2025-26 BUDGET CALL
Training Manual

Budgets and Asset Management

October 2024

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INTRODUCTION

This manual is intended to provide planners and administrators with a detailed Training Manual for the 2025-26 Budget Call process, including screen shots that guide you through the submission of your budget.

BUDGET PROCESS SUMMMARY

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.

<div align="center"><u>OR</u></div>

(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

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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 the submission of the rolling budgets

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

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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 **Finance** → **Forecast & Budget Call**

Reports

Forecast & Budget Call

- » Budget Entry Spreadsheet
- » Budget Status
- » Budget View
- » Budget to Actual Payroll Reconciliation
- » Forecast Entry Spreadsheet
- » Forecast Status
- » Forecast View
- » Forecast View - VPA
- » Multipurpose Forecast / Budget / Rolling Budget Spreadsheet
- » Position Budget Entry
- » Rolling Budget Status
- » Rolling Budget View - PBA
- » Rolling Budget View - VPA
- » SHARP Salary Planning Report

1. Used to download the budgets through this template. Planner should budget at one cost centre at a time

2. Used to view budget call status whether Open, Finalized, Approved or Closed.

3. Used to view current budgets in pdf file

4. These 4 are all Forecasting reports managed by Financial Reporting Office

5. Two reports used to reconcile in-year reconciliation of salary budget

6. Reports which include Forecast, Current Budgets and Rolling Budgets in excel file format

7. Used to view rolling budget call status whether Open, Finalized, Approved or Closed.

8. Used to view rolling budget call reports in pdf file either per PBA or VPA format.

9. Tool to assist planner in salary budgeting; this report is in excel file. This year, CPM new framework is included.

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 require to upload budgets via the Budget Call functionality.

Go to   York → Forecast & Budget

Menu > York

Forecast & Budget

≡ Budget Administration (Year 1)

≡ Budget Administration(Rolling)

≡ Budget Import

≡ Budget Journals Load

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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.

Budget Entry Spreadsheet	X
Budget Fiscal Year: 2023	
Budget By: Cost Centre	1. Select the criteria on how you want to submit your budgets, whether cost centre or ATL level
Cost Centre:	2. Enter the cost centre number
Fund: 200	3. Enter the fund code
Activity:	
Time:	4. If ATL is selected, these 3-boxes will be writeable
Location:	
Accounting Period to use for Actuals (uses prior year to Budget Period): July 2021	5. Select the accounting period
Forecast Entry Information to populate from: Finance Submission	6. Select the forecast data you want to view
Fetch Report	7. After completing the required criteria, then click fetch report.

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.

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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, 2024-25 Budget Entry, Comments and other additional information that can aid you in developing your budgets
    (b) 2024-25 Base Allocation Amounts are used to identify the initial base (if any) that should be entered in your 2024-25 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 2025-26 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 in with your budget information.

>> **Tip #2**: Columns F to O contain information from various sources (such as the 2023-24 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.

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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 BIDGET 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

Menu › York

Forecast & Budget

≡ Budget Administration (Year 1)

≡ Budget Administration(Rolling)

≡ Budget Import

≡ Budget Journals Load

2. From the **Budget Import** module, click on **Search**

Budget Import

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with [   ]
☐ Case Sensitive

[Search]   Advanced 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.

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3. Select the Run Control ID BUDGET_IMPORT

Search Results

View All First ◀ 1 of 1 ▶ Last	
Run Control ID	**Language Code**
BUDGET_IMPORT	English

4. Import your budget file through the following steps:

Budget Import

Run Control ID BUDGET_IMPORT		Report Manager Process Monitor	Run

Process Request Parameters

Attached File:	232400.xlsx	✏ 🗑 ▣
Character Set:	ISO_8859-1	

💾 Save   🔄 Return to Search   📧 Notify   ➕ Add   📄 Update/Display

Budget Import

Run Control ID BUDGET_IMPORT   Report Manager Process Monitor   Run

1. Delete existing attachment, if any

Process Request Parameters

Attached File: 232400_A.xls   5. Click "Process Monitor" to view status of the process

File Attachment ✖

Help

2. Click the clip to attach file to import

4. Click "Run"; another box will be viewed, then click "OK"

Browse... No file selected.
Upload Cancel   List ↓Next in List 📧Notify   📄Add 📄Update/Display

3. Click "Browse" then "Upload"

      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.

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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 <u>Details</u>
b) Click on <u>View Log/Trace</u>
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 <u>Details</u>

2. Click on <u>View Log/Trace</u>

3. Click on <u>YBU_JRNL_XLS_XXXXXX.LOG</u> to view the error message

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File List

Name	File Size (bytes)	Datetime Created	
AE_YBU_JRNL_XLS_309860.stdout	399	01/17/201X	1:24:15.000000PM EST
YBU_JRNL_XLS_309860.LOG	465	01/17/201X	1:24:15.000000PM EST

Distribute To

Distribution ID Type	'Distribution ID
User	ABACAV

Details of Success or No Success reports

```
Budget Import
Date: 201X-01-17          →    Date and time the budget was uploaded
Time: 13.24.00.000000

Processing file: 232400.XLS
Process Instance: 309860   →    Shows the budget filename and UserID
User: ABACAV

Active Number of Rows: 59

Set ID: YORK
Fiscal Year: 201X
Fund Code: 200
Cost Centre: 232400        →    Displays your chosen selections from the Budget Entry
Activity Code:                  and Import process
Time Code:
Location Code:
Budget Level: Cost Centre Level

The number of rows imported 10
                           →    Success reports when budgets are uploaded
Process completed successfully.
The number of benefit rows calculated:0
```

a)   Error message sample:

```
Duplicate account entered: 099500

Error Budget Line=115: SETID=YORK, FISCAL_YEAR: 201X, BUDGET_PERIOD= 201X FUND=200, COST CE

Process failed - all work rolled back.
                                    →    Displays the error reports when budgets
                                         are uploaded unsuccessfully.
```

> ≫ **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.

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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.

Step 1: Download the Budget Mass Upload template from the BAM website.

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.

PROTECTED VIEW   Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.   Enable Editing

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.

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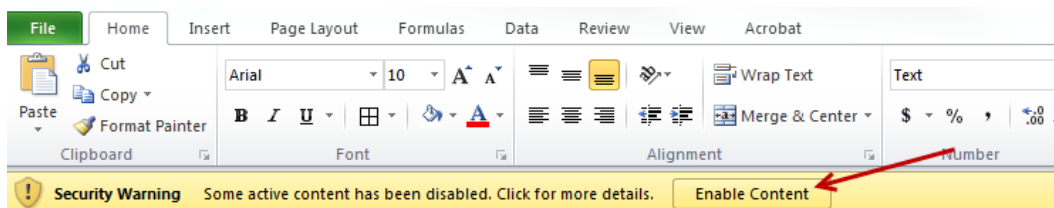
Step 3: Click on the ⌐Data Input⌐ tab; this will take you to the spreadsheet where you will enter your multiple budgets.

SetID	Fiscal Year	Budget Detail Level Desc	Fund Code	Cost Centre	Activity	Time	Location	Account	Monetary Amount	Long Description
Record Type 000	Record Type 000	Record Type 000	Record Type 000	Record Type 000	Record Type 000	Record Type 000	Record Type 000	Record Type 000	Record Type 000	Record Type 000
YORK	2022	CC	200	232400				099010	1500000	base from central
YORK	2022	CC	200	232400				099500	156200	
YORK	2022	CC	200	232400				099511	-5000	
YORK	2022	CC	200	232400				099311	254000	
YORK	2022	CC	200	232400				140000	500000	
YORK	2022	CC	200	232400				140100	200000	
YORK	2022	ATL	200	231000	720015			099010	35000	
YORK	2022	ATL	200	231000	720015			099500	25000	
YORK	2022	ATL	200	231000				140100	100000	
(a)	(b)	(c)	(d)	(e)		(f)		(g)	(h)	(i)

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**
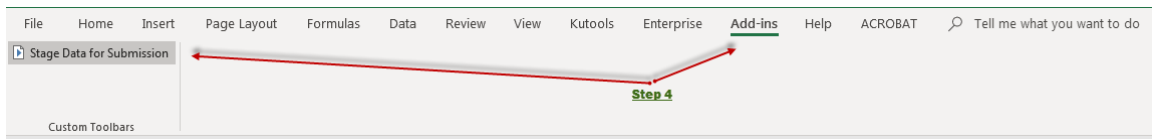 i) **Long Description:** Comments can be up to 1000 characters including spaces

✱ 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.

| File | Home | Insert | Page Layout | Formulas | Data | Review | View | Kutools | Enterprise | **Add-ins** | Help | ACROBAT | ⌕ Tell me what you want to do |

▶ Stage Data for Submission

Custom Toolbars

Step 4

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

⊟ Post Results   ▤ Submit Data

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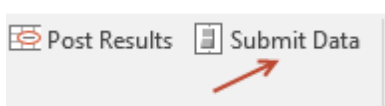
5.1 Log in to PeopleSoft, click ▭ OK ▭

Passport York Login

Passport **YORK**

Passport York authenticates you as a member of the York community and gives you access to a wide range of computing resources and services.

Username: | abacav
Password: | ●●●●●●●●●●

Login

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
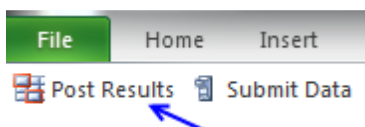
- All the lines with the status **OK** have been successfully posted. (Lines can be viewed in real-time on the Budget View eReport)
- All the lines with status **Error** failed and have not been posted.
- Mouse over the status **Error** for each error line will show you the error message.

Status	Line No	Record Type	SetID	Fiscal Year	Budget Detail Level Desc	Fund Code	Cost Centre	Activity	Time	Location	Account	Monetary Amou
OK	5	000	YORK	2022	CC	200	232400				099010	500000
OK	6	000	YORK	2022	CC	200	232400				099500	-100000
OK	7	000	YORK	2022	CC	200	232400				099105	50000
OK	8	000	YORK	2022	CC	200	232400				440000	400000
Error	9	Errors:										
STOP		#1 – The Cost Centre 23240 is not a valid CC/Fund combination with Fund 200										
		#2 – Error saving Component Interface. {Y_KK_BUDSTG_CI} (91,37)										
		#3 – Error saving Component Interface. {Y_KK_BUDSTG_CI}										

» **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.

| File | Home | Insert |

⊞ Post Results 🗐 Submit Data

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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.

Wrong fiscal year

Error	YORK	2018	ATL	200
Error	Y	Errors:		
Error	Y	#1 – Invalid Fiscal Year: 2017		
Error	Y	#2 – Error saving Component Interface. {Y_KK_BUDSTG_CI} (91,37)		
Error	Y	#3 – Error saving Component Interface. {Y_KK_BUDSTG_CI}		

Wrong fund

Error	YORK	2017	CC	200	50
Error	Y	Errors:			
Error	Y	#1 – The Cost Centre 232400 is not a valid CC/Fund combination with Fund 100			
OK	Y	#2 – Error saving Component Interface. {Y_KK_BUDSTG_CI} (91,37)			
		#3 – Error saving Component Interface. {Y_KK_BUDSTG_CI}			

Wrong cost centre

Error	YORK	FINAN	LIFE	MAIN
Error	Y	Errors:		
OK	Y	#1 – The Cost Centre 23240 is not a valid CC/Fund combination with Fund 200		
Error	Y	#2 – Error saving Component Interface. {Y_KK_BUDSTG_CI} (91,37)		
		#3 – Error saving Component Interface. {Y_KK_BUDSTG_CI}		

Wrong account

OK	Y		
Error	Y	Errors:	
Error	C	#1 – Invalid Account: 09951	
OK	Y	#2 – Error saving Component Interface. {Y_KK_BUDSTG_CI} (91,37)	
OK	Y	#3 – Error saving Component Interface. {Y_KK_BUDSTG_CI}	

Wrong budget level (cost centre vs. ATL)

Status		Errors:
Error	Y	#1 – Budget exists for Detail Level CC Set ID – YORK Fiscal Year = 2018 Fund = 200 Cost Centre = 232400
Error	Y	#2 – Error saving Component Interface. Y_KK_BUDSTG_CI} (91,37)
Error	Y	#3 – Error saving Component Interface. Y_KK_BUDSTG_CI}

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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 [Y= 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.

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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

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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.

- ☐ UNIVERSITY
  - ☐ Division of the President
  - ☐ Academic Division
  - ☐ Advancement Division
  - ☐ Div. of Research & Innovation
  - ☐ Div of Finance&Administration
  - ☐ Div. of Equity, People&Culture
  - ☐ Markham
  - ☐ General Institutional
  - ☐ Courtesy Fund 900
  - ☐ YUDC
  - ☐ York University Foundation

>> **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

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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.

Fund	Cost Centre		Status	Manager	Activity	Time	Location	Level	Budget Status	Budget Revenue less Expenses	Prior Year Carryforward	Next Year Carryforward	Date Last Updated	Last Operator
200	123456	Office of Medicine	Active	Doe.John				Cost Centre	Open	(50,100)	144,192	94,092	10/14/2020	ABACAV

Fund	Cost Centre		Status	Manager	Activity	Time	Location	Level	Budget Status	Budget Revenue less Expenses	Prior Year Carryforward	Next Year Carryforward	Date Last Updated	Last Operator
200	123457	Faculty of Pharmacy	Active	Doe.John				Unselected	Open	-	1,929,351	1,929,351	06/16/2020	ABACAV

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Budget Status Definition

BUDGET STATUS	DEFINITIONS
Open at an Unselected Level	• This Cost Centre does not contain any budget information • Option to choose between ATL and Cost Centre available
Open at a Cost Centre Level	• Budget entries exist • Can only budget at Cost Centre Level
Open at an Activity, Time, Location Level	• Budget entries exist • Can only budget at ATL Level
Finalized at a Cost Centre Level	• Cannot enter any budget entries because budget cells are now locked • Budget entries exist at the Cost Centre Level
Finalized at an Activity, Time, Location Level	• Cannot enter any budget entries because budget cells are now locked • Budget entries exist at the Activity, Time, Location level
Approved at a Cost Centre Level	• Cannot enter any budget entries because budget cells are now locked • Budget entries exist at the Cost Centre Level
Approved at an Activity, Time, Location Level	• Cannot enter any budget entries as it has been approved and cells are now locked. • Budget entries exist at the Activity, Time, Location level
Posted at a Cost Centre Level	• Cannot enter any budget entries as budget has been posted in the financial system • Budget entries exist at the Cost Centre Level
Posted at an Activity, Time, Location Level	• Cannot enter any budget entries as budget has been posted in the financial system • Budget entries exist at the Activity, Time, Location Level

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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

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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

Cost Centres:

○ CostCentre	From: 200000 🔍	
◉ Range of Cost Centres	To: 204999 🔍	(b & c)
○ Financial Rollup	(a)	

Financial Rollup
- a) Select **Financial Rollup**
- b) Click on Select Financial Rollup

Cost Centres:

○ CostCentre		(b)
○ Range of Cost Centres	(a)	
◉ Financial Rollup		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
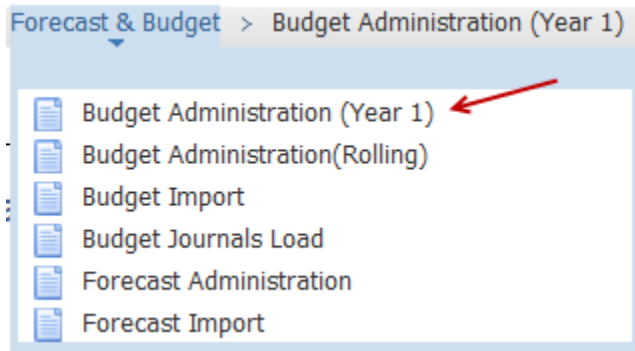
Step 3: Click on Finalize .

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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.

Forecast & Budget > Budget Administration (Year 1)

- Budget Administration (Year 1)
- Budget Administration(Rolling)
- Budget Import
- Budget Journals Load
- Forecast Administration
- Forecast Import

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

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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.

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

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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 Fetch Report .

CONTACT INFORMATION

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

NAME	INFORMATION
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