

UNIVERSITY OF OREGON

Salary Planner and Budget Development Manual

FY16

Budget and Resource Planning

5/5/2015

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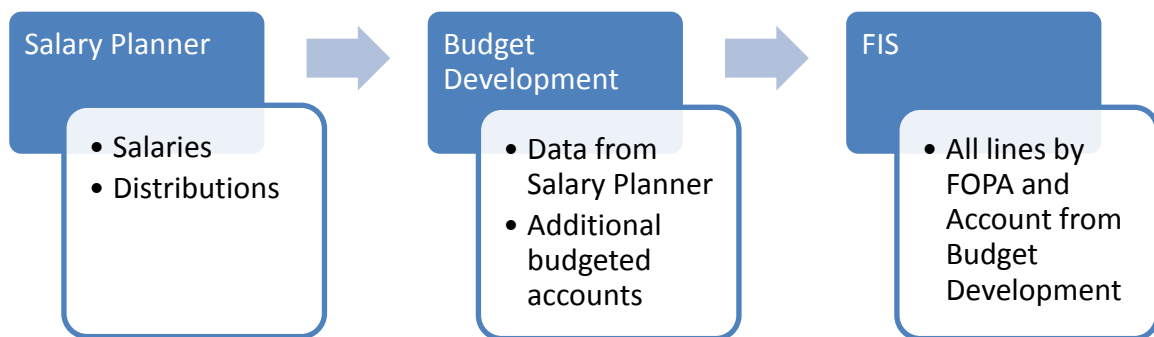
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FY16 BUDGET PROCESS TRAINING

Overview

We have implemented new tools for the budget process this year, replacing our home-grown systems with Banner products that are integrated with the rest of the data in Banner FIS and Banner HR. Data has been pulled from Banner HR and Banner FIS to these new tools so that we can edit for budgeting purposes. Once we are done, the Budget data is integrated back to Banner FIS and can be seen as Budget data.

- **Salary Planner** – Used for entering salary adjustments to current positions (including currently filled, currently open, and pooled positions) for Unclassified Faculty, Unclassified Admin and Classified employees.
- **Budget Development** – Used to enter data at the budgeted account code; this data is what will be loaded as the FY16 budget in Banner.

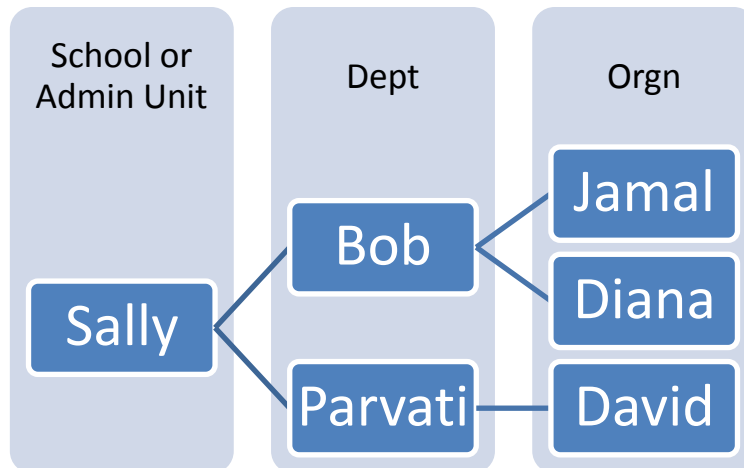


Security/access

Both of these tools can be accessed via Duckweb, using your UO ID (95#) and Personal Access Code. As these are both Banner products, access must be requested via your Budget Analyst and Finance Information Systems.

All access is granted via the Organization Hierarchy. If you are assigned access at a certain point in the hierarchy, then you have access to anything that rolls up to that point.

For example



Jamal has change authority in the Orgn to which he is assigned; Bob has change authority in both the Orgn assigned to Jamal and the Orgn assigned to Diana; Sally has change authority over any of the Orgns in this example.

Each person is able to Lock the Orgn to which they are assigned, as well as any Orgns that roll up to their assignment. Once an Orgn is locked, it cannot be edited unless unlocked by someone higher in the Orgn Hierarchy.

Chart Elements to consider when budgeting:

Funds

- Allocated funds (General Fund, ICC Fund, and any State Match) are a set allocation; budgeted expenses must match allocation.
- All other funds must budget both revenue and expense, and these must net to zero by fund.

We do not upload budgeted revenue or expenses to FIS for grants during this process – however, positions in Salary Planner should be budgeted on grants where appropriate; this data will move through to Budget Development but will not be moved from there to Banner FIS.

Orgns

This is the main chart element to determine budgeting responsibility. Please have the Orgn hierarchy with you while completing your budgets.

Program and Activity

Any budget from previous years is available by entire FOPA string.

Index

Know what indices are active within your Orgn hierarchy.

General Tips for using Salary Planner and Budget Development

Do not use the Enter key – use the tab key or your mouse to move about the screens.

This product seems to work best in Internet Explorer.

CALENDAR

Salary Planner and Budget Development Training begins **April 27th** and continues through **May 22nd**.

Data entry is open in Salary Planner through **Tuesday, June 2**.

Data entry is open in Budget Development through **Friday, June 5th**.

BRP Analysts will perform checks and coordinate any corrections needed by **Tuesday, June 23**.

FY16 Data is loaded to Banner FIS by **Friday, June 26**.

SALARY PLANNER

Log into DuckWeb, choose the **Employee Information** menu, then **Salary Planner**:

Select **Edit Scenario**,

and choose the following:

Extract ID: **FY16_Salary_Budget**

Scenario: **WORKINGBUDG2016**

Leave Filter Criteria as “By Position Attributes”

Select

We will edit the data three times:

- First to finalize all the currently filled positions – this is most of the effort
- Second to edit any currently un-filled positions
- Third to edit any pooled positions

Edit All Currently Filled Positions

In the **Position Filters** screen:

Choose Organization you wish to view/edit.

REMEMBER, this selects positions IN THAT POSITION BUDGET ORGN.

Leave the “Include Subordinate Organizations” box checked.

Choose Employees Classes you wish to view/edit.

[There are several employee classes for Administrative, Faculty, or Classified positions – if you wish to view these employee classes separately, you can filter here.](#)

Bargaining Unit and Faculty Rank are not used consistently at the UO. We recommend you do not use these and leave the default as ALL.

Leave the “Include Pooled Positions” and “Include Vacant Positions” unchecked

List By Employee

This provides a list by employee of all positions that have that Budgeted Orgn. It is a quick way to see all the employees in your department and their current and proposed salary. ***Do NOT update any salary data on this screen.*** From this screen you can click on any employee name to drill down to detailed information about that employee.

This provides a list of all positions that have that Budgeted Orgn.

List by Employee screen :

Department Name		Unlocked							
ID and Name	Position, Suffix and Title	Employee Totals		Department Totals					
		Appointment Percent	Salary	Base Appointment Percent	Proposed Appointment Percent	Base Salary	Change Percent	Change Amount	Proposed Salary
Emp ID Names	B97347 - 00 Office/Budget Manager	100.00	58,683.96	100.00	100.00	58,683.96	.00	.00	58,683.96
Total:									
						58,683.96	.00	.00	58,683.96

Its important to note that the total shown on this screen is not the total amount that will be budgeted in that Orgn; the budget will show up ***in the FOPA elements in the distribution.***

Review Current Salaries and Distributions

You will make any required changes in the Employee Detail screen, but first, in order to more easily review data, you can download your employees and labor distributions to Excel and then filter.

Scroll to the bottom on the page and click “Download Job Data with FOAPAL”

[Return to Top](#)

[List By Position](#) | [Summary Totals](#)

[Employee Filter](#) | [Position Filter](#)

[[Edit Scenario](#)]


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Filter in the Excel spreadsheet, note employees and columns AG through AL for Indices.

Making Changes to Budgeted Labor Distributions or Salary Amounts

Once you have identified jobs that need to be budgeted in a different distribution, these changes are made by person. Click on the person's Employee ID and Name link to see the Employee Detail screen.

Employee Detail

 Enter a Mass Change and select Mass Apply, or modify an individual Job record. Select Save before accessing another page.

Mass Change

Rounding:

Hourly or Salary:

Reason	Percent	Amount	Include in Change Totals
Salary Planner	<input type="text"/>	<input type="text"/>	Yes

Mass Apply

Employee

Name and ID:	<input type="text" value=""/>
Home Organization:	223500 - CAS Mathematics Operations

Extracted Jobs

Position Suffix and Title	Organization	Base Appointment Percent	Proposed Appointment Percent	Base Salary	Salary Planner Percent	Salary Planner Amount	Percent	Amount	Proposed Salary	Links
897347 - 00 Office/Budget Manager	223500 - CAS Mathematics Operations	100.00	100.00	58,683.96	.00	.00	.00	.00	58,683.96	Job Detail Distribution Comments Position Detail
Total:				58,683.96	.00	.00	.00	.00	58,683.96	

Click here to access labor distribution.

Then click on Distribution to see the Job Labor Distribution screen.

Labor Distribution

The Job Labor Distribution screen is where you will change budgeted funding for the employee. This screen shows the following labor distributions:

Current	The current labor distribution on this Job/Employee
Proposed	The proposed budgeted funding you are planning for the new fiscal year.
Proposed Position Distribution	The proposed budgeted funding for the Position associated with the Job/Employee

Job Labor Distribution

Select the percent link to change the Proposed Job Labor Distribution. Select Add a new record to add distribution records.

Distribution

Name and ID:	
Position-Suffix and Title:	B97347-00 Office/Budget Manager
EPAF Transaction #:	

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override	End Date
B	BMOPXX	001100	223500	10103	01001	BGEN				100.00	58,683.96		
Total										100.00	58,683.96		

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override	End Date
B	BMOPXX	001100	223500	10103	01001	BGEN				100.00	58,683.96		
Total										100.00	58,683.96		

[Add a new record](#)

Proposed Position Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
B	BMOPXX	001100	223500	10103	01001	BGEN				100.00	
Total										100.00	

[Copy Position Distribution to Job](#)

[Copy Job Distribution to Position](#)


[Employee Detail](#) | [Job Detail](#)

[List By Employee](#) | [List By Position](#) | [Summary Totals](#)

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To change the budgeted labor distribution, click on the underlined link in the Proposed section under the Percent column for the labor line you would like to change; this takes you to the Account Distribution Screen. Or click on the Add a new record link under the proposed section to add multiple lines of labor distribution. (Tip: know the account code you wish to use before you click 'Add a new record' on the Job Labor Distribution screen.)

Account Distribution

 Add or change an Account Distribution component and select Save. You may choose an Account Distribution component button to query values.

Distribution

Name and ID:	
Position-Suffix and Title: B97347-00 Office/Budget Manager	
COA:	B
Index:	BMOPXX
Fund:	001100
Organization:	223500
Account:	10103
Program:	01001
Activity:	BGEN
Location:	
Project:	
Cost Type:	
Percent:	100.00
Amount:	58,683.96
Encumbrance Override End Date: MM/DD/YYYY	
<input type="button" value="Save"/>	<input type="button" value="Remove"/>

Default from Index

To change the index, type in the new desired index and click the Default from Index button. You will need to re-enter an account code.

Or change any of the individual elements.

Click the Save button to save changes. Click the Remove button to remove this budgeted funding

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You can change the percentages of the distribution and add a new Index/FOPA string if needed.
When adding a new index, you must enter capital letters.

Remember to tab (not enter) through the fields, or use the mouse to place your cursor in the fields you wish to edit.

In the interim when you are changing Percent of FOAPs on the Job Distribution, you will see an error on the Job Distribution page when the Budgeted Distribution does not add to 100%. This error is resolved when the Proposed Distributions add to 100%.

****Though no Grant Funds will be loaded from the Budget Development module to the Beginning Budget in Banner FIS, Salary Planner should and will have Grant funds as an option for Labor Distributions. This will allow ALL Employees and Positions to total 100% distribution.***

Job Labor Distribution

☒ Your changes were applied successfully.



Proposed Job Budget Distribution percent does not total 100.

Select the percent link to change the Proposed Job Labor Distribution. Select Add a new record to add distribution records.

Distribution

Name and ID:	
Position-Suffix and Title:	B97347-00 Office/Budget Manager
EPAF Transaction #:	

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Type	Cost	Type	Percent	Amount	Encumbrance	Override	End Date
B		BMOPXX	001100	223500	10103	01001	BGEN					100.00				
Total												100.00				

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Type	Cost	Type	Percent	Amount	Encumbrance	Override	End Date
B		BMOPXX	001100	223500	10103	01001	BGEN					50.00				
Total												50.00				

[Add a new record](#)

Once you have the Budgeted Labor Distribution as you'd like it, and any errors are cleared from the screen, this data will need to be copied from the Employee/Job to the Position. Do this by clicking the Copy Job Distribution to Position button.

Job Labor Distribution

☒ Your changes were applied successfully.

Select the percent link to change the Proposed Job Labor Distribution. Select Add a new record to add distribution records.

Distribution

Name and ID:	W Alayne Switzer 950438275
Position-Suffix and Title:	B97347-00 Office/Budget Manager
EPAF Transaction #:	

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Type	Cost	Type	Percent	Amount	Encumbrance	Override	End Date
B		BMOPXX	001100	223500	10103	01001	BGEN					100.00				
Total												100.00				

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Type	Cost	Type	Percent	Amount	Encumbrance	Override	End Date
B		BMOPXX	001100	223500	10103	01001	BGEN					50.00				
B		BPOPXX	001100	223511	10103	01001	BGEN					50.00				
Total												100.00				

[Add a new record](#)

Proposed Position Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Type	Cost	Type	Percent	Amount
B		BMOPXX	001100	223500	10103	01001	BGEN					100.00	
Total												100.00	

[Copy Position Distribution to Job](#)

[Copy Job Distribution to Position](#)

Click the Copy Job Distribution to Position button to save

[Employee Detail](#) | [Job Detail](#)

[List By Employee](#) | [List By Position](#) | [Summary Totals](#)

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override	End Date
B	BMOPXX	001100	223500	10103	01001	BGEN				100.00			
Total										100.00			

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount	Encumbrance Override	End Date
B	BMOPXX	001100	223500	10103	01001	BGEN				50.00			
B	BPOPXX	001100	223511	10103	01001	BGEN				50.00			
Total										100.00			

[Add a new record](#)

Proposed Position Distribution

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
B	BMOPXX	001100	223500	10103	01001	BGEN				50.00	
B	BPOPXX	001100	223511	10103	01001	BGEN				50.00	
Total										100.00	

Note the Proposed Job Labor Distribution matches the Proposed Position Distribution.

[Copy Position Distribution to Job](#) [Copy Job Distribution to Position](#)

Salary Changes

Once you have finalized Job Distributions, check for any known changes to salaries. **These will not be common for FY16.** As of budgeting time, negotiations are in process with a couple of unions on campus, so no augments have been made for increases to any salaries on the General Fund.

If you know of circumstances in the coming year where a current Employee will be leaving a Position for some or all of the year, you could adjust the salary in the Employee Detail page.

Start from the **List by Employee**

Make changes Change Percent or Change Amount columns.

Always tab out of fields. Calculations will occur once you tab out of the field. You can then click the Save button to save or the Reset button to discard changes. These are located at the bottom of the page.

223500 CAS Mathematics Operations, Unlocked

ID and Name		Position, Suffix and Title	Department Totals					Proposed Salary	
			Base Appointment Percent	Proposed Appointment Percent	Base Salary	Change Percent	Change Amount		
		B98422 - 00 Assistant Professor	100.00	100.00	76,642.02	-50.00	-38321.01	38321.01	

CLASSIFIED STAFF are budgeted exactly from the Step Tables. DO NOT make changes to Classified Staff salaries.

STRONG SUGGESTION FROM BRP:

If you make changes to Proposed Salary or to Distribution, once you save these, click on the ID and Name, and go to the Comments link and note helpful information. The system will automatically record the person that made the change and the time and date.

Finish Budget for Filled Positions

Once you are finished making changes to Jobs for existing employees, go to the bottom of the screen and click **List by Position**.

All the changes you've made now exist in the "Estimated Fiscal Year Budget"

To make these your "Proposed Budget" amount, click the "Copy Estimated Budget to Budget" button.

Save	Reset	
Copy Estimated Budget to Budget		
Download Position Data	Download Position and Distribution	Download Data for Upload File
Return to Top		
List By Employee Summary Totals		
Employee Filter Position Filter		

Then click the "Save" button.

Vacant Positions

Go back to the Position Filter, click the same Orgn but now choose "Include Vacant Positions"
Choose List by Position

All changes to budgets in Vacant Positions must be made in the List by Position View – they will have 0.00 in the Estimated Fiscal Year Budget field, as there is no person in the job.

Position Budget Amounts

The Proposed Budget Amount is the data that feeds Budget Development. Adjust the Proposed Budget column according to what you would like to plan for the FY16 budget.

223500 - CAS Mathematics Operations, Unlocked


Position and Title	Base Appointment Percent	Proposed Appointment Percent	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget	Bargaining Unit	Estimated Fiscal Year Budget	Links
B94739 B:3500 Assistant Professor	100.00	100.00	1	1	130,141.00	.00	.00	130,141.00		.00	Distribution Comments Employee
B94946 Assistant Professor	100.00	100.00	1	1	99,250.00	-20.62	-20,470.00	78,780.00		78,780.00	Distribution Comments Employee

You may also check the Distribution on Vacant Positions by clicking the Distribution Link in the List by Position.

Position Budget Distribution

Make changes in the proposed distribution link by clicking on the Percent; you can also add a new record.

Position Distribution

 Select the Percent link to change the proposed position budget distribution. Select Add a New Record to add distribution records.

Budget Distribution for Position B94739 B:3500 Assistant Professor.

Current

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
B	BMOPXX	001100	223500	10102	01001	BGEN				100.00	130,141.00
Total										100.00	130,141.00

Proposed

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Percent	Amount
B	BMOPXX	001100	223500	10102	01001	BGEN				100.00	130,141.00
Total										100.00	130,141.00

[Add a new record](#)

Proposed Job Distribution



This Position has no incumbents

DO NOT click Copy Position Distribution to Jobs or Update Budget (there is no need as there is no Job to update).

Pooled Postions

Return again to the Position Filter, click the same Orgn but now choose "Include Pooled Postitions"
Choose List by Position.

All Pooled Positions budgeted by Deparments begin with F. These are any Adjunct (not career NTTF).
Edit the Proposed Budget to be the total you expect to spend on these salaries in FY16.

Locking Salary Planner

Return to the Salary Planner menu and choose Organization Lock

NAME:of

Salary Planner

[Create Scenario](#)

[Edit Scenario](#)

[Query Multiple Extracts](#)

[Copy Scenario](#)

[Organization Lock](#)

[Finance Budget Development](#)

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and choose the following:

Extract ID: **FY16_Salary_Budget**

Scenario: **WORKINGBUDG2016**

Lock Status: All

Organization: This can be a data-enterable or a roll-up Orgn.

Change Organization Lock

Mark the Change checkbox and select Update to change an Organization's Lock Status. for change. Select an Organization to display the successor organizations.

Parameters

Extract ID:	FY16_Salary_Budget
Scenario:	WORKINGBUDG2016
Lock Status:	All
Organization:	222000 - Arts & Sciences, College of
Drill From Organization:	222000 - Arts & Sciences, College of

Organization Lock Status

Organization	Title	Lock Status	Change
222001	CAS Humanities	Unlocked	<input type="checkbox"/>
222500	CAS Social Sciences	Unlocked	<input type="checkbox"/>
223000	CAS Natural Sciences	Unlocked	<input type="checkbox"/>
223800	CAS Administration	Unlocked	<input type="checkbox"/>
223858	CAS Administrative Support	Unlocked	<input type="checkbox"/>
223865	CAS Budget Administration	Unlocked	<input type="checkbox"/>

[Review](#) [Update](#)

[Choose Organization Lock](#)

You can drill into any underlined Orgn to choose specific orgs under it to lock, or you can lock an entire roll up. The display shows you the current status, tick the Change box and click update to Lock or Unlock.

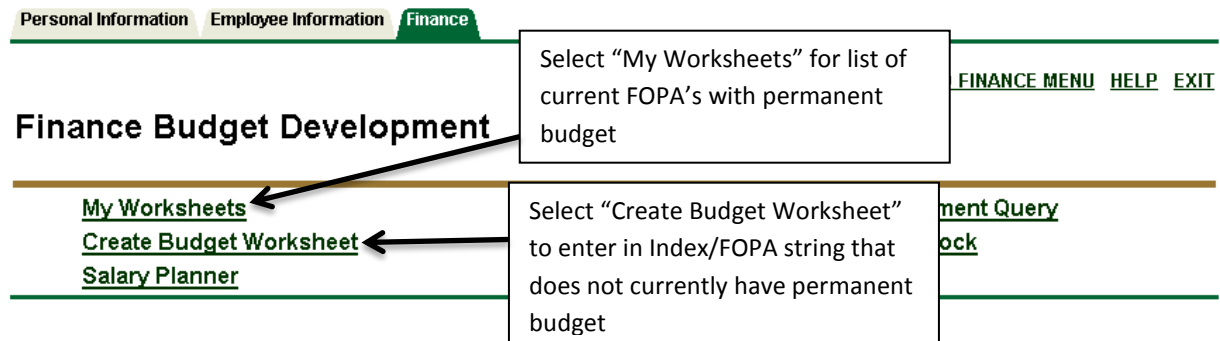
Again – be familiar with your Orgn Hierarchy. Once you have locked an Orgn, anyone assigned to rollup Orgns will be unable to further edit.

BUDGET DEVELOPMENT

From the Budget Development menu, you can choose My Worksheets, which is a list of Indices/FOPA strings with budget on them from the previous year.

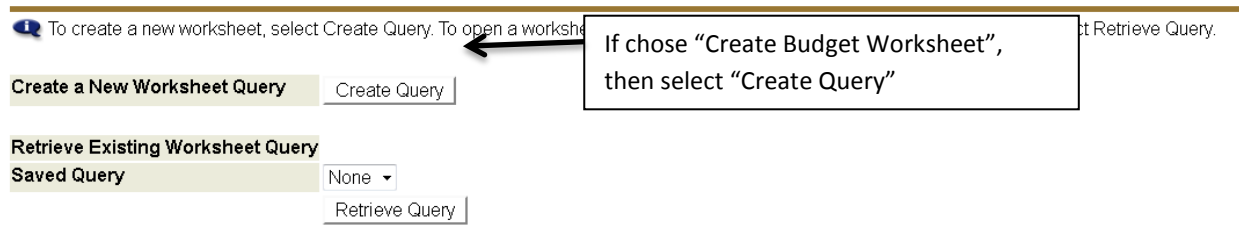
These are organized by Fund, then by Orgn, then by Program, then by Activity.

You can also choose your own Index/FOPA string, or create a worksheet for a FOPA string that doesn't currently have budget on it by choosing Create Budget Worksheet.



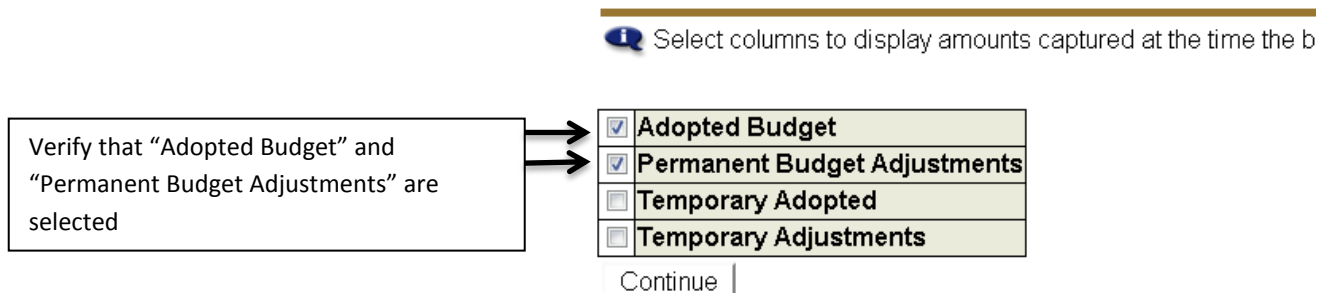
Click Create Query.

Budget Development Worksheet



Retain default selections of Adopted Budget and Permanent Budget Adjustments (do not select Temporary options, as all Beginning Budget is considered permanent/recurring). Click Continue.

Budget Development Worksheet



This next screen is where you can enter the FOPA elements you wish to include.

Chart of Accounts: B

Budget ID: FY16 Budget Phase: WB2016

Index – enter a valid index and click Submit button (at bottom of page) to fill in FOPA elements, OR

Enter Fund, Organization, Program and Activity code (if used).

Retain default selections of Revenue, Labor, Expenses, Transfers.

Click Submit button (again, if starting from Index)

Budget Development Worksheet


 Chart, Budget ID, Phase, Fund, and Organization are required. Program and Account may use wildcard (%). For Activity and Location null parameter matches null in budget lines, or a specific value may be used. Choose Budget Duration (or All), source for Financial Manager (or None), and account types to include in the worksheet.

Chart of Accounts	B		
Budget ID	FY16	Budget Phase	WB2016
Index	z2bud	Program	
Fund		Activity	
Organization		Location	
Account			

Budget Duration Code:	All
Display Fin Mgr from:	None

Check to Include:
<input checked="" type="checkbox"/> Revenue Accounts
<input checked="" type="checkbox"/> Labor Accounts
<input checked="" type="checkbox"/> Expenses
<input checked="" type="checkbox"/> Transfers
<input checked="" type="checkbox"/> Deleted Items

Save Query as:	
<input type="checkbox"/> Shared	
Submit	

Viewing and Editing a Worksheet

The worksheet section is where you will be making changes to existing Budget Account Codes.

At the top of the worksheet you will see the parameters (FOAPA elements) you selected. Note that index does not populate on this page, so you will need to be mindful of the FOAPA of the index you selected.

Worksheet Parameters

Budget Worksheet					
Chart of Accounts	B	OUS UO Chart	Duration	All	
Budget Id	FY16	Fiscal Year 2016 Budget	Budget Phase	WB2016	Working Budget 2016
Fund Type	11	Budgeted Operations			
Fund	001100	General Fund - Tuition and Fees	Program	61001	Institutional Management Support
Organization	421000	BRP Operations	Activity		
Account	All		Location		
Financial Manager					

[Return To My Worksheets](#)

[Jump To Bottom](#)

The next data block in the worksheet will be the main data entry point for the Budget Development tool. Here you will be able to adjust all account codes that are not imported from Salary Planner.

Mass Change Parameters	Round To Nearest
Change Value: <input type="text"/> <input type="checkbox"/> Percent <input type="radio"/> 2 decimals <input checked="" type="radio"/> 1.00 <input type="radio"/> 10.00 <input type="radio"/> 100.00 <input type="button" value="Calculate"/>	

Worksheet														
Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		61001		Institutional Management Support										
			61	Unclassified Salaries										
SALP	N		10102	Faculty Salaries (Rep)	0.00	0.00	0.00	P	0.00			0.00	0.00	
SALP	N		10103	Admin Salaries	0.00	512,915.00	512,915.00	P	621,249.00			108,334.00	621,249.00	
			63	Classified Salaries										
OPAL	N		10300	Classified Salaries	0.00	488.00	488.00	P	488.00			0.00	488.00	
			69	Other Payroll Expenses										
OPAL	N		10900	Other Payroll Expenses (OPE)	0.00	(6,203.00)	(6,203.00)	P	(6,203.00)			0.00	(6,203.00)	
OPAL	N		10944	OPE Admin Health/Life	0.00	108,927.00	108,927.00	P	108,927.00			0.00	108,927.00	
OPAL	N		10947	OPE Admin Retirement	0.00	104,685.00	104,685.00	P	104,685.00			0.00	104,685.00	
OPAL	N		10948	OPE Admin Other	0.00	45,920.00	45,920.00	P	45,920.00			0.00	45,920.00	
OPAL	N		10964	OPE Fac Health/Life (Rep)	0.00	0.00	0.00	P	0.00			0.00	0.00	
OPAL	N		10967	OPE Fac Retirement (Rep)	0.00	0.00	0.00	P	0.00			0.00	0.00	
OPAL	N		10968	OPE Faculty Other (Rep)	0.00	0.00	0.00	P	0.00			0.00	0.00	
OPAL	N		10977	OPE Class Retirement	0.00	40.00	40.00	P	40.00			0.00	40.00	
OPAL	N		10978	OPE Class Other	0.00	17.00	17.00	P	17.00			0.00	17.00	
			71	Service & Supplies										
OPAL	N		20000	Services & Supplies Expense	0.00	12,336.00	12,336.00	P	12,336.00			0.00	12,336.00	
OPAL	N		22001	Telephone	0.00	5,614.00	5,614.00	P	5,614.00			0.00	5,614.00	
OPAL	N		24000	Rentals & Leases	0.00	2,200.00	2,200.00	P	2,200.00			0.00	2,200.00	
OPAL	N		28600	Conferences/Entertainment/Etc	0.00	5,000.00	5,000.00	P	5,000.00			0.00	5,000.00	
OPAL	N		39000	Travel	0.00	12,000.00	12,000.00	P	12,000.00			0.00	12,000.00	
			89	Budget Reserves for Future FYs										
OPAL	N		90000	Budget Designated for Future FYs	0.00	10,531.00	10,531.00	P	10,531.00			0.00	10,531.00	

Here is a glossary of the data in this section of the page.

Status	Tells you where the data in Budget Development came from. OPAL – data came from the current fiscal year operating ledger.
Text	N – no text has been entered Y – text for this line has been entered You may enter comments (text) to explain or justify an entry into budget development.
Program	Program code the budget is located on.
Account Type/Code	The account type will be to the left of this box. The budget account code is in blue on the right side of the box.
Title	Titles for Account Types and Account Codes
Adopted Budget	Original Budget for current fiscal year (will be zero)
Permanent Adjustments	Budget Revisions entered throughout the year; that have been classified as permanent changes to the budget.
Base Budget	Adopted Budget +/- Permanent Adjustments
Budget Duration	Code P – Permanent Budget T – Temporary Budget
Proposed Budget	The new FY budget that you are proposing. When approved this is the budget that will be loaded to the new fiscal year operating ledger. The Post button will update the proposed budget.
Change Value	Where you input any changes to the existing proposed budget. If you would like to increase a budget by \$100, you will enter 100 in this field. If you need to decrease your budget by \$25 you will input -25 in the field.
Percent	When this box is checked the system will treat the figure in the change amount column as a percent instead of a dollar amount.
Cumulative Change	Will show the sum of all changes made to the budget account code.
New Budget	When a change value has been entered and calculated, the result will show here.
Delete Record	If selected, you will completely remove the budget account code. Please do NOT use the delete feature.

Changing the Proposed Budget


To update your proposed budget type in the amount of the change in the “Change Value” column needed to bring the proposed budget to the amount needed. If you are increasing the amount, add a positive figure, if you are decreasing the amount, you will insert a negative figure.

As noted in the glossary of terms, the account codes that are imported from Salary Planner are denoted with the letters SALP in the “Status” column in the worksheet. You will not be able to adjust these account codes.

You will be able to adjust all other account codes. If you need to add budget to any account codes not already in the worksheet, the section immediately below it allows this.

Adding Additional Account Codes

Simply enter the Budget Account code that you need in the Account field. The budget duration code will be Permanent Budget – all budgets entered in this process are permanent. Then, enter the amount needed in the Proposed Budget column.

 New rows may be added within the parameters used to create the worksheet.
 Select Calculate to update the worksheet with additions, subtractions, percentage adjustments, deletions.
 Select Post to recalculate and save changes.
 Select Requery to return to values last posted.

[Account/Program Code lookup](#)

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	61001		Permanent Budget ▾	
2	61001		Permanent Budget ▾	
3	61001		Permanent Budget ▾	
4	61001		Permanent Budget ▾	
5	61001		Permanent Budget ▾	

To add a new account code to your budget, enter in the account code you want to add in the “Account” column, select “Permanent Budget” in the “Budget Duration Code” column and enter in the budgeted amount in the “Proposed Budget” column

Action Buttons

Just below the New Row section are several action buttons. Once you have entered budget data into your worksheet, you can:

- **Requery** – will remove anything you have input in the “Change Value” column. If items have already been posted, they will not be removed. This will only remove values that have not been posted.
- **Calculate** – will calculate the changes you have put in the “Change Value” column in the “New Budget” column. It is a way to see the results of a change **without** saving them.
- **Post** – will **save changes** you have made to your budget. Be sure and save any changes you would like to keep before leaving this screen.

Requery	Calculate	Post
Clear unsaved changes	Calculate without saving	Save changes

Add Text

Click on the underlined account codes. This will open up a text box and allow you to enter text to explain or justify the amount budgeted in this account code.

By selecting the account code in a budget line, you have the ability to add text to provide information regarding a change to the budget if needed.

Worksheet

Status	Text	Program	Account Type/Code	Title
		61001		Institutional Management Support
			61	Unclassified Salaries
SALP	N		<u>10102</u>	Faculty Salaries (Rep)
SALP	N		<u>10103</u>	Admin Salaries

Delete Record

There is a delete record function on the worksheet. The Budget Office recommends that you do not use the delete record function. If you do, you will lose the ability to view history. We prefer that you zero out the budget for an account code that you no longer wish to have a budget in. VIEW HISTORY OF CHANGES:

Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
<u>0.00</u>		<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
<u>621,249.00</u>		<input type="checkbox"/>	108,334.00	621,249.00	<input type="checkbox"/>

The Budget Office asks that you not use the "Delete Record" function. Rather, update the "Proposed Budget" to zero, if that is your intention.

View History

You can also view history of what changes have already been made to a particular proposed budget amount. Click on the underlined Proposed Budget amounts. Those indicate amounts that have history associated with them.


Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget
0.00	0.00	0.00	P	<u>0.00</u>
0.00	512,915.00	512,915.00	P	<u>621,249.00</u>

An underlined object denotes access to further detail.

The Budget Development History screen will then come up. It will show you the FOP you are working with, who made the change, when the change was made, and what the proposed budget looked like before and after the change. Click the Close Window link to exist the page when you are finished viewing the data.

Budget Development History - Mozilla Firefox

https://duckweb.uoregon.edu/pls/prod/bwfbkqry.P_AUDT_History?coas=B&budgetid=FY16&budgetphase=WB2016&fund=001100&orgn=421000&acct=10103&prog=6100



UNIVERSITY OF OREGON

DuckWeb Information System

Budget Development History

Report Parameters

Budget Development History					
Chart of Accounts	B	OUS UO Chart	Duration Code	P	
Budget Id	FY16	Fiscal Year 2016 Budget	Budget Phase	WB2016	Working Budget 2016
Fund	001100	General Fund - Tuition and Fees	Program	61001	Institutional Management Support
Organization	421000	BRP Operations	Activity		
Account	10103	Admin Salaries	Location		

Query Results

User Id	Date	Time	Prior Proposed Budget	Change Amount	New Proposed Budget	Deleted
SALPLAN	Apr 24, 2015	05:30pm	553,768.00	67,481.16	621,249.16	N
SALPLAN	Apr 24, 2015	05:30pm	486,287.00	67,481.12	553,768.12	N
SALPLAN	Apr 24, 2015	05:30pm	361,287.00	125,000.08	486,287.08	N
SALPLAN	Apr 24, 2015	05:30pm	303,703.00	57,584.08	361,287.08	N
SALPLAN	Apr 24, 2015	05:30pm	178,703.00	125,000.04	303,703.04	N
SALPLAN	Apr 24, 2015	05:30pm	118,673.00	60,030.04	178,703.04	N
SALPLAN	Apr 24, 2015	05:30pm	512,915.00	(394,241.96)	118,673.04	N

[Close Window](#)

RELEASE: 8.5

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Balancing Budget at Roll-Up Organization Levels

Budgets must balance at the Fund and Level 3 organization levels. If you plan to balance at a level other than the Level 3 Organization Level (at the Level 2 Organization Level) call your BRP Analyst to let them know.

Budgeted Operations

For a Budgeted Operation Funds (General Fund, ICC Credit, State Endowment Match, and Continuing Education for Credit) the budget is in balance when you have set your expenses to match the budget allocation provided.

For the purposes of the Beginning Budget Process, Phase BB2016 will be the “Base Budget” Phase in Budget Development. This phase will provide the budget allocation provided to each unit. Units will work in Phase WB2016 or the “Working Budget” Phase.

To be able to determine if a budget is in balance at a roll-up organization level, a user must have the total expenses in Phase WB2016 match the allocation amount in Phase BB2016.

To determine if a Budgeted Operation Fund is in balance, use the Query function in Budget Development. The Budget Query form is found at the initial Budget Development Menu.

Select “Create Budget Development Query”.

The screenshot shows a web interface with a top navigation bar containing 'Personal Information', 'Employee Information', and 'Finance'. On the right, there are links for 'RETURN TO FINANCE MENU', 'HELP', and 'EXIT'. The main heading is 'Finance Budget Development'. Below this, there are two columns of links. The left column contains 'My Worksheets', 'Create Budget Worksheet', and 'Salary Planner'. The right column contains 'Create Budget Development Query' and 'Maintain Organization Lock'. An arrow points from the 'Create Budget Development Query' link to a text box below it.

[Personal Information](#) [Employee Information](#) [Finance](#)

[RETURN TO FINANCE MENU](#) [HELP](#) [EXIT](#)

Finance Budget Development

[My Worksheets](#)
[Create Budget Worksheet](#)
[Salary Planner](#)

[Create Budget Development Query](#)
[Maintain Organization Lock](#)

To check for a balanced budget at the roll-up organization level, select “Create Budget Development Query”

Then select “Create Query”.

Budget Development Query

The screenshot shows a form titled 'Budget Development Query'. At the top, there is an information icon and a message: 'To create a new query, select Create Query. To retrieve an exist'. Below this, there are two main sections. The first section is 'Create a New Budget Query' and contains a 'Create Query' button. The second section is 'Retrieve Existing Budget Query' and contains a 'Saved Query' dropdown menu with 'None' selected, and a 'Retrieve Query' button. An arrow points from a text box labeled 'Select “Create Query”' to the 'Create Query' button.

To create a new query, select Create Query. To retrieve an exist

Create a New Budget Query

Retrieve Existing Budget Query

Saved Query

Select “Create Query”

Select “Base Budget and Cumulative Change”. Leave “Organizational Hierarchy” selected.

Click the “Continue” button.

Budget Development Query



Select the columns to display on the report. Indicate if you wish to start with a summary by Organization Hierarchy or with Line Item detail.

Select "Base Budget & Cumulative Change"	<input type="checkbox"/>	Adopted Budget
	<input type="checkbox"/>	Permanent Budget Adjustments
	<input type="checkbox"/>	Temporary Adopted
	<input type="checkbox"/>	Temporary Adjustments
	<input checked="" type="checkbox"/>	Base Budget and Cumulative Change
	<input type="checkbox"/>	Lock Status
Select "Organizational Hierarchy"	<input checked="" type="radio"/> Organization Hierarchy <input type="radio"/> Line Item Detail	
Click "Continue"	<input type="button" value="Continue"/>	

The Query parameters screen will appear. Enter in the following parameters:

Chart of Accounts: **B**

Budget ID: **FY16**

Budget Phase: **BB2016** (*Base Budget Phase*)

Comparison Budget: **FY16**

Comparison Budget Phase: **WB2016** (*Working Budget Phase*)

Enter in the **Fund** and roll-up **Organization** code you wish to balance. Enter in the Wild Card (%) character for Account, Program, Activity, and Location.

Budget Duration Code: **Permanent Budget**

Display Fin Mgr from: **None**

Include: **Revenue, Labor, Expenses, Transfers** and **Deleted Items** in your query.

Click "Submit"

Budget Development Query


 Chart, Budget ID, Phase, and Organization are required for Query by Organization Hierarchy. Fund, Program, and Account may use wildcard (%), or leave null for all. For Activity and Location null matches null, % means All, or wildcard (%) may be used. A second Budget Id and Phase may be entered for comparison purposes for the same Chart and FOAPAL. Choose Budget Duration (or All), source for Financial Manager (or None), and account types to include in the query.

Chart of Accounts	B	Budget Phase	BB2016	Budget
Budget ID	FY16	Comparison Budget Phase	WB2016	Comparison Budget
Comparison Budget	FY16	Program	%	
Index		Activity	%	
Fund	001700	Location	%	
Organization	611100			
Account	%			

Budget Duration Code: Permanent Budget ▼

Display Fin Mgr from: None ▼

Check to Include:	
<input checked="" type="checkbox"/>	Revenue Accounts
<input checked="" type="checkbox"/>	Labor Accounts
<input checked="" type="checkbox"/>	Expenses
<input checked="" type="checkbox"/>	Transfers
<input checked="" type="checkbox"/>	Deleted Items

Save Query as:

☐ Shared

Submit

The output of the report will provide the “Base Budget”, “Proposed Budget”, and “Cumulative Changes” for both Phase BB2016 (Base Budget Phase) and Phase WB2016 (Working Budget Phase).

The budget is balanced at the roll-up organization level when the “BB2016 Proposed Budget” matches the “WB2016 Proposed Budget”.

The “Cumulative Change” is the budget adjustments made for the Beginning Budget Process.

Query Results

Organization	Organization Title	FY16/BB2016 Base Budget	FY16/WB2016 Base Budget	FY16/BB2016 Proposed Budget	FY16/WB2016 Proposed Budget	FY16/BB2016 Cumulative Change	FY16/WB2016 Cumulative Change
611100	Rsch Administration	(1,300,000.00)	(1,300,000.00)	(3,000,000.00)	(3,000,000.00)	(1,700,000.00)	(1,700,000.00)
	Rsch Support						
611100 Rollup		(1,300,000.00)	(1,300,000.00)	(3,000,000.00)	(3,000,000.00)	(1,700,000.00)	(1,700,000.00)

Save Query as:

☐ Shared

A fund is in balance when the “BB2016 Proposed Budget” and “WB2016 Proposed Budget” are the same.

Funds with Revenue

To determine if a non-Budgeted Operation Fund is in balance, you will verify that the Revenue Budget matches the Expense Budget in Phase WB2016.

To determine if a fund that accepts revenue is in balance, use the Query function in Budget Development. The Budget Query form is found at the initial Budget Development Menu.

Select “Create Budget Development Query”.

The screenshot shows a web interface with a top navigation bar containing 'Personal Information', 'Employee Information', and 'Finance' (which is highlighted). On the right side of the bar are links for 'RETURN TO FINANCE MENU', 'HELP', and 'EXIT'. Below the bar is the title 'Finance Budget Development'. A list of links is displayed: 'My Worksheets', 'Create Budget Worksheet', 'Salary Planner', 'Create Budget Development Query', and 'Maintain Organization Lock'. An arrow points from a text box to the 'Create Budget Development Query' link.

[Personal Information](#) [Employee Information](#) [Finance](#)

[RETURN TO FINANCE MENU](#) [HELP](#) [EXIT](#)

Finance Budget Development

[My Worksheets](#)
[Create Budget Worksheet](#)
[Salary Planner](#)
[Create Budget Development Query](#)
[Maintain Organization Lock](#)

To check for a balanced budget at the roll-up organization level, select “Create Budget Development Query”

Then select “Create Query”.

Budget Development Query

The screenshot shows a form titled 'Budget Development Query'. It includes an information icon and text: 'To create a new query, select Create Query. To retrieve an exist'. There are two main sections: 'Create a New Budget Query' and 'Retrieve Existing Budget Query'. The 'Create a New Budget Query' section has a 'Create Query' button. The 'Retrieve Existing Budget Query' section has a 'Saved Query' dropdown menu (currently set to 'None') and a 'Retrieve Query' button. An arrow points from a text box to the 'Create Query' button.

To create a new query, select Create Query. To retrieve an exist

Create a New Budget Query

Retrieve Existing Budget Query
Saved Query

Select “Create Query”

Select “Base Budget and Cumulative Change”. Leave “Organizational Hierarchy” selected.

After these criteria are selected, click the “Continue” button.

Budget Development Query



Select the columns to display on the report. Indicate if you wish to start with a summary by Organization Hierarchy or with Line Item detail.

Select "Base Budget & Cumulative Change"	<input type="checkbox"/>	Adopted Budget
	<input type="checkbox"/>	Permanent Budget Adjustments
	<input type="checkbox"/>	Temporary Adopted
	<input type="checkbox"/>	Temporary Adjustments
	<input checked="" type="checkbox"/>	Base Budget and Cumulative Change
	<input type="checkbox"/>	Lock Status
Select "Organizational Hierarchy"	<input checked="" type="radio"/> Organization Hierarchy <input type="radio"/> Line Item Detail	
Click "Continue"	<input type="button" value="Continue"/>	

The Query parameters screen will appear.

Since a fund that receives revenue is not dependent on an allocation for the funding, the query parameters are different as compared to a Budgeted Operation fund. You will only work with the WB2016 Phase when balancing a revenue generating fund.

Enter in the following parameters:

Chart of Accounts: **B**

Budget ID: **FY16**

Budget Phase: **WB2016**

Enter in the **Fund** and roll-up **Organization** code you wish to balance. Enter in the Wild Card (%) character for Account, Program, Activity, and Location.

Budget Duration Code: **Permanent Budget**

Display Fin Mgr from: **None**

Include: **Revenue, Labor, Expenses, Transfers** and **Deleted Items** in your query.

Click "Submit"

Budget Development Query

i Chart, Budget ID, Phase, and Organization are required for Query by Organization Hierarchy. Fund, Program, and Account may use wildcard (%), or leave null for all. For Activity and Location null matches null, % means All, or wildcard (%) may be used. A second Budget Id and Phase may be entered for comparison purposes for the same Chart and FOAPAL. Choose Budget Duration (or All), source for Financial Manager (or None), and account types to include in the query.

Chart of Accounts	B	Budget Phase	WB2016	Budget
Budget ID	FY16	Comparison Budget Phase		Comparison Budget
Comparison Budget		Program	%	
Index		Activity	%	
Fund	195001	Location	%	
Organization	420000			
Account	%			

Budget Duration Code:	Permanent Budget ▼
Display Fin Mgr from:	None ▼

Check to Include:
<input checked="" type="checkbox"/> Revenue Accounts
<input checked="" type="checkbox"/> Labor Accounts
<input checked="" type="checkbox"/> Expenses
<input checked="" type="checkbox"/> Transfers
<input checked="" type="checkbox"/> Deleted Items

Save Query as:	
<input type="checkbox"/> Shared	
Submit	

A fund that receives revenue is in balance at the roll-up organization level when the revenue, expenses, and transfers net to zero for the "Proposed Budget". The "Cumulative Change" will net to zero.

Query Results

Organization	Organization Title	FY16/WB2016 Base Budget	FY16/WB2016 Proposed Budget	FY16/WB2016 Cumulative Change
420000	Budget and Resource Planning			
420001	BRP Operations	0.00	0.00	0.00
420000 Rollup		0.00	0.00	0.00

Download All Ledger Columns

Download Selected Ledger Columns

Save Query as:

☐ Shared

Another Query

For funds that receive revenue, the budget is balanced when the "Proposed Budget" nets to zero. The "Cumulative Change" will also net to zero.

Drill-Through Capabilities with Budget Query

If the budget does not match at the roll-up organization level, the Budget Query allows for drill-down capabilities. Anywhere there is an underlined item in the report, further detail is provided.

The drill-down capability will take you through the Organizational Hierarchy until you drill down to a data enterable organization code. At that point, you will be able to drill through the account code hierarchy and finally down to the data enterable program code.

Query Results

Organization	Organization Title	FY16/WB2016 Base Budget	FY16/WB2016 Proposed Budget	FY16/WB2016 Cumulative Change
<u>420000</u>	Budget and Resource Planning			
<u>420001</u>	BRP Operations	0.00	0.00	0.00
420000 Rollup		0.00	0.00	0.00

Click on underlined items

Drill to Data Enterable Organization

Query Results

Organization	Organization Title	FY16/WB2016 Base Budget	FY16/WB2016 Proposed Budget	FY16/WB2016 Cumulative Change
<u>421000</u>	BRP Operations	0.00	0.00	0.00
421000 Rollup		0.00	0.00	0.00

Drill to Lvl 1 Acct Type

Query Results

Account Type	Account Type Title	FY16/WB2016 Base Budget	FY16/WB2016 Proposed Budget	FY16/WB2016 Cumulative Change
<u>50</u>	Revenue	500.00	500.00	0.00
<u>60</u>	Labor		0.00	
<u>70</u>	General Expense	(500.00)	(500.00)	0.00
<u>80</u>	Transfer			
421000 Rollup		0.00	0.00	0.00

Drill to Account Code Detail

Query Results

Program	Account	Account Title	FY16/WB2016 Base Budget	FY16/WB2016 Proposed Budget	FY16/WB2016 Cumulative Change
61001	20000	Services & Supplies Expense	(465.00)	(465.00)	0.00
61001	24000	Rentals & Leases	0.00	0.00	0.00
Report Total (of all records)			(465.00)	(465.00)	0.00

Download All Ledger Columns

Download Selected Ledger Columns

Account Level Downloadable Report

Through the Query function in Budget Development, budget managers can download account code level data on all FOAPA elements in to Excel for organizations that they were given access to.

To download this account code detail report, use the Query function in Budget Development. The Budget Query form is found at the initial Budget Development Menu. Select “Create Budget Development Query”.

Personal Information

Employee Information

Finance

RETURN TO FINANCE MENU HELP EXIT

Finance Budget Development


My Worksheets
Create Budget Worksheet
Salary Planner

Create Budget Development Query
Maintain Organization Lock

To download an account code level detail report into Excel, select “Create Budget Development Query”.

Then select “Create Query”.

Budget Development Query

 To create a new query, select Create Query. To retrieve an exist

Create a New Budget Query

Create Query

Retrieve Existing Budget Query

Saved Query

None


Retrieve Query

Select “Create Query”

Select “Base Budget and Cumulative Change”. Select “Line Item Detail”.

After these criteria are selected, click the “Continue” button.

Budget Development Query

 Select the columns to display on the report. Indicate if you wish to start with a summary by Organization Hierarchy or with Line Item detail.

Select "Base Budget & Cumulative Change" Select "Line Item Detail" Click "Continue"	<input type="checkbox"/>	Adopted Budget
	<input type="checkbox"/>	Permanent Budget Adjustments
	<input type="checkbox"/>	Temporary Adopted
	<input type="checkbox"/>	Temporary Adjustments
	<input checked="" type="checkbox"/>	Base Budget and Cumulative Change
	<input type="checkbox"/>	Lock Status
	<input type="radio"/> Organization Hierarchy	<input checked="" type="radio"/> Line Item Detail
	<input type="button" value="Continue"/>	

Enter in the following parameters:

Chart of Accounts: **B**

Budget ID: **FY16**

Budget Phase: **WB2016**

Enter in the Wild Card (%) character for Fund, Organization, Account, Program, Activity, and Location.

Budget Duration Code: **Permanent Budget**

Display Fin Mgr from: **None**

Include: **Revenue, Labor, Expenses, Transfers** and **Deleted Items** in your query.

Click "Submit"

A report with data enterable FOAPA items will appear. Select "Download All Ledger Columns" at the bottom of the report.

Query Results

Fund	Organization	Program	Account	Activity	Location	Duration	FY16/WB2016 Base Budget	FY16/WB2016 Proposed Budget	FY16/WB2016 Cumulative Change	Text	Origin
001100	105000	61001	10103			P	(115,172.00)	(115,172.00)	0.00	SALP	
001100	105000	61001	10900			P	533.00	533.00	0.00	OPAL	
001100	105000	61001	10947			P	0.00	103.65	103.65		
001100	105000	61001	10964			P	(31,122.00)	(31,122.00)	0.00	OPAL	
001100	105000	61001	10967			P	(23,503.00)	(23,503.00)	0.00	OPAL	
001100	105000	61001	10968			P	(10,356.00)	(10,356.00)	0.00	OPAL	
001100	105000	61001	20000			P	(57,028.00)	(57,028.00)	0.00	OPAL	
001100	106010	61001	10103	ZGEN		P	(215,000.00)	(215,000.00)	0.00	SALP	
001100	106010	61001	10900	ZGEN		P	(3,008.00)	(3,008.00)	0.00	OPAL	
001100	106010	61001	10947	ZGEN		P	0.00	(5,927.87)	(5,927.87)		
001100	106010	61001	10964	ZGEN		P	(31,122.00)	(31,122.00)	0.00	OPAL	
001100	106010	61001	10967	ZGEN		P	(43,875.00)	(43,875.00)	0.00	OPAL	
001100	106010	61001	10968	ZGEN		P	(17,943.00)	(17,943.00)	0.00	OPAL	
001100	106010	61001	20000	ZGEN		P	(140,000.00)	(140,000.00)	0.00	OPAL	
001100	110000	61001	10103	ZGEN		P		0.00		SALP	
Screen total							(687,596.00)	(693,420.22)	(5,824.22)		
Running total							(687,596.00)	(693,420.22)	(5,824.22)		
Report Total (of all records)							(32,025,464.00)	(49,804,480.17)	(17,779,016.17)		

Next 15>

Download All Ledger Columns

Download Selected Ledger Columns

To download the account code level report into Excel, select "Download All Ledger Columns" button.

An excel file will populate with all the budget data at the account code for organizations that you are set up with access to.

Locking Budget Development

Once you have completed entering in your proposed budget changes, you will want to "lock" Budget Development at the highest Organizational access that you have.

Start at the main Budget Development menu. Select "Maintain Organizational Lock".

Finance Budget Development

[My Worksheets](#)

[Create Budget Worksheet](#)

[Salary Planner](#)

[Create Budget Development Query](#)

[Maintain Organization Lock](#)

Select "Maintain Organizational Lock"

Enter in the following parameters:

Chart of Accounts: B

Budget: FY16

Phase 1: WB2016 (Phase 2 and Phase 3 are left blank)

Current Status: All

Organization: *Enter in the highest organizational that you want to lock*

Click Submit

Chart of Accounts	B			
Budget	FY16	Default Phases		
Phase 1	WB2016	Phase 2		Phase 3
Current Status	All			
Organization	226000			
Submit				

Once I hit submit, a screen allowing me to lock at the level I requested will populate. The output of this page provides the Organization you requested, the “Current Status” of the Organization (locked or unlocked) and a “Change Status” field.

In the example below, if I want to change the status from unlocked to locked, I would select the “Change Status” box and select “Update”.

Parameters

Chart of Accounts	B	OUS UO Chart
Budget ID	FY16	Fiscal Year 2016 Budget
Phase 1	WB2016	Working Budget 2016
Phase 2		
Phase 3		
Lock Status	All	
Organization	226000	Education, College of

Organization Lock Status

Organization	Title	Working Budget 2016	
		Current Status	Change Status
226000	Education, College of	Unlocked	<input type="checkbox"/>

Review

Update

To lock this Organization, check the “Change Status” box and select “Update”.

Once an Organization is locked, the budget will not be able to be adjusted. If an Organization gets locked at a higher roll-up level then you have access to, you will not be able to unlock the budget.

The Organizational Lock Status screen also allows for drill-down capabilities. In the example above, the roll-up organization for the College of Education is chosen as the parameter. If I click on the organization number (underlined objects allow for drill-through), then I would get a screen with a list of organizations the next level down in the organizational hierarchy.

Organization Lock Status

Organization	Title	Working Budget 2016	
		Current Status	Change Status
<u>226100</u>	Ed COE General Operations	Unlocked	<input type="checkbox"/>
<u>226400</u>	Ed Academic Programs	Unlocked	<input type="checkbox"/>
<u>226500</u>	Ed Research & Outreach	Unlocked	<input type="checkbox"/>
<u>226830</u>	Ed Global Education	Unlocked	<input type="checkbox"/>

Review

Update

I can then lock an organization at a lower level in the hierarchy if I wish to do so.