2027-28 BUDGET CALL

Quick Reference Guide

Budgets and Asset Management

October 2026

YORK U

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INTRODUCTION

This manual is intended to provide planners and administrators with a detailed Training Manual for the 2027-28 Budget Call process, including screenshots that guide you through submitting your budget.

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.

OR

(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.

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 (President's Division) and Senior Executive Officers (all other Divisions).

5. ENTERING YOUR ROLLING BUDGETS (YEAR2 AND YEAR3)

Planners are required to submit 3-years rolling budgets (Year1, Year2 and Year3) budgets. Budget upload process is only through the use of the budget mass upload template. This allows to upload budgets in a batch file, i.e. submitting budgets for one or more cost centres. The Template is accessible by downloading it from the Budgets and Asset Management webpage. Also, the rolling budgets can only be uploaded in the Cost Centre (CC) level, no activity, time or location level in the submission of the rolling budgets

NOTE that the sample year of screen shots for this manual is from fiscal year 2023.

STEP 1 – ENTERING YOUR BUDGET

EREPORTS AND PEOPLESOFT LOGIN

Use your Passport York username and password to log into both sites. First you will be asked to log in to Passport York, then proceed logging in to any reports sites you would need.

eReports: https://ereports.info.yorku.ca/

PeopleSoft: https://psfinance.info.yorku.ca/

Logging into PeopleSoft Offsite

To access PeopleSoft from an off-campus computer, you will need to connect to York's Virtual Private Network (VPN) using the Pulse Secure / Junos Pulse application. Step-by-step VPN instructions are available online through the University's UIT website.

BUDGET MODULES AT A GLANCE

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 SHARP Salary Planning file.

Go to 

→ 

Note that the SHARP is removed to the SHARP Salary Planning File

PeopleSoft

PeopleSoft is used to upload budget data into the financial system from the Budget Entry Spreadsheet or the Mass Upload Template. Shown in the screenshot below are the typical menus that planners may need to upload budgets via the Budget Call functionality.

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, 2027-28 Budget Entry, Comments and other additional information that can aid you in developing your budgets
   (b) 2026-27 Base Allocation Amounts are used to identify the initial base (if any) that should be entered into your 2027-28 Budget Spreadsheet. These amounts have been pre-calculated by the system to aid you in your budget submission. Note that under the SHARP budget model, base amounts only apply to Shared Services cost centres in Fund 200.
   (c) Revenue and Expense sections
   (d) Carryforward amounts

FYI: The 2027-28 Base Allocation Amounts section will only appear for Shared Service units. Under SHARP, the concept of base funding is no longer applicable to Faculties.

Tip #1: Gray cells identify the writeable cells. These can be filled with your budget information.

Tip #2: Columns F to O contain information from various sources (such as the 2026-27 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

Tip: 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.

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

Tip: If you do not have a Run Control ID yet, then create one by clicking on Add New Value. It is recommended that you use the name BUDGET_IMPORT for your Run Control ID.

3. Select the Run Control ID BUDGET_IMPORT

4. Import your budget file through the following steps:

4.1 Delete previous attachment (if any) by clicking on  . (Skip this step if this is your first time)

4.2 Click on  to attach an Excel file.

4.3 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: It is recommended that file name is less than 64 characters.

4.4 Click on Run to run the process, then click on OK to confirm running the process.

4.5 Click on Process Monitor to check the status. Click on Refresh to update the status process.

a) If the Run status shows **'Queued** → budget post process is in progress.
b) If the Run status shows **'Success'** → budget has been successfully uploaded.
c) If the Run status shows **'No Success'** → budget could not be uploaded due to an error.

4.6 If you received a 'No Success' status, view the error message log:

a) Click on Details
b) Click on View Log/Trace
c) Click on YBU_JRNL_XLS_XXXXXX.LOG to view the error message
d) Correct all the errors and save the spreadsheet, and repeat Steps 1 to 5

Dealing with Error Messages

To 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

Tip: The details of the errors are indicated in this error log. For instance, "Line 115: Duplicate account entered: 099500" indicates that line 115 contains the duplicate entry for account 099500.

4. If the file did not load (No Success Status), correct all the errors and resave the spreadsheet. Repeat Steps 1 to 10.

To check the "Success Report", go to eReports and select either Budget Entry Spreadsheet or Budget View.

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.
- Make sure you are connected to Finance VPN

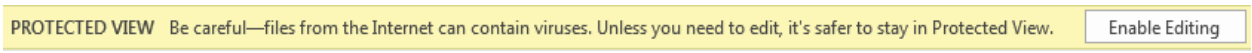
Step 1: Download the Budget Mass Upload template from the BAM website, https://www.yorku.ca/bam/forms/

Budget Mass Upload template is the spreadsheet/template used for uploading budgets on multi number of cost centres.
Budget Mass Upload Template 2016*

Rolling Mass Upload template is the spreadsheet/template used for uploading multi-year budgets.
Rolling Budget Mass Upload Template 2016*

*2010 version of the template, for Window 7 or earlier version, is available upon request

Step 2: Enable editing/content/macros.



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 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 this year is 2024
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 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.

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

5.1 Log in to PeopleSoft, click OK

5.2 Once you finish entering your Passport York username and password, the results for each budget entry line will be posted on Column A (Status) in the Staging & Submission tab
- 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.
- Mouse over the status Error for each error line will show you the error message.

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

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 To Correct Errors' section below.

Step 6: From the Add-ins tab, click on Post Results Once you click on Post Results, this will direct you back 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.

- 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. Perform the necessary corrections to the errors, and then follow steps 1 to 6.
- Correct errors on Data Input tab.
- See sample error reports.

How to Apply a Filter to Correct Errors

Step 1: Select the 4th row in your spreadsheet. This is the row that contains your header fields.

Step 2: From Home tab, go to the Sort & Filter icon and select Filter . This will create drop-down arrows to allow for filtering of data.

Step 3:.Select the dropdown arrow in the Status column (column A); unselect OK .

Step 4: On the Data Input page, fix all errors.

Step 5: Repeat steps 1 to 7 under the section Budget Mass Upload Template Method.

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

This report displays the submitted budget(s) in a pdf report form. Once budgets are uploaded, they can be viewed by using this report. Note however that financial rollup requires a refresh before the rollup can be viewed.

Go to Finance > Forecast & Budget Call > » Budget View

Step 1: Choose to view either by:

(a) **Financial Rollup** - Provides a consolidated report of all cost centres under the selected financial rollup.

Click on  to open the Financial Rollup selection window. Select the financial rollup and click on OK.

Tip #1: Click on the white circle beside the name of the Financial Rollup to select a particular rollup.

Tip #2: 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.

(b) **Cost Centre** - Budget numbers will be consolidated at a Cost Centre Level, even if budgets were entered at ATL level. The report will look similar to the Budget Entry Spreadsheet.

(c) **Activity/Time/Location (ATL)** - Budget numbers will be presented at an ATL Level. If budget numbers were entered at Cost Centre level only, the numbers will still be shown but comments will be missing under the Cost Centre without ATL combinations.

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.

Tip: When viewing by Financial Rollup, clicking on the Financial Rollup name highlighted in blue will give you the Budget View reports for all the cost centres that are under that Financial Rollup.

BUDGET STATUS REPORT IN EREPORTS

This report displays the budget status (Open, Finalized, or Approved) for each Cost Centre or Cost Centre/ATL combination. It also displays an audit trail, such as the last updated user and time.

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.

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. This will generate a report similar to the one below.Budget Status Definition

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 Asset Managementto reopen or reset your cost centre(s). See page 25 for the definitions of reopening and resetting budgets

Go to York > Forecast & Budget > Budget Administration

Step 1: Enter/Select the FundCode, i.e. 100, 200, or 300

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

Cost Centre

a) Select **CostCentre**
b) Enter/Select the cost centre number

Tip: Click on the white circle beside **Cost Centre** to select this option.

Range of Cost Centres

a) Select Range of Cost Centres
b) Enter the lowest value in the range
c) Enter the highest value in the range

Tip: Click on the white circle beside Range of Cost Centres to select this option.

Financial Rollup

a) Select **Financial Rollup**

b) Click on Select Financial Rollup

There are two ways to search the rollup:

1. Either directly click on your rollup, OR
2. Search for your rollup
    a. Click on Find
    b. Enter the Financial Rollup that you want to finalize. Make sure to uncheck Exact Matching.
    c. Click on Find
    d. Click on Select if this is the node that you want to finalize. The node that you have selected to finalize is highlighted in grey

Step 3: Click on Finalize **.**

Tip: Close, Post, Reopen and Reset budgets are for Budgets Office use only.

STEP 4 – APPROVING YOUR BUDGETS VIA PEOPLESOFT

Only the divisions' authorized budget approvers and their designates have access to the approval page.

Step 1: While logged on to PeopleSoft, select Budget Administration.

Step 2: Enter your fund code and select a cost centre option. Approvers have the option to approve one cost centre, a range of cost centres, or all cost centres in a selected financial rollup.

Step 3: Click the Approve hyperlink to complete the approval process.

Caution: Budgets which are approved at the financial rollup level will automatically approve underlying cost centre budgets, even cost centres with an open and finalized status

STEP 5 – ROLLING BUDGETS PROCESS SUMMARY

The rolling budgeting tool is used to budget for Funds 200 and 300 only for future years for up to five years, however community is required only to submit for three rolling years including the current year. Unlike the current 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.

Budget submission deadline of the rolling budgets is the same as the current budget deadlines

Below is the Rolling Budgets Summary:

1. ENTERING YOUR BUDGETS

Enter rolling budget amounts in through the Rolling Budget Mass Upload Template

> ✱ **Tip:** Rolling Budget Mass Upload Template is found under the Forms Section of the Budgets and Asset Management website. Steps to upload budgets are the same as the budget mass upload template.

2. VERIFYING YOUR BUDGETS

Once your budgets have been uploaded, the budget data should be verified via the rolling budget reports:

Rolling Budget View –PBA Report *(eReports)*

- Displays the submitted rolling budget(s) in PBA format

Rolling Budget View -PVPA *(eReports)*

- Displays the submitted rolling budget(s) in PVPA format

Rolling Budget Status *(eReports)*

- Displays the rolling 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

Rolling Budgets should be finalized through the Rolling Budget Administration page in ***PeopleSoft***.

4. APPROVING YOUR BUDGETS

Approval of budgets is also processed through the Rolling Budget Administration page on ***PeopleSoft***. All rolling budget submissions must be approved by the authorized approvers and/or designates of every division, namely: Chief of Staff (President's Division), Senior Executive Officers, and the Director of Advancement.

OTHER BUDGETING TOOLS

RESET AND REOPEN BUDGETS

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

RESET	REOPEN
1. Erase previous data entries 2. Can choose to re-enter by Cost Centre or ATL	1. Will not erase previous data entries 2. Can only enter at the same level as previously selected (i.e. Cost Centre or ATL)

SALARY PLANNING REPORT

The Salary Planning Report is a tool to assist planners in budgeting salaries for their area. This file calculates a projection of salary and benefit costs at an employee level, and can be run by (1) department, (2) cost centre, or (3) financial rollup.

The Salary Planning Report can only be accessed by staff authorized to see salary information.

The Salary Planning Report reflects the following considerations:

- Faculties no longer receive base and OTO increment funding under SHARP. The Salary Planning Report no longer reports funding for employees charged to a Faculty cost centre.
- Shared Services receive 100% increment funding.

Go to Finance and then Forecast & Budget Call.

Step 1: Choose to view either by:

(a) **Cost Centre** - If Cost Centre is selected, then report will list all employees charged to the selected cost centre.

(b) **Department** - 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 beside the name of the departments.

(c) **Financial Rollup** - If Financial Rollup is selected, then the report will list all employees charged to cost centres under the selected rollup.

- Click on  to open the roll-up selection window.
- Click on the white circle beside the name of the desired financial rollup in the tree structure

Step 2: Select to see data by cost centre or ATL (if desired)

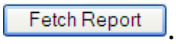
- Enter the Activity, Time, and/or Location Code associated with the cost centre entered.

Step 3: Select the Fund code (i.e. 100, 200, or 300)

Step 4: Select All for all affiliations or a specific affiliation

Step 5: Select ALL or specific Employee Status

Step 6: Option if the planner wants a sub-total of the report or not.

Step 7: Click on 

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CONTACT INFORMATION

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

NAME	INFORMATION
Vicki Abaca	• Budget Analyst, Budgets and Asset Management • Email: abacav@yorku.ca