

North Dakota State University

Web-Based Budgeting Departmental User Manual

PeopleSoft Web-Based Budgeting (WBB)

Web Based Budgeting

Departmental Operating Budget Entry for Non-Appropriated Funds

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HE FIN (Higher Education Finance) Budgeting

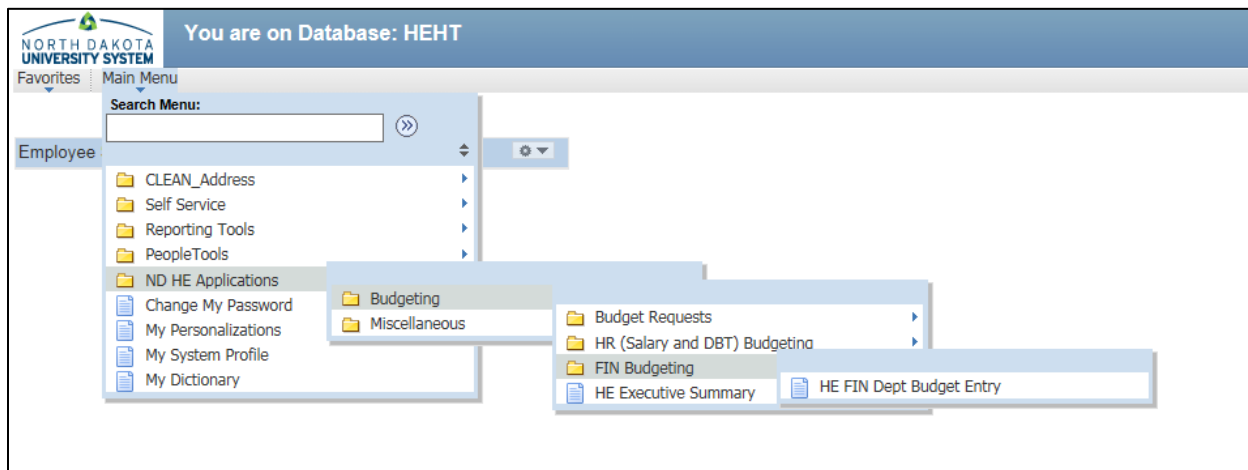
The budgeting application is used to facilitate the annual budget process for all NDUS entities. It is accessed through HCM; once access has been granted, most users will use their existing PeopleSoft User ID and password to prepare budgets. Depending upon the security and access you may already have in HCM, you may have received a second sign on and password to be used for accessing the budgeting module.

HE FIN Department Budget Entry

Department Budget Proposals

Decentralized departmental users will have access to the HE FIN Dept Budget Entry page. During the Annual Budget Process, this page will allow the department to update the proposed budget amounts and submit the proposed budget to the Budget Office for approval.

Navigation: Main Menu > ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

A screenshot of the "HE FIN Dept Budget Entry" page in the NDUS web application. The page title is "HE FIN Dept Budget Entry". Below the title, there is a instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button. Below this, there is a "Search Criteria" section with three input fields: "Budget Unit:", "Budget Period:", and "Scenario ID:". Each field has a dropdown menu and a text input box. To the right of these fields, there is a large text prompt: "Enter Budget Unit and Budget Period". At the bottom of the page, there are four buttons: "Search", "Clear", "Basic Search", and "Save Search Criteria".

Enter **Budget Unit** and **Budget Period** (the next fiscal year), then select the Search button. For NDSU Departmental Entry, use Budget Unit **235**.

All of the Budget Units under Business Unit NDSU1 are:

235	North Dakota State University
244	North Dakota Forest Service
627	Transportation Institute
630	NDSU Extension Service
638	Northern Crops Institute
640	Main Research Center
641	Dickinson Research Center
642	Central Grassland Research Ctr
643	Hettinger Research Center
644	Langdon Research Center
645	North Central Research Center
646	Williston Research Center
647	Carrington Research Center
649	Agronomy Seed Farm

HE FIN Department Budget Entry

Users can filter the search results using different options. Leaving a field blank retrieves all budget rows with values for that field that fit other search criteria.

The screenshot shows the 'HE FIN Dept Budget Entry' web application. At the top, a blue header bar contains the North Dakota University System logo and the text 'You are on Database: HEHT'. Below the header is a breadcrumb trail: 'Favorites | Main Menu > ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry'. A sub-header 'FIN Dept Budget Entry' is displayed. The main content area shows 'Budget Unit: 235' and 'Budget Period: 2017'. Below this is a search form with several fields: 'Dept ID's From' and 'To' (with search icons), 'Funds From' and 'To' (with search icons), 'Project' (with a search icon), 'Account' (with a search icon), and 'Ledger Group' (with a search icon). There are also checkboxes for 'Salaries', 'Fringe Benefits', 'Operating', 'Equipment/Other', and 'Revenue'. At the bottom of the search form are three checkboxes: 'Hide Zero Dollar Budget Rows', 'New Updated Rows (Highlighted)', and 'Zero Dollar Budget Rows'. Below the checkboxes are three buttons: 'Search', 'Clear', and 'Not Budget All'. To the right of the 'Not Budget All' button is a 'Budget All' button.

Dept ID From and To- Filters the search results to a specific department or range of departments. Security will restrict the selection to departments to which users have security to view. Please contact the Budget Office if additional department selections are needed.

Funds From and To- Filters the search results to a specific fund or range of funds.

Project- Filters the search results to the specified project id. (The budgeting module will not be used for grants.)

Account- Filters the search results to the specified budget account.

Ledger Group- This field narrows the search results by ledger group. Examples of ledger groups are: CASHR – Cash Revenue Ledger Group; CSHDTL – Cash Detail Ledger Group. Note that you may be able to view results for other fund types, but you should only be able to edit the CASHR and CSHDTL rows.

Salaries- Displays salary account codes, 511000-515000, 517000 and 518000. The salary fields will not be editable by departmental users. *You will have the ability to add a row for Overtime 514000, and Other Taxable Compensation 518000, which you will be able to edit,* but all other salary budgets will be populated

as a result of the payroll exercise. As salary information is completed via the payroll exercise, the Budget Office will periodically update the amounts that you will then be able to see on your FIN Dept Entry Screen.

Fringe Benefits- Displays the fringe benefit account code, 516000.

Operating- Displays operating budget account codes, 520000-661000.

Equipment/Other- Displays equipment/other account codes, 670000-730002.

Revenue- Displays revenue account codes, 400000-499999.

Hide Zero Dollar Budget Rows- Hides the zero dollar budget rows in the search results. *NDSU departmental users should not normally select this item* as all chartfields that show up in a search result should be considered for budgeting purposes.

New Updated Rows (Highlighted) - Displays Budget rows with updates from the Budget Office. This selection can be run periodically and should be run shortly before submitting the local fund budget requests to see if there are any new chartfields showing up that should be considered for budgeting.

Zero Dollar Budget Rows- Displays only the rows that have a \$0 for both the Base Budget Amt and the Target Amt. *NDSU departmental users should not normally select this item.*

Display Department Reconciliation Grid - Checking this box displays the total revenue and expense proposed budgets for the fund and department in the search criteria (if either the department or fund fields are left blank they act as wildcards); no other criteria in the search box is used in determining the grid results. The totals are updated when the page is saved. Unchecking the box will improve the search processing time, so we recommend not checking the box unless your search criteria will return a small result, or if you would like to add comments. The comment boxes in the reconciliation grid may be used to explain various items related to a given fund, such as why proposed revenues may be less than proposed expenses, etc.

Click **Search** to view the results matching the criteria or **Clear** to clear the search criteria.

After a search has been submitted, two more buttons show up within the criteria box:

Not Budget All – Clicking this button checks the Not Budgeted checkbox for all rows in the search results; budget will not be created for these rows.

Budget All – Clicking this button removes the Not Budgeted checkbox for all rows in the search results.

The **Ledger Group, Account, Fund, Dept ID, Project**, and budget fields display in the search results.



: Lookup to view the chartfield descriptions.



: Indicates if a chartfield is inactive; contact the Budget Office for assistance.

Base Budget Amt- The current year budget amounts flagged as permanent budget. Temporary amounts are not reflected in the Base Budget Amt.

Target Amt- The amount available for departmental budgeting from the Budget Office. For Local funds at NDSU, Target and Proposed dollar amounts are generally carried forward from the Base Budget column, and departments/divisions are expected to adjust the budgets for the next year (via the **Proposed Amt**

column, below) based upon the activity which is anticipated to take place in a given local fund. Payroll account targets will be populated once the payroll exercise is completed.

Proposed Amt -This is the amount the department is requesting be set up as budget for a specific chartfield combination. This amount will be submitted to the Budget Office for review and approval. The Proposed Amt defaults to what is in the Target Amt column, but users can adjust this amount by utilizing the **Calc Chng Amt** or **Change Amt** columns. A percentage change can also be entered into the Change Pct field, but will only work if the Target Amt is not 0.00.

Calc Chng Amt – An amount entered into this field will populate the Proposed Amt column, and will cause an amount to be calculated and displayed in the Change Amt column.

Change Amt- Displays the amount difference in the Target Amt and the Proposed Amt. This field can be overridden or entered manually. An amount entered into this field will change the amount shown in the Proposed Amt column.

Change Pct- Displays the percent difference in the Target Amt and the Proposed Amt. This field can be overridden or entered manually. On rows with \$0 Targets, this field will not calculate, nor should it be entered manually.

Not Budgeted- Indicates a chartfield combination will not be budgeted. If the Proposed Amt field has a dollar amount, it will be zeroed out when this box is selected.

Note: If the existing row has a 0.00 Proposed Amount and Not Budgeted is **NOT** selected, a 0.00 budget row will be created for the chartfield combination.

In the sample below, even though both rows have \$0 in the **Proposed Amt** column, the results will be different. Chartfield 462000-18275-5000 will be opened with a \$0 budget, whereas 462000-18391-5000 will not create a budget at all, because the ‘Not Budgeted’ checkbox is selected.

Account	Fund	Dept ID	Project		Base Budget Amt	Target Amt	Proposed Amt	Calc Chng Amt	Change Amt	Change Pct	Not Budgeted
462000	18275	5000			0.00	0.00	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
462000	18391	5000			0.00	0.00	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

Comments - Comments may be entered as desired, and are required when adding a row. However, this comment field is rather limited; if more comment space is desired, please utilize the comment boxes in the reconciliation grid area. If the line comment box is too small, it would be helpful to enter ‘**see comments below**’; this would direct a reviewer to look for related comments in the reconciliation grid area. We encourage use of the reconciliation grid comments boxes to explain any budget items that may result in questions during the Budget Office review.

HE FIN Dept Budget Entry Steps

Procedure

The following tutorial will demonstrate the steps necessary to review/update the Department (proposed) budget.

Navigation: Main Menu > ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

North Dakota University System

You are on Database: HEHT

Navigation: Main Menu > ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

FIN Dept Budget Entry

Budget Unit: 235 Budget Period: 2017

Dept ID's From [] To [] Funds From [] To [] Project []

Account [] Ledger Group [] ☐ Salaries ☐ Fringe Benefits ☐ Operating ☐ Equipment/Other ☐ Revenue

☐ Hide Zero Dollar Budget Rows ☐ New Updated Rows (Highlighted) ☐ Zero Dollar Budget Rows

[Search] [Clear]

☒ Display Department Reconciliation Grid

[Return to Search] [Notify]

Search Screen Results:

Once you have done a search and have a results screen, you may wish to personalize your screen to move the **Request Number**, **Reason Code**, and **Description** columns to the end of the display, or even hide them completely. NDSU is not currently utilizing those fields. You will likely need to utilize the scroll bar at the bottom of your screen to see these fields.

Proposed Amt	Calc Chng Amt	Change Amt	Change Pct	Not Budgeted	Adjustment Type	Submitted	Comment	Request Number	Reason Code	Description
0.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
0.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
1,480,000.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
20,000.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
0.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment

Note that depending upon the size of your search results, not all of the rows will be presented on the first screen. Scroll over to the right and you will have options to arrow over to the next screen(s) or view all, though results over 100 rows will require more than one screen.

Proposed Amt	Calc Chng Amt	Change Amt	Change Pct	Not Budgeted	Adjustment Type	Submitted	Comment	Request Number	Reason Code	Description
0.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
0.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
1,480,000.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment

FIN Dept Budget Entry

Budget Unit: 235 Budget Period: 2019

Dept ID's From 4500 To Funds From 19282 To Project Account Ledger Group ☐ Salaries ☐ Fringe Benefits ☐ Operating ☐ Equipment/Other ☐ Revenue

☐ Hide Zero Dollar Budget Rows ☐ New Updated Rows (Highlighted) ☐ Zero Dollar Budget Rows

This column represents the budget amounts you are requesting for the next fiscal year.










		Ledger Group	SeqNo	*Account	Fund	Dept ID	Project		Base Budget Amt	Target Amt	Proposed Amt	Calc Chng Amt	Change Amt
<input type="checkbox"/>	<input type="checkbox"/>	CASHR	0	462000	19282	4500		<input type="checkbox"/>	29,000.00	29,000.00	26,000.00		-3,000.00
<input type="checkbox"/>	<input type="checkbox"/>	CASHR	0	479000	19282	4500		<input type="checkbox"/>	1,000.00	1,000.00	1,000.00		
<input type="checkbox"/>	<input type="checkbox"/>	CASHR	0	490000	19282	4500		<input type="checkbox"/>	0.00	0.00	0.00		
<input type="checkbox"/>	<input type="checkbox"/>	CSHDTL	0	535000	19282	4500		<input type="checkbox"/>	15,000.00	15,000.00	16,500.00		1,500.00









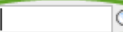




Step	Action
1.	Enter the desired search criteria. Click the Search button. <input type="button" value="Search"/>
2.	Click in the Calc Change Amt OR in the Change Amt field and make the desired adjustments. Clicking the Reset Proposed button will clear any values entered in the Calc Change Amt , Change Amt , and Change Pct fields and recalculate the Proposed Amt field. Use Reset Proposed with <u>caution</u> , as it will reset all rows that were returned based upon your search criteria.
3.	Click the Save button to save the changes and submit the Proposed budget at a later time.
4.	End of Procedure.



HE FIN Add a New Budget Row

Procedure

The following tutorial will demonstrate the steps necessary to add a new row. This procedure is used to add new funding sources, additional chartfields, etc.

		Ledger Group	SeqNo	*Account	Fund	Dept ID	Project		Base Budget Amt	Target Amt	Proposed Amt	
			CASHR	0 462000	18556	4510			0.00	0.00	0.00	
			CASHR	0 479000	18556	4510			55,700.00	55,700.00	55,700.00	
			CASHR	0 490000	18556	4510			2,558,936.00	2,558,936.00	2,558,936.00	

		Ledger Group	SeqNo	*Account	Fund	Dept ID	Project		Base Budget Amt	Target Amt	Proposed Amt	
			CASHR	0 462000	18556	4510			0.00	0.00	0.00	
			CASHR	0 479000	18556	4510			55,700.00	55,700.00	55,700.00	
			CASHR	0 	18556	4510			0.00	0.00	0.00	
			CASHR	0 490000	18556	4510			2,558,936.00	2,558,936.00	2,558,936.00	

Step	Action
1.	Enter the desired Search criteria. Click the Search button. 
2.	Click the Insert button. 
3.	<p>The new budget row is copied from the row directly above it with <u>the same Ledger Group, Fund and Dept numbers</u>. Enter the Account number needed.</p> <p>You may utilize the magnifying glass “look up” function to find the account you need, or you may reference the General Ledger Account Number information found on the Accounting Office web page.</p> <p>If you would like to add an account and no other account is available with the same Ledger Group, Fund and Dept number, contact the Budget Office.</p>
4.	Enter the desired information into the Calc Chnge Amt or Change Amt field.
5.	Comments are required when adding a row; although the comment field is very limited.
6.	Rows that the departmental user has added may be subsequently removed if it is determined they are not needed.
7.	Click the Save button to save the changes and submit the proposed budget at a later time.
8.	If you are missing an entire fund/department combination, contact the Budget Office.
9.	End of Procedure.

HE FIN Not Budget a Row or Entire Fund

Procedure

If a budget row or entire fund will not be budgeted, select the Not Budgeted checkbox on each row, and enter a Comment indicating why the fund will not be budgeted. These comments will be viewable by all users with security access to the department.

Navigation: Main Menu > ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

FIN Dept Budget Entry

Budget Unit: 235 Budget Period: 2019

Dept ID's From To

Funds From 18556 To

Project

Account

Ledger Group

☐ Salaries ☐ Fringe Benefits ☐ Operating ☐ Equipment/Other ☐ Revenue

☐ Hide Zero Dollar Budget Rows ☐ New Updated Rows (Highlighted) ☐ Zero Dollar Budget Rows

Search

Clear

Not Budget All

Budget All

Reset Proposed

Submit Proposed Budget

		Ledger Group	SeqNo	*Account	Fund	Dept ID	Project		Base Budget Amt	Target Amt	Proposed Amt	Calc Chng Amt	Change Amt	Change Pct	Not Budgeted
		CASHR	0	462000	18556	4510			0.00	0.00	0.00			-100.0000	<input checked="" type="checkbox"/>
		CASHR	0	479000	18556	4510			55,700.00	55,700.00	0.00		-55,700.00	-100.0000	<input checked="" type="checkbox"/>
		CASHR	0	490000	18556	4510			2,558,936.00	2,558,936.00	0.00		-2,558,936.00	-100.0000	<input checked="" type="checkbox"/>
		CSHDTL	0	511000	18556	4510			652,568.00	0.00	0.00				<input type="checkbox"/>
		CSHDTL	0	512000	18556	4510			343,849.00	0.00	0.00				<input type="checkbox"/>
		CSHDTL	0	516000	18556	4510			288,654.00	288,654.00	0.00		-288,654.00	-100.0000	<input checked="" type="checkbox"/>
		CSHDTL	0	535000	18556	4510			1,431,020.00	1,431,020.00	0.00		-1,431,020.00	-100.0000	<input checked="" type="checkbox"/>
		CSHDTL	0	722001	18556	4510			0.00	0.00	0.00			-100.0000	<input checked="" type="checkbox"/>

☐ Display Department Reconciliation Grid

Step	Action
1.	Enter the desired search criteria. Click the Search button.
2.	NOTE: Use the Not Budgeted check box with caution. 1) For local fund revenue accounts, do not check any rows as Not Budgeted unless the entire fund is to be closed and inactivated. The 0.00 revenue account budgets will allow activity to post without a budget error being received. 2) For local fund expense accounts, leave at least one row as budgeted. The only instance in which all expense rows in a fund should be marked as Not Budgeted is if the entire fund is to be closed and inactivated.
3.	Click the Not Budgeted option on each row that will not be budgeted. Add text in the Comment field. If your entire search results are not to be budgeted, you may click the Not Budget All button.
4.	Click the Save button to save the changes and submit the proposed budget at a later time.
5.	If an entire fund is Not Budgeted because it is to be closed and inactivated and won't be needed in the next fiscal year, <u>be sure to add comments explaining this</u> ; the Budget Office will forward that information to the Accounting Office who will work with you to reconcile and inactivate the fund.
6.	End of Procedure.

HE FIN Highlighted Budget Rows

Procedure

If a budget row has been added or modified by the Budget Office, this new information will be highlighted on the search screen results. A search for these updated rows should be performed periodically as well as shortly before final review and submission of budgets to the Budget Office.

Navigation: Main Menu > ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

FIN Dept Budget Entry

Budget Unit: 235

Budget Period: 2019

Dept ID's From To

Funds From To

Project

Account

Ledger Group

☐ Salaries ☐ Fringe Benefits ☐ Operating ☐ Equipment/Other ☐ Revenue

☐ Hide Zero Dollar Budget Rows

☒ New Updated Rows (Highlighted)

☐ Zero Dollar Budget Rows

Search

Clear

Not Budget All

Budget All

Reset Proposed

Submit Proposed Budget

		Ledger Group	SeqNo	*Account	Fund	Dept ID	Project		Base Budget Amt	Target Amt	Proposed Amt	Calc Chng Amt	Change Amt	Change Pct	Not Budgeted
		CASHR	0	490000	00280	4530			25,000.00	25,000.00	25,000.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
		CSHDTL	0	722001	00280	4530			25,000.00	25,000.00	25,000.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
		CSHDTL	0	722001	00281	4520			300,000.00	300,000.00	300,000.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
		CASHR	0	490000	00281	4520			300,000.00	300,000.00	300,000.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
		CASHR	0	490000	00283	4520			50,000.00	50,000.00	50,000.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
		CSHDTL	0	722001	00283	4520			50,000.00	50,000.00	50,000.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
		CASHR	0	479000	18515	4530			0.00	0.00	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
		CASHR	0	478000	18515	4530			0.00	0.00	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
		CSHDTL	0	535000	18515	4530			569,479.00	569,479.00	519,479.00	<input type="text"/>	-50,000.00	-8.7799	<input type="checkbox"/>
		CASHR	0	490000	18515	4530			1,285,462.00	1,285,462.00	1,606,828.00	<input type="text"/>	321,366.00	25.0000	<input type="checkbox"/>
		CSHDTL	0	521000	18515	4530			0.00	0.00	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Step	Action
1.	In the search box, select the 'New Updated Rows (Highlighted)', leaving all other criteria blank. Click the Search button. <div><div>Search</div></div>
2.	Determine what changes, if any, need to be made to the highlighted row. After the changes have been saved, the row will no longer be highlighted.
3.	A change needs to be made to the row in order for highlighting to be removed. Therefore, if no changes were required in step 2, above, we suggest entering a brief comment on that row, such as "OK" or "reviewed", then Save . The row should no longer be highlighted.
4.	Click the Save button to save all changes and submit the proposed budget at a later time.
5.	End of Procedure.

HE FIN Budget Reporting

Procedure

The following tutorial will demonstrate the steps to run reports to review and verify your data entry prior to submission and notification.

Navigation: Main Menu > ND HE Applications > Budgeting > FIN Budgeting > HE Annual Budget Summary

The first time you run this report you will need to select the **Add a New Value** tab to set up a Run Control ID. Enter a name that is meaningful to you for the Run Control ID, and select **Add**.

The screenshot shows the 'HE Annual Budget Summary' page. At the top, it says 'You are on Database: HEHT'. Below that is a breadcrumb trail: 'Favorites | Main Menu > ND HE Applications > Budgeting > FIN Budgeting > HE Annual Budget Summary'. The page title is 'HE Annual Budget Summary'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and circled in green. Below the tabs is a text input field for 'Run Control ID:'. A green arrow points to this field with the text 'Name your Run Control ID' in a box. Below the input field is a button labeled 'Add', which is also circled in green. At the bottom left, there are links for 'Find an Existing Value' and 'Add a New Value'.

Once the Run Control has been set up, the report criteria screen will be available:

The screenshot shows the report criteria screen. At the top, it says 'Run Control ID: Annual_Budget_Summary'. There are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. The 'Run' button is circled in green. Below the buttons are two input fields: '*Budget Unit: 235' and '*Budget Period: 2019'. Below these fields is a table with the following columns: 'Sequence', 'ChartField Name', 'Subtotal', '*Value', and '*To Value'. The 'Sequence' and 'Subtotal' columns are circled in green. The table has four rows: '2 * Dept', '1 Fund', 'Project', and 'Account'. The 'Subtotal' checkbox is checked for '2 * Dept' and '1 Fund', and unchecked for 'Project' and 'Account'. Below the table is a 'Clear' button. At the bottom left, there is a 'Save' button circled in green, and a 'Return to Search' button. At the bottom right, there are 'Add' and 'Update/Display' buttons.

Sequence	ChartField Name	Subtotal	*Value	*To Value
2	* Dept	<input checked="" type="checkbox"/>	4510	4510
1	Fund	<input checked="" type="checkbox"/>		
	Project	<input type="checkbox"/>		
	Account			

Enter the **Budget Unit** and the **Budget Period** for which you are running the report.

The **Sequence** field is used to determine the hierarchy of the report and determines if a chartfield will be included in the report. Note that the **Dept** fields are required.

Subtotal checkbox: a chartfield is only available for subtotal if it has also been given a sequence number. The chartfield with Sequence number 1 will return totals at each change in the chartfield. Sequence numbers

2 and 3 will return chartfield totals at the end of the report. Check or uncheck the box to include or exclude specific subtotals.

Once all desired report criteria have been entered, click **Save** and **Run**. When the **Process Scheduler Request** screen opens, change the **Format** field to PDF. Select **OK** to return to the Run Control screen, then go to the **Process Monitor** to view the status of your report.

- **Process Type** is *BI Publisher*, **Process Name** is *NDC_BG_5674*.
- Click the **Refresh** button until the **Run Status** is *Success* and the **Distribution Status** is *Posted*.
- Click the **Go back to HE Annual Budget Summary** hyperlink.
 - Do not click the Details hyperlink as with most other reports.
- Click the **Report Manger** hyperlink
- Click the hyperlink to open the most recent *.pdf* report.
- Click the link to open the *.pdf* report.
- The report will open in Adobe.

Favorites

Main Menu > ND HE Applications > Budgeting > FIN Budgeting > HE Annual Budget Summary

Process Scheduler Request

User ID carol.haukebo

Run Control ID Budget_Report

Server Name PSNT

Run Date 03/21/2016

Recurrence

Run Time 4:40:27PM

Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AE for Annual Budget Summary	NDC_BG_5674	Application Engine	Web	PDF	Distribution

OK

Cancel

In addition to this report, The [HE FIN Dept Budget Entry](#) screen has a download button that you may use to export the search result information for sorting and reviewing as you wish. The download button is located both in the detailed rows section (may need to scroll to the right) and in the Reconciliation Grid area of the screen.

Detailed rows area:

Base Budget Amt	Target Amt	Proposed Amt	Calc Chng Amt	Change Amt	Change Pct	Not Budgeted	Adjustment Type	Submitted	Request Number	Comment	Reason Code	Description
27,000.00	27,000.00	27,000.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
0.00	0.00	0.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
13,000.00	13,000.00	13,000.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment
25,000.00	25,000.00	25,000.00				<input type="checkbox"/>	Permanent Budget	<input type="checkbox"/>			A	Annual Budget Adjustment

Reconciliation grid area:

Account Type	Dept ID	Fund	Project	Base Budget Amt	Target Amt	Proposed Amt	Variance	Comment
REVENUE	5320	12131		\$25,000.00	\$0.00	\$39,000.00	\$39,000.00	
EXPENSE	5320	12131		\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	



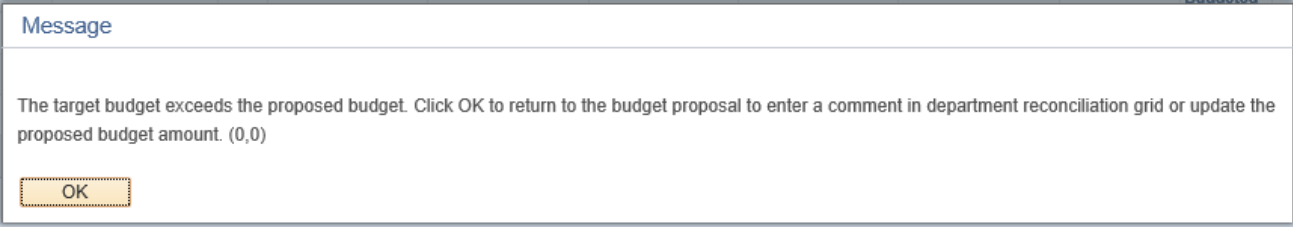
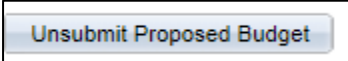
HE FIN Submit a Proposed Dept Budget

Procedure

Once the department has updated/reviewed the proposed budget amounts, the proposed budgets will need to be submitted to the Budget Office for review/approval. The following tutorial will demonstrate the steps necessary to submit a proposed department budget.

Your Dean/Dept or respective division Vice President and/or Provost may have separate instructions as to when/who should submit and notify (see the next section) for your department.

Navigation: Main Menu > ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

Step	Action
1.	Enter the desired search criteria. Click the Search button. 
2.	Click the Submit Proposed Budget button. Submitting a budget will prevent further edits to the proposed budget. 
3.	If the Target Amt exceeds the Proposed Amt, the system will require a comment in the Reconciliation Grid area and will show this message if a comment has not been entered: 
4.	After a budget is submitted, an Unsubmit Proposed Budget button is displayed.  . Users with appropriate access can un-submit the proposed budget. The budget can then be updated and submitted again. The unsubmit functionality is only available until the departmental entry stop date set by the Budget Office, or until all departmental budgets in the budget unit have been submitted, whichever happens sooner.
5.	End of Procedure.

Note that if the Budget Office makes changes to a row that has the same department number as any row that has been submitted, the system will automatically unsubmit those rows, and highlight all rows that have the same department number as the row that was changed. Refer back to the [HE FIN Highlighted Budget Rows](#) section of this manual for instructions on how to search for and work with highlighted rows.

HE FIN Notify

Procedure

The **Notify** button appears at the bottom of the HE FIN Dept Budget Entry page, and should be used to notify the Budget Office when departmental budgets have been submitted. The following tutorial will demonstrate the steps necessary to use the Notify process.

	Ledger Group	SeqNo	*Account	Fund	Dept ID	Project		Base Budget Amt	Target Amt	Proposed Amt
	CASHR	0	462000	18324	2310			0.00	0.00	0.00
	CASHR	0	479000	18324	2310			0.00	0.00	0.00
	CASHR	0	480000	18324	2310			250.00	0.00	0.00
	CASHR	0	490000	18324	2310			0.00	0.00	0.00
	CASHDTL	0	533000	18324	2310			250.00	0.00	0.00

☐ Display Department Reconciliation Grid

Save

Return to Search Notify

Favorites Main Menu > ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To:

CC:

BCC:

Priority:

Subject:

Template: Workflow Notification
Priority: %NotificationPriority
Date Sent: 2016-03-21

Message:

Lookup Recipient

Delivery Options

☐ RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK

Cancel

Apply

Favorites Main Menu > ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

Send Notification

Lookup Address

Recipient Search

Name: search by last name

Search Results

To	cc	bcc	Recipient	Email Address	User ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Recipient List

To:

CC:

BCC:

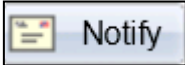
Favorites Main Menu > ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

Send Notification

Delivery Options

Recipient Options

Recipient	Worklist	Email
	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Step	Action
1.	<p>The Notify button selects available Notification Templates for the page. Notifications should be sent by email.</p> <p>Click the Notify button. </p>
2.	<p>The Send Notification page enables users to notify the person or group who needs to take action on the notification. When recipients receive this email notification, it may include a link to the PeopleSoft system where necessary work/review will be performed.</p>

Step	Action
3.	In the "To" field, enter ndsu.budget@ndsu.edu . If there are any other recipients you would like to add, click the Lookup Recipient link to access the Lookup Address page. Enter the first few characters of a recipient's last name and click Search to see a list of people that match the search; add the appropriate names to the Recipient List by selecting the <u>To</u> , <u>cc</u> or <u>bcc</u> checkboxes, and select OK.
4.	Click the Delivery Options link and select the Email checkbox if it is not already checked. Select OK.
5.	Users may identify the priority level for the notification; this is optional.
6.	In the Subject field, please enter " FYXX Budget ", where XX corresponds to the fiscal year for which budgets are being requested.
7.	The Template area can be ignored; it is not editable.
8.	Users should add text to the Message field to explain the purpose of the notification, such as the department and/or fund numbers that have been submitted.
9.	Click OK or Apply .
10.	End of Procedure.