

Banner Finance
Self Service
Budget Development
Training Guide

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Introduction

Banner is a comprehensive and integrated information system comprised of modules in the areas of finance, financial aid, human resources, student and advancement. The finance module of this administrative software is used to record financial transactions resulting from activity at the University. It stores transactional data in an Oracle relational database and users view information via a web based self-service system.

Internet Native Banner is used by University departments including the budget office, general accounting, purchasing, and accounts payable to input financial transactions.

Banner Finance Self Service, used by departmental representatives, is a web based interface that allows users to extract information from Internet Native Banner and view it in a user friendly format. The data is posted in real time.

The Budget Development extension of Banner Finance Self Service is an application that enables selected users to query their proposed non-salary operating budgets for the upcoming year. Users will be able to propose changes with a user friendly worksheet. Proposed changes are submitted to the next organizational level for review. That level can permit or prevent changes through an organizational lock feature. Budget proposal submissions travel up through the approval chain until they reach the Budget Office, which will review, approve and compile the proposals into the annual operating budget.

The goal of this document is to provide an introduction to Budget Development on Finance Self Service at the University of Portland. The instructions included in this manual are intended to assist the user in understanding and performing the steps required to create their proposed upcoming fiscal year budget and submit that budget to the next organizational level.

Assistance

Budgeting and the construction of the annual operating budget are functions performed in the Office of Financial Affairs. For assistance with Budget Development on Finance Self Service, or for questions regarding your budget, please contact:

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FOAPAL

The **Chart of Accounts** is the numbering system used by Banner to capture financial transactions and facilitate retrieval of information and financial reporting. There is only one Chart of Accounts in Banner and it is defined by the number 7.

The chart of accounts structure in Banner is composed of six elements: Fund, Organization, Account, Program, Activity and Location (FOAPAL). Each element of the Chart of Accounts is described below.

Fund:

The fund element is used to specify the funding source. Examples of funds include: educational and general, endowment, auxiliary, agency and capital.

Organization:

The organization code is used to identify the organizational unit that is responsible for financial activity captured within the code. Organization codes are arranged in a hierarchy. The lowest level in the organization hierarchy in Banner represents the code used for data entry purposes, usually three digits. The organization code is used to query transactions for most University activities.

Account:

The account code is used to classify revenues and expenditures by type. Revenue account codes identify the type of revenue received, such as tuition, assessment and fee, gift, room/board or miscellaneous. Expenditure account codes identify the type of expense, such as salaries, fringe benefit, supplies or services purchased. Revenue account codes start with the number 5, personnel expenditures with the number 6, direct expenditures with the numbers 07, and inter-departmental charges with the numbers 71.

Program:

The program code is used to identify the functional purpose of expenditures. Program codes accumulate expenditure information into major categories such as instruction, research, academic support, student services and auxiliary. This code is used primarily for financial reporting purposes.

Activity:

The activity code is an optional number that may be used to capture information for a specific project or activity.

Location:

The location code is used to specify the assigned physical location of an asset or the location of a transaction that is different from the normal location of the organization. This code is not used at UP.

Accessing Finance Self Service

As a web-based product, Finance Self Service is accessed via your web browser.

http://www. up.edu/ and then **PilotsUP**

It may also be accessed by going directly to the UP portal.

https://pilots.up.edu/

Enter using your Screen Name (networkID) and Password.

Once you have logged in, click on the yellow Ssb icon located in the upper left hand corner of the screen.



You may be requested to enter a User Name (networkID) and Password again.

Login to UP

A screenshot of the 'Login to UP' form. The form has a title bar that says 'Login to UP'. Below the title bar, there are two input fields: 'User Name:' and 'Password:'. Below the 'Password:' field, there is a link that says 'Forgotten password?'. To the right of the input fields, there are two buttons: 'LOGIN' and 'CLEAR'. To the right of the buttons, there is an image of a laptop displaying the website.

Click **Finance**.

The screenshot shows a navigation bar with four tabs: 'Personal Information', 'Student', 'Employee', and 'Finance'. Below the tabs is a search bar with a 'Go' button. The main menu lists several options: 'Personal Information' (Update addresses, contact information or marital status; review name or social security number cha), 'Student' (Apply for Admission, Register, View your academic records.), 'Employee' (Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms,W4 data.), and 'Finance' (Create or review financial documents, budget information, approvals.). The 'Finance' option is circled in red.

Budget Development

Click **Budget Development**.

Finance

The screenshot shows the 'Finance' menu with three options: 'Budget Queries', 'Encumbrance Query', and 'Budget Development'. The 'Budget Development' option is circled in red. Below the menu is a breadcrumb trail: [Budget Queries | Encumbrance Query | Budget Development]

Budget Development allows users to query budget information as well as create budget scenarios. There is a feature that prevents (locks) any changes to budget scenarios so that no additional changes can be posted.

Finance Budget Development

The screenshot shows the 'Finance Budget Development' menu with three options: 'Create Budget Development Query', 'Create Budget Worksheet', and 'Maintain Organization Lock'. The 'Create Budget Development Query' option is circled in red. Below the menu is a breadcrumb trail: [Budget Queries | Encumbrance Query | Budget Development]

Create a Budget Development Query

The **Create Budget Development Query** is useful for viewing the status of the existing budget or querying on changes that have been made while building the budget. Creating and running a Budget Development Query is an easy process and is similar to using the general Self Service Budget Queries application. It may be helpful to run the Create Budget Development Query application before running Create Budget Worksheet.

Create a New Budget Query

Create Query

Retrieve Existing Budget Query

Saved Query

None

Retrieve Query

There are two options available

- Create a new budget query
- Retrieve an existing budget query

Begin by creating a new budget query. When budget queries are created and saved, they can be retrieved by choosing it from the drop down list and then clicking the **Retrieve Query** button.

Click **Create Query**.

This brings up the Budget Development Query parameter page. This screen allows users to select the columns to display in the query. It is recommended that *Base Budget and Cumulative Change* be selected. It is also recommended that *Line Item Detail* format be chosen for the query.

<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

Organization Hierarchy Line Item Detail

Continue

Field Name	Input Data	Usage
Adopted Budget	Check Box	Original adopted budget.
Permanent Budget Adjustments	Check Box	Adjustments to the budget made during the year that are permanent.
Temporary Adopted	Check Box	Temporary adjustments to the adopted budget.
Temporary Adjustments	Check Box	Adjustments to the budget made during the year that are temporary.
Base Budget and Cumulative Change	Check Box	Base Budget is the initial proposed budget from the operating ledger when the budget build process was run. Cumulative Change is the difference between the proposed budget amount and base budget amount.

Lock Status	Check Box	Select this to display the current lock status. Current lock status is displayed only for an organization hierarchy query.
Organization Hierarchy	Radio Button	Select this option to generate a display that begins with a summary by organization.
Line Item Detail	Radio Button	Select this option to produce a listing of individual budget line rows that match the parameter criteria chose.

Click **Continue**. This will open the second parameter screen. This screen further defines the parameters of the query. You will only be able to run a Budget Development Query for the organizations to which you have been granted access.

Chart of Accounts

Budget ID **Budget Phase**

Index

Program

Fund **Activity**

Organization **Location**

Account

Budget Duration Code:

Display Fin Mgr from:

Check to Include:

Revenue Accounts

Labor Accounts

Expenses

Transfers

Deleted Items

Save Query as:

Shared

Enter the appropriate parameters for your query.

- **Chart of Accounts** is a required field and equals 7.
- **Budget ID** and **Budget Phase** will be provided to you in the budget development guidelines.
- **Index** and **Program** can be left blank.
- **FOAPAL** – typically you will enter your Fund and Org. Wildcard character % can be incorporated to refine the query results. Simply leaving a field blank will produce all results for which you have been granted access.
- **Budget Duration Code** provides the choice of viewing the permanent budget or a temporary budget or the default “All”. UP does not process a temporary budget. Simply keep at default.
- **Display Fin Mgr from** provides a drop down for None, Organization, or Fund. UP does not label the financial manager in its Chart of Accounts, therefore simply keep at default “None”.

- You can select to include Revenue Accounts, Labor Accounts, Expenses, Transfers, and Deleted Items. Checking Deleted Items means deleted rows will display on the query.
- Enter a query name in the **Save Query as** field if you want to save this query if it is to be used more than one time, for ease of use. Note: If you wish to share this query with other users, click on the **Shared** check box.

Click **Submit**.

Query Results

Report Parameters

Budget Development Report				
Line Item Detail				
Chart of Accounts	7	University of Portland	Duration	All
Budget Id	TEST	Training TEST	Budget	Budget Phase
Fund	1000	Unrestricted Funds	Program	All
Organization	277	ACE - Portland	Activity	All
Account	All		Location	All

Query Results

Fund	Program	Account	Activity	Location	Duration	TEST/BAS3 Base Budget	TEST/BAS3 Proposed Budget	TEST/BAS3 Cumulative Change	Text	Origin
1000	13	07021			P	3,000.00	3,000.00	0.00		OPAL
1000	13	07031			P	11,500.00	11,500.00	0.00		OPAL
1000	13	07034			P	35,000.00	35,000.00	0.00		OPAL
1000	13	07035			P	13,000.00	13,000.00	0.00		OPAL
1000	13	07036			P	1,000.00	1,000.00	0.00		OPAL
1000	13	07037			P	500.00	500.00	0.00		OPAL
1000	13	07038			P	3,000.00	3,000.00	0.00		OPAL
1000	13	07040			P	1,000.00	1,000.00	0.00		OPAL
1000	13	07052			P	12,000.00	12,000.00	0.00		OPAL
1000	13	07054			P	2,000.00	10,000.00	8,000.00		OPAL
1000	13	07055			P	1,000.00	1,000.00	0.00		OPAL
1000	13	07058			P	8,000.00	0.00	(8,000.00)		OPAL
1000	13	07071			P	100,285.00	100,285.00	0.00		OPAL
1000	13	07077			P	1,000.00	1,000.00	0.00		OPAL
1000	13	62001			P	94,542.00	94,542.00	0.00		OPAL
Screen total						286,827.00	286,827.00	0.00		
Running total						286,827.00	286,827.00	0.00		
Report Total (of all records)						323,968.00	323,968.00	0.00		

Next 15>

Download All Ledger Columns

Download Selected Ledger Columns

Self Service will return a Budget Development Report with the information you wished to query on. Any text items shown in blue will display further detail information by clicking on the item. As with other queries, you may download all columns or selected columns to an Excel spreadsheet. For more information on downloading, refer to the Self Service Training manual.

The query above reflects the following:

- Base Budget column is the data from the current year base budget.
- Proposed Budget column shows any changes that have been submitted and posted during the Create Budget Worksheet application. (This process will be explained later in the manual.)
- Changes are highlighted in blue. You can click on the item to display the Budget Development History. (This process will be explained later in the manual.)

- The Cumulative Change column shows the difference between the base budget and the proposed budget.
- Query results only display 15 rows at a time. Click on **Next 15** to display the next 15 rows.

Budget Development Query results are read-only. You cannot edit the data in this application. You can view the budget report on the screen or print it from the web page at any time; even after the data input period has ended. This provides the ability to monitor the progress of your budget throughout the development process.

Drilling Down by Organization Hierarchy

Divisional managers may wish for a summary view of all their departments. If this is the case, under the Budget Development Query parameter page, the Organization Hierarchy radio button would be checked.

<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

Organization Hierarchy
 Line Item Detail

Clicking **Continue** displays the second parameter page where the hierarchical organization would be input. (Division managers can contact the Controller's Office for information on their hierarchical organization code.)

Chart of Accounts: 7

Budget ID: TEST Budget Phase: BASE Budget

Comparison Budget ID: Comparison Budget Phase: Comparison Budget

Index: Program: %

Fund: Activity: %

Organization: 45 Location: %

Account: %

Budget Duration Code: All

Display Fin Mgr from: None

Check to Include:

Revenue Accounts

Labor Accounts

Expenses

Transfers

Deleted Items

Save Query as:

Shared

Click **Submit** to display all the departments that fall under the hierarchical code. By continuing to click on blue highlighted fields, the manager will ultimately drill down to the same view comparing the base budget column, proposed budget column, and the cumulative change column.

Report Parameters

Budget Development Report					
By Organization					
Chart of Accounts	7	University of Portland	Duration	All	
Budget Id	TEST	Training TEST Budget	Budget Phase	BASE	Base Phase FY12
Fund	All		Program	All	
Organization	45	Student Activities	Activity	All	
Account	All		Location	All	

Query Results

Organization	Organization Title	TEST/BASE Base Budget	TEST/BASE Proposed Budget	TEST/BASE Cumulative Change
45	Student Activities			
450	Student Activities	335,215.00	335,215.00	0.00
451	KDUP Radio Station	22,170.00	22,170.00	0.00
452	Photo Team			
453	ASUP	400,000.00	400,000.00	0.00
454	Campus Program Board			
455	Beacon	78,050.00	78,050.00	0.00
456	Log	44,735.00	44,735.00	0.00
457	Orientation	149,330.00	149,330.00	0.00
458	ASUP Book Exchange			
459	Advantage			
45 Rollup		1,029,500.00	1,029,500.00	0.00

Report Parameters

Budget Development Report					
By Organization					
Chart of Accounts	7	University of Portland	Duration	All	
Budget Id	TEST	Training TEST Budget	Budget Phase	BASE	Base Phase FY12
Fund	All		Program	All	
Organization	455	Beacon	Activity	All	
Account	All		Location	All	

Query Results

Organization	Organization Title	TEST/BASE	Base Budget	TEST/BASE Proposed Budget	TEST/BASE Cumulative Change
455	Beacon		78,050.00	78,050.00	0.00
455	Rollup		78,050.00	78,050.00	0.00

Report Parameters

Budget Development Report					
By Account Type					
Chart of Accounts	7	University of Portland	Duration	All	
Budget Id	TEST	Training TEST Budget	Budget Phase	BASE	Base Phase FY12
Fund	All		Program	All	
Organization	455	Beacon	Activity	All	
Account	All		Location	All	

Query Results

Account Type	Account Type Title	TEST/BASE	Base Budget	TEST/BASE Proposed Budget	TEST/BASE Cumulative Change
05	Revenues				
06	Labor		44,550.00	44,550.00	0.00
07	Expenses		33,500.00	33,500.00	0.00
08	Transfers				
455	Rollup		78,050.00	78,050.00	0.00

Report Parameters

Budget Development Report					
By Account Type					
Chart of Accounts	7	University of Portland	Duration	All	
Budget Id	TEST	Training TEST Budget	Budget Phase	BASE	Base Phase FY12
Fund	All		Program	All	
Organization	455	Beacon	Activity	All	
Account	All		Location	All	

Query Results

Account Type	Account Type Title	TEST/BASE	Base Budget	TEST/BASE Proposed Budget	TEST/BASE Cumulative Change
70	Direct Expenses		27,100.00	27,100.00	0.00
71	Internal Allocations		6,400.00	6,400.00	0.00
73	Loan Fund Expenses				
75	Capital Expenditures				
77	Non-Capitalized				
79	Depreciation				
07	Rollup		33,500.00	33,500.00	0.00

Report Parameters

Budget Development Report					
By Account					
Chart of Accounts	7	University of Portland	Duration	All	
Budget Id	TEST	Training TEST Budget	Budget Phase	BASE	Base Phase FY12
Fund	All		Program	All	
Organization	455	Beacon	Activity	All	
Account	All		Location	All	
Account Type	70	Direct Expenses			

Query Results

Account	Account Title	TEST/BASE Base Budget	TEST/BASE Proposed Budget	TEST/BASE Cumulative Change
07028	Awards Expense	100.00	100.00	0.00
07021	Supplies	600.00	600.00	0.00
07054	Services Purchased	20,000.00	20,000.00	0.00
07031	Events & Functions	2,100.00	2,100.00	0.00
07055	Advertising	100.00	100.00	0.00
07037	Professional Development	3,000.00	3,000.00	0.00
07077	Memberships	200.00	200.00	0.00
07034	Employee Travel	1,000.00	1,000.00	0.00
Report Total (of all records)		27,100.00	27,100.00	0.00

Create Budget Worksheet

This worksheet is the tool used to create *what if* scenarios and determine the impact changes have on your department's budget. You can make changes to line items and run different calculations by amount or percent. You can make singular calculations or build and accumulate calculations. You can then post or discard the results.



Do not select the browser's Refresh or Back arrow when navigating in a worksheet. This may affect the results of any calculations not yet posted in the database.

Select the **Create Budget Worksheet** option. Then select either Create New Worksheet or Retrieve Existing Worksheet. When creating a new worksheet, choose the columns to display on the worksheet by selecting the appropriate check boxes. (Columns are defined on page 7 of this training manual.) The base amount and the current proposed amount are always included columns when working in Create Budget Worksheet mode.

Finance Budget Development

Create Budget Development Query

Create Budget Worksheet

Maintain Organization Lock

<input type="checkbox"/>	Adopted Budget
<input type="checkbox"/>	Permanent Budget Adjustments
<input type="checkbox"/>	Temporary Adopted
<input type="checkbox"/>	Temporary Adjustments

The Budget Office recommends checking Adopted Budget, Permanent Budget Adjustments and Temporary Adopted then clicking **Continue**.

Worksheet Parameter Screen

Chart of Accounts	<input type="text" value="7"/>		
Budget ID	<input type="text" value="TEST"/>	Budget Phase	<input type="text" value="BAS3"/> <input type="button" value="Budget"/>
Index	<input type="text"/>	Program	<input type="text"/>
Fund	<input type="text" value="1000"/>	Activity	<input type="text"/>
Organization	<input type="text" value="277"/>	Location	<input type="text"/>
Account	<input type="text"/>		

Budget Duration Code:

Display Fin Mgr from:

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

Save Query as:

Shared

Select the query parameters on this screen in the same fashion as was done for the Create Budget Query process. This screen further defines the parameters of the query. You will only be able to run a Budget Development Worksheet for the organizations to which you have been granted access. Refer to page 8 for explanation of the components of this screen.

See **Query Results** below.

Worksheet Parameters

Budget Worksheet			
Chart of Accounts	7	University of Portland	Duration All
Budget Id	TEST Training TEST Budget	Budget Phase	BAS3 Base Three FY12
Fund Type	10	Current Unrestricted Fund	
Fund	1000 Unrestricted Funds	Program	All
Organization	277 ACE - Portland	Activity	
Account	All	Location	
Financial Manager			

[Jump To Bottom](#)

i Enter Amount +/- 999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass and line changes by percent. Change value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and delete budget line. Select the link on account code to view or maintain text.

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	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
			13	School of Education								
			60	Exempt Labor								
OPAL	N			62001 Full Time Administration Salaries	94,542.00	P	94,542.00	<input type="text"/>	<input type="checkbox"/>	0.00	94,542.00	<input type="checkbox"/>
OPAL	N			62002 Fringes-FT Administration	28,835.00	P	28,835.00	<input type="text"/>	<input type="checkbox"/>	0.00	28,835.00	<input type="checkbox"/>
OPAL	N			62101 Part Time Administration Salaries	7,350.00	P	7,350.00	<input type="text"/>	<input type="checkbox"/>	0.00	7,350.00	<input type="checkbox"/>
OPAL	N			62102 Fringes-PT Administration	956.00	P	956.00	<input type="text"/>	<input type="checkbox"/>	0.00	956.00	<input type="checkbox"/>
			70	Direct Expenses								
OPAL	N			07021 Supplies	3,000.00	P	3,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	3,000.00	<input type="checkbox"/>
OPAL	N			07031 Events & Functions	11,500.00	P	11,500.00	<input type="text"/>	<input type="checkbox"/>	0.00	11,500.00	<input type="checkbox"/>
OPAL	N			07034 Employee Travel	35,000.00	P	35,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	35,000.00	<input type="checkbox"/>
OPAL	N			07035 Other Travel	13,000.00	P	13,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	13,000.00	<input type="checkbox"/>
OPAL	N			07036 Subscriptions & Renewals	1,000.00	P	1,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	1,000.00	<input type="checkbox"/>
OPAL	N			07037 Professional Development	500.00	P	500.00	<input type="text"/>	<input type="checkbox"/>	0.00	500.00	<input type="checkbox"/>
OPAL	N			07038 Employee Recruiting Expenses	3,000.00	P	3,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	3,000.00	<input type="checkbox"/>
OPAL	N			07040 Cell Phone Expenses	1,000.00	P	1,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	1,000.00	<input type="checkbox"/>
OPAL	N			07052 Rental Equipment	12,000.00	P	12,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	12,000.00	<input type="checkbox"/>
OPAL	N			07054 Services Purchased	2,000.00	P	10,000.00	<input type="text"/>	<input type="checkbox"/>	8,000.00	10,000.00	<input type="checkbox"/>
OPAL	N			07055 Advertising	1,000.00	P	1,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	1,000.00	<input type="checkbox"/>
OPAL	N			07058 Purchase for Resale	8,000.00	P	0.00	<input type="text"/>	<input type="checkbox"/>	(8,000.00)	0.00	<input type="checkbox"/>
OPAL	N			07071 Miscellaneous	100,285.00	P	100,285.00	<input type="text"/>	<input type="checkbox"/>	0.00	100,285.00	<input type="checkbox"/>
OPAL	N			07077 Memberships	1,000.00	P	1,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	1,000.00	<input type="checkbox"/>
				Deleted Labor	0.00		0.00			0.00	0.00	
				Deleted Expenses	0.00		0.00			0.00	0.00	

i 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 Query to return to values last posted.

Account/Program Code lookup

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

Summary Totals

Account Type	Account	Type	Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
	60		Exempt Labor	131,683.00	131,683.00	131,683.00	0.00
		06	Labor	131,683.00	131,683.00	131,683.00	0.00
	70		Direct Expenses	192,285.00	192,285.00	192,285.00	0.00
		07	Expenses	192,285.00	192,285.00	192,285.00	0.00
			Net	(323,968.00)	(323,968.00)	(323,968.00)	0.00

Create Budget Worksheet Sections

The following six sections are displayed on the Budget Development Worksheet:

1. Worksheet Parameters
2. Mass Change Parameters
3. Worksheet
4. New Row Additions
5. Action Buttons (no heading)
6. Summary Totals

Worksheet Parameters

The parameters entered in the Worksheet Parameter Screen are summarized here.

Mass Change Parameters

You can calculate mass changes to Budget Development data in this section. Changes to specific lines are made within the actual worksheet (Section #3).

Mass changes apply to all rows in the worksheet that do not have line-specific changes.

To make changes to all items on the worksheet, enter information in the Mass Change Parameters section. Select **Calculate** to apply the mass change and see the effect of the change under the column **New Budget**. Mass changes are not saved until you select **Post**.

You can enter changes in specific amounts (positive or negative) or as a percent.

- Specific Amount – enter an amount in the **Change Value** field, leave the **Percent** box unchecked (blank), and choose **Calculate**. The amount can be either positive or negative. The system adds (or subtracts) this dollar amount to the amount in the **New Budget** column. If you select **Post**, the amount is added (or subtracted) to the **New Budget** column and the **Proposed Budget** column.
- Percent – enter a value in the **Change Value** field, and then select the **Percent** check box. The system takes the percent amount and multiplies the percent by the value in the **New Budget** column. The New Budget amount increases or decreases accordingly. If you select **Post**, the percentage change is added (or subtracted) to the **New Budget** column and the **Proposed Budget** column. The result is rounded based on the selections made in the **Round To Nearest** section.

If you have entered changes and hit **Calculate** but have not yet **Posted** any changes, exiting the query will force you to lose any changes you may have entered.



To round all entries in an existing budget, enter a zero as the amount, check the percent box, and select **Calculate**.

Worksheet

The worksheet is where individual line item changes can be made. Line item changes override mass changes during calculation. The body of the worksheet displays each line item with **Base Budget**, **Proposed Budget**, and **New Budget** amounts. The Base Budget is the budget for the current fiscal year. The Base Budget amount will never change. With the worksheet, changes entered calculate off of the **New Budget** amount (just like under the Mass Change section). The New Budget amounts equal the Proposed Budget amounts the first time the worksheet is created. Line item changes are not saved until you select **Post**.

For each line item, you can enter changes in specific amounts (positive or negative) or as a percent.

- Specific Amount – enter an amount in the **Change Value** field for the line item, leave the **Percent** box unchecked (blank), and choose **Calculate**. The amount can be either positive or negative. The system adds (or subtracts) this dollar amount to the **New Budget** amount. If you select **Post**, the change is posted to the **New Budget** amount *and* the **Proposed Budget** amount.
- Percent – enter a value in the **Change Value** field for the line item, and then select the **Percent** check box. The system takes the percent amount and multiplies it by the **New Budget** amount and increases or decreases the **New Budget** accordingly. If you select **Post**, the change is posted to the **New Budget** amount *and* the **Proposed Budget** amount. The result is rounded based on the selections made in the **Round To Nearest** section.

If you have entered changes and hit **Calculate** but have not yet **Posted** any changes, exiting the query will force you to lose any changes you may have entered.

Explanation of Worksheet Fields

Field Name	Description
Status	Indicates that the budget line was built from the Operating Ledger.
Text	Indicates if text exists. To view or enter text, select the hypertext link in the account code field.
Program	Program code.
Account Type/Code	Account Type (left-justified) signifies the predecessor hierarchy code. Account Code (right-justified) signifies the account number.
Title	Account Type or Account Code description.
Base Budget	Typically is the budget for the current fiscal year. Specifically, it is the amount captured as the proposed base when the budget was initially downloaded from the Finance module.
Budget Duration Code	Type of budget: Permanent or Temporary. UP does not operate temporary budgets.

Proposed Budget	The latest proposed budget posted. The proposed budget initially equals the base budget the first time a worksheet is created.
Change Value	Amount by which you want to change this line item.
Percent	Associated with Change Value field. If selected, indicates that the line item should be changed by a specified percentage amount.
Cumulative Change	Difference between the Base Budget and the New Budget amounts.
New Budget	Current proposed budget, including changes from this session that are not yet posted. The new budget equals the proposed budget whenever the worksheet is created.
Delete Record	Check box that, when selected, changes the new budget amount for this line item to <i>.00</i> and marks the item for deletion.

New Row Additions

In this section you can enter new line item rows into your department budget. The significance of this section is that it allows you to propose a budget for accounts that you may not currently have a budget for. You must enter in a program code, an account code, the duration, and the proposed budget amount. If you do not know the program code or account code, use the Account/Program Code lookup link.

Account/Program Code Lookup

Code Lookup

Chart of Accounts Code

Type

Code Criteria

Title Criteria

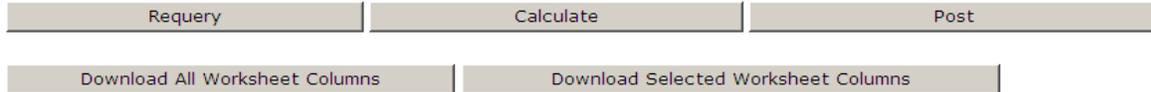
Maximum rows to return

With this link you can query on Account or Program. The wildcard % can be entered in either the Code Criteria or the Title Criteria to further refine the lookup. Select the maximum number of rows to return and click **Execute Query**.

Once all necessary information is entered, select **Calculate** to validate the information entered and move the new rows into the worksheet. You can add 5 rows at a time. If more than 5 rows need to be added, repeat this action. New rows are not saved until you select **Post**.

Action Buttons (no heading)

This section controls the processing of the worksheet. There are 5 action buttons that appear beneath the main worksheet area but above the Summary Totals section.



- Requery – brings you back to the last posted transactions and discards any current calculations from this session.
- Calculate – calculate changes, additions, and deletions as many times as you choose without saving or recording each change. This functionality provides you the ability to create scenarios with the data and see the bottom line before it is committed to the database.
- Post – used when you want to commit a change of the budget numbers to the database. Always click the Post button to save your changes you wish to preserve before exiting the application.
- Download All Worksheet Columns – downloads *all* available columns of the worksheet to an Excel spreadsheet. Columns will be downloaded whether or not they contain information.
- Download Selected Worksheet Columns – downloads the specific column you have chosen on the parameter page.

Summary Totals

This section provides summary totals information for all the data that is contained in the worksheet.

Changing a Budget Worksheet

You can modify a worksheet by deleting specific rows and associating text with specific line items.

Deleting Rows

To delete rows from the worksheet, select the **Delete Record** check box, then select **Calculate**.

Worksheet												
Status	Text	Program	Account	Title	Base Budget	Budget Duration	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		13		School of Education								
			70	Direct Expenses								
OPAL	N			07021 Supplies	3,000.00	P	3,000.00		<input type="checkbox"/>	0.00	3,000.00	<input checked="" type="checkbox"/>
OPAL	N			07031 Events & Functions	11,500.00	P	11,500.00		<input type="checkbox"/>	0.00	11,500.00	<input type="checkbox"/>

This will mark the section for deletion.

Worksheet

Status	Text	Program	Account Type/Code	Title	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
		13		School of Education							
			70	Direct Expenses							
OPAL-DEL	N		07021	Supplies	3,000.00	P	3,000.00			0.00	3,000.00
OPAL	N		07031	Events & Functions	11,500.00	P	11,500.00			0.00	11,500.00

Deleted rows that have been Calculated are not deleted until you select **Post**.

Once a deleted row has been Posted, to include information about a deleted record on your worksheet, you must select the **Deleted Items** check box on the query criteria page.

Chart of Accounts: 7

Budget ID: TEST Budget Phase: BAS3 Budget

Index: Program: Fund: 1000 Activity: Organization: 277 Location: Account: Budget Duration Code: All Display Fin Mgr from: None

Check to Include:

- Revenue Accounts
- Labor Accounts
- Expenses
- Transfers
- Deleted Items

Save Query as: Shared Submit

If you do not include **Deleted Items** in your worksheet, only the summary by account type located at the bottom of the worksheet section will include this information.

Worksheet

Status	Text	Program	Account Type/Code	Title	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
		13		School of Education							
			70	Direct Expenses							
OPAL	N		07031	Events & Functions	11,500.00	P	11,500.00			0.00	11,500.00
OPAL	N		07034	Employee Travel	35,000.00	P	35,000.00			0.00	35,000.00
OPAL	N		07035	Other Travel	13,000.00	P	13,000.00			0.00	13,000.00
OPAL	N		07036	Subscriptions & Renewals	1,000.00	P	1,000.00			0.00	1,000.00
OPAL	N		07037	Professional Development	500.00	P	500.00			0.00	500.00
OPAL	N		07038	Employee Recruiting Expenses	3,000.00	P	3,000.00			0.00	3,000.00
OPAL	N		07040	Cell Phone Expenses	1,000.00	P	1,000.00			0.00	1,000.00
OPAL	N		07052	Rental Equipment	12,000.00	P	12,000.00			0.00	12,000.00
OPAL	N		07054	Services Purchased	2,000.00	P	10,000.00		8,000.00	10,000.00	
OPAL	N		07055	Advertising	1,000.00	P	1,000.00		0.00	1,000.00	
OPAL	N		07058	Purchase for Resale	8,000.00	P	0.00		(8,000.00)	0.00	
OPAL	N		07071	Miscellaneous	100,285.00	P	100,285.00		0.00	100,285.00	
OPAL	N		07077	Memberships	1,000.00	P	1,000.00		0.00	1,000.00	
				Deleted Expenses	3,000.00		0.00		(3,000.00)	0.00	

Adding Free-Form Text to Records

You can add free-form text to any budget line item on the worksheet.

On the Worksheet, select the Account Code link.

Worksheet

Status	Text	Program	Account Type/Code	Title	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
		13		School of Education							
			70	Direct Expenses							
OPAL	N		07031	Event & Functions	11,500.00	P	11,500.00	<input type="text"/>	<input type="checkbox"/>	0.00	11,500.00 <input type="checkbox"/>
OPAL	N		07034	Employee Travel	35,000.00	P	35,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	35,000.00 <input type="checkbox"/>
OPAL	N		07035	Other Travel	13,000.00	P	13,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	13,000.00 <input type="checkbox"/>

The Budget Development Text page displays. Enter text in the appropriate box and select **Save**.

Budget Development Text

Enter Budget Text, Print:

Enter Budget Text, No Print:

[\[Exit budget text page \]](#)

After you enter text for a record, the Text column on the **Worksheet** will continue to display an N until you select **Calculate**, **Post**, or **Requery**. You can continue to access the text from the account code link and make additional changes. The maximum number of characters allowed per print box is 1,500.

The Print/No Print distinction carries no effect in Budget Development. The Budget Office suggests that budget managers use the top **Print** box for their comments and the Budget Office will use the bottom **No Print** box for budget office comments.

Maintain Organization Lock (Dean's & Vice President Offices Only)

The Maintain Organization Lock option is used to prevent (lock) or permit (unlock) any changes so that no further alterations can be posted via Create Budget Worksheet.

Lock means to prevent changes.

Unlock means to permit changes.

The locking process has a cascading effect; when you lock or unlock a higher organization level, the other organizations beneath it will lock or unlock too. You can selectively unlock organizations beneath a locked organization, if you have the appropriate access. If any organization above your highest access level is locked, you will not be able to change lock statuses.

Setting up an Organization Lock

Select **Maintain Organization Lock**.

Finance Budget Development

[Create Budget Development Query](#)

[Create Budget Worksheet](#)

[Maintain Organization Lock](#)

Chart of Accounts	<input type="text" value="7"/>	Default Phases	
Budget	<input type="text" value="TEST"/>		
Phase 1	<input type="text" value="BAS3"/>	Phase 2	<input type="text"/>
Phase 3	<input type="text"/>	Phase 3	<input type="text"/>
Current Status	<input type="text" value="All"/>		
Organization	<input type="text" value="21"/>		
<input type="button" value="Submit"/>			

Enter the parameters indicated in the following chart. Select **Submit**. A summary page displays the parameters you selected and the organization's lock status.

Field Name	Description
Chart of Accounts	Accounting Chart of Accounts code. The UP code is "7".
Budget	Distinct budget identification provided in guidelines.
Phase	Distinct budget phase provided in guidelines.
Current Status	Drop down choices of <i>Locked</i> , <i>Unlocked</i> or <i>All</i> . If you choose a specific status only records matching that status will display. The recommended choice is <i>All</i> .
Organization	Enter a specific organization or leave this field blank to retrieve the highest-level organization(s) for which you have authority.

Summary Page of Parameters Selected

Parameters

Chart of Accounts	7	University of Portland
Budget ID	TEST	Training TEST Budget
Phase 1	BAS3	Base Three FY12
Phase 2		
Phase 3		
Lock Status	All	
Organization	21	College of Arts and Sciences

Organization Lock Status

Organization Title	Base Three FY12	
	Current Status	Change Status
21 College of Arts and Sciences	Unlocked	<input type="checkbox"/>

Review

Update

Click the highlighted Organization to see the current status of each successor organization.

Organization Lock Status

Organization Title	Base Three FY12	
	Current Status	Change Status
210 Dean Arts and Sciences	Unlocked	<input type="checkbox"/>
211 Honors Program	Unlocked	<input type="checkbox"/>
212 Graduate Program in Theology	Unlocked	<input type="checkbox"/>
213 CAS Professional Development	Unlocked	<input type="checkbox"/>
214 McNerny-Hanson Chair in Ethics	Unlocked	<input type="checkbox"/>
215 Dept of English and Modern Language	Unlocked	<input type="checkbox"/>
217 English as a Foreign Language	Unlocked	<input type="checkbox"/>
218 International Languages & Cultures	Unlocked	<input type="checkbox"/>
219 Environmental Science	Unlocked	<input type="checkbox"/>
220 Learning Resource Center	Unlocked	<input type="checkbox"/>
221 Schoenfeldt Writers Series	Unlocked	<input type="checkbox"/>
225 Dept of Communication Studies	Unlocked	<input type="checkbox"/>
230 Department of History	Unlocked	<input type="checkbox"/>
233 Dept of Philosophy	Unlocked	<input type="checkbox"/>
235 Dept of Theology	Unlocked	<input type="checkbox"/>
236 Teff Program	Unlocked	<input type="checkbox"/>
237 Social Justice	Unlocked	<input type="checkbox"/>
238 Pastoral Theological Inst	Unlocked	<input type="checkbox"/>
239 Garaventa Center for Catholic Int.	Unlocked	<input type="checkbox"/>
24 Dept of Performing and Fine Arts	Unlocked	<input type="checkbox"/>
240 Dept of Social and Behavioral Sci.	Unlocked	<input type="checkbox"/>
241 Social Work	Unlocked	<input type="checkbox"/>
25 Dept of Physical and Life Sciences	Unlocked	<input type="checkbox"/>
255 Dept of Mathematics	Unlocked	<input type="checkbox"/>
256 Mathematics	Unlocked	<input type="checkbox"/>

Review

Update

In this screen, you can select individual organizations and change the status one at a time or all successor organization statuses can be changed en masse via the **Change Status** box in the previous screen.

Organization Lock Status

Organization Title	Base Three FY12 Current Status	Change Status
210	Dean Arts and Sciences	Unlocked <input type="checkbox"/>
211	Honors Program	Unlocked <input type="checkbox"/>
212	Graduate Program in Theology	Unlocked <input type="checkbox"/>
213	CAS Professional Development	Unlocked <input type="checkbox"/>
214	McNerny-Hanson Chair in Ethics	Unlocked <input type="checkbox"/>
215	Dept of English and Modern Language	Unlocked <input type="checkbox"/>
217	English as a Foreign Language	Unlocked <input checked="" type="checkbox"/>
218	International Languages & Cultures	Unlocked <input checked="" type="checkbox"/>
219	Environmental Science	Unlocked <input checked="" type="checkbox"/>
220	Learning Resource Center	Unlocked <input type="checkbox"/>
221	Schoenfeldt Writers Series	Unlocked <input type="checkbox"/>
225	Dept of Communication Studies	Unlocked <input type="checkbox"/>
230	Department of History	Unlocked <input type="checkbox"/>
233	Dept of Philosophy	Unlocked <input type="checkbox"/>
235	Dept of Theology	Unlocked <input type="checkbox"/>
236	Teff Program	Unlocked <input type="checkbox"/>
237	Social Justice	Unlocked <input type="checkbox"/>
238	Pastoral Theological Inst	Unlocked <input type="checkbox"/>
239	Garaventa Center for Catholic Int.	Unlocked <input type="checkbox"/>
24	Dept of Performing and Fine Arts	Unlocked <input type="checkbox"/>
240	Dept of Social and Behavioral Sci.	Unlocked <input type="checkbox"/>
241	Social Work	Unlocked <input type="checkbox"/>
25	Dept of Physical and Life Sciences	Unlocked <input type="checkbox"/>
255	Dept of Mathematics	Unlocked <input type="checkbox"/>
256	Mathematics	Unlocked <input type="checkbox"/>

Review
Update

In this example, ORGs 217, 218, and 219 will change to Locked status once the **Update** button has been clicked. To review the change, you can click **Review** and a preview screen will display.

Results of clicking **Review** button.

Parameters

Chart of Accounts 7	University of Portland
Budget ID	TEST Training TEST Budget
Phase 1	BAS3 Base Three FY12
Phase 2	
Phase 3	
Lock Status	All
Organization	

Organization Lock Status

Organization Title	Base Three FY12 Current Status	Change Status
217	English as a Foreign Language	Unlocked <input checked="" type="checkbox"/>
218	International Languages & Cultures	Unlocked <input checked="" type="checkbox"/>
219	Environmental Science	Unlocked <input checked="" type="checkbox"/>

Update

If you like, you can make additional changes by using the back button on your browser and redoing your selection(s). You can continue to toggle back and forth and make additional changes until you are satisfied with the results.

Click **Update** to accept the Review results.

Budget Development Organization Lock

Lock changes submitted have been applied.

Return To Parameters

The following message will display indicating that the changes have been applied.

Parameters

Chart of Accounts	7	University of Portland
Budget ID	TEST	Training TEST Budget
Phase 1	BAS3	Base Three FY12
Phase 2		
Phase 3		
Lock Status	All	
Organization	21	College of Arts and Sciences

When an organization is locked, the Summary Page of Parameters will indicate the status.

Organization Lock Status

Organization Title	Base Three FY12	Current Status	Change Status
21 College of Arts and Sciences	Locked		<input type="checkbox"/>

Review

Update

Also, if a user attempts to make changes under application **Create Budget Worksheet**, a message will display in the Worksheet that no changes can be made because the Organization is locked.

 The Organization 217 is locked. TORRES has authority to update the locked budget.

The changes submitted have been processed.

Worksheet Parameters

Budget Worksheet					
Chart of Accounts	7	University of Portland	Duration	All	
Budget Id	TEST	Training TEST Budget	Budget Phase	BAS3 Base Three FY12	
Fund Type	10	Current Unrestricted Fund			
Fund	1000	Unrestricted Funds	Program	All	
Organization	217	English as a Foreign Language	Activity		
Account	All		Location		
Financial Manager					

[Jump To Bottom](#)

 Enter Amount +/- 999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass ar Change value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and delete budget line. Select view or maintain text.

Mass Change Parameters

Round To Nearest

Change Value: Percent 2 decimals 1.00 10.00 100.00

Worksheet

Status	Text	Program	Account	Title	Base Budget	Budget Duration	Proposed Budget	Change Value	Percent	Cumulative Change
			11	College of Arts & Sciences						
			70	Direct Expenses						
OPAL	N			07021 Supplies	400.00	P	400.00	<input type="text"/>	<input type="checkbox"/>	5,000.
OPAL	N			07031 Events & Functions	150.00	P	150.00	<input type="text"/>	<input type="checkbox"/>	0.
OPAL	N			07054 Services Purchased	200.00	P	200.00	<input type="text"/>	<input type="checkbox"/>	0.
				Deleted Expenses	0.00		0.00			0.

Budget Development History

You can review budget development history. This is a listing of all posted changes made to a line item as budgets are revised via the **Create Budget Worksheet** application.

To review the history for a budget line item, choose the link for a **Proposed Budget** amount from the **Budget Development Worksheet** or from the **Budget Development Query** page labeled **Line Item Detail**.

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	Title	Base Budget	Budget Duration	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		13	School of Education								
		70	Direct Expenses								
OPAL	Y		07031 Events & Functions	10,000.00	P	61,722.00	<input type="text"/>	<input type="checkbox"/>	51,722.00	61,722.00	<input type="checkbox"/>
OPAL	N		07034 Employee Travel	10,000.00	P	10,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	10,000.00	<input type="checkbox"/>
OPAL	N		07035 Other Travel	13,000.00	P	13,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	13,000.00	<input type="checkbox"/>
OPAL	N		07036 Subscriptions & Renewals	1,000.00	P	1,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	1,000.00	<input type="checkbox"/>
OPAL	N		07037 Professional Development	500.00	P	500.00	<input type="text"/>	<input type="checkbox"/>	0.00	500.00	<input type="checkbox"/>
OPAL	N		07038 Employee Recruiting Expenses	3,000.00	P	3,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	3,000.00	<input type="checkbox"/>
OPAL	N		07040 Cell Phone Expenses	1,000.00	P	1,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	1,000.00	<input type="checkbox"/>
OPAL	N		07052 Rental Equipment	12,000.00	P	12,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	12,000.00	<input type="checkbox"/>
OPAL	N		07054 Services Purchased	2,000.00	P	10,000.00	<input type="text"/>	<input type="checkbox"/>	8,000.00	10,000.00	<input type="checkbox"/>
OPAL	N		07055 Advertising	1,000.00	P	1,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	1,000.00	<input type="checkbox"/>
OPAL	N		07058 Purchase for Resale	8,000.00	P	0.00	<input type="text"/>	<input type="checkbox"/>	(8,000.00)	0.00	<input type="checkbox"/>
OPAL	N		07071 Miscellaneous	100,285.00	P	100,285.00	<input type="text"/>	<input type="checkbox"/>	0.00	100,285.00	<input type="checkbox"/>
OPAL	N		07077 Memberships	1,000.00	P	1,000.00	<input type="text"/>	<input type="checkbox"/>	0.00	1,000.00	<input type="checkbox"/>
			Deleted Expenses	3,000.00		0.00	<input type="text"/>	<input type="checkbox"/>	(3,000.00)	0.00	<input type="checkbox"/>

Click on highlighted amount under Proposed Budget.

Budget Development History

Report Parameters

Budget Development History					
Chart of Accounts	7	University of Portland	Duration Code	P	
Budget Id	TEST	Training TEST Budget	Budget Phase	BAS3 Base Three FY12	
Fund	1000	Unrestricted Funds	Program	13	School of Education
Organization	277	ACE - Portland	Activity		
Account	07054	Services Purchased	Location		

Query Results

User Id	Date	Time	Prior Proposed Budget	Change Amount	New Proposed Budget	Deleted
TORRES	Oct 09, 2010	02:26 pm	2,000.00	8,000.00	10,000.00	N

[Close Window](#)

The resulting screen first shows the Summary Parameters of the query. The Query Results field then indicates the change history.

Below is a history review from **Budget Development Query** page under **Line Item Detail** that shows a series of changes made to the **Proposed Budget** amount.

Report Parameters

Budget Development Report				
Line Item Detail				
Chart of Accounts	7	University of Portland	Duration	All
Budget Id	TEST	Training TEST Budget	Budget Phase	BAS3 Base Three FY12
Fund	1000	Unrestricted Funds	Program	All
Organization	505	Vice President-Financial Affairs	Activity	All
Account	All		Location	All

Query Results

Fund	Program	Account	Activity	Location	Duration	TEST/BAS3 Base Budget	TEST/BAS3 Proposed Budget	TEST/BAS3 Cumulative Change	Text	Origin
1000	61	07021			P	1,000.00	1,000.00	0.00		OPAL
1000	61	07031			P	4,000.00	6,000.00	2,000.00		OPAL
1000	61	07034			P	3,000.00	3,000.00	0.00		OPAL
1000	61	07036			P	500.00	500.00	0.00		OPAL
1000	61	07037			P	5,000.00	5,000.00	0.00		OPAL
1000	61	07051			P	100.00	100.00	0.00		OPAL
1000	61	07054			P	100.00	100.00	0.00		OPAL
1000	61	62001			P	354,290.00	354,290.00	0.00		OPAL
1000	61	62002			P	108,058.00	108,058.00	0.00		OPAL
1000	61	71090			P	700.00	700.00	0.00		OPAL
1000	61	71110			P	900.00	900.00	0.00		OPAL
1000	61	71130			P	500.00	500.00	0.00		OPAL
Report Total (of all records)						478,148.00	480,148.00	2,000.00		

Report Parameters

Budget Development History					
Chart of Accounts	7	University of Portland	Duration Code	P	
Budget Id	TEST	Training TEST Budget	Budget Phase	BAS3	Base Three FY12
Fund	1000	Unrestricted Funds	Program	61	General Administration
Organization	505	Vice President-Financial Affairs	Activity		
Account	07031	Events & Functions	Location		

Query Results

User Id	Date	Time	Prior Proposed Budget	Change Amount	New Proposed Budget	Deleted
TORRES	Oct 10, 2010	03:47 pm	4,000.00	2,000.00	6,000.00	N
TORRES	Oct 10, 2010	02:52 pm	54,000.00	(50,000.00)	4,000.00	N
TORRES	Oct 10, 2010	02:50 pm	4,000.00	50,000.00	54,000.00	N
TORRES	Oct 10, 2010	02:42 pm	3,000.25	999.75	4,000.00	N
TORRES	Oct 10, 2010	02:41 pm	3,000.75	(0.50)	3,000.25	N
TORRES	Oct 08, 2010	03:34 pm	5,000.75	(2,000.00)	3,000.75	N
TORRES	Oct 08, 2010	03:34 pm	14,000.75	(9,000.00)	5,000.75	N
TORRES	Oct 08, 2010	12:08 pm	4,000.75	10,000.00	14,000.75	N

[Close Window](#)