

General Fund Discretionary Overhead Split in Decision Packages

Background

As a result of changes recommended by the General Fund Overhead Committee and adopted by City Council, the General Fund overhead model will be updated several times during the budget process.

In order to update the model, decision package entry has been altered to allow for automatic calculation of the discretionary/overhead split for overhead bureaus and programs.

Instead of making requests or reductions that are 100% discretionary, **overhead bureaus will enter two revenue lines: one for the discretionary portion and one for the overhead portion.**

Instructions

The following instructions are for use when entering decision packages that utilize the discretionary (487110 and 487120) and overhead (487210) accounts. Please note that these instructions *only apply to decision package forms* and **not** technical adjustment forms.

1. Enter all data in decision package forms as per the BRASS Manual.
2. When the commitment item selected is one of those requiring a split – 487110, 487120, 487210 - and the cursor is moved out of the Commitment Item field, all of the value entry fields will grey out and a **Detail Box** will open at the bottom of the screen.
3. Click on the Detail Box. A series of fields will become available.
4. In the Posting Col[umn] field, make the appropriate selection - Ongoing, 1-Time, or an out-year – based on the nature of the request.
5. In the Item field, select:
 - a. GF-ONLY if the request is for a bureau that *does not* receive overhead funding. This will generate a result that is 100% of the amount entered.
 - b. GF-SPLIT to enter the discretionary portion of a request for a bureau that *does* receive overhead funding
 - c. OVHD-SPLIT to enter the overhead portion of a request for a bureau that *does* receive overhead funding
 - d. Do not use the OTHER Item.
6. In the VarQty field, enter the total General Fund revenue request, regardless of the split.
7. Do not enter anything into the FixQty field.
8. Click in the main body of the form. The Detail Box will disappear and the value fields for the line will be populated. The values will be greyed out and can only be edited by going back into the Detail Box (by clicking on the commitment item).
9. If the line that was just entered was a GF-ONLY line, no further action is necessary.

10. If the line was the first of a pair of GF-SPLIT/OVHD-SPLIT lines, insert a line in the form and repeat steps 2-7 with the other part of the pair. (E.g. If you entered 487110 and did the Ongoing Posting Col, GF-SPLIT Item, and VarQty of 1,000, you must now enter a 487210 line with Ongoing Posting Col, OVHD-SPLIT Item, and VarQty of 1,000.)

Example

1. Before entering the Commitment Item...

| Seq | Dec Pkg | Funds Ctr | Fund | FuncArea | Fnd Prgm | Grant | Commitem | Ongoing | 1-Time | Year 2 | Year 3 |
|-----|---------|------------|--------|------------|----------|-------|----------|---------|--------|--------|--------|
| 1 | BO_01 | BOBO000001 | 100000 | LAASAS0000 | 0 | 0 | | 0 | 0 | 0 | 0 |

2. After entering 487110 as the commitment item, the Detail Box pops up; click in it to get entry options...

The screenshot shows a software application window titled "FY_2014_15_Production - [1. Decision Package: 1045 - test]". The interface includes a menu bar with "File", "BRASS", "SBFS", "Grants", "Security", "Utilities", "Window", and "Help". Below the menu is a toolbar with various icons. A "Net Cost" dropdown menu is visible, along with buttons for "Insert", "Delete", "Move", "Audit", "Apply", "Save", and "Cancel".

The main data entry area contains a table with the following columns: "Fnd Prgm", "Grant", "Commitem", "Ongoing", "1-Time", "Year 2", "Year 3", "Year 4", "Year 5", and "Justify". The data row shows: "0", "0", "487110", "V", "0", "0", "0", "0", "0", "0".

A "Detail Box" is open at the bottom of the window, displaying a table with the following columns: "Seq", "Posting Cc", "Item", "VarQty", "Var.Price", "FixQty", "Fixed Price", and "Total". The data row in the "Detail Box" shows: "1", "Ongoing", "[blank]", "0", "0.00", "0", "0", "0".

The status bar at the bottom left indicates "Ready", and the bottom right shows the date and time: "Dec 3 10:09 AM".

3. Enter the GF-SPLIT portion (because this is the 487110 portion). The total request is for \$10,000, so the VarQty is \$10,000. Note the Ongoing amount in the body of the form is only a portion of the \$10,000...

FY_2014_15_Production - [1. Decision Package: 1045 - test]

File BRASS SBFS Grants Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

| General | | Justification | Position | | | | | | | |
|----------|-------|---------------|----------|---------|--------|--------|--------|--------|--------|---------|
| Fnd Prgm | Grant | CommItem | | Ongoing | 1-Time | Year 2 | Year 3 | Year 4 | Year 5 | Justify |
| 0 | 0 | 487110 | V | 4,617 | 0 | 0 | 0 | 0 | 0 | |
| | | | | (4,617) | 0 | 0 | 0 | 0 | 0 | |

Detail Box

| Seq | Posting Cc | Item | VarQty | Var.Price | FixQty | Fixed Price | Total |
|-----|------------|---------------------------|--------|-----------|--------|-------------|-------|
| 1 | Ongoing | GF-SPLIT | 10,000 | 0.46 | 0 | 0 | 4,617 |
| | | Overhead Bureau - GF Spli | | | | | |

Ready Dec 3 10:10 AM

4. Insert a line and populate it with the Overhead commitment item (487210) and the Detail Box pops up again. Select OVHD-SPLIT and enter the same VarQty. Once again, note that the amount is less than the amount entered in the Detail Box...

The screenshot shows a software window titled "FY_2014_15_Production - [1. Decision Package: 1045 - test]". The main table displays commitment items with columns for Ongoing, 1-Time, Year 2, Year 3, Year 4, and Year 5. A detail box is open at the bottom, showing a split for item 1 with a total of 5,383 and a split amount of 10,000.

| General | Justification | Position | CommitItem | Ongoing | 1-Time | Year 2 | Year 3 | Year 4 | Year 5 | Justify |
|---------|---------------|----------|------------|----------|--------|--------|--------|--------|--------|---------|
| 0 | 0 | | 487110 | 4,617 | 0 | 0 | 0 | 0 | 0 | |
| 0 | 0 | | 487210 | 5,383 | 0 | 0 | 0 | 0 | 0 | |
| | | | | (10,000) | 0 | 0 | 0 | 0 | 0 | |

| Seq | Posting Cc | Item | VarQty | Var.Price | FixQty | Fixed Price | Total |
|------------------------|------------|-----------|--------|-----------|--------|-------------|-------|
| 1 | Ongoing | OVHD-SPLI | 10,000 | 0.54 | 0 | 0 | 5,383 |
| Overhead Bureau - OVHD | | | | | | | |

5. Note that the system has calculated the amount of the split based off of the total. The form is now showing net revenues of \$10,000.

6. Enter the expense side of the Decision Package as usual...

That is all.

For bureaus that are funded only with discretionary only, only one line would be necessary since it would populate the body of the form with 100% of the VarQty amount.