



Washington University in St. Louis

RAPS Budgeting General Information for Danforth Campus - FY 2011 Budget

(Last Updated 11/02/2009)

All Danforth Schools, CFU departments, and Auxiliary Enterprises will be using the RAPS Budget system to develop their FY 2011 budget. The RAPS Compensation Budget (Comp Bud) model will be used to develop compensation details by person for the FY 2011 budget process. The RAPS General Operating Revenue & Expense (GO R&E) model is replacing HBS and will be used to prepare the FY 2011 budget.

TRAINING

Training for the RAPS Budget System is provided by RAPS. Sign up for training is through HRMS under Employee Self Service-Training and Development. The required security forms have been sent to your Business Manager. The forms should be completed and returned to RAPS support before attending a training session.

Training is mandatory for all new users.

On-line tutorials and guides can be found at:

RAPS Compensation Budgeting -<https://raps.wustl.edu/Support.htm#CompBud>

RAPS GO R&E Budgeting -<https://raps.wustl.edu/Support.htm#GenOp>

ADDING NEW GENERAL OPERATING ACCOUNTS

The RAPS models will include accounts that have been set up in AIS by the following dates:

	<u>Comp Bud Model</u> <u>Accounts</u>	<u>GO R&E Model</u> <u>Accounts</u>
Arts & Sciences	As of October 26th	As of November 4th
Other Danforth Campus Schools	As of November 23rd	As of December 3 rd
CFU & Auxes	As of December 22nd	As of January 7th

To set up an account during the budget process:

1. Departments must fill out a new account request form and forward to Accounting Systems. Please contact Kathy Anderson at K.Anderson@wustl.edu for a copy of the form.
2. Accounting Systems will set up the new account in AIS and then communicate the new account request to the corresponding School / CFU Analyst and coordinate with RAPS Support to add the new account to your Department's RAPS model.

There will be a 48 hour turnaround time for accounts set up during the budget process.

ALL RAPS USERS

- Validations & Warnings must be addressed prior to submitting (locking) your budget in the RAPS model.
- When your Comp Bud and/or GO R&E data is complete and locked in RAPS, please contact your School / CFU Analyst, who will verify the data is submitted.
- RAPS Reports - The saved data from the RAPS models will be transferred to the data mart every hour for Comp Bud reporting and on every ½ hour for GO R&E reporting between the hours of 7 am and 9 pm, so there will be a delay from the time the model is updated and when the information will be included in the reports. Using CB - Last Update by Node report or R&E – Last Update by Node report will give you a list of dates and times for the last model update and the last Data Mart update, so you can verify that the latest update is included in the Data Mart, prior to running reports.
- **What data is transferred from RAPS to AIS and/or other systems?**
 - ✓ All annual data captured in the RAPS GO R&E model will be loaded as AIS original budget data.
 - ✓ The optional "Budget by Month" RAPS data from the GO R&E model will be transferred to Hyperion for CFU departments only. For other Danforth campus departments that utilize this feature in RAPS, the information will currently only be available in the RAPS models and reports.
 - ✓ Salary and fringe budgeted amounts will be transferred from the RAPS Compensation Budget model to the GO R&E model nightly.
- **What data is not transferred from RAPS to AIS and/or other systems?**
 - ✓ All faculty job, sources and appointment letter information is loaded in RAPS for budgeting purposes only and not transferred to HRMS (appointment letter data will be entered in HRMS as in previous years).
 - ✓ No staff, postdoc or graduate stipend job source information will be transferred from RAPS to HRMS. This information will currently only be available in the RAPS models and reports.

SPECIFIC FUNDS

Specific purpose (restricted) revenue and expense budgets will still need to be entered in Hyperion. There will be no feeds from RAPS models for specific purpose funds at this time. There are plans to have a separate model for these budgets in time for the FY12 budget cycle.

GUIDELINE INFO

Final budget guidelines / parameters will be forthcoming. Please contact your business manager for preliminary guidelines.

TIMELINE INFO

	<u>Comp Bud Model Avail</u>	<u>GO R&E Model Avail</u>	<u>All Models Closed for Data Entry **</u>
Arts & Sciences	WE November 6th	WE November 13th	March 26 th
Other Danforth Campus Schools	WE December 4th	WE December 11th	March 26 th
CFU	WE January 29 th	WE January 29th	March 1 st
Auxes	WE December 4th	WE December 11th	March 26th

(WE = week ending)

** Earlier submission deadlines may be distributed to individual departments by school business managers.