



*Preparing people to lead extraordinary lives*

# Budget Application System (BAS) User Guide FY 2008

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# Loyola University Budgeting

The **Loyola University Budgeting Application** is a comprehensive Web-based application designed to incorporate all aspects of Loyola's budgeting process. The system's operation is identical to that used for the fiscal year 2007. The Budgeting Application can be processed at any Lawson hierarchal level, and is essentially a control-total based system. The control total methodology differs from the Access system in that it provides more latitude to the Level 1 user to distribute available dollars among the lower levels. The system offers additional historical data, as well as enhanced flexibility in budgeting options. Highlights of the Budgeting Application include:

## *Ease of use*

- Web-based application
- Live interface application
- Real-time budget value calculations
- Increased budgeting flexibility

## *Enhanced Budget Control*

- Application will not allow for budget totals in excess of the approved VP-level budget base.
- Control Total Methodology allows Level 1 users greater latitude in distribution of available dollars to lower levels.
- Account Code and Accounting Unit restrictions can now be tailored to the user-type.

## *Integration with HR Faculty and Staff Salary Administration*

- Position-level integration with HR application, for both staff and faculty, will eliminate variances between budget and HR position detail.
- Salary and Fringe Benefits will feed into the Budgeting Application directly from the HR Salary Planning Application. No editing of salary or salary-related data can be done within the Budgeting Application itself.

## *Compatibility with Other Reporting Applications*

Four reports are currently available within the Budgeting Application System.

- Report by Accounting Unit (HTML, Excel and Web Focus formats)
- Report by Account Code (HTML, Excel and Web Focus formats)
- Report by Accounting Unit, Account Category, and Account Code (Web Focus)
- Report by Category (Web Focus)

A Print Screen option which formats the data at the currently displayed level for printing is also available.

## *Security/User Access*

- User access can easily be modified by the Budget Office upon request from authorizing VP.
- Access is limited to Loyola-designated users from computers within Loyola's firewall.
- Application can be simultaneously accessed and modified by multiple users.

## **Important Points to Remember**

**-Save, Save, Save . . .** The system, by design, does not have an automatic save feature. While this allows for additional "what-if" scenarios and analysis, you must ALWAYS remember to save before exiting a screen – even to move to another level or filter within the application – **SAVE OR YOUR DATA WILL BE LOST.**

- Position-controlled Salary and Benefits data are not editable within the Budgeting Application. All input for these expense types must be fed via the HR Salary Planning Model. This feed occurs every 2 minutes during the budgeting process.

- Selected Account Codes within the Operating Account Units, such as Tuition Revenue and Scholarship Expense, are uneditable by the users and will be loaded into the system by the Budget Office. A detailed listing of uneditable accounts appears at the end of this manual.

## TO ENTER THE BUDGETING APPLICATION

- A direct link to the Budgeting Application is located under "Administrative Applications" on the Loyola Software menu. You may also log on via the following URL using LUC Internet Explorer: <https://data.luc.edu/admin/bp> HINT: You may wish to add this URL address to your Internet "Favorites."
- Click on the [Login to Budget Planning](#) link
- Enter your UVID (LUC sign-on ID) and password



Connect to data.luc.edu

Logon to Budget Planning

User name: user

Password: ●●●●●●●

Remember my password

OK Cancel

## Budget Planning Application

Choose Available LevelDepth / LevelDetail

From the drop-down menu, choose the level you wish to work with. The drop-down listing will contain only those Lawson hierarchy levels to which you have been given security access. Within this hierarchy, and depending upon your security access, the Budgeting Application can be processed at:

- Level 1 - VP
- Level 2 – School
- Level 3 – Division within School
- Level 4 – Department

- After making your selection, click the “Budget” button. This will take you to the system Default Screen.
- The “Administration” button has restricted access. Instructions for those users authorized to perform administrative functions will be issued separately.

## Default Screen

This display-only screen lists a Summary by Account Code for Operating Expenses for the current level. User cannot enter budget data directly on the default screen.

### Budget Planning - Main Screen

Menu
Save
Log Out
Reports

Click to Finalize:

1 / 35 - VP FOR PUBLIC AFF/ ▾

Operations ▾

Expense ▾

Filter by Account Unit ▾

Filter by Account Code ▾

Refresh Grid
RESET

Totals	2006 Actual	2007 YTD	2007 Budget	2008 Budget
Salary & Benefits	114,526	78,154	250,329	271,212
Salary non-HR	18,628	2,605	3,000	15,920
Scholarships	0	0	0	0
Non-Salary	86,610	39,474	115,995	115,995
Expenses (Budget Dept)	0	0	0	0
<b>Total Expenses (Screen)</b>	<b>219,764</b>	<b>120,233</b>	<b>369,324</b>	<b>403,127</b>
<b>Total Expenses (Level)</b>				<b>403,127</b>
<b>Control Total (1 / 35)</b>				<b>403,127</b>
<b>Remaining (Over Spent)</b>				<b>0</b>

Account Code	Description	2006 Actual	2007 YTD	2007 Budget	2008 Budget	Comments
5110 -	Staff salary- ft exempt	62,400	42,058	157,000	163,280	
5120 -	Staff salary- ft non-exempt	17,659	14,321	28,643	39,789	
5310 -	Student worker	5,297	2,605	3,000	15,920	
5420 -	Temporary part time salary	10,000	5,000	10,000	10,400	
5430 -	Temp help - external agencies	13,331	0	0	0	
5803 -	Benefit expense - staff ft	23,617	16,350	53,836	56,859	
5804 -	Benefit expense - staff pt	850	425	850	884	
6100 -	Supplies-office	228	210	1,500	1,500	
6110 -	Supplies-instruct/program	0	0	250	250	
6120 -	Books	47	0	500	500	
6121 -	Periodicals/subscriptions	1,480	863	2,400	2,400	
6130 -	Electronic media	0	4	0	0	
6200 -	Printing - internal	5,543	648	9,500	9,500	
6420 -	Vehicle - maintenance & suppl	0	334	0	0	
6433 -	Licenses & permits	1,600	0	500	500	
6740 -	Donations & contributions	15,363	9,826	11,625	11,625	
6830 -	Other expenses	3,180	0	500	500	
6831 -	Fees - miscellaneous	0	0	500	500	

Save
Print Report

If you have questions or concerns, please contact the [Financial Planning and Budget Department](#).

Totals by type are displayed on the top right portion of the screen, along with the Control Total which has been set for that particular Level.

## OVERVIEW OF SCREEN DEFINITIONS AND BUTTON FUNCTIONS



**Menu:** Returns user to the Budget Planning Application menu screen.

**Save:** This function will save all the data on the screen for the FY 2008 budget.

**Logout:** Clicking this button will log you out of the Budgeting Application and close your Internet browser. UVID and password will be needed to return to the application.

**Reports:** See figure 1. Four reports are available for viewing and printing purposes. The Print Screen function formats the data at the currently displayed level for printing. It is imperative that you **“SAVE”** the data on the screen before printing the report in order to reflect any changes or additions you have made. The reports by Account Units and Account Code display the budget information for the level selected. These reports can be viewed and printed in HTML or Excel format by clicking the appropriate hyperlink. Web Focus Reports allow the user to view and print separate or consolidated reports by Account Unit, Category, and Account Code.

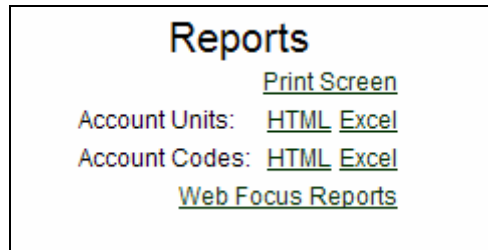


Figure 1

The image shows a vertical stack of five dropdown menus. The first menu is labeled 'Level' and has a blue background. The second is 'Operations', the third is 'Expense', the fourth is 'Filter by Account Unit', and the fifth is 'Filter by Account Code'. Below these menus are two buttons: a green button labeled 'Refresh Grid' and a white button with a green border labeled 'RESET'.

**Level:** User can further navigate to a different available level by selecting from the drop-down list and then clicking on the “Refresh Grid” button.

**Operations:** This option allows the user to select the appropriate budget category. From the drop-down list your options are Operations, Gifts, and Endowments.

**Expense:** This option allows the user to filter by type. The drop-down menu showing expense also has a Revenue option.

**Filter by Account Unit:** This drop-down listing displays all Accounting Units within the current level chosen. When a specific Accounting Unit is selected, this filter option displays all Account Codes valid for that Accounting Unit. If the “ACCOUNT UNIT” button is clicked and no specific Accounting Unit is chosen, a summation of all Accounting Units by Account Codes will be displayed.

**Filter by Account Code:** This filter option allows the user to select a specific Account Code. A listing of all Accounting Units which contain that Account Code is then displayed on the screen. If the “ACCOUNT CODE” button is clicked and no specific Account Code is selected, a display of ALL Account Codes associated with ALL Accounting Units within this level will be displayed.

**Refresh Grid:** Click on this button to update the information displayed on the screen when a new filtering criteria is selected.

**Reset:** Clears out all criteria for filtering and returns to the default screen for the level the user is logged into. Be sure to “**SAVE,**” if appropriate, before selecting the “Reset” button.

**Add New Account Code:** This function allows the user to add an Account Code to an Accounting Unit if it is not found on the default screen. Before adding the Account Code, the Budgeting Application performs a verification to insure that the request is a valid GL combination. This field is only available when a specific accounting unit has been selected.

The image shows a single dropdown menu with the text 'Select Account Code to Add' and a green button labeled 'Add New Account Code' to its right.

## ENTERING BUDGET DATA

- Once you've signed into the Budgeting Application and are at the default screen, determine the Lawson hierarchal level at which you wish to process your budget. Users with multi-level authority can process the budget at any level for which they are authorized. Levels available are:
  - Level 1 – VP
  - Level 2 – School
  - Level 3 – Division within School
  - Level 4 – Department
- Select an Accounting Unit by using the drop-down arrow listing and click the "Refresh Grid" button. Accounting Units cannot be added. An editable screen of the Account Codes/Descriptions which currently exist for that Accounting Unit will be displayed. Column headings and data displayed are FY06 Annual Actual, FY07 YTD Actual as of 12/31/06, FY07 Annual Budget (200), data input column for the FY08 Budget and a comment input field. The FY08 Budget amounts for all items with the exception of Salary and Benefit lines have been pre-loaded based on the FY07 Budget, and include the dollars associated with new items already approved for FY08. Salary and Benefit line items will be fed into the Budgeting Application via the HR Salary Planning extract. Account Codes that are uneditable by the user will appear grayed-out on the screen. Use your Tab key to navigate around this screen.
- Each Account Code needs to be carefully reviewed to ensure that the FY08 budget is accurate. Taking into consideration current year actual vs. budget and any changes to expenses that are anticipated next year, enter any modifications to the FY08 budgeted values appearing on the screen. Your FY08 budget request can be input either as a percentage of the FY07 budget amount, or as a pure dollar amount. If you enter a percentage in the Percent column, the Budgeting Application will calculate the dollar value and display it in the 2008 Budget column. The dollar value will appear left-justified in the column to indicate that this is a calculated value. If you choose to enter your budget request as a dollar value, the percentage change from the FY07 budgeted value for that account will be displayed in the percent column. For maximum flexibility, the user can employ differing methodology within the same Accounting Unit. A "Comments" field is provided to record any notes or detail further clarification regarding your request. These comments will be preserved when you perform the "SAVE" function.

Account Code	Description	2006 Actual	2007 YTD	2007 Budget	Percent Change	2008 Budget	Comments
6230 -	Telecommunications	619	52	500	-20	400	
6231 -	Telephone charges - local and long di	267	128	120		120	
6232 -	Telephone charges - local	619	166	300		300	
6252 -	Professional & consulting serv	186	0	0		0	
6300 -	Travel - local (non-recr/instr	84	929	0		0	
6310 -	Prof development, meetings	2,349	2,360	2,000	75	3,500	Conference & travel expense
6312 -	Memberships & dues	585	0	500	-54	229	
6320 -	Entertainment	1,761	1,673	1,400	7	1,500	non-catering expenses
6321 -	Food service/catering	6,572	1,406	9,000		9,000	
6400 -	Equipment - office - copier ex	553	323	800	-37	500	
6403 -	Equipment purchased - minor	99	0	0		0	
6423 -	Repairs & maintenance	65	0	0		0	
6742 -	Prizes, awards, honoraria	227	0	0		0	
6830 -	Other expenses	412	0	0		0	

Select Account Code to Add

**NOTE:** To enter an amount into an Account Code which is not currently listed, choose the “Select Account Code to Add” option displayed on the left-side, bottom portion of your screen. Use the drop-down arrow to select the account code number to which you wish to add budget dollars. After choosing the Account Code, click on the “Add New Account Code” button. The Budgeting Application will perform a verification to insure that your request is a valid combination. Once validated, the Account Code will be added. If not, a message will be displayed indicating that the Account Code/Accounting Unit combination is not valid.



## YOUR INPUT

Note that there is a 2008 Budget total on the top right side of the screen. When amounts are modified or entered into the FY08 Budget column, the category totals reflected on the screen will be automatically updated. Category totals within the Budgeting Application include:

- o Salary and Benefits – The amounts extracted from the HR Salary Planning Application.
- o Salary Non HR – Includes Student Worker salaries, Salary Reimbursement, and Prior Yr Adjustments.
- o Scholarships – These amounts will be entered by the Budget Office and are not editable within the Operations Accounting Units (1XXXXX).
- o Non-Salary- All other accounts not detailed above.
- o Total Expenses (Screen) – Represents a total for the Accounting Unit or Account Code chosen.
- o Total Expenses (Level) - Represents a grand total for the Level the user has selected.
- o Control Total – Displays Control Total which has been set for this level by the Budget Office (for Level 1) or by the VP (for Levels 2, 3 and 4).
- o Remaining/(Overspent) - Calculates difference between Level Expenses and Level Control Total. At Level 1, this total cannot be exceeded for Operating Accounts. For Gifts and Endowments, this total cannot be exceeded at the Accounting Unit Level.

The rollup of Operating (NOT Gifts and Endowments) Levels 2, 3 and 4 for a division should be within the Control Total allocated to that Level 1 VP. **However, Levels 2, 3 and 4 can “SAVE” and “Finalize” a budget that is over the assigned Control Total for Operating (1XXXXX) Accounts.** As the Levels roll up to Level 1, the Level 1 user cannot “SAVE” or “Finalize” a total budget which exceeds the Control Total assigned by the University Budget Office. (Hint: The larger colleges/schools with numerous departments and accounts may find it easier to input their budget request at Level 4 and then review at Level 2.)

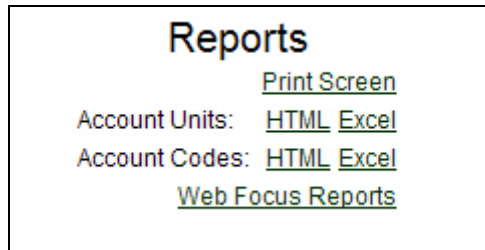
Gifts and Endowment Budget Requests **cannot** be over the Control Total set by the University Budget Office. They can be saved if the dollars are under or equal to the Control Total, which represents the total available balance. This entire amount does not need to be spent within the current year. Carefully review your Gift and Endowment input to insure that you are not over the Control Total. If you do attempt to “SAVE” and you are over the Control Total, you will receive an error message, and your data will NOT be saved. **IMPORTANT:** If you want to then resubmit values which are equal to or below the Control Total, you MUST HIT THE RESET BUTTON before trying to “SAVE” the new values, or your input will be lost!

## **SAVING YOUR BUDGET DATA**

Before leaving any screen within the application it is imperative to “SAVE” your data, unless you do not wish to preserve what you have input. The Budgeting Application, by design, does not save data automatically when the user navigates within the application.

- “SAVE” before adding an account code
- “SAVE” before navigating from one level to another level
- “SAVE” before going from one Accounting Unit or Account Code to another Accounting Unit or Account Code
- “SAVE” before selecting “Print Report”
- “SAVE” before walking away from the application
- “SAVE” before logging out
- “SAVE” frequently and often to minimize any “learning curve” pain!!

## REQUESTING, VIEWING AND PRINTING REPORTS



There are four reports (available in Excel, HTML and Web Focus Report formats) and a print screen report embedded within the Budgeting Application. These reports can be requested at the Level which the user is currently accessing.

The *Print Report* link gives a formatted screen print of the level you are logged into. Remember to **“SAVE”** before you select “Print Report” as this function will print the most recently saved data. If the user requests a report via the Accounting Unit or Account Code option, there is a print link on the report itself.

The *Summary by Account Unit* report gives a listing (for the Level on the screen) by Accounting Unit. It includes Accounting Unit description and provides a total dollar value for FY06 Actual, FY07 YTD, FY07 Budget and your FY08 Budget Request. Category totals for the Level chosen are also displayed at the bottom of the report.

The *Summary by Account Code* report gives a listing (for the Level on the screen) by Account Code. It includes Account Code description and provides a total dollar value for FY06 Actual, FY07 YTD, FY07 Budget and your FY08 Budget Request. Category totals for the Level chosen are also displayed at the bottom of the report.

The Excel reports can also be saved onto your directory for further computation and analysis. When you choose this report type, select “Save” from the dialog box. You can then enter the appropriate directory and path. (**HINT: If you experience a problem when you access either report in the Excel format, please review your Internet configuration.** To do this, select “Tools”, then “Internet Options”. Next, select the “Advanced” Tab. Under the “Security” selections, uncheck “Do not save encrypted files to disk”. This should then allow you to access this report format.)

Web Focus Reports are also accessible through the Budget Application System under the Reports menu. User security has been embedded into the reports and users will be able to run reports based on their level of security and will only view data for those levels they have been assigned security to.

Four reports are available and are detailed as follows:

- Report by Account Unit, Category and Account Code
- Report by Account Unit
- Report by Account Code
- Report by Category

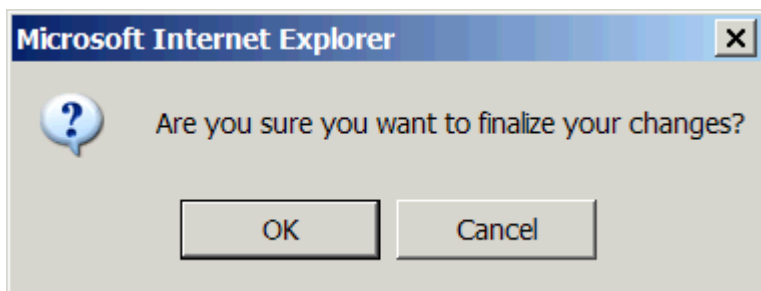
These reports can be run by level. The drop down menu allows the user to select data for Operating, Gifts or Endowments. Another drop down menu allows the user to select, if they would like, a report for Revenue, Expense or consolidated report that includes Revenue and Expense together.

## FINALIZING YOUR DATA

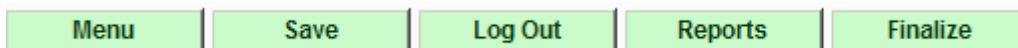
You may return to your saved data and continue to edit it until the budget is “finalized.” **In the case of the Budgeting Application, finalizing means exactly that.** Once you have finalized your data, you are no longer able to change it in any way.

Finalizing should be done in the following order: Level 4, then Level 3, then Level 2. As was mentioned in the “Reviewing Your Input” section of these instructions, these levels are able to “SAVE” and “Finalize” their data, even if it exceeds the Control Total set by the Level 1 user. As each Level “finalizes” its budget, users at any Lower Level within that division can no longer make any changes to their input. **Therefore, you should only “finalize” when you are confident that your budget request is complete and you anticipate making no further changes at your Level.**

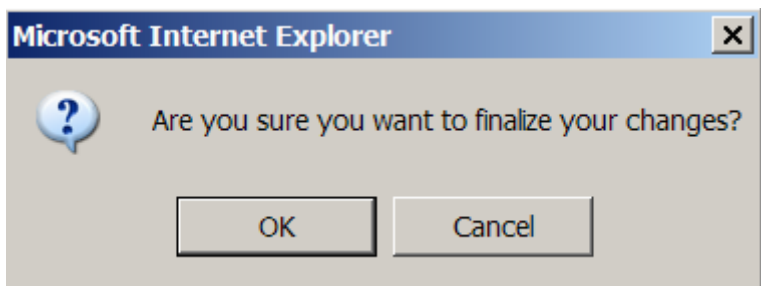
Due to the “finality” of this function, an extra verification step has been built into the Budgeting Application. When you determine that you do indeed wish to finalize your FY08 budget request, click on the “Click to Finalize” option, which is located to the right of the “REPORTS” button on the screen.



After hitting “OK”, a “Finalize” button will be visible.

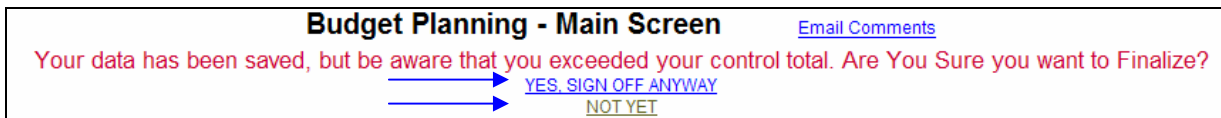


Once again, determine if you wish to finalize. If you click “Finalize”, the screen below will appear.



## FINALIZING YOUR DATA - Continued

If you click okay and your budget amount exceeds the assigned Control Total you will get the following message.



The portion of the message that reads "Your data has been saved . . . ." will only appear if the budget amount has exceeded the assigned control total). This is your last opportunity to make any modifications to your budget request. You may finalize by choosing "YES, SIGN OFF ANYWAY" for the current budget or "NOT YET" to finalize at a later time. If you choose "YES, SIGN OFF ANYWAY", you will be unable to do any further editing. You will still be able to review your data and do screen prints.

If you determine that any further modification is needed after you have completed the finalization process, these changes must be input by the next higher level of budgeting authority within your division. (Example: if you are a Level 4 user, any changes can only be made by a designated Level 3, 2 or 1 user).

CONGRATULATIONS!!! Your 2008 Budgeting work is done!!

## LOYOLA UNIVERSITY BUDGETING APPLICATION CONTACTS

We in the Budget Office look forward to the collaborative effort necessary to ensure the success of the FY08 budget process using the new Budgeting Application. Please contact us:

- When you need assistance
- When you have any questions
- When you have suggestions

**Our contact information is:**

<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>E-mail</u>
Joe Filipiak	Department Director	x5-7671	<a href="mailto:jfilipi@luc.edu">jfilipi@luc.edu</a>
Arlene Rodriguez	Senior Financial Analyst	x5-7674	<a href="mailto:arodr6@luc.edu">arodr6@luc.edu</a>
Mark Pawlowski	Senior Financial Analyst	x5-7672	<a href="mailto:mpawlow@luc.edu">mpawlow@luc.edu</a>
Ramiza Vulic	Senior Financial Analyst	x5-7673	<a href="mailto:rvulic@luc.edu">rvulic@luc.edu</a>
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## LOYOLA UNIVERSITY BUDGETING GUIDELINES

Some guidelines to keep in mind when completing your FY08 Budget:

- Non-salary adjustments between your areas of responsibility or between accounts do not require additional approval as long as the VP-level control total for your area of responsibility is not exceeded. Adjustments will be reviewed for reasonableness based on previous years' activity.
- Vice President approval is required to combine positions or move positions to another department. These changes must be communicated to Human Resources via the HR Salary Budgeting Application. Updates will be fed over from Salary Planning on a continuous basis as we move along in the budget process.
- Requests to move funds from salary to non-salary or vice-versa will be discussed in the budget hearings. Detail on these requests should be forwarded to the Budget Office, but they should not be incorporated into the Budgeting Application. Please contact the Budget Office with any questions.
- Keep "Other" expenses (Account Code 6830) to a minimum.
- The FY08 Budgeting process is designed to roll up from Level 4 to Level 1. Therefore, the Level 4 user should complete his/her budget request first, then notify the Level 3 user, etc., until the process is complete.

## LOYOLA UNIVERSITY BUDGETING RULES

The following Rules apply to the Loyola Budgeting Application with respect to editable and viewable Account Codes and Accounting Units.

# Operating Expenses: 1XXXXX

### Operating 1XXXXX

The Operating Expenses category is the Default screen on the application once the user is logged in at the input level. User can only budget Operating Expenses, that is, any Accounting Unit beginning with "1"

#### **All Account Codes**

5000-6999 and 4999 User will have access to all account codes in this range

#### **Account codes which are viewable only**

Salary and Fringe benefits are extracted from the HR Salary system on a continuous basis. The Account codes listed below can only be viewed, and are not editable within the Budgeting Application.

5000-5299 Faculty, Staff, Research salaries

5400-5429 Temporary Help salaries

5800-5889 Fringe Benefits

6720-6739 Operating Scholarship expense

#### **Account codes which are editable**

The following range of Account Codes can be edited in the Budgeting Application.

5300-5399 Students Salaries

5430-5499 Other Salaries

5890-5899 **Benefit** Offsets

5900-6719 Non-Salary Expenses

6740-6999 Non-Salary Expenses

4999 Internal Revenue

# Gifts: 2XXXXX

# Endowments: 4XXXXX

Operating Gifts or Operating Endowments can be selected from the drop-down list on the default screen. User can only budget Gifts and Endowments for any Accounting Unit beginning with “2” and “4”, respectively.

Control Totals for Gifts and Endowments will be set at the Accounting Unit level by the Budget Office. The Budgeting Application will not allow a user to save a Gift or Endowment Accounting Unit if it exceeds the Control Total. If you do attempt to “SAVE” and you are over the Control Total you will receive an error message, and your data **will not be saved**.

**IMPORTANT:** If you want to then resubmit values which are below the Control Total, you **MUST HIT THE RESET BUTTON** before trying to “SAVE” the new values, or your input will be lost!

## All Account Codes

5000-6999 User will have access to all Account Codes in this range

## Account codes which are viewable only

Salary and Fringe Benefits are extracted from the HR Salary system on a continuous basis. The Account Codes listed below can only be viewed and are not editable in the Budgeting Application.

5000-5299 Faculty, Staff, Research Salaries

5400-5429 Temporary Help Salaries

5800-5889 Fringe Benefits

## Account codes which are editable

The following range of Account Codes can be budgeted in the Budgeting Application.

5300-5399 Students Salaries

5430-5499 Other Salaries

5890-5899 Benefit Offsets

5900-6719 Non-Salary Expenses

6720-6739 Scholarships (Gifts, Endowments, plant, loan, only)

6740-6999 Non-Salary Expenses

## Operating Revenues

The user can budget Revenues for Operating Accounting Units (Units that start with "1") within the Budgeting Application.

### All Account Codes

3040-4099 Users will have access to all account codes in this range.

### Account codes which are viewable only

3000-3039 Tuition

32XX Grants and Contracts

33XX Academic Support

34XX Unrestricted Gifts - Operating

35XX Interest & Investment Income

### Account codes which are editable

3040-3099 Fees

3600-4099 Other Revenues