**STEP 3**

**Do not proceed with completing this task if your agency has not made the decision on whether or not to use Project Costing.   If you have decided to use Project Costing, your agency must complete tasks PC001 (Project Setup) and PC002 (Source Type, Category, and SubCategory) before beginning the attached task.**

**TL005: DEPARTMENT BUDGET TABLE**

**TL005: DEPARTMENT BUDGET TABLE UPLOAD – Due Jan. 25, 2012**

**If you are an agency that has not added projects and who hasn’t changed your funding, this task can be ignored.**

This task is required for the following agencies:

* If you are an agency that is adding Project Costing. You will need to update your current funding with new funding in order for your payroll expenditures to integrate to Project Costing.

An excel spreadsheet upload process will be used for the population of the Department Budget Tables for testing and for the initial population of the Department Budget Tables at conversion. Online entry to the Department Budget Tables will continue to be available in production at go-live following the final upload to the tables. The required spreadsheet layout is attached.

Please note the following:

* ALL agencies MUST include a Default Funding Row at the 10-digit Department Level for each 10-digit Deptid in their spreadsheet (Budget\_Level\_Indc = ‘D’).
* All rows on the Department Budget Table spreadsheet are required with the exception of Position Pool or Position Number. The Position Pool and Position Number fields must be populated based on the value in the Budget\_Level\_Indc field.
* Distribution percentages MUST add up to 100% for rows with the same key fields (Department ID, Fiscal Year, Budget\_Level\_Indc, Position Pool or Position Number, Funding Effective Date).
* Edits will be conducted in the program to validate data and identify errors.

**STEPS FOR SUBMISSION OF DEPARTMENT BUDGET TABLE UPLOAD FILE:**

1. File must be in Excel format with all columns set to TEXT format and the file saved in .xls format
2. File Name is xxxTL005.xls where xxx is the three digit agency code
3. Please contact Heather DeBusk at Heather.DeBusk@da.ks.gov or via phone at 785.296.2434 for questions related to the Department Budget file.
4. Completed files must be submitted via e-mail no later than January 25, 2012 to Heather.DeBusk@da.ks.gov .

On behalf of the Office of General Services, Payroll Services, thank you for your time and assistance with these important agency tasks!