

Quick Reference Guide

Budget Adjustments

E-Business Custom Application

LOGIN TO BUDGET ADJUSTMENTS

1. Login to MyUNiverse with your CatID Login and password.
2. Click Budget Adjustments in Custom UNI Applications; enter your CatID and password.

BUDGET ADJUSTMENTS HOME PAGE

The Budget Adjustments home page provides four functions:

- Create Journal
- Search Journals
- Maintain Filters
- Manage Approval Sets

CREATE BUDGET ADJUSTMENT JOURNAL

1. Click **Create** from the main menu.
2. **Select** the Workbook from the drop down. Use the active workbook. *During budget development use the DEV workbook, if you are involved in that process.*
3. Click **Continue**.
4. Select the **Period** (must be an open or future GL period).
5. Select the **Adjustment Type**. See definitions page 2.
6. Enter **Journal Name** (ORG initials mmdyyy)
7. Enter **Journal Description** (freeform field).
8. Click **Create Journal** button - Control ID populates for you.
9. Search for budget lines by clicking **Search Budget Lines**. A new window opens. Here is where you (a) enter account information, **OR** (b) use Filter Maintenance.
 - a. Enter the Account Code (all or part), or enter Line Number, or Name, click **Search** (all lines associated with your search criteria will appear).
 - b. Select filter name in the drop down list and click **Load Filter** and click Search (all lines associated with your search criteria will appear).
 - c. **OR** click **Filter Maintenance** link for 1st time users. See Filter Maintenance directions on page 2 for creating filters.
10. If it returns more lines than needed, select lines by placing a ✓ in the box before the line.
11. Click the **Add Selected Budget Lines to Journal**. This creates your Journal. To add additional lines to the Journal repeat steps 9 -12 until all lines necessary appear in the Journal.
12. Enter amounts in appropriate **From** and **To** fields (columns must balance).
13. **Enter Adjustment Line Description**.
14. Click **Save for Later** to work with later, or
15. Click **Save and Review for Submission**.

16. Click the **Request Approval** button.

Proceed to #17.

First time users skip to #19.

17. **Select** the Approval Set from the drop down list, and click **Load**. (If you need to create a new approval set, see #19 **Manage Approval Sets**).
18. If you have the correct approver and FYI Notifications, **click Go to submit for approval**. *A message will display in red in the upper left screen indicating it was successfully submitted.* From this screen you can print the budget adjustment or create a new one.

MANAGE APPROVAL SETS

19. Click **Manage Approval Sets**
 - a. Enter a name in Approval Set Description field (freeform field to identify approver/account).
 - b. Select name of approver from drop down list.
 - c. To send FYI notifications, click **Add FYI Notification**. A window will pop up to search for names. Enter first or last name of person. Click Search. Click in the select field by the name and click the **Choose** button. Repeat this step for as many FYI notifications as needed.
 - d. Click **Save Approval Set**.

Manage Approval Sets

Approval Set Description: AFTS
Approver: Schellhardt, Thomas G
FYI Notifications: Add FYI Notification
Name
Whitt, Patricia B
One-Time Approval Set Save Approval Set Cancel

- e. Click **Cancel** to return to Select Approval and FYI Notification screen.

BUDGET ADJUSTMENT TIME OUT

Once a Budget adjustment is sent for approval, the approver has 3 working days to approve before the adjustment times out and is returned to the preparer. The preparer will then resubmit for approval.

ENTERING STRATEGIC GOALS

Budget Adjustment users will create the reallocation adjustment journal in the Development workbook and submit for approval. Approvers can add or change the strategic goal to the adjustment journal prior to Budget approval.

1. Strategic Goals can only be added to the adjustment type RE-OTH or RE-SAL in the **Development Workbook**.
2. Prepare adjustment as instructed in Steps 1 through 14, choosing the Development Workbook.
3. Select Strategic Goal from the drop-down list. **Strategic goals are added ONLY to "To" lines.**
4. Complete journal as directed in Steps 15 through 17 above.

For questions, please contact the Budget Office at 3-2383 or 3-7498

Or email ebiz-help@uni.edu

Created 4/6/06 by pbw-revised 2/10/10 by bjn-revised 4/28/10 by pbw; 2/22/11 by pbw

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SEARCH FOR BUDGET ADJUSTMENTS

Originators have access to all Budget Adjustments they created in any status. Budget Adjustments created by others are available *only* in the "Completed" status.

Searches can be conducted from the main menu by clicking the **Search** button. Search criteria is not case sensitive. Search by any one or combination of the following search criteria:

- Control ID
- Adjustment Type
- Period
- Originator (last name)
- Journal Name (full or any part of name)
- Journal Description

1. Enter any field of the search criteria.
2. Click **Search**.

You can also click **Show My Journals** to see just your journals.

FILTER MAINTENANCE

Filter Maintenance is a tool used to make frequently used account codes available to populate a search. You can create filters from the main menu or while creating a budget adjustment journal.

1. To create Filters from main menu:
 - Click the **Maintain** button for Filter Maintenance.
 - Enter Filter Name and account code segments, click **Save**.
2. To create Filters while preparing a budget adjustment journal:
 - When in the Search Budget Lines window, click **Filter Maintenance**.
 - Enter Filter Name and account code segments, click **Save**.

Filters may be made primary, edited or deleted from this location.

BUDGET ADJUSTMENT STATUS

Working – originator is working on adjustment
Submitted – originator submitted adjustment to approver; approver can reject, change Strategic goal and approve.
Approved – approver approved adjustment notification
Rejected – approver or budget office can reject to originator
Processed – budget office has processed adjustment
Completed – adjustment will appear in General Ledger; processed batches are moved daily to General Ledger

ADJUSTMENTS SCREEN OTHER FUNCTION OPTIONS:

Remove – to remove a line or lines from the Journal.
Create New Journal – takes you to screen to create a new journal
Search Budget Lines – pop up window to enter search criteria to find budgeted lines
Delete Journal – delete the Journal; only originator can delete; Working or Rejected status only
Save and Review for Submission – enables ability to review and submit for approval.
Save for Later – saves Journal for editing, review or submission later.
Show History – displays actions taken on Journal.
Cancel – removes most recent entry made to screen.

ADJUSTMENT TYPES

BFT-T and **BFT-P** are used in the Active workbook (for the current fiscal year), or in the Retired workbook (for adjustments made during July to close the previous fiscal year).

NEW and **REV** are choices available only to budget staff. They are used during budget development for new appropriations to the university or for reversions.

RE-OTH and **RE-SAL** will be used in the Development workbook. RE-SAL would be selected if the reallocation adjustment affects a salary (i.e. a base adjustment required due to a pay grade change). All other reallocation adjustments would use RE-OTH.

Budget Adjustments will transfer funds from one budget line to another. When using the General Fund (any fund starting with 00) transfers *can only occur* within the same fund. Budget Adjustment access is based on submitting a MEMFIS User Access for Authorization Form.