2015-16 BUDGET CALL
Quick Reference Guide

Finance Department

January 2015

This document is also available online at www.yorku.ca/finance/
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INTRODUCTION

This manual is intended to provide planners and administrators with a Quick Reference to the 2015-16 Budget Call process. Detailed instructions for the Budget Call are provided in the Budget Call Training Manual, which can be accessed through the following link: www.yorku.ca/finance/

BUDGET SUBMISSION DUE DATE

The 2015-16 Budget Call deadline for submission is Thursday, April 30, 2015.

BUDGET PROCESS SUMMARY

1. ENTERING YOUR BUDGETS
   Planners and administrators have the option of entering their budgets via the Budget Entry Spreadsheet or through the Mass Upload Template:
   (a) **Budget Entry Spreadsheet Method** allows users to download the Budget Call Template from eReports and reload the complete budget through the PeopleSoft system individually for each Cost Centre. The Template is accessible through eReports. This process is recommended if there are only a few cost centre/ATL budgets to enter.
   (b) **Budget Mass Upload Template Method** allows users to upload their budgets via a batch file, submitting budgets for one or multiple cost centres at a time. The Template is accessible by downloading it from the Finance webpage. This process is recommended for users who manage many cost centres or cost centre/ATL combinations.

   ! Caution: The Mass Upload Template is the preferable method to submit your budget from your work location.

2. VERIFYING YOUR BUDGETS
   Once your budgets have been uploaded, the budget data should be verified via the following reports:
   (a) **Budget View Report (eReports)**
       - Displays the submitted budget(s) in a formatted report
   (b) **Budget Status Report (eReports)**
       - Displays the budget status (Open, Finalized, or Approved) for each Cost Centre/ATL combination.
       - Displays an audit trail, such as the last updated user and last updated time.

3. FINALIZING YOUR BUDGETS
   Budgets should be finalized through the Budget Administration page in PeopleSoft.

4. APPROVING YOUR BUDGETS
   Approval of budgets is also processed through the Budget Administration page on PeopleSoft. All budget submissions must be approved by the authorized approvers and/or designates of every division, namely: Chief of Staff (Office of the President Division), Senior Executive Officers, and the Director of Advancement. (Please refer to the Budget Approver Manual for more information.)
STEP 1 - ENTERING YOUR BUDGETS

EREPORTS AND PEOPLESOFT LOG-IN

Use your Passport York username and password to log into both sites.

**eReports login page**

**PeopleSoft login page**

- **eReports:** [https://eReports.uit.yorku.ca/ereports/](https://eReports.uit.yorku.ca/ereports/)
- **PeopleSoft:** [https://finance.yorku.ca/FIN90PRD/signon.html](https://finance.yorku.ca/FIN90PRD/signon.html)

**LOGGING INTO PEOPLESOFT OFFSITE**


⚠️ Caution: Do not upload your budget entries using the Mass Upload Template off campus. However, data can be entered and saved in the Mass Upload Template to upload later while on campus.
EREPORTS

eReports is used to access the Budget Entry Spreadsheet, to view your budget status, to view other budget reports after submission, and to access the Salary Planning file.

Go to Finance → Forecast & Budget Call

PEOPLESOFT

PeopleSoft is used to upload budget data into the financial system from the Budget Entry Spreadsheet or the Mass Upload Template.

Go to York → Forecast & Budget
THE BUDGET ENTRY SPREADSHEET METHOD

ACCESSING YOUR SPREADSHEET VIA EREPORTS AND ENTERING BUDGET DATA

The Budget Entry Spreadsheet is recommended when inputting your budget data for each cost centre. The Budget Entry Spreadsheet is accessible after you have logged in through eReports.

**Step 1:** Access the Excel spreadsheet from eReports.

  a) Go to Finance > Forecast & Budget Call > **Budget Entry Spreadsheet**
  b) Select/enter the criteria you want to base your budgets on and click on **Fetch Report**. An Excel spreadsheet will be displayed.

**Step 2:** Save the Excel spreadsheet on your computer or shared drive. Filenames can be up to 64 characters including spaces.

**Step 3:** Enter your budget data and resave your Excel spreadsheet.

  a) Enter your budgets in the Budget Entry column. You have the option of including any comments in the Comment section, up to 1000 characters long including spaces.
  b) If new accounts should be added, then enter the new accounts in the New Account section (as discussed below).

Tip: If you accidentally enter two of the same accounts, the system will be unable to post due to duplicate accounts. The system will create an error message which will specify the account number was entered twice.

Other Spreadsheet Features:

1. **The Main Heading also includes:**
   a) Report name and the period reported
   b) The budget year and other cost centre information
   c) The Budget Level Detail and the Budget Status for each budget ledger, which are displayed in the top-middle of the spreadsheet
   d) The run date and time, cost centre manager, location and department information
   e) A link to access PeopleSoft for the budget import process

2. **The Budget Entry Spreadsheet also includes:**
   a) Column headings to identify the Account Description, 2015-16 Budget Entry, Comments and other additional information that can aid you in developing your budgets.
   b) 2015-16 Base Allocation Amounts are used to identify the initial base and budget cut amounts that should be entered in your 2015-16 Budget Spreadsheet. These amounts have been pre-calculated by the system to aid you in your budget submission.
   c) Revenue and Expense sections.
   d) Carryforward amounts
Tip #1: Gray cells identify the writeable cells. These can be filled in with your budget information.

Tip #2: Columns F to P contain information from various sources (such as the 2014-15 Budget numbers) that can be useful in determining your budget input.

3. **New Account section:**
   a) If you are using a new account in your budget, then enter your new account and associated budget

   If you are unsure what account to use, a quick link is provided to retrieve a list of accounts, which is found on the finance website.

   ▶ Caution: Do not forget to save your budget file.

**Step 4:** Load the Budget Entry Spreadsheet using the PeopleSoft application.

Tip: Click on the PeopleSoft link on the Budget Entry Spreadsheet to access the PeopleSoft login page directly. Log into PeopleSoft using your Passport York username and password.

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**IMPORTING YOUR BUDGET VIA PEOPLESOFT**

Once your budget information has been entered into the Budget Entry Spreadsheet from eReports, it is necessary to upload the spreadsheet file via PeopleSoft.

1. Go to York ➔ Forecast & Budget ➔ Budget Import
2. From the Budget Import module, click on Search
3. Select the Run Control ID BUDGET_IMPORT
4. Delete previous attachment (if any) by clicking on . (Skip this step if this is your first time)
5. Click on to attach an Excel file
6. Click on Browse... to find the Excel file in the saved area and double click on the filename to select the file. Once selected, click on Upload.

Tip: If you are experiencing some issues at this stage, retry with a shorter filename of up to 64 characters.

7. Click on Run to run the process
8. Click on OK to confirm running the process
9. Click on **Process Monitor** to check the status. Click on **Refresh** to update the status process.
   (a) If the Run status shows ‘Success’ → Your budget has been successfully uploaded.
   (b) If the Run status shows ‘No Success’ → Your budget could not be uploaded due to an error.
10. If you received a “No Success” status, view the error message log:
    (1) Click on **Details**
    (2) Click on **View Log/trace**
    (3) Click on YBU_JRNL_XLS_XXXXXX.LOG to view the error message
    (4) Correct all the errors and save the spreadsheet, and repeat Steps 1 to 10

**BUDGET MASS UPLOAD TEMPLATE METHOD**

**ACCESSING YOUR TEMPLATE AND ENTERING BUDGET DATA**

The Mass Upload Template is recommended when inputting your budget data for multiple cost centres at once through batch processing. The Mass Upload Template is found on the Finance webpage and can only be uploaded after your budget information has been entered and after you have logged in through PeopleSoft. A summary of the key steps are identified below:

⚠️ Caution: Close all other workbook/worksheets with macros when using the Mass Budget Upload template.

**Step 1:** Download the Budget Mass Upload template from the finance website
http://www.yorku.ca/finance/forms.htm

**Step 2:** Enable editing/content/macros.
Click to enable the macros in this template. Note: If the macros are not enabled, you will be able to enter your budget entries but will not be able to stage the data and submit.

**Step 3:** Click on the **Data Input** tab; this will take you to the spreadsheet where you will enter your multiple budgets.
Enter data as per column headings (e.g. Enter YORK as SetID).
   a) **Business Unit:** YORK
   b) **Fiscal Year:** The fiscal year you are budgeting for i.e. 2016
   c) **Budget Level:** CC or ATL
   d) **Fund Code:** 100, 200, or 300
   e) **Cost Centre**
   f) **Activity, Time, and Location**
   g) **Account**
   h) **Budget Amount**
   i) **Long Description:** Comments can be up to 1000 characters including spaces

⚠️ Caution:
- If you are copying the data from another Excel worksheet, paste the information using Paste Special Values.
- Save the template on your personal computer or shared drive.
Tip #1: Ignore the first two tabs of the template as these are used by UIT for configuration. Use the Data Input worksheet to enter your budget entries.

Tip #2: If you accidentally enter two of the same accounts, the system will read/post the second account.

Step 4: From the Menu, click the Add-Ins, then click Stage Data for Submission. This will copy the data from the Data Input worksheet to Staging & Submission worksheet.

Note: Once you click on Stage Data for Submission, this will direct you to the Staging & Submission worksheet.

Step 5: From the Add-Ins tab, click on Submit Data. This will prompt you to enter your Passport York username and password.

1. Log-In to PeopleSoft, click OK.
2. Once you finish entering your Passport York username and password, the results for each budget entry line will be posted on Column A (Status)

Tip #1: The status may take a few seconds to a few minutes to appear depending on the number of lines entered.

• All the lines with the status OK have been successfully posted. (Lines can be viewed in real-time on the Budget View eReport)
• All the lines with status Error failed and have not been posted.

Tip #2: Mousing over the Status Error for each error line will show you the error message.

Tip #3: Filter all cells with Error to view only those that need corrections. Refer to the HOW TO APPLY A FILTER section below.

Step 6: From the Add-Ins tab, click on Post Results to post these results to the Data Input worksheet.

Tip: Once you click on Post Results, this will direct you to the Data Input worksheet.

Step 7: Review the results/status for each budget entry line. Perform the necessary corrections to the errors, and then follow steps 1 to 6.
HOW TO APPLY A FILTER

Step 1: Select the 4th Row.

Tip: Left-click on the number ‘4’ to select the 4th row. Row 4 will be highlighted to indicate its selection.

Step 2: Go to the Data tab and then click on Filter.

Step 3: Click on the (drop-down icon) at the bottom right corner of any particular ‘Status’ header cell to open the drop-down menu.

Step 4: From the drop-down menu, click on the checkbox to check/uncheck a selection.

Step 5: From the drop-down menu, click on OK.

STEP 2 - VERIFYING YOUR BUDGETS VIA EREPORTS

Once your budgets have been entered and uploaded into PeopleSoft, your budget information should be verified in eReports. There are two reports which may be used:

- The Budget View Report and
- The Budget Status Report

BUDGET VIEW REPORT IN EREPORTS

Go to Finance > Forecast & Budget Call > Budget View

Step 1: Choose to view either by:

- Financial Rollup
- Cost Centre
- Activity/Time/Location (ATL)

Step 2: Select the Detail Level; select Details to list all the accounts or Summary to list by main account groupings

Step 3: Select a Fund option, either All Funds (which includes Fund 100, 200, & 300 cost centres) or a specific fund

Step 4: Select the Accounting Period for Actuals; note this option is not available when viewing by Financial Rollup

Step 5: The Forecast Entry Information is defaulted to Finance Submission

Step 6: Click on Fetch Report.
BUDGET STATUS REPORT IN EREPORTS

Go to Finance > Forecast & Budget Call > Budget Status

**Step 1:** Choose to view either by:

- Cost Centre - View one single Cost Centre at a time.
- Financial Rollup - View all Cost Centres under the selected Financial Rollup at once.

**Tip:** All the Financial Rollup names are hyperlinked. Click on the name of the sub rollup to expand and click on the name of the main rollup to contract.

**Step 2:** Select a Fund option, either All Funds (which includes Fund 100, 200, & 300 cost centres) or a specific fund.

**Step 3:** Select either:

- **All Statuses** - Includes cost centres that are open, finalized and approved
- **Open** - Only open cost centres or cost centre/ATL combinations
- **Finalized/Approved/Posted/Closed** - Views cost centres that are finalized, approved, posted or closed

**Step 4:** Click on Fetch Report.

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**STEP 3 - FINALIZING YOUR BUDGETS VIA PEOPLESOFT**

Anyone who has access to the cost centre has access to finalize their budgets. Once budgets are finalized, then the cost centre(s) will be locked.

**Tip:** If budgets are finalized and revisions are needed, please contact the Office of the Budgets and Planning to reopen or reset your cost centre(s). See page 11 for the definitions of reopening and resetting budgets.

Go to York → Forecast & Budget → Budget Administration

**Step 1:** Enter/Select the Fund Code, i.e. 100, 200, or 300

**Step 2:** Select whether you’re finalizing a cost centre, range of cost centres, or financial rollup.

**Step 3:** Click on Finalize.

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**STEP 4 - APPROVING YOUR BUDGETS VIA PEOPLESOFT**

Only the divisions’ authorized budget approvers and their designates have access to the approval page. A separate quick reference guide will be sent to the authorized approvers of budgets.
OTHER BUDGETING TOOLS

RESET AND REOPEN BUDGETS

Contact the Budgets and Planning Office if you need to reset or reopen your cost centres. The main differences are summarized below:

<table>
<thead>
<tr>
<th>RESET</th>
<th>REOPEN</th>
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</thead>
<tbody>
<tr>
<td>1. Erase previous data entries</td>
<td>1. Will not erase previous data entries</td>
</tr>
<tr>
<td>2. Can choose to re-enter by Cost Centre or ATL</td>
<td>2. Can only enter at the same level as previously selected (i.e. Cost Centre or ATL)</td>
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SALARY PLANNING FILE

The Salary Planning File is a tool provided to assist administrators and planners in budgeting salaries for their area. This file consists of salary information of each staff per affiliation for each cost centre or department. This page will only be accessed by staff authorized to see salary information.

Go to Finance > Forecast & Budget Call > Salary Planning File

Step 1: Choose to view either by:

1) **Cost Centre** - Numbers will be consolidated at a cost centre level
   - If **CostCentre** is selected, then report will list all employees charged to that cost centre.
   - or
   - **Department** - View at department detailed level.
     - If **Department** is selected, then report will list all employees of a particular department.
     - Click on  to open the Department selection window.
     - Click on the white circle besides the name of the financial rollup to select a particular rollup

2) When viewing by cost centre, input **ATL** (if desired)
   - Enter the Activity Code, Time Code, and/or Location Code associated with the cost centre entered.

Step 2: Select the Fund code (i.e. 100, 200, or 300)

Step 3: Select All for all affiliations or a specific affiliation

Step 4: Select the desired Employee Status

Step 5: Click on  .
NEW SALARY PLANNING FILE

The New Salary Planning File is for users who wish to perform further analysis on salary data. Containing the same core data as the original Salary Planning File discussed above, this report contains added fields and has less formatting than the existing report, thus allowing for easier data analysis.

The New Salary Planning File is run in the same manner as described above and the same parameter choices are available.

Both reports will continue to be available to users.

CONTACT INFORMATION

For further information regarding the Budget Call process, please contact:

<table>
<thead>
<tr>
<th>NAMES</th>
<th>INFORMATION</th>
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<tbody>
<tr>
<td>Cameron Rogers</td>
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<td>• Email: <a href="mailto:abacav@yorku.ca">abacav@yorku.ca</a></td>
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