NDSU | BUDGET OFFICE
DIVISION OF FINANCE AND ADMINISTRATION

North Dakota State University

Budgeting Module Departmental User Manual

PeopleSoft Budgeting Module

Updated April 2024

Budgeting Module

<u>Departmental Operating Budget Entry for Non-Appropriated Funds</u>

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HE FIN (Higher Education Finance) Budgeting

The budgeting application is used to facilitate the annual budget process for all NDUS entities. It is accessed through HCM; once access has been granted, most users will use their existing PeopleSoft User ID and password to prepare budgets. Depending upon the security and access you may already have in HCM, you may have received a second sign-on and password to be used for accessing the budgeting module.

HE FIN Department Budget Entry

Department Budget Proposals

Decentralized departmental users will have access to the HE FIN Dept Budget Entry page. During the Annual Budget Process, this page will allow the department to update the proposed budget amounts and submit the proposed budget to the Budget Office for approval.

Navigation: NavBar ⊘ > Menu > ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry
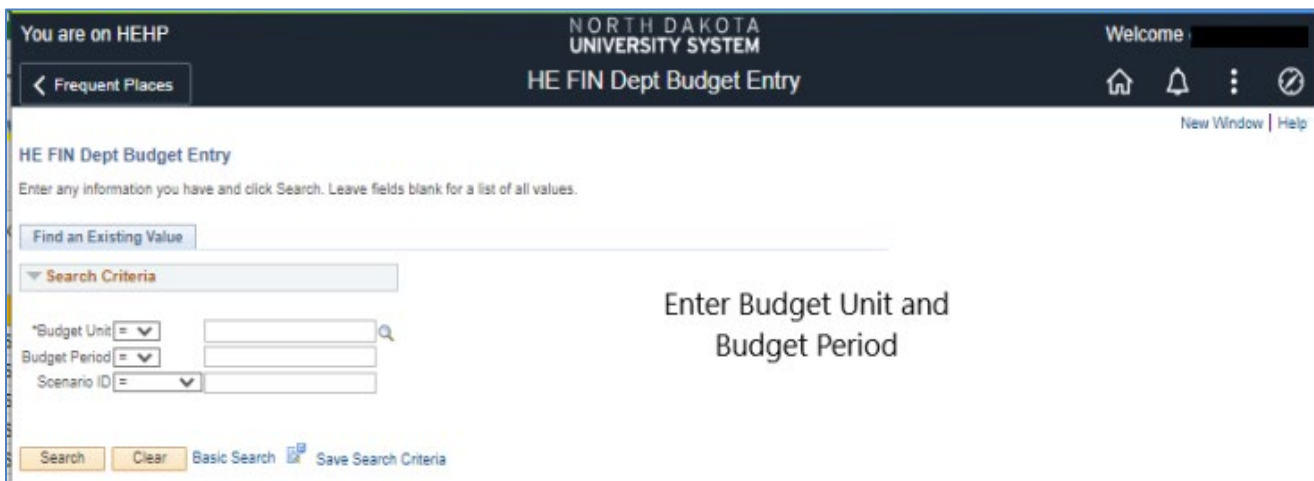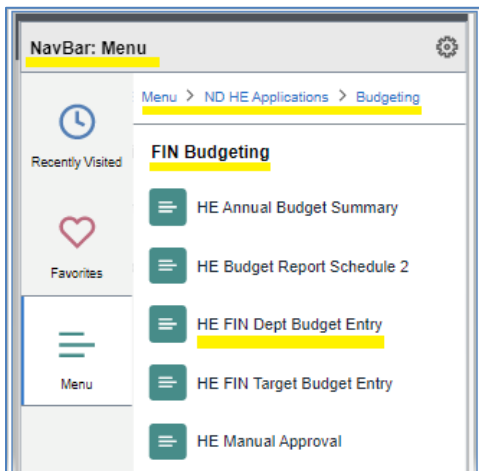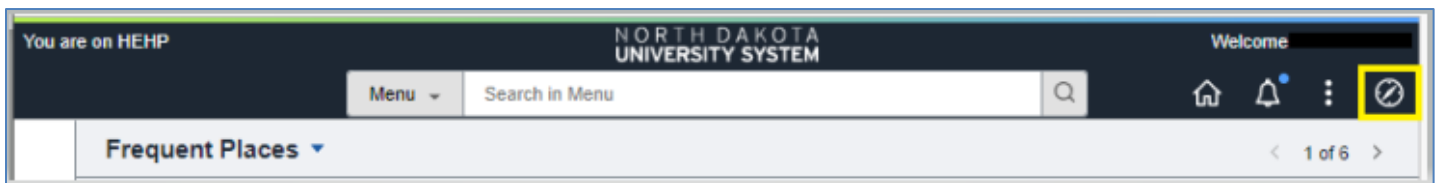
Enter **Budget Unit** and **Budget Period** (the next fiscal year), then select the Search button. For NDSU Departmental Entry, use Budget Unit **235**.

All of the Budget Units under Business Unit NDSU1 are:

235	North Dakota State University
244	North Dakota Forest Service
627	Transportation Institute
630	NDSU Extension Service
638	Northern Crops Institute
640	Main Research Center
641	Dickinson Research Center
642	Central Grassland Research Ctr
643	Hettinger Research Center
644	Langdon Research Center
645	North Central Research Center
646	Williston Research Center
647	Carrington Research Center
649	Agronomy Seed Farm

HE FIN Department Budget Entry
Users can filter the search results using different options. Leaving a field blank retrieves all budget rows with values for that field that fit other search criteria.

Dept ID From and To- Filters the search results to a specific department or range of departments. Security will restrict the selection to departments to which users have security to view. Please contact the Budget Office if additional department selections are needed.

Funds From and To- Filters the search results to a specific fund or range of funds.

Project- Filters the search results to the specified project id. (The budgeting module will not be used for grants.)

Account- Filters the search results to the specified budget account.

Ledger Group- This fields narrows the search results by ledger group. Examples of ledger groups are: CASHR – Cash Revenue Ledger Group; CSHDTL – Cash Detail Ledger Group. Note that you may be able to view results for other fund types, but only CASHR, CSHDTL, and some PROJREV and PRJDTL funds will be editable.

Salaries- Displays salary account codes, 511000-515000, 517000 and 518000. The salary fields will not be editable by departmental users. *You will have the ability to add a row for Overtime 514000, and Other Taxable Compensation 518000, which you will be able to edit*, but all other salary budgets will be populated as a result of the payroll exercise. As salary information is completed via the payroll exercise, the Budget Office will periodically update the amounts that you will then be able to see on your FIN Dept Entry Screen.

Fringe Benefits- Displays the fringe benefit account code, 516000.

Operating- Displays operating budget account codes, 520000-661000.

Equipment/Other- Displays equipment/other account codes, 670000-730002.

Revenue- Displays revenue account codes, 400000-499999.

Hide Zero Dollar Budget Rows- Hides the zero dollar budget rows in the search results. *NDSU departmental users should not normally select this item* as all chartfields that show up in a search result should be considered for budgeting purposes.

New Updated Rows (Highlighted) - Displays Budget rows with updates from the Budget Office. This selection can be run periodically and should be run shortly before submitting the local fund budget requests to see if there are any new chartfields showing up that should be considered for budgeting.

Zero Dollar Budget Rows- Displays only the rows that have a $0 for both the Base Budget Amt and the Target Amt. *NDSU departmental users should not normally select this item*.

Display Department Reconciliation Grid - Checking this box displays the total revenue and expense proposed budgets for the fund and department in the search criteria (if either the department or fund fields are left blank they act as wildcards); no other criteria in the search box is used in determining the grid results. The totals are updated when the page is saved. Unchecking the box will improve the search processing time, so we recommend not checking the box unless your search criteria will return a small result, or if you would like to add comments. The comment boxes in the reconciliation grid may be used to explain various items related to a given fund, such as material changes to planned activity, etc.

Click **Search** to view the results matching the criteria or **Clear** to clear the search criteria.

After a search has been submitted, two more buttons show up within the criteria box:

Not Budget All – Clicking this button checks the Not Budgeted checkbox for all rows in the search results; budget will not be created for these rows.

Budget All – Clicking this button removes the Not Budgeted checkbox for all rows in the search results.

The **Ledger Group, Account, Fund, Dept ID**, **Project**, and budget fields display in the search results.

 : Lookup to view the chartfield descriptions.

 : Indicates if a chartfield is inactive; contact the Budget Office for assistance.

Base Budget Amt- The current year budget amounts flagged as permanent budget. Temporary amounts are not reflected in the Base Budget Amt.

Target Amt- The amount available for departmental budgeting from the Budget Office. For Local funds at NDSU, Target and Proposed dollar amounts are generally carried forward from the Base Budget column, and departments/divisions are expected to adjust the budgets for the next year (via the **Proposed Amt** column, below) based upon the activity which is anticipated to take place in a given local fund. Payroll account targets will be populated once the payroll exercise is completed.

Proposed Amt -This is the amount the department is requesting be set up as budget for a specific chartfield combination. This amount will be submitted to the Budget Office for review and approval. The

Proposed Amt defaults to what is in the Target Amt column, but users can adjust this amount by utilizing the **Calc Chng Amt** or **Change Amt** columns. A percentage change can also be entered into the Change Pct field, but will only work if the Target Amt is not 0.00.

Calc Chng Amt – An amount entered into this field will populate the Proposed Amt column, and will cause an amount to be calculated and displayed in the Change Amt column.

Change Amt- Displays the amount difference in the Target Amt and the Proposed Amt. This field can be overridden or entered manually. An amount entered into this field will change the amount shown in the Proposed Amt column.

Change Pct- Displays the percent difference in the Target Amt and the Proposed Amt. This field can be overridden or entered manually. On rows with $0 Targets, this field will not calculate, nor should it be entered manually.

Not Budgeted- Indicates a chartfield combination will not be budgeted. If the Proposed Amt field has a dollar amount, it will be zeroed out when this box is selected.

> Note: If the existing row has a 0.00 Proposed Amount and Not Budgeted is **NOT** selected, a 0.00 budget row will be created for the chartfield combination.

> In the sample below, even though both rows have $0 in the **Proposed Amt** column, the results will be different. Chartfield 462000-18275-5000 will be opened with a $0 budget, whereas 462000-18391-5000 will not create a budget at all, because the 'Not Budgeted' checkbox is selected.

*Account	Fund	Dept ID	Project		Base Budget Amt	Target Amt	Proposed Amt	Calc Chng Amt	Change Amt	Change Pct	Not Budgeted
462000	18275	5000		🔍	0.00	0.00	0.00				☐
462000	18391	5000		🔍	0.00	0.00	0.00				☑

Comments - Comments may be entered as desired, and are required when adding a row. However, this comment field is rather limited; if more comment space is desired, please utilize the comment boxes in the reconciliation grid area. If the line comment box is too small, it would be helpful to enter '**see comments below'**; this would direct a reviewer to look for related comments in the reconciliation grid area. We encourage use of the reconciliation grid comments boxes to explain any budget items that may result in questions during the Budget Office review.

HE FIN Dept Budget Entry Steps

Procedure

The following tutorial will demonstrate the steps necessary to review/update the Department (proposed) budget.

Navigation: NavBar ⊘ > Menu >ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

Search Screen Results:

Once you have done a search and have a results screen, you may wish to personalize your screen to move the **Request Number**, **Reason Code**, and **Description** columns to the end of the display, or even hide them completely. NDSU is not currently utilizing those fields. You will likely need to utilize the scroll bar at the bottom of your screen to see these fields.

Proposed Amt	Calc Chng Amt	Change Amt	Change Pct	Not Budgeted	Adjustment Type	Submitted	Comment	Request Number	Reason Code	Description
0.00				☐	Permanent Budget	☐			A	Annual Budget Adjustment
0.00				☐	Permanent Budget	☐			A	Annual Budget Adjustment
1,480,000.00				☐	Permanent Budget	☐			A	Annual Budget Adjustment
20,000.00				☐	Permanent Budget	☐			A	Annual Budget Adjustment
0.00				☐	Permanent Budget	☐			A	Annual Budget Adjustment

Note that depending upon the size of your search results, not all of the rows will be presented on the first screen. Scroll over to the right and you will have options to arrow over to the next screen(s) or view all, though results over 100 rows will require more than one screen.

Proposed Amt	Calc Chng Amt	Change Amt	Change Pct	Not Budgeted	Adjustment Type	Submitted	Comment	Request Number	Reason Code	Description
0.00				☐	Permanent Budget	☐			A	Annual Budget Adjustment
0.00				☐	Permanent Budget	☐			A	Annual Budget Adjustment
1,480,000.00				☐	Permanent Budget	☐			A	Annual Budget Adjustment

FIN Dept Budget Entry

Budget Unit: 235   Budget Period: 2019

Dept ID's From 4500 🔍   To [   ] 🔍   Funds From 19282 🔍 To [   ] 🔍   Project [   ] 🔍

Account [   ] 🔍   Ledger Group [   ] 🔍   ☐ Salaries ☐ Fringe Benefits ☐ Operating ☐ Equipment/Other ☐ Revenue

☐ Hide Zero Dollar Budget Rows   ☐ New Updated Rows (Highlighted)   ☐ Zero Dollar Budget Rows

[Search]   [Clear]   [Not Budget All]   [Budget All]

This column represents the budget amounts you are requesting for the next fiscal year.

[Reset Proposed]   [Submit Proposed Budget]

		Ledger Group	SeqNo	*Account	Fund	Dept ID	Project		Base Budget Amt	Target Amt	Proposed Amt	Calc Chng Amt	Change Amt
➕	➖	CASHR	0	462000	19282	4500		🔍	29,000.00	29,000.00	26,000.00		-3,000.00
➕	➖	CASHR	0	479000	19282	4500		🔍	1,000.00	1,000.00	1,000.00		
➕	➖	CASHR	0	490000	19282	4500		🔍	0.00	0.00	0.00		
➕	➖	CSHDTL	0	535000	19282	4500		🔍	15,000.00	15,000.00	16,500.00		1,500.00

Step	Action
1.	Enter the desired search criteria. Click the **Search** button. [Search]
2.	Click in the **Calc Change Amt** OR in the **Change Amt** field and make the desired adjustments. Clicking the **Reset Proposed** button will clear any values entered in the **Calc Change Amt, Change Amt, and Change Pct** fields and recalculate the **Proposed Amt** field. Use **Reset Proposed** with <u>caution</u>, as it will reset all rows that were returned based upon your search criteria.
3.	Click the **Save** button to save the changes and submit the **Proposed** budget at a later time.
4.	**End of Procedure.**

HE FIN Add a New Budget Row

Procedure
The following tutorial will demonstrate the steps necessary to add a new row. This procedure is used to add new funding sources, additional chartfields, etc.

		Ledger Group	SeqNo	*Account	Fund	Dept ID	Project		Base Budget Amt	Target Amt	Proposed Amt	
+	−	CASHR	0	462000	18556	4510		🔍	0.00	0.00	0.00	
+	−	CASHR	0	479000	18556	4510		🔍	55,700.00	55,700.00	55,700.00	
+	−	CASHR	0	490000	18556	4510		🔍	2,558,936.00	2,558,936.00	2,558,936.00	

		Ledger Group	SeqNo	*Account	Fund	Dept ID	Project		Base Budget Amt	Target Amt	Proposed Amt	
+	−	CASHR	0	462000	18556	4510		🔍	0.00	0.00	0.00	
+	−	CASHR	0	479000	18556	4510		🔍	55,700.00	55,700.00	55,700.00	
+	−	CASHR	0		18556	4510		🔍	0.00	0.00	0.00	
+	−	CASHR	0	490000	18556	4510		🔍	2,558,936.00	2,558,936.00	2,558,936.00	

Step	Action
1.	Enter the desired Search criteria. Click the **Search** button. [Search]
2.	Click the **Insert** button. [+]
3.	The new budget row is copied from the row directly above it with <u>the same Ledger Group, Fund and Dept numbers</u>. Enter the Account number needed. You may utilize the magnifying glass "look up" function to find the account you need, or you may reference the General Ledger Account Number information found on the Accounting Office web page. If you would like to add an account and no other account is available with the same Ledger Group, Fund and Dept number, contact the Budget Office.
4.	Enter the desired information into the **Calc Chnge Amt or Change Amt** field.
5.	**Comments** are required when adding a row; although the comment field is very limited.
6.	Rows that the departmental user has added may be subsequently removed if it is determined they are not needed.
7.	Click the **Save** button to save the changes and submit the proposed budget at a later time.
8.	If you are missing an entire fund/department combination, contact the Budget Office.
9.	**End of Procedure.**

HE FIN Not Budget a Row or Entire Fund

Procedure
If a budget row or entire fund will not be budgeted, select the Not Budgeted checkbox on each row, and enter a Comment indicating why the fund will not be budgeted. These comments will be viewable by all users with security access to the department.

Navigation: NavBar ⊘ > Menu > ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

Step	Action
1.	Enter the desired search criteria. Click the **Search** button. [Search button]
2.	**NOTE:** Use the **Not Budgeted** check box with caution. 1) *For local fund revenue accounts, do not check any rows as **Not Budgeted** unless the entire fund is to be closed and inactivated*. The 0.00 revenue account budgets will allow activity to post without a budget error being received. 2) *For local fund expense accounts, leave at least one row as budgeted. The only instance in which all expense rows in a fund should be marked as **Not Budgeted** is if the entire fund is to be closed and inactivated*.
3.	Click the **Not Budgeted** option on each row that will not be budgeted. [checkbox] Add text in the Comment field. If your entire search results are not to be budgeted, you may click the **Not Budget All** button. [Not Budget All button]
4.	Click the **Save** button to save the changes and submit the proposed budget at a later time.
5.	If an entire fund is **Not Budgeted** because it is to be closed and inactivated and won't be needed in the next fiscal year, <u>be sure to add comments explaining this</u>; the Budget Office will forward that information to the Accounting Office who will work with you to reconcile and inactivate the fund.
6.	**End of Procedure.**

HE FIN Highlighted Budget Rows

Procedure

If a budget row has been added or modified by the Budget Office, this new information will be highlighted on the search screen results. A search for these updated rows should be performed periodically as well as shortly before final review and submission of budgets to the Budget Office.

Navigation: NavBar ⊘ > Menu > ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

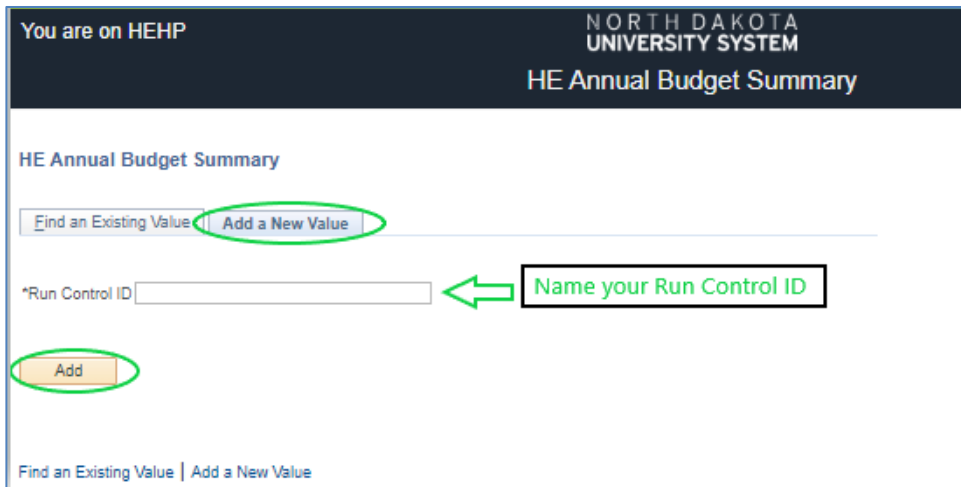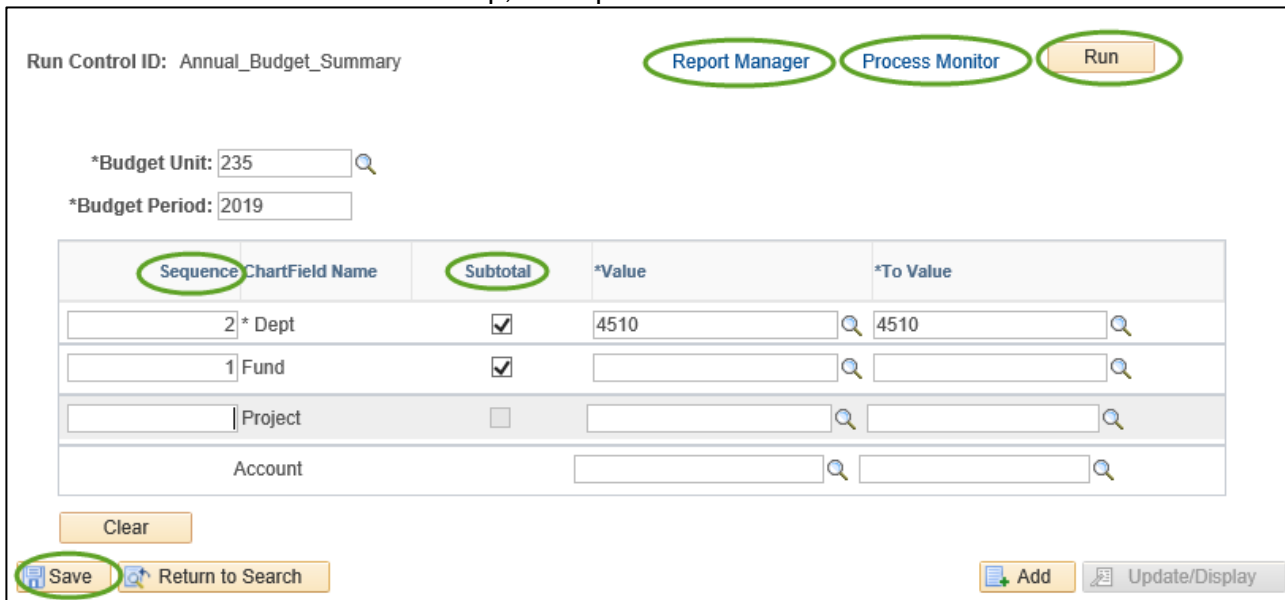| Step	Action
1.	In the search box, select the 'New Updated Rows (Highlighted), leaving all other criteria blank. Click the **Search** button. [Search]
2.	Determine what changes, if any, need to be made to the highlighted row. After the changes have been saved, the row will no longer be highlighted.
3.	A change needs to be made to the row in order for highlighting to be removed. Therefore, if no changes were required in step 2, above, we suggest entering a brief comment on that row, such as "OK" or "reviewed", then **Save**. The row should no longer be highlighted.
4.	Click the **Save** button to save all changes and submit the proposed budget at a later time.
5.	**End of Procedure.**

HE FIN Budget Reporting

Procedure
The following tutorial will demonstrate the steps to run reports to review and verify your data entry prior to submission and notification.

Navigation: NavBar ⊘ > Menu > ND HE Applications > Budgeting > FIN Budgeting > HE Annual Budget Summary

The first time you run this report you will need to select the **Add a New Value** tab to set up a Run Control ID. Enter a name that is meaningful to you for the Run Control ID, and select **Add**.

Once the Run Control has been set up, the report criteria screen will be available:

Enter the **Budget Unit** and the **Budget Period** for which you are running the report.

The **Sequence** field is used to determine the hierarchy of the report and determines if a chartfield will be included in the report. Note that the **Dept** fields are required.

Subtotal checkbox: a chartfield is only available for subtotal if it has also been given a sequence number. The chartfield with Sequence number 1 will return totals at each change in the chartfield. Sequence numbers

2 and 3 will return chartfield totals at the end of the report. Check or uncheck the box to include or exclude specific subtotals.

Once all desired report criteria have been entered, click **Save** and **Run.** When the **Process Scheduler Request** screen opens, change the **Format** field to PDF. Select **OK** to return to the Run Control screen, then go to the **Process Monitor** to view the status of your report.

- **Process Type** is *BI Publisher*, **Process Name** is *NDC_BG_5674.*
- Click the **Refresh** button until the **Run Status** is *Success* and the **Distribution Status** is *Posted*.
- Click the **Go back to HE Annual Budget Summary** hyperlink.
    - o Do not click the Details hyperlink as with most other reports.
- Click the **Report Manger** hyperlink
- Click the hyperlink to open the most recent *.pdf* report.
- Click the link to open the *.pdf* report.
- The report will open in Adobe.

In addition to this report, the HE FIN Dept Budget Entry screen has a download button that you may use to export the search result information for sorting and reviewing as you wish. The download button is located both in the detailed rows section (may need to scroll to the right) and in the Reconciliation Grid area of the screen.

Detailed rows area:

Base Budget Amt	Target Amt	Proposed Amt	Calc Chng Amt	Change Amt	Change Pct	Not Budgeted	Adjustment Type	Submitted	Request Number	Comment	Reason Code	Description
27,000.00	27,000.00	27,000.00				☐	Permanent Budget	☐			A	Annual Budget Adjustment
0.00	0.00	0.00				☐	Permanent Budget	☐			A	Annual Budget Adjustment
13,000.00	13,000.00	13,000.00				☐	Permanent Budget	☐			A	Annual Budget Adjustment
25,000.00	25,000.00	25,000.00				☐	Permanent Budget	☐			A	Annual Budget Adjustment

Reconciliation grid area:

☑ Display Department Reconciliation Grid

Department Reconciliation

Account Type	Dept ID	Fund	Project	Base Budget Amt	Target Amt	Proposed Amt	Variance	Comment
REVENUE	5320	12131		$25,000.00	$0.00	$39,000.00	$39,000.00	
EXPENSE	5320	12131		$25,000.00	$0.00	$25,000.00	$25,000.00	

HE FIN Submit a Proposed Dept Budget

Procedure
Once the department has updated/reviewed the proposed budget amounts, the proposed budgets will need to be submitted to the Budget Office for review/approval. The following tutorial will demonstrate the steps necessary to submit a proposed department budget.

<u>Your Dean/Dept or respective division Vice President and/or Provost may have separate instructions as to when/who should submit and notify (see the next section) for your department.</u>

Navigation: NavBar ⊘ > Menu > ND HE Applications > Budgeting > FIN Budgeting > HE FIN Dept Budget Entry

Step	Action
1.	Enter the desired search criteria. Click the **Search** button. [Search]
2.	Click the **Submit Proposed Budget** button. Submitting a budget will prevent further edits to the proposed budget. [Submit Proposed Budget]
3.	If the Target Amt exceeds the Proposed Amt, the system will require a comment in the Reconciliation Grid area and will show this message if a comment has not been entered:
4.	After a budget is submitted, an **Unsubmit Proposed Budget** button is displayed. [Unsubmit Proposed Budget] . Users with appropriate access can un-submit the proposed budget. The budget can then be updated and submitted again. The unsubmit functionality is only available until the departmental entry stop date set by the Budget Office, or until all departmental budgets in the budget unit have been submitted, whichever happens sooner.
5.	**End of Procedure.**

Note that if the Budget Office makes changes to a row that has the same department number as any row that has been submitted, the system will automatically unsubmit those rows, and highlight all rows that have the same department number as the row that was changed. Refer back to the <u>HE FIN Highlighted Budget Rows</u> section of this manual for instructions on how to search for and work with highlighted rows.

HE FIN Notify

Procedure

The **Notify** button appears at the bottom of the HE FIN Dept Budget Entry page, and should be used to notify the Budget Office when departmental budgets have been submitted. The following tutorial will demonstrate the steps necessary to use the Notify process.

Send Notification

Lookup Address

Recipient Search

Name: [   ]   search by last name

Search

Search Results   Personalize | Find | View All | ⤢ | ▦ First ◀ 1 of 1 ▶ Last

To	cc	bcc	Recipient	Email Address	User ID
☐	☐	☐			

Add to Recipient List

Recipient List

To: [   ]

CC: [   ]

BCC: [   ]

OK   Cancel

Send Notification

Delivery Options

Recipient Options   Personalize | Find | ⤢ | ▦ First ◀ 1 of 1 ▶ Last

Recipient	Worklist	Email
👤	☐	☑

OK   Cancel

Step	Action
1.	The **Notify** button selects available Notification Templates for the page. Notifications should be sent by email. Click the **Notify** button. ✉ Notify
2.	The **Send Notification** page enables users to notify the person or group who needs to take action on the notification. When recipients receive this email notification, it may include a link to the PeopleSoft system where necessary work/review will be performed.
3.	In the "To" field, enter ndsu.budget@ndsu.edu. If there are any other recipients you would like to add, click the **Lookup Recipient** link to access the **Lookup Address** page. Enter the first few characters of a recipient's **last name** and click **Search** to see a list of people that match the search; add the appropriate names to the Recipient List by selecting the To, cc or bcc checkboxes, and select OK.

Step	Action
4.	Click the **Delivery Options** link and select the **Email** checkbox if it is not already checked. Select OK.
5.	Users may identify the **priority** level for the notification; this is optional.
6.	In the **Subject** field, please enter "**FYXX Budget**", where XX corresponds to the fiscal year for which budgets are being requested.
7.	The **Template** area can be ignored; it is not editable.
8.	Users should add text to the **Message** field to explain the purpose of the notification, such as the department and/or fund numbers that have been submitted.
9.	Click **OK** or **Apply**.
10.	**End of Procedure.**