Budget Application System (BAS)
User Guide

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Loyola University Budgeting

The **Loyola University Budgeting Application** is a comprehensive Web-based application designed to incorporate all aspects of Loyola's budgeting process. The system's operation is identical to that used for the fiscal year 2010. The Budgeting Application can be processed at any Lawson hierarchal level, and is essentially a control-total based system. The control total methodology differs from the Access system in that it provides more latitude to the Level 1 user to distribute available dollars among the lower levels. The system offers additional historical data, as well as enhanced flexibility in budgeting options. Highlights of the Budgeting Application include:

Ease of use
- Web-based application
- Live interface application
- Real-time budget value calculations
- Increased budgeting flexibility

Enhanced Budget Control
- Application will not allow for budget totals in excess of the approved VP-level budget base.
- Control Total Methodology allows Level 1 users greater latitude in distribution of available dollars to lower levels.
- Account Code and Accounting Unit restrictions can now be tailored to the user-type.

Integration with HR Faculty and Staff Salary Administration
- Position-level integration with HR application, for both staff and faculty, will eliminate variances between budget and HR position detail.
- Salary and Fringe Benefits will feed into the Budgeting Application directly from the HR Salary Planning Application. No editing of salary or salary-related data can be done within /P anning A0e94scHy2A10.98 c -0w 0 -6L 01 Tc -0.0056 Tw 10.98 9r-0.0006 Tc -0.0018 Tw -3w   23(Saap)

- Position-controlled Salary and Benefits data are not editable within the Budgeting Application. All input for these expense types must be fed via the HR Salary Planning Model. This feed occurs every 2 minutes during the budgeting process.

- Selected Account Codes within the Operating Account Units, such as Tuition Revenue and Scholarship Expense, are uneditable by the users and will be loaded into the system by the Budget Office. A detailed listing of uneditable accounts appears at the end of this manual.

TO ENTER THE BUDGETING APPLICATION

A direct link to the Budgeting Application is located under"Administrative Applications" on the Loyola Software menu. You may also log on via the following URL using LUC Internet Explorer:
https://lucdata.luc.edu/admin/bp/login.cfm

- HINT: You may wish to add this URL address to your Internet "Favorites."
- Click on the Login to Budget Planning link
- Enter your UVID (LUC sign-on ID) and password
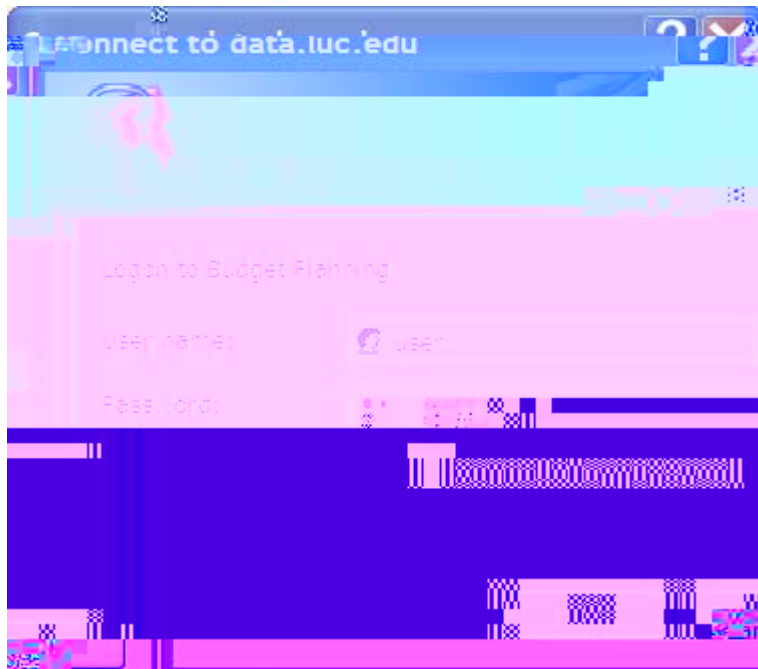
Budget Planning Application
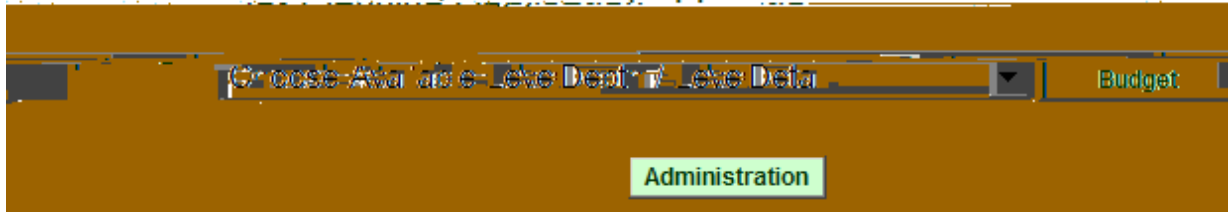
From the drop-down menu, choose the level you wish to work with. The drop-down listing will contain only those Lawson hierarchy levels to which you have been given security access. Within this hierarchy, and depending upon your security access, the Budgeting Application can be processed at:

> Level 1 - VP
> Level 2 – School
> Level 3 – Division within School
> Level 4 – Department

- After making your selection, click the "Budget" button. This will take you to the system Default Screen.
- The "Administration" button has restricted access. Instructions for those users authorized to perform administrative functions will be issued separately.

Default Screen

This display-only screen lists a Summary by Acco

Level:

NOTE: To enter an amount into an Account Code which is not currently listed (save your work by using the Save button), choose the "Select Account Code to Add" option displayed on the left-side, bottom portion of your screen. Use the drop-down arrow to select the account code number to which you wish to add budget dollars. After choosing the Account Code, click on the "Add New Account Code" button. The Budgeting Application will perform a verification to insure that your request is a valid combination. Once validated, the Account Code will be added. If not, a message will be displayed indicating that the Account Code/Accounting Unit combination is not valid.
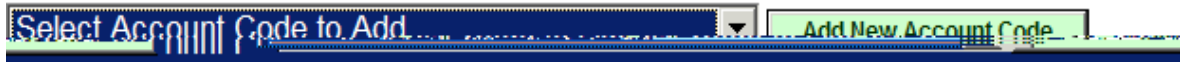
YOUR INPUT

Note that there is a 2011 Budget total on the top right side of the screen. When amounts are modified or entered into the FY11 Budget column, the category totals reflected on the screen will be automatically updated. Category totals within the Budgeting Application include:

- o Salary and Benefits – The amounts extracted from the HR Salary Planning Application.
- o Salary Non HR – Includes Student Worker salaries, Salary Reimbursement, and Prior Yr Adjustments.
- o Scholarships – These amounts will be entered by the Budget Office and are not editable within the Operations Accounting Units (1XXXXX).
- o Non-Salary- All other accounts not detailed above.
- o Total Expenses (Screen) – Represents a total for the Accounting Unit or Account Code chosen.
- o Total Expenses (Level) - Represents a grand total for the Level the user has selected.
- o Control Total – Displays Control Total which has been set for this level by the Budget Office (for Level 1) or by the VP (for Levels 2, 3 and 4).
- o

SAVING YOUR BUDGET DATA

Before leaving any screen within the application it is imperative to "SAVE" your data, unless you do not wish to preserve what you have input. The Budgeting Application, by design, does not save data automatically when the user navigates within the application.

> "SAVE" before navigating from one level to another level
> "SAVE" before going from one Accounting Unit or Account Code to another Accounting Unit or Account Code
> "SAVE" before selecting "Print Report"
> "SAVE" before selecting "add new account code"
> "SAVE" before walking away from the application
> "SAVE" before logging out
> "SAVE" frequently and often to minimize any "learning curve" pain!!

The Budget Application System has a Time Out feature - after 30 minutes of inactivity the system will time out. Login ID and password will be required to re-start the application. **Unsaved data will be lost.**

REQUESTING, VIEWING AND PRINTING REPORTS

Reports

		Print Screen
Account Units:	HTML	Excel
Account Codes:	HTML	Excel
Budget Summary Report:	HTML	Excel
	Web Focus Reports	

There are five reports (available in Excel, HTML and Web Focus Report formats) and a print screen report embedded within the Budgeting Application. These reports can be requested at the Level which the user is currently accessing.

The *Print Report* link gives a formatted screen print of the level you are logged into. Remember to **"SAVE"** before you select "Print Report" as this function will print the most recently saved data. If the user requests a report via the Accounting Unit or Account Code option, there is a print link on the report itself.

The *Summary by Account Unit* report gives a listing (for the Level on the screen) by Accounting Unit. It includes Accounting Unit description and provides a total dollar value for FY09 Actual, FY10 YTD as of 12/31/09, FY10 Budget and your FY11 Budget Request. Category totals for the Level chosen are also displayed at the bottom of the report.

The *Summary by Account Code* report gives a listing (for the Level on the screen) by Account Code. It includes Account Code description and provides a total dollar value for FY09 Actual, FY10 YTD as of 12/31/09, FY10 Budget and your FY11 Budget Request. Category totals for the Level chosen are also displayed at the bottom of the report.

The *Budget Summary Report* gives total amounts for the level requested.

The Excel reports can also be saved onto your directory for further computation and analysis. When you choose this report type, select "Save" from the dialog box. You can then enter the appropriate directory and path. (**HINT: If you experience a problem when you access either report in the Excel format, please review your Internet configuration**. To do this, select "Tools", then "Internet Options". Next, select the "Advanced" Tab. Under the "Security" selections, uncheck "Do not save encrypted files to disk". This should then allow you to access this report format.)

Web Focus Reports are also accessible through the Budget Application System under the Reports menu. User security has been embedded into the reports and users will be able to run reports based on their level of security and will only view data for those levels they have been assigned security to.

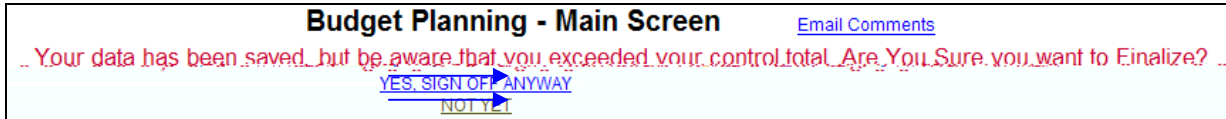Six reports are available and are detailed as follows:

– Report by Account Unit, Category and Account Code
– Report by Account Unit
– Report by Account Code
– Report by Category
– An Excel Report with unformatted (raw) data
– Budget Summary

These reports can be run by level. The drop down menu allows the user to select data for Operating, Gifts, Endowments or Carryforwards. Another drop down menu allows the user to select, if they would

FINALIZING YOUR DATA - Continued

If you click okay and your budget amount exceeds the assigned Control Total you will get the following message.

Budget Planning - Main Screen   Email Comments

Your data has been saved, but be aware that you exceeded your control total. Are You Sure you want to Finalize?

YES, SIGN OFF ANYWAY

NOT YET

The portion of the message that reads "Your data has been saved . . . ." will only appear if the budget amount has exceeded the assigned control total). This is your last opportunity to make any modifications to your budget request. You may finalize by choosing "YES, SIGN OFF ANYWAY" for the current budget or "NOT YET" to finalize at a later time. If you choose "YES, SIGN OFF ANYWAY", you will be unable to do any further editing. You will still be able to review your data and do screen prints.

If you determine that any further modification is needed after you have completed the finalization process, these changes must be input by the next higher level of budgeting authority within your

LOYOLA UNIVERSITY BUDGETING APPLICATION CONTACTS

We in the Budget Office look forward to the collaborative effort necessary to ensure the success of the FY11 budget process using the Budgeting Application. Please contact us:

        When you need assistance
        When you have any questions
        When you have suggestions

Our contact information is:

Name	Title	Phone	Email
Joseph Filipiak	Department Director	x5-7671	**jfilipi@luc.edu**
Ramiza Vulic	Associate Director	x5-7673	**rvulic@luc.edu**
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Mark Pawlowsk			

LOYOLA UNIVERSITY BUDGETING GUIDELINES

Some guidelines to keep in mind when completing your FY11 Budget:

- Non-salary adjustments between your areas of responsibility or between accounts do not require additional approval as long as the VP-level control total for your area of responsibility is not exceeded. Adjustments will be reviewed for reasonableness based on previous years' activity.

- Vice President approval is required to combine positions or move positions to another department. These changes must be communicated to Human Resources via the HR Salary Budgeting Application. Updates will be fed over from Salary Planning on a continuous basis as we move along in the budget process.

- Requests to move funds from salary to non-salary or vice-versa will be discussed in the budget hearings. Detail on these requests should be forwarded to the Budget Office, but they should not be incorporated into the Budgeting Application. Please contact the Budget Office with any questions.

- Keep "Other" expenses (Account Code 6830) to a minimum.

- The FY11 Budgeting process is designed to roll up from Level 4 to Level 1. Therefore, the Level 4 user should complete his/her budget request first, and then notify the Level 3 user, etc., until the process is complete.

LOYOLA UNIVERSITY BUDGETING RULES

The following Rules apply to the Loyola Budgeting Application with respect to editable and viewable Account Codes and Accounting Units.

Operating Expenses: 1XXXXX

Operating 1XXXXX

The Operating Expenses category is the Default screen on the application once the user is logged in at the input level. User can only budget Operating Expenses, that is, any Accounting Unit beginning with "1"

All Account Codes
5000-6999 and 4999 User will have access to all account codes in this range

Account codes which are viewable only
Salary and Fringe benefits are extracted from the HR Salary system on a continuous basis. The Account codes listed below can only be viewed, and are not editable within the Budgeting Application.

5000-5299 Faculty, Staff, Research salaries

5400-5429 Temporary Help salaries

5800-5889 Fringe Benefits

6720-6739 Operating Scholarship expense

Account codes which are editable
The following range of Account Codes can be edited in the Budgeting Application.

5300-5399 Students Salaries

5430-5499 Other Salaries

5890-5899 Benefit Offsets

5900-6719 Non-Salary Expenses

6740-6999 Non-Salary Expenses

4999 Internal Revenue

Gifts: 2XXXXX
Endowments: 4XXXXX

Operating Gifts or Operating Endowments can be selected from the drop-down list on the default screen. User can only budget *Gifts* and *Endowments* for any Accounting Unit beginning with "2" and "4", respectively.

Control Totals for Gifts and Endowments will be set at the Accounting Unit level by the Budget Office. The Budgeting Application will not allow a user to save a Gift or Endowment Accounting Unit if it exceeds the Control Total. If you do attempt to "SAVE" and you are over the Control Total you will receive an error message, and your data **will not be saved**.

IMPORTANT: If you want to then resubmit values which are below the Control Total, you MUST HIT THE RESET BUTTON before trying to "SAVE" the new values, or your input will be lost!

All Account Codes
5000-6999   Users will have access to all Account Codes in this range

Account codes which are viewable only

Salary and Fringe Benefits are extracted from the HR Salary system on a continuous basis. The Account Codes listed below can only be viewed and are not editable in the Budgeting Application.

5000-5299   Faculty, Staff, Research Salaries

5400-5429   Temporary Help Salaries

5800-5889   Fringe Benefits

Account codes which are editable

The following range of Account Codes can be budgeted in the Budgeting Application.

5300-5399   Students Salaries

5430-5499   Other Salaries

5890-5899   Benefit Offsets

5900-6719   Non-Salary Expenses

6720-6739   Scholarships (Gifts, Endowments, Carryforwards)

6740-6999   Non-Salary Expenses

Operating Revenues

The user can budget Revenues for Operating Accounting Units (Units that start with "1") within the Budgeting Application.

All Account Codes

<u>3040-4109</u> Users will have access to all account codes in this range.

Account codes which are viewable only

<u>3000-3039</u> Tuition

<u>32XX</u>   Grants and Contracts

<u>33XX</u>   Academic Support

<u>34XX</u>   Unrestricted Gifts - Operating

<u>35XX</u>   Interest & Investment Income

Account codes which are editable

<u>3040-3109</u> Fees

<u>3600-4109</u> Other Revenues