# Table of Contents

Introduction .......................................................................................................................... 1
Rolling budget process summary ......................................................................................... 1
How to login eReports and PeopleSoft? ............................................................................... 2
Rolling Budget Modules at a Glance .................................................................................. 3
  eReports .......................................................................................................................... 3
  PeopleSoft ....................................................................................................................... 3
Preparation and Submission ................................................................................................. 4
Step 1- Enter rolling budget entries ................................................................................... 6
Step 2- Verify rolling budget entries .................................................................................. 11
  Rolling Budget View - PBA (eReports) ........................................................................ 11
  Rolling Budget View - VPA (eReports) ....................................................................... 14
  Rolling Budget Status (eReports) ............................................................................... 17
Step 3 & 4- Finalize/Approve Rolling Budget (PeopleSoft) ............................................. 19
Reset and Reopen ............................................................................................................. 23
Contact information ......................................................................................................... 23
**Introduction**

The rolling budgeting tool is used to budget for future years for up to five years. Unlike the annual budget which is entered using either the Budget Entry Spreadsheet or Budget Mass Upload template, the rolling budget can only be entered using the Rolling Budget Mass Upload template.

**Rolling budget process summary**

**Step 1** - Enter rolling budget amounts in through **Rolling Budget Mass Upload Template**. (Pgs. 4-10)

Tip: **Rolling Budget Mass Upload Template** is found under the *Forms* Section on the Finance website.

**Step 2** - Verify your rolling budget data by using:

1. **Rolling Budget View – PBA**
   - Used to view your rolling budget entries in PBA format (Pgs. 11-13)
2. **Rolling Budget View - VPA**
   - Used to view your rolling budget entries in VPA format (Pgs. 14-16)
3. **Rolling Budget Status**
   - Used to view the rolling budget status (Open, Finalized, or Closed) of your cost centres.
   - Used as an audit trail by providing information such as the last updated user and last updated time. (Pgs. 17-18)

**Step 3** - Finalize rolling budgets in PeopleSoft. (Pgs. 19-22)

Tip: The Executive Officer/Financial Officer is usually responsible for step 3.

**Step 4** - Approve rolling budgets in PeopleSoft. (Pgs. 19-22)

Tip: The Senior Executive Officer is usually responsible for step 4.
How to login eReports and PeopleSoft?

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

**eReports login page**  
[Image of eReports login page]

**PeopleSoft login page**  
[Image of 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)

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**Logging into PeopleSoft Offsite**

If you want to access PeopleSoft from a computer off campus, you will first need to connect to York’s Virtual Private Network ([https://vpngateway.yorku.ca/vpnyork](https://vpngateway.yorku.ca/vpnyork)) using your Passport York Username and Password to ensure a secure connection before connecting to PeopleSoft. Step-by-step VPN instructions are available at [http://computing.yorku.ca/students/internet-access/how-to-connect-securely/vpnyork-sslvpn-guide/](http://computing.yorku.ca/students/internet-access/how-to-connect-securely/vpnyork-sslvpn-guide/)

⚠️ Caution: Do not upload your rolling budget entries off campus. Data can be entered and saved in the Mass Upload Template for later upload.
Rolling Budget Modules at a Glance

**eReports:**
Go to Finance->**Forecast & Budget Call**

- E1. Used to view the rolling budget status (Open, finalized, approved, or closed), the last updated username, and last updated date.

- E2. Used to view the rolling budget entries in PBA format.

- E3. Used to view the rolling budget entries in VPA format.

**PeopleSoft:**
Go to YORK->**Forecast & Budget**

- P1. Used to finalize/approve rolling budget
Preparation and Submission

A rolling budget should be submitted at the Cost Centre level or at the financial roll-up level (Faculty or Department level).

**Cost centre level**
Prepare and submit the rolling budget for each cost centre.

**Financial roll-up level**
Users who wish to submit the rolling budget at the financial roll up level can do so by entering the consolidated financial forecast amount in any one Cost Centre that is included in the financial roll up and leave the remaining Cost Centres within the roll-up with zero balances. If the user does not wish to use one of the existing cost centres, a dummy cost centre can be set up for the rolling budget purpose by sending a request to finrept@yorku.ca.

Summary of similarities and differences between real cost centres and dummy cost centres:

<table>
<thead>
<tr>
<th>Real Cost Centre</th>
<th>Dummy Cost Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used to represent a financial roll-up or a cost centre.</td>
<td>Used to represent a financial roll-up.</td>
</tr>
<tr>
<td>6 characters starting with 1xxxxx, 2xxxxx, or 3xxxxx, 4xxxxx, 5xxxxxx, 6xxxxx,</td>
<td>6 characters starting with Dxxxxx.</td>
</tr>
<tr>
<td>7xxxxx, or 9xxxxx.</td>
<td></td>
</tr>
<tr>
<td>Used in journal entries, annual forecast, annual budget and rolling budget.</td>
<td>Used in rolling budget only.</td>
</tr>
<tr>
<td>Attached to a fund code upon set up.</td>
<td>Not attached to any fund code.</td>
</tr>
<tr>
<td>Attached to a specific financial roll-up when set-up and may move to another</td>
<td>Attached to a specific financial roll-up when set-up and cannot be moved to</td>
</tr>
<tr>
<td>financial roll-up thereafter.</td>
<td>another financial roll-up.</td>
</tr>
<tr>
<td>Finalize/Reset/Reopen can be done at the financial roll-up level or at the cost</td>
<td>Finalize/Reset/Reopen can only be done at the financial roll-up level.</td>
</tr>
<tr>
<td>centre level.</td>
<td></td>
</tr>
</tbody>
</table>

⚠️ Caution: If a dummy cost centre needs to be reset, all the data that are within the Financial Roll-up that the dummy represents will be erased.
Example to illustrate some of the different combinations available:

<table>
<thead>
<tr>
<th>Budget at the Financial Roll-up level</th>
<th>Using Real Cost Centre</th>
<th>Using Dummy Cost Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use one cost centre to represent the main financial roll-up, ‘Operating Budget’</td>
<td>Option 1: Enter data in one of the cost centres. (i.e. 000001, 000002, 000003, or 000004)</td>
<td>Option 2: Enter data in cost centre, DOB001.</td>
</tr>
<tr>
<td>Budget at the Sub Financial Roll-up level - Use one cost centre under each sub roll-up, i.e. Use one cost centre in ‘Roll-up 1’ and one cost centre in ‘Roll-up 2’</td>
<td>Option 3: Enter data in one cost centre under ‘Roll-up 1’ (i.e. 000001 or 000002) and one cost centre under ‘Roll-up 2’ (i.e. 000003 or 000004)</td>
<td>Option 4: Enter data in cost centre, DOB002 and DOB003</td>
</tr>
<tr>
<td>Budget at the Cost Centre level - Use all the cost centres.</td>
<td>Option 5: Enter data in Cost Centres 000001, 000002, 000003, and 000004.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Tip: To enter at the Account Summary level, pick one account from each account group. For example, accounts 063000, 063600, and 099520 are within the account group, 2.2 Grant Revenue. Instead of entering $100 in each account, enter $300 in one of the three accounts.
Step 1 - Enter rolling budget entries

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

Step 1: Open the Rolling Budget Mass Upload template. Tip: Rolling Budget Mass Upload Template is found under the Forms Section on the Finance website.

Step 2: Click on Yes to open the file.

Step 3: Enable editing/content/macros.

1. Click to be able to enter the budget data in this template.

2. Click Enable Content 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 4: Save the template on your personal computer or shared drive.

Step 5: Use the Data Input worksheet to enter your rolling budget entries.

⚠️ Caution: If you are copying the data from another Excel worksheet, paste the information using Paste Special Values.

Step 6: Enter the data as per column headings.

1. **Set ID**: YORK
2. **Budget Year**: Enter the active budget fiscal year. (i.e. 2016)
3. **Fund Code**: 100, 200, or 300
4. **Cost Centre**
5. **Account**
6. **2016/2017 Budget Amount**
7. **2017/2018 Budget Amount**
8. **2018/2019 Budget Amount**
9. **2019/2020 Budget Amount**
10. **2021/2022 Budget Amount**

**Tip:** Enter positive numbers for increase in both revenues and expenses.
11. **Comments:** Comments can be up to 1000 characters including spaces

**Step 7(a)&(b):**

From the tab, click on . This will copy the data from the **Data Input** worksheet to worksheet.

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

**Step 8:**

From the tab, click on . This will prompt you to enter your Passport York username and password.
Step 9: Enter your Passport York username and password and then click on OK.

Step 10: Once you finish entering your Passport York username and password, the results for each budget entry line will be posted under Column A (Status).

All the lines with status OK have been successfully posted.

All the lines with status Error failed and are not posted.

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

Caution: You will get an XML error if you’ve incorrectly entered your Passport York username and/or password.
**Step 11:** Click on to post these results to the **Data Input** worksheet. Note: Once you click on , this will direct you to the **Data Input** worksheet.

![Submit Data button screenshot](image1)

**Step 12:** Review the results/status for each budget entry line.

- All the lines with the status **OK** have been successfully posted. (Lines can be viewed in real-time on the Rolling Budget View report)
- All the lines with status **Error** failed and have not been posted. From the Data Input worksheet, correct all the rows with Error Status and repeat Step 7 to 10.

Tip #1: Mousing over the Status **Error** for each error line will show you the error message.

Tip #2: If you want to amend an **OK** line, delete the ‘OK’ status message from the Data Input worksheet before repeating Step 7 to 10. (Lines with ‘OK’ status do not get reloaded).
Step 2- Verify rolling budget entries

Rolling Budget View - PBA (eReports)

Go to Finance > Forecast & Budget Call > Rolling Budget View - PBA

Step 1: Choose to view either by:

(1) **Financial Roll-up**- Consolidated report of all cost centres under the selected financial roll-up.

(2) **Cost Centre**- View report for a single cost centre.

Step 2: Choose to view by:

(1) **Details**- List all the accounts

(2) **Summary**- List by main account groupings
Step 3 for FRU (View by financial roll-up):

Click on ![Image](image1.png) to open the financial roll-up selection window. Select the financial roll-up and click on ![Image](image2.png).

Tip#1: Click on the white circle besides the name of the financial roll-up to select a particular rollup.

Tip#2: All the financial rollup names are hyperlinked. Click on the name of the sub roll-up to expand and click on the name of the main roll-up to contract.

Step 3 for cc (View by cost centre): Enter the cost centre number.

Step 4: Choose the Fund code. (i.e. 100, 200, or 300)

Step 5: Choose the Budget Fiscal Year.

Step 6: Choose the Accounting Period for Current Year Actuals

Step 7: Select the source of the Prior Year Forecast.

Step 8: Select the source of the Current Year Forecast.

Step 9: Click on ![Image](image3.png). This will open a report similar to the one below.

Note: The rolling budget view report by financial roll-up is not updated in real time. This is scheduled to refresh at: 7.30 a.m., 12.30p.m, 3.00p.m and 5.00p.m. Each refresh session takes about 20-30 minutes to complete.
Tip: To view the comments, click on the hyperlink => Report Version With Comments <= found at the top-right corner of the Rolling Budget View by Cost Centre report page.

Caution: Link to Report Version with Comments is only available when viewing the Rolling Budget Details view report by Cost Centre. This link is not available when the report is viewed by Financial Roll-up or by Cost Centre Summary.
Rolling Budget View - VPA (eReports)

Go to Finance > Forecast & Budget Call > Rolling Budget View - VPA

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

1. **Financial Roll-up** - Consolidated report of all cost centres under the selected financial roll-up.
2. **Cost Centre** - View report for a single cost centre.

**Step 2:** Choose to view by:

1. **Details** - List all the accounts
2. **Summary** - List by main account groupings
Step 3 for FRU (View by financial roll-up):

Click on [ ] to open the financial roll-up selection window. Select the financial roll-up and click on [ ].

Tip#1: Click on the white circle besides the name of the financial roll-up to select a particular rollup.

Tip#2: All the financial rollup names are hyperlinked. Click on the name of the sub roll-up to expand and click on the name of the main roll-up to contract.

Step 3 for cc (View by cost centre): Enter the cost centre number.

Step 4: Choose the Fund code. (i.e. 100, 200, or 300)

Step 5: Choose the Budget Fiscal Year.

Step 6: Choose the Accounting Period for Current Year Actuals

Step 7: Select the source of the Prior Year Forecast.

Step 8: Click on [Fetch Report]. This will open a report similar to the one below.

Note: The rolling budget view report by financial roll-up is not updated in real time. This is scheduled to refresh at: 7.30 a.m., 12.30p.m, 3.00p.m and 5.00p.m. Each refresh session takes about 20-30 minutes to complete.
Tip: To view the comments, click on the hyperlink => Report Version With Comments <= found at the top-right corner of the Rolling Budget View by Cost Centre report page.

Caution: Link to Report Version with Comments is only available when viewing the Rolling Budget Details view report by Cost Centre. This link is not available when the report is viewed by Financial Roll-up or by Cost Centre Summary.
**Rolling Budget Status (eReports)**

Go to Finance > Forecast & Budget Call > **Rolling Budget Status**

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

(1) **Cost Centre**- View one single Cost Centre at a time. (Skip Step 2(a) if this option is selected)

or

(2) **Financial Roll-up** - View all Cost Centres under the selected Financial Roll-up at once.

(Skip Step 2(b) if this option is selected)

**Step 2(a) for FRU:**

1. Select the Financial Roll-up by clicking on . (This icon will appear after selecting **Financial Roll-up** in Step 1).

2. Once you finish clicking on , a new window will pop-up to select a Financial Roll-up. To make a selection, click on the white circle besides the name of the Financial Roll-up you want to select and then click **OK**.

   🌟 Tip: All the Financial Roll-up names are hyperlinked. Click on the name of the sub roll-up to expand and click on the name of the main roll-up to contract.

**Step 2(b) for CC:** Enter the Cost Centre number
Step 3: Select either

1. All Funds - Includes Fund 100, 200, & 300 cost centres
2. 100 - Fund 100 cost centres only
3. 200 - Fund 200 cost centres only
4. 300 - Fund 300 cost centres only

Step 5: Select either

1. All Statuses - Includes cost centres that are open, finalized, approved and closed
2. Open - Open cost centres only
3. Finalized/Approved/Closed - Finalized, approved, or closed cost centres

Step 6: Click on Fetch Report. This will generate a report similar to the one below.
Step 3 & 4 - Finalize/Approve Rolling Budget (PeopleSoft)

YORK>Forecast & Budget>Rolling Budget Administration

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

**Step 2:** Select to finalize by either

1. **Cost Centre**
   
   (a) Select **CostCentre**
   
   Tip: Click on the white circle besides **Cost Centre** to select this option.

   (b) Enter/Select the cost centre number.

   - **Tip:** Cost Centre
2. **Range of Cost centres**

   - **(a)** Select **Range of Cost Centres**
     - Tip: Click on the white circle besides **Range of Cost Centres** to select this option.
   - **(b)** Enter the lowest value in the range
   - **(c)** Enter the highest value in the range

   **Caution:** Use valid cost centres for the lowest and highest value.

3. **Financial Roll-up**

   - **(a)** Select **Financial Rollup**
   - **(b)** Click on **Select Financial Rollup**
   - **(c)** Click on **Find**
(d) Enter the Financial Roll-up that you want to Finalize. (Make sure to uncheck Exact Matching)

Find Value

Find Tree Node

Tree Node: 

Description: Finance

OR

Find Detail Value

Cost Centre: 

Description: 

☐ Case Sensitive Search

☐ Exact Matching

(f) Click on if this is the node that you want to finalize. Tip: The node you've selected to finalize is highlighted in grey.

(f) Click on Select if this is the node that you want to finalize. Tip: The node you've selected to finalize is highlighted in grey.
Step 3: Click on **Finalize**

Step 4: A message similar to the one below will pop-up. Click on **Yes**

This process will **FINALIZE** the specified Budgets for the Fiscal Year = 2014, Fund = 200 and Cost Centre Rollup = FINANCE (20001,35)

When finalizing budgets this process will finalize any budgets with the specified criteria and having a Budget Status = OPEN.
Reset and Reopen

Contact the **Office of Budgets & Planning** if you need to reset or reopen your Cost Centres.

Their main difference is summarized below:

<table>
<thead>
<tr>
<th>Reset</th>
<th>Reopen</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Erase previous data entries</td>
<td>1. Will not erase previous data entries</td>
</tr>
<tr>
<td>🎨 Tip: Request to reset the Cost Centre if you want to delete all the data previously loaded in your rolling budgets. Alternatively, you could load $0 budget entries using the same combination to bring the numbers back to $0.</td>
<td>🎨 Tip: Request to reopen if you’ve accidentally finalized/approved your rolling budget.</td>
</tr>
</tbody>
</table>

⚠️ Caution: If you need to reset/reopen a dummy cost centre, Finance will need to reset/reopen all the cost centres that are within the same financial roll-up as the dummy cost centre.

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