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.

# 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

