Using Budget Development

Presented by
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&
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Ground Rules

- Minimize distractions
- Turn off cell phones, PDAs, and pagers
- Evaluations e-mailed out after session, along with link to presentation
- Participate!
  - Ask text questions anytime
  - Polls and quizzes
Goals for Today

- To have a basic understanding of the budget allocation letter.
- To know where information regarding the annual budget process is located on our website.
- To be able to access and update your data in Budget Development.
- To understand what funds are updated in Budget Development.

***All examples were taken from the FY2011 budget cycle.***
Allocation Letter

RATE INCREASE:

<table>
<thead>
<tr>
<th>Rate Increase</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Academic - CASR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic - CASR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic - CASR-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Funds - CASR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL RATE INCREASE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excess or deficiency in earned funds from line item fund</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OTHER CHANGES:

<table>
<thead>
<tr>
<th>Other Changes</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL OTHER CHANGES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REDUCTIONS:

<table>
<thead>
<tr>
<th>Reductions</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>0</td>
<td>($350.0)</td>
</tr>
<tr>
<td>Permanent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL REDUCTIONS</td>
<td>($700.0)</td>
<td></td>
</tr>
</tbody>
</table>

STATE ALLOCATION (GRF & Income Fund) | ($300.0) |
ICR ALLOCATIONS (see attached table) | |
TOTAL ALLOCATION | ($350.0) |
*Compensation, Market, Equity & Retention | |
Central college C-POP - 50% flat-unity | ($750.0) |
Budget Guidelines


The web page currently has Fiscal Year 11 (FY11) guidelines. FY12 guidelines will be published as soon as they are available.

Budget Development Tips

- [http://www.obfs.illinois.edu/budgeting/budget-development/](http://www.obfs.illinois.edu/budgeting/budget-development/)
Budget Development Tips

• Budget Development Summary Macro

Training & Resources

The U-Integrate Learning Center site offers complete training and reference resources:

• Web-based training - Click on FMIS102.
• Online Help - Click on Finance, then click Budget, then click Budget Development. Click on Contents in the header to quickly view and select topics.
• The Budget Development Summary (BDS) is an optional job aid used to create college-level budgetary reports from Budget Development query data. Clicking on the job aid will either open, or give you the option to save, the file. If you choose to save the file, verify that the filename is "BudgetDevelopmentSummaryMacro." "Saving the file anything else will cause the macro to abort.
  a. Budget Development Summary Macro (IG Good prior to version 2007)
  b. Budget Development Summary Macro (IG Good version 2007)

If you need help

If you're stuck and need telephone help, or have questions on budget policies, contact your campus' Budget Office:
Opening Budget Development

- https://apps.illinois.edu/
Opening Budget Development

- [https://apps.illinois.edu/](https://apps.illinois.edu/)
Opening Budget Development

- [https://apps.uillinois.edu/](https://apps.uillinois.edu/)
Opening Budget Development

- [https://apps.illinois.edu/](https://apps.illinois.edu/)
Data in Budget Development

- Only state, institutional, and self-supporting funds are loaded into Budget Development.
- Original/Adopted Budget from the previous fiscal year.
- Permanent adjustments made during the previous fiscal year.
- Base Budget = Original + Permanent Adjustments.
- Temporary adjustments may appear in the data but are not used in the calculation of Base Budget.

The Process

- Query/Download/Summarize – Using Budget Development, export and summarize your unit’s data before changes are made.
- Update Budgets - Using your downloads as a guide, update your budgets using the worksheet functionality.
- Query/Download/Summarize – Using Budget Development, export and summarize your unit’s data after updates. Review changes and tie to allocation sheet.
- Control & Approval - If satisfied with updates, inform your parent organization who will lock your unit and review your data.
Budget Development Queries
(Query/Download/Summarize)

Finance Budget Development

Create Budget Development Query
Create Budget Worksheet
Maintain Organization Links

RELEASE: B.3

Budget Development Query

To create a new query, click Create Query. To retrieve one of your saved queries, select it from the menu and click Retrieve Query.

Create a New Budget Query

Retrieve Existing Budget Query
Saved Query

RELEASE: B.3
Budget Development Queries
(Query/Download/Summarize)

Query Parameters
(Query/Download/Summarize)

- You must enter a COAS, Budget ID, and Budget Phase.
- Index, Fund, Organization, Account and Program may be left blank. For these fields, a blank value represents all.
- If Activity or Location are left blank, only rows where no Activity or Location have been specified are returned. To return all rows, you must enter a “%” in these fields.
- Wildcards may be used. “1%” in the Fund field will return all state funds.
- Leaving the Organization field blank will return data for all organizations that you have been granted access. If you choose to run an Organization Hierarchy query, you are required to enter an Organization. “Parent” organizations may be entered when running an Organization Hierarchy query.
The Budget ID and Phase should always have the same input, in the format FYXX-Y, with xx being the fiscal year of the budget being entered, and y being the Chart (1, 2, 4, or 9).
Query Parameters
(Query/Download/Summarize)

Wildcards are acceptable. Entering “1%” will return all State funds.

Leaving the Organization field blank will return all organizations that the user has access to. If you are a college-level user reviewing a department’s budget, you can enter the level 5 department code and a % (432%) to return only budgets belonging to the department.
Query Parameters
(Query/Download/Summarize)

Entering a “%” in the Activity and Location fields returns all, regardless of value. Leaving this field blank will only return rows where no Activity or Location has been specified.

We check all account type boxes because we want to return all rows belonging to our unit.
### Query Parameters

#### (Query/Download/Summarize)

![Query Parameters Image]

### Query Results

#### (Query/Download/Summarize)

![Query Results Image]

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**Budget Development**

**Office of Business and Financial Services**

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**University of Illinois**

- Urbana-Champaign
- Chicago
- Springfield
If you are using the macro to summarize your data, click on the Download Selected Ledger Columns button. This button does not download temporary budget amounts.
Line Item Download Pre Update
(Query/Download/Summarize)
### Line Item Download Pre Update

**Office of Business and Financial Services**

<table>
<thead>
<tr>
<th>Account Type/Title</th>
<th>Base Budget</th>
<th>Proposed Budget Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Assistant Salary</td>
<td>$43,000.00</td>
<td>$43,000.00</td>
</tr>
<tr>
<td>7. Assistant Salary</td>
<td>$300,000.00</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>8. Assistant Salary</td>
<td>$300,000.00</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>9. Equipment/Software/Office Use</td>
<td>$100,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>10. Supplies and Materials</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>11. Miscellaneous</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>12. Salary</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>13. Transportation</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>14. Miscellaneous</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$40,000.00</strong></td>
<td><strong>$40,000.00</strong></td>
</tr>
</tbody>
</table>

### Department Rollup

**Office of Business and Financial Services**

<table>
<thead>
<tr>
<th>Dept Rollup</th>
<th>Base Budget</th>
<th>Proposed Budget Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. 500</td>
<td>$1,000,000.00</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>7. 600</td>
<td>$2,000,000.00</td>
<td>$2,000,000.00</td>
</tr>
<tr>
<td>8. 700</td>
<td>$3,000,000.00</td>
<td>$3,000,000.00</td>
</tr>
<tr>
<td>9. 800</td>
<td>$4,000,000.00</td>
<td>$4,000,000.00</td>
</tr>
<tr>
<td>10. 900</td>
<td>$5,000,000.00</td>
<td>$5,000,000.00</td>
</tr>
<tr>
<td>11. 100</td>
<td>$6,000,000.00</td>
<td>$6,000,000.00</td>
</tr>
<tr>
<td>12. 110</td>
<td>$7,000,000.00</td>
<td>$7,000,000.00</td>
</tr>
<tr>
<td>13. 120</td>
<td>$8,000,000.00</td>
<td>$8,000,000.00</td>
</tr>
<tr>
<td>14. 130</td>
<td>$9,000,000.00</td>
<td>$9,000,000.00</td>
</tr>
<tr>
<td>15. 140</td>
<td>$10,000,000.00</td>
<td>$10,000,000.00</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$40,000,000.00</strong></td>
<td><strong>$40,000,000.00</strong></td>
</tr>
</tbody>
</table>
If you wish to save this file, you must save it as an Excel file. This file is currently a CSV file and cannot be saved with the summary tables.

Budget Worksheets (Update Budgets)
Budget Development is only used for entering permanent adopted budget. You should only select the Adopted Budget and Permanent Budget Adjustments boxes.
Using Budget Development

Budget Worksheets
(Update Budgets)

Budget Development Worksheet

- Select the options you want included in the Worksheet. Columns for Base Budget and Proposed Budget are always included. The University of Illinois does not use Temporary Adopted budgets, and Temporary Adjustments are not included in the base budget amount.

- Adopted Budget
- Permanent Budget Adjustments
- Temporary Adopted
- Temporary Adjustments

RELEASE: 6.3

[ Budget Development | Budget Queries ]
Worksheet Parameters  
(Update Budgets)

- You must enter a COAS, Budget ID, and Budget Phase.
- Fund and Organization are required. Both fields must contain a 6-digit data enterable code.
- Index, Account, Program, Activity, and Location may be left blank.
- If you want to add/change/delete budget at the Activity or Location level, you must enter the Activity or Location on the parameter form.
- Wildcards may NOT be used.

The prior year's state fund is used when entering state budget. This fund will be updated to the current year's fund before the budget load.
The Organization code must contain a level 6, 7, or 8 Organization code. You cannot enter a College or Department code in this field.

We will select all account type boxes. Selecting the Revenue box allows the user to verify that no revenue budgets exist in the State fund.
Worksheet Parameters
(Update Budgets)

<table>
<thead>
<tr>
<th>Budget ID</th>
<th>FY13-1</th>
<th>Budget Phase</th>
<th>FY13-1</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index</td>
<td></td>
<td>Program</td>
<td></td>
<td>Location</td>
</tr>
<tr>
<td>Fund</td>
<td></td>
<td>Activity</td>
<td></td>
<td>Location</td>
</tr>
<tr>
<td>Organization</td>
<td>432000</td>
<td>Account</td>
<td></td>
<td>Location</td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td>Date</td>
<td></td>
<td>Location</td>
</tr>
<tr>
<td>Display in My Report:</td>
<td>None</td>
<td>Location</td>
<td></td>
<td>Location</td>
</tr>
<tr>
<td>Save Query as:</td>
<td></td>
<td>Location</td>
<td></td>
<td>Location</td>
</tr>
</tbody>
</table>

Check to Include:
- Revenue Accounts
- Labor Accounts
- Expenses
- Transfers
- Deleted Items

Change Value:
- Percent
- 1 Decimal
- 2 Decimals
- 0.10
- 10.00
- 100.00

Worksheet: Select Parameters Include Column or Rename: Query Create Worksheet Tool: Windows Internet Explorer

1. Add General Materials and Supplies
   - OPAL 432000: N/A
     - 432000 Materials and Supplies
       - 12: General Materials and Supplies
         - 4,228,340.00
         - 4,228,340.00
         - 0.00
         - 4,228,340.00
   - OPAL 2060: N/A
     - 206000 Materials and Supplies
       - 12: General Materials and Supplies
         - 1,253,668.60
         - 1,253,668.60
       - 0.00
       - 1,253,668.60
     - 10: Capital Service Materials and Supplies
       - 2,200,000.00
       - 2,200,000.00
       - 0.00
       - 2,200,000.00

You may add new accounts and programs to the current Worksheet's Fund and organization as long as their FONR elements already exist in Banner.
### Worksheet (Update Budgets)

#### Programs/Accounts containing permanent budget for the specified parameters.

<table>
<thead>
<tr>
<th>Status</th>
<th>Type/Code</th>
<th>Title</th>
<th>Adopted Budget</th>
<th>Permanent Adjustments</th>
<th>Base Budget</th>
<th>Change Vals</th>
<th>Proposed Budget</th>
<th>Description Budget Code</th>
<th>Percent Change</th>
<th>Cumulative</th>
<th>New Budget</th>
<th>Delete Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPAL</td>
<td>12</td>
<td>Arts General Materials and Supplies</td>
<td>3,928,609.00</td>
<td>79,090.00</td>
<td>4,225,194.00</td>
<td>0.06</td>
<td>4,225,194.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPAL</td>
<td>20</td>
<td>Other Academic Salary</td>
<td>459,007.00</td>
<td></td>
<td>459,007.00</td>
<td></td>
<td>459,007.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPAL</td>
<td>12</td>
<td>Arts General Materials and Supplies</td>
<td>1,253,668.00</td>
<td>0.06</td>
<td>1,253,668.00</td>
<td></td>
<td>1,253,668.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPAL</td>
<td>12</td>
<td>Arts General Materials and Supplies</td>
<td>2,300,000.00</td>
<td>0.06</td>
<td>2,300,000.00</td>
<td></td>
<td>2,300,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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### Worksheet (Update Budgets)

#### The Status column will contain “OPAL” for lines that were loaded into Budget Development from Banner and “New” for lines added during the budget cycle.

<table>
<thead>
<tr>
<th>Status</th>
<th>Type/Code</th>
<th>Title</th>
<th>Adopted Budget</th>
<th>Permanent Adjustments</th>
<th>Base Budget</th>
<th>Change Vals</th>
<th>Proposed Budget</th>
<th>Description Budget Code</th>
<th>Percent Change</th>
<th>Cumulative</th>
<th>New Budget</th>
<th>Delete Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPAL</td>
<td>12</td>
<td>Arts General Materials and Supplies</td>
<td>3,928,609.00</td>
<td>79,090.00</td>
<td>4,225,194.00</td>
<td>0.06</td>
<td>4,225,194.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPAL</td>
<td>20</td>
<td>Other Academic Salary</td>
<td>459,007.00</td>
<td></td>
<td>459,007.00</td>
<td></td>
<td>459,007.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPAL</td>
<td>12</td>
<td>Arts General Materials and Supplies</td>
<td>1,253,668.00</td>
<td>0.06</td>
<td>1,253,668.00</td>
<td></td>
<td>1,253,668.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPAL</td>
<td>12</td>
<td>Arts General Materials and Supplies</td>
<td>2,300,000.00</td>
<td>0.06</td>
<td>2,300,000.00</td>
<td></td>
<td>2,300,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You may add valid accounts and programs to the current worksheet's fund and organization as long as their FOPAL elements already exist in Banner.
**Worksheet (Update Budgets)**

The Text column will contain "Y" when descriptive text exists and "N" when it does not.

---

**Worksheet (Update Budgets)**

Base Budget = Adopted + Permanent Adjustments  
New Budget = Base + posted changes or Base + calculated changes  
Proposed Budget = Base + posted changes

---

You may add valid accounts and programs to the current worksheet’s fund and organization as long as their FUND65 elements already exist in Banner.
**Worksheet (Update Budgets)**

Budget Duration Code should always show “P” for Permanent.

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Description</th>
<th>Adopted Budget</th>
<th>Percentage Adjustments</th>
<th>Base Budget</th>
<th>Proposed Budget</th>
<th>Change Value</th>
<th>Change Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>43508</td>
<td>Misc General Materials and Supplies</td>
<td>3,508,000.00</td>
<td>0.00</td>
<td>4,228,194.00</td>
<td>0.00</td>
<td>4,228,194.00</td>
<td></td>
</tr>
<tr>
<td>OPAL</td>
<td>128000</td>
<td>Materials and Supplies</td>
<td>2,000,000.00</td>
<td>0.00</td>
<td>2,000,000.00</td>
<td>0.00</td>
<td>2,000,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**Worksheet Updates (Update Budgets)**

Changes are made using the Change Value column. Positive values increase budget. Negative values decrease budget.
Clicking the Calculate button will update the Cumulative Change and New Budget columns only. Changes are not saved until the Post button is clicked. Notice the Proposed amount remains unchanged.

Scroll down and click on the Post button to save these changes.
Clicking the Post button saves changes and updates the Proposed Budget, Cumulative Change, and New Budget columns.

Proposed Budget amounts that have been modified can be clicked on to view the history of changes made to the FOAP.
## Worksheet Updates

### Update Budgets

**Worksheet Updates**

**Office of Business and Financial Services**

**University of Illinois**

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**Budget Development History**

- **Chart of Accounts**: University of Illinois - Urbana
- **Budget M**: FY21 FY22 COA 1
- **Budget Name**: FY21 FY22 COA 1
- **Fund**: 100000 103 FY22 ORG1 General Funds Program 200000 Business General Activity
- **Account**: 100000 Materials and Supplies Location

**Query Results**

- **User ID**: AMI
- **Date**: 2010-11-30
- **Time**: 11:15:29
- **Query**: New Proposed Budget
- **Record**: Released 8.3

---

**Clicking on the Account code allows you to enter and save text to describe the change that was made to the FOAP.**

---

<table>
<thead>
<tr>
<th>Account</th>
<th>Type</th>
<th>Old General Budget</th>
<th>New General Budget</th>
<th>Change Value</th>
<th>Percent Change</th>
<th>New Budget</th>
<th>Delete</th>
<th>Insert</th>
</tr>
</thead>
<tbody>
<tr>
<td>1201000odka</td>
<td>20</td>
<td>3,300,000,000.00</td>
<td>3,300,000,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>3,300,000,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014000odka</td>
<td>20</td>
<td>459,007,000.00</td>
<td>459,007,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>459,007,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1205000odka</td>
<td>12</td>
<td>1,253,860,000.00</td>
<td>1,253,860,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1,253,860,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1208000odka</td>
<td>12</td>
<td>2,300,000,000.00</td>
<td>2,300,000,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,300,000,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Worksheet Updates
(Update Budgets)

Budget Development Text

Enter Budget Text, PRIOR:

Enter Budget Text, PRIOR:

Release 8.3

Adding New Lines
(Update Budgets)

You may add up to five additional lines at a time using the New Row section of the Budget Worksheet.
Adding New Lines
(Update Budgets)

If you do not know the Program or Account code, use the lookup.
Adding New Lines
(Update Budgets)

Account/Program Code Lookup

Code Lookup
Chart of Accounts Code
Type

Code Criteria
Title Criteria
Minimum Rows to Return

Close Window
RELEASE 8.2
Adding New Lines
(Update Budgets)

If you use the lookup functionality on the parameters screen, you may click on the value to populate the field on the parameter screen. If you use this functionality to add a new line on a worksheet, you must populate the field manually.
Adding New Lines
(Update Budgets)

You may add valid accounts and programs to the current worksheet’s fund and organization as long as their FISAP elements already exist in Banner.

- To temporarily calculate entries, click Calculate. The calculate to restate and model changes before you post them. Calculated changes are erased when you click Revert to Revert or when you exit. Calculated changes display in the diary only when you click Revert or when you exit. Calculated changes display in the Proposed Budget and New Budget columns.
- To more calculated entries, click Revert; this reverts your worksheet query and shows only the posted changes.

<table>
<thead>
<tr>
<th>Account/Program Code Lookup</th>
<th>New Bsr Item</th>
<th>Account</th>
<th>Budget Classification Code</th>
<th>Program</th>
<th>Proposed Budget</th>
<th>New Budget</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>42200000</td>
<td></td>
<td>Permanent Budget</td>
<td></td>
<td>2,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>42200000</td>
<td></td>
<td>Permanent Budget</td>
<td></td>
<td>0.02,200.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summary Totals

Account Type  Account Type Title  Basic Budget  Proposed Budget  New Budget  Change
### Line Item Download Post Update

**Query/Download/Summarize**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>Academic Salaries</td>
<td>$304,713.00</td>
<td>$304,713.00</td>
<td>$8.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Assistant Salaries</td>
<td>$111,364.00</td>
<td>$111,364.00</td>
<td>$4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Materials and Supplies</td>
<td>$761,041.40</td>
<td>$761,041.40</td>
<td>$4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>MSA Error Missed Upload</td>
<td>$2,292,113.00</td>
<td>$2,292,113.00</td>
<td>$8.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td></td>
<td>$2,292,113.00</td>
<td>$2,292,113.00</td>
<td>$8.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Office of Business and Financial Services**

**University of Illinois**
Locking Organizations
(Control & Approval)

- When a Department has completed their budget changes, they should inform their College Business Manager.
- The College Business Manager will lock the Department, preventing any further change by the Department. The College Business Manager may make changes.
- If changes are needed, the College Business Manager may unlock the Department, allowing changes by the Department once again.
- When a College has completed their budget changes, they should inform the Campus Budget Office.
- The Campus Budget Office will lock the College, preventing any further change by the College.
- Locking has a waterfall effect. If you lock at the school level, all departments in the school will be locked. You can unlock at a lower level after locking at a higher one.
Locking Organizations
(Control & Approval)

Enter COAS, Budget ID, and Phase.

Make sure the Current Status field is set to All.
Locking Organizations
(Control & Approval)

Enter an Organization code. You may enter a College, School, Department, or 6-digit code.
Locking at the school level will lock all Departments within KM0. Note, you can only lock Organizations below your level of access. If you have access at the college level, you can lock at the school level and below.

Clicking on the Organization drills down to the next level in the hierarchy.
Locking Organizations
(Control & Approval)

To lock, simply check the Change Status box for the appropriate Departments and click on the Update button. Clicking on the Review button will list the selected Departments.
Locking Organizations
(Control & Approval)

You should see this screen when locks have been applied.

If you go through the lock process again, you can see that the selected Departments have been locked.
Unlocking a Department is done in the same fashion. To unlock, select the Change Status box for the Organization(s) and click the Update button.

What We Look For

- State budget change should match the allocation letter.
- Use the prior year's state fund only.
- No revenue budget on state funds.
- Institutional allocated change amount should match the allocation letter.
- ICR programs should be set up as allocated or earned.
  - Earned budgets are those that have revenue recorded to them as sponsored programs generate ICR during the year, i.e., these are the 25% departmental and 5% college funds
  - Earned ICR budgets should have a revenue budget that is equal to the expense budget.
- No cents.
- No negative budgets.
- If you choose to use Budget Development for self supporting funds, revenue budgets should equal expense budgets.
- No temporary budgets.
- State, institutional and self-supporting funds only.
Goals for Today

- To have a basic understanding of the budget allocation letter.
- To know where information regarding the annual budget process is located on our website.
- To be able to access and update your data in Budget Development.
- To understand what funds are updated in Budget Development.

***All examples were taken from the FY2011 budget cycle.

Questions???
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