



DOWNSTATE  
HEALTH SCIENCES UNIVERSITY

# SUNY Downstate Health Sciences University

Lawson Budget & Planning  
Manual

FY 2022-23

*Budget submission due April 8, 2022*

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# FY 22/23-Budget Highlights and Important Notes

1. Use **Internet Explorer** to access LBP.
2. Prepare your **Plan View Setup** for **FY 22/23-Budget** database.
3. UNION SALARY INCREASES – Some were preloaded in the Workforce tab, and some components are being held centrally to address the increases once there is a directive to move forward with them. No action is required. (See pg. 27-28 for more info.)
4. VACANCIES PRELOADED -
  - Academic and Shared Services areas - VACANT AU's should be used for new requests to fill Vacant positions or other new salary actions.
  - Hospital non-Shared services - only approved vacancies were uploaded to department AU's. Do not enter new requests to fill vacancies or new positions.
5. CONSULTANT CONTRACTS –Use Object code **“5813-Consultants”**.
6. TEMP AGENCY STAFF - If funding is **not** from an approved vacancy – Use Object code **“5842-Manpower Services”**
7. AU's used for Procurement Card charges must be budgeted in respective objects (i.e. Supplies), not in the P-card Object Code “3095”.
8. IFR's must be budgeted if expenses are planned for 22/23, not to exceed projected cash balance.
9. Contract detail lines have been preloaded. Budget amounts must be entered on these detail lines. This will enable Contracts dep't to encumber the contracts without requisition submittal.
10. For Budget Presentations to EC3, a template will be provided.
11. Department's Table of Organization are required.
12. Export data to Excel to save work. System will not be accessible after 6/15/22 (except to Budget Office Team)

# Contacts

- **Budgeting Help:** During the budgeting process if you have questions or need assistance, please send an e-mail:

Academic and Shared Services  
[BudgetHelp@downstate.edu](mailto:BudgetHelp@downstate.edu)

Hospital non-Shared Services  
[Sharad.Kumar@downstate.edu](mailto:Sharad.Kumar@downstate.edu)  
[Patricia.Ward@downstate.edu](mailto:Patricia.Ward@downstate.edu)

Academic-College of Medicine and School of Graduate Studies only:  
Report Salary / Payroll distribution discrepancies to:  
[Ross.Clinchy@downstate.edu](mailto:Ross.Clinchy@downstate.edu)  
[Elizabeth.Smith@downstate.edu](mailto:Elizabeth.Smith@downstate.edu)  
[Bridgette.Stevens@downstate.edu](mailto:Bridgette.Stevens@downstate.edu)

# Login

**Use Internet Explorer browser.** LBP won't work properly with other browsers.

(To change from Microsoft Edge-see pgs 58-64. Contact [Herve.Blemur@downstate.edu](mailto:Herve.Blemur@downstate.edu) for assistance)

Login Link can be found on Downstate Web Page:

Click:

Information for You>Faculty & Staff>Accounting & Finance> Lawson Budget & Planning System (LBP)

**Enter your user name and password  
(same as PC log-in).**

The screenshot shows the Lawson Budget & Planning System (LBP) login interface. At the top, the 'LAWSON' logo is displayed with a globe icon. Below the logo is a light gray rounded rectangle containing the login form. The form has two input fields: 'User name' and 'Password'. Below these fields is a 'Login' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2008 Lawson Software. All rights reserved.' and a version number: 'Technology 9.0.0.7.415'.

- **Remote Access:** To access LBP remotely, you must be connected to your DMC desktop using VPN access. For VPN access, please email the IT help desk: [helpdesk@downstate.edu](mailto:helpdesk@downstate.edu) and request to be provided with VPN access.
- **MAC Users:** if you need access to a computer for budget preparation, please send an e-mail to [BudgetHelp@downstate.edu](mailto:BudgetHelp@downstate.edu)

# Introduction

**IMPORTANT: USE THE “22/23-BUDGET” DATASET TO ENTER DATA.**

## The three main steps for budget preparation:

- Personal Services –Review Workforce tab to ensure all personnel associated to that AU are listed
- Contractual OTPS-Financial tab (Detail Lines) ensure all contracts are entered correctly. Will be used for annual encumbrances.
- Other OTPS 

*When you have completed your posting and budget, please review your input and click on the SAVE icon to save your work*

# SUNY Downstate Budget Process

- Ensure all of your Accounting Units (AU) are listed
- Check Workforce tab to ensure all your employees are listed
- Review/adjust employee salary AU distribution. Add any missing components.
- Vacant positions:
  - Academic & Shared Svcs:
    - Preloaded positions approved by EC3 and not yet filled
    - Preloaded positions that were filled in the approved 21/22 Budget but separated prior to Payroll 19
    - Additional requests for positions or filling vacancies should be entered in vacancy AU's for the department (coded as "VAC")
  - Hospital – preloaded approved vacancies from 7/1/21 and forward that were not filled.
    - Do not** add new requests to fill vacancies. Requests should be directed to Sharad Kumar and Patricia Ward.
- OTPS details and PS (non-workforce) data-Enter into Finance tab
- Enter budget detail lines (mandatory for existing contracts) – instructions on page 36

# LBP Main Screen

**infor** Infor Lawson Budgeting & Planning

Plan ▾ Report Approval ▾ Distribution Administration

**Finance Plan**

My Plan **Financial** Workforce

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Accounts ▾ Period Quarter Year

**321328-HOSPITAL FINANCIAL PLANNING**

2021  
21/22-Budget

# Open Accounting Unit (AU)

There are two ways to open an Accounting Unit (AU)

## The First Way to Open an Accounting Unit (AU)

infor Infor Lawson Budgeting & Planning

Plan ▾ Report Approval ▾ Distribution

Finance Plan

My Plan **Financial** Workforce

My Accounting Units ▾

Company Code: DMC-MASTER ● Accounting Unit Code: 361325 - Description: Submit

DMC-MASTER-361325-DSRIP

## STEPS TO OPEN AN AU

1. Click on MY PLAN button (1)
2. Type in AU for the Budget you want to work on (2)
3. Click on AU here to open the Budget you want to work on (3)

infor Infor Lawson Budgeting & Planning

Plan ▾ Report Approval ▾ Distribution Administration

Finance Plan

My Plan **Financial** Workforce

Accounts ▾

361325-DSRIP

2018  
19/20-Budget

Total Expenses	1,500,087
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# Second Way to Open An Accounting Unit (AU)

infor Infor Lawson Budgeting & Planning

Plan ▾ Report Approval ▾ Distribution

Finance Plan

My Plan **Financial** Workforce

Accounts ▾ Period Quarter Year

Open Accounting Unit

Search: All

Find

Navigation Path

- Company
  - DMC-MASTER-DMC-MASTER
  - UHB-CEO-Univ Hospital Bklyn
  - CAO-H-CHIEF ADMIN OFFICER
  - AMB SERVICES- -
  - DSRIP-DSRIP

361325-DSRIP

OK Cancel

OK Cancel

Click on the  icon to open Accounting unit (AU) directly as well.

Type in AU and Click on Find.

Click OK once the AU appears.

# Financial Tab View

## Screens to Complete Budget

There are two tabs to work from when completing your budget: the FINANCIAL tab and the WORKFORCE tab.

# WORKFORCE TAB VIEW

The screenshot shows the Infor Lawson Budgeting & Planning interface. At the top, there is a navigation bar with the Infor logo and the text "Infor Lawson Budgeting & Planning". Below this, there are four tabs: "Plan", "Report", "Approval", and "Distribution". The "Finance Plan" section is active, and within it, the "Financial" tab is selected. The interface displays a list of accounts under the heading "361325-DSRIP > TOT-EXP-Total Expenses". The list includes various categories such as "PS-Totals-Totals All PS", "OTPS - Totals-Totals All OTPS", and "R-DUP-Duplicating".

The screenshot shows the Infor Lawson Budgeting & Planning interface. At the top, there is a navigation bar with the Infor logo and the text "Infor Lawson Budgeting & Planning". Below this, there are four tabs: "Plan", "Report", "Approval", and "Distribution". The "Finance Plan" section is active, and within it, the "Workforce" tab is selected. The interface displays a table of budget data for "361325-DSRIP". The table has columns for "ID", "Description", "Job/Position", "Employee", and "Pay Rate". The data rows show various budget items, including "20571H DSRIP-Adm...", "20654H DSRIP-Exec...", and "23449H DSRIP- Pro...".

ID	Description	Job/Position	Employee	Pay Rate
Total Budg...				
▶ 20571H	DSRIP-Adm...	0-MISSING...		
▶ 20654H	DSRIP-Exec...	0-MISSING...		
▶ 23449H	DSRIP- Pro...	0-MISSING...		
▶ 26067H	DSRIP-Car...	0-MISSING...		
▶ 26075H R	DSRIP-Car...	0-MISSING...		
▶ 26075H	DSRIP-Car...	0-MISSING...		

1. FINANCIAL TAB- Shows budget in summary view
2. WORKFORCE TAB- Shows detailed staff budgets

# Preparing Plan View for FY 22-23 Budget Dataset

## Plan View Setup

### Dataset Parameters

Specify Dataset:

Specify Type:

### Column Layout

#### Predefined

Reorder	Dataset	Type	Year	Display
---------	---------	------	------	---------

#### Default

Reorder	Dataset	Type	Active	Start Year	End Year	Delete
<input type="button" value="↓"/> <input type="button" value="↑"/>	19/20-Budget	Global	<input checked="" type="radio"/>	<input type="text" value="2018"/>	<input type="text" value="2018"/>	<input type="button" value="x"/>

infor

Infor Lawson Budgeting & Planning

Plan ▼ Report Approval ▼ Distribution

## Finance Plan

My Plan Financial Workforce



Period Quarter Year

361325-DSRIP

## STEPS TO OPEN UP BUDGET

1. Click on PLAN button  (1)
2. Click on RESTORE TO DEFAULT (2)
3. Click ON SPECIFY DATASET (3)

# Preparing Plan View for FY 22-23 Budget Dataset

## Dataset

Search:  Find

- 18/19-FORM1
- 18/19-Hospital8718
- 18/19-ReOrg
- 18/19-Targets
- 18/19-Training
- 19/20-Budget
- 19/20-Targets
- Actuals
- Feb 2017-Committed
- H\_16/17-Projected
- Variance

OK Cancel

## Plan View Setup

### Dataset Parameters

Specify Dataset:

Specify Type:  Add To Plan View

### Column Layout

4. SCROLL DOWN to select budget  
22-23-Budget(4)

5. Click OK (5)

6. Click ADD TO PLAN VIEW (6)



# My Plan View

- Once you log in, **AND SELECTED THE PLAN VIEW**, you will see the **My Plan View** for your department.
  - The **My Plan View** provides rows of expenditure accounts and columns (known in LBP as “Datasets”) with information that will assist you in preparing your budget.
  - Here you will be able to type in the Accounting Unit (AU) or the Description to open up the Budget you want to enter
  - Or you can just hit **SUBMIT** button for all Accounting Units (AU) that you have access to.

infor Infor Lawson Budgeting & Planning

Plan ▾ Report Approval ▾ Distribution

Finance Plan

My Plan Financial Workforce

Accounting Unit (AU)

My Accounting Units ▾

Company Code: DMC-MASTER  Accounting Unit Code: 361325 -   Description:

infor Infor Lawson Budgeting & Planning

Plan ▾ Report Approval ▾ Distribution Administration

Finance Plan

My Plan Financial Workforce

My Accounting Units ▾

Company Code: DMC-MASTER  Accounting Unit Code:  -   Description: DSRIP

DMC-MASTER-31130102-DSRIP

DMC-MASTER-361325-DSRIP

# Accounting Unit (AU's)

- Budgets are always updated at the posting AU level (yellow boxes indicate data entry field).
- Expand or drill down into the AU to the posting AU (lowest level).
- Click on the plus “▶” sign to the left of each summary AU to expand to the next level. You are at the posting level when there are no more “+” signs to expand.
- **Note:** If you are assigned only to posting level AU's, you will not see the AU summary hierarchy. **DO NOT ENTER MANPOWER TEMP AGENCY EXPENSES INTO THE WORKFORCE TAB DIRECTLY OR IT WILL BE REMOVED.**

The screenshot shows the 'Workforce' tab selected in the 'Finance Plan' application. The 'Open Accounting Unit' dialog box is open, displaying a search field with 'All' selected in the dropdown menu. Below the search field is a 'Find' button. The 'Navigation Path' section shows 'Company' expanded to 'DMC-MASTER-DMC-MASTER'. A red box highlights the search dropdown menu, and another red box highlights the expand sign next to 'DMC-MASTER-DMC-MASTER'. A red arrow points from the top box to the search dropdown, and another red arrow points from the bottom box to the expand sign.

Click on to open drop down box for AU

Click on ▶ sign to expand to posting AU

OK Cancel

# Financial Tab

- The **Financial** tab is where you will enter:
  - OTPS (Other Than Personal Service) budget requests.
  - PS (Personal Service) non-workforce, lump-sum amounts at a non-employee level (e.g., overtime, standby, etc).
    - **Note:** Detailed calculations for employee related costs are computed in the **Workforce** tab. The resulting summary amounts from the **Workforce** tab are reflected in the **Financial** tab at the account level.
- The screen below shows the **Financial** tab is active. Note the light blue color of the active tab.

The screenshot displays the Infor Lawson Budgeting & Planning interface. At the top, the Infor logo and the text "Infor Lawson Budgeting & Planning" are visible. Below this, a navigation bar contains the following menu items: Plan, Report, Approval, Distribution, and Administration. The "Finance Plan" section is highlighted in blue. Underneath, there are three tabs: "My Plan", "Financial" (which is highlighted in light blue and circled in red), and "Workforce". Below the tabs is a toolbar with various icons for navigation and actions. A dropdown menu is set to "Accounts", and there are buttons for "Period", "Quarter", and "Year". The interface shows a header for "361325-DSRIP" and a table with the following data:

	2018 19/20-Budget
▶ Total Expenses	1,500,087

# Accounts View

- Shows the roll-up of expenditure categories. Drill down to lower level accounts by clicking the (▶) symbol on left of summary accounts.
- When viewing data at a summary AU level, the account view shows total data values for that summary AU. You cannot edit the data at these levels.
- When viewing data at the posting AU level you can edit and update your budget.

Plan ▾ Report Approval ▾ Distribution Administration

Finance Plan

My Plan **Financial** Workforce

Accounts ▾ Period Quarter Year

361325-DSRIP > TOT-EXP-Total Expenses

		2018
		19/20-Budget
▼ Totals All PS	Summary Accounts	1,491,649
▶ Totals All PSR		1,491,649
▶ Totals All PST		0
▼ Totals All OTPS		8,437
▼ EXP OTPS		4,589
▼ Supplies		1,089
3000-Supplies		0
3001-Office Supplies		200
3061-IT Supplies		0
3067-Typesetting & Design	Posting Accounts	0
3068-Labeling & Inserting		0
3069-Printing Supplies		0
3095-AMEX Charge Card Purch		0
3400-Food and Beverage		889
3800-Other Supplies		0
▶ Travel		3,500
▶ Contractual Services		0
▶ Library Acquisitions		0
▶ Equipment		0
▶ REC OTPS		3,848

# Posting Accounts

- Enter the AU for the Budget you want to work on

- Click Submit

- The AU will appear and then click the link to open AU

- Alternately the **Posting Accounts** view will automatically appear

- It will list all of the posting accounts for that AU.

My Plan Financial Workforce

My Accounting Units

Company Code: DMC-MASTER Accounting Unit Code: 361325 - Description: Submit

## Finance Plan

My Plan Financial Workforce

My Accounting Units

Company Code: DMC-MASTER Accounting Unit Code: 361325 -

DMC-MASTER-361325-DSRIP

## Finance Plan

My Plan Financial Workforce

Posting Accounts Period Quarter Year

361325-DSRIP

	2018
	19/20-Budget
0000-Personal Service Regular	0
0100-Administrative	441,500
0111-Deficit Reduction Leave-DRL-Admin	0
0400-Instructional	0
0410-PSR Instructional	0
0411-Deficit Reduction Leave-DRL	0
0425-Faculty Contract Raise	0
0500-Supporting Academic	438,066
0600-Professional - Other	403,530
0795-SICAS RECHARGE	0
1500-Maintenance - Security & Transportation	0
1610-PS-Unassigned	0
1700-Classified	0
1748-Classified - Overtime	0
1890-Extra Service	20,000
1901-Acting Stipend	0
1902-Also Receives	49,863
1905-Geographic Pay	0

# Workforce Tab

1. For entering new and changing current PS salary component \$ amounts
2. Lists all positions and employees in your Posting AU
3. Please verify all employees in the Posting AU's that are in your area
4. If you are missing, existing employees that are on the current payroll, then you can add them here
5. The **FY 22-23 Budget** dataset has been pre-populated with projected PS budgets for each AU. These preloaded numbers can be edited

## Finance Plan

My Plan Financial **Workforce**

Click on the ID number to drill down to employee details.

Period Quarter Year

### 361325-DSRIP

ID	Description	Job/Position	Employee	Pay Rate	2018 19/20-Budget Headcount	2018 19/20-Budget FTE	2018 19/20-Budget Amount
Total Budg...					10.00	10.00	
▶ 51486	<u>Director</u>	51486-[Pos]			1.00	1.00	
▶ 51492	<u>Th Asso Admr</u>	51492-[Pos]			1.00	1.00	
▶ 52416_Ma...	<u>TH Social ...</u>	21355-[Pos]			1.00	1.00	
▶ 52420	<u>Th Social W...</u>	52420-[Pos]			1.00	1.00	
▶ 52804	<u>Th Soc Wrkr 2</u>	52804-[Pos]			1.00	1.00	
▶ 53595_Ma...	<u>Michele Ad...</u>	53595-[Pos]			1.00	1.00	
▶ 54064	<u>Staff Assist...</u>	54064-[Pos]			1.00	1.00	
▶ 54065	<u>Staff Associ...</u>	54065-[Pos]			1.00	1.00	
▶ 54138	<u>Sr Proq/Anal</u>	54138-[Pos]			1.00	1.00	
▶ 56896	<u>Prof Chmn...</u>	56896-[Pos]			1.00	1.00	
					0.00	0.00	
					0.00	0.00	

Preloaded Budget amounts

# Setting Up the Workforce Tab

## Finance Plan

My Plan Financial **Workforce**

Click on display WorkForce Components

361325-DSRIP

ID	Description	Job/Position	Employee	Pay Rate	2017
					17/18-Budg
					Amou
Total Budg...					1,

## HOW TO SET-UP THE WORKFORCE TAB

Go to Finance Plan:

1. Click on display Workforce Components (1)

When in Workforce Components:

2. Select Headcount, FTE and Amount, then Click OK (2)

## Workforce Components

The active component applies only when BOTH FTE and Hours are selected.

2

Select Headcount, FTE and Amount, then Click OK

Headcount  
 FTE  
 Hours  
 Amount

Select the active component

FTE  
 Hours

OK Cancel

# Workforce Detail Account Lines

- Workforce detail lines appear when you click on a **Workforce** budget ID # (equivalent to “line #”)
- Each detail line represents a unique pay code. Numbers are entered into the yellow input fields to create a **Workforce** budget.
- **Do not make any changes to the Pay Rate.** You **MUST** have prior approval from Administration and a salary review from Human Resources, prior to making such a change. Please submit a copy of any salary review from Human Resources when completing your budget.

My Plan Financial **Workforce**

361325-DSRIP > 51486

ID	Description	Job/Position	Employee	Pay Rate	2018 19/20-Budget Headcount	2018 19/20-Budget FTE	2018 19/20-Budget Amount
51486	Director	51486-[Pos]			1.00	1.00	
	Base/Shift Pay				0.00	1.00	
	0100-ADMINISTRATIVE NR				0.00	1.00	
	Other Pay				0.00	0.00	0
	1911-LOCATION RU				0.00	0.00	0
	Units				0.00	0.00	0.00
	1925_MC_01-2% 18/19 (7/1/18)				0.00	0.00	0
	Units				0.00	0.00	0.00
	1925_UUP_01-2% Retro 16/17 (7/1/16)				0.00	0.00	0
	Units				0.00	0.00	0.00
	1925_UUP_02-2% Retro 17/18 (7/1/17)				0.00	0.00	0
	Units				0.00	0.00	0.00
	1925_UUP_03-2% 18/19 (7/1/18)				0.00	0.00	0
	Units				0.00	0.00	0.00
	1925_UUP_06-Discretionary Lump Sum 2017				0.00	0.00	0
	Units				0.00	0.00	0.00
	1925_UUP_07-Discretionary Lump Sum 2018				0.00	0.00	0
	Units				0.00	0.00	0.00
	1925_UUP_08-Lump Sum Retro Payment 18/19				0.00	0.00	0
	Units				0.00	0.00	0.00
	1928-Longevity Lump Sum				0.00	0.00	0
	Units				0.00	0.00	0.00

Enter Headcount detail in this field.

Enter FTE detail in this field.

Click to see AU distribution and employee details and modify budget.

Enter detailed fixed amounts for items such as Location Pay, Also Receives, etc.,

# Using the Navigation Path

- The **Navigation Path**, also referred to as **Breadcrumbs**, appears at the top of the screen.
  - Path used to get to where you currently are in the plan view.
- **To create a breadcrumb:**
  1. Open an AU from My Plan -> Open Accounting Unit,
    - **(Note:** if AU's are grayed out, it means that you have not been assigned access to view these **AU's**).
  2. Select or type in an AU to be your starting point and click **OK**.
  3. The name of the AU appears in the navigation path.
  4. In the **My Accounting Units** view, click on each AU level from the top summary to the posting level,
  5. **NOTE: Please note just click with the mouse to navigate between screens**

1

My Plan Financial Workforce

My Accounting Units

Company Code: DMC-MASTER Accounting Unit Code: 361325 - Description: Submit

2

3

4

DMC-MASTER-361325-DSRIP

# Review Accounting Units (AU's)

In the **My Plan View** (see page 16), select **Accounting Units** (AU's) from the drop-down box. You will see the AUs that you have been assigned to.

**Note:** You may see AU's on the screen that are grayed out if you have not been assigned to these AU's. They appear so you can see where your AU's roll up in the organization hierarchy.

## View Preloaded Budget and Target Amounts

Review the preloaded FY 22-23 Projected Budget amounts.

In Financial tab - View Targets data at Summary Level AU's for Fund Within Division.

- Target amounts appear only if you are assigned to all of the AU's for a fund within a division.
- Targets appear for Fund/Division for Revenue Offset, Hospital (Shared Services only) and Dorm Funds.

**Note:** Targets are subject to change.

### Finance Plan

My Plan **Financial** Workforce

Accounts [v] Period Quarter Year

361325-DSRIP

	2018 19/20-Targets	2018 19/20-Budget
▼ Total Expenses	1,236,444	1,500,087
▼ Totals All PS	1,174,094	1,491,649
▶ Totals All PSR	1,174,094	1,491,649
▶ Totals All PST	0	0
▼ Totals All OTPS	62,350	8,437
▼ EXP OTPS	62,250	4,589
▶ Supplies	2,500	1,089
▶ Travel	150	3,500
▶ Contractual Services	50,000	0
▶ Library Acquisitions	0	0
▶ Equipment	9,600	0
▶ REC OTPS	100	3,848

Preloaded Target Dataset

Preloaded Budget Dataset

# View Preloaded Salary Budget

- Review the amounts the preloaded FY 22-23 Budget dataset

## Finance Plan

My Plan Financial **Workforce**

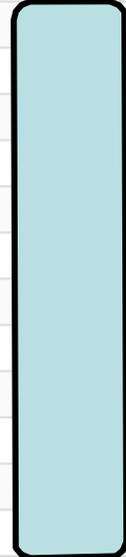
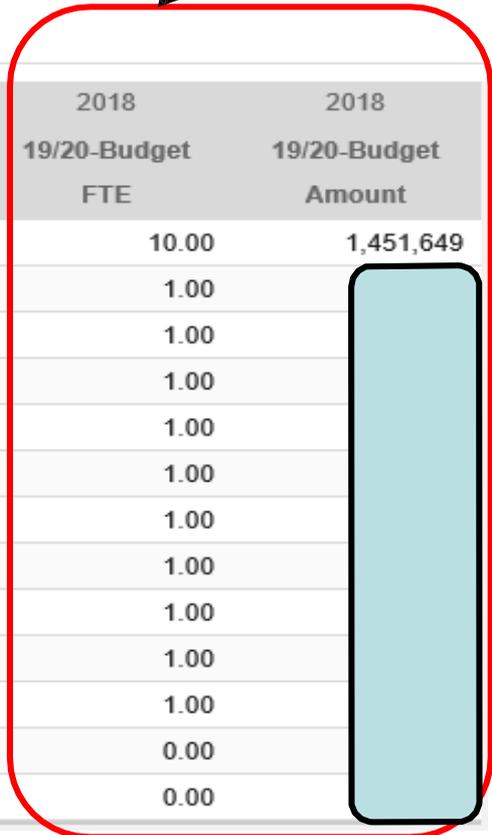


Period Quarter Year

### 361325-DSRIP

ID	Description	Job/Position	Employee	Pay Rate	2018 19/20-Budget Headcount	2018 19/20-Budget FTE	2018 19/20-Budget Amount
Total Budg...					10.00	10.00	1,451,649
▶ 51486	<u>Director</u>	51486-[Pos]			1.00	1.00	
▶ 51492	<u>Th Asso Admr</u>	51492-[Pos]			1.00	1.00	
▶ 52416_Ma...	<u>TH Social ...</u>	21355-[Pos]			1.00	1.00	
▶ 52420	<u>Th Social W...</u>	52420-[Pos]			1.00	1.00	
▶ 52804	<u>Th Soc Wrkr 2</u>	52804-[Pos]			1.00	1.00	
▶ 53595_Ma...	<u>Michele Ad...</u>	53595-[Pos]			1.00	1.00	
▶ 54064	<u>Staff Assist...</u>	54064-[Pos]			1.00	1.00	
▶ 54065	<u>Staff Associ...</u>	54065-[Pos]			1.00	1.00	
▶ 54138	<u>Sr Prog/Anal</u>	54138-[Pos]			1.00	1.00	
▶ 56896	<u>Prof Chmn...</u>	56896-[Pos]			1.00	1.00	
▶					0.00	0.00	
▶					0.00	0.00	

Preloaded Budget dataset



# View PS Summary Information

- Click on the **Financial tab**.
- Select **Accounts** from the **Accounts/Accounting Unit** drop menu field.
- View salary information by expense type (accounts/object code).
- Drill down by clicking on the (▶) symbol until lowest detail account is displayed.

361325-DSRIP

	2018 18/19-Budget Amount
▼ Total Expenses	1,392,311
▼ Totals All PS	1,379,961
▼ Totals All PSR	1,379,961
▶ PS Regular	861,820
▶ PS Faculty	448,831
▶ Also Receives	50,040
▶ Contractual Salary Increase	88
▶ Extra Service	0
▶ Holiday & Overtime	0
▶ Inconvenience	0
▶ Location Pay	21,182
▶ Other Pay	0
▶ Shift Differential / Recall Pay	0
▶ Stand By / Recall Pay	0
▶ Vacation Pay / Lag	0
▼ Totals All OTPS	12,350

▼ Totals All OTPS	12,350
▼ EXP OTPS	12,250
▼ Supplies	2,500
3000-Supplies	0
3001-Office Supplies	2,500
3061-IT Supplies	0
3067-Typesetting & Design	0
3068-Labeling & Inserting	0
3069-Printing Supplies	0
3095-AMEX Charge Card Purch	0
▶ Travel	150
▶ Contractual Services	0
▶ Library Acquisitions	0
▶ Equipment	9,600
▶ REC OTPS	100

PS Summary  
Accounts

OTPS Detail  
Accounts

# Salary Projection for FY 22/23-Budget

Projection for the FY22-23-Budget is based on **Payroll (PR) 19 (the 1/5/2022 paycheck)**. See tables below for categories included/excluded in the projection:

## INCLUDED:

<u>OBJECT</u>	<u>DESCRIPTION</u>
0100 to 1899	BASE SALARY
1902	ALSO RECEIVES
1905	GEOGRAPHIC
1908	INCONVENIENCE PAY
1909	INTERN IN RESIDENCE
1911	LOCATION
1921	PRE-SHIFT BRIEFING
1922	SHIFT EVENING
2698	OTHER-GRADUATE STUDENT
2699	OTHER-STUDENTS FB EX

## EXCLUDED:

Overtime	1948
Holiday Pay	1947
Vacation Payoff	1918
Overtime meals	1985
Longevity	1928
Also Receives (Temp Svc)	2052
Geographic (Temp Svc)	2055
Location (Temp Svc)	2061
Supporting Academic*	2100
Adjunct**	2400
Teaching Assistants	2483
Extra Service	2499
Student Assistants	2600

\* 2100 / 2400 are projected with \$1 as a placeholder for hourly employees, and should be adjusted as necessary.

These items should be budgeted at the AU level in the Financial tab.

21/22 UUP-DSI and Equity Increases are included in Projection.

Some Contractual salary increases are included.  
See next page.

# FY 22/23 LBP SALARY PROJECTION BY BARGAINING UNIT

BARGAINING UNIT CODE(S)	BARGAINING UNIT	CONTRACT END DATE	COMPONENT	INCLUDED IN WORKFORCE	HELD IN RESERVES
08	UUP	7/1/2022	(contract expires during 22/23) 1% DISCRETIONARY / COMPRESSION RAISE, 7/1/22 (in current contract) 2% RAISE, 7/1/22 (PENDING NEW CONTRACT. COMPOUNDED AFTER 1% DISTRIB) LOCATION PAY \$3,026 ALSO RECEIVES		1.00% 2.02%
	<b>TOTAL BASE INCREASE</b>			0.00%	3.02%
13	MC	N/A	2% RAISE-FY 4/1/22 -3/31/23 2% RAISE 4/1/23-3/31/24 (ON BASE) 1/4 YR=.5% (COMPOUNDED) 1% DISCRETIONARY (ON BASE-MERIT & COMPRESSION)-22/23 (COMPOUNDED)		2.00% 0.51% 1.03%
	<b>TOTAL BASE INCREASE</b>			0.00%	3.54%
2,3,4	CSEA	4/1/2021	(expired contract. Retro calculation included) 2% RAISE, 4/1/21-3/31/22 2% RAISE 4/1/22-3/31/23 2% RAISE 4/1/23 (1/4 YR=.5%) LUMP SUM RETRO (NOT ADD TO BASE) LOCATION PAY LONGEVITY/GEOGRAPHIC PAY ALSO RECEIVES		2.00% 2.02% 0.51% 2.51%
	<b>TOTAL BASE INCREASE</b>			0.00%	4.53%
5	PEF	3/31/2023	(contract expires during 22/23) 2% RAISE, 4/1/22-3/31/23 2% RAISE, 4/1/23-3/31/24 (1/4 OF YEAR=.5%) (COMPOUNDED) Geographic Pay Incremental- use separate file w/distribution by individual, add to	2.00% 0.00%	0.00% 0.51%
	<b>TOTAL BASE INCREASE</b>			2.00%	0.51%
21, 31	PBA (NYS)		(Contract was under negotiations since FY 15/16. Approval announced 2/22/2022. An estimated calculation appears below, subject to revisions. Excludes adjusted OT 2% 15/16 (4/1/16-3/31/17) 2% 16/17 (4/1/17-3/31/18) 2% 17/18 (4/1/18-3/31/19) 2% 18/19 (4/1/19-3/31/20) 2% 19/20 (4/1/20-3/31/21) 2% 20/21 (4/1/21-3/31/22) 2% 21/22 (4/1/22-3/31/23) 2% 22/23 (4/1/23-3/31/24) (1/4 OF YEAR=.5%) LUMP SUM RETROS-2% PER YEAR-COMPOUNDED (NOT ADD TO BASE) LOCATION PAY/SUPPLEMENTAL LOC PAY \$3,420		2.00% 2.04% 2.08% 2.12% 2.16% 2.21% 2.25% 0.57% 43.4%
	<b>TOTAL BASE INCREASE</b>			0%	15.4%
28	NYSCOPBA	3/31/2023	(contract expires during 22/23) 2% 21/22 (4/1/22-3/31/23) (1 YR-2%) 2% 4/1/23-3/31/24 (1/4 OF YR=.5%) (COMPOUNDED)	2.00% 0.00%	0.51%
	<b>TOTAL BASE INCREASE</b>			2.00%	0.51%
28	GSEU	7/1/2023	2% 22/23 (10/1/22-10/1/23 (3/4 OF YEAR=1.5%)	1.50%	

# Review Current Positions in the AU

- Click on the **Workforce tab**.
- Open **Plan -> Accounting Unit**. Select a posting AU.
  - Scrutinize all positions to determine if salary / distribution is correct.
  - Determine if positions are needed or should be eliminated if possible.
- Select an employee record to work on by clicking on a **Workforce budget ID**.
  - Determine if the position is correctly charged to the AU and required for FY 22-23
  - **If this Position/Line does not belong in this AU:**
    - Contact: (Hospital) **Sharad Kumar and Patricia Ward**.
    - Contact: (Academics & Shared Services) [BudgetHelp@downstate.edu](mailto:BudgetHelp@downstate.edu)
    - Contact: (COM & Grad School) **Ross Clinchy, Elizabeth Smith, & Bridgette Stevens**

**For budget purposes, change budgeted amounts and FTE/Headcount to zero.**

**Documents may need to be submitted to process correction in SUNY HR & BI systems.**

- **Note:** The system has been preloaded with a projected budget for Personal Services, based on **Payroll PR 19 (1/5/22)**

ID	Description	Job/Position	Employee	Pay Rate	2018 19/20-Budget Headcount	2018 19/20-Budget FTE	2018 19/20-Budget Amount
Total Budget...					8.00	8.00	
20571H	DSRIP-Admi...	0-MISSING-...			1.00	1.00	
20654H	DSRIP-Execu...	0-MISSING-...			1.00	1.00	
23449H	DSRIP- Prog...	0-MISSING-...			1.00	1.00	
26067H	DSRIP-Care...	0-MISSING-...			1.00	1.00	
26075H R	DSRIP-Care...	0-MISSING-...			-1.00	-1.00	
26075H	DSRIP-Care...	0-MISSING-...			1.00	1.00	
51486H	DSRIP-Direc...	0-MISSING-...			1.00	1.00	

Workforce Budget ID

FTE  
Distribution  
Amounts

Base  
Salary/budget  
amount  
verification  
required

# Workforce FTE/Headcount Column

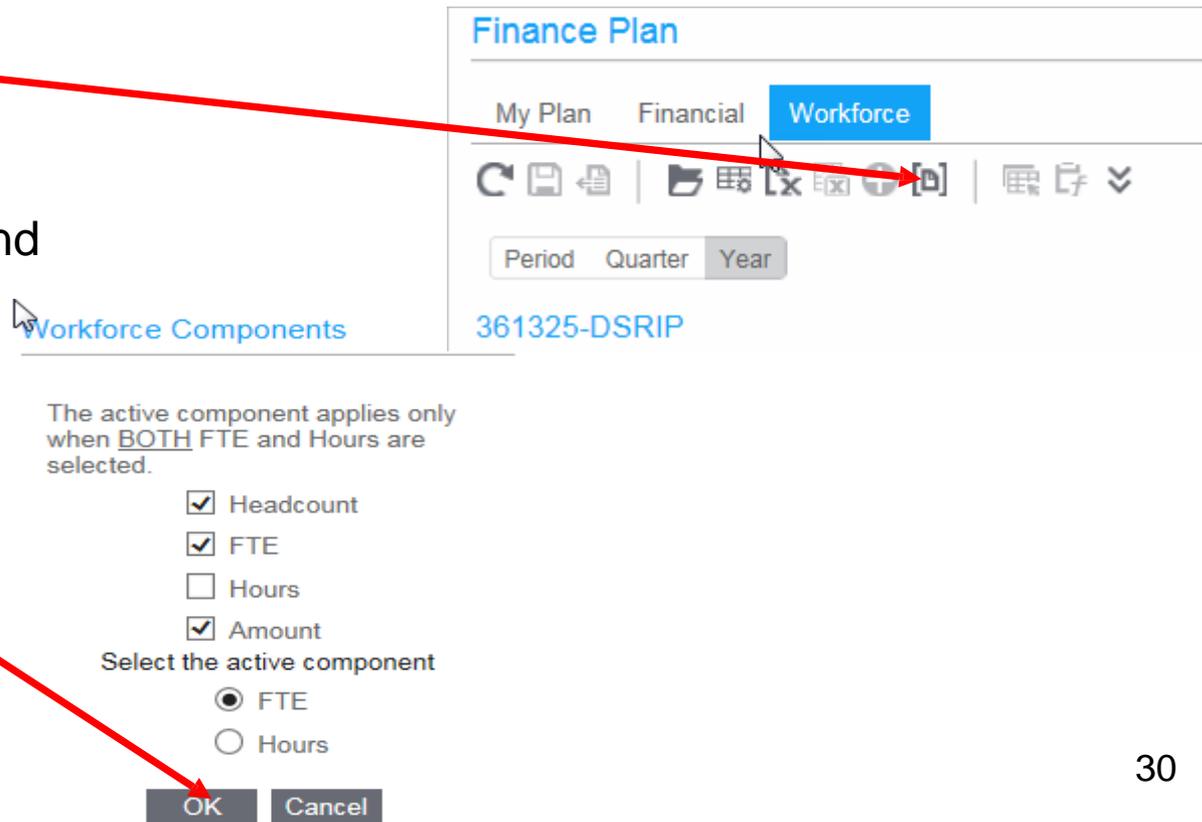
**Note:** The first time you log into LBP, the **FTE/Headcount** column may not appear in your **Workforce** view.



ID	Description	Job/Position	Employee	Pay Rate	2018
					19/20-Budget Amount
	Total Budg...				
20571H	DSRIP-Adm...	0-MISSING...			
	Base/Shift Pay				

To see the FTE detail column:

- Click on the **Display WF Components** button
- Click on the box to the left of **FTE** and **Headcount** and a check mark will appear
- Click **OK**



**Finance Plan**

My Plan Financial **Workforce**

Workforce Components

361325-DSRIP

The active component applies only when BOTH FTE and Hours are selected.

- Headcount
- FTE
- Hours
- Amount

Select the active component

- FTE
- Hours

OK Cancel

# Modify Existing Employee Record

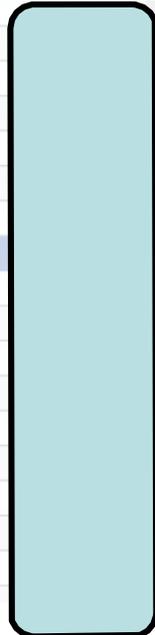
- If salary rate is incorrect or not properly distributed to AU's and salary components:
  - Change number in **FTE/Headcount** field to desired percentage for that AU.
  - Change Unit amounts for non-base salary pay codes, (e.g., Location Pay, Also Receives, etc.).
  - Change end date of position (i.e.; retirement or resignation) using the **Modify Workforce Budget** screen.
- **To modify an employee record.**
  - If a position is no longer needed, change the Pay Rate, FTE, Headcount and Unit amounts for that employee to zero. Very Important - Do not delete the position. Make sure all salary components are zeroed-out. (e.g., Location Pay, Also Receives, etc.).
- **Note:** If required pay code is missing for position, for the Hospital, contact [BudgetHelp@downstate.edu](mailto:BudgetHelp@downstate.edu)

ID	Description	Job/Position	Employee	Pay Rate	2018	2018	2018
					19/20-Budget Headcount	19/20-Budget FTE	19/20-Budget Amount
Total Budg...					8.00	8.00	
20571H	DSRIP-Admi...	0-MISSING-...			1.00	1.00	
▼ Base/Shift Pay					0.00	1.00	
0400-INSTRUCTIONAL NR					0.00	0.00	
0600-PROFESSIONAL-OTHER NR					0.00	1.00	
▶ Other Pay					0.00	0.00	
20654H	DSRIP-Execu...	0-MISSING-...			1.00	1.00	
▼ Base/Shift Pay					0.00	1.00	
0400-INSTRUCTIONAL NR					0.00	1.00	
0600-PROFESSIONAL-OTHER NR					0.00	0.00	
▼ Other Pay					0.00	0.00	
▼ 1902-ALSO RECEIVES RU					0.00	0.00	
Units					0.00	0.00	
▼ 1905-GEOGRAPHIC RU					0.00	0.00	
Units					0.00	0.00	
▼ 1911-LOCATION RU					0.00	0.00	
Units					0.00	0.00	
22440H	DSRIP-Execu...	0-MISSING-...			1.00	1.00	

Click to open Workforce budget screen

FTE Fields for base salary pay codes

Unit amounts for non-base salary pay codes



# To Designate Employee Salary Distribution to Different AU / Add a Missing, Vacant or New, Approved Funded Position

- From the **Financial tab**, select the posting AU to work on.
- Select the Workforce tab and click on the **Add Budget Icon** The **Add Workforce Budget** input screen will appear.
- Enter data into **Add Workforce Budget** fields
- Click **OK**



## Add Workforce Budget fields *(A red asterisk = required field)*: [Add Workforce Budget](#)

- **ID** - Same as the UHB Line number.  
(for a new line number use the format: "NEW-sequence #-Posting AU".  
Example: "NEW#H321370")
- **Description** - Position title. If existing position, can put in employee name.
- **Job/Position Code** - Click the **Find** button. Select **Position Code**. If existing position, same as line number. For additions, select from "Generic codes".
- **Comment**: This is a freeform text field (1) If employee is allocated between multiple AU's, enter the % breakdown by AU for that employee. (2) If modifying an employee record, indicate what was changed, example "changed FTE from .5 to zero"
- **Start Date** - Expected start date.
- **End Date** - Leave blank or enter an expected end date.
- **Pay Rate** - Total annual base salary.  
(Note: For part time employees use actual salary paid, not annualized rate)

The screenshot shows the 'Add Workforce Budget' form. Fields include: \*ID, \*Description, \*Job/Position Code (with a Find button), Comment, \*Start Date (mm/dd/yyyy), End Date (mm/dd/yyyy), Salary Class (Salaried), \*Pay Rate, Schedule, Grade, Step, Annual Hours, Job Type (Position Code), and Filter. A red arrow points to the Job Type dropdown menu. Below the form, a list of job types is visible: DMC-MASTER-0-NEW-UNFUNDED-PSR -PSR-M and DMC-MASTER-0-MISSING-PSR-Existing -Missing.

OK Cancel

## Adding Missing Positions and New Position Requests

Use the Generic Position codes shown below to enter missing positions or requests for new Positions:

- **MISSING**- Add missing positions in appropriate AU(s) using “0-MISSING” code
- **VACANT** -
  - **Academic & Shared Svc**-EC3 approved positions were loaded to department AU’s. If a current approved position is missing, use “0-MISSING” code to enter in the department’s AU
  - **Hospital Non-Shared Services**- **do not** enter in LPB
- **NEW** - Non-Hospital **NEW** (not yet approved) requests, use ***special VACANT*** “**VAC**”) **AUs** at departmental or divisional level (with the exception of the COM and SGS) to add new position requests . Use “0-NEW-UNFUNDED” code
  - **0-MISSING** Existing position missing from list
  - **0-VACANT APPROVED** Add approved vacancy
  - **0-VACANT-FUNDED** Replace existing position within budget
  - **0-NEW-UNFUNDED** New Position Request - not yet approved

# Financial Tab

- **To View OTPS (Other than Personal Service) Summary Information**
  - Click **Financial tab**.
  - In the Financial view, click on a summary account to review.
  - Summary Account “OTPS – Totals” is the total of all OTPS accounts.
  - Drill down to see details.
- **Entering a Budget (OTPS and PS non-workforce, lump-sum adjustments, such as overtime, standby, etc.)**
  - After selecting your posting AU, the screen will show **Accounts** in the **Financial tab** view. Budgets may only be entered at the posting AU level.
  - Edit or add amounts to **FY 22-23 Budget**. Input desired dollar amounts in the fields highlighted in yellow.
  - PS non-workforce, lump-sum adjustments can be made by changing the amount in the yellow box, or at the detail lines level, but adjustments made in the **Financial tab** will not show up in the **Workforce tab**.

361325-DSRIP

	2018 19/20-Budget Amount
▼ TOT-EXP-Total Expenses	1,236,444
▼ PS-Totals-Totals All PS	1,174,094
▶ PSR-Totals-Totals All PSR	1,174,094
▼ OTPS - Totals-Totals All OTPS	62,350
▼ OTPS - EXP-EXP OTPS	62,250
▼ SUP-Supplies	2,500
3000-Supplies	0
3001-Office Supplies	2,500
3061-IT Supplies	0
3067-Typesetting & Design	0
3068-Labeling & Inserting	0
3069-Printing Supplies	0
3095-AMEX Charge Card Purch	0
▶ TRVL-Travel	150
▶ CONTSVC-Contractual Services	50,000
▶ LIB-Library Acquisitions	0
▶ EQUIP-Equipment	9,600
▶ OTPS - REC-REC OTPS	100

OTPS Total

Enter amounts in yellow highlighted fields

# OTPS

- OTPS should be entered into LBP with as much detail as possible
- Vendor info or item details must be included for budgeted expense of \$10K or more, including contract # where applicable. Existing contracts-detail lines have been preloaded. Budget amount must be added. See pg 38
- Consulting contracts-Use **Object Code 5813 – Consultants** (see reference list, pg 53)
- Temp Agency Staff requests-
  - If funding source for Agency Temp is an **approved budgeted vacancy**, do **not** enter a budget in Manpower services, as this would result in duplication of budgeted expenses.
  - If funding is not from vacancy, use **Object 5842-Manpower Svcs** in Finance Tab.
  - Use detail lines to enter FTE's and Titles.
  - Temp Staff Agency expenses entered in Workforce tab will be removed.
- OTPS expenses should be entered in the **appropriate category**, and not as a lump sum miscellaneous amount
  - (e.g., Supplies, Contracts, Travel) in specific object code (e.g., 3001, 4240, 5003, 5842, 7200)
  - Bottled Water and File Storage contracts will be budgeted in a **central** account. Do not budget in operating AU's.
- HOSPITAL NON-SHARED SERVICES ONLY** - Do not budget for any equipment item for more than \$5,000. Capital budgeting is being done separately.

# Adding and Editing Account Detail Lines

- Detail lines are used to breakdown / describe the amounts entered in a posting account. For example, you should list contracts, suppliers or equipment type.
- For contracts, please review the preloaded Contract details, enter/modify the information where appropriate and if any contracts are missing, please see page 37.
- To add and edit detail account line data:
  - Click on a posting account. **1**
  - Click the  **Icon** box and select **Detail Lines**. **2**
  - The **Change Line Items** window will open

▼ Total Expenses	1,236,444
▶ Totals All PS	1,174,094
▼ Totals All OTPS	62,350
▼ EXP OTPS	62,250
▶ Supplies	2,500
▼ Travel	150
4000-Travel	150

My Plan **Financial** Workforce

  **2**

Detail Lines ▼    Period    Quarter    Year

361325-DSRIP > 4000-Travel

	2018 19/20-Budget Amount
AHA	0
HANYS	0
UHC	0
GNYCH	0
Adjustment	150
Total	150

# Adding and Editing Account Detail Lines (continued)

- From the **Change Line Items** window: Click the **Add Line** box and type a description in the **Line Name** Field.

**Refer to the next page for instructions on syntax.**

## Change Line Items

- Add a line for each budgeted item and click **Apply** to move the item to the left box. (You will not be adding dollar amounts on this screen.)

Detail Lines ▼    Period    Quarter    Year

361325-DSRIP > 4000-Travel

- Hit OK and you will now see the screen to enter line item amounts. Enter amounts in the yellow fields.
- Hit the **Save** button in the upper right hand corner of the screen to save changes.

	2018 19/20-Budget Amount
AHA	150000
HANYS	15000
UHC	35000
GNYCH	5000
Adjustment	0
Total	150

**Note:** The Adjustment line will show the difference between the total of the detail lines entered and the amount that appears in the **Financial tab** view for that posting account.

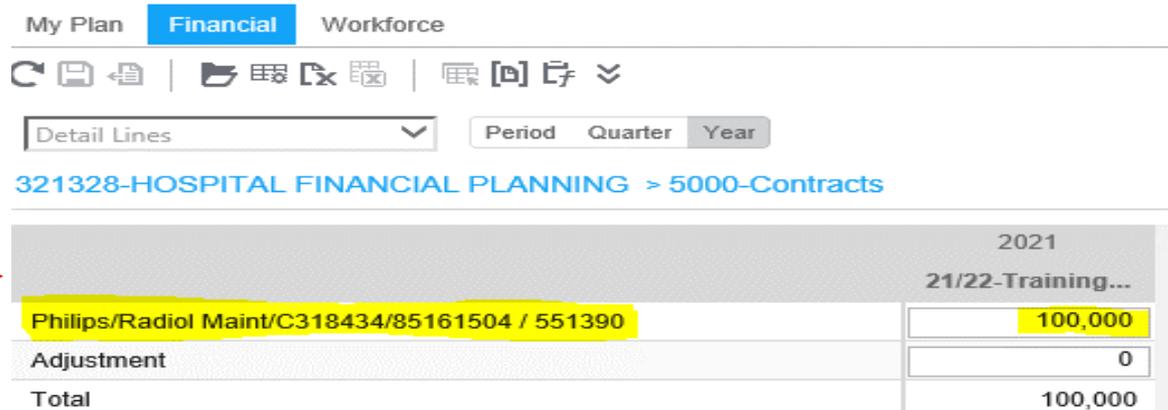
# INSTRUCTIONS FOR BUDGETING SERVICE CONTRACTS IN LBP

If you currently have a Service Contract(s) in good standing\* and it is included in the approved FY 22/23 LBP Budget, an annual requisition requesting an encumbrance of funds will NOT be required, if properly entered in LBP following the process below.

**BUDGETING FOR CONTRACTS IN THIS WAY WILL SAVE SIGNIFICANT TIME INVOLVED IN SUBMITTING REQUISITIONS FOR APPROVAL AND THEN TO PROCUREMENT.**

## **STEP 1: EXISTING CONTRACTS**

- Preloaded into LBP with specific syntax that the Procurement Department needs in order to encumber the funds, and shows up with an Estimated Dollar Value.
- **Review the amount in LBP.** If there was no encumbrance in prior year, the amount will show up as **\$1** in the budget column as a placeholder.
- **Revise amount in LBP** as necessary to reflect the planned encumbrance for FY 22/23.
- Contract will be preloaded in Accounting Unit(s) used for FY 21/22 encumbrance. Click Save icon. 
- **If accounting units will be changing for FY 22/23, please use the same syntax as the information that was preloaded.**



Detail Lines	Period	Quarter	Year
321328-HOSPITAL FINANCIAL PLANNING > 5000-Contracts			
Philips/Radiol Maint/C318434/85161504 / 551390			2021 21/22-Training... 100,000
Adjustment			0
Total			100,000

\*Contract must be in good standing—will not expire, or exceed Contract Cap within the fiscal year.

# **INSTRUCTIONS FOR BUDGETING SERVICE CONTRACTS IN LBP (con't)**

## **STEP 2: MISSING OR NEW CONTRACTS**

Navigate to the correct AU and object code. Enter dollar amounts required for 22/23 budget.

If you have an existing or new Contract and it is not listed in LBP, you must add it using the following instructions to load: and click “Edit Detail Lines”.

Use the following format to enter description:

- Enter:
1. Contract # - (i.e. C318434)
  2. Vendor Name - (i.e. Philips)
  3. Brief Description - (i.e. Maintenance)
  4. UNSPSC Code - (i.e. 85161504) - (see pg. 40 for a list of codes)
  5. Object Code - (i.e. 551390) - (see pg. 40 for a list of codes)

Note – if clarification is needed on coding, please contact the contracts agent that has been working with you on this procurement.

***FINAL DESCRIPTION EXAMPLE: Philips / Radiology Maintenance / C318434 / 85161504 / 551390***

***IMPORTANT: PLEASE USE THIS SPECIFIC ORDER / SYNTAX TO ENTER INFORMATION.***

# INSTRUCTIONS FOR BUDGETING SERVICE CONTRACTS IN LBP (con't)

## **IMPORTANT NOTES:**

1. If the Contract is budgeted to multiple Accounting Units, use same description in each Accounting Unit.
2. If you Contract expires prior to June 30, 2023, only budget for the value of the months remaining on the Contract.
3. If you plan to renew the Contract, add a second entry for a “new procurement” for that service—enter RFP or IFB #  
Estimated amount should be included in the budget column. For further clarification, please reach out to your purchasing agent.

If budget is not done properly and contract is not added to LBP, a requisition requesting an encumbrance of funds needs to be submitted with all the appropriate authorizations. Submit the approved requisition(s) to:

[Donovon.Lorde@downstate.edu](mailto:Donovon.Lorde@downstate.edu) with a copy to [Maureen.Crystal@downstate.edu](mailto:Maureen.Crystal@downstate.edu)

The subject line of the email should read: Req# \_ Contract #-\_ Vendor Name \_ FY22/23 Encumbrance

***EXAMPLE OF SUBJECT LINE: Req #23-245-001 Contract C321877 Philips FY22/23 Encumbrance***

## **SYSTEMS INFORMATION THAT PROVIDE CONTRACTS INFO:**

**Cobblestone** - This is a user-friendly system that has contract information including all the details required.

For Access please contact: Sherrie King - [KingSh@upstate.edu](mailto:KingSh@upstate.edu) (an employee of SUNY-UPSTATE) and copy [Maureen.Crystal@downstate.edu](mailto:Maureen.Crystal@downstate.edu).

**Business Intelligence (BI)** – a system showing account information, including contracts information in “Account Summary” for each account. Click on the link under the Encumbrance column to see open amounts, and Expenditure column to see payment history. Confirm that all contracts are included correctly.

For access, please contact: [Robert.Robinson@downstate.edu](mailto:Robert.Robinson@downstate.edu), with a copy to [Jeff.Rosen@downstate.edu](mailto:Jeff.Rosen@downstate.edu)

# CONTRACTS BUDGETING - KEY TO OBJECT & UNSPSC CODES\*

**DRAFT-this list will continue to be developed by Contracts team**

OBJECT CODE	DESCRIPTION	UNSPSC CODE	UNSPSC CODE DESCRIPTION
532350	Medical Waste	76121901	
532440	Radiation Film Badges	26142303	
598400	Radiation Protection Services	42203901	
551010	Leases-IT Equipment	81112400	
551150	Leases-Other Equipment	80161800	
551250	Leases-Vehicles	78111812	
551350	Equipment Maint/Repairs - IT	81112303	
551360	Equipment Main/Repairs - Other	73152100	
551370	Equipment Maint/Repairs - Vehi	78181500	
551380	Equipment Maint/Repairs -Commu	TBD	
551390	Medical & Dental Equipment Mai	85161504	Equipment/Maintenance
552010	Leases-Real Property-Base Rent	80131500	
552020	Leases-Real Property-Tax Escal	80131500	
552040	Leases-Real Property-Utilities	80131500	
552900	Building Repairs	TBD	
556010	Postage and Shipping	78121603	
	Courier Services	78102200	
556020	Shipping	TBD	
556040	Commercial Printing-Non Advert		
556060	Photocopying Services - Non Ad		
556070	Printing Services		
556080	Inter-Agency Printing Services		
556090	Management of State Facilities		
556130	Plumbing system maintenance re		
550050	Subscriptions Services		
550060	Memberships		
550070	Dietetics & Nutrition		
550080	Food Prep		
550100	Movers	78101804	
551140	ROBERT PAPAIZIAN ARCH		
551180	Environmental Assessment		
551190	Environmental Cleanup		
551400	Office Equipment Repairs & Mai		
556110	Maintenance Services - Boilers		
556120	SALDONA INC		
556140	Pest Control		
556190	Maintenance Services - Rubbish	76121501	Garbage Collection
556220	IT Software/Licenses	43231512	License Management Services
556240	IT Software Installation/Integ		

OBJECT CODE.	DESCRIPTION	UNSPSC CODE	UNSPSC CODE DESCRIPTION
556240	IT Software Installation/Integ		
556250	IT Consultant-Design/Develop		
556260	IT Software Maintenance	81112200	
556270	Hardware/Software Installation		
556280	IT Hardware Maintenance		
556290	IT Services-Other	81111811	Technical support or help desk services
556300	Maintenance Services- Electric		
556310	Maintenance Service- Elevators		
556340	Client Services		
556370	Laundry and Linen Services	91111502	
556380	Building/Property Services	70141605	Integrated pest management services
556460	Security Services	92121500	Security Guards
		92121801	Armored Car Services
556470	Clerical Services	80111601	
	Transcription Services	82111604	
556620	Constant Management Software		
556650	Educational/Reference Software		
556730	Networking		
556780	HVAC/Chiller Maintenance		
558130	Consultants	80101507	Info Tech Consulting Services
			Business and corporate management consultation services
		80101500	
558420	Manpower Services	80111606	Temp Medical Staffing
558440	Administrative Fee		
558470	Interpretation/Translation		
558740	Banking Services		
558810	Medical/Clinical Services	85101500	Medical or surgical equipment or implant rental and shipping fee
	Medical Equipment Rental	85161505	
558820	Medical Services		
558830	Advertising Services		
558840	Advertisng& Mktng Svcs-Online		
558850	Other Services		
558890	Home Health Aides		
558900	Accounting & Auditing Services	84111600	
	Debt Collection Services	84101704	
558930	Legal Services	80121600	
	Immigration or naturalization law	80121803	
558400	Record Management Services		
558770	Photography AD & Marketing		
558810	Estimated Professional Liabil		
570500	Library Hardware		
570600	Library Software		
572450	Other Equipment-Lease Purchase		
572470	Computer Services		
575990	Arch/Eng Consultant Services		

\*If you don't see a fitting description, please contact the Contracts department for assistance.

# APPENDIX

# Data Extracts

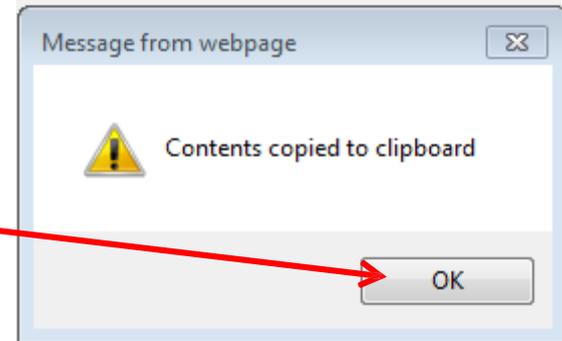
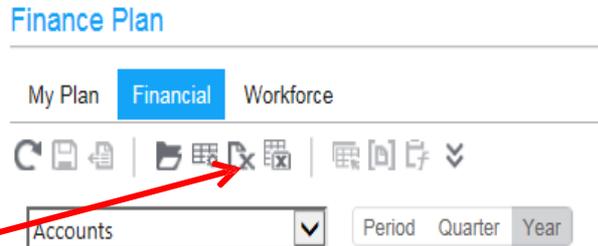
There are two ways to obtain reports of your budgets from Lawson Budgeting and Planning (LBP):

1. Copying Data to Excel, or
2. Exporting Data to Excel.

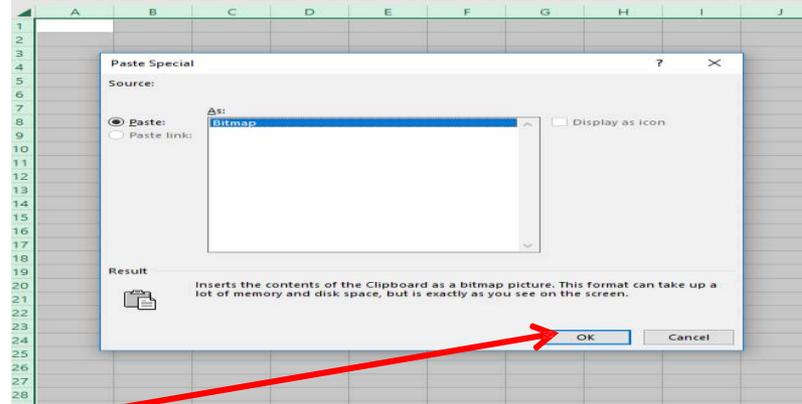
# Copying Data to Excel

The following is a quick and easy way to copy contents of the plan view to Excel for review and to produce a hard copy of the budget.

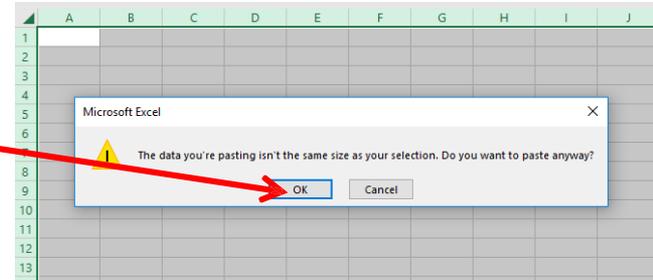
1. While in the Financial tab, choose Copy to Excel
2. The contents are copied to the clipboard
3. Click OK



# Copying Data to Excel



4. Open a file in Excel and  
Click OK to paste



5. Format worksheet as  
desired

	A	B
1	Company	361325-DSRIP
2		
3		2018
4		19/20-Budget
5	Total Expenses	1,500,087
6	Totals All PS	1,491,649
7	Totals All PSR	1,491,649
8	Totals All PST	0
9	Totals All OTPS	8,437
10	EXP OTPS	4,589
11	Supplies	1,089
12	Travel	3,500
13	Contractual Services	0
14	Library Acquisitions	0
15	Equipment	0
16	REC OTPS	3,848
17		

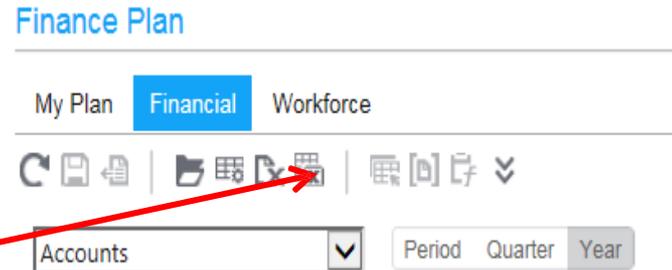
# Exporting Data to Excel

The following is a way to export contents directly into Excel for review and to produce a hard copy of the budget.

1. While in the Financial tab, choose export to Excel

2. A screen will appear for you to select the perimeters

3. Click Next



## Finance - Export to Excel

Optional items to export:

- Periods
- Units
- Line Items and Models
- Comments

Attributes

- Account
- Accounting Unit
- Company (no attributes defined)

< Back Next > Finish Cancel

# Exporting Data to Excel

4. The screen with your selections will appear
5. Assign options from list under available
6. Once you have assigned all attributes click Finish
7. An Internet Browser will open giving you the option to open

## Account Attributes

Account Attributes

Find

Available

Assigned

Desc  
Order  
Type

>  
<

## Account Attributes

Account Attributes

Find

Available

Assigned

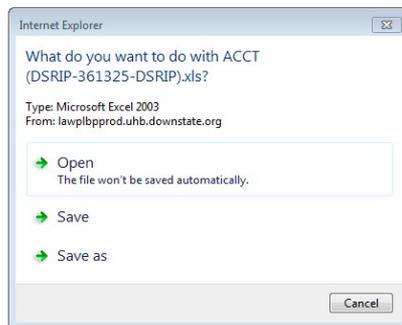
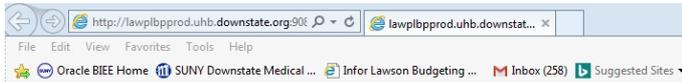
Desc

Order  
Type

>  
<

Hold down the "Ctrl" key to select multiple items.

< Back Next > Finish Cancel



# Exporting Data to Excel

Displayed here is the file containing information selected. You can click on the various tabs at the bottom to drill down into the material.

The screenshot shows the Microsoft Excel interface with a PivotTable. The PivotTable is set to show data for the user 'swaters (Shannel Waters)'. The data includes system information such as time, company, chart, and accounting details. The PivotTable is structured as follows:

Dataset	Type	Parent	Fiscal Yea	Overlay	Actuals
17/18-Bud	Global Plan		2017		

The PivotTable is currently displayed in a compact form, with the 'Actuals' column being the only visible data column. The PivotTable is named 'Pivot Table' and is located in the 'Export Data' section of the ribbon. The status bar at the bottom indicates 'Ready' and '100%' zoom.

# Lawson vs. State Terminology

## **Account vs. Accounting Unit (AU)**

“Accounting Unit” or “AU” in Lawson = State “Account”.

“Account” in Lawson = State “Object Code”.

- **Summary Accounting Unit (AU)** - Alpha-numeric names representing a **total** of a group of AU's.

Examples:

VP1 - VP – ADMINISTRATION

AA - Affirmative Action

7H-CEO - CEO

- The AU hierarchy flow is as follows:

**VP Area -> Division -> Fund within division -> Posting level AU.**

- Fund roll-up AU's- First 2 positions represents the fund as follows:

0R - General IFR

5R - Hospital IFR

3R - State Purpose

7H - Hospital

4R - Dormitory

- **Posting Accounting Unit (AU)**

- 6 digit number representing the AU level where budget data can be edited.
- Lowest level in the AU hierarchy.
- **Examples: “361325” DSRIP” “321358 Patient Accounts”**

- **Summary Account** - Non-numeric names representing a **total** of a group of accounts.

Examples: PS - Personal Service  
CONTSVC - Contractual Services  
SUP - Supplies

- **Posting Account** - 4 digit number representing the account level where budget data can be edited.

Examples: 5003-Conference/Training Services  
5006-Memberships

## Income Fund Reimbursable (IFR) Accounts Budgets

1. IFR accounts are accounts that are used for depositing revenue. SUNY requires “appropriation” authority to disburse collected revenue. Spending authority for this revenue is provided on an annual basis by the State Legislature and the Governor in the Enacted Budget. As part of the annual budget making process, the state carefully scrutinizes SUNY’s requested levels of appropriation, and System Administration relies on the campus information to substantiate requested year-to-year changes. It is therefore necessary to prepare a budget allocation request for spending IFR Revenue.
2. Although an account may have a cash balance, the allocation is also required in order to spend. The cash balance is carried over from year to year, but a new budget request for allocation needs to be entered in LBP annually.
3. Campus budget can change amounts

ALLOCATION & CASH BALANCE = APPROVED SPENDING

## Income Fund Reimbursable (IFR) Accounts Budgets

Please input in LBP the FY 22-23 planned expenses for each IFR in as much detail as possible to assist us in understanding the plan for spending in the coming year. In order to establish a budget allocation for an IFR AU, the projected cash balance for next fiscal year needs to be determined

1. First, the projected net revenue for the balance of the current Fiscal Year 21/22 should be calculated. Take into consideration any additional revenue or expenses that will be incurred for the remaining portion of the year
2. Next, the projected revenue for FY 22-23 should be estimated based on known factors such as grants, affiliation contracts or other type revenue streams.
3. Total projected cash available will become the Target (Maximum Allocation) that can be requested for each IFR.

## Establishing a Budget Allocation for IFR AU's

(this worksheet is designed to assist in calculating the projected cash balance)

Guidelines to assist in determination of required allocation (budget):

1. **Determine net available funding for operations for the upcoming fiscal year for the AU** →

<b>Projected Adjusted* Beginning Cash Balance as of 7/1/22</b> <i>*(includes prior year cash balance less disbursements and encumbrances)</i>	\$ -	
<b>Plus: Projected Revenue for FY 22-23</b>		-
<b>Less: Projected Fringe Benefit Expense</b> <i>(Fringe benefit rates vary. Please contact Sergio Maffettone at ext.2790, if unsure of the fringe benefit rate that applies)</i>		-
<b>Less: Maintenance Overhead Expense (if applicable)</b>		-
<b>Less: Administrative Overhead Expense (if applicable)</b>		-
<b>Net Available Funding for FY 22-23</b>	\$ -	

2. **Requested allocation should include the following estimated costs (limited to the net funding available)** ↘

<b>Projected Fiscal Year Personal Service Expense</b> <i>(including all salary adjustments for estimated contractual increases)</i>	\$ -
<b>Projected OTPS Expense</b>	\$ -

•The actual fiscal condition of the IFR will be determined by the cash balance in the account.

•The ability to spend the cash balance will be determined by and limited to the allocation in the account. If revenue is available to support additional expenses, a request can be made to increase the allocation.

## CONSULTANTS – BUDGET IN OBJECT CODE 5813

State Finance Law requires that each Fiscal Year the Office of State Comptroller (OSC) report all contracts for consulting services that were issued by State agencies

Therefore, we are requesting that any consulting contract be posted to Object Code “5813-Consultants” in the FY22/23-Budget. Below are the types of consulting contracts that need to be reported:

- Analysis
- Research
- Training
- Data Processing
- Computer Programming
- Engineering
- Environmental Health Services
- Mental Health Services
- Accounting
- Auditing
- Paralegal
- Legal
- Similar Services

# Physicians AU's based on the Specialty – UHB

## Budgeting Hospital

### Only

- The Hospital has separate AU's for Physicians by their major Specialties based on the College of Medicine structure.
- All the FTE's with Physicians titles have been moved to the new AU's from their original home AU's.
- Zero out any FTE left in the original home AU's in error. **Please inform [Sharad.Kumar@downstate.edu](mailto:Sharad.Kumar@downstate.edu) and [Darrel.MacArthur@downstate.edu](mailto:Darrel.MacArthur@downstate.edu) of this error.**
- Zero out any also receives or any other salary component left in the original home AU's in error.
- All the physician's AU are under Darrel MacArthur. He can be reached at [Darrel.MacArthur@downstate.edu](mailto:Darrel.MacArthur@downstate.edu) in case you have any questions.
- Below is the list of AU's being used for physicians.

AU	AU Description
351353	PHYSICIANS - DERMATOLOGY
351389	PHYSICIANS - EMERGENCY MEDICINE
351359	PHYSICIANS - PATHOLOGY
351362	PHYSICIANS - ANESTHESIOLOGY
351369	PHYSICIANS - FAMILY PRACTICE
351399	PHYSICIANS - MEDICINE
351372	PHYSICIANS - NEUROLOGY
351373	PHYSICIANS - OBS/GYN
351374	PHYSICIANS - OPHTHALMOLOGY
351379	PHYSICIANS - PEDIATRICS
351382	PHYSICIANS - PSYCHIATRY
351314	PHYSICIANS - RADIOLOGY
351383	PHYSICIANS - RADIATION THERAPEUTIC
351384	PHYSICIANS - REHAB MEDICINE AND ORTHOPEDIC
351385	PHYSICIANS - OTOLARYNGOLOGY
351386	PHYSICIANS - SURGERY
351387	PHYSICIANS - NEUROSURGERY
351388	PHYSICIANS - UROLOGY

# Union Codes For New Hires And Employee Status Changes

For informational purposes, below are the bargaining units to calculate any PS information

Negotiating Unit	Union Long Name	Union Short Name
02, 03, 04	Civil Service Employee Association, Inc., Local 1000, AFSCME, AFL-CIO	CSEA
05	Public Employees Federation, AFL-CIO	PEF
08	United University Professions	UUP
13	Management Confidential	MC
28	Communications Workers of America/Graduate Student Employees Union, Local 1104	CWA/GSEU
21	NYS Correctional Officers and Police Benevolent Association, Inc.	NYSCOPBA
31	The Police Benevolent Association of New York State, Inc.	PBANYS

# Workforce Planning

Workforce Planning is a core function of human resource management. It relates to the systematic identification and analysis of what an organization is going to need in terms of the size, type, experience, knowledge, and skills of its workforce to achieve its objectives. It is a process used to generate the data to inform the organization of the current, transition and future impact of the environment of the organization

Each area should be looking at their workforce both operationally and strategically:

- Operational workforce planning: usually covers the next 12-18 months and should align with the timeframe of the business planning cycle. It is the process and systems applied to gathering, analyzing and reporting on workforce planning strategy
- Strategic workforce planning: usually covers a 3-5 year forecast period, aligned to business needs and outcomes. It focuses on identifying the workforce implications, current, transition and future of business strategic objects and includes scenario planning

# Workforce Planning

The following is a list of the most common components of a workforce plan:

<b>Forecasting and assessment</b>	<b>Estimates, for example, of the internal/external supply and demand; labor costs; organizational growth rates; and revenue sources.</b>
<b>Succession planning</b>	Designating, for example, the progression plan for key positions.
<b>Leadership development</b>	Designating high-potential employees; coaching; mentoring; rotating people into different projects.
<b>Recruiting</b>	Estimating needs for head count, positions, location, timing, and more.
<b>Retention</b>	Forecasting turnover rates; identifying who is at risk and how to keep them.
<b>Redeployment</b>	Deciding who is eligible for redeployment, and from where to where.
<b>Contingent workforce</b>	Designating the percentage of employees who will be contingent, and in what positions.
<b>Potential retirements</b>	Figuring out who is eligible, when they are eligible, who will replace them, and what alternative work arrangements are available that could prevent a retirement problem.
<b>Performance feedback</b>	Instituting opportunities to set expectations, assess individual and organizational success, and putting together development plans (both individual and collective).
<b>Career path</b>	Career counseling for employees to help them move up.
<b>Backfills</b>	Designating key-position backups.
<b>Environmental forecast</b>	Forecasts of industry and environmental trends, as well as a competitor assessment.
<b>Identifying job and competency needs</b>	Doing a skills-and-interest inventory.
<b>Metrics</b>	Identifying metrics to determine the effectiveness of workforce planning.

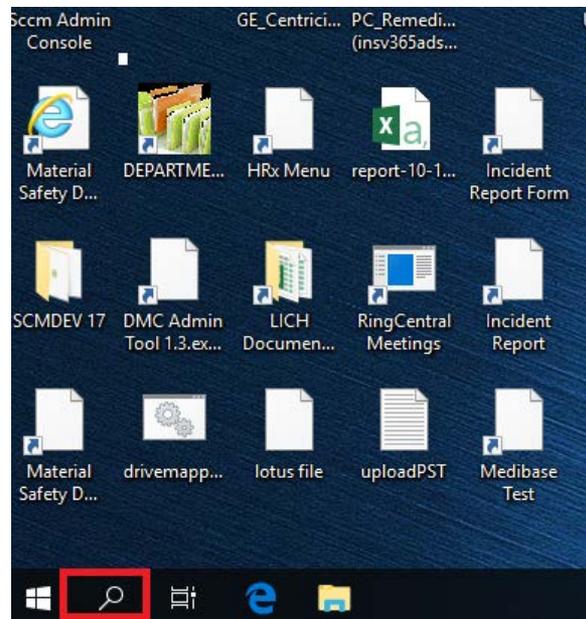
# Window 10 Upgrade

Microsoft Edge is set as default browser on Windows 10 workstations. Lawson LBP requires Internet Explorer 11(IE) to be used. To get Internet Explorer:

- Open IE on Windows 10 workstation
- Change default browser on Windows 10 workstation
- Confirm IE is used

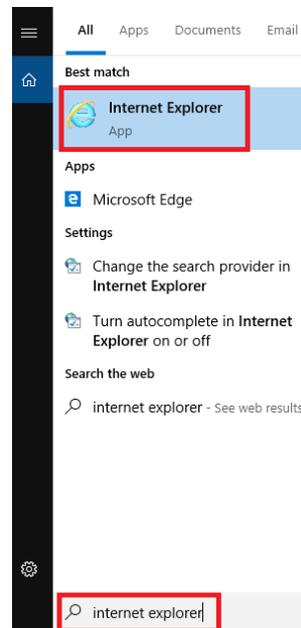
## [To open Internet Explorer on Windows 10 workstation,](#)

1. Click on the Search icon at the left lower corner on the desktop



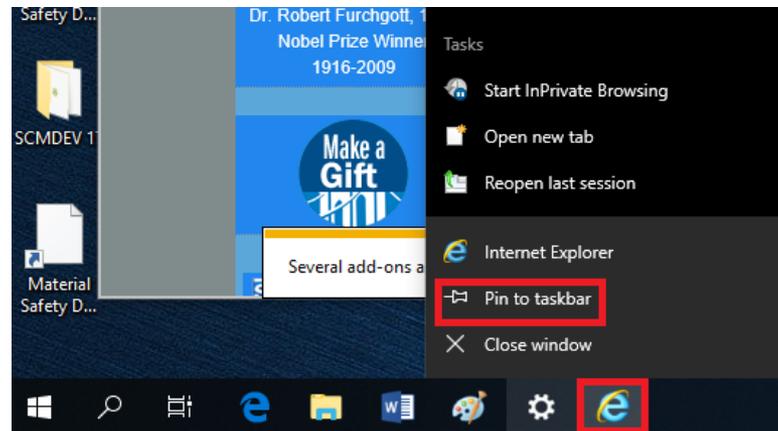
# Window 10 Upgrade

2. Type “Internet Explorer” in the search field shown at the bottom, and click on the Internet Explorer in the “Best Match” session shown at the top to open IE



# Window 10 Upgrade

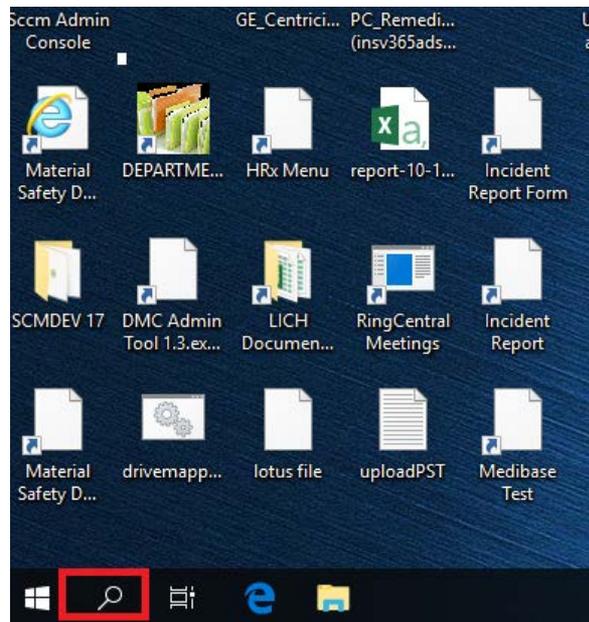
3. To pin the IE icon on the taskbar for easy access in the future, **RIGHT** click on the IE icon on the taskbar while IE is open, and click on “Pin to taskbar”. The IE icon will be pinned on the taskbar and a single left click on it will open IE



# Window 10 Upgrade

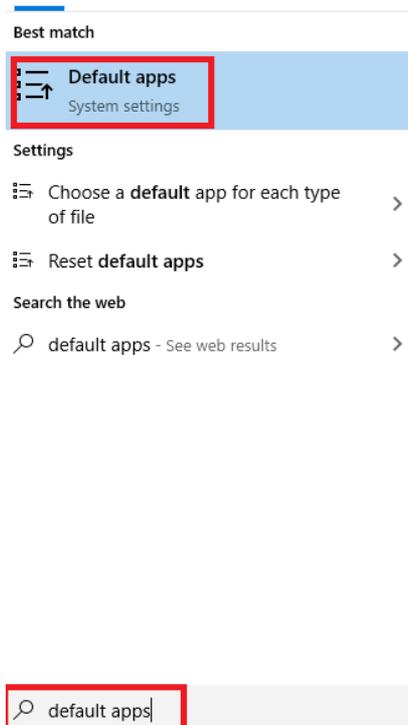
**To confirm the default browser or change the default browser to Internet Explorer(IE),**

1. Click on the Search icon at the left lower corner on the desktop



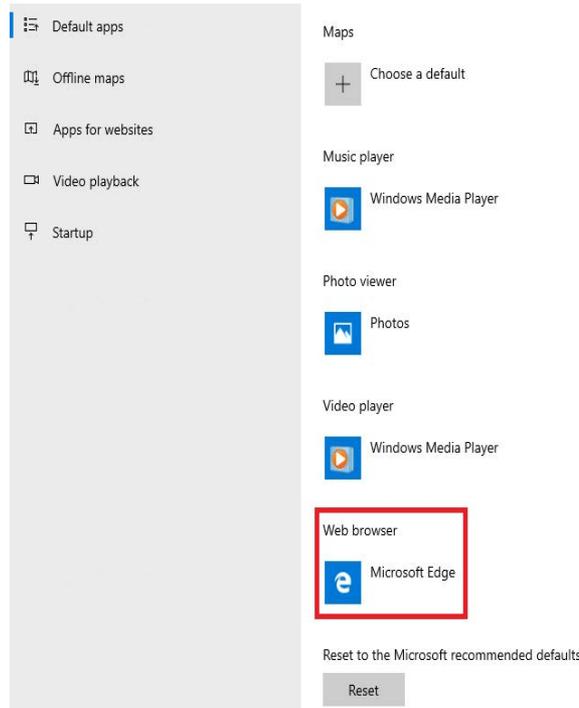
# Window 10 Upgrade

2. Type “Default Apps” in the search field shown at the bottom, and click on the Default apps in the “Best Match” session shown at the top.



# Window 10 Upgrade

3. In the window opened, click on “Microsoft Edge” under “Web browser”.
- Note: It might show other browsers, like Chrome, instead of “Microsoft Edge” if the default browser had been changed



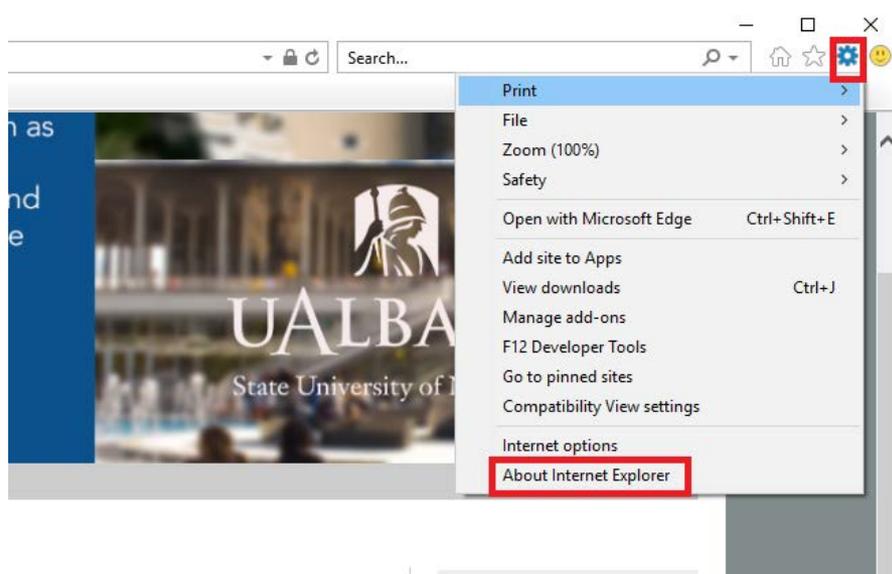
4. Click on “Internet Explorer” from the list. The default browser has been changed to IE. The change takes effect immediately and no reboot is necessary. From this point on, IE will be used if you click on a link in an email or a Word file

# Window 10 Upgrade

## To confirm if IE is used,

click on the wheel symbol at the right upper corner of the browser window. If you see “About Internet Explorer”, IE is used.

If you do not see the wheel icon in the browser window, you are likely using other browsers



To change the default browser back to other browser, Chrome for example, you can repeat the same process

# Budget Submission

Completed budgets must be submitted to the  
Budget Departments by

**April 8, 2022**

After this date, the budget will be locked to  
modification