Budget Tool

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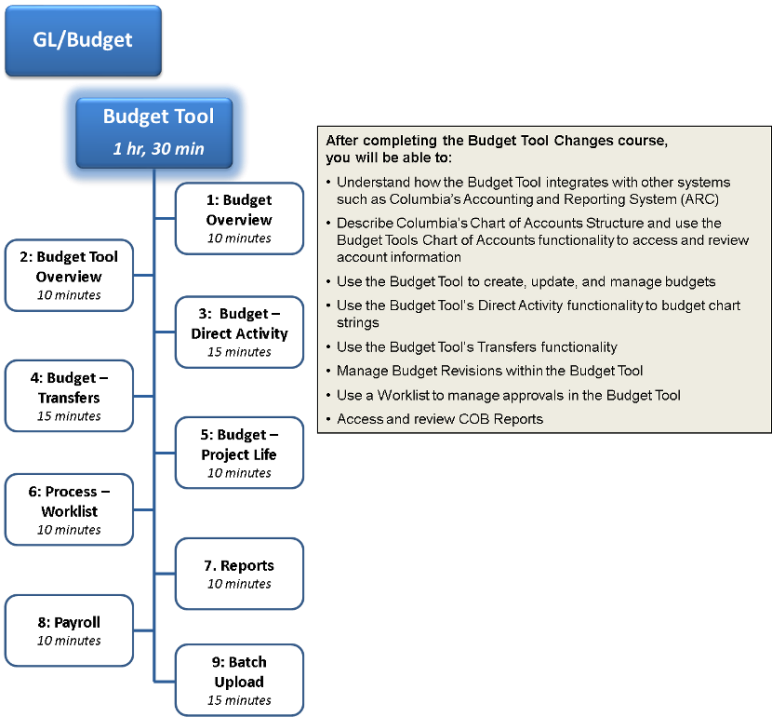
Budget Tool

Budget Tool

This is the *Budget Tool* course within the *General Ledger* curriculum.

If you need a reminder on how to navigate through this course using ARC's web-based training tool (WBT), click here (http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Getting_Started_With_the_Web_Based_Tool.pdf) for a quick reference guide.



Budget Overview

This is the *Budget Overview* lesson of the *Budget Tool* course. Upon completion of this lesson, you will be able to:

- Understand what a budget is and what tools will be used to enter budget data that ultimately feed into ARC
- Understand the ARC Commitment Control functionality and how it applies to the Budget Process
- Understand the Budget Tool's basic functionality and describe basic characteristics
- Understand the basic screen format and layout within the Budgeting Tool
- Describe the suggested workflow when using the Budgeting Tool

Estimated Time to Complete Lesson: 10 minutes

Budget Basics

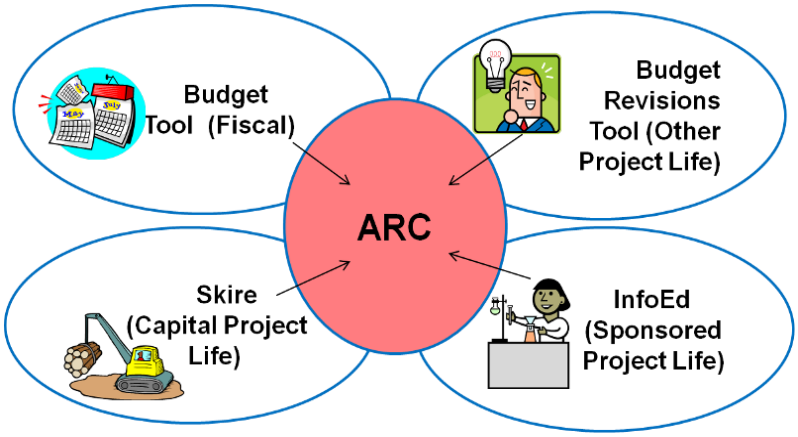
What is Budgeting?

A Budget is a list of all planned expenses and anticipated revenue collections. It is used to inform management of key activities occurring at each school, department or center.

How is a Budget Entered?

Four different tools will capture and feed budgets into ARC. ARC will use this information to manage expenditures actively against predefined, authorized budgets.

While the overall purpose of this course is to describe how a user will utilize the Budget Tool for fiscal year and other project life budget entry, revision, and approval, the diagram below lists the various types of budgets and the tool they will originate from.



The table below provides additional examples of the types of budget required by project type.

Type of Project	Example	Fiscal Year Budget	Project Budget
Fiscal Year Only Projects	Unrestricted school funds	Department creates using Budget Tool	Not Required
Capital Projects	Any major capital activity	Skire will pass a "zero" budget to start the Fiscal Year budget Process	Facilities or OMB creates in Skire
Sponsored Projects	Grants and Contracts	InfoEd will pass a "zero" budget to start the Fiscal Year budget Process	SPA creates based on Notice of Award in InfoEd
Other Multi-Year Projects	Activity tracked in aggregate across fiscal years (e.g. recruitment package)	Department creates using Budget Tool	Department creates using Budget Revisions Tool

What's Changing with ARC

While the Budget Tool has been modified to integrate with ARC, most of the screens and functionality with have a similar look and feel to the existing tool.

The primary change being made will allow the Budget Tool to utilize ARC's new ChartFields and Chart of Accounts structure:

- Budgets will be entered using ARC's full ChartString. For more information on ChartStrings and the Chart of Accounts, reference the content provided below or review the Chart of Accounts lesson in the Introduction to ARC course
- The Budget Tool will now include a new ChartString Selector tool to facilitate budget entry at the detailed level

Another significant change involves the concept of Commitment Control in ARC:

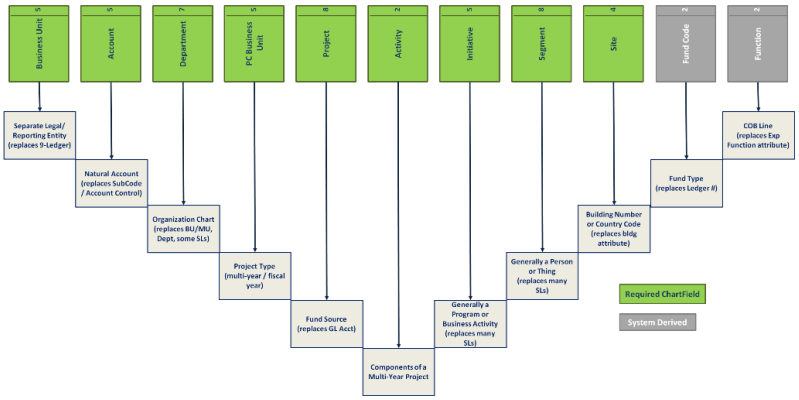
- Commitment Control is a feature within ARC that enables us to manage expenditures actively against predefined, authorized budgets
- Budget Checking is one of the primary activities that takes place within Commitment Control. Budget checking determines which transactions will be checked against control budgets and what level of action is taken on the transactions (transaction stopped or warning sent). For more information on Commitment Control and Budget Checking, reference the content provided below or review the Budget Checking Course.

Please note: The Budget Tool's Payroll and Batch upload functionality are under construction and will not be available until Fall 2012. Once these modules are available, you will receive guidance from your local finance office.

ChartFields and the Chart of Accounts

ChartFields are the way to keep track of information in ARC. ARC has a total of 11 ChartFields which are recorded on every transaction.

Below are the 11 ChartFields that make up what is Columbia University's new Chart of Accounts.



What the ChartFields Tell Us About the Transaction

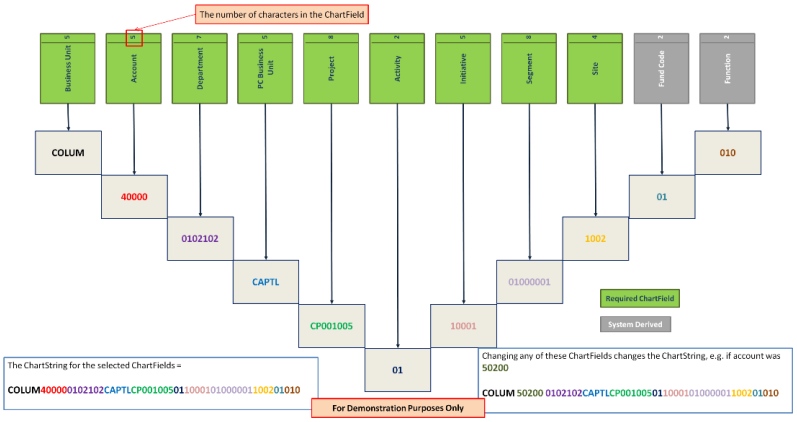
The Chart of Accounts organizes financial information to facilitate management reporting and each ChartField classifies characteristics about fiscal activity.
Please refer to the *Chart of Accounts* lesson in the *Introduction to ARC* course for a comprehensive overview of each of ARC's 11 ChartFields.

The following table summarizes the 11 ChartFields:

ChartFields make a ChartString

When each ChartField is selected, the associated numbers/characters for that field are joined together with other ChartFields to make up the ChartString. Each ChartField component has its own number of characters. Joining these together creates a unique ChartString.

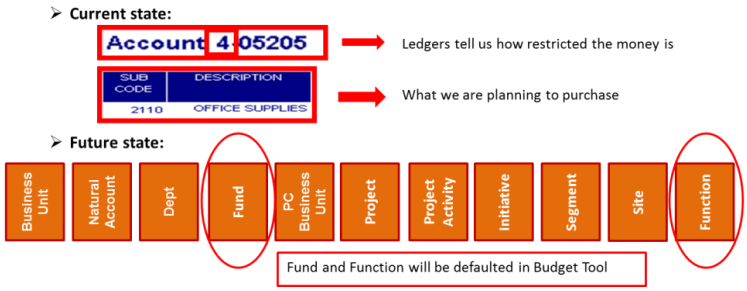
How ChartFields become a ChartString



The Budget Tool and the Chart of Accounts

The Retrofitted Budget Tool will function and look very similar to the way it does today. The primary change being made is to allow it to accept our new Chart of Accounts.

- Schools and departments are still required to enter Fiscal Year Budgets for all revenue, expense, allocation, payroll, and indirect activity related to their unit
- Budgets entered using the full ChartString

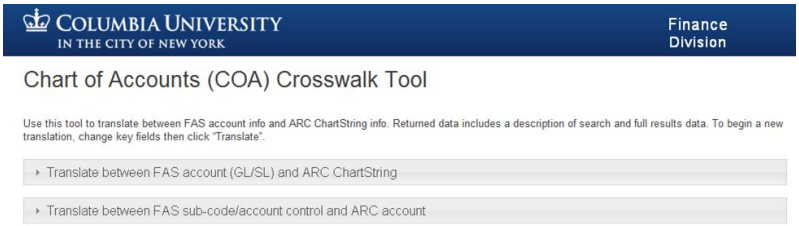


COA Crosswalk Tool

A Chart of Accounts (COA) Crosswalk Tool has been developed to help you translate between FAS accounts (GL/SL) and the new ARC ChartString as well as between FAS sub-code/account control and ARC accounts.

This Crosswalk Tool will be available from the new ARC Portal: The screenshot below shows you where to find and access the COA Crosswalk Tool:

The COA Crosswalk Tool has a straightforward interface to translate between FAS and ARC.



Commitment Control and Budget Checking

Commitment Control is a feature within ARC that enables users to manage expenditures actively against predefined, authorized budgets.

Columbia University will use Commitment Control to achieve the following objectives:

- To restrict transactions if they trigger total spending to exceed a pre-determined budget amount – Note: This feature will only be used for Capital Project expenses
- To block transactions when no budget exists for the department & project pairing – this will help us manage security
- To provide enhanced reporting capability to review and audit budget capacity (budget vs. actuals)

How is ARC Implementing Commitment Control?

Levels of Commitment Control in ARC

There are 3 levels of Commitment Control that regulate spending:

CONTROL: Transactions that don't have a valid budget row OR exceed the amount budgeted will be stopped.

TRACK WITH BUDGET: Transactions that don't have a valid budget row will be stopped.

TRACK WITHOUT BUDGET: All transactions pass without error.

The level of spending control we will be implementing at go-live for Capital Project project life transactions is "Control":

CONTROL: Transactions that don't have a valid budget row OR exceed the amount budgeted will be stopped.

- Capital Project transactions will be stopped if they push spending over the total authorized project budget.
- Payroll expense transactions will not be stopped in any circumstance.

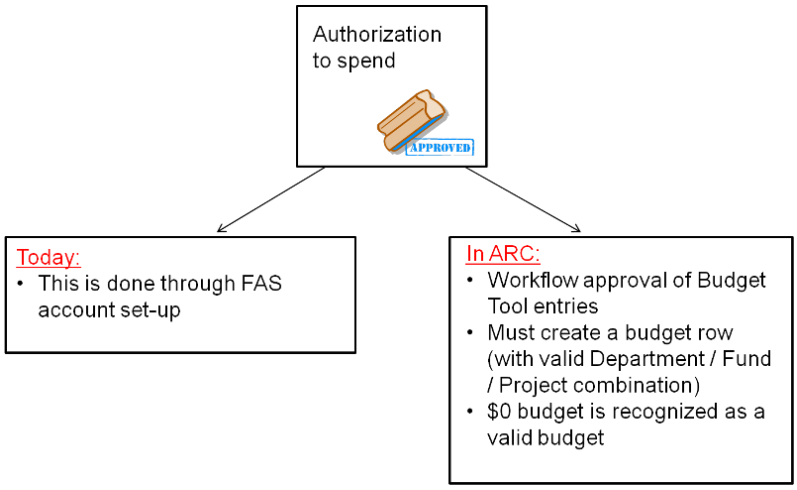
The level of spending control we will be implementing at go-live for all Fiscal Year expense, and Sponsored Project project life transactions is "Track with Budget":

TRACK WITH BUDGET: Transactions that don't have a valid budget row will be stopped.

- Does not stop transaction if it exceeds budget value (can have a zero value budget)
- Revenue and Payroll expense transactions will not be stopped in any circumstance

Authorization to Spend

Authorization to spend will change in ARC. With FAS, spend authority was defined at time of account set-up. In ARC, a series of validations have been put in place to validate a user's authorization to spend.



Budget Types and Commitment Control

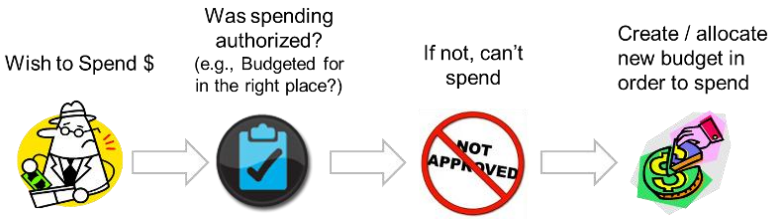
The following table represents the different types of budgets and the level of Control we are implementing for each, for both Fiscal Year and Project Life Budgets.

Type of Project	Fiscal Year Budget Control	Project Budget (project life) Control
Fiscal Year Only Projects	Revenue Budget: Track without Budget Expense Budget: Track with Budget	Not applicable
Capital Projects	Revenue Budget: Track without Budget Expense Budget: Track with Budget	Expense Budget: Control
Sponsored Projects	Revenue Budget: Track without Budget Expense Budget: Track with Budget	Expense Budget: Track with Budget
Other Multi-Year Projects	Revenue Budget: Track without Budget Expense Budget: Track with Budget	Revenue Budget: Track without Budget Expense Budget: Track without Budget

Budget Checking

Budget Check Errors

As mentioned above, Commitment Control will be utilized for budget checking. Below is a visual to show the cycle in which budgets are checked before dollars are spent.



The Budget Checking Process occurs in ARC:

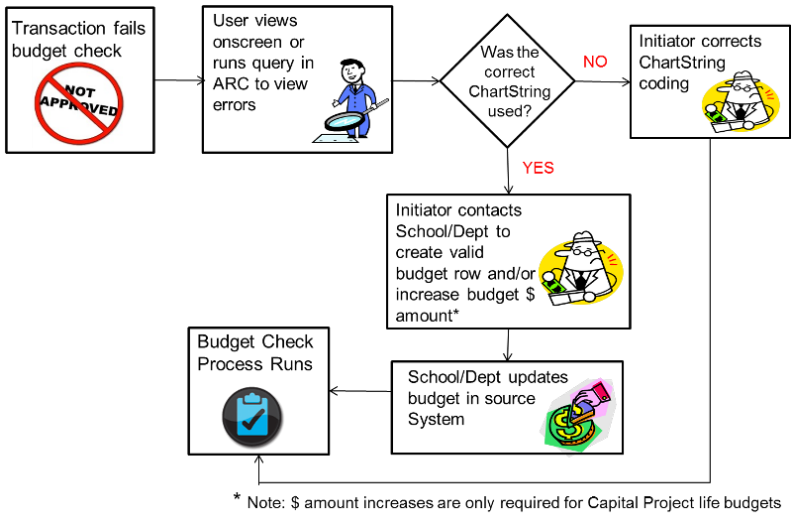
- For requisitions and journal entries, budget checking can occur online at the request of the initiator
- For items processed in batch (PO's, Vouchers, Journal Entries), budget checking will be scheduled to run 5 times during the day (approx. every 2-3 hours)

How to determine if a transaction fails budget check:

- User can view their transaction onscreen – to see if it has been given a status of "valid" or "error"
- User can run a query in ARC to view any transactions they initiated that resulted in budget check errors
- Initiator will receive an email as part of the last batch process each day that identifies any transactions that failed budget checking during that day

Budget Check Error Handling

Below is a standard process of what to do when you encounter a budget check error in ARC:



Once a transaction has been initiated, there is the possibility that you may encounter an error. The user will need to look at the individual transactions in error to determine the type of budget checking error that occurred. Listed below are examples of budget checking errors that may occur within a transaction and ways to mitigate:

Error	Action
No budget exists	If a budget does not exist, contact the Budget Owner and request a budget to be created
Budget is closed	If the budget is closed, change the transaction date, if appropriate, so that it is within the budget period or delete the transaction
Budget is on hold	If the budget is on hold (for Fiscal Year budgets), contact the Budget Owner or the Department on the Project to find out why the budget is on hold
Budget date outside specified dates	If the budget date is outside the specified dates (for Sponsored Projects), delete the transaction. This means that the date exceeds the Project end date in addition to its 90 days threshold
Exceeds budget and is over tolerance	If the transaction exceeds the budget and is over tolerance (only for Capital Projects), contact the Budget Owner and/or delete the transaction

Note: In ARC: To pass Commitment Control Budget Checking on actual transactions, an account at the Department/Project level must be budgeted. This budget can be on any account and can be for as little as $0 or $1. Zero dollar budgets will be automatically created by integrating systems such as InfoEd or Skire when new projects are created via their systems, but the user in the project owning department must enter a $0 or $1 dollar budget for any new department-project combinations that will be charging to their project. If a user not in the project owning department initiates this budget transaction, it will await foreign approval from the project owning department to be sent to Commitment Control

In People @ Columbia/Labor Accounting (PAC/LA): To pass PAC/LA Budget Check on personnel transactions, an account at the Department/Project level must be budgeted for $0 or $1.

An OTPS account will allow the user to create a Combo Code in Labor Accounting for the personnel transaction to be charged to. The user in the project owning department must enter $0 or $1 dollar budgets for any new department-project combinations where personnel costs will be charging to their project. If a user not in the project owning department initiates this budget transaction, it will await foreign approval from the project owning department to be sent to the General Ledger.

Budget Tool Overview

This is the *Budget Tool Overview* lesson of the *Budget Tool* course. Upon completion of this lesson, you will be able to:

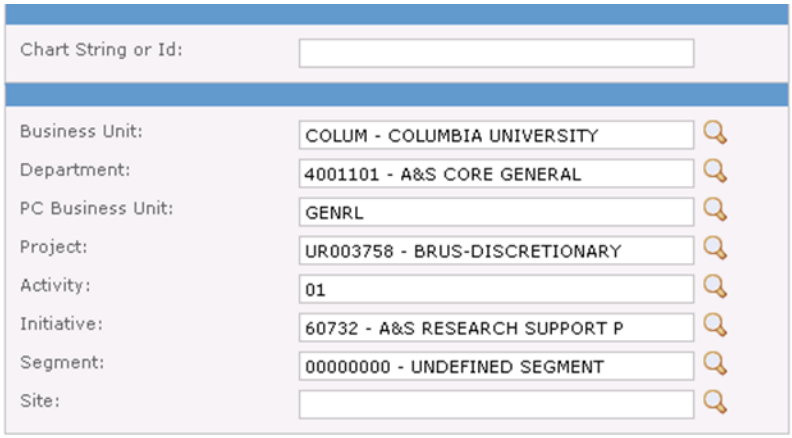
- Understand the Budget Tool's basic functionality and describe basic characteristics
- Understand the basic screen format and layout within the Budget Tool
- Describe the suggested workflow when using the Budget Tool

Estimated Time to Complete Lesson: 10 minutes

ChartString Selector

The ChartString Selector is one of the key new features of the Budget Tool, and it is typically the first screen you will see within all modules of the tool. Using the ChartString Selector, you can both find and build a ChartString to budget. A series of system validations, called combination edits, ensure the ChartString you enter is a valid ChartString to budget against. ChartStrings can be combined in various ways rather than how a single FAS account is currently used.

The quickest way to navigate the module is to use the Autocomplete feature. Type the first three characters of any string (letters or numbers) for a ChartField on the Selector screens and the first 300 matches to that string will automatically pop up to choose from. The more characters you type, the smaller the list becomes until it drills down to one selection. This autocomplete feature is available wherever there is a magnifying glass.



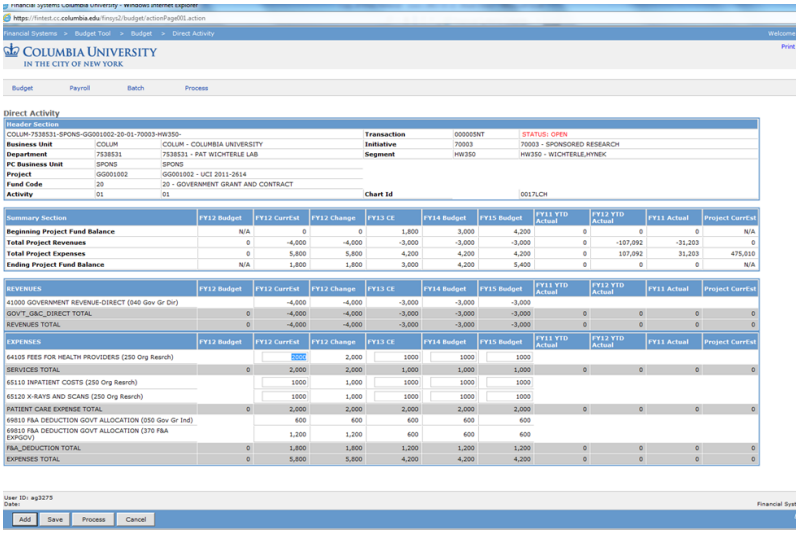
In most cases, budgets will be entered at the detail level, requiring all ChartFields (except Site).

To make it easier to enter the required Chartfields:

- Fund and Function will default from other ChartFields
- Initiative and Segment can be populated with a generic "Undefined" value

Directions for Direct Activity Screen

Directions for Direct Activity Screen



From the Direct Activity screen, the user budgets accounts which are the equivalent of the FAS sub-code or control code. Each account is listed under a revenue, expense, or indirect category. Next to each account listed displays the function. The function determines the COB line that these budgeted dollars will map to. The user enters a credit to revenue with a minus sign and a debit to expense as a positive amount. Budgets are entered in whole dollars. The Save button is to save your work and remain on the screen. Cancel will discard all work and return the ChartString selector. The Add button allows the user to choose new accounts from a drop-down list, make multiple selections and add them to the screen to budget.

The summary section in the middle of the screen will show the Beginning Project Fund Balance passed in ARC actuals. The Budgeted Revenues and Expenses are as shown in Direct Activity for this Project's ChartStrings. The Budgeted Ending Project Fund Balance is the total of all ChartStrings with the same Project as the currently shown chartstring. This is the measure of overdraft/surplus status that the user is budgeting to and the project owner is allocating with.

Unprocessed transactions in the Worklist (including Open items) are reflected in the summary section totals and ending fund balance. The Process button will save, create a Direct Activity transaction and process it through the workflow as far as the security allowed on the user profile.

<u>Note on Administrative Fees</u>

Schools are allowed to charge administrative fees on certain projects in order to recover overhead associated with the activities in those projects. Facilities & Administration (F&A; also known as ICR) is charged to government and private grants (and grant proxies) based on eligible direct expenses and the ICR rate applicable to the grant or proxy. Revenues from grant/grant proxy ICR are automatically received by the department or school specific recovery ChartString in ARC for indirect grant revenue.

Administrative Fees are created real-time when an eligible account is budgeted in Direct Activity. Based on the PeopleSoft attributes on the Project, an automatic calculation occurs and the account is added to projects when the user budgets in Direct Activity and presses the Save or Process buttons. A project can either be charged ICR or an admin fee, or it can be exempt from either.

The user also now has the ability to manually calculate and enter adjustments to either Admin Fee or ICR that is system generated on a different Account by using the Transfers module.

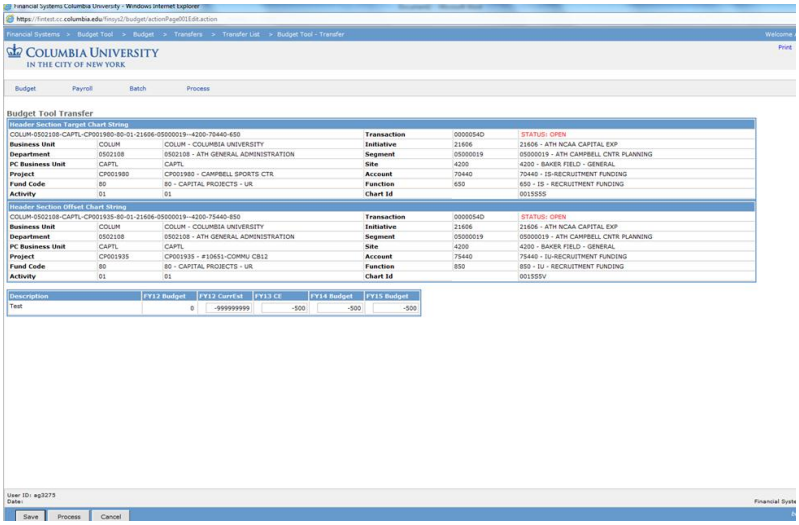
Note on Indirect Grant Revenue

Indirect Grant Revenue will be automatically added on every grant that is charged F&A. It is added in Direct Activity to the grant in the same way the Direct Grant Revenue is, which is upon changing a budget and pressing Save or Process. The account and amount of the F&A credit to the unrestricted account is added to the grant using the same account and amount.

For P&S Industry Clinical Trial awards, an allocation will run to book F&A expense to the award and F&A revenue to the school based on cash received on a nightly basis. In the Budget Tool, departments must manually budget for F&A expenses and revenue on the award.

Directions for Transfers Screen

Directions for Transfers Screen



The Transfers screen is used to budget the transfer of funds or charge overhead from one ChartField string to another for the current estimate and three future years. Screen validation will enforce the formation of local and offset ChartField strings supporting ARC accounting rules. A budgeted transfer can be added or edited. Transfers are entered with negative numbers for credit amounts and in whole dollars consistent with the Direct Activity module. The budget amounts and account will be entered for the local ChartField string only and the offset amounts and matched pair account will be automatically generated by the Budget Tool so that both sides always agree. A decrease in fund balance will be a positive entry on the Direct Activity and Transfers screens and an increase in fund balance will be a negative entry on the Direct Activity and Transfers screens.

The Transfers List at the bottom will show this string's transfer budgets. Debit or Credit amounts will be formatted on the screen with a plus or minus sign on all budget input columns for the offset ChartField string. If the account needed is not shown, the "Add Transfer" button allows the user to create a new transfer by selecting from a list of local account values. It will return the local ChartFields pre filled to build the offset ChartString and new values can be changed. After a description is entered and the amounts are budgeted, the added ChartString combination will list.

The Edit Transfer is to revise an existing budgeted transfer.

The Delete Transfer will delete selected budgeted transfers that have not yet been sent to ARC. Once a transfer has posted to the ARC, it can never be entirely deleted and must be zeroed to remove.

The Save button will save what you have budgeted. The Process button will save and return to the Transfers List screen updating the Status and Next Action columns. It will create a Transfers transaction and process it through the workflow as far as the security allowed on the user profile.

The Cancel button will bring the user back to the Transfers screen without saving the current Add or Edit session. If the user has made any changes, they will be prompted to save them.

Project Life Screen Overview

The Project Life module is used to create and modify multi-year project budgets on PC BU GENRL projects. It is used as an inquiry tool to see current month to date, year to date, and project to date actual information as well as project budget balance available (except for Sponsored project closeouts).

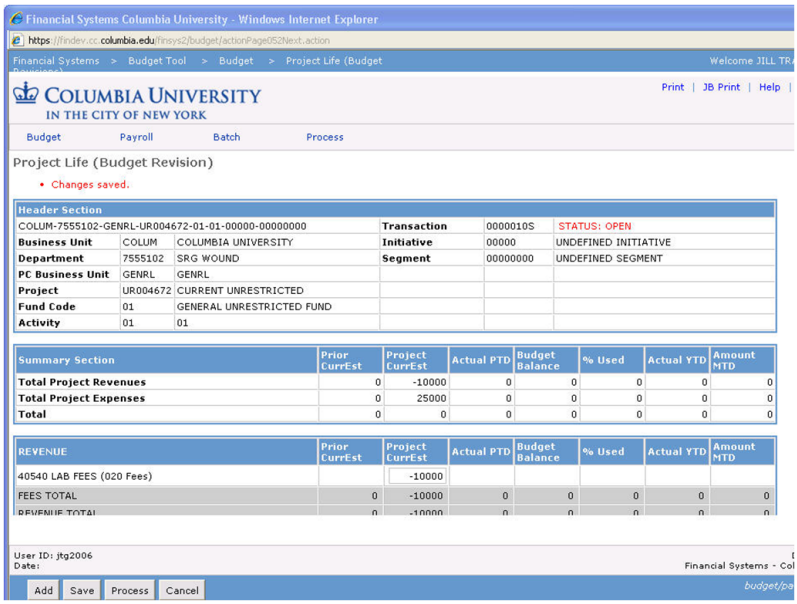
Other Project Life budgets (multi-year based, but non-Sponsored Project and non-Capital) will be entered into Budget Revisions. Budget Revisions requires all ChartFields (except Site) for each budget transaction.

Other Project Life Budgets Source = Budget Revisions

DEPT	FUND	PROJECT	ACTIVITY	ACCOUNT	FUNCTION	INITIATIVE	SEGMENT
✓	✓	✓	✓	✓	✓	✓	✓

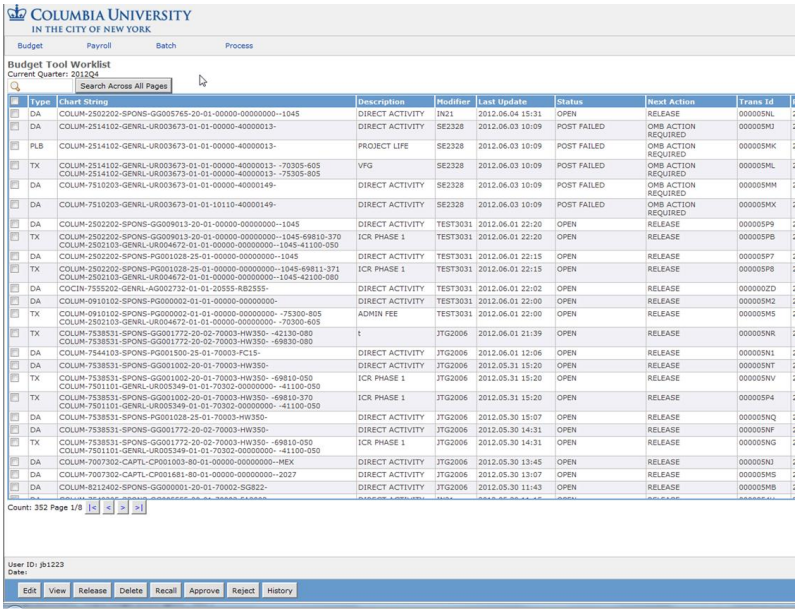
- To make it easier to enter the Chartfields:
  - Fund and Function will default from other Chartfields.
  - Initiative and Segment can be populated with a generic "Undefined" value.

Projects can have fiscal year and multi-year budgets, where multi-year budgets are budget amounts that represent the life of a project. For a chartstring to be eligible for budgeting in Project Life, it must have a controlled chartfield = Y attribute.



Worklist Screen Overview

Directions for Worklist Screen



The Worklist allows a user to perform the actions on a transaction that are required to obtain the necessary approvals. The permission assigned in the FFE user profile determines the level of authority the user has for approving transactions. When the user enters the Budget Tool, they will see the Worklist menu which will show all outstanding items that the department has to take an action on: those that are Open, Released, Awaiting Approval (Preliminary, Final) or Awaiting Foreign Approval. When they choose the Process module from the top menu, they can also go to the Worklist.

To work with an existing transaction, you use the checkbox in the left column to select the transaction and then an action button at the bottom. The Worklist has buttons for Edit (View is always allowed), Release (allowed if it is an Open item), Delete (allowed if it is an Open item), Recall (allowed if it is a Released item), Approve (allowed if it is a Released item), and Reject (allowed if it is a Released item). History (a new functionality in the Budget Tool) allows you to view who has made updates to the transaction and the date they were made.

Once a transaction is saved, it is in an open status. With an Open status, a user can Edit, Release or Delete a transaction. To move the transaction to the next step they must Release it. Once an item is Released, the next action it needs is approval. If they choose to recall an item, the status changes back to Open. Once a transaction has reached the approval stage, all levels of approval will show on the Worklist. If the budgeter does not have final approval for the owning department of the project, the transaction will await foreign approval.

The Worklist screen shows the snapshot quarter the Budget Tool is currently in. The ARC terminology for this snapshot is a Journal Class and is used for reporting purposes to distinguish between an original and adjustment budget. This is the current fiscal year quarter that the transaction will apply to. Transactions finally approved today will post to this quarter. If a

transaction has an error status of OMB Action Required, no additional changes will be allowed until it is reconciled, corrected, and accepted (Contact OMB for reposting to ARC.).

You can select any in-process transaction from the Worklist and press History. This will show you all of the steps in the workflow that have occurred for this transaction and the UNI of the user who performed them. You can see the date and user who created the transaction, released it and approved or recalled it.

Some key features to consider when using the Worklist:

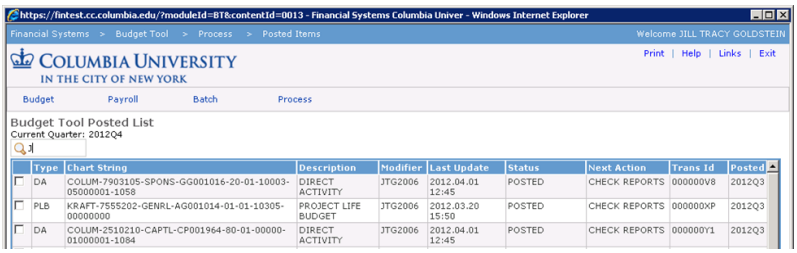
- On any of the Selectors or drop down lists for a chartfield, the full list of matching values is returned and a user can page through this full set 100 at a time
- The magnifying glass search icon also returns a full list of results from the Worklist
- On the Worklist there is a new Pagination feature to step through one page at a time or go straight to the end and a button to **Search Across All Pages**. There is also the ability to search across all records. When there are lots of transactions a user can search across all of them for an entered selection. For example: if you would like to see all transactions for a given date and enter 06.01, the system will allow a user to search across all pages for the list returned.
- When adding an account now from Direct Activity and Project Life, users can page through the full set 100 at a time.

Process - Posted Items Overview

When the transaction has posted to ARC, it will be moved to the Posted Items menu. Once the item is posted it is complete in the Budget Tool, and the user can now check their reports to see the results. The data is not real time, but it is refreshed multiple times a day.

In the Process module, there are two key header labels for the user to determine where in the process an item or transaction is: these are Status and Next Action. The Status is the current state of the item while the next action refers to the next step in the process for that item. If a transaction results in an error, a user will see a message with the status of "Post Failed" and a next action of "OMB action required." Followed up with OMB would be required.

When the column headings are clicked, they have the ability to sort. There is a Find magnifying glass in the upper left corner which can be used to search for all records that match a partial string or a numeric value.



Budgeting Accounts

Budgeting Accounts

Keep the following concepts in mind as you use the Budget Tool:

- Schools, departments, and centers maintain their own spreadsheets to model alternative budget scenarios, and to assemble revenue and expense plans. COB detail reports saved to Excel format can play an important role in these models
- Budget Tool screens are used to enter budgets after they have been developed, but not for budget modeling and development itself
- The role of budget entry screens is to automate consolidation of data and provide a framework for budget approval, not to support planning or replace local financial models

Before You Begin Budgeting Chart Strings

ChartStrings that cannot be budgeted are the ones that contain ChartFields that are flagged as inactive as of the prior night's ARC activity. If you try to open any of the above ChartStrings, you will get an error message. A new ChartString would need to be built for further budgeting with active ChartFields.

Entering Fiscal Year Revenue Budgets:

Fiscal Year revenue budgets will be entered into the Budget Tool. The Budget Tool requires all ChartFields (except Site) for each budget transaction.

Fiscal Year Revenue Budget				Source = Budget Tool			
DEPT	FUND	PROJECT	ACTIVITY	ACCOUNT	FUNCTION	INITIATIVE	SEGMENT
✓	✓	✓	✓	✓	✓	✓	✓

- To make it easier to enter the Chartfields:
  - Fund and Function will default from other Chartfields.
  - Initiative and Segment can be populated with a generic "Undefined" value.

Fiscal Year Expense Budgets:

All Fiscal Year expense transactions will go through Budget Check to evaluate whether there is a valid Department / Fund / Project ChartField combination

Fiscal Year Expense Budget	Source = Budget Tool		
DEPT	FUND	PROJECT	AMOUNT
✓	✓	✓	≥ $0

Example:

	DEPT	FUND	PROJECT	ACCOUNT
BUDGET ROW	A&S History	Unrestricted	UR123456	Supplies

	DEPT	FUND	PROJECT	ACCOUNT
REQUISITION	A&S History	Unrestricted	UR123456	Consulting

Passes budget check; Dept/Fund/Project match budget row

	DEPT	FUND	PROJECT	ACCOUNT
REQUISITION	A&S Chemistry	Unrestricted	UR123456	Supplies

Fails budget check; Dept does not match budget row

Budget - Direct Activity

This is the *Budget - Direct Activity* lesson of the *Budget Tool* course. Upon completion of this lesson, you will be able to:

- Budget a direct activity within the Budget Tool

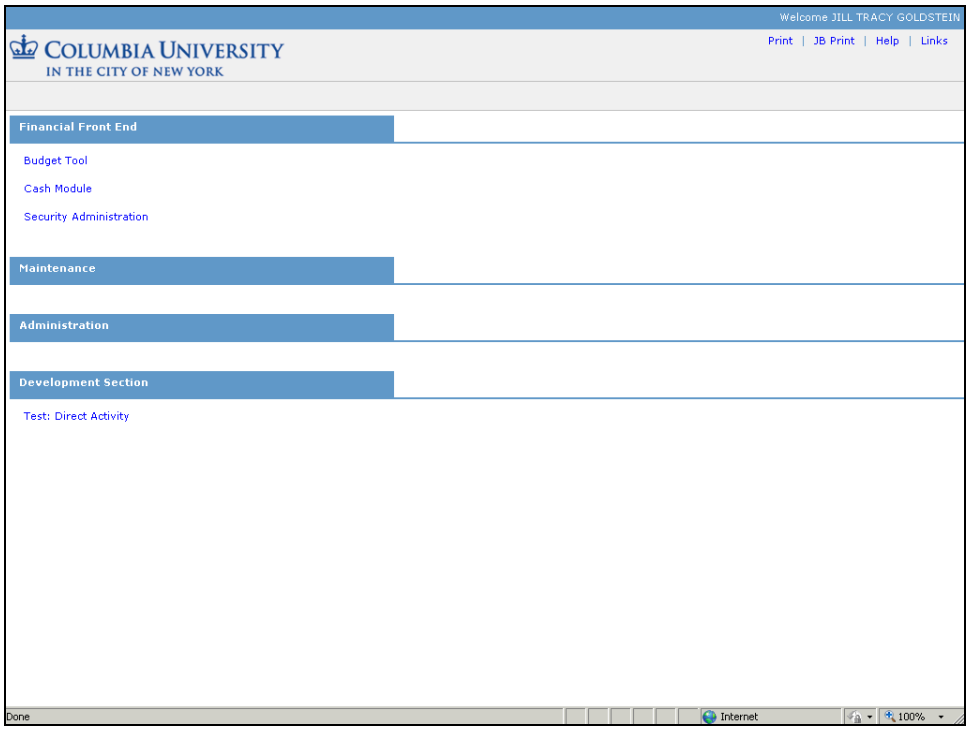
Estimated Time to Complete Lesson: 15 minutes

Direct Activity

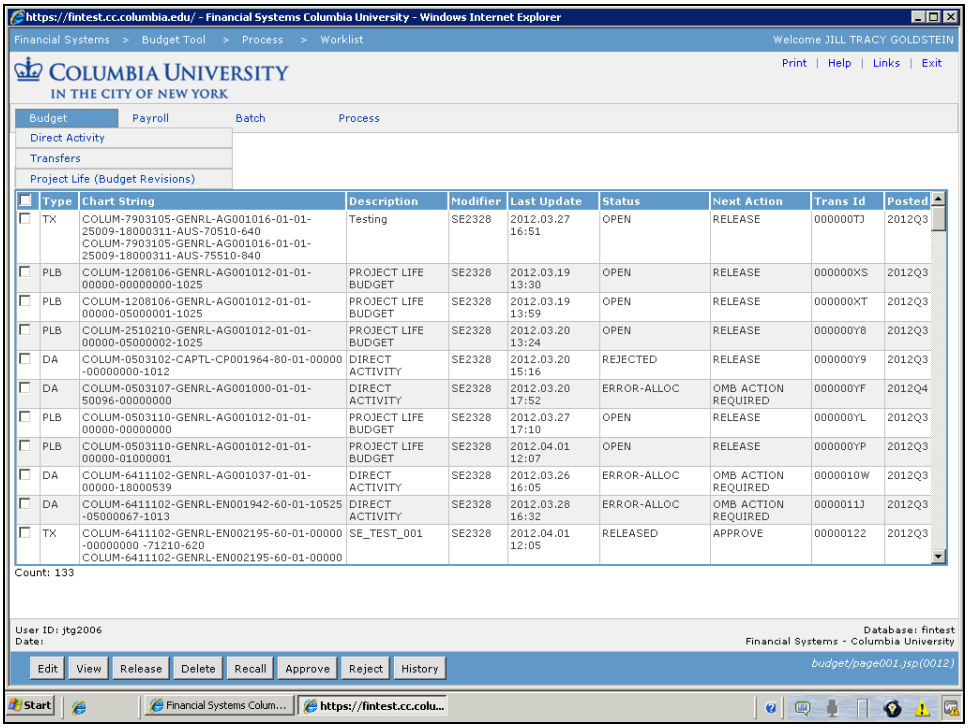
Use the Direct Activity screen to enter and review a budget.

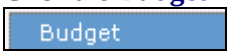
Procedure

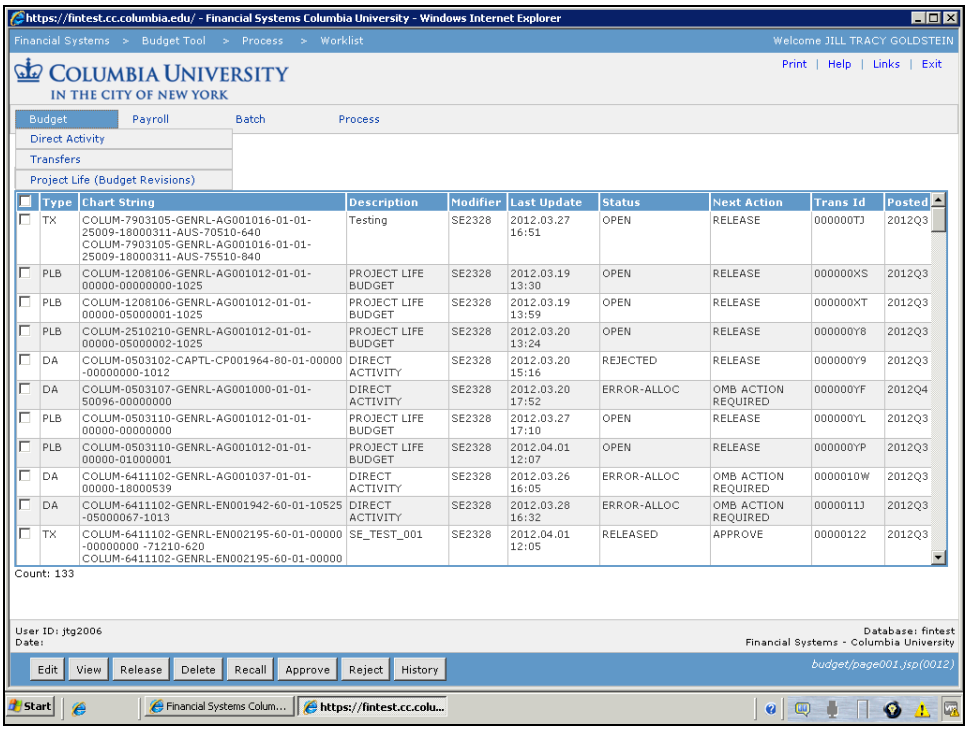
This topic provides guidance on how to enter and review a budget on the Direct Activity screen.



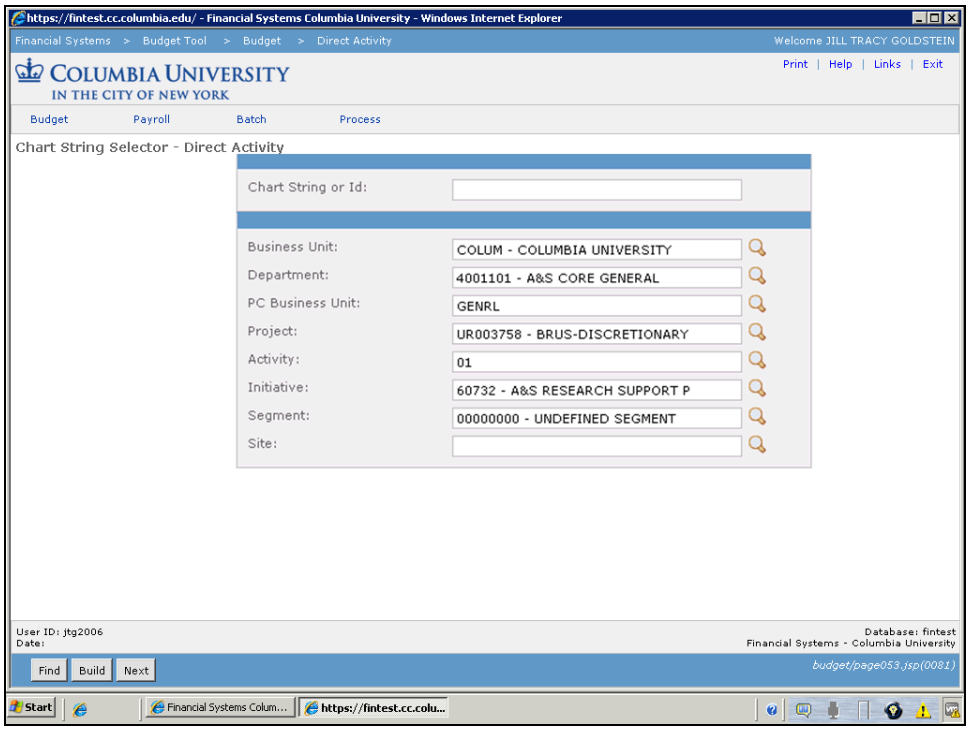
Step	Action
1.	Click the **Budget Tool** link. Budget Tool



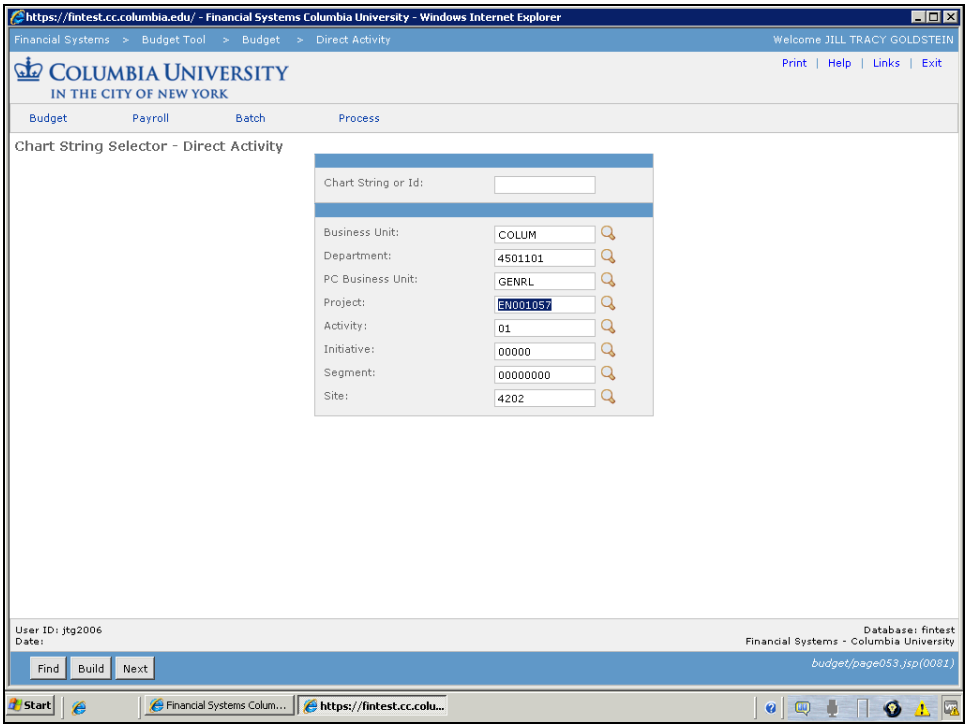
Step	Action
2.	Click the **Budget** link. 



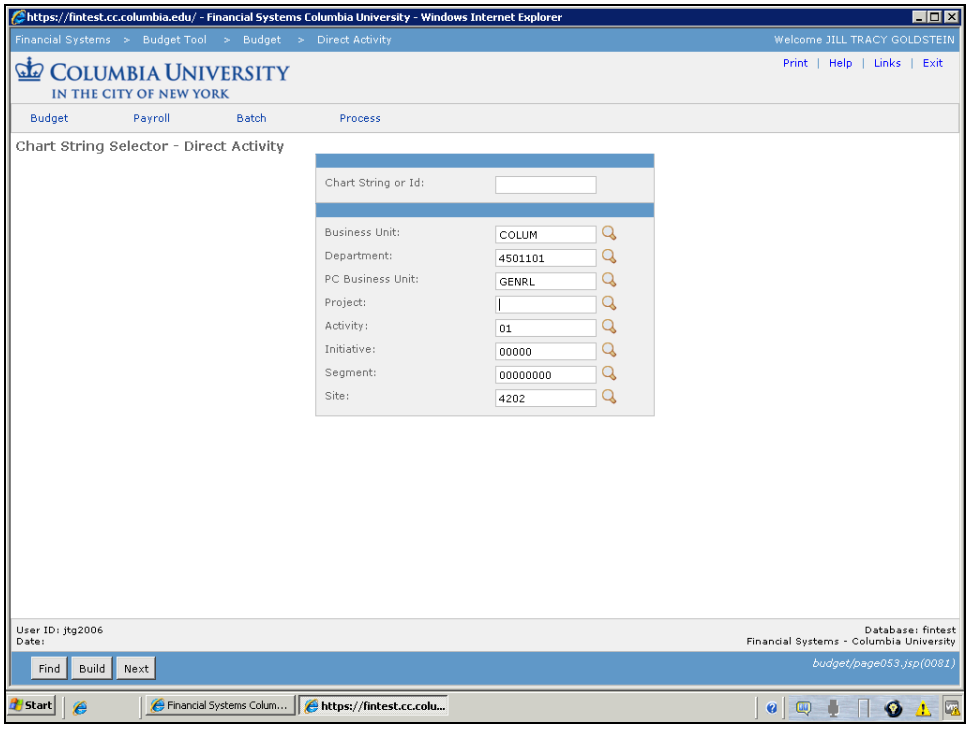
Step	Action
3.	Note: A user can either click the word "**Budget**" or "**Direct Activity**" to be taken directly to the Direct Activity Module.



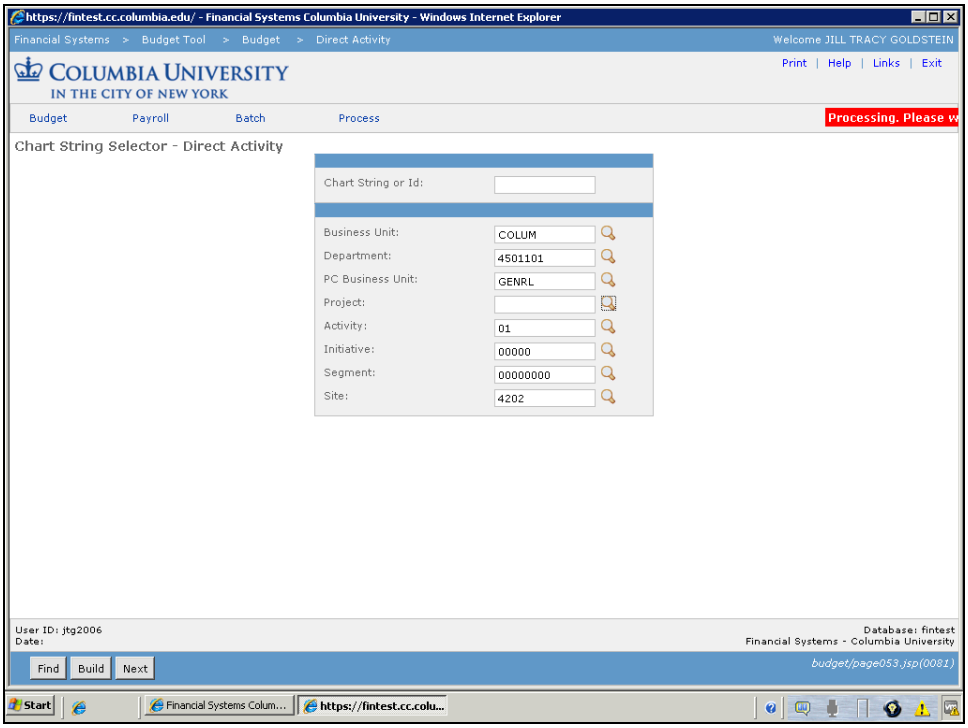
Step	Action
4.	Note: The most recently budgeted ChartString will be pre-populated in the ChartString selector.



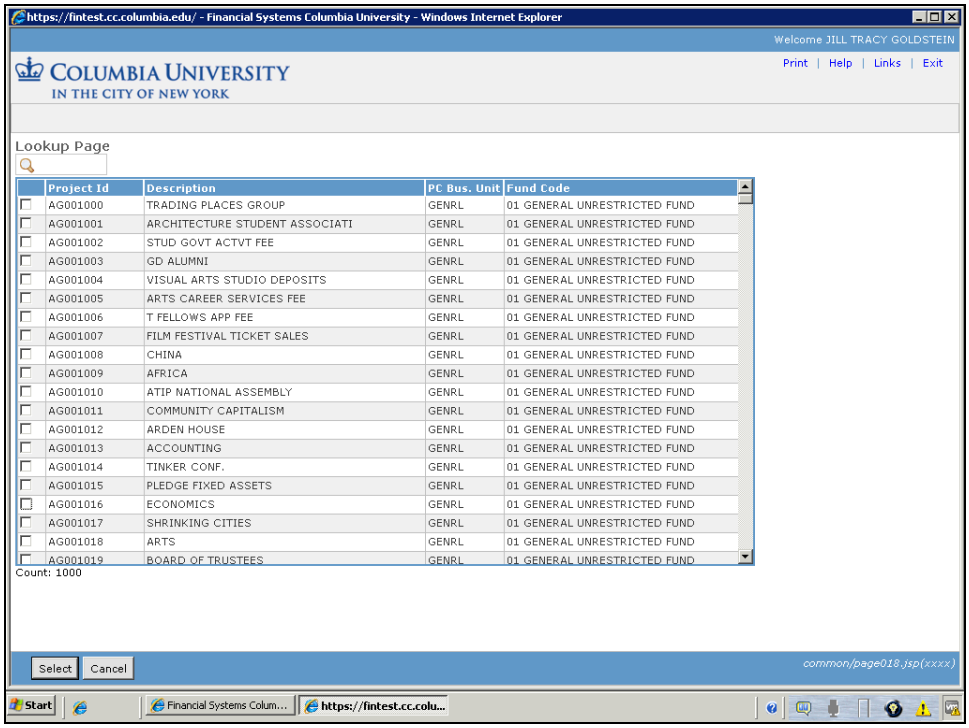
Step	Action
5.	For this demonstration, we will budget Direct Activity for a different project. Click in the **Project:** field. EN001057



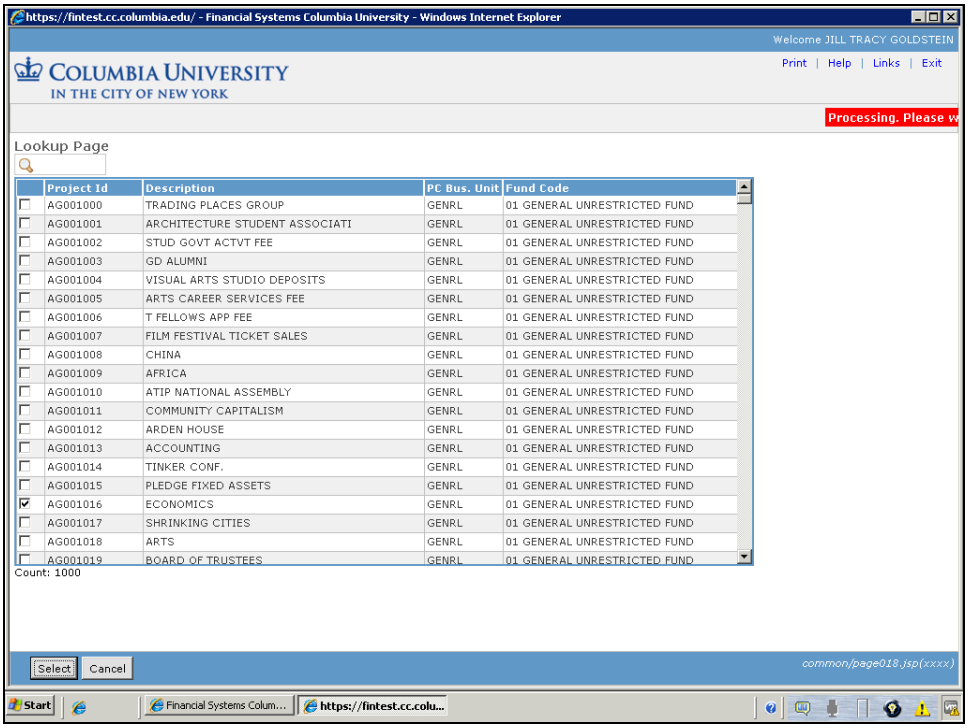
Step	Action
6.	Delete any pre-populated data in the Project field. Press **[Backspace]**.



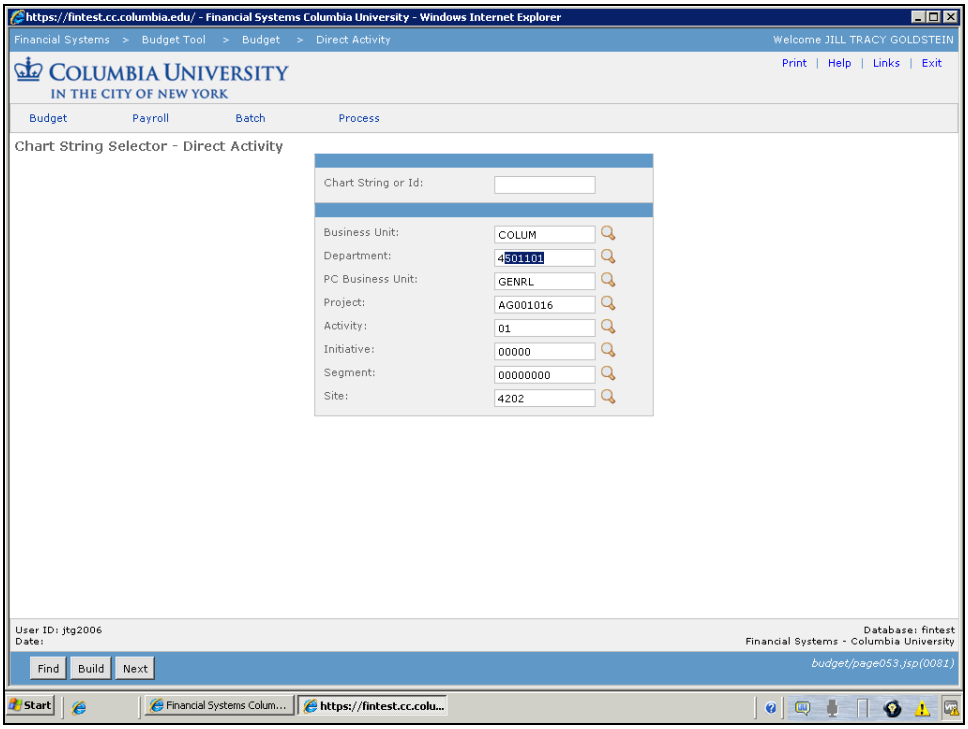
Step	Action
7.	Use the search button (the icon that looks like a magnifying glass) next to the "Project" field to find a project. Click the **Search** button.



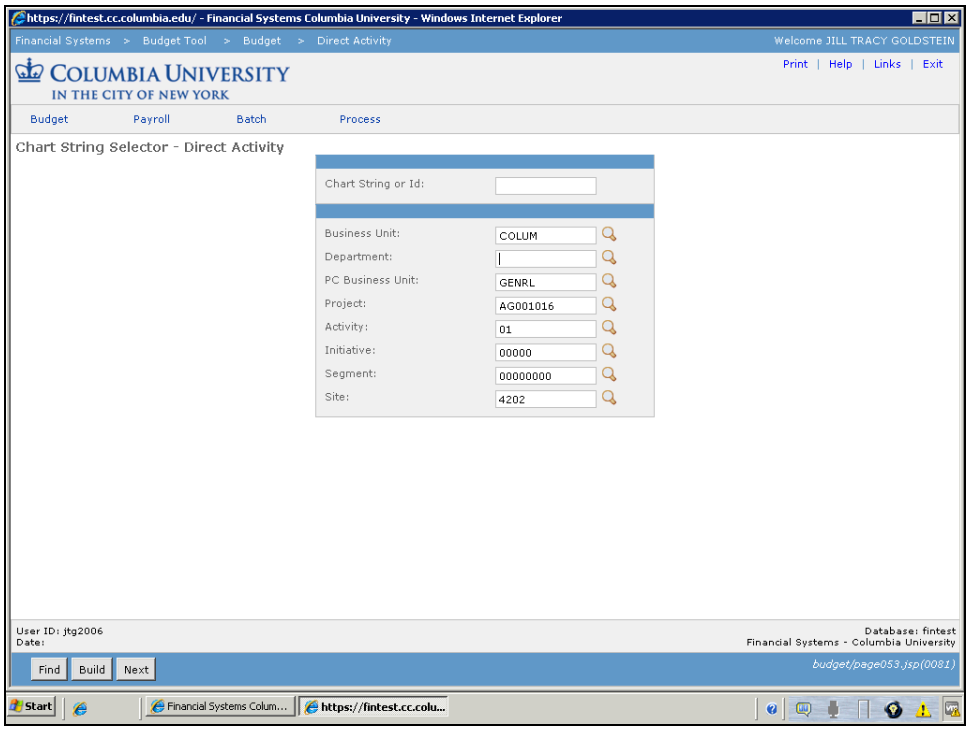
Step	Action
8.	Use your mouse to point and select the designated Project ID. Click the **AG001016** option.



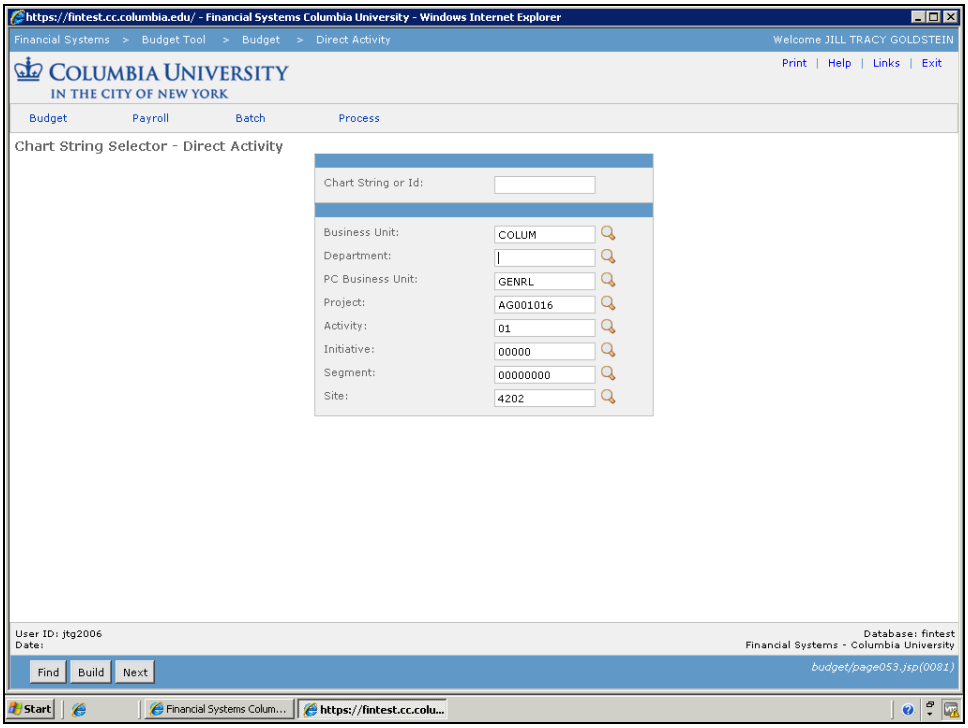
Step	Action
9.	Click the **Select** button.



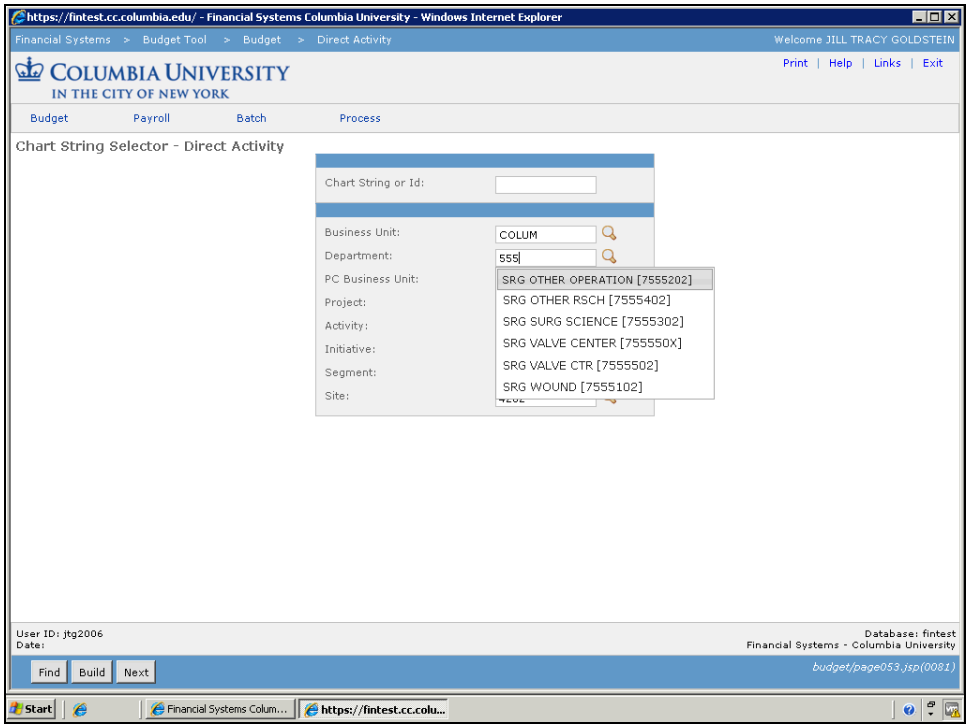
Step	Action
10.	Click in the **Department:** field. 4501101



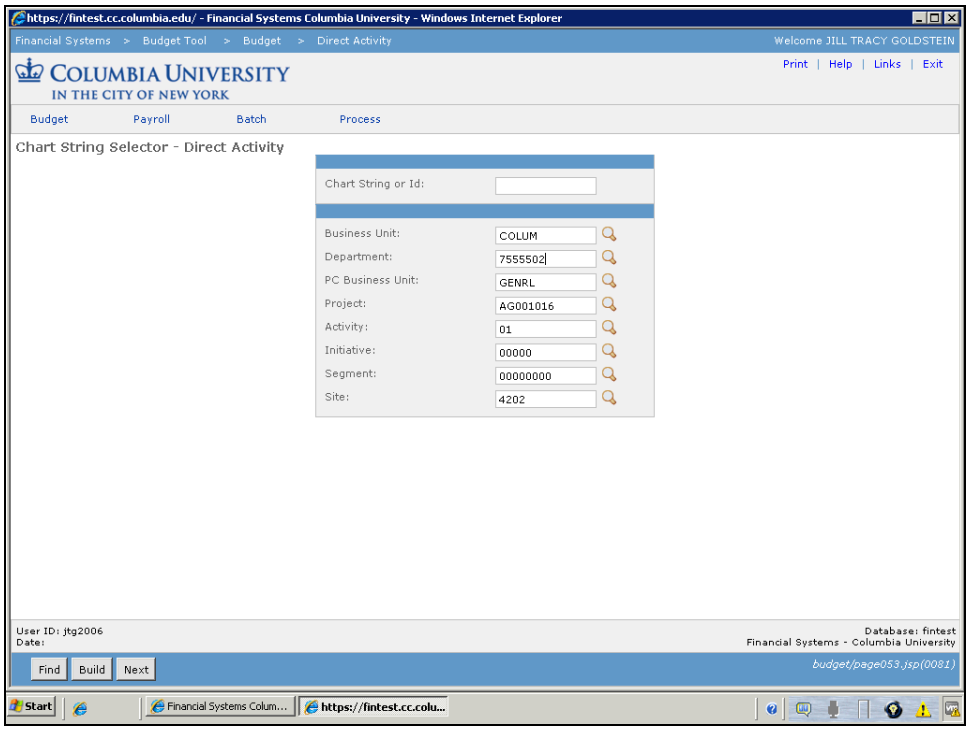
Step	Action
11.	Delete any pre-populated data in the Department field. Press **[Backspace]**.



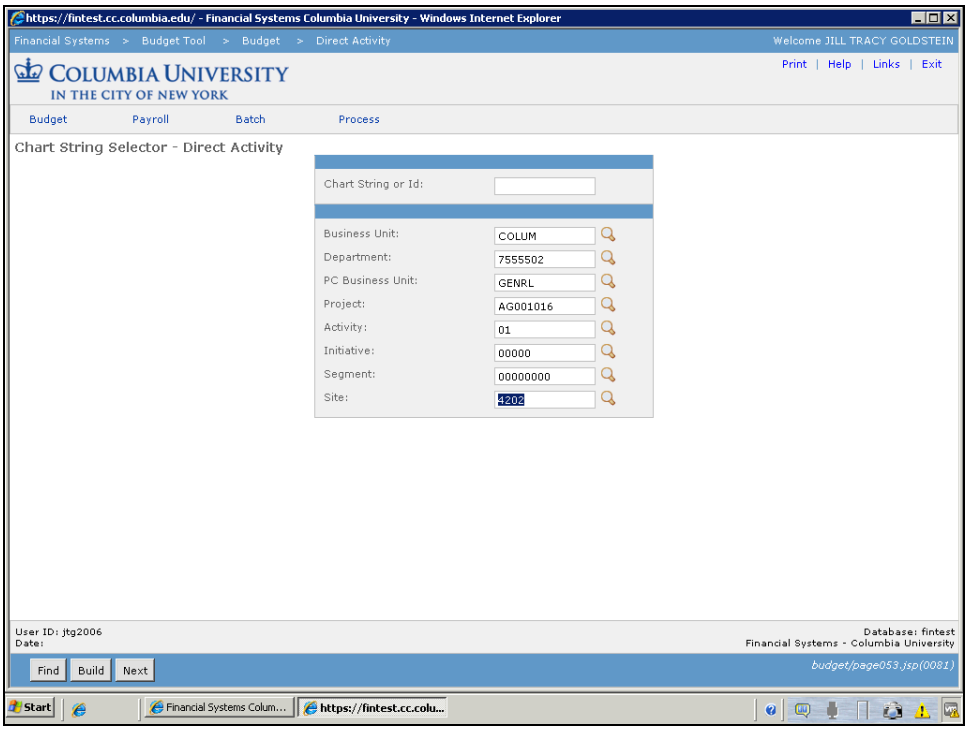
Step	Action
12.	Type the first 3 characters of the name or number and matching selections to choose from will auto complete. Enter the desired information into the **Department:** field. Enter "555".



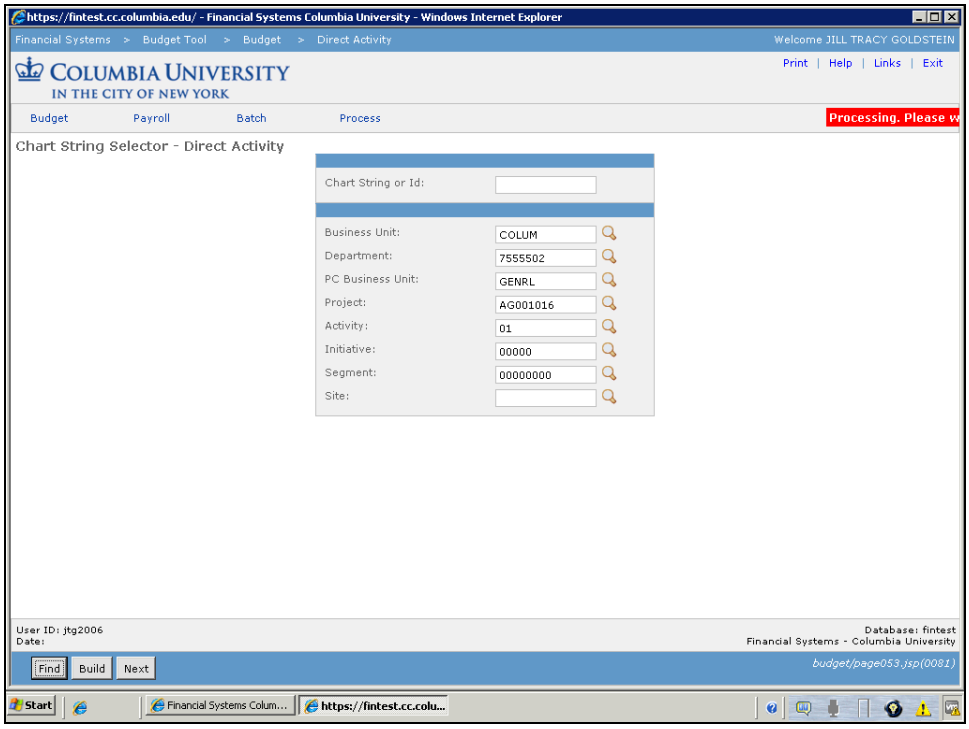
Step	Action
13.	Click the **SRG VALVE CTR [7555502]** link. SRG VALVE CTR [7555502]



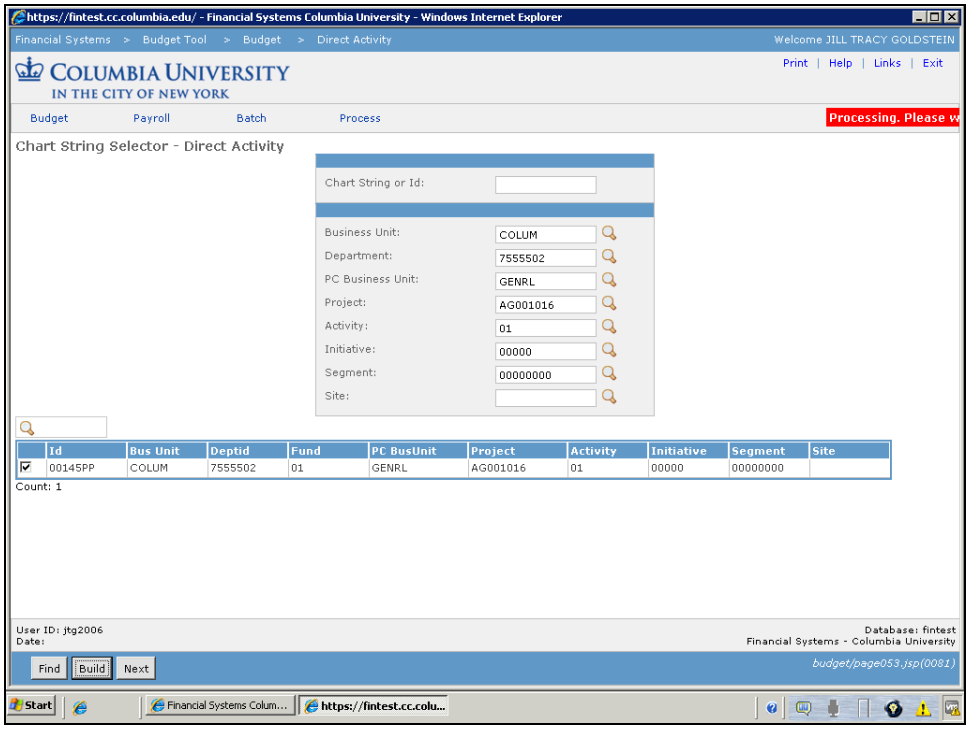
Step	Action
14.	Remove the Site. Click in the **Site** field. 4202



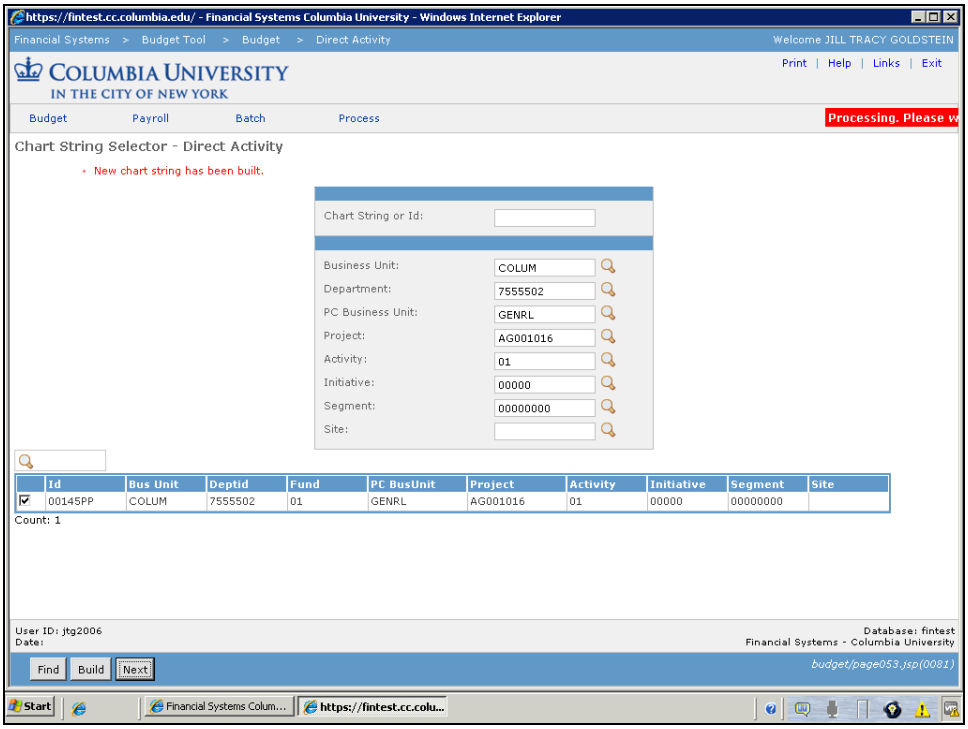
Step	Action
15.	Delete any pre-populated data in the Site field. Press **[Backspace]**.



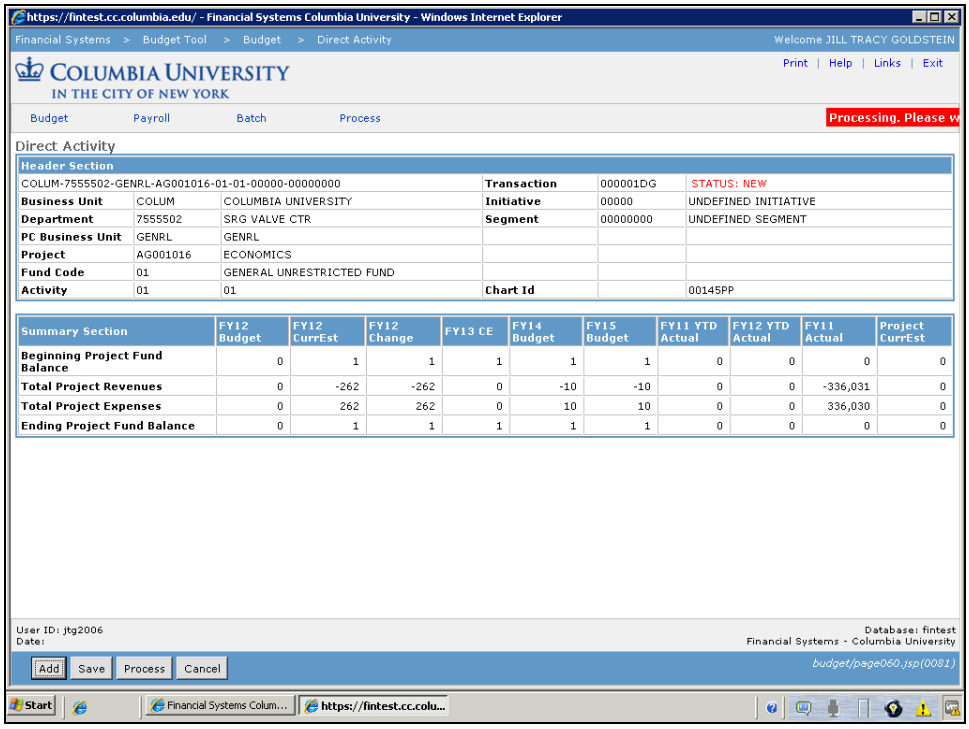
Step	Action
16.	Click the **Find** button.



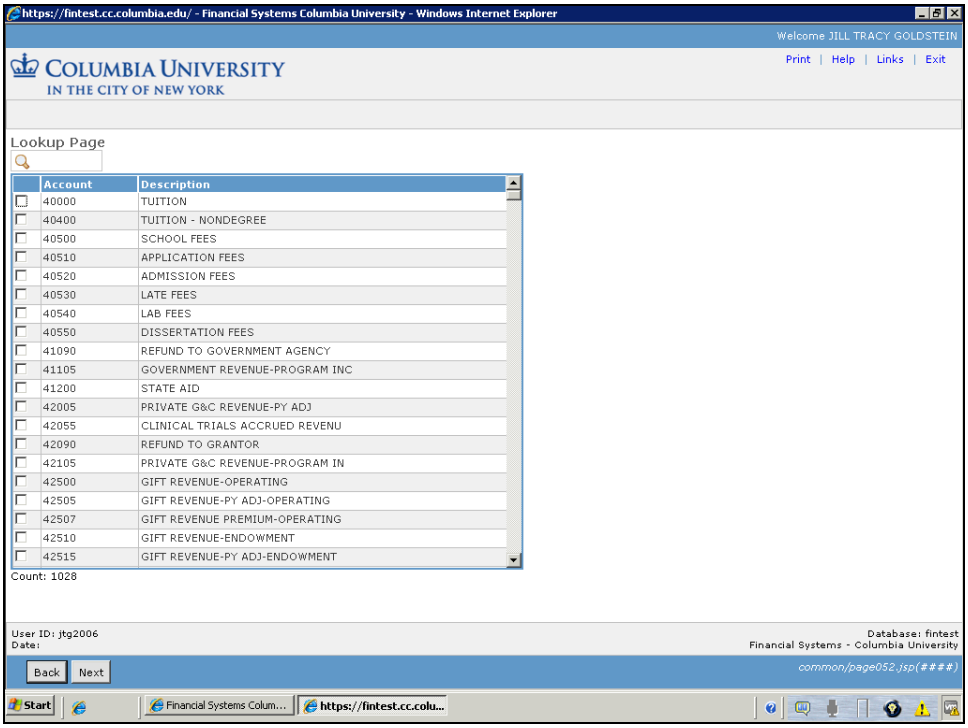
Step	Action
17.	Note: If selecting only one item clicking the 'find' button will also build the line. When selecting more than one item, click the 'build' button. For this demonstration, click the 'build' button. Click the **Build** button.



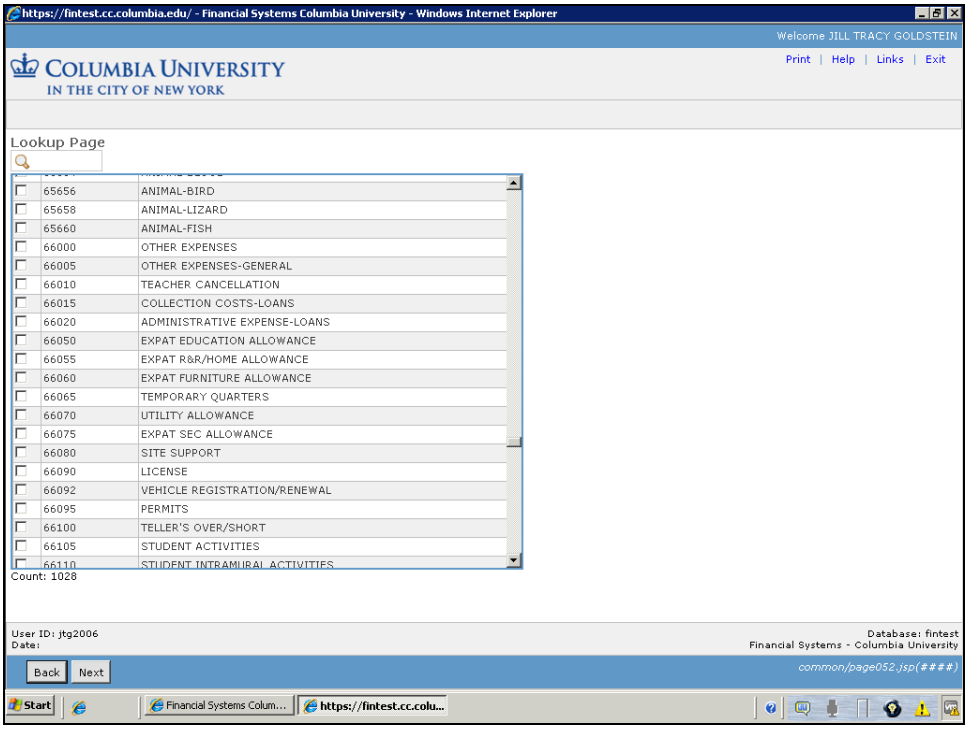
Step	Action
18.	Note, once the line has been built, you must select the 'next' button to proceed. Click the **Next** button.



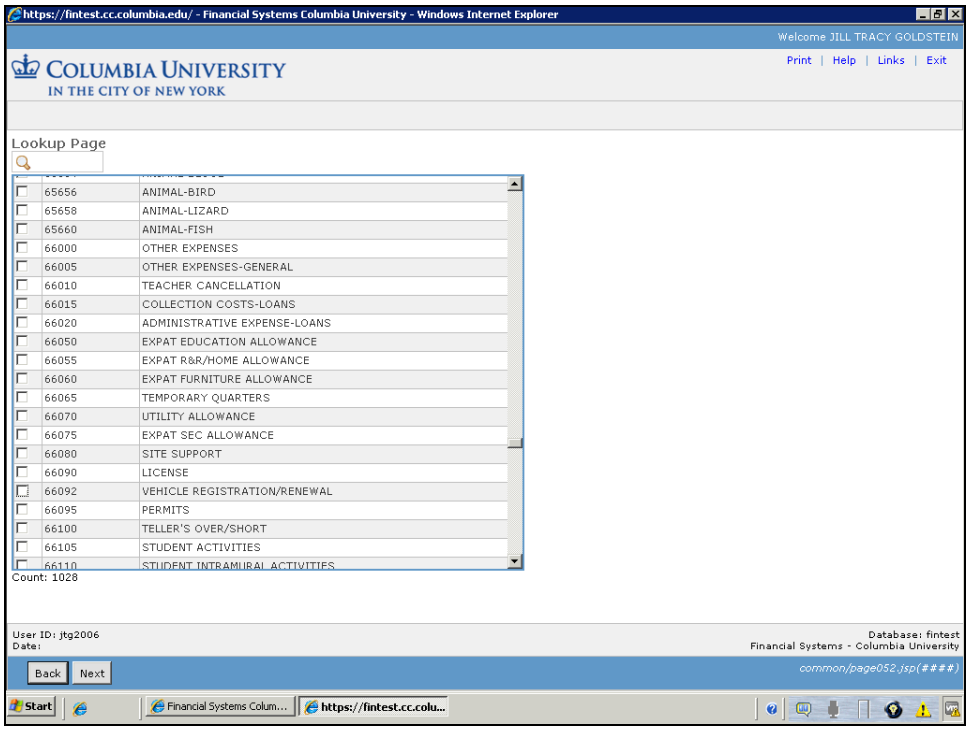
Step	Action
19.	Click the 'add' button to add PeopleSoft accounts to the ChartString. Click the **Add** button.



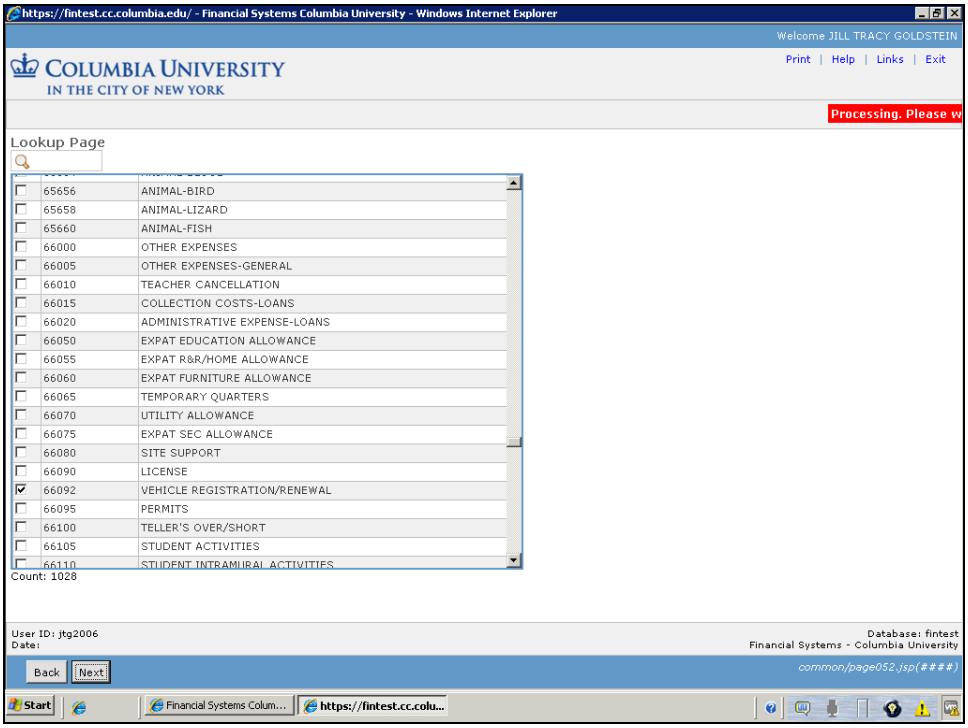
Step	Action
20.	Click the **40000** option.



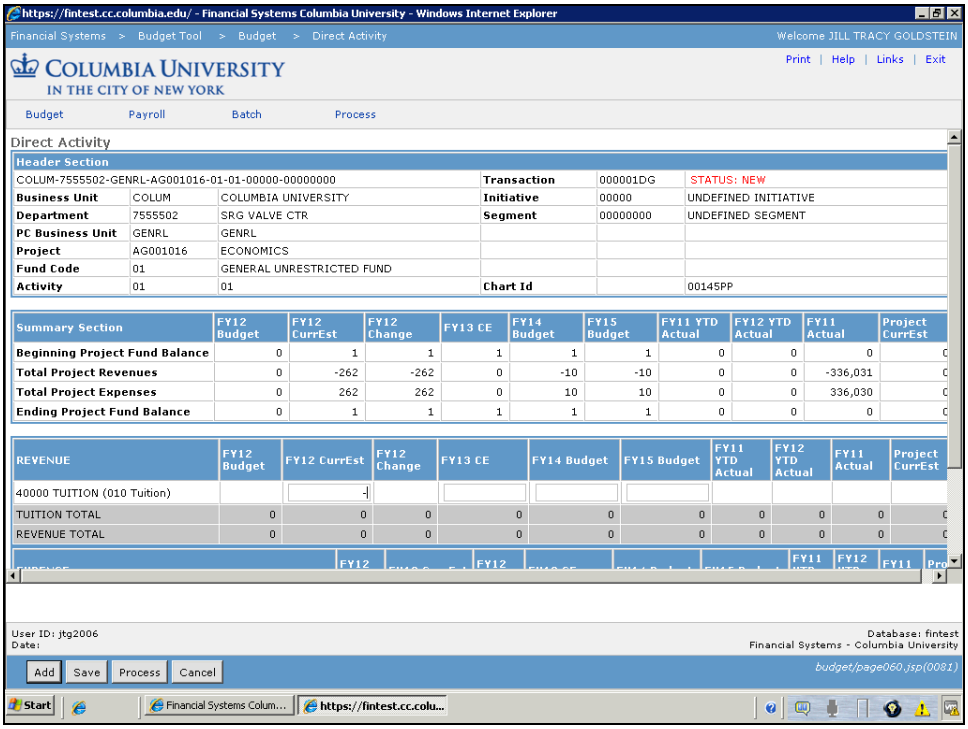
Step	Action
21.	Click and drag the **scroll bar** down to select another value.



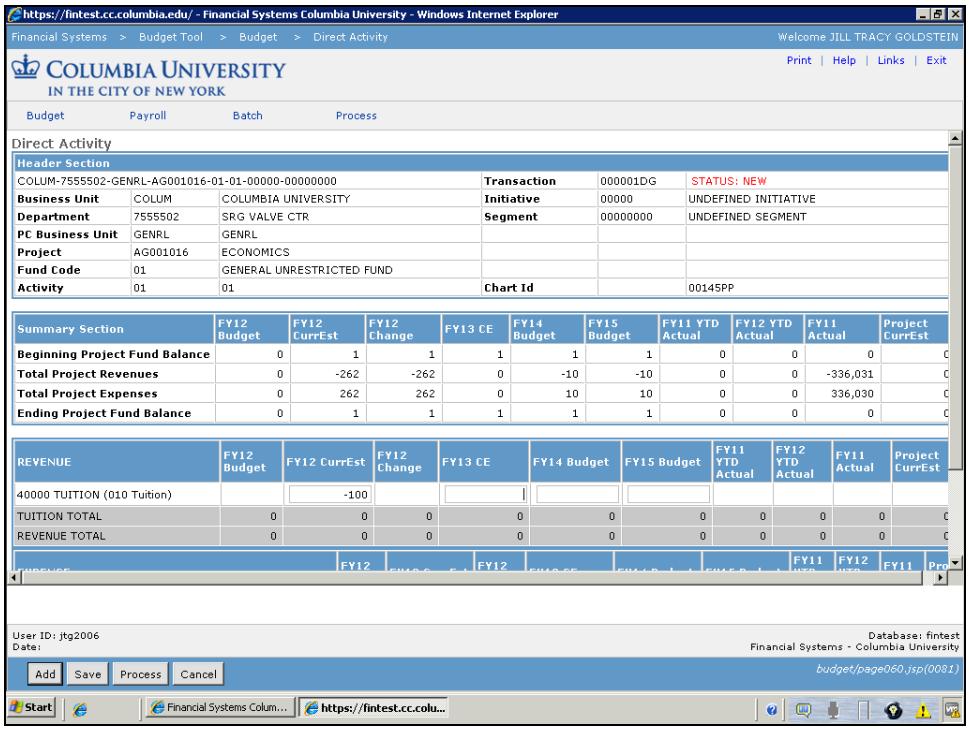
Step	Action
22.	Click the **66092** option.



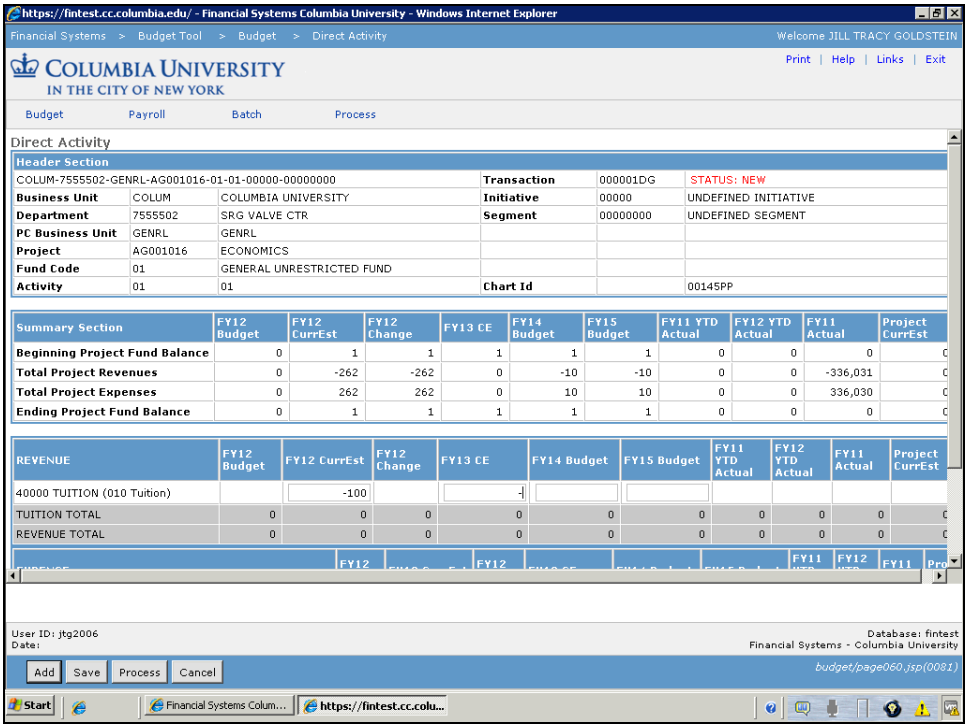
Step	Action
23.	Click the **Next** button.



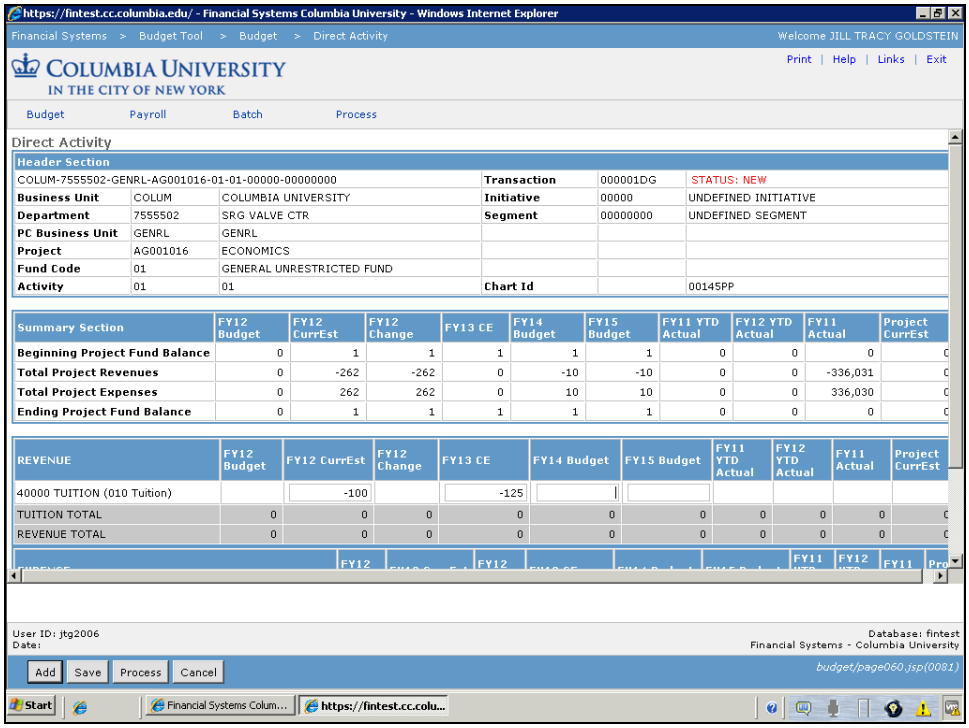
Step	Action
24.	Note: Revenues should be entered as a credit and should be preceded by a "-" Enter the desired information into the **FY12 CurrEst** field. Enter "**-100**".



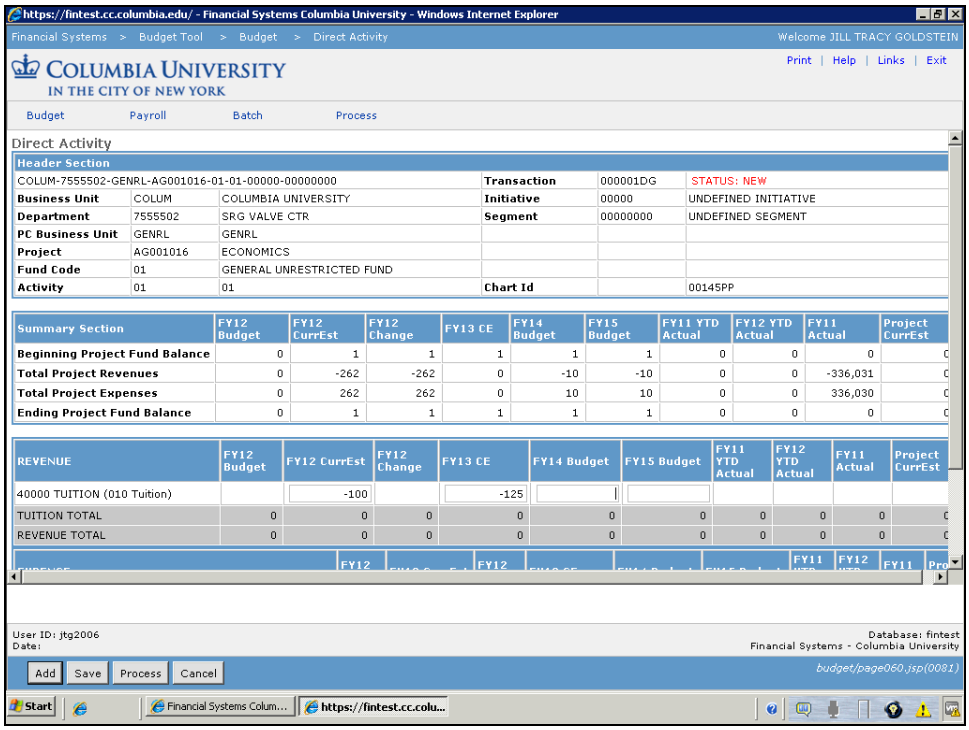
Step	Action
25.	Note: Press the **Tab** button for easy navigation within cells.



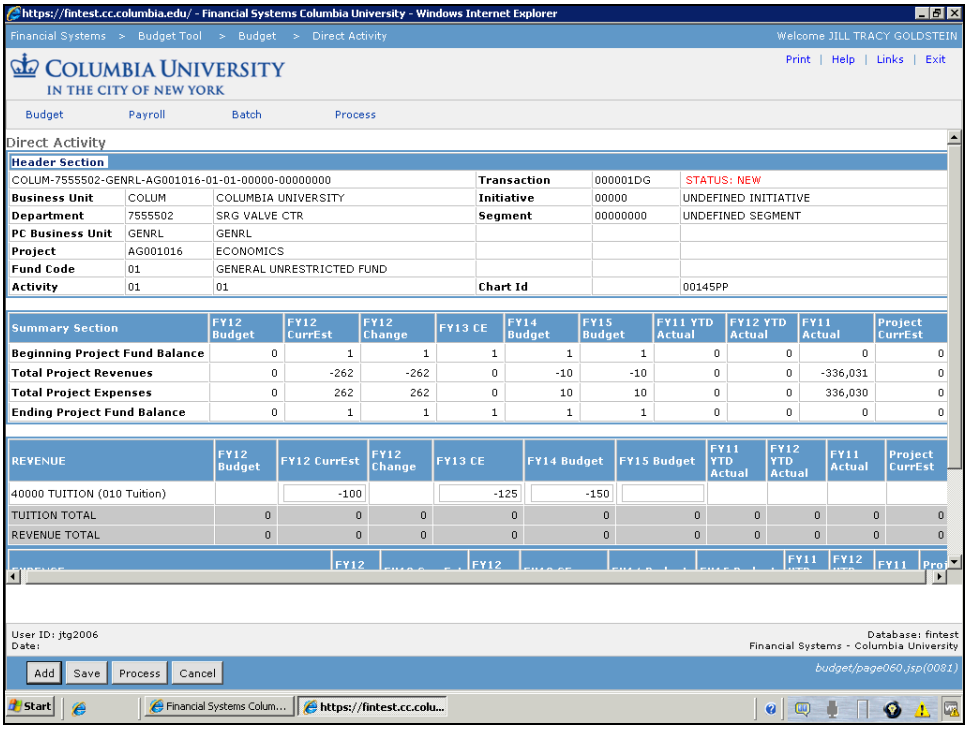
Step	Action
26.	Note: The Budget Tool is configured to allow the entry of three future years. Enter the desired information into the **FY13 CE** field. Enter "**-125**".



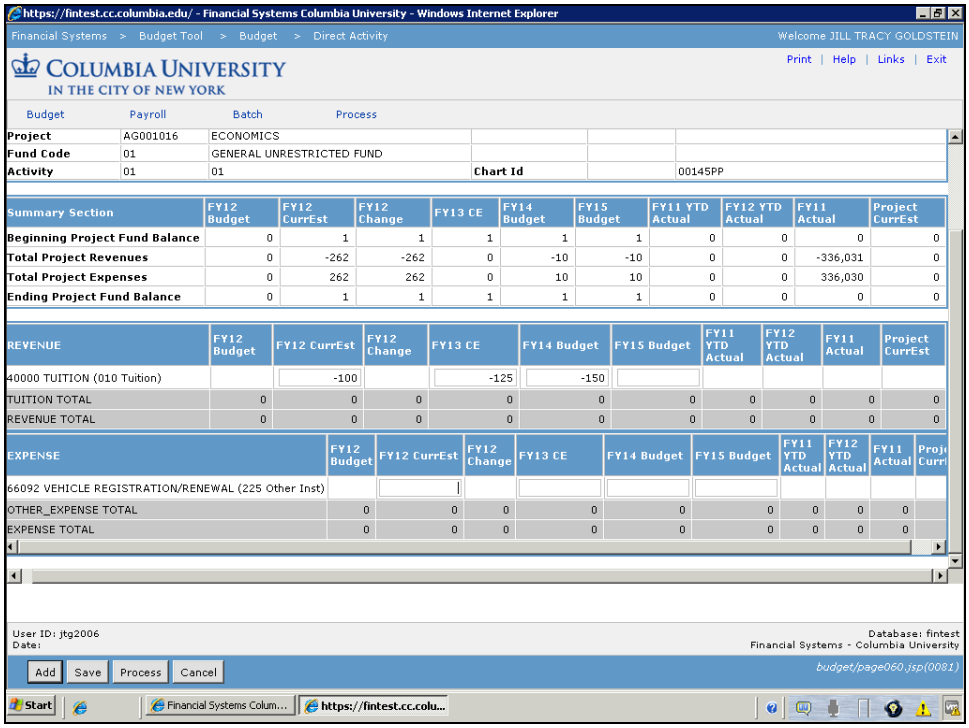
Step	Action
27.	Press **[Tab]**.



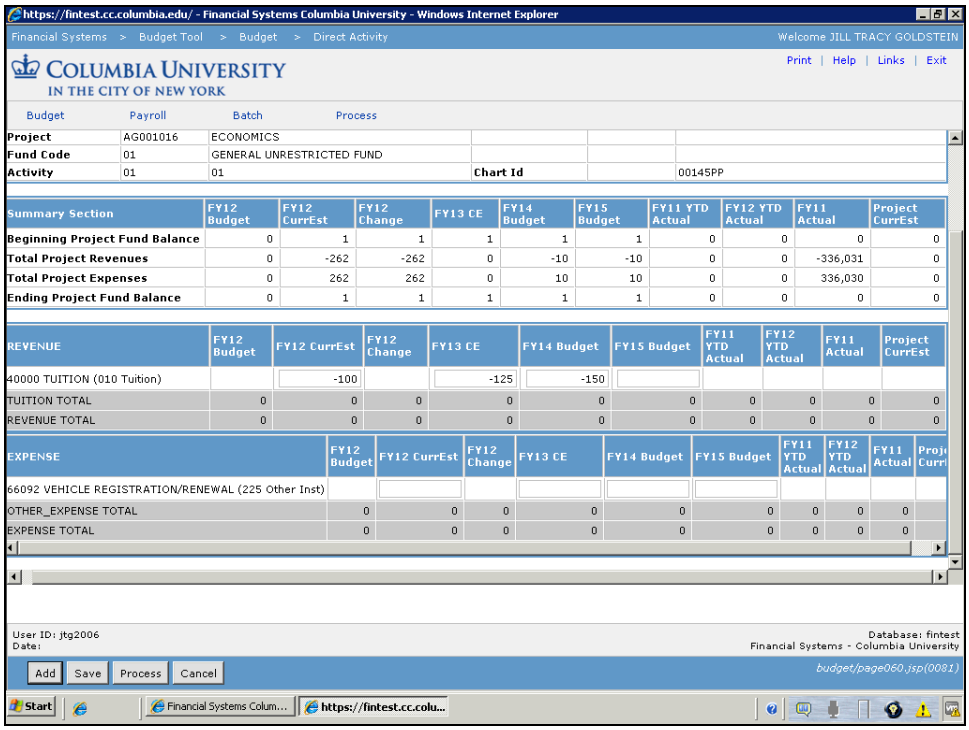
Step	Action
28.	Enter the desired information into the **FY14 Budget** field. Enter "**-150**".



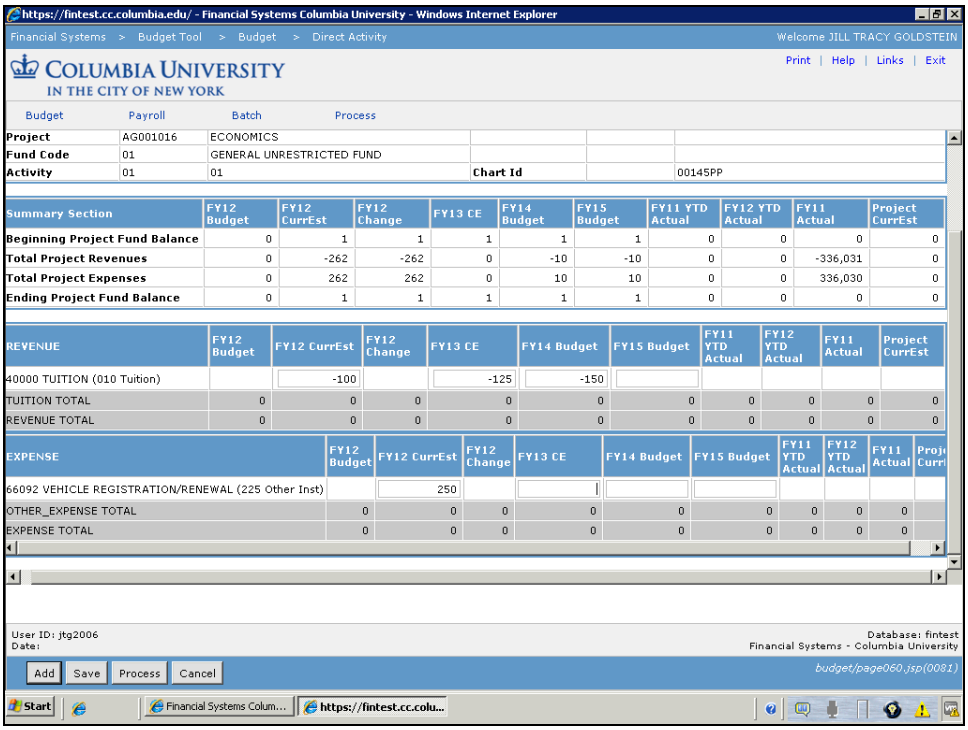
Step	Action
29.	Click and drag the **scroll bar** down and enter additional amounts.



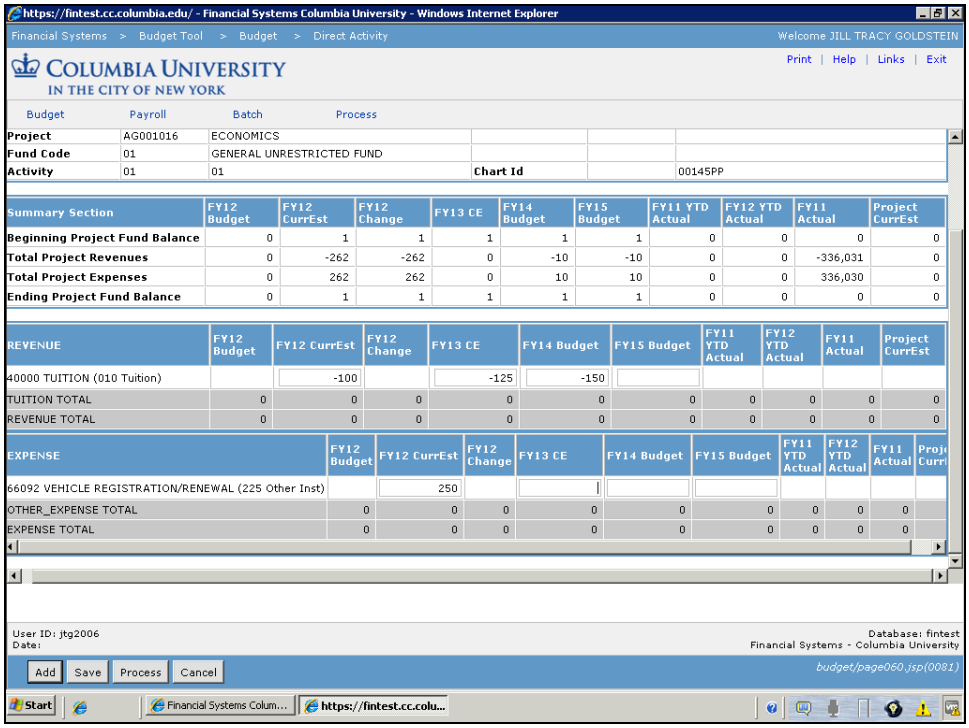
Step	Action
30.	Click in the **FY12 CurrEst** field.



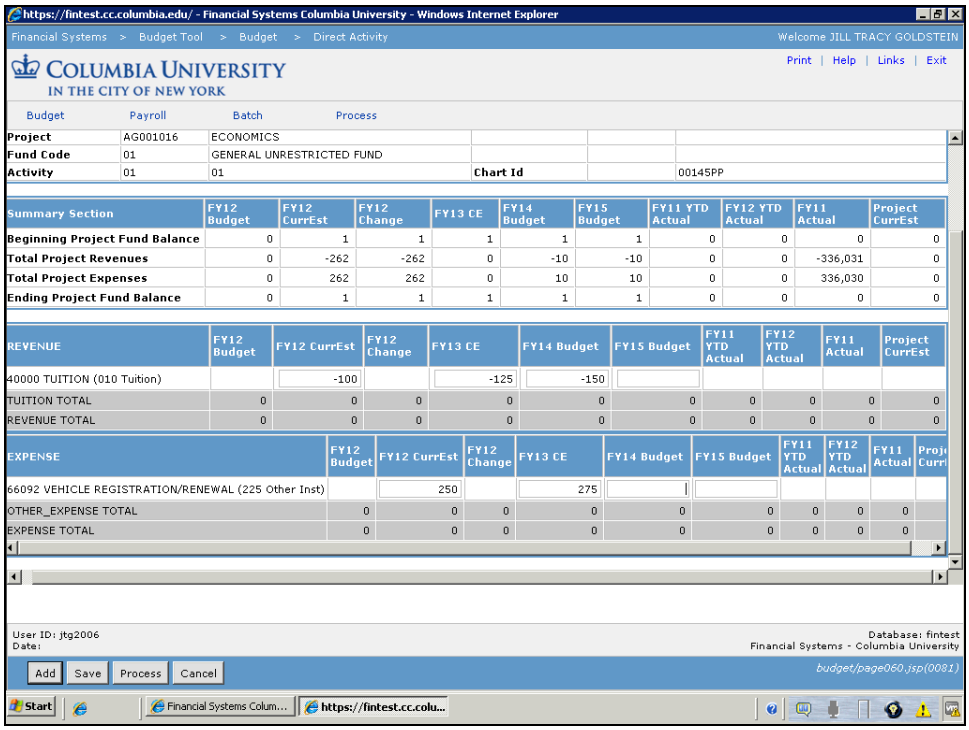
Step	Action
31.	Enter the desired information into the **FY12 CurrEst** field. Enter "**250**".



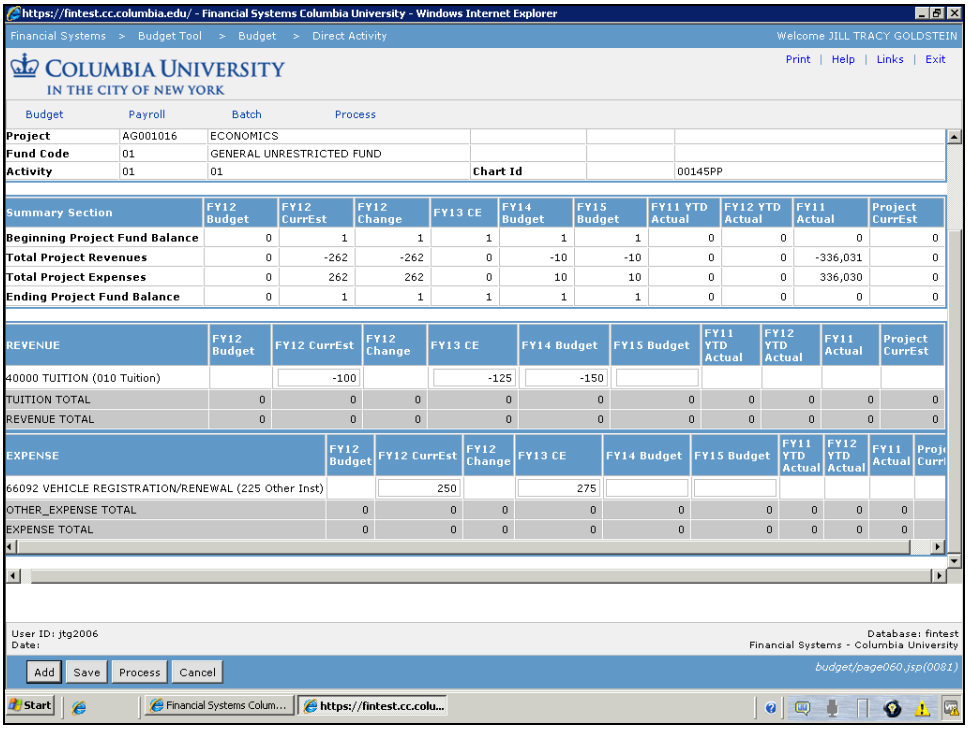
Step	Action
32.	Click in the **FY13 CE** field.



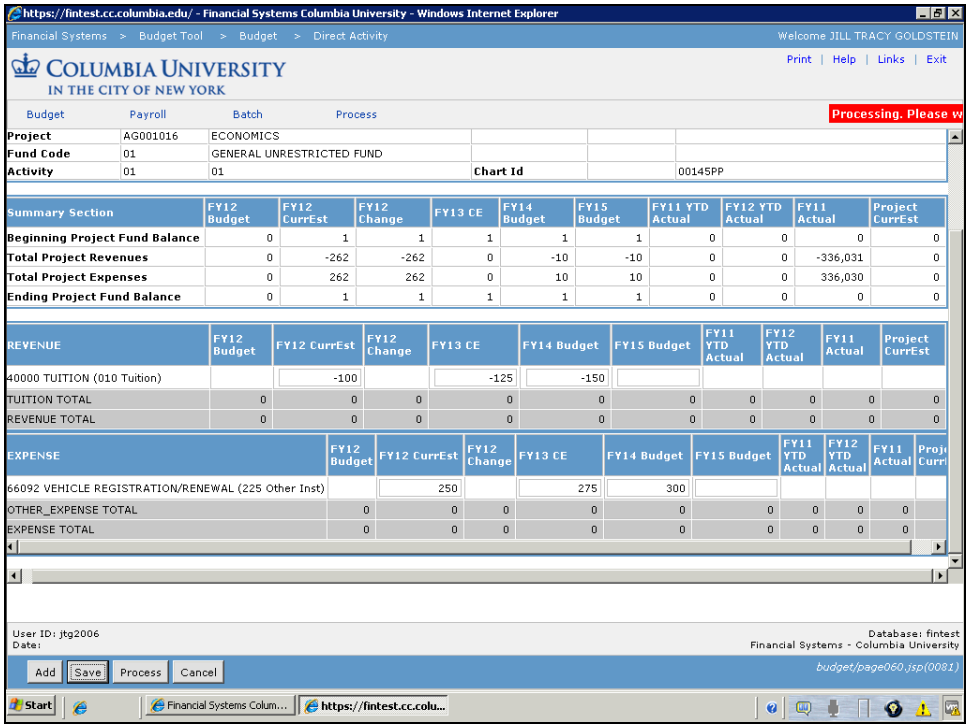
Step	Action
33.	Enter the desired information into the **FY13 CE** field. Enter "**275**".



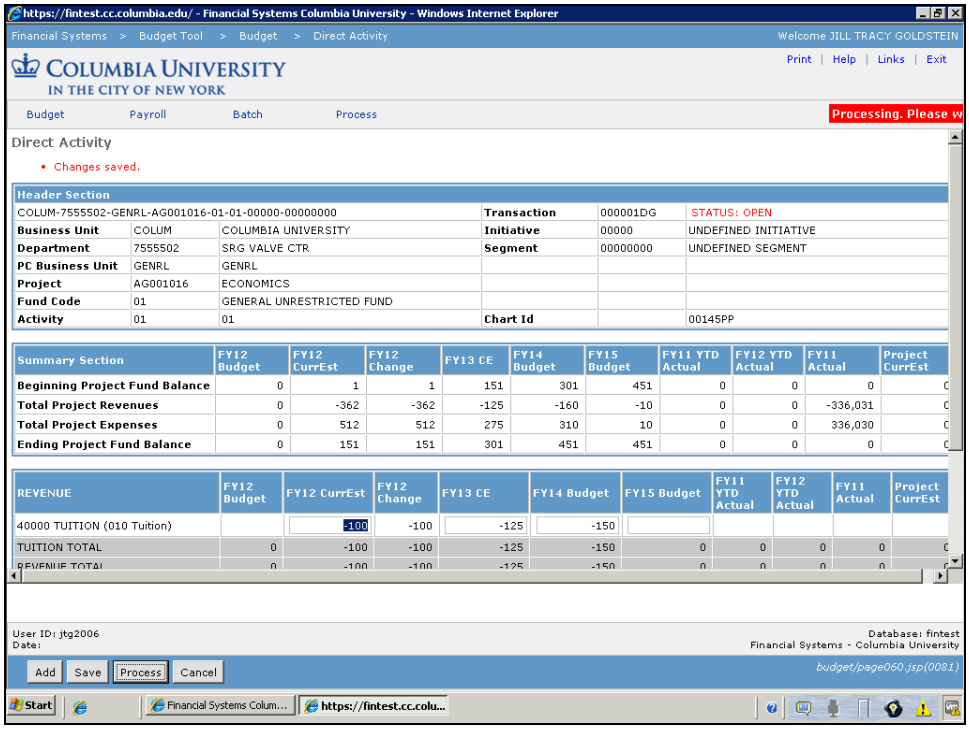
Step	Action
34.	Click in the **FY14 Budget** field.

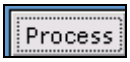


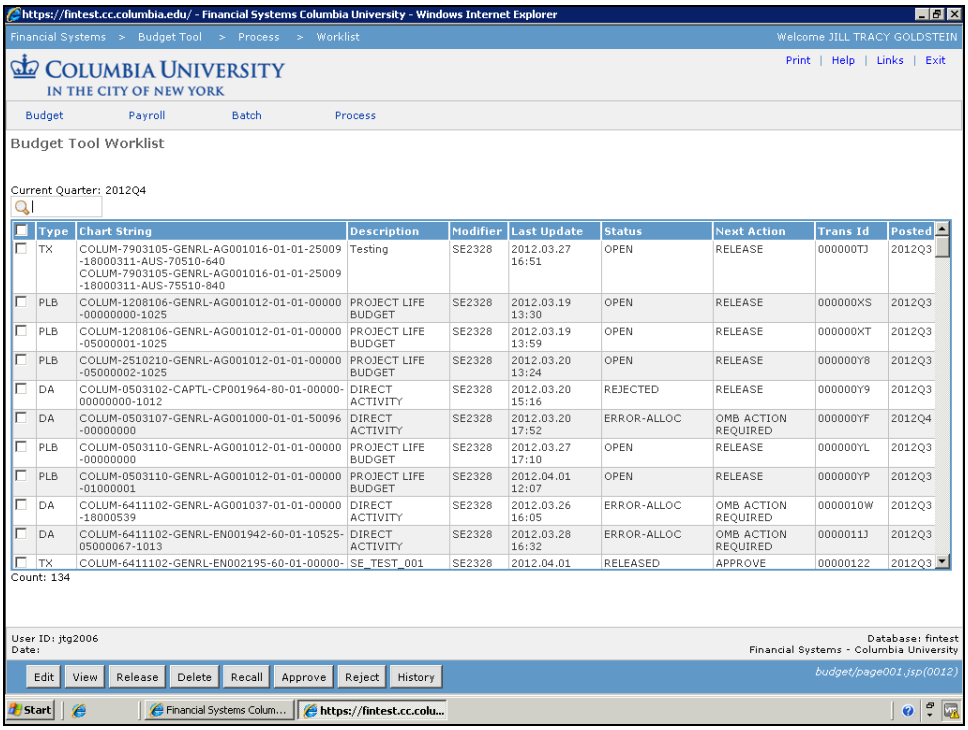
Step	Action
35.	Enter the desired information into the **FY14 Budget** field. Enter "**300**".



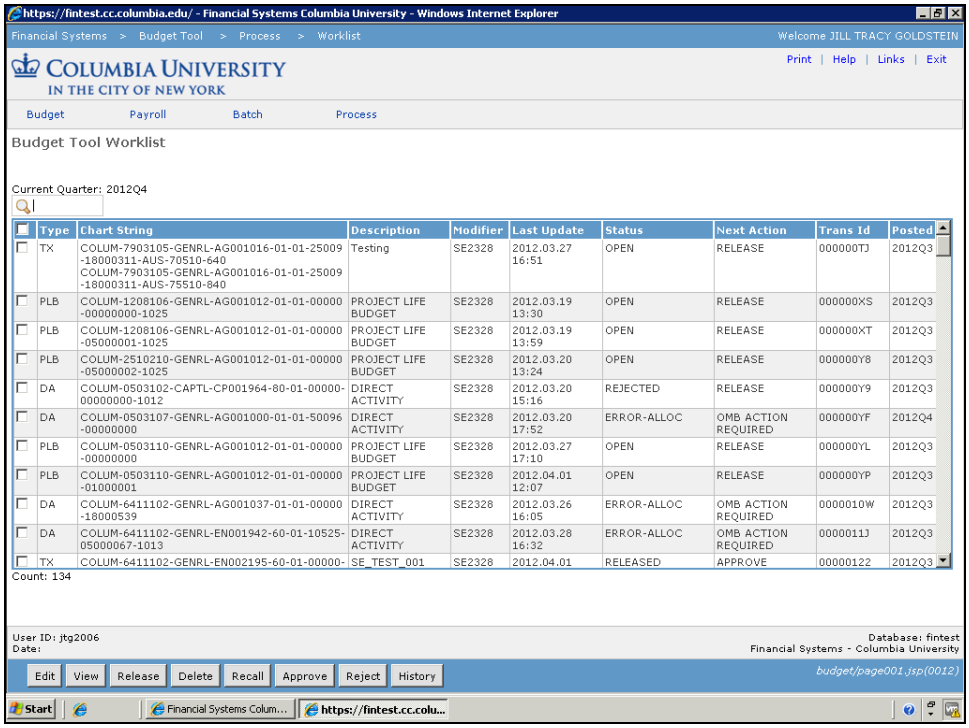
Step	Action
36.	Click the **Save** button.



Step	Action
37.	Click the **Process** button. 



Step	Action
38.	The transaction has been created and will now display on the Worklist.



Step	Action
39.	You have completed how to enter and review a budget on the Direct Activity screen. **End of Procedure.**

Budget - Transfers

This is the *Budget - Transfers* lesson of the *Budget Tool* course. Upon completion of this lesson, you will be able to:

- Budget a transfer within the Budgeting Tool

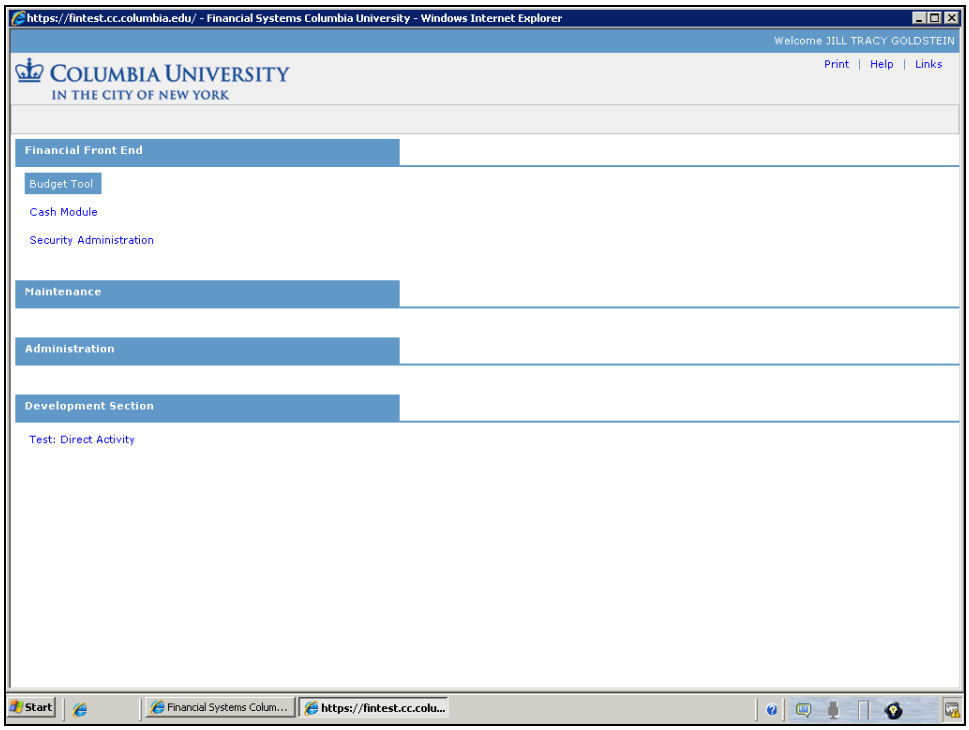
Estimated Time to Complete Lesson: 15 minutes

Transfers

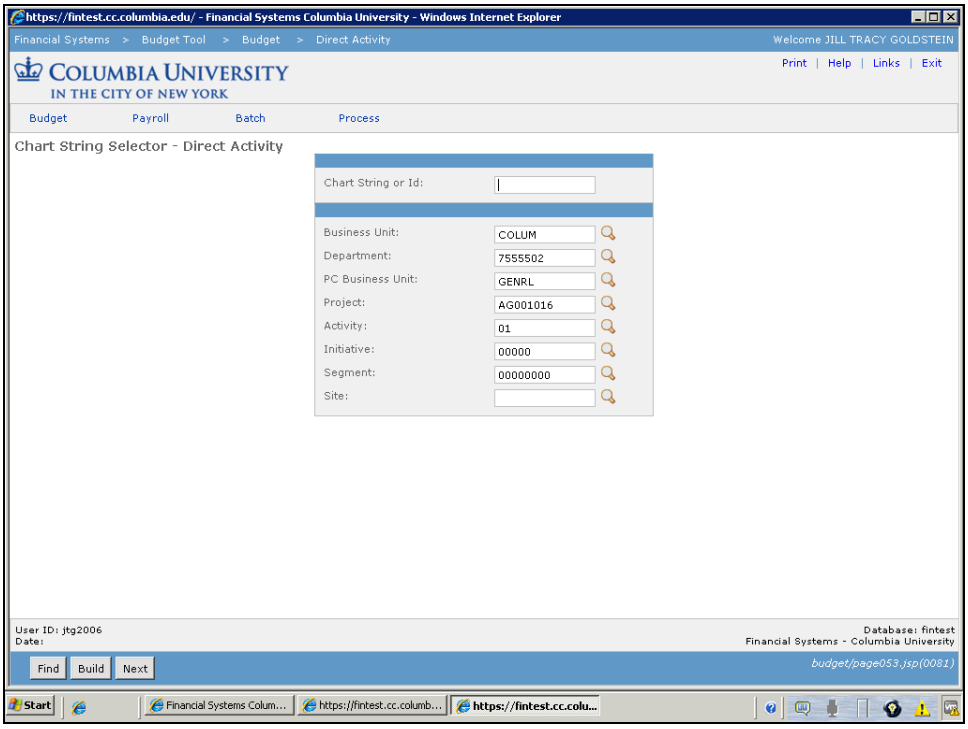
Use the Transfer screen to enter and review transfers.

Procedure

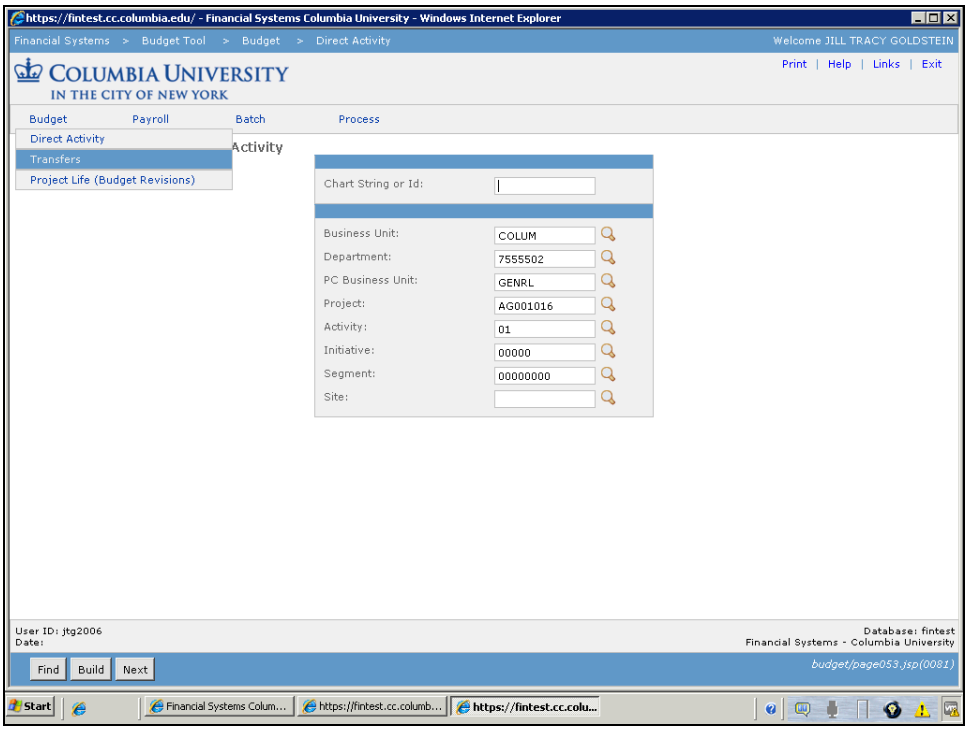
This topic provides guidance on how to enter and review transfers.



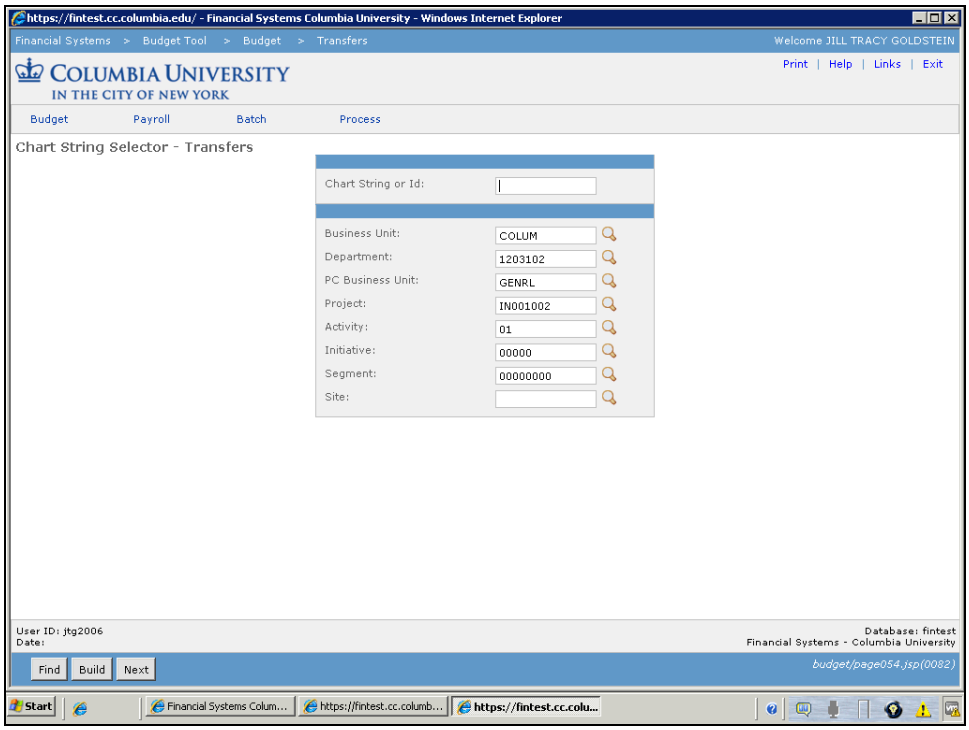
Step	Action
1.	Click the **Budget Tool** link. Budget Tool

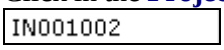


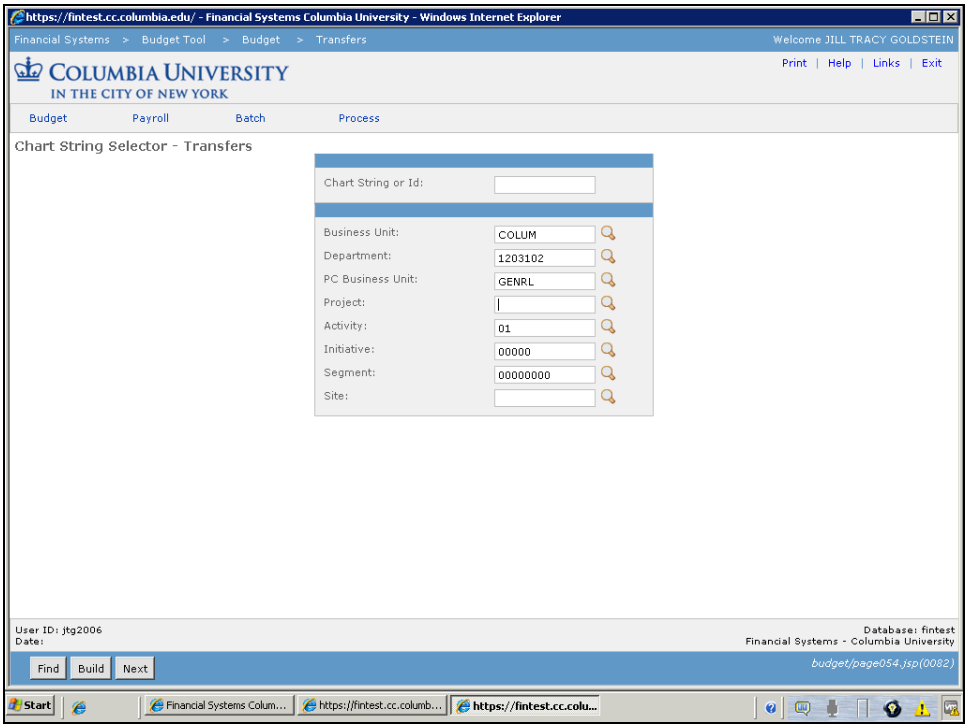
Step	Action
2.	Click the **Budget** link. Budget



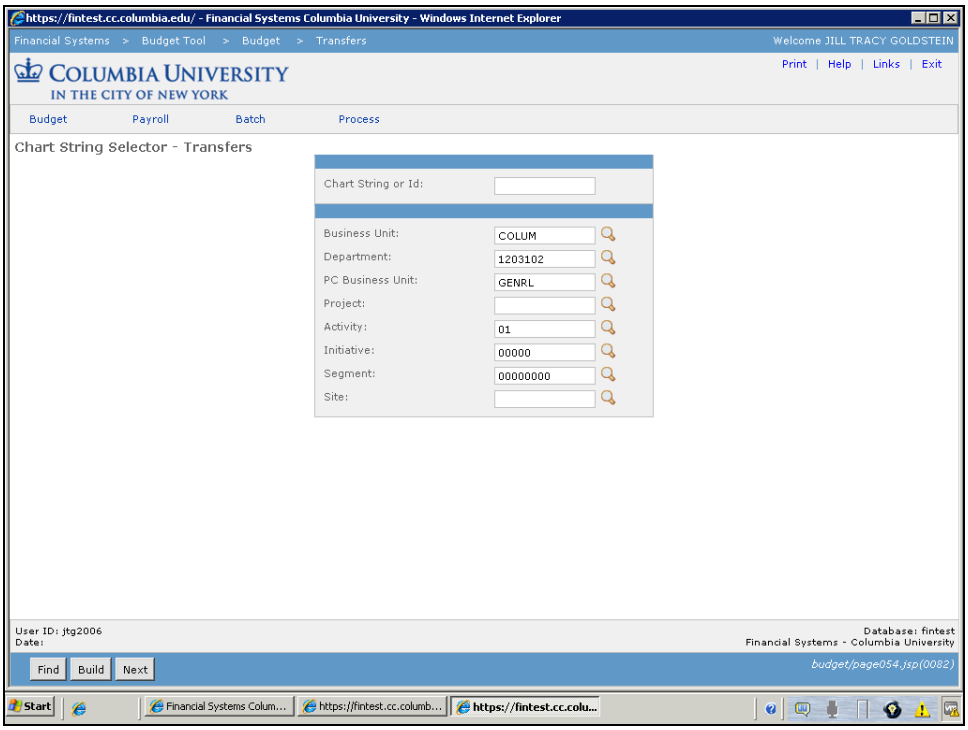
Step	Action
3.	Click the **Transfers** link.



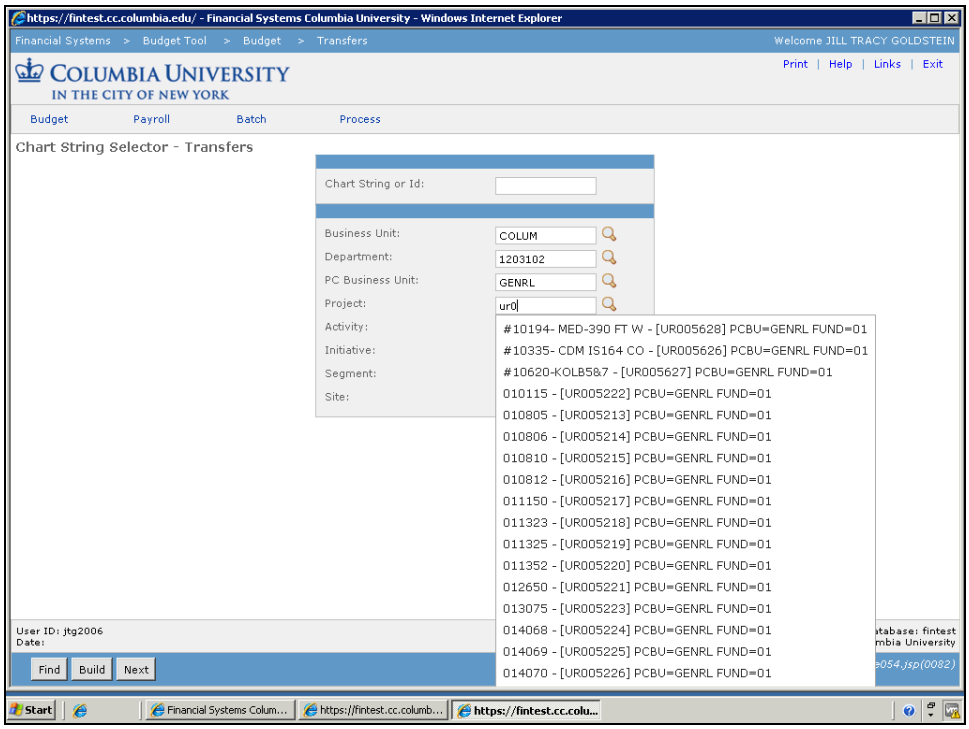
Step	Action
4.	The prior budgeted ChartField values pre fill. Choose a new project. Click in the **Project:** field. 



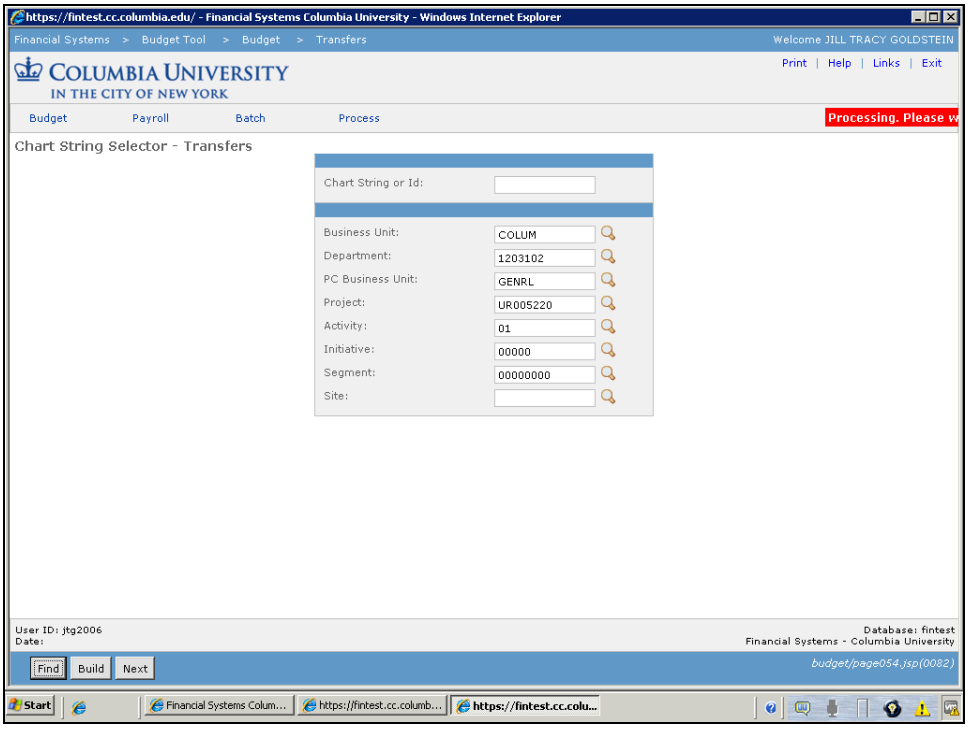
Step	Action
5.	Press **[Backspace]**.



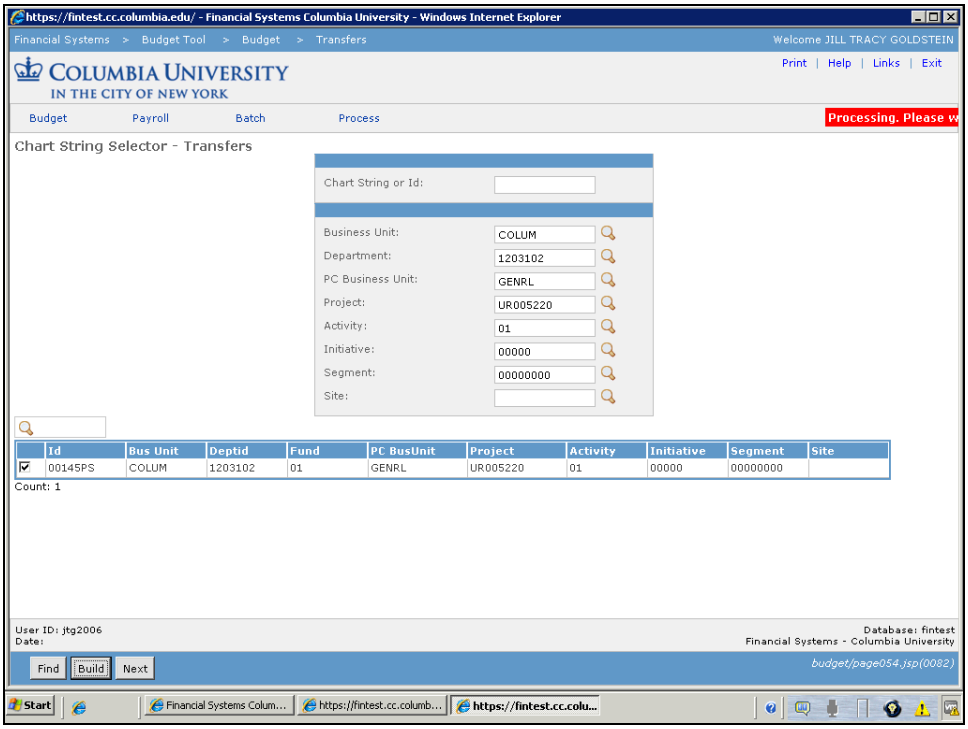
Step	Action
6.	Type the first 3 characters of the number or name of the project. Enter the desired information into the **Project:** field. Enter "**ur0**".



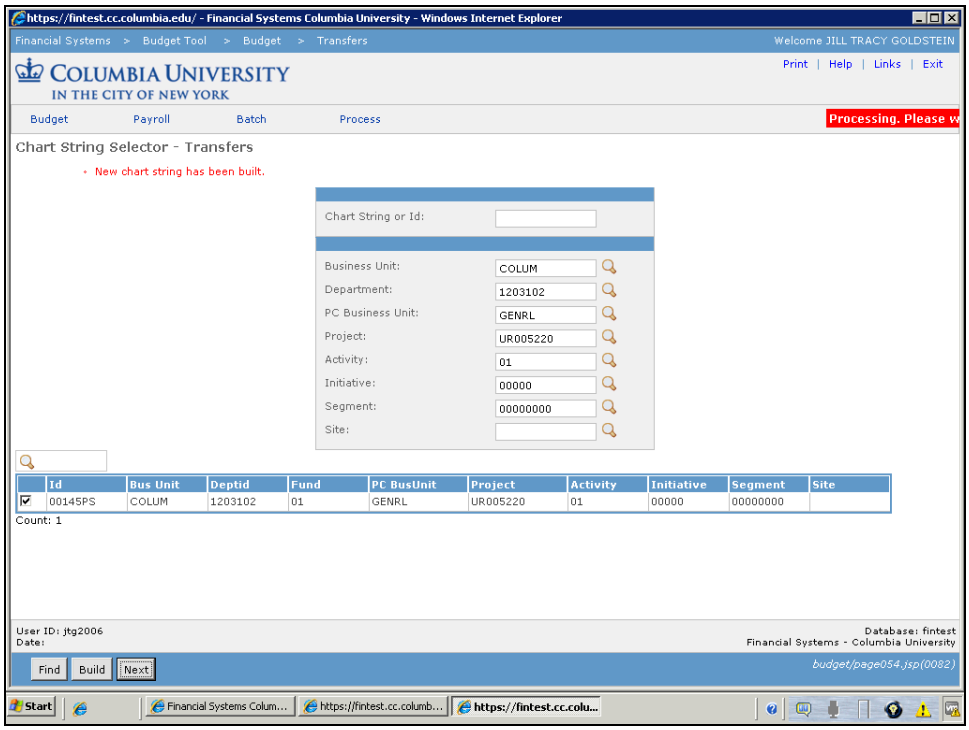
Step	Action
7.	Click the **011352 - [UR005220] PCBU=GENRL FUND=01** link.



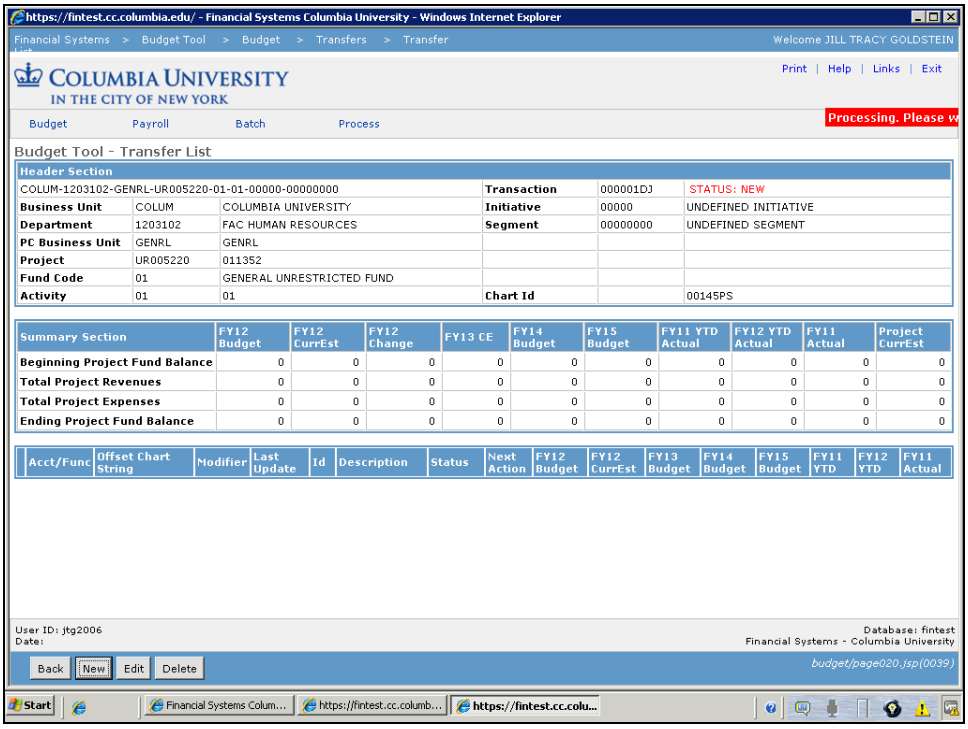
Step	Action
8.	Click the **Find** button.



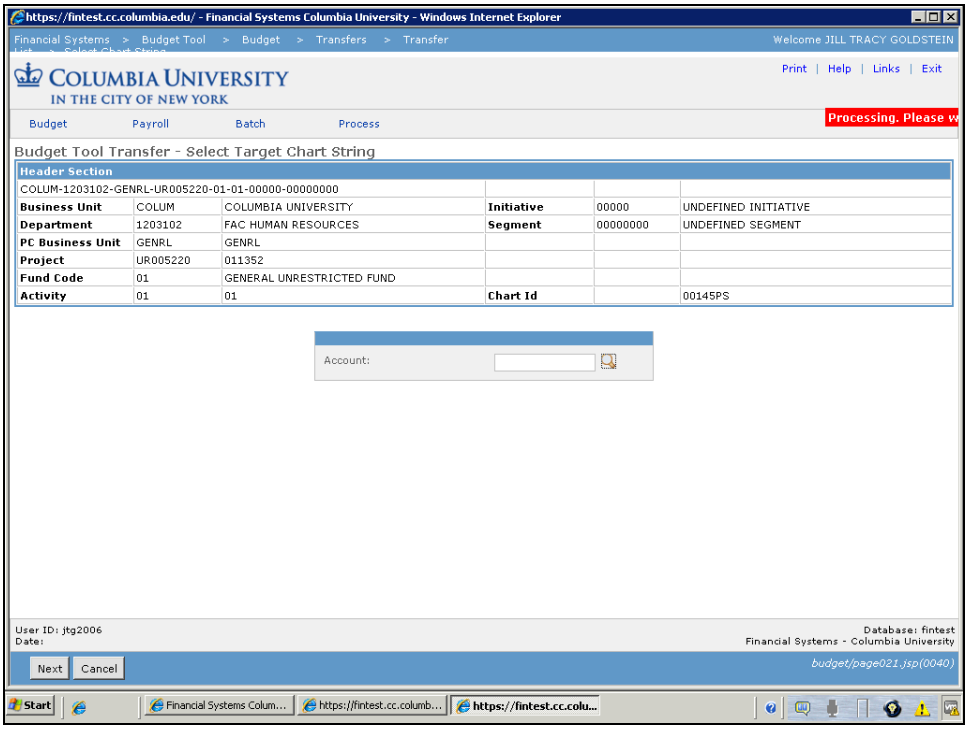
Step	Action
9.	Click the **Build** button.



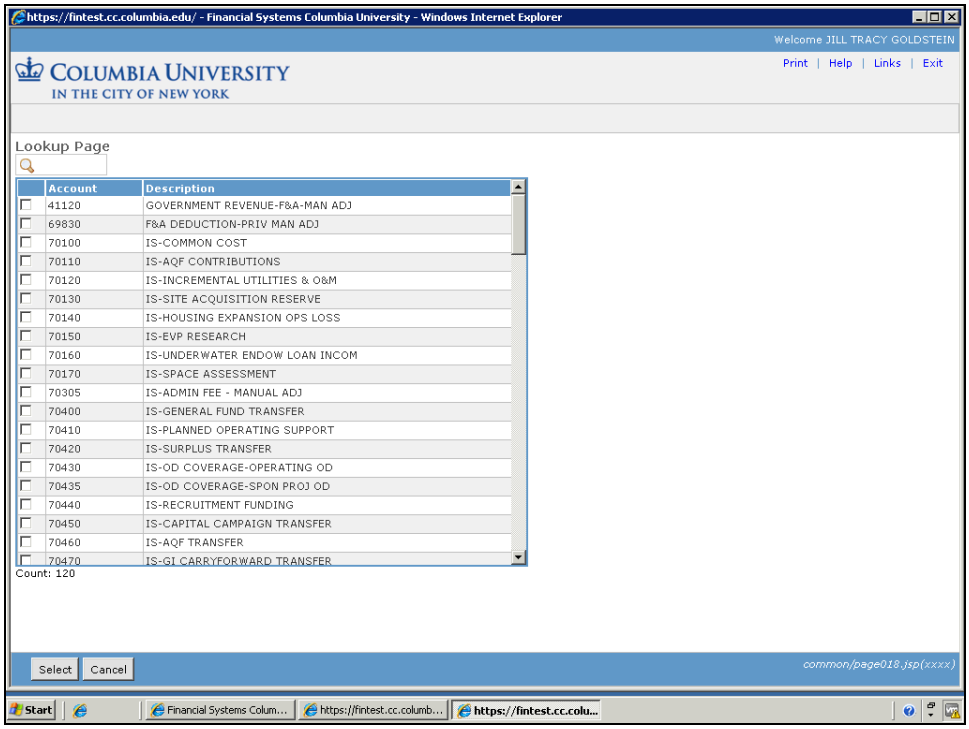
Step	Action
10.	Click the **Next** button.



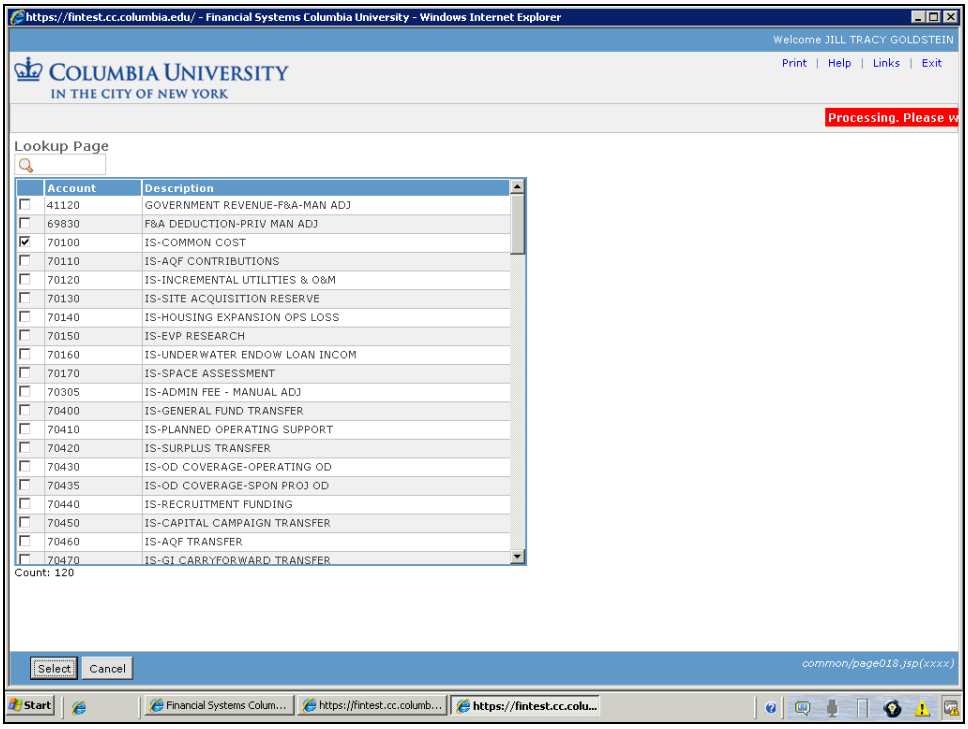
Step	Action
11.	Click the **New** button.



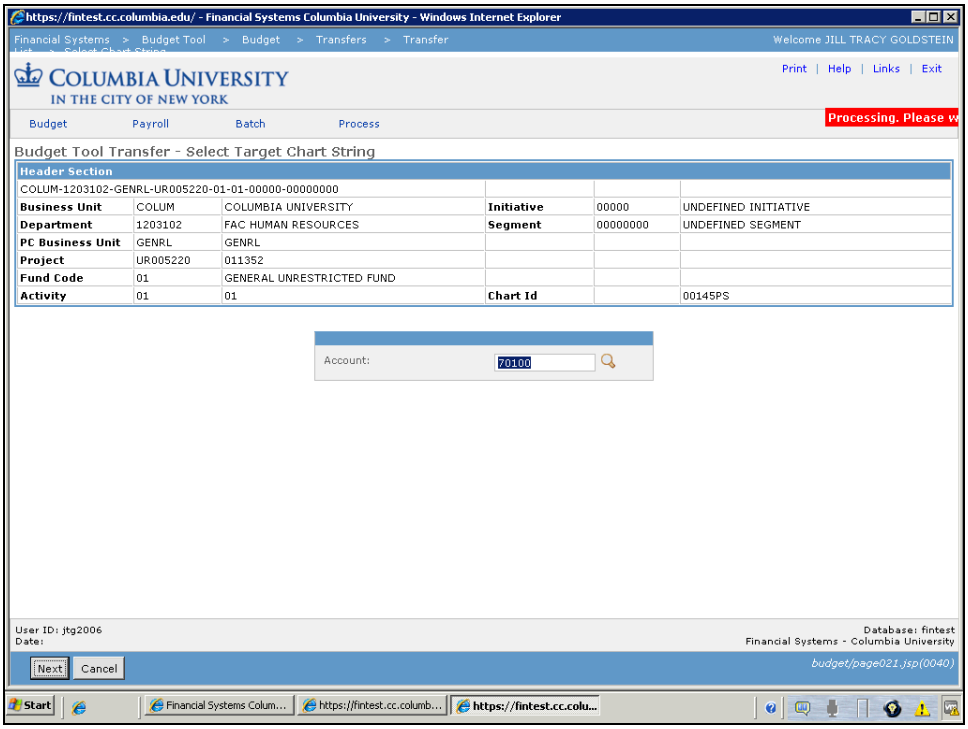
Step	Action
12.	Search for an account. Click the **Search** button.



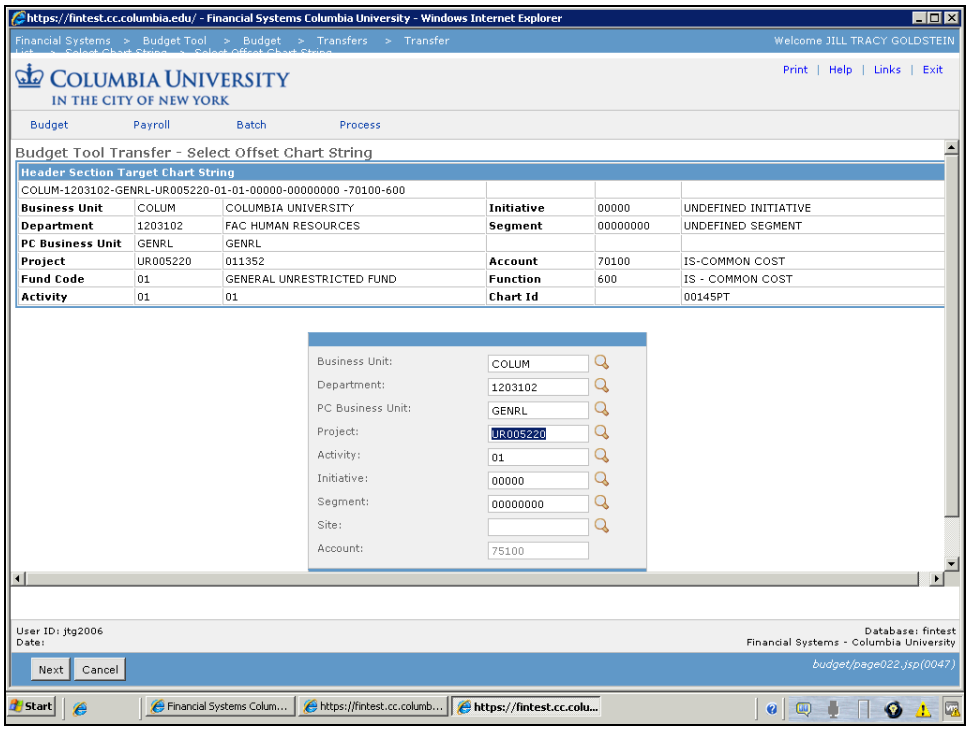
Step	Action
13.	Click the **70100** option.



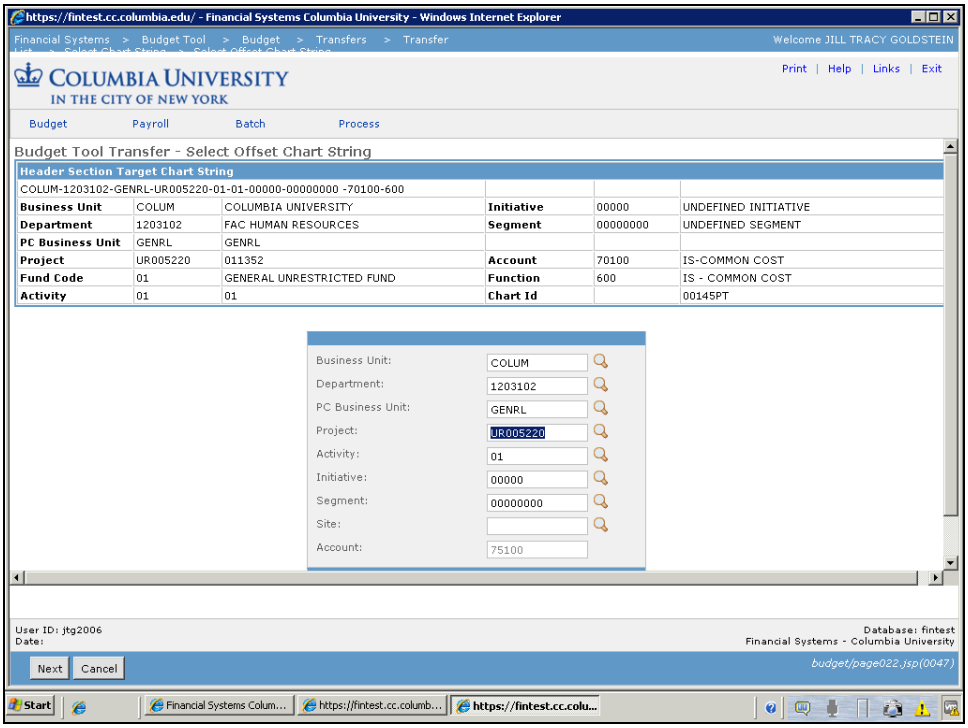
Step	Action
14.	Click the **Select** button.



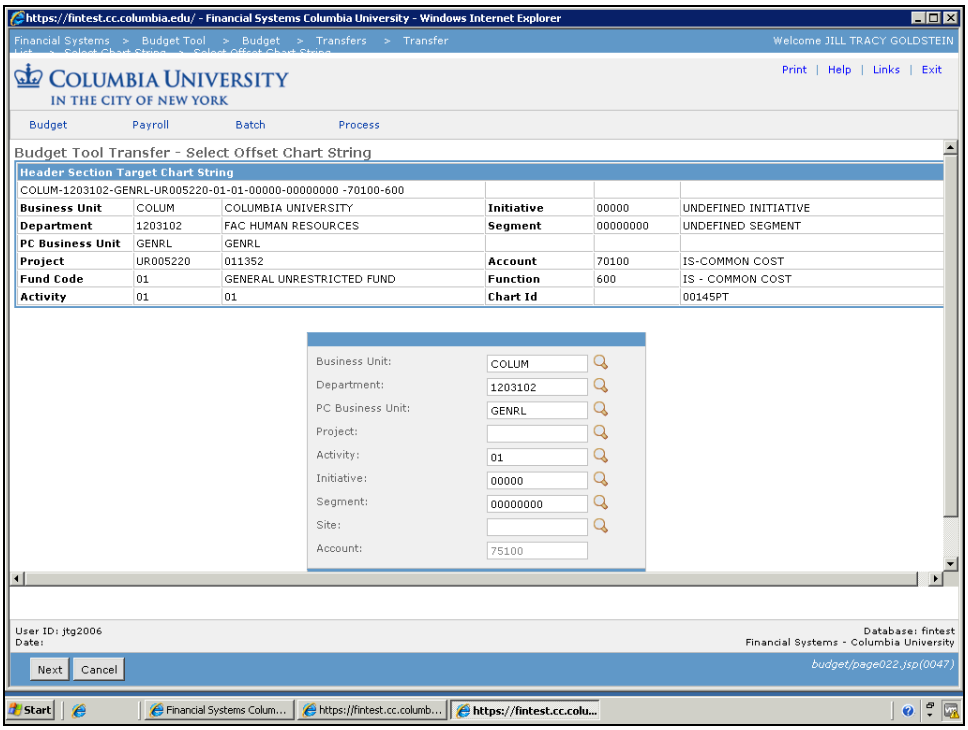
Step	Action
15.	Click the **Next** button.



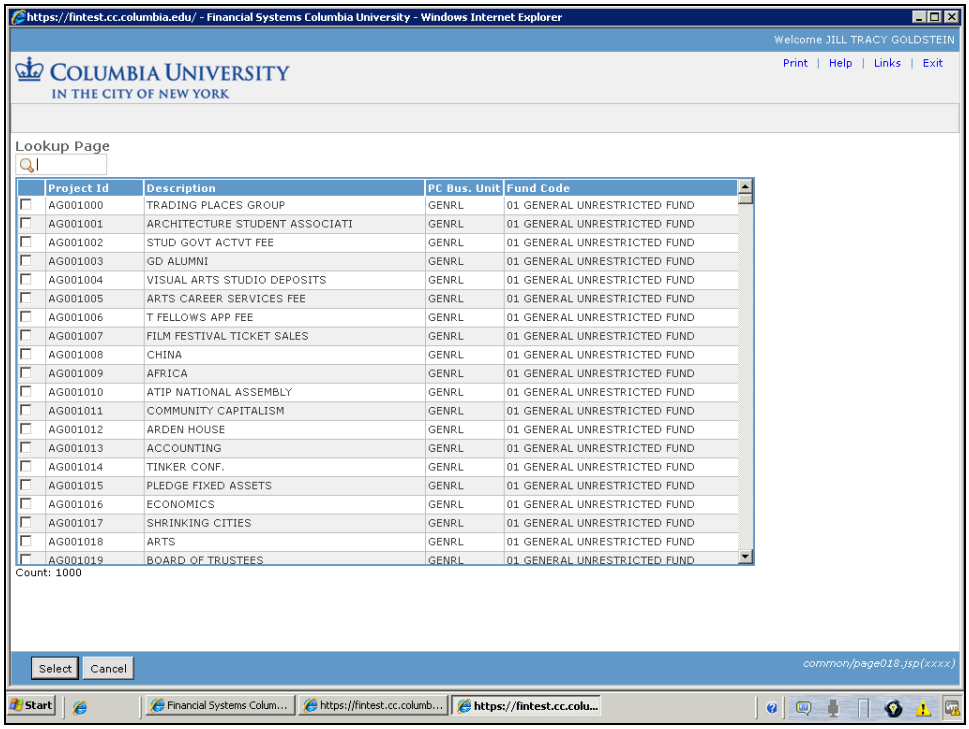
Step	Action
16.	Click in the **Project:** field.



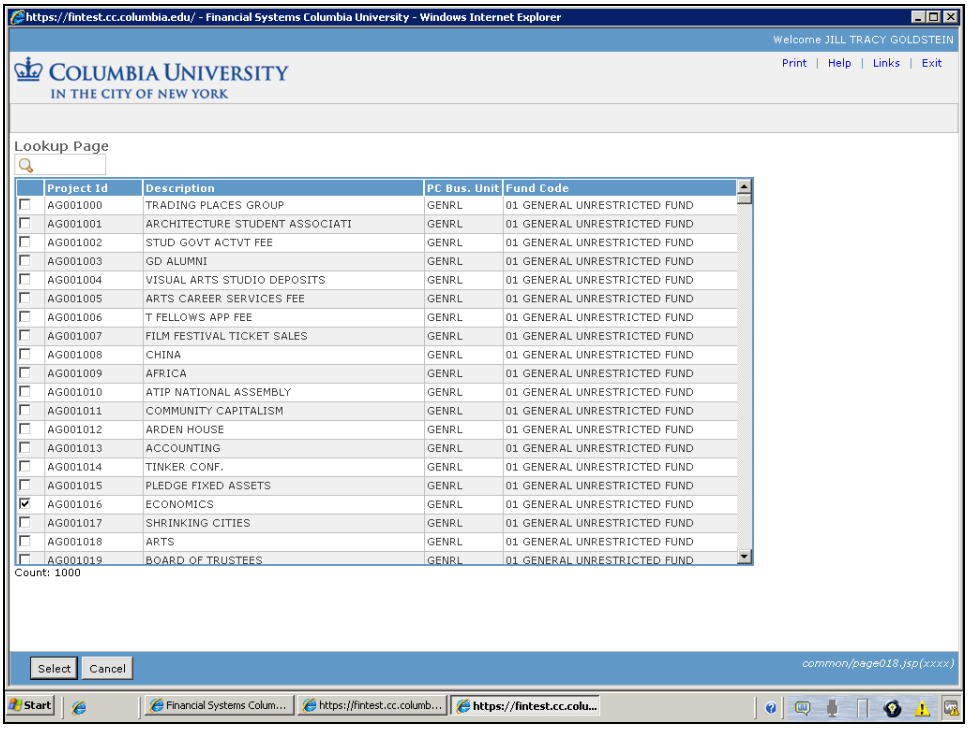
Step	Action
17.	Press **[Backspace]**.



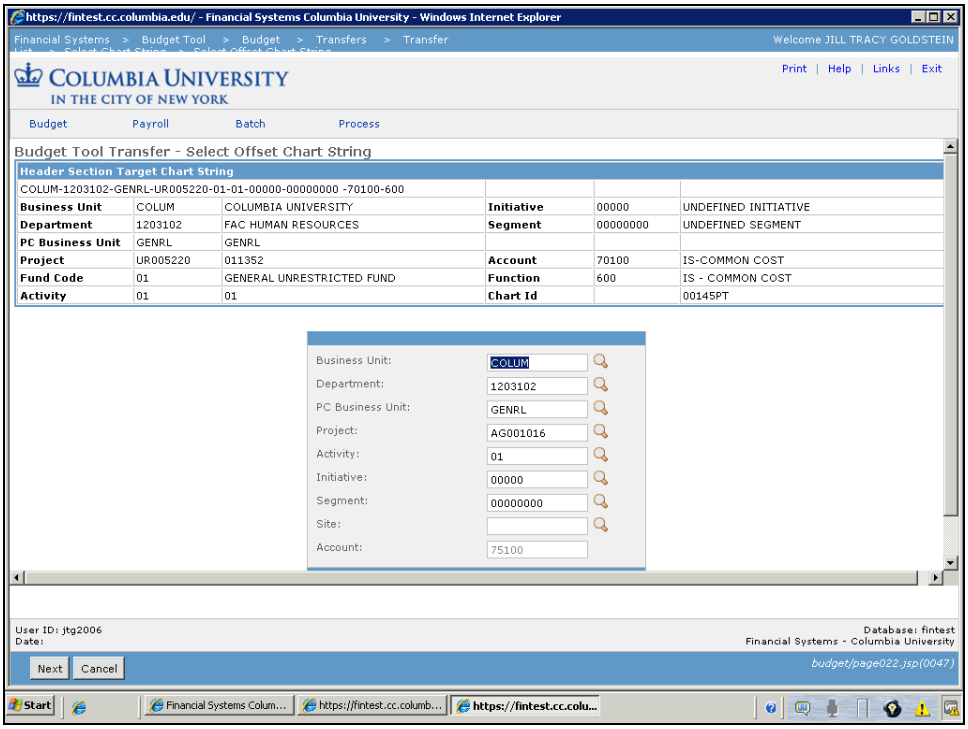
Step	Action
18.	Click the **Search** button.



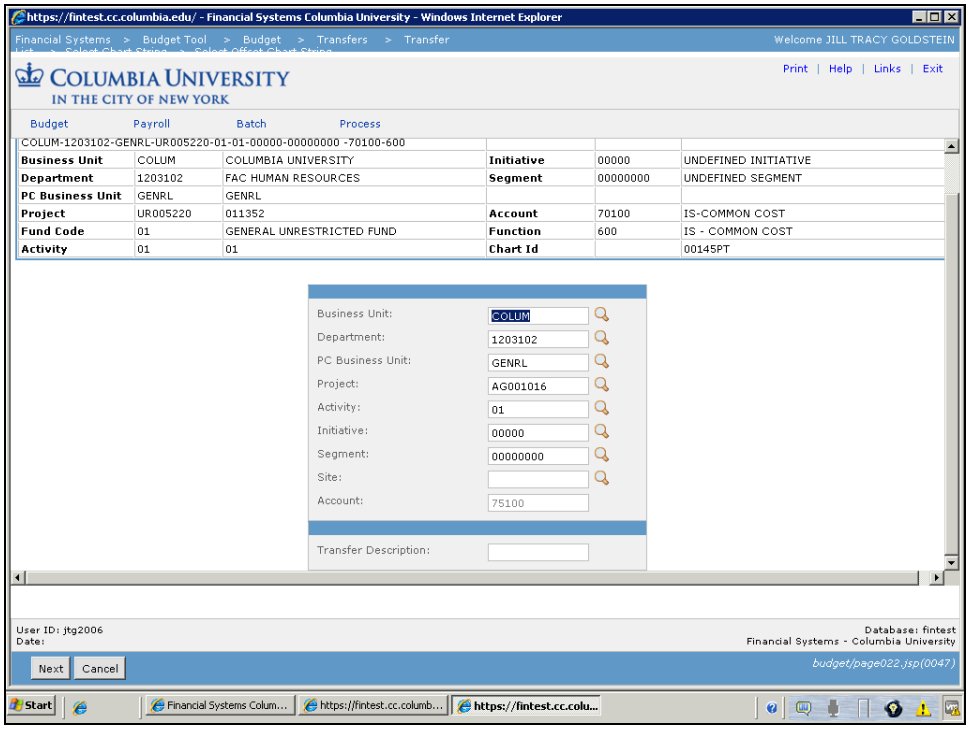
Step	Action
19.	Click the **AG001016** option.

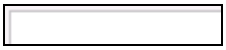


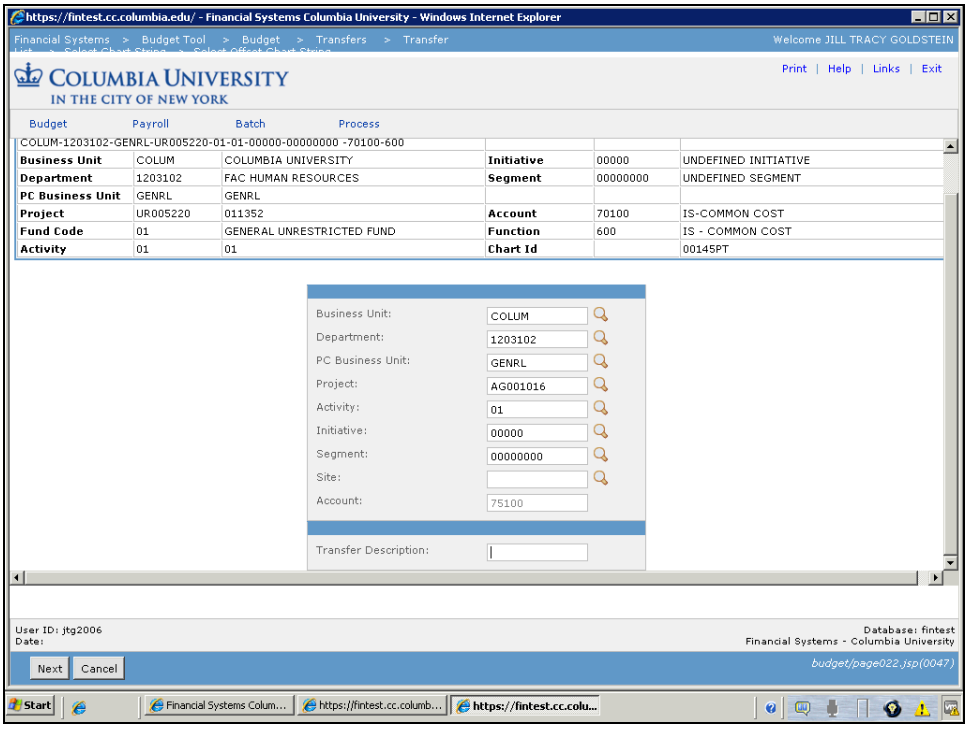
Step	Action
20.	Click the **Select** button.



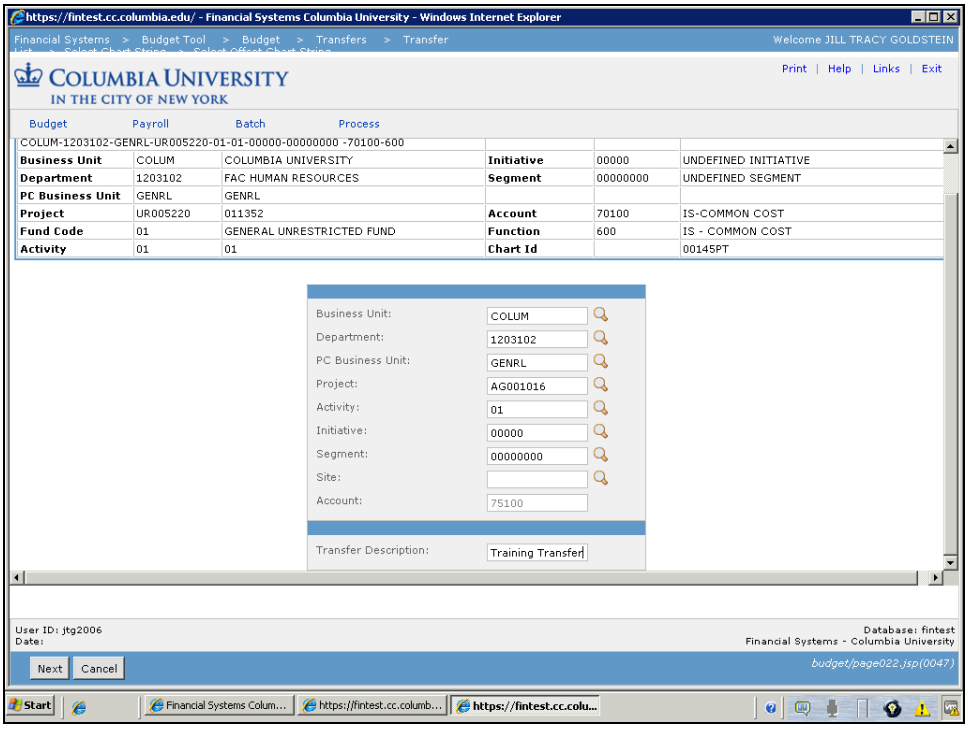
Step	Action
21.	Click and drag the **scroll bar** down to enter a Transfer Description.



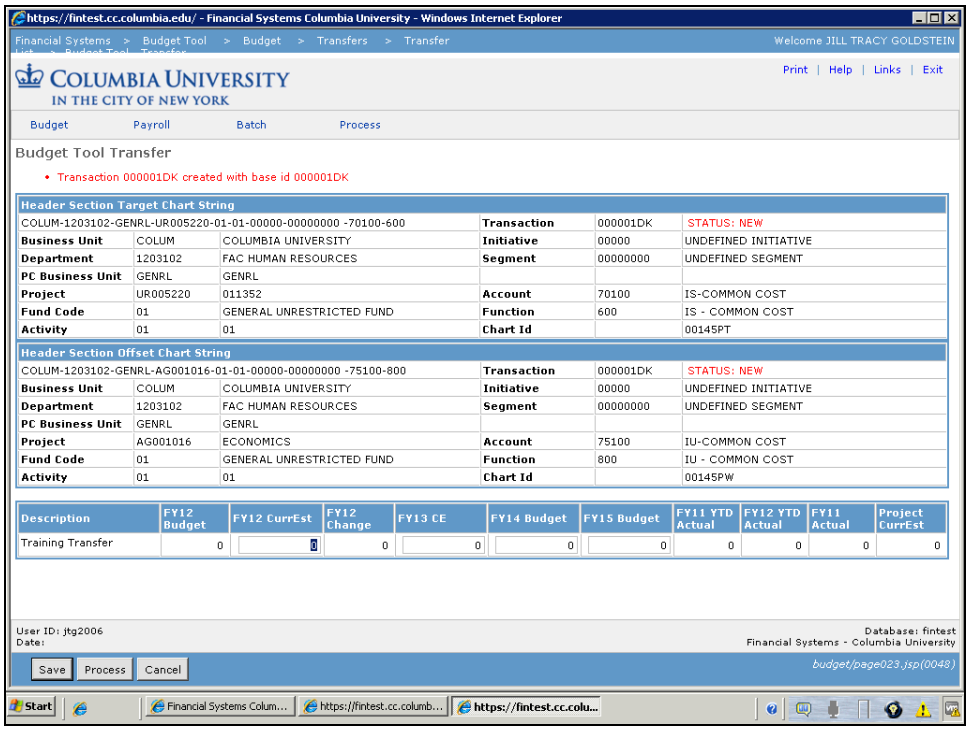
Step	Action
22.	Click in the **Transfer Description:** field. 



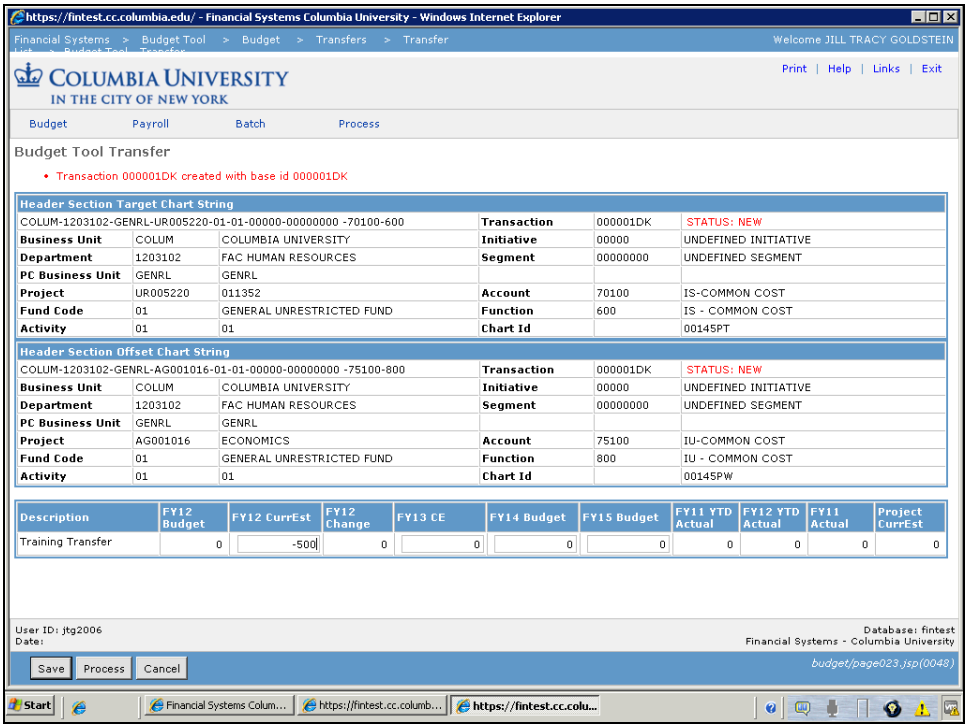
Step	Action
23.	Enter the desired information into the **Transfer Description:** field. Enter "**Training Transfer**".



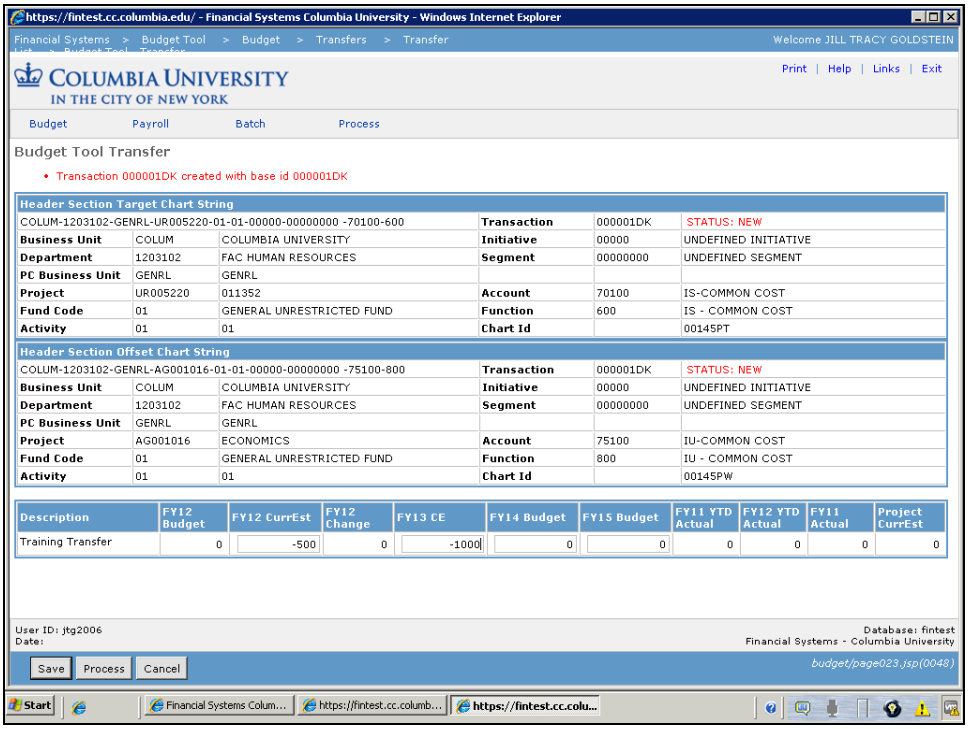
Step	Action
24.	Click the **Next** button.



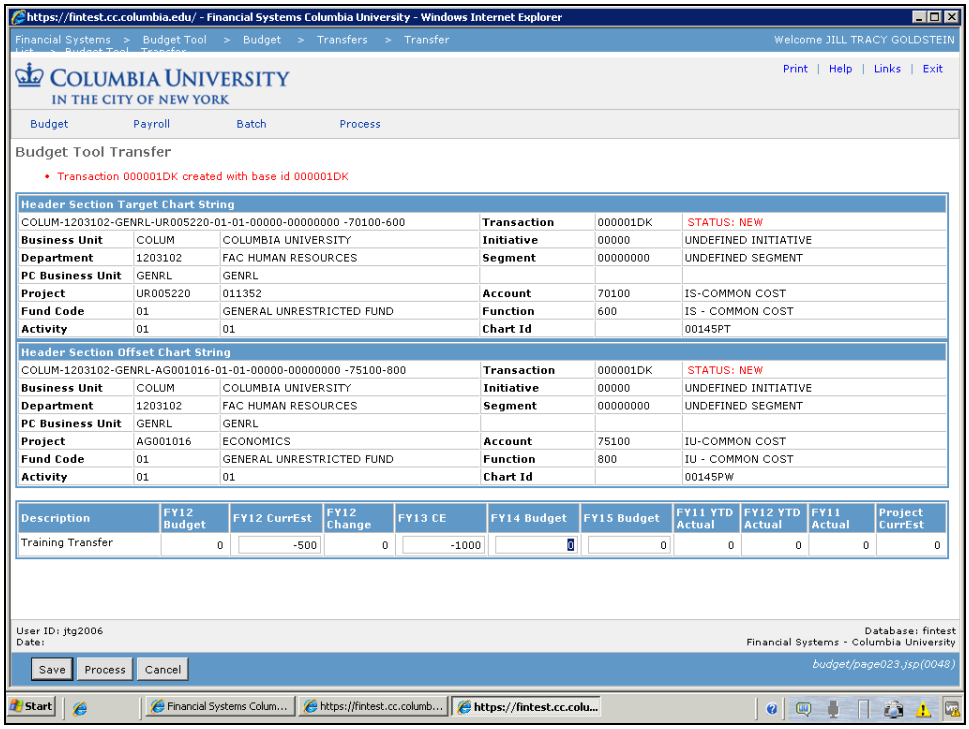
Step	Action
25.	Enter the desired information into the **FY12 CurrEst** field. Enter "**-500**".



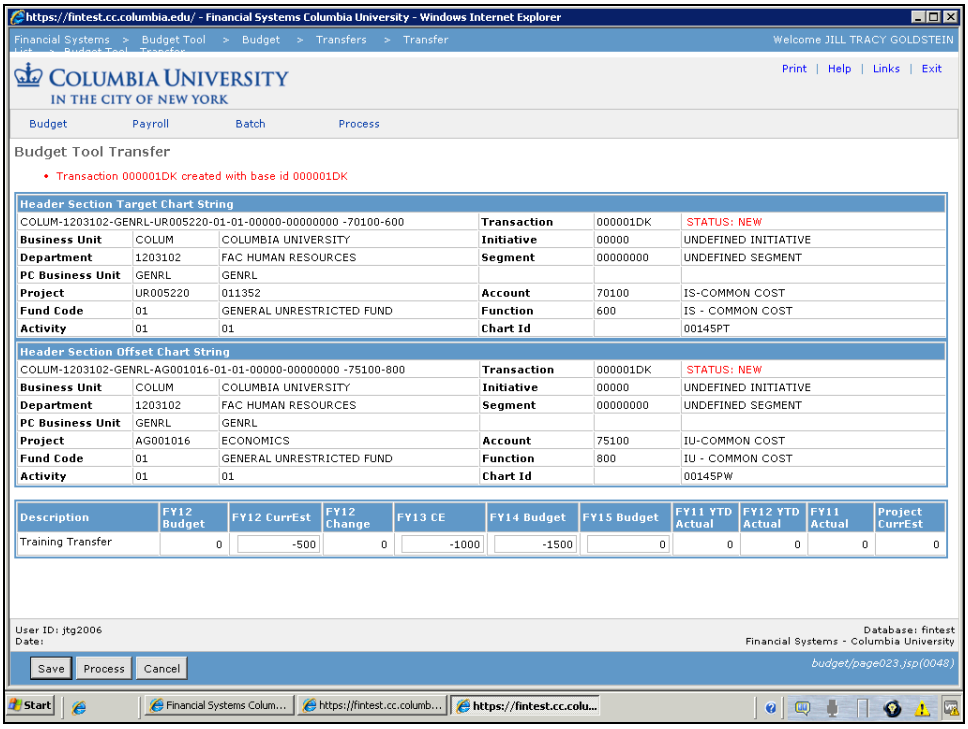
Step	Action
26.	Enter the desired information into the **FY13 CE** field. Enter "**-1000**".



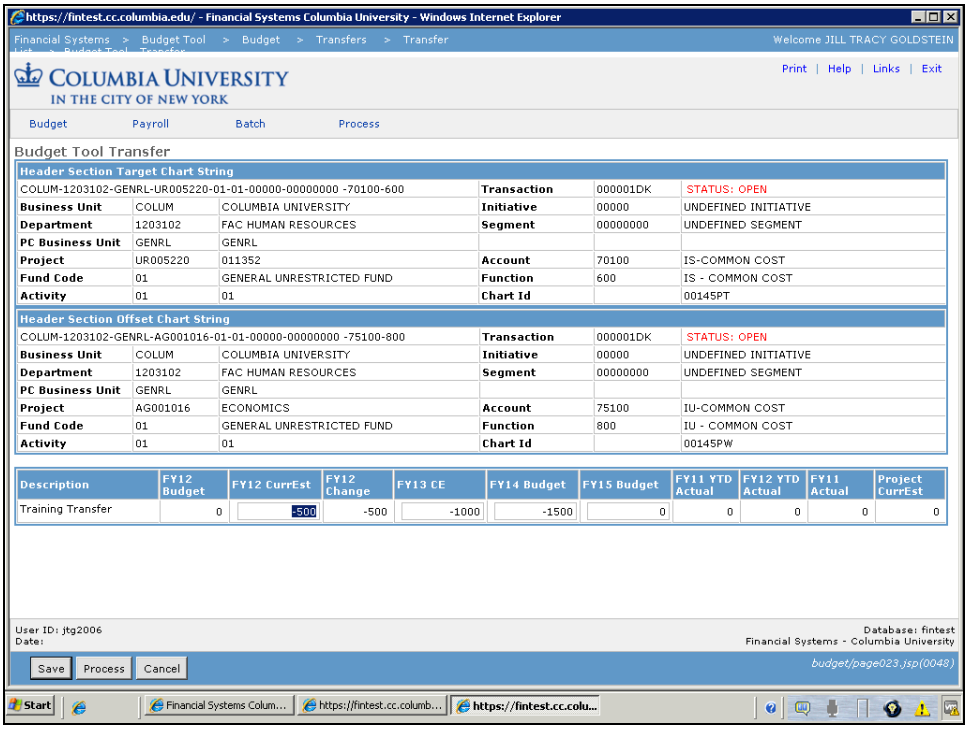
Step	Action
27.	Press **[Tab]**.

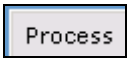


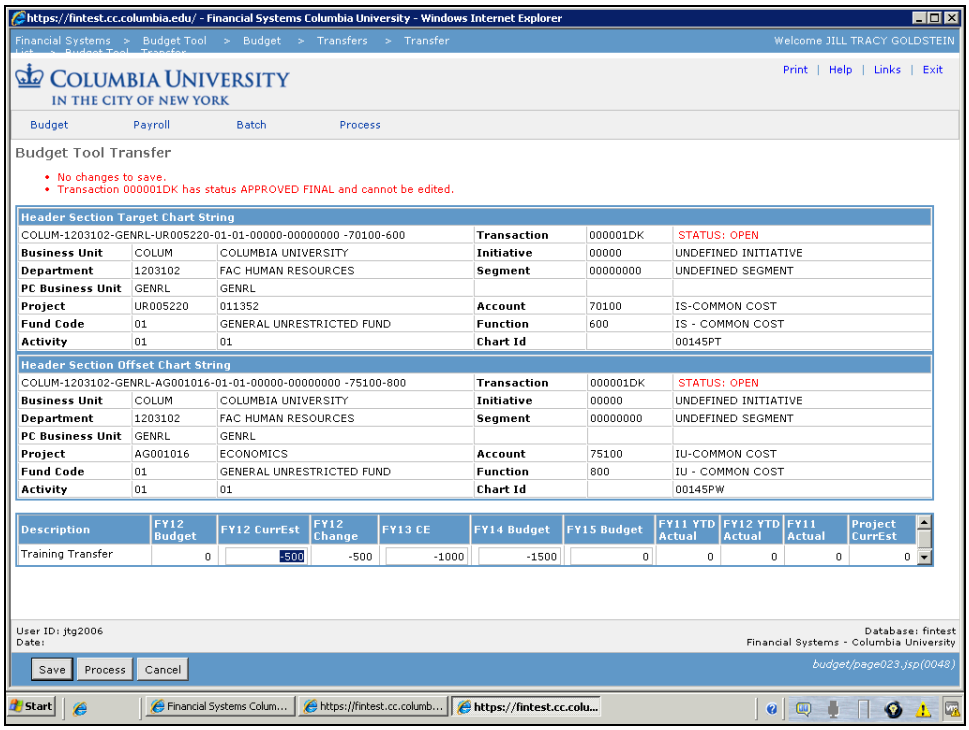
Step	Action
28.	Enter the desired information into the **FY14 Budget** field. Enter "**-1500**".

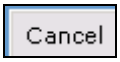


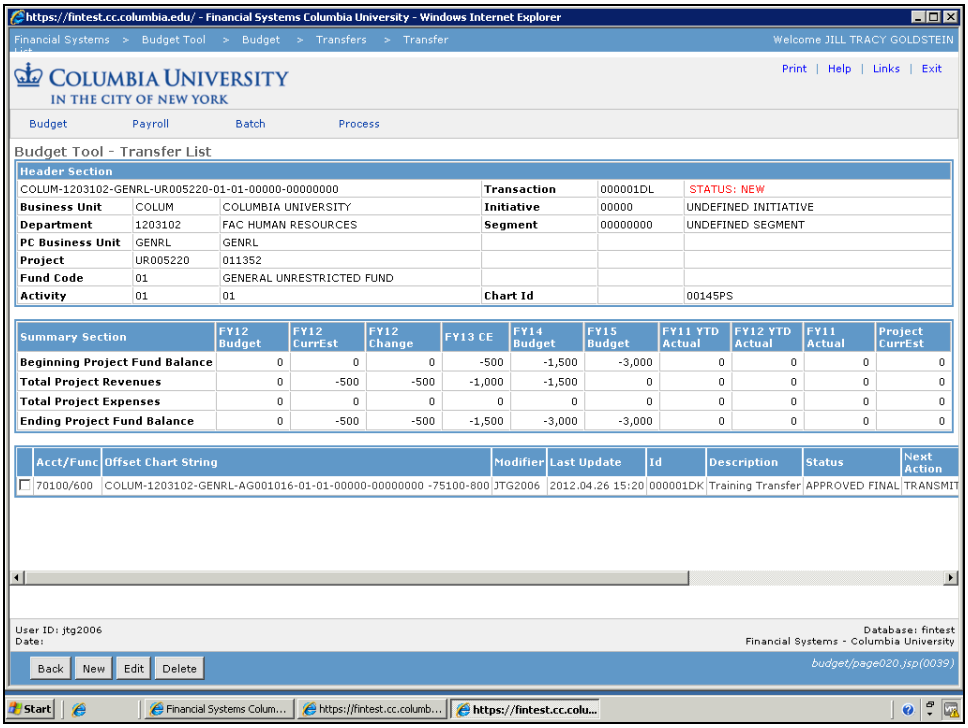
Step	Action
29.	Click the **Save** button.



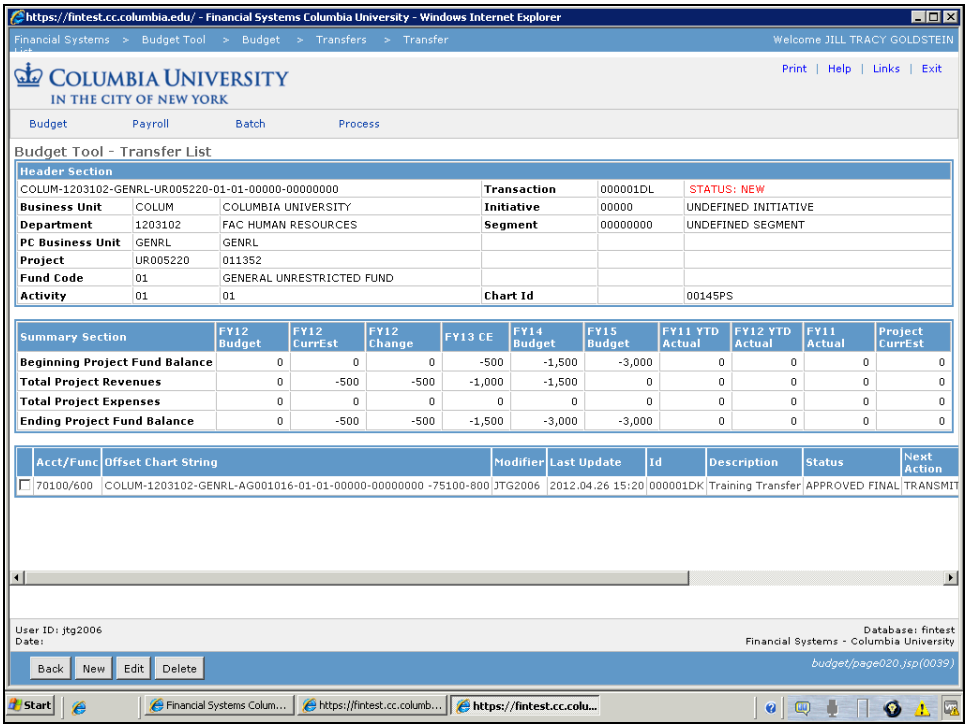
Step	Action
30.	Click the **Process** button. 



Step	Action
31.	Click the **Cancel** button. 



Step	Action
32.	The process transfer displays in the Transfers list with an updated Status and Next Action.



Step	Action
33.	You have completed how to enter and review transfers. **End of Procedure.**

Budget - Project Life (Budget Revisions)

This is the *Budget - Project Life* lesson of the *Budget Tool* course. Upon completion of this lesson, you will be able to:

- Perform a Budget Revision within the Budgeting Tool

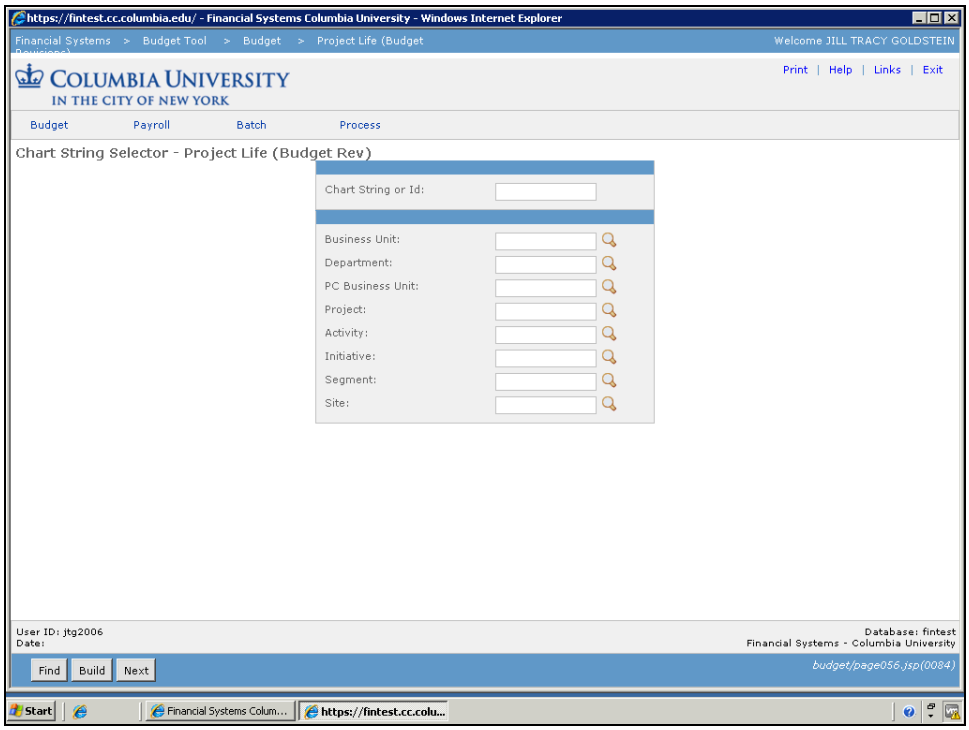
Estimated Time to Complete Lesson: 15 minutes

Budget - Project Life

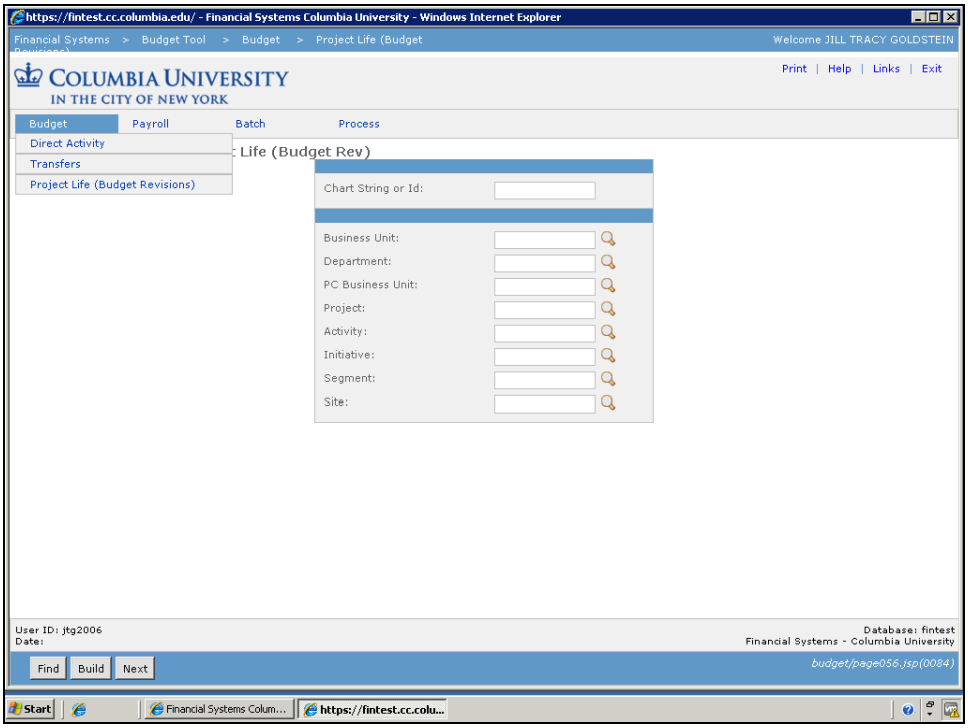
Use the project life screen to revise and review a budget.

Procedure

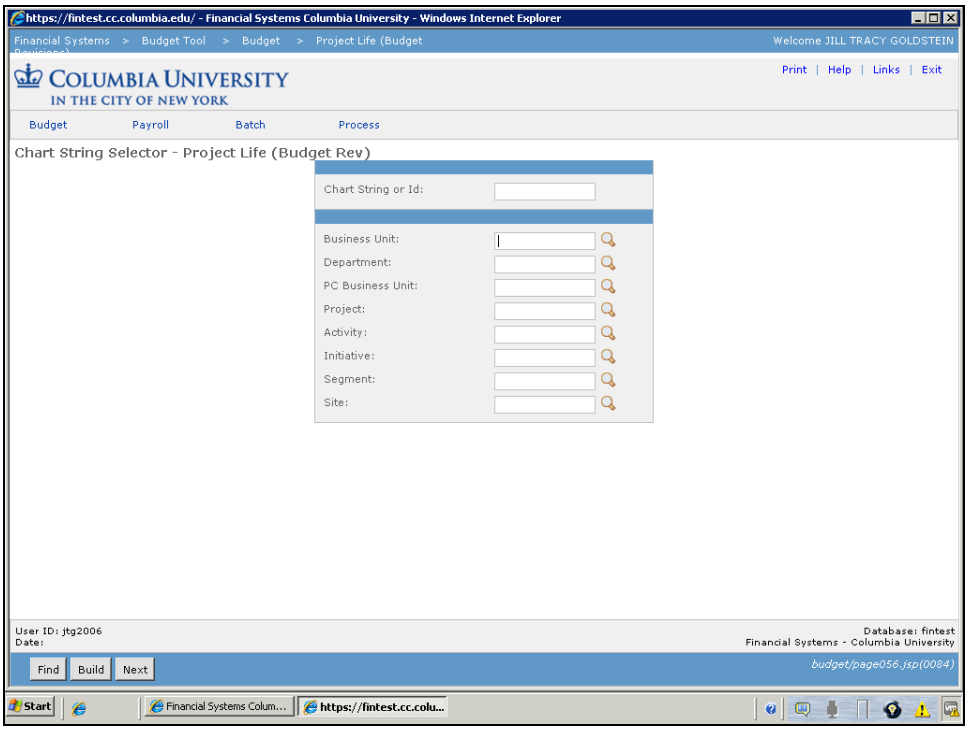
This topic provides guidance on how to revise and enter a Project Life budget.



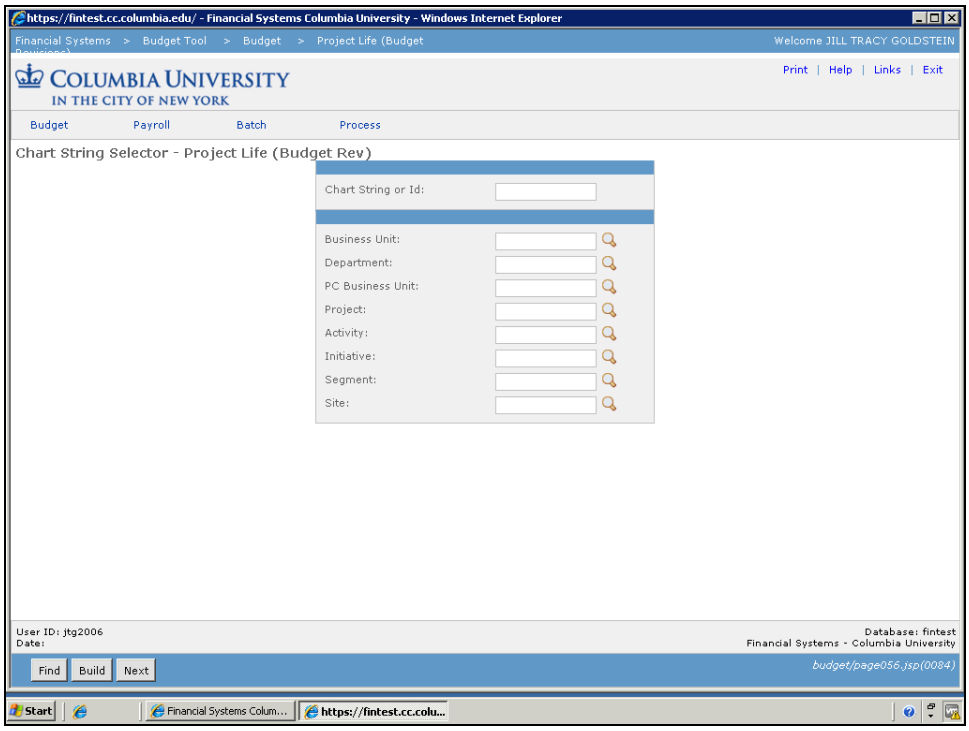
Step	Action
1.	Click the **Budget** link.



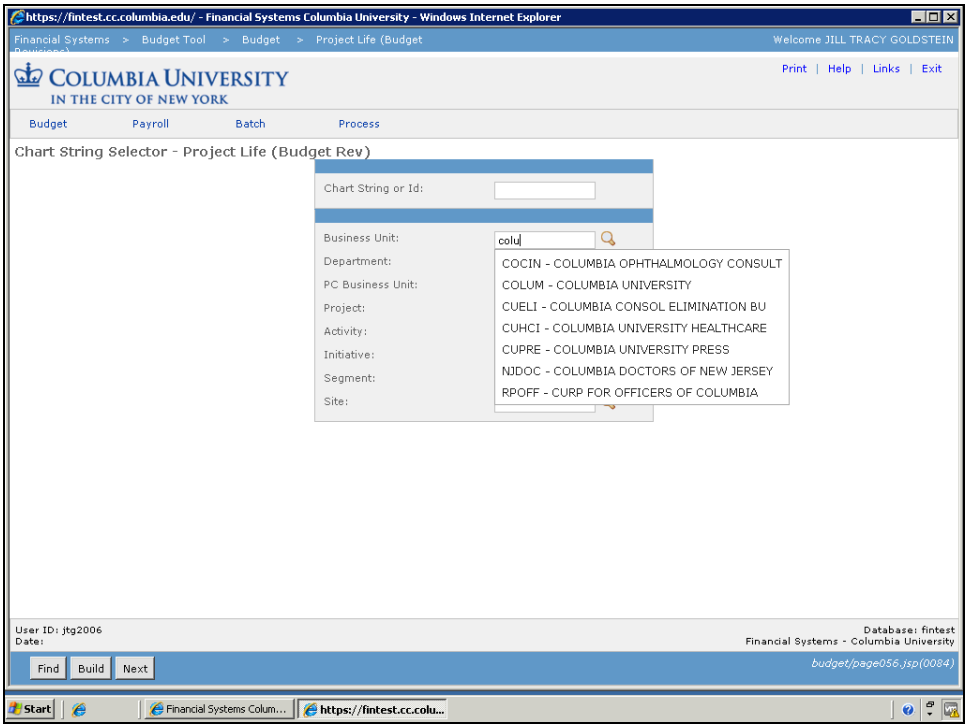
Step	Action
2.	Click the **Project Life (Budget Revisions)** link. Project Life (Budget Revisions)



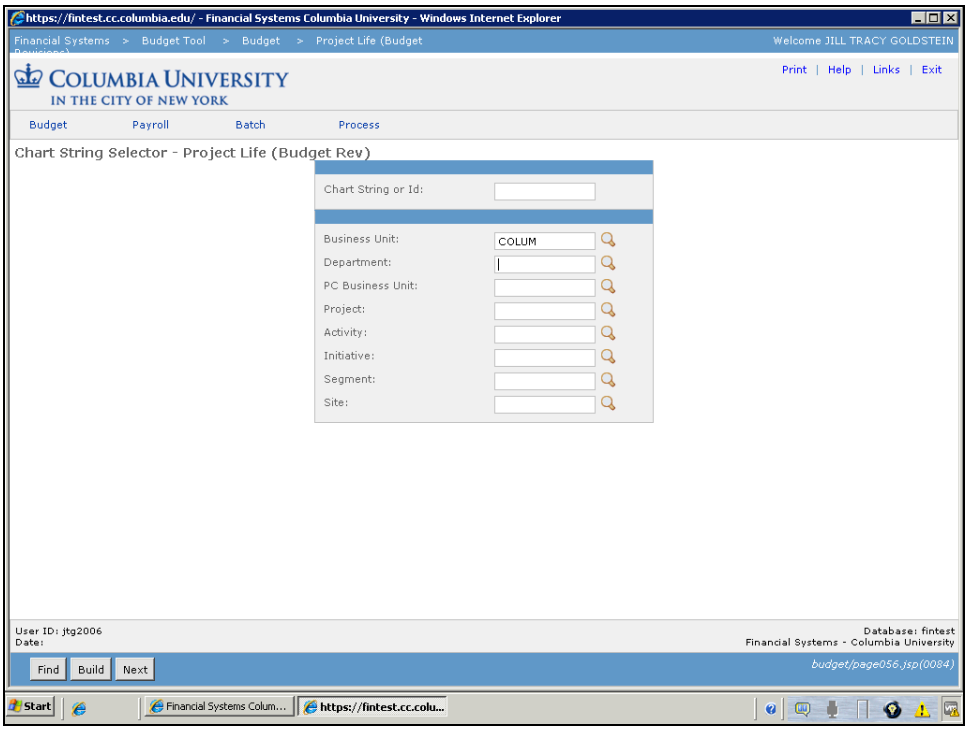
Step	Action
3.	You can type the first 4 characters of a name or number to see auto complete choices. Click in the **Business Unit:** field.



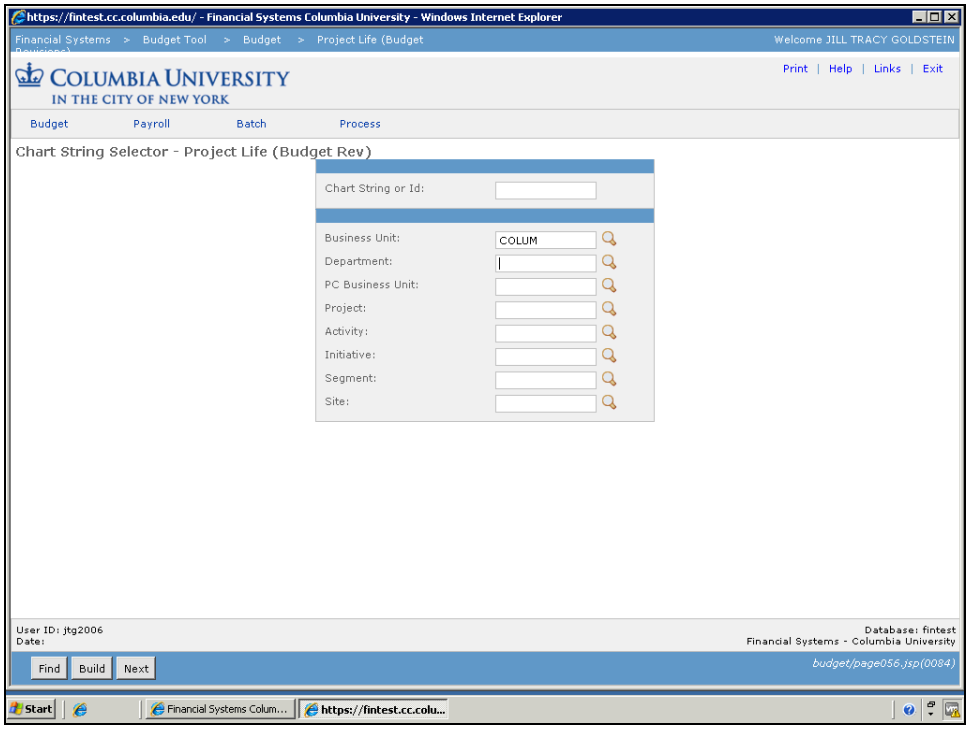
Step	Action
4.	Enter the desired information into the **Business Unit:** field. Enter "**colu**".



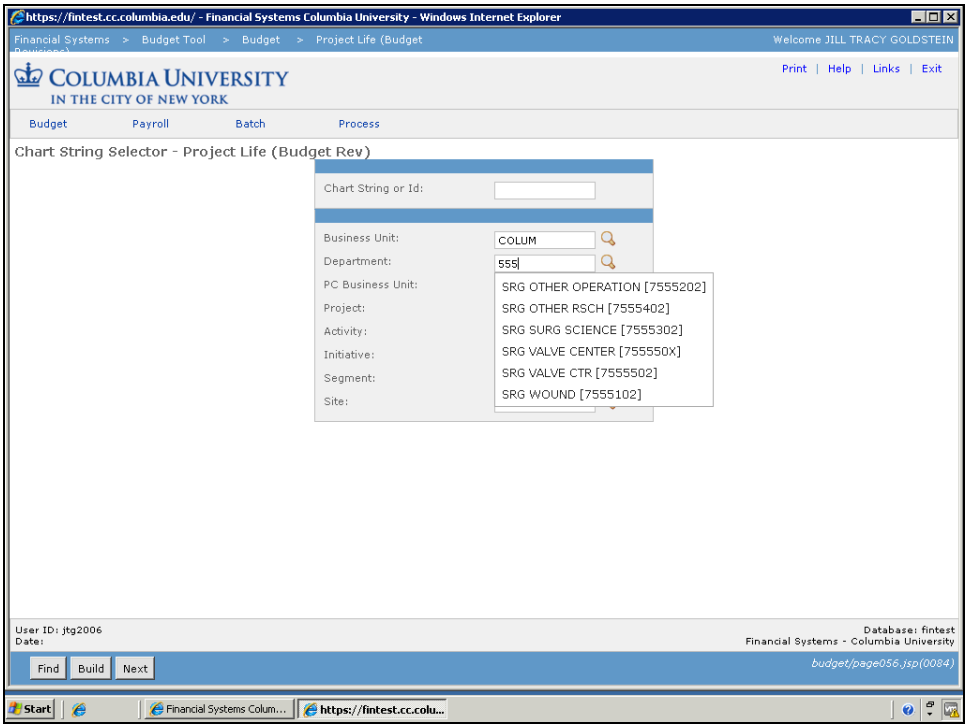
Step	Action
5.	Click the **COLUM - COLUMBIA UNIVERSITY** link. COLUM - COLUMBIA UNIVERSITY



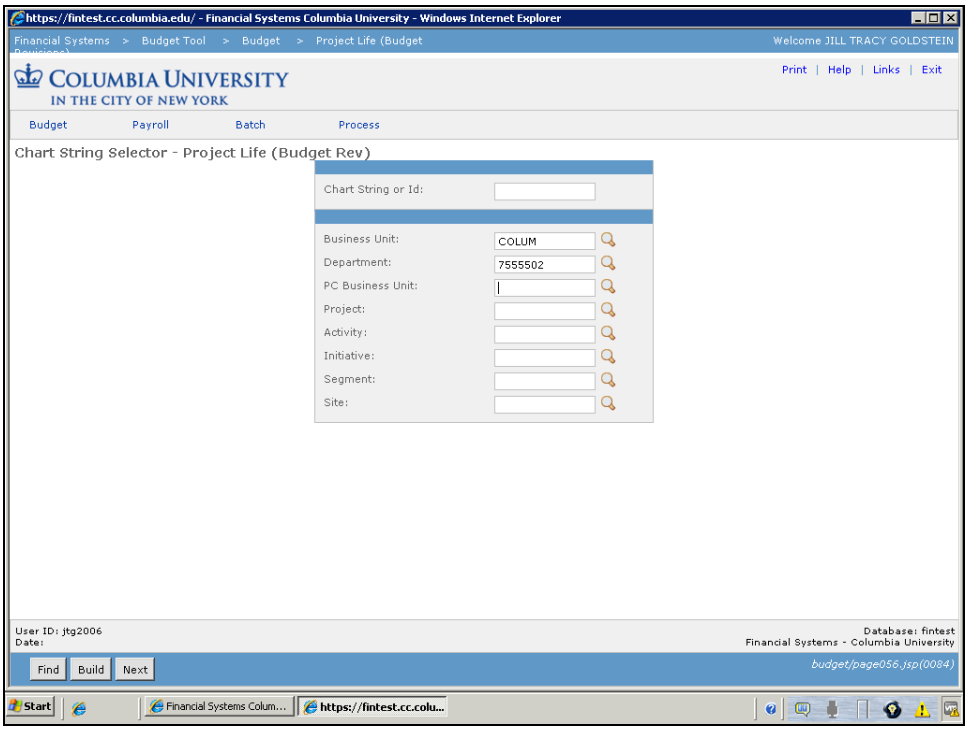
Step	Action
6.	Click in the **Department:** field.



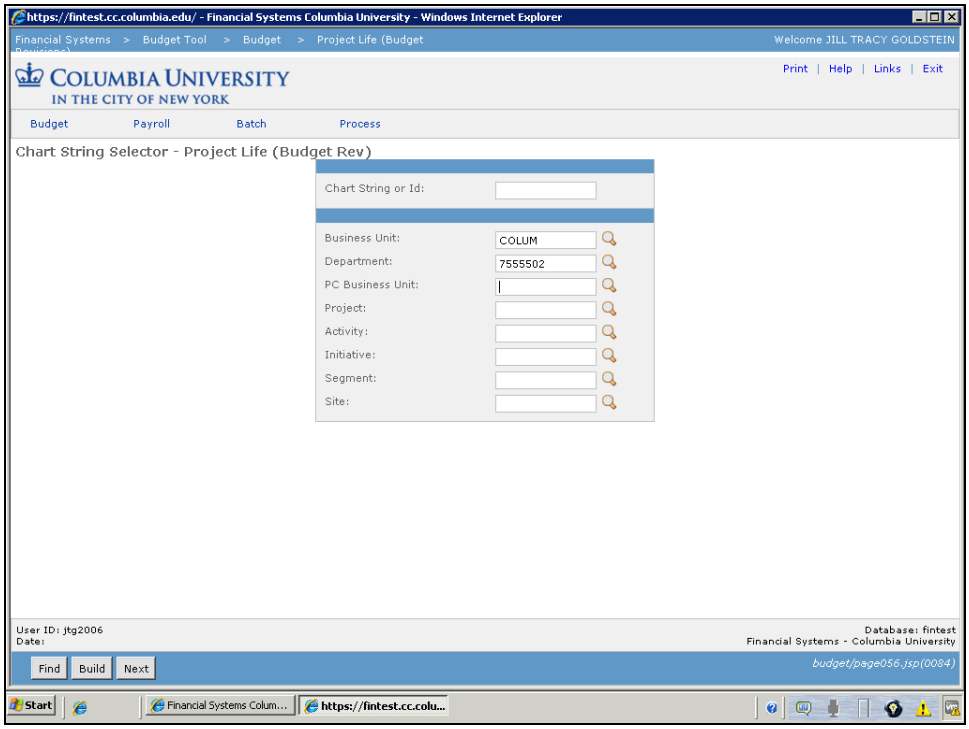
Step	Action
7.	Enter the desired information into the **Department:** field. Enter "**555**".



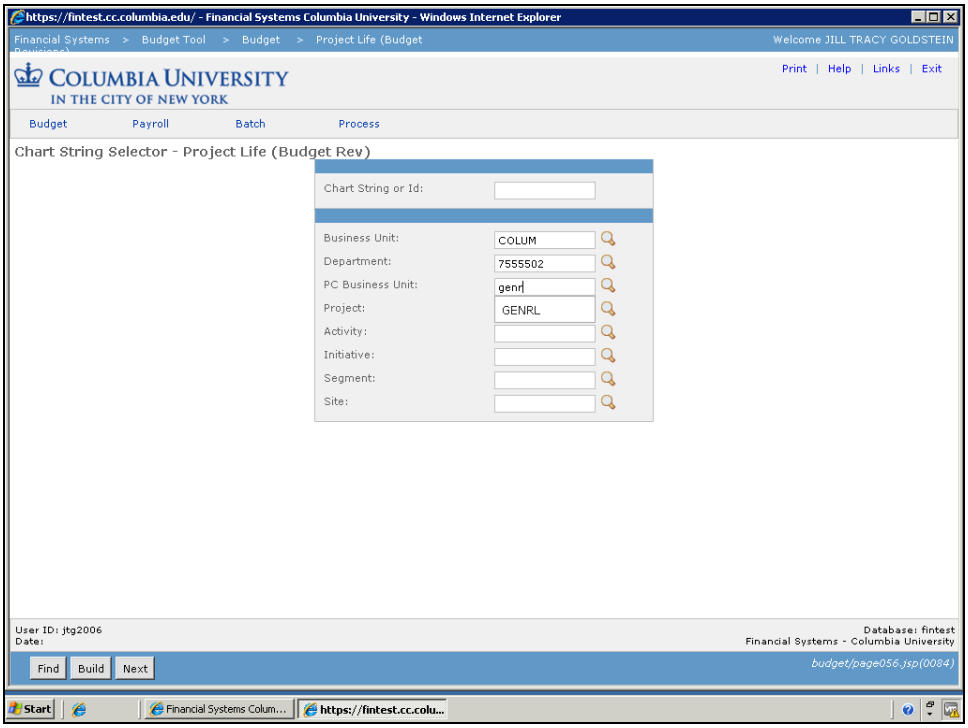
Step	Action
8.	Click the **SRG VALVE CTR [7555502]** link. SRG VALVE CTR [7555502]



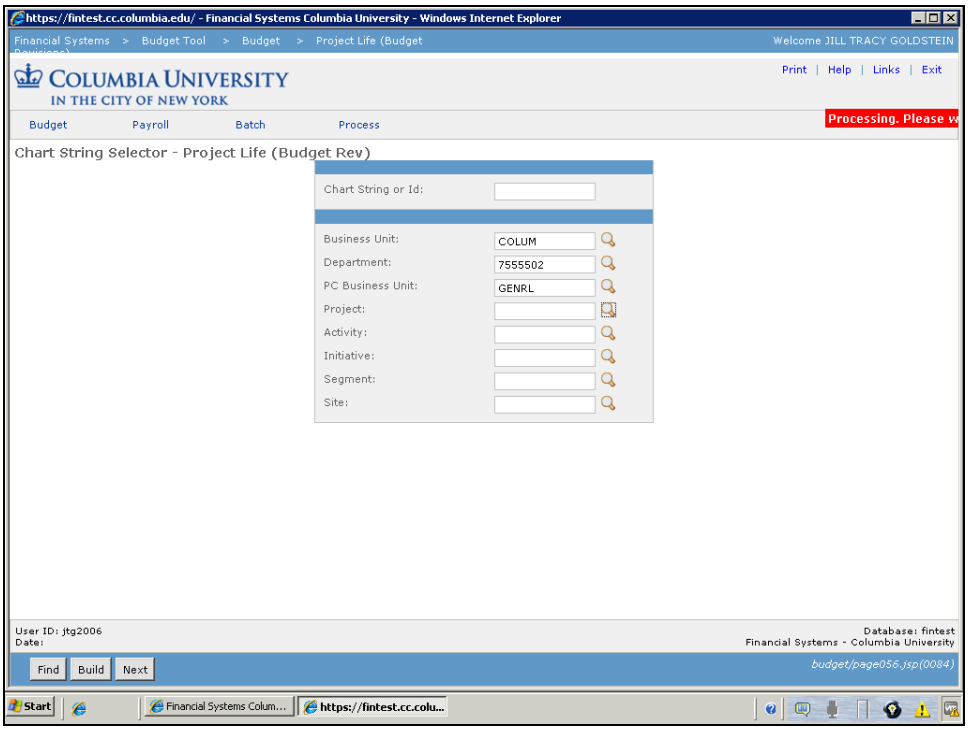
Step	Action
9.	Click in the **PC Business Unit:** field.



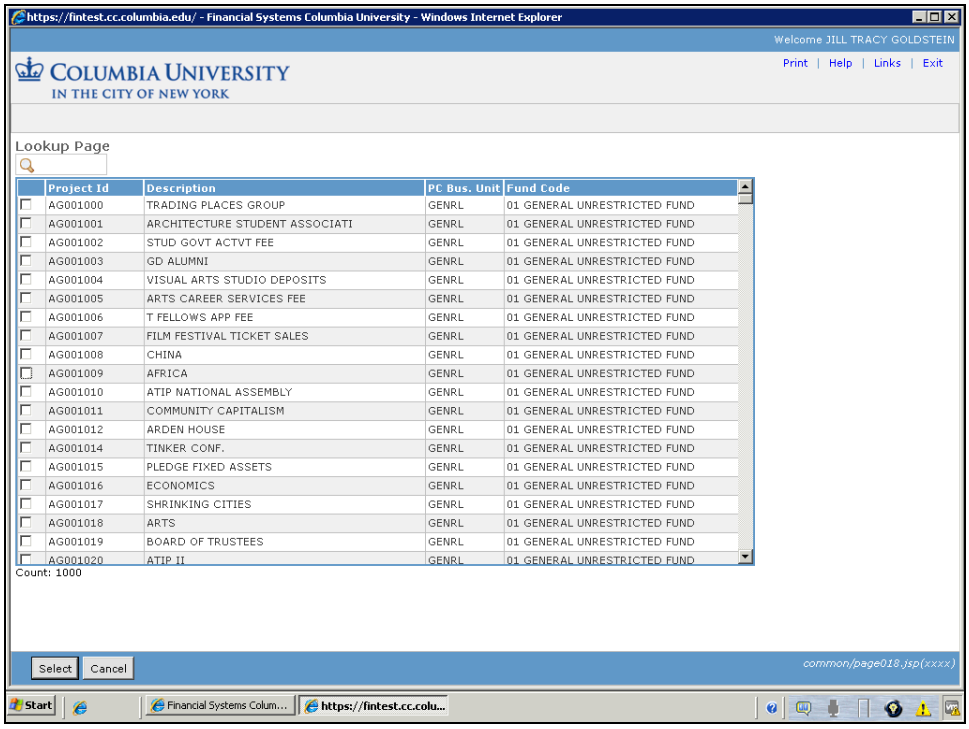
Step	Action
10.	Enter the desired information into the **PC Business Unit:** field. Enter "**genr**".



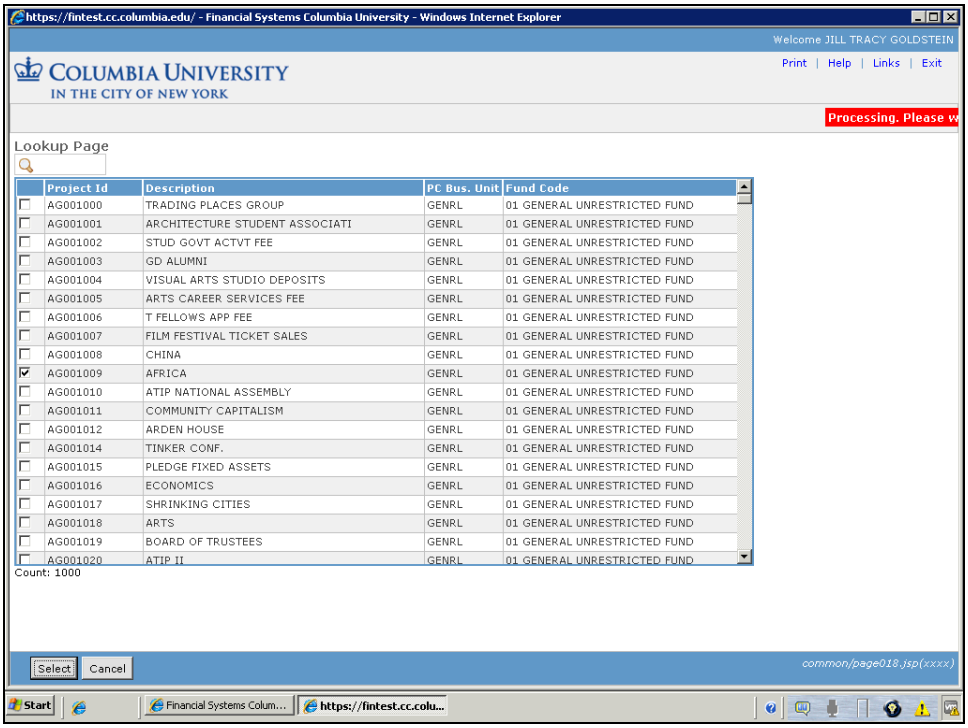
Step	Action
11.	Click the **GENRL** link. GENRL



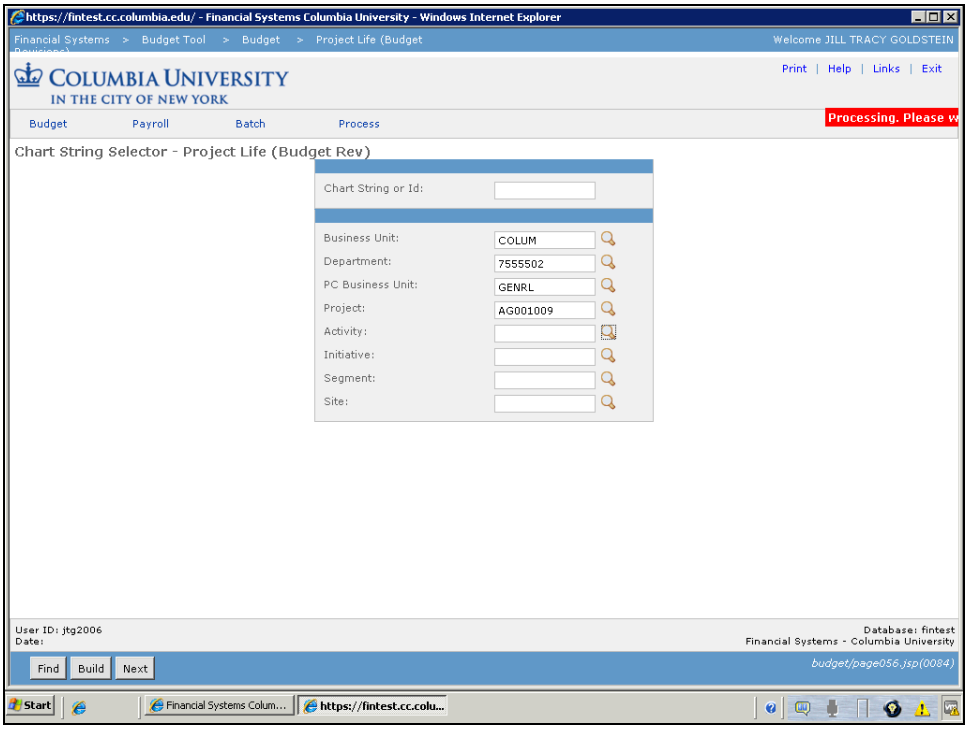
Step	Action
12.	Click the **Search** button.



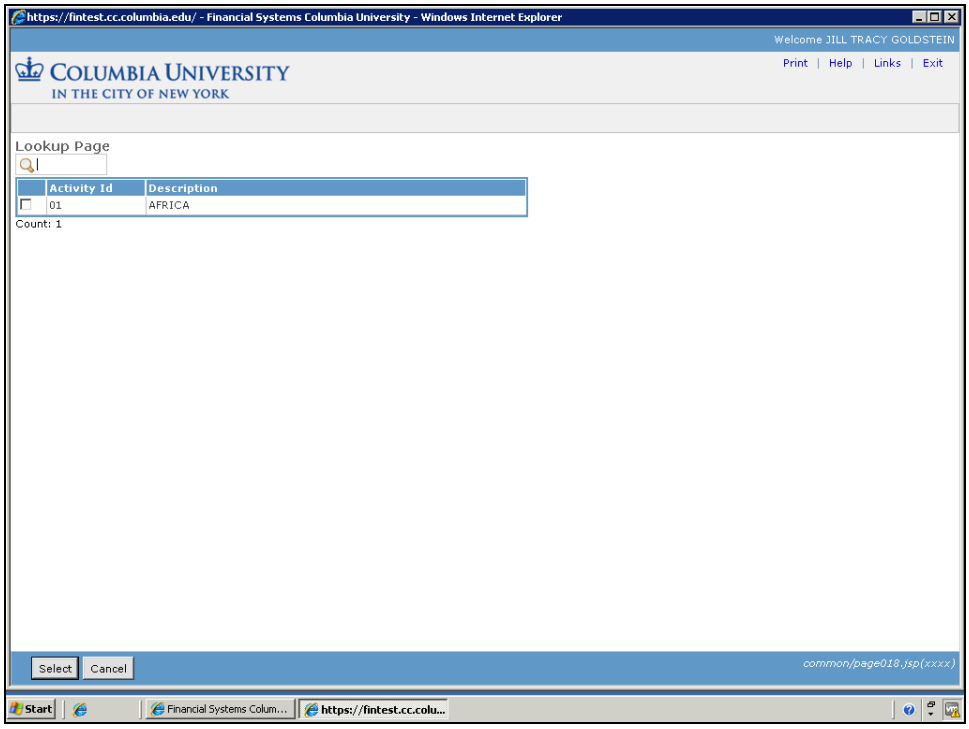
Step	Action
13.	Click the **AG001009** option.



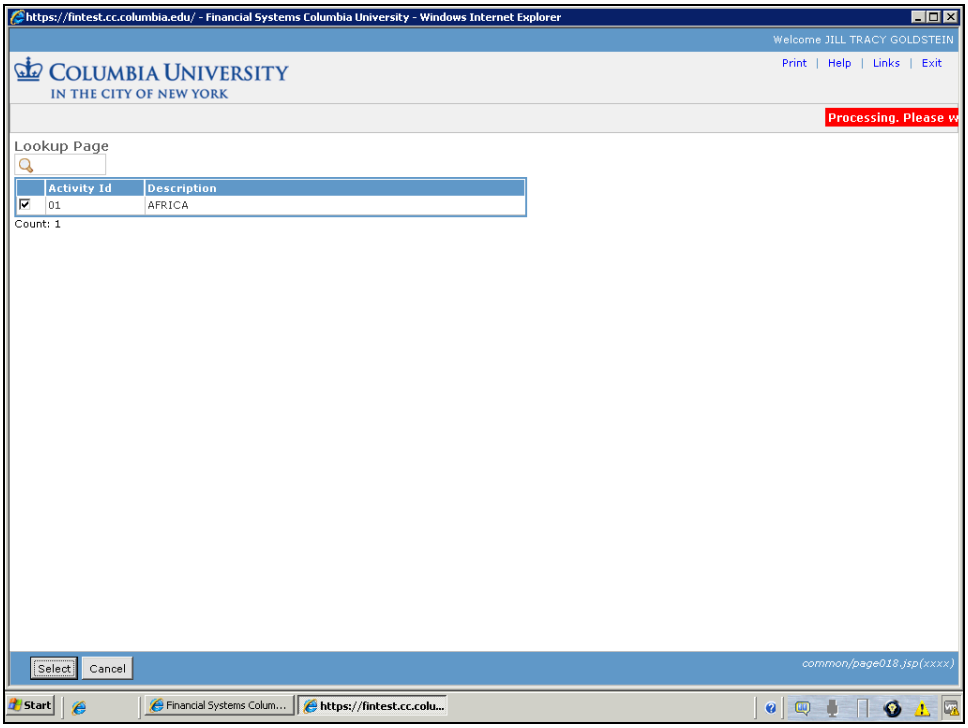
Step	Action
14.	Click the **Select** button.



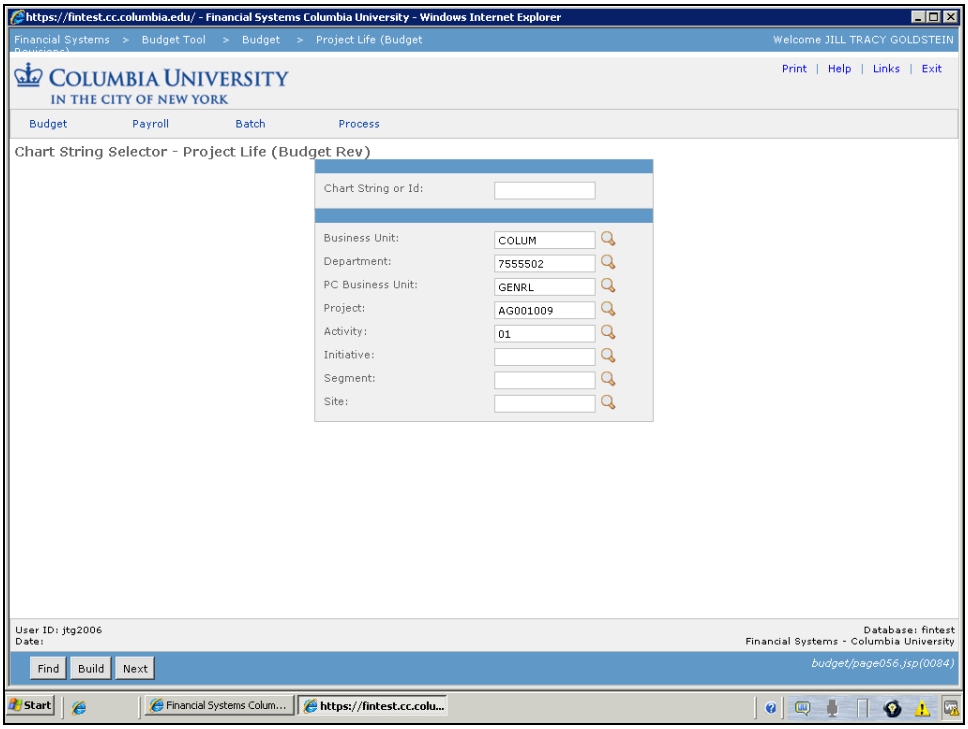
Step	Action
15.	Click the **Search** button.



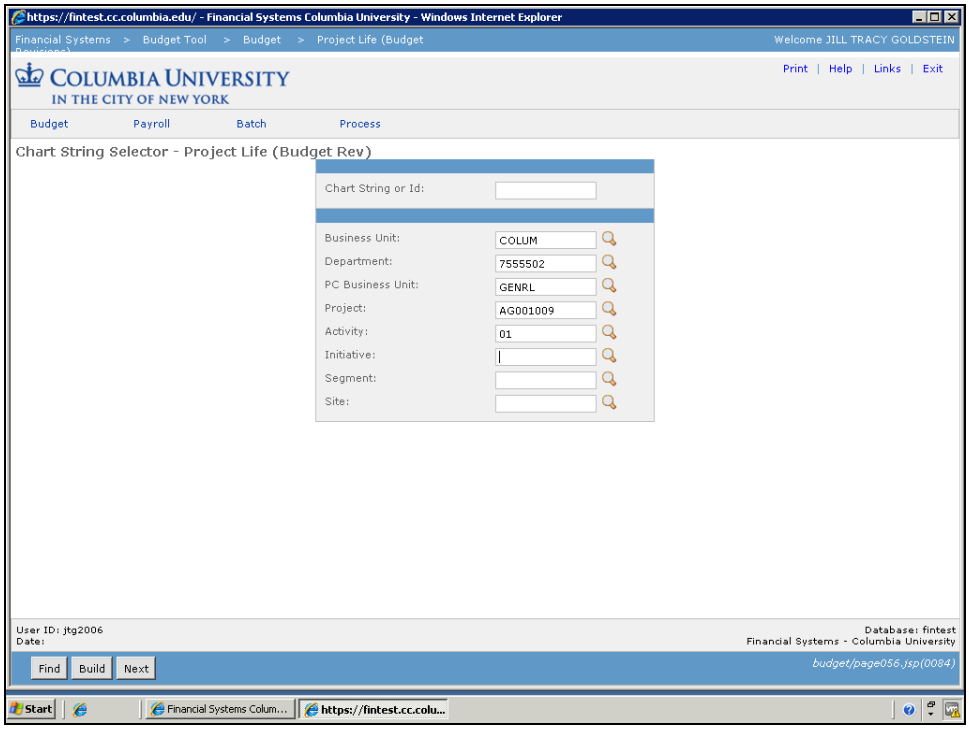
Step	Action
16.	Click the **01** option.



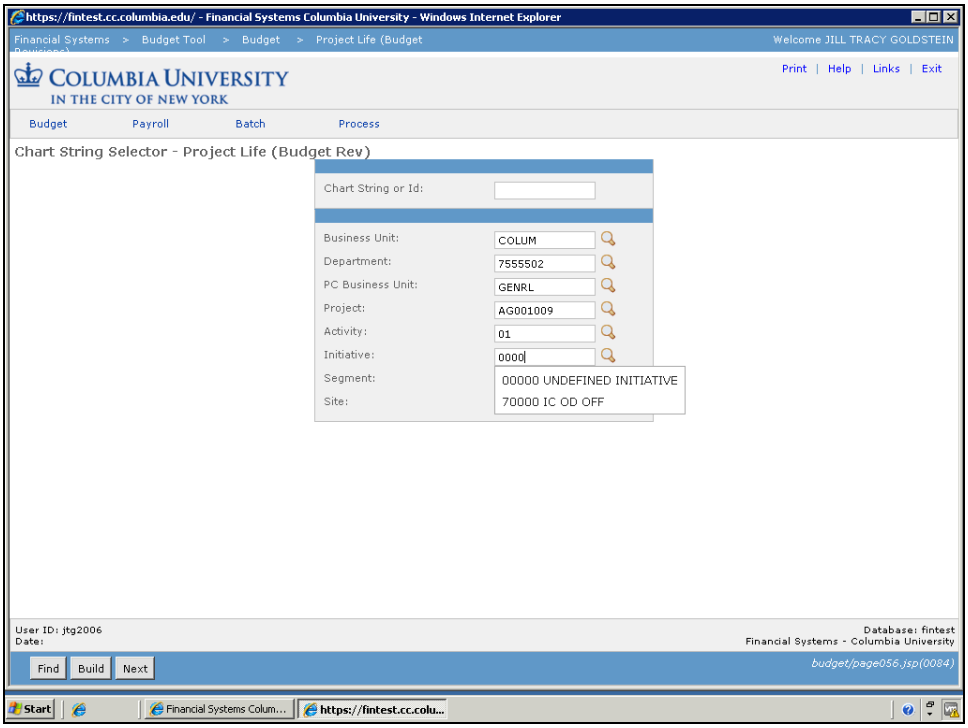
Step	Action
17.	Click the **Select** button.



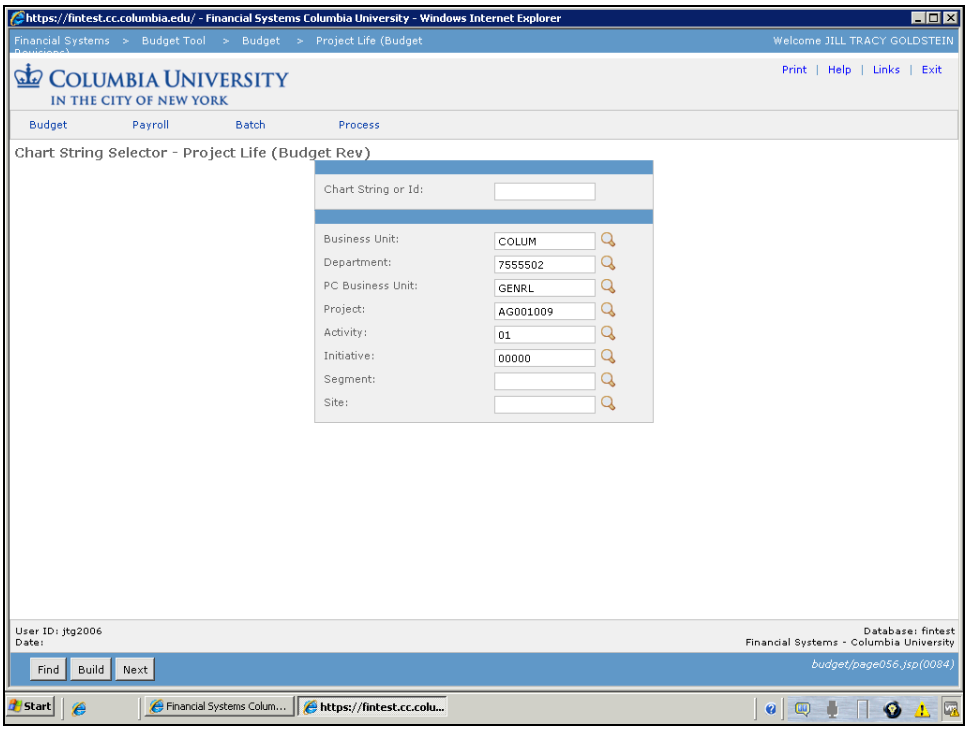
Step	Action
18.	Click in the **Initiative:** field.



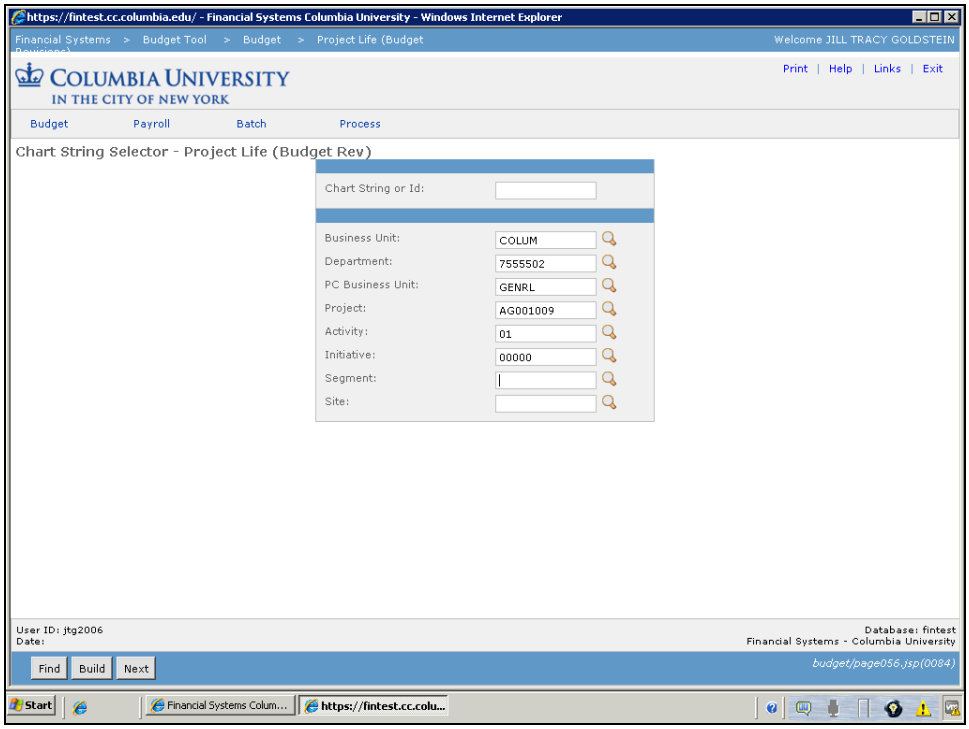
Step	Action
19.	Enter the desired information into the **Initiative:** field. Enter "**0000**".



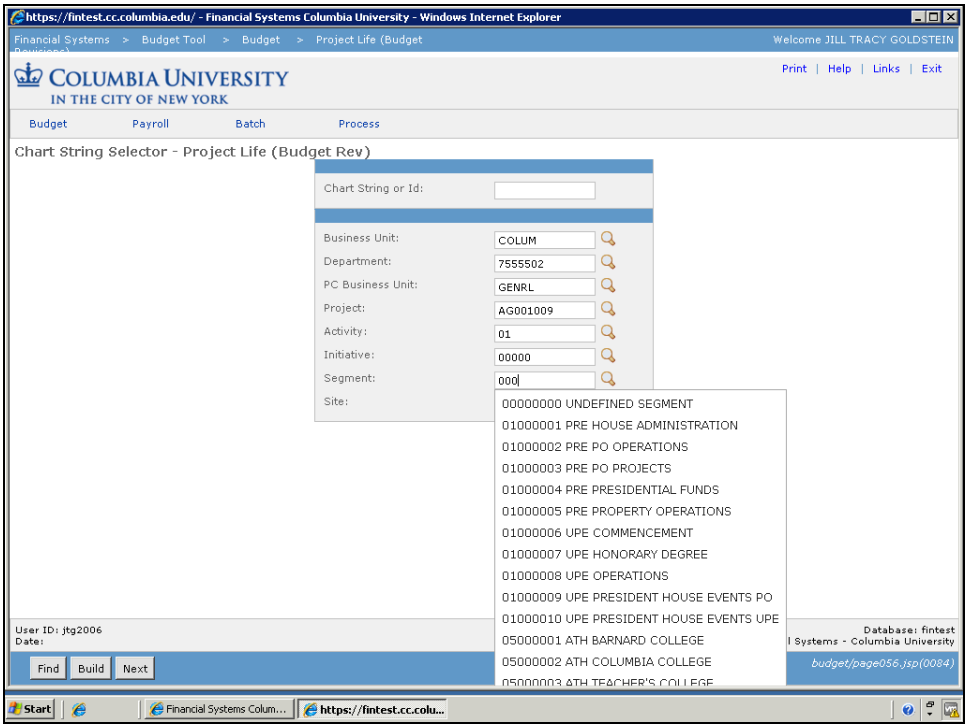
Step	Action
20.	Click the **00000 UNDEFINED INITIATIVE** link. 00000 UNDEFINED INITIATIVE



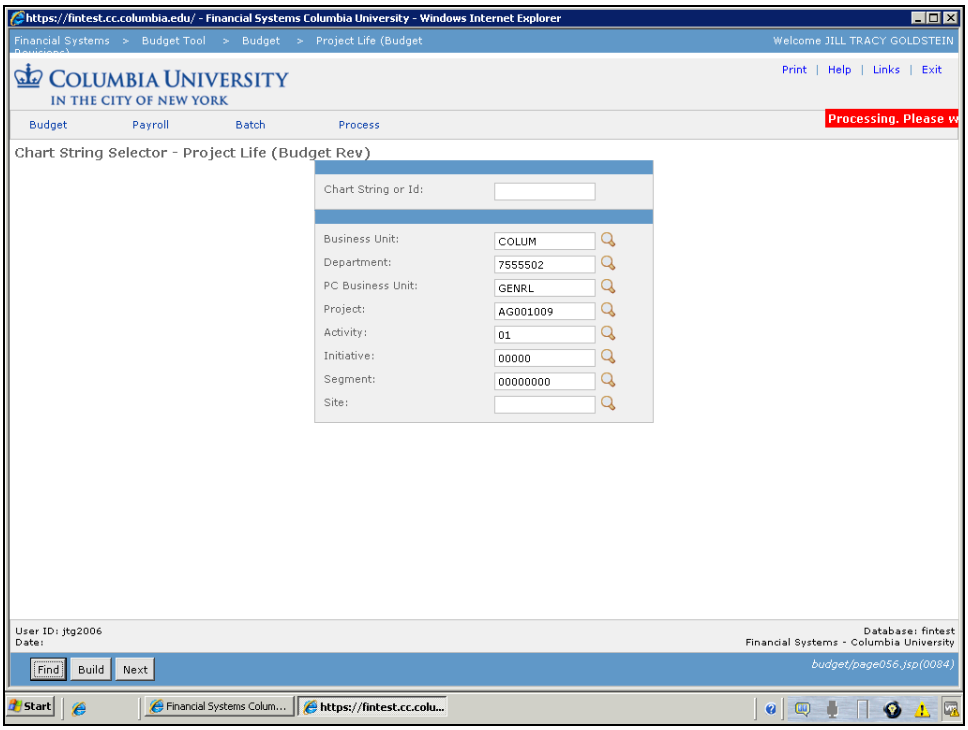
Step	Action
21.	Click in the **Segment:** field.



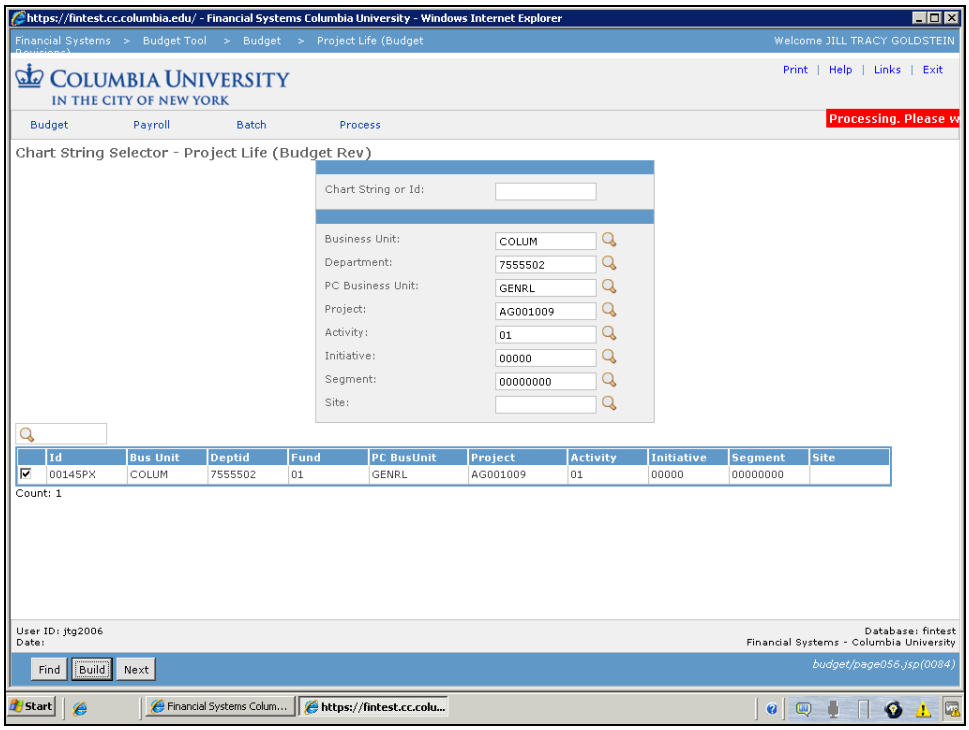
Step	Action
22.	Enter the desired information into the **Segment:** field. Enter "**000**".



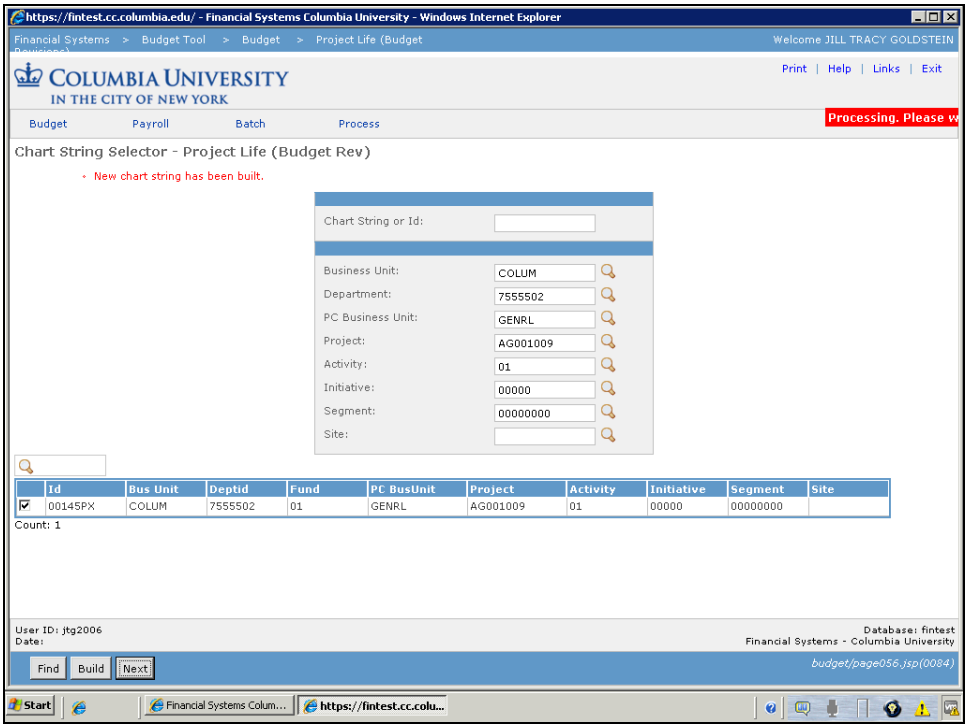
Step	Action
23.	Click the **00000000 UNDEFINED SEGMENT** link. 00000000 UNDEFINED SEGMENT



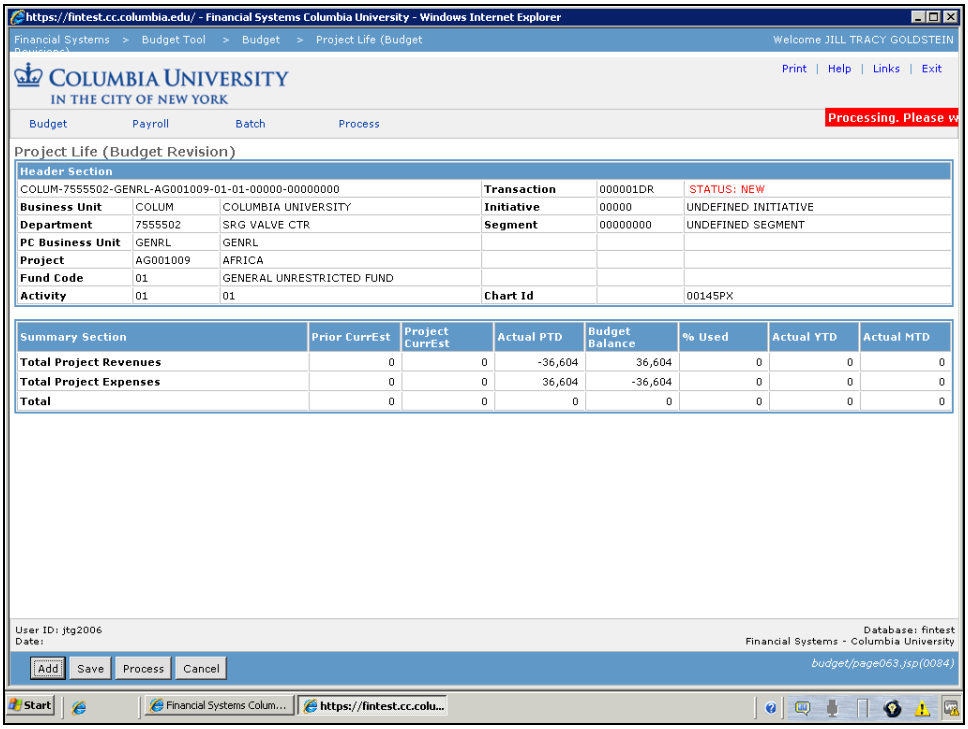
Step	Action
24.	Click the **Find** button.



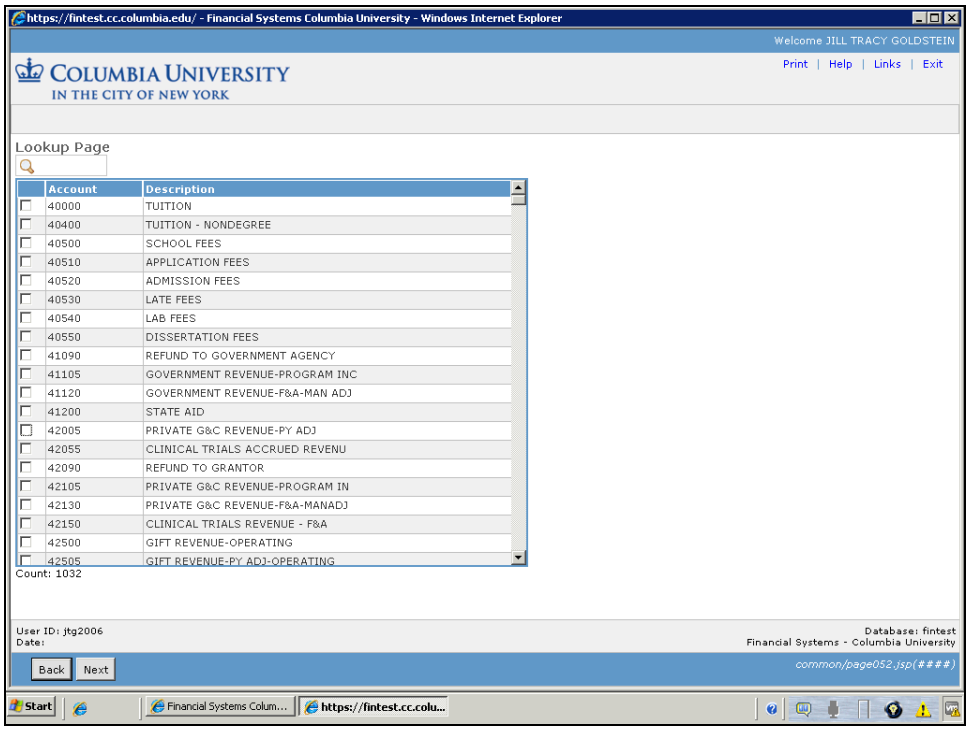
Step	Action
25.	Click the **Build** button.



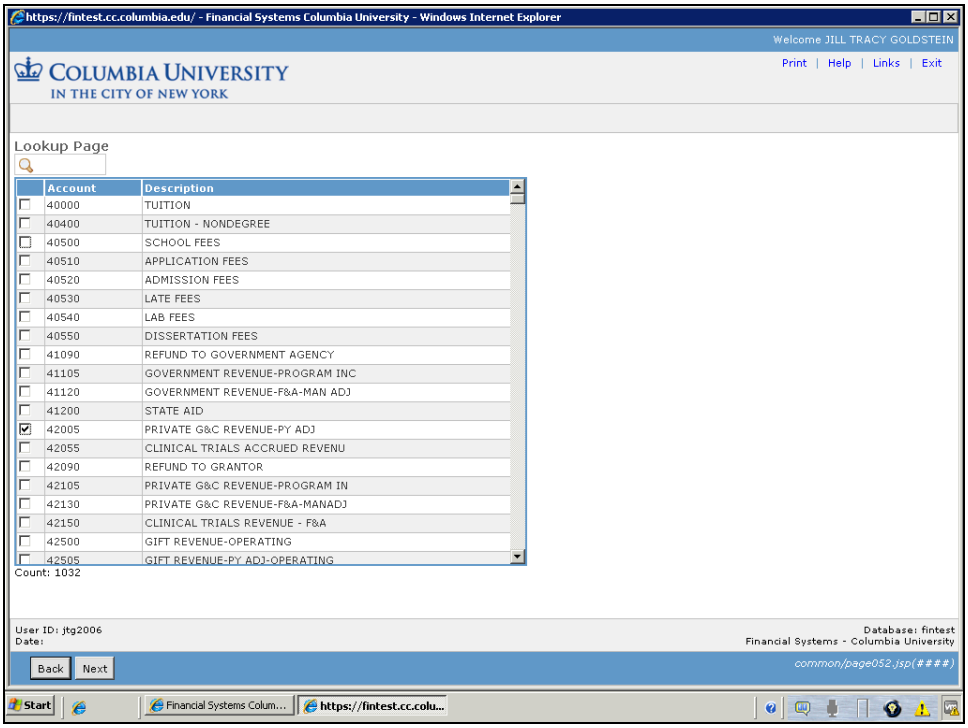
Step	Action
26.	Click the **Next** button.



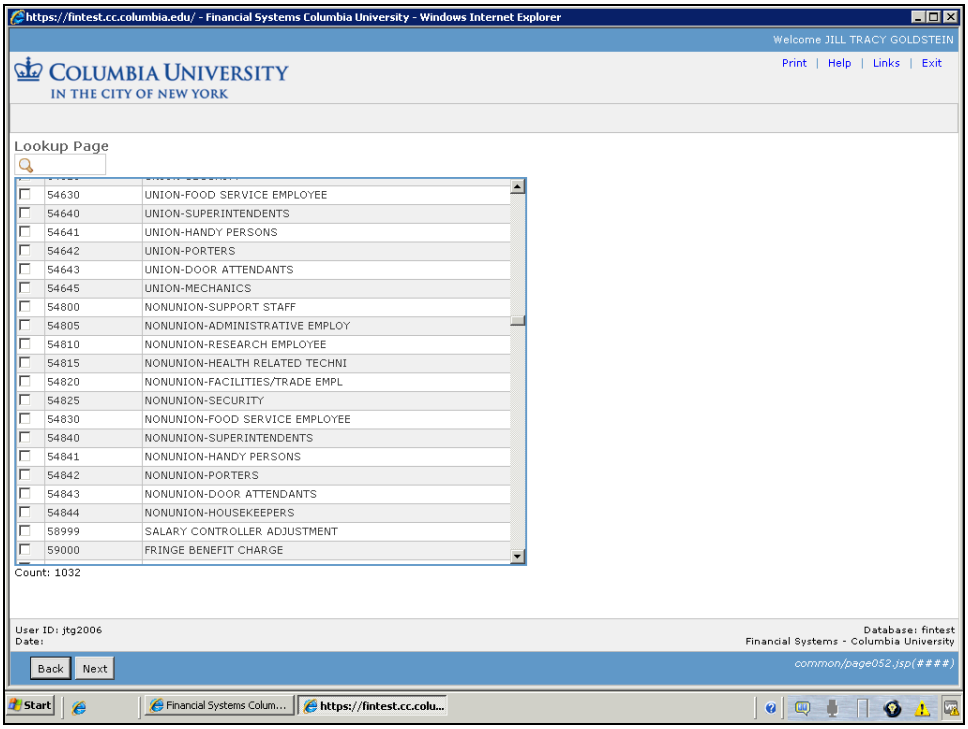
Step	Action
27.	Click the **Add** button.



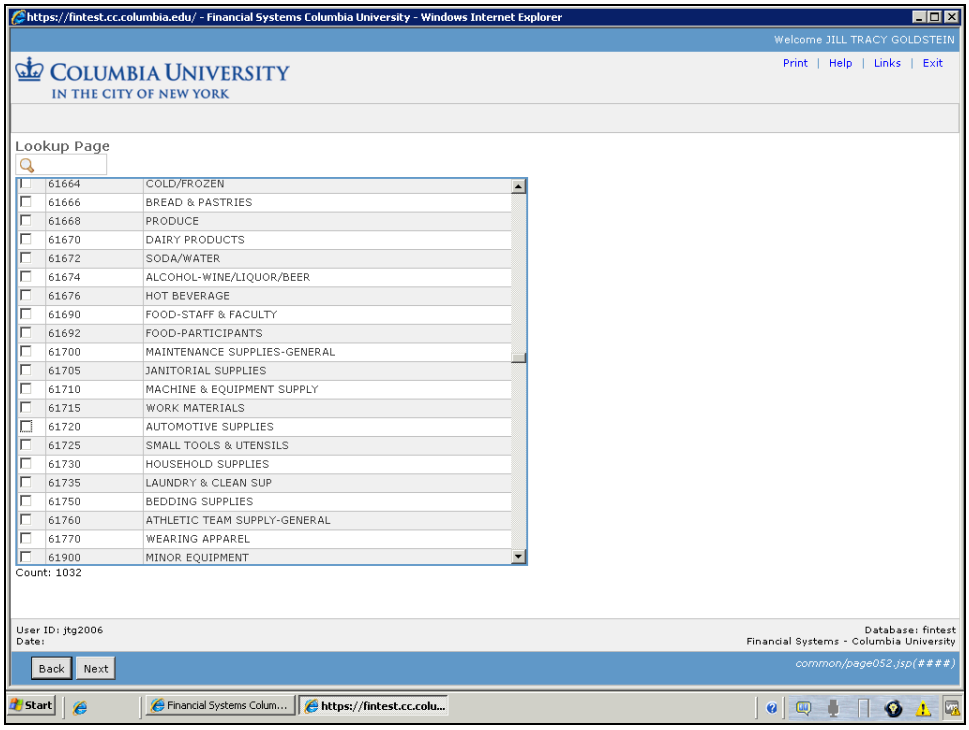
Step	Action
28.	Click the **42005** option.



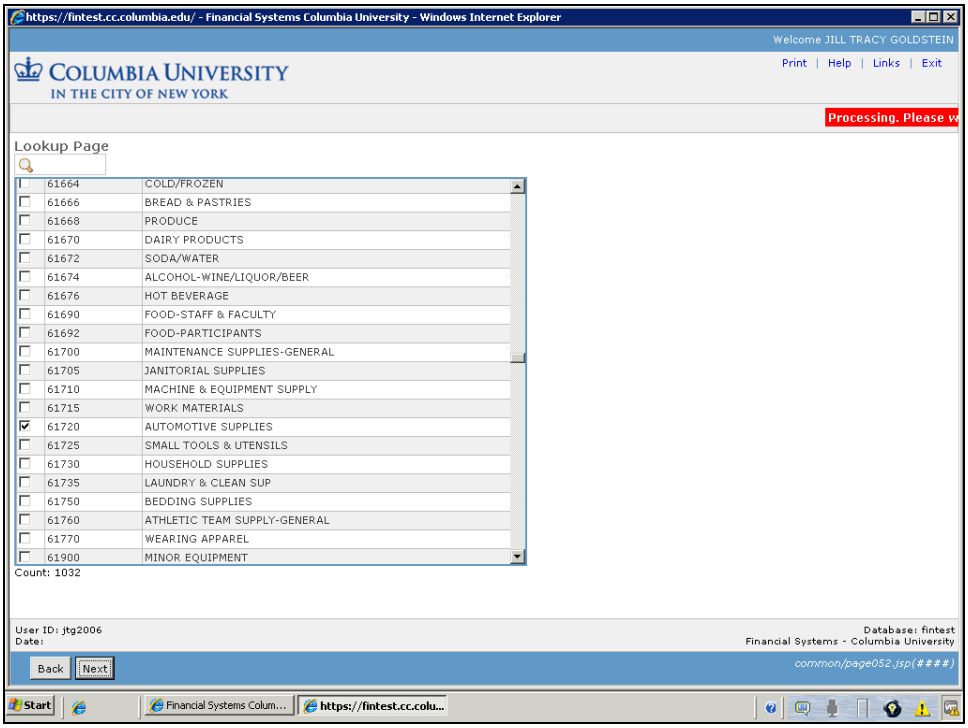
Step	Action
29.	Click the **40500** option.



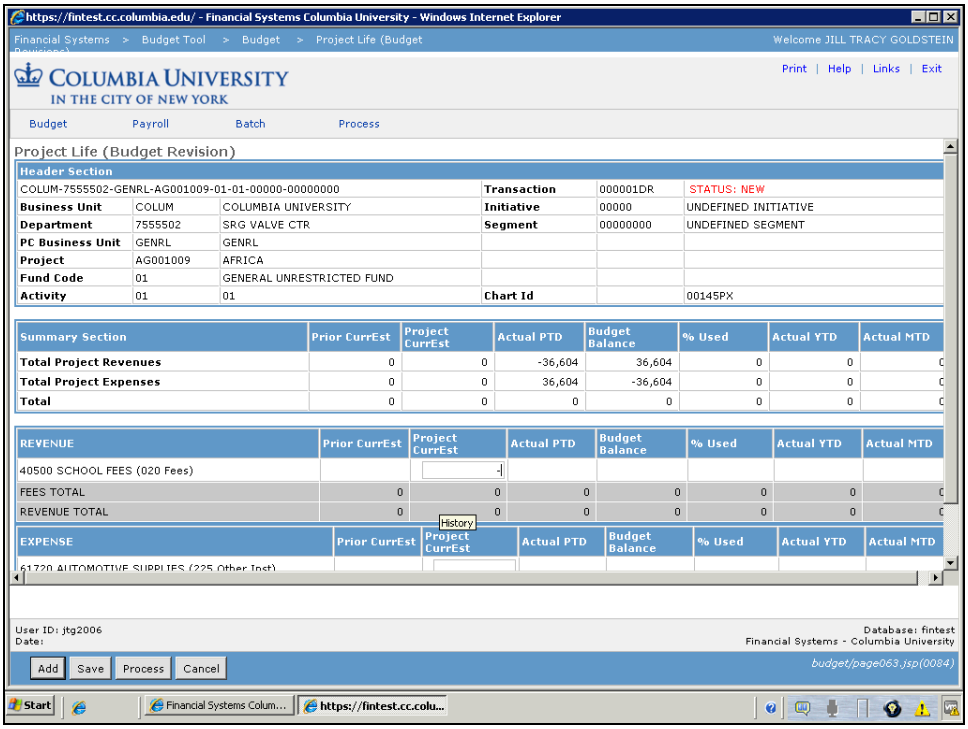
Step	Action
30.	Click and drag the **scroll bar** down to select another value.



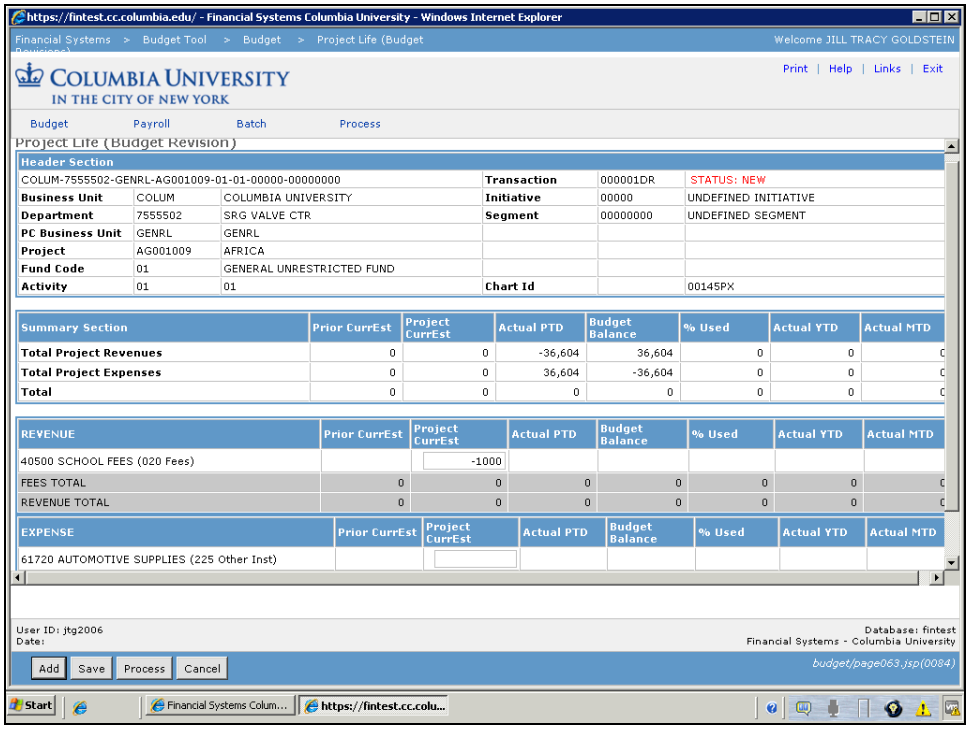
Step	Action
31.	Click the **61720** option.



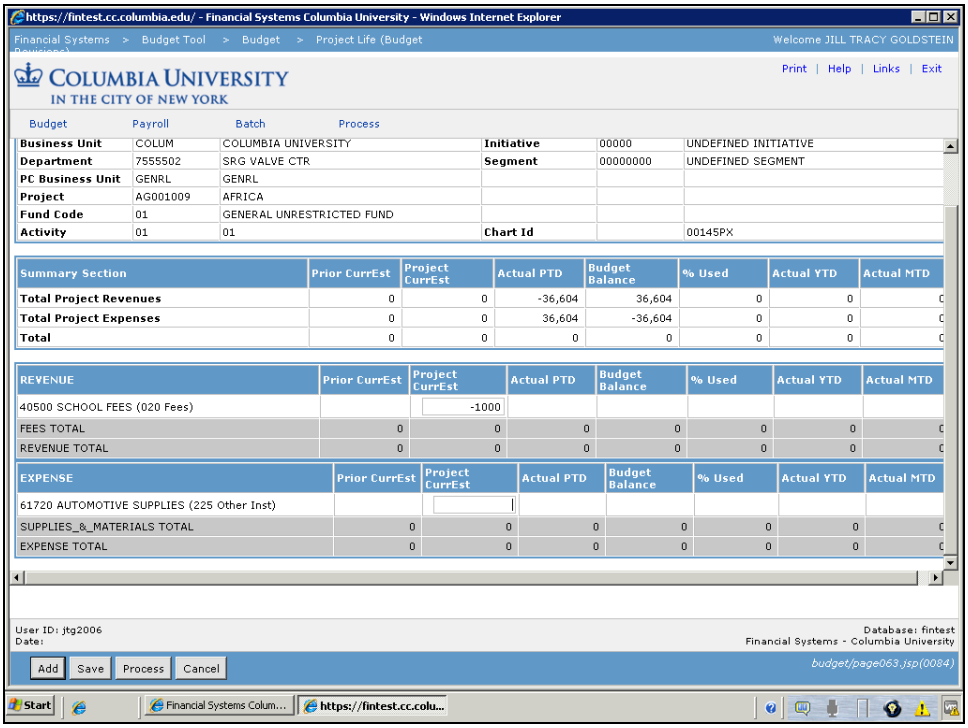
Step	Action
32.	Click the **Next** button.



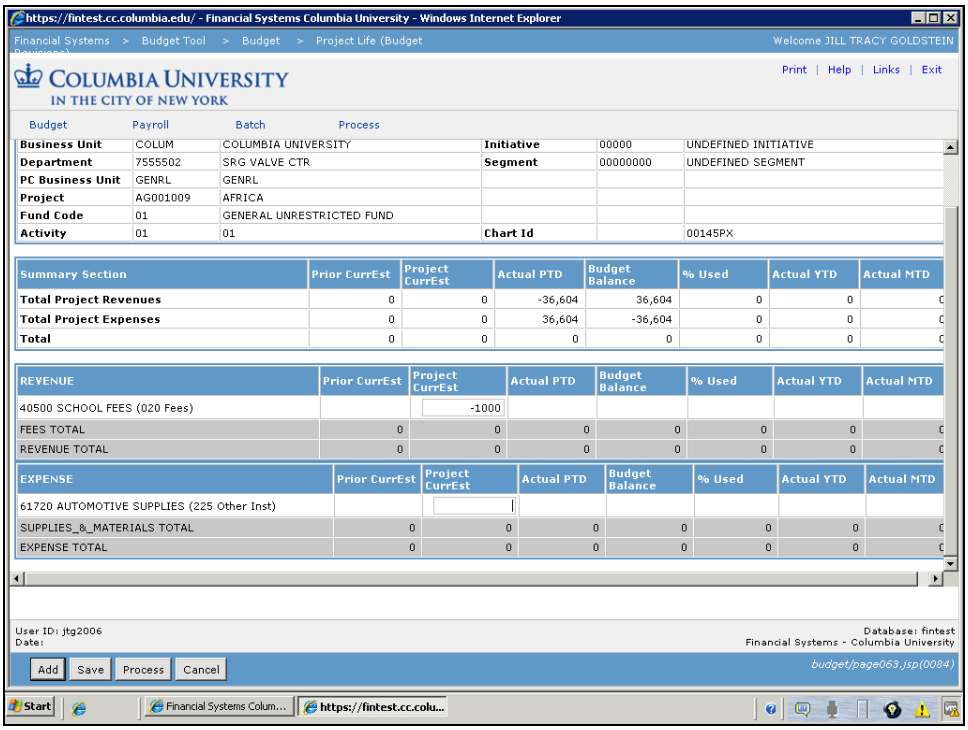
Step	Action
33.	Enter the desired information into the **Project CurrEst** field. Enter "**-1000**".



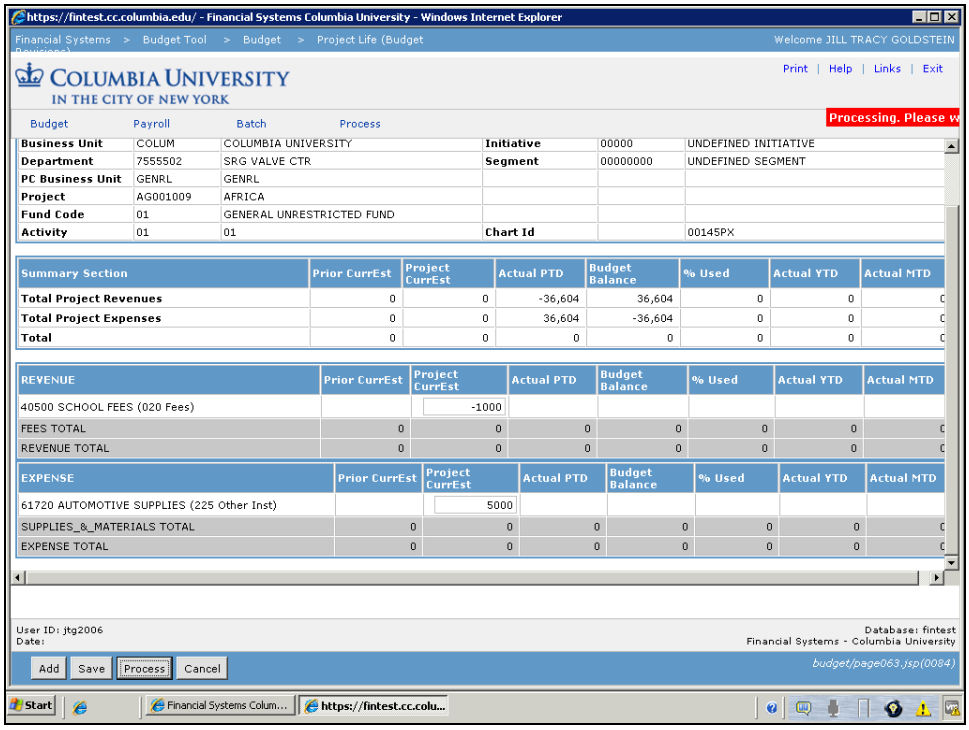
Step	Action
34.	Click and drag the **scroll bar** down to add another amount.

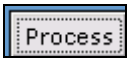


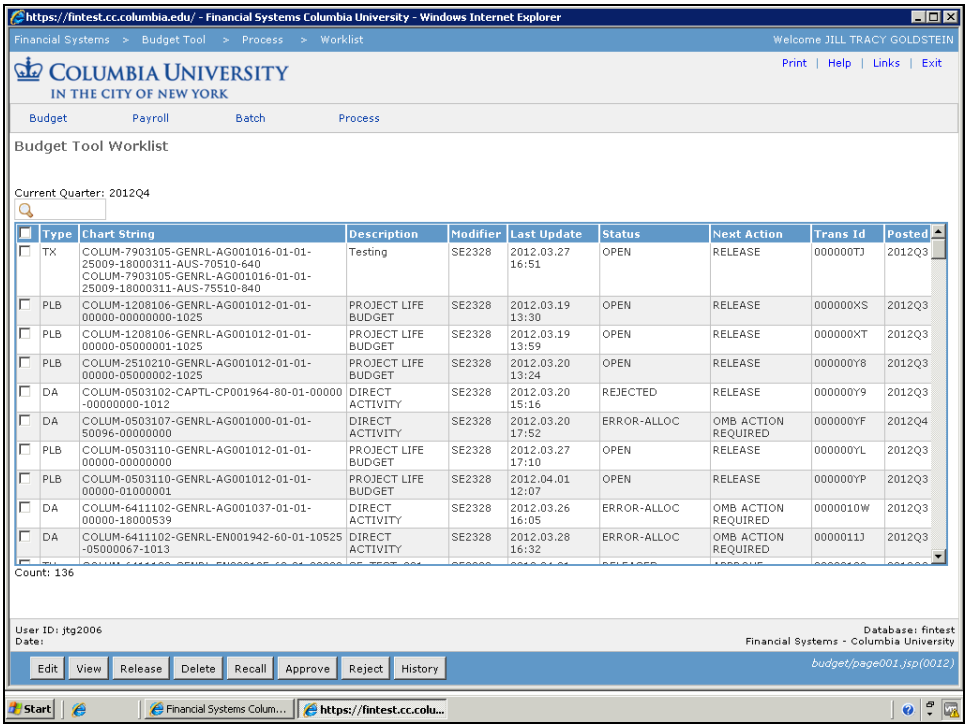
Step	Action
35.	Click in the **Project CurrEst** field.



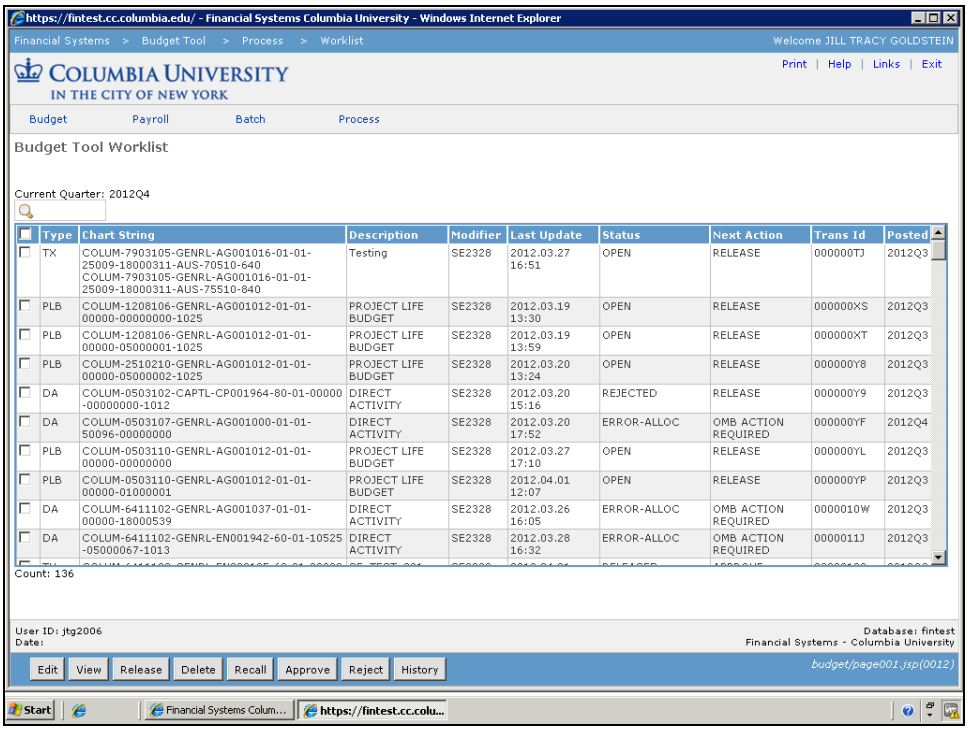
Step	Action
36.	Enter the desired information into the **Project CurrEst** field. Enter "**5000**".



Step	Action
37.	Click the **Process** button. 



Step	Action
38.	The transaction has been created and will now display on the Worklist.



Step	Action
39.	You have completed how to revise and enter a Project Life budget. **End of Procedure.**

Process - Worklist

This is the *Process - Worklist* lesson of the *Budget Tool* course. Upon completion of this lesson, you will be able to:

- Understand the steps required to perform budget approvals

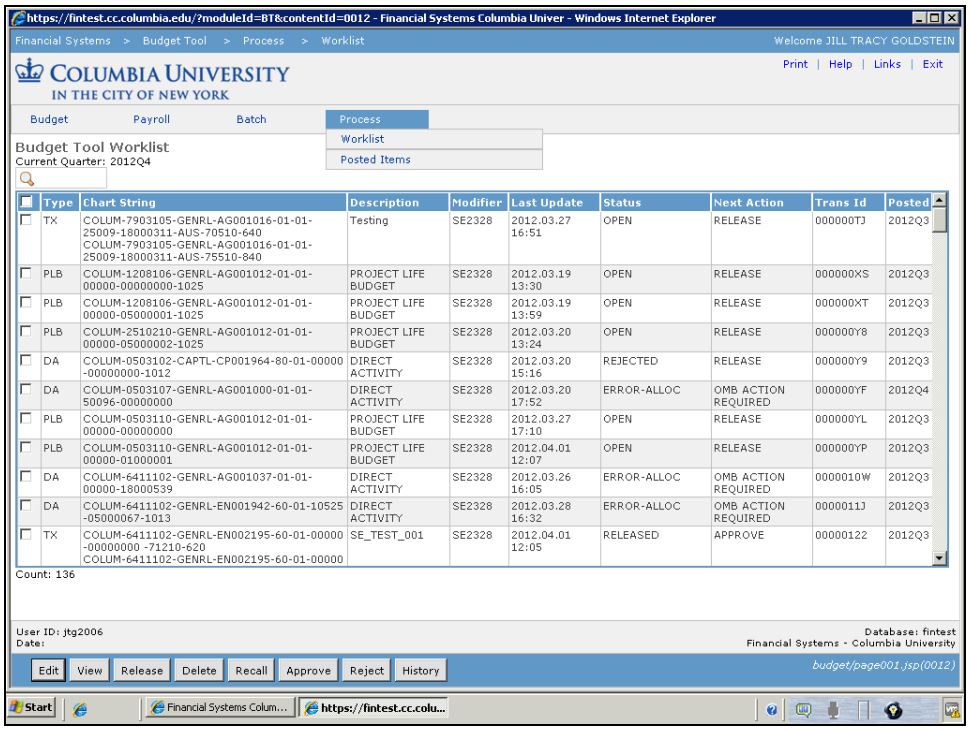
Estimated Time to Complete Lesson: 10 minutes

Worklist Screen

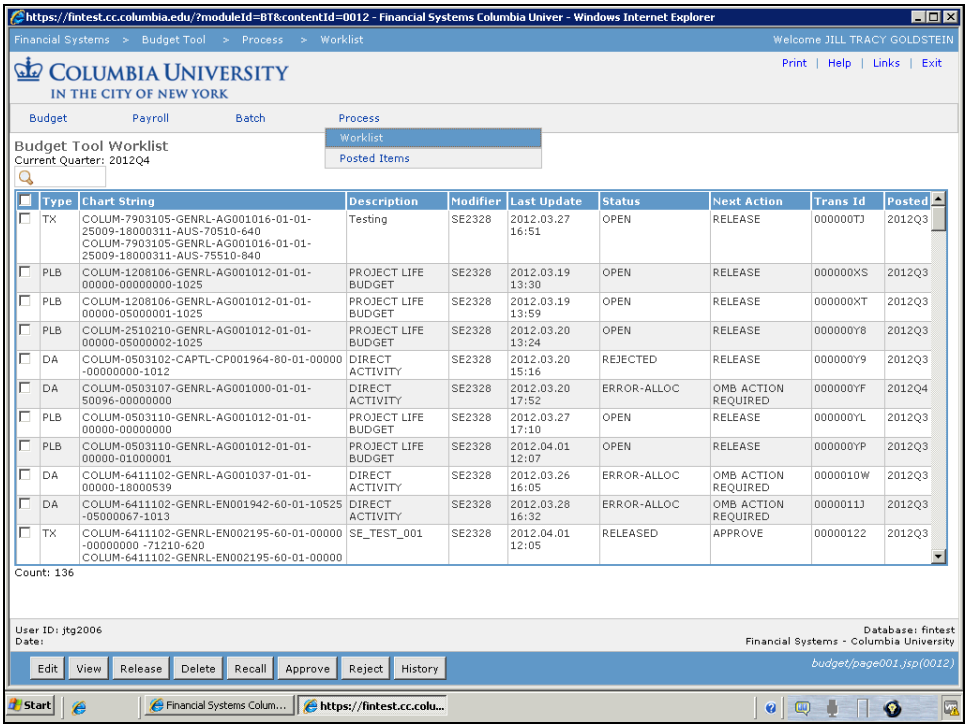
Use the Worklist screen to review Worklists.

Procedure

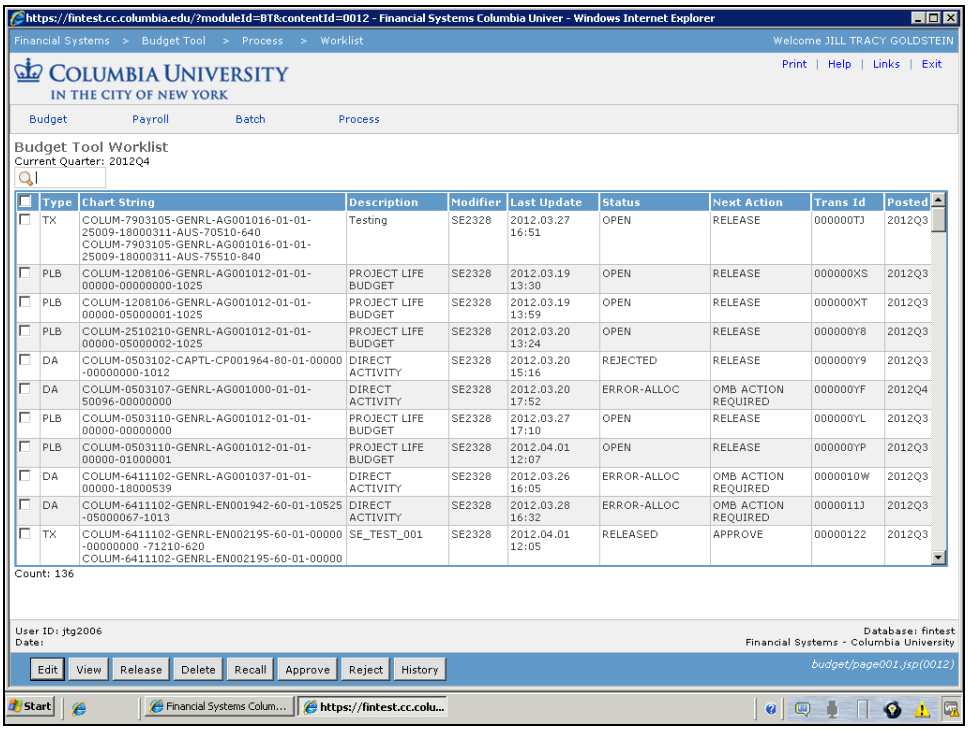
This topic provides guidance on how to review a Worklist.

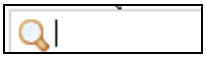


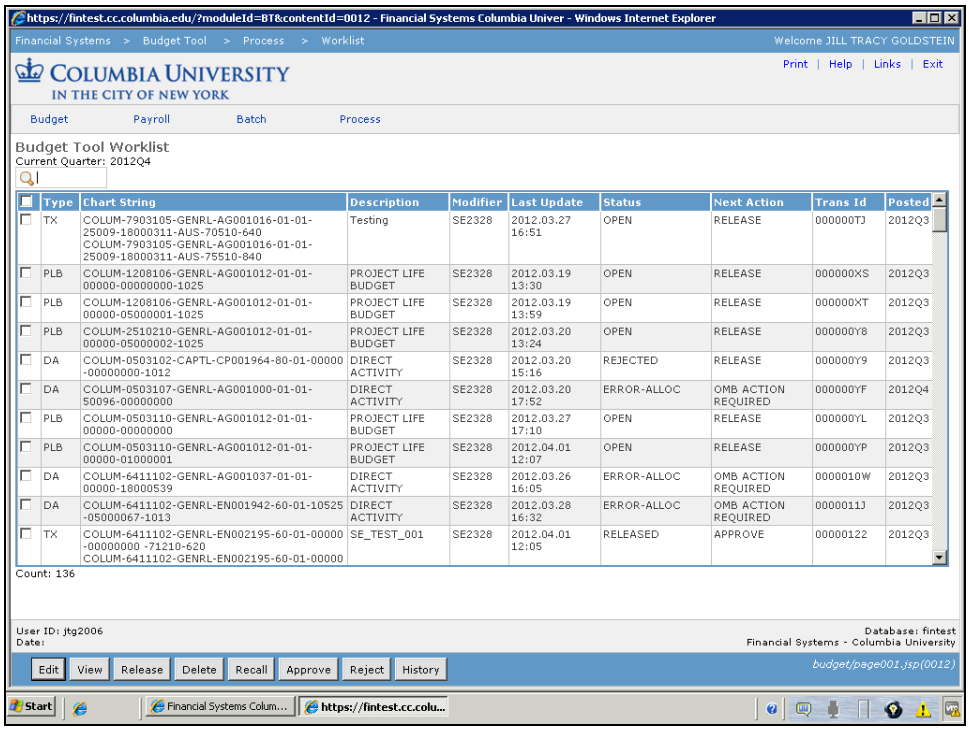
Step	Action
1.	Click the **Process** link. Process



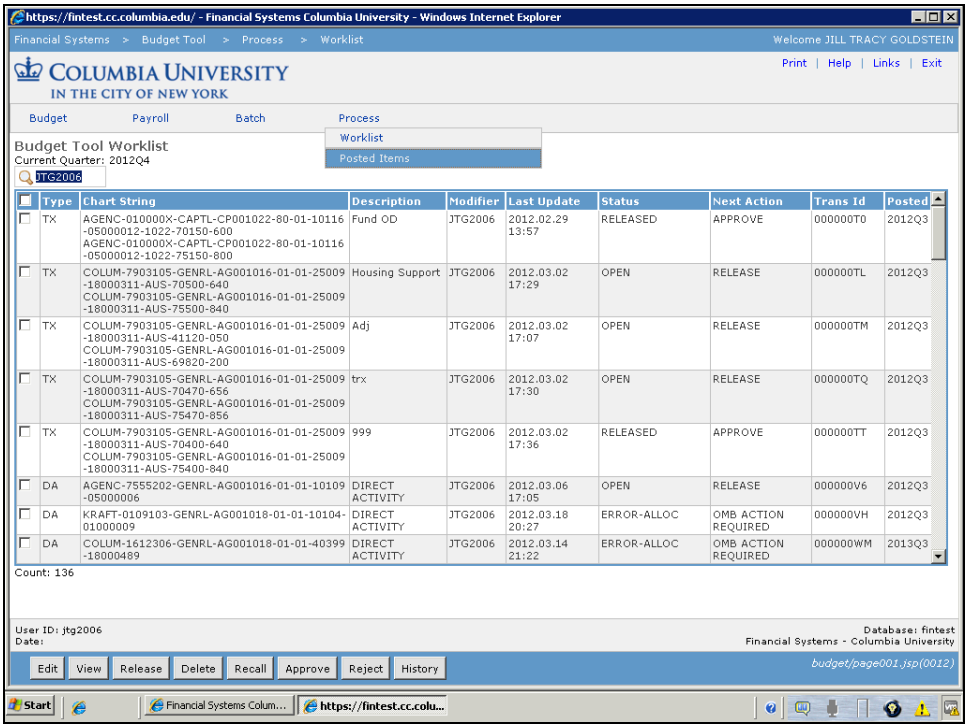
Step	Action
2.	Click the **Worklist** link.

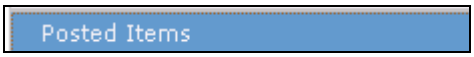


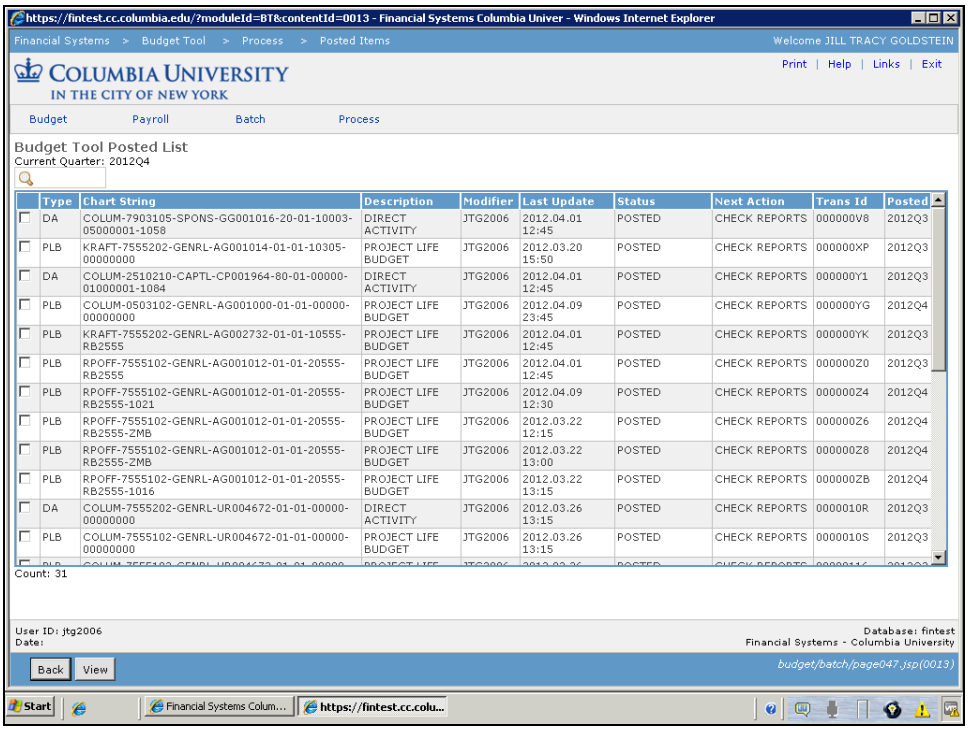
Step	Action
3.	Click in the **Search** field. 



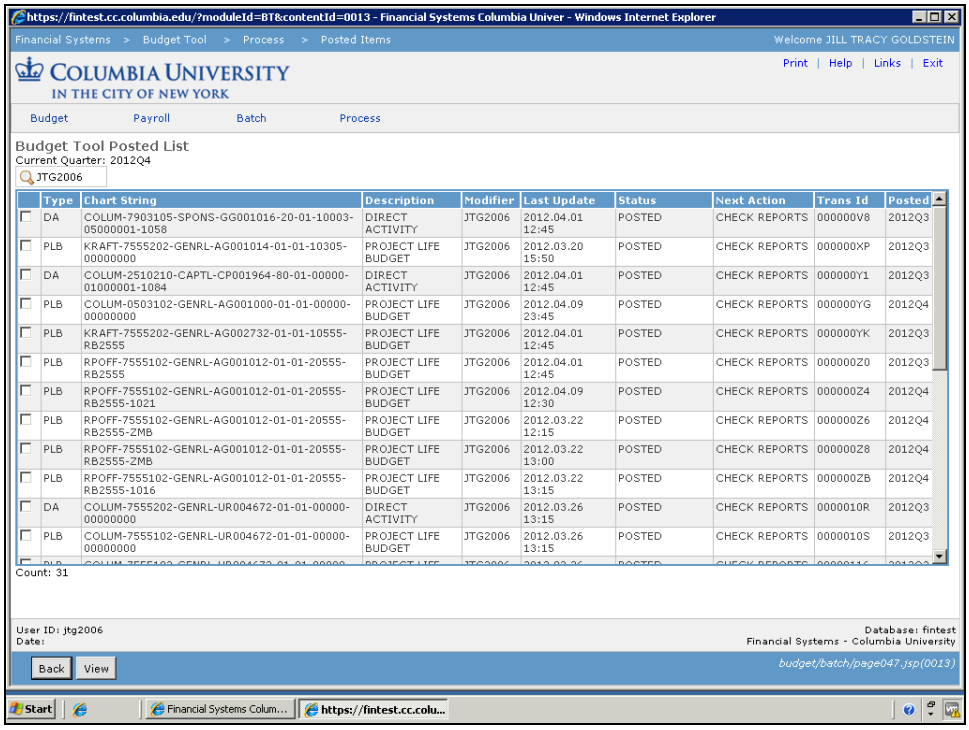
Step	Action
4.	Enter a name or number into the **Search** field. Enter "**jtg2006**".



Step	Action
5.	Click the **Posted Items** link. 



Step	Action
6.	Enter the desired information into the **Search** field. Enter "**jtg2006**".



Step	Action
7.	You have completed how to review a Worklist. **End of Procedure.**

COB Reports

This is the *COB Reports* lesson of the *Budget Tool* course. Upon completion of this lesson, you will be able to:

- Describe the COB Detail and COB Summary Statement reports
- Run a COB Detailed Statement report from the ARC Portal

Estimated Time to Complete Lesson: 15 minutes

COB Reports Overview

Consolidated Operating Budget (COB) reports are used to compare budget, current estimate, and actuals. The reports pull information specific to Operating Funds only.

The following table describes the COB Detailed Statement and COB Summary Operating Statement reports.

Report Name	Description	Who Should Use it	What it Replaces	Fields Included	Drilldown
The COB – Detailed Statement	The report provides a detailed listing of all account string combinations and their related balances. In addition, certain attributes and derived values will be provided as an output in the report. Generally, this report is not a formatted/printable report, but is used for downloading into excel or an access database for further analysis.	This report is used by Department/School administrators to review their overall operating results	Legacy system COB Detail file.	Prior Year YTD, Current Year YTD, Prior Year Full Year, Original Budget, Current Estimate, and Fund Balance.	No
The COB – Summary Operating Statement	This report provides a summarized Operating P&L showing revenue and functional expenses, along with expenses reported by natural classification. In addition, internal transfers are reported in both a summarized and more detailed view on this report. This report is a formatted/printable report, and is used as the basis for Columbia University's reporting to the Board of Trustees for a standard set of department rollups.	This report is used by Department/School administrators to review and analyze the detail of their operating results	Legacy system COB Budget Summary – Trustee Format tab.	Prior Year YTD, Current Year YTD, Prior Year Full Year, Original Budget, Current Estimate, and Attributes	No

ChartField versus COB Reports

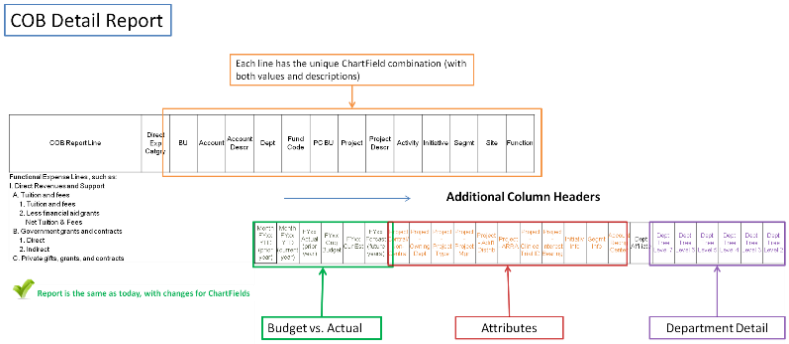
Both Consolidated Operating Budget (COB) and Trial Balance reports are the same as they were in the legacy system but they have been updated to reflect the new Chart of Accounts. Like ChartField Statement reports, COB Summary and Detail Reports roll up based on Departments. For additional comparison between ChartField and COB Reports refer to the table below:

ChartField Reports	COB Summary/Detail
Replaces DARTS	COB Reports are the same (updated for ChartFields)
Roll-up based on Department(s)	Roll-up based on Department(s)
All funds available for selection	Operating funds only
All reports use natural expense classifications (e.g. Salary, Supplies)	Summary uses functional expense (e.g., Instruction, Research)
Includes encumbrances	No encumbrances
Only includes prior and current year	Includes prior, current, and future years, with dollar and percent variances
The detail report includes attribute information	The detail report includes attribute information
Can drill down to transactions (incl. payroll)	No drilldown to transaction level

Running the COB Detailed Statement Report

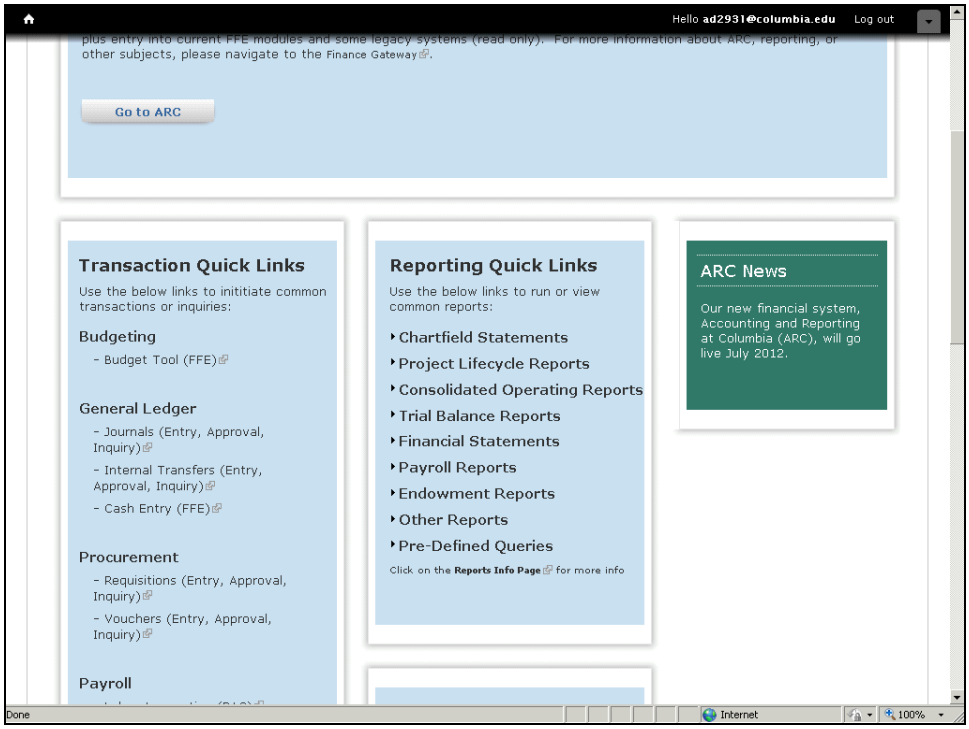
In this topic you will access and run the COB Detailed Statement report from the ARC Portal.

Estimated time to complete this topic: 3 minutes

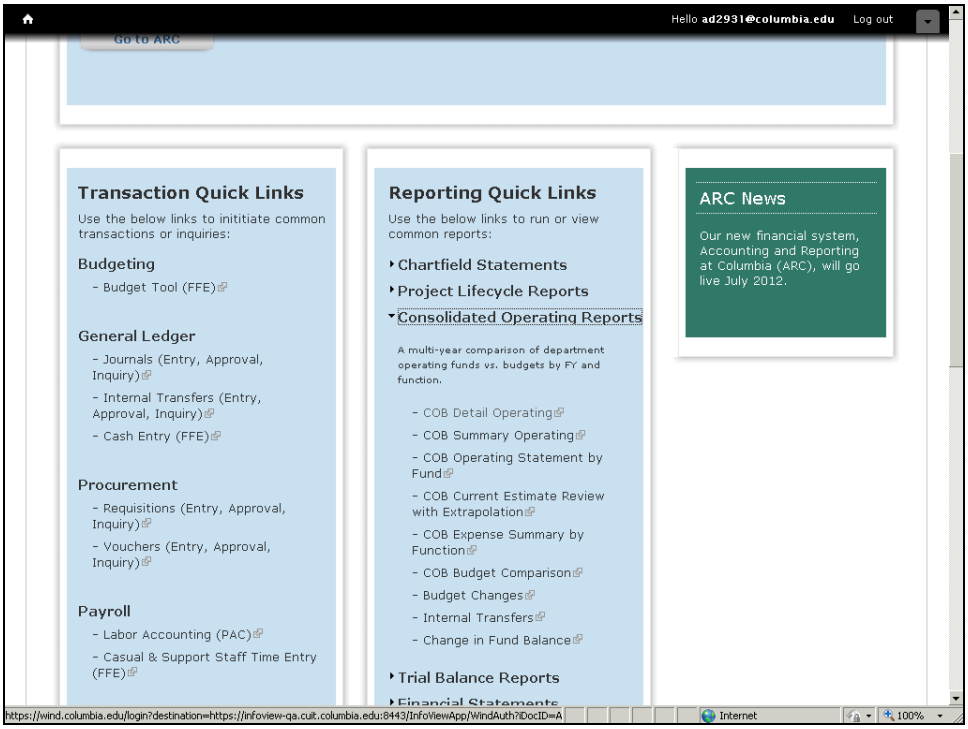


Procedure

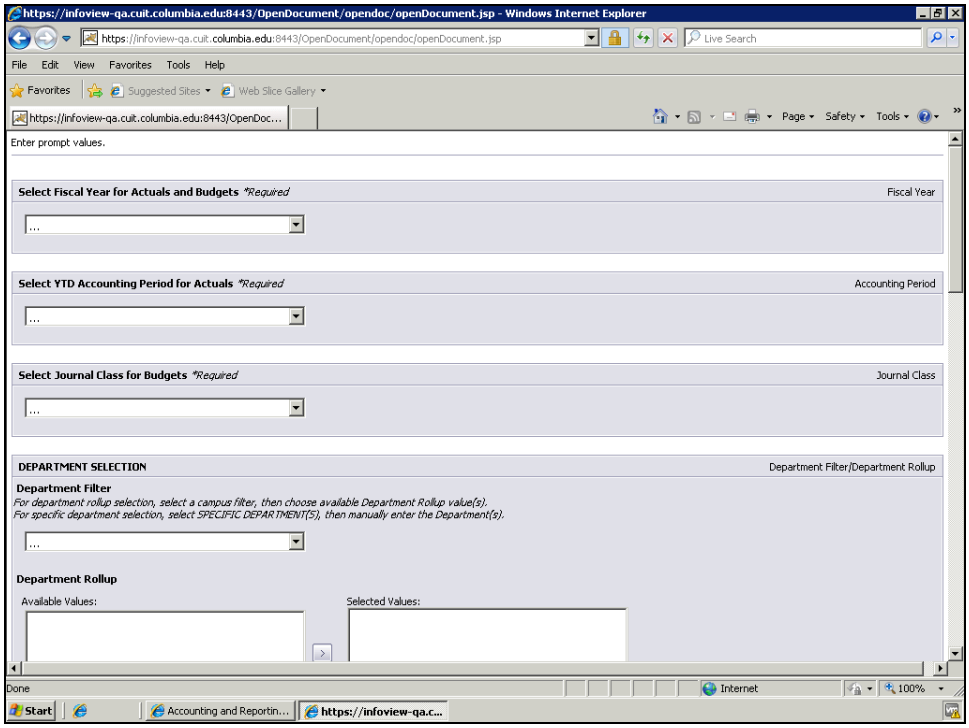
Welcome to the Running the COB Detailed Statement Report topic. In this scenario you will learn how to access and run the COB Detailed Statement report from the ARC Portal, preview pages within the report, and export the report to Excel for further analysis.



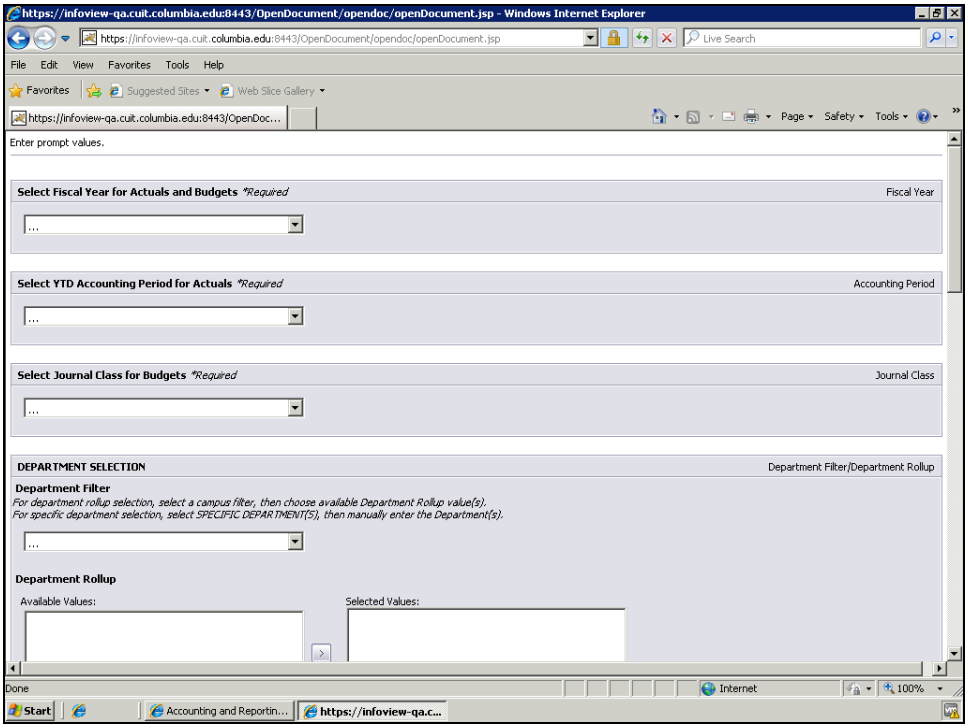
Step	Action
1.	Click the **Consolidated Operating Reports** link. Consolidated Operating Reports



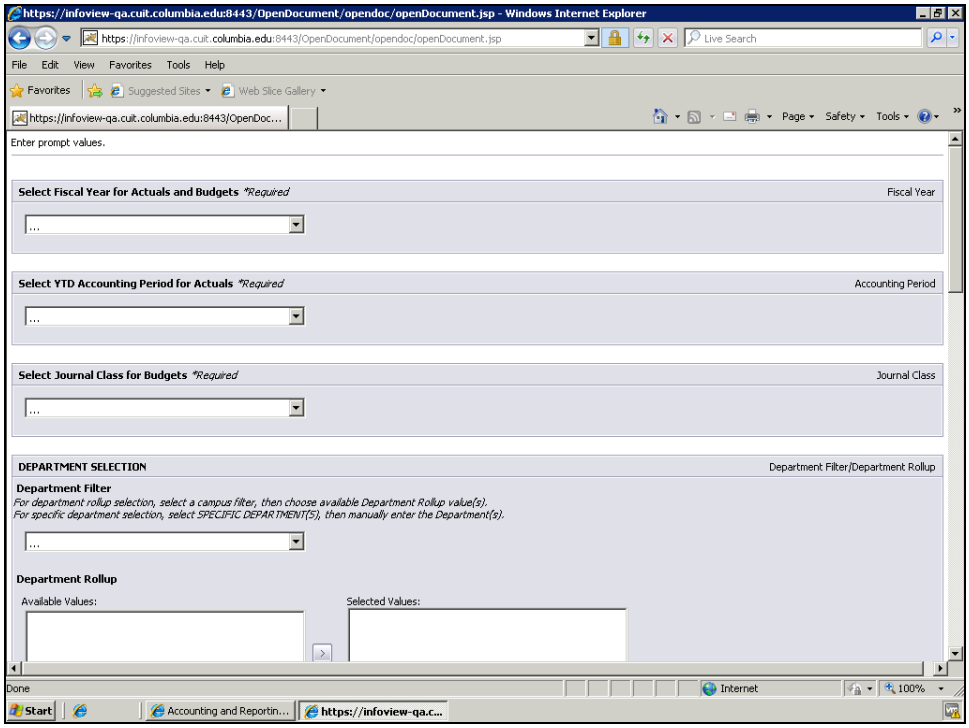
Step	Action
2.	Click the **COB Detail Operating** link. COB Detail Operating



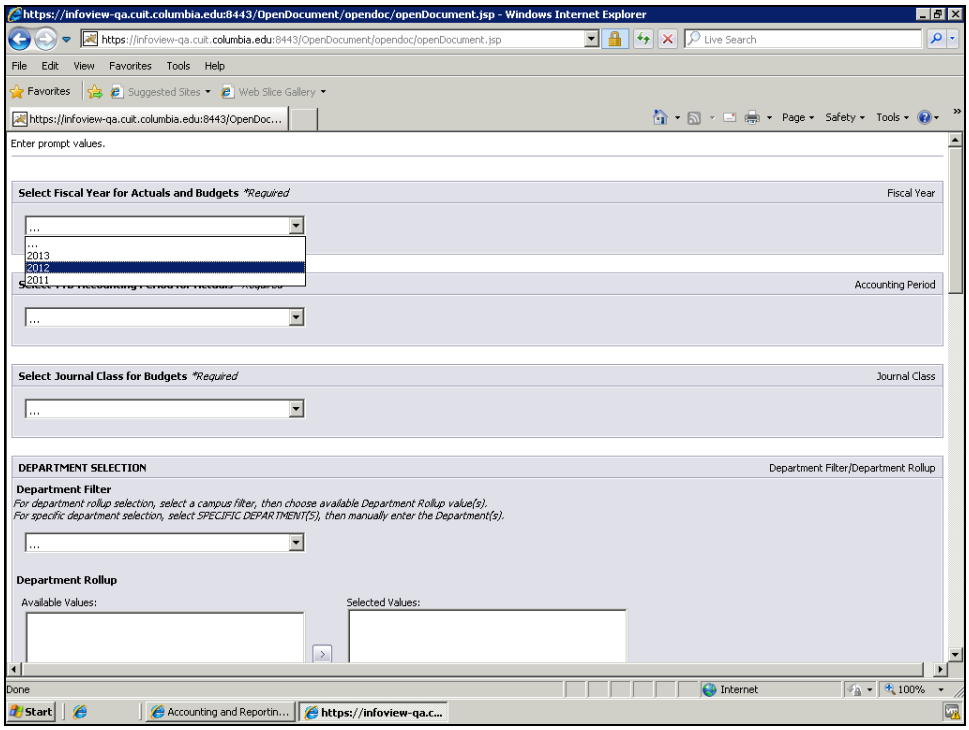
Step	Action
3.	In this scenario we are going to run the COB Detailed Statement report for January 2012 (The seventh month of FY 2012). The COB Detailed Statement is replacing the legacy system COB Detail file. This report is used by Department/School Administrators to review their overall operating results.



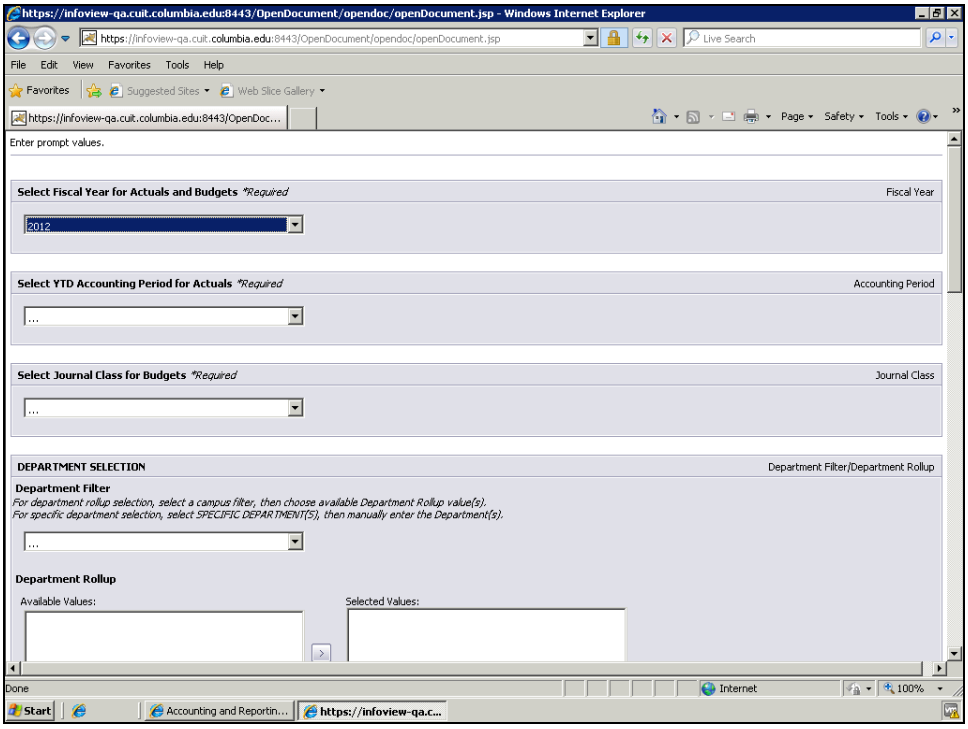
Step	Action
4.	Notice that fields with an asterisk are required whereas fields without an asterisk are optional. The following three fields are required to run this COB report: - Fiscal Year for Actuals and Budgets - YTD Accounting Period for Actuals - Journal Class for Budgets



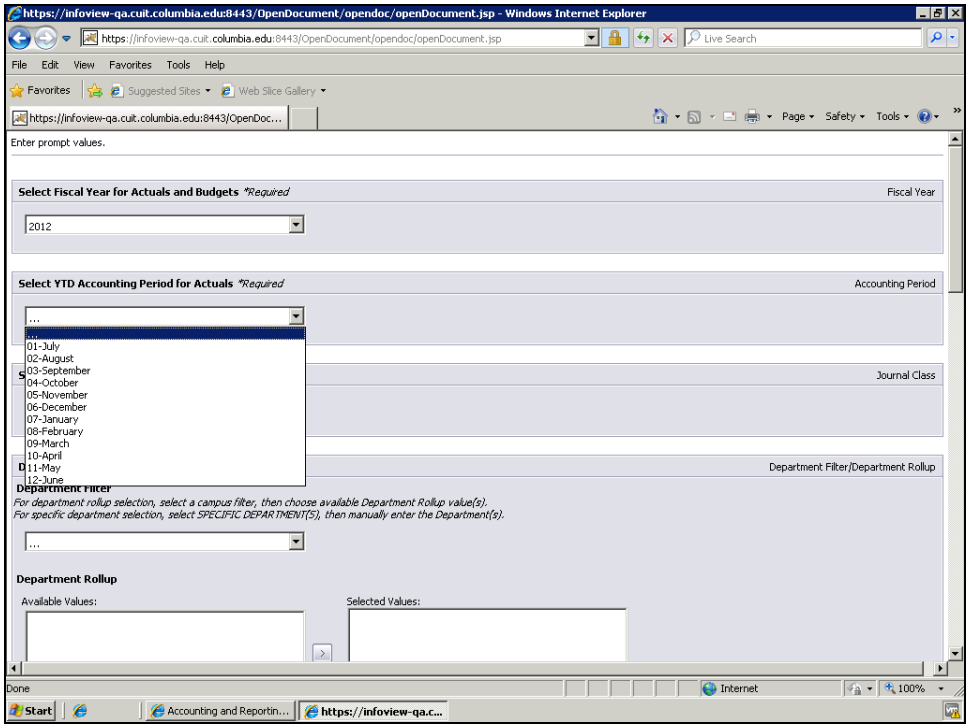
Step	Action
5.	Click the **Fiscal Year** list.



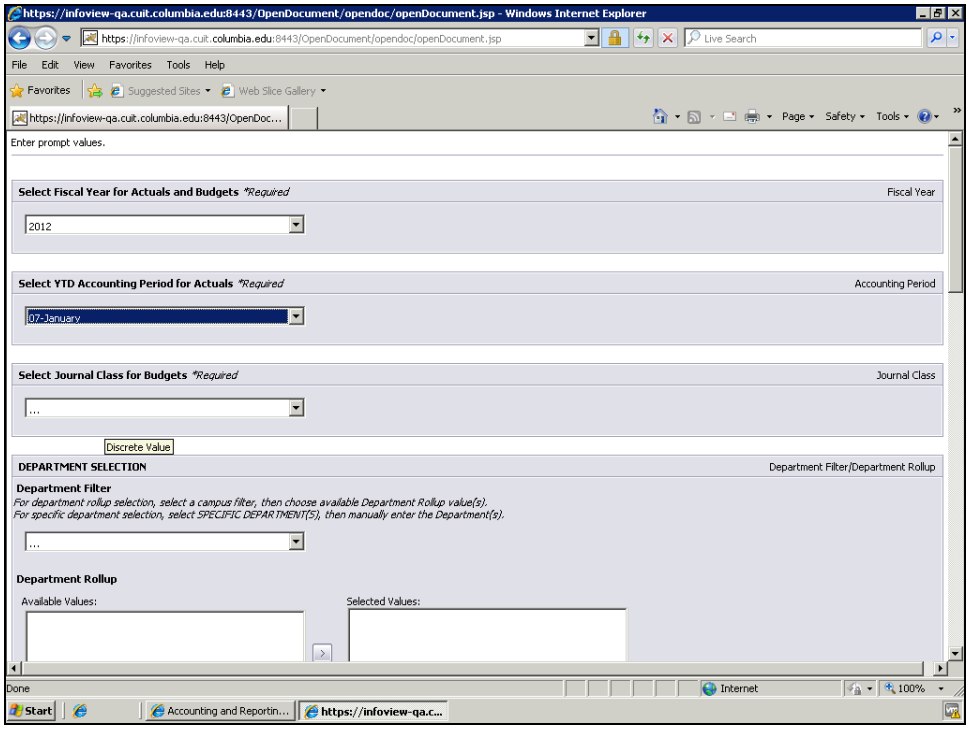
Step	Action
6.	Click the **2012** list item.



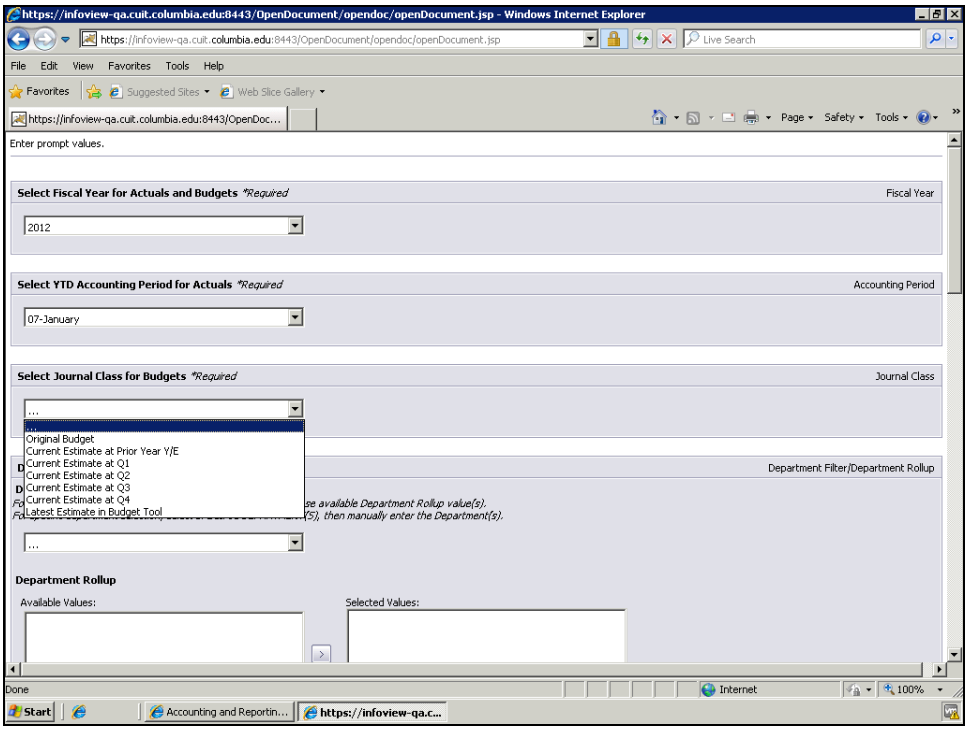
Step	Action
7.	Click the **Accounting Period** list.

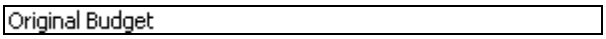


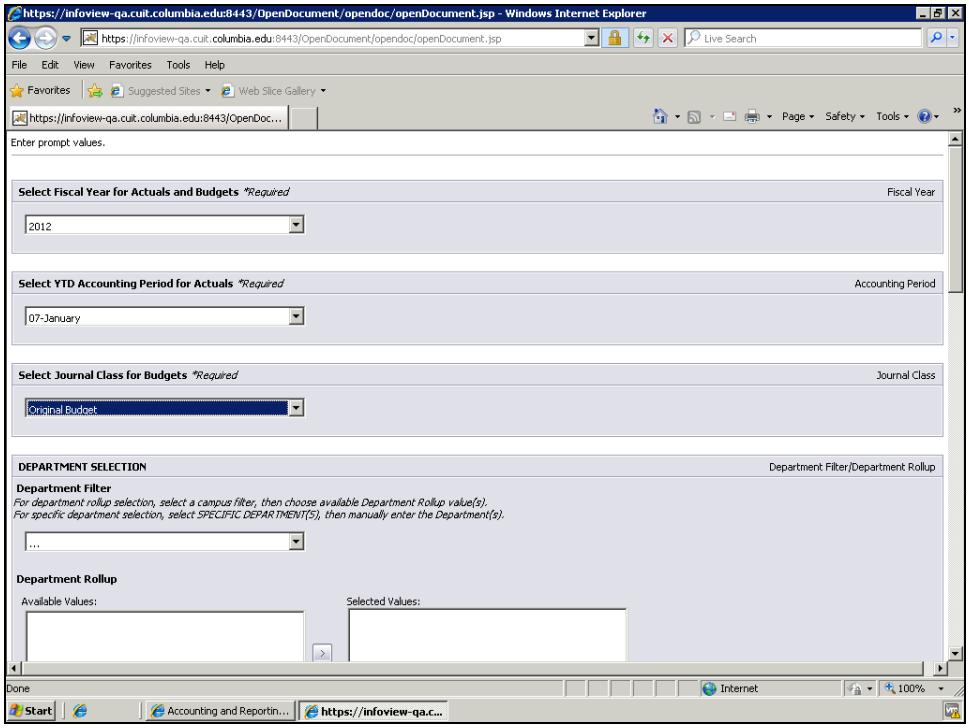
Step	Action
8.	Click the **07-January** list item. 07-January



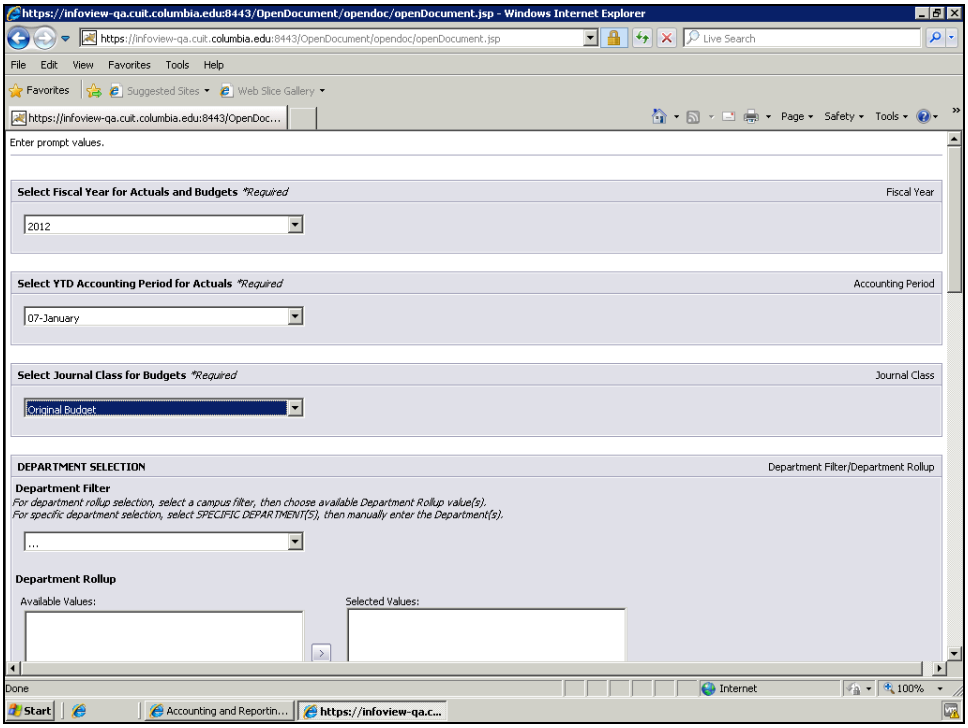
Step	Action
9.	Click the **Journal Class** list.



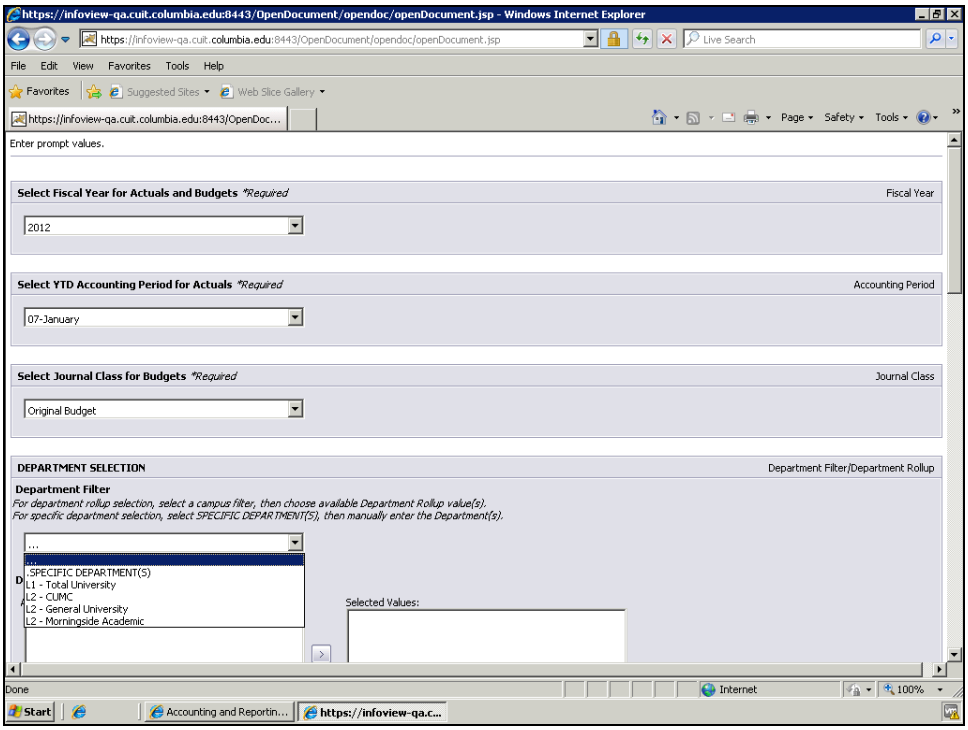
Step	Action
10.	Click the **Original Budget** list item. 



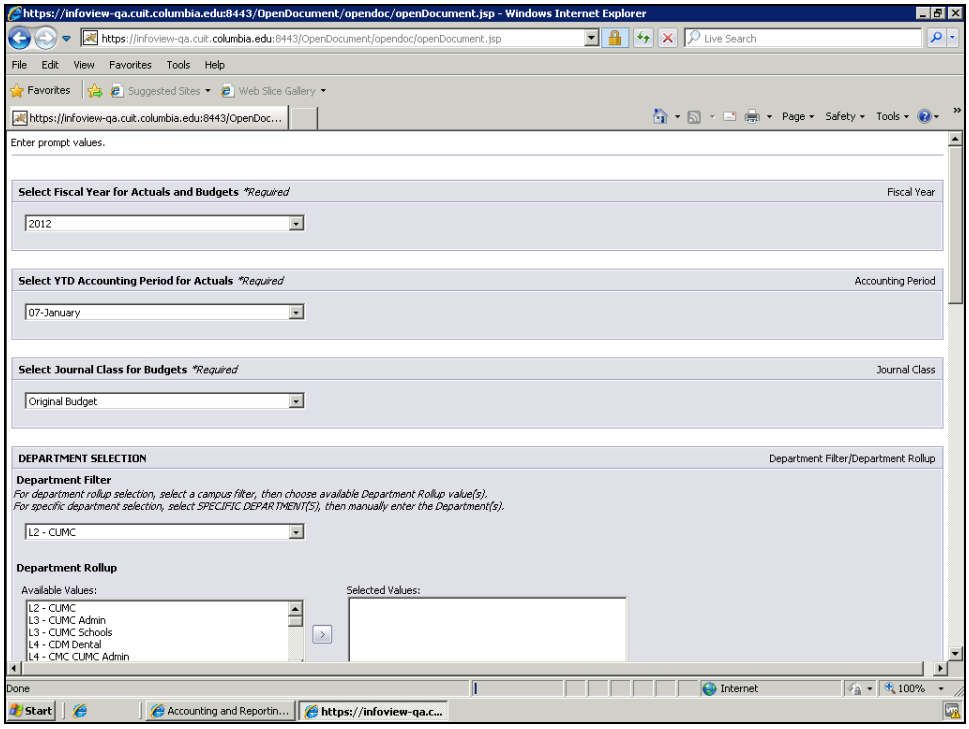
Step	Action
11.	Department Selection is not required. In this scenario we will specify the Department Filter and the Department Rollup.



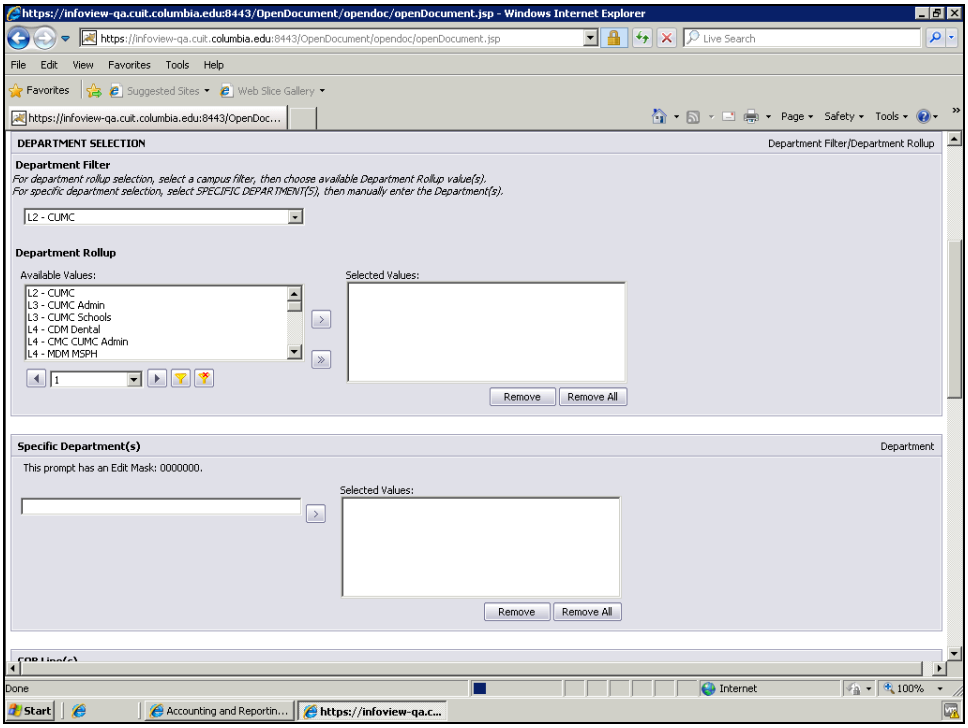
Step	Action
12.	Click the **Department Filter** list.



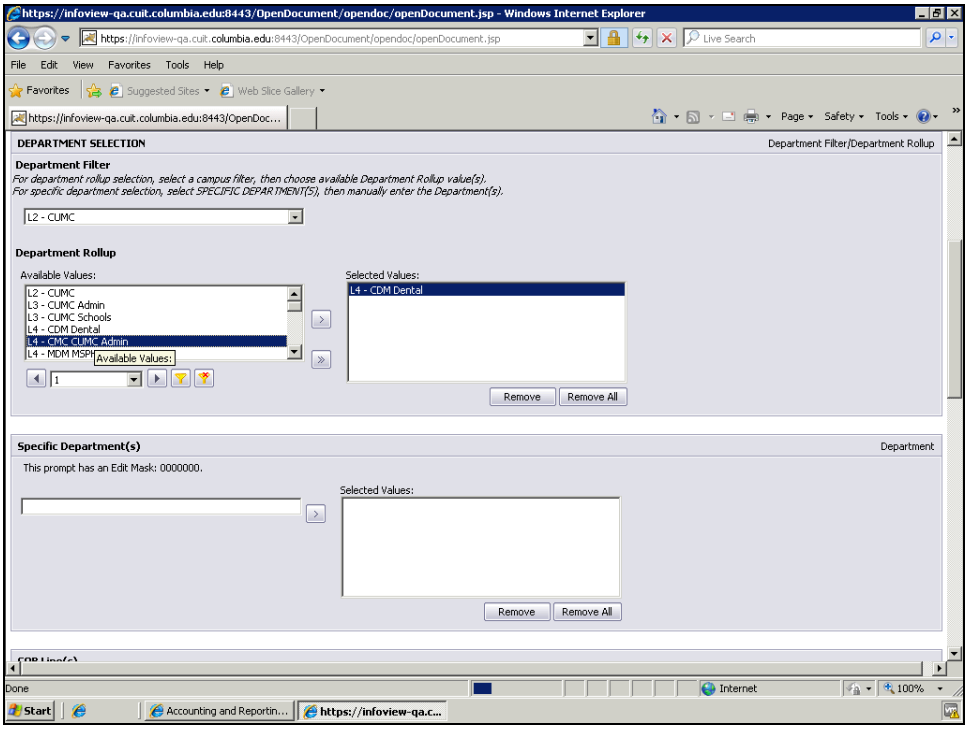
Step	Action
13.	Click the **L2 - CUMC** list item. L2 - CUMC



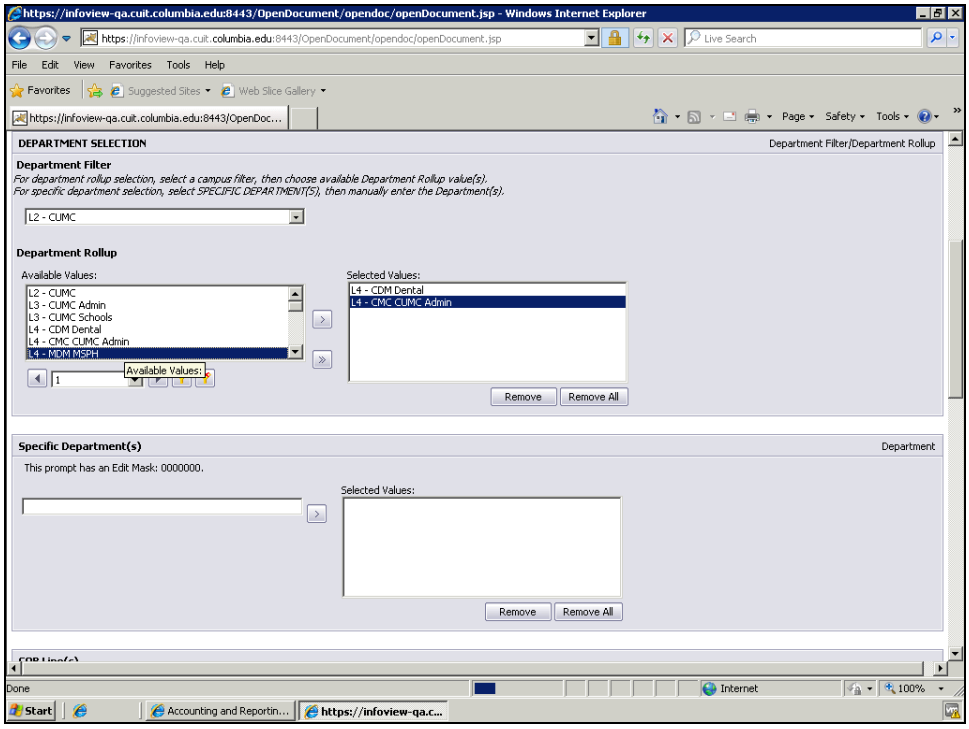
Step	Action
14.	Click the scroll bar to view the other run time parameters for this report.



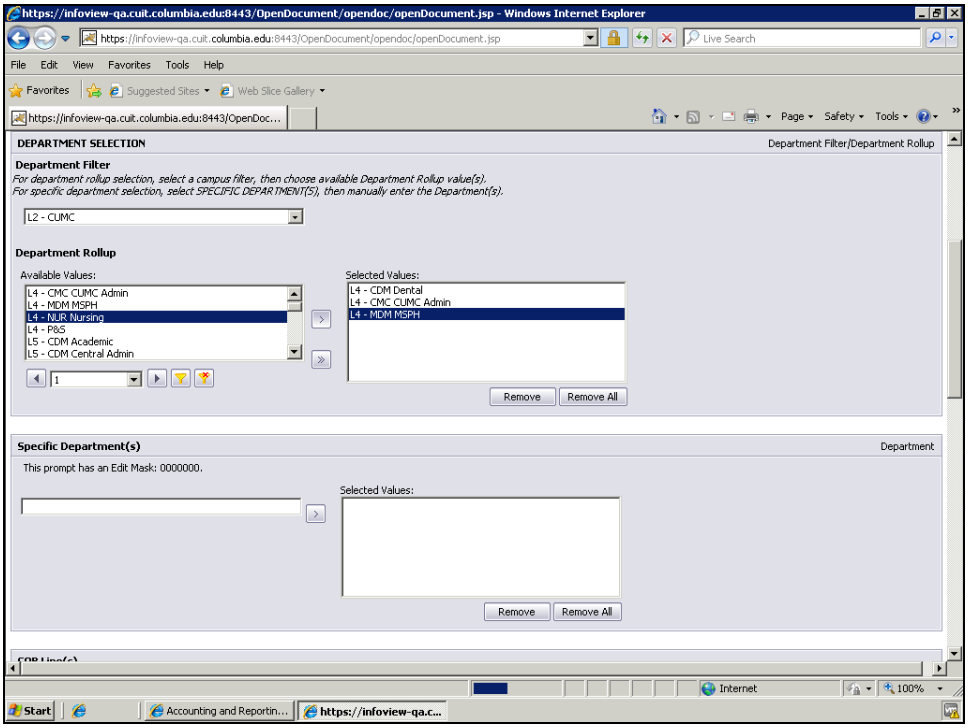
Step	Action
15.	Double-click the **L4 - CDM Dental** list item. L4 - CDM Dental



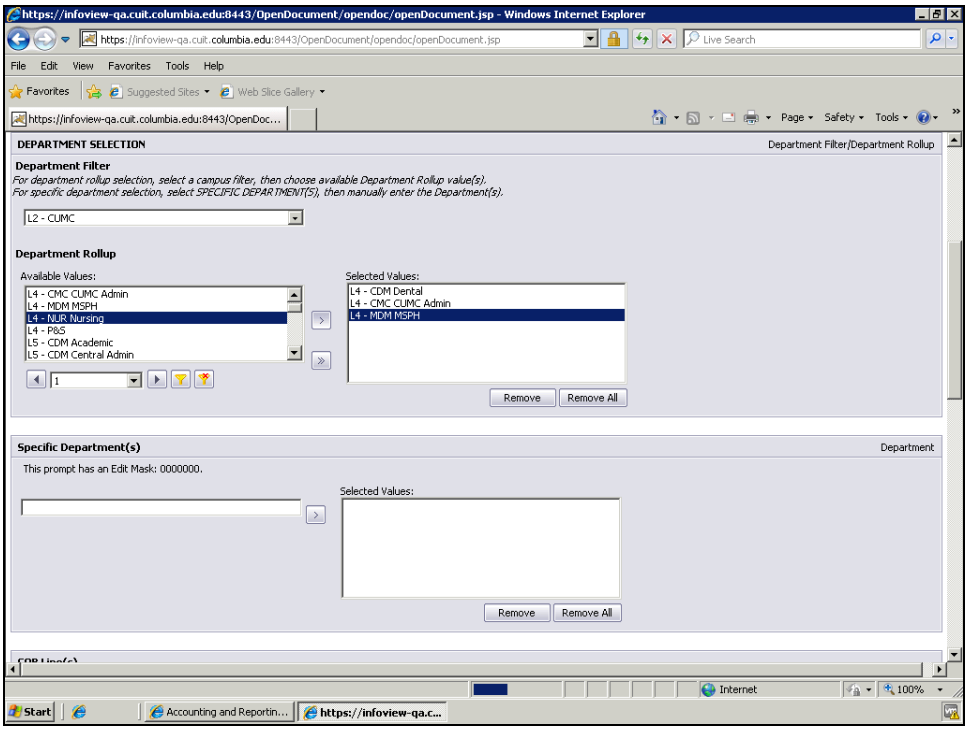
Step	Action
16.	Double-click the **L4 - CMC CUMC Admin** list item. L4 - CMC CUMC Admin



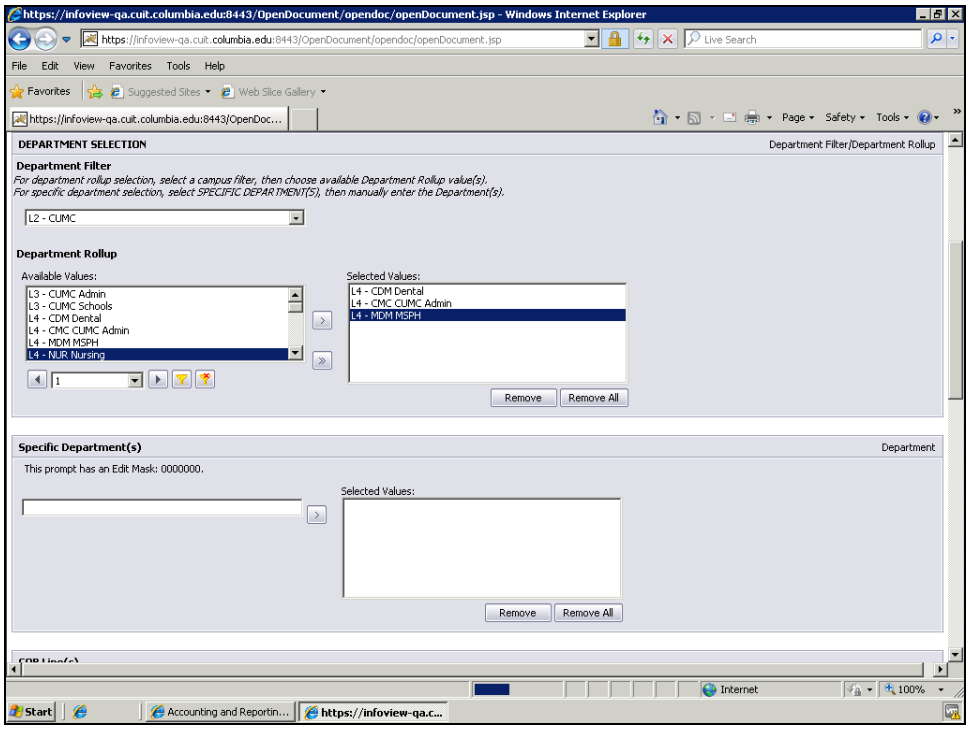
Step	Action
17.	Double-click the **L4 - NUR Nursing** list item. L4 - MDM MSPH



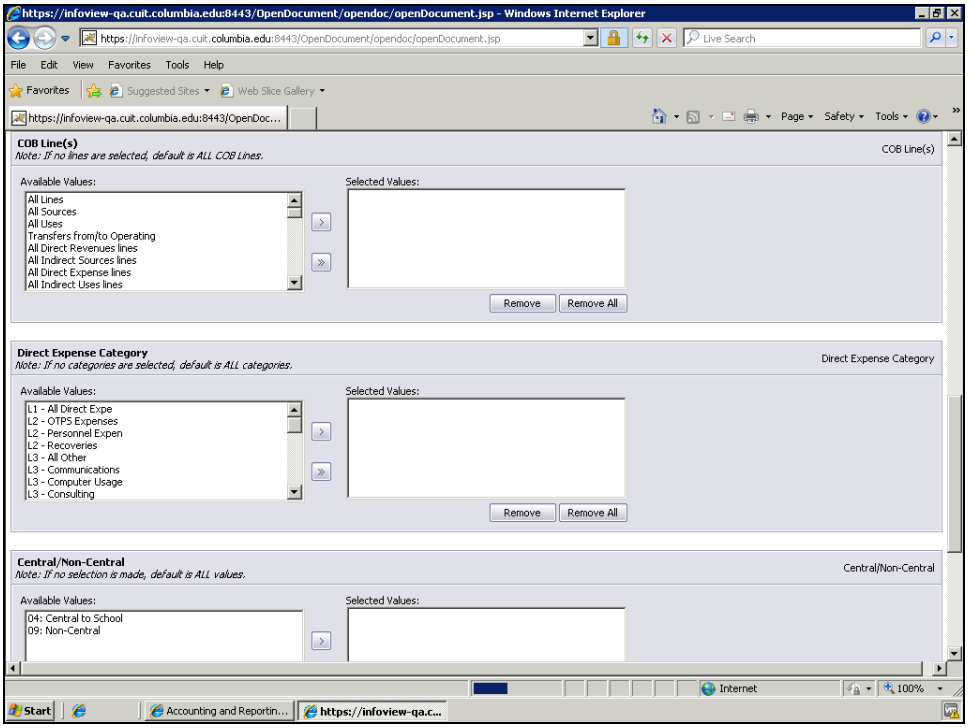
Step	Action
18.	Notice that the selected values will appear on the 'Selected Values' box.



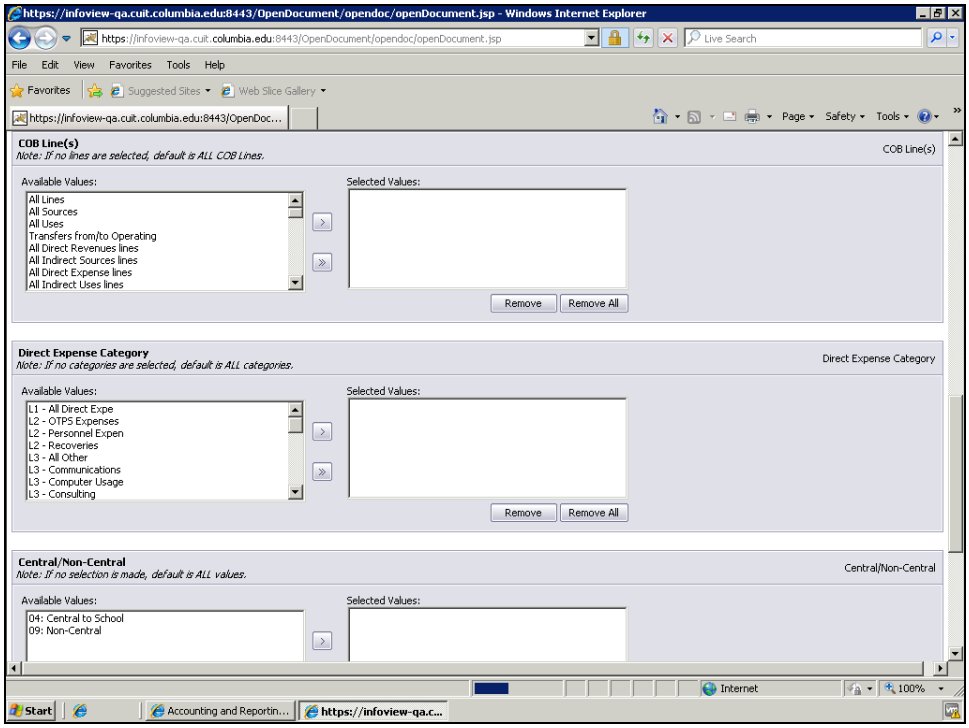
Step	Action
19.	The Specific Department(s) is not a required field. We will leave this field blank.



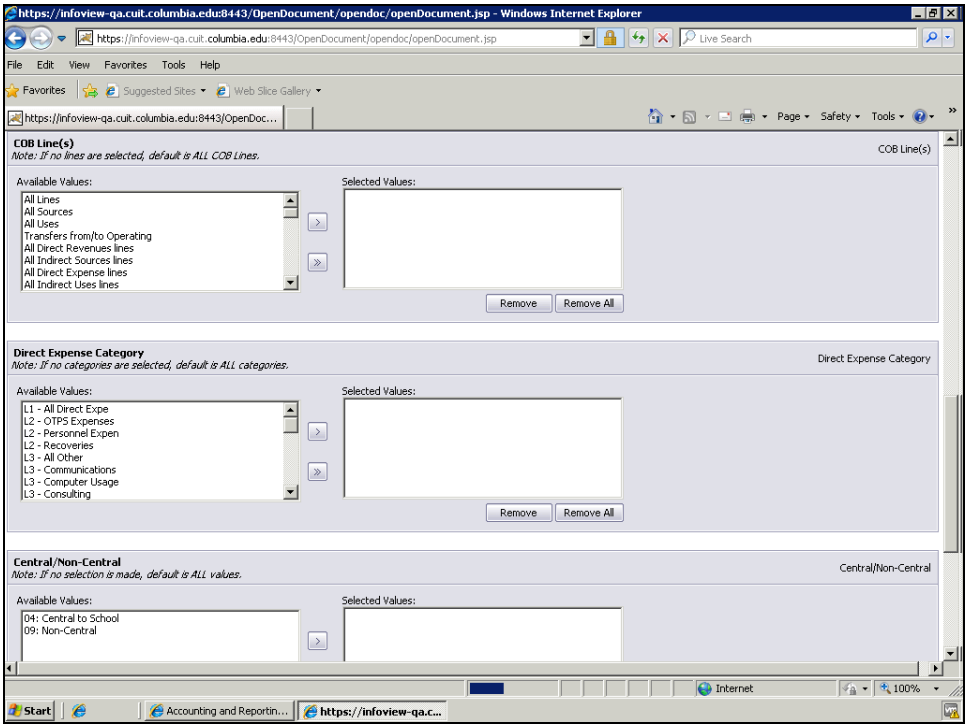
Step	Action
20.	Click the scroll bar to view the other run time parameters for this report.



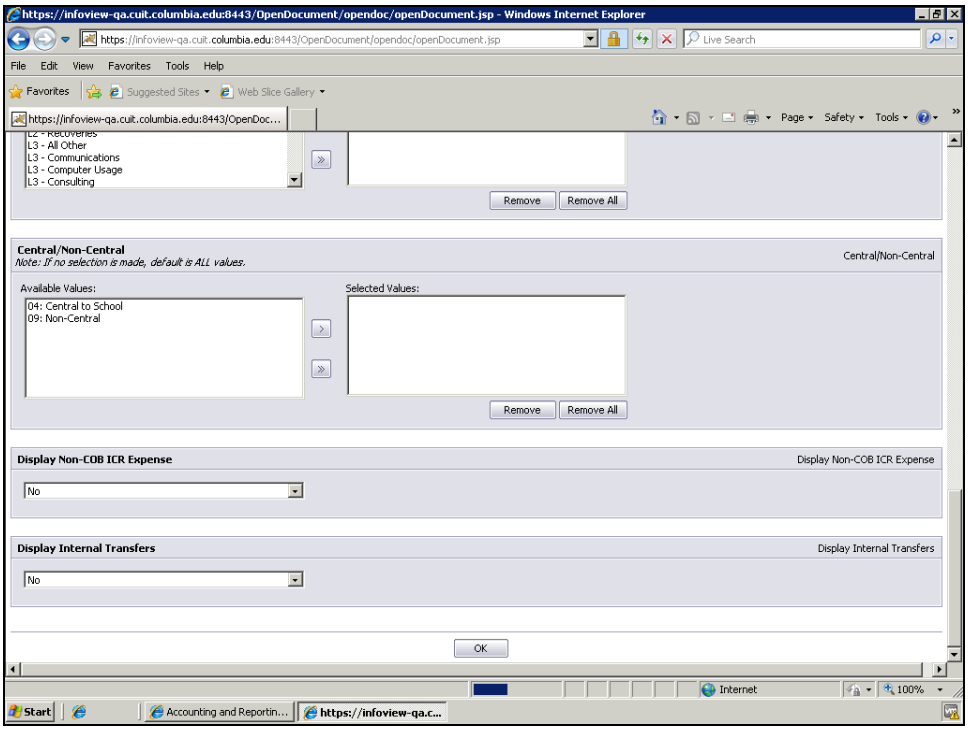
Step	Action
21.	The COB Line(s) field allows you to specify which COB Lines you would like to run the report for. If no lines are selected, the default value is all lines.



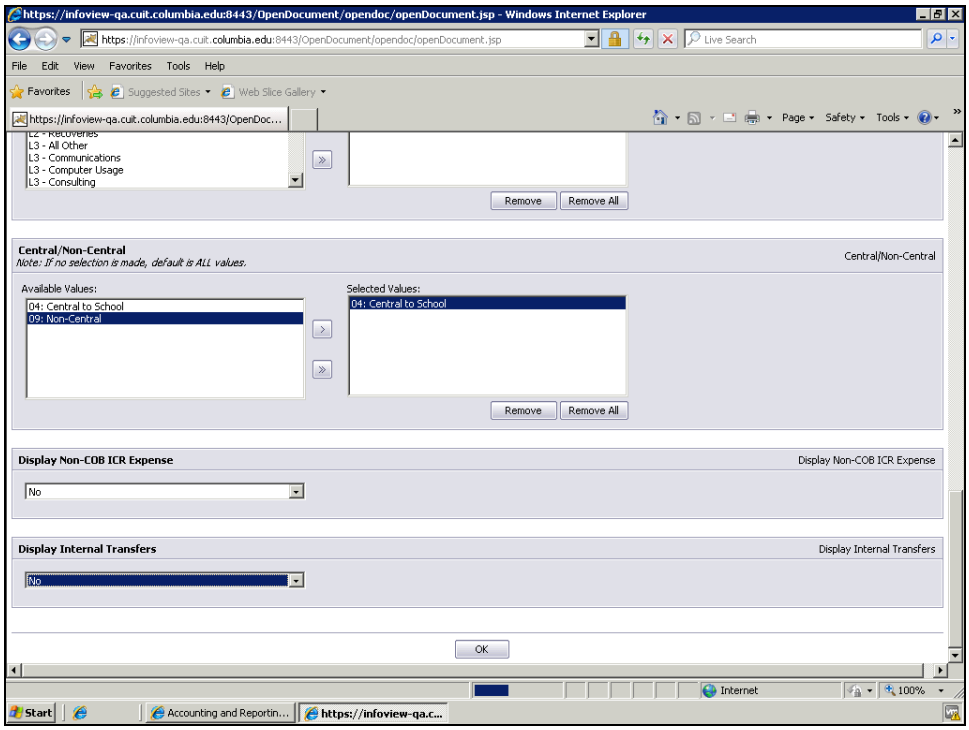
Step	Action
22.	The Direct Expense Category allows you to specify which COB expense category you would like to run the report for. If no categories are selected, the default value is all categories.



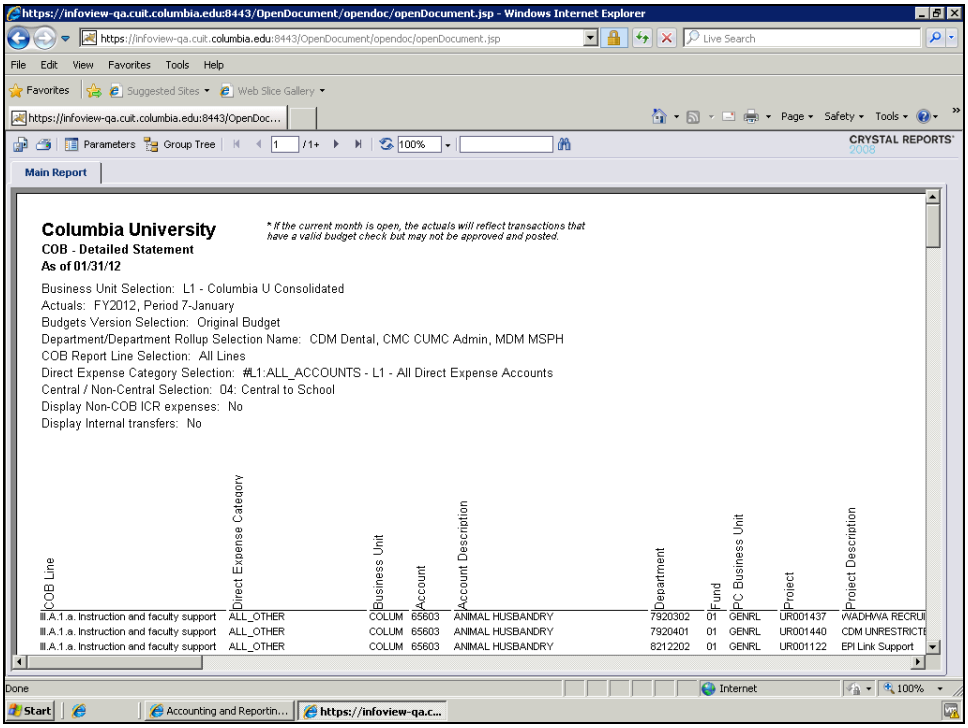
Step	Action
23.	Click the scroll bar to view the other run time parameters for this report.



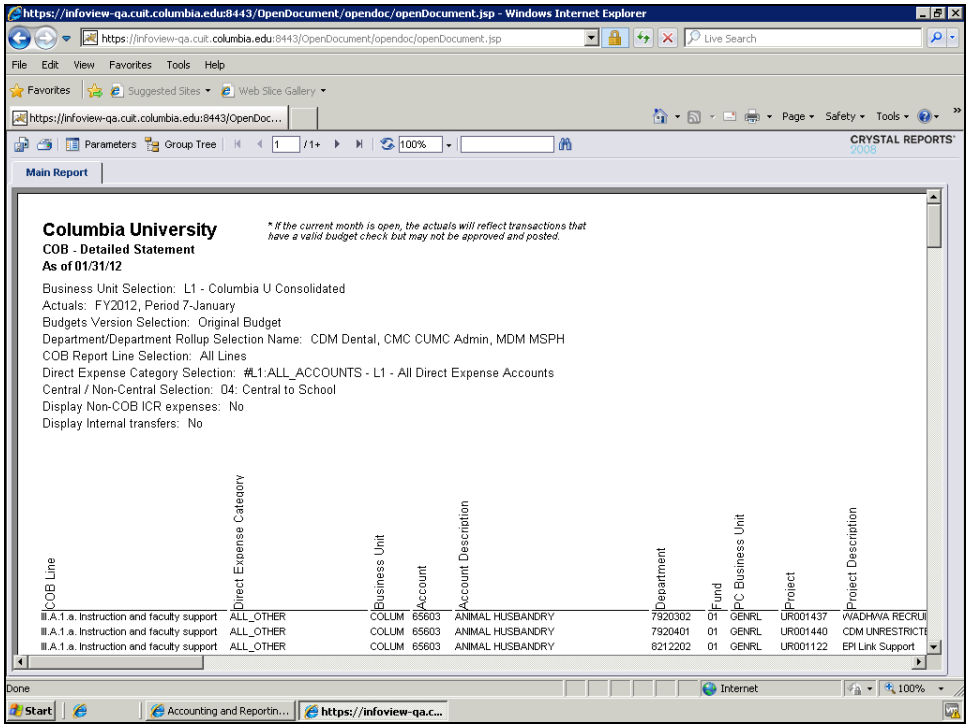
Step	Action
24.	If no selection is made for the Central/Non-Central field, the default is all values. Double-click the **04: Central to School** list item. 04: Central to School



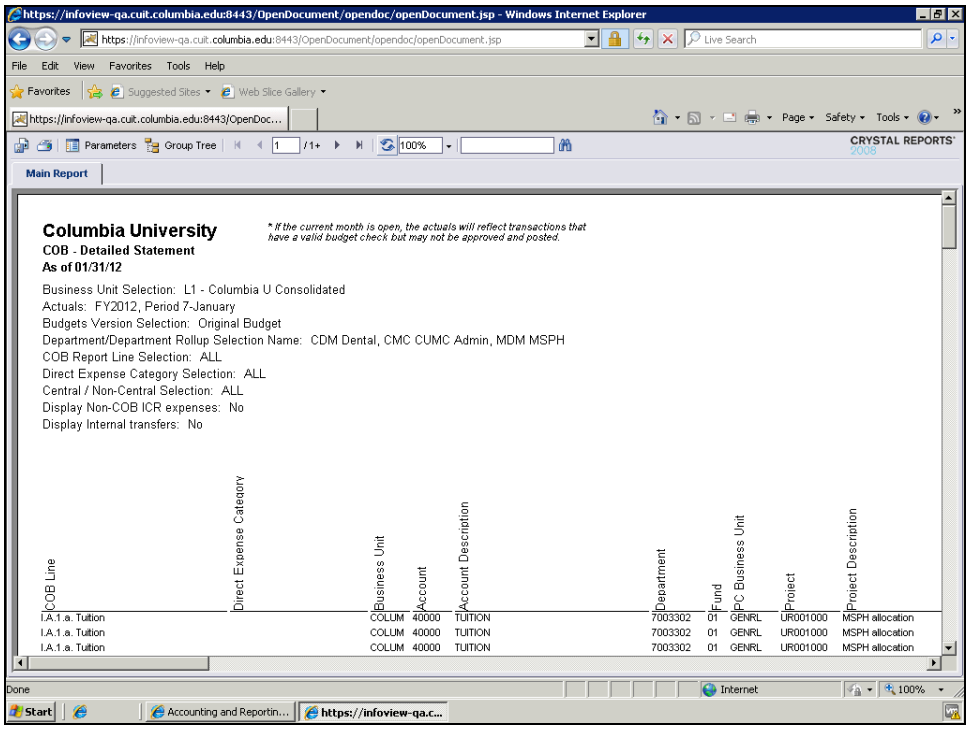
Step	Action
25.	Click the **OK** link. OK



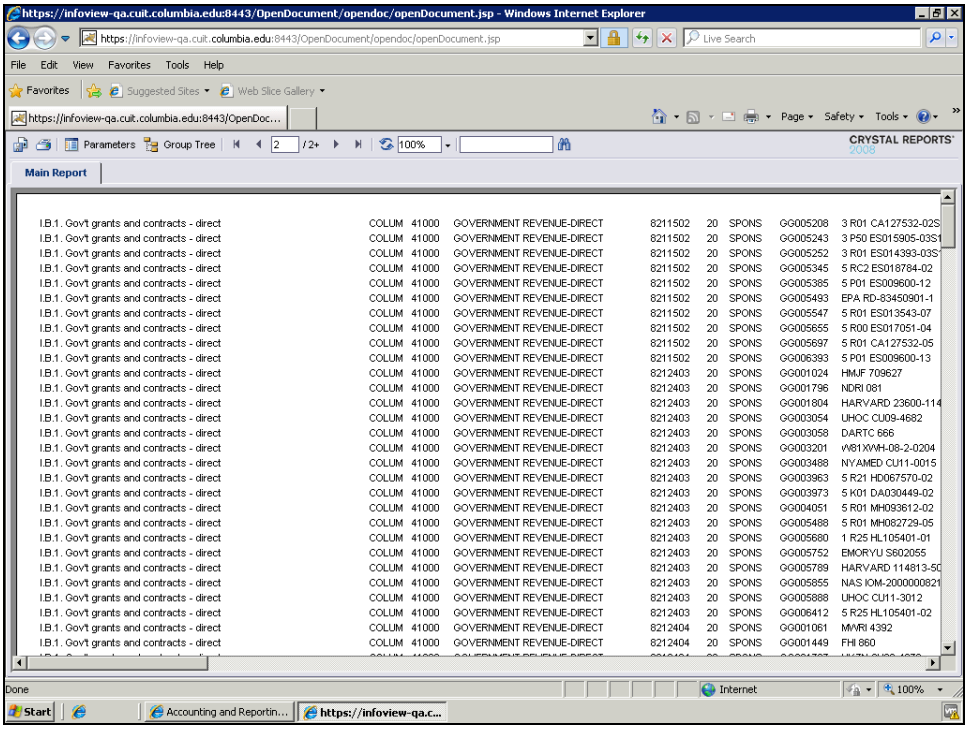
Step	Action
26.	The COB Detailed Statement provides a detailed listing of all account string combinations and their related balances. Generally, this report is not a formatted/printable report, but it is used for downloading into Excel or an access database for further analysis.



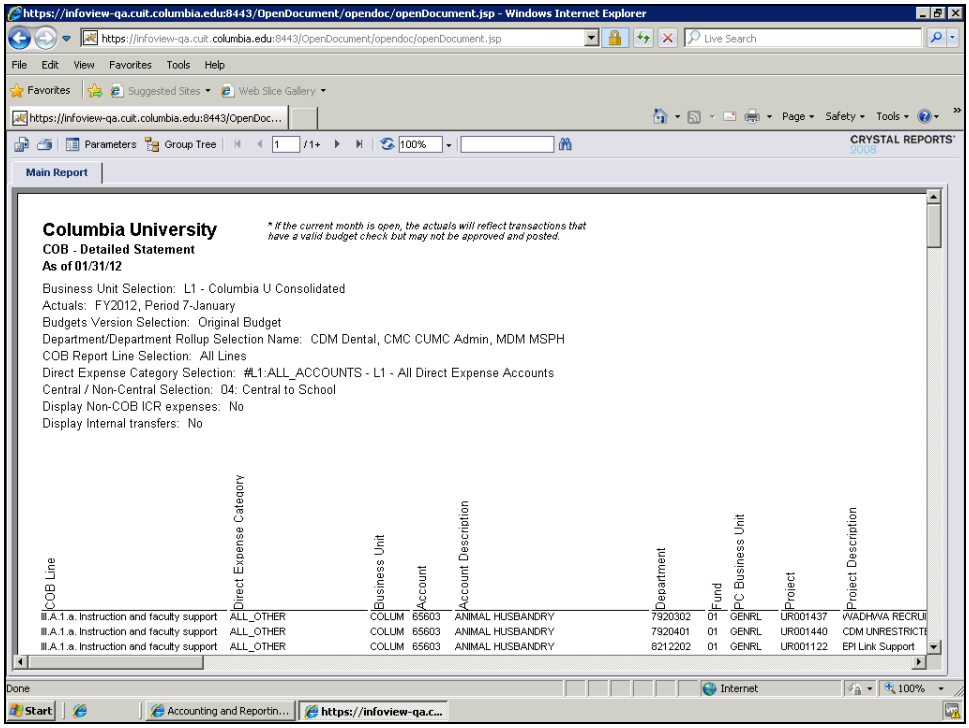
Step	Action
27.	Notice that the plus sign next to the 1 indicates that this report contains additional pages.



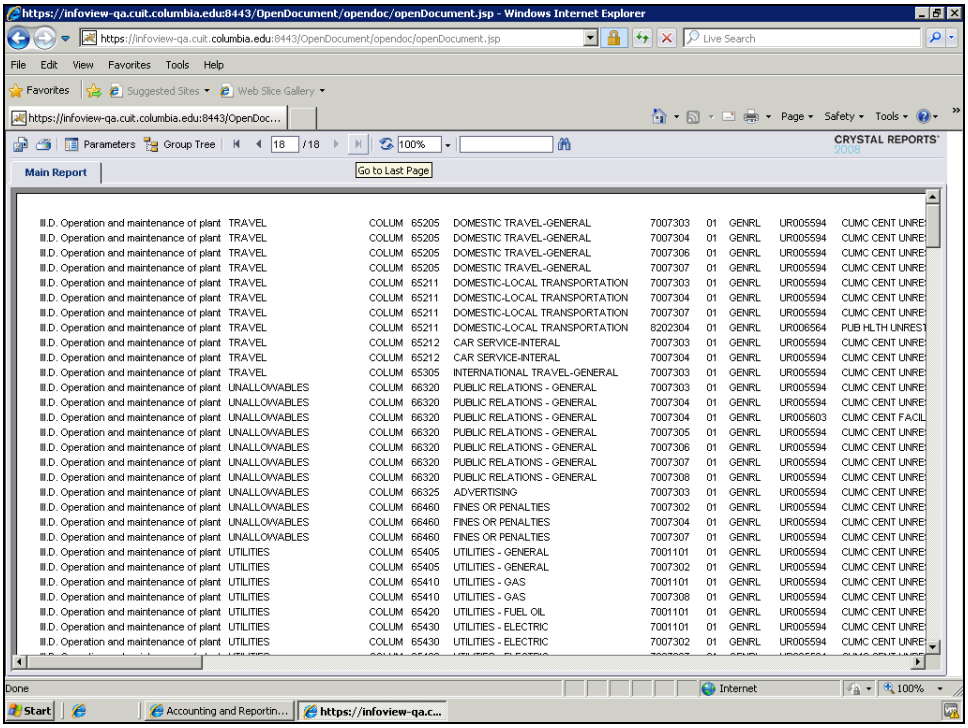
Step	Action
28.	You have the option to view the report page by page. Click the **Go to Next Page** button to preview page 2.



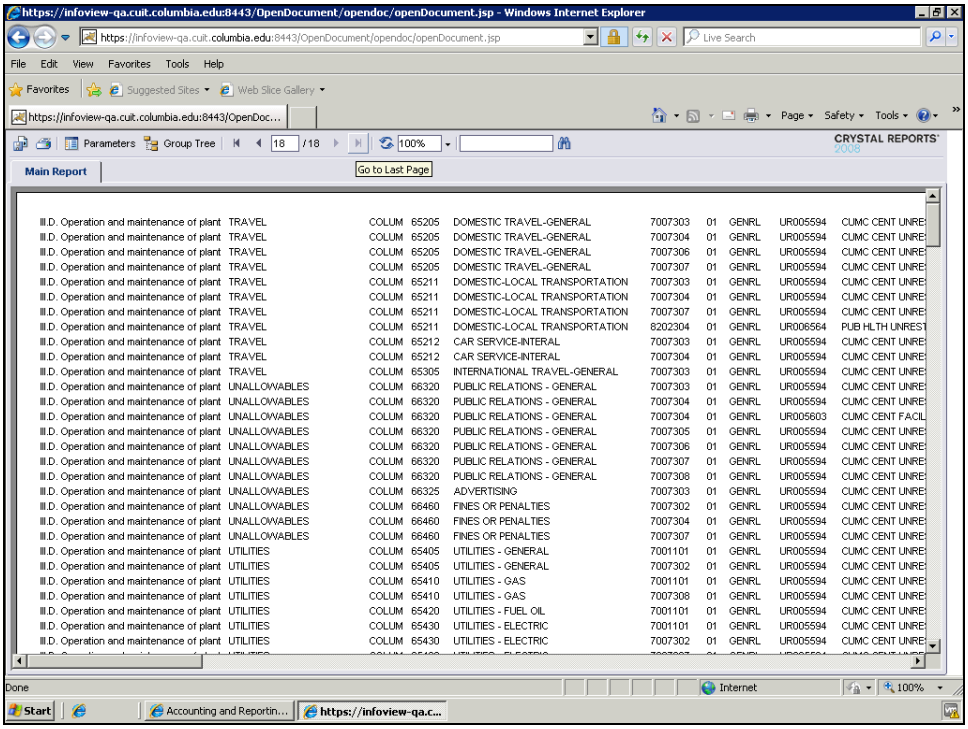
Step	Action
29.	Click the **Go to Previous Page** button to go back to page 1.



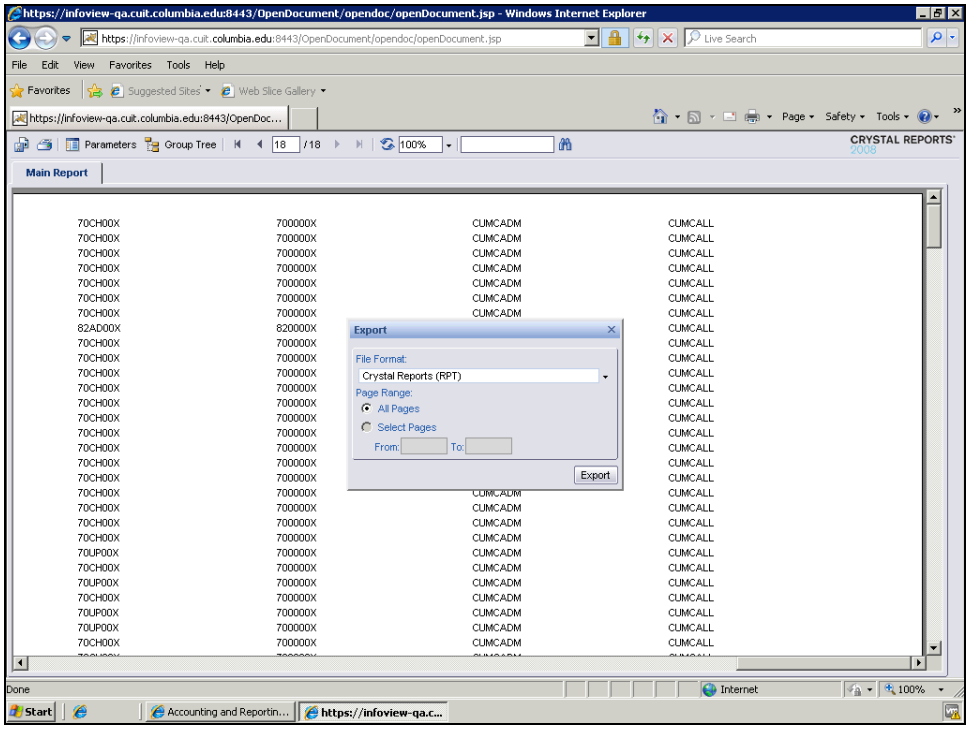
Step	Action
30.	To go to the last page of the report click the **Go to Last Page** button.



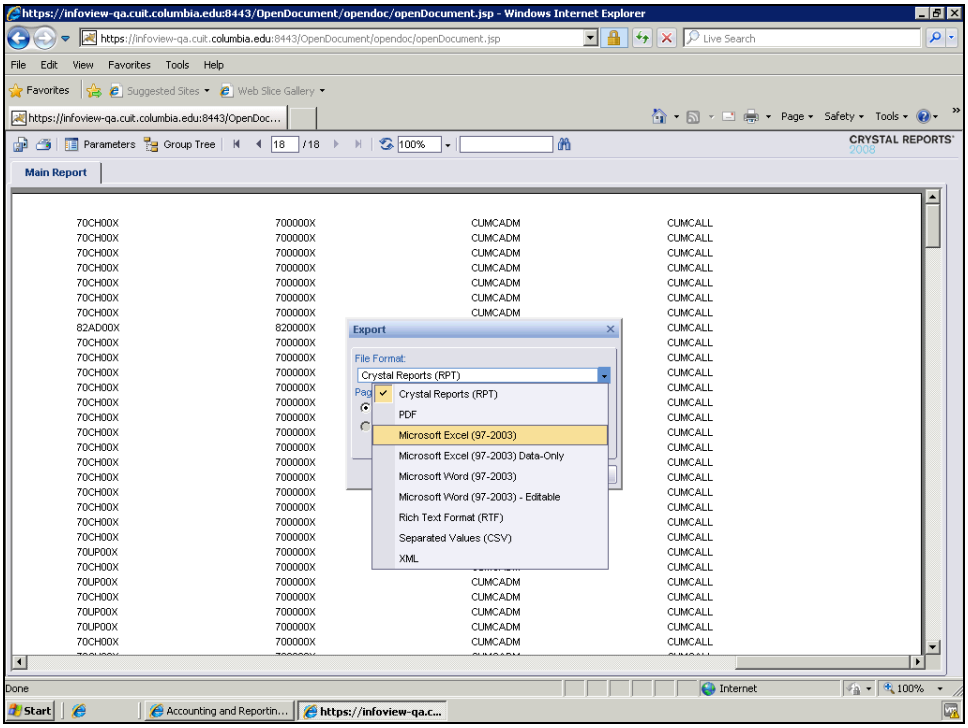
Step	Action
31.	Notice that this report contains 18 pages.



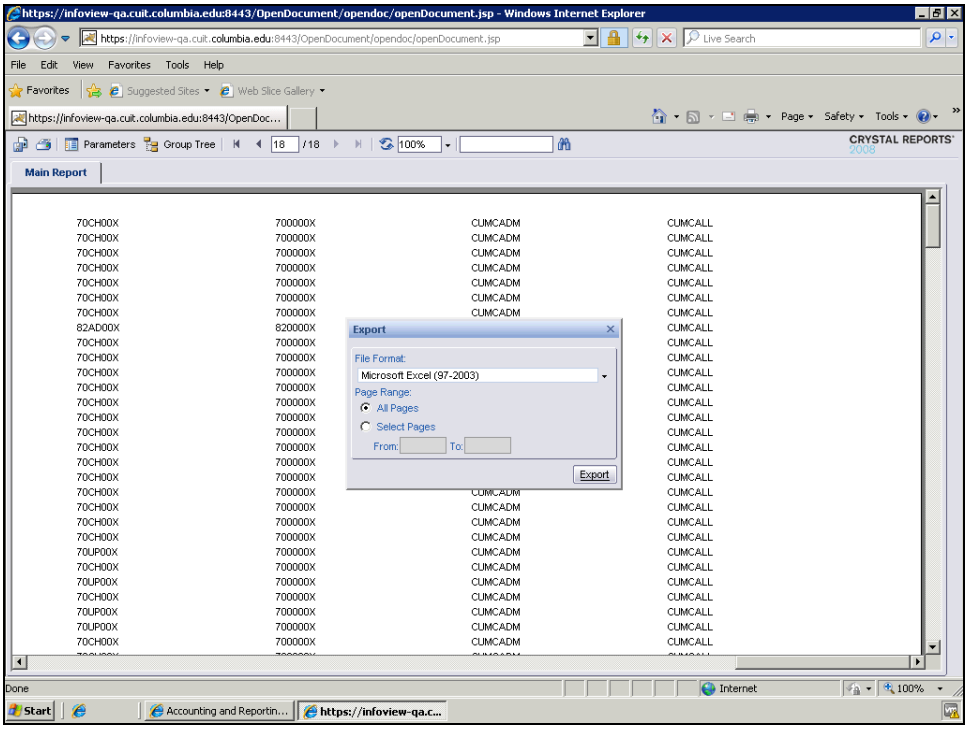
Step	Action
32.	The COB Detailed Statement is not a formatted/printable report but it is used for downloading into Excel or an access database for further analysis. Click the **Export this report** button.



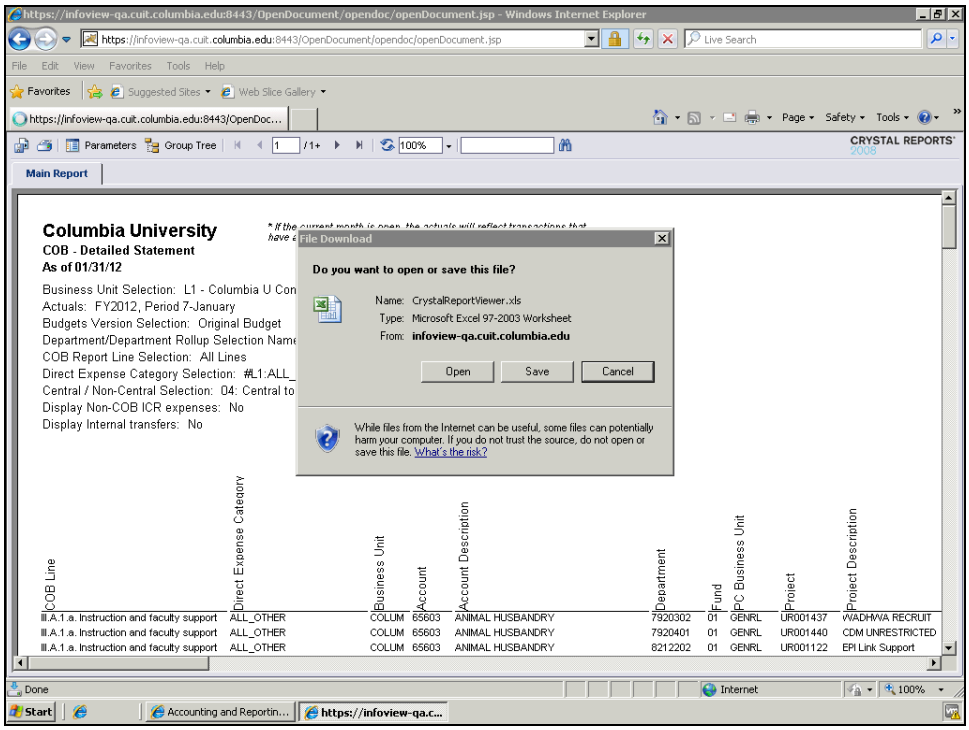
Step	Action
33.	Click the **File Format** button.



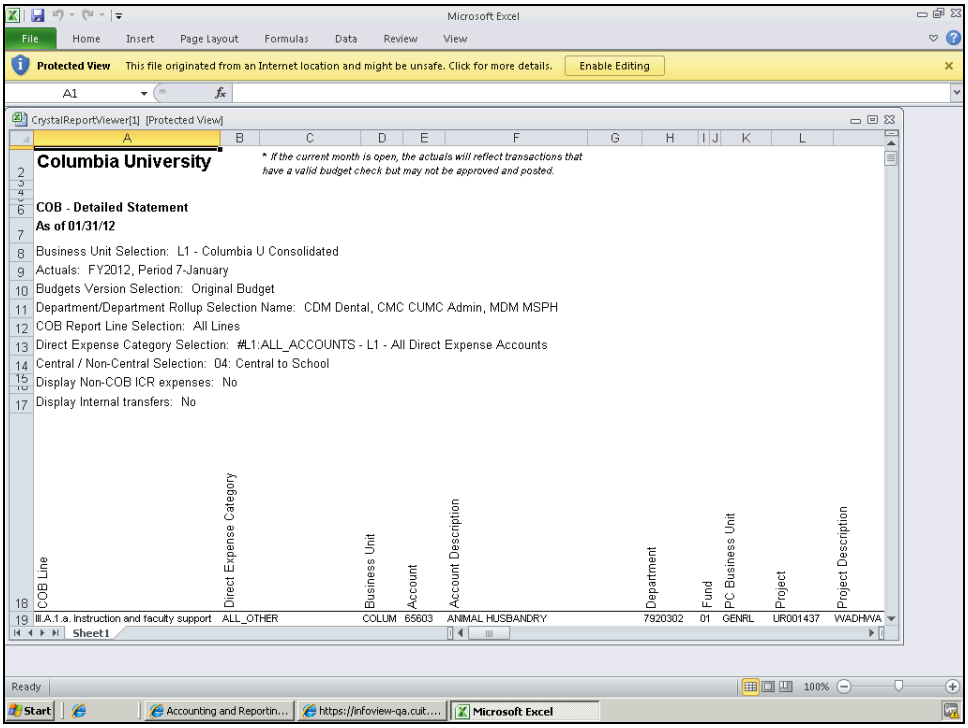
Step	Action
34.	Click the **Microsoft Excel (97-2003)** object. Microsoft Excel (97-2003)



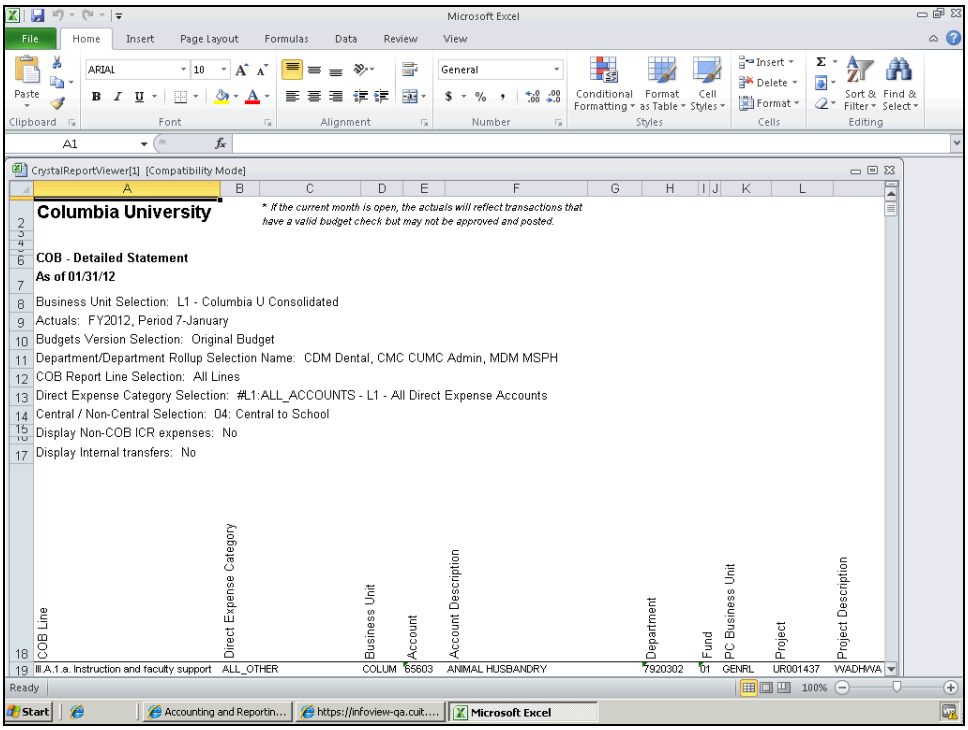
Step	Action
35.	Click the **Export** link.



Step	Action
36.	Click the **Open** button.



Step	Action
37.	Click the **Enable Editing** button. Enable Editing



Step	Action
38.	You have successfully run the COB Detailed Statement from the ARC Portal and exported the report to Excel. **End of Procedure.**

Payroll

This is the *Payroll* lesson of the *Budget Tool* course. Upon completion of this lesson, you will be able to:

- Understand the steps required to review and enter budget payroll data

Estimated Time to Complete Lesson: 10 minutes

Payroll

All personnel accounts are budgeted from the Payroll module. The Payroll Detail Worksheet allows you to budget personnel expenses by person. The Payroll Summary Worksheet allows you to budget personnel expenses by ChartString. PADS create/modify/delete access is required in FFE to budget the Payroll Detail Worksheet by person.

If you do not have PADS access to a department and only BUD access, you will go directly to the Summary Worksheet to budget by ChartString. A user with PADS can toggle between the two worksheets.

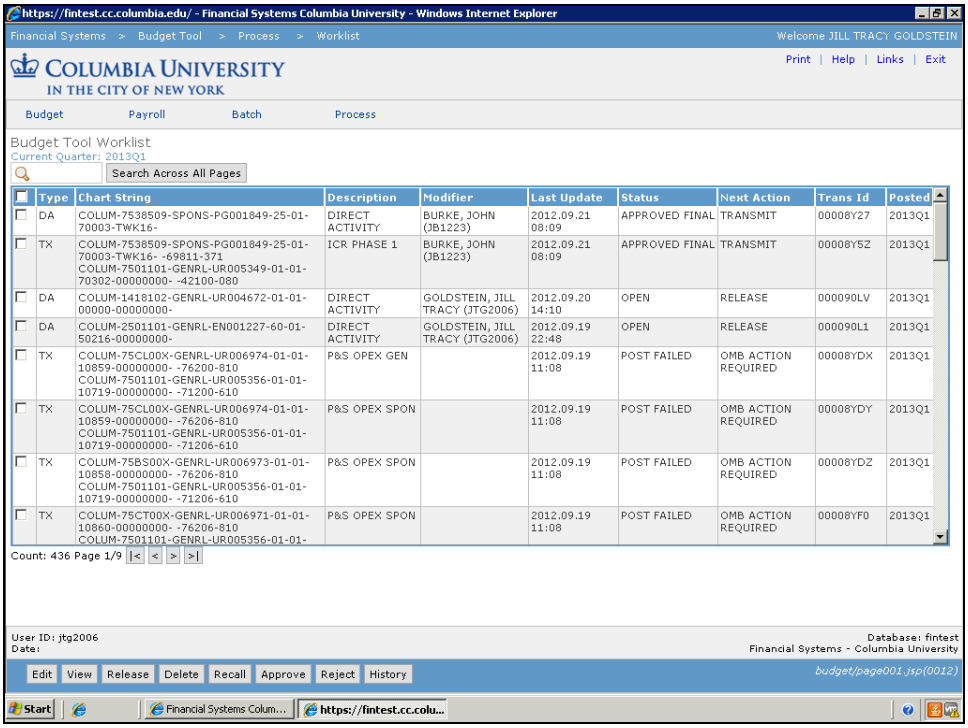
The Payroll Detail Worksheet is one worksheet for budgeting personnel expenses by person. It brings together all of the people in your department (roster) and your projects that they are charged to, individuals from foreign departments who are funded from your projects, as well as projects from foreign departments that your people are charged to.

People that are bold red and ChartStrings that are light red are foreign to your department. On the worksheet you will see the actual payments of salary and fringe for employees by chartstring and see how the pay is distributed at a point in time. Using the actual labor data as a comparison, the user can enter fiscal year budgets by person across projects, accounts and earn codes.

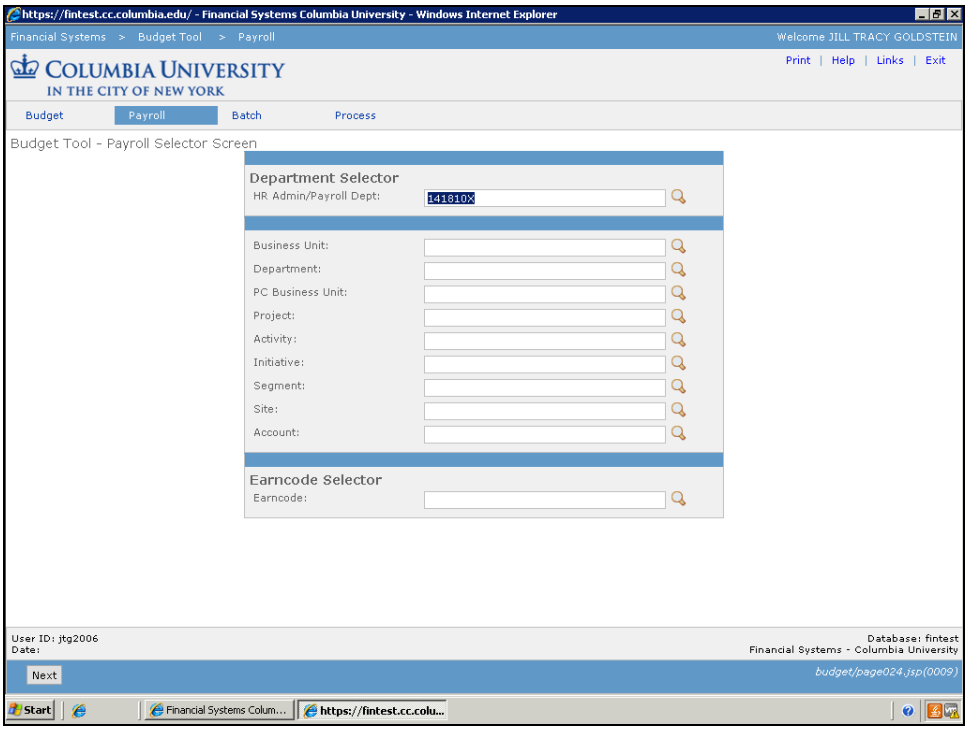
ChartStrings with projects that have become inactive are view only and cannot be further budgeted. Placeholders can be added for future positions or new hires to be budgeted. You can budget a new person, add a chartstring to an existing person or create a Placeholder person to budget by pressing Add. A ChartString that has been added will show a Delete button to remove. If the budget amount has posted to ARC, it must be zeroed and reposted to ARC before deleting.

Procedure

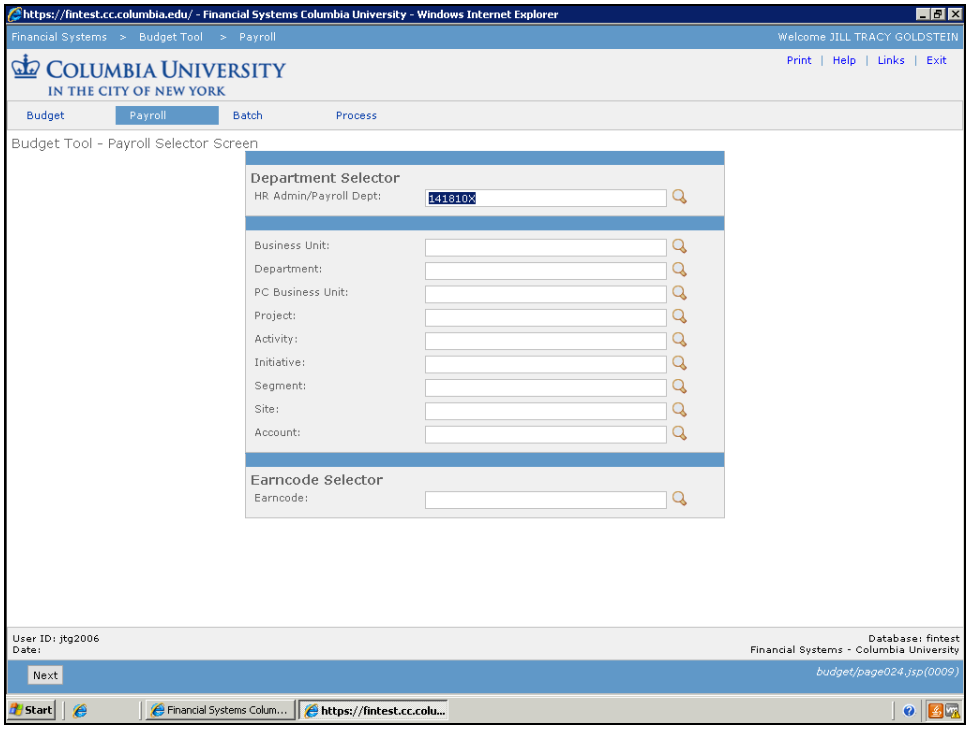
This topic provides guidance how to review and enter budget data for Payroll.



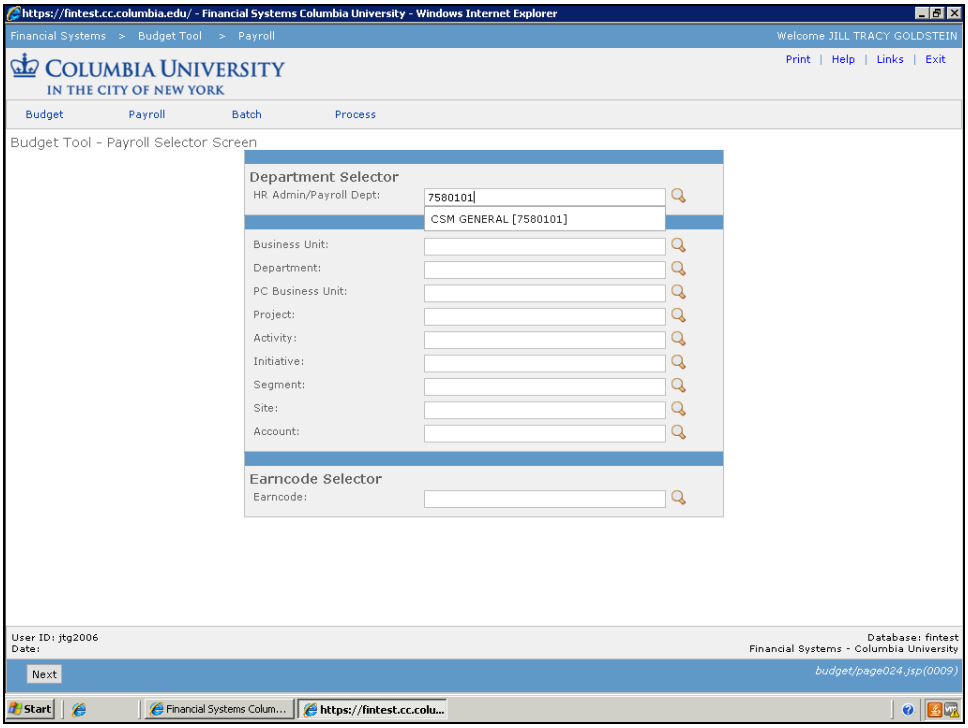
Step	Action
1.	Click the **Payroll** link. Payroll



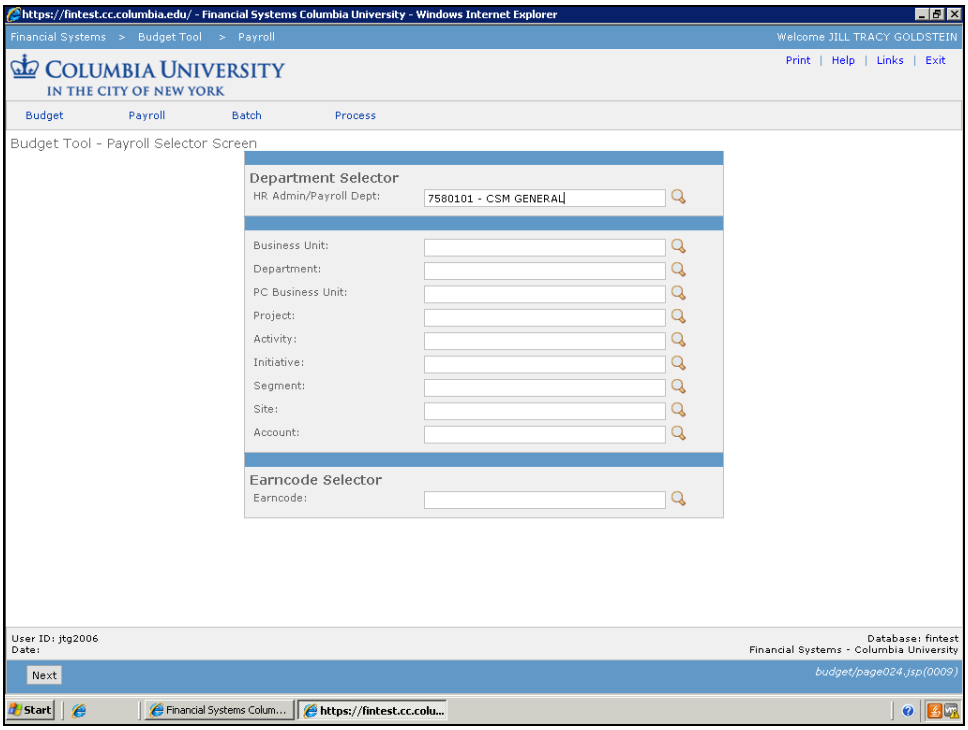
Step	Action
2.	The **HR Admin/Payroll Dept** defaults to your Admin Dept. You can change this to a department tree node to enter a worksheet with your entire school or a level 8 department to build your budget with smaller departments. Additional filtering is available if you would like to budget a specific project, account or earn code. You can enter with the whole school level node later to Apply.



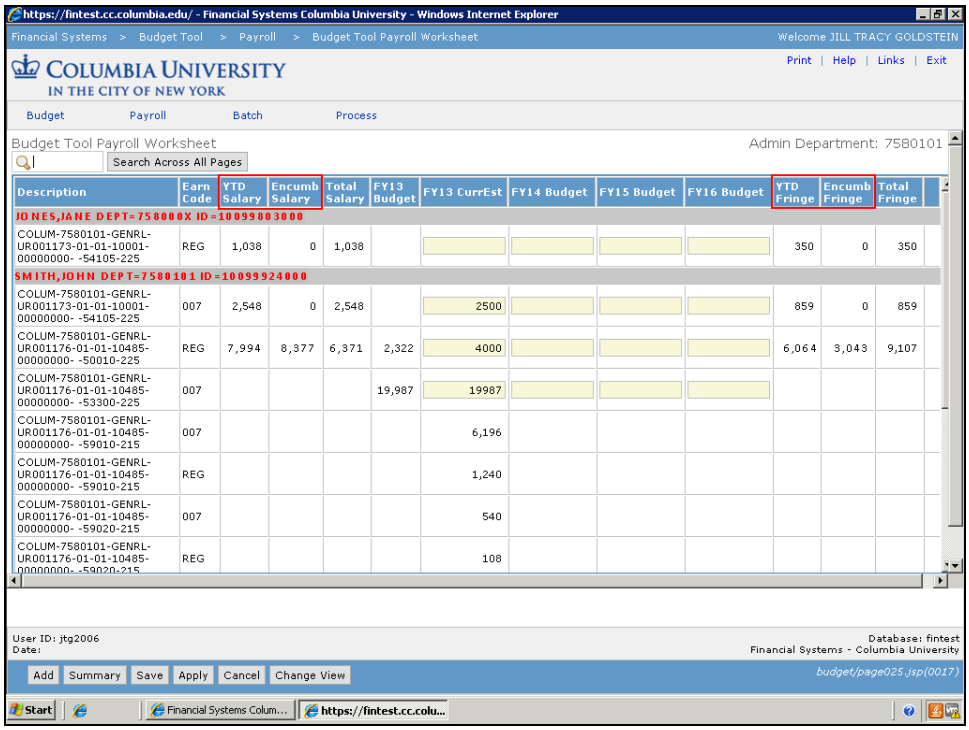
Step	Action
3.	Enter the desired information into the **HR Admin/Payroll Dept:** field. Enter "**7580101**".



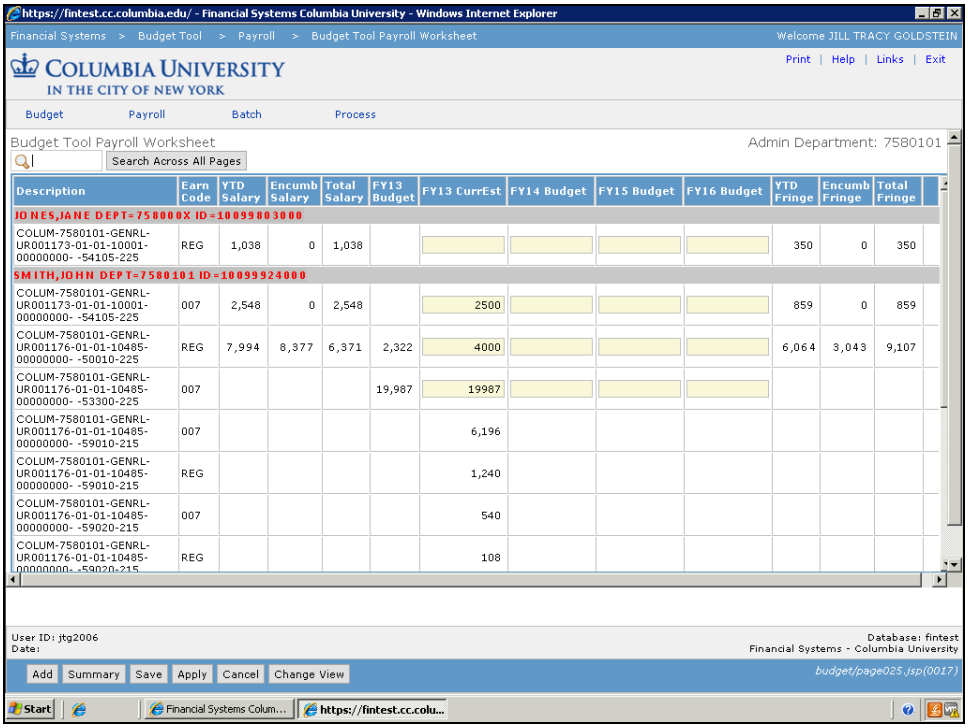
Step	Action
4.	Click the **CSM GENERAL [7580101]** link. CSM GENERAL [7580101]



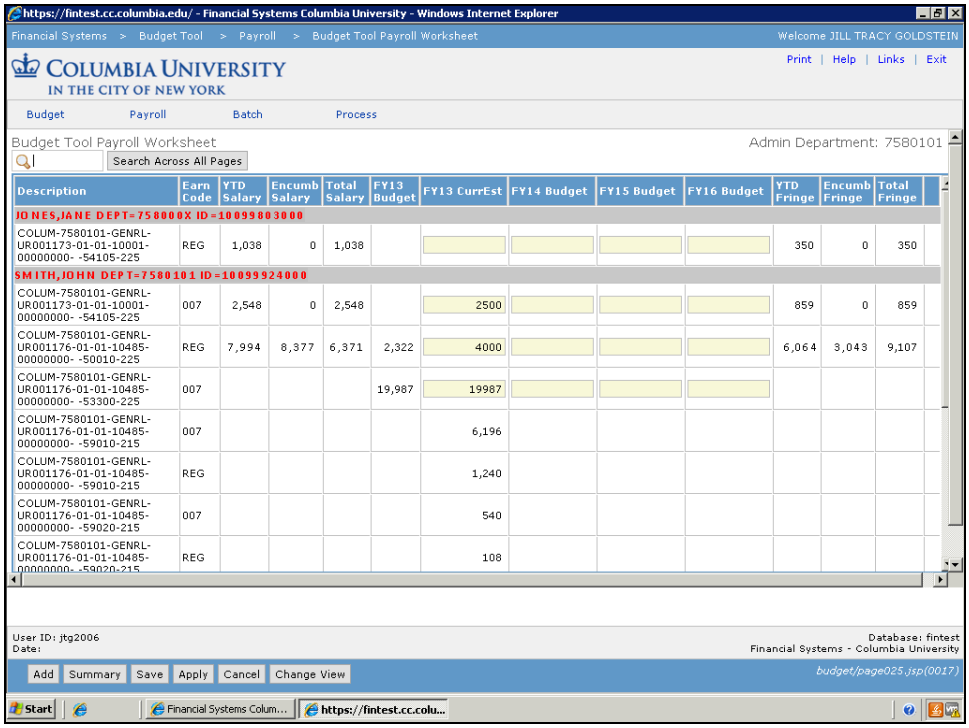
Step	Action
5.	Click the **Next** button.



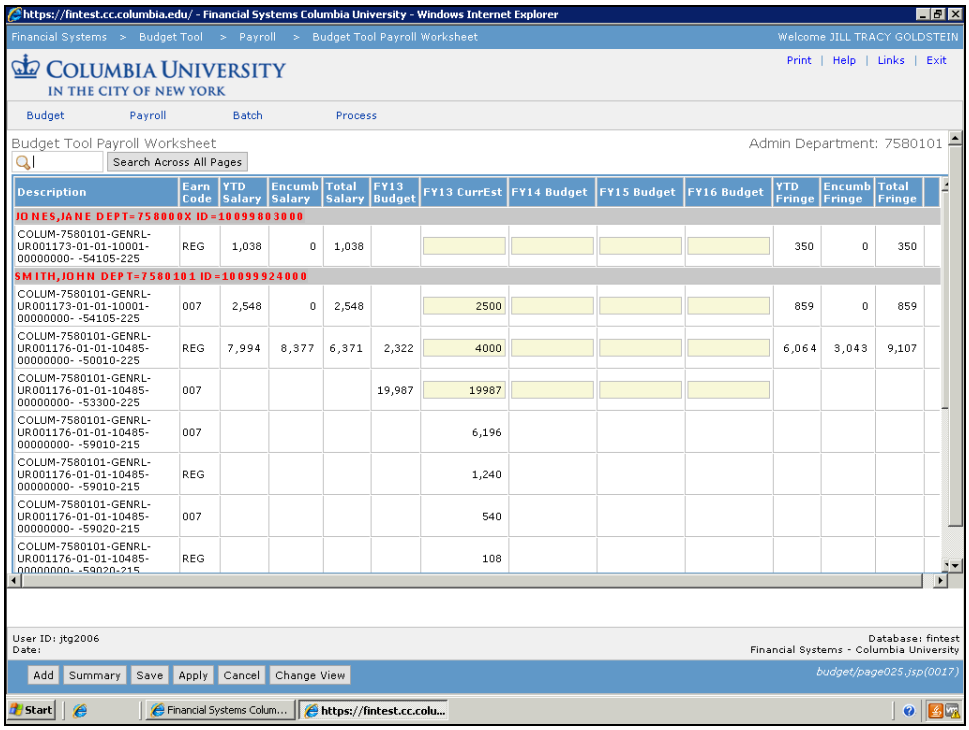
Step	Action
6.	YTD and Encumbered Salary and YTD and Encumbered Fringe represent actual amounts interfaced from PAC (highlighted in red).



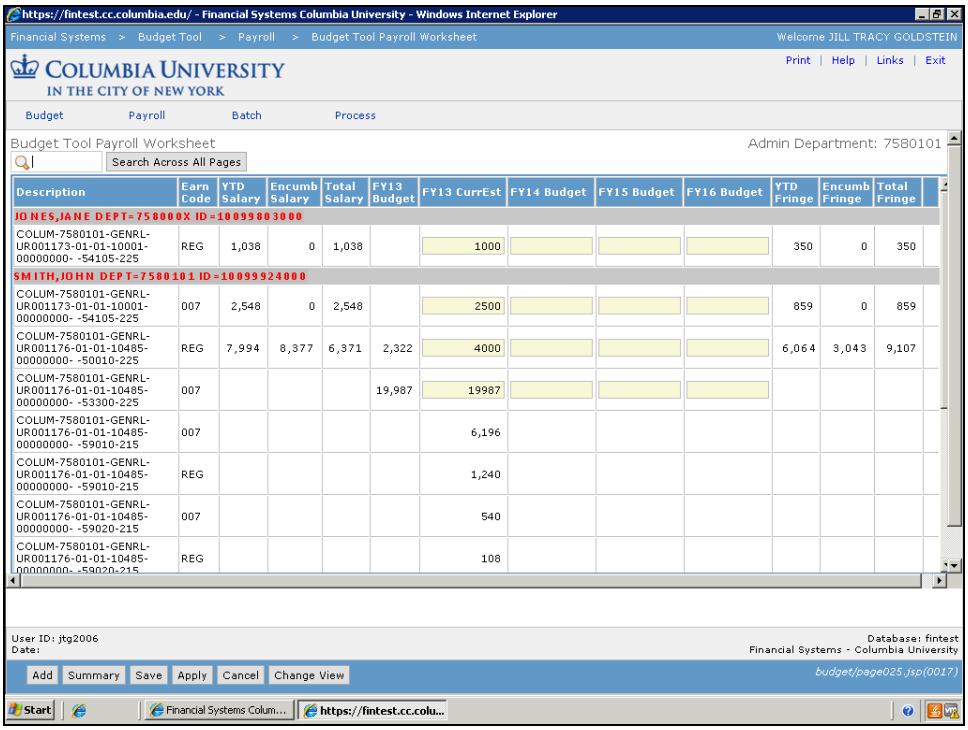
Step	Action
7.	The **Payroll Worksheet** displays. Using the **Search** filter in the upper left of the Detail Worksheet, you can enter the first or last name of a person and press 'Search Across All Pages' to jump directly to their name on a page.



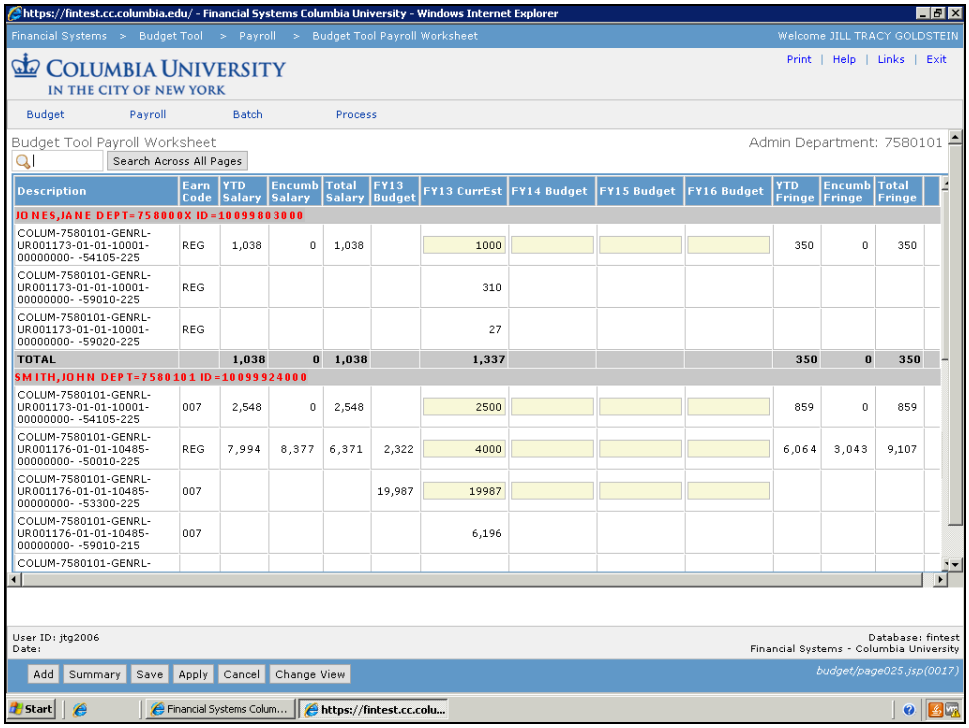
Step	Action
8.	Click in the **FY13 CurrEst** field.



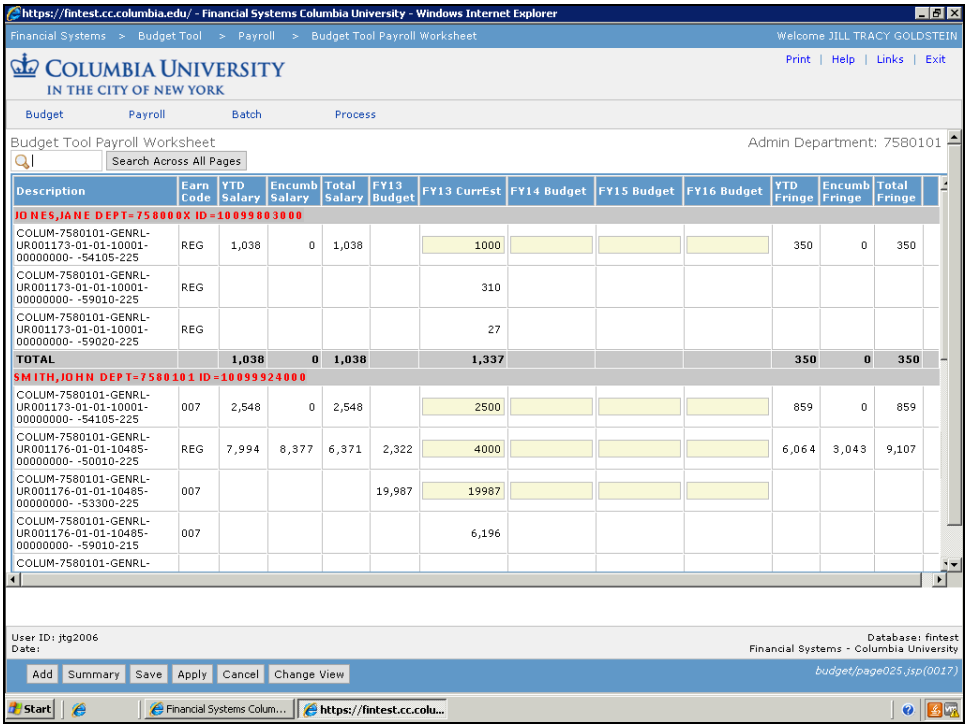
Step	Action
9.	Enter the desired information into the **FY13 CurrEst** field. Enter "**1000**".

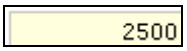


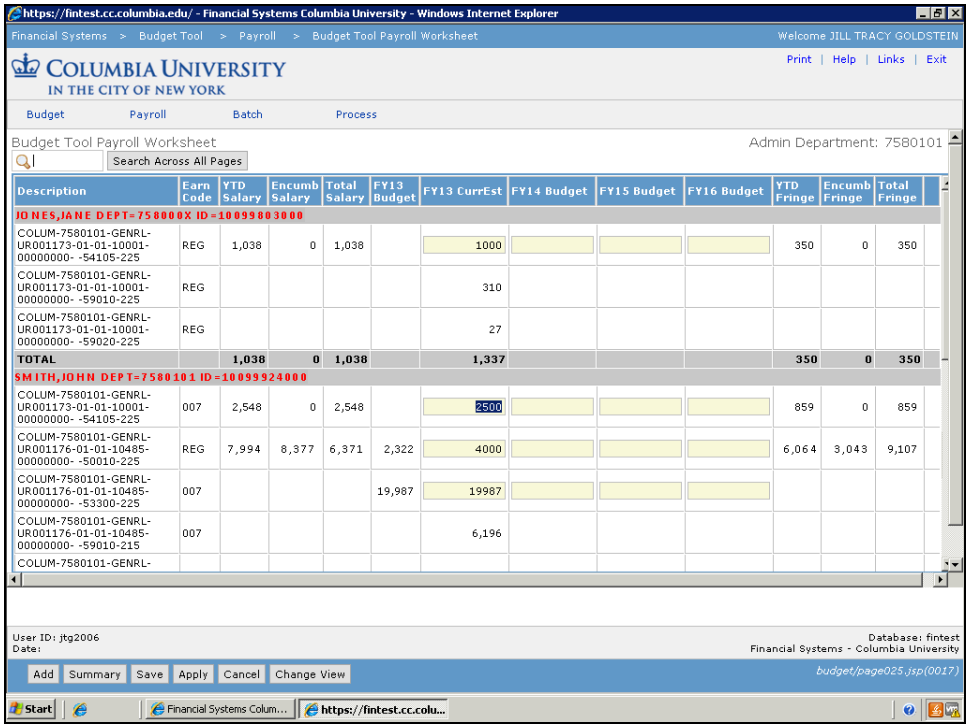
Step	Action
10.	Click the **Save** button.



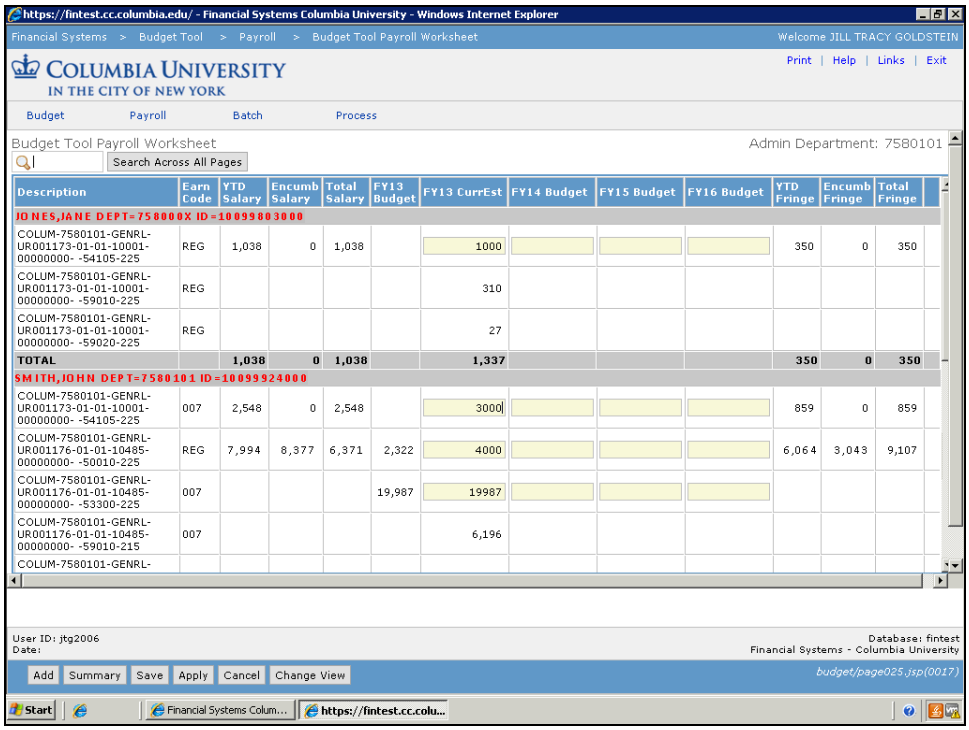
Step	Action
11.	After entering a salary budget and pressing Save, Fringe is automatically recalculated or added on separate budget rows using the current fringe rates by fiscal year. Fringe is now calculated in the same way that PAC calculates actual fringe based on characteristics of the employee as defined in PAC, the ChartString and the earn code.



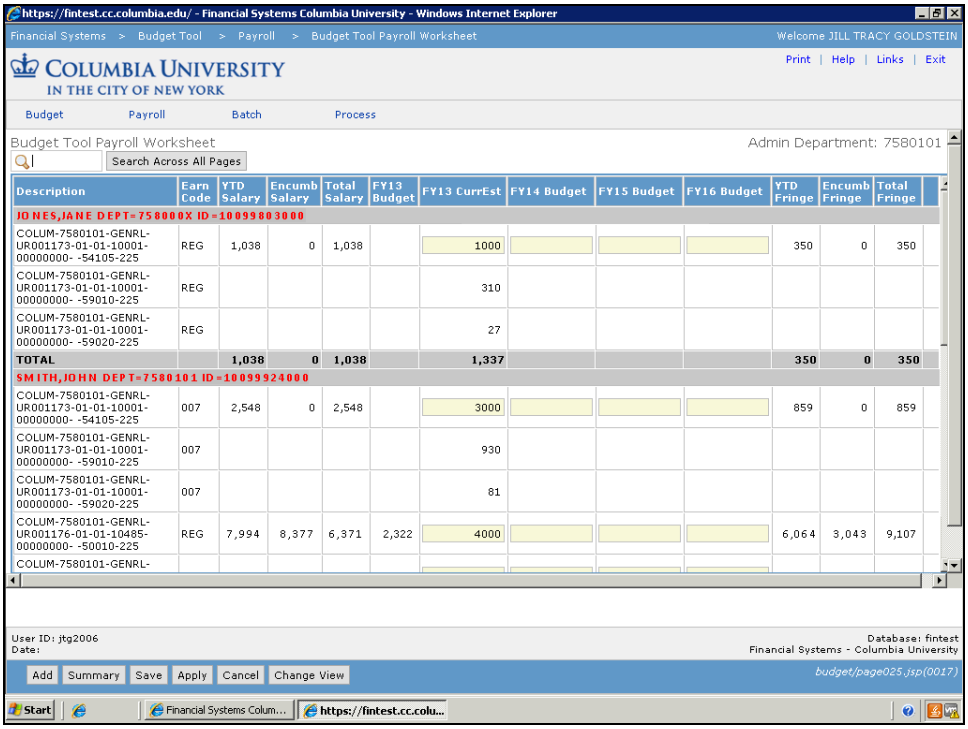
Step	Action
12.	In the next example, you will update the budget for another employee. Click in the **FY13 CurrEst** field. 



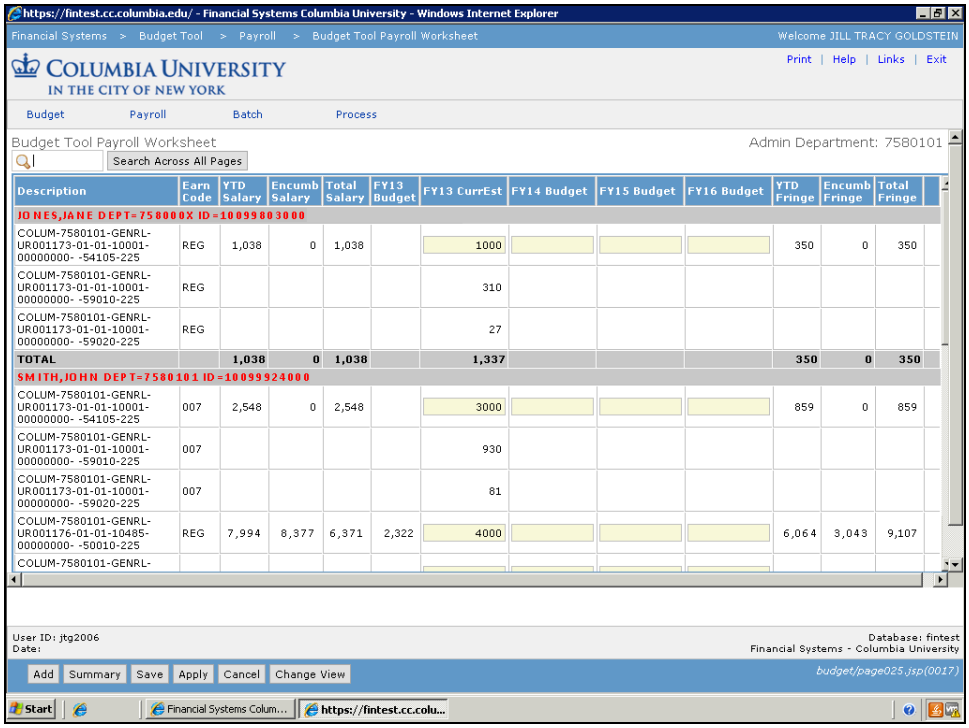
Step	Action
13.	Enter the desired information into the **FY13 CurrEst** field. Enter "**3000**".



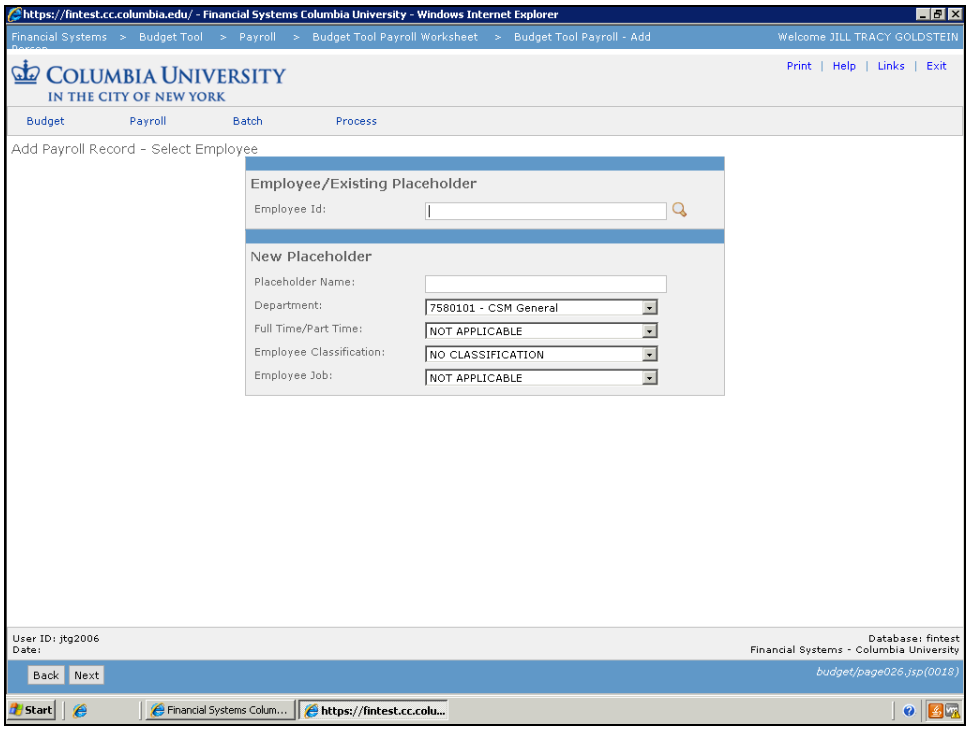
Step	Action
14.	Click the **Save** button.



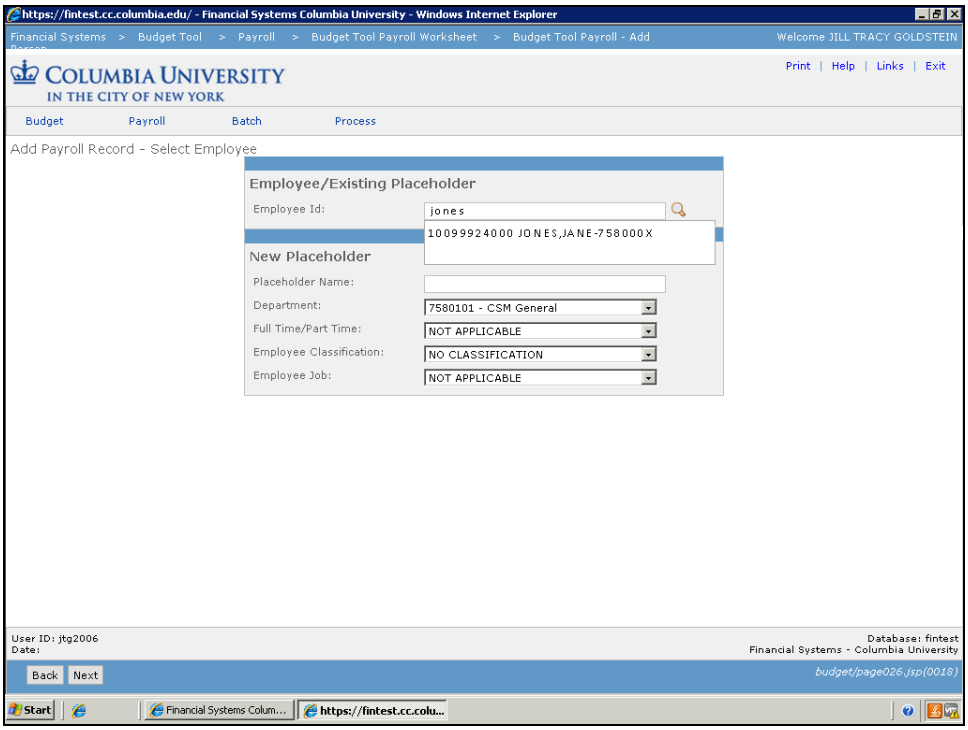
Step	Action
15.	Fringe is automatically recalculated on the existing Fringe rows.



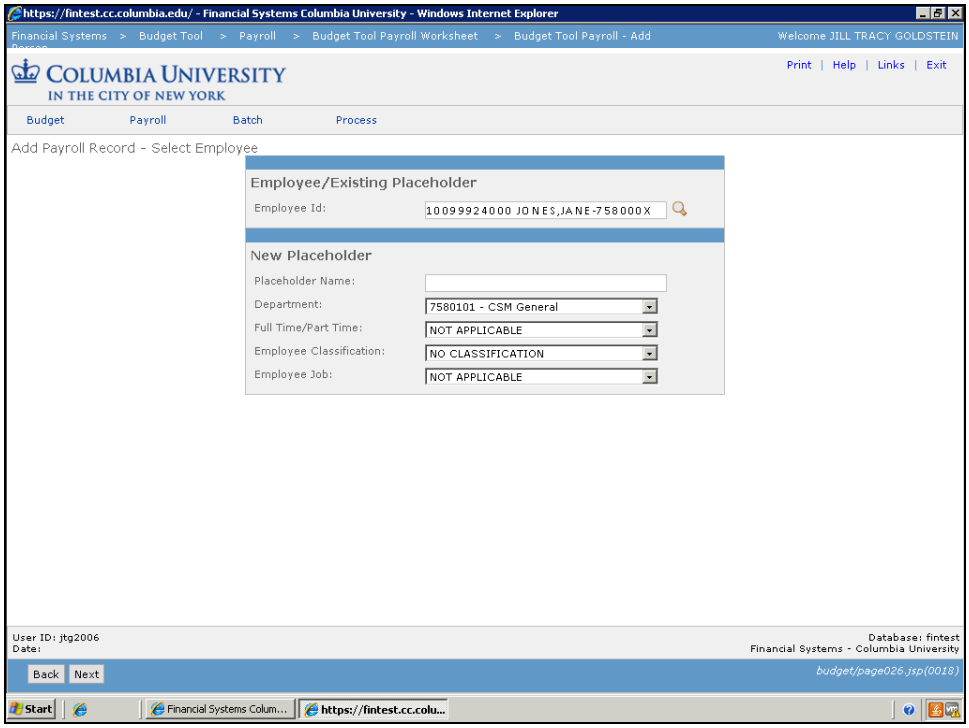
Step	Action
16.	To add a new row, click the **Add** button. Add



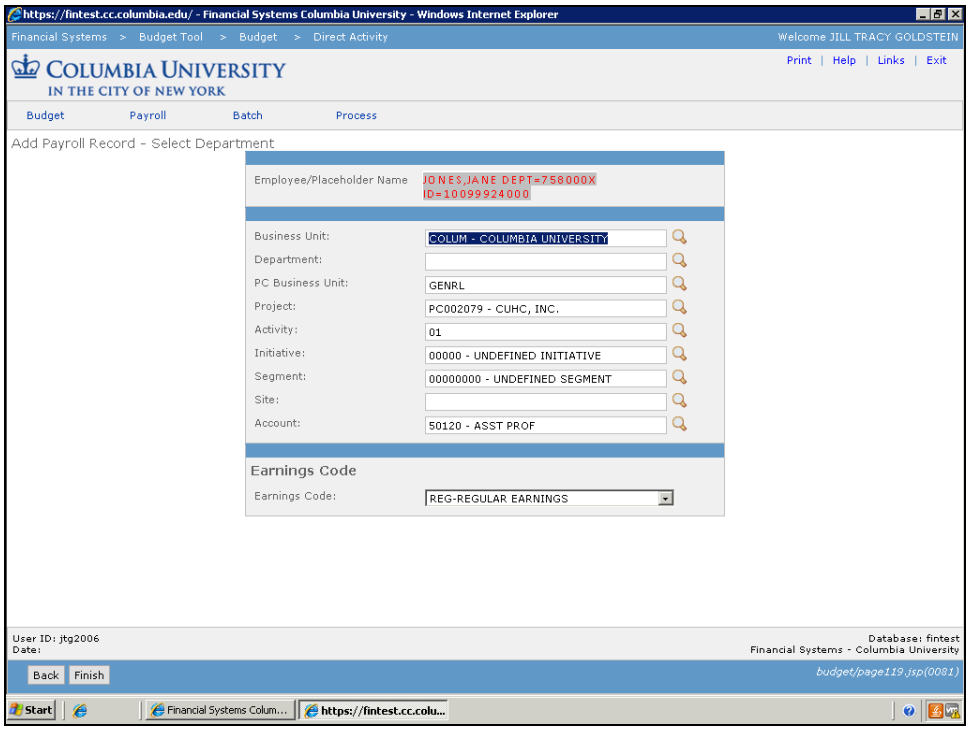
Step	Action
17.	You can search by name or employee ID to find an existing employee that you are searching for. Enter the desired information into the **Employee Id** field. Enter "**jones**".



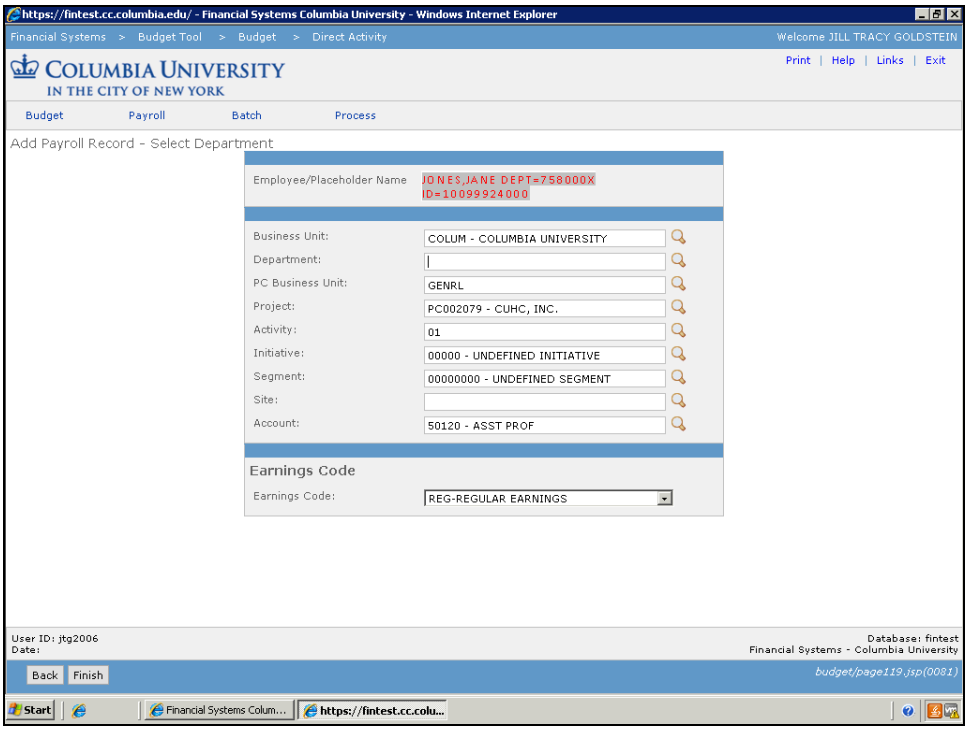
Step	Action
18.	Click the **10099924000 JONES,JANE-758000X** link. 10099924000 JONES,JANE-758000X



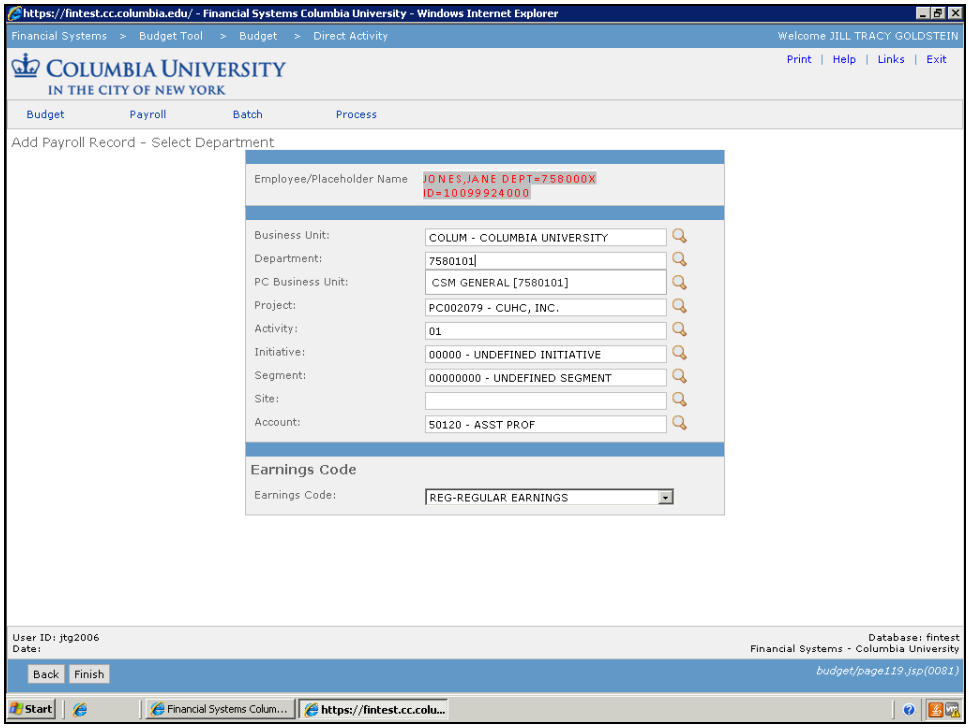
Step	Action
19.	Click the **Next** button. Next



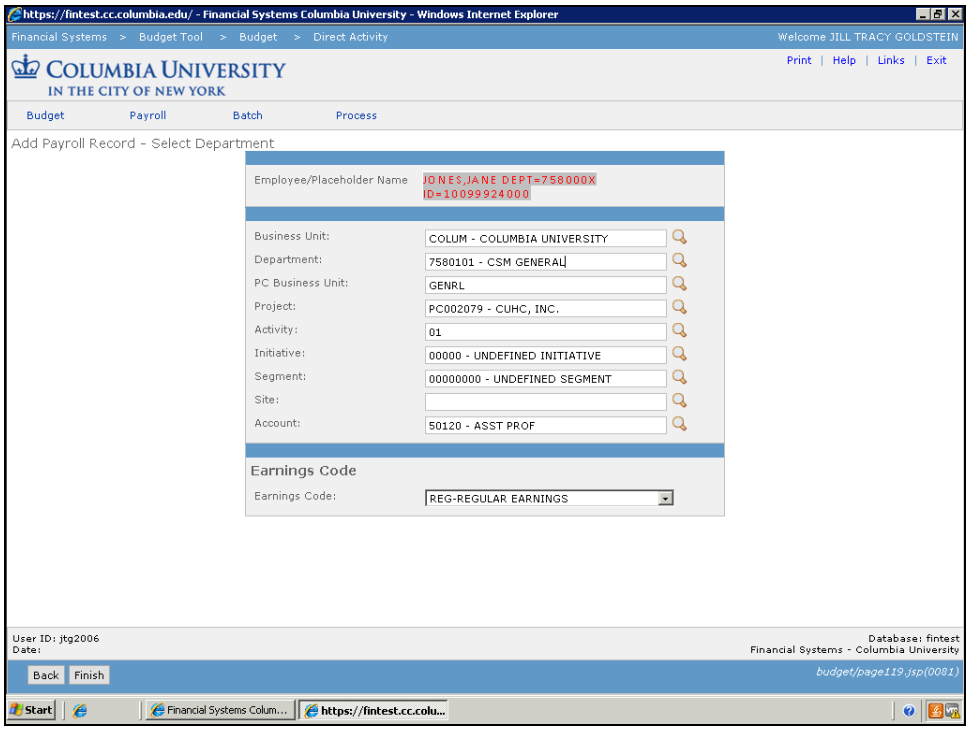
Step	Action
20.	Click in the **Department:** field.



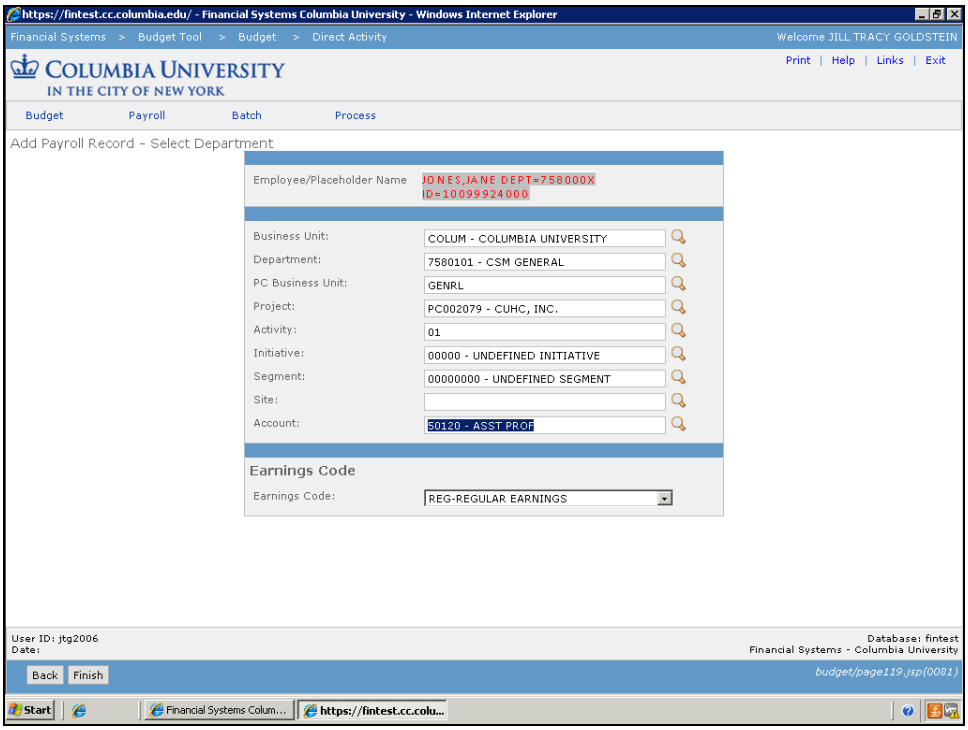
Step	Action
21.	Enter the desired information into the **Department:** field. Enter "**7580101**".



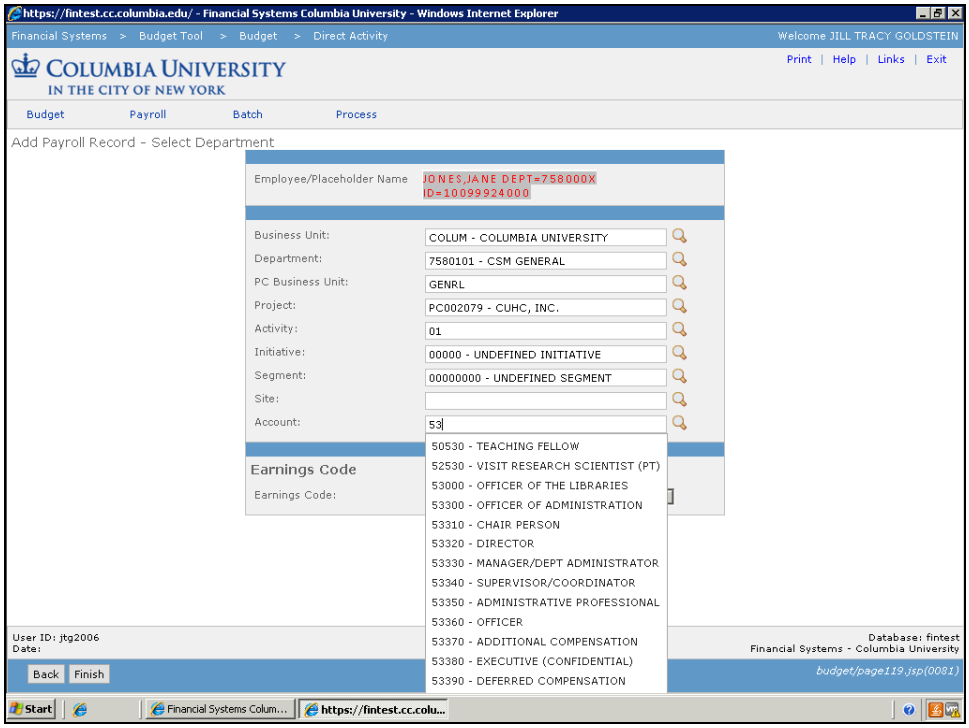
Step	Action
22.	Click the **CSM GENERAL [7580101]** link. CSM GENERAL [7580101]



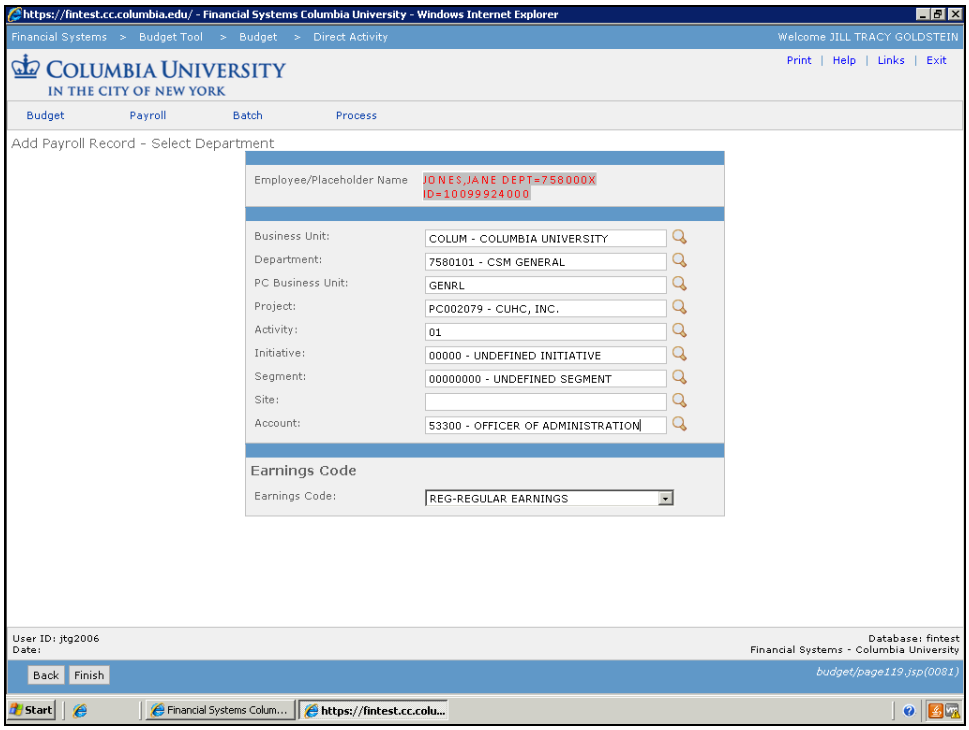
Step	Action
23.	Click in the **Account:** field. 50120 - ASST PROF



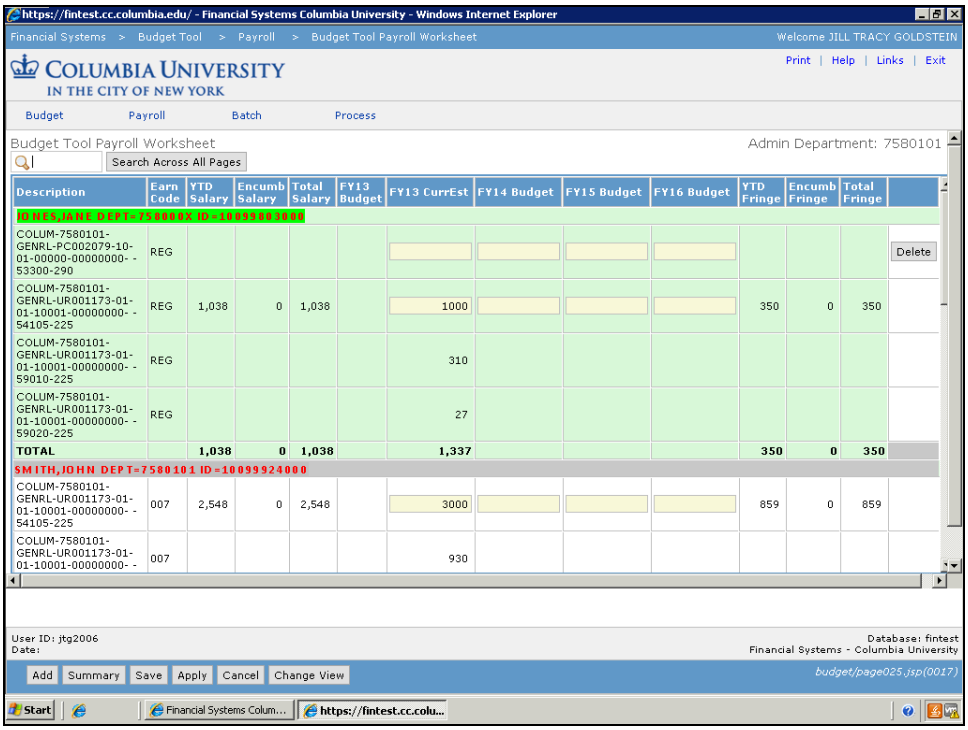
Step	Action
24.	Enter the desired information into the **Account:** field. Enter "**53**".



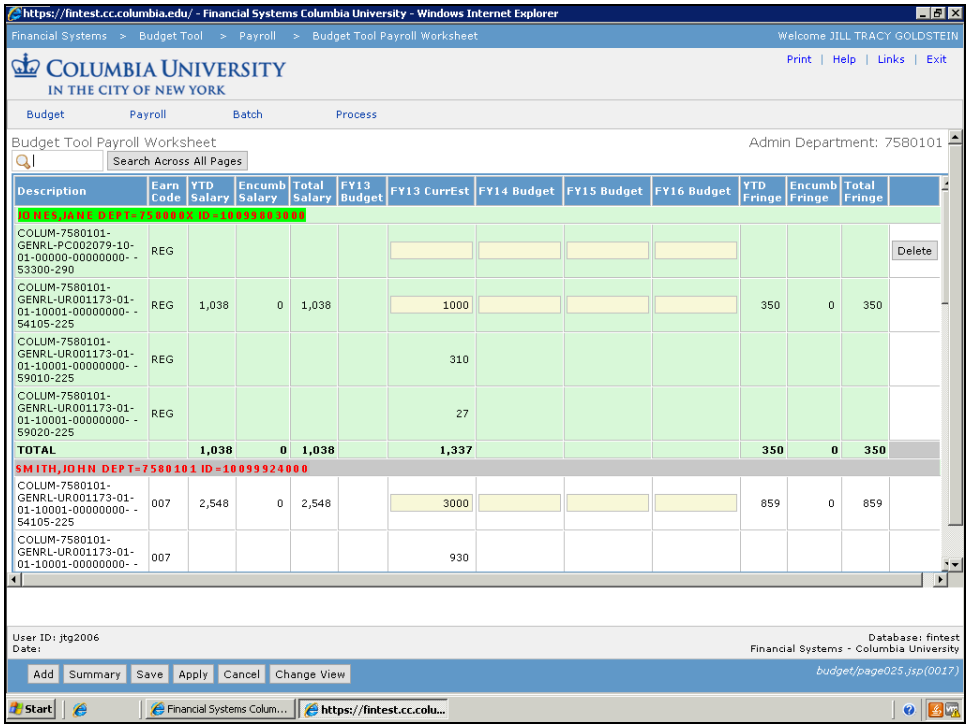
Step	Action
25.	Click the **53300 - OFFICER OF ADMINISTRATION** link. 53300 - OFFICER OF ADMINISTRATION



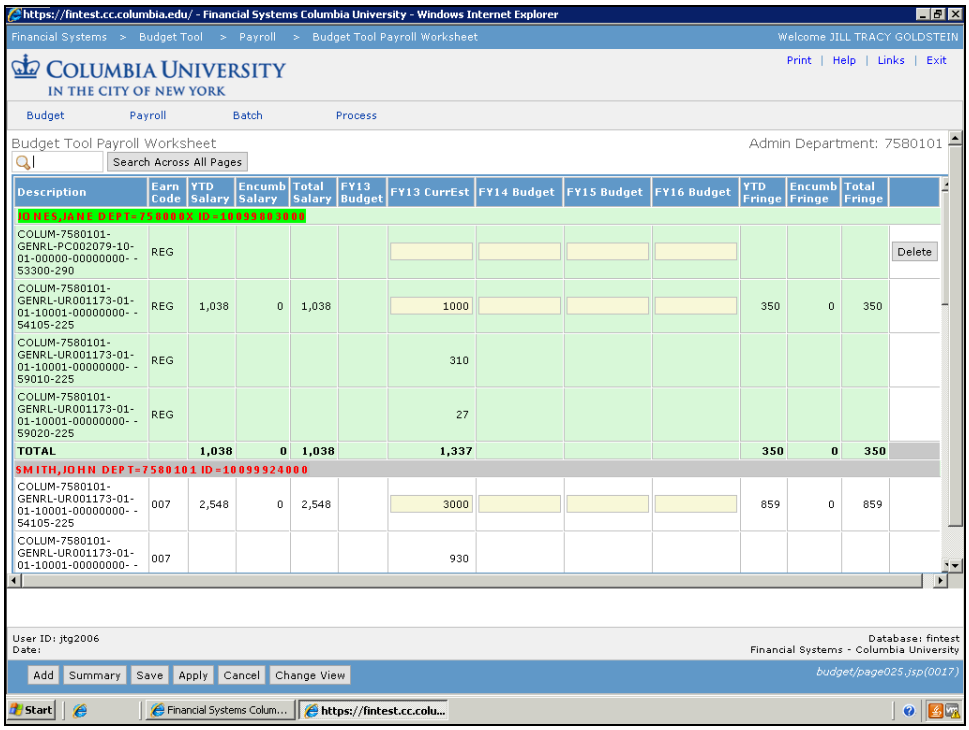
Step	Action
26.	Click the **Finish** button.



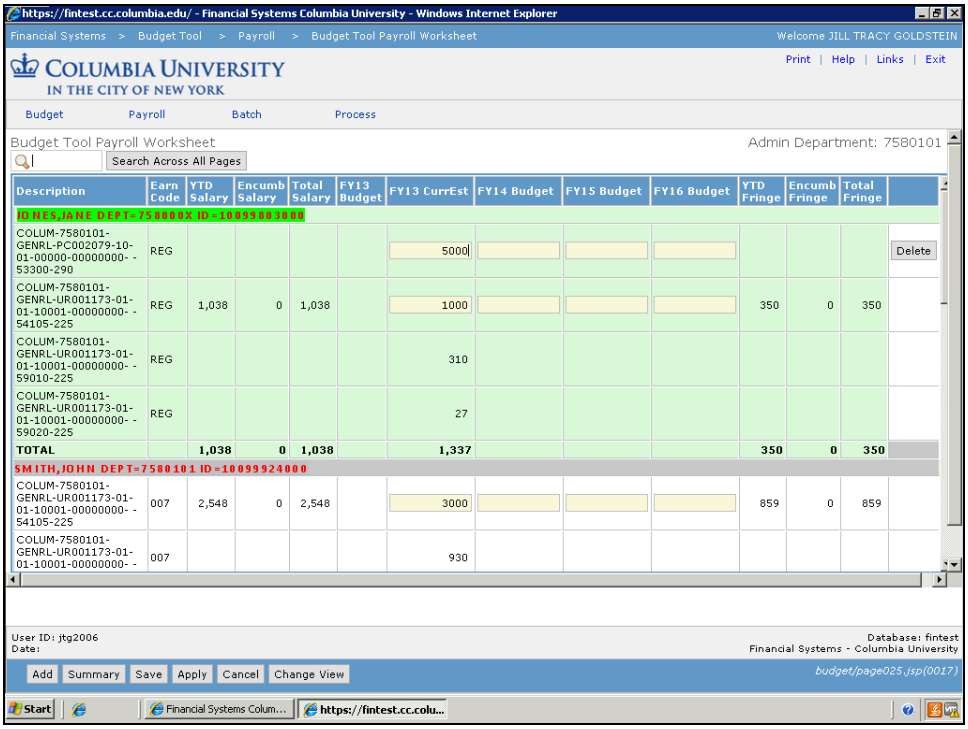
Step	Action
27.	The added **Placeholder** or ChartString is highlighted in green.



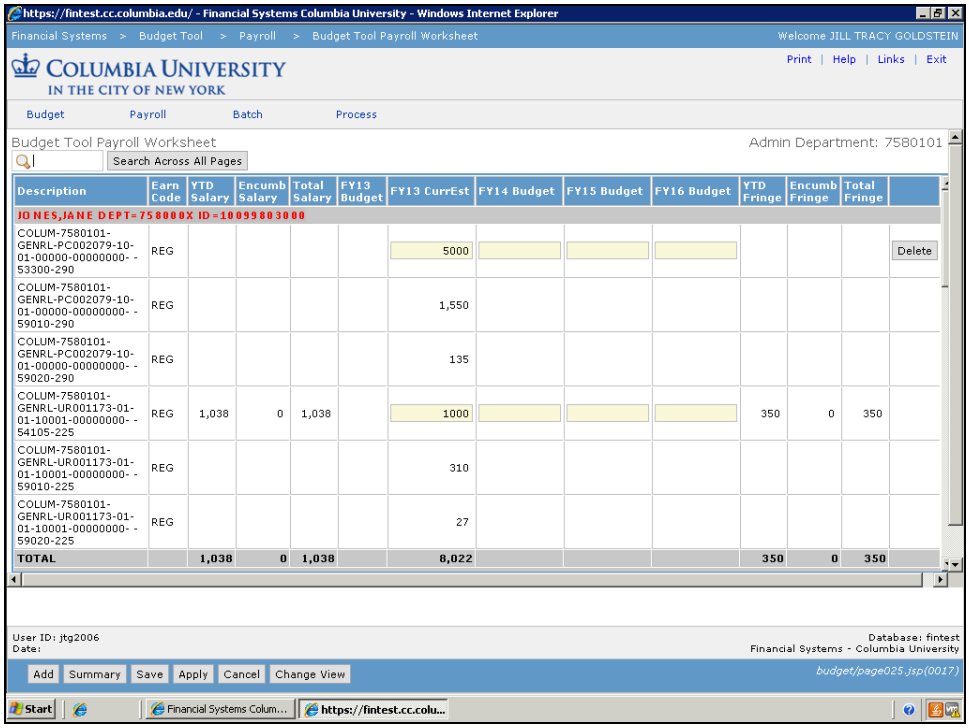
Step	Action
28.	Click in the **FY13 CurrEst** field.



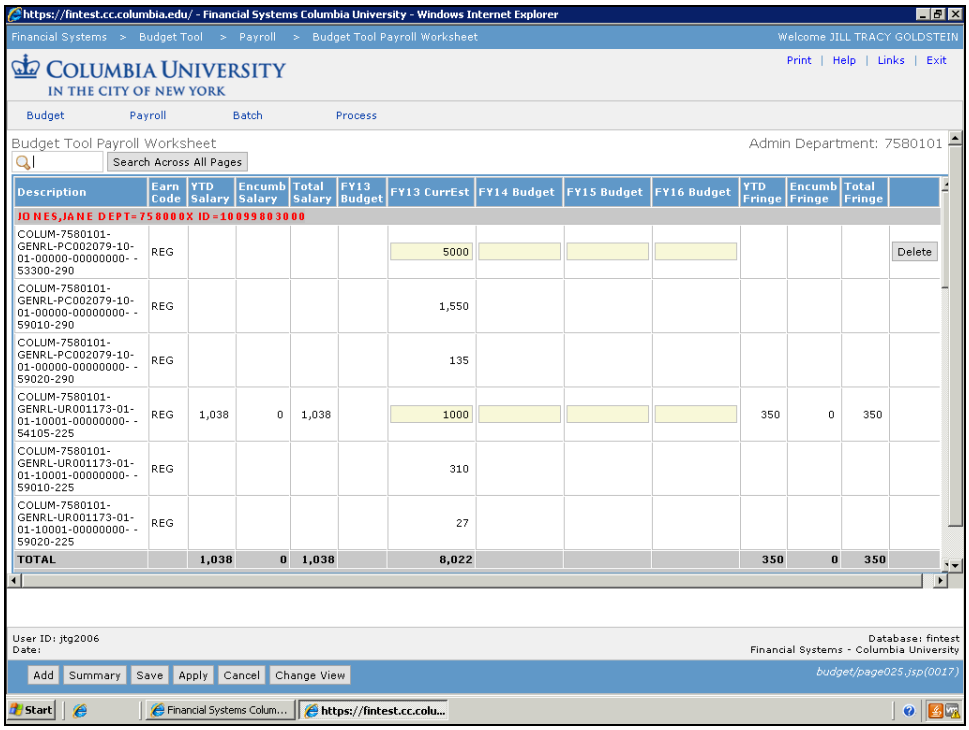
Step	Action
29.	Enter the desired information into the **FY13 CurrEst** field. Enter "**5000**".

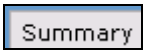


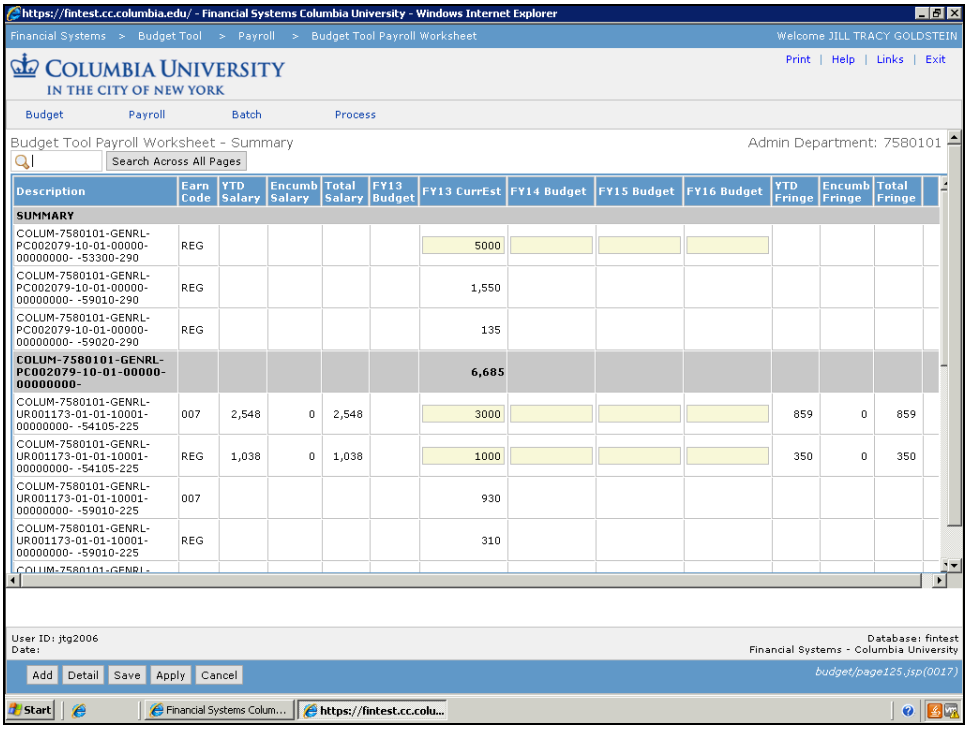
Step	Action
30.	Click the **Save** button.



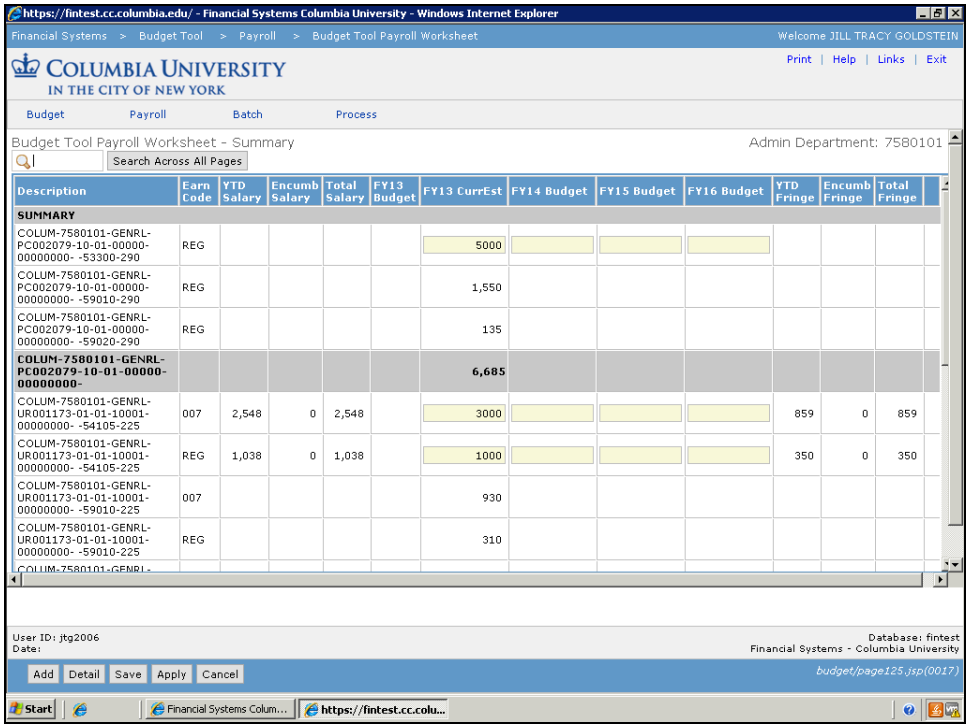
Step	Action
31.	To delete a row, click the **Delete** button.



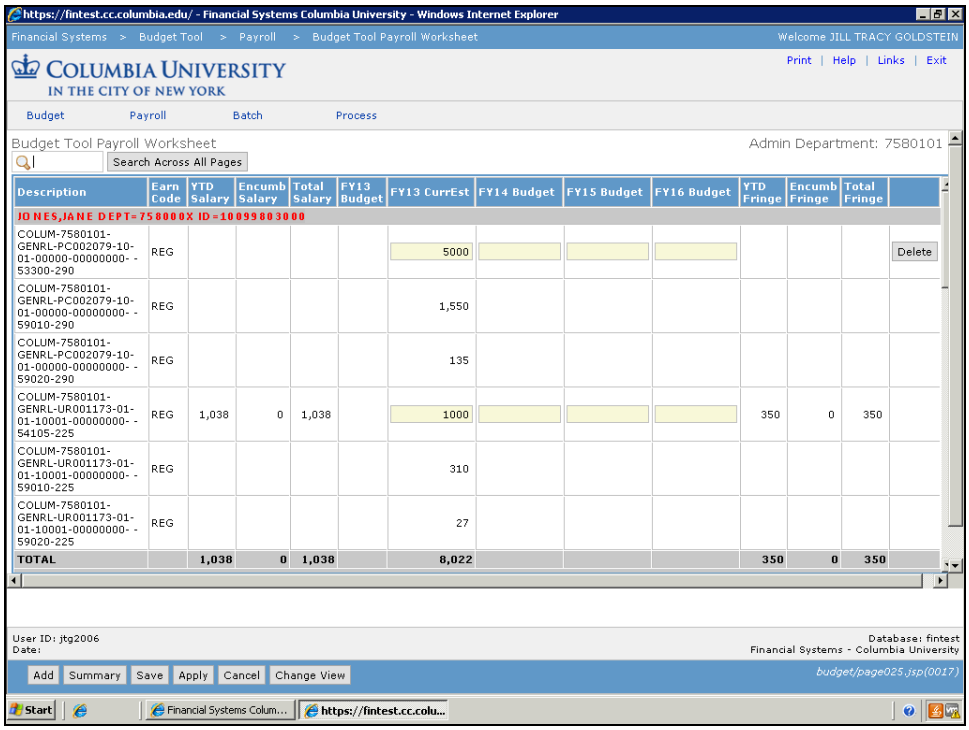
Step	Action
32.	To view summary information, click the **Summary** button. 

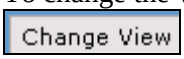


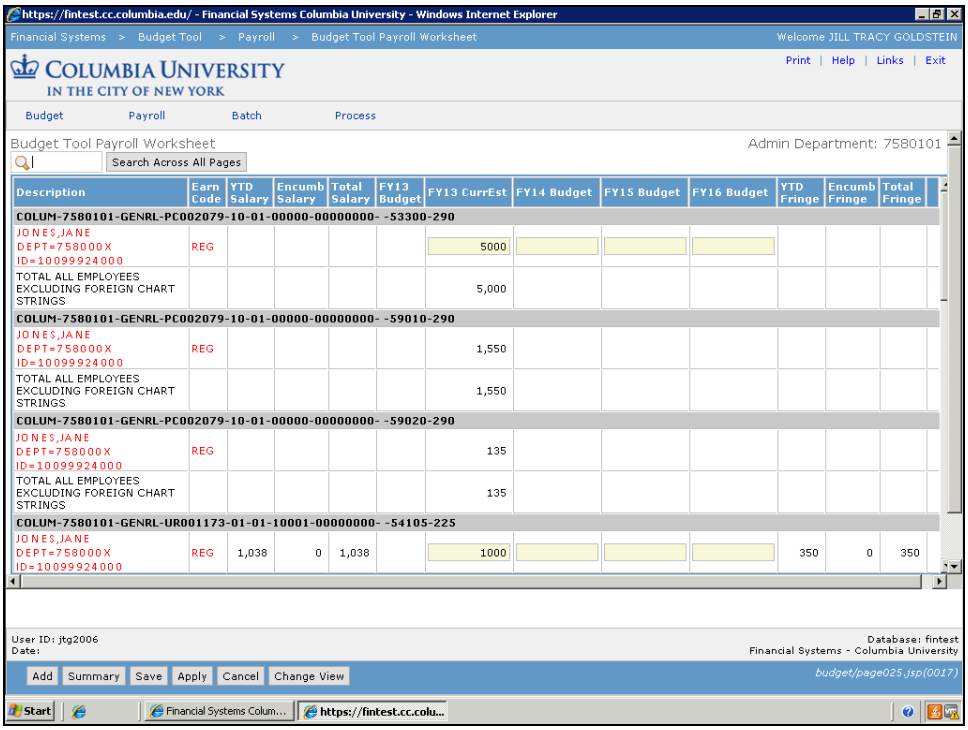
Step	Action
33.	Users can enter summary level payroll budgets. The last page of the worksheet shows grand totals by ChartString.

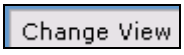


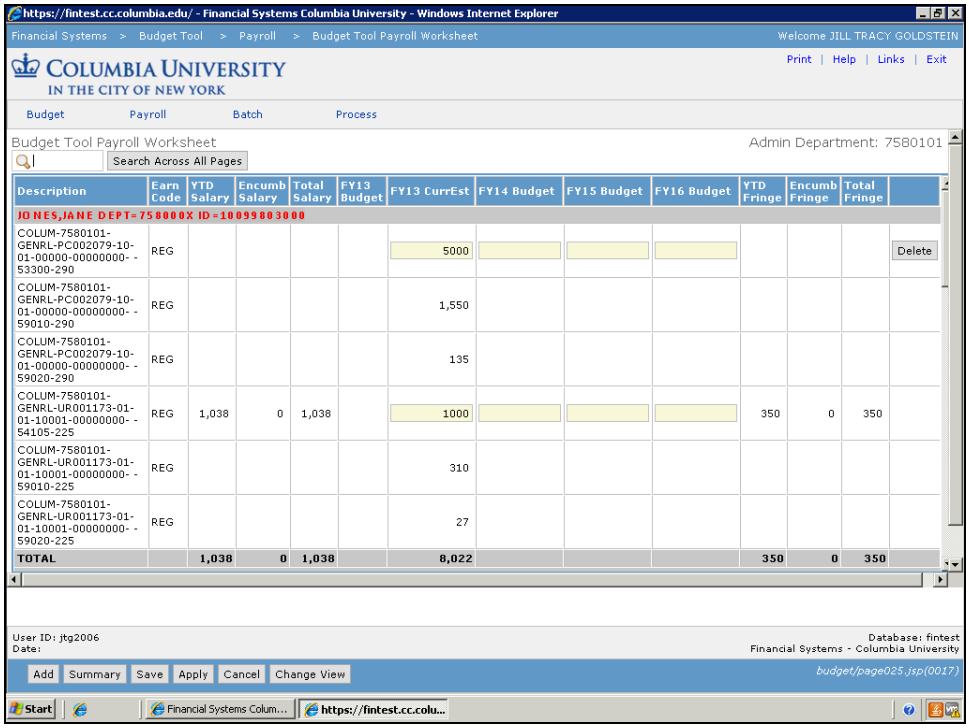
Step	Action
34.	To view detail information, click the **Detail** button. Detail



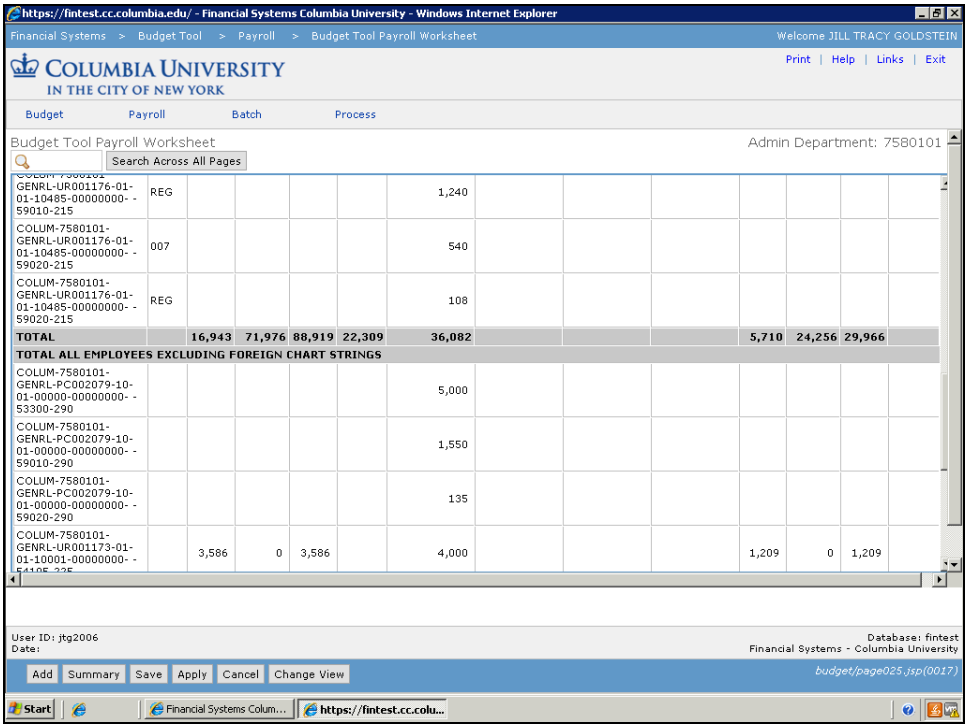
Step	Action
35.	**Change View** provides a different perspective showing budgets entered by ChartString and all of the people charged to it. To change the view, click the **Change View** button. 



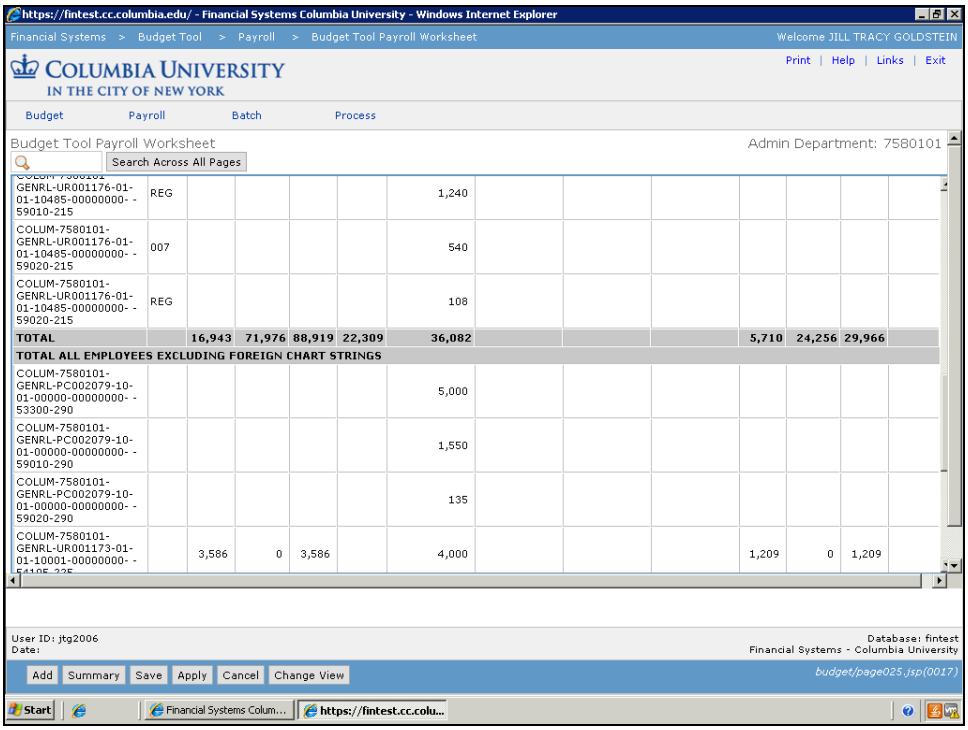
Step	Action
36.	To revert to the previous view, click the **Change View** button again. 

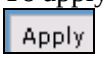


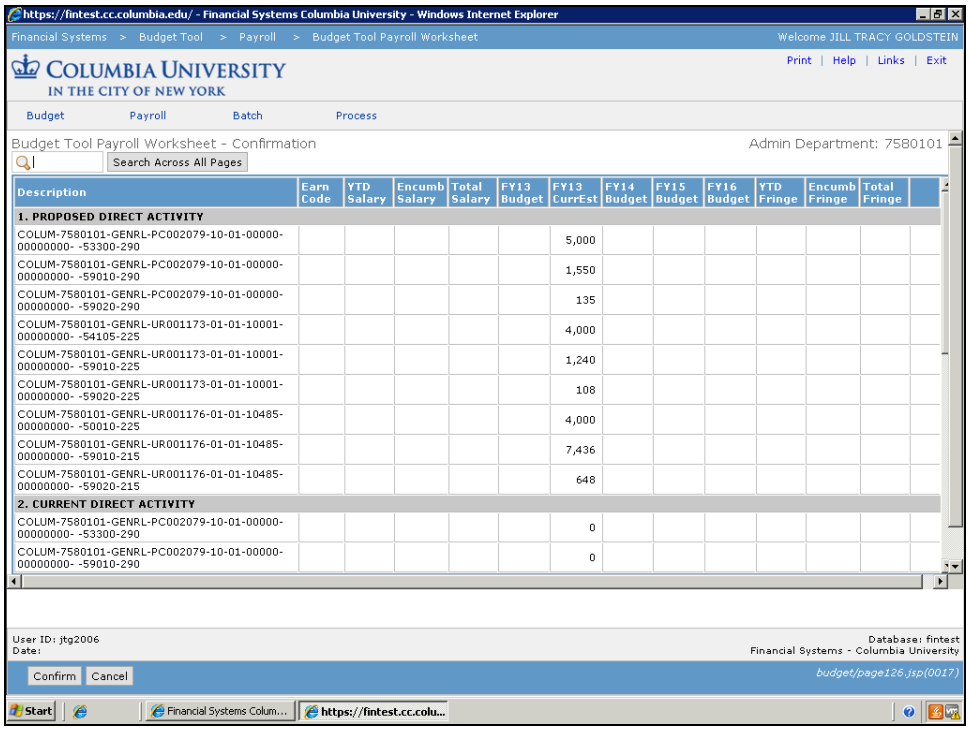
Step	Action
37.	If you make a budget revision in the Summary view, a reconciling item (System Generated Placeholder) is added to the Detail view. Click and drag the **scroll bar** down to review totals.



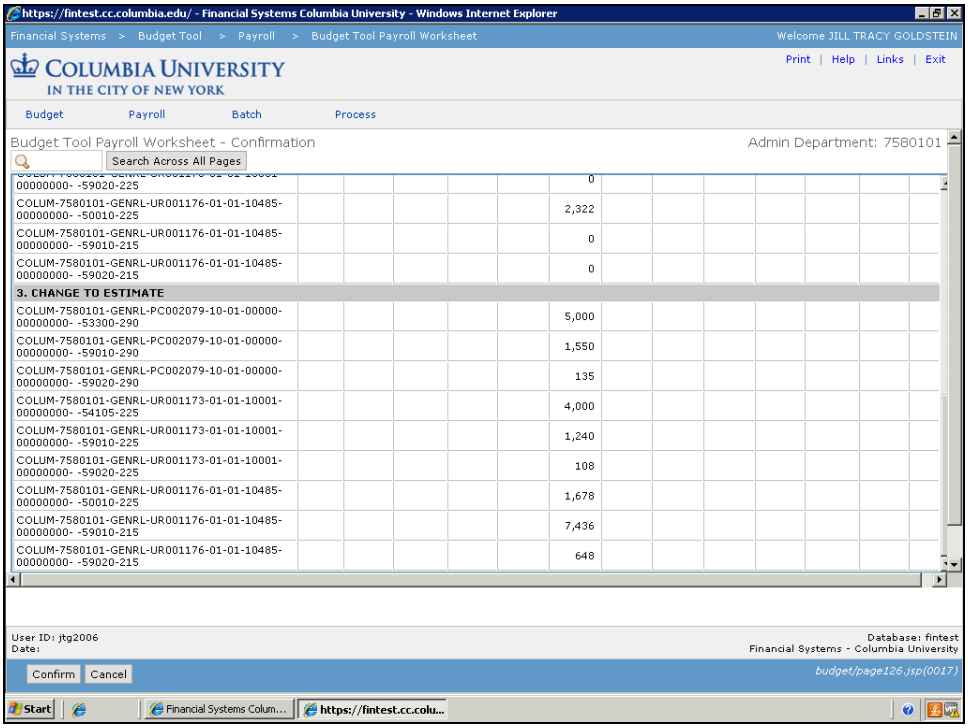
Step	Action
38.	The **Total** amounts display in bold.



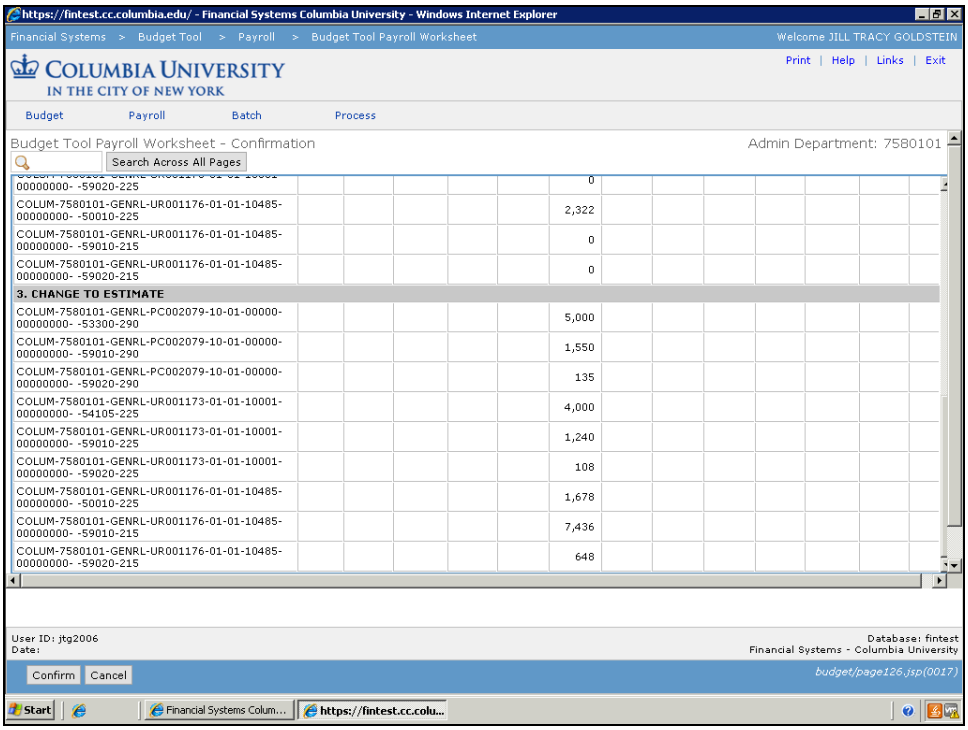
Step	Action
39.	When pressing Apply, the Direct Activity transaction generated in the Worklist will have a status of Open. ChartStrings that are local to your department will generate transactions. Personnel accounts that are budgeted from the Payroll module will automatically create combo codes in PAC. To apply the updates/changes, click the **Apply** button. 



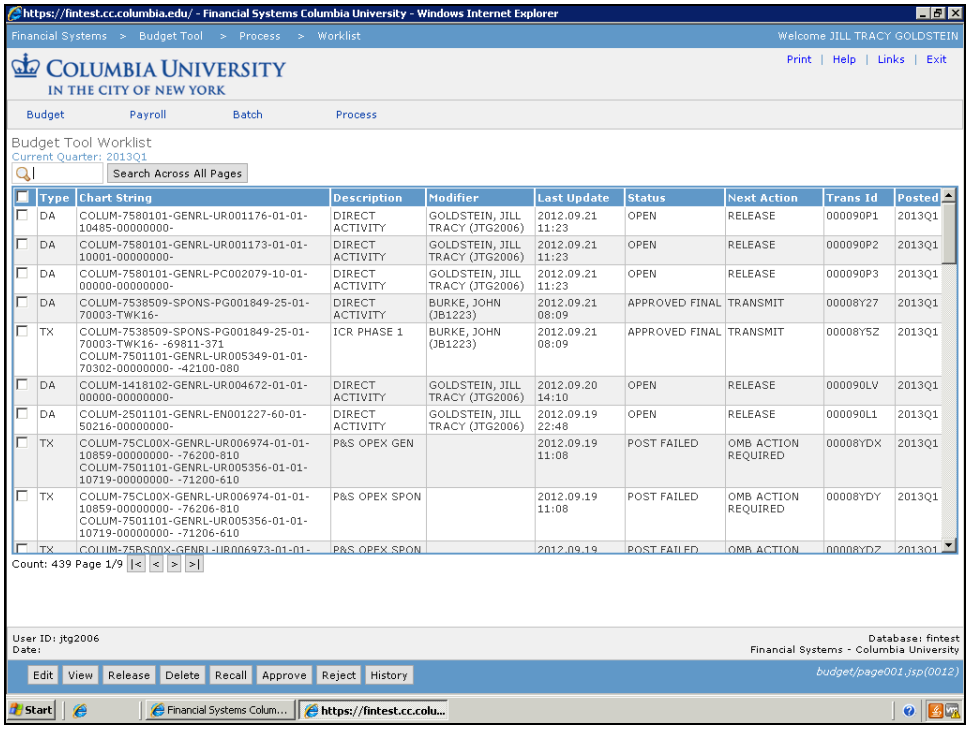
Step	Action
40.	Click and drag the **scroll bar** down to review the **Change To Estimate**.



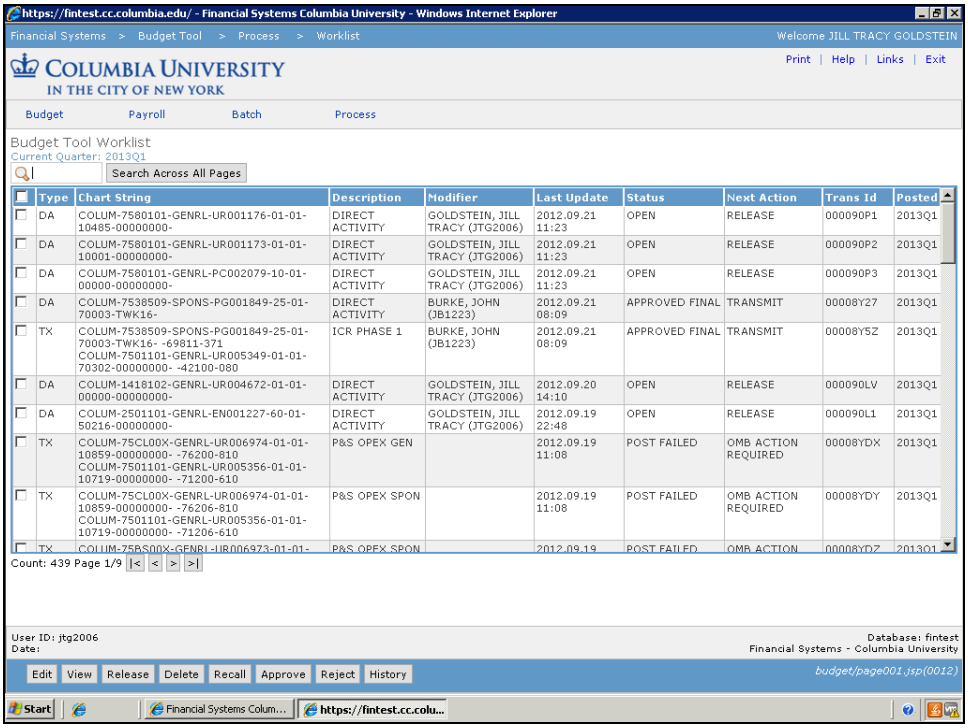
Step	Action
41.	The **Change To Estimate** section displays.



Step	Action
42.	Click the **Confirm** button.



Step	Action
43.	When pressing Apply, the Direct Activity transaction generated in the Worklist will have a status of Open.



Step	Action
44.	You have completed how to enter/review budget data for payroll. **End of Procedure.**

Batch Upload

This is the *Batch Upload* lesson of the *Budget Tool* course. Upon completion of this lesson, you will be able to:

- Understand the steps required perform a batch upload for Direct Activity, Transfers, and Payroll

Estimated Time to Complete Lesson: 15 minutes

Direct Activity

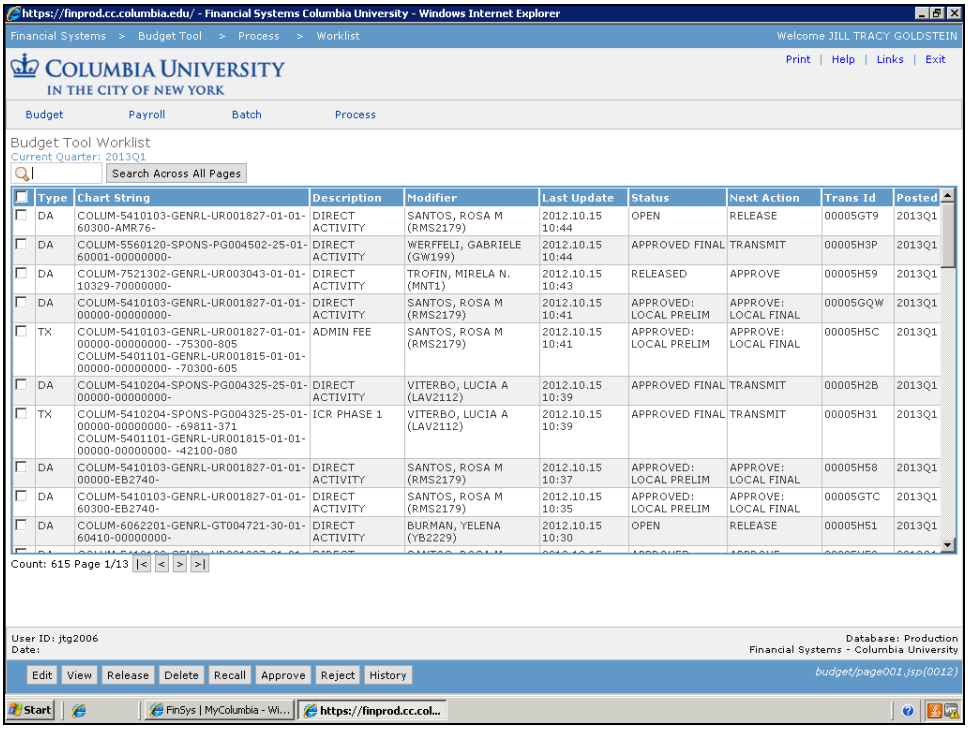
The Batch Direct Activity module provides the ability to upload large numbers of ChartStrings and direct activity accounts for multiple fiscal years from an Excel spreadsheet directly into the Budget Tool. A user downloads a template from the Download Direct Activity ChartString Selector, revises direct activity accounts in the template, and uploads the changes to the Budget Tool. Upon successful validation, the uploaded batch can be processed and transactions are created in the Worklist.

The user manages transactions that can be created via the online screens and the Batch Upload facility. You cannot have two active transactions for the same ChartString regardless of the fiscal year revised. The user will be prompted that the ChartString is in an existing transaction and cannot be edited. The existing transaction must be finally approved and sent to ARC or recalled and deleted before another one can be created.

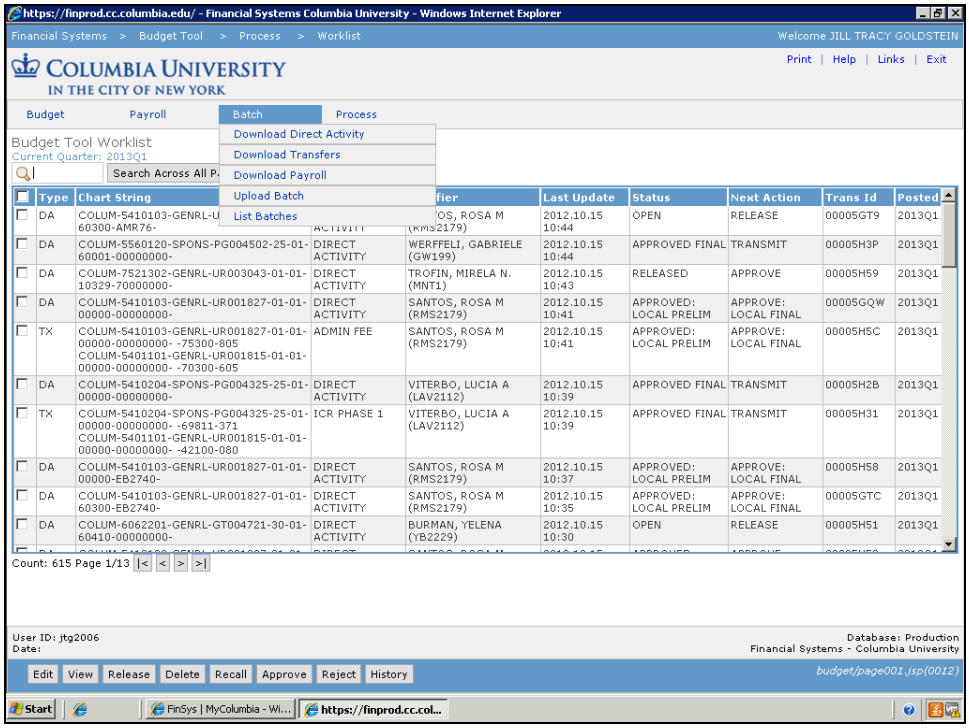
Batch is one common staging area for all downloads/uploads. Excel files can be uploaded directly now, there is no need to save as text anymore. Personnel expenses are budgeted in the Batch Payroll module. 7X-series Transfer accounts are budgeted in the Batch Transfers module.

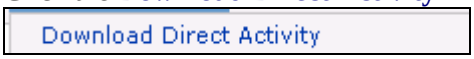
Procedure

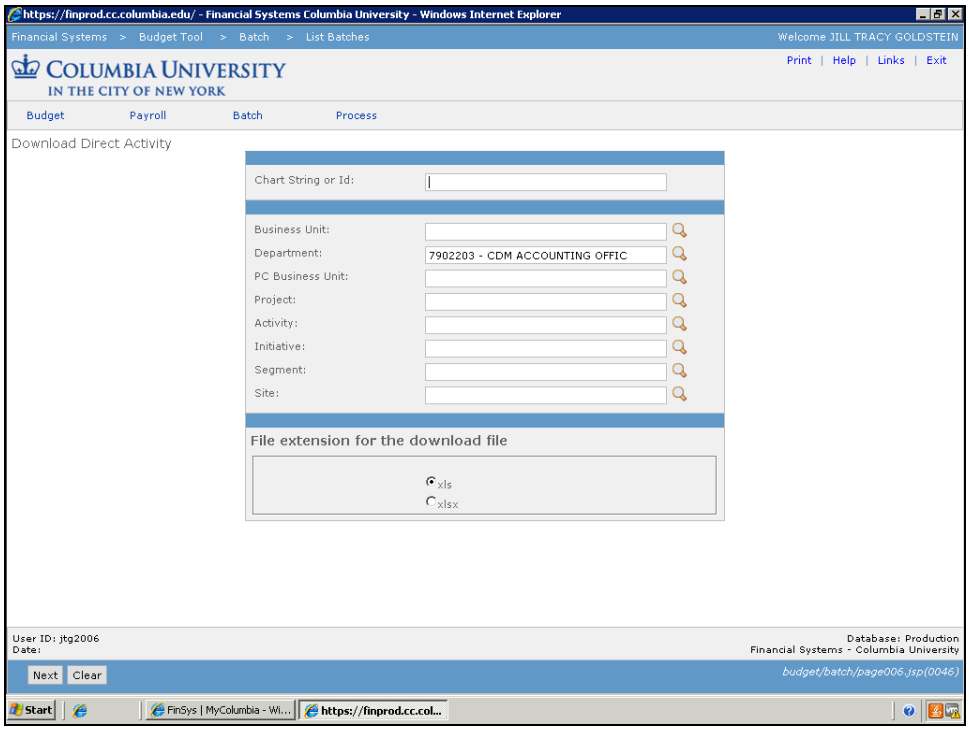
This topic provides guidance how to download Direct Activity.



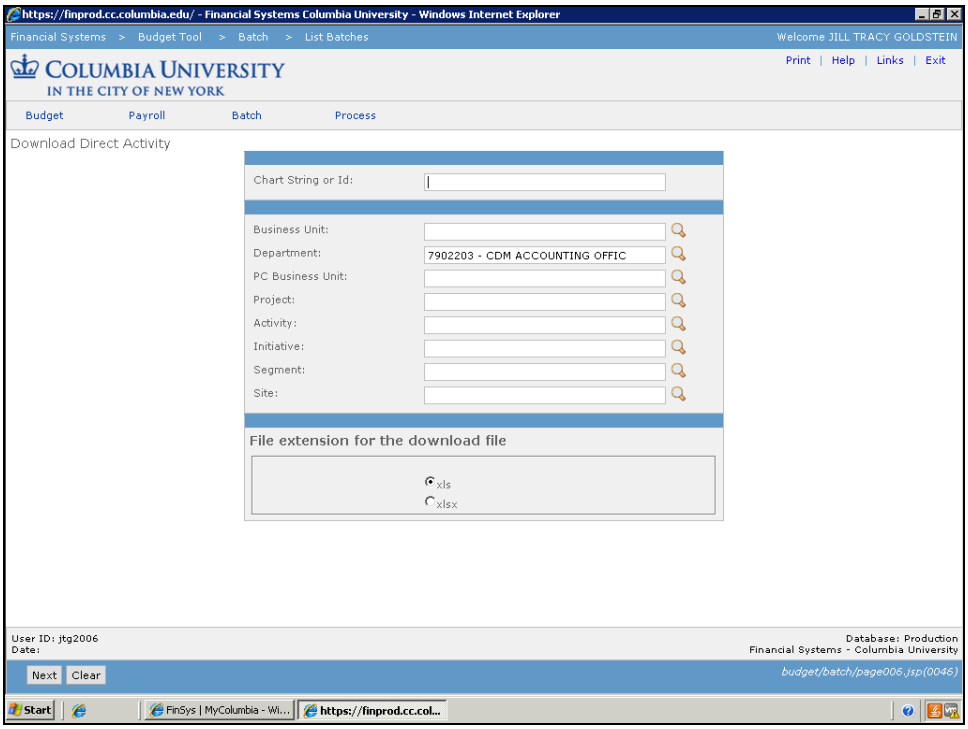
Step	Action
1.	Point to the **Batch** link.



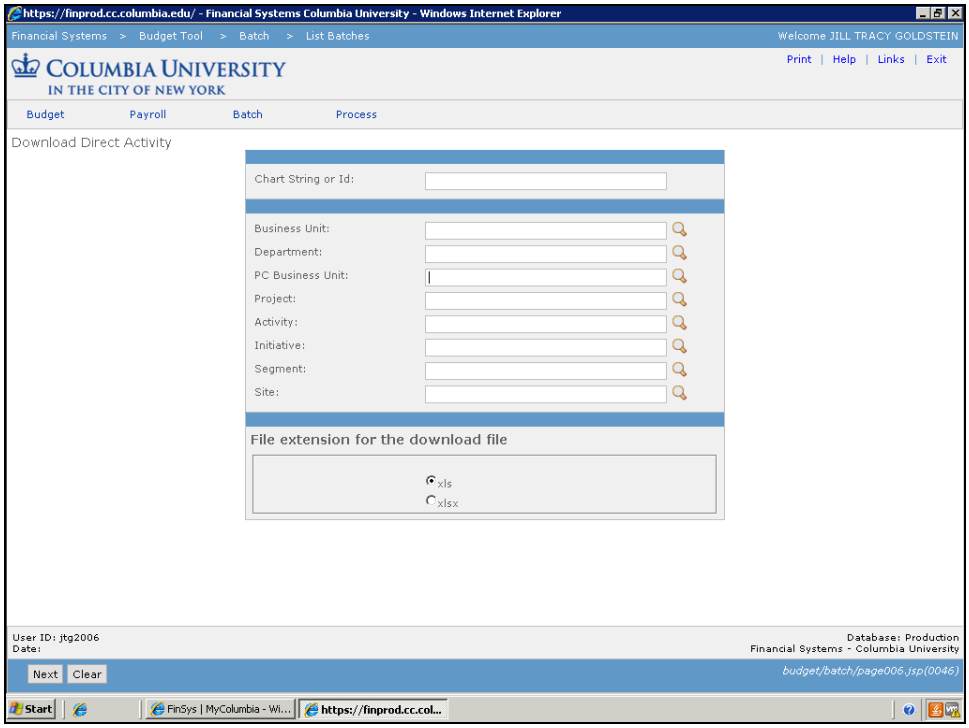
Step	Action
2.	Click the **Download Direct Activity** link. 



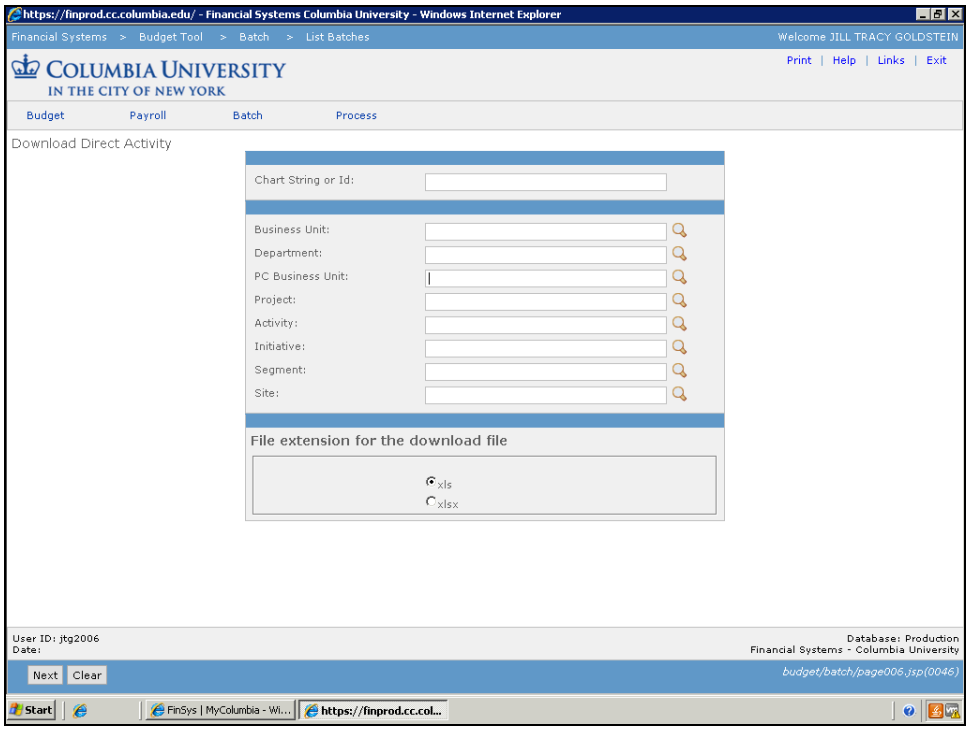
Step	Action
3.	The Download Direct Activity ChartString Selector is used for retrieving a group of ChartStrings to be budgeted in the Excel template. If a ChartString has an in process transaction, the latest current estimate and future year budget values will be retrieved to be downloaded. Like Direct Activity, only accounts with budgets or actuals will be shown. Upon "Next", a Windows dialog box comes up prompting the user to "Open", "Save" or "Cancel". After choosing a file name and folder to save, the template opens in Excel.



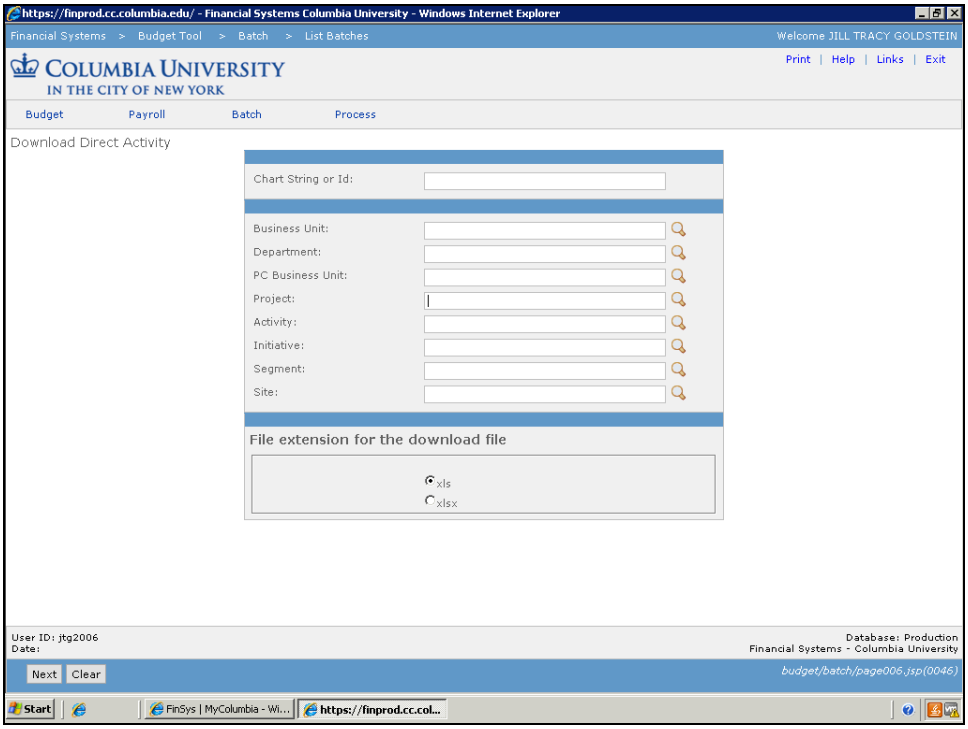
Step	Action
4.	To optimize download performance, you can limit the size of the downloaded file by filtering. Click the **Clear** button.



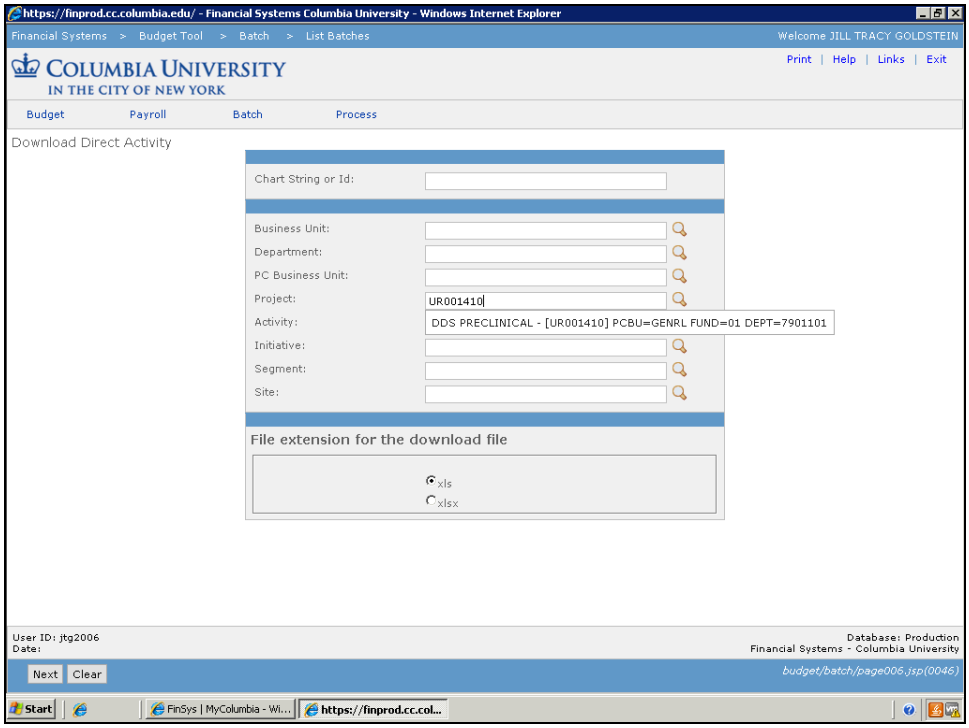
Step	Action
5.	To download a **Department** or **Project** value is required.



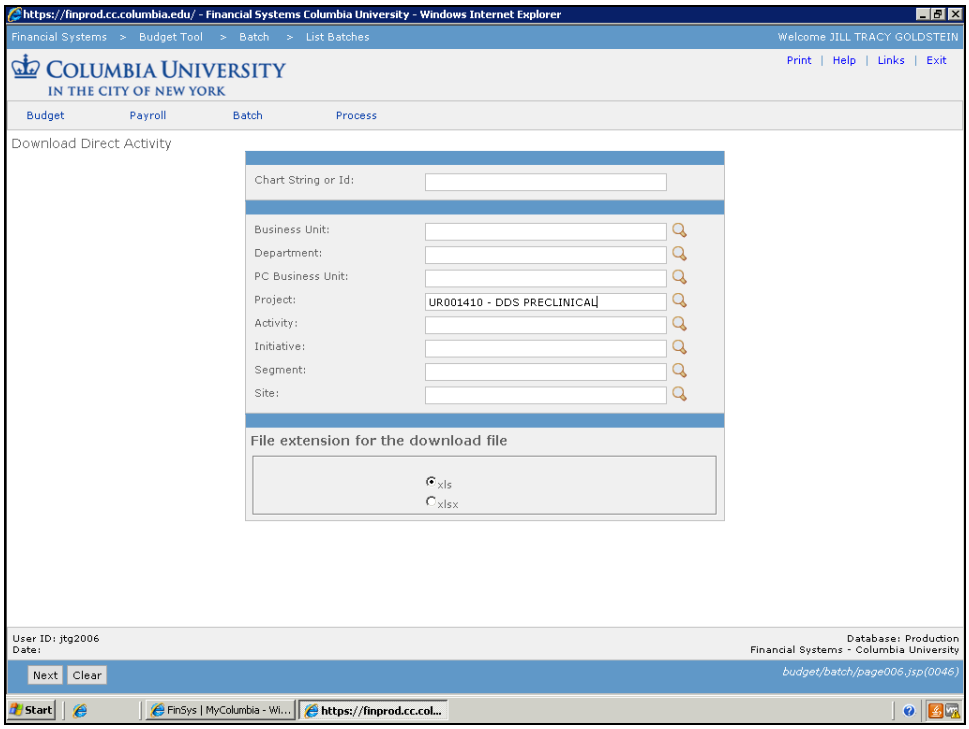
Step	Action
6.	Click in the **Project:** field.



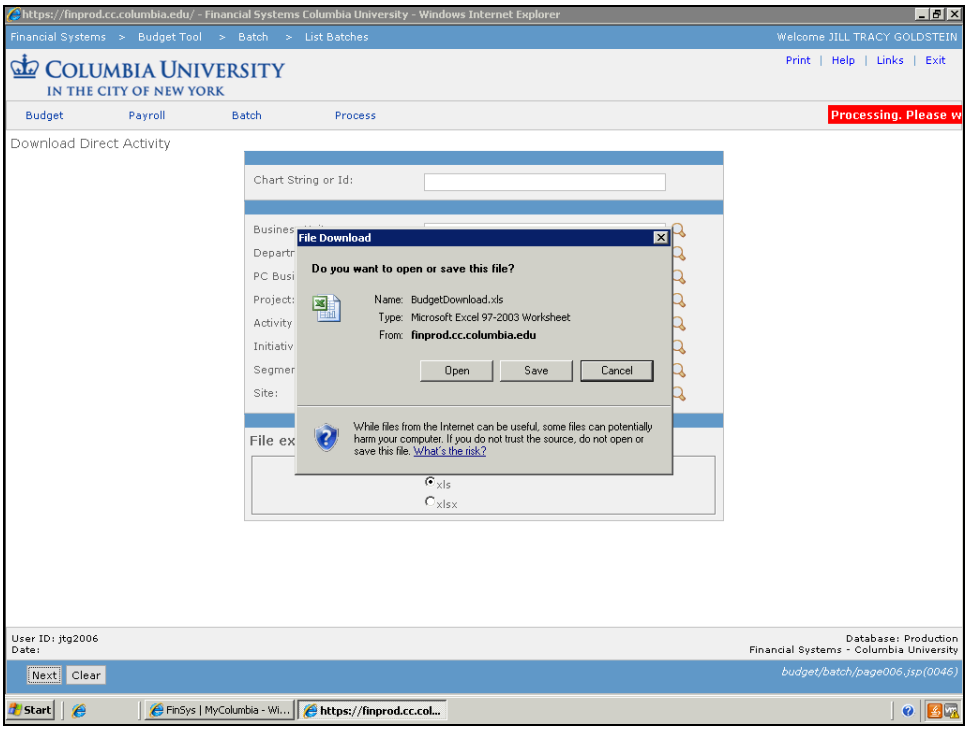
Step	Action
7.	Enter the desired information into the **Project:** field. Enter "**UR001410**".



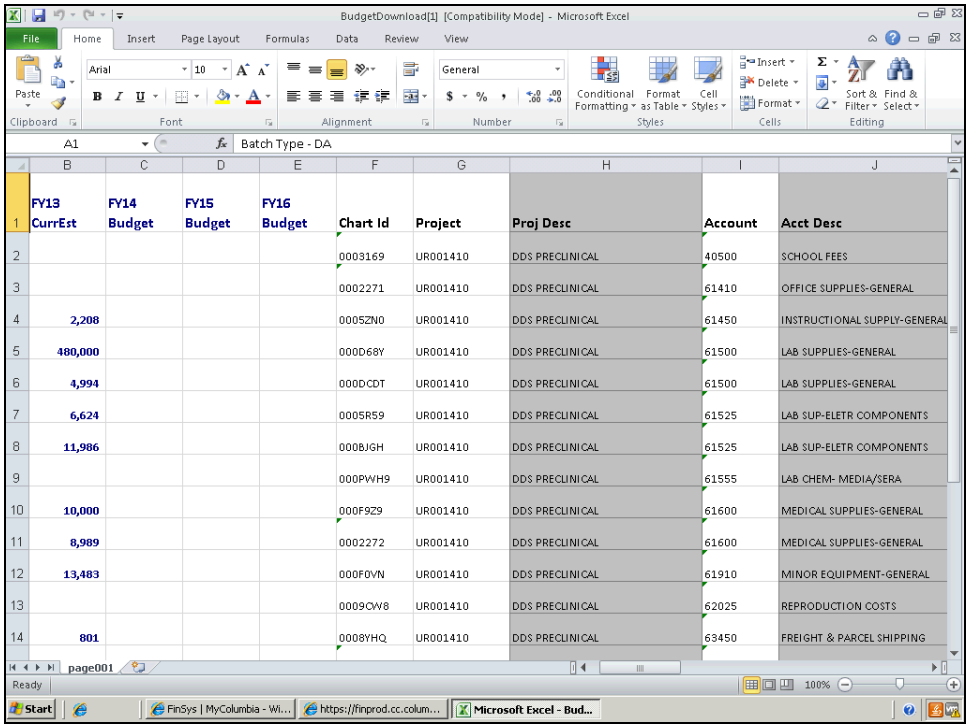
Step	Action
8.	Click the **DDS PRECLINICAL - [UR001410] PCBU=GENRL FUND=01 DEPT=7901101** link.



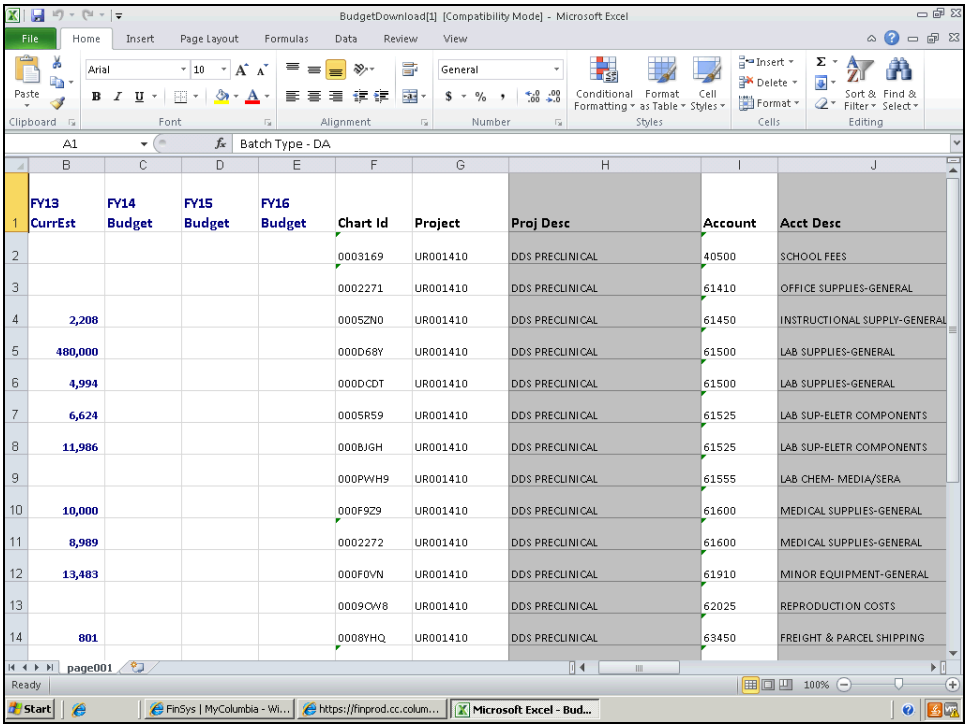
Step	Action
9.	Click the **Next** button.



Step	Action
10.	Click the **Open** button.

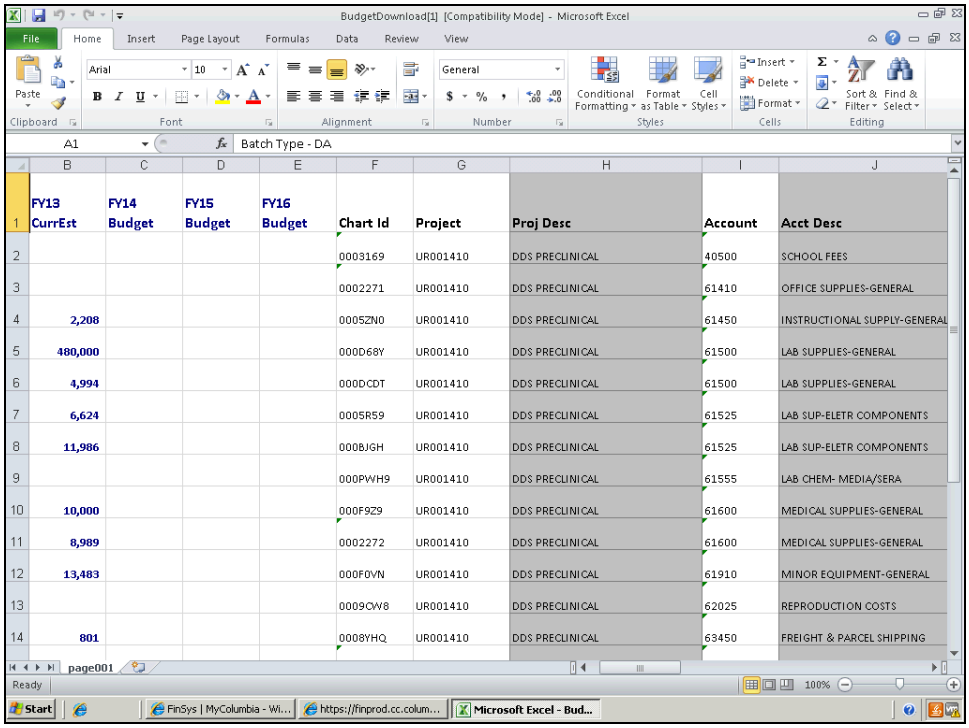


Step	Action
11.	The first tab (sheet) of the Excel worksheet will always be uploaded. Deleting unchanged rows in the spreadsheet will improve upload performance. Debit/credit amounts are entered with a +/- sign for expense and revenue. Credit amounts will appear in red. If a user uploads a fiscal year budget column with blank values or unchanged values, no change occurs. The column headings of the template must be present in the first row with the column order of the downloaded fields unchanged. Revisions are entered in the spreadsheet similar to the methods employed on the Direct Activity screen.

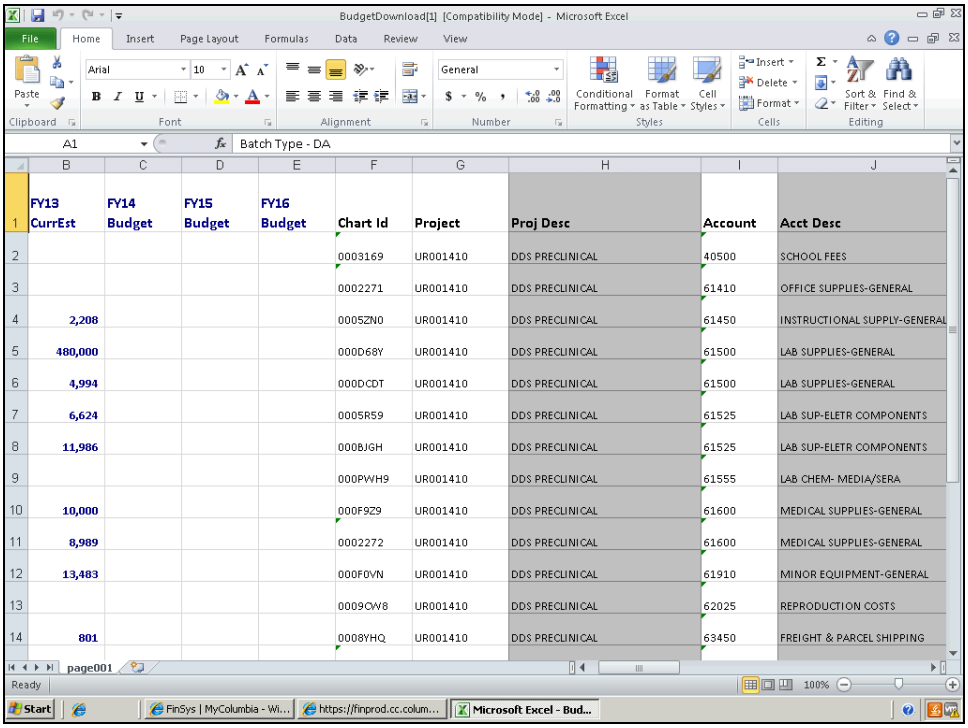


FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc
				0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES
				0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
2,208				0005ZN0	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL SUPPLY-GENERAL
480,000				000D68Y	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
4,994				000DCDT	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
6,624				0005R59	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
11,986				000BJGH	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
				000PWH9	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA
10,000				000F9Z9	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
8,989				0002272	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
13,483				000F0VN	UR001410	DDS PRECLINICAL	61910	MINOR EQUIPMENT-GENERAL
				0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS
801				0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING

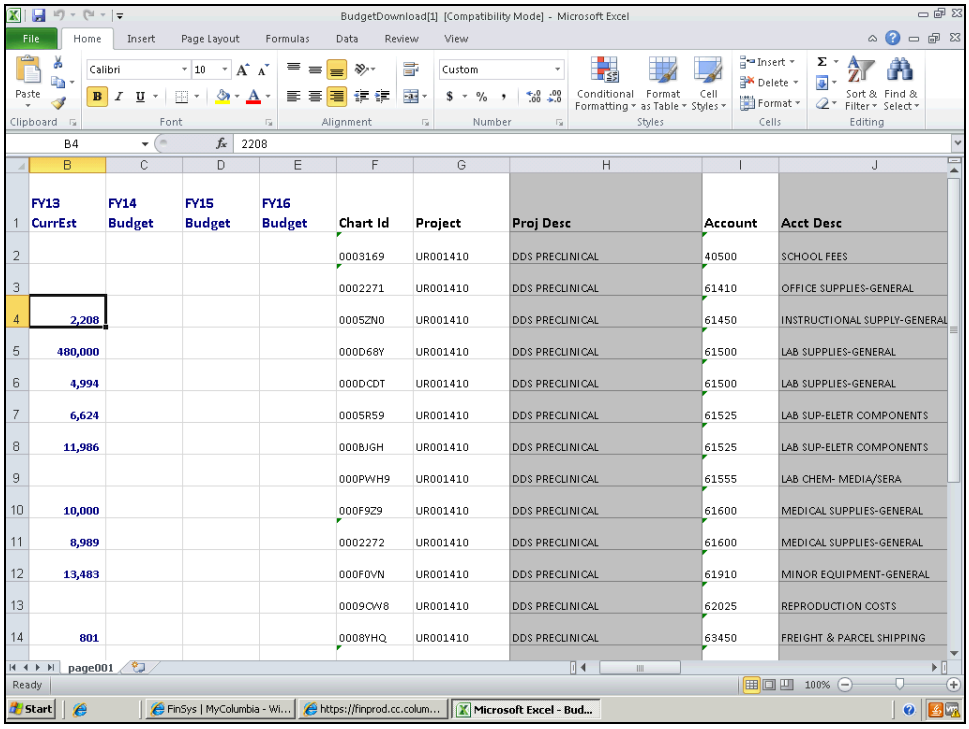
Step	Action
12.	ChartStrings returned are based on the filter selections. The required ChartFields and budget columns are to the leftmost section of the template and each ChartField will be followed by its description. Other informational fields are available by scrolling to the right and their contents will be discarded upon upload. The shaded columns represent informational fields and are not required. If you make an update in those columns, it will be discarded.



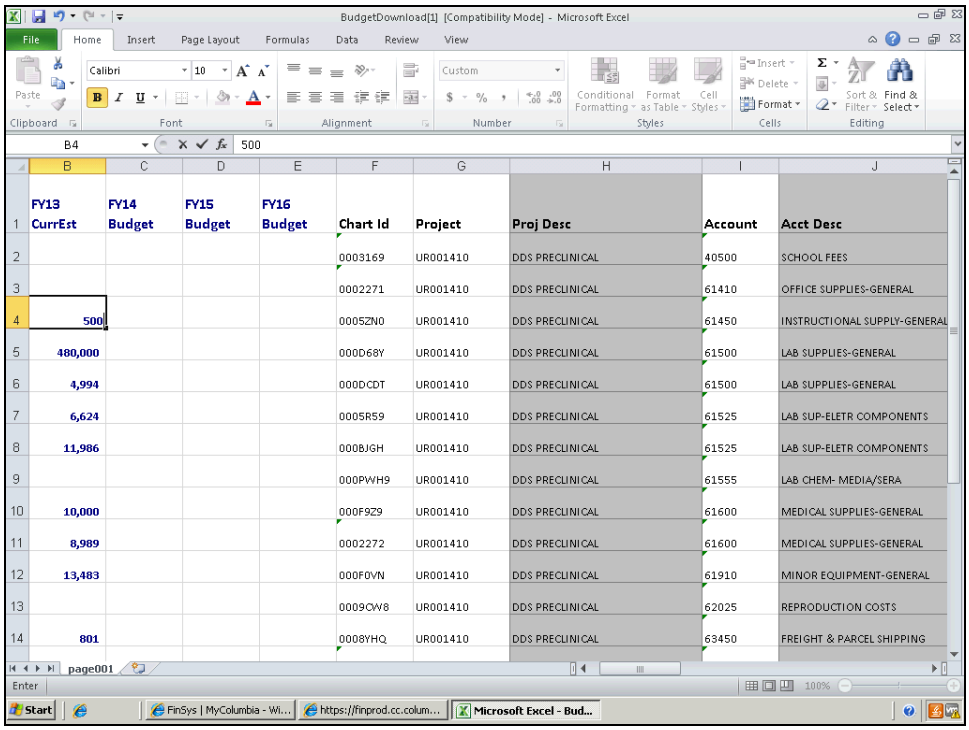
Step	Action
13.	Debit/credit amounts are entered in whole dollars with +/- signs, where new values entered replace old values. Budget columns are formatted as numeric. If you do not want to revise a budget for a given fiscal year, leave it alone. Uploaded blanks are interpreted as no change. To add a new account or ChartString, insert a new row in the spreadsheet filling in the required fields. Unchanged rows are discarded upon upload. You can edit a budget to an existing Chart Id where the Chart Id is supplied or insert a new row leaving the Chart Id blank and supplying the ChartField values. The Fund and function ChartFields will be derived.



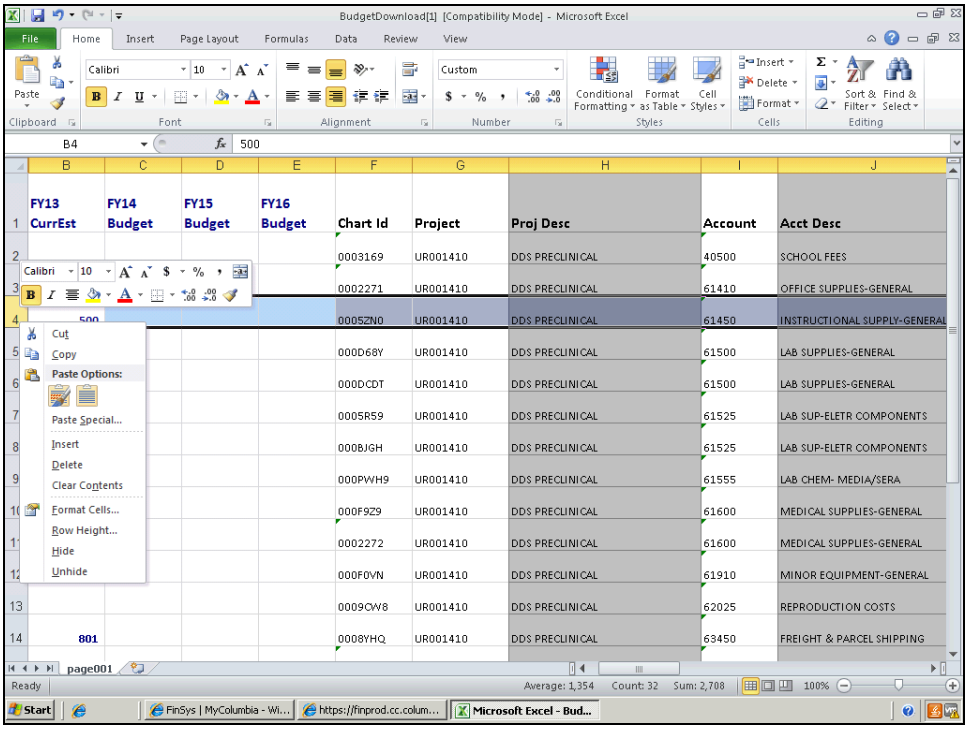
Step	Action
14.	Click in the **FY13 CurrEst** field. 2,208



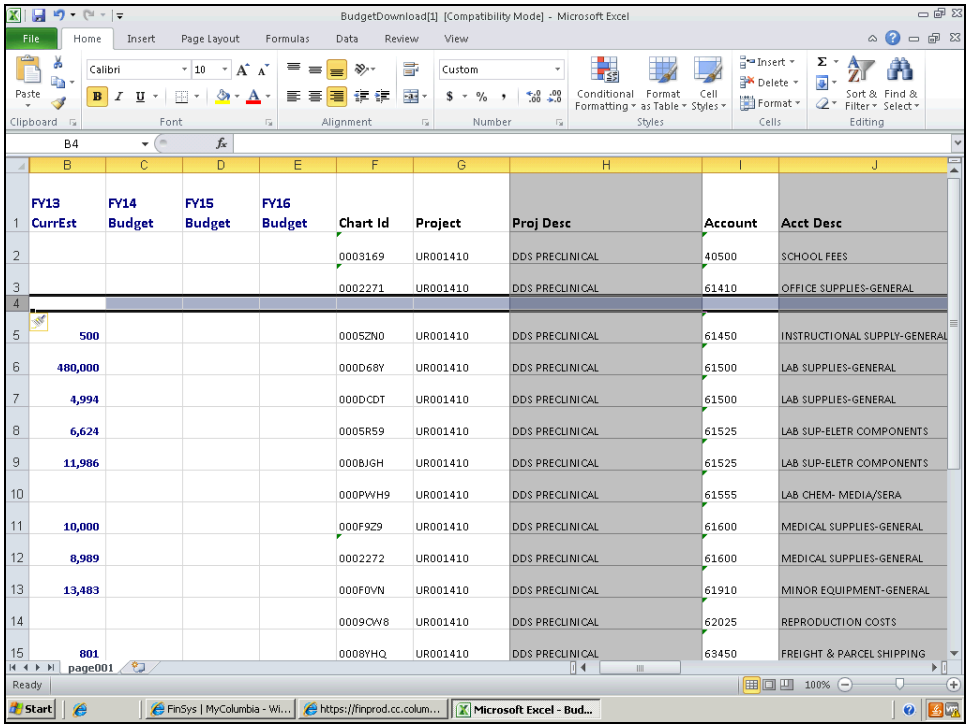
Step	Action
15.	Enter the desired information into the **FY13 CurrEst** field. Enter "**500**".



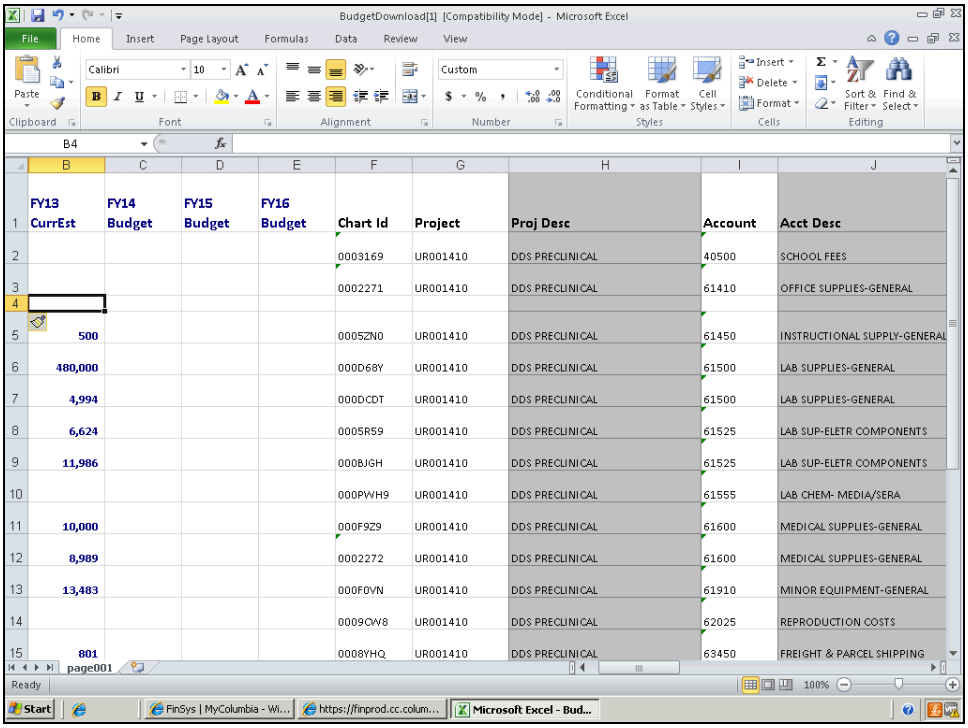
Step	Action
16.	Right-click in the **Row 4** cell.



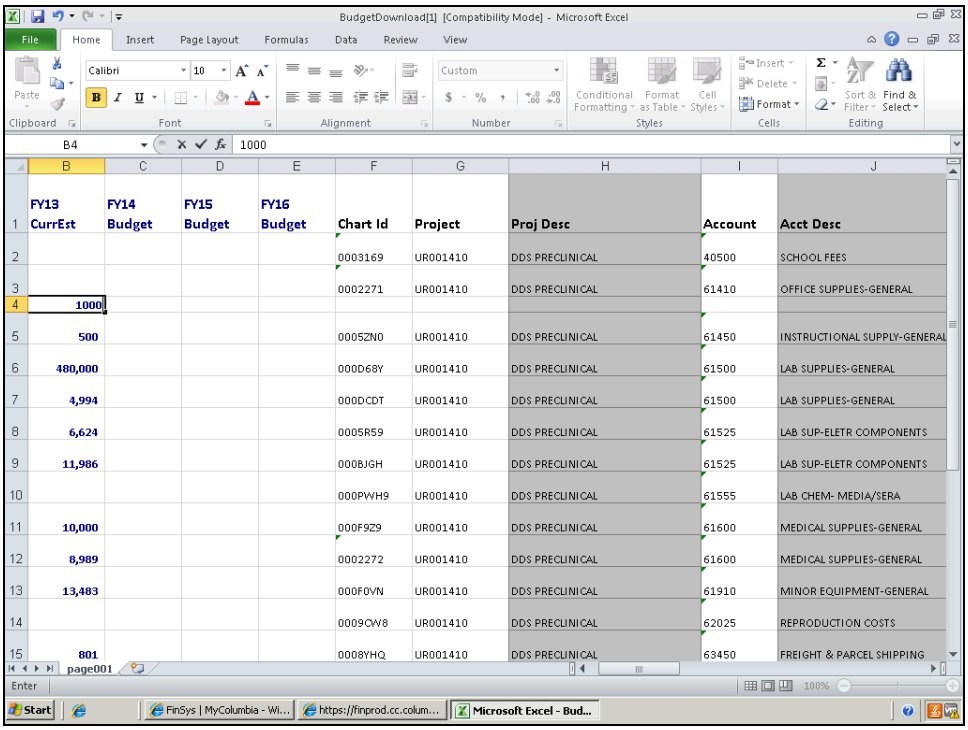
Step	Action
17.	Click the **Insert** menu.



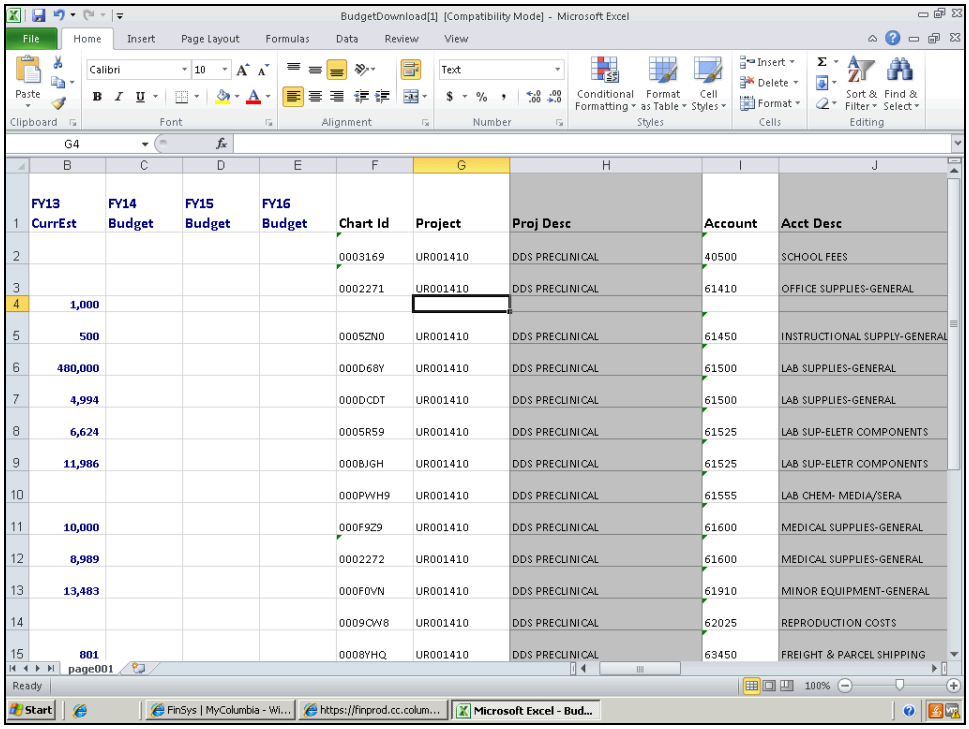
Step	Action
18.	The required columns are budget amounts for the Current Estimate (CE) and three future years, and the ChartFields. Click in the **FY13 CurrEst** field.



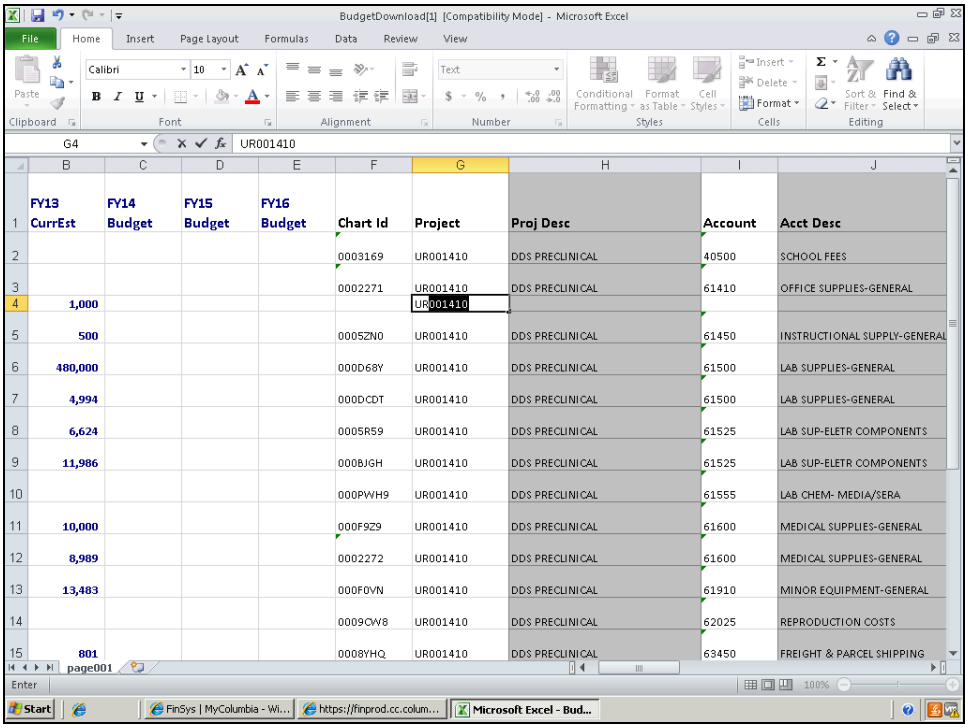
Step	Action
19.	Enter the desired information into the **FY13 CurrEst** field. Enter "**1000**".



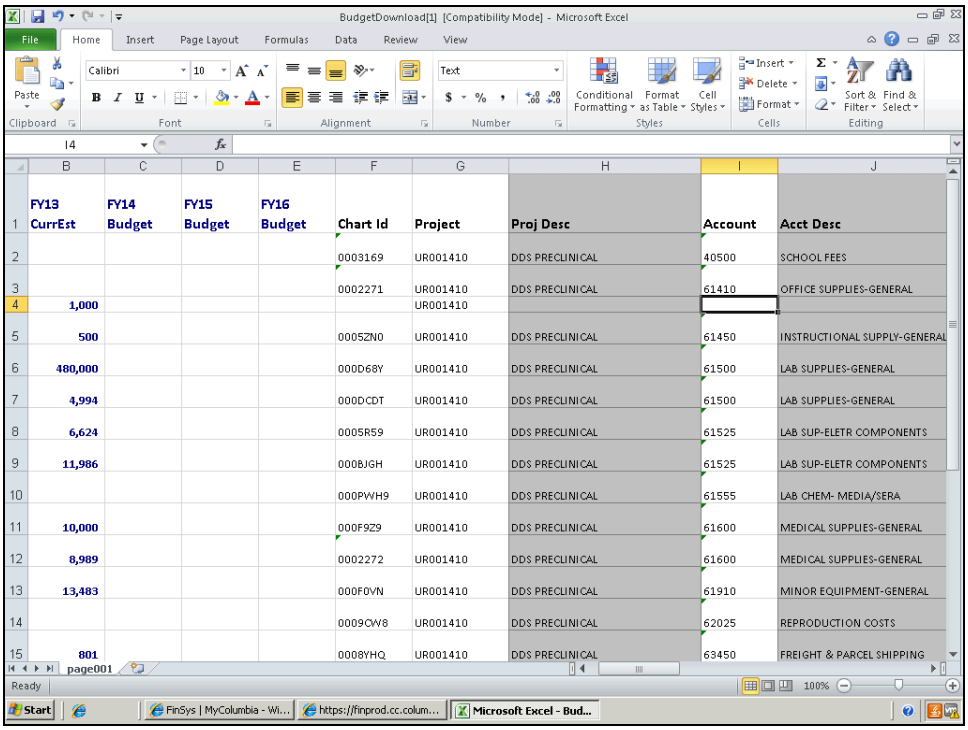
Step	Action
20.	Click in the **Project** field.



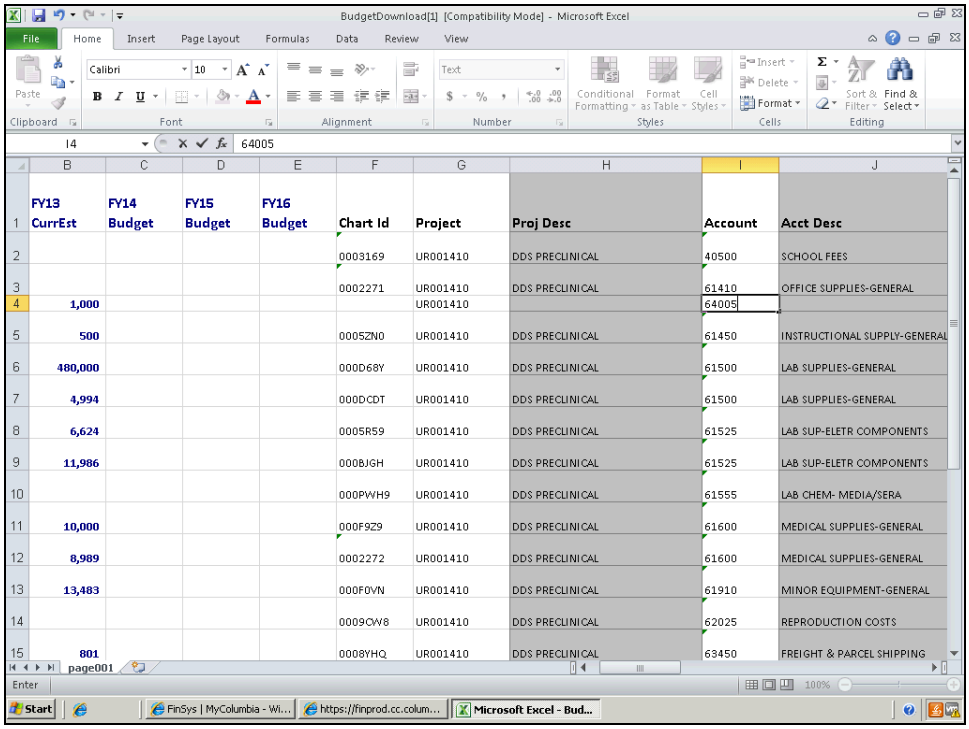
Step	Action
21.	Enter the desired information into the field. Enter "**UR**".



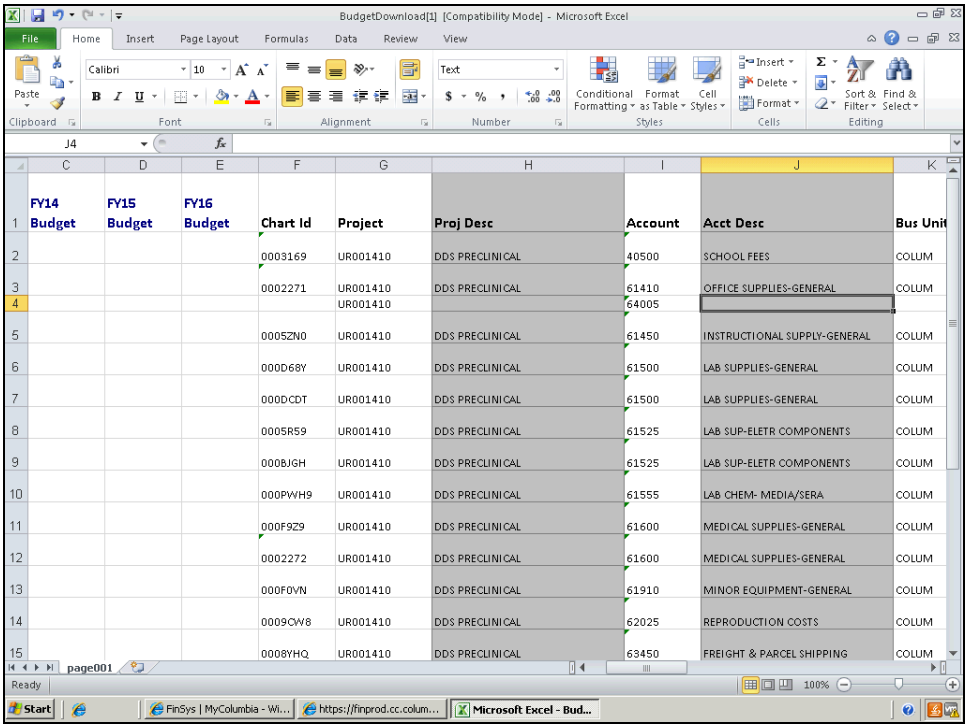
Step	Action
22.	Click in the **Account** field.



Step	Action
23.	Enter the desired information into the field. Enter "**64005**".

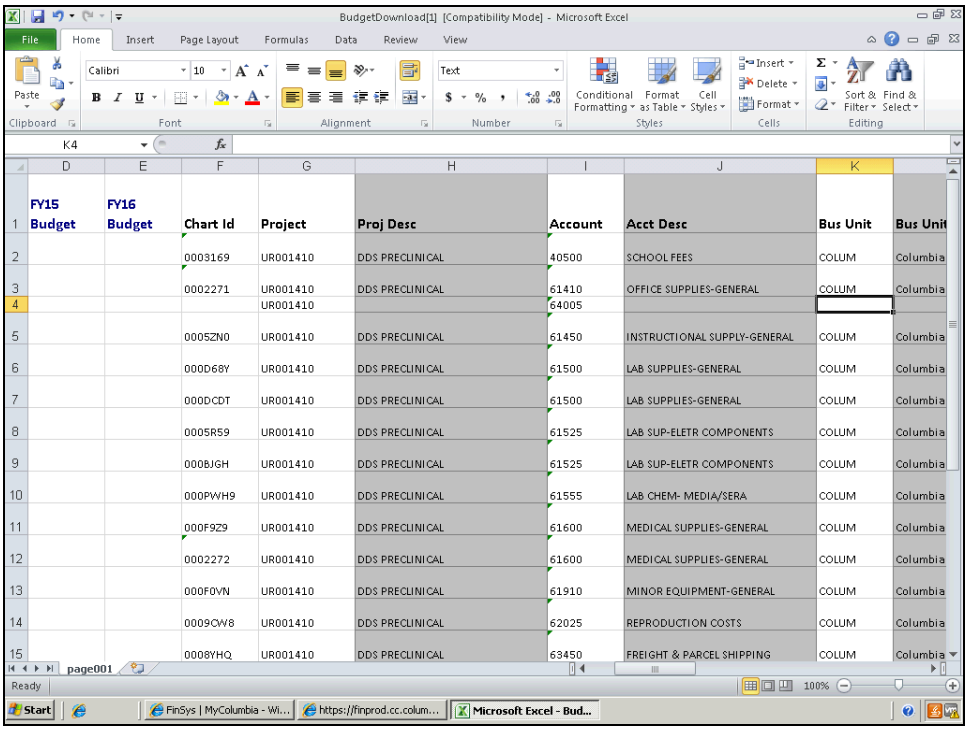


Step	Action
24.	Press **[Right]**.



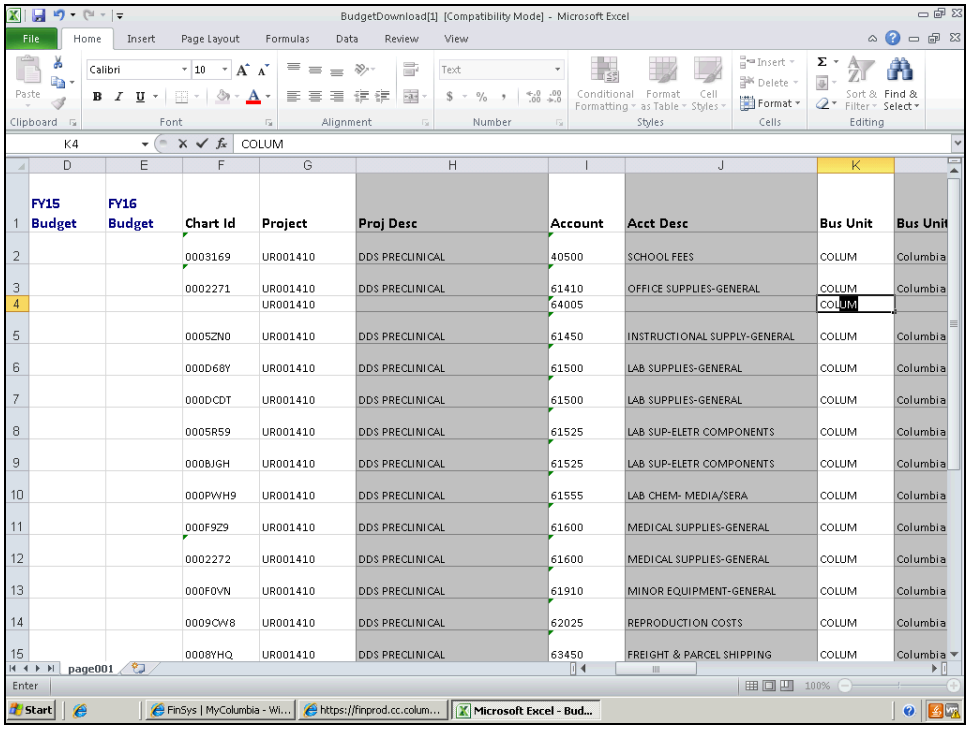
FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc	Bus Unit
			0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES	COLUM
			0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL	COLUM
				UR001410		64005		
			0005ZN0	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL SUPPLY-GENERAL	COLUM
			000D68Y	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL	COLUM
			000DCDT	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL	COLUM
			0005R59	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS	COLUM
			000BJGH	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS	COLUM
			000PWH9	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA	COLUM
			000F9Z9	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL	COLUM
			0002272	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL	COLUM
			000F0VN	UR001410	DDS PRECLINICAL	61910	MINOR EQUIPMENT-GENERAL	COLUM
			0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS	COLUM
			0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING	COLUM

Step	Action
25.	Press **[Right]**.

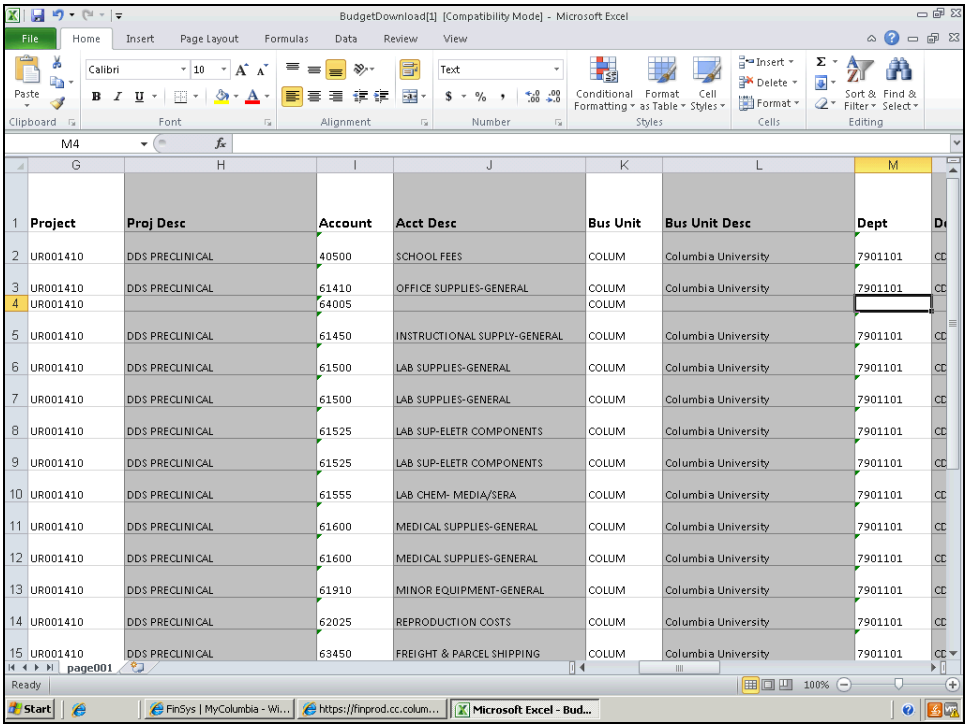


FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc	Bus Unit	Bus Unit
		0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES	COLUM	Columbia
		0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL	COLUM	Columbia
			UR001410		64005			
		0005ZN0	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL SUPPLY-GENERAL	COLUM	Columbia
		000D68Y	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL	COLUM	Columbia
		000DCDT	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL	COLUM	Columbia
		0005R59	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS	COLUM	Columbia
		000BJGH	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS	COLUM	Columbia
		000PWH9	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA	COLUM	Columbia
		000F9Z9	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL	COLUM	Columbia
		0002272	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL	COLUM	Columbia
		000F0VN	UR001410	DDS PRECLINICAL	61910	MINOR EQUIPMENT-GENERAL	COLUM	Columbia
		0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS	COLUM	Columbia
		0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING	COLUM	Columbia

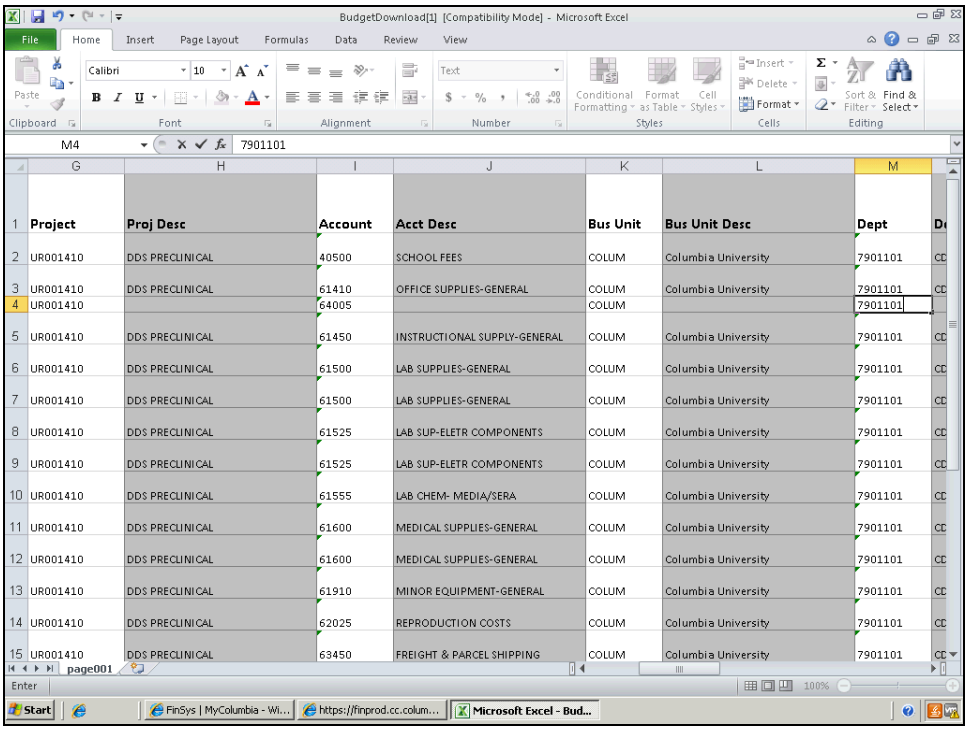
Step	Action
26.	Enter the desired information into the **Bus Unit** field. Enter "**COLUM**".



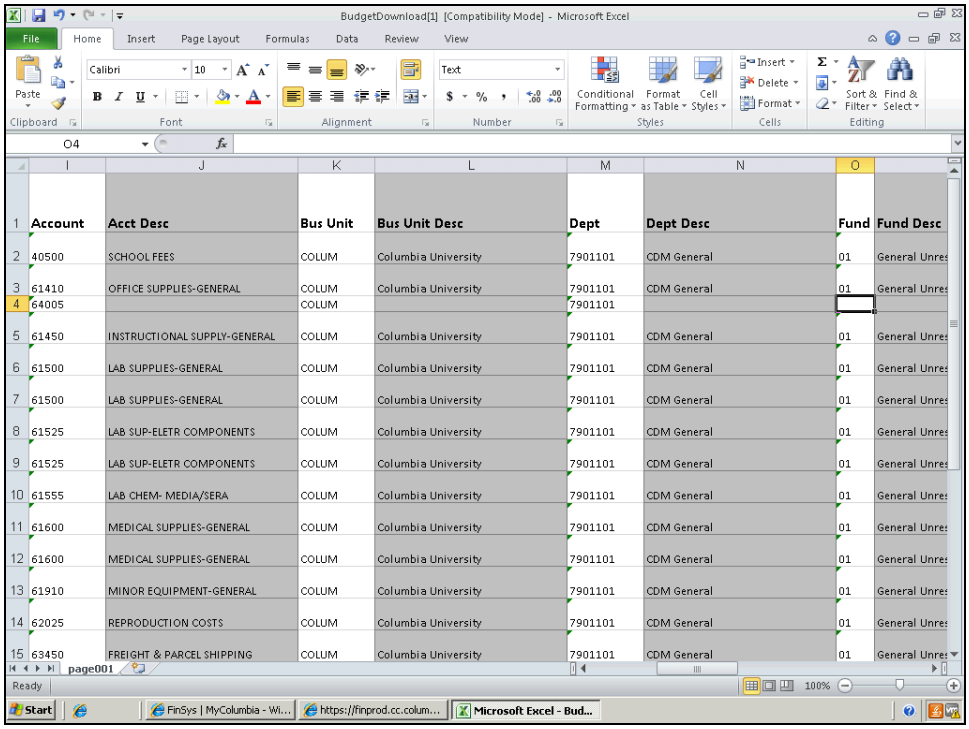
Step	Action
27.	Press **[Right]**.



Step	Action
28.	Enter the desired information into the **Dept** field. Enter "**7901101**".

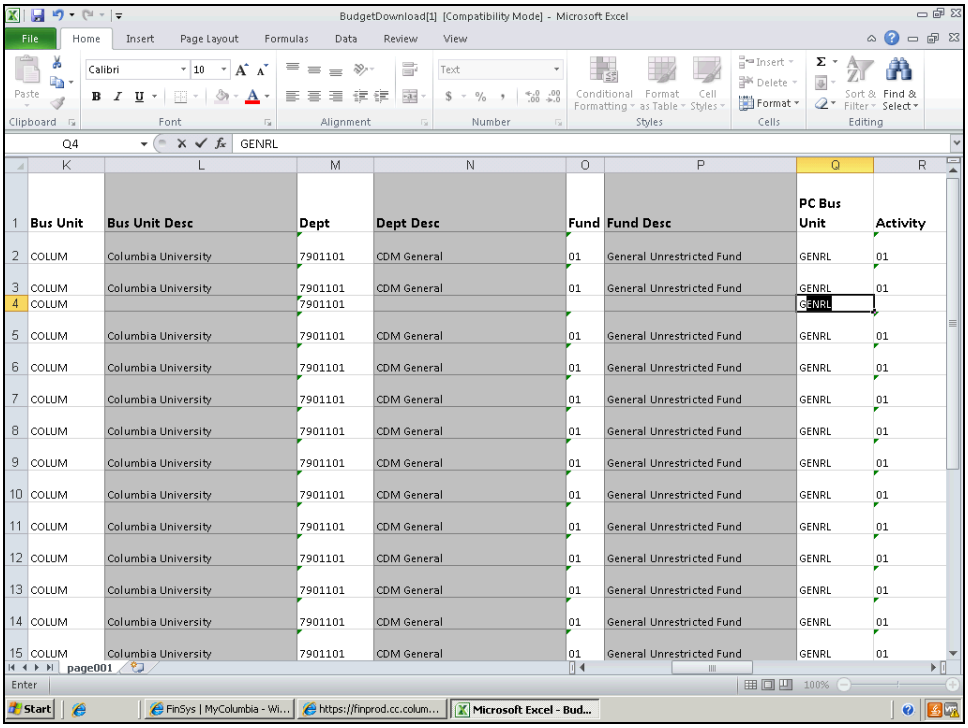


Step	Action
29.	Press **[Right]**.

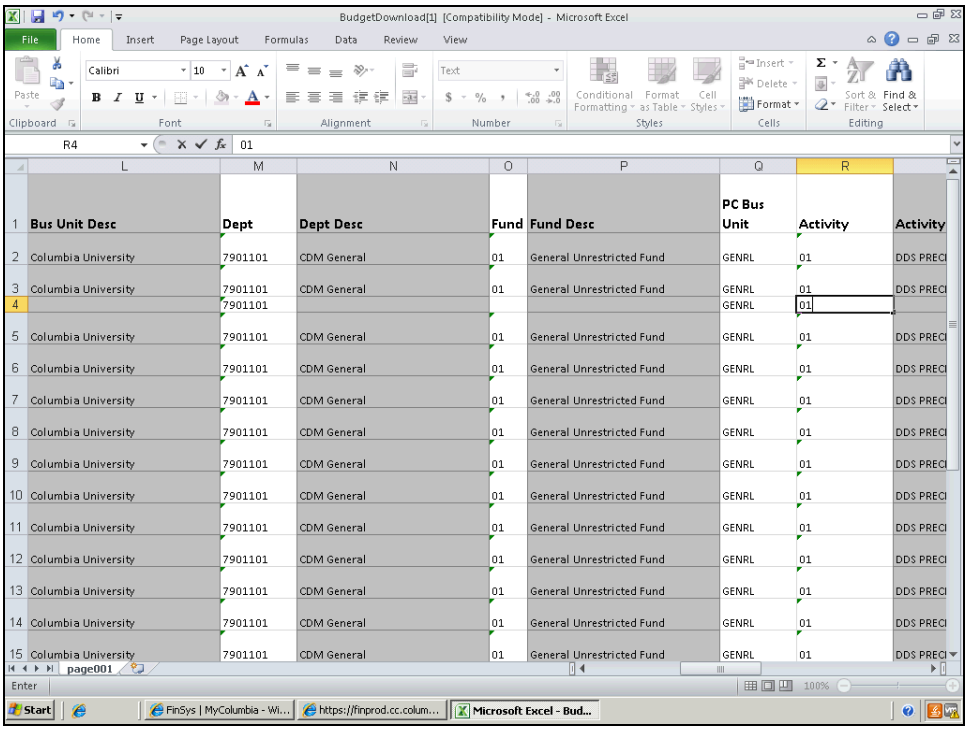


Account	Acct Desc	Bus Unit	Bus Unit Desc	Dept	Dept Desc	Fund	Fund Desc
40500	SCHOOL FEES	COLUM	Columbia University	7901101	CDM General	01	General Unres
61410	OFFICE SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CDM General	01	General Unres
64005		COLUM		7901101			
61450	INSTRUCTIONAL SUPPLY-GENERAL	COLUM	Columbia University	7901101	CDM General	01	General Unres
61500	LAB SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CDM General	01	General Unres
61500	LAB SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CDM General	01	General Unres
61525	LAB SUP-ELETR COMPONENTS	COLUM	Columbia University	7901101	CDM General	01	General Unres
61525	LAB SUP-ELETR COMPONENTS	COLUM	Columbia University	7901101	CDM General	01	General Unres
61555	LAB CHEM- MEDIA/SERA	COLUM	Columbia University	7901101	CDM General	01	General Unres
61600	MEDICAL SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CDM General	01	General Unres
61600	MEDICAL SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CDM General	01	General Unres
61910	MINOR EQUIPMENT-GENERAL	COLUM	Columbia University	7901101	CDM General	01	General Unres
62025	REPRODUCTION COSTS	COLUM	Columbia University	7901101	CDM General	01	General Unres
63450	FREIGHT & PARCEL SHIPPING	COLUM	Columbia University	7901101	CDM General	01	General Unres

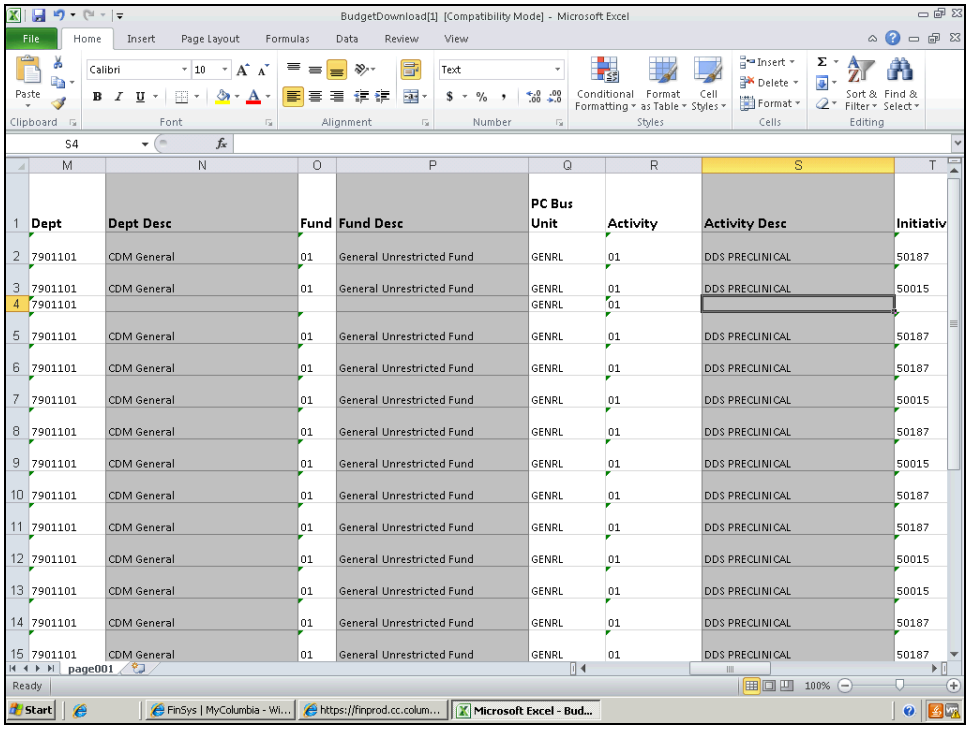
Step	Action
30.	Press **[Right]**.



Step	Action
31.	Enter the desired information into the **PC Bus Unit** field. Enter "**GENRL**".

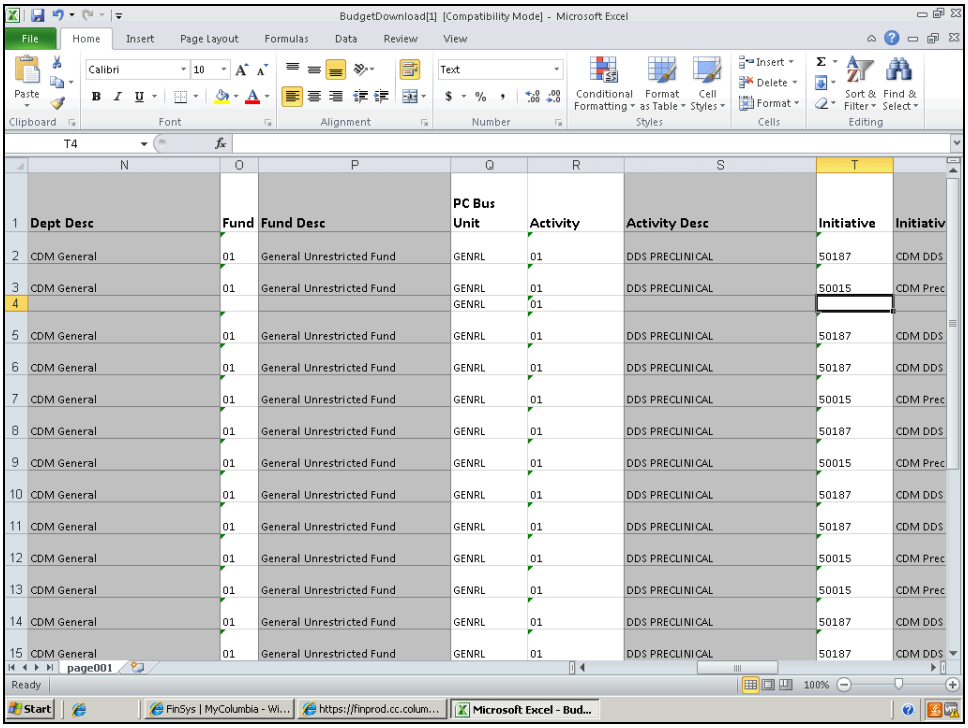


Step	Action
32.	Press **[Right]**.

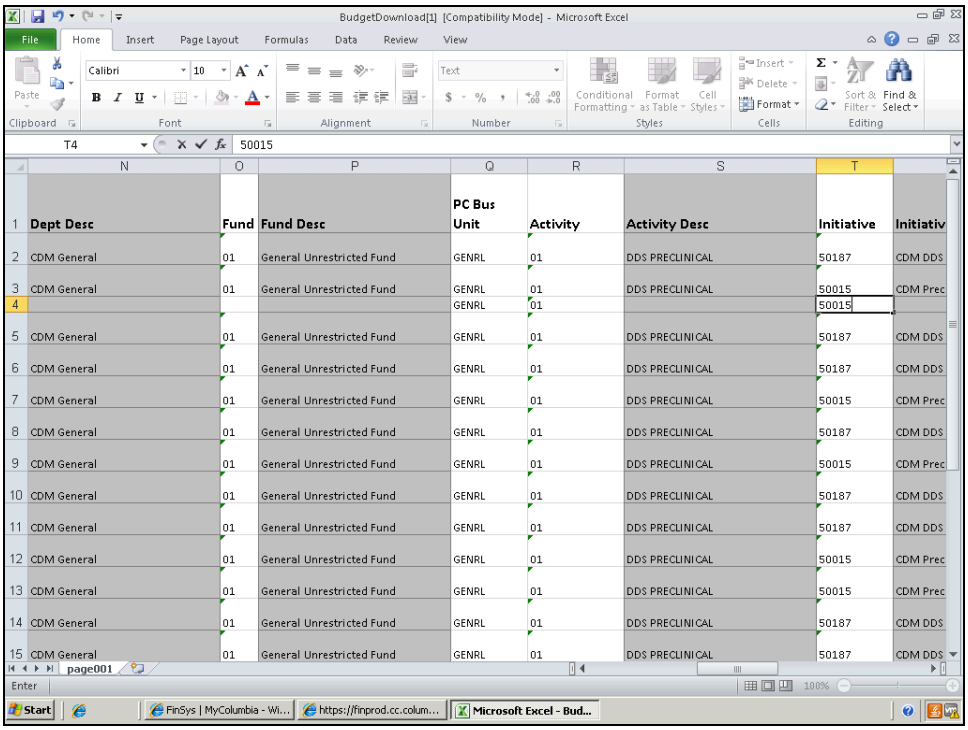


Dept	Dept Desc	Fund	Fund Desc	PC Bus Unit	Activity	Activity Desc	Initiativ
7901101	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187
7901101	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50015
7901101				GENRL	01		
7901101	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187
7901101	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187
7901101	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50015
7901101	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187
7901101	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50015
7901101	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187
7901101	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187
7901101	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50015
7901101	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50015
7901101	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187
7901101	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187

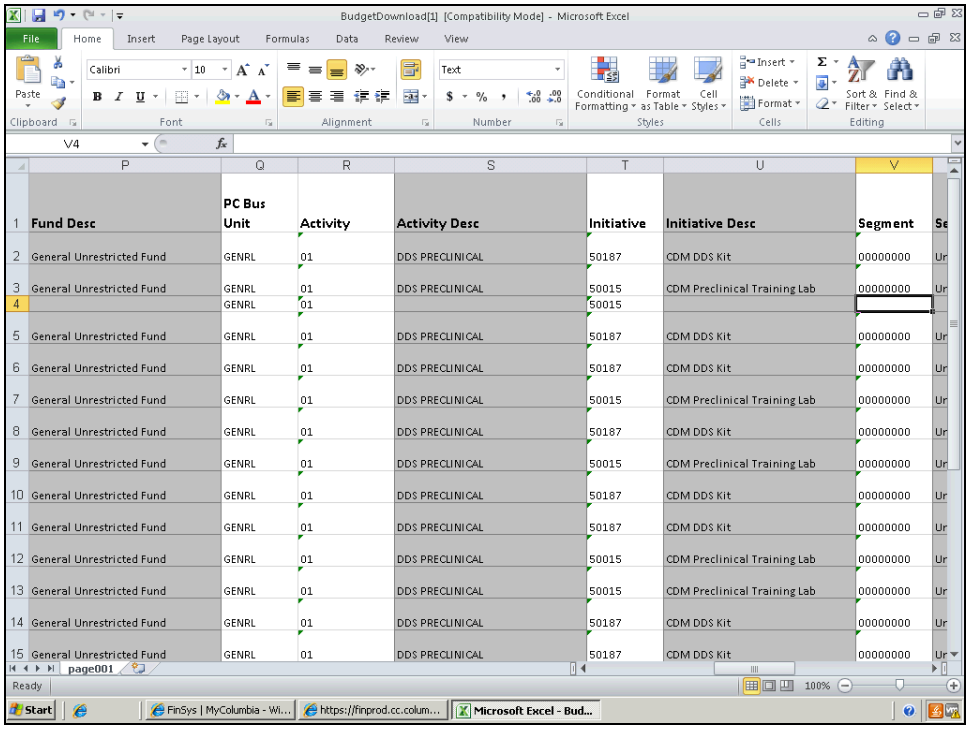
Step	Action
33.	Press **[Right]**.



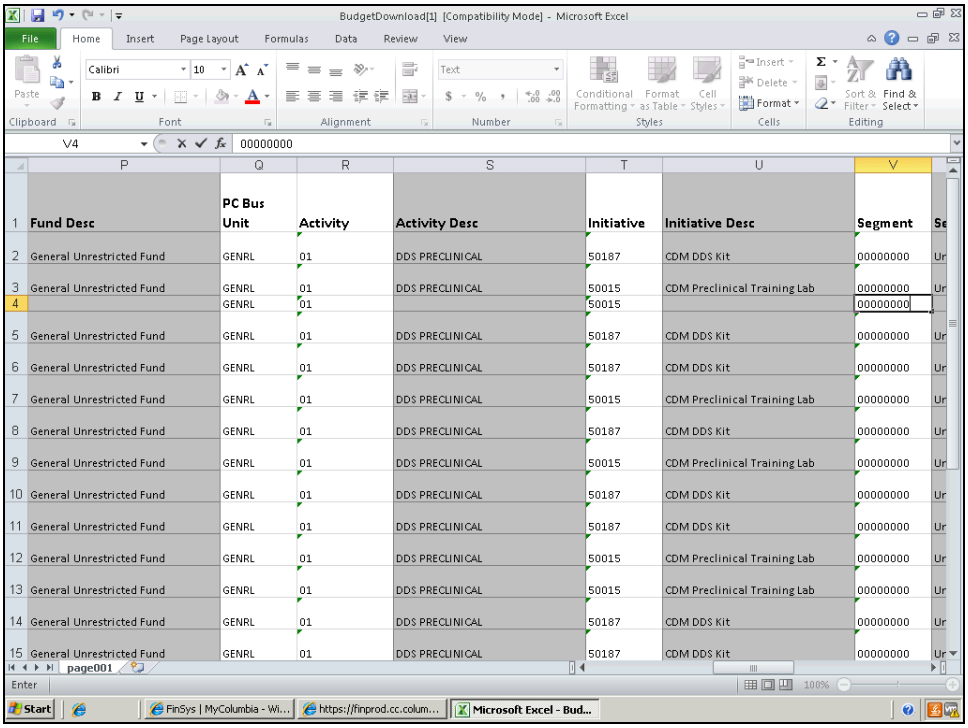
Step	Action
34.	Enter the desired information into the **Initiative** field. Enter "**50015**".



Step	Action
35.	Press **[Right]**.

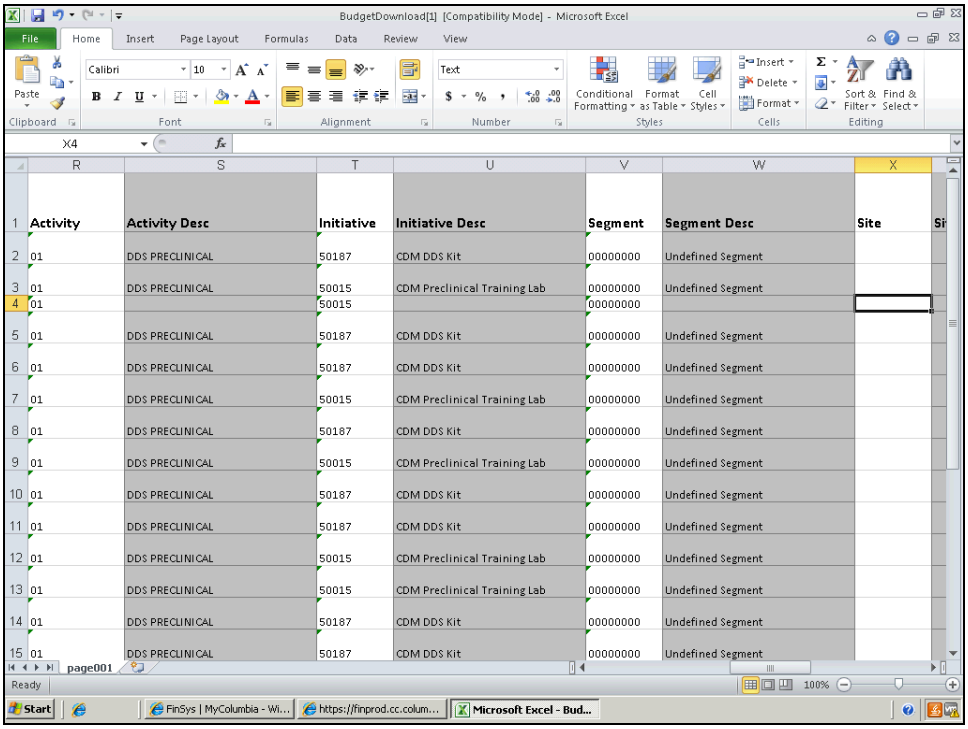


Step	Action
36.	Enter the desired information into the **Segment** field. Enter "**00000000**".



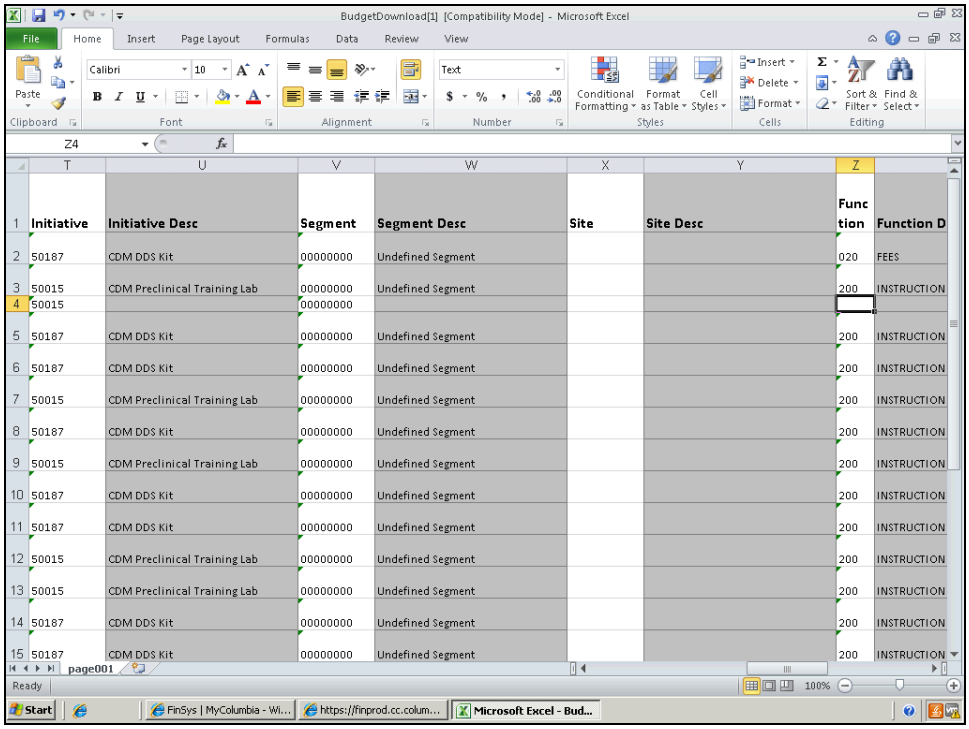
P	Q	R	S	T	U	V
Fund Desc	**PC Bus Unit**	**Activity**	**Activity Desc**	**Initiative**	**Initiative Desc**	**Segment**
General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000
General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50015	CDM Preclinical Training Lab	00000000
	GENRL	01		50015		00000000
General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000
General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000
General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50015	CDM Preclinical Training Lab	00000000
General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000
General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50015	CDM Preclinical Training Lab	00000000
General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000
General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000
General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50015	CDM Preclinical Training Lab	00000000
General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50015	CDM Preclinical Training Lab	00000000
General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000
General Unrestricted Fund	GENRL	01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000

Step	Action
37.	Press **[Right]**.

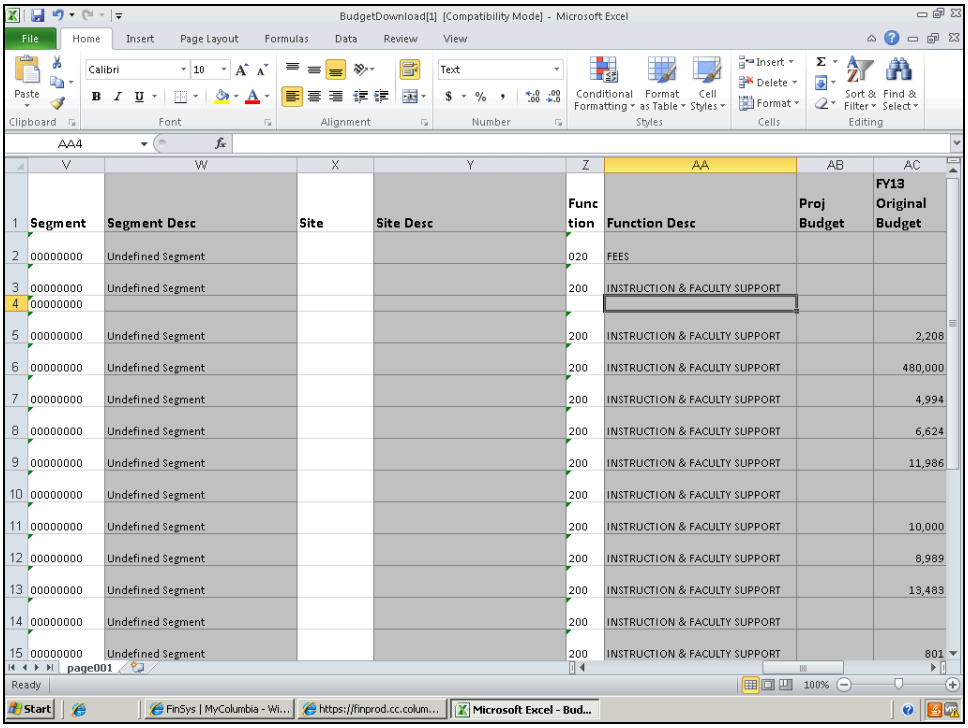


R	S	T	U	V	W	X
Activity	**Activity Desc**	**Initiative**	**Initiative Desc**	**Segment**	**Segment Desc**	**Site**
01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000	Undefined Segment	
01	DDS PRECLINICAL	50015	CDM Preclinical Training Lab	00000000	Undefined Segment	
01		50015		00000000		
01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000	Undefined Segment	
01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000	Undefined Segment	
01	DDS PRECLINICAL	50015	CDM Preclinical Training Lab	00000000	Undefined Segment	
01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000	Undefined Segment	
01	DDS PRECLINICAL	50015	CDM Preclinical Training Lab	00000000	Undefined Segment	
01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000	Undefined Segment	
01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000	Undefined Segment	
01	DDS PRECLINICAL	50015	CDM Preclinical Training Lab	00000000	Undefined Segment	
01	DDS PRECLINICAL	50015	CDM Preclinical Training Lab	00000000	Undefined Segment	
01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000	Undefined Segment	
01	DDS PRECLINICAL	50187	CDM DDS Kit	00000000	Undefined Segment	

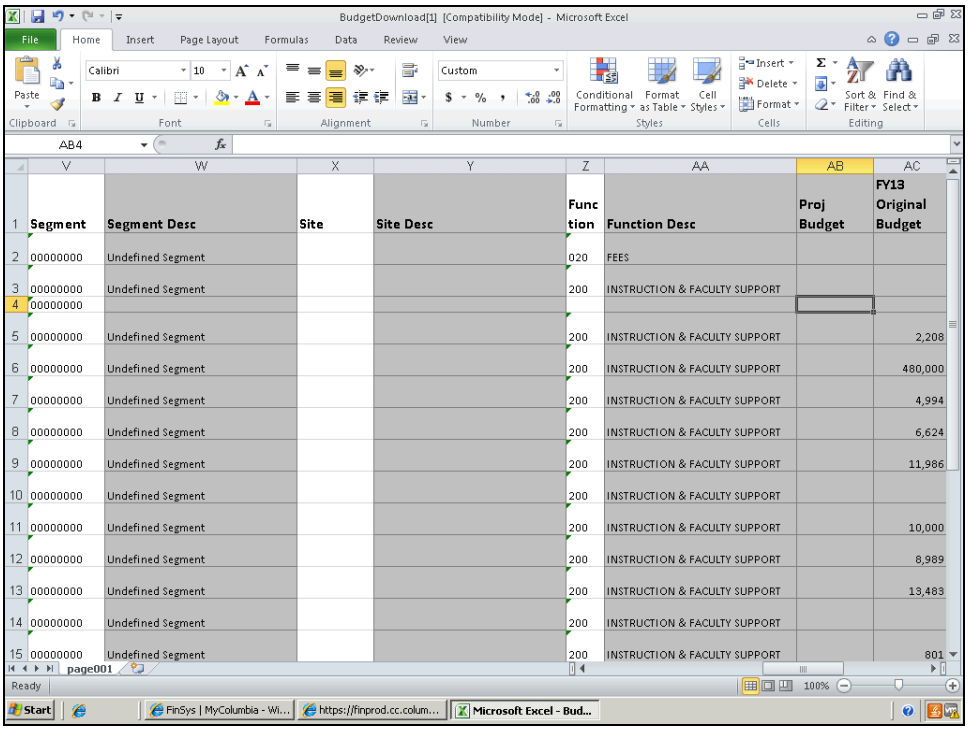
Step	Action
38.	Press **[Right]**.



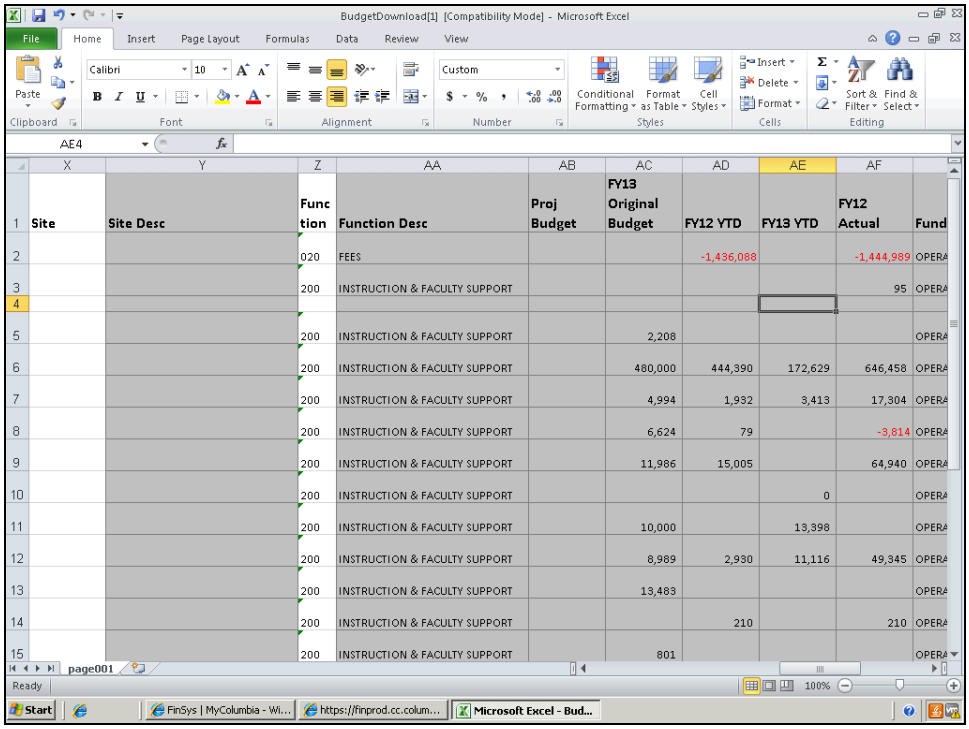
Step	Action
39.	Press **[Right]**.



Step	Action
40.	Press **[Right]**.

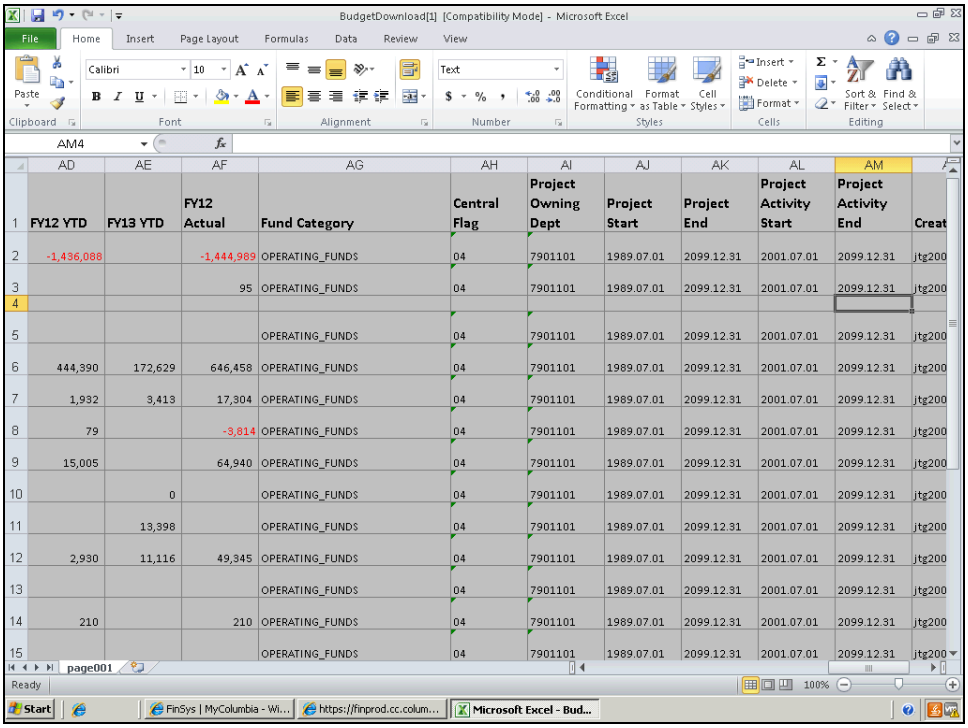


Step	Action
41.	Press **[Right]**.

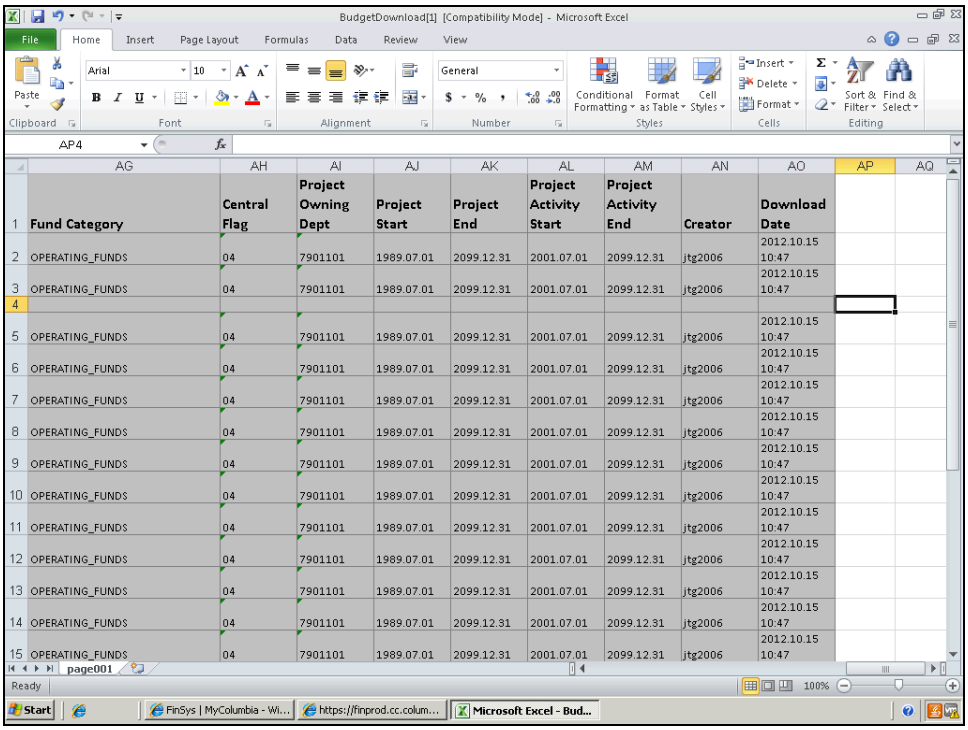


Site	Site Desc	Function	Function Desc	Proj Budget	FY13 Original Budget	FY12 YTD	FY13 YTD	FY12 Actual	Fund
		020	FEES			-1,436,088		-1,444,989	OPERA
		200	INSTRUCTION & FACULTY SUPPORT					95	OPERA
		200	INSTRUCTION & FACULTY SUPPORT		2,208				OPERA
		200	INSTRUCTION & FACULTY SUPPORT		480,000	444,390	172,629	646,458	OPERA
		200	INSTRUCTION & FACULTY SUPPORT		4,994	1,932	3,413	17,304	OPERA
		200	INSTRUCTION & FACULTY SUPPORT		6,624	79		-3,814	OPERA
		200	INSTRUCTION & FACULTY SUPPORT		11,986	15,005		64,940	OPERA
		200	INSTRUCTION & FACULTY SUPPORT				0		OPERA
		200	INSTRUCTION & FACULTY SUPPORT		10,000		13,398		OPERA
		200	INSTRUCTION & FACULTY SUPPORT		8,989	2,930	11,116	49,345	OPERA
		200	INSTRUCTION & FACULTY SUPPORT		13,483				OPERA
		200	INSTRUCTION & FACULTY SUPPORT			210		210	OPERA
		200	INSTRUCTION & FACULTY SUPPORT		801				OPERA

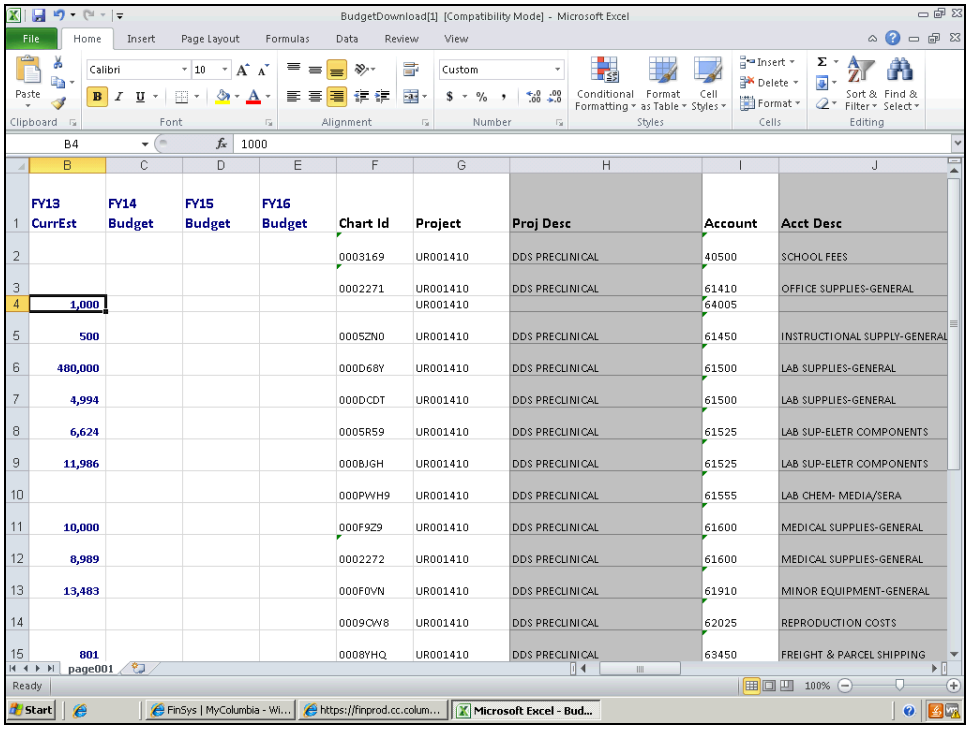
Step	Action
42.	Press **[Right]**.



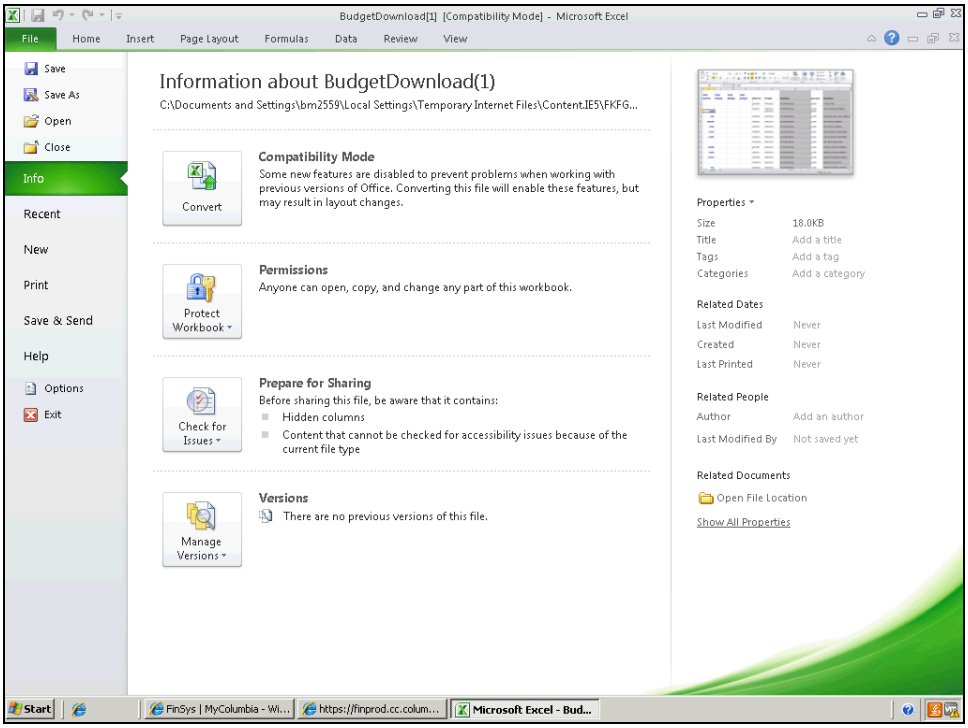
Step	Action
43.	Press **[Right]**.



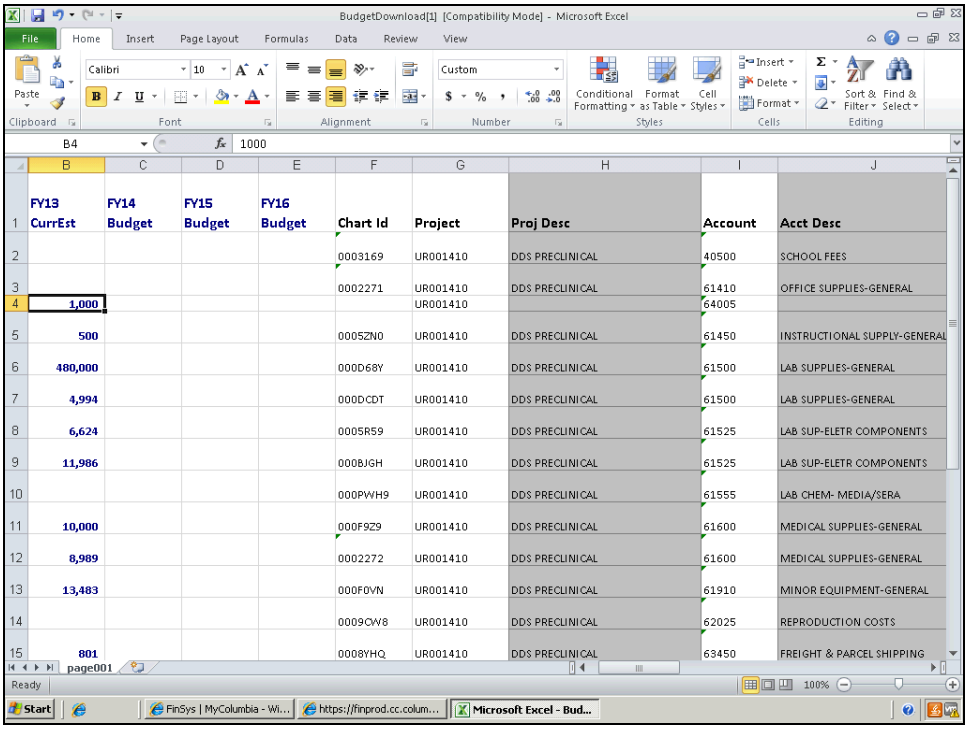
Step	Action
44.	Press **[Home]**.



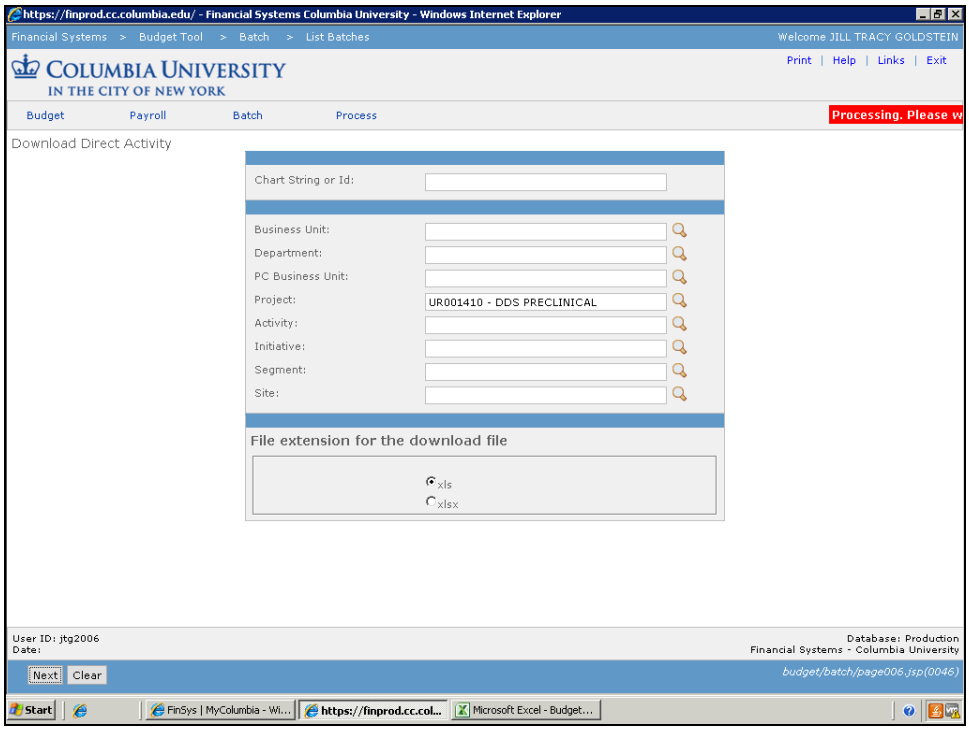
Step	Action
45.	When finished in Excel, save the file to upload to the Budget Tool and choose Direct Activity for the type of fixed format to upload. Click the **File Tab** button.



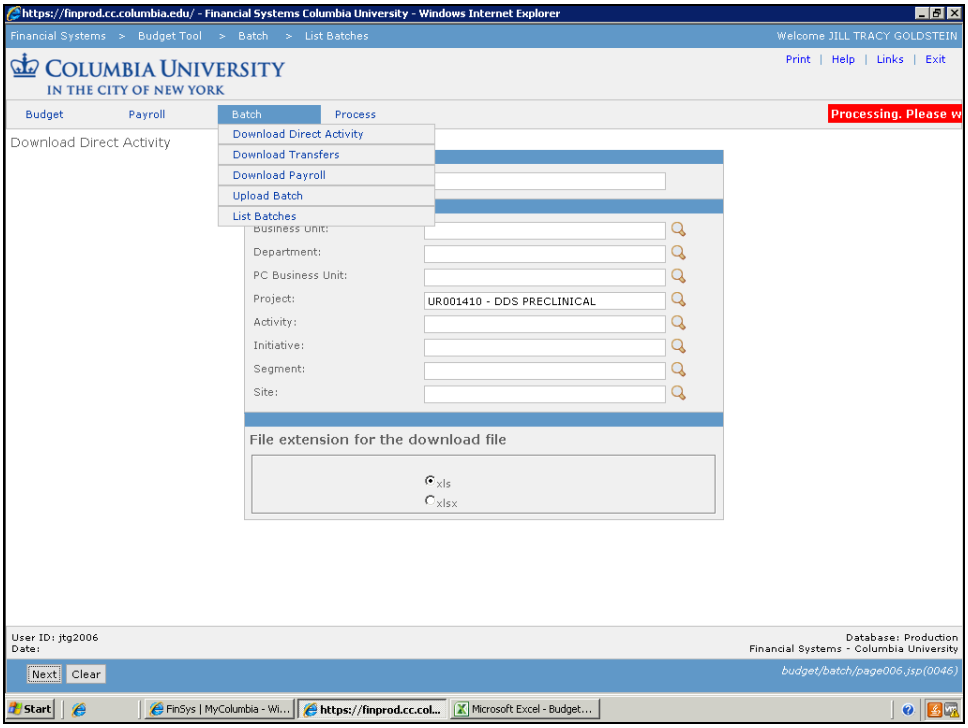
Step	Action
46.	Click the **Save** menu. Save



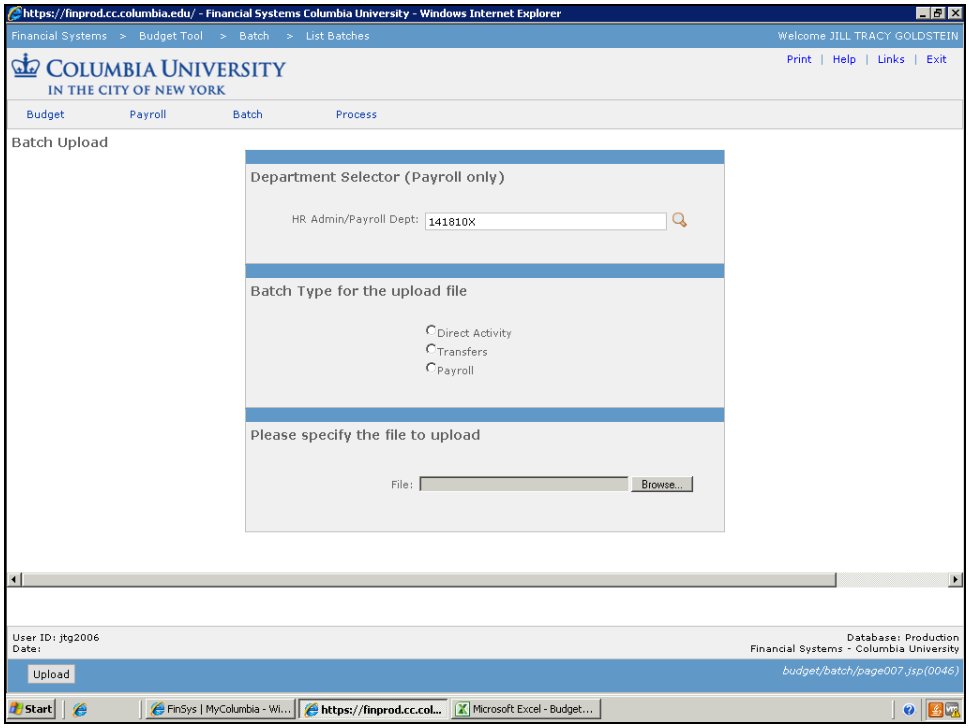
Step	Action
47.	Click the **Minimize** button.



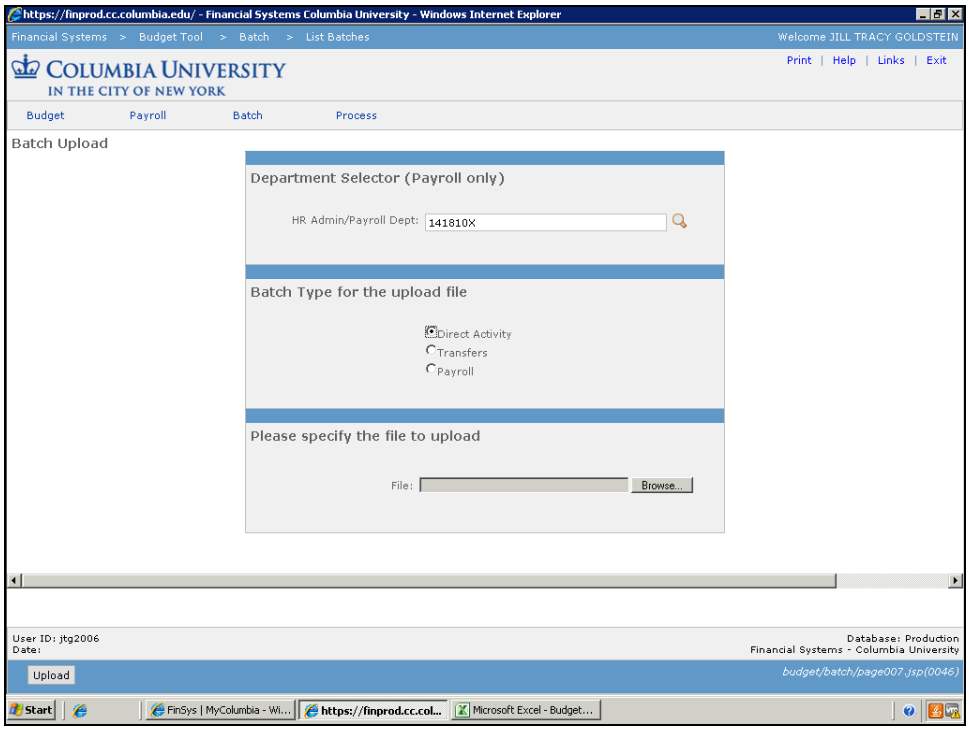
Step	Action
48.	Point to the **Batch** link.



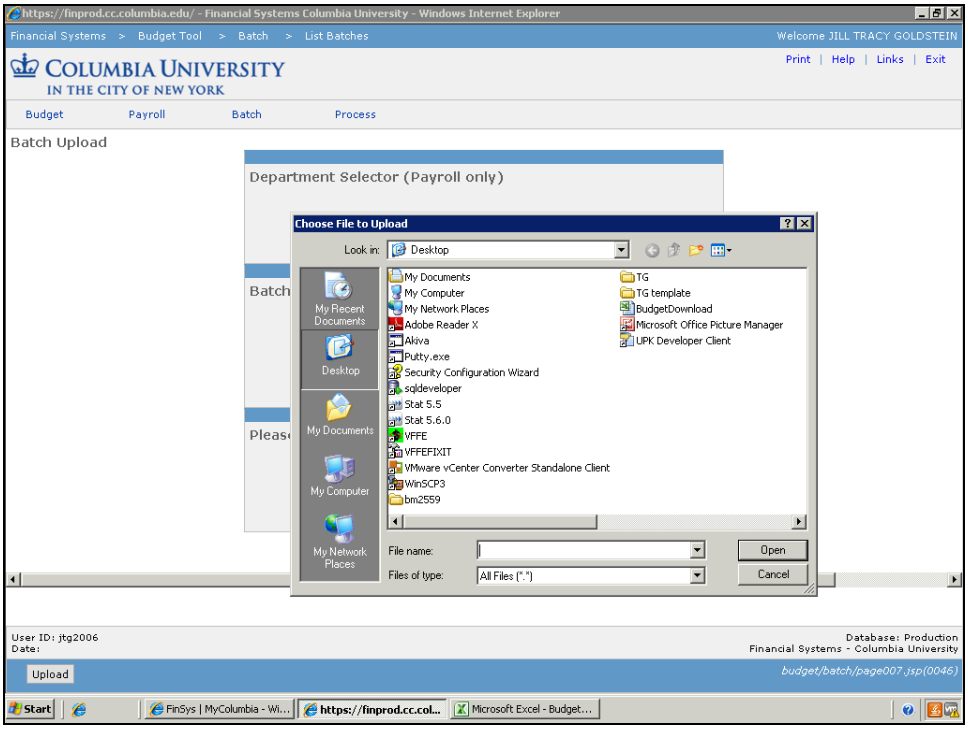
Step	Action
49.	"Upload" from the Batch Upload screen will automatically validate the batch file and show any records with errors or confirm that there are zero errors in a Batch Error Report. No budget changes made will be an error. If the user does not have access to all of the ChartStrings in the batch to see the validation results a message will be issued. If there are errors in the batch, they will be listed with detailed error messages for the user to go back to the spreadsheet to make all corrections and re-upload again. When validating, the system will issue an error message if there is an existing transaction in process for any ChartString in the batch. Click the **Upload Batch** link. Upload Batch

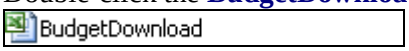


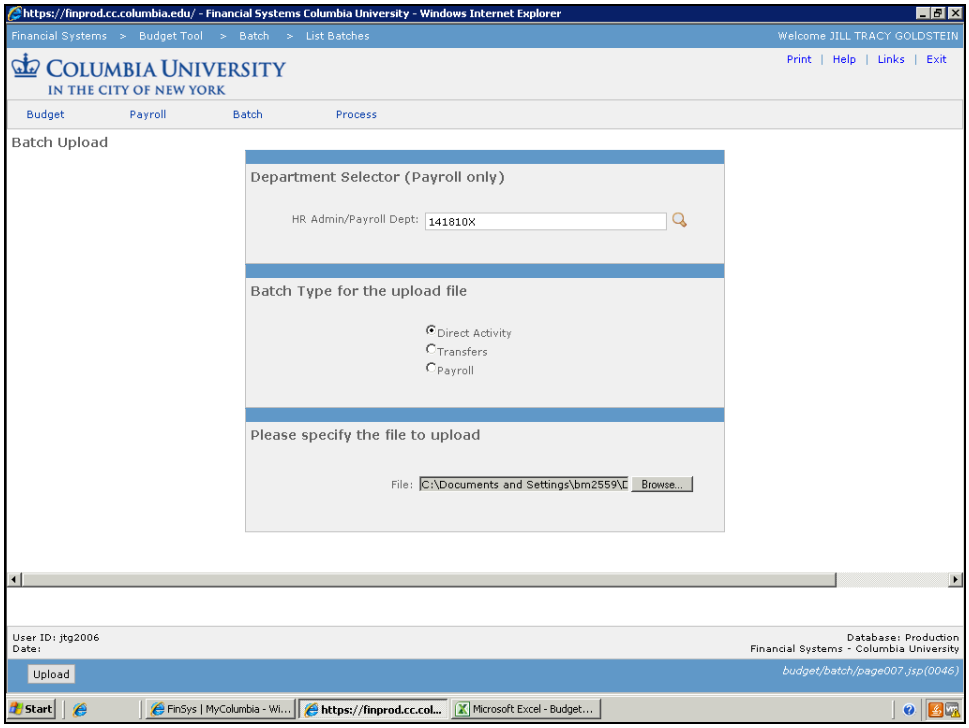
Step	Action
50.	Click the **Direct Activity** option.



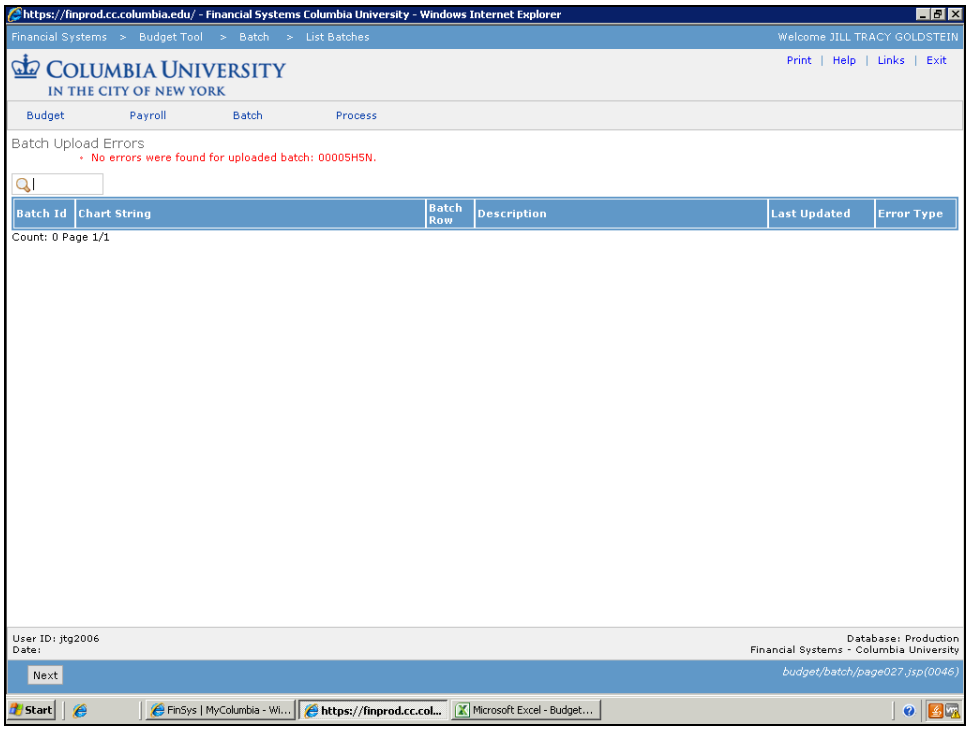
Step	Action
51.	Click the **Browse...** button.



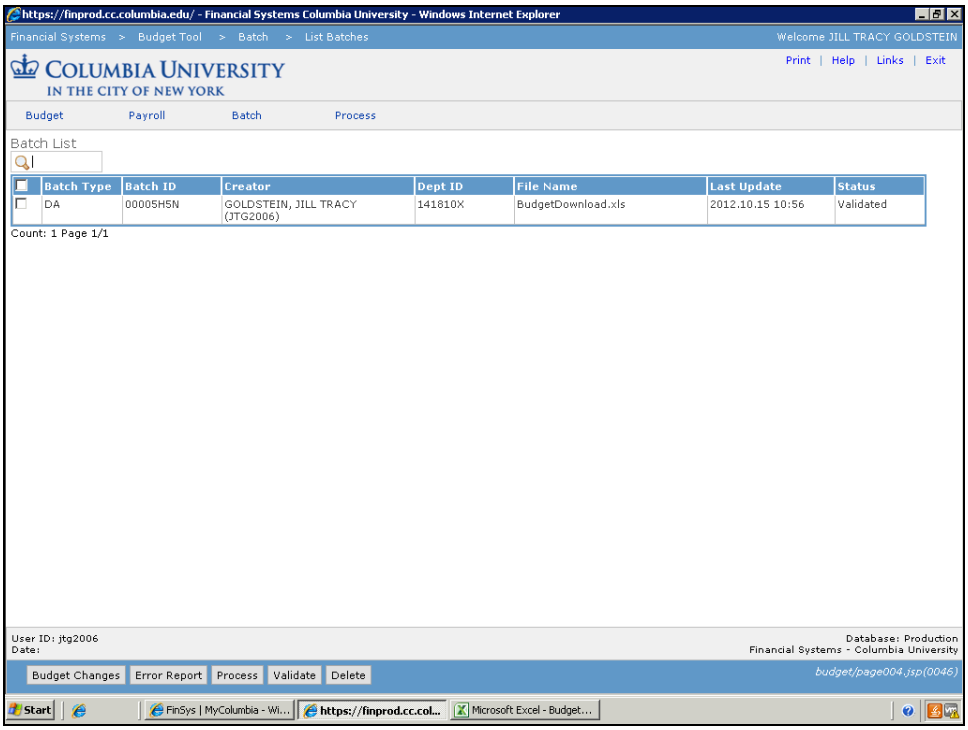
Step	Action
52.	Double-click the **BudgetDownload** list item. 



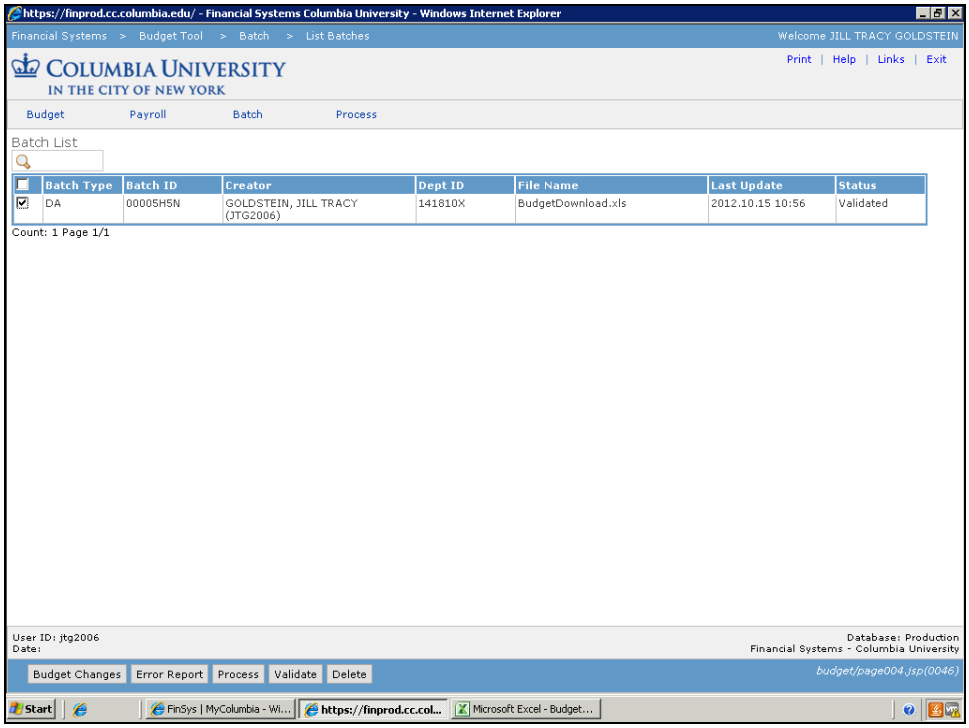
Step	Action
53.	Click the **Upload** button. Upload



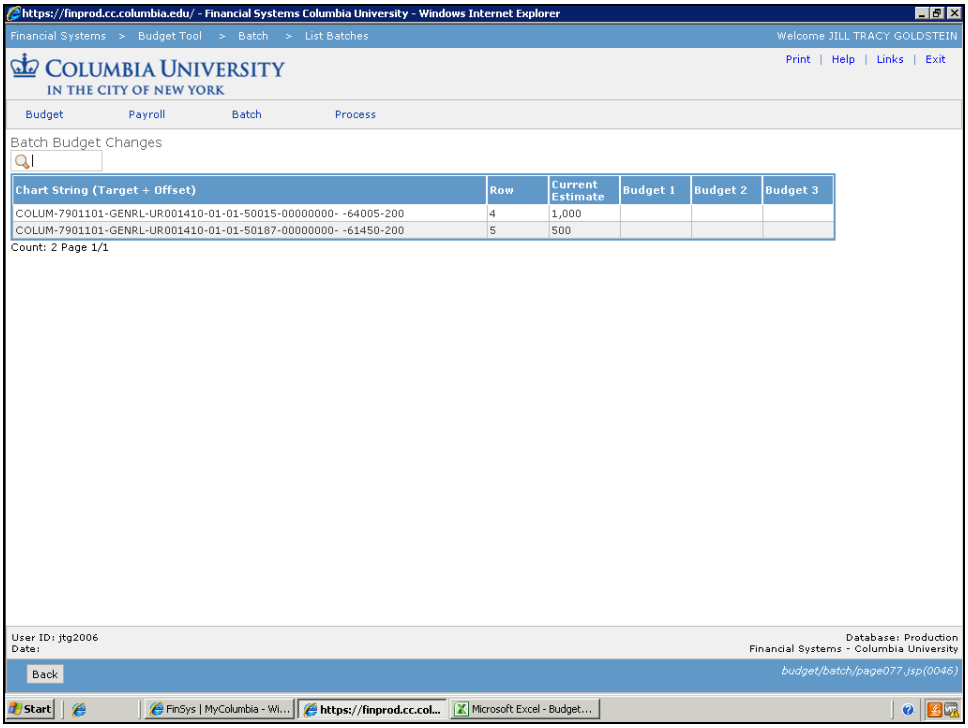
Step	Action
54.	Click the **Next** button.



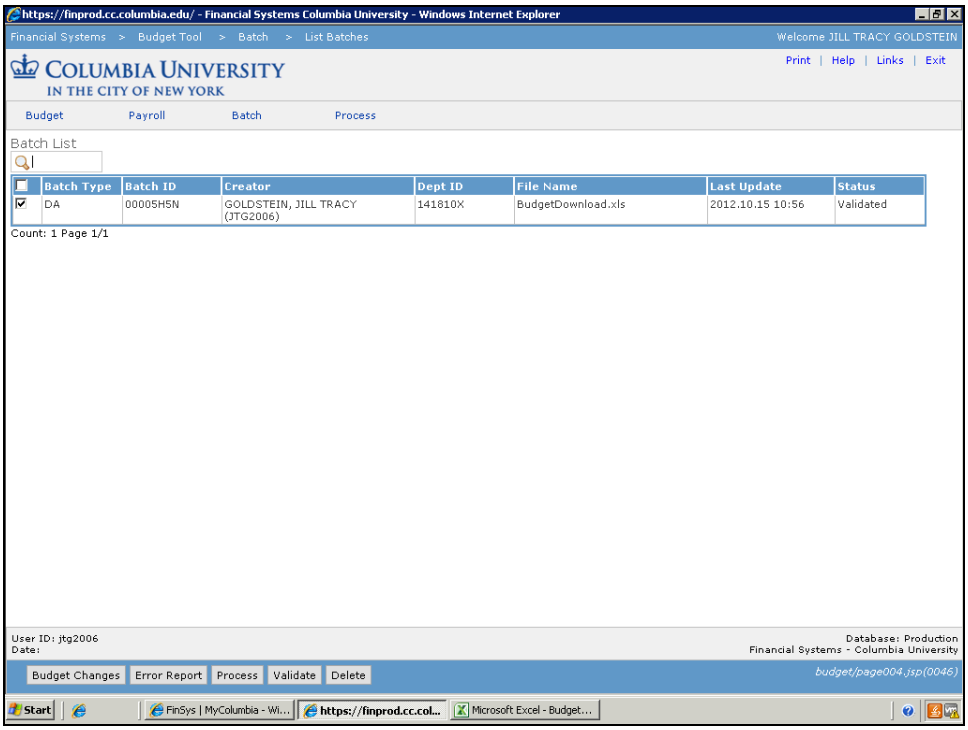
Step	Action
55.	List Batches shows all of the batches uploaded but not yet processed by the department. The Batch department is the home department in the user profile of the individual uploading the file. The list of batches that you can see are those whose Batch Department is a department that you have access to in your user profile. A user can upload a spreadsheet with revisions to a department that is not present in their security profile, but they will not be able to Budget Changes, Process, or Error Report if they do not have access to all ChartStrings within the contents of the batch. If you upload a batch containing ChartStrings that you do not have access to, you will only be able to list the batch. The “Delete” button deletes the batch selected. Click the **DA** option.



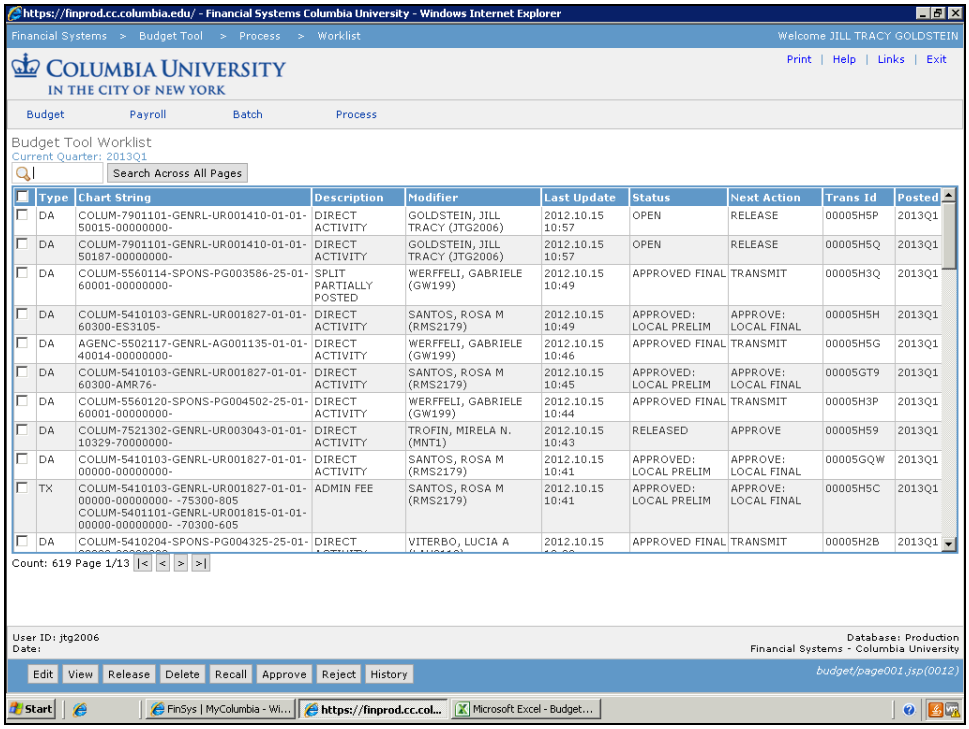
Step	Action
56.	"Budget Changes" is to review details of what has changed to current budgets. Errors are shown in the Error Report. After all of the errors have been corrected and there are zero errors,"Budget Changes" will show all of the revisions that were made in the Excel template, uploaded and are going to process. Click the **Budget Changes** button. Budget Changes



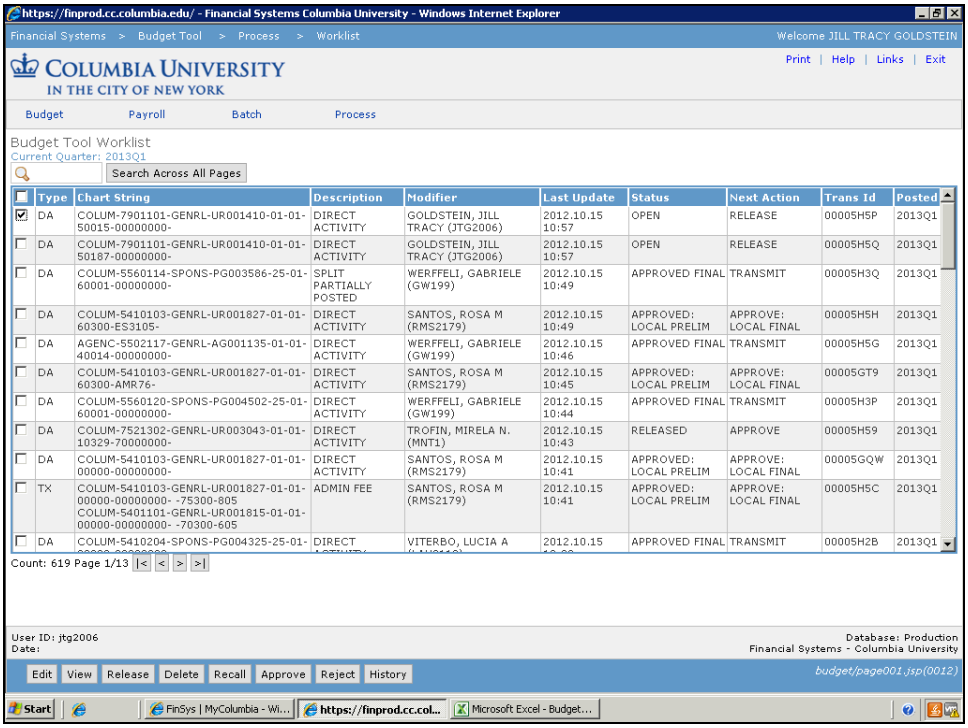
Step	Action
57.	Click the **Back** button.



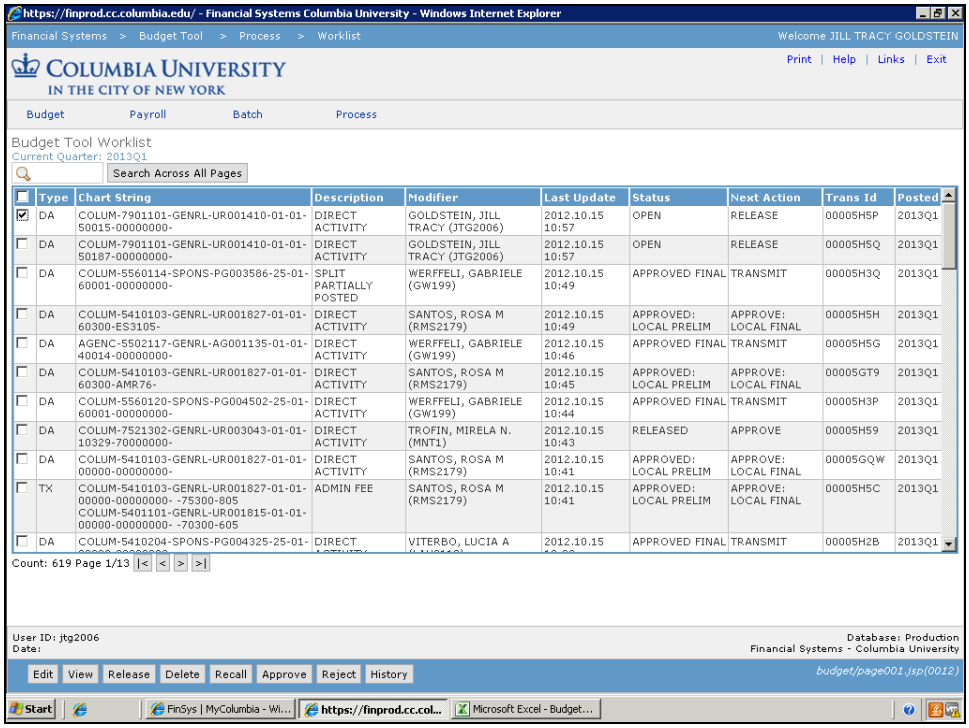
Step	Action
58.	Click the **Process** button. Process



Step	Action
59.	Click the **transaction**.



Step	Action
60.	To see the Direct Activity transaction contents, click the **View** button. The transaction will have an Open status and will need to be released and finally approved to be posted to ARC.



Step	Action
61.	You have completed the Batch Upload for Direct Activity. **End of Procedure.**

Transfers

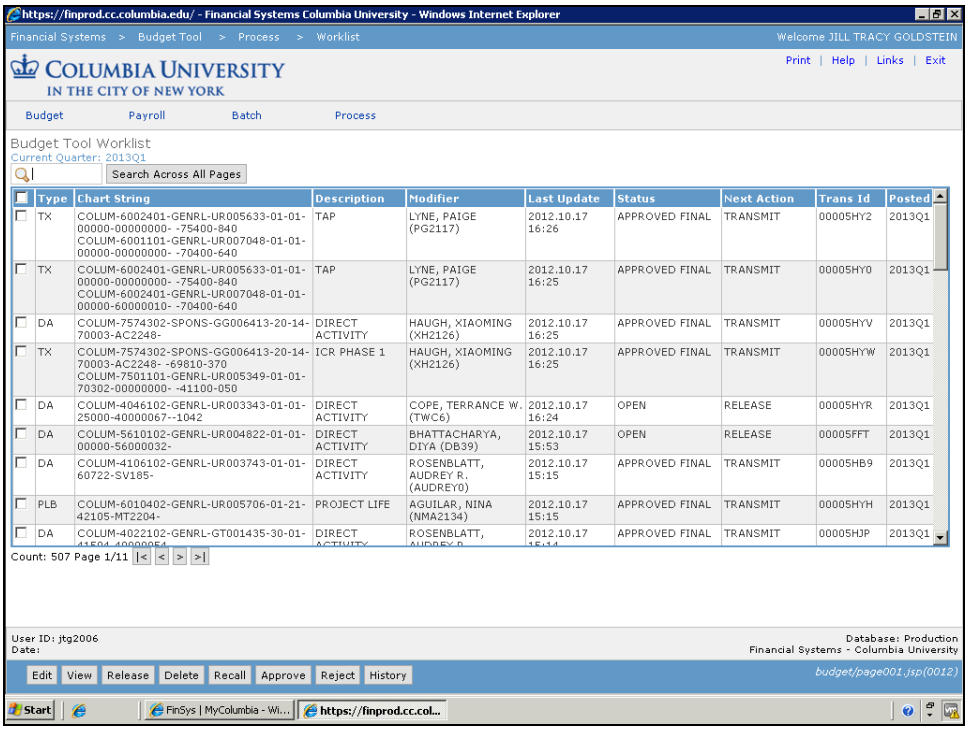
The Batch Transfers module provides the ability to upload large numbers of ChartStrings and transfer accounts for multiple fiscal years from an Excel spreadsheet in the Budget Tool. A user downloads a template from the Transfers Download Selector page, revises transfer accounts in the template, and uploads the changes to the Budget Tool. Upon successful validation, the uploaded batch is processed and transactions are created in the Worklist.

7-X series accounts (transfers) are budgeted with Transfers download. The journal line reference of a transfer is a unique identifier that is automatically assigned to relate the DR side and CR side of the transfer for each budget period or fiscal year in ARC.

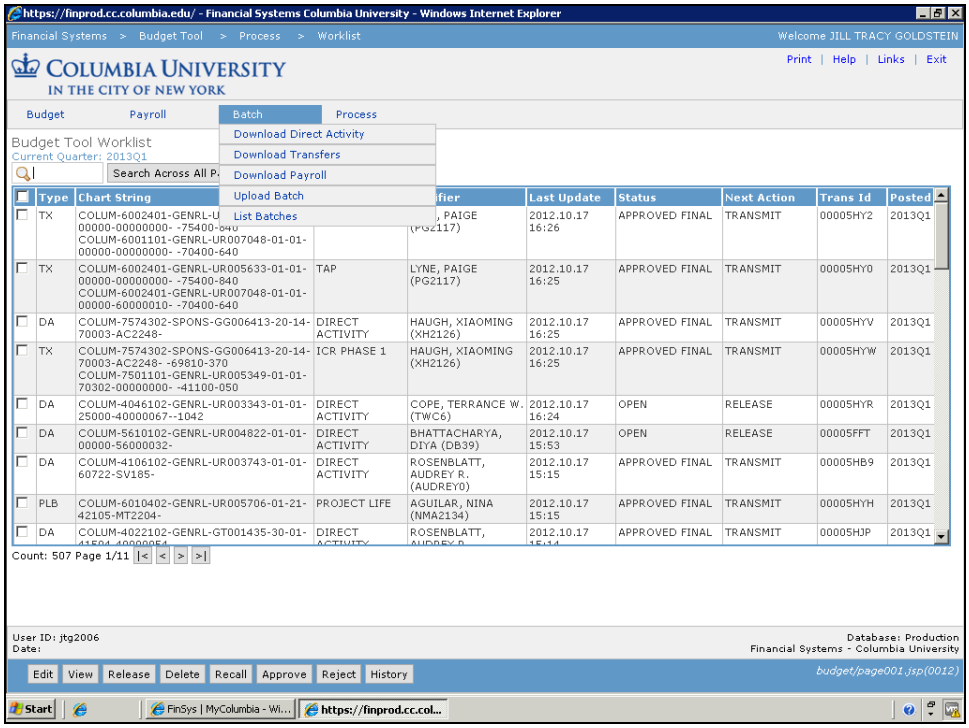
The user manages transactions that can be created via the Transfers online and the Batch Transfers upload. You cannot have two active transactions for the same ChartString regardless of the fiscal year revised. The user will be prompted that the ChartString is in an existing transaction and cannot be edited. The existing transaction must be finally approved and sent to the GL or recalled and deleted before a new one can be created.

Procedure

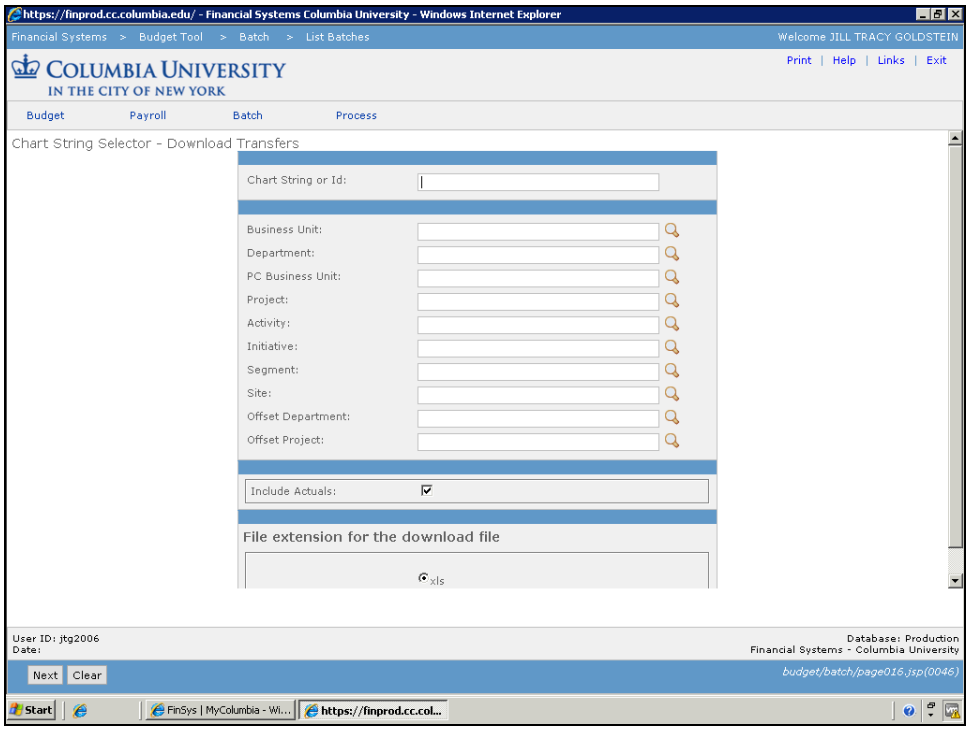
This topic provides guidance on how to download Transfers.



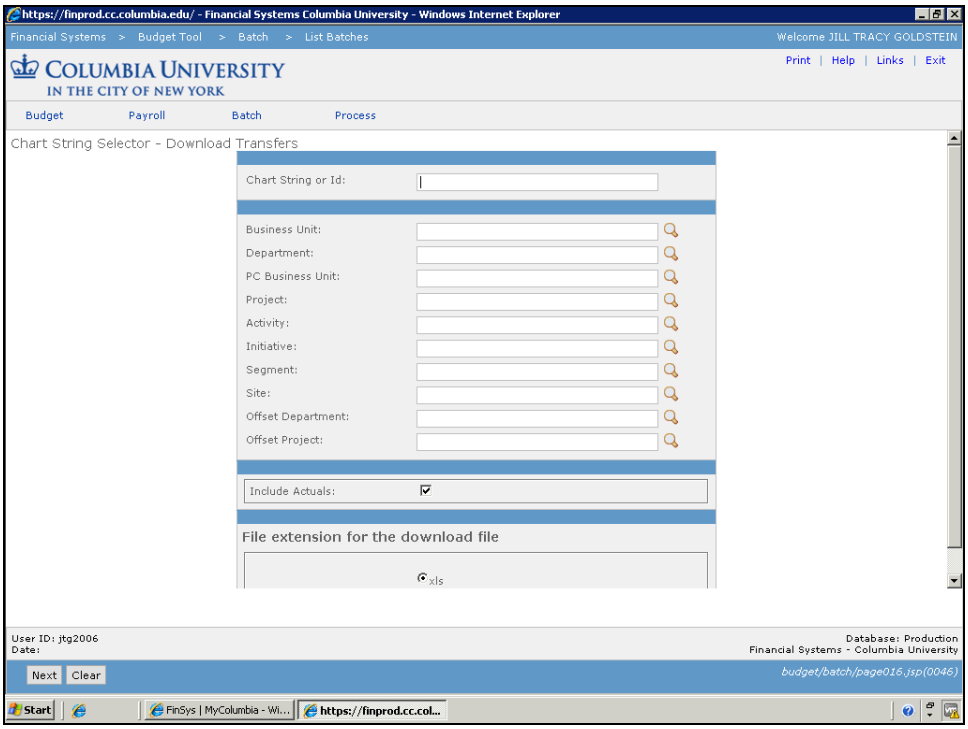
Step	Action
1.	Point to the **Batch** link.



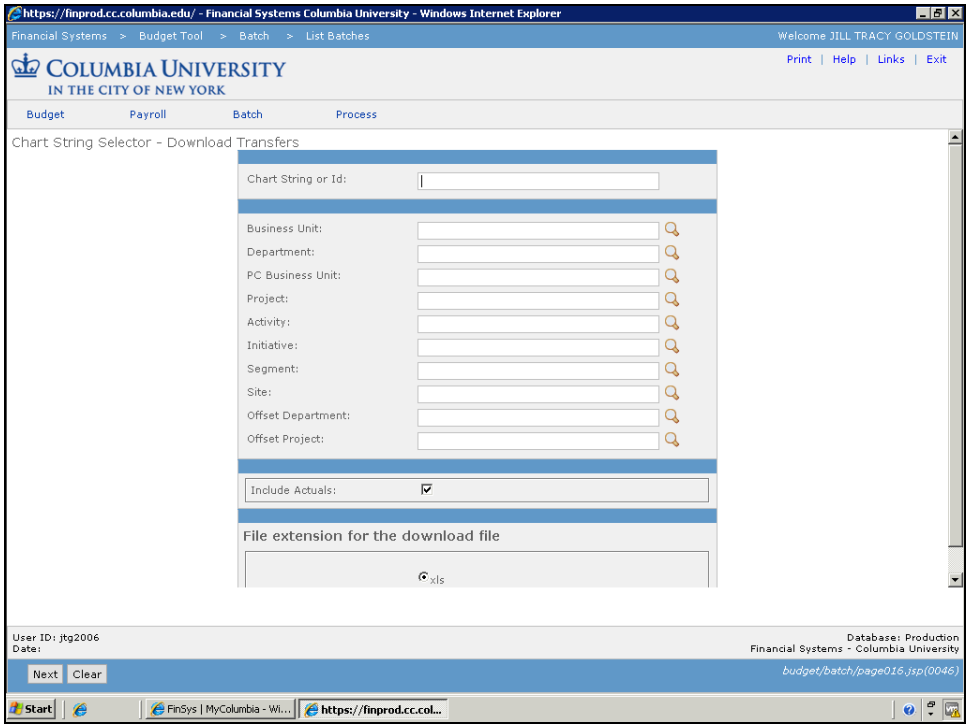
Step	Action
2.	Click the **Download Transfers** link. Download Transfers



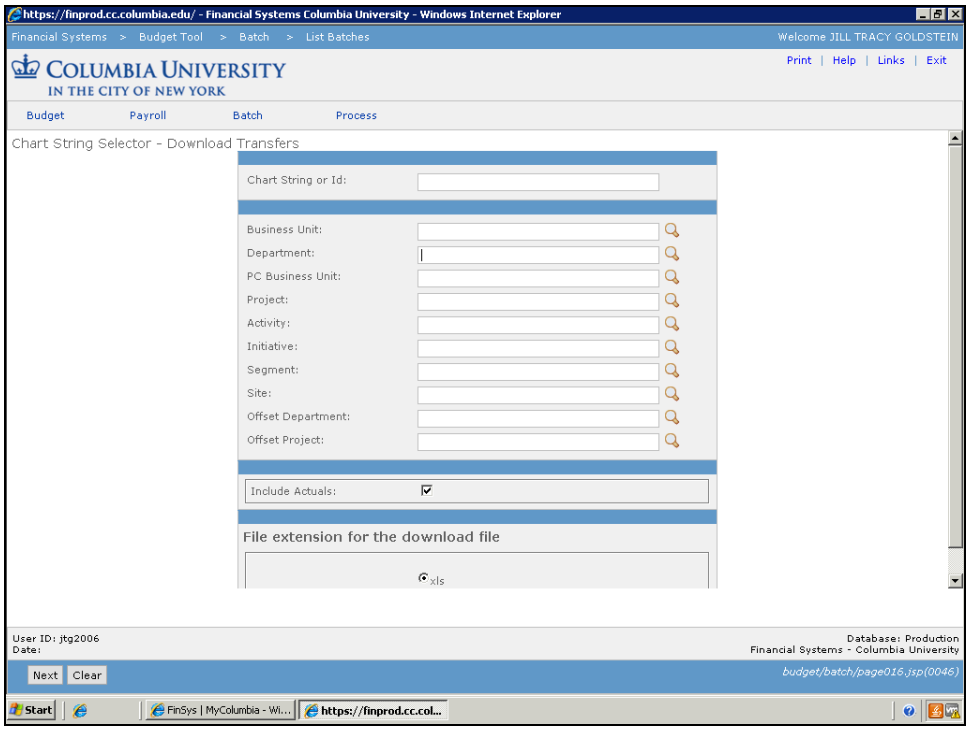
Step	Action
3.	The **Batch Transfers Download Selector** page is used for retrieving a group of ChartString combinations to be budgeted in the Excel template. There are new filter choices for Offset Department and Project as well as a filter choice to include Actuals or not. Upon "Next", a Windows dialog box comes up prompting the user to "Open", "Save" or "Cancel". After choosing a file name and folder to save, the template opens in Excel. Using filters to limit the size of the downloaded file will improve download performance.



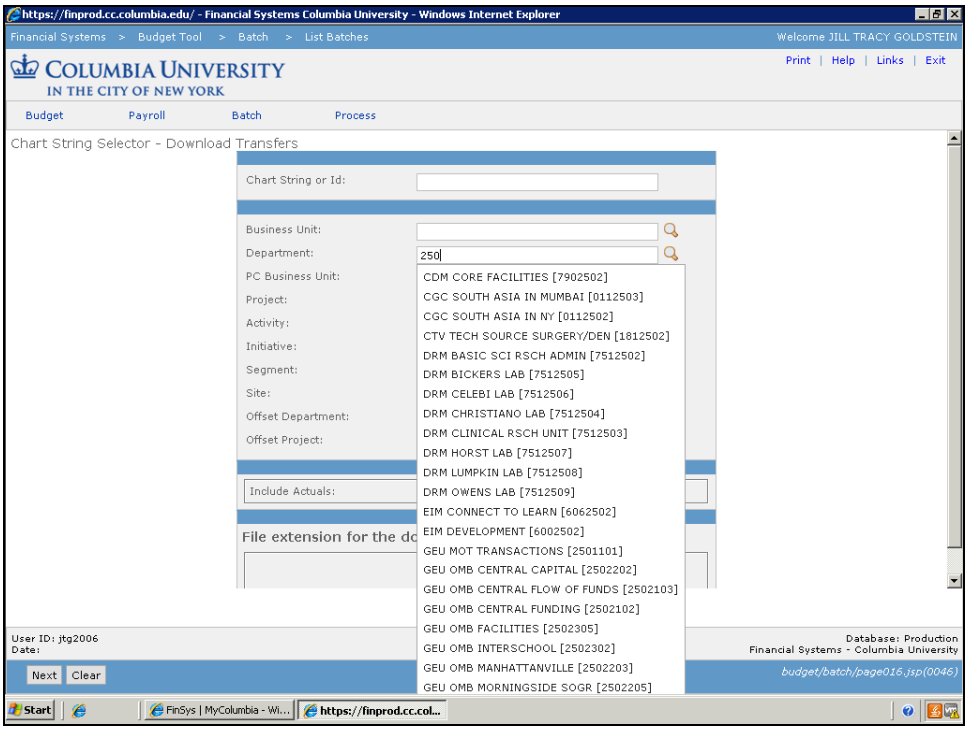
Step	Action
4.	If a ChartString has an in process transaction, the latest current estimate and future year budget values will be retrieved to be downloaded. Like Transfers online, only accounts with budgets or actuals will be shown. When validating, the system will issue an error message if there is an existing transfer transaction in process for this ChartString combination in the batch.



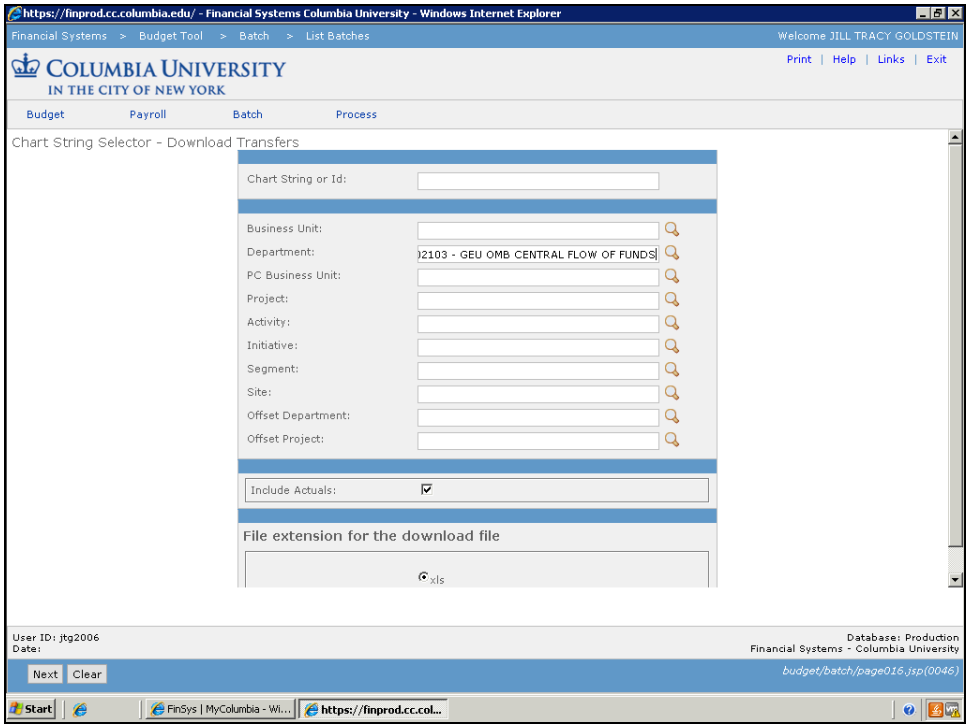
Step	Action
5.	Click in the **Department:** field.



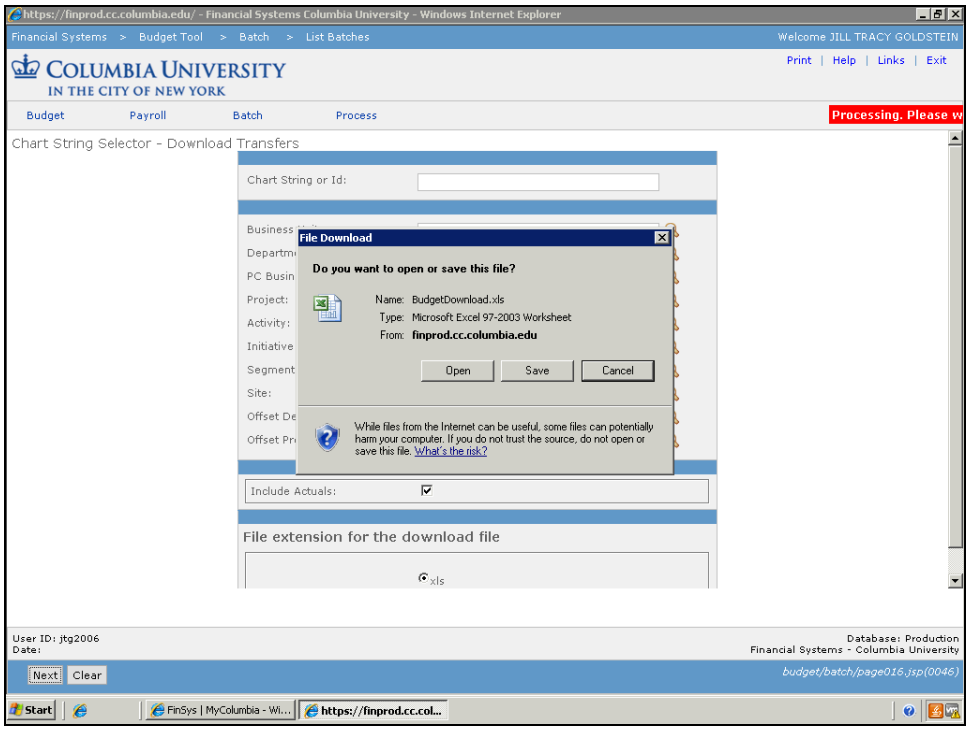
Step	Action
6.	Enter the desired information into the **Department:** field. Enter "**250**".



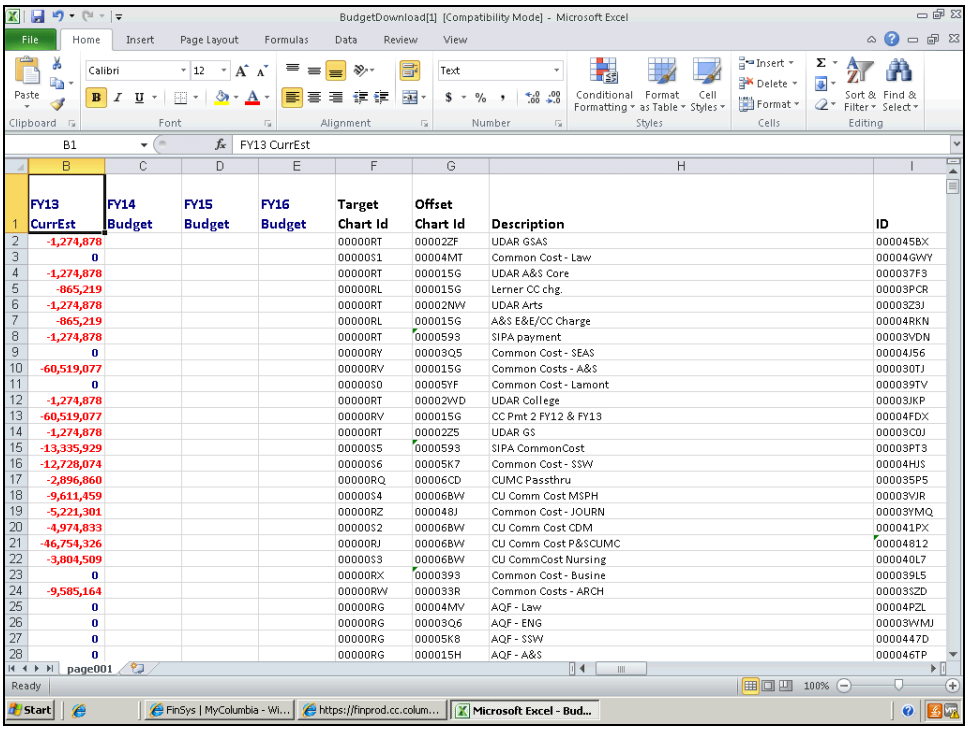
Step	Action
7.	Click the **GEU OMB CENTRAL FLOW OF FUNDS [2502103]** link. GEU OMB CENTRAL FLOW OF FUNDS [2502103]



Step	Action
8.	Click the **Next** button.

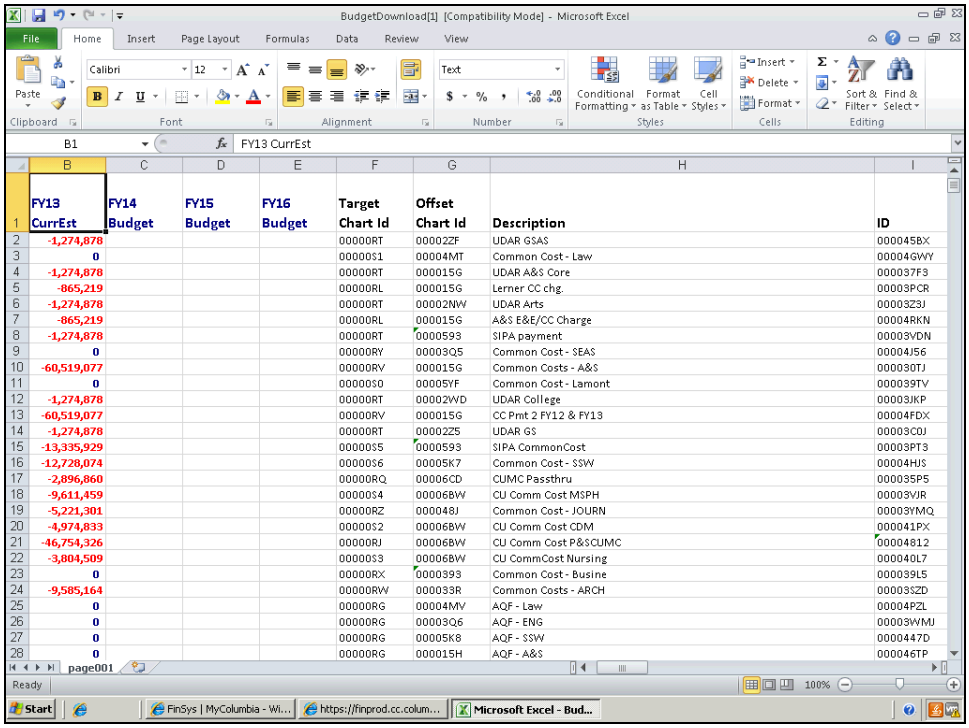


Step	Action
9.	Click the **Open** button. Open



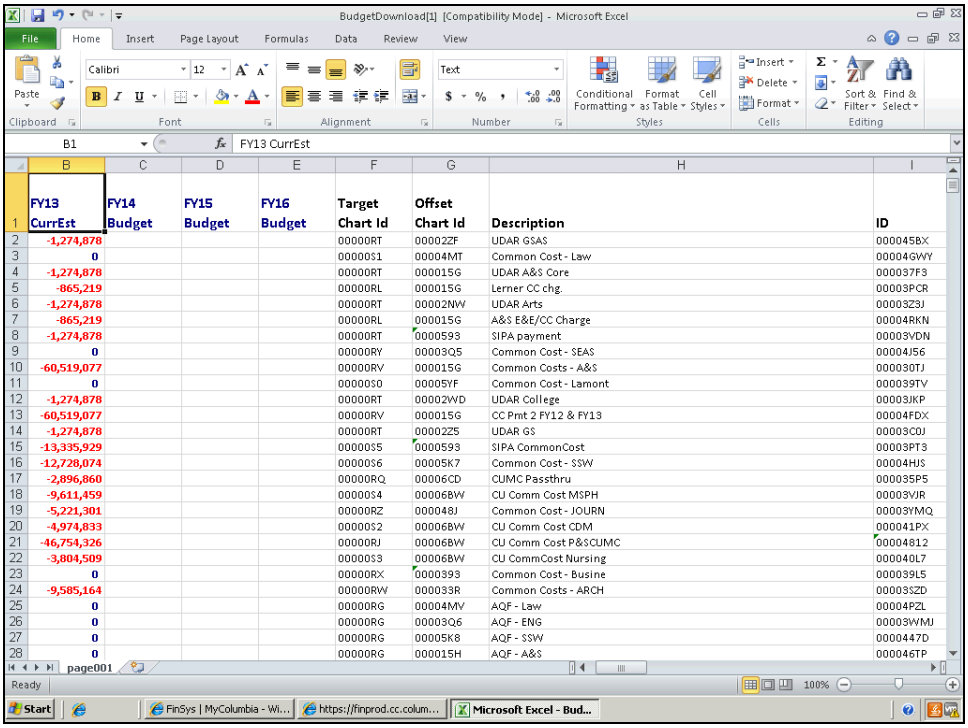
FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Target Chart Id	Offset Chart Id	Description	ID
-1,274,878				00000RT	000022F	UDAR GSAS	000045BX
0				00000S1	00004MT	Common Cost - Law	00004GWY
-1,274,878				00000RT	000015G	UDAR A&S Core	000037F3
-865,219				00000RL	000015G	Lerner CC chg.	00003PCR
-1,274,878				00000RT	00002NW	UDAR Arts	00003Z3J
-865,219				00000RL	000015G	A&S E&E/CC Charge	00004RKN
-1,274,878				00000RT	0000593	SIPA payment	00003VDN
0				00000RY	00003Q5	Common Cost - SEAS	00004J56
-60,519,077				00000RV	000015G	Common Costs - A&S	000030TJ
0				00000S0	00005YF	Common Cost - Lamont	000039TV
-1,274,878				00000RT	00002WD	UDAR College	00003JKP
-60,519,077				00000RV	000015G	CC Pmt 2 FY12 & FY13	00004FDX
-1,274,878				00000RT	000022S	UDAR GS	00003C0J
-13,335,929				00000S5	0000593	SIPA CommonCost	00003PT3
-12,728,074				00000S6	00005K7	Common Cost - SSW	00004HJS
-2,896,860				00000RQ	00006CD	CUMC Passthru	000035P5
-9,611,459				00000S4	00006BW	CU Comm Cost MSPH	00003VJR
-5,221,301				00000RZ	000048J	Common Cost - JOURN	00003YMQ
-4,974,833				00000S2	00006BW	CU Comm Cost CDM	000041PX
-46,754,326				00000RJ	00006BW	CU Comm Cost P&SCUMC	00004812
-3,804,509				00000S3	00006BW	CU CommCost Nursing	000040L7
0				00000RX	0000393	Common Cost - Busine	000039L5
-9,585,164				00000RW	000033R	Common Costs - ARCH	00003SZD
0				00000RG	00004MV	AQF - Law	00004PZL
0				00000RG	00003Q6	AQF - ENG	00003WMJ
0				00000RG	00005K8	AQF - SSW	0000447D
0				00000RG	000015H	AQF - A&S	000046TP

Step	Action
10.	ChartStrings returned are based on the filter selections. The required ChartFields and budget columns are to the leftmost section of the template with each ChartField followed by its description. Attributes and other informational fields are available by scrolling to the right. The ChartField descriptions embedded in the required area, all informational columns, and actual transfer lines will be discarded upon upload. The column headings of the first row in the template must be present with the column order of the downloaded fields unchanged. The budget columns are populated for budgeted transfer rows and the actual columns are populated for actual transfer rows.



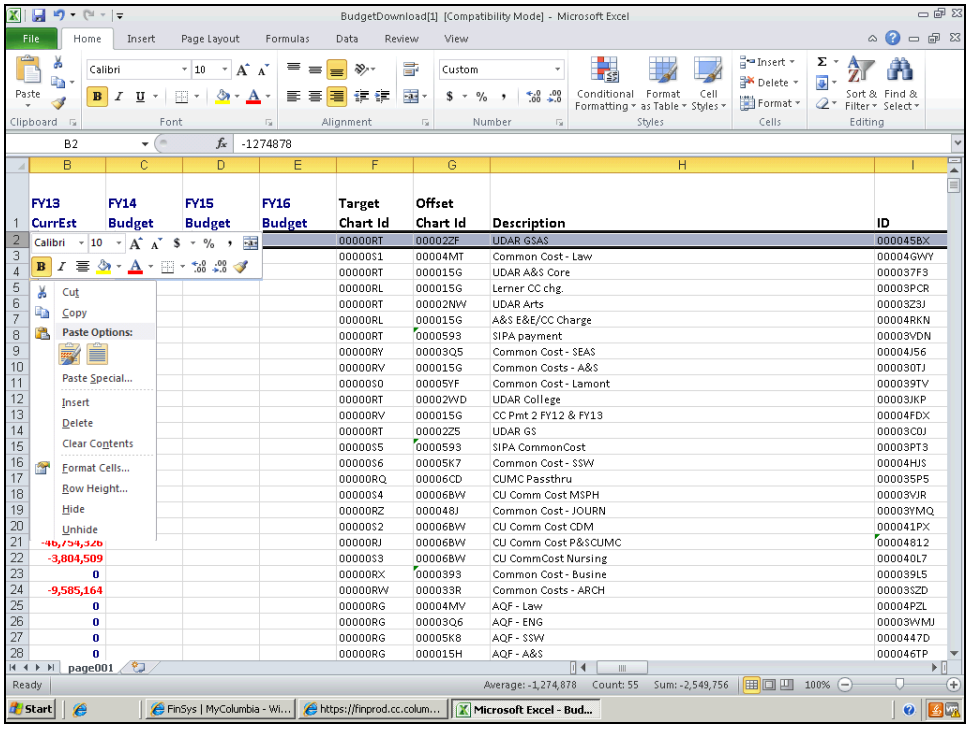
FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Target Chart Id	Offset Chart Id	Description	ID
-1,274,878				00000RT	00002ZF	UDAR GSAS	000045BX
0				000000S1	00004MT	Common Cost - Law	00004GWY
-1,274,878				00000RT	000015G	UDAR A&S Core	000037F3
-865,219				00000RL	000015G	Lerner CC chg.	00003PCR
-1,274,878				00000RT	00002NW	UDAR Arts	00003Z3J
-865,219				00000RL	000015G	A&S E&E/CC Charge	00004RKN
-1,274,878				00000RT	0000593	SIPA payment	00003VDN
0				00000RY	00003Q5	Common Cost - SEAS	00004J56
-60,519,077				00000RV	000015G	Common Costs - A&S	000030TJ
0				000000S0	00005YF	Common Cost - Lamont	000039TV
-1,274,878				00000RT	00002WD	UDAR College	00003JKP
-60,519,077				00000RV	000015G	CC Pmt 2 FY12 & FY13	00004FDX
-1,274,878				00000RT	00002Z5	UDAR GS	00003C0J
-13,335,929				000000S5	0000593	SIPA CommonCost	00003PT3
-12,728,074				000000S6	00005K7	Common Cost - SSW	00004HJS
-2,896,860				00000RQ	00006CD	CUMC Passthru	000035P5
-9,611,459				000000S4	00006BW	CU Comm Cost MSPH	00003VJR
-5,221,301				00000RZ	000048J	Common Cost - JOURN	00003YMQ
-4,974,833				000000S2	00006BW	CU Comm Cost CDM	000041PX
-46,754,326				00000RJ	00006BW	CU Comm Cost P&SCUMC	00004812
-3,804,509				000000S3	00006BW	CU CommCost Nursing	000040L7
0				00000RX	0000393	Common Cost - Busine	000039L5
-9,585,164				00000RW	000033R	Common Costs - ARCH	00003SZD
0				00000RG	00004MV	AQF - Law	00004PZL
0				00000RG	00003Q6	AQF - ENG	00003WMJ
0				00000RG	00005K8	AQF - SSW	0000447D
0				00000RG	000015H	AQF - A&S	000046TP

Step	Action
11.	Revisions are entered in the spreadsheet similar to the methods employed on the Transfers online screen. Debit/credit amounts are entered in whole dollars with +/- signs, where new values entered replace old values for the budget amounts. If you do not want to revise a budget for a given fiscal year, leave it alone. If a user uploads a fiscal year budget column with blank values or unchanged values, no change occurs. When Uploaded, the offset account will be autopopulated where both sides net to zero.

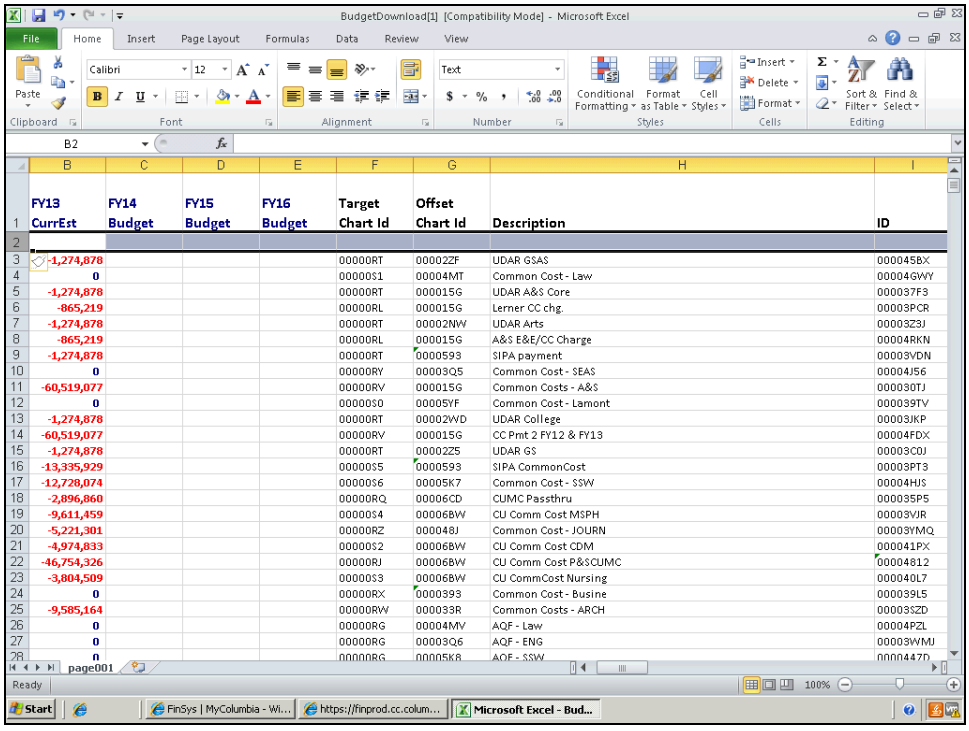


FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Target Chart Id	Offset Chart Id	Description	ID
-1,274,878				00000RT	000022F	UDAR GSAS	000045BX
0				00000S1	00004MT	Common Cost - Law	00004GWY
-1,274,878				00000RT	000015G	UDAR A&S Core	000037F3
-865,219				00000RL	000015G	Lerner CC chg.	00003PCR
-1,274,878				00000RT	00002NW	UDAR Arts	00003Z3J
-865,219				00000RL	000015G	A&S E&E/CC Charge	00004RKN
-1,274,878				00000RT	0000593	SIPA payment	00003VDN
0				00000RY	00003Q5	Common Cost - SEAS	00004J56
-60,519,077				00000RV	000015G	Common Costs - A&S	000030TJ
0				00000S0	00005YF	Common Cost - Lamont	000039TV
-1,274,878				00000RT	00002WD	UDAR College	00003JKP
-60,519,077				00000RV	000015G	CC Pmt 2 FY12 & FY13	00004FDX
-1,274,878				00000RT	000022S	UDAR GS	00003C0J
-13,335,929				00000S5	0000593	SIPA CommonCost	00003PT3
-12,728,074				00000S6	00005K7	Common Cost - SSW	00004HJS
-2,896,860				00000RQ	00006CD	CUMC Passthru	000035P5
-9,611,459				00000S4	00006BW	CU Comm Cost MSPH	00003VJR
-5,221,301				00000RZ	000048J	Common Cost - JOURN	00003YMQ
-4,974,833				00000S2	00006BW	CU Comm Cost CDM	000041PX
-46,754,326				00000RJ	00006BW	CU Comm Cost P&SCUMC	00004812
-3,804,509				00000S3	00006BW	CU CommCost Nursing	000040L7
0				00000RX	0000393	Common Cost - Busine	000039L5
-9,585,164				00000RW	000033R	Common Costs - ARCH	00003SZD
0				00000RG	00004MV	AQF - Law	00004PZL
0				00000RG	00003Q6	AQF - ENG	00003WMJ
0				00000RG	00005K8	AQF - SSW	0000447D
0				00000RG	000015H	AQF - A&S	000046TP

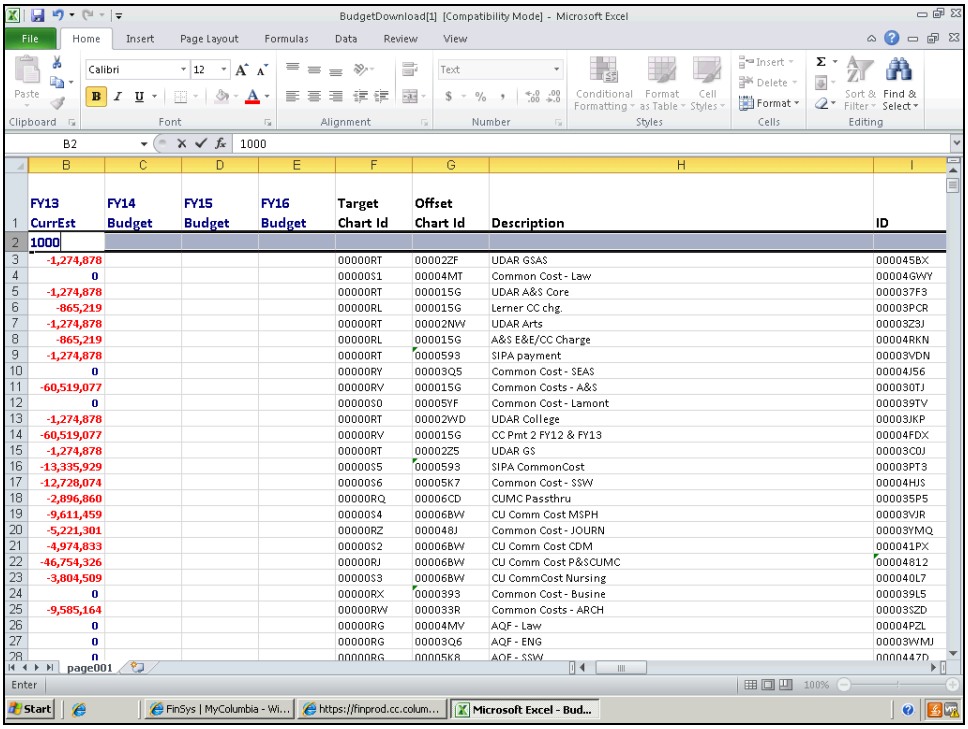
Step	Action
12.	To add a new account or ChartString combination, a new line is inserted in the spreadsheet filling in the required fields. The required columns are budget amounts for the current estimate and three future years, Description, target ChartString and offset ChartString. If an existing transfer is being edited, the Transfer ID is left unchanged the way it was downloaded. If a new transfer row is added, the ID is left blank and a Transfer ID will be generated. A transfer can never be entirely deleted, it is zeroed out. Click in the **2** field. 2



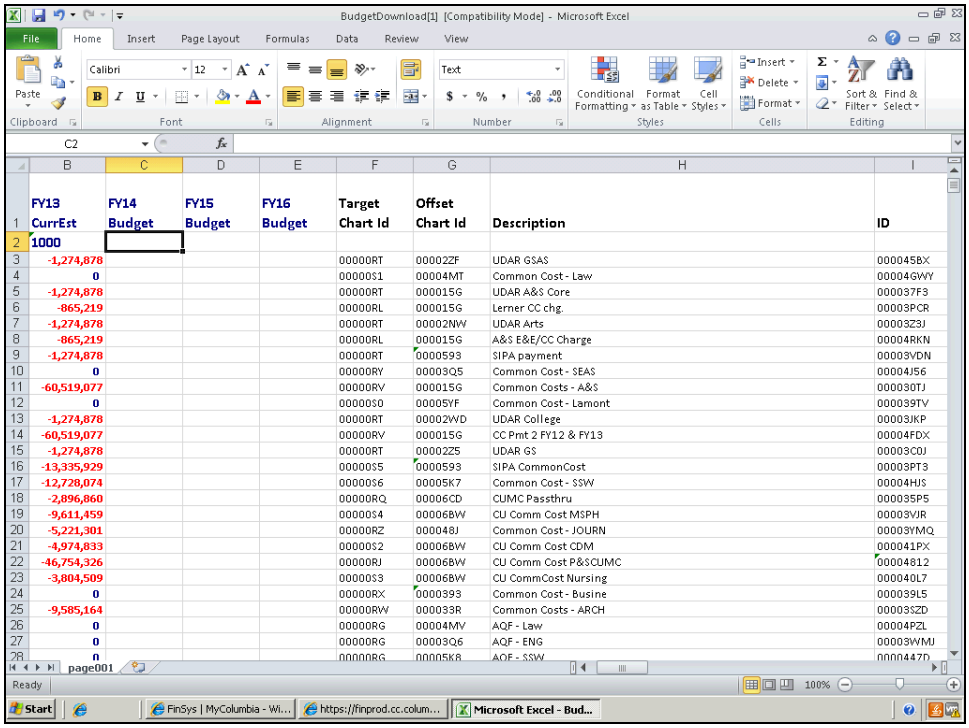
Step	Action
13.	Click the **Insert** menu. Insert



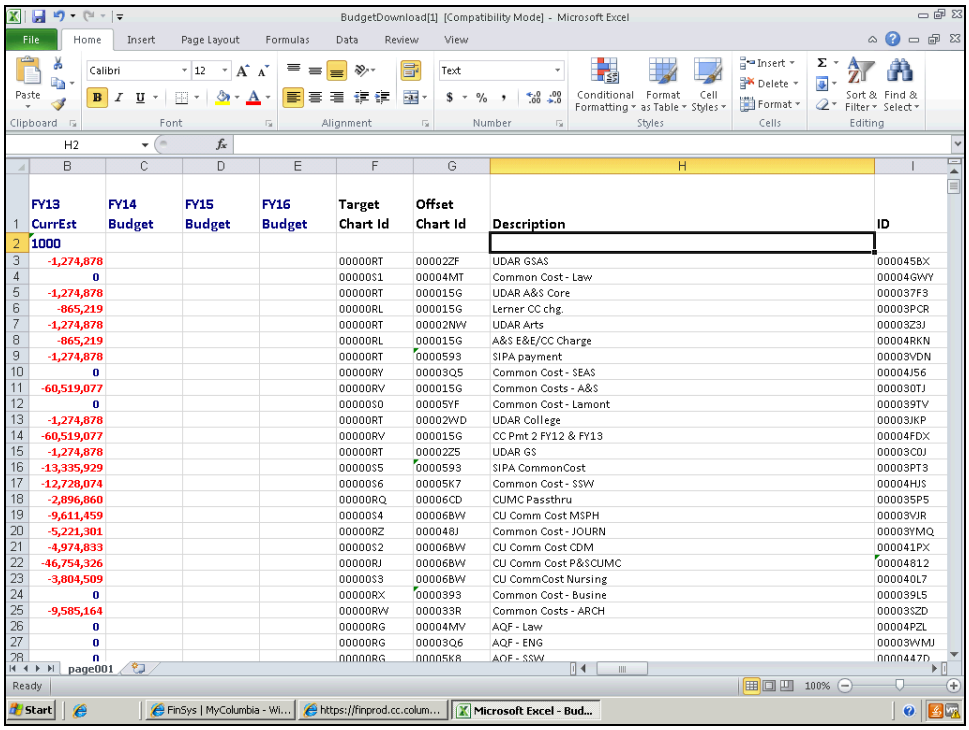
Step	Action
14.	Enter the desired information into the **FY13 CurrEst** field. Enter "**1000**".



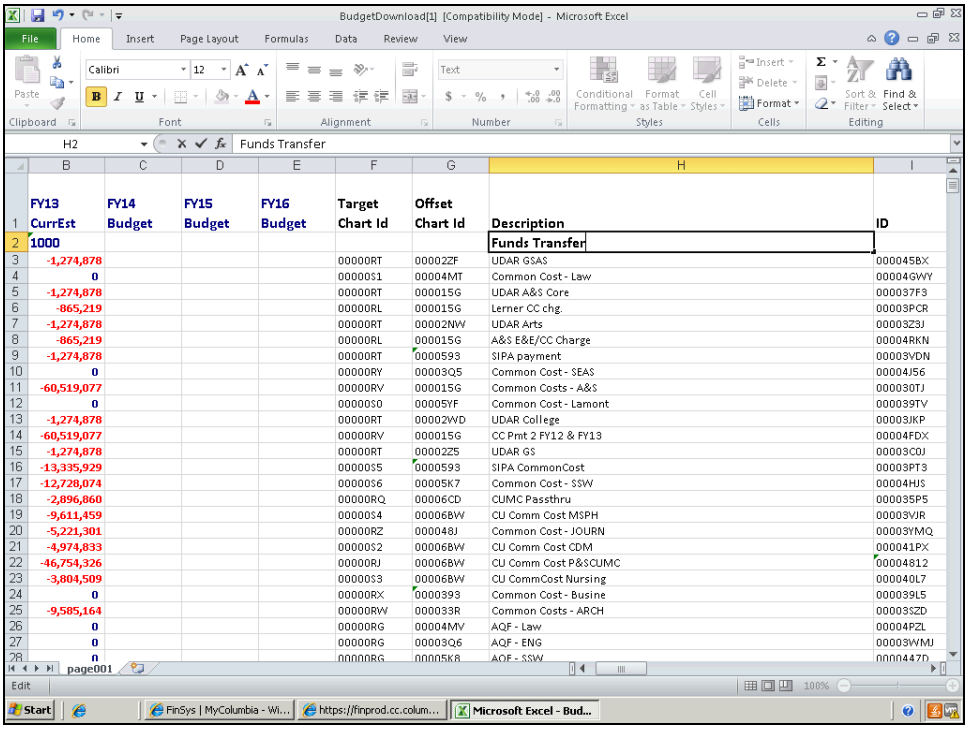
Step	Action
15.	Press **[Right]**.



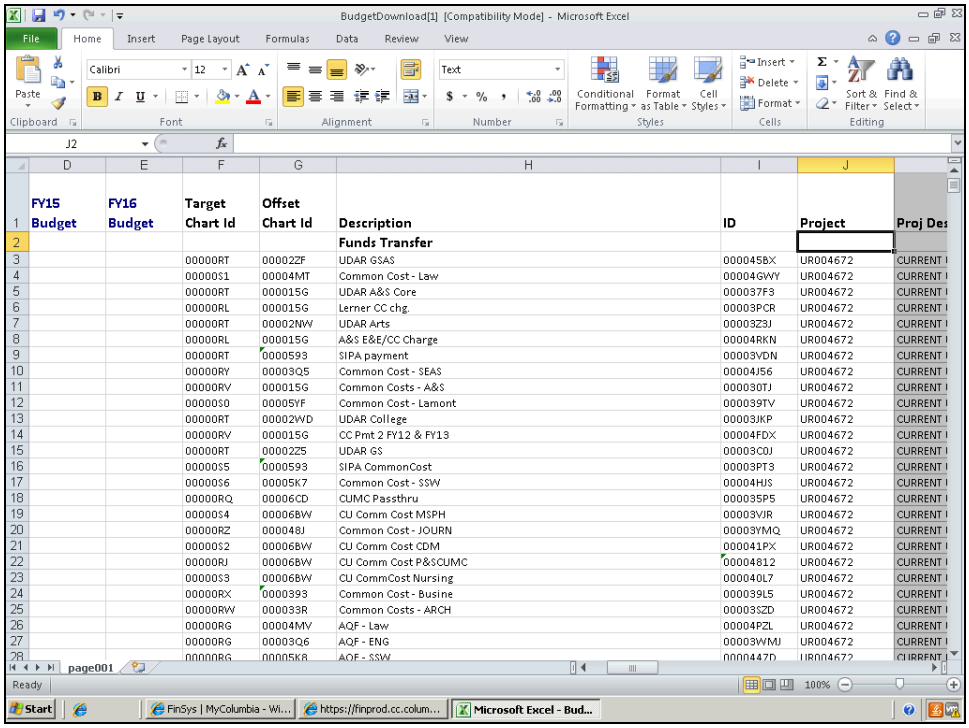
Step	Action
16.	Press **[Right]**.



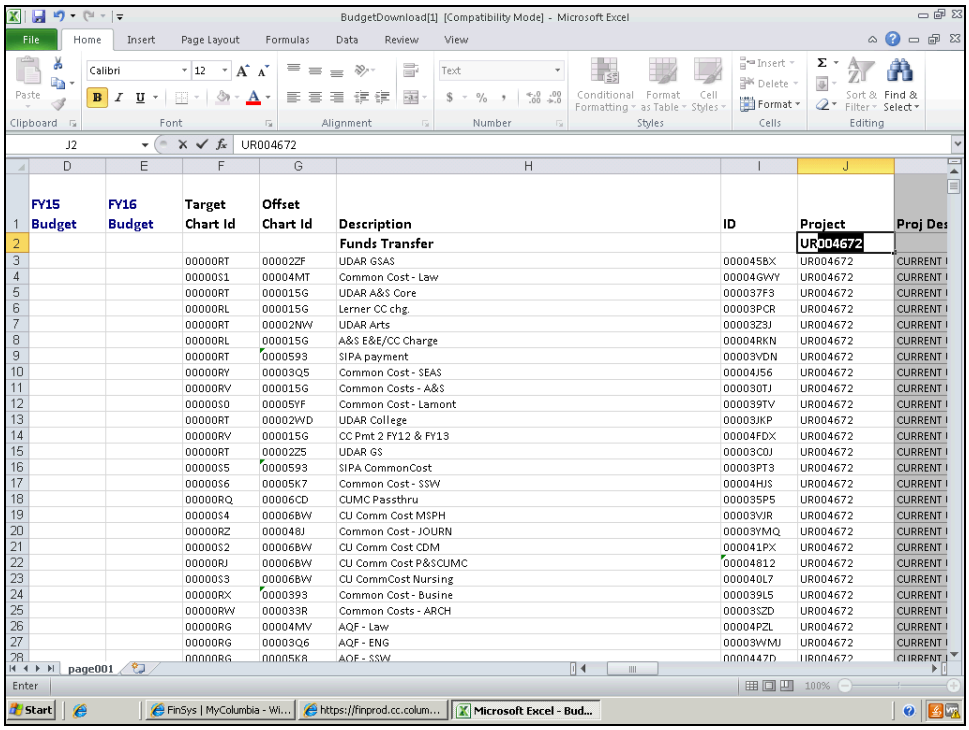
Step	Action
17.	Enter the desired information into the **Description** field. Enter "**Funds Transfer**".



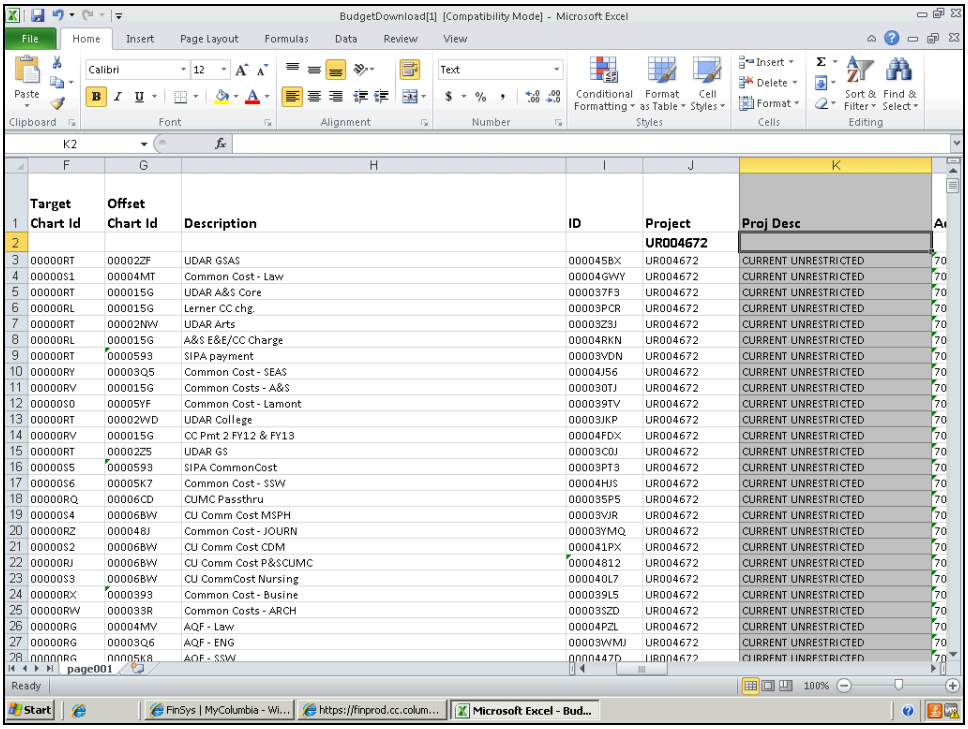
Step	Action
18.	Press **[Right]**.



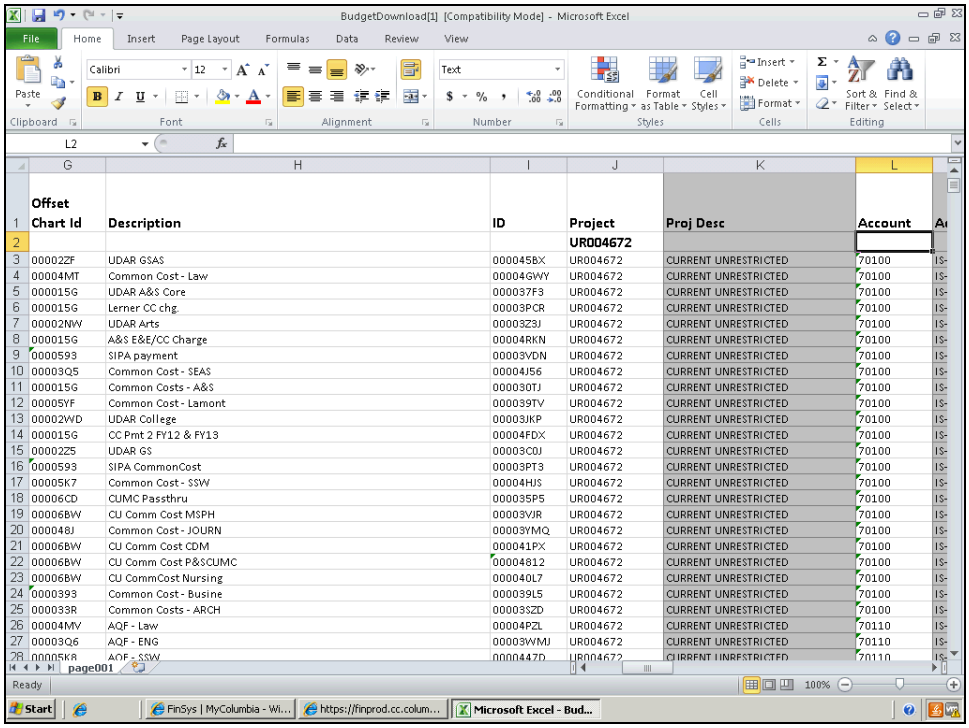
Step	Action
19.	Enter the desired information into the **Project** field. Enter "**UR**".



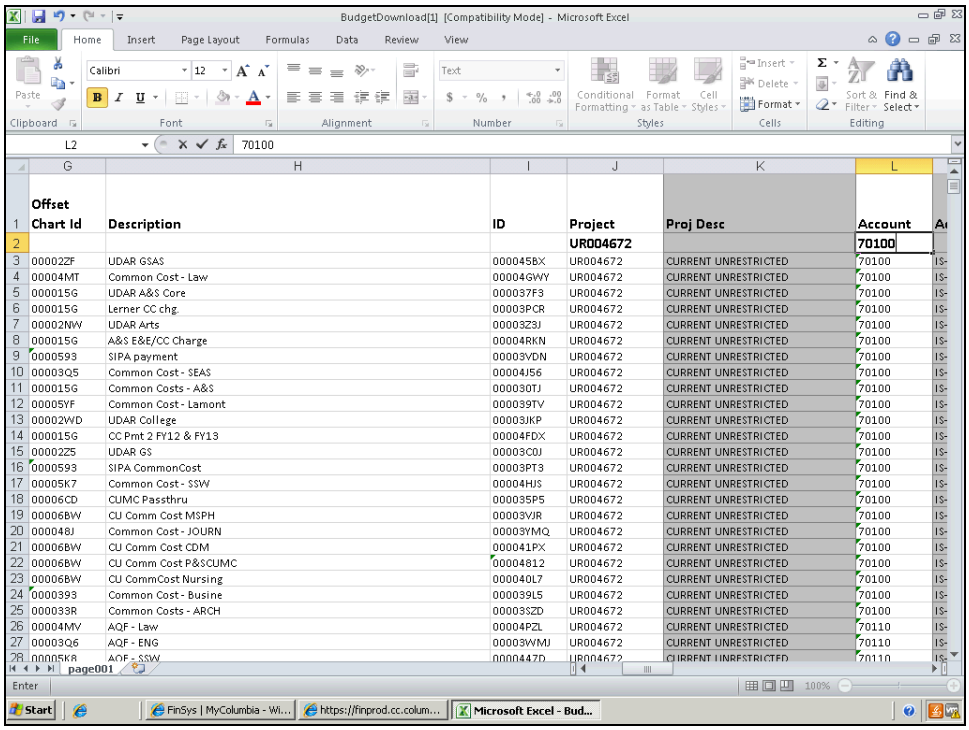
Step	Action
20.	Press **[Right]**.



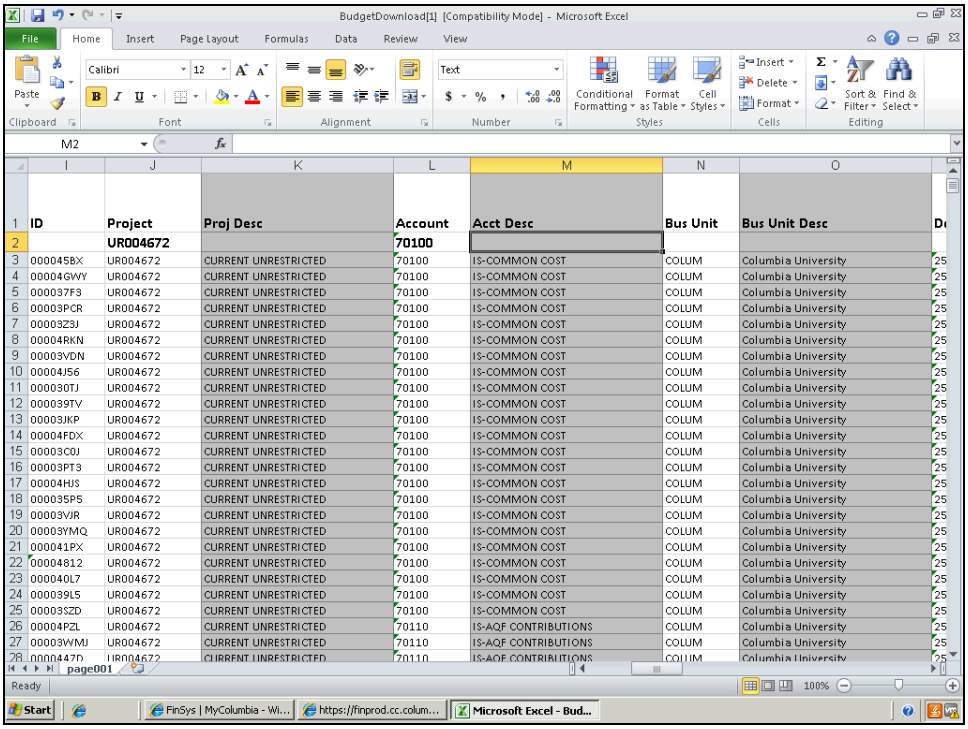
Step	Action
21.	Press **[Right]**.



Step	Action
22.	Enter the desired information into the **Account** field. Enter "**70100**".

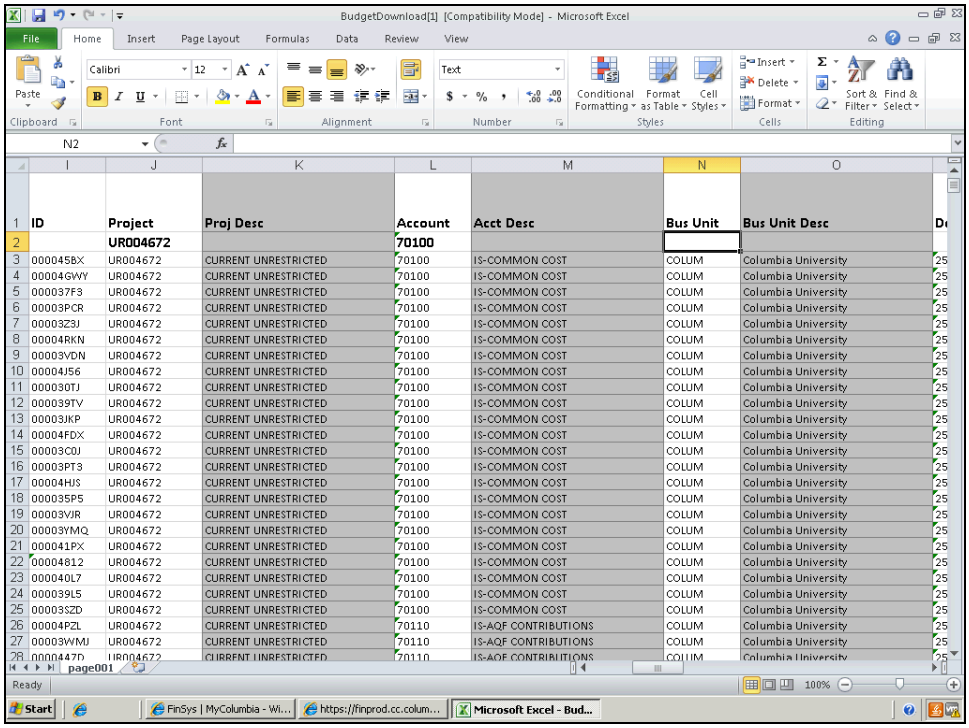


Step	Action
23.	Press **[Right]**.

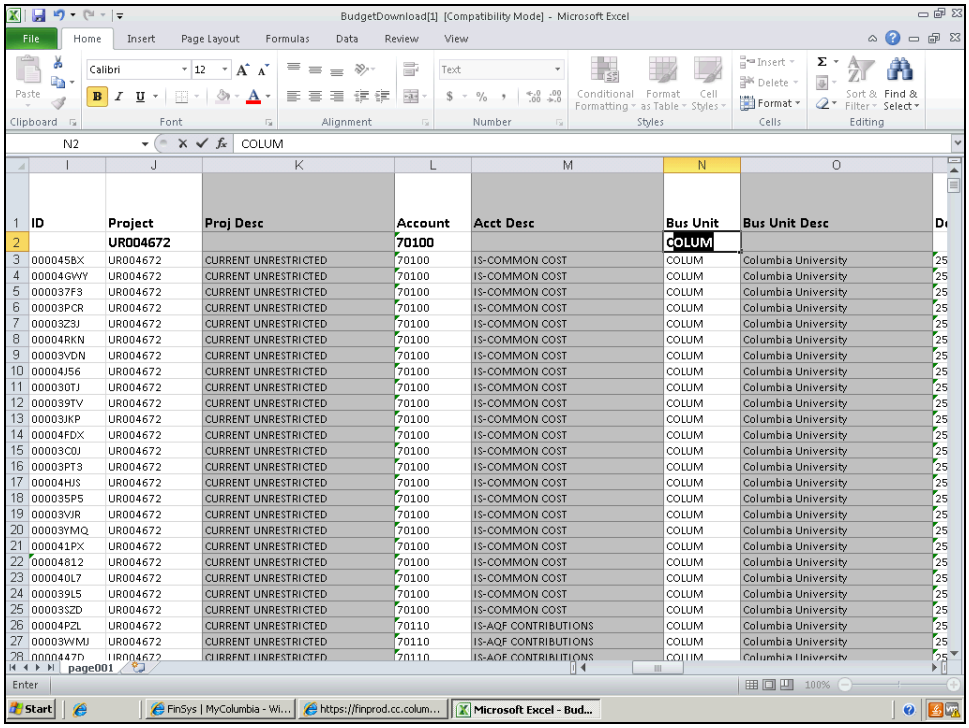


ID	Project	Proj Desc	Account	Acct Desc	Bus Unit	Bus Unit Desc
	UR004672		70100			
000045BX	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00004GWY	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
000037F3	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00003PCR	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00003Z3J	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00004RKN	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00003VDN	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00004J56	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
000030TJ	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
000039TV	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00003JKP	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00004FDX	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00003C0J	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00003PT3	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00004HJS	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
000035P5	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00003VJR	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00003YMQ	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
000041PX	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00004812	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
000040L7	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
000039L5	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00003SZD	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University
00004PZL	UR004672	CURRENT UNRESTRICTED	70110	IS-AQF CONTRIBUTIONS	COLUM	Columbia University
00003WMJ	UR004672	CURRENT UNRESTRICTED	70110	IS-AQF CONTRIBUTIONS	COLUM	Columbia University
0000447D	UR004672	CURRENT UNRESTRICTED	70110	IS-AQF CONTRIBUTIONS	COLUM	Columbia University

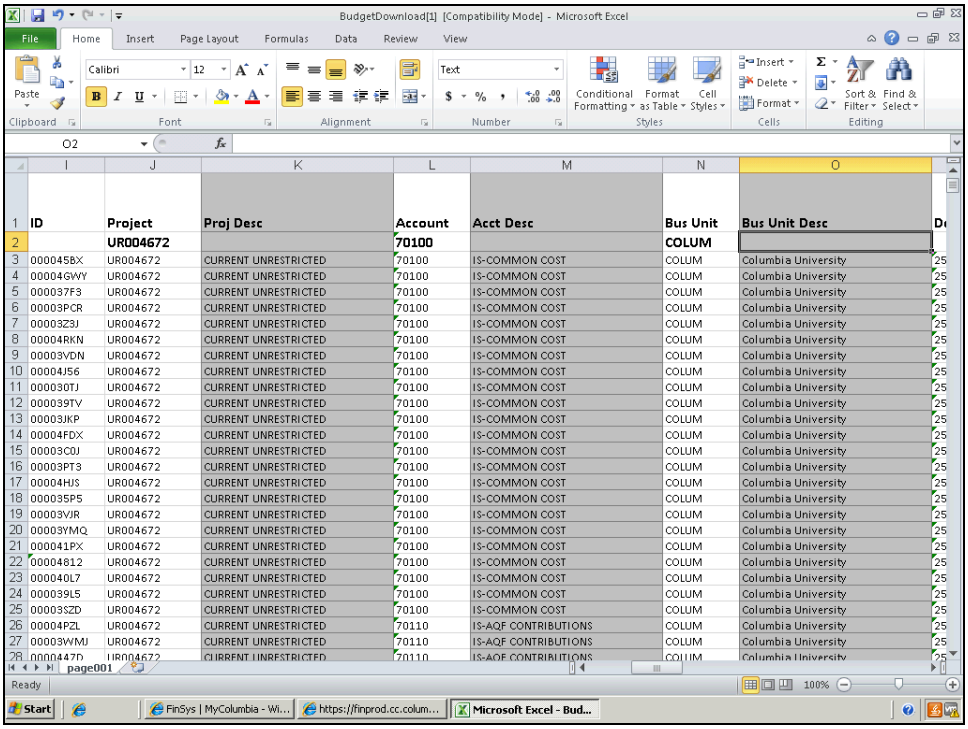
Step	Action
24.	Press **[Right]**.



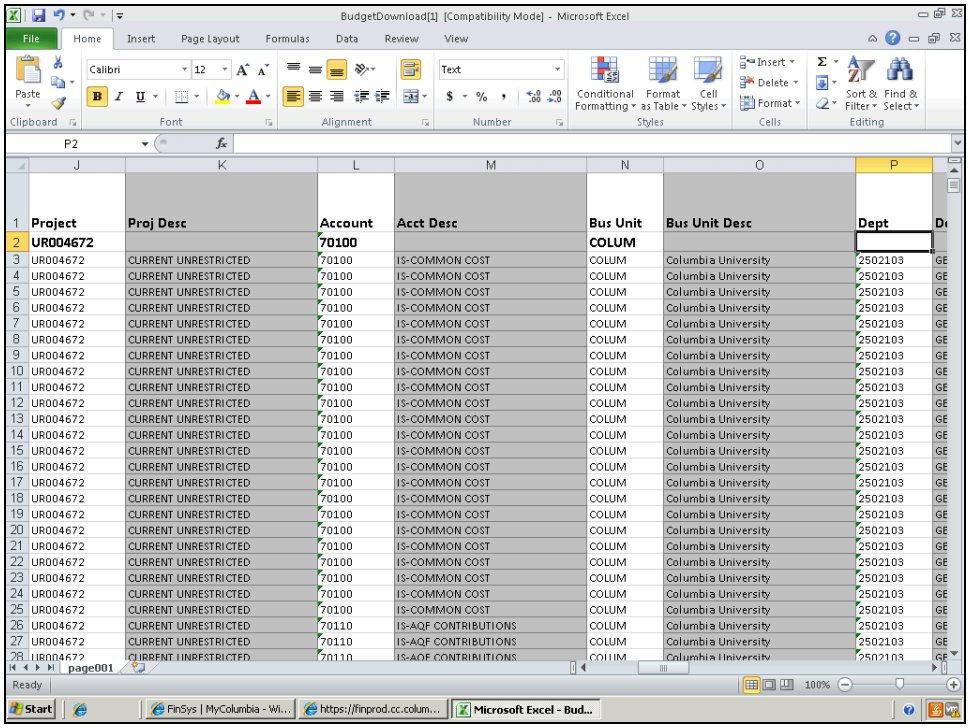
Step	Action
25.	Enter the desired information into the **BudgetDownload[1] [Compatibility Mode]** field. Enter "**C**".



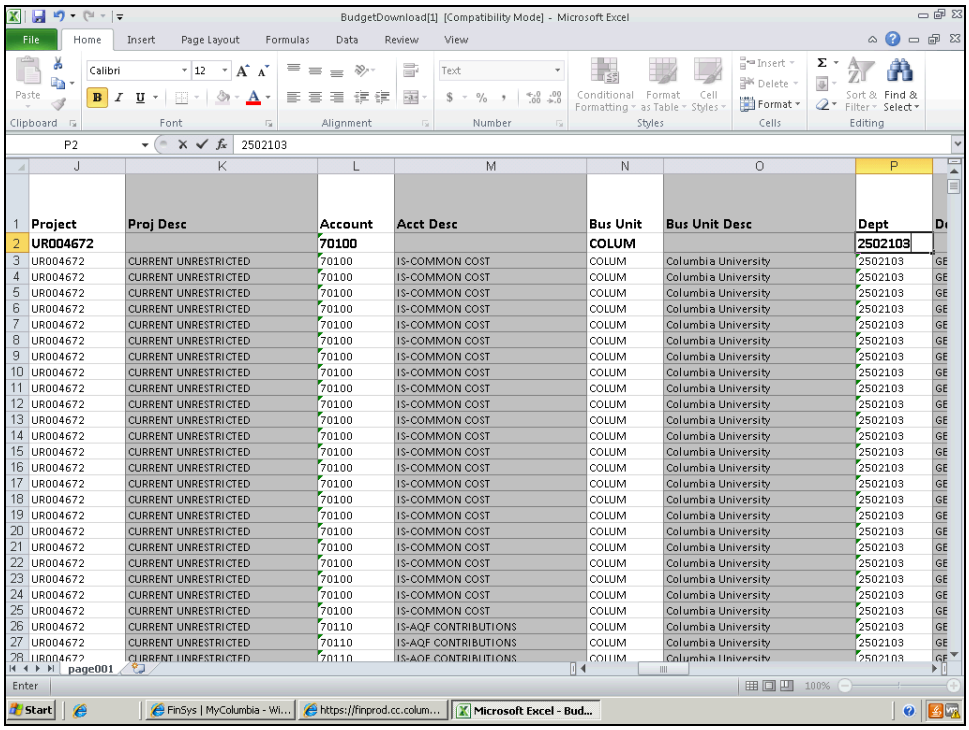
Step	Action
26.	Press **[Right]**.



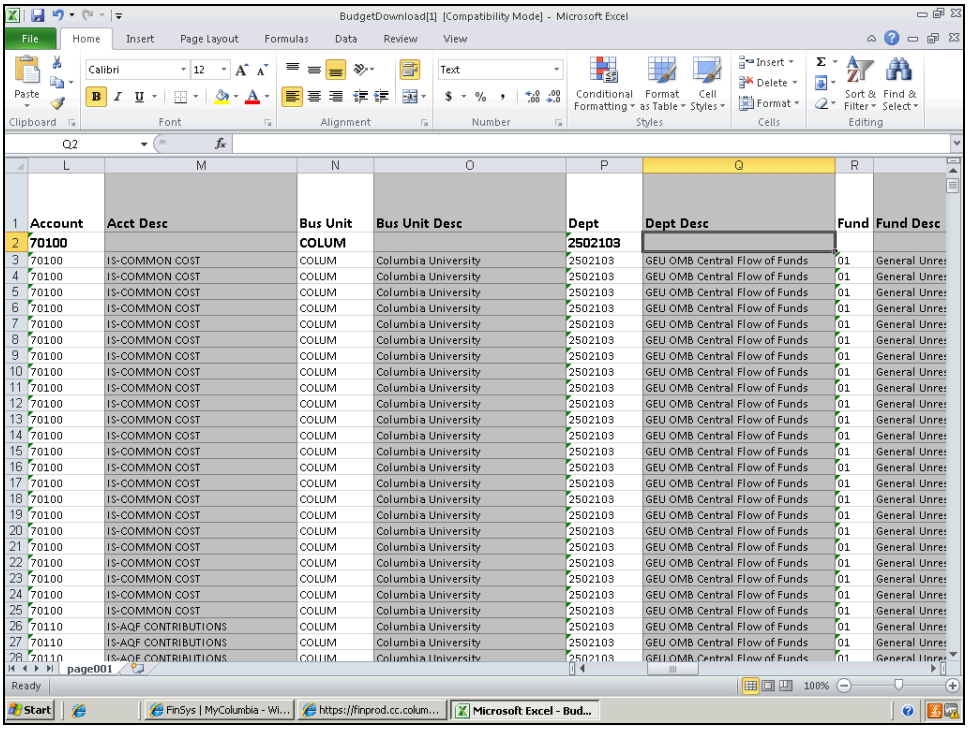
Step	Action
27.	Press **[Right]**.



Step	Action
28.	Enter the desired information into the **Dept** field. Enter "**2502103**".

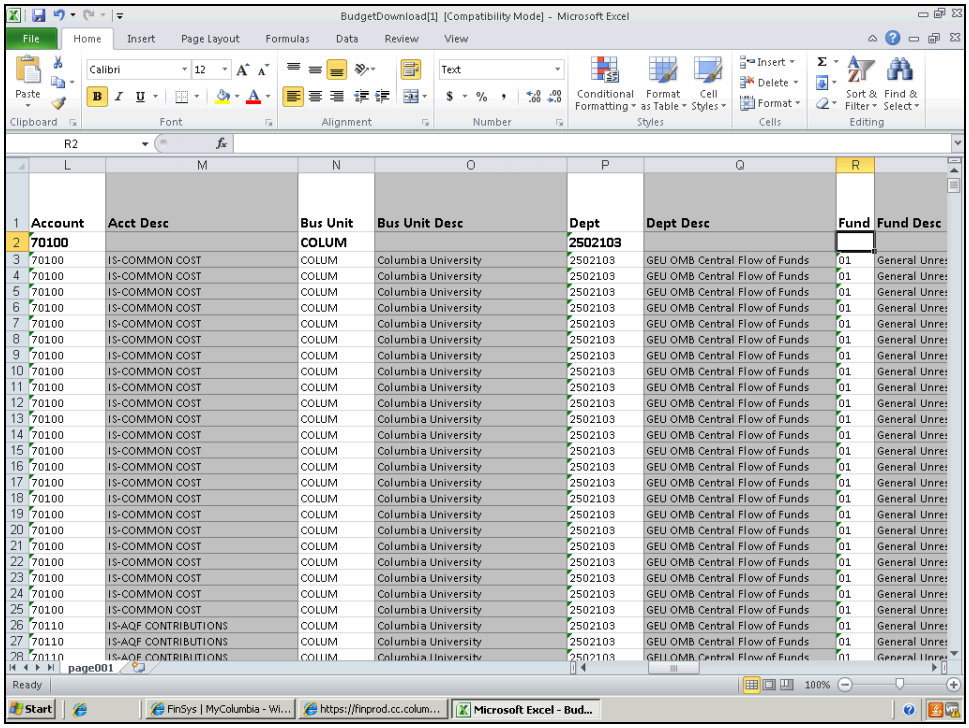


Step	Action
29.	Press **[Right]**.

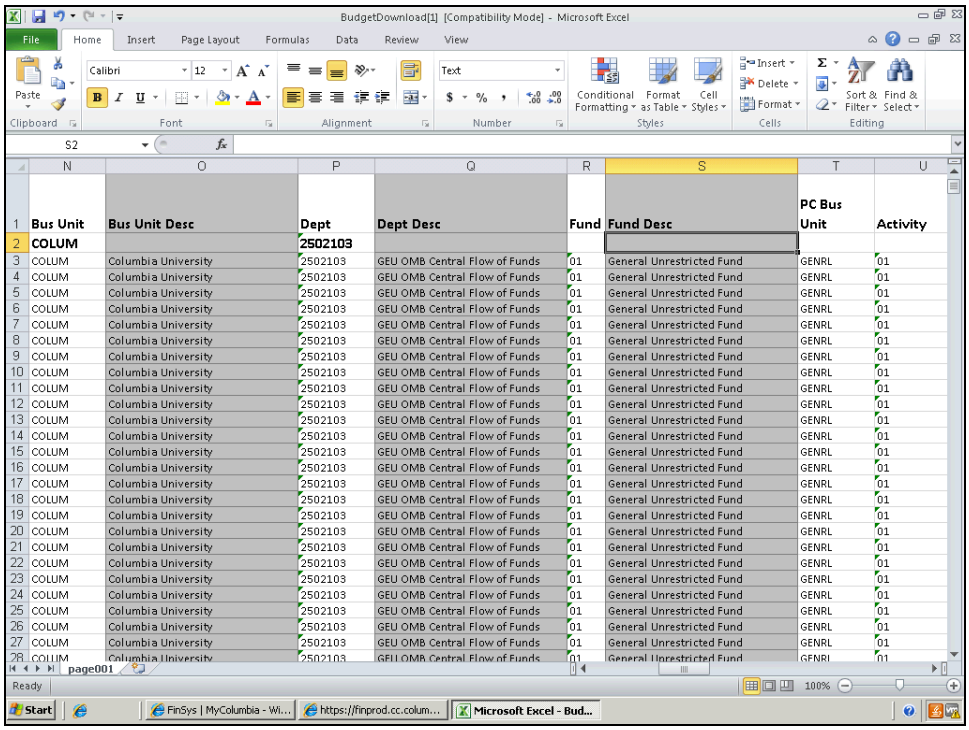


L	M	N	O	P	Q	R	
1 Account	Acct Desc	Bus Unit	Bus Unit Desc	Dept	Dept Desc	Fund	Fund Desc
2 **70100**		**COLUM**		**2502103**			
3 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
4 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
5 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
6 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
7 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
8 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
9 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
10 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
11 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
12 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
13 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
14 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
15 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
16 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
17 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
18 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
19 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
20 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
21 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
22 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
23 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
24 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
25 70100	IS-COMMON COST	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
26 70110	IS-AQF CONTRIBUTIONS	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
27 70110	IS-AQF CONTRIBUTIONS	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres
28 70110	IS-AQF CONTRIBUTIONS	COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unres

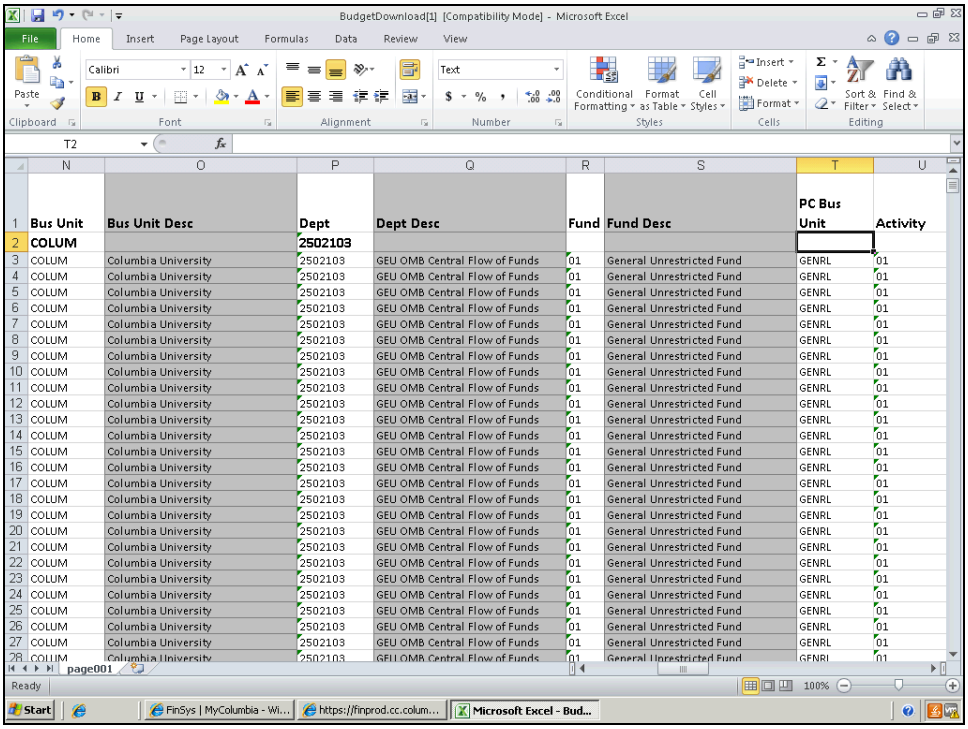
Step	Action
30.	Press **[Right]**.



Step	Action
31.	Press **[Right]**.

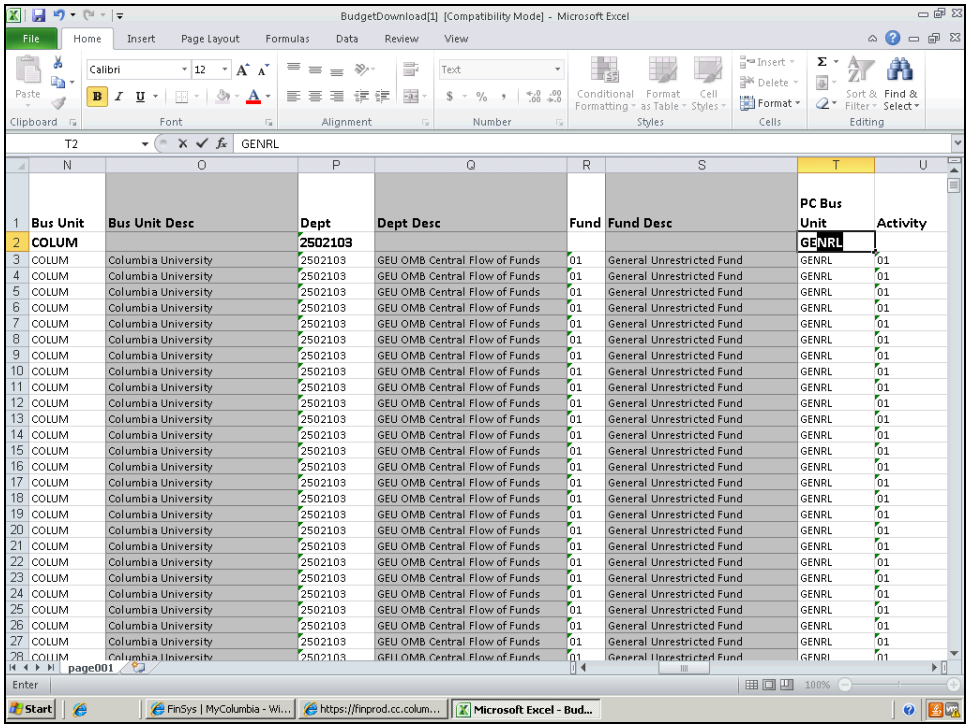


Step	Action
32.	Press **[Right]**.

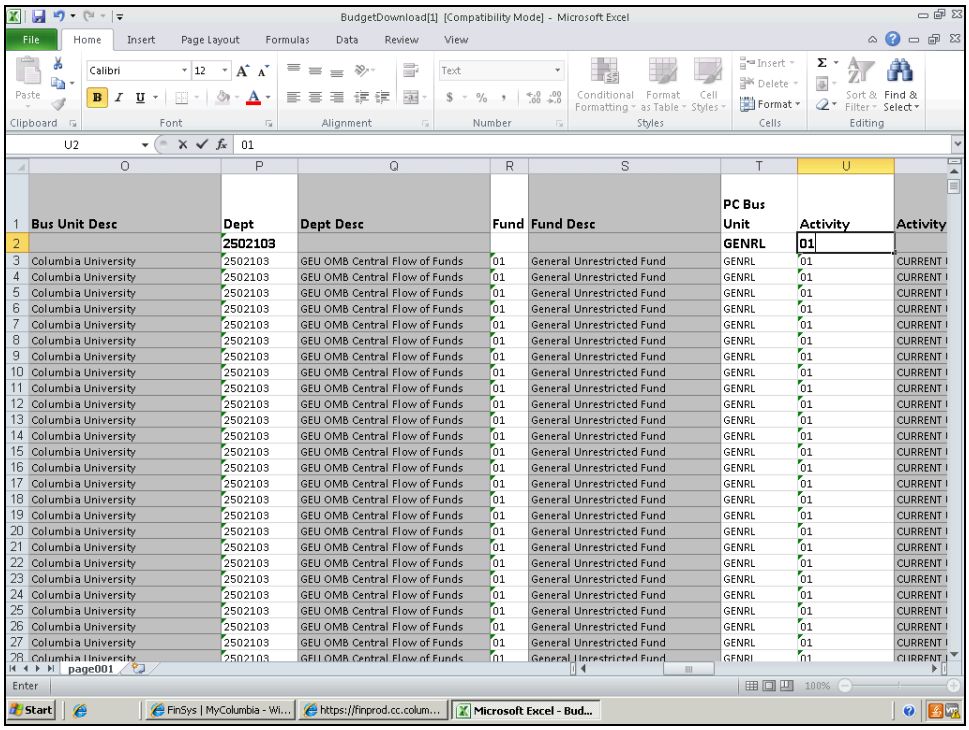


Bus Unit	Bus Unit Desc	Dept	Dept Desc	Fund	Fund Desc	PC Bus Unit	Activity
COLUM		2502103					
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	2502103	GEU OMB Central Flow of Funds	01	General Unrestricted Fund	GENRL	01

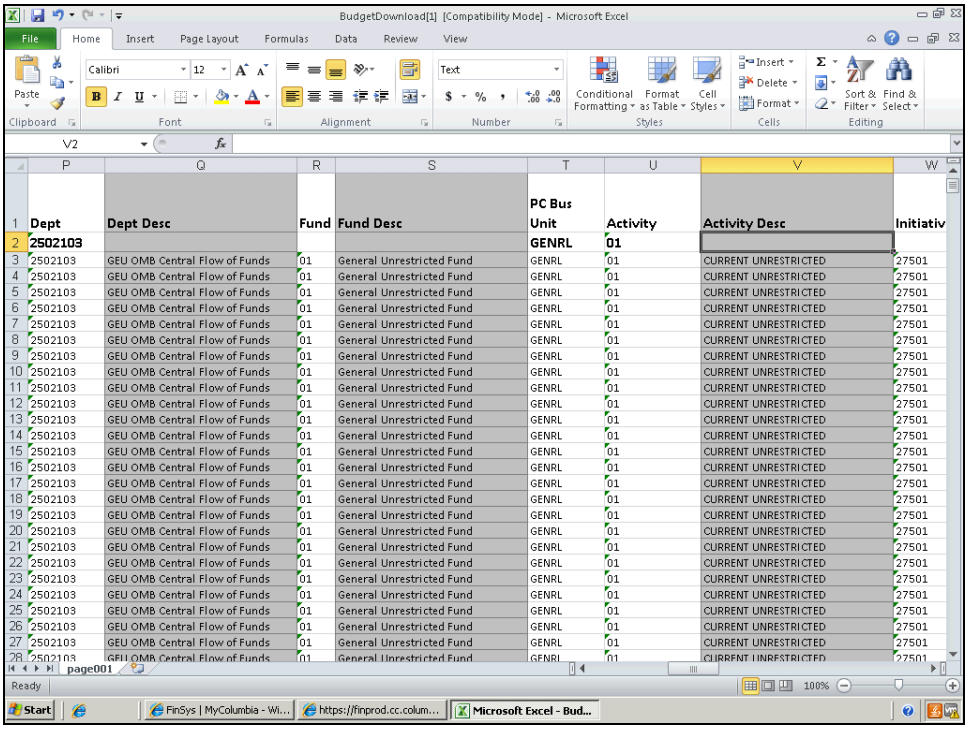
Step	Action
33.	Enter the desired information into the **PC Bus Unit** field. Enter "**GE**".



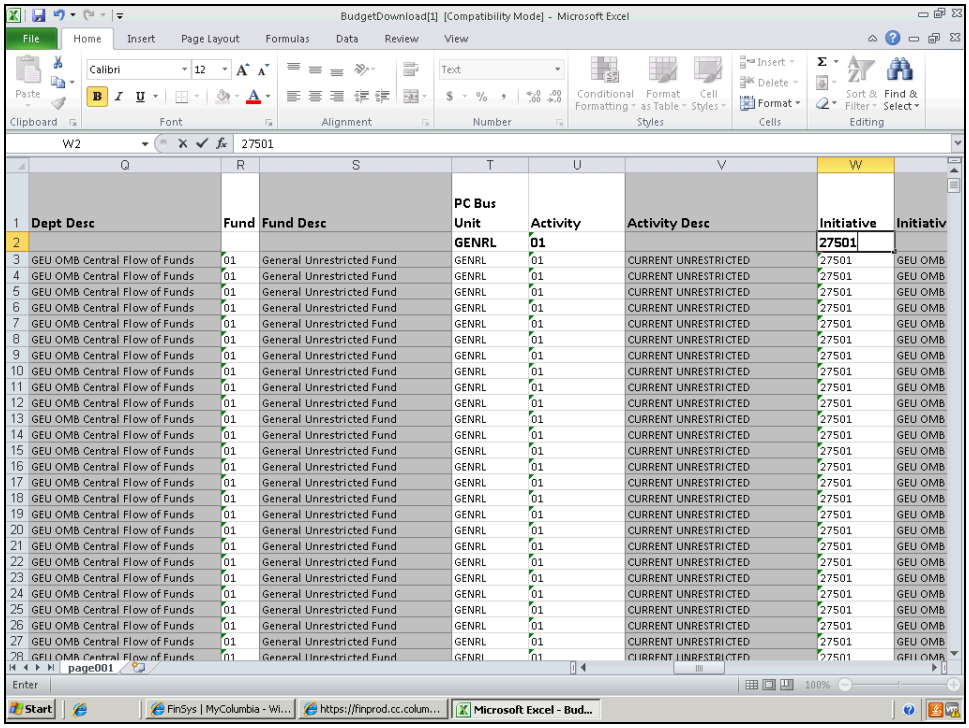
Step	Action
34.	Enter the desired information into the **Activity** field. Enter "**01**".



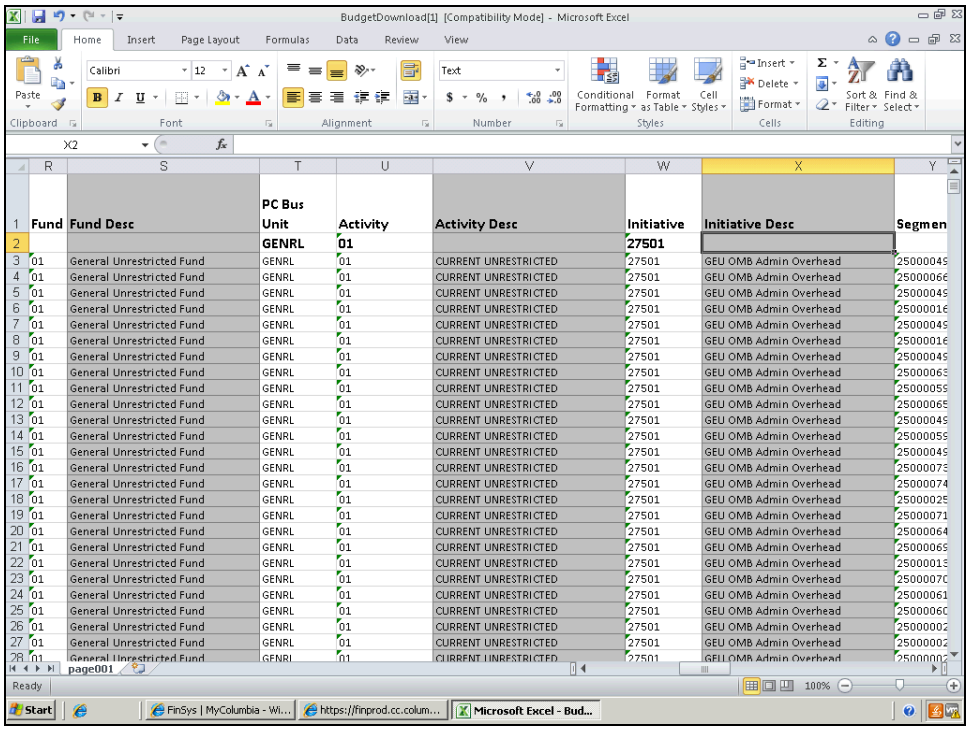
Step	Action
35.	Press **[Right]**.



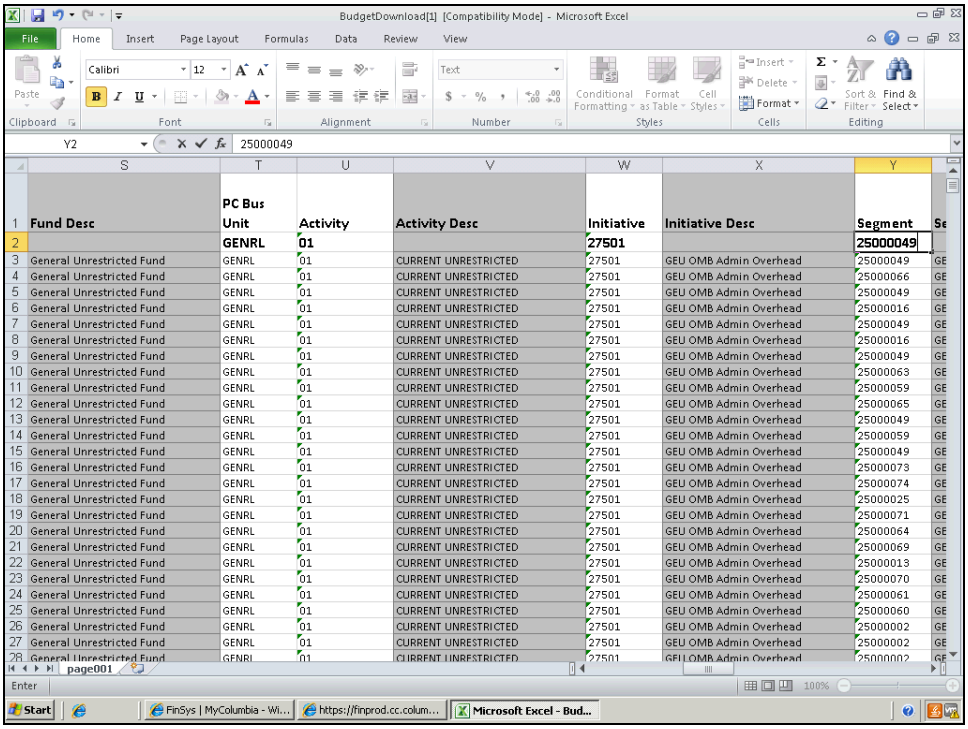
Step	Action
36.	Enter the desired information into the **Initiative** field. Enter "**27501**".



Step	Action
37.	Press **[Right]**.

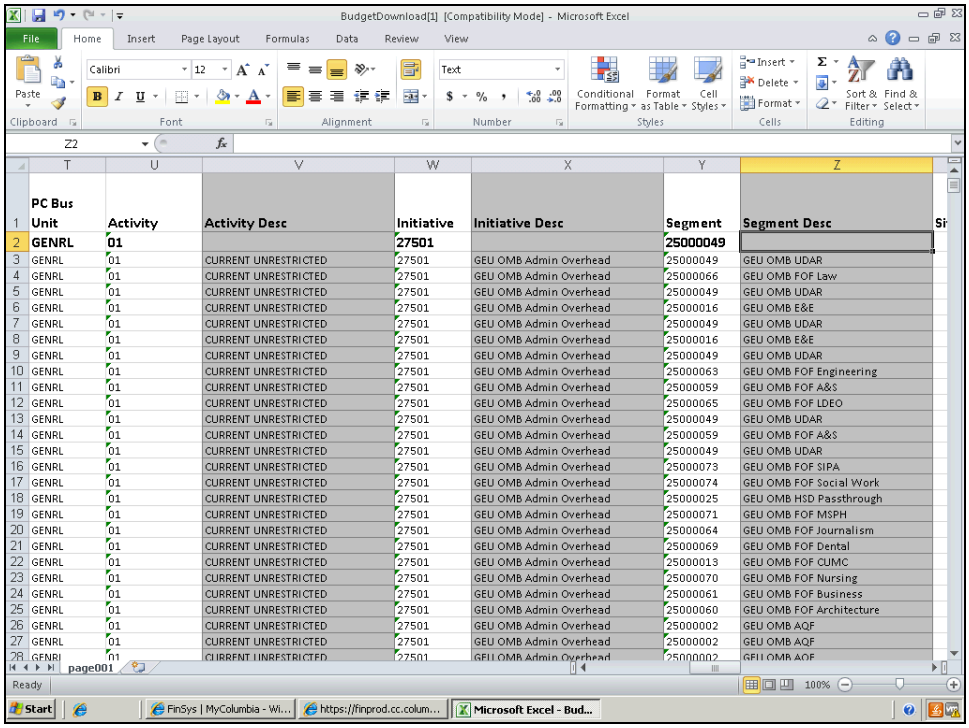


Step	Action
38.	Enter the desired information into the **Segment** field. Enter "**25000049**".

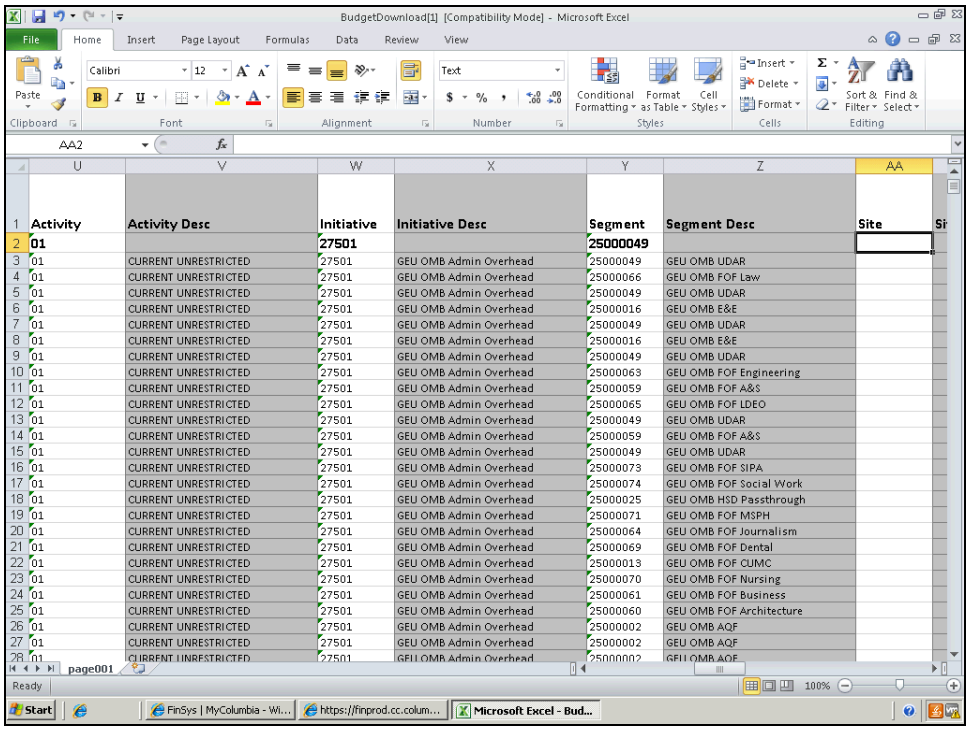


Fund Desc	PC Bus Unit	Activity	Activity Desc	Initiative	Initiative Desc	Segment
	GENRL	01		27501		25000049
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000066
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000016
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000016
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000063
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000059
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000065
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000059
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000073
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000074
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000025
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000071
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000064
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000069
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000013
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000070
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000061
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000060
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000002
General Unrestricted Fund	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000002

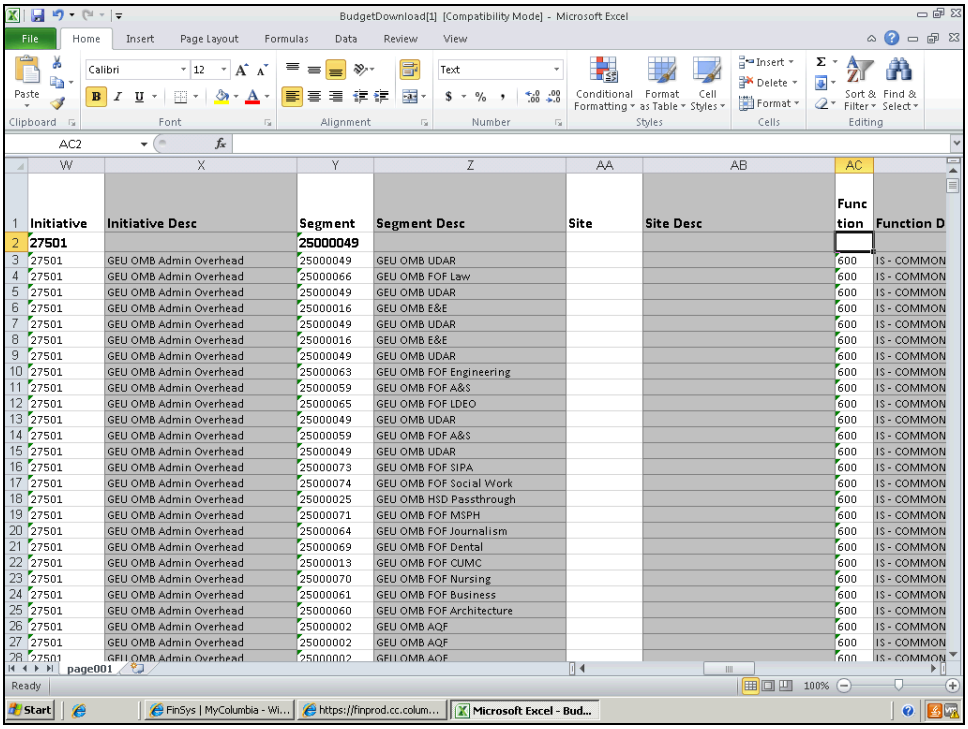
Step	Action
39.	Press **[Right]**.



Step	Action
40.	Press **[Right]**.

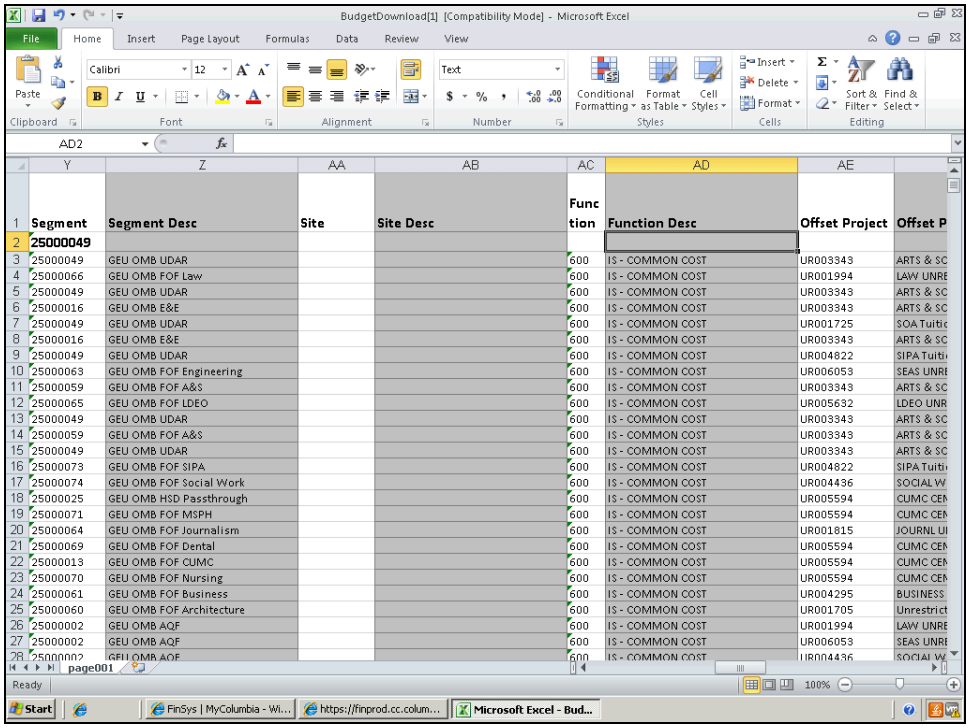


Step	Action
41.	Press **[Right]**.

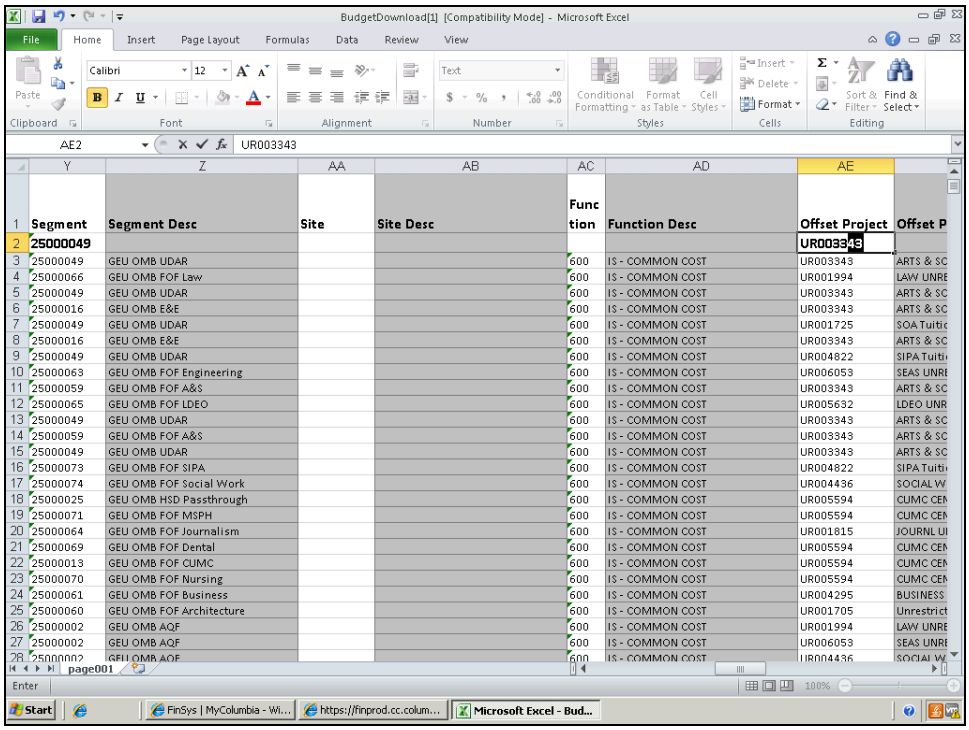


Initiative	Initiative Desc	Segment	Segment Desc	Site	Site Desc	Function	Function D
27501		25000049					
27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000066	GEU OMB FOF Law			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000016	GEU OMB E&E			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000016	GEU OMB E&E			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000063	GEU OMB FOF Engineering			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000059	GEU OMB FOF A&S			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000065	GEU OMB FOF LDEO			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000059	GEU OMB FOF A&S			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000073	GEU OMB FOF SIPA			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000074	GEU OMB FOF Social Work			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000025	GEU OMB HSD Passthrough			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000071	GEU OMB FOF MSPH			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000064	GEU OMB FOF Journalism			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000069	GEU OMB FOF Dental			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000013	GEU OMB FOF CUMC			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000070	GEU OMB FOF Nursing			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000061	GEU OMB FOF Business			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000060	GEU OMB FOF Architecture			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000002	GEU OMB AQF			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000002	GEU OMB AQF			600	IS - COMMON
27501	GEU OMB Admin Overhead	25000002	GEU OMB AQF			600	IS - COMMON

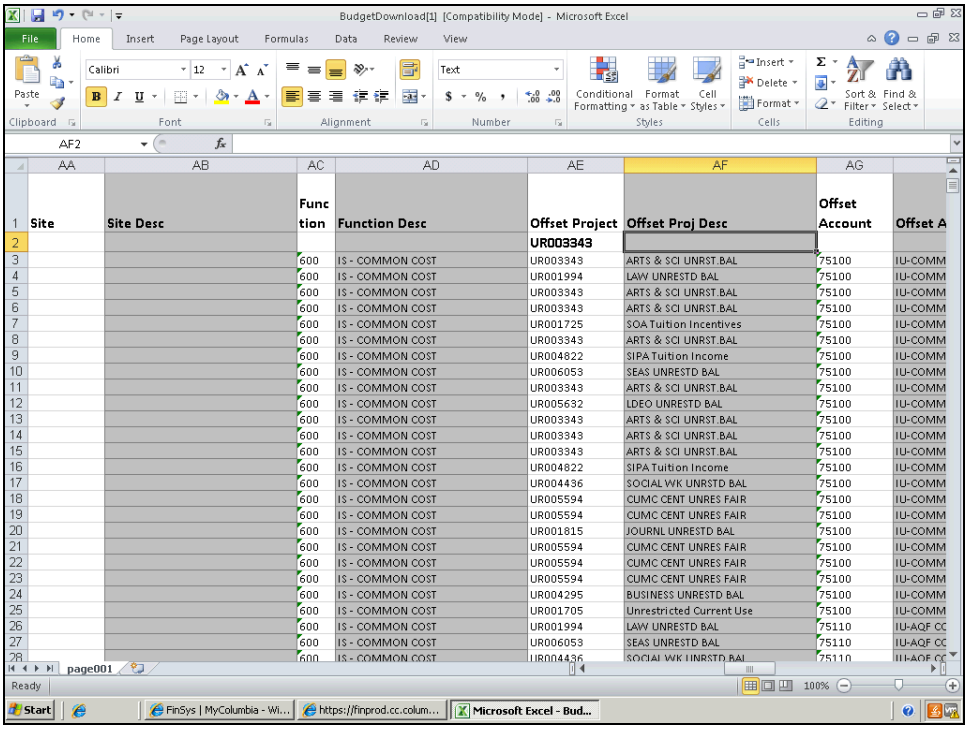
Step	Action
42.	Press **[Right]**.



Step	Action
43.	Enter the desired information into the **Offset Project** field. Enter "**UR003343**".

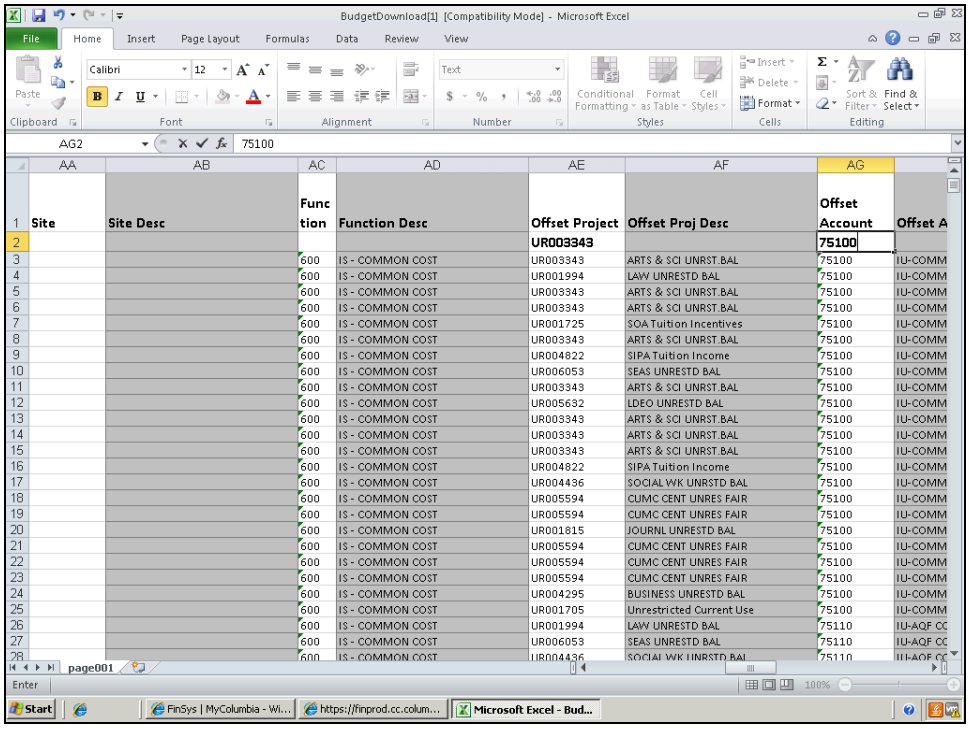


Step	Action
44.	Press **[Right]**.

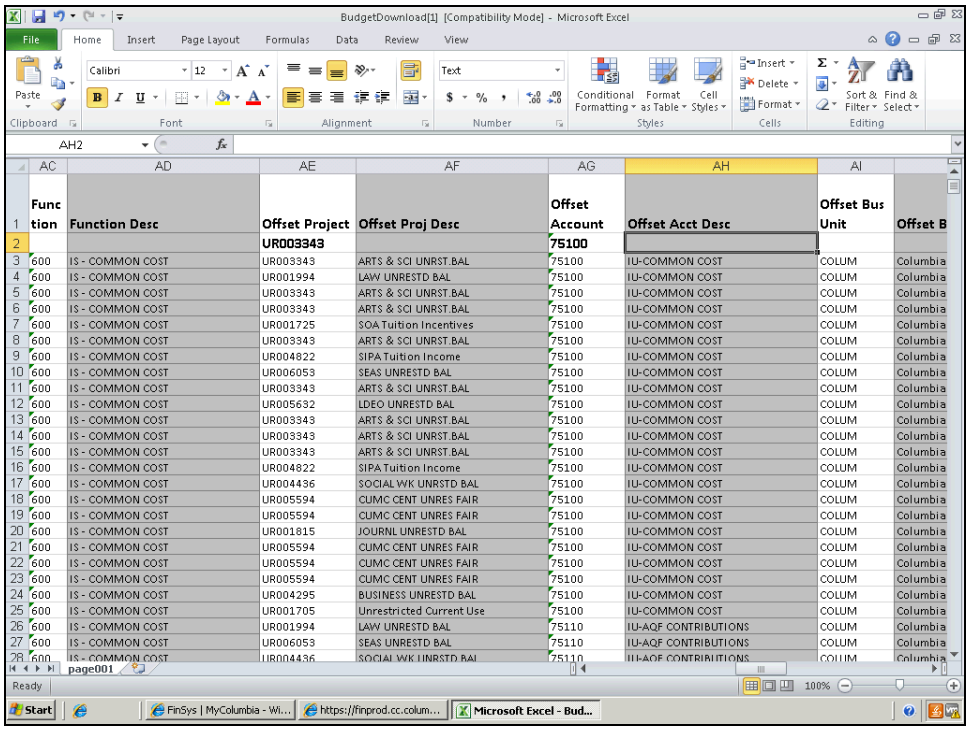


Site	Site Desc	Function	Function Desc	Offset Project	Offset Proj Desc	Offset Account	Offset A
				UR003343			
		600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
		600	IS - COMMON COST	UR001994	LAW UNRESTD BAL	75100	IU-COMM
		600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
		600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
		600	IS - COMMON COST	UR001725	SOA Tuition Incentives	75100	IU-COMM
		600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
		600	IS - COMMON COST	UR004822	SIPA Tuition Income	75100	IU-COMM
		600	IS - COMMON COST	UR006053	SEAS UNRESTD BAL	75100	IU-COMM
		600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
		600	IS - COMMON COST	UR005632	LDEO UNRESTD BAL	75100	IU-COMM
		600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
		600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
		600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
		600	IS - COMMON COST	UR004822	SIPA Tuition Income	75100	IU-COMM
		600	IS - COMMON COST	UR004436	SOCIAL WK UNRSTD BAL	75100	IU-COMM
		600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMM
		600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMM
		600	IS - COMMON COST	UR001815	JOURNL UNRESTD BAL	75100	IU-COMM
		600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMM
		600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMM
		600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMM
		600	IS - COMMON COST	UR004295	BUSINESS UNRESTD BAL	75100	IU-COMM
		600	IS - COMMON COST	UR001705	Unrestricted Current Use	75100	IU-COMM
		600	IS - COMMON COST	UR001994	LAW UNRESTD BAL	75110	IU-AQF CC
		600	IS - COMMON COST	UR006053	SEAS UNRESTD BAL	75110	IU-AQF CC
		600	IS - COMMON COST	UR004436	SOCIAL WK UNRSTD BAL	75110	IU-AQF CC

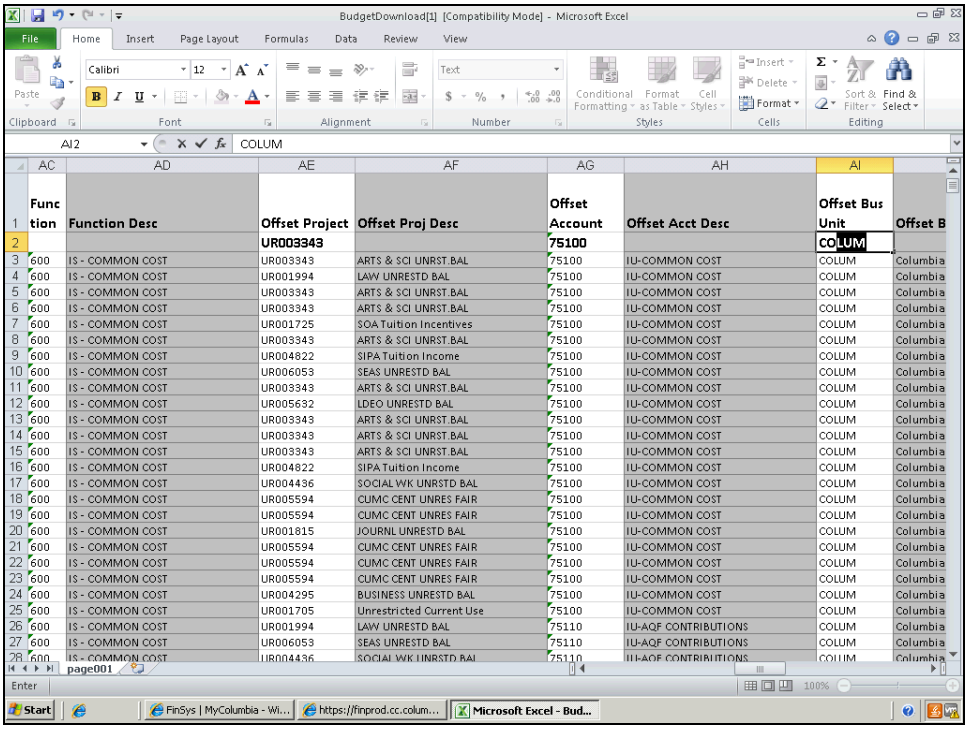
Step	Action
45.	Enter the desired information into the **Offset Account** field. Enter "**75100**".



Step	Action
46.	Press **[Right]**.

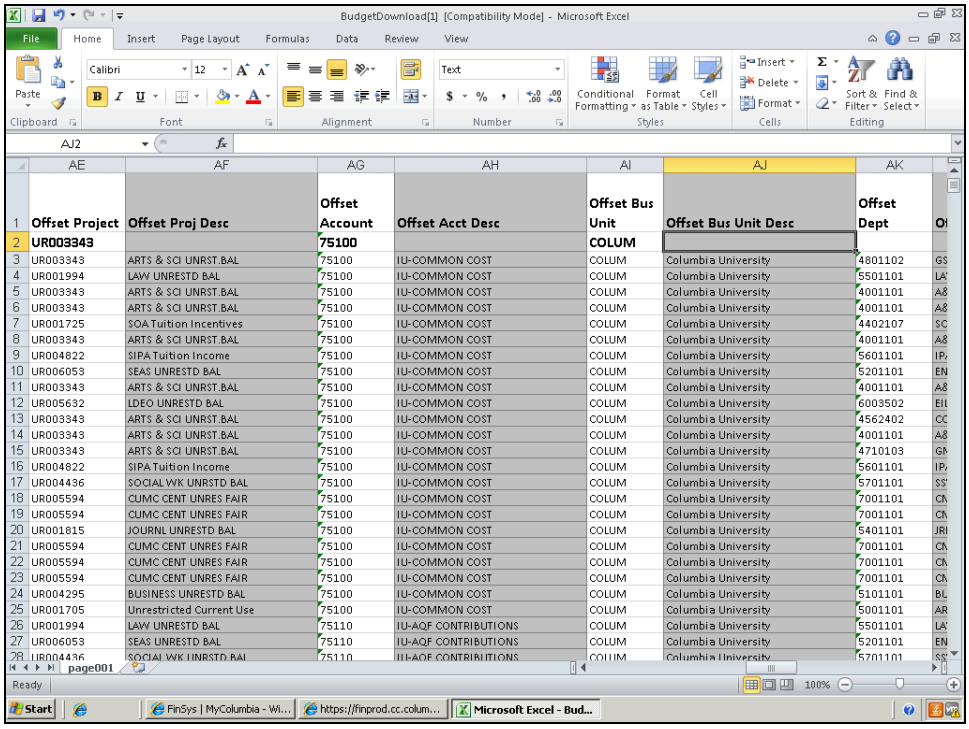


Step	Action
47.	Enter the desired information into the **Offset Bus Unit** field. Enter "**COLUM**".

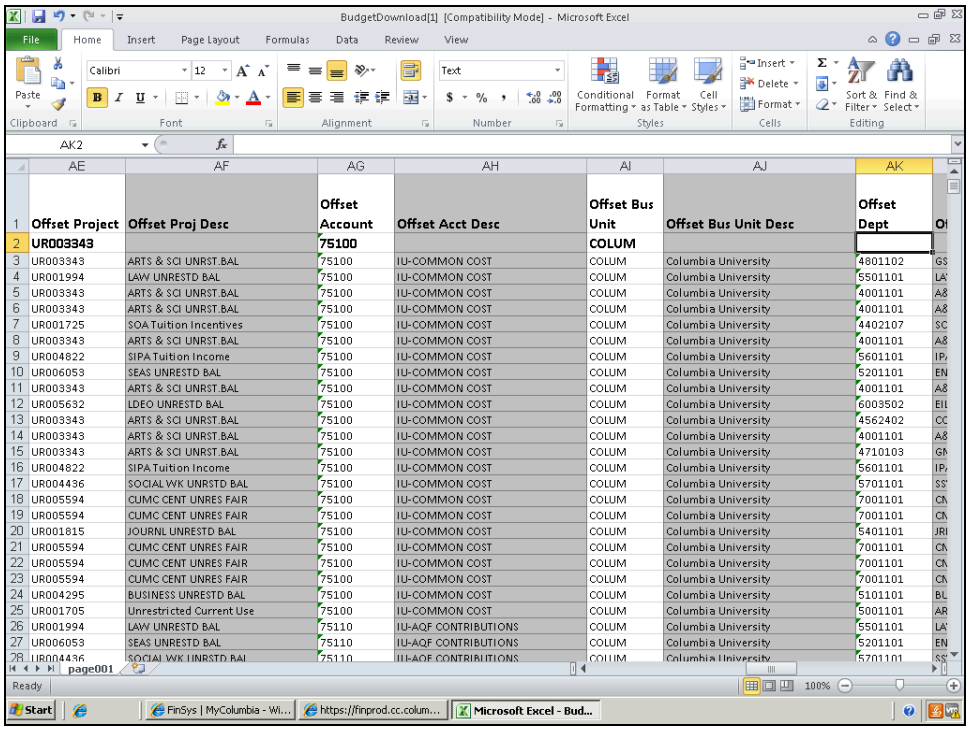


AC	AD	AE	AF	AG	AH	AI	
1 Function	Function Desc	Offset Project	Offset Proj Desc	Offset Account	Offset Acct Desc	Offset Bus Unit	Offset B
2		UR003343		75100		COLUM	
3 600	IS - COMMON COST	UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia
4 600	IS - COMMON COST	UR001994	LAW UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia
5 600	IS - COMMON COST	UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia
6 600	IS - COMMON COST	UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia
7 600	IS - COMMON COST	UR001725	SOA Tuition Incentives	75100	IU-COMMON COST	COLUM	Columbia
8 600	IS - COMMON COST	UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia
9 600	IS - COMMON COST	UR004822	SIPA Tuition Income	75100	IU-COMMON COST	COLUM	Columbia
10 600	IS - COMMON COST	UR006053	SEAS UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia
11 600	IS - COMMON COST	UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia
12 600	IS - COMMON COST	UR005632	LDEO UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia
13 600	IS - COMMON COST	UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia
14 600	IS - COMMON COST	UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia
15 600	IS - COMMON COST	UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia
16 600	IS - COMMON COST	UR004822	SIPA Tuition Income	75100	IU-COMMON COST	COLUM	Columbia
17 600	IS - COMMON COST	UR004436	SOCIAL WK UNRSTD BAL	75100	IU-COMMON COST	COLUM	Columbia
18 600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia
19 600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia
20 600	IS - COMMON COST	UR001815	JOURNL UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia
21 600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia
22 600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia
23 600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia
24 600	IS - COMMON COST	UR004295	BUSINESS UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia
25 600	IS - COMMON COST	UR001705	Unrestricted Current Use	75100	IU-COMMON COST	COLUM	Columbia
26 600	IS - COMMON COST	UR001994	LAW UNRESTD BAL	75110	IU-AQF CONTRIBUTIONS	COLUM	Columbia
27 600	IS - COMMON COST	UR006053	SEAS UNRESTD BAL	75110	IU-AQF CONTRIBUTIONS	COLUM	Columbia
28 600	IS - COMMON COST	UR004436	SOCIAL WK UNRSTD BAL	75110	IU-AQF CONTRIBUTIONS	COLUM	Columbia

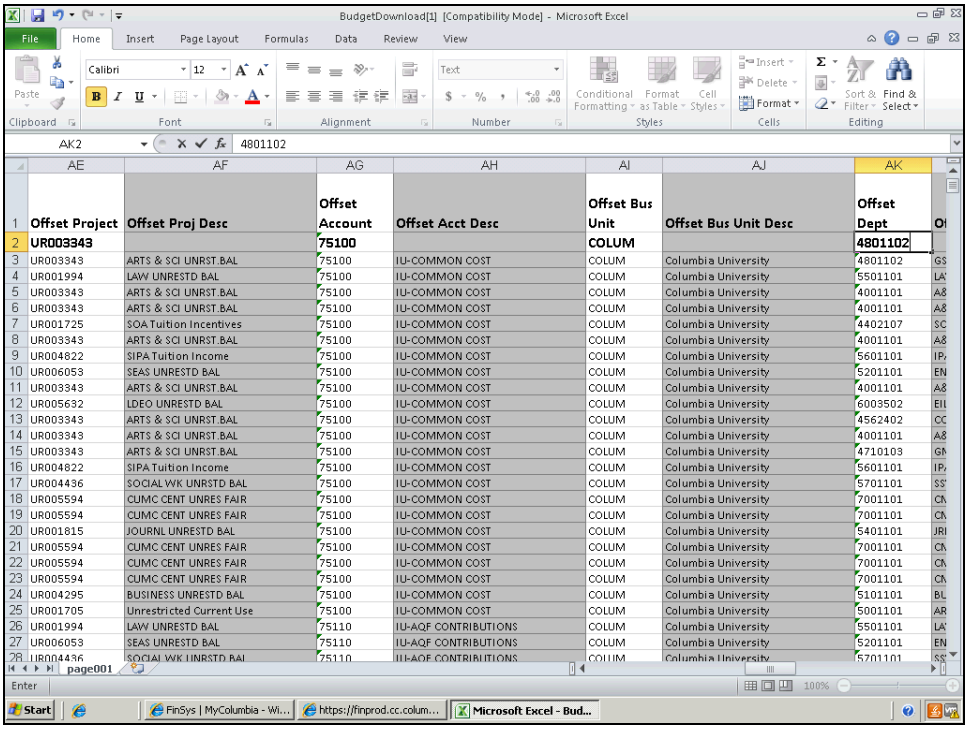
Step	Action
48.	Press **[Right]**.



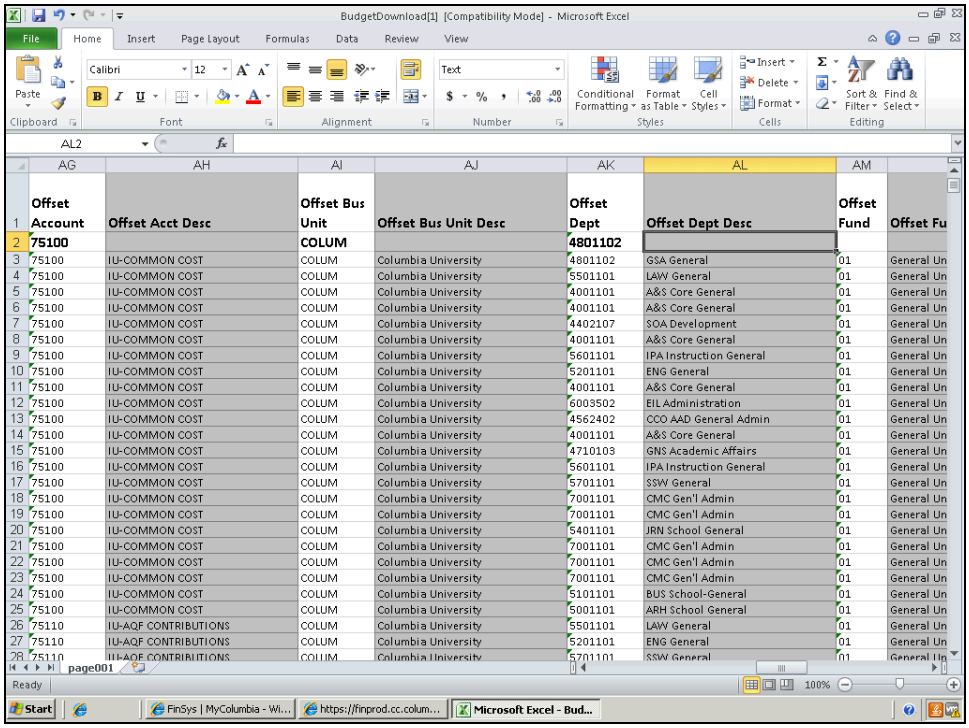
Step	Action
49.	Press **[Right]**.



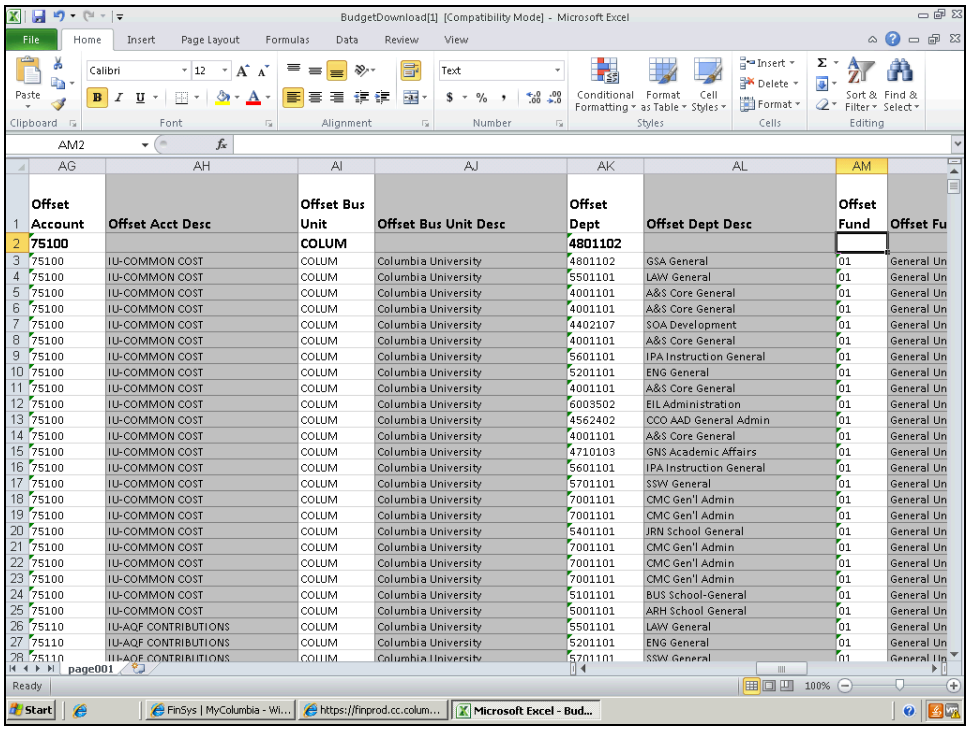
Step	Action
50.	Enter the desired information into the **Offset Dept** field. Enter "**4801102**".



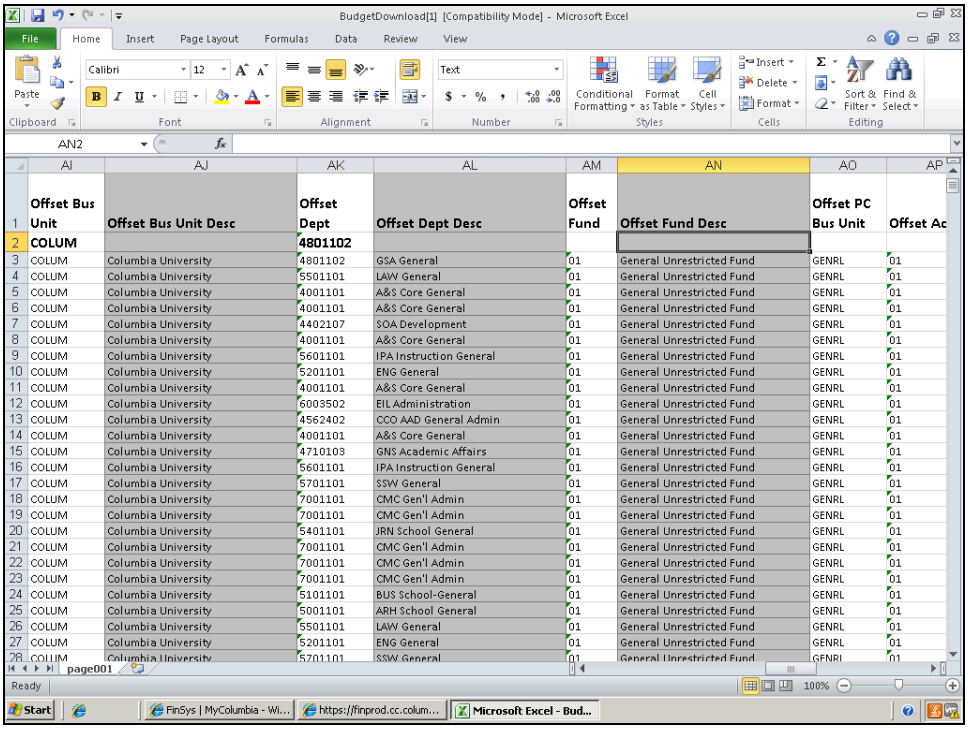
Step	Action
51.	Press **[Right]**.



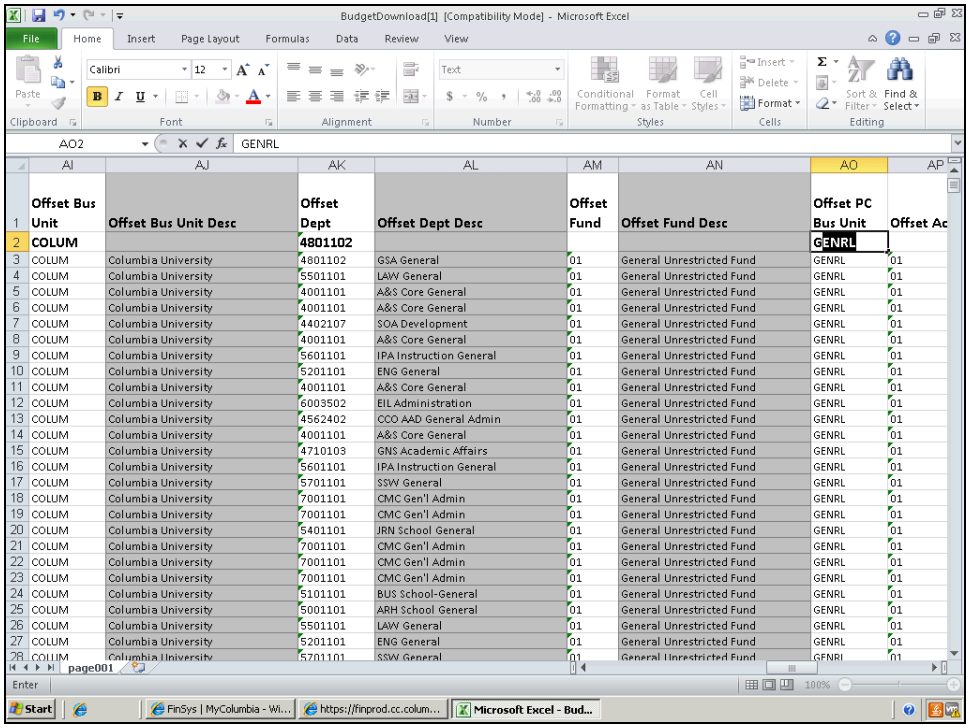
Step	Action
52.	Press **[Right]**.



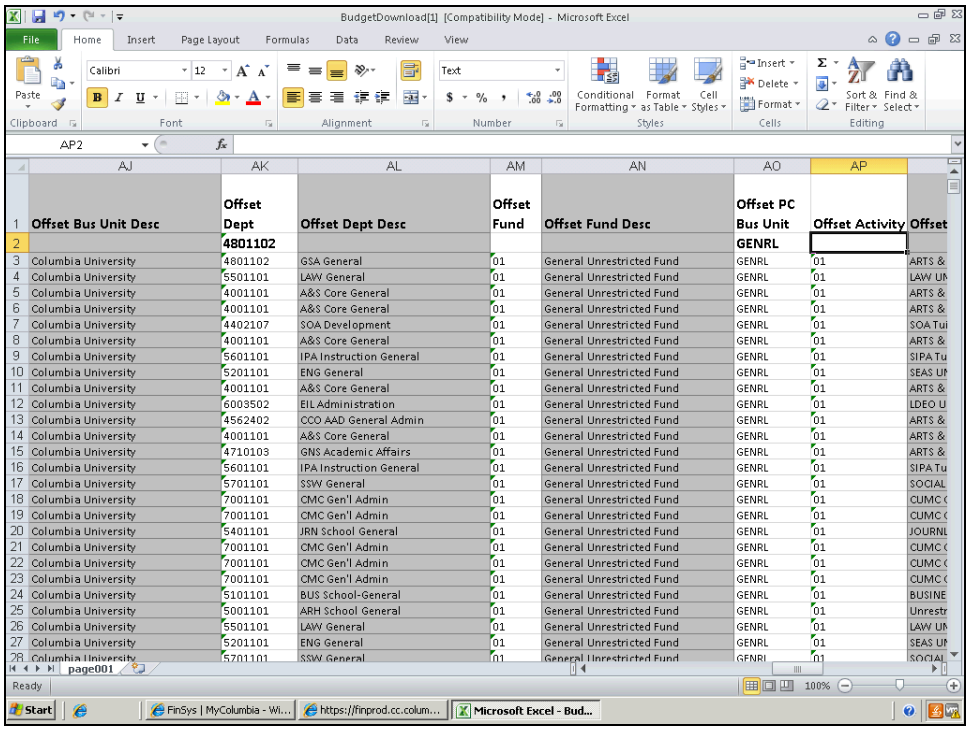
Step	Action
53.	Press **[Right]**.



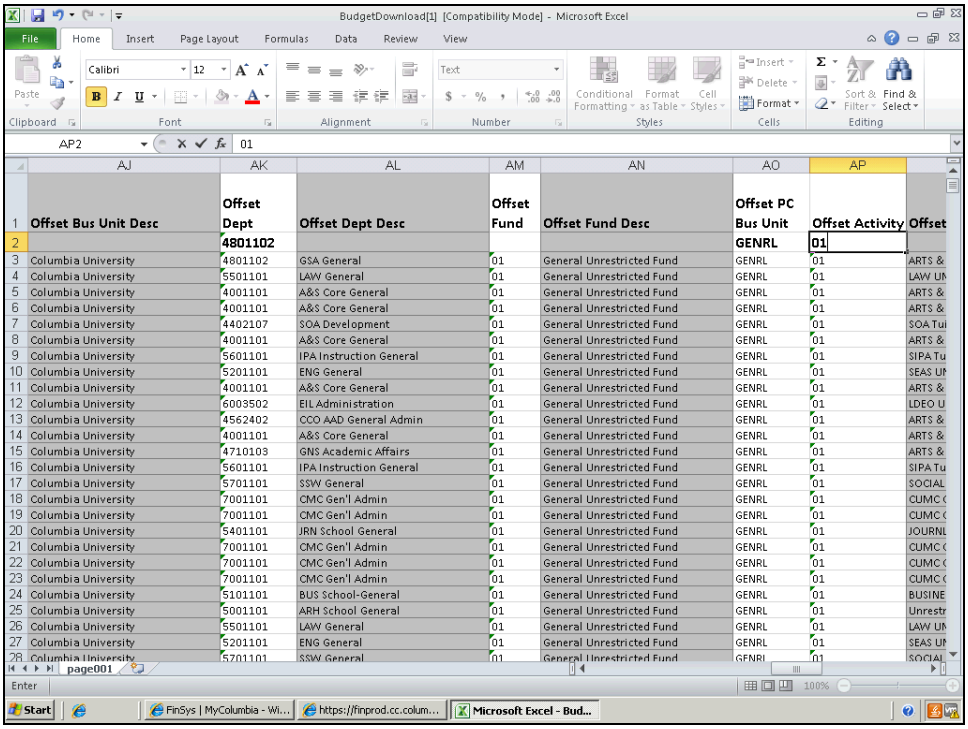
Step	Action
54.	Enter the desired information into the **Offset PC Bus Unit** field. Enter "**GENRL**".



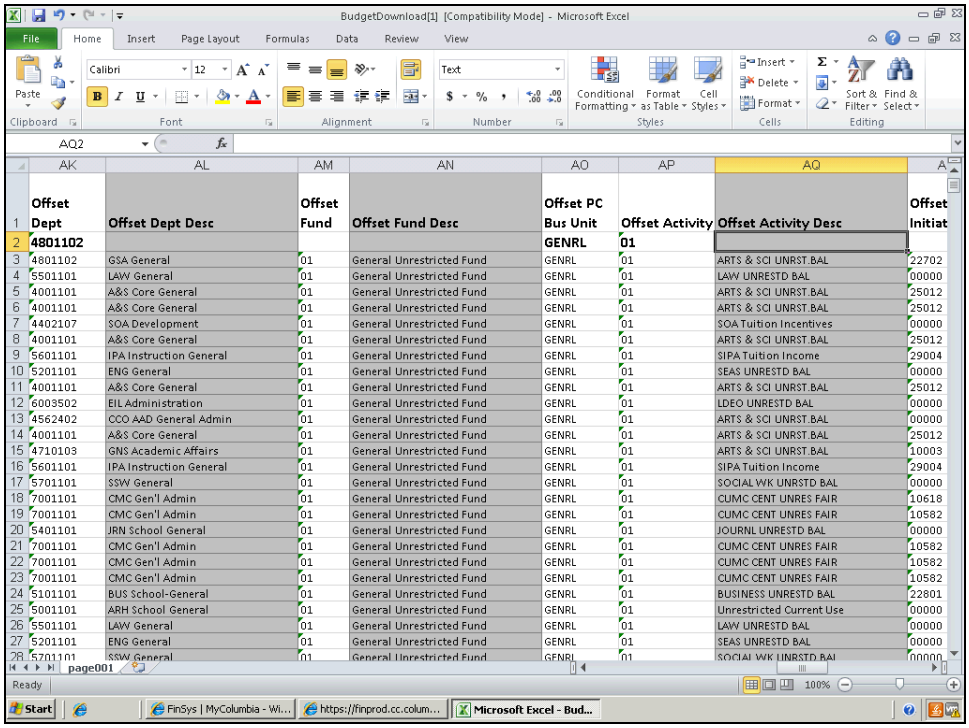
Step	Action
55.	Press **[Right]**.



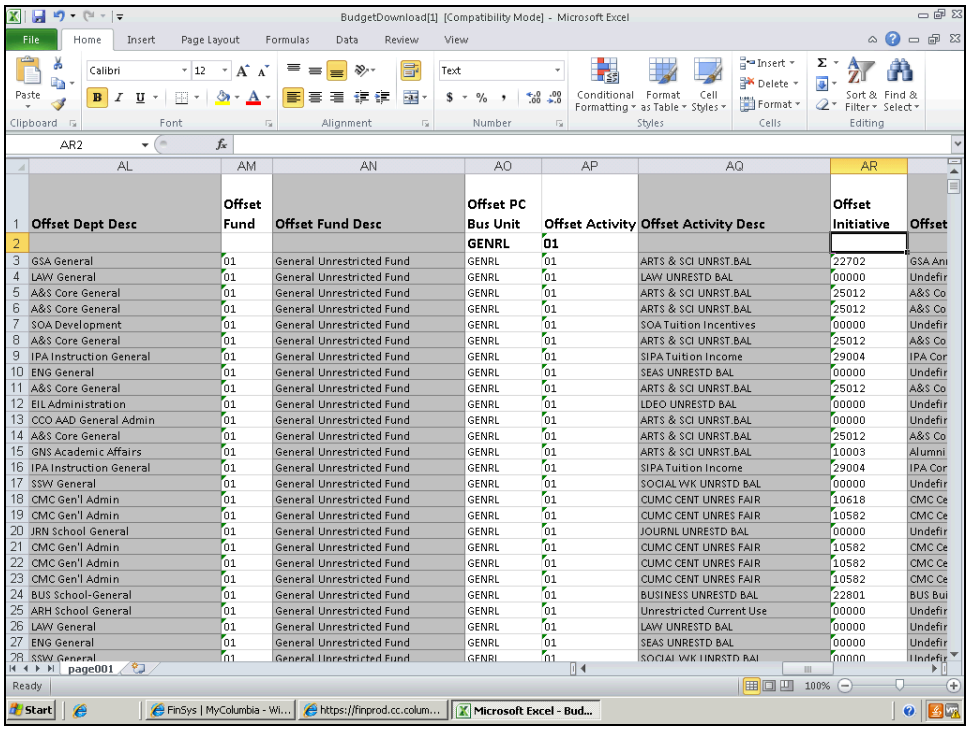
Step	Action
56.	Enter the desired information into the **Offset Activity** field. Enter "**01**".



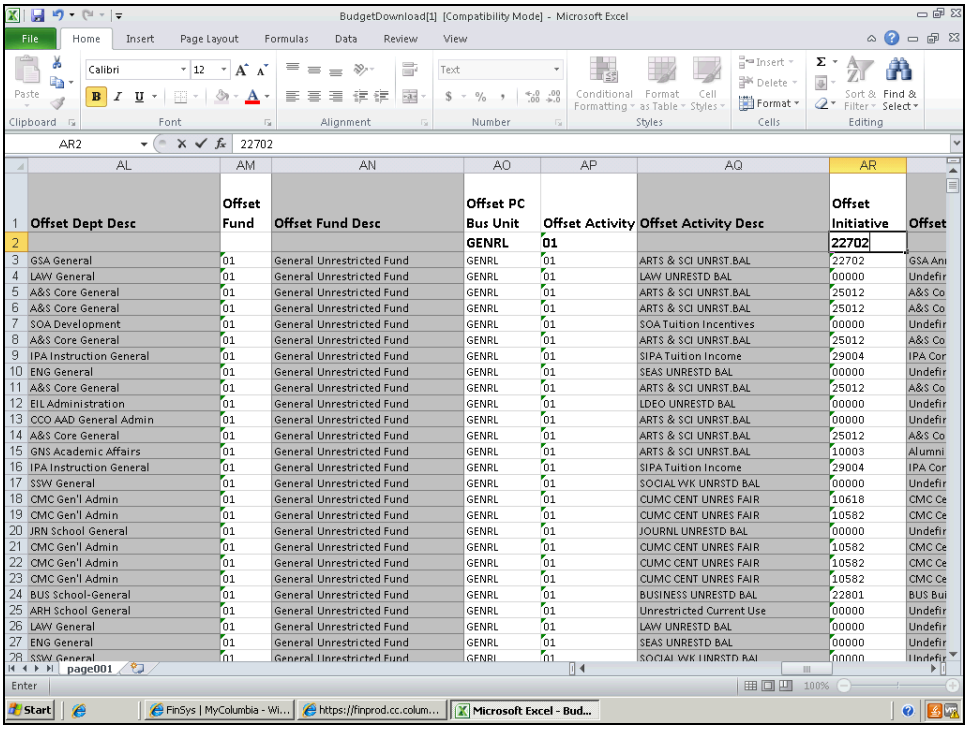
Step	Action
57.	Press **[Right]**.



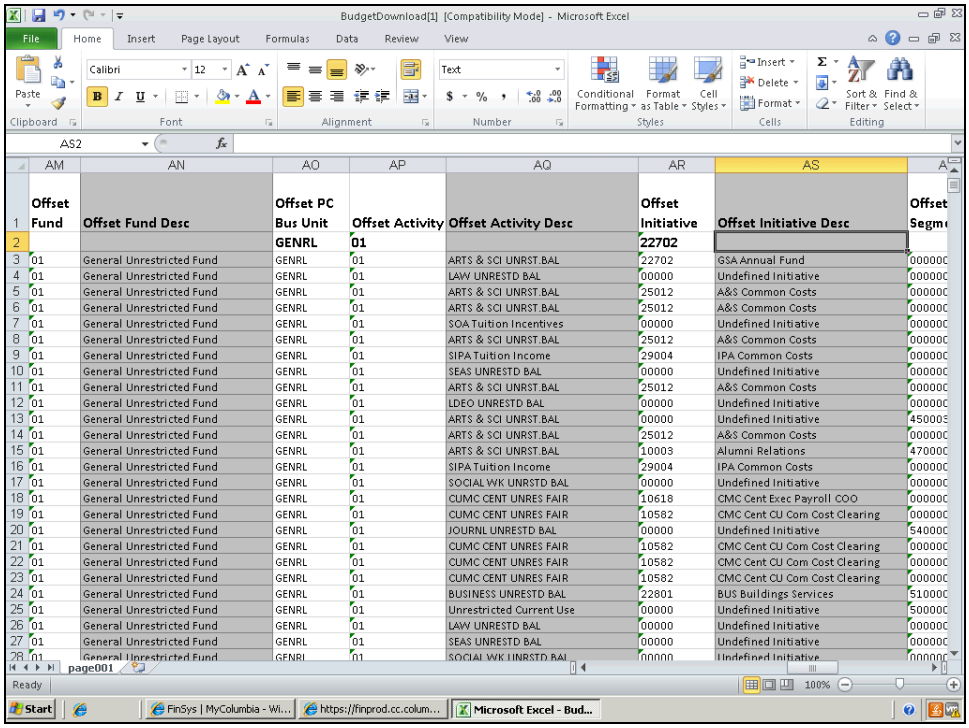
Step	Action
58.	Press **[Right]**.



Step	Action
59.	Enter the desired information into the **Offset Initiative** field. Enter "**22702**".

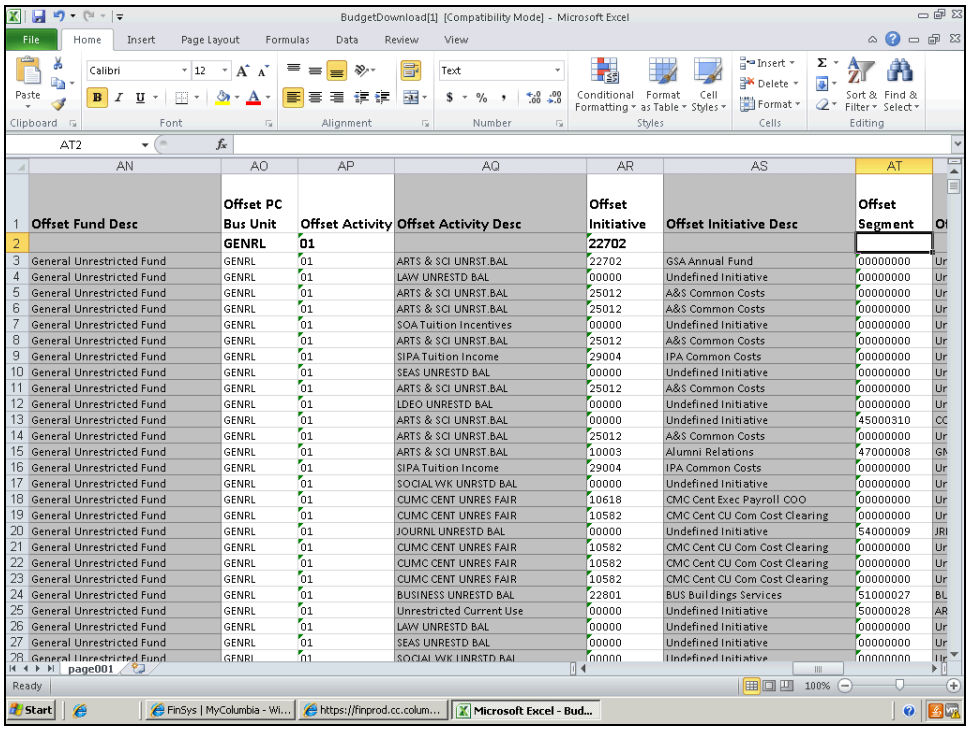


Step	Action
60.	Press **[Right]**.



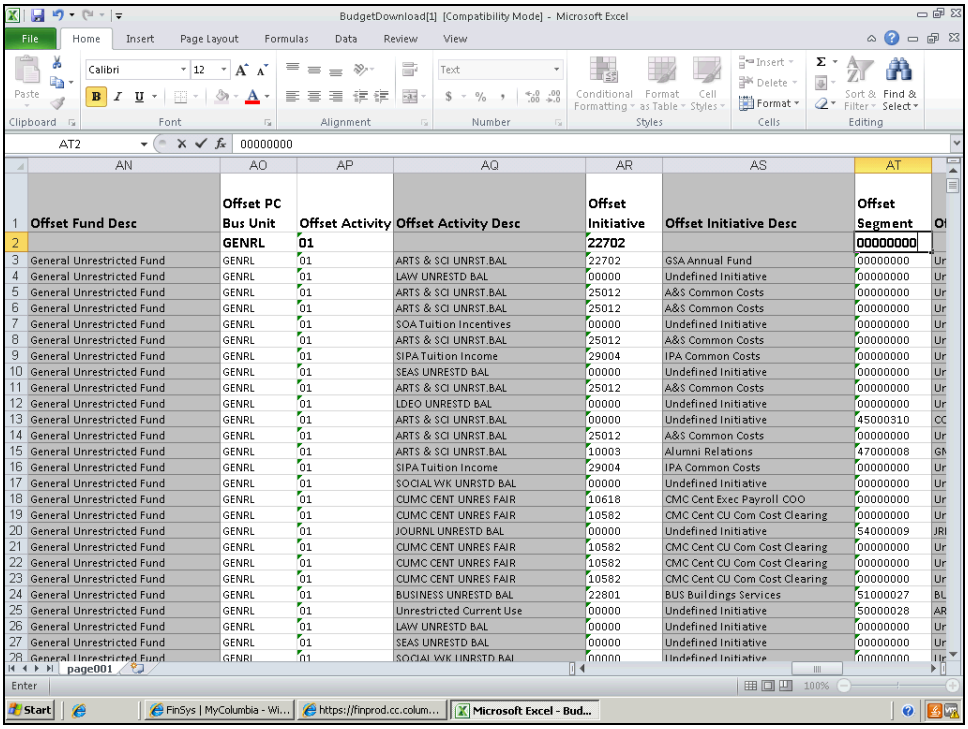
Offset Fund	Offset Fund Desc	Offset PC Bus Unit	Offset Activity	Offset Activity Desc	Offset Initiative	Offset Initiative Desc	Offset Segm
		GENRL	01		22702		
01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	22702	GSA Annual Fund	000000
01	General Unrestricted Fund	GENRL	01	LAW UNRESTD BAL	00000	Undefined Initiative	000000
01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	000000
01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	000000
01	General Unrestricted Fund	GENRL	01	SOA Tuition Incentives	00000	Undefined Initiative	000000
01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	000000
01	General Unrestricted Fund	GENRL	01	SIPA Tuition Income	29004	IPA Common Costs	000000
01	General Unrestricted Fund	GENRL	01	SEAS UNRESTD BAL	00000	Undefined Initiative	000000
01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	000000
01	General Unrestricted Fund	GENRL	01	LDEO UNRESTD BAL	00000	Undefined Initiative	000000
01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	00000	Undefined Initiative	450003
01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	000000
01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	10003	Alumni Relations	470000
01	General Unrestricted Fund	GENRL	01	SIPA Tuition Income	29004	IPA Common Costs	000000
01	General Unrestricted Fund	GENRL	01	SOCIAL WK UNRSTD BAL	00000	Undefined Initiative	000000
01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10618	CMC Cent Exec Payroll COO	000000
01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	000000
01	General Unrestricted Fund	GENRL	01	JOURNL UNRESTD BAL	00000	Undefined Initiative	540000
01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	000000
01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	000000
01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	000000
01	General Unrestricted Fund	GENRL	01	BUSINESS UNRESTD BAL	22801	BUS Buildings Services	510000
01	General Unrestricted Fund	GENRL	01	Unrestricted Current Use	00000	Undefined Initiative	500000
01	General Unrestricted Fund	GENRL	01	LAW UNRESTD BAL	00000	Undefined Initiative	000000
01	General Unrestricted Fund	GENRL	01	SEAS UNRESTD BAL	00000	Undefined Initiative	000000
01	General Unrestricted Fund	GENRL	01	SOCIAL WK UNRSTD BAL	00000	Undefined Initiative	000000

Step	Action
61.	Press **[Right]**.



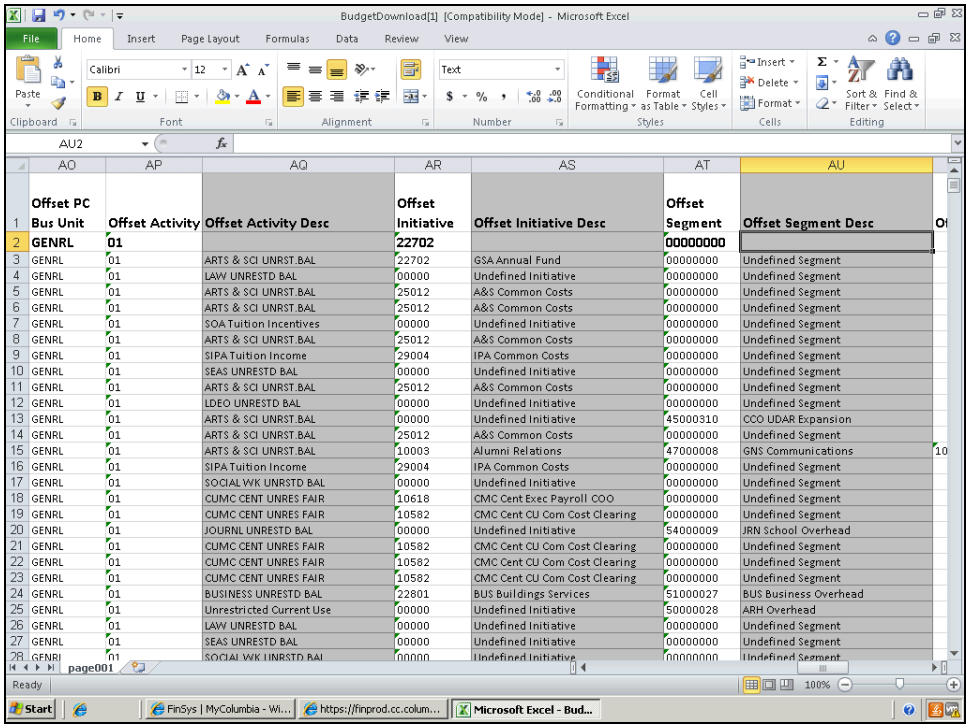
Offset Fund Desc	Offset PC Bus Unit	Offset Activity	Offset Activity Desc	Offset Initiative	Offset Initiative Desc	Offset Segment
	GENRL	01		22702		
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	22702	GSA Annual Fund	00000000
General Unrestricted Fund	GENRL	01	LAW UNRESTD BAL	00000	Undefined Initiative	00000000
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	00000000
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	00000000
General Unrestricted Fund	GENRL	01	SOA Tuition Incentives	00000	Undefined Initiative	00000000
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	00000000
General Unrestricted Fund	GENRL	01	SIPA Tuition Income	29004	IPA Common Costs	00000000
General Unrestricted Fund	GENRL	01	SEAS UNRESTD BAL	00000	Undefined Initiative	00000000
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	00000000
General Unrestricted Fund	GENRL	01	LDEO UNRESTD BAL	00000	Undefined Initiative	00000000
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	00000	Undefined Initiative	45000310
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	00000000
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST.BAL	10003	Alumni Relations	47000008
General Unrestricted Fund	GENRL	01	SIPA Tuition Income	29004	IPA Common Costs	00000000
General Unrestricted Fund	GENRL	01	SOCIAL WK UNRSTD BAL	00000	Undefined Initiative	00000000
General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10618	CMC Cent Exec Payroll COO	00000000
General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000
General Unrestricted Fund	GENRL	01	JOURNL UNRESTD BAL	00000	Undefined Initiative	54000009
General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000
General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000
General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000
General Unrestricted Fund	GENRL	01	BUSINESS UNRESTD BAL	22801	BUS Buildings Services	51000027
General Unrestricted Fund	GENRL	01	Unrestricted Current Use	00000	Undefined Initiative	50000028
General Unrestricted Fund	GENRL	01	LAW UNRESTD BAL	00000	Undefined Initiative	00000000
General Unrestricted Fund	GENRL	01	SEAS UNRESTD BAL	00000	Undefined Initiative	00000000
General Unrestricted Fund	GENRL	01	SOCIAL WK UNRSTD BAL	00000	Undefined Initiative	00000000

Step	Action
62.	Enter the desired information into the **Offset Segment** field. Enter "**00000000**".

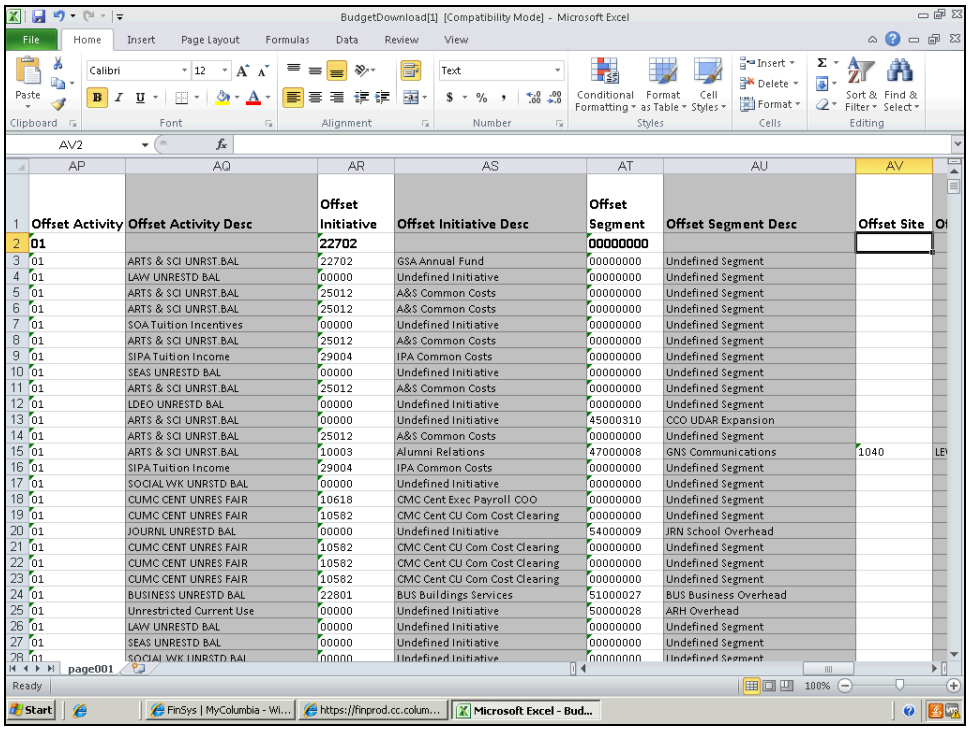


Offset Fund Desc	Offset PC Bus Unit	Offset Activity	Offset Activity Desc	Offset Initiative	Offset Initiative Desc	Offset Segment
	GENRL	01		22702		00000000
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	22702	GSA Annual Fund	00000000
General Unrestricted Fund	GENRL	01	LAW UNRESTD BAL	00000	Undefined Initiative	00000000
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012	A&S Common Costs	00000000
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012	A&S Common Costs	00000000
General Unrestricted Fund	GENRL	01	SOA Tuition Incentives	00000	Undefined Initiative	00000000
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012	A&S Common Costs	00000000
General Unrestricted Fund	GENRL	01	SIPA Tuition Income	29004	IPA Common Costs	00000000
General Unrestricted Fund	GENRL	01	SEAS UNRESTD BAL	00000	Undefined Initiative	00000000
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012	A&S Common Costs	00000000
General Unrestricted Fund	GENRL	01	LDEO UNRESTD BAL	00000	Undefined Initiative	00000000
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	00000	Undefined Initiative	45000310
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012	A&S Common Costs	00000000
General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	10003	Alumni Relations	47000008
General Unrestricted Fund	GENRL	01	SIPA Tuition Income	29004	IPA Common Costs	00000000
General Unrestricted Fund	GENRL	01	SOCIAL WK UNRSTD BAL	00000	Undefined Initiative	00000000
General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10618	CMC Cent Exec Payroll COO	00000000
General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000
General Unrestricted Fund	GENRL	01	JOURNL UNRESTD BAL	00000	Undefined Initiative	54000009
General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000
General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000
General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000
General Unrestricted Fund	GENRL	01	BUSINESS UNRESTD BAL	22801	BUS Buildings Services	51000027
General Unrestricted Fund	GENRL	01	Unrestricted Current Use	00000	Undefined Initiative	50000028
General Unrestricted Fund	GENRL	01	LAW UNRESTD BAL	00000	Undefined Initiative	00000000
General Unrestricted Fund	GENRL	01	SEAS UNRESTD BAL	00000	Undefined Initiative	00000000
General Unrestricted Fund	GENRL	01	SOCIAL WK UNRSTD BAL	00000	Undefined Initiative	00000000

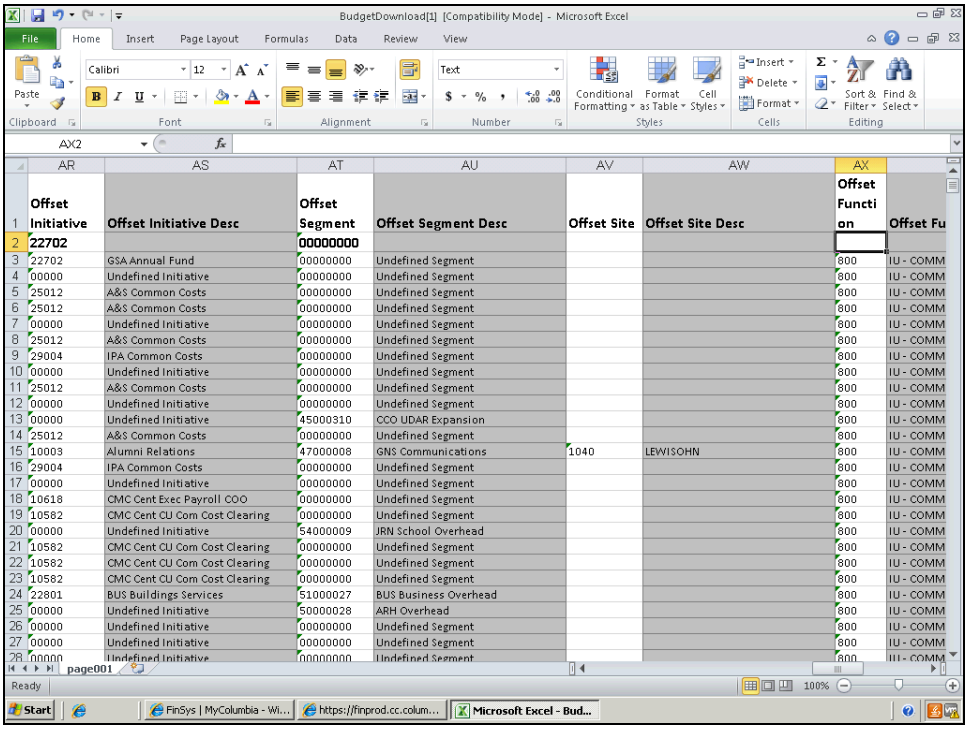
Step	Action
63.	Press **[Right]**.



Step	Action
64.	Press **[Right]**.

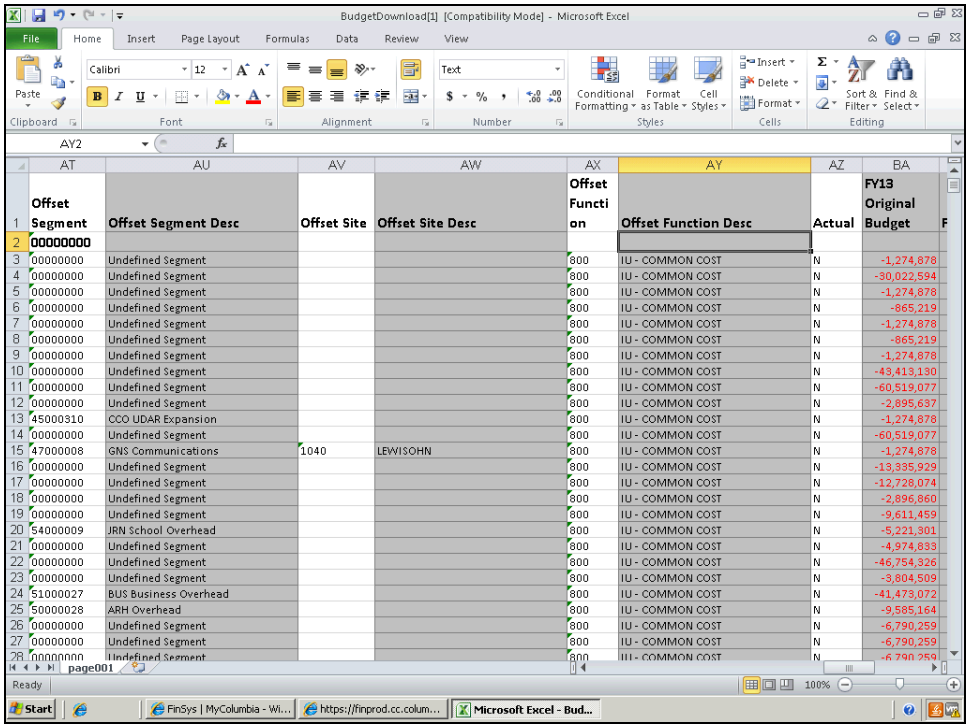


Step	Action
65.	Press **[Right]**.

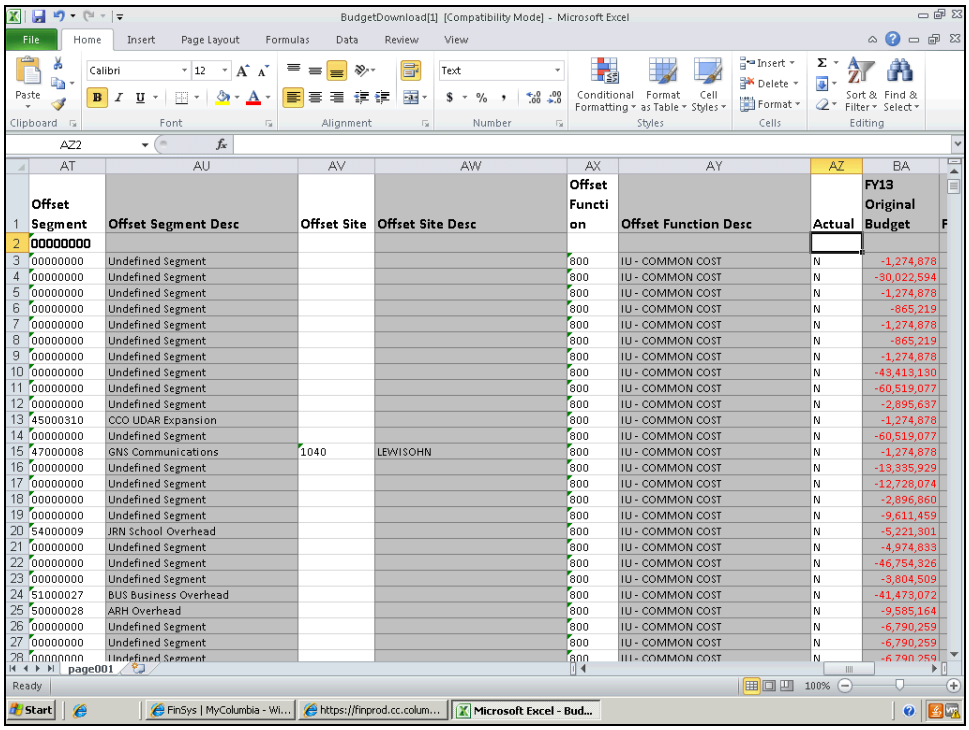


AR	AS	AT	AU	AV	AW	AX	
Offset Initiative	Offset Initiative Desc	Offset Segment	Offset Segment Desc	Offset Site	Offset Site Desc	Offset Function	Offset Fu
22702		00000000					
22702	GSA Annual Fund	00000000	Undefined Segment			800	IU - COMM
00000	Undefined Initiative	00000000	Undefined Segment			800	IU - COMM
25012	A&S Common Costs	00000000	Undefined Segment			800	IU - COMM
25012	A&S Common Costs	00000000	Undefined Segment			800	IU - COMM
00000	Undefined Initiative	00000000	Undefined Segment			800	IU - COMM
25012	A&S Common Costs	00000000	Undefined Segment			800	IU - COMM
29004	IPA Common Costs	00000000	Undefined Segment			800	IU - COMM
00000	Undefined Initiative	00000000	Undefined Segment			800	IU - COMM
25012	A&S Common Costs	00000000	Undefined Segment			800	IU - COMM
00000	Undefined Initiative	00000000	Undefined Segment			800	IU - COMM
00000	Undefined Initiative	45000310	CCO UDAR Expansion			800	IU - COMM
25012	A&S Common Costs	00000000	Undefined Segment			800	IU - COMM
10003	Alumni Relations	47000008	GNS Communications	1040	LEWISOHN	800	IU - COMM
29004	IPA Common Costs	00000000	Undefined Segment			800	IU - COMM
00000	Undefined Initiative	00000000	Undefined Segment			800	IU - COMM
10618	CMC Cent Exec Payroll COO	00000000	Undefined Segment			800	IU - COMM
10582	CMC Cent CU Com Cost Clearing	00000000	Undefined Segment			800	IU - COMM
00000	Undefined Initiative	54000009	JRN School Overhead			800	IU - COMM
10582	CMC Cent CU Com Cost Clearing	00000000	Undefined Segment			800	IU - COMM
10582	CMC Cent CU Com Cost Clearing	00000000	Undefined Segment			800	IU - COMM
10582	CMC Cent CU Com Cost Clearing	00000000	Undefined Segment			800	IU - COMM
22801	BUS Buildings Services	51000027	BUS Business Overhead			800	IU - COMM
00000	Undefined Initiative	50000028	ARH Overhead			800	IU - COMM
00000	Undefined Initiative	00000000	Undefined Segment			800	IU - COMM
00000	Undefined Initiative	00000000	Undefined Segment			800	IU - COMM
00000	Undefined Initiative	00000000	Undefined Segment			800	IU - COMM

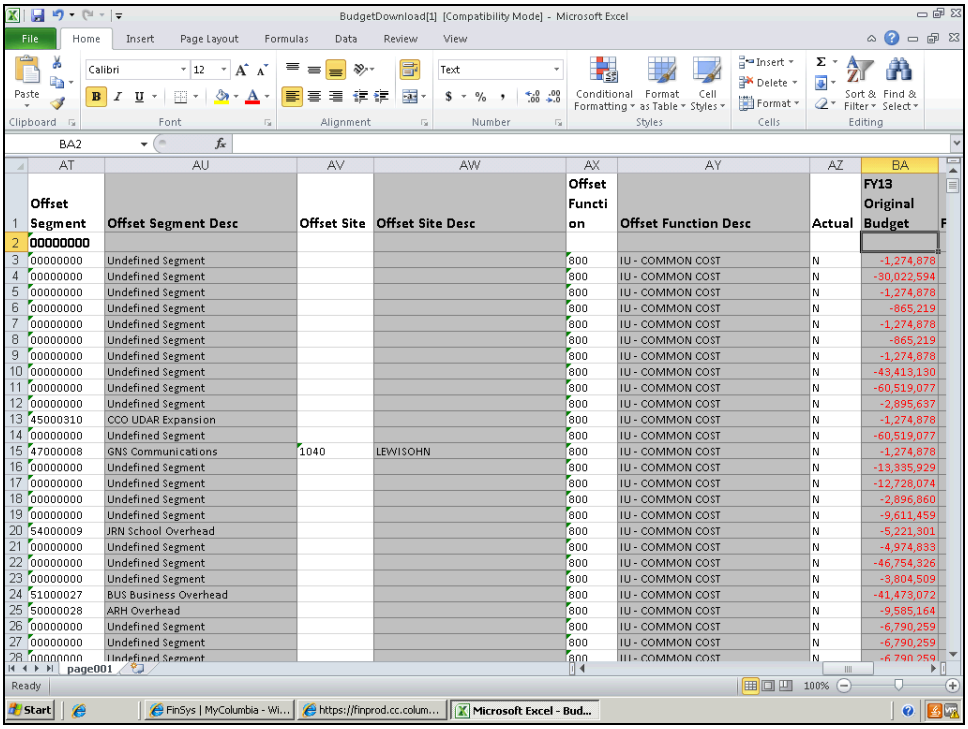
Step	Action
66.	Press **[Right]**.



Step	Action
67.	Press **[Right]**.

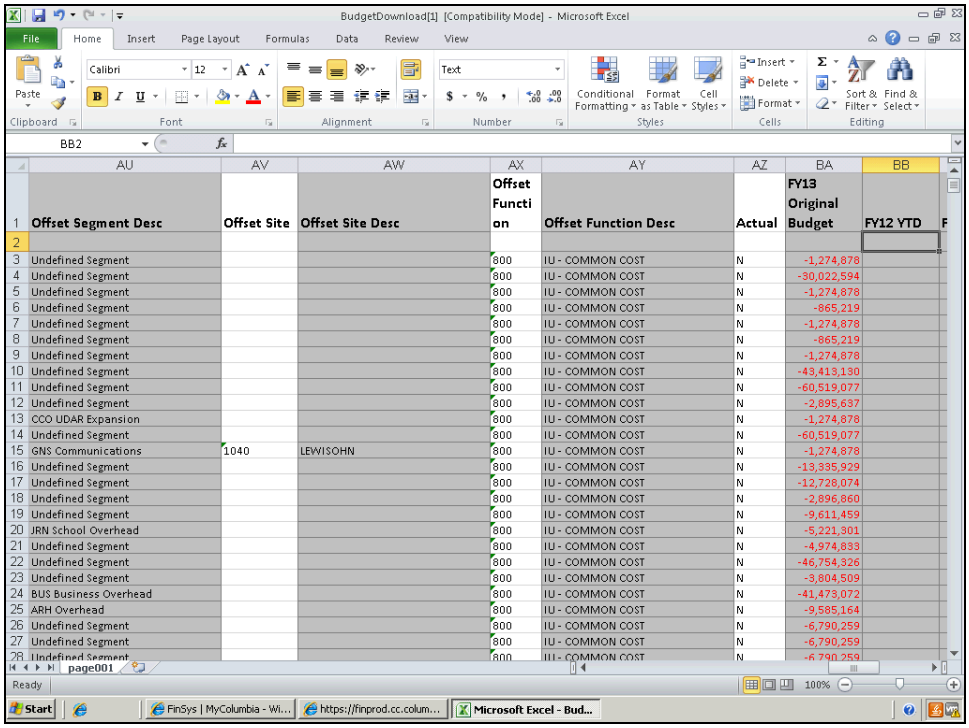


Step	Action
68.	Press **[Right]**.

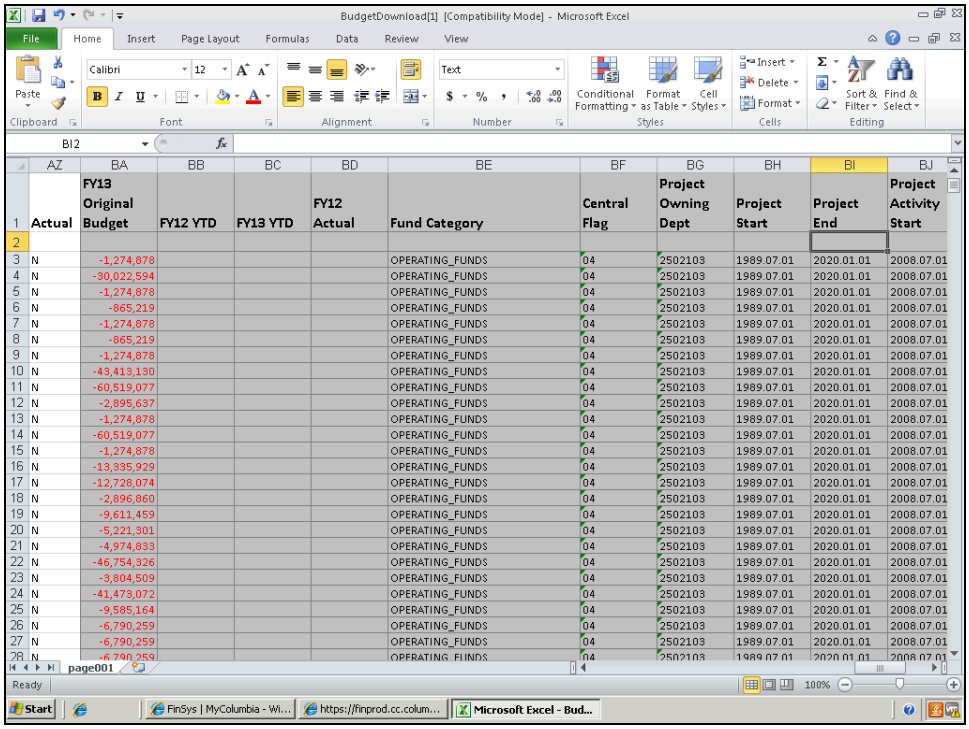


AT	AU	AV	AW	AX	AY	AZ	BA
Offset Segment	Offset Segment Desc	Offset Site	Offset Site Desc	Offset Function	Offset Function Desc	Actual	FY13 Original Budget
00000000							
00000000	Undefined Segment			800	IU - COMMON COST	N	-1,274,878
00000000	Undefined Segment			800	IU - COMMON COST	N	-30,022,594
00000000	Undefined Segment			800	IU - COMMON COST	N	-1,274,878
00000000	Undefined Segment			800	IU - COMMON COST	N	-865,219
00000000	Undefined Segment			800	IU - COMMON COST	N	-1,274,878
00000000	Undefined Segment			800	IU - COMMON COST	N	-865,219
00000000	Undefined Segment			800	IU - COMMON COST	N	-1,274,878
00000000	Undefined Segment			800	IU - COMMON COST	N	-43,413,130
00000000	Undefined Segment			800	IU - COMMON COST	N	-60,519,077
00000000	Undefined Segment			800	IU - COMMON COST	N	-2,895,637
45000310	CCO UDAR Expansion			800	IU - COMMON COST	N	-1,274,878
00000000	Undefined Segment			800	IU - COMMON COST	N	-60,519,077
47000008	GNS Communications	1040	LEWISOHN	800	IU - COMMON COST	N	-1,274,878
00000000	Undefined Segment			800	IU - COMMON COST	N	-13,335,929
00000000	Undefined Segment			800	IU - COMMON COST	N	-12,728,074
00000000	Undefined Segment			800	IU - COMMON COST	N	-2,896,860
00000000	Undefined Segment			800	IU - COMMON COST	N	-9,611,459
54000009	JRN School Overhead			800	IU - COMMON COST	N	-5,221,301
00000000	Undefined Segment			800	IU - COMMON COST	N	-4,974,833
00000000	Undefined Segment			800	IU - COMMON COST	N	-46,754,326
00000000	Undefined Segment			800	IU - COMMON COST	N	-3,804,509
51000027	BUS Business Overhead			800	IU - COMMON COST	N	-41,473,072
50000028	ARH Overhead			800	IU - COMMON COST	N	-9,585,164
00000000	Undefined Segment			800	IU - COMMON COST	N	-6,790,259
00000000	Undefined Segment			800	IU - COMMON COST	N	-6,790,259
00000000	Undefined Segment			800	IU - COMMON COST	N	-6,790,259

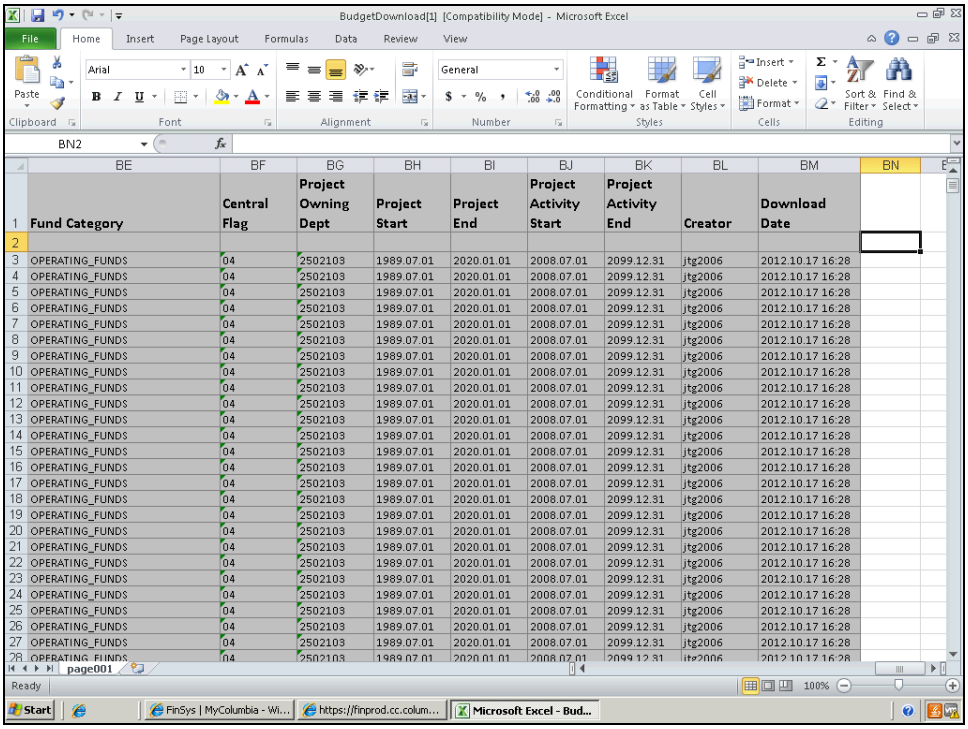
Step	Action
69.	Press **[Right]**.



Step	Action
70.	Press **[Right]**.

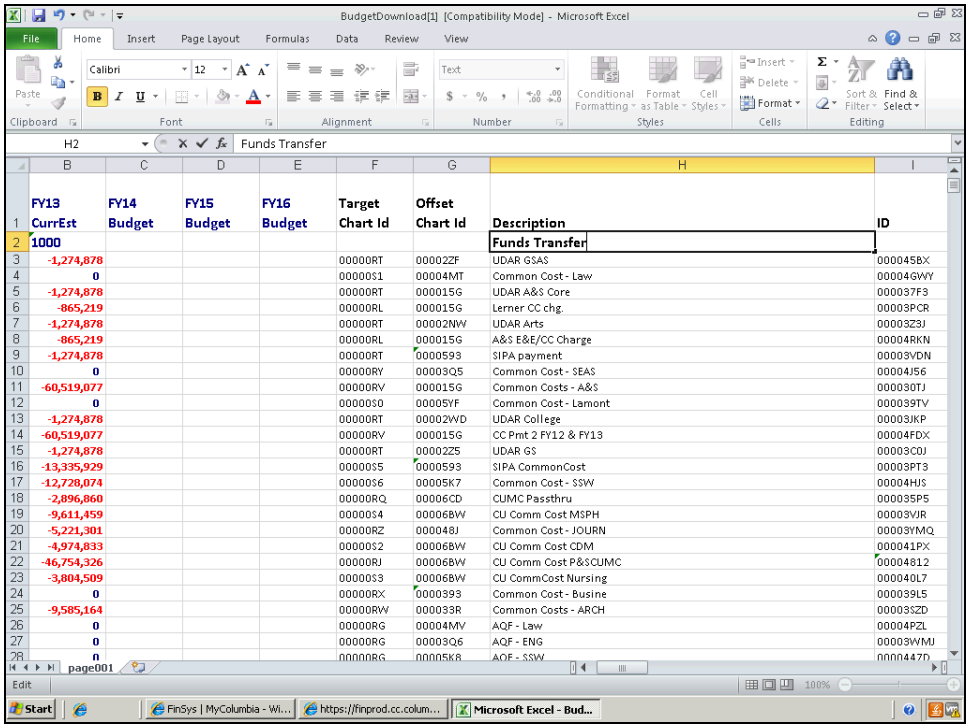


Step	Action
71.	Press **[Right]**.

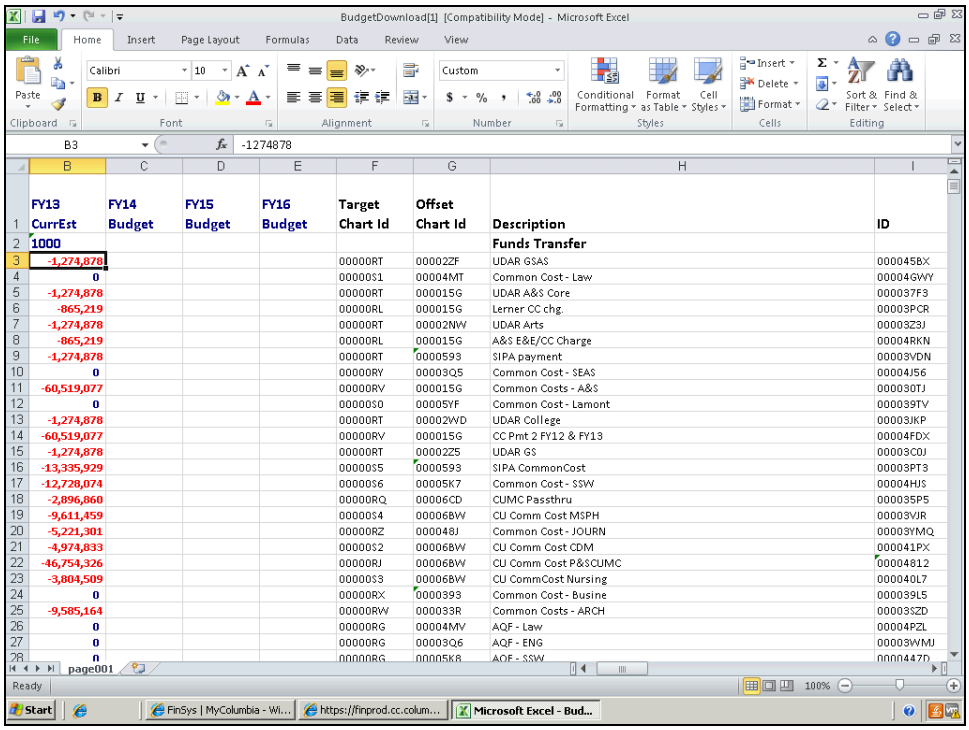


BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN
Fund Category	Central Flag	Project Owning Dept	Project Start	Project End	Project Activity Start	Project Activity End	Creator	Download Date	
OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01	2099.12.31	jtg2006	2012.10.17 16:28	

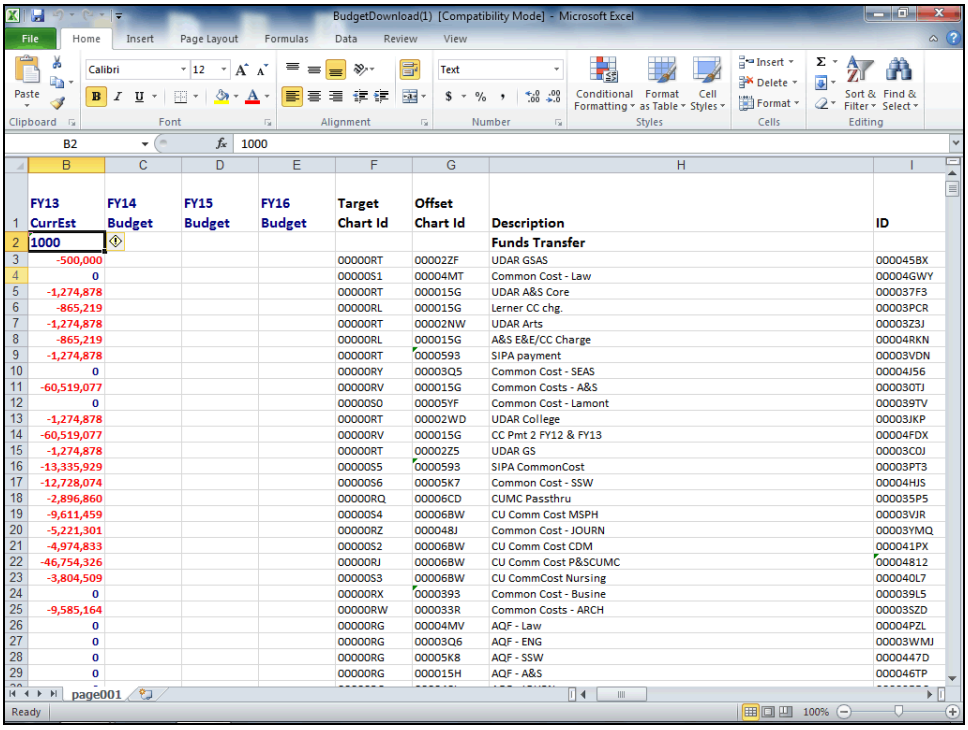
Step	Action
72.	Press **[Home]**.



Step	Action
73.	Click in the **FY13 CurrEst** field. -1,274,878

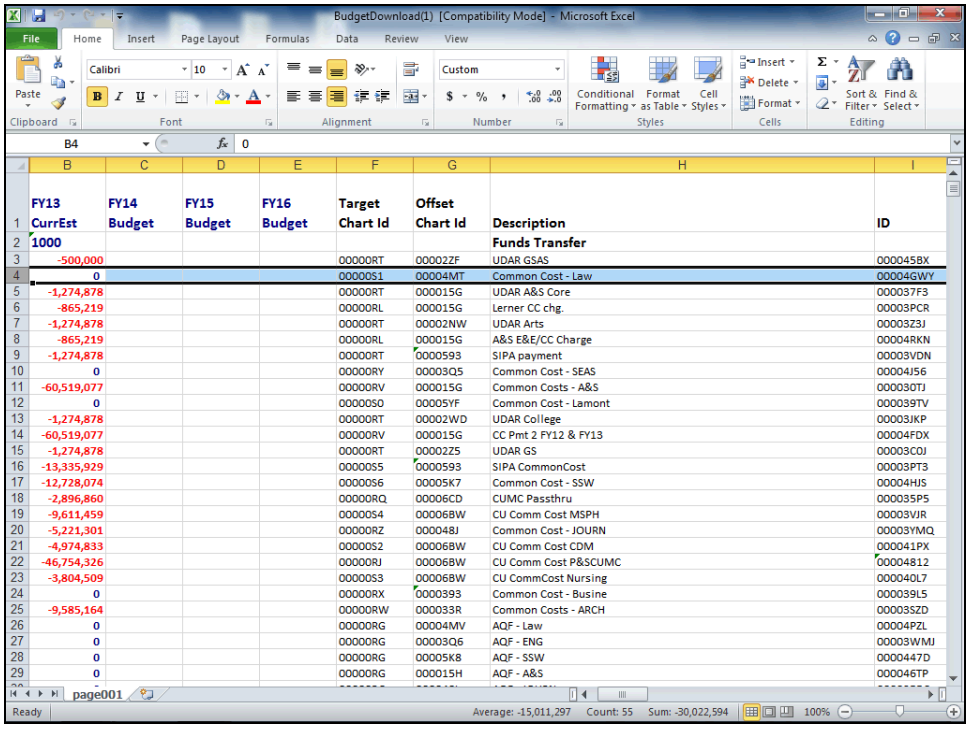


Step	Action
74.	Enter the desired information into the **FY13 CurrEst** field. Enter "**-500000**".

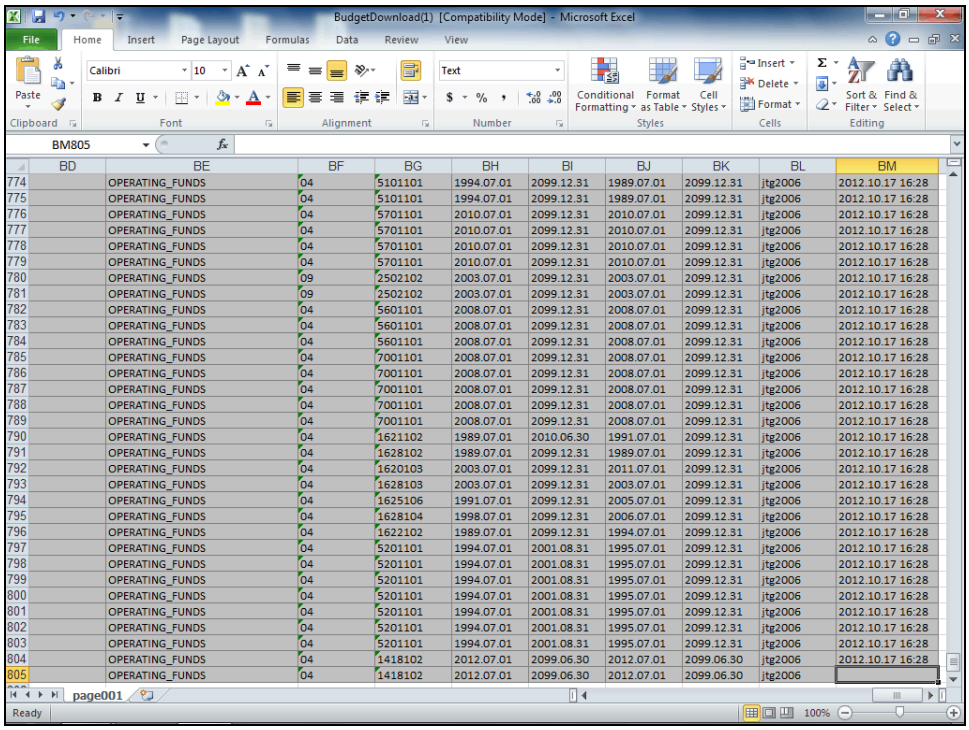


FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Target Chart Id	Offset Chart Id	Description	ID
1000						Funds Transfer	
-500,000				00000RT	00002ZF	UDAR GSAS	000045BX
0				00000S1	00004MT	Common Cost - Law	00004GWY
-1,274,878				00000RT	000015G	UDAR A&S Core	000037F3
-865,219				00000RL	000015G	Lerner CC chg.	00003PCR
-1,274,878				00000RT	00002NW	UDAR Arts	00003Z3J
-865,219				00000RL	000015G	A&S E&E/CC Charge	00004RKN
-1,274,878				00000RT	0000593	SIPA payment	00003VDN
0				00000RY	00003Q5	Common Cost - SEAS	00004J56
-60,519,077				00000RV	000015G	Common Costs - A&S	000030TJ
0				00000S0	00005YF	Common Cost - Lamont	000039TV
-1,274,878				00000RT	00002WD	UDAR College	00003JKP
-60,519,077				00000RV	000015G	CC Pmt 2 FY12 & FY13	00004FDX
-1,274,878				00000RT	00002Z5	UDAR GS	00003C0J
-13,335,929				00000S5	0000593	SIPA CommonCost	00003PT3
-12,728,074				00000S6	00005K7	Common Cost - SSW	00004HJS
-2,896,860				00000RQ	00006CD	CUMC Passthru	000035P5
-9,611,459				00000S4	00006BW	CU Comm Cost MSPH	00003VJR
-5,221,301				00000RZ	000048J	Common Cost - JOURN	00003YMQ
-4,974,833				00000S2	00006BW	CU Comm Cost CDM	000041PX
-46,754,326				00000RJ	00006BW	CU Comm Cost P&SCUMC	00004812
-3,804,509				00000S3	00006BW	CU CommCost Nursing	000040L7
0				00000RX	0000393	Common Cost - Busine	000039L5
-9,585,164				00000RW	000033R	Common Costs - ARCH	00003SZD
0				00000RG	00004MV	AQF - Law	00004PZL
0				00000RG	00003Q6	AQF - ENG	00003WMJ
0				00000RG	00005K8	AQF - SSW	0000447D
0				00000RG	000015H	AQF - A&S	000046TP

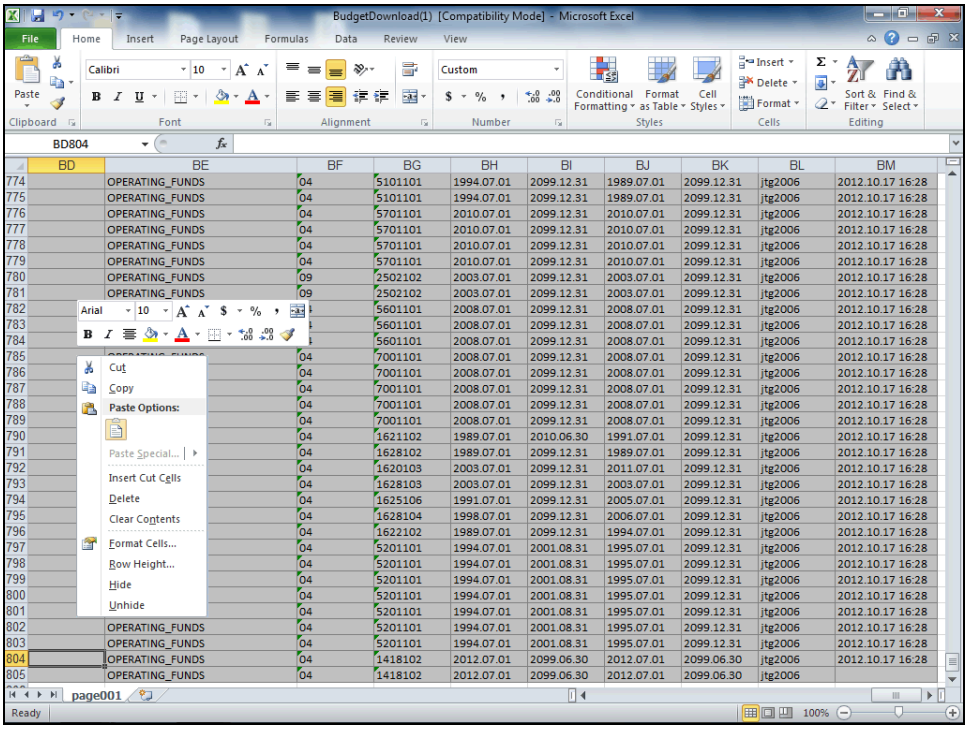
Step	Action
75.	Delete any rows that will not be used in the batch upload to increase performance. Click in the **4** field. 4



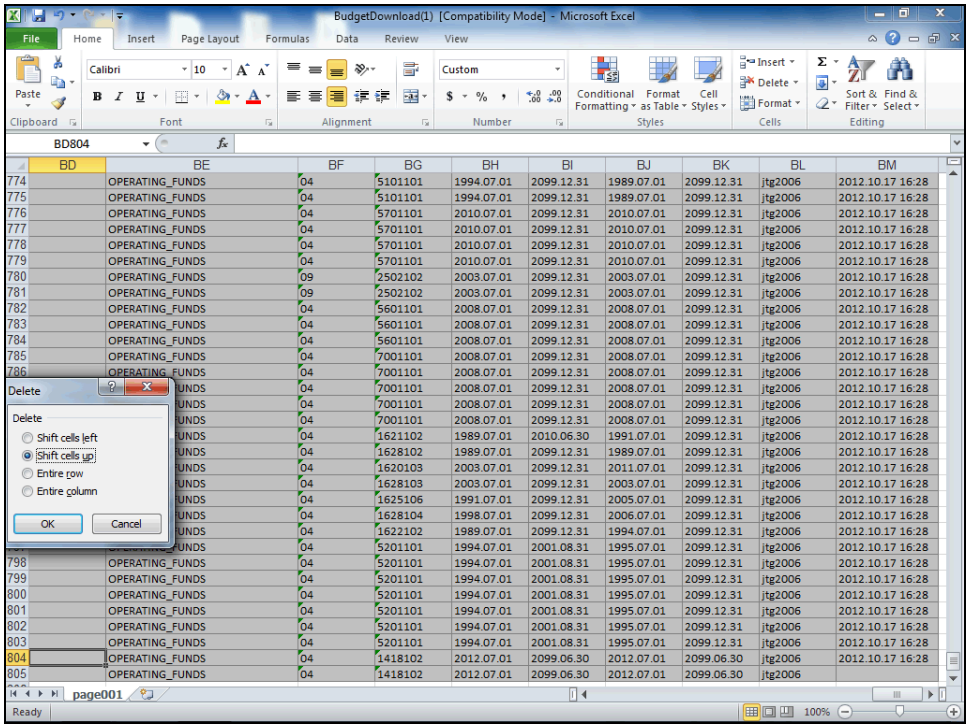
Step	Action
76.	Press **[Ctrl+End]**.



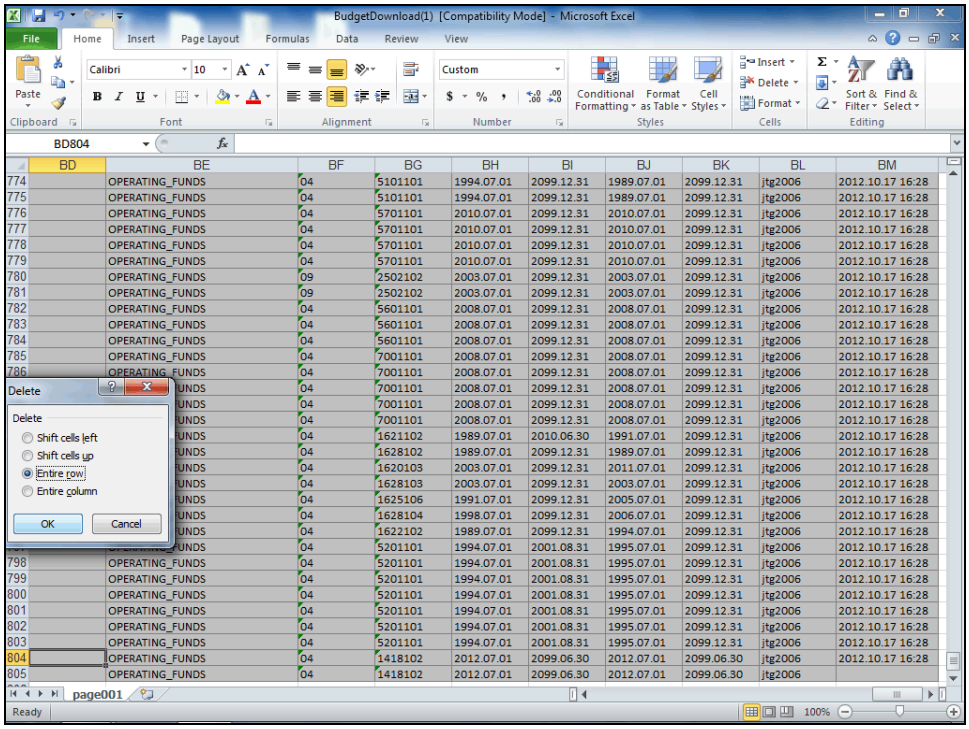
Step	Action
77.	Right-click in the **last row** field. 805

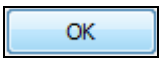


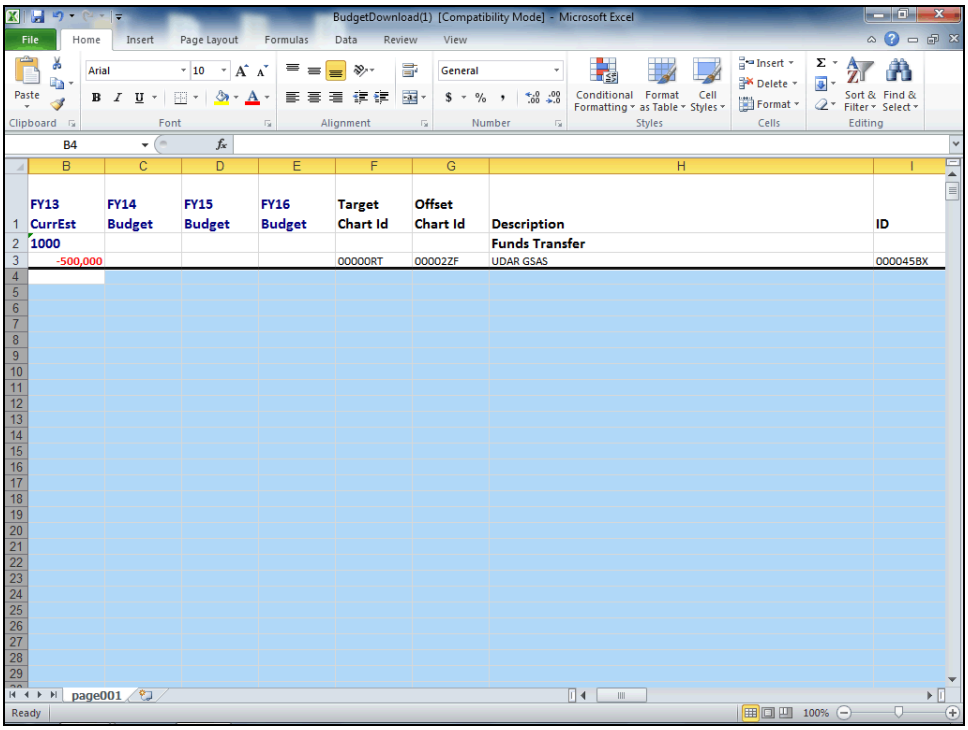
Step	Action
78.	Click the **Delete...** menu. Delete



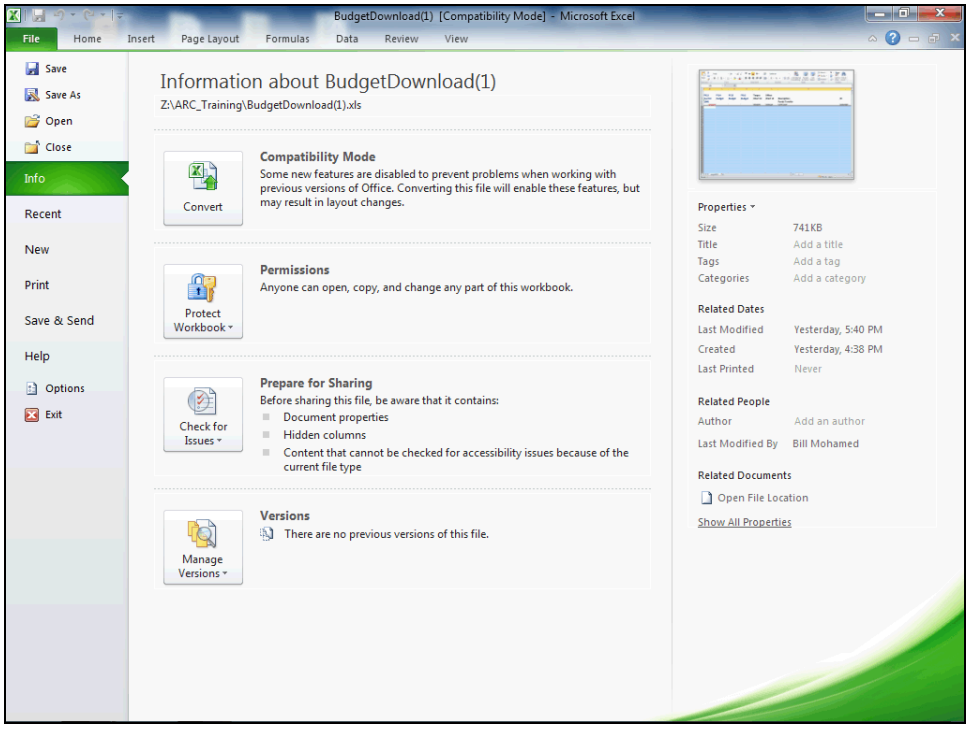
Step	Action
79.	Click the **Entire row** option.



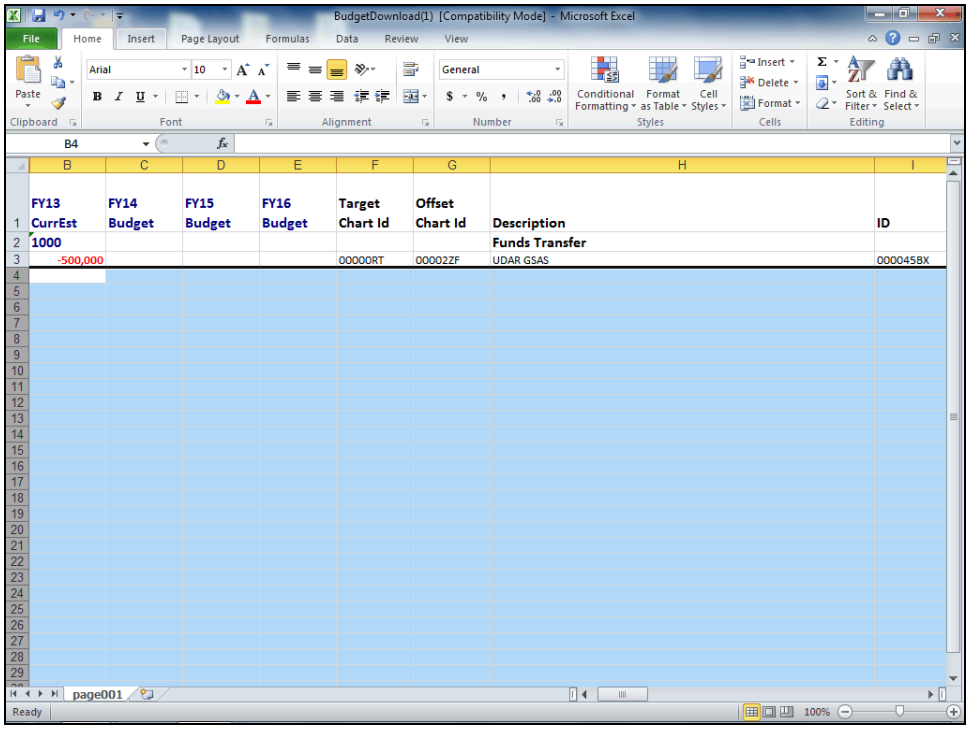
Step	Action
80.	Click the **OK** button. 



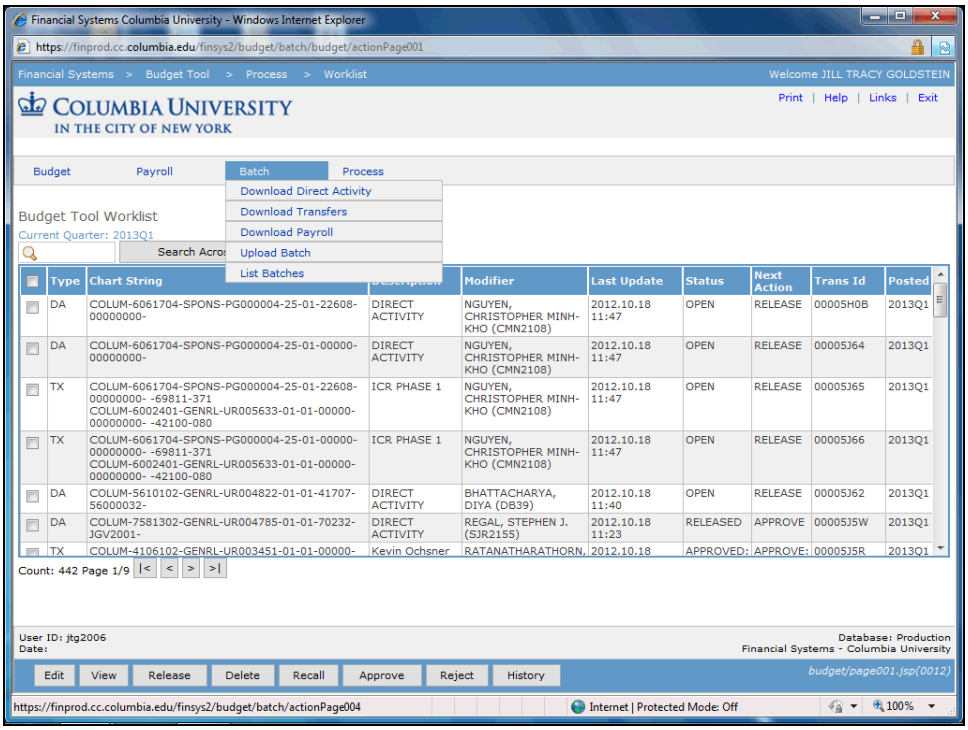
Step	Action
81.	When finished in Excel, the batch file is saved and is uploaded to the Budget Tool. The user chooses Transfers for the type of fixed format to upload. Click the **File Tab** button.



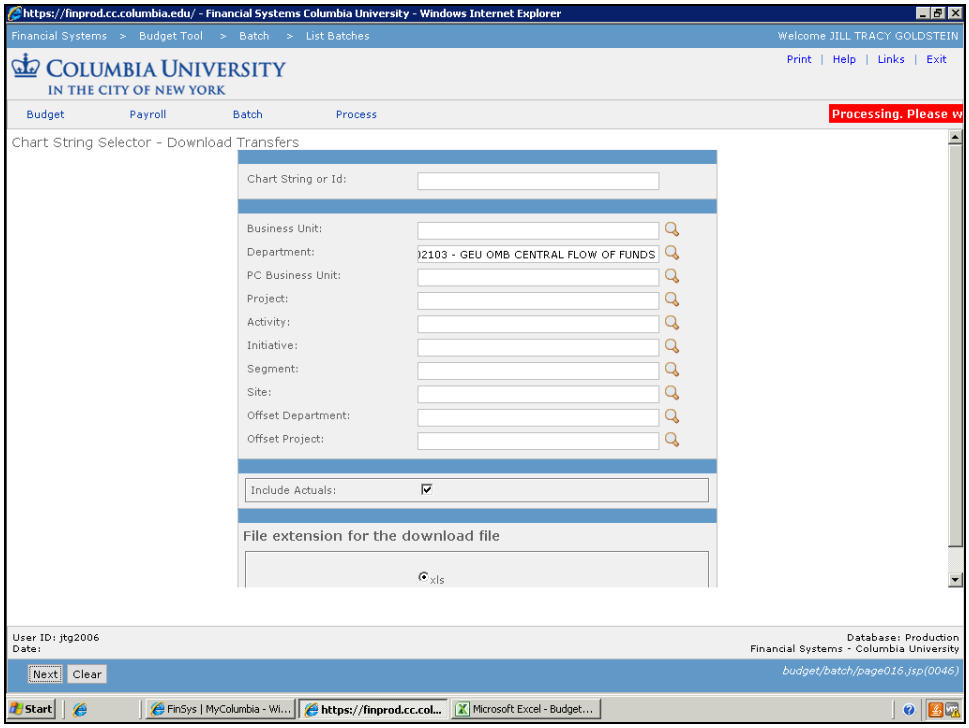
Step	Action
82.	Click the **Save** menu. Save



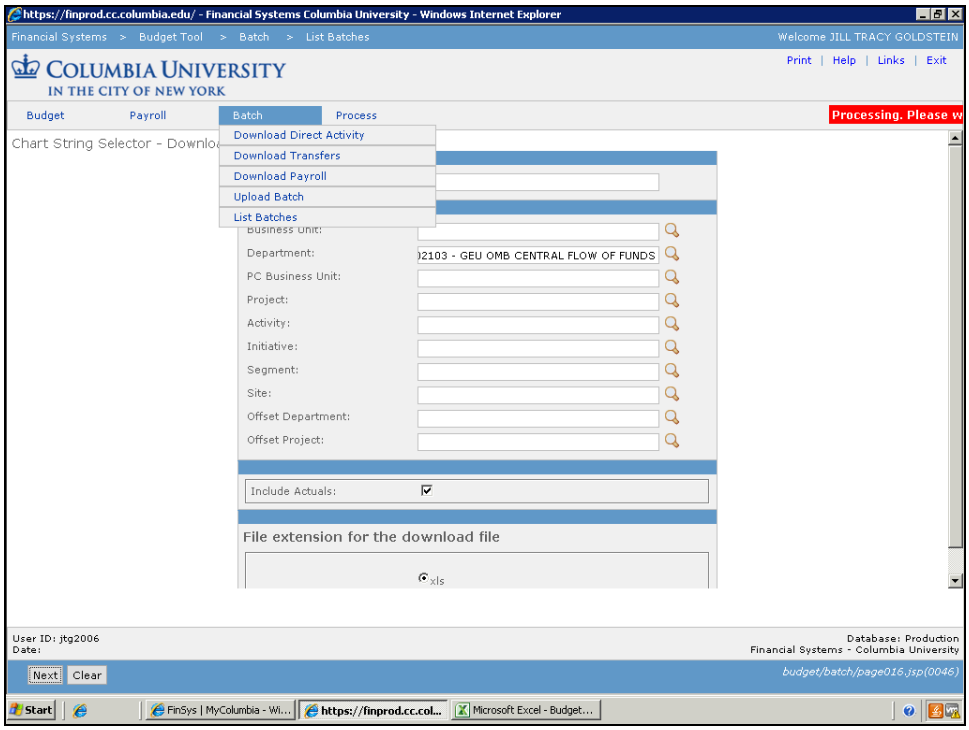
Step	Action
83.	Click the **Minimize** button.



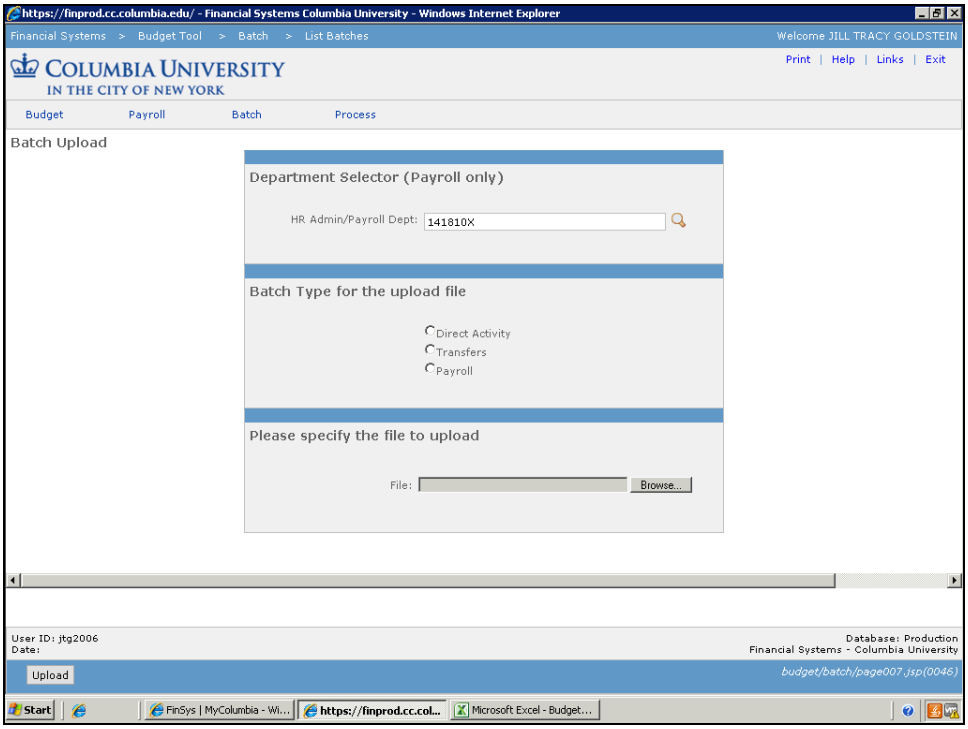
Step	Action
84.	"Upload Batch" from the Batch Upload screen will automatically validate the batch file for the local and offset ChartStrings and show only records with errors or confirm that there are zero errors in a Batch Error Report. No revisions to save will be an error. If there are errors in the batch, they will be listed with detailed error messages for the user to go back to the spreadsheet to make all corrections and re-upload again. Deleting unchanged rows in the spreadsheet will improve upload performance. Click the **Upload Batch** link.



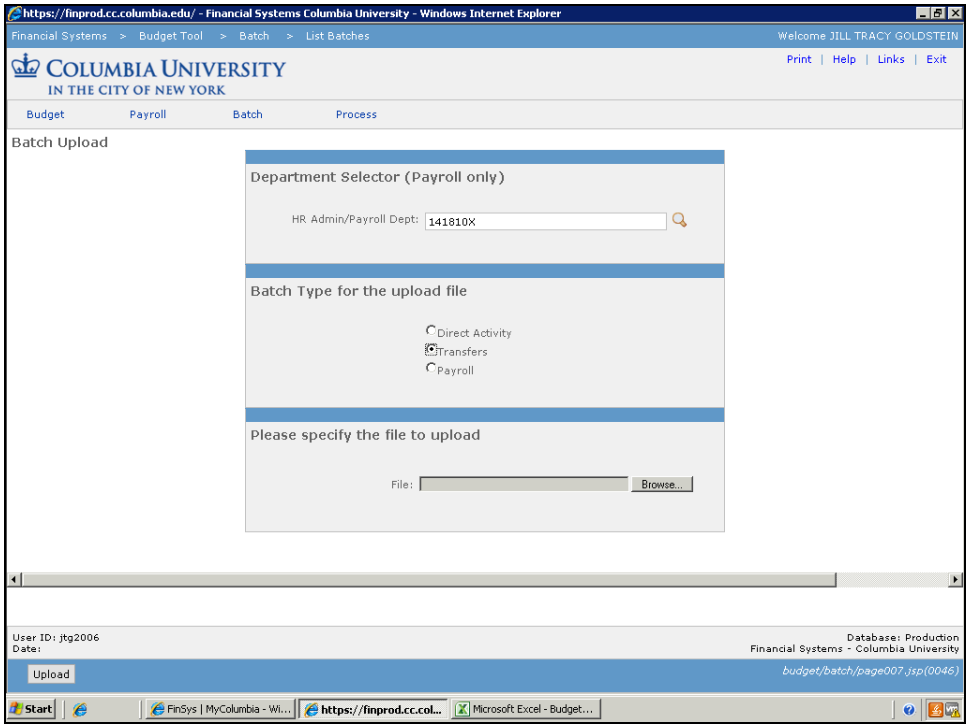
Step	Action
85.	Point to the **Batch** link.

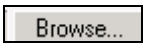


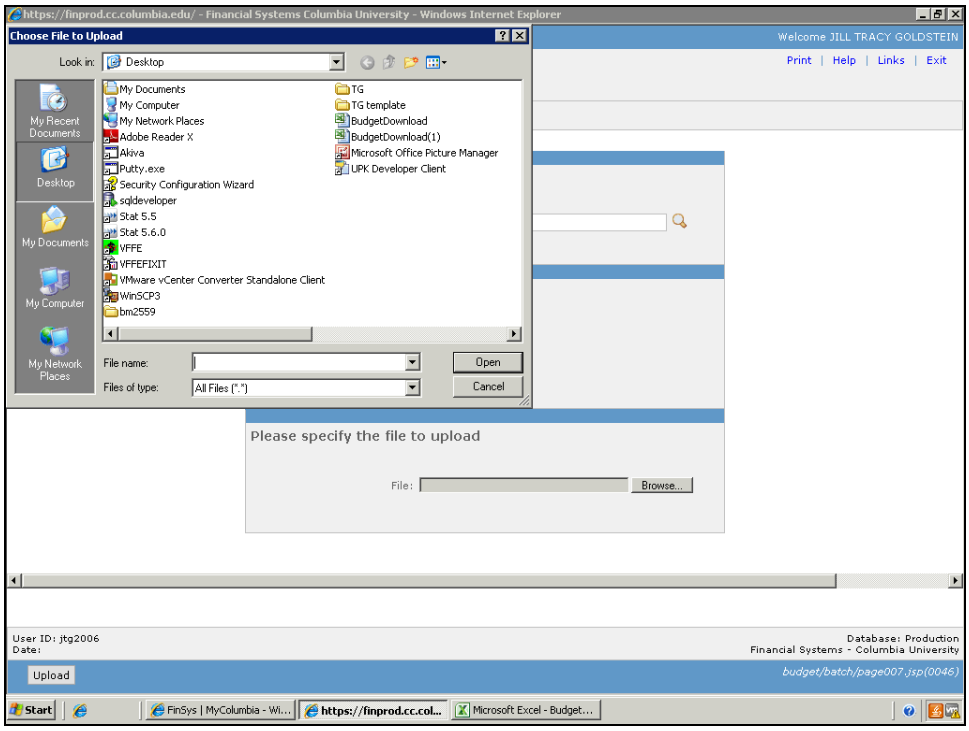
Step	Action
86.	Click the **Upload Batch** link.

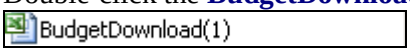


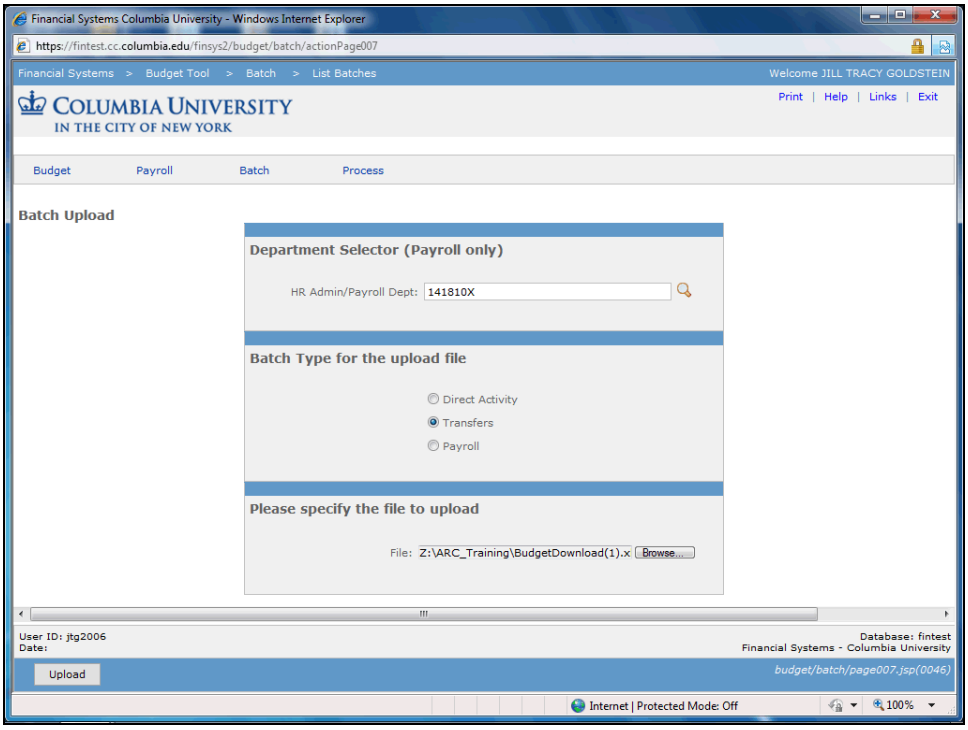
Step	Action
87.	Click the **Transfers** option.

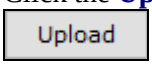


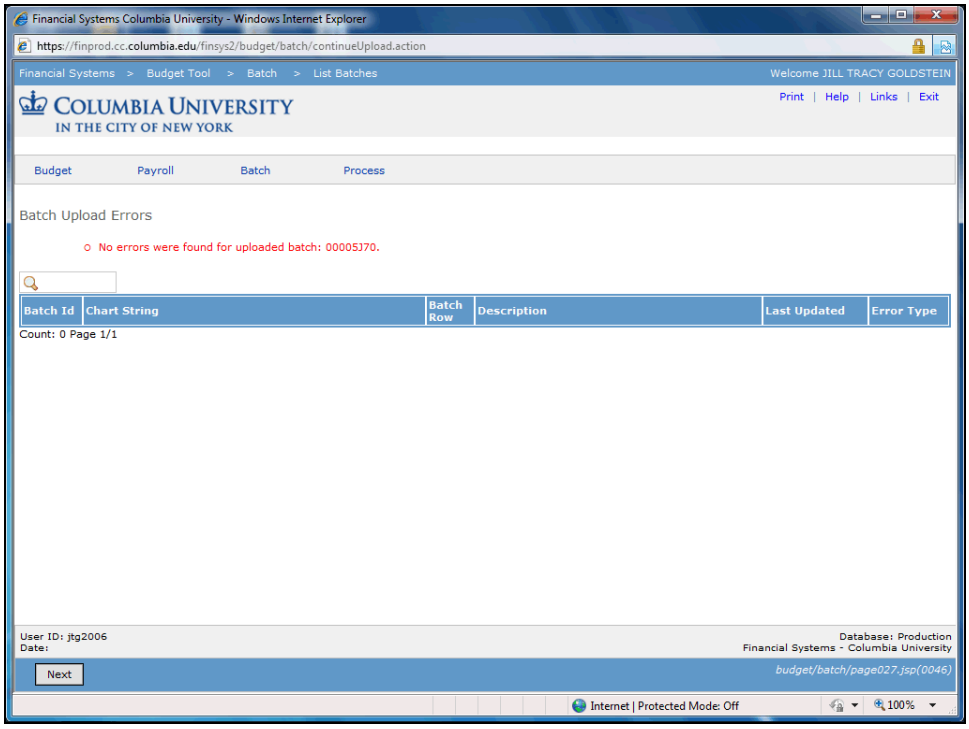
Step	Action
88.	Click the **Browse...** button. 



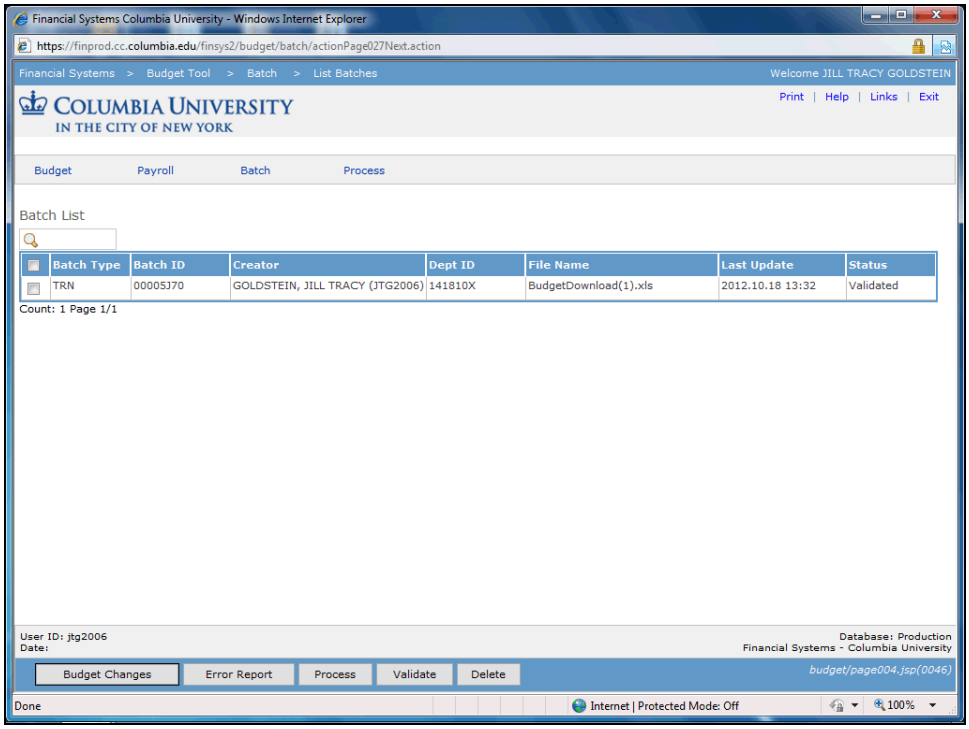
Step	Action
89.	Double-click the **BudgetDownload(1)** list item. 



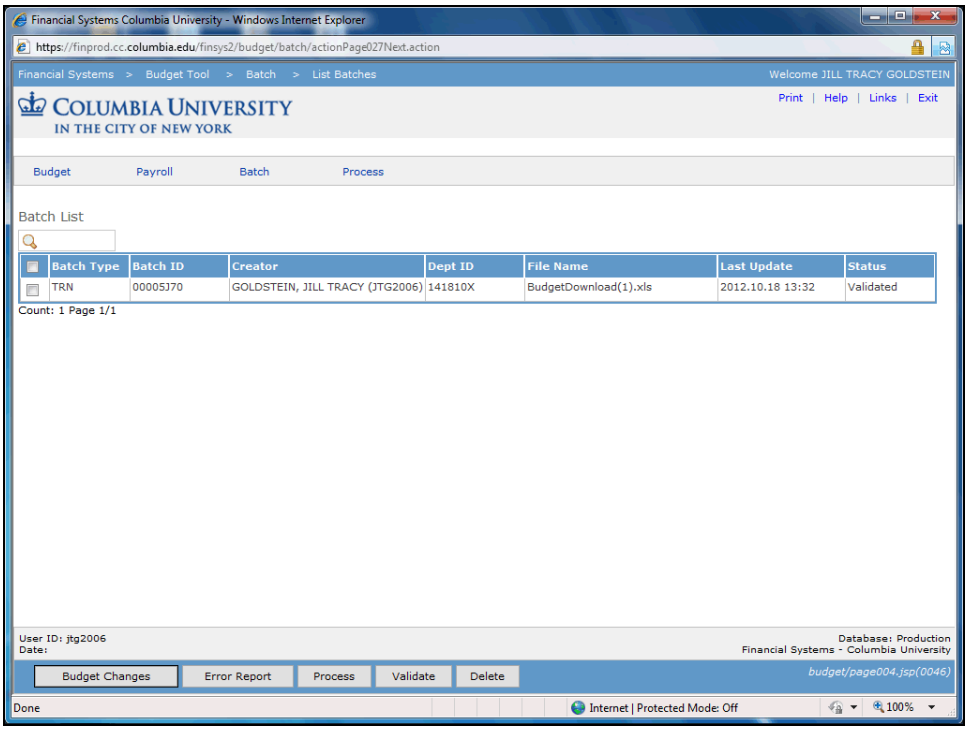
Step	Action
90.	Click the **Upload** button. 



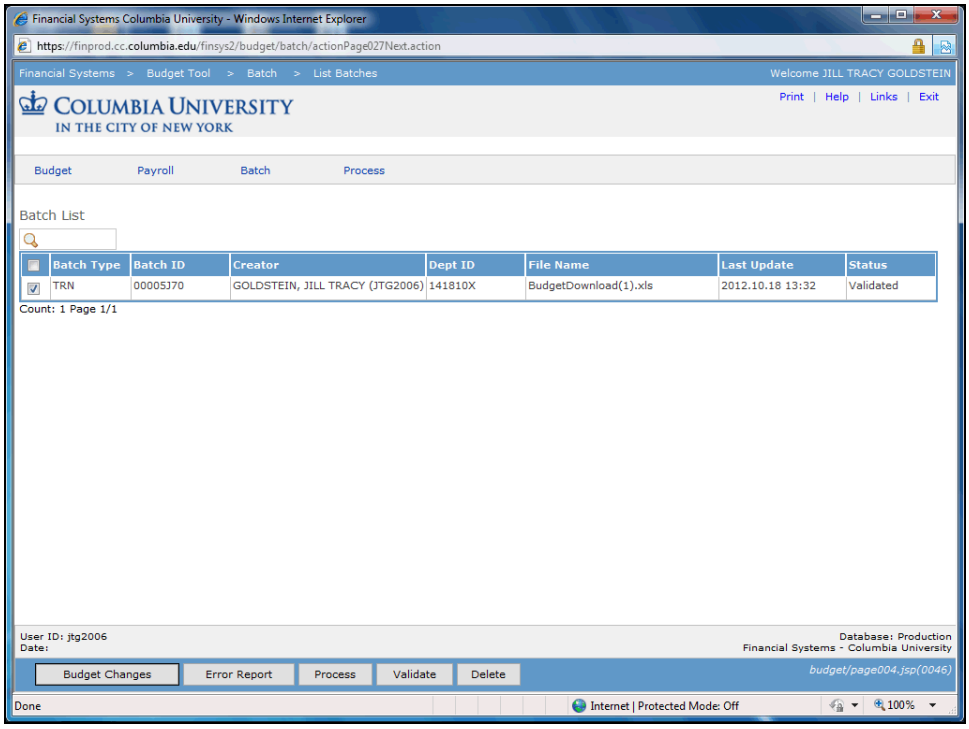
Step	Action
91.	Click the **Next** button. Next



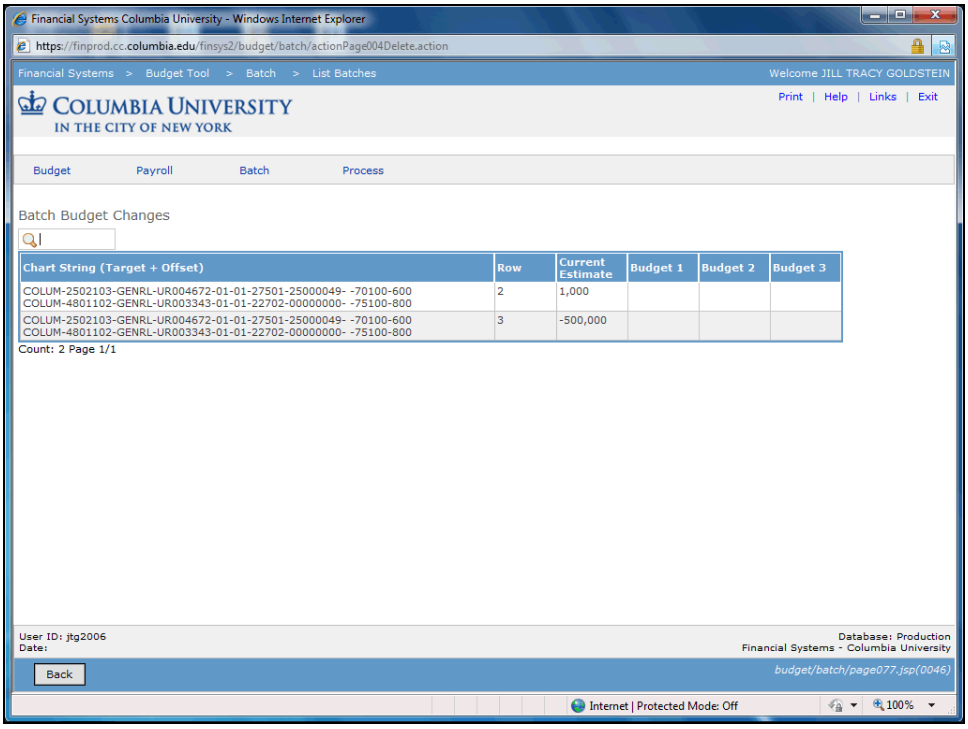
Step	Action
92.	The **Batch List** shows all of the batches uploaded but not yet applied by the department. The Batch department is the home department in the user profile of the individual uploading the file. The list of batches that you can see are those whose Batch Department is a department that you have access to in your user profile. If you upload a batch containing ChartStrings that you do not have access to, you will only be able to list the batch. Another user who has the access would separately Error Report. The "Delete" button deletes the batch selected.

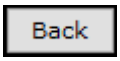


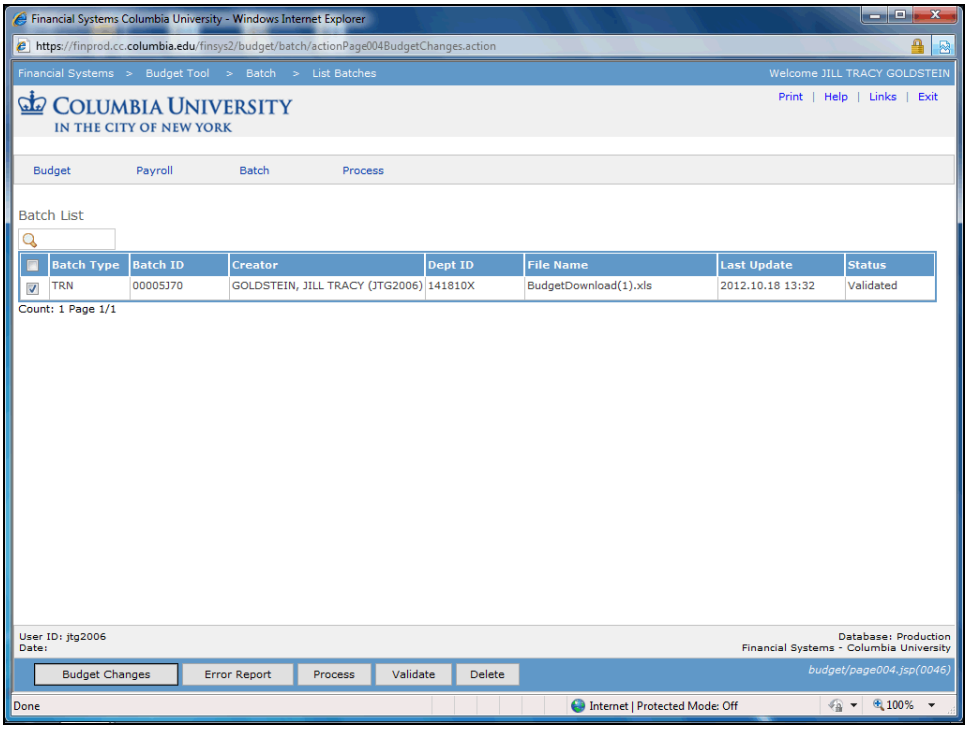
Step	Action
93.	Click the **TRN** option.



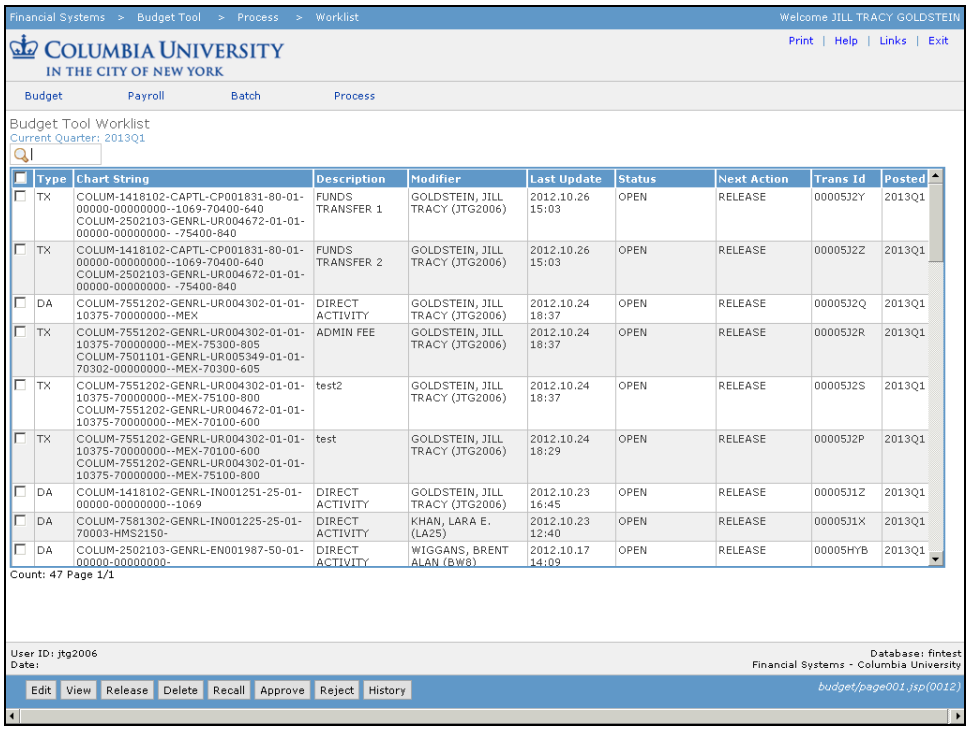
Step	Action
94.	"Budget Changes" is to review details of what has changed to current budgets. It will show all of the revisions that were made in the Excel template, uploaded and are going to process. Click the **Budget Changes** button. Budget Changes



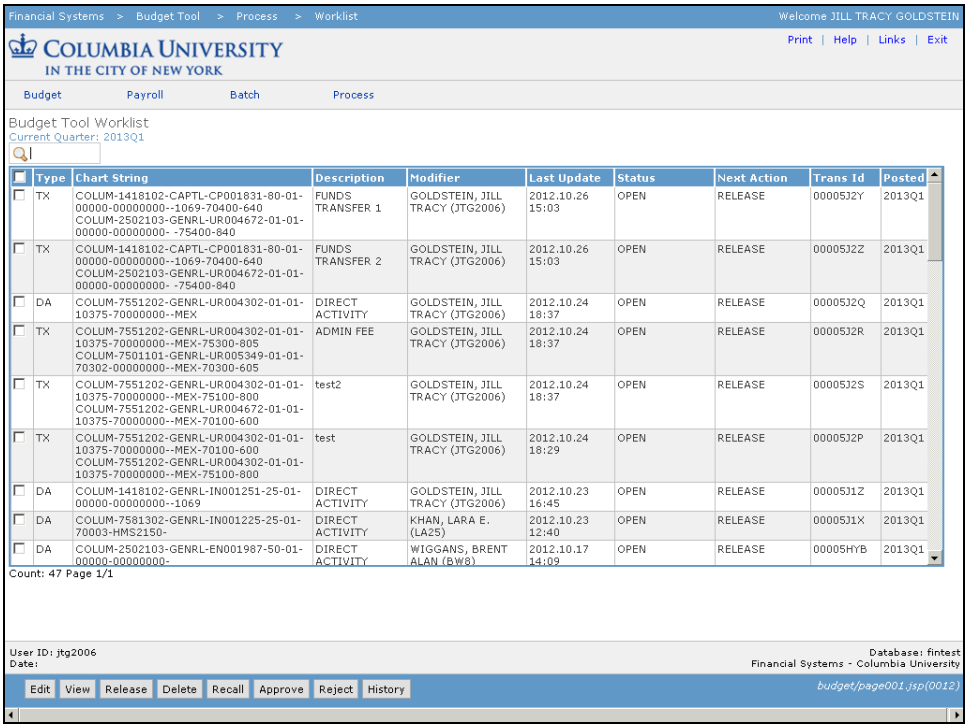
Step	Action
95.	Click the **Back** button. 



Step	Action
96.	Click the **Process** button. Process



Step	Action
97.	The transactions generated are in an "Open" status and require final approval to post to ARC.



Step	Action
98.	You have completed the Batch Upload for Transfers. **End of Procedure.**

Payroll

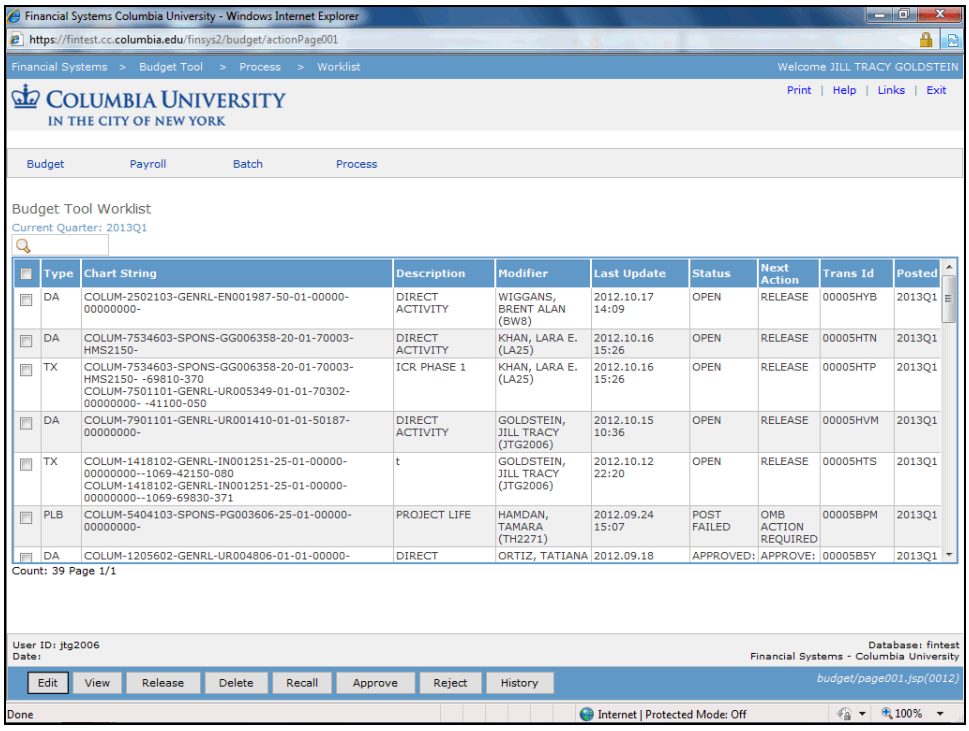
The Batch Payroll module provides the ability to upload large numbers of person level ChartStrings and personnel accounts for multiple fiscal years from an Excel spreadsheet to load into the Payroll Detail Worksheet of the Budget Tool. A user downloads a template from the Batch Download Payroll Selector, revises personnel accounts in the template, and uploads the changes to the Budget Tool.

Placeholder and new detail lines for an employee can be added and budgeted in the Excel spreadsheet and uploaded. Upon successful validation, the revised budgets in the uploaded batch are placed directly into the Payroll Detail Worksheet.

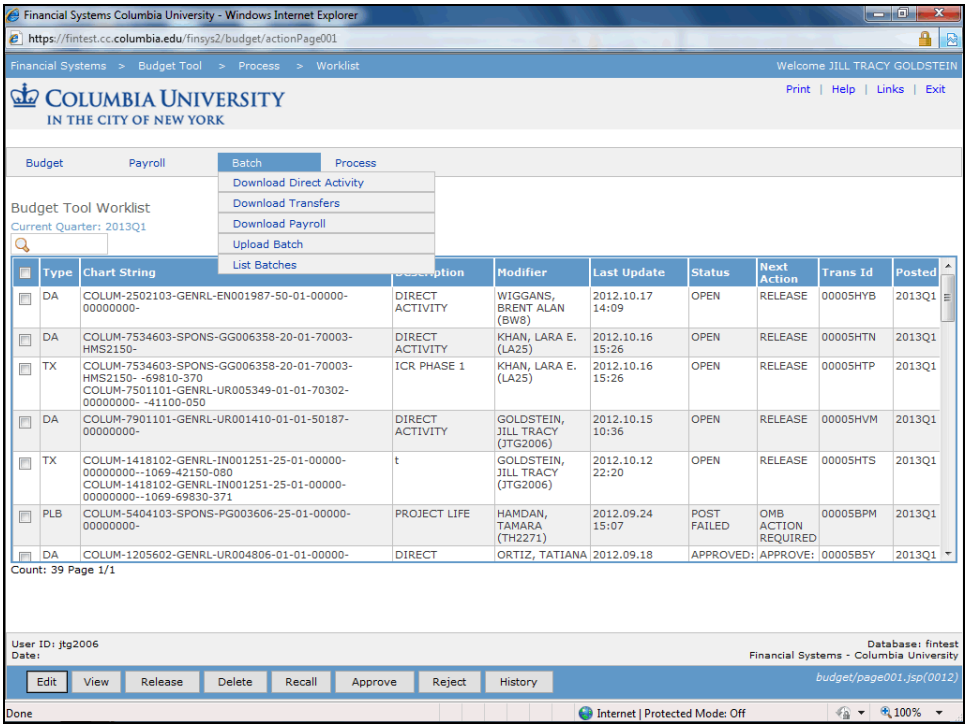
Users may perform multiple uploads to complete the full Payroll Detail Worksheet for an HR Admin/Payroll Department.

Procedure

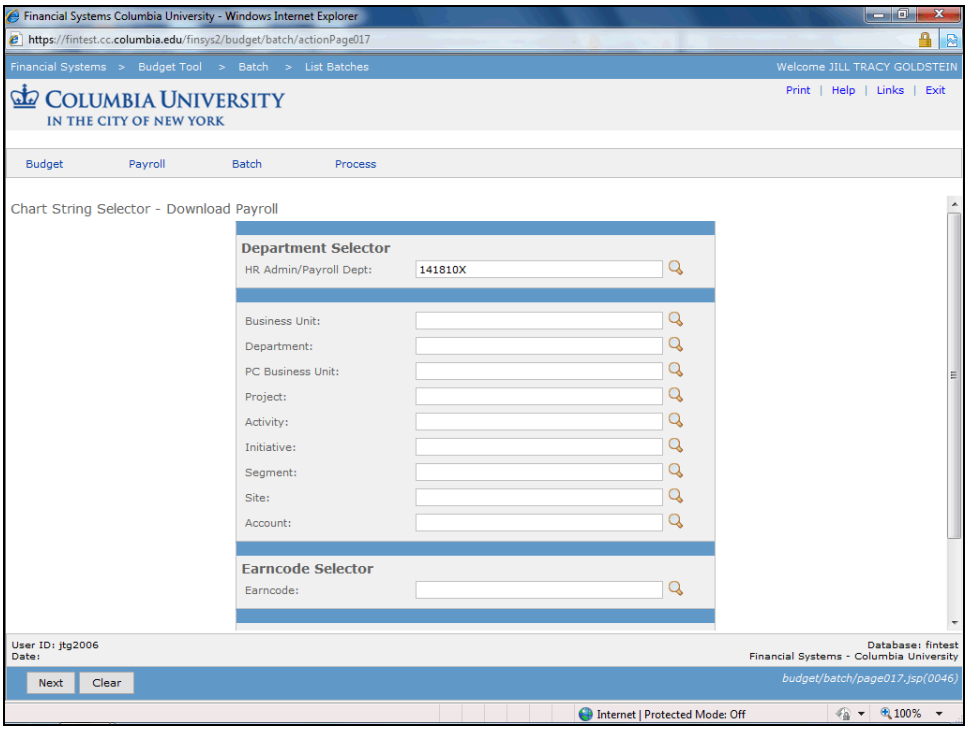
This topic provides guidance on how to download Payroll.



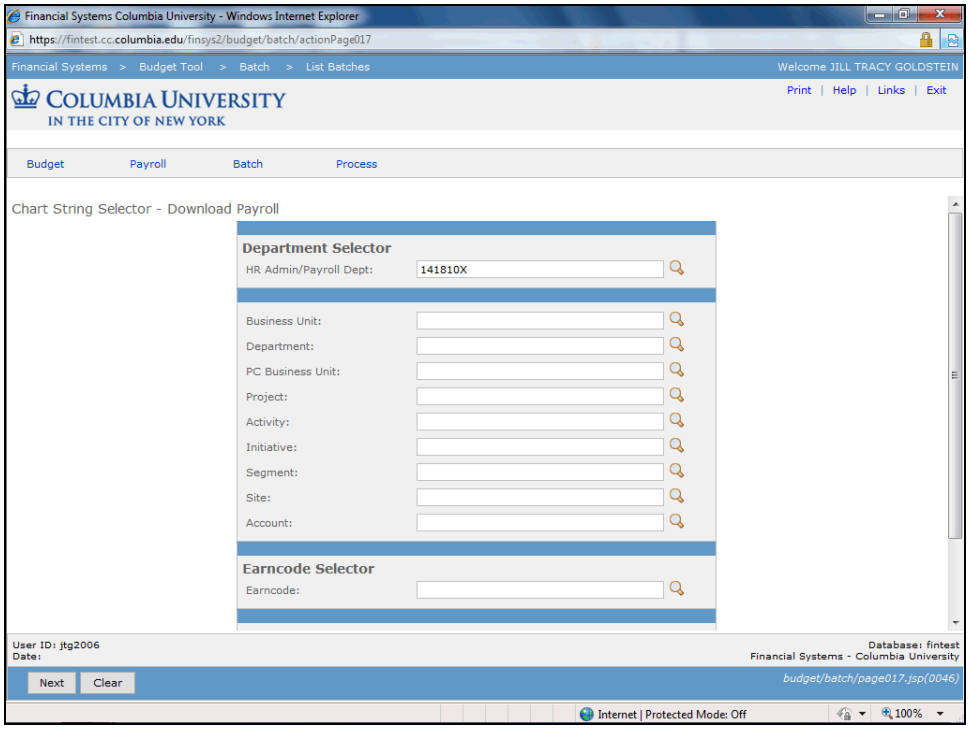
Step	Action
1.	Point to the **Batch** link.



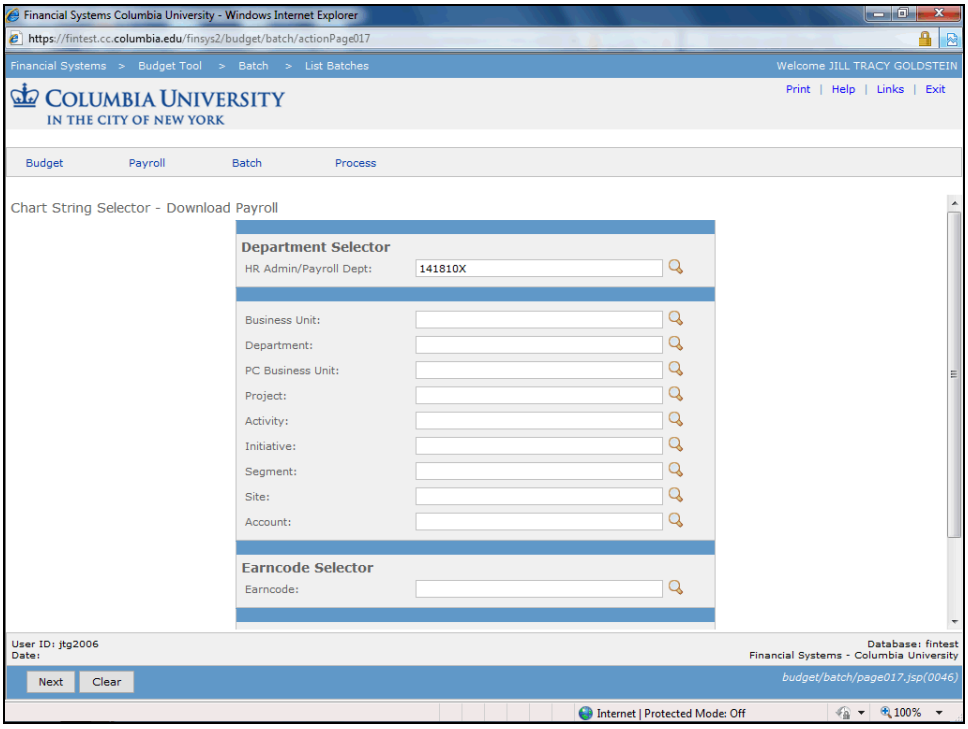
Step	Action
2.	Click the **Download Payroll** link. Download Payroll



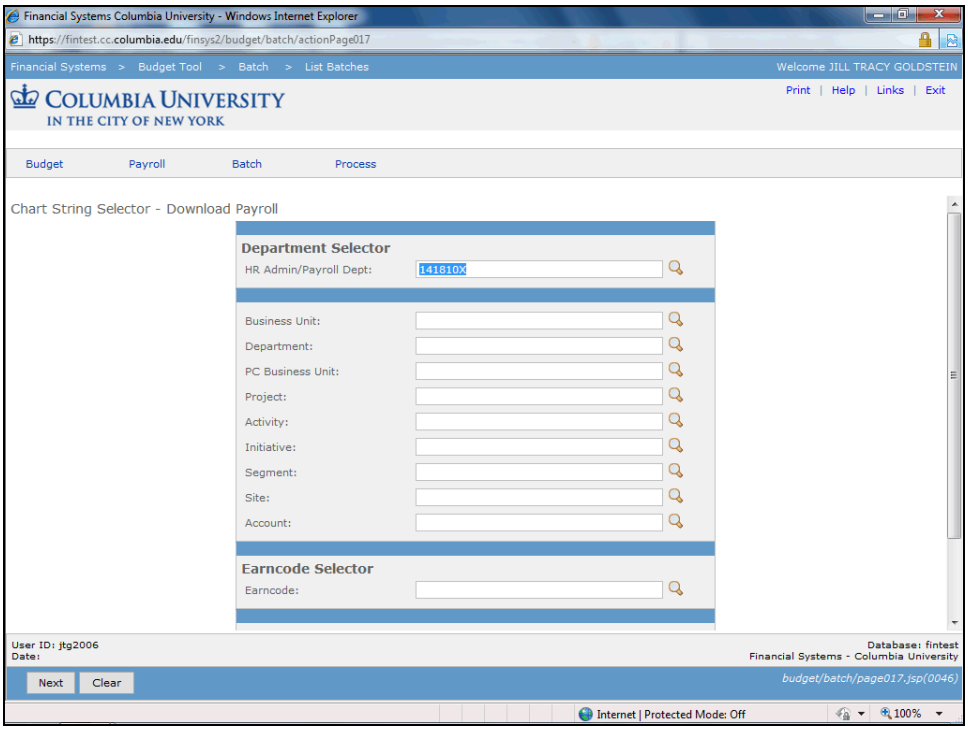
Step	Action
3.	The **Batch Download Payroll Selector** is used for retrieving a group of person level ChartString combinations to be budgeted in the Excel template. Person and placeholder budgets present in the Payroll Detail Worksheet will be retrieved to be downloaded. The user's home department defaults as the HR Admin/Payroll Department value.



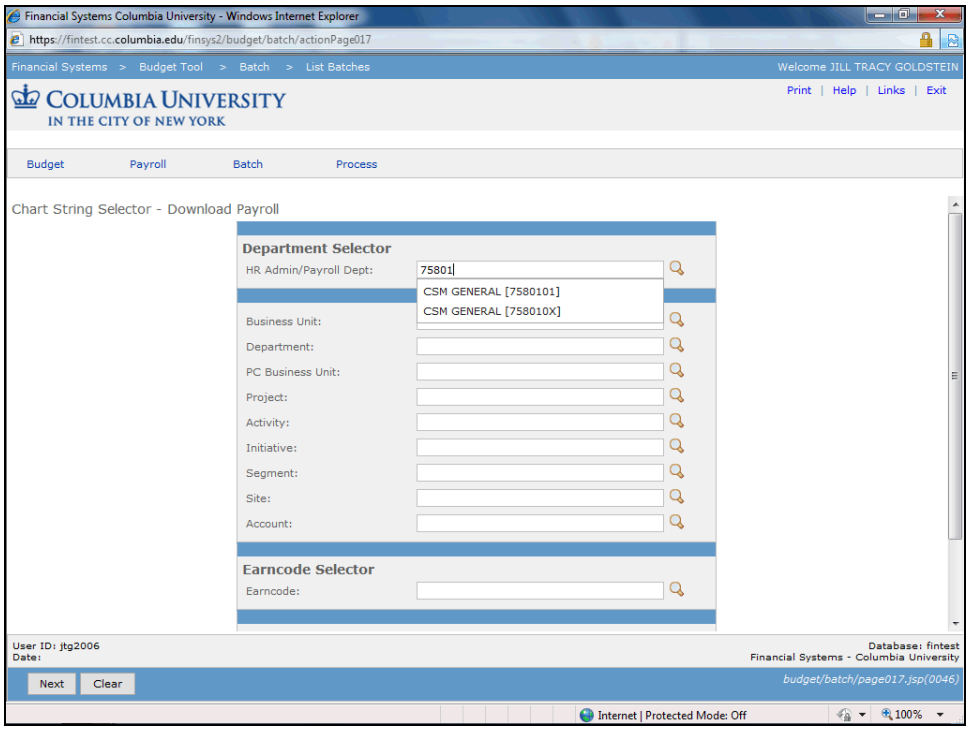
Step	Action
4.	The user receives all people in the HR Admin/Payroll Department entered and all personnel ChartStrings that have been charged to that department. An additional filter to budget for a specific project, earn code or account is available. Inactive ChartStrings will be included in the spreadsheet as view only.



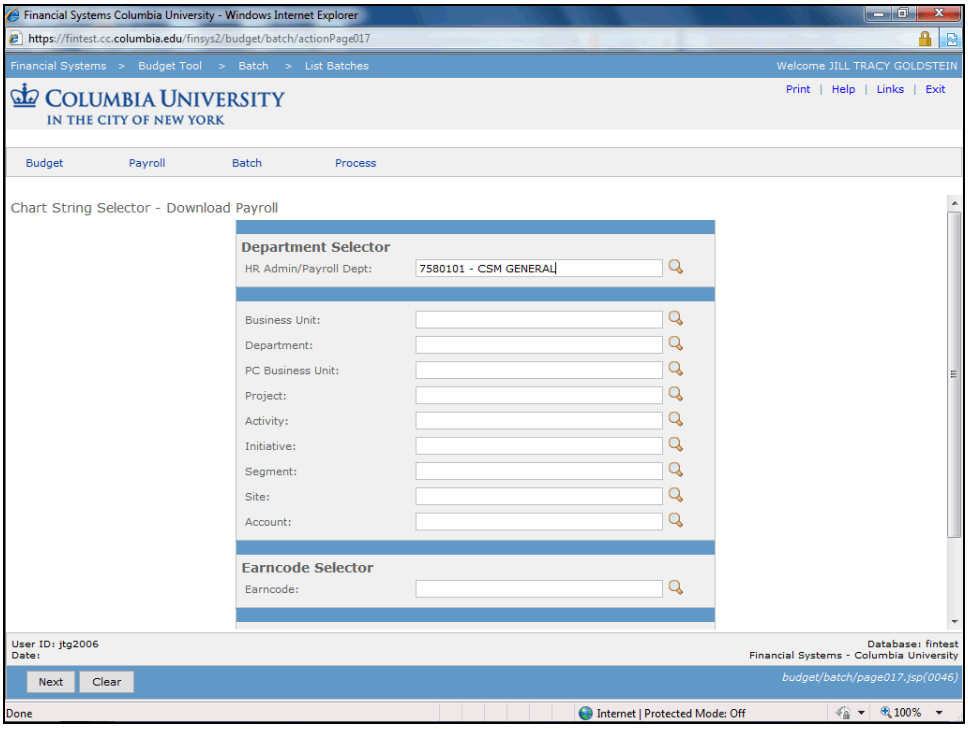
Step	Action
5.	Click in the **HR Admin/Payroll Dept:** field. 141810X



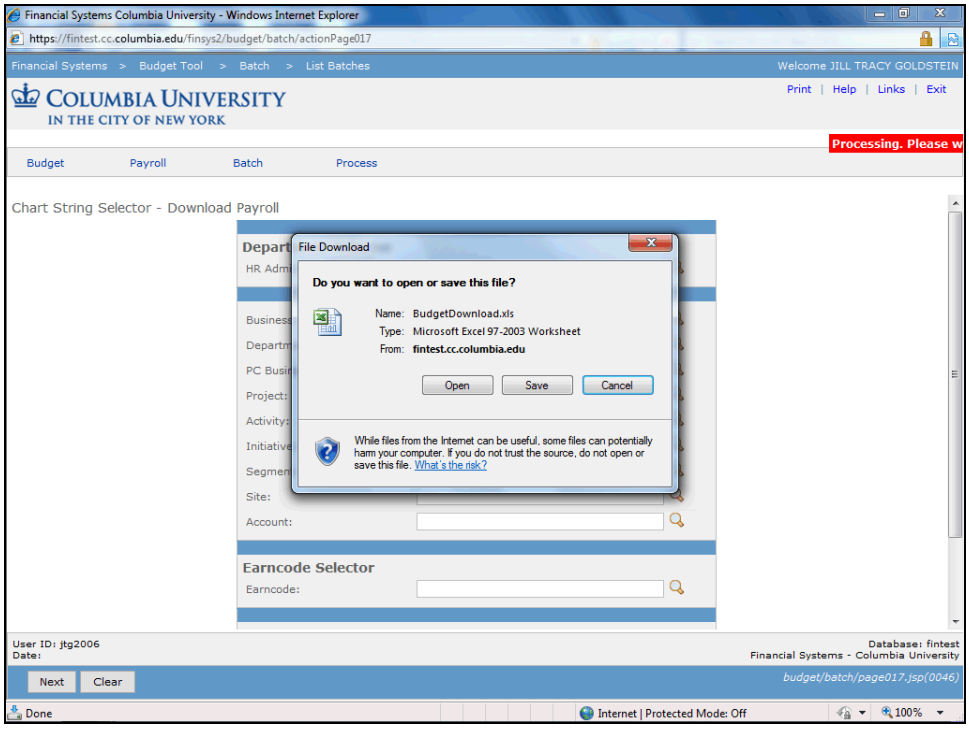
Step	Action
6.	Enter the desired information into the **HR Admin/Payroll Dept:** field. Enter "**75801**".

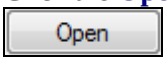


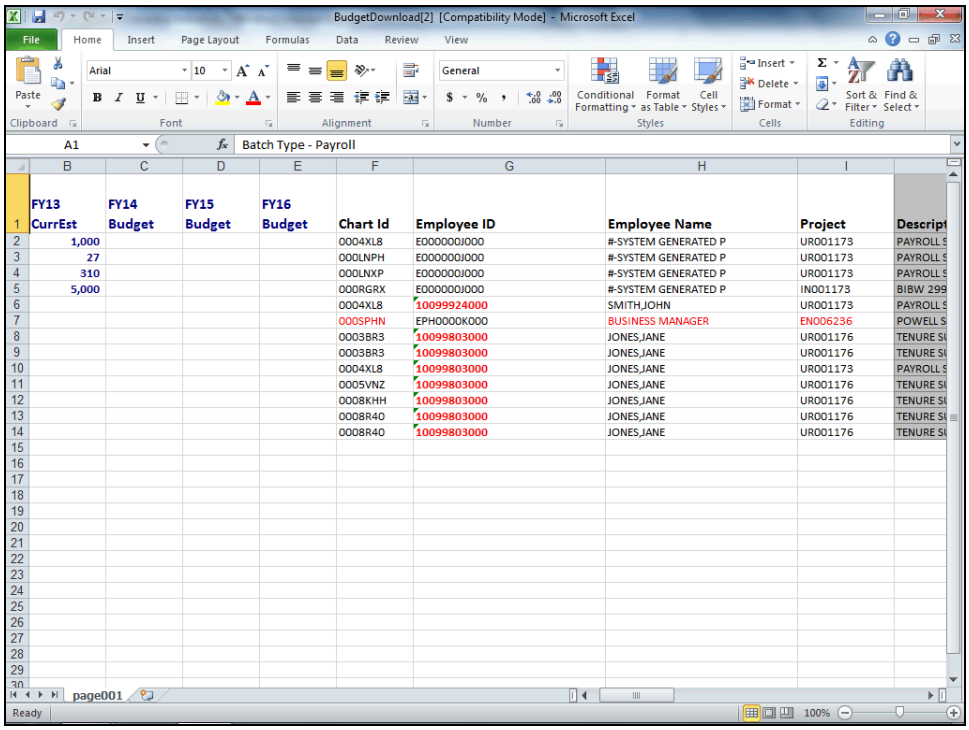
Step	Action
7.	Click the **CSM GENERAL [7580101]** link. CSM GENERAL [7580101]



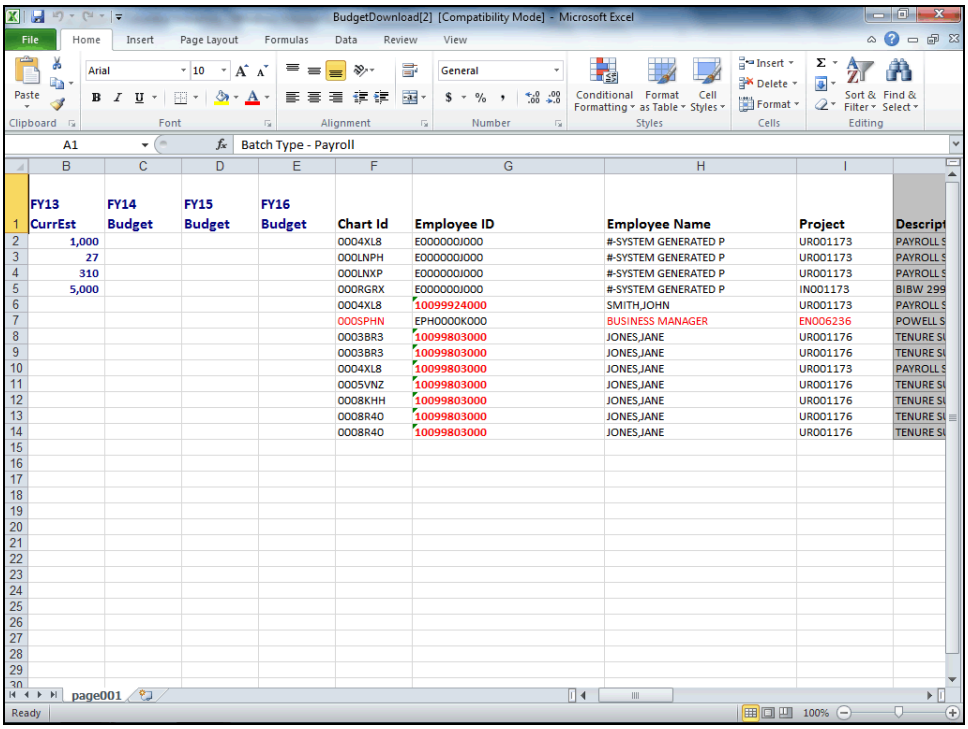
Step	Action
8.	Upon “Next”, a Windows dialog box comes up prompting the user to “Open”, “Save” or “Cancel”. After choosing a file name and folder to save, the template opens in Excel. Click the **Next** button. Next



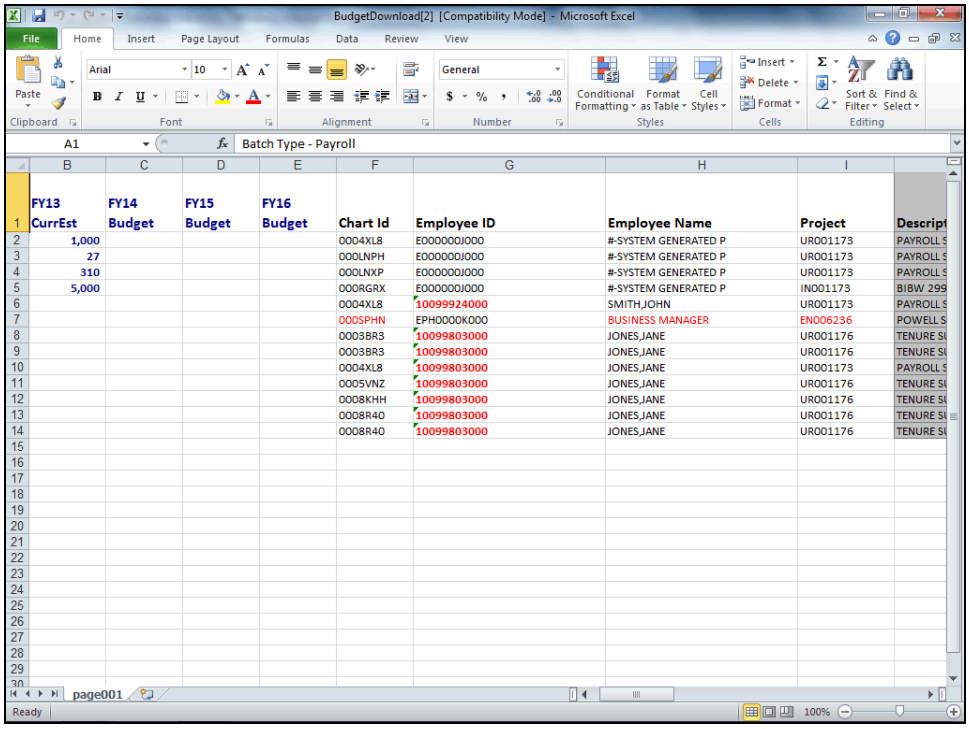
Step	Action
9.	Click the **Open** button. 



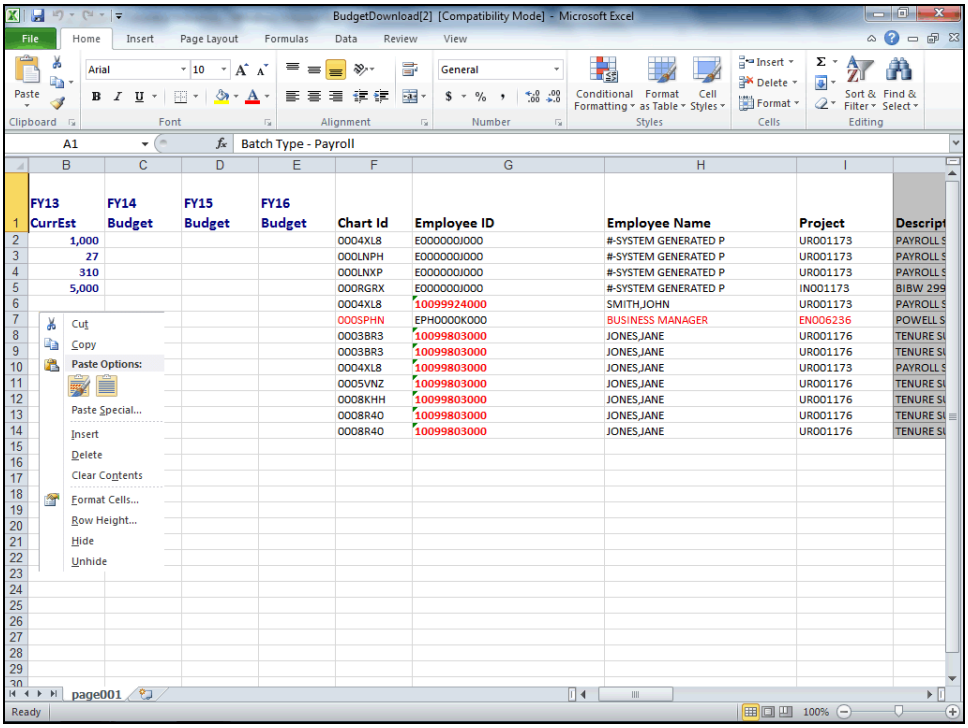
Step	Action
10.	The required ChartFields and budget columns are to the leftmost section of the template. Attributes and other informational fields are available by scrolling to the right. The required columns are budget amounts for the CE and three future years, Employee ID, the ChartString or ChartID, Account and Earn Code. The ChartField descriptions embedded in the required area and all informational columns will be discarded upon upload.



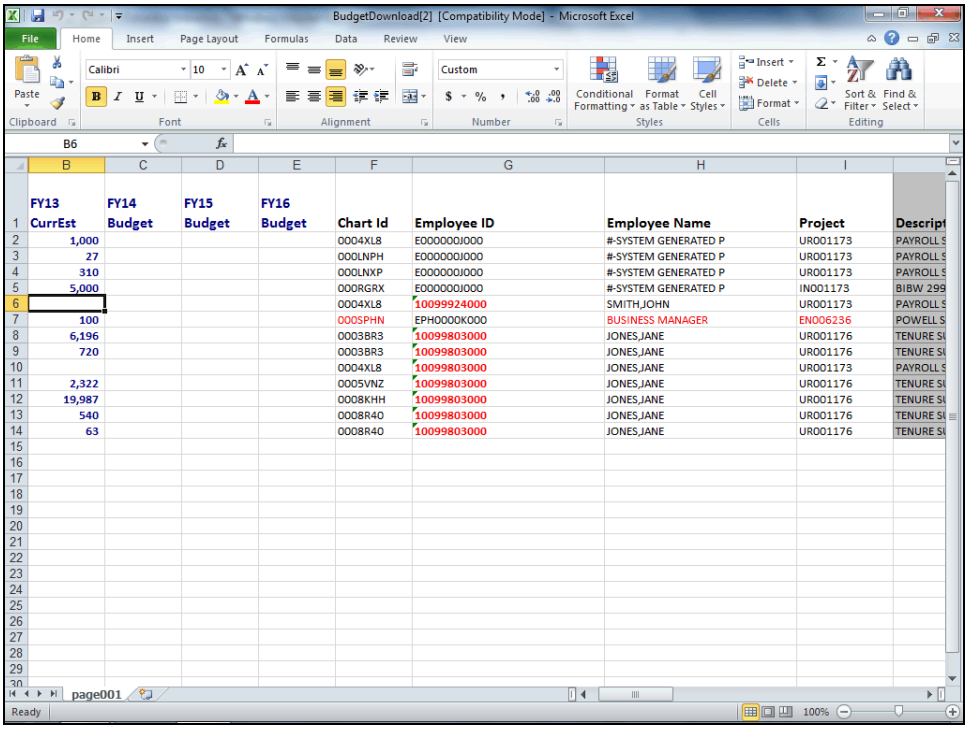
Step	Action
11.	Revisions are entered in the spreadsheet similar to the methods employed on the Payroll screen. Debit/credit amounts are entered in whole dollars with +/- signs, where new values entered replace old values. Budget columns are formatted as numeric. If you do not want to revise a budget for a given fiscal year, leave it alone. Uploaded blanks are interpreted as no change.



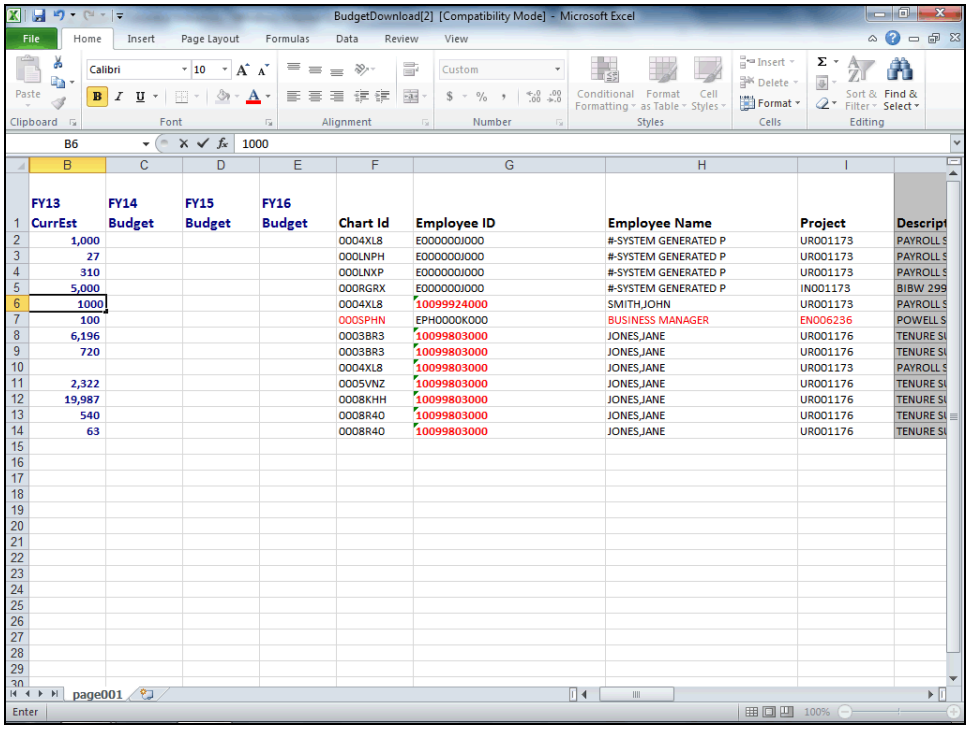
Step	Action
12.	To add a person or ChartString, a new line is inserted in the spreadsheet filling in the required fields. Unchanged rows are discarded upon upload. The column headings of the required fields in the template must be present in the first row with the column order of the downloaded fields unchanged. Right-click in the **6** field. 6



Step	Action
13.	Click the **Insert** list item.

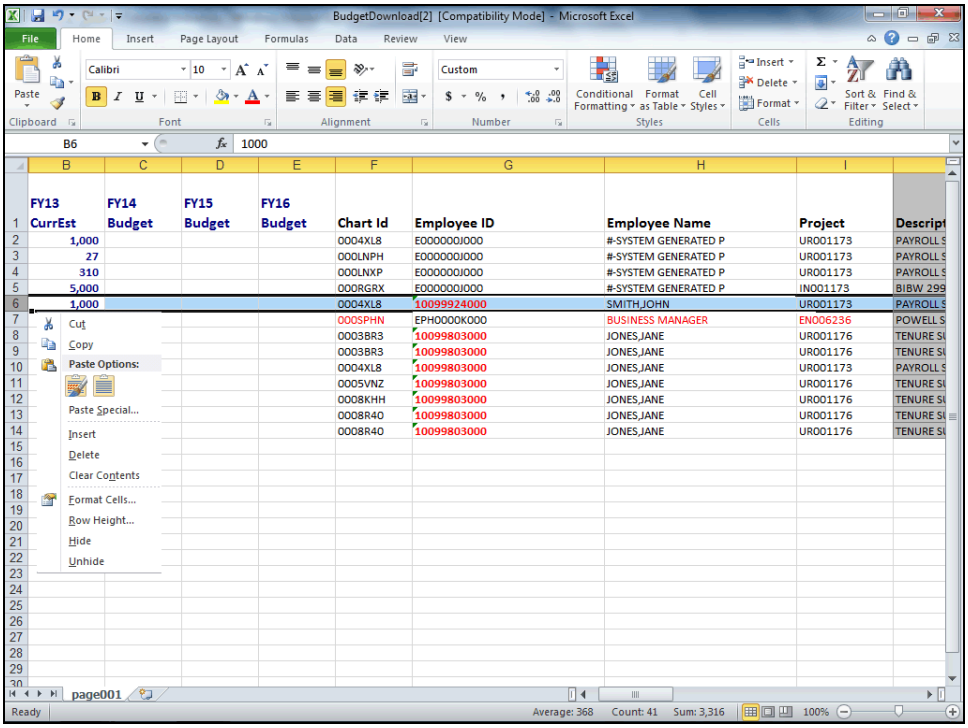


Step	Action
14.	Enter the desired information into the **FY13 CurrEst** field. Enter "**1000**".

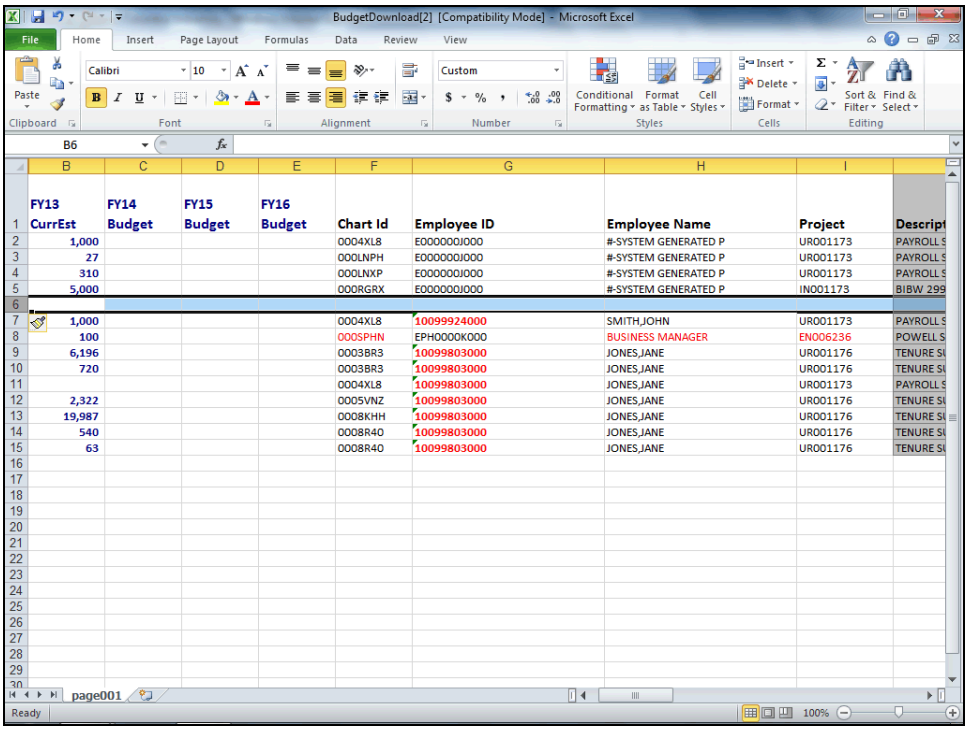


FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Descript
1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
27				000LNPH	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
310				000LNXP	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
5,000				000RGRX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
1000				0004XL8	10099924000	SMITH,JOHN	UR001173	PAYROLL S
100				000SPHN	EPH0000K000	BUSINESS MANAGER	EN006236	POWELL S
6,196				0003BR3	10099803000	JONES,JANE	UR001176	TENURE SU
720				0003BR3	10099803000	JONES,JANE	UR001176	TENURE SU
				0004XL8	10099803000	JONES,JANE	UR001173	PAYROLL S
2,322				0005VNZ	10099803000	JONES,JANE	UR001176	TENURE SU
19,987				0008KHH	10099803000	JONES,JANE	UR001176	TENURE SU
540				0008R40	10099803000	JONES,JANE	UR001176	TENURE SU
63				0008R40	10099803000	JONES,JANE	UR001176	TENURE SU

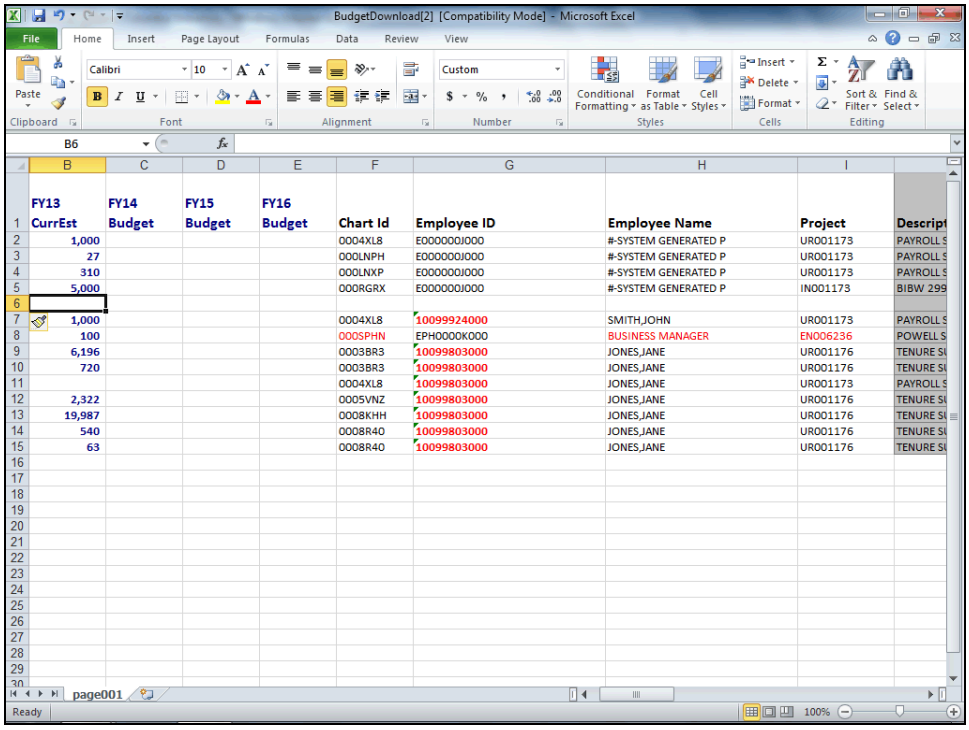
Step	Action
15.	Right-click in the **6** field. 6



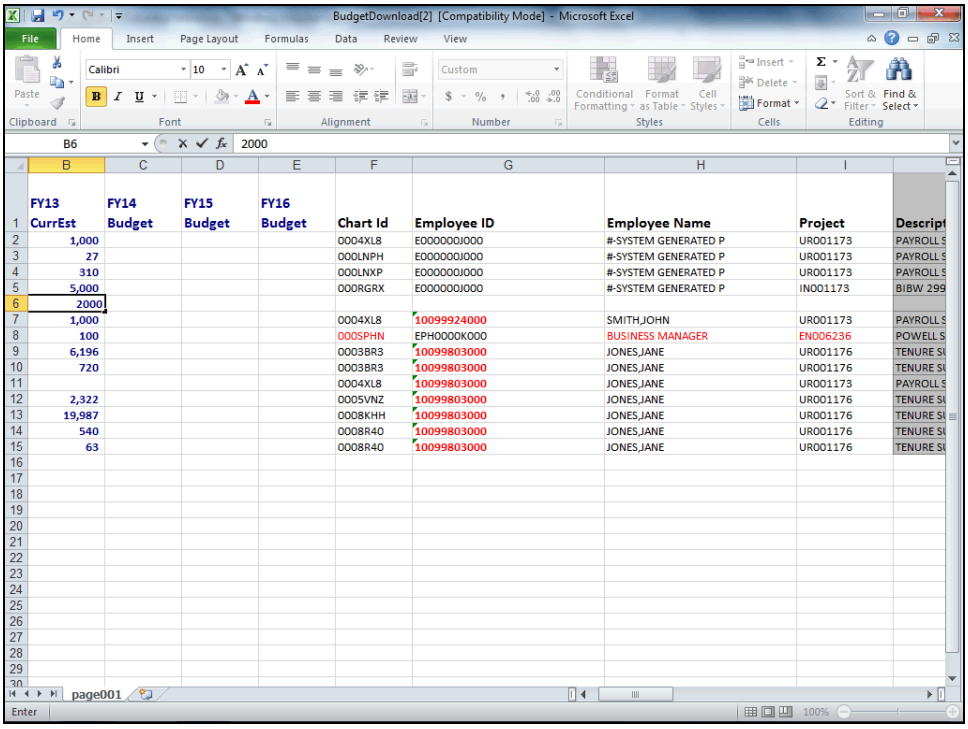
Step	Action
16.	Click the **Insert** menu. Insert



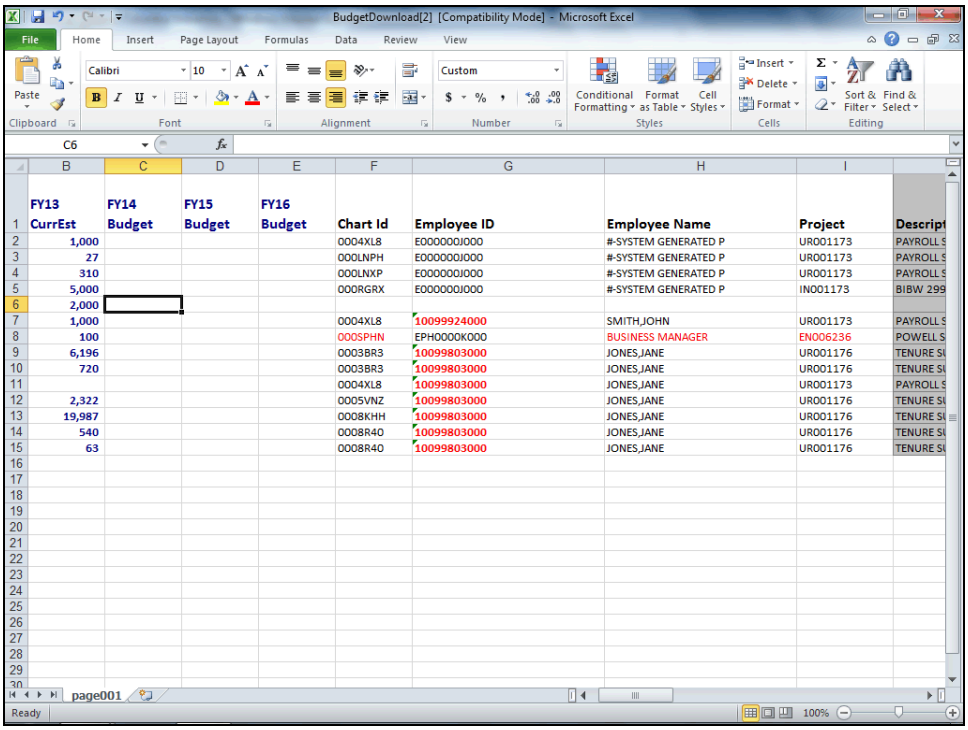
Step	Action
17.	Click in the **FY13 CurrEst** field.



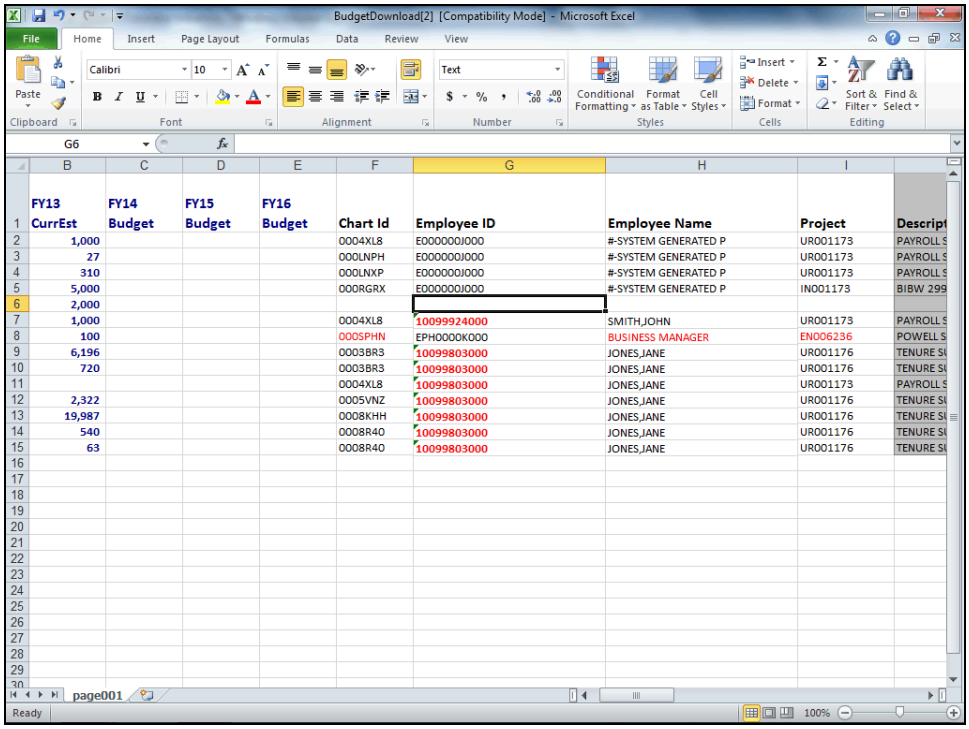
Step	Action
18.	Enter the desired information into the **FY13 CurrEst** field. Enter "**2000**".



Step	Action
19.	Press **[Right]**.

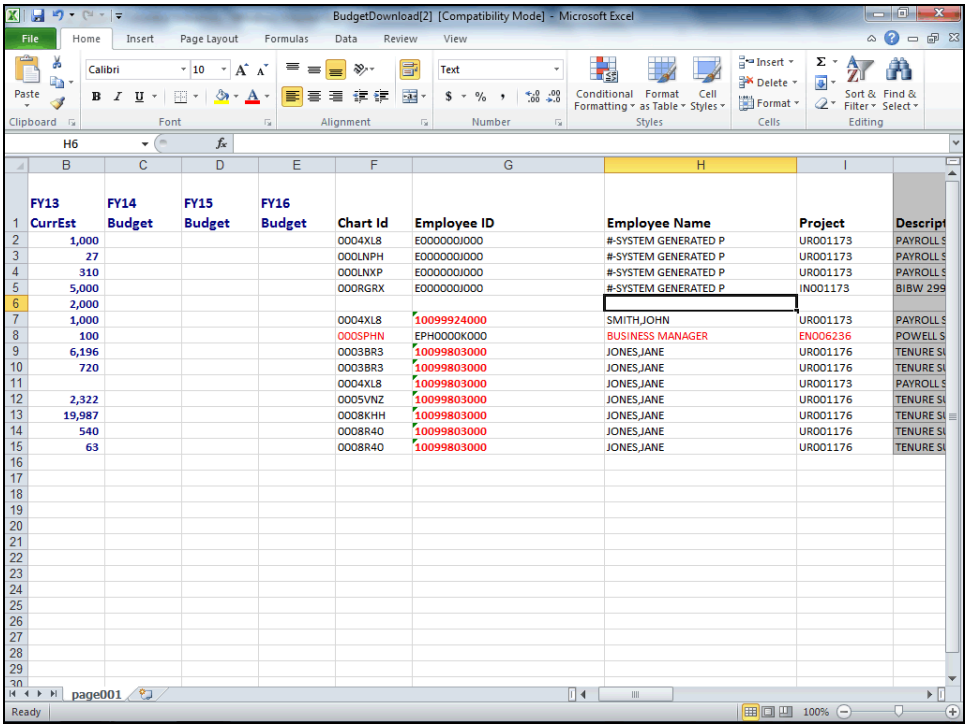


Step	Action
20.	Press **[Right]**.



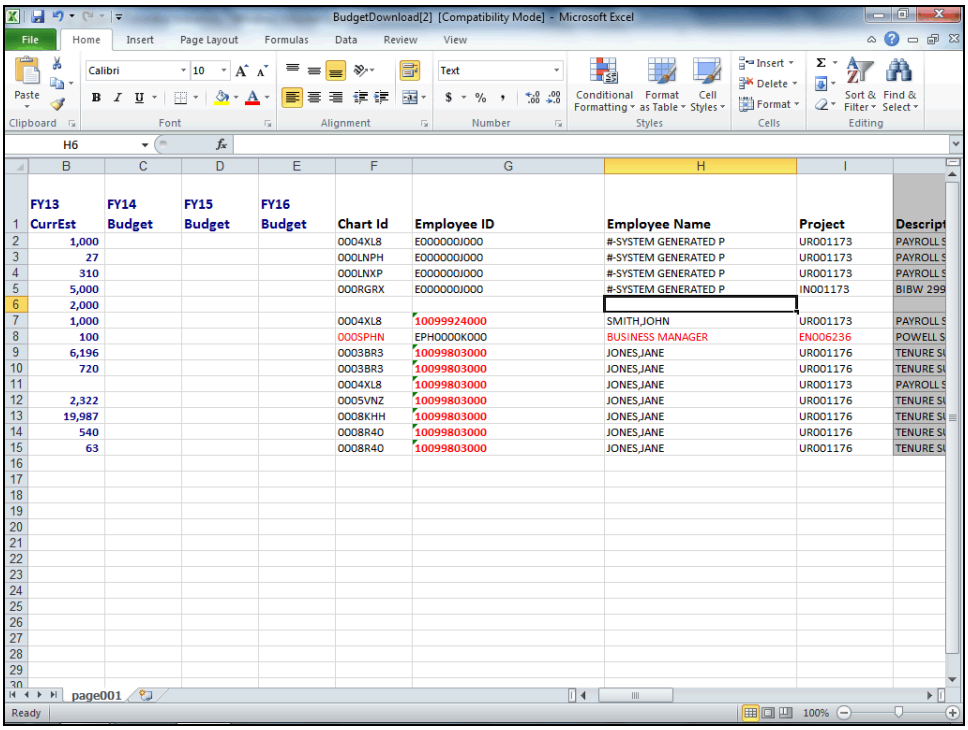
FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Descript
1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
27				000LNPH	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
310				000LNXP	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
5,000				000RGRX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
2,000								
1,000				0004XL8	10099924000	SMITH,JOHN	UR001173	PAYROLL S
100				000SPHN	EPH0000K000	BUSINESS MANAGER	EN006236	POWELL S
6,196				0003BR3	10099803000	JONES,JANE	UR001176	TENURE SU
720				0003BR3	10099803000	JONES,JANE	UR001176	TENURE SU
				0004XL8	10099803000	JONES,JANE	UR001173	PAYROLL S
2,322				0005VNZ	10099803000	JONES,JANE	UR001176	TENURE SU
19,987				0008KHH	10099803000	JONES,JANE	UR001176	TENURE SU
540				0008R40	10099803000	JONES,JANE	UR001176	TENURE SU
63				0008R40	10099803000	JONES,JANE	UR001176	TENURE SU

Step	Action
21.	Press **[Right]**.



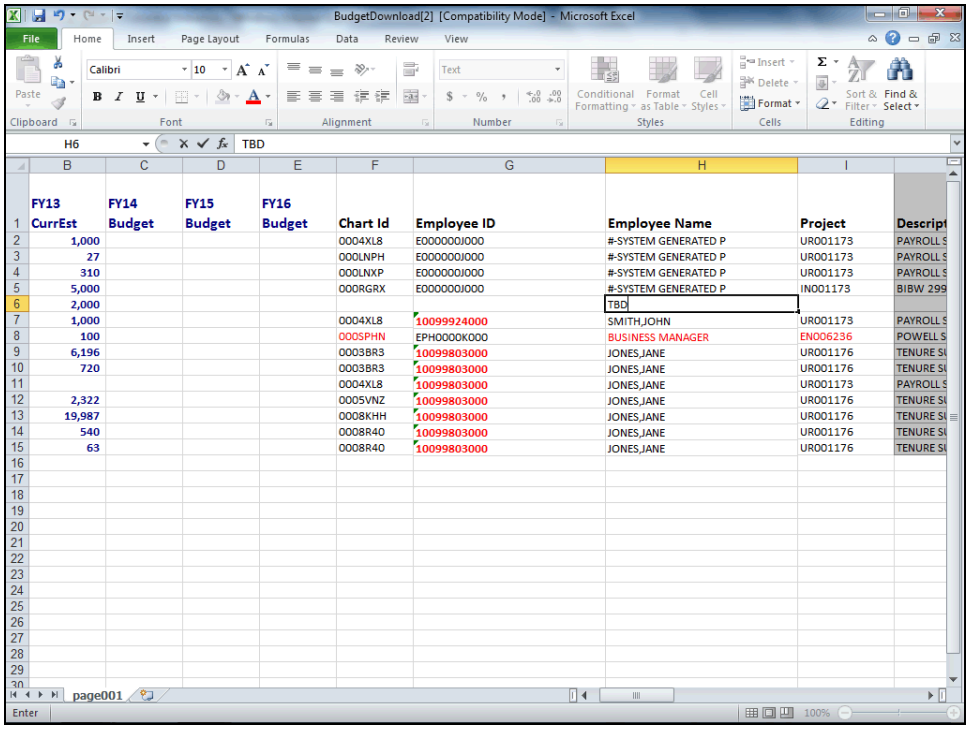
FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Descript
1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
27				000LNPH	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
310				000LNXP	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
5,000				000RGRX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
2,000								
1,000				0004XL8	10099924000	SMITH,JOHN	UR001173	PAYROLL S
100				000SPHN	EPH0000K000	BUSINESS MANAGER	EN006236	POWELL S
6,196				0003BR3	10099803000	JONES,JANE	UR001176	TENURE SU
720				0003BR3	10099803000	JONES,JANE	UR001176	TENURE SU
				0004XL8	10099803000	JONES,JANE	UR001173	PAYROLL S
2,322				0005VNZ	10099803000	JONES,JANE	UR001176	TENURE SU
19,987				0008KHH	10099803000	JONES,JANE	UR001176	TENURE SU
540				0008R40	10099803000	JONES,JANE	UR001176	TENURE SU
63				0008R40	10099803000	JONES,JANE	UR001176	TENURE SU

Step	Action
22.	Press **[Right]**.

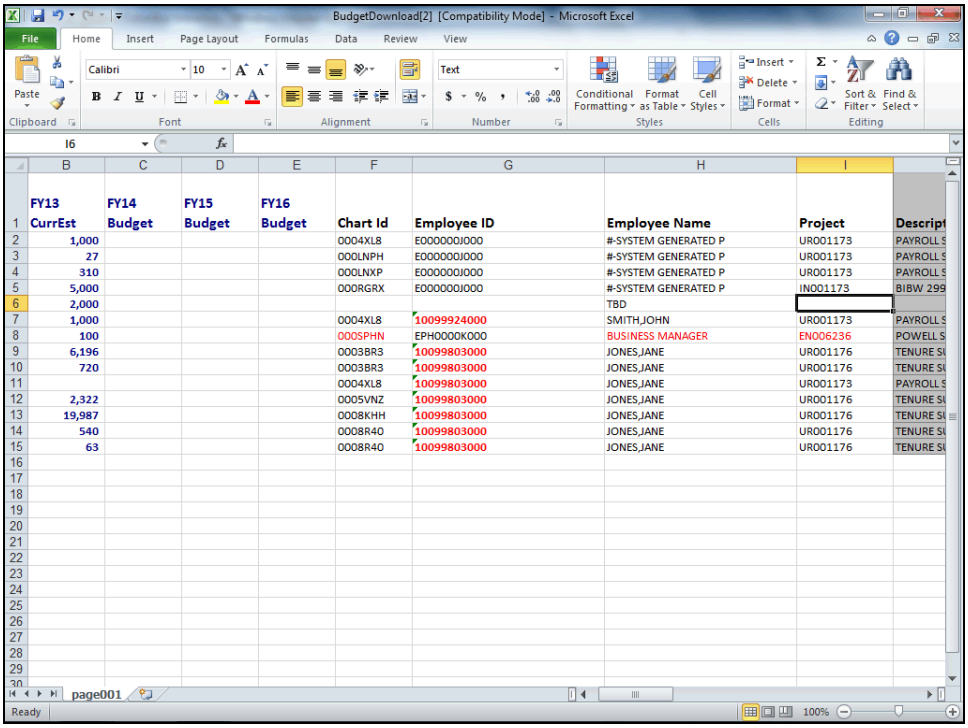


FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Descript
1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
27				000LNPH	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
310				000LNXP	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
5,000				000RGRX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
2,000								
1,000				0004XL8	10099924000	SMITH,JOHN	UR001173	PAYROLL S
100				000SPHN	EPH0000K000	BUSINESS MANAGER	EN006236	POWELL S
6,196				0003BR3	10099803000	JONES,JANE	UR001176	TENURE SU
720				0003BR3	10099803000	JONES,JANE	UR001176	TENURE SU
				0004XL8	10099803000	JONES,JANE	UR001173	PAYROLL S
2,322				0005VNZ	10099803000	JONES,JANE	UR001176	TENURE SU
19,987				0008KHH	10099803000	JONES,JANE	UR001176	TENURE SU
540				0008R40	10099803000	JONES,JANE	UR001176	TENURE SU
63				0008R40	10099803000	JONES,JANE	UR001176	TENURE SU

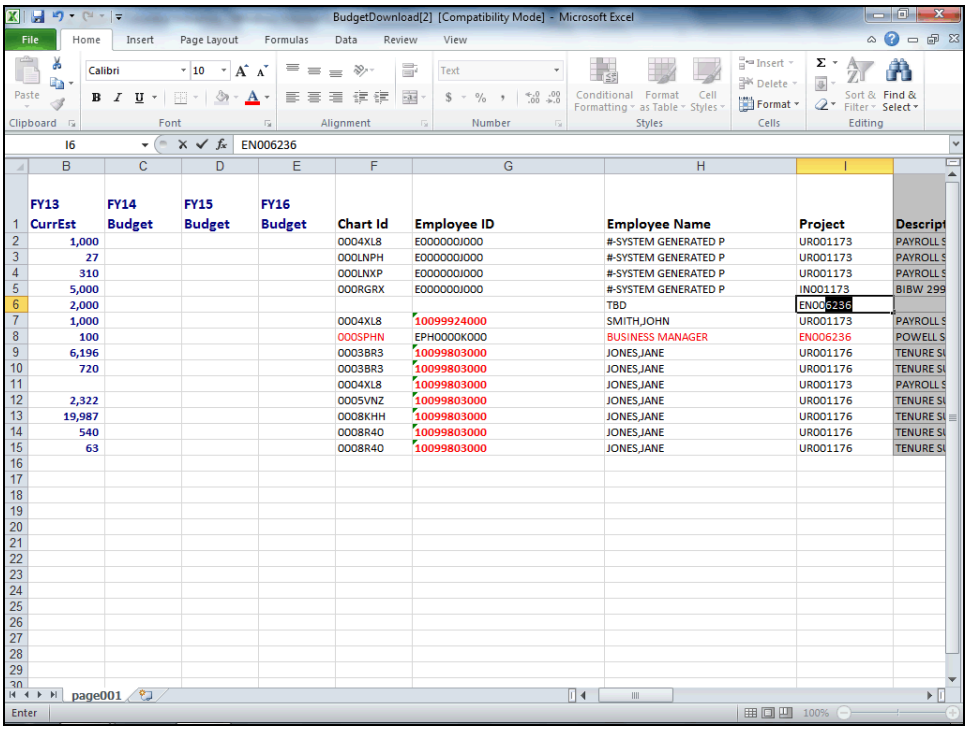
Step	Action
23.	Enter the desired information into the **Employee Name** field. Enter "**TBD**".



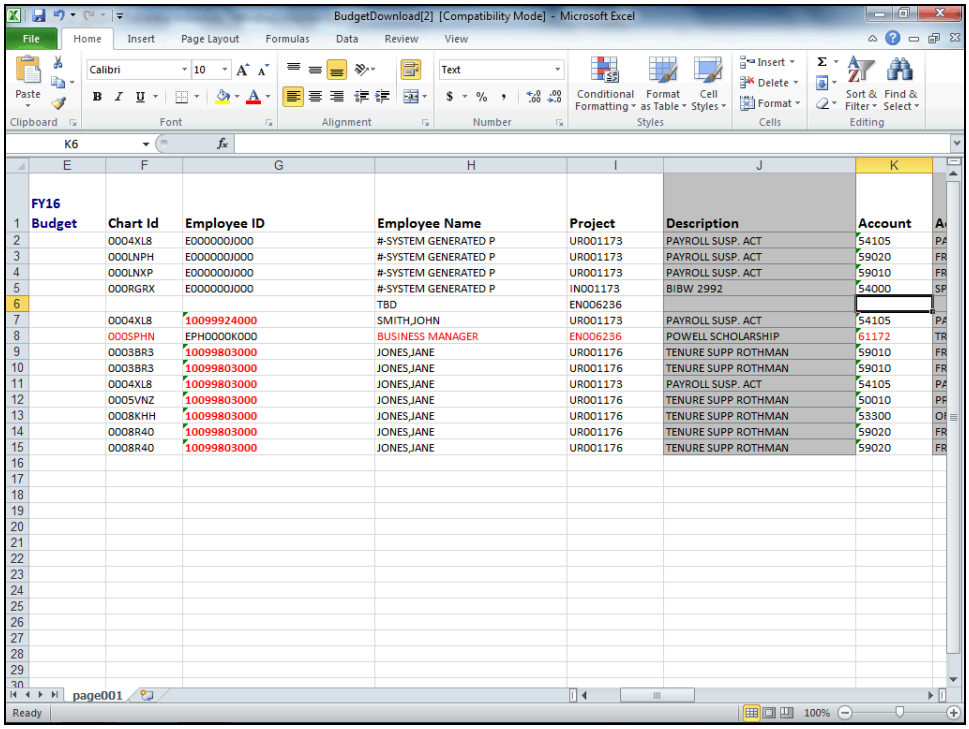
Step	Action
24.	Press **[Right]**.



Step	Action
25.	Enter the desired information into the **Project** field. Enter "**EN00**".

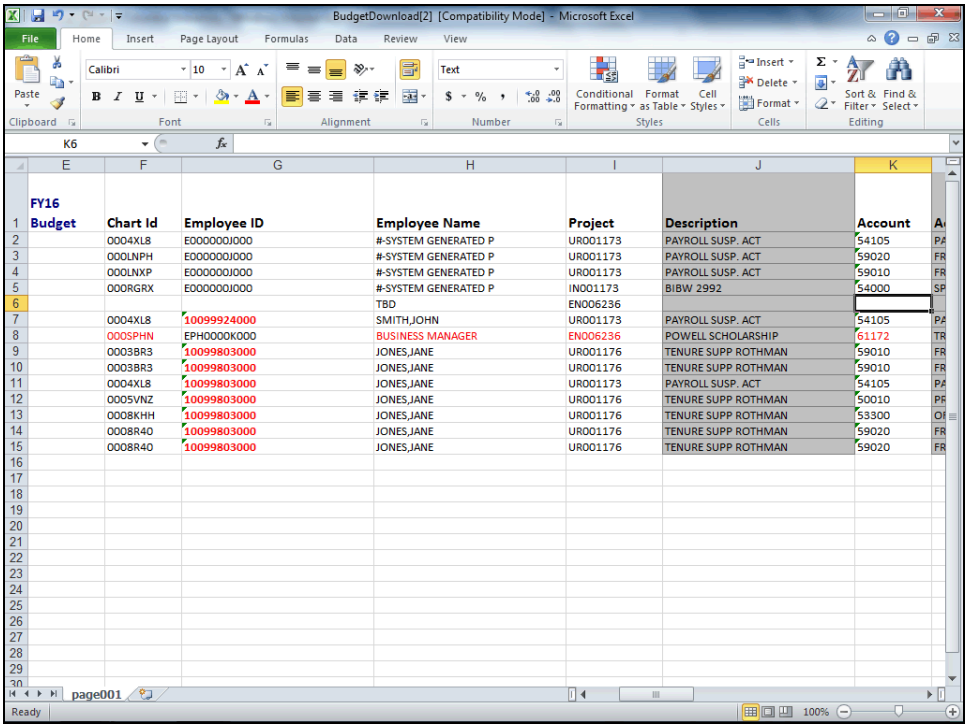


Step	Action
26.	Press **[Right]**.

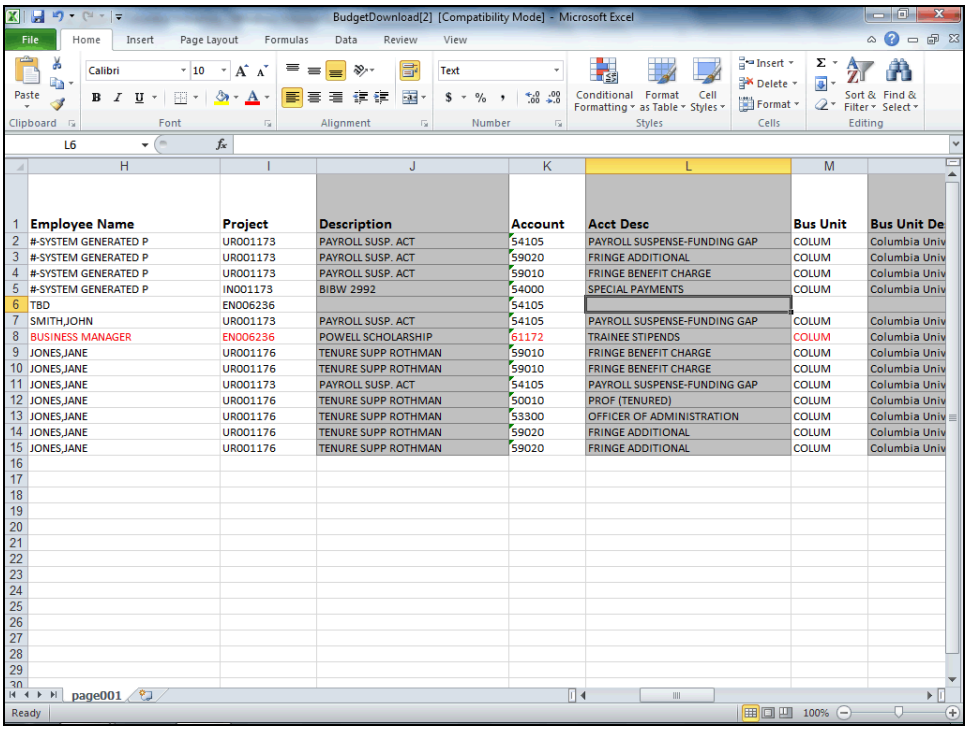


FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Description	Account
	0004XL8	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL SUSP. ACT	54105
	000LNPH	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL SUSP. ACT	59020
	000LNXP	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL SUSP. ACT	59010
	000RGRX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 2992	54000
			TBD	EN006236		
	0004XL8	10099924000	SMITH,JOHN	UR001173	PAYROLL SUSP. ACT	54105
	000SPHN	EPH0000K000	BUSINESS MANAGER	EN006236	POWELL SCHOLARSHIP	61172
	0003BR3	10099803000	JONES,JANE	UR001176	TENURE SUPP ROTHMAN	59010
	0003BR3	10099803000	JONES,JANE	UR001176	TENURE SUPP ROTHMAN	59010
	0004XL8	10099803000	JONES,JANE	UR001173	PAYROLL SUSP. ACT	54105
	0005VNZ	10099803000	JONES,JANE	UR001176	TENURE SUPP ROTHMAN	50010
	0008KHH	10099803000	JONES,JANE	UR001176	TENURE SUPP ROTHMAN	53300
	0008R40	10099803000	JONES,JANE	UR001176	TENURE SUPP ROTHMAN	59020
	0008R40	10099803000	JONES,JANE	UR001176	TENURE SUPP ROTHMAN	59020

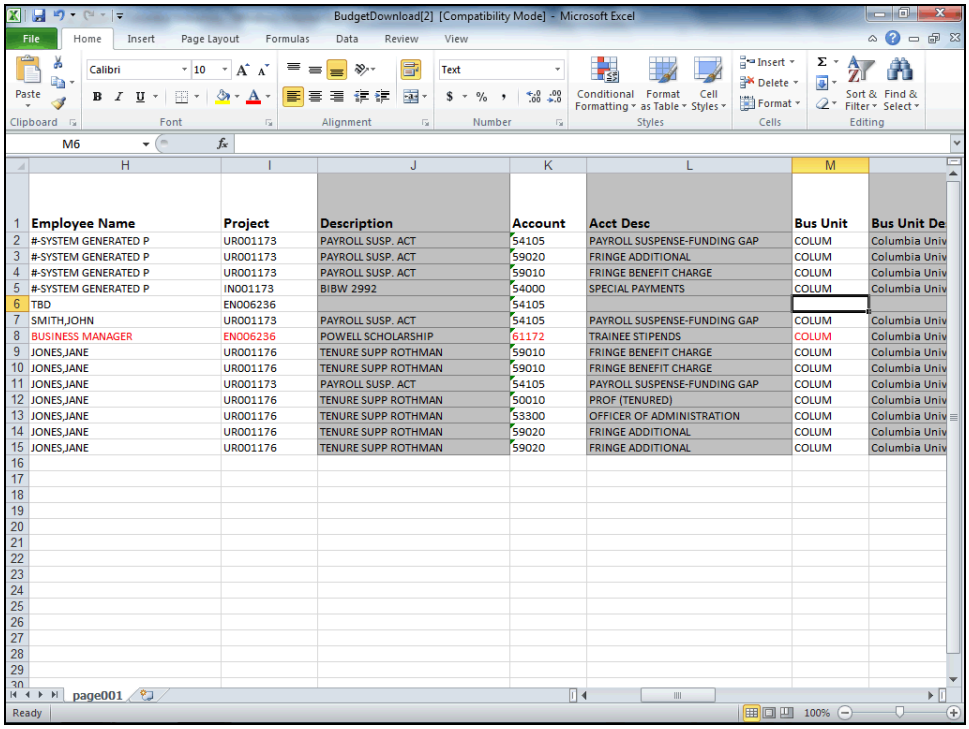
Step	Action
27.	Press **[Right]**.



Step	Action
28.	Enter the desired information into the **Account** field. Enter "**54105**".

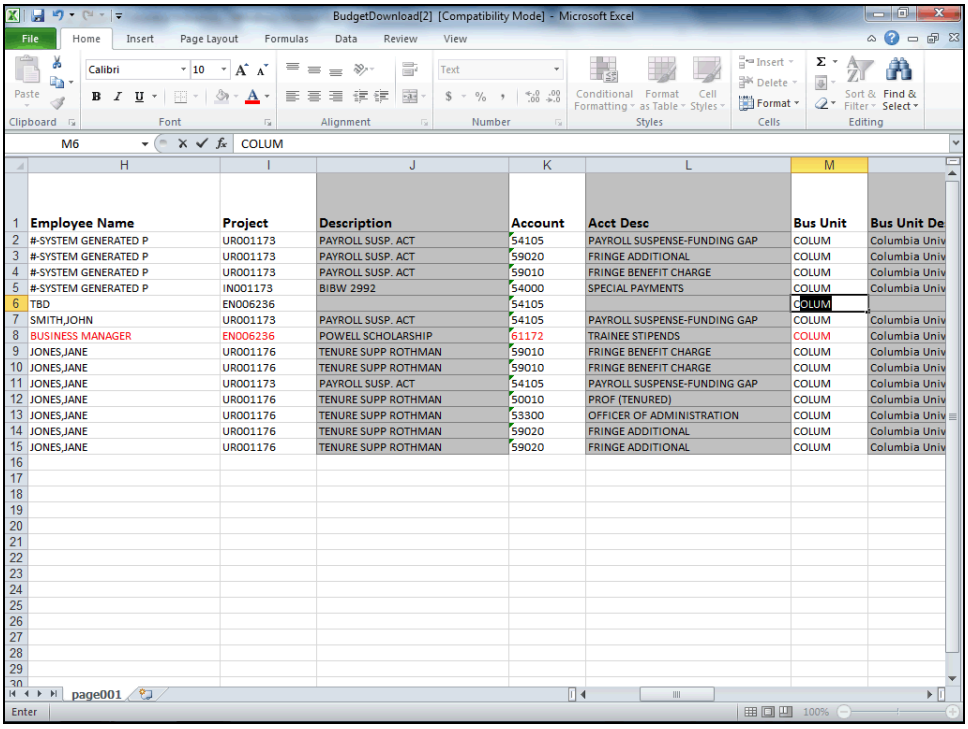


Step	Action
29.	Press **[Right]**.

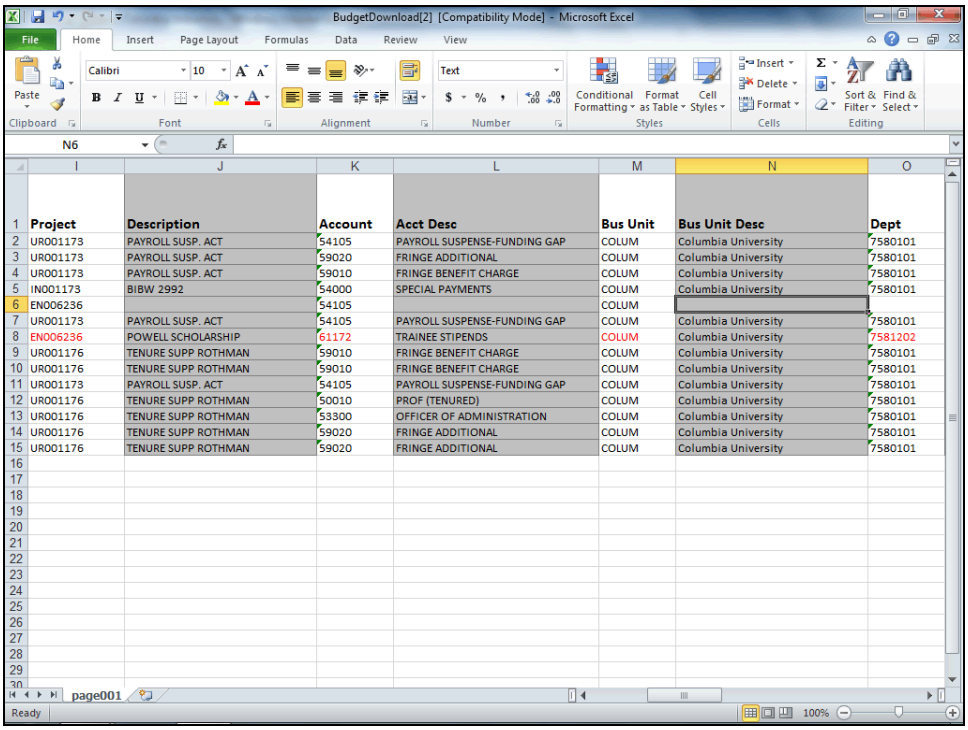


Employee Name	Project	Description	Account	Acct Desc	Bus Unit	Bus Unit De
#-SYSTEM GENERATED P	UR001173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia Univ
#-SYSTEM GENERATED P	UR001173	PAYROLL SUSP. ACT	59020	FRINGE ADDITIONAL	COLUM	Columbia Univ
#-SYSTEM GENERATED P	UR001173	PAYROLL SUSP. ACT	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia Univ
#-SYSTEM GENERATED P	IN001173	BIBW 2992	54000	SPECIAL PAYMENTS	COLUM	Columbia Univ
TBD	EN006236		54105			
SMITH,JOHN	UR001173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia Univ
BUSINESS MANAGER	EN006236	POWELL SCHOLARSHIP	61172	TRAINEE STIPENDS	COLUM	Columbia Univ
JONES,JANE	UR001176	TENURE SUPP ROTHMAN	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia Univ
JONES,JANE	UR001176	TENURE SUPP ROTHMAN	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia Univ
JONES,JANE	UR001173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia Univ
JONES,JANE	UR001176	TENURE SUPP ROTHMAN	50010	PROF (TENURED)	COLUM	Columbia Univ
JONES,JANE	UR001176	TENURE SUPP ROTHMAN	53300	OFFICER OF ADMINISTRATION	COLUM	Columbia Univ
JONES,JANE	UR001176	TENURE SUPP ROTHMAN	59020	FRINGE ADDITIONAL	COLUM	Columbia Univ
JONES,JANE	UR001176	TENURE SUPP ROTHMAN	59020	FRINGE ADDITIONAL	COLUM	Columbia Univ

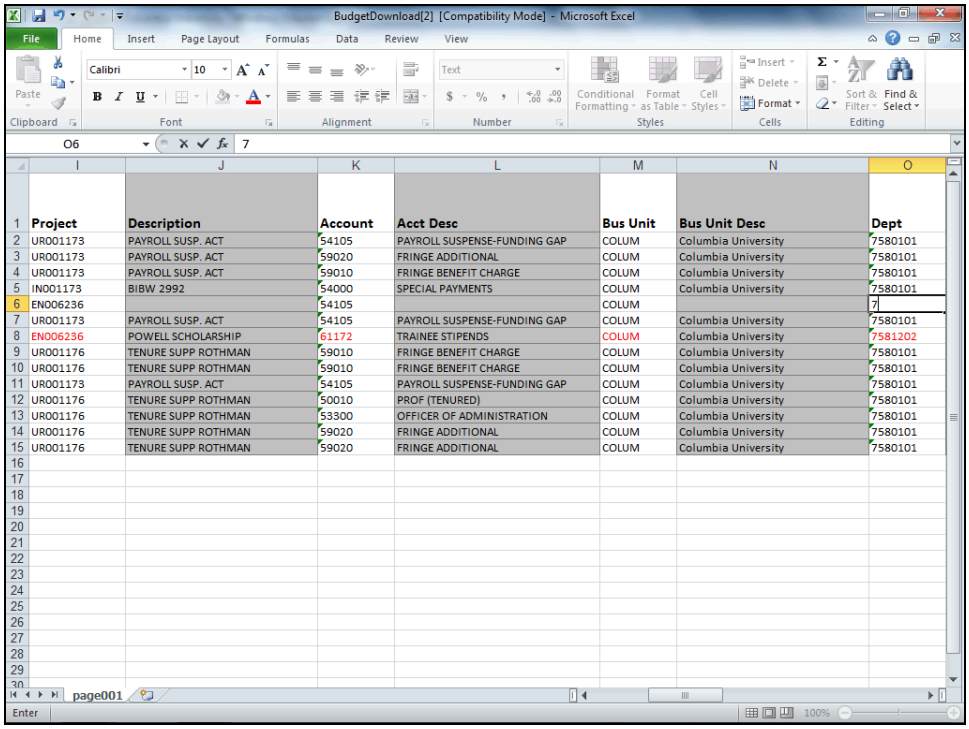
Step	Action
30.	Press **[Right]**.



Step	Action
31.	Enter the desired information into the **Bus Unit** field. Enter "**COLUM**".

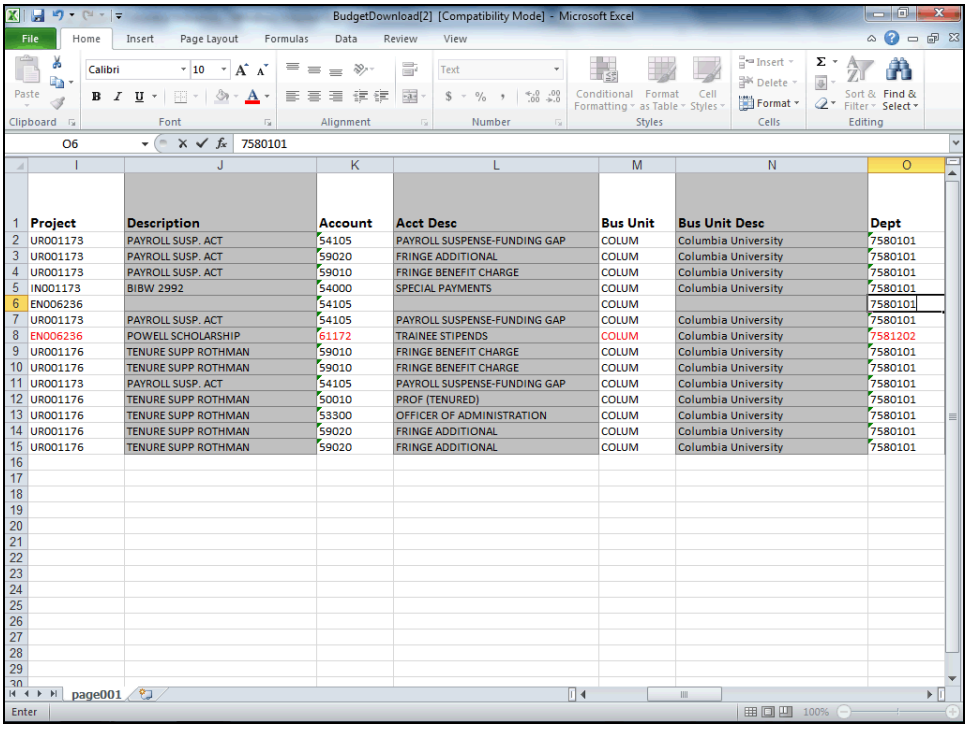


Step	Action
32.	Press **[Right]**.



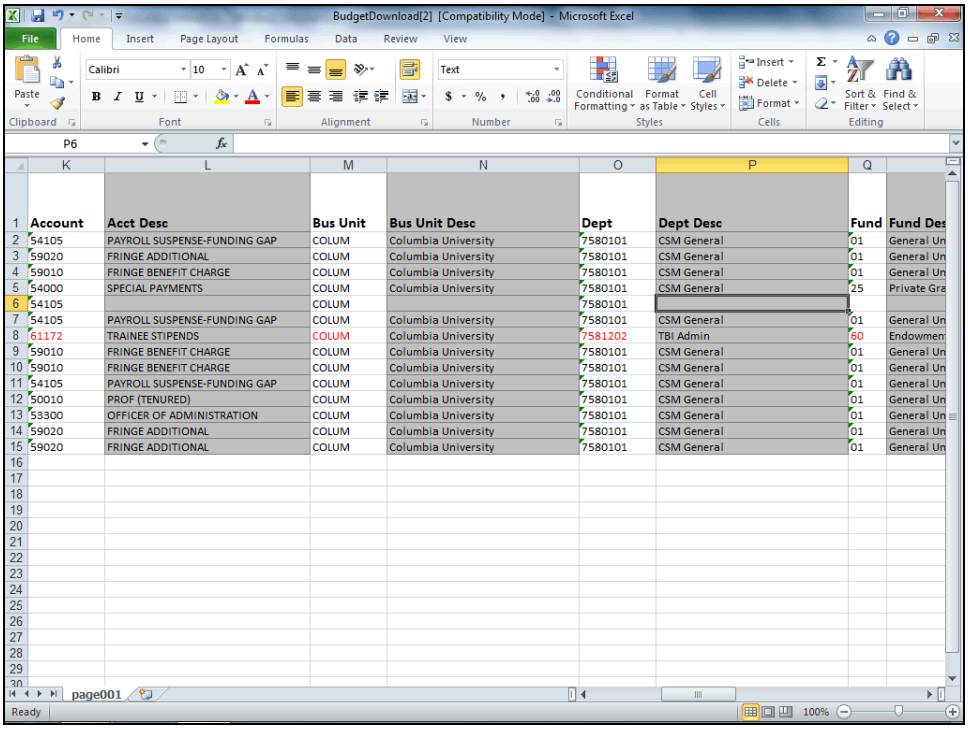
Project	Description	Account	Acct Desc	Bus Unit	Bus Unit Desc	Dept
UR001173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101
UR001173	PAYROLL SUSP. ACT	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101
UR001173	PAYROLL SUSP. ACT	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101
IN001173	BIBW 2992	54000	SPECIAL PAYMENTS	COLUM	Columbia University	7580101
EN006236		54105		COLUM		7
UR001173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101
EN006236	POWELL SCHOLARSHIP	61172	TRAINEE STIPENDS	COLUM	Columbia University	7581202
UR001176	TENURE SUPP ROTHMAN	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101
UR001176	TENURE SUPP ROTHMAN	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101
UR001173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101
UR001176	TENURE SUPP ROTHMAN	50010	PROF (TENURED)	COLUM	Columbia University	7580101
UR001176	TENURE SUPP ROTHMAN	53300	OFFICER OF ADMINISTRATION	COLUM	Columbia University	7580101
UR001176	TENURE SUPP ROTHMAN	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101
UR001176	TENURE SUPP ROTHMAN	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101

Step	Action
33.	Enter the desired information into the **Dept** field. Enter "**7580101**".



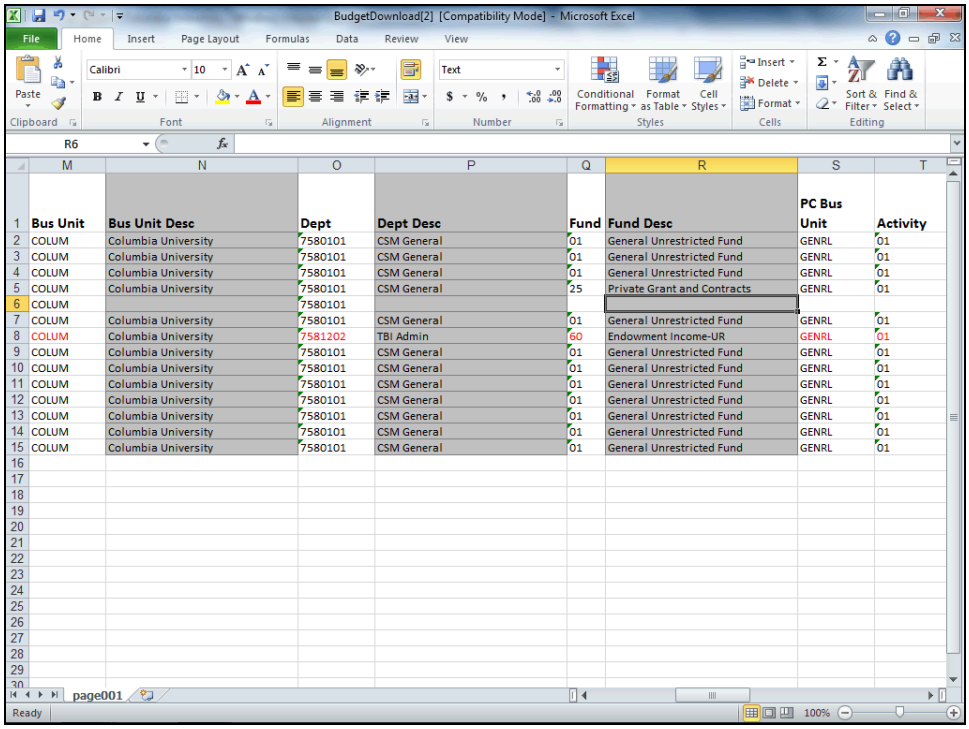
Project	Description	Account	Acct Desc	Bus Unit	Bus Unit Desc	Dept
UR001173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101
UR001173	PAYROLL SUSP. ACT	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101
UR001173	PAYROLL SUSP. ACT	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101
IN001173	BIBW 2992	54000	SPECIAL PAYMENTS	COLUM	Columbia University	7580101
EN006236		54105		COLUM		7580101
UR001173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101
EN006236	POWELL SCHOLARSHIP	61172	TRAINEE STIPENDS	COLUM	Columbia University	7581202
UR001176	TENURE SUPP ROTHMAN	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101
UR001176	TENURE SUPP ROTHMAN	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101
UR001173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101
UR001176	TENURE SUPP ROTHMAN	50010	PROF (TENURED)	COLUM	Columbia University	7580101
UR001176	TENURE SUPP ROTHMAN	53300	OFFICER OF ADMINISTRATION	COLUM	Columbia University	7580101
UR001176	TENURE SUPP ROTHMAN	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101
UR001176	TENURE SUPP ROTHMAN	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101

Step	Action
34.	Press **[Right]**.



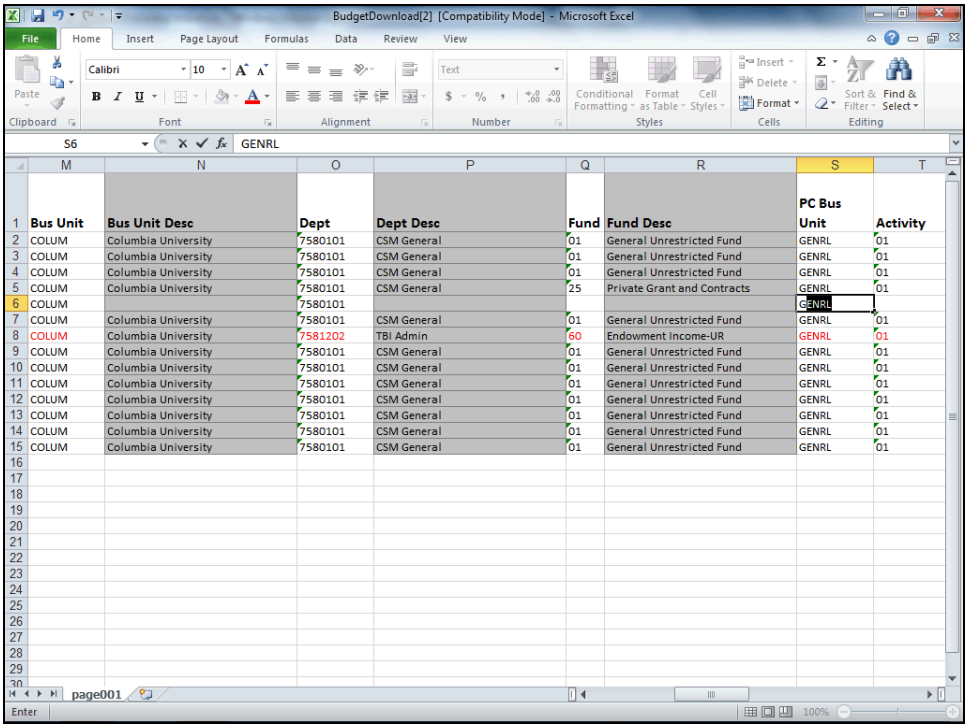
Account	Acct Desc	Bus Unit	Bus Unit Desc	Dept	Dept Desc	Fund	Fund Des
54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101	CSM General	01	General Un
59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101	CSM General	01	General Un
59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101	CSM General	01	General Un
54000	SPECIAL PAYMENTS	COLUM	Columbia University	7580101	CSM General	25	Private Gra
54105		COLUM		7580101			
54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101	CSM General	01	General Un
61172	TRAINEE STIPENDS	COLUM	Columbia University	7581202	TBI Admin	60	Endowmen
59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101	CSM General	01	General Un
59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101	CSM General	01	General Un
54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101	CSM General	01	General Un
50010	PROF (TENURED)	COLUM	Columbia University	7580101	CSM General	01	General Un
53300	OFFICER OF ADMINISTRATION	COLUM	Columbia University	7580101	CSM General	01	General Un
59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101	CSM General	01	General Un
59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101	CSM General	01	General Un

Step	Action
35.	Press **[Right]**.

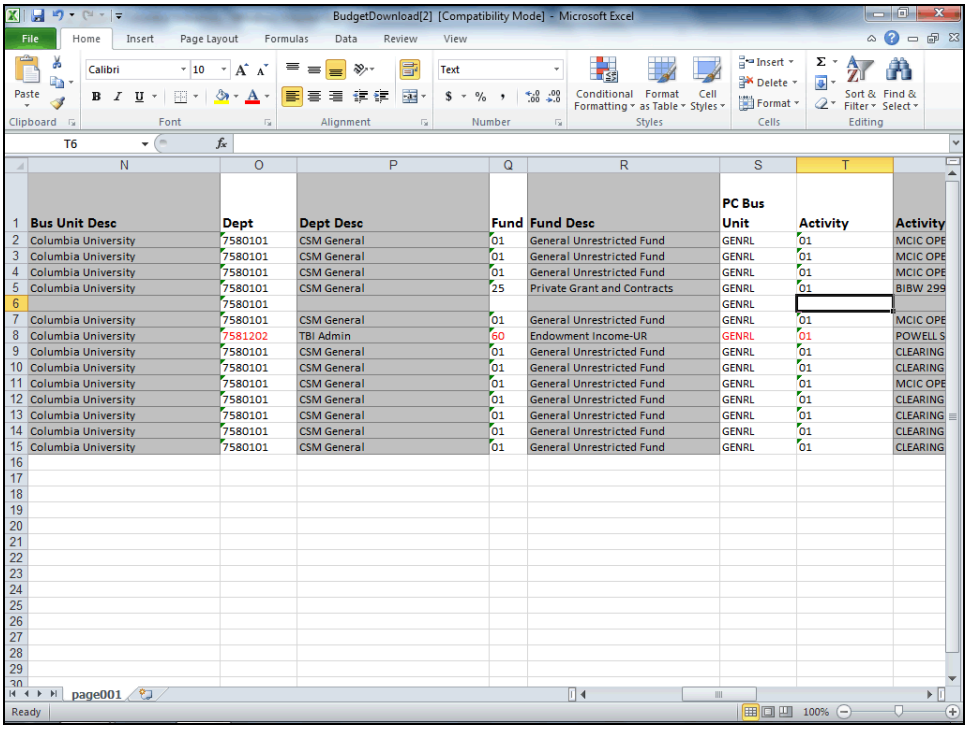


Bus Unit	Bus Unit Desc	Dept	Dept Desc	Fund	Fund Desc	PC Bus Unit	Activity
COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	7580101	CSM General	25	Private Grant and Contracts	GENRL	01
COLUM		7580101					
COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	7581202	TBI Admin	60	Endowment Income-UR	GENRL	01
COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01

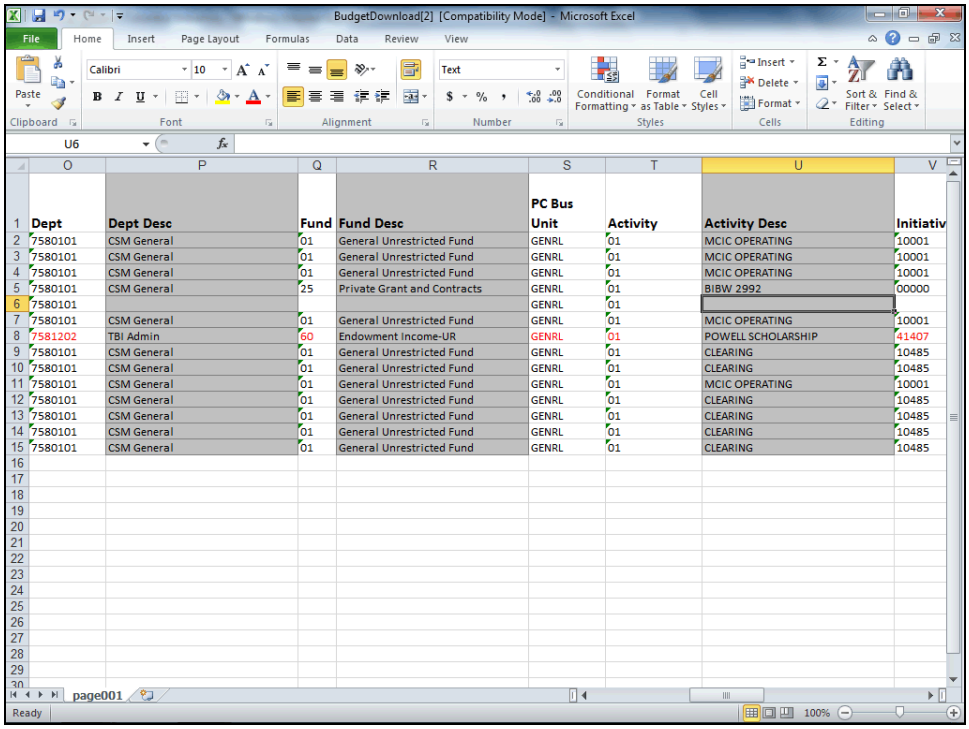
Step	Action
36.	Press **[Right]**.



Step	Action
37.	Enter the desired information into the **Unit** field. Enter "**GENRL**".

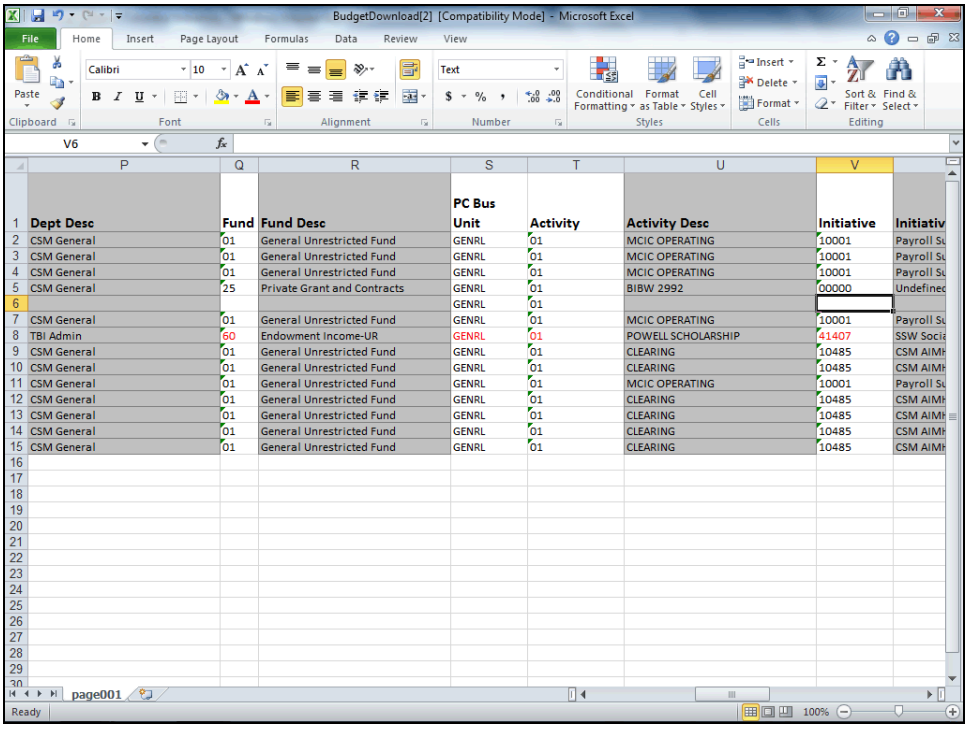


Step	Action
38.	Enter the desired information into the **Activity** field. Enter "**01**".

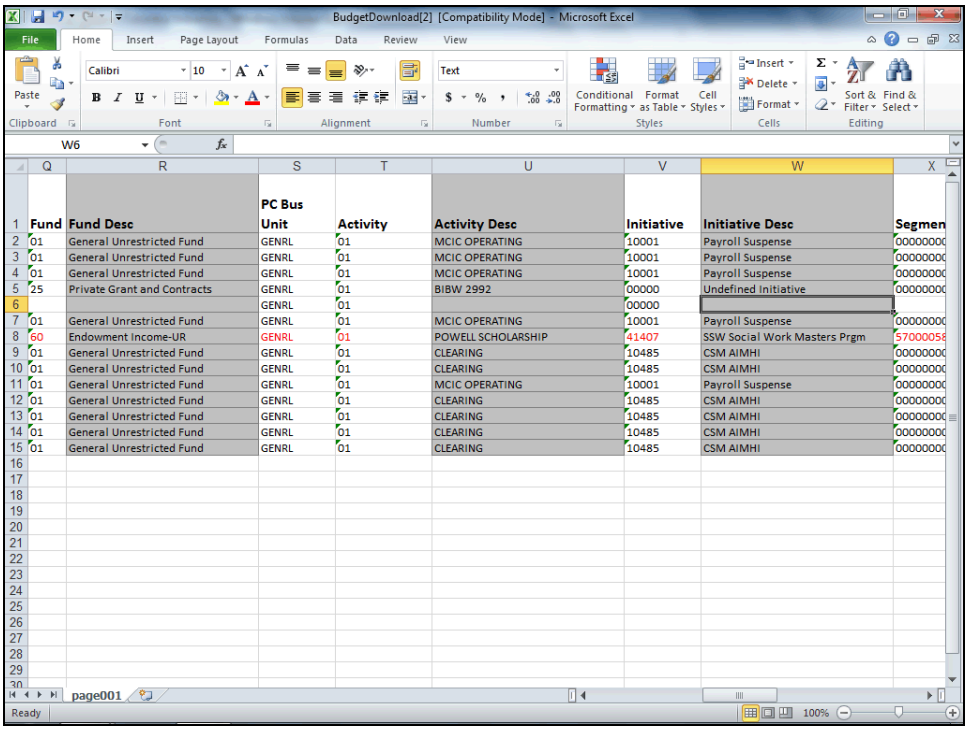


Dept	Dept Desc	Fund	Fund Desc	PC Bus Unit	Activity	Activity Desc	Initiativ
7580101	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001
7580101	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001
7580101	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001
7580101	CSM General	25	Private Grant and Contracts	GENRL	01	BIBW 2992	00000
7580101				GENRL	01		
7580101	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001
7581202	TBI Admin	60	Endowment Income-UR	GENRL	01	POWELL SCHOLARSHIP	41407
7580101	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING	10485
7580101	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING	10485
7580101	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001
7580101	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING	10485
7580101	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING	10485
7580101	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING	10485
7580101	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING	10485

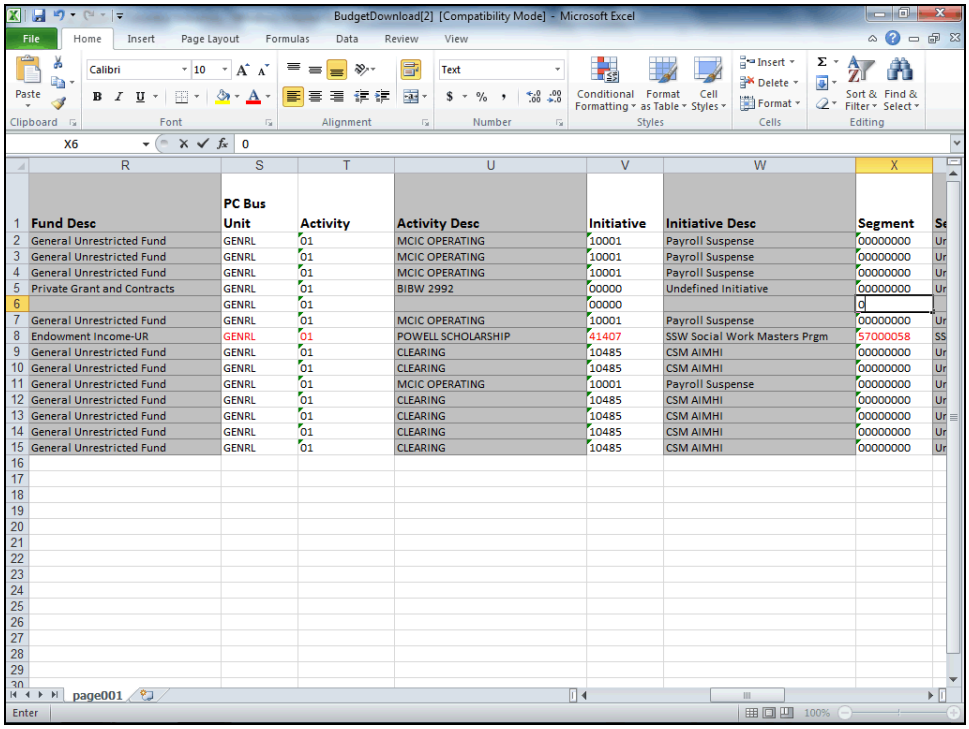
Step	Action
39.	Press **[Right]**.



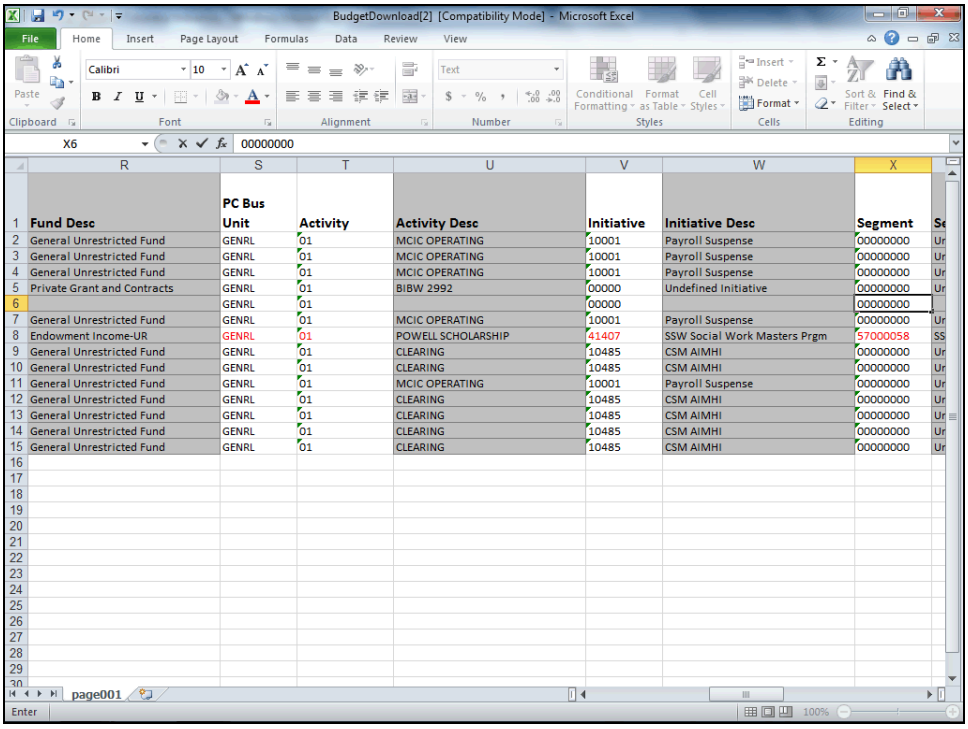
Step	Action
40.	Enter the desired information into the **Initiative** field. Enter "**00000**".



Step	Action
41.	Press **[Right]**.

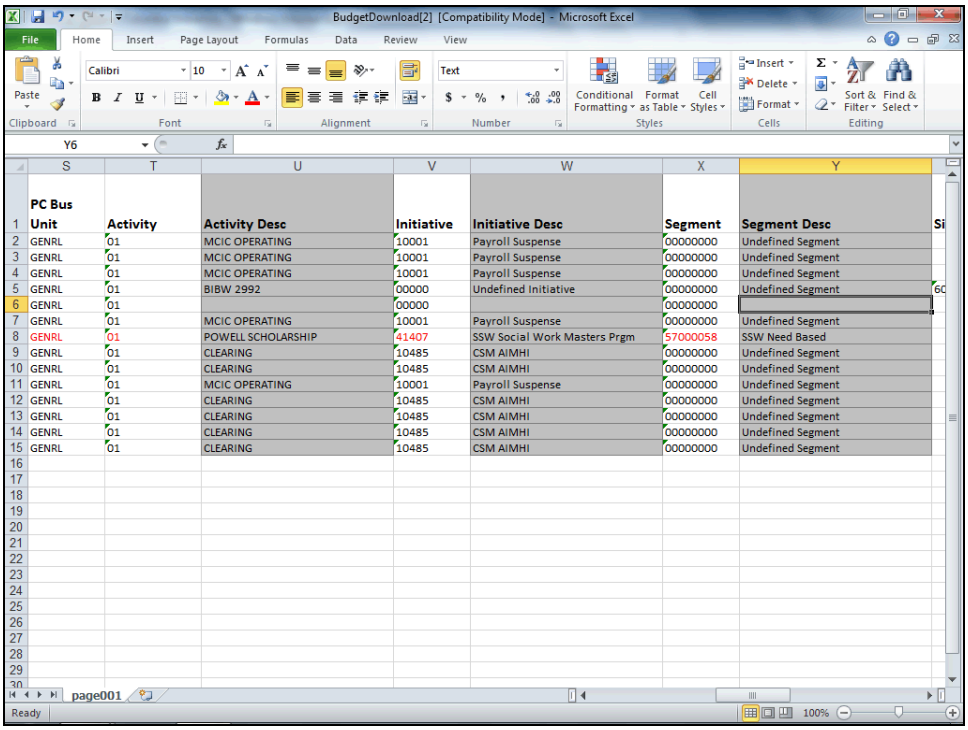


Step	Action
42.	Enter the desired information into the **Segment** field. Enter "**00000000**".



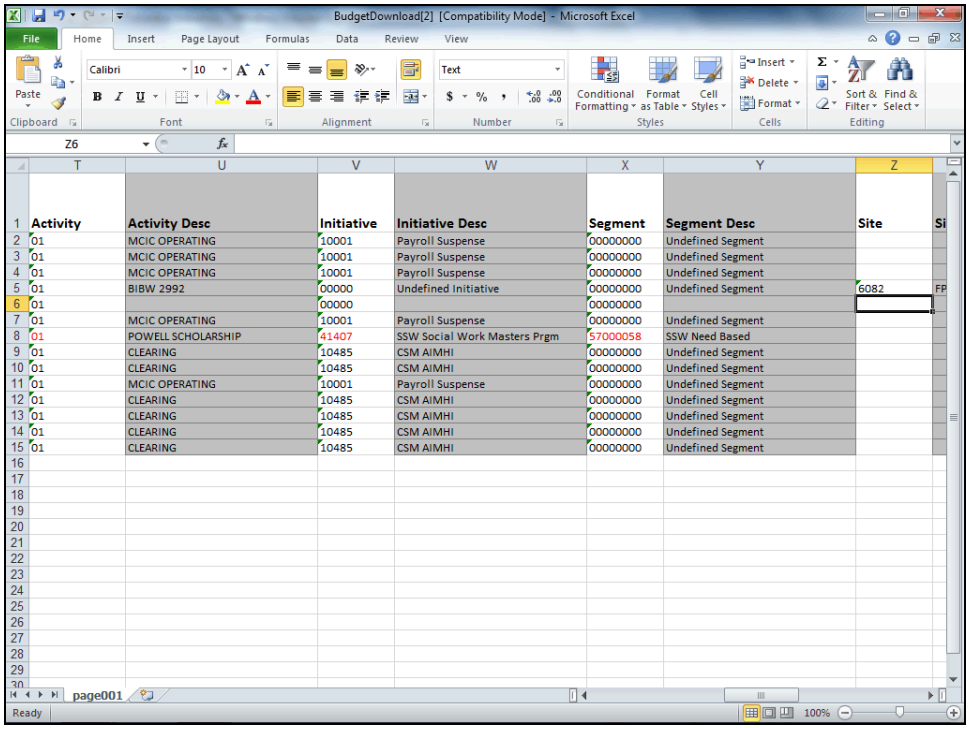
Fund Desc	PC Bus Unit	Activity	Activity Desc	Initiative	Initiative Desc	Segment
General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000
General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000
General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000
Private Grant and Contracts	GENRL	01	BIBW 2992	00000	Undefined Initiative	00000000
	GENRL	01		00000		00000000
General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000
Endowment Income-UR	GENRL	01	POWELL SCHOLARSHIP	41407	SSW Social Work Masters Prgm	57000058
General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000
General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000
General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000
General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000
General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000
General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000
General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000

Step	Action
43.	Press **[Right]**.



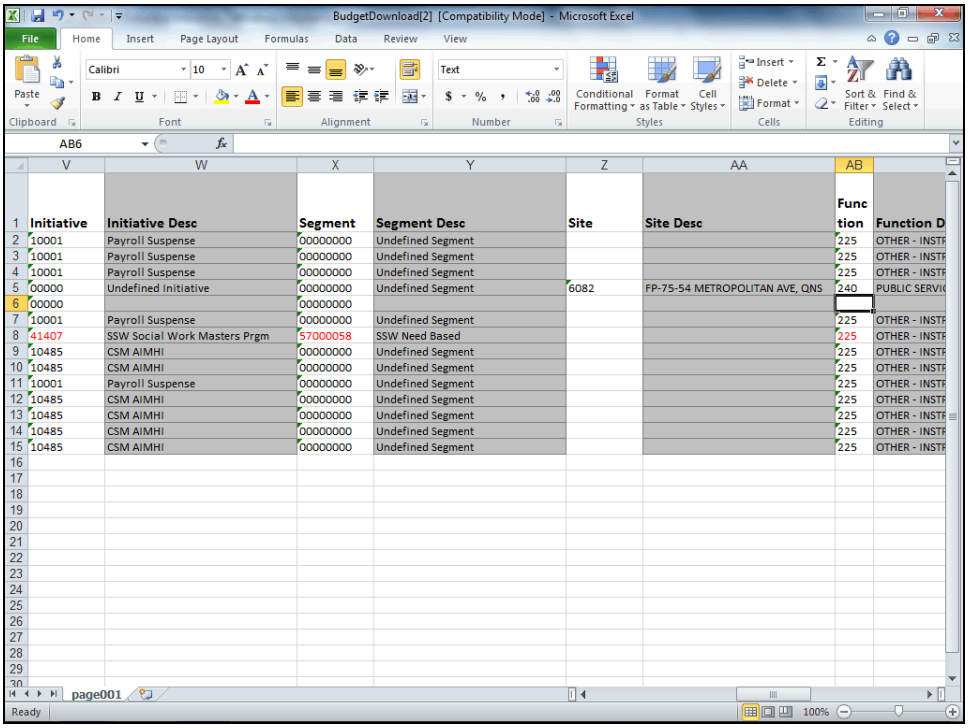
PC Bus Unit	Activity	Activity Desc	Initiative	Initiative Desc	Segment	Segment Desc
GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment
GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment
GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment
GENRL	01	BIBW 2992	00000	Undefined Initiative	00000000	Undefined Segment
GENRL	01		00000		00000000	
GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment
GENRL	01	POWELL SCHOLARSHIP	41407	SSW Social Work Masters Prgm	57000058	SSW Need Based
GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment
GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment
GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment
GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment
GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment
GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment
GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment

Step	Action
44.	Press **[Right]**.

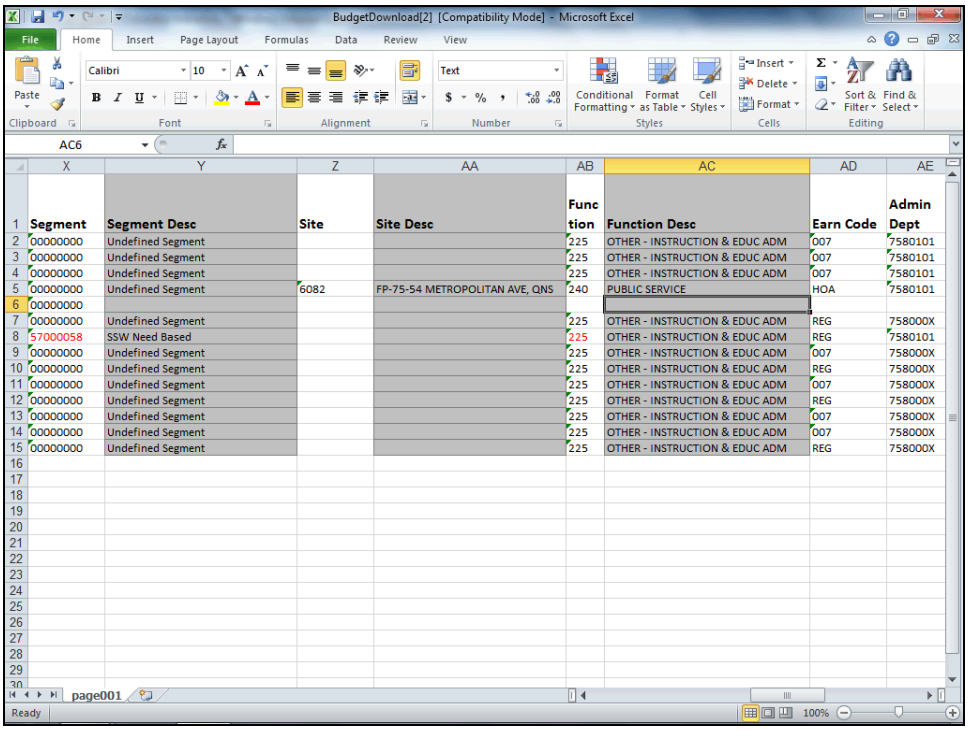


Activity	Activity Desc	Initiative	Initiative Desc	Segment	Segment Desc	Site	Si
01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment		
01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment		
01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment		
01	BIBW 2992	00000	Undefined Initiative	00000000	Undefined Segment	6082	FP
01		00000		00000000			
01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment		
01	POWELL SCHOLARSHIP	41407	SSW Social Work Masters Prgm	57000058	SSW Need Based		
01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment		
01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment		
01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment		
01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment		
01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment		
01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment		
01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment		

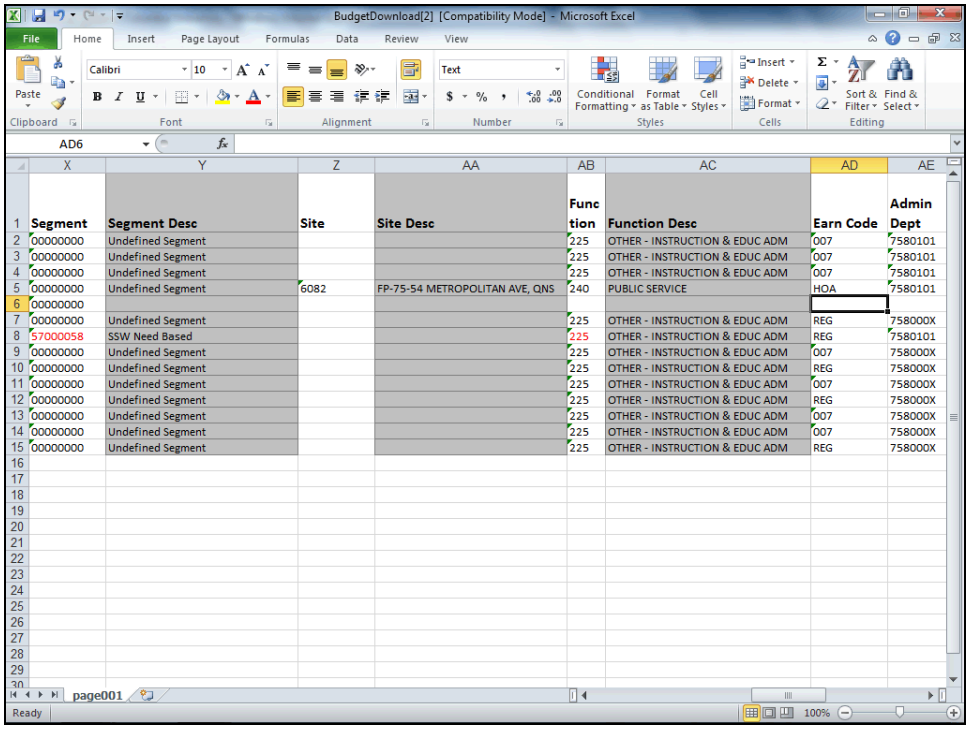
Step	Action
45.	Press **[Right]**.



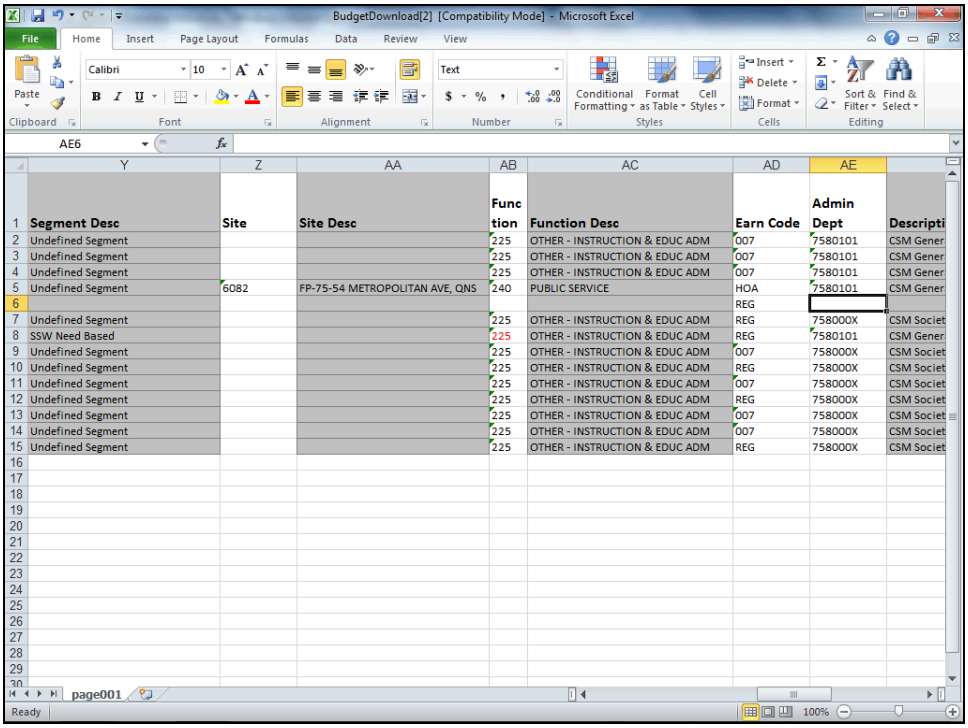
Step	Action
46.	Press **[Right]**.



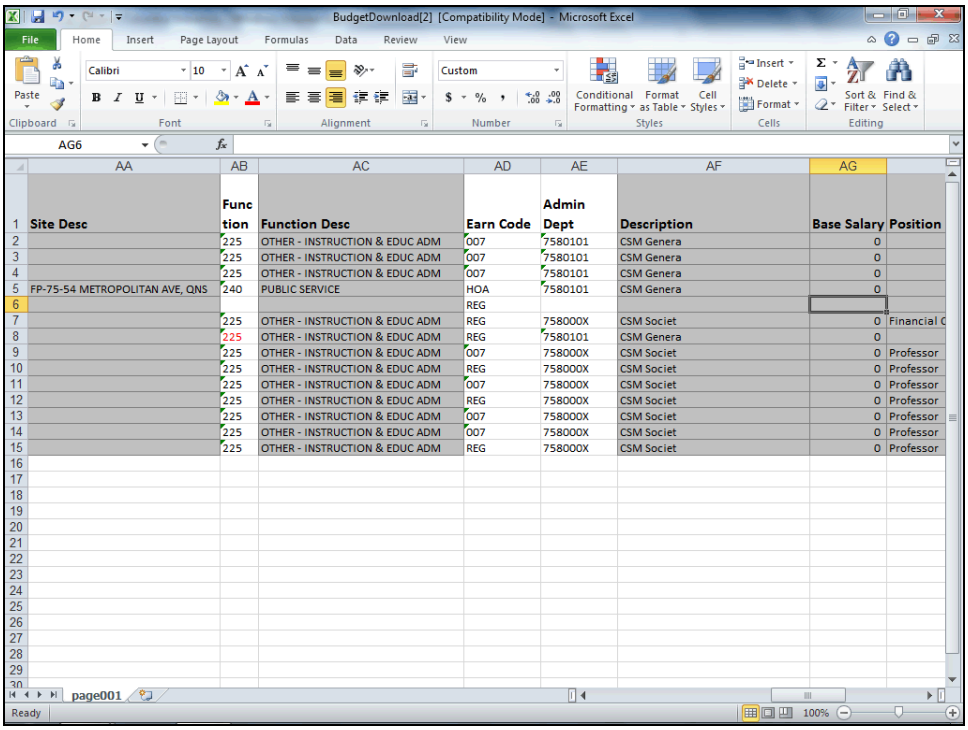
Step	Action
47.	Press **[Right]**.



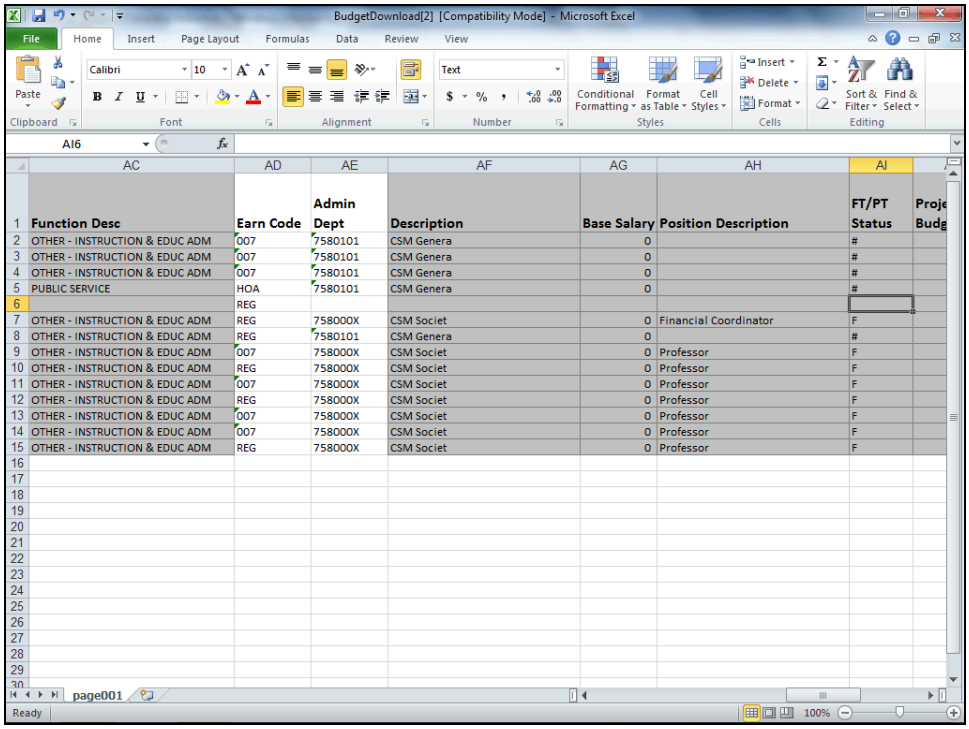
Step	Action
48.	Enter the desired information into the **Earn Code** field. Enter "**REG**".



Step	Action
49.	Press **[Right]**.

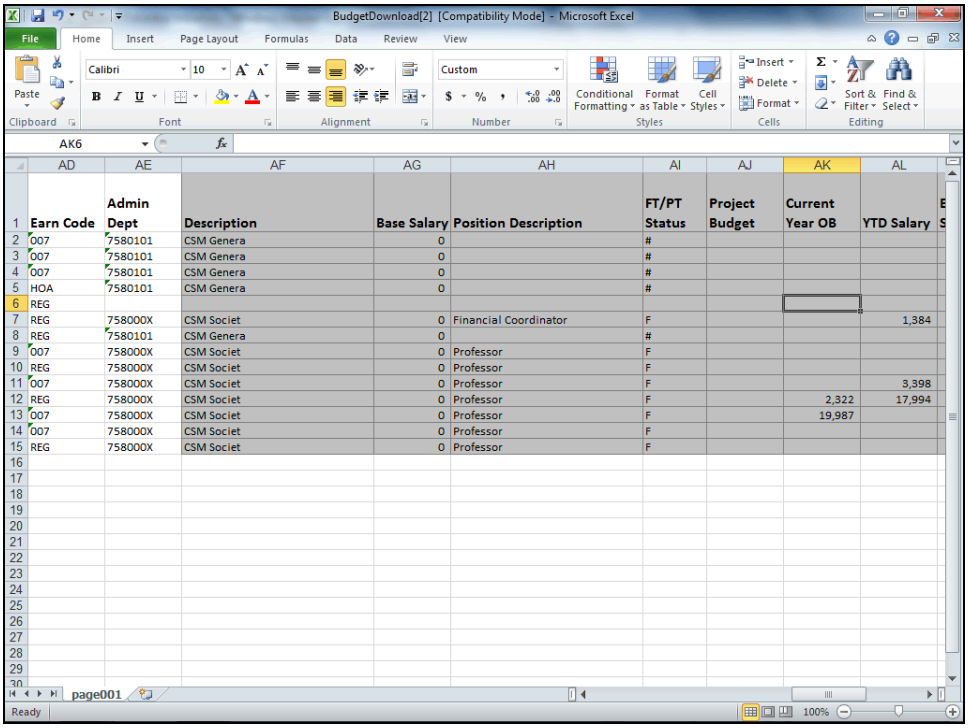


Step	Action
50.	Press **[Right]**.

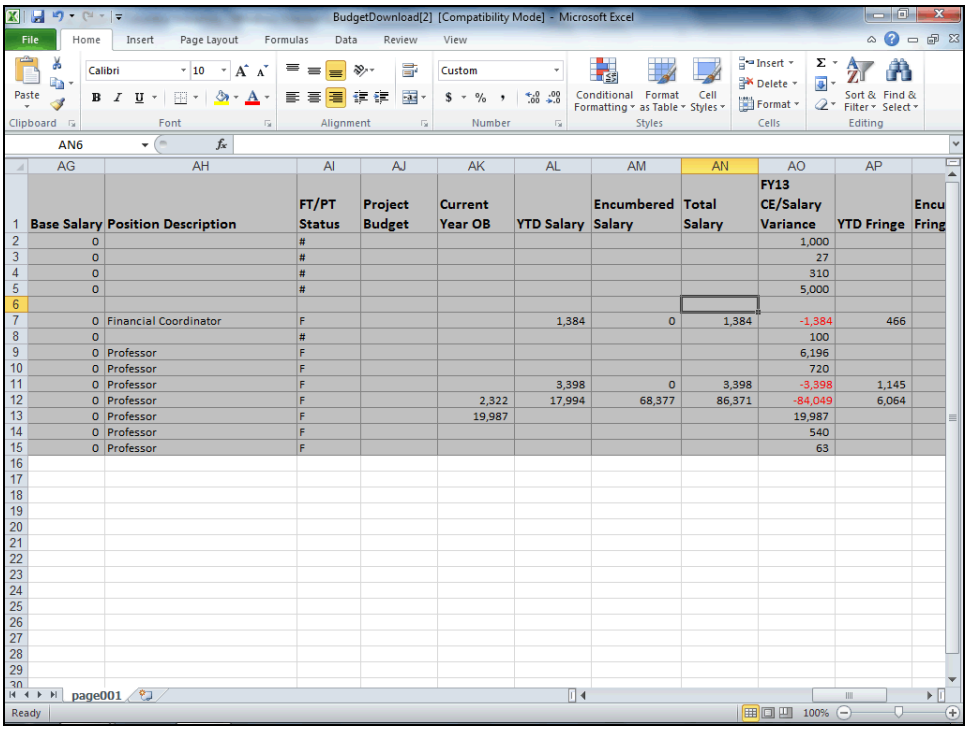


	AC	AD	AE	AF	AG	AH	AI
1	**Function Desc**	**Earn Code**	**Admin Dept**	**Description**	**Base Salary**	**Position Description**	**FT/PT Status**
2	OTHER - INSTRUCTION & EDUC ADM	007	7580101	CSM Genera	0		#
3	OTHER - INSTRUCTION & EDUC ADM	007	7580101	CSM Genera	0		#
4	OTHER - INSTRUCTION & EDUC ADM	007	7580101	CSM Genera	0		#
5	PUBLIC SERVICE	HOA	7580101	CSM Genera	0		#
6		REG					
7	OTHER - INSTRUCTION & EDUC ADM	REG	758000X	CSM Societ	0	Financial Coordinator	F
8	OTHER - INSTRUCTION & EDUC ADM	REG	7580101	CSM Genera	0		#
9	OTHER - INSTRUCTION & EDUC ADM	007	758000X	CSM Societ	0	Professor	F
10	OTHER - INSTRUCTION & EDUC ADM	REG	758000X	CSM Societ	0	Professor	F
11	OTHER - INSTRUCTION & EDUC ADM	007	758000X	CSM Societ	0	Professor	F
12	OTHER - INSTRUCTION & EDUC ADM	REG	758000X	CSM Societ	0	Professor	F
13	OTHER - INSTRUCTION & EDUC ADM	007	758000X	CSM Societ	0	Professor	F
14	OTHER - INSTRUCTION & EDUC ADM	007	758000X	CSM Societ	0	Professor	F
15	OTHER - INSTRUCTION & EDUC ADM	REG	758000X	CSM Societ	0	Professor	F

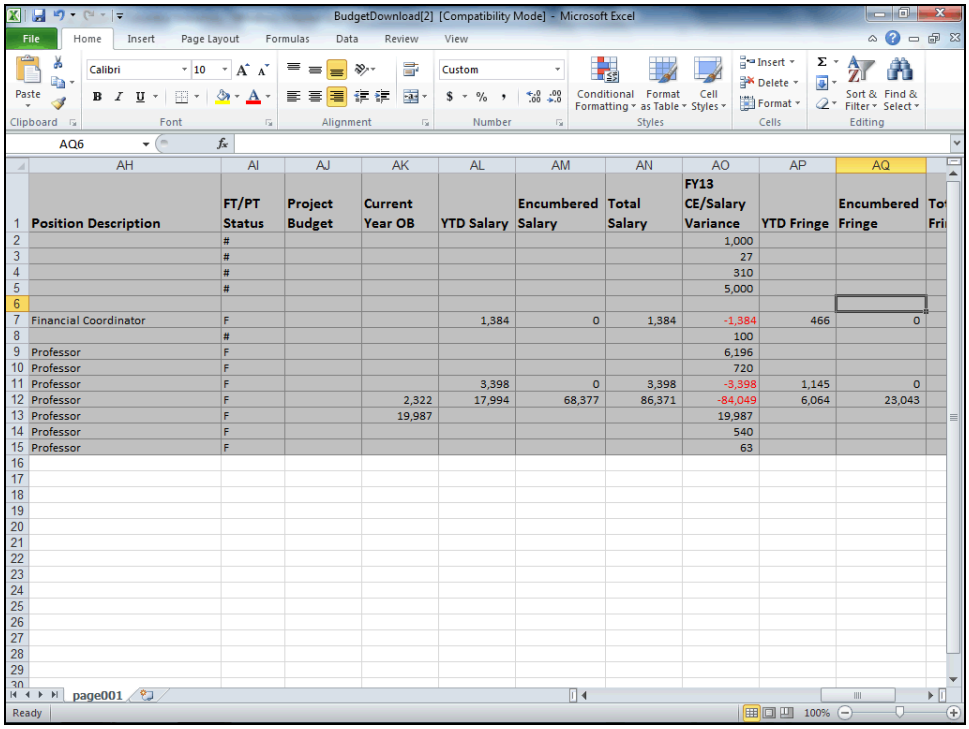
Step	Action
51.	Press **[Right]**.



Step	Action
52.	Press **[Right]**.

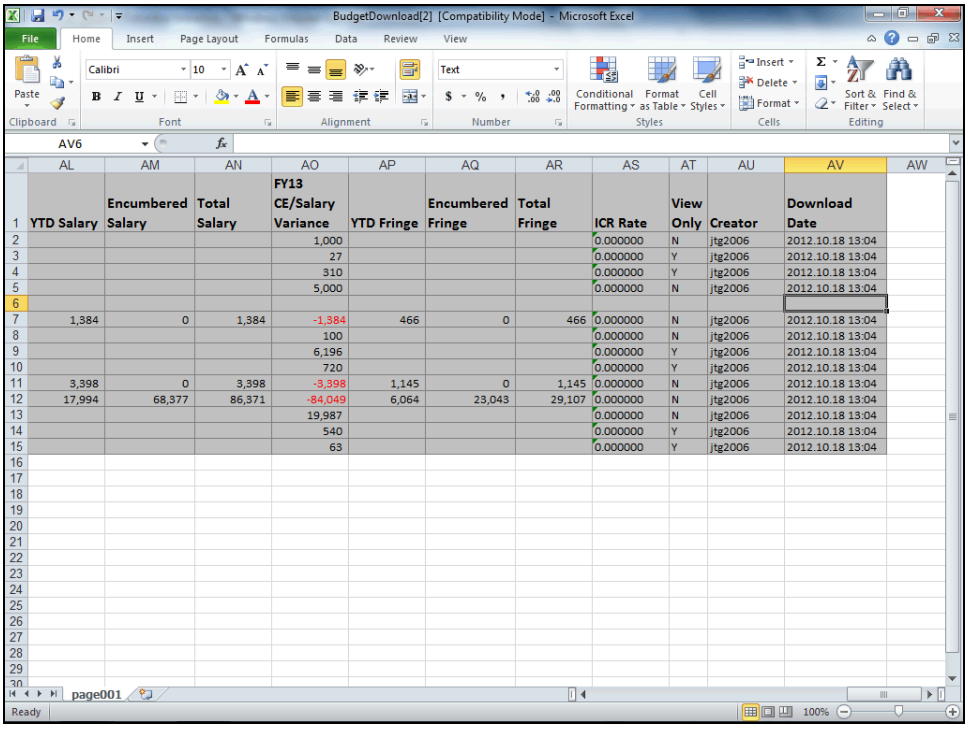


Step	Action
53.	Press **[Right]**.



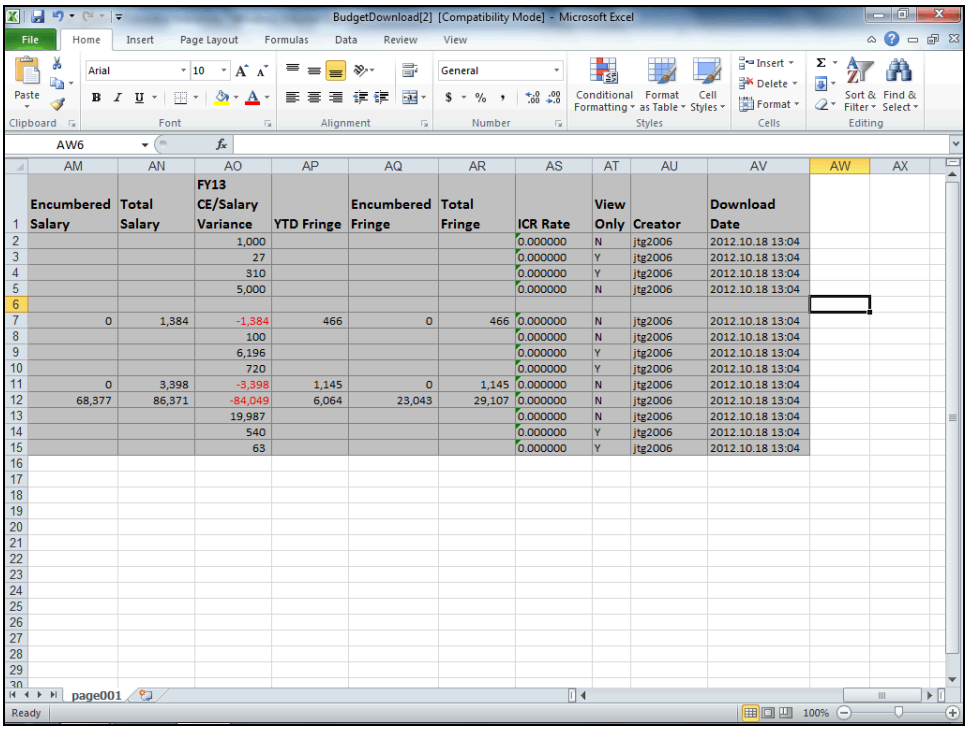
AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
Position Description	**FT/PT Status**	**Project Budget**	**Current Year OB**	**YTD Salary**	**Encumbered Salary**	**Total Salary**	**FY13 CE/Salary Variance**	**YTD Fringe**	**Encumbered Fringe**
	#						1,000		
	#						27		
	#						310		
	#						5,000		
Financial Coordinator	F			1,384	0	1,384	-1,384	466	0
	#						100		
Professor	F						6,196		
Professor	F						720		
Professor	F			3,398	0	3,398	-3,398	1,145	0
Professor	F		2,322	17,994	68,377	86,371	-84,049	6,064	23,043
Professor	F		19,987				19,987		
Professor	F						540		
Professor	F						63		

Step	Action
54.	Press **[Right]**.



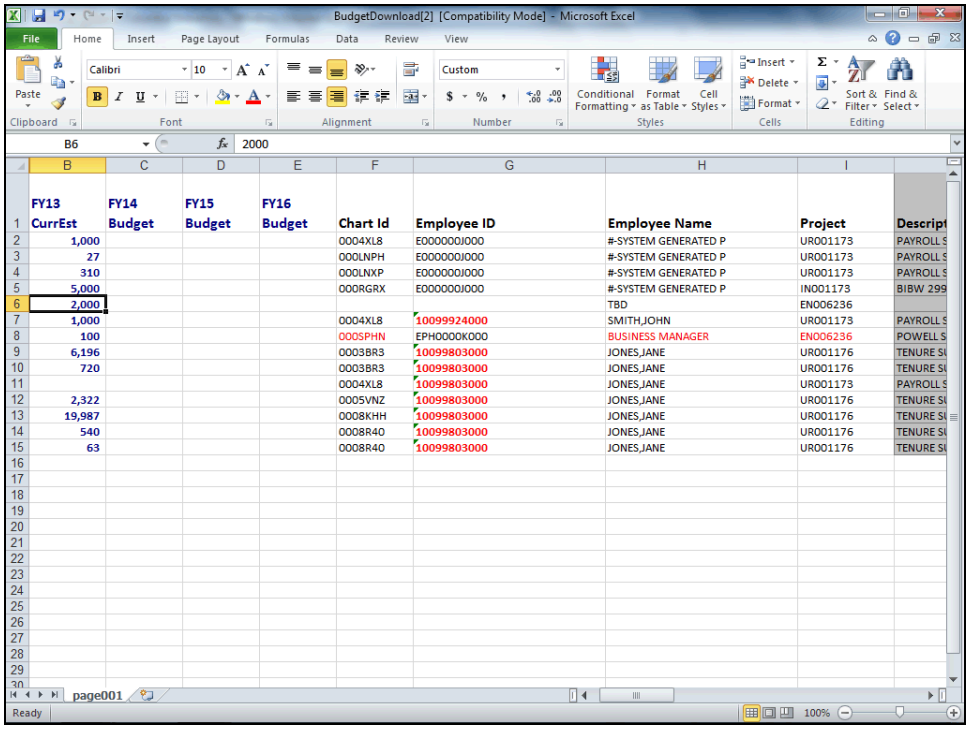
AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW
1 YTD Salary	Encumbered Salary	Total Salary	FY13 CE/Salary Variance	YTD Fringe	Encumbered Fringe	Total Fringe	ICR Rate	View Only	Creator	Download Date	
2			1,000				0.000000	N	jtg2006	2012.10.18 13:04	
3			27				0.000000	Y	jtg2006	2012.10.18 13:04	
4			310				0.000000	Y	jtg2006	2012.10.18 13:04	
5			5,000				0.000000	N	jtg2006	2012.10.18 13:04	
6											
7	1,384	0	1,384	-1,384	466	0	466	0.000000	N	jtg2006	2012.10.18 13:04	
8				100				0.000000	N	jtg2006	2012.10.18 13:04	
9				6,196				0.000000	Y	jtg2006	2012.10.18 13:04	
10				720				0.000000	Y	jtg2006	2012.10.18 13:04	
11	3,398	0	3,398	-3,398	1,145	0	1,145	0.000000	N	jtg2006	2012.10.18 13:04	
12	17,994	68,377	86,371	-84,049	6,064	23,043	29,107	0.000000	N	jtg2006	2012.10.18 13:04	
13				19,987				0.000000	N	jtg2006	2012.10.18 13:04	
14				540				0.000000	Y	jtg2006	2012.10.18 13:04	
15				63				0.000000	Y	jtg2006	2012.10.18 13:04	

Step	Action
55.	Press **[Right]**.



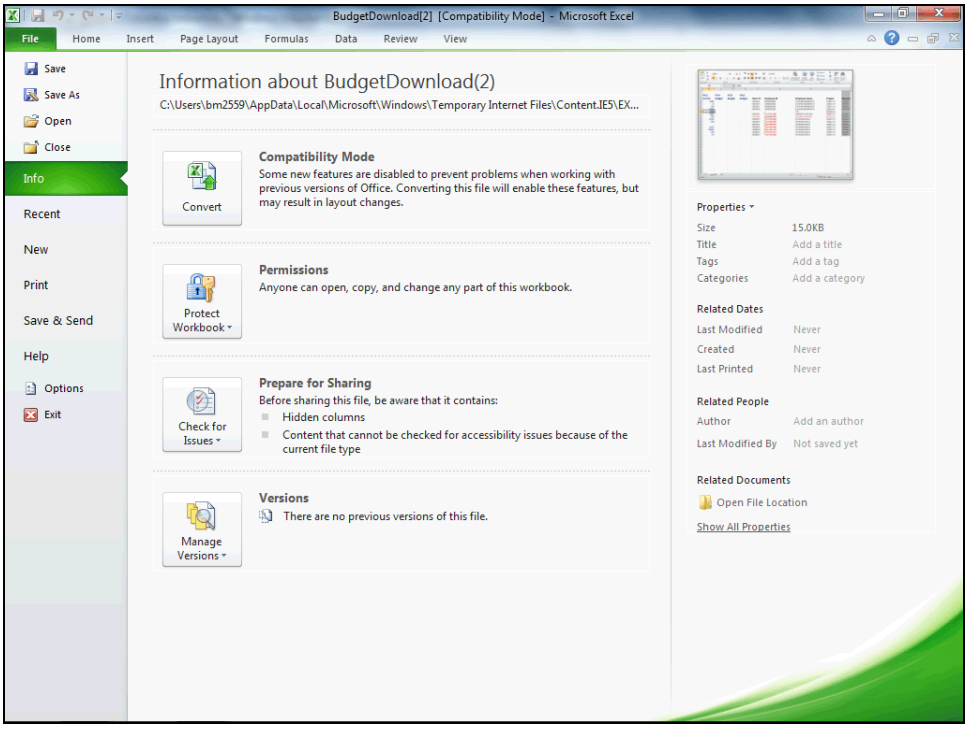
AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX
1 Encumbered Salary	Total Salary	FY13 CE/Salary Variance	YTD Fringe	Encumbered Fringe	Total Fringe	ICR Rate	View Only	Creator	Download Date		
2		1,000				0.000000	N	jtg2006	2012.10.18 13:04		
3		27				0.000000	Y	jtg2006	2012.10.18 13:04		
4		310				0.000000	Y	jtg2006	2012.10.18 13:04		
5		5,000				0.000000	N	jtg2006	2012.10.18 13:04		
6											
7	0	1,384	-1,384	466	0	466	0.000000	N	jtg2006	2012.10.18 13:04		
8			100				0.000000	N	jtg2006	2012.10.18 13:04		
9			6,196				0.000000	Y	jtg2006	2012.10.18 13:04		
10			720				0.000000	Y	jtg2006	2012.10.18 13:04		
11	0	3,398	-3,398	1,145	0	1,145	0.000000	N	jtg2006	2012.10.18 13:04		
12	68,377	86,371	-84,049	6,064	23,043	29,107	0.000000	N	jtg2006	2012.10.18 13:04		
13			19,987				0.000000	N	jtg2006	2012.10.18 13:04		
14			540				0.000000	Y	jtg2006	2012.10.18 13:04		
15			63				0.000000	Y	jtg2006	2012.10.18 13:04		

Step	Action
56.	Press **[Home]**.

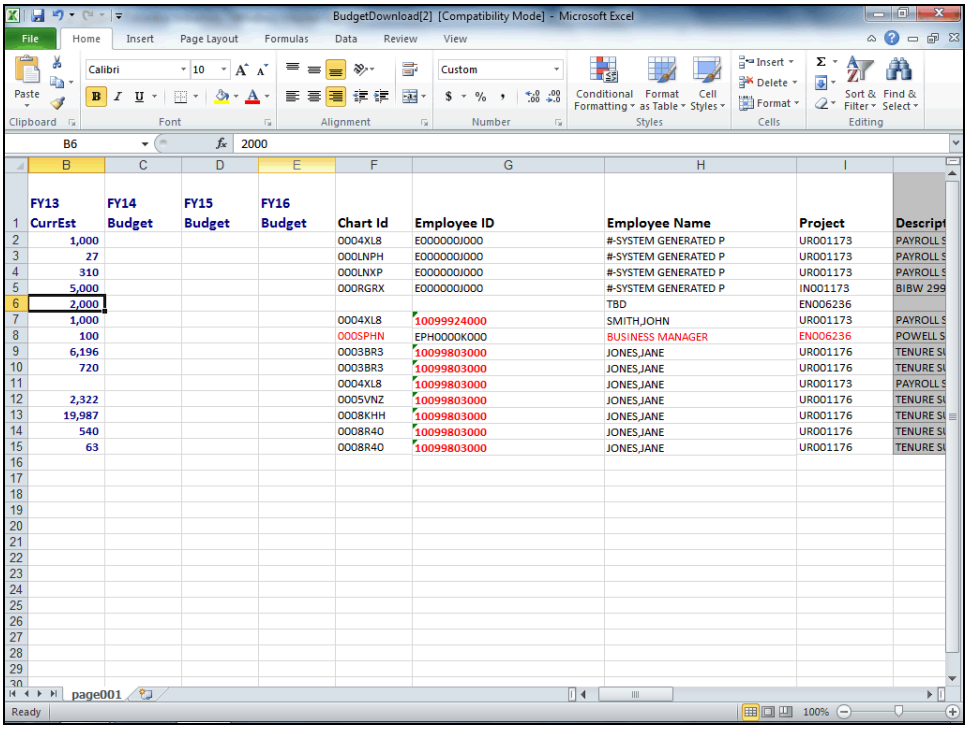


FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Descript
1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
27				000LNPH	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
310				000LNXP	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
5,000				000RGRX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
2,000						TBD	EN006236	
1,000				0004XL8	10099924000	SMITH,JOHN	UR001173	PAYROLL S
100				000SPHN	EPH0000K000	BUSINESS MANAGER	EN006236	POWELL S
6,196				0003BR3	10099803000	JONES,JANE	UR001176	TENURE SU
720				0003BR3	10099803000	JONES,JANE	UR001176	TENURE SU
				0004XL8	10099803000	JONES,JANE	UR001173	PAYROLL S
2,322				0005VNZ	10099803000	JONES,JANE	UR001176	TENURE SU
19,987				0008KHH	10099803000	JONES,JANE	UR001176	TENURE SU
540				0008R40	10099803000	JONES,JANE	UR001176	TENURE SU
63				0008R40	10099803000	JONES,JANE	UR001176	TENURE SU

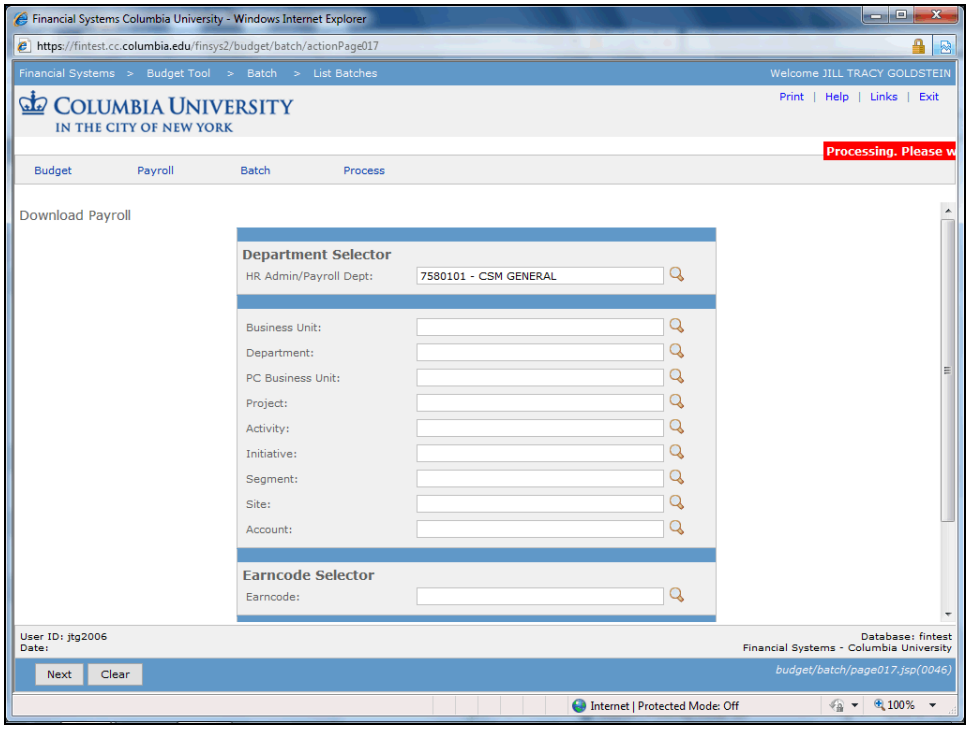
Step	Action
57.	Click the **File Tab** button.



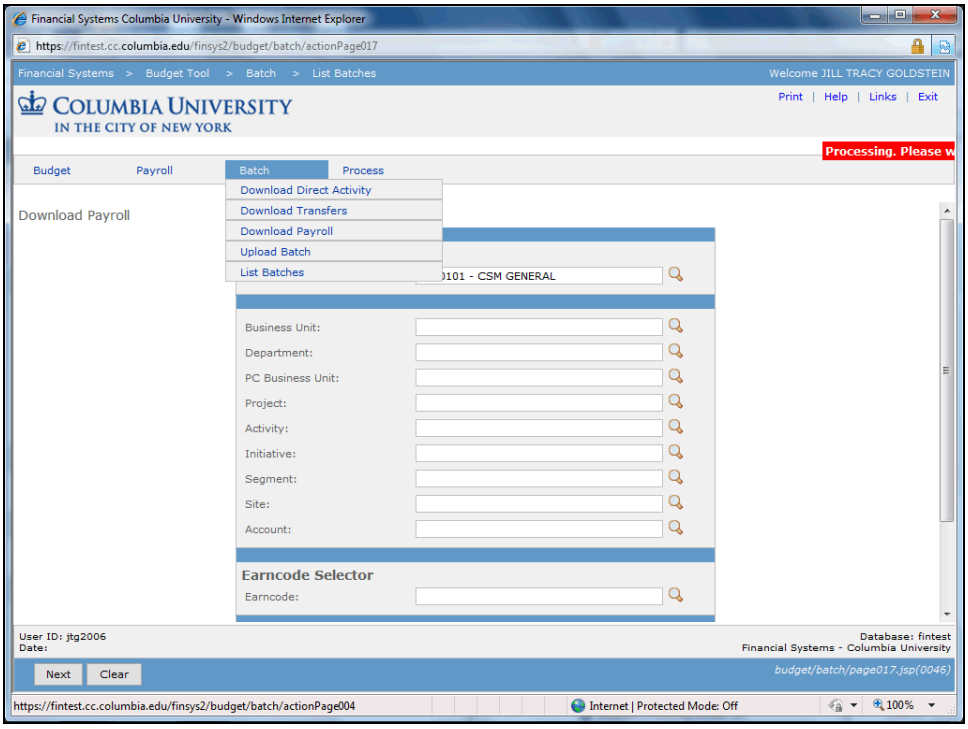
Step	Action
58.	Click the **Save** menu. Save



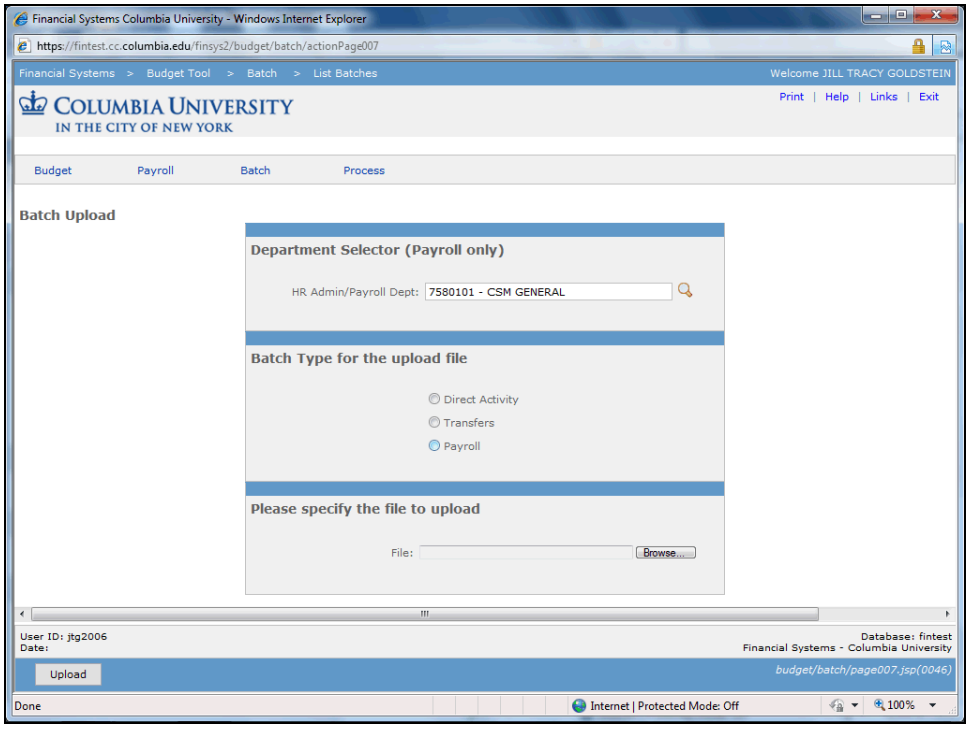
Step	Action
59.	Click the **Minimize** button.



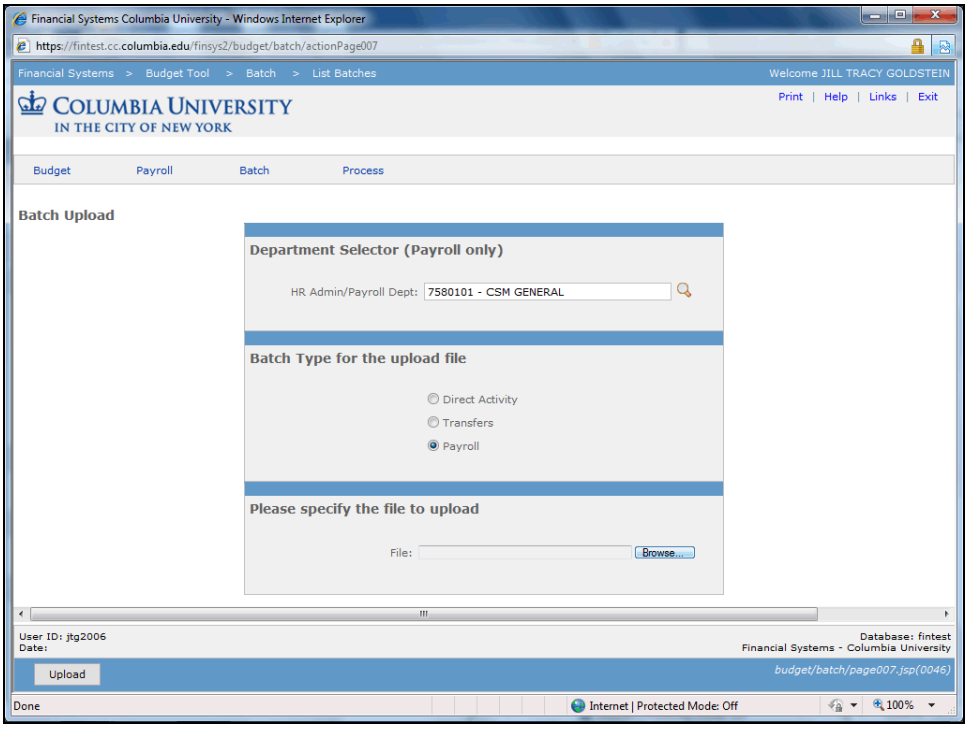
Step	Action
60.	When finished in Excel, the batch file is saved and uploaded to the Budget Tool. Point to the **Batch** link.

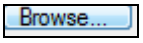


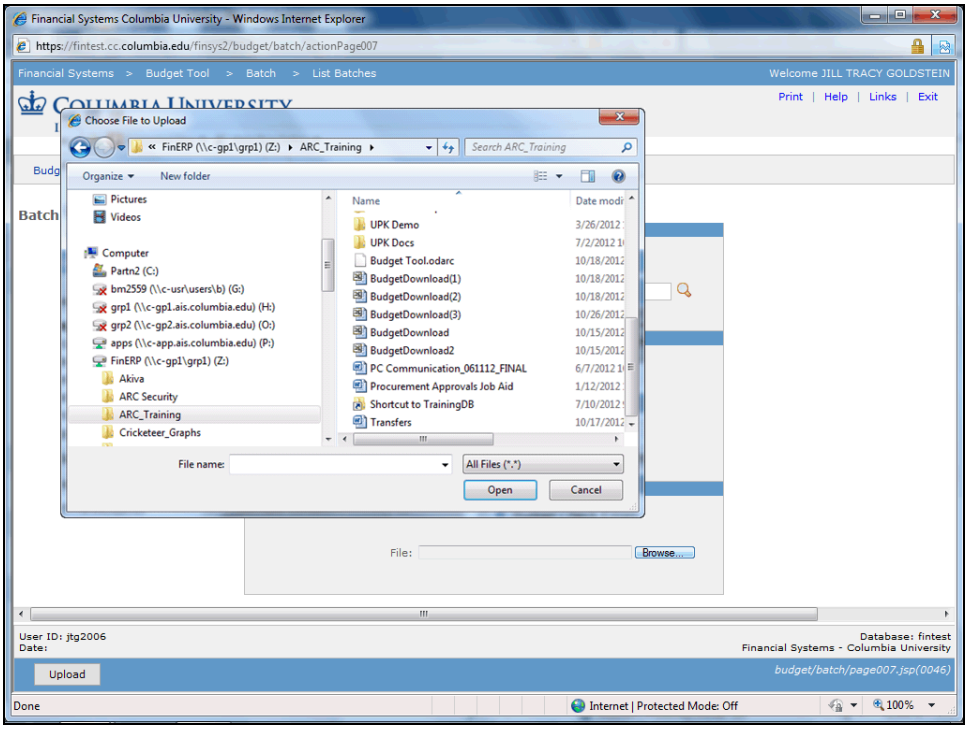
Step	Action
61.	"Upload Batch" from the Batch Upload screen will automatically validate the batch file and show only records with errors or confirm that there are zero errors in a Batch Error Report. No revisions to save will be an error. If there are errors in the batch, they will be listed with detailed error messages for the user to go back to the spreadsheet to make all corrections and re-upload again. Click the **Upload Batch** link.

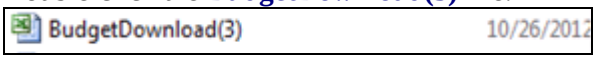


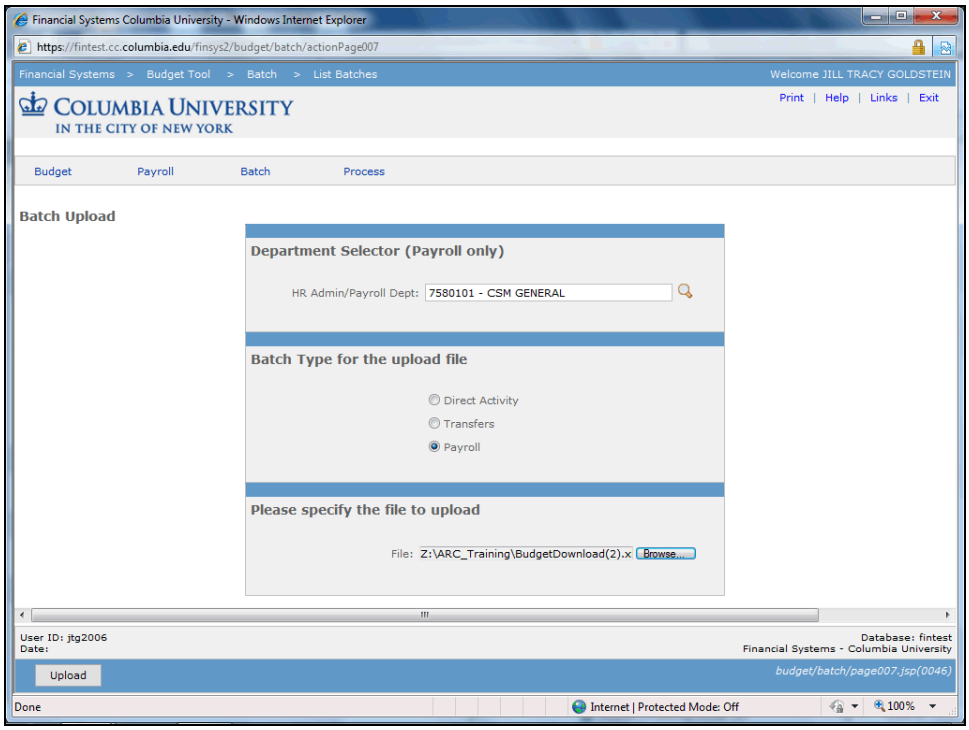
Step	Action
62.	The user chooses **Payroll** for the type of fixed format to upload. Click the **Payroll** option.



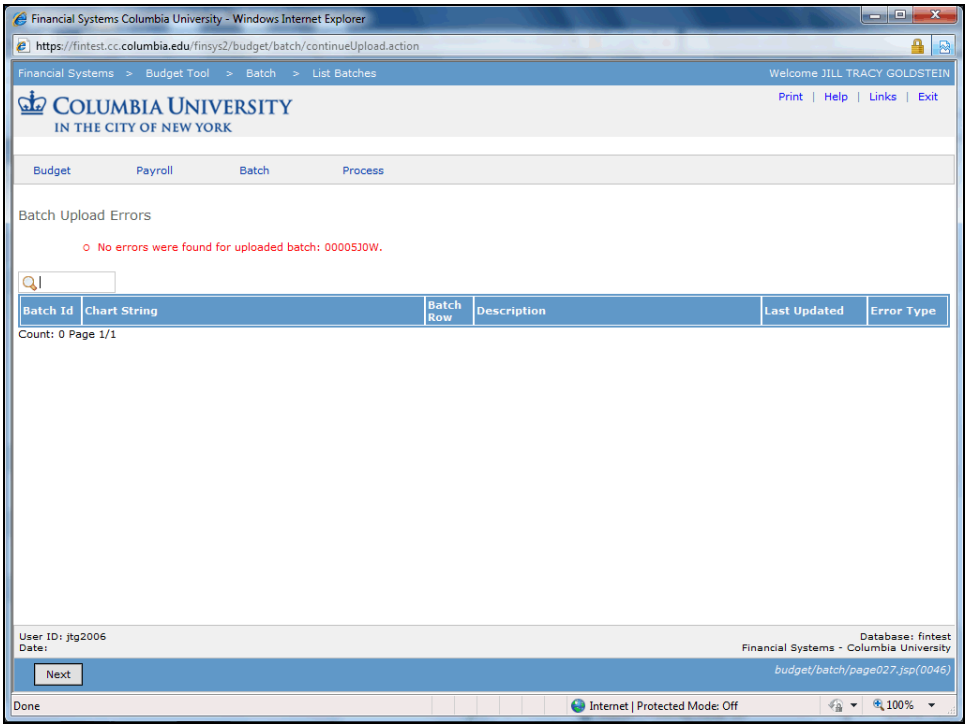
Step	Action
63.	Click the **Browse...** button. 



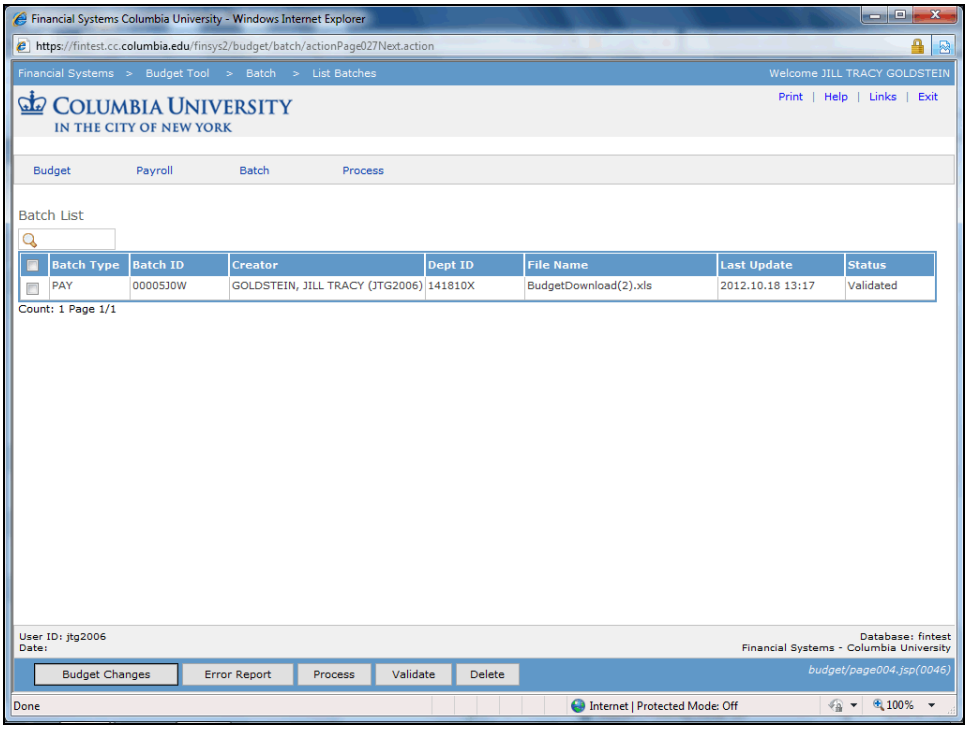
Step	Action
64.	Double-click the **BudgetDownload(3)** file. 



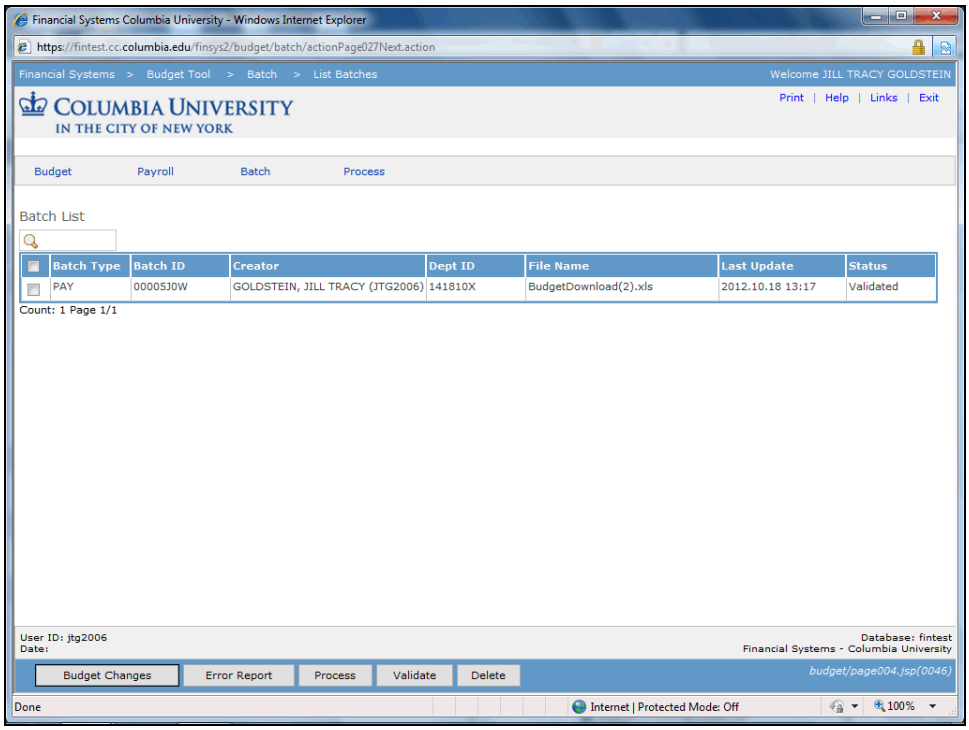
Step	Action
65.	Click in the **Upload** field.



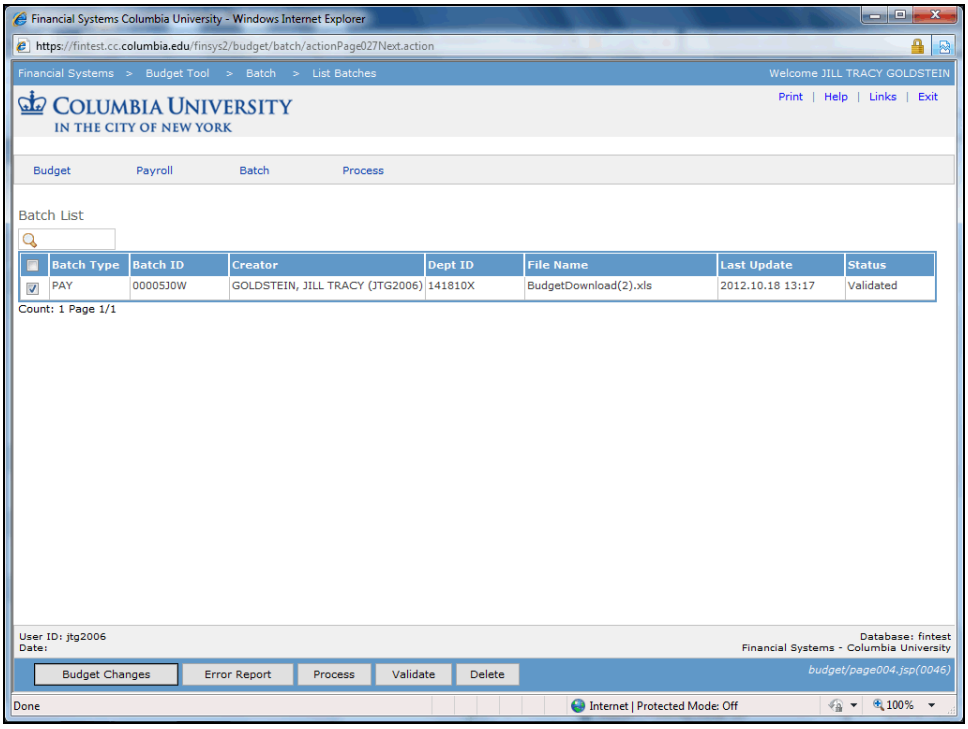
Step	Action
66.	Click the **Next** button. Next



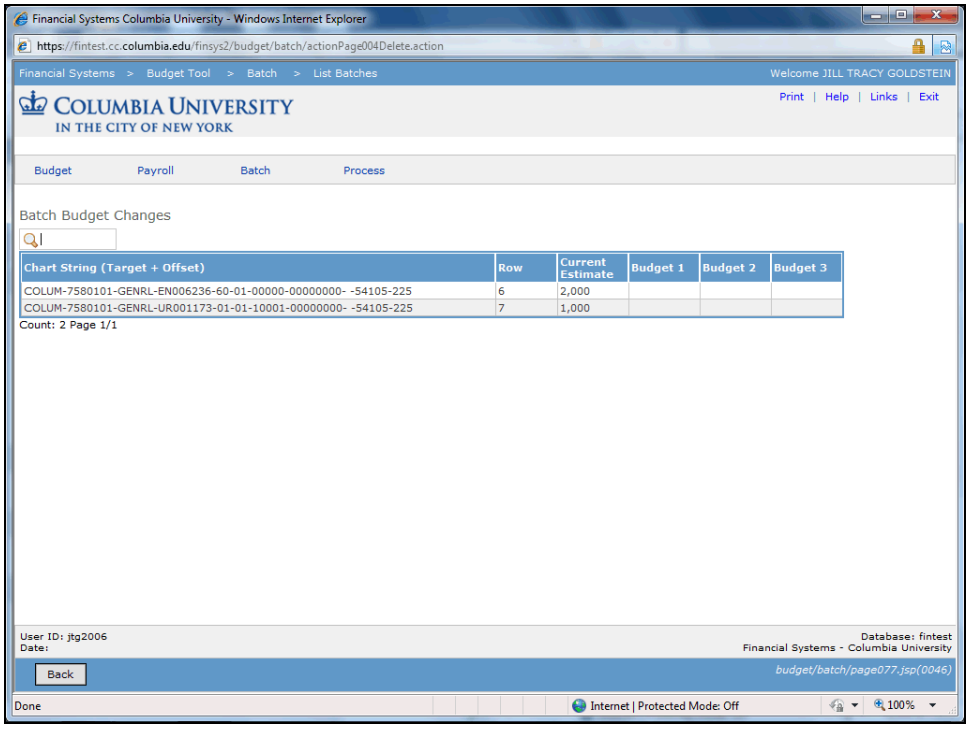
Step	Action
67.	The **Batch List** shows all of the batches uploaded but not yet processed by the department. The Batch department is the home department in the user profile of the individual uploading the file. The list of batches that you can see are those whose Batch Department is a department that you have access to in your user profile. The "Delete" button deletes the batch selected.



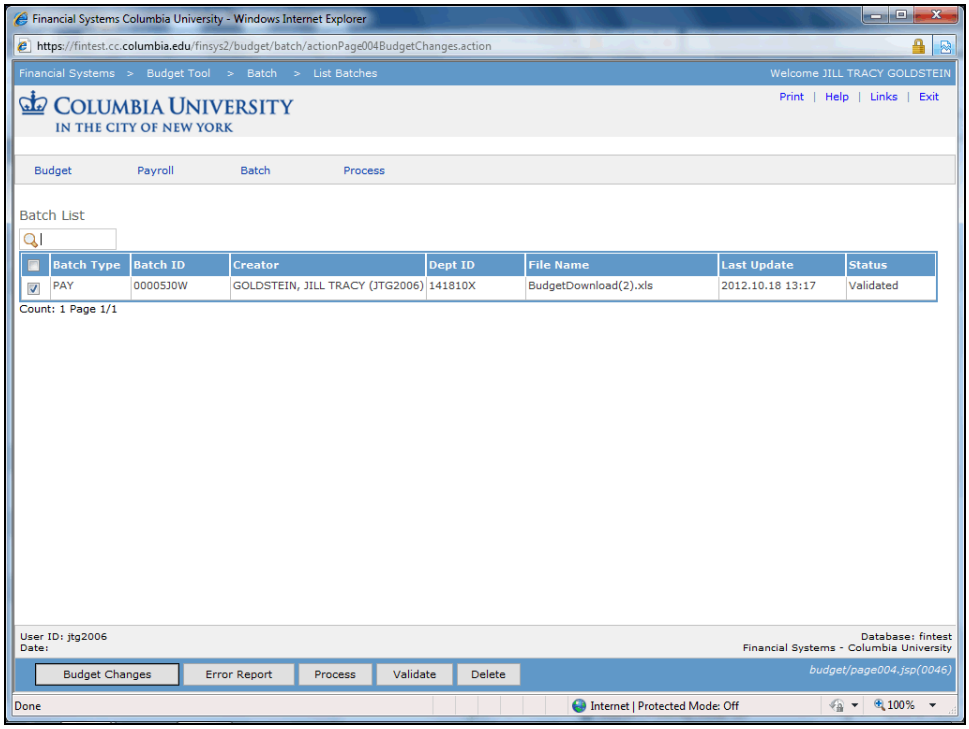
Step	Action
68.	Click the **PAY** option.



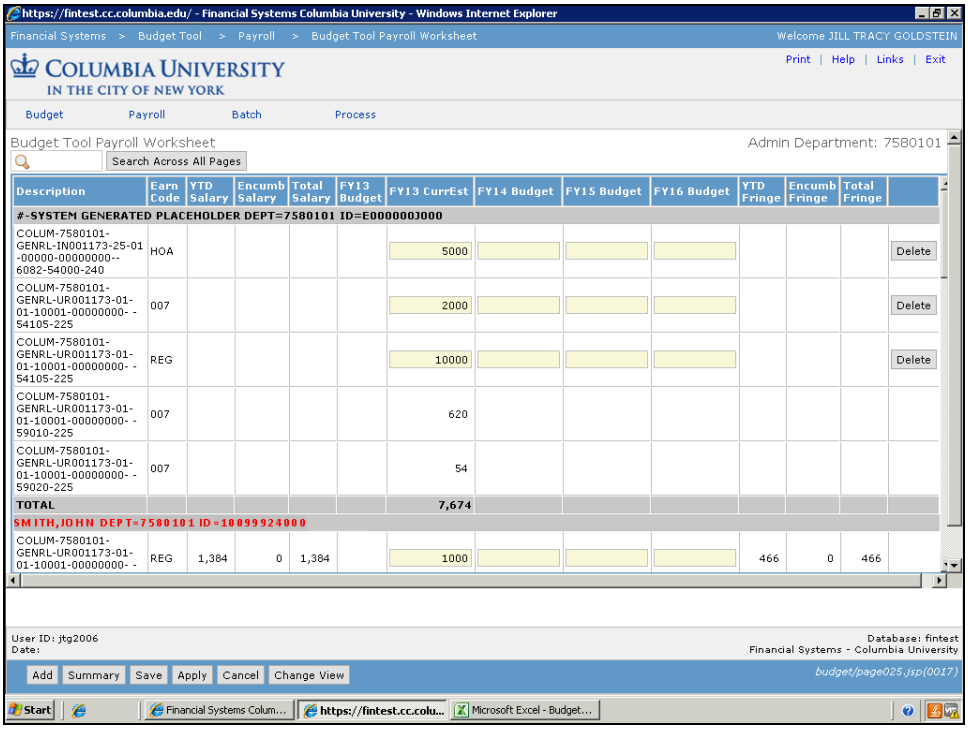
Step	Action
69.	"Budget Changes" is to review details of only what has changed to current budgets. After all of the errors have been corrected and there are zero errors, it will show all of the revisions that were made in the Excel template, uploaded and are going to update Payroll. Click the **Budget Changes** button. Budget Changes



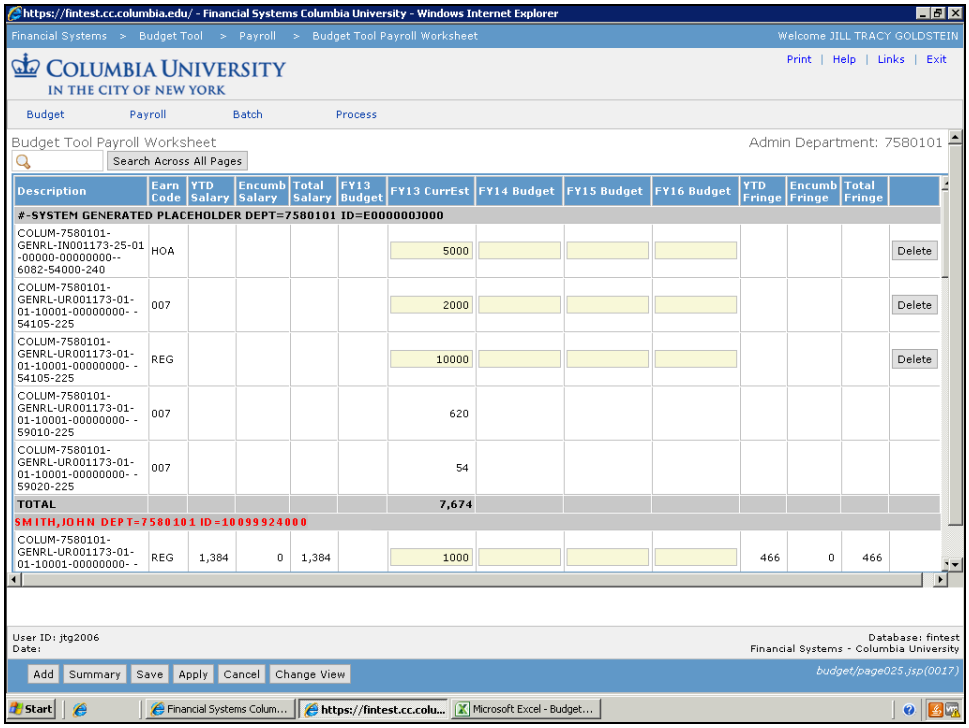
Step	Action
70.	Click the **Back** button. Back



Step	Action
71.	Upon **Process**, the budget changes in the batch will populate the Payroll Detail Worksheet. Click the **Process** button. Process



Step	Action
72.	The updated budgeted amounts, i.e., 5000 and 10000, are displayed in the **FY13 CurrEst** column in this example. Users may perform multiple uploads to complete the full Payroll Detail Worksheet for an HR Admin/Payroll Department.



Step	Action
73.	You have completed the Batch Upload for Payroll. **End of Procedure.**

Training Acknowledgement

If you are taking this course to obtain security access to one of Columbia University's Financial Systems, please ensure you have completed the following:

2. Training Requirements: Security access will only be granted once all training requirements have been fulfilled. After a user has reviewed all of the applicable training material for a particular role, users must complete the Training Acknowledgement associated with that training course. The Training Acknowledgement can be found in New CourseWorks by clicking here (https://newcourseworks.columbia.edu/samigo-app/servlet/Login?id=4c76aeef-f828-4d54-a825-594f946816261341588263844). If you have any questions about the training required for any security role, click here (http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Role_to_Course_Directory.pdf) for the Role to Course Directory job aid.

If you are taking this course for information purposes only, i.e., you are not requesting a security role, no Training Acknowledgement is required.

Glossary

ARC	Accounting and Reporting at Columbia. Columbia University's new financial system.
Budget Check	In Commitment Control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
Budget Checking	Enables users to control commitments and expenditures automatically by checking them against predefined, authorized budgets.
Chart of Accounts	Columbia's Chart of Accounts is comprised of 11 ChartFields that are used to organize and record financial activity at the University.
ChartFields	The fields that make Columbia's Chart of Accounts and provide it with an overall structure. ARC has a total of eleven ChartFields which are recorded on every transaction.
ChartString	The combination of ChartFields and the level at which accounting charges and credits are applied.
COB	Consolidated Operating Budget - found in the Data Warehouse section of My. Columbia portal - a useful budget report.
Combination Edits	The process of editing journal lines for valid ChartField combinations based on university-defined rules.
Commitment Control	Functionality in ARC that enables users to manage expenditures actively against predefined, authorized budgets. An example is budget checking.
Crosswalk	The translation of a legacy value to a PeopleSoft value.
F&A	Also referred to as Indirect Cost (IC), Indirect Cost Recovery (ICR), and overhead. F&A are actual costs incurred to conduct normal business activities, but are not readily identified with or directly changed to a specific project or program.
FAS	Financial Accounting System - the University's existing accounting system that will be replaced by the FIN ERP solution in July 2012.
FFE	Financial Front End - front end interface that brings together various action and report modules - interacts with FAS.
Field	An area on a page that displays or requires data.
General Ledger	The 'Book of Record' which holds all financial transactions in detail or summary and is used for financial reporting and financial management.
InfoEd	A software that enables faculty, administrators and staff to move efficiently through each part of the grant and contract process from proposal development to post award management.
Journal Line	Where the transaction lines that comprise a journal are recorded.
Matching	A system-performed process that is used to compare details between vouchers, purchase orders and receiving documents. The system will automatically perform the appropriate document comparisons when a purchase order is associated to a voucher (PO Voucher) and indicate whether the documents do or do not match.
OMB	Office of Management and Budget.
PeopleSoft	Oracle's PeopleSoft system is an integrated software package that provides a wide variety of business applications to assist in the day-to-day execution and

	operation of business processes. Each individual application, such as Financial's and Human Resources, interacts with each other to offer an effective and efficient means of working and reporting in an integrated fashion across the enterprise. ARC and PeopleSoft are used interchangeably when referring to Columbia's new financial system.
Project	Associates expenses with a specific funding source.
Project Life Budgets	A budget that is created for the life of a project, e.g. Sponsored Projects, Capital Projects
Proxy	A designated person selected to take action against a P-Card.
Security	Controls what level of access a user can have to pages, dollar thresholds, data, and allowable actions in the system. Security ensures that users have the appropriate page access and access to data required to perform their job functions.
SKIRE	SKIRE manages Capital and SOGR (State of Good Repair) projects. Skire is currently used for budget creation, budget tracking, purchase order processing and invoice.
Workflow	Automatic, rule-based routing to pre-determined users based on criteria such as role, department, commodity, account and dollar amount. Workflow manages and tracks the flow of work.