



Budget Preparation System  
Budget and Financial Planning  
2014-15





# Budget Preparation System





# Welcome

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- 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

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- 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

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- 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





## Background

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- Any CAR (permanent) positions changes after 7-1-13 will need to be updated in the budget system





# Housekeeping

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- 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





# Budget System Form

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- 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

[Click here for instructions](#)

Form revised 08/2013

CSD	Department ID	Department Name	For Month	Fiscal Year	Budget Reference #					
		← Enter Dept # for Automatic Name Entry		2013-14	Select <input type="text"/> Enter initials and a sequence number, limit 7 characters					
<b>Type of Request</b>			<b>Schedule D Code:</b>							
<input type="checkbox"/> Additional Allocation (new money)	<input type="checkbox"/> Allocation Offset by Income/Credit		<input type="checkbox"/> Other		SCHEDULE D CODES: SELECT ONE <input type="text"/>					
<b>Description / Justification for Budget Revision:</b>			<b>CAR Code:</b>							
			CAR Codes: SELECT ONE <input type="text"/>							
			Journal Number(s) and Dated Posted:							
<b>REMINDER: Enter Preparer's Name and Date at Lower Left under 'Prepared by:' – THIS REMINDER WILL THEN DISAPPEAR.</b>										
Budget Line	CSD	Fund	Department	Program Number	Program Name	Budget Pool Description	Account Code	Requested		Position Number (8 digits)
					← enter speedtype		0	CY Amount	CAR Amount	
					& name/CSD will autofill		0	0	0	
							0	0	0	
							0	0	0	
							0	0	0	
							0	0	0	
							0	0	0	
							0	0	0	
							0	0	0	
							0	0	0	
							0	0	0	

Prepared by:

Date

Policy and Budget Analyst Comments:

Recommended/Approved By:

Signature

Date

Central Approval, if Required:

Signature

Date





# BRR/BCO Form & Instructions

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- 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







# Budget Development Cycle

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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





# Budget Development Cycle

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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)





# Budget Development Cycle

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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





## Budget Development Cycle

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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





# Budget Development Cycle

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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







# Budget System Requirements

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- 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

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- 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

Go Cards!





# Budget Panels

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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

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- 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

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## 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

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- Non-general Funds – refers to Finance Responsibility Matrix or contact your budget analyst



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- No entries found
- Add a Search

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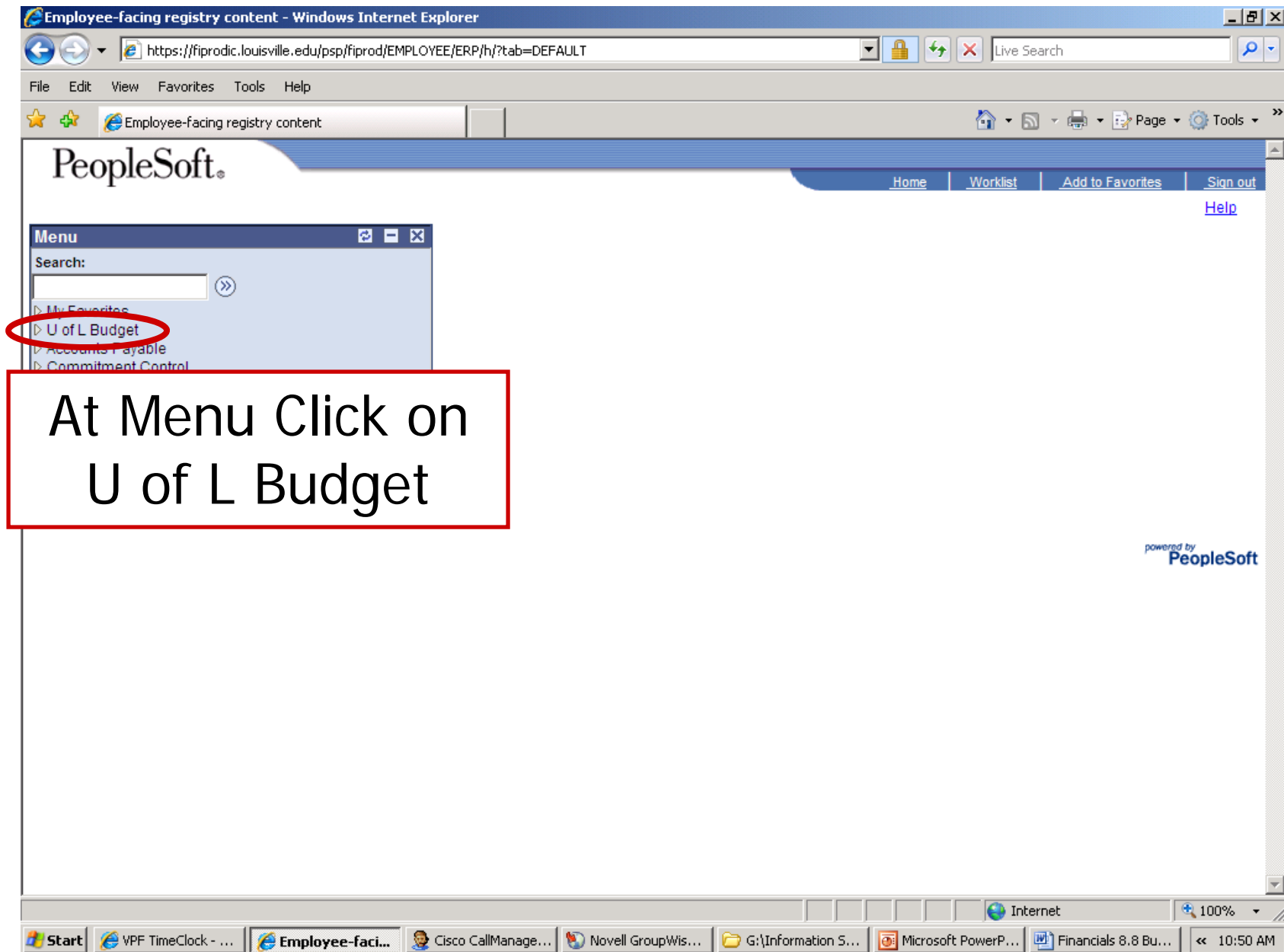
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- Prior Yr Revenue

Click on Panels  
You will only work in  
Current Expenses or Positions

Start VPF TimeClock -... Base Navigati... Cisco CallMana... Novell GroupWi... G:\Budget\Pres... Midterm Paper ... Microsoft Power... 2:08 PM



Current Expenses - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/L\_UL\_BUDGET.L\_BUD\_CURR\_EXP.GBL?PORTALPARAM\_PTCN

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### Current Expenses

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Budget Line: begins with

SetID: = UOFL1

CSD: begins with

Department: begins with

Program Code: begins with

Funding Program: begins with

Project: begins with

Account: begins with

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Click on  
Add a New Value  
to add a current  
expense line

Done

Internet 100%

Start VPF TimeClock - Win... Current Expenses... Cisco CallManager ... Novell GroupWise - ... G:\Budget\Presenta... Microsoft PowerPoin... 2:17 PM



Current Expenses - Windows Internet Explorer

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Current Expenses

Find an Existing Value Add a New Value

Budget Line: NEXT

Add

Find an Existing Value Add a New Value

Click on Add to create a new budget line

Done

Start VPF TimeClock - Win... Current Expenses... Cisco CallManager ... Novell GroupWise - ... G:\Budget\Presenta... Microsoft PowerPoin... 2:21 PM





## Current Program Data Attributes

**Current Expenses**

---

**Budget Line Data**

Fiscal Year:      Budget Line: NEXT      Last Update Date/Time:  
SetID: UOFL1      Last Update User ID:  
Reason: 00

**Budget Current Expense Data**

SpeedType:

Department:

Program:

\*CSD:

Best to use Search (magnifiers) to select Data

**Budget Current Expense Distribution Data**      Find | View All      First 1 of 1 Last

SpeedType:

Department	Program	Fund	*Account	PCS	Project/Grant	Last Upd:
		Base + / -	Other + / -	BFP + / -		CAR + / - By:
		<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> Reason:
Original Amt	Base Adjust	Other Adjust	BFP Adjust	Requested Amt	CAR Amt	SPC
0	0	0	0	0	0	<input type="text"/>

**Budget Current Expense Distribution Totals**

Original Amt	Base Adjust	Other Adjust	BFP Adjust	Requested Amt	CAR Amt
0	0	0	0	0	0

Save      Add      Update/Display





## Current Expenses

### Budget Line Data

Fiscal Year: Budget Line: NEXT

SetID: UOFL1

Last Update Date/Time:

Last Update User ID:

Reason:

00

### Budget Current Expense Data

SpeedType:

Department:

Program:

\*CSD:

### Budget Current Expense Distribution Data

Find | View All First 1 of 1 Last

SpeedType:

Department

Program

Fund

\*Account

PCS

Project/Grant

Last Upd:

By:

Reason:

Base + / -

Other + / -

BFP + / -

CAR + / -

Original Amt

Base Adjust

Other Adjust

BFP Adjust

Requested Amt

CAR Amt

SPC

0

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0

0

### Budget Current Expense Distribution Totals

Original Amt

Base Adjust

Other Adjust

BFP Adjust

Requested Amt

CAR Amt

0

0

0

0

0

0

0

Save

Add

Update/Display

Select one of the following values:

00	Initial Budget Load
01	Salary Adjust/Across the Board
02	Salary Adjust/Merit Increase
03	Salary Adjust-Reclass/Promo
04	Salary Adjust/Market Increase
08	Salary Adjust/Other
10	Adj Pgm Bud/Offset by New Rev
11	Adj Pgm Bud/Offset by Dep Cred
12	Adj Pgm Bud/Endowment Funds
18	Adj Pgm Bud/Other
20	Enhancement / New Position
21	Enhancement/Increase to Posn
22	Enhancement/Current Expense
28	Enhancement/Capital Outlay
29	Enhancement/Other
30	Adj Bud/Change in Funding Src
31	Adj Bud/Rebud btw Exist Accts
32	Adj Bud/Telephone Services
33	Adj Bud/Computer Allocation
34	Adj Bud/Fixed Costs
35	Adj Bud/Fringe Benefits
36	Adj Bud/Internal Reallocation
37	Adj Bud/University R&R Plan
38	Adj Bud/Unit Reorganization
39	Adj Bud/Ch Grant, Contract Stat
40	Adj Bud/Fill Vacant Position
41	Adj Bud/Ch Fild to Vacnt Posn
42	Adj Bud/Eliminate Position
43	Adj Bud/Budget Reduction
44	Adj Bud/Base Reconciliation



## Current Expenses

### Budget Line Data

Fiscal Year: Budget Line: NEXT

Last Update Date/Time:  
Last Update User ID:

SetID: UOFL1

Reason:

00

### Budget Current Expense Data

SpeedType:

Department:

Program:

\*CSD:

### Budget Current Expense Distribution Data

Find | View All First 1 of 1 Last

SpeedType:

Department Program Fund \*Account PCS Project/Grant

Last Upd:

By:

Reason:

Base +/-

Other +/-

BFP +/-

CAR +/-

Original Amt

Base Adjust

Other Adjust

BFP Adjust

Requested Amt

CAR Amt

SPC

0

0

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0

0

### Budget Current Expense Distribution Totals

Original Amt

Base Adjust

Other Adjust

BFP Adjust

Requested Amt

CAR Amt

0

0

0

0

0

0

0

Save

Add

Update/Display

### Look Up Account

GL Setid for Account: begins with

Account: begins with

Description: begins with

Look Up

Clear

Cancel

Basic Lookup

### Search Results


Only the first 300 results can be displayed. Enter more information above and search again to  
View All First 1-100 of 300 Last

GL Setid for Account Account Description

UOFL1	510000	OPERATING EXPENSE - R
UOFL1	51000R	Operating Expense
UOFL1	510100	Accrued Expenses
UOFL1	520000	SCHOLARSHIPS & FELLOWSHIPS-R
UOFL1	52000R	Scholarships & Fellowships
UOFL1	520025	Tuition Discount
UOFL1	520050	Scholarships
UOFL1	520075	Fellowships
UOFL1	520100	Aid-Room
UOFL1	520200	Aid-Board
UOFL1	520300	Aid-Books
UOFL1	520400	Aid-Tuition
UOFL1	520450	Tuition Remission
UOFL1	520500	Unapplied Aid
UOFL1	520600	Stipends
UOFL1	520610	Participant Support-F&A Exempt
UOFL1	520611	Participant Support-F&A Non-Ex
UOFL1	530000	UTILITIES-R
UOFL1	530100	Electricity
UOFL1	530200	Water
UOFL1	530300	Natural Gas
UOFL1	530400	Coal
UOFL1	530500	Sewer
UOFL1	530600	Steam/Chilled Water
UOFL1	530700	Phone-Utilities
UOFL1	530800	Fuel Oil
UOFL1	530900	Cable
UOFL1	535000	TRAVEL-R
UOFL1	53500R	Travel
UOFL1	535100	In-State Travel
UOFL1	535200	Out-Of-State Travel
UOFL1	535300	International Travel
UOFL1	535400	Student Travel
UOFL1	535500	Patient Travel
UOFL1	535550	Other Non-Employee
UOFL1	535601	Team Travel-Air
UOFL1	535602	Team Travel-Land
UOFL1	535603	Team Travel-Hotel
UOFL1	535604	Team Travel-Meals
UOFL1	535605	Team Travel-Autos
UOFL1	535606	Team Travel-Per Diem



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**Current Expenses**

**Budget Line Data**

Fiscal Year:      Budget Line: NEXT      Last Update Date/Time:      Last Update User ID:


SetID: UOFL1            Reason:  

**Budget Current Expense Data**

SpeedType:  




Department: 1210000356      VP Finance - Reserve


Program: 01340      Staff Reclass/Promotions

\*CSD:        Central University Reserves

**Budget Current Expense Distribution Data**

Find | View All      First  1 of 1  Last

SpeedType:    


Department	Program	Fund	*Account	PCS	Project/Grant	Last Upd:
1210000356	01340	1000	<input type="text" value="519000"/> 			
		Base +/-	Other +/-	BFP +/-	CAR +/-	By:
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Reason:
Original Amt	Base Adjust	Other Adjust	BFP Adjust	Requested Amt	CAR Amt	SPC
0	10	0	10	20	20	<input type="text"/>

**Budget Current Expense Distribution Totals**

Original Amt	Base Adjust	Other Adjust	BFP Adjust	Requested Amt	CAR Amt
0	10	0	10	20	20

 Save

 Add

 Update/Display





# Current Expense

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- **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





# Current Expense

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- **Create a new current expense line (2 of 2)**
  - Reason Code – 59
  - Save – write down budget line to modify an existing line



Current Expenses - Windows Internet Explorer

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### Current Expenses

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** Add a New Value

Budget Line: begins with

SetID: = UOFL1

CSD: begins with

Department: begins with

Program Code: begins with

Funding Program: begins with

Project: begins with

Account: begins with

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Click on Find an Existing Value to modify line


Done

Internet 100%

Start VPF TimeClock - Win... Current Expenses... Cisco CallManager ... Novell GroupWise - ... G:\Budget\Presenta... Microsoft PowerPoin... 2:17 PM



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**Current Expenses**

**Budget Line Data**

Fiscal Year: Budget Line: NEXT Last Update Date/Time:  
 SetID: UOFL1  Last Update User ID:  
 Reason:  




**Budget Current Expense Data**


SpeedType:  

Department: 1210000356 VP Finance - Reserve  
 Program: 01340 Staff Reclass/Promotions  
 \*CSD:   Central University Reserves

**Budget Current Expense Distribution Data**

Find | View All First  1 of 1  Last

SpeedType:    


Department	Program	Fund	*Account	PCS	Project/Grant	Last Upd:
1210000356	01340	1000	<input type="text" value="519000"/> 			
		Base +/-	Other +/-	BFP +/-	CAR +/-	By:
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Reason:
Original Amt	Base Adjust	Other Adjust	BFP Adjust	Requested Amt	CAR Amt	SPC
0	10	0	10	20	20	<input type="text"/>

**Budget Current Expense Distribution Totals**

Original Amt	Base Adjust	Other Adjust	BFP Adjust	Requested Amt	CAR Amt
0	10	0	10	20	20

 Save

 Add

 Update/Display





## Current Expense

---

- **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



Positions - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/L\_UL\_BUDGET.L\_BUD\_POSITIONS.GBL?FolderPath=PORTAL\_

File Edit View Favorites Tools Help

Positions

PeopleSoft®

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Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Budget Line: begins with

SetID: = UOFL1

CSD: begins with

Department: begins with

Program Code: begins with

Funding Program: begins with

Position Number: begins with

Project: begins with

Line Type: begins with

EmplID: begins with

Job Code: begins with

Search Clear Basic Search Save Search Criteria

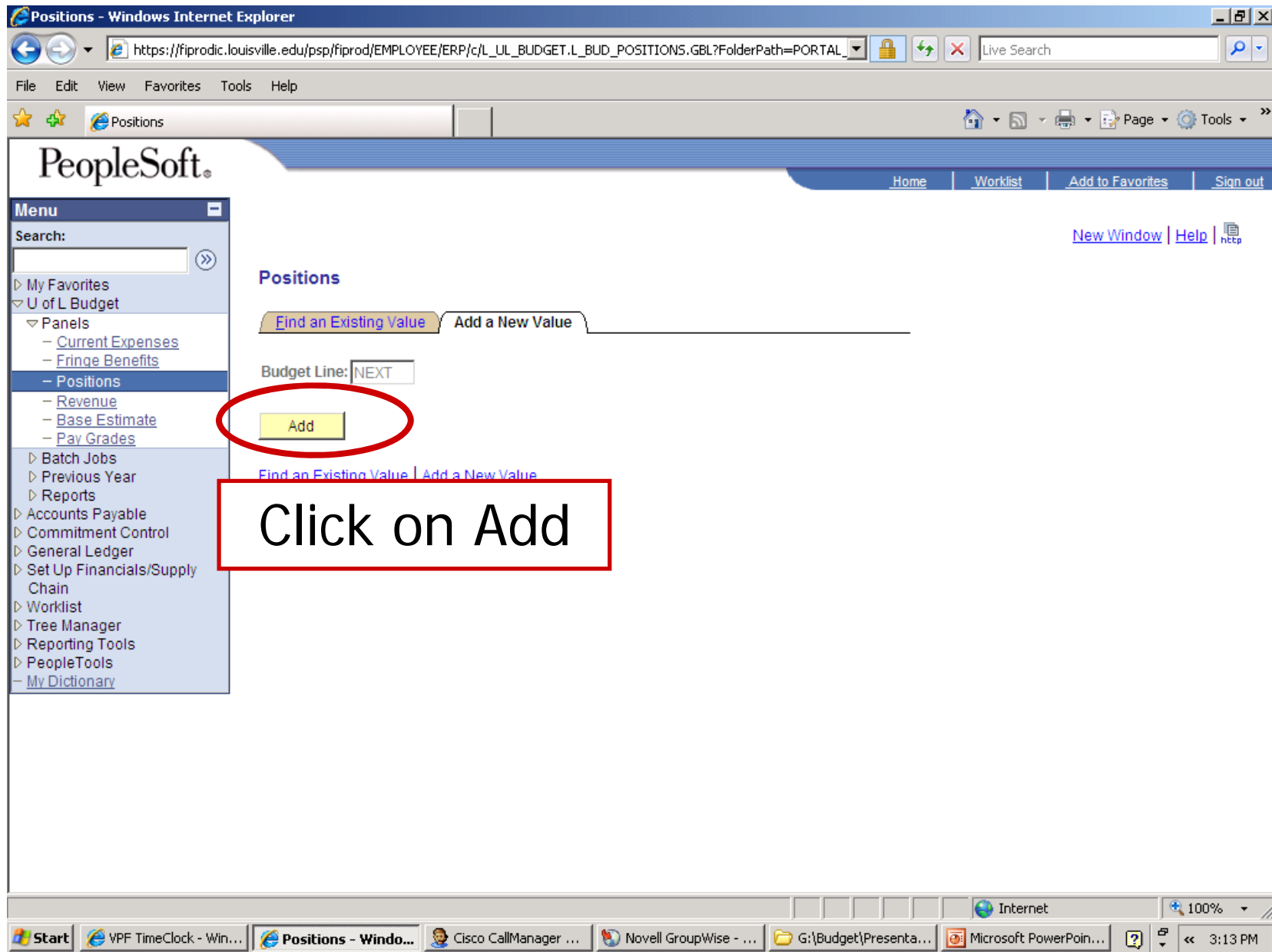
No matching values were found.

Find an Existing Value Add a New Value

Click on  
Add A New Value

Start VPF TimeClock - Win... Positions - Windo... Cisco CallManager ... Novell GroupWise - ... G:\Budget\Presenta... Microsoft PowerPoin... 2:59 PM







## Budget Position

### Budget Line Data

Fiscal Year:  Budget Line: NEXT  
SetID: UOFL1

Last Update Date/Time:  
Last Update User ID:  
Reason:

00

### Budget Position Data

Position:

Position Type:

Lump Sum Type:

Job Code:

Salary Grade:

Min Salary \$0.00

Rate:

Max Salary Rate:

Department:

Program:

\*CSD:

Tenure Eligible:

Tenure Date:

Contract Type:

Regular/Temporary: Regular Normal Work Week:

37.5 Hrs 40 Hrs

Hourly Rate:  FTASR:  FTE:

### Budget Position Funding Data

Find | View All First 1 of 1 Last

SpeedType:

Department

Program

Fund

\*Account

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

0

0

0

0

0

0

0

### Budget Position Funding Totals

Original Amt

Base Adjust

Perf / ATB

Other Adjust

BFP Adjust

Requested Amt

CAR Amt

0

0

0

0

0

0

0

0

Save

Add

Update/Display



## Budget Position

### Budget Line Data

Fiscal Year: Budget Line: NEXT

SetID: UOFL1

Last Update Date/Time:

Last Update User ID:

Reason:

00

### Budget Position Data

Position:

Position Type:

Lump Sum Type:

Job Code:

Salary Grade:

Min Salary \$0.00

Rate:

Max Salary Rate:

SpeedType:

Department:

Program:

\*CSD:

Tenure Eligible:

Tenure Date:

Contract Type:

Regular/Temporary: Regular Normal Work Week:

37.5 Hrs 40 Hrs

Hourly Rate: FTASR: FTE:

### Budget Position Funding Data

Find: view All First 1 of 1 Last

SpeedType:

Department

Program

Fund

\*Account

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

0

0

0

0

0

0

0

### Budget Position Funding Totals

Original Amt

Base Adjust

Perf / ATB

Other Adjust

BFP Adjust

Requested Amt

CAR Amt

0

0

0

0

0

0

0

0

Save

Add

Update/Display

## Look Up Account

GL Setid for Account: begins with

Account: begins with

Description: begins with

Look Up

Clear

Cancel

Basic Lookup

## Search Results

View All


First 1-15 of 15 Last

### GL Setid for Account Account Description

UOFL1	511100	Administrators
UOFL1	511200	Faculty
UOFL1	511300	Prof and Admin
UOFL1	511400	Classified
UOFL1	511410	Shift
UOFL1	511420	Overtime
UOFL1	511500	Student
UOFL1	511510	Grad Student
UOFL1	511511	Grad Student-F&A Exempt
UOFL1	511520	Fellowships
UOFL1	511530	Post Doctoral Wages
UOFL1	511540	Research Associates
UOFL1	511600	Temp
UOFL1	511700	House Staff
UOFL1	511800	Default

Positions - Windo... Cisco CallManager ... Novell Gr



 Update/Display

<input type="radio"/>	Regular
<input type="radio"/>	Supplemental
<input checked="" type="radio"/>	Extra
Cancel	



**Budget Position Data**

Position:   Position Type:   Lump Sum Type:

Job Code:   Asst Dir Std Fin Aid Salary Grade: EG  
 Min Salary Rate: \$46,771.00  
 Max Salary Rate: \$81,244.00

SpeedType:

Department: 1210000156 VP Finance Tenure Eligible:

Program: 01007 VP Finance Tenure Date:

\*CSD:   IS7-VP Finance Contract Type:

Regular/Temporary:   Normal Work Week: ☐ 37.5 Hrs ☐ 40 Hrs

Hourly Rate:  FTASR:  FTE:

**Budget Position Funding Data** Find | View All First 1 of 1 Last

SpeedType:

Department	Program	Fund	*Account	PCS	Project/Grant	Last Upd:
1210000156	01007	1000	<input type="text" value="511300"/> <input type="button" value="Search"/>	<input type="text" value=""/>		By: Reason:

Earnings Type	Base +/-	Perf/ATB +/-	Other +/-	BFP +/-	Account	CAR +/-
<input type="text" value="R"/> <input type="button" value="Search"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	511300	<input type="text" value=""/>
Original Amt	Base Adjust	Perf / ATB	Other Adjust	BFP Adjust	Requested Amt	CAR Amt
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





# Position

---

## ➤ 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





# Position

---

- **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





# Position

---

- **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)



Positions - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/L\_UL\_BUDGET.L\_BUD\_POSITIONS.GBL?FolderPath=PORTAL\_

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Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Budget Line: begins with

SetID: = UOFL1

CSD: begins with

Department: begins with

Program Code: begins with

Funding Program: begins with

Position Number: begins with

Project: begins with

Line Type: begins with

EmplID: begins with

Job Code: begins with

Search Clear Basic Search Save Search Criteria

No matching values were found.

Find an Existing Value Add a New Value

Click on Find an Existing Value

Start VFP TimeClock - Win... Positions - Wind... Cisco CallManager ... Novell GroupWise - ... G:\Budget\Presenta... Microsoft PowerPoin... 2:59 PM



SetID: UOFL1

Reason:

00

### Budget Position Data

Position:	NEWPOS	Position Type:	Vacant	Lump Sum Type:	
Job Code:	000021	Asst Dir Std Fin Aid			Salary Grade: EG
SpeedType:	01007				Min Salary Rate: \$46,771.00
Department:	1210000156	VP Finance			Max Salary Rate: \$81,244.00
Program:	01007	VP Finance			Tenure Eligible:
*CSD:	56G	IS7-VP Finance			Tenure Date:
Regular/Temporary:	Regular	Normal Work Week:			Contract Type: 12 month Faculty paid over 12
Hourly Rate:		FTASR:	10,000	FTE:	<input type="radio"/> 37.5 Hrs <input type="radio"/> 40 Hrs

### Budget Position Funding Data

Find | View All

First 1 of 1 Last

SpeedType:	01007							
Department	Program	Fund	*Account	PCS	Project/Grant	Last Upd:		
1210000156	01007	1000	511300			By:		
Earnings Type	Base + / -	Perf/ATB + / -	Other + / -	BFP + / -	Account	Reason:		
R					511300			
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

Save

Click Save

Add

Update/Display





# 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

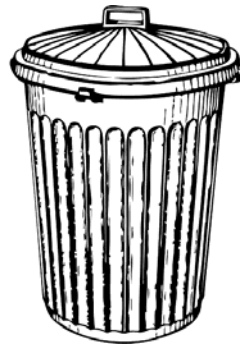




# Delete Budget Line

---

- 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

Go Cards!





# 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





Image No. 74  
Full page 11, 12 of 1000  
Run time 16, 06, 06

```

run time 16.05.05

```

Mod of Import.



# Reports

**Go Cards!**





# 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





# Reports

---

- 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





Detail Departmental Expend - Windows Internet Explorer

https://fiprod.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/L\_UL\_BUDGET.L\_BUD\_POSITIONS.GBL?PORTALPARAM\_PTCNAV=L\_BUD\_POSITION

Convert Select

Favorites Enter Budget Journals Suggested Sites OPB Intranet Web Slice Gallery

Detail Departmental Expend

ORACLE

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Detail Departmental Expend

Find an Existing Value Add a New Value

Run Control ID Budget

Add

Find an Existing Value Add a New Value

Choose Add a New Value to create a new run control ID – then Click Add

Trusted sites | Protected Mode: Off 100%





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**Detail Departmental**

Run Control ID: test2014

[Report Manager](#) [Process Monitor](#)

**Run**

**Detail Departmental Expenditure**

Fiscal Year:

CSD

Department:

VP Code:

Funding Program

Project

☒ Include Employee ID

Sort Order:

Sort by CSD

Sort by CSD

Sort by VP

Click  
Run

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

**Save**

**Add**

**Update/Display**





Detail Departmental Expend - Windows Internet Explorer

https://fiprod.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/L\_UL\_BUDGET.L\_ULBUDDL.GBL?PORTALPARAM\_PTCNAV=L\_ULBUDDL&EOPP.SCNode=ERP&E

Convert Select

Favorites Suggested Sites Free Hotmail OPB Intranet Web Slice Gallery

Detail Departmental Expend

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Process Scheduler Request

User ID: MTWARR01 Run Control ID: test2014

Server Name: PSUNX Run Date: 12/10/2012

Recurrence: Run Time: 12:18:07PM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Dept Budget Expenditure	ULBUDDL	SQR Report	Web	PDF	Distribution

OK Cancel





**ORACLE**

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**Detail Departmental**

Run Control ID: test2014

[Report Manager](#) | [Process Monitor](#) | [Run](#)

Process Instance: 554125

**Detail Departmental Expenditure**

Fiscal Year:

CSD:

Department:

VP Code:

Funding Program:

Project:

☒ Include Employee ID

Sort Order:

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Process List | Server List

View Process Request For

User ID:  Type:  Last  Days  Refresh

Server:  Name:  Instance:  to

Run  Distribution  Save On Refresh

Process List

Customize | Find | View All |  |

First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1554125		SQR Report	ULBUDDL	MTWARR01	12/10/2012 12:18:07PM EST	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	1554050		SQR Report	ULBUDDL	MTWARR01	12/10/2012 11:10:03AM EST	Success	Posted	<a href="#">Details</a>

[Go back to Detail Departmental Expend](#)

Save Notify

Process List | Server List





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**Process List** | **Server List**

[New](#)

View Process Request For

User ID:  Type:  Last  Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:  ☒ Save On Refresh

Process List									
Customize   Find   View All									
First 1-2 of 2 Last									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1554125		SQR Report	ULBUDDL	MTWARR01	12/10/2012 12:18:07PM EST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1554050		SQR Report	ULBUDDL	MTWARR01	12/10/2012 11:10:03AM EST	Success	Posted	<a href="#">Details</a>

[Go back to Detail Departmental Expend](#)

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- My Dictionary

### Process Detail

Process	
Instance: 1554125	Type: SQR Report
Name: ULBUDDL	Description: Dept Budget Expenditure
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: test2014	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 12/10/2012 12:18:22PM EST	<a href="#">Parameters</a> Transfer
Run Anytime After: 12/10/2012 12:18:07PM EST	<a href="#">Message Log</a>
Began Process At: 12/10/2012 12:18:42PM EST	<a href="#">Batch Timings</a>
Ended Process At: 12/10/2012 12:19:26PM EST	<a href="#">View Log/Trace</a>

OK

Cancel





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### View Log/Trace

#### Report

Report ID: 1087642      Process Instance: 1554125      [Message Log](#)  
Name: ULBUDDL      Process Type: SQR Report  
Run Status: Success

Dept Budget Expenditure

#### Distribution Details

Distribution Node: fiprod      Expiration Date: 12/17/2012

#### File List

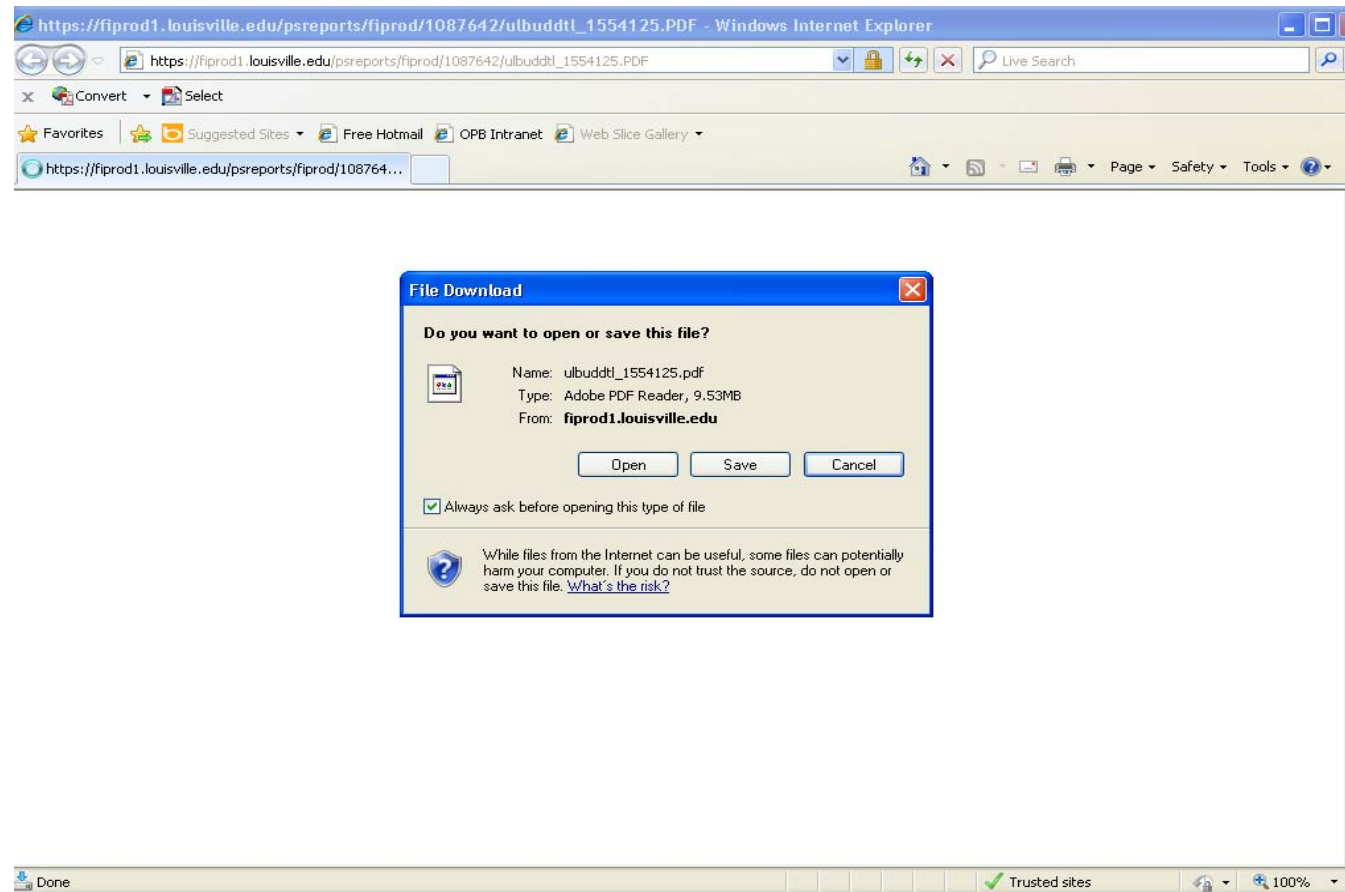
Name	File Size (bytes)	Datetime Created
<a href="#">SQR_ULBUDDL_1554125.log</a>	1,664	12/10/2012 12:19:26.810381PM EST
<a href="#">ulbuddtl_1554125.PDF</a>	9,996,360	12/10/2012 12:19:26.810381PM EST
<a href="#">ulbuddtl_1554125.out</a>	1,733	12/10/2012 12:19:26.810381PM EST

#### Distribute to

Distribution ID Type	*Distribution ID
User	MTWARR01

Return









https://fiprod1.louisville.edu/psreports/fiprod/1087642/ulbuddtl\_1554125.PDF - Windows Internet Explorer

https://fiprod1.louisville.edu/psreports/fiprod/1087642/ulbuddtl\_1554125.PDF

Convert Select

Favorites Suggested Sites Free Hotmail OPB Intranet Web Slice Gallery

https://fiprod1.louisville.edu/psreports/fiprod/108764...

Page Safety Tools

Report ID: ULBDDTTL

University of Louisville  
2013-2014 Detail Departmental Budget

Page No. 4541  
Run Date 12/10/2012  
Run Time 12:19:16

Sort by CSD

Position/Budget ID	Position Control	Last Name, First	FTE	Dist Empl	Account	Funding Source	Budget Period		
							General	Restricted	Total
GRAND TOTAL:							482,712,183	613,069,843	1,095,782,026
Grand Total Personnel Services:							315,813,225	326,386,796	642,220,021
Grand Total Current Expenses:							166,878,958	286,683,047	453,562,005

End of Report

End of Report

4541 / 4541

Done

Unknown Zone





# Detail Department Expend Report

---

## ➤ **New Report (1 of 2)**

- Select – Add a New Value Tab
- Enter – Run Control ID
- Click – Add
- Select – Sort
- Click – Run
- Select Server Name – PSUNIX
- Click – OK





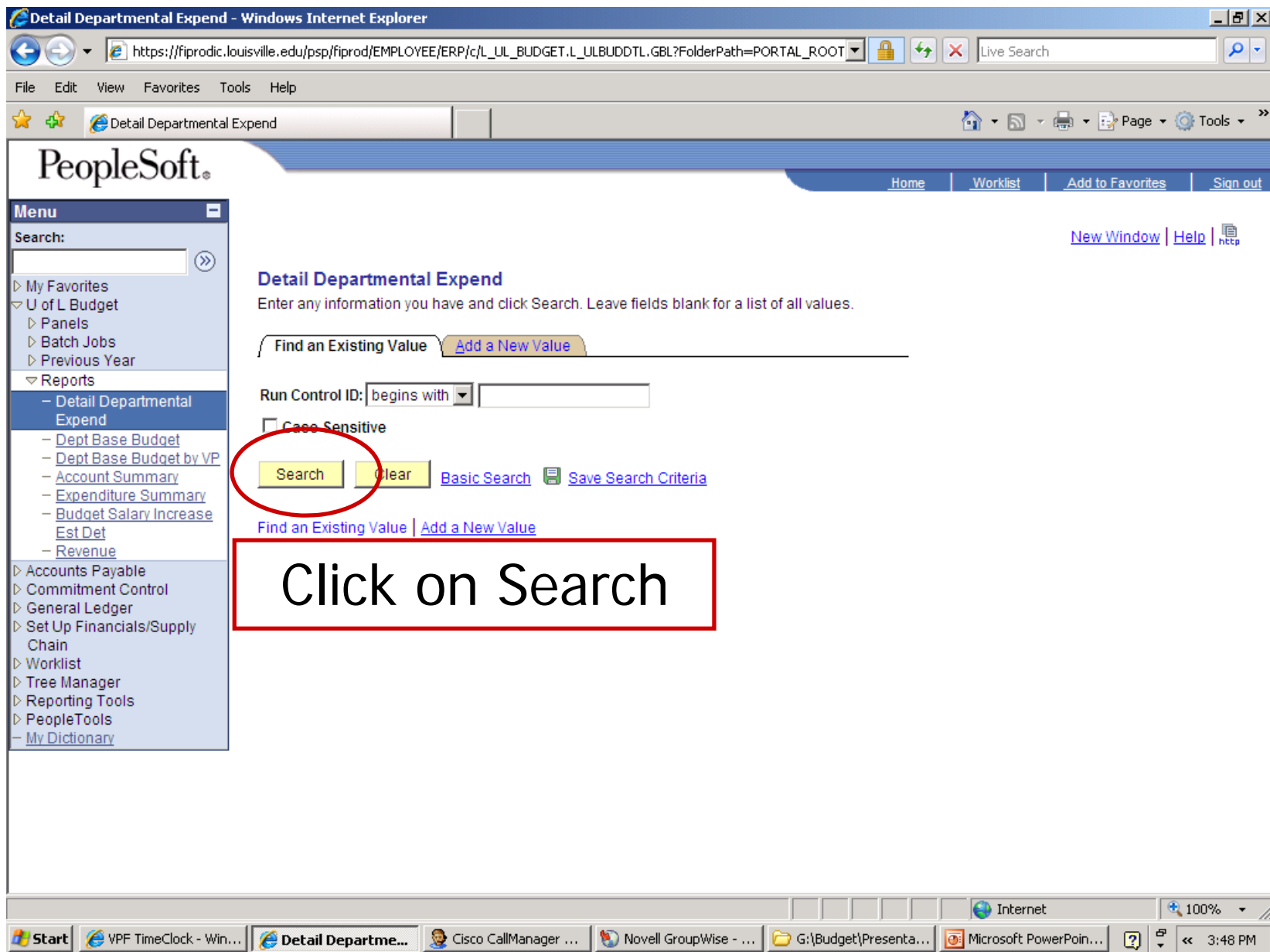
# Detail Department Expend Report

---

## ➤ **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









enu

Search:

My Favorites

U of L Budget

- ▶ Panels
- ▶ Batch Jobs
- ▶ Previous Year
- ▼ Reports
  - Detail Departmental Expend
  - Dept Base Budget
  - Dept Base Budget by VP
  - Account Summary
  - Expenditure Summary
  - Budget Salary Increase
  - Est Det
  - Revenue

U of L Custom

Employee Self-Service

Vendors

Purchasing

eProcurement

Accounts Payable

Commitment Control

General Ledger

Set Up Financials/Supply Chain

Worklist

Reporting Tools

PeopleTools

My Dictionary

## Detail Departmental Expend

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Run Control ID:

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First 1-68 of 68 Last

Run Control ID
<a href="#">01409x</a>
<a href="#">01425PostAwards</a>
<a href="#">01651RVS</a>
<a href="#">082205test</a>
<a href="#">2005bud</a>
<a href="#">200607budget</a>
<a href="#">2007VP</a>
<a href="#">2007budget</a>
<a href="#">2007law</a>
<a href="#">2008budget</a>
<a href="#">2008vp</a>
<a href="#">2009Housing</a>
<a href="#">2009KENT</a>
<a href="#">2009budget</a>
<a href="#">2009test</a>
<a href="#">2009vp</a>
<a href="#">2010Budget</a>
<a href="#">2010COB</a>
<a href="#">2010FINAL</a>
<a href="#">2010GME</a>
<a href="#">2010bud</a>
<a href="#">2010budget</a>
<a href="#">2010test</a>
<a href="#">2010tst</a>



Detail Departmental Expend - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/L\_UL\_BUDGET.L\_ULBUDDL.GBL?FolderPath=PORTAL\_ROOT

File Edit View Favorites Tools Help

Detail Departmental Expend

PeopleSoft®

Home Worklist Add to Favorites Sign out

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Detail Departmental Expend

Dept Base Budget

Dept Base Budget by VP

Account Summary

Expenditure Summary

Budget Salary Increase

Est Det

Revenue

Accounts Payable

Commitment Control

General Ledger

Set Up Financials/Supply Chain

Worklist

Tree Manager

Reporting Tools

PeopleTools

My Dictionary

Detail Departmental

Run Control ID: Year Budget

Report Manager Process Monitor Run

Detail Departmental Expenditure

Fiscal Year: 2014

CSD

Department:

VP Code:

Funding Program

Project

Include Employee ID

Sort Order: Sort by CSD

Click Run

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

Done

Start VPF TimeClock - Win... Detail Departme... Cisco CallManager ... Novell GroupWise - ... G:\Budget\Presenta... Microsoft PowerPoin... 3:50 PM





**Menu**

Search:

- My Favorites
- U of L Budget
  - Panels
  - Batch Jobs
  - Previous Year
  - Reports
    - Detail Departmental Expend
      - Dept Base Budget
      - Dept Base Budget by VP
      - Account Summary
      - Expenditure Summary
      - Budget Salary Increase
      - Est Det
      - Revenue
- U of L Custom
- Employee Self-Service
- Vendors
- Purchasing
- eProcurement
- Accounts Payable
- Commitment Control
- General Ledger
- Set Up Financials/Supply Chain
- Worklist
- Reporting Tools
- PeopleTools
- My Dictionary

### Process Scheduler Request

User ID: MTWARR01

Run Control ID: test

Server Name:

Run Date:

Recurrence:

Run Time:

[Reset to Current Date/Time](#)

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Dept Budget Expenditure	ULBUDDL	SQR Report	Web	PDF	<a href="#">Distribution</a>

OK

Cancel



**Menu**

Search:

- My Favorites
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  - Panels
  - Batch Jobs
  - Previous Year
- Reports
  - Detail Departmental Expend**
  - Dept Base Budget
  - Dept Base Budget by VP
  - Account Summary
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- Worklist
- Reporting Tools
- PeopleTools
- My Dictionary

**Detail Departmental**

Run Control ID: test2014

[Report Manager](#) [Process Monitor](#)

Run

Process Instance: 1554125

**Detail Departmental Expenditure**

Fiscal Year:

CSD

Department:

VP Code:

Funding Program

Project

☒ Include Employee ID

Sort Order:

Click  
Process Monitor

Save Return to Search

Add Update/Display



**Menu**

Search:

- My Favorites
- U of L Budget
  - Panels
  - Batch Jobs
  - Previous Year
  - Reports
    - Detail Departmental Expend
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      - Dept Base Budget by VP
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      - Expenditure Summary
      - Budget Salary Increase Est Det
      - Revenue
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- Employee Self-Service
- Vendors
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- Accounts Payable
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- Set Up Financials/Supply Chain
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- Reporting Tools
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- My Dictionary

**Process List** | **Server List**

**View Process Request For**

User ID:  Type:  Last  Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:  ☒ Save On Refresh

**Process List** Customize | Find | View All First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1554125		SQR Report	ULBUDDL	MTWARR01	12/10/2012 12:18:07PM EST	Queued	N/A	<a href="#">Details</a>
<input type="checkbox"/>	1554050		SQR Report	ULBUDDL	MTWARR01	12/10/2012 11:10:03AM EST	Success	Posted	<a href="#">Details</a>

Click Refresh to update status of report run

Posted indicates the Run is complete

Click on Details

[Go back to Detail Departmental Expend](#)

[Process List](#) | [Server List](#)



Detail Departmental Expend - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/L\_UL\_BUDGET.L\_ULBUDDTL.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.U\_OF\_L\_BUDGET

File Edit View Favorites Tools Help

UNIVERSITY OF LOUISVILLE

Home Worklist Add to Favorites Sign out

New Window | Help | http

**Menu**

Search:

My Favorites

U of L Budget

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Detail Departmental Expend

Dept Base Budget

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**Process Detail**

**Process**

Instance: 724084 Type: SQR Report

Name: ULBUDDTL Description: Dept Budget Expenditure

Run Status: Success Distribution Status: Posted

**Run**

Run Control ID: 2010budget

Location: Server

Server: PSUNX

Recurrence:

**Update Process**

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

**Date/Time**

Request Created On: 11/17/2008 1:08:57PM EST

Run Anytime After: 11/17/2008 1:08:03PM EST

Began Process At: 11/17/2008 1:09:14PM EST

Ended Process At: 11/17/2008 1:09:57PM EST

**Actions**

Parameters Transfer

Message Log

Batch Timings

View Log/Trace

OK Cancel

Choose View Log/Trace

Done

Start VPF TimeClock - Wi... Detail Departme... Cisco CallManager ... Novell GroupWise - ... G:\Information Syst... Microsoft PowerPoi... agenda 08.11.20 [...] 1:14 PM



Detail Departmental Expend - Windows Internet Explorer

https://fiprodic.louisville.edu/psp/fiprod/EMPLOYEE/ERP/c/L\_UL\_BUDGET.L\_ULBUDDTL.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.U\_OF\_L\_BUDGET

File Edit View Favorites Tools Help

Sudoku 11/16/2008 - Games... Detail Departmental Exp...

UNIVERSITY OF LOUISVILLE

Home Worklist Add to Favorites Sign out

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Search:

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Dept Base Budget by VP

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New Window | Help | http

View Log/Trace

Report

Report ID: 400484 Process Instance: 724084 [Message Log](#)

Name: ULBUDDTL Process Type: SQR Report

Run Status: Success

Dept Budget Expenditure

Distribution Details

Distribution Node: fiprod Expiration Date: 11/24/2008

File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR - ULBUDDTL 724084.log</a>	1,634	11/17/2008 1:09:57.000000PM EST
<a href="#">ulbuddtl 724084.PDF</a>	5,663,123	11/17/2008 1:09:57.000000PM EST
<a href="#">ulbuddtl 724084.pdf</a>	1,616	11/17/2008 1:09:57.000000PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	LTFEHL01

Return

Select report  
ulbuddtl 7724084.pdf

Start VPF TimeClock - Wi... Detail Departme... Cisco CallManager ... Novell GroupWise - ... G:\Information Syst... Microsoft PowerPoi... agenda 08.11.20 [ ... 1:16 PM





https://fiprod1.louisville.edu/psreports/fiprod/1087642/ulbuddtl\_1554125.PDF - Windows Internet Explorer

https://fiprod1.louisville.edu/psreports/fiprod/1087642/ulbuddtl\_1554125.PDF

Convert Select

Favorites Suggested Sites Free Hotmail OPB Intranet Web Slice Gallery

https://fiprod1.louisville.edu/psreports/fiprod/108764...

Page No. 4541  
Run Date 12/10/2012  
Run Time 12:19:16

Report ID: ULBUDDTL  
University of Louisville  
2013-2014 Detail Departmental Budget  
Sort by OSD

Position/Budget ID	Position Division	Leak Memo First	FTE	Dist. Seq#	Account	Funding Source	Budget Period				
							General	Restricted	Total		
GRAND TOTAL:			8,561.00				482,712,183	613,069,843	1,095,782,026		
Grand Total Personal Services:							315,833,225	326,386,796	642,220,021		
Grand Total Current Expenses:							166,878,958	286,683,047	453,562,005		

End of Report

End of Report

4541 / 4541

Done

Unknown Zone





# 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





# Reports

---

- 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





# Adobe

---

- 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

Go Cards!





# Budget Panel Codes

---

## ➤ Reason Codes

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





# Budget Panel Codes

---

## ➤ College, School or Division (CSD) codes

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





# 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





# Budget Panel Codes - Links

---

## ➤ 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

Problem	Solution
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.	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 <b>‘Save’</b> 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.
I have updated the salary on a position but it tells me that the requested amount exceeds the FTASR.	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.
When trying to print, I receive the word “error” under the “run status” column on the print process screen.	On the “process scheduler screen”, make sure you select “PSUNIX” under server name, “Web” for Type and “PDF “ for format.





# Troubleshooting

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Problem	Solution
When I hit save my screen grays out.	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.
Can more than one user update the same budget line at one time.	No, only one user has access to update and Save a budget line at one time.





# Questions





## Contact Information

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Budget and Financial Planning  
852-6166

Systems Administration  
852-2353