

Eastern Kentucky University
Banner Self-Serve Budget Development
Training Manual



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Introduction to Finance Budget Development

The Budget Development feature of the Finance Self-Service product is a Web application that allows authorized administrative personnel to query their proposed non-salary operating budgets for the upcoming fiscal year. The web application gives users access to a budget phase created in Internet native Banner. This phase is a copy of the current year budget for a given date in time. Utilizing the query and the budget worksheet features of the product, users will be able to make permanent changes with the use of a user-friendly worksheet and manipulate the phase to create new line-item budgets for the following fiscal year. They can also prevent or permit changes to the proposed budget with the organization lock feature. After final review by the Budgeting Office, these budgets will be activated on July 1st and become the Approved original Budgets for the new fiscal year.


The following pages discuss accessing the Self-Service Finance Budget Development product and utilizing the tool to create the new line-item budgets.

Accessing Finance Self-Serve Budget Development

As a web-based product Finance Budget Development is accessed via your web browser. You can log into the product using your ECU Banner Self-Service User-ID and PIN. The appropriate screens and instructions are shown below and on the following pages.

Note: Access will be provided to those individuals that are responsible for the budget build process.

Login to Finance Self-Serve

Step	Action
1	Visit IT.eku.edu, click on EKU Direct 

2	Login
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3

Enter your **User ID** and **Pin** number in the corresponding fields, then click **Login**.

EKUDirect User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). This password PIN is not your RAC Number given to you by your advisor. If you do not know your password PIN, please see the [instructions](#). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

After multiple UNSUCCESSFUL attempts to log in, the system will automatically disable your access. YOU MUST CALL THE FOLLOWING OFFICES TO GET HELP WITH YOUR PIN:

- Students: Call the Registrar's office at 859-622-2320
 - o Corbin Extended Campus: Contact the Resource Center or Information Clerk at 606-528-0551.
 - o Danville Extended Campus: Contact the Resource Center at 859-236-6866.
 - o Manchester Extended Campus: Contact Terry Gray, Director at 606-598-8122.
- Employees: Call Human Resources at 859-622-5094
- Faculty: Contact the Dean's Office

[Need Instructions?](#)

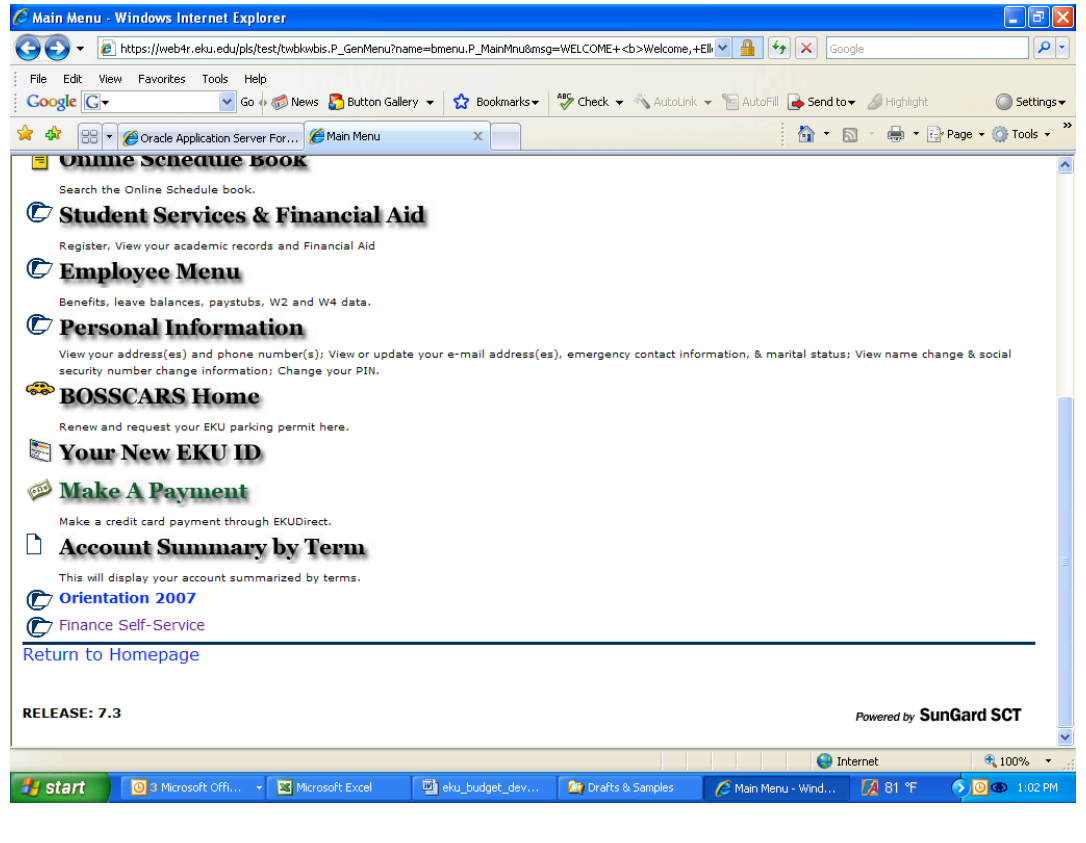
User ID:

PIN:

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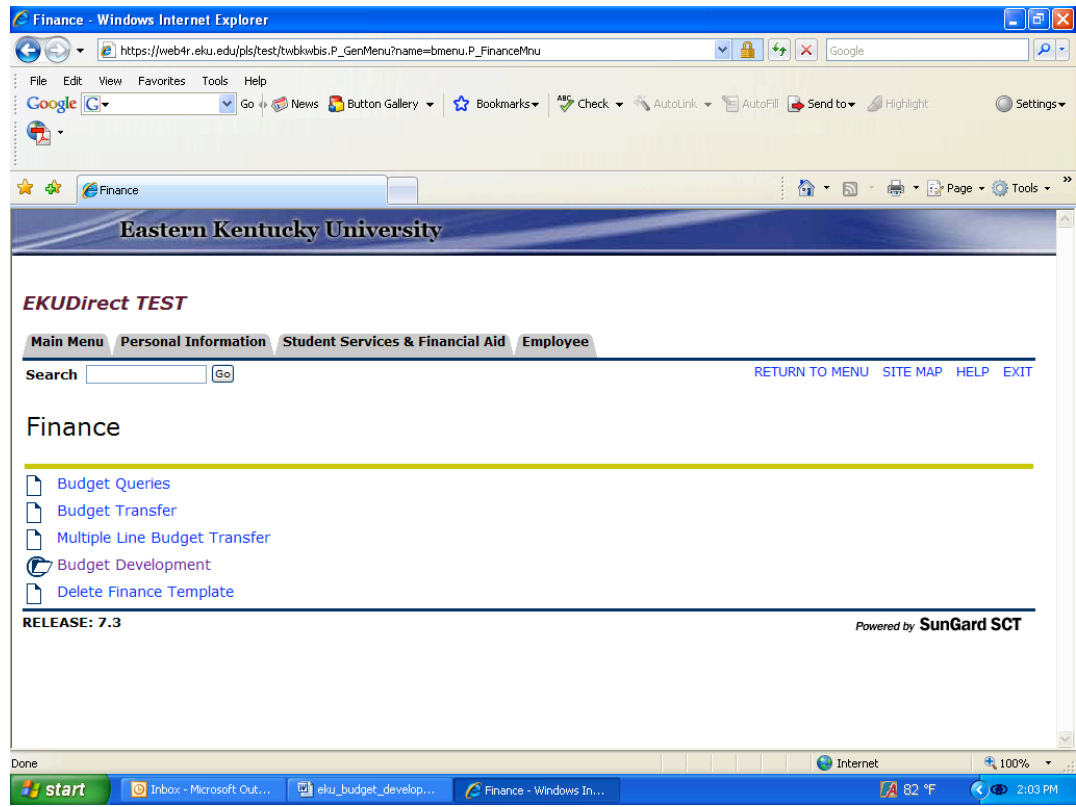
4

From the Main Menu, click **Finance Self-Serve**



5

From the Finance Menu, click **Budget Development**



Navigating Within Finance Budget Development

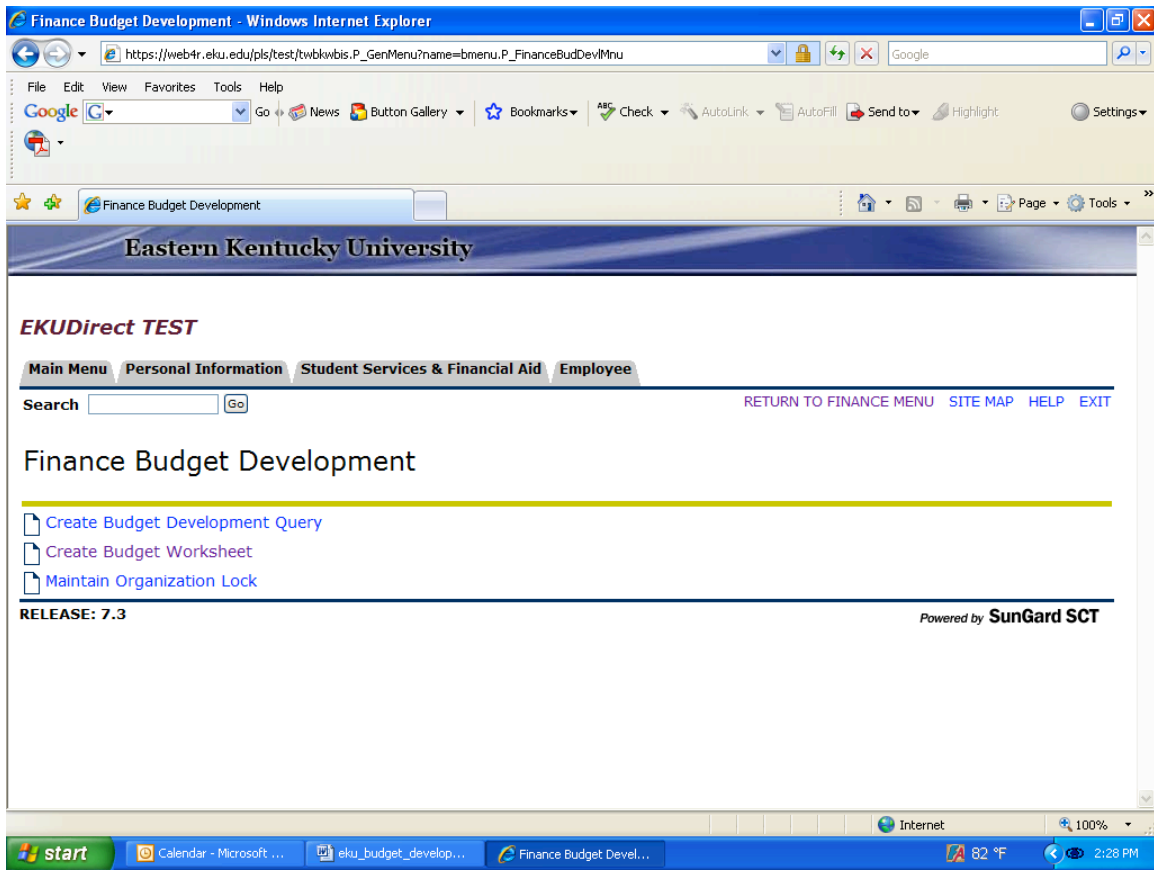
Once in Finance Budget Development, you can navigate through the tool by clicking on the provided buttons, drop down lists, and hyperlinks. Your personal browser settings may vary, but in most cases the hyperlinks display as blue text. Once you have clicked on a hyperlink, typically, the hyperlink text color changes to purple.

It is important to note that you should **NOT** use the Forward and Back buttons of your web browser. Many of the pages are calculated dynamically as a result of your input. Using the Back button on your browser simply reloads old versions of the page you wish to view, rather than displaying the newer, recalculated page. Always click the hyperlinks displayed in blue text to navigate within Finance Budget Development.

Create Budget Worksheet

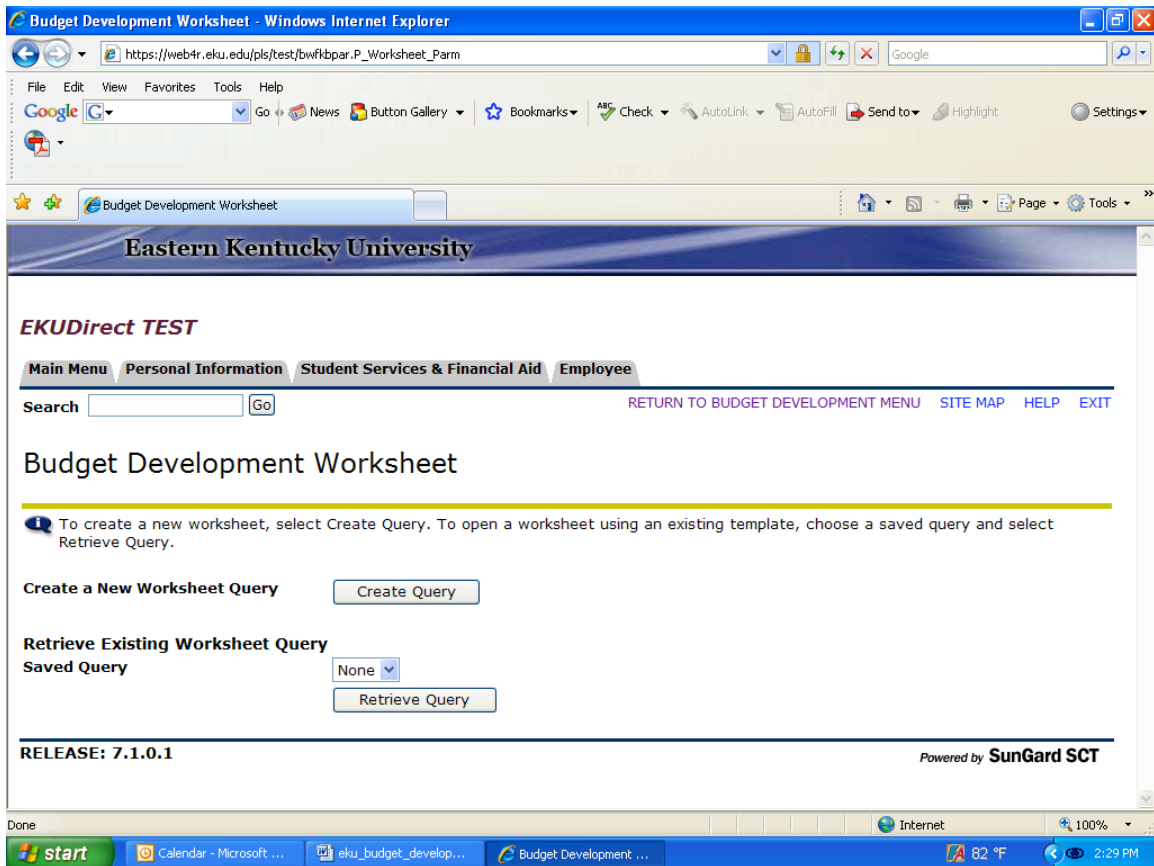
From the Finance Budget Development menu, choose the Create Budget Worksheet link. This option allows you to create a new query or call a saved query.

On the Budget Development Worksheet screen, the user enters the proper fund and organization code for the fund to be reviewed. The screens discussed above are pictured below with descriptions of each variable.



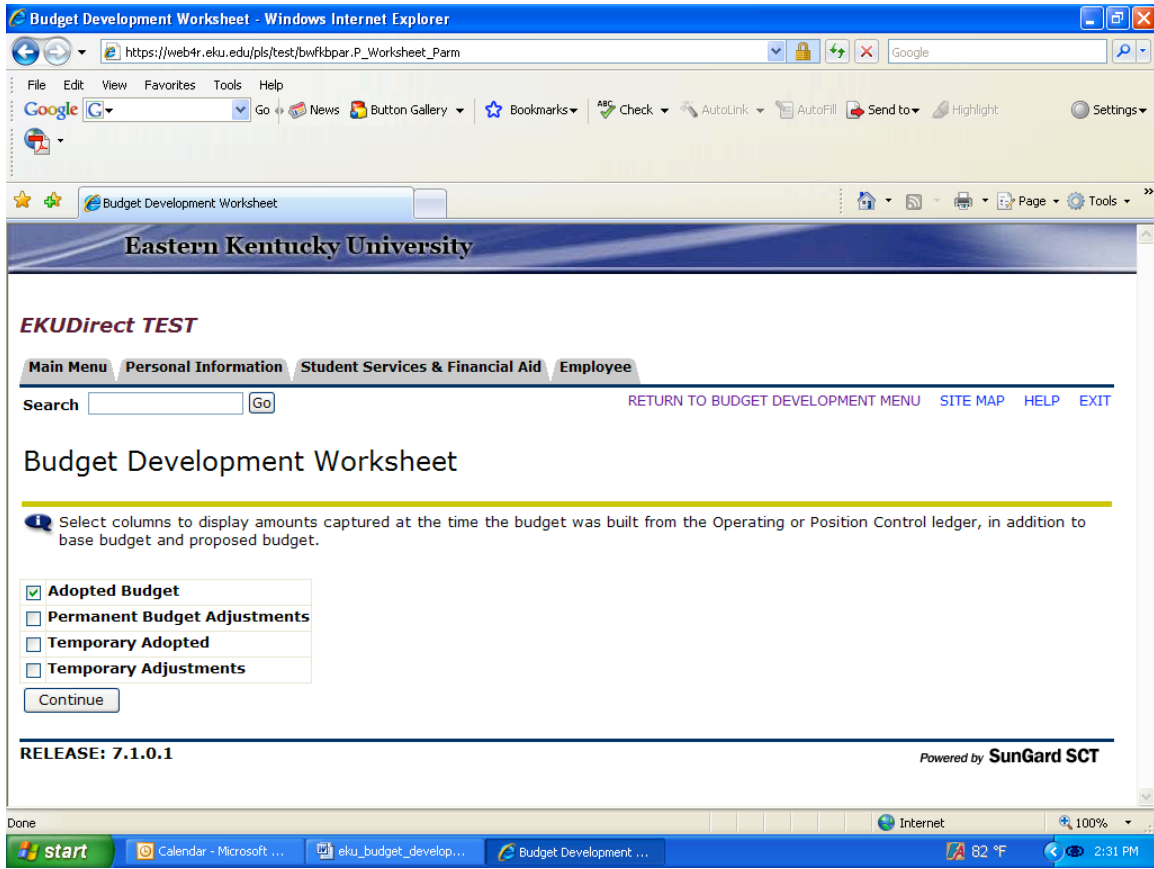
Finance Budget Development (Choices)

Field Name	Input Data	Usage
Create Budget Development Query	Click	Displays the Budget Development Query page. This function is used to review changes to the proposed budget.
Create Budget Worksheet	Click	Displays the Create Budget Worksheet page. This function is used to create budget scenarios by developing line-item budgets.
Maintain Organizational Lock	Click	Displays the Organization Lock page. The Organization Lock page is used to lock a phase from editing.



Budget Development Worksheet (Query Definitions)

Field Name	Input Data	Usage
Create a New Worksheet Query	Click	Displays the options that can be included in the worksheet.
Retrieve Existing Worksheet Query	Click	Displays a Query created and saved during a prior Finance Budget Development session.



Budget Development Worksheet (Definitions)

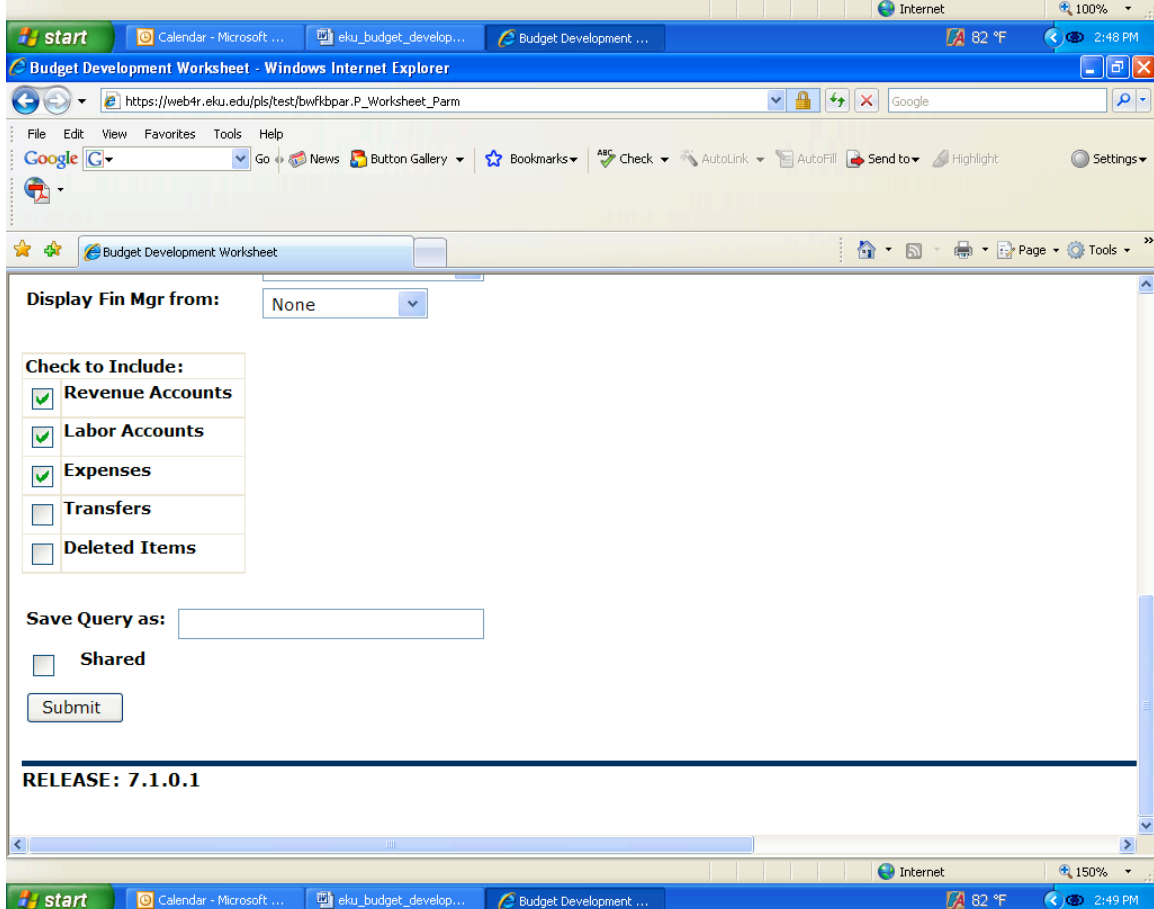
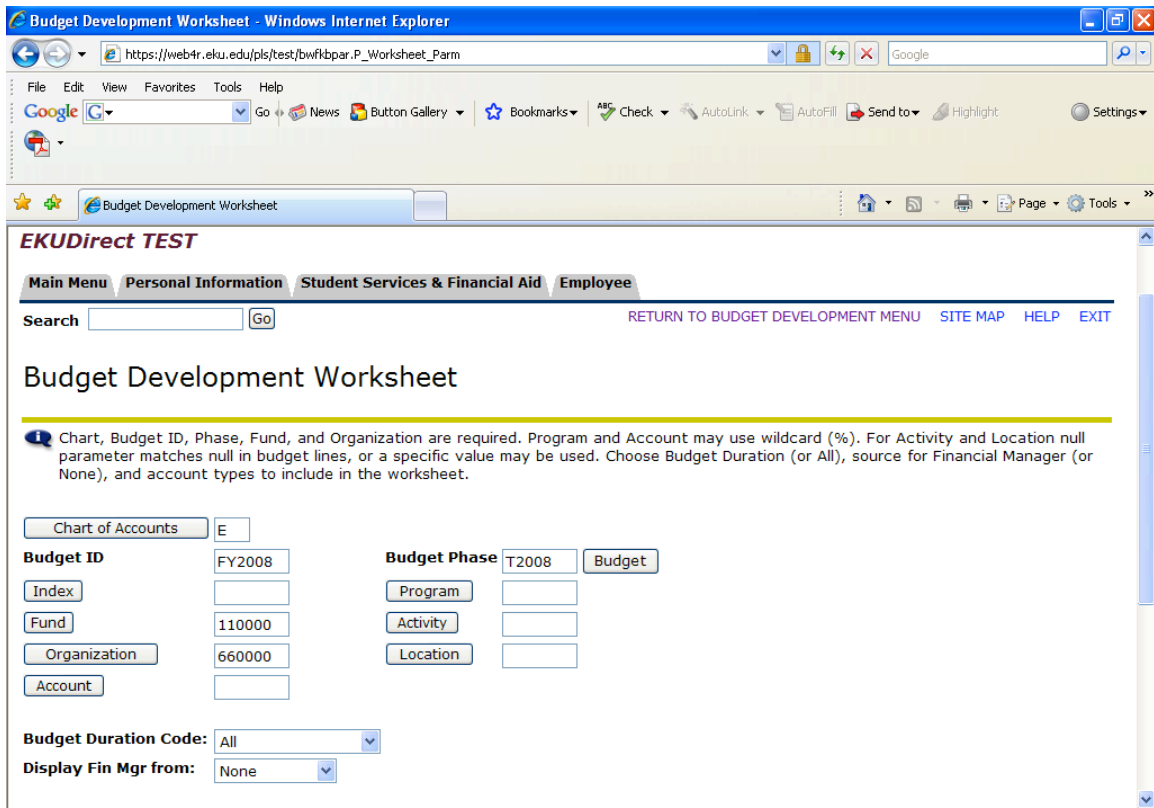
Field Name	Input Data	Usage
Adopted Budget	Click	Original adopted budget
Permanent Budget Adjustments	Click	Permanent adjustments during the year
Temporary Adopted	Click	Temporary adjustments to the adopted budget
Temporary Adjustments	Click	Temporary adjustments to the budget during the year

Create Budget Development Worksheet

The Budget Development Worksheet is the primary tool for creating line-item budgets within Banner. Administrators will utilize Finance Budget Development to enter their revenue and maintenance/operating expense (M&O) into Banner. Specifically, the tool updates the FBBBLIN budget line table of Banner.

Use this tool to create different scenarios and determine the impact of the changes on your budget before you incorporate these changes into FBBBLIN. For example, you can make changes to your general expense budget by amount or percent; and review the impact of the changes. You can then either post, or discard the results.

The screen on the following page is used to select the appropriate Chart of Accounts, Budget ID, Budget Phase, Fund and Organization to include on the worksheet. Information concerning choices is summarized in the table below the screen.



Budget Development Worksheet (Parameters)

Field Name	Required/ Optional/ View Only	Notes
Chart of Accounts	R	Chart code for EKU is E
Budget ID	R	You may only use existing budget ID and phases
Budget Phase	R	Defined on FTMOBUD by Office of Budgeting. This phase will be different every year.
Index	N/A	Eastern Kentucky University does not utilize this field
Fund	R	Note: Remember to be careful when entering the Fund & Organization number Budget Development does not check for the reasonableness of the combination. So you can enter the wrong fund and org and enter budget for that combination. Please remember to review these fields before proceeding to the next screen
Organization	R	Note: Remember to be careful when entering the Fund & Organization number Budget Development does not check for the reasonableness of the combination. So you can enter the wrong fund and org and enter budget for that combination. Please remember to review these fields before proceeding to the next screen
Account	O	Wildcard (%) permitted, or leave null to include all records.
Program	O	Wildcard (%) permitted, or leave null to include all records.
Activity	N/A	Eastern Kentucky University does not utilize this field
Location	N/A	Eastern Kentucky University does not utilize this field
Budget Duration Code	R	Choose: ALL
Display Fin Mgr from		Choose: NONE
Revenue Accounts	VO	If this is selected, revenue accounts based on internal account type 50 will be included on the worksheet. This is for view only purpose and NOT to be changed.
Labor Accounts	VO	If this is selected, labor accounts based on internal account type 60 will be included on the worksheet. This is for view only purpose and NOT to be changed.
Expenses	R	If this is selected, expense accounts based on internal account type 70 will be included on the worksheet
Transfers	VO	If this is selected, transfer accounts based on internal account type 80 will be included on the worksheet. This is for view only purpose and NOT to be changed.
Deleted Items	VO	If this check box is selected and Self Service Budget Development History is selected on FOASYSC, deleted rows will display on the worksheet. If you do not select this check box, any deleted items will be included in the summary line only. This is for view only purpose and NOT to be changed.
Save Query as:	O	To save the worksheet parameters you have entered as a template, enter a name in this field.
Shared	O	Select this check box if you want the information you entered in the Saved Query as field to be shared. <ul style="list-style-type: none"> A shared query can be retrieved by any user

Field Name	Required/ Optional/ View Only	Notes
		<ul style="list-style-type: none"> A personal query can be retrieved only by the user who created it

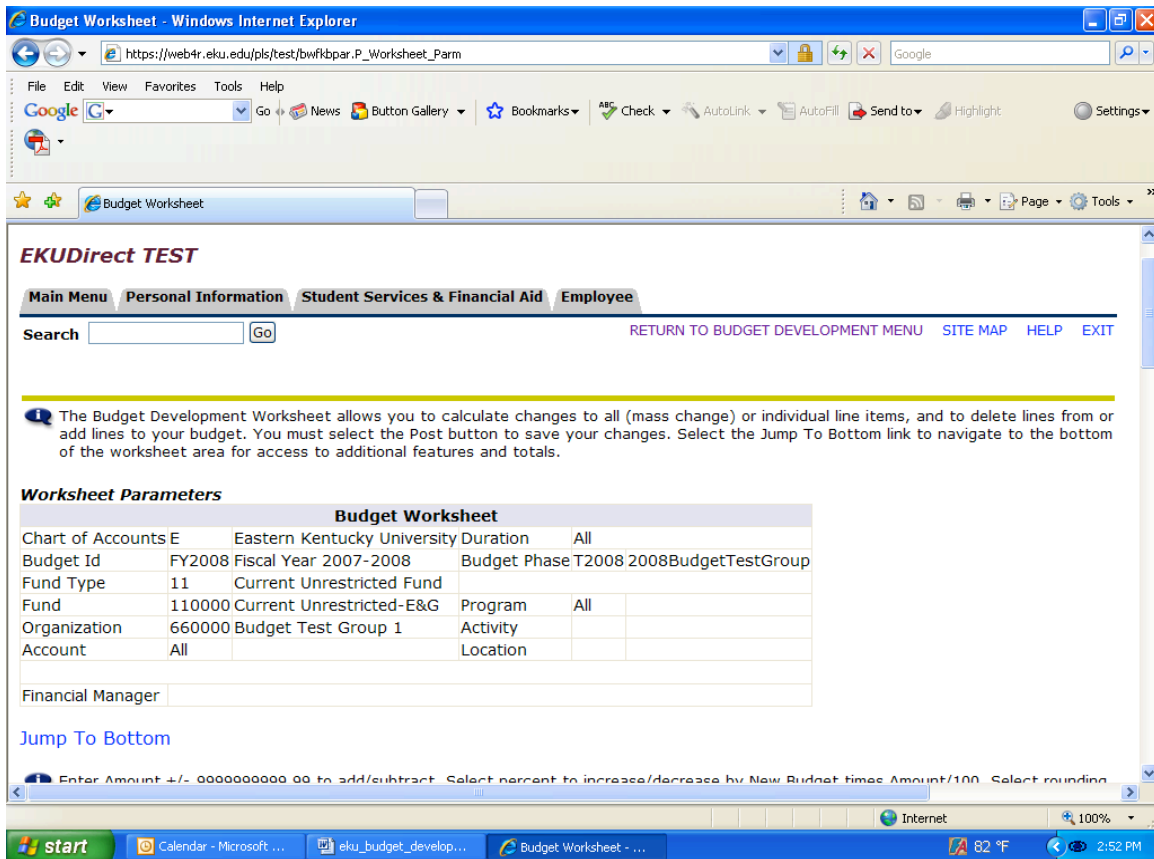
Create Pooled Budgets

The checklist below enumerates the steps required to update the revenue and maintenance/operating expense (M&O) budgets for the following fiscal year. The table covers pages sixteen to seventeen. The screens discussed in the checklist are shown on pages seventeen to nineteen.

Checklist

Step	Action	Results/Decision	Screen
1	Submit choices developed on Budget Development Worksheet page	The submit link from the Budget Worksheet Development page will call the Budget Worksheet	Budget Development Worksheet
2	Worksheet Displays		Budget Worksheet
3	Review Worksheet Parameters	Review the parameters used to create the worksheet	Budget Worksheet
4	Mass Change Parameters	Ignore –Eastern Kentucky University does not use this feature	Budget Worksheet
5	Line Item Changes – Value	In the change value column enter the dollar amount of the change. The system adds or subtracts this dollar amount to the new budget. You can enter either positive or negative amounts.	Budget Worksheet
6	Line Item Changes – Percent	Enter a value in the Change Value field then select the Percent Change box to the right. The system multiplies the new budget by this amount. The result is rounded based on the selection you made in the Round To Nearest section. You can enter either positive or negative amounts.	Budget Worksheet
7	Add Comments	Select the hypertext link in the account code field and add text to the proposed budget.	Budget Worksheet
8	Repeat Steps 5 and 6 until scenario complete		Budget Worksheet
9	Calculate	Select this button to calculate changes, additions, and deletions as many times as you choose, without saving or posting each change.	Budget Worksheet
10	Review Changes	Review the impact of the changes by comparing	Budget Worksheet

Step	Action	Results/Decision	Screen
		the New Budget column to the Proposed Budget column. The New Budget Column reflects the values entered into the Change Value column as either an amount or percentage.	
11	Post or Discard Changes	Determine if you want to either post or discard the changes in the New Budget column.	Budget Worksheet
12	Post Changes	Post values in the New Budget column to the FBBBLIN table of Internet native Banner. This will update the Proposed Budget column of the Self-Service Finance Budget Development tool.	Budget Worksheet
13	Requery or Discard Changes	The Requery button will recall the last posted changes to the New Budget column, discarding the current calculations from the session.	Budget Worksheet
14.	Download results to a spreadsheet	Finance Budget Development enables the user to download scenarios to a spreadsheet. See the options for downloading data below.	Budget Worksheet
15	Download All	Select this button to download all columns of the worksheet to a spreadsheet	Budget Worksheet
16	Download Selected Worksheet Columns	Select this button to download the specific columns you chose on the parameter page to a spreadsheet	Budget Worksheet



Budget Worksheet - Windows Internet Explorer

https://web4r.eku.edu/pls/test/bwfkbp.P_Worksheet_Parm

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Budget Worksheet

Enter Amount +/- 9999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass and line changes by percent. Change value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and delete budget line. Select the link on account code to view or maintain text.

Mass Change Parameters **Round To Nearest**

Change Value: Percent 2 decimals 1.00 10.00 100.00

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Base Budget	Budget Duration Code	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		11		General Academic Instruction									
			51	Tuition & Class Fees									
N			512000	Class Fees	0.00	0.00	P	45,000.00	<input type="text"/>	<input type="checkbox"/>	45,000.00	45,000.00	<input type="checkbox"/>
			61	Salaries and Wages									
N			610000	Employee Salaries & Wages	0.00	0.00	P	0.00	<input type="text"/>	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			611100	Staff Salaries	0.00	0.00	P	101,000.00	<input type="text"/>	<input type="checkbox"/>	101,000.00	101,000.00	<input type="checkbox"/>
N			611700	Classified Wages	0.00	0.00	P	13,000.00	<input type="text"/>	<input type="checkbox"/>	13,000.00	13,000.00	<input type="checkbox"/>
N			611750	Extra Time/Overtime Wages	0.00	0.00	P	2,400.00	<input type="text"/>	<input type="checkbox"/>	2,400.00	2,400.00	<input type="checkbox"/>
N			615200	Institutional Work Study Program	0.00	0.00	P	4,500.00	<input type="text"/>	<input type="checkbox"/>	4,500.00	4,500.00	<input type="checkbox"/>
			62	Employee Benefits									
N			620000	Employee Benefits	0.00	0.00	P	0.00	<input type="text"/>	<input type="checkbox"/>	0.00	0.00	<input type="checkbox"/>
N			621300	Optional Retirement	0.00	0.00	P	18,000.00	<input type="text"/>	<input type="checkbox"/>	18,000.00	18,000.00	<input type="checkbox"/>
N			621500	Social Security	0.00	0.00	P	8,700.00	<input type="text"/>	<input type="checkbox"/>	8,700.00	8,700.00	<input type="checkbox"/>
N			621600	Health Insurance	0.00	0.00	P	5,400.00	<input type="text"/>	<input type="checkbox"/>	5,400.00	5,400.00	<input type="checkbox"/>
N			621800	Life Insurance	0.00	0.00	P	2,040.00	<input type="text"/>	<input type="checkbox"/>	2,040.00	2,040.00	<input type="checkbox"/>
N			622000	Disability Insurance	0.00	0.00	P	2,115.00	<input type="text"/>	<input type="checkbox"/>	2,115.00	2,115.00	<input type="checkbox"/>
N			622110	Flexible Benefit Admin Fee	0.00	0.00	P	2,050.00	<input type="text"/>	<input type="checkbox"/>	2,050.00	2,050.00	<input type="checkbox"/>
		71		General and Administrative									

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Budget Worksheet - Windows Internet Explorer

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Budget Worksheet

		71		General and Administrative Expend.									
N			718000	Contractual Services	0.00	0.00	P	12,000.00	<input type="text"/>	<input type="checkbox"/>	12,000.00	12,000.00	<input type="checkbox"/>
			72	Scholarships and Fellowships									
N			728000	Scholarships/Fellowships	0.00	0.00	P	92,000.00	<input type="text"/>	<input type="checkbox"/>	92,000.00	92,000.00	<input type="checkbox"/>
			73	Maint/Telecommunications									
N			738000	Maintenance/Telecommunications	0.00	0.00	P	800.00	<input type="text"/>	<input type="checkbox"/>	800.00	800.00	<input type="checkbox"/>
			74	Other Expenditures									
N			748000	Other General Operating	0.00	0.00	P	9,000.00	<input type="text"/>	<input type="checkbox"/>	9,000.00	9,000.00	<input type="checkbox"/>
				Deleted Revenues	0.00	0.00		0.00			0.00	0.00	
				Deleted Personnel Expenditures	0.00	0.00		0.00			0.00	0.00	
				Deleted Operating Expenditures	0.00	0.00		0.00			0.00	0.00	

New rows may be added within the parameters used to create the worksheet. Select Calculate to update the worksheet with additions, subtractions, percentage adjustments, deletions. Select Post to recalculate and save changes. Select Query to return to values last posted.

Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	Permanent Budget ▼	<input type="text"/>

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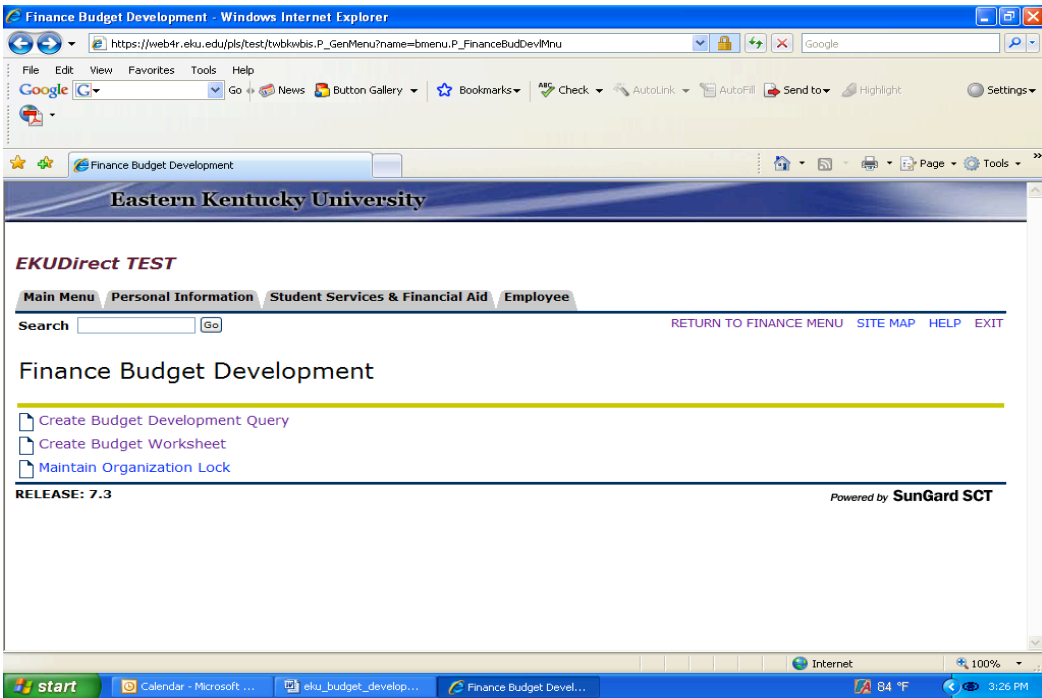
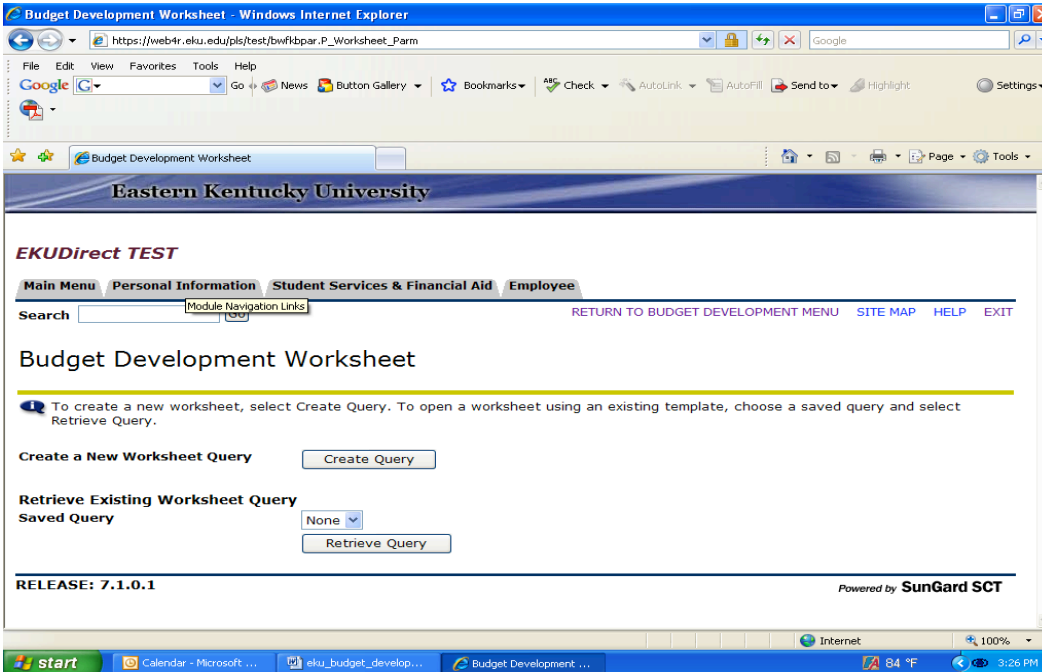
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Worksheet (Definitions)

Field Name	Notes
Worksheet Parameters	Parameters you entered are summarized in this section.
Chart of Accounts	The Eastern Kentucky University COA is E
Budget ID	Select ID: created for the following fiscal year
Budget Phase	Select phase used for revenues, and maintenance/operating expense (M&O)
Fund Type	Populates once query is ran
Fund	Enter fund number to be developed or reviewed
Organization	Enter organization of the corresponding fund
Account	Run for select accounts or all accounts
Program	Run for select program or all programs
Activity	Eastern Kentucky University does not utilize this field
Location	Eastern Kentucky University does not utilize this field
Financial Manager	Name of person in charge of organization, leave none to run reports
Mass Change Parameters	Eastern Kentucky University does not utilize this field
Mass Change Value	Eastern Kentucky University does not utilize this field
Mass Change Percent	Eastern Kentucky University does not utilize this field

Field Name	Notes
Worksheet	
Status	Indicates if this budget line was built from the Operating Ledger (OPAL), Position Control (POS) or added (NEW) and marks deleted rows (DEL).
Text	Indicates if text exists. To view or enter text, select the hypertext link in the account code field.
Program	Program code
Account Type/Code	Account type (left justified) or account code (right-justified)
Title	Account type or account code description
Base Budget	Amount captured as the proposed budget when the Budget Build process (FBRBDBB) was run initially.
Change Value	Field where you can enter the amount by which you want to change this line item.
Percent	Associated with Change Value field. If selected, indicates that the line item should be changed by a specific percentage amount.
Cumulative Change	Indicates the difference between the Base Budget and the New Budget amounts.
New Budget	Current budget scenario that has not been posted to FBBBLIN in Internet native Banner.
Delete Record	When selected, changes the new budget amount for this line item to .00 and mark the item for deletion.
New Row	In this section you can enter new line items into the budget. You will need to enter program, account code, duration, and propose budget amount information for each item. Use the link for Account/Program Code lookup to search for codes.
FOPAL Selection	You can only use operating accounts, and codes that match the parameters you used when creating the worksheet. New rows are not saved until you select Post.
FOPAL Validation	FOPAL validation is based on the activation date of the budget or the system date if the activation date does not exist.
Post Changes	Post values in the New Budget column to the FBBBLIN table of Internet native Banner. This will update the Proposed Budget column of the Self-Service Finance Budget Development tool.
Requery or Discard Changes	The Requery button will recall the last posted changes to the New Budget column, discarding the current calculations from the session.
Download results to a spreadsheet	Finance Budget Development enables the user to download scenarios to a spreadsheet. See the options for downloading data below.
Download All	Select this button to download all columns of the worksheet to a spreadsheet
Download Selected Worksheet Columns	Select this button to download the specific columns you chose on the parameter page to a spreadsheet.
Summary Totals	This section provides a summary of the information provided in the worksheet. Expenses are subtotaled by Level 2 and Level 1 account types. Net revenue is calculated as revenue less expenses less labor less transfers.

Create Budget Development Worksheet

Step	Action
1	<p>From the Finance Budget Development menu, select Create Budget Worksheet</p> 
	<p>Then Create Query</p> 

1 cont.

Select **Adopted Budget**

Budget Development Worksheet - Windows Internet Explorer

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Budget Development Worksheet

Eastern Kentucky University

EKUDirect TEST

Main Menu Personal Information Student Services & Financial Aid Employee

Search [] Go RETURN TO BUDGET DEVELOPMENT MENU SITE MAP HELP EXIT

Budget Development Worksheet

Select columns to display amounts captured at the time the budget was built from the Operating or Position Control ledger, in addition to base budget and proposed budget.

- Adopted Budget**
- Permanent Budget Adjustments
- Temporary Adopted
- Temporary Adjustments

Continue

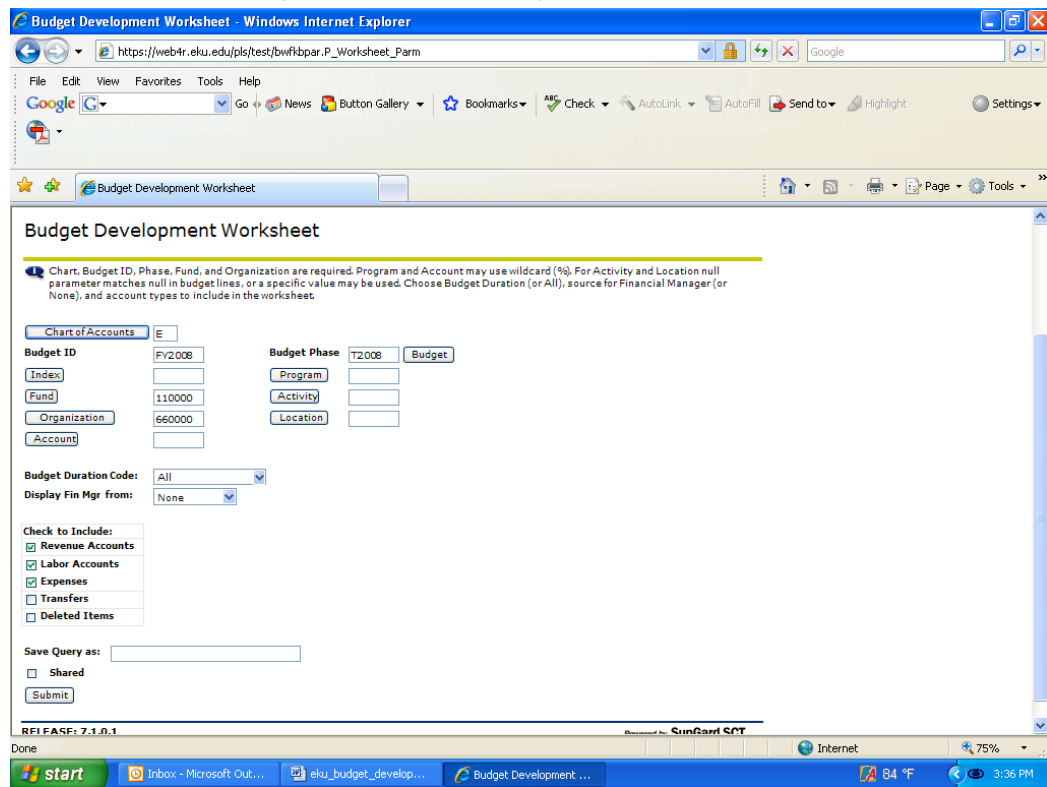
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Enter parameters. A budget worksheet will display (see 3). **Submit**



3

Make a change to the Proposed Budget in the **Change Value** column of the worksheet.

To change an amount within an existing account codes first change the value of the pool account by the increase/decrease you wish to add/subtract to the other pool account. Then go to the pool account that you wish to increase/decrease and add/subtract the same amount.

Examples:

Increase one of pool accounts you must decrease one of the pool accounts

Scholarships/Fellowships (72B000) 500.00

Administrative (71B000) -500.00

Decrease one of the pool accounts you must increase one of the pool accounts

Maintenance/Telecommunications (73B000) -100.00

Other General Operating (74B000) 100.00

Once you have enter amounts scroll to bottom and select **Calculate** to calculate changes, additions, and deletions as many times as you choose without saving or recording each change. The changes will appear in the **Cumulative Change** column NOT in the **Proposed Budget** column.

If you have not posted your changes the Requery button will recall the last posted changes to the New Budget column, discarding the current calculations from the session.

3 cont.

Budget Worksheet - Windows Internet Explorer

https://web4r.eku.edu/pls/test/bwfkbwsh.P_Budget_Worksheet

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Go News Button Gallery Bookmarks Check AutoLink AutoFill Send to Highlight Settings

Budget Worksheet

Enter Amount +/- 999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass and line changes by percent. Change value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and delete budget line. Select the link on account code to view or maintain text.

Mass Change Parameters **Round To Nearest**

Change Value: Percent 2 decimals 1.00 10.00 100.00

Worksheet

Status	Text	Program	Account Type/Code	Title	Adopted Budget	Base Budget	Proposed Budget	Change Value	Percent	Cumulative Change	New Budget	Delete Record
		11		General Academic Instruction								
			51	Tuition & Class Fees								
N			512000	Class Fees	0.00	0.00	P 45,000.00	<input type="text"/>		45,000.00	45,000.00	<input type="checkbox"/>
			61	Salaries and Wages								
N			610000	Employee Salaries & Wages	0.00	0.00	P 0.00	<input type="text"/>		0.00	0.00	<input type="checkbox"/>
N			611100	Staff Salaries	0.00	0.00	P 101,000.00	<input type="text"/>		101,000.00	101,000.00	<input type="checkbox"/>
N			611700	Classified Wages	0.00	0.00	P 13,000.00	<input type="text"/>		13,000.00	13,000.00	<input type="checkbox"/>
N			611750	Extra Time/Overtime Wages	0.00	0.00	P 2,400.00	<input type="text"/>		2,400.00	2,400.00	<input type="checkbox"/>
N			615200	Institutional Work Study Program	0.00	0.00	P 4,500.00	<input type="text"/>		4,500.00	4,500.00	<input type="checkbox"/>
			62	Employee Benefits								
N			620000	Employee Benefits	0.00	0.00	P 0.00	<input type="text"/>		0.00	0.00	<input type="checkbox"/>
N			621300	Optional Retirement	0.00	0.00	P 18,000.00	<input type="text"/>		18,000.00	18,000.00	<input type="checkbox"/>
N			621500	Social Security	0.00	0.00	P 8,700.00	<input type="text"/>		8,700.00	8,700.00	<input type="checkbox"/>
N			621600	Health Insurance	0.00	0.00	P 5,400.00	<input type="text"/>		5,400.00	5,400.00	<input type="checkbox"/>
N			621800	Life Insurance	0.00	0.00	P 2,040.00	<input type="text"/>		2,040.00	2,040.00	<input type="checkbox"/>

Budget Worksheet - Windows Internet Explorer

https://web4r.eku.edu/pls/test/bwfkbwsh.P_Budget_Worksheet

File Edit View Favorites Tools Help

Go News Button Gallery Bookmarks Check AutoLink AutoFill Send to Highlight Settings

Budget Worksheet

N			622000	Disability Insurance	0.00	0.00	P 2,115.00	<input type="text"/>		2,115.00	2,115.00	<input type="checkbox"/>
N			622110	Flexible Benefit Admin Fee	0.00	0.00	P 2,050.00	<input type="text"/>		2,050.00	2,050.00	<input type="checkbox"/>
			71	General and Administrative Expend.								
N			71B000	Contractual Services	0.00	0.00	P 12,000.00	<input type="text"/> -500.00		12,000.00	12,000.00	<input type="checkbox"/>
			72	Scholarships and Fellowships								
N			72B000	Scholarships/Fellowships	0.00	0.00	P 92,000.00	<input type="text"/> 500.00		92,000.00	92,000.00	<input type="checkbox"/>
			73	Maint/Telecommunications								
N			73B000	Maintenance/Telecommunications	0.00	0.00	P 800.00	<input type="text"/> -100.00		800.00	800.00	<input type="checkbox"/>
			74	Other Expenditures								
N			74B000	Other General Operating	0.00	0.00	P 9,000.00	<input type="text"/> 100.00		9,000.00	9,000.00	<input type="checkbox"/>
				Deleted Revenues	0.00	0.00	0.00			0.00	0.00	
				Deleted Personnel Expenditures	0.00	0.00	0.00			0.00	0.00	
				Deleted Operating Expenditures	0.00	0.00	0.00			0.00	0.00	

New rows may be added within the parameters used to create the worksheet. Select Calculate to update the worksheet with additions, subtractions, percentage adjustments, deletion. Select Post to recalculate and save changes. Select Query to return to values last posted.

Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	<input type="text"/>	<input type="text"/>	Permanent Budget	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	Permanent Budget	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	Permanent Budget	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	Permanent Budget	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	Permanent Budget	<input type="text"/>

3 cont.

Budget Worksheet - Windows Internet Explorer

https://web4r.eku.edu/pls/test/bwfbwsh.P_Budget_Worksheet

File Edit View Favorites Tools Help

Google C Go News Button Gallery Bookmarks Check AutoLink AutoFill Send to Highlight Settings

Budget Worksheet

New Row	Program	Account	Budget Duration Code	Proposed Budget
1			Permanent Budget	
2			Permanent Budget	
3			Permanent Budget	
4			Permanent Budget	
5			Permanent Budget	

Requery Calculate Post

Download All Worksheet Columns Download Selected Worksheet Columns

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
51	Tuition & Class Fees	0.00	45,000.00	45,000.00	45,000.00
	50 Revenues	0.00	45,000.00	45,000.00	45,000.00
61	Salaries and Wages	0.00	120,900.00	120,900.00	120,900.00
62	Employee Benefits	0.00	38,305.00	38,305.00	38,305.00
	60 Personnel Expenditures	0.00	159,205.00	159,205.00	159,205.00
71	General and Administrative Expend.	0.00	12,000.00	12,000.00	12,000.00
72	Scholarships and Fellowships	0.00	92,000.00	92,000.00	92,000.00
73	Maint/Telecommunications	0.00	800.00	800.00	800.00
74	Other Expenditures	0.00	9,000.00	9,000.00	9,000.00
	70 Operating Expenditures	0.00	113,800.00	113,800.00	113,800.00
	Net	0.00	(228,005.00)	(228,005.00)	(228,005.00)

Return To Top

RELEASE: 7.0

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start Inbox - Microsoft Out... eku_budget_develop... Budget Worksheet - ... 84 °F 4:22 PM

4

The changes will not be posted/saved until you select **Post** to save changes.

Budget Worksheet - Windows Internet Explorer

https://web4r.eku.edu/pls/test/bwfbwsh.P_Budget_Worksheet

File Edit View Favorites Tools Help

Google C Go News Button Gallery Bookmarks Check AutoLink AutoFill Send to Highlight Settings

Budget Worksheet

Eastern Kentucky University

EKUDirect TEST

Main Menu Personal Information Student Services & Financial Aid Employee

Search [] Go RETURN TO BUDGET DEVELOPMENT MENU SITE MAP HELP EXIT

The Budget Development Worksheet allows you to calculate changes to all (mass change) or individual line items, and to delete lines from or add lines to your budget. You must select the Post button to save your changes. Select the Jump To Bottom link to navigate to the bottom of the worksheet area for access to additional features and totals.

The changes submitted have been processed and posted.

Worksheet Parameters

Budget Worksheet			
Chart of Accounts E	Eastern Kentucky University	Duration	All
Budget Id	FY2008 Fiscal Year 2007-2008	Budget Phase	T2008 2008BudgetTestGroup
Fund Type	11 Current Unrestricted Fund	Program	All
Fund	110000 Current Unrestricted-E&G	Activity	All
Organization	660000 Budget Test Group 1	Location	
Account	All		

Financial Manager

Jump To Bottom

Enter Amount +/- 999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass and line changes by percent.

Done

start Inbox - Microsoft Out... eku_budget_develop... Budget Worksheet - ... 84 °F 4:33 PM

4 cont

Budget Worksheet - Windows Internet Explorer

Change value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and delete budget line. Select the link on account code to view or maintain text.

Mass Change Parameters **Round To Nearest**

Change Value: Percent 2 decimals 1.00 10.00 100.00

Worksheet

Status	Text	Program Account Type/Code	Title	Adopted Base Budget	Budget Budget	Proposed Duration Budget	Change Value	Percent Cumulative Change	New Budget	Delete Record
		11	General Academic Instruction							
		51	Tuition & Class Fees							
N		512000	Class Fees	0.00	0.00	P	45,000.00		45,000.00	<input type="checkbox"/>
		61	Salaries and Wages							
N		610000	Employee Salaries & Wages	0.00	0.00	P	0.00		0.00	<input type="checkbox"/>
N		611100	Staff Salaries	0.00	0.00	P	101,000.00		101,000.00	<input type="checkbox"/>
N		611700	Classified Wages	0.00	0.00	P	13,000.00		13,000.00	<input type="checkbox"/>
N		611750	Extra Time/Overtime Wages	0.00	0.00	P	2,400.00		2,400.00	<input type="checkbox"/>
N		615200	Institutional Work Study Program	0.00	0.00	P	4,500.00		4,500.00	<input type="checkbox"/>
		62	Employee Benefits							
N		620000	Employee Benefits	0.00	0.00	P	0.00		0.00	<input type="checkbox"/>
N		621300	Optional Retirement	0.00	0.00	P	18,000.00		18,000.00	<input type="checkbox"/>
N		621500	Social Security	0.00	0.00	P	8,700.00		8,700.00	<input type="checkbox"/>
N		621600	Health Insurance	0.00	0.00	P	5,400.00		5,400.00	<input type="checkbox"/>
N		621800	Life Insurance	0.00	0.00	P	2,040.00		2,040.00	<input type="checkbox"/>
N		622000	Disability Insurance	0.00	0.00	P	2,115.00		2,115.00	<input type="checkbox"/>
N		622110	Flexible Benefit Admin Fee	0.00	0.00	P	2,050.00		2,050.00	<input type="checkbox"/>

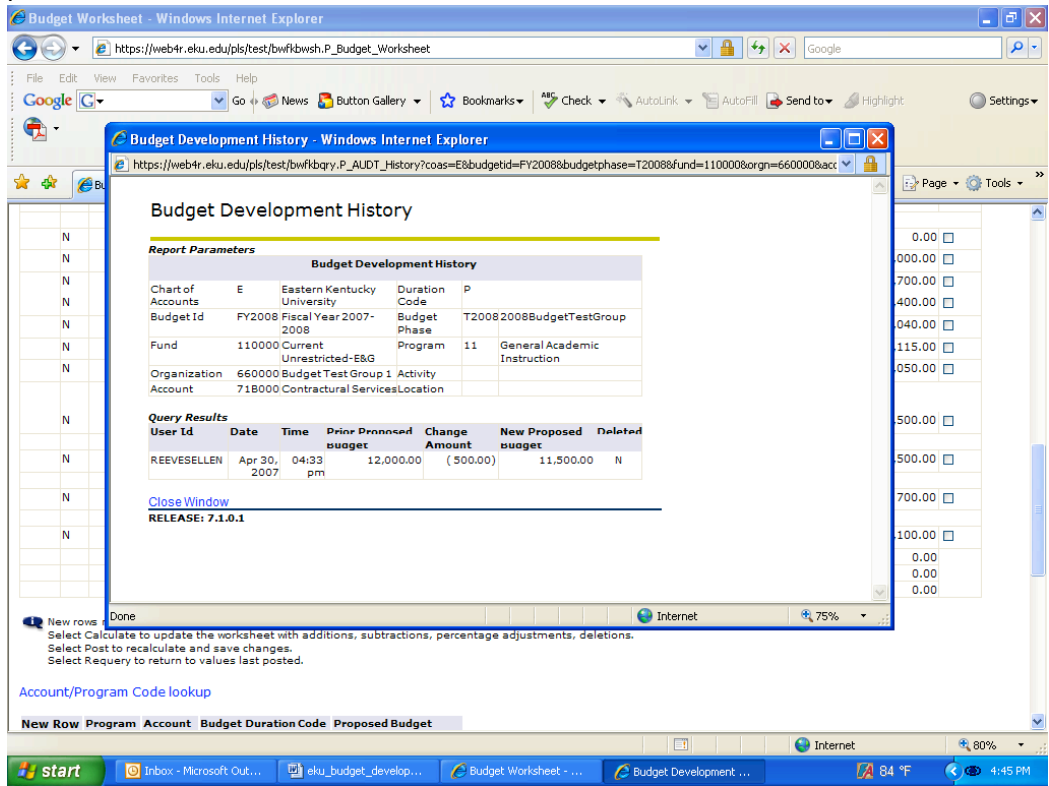
Budget Worksheet - Windows Internet Explorer

Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1			Permanent Budge	
2			Permanent Budge	
3			Permanent Budge	
4			Permanent Budge	
5			Permanent Budge	

5 The column **Cumulative Change** will display the changes and the New Budget will be updated. **Requery** will display information last posted.

6 You can view budget development history, also known as **Audit History**. It will display all posted changes made to a line item in the Worksheet. **Left-click** on the highlighted **Proposed Budget** amount and a history window will display.



7

To add a new account code, enter the **account code**, **program code** and **amount** under the **Account/Program code Lookup** section.

New rows may be added within the parameters used to create the worksheet.
 Select Calculate to update the worksheet with additions, subtractions, percentage adjustments, deletions.
 Select Post to recalculate and save changes.
 Select Requery to return to values last posted.

Account/Program Code lookup

New Row	Program	Account	Budget Duration Code	Proposed Budget
1	11	778000	Permanent Budget	500.00
2			Permanent Budget	
3			Permanent Budget	
4			Permanent Budget	
5			Permanent Budget	

Requery Calculate Post

Download All Worksheet Columns Download Selected Worksheet Columns

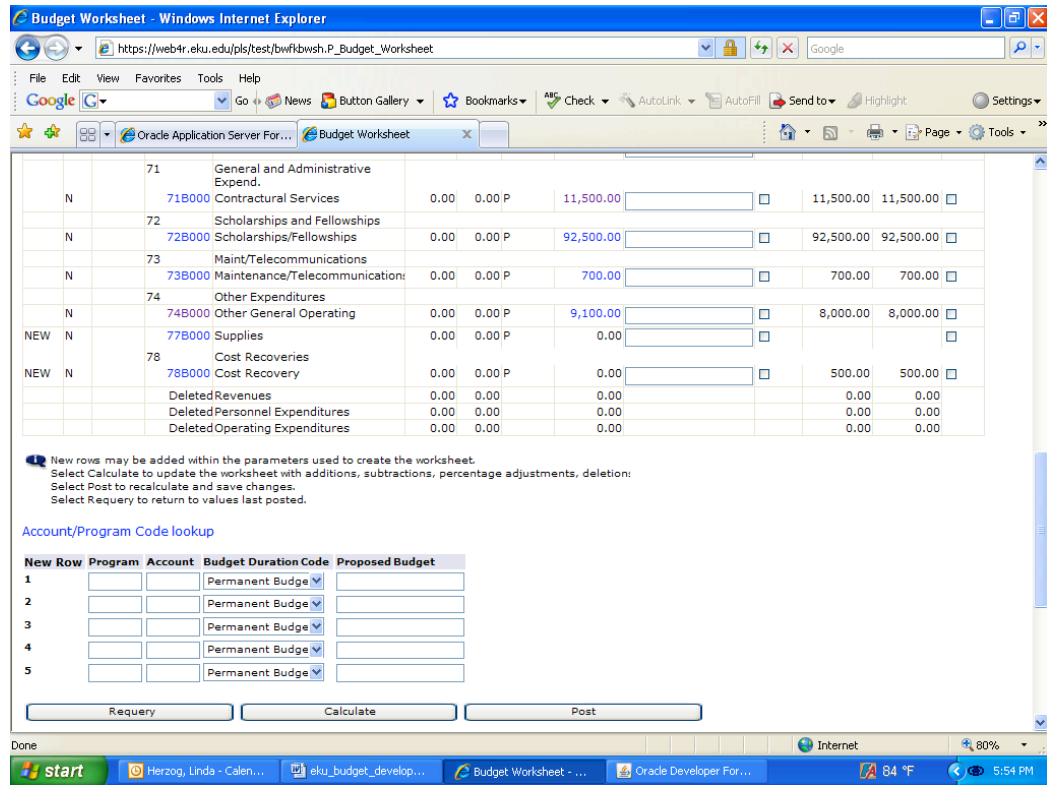
Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
51	Tuition & Class Fees	0.00	45,000.00	45,000.00	45,000.00
50	Revenues	0.00	45,000.00	45,000.00	45,000.00
61	Salaries and Wages	0.00	120,900.00	120,900.00	120,900.00
62	Employee Benefits	0.00	38,305.00	38,305.00	38,305.00
60	Personnel Expenditures	0.00	159,205.00	159,205.00	159,205.00
71	General and Administrative Expend.	0.00	11,500.00	11,500.00	11,500.00
72	Scholarships and Fellowships	0.00	92,300.00	92,300.00	92,300.00

7 cont.

Once you have enter the account code, program code and amount scroll to bottom and select **Calculate** to add the new account to the worksheet.

The new account will appear in the order of Account/Program Code.



Then tab to the Change Value column and enter the amount you would like to add to the new account code.

****Remember when adding a new account code with budget amount you must decrease one of your pool accounts by that budget amount that was added.**

If you have not posted your changes the Requery button will recall the last posted changes and discarding your request.

7 cont.

The screenshot shows a web browser window titled "Budget Worksheet - Windows Internet Explorer". The address bar shows the URL: https://web4r.eku.edu/pls/test/bwfbwsh.P_Budget_Worksheet. The browser window contains a table with columns for Program, Account, Budget, Duration Code, Proposed Budget, and other financial data. The table lists various account codes such as 621600, 621800, 622000, 622110, 71, 71B000, 72, 72B000, 73, 73B000, 74, 74B000, 77B000, and 78B000. Below the table, there is a section titled "Account/Program Code lookup" with a table for "New Row", "Program", "Account", "Budget", "Duration Code", and "Proposed Budget".

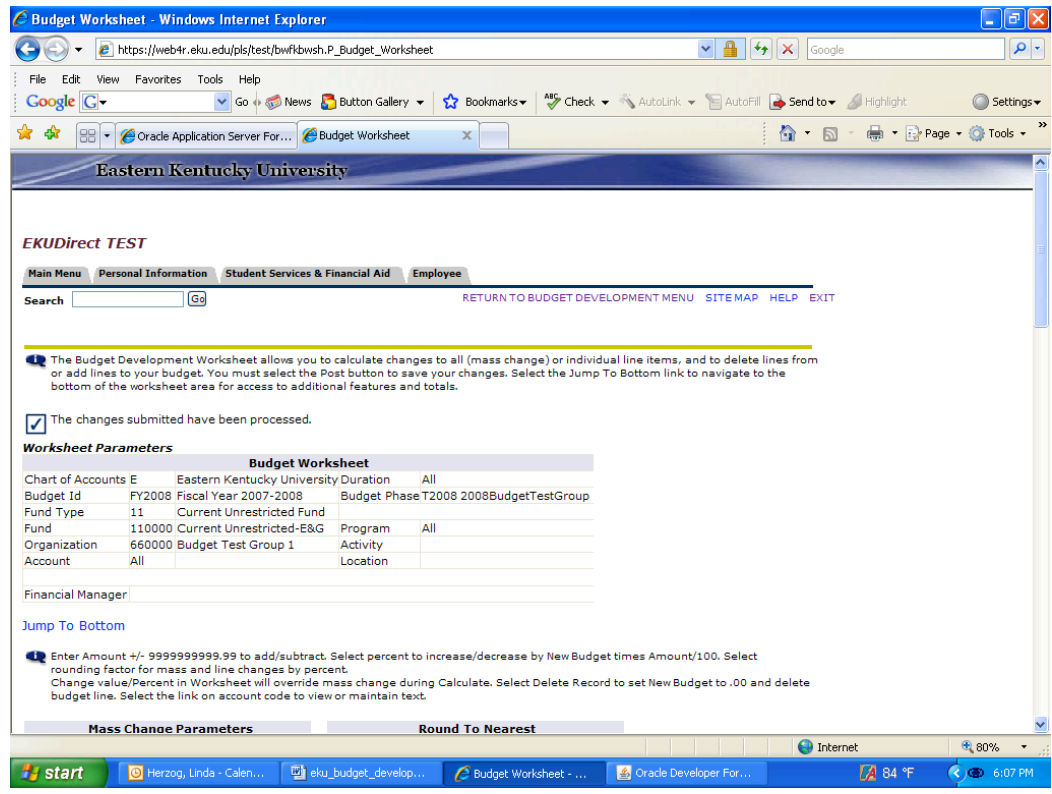
Once you have entered the correct information scroll to the bottom of your screen and select the **Calculate** button. You will now see the new account code and new budget in your worksheet.

You can add up to five account codes at one time. In order for these changes to take place you must hit the Post button.

This screenshot shows the same budget worksheet as the previous one, but with updated values. The table now includes account codes 71B000, 72, 72B000, 73, 73B000, 74, 74B000, 77B000, 78, 78B000, and Deleted Revenues, Deleted Personnel Expenditures, and Deleted Operating Expenditures. The "Account/Program Code lookup" table is also visible. At the bottom of the page, there are buttons for "Requery", "Calculate", and "Post", along with "Download All Worksheet Columns" and "Download Selected Worksheet Columns".

8

After entering the required fields, click **Calculate** to review. Then **Post** to save the changes. The worksheet will refresh and include the new account.



9

Check if your changes all net to zero under the Summary Totals section. If the Change Value amount does not equal zero go back to the Worksheet and fix.

New Row

Program	Account	Budget Duration Code	Proposed Budget
1		Permanent Budge	
2		Permanent Budge	
3		Permanent Budge	
4		Permanent Budge	
5		Permanent Budge	

Buttons: Requery, Calculate, Post, Download All Worksheet Columns, Download Selected Worksheet Columns

Summary Totals

Account Type	Account Type Title	Base Budget	Proposed Budget	New Budget	Cumulative Change
51	Tuition & Class Fees	0.00	45,000.00	45,000.00	45,000.00
50 Revenues		0.00	45,000.00	45,000.00	45,000.00
61	Salaries and Wages	0.00	120,900.00	120,900.00	120,900.00
62	Employee Benefits	0.00	38,305.00	38,305.00	38,305.00
60 Personnel Expenditures		0.00	159,205.00	159,205.00	159,205.00
71	General and Administrative Expend.	0.00	11,500.00	11,500.00	11,500.00
72	Scholarships and Fellowships	0.00	92,500.00	92,500.00	92,500.00
73	Maint/Telecommunications	0.00	700.00	700.00	700.00
74	Other Expenditures	0.00	9,100.00	8,600.00	8,600.00
78	Cost Recoveries	0.00	0.00	500.00	500.00
70 Operating Expenditures		0.00	113,800.00	113,800.00	113,800.00
Net		0.00	(228,005.00)	(228,005.00)	(228,005.00)

Return To Top
RELEASE: 7.0
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10

Any time that changes are made from one pool account to another pool account, you must insert a comment of why the changes were made.

To write notes on account changes, **Left-click** on the account code. A message box will display.

The screenshot displays a web browser window titled "Budget Development Text" with a URL starting with "https://web4r.eku.edu/pls/test/bwfktxt.P_BudgetText?edit_ind=Y&text_code=8coas...". The main content area is a dialog box with two text input fields. The first field, labeled "Enter Budget Text, Print:", contains the text "moved 500.00 from 74B000 to 78B000". The second field, labeled "Enter Budget Text, No Print:", is empty. A "Save" button is located at the bottom of the dialog box. Below the dialog box, there is a link "[Exit budget text page]".

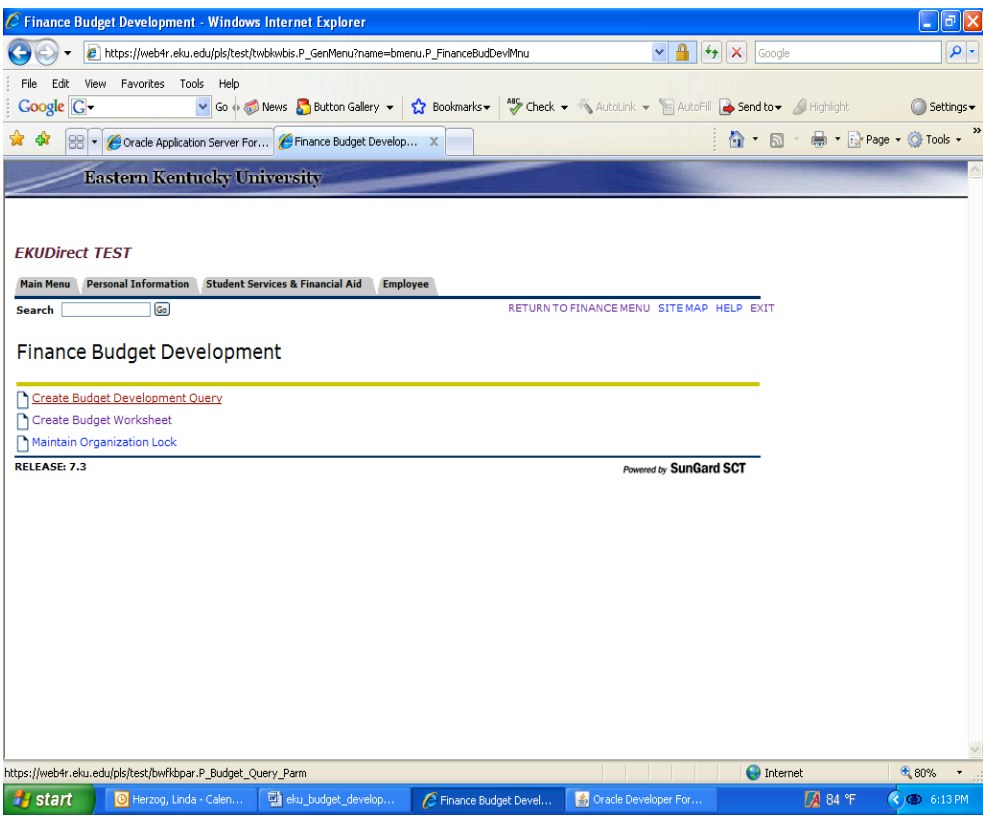
In the background, a budget worksheet is visible. It has columns for "New Row", "Program", "Account", "Budget Duration Code", and "Proposed Budget". The "Budget Duration Code" column contains a dropdown menu with "Permanent Budget" selected. Below the worksheet, there are buttons for "Requery", "Calculate", and "Post".

At the bottom of the browser window, the taskbar shows several open applications: "Herzog, Linda - C...", "eku_budget_deve...", "Budget Workshee...", "Oracle Developer ...", "Budget Developm...", and the system tray shows "84 °F" and "5:57 PM".

Create Budget Development Query

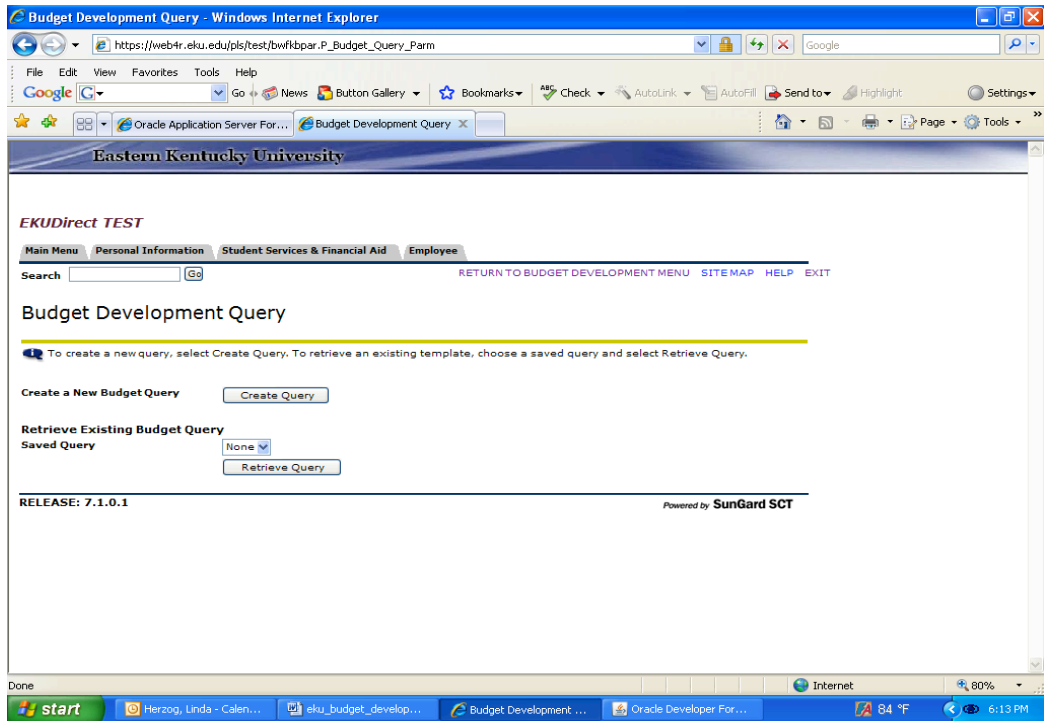
You can build a query of your organization by line item detail. The report will produce a listing of individual budget line items in your organization. Follow these steps to build a query.

Create Budget Development Query

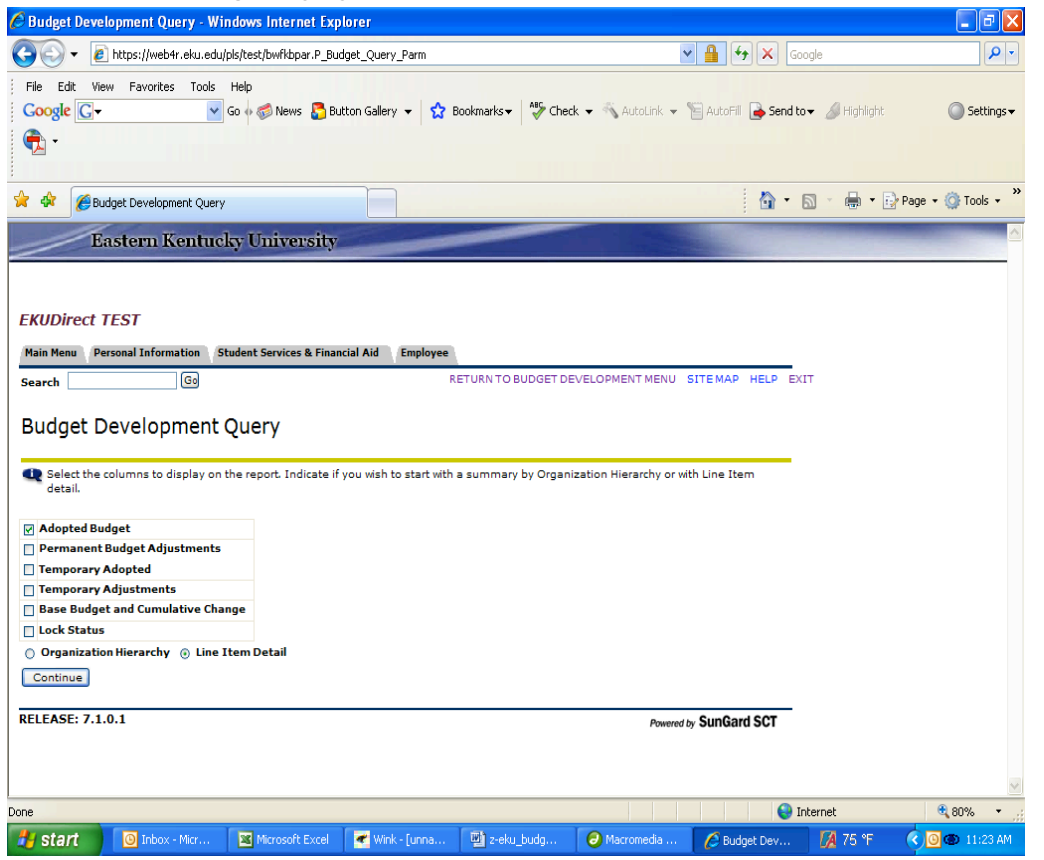
Step	Action
1	<p>From the Finance Budget Development menu, select Create Budget Development Query.</p>  <p>The screenshot shows a web browser window titled "Finance Budget Development - Windows Internet Explorer". The address bar shows the URL: https://webtr.eku.edu/pls/test/twbkwbis.P_GenMenu?name=bmenu.P_FinanceBudDevMnu. The page content includes the Eastern Kentucky University logo, "EKUDirect TEST", and a navigation menu with "Main Menu", "Personal Information", "Student Services & Financial Aid", and "Employee". Below the menu is a search bar and a "RETURN TO FINANCEMENU SITE MAP HELP EXIT" link. The main heading is "Finance Budget Development", followed by a list of links: "Create Budget Development Query" (highlighted in red), "Create Budget Worksheet", and "Maintain Organization Lock". At the bottom, it says "RELEASE: 7.3" and "Powered by SunGard SCT". The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 6:13 PM and temperature 84 °F.</p>

1cont

Then Create Query



Select Adopted Budget, highlight Line Item Detail, Continue



2

Enter parameters Submit.

Budget Development Query

Chart, Budget ID, and Phase are required for Line Item Detail Query. Fund, Organization, Program, and Account may use wildcard (%), or leave null for all. For Activity and Location null matches null. % means All, or wildcard (%) may be used. Choose Budget Duration (or All), source for Financial Manager (or None), and account types to include in the query.

Chart of Accounts:

Budget ID: Budget Phase:

Fund:

Organization:

Budget Duration Code:

Display Fin Mgr from:

Check to Include:

- Revenue Accounts
- Labor Accounts
- Expenses
- Transfers
- Deleted Items

Save Query as:

Shared

REF FASE: 7.1.0.1

3 cont

The report will display the following columns:

Adopted Budget is the current year's original budget. This information will not populate until the budget is rolled.

Proposed Budget is Proposed Budget plus Cumulative Dept. Change. This final amount becomes the Original Budget for the upcoming fiscal year.

A budget manager may also query by organizational hierarchy. The report will begin with a summary by organization and you can drill down to the successor organizations.

Budget Development Query

Select Proposed amount if enabled as link to access history for this budget line. Select View link if present to review text for this budget line. Select one of the Download options to download Budget Development data to a spreadsheet.

Report Parameters

Budget Development Report			
Line Item Detail			
Chart of Accounts	E	Eastern Kentucky University	Duration All
Budget Id	FY2008 Fiscal Year 2007-2008		Budget Phase T2008 2008 Budget Test Group
Fund	110000	Current Unrestricted-E&G	Program All
Organization	660000	Budget Test Group 1	Activity All
Account	All		Location All

Query Results

Fund	Program	Account	Activity	Location	Duration	FY2008/T2008 Adopted Budget	FY2008/T2008 Proposed Budget	Text Origin
110000	11	512000			P		45,000.00	
110000	11	610000			P		0.00	
110000	11	611100			P		(101,000.00)	
110000	11	611700			P		(13,000.00)	
110000	11	611750			P		(2,400.00)	
110000	11	615200			P		(4,500.00)	
110000	11	620000			P		0.00	
110000	11	621300			P		(18,000.00)	
110000	11	621500			P		(8,700.00)	
110000	11	621600			P		(5,400.00)	
110000	11	621800			P		(2,040.00)	
110000	11	622000			P		(2,115.00)	
110000	11	622110			P		(2,050.00)	
110000	11	718000			P		(12,000.00)	
110000	11	728000			P		(92,000.00)	

3 cont

Budget		Budget	
110000	11 512000	P	45,000.00
110000	11 610000	P	0.00
110000	11 611100	P	(101,000.00)
110000	11 611700	P	(13,000.00)
110000	11 611750	P	(2,400.00)
110000	11 615200	P	(4,500.00)
110000	11 620000	P	0.00
110000	11 621300	P	(18,000.00)
110000	11 621500	P	(8,700.00)
110000	11 621600	P	(5,400.00)
110000	11 621800	P	(2,040.00)
110000	11 622000	P	(2,115.00)
110000	11 622110	P	(2,050.00)
110000	11 718000	P	(12,000.00)
110000	11 728000	P	(92,000.00)
Screen total		0.00	(218,205.00)
Running total		0.00	(218,205.00)
Report Total (of all records)		0.00	(228,005.00)

By highlighting the items that have been changed (in Blue) you will see a Budget Development History. This history will allow you to view the prior proposed budget, change amount, and new proposed budget.

Budget Development History

Report Parameters

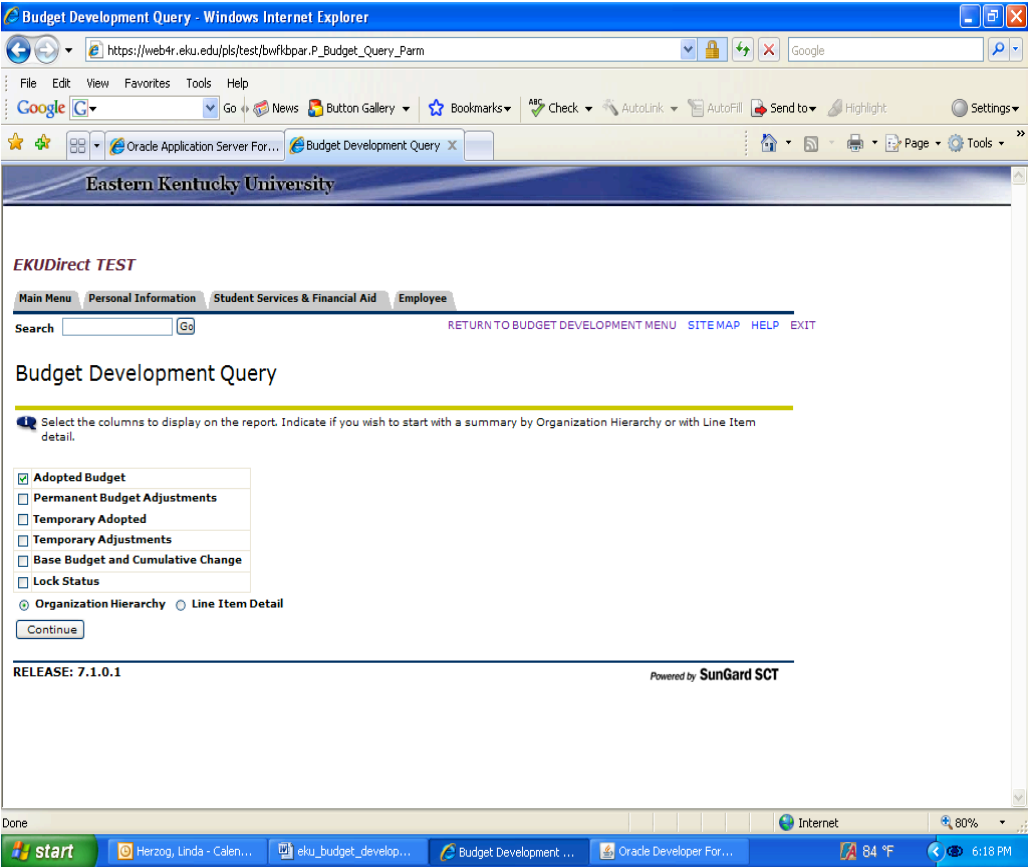
Budget Development History			
Chart of Accounts	E Eastern Kentucky University	Duration Code	P
Budget Id	FY2008 Fiscal Year 2007-2008	Budget Phase	T2008 2008BudgetTestGroup
Fund	110000 Current Unrestricted-E&G	Program	11 General Academic Instruction
Organization	660000 Budget Test Group 1	Activity	
Account	71B000 Contractual Services	Location	

Query Results

User Id	Date	Time	Prior Proposed Budget	Change Amount	New Proposed Budget	Deleted
REEVESELLEN	May 01, 2007	07:46 am	11,500.00	500.00	12,000.00	N
REEVESELLEN	Apr 30, 2007	04:33 pm	12,000.00	(500.00)	11,500.00	N

A budget manager may also query by organizational hierarchy. The report will begin with a summary by organization and you can drill down to the successor organizations.

Create Budget Development Query (Organization Hierarchy)

Step	Action
1	<p>From the Budget Development Query, select Organization Hierarchy. Continue.</p>  <p>Select the columns to display on the report. Indicate if you wish to start with a summary by Organization Hierarchy or with Line Item detail.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Adopted Budget <input type="checkbox"/> Permanent Budget Adjustments <input type="checkbox"/> Temporary Adopted <input type="checkbox"/> Temporary Adjustments <input type="checkbox"/> Base Budget and Cumulative Change <input type="checkbox"/> Lock Status <input checked="" type="radio"/> Organization Hierarchy <input type="radio"/> Line Item Detail <p><input type="button" value="Continue"/></p> <p>RELEASE: 7.1.0.1 Powered by SunGard SCT</p>

2

Enter parameters and the highest-level organization code. Submit.

Budget Development Query - Windows Internet Explorer

https://web4r.eku.edu/pls/test/bwfkbp-ar.P_Budget_Query_Parm

Chart, Budget ID, Phase, and Organization are required for Query by Organization Hierarchy. Fund, Program, and Account may use wildcard (%), or leave null for all. For Activity and Location null matches null, % means All, or wildcard (%) may be used. A second Budget ID and Phase may be entered for comparison purposes for the same Chart and FODAPAL. Choose Budget Duration (or All), source for Financial Manager (or None), and account types to include in the query.

Chart of Accounts	E	Budget Phase	T2008	Budget
Budget ID	FV2008	Comparison Budget Phase		Comparison Budget
Comparison Budget ID		Program		
Index		Activity		
Fund	110000	Location		
Organization	66R000			
Account				

Budget Duration Code: All
Display Fin Mgr from: None

Check to Include:
 Revenue Accounts
 Labor Accounts
 Expenses
 Transfers
 Deleted Items

Save Query as:
 Shared

RELEASE: 7.1.0.1 Powered by SunGard SCT

start | Inbox - Micro... | Microsoft Excel | Wink - [unna... | z-eku_budge... | Macromedia ... | Budget Devel... | 75 °F | 11:58 AM

- 3 The report will display the successor organizations. You can drill down to individual organizations by selecting the underscored organization code.

Budget Development Query

Select an Organization link to drill to next level of detail. Select one of the Download options to download Budget Development data to a spreadsheet.

Report Parameters

Budget Development Report

By Organization

Chart of Accounts E Eastern Kentucky University Duration All
 Budget Id FY2008 Fiscal Year 2007-2008 Budget Phase T2008 2008 Budget Test Group
 Fund 110000 Current Unrestricted-E&G Program All
 Organization 66R000 Budget Test Rollup Activity All
 Account All Location All

Query Results

Organization	Organization Title	FY2008/T2008 Adopted Budget	FY2008/T2008 Proposed Budget
<u>66R000</u>	Budget Test Rollup		
660000	Budget Test Group 1	0.00	(228,005.00)
660001	Budget Test Group 2		1,677,400.00
660002	Budget Test Group 3		(1,525,170.00)
660003	Budget Test Group 4		(527,150.00)
660004	Budget Test Group 5		(906,000.00)
66R000	Rollup	0.00	(1,508,925.00)

Download All Ledger Columns Download Selected Ledger Columns

Save Query as: _____

Shared

Another Query

4

The successor organizations will display

Budget Development Query

Select an Organization link to drill to next level of detail. Select one of the Download options to download Budget Development data to a spreadsheet.

Report Parameters

Budget Development Report				
By Organization				
Chart of Accounts E	Eastern Kentucky University	Duration	All	
Budget Id	FY2008 Fiscal Year 2007-2008	Budget Phase	T2008 2008	Budget Test Group
Fund	110000 Current Unrestricted-E&G	Program	All	
Organization	660000 Budget Test Group 1	Activity	All	
Account	All	Location	All	

Query Results

Organization	Organization Title	FY2008/T2008 Adopted Budget	FY2008/T2008 Proposed Budget
660000	Budget Test Group 1	0.00	(228,005.00)
660000	Rollup	0.00	(228,005.00)

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as: _____

Shared

Another Query

RELEASE: 7.1.0.1 | Powered by SunGard SCT

You may drill down at this point and view by account type's total.

Budget Development Query

Select an Account Type link to drill to next level of detail. Select one of the Download options to download Budget Development data to a spreadsheet.

Report Parameters

Budget Development Report				
By Account Type				
Chart of Accounts E	Eastern Kentucky University	Duration	All	
Budget Id	FY2008 Fiscal Year 2007-2008	Budget Phase	T2008 2008	Budget Test Group
Fund	110000 Current Unrestricted-E&G	Program	All	
Organization	660000 Budget Test Group 1	Activity	All	
Account	All	Location	All	

Query Results

Account Type	Account Type Title	FY2008/T2008 Adopted Budget	FY2008/T2008 Proposed Budget
50	Revenues		45,000.00
60	Personnel Expenditures		(159,205.00)
70	Operating Expenditures	0.00	(113,800.00)
80	Transfers		
660000	Rollup	0.00	(228,005.00)

Download All Ledger Columns | Download Selected Ledger Columns

Another Query

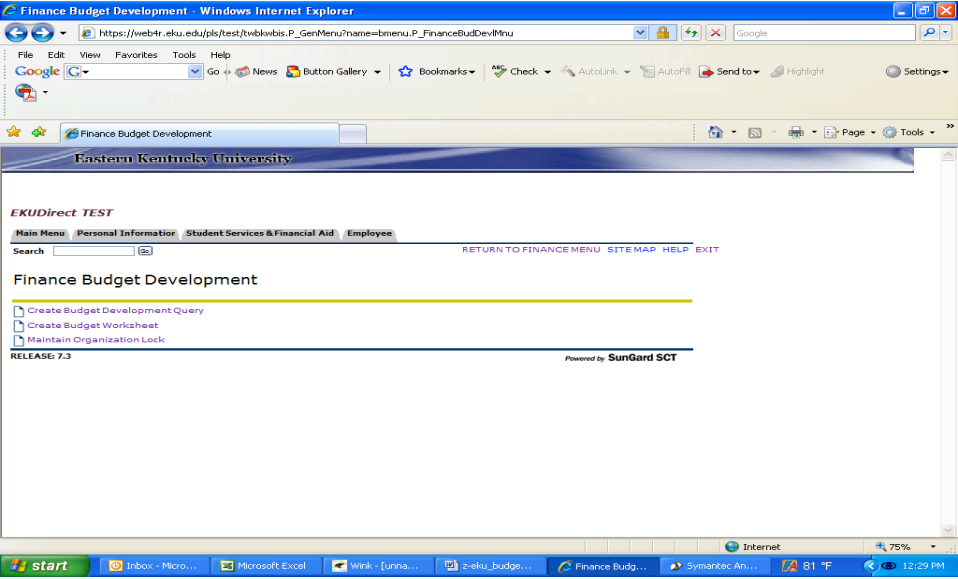
RELEASE: 7.1.0.1 | Powered by SunGard SCT

Maintain Organization Lock (Office of Budgeting Only)

The Maintain Organization Lock option is used to prevent (lock) or permit (unlock) any changes so that no additional changes can be posted via the Budget Development Worksheet. The locking process has a cascading effect; when you lock or unlock a higher organization, the others beneath it are locked or unlocked too.

The Office of Budgeting will maintain the organization lock because they have access to the higher-level organization codes.

Organizational Lock

Step	Action
1	<p data-bbox="326 1094 932 1121">From the main menu, click Maintain Organization Lock.</p> 

2

Enter parameters and the leave Organization **null/blank** to start with highest organizations(s) you are authorized to change, or designate a starting

Budget Development Organization Lock - Windows Internet Explorer

https://web4r.eku.edu/pls/test/bwfbpar.P_LockOrgn_Parm

File Edit View Favorites Tools Help

Google Go News Button Gallery Bookmarks Check AutoLink AutoFill Send to Highlight Settings

Budget Development Organization Lock

Eastern Kentucky University

EKUDirect TEST

Main Menu Personal Information Student Services & Financial Aid Employee

Search Go RETURN TO BUDGET DEVELOPMENT MENU SITE MAP HELP EXIT

Budget Development Organization Lock

Chart, Budget ID and at least one Phase required. Select Default Phases to default phase information from the Budget. Select Status to display (or All). Leave Organization null to start with highest organizations(s) you are authorized to change, or designate a starting point.

Chart of Accounts E

Budget FY2008 Default Phases

Phase 1 T2008 Phase 2 Phase 3

Current Status All

Organization

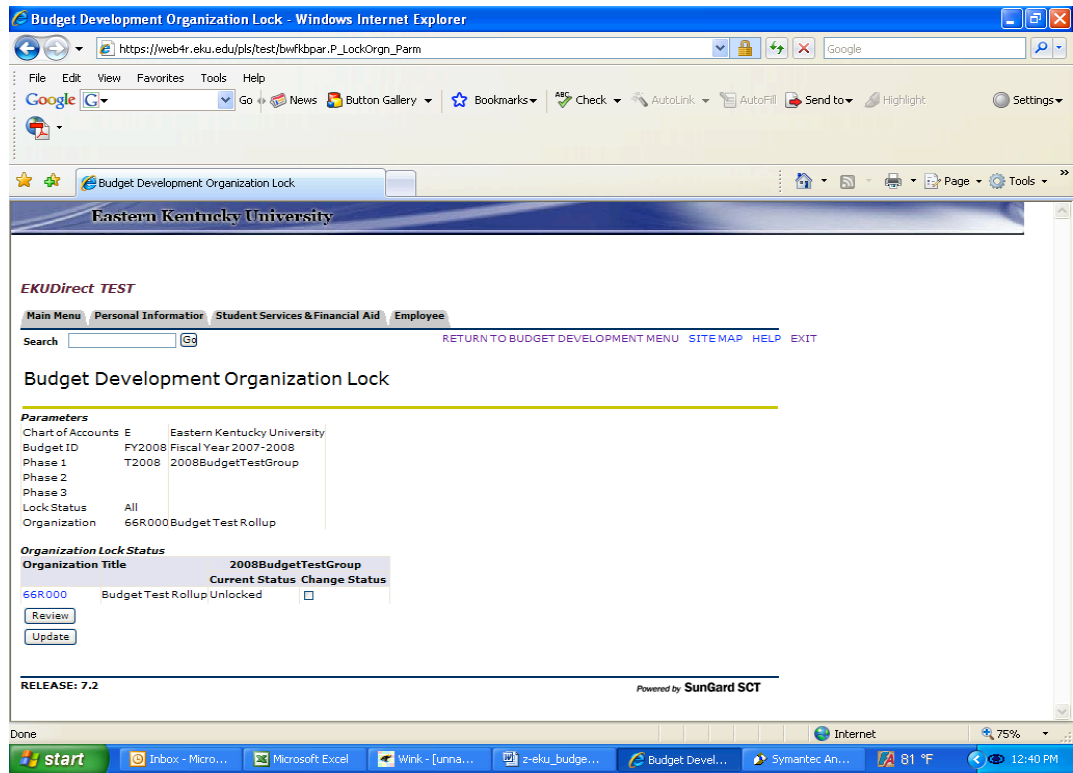
RELEASE: 7.1.0.1 Powered by SunGard SCT

Internet 75%

start Inbox - Micro... Microsoft Excel Wink - Lunna... z-eku_budge... Budget Devel... Symantec An... 81 °F 12:38 PM

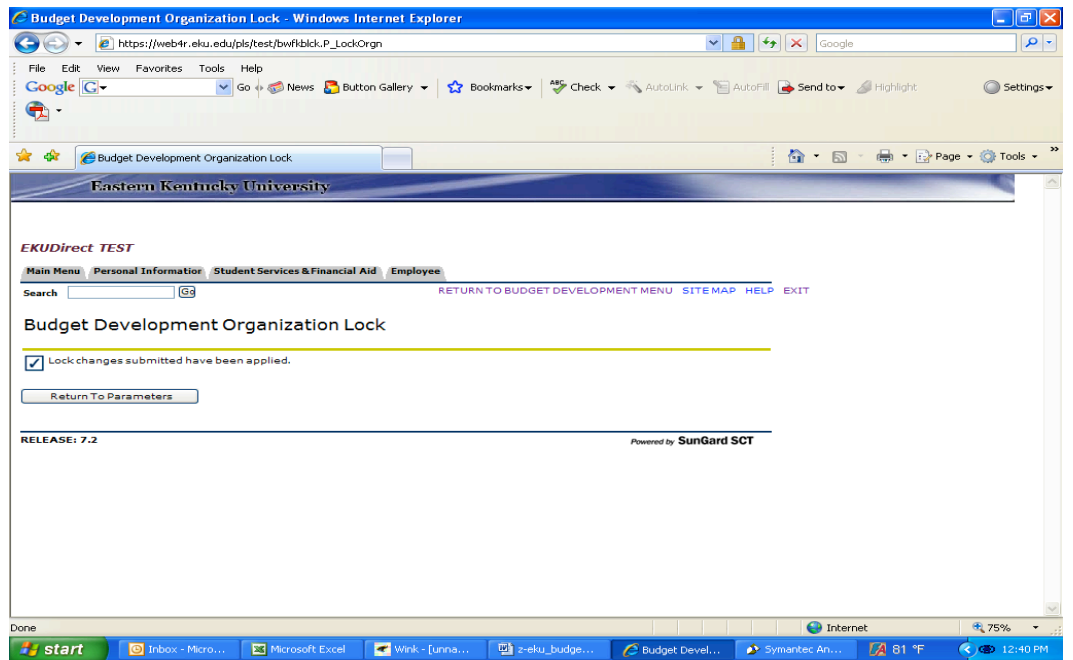
3

A page will display the current status, click **Change Status**. Update



4

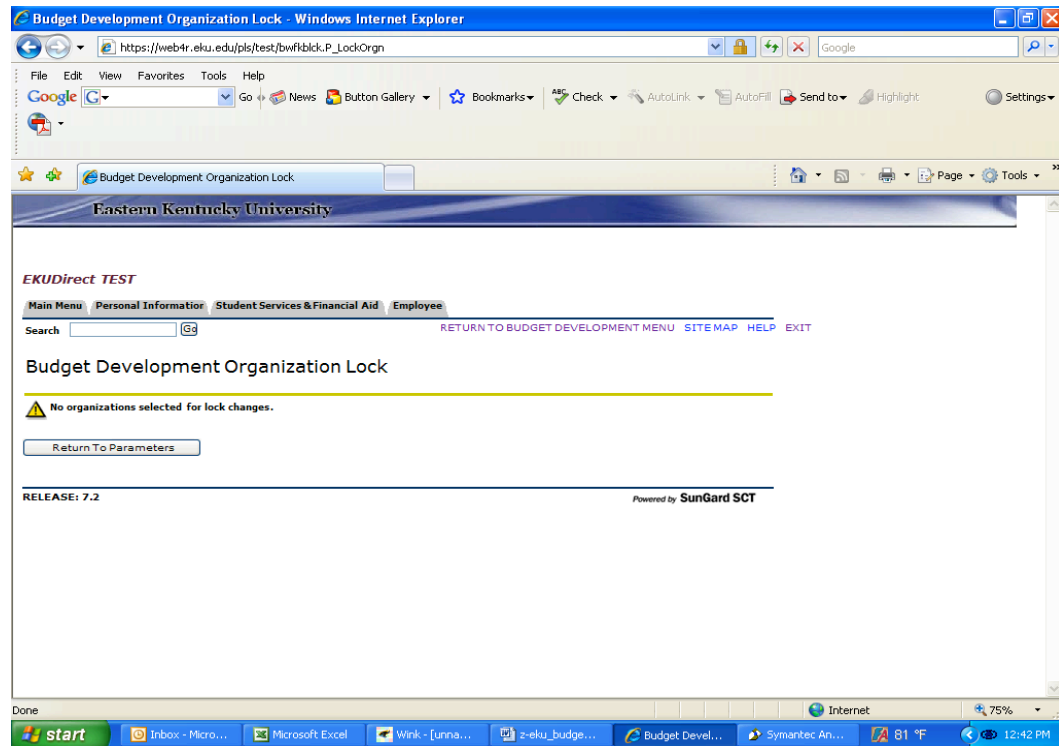
Lock changes are now applied. Click **Return to Parameters** to view the current status.



The page will then display a current status of Locked.

5

If you click update without selecting change status, an error message will appear.



6

When an organization is locked, a message will display in the Worksheet that no changes are allowed.

The screenshot shows a Windows Internet Explorer browser window displaying the Budget Worksheet for Eastern Kentucky University. The browser's address bar shows the URL: https://web4r.eku.edu/test/bwfbpar.P_Worksheet_Parm. The page title is "Budget Worksheet".

The page content includes the Eastern Kentucky University logo and the text "EKUDirect TEST". Below this, there are navigation links: "Main Menu", "Personal Information", "Student Services & Financial Aid", and "Employee". A search bar is present with a "Go" button and a link to "RETURN TO BUDGET DEVELOPMENT MENU SITE MAP HELP EXIT".

A message box states: "The Budget Development Worksheet allows you to calculate changes to all (mass change) or individual line items, and to delete lines from or add lines to your budget. You must select the Post button to save your changes. Select the Jump To Bottom link to navigate to the bottom of the worksheet area for access to additional features and totals."

Below this message is a section titled "Worksheet Parameters" with a sub-header "Budget Worksheet". It contains a table with the following data:

Budget Worksheet			
Chart of Accounts	E	Eastern Kentucky University	Duration All
Budget Id	FY2008	Fiscal Year 2007-2008	Budget Phase T20082008BudgetTestGroup
Fund Type	11	Current Unrestricted Fund	
Fund	110000	Current Unrestricted-E&G	Program All
Organization	660000	Budget Test Group 1	Activity
Account	All		Location

Below the table is a field for "Financial Manager".

A warning message with a yellow triangle icon states: "The Organization 660000 is locked. REEVESELLEN has authority to update the locked budget."

Below the warning is a link "Jump To Bottom".

At the bottom of the page, there is a section titled "Jump To Bottom" with instructions: "Enter Amount +/- 999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass and line changes by percent. Change value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and delete budget line. Select the link on account code to view or maintain text."

The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - Micro...", "Microsoft Excel", "Wink - [Junna...", "z-eku_budge...", "Budget Work...", "Symantec An...", and the system tray showing "81 °F" and "12:44 PM".

