

FAST

Budget and Forecasting



Budget Development Training Manual

Version Date: June 24, 2021

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Budget Development Training Manual: Contents

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General Information

Budget Development refers to the steps/process undertaken annually whereby the end result is a budget balanced to the budget as approved by the Board of Regents. The user can input their numbers to balance to the assigned departmental allocation.

Budgeting Salaries – Calculation of Fringe Benefits

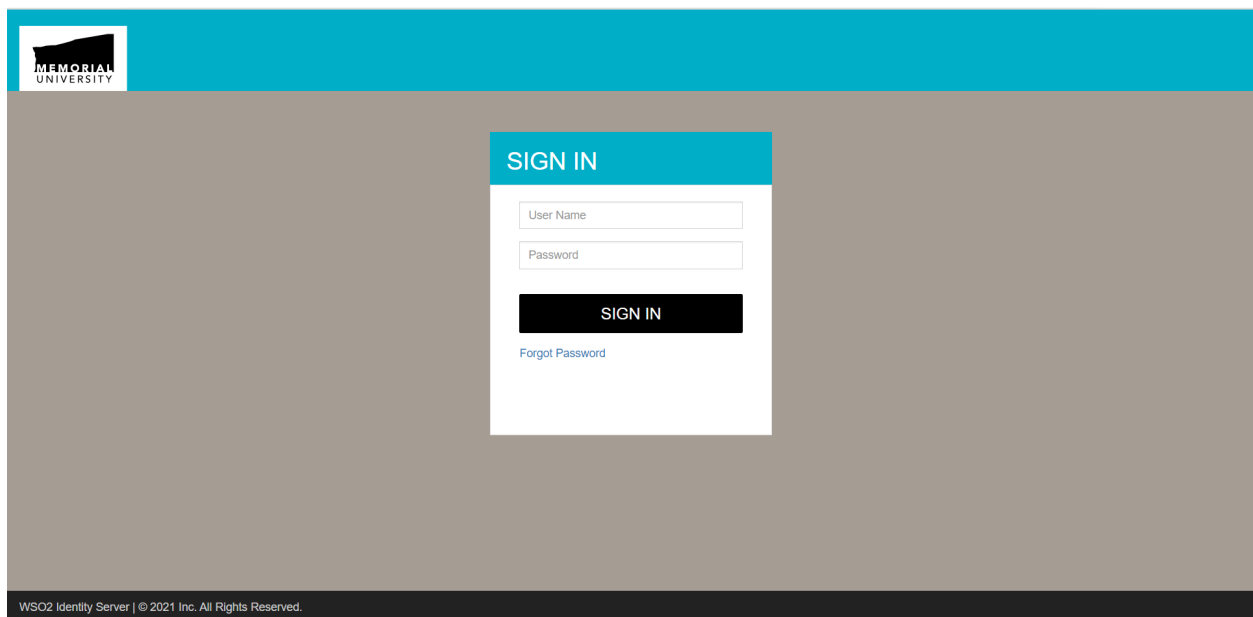
- When an amount is entered for a permanent account code, the benefits automatically calculate and post to 64900 FB Budget Full Time. When an amount is entered for a contractual account code, the benefits automatically calculate and post to 64901 FB Budget Contractual. Accounts 64900 FB Full Time and 64901 FB Budget Contractual roll up to the pool account, 640A Employee Benefits.
- The Burden Percentages have been established by the Budget Office based on actual expenditures incurred in the previous fiscal year. The rates are set for each salary and salary pool account and are evaluated annually.
- Departments can adjust the Fringe Benefit Budget by adding positive or negative records to the 64900/64901 Accounts for any Fund and Organization combination.
- As of April 1, 2011, departments are responsible for the Fringe Benefits expenses related to an employee's salary.

Data Refreshed from Banner

- Actual data reported in FAST is refreshed nightly from Banner.
- The green Information Bar in the FAST System reports the date and time of the data refresh for your reference (e.g. Data as of 18/02/2021 06:01:09 AM).

FAST Access and Sign in

Access the FAST system at <https://fast.mun.ca/FASTPORTAL>. The following sign in screen will appear.

The screenshot shows the FAST Sign In interface. At the top left is the Memorial University logo. The main content area has a light gray background. In the center is a white sign-in box with a teal header labeled "SIGN IN". Inside the box are two input fields: "User Name" and "Password". Below these is a black "SIGN IN" button. Under the button is a blue link that says "Forgot Password". At the bottom of the page, there is a small footer that reads "WSO2 Identity Server | © 2021 Inc. All Rights Reserved."

Enter your Banner User Name and Password (if your password has expired, you must change it in Banner before signing into FAST). Click on the **Sign In** block and the Application Screen will appear.

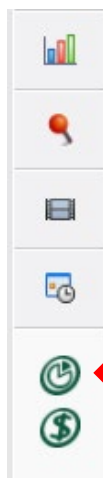
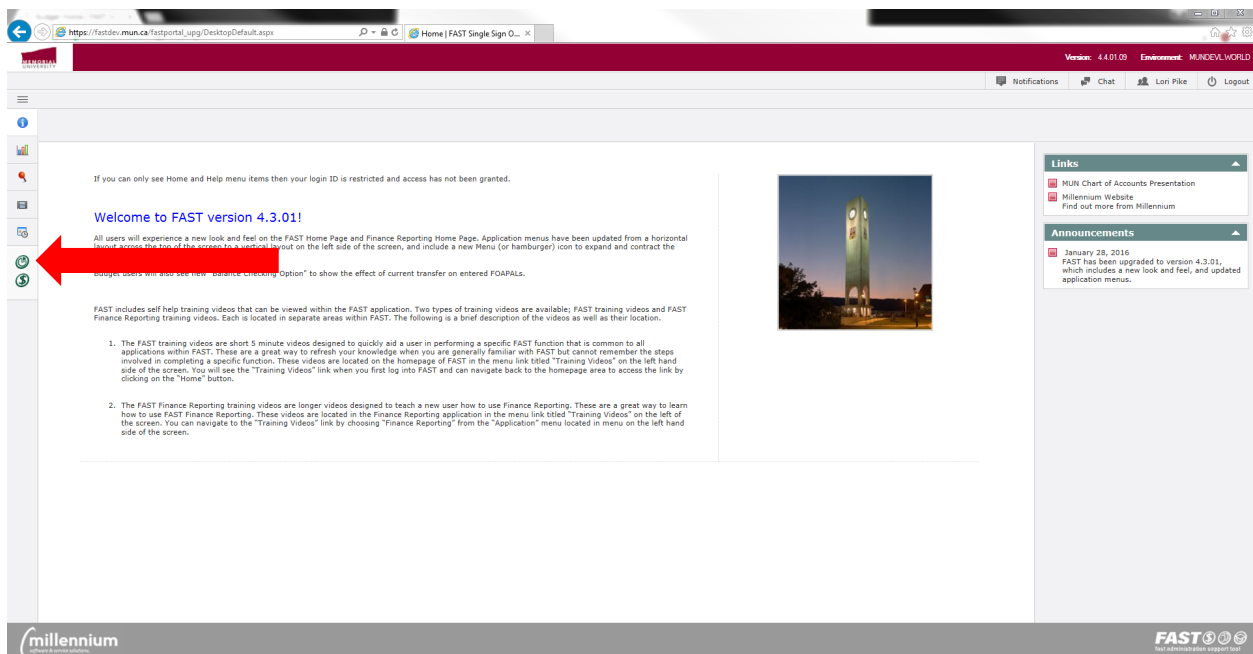
*Note:

If your password has expired, you must change it in Banner before signing into FAST.

Application Screen

The Application Screen will appear as shown below.

From the Application Screen below, select **Budgeting and Forecasting** (arrow to indicate) from the **Menu** on the **left side** of the screen.

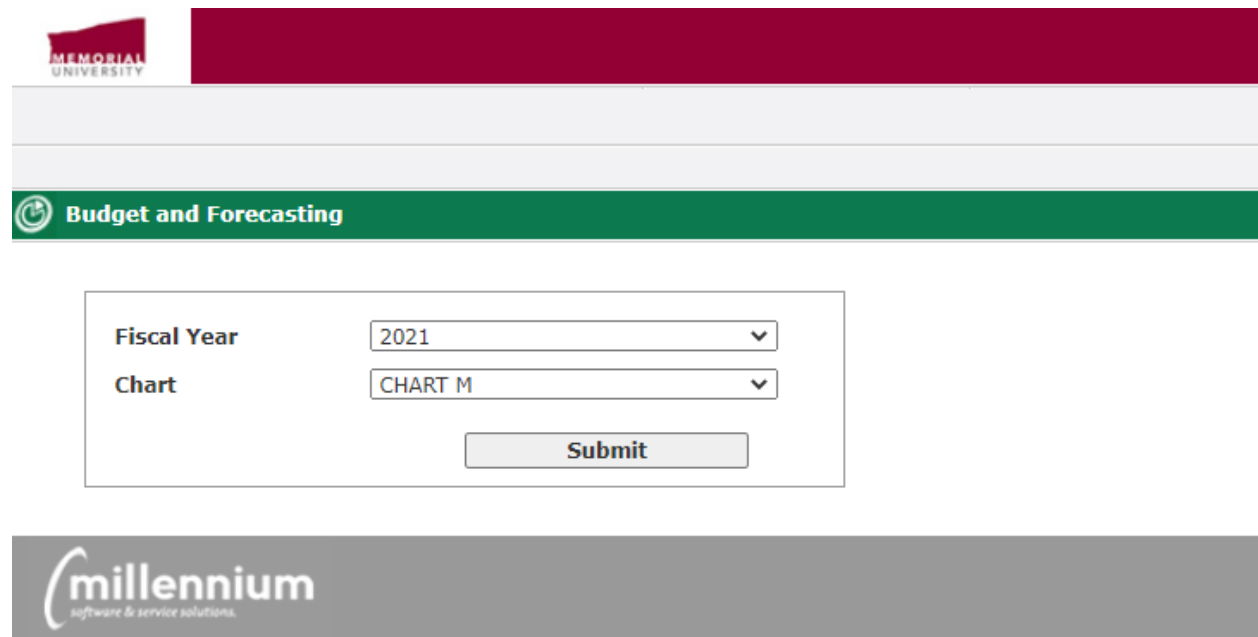


Click on the Pie Chart shaped button

Select Fiscal Year & Chart

After you open **FAST Budget and Forecasting**, you are required to select the fiscal year and chart you want to work on.

1. From the **Fiscal Year** list, select the budget year you are working on (e.g. 2021 for fiscal 2020-21).
2. From the **Chart** list, select the chart you are working on (**CHART M**).
3. Click **Submit** to open the Budget and Forecasting home page and menus.



MEMORIAL UNIVERSITY

Budget and Forecasting

Fiscal Year 2021

Chart CHART M

Submit

millennium
software & service solutions.

*Note:

The fiscal year will **not** automatically reset to the current fiscal year, the block will show the last fiscal year you viewed. Please ensure you review the fiscal year each time you access Budget and Forecasting.

Budget development entries should only be submitted in the current fiscal year; however, you can view entries completed in previous years by selecting a prior fiscal year on this page.






Home Page and Menu

On the FAST Budget and Forecasting home page, all menus you have been granted access to will display to the left of the **Applications** menu.

Tabs

There are seven tabs on the FAST Budget and Forecasting home page.

- **Home:** Takes you back to the homepage.
- **Application Info:** Information for FAST Budget and Forecasting specific to MUN.
- **Quick Launch:** Links to pages that you will use on a regular basis. Expand a section and click links or select an item to take you immediately to the page you want to work on.
- **Dashboard:** View and manage graphs and reports that are displayed on your Dashboard.
- **Pinned Reports:** List of saved pinned reports and graphs.
- **Training Videos:** View training videos produced by Millennium.
- **My Schedule:** Schedule Pinned Reports to be produced and sent at specified times.

You can make one of the tabs the default for when you open the FAST Budget and Forecasting home page. Just click the unlock icon , it changes to a  indicating it is now the default. The unlock icon  is then removed from the other tabs. If you no longer want a tab to be the default, click the  and the six tabs change back to the  icon.

The FAST Budget and Forecasting home page has a Quick Launch tab (shown below) with links to pages that you will use to develop your departmental budget and prepare budget transfers. You can expand a section and click links or select an item to take you immediately to the page you want to work on.

Home Page and Menu

The following options are detailed on the screen and are available to you:

Budget Development

- Development Entry – enter, view and edit budget at the detailed transaction level for a specific FOAPAL

Budget Transfers

Prepare a new budget transfer, open a budget transfer, view Status Report

The screenshot displays the application's home page. On the left is a vertical menu with the following items: Home, Application Info, Quick Launch, Dashboard, Pinned Reports, Training Videos, My Schedule, Budget and Forecasting, and Finance Reporting. The main content area has a green header bar labeled 'Budget and Forecasting' and a yellow status bar indicating 'You are currently working in Fiscal Year 2021 Chart M'. Below this, there are two expandable sections. The 'Budget Development' section is expanded, showing a red square icon and the text 'Development Entry - Enter, View and Edit Budget at the Detailed Transaction Level for a Specific FOAPAL.' The 'Budget Transfers' section is also expanded, showing four options: 'Prepare a New Budget Transfer', 'Open Budget Transfer' (with a text input field and a dropdown arrow), 'Open an Existing In Progress Budget Transfer', and 'Open an Existing For Completion/Local Approval Budget Transfer'.

Menu Item	Icon
Home	Home icon
Application Info	Information icon
Quick Launch	Rocket icon
Dashboard	Bar chart icon
Pinned Reports	Report icon
Training Videos	Video icon
My Schedule	Calendar icon
Budget and Forecasting	Clock icon
Finance Reporting	Dollar sign icon

Budget and Forecasting

You are currently working in Fiscal Year 2021 Chart M

Budget Development

- Development Entry - Enter, View and Edit Budget at the Detailed Transaction Level for a Specific FOAPAL.

Budget Transfers

- Prepare a New Budget Transfer
- Open Budget Transfer
- Open an Existing In Progress Budget Transfer
- Open an Existing For Completion/Local Approval Budget Transfer

Development Entry

This option allows you to enter, view, and edit the budget at the detailed transaction level. When adding a budget development transaction, you can select accounting codes (Banner FOAPALs), an employee number and position, enter a description, development category, and budget type.

1. From the **Development** menu, click **Development Entry** or click on the **Development Entry** option detailed on the screen. The following screen appears. You can enter filters here or select **Execute Report**.

The screenshot shows the 'Development Entry' screen in Banner. The top navigation bar includes 'Development', 'Budget Transfers', and 'Help'. The main header indicates 'You are currently working in Fiscal Year 2017-18' and 'Chart M'. Below this, there are filter options for 'Transaction Type', 'Dev Series', 'Fund', 'Orgn', 'Acct', 'Actv', 'Employee', and 'Position'. Each filter has a 'Click to add values' button. At the bottom right, there are buttons for 'Clear Filter Options' and 'Execute Report'.

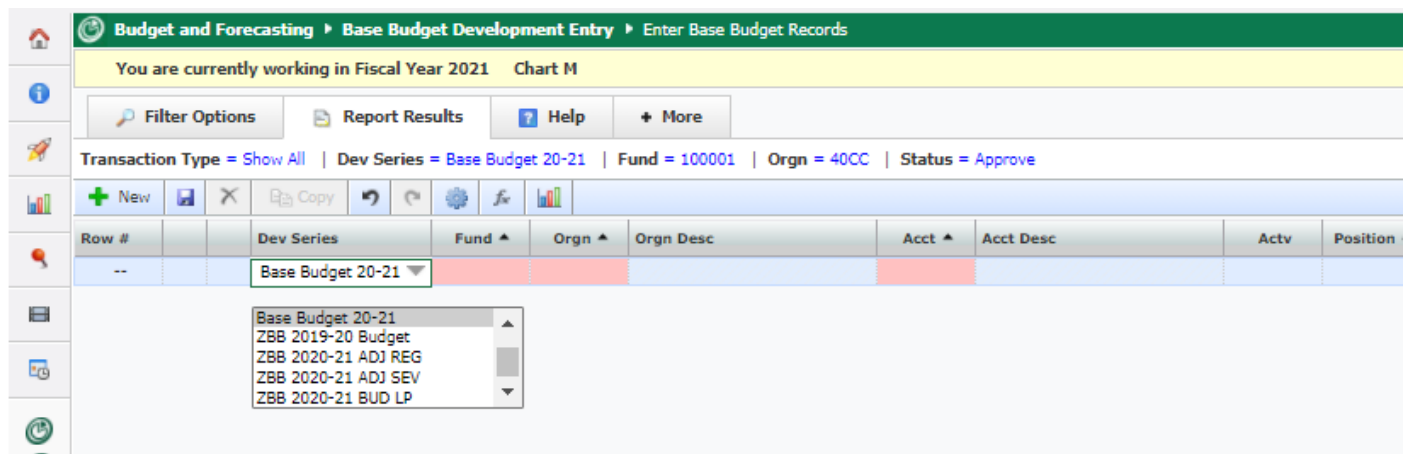
The Development Entry screen which will allow you to Add/View/Edit Budget Entry Records will appear as below:

The screenshot shows the 'Base Budget Development Entry' screen in Banner. The top navigation bar includes 'Positions', 'Development', 'Budget Transfers', 'Budget Admin', 'Accounting System', 'Coding', 'Setup', 'Reporting', 'Administration', and 'Help'. The main header indicates 'You are currently working in Fiscal Year 2021' and 'Chart M'. Below this, there are filter options for 'Transaction Type', 'Dev Series', 'Fund', 'Orgn', 'Acct', 'Actv', 'Employee', and 'Position'. Each filter has a 'Click to add values' button. At the bottom right, there are buttons for 'Clear Filter Options' and 'Execute Report'. An orange arrow points to the 'New' button in the top left corner of the table area.

Row #	Dev Series	Fund	Orgn	Orgn Desc	Acct	Acct Desc	Actv	Position	Position Desc	Position Status	Emp #	Emp Name
-------	------------	------	------	-----------	------	-----------	------	----------	---------------	-----------------	-------	----------

Development Entry (continued)

- On the top left of the screen, click  to open the data entry form. The following screen will appear. All fields appearing in red are mandatory (i.e. Dev Series, Fund, Orgn, Acct, DevCty, Description, Amount).



Budget and Forecasting ▶ **Base Budget Development Entry** ▶ Enter Base Budget Records

You are currently working in Fiscal Year 2021 Chart M

Filter Options Report Results Help + More


Transaction Type = Show All | Dev Series = Base Budget 20-21 | Fund = 100001 | Orgn = 40CC | Status = Approve

Row #	Dev Series	Fund	Orgn	Orgn Desc	Acct	Acct Desc	Actv	Position
--	Base Budget 20-21							

Base Budget 20-21
ZBB 2019-20 Budget
ZBB 2020-21 ADJ REG
ZBB 2020-21 ADJ SEV
ZBB 2020-21 BUD LP

- In the **Dev Series** search box, choose the relevant Dev Series.
- In the **FUND** search box, type or search for a fund code.
- In the **ORGN** search box, type or search for an organization code.
- In the **ACCT** search box, type or search for an account code.
- In the **Actv** search box, type or search for an activity code or leave the field blank.
- In the **Position** search box, type or search for a position or leave the field blank.
- In the **Position Status** search box, choose a status from the dropdown menu or leave the field blank.

Development Entry (continued)

10. In the **Emp #** search box, type or search for an employee number or leave the field blank.
11. In the **EE Class** search box, choose a class from the dropdown menu or leave the field blank.
12. In the **Salary Band** search box, enter the salary band or leave the field blank.
13. In the **Salary Step** search box, enter the salary step or leave the field blank.
14. In the **Position Dept** search box, choose a department from the dropdown menu or leave the field blank.
15. In the **DevCty** search box, choose a development category from the dropdown menu.
16. In the **Description** box, type a description about the transaction.
17. In the **FTE box**, type an FTE amount or leave the field blank.
18. In the **Amount** box, type the amount required for the appropriate FOAPAL.
19. In the **Additional Comments** box, type any additional information or leave the field blank.
20. Click the Save Button () to save the transaction.









Automatically Populated Fields are:

- Org Desc
- Acct Desc
- Posn Dec
- Emp Name
- Job Comments
- Created by
- Date Created
- Updated by
- Date Updated
- Transaction Log

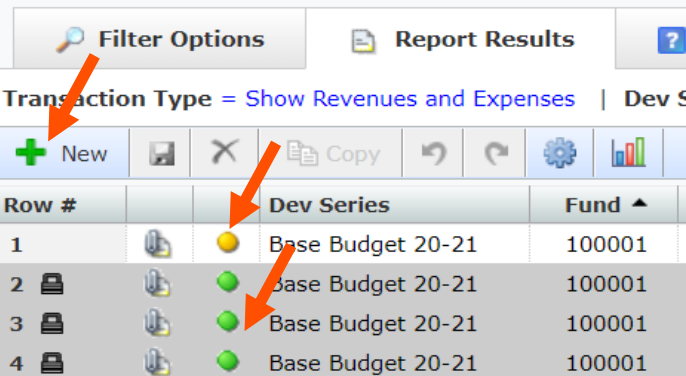
Development Entry (continued)

From this screen, you can scroll down to:









- Add another budget record by selecting .
- Save the report options as a Pinned Report by selecting  Save as. This will save the current screen report options under the  Pinned Reports tab on the main Budget and Forecasting Screen.
- Create a PDF of the transactions reported on the screen by selecting .
- Export the transactions to Excel by selecting .
- Delete the record by clicking on the Row # and then the  icon.

Draft Entries and Finalization

All of the budget detail information you enter is essentially in draft format. You can edit amounts, FOAPAL information, etc. as required. Draft entries are denoted by a yellow dot in the third column and can be changed by the unit. Entries that have a green dot have been approved by the Budget Office and the unit is unable to make changes (i.e. fringe benefit records, position records, etc.). If an entry is approved but not rolled to Banner, the Budget Office can make changes to the record.




The screenshot shows a web interface for budget management. At the top, there are tabs for 'Filter Options' and 'Report Results'. Below these, a dropdown menu shows 'Transaction Type = Show Revenues and Expenses' and 'Dev S'. A toolbar contains icons for '+ New', a printer, a red 'X' (delete), 'Copy', a refresh icon, a settings gear, and a bar chart. Below the toolbar is a table with columns: 'Row #', a printer icon, a status dot, 'Dev Series', and 'Fund'. Row 1 has a yellow dot, indicating a draft entry. Rows 2, 3, and 4 have green dots, indicating approved entries. Red arrows point to the '+ New' button, the yellow dot in row 1, and the 'X' icon in the toolbar.

Row #			Dev Series	Fund ^
1			Base Budget 20-21	100001
2			Base Budget 20-21	100001
3			Base Budget 20-21	100001
4			Base Budget 20-21	100001

To delete a draft entry entirely, click on the applicable line under the "Row #" column. The "X" icon will appear as red. Click the red X and then click the save icon.

Development Entry (continued)

To copy a draft entry, which can be useful when entering data with the same FOAPAL, click on the applicable line under the “Row #” column. The “Copy” icon will become accessible. Click the Copy icon, a new duplicate line will appear, and edit the line as required.

You are also able to create entries through using the auto populate function by clicking the  icon. This option will populate fields in the new line based on previous line.

Should you need to delete or edit an entry that has been finalized and rolled to Banner (i.e. a green dot entry), reversing entries will need to be completed and rolled to Banner to amend the incorrect record(s).

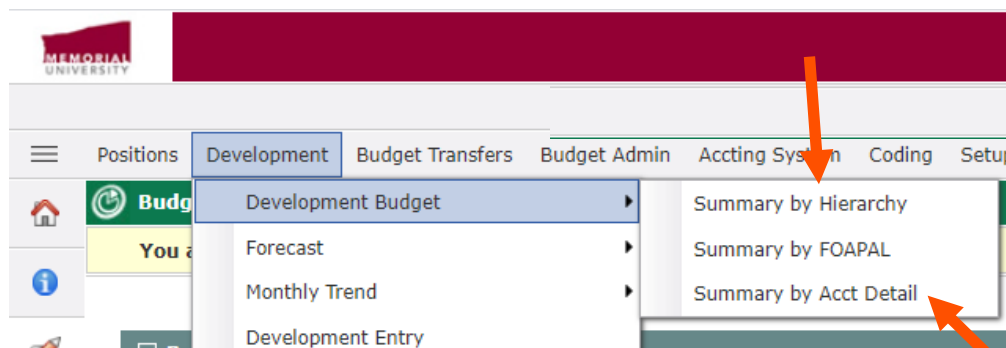
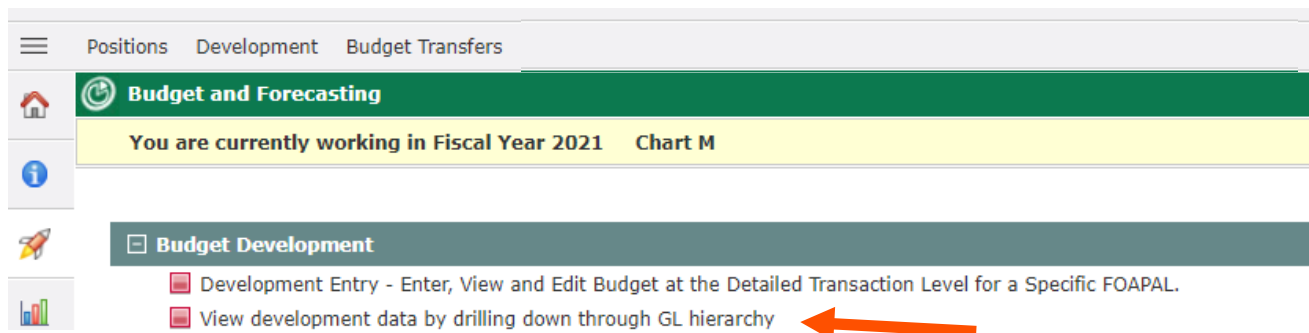
When you have completed your budget entries, please contact the Budget Office and they will approve the records and roll them to Banner.

Development Budget

There are alternate ways to view and enter your budget. You can view your overall budget or a budget for a particular org or account by using the Summary by Hierarchy. You can enter budget information by using the Summary by Account. Both options will show the current fiscal year budget in comparison with the budget information for the last three fiscal years.

Summary by Hierarchy

There are two ways to view budget information in the Summary by Hierarchy. You can click "View development data by drilling down through GL hierarchy" or you can click Development - Development Budget - Summary by Hierarchy through the grey tool bar. Both options are shown below.




The Summary by Account option begins on Page 16

Development Budget (continued)

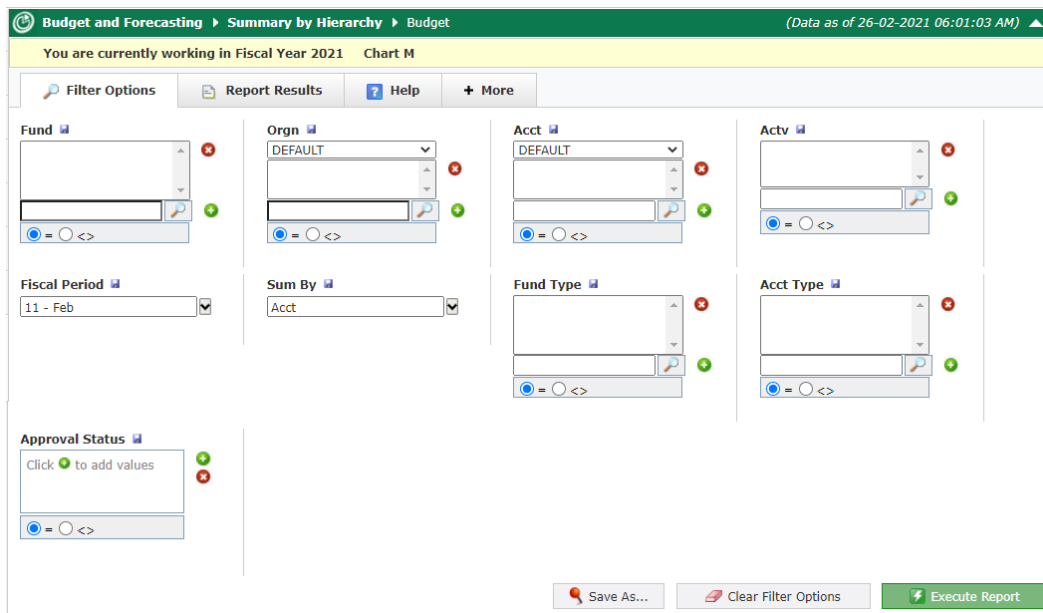
When accessing the report you are presented with a filter options page. Here you are able to filter by none, one, or more categories. For example, you can view all information for your operating fund, in your roll up org or in a particular org, and/or by an account.

In the search box for the category(ies) you wish to use, type or search for the applicable item.

The “Sum By” category allows you to pick the level of detail you will see in the report (e.g. by org or by account). This can also be adjusted within the report as shown below.

Please ensure the Fiscal Period is always 12-Mar. You can save this filter option by clicking the save  icon.

When you have selected the filters you'd like, click execute.



The screenshot shows the 'Budget and Forecasting' application interface. The top navigation bar includes 'Budget and Forecasting', 'Summary by Hierarchy', and 'Budget'. A status bar indicates 'You are currently working in Fiscal Year 2021' and 'Chart M'. Below this is a 'Filter Options' tab. The main area contains several filter categories: 'Fund', 'Orgn', 'Acct', 'Actv', 'Fiscal Period', 'Sum By', 'Fund Type', 'Acct Type', and 'Approval Status'. Each category has a search box and a dropdown menu. The 'Fiscal Period' is set to '11 - Feb'. The 'Sum By' is set to 'Acct'. At the bottom, there are three buttons: 'Save As...', 'Clear Filter Options', and 'Execute Report'.

Development Budget (continued)

The following screen appears:

Budget and Forecasting ▶ Summary by Hierarchy ▶ Budget										
You are currently working in Fiscal Year 2021 Chart M										
Filter Options		Report Results		Help		+ More				
Development Budget		By		Acct						
1		Fund = 100,011 Memorial University Operating		Orgn =		Fiscal Period = 11 - Feb				
Acct	Title	2018 Base Budget	2018 Actuals	2019 Base Budget	2019 Actuals	2020 Base Budget	2020 Total Adjusted Budget	2020 Actuals	2020 Variance	2021 YTD Actuals
Revenue										
560	Other Revenue	0	31,000	0	7,525	0	0	3,900	-3,900	1,000
	Subtotal	0	31,000	0	7,525	0	0	3,900	-3,900	1,000
	Total Revenue	0	31,000	0	7,525	0	0	3,900	-3,900	1,000
Salaries and Employee Benefits										
620	Administrative Support Salaries	715,945	577,680	654,922	482,699	695,814	504,924	449,816	55,108	387,729
640	Employee Benefits	142,155	129,087	134,672	114,896	131,997	97,637	103,994	-6,357	91,647
660	Student Assistants	0	0	0	0	0	0	-26	26	1,174
	Subtotal	858,100	706,767	789,594	597,595	827,811	602,561	553,783	48,778	480,550
	Total Salary & Employee Benefits	858,100	706,767	789,594	597,595	827,811	602,561	553,783	48,778	480,550
Operating Expenditures										
700	Direct Operating Expenditures	0	45,229	82,722	50,149	39,750	39,750	41,232	-1,482	15,458
780	Indirect Operating Expenditures	0	-4,875	0	0	0	0	0	0	0
	Subtotal	0	40,354	82,722	50,149	39,750	39,750	41,232	-1,482	15,458
	Total Expenditures	0	40,354	82,722	50,149	39,750	39,750	41,232	-1,482	15,458
Transfers										
801	Transfers	0	146,728	0	-10,811	-2,288	-2,288	-2,454	166	-18,932
	Subtotal	0	146,728	0	-10,811	-2,288	-2,288	-2,454	166	-18,932
	Total Transfers	0	146,728	0	-10,811	-2,288	-2,288	-2,454	166	-18,932
	Total All Expenses	858,100	893,849	872,316	636,933	865,273	640,023	592,562	47,461	477,076
	Total Revenues Less Expenses and Transfers	-858,100	-862,849	-872,316	-629,408	-865,273	-640,023	-588,662	-51,361	-476,076

Here you can see your budget records for the current year and previous 3 fiscal years. The report will show you base budget and actuals for each year, as well as the variance for the immediately preceding previous year between the adjusted budget and actuals, which may help you identify budget gaps.

By selecting the drop down box with the number 1 you are able to drill down into further account details by selecting 2, 3, etc..

By selecting the drop down box **"By"** you can view your information at the FOAPAL levels (e.g. by fund, by orgn, by account, etc.).

Development Budget (continued)

Summary by Account

In the Summary by Account screen, you can view the information similarly to that in the Summary by Hierarchy; however, this screen is data-enterable, so you can key your budget details. You can view your budget information at the roll-up org level; however, you cannot enter data at this level, you must select a specific data-enterable Orgn.

When accessing the Summary by Account, as shown on Page 12, the Filter Options page will appear. Here you are able to filter by none, one, or more categories. For example, you can view all information for your operating fund, in your roll up Orgn or in a specific Orgn, and/or by an Account.

In the search box for the category(ies) you wish to use, type or search for the applicable item.

When you have selected the filters you need, click execute.

Budget and Forecasting ▶ **Summary by Acct Detail** ▶ Budget (Data as of 12-03-2021 06:00)

You are currently working in Fiscal Year 2021 Chart M

Filter Options Help More

Fund <input type="text"/> <input type="text"/> <input checked="" type="radio"/> = <input type="radio"/> <>	Orgn <input type="text" value="DEFAULT"/> <input type="text"/> <input checked="" type="radio"/> = <input type="radio"/> <>	Acct <input type="text" value="DEFAULT"/> <input type="text"/> <input checked="" type="radio"/> = <input type="radio"/> <>
Actv <input type="text"/> <input type="text"/> <input checked="" type="radio"/> = <input type="radio"/> <>	Locn <input type="text"/> <input type="text"/> <input checked="" type="radio"/> = <input type="radio"/> <>	Fiscal Period <input type="text" value="12 - Mar"/>
Orgn Fin. Manager <input type="text"/> <input checked="" type="radio"/> = <input type="radio"/> <>	Fund Type <input type="text"/> <input type="text"/> <input checked="" type="radio"/> = <input type="radio"/> <>	Fund Fin. Manager <input type="text"/> <input checked="" type="radio"/> = <input type="radio"/> <>
		Acct Type <input type="text"/> <input type="text"/> <input checked="" type="radio"/> = <input type="radio"/> <>

Search Box

Development Budget (continued)

The report will present the information at the detailed account level. Below is a sample of the screen that will appear below:

Budget and Forecasting ▶ Summary by Acct Detail ▶ Budget										
You are currently working in Fiscal Year 2021 Chart M										
Filter Options Report Results Help + More										
Development Budget ▼										
Fund = 100001 Memorial University Operating Orgn = Fiscal Period = 12 - Mar										
Acct	Title	2018 Base Budget	2018 Actuals	2019 Base Budget	2019 Actuals	2020 Base Budget	2020 Total Adjusted Budget	2020 Actuals	2020 Variance	Base Budget 20-21
560A Other Revenue										
56252	Miscellaneous External Revenue	0	31,000	0	7,525	0	0	3,900	-3,900	0
	Subtotal	0	31,000	0	7,525	0	0	3,900	-3,900	0
	Total Revenue	0	31,000	0	7,525	0	0	3,900	-3,900	0
620A Full Time - Administrative										
62000	Administrative Executives	190,889	0	189,432	0	190,890	0	0	0	190,160
62001	Professional Management	155,264	141,610	156,748	143,458	159,450	159,450	151,341	8,109	153,794
62002	Administrative Support	139,218	99,639	141,064	101,482	143,723	143,723	104,133	39,590	145,171
62517	Overtime	0	0	0	0	0	0	0	0	0
	Subtotal	485,371	241,248	487,244	244,940	494,063	303,173	255,474	47,699	489,125
630A Contractual - Administrative										
63001	Professional Management	0	126,811	130,325	144,839	113,796	113,796	113,572	224	113,796
63004	Administrative Support	0	35,398	37,353	37,416	0	0	0	0	0
63023	Research Support	0	89,643	0	43,308	0	0	0	0	0
63028	Temporary Assignments	0	0	0	1,246	1,352	1,352	2,057	-705	0
63033	Program Staff	0	49,209	0	6,671	86,603	86,603	73,228	13,375	86,603
630A	Contractual - Administrative	230,574	0	0	0	0	0	0	0	0
63502	Severance Pay	0	0	0	0	0	0	0	0	0
63504	Market Differential	0	104	0	0	0	0	0	0	0
63507	Vacation Pay	0	35,265	0	3,172	0	0	5,485	-5,485	0
63509	Regular Overtime	0	0	0	1,107	0	0	0	0	0
	Subtotal	230,574	336,431	167,678	237,758	201,751	201,751	194,342	7,409	200,399
640A Employee Benefits										
64000	MUN Pension Expense	0	54,734	0	52,255	0	0	44,740	-44,740	0
64001	CPP	0	24,294	0	19,337	0	0	18,350	-18,350	0
64002	EI	0	10,532	0	8,282	0	0	7,424	-7,424	0
64003	Group Health	0	18,474	0	18,259	0	0	17,557	-17,557	0
64005	Worker's Compensation	0	3,061	0	2,278	0	0	2,251	-2,251	0
64008	Dental Plan	0	4,365	0	3,843	0	0	3,714	-3,714	0
64010	Basic Life Insurance	0	985	0	854	0	0	865	-865	0
64011	Dependent Group Life Insuran...	0	59	0	61	0	0	58	-58	0
64012	Basic AD & D	0	52	0	41	0	0	37	-37	0
64019	H & E Payroll Tax	0	12,533	0	9,636	0	0	8,997	-8,997	0

For any FAST report you can click on any number or detail that is in blue font, which will generally bring you to another screen where you can drill deeper into the information presented. For this screen, if you click on a blue number for a previous year, you will go to a page that holds the backup information relating to that number (e.g. Budget Transfers, Base Budget records). However, when you click on a blue number in the Base Budget column for the current year, there will be a pop up box where you are able to enter in your budget details.

Development Budget (continued)

After you have chosen your data-enterable Orgn in the Filter Options, you will enter your budget details for the current fiscal year in the last column to the right, in this case Base Budget 20-21. To do this you click on the blue number for the applicable account level (e.g. 73508) and key your data. Budget details can be entered at the roll up account level when and if required (e.g. 700A).

Budget and Forecasting

Summary by Acct Detail

Budget

(Data as of 17-)

You are currently working in Fiscal Year 2021

Chart M

Filter Options

Report Results

Help

More

Development Budget

Base Budget 20-21

X

Fund = 100001 Memorial University Operating

Org

70001 Materials and Supplies

0

To view/edit what makes up this number, [drilldown to detail](#) OR quickly add an adjusting record below.

Acct	Title	20					20 Variance	Base Budget 20-21
700A	Material and Supplies							
70001	Materials and Supplies						-1,518	0
70002	Office Supplies						-2,575	0
70003	Minor Furniture Purchases						0	0
70007	Paper						0	0
700A	Material and Supplies						15,000	15,000
70300	Computing Supplies						-905	0
70301	Software						-1,577	0
70302	Minor Computer Purchases						-2,632	0
70307	Environmental Fee						0	0

You are required to key in the “red” fields. If you click “drilldown to detail” in the blue font, you will be brought to the Development Entry page as described above. If you are keying for any of the Salary and Benefit Accounts (600 Series), a popup will appear; however, you will have the option to key additional details such as Position and Employee Number, Salary Band and Step, etc.

When you have completed your entries, you can view your overall budget by using the Summary by Hierarchy as outlined above. This will be useful to determine if your budget is balanced.

*Note:

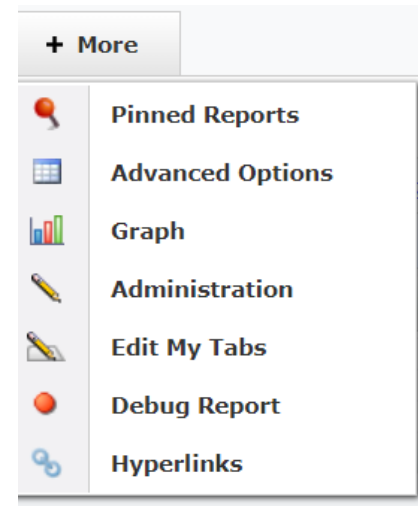
For Academic units, your PDTER Orgn does not roll into your units roll up Orgn (e.g. 40B); therefore, when you’ve completed your budget entries, your roll up Orgn should be out of balance from your budget allocation by the amount allocated to your PDTER Orgn.

Development Budget (continued)

+ More

You may have noticed a tab at the top of your reports titled **+ More**. This tab provides a few additional options; however, the main selection you may wish to use here is "Advanced Options". By clicking on + More and then on Advanced Options (shown below), you are able to alter the columns you are viewing.

You can remove or re-add columns by clicking on the blue check box and then clicking Execute Report. This may be helpful if you only wish to view the current year or the current and immediately prior year for example.



Budget and Forecasting ▶ **Summary by Acct Detail** ▶ **Budget**

You are currently working in Fiscal Year 2021 Chart M

Filter Options **Report Results** **Help** **Advanced Options** **+**

Column Sort Order

Grid Options

Display	Column Name		Alignment Override
	Acct		<input type="text"/>
<input checked="" type="checkbox"/>	Title		<input type="text"/>
<input checked="" type="checkbox"/>	2018 Base Budget		<input type="text"/>
<input checked="" type="checkbox"/>	2018 Actuals		<input type="text"/>
<input checked="" type="checkbox"/>	2019 Base Budget		<input type="text"/>
<input checked="" type="checkbox"/>	2019 Actuals		<input type="text"/>
<input checked="" type="checkbox"/>	2020 Base Budget		<input type="text"/>
<input checked="" type="checkbox"/>	2020 Total Adjusted Budget		<input type="text"/>
<input checked="" type="checkbox"/>	2020 Actuals		<input type="text"/>
<input checked="" type="checkbox"/>	2020 Variance		<input type="text"/>
<input checked="" type="checkbox"/>	Base Budget 20-21		<input type="text"/>

Appendix A: Field Options

Dev Series:

This column will have several options, the majority of which are for Budget Office use only. You will select the line that says “Base Budget” for the current fiscal year. This will be the first choice in the drop down box.

Dev Category:

This column will have several options, the majority of which are for Budget Office use only. The main options you will use are:

- BBRD – Base Budget Reduction: used by the Budget Office.
- BBUD – Base Budget Allocation: used by units for all entries.
- SF02 – Salaries-Faculty (Incr N): used by the Budget Office when keying Faculty salaries for which increases are funded by the unit.
- SF04 – Salaries – Fac Mkt (Incr N): used by the Budget Office when keying Faculty market differentials for which increases are funded by the unit..
- SFLU – Salaries – LUMUN: used by the Budget Office when keying LUMUN salaries.
- SS02 – Salaries-Staff (Incr N): used by the Budget Office when keying Staff salaries for which increases are funded by the unit.
- STIP – Salaries – Stipends: used by the Budget Office when keying Faculty stipends.

Descriptions & Additional Comments:

These fields should be descriptive and meaningful. For example when keying a contractual salary you could state One-time for Project.