

# Using Budget Development

Presented by  
Suzanne Rinehart  
&  
Matt Wolfersberger

## 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

College of Business 2010-2011 BUDGET ALLOCATION (thousands of dollars)		
<b>RATE INCREASE:</b>		
	Base	Amount
Academic	Filled	\$0.0
Additional Academic (CMER) *	14,203.0	\$291.3
Assistant	X .05	\$0.0
Nonacademic	X .05	\$0.0
Wages	X .05	\$0.0
Subtotal:		\$291.3
Promotion Funds		\$15.0
Instructional Awards: Stovier, David		\$3.0
<b>TOTAL RATE INCREASE:</b>		<b>\$309.3</b>
Excess or deficiency in earned funds from income fund.		(\$314.3)
<b>OTHER CHANGES:</b>		
1381-01	DC - Teaching-Demo, Payments	\$71.0
2719	Additional Salary Support	\$230.9
3181-00	Cost increase TA Health Ins	(\$64.1)
<b>TOTAL OTHER CHANGES:</b>		<b>\$316.9</b>
<b>REDUCTIONS:</b>		
Academic Base	0.0	
Permanent Reduction		(\$703.0)
<b>TOTAL REDUCTIONS:</b>		<b>(\$703.0)</b>
<b>STATE ALLOCATION (GRF &amp; Income Fund)</b>		<b>(\$391.0)</b>
<b>ICR ALLOCATIONS (See attached table)</b>		
<b>TOTAL ALLOCATION</b>		<b>(\$391.0)</b>
*Compression, Market, Equity & Retention		
Central college C-FOP - 50% Set-aside		(\$703.0)

# Allocation Letter

College of Business 2010-2011 BUDGET ALLOCATION (thousands of dollars)			
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<b>RATE INCREASE:</b>			
	Base	Filled	Amount
Academic			\$0.0
Additional Academic (CMER) *	14,563.0		\$291.3 ✓
Assistants		X .95	\$0.0
Nonacademic		X .95	\$0.0
Wages		X .95	
Subtotal:			\$291.3 ✓
Promotion Funds			\$15.0 ✓
1116-02 Instructional Awards: Sinow, David			\$3.0 ✓
<b>TOTAL RATE INCREASE:</b>			<b>\$309.3 ✓</b>
Excess or deficiency in earned funds from income fund.			<b>(\$314.2)</b> ←
STATE ALLOCATION (GRF & Income Fund)			(\$291.0) ✓
ICR ALLOCATIONS (See attached table)			
<b>TOTAL ALLOCATION</b>			<b>(\$291.0) ✓</b>
*Compression, Market, Equity & Retention			
Central college C-FOP - 50% Set-aside			(\$703.0) ✓

# Allocation Letter

College of Business 2010-2011 BUDGET ALLOCATION (thousands of dollars)			
<b>Revenue Generation Under Budget Reform (000)</b>			
			6/16/2010
<b>Unit: Business</b>			<b>Amount above/(below) Salary need</b>
	<b>FY10</b>	<b>Required FY11</b>	<b>FY11</b>
<b>Income Fund</b>			
Undergraduate Tuition	10,023.5	10,023.5	10,043.1 19.6
Graduate Tuition	8.9	8.9	3.7 (5.2)
Self-Supporting Tuition	21,910.9	21,910.9	20,634.7 (1,276.2)
Differential Tuition	8,931.6	8,931.6	9,880.4 948.8
Other Adjustments (LAS)	10.5	10.5	9.3 (1.2)
Continuing Ed. (AO, Extramural, etc.)	-	-	-
<b>Total</b>	<b>40,885.4</b>	<b>40,885.4</b>	<b>\$ (314.2)</b>
<b>Total Income Fund</b>			<b>\$ (314.2)</b>
ICR ALLOCATIONS (See attached table)			
<b>TOTAL ALLOCATION</b>			<b>(\$291.0) ✓</b>
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Wages		X .05	\$0.0
Subtotal:			\$291.3
Promotion Funds			\$15.0
1110-02 Instructional Awards: Snow, David			\$3.0
<b>TOTAL RATE INCREASE:</b>			\$309.3
Excess or deficiency in earned funds from income fund. <u>(\$314.2)</u>			
<b>OTHER CHANGES:</b>			
1381-01 DC- Taghaboni-Dutta, Fataneh			\$71.0
2779 Additional Salary Support			\$250.0
3181-03 Cost increase TA Health Ins			(\$4.1)
<b>TOTAL OTHER CHANGES:</b>			\$316.9
<b>REDUCTIONS:</b>			
Academic Base	0.0		
Permanent Reduction			(\$703.0)
<b>TOTAL REDUCTIONS:</b>			(\$703.0)
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# Allocation Letter

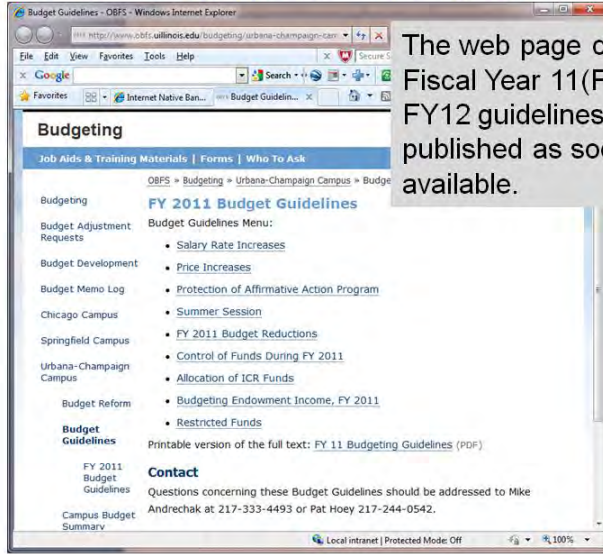
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Wages	X .95		\$0.0
Subtotal:			\$291.3
Promotion Funds			\$15.0
1110-02 Instructional Awards: Sinner, David			\$3.0
<b>TOTAL RATE INCREASE:</b>			<b>\$309.3</b>
Excess or deficiency in earned funds from income fund.			(\$314.3)
<b>OTHER CHANGES:</b>			
1381-01 DC- Fagubozzi-Datta, Fatouh			\$71.0
2770 Additional Salary Support			\$236.9
3161-03 Cost increase TA Health Ins			(\$4.1)
<b>TOTAL OTHER CHANGES:</b>			<b>\$316.9</b>
<b>REDUCTIONS:</b>			
Academic Base	0.0		
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# Budget Guidelines

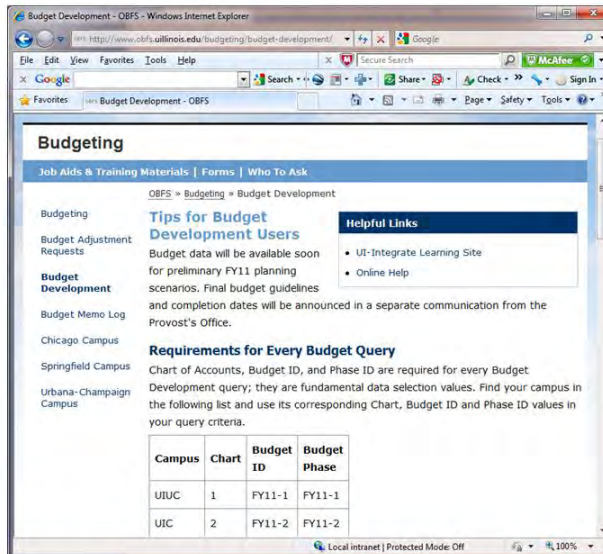
- <http://www.obfs.uillinois.edu/budgeting/urbana-champaign-campus/budget-guidelines/>



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

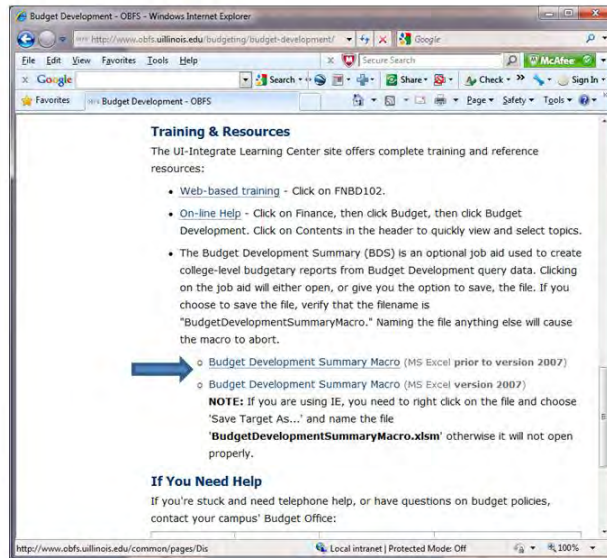
# Budget Development Tips

- <http://www.obfs.uillinois.edu/budgeting/budget-development/>



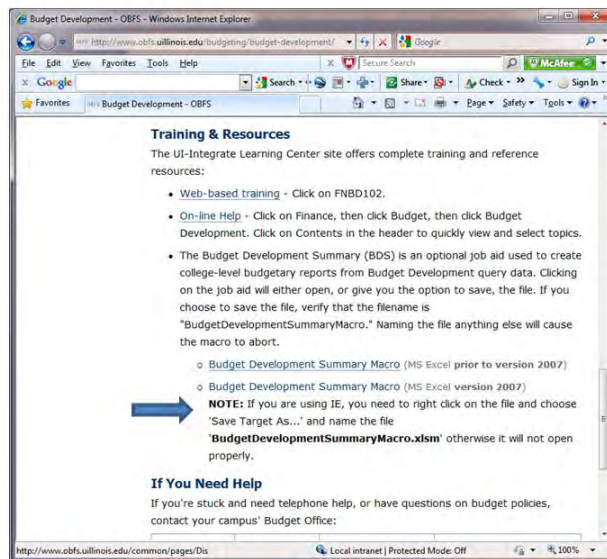
## Budget Development Tips

- Budget Development Summary Macro



## Budget Development Tips

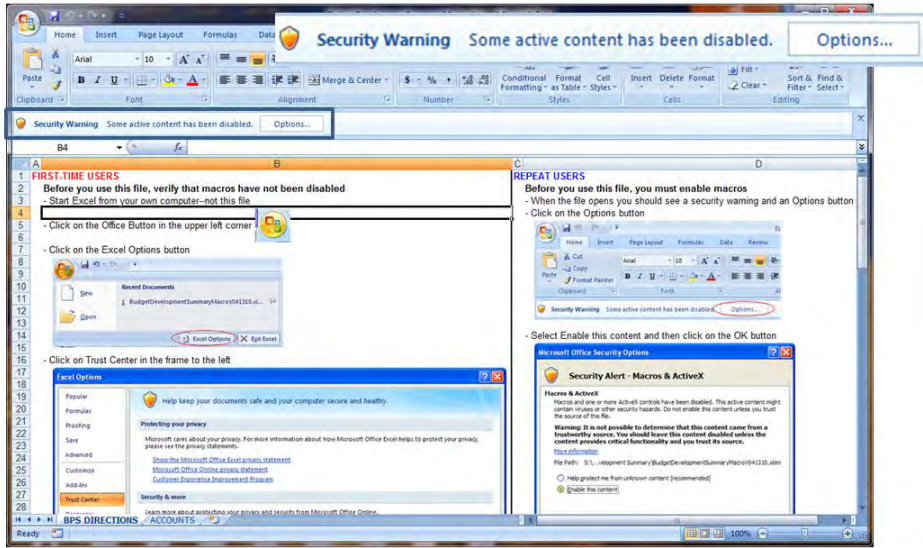
- Budget Development Summary Macro





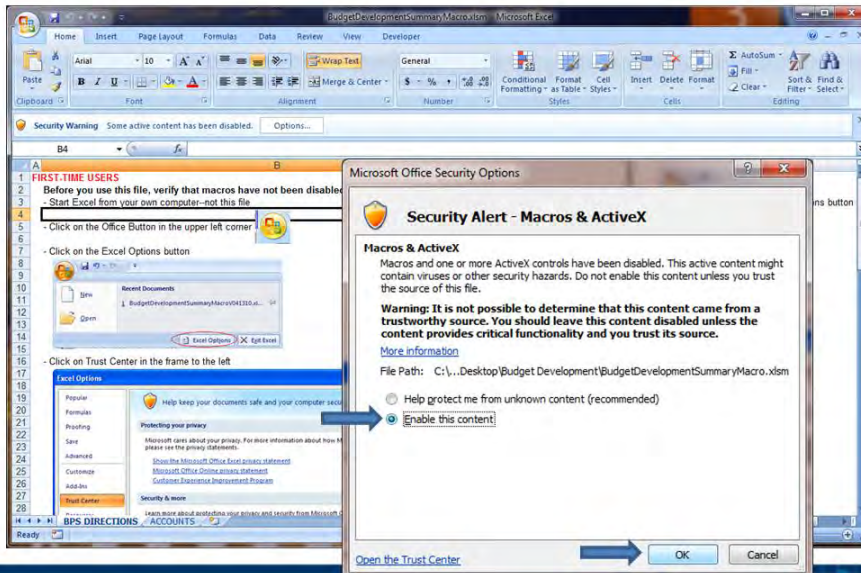
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# Budget Development Summary Macro

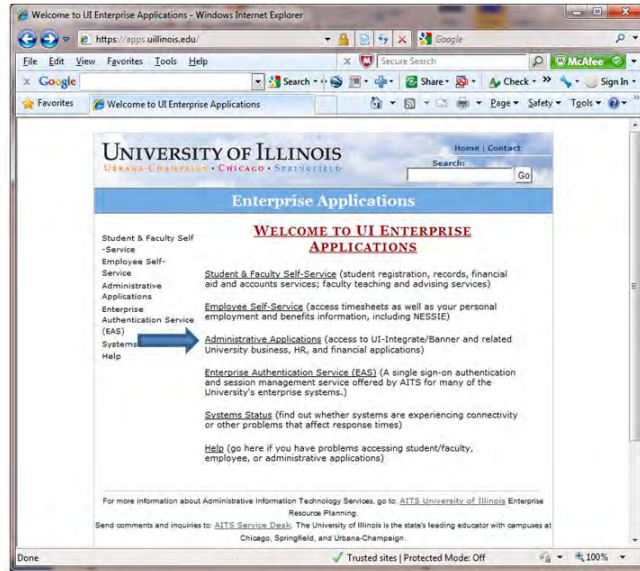
- Budget Development Summary Macro





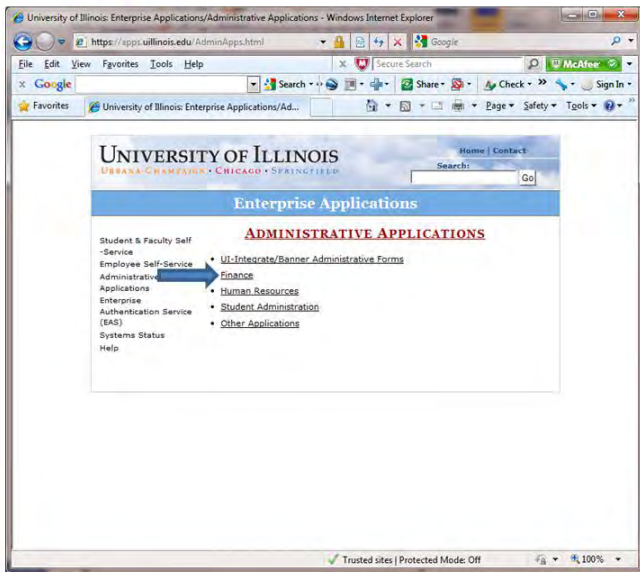
# Opening Budget Development

- <https://apps.uillinois.edu/>



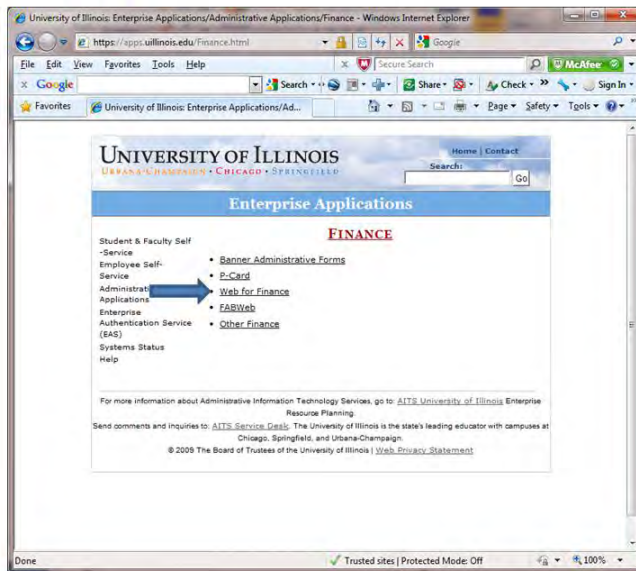
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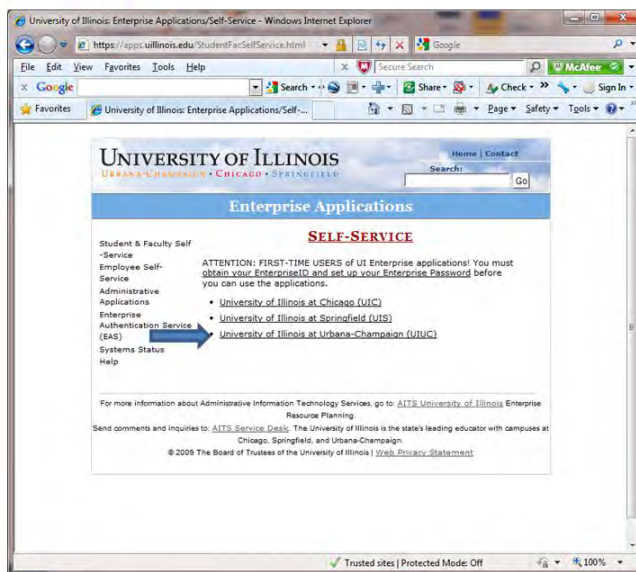
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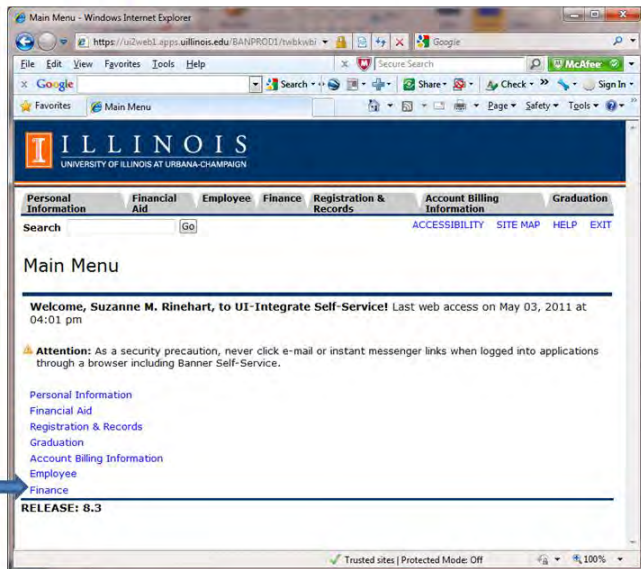
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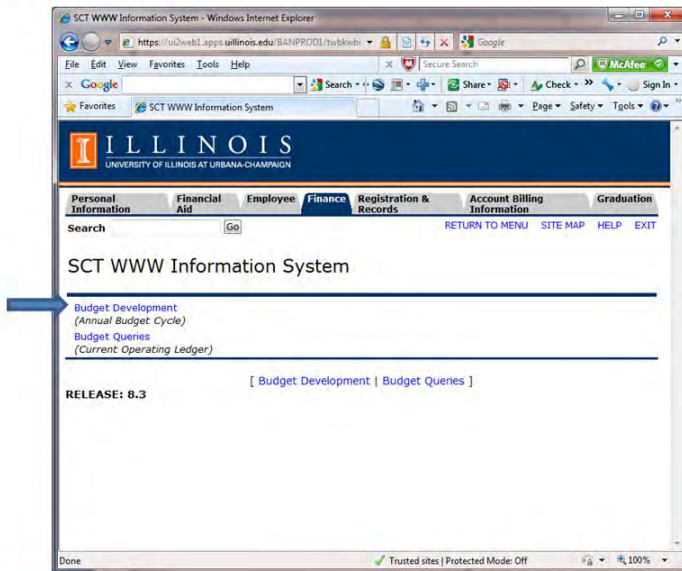
- <https://apps.uillinois.edu/>





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## 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)



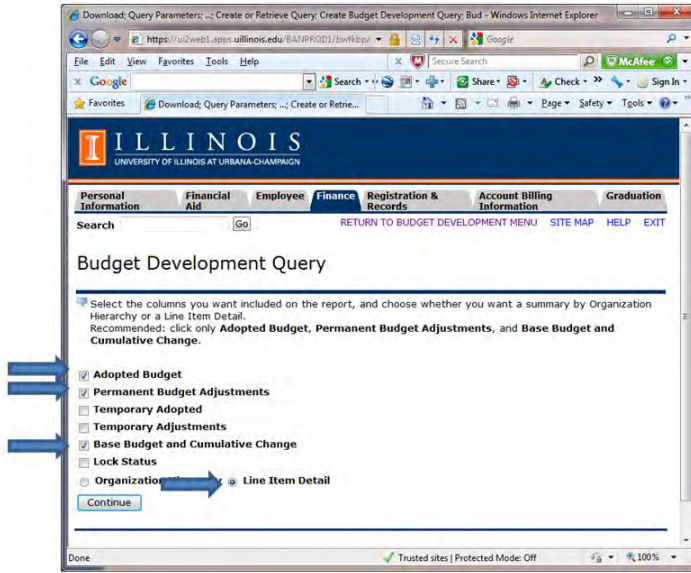
# Budget Development Queries

(Query/Download/Summarize)



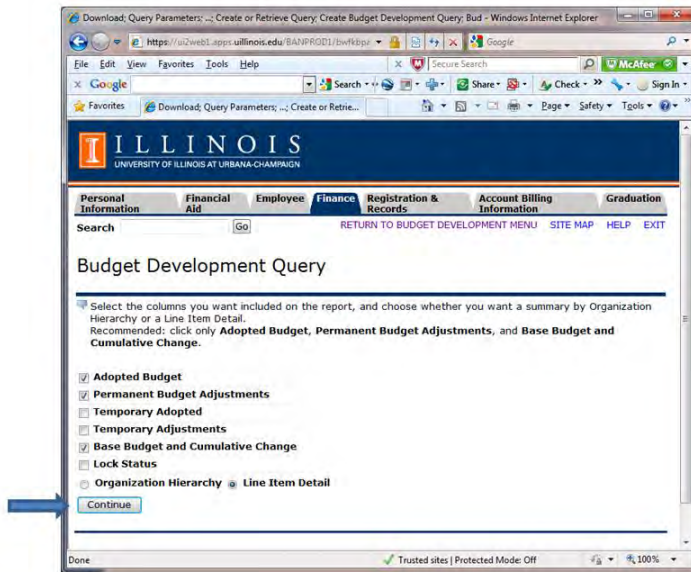
# Budget Development Queries

(Query/Download/Summarize)



# Budget Development Queries

(Query/Download/Summarize)





## Budget Development Queries

(Query/Download/Summarize)

Download: Query Parameters; ...; Create or Retrieve Query; Create Budget Development Query; Bud - Windows Internet Explorer

https://uizweb1.apps.uillinois.edu/BAI/PRODI/bwfbgw

ILLINOIS  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Personal Information Financial Aid Employee Finance Registration & Records Account Billing Information Graduation Information

Search [Go] RETURN TO BUDGET DEVELOPMENT MENU SITE MAP HELP EXIT

### Budget Development Query

Enter a **Chart**, **Budget ID**, and **Budget Phase** to query by Line Item Detail. To further refine this query, enter **data-enterable** Fund, Organization, Account, Program, Activity, and/or Location codes. You may use % wildcards or leave a field blank to select all. **Note:** For **Activity** and **Location**: a blank value indicates to search for blank values, whereas a % indicates to search for all possible values. For best results, enter a % at **Activity** and **Location**.

Chart of Accounts

**Budget ID**

Index [ ]

Fund [ ]

Organization [ ]

Account [ ]

**Budget Phase**

Program [ ]

Activity [ ]

Location [ ]

Budget Duration Code: All

Trusted sites | Protected Mode: Off

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## Query Parameters

(Query/Download/Summarize)

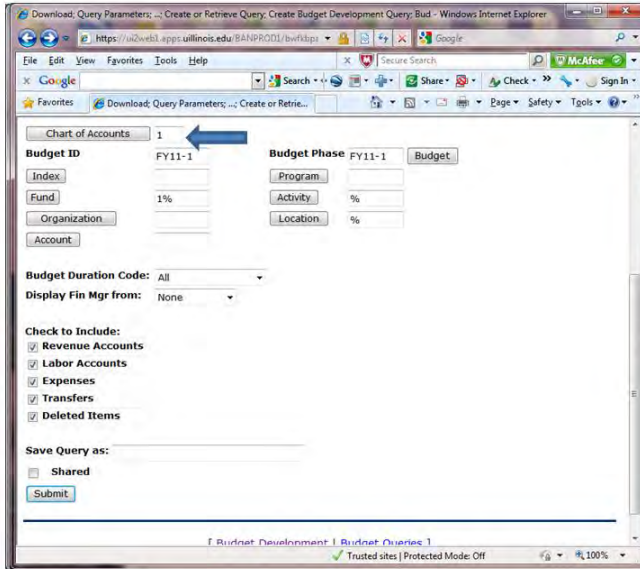
- You must enter a COAS, Budget ID, and Budget Phase.
- Index, Fund, Organization, Account and Program may be left blank. For these fields, a blank value represents all.
- If Activity or Location are left blank, only rows where no Activity or Location have been specified are returned. To return all rows, 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.

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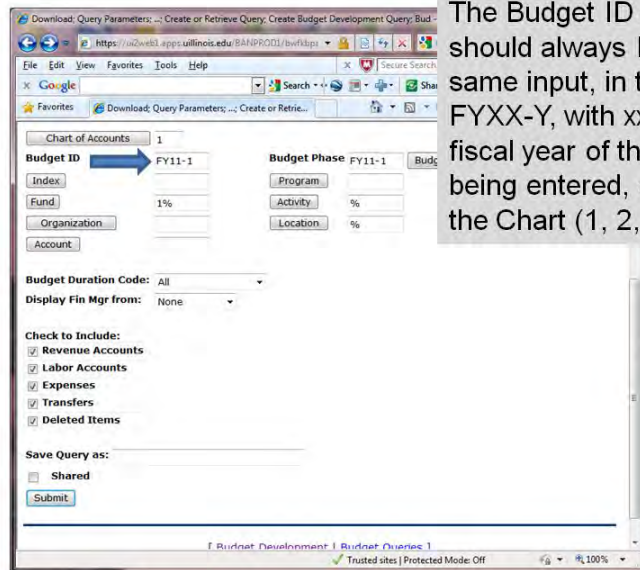
# Query Parameters

(Query/Download/Summarize)



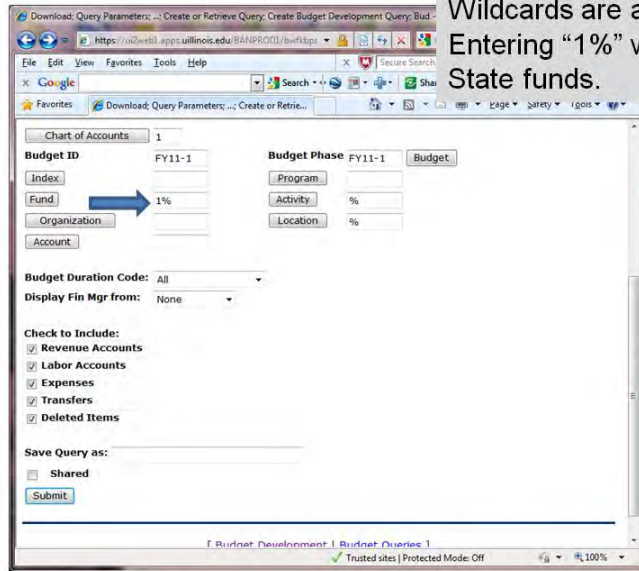
# Query Parameters

(Query/Download/Summarize)



# Query Parameters

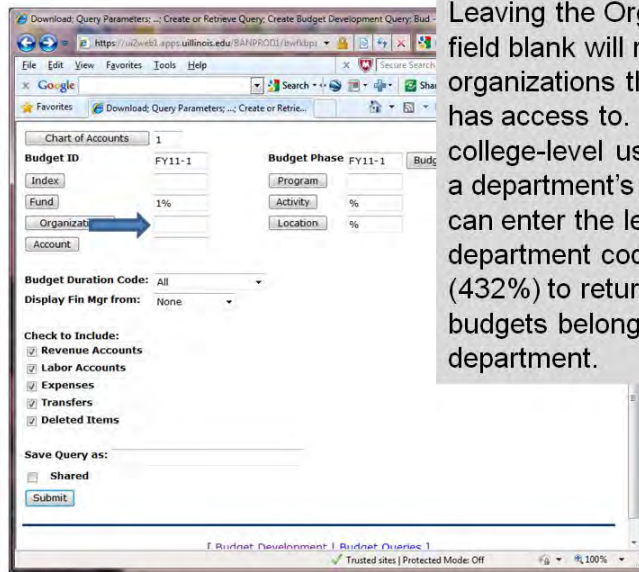
(Query/Download/Summarize)



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

# Query Parameters

(Query/Download/Summarize)



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)

The screenshot shows a web browser window with the URL <https://u2web51.apps.uiillinois.edu/BANPRODI/bwfbksp>. The form includes the following fields and options:

- Chart of Accounts:** 1
- Budget ID:** FY11-1
- Budget Phase:** FY11-1
- Program:** (blank)
- Activity:** %
- Location:** %
- Fund:** 1%
- Organization:** (blank)
- Account:** (blank)
- Budget Duration Code:** All
- Display Fin Mgr from:** None
- Check to Include:**
  - Revenue Accounts
  - Labor Accounts
  - Expenses
  - Transfers
  - Deleted Items
- Save Query as:** (blank)
- Shared
- 

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.

## Query Parameters (Query/Download/Summarize)

The screenshot shows the same web browser window as above. The 'Check to Include' section is highlighted with a blue box:

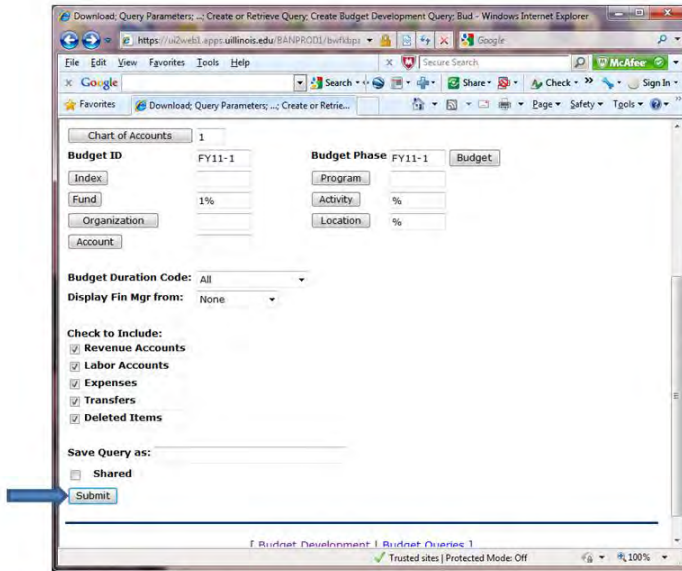
- Revenue Accounts
- Labor Accounts
- Expenses
- Transfers
- Deleted Items

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



# Query Parameters

(Query/Download/Summarize)



# Query Results

(Query/Download/Summarize)

**Budget Development Report**

Line Item Detail

Chart of Accounts 1 University of Illinois - Urbana Duration All  
 Budget Id FY11-1 FY11 COA 1 Budget Phase FY11-1 FY11 COA 1  
 Fund 1% Program All  
 Organization All Activity All  
 Account All Location All

Budget Phase FY11-1 is not open.

Fund	Organization	Program	Account	Activity	Location	Duration	FY11-1/FY11-1 Adopted Budget	FY11-1/FY11-1 Permanent Adjustments	FY11-1/FY11-1 Base Budget	FY11-1/FY11-1 Proposed Budget	FY11-1/FY11-1 Cumulative Change	Text	Origin
100010	230000	230001	120000			P	(301,222.00)	0.00	(301,222.00)	(301,222.00)	0.00	OPAL	
100010	230000	230001	181000			P	(207,678.00)	0.00	(207,678.00)	(207,678.00)	0.00	OPAL	
100010	230000	230001	211000			P	(20,000.00)	0.00	(20,000.00)	(20,000.00)	0.00	OPAL	
100010	230000	230001	215000			P	(150,000.00)	0.00	(150,000.00)	(150,000.00)	0.00	OPAL	
100010	230000	230002	211000			P	(738,900.00)	0.00	(738,900.00)	(738,900.00)	0.00	OPAL	
100010	230000	230002	213000			P	(25,000.00)	0.00	(25,000.00)	(25,000.00)	0.00	OPAL	
100010	230000	230012	120000			P	(447,900.00)	0.00	(447,900.00)	(447,900.00)	0.00	OPAL	
100010	260000	260001	120000			P	(74,819.00)	0.00	(74,819.00)	(74,819.00)	0.00	OPAL	
100010	260000	260001	160000			P	(13,367.00)	0.00	(13,367.00)	(13,367.00)	0.00	OPAL	
100010	260000	260001	212000			P	(124,000.00)	0.00	(124,000.00)	(124,000.00)	0.00	OPAL	
100010	260000	260001	215000			P	(10,924.00)	0.00	(10,924.00)	(10,924.00)	0.00	OPAL	
100010	260000	260002	211200			P	(95,800.00)	0.00	(95,800.00)	(95,800.00)	0.00	OPAL	
100010	260000	260004	211000			P	(4,407,800.00)	0.00	(4,407,800.00)	(4,407,800.00)	0.00	OPAL	
100010	260000	260004	215000			P	(150,000.00)	0.00	(150,000.00)	(150,000.00)	0.00	OPAL	
100010	260000	260004	213000			P	(374,026.00)	(278,681.00)	(652,707.00)	(652,707.00)	0.00	OPAL	
Screen total							(7,141,436.00)	(278,681.00)	(7,420,117.00)	(7,420,117.00)	0.00		
Running total							(7,141,436.00)	(278,681.00)	(7,420,117.00)	(7,420,117.00)	0.00		
Report Total (of all records)							(41,769,933.00)	(1,797,200.00)	(43,566,133.00)	(43,566,133.00)	0.00		



# Query Results

(Query/Download/Summarize)

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.

**Budget Development Report**

Line Item Detail

Chart of Accounts 1 University of Illinois - Urbana Duration All  
 Budget Id FY11-1 FY11 COA 1 Budget Phase FY11-1 FY11 COA 1  
 Fund 1% Program All  
 Organization All Activity All  
 Account All Location All

Budget Phase FY11-1 is not open.

Fund	Organization	Program	Account	Activity	Location	Duration	FY11-1/FY11-1 Adopted Budget	FY11-1/FY11-1 Permanent Adjustments	FY11-1/FY11-1 Base Budget	FY11-1/FY11-1 Proposed Budget	FY11-1/FY11-1 Cumulative Change	Text Origin
100010	230000	230001	120000			P	( 301,222.00)	0.00	( 301,222.00)	( 301,222.00)	0.00	OPAL
100010	230000	230001	181000			P	( 207,678.00)	0.00	( 207,678.00)	( 207,678.00)	0.00	OPAL
100010	230000	230001	211000			P	( 20,000.00)	0.00	( 20,000.00)	( 20,000.00)	0.00	OPAL
100010	230000	230001	215000			P	( 150,000.00)	0.00	( 150,000.00)	( 150,000.00)	0.00	OPAL
100010	230000	230002	211000			P	( 738,900.00)	0.00	( 738,900.00)	( 738,900.00)	0.00	OPAL
100010	230000	230002	213000			P	( 25,000.00)	0.00	( 25,000.00)	( 25,000.00)	0.00	OPAL
100010	230000	230012	120000			P	( 447,900.00)	0.00	( 447,900.00)	( 447,900.00)	0.00	OPAL
100010	260000	260001	120000			P	( 74,819.00)	0.00	( 74,819.00)	( 74,819.00)	0.00	OPAL
100010	260000	260001	160000			P	( 13,367.00)	0.00	( 13,367.00)	( 13,367.00)	0.00	OPAL
100010	260000	260001	212000			P	( 124,000.00)	0.00	( 124,000.00)	( 124,000.00)	0.00	OPAL
100010	260000	260001	215000			P	( 10,924.00)	0.00	( 10,924.00)	( 10,924.00)	0.00	OPAL
100010	260000	260002	211200			P	( 95,800.00)	0.00	( 95,800.00)	( 95,800.00)	0.00	OPAL
100010	260000	260004	211000			P	( 4,407,800.00)	0.00	( 4,407,800.00)	( 4,407,800.00)	0.00	OPAL
100010	260000	260004	213000			P	( 150,000.00)	0.00	( 150,000.00)	( 150,000.00)	0.00	OPAL
100010	260001	260003	120000			P	( 374,026.00)	( 278,681.00)	( 652,707.00)	( 652,707.00)	0.00	OPAL
Screen total							( 7,141,436.00)	( 278,681.00)	( 7,420,117.00)	( 7,420,117.00)	0.00	
Running total							( 7,141,436.00)	( 278,681.00)	( 7,420,117.00)	( 7,420,117.00)	0.00	
Report Total (of all records)							( 41,788,933.00)	( 1,797,200.00)	( 43,586,133.00)	( 43,586,133.00)	0.00	

Next 15>>

Download All Ledger Columns    Download Selected Ledger Columns

# Query Results

(Query/Download/Summarize)

File Download

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Name: bwfksbdb.csv  
 Type: Microsoft Office Excel 97-2003 Worksheet, 22.7KB  
 From: ui2web1.apps.uillinois.edu

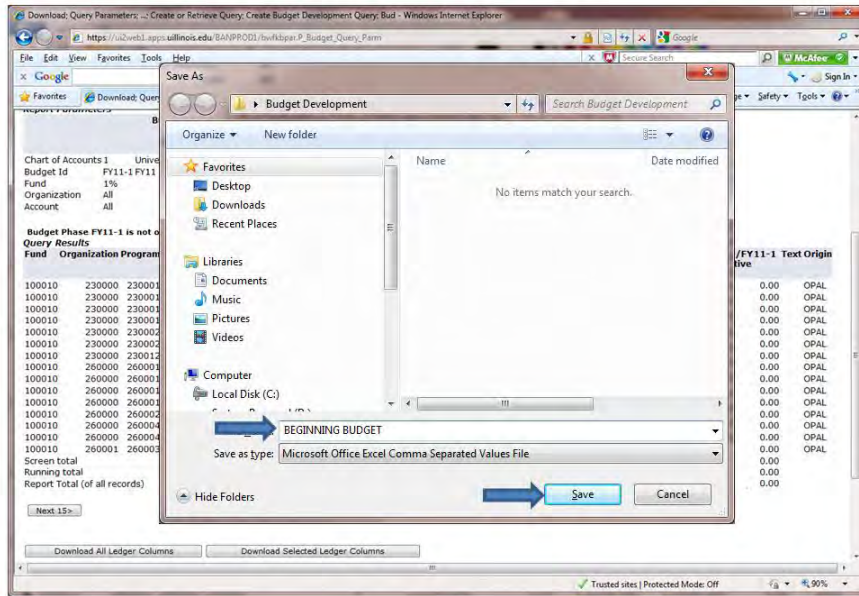
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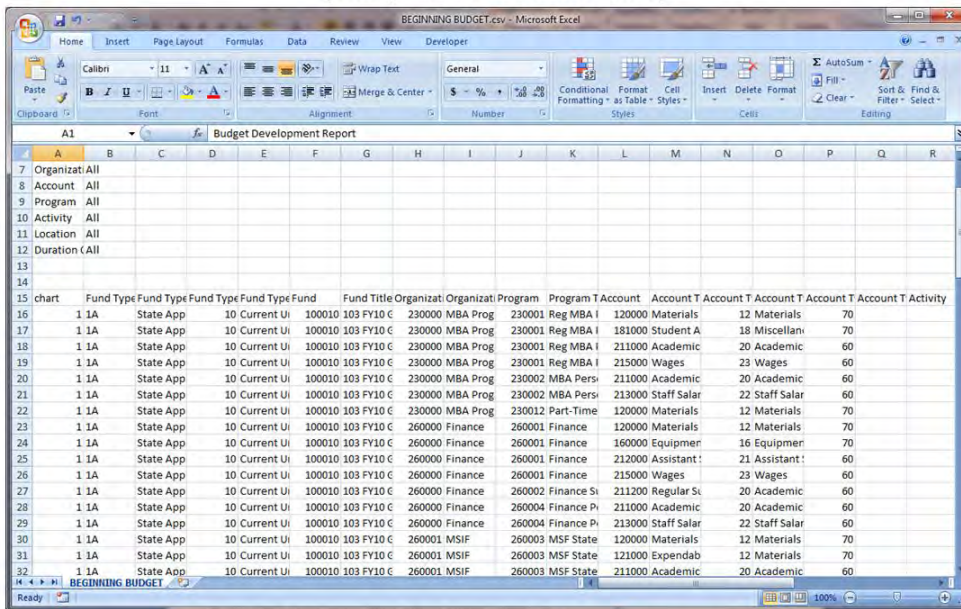
# Query Results

(Query/Download/Summarize)



# Line Item Download Pre Update

(Query/Download/Summarize)





# Line Item Download Pre Update (Query/Download/Summarize)

chart	Fund Type	Fund Type	Fund Type	Fund Type	Fund Title	Organizati	Organizati	Program	Program T	Account	Account T	Account T	Account T	Account T	Account T	Account T	Activity
15	1 1A	State App	10	Current Ui	100010 103 FY10 C	230000	MBA Prog	230001	Reg MBA I	120000	Materials	12	Materials	70			
16	1 1A	State App	10	Current Ui	100010 103 FY10 C	230000	MBA Prog	230001	Reg MBA I	181000	Student A	18	Miscellani	70			
17	1 1A	State App	10	Current Ui	100010 103 FY10 C	230000	MBA Prog	230001	Reg MBA I	211000	Academic	20	Academic	60			
18	1 1A	State App	10	Current Ui	100010 103 FY10 C	230000	MBA Prog	230001	Reg MBA I	215000	Wages	23	Wages	60			
19	1 1A	State App	10	Current Ui	100010 103 FY10 C	230000	MBA Prog	230002	MBA Pers	211000	Academic	20	Academic	60			
20	1 1A	State App	10	Current Ui	100010 103 FY10 C	230000	MBA Prog	230002	MBA Pers	213000	Staff Salar	22	Staff Salar	60			
21	1 1A	State App	10	Current Ui	100010 103 FY10 C	230000	MBA Prog	230012	Part-Time	120000	Materials	12	Materials	70			
22	1 1A	State App	10	Current Ui	100010 103 FY10 C	260000	Finance	260001	Finance	120000	Materials	12	Materials	70			
23	1 1A	State App	10	Current Ui	100010 103 FY10 C	260000	Finance	260001	Finance	160000	Equipmer	16	Equipmer	70			
24	1 1A	State App	10	Current Ui	100010 103 FY10 C	260000	Finance	260001	Finance	212000	Assistant :	21	Assistant :	60			
25	1 1A	State App	10	Current Ui	100010 103 FY10 C	260000	Finance	260001	Finance	215000	Wages	23	Wages	60			
26	1 1A	State App	10	Current Ui	100010 103 FY10 C	260000	Finance	260002	Finance Si	211200	Regular S	20	Academic	60			
27	1 1A	State App	10	Current Ui	100010 103 FY10 C	260000	Finance	260004	Finance Pi	211000	Academic	20	Academic	60			
28	1 1A	State App	10	Current Ui	100010 103 FY10 C	260000	Finance	260004	Finance Pi	213000	Staff Salar	22	Staff Salar	60			
29	1 1A	State App	10	Current Ui	100010 103 FY10 C	260001	MSIF	260003	MSF State	120000	Materials	12	Materials	70			
30	1 1A	State App	10	Current Ui	100010 103 FY10 C	260001	MSIF	260003	MSF State	121000	Expendab	12	Materials	70			
31	1 1A	State App	10	Current Ui	100010 103 FY10 C	260001	MSIF	260003	MSF State	211000	Academic	20	Academic	60			

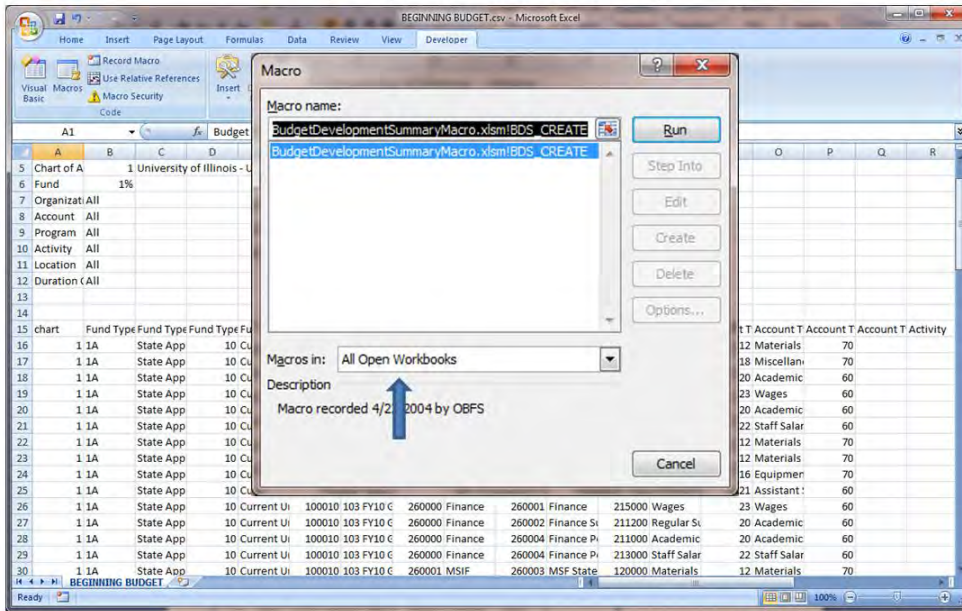
# Line Item Download Pre Update (Query/Download/Summarize)

Chart of A	Fund	Organization	Program	Account	Account T	Account T	Account T	Account T	Account T	Account T	Account T	Account T	Account T	Account T	Account T	Account T	Activity	
5	1	University of Illinois - Urbana																
6	1%																	
7	Organizati	All																
8	Account	All																
9	Program	All																
10	Activity	All																
11	Location	All																
12	Duration	All																
13																		
14																		
15	chart	Fund Type	Fund Type	Fund Type	Fund Type	Fund Title	Organizati	Organizati	Program	Program T	Account	Account T	Account T	Account T	Account T	Account T	Account T	Activity
16	1 1A	State App	10	Current Ui	100010 103 FY10 C	230000	MBA Prog	230001	Reg MBA I	120000	Materials	12	Materials	70				
17	1 1A	State App	10	Current Ui	100010 103 FY10 C	230000	MBA Prog	230001	Reg MBA I	181000	Student A	18	Miscellani	70				
18	1 1A	State App	10	Current Ui	100010 103 FY10 C	230000	MBA Prog	230001	Reg MBA I	211000	Academic	20	Academic	60				
19	1 1A	State App	10	Current Ui	100010 103 FY10 C	230000	MBA Prog	230001	Reg MBA I	215000	Wages	23	Wages	60				
20	1 1A	State App	10	Current Ui	100010 103 FY10 C	230000	MBA Prog	230002	MBA Pers	211000	Academic	20	Academic	60				
21	1 1A	State App	10	Current Ui	100010 103 FY10 C	230000	MBA Prog	230002	MBA Pers	213000	Staff Salar	22	Staff Salar	60				
22	1 1A	State App	10	Current Ui	100010 103 FY10 C	230000	MBA Prog	230012	Part-Time	120000	Materials	12	Materials	70				
23	1 1A	State App	10	Current Ui	100010 103 FY10 C	260000	Finance	260001	Finance	120000	Materials	12	Materials	70				
24	1 1A	State App	10	Current Ui	100010 103 FY10 C	260000	Finance	260001	Finance	160000	Equipmer	16	Equipmer	70				
25	1 1A	State App	10	Current Ui	100010 103 FY10 C	260000	Finance	260001	Finance	212000	Assistant :	21	Assistant :	60				
26	1 1A	State App	10	Current Ui	100010 103 FY10 C	260000	Finance	260001	Finance	215000	Wages	23	Wages	60				
27	1 1A	State App	10	Current Ui	100010 103 FY10 C	260000	Finance	260002	Finance Si	211200	Regular S	20	Academic	60				
28	1 1A	State App	10	Current Ui	100010 103 FY10 C	260000	Finance	260004	Finance Pi	211000	Academic	20	Academic	60				
29	1 1A	State App	10	Current Ui	100010 103 FY10 C	260000	Finance	260004	Finance Pi	213000	Staff Salar	22	Staff Salar	60				
30	1 1A	State App	10	Current Ui	100010 103 FY10 C	260001	MSIF	260003	MSF State	120000	Materials	12	Materials	70				



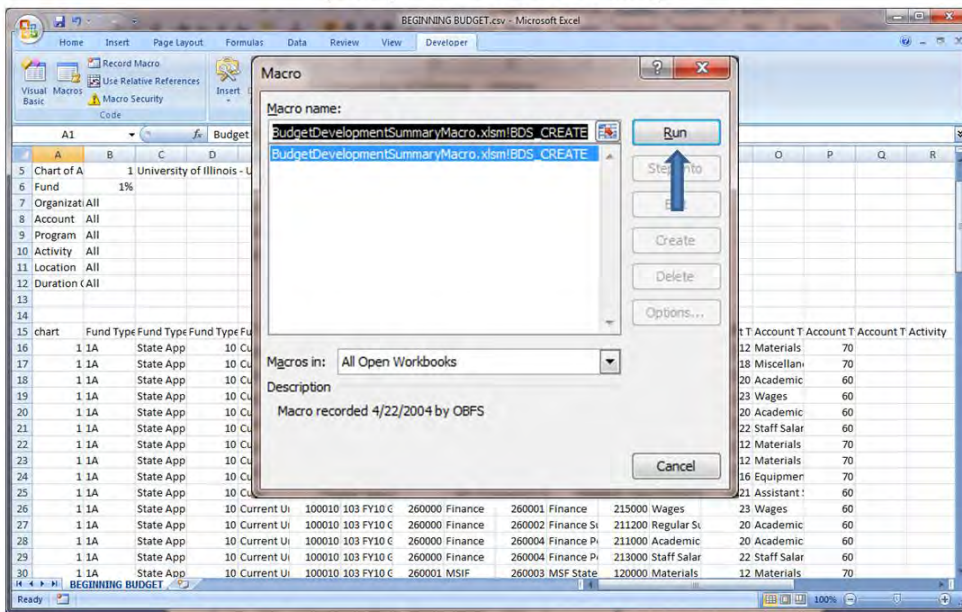
# Line Item Download Pre Update

(Query/Download/Summarize)



# Line Item Download Pre Update

(Query/Download/Summarize)



# Line Item Download Pre Update

(Query/Download/Summarize)

Fund	Organization	Program Title	Account Title	Base Budget	Proposed Budget	Change
100010	230000	230001 - Reg MBA Program	Academic Salaries	\$20,000.00	\$20,000.00	\$0.00
			Materials and Supplies	\$301,222.00	\$301,222.00	\$0.00
			Student Aid	\$207,678.00	\$207,678.00	\$0.00
			Wages	\$150,000.00	\$150,000.00	\$0.00
		<b>230001 - Reg MBA Program Total</b>		<b>\$678,900.00</b>	<b>\$678,900.00</b>	<b>\$0.00</b>
	230002 - MBA Personnel	Academic Salaries		\$738,900.00	\$738,900.00	\$0.00
		Staff Salary		\$25,000.00	\$25,000.00	\$0.00
		<b>230002 - MBA Personnel Total</b>		<b>\$763,900.00</b>	<b>\$763,900.00</b>	<b>\$0.00</b>
	230012 - Part-Time MBA Program	Materials and Supplies		\$447,900.00	\$447,900.00	\$0.00
		<b>230012 - Part-Time MBA Program Total</b>		<b>\$447,900.00</b>	<b>\$447,900.00</b>	<b>\$0.00</b>
	<b>230000 Total</b>			<b>\$1,890,700.00</b>	<b>\$1,890,700.00</b>	<b>\$0.00</b>
	260000	260001 - Finance	Assistant Salaries	\$124,000.00	\$124,000.00	\$0.00
			Equipment	\$13,367.00	\$13,367.00	\$0.00
			Materials and Supplies	\$74,815.00	\$74,815.00	\$0.00

# Line Item Download Pre Update

(Query/Download/Summarize)

Dept Rollup	Account Type2 Title	Base Budget	Proposed Budget	Change
230	Academic Salary	\$758,900.00	\$758,900.00	\$0.00
	Materials and Supplies	\$749,122.00	\$749,122.00	\$0.00
	Miscellaneous	\$207,678.00	\$207,678.00	\$0.00
	Staff Salary	\$25,000.00	\$25,000.00	\$0.00
	Wages	\$150,000.00	\$150,000.00	\$0.00
	<b>230 Total</b>	<b>\$1,890,700.00</b>	<b>\$1,890,700.00</b>	<b>\$0.00</b>
260	Academic Salary	\$5,033,793.00	\$5,033,793.00	\$0.00
	Academic Salary - Regular Summer Faculty Salary	\$95,800.00	\$95,800.00	\$0.00
	Assistant Salary	\$132,913.00	\$132,913.00	\$0.00
	Equipment/Software/Capital Lease	\$13,367.00	\$13,367.00	\$0.00
	Materials and Supplies	\$733,026.00	\$733,026.00	\$0.00
	Staff Salary	\$202,063.00	\$202,063.00	\$0.00
	Wages	\$10,924.00	\$10,924.00	\$0.00
	<b>260 Total</b>	<b>\$6,221,886.00</b>	<b>\$6,221,886.00</b>	<b>\$0.00</b>
330	Academic Salary	\$257,800.00	\$257,800.00	\$0.00



# Line Item Download Pre Update

(Query/Download/Summarize)

Account Type2 Title	Base Budget	Proposed Budget	Change
Academic Salary	\$24,635,249.00	\$24,635,249.00	\$0.00
Academic Salary - Regular Summer Faculty Salary	\$543,023.00	\$543,023.00	\$0.00
Assistant Salary	\$1,135,757.00	\$1,135,757.00	\$0.00
Equipment/Software/Capital Lease	\$133,067.00	\$133,067.00	\$0.00
Expense Budget Pool	\$0.00	\$0.00	\$0.00
Materials and Supplies	\$13,958,634.00	\$13,958,634.00	\$0.00
Miscellaneous	\$207,678.00	\$207,678.00	\$0.00
Services	\$729,805.00	\$729,805.00	\$0.00
Staff Salary	\$1,832,068.00	\$1,832,068.00	\$0.00
Transportation Services	\$24,850.00	\$24,850.00	\$0.00
Wages	\$386,002.00	\$386,002.00	\$0.00
<b>Grand Total</b>	<b>\$43,586,133.00</b>	<b>\$43,586,133.00</b>	<b>\$0.00</b>

# Line Item Download Pre Update

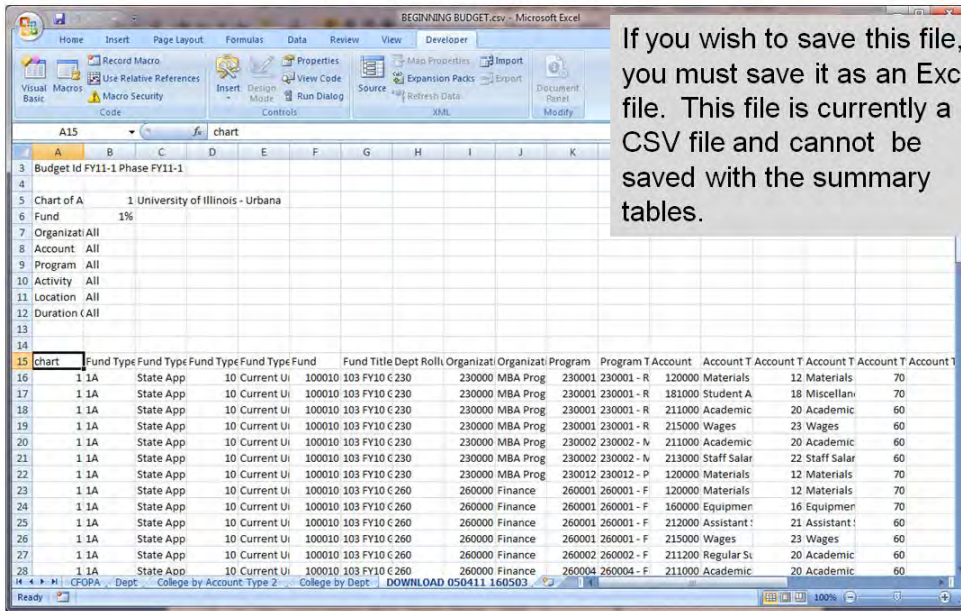
(Query/Download/Summarize)

Dept Rollup	Base Budget	Proposed Budget	Change
230	\$1,890,700.00	\$1,890,700.00	\$0.00
260	\$6,221,886.00	\$6,221,886.00	\$0.00
330	\$372,800.00	\$372,800.00	\$0.00
346	\$10,662,856.00	\$10,662,856.00	\$0.00
432	\$8,241,869.00	\$8,241,869.00	\$0.00
446	\$279,650.00	\$279,650.00	\$0.00
826	\$250,000.00	\$250,000.00	\$0.00
847	\$1,281,500.00	\$1,281,500.00	\$0.00
902	\$7,490,629.00	\$7,490,629.00	\$0.00
938	\$2,554,827.00	\$2,554,827.00	\$0.00
952	\$3,725,215.00	\$3,725,215.00	\$0.00
979	\$614,201.00	\$614,201.00	\$0.00
<b>Grand Total</b>	<b>\$43,586,133.00</b>	<b>\$43,586,133.00</b>	<b>\$0.00</b>



# Line Item Download Pre Update

(Query/Download/Summarize)



# Budget Worksheets

(Update Budgets)



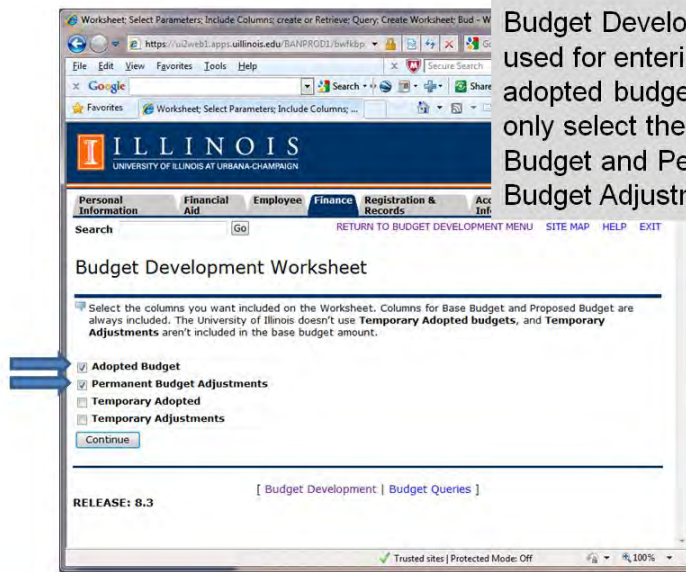
# Budget Worksheets

(Update Budgets)



# Budget Worksheets

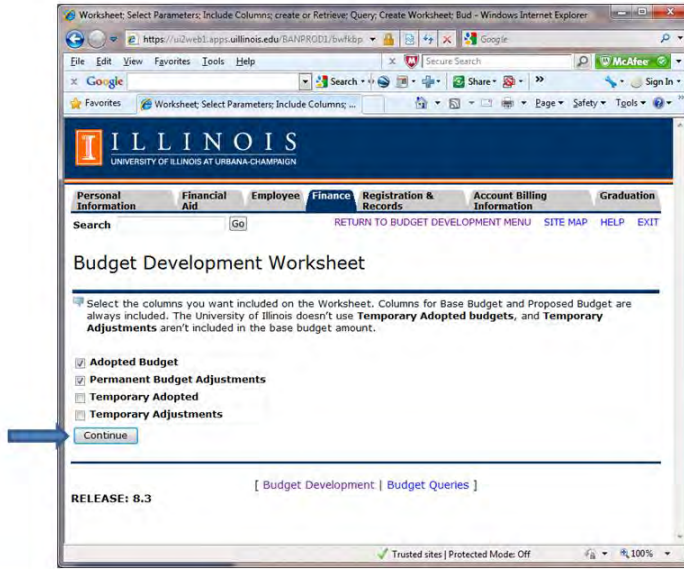
(Update Budgets)



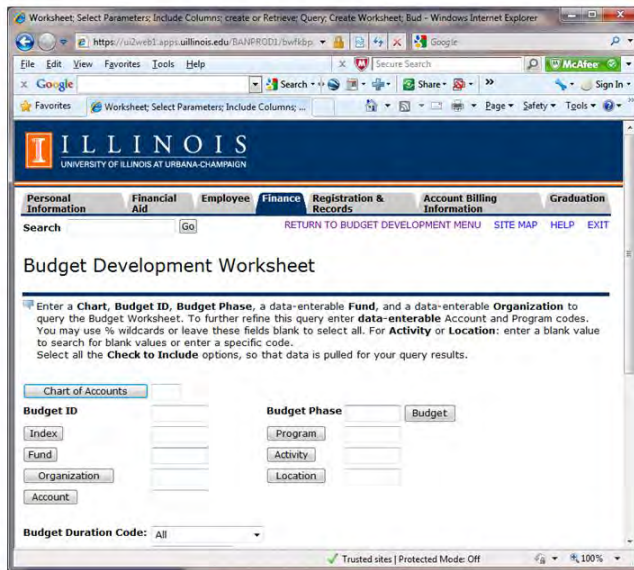
Budget Development is only used for entering permanent adopted budget. You should only select the Adopted Budget and Permanent Budget Adjustments boxes.



# Budget Worksheets (Update Budgets)



# Budget Worksheets (Update Budgets)





## 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.

## Worksheet Parameters

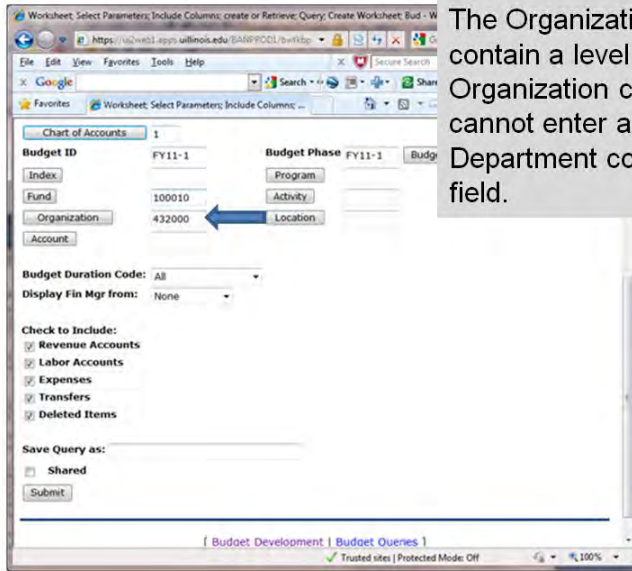
(Update Budgets)

The screenshot shows a web browser window displaying the 'Worksheet Parameters' form. The form is titled 'Chart of Accounts' and contains several input fields and checkboxes. The 'Fund' field is highlighted with a blue arrow, indicating its importance. The 'Budget ID' is set to 'FY11-1' and the 'Budget Phase' is also 'FY11-1'. The 'Fund' field contains '100010' and the 'Organization' field contains '432000'. There are also fields for 'Index', 'Account', 'Program', 'Activity', and 'Location'. Below these fields, there are sections for 'Budget Duration Code' (set to 'All'), 'Display Fin Mgr from' (set to 'None'), and 'Check to Include' (with checkboxes for Revenue Accounts, Labor Accounts, Expenses, Transfers, and Deleted Items). At the bottom, there is a 'Save Query as' section with a 'Shared' checkbox and a 'Submit' button.

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.

# Worksheet Parameters

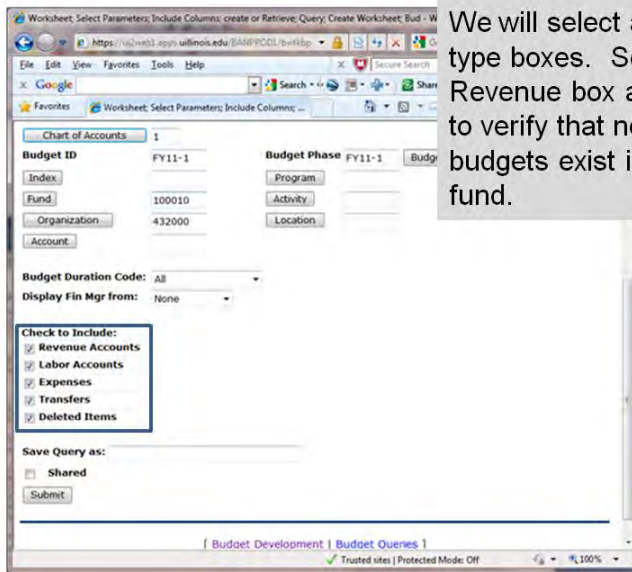
(Update Budgets)



The Organization code must contain a level 6, 7, or 8 Organization code. You cannot enter a College or Department code in this field.

# Worksheet Parameters

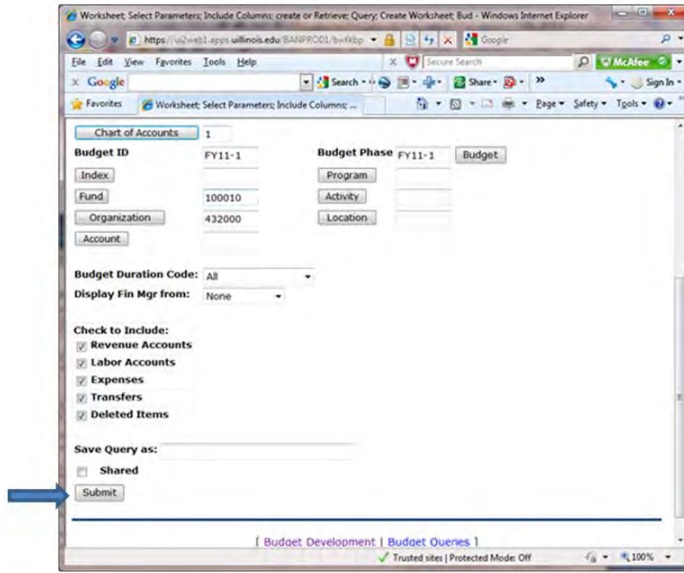
(Update Budgets)



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)



# Worksheet

(Update Budgets)

Change Value:  Percent  2 decimals  1.00  10.00  100.00

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
			432001	BUS General Materials and Supplies									
OPAL	N		120000	Materials and Supplies	3,508,609.00	720,585.00	4,229,194.00	P	4,229,194.00		0.00	4,229,194.00	
OPAL	N		211400	Other Academic Salary	459,007.00	0.00	459,007.00	P	459,007.00		0.00	459,007.00	
			432002	Bus Cont Fund Materials and Supplies									
OPAL	N		120000	Materials and Supplies	1,253,668.00	0.00	1,253,668.00	P	1,253,668.00		0.00	1,253,668.00	
			432003	Bus Debt Service Materials and Supplies									
OPAL	N		120000	Materials and Supplies	2,300,000.00	0.00	2,300,000.00	P	2,300,000.00		0.00	2,300,000.00	

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.



# Worksheet (Update Budgets)

Programs/Accounts containing permanent budget for the specified parameters.

Status	Text	Program	Account	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
			432001	BUS General Materials and Supplies									
		12											
OPAL	N		120000	Materials and Supplies	3,508,609.00	720,585.00	4,229,194.00	P	4,229,194.00		0.00	4,229,194.00	
		20		Academic Salary									
OPAL	N		211400	Other Academic Salary	459,007.00	0.00	459,007.00	P	459,007.00		0.00	459,007.00	
			432002	Bus Cont Fund Materials and Supplies									
OPAL	N		120000	Materials and Supplies	1,253,668.00	0.00	1,253,668.00	P	1,253,668.00		0.00	1,253,668.00	
			432003	Bus Debt Service Materials and Supplies									
OPAL	N		120000	Materials and Supplies	2,300,000.00	0.00	2,300,000.00	P	2,300,000.00		0.00	2,300,000.00	

# 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.

Status	Text	Program	Account	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
			432001	BUS General Materials and Supplies									
		12											
OPAL	N		120000	Materials and Supplies	3,508,609.00	720,585.00	4,229,194.00	P	4,229,194.00		0.00	4,229,194.00	
		20		Academic Salary									
OPAL	N		211400	Other Academic Salary	459,007.00	0.00	459,007.00	P	459,007.00		0.00	459,007.00	
			432002	Bus Cont Fund Materials and Supplies									
OPAL	N		120000	Materials and Supplies	1,253,668.00	0.00	1,253,668.00	P	1,253,668.00		0.00	1,253,668.00	
			432003	Bus Debt Service Materials and Supplies									
OPAL	N		120000	Materials and Supplies	2,300,000.00	0.00	2,300,000.00	P	2,300,000.00		0.00	2,300,000.00	

# Worksheet (Update Budgets)

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

Status	Text	Program	Account	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
			432001	BUS General Materials and Supplies									
OPAL	N		120000	Materials and Supplies	3,508,609.00	720,585.00	4,229,194.00	P	4,229,194.00		0.00	4,229,194.00	
OPAL	N		20	Academic Salary									
OPAL	N		211400	Other Academic Salary	459,007.00	0.00	459,007.00	P	459,007.00		0.00	459,007.00	
			432002	Bus Cont Fund Materials and Supplies									
OPAL	N		120000	Materials and Supplies	1,253,668.00	0.00	1,253,668.00	P	1,253,668.00		0.00	1,253,668.00	
			432003	Bus Debt Service Materials and Supplies									
OPAL	N		120000	Materials and Supplies	2,300,000.00	0.00	2,300,000.00	P	2,300,000.00		0.00	2,300,000.00	

# Worksheet (Update Budgets)

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

Status	Text	Program	Account	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
			432001	BUS General Materials and Supplies									
OPAL	N		120000	Materials and Supplies	3,508,609.00	720,585.00	4,229,194.00	P	4,229,194.00		0.00	4,229,194.00	
OPAL	N		20	Academic Salary									
OPAL	N		211400	Other Academic Salary	459,007.00	0.00	459,007.00	P	459,007.00		0.00	459,007.00	
			432002	Bus Cont Fund Materials and Supplies									
OPAL	N		120000	Materials and Supplies	1,253,668.00	0.00	1,253,668.00	P	1,253,668.00		0.00	1,253,668.00	
			432003	Bus Debt Service Materials and Supplies									
OPAL	N		120000	Materials and Supplies	2,300,000.00	0.00	2,300,000.00	P	2,300,000.00		0.00	2,300,000.00	



# Worksheet (Update Budgets)

Budget Duration Code should always show "P" for Permanent.

Status	Text	Program	Account	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
			432001	BUS General Materials and Supplies									
OPAL	N	12	120000	Materials and Supplies	3,508,609.00	720,585.00	4,229,194.00	P	4,229,194.00		0.00	4,229,194.00	
OPAL	N	20	211400	Academic Salary	459,007.00	0.00	459,007.00	P	459,007.00		0.00	459,007.00	
			432002	Bus Cont Fund Materials and Supplies									
OPAL	N	12	120000	Materials and Supplies	1,253,668.00	0.00	1,253,668.00	P	1,253,668.00		0.00	1,253,668.00	
			432003	Bus Debt Service Materials and Supplies									
OPAL	N	12	120000	Materials and Supplies	2,300,000.00	0.00	2,300,000.00	P	2,300,000.00		0.00	2,300,000.00	

# Worksheet Updates (Update Budgets)

Changes are made using the Change Value column. Positive values increase budget. Negative values decrease budget.

Status	Text	Program	Account	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
			432001	BUS General Materials and Supplies									
OPAL	N	12	120000	Materials and Supplies	3,508,609.00	720,585.00	4,229,194.00	P	4,229,194.00		0.00	4,229,194.00	
OPAL	N	20	211400	Academic Salary	459,007.00	0.00	459,007.00	P	459,007.00		0.00	459,007.00	
			432002	Bus Cont Fund Materials and Supplies									
OPAL	N	12	120000	Materials and Supplies	1,253,668.00	0.00	1,253,668.00	P	1,253,668.00		0.00	1,253,668.00	
			432003	Bus Debt Service Materials and Supplies									
OPAL	N	12	120000	Materials and Supplies	2,300,000.00	0.00	2,300,000.00	P	2,300,000.00		0.00	2,300,000.00	



# Worksheet Updates (Update Budgets)

Decreasing budget for two of the FOAPs below.

Worksheet Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration	Proposed Budget Code	Change Value	Percent Cumulative Change	New Budget	Delete Record
			432001	BUS General Materials and Supplies									
OPAL	N		120000	Materials and Supplies	3,508,609.00	720,585.00	4,229,194.00	P	4,229,194.00	-690175	0.00	4,229,194.00	
			20	Academic Salary									
OPAL	N		211400	Other Academic Salary	459,007.00	0.00	459,007.00	P	459,007.00		0.00	459,007.00	
			432002	Bus Cont Fund Materials and Supplies									
OPAL	N		120000	Materials and Supplies	1,253,668.00	0.00	1,253,668.00	P	1,253,668.00	-403825	0.00	1,253,668.00	
			432003	Bus Debt Service Materials and Supplies									
OPAL	N		120000	Materials and Supplies	2,300,000.00	0.00	2,300,000.00	P	2,300,000.00		0.00	2,300,000.00	

# Worksheet Updates (Update Budgets)

Worksheet Status	Text	Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration	Proposed Budget Code	Change Value	Percent Cumulative Change	New Budget	Delete Record
			432001	BUS General Materials and Supplies									
OPAL	N		120000	Materials and Supplies	3,508,609.00	720,585.00	4,229,194.00	P	4,229,194.00	-690175	0.00	4,229,194.00	
			20	Academic Salary									
OPAL	N		211400	Other Academic Salary	459,007.00	0.00	459,007.00	P	459,007.00		0.00	459,007.00	
			432002	Bus Cont Fund Materials and Supplies									
OPAL	N		120000	Materials and Supplies	1,253,668.00	0.00	1,253,668.00	P	1,253,668.00	-403825	0.00	1,253,668.00	
			432003	Bus Debt Service Materials and Supplies									
OPAL	N		120000	Materials and Supplies	2,300,000.00	0.00	2,300,000.00	P	2,300,000.00		0.00	2,300,000.00	

## Worksheet Updates (Update Budgets)

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.

Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
	20,585.00	4,229,194.00 P	4,229,194.00		( 690,175.00	3,539,019.00	
OPAL N 211400	Salary	459,007.00	0.00	459,007.00 P	459,007.00	0.00	459,007.00
432002	Other Academic Salary						
	Bus Cont Fund						
	Materials and Supplies						
OPAL N 120000	Materials and Supplies	1,253,668.00	0.00	1,253,668.00 P	1,253,668.00	( 403,825.00	849,843.00
432003	Bus Debt Service						
	Materials and Supplies						
OPAL N 120000	Materials and Supplies	2,300,000.00	0.00	2,300,000.00 P	2,300,000.00	0.00	2,300,000.00

## Worksheet Updates (Update Budgets)

Scroll down and click on the Post button to save these changes.

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, click **Requery**; this resubmits your Worksheet query and shows only the posted changes.

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	

Requery Calculate Post

Download All Worksheet Columns Download Selected Worksheet Columns

Summary Totals

Account Type	Account Title	Base Budget	Proposed Budget	New Budget	Cumulative Change



## Worksheet Updates (Update Budgets)

Clicking the Post button saves changes and updates the Proposed Budget, Cumulative Change, and New Budget columns..

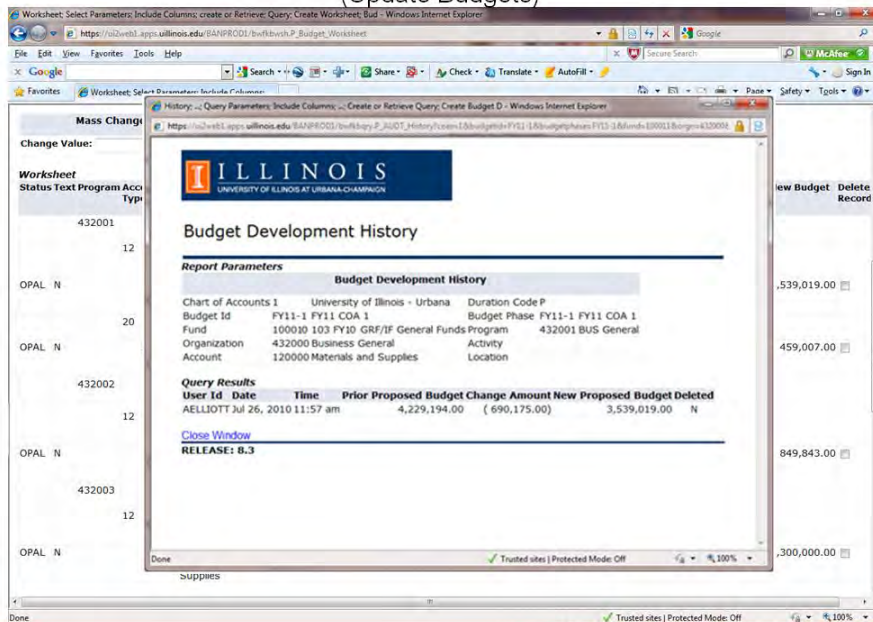
Status Text	Program Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
	432001	BUS General Materials and Supplies									
OPAL N	120000	Materials and Supplies	3,508,609.00	720,585.00	4,229,194.00	P	3,539,019.00		( 690,175.00)	3,539,019.00	
OPAL N	211400	Other Academic Salary	459,007.00	0.00	459,007.00	P	459,007.00		0.00	459,007.00	
	432002	Bus Cont Fund									
OPAL N	120000	Materials and Supplies	1,253,668.00	0.00	1,253,668.00	P	849,843.00		( 403,825.00)	849,843.00	
	432003	Bus Debt Service									
OPAL N	120000	Materials and Supplies	2,300,000.00	0.00	2,300,000.00	P	2,300,000.00		0.00	2,300,000.00	

## Worksheet Updates (Update Budgets)

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

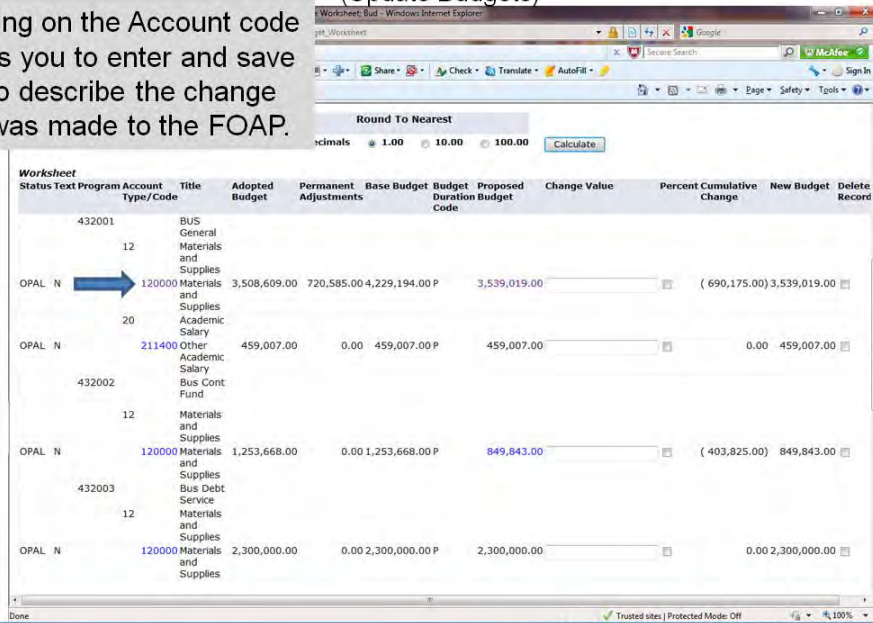
Status Text	Program Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
	432001	BUS General Materials and Supplies					3,539,019.00				
OPAL N	120000	Materials and Supplies	3,508,609.00	720,585.00	4,229,194.00	P	3,539,019.00		( 690,175.00)	3,539,019.00	
OPAL N	211400	Other Academic Salary	459,007.00	0.00	459,007.00	P	459,007.00		0.00	459,007.00	
	432002	Bus Cont Fund									
OPAL N	120000	Materials and Supplies	1,253,668.00	0.00	1,253,668.00	P	849,843.00		( 403,825.00)	849,843.00	
	432003	Bus Debt Service									
OPAL N	120000	Materials and Supplies	2,300,000.00	0.00	2,300,000.00	P	2,300,000.00		0.00	2,300,000.00	

# Worksheet Updates (Update Budgets)



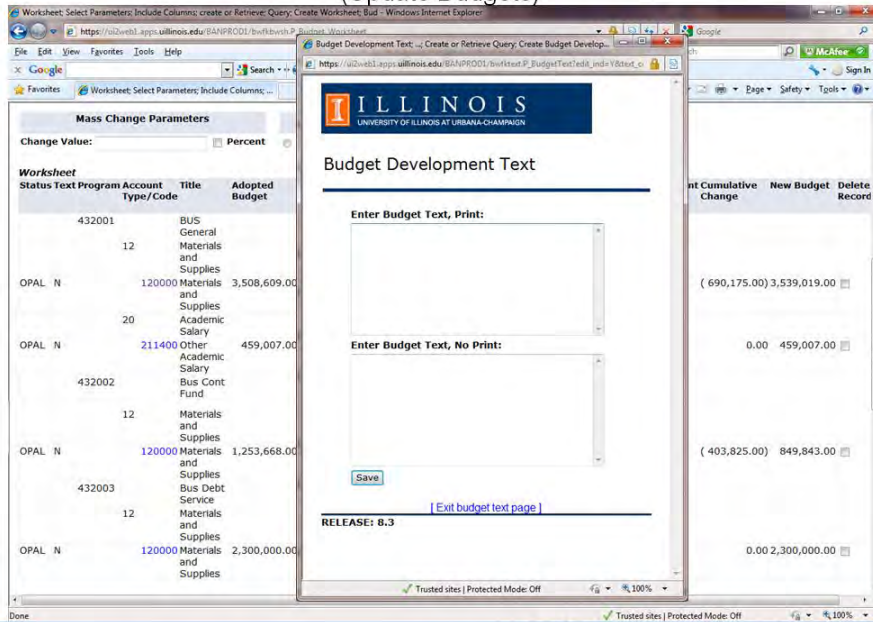
# Worksheet Updates (Update Budgets)

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

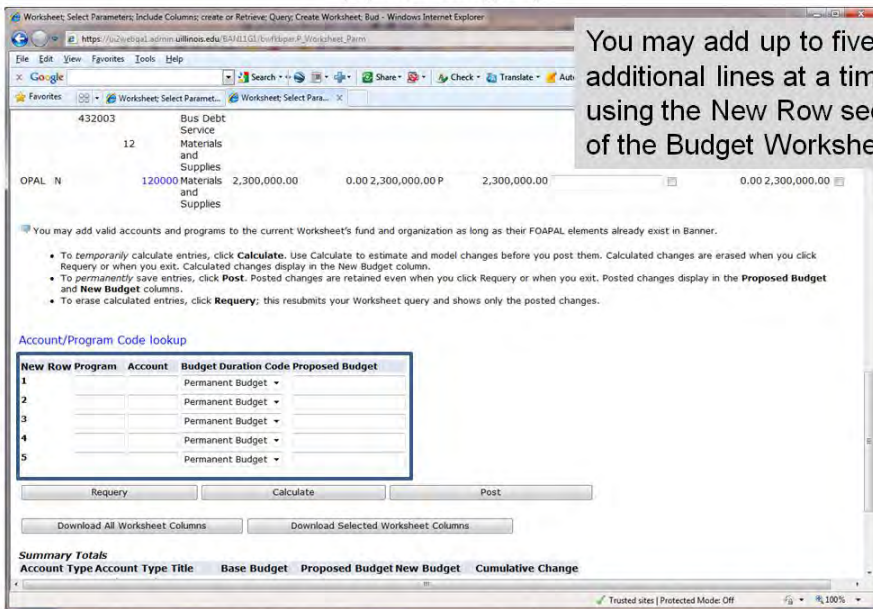




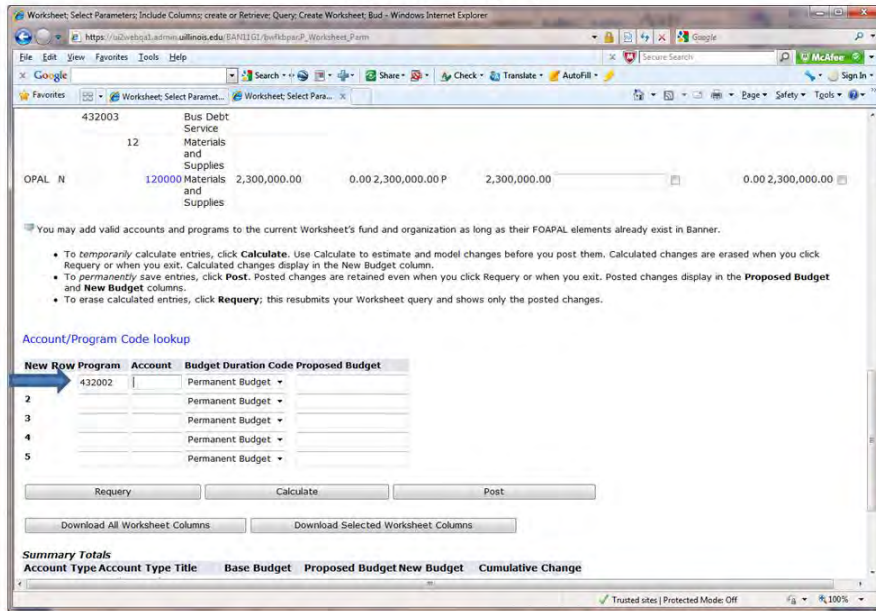
# Worksheet Updates (Update Budgets)



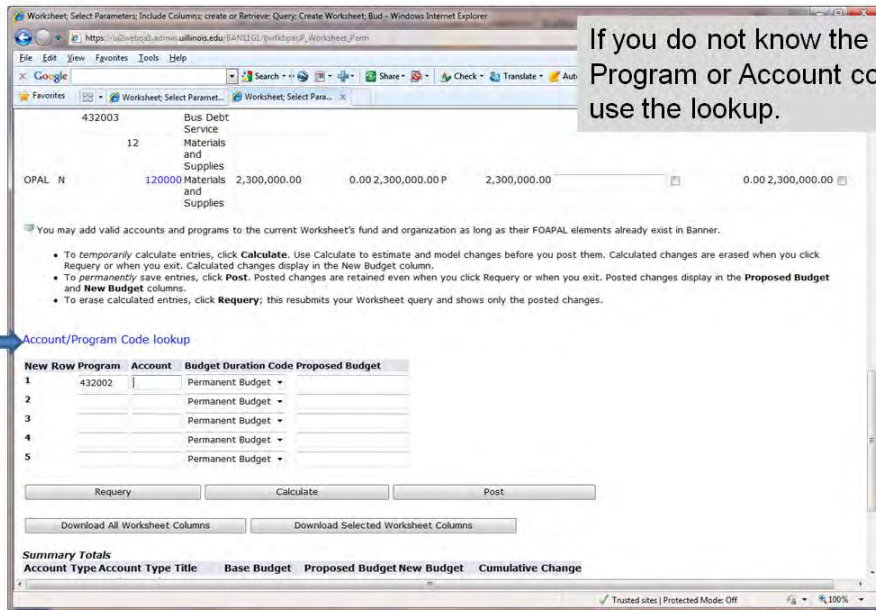
# Adding New Lines (Update Budgets)



# Adding New Lines (Update Budgets)

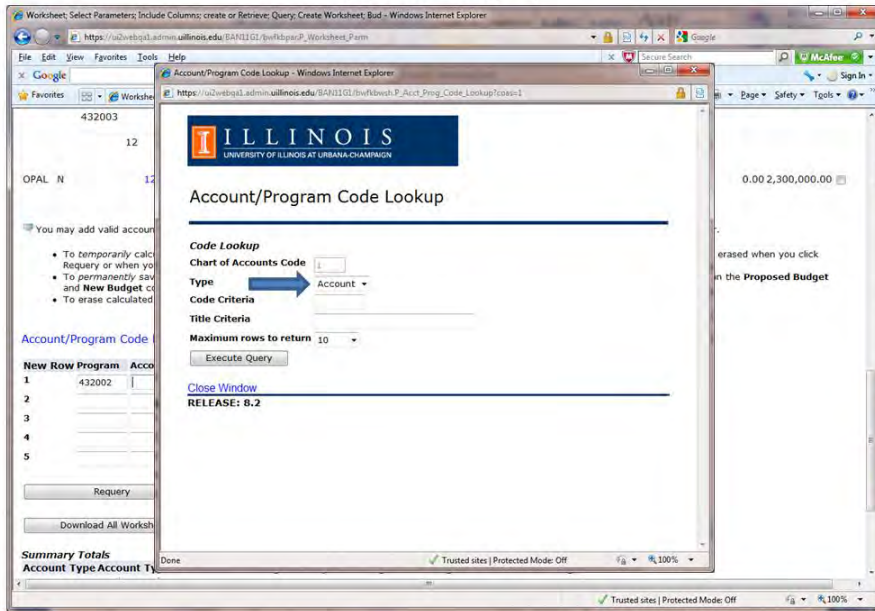


# Adding New Lines (Update Budgets)

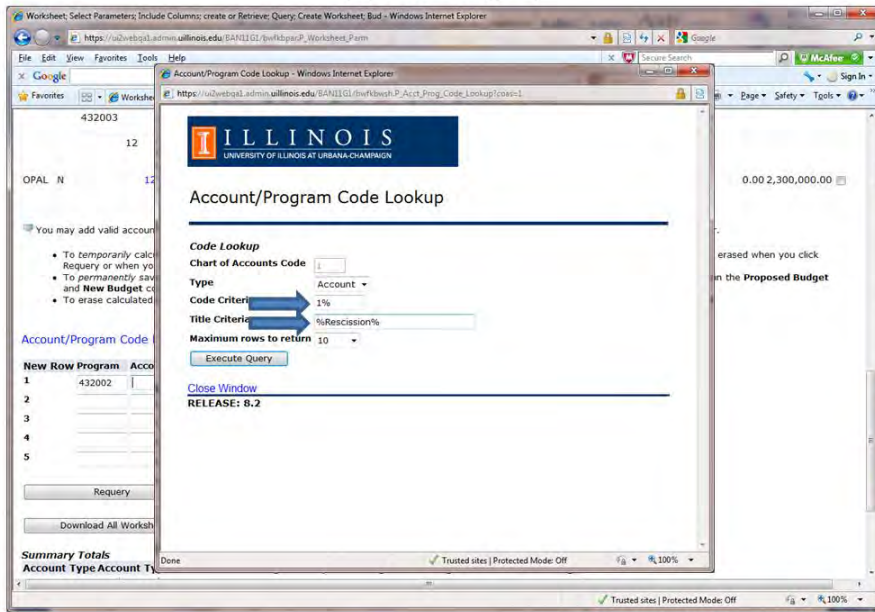




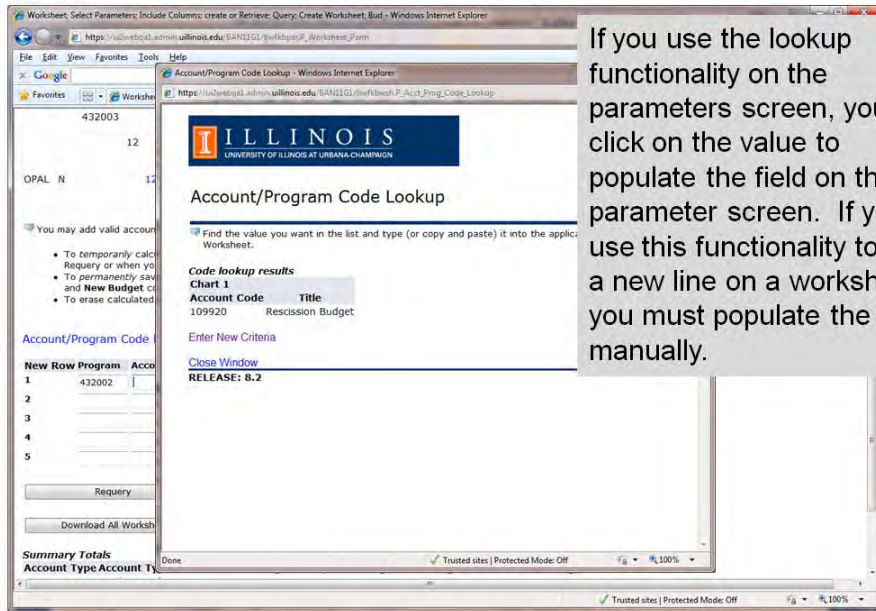
# Adding New Lines (Update Budgets)



# Adding New Lines (Update Budgets)

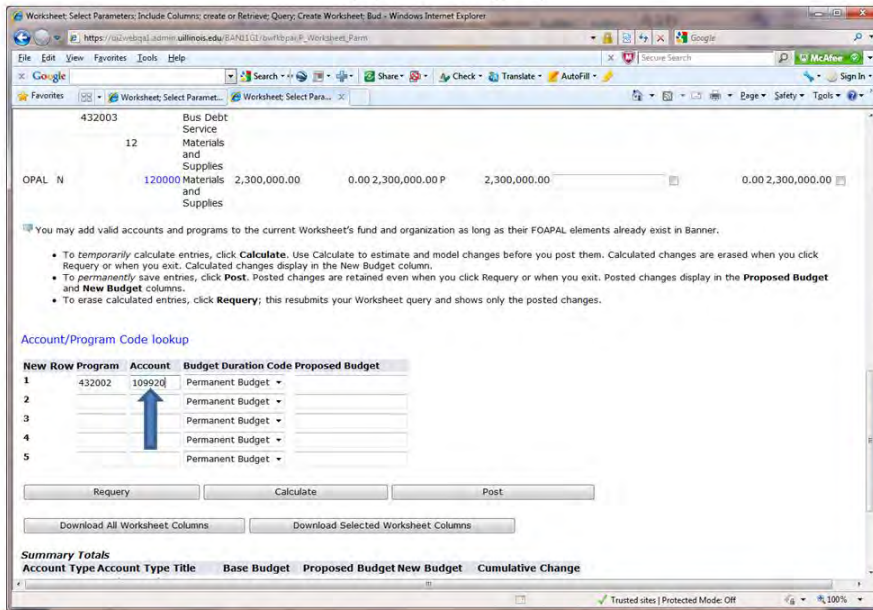


# Adding New Lines (Update Budgets)



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)





## Adding New Lines (Update Budgets)

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, click **Requery**; this resubmits your Worksheet query and shows only the posted changes.

**Account/Program Code lookup**

New Row	Program	Account	Budget	Duration Code	Proposed Budget
1		432002 109920	Permanent Budget		703000
2			Permanent Budget		
3			Permanent Budget		
4			Permanent Budget		
5			Permanent Budget		

Buttons: Requery, Calculate, Post, Download All Worksheet Columns, Download Selected Worksheet Columns

**Summary Totals**

Account Type	Account Type	Title	Base Budget	Proposed Budget	New Budget	Cumulative Change

## Adding New Lines (Update Budgets)

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- To erase calculated entries, click **Requery**; this resubmits your Worksheet query and shows only the posted changes.

**Account/Program Code lookup**

New Row	Program	Account	Budget	Duration Code	Proposed Budget
1		432002 109920	Permanent Budget		703000
2			Permanent Budget		
3			Permanent Budget		
4			Permanent Budget		
5			Permanent Budget		

Buttons: Requery, Calculate, Post, Download All Worksheet Columns, Download Selected Worksheet Columns

**Summary Totals**

Account Type	Account Type	Title	Base Budget	Proposed Budget	New Budget	Cumulative Change

## Adding New Lines (Update Budgets)

Worksheet Status	Text Program	Account Type/Code	Title	Adopted Budget	Permanent Adjustments	Base Budget	Budget Duration	Proposed Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
		432001	BUS General Materials and Supplies									
OPAL	N	120000	Materials and Supplies	3,508,609.00	720,585.00	4,229,194.00	P	3,539,019.00		(690,175.00)	3,539,019.00	
OPAL	N	20	Academic Salary									
OPAL	N	211400	Other Academic Salary	459,007.00	0.00	459,007.00	P	459,007.00			459,007.00	
		432002	Bus Cont Fund Expense Budget Pool									
NEW	N	109920	Rescission Budget	0.00	0.00	0.00	P	703,000.00		703,000.00	703,000.00	
		12	Materials and Supplies									
OPAL	N	120000	Materials and Supplies	1,253,668.00	0.00	1,253,668.00	P	849,843.00		(403,825.00)	849,843.00	
		432003	Bus Debt Service									
OPAL	N	120000	Materials and Supplies	2,300,000.00	0.00	2,300,000.00	P	2,300,000.00		0.00	2,300,000.00	

## Worksheet Summary (Update Budgets)

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, click **Requery**; this resubmits your Worksheet query and shows only the posted changes.

**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		

Buttons: Requery, Calculate, Post

Buttons: Download All Worksheet Columns, Download Selected Worksheet Columns

**Summary Totals**

Account Type	Account	Type	Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
	20		Academic Salary	459,007.00	459,007.00	459,007.00	0.00
<b>2 Personnel Expenses</b>				<b>459,007.00</b>	<b>459,007.00</b>	<b>459,007.00</b>	<b>0.00</b>
	10		Expense Budget Pool	0.00	703,000.00	703,000.00	703,000.00
	12		Materials and Supplies	7,782,862.00	6,688,862.00	6,688,862.00	(1,094,000.00)
<b>1 Non-Personnel Expenses</b>				<b>7,782,862.00</b>	<b>7,391,862.00</b>	<b>7,391,862.00</b>	<b>(391,000.00)</b>
<b>Net</b>				<b>(8,241,869.00)</b>	<b>(7,850,869.00)</b>	<b>(7,850,869.00)</b>	<b>391,000.00</b>

Return To Top

RELEASE: 8.2 [ Budget Development | Budget Queries ]



# Worksheet Summary

(Update Budgets)

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, click **Requery**; this resubmits your Worksheet query and shows only the posted changes.

**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		

Buttons: Requery, Calculate, Post, Download All Worksheet Columns, Download Selected Worksheet Columns

Summary Totals	Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
20	Academic Salary		459,007.00	459,007.00	459,007.00	0.00
	2 Personnel Expenses		459,007.00	459,007.00	459,007.00	0.00
10	Expense Budget Pool		0.00	703,000.00	703,000.00	703,000.00
12	Materials and Supplies		7,782,862.00	6,688,862.00	6,688,862.00	(1,094,000.00)
	1 Non-Personnel Expenses		7,782,862.00	7,391,862.00	7,391,862.00	(391,000.00)
	<b>Net</b>		<b>(8,241,869.00)</b>	<b>(7,850,869.00)</b>	<b>(7,850,869.00)</b>	<b>391,000.00</b>

RELEASE: 8.2

# Worksheet Summary

(Update Budgets)

College of Business  
2010-2011 BUDGET ALLOCATION  
(Thousands of dollars)

RATE INCREASE:

	Base	Filled	Amount
Academic			\$0.0
Additional Academic (CMER) *	14,563.0		\$291.3

REDUCTIONS:

Academic Base	0.0
Permanent Reduction	(\$703.0)
<b>TOTAL REDUCTIONS:</b>	<b>(\$703.0)</b>

STATE ALLOCATION (GRF & Income Fund) (\$391.0)

ICR ALLOCATIONS (See attached table)

TOTAL ALLOCATION (\$391.0)

\*Compression, Market, Equity & Retention

Central college C-FOP - 50% Set-aside (\$703.0)

TOTAL REDUCTIONS: (\$703.0)

STATE ALLOCATION (GRF & Income Fund) (\$391.0)

ICR ALLOCATIONS (See attached table)

TOTAL ALLOCATION (\$391.0)

\*Compression, Market, Equity & Retention

Central college C-FOP - 50% Set-aside (\$703.0)

# Line Item Download Post Update

(Query/Download/Summarize)

Line Item	Amount (E)	Amount (F)	Amount (G)
346003 - MSA Inter Acctg&Audit			
Academic Salaries	\$304,715.00	\$304,715.00	\$0.00
Assistant Salaries	\$130,344.00	\$130,344.00	\$0.00
Materials and Supplies	\$783,074.00	\$783,074.00	\$0.00
<b>346001 Total</b>	<b>\$1,218,133.00</b>	<b>\$1,218,133.00</b>	<b>\$0.00</b>
432000			
432001 - BUS General			
Materials and Supplies	\$4,229,194.00	\$3,539,019.00	\$690,175.00
Other Academic Salary	\$459,007.00	\$459,007.00	\$0.00
<b>432001 - BUS General Total</b>	<b>\$4,688,201.00</b>	<b>\$3,998,026.00</b>	<b>\$690,175.00</b>
432002 - Bus Cont Fund			
Materials and Supplies	\$1,253,668.00	\$849,843.00	\$403,825.00
Rescission Budget	\$0.00	\$703,000.00	\$703,000.00
<b>432002 - Bus Cont Fund Total</b>	<b>\$1,253,668.00</b>	<b>\$1,552,843.00</b>	<b>\$299,175.00</b>
432003 - Bus Debt Service			
Materials and Supplies	\$2,300,000.00	\$2,300,000.00	\$0.00
<b>432003 - Bus Debt Service Total</b>	<b>\$2,300,000.00</b>	<b>\$2,300,000.00</b>	<b>\$0.00</b>
<b>432000 Total</b>	<b>\$8,241,869.00</b>	<b>\$7,850,869.00</b>	<b>\$391,000.00</b>
446000			
446001 - BEBR			
Materials and Supplies	\$73,800.00	\$73,800.00	\$0.00
Wages	\$2,000.00	\$2,000.00	\$0.00
<b>446001 - BEBR Total</b>	<b>\$75,800.00</b>	<b>\$75,800.00</b>	<b>\$0.00</b>
446003 - Bebr Personnel			
Academic Salaries	\$163,850.00	\$163,850.00	\$0.00

# Line Item Download Post Update

(Query/Download/Summarize)

Line Item	Amount (E)	Amount (F)	Amount (G)
Academic Salary - Regular Summer Faculty Salary	\$343,000.00	\$343,000.00	\$0.00
Assistant Salary	\$451,466.00	\$451,466.00	\$0.00
Equipment/Software/Capital Lease	\$65,900.00	\$65,900.00	\$0.00
Materials and Supplies	\$2,560,390.00	\$2,560,390.00	\$0.00
Staff Salary	\$230,000.00	\$230,000.00	\$0.00
Wages	\$41,678.00	\$41,678.00	\$0.00
<b>346 Total</b>	<b>\$10,662,856.00</b>	<b>\$10,662,856.00</b>	<b>\$0.00</b>
432			
Academic Salary	\$459,007.00	\$459,007.00	\$0.00
Expense Budget Pool	\$0.00	\$703,000.00	\$703,000.00
Materials and Supplies	\$7,782,862.00	\$6,688,862.00	\$1,094,000.00
<b>432 Total</b>	<b>\$8,241,869.00</b>	<b>\$7,850,869.00</b>	<b>\$391,000.00</b>
446			
Academic Salary	\$163,850.00	\$163,850.00	\$0.00
Materials and Supplies	\$73,800.00	\$73,800.00	\$0.00
Staff Salary	\$40,000.00	\$40,000.00	\$0.00
Wages	\$2,000.00	\$2,000.00	\$0.00
<b>446 Total</b>	<b>\$279,650.00</b>	<b>\$279,650.00</b>	<b>\$0.00</b>
826			
Academic Salary	\$3,000.00	\$3,000.00	\$0.00
Services	\$247,000.00	\$247,000.00	\$0.00
<b>826 Total</b>	<b>\$250,000.00</b>	<b>\$250,000.00</b>	<b>\$0.00</b>



# Line Item Download Post Update

(Query/Download/Summarize)

Account Type2 Title	Base Budget	Proposed Budget	Change
Academic Salary	\$24,635,249.00	\$24,662,472.00	\$27,223.00
Academic Salary - Regular Summer Faculty Salary	\$543,023.00	\$515,800.00	\$27,223.00
Assistant Salary	\$1,135,757.00	\$1,135,757.00	\$0.00
Equipment/Software/Capital Lease	\$133,067.00	\$133,067.00	\$0.00
Expense Budget Pool	\$0.00	\$703,000.00	\$703,000.00
Materials and Supplies	\$13,958,634.00	\$12,864,634.00	\$1,094,000.00
Miscellaneous	\$207,678.00	\$207,678.00	\$0.00
Services	\$729,805.00	\$729,805.00	\$0.00
Staff Salary	\$1,832,068.00	\$1,832,068.00	\$0.00
Transportation Services	\$24,850.00	\$24,850.00	\$0.00
Wages	\$386,002.00	\$386,002.00	\$0.00
<b>Grand Total</b>	<b>\$43,586,133.00</b>	<b>\$43,195,133.00</b>	<b>\$391,000.00</b>

# Line Item Download Post Update

(Query/Download/Summarize)

Dept Rollup	Base Budget	Proposed Budget	Change
230	\$1,890,700.00	\$1,890,700.00	\$0.00
260	\$6,221,886.00	\$6,221,886.00	\$0.00
330	\$372,800.00	\$372,800.00	\$0.00
346	\$10,662,856.00	\$10,662,856.00	\$0.00
432	\$8,241,869.00	\$7,850,869.00	\$391,000.00
446	\$279,650.00	\$279,650.00	\$0.00
826	\$250,000.00	\$250,000.00	\$0.00
847	\$1,281,500.00	\$1,281,500.00	\$0.00
902	\$7,490,629.00	\$7,490,629.00	\$0.00
938	\$2,554,827.00	\$2,554,827.00	\$0.00
952	\$3,725,215.00	\$3,725,215.00	\$0.00
979	\$614,201.00	\$614,201.00	\$0.00
<b>Grand Total</b>	<b>\$43,586,133.00</b>	<b>\$43,195,133.00</b>	<b>\$391,000.00</b>

## 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)





# Locking Organizations (Control & Approval)

Enter COAS, Budget ID, and Phase.

**Budget Development Organization Lock**

To query, enter or select a **Chart, Budget, and Phase 1**.  
To view only locked or unlocked organizations, choose the appropriate status at **Current Status**.

Chart of Accounts: 1  
Budget: FY11-1  
Phase 1: FY11-1  
Current Status: All  
Organization: [ ]

[ Budget Development | Budget Queries ]

RELEASE: 8.3

# Locking Organizations (Control & Approval)

Make sure the Current Status field is set to All.

**Budget Development Organization Lock**

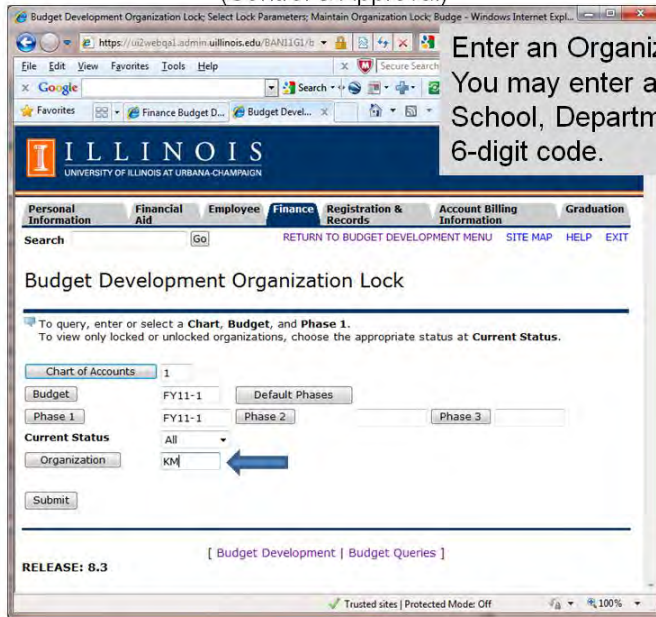
To query, enter or select a **Chart, Budget, and Phase 1**.  
To view only locked or unlocked organizations, choose the appropriate status at **Current Status**.

Chart of Accounts: 1  
Budget: FY11-1  
Phase 1: FY11-1  
Current Status: All  
Organization: [ ]

[ Budget Development | Budget Queries ]

RELEASE: 8.3

# Locking Organizations (Control & Approval)



Enter an Organization code. You may enter a College, School, Department, or 6-digit code.

# Locking Organizations (Control & Approval)





# Locking Organizations (Control & Approval)

Click on any Organization hyperlink to drill down to a list of its successor organizations. **Note:** A Locked\* record indicates at least one successor organization is unlocked.  
To change lock statuses, select the **Change Status** checkbox to mark an organization for change, optionally click **Review** to preview the records marked for change, then click **Update** to toggle the status of the marked record(s).

**Parameters**  
 Chart of Accounts 1 University of Illinois - Urbana  
 Budget ID FY11-1 FY11 COA 1  
 Phase 1 FY11-1 FY11 COA 1  
 Phase 2  
 Phase 3  
 Lock Status All  
 Organization  
 Drill From Organization KM College of Business

**Organization Lock Status**

Organization Title	FY11 COA 1	Current Status	Change Status
KM0 College of Business		Unlocked	<input type="checkbox"/>

[ Budget Development | Budget Queries ]

RELEASE: 8.3

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.

# Locking Organizations (Control & Approval)

Click on any Organization hyperlink to drill down to a list of its successor organizations. **Note:** A Locked\* record indicates at least one successor organization is unlocked.  
To change lock statuses, select the **Change Status** checkbox to mark an organization for change, optionally click **Review** to preview the records marked for change, then click **Update** to toggle the status of the marked record(s).

**Parameters**  
 Chart of Accounts 1 University of Illinois - Urbana  
 Budget ID FY11-1 FY11 COA 1  
 Phase 1 FY11-1 FY11 COA 1  
 Phase 2  
 Phase 3  
 Lock Status All  
 Organization  
 Drill From Organization KM College of Business

**Organization Lock Status**

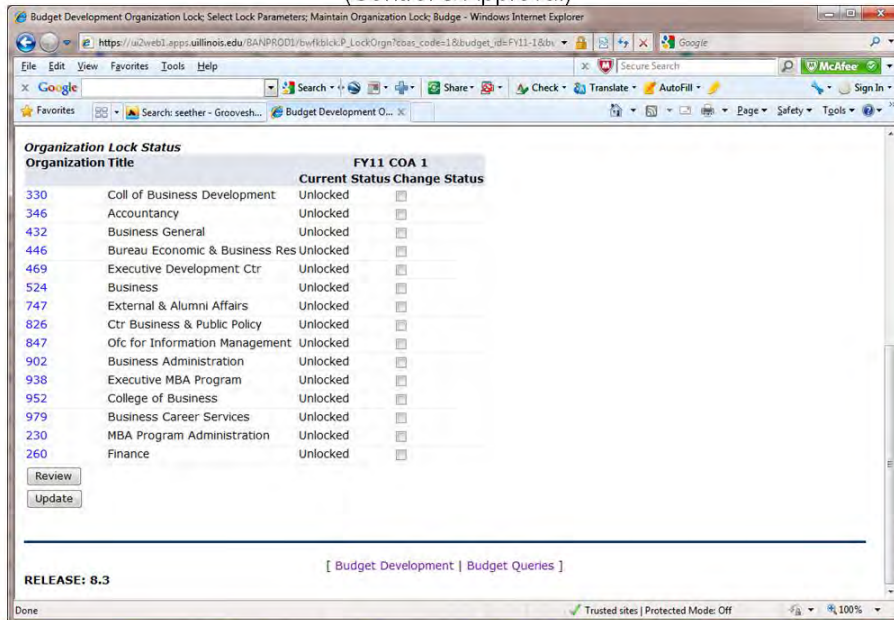
Organization Title	FY11 COA 1	Current Status	Change Status
KM0 College of Business		Unlocked	<input type="checkbox"/>

[ Budget Development | Budget Queries ]

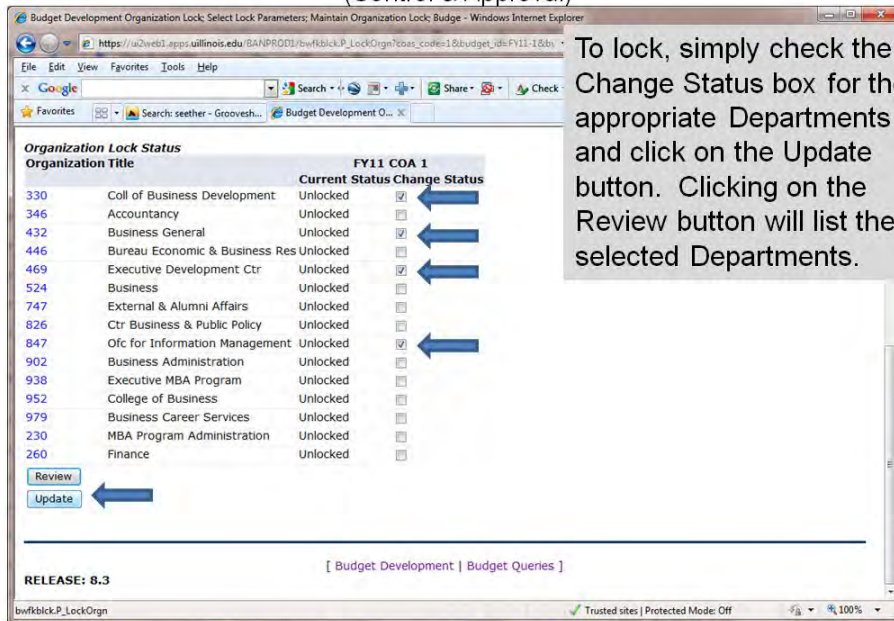
RELEASE: 8.3

Clicking on the Organization drills down to the next level in the hierarchy.

# Locking Organizations (Control & Approval)

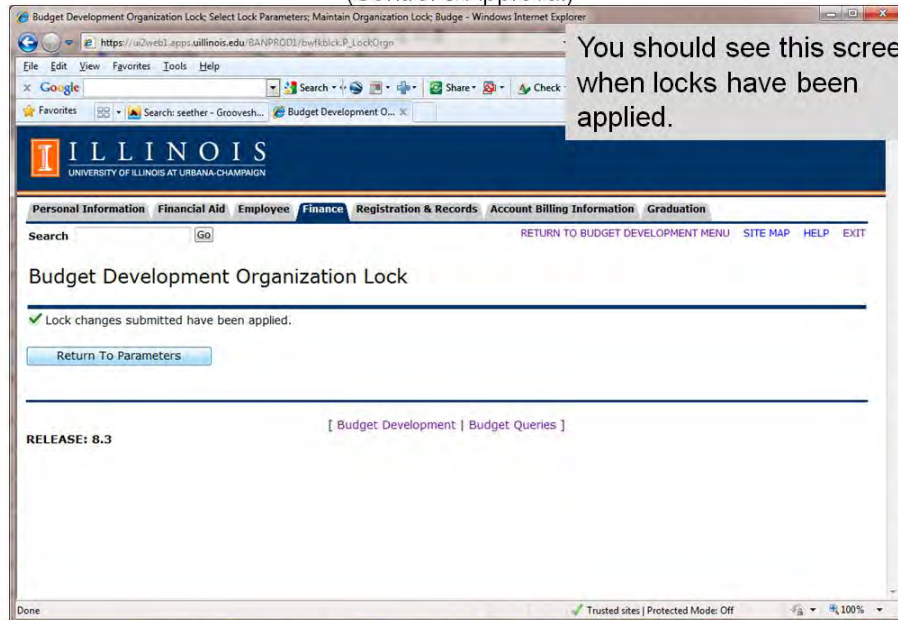


# Locking Organizations (Control & Approval)



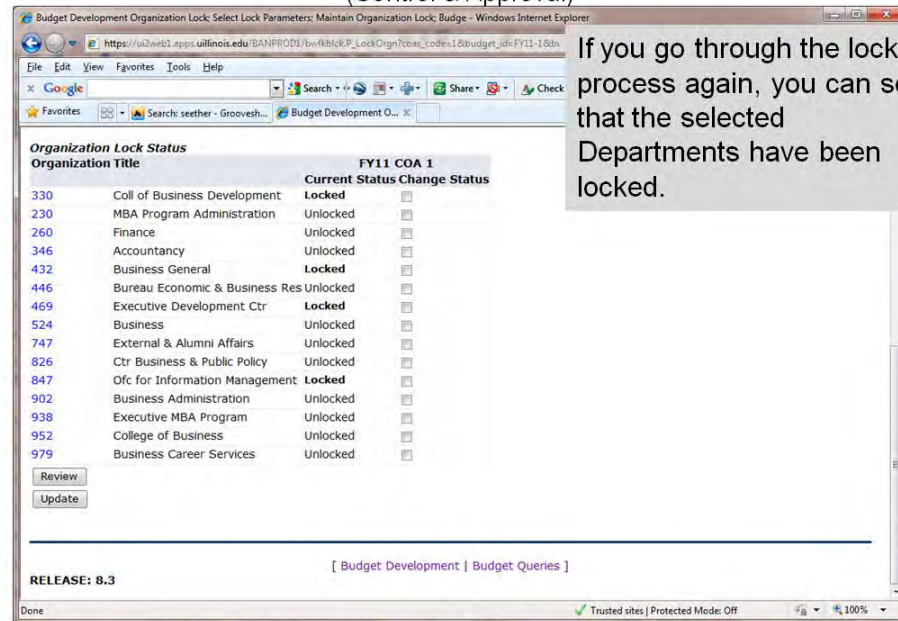


# Locking Organizations (Control & Approval)



You should see this screen when locks have been applied.

# Locking Organizations (Control & Approval)



If you go through the lock process again, you can see that the selected Departments have been locked.

## Locking Organizations (Control & Approval)

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.

Organization Title	FY11 COA 1	Current Status	Change Status
330 Coll of Business Development		Locked	<input type="checkbox"/>
230 MBA Program Administration		Unlocked	<input type="checkbox"/>
260 Finance		Unlocked	<input type="checkbox"/>
346 Accountancy		Unlocked	<input type="checkbox"/>
432 Business General		Locked	<input type="checkbox"/>
446 Bureau Economic & Business Res		Unlocked	<input type="checkbox"/>
469 Executive Development Ctr		Locked	<input type="checkbox"/>
524 Business		Unlocked	<input type="checkbox"/>
747 External & Alumni Affairs		Unlocked	<input type="checkbox"/>
826 Ctr Business & Public Policy		Unlocked	<input type="checkbox"/>
847 Ofc for Information Management		Locked	<input type="checkbox"/>
902 Business Administration		Unlocked	<input type="checkbox"/>
938 Executive MBA Program		Unlocked	<input type="checkbox"/>
952 College of Business		Unlocked	<input type="checkbox"/>
979 Business Career Services		Unlocked	<input type="checkbox"/>

RELEASE: 8.3 [ Budget Development | Budget Queries ]

## 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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