Budget Worksheet—Quick Reference

Features

- Is the "workspace" or "budget file" for entering budget changes.
- Use the Calculate button to view preliminary figures.
- Use the Requery button to discard calculations.
- Use the Post button to save changes. Posted changes are (eventually) rolled to the operating ledger.
- Do not use the browser's **Back**, **Forward**, or **Refresh** buttons on the Worksheet! These buttons affect the monitor display, but not the memory, so amounts you entered may be included in your next Calculation or Post action.

Recommended Parameters

Chart, Budget ID, and Budget Phase, are *required* for every query in Budget Development.

Columns to Include

- Adopted Budget
- Permanent Budget Adjustments
- Base Budget and Cumulative Change

FOAPAL Criteria

- Fund is **required**; must be a data-entry code
- Organization is **required**; must be a data-entry code
- Activity: Leave *blank* or enter a code
- Location: Leave *blank* or enter a code

Other Criteria

- Budget Duration Code: *All*
- Display Fin Mgr from: *None.*
- Check to Include: Check all line items

Functions

- **Calculate** temporarily enters changes and updates **Cumulative Change** and **New Budget** values.
- **Post** permanently saves changes and updates **Proposed Budget**, **Cumulative Change**, and **New Budget** values.
- **Requery** clears calculated entries.
- **Download Selected Ledger Columns** is recommended download option for the University of Illinois.

Worksheet Results

- Expenses, labor, *and* revenue display *without* parentheses.
- Error message displays when you query for a fund and/or organization that you are not authorized to query; no results display.
- Message displays when organization is locked; cannot update when your organization is locked.
- All query results display on one page.
- Mass changes and rounding options are rarely used at the University of Illinois.
- Recommended: accept and never change the **1.00** Round to Nearest default.

Snapshot

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		707014		A/C Main Operations										
			12	Materials and Supplies										
OPAL	N		120010	Balance Forward Material/Supplies	4,00				4,030.00					
			13	Transportation Services										
OPAL	N		130000	Travel/Transportation Services	1,000.00	30.00	1,030.00	P	1,000.00	550	☐	(30.00)	1,000.00	☐
			14	Services										
OPAL	N		141500	Subscription/Information Service	7,500.00	30.00	7,530.00	P	7,540.00	-100	☐	10.00	7,540.00	☐
OPAL	N		145100	Postage/Postal Charges	500.00	30.00	530.00	P	550.00		☐	20.00	550.00	☐
OPAL	N		146900	Other Copying Services	1,500.00	30.00	1,530.00	P	1,330.00		☐	(200.00)	1,330.00	☐
OPAL	N		147900	Other Repair/Maint Non-Ul Pers	750.00	30.00	780.00	P	80.00		☐	400.00	1,180.00	☐
OPAL	N		150100	Telecommunication Service	2,500.00	30.00	2,530.00	P	530.00		☐	0.00	2,	☐
			16	Equipment/Software/Capital Lease										
OPAL	N		160000	Equipment	3,000.00									
			22	Staff Salary										
OPAL	N		213000	Staff Salary	326,253.00	30.00	326,283.00	P	328,283.00		☐	2,000.00	328,283.00	☐
			23	Wages										
OPAL	N		215000	Wages		30.00	3,330.00	P	3,830.00					
			25	Benefit C										
OPAL	N		21900	Benefit C		30.00	82,855.00	P	82,855.00					
			35	Sales/Services										
OPAL	N		304200	Merchandise/Commodity Sales	15,550.00	30.00	15,580.00	P	17,580.00		☐	2,000.00	17,580.00	☐
OPAL	N		307800	Testing/Consulting Sales	5,000.00	30.00	5,030.00	P	7,030.00		☐	2,000.00	7,030.00	☐
OPAL	N		307900	Other Sales/Services	440,000.00	30.00	440,030.00	P	440,030.00		☐	2,000.00	442,030.00	☐
			3Z	Cost of Goods Sold										
OPAL	N		309000	Cost of Goods Sold	(100,000.00)	(30.00)	(100,030.00)	P	(100,030.00)		☐	0.00	(100,030.00)	☐

Callout: Enter increases as whole dollar amounts.

Callout: Precede decreases with a minus sign.

Callout: Proposed Budget is posted.

Callout: New Budget is calculated but not posted.

Callout: Click Account Code to view and enter text.

Callout: Click Proposed Budget link to view change history.

ⓘ You may add valid accounts and programs to the current Worksheet's fund and organization as long as their FOAPAL elements already exist in Banner.

- To *temporarily* calculate entries, click **Calculate**. Use Calculate to estimate and model changes before you post them. Calculated changes are erased when you click Requery or when you exit. Calculated changes display in the New Budget column.
- To *permanently* save entries, click **Post**. Posted changes are retained even when you click Requery or when you exit. Posted changes display in the **Proposed Budget** and **New Budget** columns.
- To erase calculated entries, ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚ only the posted changes.

Account/Program Code lookup

Callout: Click Account/Program Code lookup to find values for New Row entries.

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

Callout: Enter a Program, Account, and Proposed Budget to add a row to a Worksheet.

[Requery] [Calculate] [Post]

[Download All Worksheet Columns] [Download Selected Worksheet Columns]

Callout: **Requery** clears calculated Change Values. **Calculate** computes Change Values. **Post** computes and saves Change Values.

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
35	Sales/Services	460,640.00	464,640.00	466,640.00	6,000.00
3Z	Cost of Goods Sold	(100,030.00)	(100,030.00)	(100,030.00)	0.00
3	**Revenue**	**360,610.00**	**364,610.00**	**366,610.00**	**6,000.00**
22	Staff Salary	326,283.00	328,283.00	328,283.00	2,000.00
23	Wages	3,330.00	3,830.00	3,830.00	500.00
25	Benefit Costs	82,855.00	82,855.00	83,100.00	245.00
2	**Personnel Expenses**	**412,468.00**	**414,968.00**	**415,213.00**	**2,745.00**
12	Materials and Supplies	4,030.00	4,030.00	4,030.00	0.00
13	Transportation Services	1,030.00	1,000.00	1,000.00	(30.00)
14	Services	12,900.00	12,730.00	13,130.00	230.00
16	Equipment/Software/Capital Lease	3,030.00	2,030.00	2,030.00	(1,000.00)
1	**Non-Personnel Expenses**	**20,990.00**	**19,790.00**	**20,190.00**	**(800.00)**
	Net		(72,848.00)	(70,148.00)	(68,793.00)	4,055.00

Callout:
- Totals line items by account type.
- Always includes deleted items.

Callout: **Net** amount is the mathematical difference of Revenue – (Personnel Expenses + Non-Personnel Expenses). Negative balances are shown inside parentheses instead of using a minus sign.