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

ENTERING BUDGET(S) IN NEXUS

Prepared by the Finance Department
April 2024

Before you get started

- ☐ The **budget workflow must be set up** before you can enter your Budget into NEXUS. Your Agency's NEXUS administrator manages the workflow set up for your new contract. **Support: Wiki (nexuscscbroward.org)**
- ☐ **Only the budget creator** can create, edit, or modify changes in the Budget in NEXUS.
- ☐ **Only the budget creator** can create, edit, or perform changes to positions and staff in Position Management.
- ☐ 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 the sequence of steps to ensure a successful entry and approval.**

The Budget Entry Process

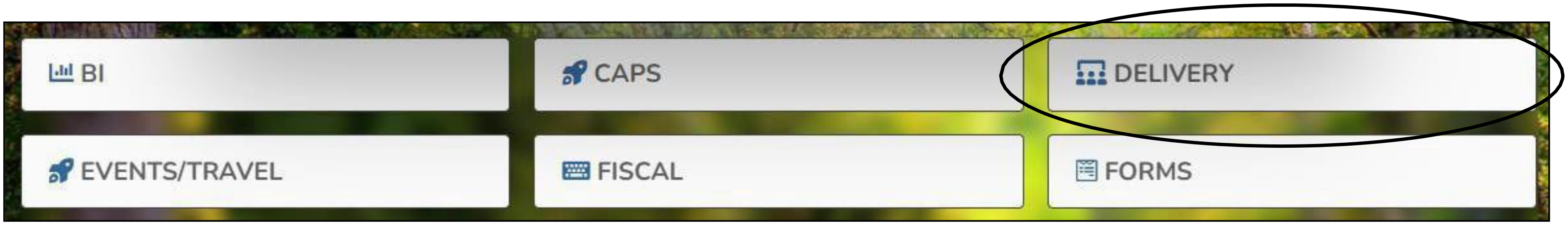
https://www.nexuscscbroward.org/

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

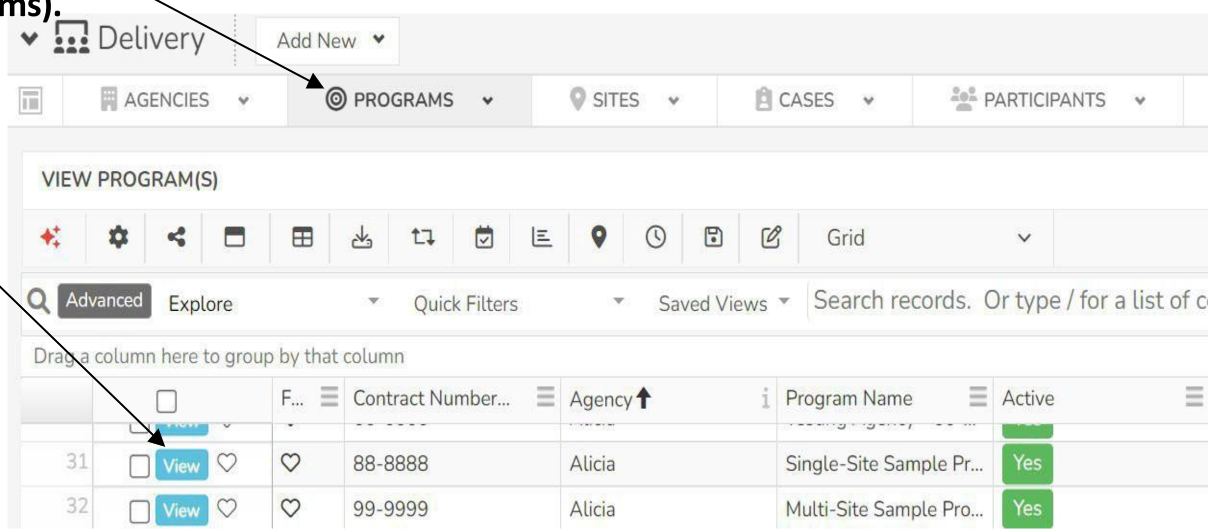
FICA is auto-populated in the Budget; therefore, **FICA** is not part of the fringe benefits described here. The fringe benefits are retirement, health insurance, worker's compensation (WC), and SUTA. Only enter % rates for fringe benefits calculated by multiplying the **% rate X gross salary** across **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.

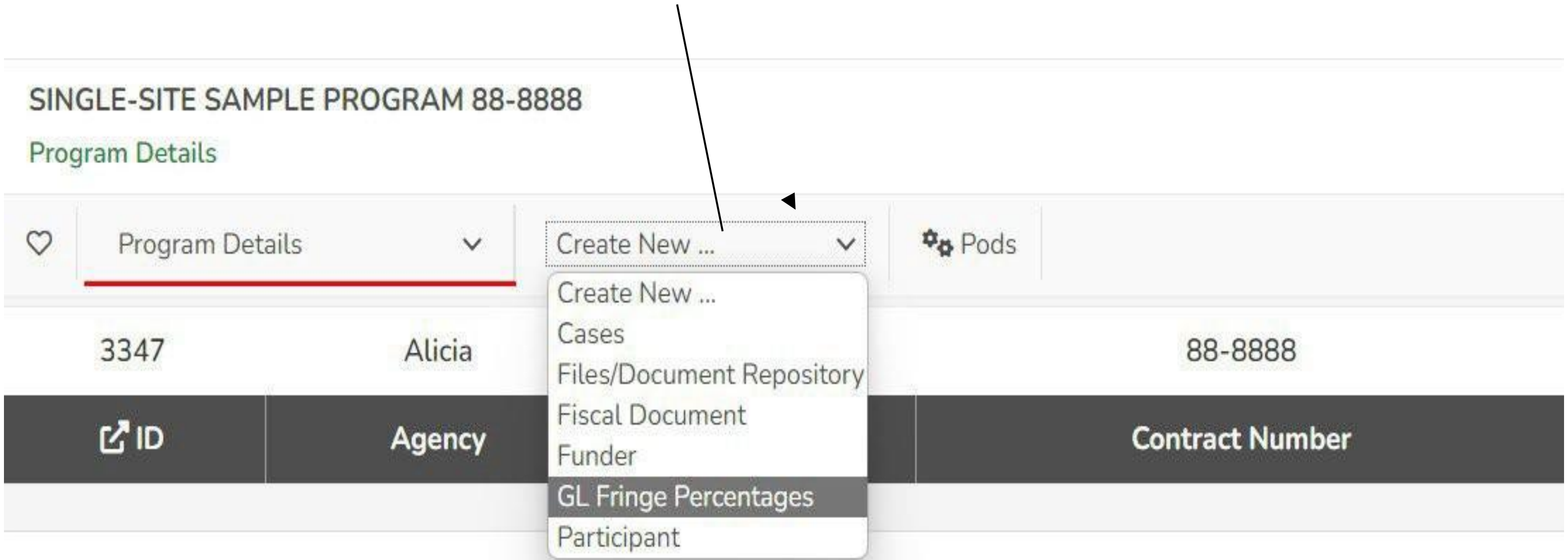


- From the main navigation menu, select **PROGRAMS Select your Program (agencies with multiple programs).**



STEP 1. Define Fringe Benefits % Rates - Create New

➢ To assign a fringe benefit, click on the **Create New** dropdown menu. Then select **GL Fringe Percentages.**



- <u>For the most part, **WC** will be the only fringe benefit to apply, but there are some exceptions.</u>
- The calculation **<u>= % rate X gross salary across ALL positions</u>** (rounded to the nearest dollar).
- Do not enter monthly costs (such as health insurance cost), only **%** rates.

STEP 1. Define Fringe Benefits % Rates

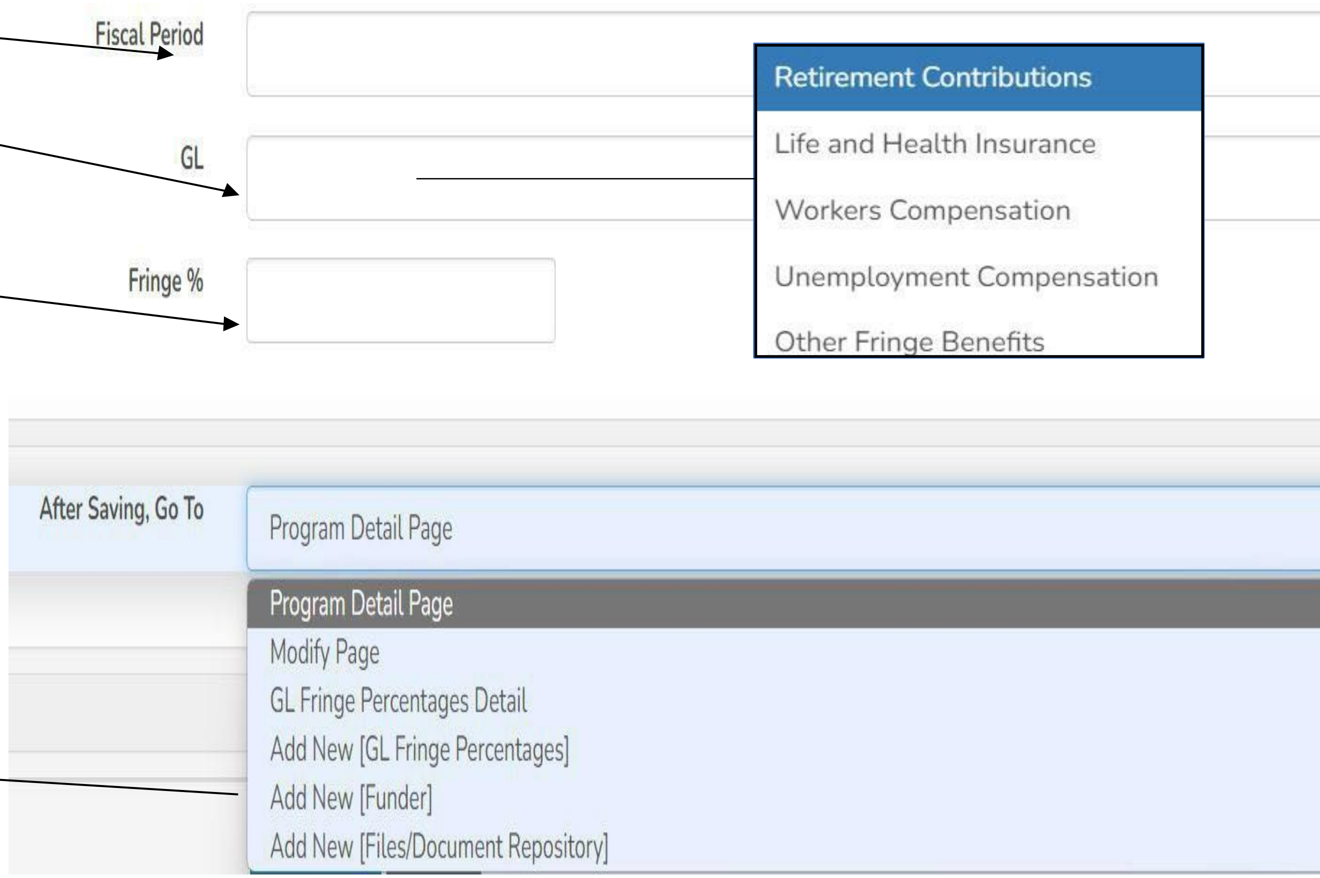
Complete the required fields:

- Select your **Fiscal Period**
- Select the Fringe Benefit **GL**
- Enter the **Fringe %** rate
  - up to 2 decimal points
  - **no** % sign needed.

    e.g., 2.36% = 2.36

Before you click save, Select your next move from the dropdown menu.

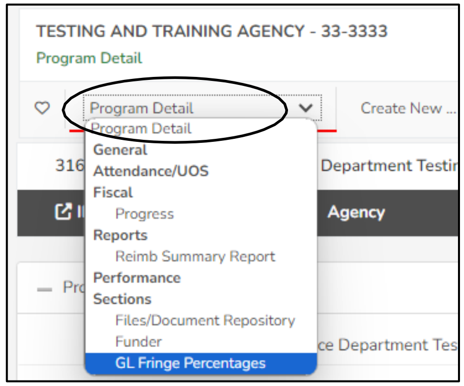
- To assign a second fringe benefit % select **Add New [Funder],** and Save!



STEP 1. Fringe Benefits & Funders – Review & Corrections

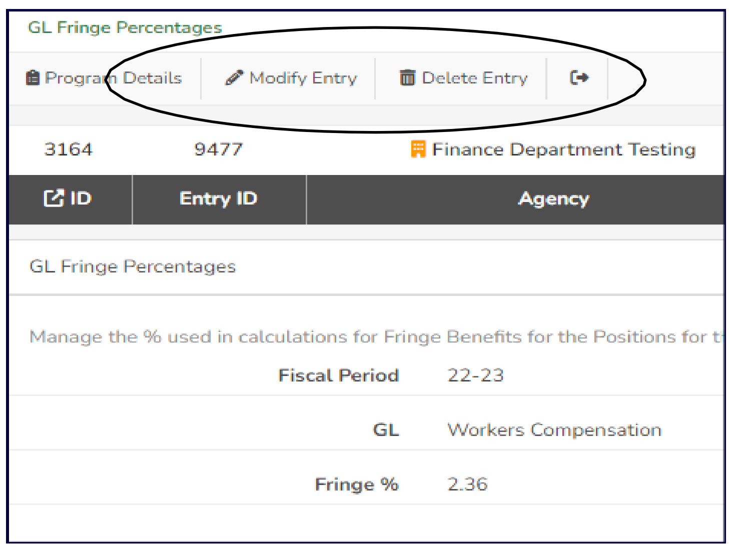
Review your entry and make corrections to GL Fringe benefits or Funders assigned.

Delivery Module > Select your Program, click on View > Program Detail dropdown > Select Funder OR GL Fringe Percentages



Review the entries. **Click on View if a correction is needed.**

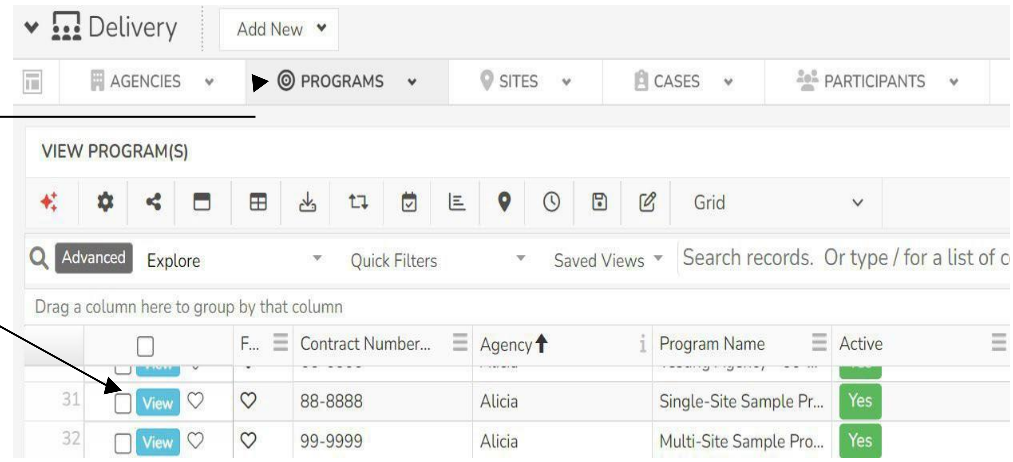
Proceed to ***Modify or Delete*** the entry.

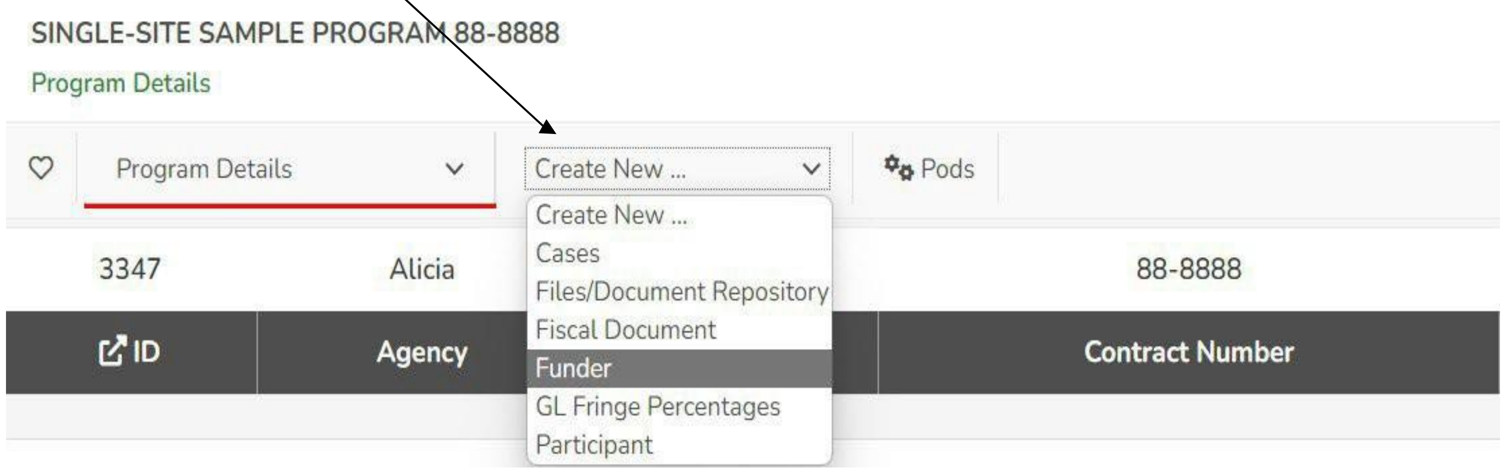


STEP 2. Assign Funders/Match – Cash, In-Kind, or Leverage (Delivery Module)

Review your approved budget detail to note the type of funders CSC approved - Cash, In-Kind, and or Leverage.

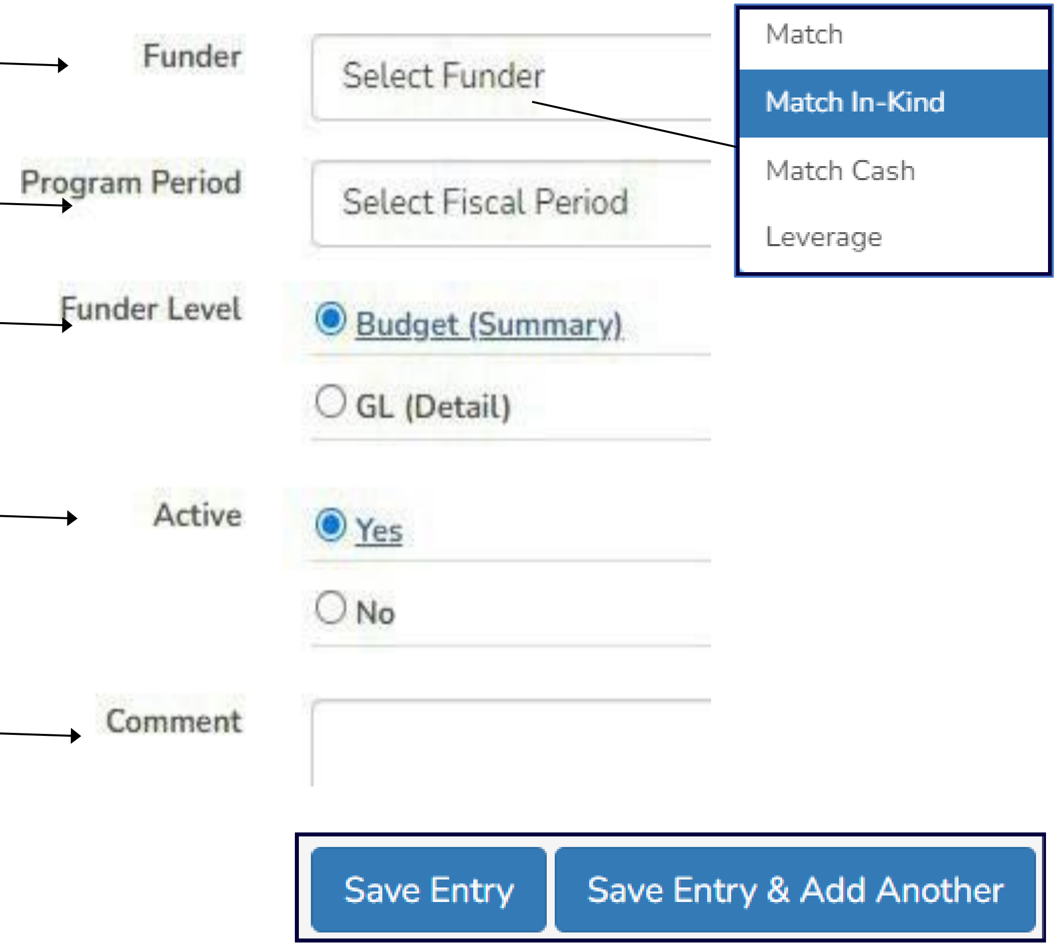
- **DELIVERY Module > Programs Tab**
- Select your Program by clicking on **View.**
- To assign a funder, click on the **Create New** dropdown to **Funder**





STEP 2. Assign Funders/Match – Cash, In-Kind, or Leverage

- Select the **Funder** type.
  Match In-Kind
  Match Cash
  Leverage
- Select **Program Period**
- Select the radio button for
  Budget (Summary)
- Select the Active radio button for
  Yes
- In the **Comment** box,
  briefly describe.
- **Save Entry or Save Entry & Add Another to record a second type of match…**

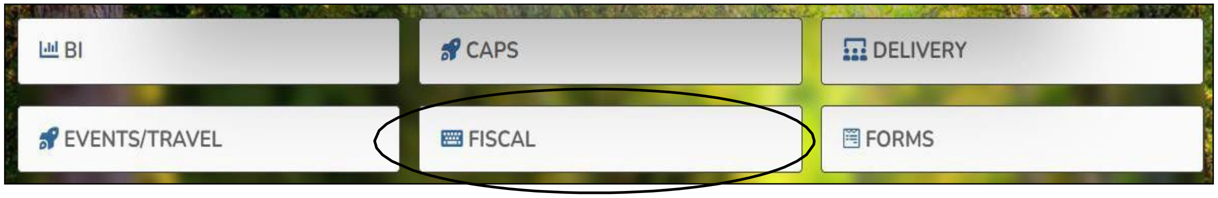


- **To review your entry or make corrections:**

Delivery Module > Programs > select VIEW on your program > **Program Detail dropdown** menu > select Funder > click VIEW on the erroneous entry > Modify or Delete Entry **(see details on Pg.6).**

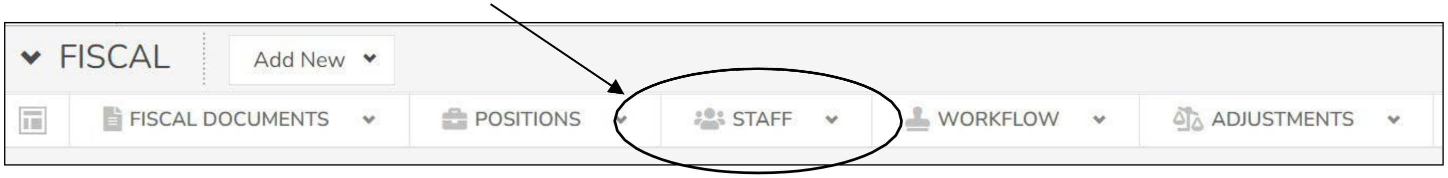
STEP 3: Entering the Staff Names (Fiscal Module)

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! Proceed to the next page. **An established provider** should recognize the names of current and past staff members in the *Results List*. If you have new staff members proceed to the next page.

Quick Tip: Click on any of the *columns heading* to sort by that column.

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

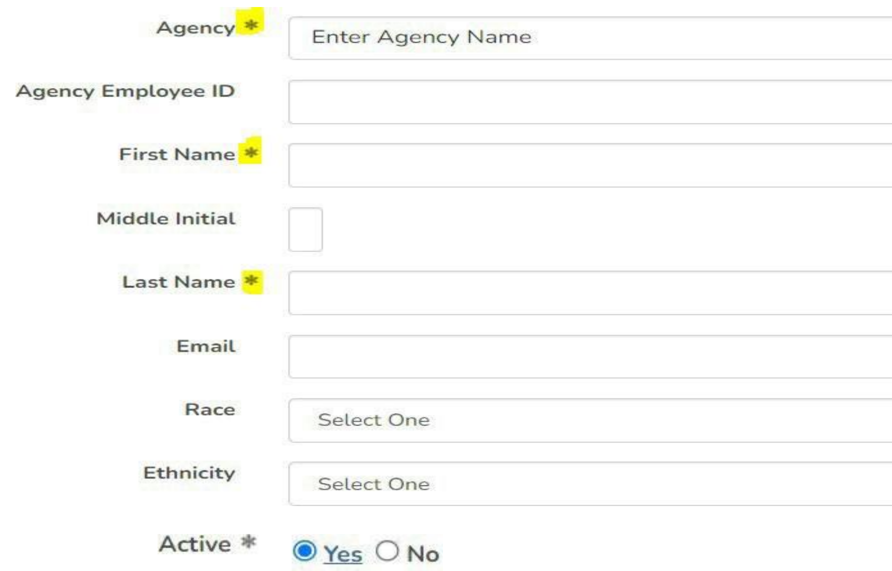
STEP 3: Entering the Staff Names, cnt'd.

Record the names of the staff members working in the Program. If a position is currently vacant, no name will be required. You will need to update NEXUS as you hire the staff at a later date.

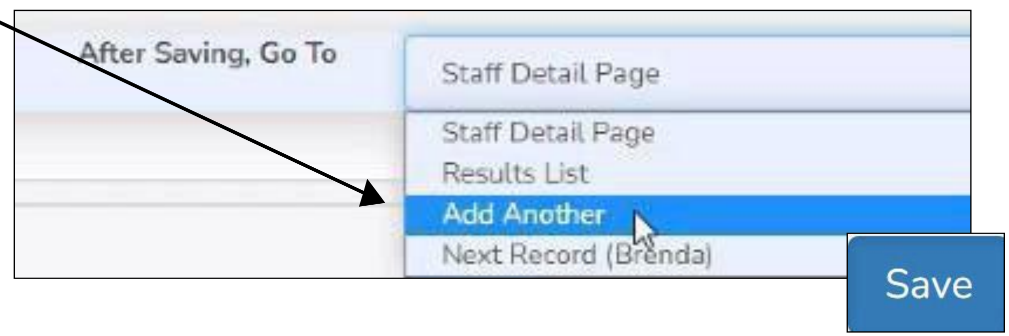
- Click the **+ New Staff** button

- 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 new names have been entered, select ***Results List*** to review your new staff roster!



STEP 4: Creating & Assigning Positions (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

IMPORTANT NOTES to the Creator of the Budget:

- ☐ 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.

STEP 4: Creating & Assigning Positions: New Agency to CSC/New Program

NOTES to the Budget Creator – cont'd.

- ☐ A position is only assigned once and will remain active in the Program for the term of the RFP, a four-year term for CSC Broward (or until the position assignment is end-dated/terminated).
- ☐ Multiple programs can share a position, but the allocation cannot exceed 100%.
- ☐ The staff member filling the position may change throughout the contract period (turnover); update the staff assigned.
- ☐ Position management is an active, ongoing function of program management. Staff name(s), start, and end dates must be updated monthly.
- ☐ All contracts are required to maintain an up-to-date staff roster in NEXUS.

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

A. New Agency to CSC / New Program:

- ➢ 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: Creating & Assigning Positions -New RFP/New Contract

B. Existing Agency - New RFP or New contract #:

You are a returning provider, and this is a NEW RFP year in which you received a new contract number:

- **If your positions and respective staff members already exist, the positions must be assigned to your new contract number. There is no need to "create" new positions or re-enter the staff members' names.**
- A good starting point is the previous fiscal year budget in NEXUS. Review the positions' titles and prior year % allocations. **Do they match? If not, we will need to update the changes in Position Management.**

If the position title changes (not an exact match): The old position's staff, assignment, and position **must be end-dated and closed**. The old position becomes inactive in the position library.

If the title matches, but the Type of Wage, Hourly Rate, Hours per Year, % Time in Program, or Weeks Funded changed:
All of these changes will need to be made within the budget form in Nexus.

Salary & Wages **>** Select the Position by clicking on the title **>** update the data as applicable.

SALARY ACCOUNT: REGULAR SALARIES AND WAGES

ID	Position	Staff
14861	Administrative Assistant	Janet Brown (4581)

Staff	Janet Brown
Type of Wage *	Salary / Hourly
Hourly Rate *	$ 28.85
Hours per Year *	1248
% Time In Program *	60 %
Full or Part-Time	Full-Time
Weeks Funded *	52
Note	

NEW position to the Program: Proceed to create the position. See Pg. 15.

Position(s) needs to be reassigned to the NEW Contract # see Pg. 19

STEP 4: Creating & Assigning Positions -NO Change in Contract

C. Renewal Contract – No change in contract number

You are a returning provider, and the contract number remained the same (CSC has 4-year RFP cycle):

- A good starting point is the previous fiscal year budget in NEXUS. Review the positions' titles and prior year % allocations. Do they match? If not, we will need to update the changes in Position Management.

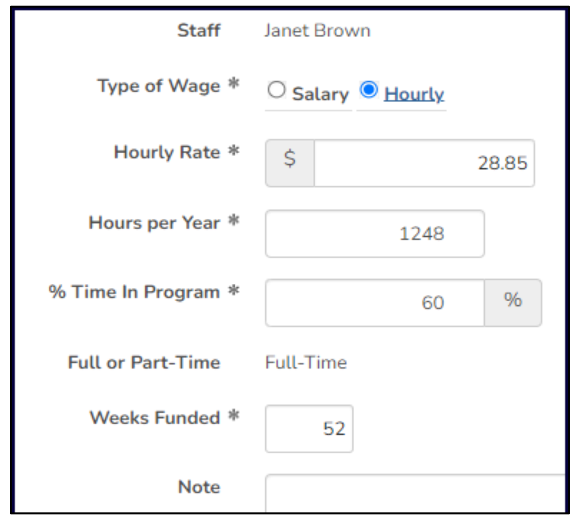
If the position title changes (not an exact match): The old position's staff, assignment, and position **must be end-dated and closed**. The old position becomes inactive in the position library.

If the title matches, but the Type of Wage, Hourly Rate, Hours per Year, % Time in Program, or Weeks Funded changed: All of these changes will need to be made within the budget form in Nexus.

Salary & Wages > Select the Position by clicking on the title > update the data as applicable.

SALARY ACCOUNT: REGULAR SALARIES AND WAGES

ID	Position	Staff
14861	Administrative Assistant	Janet Brown (4581)



NEW position to the Program: Proceed to create the position (Pg. 15).

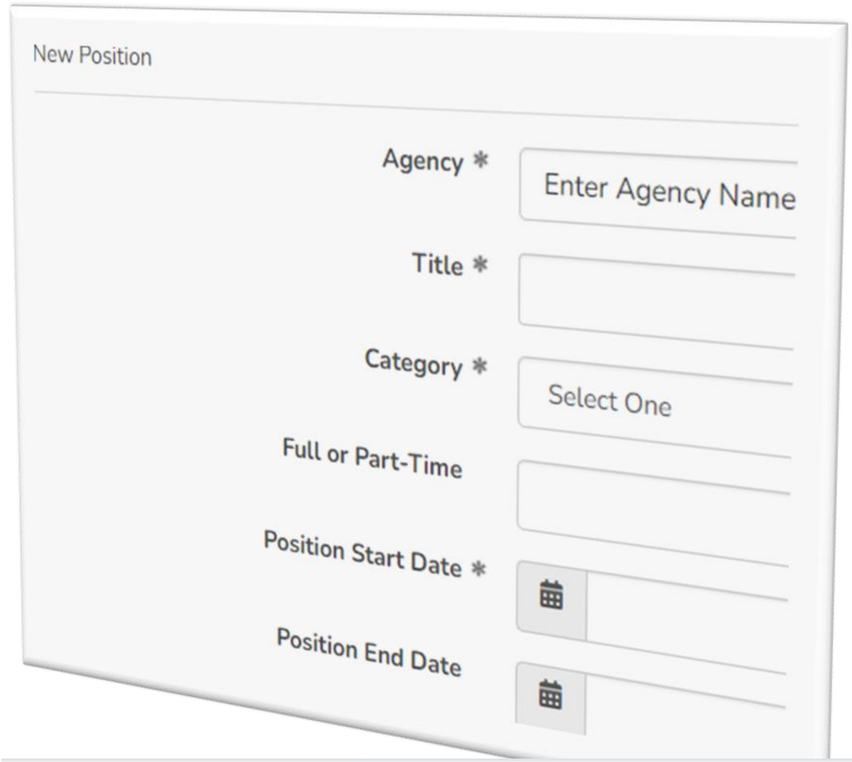
If a position has been eliminated and will not be part of the new contract year: The staff member, program assignment, and position will need to be end-dated/closed before populating the new budget.

STEP 4: Creating a Position (Fiscal Module)

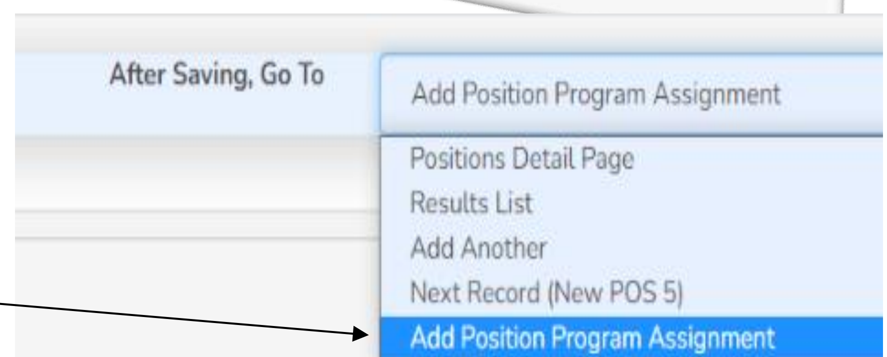
Creating a Position (Positions Tab)

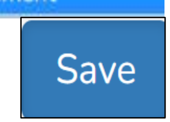
Click on the + New Position button.

On the form, items marked by an *asterisk indicates it is a required field.



- Select your **Agency**
- Enter the **position's title** –
  DO NOT USE ALL CAPS
  Capitalize Each Word
- **Category** – obtained from the contract's staffing chart
  Professional – BA, Master, or Doctorate
  Paraprofessional – GED, HSD, and AA/AS
- **FT** or **PT –** to your agency
- **Position Start Date** aligns with the contract start date.
- NO **Position End Date** – we are building the budget.
- Use the efficiency dropdown menu to select
  Add Position Program Assignment
  First, make your selection, then click Save.



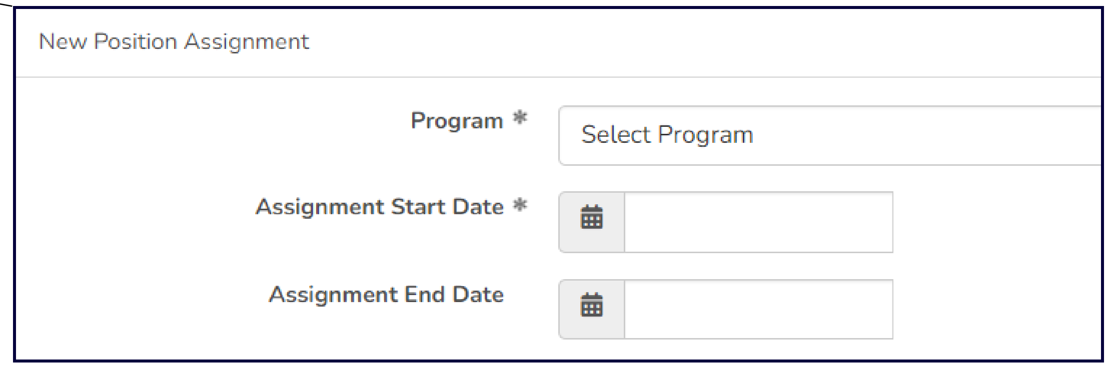


STEP 4: Assigning the Position to the Program

Assigning the Position to a Program

First, you will assign your new program/contract #. Second, you will record the staff member's details

Program Assignment



- Select your program/contract number
- Assignment Start Date –
  same as the contract start date.
- **No** Assignment End Date –
  we are building our budget.

Staff Assignment continues on the next page…

- For **VACANT** positions, the ***Select Staff*** field **will remain blank – no selection is made**. At a later date, when the position is filled, we will record the newly hired staff member - Pg. 9 Entering the Staff.

STEP 4: Assigning the Staff to a Program

Assigning the Staff to a Program

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.

if the position is vacant at the time of the budget entry leave the Select Staff field blank, but continue to enter the information in the following fields:

- **Hr/Yr:** the # of hours per year a staff member works annually for the Agency (40 hrs. per wk. X 52 wks. per yr. = 2,080 hrs.). A PT staff member of the agency would report fewer hours than 2,080 annually.
- **% of Time:** the % allocation of the specific staff member hours to the position – time allocation may not be greater than 100% for any employee.
- **Start Date:** if the position is **vacant**, the start date **=** the contract's start date. If the position is **filled**, the start date **=** the staff member's hire date. Vacant positions will be updated when you hire the staff.

No Position End Date – we are building the budget. The end date is recorded when the staff member is terminated from the program.

No Last Check Run Date - required when you terminate a staff member. It is the final check run in which the staff member reports to the program, and the Agency pays wages.

No Reason for Termination - also required when terminating an individual from the program.

Save Assignment

STEP 4: How To Review the Positions Assigned to your Program

Assigning Staff to a Program (Cont'd)

- Repeat the steps for all positions that need to be created - Pg. 15 Creating a Position.

  Fiscal > Positions Tab > + New Position or use the quick access

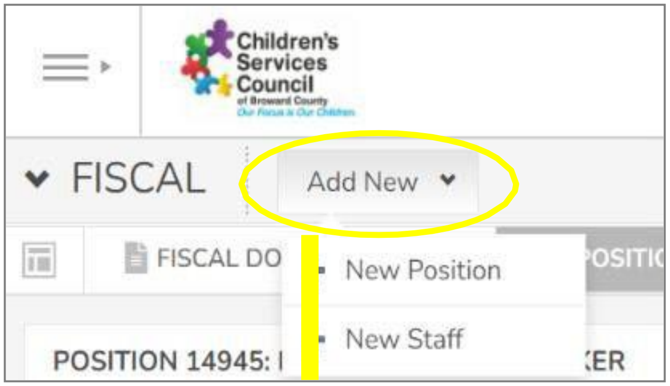
- Once all the positions are created and staff is assigned, you can review the roster by clicking:

  Positions Tab > Sort the listing by Associated Program

- NEXUS will display an alert if:

  A position is over 100% allocated across CSC programs

  A staff member is over 100% allocated among all CSC positions



Quick Access to add a New Position or Staff

- A notification of an over-allocation error must be corrected before the budget is submitted. See Pgs. 37 to troubleshoot.

- Repeat the steps for all new positions (Pg 15).

STEP 4: Reassigning a Position to a Program

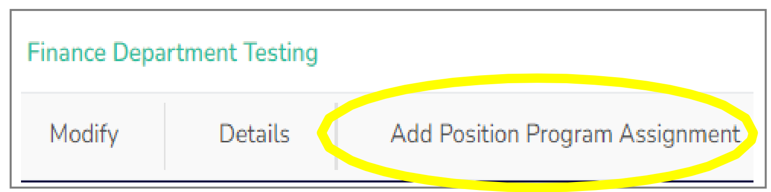
Reassigning a Position to a Program (Positions Tab)

- Start by recording the names of newly hired staff members into NEXUS. 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 NEXUS: **Fiscal > Positions Tab**
  Note titles and Position ID.

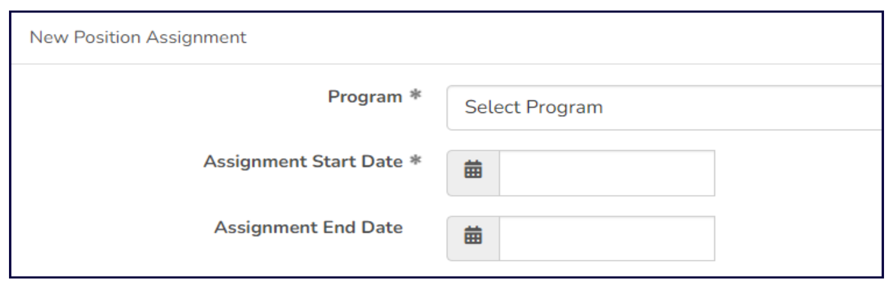
TIP: You can also review Position IDs using the prior year's program budget in NEXUS or the last Reimbursement Detail Report.

- Under the Positions Tab, find the positions you will need by title and note the Position ID# **>** click on View

- Click the ***Add Position Program Assignment*** button to reassign the position.



- Assign the new program
  - Assignment Start Date – same as the contract start date.
  - **No** Assignment End Date – we are building our budget.



- Continue to record the staff member… next page

STEP 4: Reassigning a Staff to a Program

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.
Leave the Select Staff field blank if the position is vacant at the time of the budget entry, but continue to enter the information in the following fields:

- **Hr/Yr:** the # of hours per year a staff member works annually for the Agency (40 hrs. per wk. X 52 wks. per yr. = 2,080 hrs.). A PT staff member of the agency would report fewer hours than 2,080 annually.
- **% of Time:** the % allocation of the specific staff member hours to the position – time allocation may not be greater than 100% for any employee.
- **Start Date:** if the position is **vacant**, the start date **=** the contract's start date. If the position is **filled**, the start date **=** the staff member's hire date. Vacant positions will be updated when you hire the staff.

No Position End Date – we are building the budget. The end date is recorded when the staff member is terminated from the program.

No Last Check Run Date - required when you terminate a staff member. It is the final check run in which the staff member reports to the program, and the Agency pays wages.

No Reason for Termination - also required when terminating an individual from the program.

Once all the positions are created and staff is reassigned, you can **review the roster** by clicking:

Positions Tab > Sort the listing by Associated Program

STEP 5: The Budget Form - Single Site Budgets (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.

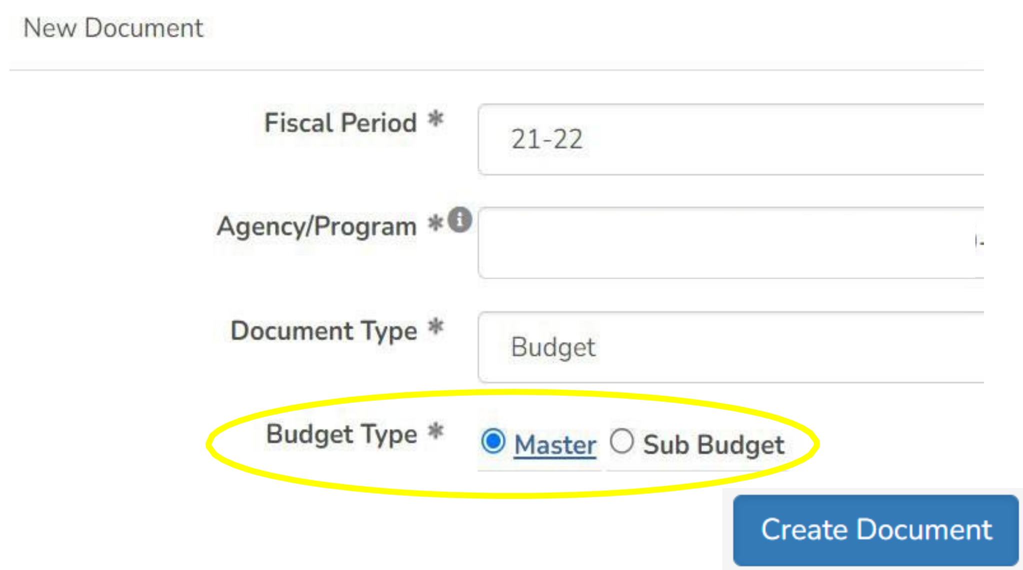
NEXUS has two budget templates to choose from – which applies to your Program?

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.

This feature creates a copy of the prior Year's Budget, including positions and staff, wages and fringe, expenses, the match, account narratives, and $ amounts. **NOT AVAILABLE FOR A NEW AGENCY or New RFP.** See COPY Budget Guidelines.

- ➢ **Fiscal Period** – coincides with CSC's fiscal year
- ➢ Select your **Agency / Program**
- ➢ **Document Type –** Budget
- ➢ **Budget Type –** Master
- ➢ **Create Document**-populates the budget



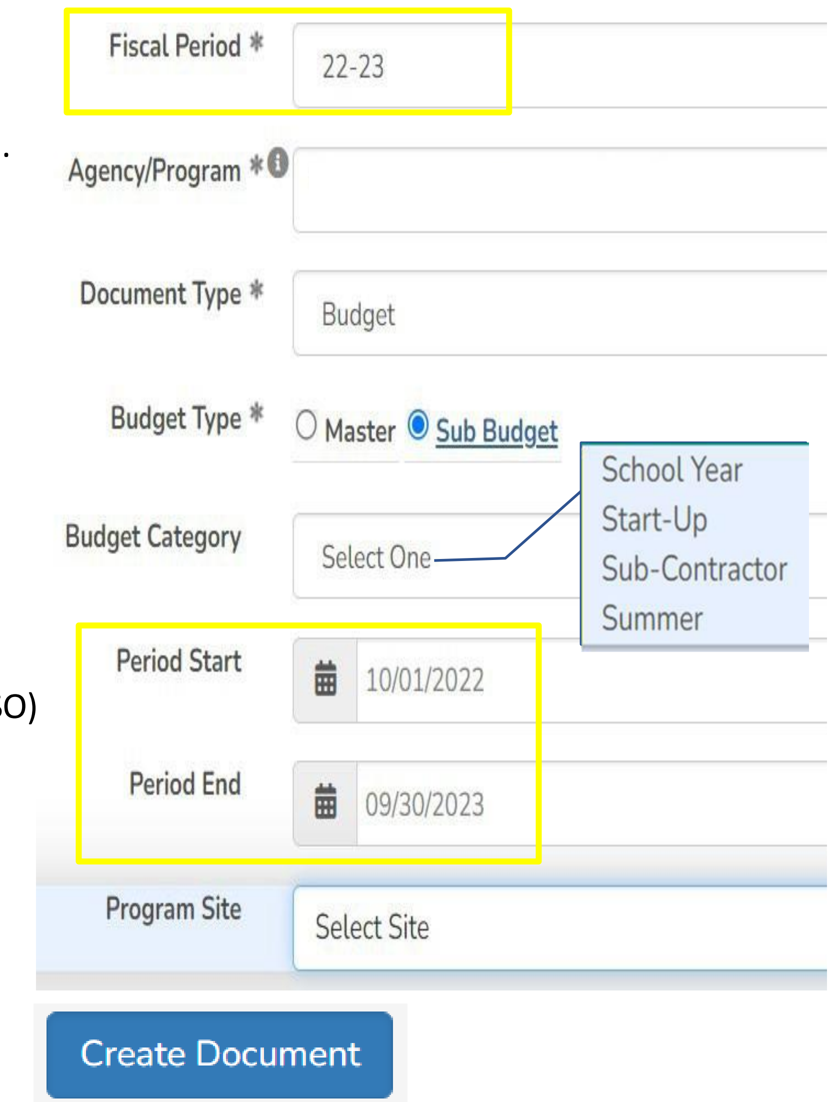
STEP 5: The Budget Form - Multi-Site / OST Programs

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

- ☐ Each program site will have its own sub-budget.
- ☐ ***Copy Option*** **NOT AVAILABLE FOR A NEW AGENCY or New RFP.** See COPY Budget Guidelines.

This feature creates a copy of the prior Year's Budget, including positions and staff, wages and fringe, expenses, the match, account narratives, and $ amounts. **NOT AVAILABLE FOR A NEW AGENCY or New RFP.** See COPY Budget Guidelines.

- ➢ All sub-budgets will roll into a Master Budget for the entire Program.
- ➢ Start by selecting the CSC **Fiscal Period**. The **Period Start** and **End date** will auto-populate accordingly.
- ➢ Select your **Agency/Program**
- ➢ Select your **Document Type**
- ➢ Select your Budget Type – **Sub Budget**
- ➢ Select your **Budget Category**
  - ➢ **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**
- ➢ Select the **Program Site**
- ➢ Click on **Create Document**



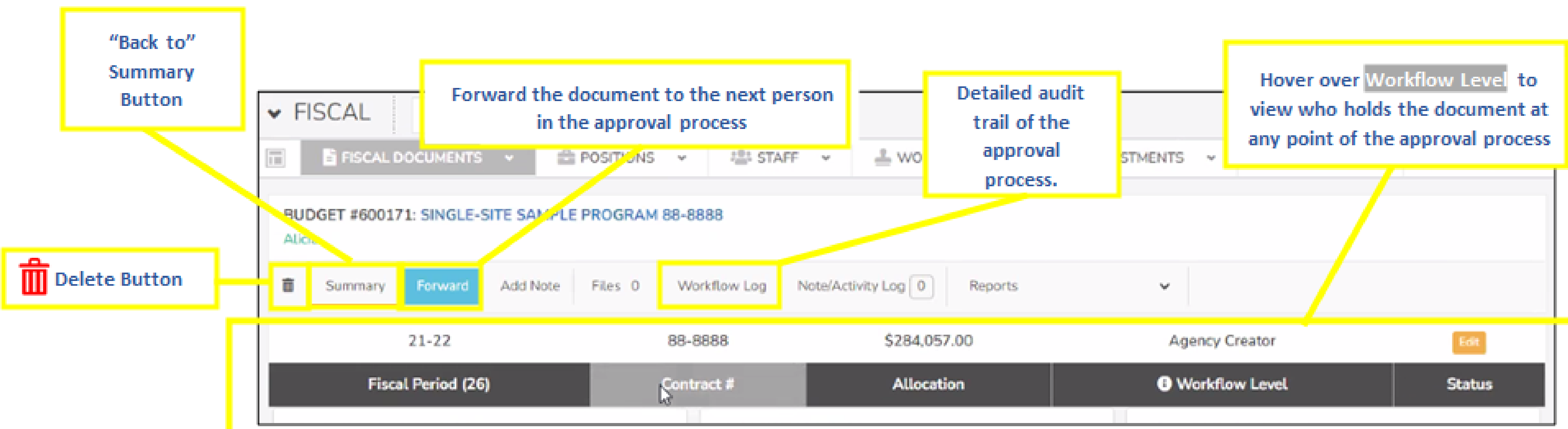
STEP 5: The Budget Entry – Budget Form Review

In the Fiscal Module, the budget form is officially in your queue, in *edit mode.*

Let's start by ensuring the NEXUS budget template, matches the details in your award announcement. We will also validate the budget setup is correct.

Review the following information from the newly populated NEXUS budget template:

- **Fiscal Period** – is the correct fiscal year noted in the Budget? If not, delete the budget form, and immediately request a new form – NEW Fiscal Document Pg. 21.
- **Contract Number** – does it match the contract number your CSC Programs Manager provided in the email? If not, contact your CSC Programs Manager directly.
- **Allocation** – is it the same awarded amount approved in your final Budget? If not, contact your CSC Programs Manager directly.
- **Workflow Level** – at this moment, it is with you, 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.



STEP 5: The Budget Entry – Budget Form Review - Salaries and Fringe

Start the BUDGET Entry with Regular Salaries and Wages

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

- Start by clicking on the blue hyperlink for **Regular Salary and Wages:**

  Are the **position titles** and **staff names,** correct?

  Type of wages reported correctly.

  Are the **hours per year,** correct?

  Is the **position %** allocation, correct?

ID	Position
13657	Administrative Assistant

Data entry errors will require the budget to be rejected or deleted

- Now **review** for fringe benefit rates, click into any blue, hyperlinked **position title**,

  Are your fringe benefits % rates visible? Do you have a Calculate button? If needed, see Pg. 25.

Make all necessary corrections; if corrections are not needed, click on Back to *Position List*

Back to Position List

- You can sort the *budget* by Position ID (smallest to largest), by Position Title (A-Z), or by Staff (A-Z). To sort, click on the *column heading.*

- If you are a Multi-Site Program, only enter data for the staff applicable to the specific site you are currently building.

- If you have a START-UP budget, only enter the approved Start-Up expense accounts.

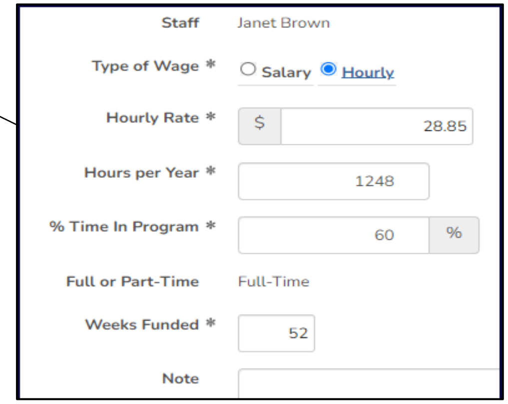
SALARY ACCOUNT: REGULAR SALARIES AND WAGES

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			

STEP 5: The Budget Entry – NO, I do not have a calculate button

Click on the blue hyperlink Position Title (if recording a multisite budget ensure you are in the correct site).

- Always cross-reference the position ID and title. Adjust if necessary.



<u>HAVE A CALCULATE Button?</u>

YES: you have a calculate button, go to Pg. 27.

NO, I do not have a calculate button: This indicates that <u>no fringe benefit rates were assigned</u> to your Program (Step 1); therefore, NEXUS does not provide the calculate button. <u>Proceed with your manual entry below.</u> **Need to assign a fringe benefit rate? see Pg. 4 – Define Fringe Benefits % Rates.

<u>Proceed with the manual entry:</u>

- First, completely fill the ***Gross Salary & Wages*** column with **<u>annualized amounts</u>**: **SAL [$ 60,000] Health [$4,800] SUTA [$379]**
- Note that gross FICA is auto populated, e.g., **[$4,590]**
- Proceed to enter the *Program Allocation* & *CSC Allocation* amounts @ a **60% allocation** as indicated by the position:
  SAL [$36,000] FICA [$2,754] Health [$2,880] SUTA [$227]
- <u>The **Program Allocation = CSC Allocation** column – no exceptions.</u>
- The **Other Fringe Benefits** category does not apply to CSC Broward.
- **Due to rounding**, an adjustment (+/- $1) may have to be made in NEXUS. No cents are permitted in the budget.

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

STEP 5: The Budget Entry – NO, I do not have a calculate button, review

<u>NO, CALCULATE button, Cont.</u>

In the entry for a staff member partially allocated **(i.e., 60%)** to the Program, the **Gross Column will <u>not</u> equal** the same amount as the **Program Allocation or the CSC Allocation** or the column. <u>Such as the sample position in the diagram below.</u>

Account	Gross Salary & Wages	Program Allocation	CSC Allocation
Regular Salaries and Wages	60000.00	36000.00	36000.00
FICA (7.65%)	4,590.00	2754.00	2754.00
Retirement Contributions	0.00	0.00	0.00
Life and Health Insurance	4800.00	2880.00	2880.00
Workers Compensation	0.00	0.00	0.00
Unemployment Compensation	379.00	227.00	227.00
Other Fringe Benefits	0.00	0.00	0.00
	$9,769.00	$5,861.00	$5,861.00

- If a staff member **100% allocated** to the Program, then, all three columns will total the same amount:

  Gross Salaries and Wages = Program Allocation = CSC Allocation

- Refrain from using the Other Fringe Benefits category; it does not apply to CSC Broward.

- Use the efficiency dropdown menu to select your next ***position***.
- Click **Save**.

  TIP: 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 Assistant

- Complete the entry for each position and when finished click on- Back to Summary

Note

Ret: 2%
Health: $400 per month
WC: 1.35%
SUTA: 2.7% of $7,000

<u>Required NOTE under Salaries and Wages:</u> Click on salaries and Wages > scroll to the bottom of the page to find the NOTE field > record the method of calculations for the fringe benefits budgeted.

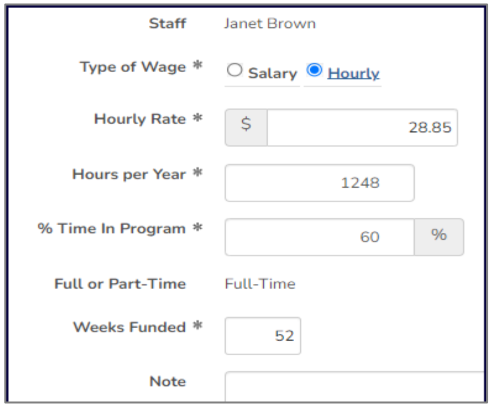
Save Salary Detail

Continue on Pg. 29 The Budget Entry – Salary and Fringe Benefits Entry Review

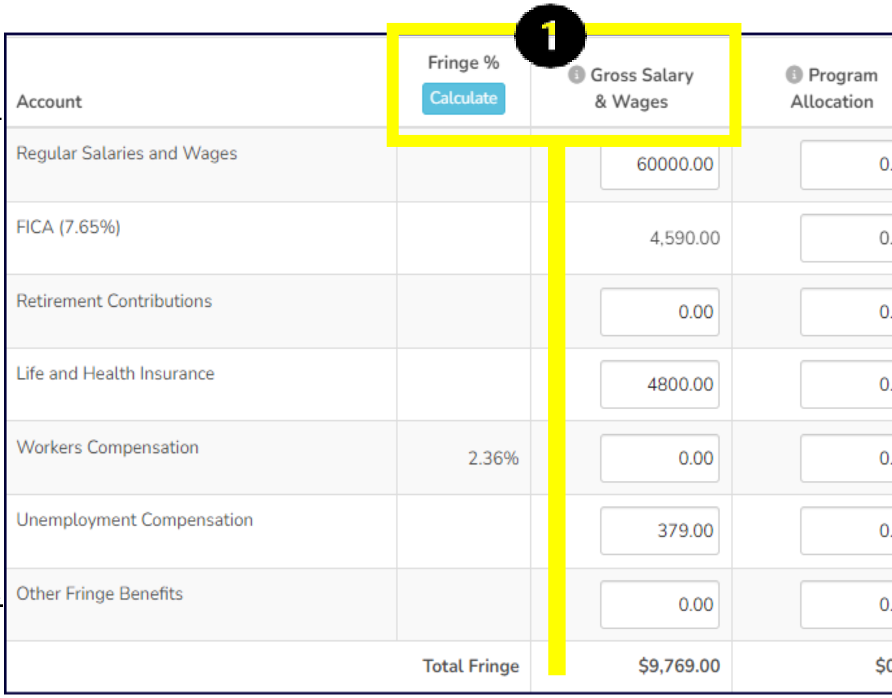
STEP 5: The Budget Entry – YES, I have a calculate button

YES, I have a CALCULATE button:

Click on the blue hyperlink Position Title (if recording a multisite budget ensure you are in the correct site).



- Cross-reference the position ID and title, if needed, adjust the **Type of Wage, Hourly Rate, Hours per Year, % Time in Program, or Weeks Funded.**
- Use the **note field** to provide the details to the method of calculation, if needed.
- For the fringe with assigned rates, the calculation performed by NEXUS is:
  = Round (gross salary X fringe % rate X position % allocation)
- **Due to rounding**, an adjustment (+/- $1) may have to be made in NEXUS to reflect the amount noted in the approved budget detail.
- First, complete the ***Gross Salary & Wages*** column with **annualized amounts**
  SAL [$60,000] Health [$4,800] SUTA [$379]
- Note that gross FICA is auto populated **[$4,590]**
- Click Calculate
- NEXUS computes the formula in the
  gross salary X fringe % rate X position % allocation
- The **Program Allocation = CSC Allocation** column – no exceptions.



Account	Fringe % Calculate	1 Gross Salary & Wages	Program Allocation
Regular Salaries and Wages		60000.00	0.
FICA (7.65%)		4,590.00	0.
Retirement Contributions		0.00	0.
Life and Health Insurance		4800.00	0.
Workers Compensation	2.36%	0.00	0.
Unemployment Compensation		379.00	0.
Other Fringe Benefits		0.00	0.
	Total Fringe	$9,769.00	$0

Let's review the results…

STEP 5: The Budget Entry – YES, I have a calculate button, review

In the entry for an FT staff member partially allocated **(i.e., 60%)** to the Program, the **Gross Column** will <u>not</u> equal the same amount as the **Program Allocation or the CSC Allocation** or the column. Such as the sample position in the diagram.

- For a staff member **100% allocated** to the Program, all columns will total the same amount:

  Gross Salaries and Wages = Program Allocation = CSC Allocation

- Refrain from using the Other Fringe Benefits category; it does not apply to CSC Broward.

- <u>The **Program Allocation = CSC Allocation** column – no exceptions</u>

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

- Complete the entry for each position and when finished click on---

  Back to Summary

Account	Fringe % Calculate	Gross Salary & Wages	Program Allocation	CSC Allocation
Regular Salaries and Wages		60000.00	36000.00	36000.00
FICA (7.65%)		4,590.00	2754.00	2754.00
Retirement Contributions		0.00	0.00	0.00
Life and Health Insurance		4800.00	2880.00	2880.00
Workers Compensation	2.36%	1416.00	850.00	850.00
Unemployment Compensation		379.00	227.00	227.00
Other Fringe Benefits		0.00	0.00	0.00
	Total Fringe	$11,185.00	$6,711.00	$6,711.00

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

Save Salary Detail

<u>Required NOTE under Salaries and Wages:</u>** Click on salaries and Wages > scroll to the bottom of the page to find the NOTE field > record the method of calculations for the fringe benefits budgeted.

Note

Ret: 2%
Health: $400 per month
WC: 1.35%
SUTA: 2.7% of $7,000

STEP 5: The Budget Entry – Salary and Fringe Benefits Entry Review

The BUDGET Entry –

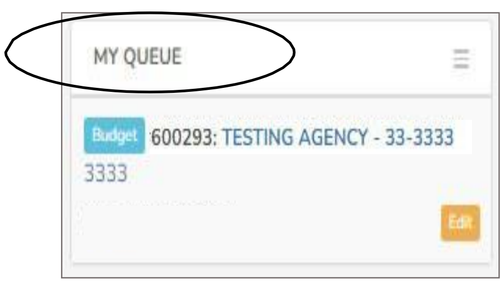
At the summary level, note the columns' titles changed to ***Program Allocation***, ***Original CSC Budget***, **and** ***Amended CSC Budget***. Ensure the columns capturing Salaries and Fringe all total the exact amount before moving on to expenses.

Review for errors: Observe each salary line **across**; they should have the same amount listed in the three (3) columns. See Pg. 36 – How to troubleshoot an error.

Trouble shooting an error? See Pg. 36

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

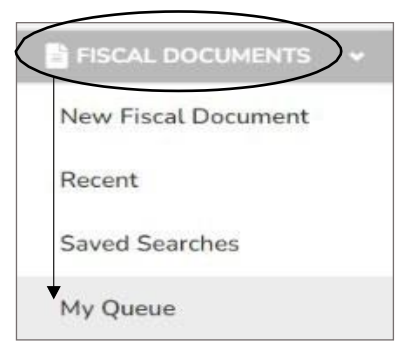
My Queue:



If you exit out of the Budget, you can access it under the **My Queue** pod by clicking on the blue hyperlink –

The budget sits under the Fiscal Module and can also be accessed through:

Fiscal > Fiscal Documents tab > My Queue > View

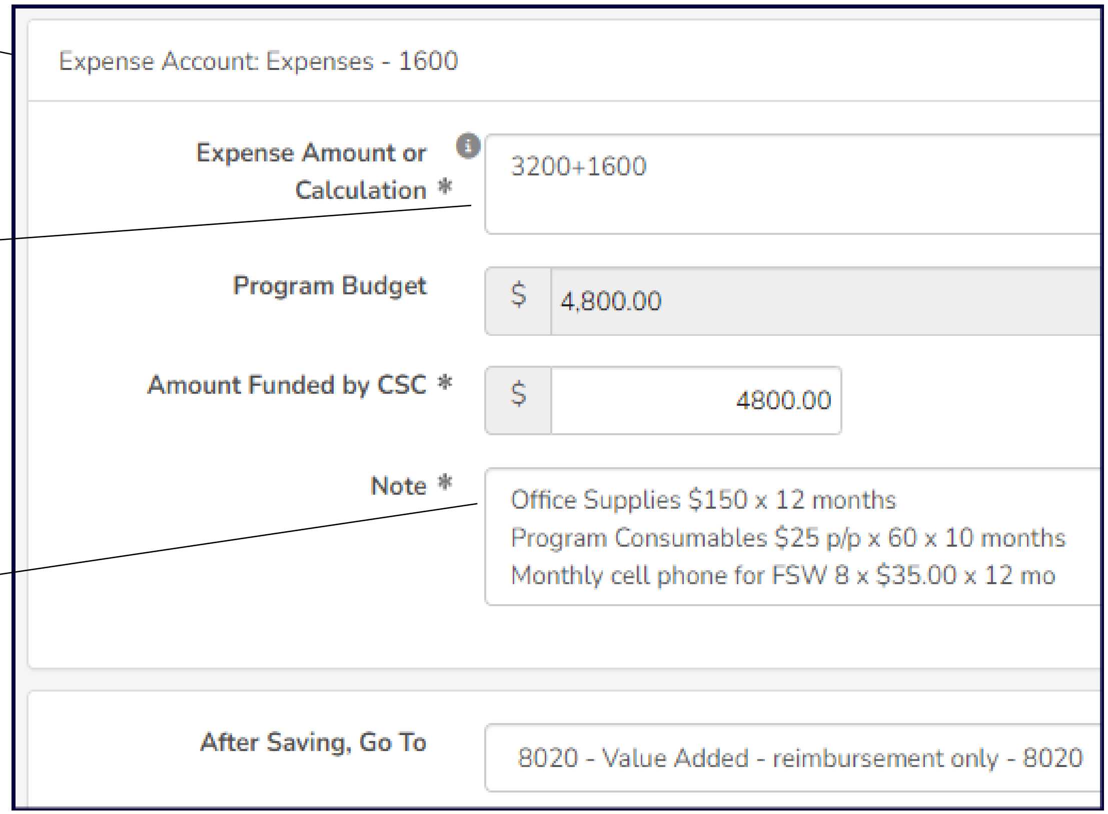


STEP 5: The Budget Entry – Recording the Expense Accounts

The second half of the budget form consists of all other expenses.

- Start by clicking on the title of the expense account to be recorded.

- Review that you landed on the right account.
- **Expense Amount or Calculation**
  Enter the total amount **or** perform live calculations.
  *No = sign is needed to start a formula.
- The ***Program Budget*** and the **Amount** Funded by CSC fields will auto-populate from the expense amount field. Do not modify.
- Under the **Note** field include the proposed expenses. Following the allowable cost noted in the CSC Budget Preparation Guidelines.



Next page….

STEP 5: The Budget Entry – Expense Accounts review

- Use the efficiency dropdown menu to select
  First select the next Expense Account,
  then click Save Expense.

- Repeat the steps for every expense Pg. 30

- <u>When recording ***8900 Administrative Cost***</u> you must include the approved Administrative Rate **%** of the contract to the account description in the note field.

<u>At the summary level,</u> 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**

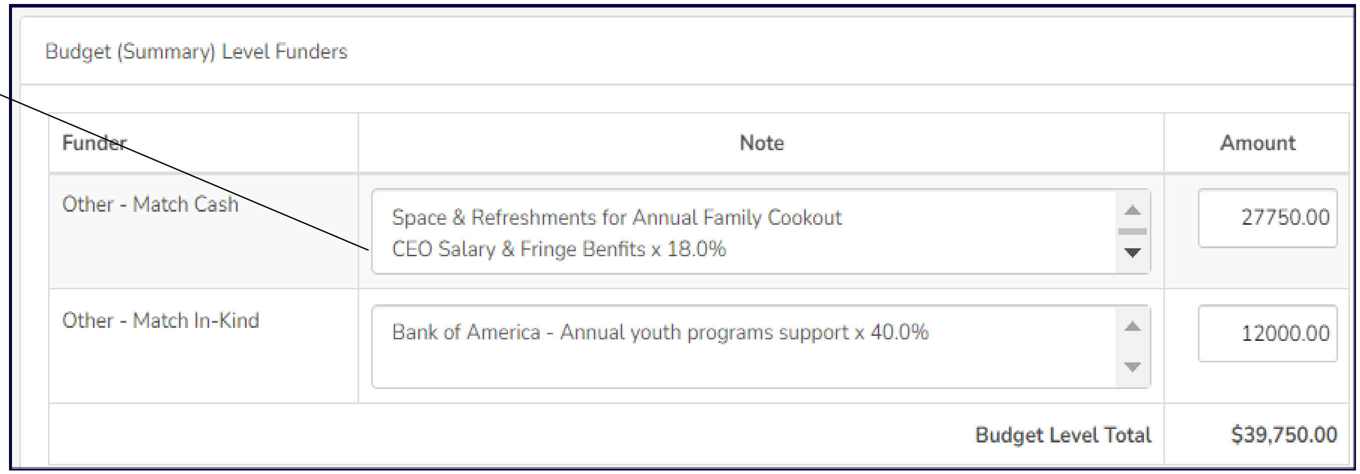
Step 6: Recording the Match - Cash, In-Kind, and Leverage

Reporting the Match and or Leverage (at Summary Level of the budget)

Match and Leverage components should have been set up in Step 2 of the budget entry process to appear at the bottom of the budget shell.

If you do not see the funder field(s) at the bottom of the budget form, please refer to Pg. 7– Assign Funders.

- Record each type of match following the CSC Budget Development Guidelines.
- In the **Note** field box, list the details of your matching components.
- Record the **Amount**
- Click



Budget (Summary) Level Funders

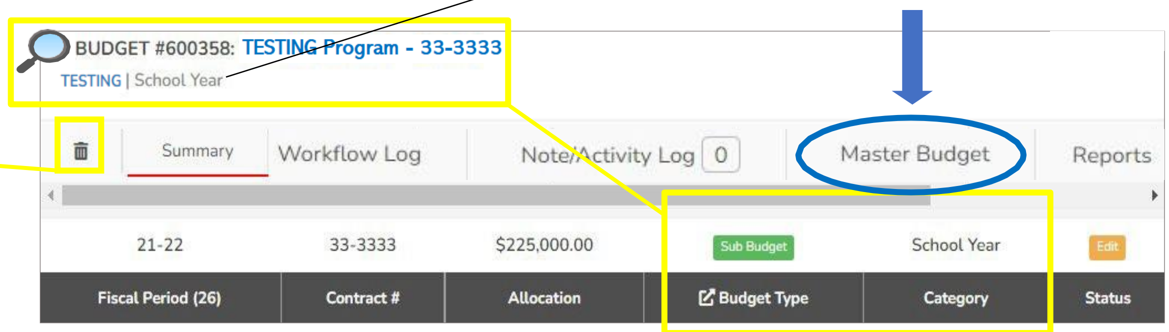
Funder	Note	Amount
Other - Match Cash	Space & Refreshments for Annual Family Cookout CEO Salary & Fringe Benfits x 18.0%	27750.00
Other - Match In-Kind	Bank of America - Annual youth programs support x 40.0%	12000.00
	Budget Level Total	$39,750.00

- In a multi-site budget, the match is recorded on the "main site" only.
- If you are building a multi-site budget and you are ready to move onto Site 2 - continue Pg. 33 - How to populate additional Sites/Sub-Budgets
- If you are entering a single-site budget, congratulations! you have completed entering your Budget in NEXUS! See additional notes on Pg. 35 – Types of Contracts, to see what comes next.
- To Forward your Budget to the next person in your workflow click

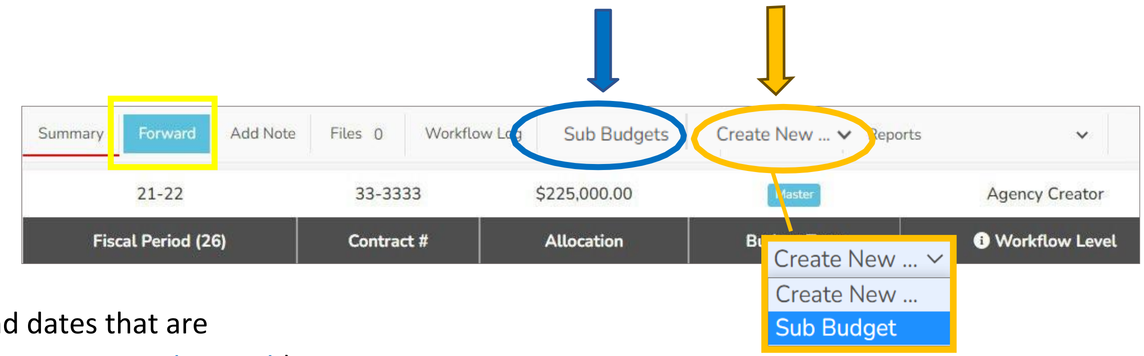
Multisite Budget – How to populate additional Sites/Sub-Budgets

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

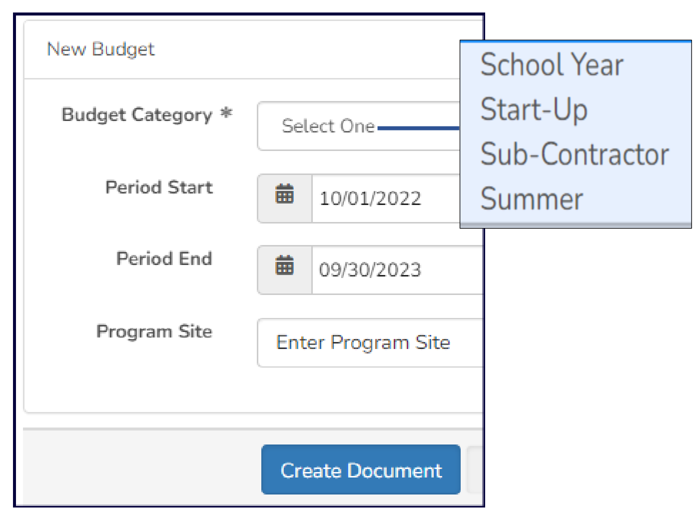
The Delete Button is available at the Sub Budget level ONLY.



- ➢ Click the ***Master Budget* button** to see the budget summary.
- ➢ 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 date.***
  - **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.** (Usually October 1st – December 31st)
- ➢ Select the ***Budget Category***
- ➢ Select the ***Site and Create Document.***
- ➢ Proceed to enter the new site budget

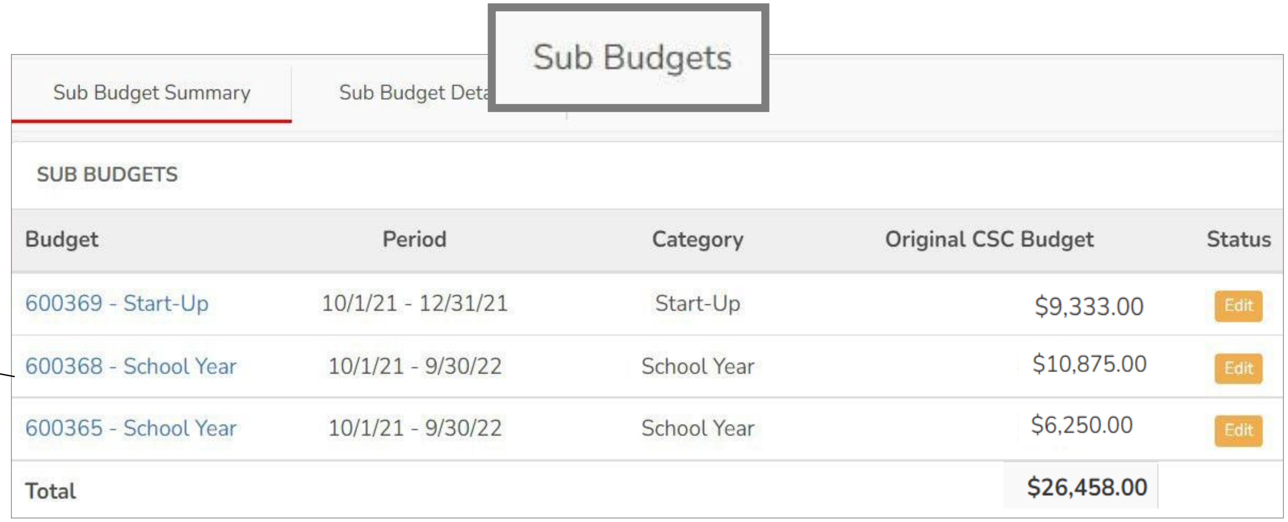


Multisite Budget –Sub-Budgets & Master Budget Summary Review

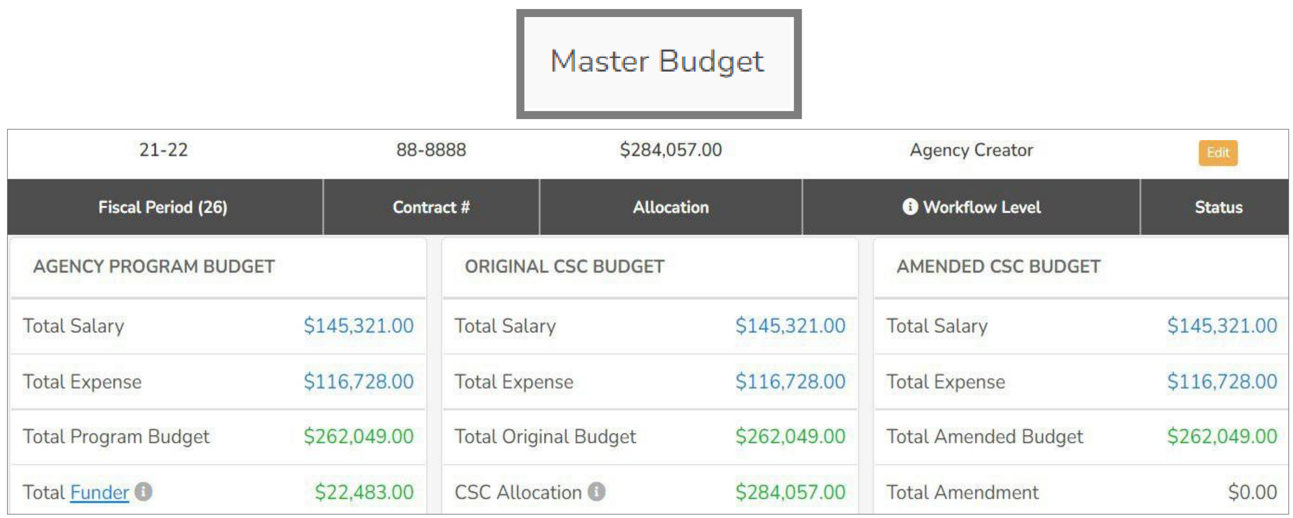
Click into **Budget Type** to redefine Period Start, Period End, Budget Category, or Site

➢ Click on ***Sub Budgets*** to view the **sub-budget summary**.

➢ Click the blue hyperlink to access the respective sub budget/site.



➢ Click on Master Budget to view the budget summary of all sites combined.



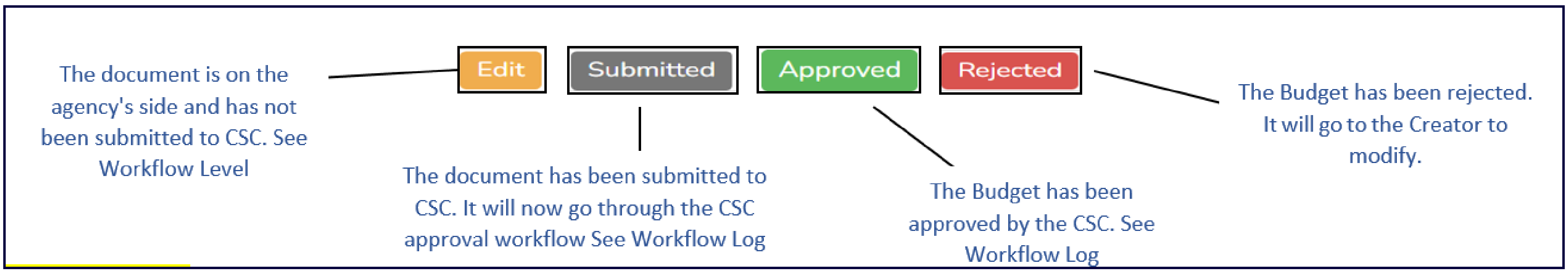
Additional Notes – The Budget Status & Types of Contracts

- **Congratulations**, you have completed entering your Budget in NEXUS!
- Give it a good review. Ensure that the total per site is correct by reviewing the Sub Budget Summary (Pg. 34).
- Ready to Forward your Budget? 

- The Creator forwards the budget to the Reviewer (if applicable). Only the Submitter can submit the Budget to CSC.
- *Reviewers* on the workflow & the *Submitter* of the budget can either submit (budget moves forward) or reject the budget (back to the Creator) to adjust.

- Only the Creator can make adjustments in the budget.

Budget Status:



TYPES OF CONTRACTS:

- **Cost Reimbursement contracts**: 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.
- **NEXUS sends a push notification** to everyone on the budget workflow when the budget is approved by the CSC Director of Finance.

Fixing Common Errors: A Difference in Salaries & Fringe Benefits

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 identify the error(s).
- 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.

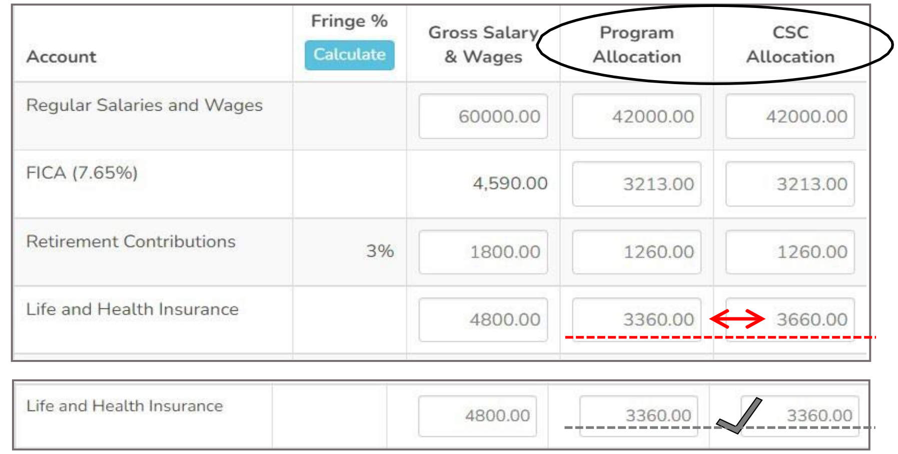
Retirement Contributions	3%	1800.00	1800.00	1800.00

- Repeat the steps to adjust Salary and Wages, FICA and other fringe benefits.

Fixing Common Errors: Data Entry Error and Staff Allocation Exceeds 100%

The Program Allocation does not equal the CSC Allocation (+/-)

> 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.

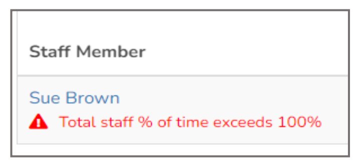


Account	Fringe % Calculate	Gross Salary & Wages	Program Allocation	CSC Allocation
Regular Salaries and Wages		60000.00	42000.00	42000.00
FICA (7.65%)		4,590.00	3213.00	3213.00
Retirement Contributions	3%	1800.00	1260.00	1260.00
Life and Health Insurance		4800.00	3360.00	3660.00
Life and Health Insurance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

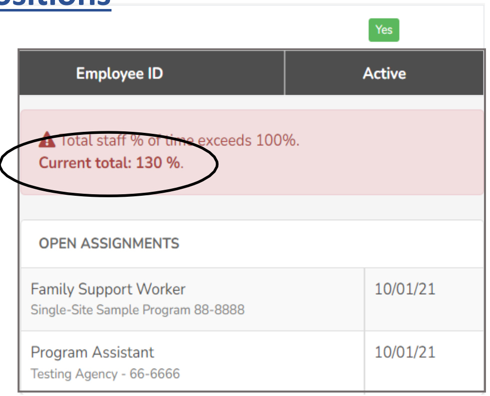
- After you saved your entry - NEXUS recognized a **$$$ variance** in dollar amounts entered between the ***Program Allocation*** **and** ***CSC Allocation*** columns.
- Before moving on to the next position, review for the error
  $3,660 - $3,360 = $300
  - Adjust your numbers to equal on both columns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

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

- Click on the blue hyperlinked Staff Name
- The Staff Summary page lists:



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



Employee ID	Active
	Yes

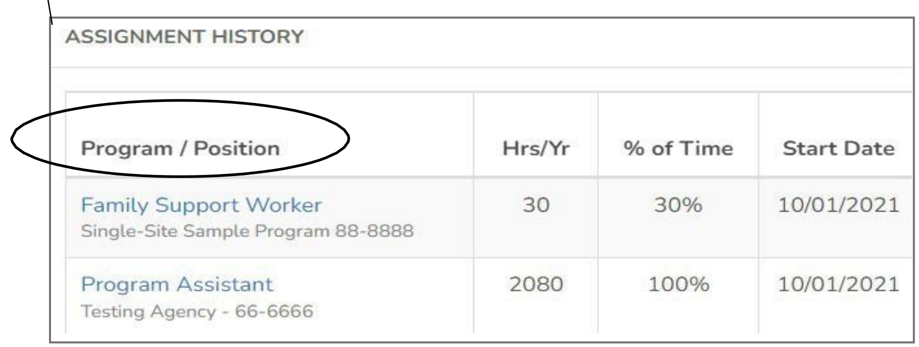
Total staff % of time exceeds 100%.
Current total: 130 %.

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 staff member's active positions.

ASSIGNMENT HISTORY: List the Hrs./Yr. and % of time in active programs.

- Sue Brown (Staff) is allocated at 130% across programs.
- The control is in the % allocation assigned per Program; Make the correction adjusting the staff members %. See Pg 24 Budget Form Review - Salaries and Fringe



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