



**Children's Services Council**  
of Broward County  
Our Focus is Our Children.

# ENTERING BUDGET(S) IN SAMIS 3.0

Presented by the Finance Department

## **GLOSSARY of TERMS:**

**Fiscal Year:** The **CSC** fiscal year (FY) is the 12-month period that runs from October 1st each year through September 30th of the following year. For example, FY 22-23 is the period that covers October 1st, 2022, through September 30th, 2023.

**RFP period:** This is the term or duration of the funding cycle, usually a 4-year term.

**Budget/Contract Period:** This is the term or duration of the CSC program for a fiscal year, usually congruent to the CSC fiscal year.

**Contract number:** A number assigned by the CSC to the contract. This number is unique and changes only at the start of a new RFP period.

**Position:** A position is a job held by the employee/staff within the Agency.

**Position title:** This is the job title held by the staff. E.g., Program Coordinator, Teacher, Youth Counselor, and Administrative Assistant.

**Position start date:** This is the **start date** for which the position was created in the SAMIS library for your Agency.

For example, we will use 10/1/2022 for all positions created for FY22-23 and 10/1/2023 for positions created for FY23-24 and so on.

**Position end date:** This field is to be **left BLANK** when the position is created.

The end date field should be filled when the Agency no longer needs the position.

**Support start date:** The date the **position** begins to work in the CSC program. Usually the same date as the **contract start date**.

**Support end date:** The date the position ends its support of the CSC program. This field is to be **left BLANK**.

Note: The contract number changes at the start of a new RFP period (usually every four years). The change requires positions to be reassigned to the new contract number in the RFP's initial year. When the position no longer supports the Program, the end date should be recorded in this field.

**Assignment start date:** This is **the date the staff member fills** the position in the Program. Usually, the "hire date."

**Assignment end date:** This field is **left BLANK** when the staff is assigned.

(When there is a change in a staff member, record the staff's end date and the reason for termination and assign the new individual/staff name)

**Professional staff:** A professional position holds a professional license, a bachelor's degree, or higher.

**Paraprofessional staff:** A paraprofessional is a non-degreed position. It includes an Associate degree or lower.

**Full-time staff (FT):** An employee who is considered full-time to the **Agency**. Usually works 31+ hours or more per week.

**Part-time staff (PT):** An employee who is part-time to the **Agency**. Usually works 30 hours or less per week.

**Funder:** Match and or Leverage



## 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 must be a CSC-approved budget, to which no modifications can be made. If a change is needed at any point during the budget entry, please contact your CSC Programs Manager. Unauthorized changes will cause your budget to be rejected.
- ☐ 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 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. 34 |

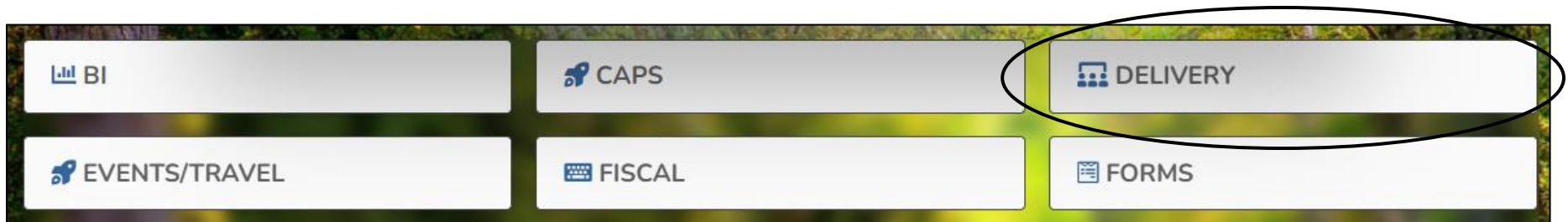


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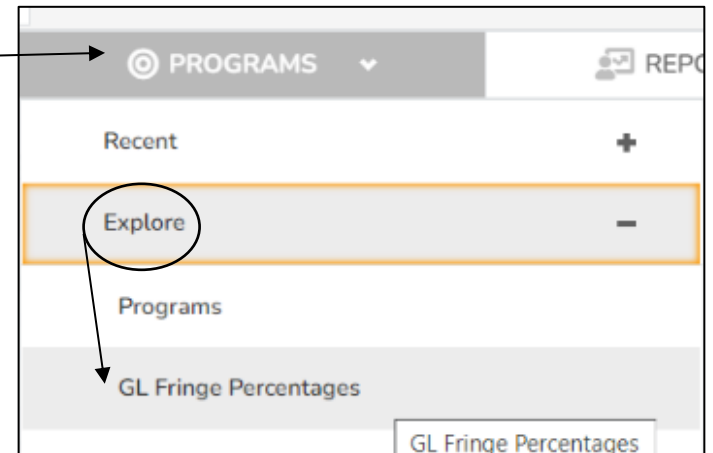
## STEP 1. Define Fringe Benefits % Rates (Delivery Module)

**FICA** is auto-populated in the budget; therefore, **FICA** is not part of the fringe benefits described here. The fringe benefits to consider 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.

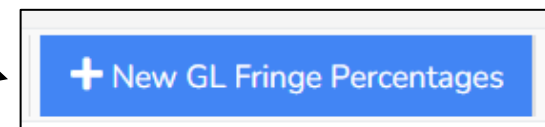
- To define the fringe benefits % rates, begin by selecting the **DELIVERY** module



- From the main navigation menu, select **PROGRAMS**  
Drop down to **Explore > GL Fringe Percentages**

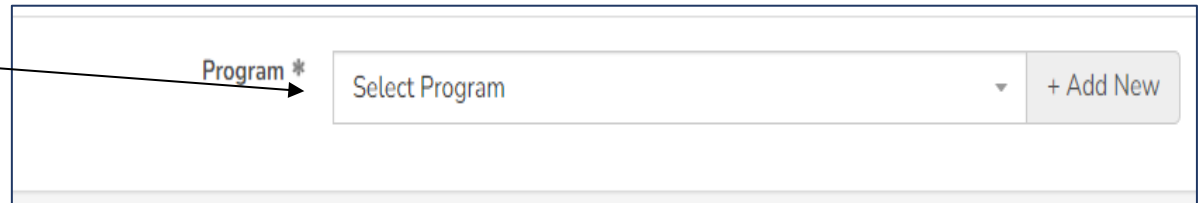


- To assign a fringe benefit, click on the + **New GL Fringe %** button



## STEP 1. Continued – Defining Fringe Benefits %

- Select your **Program**  
(agencies with multiple programs)



Program \*  + Add New

- Select your **Fiscal Period**

is for Fringe Benefits for the Positions for

Fiscal Period

- Select the Fringe Benefit **GL**

GL

- Enter the **Fringe %** rate  
- up to 2 decimal points accepted  
- no % sign needed  
e.g., 2.36% = 2.36

Fringe %



- Life and Health Insurance
- Other Fringe Benefits
- Retirement Contributions
- Unemployment Compensation
- Workers Compensation**

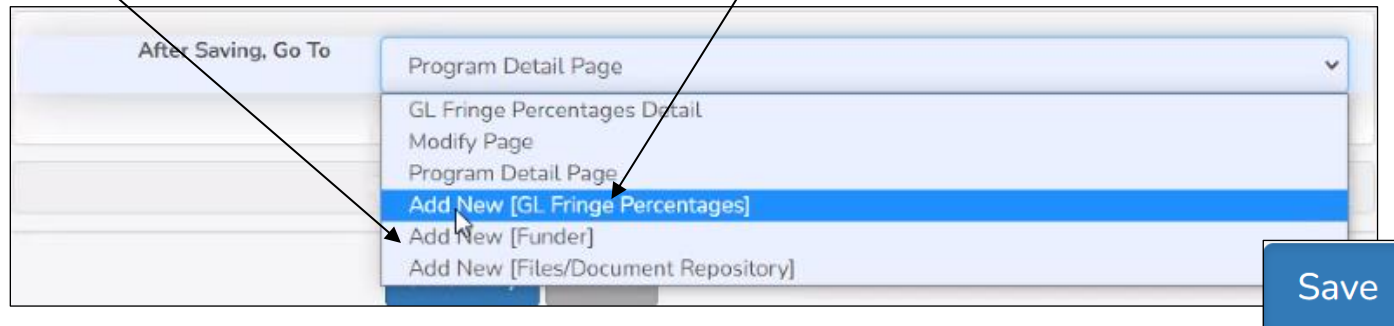
- **Before you click on save-**  
select your next move from the dropdown  
then click **Save!**  
See the next page...

After Saving, Go To

Program Detail Page

## 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.



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

### NOTE to the Budget Creator:

Assigning a rate to a fringe benefit allows SAMIS to calculate the cost of the benefit 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.

**Hint** - match SAMIS to the amount in the excel budget to avoid rounding adjustments.

If **rates are not** assigned in the benefits module, you will not have a **Calculate** button when recording salaries and fringe benefits. The cost of the wages and fringe will need to be entered manually into the body of the budget. In this guideline, the example that follows will use the calculate button.

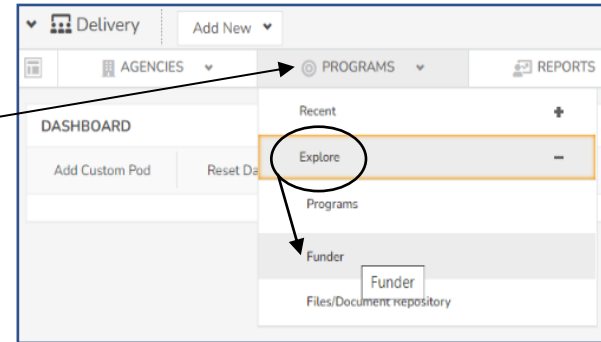
## STEP 2. Assign Funders – *The Match and or Leverage* (Delivery Module)

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**

Drop down to **Explore > Funder**



➤ Click  button

➤ 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)

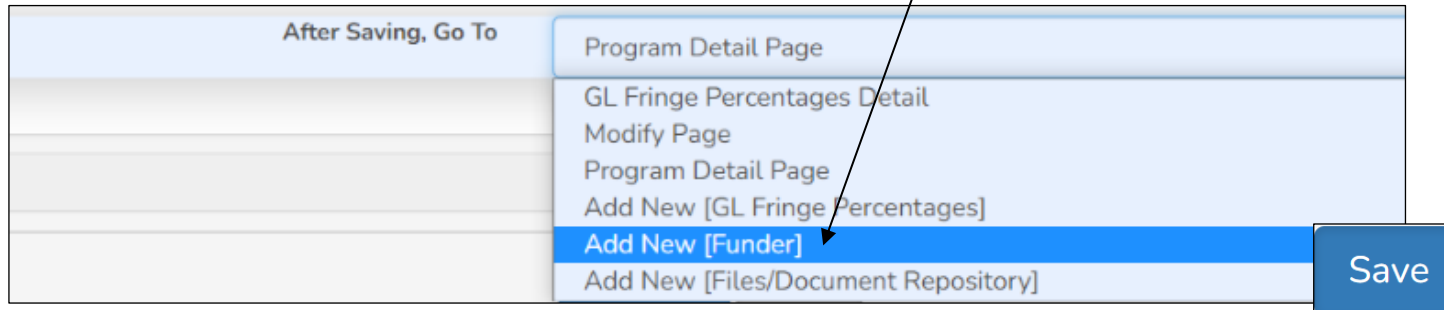
☒ Yes

☐ No

Comment

## STEP 2. Continued – Assigning Additional Funders – *The Match*

- The efficiency dropdown menu provides the ability to **assign a second funder type** and or add **Leverage**.  
First, select *Add New [Funder]*, then click Save.

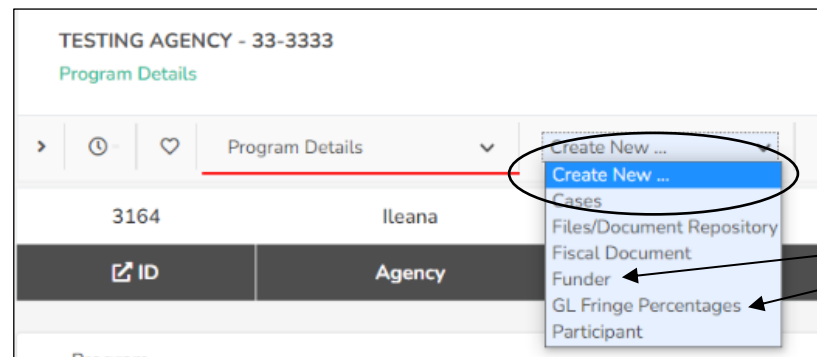


- If adding another Match or Leverage, follow the steps described above in STEP 2.

### NOTE to the Budget Creator:

There are several routes to access the GL Fringe and the Funders in SAMIS 3.0. We are only focusing on one of the many ways for training purposes.

A different access point for Steps 1 & 2 of this manual can also be performed in SAMIS using the **Create New** dropdown menu, found on the Program's splash page in the Delivery Module.



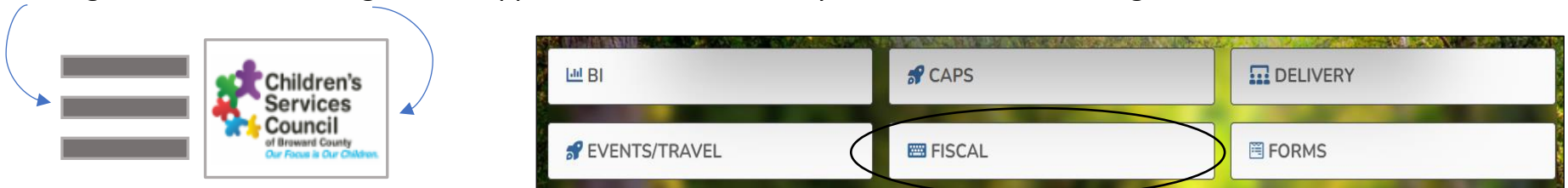
### Delivery Module

Access to Funder(s) and  
GL Fringe Percentages



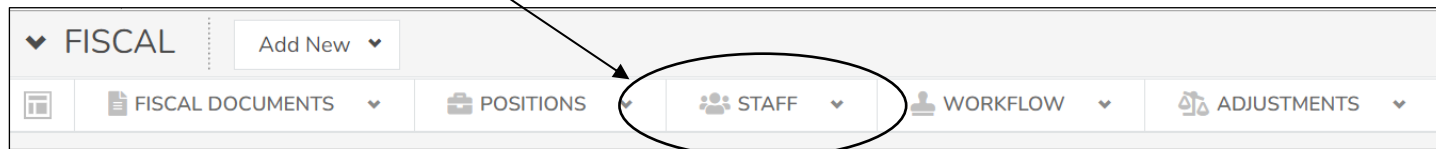
## STEP 3: Entering the Staff (Fiscal Module)

Step 3 requires us to move from the DELIVERY module to the **FISCAL module**. You can make the 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**



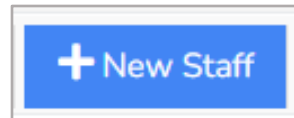
A NEW agency to CSC Broward will not see anyone listed under STAFF; you are NEW! An established provider should recognize the names of current and past staff members in the *Results List*. Click on any of the *columns heading* to sort by that column.

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

## STEP 3: Continued – Entering the Staff

Let's record the names of staff members working in the Program and filling a position listed on the approved budget. If a **position is currently vacant**, you will need to update SAMIS as you hire the staff. Please follow the same steps to update staff vacancies later.

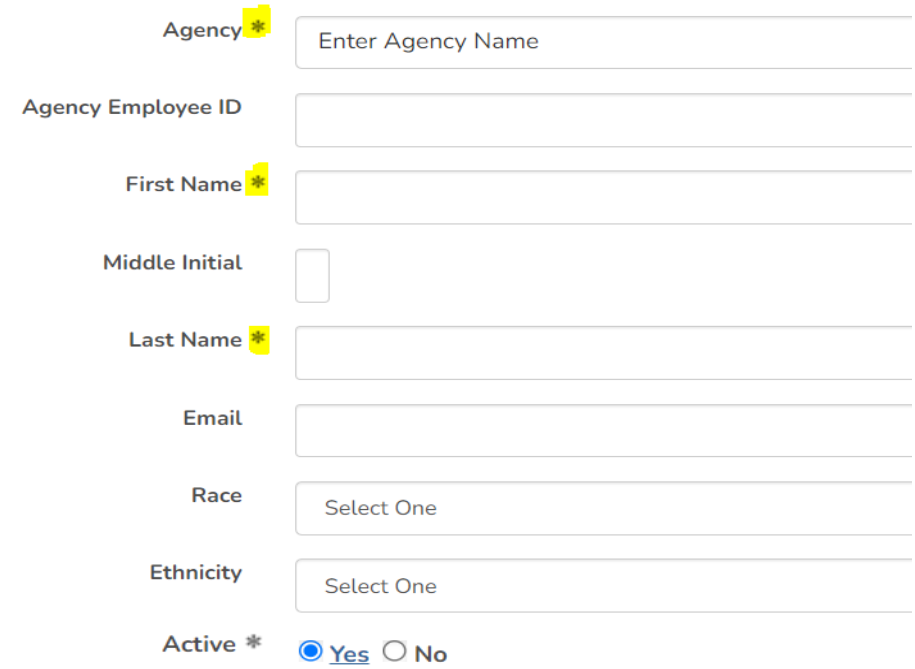
- Click the **+ New Staff** button



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

**Agency, First Name, and Last Name**

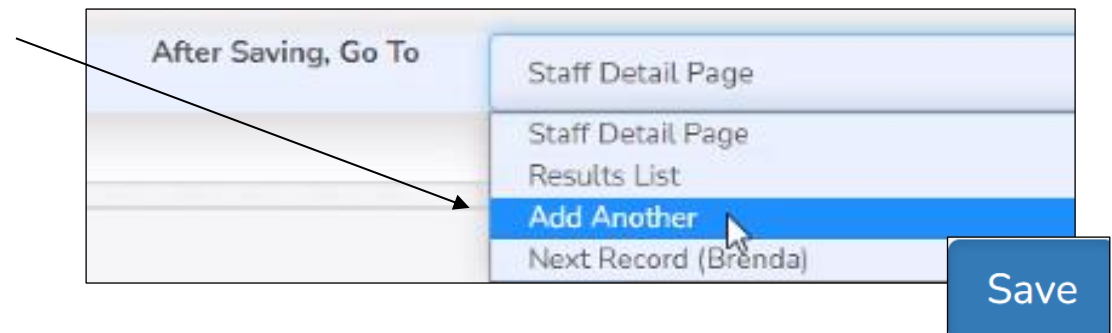
(At this time, CSC does not collect any of the data related to programmatic staff)



- 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!



## 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.

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 a position is created, 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 set-up 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 will need to 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 scope of work of the contract
  - 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. 18)
  - New positions to the new contract number will need to be created and assigned to the Program (Pg. 15)
  - **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 remained the same**

- A good starting point is the previous fiscal year budget in SAMIS. Review the positions' title and prior year % allocations. **Do they match?**
- Position titles must be exact to the titles listed in the staffing chart found in the scope of work of the contract. 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. 15). The old position becomes inactive in the *position library* or may be used by other programs within the Agency.

**The title matches, but % 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.

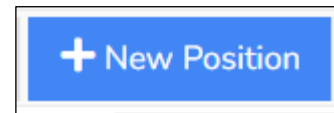
**The position is not in the prior year's budget:**

First, review the Agency's *position library* (Pg. 11); it may be available. If the position is not found, proceed to create the position (Pg. 15).

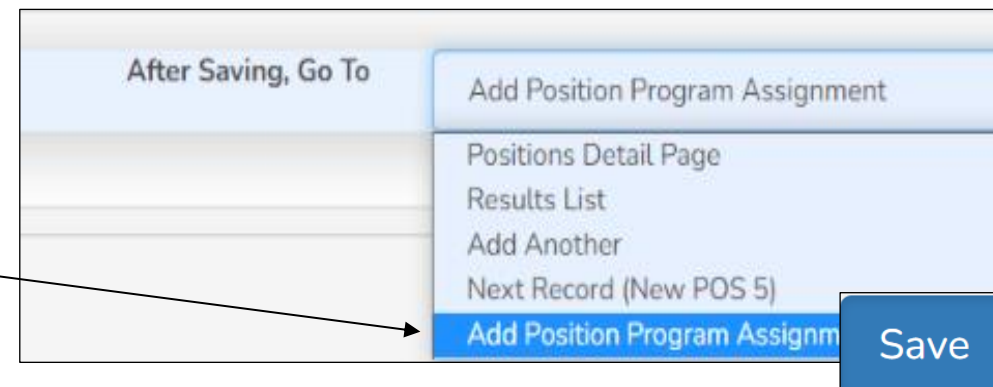
## STEP 4: Continued - Create and Assign Positions and Staff (Fiscal Module)

### Creating a Position (Positions Tab)

- Click on the + New Position button
- On the form, items marked by an \* asterisk are required fields.
- Select your **Agency**
- Enter the **position's title** –
  - DO NOT** USE ALL CAPS
  - Capitalize Each Word
- **Category** – obtained from the contract's staffing chart
- Hours per year – Total hours the position will work annually  
-40 hrs. per wk. X 52 wks. per yr. = 2080 hrs.
- **Hourly Rate** – Annual Salary/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"/>
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. 9 Entering the Staff**.
- Steps to **reassign** an already created position to a program – **Pg. 18 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

Staff Assignment continues on the next page...




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 *		Select Program					
Assignment Start Date *							
Assignment End Date							
Program % *		<input type="text"/> %					
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



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

### Assigning Staff to a Program (Positions Tab)

#### Staff Assignment

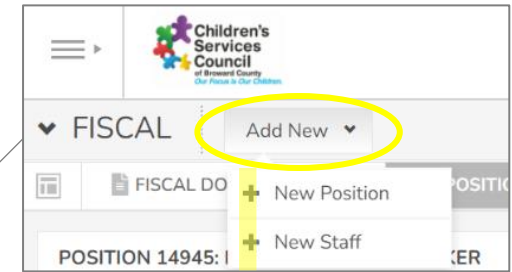
Staff	Found In Budget	Hr/Yr	% of Time	Start Date	End Date	 Last Check Run Date	Termination
Select Staff ▼							Select One ▼

- **Select** the staff member's name from the dropdown menu. Don't see the name, see [page 9 – 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 staff member was previously employed by the Agency 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. 15 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 amongst 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)

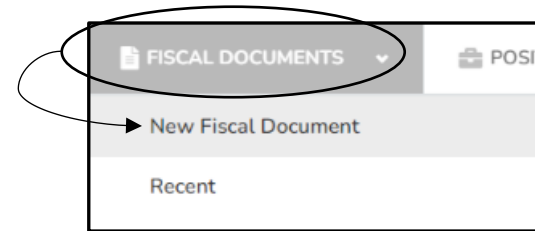
- The names of newly hired staff members need to be entered into SAMIS. Complete the step before you begin to reassign the position(s) to the contract **Pg. 9 Entering the Staff**
- Next, review your active positions roster in SAMIS: **Fiscal > Positions Tab**  
Note titles and Position ID. You can also 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. 16-18 Assign the Position & Staff**



Add Position Program Assignment

## 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

➤ <b>Fiscal period</b> – coincides with CSC's fiscal year	→	Fiscal Period *	21-22
➤ Select your <b>Agency / Program</b>	→	Agency/Program * <small>i</small>	
➤ <b>Document Type</b> – budget	→	Document Type *	Budget
➤ <b>Budget Type</b> – Master	→	Budget Type *	<input checked="" type="radio"/> Master <input type="radio"/> Sub Budget
➤ <b>Create Document</b> -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

Fiscal Period \* 22-23

- Select your **Agency/Program**

Agency/Program \* 

- 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 recoded 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

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 set-up matches the details in your award announcement. We will also validate the budget set-up 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 assigned by your CSC Programs Manager?
- **Allocation** – is it the same awarded amount that was 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:

Edit

Submitted

Approved

Rejected

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. At the top, there are tabs for FISCAL, FISCAL DOCUMENTS, POSITIONS, STAFF, and WORKFLOW. Below these, the budget details are displayed: BUDGET #600171: SINGLE-SITE SAMPLE PROGRAM 88-8888. The interface includes a toolbar with buttons for Delete, Summary, Forward, Add Note, Files, Workflow Log, Note/Activity Log, and Reports. A table at the bottom shows the budget details: Fiscal Period (26), Contract #, Allocation, Workflow Level, and Status. Annotations highlight key features: 'Back to Summary Button' points to the Summary button; 'Forward the document to the next person in the approval process' points to the Forward button; 'Detailed audit trail of the approval process' points to the Workflow Log button; 'Hover over Workflow Level to view who holds the document at any point of the approval process' points to the Workflow Level column in the table; 'Delete Button' points to the Delete button; and 'Forward the document to the next person in the approval process' points to the Forward button.

**“Back to” Summary Button**

**Forward the document to the next person in the approval process**

**Detailed audit trail of the approval process.**

**Hover over Workflow Level to view who holds the document at any point of the approval process**

**Delete Button**

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

## STEP 5: Continued – The Budget Entry

### The BUDGET Entry – Regular Salaries and Wages

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

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

Is the position % allocation correct?

SALARY ACCOUNTS	
Account...	Title
1	<a href="#">Regular Salaries and Wages</a>

ID	Position
13657	<a href="#">Administrative Assistant</a>

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

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; reference your excel budget**


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

**Hint:** If you noted your *Position ID#s* on the approved excel budget, cross-reference the ID# as you prepare to select the following position from the efficiency dropdown menu. This allows you to enter the budget in the order the positions are listed in the excel sheet.

# STEP 5: Continued – The Budget Entry

## The BUDGET Entry – Regular Salaries and Wages, Cont.

- Click on the blue hyper-link **Position Title for the applicable site**
- **Quickly cross-reference** the position ID and title, staff assigned, % allocation
- **The Note field does not apply to CSC Broward**
- Note the **Calculate** button and **fringe benefits rates**

Position #14944: Lead Therapist 

---

Staff Mary James

Expected Hrs/Year 2080

% Time In Program 70% \*

Weeks Funded 52

Note

## 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]

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 **CSC Allocation** column = **Program Allocation**
- The excel budget has been reviewed and approved, **therefore, match the SAMIS entry to the amounts in the approved excel budget** to avoid variances
- The **Other Fringe Benefits** category is not applicable 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 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**. Follow the order of the positions in the excel budget. Use the **Position ID#** to navigate the entry, especially, if you have multiple positions that 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

- **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. 27 for a detailed diagram

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


Continue to the Expenses accounts Pg. 28



# STEP 5: Continued – The Budget Entry

## Yes, I have a CALCULATE button:

- Click on the blue hyper-link **Position Title for the applicable site**
- **Quickly cross-reference** the position ID and title, staff assigned, % allocation
- **The Note field does not apply to CSC Broward**
- Note the **Calculate** button and fringe benefits rates
- For the fringe with assigned rates, the calculation performed by SAMIS is:

Position #14944: Lead Therapist 	
Staff	Mary James
Expected Hrs/Year	2080
% Time In Program	70%*
Weeks Funded	52

**= Round (gross salary X fringe % rate X 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. Match the SAMIS entry to the amount in the approved excel budget to avoid errors. Remember, the budget in excel has been reviewed and approved.


- 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 % 	<b>1</b> 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	<div>Calculate Fringe %</div>	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  
Gross Salaries and Wages = CSC Allocation = 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**. Follow the order of the positions in the excel budget. Use the **Position ID#** to navigate the entry, especially, if you have multiple positions that 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

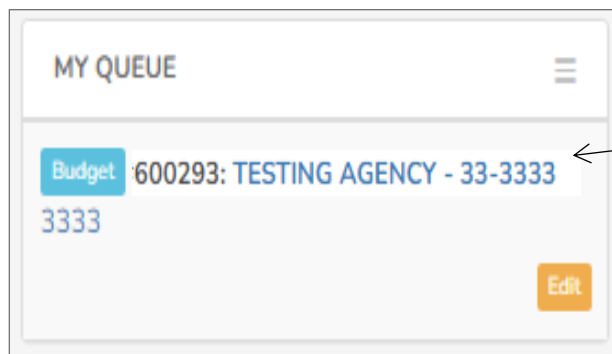
## The BUDGET Entry – Review Entry, Cont.

- **Back 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

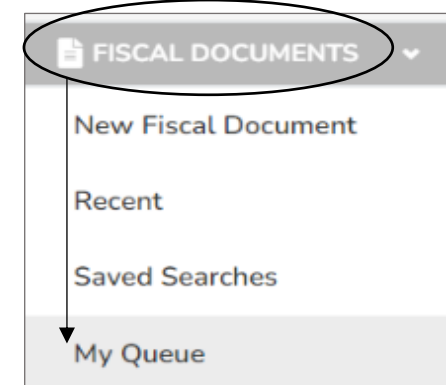
- **ERROR found:** Observe each salary line **across**; they should have the same amount listed in the three (3) columns. The account in which the dollar variance is noted is the account that contains the error. Reference back to your account totals in the approved excel budget.

See Pg. 34 – 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). Only assign expenses that have been approved in your excel budget for the applicable site budget you are entering

- ❑ Open your approved budget in excel format. We will use the copy and paste functions to bring over the descriptions of the *Method of Calculation/Allocation* from excel to SAMIS

- 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

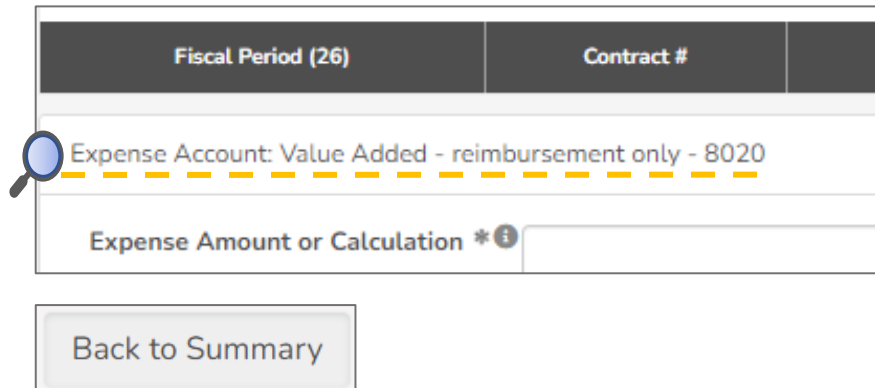
- 1600 - Expenses - 1600
- 1200 - Expenses - Local or Out of Town Staff Travel - 1200
- 1300 - Expenses - Contractual Services - Consultant - Prof Fees - 1300
- 1400 - Expenses - Space & Utilities - 1400
- 1600 - Expenses - 1600
- 1700 - Other - 1700
- 8010 - Flex Funds - reimbursement only - 8010**
- 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

- **Back 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 SUB BUDGET Template - Additional Sites

You have entered your first sub budget and 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 are congruent with the contract dates (Oct. 1 – Sept. 30)
- **Summer (SO)**: For sites that operate Summer Only programs (SO) dates are congruent with the contract dates (May 1 – Aug. 30)
- **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**

### Sub Budget Details

Period Start 10/01/2021

Period End 09/30/2022

Budget Category

Site

School Year  
Start-Up  
Sub-Contractor  
Summer

# 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	<a href="#">Edit</a>
600368 - School Year	10/1/21 - 9/30/22	School Year	\$10,875.00	<a href="#">Edit</a>
600365 - School Year	10/1/21 - 9/30/22	School Year	\$6,250.00	<a href="#">Edit</a>
Total			\$26,458.00	

### Master Budget

- Click on **Master Budget** to view the master
- Click on **Sub Budgets** to go back to sub budget summary

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 <a href="#">Funder</a> ⓘ	\$22,483.00	CSC Allocation ⓘ	\$284,057.00	Total Amendment \$0.00

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

### 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. 7 – Assign Funders

- Verify the funder type(s) in the approved excel budget

- In the **Note** field box copy and paste the *Matching Component(s)* from the excel budget

- Record the **Amount**

Budget (Summary) Level Funders

Funder	Note	Amount
Other - Cash	Family night-supplies and refreshments- 3 events * \$350= \$1,050 Administrative Oversight: 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

➤ Click



- Congratulations, you have completed Entering your budget in SAMIS!

- Forward your budget



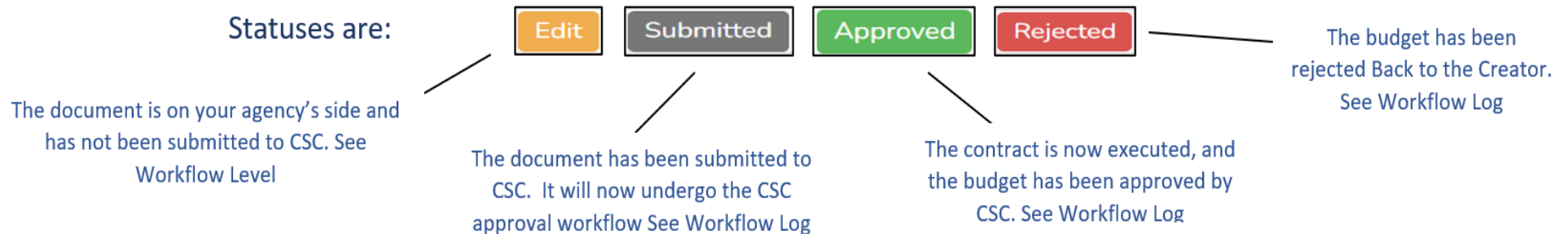
- The budget moves to the next person on your workflow for approval. Only the Submitter can submit the budget to CSC.

- Submitter can either





## STEP 5: Continued – The Budget – Status



### TYPES OF CONTRACTS:

**Cost Reimbursement:** After CSC approves the budget, the set-up 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 hyper link title of the expense account

Account #	Title	Program Alloc...	Original CSC B...	Amended CSC Bu...
1	<a href="#">Regular Salaries and Wages</a>	\$153,775.00	\$153,775.00	\$153,775.00
2	<a href="#">FICA</a>	\$11,765.00	\$11,765.00	\$11,765.00
3	<a href="#">Retirement Contributions</a>	\$4,713.00	\$4,613.00	\$4,613.00
4	<a href="#">Life and Health Insurance</a>	\$5,146.00	\$5,146.00	\$5,146.00
5	<a href="#">Workers Compensation</a>	\$584.00	\$584.00	\$584.00
6	<a href="#">Unemployment Compensation</a>	\$265.00	\$265.00	\$265.00
7	<a href="#">Other Fringe Benefits</a>	\$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 on the eye to find the error

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

- Verify the amount(s) in the approved excel budget

- Click into the blue hyper link position title

- Adjust your numbers and save.

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

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



Repeat the steps to correct errors in any of the salary, FICA, and fringe benefits accounts.

# STEP 6: Continued

## 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 onto the next position review for the error  
\$3,660 - \$3,360 = \$300
- Verify the amount in the approved excel budget,
- 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 % <a href="#">Calculate</a>	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 into the blue hyper link Staff Name
- The Staff Summary page (upper right-hand side)

Staff Member	
Sue Brown	
 Total staff % of time exceeds 100%	

Employee ID		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 assign 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

## STEP 6: Continued – Fixing Common Errors

### BUDGET Entry – Trouble Shooting an Error

 **The total program allocation for this position exceeds 100% - The position is over 100% allocated amongst CSC positions**

- Review the position assignment summary  
Note the two programs
- Verify the allocation in the approved excel budget – and allocation in other program(s)

 The total program allocation for this position exceeds 100%.					
MULTI-SITE SAMPLE PROGRAM 99-9999					
Assig. ID	# of Staff	Program %	Assignment Period	Hrs/Year	Active Hrs/Year
19972	1	75 %	10/01/21 - Open	1560	2080
SINGLE-SITE SAMPLE PROGRAM 88-8888					
Assig. ID	# of Staff	Program %	Assignment Period	Hrs/Year	Active Hrs/Year
19951	1	100 %	10/01/21 - Open	2080	2080

THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK