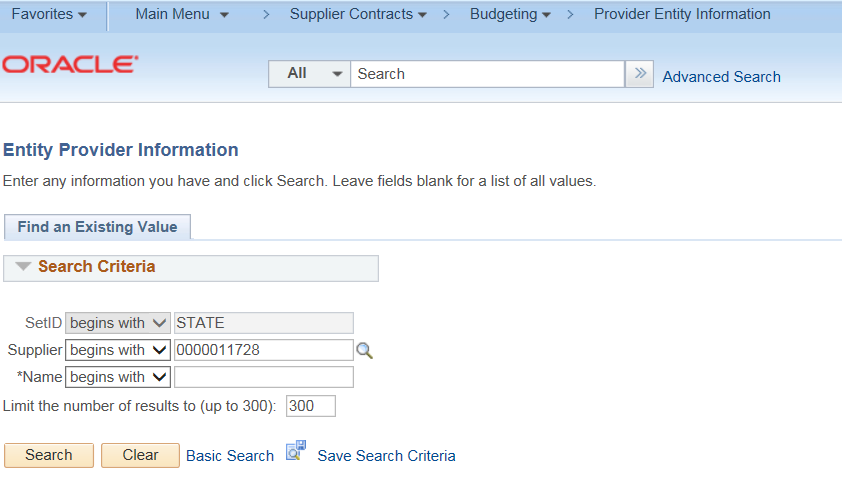
However this is information the Provider completes when they have access to the Supplier Portal and can be viewed by the Agencies.

The Provider or the Agency can update information through Find an Existing Value Tab.

**Navigation:** Supplier Contracts > Budgeting > Provider Entity Information

The Entity Provider Information page will display.

Enter the **Supplier ID**, (or use the magnifying glass) or enter the **Name** of the Provider then click **Search**



The Provider Entity Page is broken down into three tabs.

On the first tab (**Provider Entity Information)**

Enter the **DUNS #**

Enter the **Provider Fiscal Year End** (Month)

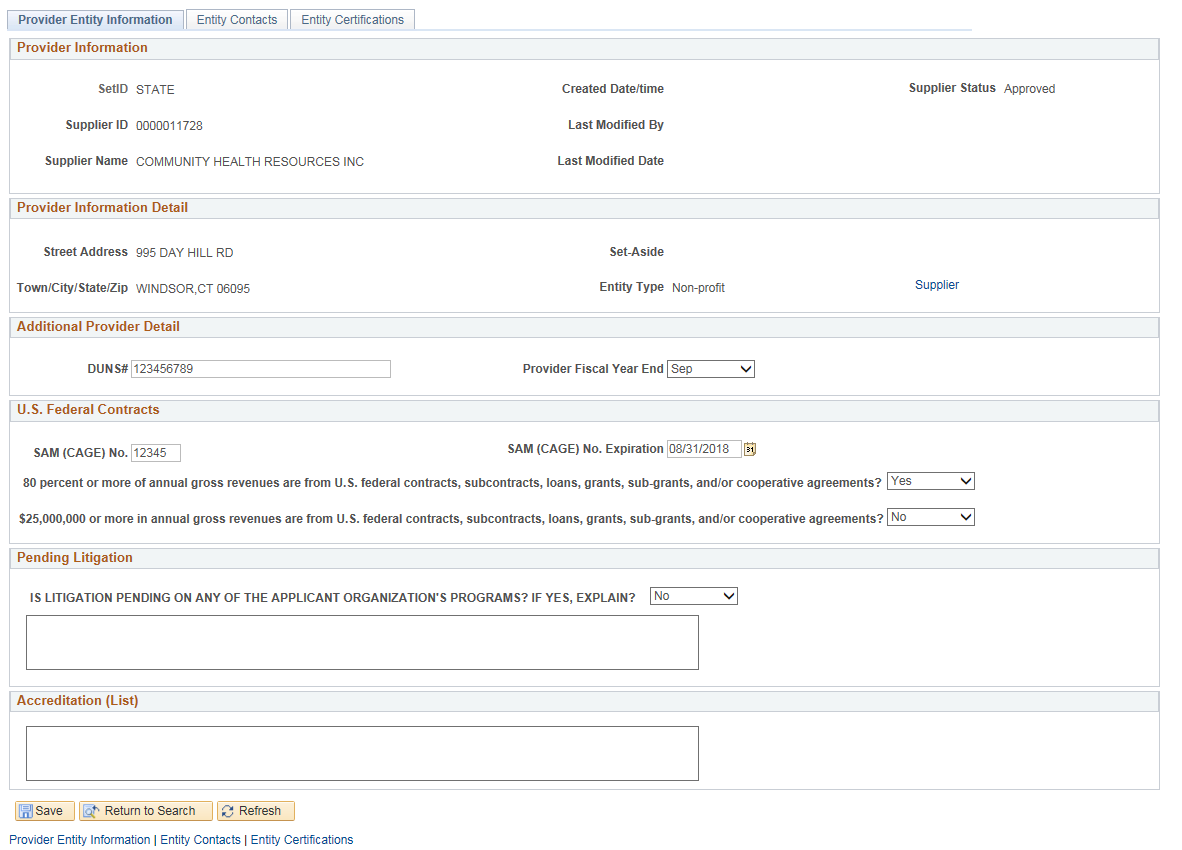
Enterthe **SAM (CAGE) No.** and the **SAM (CAGE) No. Expiration Date**

Answer Yes/No for the **80 percent** field

Answer Yes/No for the **$25,000,000** field

Answer Yes/No for the **Litigation Pending** field. If Yes, the Comment field is required to be filled out.

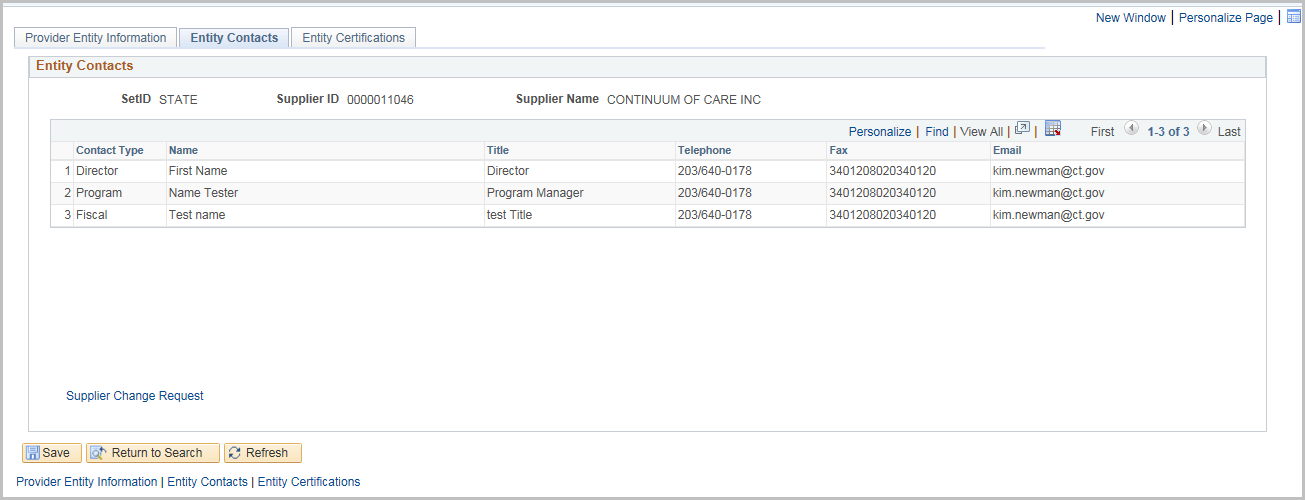
Enter **Accreditation List**

Click **Save** 

Click on the **Entity Contacts** tab

This will display a list of the current contacts and their information that have been setup by the Provider.

If changes need to be made, the Provider Administrator will have the Supplier Change Request Link available.



Click on the **Entity Certifications** tab

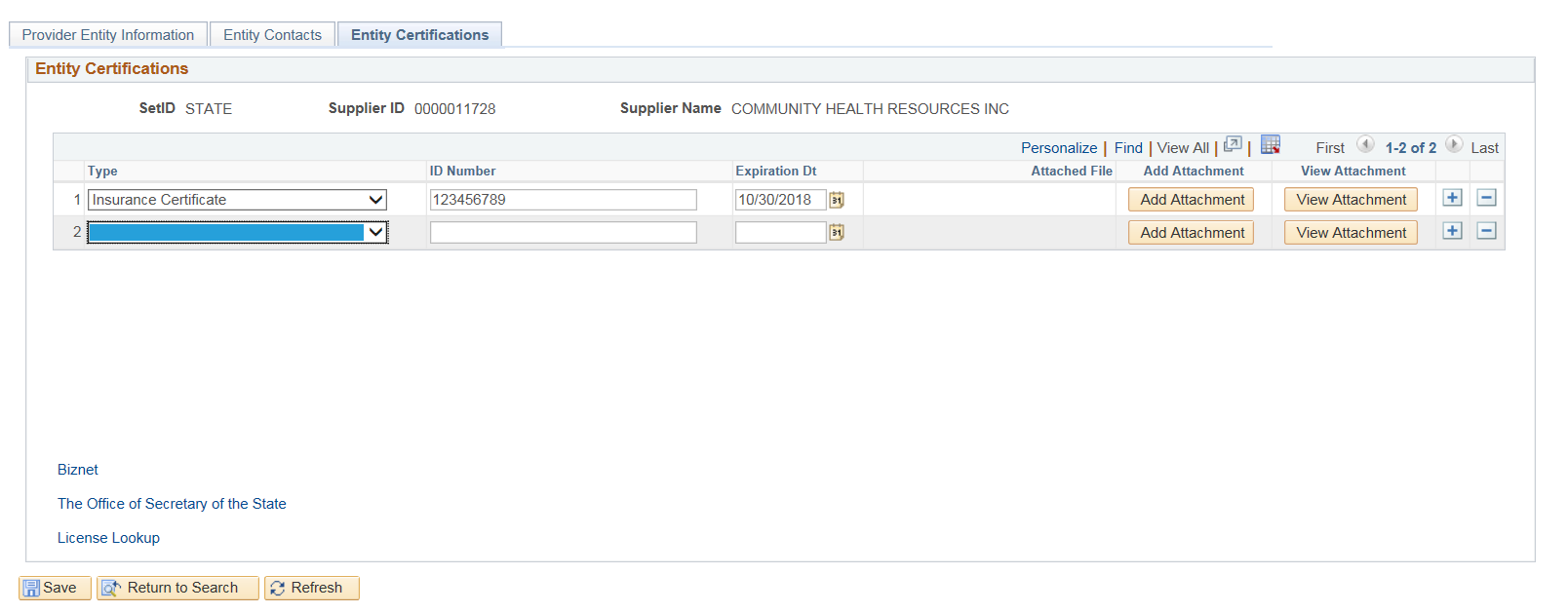
Select the **Certification Type**

Enter an **ID Number** and an **Expiration Date**

Click the **+ sign** to add additional certifications

There are three links to other websites to assist with this section

(Biznet, The Office of Secretary of the State, or License Lookup)

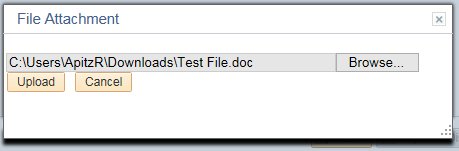


Click **Add Attachment** to attach copy of the certificate

Click **Browse** and select the file that is to be uploaded



Click **Upload**



Click **View Attachment**



At the bottom of the screen, click **Open** to view the attachment.



Click **Save**



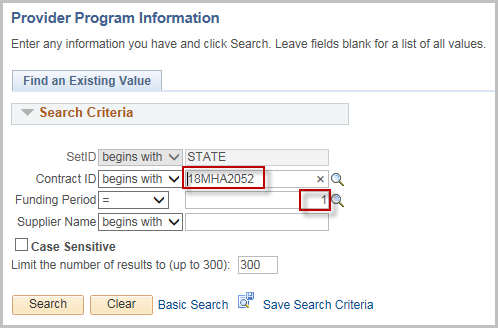
# Provider Program Information Entry

The following shows how to update the Provider Program Information.

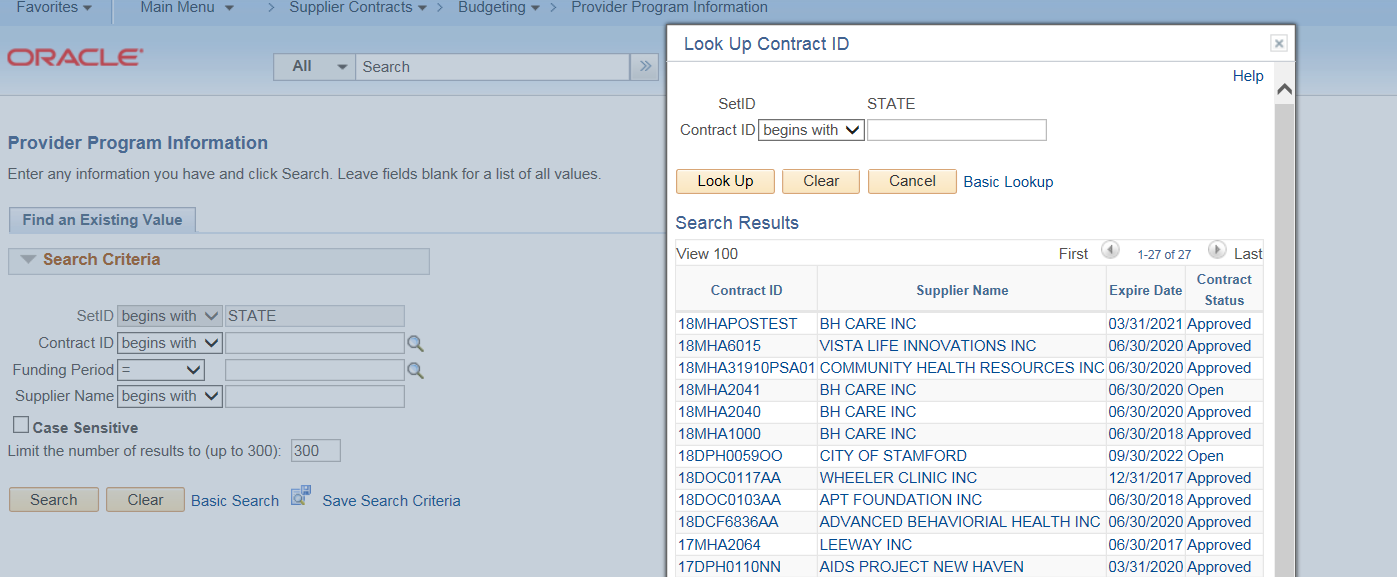
**Navigation:** Supplier Contracts > Budgeting > Provider Program Information

The Provider Program Information page will display.

Enter or search for the **Contract ID, Funding Period**, or **Supplier Name,** and click **Search**



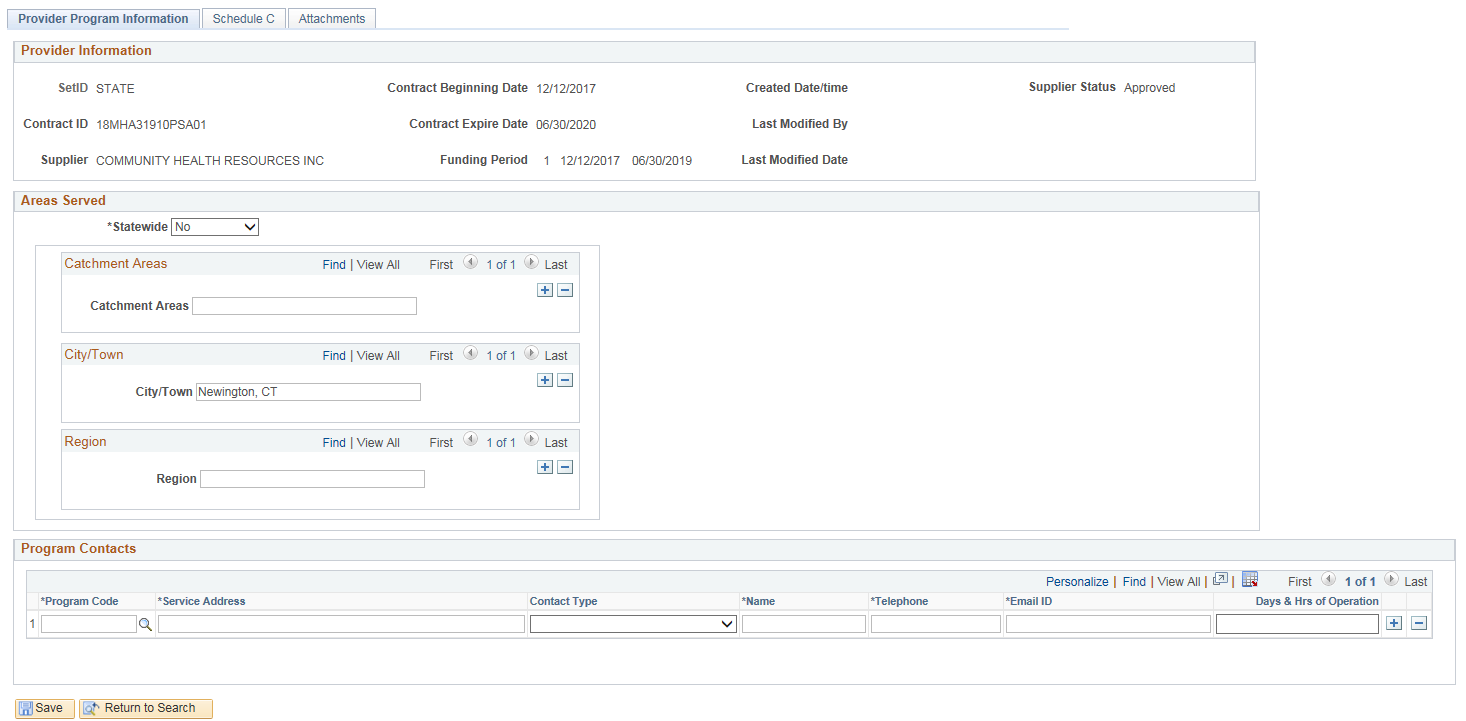
Select the **Contract ID** from the search results



The Provider Program Information is broken down into three tabs

Select Yes/No for the **Statewide** field (The default is Yes)

If No is selected, enter at least one of the **Catchment Areas,** **City/Town,** or **Region** fields



Enter in Program Contacts.

Look up the **Program Code** (using the magnifying glass). Only programs that were created on the Budget Definition can be selected.

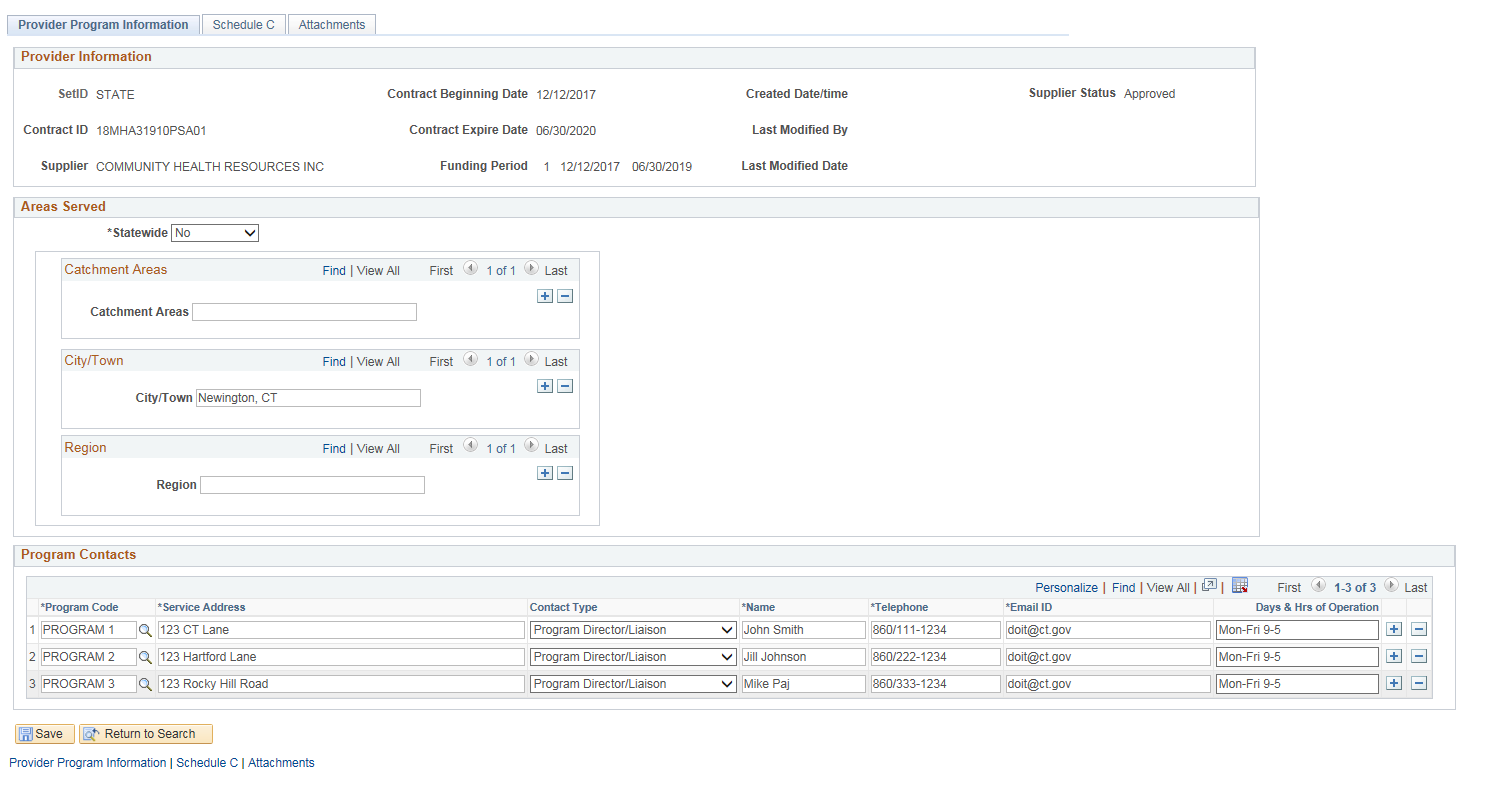
Enter the **Service Address**

Select **Contact Type**

Enter **Name, Telephone, Email ID,** and **Days & Hrs of Operation**

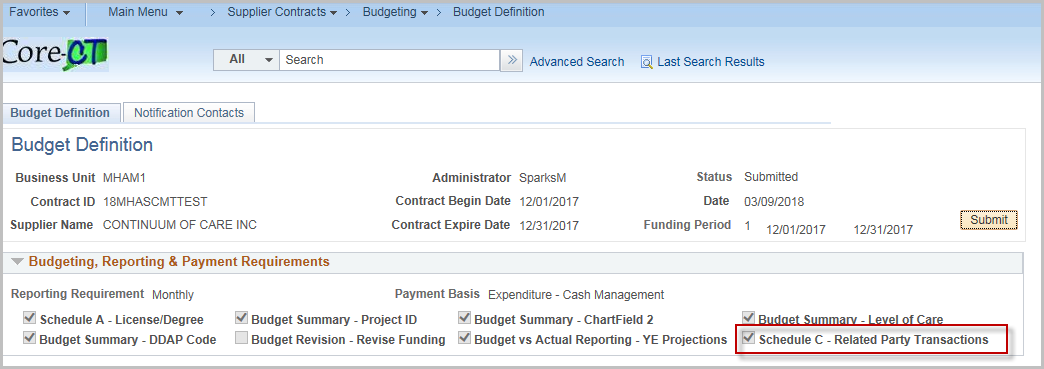
Click on the **+ sign** to add additional Contacts

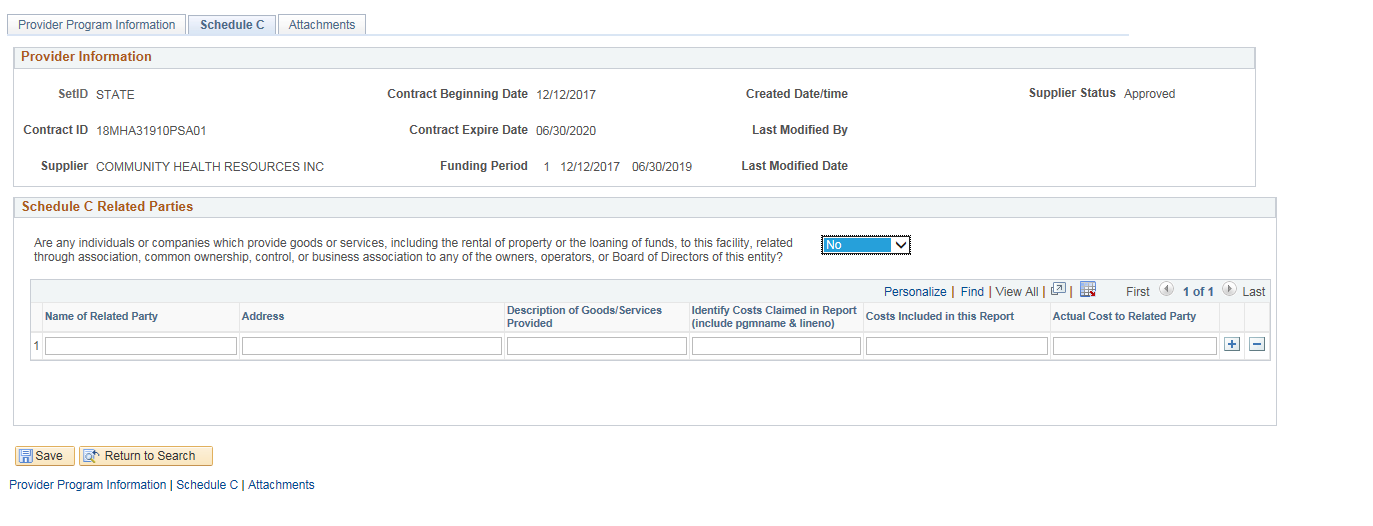
Click **Save**



Click on the **Schedule C** tab

Note: The Schedule C tab will only appear if it has been checked on the Budget Definition Page.

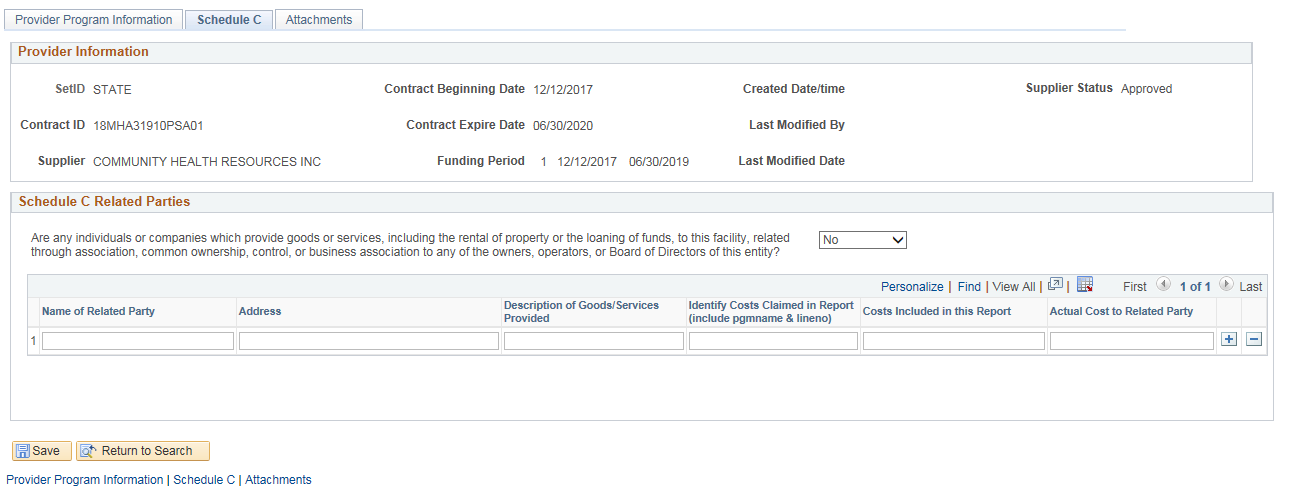




Select Yes/No to the question in the Schedule C Related Parties section

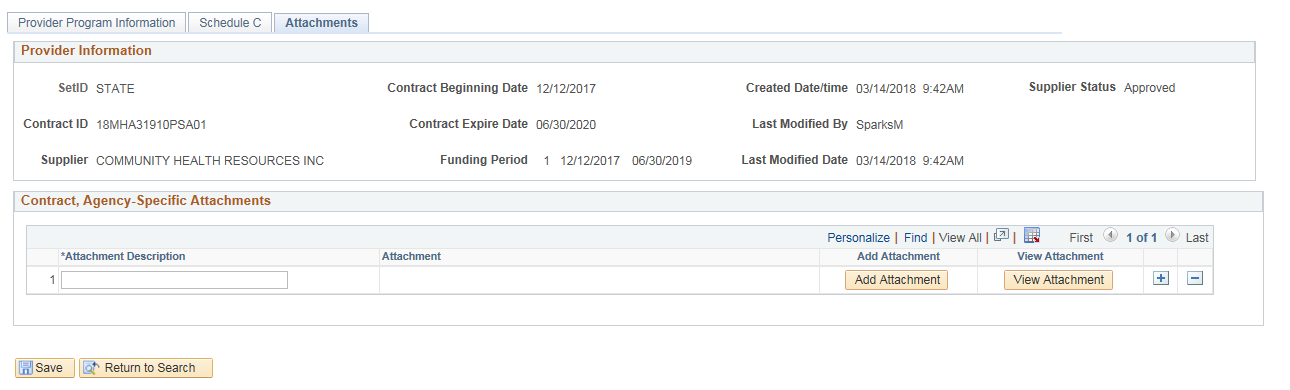
If Yes, enter **Name of Related Party, Address, Description of Goods/Services Provided, Identify Costs Claimed in Report, Costs Included in this Report,** and **Actual Cost Related to Party** fields.

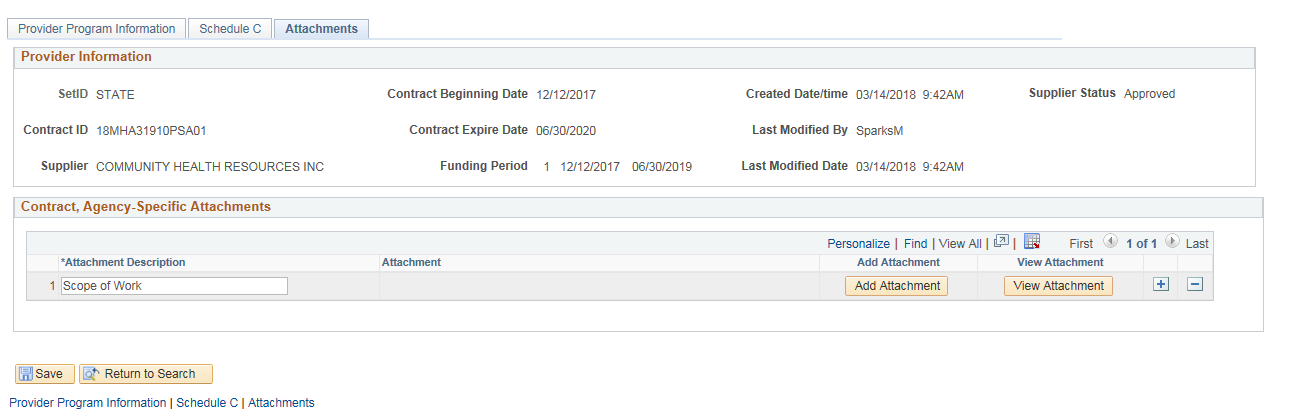
Click **Save**



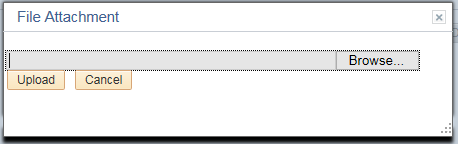
Click on the **Attachments** tab

The attachments tab can be used for any additional documentation.

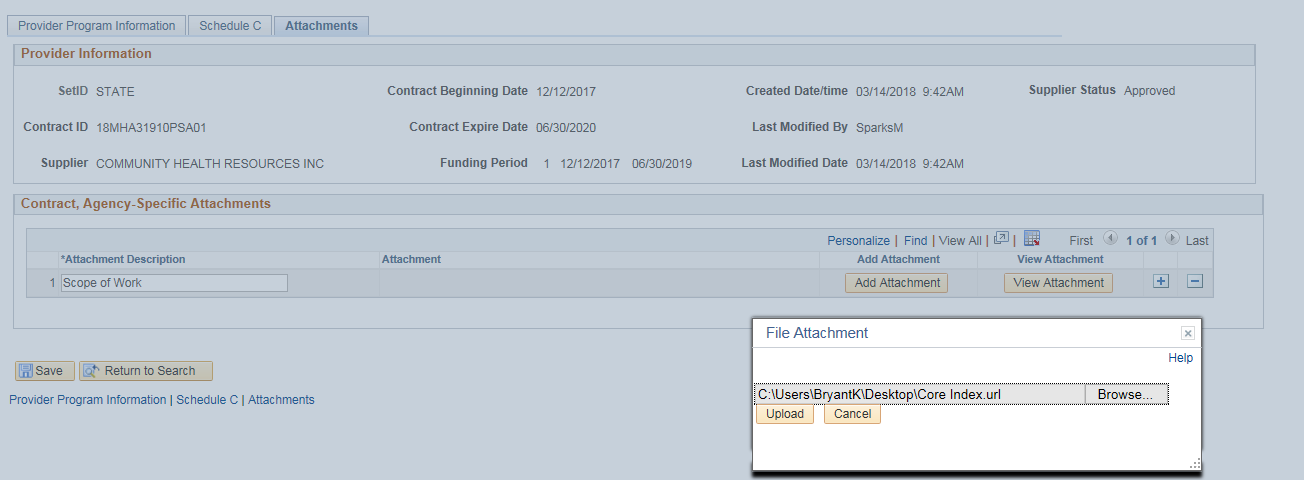


Enter the **Attachment Description** and click on **Add Attachment**

Click **Browse**



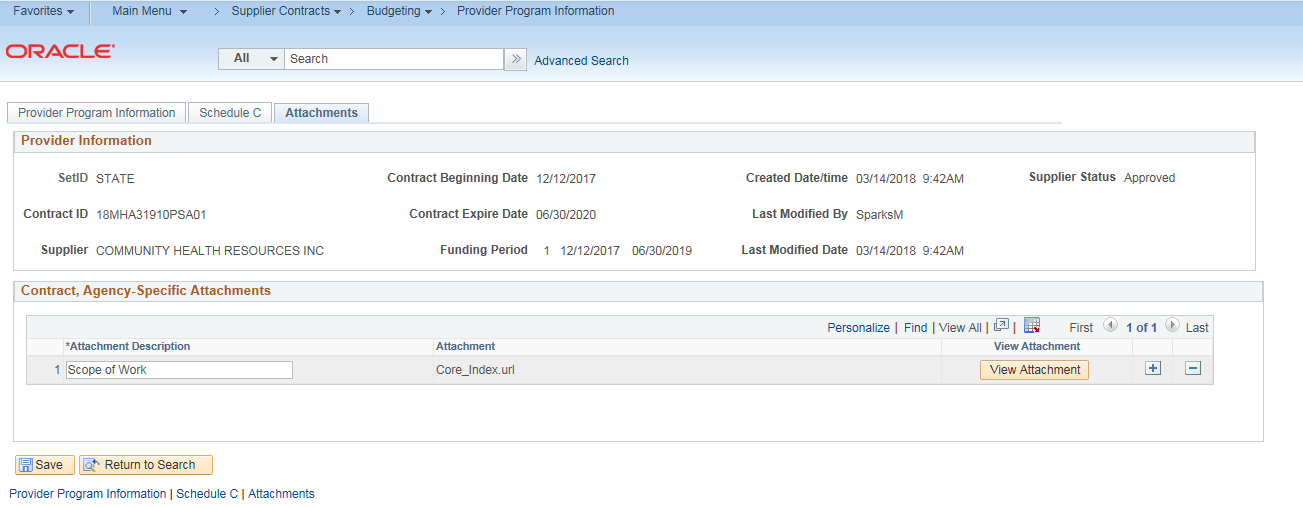
Select the attachment to be uploaded and click **Upload**



Click **View Attachment** to review the document

Use the **+ sign** to add more attachments

Click **Save**



# Schedule A Salaries Entry

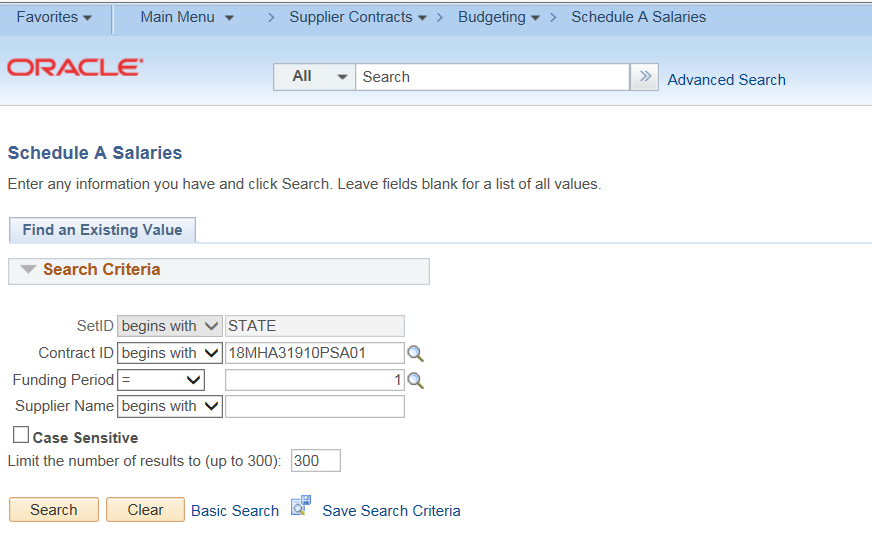
The following shows how to enter Schedule A Salaries and submit the budget.

Although the Provider should be entering this information, the agency can enter it on their behalf.

**Navigation:** Supplier Contracts > Budgeting > Schedule A Salaries

The Schedule A Salaries page will display.

Enter or search for the **Contract ID, Funding Period**, or **Supplier Name,** and click **Search**



Check the **Administrative** checkbox if the A&G portion of this resource is an indirect expense.

Do not check the box if the A&G portion of the resource is a direct expense.

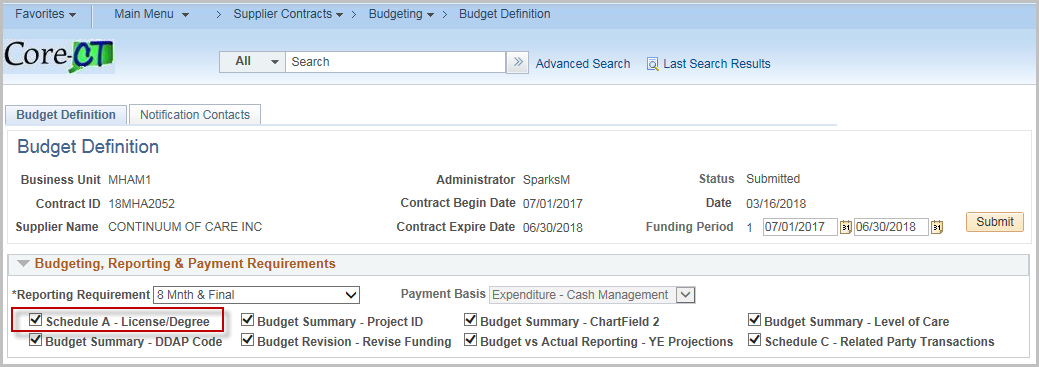
Enter **Number of Resources.** The Total Contract expense will be multiplied by this number to reflect the total for the group.

Enter the **Position Title**

Enter the **Name**

The **Rate per hour** is calculated automatically.

Enter the **Degree / License** (This will be available only if Schedule A – License/Degree is checked on the Budget Definition)

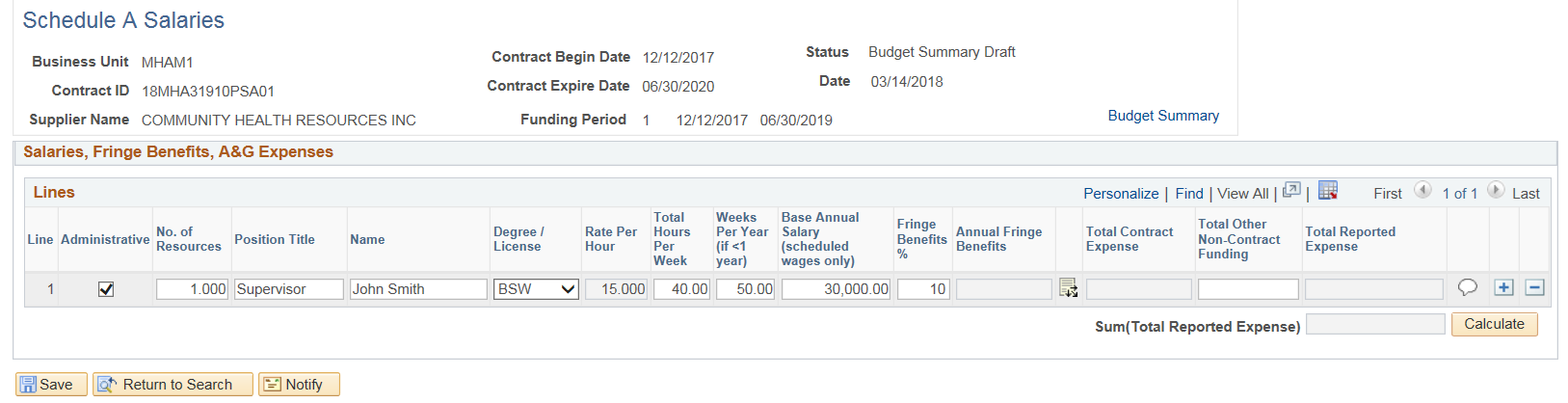


The **Total Hours Per Week** is defaulted to 40. Update if necessary.

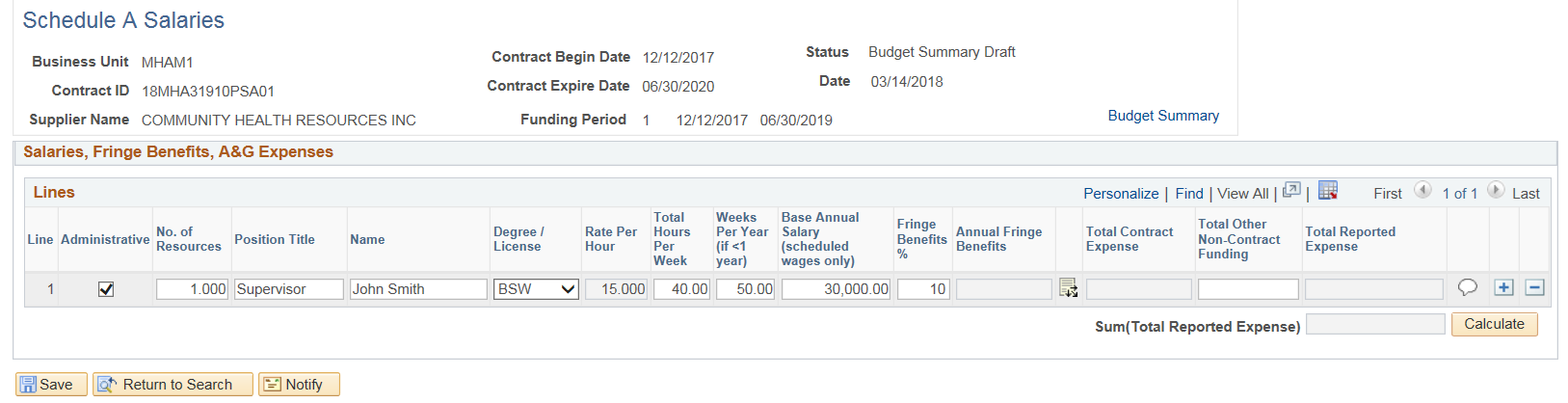
Enter the **Weeks Per Year** (only if working for less than a year)

Enter the **Base Annual Salary** (scheduled wages only)

Enter the **Fringe Benefits %** (The Annual Fringe Benefits will calculate automatically)



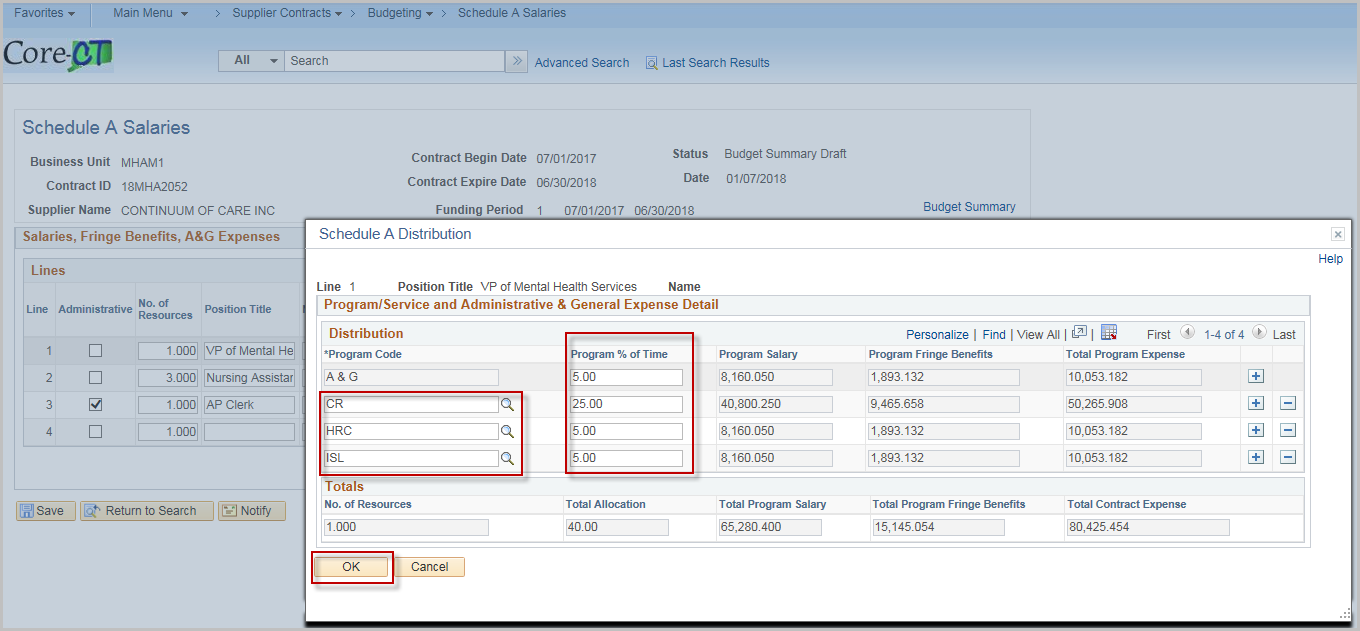
Click on the **Distribution Icon** to access **Program/Service/AG Detail**



Enter A & G **Program % of Time** (If none, leave blank)

Click the **‘+’ plus button** to add additional Program Code rows if necessary. (Only programs entered on the Budget Definition can be selected)

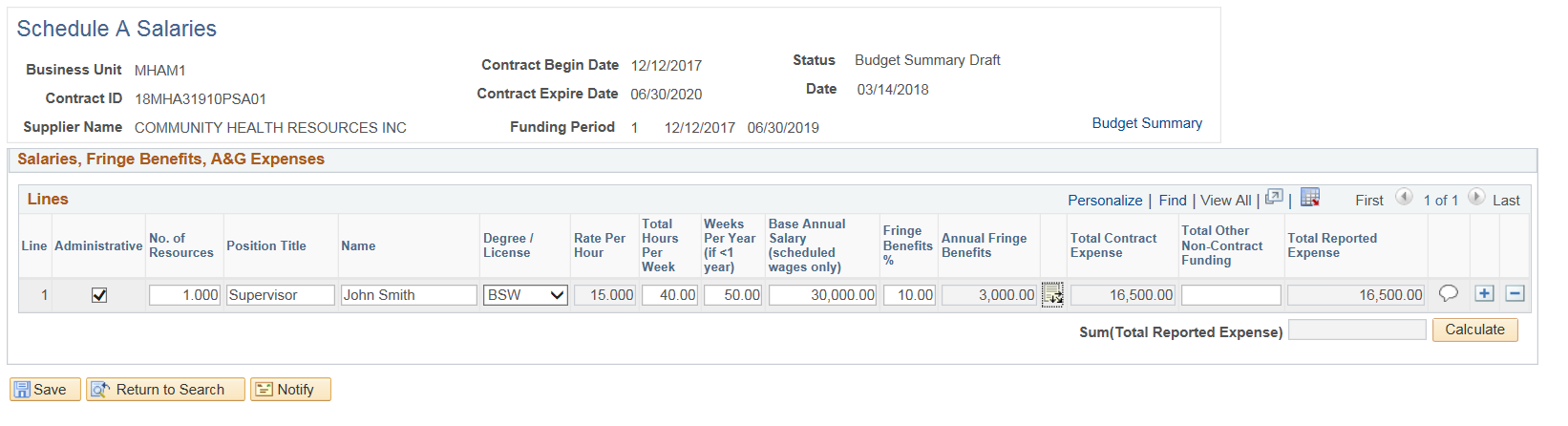
Click **OK**



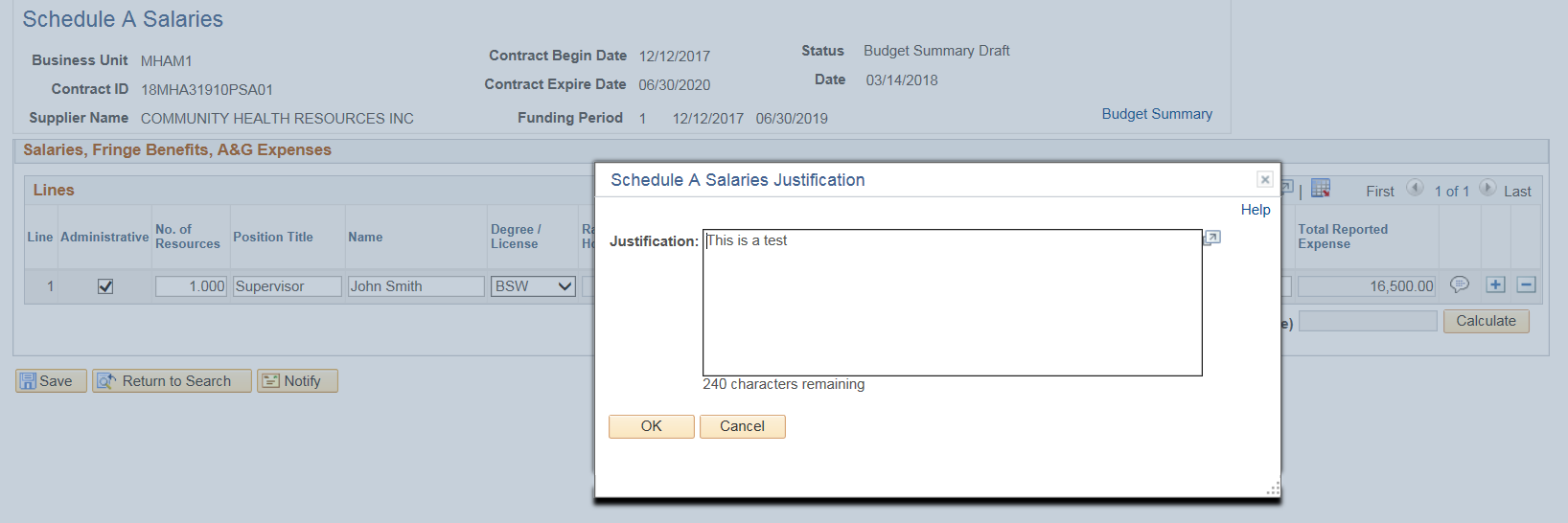
Once completed, the Total Contract Expense and Total Reported Expense will update automatically.

Enter the **Total Other Non-Contract Funding** (if applicable)

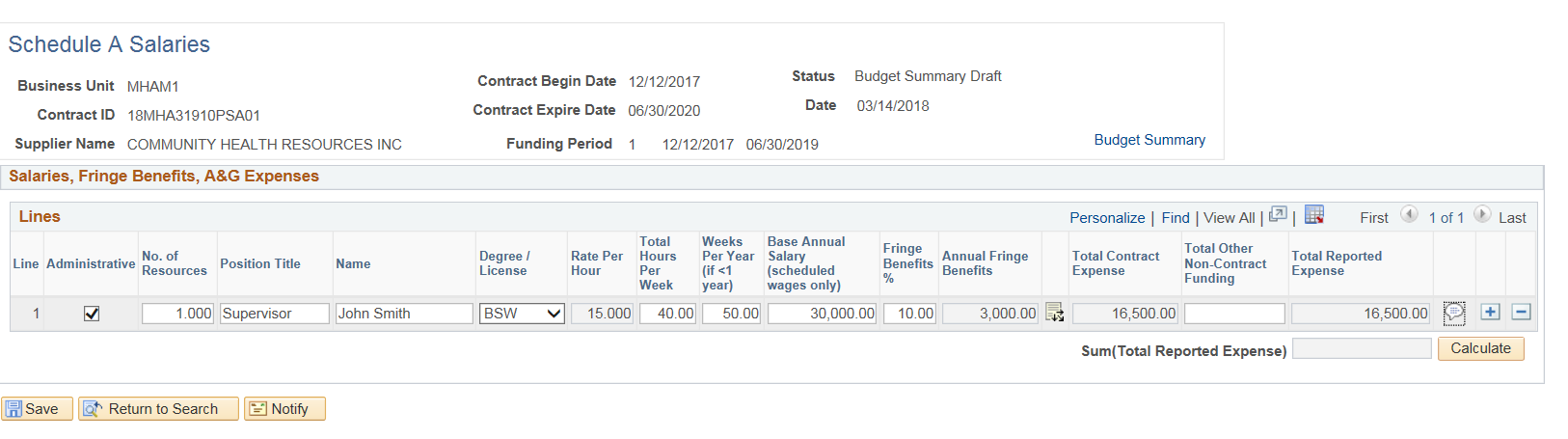
Click the Comment Bubble to enter a **Justification**



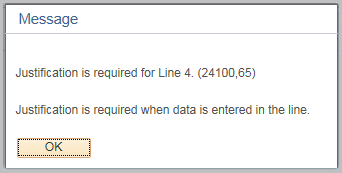
Provide a justification, and then click **OK.**



Click **Save**



Justification is required for all rows. If a justification is not entered, the following message will display when clicking Save

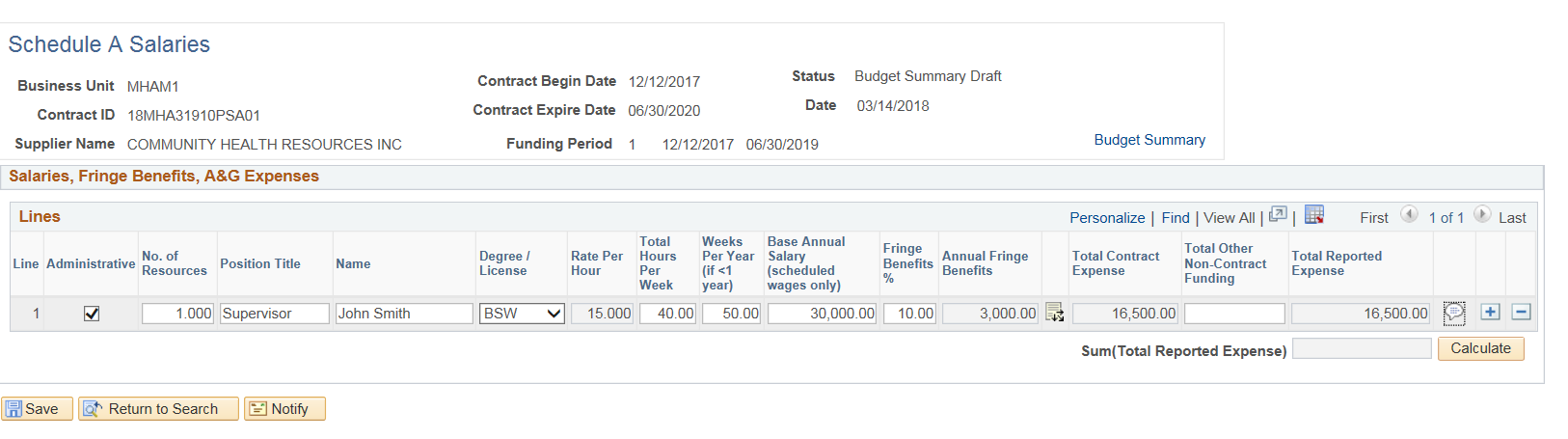


# Budget Summary Entry & Submission

The following shows how to complete the Budget Summary Entry and Submit the Summary for acceptance by the agency.

Although the Provider should be entering this information, the agency can enter it on their behalf.

From the Schedule A Salaries page, you can click on the **Budget Summary** link

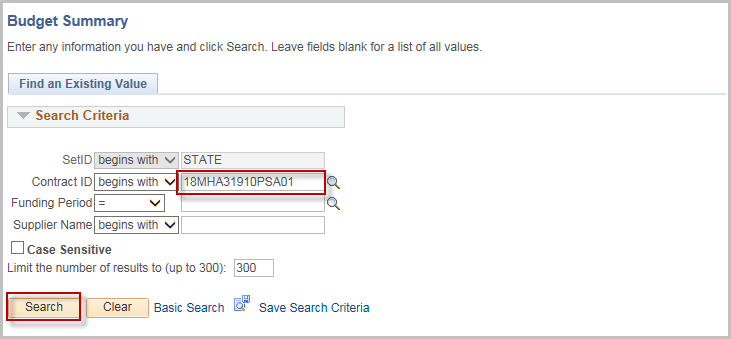


If not using the hyperlink on the Schedule A Salaries page

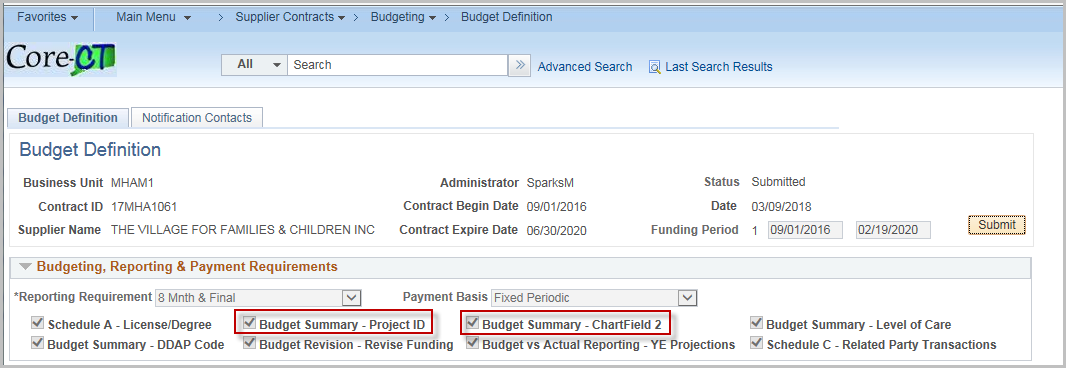
**Navigation:** Supplier Contracts > Budgeting > Budget Summary

The Budget Summary page will display.

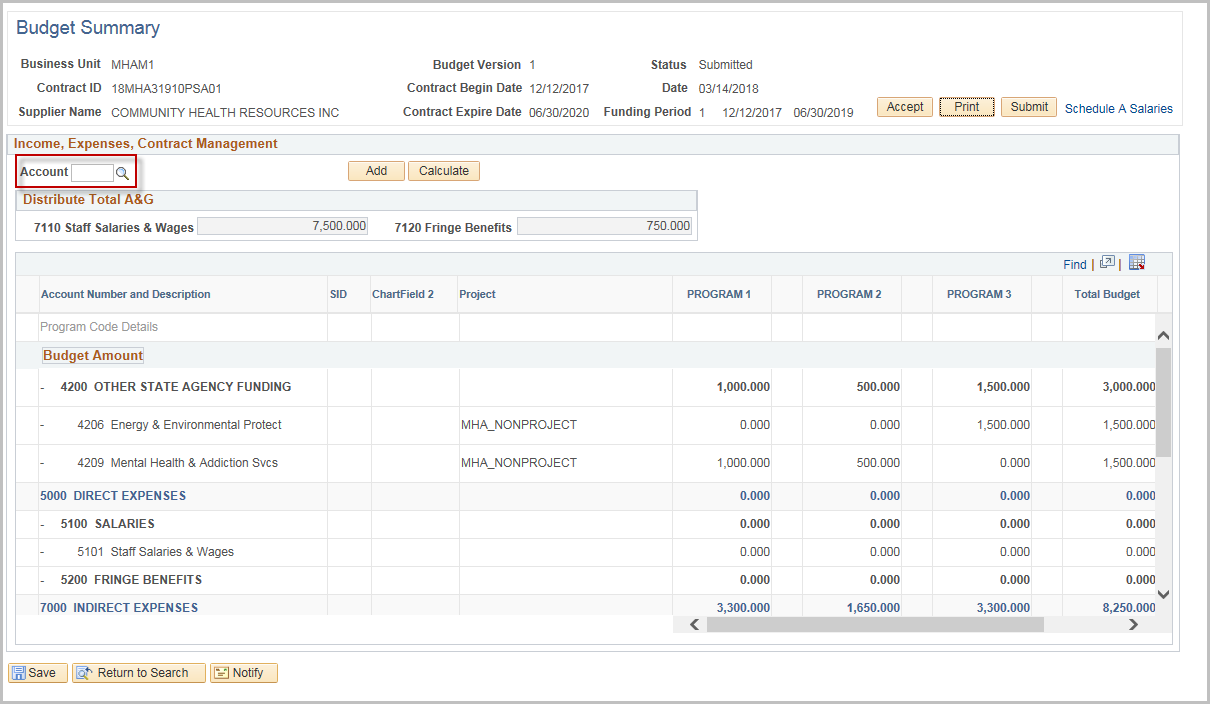
Enter or search for the **Contract ID, Funding Period**, or **Supplier Name,** and click **Search**



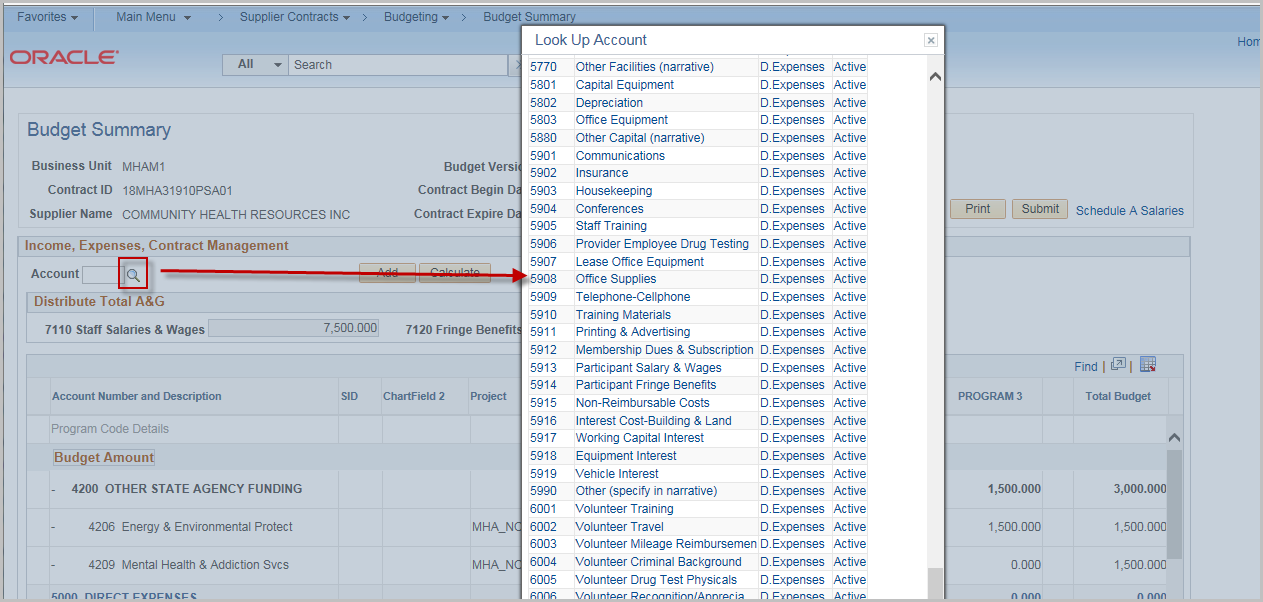
Chartfield 2 and Project will display on the Summary only if they were selected on the budget definition page.



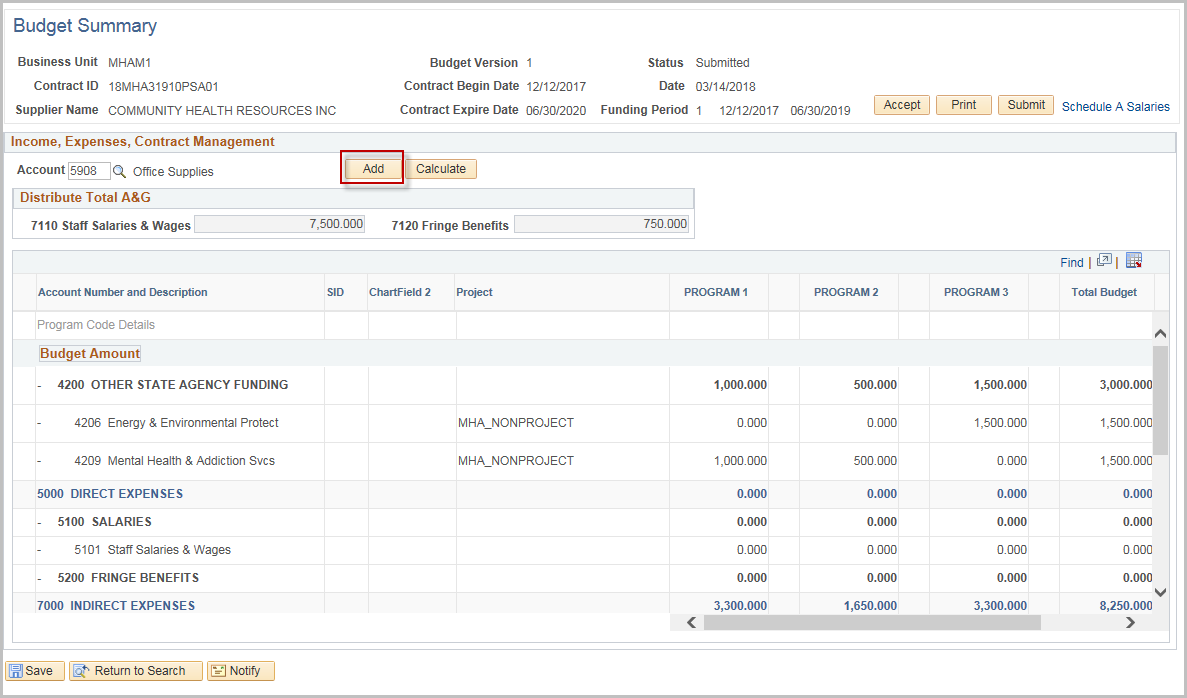
To add a UCOA Account, enter the number in the account box or use the magnifying glass to search for a value.



Click on the code

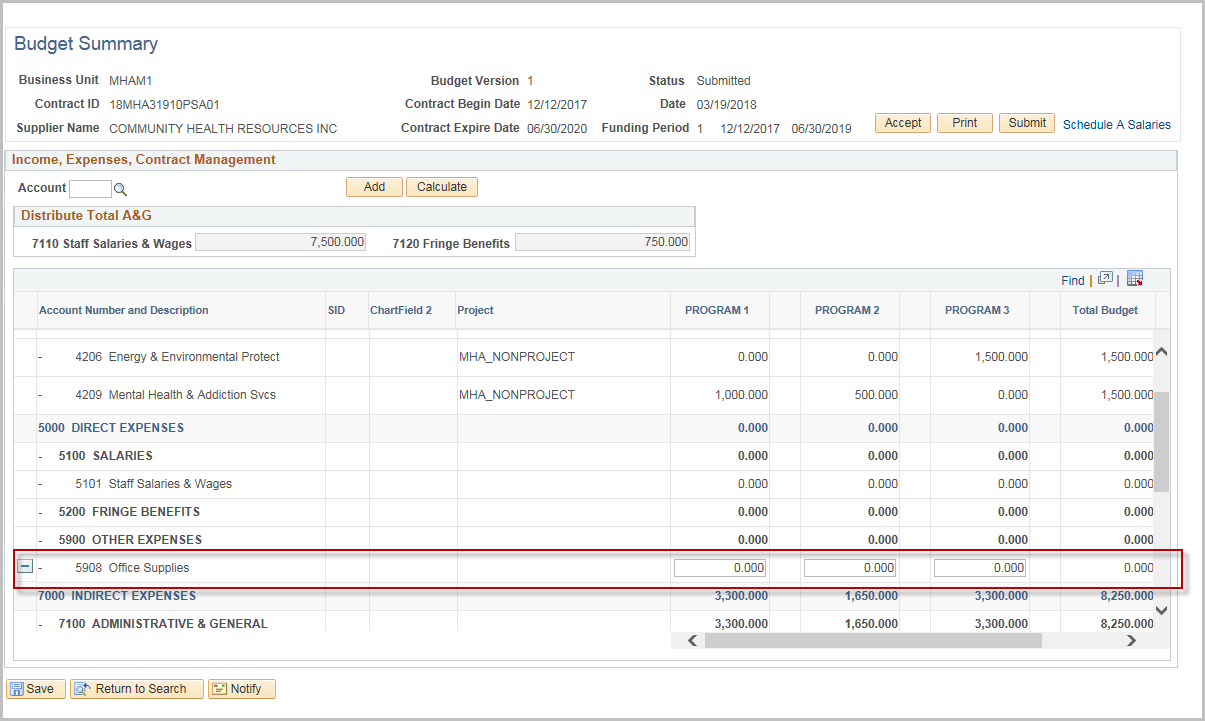


Click Add



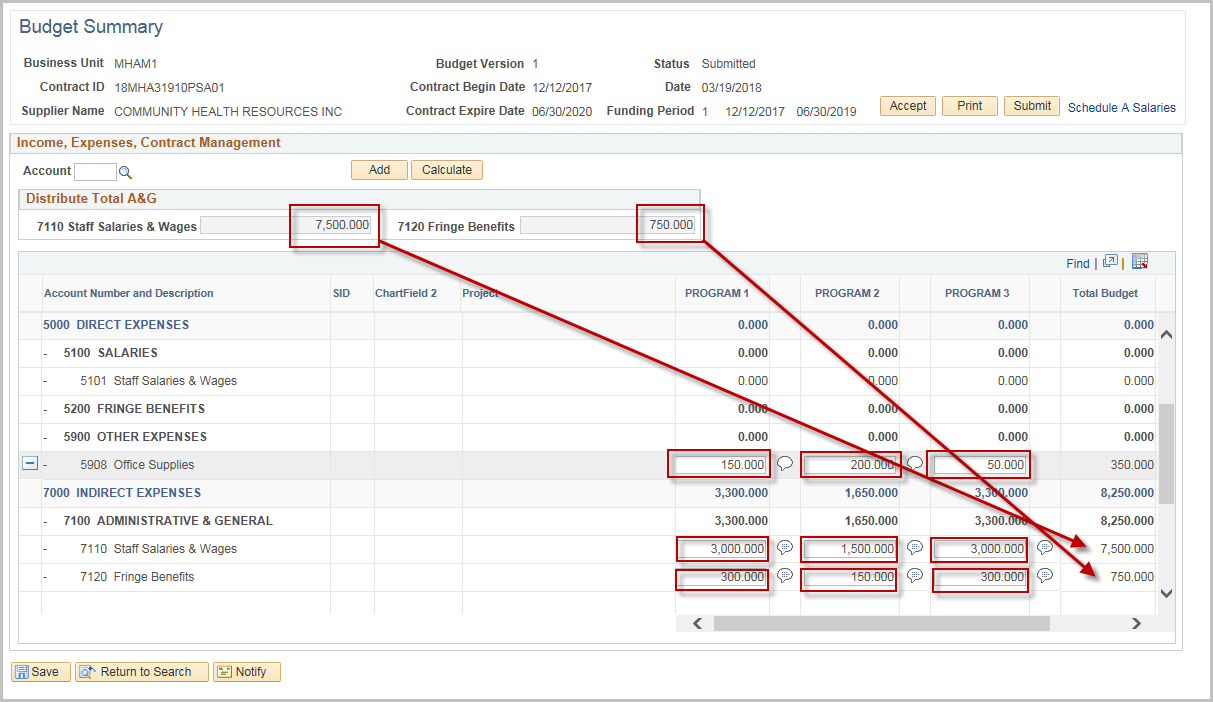
The Code will be added to the Program Code Details section under the appropriate Heading.

**NOTE:** Click the Minus next to the row if it needs to be removed.

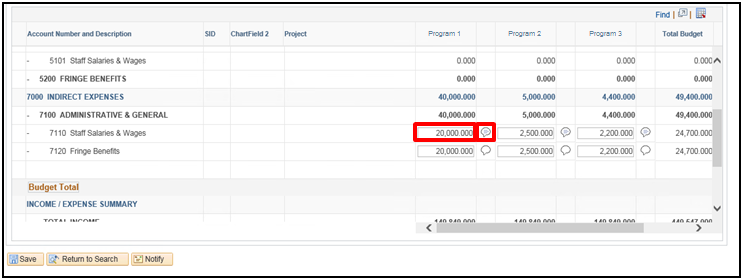


Enter the Funding and Expense amounts for each program

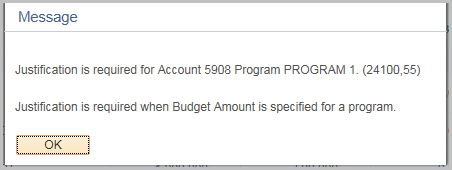
**NOTE:** The Totals for Staff Salaries and Wages and Fringe Benefits must equal the amount from Schedule A (Displayed at the top of the grid)



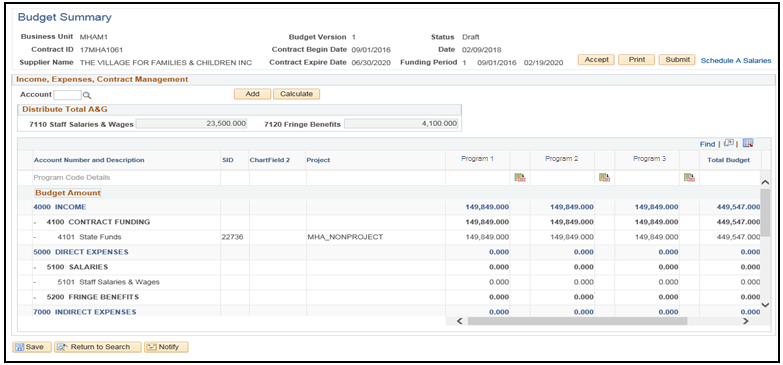
Click the Comment Balloon to provide justification for fields with entered values



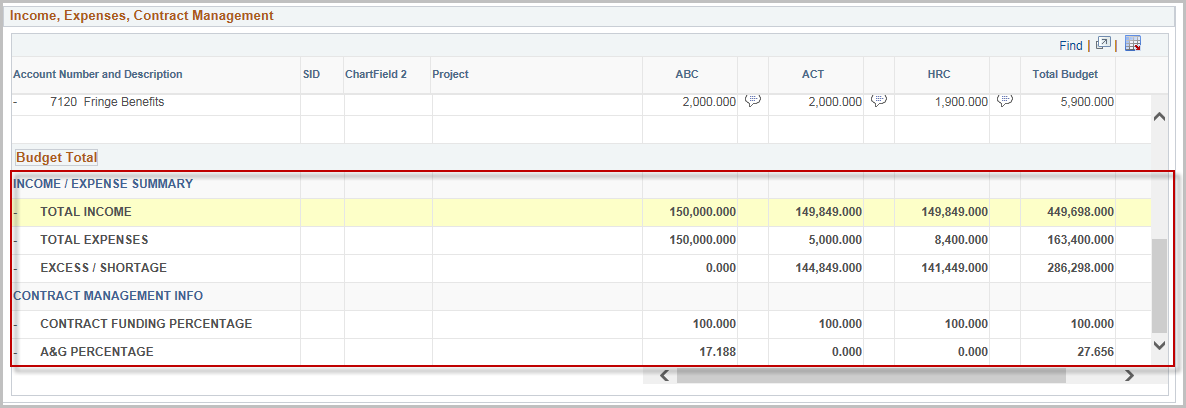
Justification is required for every entered amount. If the justification is not entered an error message will display.



Click **Calculate** at any time to update the totals

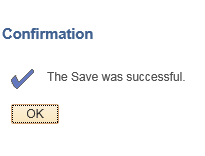


Scroll to the bottom to review the Totals

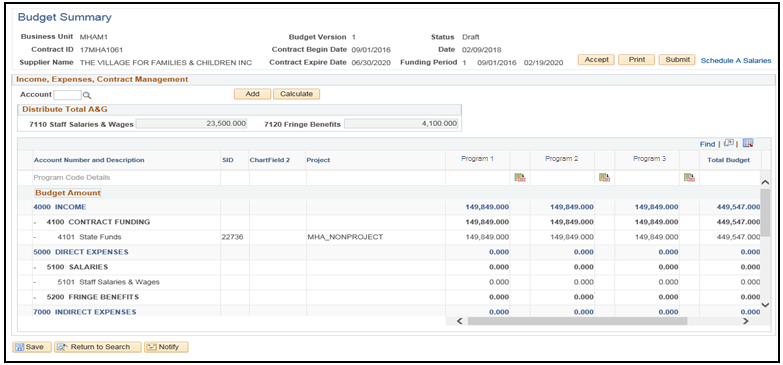


Click **Save**

Click **OK to the confirmation message**



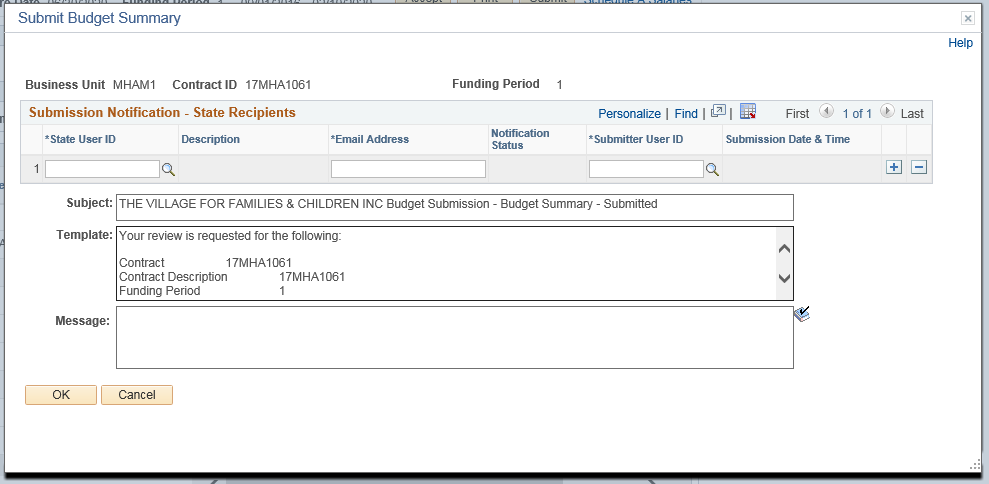
Click **Submit**



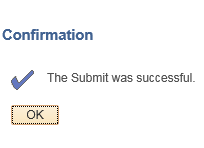
Enter or search for the **Agency User ID** (the user’s other identifying fields auto populate

Enter a message to be included in the email if needed

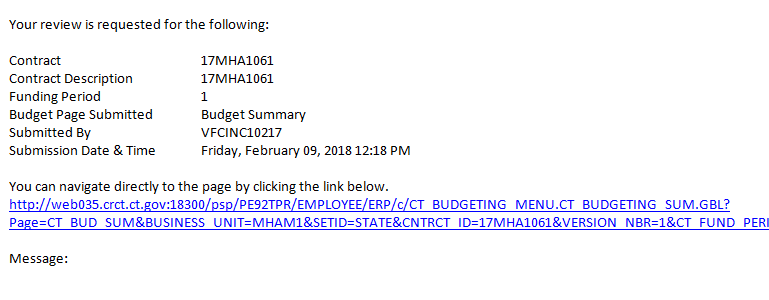
Click **OK**



Click **OK** to the **confirmation message** that the Budget was submitted.



At this time, an email will be sent to the Agency.The Agency will be able to follow the hyperlink to approve the Budget Summary.



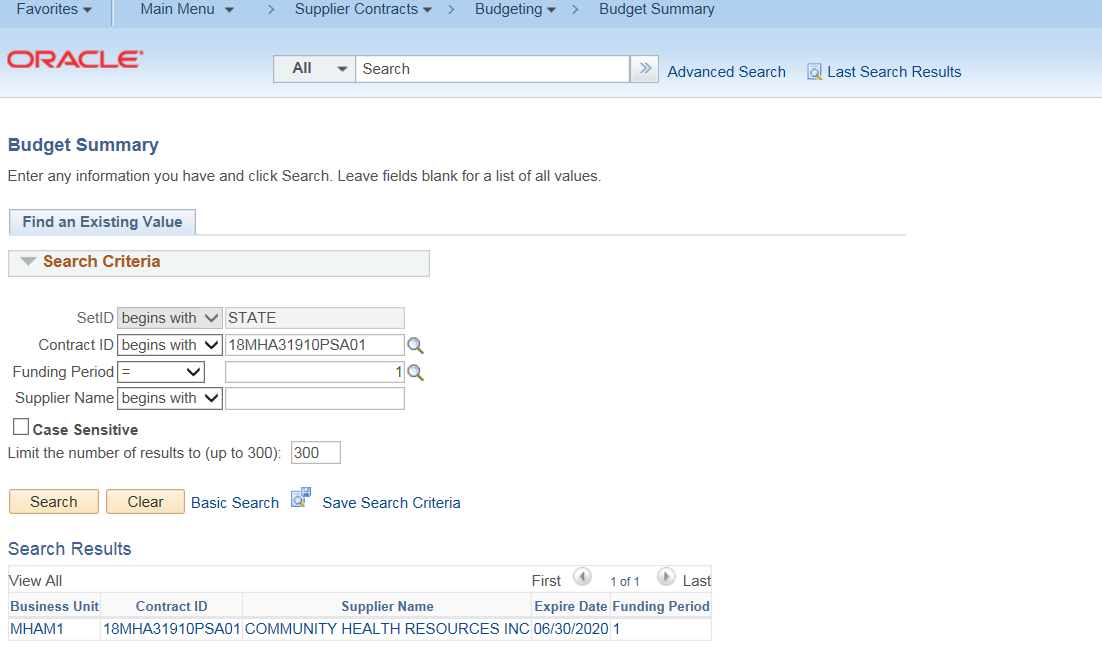
Once the Budget Summary is accepted by the Agency, it becomes a Final Budget.

## Accept a Budget Summary

The following shows how to accept a Budget Summary.

**Navigation:** Supplier Contracts > Budgeting > Budget Summary

The Budget Summary page will display. Enter the **Contract ID, Funding Period**, or **Supplier Name,** and click **Search**

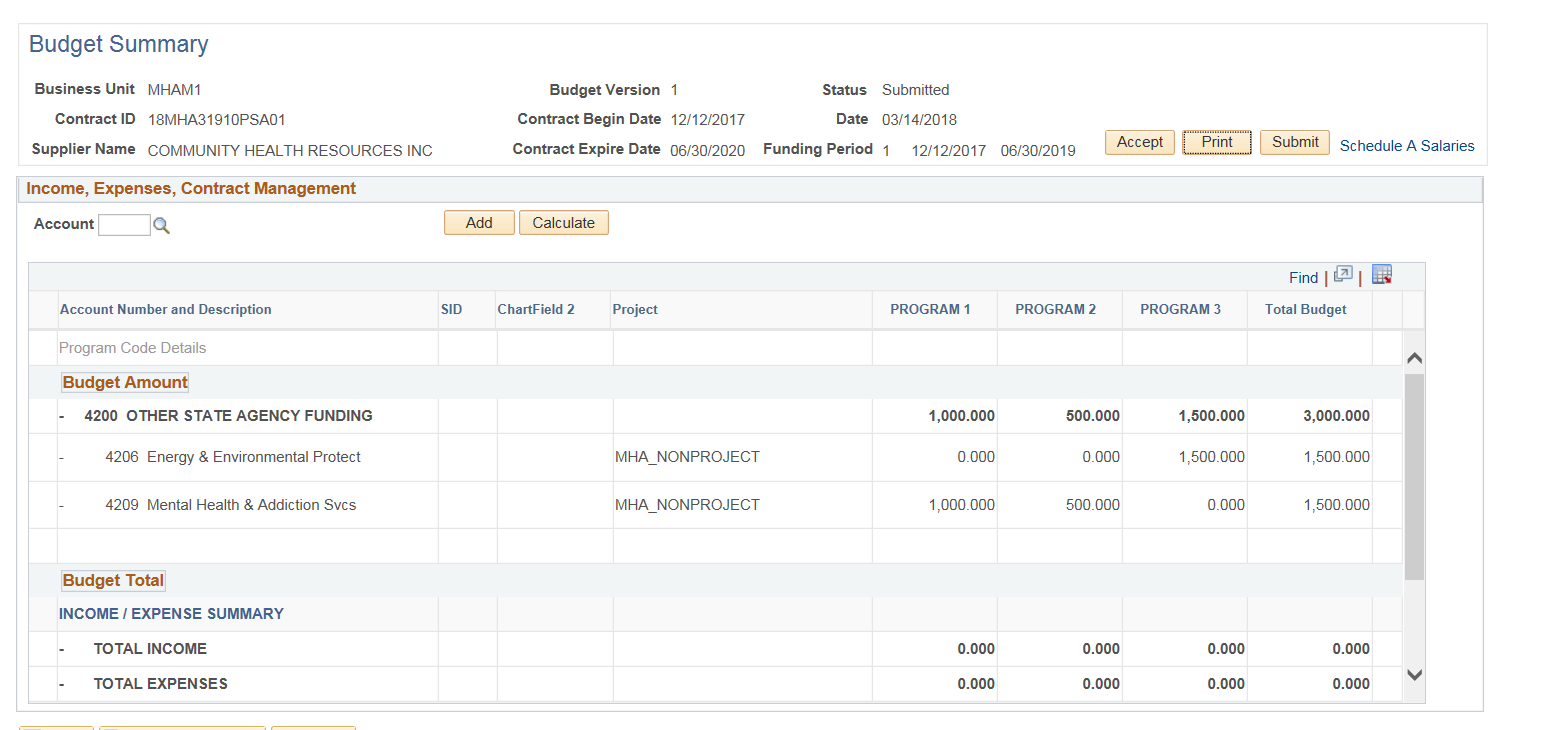


Once the page has opened up, the agency will review the submitted budget.

If there are any discrepancies or amounts that need to be update, DO NOT click Accept. Contact the Provider (either by email or using the Notify option in the appendix) to have them correct the entries.

Clicking Accept will lock all entries.

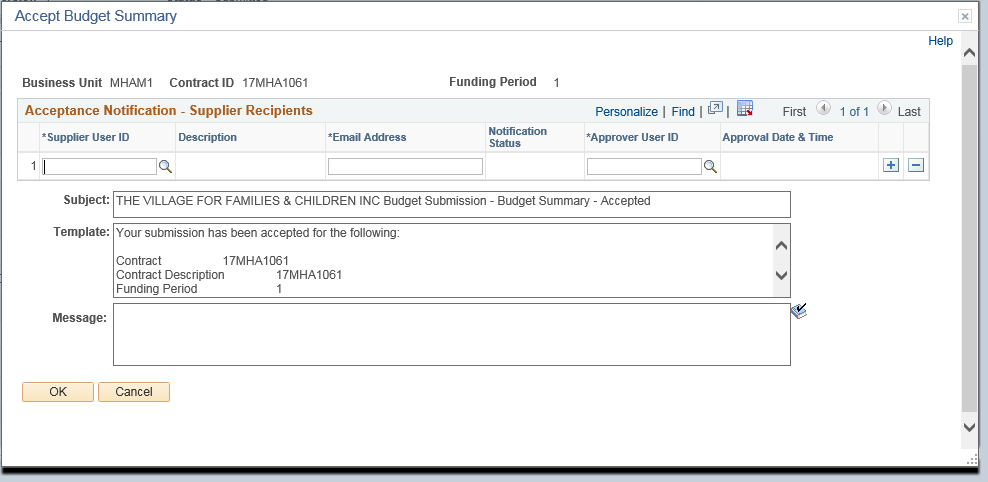
Click **Accept.** This will open up the Acceptance Notification screen where the user will notify the Provider that the Budget has been accepted.



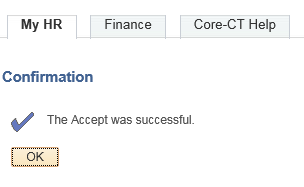
Enter **Supplier User ID** (use the magnifying glass to search)

Enter a message to be included in the email if needed

Click **OK**



Click **OK** to the confirmation message.

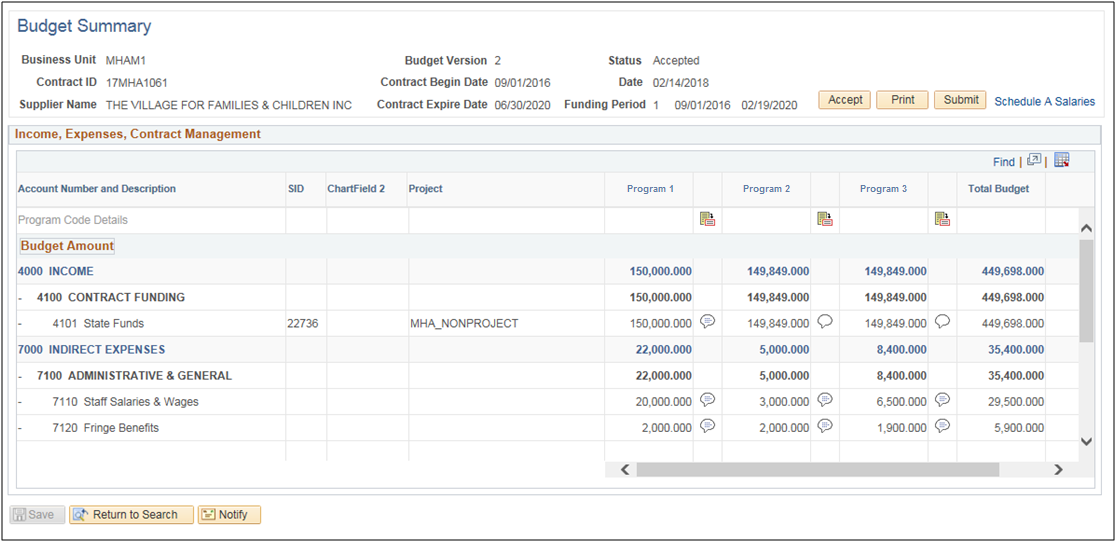


An email will now be sent to the selected users that the budget has been accepted.

****

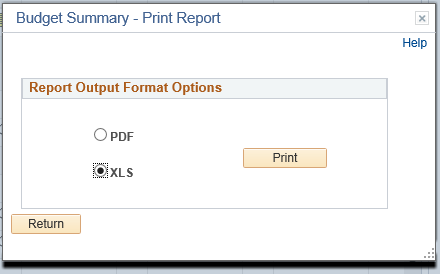
## Printing the Budget Summary

The Budget Summary may be printed by either the Agency or the Provider at any time.

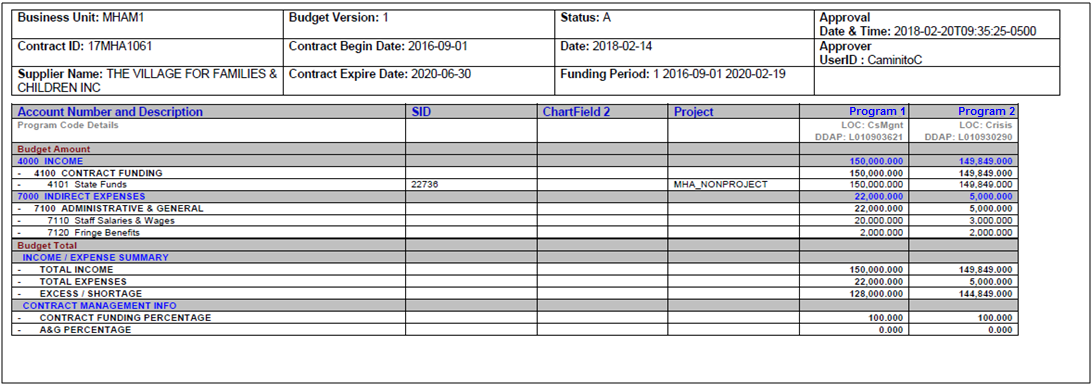


Run the Contract Budget Report by clicking **Print.**

Select **PDF** or **XLS** depending on preference, and click **Print**



A new window will open up, showing the Contract Budget Report



Note: If this budget has been accepted, the report will have the user, date, and time the budget was approved in the upper right hand corner. Otherwise this will be blank.

# Budget Workbook Financial Reporting

This chart shows the different reports and the Provider/Agency roles with each.

|  |  |  |
| --- | --- | --- |
| Report Type | Provider Role | Agency Role |
| Multi-Year Contract Budget Report | Run the Report | Run the Report |
| Budget vs. Actual Reporting | Entry and Submission | Accept |
| Consolidated Financial Report | Run the Report | Run the Report |
| Salary Detail Actuals Reporting | Entry and Submission | Accept |

## Multi-Year Contract Budget Report

The following shows how to run a Multi-Year Contract Budget Report

**Navigation:** Supplier Contracts > Budgeting > Multi-Year Contract Bud Report

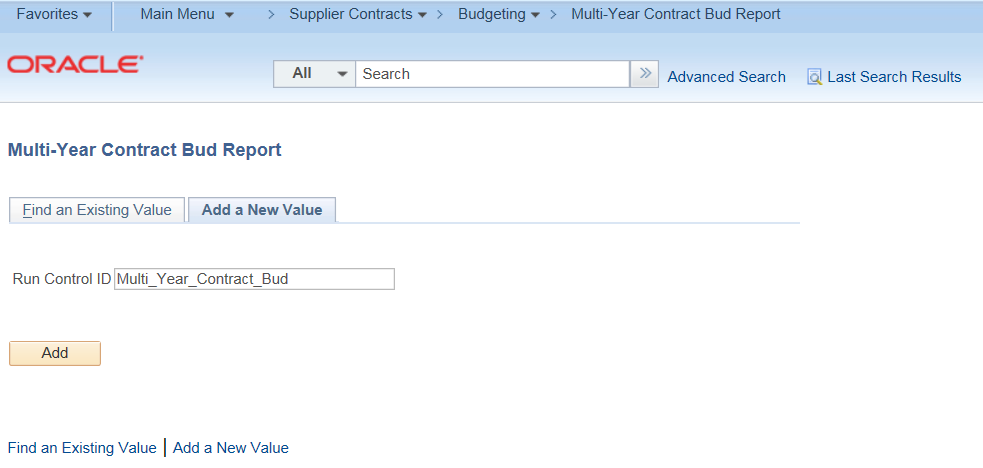
The Multi-Year Contract Bud Report page will display.

Select the Add a New Value tab

Create a new **Run Control ID**

When creating a Run Control ID, make sure it is something that will be easily identifiable when running future reports.

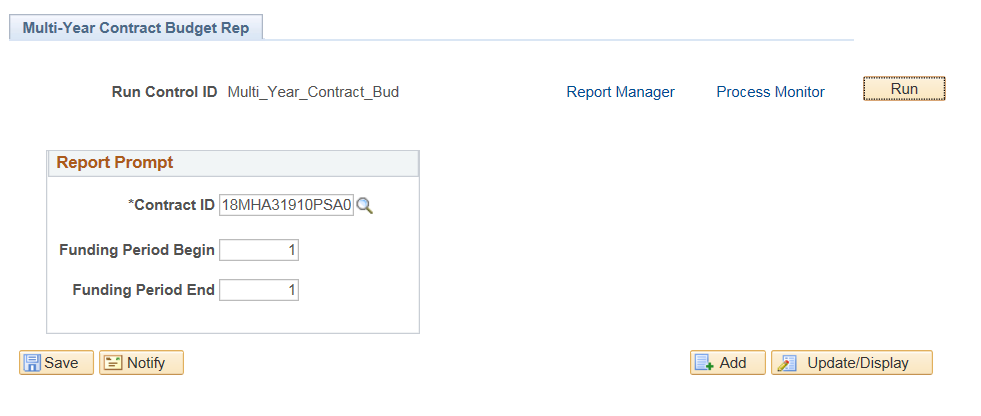
Click **Add.**



Enter the **Contract ID, Funding Period Begin,** and **Funding Period End**

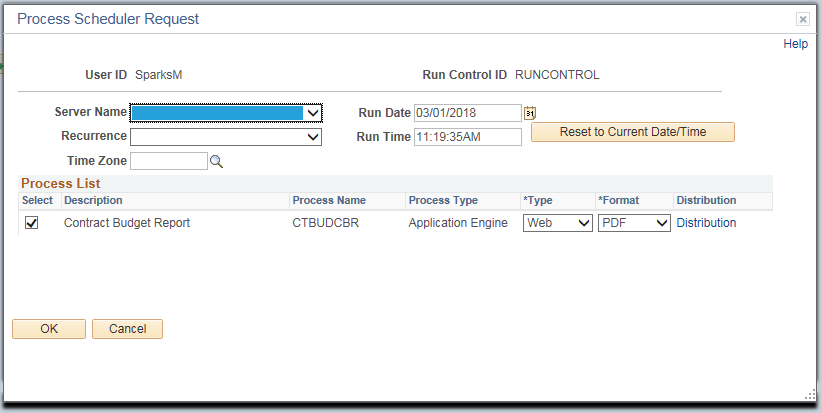
(The Funding Periods for this report setup are the value (i.e. 1, 2, 3) not the actual dates.

Click **Save** and then click **Run**

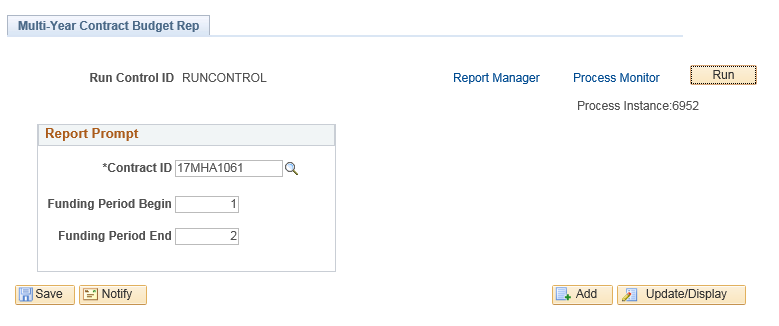


Select **PDF** or **XLS** under Format

Click **OK**

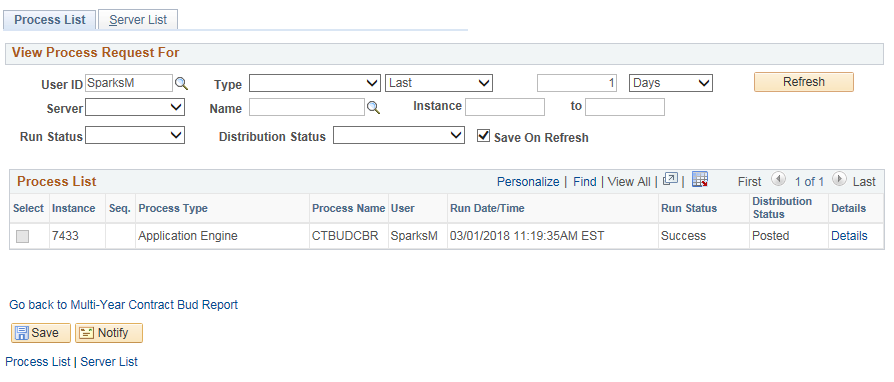


Click the **Process Monitor** link

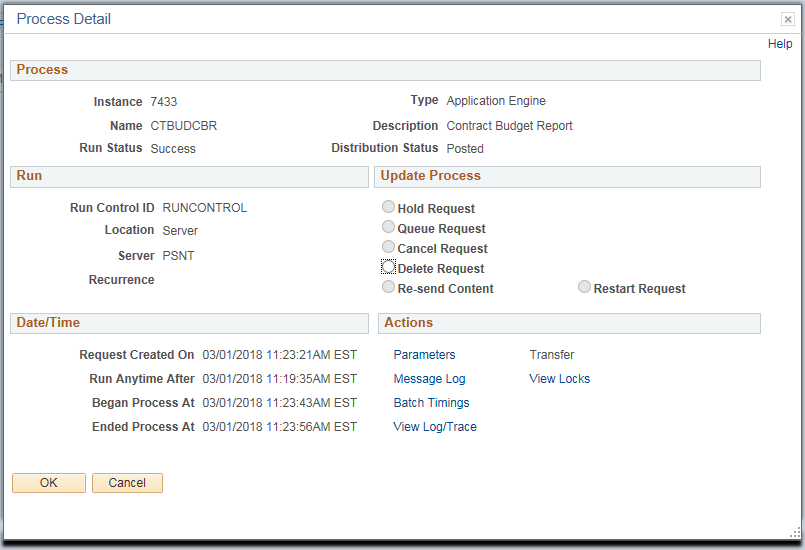


Click **Refresh** until **Run Status** and **Distribution Status** shows Success and Posted

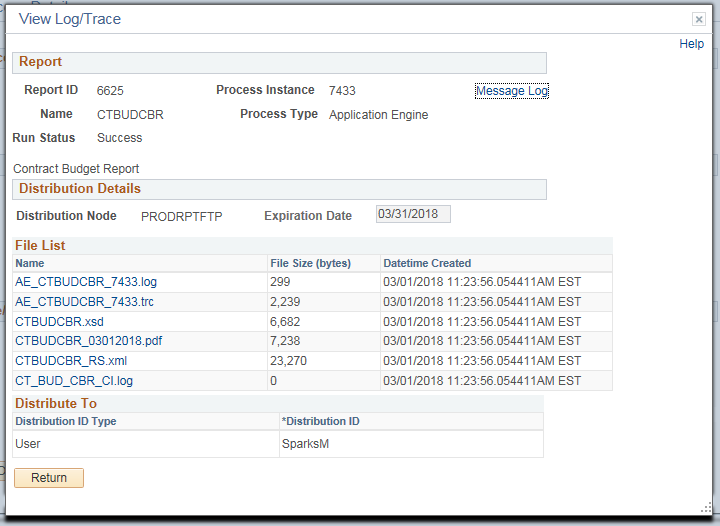
Click the **Details** link



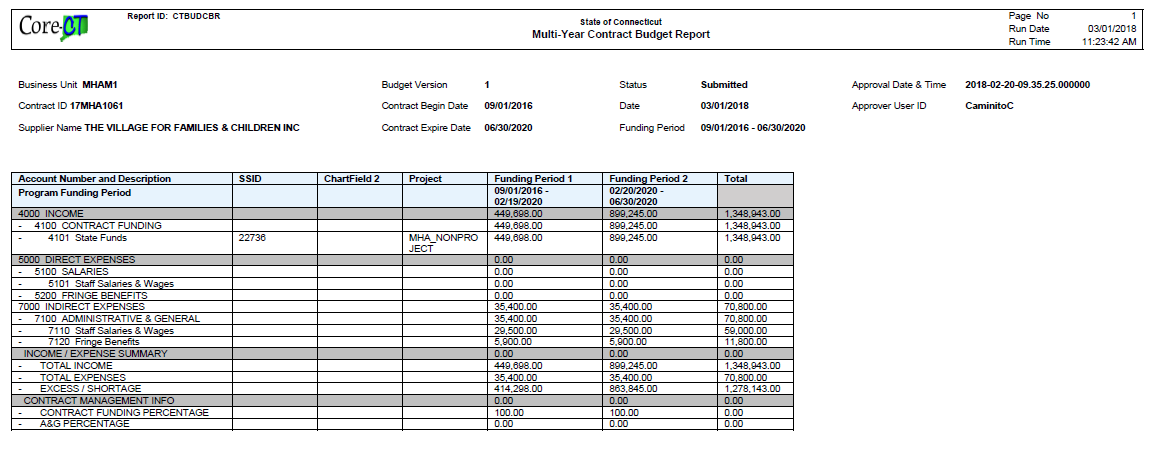
Click **View Log/Trace**



Select the file ending in “.pdf”



A sample Multi-Year Contract Budget Report is shown below



NOTE: This report combines all programs together under the funding period.

## Budget vs Actual Reporting

The process flow below outlines the steps which need to be completed in order for the Budget vs Actual Report to become approved. The **Provider** will enter and submit the information, and the **Agency** will then approve.

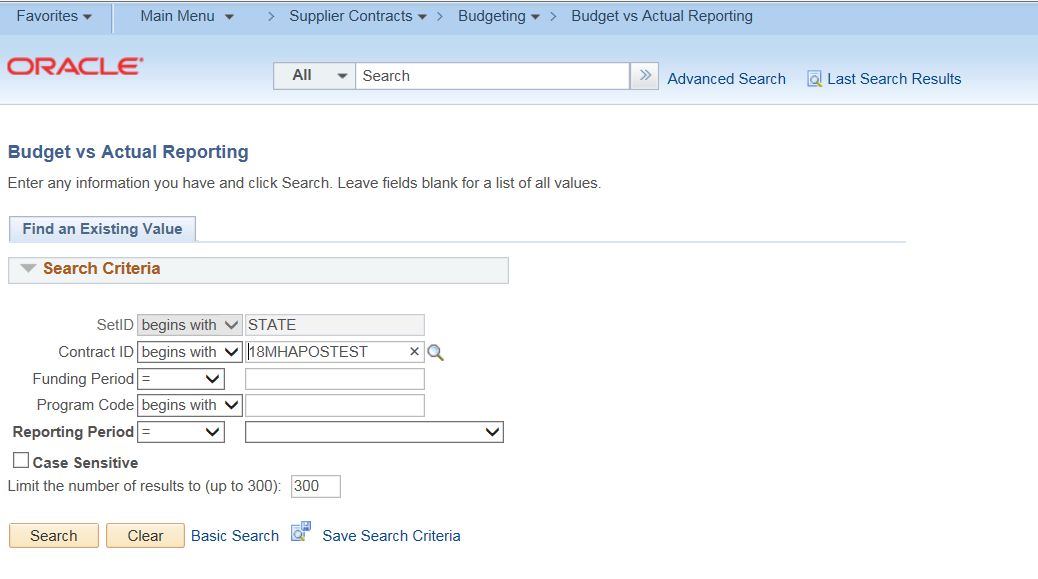
Agency

Provider

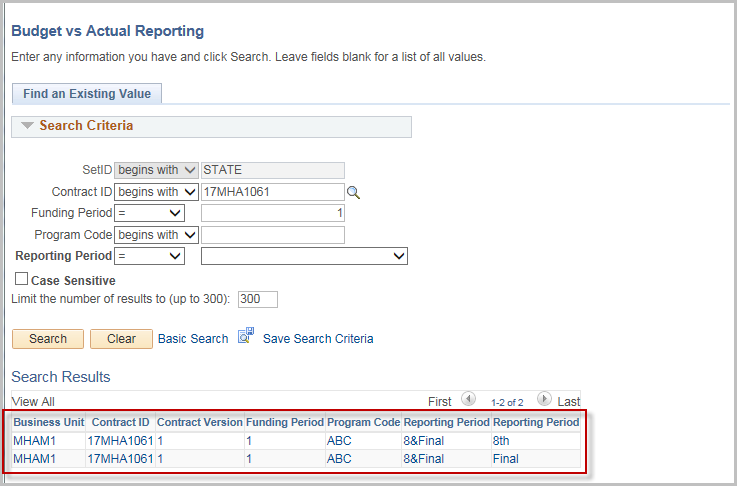
**Navigation:** Supplier Contracts > Budgeting > Budget vs Actual Reporting

The Budget vs Actual Reporting page will display.

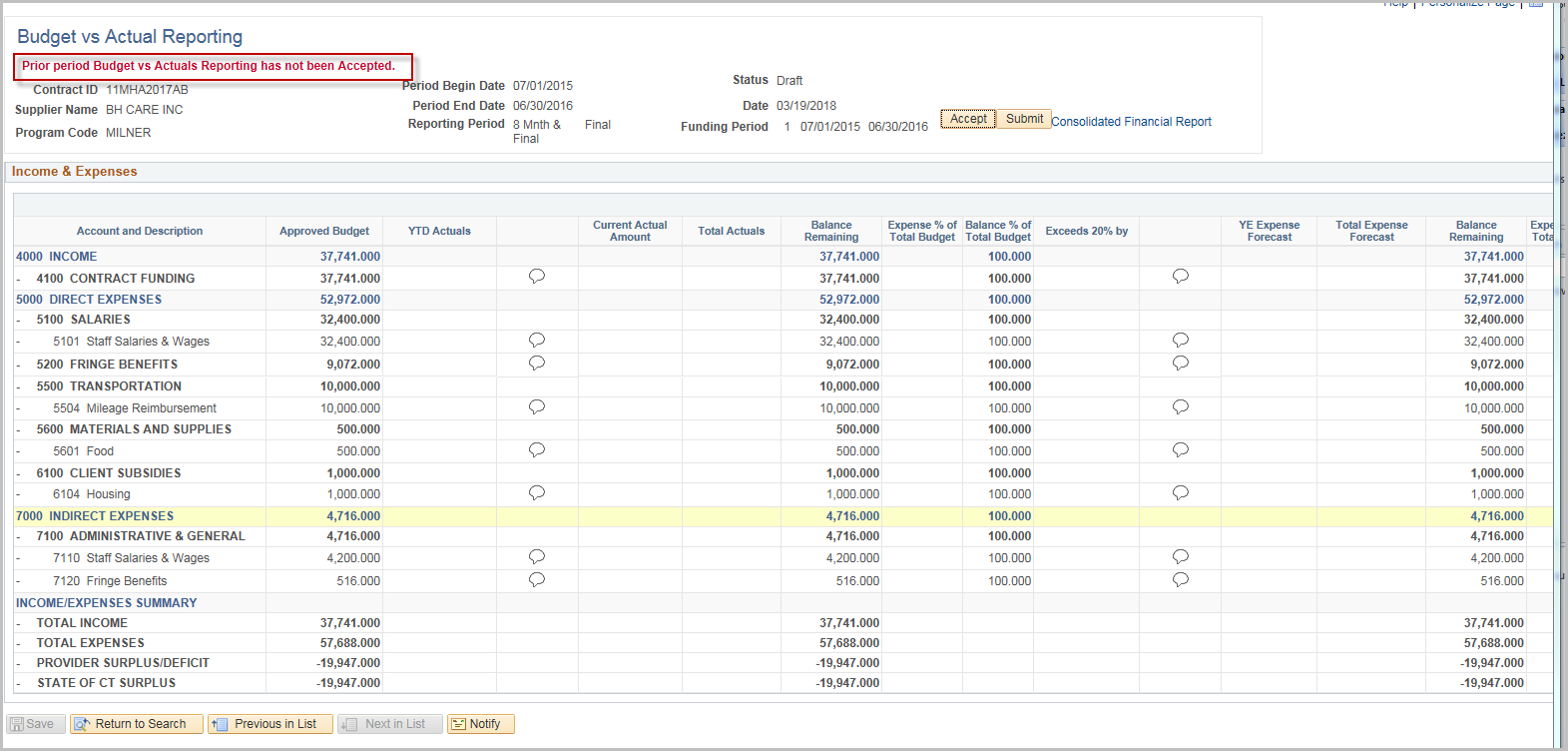
Enter **Contract ID** and click **Search**



The system will display all reports for all programs based upon the report requirement selected on the budget definition page



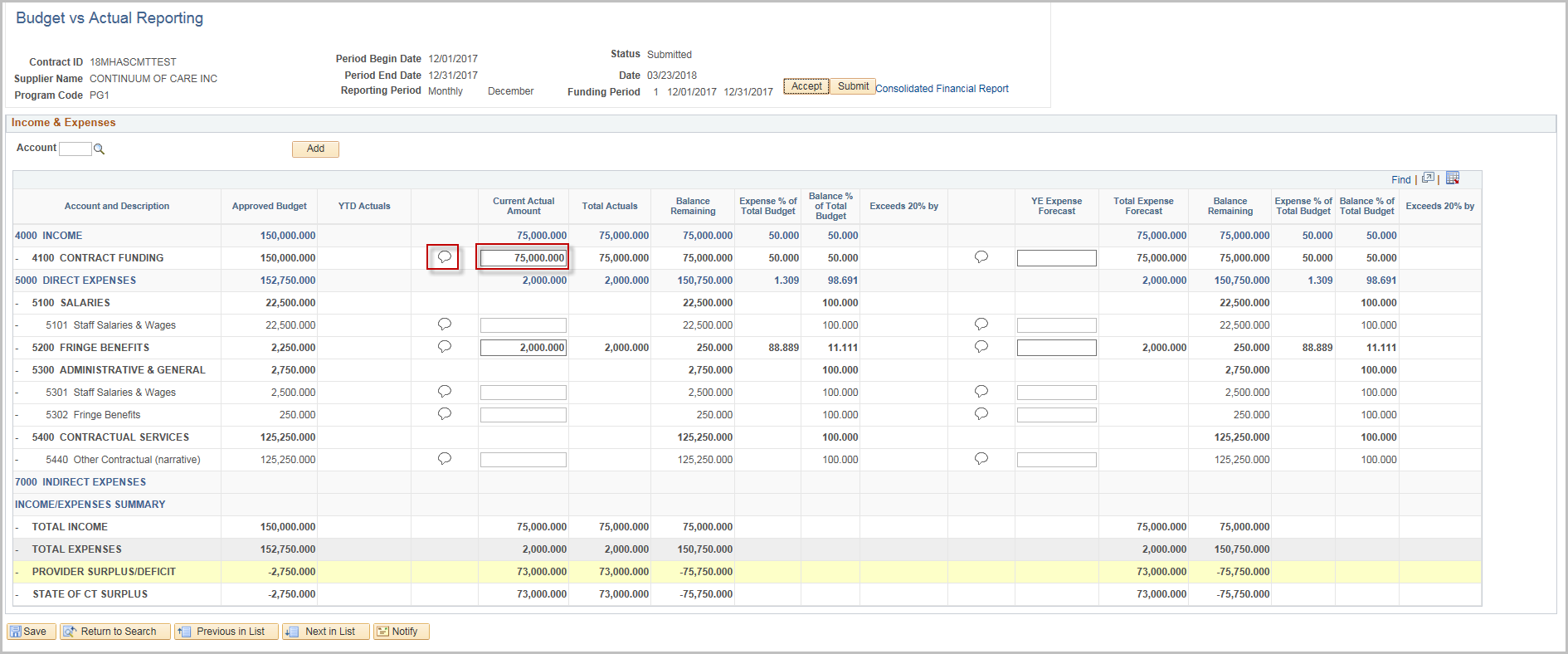
If a later version is selected in error, a message in red will display identifying that the previous report has not been accepted.

**NOTE:** New UCOA Account(s) may be added to the Report. It is up to the Agency to determine how these will be processed and if a Budget Revision will need to be entered prior to acceptance.

Enter the **Current Actual Amount** fields

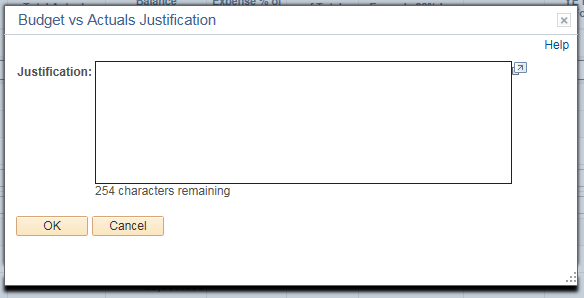
Enter the **YE Expense Forecast** fields

Click the Comment Balloon to enter **Justification** for all fields with entered values

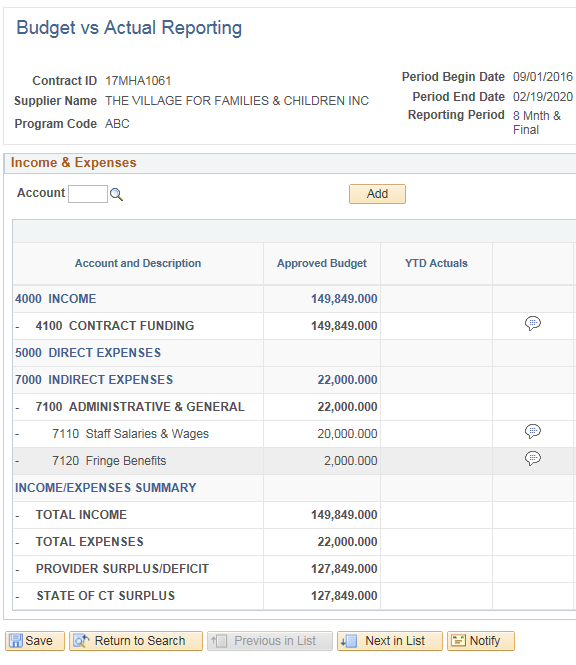


Enter the Justification comments

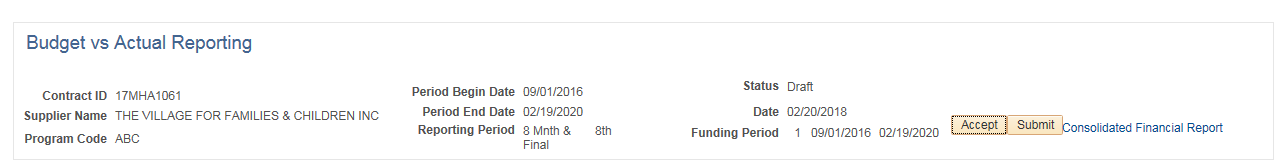
Click **OK**



Click **Save**



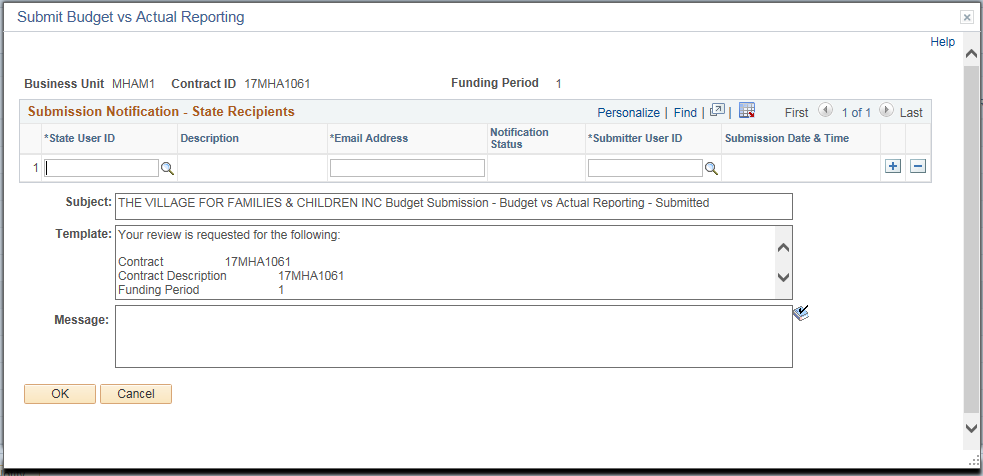
Click **Submit** to submit the Budget vs Actual Report



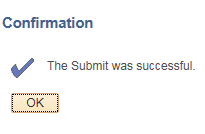
Enter **State User ID** (use magnifying glass to search)

Enter a message to be included in the email if needed

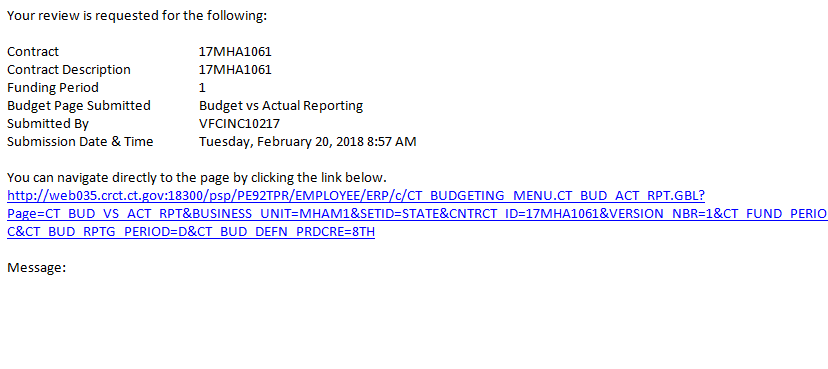
Click **OK**



Click **OK** to the confirmation message.



An email will be sent to the Agency.The Agency can click the hyperlink to approve the Budget vs Actual Report.



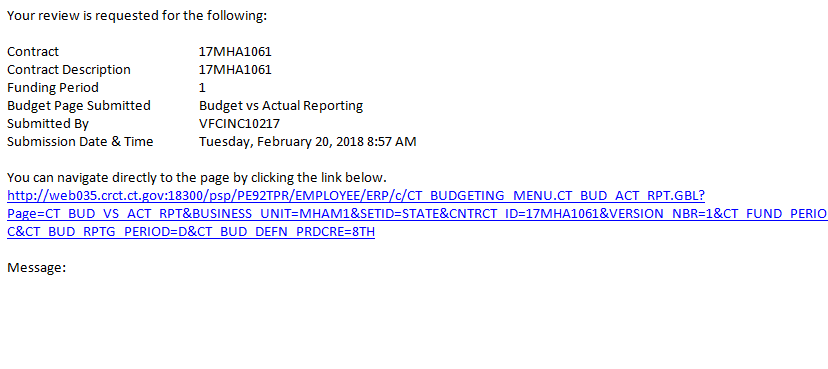
**Accept the Budget vs. Actual Report**

The process flow below outlines the steps which need to be completed in order to accept the Budget vs Actual Report. The **Provider** will enter and submit the information, and the **Agency** will then accept.

Agency

Provider

The following email will be received by the Agency once the Provider submits the Budget vs Actual Report.

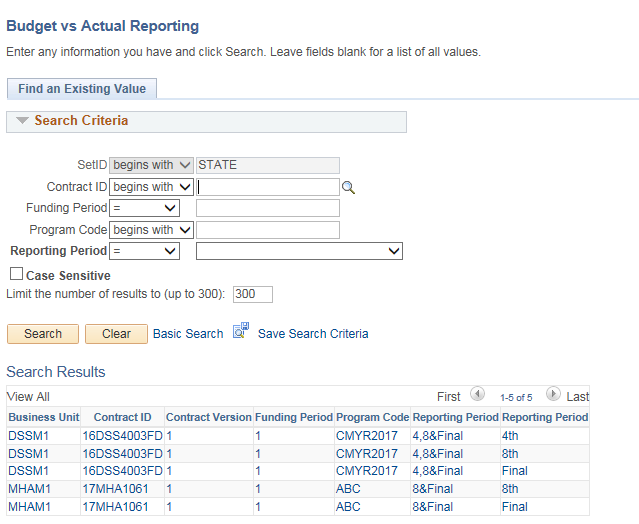


If the Agency does not click the hyperlink, they can use the navigation below:

**Navigation:** Supplier Contracts > Budgeting > Budget vs Actual Reporting

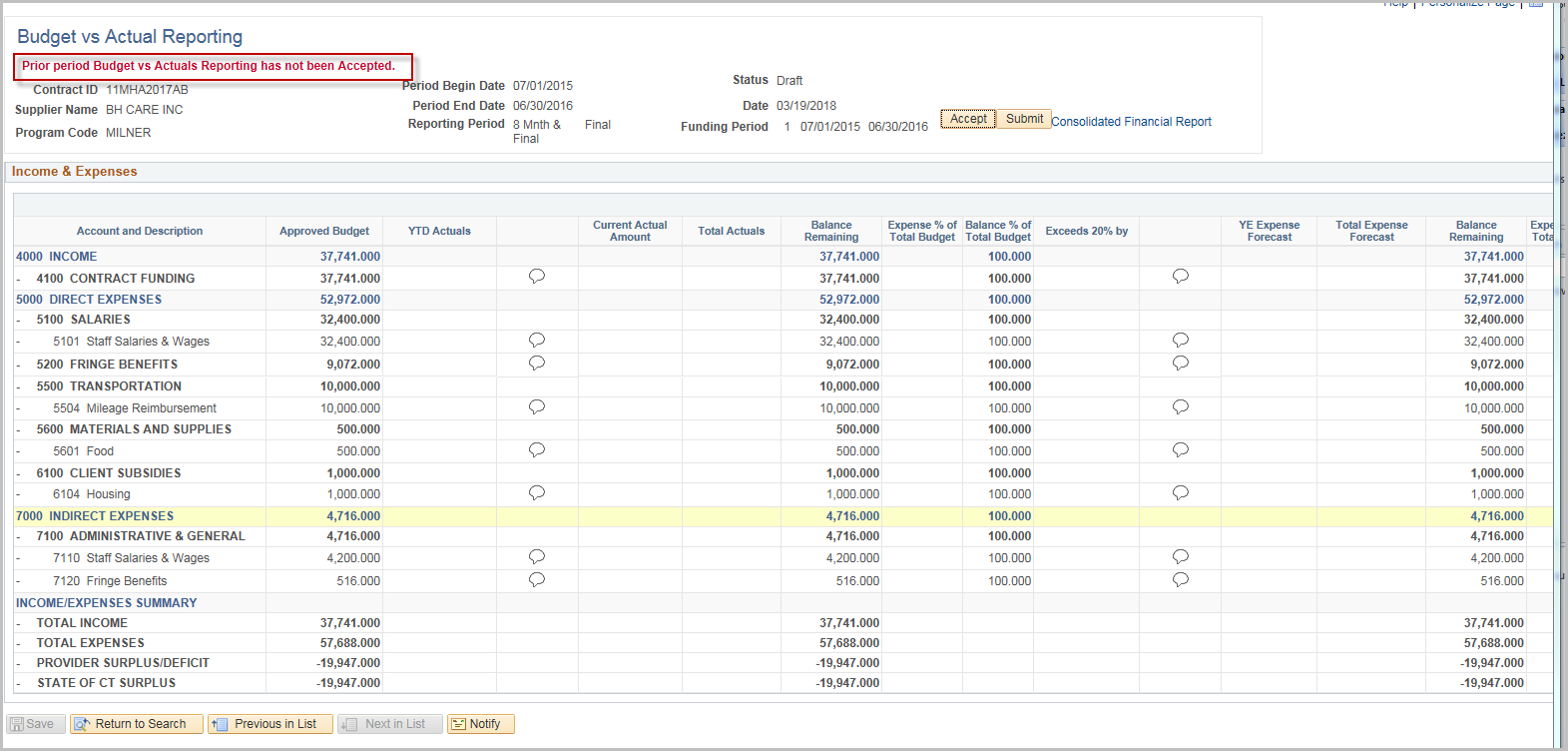
The Budget vs Actual Reporting page will display.

Enter the **contract id** or click **Search** and select the **Contract ID** for the Budget Report that is to be accepted.

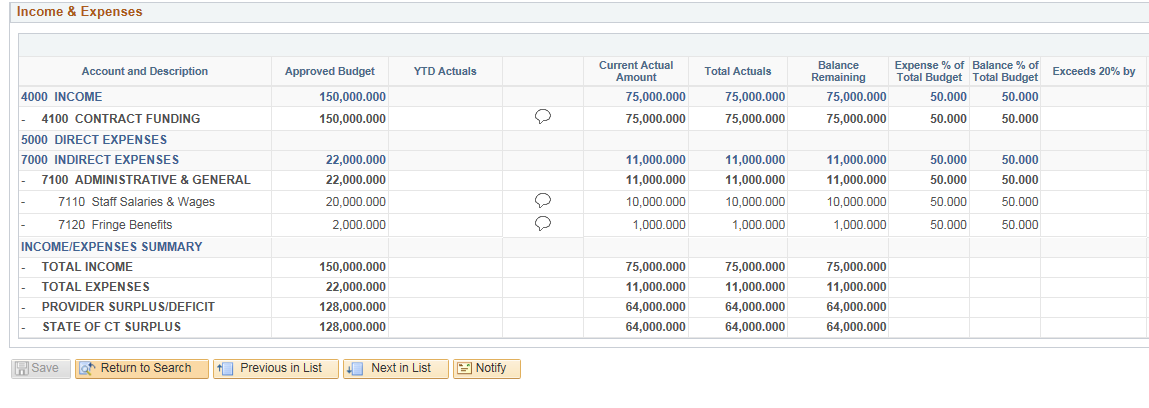


The search results will show all reports for each program of the contract.

If a later version is selected in error, a message in red will display identifying that the previous report has not been accepted.

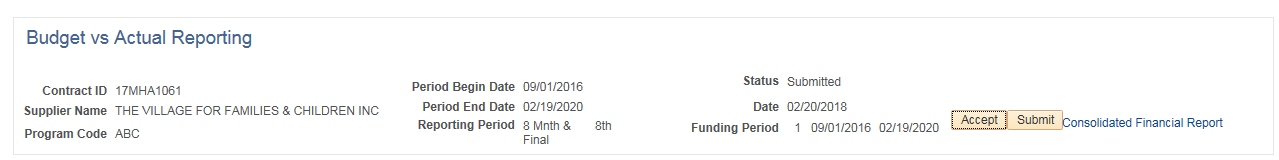


Review the Budget vs Actuals information



If there are any discrepancies or amounts that need to be update, DO NOT click Accept. Contact the Provider (either by email or using the Notify option in the appendix) to have them correct the entries.

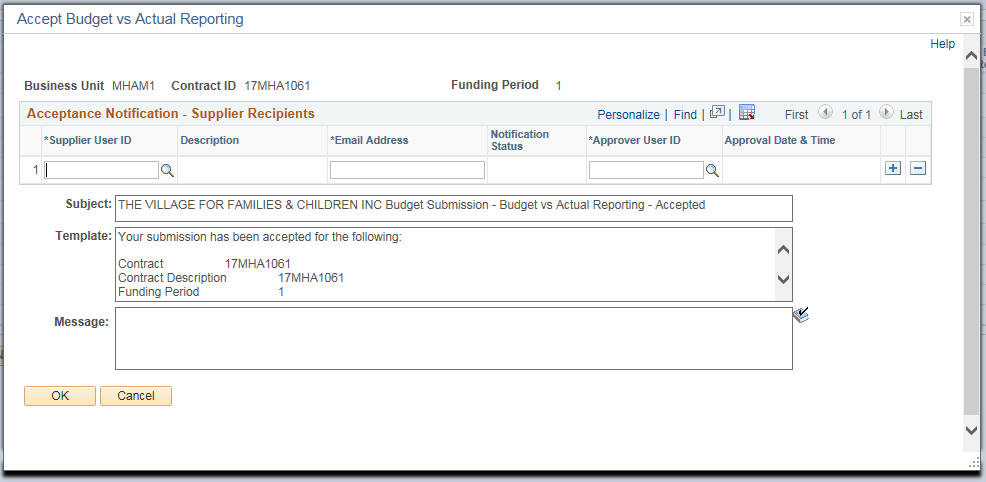
Click **Accept.**



This will open up the Acceptance Notification screen where the user will notify the Provider that the Budget vs Actual Report has been accepted.

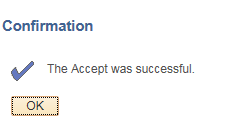
Enter the **Supplier User ID** or use the magnifying glass to search

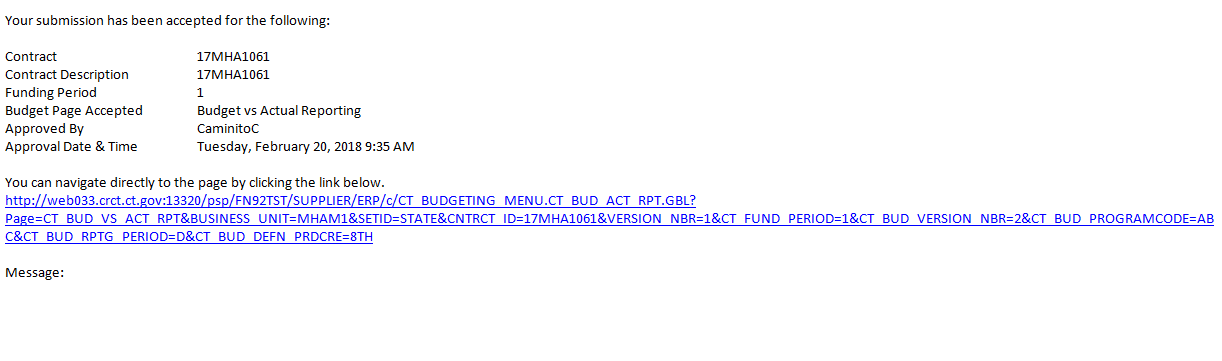
Enter a message to be included in the email if needed



Click **OK**

Click **OK** to the confirmation message.



An email will be sent to the Provider. The Provider will now know that the Budget vs Actual Report has been accepted.

## Consolidated Financial Report

The following shows how to run a Consolidated Financial Report

**Navigation:** Supplier Contracts > Budgeting > Consolidated Financial Report

The Consolidated Financial Report page will display.

Select the Add a New Value tab

Create a new **Run Control ID**

When creating a Run Control ID, make sure it is something that will be easily identifiable when running future reports.

Click **Add.**



Enter or search for the **Contract ID**

Enter the **Funding Period**

(The Funding Periods for this report setup are the value (i.e. 1, 2, 3) not the actual dates.

Select the **Report Detail**

If Summary is selected the next two options will not be available.

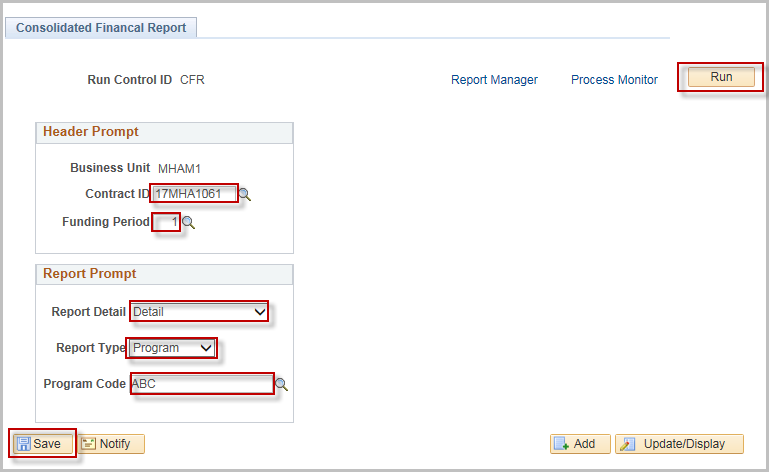
If Detail is selected

Select the **Report Type** (Program or All)

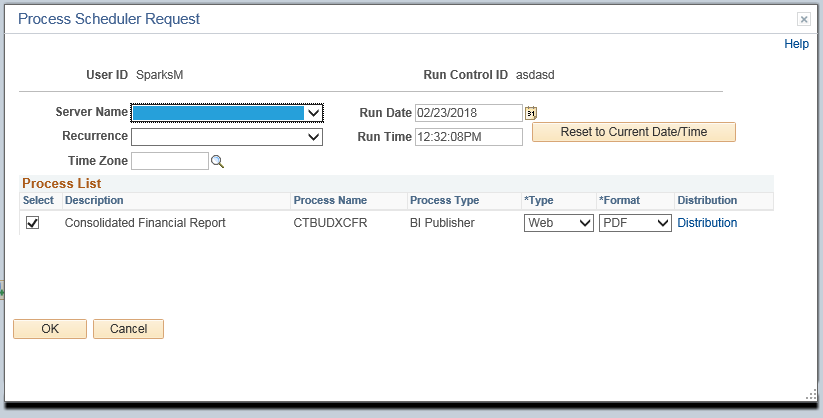
If **Program** is selected you must enter the Program Code.

Click **Save**

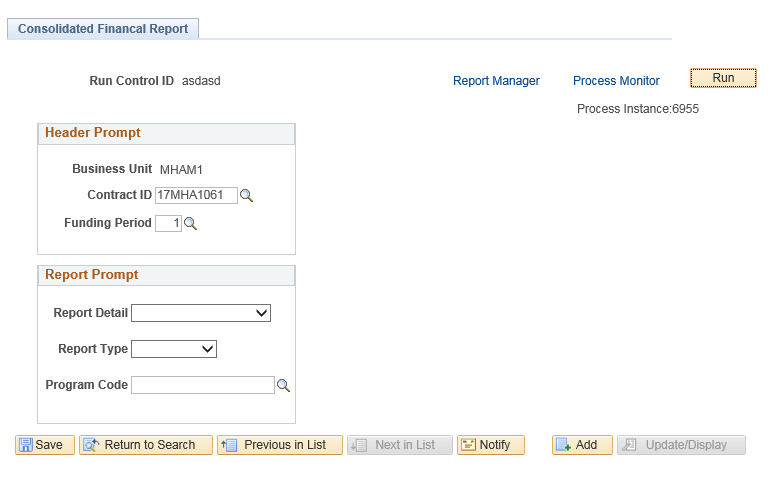
Click **Run**



Click **OK**

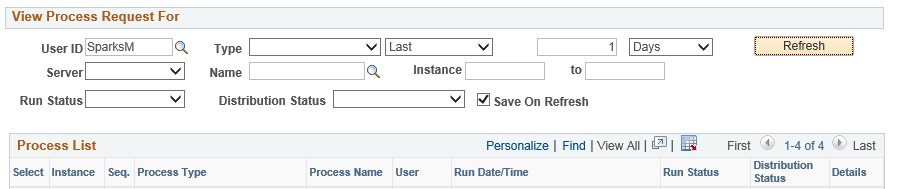
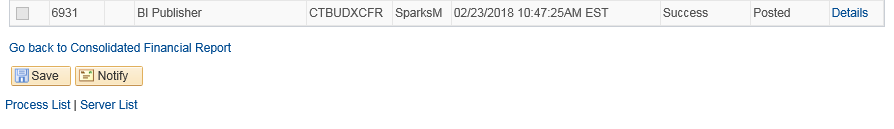


Click the **Process Monitor** link

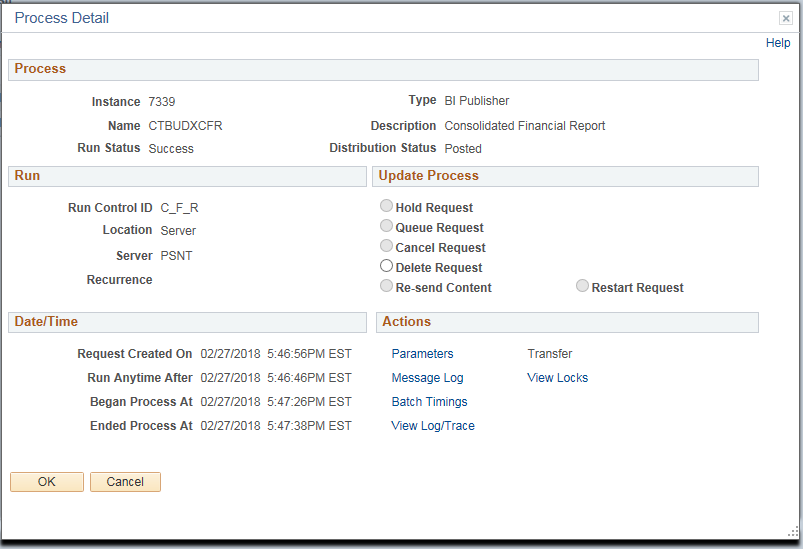


Click **Refresh** until **Run Status** and **Distribution Status** reads Success and Posted

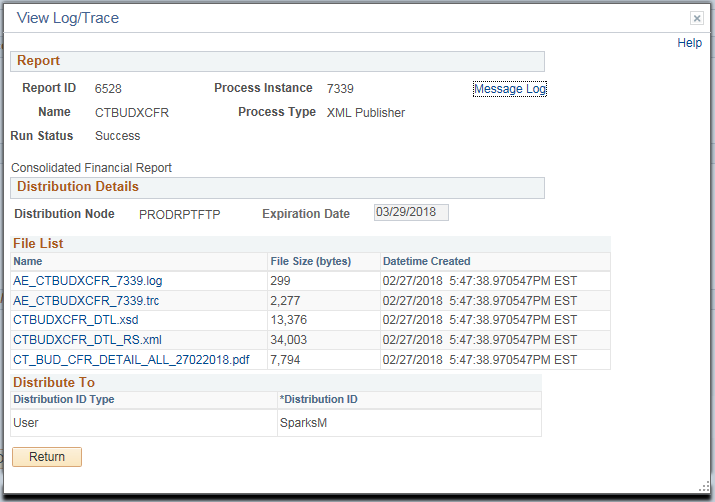
Click the **Details** link

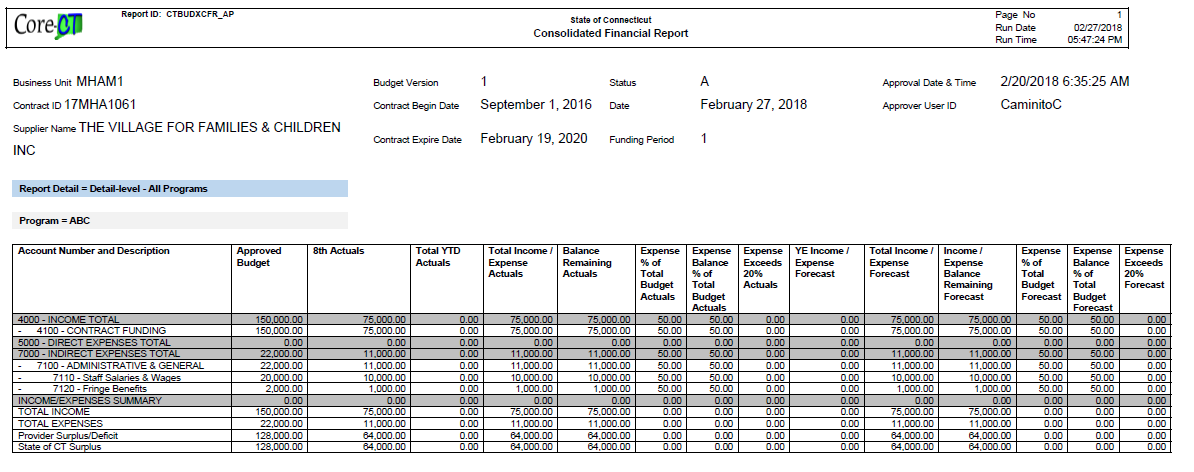


Click the **View Log/Trace** link



Click the “.pdf” file to view the report



A sample Consolidated Financial Report is shown below

## Salary Detail Actuals Reporting

The process flow below outlines the steps which need to be completed in order for the Salary Detail Actuals Report to become **approved**. The **Provider** will enter and submit the information, and the **Agency** will then approve.

Agency

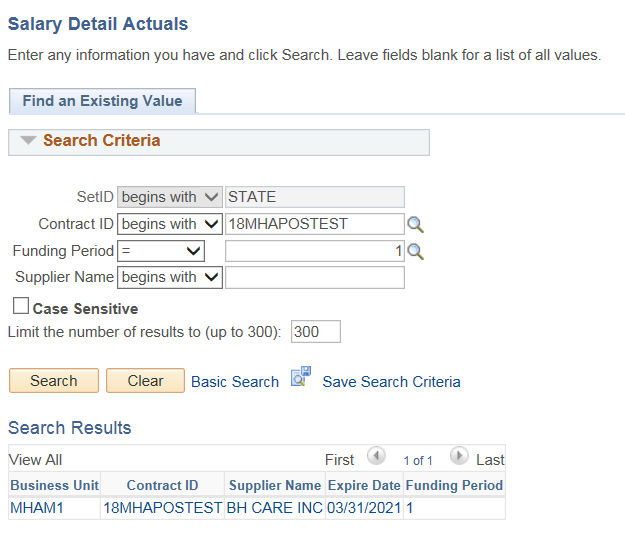
Provider

**Navigation:** Supplier Contracts > Budgeting > Salary Detail Actuals

The Salary Detail Actuals page will display.

Enter the **Contract ID (or use the magnifying glass)**

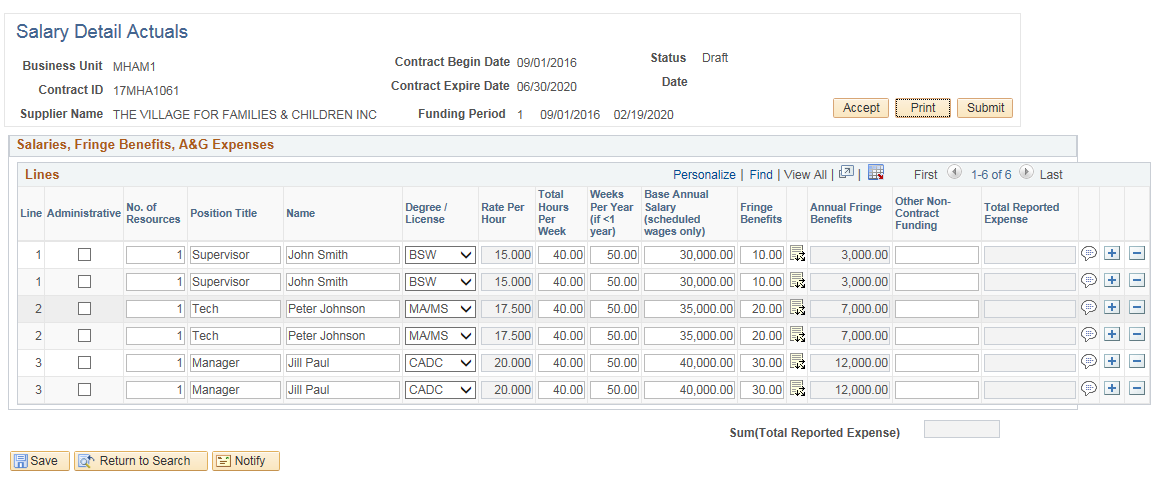
Click **Search**.



The Salary details page will display with the values from the last accepted Schedule A Salaries.

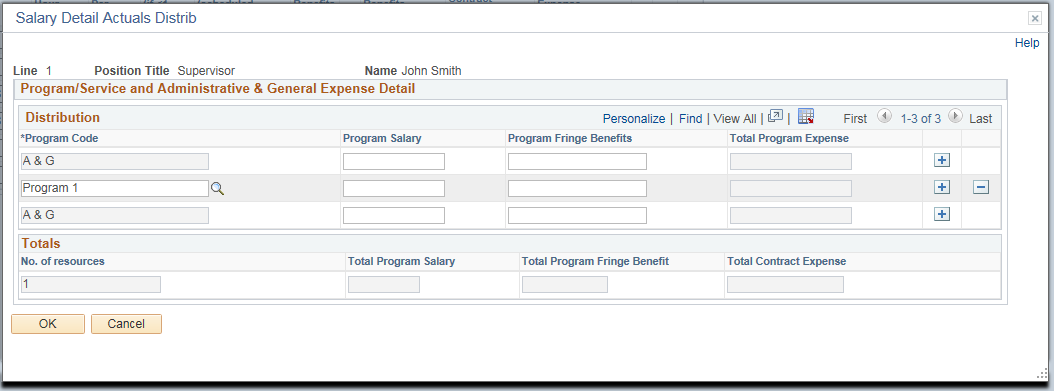
Update any of the editable fields that need to be changed.

Click on the **Funding Distribution** icon



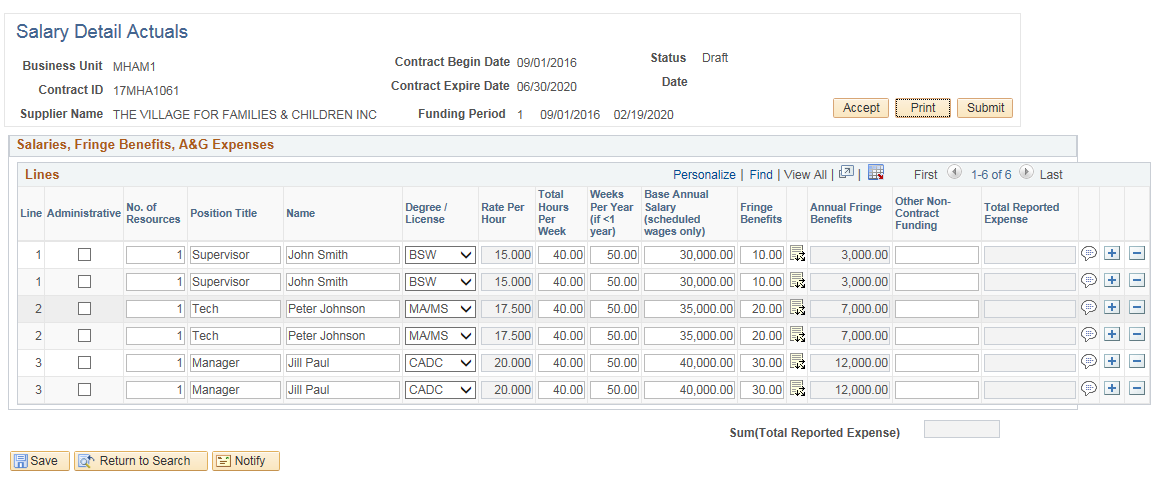
Update any of the **Program Code**(s) that need to be changed

Click OK



Repeat this process for all lines that need to be updated

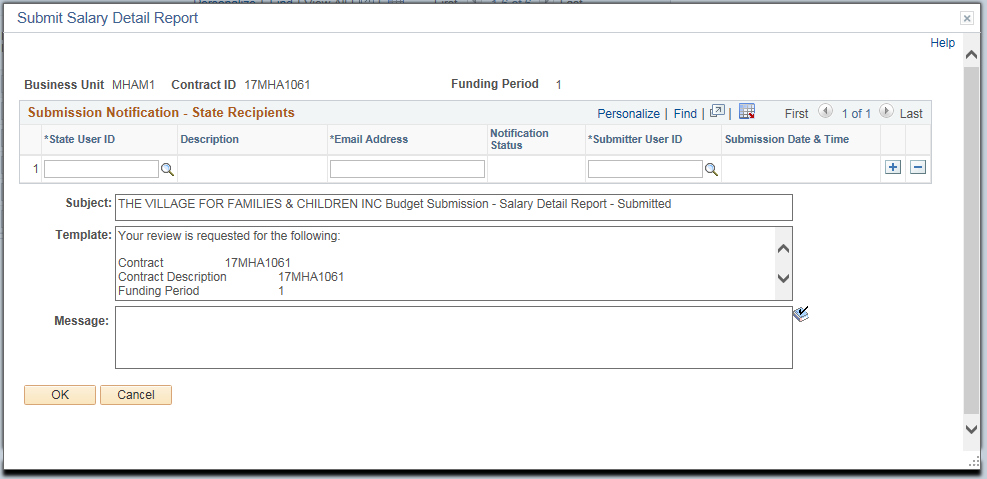
Click **Submit**



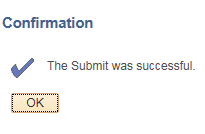
Enter the **State User ID** or use the magnifying glass to search

Enter a message to be included in the email if needed

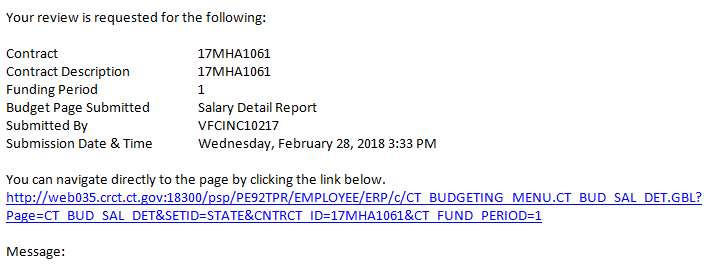
Click **OK**



Click **OK** to the confirmation message.



An email will be sent to the Agency.The Agency can click the hyperlink to approve the Salary Detail Actuals Report.

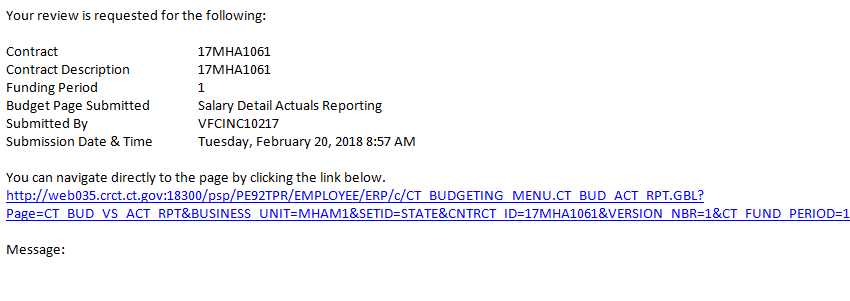


**Accept a Salary Detail Actuals Report**

Agency

Provider

An email will be received by the Agency once the Provider submits the Salary Detail Actuals Report.



The Agency can click the hyperlink or use the navigation below:

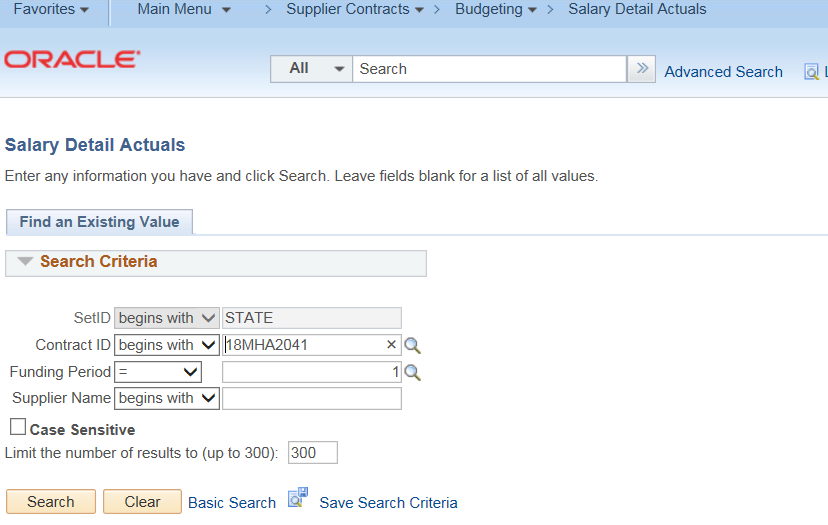
**Navigation:** Supplier Contracts > Budgeting > Salary Detail Actuals

The Salary Detail Actuals page will display.

Enter the **Contract ID** (or use the magnifying glass) for the Budget Report that is to be accepted

Enter the **Funding Period**

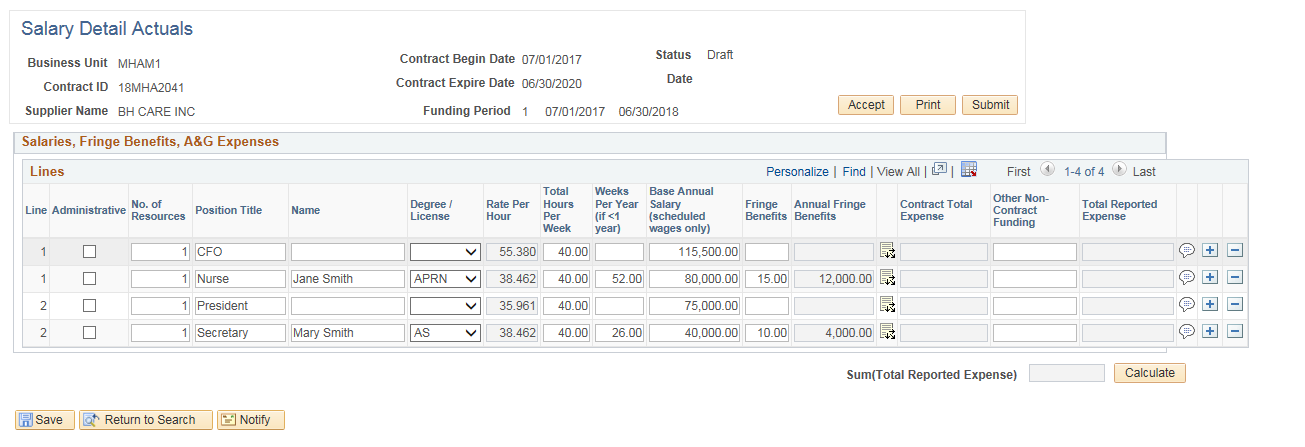
Click **Search**



Reviewthe Submitted Salary Details

If there are any discrepancies or amounts that need to be update, DO NOT click Accept. Contact the Provider (either by email or using the Notify option in the appendix) to have them correct the entries.

Click **Accept.**

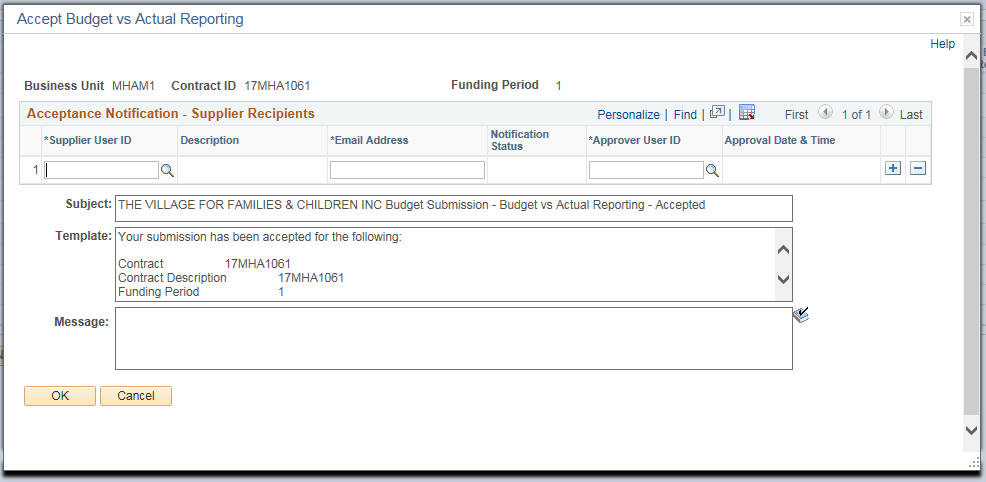


This will open up the Acceptance Notification screen where the Provider will be notified that the Salary Details Actual Report has been accepted.

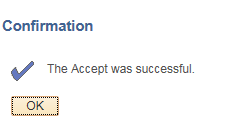
Enter the **Supplier User ID** or use the magnifying glass to search

Enter message to be included in the email if needed

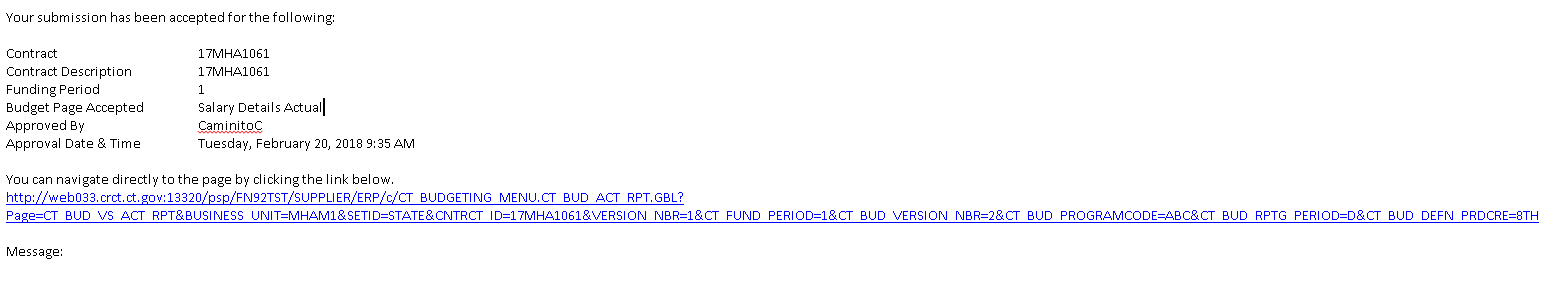
Click **OK**



Click **OK** to the Confirmation message.



An email will be sent to the Provider. The Provider will now know that the Salary Detail Actuals Report has been accepted.



# Enter a Budget Revision

The process flow below outlines the steps which need to be completed in order to accept a Budget Revision. The **Provider** will enter and submit the information, and the **Agency** will then approve.

Agency

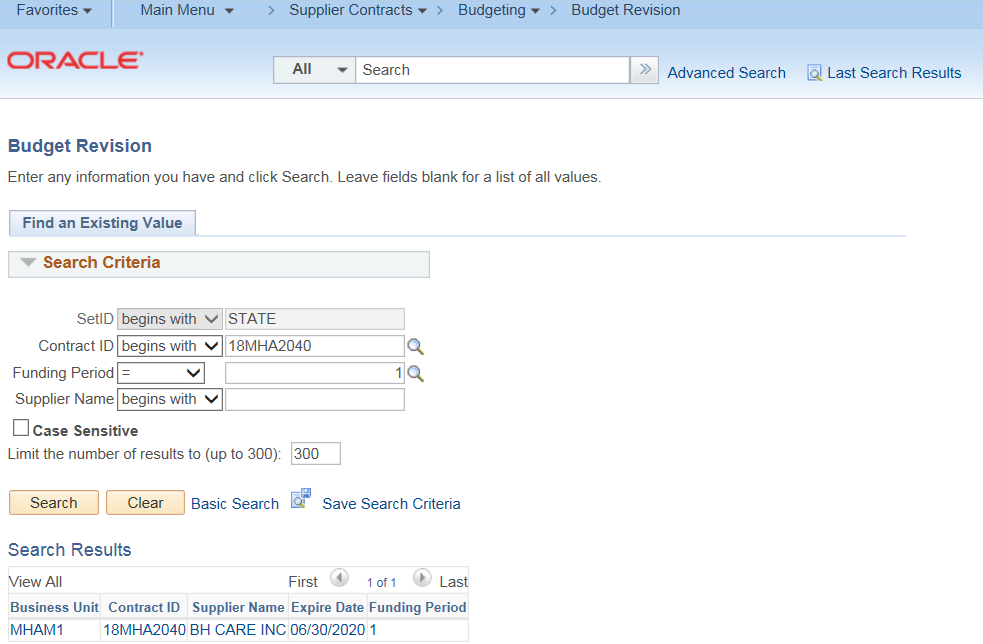
Supplier

**Navigation:** Supplier Contracts > Budgeting > Budget Revision

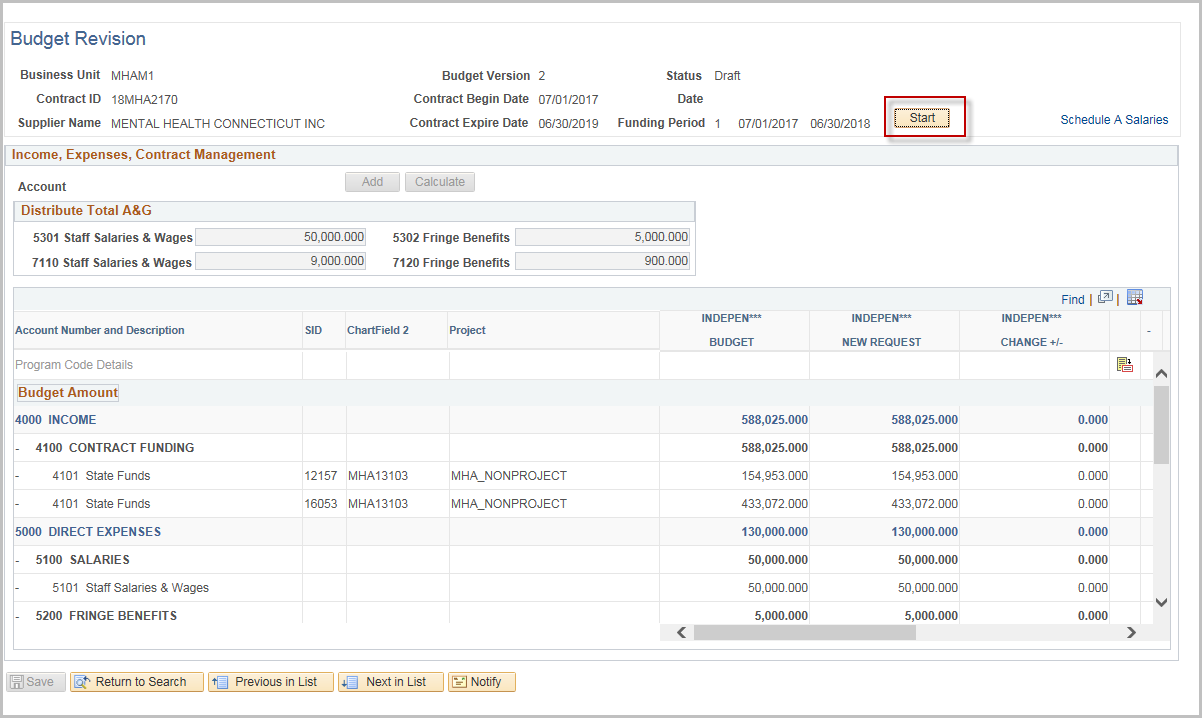
The Budget Revision page will display.

Enter **Contract ID**.

Click **Search**



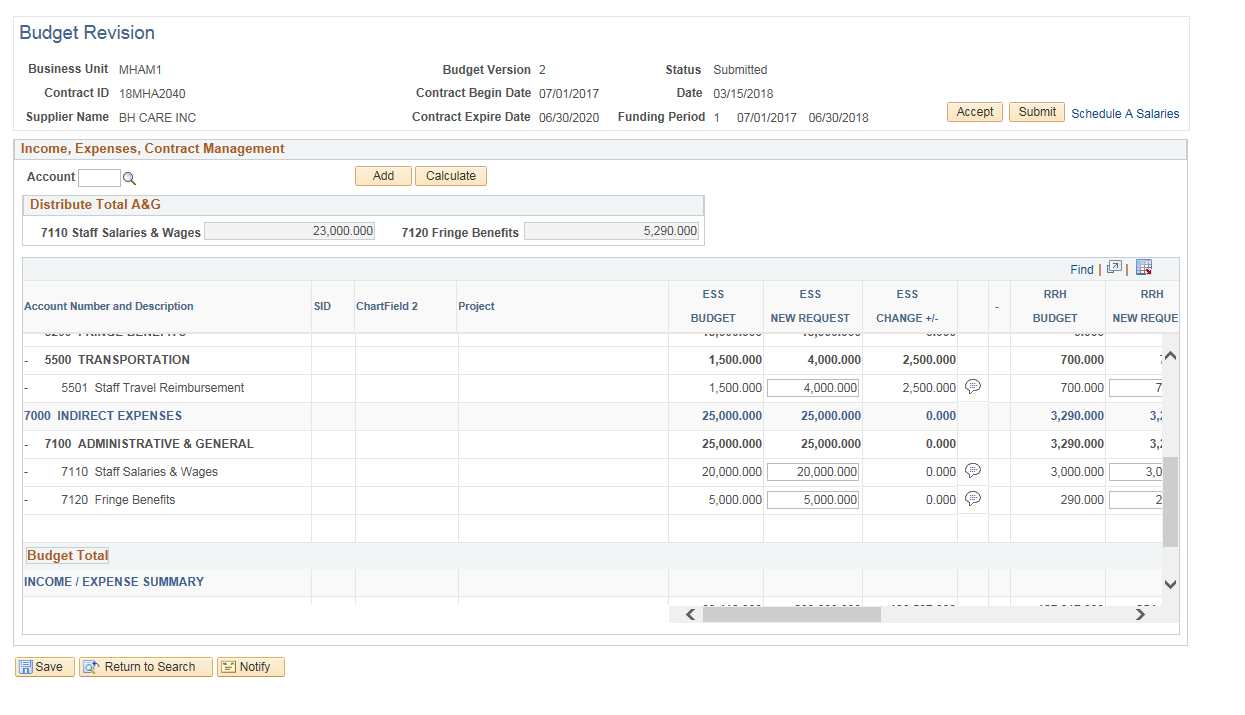
To begin a budget revision click Start



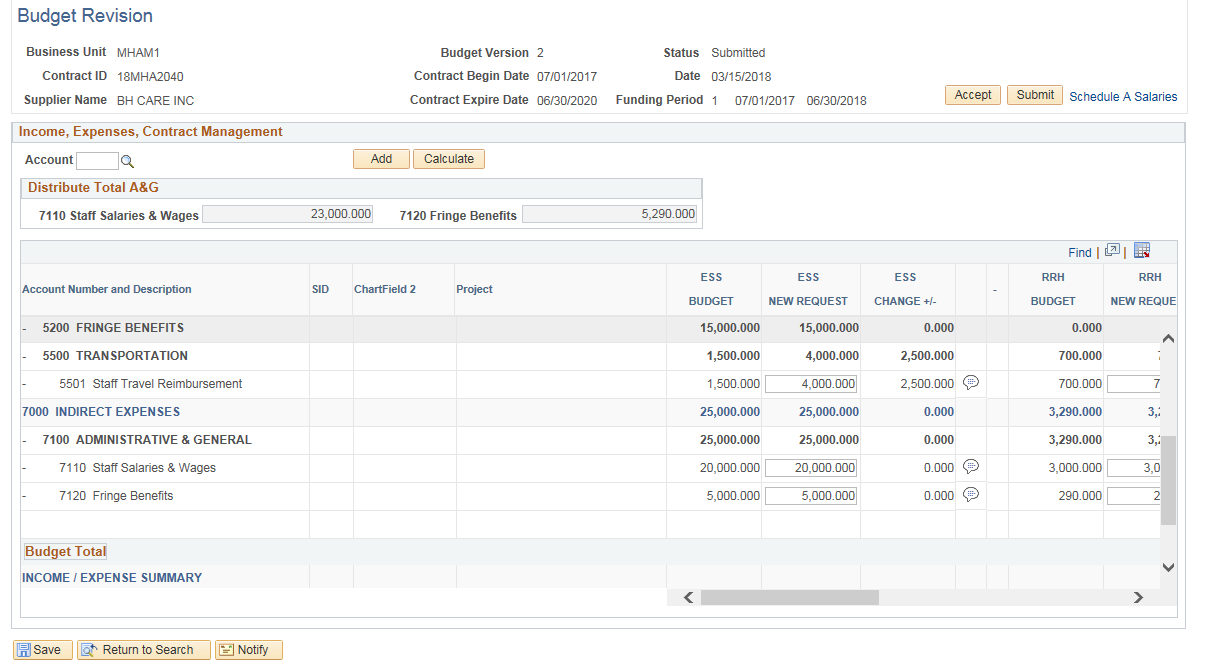
This will open up the Program values so they can be modified.

Enter the new values under the **New Request** column as needed

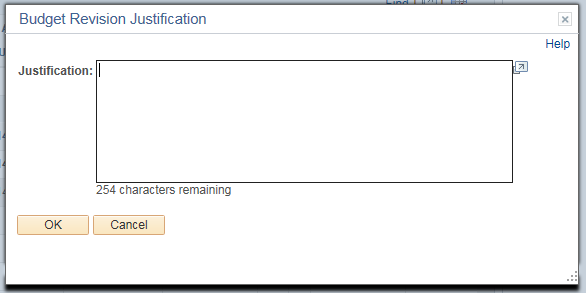
If needed, a new account may be added.

Use the Scroll bar to enter any other revisions needed in the **New Request** fields

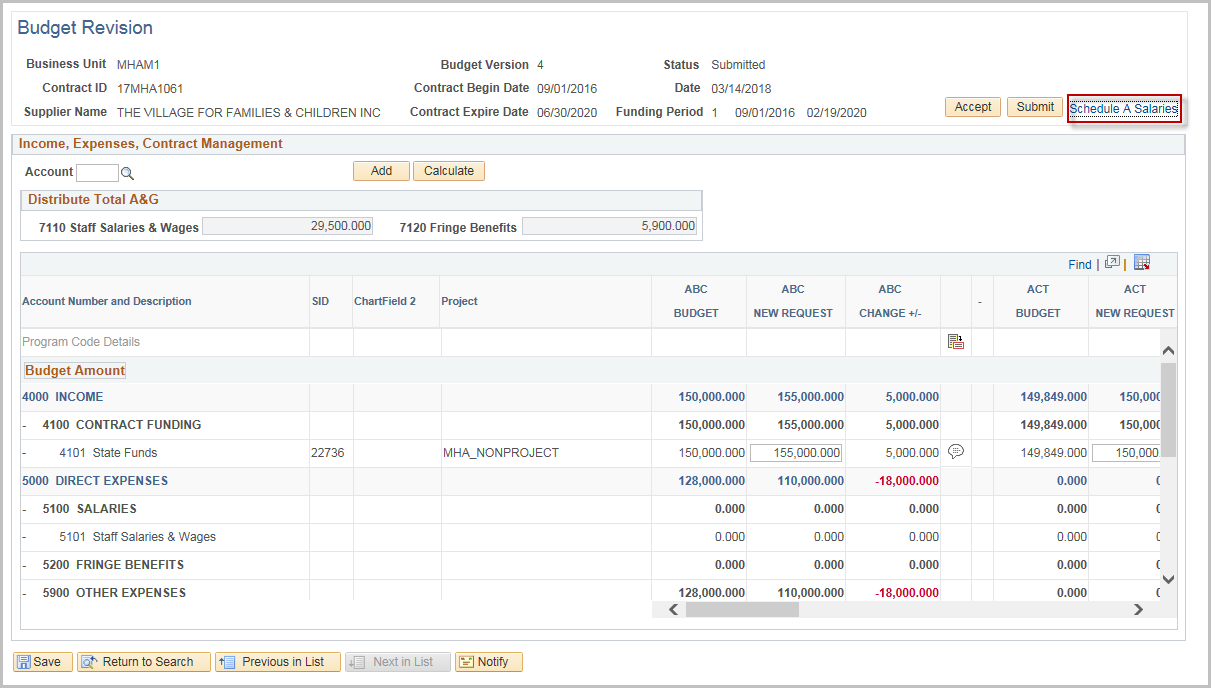
Click on the Comment Balloon to enter **Justification** comments



Provide Justification for each revision

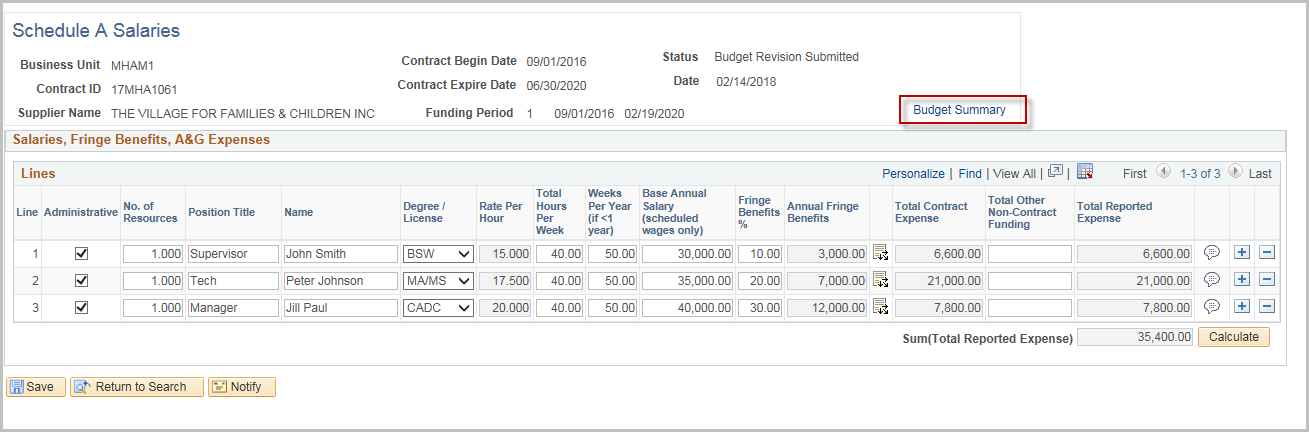


If the salaries need to be revised, click the Schedule A Salaries hyperlink



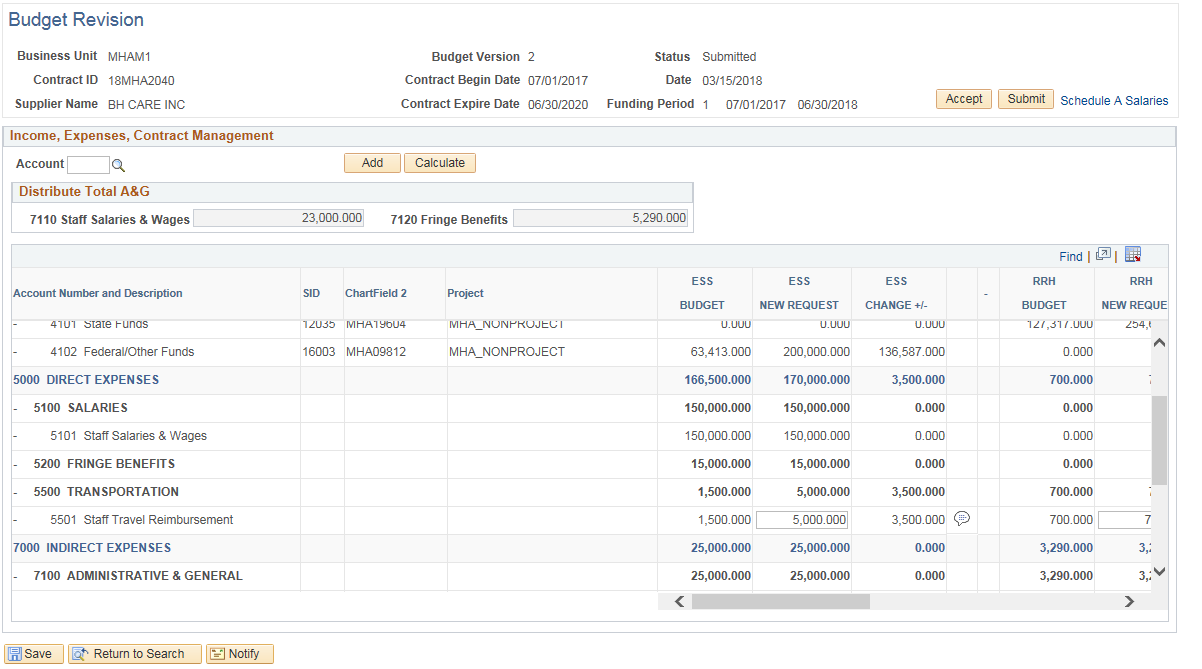
Make the changes and update the justifications

Click the Budget Summary hyperlink to return to the Budget Summary page

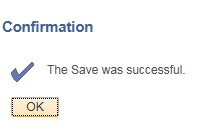


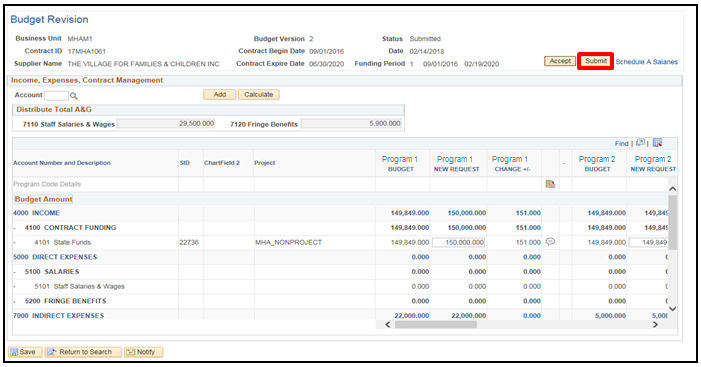
Confirm that the revised Salaries and Fringe Benefits for all programs equal the Totals allocated from the “Schedule A Salaries” page

Click **Save**



Click **OK** to the Confirmation message**.**

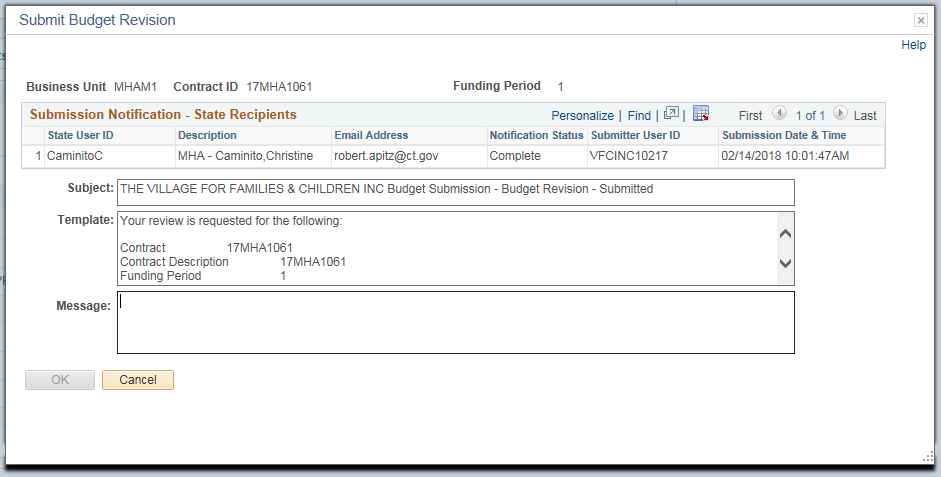


Click **Submit.**

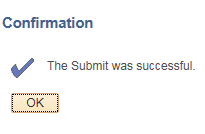
After submitting the Submission Notification screen will open where the Provider will notify the user that the Budget has been submitted for revision.

Enter a message in the email if necessary.

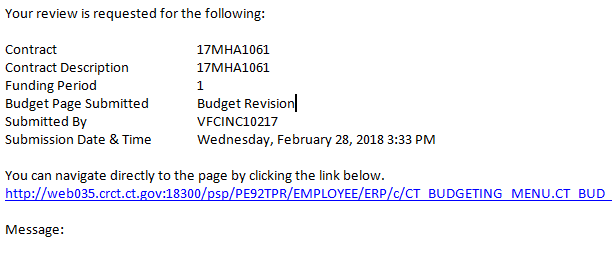
Click **OK**



Click **OK** to the confirmation message**.**



An email will be sent to the Agency. They will be able to follow the hyperlink in the email shown below to begin the process to accept the Budget Revision.



## Accept a Budget Revision

Agency

Supplier

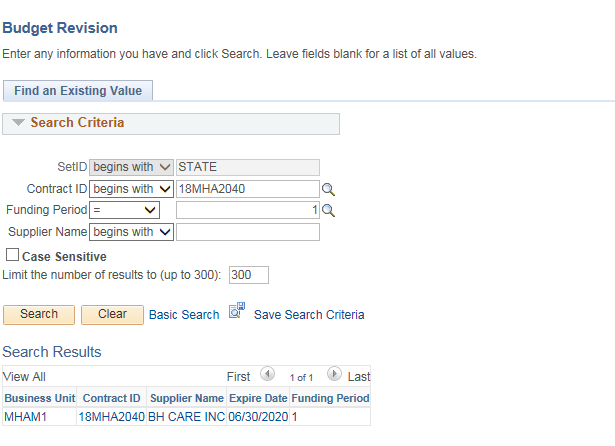
**Navigation:** Supplier Contracts > Budgeting > Budget Revision

The Budget Revision page will display.

Enter **Contract ID**

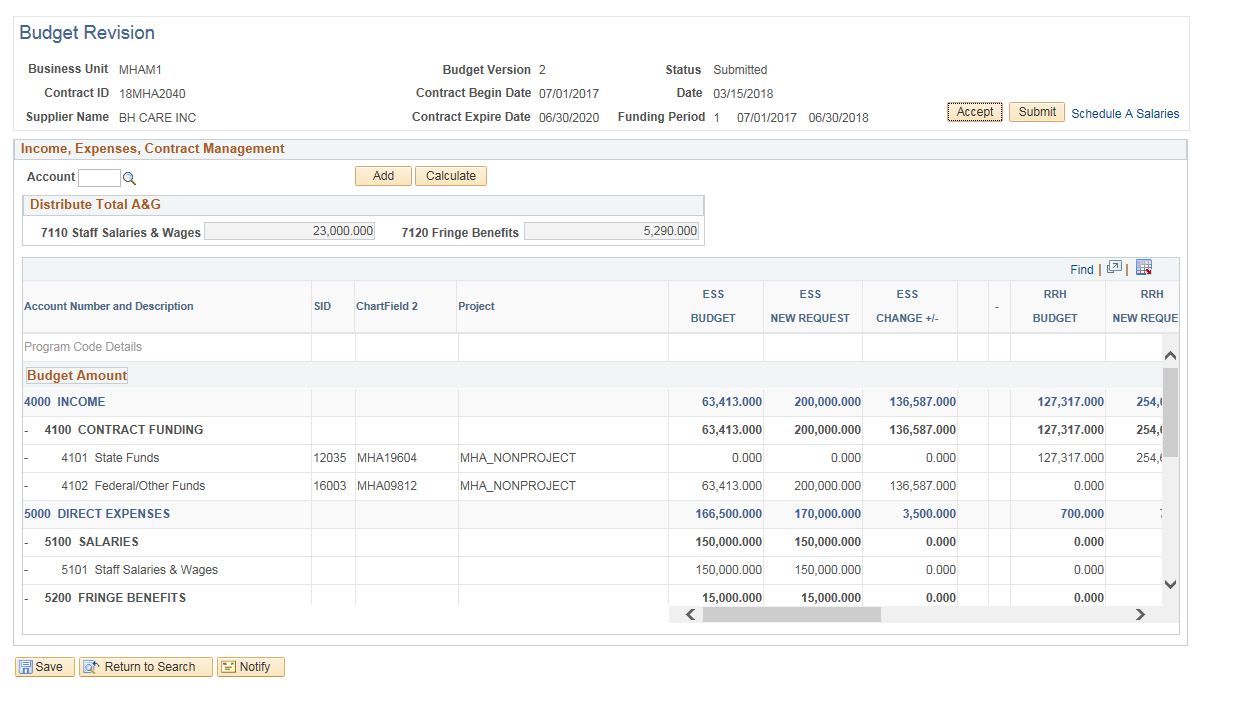
Click **Search**

Select the **Contract ID** that is to be accepted



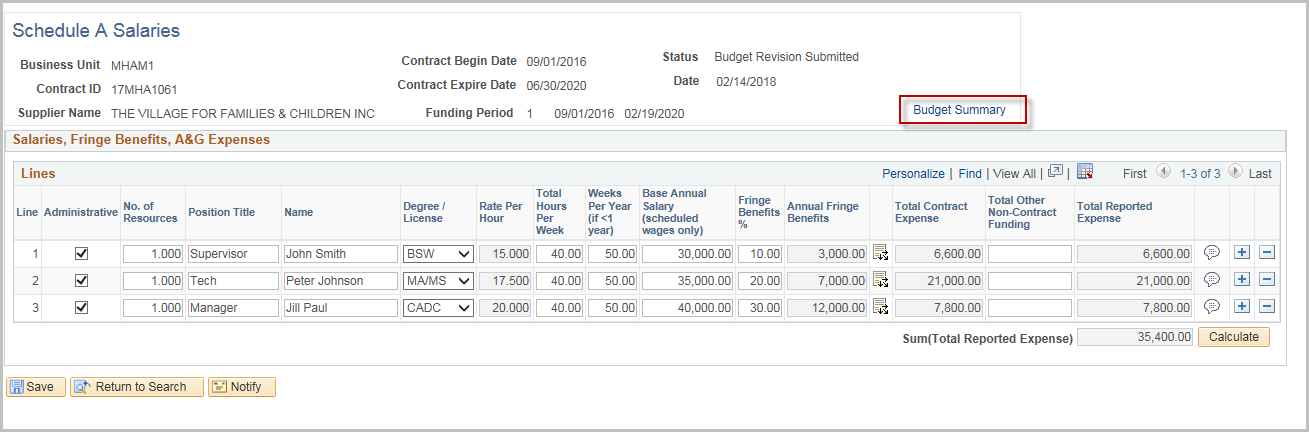
Review the Revisions that have been made by the Provider.

Click the **Schedule A Salaries** link to review any changes to the Salaries.

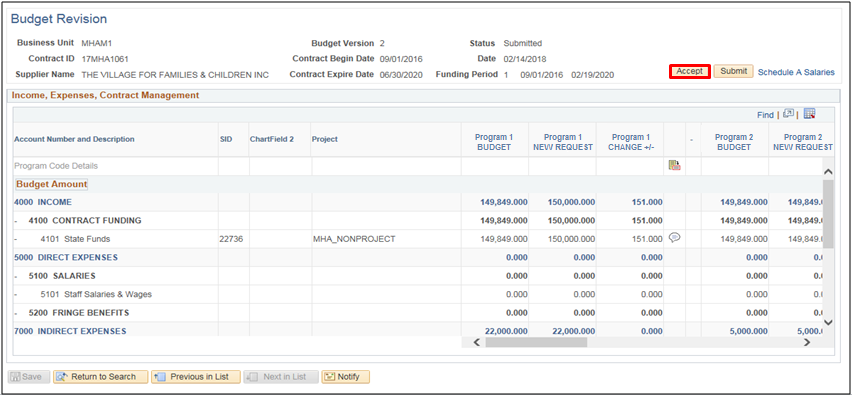


If there are any discrepancies or amounts that need to be update, DO NOT click Accept. Contact the Provider (either by email or using the Notify option in the appendix) to have them correct the entries.

Click the Budget Summary hyperlink to return to the Budget Summary page



Click **Accept.**

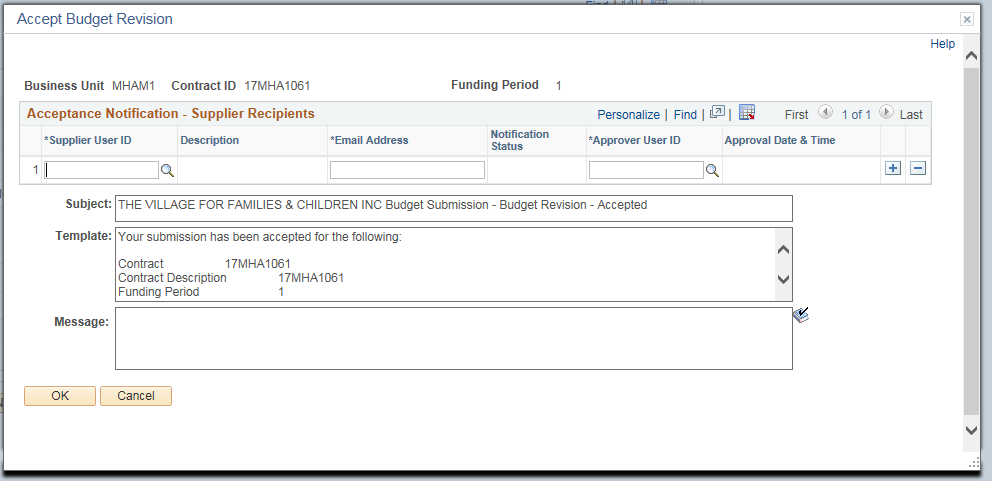
****

This will open up the Acceptance Notification screen where the user will notify the Provider that the Budget revision has been accepted.

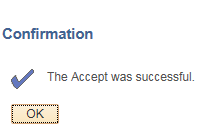
Enter **Supplier User ID** or use the magnifying glass to search

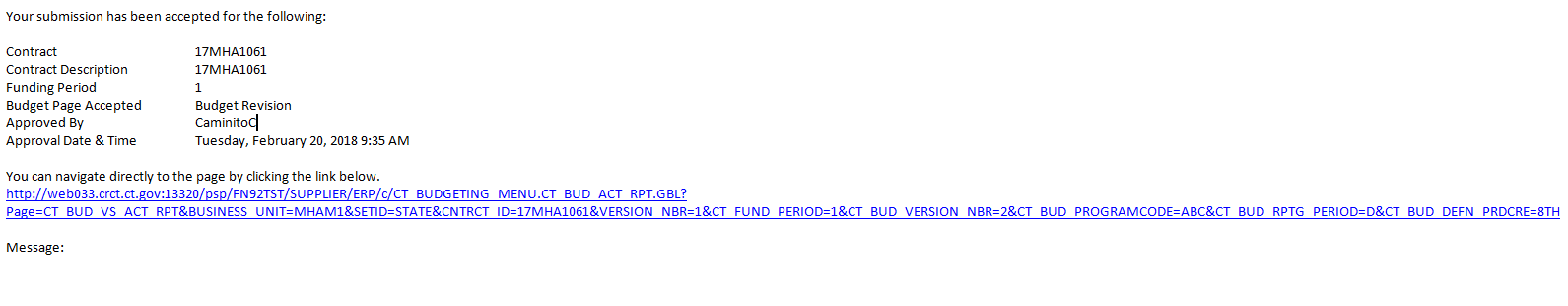
Enter a message to be included in the email if needed

Click **OK**



Click **OK** to the Confirmation message**.**



An email will be sent to the Provider. The Provider will now know that the Budget Revision has been accepted.

The status is Accepted and all the lines are un-editable

The plus and minus buttons that are normally present will not be there.

# Reset the Funding Period

The following shows how to create Funding Period Budget Workbook Pages.

**Navigation:** Supplier Contracts > Budgeting > Reset Funding Period

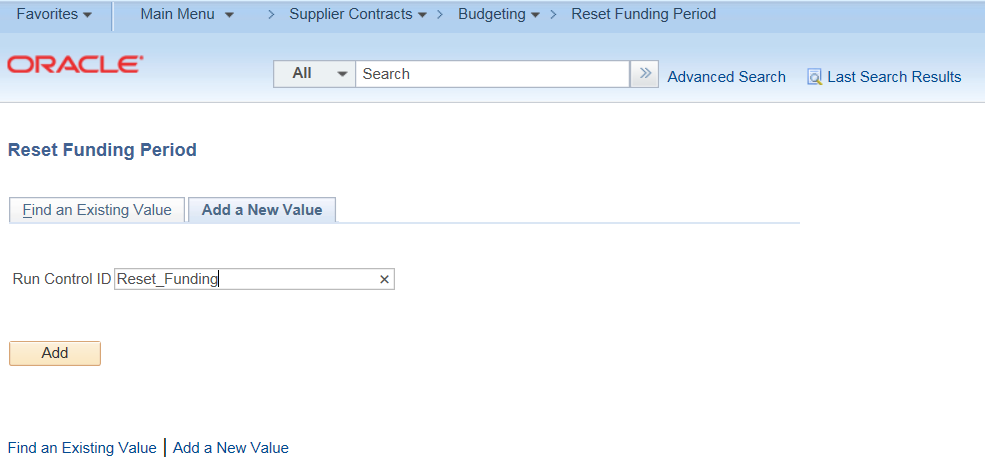
The Reset Funding Period page will display.

Select the **Add a New Value** Tab

Enter the **Run Control ID**

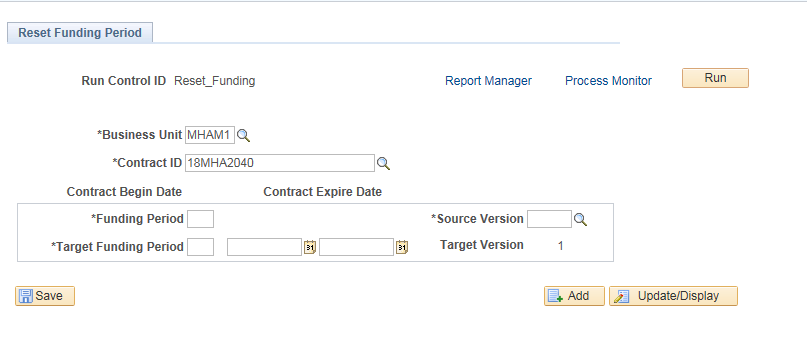
When creating a Run Control ID, make sure it is something that will be easily identifiable when using this process in the future.

Click **Add**



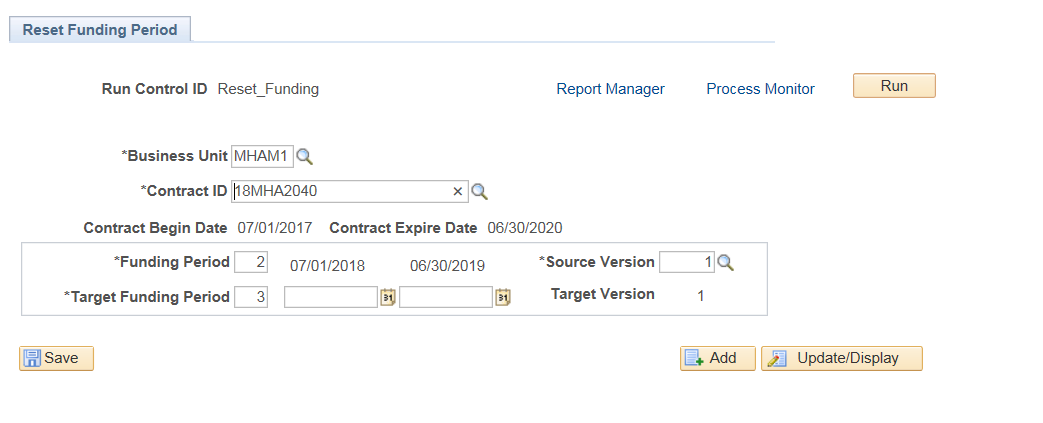
Enter **Business Unit**

Enter **Contract ID** (or use the magnifying glass)



The **Funding Period** dates populate from the contract

The **Source Version** defaults to the maximum version of the Accepted Budget Summary. However, the field is editable based on the versions available for the specified funding period.

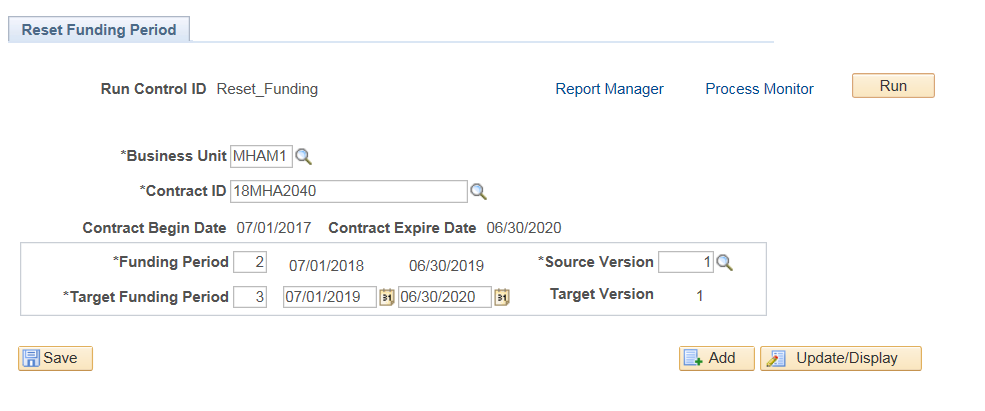


The **Target Funding Period** will populate with the next available funding period

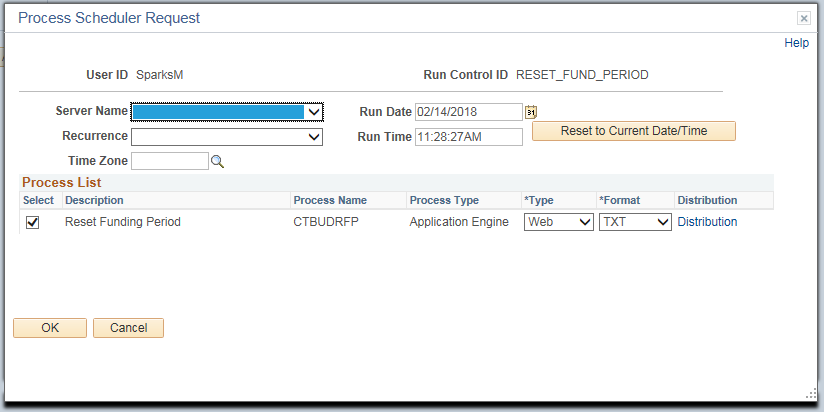
Enter the new Target Funding Period dates (The dates must still be within the begin and expiration dates of the contract)

Click **Save**

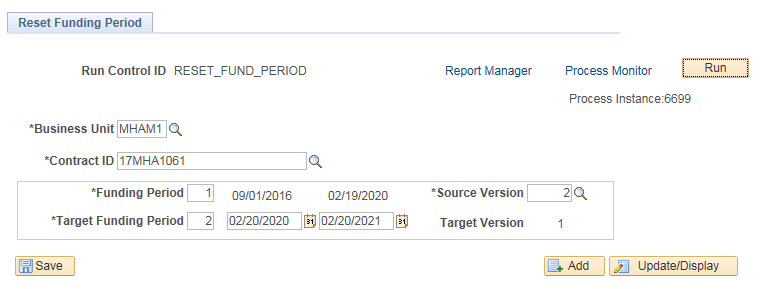
Click **Run**



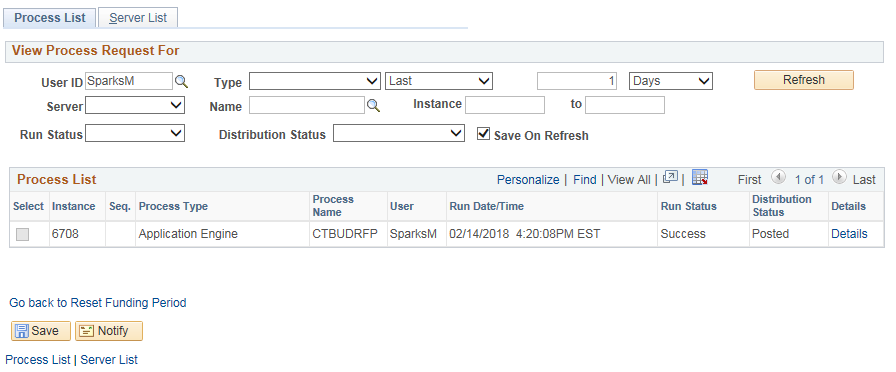
Click **OK**



Click on the **Process Monitor** link



Click **Refresh** until **Run Status** and **Distribution Status** displays Success and Posted



Navigate back to the Budget Definition page to submit the new Budget Summary

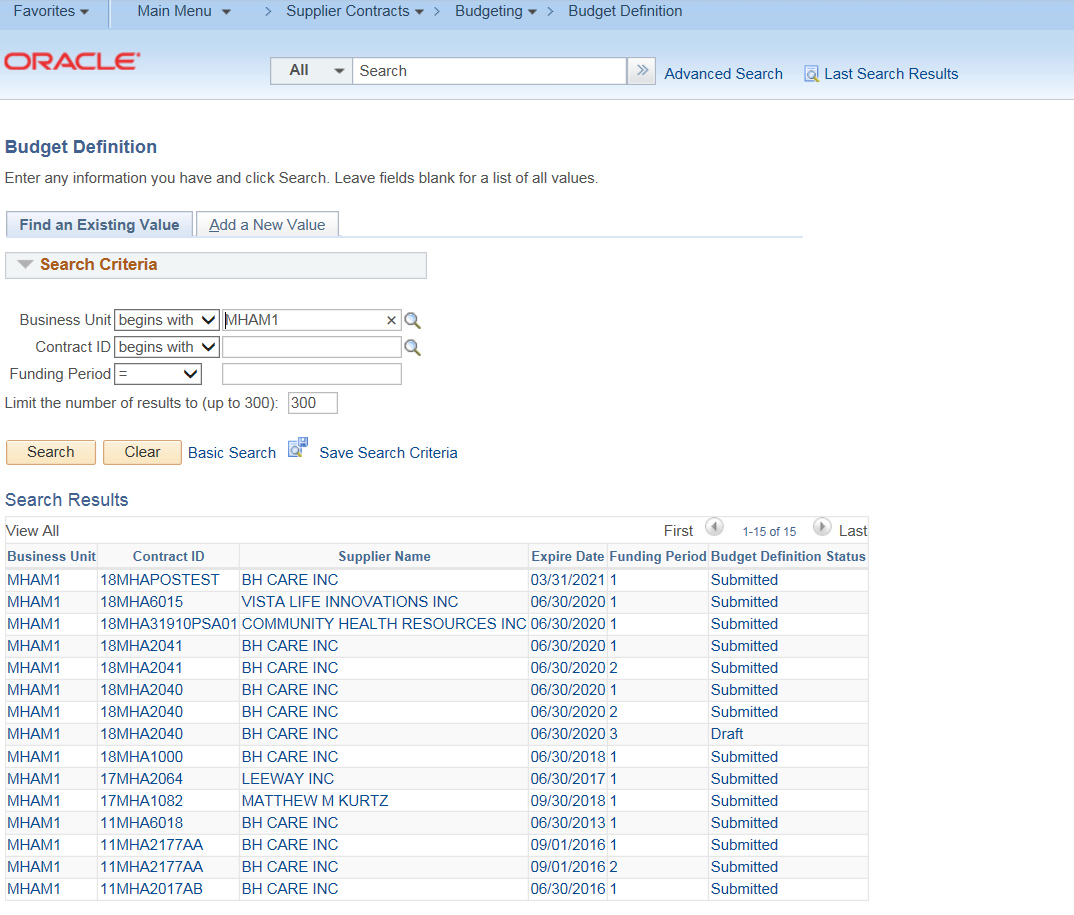
**Navigation:** Supplier Contracts > Budgeting > Budget Definition

The Budget Definition page will display.

Enter the **Business Unit,** or **Contract ID**

Click **Search**

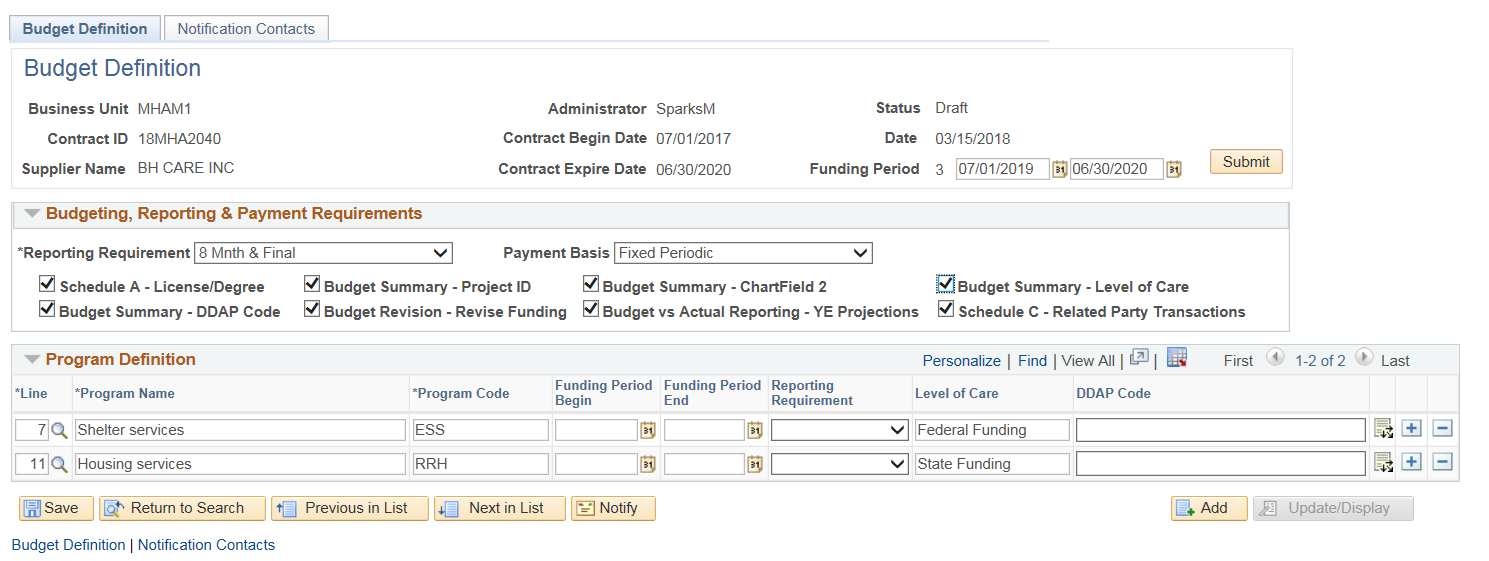
Select the created contract that contains the next number in the Funding Period sequence and “Draft” status in the **Budget Definition Status** column



All the original information including the notification contacts have been copied over to the new funding period.

Review and update any information as necessary.

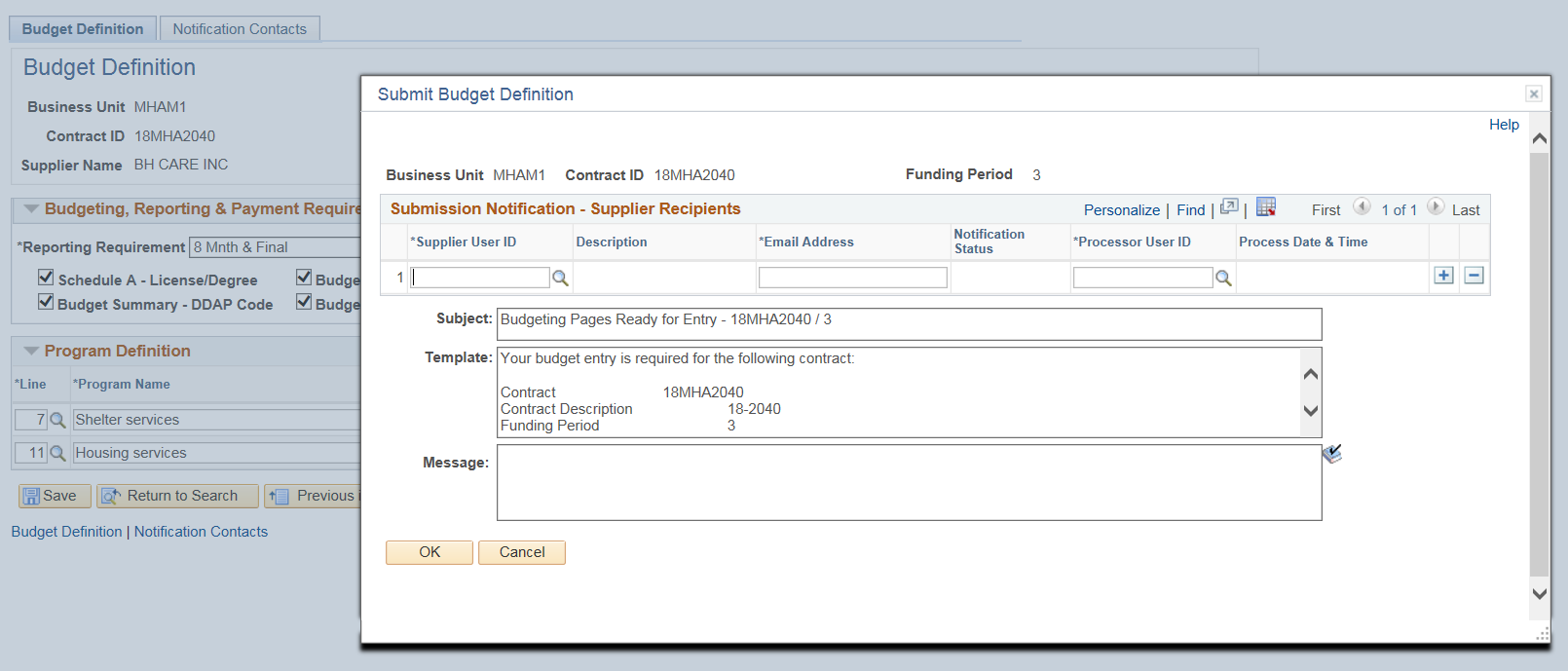
Click **Submit.**



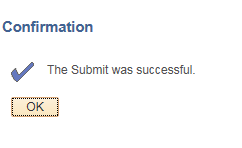
This will open up the Submission Notification screen where the user will notify the Provider that the Budget’s funding period has been changed

Enter **Supplier User ID** or use the magnifying glass to search

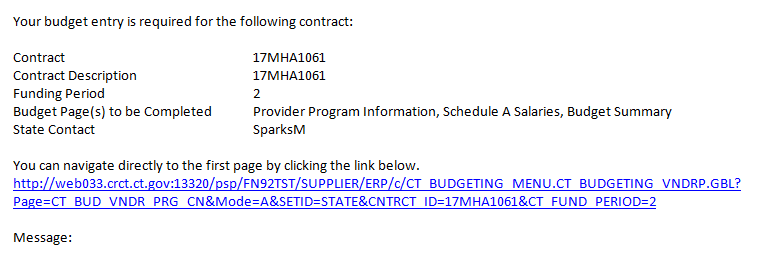
Enter a message to be included in the email if needed and click **OK.**



Click **OK** to the Confirmation message**.**



An email shown below will be sent to the Provider. From here the user can confirm/update the data in the Provider Program Information, Schedule A Salaries, and Budget Summary pages.



# Notify Agency Contact

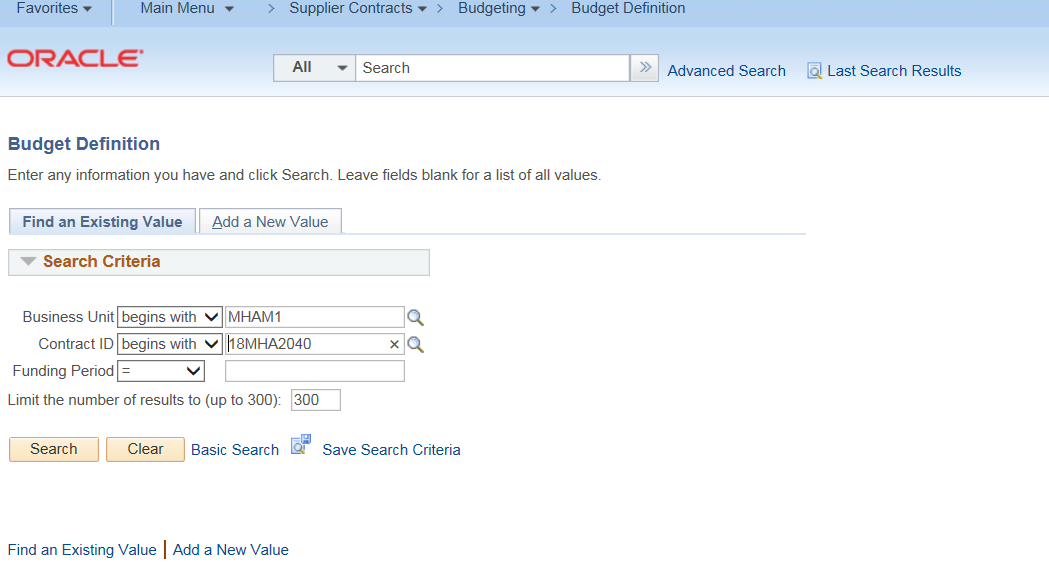
The following shows how to notify Contacts about the Budget Workbook.

The navigation below shows one example where the Notify button is available. This button is available on multiple pages to be used whenever communication is needed between the provider and agency contacts.

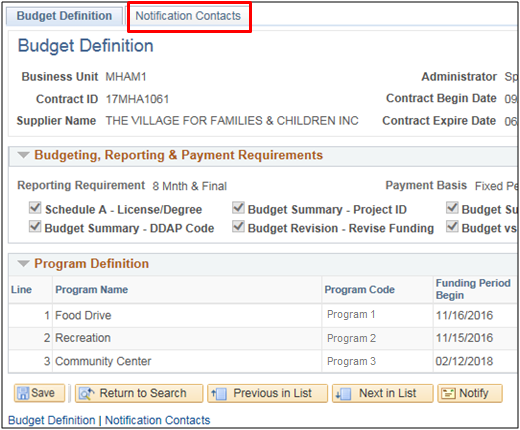
**Navigation:** Supplier Contracts > Budgeting > Budget Definition

Enter **Contract ID**

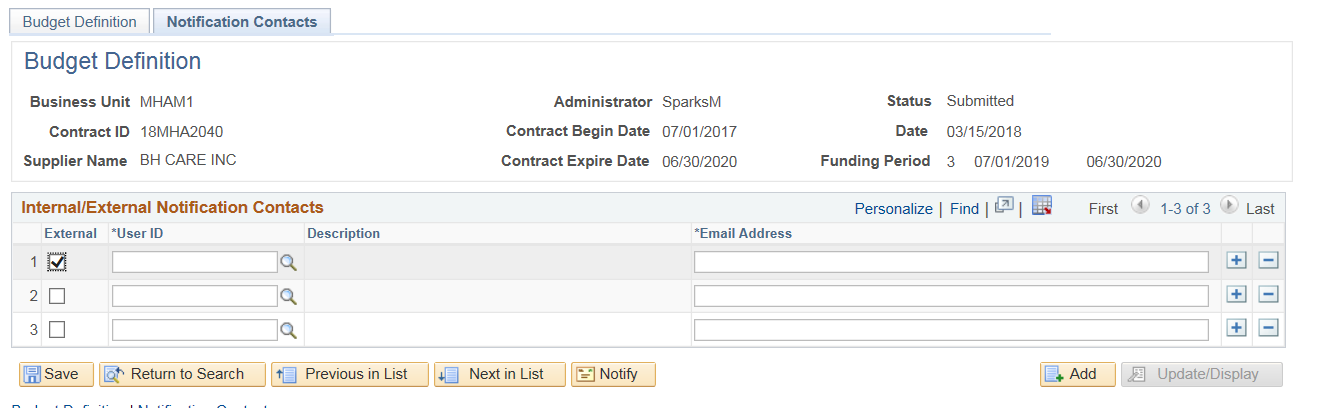
Click **Search**



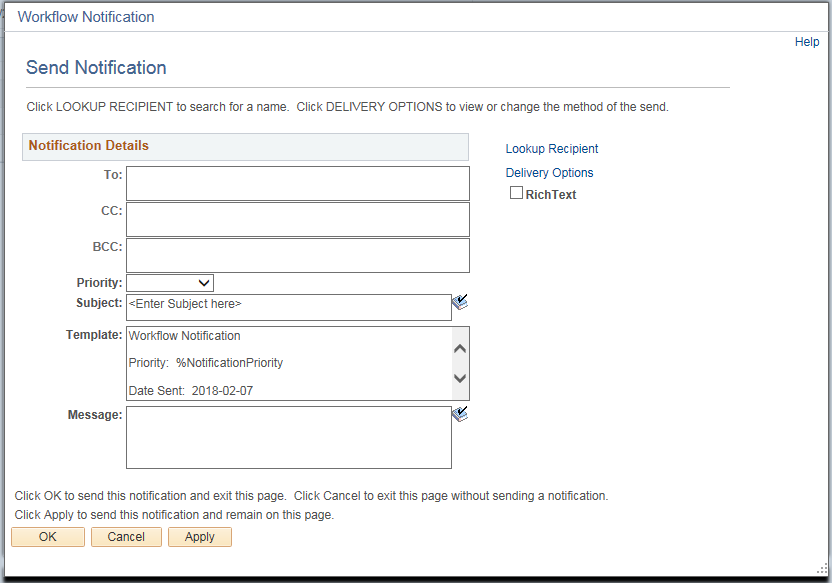
Click on the **Notification Contacts** tab



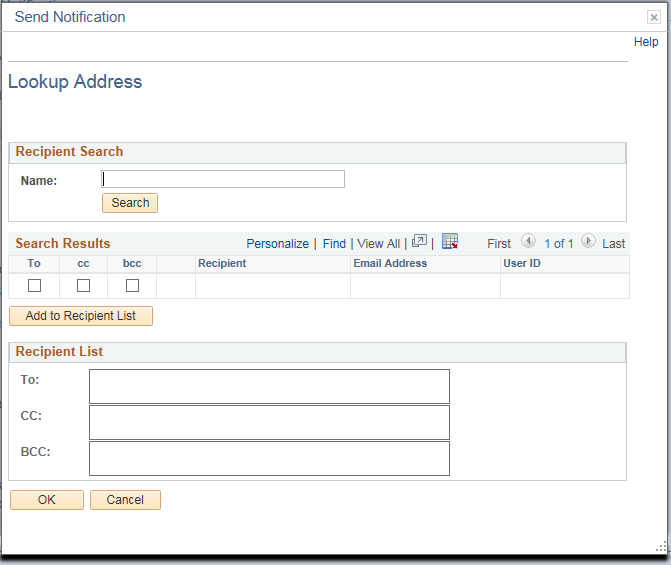
Click **Notify**



Click **Lookup Recipient**



Click **Search**

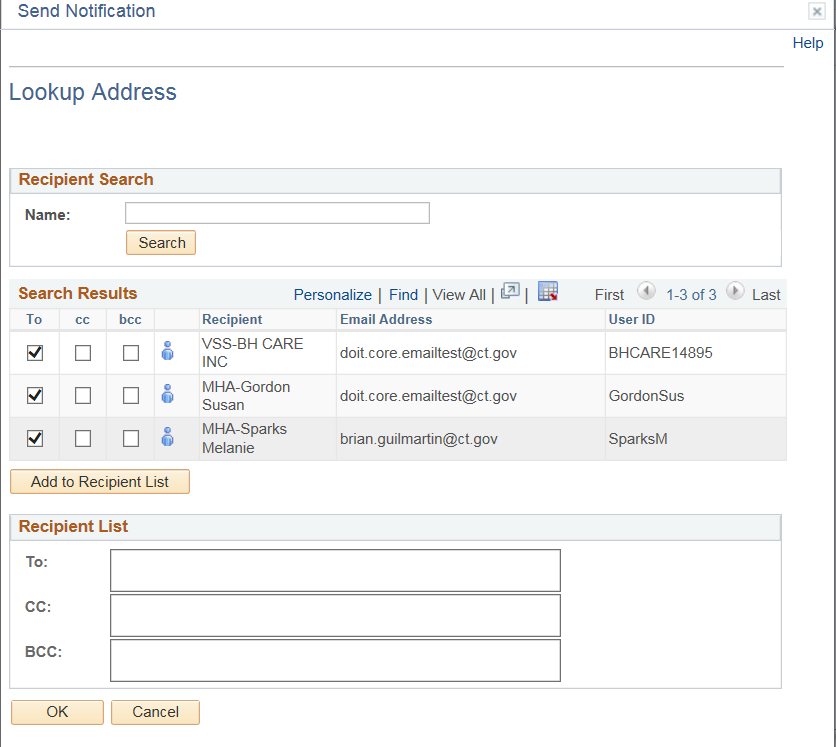


Click the “To” checkboxes for the recipients of the notification

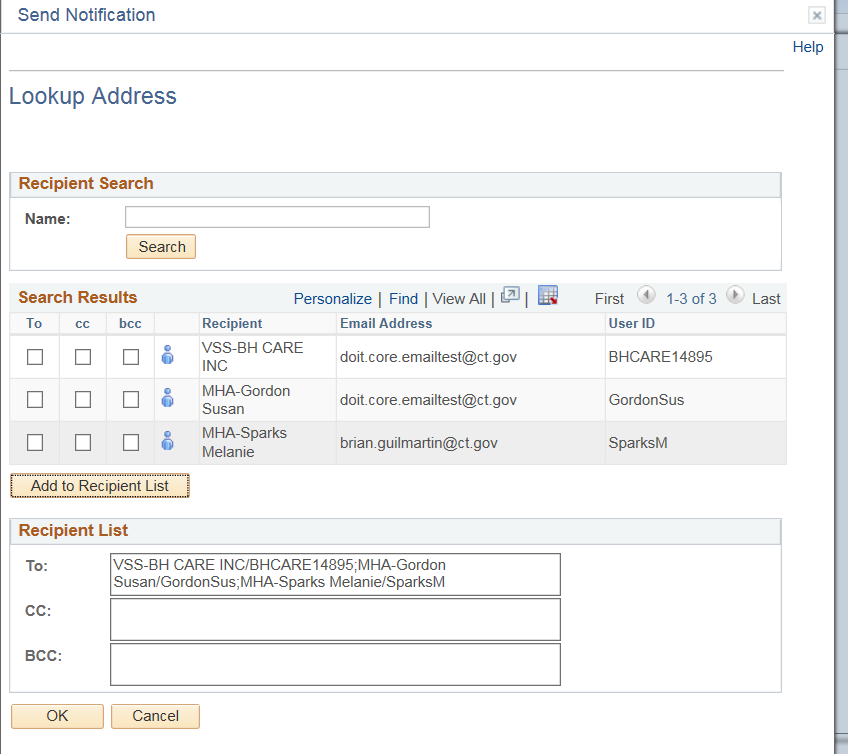
The “cc” and “bcc” are also options for recipients

NOTE: When adding contacts, if you add yourself under “CC”, you will receive a copy in your mailbox.

Click **Add to Recipient List**



Click **OK**



Select a Priority(High, Medium or Low)

Enter a Subject

Enter a message to be included in the email if needed

Click **OK**

