

BEGINNING BUDGET FY09 APPLICATION INSTRUCTIONS

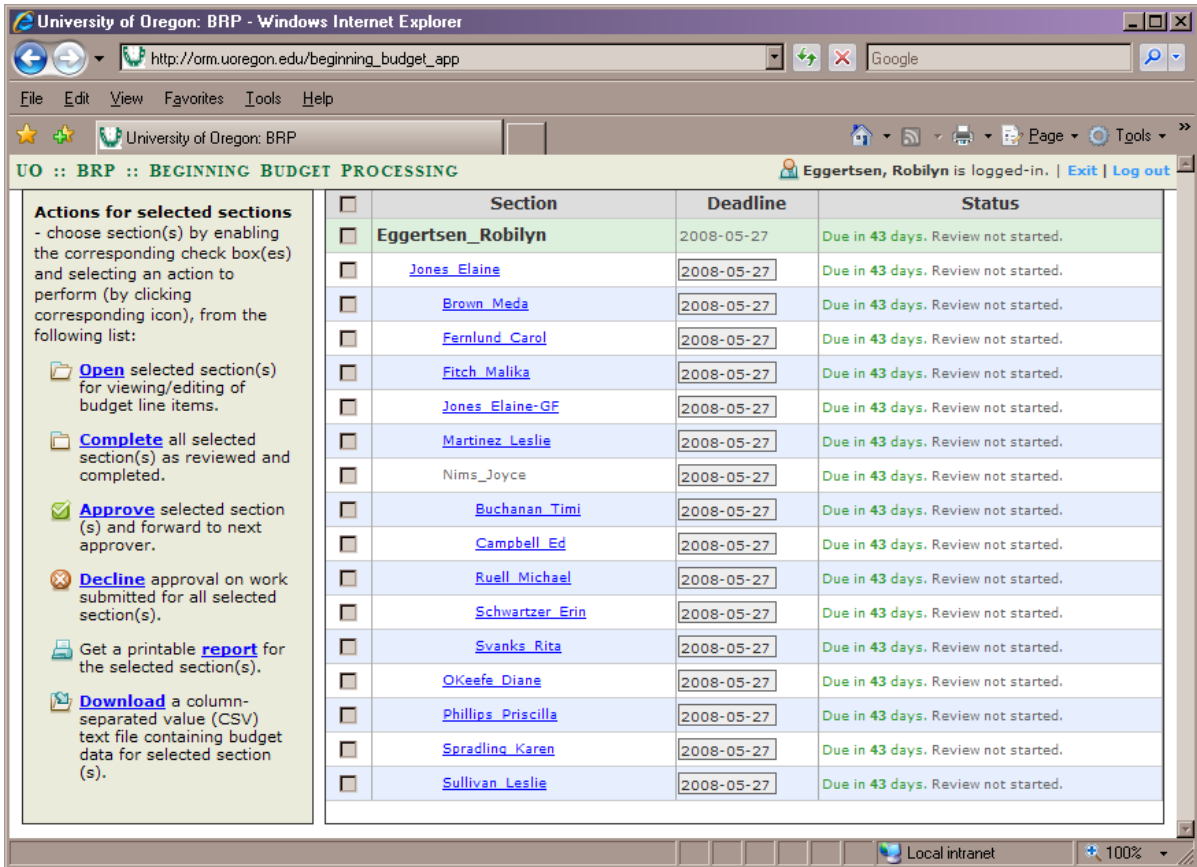
Introduction

For Fiscal Year 2009, the beginning budget process is again presented as an integrated, web-based application. All the functionality required to process beginning budget data is available directly through the Office of Budget and Resource Planning (BRP) website.

Moving Around in the Beginning Budget Application

When you launch the beginning budget application, you will first be presented with a page (see Figure 1) that displays several options for performing **Actions** and a list of budget data “**Sections**.” This is considered your Summary or Home page.

FIGURE 1: SUMMARY (OR HOME) PAGE



Section	Deadline	Status
<input type="checkbox"/> Eggertsen_Robilyn	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Jones_Elaine	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Brown_Meda	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Fernlund_Carol	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Fitch_Malika	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Jones_Elaine-GF	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Martinez_Leslie	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Nims_Joyce	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Buchanan_Timi	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Campbell_Ed	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Ruell_Michael	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Schwartz_Erin	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Svanks_Rita	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> OKeefe_Diane	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Phillips_Priscilla	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Spradling_Karen	2008-05-27	Due in 43 days. Review not started.
<input type="checkbox"/> Sullivan_Leslie	2008-05-27	Due in 43 days. Review not started.

Most users have only one or two sections listed on this Summary page; others (such as responsibility unit level managers) may have multiple sections. To the right of each section name is the **Deadline** and the current **Status**; the **Status** updates each time it is viewed or data is changed. You can open a single section by clicking on the section name.

On the left of the Summary page are the **Actions** you can perform on the sections. You first have to click in the small checkbox next to the sections you want the action to affect. To select all sections, check the top-most box.

OPEN will open all the sections with the boxes checked (or you can click on the section's name.) This takes you to the work area where you can enter adjustments to your budget.

COMPLETE indicates that the selected section(s) are complete and ready for the next level of review. Once you hit confirm you will not be allowed to make additional adjustments to your section unless it is **Declined** (sent back for further adjusting) by your reviewer.

APPROVE (reviewers only) approves the selected section(s) and sends it on to the next reviewer.

DECLINE (reviewers only) disapproves the selected section(s) and opens it back up to the delegate.

REPORT prepares a printable report of budget data contained in selected section(s). It is suggested to print off two reports, one prior to any edits and one after the section's budget has been completed and confirmed.

DOWNLOAD creates a plain-text column-separated-value (CSV) file containing all budget data. You may then save this file into a spreadsheet.

UPLOAD (approved users) allows you to upload a CSV text file to update your budgets. This can **only** be used if you have obtained prior permission from your analyst.

Using the Budget Work Area

FIGURE 2: BUDGET WORK AREA

The screenshot shows the 'University of Oregon: BRP - Windows Internet Explorer' browser window. The address bar shows 'http://om.uoregon.edu/beginning_budget_app'. The page title is 'University of Oregon: BRP'. The main content area is titled 'UO :: BRP :: BEG' and contains three main sections:

- 1. Filter Settings:** A sidebar on the left with a 'View balances by:' dropdown set to 'FUND'. Below it are 'Apply' and 'Clear Line item filter:' buttons. There are six dropdown menus for 'Index', 'FUND', 'ORGN', 'PROG', 'ACTV', and 'ACCT', each with '- show all -' selected. A note below states: 'To enable column sorting, click once in the table so that arrows appear next to the column names. Then just click on the column to sort ascending or descending.'
- 2. Balances:** A table with columns: FUND, Prelim. Bdgt., Total Adj., Adj. Bdgt. It lists several fund codes and their corresponding budget values.
- 3. Budget Line Items:** A large table with columns: Section, Index, FUND, ORGN, PROG, ACTV, ACCT, Prelim. Bdgt., Total Adj., Adj. Bdgt., # Adj. It lists multiple line items for 'Martinez_Leslie' with various fund and program codes.

At the bottom of the interface is an 'Add line:' form with fields for INDEX, FUND, ORGN, PROG, ACTV, ACCT, Document, Description, and Amount. A red box highlights this form and the 'Budget Line Items' table. An arrow points from a box labeled 'ADDING A NEW LINE' to the 'Add line:' form.

The budget work area (see Figure 2), where budget data is viewed and adjusted, comprises the core of the beginning budget application and has three major components:

1. Filter Settings

This area controls the display of balances (“View balances by: ____”). The remainder of the box contains filters for selecting specific indexes, FOPA elements, and account codes. By making a selection of one or more of these elements and clicking the “**APPLY LINE ITEM FILTER**” link, the balances and budget line items will change to display only those lines which match the filter settings.

2. Balances

This allows you to track your balances, using the criteria you select in the filter settings, as you make adjustments. At the very least you should view your balances by fund to ensure you are staying in balance (i.e., the Total Adj column should be zero) after you make your adjustments.

3. Budget Line Items

On the immediate left are some action icons. These will move you back to the Summary page (Home), allow you to view the detail behind a line item (magnifying glass), save your file (floppy disc) refresh the display without saving any changes (curved arrow) or delete a selected line item (trash can). The data in this section can be sorted by clicking on the table, then clicking on the ascending/descending arrows.

Entering Adjustments

Adjustments may be entered in three ways:

1. If you want to adjust your existing budget by a specific amount, enter the amount of the adjustment in the **Total Adj** column; the application will automatically calculate the new **Adj Bdgt** amount.

When an adjustment is entered, the adjusted fields change from light grey to pink. This indicates that an adjustment has been made, but not yet saved. An unlimited number of adjustments may be made before saving your work.

2. If you want to adjust your existing budget to a new total amount, enter the new total amount in the **Adj Bdgt** column; the application will automatically calculate the **Total Adj** amount.

When an adjustment is entered, the adjusted fields change from light grey to pink. This indicates that an adjustment has been made, but not yet saved. An unlimited number of adjustments may be made before saving your work.

3. If you wish to make several detailed adjustments, or you wish to budget an index not in preliminary budget, use the **ADD LINE** function located under the Budget Line Items.

IMPORTANT: Before adding a new line, SAVE any pending adjustments or they will be lost in the add process.

New lines can be added in either Roll-up or Detail View. **All** fields are required, except for the Document and Description fields that are optional. Enter a **valid** index in the Index Field and the FOPA fields will be automatically populated, then enter the account code and the adjustment amount.

If the FOPA fields are not automatically populated that means the index is not in our database. If you are certain the index is valid, enter the individual FOPA elements in the appropriate fields (enter “none” in the **ACTV** field if there is no activity code.) Any **valid** index may be entered into the application, even if it does not have a preliminary budget amount.

If your unit does not use indexes, enter “none” in the Index Field and enter the individual FOPA elements (“none” if no activity code), account code and adjustment amount in the appropriate fields.

When the add line fields are filled-in, click the **ADD LINE** icon (plus sign) and the new line will be posted. All new lines are added as Period 14 adjustments.

Lines created with the **ADD LINE** function will be automatically saved. They will not be deleted if you use the **REFRESH** icon; you will have to delete them with the **TRASHCAN** icon.

The detailed adjustments are summed in the Roll-up View. The # **Adj** column indicates the number of adjustments made to a specific index and account code. If you attempt to make an adjustment in Roll-up View to a line with multiple adjustments, the # **Adj** figure will change to red, and an alert icon will appear next to the number.

NOTE: Account codes are validated against those available for use in the beginning budget process.

NOTE: Balances are updated dynamically to reflect the changes as they are made.

Deleting Adjustments

A line can only be deleted in the Detail View. Click in the document, description, or amount fields of the line to be deleted then click the **TRASHCAN** icon in the control strip. Note that preliminary budget amounts cannot be altered or removed.

Saving Adjustments

You must click on the **SAVE** icon (floppy disk) in the control strip to permanently save your adjustments to the database (except added lines, which save automatically). You may enter and leave the beginning budget process as many times as you wish and it will remember your changes as long as you remember to click the **SAVE** icon.

If you do *not* wish to save the adjustments done during your current session, you may discard them by clicking the **REFRESH** icon in the control strip. This will reload your data from the database without committing any changes. It will not delete any other changes that were previously saved.

Finishing

Once all of your adjustments are made, **SAVE** your changes and return to the Summary (Home icon) page. Select the completed section by clicking the box adjacent to it and click on **COMPLETE**. Your beginning budget will now go to the next reviewer. You may wish to get a printable report by clicking **REPORT**.

Congratulations, you are done with your beginning budget for FY09. See you next year!