

NEW SALARY NODE ENTRY IN FILEMAKER PRO

From BDM, obtain the salary nodes (categories) and amount for each node.

Node	Node Descr	Base	Proposed	Difference (Base vs Proposed)	Base FTE	Proposed FTE	Job Rollup Amt	Job Rollup FTE	User ID	Last Updated
TOTAL		0	3,269,227	3,269,227	0.00	49.25	3,134,369	42.48		
B5034	L3-S&W, TENURE TRACK FACULTY	0	2,365,098	2,365,098	0.00	25.25	2,338,098	24.25	COTRGLB	18-MAY-06
B5035	L3-S&W, NON TENURE TRACK FAC	0	93,873	93,873	0.00	1.50	93,873	1.50	COTRGLB	18-MAY-06
B5038	L3-S&W, EXEMPT STAFF	0	601,206	601,206	0.00	15.50	601,212	13.73	COTRGLB	18-MAY-06
B5039	L3-S&W, NON EXEMPT STAFF	0	209,050	209,050	0.00	7.00	101,166	3.00	COTRGLB	18-MAY-06

In the departmental FileMaker database, create the budget input form and select the arrow on the left hand side of Salary to enter each category from BDM

Budget Input

Document Type: Budget Input
 Speed Type: [Redacted]
 Sub Acct: [Redacted]
 Account Code: [Redacted]
 Sponsor: [Redacted]
 Description: FY 2007 Budget Salary

Start Amount: **3,269,227.00**

BUDGET CATEGORY

- Salary: 3,269,227.00
- Fringe Benefits
- M & O
- Travel
- Equipment
- SubAward (<= 25K)
- SubAward (>= 25K)
- Participate Cost
- IndirectCost
- Equity
- End of Yr Balance

Total: 3,269,227.00

Enter the budgeted amount for each of salary categories

Budget Input

Document Type: Budget Input
 Speed Type: [Redacted]
 Sub Acct: [Redacted]
 Account Code: [Redacted]
 Sponsor: [Redacted]
 Description: FY 2007 Budget Salary

Start Amount: **3,269,227.00**

BUDGET CATEGORY

- Salary: 3,269,227.00
 - Tenure Track Faculty: 2,365,098.00
 - Non Tenure Track Faculty: 93,873.00
 - Adjunct Faculty: [Redacted]
 - Graduate Assistants: [Redacted]
 - Exempt Staff: 801,206.00
 - Non Exempt Staff: 209,050.00
 - Student Workers: [Redacted]
 - Salary (50100-50120): [Redacted]
- Fringe Benefits
- M & O
- Travel
- Equipment
- SubAward (<= 25K)
- SubAward (>= 25K)
- Participate Cost
- IndirectCost
- Equity
- End of Yr Balance

Total: 3,269,227.00

From BDM, position tab you can obtain the FY 07 assignments that would roll into PS.

Position	Employee	Position Type	Budget Account	2006 Funding	2007 Funding
Chair Stipend	[Redacted]	Filled / Lump Sum	B5034	0	0
Srvr Lab 1	[Redacted]	Filled / Filled	B5038	0	38,664
PROFESSOR	[Redacted]	Filled / Filled	B5034	0	133,479
Associate Professor	[Redacted]	Filled / Filled	B5034	0	82,865
ASSOC PROFESSOR	[Redacted]	Filled / Filled	B5034	0	78,011
PROFESSOR	[Redacted]	Filled / Filled	B5034	0	90,683

Enter the assignments into file maker pro assignment data base then post to ledger.

Here you can also make notes to correct any incorrect roll on a PAR or PRF.

NEW SALARY NODE ENTRY IN FILEMAKER PRO

In ledger, in the comment field, type "rolled from BDM 2007"

Monthly Summary Form

File: Control Records, Find Request, Records
 Page Setup, Delete This Record, Find, New
 Print, Duplicate This Record, Modified Last Find, Sort
 Delete Found Records, Add New Request, Unsort
 Replace Field Contents, Duplicate Request, Omit
 Relookup Field Contents, Show All Records, Omit Multiple

Record: Speed Type: 12345, SubAcct: 50140, Type: Monthly, Acct Code: 50140
 Salary: RANKED FACULTY SALARIES

Individual: FY07 Coe, John
 9/1/2006 - 8/31/2007
 Salary: 9780/month

EmpID: 9999998
 Position #: 90000008
 Title:

Initial Balance: 88,020.00, Encumbered Remaining: 88,020.00, Status:

Month	Initial Balance	Encumbered Remaining	Note
SEP			
OCT			
NOV			
DEC			
JAN			
FEB			
MAR			
APR			
MAY			
JUN			
JUL			
AUG			
Period 998			
Total			

Monthly Comment: rolled from BDM 2007

The cost center summary will display budgeted salary, Expended Salary, Encumbered salary and Balance as one line: To see each line of salary by nodes or category, click on "Salaries"

Account Status Summary

COST CENTER INFORMATION: Fiscal Year: 2006, Status: ACTIVE
 P I: Grace T Rosanes, Sponsor: , Date: 9/1/2006 - 8/31/2006
 Title: Nam Salaries

BUDGET REFERENCE	Budgeted	Expended	Encumbered	Outstanding	Balance
Salaries	3,269,227.00		88,020.00		3,181,207.00
Fringe Benefits		0.00	0.00	0.00	0.00
M & O		0.00	0.00	0.00	0.00
Travel		0.00	0.00	0.00	0.00
Equipment		0.00	0.00	0.00	0.00
TOTAL	3,269,227.00	0.00	88,020.00		3,181,207.00

Current Balance: 3,181,207.00

This will display the different categories of salaries.

If printing or saving form to .pdf, please scale to 90% Portrait

Account Status Summary (Print @ 90%)

COST CENTER INFORMATION: Fiscal Year: 2006, Status: ACTIVE
 P I: Grace T Rosanes, Sponsor: , Date: 9/1/2006 - 8/31/2006
 Title: Nam Salaries

BUDGET REFERENCE	Budgeted	Expended	Encumbered	Outstanding	Balance
Salaries	3,269,227.00		88,020.00		3,181,207.00
Salary (60100-60120)		0.00	0.00	0.00	0.00
Tenure Track Faculty	2,365,098.00		88,020.00		2,277,078.00
Non Tenure Track Faculty	93,873.00		0.00		93,873.00
Adjunct Faculty		0.00	0.00	0.00	0.00
Graduate Assistants		0.00	0.00	0.00	0.00
Emerit Staff	601,208.00		0.00		601,208.00
Non Emerit Staff	209,050.00		0.00		209,050.00
Student Workers		0.00	0.00	0.00	0.00
Fringe Benefits		0.00	0.00	0.00	0.00
M & O		0.00	0.00	0.00	0.00
Travel		0.00	0.00	0.00	0.00
Equipment		0.00	0.00	0.00	0.00
TOTAL	3,269,227.00	0.00	88,020.00		3,181,207.00

Current Balance: 3,181,207.00

NEW SALARY NODE ENTRY IN FILEMAKER PRO

To see the details of who is being paid in any category, click on the name of the category and it will bring you to the payroll detail screen.

To print...set to print on Landscape and scale down to 87%

Preview

Layout

Payroll Co

Page: 1

Total: 1

		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
NAME: Doe, John		9,780.00	0.00	19,560.00						
DESC: FY07 Doe, John	EXP. DATE: 9/30/2005			11/20/2005						
SINCE: 10/1/2004	NOTE: H/Wing Co at Center			Oct and Nov Salary						
Salary: 9780/month										
ENC REMAIN: 58,880.00										
TOTAL EXP: 29,340.00										
Total:		9,780.00	0.00	19,560.00						
Total Amount Expended					\$29,340.00		Account			
Total Amount Encumbered					\$88,020.00					
Remaining Monthly Encumbered					\$58,680.00		P 1			