



ENTERING BUDGET(S) IN SAMIS 3.0

Presented by the Finance Department



Before you get started

- The budget workflow must be set up before entering you can enter your Budget into SAMIS. The Agency's SAMIS administrator manages the workflow.
- Only the budget creator** can create, edit, or modify changes in the Budget in SAMIS.
- If the Budget is rejected at any point in the process, it goes **back to the budget creator**, for only they can make changes.
- The budget entry is a step-by-step process. You must follow all the steps to ensure successful entry and approval.



The Budget Entry Process:

- | | |
|---|--------|
| 1. Define Fringe Benefits % Rate | Pg. 4 |
| 2. Assign Funders - Match/Leverage if applicable | Pg. 7 |
| 3. Record the name of known staff members | Pg. 9 |
| 4. Create and assign positions and staff - to the Program | Pg. 11 |
| 5. Populate the budget template and enter the Budget | Pg. 19 |
| 6. Fixing Common Errors | Pg. 24 |

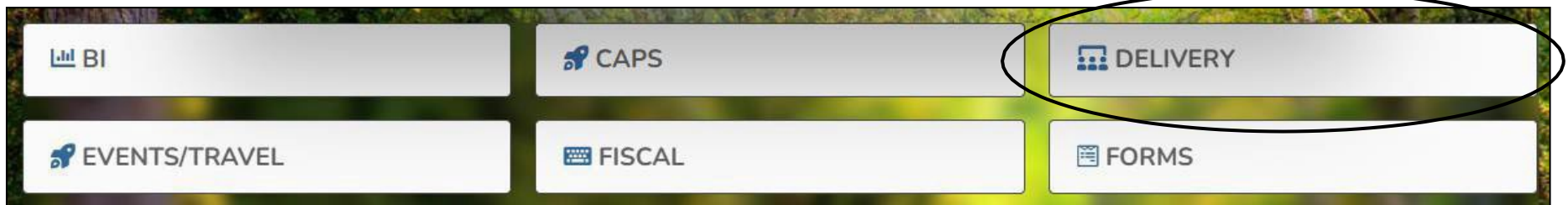


<https://www.nexuscscbroward.org/>

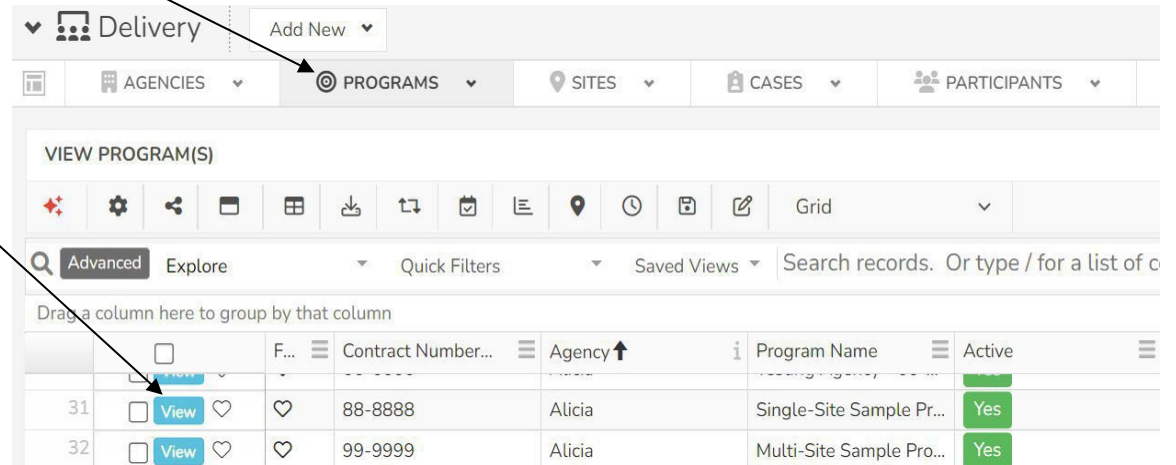
STEP 1. Define Fringe Benefits % Rates (Delivery Module)

FICA is auto-populated in the Budget; therefore, **FICA** is not part of the fringe benefits described here. The fringe benefits are retirement, health insurance, worker's compensation (WC), and SUTA. Only enter % rates for fringe benefits calculated by multiplying the % rate X gross salary across ALL positions in the Budget. For the most part, **WC** will be the only fringe benefit to apply, but there are some exceptions.

- To define the fringe benefits % rates, begin by selecting the **DELIVERY** module.

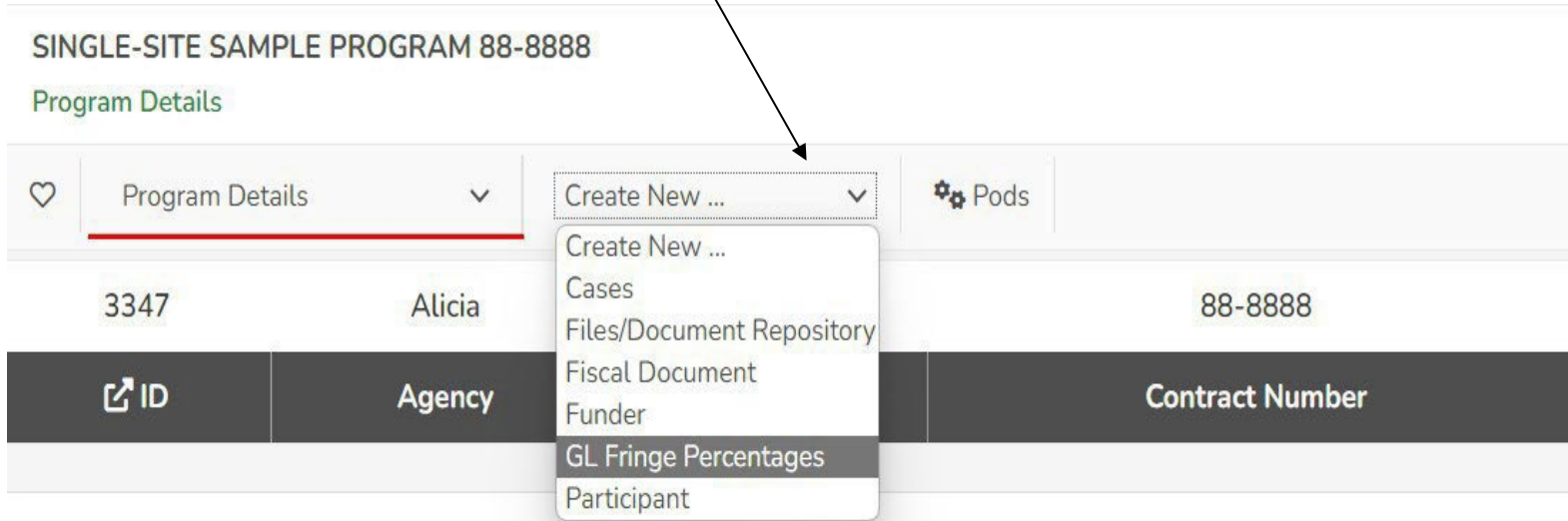


- From the main navigation menu, select **PROGRAMS**
Select your Program
(agencies with multiple programs).



STEP 1. Define Fringe Benefits % Rates (Delivery Module)

- To assign a fringe benefit, click on the **Create New** button
Then **GL Fringe Percentages**



Assigning a rate to a fringe benefit allows SAMIS to calculate the benefit cost by providing a Calculate button under Regular Salaries and Wages > Position in the body of the Budget. The calculation = % rate X gross salary across ALL positions (rounded to the nearest dollar). Due to rounding, an adjustment (+/- \$1) may have to be made in SAMIS to reflect the amount noted in the approved budget detail.

If rates are not assigned in the benefits module, **you will not have a Calculate button** when recording salaries and fringe benefits, which would have automatically calculated the cost of the fringe benefits. The cost of the wages and fringe will need to be entered manually into the body of the Budget.

Fringe Benefits available to select from →

Retirement Contributions

Life and Health Insurance

Workers Compensation

Unemployment Compensation

Other Fringe Benefits

STEP 1. Define Fringe Benefits % Rates (Delivery Module)

- Select your **Fiscal Period**

Fiscal Period

- Select the Fringe Benefit **GL**

GL

- Enter the **Fringe %** rate

- up to 2 decimal points

- no % sign needed

e.g., 2.36% = 2.36

Fringe %

- **Before you click save,**
select your next move
from the dropdown,
then click **Save!**

See the next page

After Saving, Go To

Program Detail Page

Program Detail Page

Modify Page

GL Fringe Percentages Detail

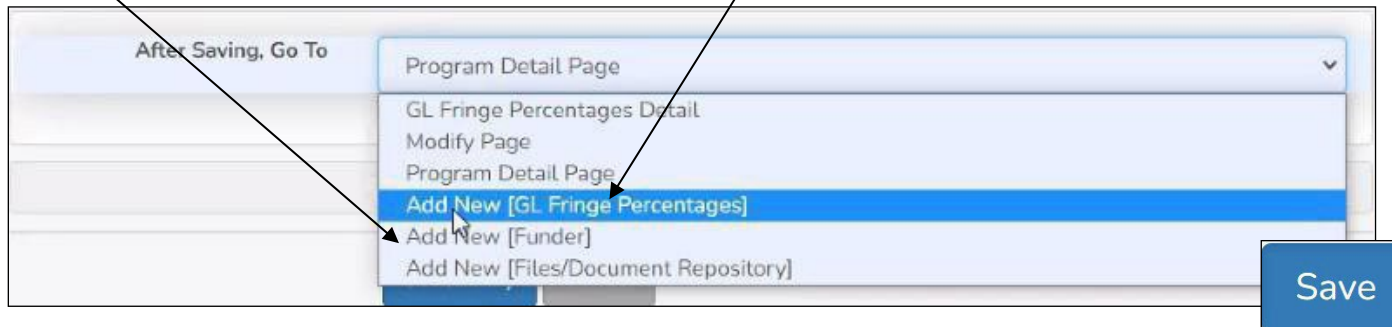
Add New [GL Fringe Percentages]

Add New [Funder]

Add New [Files/Document Repository]

STEP 1. Continued – Defining Fringe Benefits %

- The efficiency dropdown menu provides the ability to **assign a second fringe benefit % rate** or select **Add New [Funder]**, or next step; if no other rate needs to be recorded. Select and then click Save Entry.



- If recording an additional fringe benefit % rate, follow the steps described above in Step 1.

STEP 2. Assigning Funders – Match/Leverage

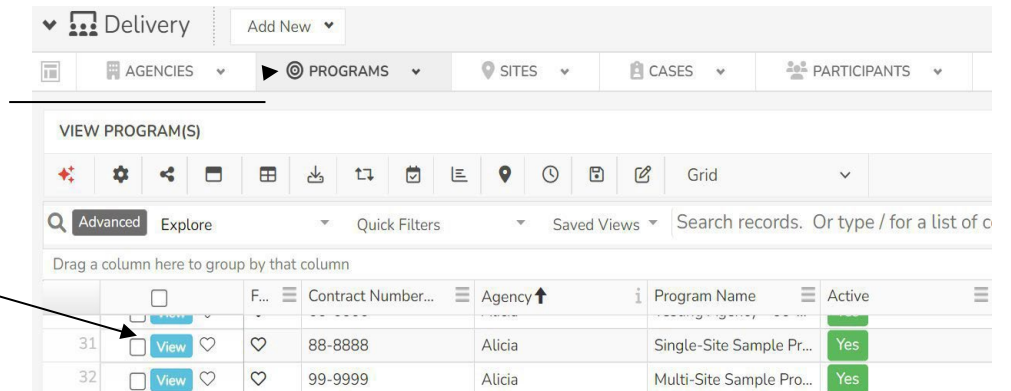
Review your budget detail to note the type of funders to assign to the SAMIS budget entry - Cash, In-Kind, and or Leverage.

➤ DELIVERY Module

From the main navigation menu, select **PROGRAMS**

Select your Program

(agencies with multiple programs).



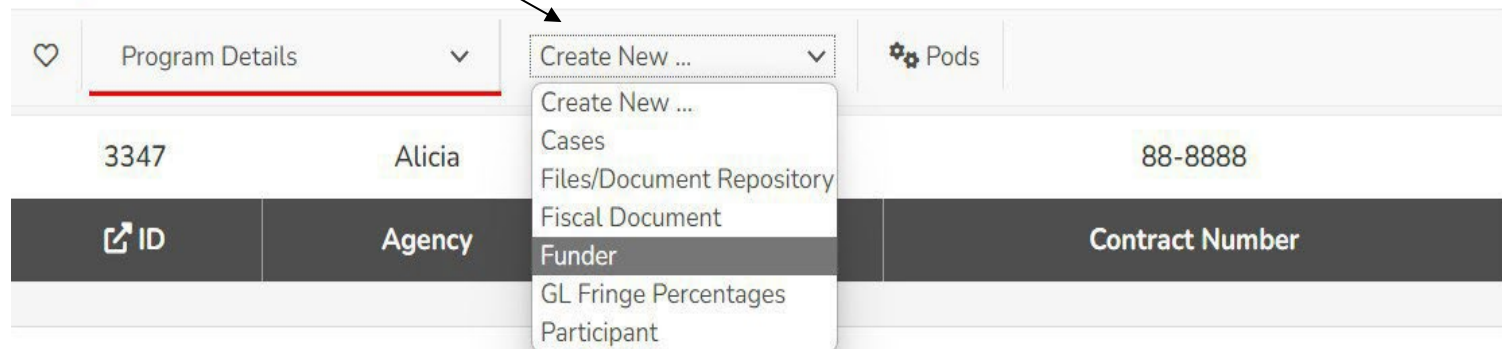
VIEW PROGRAM(S)

	F...	Contract Number...	Agency ↑	Program Name	Active
31	View	88-8888	Alicia	Single-Site Sample Pr...	Yes
32	View	99-9999	Alicia	Multi-Site Sample Pro...	Yes

➤ To assign a funder, click on the **CREATE NEW** button. Then **FUNDER**

SINGLE-SITE SAMPLE PROGRAM 88-8888

Program Details



Program Details

3347 Alicia 88-8888

ID Agency Contract Number

Create New ...

- Create New ...
- Cases
- Files/Document Repository
- Fiscal Document
- Funder
- GL Fringe Percentages
- Participant

STEP 2. Assigning Funders – Match/Leverage

- Select the **Funder/Leverage** → **Funder**
- Select **Program Period** → **Program Period**
- Select the radio button for **Budget (Summary)** → **Funder Level**
- Select the Active radio button for **Yes** → **Active**
- In the **Comment** box, briefly describe components of the Match (1-3 words max); the full description comes later. → **Comment**

Select Funder

Select Fiscal Period

Budget (Summary)

GL (Detail)

Yes

No

Comment

Cash

In-Kind

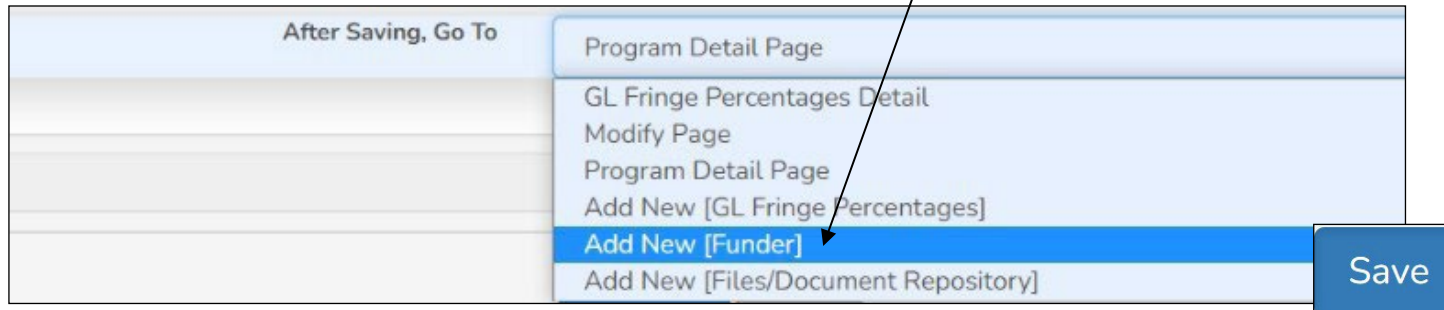
Leverage

Match

STEP 2. Assigning Funders – *Match/Leverage*

- The efficiency dropdown menu allows assigning a second funder type and/or adding **Leverage**.

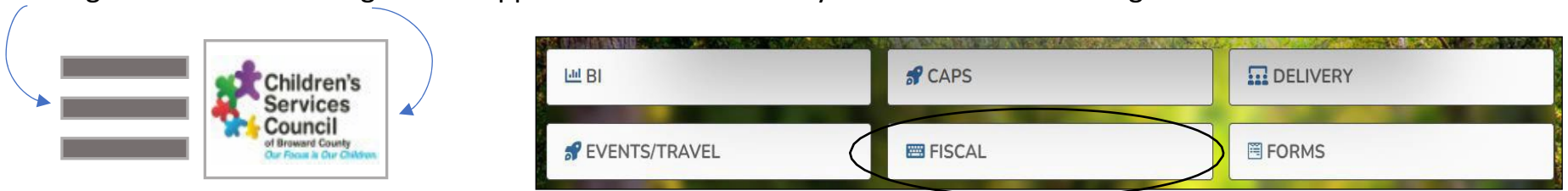
First, select *Add New [Funder]*, then click Save.



- If adding another Match or Leverage, follow the steps described above in STEP 2.

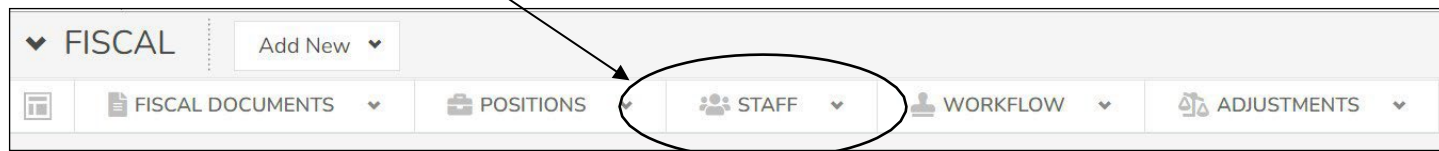
STEP 3: Entering the Staff (Fiscal Module)

Step 3 requires us to move from the DELIVERY module to the **FISCAL module**. You can transition by clicking on the hamburger icon **or** the CSC logo in the upper left-hand corner of your screen and selecting FISCAL.



The Fiscal Module

- Under the FISCAL module, click on **STAFF**



A **NEW agency** to CSC Broward will not see anyone listed under STAFF; you are NEW! An established provider should recognize the names of current and past staff members in the *Results List*. Click on any of the *columns heading* to sort by that column.

	<input type="checkbox"/>	Active Programs ↓	First Nam...	Last Na...	Active Positions	Date Created
1	<input type="checkbox"/>	3198: CSA Testing Agency 44-4444	Bruno	Mars	14282: Senior Programs Manager	9/11/2019
2	<input type="checkbox"/>	3198: CSA Testing Agency 44-4444	John	Brown	14288: Counselor	9/18/2019
3	<input type="checkbox"/>	3198: CSA Testing Agency 44-4444	Kirk	Dasos	14288: Counselor	6/25/2020
4	<input type="checkbox"/>	3164: Testing Agency - 33-3333 319...	Janet	Jackson	13823: Therapist 14289: Program Assistant	9/11/2019
5	<input type="checkbox"/>	3164: Testing Agency - 33-3333	Elan	Rusk	13822: Seniors Programs Manager	6/25/2020

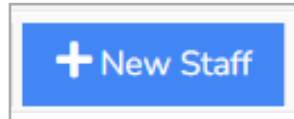
STEP 3: Continued – Entering the Staff

Creating Staff (Staff Tab)



Record the names of the staff members working in the Program. If a position is currently vacant, you will need to update SAMIS as you hire the staff.

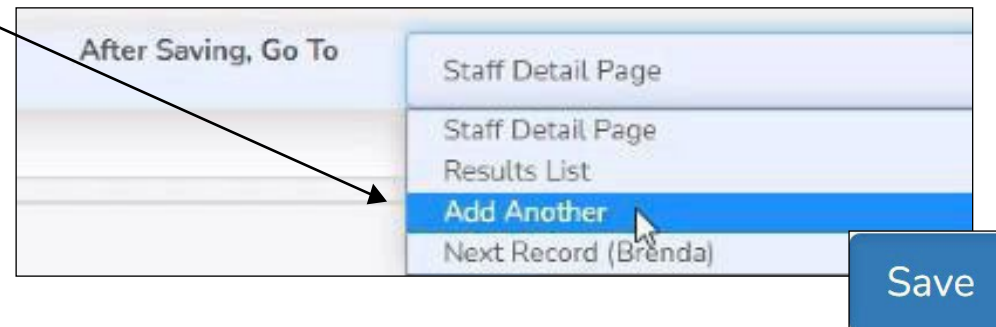
- Click the + **New Staff** button



- On the form, items marked by an *asterisk are required fields

Agency, First Name, and Last Name

- Use the efficiency dropdown menu to select **Add Another** if making multiple entries. First, make your selection, then click Save.
- When all the available staff is entered, select **Results List** to review your new staff roster!

A screenshot of a web form for adding a new staff member. The form contains the following fields: 'Agency *' (text input with placeholder 'Enter Agency Name'), 'Agency Employee ID' (text input), 'First Name *' (text input), 'Middle Initial' (text input), 'Last Name *' (text input), 'Email' (text input), 'Race' (dropdown menu with 'Select One' selected), 'Ethnicity' (dropdown menu with 'Select One' selected), and 'Active *' (radio buttons for 'Yes' and 'No', with 'Yes' selected). Asterisks are placed next to the Agency, First Name, and Last Name labels.

STEP 4: Create and Assign - Positions and Staff (Fiscal Module)

Step 4 takes place in the FISCAL module. On the main navigation menu, click on the **POSITIONS** tab.



A NEW agency to CSC Broward will not see any positions listed; you are NEW! An established provider will see all the CSC's positions funded, past and present. The *Results List* can be sorted by clicking on the *column heading* of your choice.

A screenshot of a table listing positions. The 'Position ID' column is circled in black, and an arrow points from the text above to it. The table has columns for Associated Programs, Position ID, Title, Associated Staff, Hourly Rate, Full or Part-Time, Hours, and Date Created.

Associated Programs	Position ID	Title	Associated ...	Hourl...	Full or ...	Ho...	Date Creat...
Testing Agency - 66-6666	14931	PUP Supervisor	Joshua Sue	35	Full-Time	2080	3/30/2022
Testing Agency - 66-6666	14932	PUP Clinician	Becky Sue	25	Part-Time	1040	3/30/2022
Testing Agency - 66-6666	14933	Administrative Support	Lecky Sue	15	Full-Time	2080	3/30/2022
Testing Agency - 66-6666 Testing A...	14940	Teacher 1	Becky Sue Beck...	0		2080	4/14/2022
Single-Site Sample Program 88-8888	14943	Program Director	John Pink	38.46	Full-Time	2080	4/21/2022
Single-Site Sample Program 88-8888	14944	Lead Therapist	Mary James	28.85	Full-Time	2080	4/21/2022
Single-Site Sample Program 88-8888	14945	Family Support Worker	Sue Brown	25	Part-Time	2080	4/21/2022

NOTES to the Budget Creator:

- After creating a position, it is permanently stored in your Agency's **position library**.
- A position is **assigned to a program using the specific contract number** offered in the dropdown menu in the setup process.
- A position is only assigned once and will remain active in the Program for the term of the RFP, usually a four-year term for CSC Broward** (or until the position assignment is end dated).

STEP 4: Continued - Create and Assign – Positions and Staff (Fiscal Module)

NOTES to the Budget Creator – cont'd:

- Multiple programs can share a position, but the allocation cannot exceed 100%.
- All contracts are required to maintain an up-to-date staff roster in SAMIS.
- The **staff member** filling the position may change throughout the contract period (turnover); **update the *staff assigned*** to terminate and assign the new member, **do not create** an additional *assignment*.
- Position management is an active, ongoing function of program management. Staff name(s), start, and end dates must be updated monthly.

From the following scenarios, are you A, B, or C?

A. New Program/Agency to CSC

- Welcome to CSC Broward!
- Let's create your positions and assign the staff!

Go to Pg. 15 of this document – Creating a New Position

STEP 4: Continued - Create and Assign – Positions and Staff (Fiscal Module)

B. Returning Program – New RFP Year / New contract

- If you are a returning provider and this is a **NEW RFP year** in which you received a **new contract number**
- You are a returning provider with a **contract number change** (reason not a factor)
 - If Your positions and respective staff members already exist and must be assigned to your new contract number. There is no need to "create" new positions or re-enter the staff members' names.
 - Position titles must be exact to the titles listed in the staffing chart found in the contract's scope of work.
 - A good starting point is the previous fiscal year budget in SAMIS. Review the position titles and Position ID #s
Do the position titles match? If so, proceed to Reassign a Position to a Program for your new contract number (Pg. 19)
 - New positions to the new contract number will need to be created and assigned to the Program (Pg. 16)
 - **If a position is eliminated and will not be part of the new contract year - the staff, assignment, and position will need to be end dated.**

STEP 4: Continued - Create and Assign Positions and Staff (Fiscal Module)

C. Returning Program – No change in contract number

➤ If you are a returning provider and the **contract number remains the same**

- A good starting point is the previous fiscal year budget in SAMIS. Review the positions' titles and prior year % allocations. **Do they match?**
- Position titles must be exact to those listed in the staffing chart in the contract's scope of work. Unapproved title changes will cause the Budget to be rejected.

The position title is not an exact match:

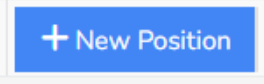
Do not modify past position titles; historical data is important to CSC. The old position's **staff, assignment, and position** must **end-dated**. The new title creates a new position (Pg. 16). The old position becomes inactive in the *position library* or may be used by other programs within the Agency.

The title matches, but the % allocation changed: The position's staff member will need to be end-dated, and the position's **new % allocation** updated simultaneously (Pg. 15). Once that is saved, the staff member, the same or not, will need to be reassigned under the new % allocation – if known.

The position is not in the prior year's Budget: First, review the Agency's *position library* (Pg. 12); it may be available. If the position is not found, proceed to create the position (Pg. 16).

STEP 4: Continued - Create and Assign Positions and Staff (Fiscal Module)

Creating a Position (Positions Tab)

- Click on the + New Position button 
- On the form, complete all sections except Position End Date
- Select your **Agency**
- Enter the **position's title** –
 - DO NOT** USE ALL CAPS
 - Capitalize Each Word
- **Category** – obtained from the contract's staffing chart
- **Type of Wage** – Salary or Hourly
- **Hours per year** – Total hours the position will work annually
-40 hrs. per wk. X 52 wks. per yr. = 2080 hrs.
- **Hourly Rate** – Hourly Rate
- **FT or PT**
- **Position Start Date** aligns with the contract start date.
- **Position End Date** – Do not enter a date; leave it blank
- Use the efficiency dropdown menu to select
Add Position Program Assignment
First, make your selection, then click Save.

Agency *	<input type="text" value="Enter Agency Name"/>
Title *	<input type="text"/>
Category *	<input type="text" value="Select One"/>
Type of Wage *	<input type="radio"/> Salary <input type="radio"/> Hourly
Hours per Year *	<input type="text"/>
Hourly Rate	<input type="text" value="\$"/>
Full or Part-Time	<input type="text"/>
Position Start Date *	<input type="text" value="📅"/>
Position End Date	<input type="text" value="📅"/>

STEP 4: Continued - Create and Assign Positions and Staff (Fiscal Module)

Assigning a Position to a Program (Positions Tab)

- If the staff is known, you will now assign the staff member who will fill the position just created.
- For **VACANT** positions, the **Staff** fields **will remain blank**. We will record the newly hired staff member when the position is filled - **Pg. 10 Entering the Staff**.
- Steps to **reassign** an already created position to a program – **Pg. 19 Reassigning a Position**.

Detail summary of the position to be assigned to the contract

Program Assignment

- Select your Program
- Assignment Start Date – same as the contract start date
- Assignment End Date – **Do not enter a date; leave blank**
- Program % Allocation
up to 2 decimal points accepted
no % sign needed

e.g., 75.2% = 75.2

POSITION 14961: TESTING 101

10/1/2022 - Open	Direct Service (Paraprofessional) - Case Mgr/Coord	Closed	\$26.50	Full-Time	2080	0
Period	Category	Status	Hourly Rate	Full/Part-Time	Hours/Year	Programs

New Position Assignment

Program *

Assignment Start Date *

Assignment End Date

Program % * %


Staff	Found In Budget	Hr/Yr	% of Time	Start Date	End Date	Last Check Run Date	Termination
<input type="text" value="Select Staff"/>		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Select One"/>

Staff Assignment continues on the next page

STEP 4: Continued - Create and Assign Positions and Staff (Fiscal Module)

Assigning Staff to a Program (Positions Tab)

Staff Assignment

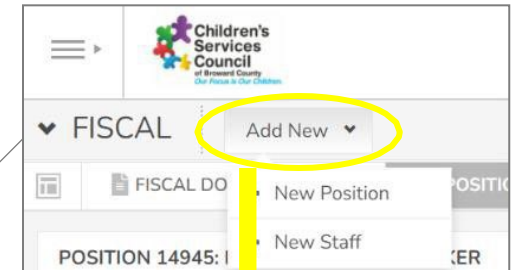
Staff	Found In Budget	Hr/Yr	% of Time	Start Date	End Date	 Last Check Run Date	Termination
Select Staff ▼		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One ▼

- **Select** the staff member's name from the dropdown menu. Don't see the name, see [page 10 – Entering the Staff](#)
- **# of hours per year** the **specific staff member** works annually in the Agency (40 hrs. per wk. X 52 wks. per yr. = 2080 hrs.)
- **% allocation** of the **specific staff member** hours to the position-time allocation may not be greater than 100% for any employee. SAMIS will show an alert and will require adjustment to continue.
- The **Position Start Date** is when the specific staff member is hired, promoted to, or begins to fill that position in the Program. If the Agency previously employed the staff member and is now assigned to the CSC program, the start date is when the staff member joins the Program.
- No **Position End Date** – **Do not enter a date; leave it blank.** The end date is recorded when the staff member is terminated from the Program.
- **Last Check Run Date** is required when you terminate a staff member. It is the final check run in which the staff member reported hours to the Program, and the Agency paid wages.
- **Reason for Termination** - also required when terminating an individual from the Program.

STEP 4: Continued - Create and Assign

Assigning Staff to a Program (Cont'd)

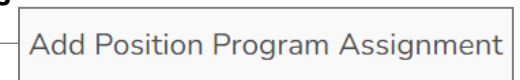
- Repeat the steps for all positions - [Pg. 17 Creating a Position](#).
Fiscal > Positions Tab > + New Position or use the quick access
- Once all the positions are created and staff is assigned, you can review the roster by clicking on the Positions Tab
Fiscal > Positions Tab > Sort by *Associated Program*
- SAMIS will alert if:
 - **A position** is over 100% allocated across CSC programs
 - **A staff member** is over 100% allocated among all CSC positions
- A notification of over-allocation must be corrected



Quick Access to add a New Position or Staff

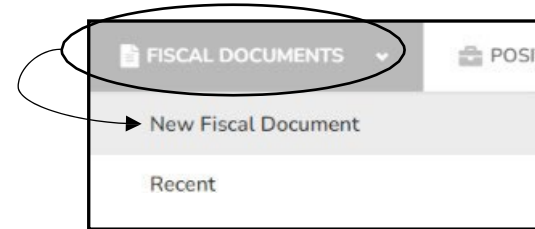
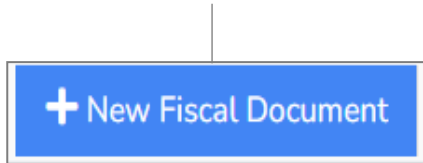
Reassigning a Position to a Program (Positions Tab)

- The names of newly hired staff members need to be entered into SAMIS. Complete the step before you begin to reassign the position(s) to the contract [Pg. 10 Entering the Staff](#)
- Next, review your active positions roster in SAMIS: **Fiscal > Positions Tab**
Note titles and Position ID. You can also review Position IDs using the prior year's Budget in SAMIS **or** the last Reimbursement Detail Report.
- Find the position you need by title (cross-reference the Position ID#) > click on View
- **Be sure to end the current staff and assignment unless sharing Positions across Programs**
- Click the *Add Position Program Assignment* button to reassign the position
- During the reassigning entry process, you can **update the % allocation**. Because staff names were updated in step 1, you can proceed to update the **staff working the position**.
- Follow the details on – [Pg. 17-19 Assign the Position & Staff](#)



STEP 5: The Budget Template & Entry (Fiscal Module)

Step 5 takes place in the FISCAL module. On the main navigation menu, click on **FISCAL DOCUMENTS > New Fiscal Document** or click on the **+ New Fiscal Document** button. Both paths provide access.



SAMIS 3.0 has two budget templates to choose from – which applies to your Program?

The MASTER Budget Template: Single Sites Only

- Single site template excludes CSC's Out of School Time Programs
- Copy Option** available if the contract number did not change

Copy Previous Fiscal Period Budget? * Yes No

This feature creates a copy of the Previous Year's Budget, including positions and staff, wages and fringe, expenses, the match, account narratives, and \$ amounts.

New Document

- **Fiscal Period** – coincides with CSC's fiscal year → Fiscal Period * 21-22
- Select your **Agency / Program** → Agency/Program * ⓘ
- **Document Type** – Budget → Document Type * Budget
- **Budget Type** – Master → Budget Type * Master Sub Budget
- **Create Document**-populates the budget template → Create Document

STEP 5: Continued - The Budget Template & Entry (Fiscal Module)

The SUB BUDGET Template: Multi-Site & All OST Programs

- Each site for the Program will have its own sub-budget
- Copy Option** available if the contract number did not change
- All the sub budgets will roll into a Master Budget for the entire Program

Copy Previous Fiscal Period Budget? * Yes No

➤ By selecting the CSC **Fiscal Period**, the **Period Start** and **End date** will auto-populate below but update accordingly.

Fiscal Period * 22-23

➤ Select your **Agency/Program**

Agency/Program * *i*

➤ Select your **Document Type**

Document Type * Budget

➤ Select your Budget Type – **Sub Budget**

Budget Type * Master Sub Budget

➤ Select your **Budget Category**

Budget Category Select One

- School Year
- Start-Up
- Sub-Contractor
- Summer

➤ **School Year** = a site that operates year-round and will be recorded first before the start-up budget

➤ **Summer (SO)**: For sites that operate Summer Only programs (SO)

➤ **Start-Up (SU)**: CSC has authorized start-up funds to be utilized within a specific period. The Start-Up sub budget's timeframe will be defined in the contract and Budget and should reflect in your **Period Start** and **End Date**

Period Start 10/01/2022
Period End 09/30/2023

➤ Select the **Program Site**

Program Site Select Site

➤ Click on **Create Document**

Create Document

STEP 5: Continued – The Budget Entry

The BUDGET Entry– Regular Salaries and Wages

The budget document is officially in your queue, on *edit mode*

Let's start by ensuring the SAMIS setup matches the details in your award announcement. We will also validate the budget setup is correct. Review the following information from the newly populated SAMIS budget template:

- **Fiscal Period** – is the correct fiscal year noted in the Budget?
- **Contract Number** – does it match the contract number your CSC Programs Manager assigned?
- **Allocation** – is it the same awarded amount approved in your final Budget?
- **Workflow Level** – at this moment, it is with the Creator. This will update as it navigates the approval workflow.

Status – budget status in the approval process. The Budget is in *Edit mode* with the *Creator* in the example below.

Statuses are:



The document is on the agency's side and has not been submitted to CSC. See Workflow Level

The document has been submitted to CSC. It will now go through the CSC approval workflow See Workflow Log

The Budget has been approved the CSC. See Workflow Log

The Budget has been rejected. It will go to the Creator to modify.

The screenshot shows the SAMIS budget entry interface. A yellow box highlights the top navigation bar with the following callouts:

- "Back to" Summary Button (pointing to the Summary button)
- Forward the document to the next person in the approval process (pointing to the Forward button)
- Audit trail of the approval process (pointing to the Workflow Log button)
- Hover over Workflow Level to view who holds the document at any point of the approval process (pointing to the Workflow Level field in the table)

A red trash icon is labeled as the Delete Button.

21-22	88-8888	\$284,057.00	Agency Creator	Edit
Fiscal Period (26)	Contract #	Allocation	Workflow Level	Status

STEP 5: Continued – The Budget Entry

The BUDGET Entry– Regular Salaries and Wages

- Next, click on the blue hyperlink for **Regular Salary and Wages:**

SALARY ACCOUNTS	
Account...	Title
1	Regular Salaries and Wages

Are the position titles and staff names correct for all your sites?

Is the position % allocation correct?

- Now, click into any position by clicking on the blue hyperlink **position title,**

ID	Position
13657	Administrative Assistant

Are your fringe **benefits % rates visible?** Got a **Calculate** button?

[Back to Position List](#)

make corrections if necessary; if none, click on *Back to Position List*

- You can sort the *Position List* by Position ID (smallest to largest), by Position Title (A-Z), or by Staff (A-Z). To sort, click on the *column heading*.
- **Only enter amounts for the staff applicable to the site budget you are currently building;**

SALARY ACCOUNT: REGULAR SALARIES AND WAGES								
ID	Position	Staff	Note	Hrs/Yr	% Time	Program Allocat...	CSC Allocation	Program Fringe
14945	Family Support Worker	Sue Brown		2080	100			
14944	Lead Therapist	Mary James		2080	70			
14943	Program Director	John Pink		2080	100			

Hint: If you noted your *Position ID#s* when you created them, cross-reference the ID# as you prepare to select the following position from the efficiency dropdown menu.

STEP 5: Continued – The Budget Entry

The BUDGET Entry – Regular Salaries and Wages, Cont.

Position #14944: Lead Therapist 

Staff: Mary James

Expected Hrs/Year: 2080

% Time In Program: 70%*

Weeks Funded: 52

Note:

- Click on the blue hyperlink **Position Title for the applicable site**
- Quickly cross-reference the position ID and title, staff assigned, % allocation
- Use the **note field** to provide the method of calculation details
- Note the **Calculate** button and **fringe benefits rates**

NO, CALCULATE button?

- No fringe benefit rates were assigned to your Program; therefore, SAMIS does not provide the calculate button.
*If you need to assign a fringe benefit rate, see **Pg. 4 – Define Fringe Benefits % Rates**

- Completely fill the **Gross Salary & Wages** column with **annualized amounts** (+ fringe benefits if applicable), e.g., SAL [\$ 60,000] Health [\$4,800] SUTA [\$379]
- Note that gross FICA is auto-populated, e.g., [\$4,590]
- Enter the **Program Allocation** amounts - 70%*, e.g., SAL [\$42,000] FICA [\$3,213] Health [\$3,360] SUTA [\$265]
- The **CSC Allocation** column = **Program Allocation**

Account	Fringe %	Gross Salary & Wages	Program Allocation	CSC Allocation
Regular Salaries and Wages		60000.00	42000.00	42000.00
FICA (7.65%)		4,590.00	3213.00	3213.00
Retirement Contributions				
Life and Health Insurance		4800.00	3360.00	3360.00
Workers Compensation				
Unemployment Compensation		379.00	265.00	265.00
Other Fringe Benefits		0.00	0.00	0.00
		\$9,769.00	≠ \$6,838.00	= \$6,838.00

- The **Other Fringe Benefits** category does not apply to CSC Broward; refrain from use.

STEP 5: Continued – The Budget Entry

NO, CALCULATE button, Cont.

- In the entry for **FT staff** partially allocated (i.e., 70%) to the Program, the **Gross Column** will not total the same amount as the **CSC Allocation** or the **Program Allocation** column (such as in the previous example)
- **PT staff** members are 100% allocated to the Program; therefore, all columns will total the same amount
Gross Salaries and Wages = CSC Allocation = Program Allocation

- Use the efficiency dropdown menu to select your next **position**. **Use the Position ID#** to navigate the entry, especially if multiple positions share the same title.

After Saving, Go To	Position #14858: Program Manager
	Position #14859: Lead Success Coach
	Position #14860: Counselor
	Position #14861: Administrative Assista
	Save

- Once all salaries and fringe benefits are recorded, select

or the

Button in the upper left-hand corner to return to the summary

- **Back at the summary level, the columns' title changes.** Ensure the columns that capture Salaries and Fringe total the exact amount before moving to expenses. See Pg. 28 for a detailed diagram

Program Allocation	Original CSC Budget	Amended CSC Budget
--------------------	---------------------	--------------------

Continue to the Expenses accounts Pg. 29

STEP 5: Continued – The Budget Entry

Yes, I have a CALCULATE button:

Position #14944: Lead Therapist 

Staff Mary James

Expected Hrs/Year 2080

% Time In Program 70%*

Weeks Funded 52

- Click on the blue hyperlink **Position Title for the applicable site**
- **Quickly cross-reference** the position ID and title, staff assigned, % allocation
- Use the **note field** to provide the method of calculation details
- Note the **Calculate** button and **fringe benefits rates**
- For the fringe with assigned rates, the calculation performed by SAMIS is:

$$= \text{Round} (\text{gross salary} \times \text{fringe \% rate} \times \text{position \% allocation})$$

- **Due to rounding**, an adjustment (+/- \$1) may have to be made in SAMIS to reflect the amount noted in the approved budget detail.


- Completely fill the **Gross Salary & Wages** column first with **annualized amounts**
e.g., SAL [\$60,000] Health [\$4,800] SUTA [\$379]

- Note that gross FICA is auto-populated, e.g., [\$4,590]

- Click 

- SAMIS computes the formula
gross salary X fringe % rate X position % allocation*

Let's review the results...

Account	Fringe % 	1 Gross Salary & Wages	Program Allocation	CSC Allocation
Regular Salaries and Wages		60,000.00	0.00	0.00
FICA (7.65%)		4,590.00	0.00	0.00
Retirement Contributions	3.75%	0.00	0.00	0.00
Life and Health Insurance		4,800.00	0.00	0.00
Workers Compensation	0.5%	0.00	0.00	0.00
Unemployment Compensation		379.00	0.00	0.00
Other Fringe Benefits		0.00	0.00	0.00
Total Fringe		\$9,690.00	\$0.00	\$0.00

STEP 5: Continued – The Budget Entry

The BUDGET Entry – CALCULATE, Cont.

- In the entry for an **FT staff** member partially allocated (i.e., 70%) to the Program, the **Gross Column** will not equal the same amount as the **CSC Allocation** or the **Program Allocation** column.

Account	Calculate Fringe %	Gross Salary & Wages	Program Allocation	CSC Allocation
Regular Salaries and Wages		60,000.00	42,000.00	42000.00
FICA (7.65%)		4,590.00	3,213.00	3213.00
Retirement Contributions	3.75%	2,250.00	1,575.00	1575.00
Life and Health Insurance		4,800.00	3,360.00	3360.00
Workers Compensation	0.5%	300.00	210.00	210.00
Unemployment Compensation		379.00	265.00	265.00
Other Fringe Benefits		0.00	0.00	0.00
Total Fringe		\$12,319.00	≠ \$8,623.00	= \$8,623.00

- For **FT & PT staff** members are **100% allocated** to the Program, all columns will total the same amount

$$\text{Gross Salaries and Wages} = \text{CSC Allocation} = \text{Program Allocation}$$
- The **Other Fringe Benefits** category does not apply to CSC Broward. Refrain from use.

- Use the efficiency dropdown menu to select your next **position**. **Use the Position ID#** to navigate the entry, especially if multiple positions share the same title.

After Saving, Go To

- Position #14858: Program Manager
- Position #14859: Lead Success Coach
- Position #14860: Counselor
- Position #14861: Administrative Assista

Save

- Once all salaries and fringe benefits are recorded, select

Back to Summary

or the

Summary

Button in the upper left-hand corner to return to the summary page

STEP 5: Continued – The Budget Entry

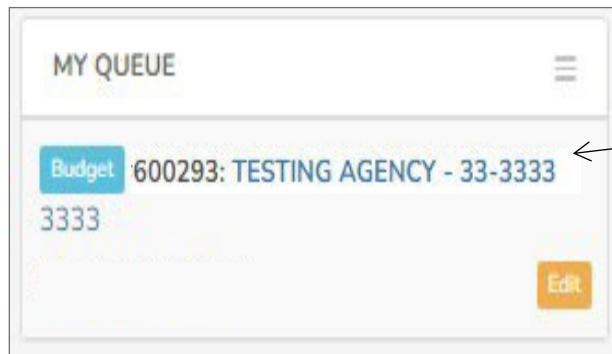
The BUDGET Entry – Review Entry, Cont.

- **At the summary level**, note the columns' titles changed to *Program Allocation*, *Original CSC Budget*, and *Amended CSC Budget*. Ensure the columns capturing Salaries and Fringe all total the exact amount before moving on to expenses.

SALARY ACCOUNTS				
Account #	Title	Program Allocation	Original CSC Budget	Amended CSC Budget
1	Regular Salaries and Wages	\$142,000.00	\$142,000.00	\$142,000.00
2	FICA	\$10,863.00	\$10,863.00	\$10,863.00
3	Retirement Contributions	\$4,575.00	\$4,575.00	\$4,575.00
4	Life and Health Insurance	\$8,160.00	\$8,160.00	\$8,160.00
5	Workers Compensation	\$710.00	\$710.00	\$710.00
6	Unemployment Compensation	\$1,021.00	\$1,021.00	\$1,021.00
7	Other Fringe Benefits	\$0.00	\$0.00	\$0.00
		\$167,329.00	\$167,329.00	\$167,329.00

- **ERROR found:** Observe each salary line **across**; they should have the same amount listed in the three (3) columns. The account in which the dollar variance is noted is the account that contains the error.

See Pg. 36 – How to troubleshoot an error



- If you exit out of the Budget, you can access it under the **My Queue** pod
Click on the blue hyperlink - the Program's name

or access through **Fiscal > Fiscal Documents tab > My Queue > View**



STEP 5: Continued – The Budget Entry - Expenses

The BUDGET Entry – Expenses

The second half of the budget shells list the expense accounts by GL (smallest to greatest).

□ Review our Budget Preparation Guidelines to learn more about the various GL expenses.

➤ Review that you landed on the right account.



Expense Account: Expenses - 1600

➤ Enter **Expense Amount or Calculation**

Enter one single total amount or perform live calculations
No = sign is needed to start a formula.

Expense Amount or Calculation *

1020+2580+270

➤ The **Program Budget** and the **Amount Funded by CSC** fields will auto populate from the expense amount field. **Do not enter anything here or modify**

Program Budget

\$ 3,870.00

Amount Funded by CSC *

\$ 3870.00

Comment *

Cell Phone Lines - \$50 each month x 12 months x 1.70 FTE
Office supplies \$215 * 12 mo
Background Checks Level II 3 Staff x \$90.00

STEP 5: Continued – The Budget Entry - Expenses

The BUDGET Entry – Expenses

- Use the efficiency dropdown menu to select **Select your next Expense Account**
First make your selection, then click Save.

After Saving, Go To

- 1600 - Expenses - 1600
- 1200 - Expenses - Local or Out of Town Staff Travel - 1200
- 1300 - Expenses - Contractual Services - Consultant - Prof Fees - 1300
- 1400 - Expenses - Space & Utilities - 1400
- 1600 - Expenses - 1600
- 1700 - Other - 1700
- 8010 - Flex Funds - reimbursement only - 8010**
- 8020 - Value Added - reimbursement only - 8020
- 8030 - Transportation - reimbursement only - 8030
- 8045 - OST Fees - 8045
- 8050 - Other Reimbursement - 8050

Save Expense

- Review that you landed on the correct account

Repeat the steps for all your expenses

- After the entry for 8900 Administrative Cost select **Back to Summary**

Fiscal Period (26) Contract #

Expense Account: Value Added - reimbursement only - 8020

Expense Amount or Calculation * ⓘ

Back to Summary

- **At the summary level,** ensure your expenses total for the *Program Allocation, Original CSC Budget, and Amended CSC Budget* columns total the exact amount before moving on. See Page 28 – Trouble Shooting Errors

EXPENSE ACCOUNTS						
Account #	Title	Note	Program AL...	Original CS...	Amended CS...	
1200	Expenses - Local or Out of Town Staff Travel - 1200		\$1,966.00	\$1,966.00	\$1,966.00	
1300	Expenses - Contractual Services - Consultant - Prof Fees - 1300		\$6,250.00	\$6,250.00	\$6,250.00	
1400	Expenses - Space & Utilities - 1400		\$27,938.00	\$27,938.00	\$27,938.00	
1600	Expenses - 1600		\$3,878.00	\$3,878.00	\$3,878.00	
8020	Value Added - reimbursement only - 8020		\$10,100.00	\$10,100.00	\$10,100.00	
	Expense Total		\$116,728.00	\$116,728.00	\$116,728.00	
	Grand Total		\$262,049.00	\$262,049.00	\$262,049.00	

STEP 5: Continued – The Budget Entry

The BUDGET Entry – Reporting the Match and or Leverage (Summary Level)

Match and Leverage components should have been set up in Step 2 of the process to appear at the bottom of the budget shell. If you do not see the fields available at the bottom of the budget form, please go back to Pg. 4 – Assign Funders.

Budget (Summary) Level Funders

Funder	Note	Amount
Other - Cash	Family night-supplies and refreshments- 3 events * \$350= \$1,050 Administrative Over site: CEO Salary \$74,325 & Fringe \$26,500 x 10%= \$7,433	\$8,483.00
Other - In-Kind	Community Donation + Annual Fundraiser	\$9,000.00
Other - Leverage	Dan Marino Foundation's annual commitment	\$5,000.00
Budget Level Total		\$22,483.00
Funder Grand Total		\$22,483.00

➤ In the **Note** field box detail, your match

➤ Record the **Amount**

➤ Click



STEP 5: Continued – The Budget Entry

The SUB BUDGET Template - Additional Sites

You have entered your first sub-budget and are now ready to record the second sub-budget. Review the sub-navigation menu of the current sub-budget. Take note that you are in the first sub-budget you created.



Delete Button available at the Sub Budget level ONLY

- Click **Master Budget** to see the overall Budget
- Note that at the master level there is no delete button; instead, you find the *Forward, Sub Budgets, and Create New*
- From the **Create New** dropdown menu, select **Sub budget**
- Record the **Period Start** and **End dates**
 - **School Year** = a site that operates year-round dates that are congruent with the contract dates (October 1st – September 30th)
 - **Summer (SO)**: For sites that operate Summer Only programs (SO) dates are congruent with the contract dates (May 1st – August 30th)
 - **Start-Up (SU)**: CSC has authorized SU funds to be utilized within a specific period. **The SU sub budget's timeframe is unique per RFP.** Please contact to your CSC PM if not known
- Select the **Budget Category**
- Select the **Site**
- Repeat the steps above (Pg 23) to enter your next site budget.

The screenshot shows the budget entry interface. At the top, a search bar displays "BUDGET #600358: TESTING Program - 33-3333" and "TESTING | School Year". Below this is a navigation menu with "Master Budget" circled in blue. A table below shows budget details for "21-22" with a contract of "33-3333" and an allocation of "\$225,000.00". A "Sub Budget" button is highlighted in yellow. Below the table, a "Create New ..." dropdown menu is open, with "Sub Budget" selected. The "Sub Budget Details" form shows "Period Start" as "10/01/2021" and "Period End" as "09/30/2022". The "Budget Category" dropdown is set to "School Year" and the "Site" dropdown is set to "Select One".

STEP 5: Continued – The Budget Entry

The SUB BUDGET Template – Navigating the Master and Sub Budgets

Click into Budget Type to redefine Period Start, Period End, Budget Category, or Site

21-22	99-9999	\$695,227.00	Sub Budget	School Year	Edit
Fiscal Period (26)	Contract #	Allocation	Budget Type	Category	Status

Sub Budgets

- Click on **Sub Budgets** to view the sub-budget summary
- Click the blue hyperlink to access the sub-budget (s)

Sub Budget Summary		Sub Budget Detailed			
SUB BUDGETS					
Budget	Period	Category	Original CSC Budget	Status	
600369 - Start-Up	10/1/21 - 12/31/21	Start-Up	\$9,333.00	Edit	
600368 - School Year	10/1/21 - 9/30/22	School Year	\$10,875.00	Edit	
600365 - School Year	10/1/21 - 9/30/22	School Year	\$6,250.00	Edit	
Total			\$26,458.00		

Master Budget

- Click on **Master Budget** to view the master

21-22	88-8888	\$284,057.00	Agency Creator	Edit	
Fiscal Period (26)	Contract #	Allocation	Workflow Level	Status	
AGENCY PROGRAM BUDGET		ORIGINAL CSC BUDGET		AMENDED CSC BUDGET	
Total Salary	\$145,321.00	Total Salary	\$145,321.00	Total Salary	\$145,321.00
Total Expense	\$116,728.00	Total Expense	\$116,728.00	Total Expense	\$116,728.00
Total Program Budget	\$262,049.00	Total Original Budget	\$262,049.00	Total Amended Budget	\$262,049.00
Total Funder ⓘ	\$22,483.00	CSC Allocation ⓘ	\$284,057.00	Total Amendment	\$0.00

STEP 5: Continued – The Budget Entry - Match/Leverage

➤ Congratulations, you have completed entering your Budget in SAMIS!

➤ Forward your Budget



➤ The Budget moves to the next person on your workflow for approval. Only the Submitter can submit the Budget to CSC.

➤ Submitter can either



STEP 5: Continued – The Budget – Status



TYPES OF CONTRACTS:

Cost Reimbursement: After CSC approves the Budget, the setup has been completed, and you are ready to bill

Units-Based Contracts: After CSC approves the Budget, an amendment is filed. The amendment is a ***Conversion to Units*** amendment in which you can view the movement of the funding into the unit accounts. After the amendment is approved, then you are ready to bill

STEP 6: Fixing Common Errors

The Totals on the columns are different (Summary Level)

- Review each expense line straight across the columns
- Once the expense with the dollar variance is identified [[Retirement](#)], click on the blue hyperlink title of the expense account

Account #	Title	Program Alloc...	Original CSC B...	Amended CSC Bu...
1	Regular Salaries and Wages	\$153,775.00	\$153,775.00	\$153,775.00
2	FICA	\$11,765.00	\$11,765.00	\$11,765.00
3	Retirement Contributions	\$4,713.00	\$4,613.00	\$4,613.00
4	Life and Health Insurance	\$5,146.00	\$5,146.00	\$5,146.00
5	Workers Compensation	\$584.00	\$584.00	\$584.00
6	Unemployment Compensation	\$265.00	\$265.00	\$265.00
7	Other Fringe Benefits	\$0.00	\$0.00	\$0.00
		\$176,248.00	\$176,148.00	\$176,148.00

- **Sort** the **Program Allocation** column by clicking on the *column heading*. Sorting the amounts from smallest to largest makes it easy to find errors.

- Carefully review the amounts in the columns **Program Allocation vs. CSC Allocation**

ID	Position	Program Allocation ↑	CSC Allocation
14858	Program Manager	\$372.00	\$372.00
14861	Administrative Assistant	\$450.00	\$450.00
14941	Prog Mgr	\$581.00	\$581.00
14859	Lead Success Coach	\$1,410.00	\$1,410.00
14860	Counselor	\$1,900.00	\$1,800.00
		\$4,713.00	\$4,613.00

- Verify the amount(s)
- Click on the blue hyperlink position title
- Adjust your numbers and save.

Retirement Contributions	3%	1800.00	1800.00	1800.00
--------------------------	----	---------	---------	---------



Repeat the steps to correct salary, FICA, and fringe benefits account errors.

STEP 6: Fixing Common Errors

The BUDGET Entry – Trouble Shooting an Error

The CSC Allocation exceeds the Program Allocation

- After you saved your entry - SAMIS recognized a **\$\$\$ variance** in dollar amounts entered between **Program Allocation and CSC Allocation** columns
- Before moving on to the next position, review for the error
\$3,660 - \$3,360 = \$300
- Adjust your numbers and save

Your current CSC Allocation budget for one or more GL item exceeds your program budget by **\$300.00**. This issue must be resolved prior to Forwarding your budget.

Account	Fringe % Calculate	Gross Salary & Wages	Program Allocation	CSC Allocation
Regular Salaries and Wages		60000.00	42000.00	42000.00
FICA (7.65%)		4,590.00	3213.00	3213.00
Retirement Contributions	3%	1800.00	1260.00	1260.00
Life and Health Insurance		4800.00	3360.00	3660.00
Life and Health Insurance		4800.00	3360.00	3360.00

! Total Staff % of time exceeds 100% - Staff member is over 100% allocated amongst CSC positions

- Click on the blue hyperlink Staff Name
- The Staff Summary page (upper right-hand side)

Staff Member

[Sue Brown](#)

! Total staff % of time exceeds 100%

Employee ID Yes

Active

! Total staff % of time exceeds 100%. Current total: 130 %.

OPEN ASSIGNMENTS

Family Support Worker Single-Site Sample Program 88-8888	10/01/21
Program Assistant Testing Agency - 66-6666	10/01/21

OPEN ASSIGNMENTS: List the programs the position is currently assigned to

ASSIGNMENT HISTORY: List the Hrs./Yr. and % of Time

In this example Sue Brown (Staff) is allocated over 100% across programs

- The control is in the % allocation assigned per Program; It cannot be > 100%

ASSIGNMENT HISTORY

Program / Position	Hrs/Yr	% of Time	Start Date
Family Support Worker Single-Site Sample Program 88-8888	30	30%	10/01/2021
Program Assistant Testing Agency - 66-6666	2080	100%	10/01/2021