



# Rolling Budget Training Manual

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Budgets and Planning  
January 2015



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## 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<sup>E2</sup> (eReports)**

- Used to view your rolling budget entries in PBA format **(Pgs. 11-13)**

(2) **Rolling Budget View - VPA<sup>E3</sup> (eReports)**

- Used to view your rolling budget entries in VPA format **(Pgs. 14-16)**

(3) **Rolling Budget Status<sup>E1</sup> (eReports):**

- 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<sup>P1</sup>** rolling budgets in PeopleSoft. **(Pgs. 19-22)**

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

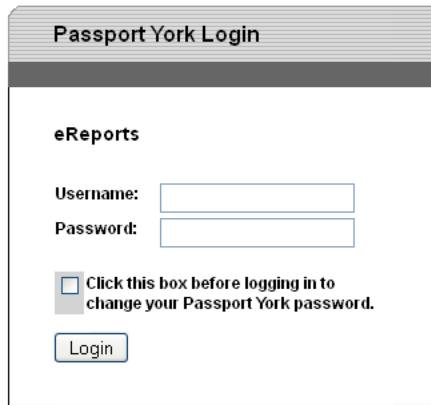
**Step 4**-**Approve<sup>P1</sup>** rolling budgets in PeopleSoft. **(Pgs. 19-22)**

 **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



### PeopleSoft login page

ithelp@yorku.ca or (416) 736-5800 (or x55800)'." data-bbox="500 241 898 458"/>


eReports: <https://ereports.uit.yorku.ca/ereports/>

PeopleSoft: <https://finance.yorku.ca/FIN90PRD/signon.html>



### 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>) 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/>

 **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

**Reports**

- Forecast & Budget Call
  - Budget Entry Spreadsheet
  - Budget Status
  - Budget View
  - Forecast Entry Spreadsheet
  - Forecast Status
  - Forecast View
  - Forecast View - VPA
  - Rolling Budget Status
  - Rolling Budget View - PBA
  - Rolling Budget View - VPA

**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

**Menu**

Search: [ ]

- YORK
  - Forecast & Budget
    - Budget Administration
    - Budget Import
    - Forecast Administration
    - Forecast Import
    - Rolling Budget Administration
  - Reporting Tools
  - PeopleTools

**Main Menu > York >**

**Forecast & Budget**

- Budget Administration: Administer Budget for Cost Centres & Funds, Close, Post, Re-Open, Reset, Finalize or Approve
- Budget Import: Import Budget Excel Worksheets
- Forecast Administration: Administer Forecasts for Cost (Re-Open, Reset, Finalize or App)
- Forecast Import: Import Forecast Ledger Excel worksheets
- Rolling Budget Administration: 5 Year Rolling 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.

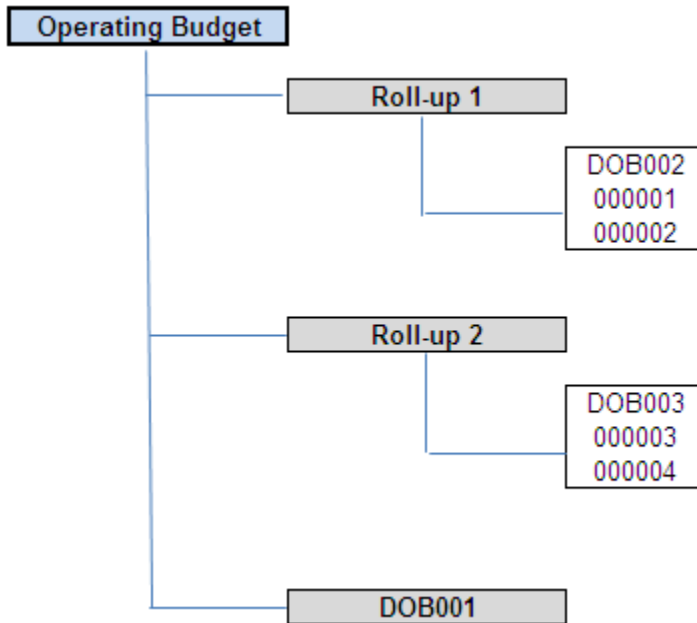
### Financial roll-up level

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](mailto:finrept@yorku.ca).


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

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




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

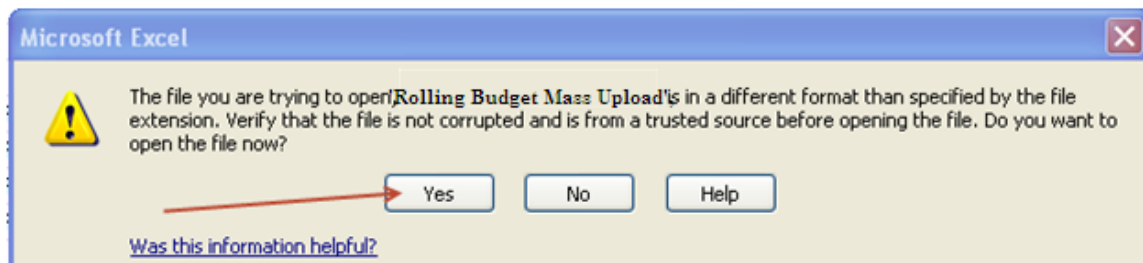
 **Tip:** To enter at the Account Summary level, pick one account from each account group. For example, accounts 063000, 063600, and 099520 are within the account group, **2.2 Grant Revenue**. Instead of entering \$100 in each account, enter \$300 in one of the three accounts.

## Step 1- Enter rolling budget entries

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

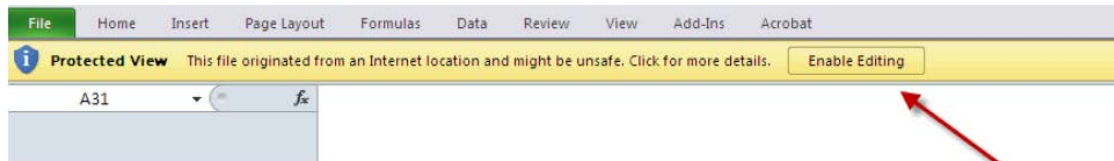
**Step 1:** Open the Rolling Budget Mass Upload template.  Tip: **Rolling Budget Mass Upload Template** is found under the *Forms* Section on the Finance website.

**Step 2:** Click on  to open the file.

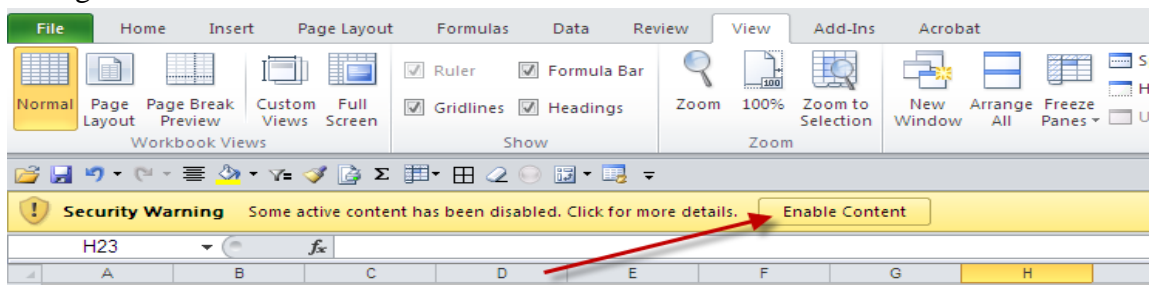


**Step 3:** Enable editing/content/macros.

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

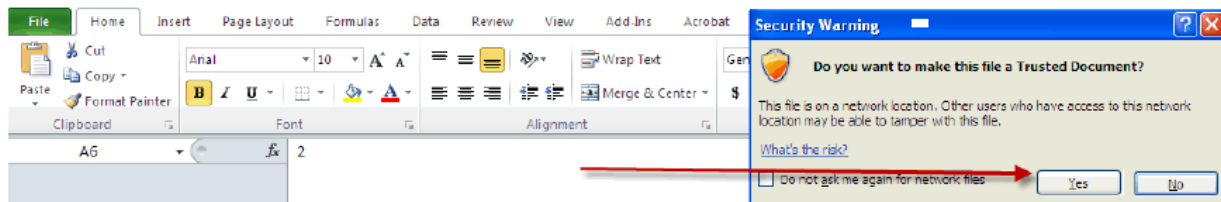


2. Click  to enable the macros in this template. Note: If the macros are not enabled, you will be able to enter your budget entries but will not be able to stage the data and submit.





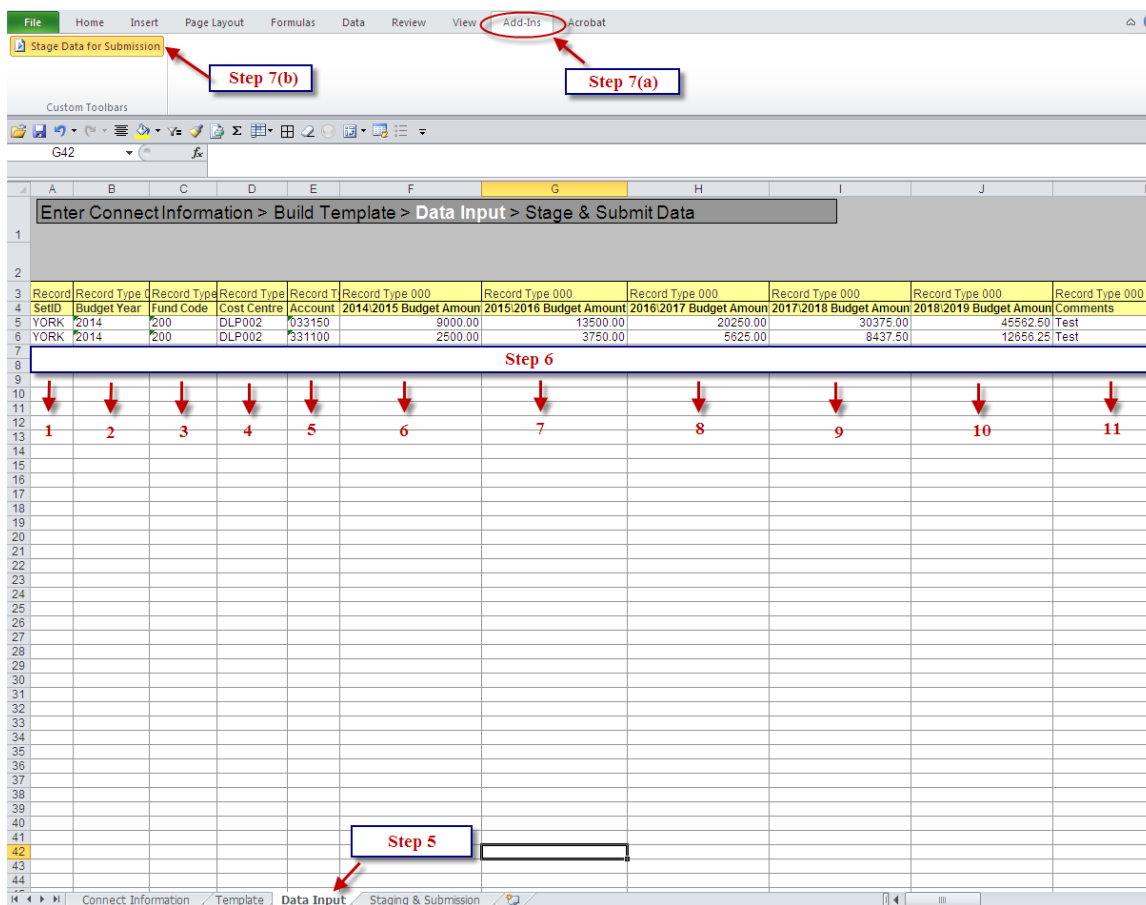
3. Click **Yes** to make this file a trusted document.



**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**



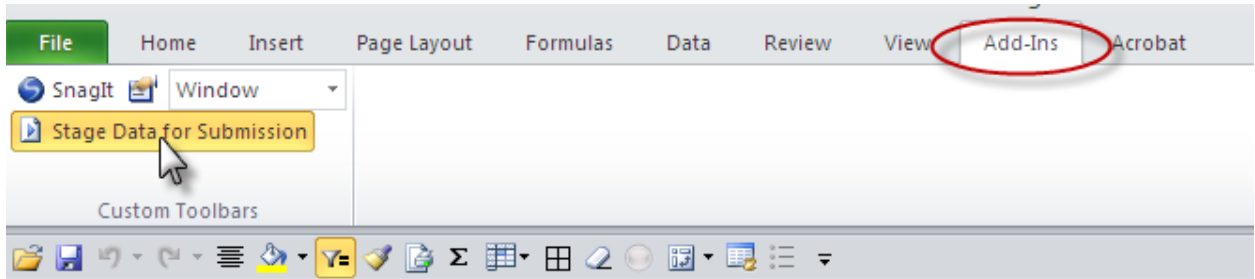
Tip: Enter positive numbers for increase in both revenues and expenses.

11. **Comments:** Comments can be up to 1000 characters including spaces

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

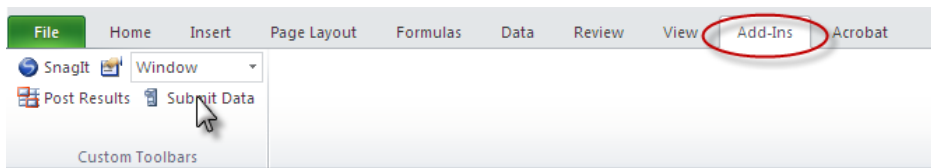
From the **Add-Ins** tab, click on **Stage Data for Submission**. This will copy the data from the **Data Input** worksheet to **Staging & Submission** worksheet.

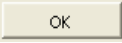
Note: Once you click on **Stage Data for Submission**, this will direct you to the **Staging & Submission** worksheet.




### **Step 8:**

From the **Add-Ins** tab, click on **Submit Data**. 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 

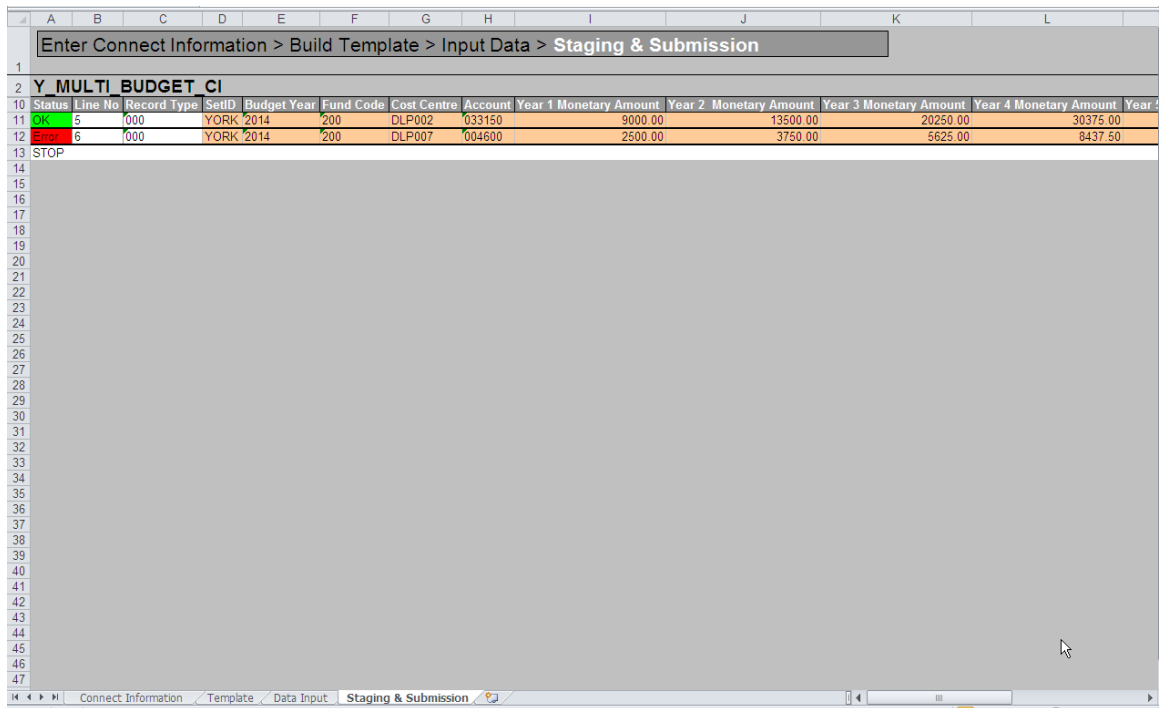
**Step 10:** Once you finish entering your Passport York username and password, the results for each budget entry line will be posted under Column A (Status).

All the lines with status  have been successfully posted.

All the lines with status  failed and are not posted.

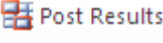
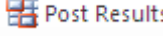
 **Tip:** The status may take a few seconds to a few minutes to appear depending on the number of lines entered.

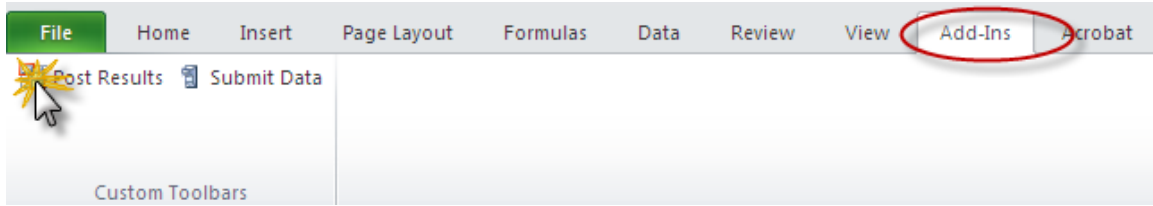
 **Caution:** You will get an XML error if you've incorrectly entered your Passport York username and/or password.



The screenshot shows a spreadsheet interface with a menu bar at the top: "Enter Connect Information > Build Template > Input Data > Staging & Submission". The spreadsheet has columns labeled A through L. Row 2 is titled "Y MULTI BUDGET CI". Row 10 is the header row for the budget data, with columns: Status, Line No, Record Type, SettID, Budget Year, Fund Code, Cost Centre, Account, Year 1 Monetary Amount, Year 2 Monetary Amount, Year 3 Monetary Amount, Year 4 Monetary Amount, and Year 5 Monetary Amount. Row 11 shows a line with status "OK" (green), Line No 5, Record Type 000, SettID YORK, Budget Year 2014, Fund Code 200, Cost Centre DLP002, Account 033150, and monetary amounts of 9000.00, 13500.00, 20250.00, and 30375.00. Row 12 shows a line with status "Error" (red), Line No 6, Record Type 000, SettID YORK, Budget Year 2014, Fund Code 200, Cost Centre DLP007, Account 004600, and monetary amounts of 2500.00, 3750.00, 5625.00, and 8437.50. Row 13 contains the text "STOP". The spreadsheet interface includes a status bar at the bottom with tabs for "Connect Information", "Template", "Data Input", and "Staging & Submission".


Status	Line No	Record Type	SettID	Budget Year	Fund Code	Cost Centre	Account	Year 1 Monetary Amount	Year 2 Monetary Amount	Year 3 Monetary Amount	Year 4 Monetary Amount	Year 5 Monetary Amount
OK	5	000	YORK	2014	200	DLP002	033150	9000.00	13500.00	20250.00	30375.00	
Error	6	000	YORK	2014	200	DLP007	004600	2500.00	3750.00	5625.00	8437.50	
STOP												


**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.



**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).

	A	B	C	D	E	F	G
1	Enter Connect Information > Build Template > I						
2	<b>Y MULTI BUDGET CI</b>						
10	Status	Line No	Record Type	SetID	Budget Year	Fund Code	Cost Centr
11	OK	5	000	YORK	2011	000	DLR000
12	Error	6	Errors:				
13	STOP	#1 - Invalid Account: 499999					
14		#2 - Error saving Component Interface. {Y_MULTI_BUDGET_CI} (91,37)					
15		#3 - Error saving Component Interface. {Y_MULTI_BUDGET_CI}					

## Step 2- Verify rolling budget entries

### Rolling Budget View - PBA (eReports)

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

The screenshot shows the 'Rolling Budget View - PBA' interface. On the right, a 'Report Years' box displays 'Current/Budget Year: 2013/2014' and 'Prior Year: 2012/2013'. The main form contains several fields with red arrows pointing to numbered steps:

- View Rolling Budget By:** Financial Rollup (Step 1)
- Detail Level:** Details (Step 2)
- Financial Rollup:** [Icon] (Step 3 for FRU)
- Cost Centre:** [Empty field] (Step 3 for CC)
- Fund:** 200 (Step 4)
- Budget Fiscal Year:** 2014 (Step 5)
- Accounting Period to use for Current Yr Actuals:** July - 2014 (Step 6)
- Prior Year Forecast:** Finance Submission (Step 7)
- Current Year Forecast:** Finance Submission (Step 8)
- Fetch Report** button (Step 9)



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

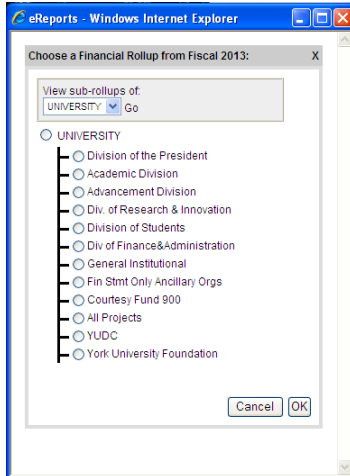
- (1) **Financial Roll-up**-Consolidated report of all cost centres under the selected financial roll-up.
- (2) **Cost Centre**- View report for a single cost centre.


**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.

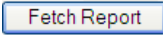
**Step 4:** Choose the Fund code. (i.e. 100, 200, or 300)

**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:** Select the source of the Current Year Forecast.

**Step 9:** Click on . 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.

Report ID: FRB0003  
 Fund: 200 Operating Fund  
 Cost Centre: 111111 Training  
 Cost Centre Status: ACTIVE  
 Start Date: 1/1/1960 End Date: 12/31/2099

**Rolling Budget Details View by Cost Centre - PBA**

\* Current Year Actuals as at July 2013  
 \*\* Prior Year Forecast: Finance Submission  
 \*\*\* Current Year Forecast: Finance Submission  
 Rolling Budget Status: Open

Run-Time: 7/29/2013 4:45:45 PM  
 Manager: Shah, Simta  
 Location: Finance Office - 474  
 Department: FIN-Comptroller

[=> Report Version With Comments <=](#)

Account	Account Description	Prior Year - 2012/2013			Current Year - 2013/2014			Rolling Budget			
		Budget	Actuals	Forecast **	Planned Budget	Actuals *	Forecast ***	2014/2015 (Year 1)	2015/2016 (Year 2)	2016/2017 (Year 3)	2017/2018 (Year 4)
<b>Revenue</b>											
<b>Other Revenue</b>											
030300	ECR Gen Misc Non Taxable Inc	-	5,000	5,000	5,000	-	-	-	-	-	-
<b>Total Other Revenue</b>		-	5,000	5,000	5,000	-	-	-	-	-	-
<b>Central Allocations</b>											
<b>OTO Budget Allocations</b>											
099500	InYear OTO to/fr GI/Com	50,000	30,000	50,000	84,600	-	-	-	-	-	-
099504	InYear OTO Salary to.fr Ctrl	-	(5,294)	-	(5,000)	-	-	-	-	-	-
099520	InYear OTO MITCU fr Ctrl	-	2,658	-	-	-	-	-	-	-	-
099911	InYear OTO to/fr OtherDept	630,000	616,000	630,000	86,000	-	-	-	-	-	-
<b>Total OTO Budget Allocations</b>		680,000	643,364	680,000	165,600	-	-	-	-	-	-
<b>Base Budget Allocations</b>											



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.

**Rolling Budget Details View by Cost Centre - PBA**

\* Current Year Actuals as at July 2013  
 \*\* Prior Year Forecast: Finance Submission  
 \*\*\* Current Year Forecast: Finance Submission  
 Rolling Budget Status: Open

Run-Tim  
 Manager  
 Location  
 Departm

[=> Report Version With Comments <=](#)



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**

The screenshot shows the 'Rolling Budget View - VPA' interface. On the right, a 'Report Years' box displays 'Current/Budget Year: 2013/2014' and 'Prior Year: 2012/2013'. The main form contains several fields with red arrows pointing to callout boxes labeled 'Step 1' through 'Step 8':

- View Rolling Budget By:** Set to 'Cost Centre' (Step 1)
- Detail Level:** Set to 'Details' (Step 2)
- Financial Rollup:** A greyed-out field (Step 3 for FRU)
- Cost Centre:** An empty text field (Step 3 for CC)
- Fund:** Set to '200' (Step 4)
- Budget Fiscal Year:** Set to '2014' (Step 5)
- Accounting Period to use for Current Yr Actuals:** Set to 'N/A' (Step 6)
- Prior Year Forecast:** Set to 'Finance Submission' (Step 7)
- Fetch Report** button (Step 8)

**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.

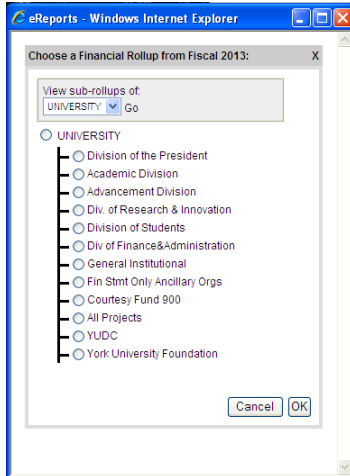
**Step 2:** Choose to view by:


- (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.

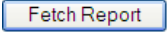
**Step 3 for cc (View by cost centre):** Enter the cost centre number.

**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 . 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.

VPA&P Rolling Budget Details View by Cost Centre


Report ID: FRB0001  
 Fund: 200 Operating Fund  
 Cost Centre: 111111 Training  
 Cost Centre Status: ACTIVE  
 Start Date: 1/1/1960 End Date: 12/31/2099

\* Current Year Actuals N/A  
 \*\* Prior Year Forecast: Finance Submission  
 Rolling Budget Status: Finalized

Run-Time: 2/21/2013 2:54:43 PM  
 Manager: Shah.Smita  
 Location: Finance Office - 474  
 Department:FIN-Comptroller

[=> Report Version With Comments <=<](#)

Account	Account Description	Prior Year - 2012/2013			Current Year - 2013/2014			Forecast to Budget Variance %		Rolling Budget		
		Budget	Actuals	Forecast **	Planned Budget	Actuals *	Forecast 6 months (Divisional Submission 1)	Forecast Year End (Divisional Submission 2)	6 months	Year End	2014/2015 (Year 1)	2015/2016 (Year 2)
<b>Revenues</b>												
<b>1 Base Revenue</b>												
<b>1.1 Initial Cutable Base Alloc</b>												
099010	Initial CutBase fr 20 to Com	2,335,967	2,335,967	2,335,967	2,335,967	-	2,335,967	2,335,967	0%	0%	3,503,951	5,255,926
<b>Initial Cutable Base Alloc Total</b>		<b>2,335,967</b>	<b>2,335,967</b>	<b>2,335,967</b>	<b>2,335,967</b>	<b>-</b>	<b>2,335,967</b>	<b>2,335,967</b>	<b>0%</b>	<b>0%</b>	<b>3,503,951</b>	<b>5,255,926</b>
<b>1.7 Base Budget Cut</b>												
099101	Base Cut	(75,919)	(75,919)	(75,919)	(75,919)	-	(75,919)	(75,919)	0%	0%	(113,879)	(170,818)
<b>Base Budget Cut Total</b>		<b>(75,919)</b>	<b>(75,919)</b>	<b>(75,919)</b>	<b>(75,919)</b>	<b>-</b>	<b>(75,919)</b>	<b>(75,919)</b>	<b>0%</b>	<b>0%</b>	<b>(113,879)</b>	<b>(170,818)</b>
<b>Total Base Revenue</b>		<b>2,260,048</b>	<b>2,260,048</b>	<b>2,260,048</b>	<b>2,260,048</b>	<b>-</b>	<b>2,260,048</b>	<b>2,260,048</b>	<b>0%</b>	<b>0%</b>	<b>3,390,072</b>	<b>5,085,108</b>
<b>2 OTO and XTO Revenue</b>												
<b>2.4 OTO Other Budget Adjustments</b>												
099500	InYear OTO to/fr GI/Com	50,000	10,000	50,000	10,000	-	10,000	10,000	0%	0%	15,000	22,500
099911	InYear OTO to/fr OtherDept	630,000	596,000	630,000	596,000	-	596,000	596,000	0%	0%	879,000	1,318,500
<b>OTO Other Budget Adjustments Total</b>		<b>680,000</b>	<b>596,000</b>	<b>680,000</b>	<b>596,000</b>	<b>-</b>	<b>596,000</b>	<b>596,000</b>	<b>0%</b>	<b>0%</b>	<b>894,000</b>	<b>1,341,000</b>
<b>Total OTO and XTO Revenue</b>		<b>680,000</b>	<b>596,000</b>	<b>680,000</b>	<b>596,000</b>	<b>-</b>	<b>596,000</b>	<b>596,000</b>	<b>0%</b>	<b>0%</b>	<b>894,000</b>	<b>1,341,000</b>
<b>Total Revenues</b>		<b>2,940,048</b>	<b>2,856,048</b>	<b>2,940,048</b>	<b>2,856,048</b>	<b>-</b>	<b>2,856,048</b>	<b>2,856,048</b>	<b>0%</b>	<b>0%</b>	<b>4,284,072</b>	<b>6,426,108</b>


 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.

VPA&P Rolling Budget Details View by Cost Centre

\* Current Year Actuals N/A  
 \*\* Prior Year Forecast: Finance Submission  
 Rolling Budget Status: Finalized

Run-Time: 2/21/2013 2:54:43 PM  
 Manager: Shah.Smita  
 Location: Finance Office - 474  
 Department:FIN-Comptroller

[=> Report Version With Comments <=<](#)

 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

The screenshot shows the 'Rolling Budget Status' form with the following fields and callouts:

- Step 1:** Budget Fiscal Year: 2014
- Step 2(a) for FRU:** Search Status Report by: Cost Centre
- Step 2(b) for CC:** Financial Rollup: (empty)
- Step 3:** Cost Centre: (empty)
- Step 4:** Fund: All Funds
- Step 5:** Status: All Statuses
- Fetch Report:** (button)

**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 .



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.

<b>Rolling Budget Status</b>						
Budget Status: All Statuses						
Report ID:	FRB0002					
Fund(s):	All Funds					
Financial Rollup:	N/A					
Cost Centre(s):	111111					
Div of Finance&Administration > Finance Department > Office of Budgets and Planning						
Department:	25750 - FIN-Comptroller					
Fund	Cost Centre	Status	Manager / Location	Budget Status	Last Operator ID	Date Last Updated
200	111111 - Training Feb14	Active	Abaca,Victoria / Finance Office - 4747 Keele St	Finalized	NATSAM	02/19/2013

## Step 3 & 4- Finalize/Approve Rolling Budget (PeopleSoft)

YORK>Forecast & Budget>**Rolling Budget Administration**

Menu

Search: [ ]

YORK

Forecast & Budget

- Budget Administration
- Budget Import
- Forecast Administration
- Forecast Import
- Rolling Budget Administration**

Reporting Tools

PeopleTools

Rolling Budget Administration

SetID: YORK

Budget Period: 2014

Fund Code: [ ]

Cost Centres:

- CostCentre CC Value: [ ]
- Range of Cost Centres
- Financial Rollup

Long Description: [ ]

Re-Open Reset Approve [Finalize](#)

Save Notify

Step 1

Step 2

Step 3

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

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

### 1. Cost Centre

Cost Centres:

- CostCentre CC Value: 111111
- Range of Cost Centres
- Financial Rollup

(a)

(b)

(a) Select **CostCentre**



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

(b) Enter/Select the cost centre number.

## 2. Range of Cost centres

Cost Centres:

CostCentre From: 100000 (b)

Range of Cost Centres To: 200000 (c)

Financial Rollup (a)

(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

Cost Centres:

CostCentre

Range of Cost Centres (a)

Financial Rollup (b)

[Select Financial Rollup](#)

(a) Select **Financial Rollup**

(b) Click on [Select Financial Rollup](#)

(c) Click on [Find](#)

SetID: YORK Effective Date: 05/01/2012

Tree Name: PBA

[Collapse All](#) | [Expand All](#) | [Find](#) | First Page | 14 of False | Last Page

**UNIVERSITY - UNIVERSITY** (c)

- [-] PRESIDENT DIV - Division of the President
- [-] ACADEMIC DIVISION - Academic Division
- [-] ADVANCEMENT DIVISION - Advancement Division
- [-] RESEARCH\_INNOVATION - Div. of Research & Innovation
- [-] DIVISION OF STUDENTS - Division of Students
- [-] FINANCE & ADMIN. DIV - Div of Finance&Administration
- [-] PROVISIONS & RESERVE - General Institutional
- [-] FS ONLY ANCILLARY - Fin Stmt Only Ancillary Orgs
- [-] COURTESY - Courtesy Fund 900
- [-] PROJECTS - All Projects
- [-] YUDC - YUDC
- [-] YUF - York University Foundation
- [-] INACTIVE NODES - Inactive Nodes

(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:

OR

Find Detail Value

Cost Centre:

Description:


Case Sensitive Search

Exact Matching

Find

Close

(e) Click on

(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.

SetID: YORK Effective Date: 05/01/2012

Tree Name: PBA

UNIVERSITY > FINANCE & ADMIN\_DIV > AVP FIN & CFO

[Collapse All](#) | [Expand All](#) | [Find Next](#) | [First Page](#) | [21 of False](#) | [Last Page](#)

- AVP FIN & CFO - Finance Department
  - BUDGETS & PLANNING - Office of Budgets and Planning
  - AVP FIN AND CFO - Office of AVP Fin and Admin
  - COMPTROLLERS OFFICE - Comptroller's Office
  - ISO - ISO
  - PENSION OFFICE - Pension Office
  - PURCHASING - Purchasing
  - TREASURY - Treasury
  - FIN INACTIVE ORGS - Finance Inactive Orgs
  - AVP HR&ER - Dept of Human Resources
  - FACILITIES - Facilities Services
  - INTERNAL AUDIT - Internal Audit
  - SECURITY SERVICES - Security Services
  - DOHS - Dept. Occup. Health & Safety
  - PROVISIONS & RESERVE - General Institutional
  - FS ONLY ANCILLARY - Fin Stmt Only Ancillary Orgs
  - COURTESY - Courtesy Fund 900
  - PROJECTS - All Projects
  - YUDC - YUDC
  - YUF - York University Foundation
  - INACTIVE NODES - Inactive Nodes

[Collapse All](#) | [Expand All](#) | [Find Next](#) | [First Page](#) | [21 of False](#) | [Last Page](#)

**Step 3:** Click on [Finalize](#)

Menu

Search:

York

- Forecast & Budget
  - Budget Administration
  - Budget Import
  - Forecast Administration
  - Forecast Import
- Rolling Budget Administration**
- Reporting Tools
- PeopleTools

Rolling Budget Administration

SetID: YORK

Budget Period: 2014

Fund Code: 200

Cost Centres:

CostCentre

Range of Values

Financial Rollup FINANCE [Select Financial Rollup](#)

Long Description:

Re-Open Reset Approve [Finalize](#)

Save Notify

**Step 3**

**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.

Do you wish to continue?

[Yes](#) [No](#)



**Step 4**




## 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:

<b>Reset</b>	<b>Reopen</b>
<p>1. Erase previous data entries</p> <p> Tip: Request to <u>reset</u> 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.</p>	<p>1. Will <u>not</u> erase previous data entries</p> <p> Tip: Request to <u>reopen</u> if you've accidentally finalized/approved your rolling budget.</p>

 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.

### Contact information:

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2. Smita Shah, Manager of Financial Systems & Analysis

Tel: 416-736-2100 ext. 44701

E-mail: [shahs@yorku.ca](mailto:shahs@yorku.ca)

3. Natacha Sam, Intermediate Financial Analyst

Tel: 416-736-2100 ext. 40583

E-mail: [natsam@yorku.ca](mailto:natsam@yorku.ca)