

## **Budget Entry Update – FY 2013 Detailed Budget Prep**

**Budget Entry Instructions will be distributed by Tuesday, February 21, and will include directions on how to work with the enhancements described below.**

### **UM Detailed Budget**

- Performance improvements (navigation still slower with more budget lines)
- Ability to search & filter for all \$0 budget lines
- Ability to “Exclude All” or “Include All” budget lines in the current search
- New upload functionality
  - A public query downloads budget lines to Excel
  - Excel file saved as CSV (comma delimited) can be uploaded

### **UM Position Budgeting**

- EmplIDs on Incumbents/Detail page are a hyperlink. Clicking on EmplID opens a new window with all positions and distributions for that employee.
- *Scheduled for February release:*
  - New “Refresh” button on Positions page allows refresh of HR data for a single DeptID at any time.
  - New upload functionality Positions page
    - A public query downloads lines to Excel
    - Excel file saved as CSV (comma delimited) can be uploaded

### **UM Asset Budgeting**

- No updates

### **Queries and PS Reports (real time)**

- New placement of budgeting queries in EFS in both production and reporting instances:
  - Reporting Tools>Query>Query Manager
    - Change “Search By: option to “Folder Name”
    - Search for “UM BUDGETING”
- Path to budget prep reports in UM Final Budgeting (no change):  
UM Budgeting>UM Final Budgeting>UM RRC Managers/UM Department Users>UM Reports
- List of available queries and what they return will be distributed as an attachment to the Budget Entry Instructions.
- *Scheduled for March release:*
  - Budget Variance Report – displays all chartstrings entered in final budgeting and compares new budget amounts to previous year budget amounts. May be run by RRC, Z DeptID or DeptID.
  - Budget Exception Report – displays exceptions where actuals exist in current year but no budget exists for budgeting year. Also displays exceptions where Position Budgeting total does not match Detailed Budget total for a chartstring. Run by RRC, Z DeptID or DeptID.

# Reports and Queries Available to Aid in Budget Entry

## Reports in EFS (UM Reports):

- *UM Final Budget Entry Rpt-Fund* – provides a summary of entered and saved budgets (Carry Forward, Revenue, Transfers In, Adjusted Expenses, Transfers Out, and Available Balance) sorted by Fund then Program (if Fund and Program values left blank).
- *UM Final Budget Entry Rpt-Prog* - provides a summary of entered and saved budgets (Carry Forward, Revenue, Transfers In, Adjusted Expenses, Transfers Out, and Available Balance) sorted Program then Fund (if Program and Fund values left blank).
- *UM Posn Budget Orphan Report* - identifies employees/distribution rows that have money budgeted for the upcoming fiscal year but no longer hold that budgeted position after an HRMS data refresh.
- *UM Posn Budget Change Report* - identifies what changed as a result of an HRMS data refresh and what budget data already exists.

## **Scheduled for March release:**

- *UM Budget Variance Report* – displays all chartstrings entered in final budgeting and compares new budget amounts to previous year budget amounts by RRC, Z DeptID or DeptID.
- *UM Budget Exception Report* – displays exceptions where actuals exist in current year but no budget exists for budgeting year by RRC, Z DeptID or DeptID. Also displays exceptions where Position Budgeting total does not match Detailed Budget total for a chartstring.

## UM Reports (not in EFS):

- *Budget Prep Status by ChartField String* - shows all budget lines for any combination of ChartField values that have been entered and saved in the UM Final Detailed Budget page. The report can be run for a specific RRC, DeptID, or Budget DeptID, with the option of refining search criteria by entering values for any ChartField in a chartstring.

## Queries in EFS production and reporting instances:

Queries for use in entering detailed budgets are available in the UM BUDGETING folder in Query Manager.

Queries are named as follows:

- UM\_FBD\_XXXX => Final Detailed Budgeting
- UM\_PBD\_XXXX => Position Budgeting
- UM\_ABD\_XXXX => Asset Budgeting

## **Queries:**

- *UM\_FBD\_DETL\_BUDG\_UPLOAD* – returns budget lines to be used to develop file to upload budgets for a DeptID.
- *UM\_FBD\_REVENUE\_COMPARE* – provides comparison of budgeted revenue between current year and budget year for chartstrings in a DeptID.
- *UM\_FBD\_ZERO\_DOLLAR\_BUD* – returns list of all zero dollar budget lines not excluded for a DeptID or a range of DeptIDs
- *UM\_PBD\_DISTRIBUTNS\_BY\_EMPLID* – returns all Position Budgeting distribution detail lines for a single EmplID.
- *UM\_PBD\_DISTRIBUTNS\_BY\_PROMPT* – returns all Position Budgeting distribution detail lines for an RRC, a Z DeptID, a DeptID or an HR DeptID based on prompt selected.
- *UM\_PBD\_DISTR\_BY\_EMPLID\_W\_PROJ* – provides results similar to the UM\_PBD\_DISTRIBUTNS\_BY\_EMPLID query, but also includes current distribution rows on Projects.
- *UM\_PBD\_FIND\_EMPLOYEES* – returns EmplIDs and position numbers for an HR DeptID plus distribution detail.
- *UM\_PBD\_SUMMARY\_BY\_PROMPT* – returns a summary of budgets entered in position budgeting for an RRC, a Z DeptID, a DeptID or an HR DeptID that include a Program value based on prompt selected.
- *UM\_ABD\_ASSET\_BUDGETS* – used by Module Support. Returns U-wide list of assets for verification of budget load.
- *UM\_ABD\_ASSET\_DEPR* – used by Module Support. Returns U-wide list of depreciation entries posted to date in current year for verification of budget load.