Budget Preparation System
Budget and Financial Planning
2014-15
Budget Preparation System
Welcome

Goal

- Introduce to some and reintroduce to others, the Budget Preparation System
- Verify users access to update the 2014-15 current expense and position panels
- Verify users access to run the 2014-15 Detail Departmental Budget report
Welcome

- Budget Panel Update Access
  - Generally, no flat files
- Budget Reports
- Update panels and run reports whenever the system is available
  - Weekend work
What’s New

➢ Solutions to Budget All Positions
  ➢ One-time Salary Credits
    ➢ Unit Budget Coordinators are permitted to enter **approved** Salary Credits
  ➢ Lump Sum Positions beginning with #5
    ➢ Parent (linked to children in Position Management)
    ➢ Budget - Reallocation
Any CAR (permanent) positions changes after 7-1-13 will need to be updated in the budget system
Housekeeping

- Budget Revision Request (BRR) and Budget Transfer Request (BTR) – Current Year Adjustment
- Budget Change Order (BCO) - New Year Budget Changes
- Forms and instructions on Budget & Financial Planning Website
Within their CSD, units are permitted to enter balanced entries without a BCO

Required BCO – general funds

- Revenue to Expense Budgets
- Central Reserve Funds
- New Funds
- Significant Transfers between CSDs and mixed CSDs

- Budget Reductions
# Budget Revision/Change Order Request – BRR/BCO

## University of Louisville

### Budget Revision/Change Order Request - BRR/BCO

<table>
<thead>
<tr>
<th>CSD</th>
<th>Department ID</th>
<th>Department Name</th>
<th>For Month</th>
<th>Fiscal Year</th>
<th>Budget Reference #</th>
</tr>
</thead>
<tbody>
<tr>
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<td>2013-14</td>
<td></td>
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</table>

**Type of Request**

- [ ] Additional Allocation (new money)
- [ ] Allocation Offset by Income/Credit
- [ ] Other

**Description / Justification for Budget Revision:**

Journal Number(s) and Date Posted:

**REMINDER:** Enter Preparer’s Name and Date at Lower Left under “Prepared by” — THIS REMINDER WILL THEN DISAPPEAR.

### Budget Line

<table>
<thead>
<tr>
<th>CSD</th>
<th>Fund</th>
<th>Department</th>
<th>Program Number</th>
<th>Program Name</th>
<th>Budget Line Description</th>
<th>Account Code</th>
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<tr>
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</tr>
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</table>

**Prepared by:**

__________________________

Date

**Policy and Budget Analyst Comments:**

**Recommended/Approved By:**

Signature

Date

Central Approval, if Required:

Signature

Date
BRR/BCO Form & Instructions

➢ BRR/BCO Form:
  http://louisville.edu/finance/budget/budgetforms/BRRBCO.xls

➢ BRR/BCO Instructions:
  http://louisville.edu/finance/budget/budgetforms/BRRBCOinstructions.pdf
Budget Development Cycle
1. Rollover – Budget & Financial Planning (BFP) and Systems Administration
   - Original 7/1 Budget
   - Back out Fringe Benefits
   - Remove one-time Xpays (positions over the max)
   - Adjust one-day variance
   - Change budget reports and panels to reflect new year
   - 7/1 budget now becomes Original Budget for the new fiscal year
2. Beginning with Phase I the system is open to the users to begin the new fiscal year Budget Development Cycle
   - Budget System includes any one-day variance adjustments and prior year salary credits
   - CAR is not in the budget – unit enters during Phase I

3. Program Budgets/Service Centers/Distance Ed Budgets – Merit Increases (unit) and Final Balancing (BFP)
4. One-time Salary Credits – Unit Budget
Coordinators enter approved adjustments

5. Departmental Reorganizational Changes are approved by Budget and Financial Planning
   - Position Management and Financial Systems updates the systems after approval is given
   - Unit may need to pull new attributes into panel and save
6. Merit Increases for Classified Staff, Faculty and Professional and Administrative (PNA) Staff – Unit
7. Graduate Stipends Increases and Administrator Merit – BFP
8. Across the Board salary increases - Financial Systems
9. Faculty Promotions – Unit
10. Strategic Initiatives, Fixed Costs, Revenue and the Financial Aid Escalator – BFP
11. Clinics – Units make initial adjustments in system to make system match request. BFP balances after Fringe posts.
12. Endowments and Gifts - TBD
13. Foundation – TBD
Budget System
Requirements
Guidelines for the preparation and submission of the annual operating budget require that each budget is submitted at the “line item” level.

Budget Lines:
- Distinguishes each item in the budget
- Key data element used in controlling access to the file
- Unique identifier for each budget transaction
Budget System Requirements

➢ For accurate reporting - all Budget lines require a general fund home program/speedtype

➢ The Home program is the general fund number which identifies organizationally (hierarchy) where the budget line is located within the university.

➢ Example Dept of Pediatrics (home program)
  ➢ Pediatric Neonatal (clinic) – funding dist/source
  ➢ Pediatric Oncology (clinic) – funding dist/source

➢ Home program must correspond to general fund funding program (if applicable)
Budget Panels
Budget Panels

1. Create new budget lines
2. Change existing budget lines
   - Attribute modification
   - Budget amount changes (increase/decrease)
   - Add funding distribution/source
   - Delete funding distribution/source
   - Delete budget lines
3. Search on existing budget lines
Funding Distributions

- A particular budget line may be supported by several different funding distributions/sources
  - Cannot have more than one general fund funding distribution/source on a budget line
    - General fund home program must agree with general fund funding speedtype/program
  - Can have one general fund and one or multiple non-general fund funding distributions/sources on a line within your organization
Funding Distributions

General Funds

- 01XXX – 1000 Fund – Default
- 1XXXX – 1000 Fund – Program Budgets
- 01XXX – 1010 Fund – Program Budgets
- 2XXXX – 1010 Fund – Translational Res
- 3XXXX – 1000 Fund – Other
- 4XXXX – 1000 Fund – Auxiliaries
- 50XXX – 1000 Fund – IRIG – Under 10,000
- 52XXX – 1000 Fund – RIF Center
- 54XXX – 1000 Fund – IRIG – Over 10,000
- 55000 – 1000 Fund – Research Council Grants
- 56XXX – 1000 Fund – Proof of Concept Grants
- HXXXX – 1010 Fund – Hospital
- SXXXX – 1000 Fund – Service Centers
- X0XXX – 1000 Fund – General Institutional Grants
Funding Distribution

- Non-general Funds – refers to Finance Responsibility Matrix or contact your budget analyst
On-line Access
Select ULink

Athletics - Russell Athletic Bowl Champions
Type in your User ID and Password
Click Sign in
Click on Faculty & Staff Tab
At Menu Click on U of L Budget
Click on Panels
You will only work in Current Expenses or Positions
Click on Add a New Value to add a current expense line.
Click on Add to create a new budget line
**Current Program Data Attributes**

### Current Expenses

<table>
<thead>
<tr>
<th>Budget Line Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year:</td>
</tr>
<tr>
<td>Budget Line:</td>
</tr>
<tr>
<td>Last Update Date/Time:</td>
</tr>
<tr>
<td>Last Update User ID:</td>
</tr>
<tr>
<td>SetID: UOFL1</td>
</tr>
<tr>
<td>Reason:</td>
</tr>
</tbody>
</table>

### Budget Current Expense Data

- **SpeedType:**
- **Department:**
- **Program:**
- **CSD:**

**Best to use Search (magnifiers) to select Data**

### Budget Current Expense Distribution Data

- **SpeedType:**
- **Department:**
- **Program Fund:**
- **#Account:**
- **PCS:**
- **Project/Grant:**
- **Last Upd:**
- **By:**
- **CAR + / -:**
- **By Reason:**
- **Original Amt:**
- **Base Adjust:**
- **Other Adjust:**
- **BFP Adjust:**
- **Requested Amt:**
- **CAR Amt:**
- **SPC:**

### Budget Current Expense Distribution Totals

<table>
<thead>
<tr>
<th>Original Amt</th>
<th>Base Adjust</th>
<th>Other Adjust</th>
<th>BFP Adjust</th>
<th>Requested Amt</th>
<th>CAR Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

![Image](image.png)
Create a new current expense line (1 of 2)

- Budget Current Expense Data
  - Speedtype - General Fund Home Program
    - Populates department, program and CSD
- Budget Current Expense Distribution Data
  - Speedtype (populates dept, program, fund)
  - Account - 530900 (cable)
  - Budget – Base of 10,000
Create a new current expense line (2 of 2)

- Reason Code – 59
- Save – write down budget line to modify an existing line
Click on Find and Existing Value to modify line
Modify a current expense line

- Select - Find and existing value tab
- Enter budget line number
- Reduce budget amount – 5,000
- Select Reason Code – 59
- Save
Click on Add A New Value
Click on Add
Budget Position Data

Position: NEWPOS  Position Type: Vacant  Lump Sum Type: 
Job Code: 000021  Asst Dir Std Fin Aid
Speed Type: 01007
Department: 1210000158  VP Finance
Program: 01007  VP Finance
*CSD: IS7-VP Finance
Regular/Temporary: Regular  Normal Work Week: 
Hourly Rate:  FTASR: 10,000  FTE:

Salary Grade: EG  Min Salary Rate: $48,771.00  Max Salary Rate: $81,244.00
Tenure Eligible:  Tenure Date: 
Contract Type: 12 month Faculty paid over 12  

Budget Position Funding Data

Speed Type: 01007  
Department: 1210000158
Program: 01007  Fund: 1000
*Account: 511300  PCS  Project/Grant: 
Last Upd: By: 
Reason: 

Earnings Type  Base +/-  Perf/ATB +/-  Other +/-  BFP +/-  Account  CAR +/-  
Original Amt  Base Adjust  Perf/ATB  Other Adjust  BFP Adjust  Requested Amt  CAR Amt  SPC
0 10,000 0 0 0 10,000 10,000

Budget Position Funding Totals

Original Amt  Base Adjust  Perf/ATB  Other Adjust  BFP Adjust  Requested Amt  CAR Amt
0 10,000 0 0 0 10,000 10,000

Click Save

Save
Create a new faculty position (1 of 3)

Budget Position Data

- NEWPOS
- Jobcode 000223 – populates salary grade min and max
- Speedtype – General fund home program, pulls in department & CSD
- Reg/Temp - Reg
- FTASR – 50,000
- Tenure Eligible - Eligible
- Tenure Date if applicable – 07-01-2008
- Contract Type – 10 month Faculty paid over 12
Create a new faculty position (2 of 3)

Budget Position Funding Data

- Speedtype – populates department, program and fund (use general fund speedtype)
- Account - 511200
- Earnings Type – Reg,
- Budget – Base Adjustment 50,000
Create a new faculty position (3 of 3)

- Add a salary credit
  - Click on plus button to add a distribution
  - Speedtype (same GF speedtype as dist 1)
  - Account – 513200 (Salary Credit)
  - Earnings Type – R
  - Other – Credit of 25,000
- Reason Code – 20 (new position)
- Save (write down budget line # to modify)
Click on **Find an Existing Value**
Click Save
Position

- Modify an existing position
  - Pull up new position using budget line number
  - Delete credit
    - Click on (-) minus
    - Reason Code – 59 (adjust budget)
  - Save
SAVE

➢ Always remember to SAVE
  ➢ SAVE updates budget system
  ➢ UPDATE – updates panel, no changes to system
Delete Budget Line

➢ To remove a budget line
  ➢ **Best Practice – print panel before delete**
  ➢ Click on Trash Can icon
Expenses

- Delete a budget line from the budget system
  - Current Expense and Position budget lines
    - Find an existing value
      - Enter budget line number
    - Click on trash can icon
      - Are you sure you want to delete? Choose yes to complete the change
Other
System Errors and Warnings

- No Position Number
  - NEWPOS (temporary fix)
- Home program and general fund funding program do not agree
- Multiple General Fund Programs on a budget line
- Missing Codes (examples)
  - Reason
  - Account
- Duplicate Distribution
Other Expenses

- Fringe Benefits were backed out of the original budget
  - BFP runs a separate batch file to track the original fringe budget plus or minus any changes
  - Fringe budgets posted after all salary changes are final
### Fringe Benefits

#### University of Louisville

#### Fringe Benefits Report

#### Fiscal Year 2004

<table>
<thead>
<tr>
<th>Department</th>
<th>Benefits</th>
<th>Social Security</th>
<th>Medicare</th>
<th>Uniformed Services</th>
<th>Health Care</th>
<th>Life</th>
<th>Dental</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>General 2004</td>
<td>General 2004</td>
<td>11,798,949</td>
<td>8,944,254</td>
<td>8,062,027</td>
<td>1,334,544</td>
<td>1,595,162</td>
<td>11,804,838</td>
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<tr>
<td>Univ. - General</td>
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<td>27,636,446</td>
<td>2,411,533</td>
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<td>1,081,435</td>
<td>572,805</td>
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End of Report
Reports
Budget Report Exercise

Home Program – for accurate reporting
- Budget Coordinators assigned home program for all personal service
- Budget Analyst assigned home program on all other operating expense lines
- Included salary credits and lump sum positions beginning with #5
Create a new Run Control ID or Find an Existing Value (unique identifier)

- A Run Control is a shortcut name that you create yourself to save time and work when you run the same reports over and over

- If you previously used the Budget Preparation System, your old run controls are available for use
  - Make sure you change the budget year
Reports

- Detail Budget Report Filters
  - CSD
  - VP
  - Department
  - Program
Choose Add a New Value to create a new run control ID – then Click Add
Click Run

Report can be run by VP or CSD, or single department number
### Process List

<table>
<thead>
<tr>
<th>Select</th>
<th>Instance</th>
<th>Seq.</th>
<th>Process Type</th>
<th>Process Name</th>
<th>User</th>
<th>Run Date/Time</th>
<th>Run Status</th>
<th>Distribution Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1554125</td>
<td></td>
<td>SQR Report</td>
<td>ULBUDDL MTWARR01</td>
<td>12/10/2012 12:18:07PM EST</td>
<td>Success</td>
<td>Posted</td>
<td>Details</td>
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<td></td>
<td>1554080</td>
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<td>SQR Report</td>
<td>ULBUDDL MTWARR01</td>
<td>12/10/2012 11:10:03AM EST</td>
<td>Success</td>
<td>Posted</td>
<td>Details</td>
<td></td>
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</tbody>
</table>

Go back to Detail Departmental Expenditure

[Save][Notify]

Process List | Server List

71
## Process Detail

### Process

<table>
<thead>
<tr>
<th>Instance:</th>
<th>1554125</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>ULBUDDTL</td>
</tr>
<tr>
<td>Run Status:</td>
<td>Success</td>
</tr>
</tbody>
</table>

### Type: SQR Report

<table>
<thead>
<tr>
<th>Description:</th>
<th>Dept Budget Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution Status:</td>
<td>Posted</td>
</tr>
</tbody>
</table>

### Run

<table>
<thead>
<tr>
<th>Run Control ID:</th>
<th>test2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Server</td>
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<td>Server:</td>
<td>PSUNIX</td>
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<tr>
<td>Recurrence:</td>
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</tbody>
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### Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

### Date/Time

<table>
<thead>
<tr>
<th>Request Created On:</th>
<th>12/10/2012 12:18:22PM EST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Anytime After:</td>
<td>12/10/2012 12:18:07PM EST</td>
</tr>
<tr>
<td>Began Process At:</td>
<td>12/10/2012 12:18:42PM EST</td>
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<tr>
<td>Ended Process At:</td>
<td>12/10/2012 12:19:20PM EST</td>
</tr>
</tbody>
</table>

### Actions

- Parameters
- Message Log
- View Log/Trace

---

**Batch Timings**: View Log/Trace
### View Log/Trace

#### Report
- **Report ID:** 1087642
- **Process Instance:** 1554125
- **Name:** ULBUDDTL
- **Process Type:** SQR Report
- **Run Status:** Success

#### Report Details
- **Report Details:**
  - **Distribution Details:**
    - **Distribution Node:** fprod
    - **Expiration Date:** 12/17/2012
  - **File List:**
    | Name              | File Size (Bytes) | Date/Time Created |
    |-------------------|-------------------|-------------------|
    | SQR_ulbuddl_1554125.log | 1,554             | 12/10/2012 12:19:26.810381 PM EST |
    | ulbuddl_1554125.pdf   | 9,935,360         | 12/10/2012 12:19:26.810381 PM EST |
    | ulbuddl_1554125.txt   | 1,733             | 12/10/2012 12:19:26.810381 PM EST |

#### Distribute to
- **Distribution ID Type:**
- **User:** MWARR001

---

Return
New Report (1 of 2)
- Select – Add a New Value Tab
- Enter – Run Control ID
- Click – Add
- Select – Sort
- Click – Run
- Select Server Name – PSUNX
- Click – OK
Detail Department Expend Report

- **New Report (2 of 2)**
  - Click – Process Monitor
  - Refresh – until Success and Posted
  - Click – Details
  - Click – View Log/Trace
  - Select – PDF name to open or save report
Click on Search
Enter any information you have and click Search. Leave fields blank for a list of all values.
Report can be run by VP, CSD, or single department number.
### Process Scheduler Request

**User ID:** MTWARR01  
**Run Control ID:** test

<table>
<thead>
<tr>
<th>Server Name</th>
<th>Run Date</th>
<th>Run Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>PELinux</td>
<td>12/10/2012</td>
<td>12:24:06PM</td>
</tr>
</tbody>
</table>

**Recurrence:**  
**Time Zone:**

#### Process List

<table>
<thead>
<tr>
<th>Selected Process</th>
<th>Process Name</th>
<th>Process Type</th>
<th>Type</th>
<th>Format</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept Budget Expenditure</td>
<td>ULEBUDTL</td>
<td>SCR Report</td>
<td>Web</td>
<td>PDF</td>
<td>Distribution</td>
</tr>
</tbody>
</table>

[Red circle on OK button]
Click Process Monitor
Click Refresh to update status of report run.

Posted indicates the Run is complete.

Click on Details.
Choose View Log/Trace
Select report ulbuuddtl 7724084.pdf
Detail Department Expend Report

- Existing Report (1 of 2)
  - Select – Run Control ID under Find an Existing Value
  - Adjust Sort – if needed
  - Click – Run
  - Click – OK on Process Scheduler Request
Detail Department Expend Report

- Existing Report (2 of 2)
  - Click – Process Monitor
  - Click – Refresh until Success and Posted
  - Click – Details
  - Click – View Log/Trace
  - Select – PDF name to open or save report
If your report does not indicate Success in the Run Status column

- Press Refresh Button until Success appears
- If not, check your settings then run the report

Reports may run slower during peak times

- You can access the process monitor at anytime during the day to access the report you ran
Report will open in Adobe Acrobat Reader window

Must have Adobe Acrobat Reader installed on your computer to view this report
Cleanup

- After Phase I
  - Attributes
  - Budget Report Discrepancies
  - Home Program
  - Department

- Timeline - TBD
Codes
### Budget Panel Codes

#### Reason Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Initial Budget Load</td>
</tr>
<tr>
<td>01</td>
<td>Salary Adjust/Across the Board</td>
</tr>
<tr>
<td>02</td>
<td>Salary Adjust/Merit Increase</td>
</tr>
<tr>
<td>03</td>
<td>Salary Adjust-Reclass/Promo</td>
</tr>
<tr>
<td>04</td>
<td>Salary Adjust/Market Increase</td>
</tr>
<tr>
<td>09</td>
<td>Salary Adjust/Other</td>
</tr>
<tr>
<td>10</td>
<td>Adj Pgm Bud/Offset by New Rev</td>
</tr>
<tr>
<td>11</td>
<td>Adj Pgm Bud/Offset by Dep Cred</td>
</tr>
<tr>
<td>12</td>
<td>Adj Pgm Bud/Endowment Funds</td>
</tr>
<tr>
<td>19</td>
<td>Adj Pgm Bud/Other</td>
</tr>
<tr>
<td>20</td>
<td>Enhancement / New Position</td>
</tr>
<tr>
<td>21</td>
<td>Enhancement/Increase to Posn</td>
</tr>
<tr>
<td>22</td>
<td>Enhancement/Current Expense</td>
</tr>
<tr>
<td>23</td>
<td>Enhancement/Capital Outlay</td>
</tr>
<tr>
<td>29</td>
<td>Enhancement/Other</td>
</tr>
<tr>
<td>30</td>
<td>Adj Bud/Change in Funding Srce</td>
</tr>
<tr>
<td>31</td>
<td>Adj Bud/Rebud btw Exist Accts</td>
</tr>
<tr>
<td>32</td>
<td>Adj Bud/Telephone Services</td>
</tr>
<tr>
<td>33</td>
<td>Adj Bud/Computer Allocation</td>
</tr>
<tr>
<td>34</td>
<td>Adj Bud/Fixed Costs</td>
</tr>
<tr>
<td>35</td>
<td>Adj Bud/Fringe Benefits</td>
</tr>
<tr>
<td>36</td>
<td>Adj Bud/Internal Reallocation</td>
</tr>
<tr>
<td>37</td>
<td>Adj Bud/University R&amp;R Plan</td>
</tr>
<tr>
<td>38</td>
<td>Adj Bud/Unit Reorganization</td>
</tr>
<tr>
<td>39</td>
<td>Adj Bud/Ch Grant,Contract Stat</td>
</tr>
<tr>
<td>40</td>
<td>Adj Bud/Fill Vacant Position</td>
</tr>
<tr>
<td>41</td>
<td>Adj Bud/Ch Filld to Vacnt Posn</td>
</tr>
<tr>
<td>42</td>
<td>Adj Bud/Eliminate Position</td>
</tr>
<tr>
<td>43</td>
<td>Adj Bud/Budget Reduction</td>
</tr>
<tr>
<td>44</td>
<td>Adj Bud/Base Reconciliation</td>
</tr>
<tr>
<td>45</td>
<td>Adj Bud/BRR Approved</td>
</tr>
<tr>
<td>46</td>
<td>Adj Bud/BTR Approved</td>
</tr>
<tr>
<td>47</td>
<td>Adj Bud/Ch Grant,Contract Fund</td>
</tr>
<tr>
<td>59</td>
<td>Adj Bud/Other</td>
</tr>
<tr>
<td>60</td>
<td>Attribute Modification</td>
</tr>
<tr>
<td>62</td>
<td>Account Percent Change</td>
</tr>
<tr>
<td>71</td>
<td>Attrib Modification/Subcde Chg</td>
</tr>
<tr>
<td>90</td>
<td>Eliminate Position from System</td>
</tr>
</tbody>
</table>
### College, School or Division (CSD) codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>College of Arts and Sciences</td>
</tr>
<tr>
<td>05</td>
<td>Kent School of Social Work</td>
</tr>
<tr>
<td>07</td>
<td>Service Center</td>
</tr>
<tr>
<td>08</td>
<td>College of Business</td>
</tr>
<tr>
<td>11</td>
<td>School of Dentistry</td>
</tr>
<tr>
<td>14</td>
<td>College of Education and Human Development</td>
</tr>
<tr>
<td>17</td>
<td>School of Interdisciplinary &amp; Graduate Studies</td>
</tr>
<tr>
<td>18</td>
<td>Executive Vice President for Research</td>
</tr>
<tr>
<td>20</td>
<td>Brandeis School of Law</td>
</tr>
<tr>
<td>22</td>
<td>School of Public Health</td>
</tr>
<tr>
<td>23</td>
<td>School of Medicine</td>
</tr>
<tr>
<td>26</td>
<td>School of Music</td>
</tr>
<tr>
<td>29</td>
<td>School of Nursing</td>
</tr>
<tr>
<td>32</td>
<td>Undergraduate Affairs</td>
</tr>
<tr>
<td>35</td>
<td>J.B. Speed School of Engineering</td>
</tr>
<tr>
<td>37</td>
<td>Executive VP for Health Affairs</td>
</tr>
<tr>
<td>44</td>
<td>Academic Support Programs</td>
</tr>
<tr>
<td>47</td>
<td>Other Academic Programs</td>
</tr>
<tr>
<td>50</td>
<td>University Libraries</td>
</tr>
<tr>
<td>53</td>
<td>Physical Plant</td>
</tr>
<tr>
<td>56A</td>
<td>President</td>
</tr>
<tr>
<td>56B</td>
<td>Provost</td>
</tr>
<tr>
<td>56C</td>
<td>Vice President Business Affairs</td>
</tr>
<tr>
<td>56D</td>
<td>Vice President Information Technology</td>
</tr>
<tr>
<td>56E</td>
<td>Vice President University Advancement</td>
</tr>
<tr>
<td>56F</td>
<td>Vice President Community Engagement</td>
</tr>
<tr>
<td>56G</td>
<td>Vice President Finance</td>
</tr>
<tr>
<td>57H</td>
<td>Vice President for Human Resources</td>
</tr>
<tr>
<td>57</td>
<td>Central University Reserves</td>
</tr>
<tr>
<td>59</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>60</td>
<td>Student Government Association</td>
</tr>
<tr>
<td>61</td>
<td>Enrollment Management</td>
</tr>
<tr>
<td>65</td>
<td>Student Financial Aid</td>
</tr>
<tr>
<td>68</td>
<td>Vice President for Athletics</td>
</tr>
<tr>
<td>71</td>
<td>Auxiliary Enterprises</td>
</tr>
<tr>
<td>72</td>
<td>University Housing</td>
</tr>
<tr>
<td>77</td>
<td>Hospital</td>
</tr>
<tr>
<td>80</td>
<td>Metropolitan College</td>
</tr>
<tr>
<td>84</td>
<td>General Institutional Expense</td>
</tr>
<tr>
<td>97</td>
<td>Mandatory Transfers</td>
</tr>
</tbody>
</table>
Budget Panel Codes

- Tenure Eligible Budget Codes
  - E - Eligible
  - N - Not Eligible
  - T - Tenured
Budget Panel Codes

- Earnings Type Codes
  - R - Regular
  - S - Supplemental
  - X - Extra
Budget Panel Codes

- **Budget Contract Codes**
  1 - Hourly Staff
  2 - 12 month Faculty paid over 12
  3 - 10 month Faculty paid over 10
  4 - 10 month Faculty paid over 12
  5 - 11 month Faculty paid over 12
  6 - Salaried Staff
  7 - Other
Budget Panel Codes

➢ Lump Sum Budget Codes

A  Administrators
C  Classified
D  Shift Differential
E  Fellows
G  Graduate Assistants
H  House Staff
I  Faculty
O  Overtime
P  Professional & Administrative
Q  Postdocs
S  Student Assistant
T  Casual/Temp Worker
Account Codes
- http://louisville.edu/finance/systems/chartfield/accounts.html

Job Codes
- http://louisville.edu/hr/employment/manager/specifications/

Finance Responsibility Matrix
- http://louisville.edu/finance/budget/budgetforms
# Troubleshooting

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>When I update a position replacing the previous incumbent with the new hire, the old name prints in the budget detail report while the system is showing the new person.</td>
<td>Before running a report make sure you change the Position Type on the Position from “Vacant” to “Filled” and tab out of the field before you ‘Save’ the new data in the budget system on the panel which displays the name of the new hire. On the “Detail Departmental” screen, make sure the correct fiscal year is selected when choosing the report settings. If the problem persists, make sure the new person is in the Human Resources system.</td>
</tr>
<tr>
<td>I have updated the salary on a position but it tells me that the requested amount exceeds the FTASR.</td>
<td>There may be more than one budget line for this person. Go back to the search screen and search using employee ID. Make sure the total requested amount from all lines is not greater than the FTASR. It may be necessary to check with your Unit Budget Coordinator or budget analyst to identify all budget lines for that employee.</td>
</tr>
<tr>
<td>When trying to print, I receive the word “error” under the “run status” column on the print process screen.</td>
<td>On the “process scheduler screen”, make sure you select “PSUNX” under server name, “Web” for Type and “PDF “ for format.</td>
</tr>
</tbody>
</table>
## Troubleshooting

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>When I hit save my screen grays out.</td>
<td>You’re probably missing information on the panel and the setup on your screen is larger than the panel to reference the error. Minimize the screen to view the error. Update the panel with the needed information and Save.</td>
</tr>
<tr>
<td>Can more than one user update the same budget line at one time.</td>
<td>No, only one user has access to update and Save a budget line at one time.</td>
</tr>
</tbody>
</table>
Questions
Contact Information

Budget and Financial Planning
852-6166

Systems Administration
852-2353