

STEP 1

STEP 2

STEP 3

STEP 4

# Technical Budget Process

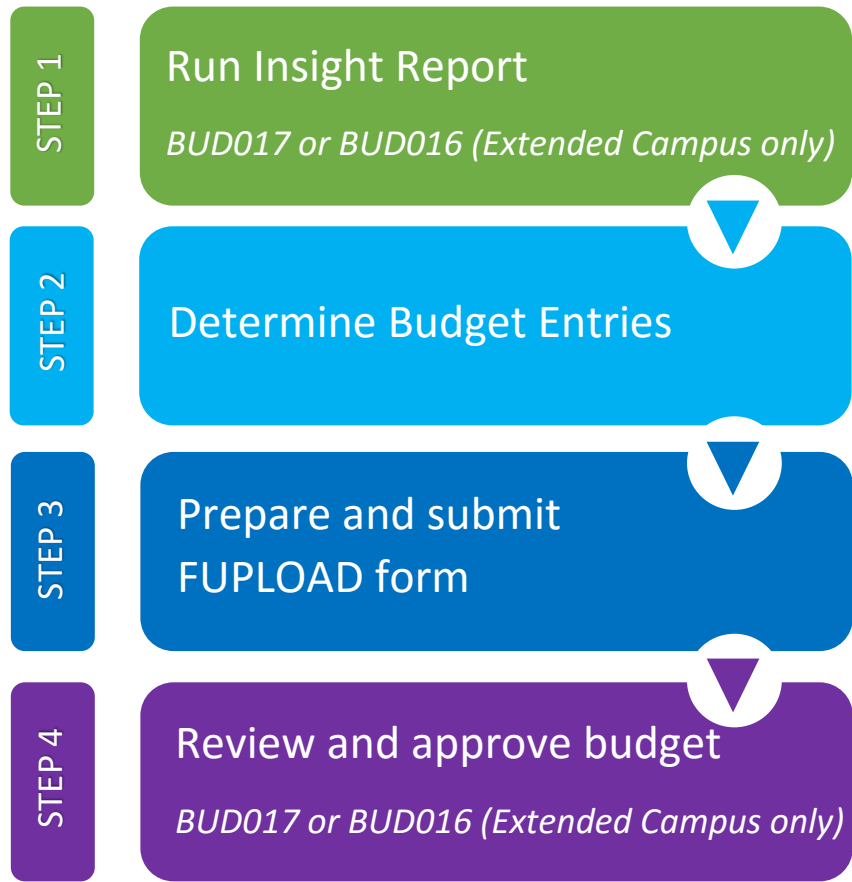
Step by Step Instructions

FY18



Office of Finance and Budget

# Overview



## Run Insight Report

- 1) **Run appropriate report from Insight Production/Business Manager Private View**
  - a) BUD017 Budget Development Combined Report – Non OES
  - b) BUD016 Budget Development Combined Report - OES (*For Extended Campus only*)
- 2) **Enter parameters**
  - a) Report type – **Data Entry**
  - b) Operating Fund type – 1x, 2x or 3x (or leave on All)
  - c) Enter Fund
  - d) Enter Organization **OR**
  - e) Org Level 4 for higher level summary

Parameters				
Please select a version DATA ENTRY ▼	Please select a version ALL OPERATING ▼	FUND, Please type one in or leave as is for all FOC_NONE	ORGANIZATION, Please type one in or leave as is for all FOC_NONE	Org Level 4: 100PRS 200BOT 300PRV 310UGR
<div> <input type="button" value="Run"/> <input type="button" value="Reset"/> <input type="button" value="Save"/> <input type="button" value="Clear Output"/> <input checked="" type="checkbox"/> Run in a new window         </div>				

- 3) **Run and open report, enable editing and save as to your computer. Use the following naming convention:**
  - a) Fund Number
  - b) Org Number
  - c) Area (name that matches to ORG or summary level used)
  - d) Fiscal Year (year for which you are preparing the budget)
  - e) Report name (BDE for Budget Data Entry)
  - f) Date Updated (this will help us determine subsequent updates)
- 4) **Example: 10000 51000 Financial Services FY18 BDE Report 01-25-17 or**
- 5) **Example: 100PRS Presidents Office FY18 BDE Report 01-25-17**

## Determine Budget Entries

The BDE report is organized into a tabbed workbook.

Summary

Data Entry

**Tab 1** – Summary report by account attribute (Personnel, OCE, etc). This report includes:

**1A** - Two prior fiscal years actual (grey)

**1B** - Current fiscal year base (blue)

**1C** - Budget year being prepared (may include prior entries submitted by your area or central entries booked by the budget office) (orange)

	1A	1A	1B	1C
Attribute	2015 Actual	2016 Actual	2017 Base	2018 Starting Base
Academic Fees-General Funds	346,635.00	358,890.00	360,000.00	360,000.00
Student Fees	.00	.00	.00	.00
Foundation Restricted Gifts, Grants, Contracts	530,600.28	143,619.37	112,331.25	.00
Internal Revenues	.00	.00	.00	.00
Restricted Grant F&A Recovery	.00	.00	.00	.00
Other Revenue	262,050.32	231,822.84	252,741.88	252,741.88
<b>*TOTAL REVENUES</b>	<b>1,139,285.60</b>	<b>734,332.21</b>	<b>725,073.13</b>	<b>612,741.88</b>
Faculty Salaries	55,075.50	53,766.50	1,919,877.00	1,748,323.26
Exempt Salaries	734,916.18	1,066,822.31	1,233,755.50	13,200.00
Grad Assistants TA/GA/GRA Salaries	72,059.92	66,421.58	9,500.00	9,500.00
TA/GA/GRA RA Tuition Room Board Schol	5,247.90	.00	.00	.00
Classified Salaries	58,261.92	40,676.84	59,750.27	.00
Student Wages	79,243.56	40,551.53	39,801.00	39,801.00
Other Wages/Compensation	40,802.79	39,240.30	26,500.00	14,500.00
Fringe Benefits	278,569.63	369,692.40	1,027,220.80	636,999.30
<b>*TOTAL PERSONNEL EXPENSES</b>	<b>1,324,177.40</b>	<b>1,677,171.46</b>	<b>4,316,404.57</b>	<b>2,462,323.56</b>
Cost of Sales	-4,854.57	-10,028.00	-6,000.00	-6,000.00
Other Current Expenses	175,141.53	136,374.25	172,799.00	167,599.00
Purchased Services	74,695.43	86,545.23	83,505.14	83,505.14
Supplies	85,040.98	46,666.92	73,771.35	73,771.35
Cost Allocation and Recoveries	22,045.05	15,467.73	21,341.00	21,341.00
Scholarships	.00	.00	.00	.00
Travel	55,202.86	82,856.25	73,868.00	71,868.00
<b>*TOTAL NONPERSONNEL EXPENSES</b>	<b>407,271.28</b>	<b>357,882.38</b>	<b>419,284.49</b>	<b>412,084.49</b>

**Tab 2 – Data entry sheet (there are many columns, so scroll to the right)**

**Report Column Descriptions**

Column	Action	Description
A-P	Review	Detail of the FOAP includes account attribute definition in column F
Q-R	Review	Two prior years actual budget (grey)
S	Review	Current fiscal year base budget (blue)
T	Review	New fiscal year starting base budget (orange)
U-X	Review	New fiscal year budget changes (orange)
Y-AA	Review	Approved Staffing Plan, raises for planning purposes, fringe benefits (note Vacancy Savings will be budgeted centrally) (this information is entered by the Budget Office) (orange)
AB-AC	Enter	Dollar changes to current budget (total columns) cannot contain negative numbers, zeroes, or formulas. You will need to delete the .00 that show in these columns prior to entering your new information. (white)
AD	Review (Calculated field)	Total dollar amount for your Budget Request (already contains formula) (yellow)
AE	Enter	Budget Codes (see definitions) using capital letters and numbers (e.g. BD05)
AF	Enter	FUPLOAD description (35 characters max) (white)
AG	Enter	Longer explanation (can be any length) to reference budget changes

## Determine Budget Entries

### Formatting the report:

- Freeze Panes so that desired titles and columns stay in the right place while you complete the data entry on your worksheet.
- You may hide columns that you do not want to see to make the worksheet smaller to work with, but you **must NOT delete** any columns from this worksheet.
- You may insert rows as needed but DO NOT change the totals for current year actual and budget (blue and orange columns).
  - If you need to add a row you will need to insert the following Excel formula in column AD to get your totals. Replace the # sign in the formula with the row number you are adding.
    - `(=SUM(T#:AA#)-AB#+AC#)`
    - Example – You added row 96 `(=SUM(T96:AA96)-AB96+AC96)`
- You will need to delete the .00 in columns AB and AC (From/To) prior to entering your updated dollar amounts. **Enter your adjusting budget entries in these columns.**

Staffing: Est. Vacancy Savings	From (-)	To (+)	2014 Budget Request	Budget Entry Code	Short Desc for FUPLOAD (35char)
.00	.00	.00	.00		X
.00	.00	.00			
.00	.00	.00			
.00	.00	.00			
.00	.00	.00			
.00	.00	.00			
.00	.00	.00			
.00	.00	.00			
.00	.00	.00			
.00	.00	.00			
.00	.00	.00			
.00	.00	.00	4.00		X
.00	.00	.00	.00		X
.00	.00	.00	.00		X
.00	.00	.00	.00		X
.00	.00	.00	21,407.00		X
.00	.00	.00	2,400.00		X
.00	.00	.00	.00		X
.00	.00	.00	3,894.00		X

Highlight the .00 in the "From (-) and To (+)" columns and then press <Delete> to remove them from your Data Entry worksheet prior to making your budget changes.

You cannot copy .00 into the FUPLOAD form you will receive an error.

## Prepare FUPLOAD form

### 1) Download the FUPLOAD form from the Budget Office SharePoint site:

- a) <https://share.unco.edu/sites/finadmin/budget/default.aspx>
  - i) Forms
  - ii) Annual Budget Process
  - iii) File name: FY18 Budget FUPLOAD Template – Budget Process
  - iv) Click on the file, click to open in Excel when prompted
  - v) File, Save As and save to your desktop or server

### 2) Download the Supplement Information form if needed

- a) <https://share.unco.edu/sites/finadmin/budget/default.aspx>
  - i) Forms
  - ii) Annual Budget Process
  - iii) Supplemental Information form (you may get an error that says “Please wait...”. If so, click on “Download” at the top and open the form that way.

### 3) Filter your BDE worksheet on Budget Entry code

- a) Each budget entry code will require a separate FUPLOAD form
- b) Hide all columns except Fund, Org, Account, Program, Activity, From (-), To (+), and Short Description

### 4) Complete FUPLOAD form (**Send JV and Help Button is for Budget Office use only**)

- a) Complete Contact and Department information
- b) Choose Rule Class Code using dropdown
- c) Enter general description in *Other Information* field
- d) Enter the information from the BDE report to the FUPLOAD form.
  - i) FUND, ORG, ACCOUNT, PROGRAM
  - ii) From (-), To (+), and description, limited to 35 characters
    - (1) Remember, you cannot have any zeros in the From and To fields or you will get an error

### 5) “Save As” using the same naming convention as your BDE Worksheet except use “BDXX FUPLOAD” as report name.

- a) **Example: 10000 51000 Financial Services FY18 BD06 FUPLOAD 01-25-17 or**
- b) **Example: 100PRS Presidents Office FY18 BD06 FUPLOAD 01-25-17**
- c) Make sure the type is Excel Macro-Enabled workbook (.xlsm)

## Submit FUPLOAD form

### 1) Upload Budget Data Entry (BDE) worksheets to your designated folder on the Budget Office SharePoint Site

- a) <https://share.unco.edu/sites/finadmin/budget/default.aspx>
  - i) FY18 Budget Process
  - ii) Select your ORG Level 4 folder
  - iii) Choose “new document” and follow the instructions on the “Upload Document” screen or drag files onto SharePoint
  - iv) Include all Excel documents and any Supplemental Information forms

**UNC** Budget Office  
FY18 Budget Process ⓘ

Libraries

- FY17 Daily Budget Entries
- Instructional Guides
- Forms
- Budget Office Contacts
- Report Writing
- FY18 Budget Process**
- Lists
- Timeline
- FAQ
- Recent
- Site Contents

⊕ new document or drag files here

All Documents ... Find a file 🔍

✓	📁	Name	...	Modified	Modified By
		100PRS President's Office	...	September 22	White, Tara
		200BOT Secretary to the Board of Trustees	...	September 22	White, Tara
		300PRV Provost and VP for Academic Affairs	...	September 22	White, Tara
		310UGR University College	...	September 22	White, Tara
		315SEN Student Engagement and Dean of Students	...	September 22	White, Tara
		320ENR Enrollment Management	...	September 22	White, Tara
		321REG Registrar	...	September 22	White, Tara
		330CCC VP for Campus Community and Climate	...	September 22	White, Tara
		340RES AVP for Research	...	September 22	White, Tara
		340RGE Graduate School	...	September 22	White, Tara
		342GFA Graduate School Student Support	...	September 22	White, Tara

### 2) Await Notification

- a) Your Budget Analyst will review documents and notify you when your budget is loaded into Banner for your review.



## STEP 4

# Review and approve budget

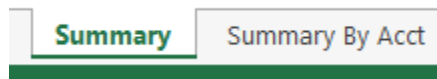
- 1) **Run appropriate report from Insight Production/Business Manager View**
  - a) BUD017 Budget Development Combined Report – Non OES
  - b) BUD016 Budget Development Combined Report - OES (*For Extended Campus only*)
- 2) **Enter parameters**
  - a) Report type – **Review report**
  - b) Operating Fund type – 1x, 2x or 3x (or leave on All)
  - c) Enter Fund
  - d) Enter Organization **OR**
  - e) Org Level 4 for higher level summary

The screenshot shows a 'Parameters' form with the following fields and controls:

- Please select a version:** A dropdown menu with 'REVIEW REPORT' selected.
- Please select a version:** A dropdown menu with 'ALL OPERATING' selected.
- FUND, Please type one in or leave as is for all:** A text input field containing 'FOC\_NONE'.
- ORGANIZATION, Please type one in or leave as is for all:** A text input field containing 'FOC\_NONE'.
- Org Level 4:** A list box showing '200BOT', '300PRV' (highlighted), '310UGR', and '315SEN'.
- Buttons:** 'Run', 'Reset', 'Save', and 'Clear Output'.
- Checkbox:** 'Run in a new window' is checked.

- 3) **Run and open report, enable editing and save as to your computer. Use the following naming convention:**
  - a) Fund Number
  - b) Org Number
  - c) Area (name that matches to ORG or summary level used)
  - d) Fiscal Year (year for which you are preparing the budget)
  - e) Report name (BRS for Budget Review Summary)
  - f) Date Updated (this will help us determine subsequent updates)
- 4) **Example: 10000 51000 Financial Services FY18 BRS Report 01-25-17 or**
- 5) **Example: 100PRS Presidents Office FY18 BRS Report 01-25-17**

The report is organized into a tabbed workbook.



**Tab 1** – Summary report. This report includes:

- Two prior fiscal years actual (grey)
- Current fiscal year base (blue)
- Shows 2018 starting base, realignment requests, budget corrections, permanent expense reductions (i.e. sustainable cost savings), new revenue/expense requests, estimated salary/fringe, staffing plan salary, vacancy savings and the total new budget year request (orange)

Attribute	2015 Actual	2016 Actual	2017 Base	2018 Starting Base	Realignment Requests BD05	Budget Correction Request BD06	Permanent Expense Reduction BD07	New Revenue/ New Expense Request BD08	Salary/Fringe Est. Increase	Staffing Plan Salary	Vacancy Savings	2018 Budget Request
Academic Fees-General Funds	346,635.00	358,890.00	360,000.00	360,000.00	.00	.00	.00	.00	.00	.00	.00	360,000.00
Student Fees	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Foundation Restricted Gifts, Grants, Contracts	530,600.28	143,619.37	112,331.25	112,331.25	.00	.00	.00	.00	.00	.00	.00	112,331.25
Internal Revenues	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Restricted Grant F&A Recovery	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Other Revenue	262,050.32	231,822.84	252,741.88	252,741.88	.00	.00	.00	.00	.00	.00	.00	252,741.88
<b>*TOTAL REVENUES</b>	<b>1,139,285.60</b>	<b>734,332.21</b>	<b>725,073.13</b>	<b>725,073.13</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>725,073.13</b>
Faculty Salaries	55,075.50	53,766.50	1,919,877.00	1,919,877.00	.00	.00	.00	.00	.00	.00	.00	1,919,877.00
Exempt Salaries	734,916.18	1,066,822.31	1,233,755.50	13,200.00	.00	.00	.00	.00	.00	.00	.00	13,200.00
Grad Assistants TA/GA/GRA Salaries	72,059.92	66,421.58	9,500.00	9,500.00	.00	.00	.00	.00	.00	.00	.00	9,500.00
TA/GA/GRA RA Tuition Room Board Schol	5,247.90	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Classified Salaries	58,261.92	40,676.84	59,750.27	.00	.00	.00	.00	.00	.00	.00	.00	.00
Student Wages	79,243.56	40,551.53	39,801.00	39,801.00	.00	.00	.00	.00	.00	.00	.00	39,801.00
Other Wages/Compensation	40,802.79	39,240.30	26,500.00	26,500.00	.00	.00	.00	.00	.00	.00	.00	26,500.00
Fringe Benefits	278,569.63	369,692.40	1,027,220.80	604,930.46	.00	.00	.00	.00	.00	.00	.00	604,930.46
<b>*TOTAL PERSONNEL EXPENSES</b>	<b>1,324,177.40</b>	<b>1,677,171.46</b>	<b>4,316,404.57</b>	<b>2,613,808.46</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>2,613,808.46</b>
Cost of Sales	-4,854.57	-10,028.00	-6,000.00	-6,000.00	.00	.00	.00	.00	.00	.00	.00	-6,000.00
Other Current Expenses	175,141.53	136,374.25	172,799.00	172,799.00	.00	.00	.00	.00	.00	.00	.00	172,799.00
Purchased Services	74,695.43	86,545.23	83,505.14	83,505.14	.00	.00	.00	.00	.00	.00	.00	83,505.14

**Tab 2** – Summary by Acct code rolling into the account attribute.

Attribute	Account	Account Description	2015 Actual	2016 Actual	2017 Base	2018 Starting Base	Realignment Requests BD05	Budget Correction Request BD06	Permanent Expense Reduction BD07	New Revenue/ New Expense Request BD08	Salary/Fringe Est. Increase	Staffing Plan Salary	Vacancy Savings	2018 Budget Request
Academic Fees-General Funds	51933	Online Course Fees-General Funds	346,635.00	358,890.00	360,000.00	360,000.00	.00	.00	.00	.00	.00	.00	.00	360,000.00
Student Fees	51820	Student Fee Allocation	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Foundation Restricted Gifts, Grants, Contracts	54110	UNC Foundation Private Gifts	530,600.28	143,619.37	112,331.25	112,331.25	.00	.00	.00	.00	.00	.00	.00	112,331.25
Internal Revenues	57959	Internal Sales-Service Fees	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Restricted Grant F&A Recovery	57510	Facility/Admin Cost Recovery-ICR Rev	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Other Revenue	57335	Workshop and Seminar Revenues	41,844.50	60,800.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Other Revenue	57360	Recycling Revenues	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Other Revenue	57365	Passport Fee - NonTaxable	12,540.00	15,097.01	12,500.00	12,500.00	.00	.00	.00	.00	.00	.00	.00	12,500.00
Other Revenue	57366	Passport Photo Fee - Taxable	2,914.02	3,709.88	2,841.88	2,841.88	.00	.00	.00	.00	.00	.00	.00	2,841.88
Other Revenue	57370	Other Self-funded Taxable sales	-75.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Other Revenue	57372	Other Self-Funded Non Taxable Sales	11,733.72	62,894.95	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Other Revenue	57390	Other Self-Funded Misc Revenues	98,968.08	8,731.00	130,000.00	130,000.00	.00	.00	.00	.00	.00	.00	.00	130,000.00
Other Revenue	57615	Application Fee (51915)	57,125.00	38,125.00	62,400.00	62,400.00	.00	.00	.00	.00	.00	.00	.00	62,400.00
Other Revenue	57680	International Student Fee (51980)	37,000.00	42,475.00	45,000.00	45,000.00	.00	.00	.00	.00	.00	.00	.00	45,000.00
<b>*TOTAL REVENUES</b>			<b>1,139,285.60</b>	<b>734,332.21</b>	<b>725,073.13</b>	<b>725,073.13</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>725,073.13</b>
Faculty Salaries	61225	Faculty Chair/ Dir Stipend	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Faculty Salaries	61228	Faculty Summer/Interim Full Ben	.00	.00	1,831,249.00	1,831,249.00	.00	.00	.00	.00	.00	.00	.00	1,831,249.00
Faculty Salaries	61382	Faculty Temporary Full Benefits	1,920.00	2,000.00	-6,712.00	-6,712.00	.00	.00	.00	.00	.00	.00	.00	-6,712.00
Faculty Salaries	61384	Faculty Temporary Reduced Benefits	.00	6,700.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Faculty Salaries	61520	Faculty Academic Yr PSA Full Benef	35,295.00	33,345.00	86,100.00	86,100.00	.00	.00	.00	.00	.00	.00	.00	86,100.00
Faculty Salaries	61528	Faculty PSA Sum/Interim Full Fringe	6,660.50	4,421.50	3,240.00	3,240.00	.00	.00	.00	.00	.00	.00	.00	3,240.00

Note that your entries posted from the FUPLOAD will appear in the appropriate columns for review (e.g. BD05 = Realignment).

Upon review, if changes are required, repeat the process by requesting a new budget data entry report on Insight and repeat the steps using the new submission date on the files.

**Note:** BDE report will now have prior entries in the peach columns if you run a new one for additional changes.

STEP 4

## Submit budget

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### **Submit to Budget Department:**

- 1) Obtain approval signatures on paper copy (at the area's highest rollup level)
- 2) Scan and submit to the Budget Office SharePoint in your area's ORG Level 4 folder
- 3) Remember to include Supplemental Information forms as required and any other documentation used during the budget process.

## Budget Development Report Quick Reference Sheet

### **BUD017 Budget Development Combined Report – Non OES or BUD016 Budget Development Combined Report - OES (*Extended Campus only*)**

This report is the mechanism that the Budget Office and Business Managers will use to make budget requests for fiscal year 2018. The excel workbook contains two tabs: **Summary** and **Data Entry**.

Please read these instructions prior to beginning and refer to the training materials that were provided by the Budget Office before making any entries. Contact the Budget Office if you are unclear on any instructions or materials that have been provided.

The Budget Office SharePoint can be accessed by going to:

<https://share.unco.edu/sites/finadmin/budget/default.aspx> and has the parameters, guidelines, communications, and training documents pertaining to the Budget Development Process for 2018.

#### **Tab 1: Summary**

The attribute summary provides the summarized data by account attribute. There are two years of actual revenues and expenditures along with the current year, 2017, base budget and next year, 2018, base budget. The summary allows for quick identification of areas that need to be realigned.

#### **Tab 2: Data Entry Sheet**

The data entry sheet contains all of the FOAP detail for the selected fund and organization or selected roll-up level. Two years of actual revenue and expenditures are included and are highlighted in grey. The current year, 2017, base budget is highlighted in blue. Any entries for the next fiscal year, 2018, that were submitted to the budget office and entered into the system are highlighted in orange.

Please fill in the From (-) and To (+) columns to make any budget requests. Be sure on any lines that have entries in the From and To columns have Budget Entry Codes entered. Provide a short description (35 characters or less) for the FUPLOAD form and a longer description for documentation. The long description should contain any important information that will help describe what the move involves and why in the event that the entry is revisited.

Keep in mind the parameters and guidelines that have been provided when doing the requested entries.

#### **Budget Entry Codes:**

- BD05 - Revenue and Expense Realignment
- BD06 - Revenue and Expense Corrections
- BD07 - Permanent Expense Reduction
- BD08 - New Revenue or Expense Entry

## **Completion**

- Save a copy of this completed report for your records.
- Copy and paste the requested entry information into the corresponding FUPLOAD form(s).
- Upload the completed FUPLOAD form(s) along with a copy of this report and any other supporting documents to your Organization Level 4 folder in the 2018 Budget Process Folder via the Budget Office SharePoint.

## **Review**

- Your budget analyst will notify you when your budget is loaded into Banner for your review.
- Pull appropriate report (BUD016 Budget Development Combined Report - OES or BUD017 Budget Development Combined Report – Non OES report), review entries and reconcile to your Budget Data Entry report.
- If changes are required, repeat the process by requesting a new budget data entry report on Insight and repeat the steps using the new submission date on the files.

## **Submit**

- Obtain approval signatures on paper copy (at the area's highest rollup level).
- Scan and submit to the Budget Office SharePoint in your area's ORG Level 4 folder.
- Remember to include Supplemental Information forms as required and any other documentation used during the budget process.

## **Tips and Tricks**

- Contact your assigned Budget Analyst with any questions.
- Refer to the training materials provided or the Budget Office SharePoint for parameters, guidelines, training materials (videos and documents), Budget Analyst assignments, etc.
- DO NOT delete columns from the data entry sheet. Hide them only.
- Add a filter to the data entry sheet or sort by budget entry code for easier copy and paste into FUPLOAD form.
- Report has the information necessary to create a pivot table to view changes entered at a summary level.