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 (<u>http://gateway-</u>

7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Getting_S tarted_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.

Туре	of Project	Example	Fiscal Year Budget	Project Budget
	Fiscal Year Only Projects	Unrestricted school Department creates us funds 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:

Business Unit	\rightarrow	The legal entity that owns the transaction
Account	\longrightarrow	What was purchased or received
Department	\longrightarrow	Where the transactions took place in the University
PC Business Unit	\longrightarrow	What type of project (capital, sponsored or general)
Project	\longrightarrow	Specific funding source
Activity	\longrightarrow	Phase of multi-year project
Initiative	\longrightarrow	What program or activity took place
Segment	\rightarrow	By/for whom activities are conducted (e.g. faculty member)
Site	\longrightarrow	Where it took place
Fund	\rightarrow	The category of funding source; indicates the level of restriction on the funds used
Function		The University mission it relates to (e.g. research)



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.

Туре	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:



* Note: \$ amount increases are only required for Capital Project life budgets

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.

Chart String or Id:		
Business Unit:	COLUM - COLUMBIA UNIVERSITY	Q
Department:	4001101 - A&S CORE GENERAL	Q
PC Business Unit:	GENRL	Q
Project:	UR003758 - BRUS-DISCRETIONARY	Q
Activity:	01	Q
Initiative:	60732 - A&S RESEARCH SUPPORT P	Q
Segment:	00000000 - UNDEFINED SEGMENT	Q
Site:		Q

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

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Budget Pay	yroll Batd	n Pro	2000									
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ginning Project Fur	nd Balance		N/A	0	0	1,800	3,000	4,20	o (0	0	N/A
tal Project Revenue	es		0	-4,000	-4,000	-3,000	-3,000	-3,00	0 0	-107,092	-31,203	0
otal Project Expense	es		0	5,800	5,800	4,200	4,200	4,20) (107,092	31,203	475,010
iding Project Fund E	Balance		N/A	1,800	1,800	3,000	4,200	5,40	0	0	0	N/A
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VENUES TOTAL			0	-4,000	-4,000	-3,000	-3,000	-3,00	0	0	0	0
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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.

Note on Administrative Fees

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

IN THE CITY OF	F NEW YORK					
Budget Pay	vroll Batch	Process				
udget Tool Trans	fer					
eader Section Targe	t Chart String					
OLUM-0502108-CAPTL	-CP001980-80-01-216	06-050000194200-70440-650	Transaction	0000054D	STATUS: OPEN	
usiness Unit	COLUM	COLUM - COLUMBIA UNIVERSITY	Initiative	21606	21606 - ATH NCAA CAPITAL EXP	
partment	0502108	0502108 - ATH GENERAL ADMINISTRATION	Segment	05000019	05000019 - ATH CAMPBELL CNTR PLANNING	
Business Unit	CAPTL	CAPTL	Site	4200	4200 - BAKER FIELD - GENERAL	
oject	CP001980	CP001980 - CAMPBELL SPORTS CTR	Account	70440	70440 - IS-RECRUITMENT FUNDING	
ind Code	80	80 - CAPITAL PROJECTS - UR	Function	650	650 - IS - RECRUITMENT FUNDING	
tivity	01	01	Chart Id		0015555	
ader Section Offse	t Chart String					
LUM-0502108-CAPTL	-CP001935-80-01-216	06-050000194200-75440-850	Transaction	0000054D	STATUS: OPEN	
siness Unit	COLUM	COLUM - COLUMBIA UNIVERSITY	Initiative	21606	21606 - ATH NCAA CAPITAL EXP	
partment	0502108	0502108 - ATH GENERAL ADMINISTRATION	Segment	05000019	05000019 - ATH CAMPBELL CNTR PLANNING	
Business Unit	CAPTL	CAPTL	Site	4200	4200 - BAKER FIELD - GENERAL	
oject	CP001935	CP001935 - #10551-COMMU CB12	Account	75440	75440 - IU-RECRUITMENT FUNDING	
and Code	80	80 - CAPITAL PROJECTS - UR	Function	850	850 - IU - RECRUITMENT FUNDING	
ctivity	01	01	Chart Id		001555V	
escription		Y12 Budget FY12 CurrEst FY13 CE FY14 B	udget FY15 Budget			
at		0 -99999999 -500	-500 -500			
v 10; eg3275						

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.



- 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.

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Project Life (Bu • Changes sav	ıdget Rev ed.	vision)												
Header Section														
COLUM-7555102-GE	NRL-UR004	672-01-01-00000-0	0000000	Tran	saction	is	00000	010S S	TAT	TUS: OPEN	R.			
Business Unit	COLUM	COLUMBIA UNIVER	RSITY	Initi	ative		00000) U	NDE	FINED INI	ITIA	TIVE		
Department	7555102	SRG WOUND		Segment			00000	00000 UNDEF		EFINED SEGMENT				
PC Business Unit	GENRL	GENRL												
Project	UR004672	CURRENT UNREST	RICTED											
Fund Code	01	GENERAL UNREST	RICTED FUND											
Activity	01	01												
Summary Section	8		Prior CurrEst	Pro Cur	ject rEst	Actual	PTD	Budget Balance		% Used		Actual YTD	Amoun MTD	
Total Project Rev	enues			0	-10000		0		0		0	0		0
Total Project Exp	enses			0	25000		0		0		0	0		0
Total				0	0		0		0		0	0		0
REVENUE			Prior CurrEst	Pro Cur	ject rEst	Actual	PTD	Budget Balance		% Used		Actual YTD	Amoun MTD	t
40540 LAB FEES (02	O Fees)				-10000									
FEES TOTAL				0	-10000		0		0		0	0		0
REVENUE TOTAL				n	-10000		n		n		n	n		n
Jser ID: jtg2006 Date:												Finan	cial Syste	ems -
						_		_		_			b	udge



Worklist Screen Overview

Directions for Worklist Screen

Image: Direct Wardshift Direct Activation	Bud	lget	Payroll	Batch	Process							
Type Count Strains Vector Ve	re	jet Te nt Quar	ter: 2012Q4	I Pages								
DA COLUM-930220-9-FM-E-000-000000-104 DIRECT ACTIVITY INIZ DIRECT ACTIVITY INIZ DIRECT ACTIVITY NIZ DIRECT ACTIVITY NIZ DIRECT ACTIVITY NIZZ DIRECT ACTIVITY <thdirect activity<="" th=""> NIZZ</thdirect>		Туре	Chart String				Description	Modifier	Last Update	Status	Next Action	Trans Io
DA COLUM-321410-CHRN.LH000373-0-10-100000-4000013- DIRECT ACTIVITY SE2328 2012.06.03 DIO PMLED MERALIED MOOT FAILED MERALIED MERALIED <td>1</td> <td>DA</td> <td>COLUM-2502202-SPON</td> <td>S-GG005765</td> <td>-20-01-00000-00000000</td> <td>1045</td> <td>DIRECT ACTIVITY</td> <td>IN21</td> <td>2012.06.04 15:31</td> <td>OPEN</td> <td>RELEASE</td> <td>000005N</td>	1	DA	COLUM-2502202-SPON	S-GG005765	-20-01-00000-00000000	1045	DIRECT ACTIVITY	IN21	2012.06.04 15:31	OPEN	RELEASE	000005N
BALE COLLINA-534-Lio - CHEMI-UNION 27-0-1- Lio - 0000-4-00001 PROJECT LIFE SE2328 Dit 2.0.6.0.1009 POTF FAILED CMEMI-TOTM CMEMI-TOTM 0.0 COLLINA-534-Lio - CHEMI-UNION 27-005-400 MPG SE2328 Dit 2.0.6.0.1009 POTF FAILED CMEMI-TOTM CMEMI-TOTM SE2328 Dit 2.0.6.0.1200 CMEMI-TOTM CMEMI-TOTM SE2328 Dit 2.0.6.0.1200 CMEMI-TOTM CMEMI-TOTM SE2328 Dit 2.0.6.0.1200 CMEMI-TOTM	3	DA	COLUM-2514102-GENR	L-UR003673-	01-01-00000-40000013-		DIRECT ACTIVITY	SE2328	2012.06.03 10:09	POST FAILED	OMB ACTION REQUIRED	000005M
IV COLLMS-3241403 CBRL-MIDDIGSTS-10-06-000003-7020-083 VFG BE2228 DI12.06.0.1009 POTF FAILED POM ACTION 000025H DA COLLMS-3241403 CBRL-MIDDIGSTS-10-06-000000-00014- DIRECT ACTIVITY SE2328 2012.06.0.1009 POT FAILED POM ACTION 00005H DA COLLMS-3203-CBRL-MIDDIGSTS-10-01-01010-00014- DIRECT ACTIVITY SE2328 2012.06.0.1009 POT FAILED POM ACTION 00005H DA COLLMS-3203-CBRL-MIDDIGSTS-10-01-01101-00014- DIRECT ACTIVITY TEST0011 2012.06.0.1099 POT FAILED POM ACTION 00005H DA COLLMS-32023-CBRL-MIDDIGSTS-10-01-01000-00000001046 DIRECT ACTIVITY TEST0011 2012.06.0.122.00 POH RELASE 00005F DA COLLMS-32023-CBRL-MIDDIGSTS-10-010000-00000001046 DIRECT ACTIVITY TEST0011 2012.06.0.12.00 POH RELASE 00005F DA COLLMS-32023-CBRL-MIDDIGSTS-10-010000-00000001046 DIRECT ACTIVITY TEST0011 2012.06.0.12.00 POH RELASE 00005F DA COLLMS-32013-CBRL-MIDDIGSTS-10-010000000-00000001358 DIRECT ACTIVITY TE	3	PLB	COLUM-2514102-GENR	L-UR003673-	01-01-00000-40000013-		PROJECT LIFE	SE2328	2012.06.03 10:09	POST FAILED	OMB ACTION REQUIRED	000005M
DA COLLMP-752020-GENEL-UR00377-0-10-100104- DIRECT ACTIVITY SE2328 DISL2.06.01009 POT FALLED OMB ACTION 000059 DA COLLMP-752020-GENEL-UR00377-0-10-10110-4000149- DIRECT ACTIVITY SE2328 DISL2.06.01009 POT FALLED OMB ACTION 000059 DA COLLMP-752020-GENEL-UR00377-0-10-10110-4000149- DIRECT ACTIVITY TESTIDI DIRECT ACTIVITY SE2328 DIRECT ACTIVITY TESTIDI DIRECT		тх	COLUM-2514102-GENR COLUM-2514102-GENR	L-UR003673-	01-01-00000-40000013 01-01-00000-40000013	70305-605 75305-805	VFG	SE2328	2012.06.03 10:09	POST FAILED	OMB ACTION REQUIRED	000005M
A COLLMP 732202 - GRHL, UN0037 7-01-01-0100 4400 44- DIRECT ACTIVITY EE2232 DIRECT ACTIVITY EE2332 DIRECT ACTIVITY EE2333 DIRECT ACTIVITY EE2333 DIRECT ACTIVITY EE2333 <	3	DA	COLUM-7510203-GENR	L-UR003673-	01-01-00000-40000149-		DIRECT ACTIVITY	SE2328	2012.06.03 10:09	POST FAILED	OMB ACTION REQUIRED	000005M
DA COLUM-522203-57004-GG00013-0-D1-000000000000-1048 DIRECT ACTIVITY TERTIDIA 1012.0.6.0.12.200 OPEN RELARE 000005P DA COLUM-522203-570045-GG00102-3-D1-000000000000-11454-9811.370 DIRECT ACTIVITY TERTIDIA 1012.0.6.0.12.200 OPEN RELARE 000005P DA COLUM-522203-570045-GG00102-3-D1-00000000000-11454-9811.370 DIRECT ACTIVITY TERTIDIA 1012.0.6.0.12.200 OPEN RELARE 000005P DA COLUM-522203-570045-GG00102-3-D1-00000000000-11454-9811.370 DIRECT ACTIVITY TERTIDIA 1012.0.6.0.12.200 OPEN RELARE 000005P DA COLUM-522020-570045-GG00102-3-D1-000000000000-11454-9811.370 DIRECT ACTIVITY TERTIDIA 1312.0.6.0.12.000 PEN RELARE 000005P DA COLUM-570110-57005-GG00102-0-01-01-00000000000-7500-0405 DIRECT ACTIVITY TERTIDIA 1312.0.6.0.12.000 OPEN RELARE 000005P TX COLUM-570310-57005-GG00102-0-01-01-00000000000-7500-0000 TERTIDIA 1312.0.001.12.000 OPEN RELARE 000005P DA COLUM-570310-57005-670010-000-1-01-0000-0000000-7500-0000 TERTIDIA 1112.000 DIRECT ACTIVITY TI702000 DIRECT ACTIVITY		DA	COLUM-7510203-GENR	L-UR003673-	01-01-10110-40000149-		DIRECT ACTIVITY	SE2328	2012.06.03 10:09	POST FAILED	OMB ACTION REQUIRED	000005M
TX COLUM-502200-2014 AD-01-0000-0000-0000-01454 42810-370 ICA PMASE 1 TETTO 301 20.2.6.0.122.10 OPEN RELASE 0000057 DA COLUM-502200-2014 AD-01-0000-00000-01454 42810-370 ICA PMASE 1 TETTO 301 20.2.6.0.122.11 OPEN RELASE 0000057 DA COLUM-502200-2014 AD-01-0000-000000-01454 42810-370 ICA PMASE 1 TETTO 301 20.2.6.0.122.11 OPEN RELASE 0000057 DA COLUM-502200-2014 AD-010-00000-01454 4280-01-370 ICA PMASE 1 TETTO 301 20.2.6.0.122.10 OPEN RELASE 0000000 DA COLUM-502200-2014 AD-010-0000-0000000-01454 4280-000 INECT ACTIVITY TETTO 301 20.2.6.0.122.10 OPEN RELASE 0000000 DA COLUM-502300-01140-011-0000-0000000-01454 4280-0000 INECT ACTIVITY TETTO 301 20.2.6.0.121.19 OPEN RELASE 0000000 TX COLUM-573831-47000-000000-00000-0000-00000 INECT ACTIVITY TETTO 301 20.2.6.0.11.19 OPEN RELASE 0000056 DA COLUM-573831-47000-000000-00000-0140450-000 INECT ACTIVITY TTO2000 20.2.6.3.3	3	DA	COLUM-2502202-SPON	IS-GG009013	-20-01-00000-00000000	1045	DIRECT ACTIVITY	TEST3031	2012.06.01 22:20	OPEN	RELEASE	000005P
DA COLUM-52220-59905-49001023-35-1 Columb 52220-59905-49001023-35-1 Columb 52220-59905-49001023-35-1 Columb 52200-59905-49001023-35-1 Columb 52200-59905-49001023-39905-49000000- Columb 52200-59905-49000000- Columb 52200-59905-4900000- Columb 52200-59905-49000000- Columb 52200-59905-4900000- Columb 52200-59905-4900000- Columb 52200-59905-490000- Columb 52200-59905-490000- Columb 52200-59905-490000- Columb 52200-59905-490000- Columb 52200-59905-490000- Columb 52200-59905-490000- Columb 52200-59905-4900000- Columb 52200-59905-4900000- Columb 52200-59905-490000- Columb 52200-59905-4900000000- Colum 522000000- Columb	3	TX	COLUM-2502202-SPON COLUM-2502103-GENR	IS-GG009013 L-UR004672-	-20-01-00000-00000000	1045-69810-370 1045-41100-050	ICR PHASE 1	TEST3031	2012.05.01 22:20	OPEN	RELEASE	000005P
TX COLUM-502202-510-0000-00000-0000-0000-0000-00	3	DA	COLUM-2502202-SPON	IS-PG001028	25-01-00000-00000000	1045	DIRECT ACTIVITY	TEST3031	2012.06.01 22:15	OPEN	RELEASE	000005P
DA COLUM*75320-3FMR-4000273-01-01-0358-82355 DIRECT ACTIVITY TESTSOIL DILL 6.01 2.000 PRELARE 0000059 NA COLUM*75320-3FMR-4000273-01-01-00005-0000000- -0100-0000000 ADMIN FEE TESTSOIL DILL 6.01 2.000 OPEN RELARE 0000059 N COLUM*75331-3FMR-40000172-01-01-00005-0000000- -0100-000000 ADMIN FEE TESTSOIL DILL 6.01 2.000 OPEN RELARE 000059 N COLUM*75331-3FMR-40000172-00-27000-01700-00 TESTSOIL DILL 6.01 2.000 OPEN RELARE 000059 A COLUM*75331-3FMR-40000172-00-27000-01700-01 COLUM*75331-3FMR-40000172-00-27000-01700-01 COLUM*75331-3FMR-4000172-00-27000-01700-01 COLUM*75331-3FMR-4000170-010-01 RELARE 000059N A COLUM*75331-3FMR-4000172-00-27000-01700-01 COLUM*75331-3FMR-4000170-01-010-010-010-010-010-010-000 COLUM*75331-3FMR-4000100-0000-00-010-01-010-0000-0000-0		тх	COLUM-2502202-SPON COLUM-2502103-GENR	IS-PG001028 L-UR004672-	25-01-00000-00000000 01-01-00000-00000000	1045-69811-371 1045-42100-080	ICR PHASE 1	TEST3031	2012.06.01 22:15	OPEN	RELEASE	000005P
DA COLLMP-991102-5FMM-5400000-0-1-0-1-0000-0000000- Trans-0-5780-058 DIRECT ACTIVITY TESTIONI 1012.56.01 DIRECT ACTIVITY DIRECT ACTIVITY DIRECT ACTIVITY TOTODO DIRECT ACTIVITY	3	DA	COCIN-7555202-GENR	L-AG002732-	01-01-20555-RB2555-		DIRECT ACTIVITY	TEST3031	2012.06.01 22:02	OPEN	RELEASE	0000002
TX COLLMP 4981108 =FM00000-10-01-010000 0000000-7350-003 APMIN FPE TETST031 1012.0.0.0.1 2:00 OPEN RELABLE 000005N TX COLLMP 4981108 =FM00000-10-01-010000 0000000-7350-00 T TOTO TOTO OPEN RELABLE 000005N TX COLLMP 4981108 =FM000-000000-10-01-07000 000000-7350-00 T TOTO TOTO 00005N RELABLE 000005N DA COLLMP 47833-1 =FM004-000010-3-0-01 77000-7700-7700-7700-7700-7700-770		DA	COLUM-0910102-SPON	IS-PG000002	01-01-00000-00000000-		DIRECT ACTIVITY	TEST3031	2012.06.01 22:00	OPEN	RELEASE	000005M
TX COLUM-73831-5704-0-000075-0-0-70000-HW354213-0-000 t D12.06.0.121-39 OPEN RELAGE 0000554 DA COLUM-73831-5704-0-00075-0-0-70000-HW35- DIRECT ACTIVITY T/T0200 312.0.6.0.121-39 OPEN RELAGE 0000554 DA COLUM-73831-5704-0-000750-10-01-7000-HW355- DIRECT ACTIVITY T/T0200 312.0.6.0.121-59 OPEN RELAGE 0000554 TX COLUM-73831-5704-0-000750-10-01-7000-HW355- DIRECT ACTIVITY T/T0200 312.0.6.3.115-20 OPEN RELAGE 0000554 TX COLUM-73831-5704-0-000070-0-01-7000-W1355- DIRECT ACTIVITY T/T0200 312.0.6.3.115-20 OPEN RELAGE 0000554 TX COLUM-73831-5704-0-000070-0-01-7000-W1355- DIRECT ACTIVITY T/T0200 312.0.6.3.15-20 OPEN RELAGE 0000554 TX COLUM-73831-5704-0-000070-0-01-7000-W1355- DIRECT ACTIVITY T/T0200 312.0.8.3.15-20 OPEN RELAGE 0000554 A COLUM-73831-5704-0-000007-0-910-7004-910-900-7000 DIRECT ACTIVITY T/T0200 312.0.8.3.14-31 OPEN RELAGE <	3	тх	COLUM-0910102-SPON COLUM-2502103-GENR	IS-PG000002 L-UR004672-	01-01-00000-00000000-	75300-805 70300-605	ADMIN FEE	TEST3031	2012.06.01 22:00	OPEN	RELEASE	000005M
DA COLUM-7544103-97001-000-35-01-7003-4015-000 DIRECT ACTIVITY T/TG2006 2012.05.3 115:20 OPEN RELAGE 000005H TX COLUM-753831-9700-6000102-240-17002-4013700 DIRECT ACTIVITY T/TG2006 2012.05.3 115:20 OPEN RELAGE 000005H TX COLUM-753831-9700-6000102-240-17002-4013700-4010-050 ICR FMAGE 1 T/TG2006 2012.05.3 115:20 OPEN RELAGE 000005H TX COLUM-753831-9700-6000102-240-17002-4013700-4010-050 ICR FMAGE 1 T/TG2006 2012.05.3 115:20 OPEN RELAGE 000005H 0.0 COLUM-753831-9700-6000102-240-17002-401300-4010-050 IDRECT ACTIVITY T/TG2006 2012.05.3 115:20 OPEN RELAGE 000005H 0.0 COLUM-753831-9700-60000172-240-17-07001-40130-401 DIRECT ACTIVITY T/TG2006 2012.05.3 115:20 OPEN RELAGE 000005H 0.0 COLUM-753831-9700-600001-972-240-17-07001-40130-401 DIRECT ACTIVITY T/TG2006 2012.05.3 114:30 OPEN RELAGE 000005H 0.0 COLUM-707302-CATI-CR0103-401-04000-0000000-4620 DIRECT ACTIVITY T/TG2006	3	тх	COLUM-7538531-SPON COLUM-7538531-SPON	IS-GG001772 IS-GG001772	-20-02-70003-HW35042 -20-02-70003-HW35069	2130-080 9830-080	t	JTG2006	2012.06.01 21:39	OPEN	RELEASE	000005N
DA COLUM-753831-970-64001002-30-11-7003-W1359- DIRECT ACTIVITY TT20206 2012.63.3 115.0 OPEN RELASE 0000059 TX COLUM-753831-970-64001002-30-11-7003-W1359- CER MASE 1 TT20206 2012.63.3 115.0 OPEN RELASE 0000059 TX COLUM-753831-970-64001002-30-11-7003-W1359- CER MASE 1 TT20206 2012.63.3 115.0 OPEN RELASE 0000059 TX COLUM-753831-970-6400102-30-11-7003-W1359- CER MASE 1 TT20206 2012.63.3 115.0 OPEN RELASE 0000059 DA COLUM-753831-970-6400102-30-01-7003-W1359- DIRECT ACTIVITY TT20206 2012.63.3 115.0 OPEN RELASE 0000059 DA COLUM-753831-970-6400102-30-01-7000-040300-4100-090 DIRECT ACTIVITY TT20206 2012.63.3 11-10 OPEN RELASE 0000059 DA COLUM-753831-9704-00000-9700-000000-4100-090 DIRECT ACTIVITY TT20206 2012.63.3 11-10 OPEN RELASE 0000059 DA COLUM-750110-15000-000000-000000-00000-00000-00000-0000	3	DA	COLUM-7544103-SPON	IS-PG001500	25-01-70003-FC15-		DIRECT ACTIVITY	JTG2006	2012.06.01 12:06	OPEN	RELEASE	000005N
TX COLLMP 738331-8F00K-0000102-00-170000-HW3050481-0500 ICR PM48E 1 I/702006 D012.05.3.1 5:20 OPEN RELABRE 0000059 TX COLLMP 738331-8F00K-0000102-00-170000-HW305- COLLMP 73831-8F00K-0000127-00-270000-HW305- 00000559 ICR PM48E 1 I/702006 D012.05.3.1 5:20 OPEN RELABRE 0000059 DA COLLMP 738331-8F00K-0000172-00-270000-HW305- 00000559 ICR PM48E 1 I/702006 D012.05.3.1 5:20 OPEN RELABRE 0000059 DA COLLMP 738331-8F00K-0000172-30-27000-270000-HW305- 0000000-HW305-0000172-30-2700-27000-HW305- 0000000-HW305-0000000-HW305-0000000-HW305- 0000000-HW305-0000000-HW305-0000000-HW305- 0000000-HW305-0000000-HW305-0000000-HW305- 0000000-HW305-0000000-HW305-0000000-HW305- 000000-HW305-0000000-HW305-0000000-HW305- 000000-HW305-0000000-HW305-0000000-HW305- 000000-HW305-0000000-HW305-0000000-HW305- 000000-HW305-000000-HW305-0000000-HW305- 00000-HW305-000000-HW305-0000000-HW305- 00000-HW305-000000-HW305-0000000-HW305- 00000-HW305-000000-HW305-0000000-HW305- 00000-HW305-000000-HW305-0000000-HW305- 00000-HW305-000000-HW305-0000000-HW305- 00000-HW305-000000-HW305-0000000-HW305- 00000-HW305-000000-HW305-0000000-HW305- 00000-HW305-000000-HW305-0000000-HW305- 00000-HW305-000000-HW305-0000000-HW305- 00000-HW305-000000-HW305-000000-HW305- 00000-HW305-000000-HW305-000000-HW305- 00000-HW305-000000-HW305-000000-HW305- 00000-HW305-000000-HW305-000000-HW305- 00000-HW305-00000-HW305-000000-HW305- 00000-HW305-00000-HW305-00000-HW305- 00000-HW305-00000-HW305-00000-HW305- 0000-HW305-00000-HW305-0000000-HW305-00000-HW305- 00000-HW305-00000-HW305-00000-HW3		DA	COLUM-7538531-SPON	IS-GG001002	-20-01-70003-HW350-		DIRECT ACTIVITY	JTG2006	2012.05.31 15:20	OPEN	RELEASE	000005N
TX COULMP 758331-9704-GOOD (002-06-1)/002-4816.3707 ICR PMARE 1 T/T0006 D12.0.5.3.1 5:00 OPEN RELASE 0000059 DA COULMP 758331-9704-GOOD (002-06-1)/002-4816.0707 DIRECT ACTIVITY T/T0006 D12.0.5.3.1 5:00 OPEN RELASE 0000059 DA COULMP 758331-9704-GOOD (002-06-1)/002-490000 DIRECT ACTIVITY T/T0006 D12.0.5.3.1 5:00 OPEN RELASE 0000059 DA COULMP 758331-9704-GOOD (72-0-2)/002-70000 DIRECT ACTIVITY T/T0006 D12.0.6.3.1 5:07 OPEN RELASE 0000059 TX COULMP 758331-9704-GOOD (72-0-2)/002-70000 DIRECT ACTIVITY T/T0006 D12.0.6.3.1 5:07 OPEN RELASE 0000059 DA COULMP 70210-CUTL-000100-000000-410:0-000 DIRECT ACTIVITY T/T0006 D12.0.6.3.0 13.43 OPEN RELASE 000059 DA COULMP 70210-CUTL-000100-000000-410:0-0000-410:0-00000-410:0-00000-410:0-00000-410:0-00000-410:0-00000-410:0	3	ТХ	COLUM-7538531-SPON COLUM-7501101-GENR	IS-GG001002 L-UR005349-	-20-01-70003-HW35069 01-01-70302-00000000	41100-050	ICR PHASE 1	JTG2006	2012.05.31 15:20	OPEN	RELEASE	000005N
DA COLUM-753531-570K-GG00202-3-01-70002-W355- DIRECT ACTIVITY I/102006 DIL0.5.5.3 15:07 OPEN RELABRE 00000558 TX COLUM-753531-570K-GG00272-20-2770001-WI055- DIRECT ACTIVITY I/102006 DIL0.5.5.3 15:07 OPEN RELABRE 00000558 TX COLUM-753531-570K-GG00272-20-2770001-WI055 GENETA CATIVITY I/102006 DIL0.5.5.3 OPEN RELABRE 0000058 DA COLUM-753531-570K-GG00272-20-2770001-WI055 FERETA CATIVITY I/102006 DIL0.5.3 DIL0.05.3 DI-01 DIL0.05.0 DIL0.05.3 DIL0.05.		тх	COLUM-7538531-SPON COLUM-7501101-GENR	IS-GG001002 L-UR005349-	-20-01-70003-HW35069 01-01-70302-00000000	41100-050	ICR PHASE 1	JTG2006	2012.05.31 15:20	OPEN	RELEASE	000005P
DA COLUM-733831-970-06-0001772-00-07020-410359 DIRECT ACTIVITY TT20206 2012.05.30 1413 OPEN RELAGE 0000059 TX COLUM-733831-970-06-0000-11050-4931-0900 COLUM-750200-110200-10000-10000 -PAID PT20206 2012.05.30 1413 OPEN RELAGE 0000059 TX COLUM-7007000-CATU-CP01000-00000-00000-0000 -PAID DIRECT ACTIVITY TT20206 2012.05.30 1414 OPEN RELAGE 0000059 DA COLUM-7007000-CATU-CP01000-00000-00000-0000-0000 DIRECT ACTIVITY TT2006 2012.05.30 1414 OPEN RELAGE 0000059 DA COLUM-700700-CATU-CP01000-00000-00000-0000-0000 DIRECT ACTIVITY TT2006 2012.05.30 1414 RELAGE 0000059 DA COLUM-601240-00-0000000-0000-00000-0000-0000 DIRECT ACTIVITY TT2006 2012.05.30 1414 RELAGE 0000059 DA COLUM-601240-000-0000000-0000-0000-00000-0000 DIRECT ACTIVITY TT2006 2012.05.30 148 0PEN RELAGE 0000059 DA COLUM-601240-000-0000000-000	3	DA	COLUM-7538531-SPON	IS-PG001028	25-01-70003-HW350-		DIRECT ACTIVITY	JTG2006	2012.05.30 15:07	OPEN	RELEASE	000005N
TK CCULM-733831-59N0-60001772-20-07-0003-W035069810-059 ICR PMAGE 1 TTG2006 2012.05.30 1-313 OPEN RELARE 000005H DA CCULM-707302-CATL-CP61043-40-1-0000-0000000-4100-058 DIRECT ACTIVITY TTG2006 2012.05.30 1-313 OPEN RELARE 000005H DA CCULM-707302-CATL-CP61043-40-1-0000-00000000-4100-0582 DIRECT ACTIVITY TTG2006 2012.05.30 1-30 1-07 OPEN RELARE 000005H DA CCULM-707302-CATL-CP61048-40-1-0000-00000000-0227 DIRECT ACTIVITY TTG2006 2012.05.30 1-30 1-07 OPEN RELARE 000005H DA CCULM-707302-CATL-CP61048-40-1-0000-0000000-0227 DIRECT ACTIVITY TTG2006 2012.05.30 1-107 OPEN RELARE 000005H DA COLM-707302-CATL-CP61048-40-1-0000-000000-0227 DIRECT ACTIVITY TTG2006 2012.05.30 1-140 OPEN RELARE 000005H DA COLM-701240-00001-200-01000-00000-00000-00000-00000-00000-00000-0000		DA	COLUM-7538531-SPON	IS-GG001772	-20-02-70003-HW350-		DIRECT ACTIVITY	JTG2006	2012.05.30 14:31	OPEN	RELEASE	000005N
DA COLUM-707322-CAPTL-CP081003-49-01-00000-00000000-2027 DIRECT ACTIVIT //T02005 2012.05.30 1345 OPRN RELASE 00000591 DA COLUM-707322-CAPTL-CP081003-49-01-00000-000000-0027 DIRECT ACTIVIT //T02005 2012.05.30 1345 OPRN RELASE 00000591 DA COLUM-707322-CAPTL-CP081003-49-01-00000-00000-0227 DIRECT ACTIVIT //T02005 2012.05.30 1140 OPRN RELASE 00000591 DA COLUM-69212402-590N5-GG000001-20-01-7002-50822- DIRECT ACTIVIT //T02005 2012.05.30 1140 OPRN RELASE 0000059N wrxt1 322 Page LVB KB SE 2 DIRECT ACTIVIT //T02005 2012.05.30 1140 OPRN RELASE 0000059N	3	тх	COLUM-7538531-SPON COLUM-7501101-GENR	IS-GG001772 L-UR005349-	-20-02-70003-HW35069 01-01-70302-00000000	41100-050	ICR PHASE 1	JTG2006	2012.05.30 14:31	OPEN	RELEASE	000005N
DA COLUM-F027020-CATULT COLUM-F02700-CATULT COL		DA	COLUM-7007302-CAPT	L-CP001003-	80-01-00000-00000000/	4EX	DIRECT ACTIVITY	JTG2006	2012.05.30 13:45	OPEN	RELEASE	000005N
DA COLUME-8212462-SPONS-GG000001-20-01-7002-SG822- DIRECT ACTIVITY JT02005 2012.03.30 11:40 OPEN RELEASE 00000594 www.ri. 332 Fage L/8 Image: State St	3	DA	COLUM-7007302-CAPT	L-CP001681-	80-01-00000-000000002	027	DIRECT ACTIVITY	JTG2006	2012.05.30 13:07	OPEN	RELEASE	000005M
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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 <u>Search Across All Pages</u>. 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.

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Ш		A	COLUM-2510210-CAPTL-CP001964-80-01-00000- 01000001-1084	DIRECT	JTG2006	2012.04.01	POSTED	CHECK REPORTS	000000Y1	2012Q3



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.

Fisca	al Yea	r Reven	ue Bud	get :	Source =	Budget	Tool
DEPT	FUND	PROJECT	ACTIVITY	ACCOUNT	FUNCTION	INITIATIVE	SEGMENT
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- · 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

1 1 1	Fiscal Year Expense Budget					rce = Budge			
2 2 5	DEPT		FUND		PROJECT		AMOUNT		
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BUDGET ROW		A&S History	Unrestricted	UR12	3456	Supplies			
REQUISITION		DEPT	FUND	PROJECT		ACCOUNT		Passes budget check	
		A&S History	Unrestricted	UR12	3456	Consulting		Dept/Fund/Project match budget row	
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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.

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	Budget Tool								
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тх	COLUM-7903105-GENRL- 25009-18000311-AUS-70 COLUM-7903105-GENRL- 25009-18000311-AUS-75	AG001016-01-01- 510-640 AG001016-01-01- 510-840	Testing	SE2328	2012.03.27 16:51	OPEN	RELEASE	000000TJ	2012Q
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PLB	COLUM-1208106-GENRL- 00000-05000001-1025	AG001012-01-01-	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q
PLB	COLUM-2510210-GENRL- 00000-05000002-1025	AG001012-01-01-	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q
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PLB	COLUM-0503110-GENRL- 00000-01000001	AG001012-01-01-	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	20120
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Step	Action
2.	Click the Budget link. Budget

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Γ	PLB	COLUM-0503110-GENRL-AG001012-01- 00000-01000001	01- PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
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Step	Action
3.	Note: A user can either click the word " Budget " or " Direct Activity " to be taken directly to the Direct Activity Module.

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



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



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



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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.



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	AG001004	VISUAL ARTS STUDIO DEPOSITS	GENRL	01 GENERAL UNRESTRICTED FUND	-					
Г	AG001005	ARTS CAREER SERVICES FEE	GENRL	01 GENERAL UNRESTRICTED FUND						
	AG001006	T FELLOWS APP FEE	GENRL	01 GENERAL UNRESTRICTED FUND						
Г	AG001007	FILM FESTIVAL TICKET SALES	GENRL	01 GENERAL UNRESTRICTED FUND						
П	AG001008	CHINA	GENRL	01 GENERAL UNRESTRICTED FUND	-					
Г	AG001009	AFRICA	GENRL	01 GENERAL UNRESTRICTED FUND	-					
	AG001010	ATIP NATIONAL ASSEMBLY	GENRL	01 GENERAL UNRESTRICTED FUND	-					
Г	AG001011	COMMUNITY CAPITALISM	GENRL	01 GENERAL UNRESTRICTED FUND	_					
	AG001012	ARDEN HOUSE	GENRL	01 GENERAL UNRESTRICTED FUND	-					
	AG001013	ACCOUNTING	GENRL	01 GENERAL UNRESTRICTED FUND						
	AG001014	TINKER CONF.	GENRL	01 GENERAL UNRESTRICTED FUND						
	AG001015	PLEDGE FIXED ASSETS	GENRL	01 GENERAL UNRESTRICTED FUND						
	AG001016	ECONOMICS	GENRL	01 GENERAL UNRESTRICTED FUND						
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Step	Action
8.	Use your mouse to point and select the designated Project ID.
	Click the AG001016 option.



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Iг	AG001003	GD ALUMNI	GENRL	01 GENERAL UNRESTRICTED FUND					
Г	AG001004	VISUAL ARTS STUDIO DEPOSITS	GENRL	01 GENERAL UNRESTRICTED FUND					
Г	AG001005	ARTS CAREER SERVICES FEE	GENRL	01 GENERAL UNRESTRICTED FUND					
Γ	AG001006	T FELLOWS APP FEE	GENRL	01 GENERAL UNRESTRICTED FUND					
Γ	AG001007	FILM FESTIVAL TICKET SALES	GENRL	01 GENERAL UNRESTRICTED FUND					
	AG001008	CHINA	GENRL	01 GENERAL UNRESTRICTED FUND	-				
Г	AG001009	AFRICA	GENRL	01 GENERAL UNRESTRICTED FUND					
	AG001010	ATIP NATIONAL ASSEMBLY	GENRL	01 GENERAL UNRESTRICTED FUND					
Г	AG001011	COMMUNITY CAPITALISM	GENRL	01 GENERAL UNRESTRICTED FUND					
	AG001012	ARDEN HOUSE	GENRL	01 GENERAL UNRESTRICTED FUND					
	AG001013	ACCOUNTING	GENRL	01 GENERAL UNRESTRICTED FUND					
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Step	Action
9.	Click the Select button.

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

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



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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".



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Step	Action
13.	Click the SRG VALVE CTR [7555502] link.
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Step	Action
14.	Remove the Site.
	Click in the Site field.



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



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Step	Action
16.	Click the Find button.

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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.

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



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Total Project Exp	enses	0	262	262	0	10	10	0	0	336,030		
Ending Project F	und Balance	0	1	1	1	1	1	0	0	0		

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



Welcome JILL TRACY GOLD Print Help Links IN THE CITY OF NEW YORK Lookup Page Account Description 40000 TUITION 40000 TUITION 40000 TUITION 40500 SCHOOL FEES 40510 APPLICATION FEES 40520 ADMISSION FEES 40530 LAF FEES 40550 DISSERTATION FEES 40550 DISSERTATION FEES 40550 DISSERTATION FEES 40500 STATE AID	E ×
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Step Ac	ction
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66015	COLLECTION COSTS-LOANS	
66020	ADMINISTRATIVE EXPENSE-LOANS	
66050	EXPAT EDUCATION ALLOWANCE	
66055	EXPAT R&R/HOME ALLOWANCE	
66060	EXPAT FURNITURE ALLOWANCE	
66065	TEMPORARY QUARTERS	
66070	UTILITY ALLOWANCE	
66075	EXPAT SEC ALLOWANCE	
66080	SITE SUPPORT	
66090	LICENSE	
66092	VEHICLE REGISTRATION/RENEWAL	
66095	PERMITS	
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Step	Action
21.	Click and drag the scroll bar down to select another value.

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Step	Action
22.	Click the 66092 option.



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Step	Action
23.	Click the Next button.

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Summary Section		F¥12 Budget	F¥12 CurrEst	F¥12 Change	FY13 CE	FY14 Budget	FY15 Budget	Actual	Actual	FY11 Actual	CurrEst
Beginning Project	Fund Balance	0	1	1	1	1	1	0	0	0	
Total Project Reve	enues	0	-262	-262	0	-10	-10	0	0	-336,031	
Total Project Expe	enses	0	262	262	0	10	10	0	0	336,030	
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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".

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



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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".



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Step	Action
27.	Press [Tab].

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

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Project	AG001016	ECONOMICS									
Fund Code	01	GENERAL UN	RESTRICTED F	UND							
Activity	01	01			Cha	rt Id		00145	PP		
Summary Section		FY12 Budget	FY12 CurrEst	F¥12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
Beginning Project	Fund Balance	0	1	1	1	1	1		0 0	0	0
Total Project Reve	enues	0	-262	-262	0	-10	-10		0 0	-336,031	0
Total Project Expe	enses	0	262	262	0	10	10 10		0 0	336,030	0
Ending Project Fu	nd Balance	0	1	1	1	1	1		0 0	0	0
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Step	Action
29.	Click and drag the scroll bar down and enter additional amounts.



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Total Project Exp	enses	0	1	262	262		0	10		10		0	C		336,030		0
Ending Project Fu	ınd Balance	0	1	1	1		1	1		1		0	C		0		0
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Step	Action
30.	Click in the FY12 CurrEst field.

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Beginning Project	Fund Balance	0		1	1	1		1		1		0	0		0		0
Total Project Reve	enues	0	-26	2	-262	(-10		-10		0	0		336,031		0
Total Project Expe	enses	0	26	2	262	(10		10		0	0		336,030		0
Ending Project Fu	nd Balance	0		1	1	1		1		1		0	0		0		0
RE¥ENUE		F¥12 Budget	FY12 CurrE	st F	¥12 Change	FY13 CE		F¥14 Buc	lget	F¥15	Budget	FY11 YTD Actual	FY1. YTD I Actu	2 Jal	FY11 Actual	Proj Curr	ect Est
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Step	Action
31.	Enter the desired information into the FY12 CurrEst field. Enter "250".

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Beginning Proje	ct Fund Balance	0		1	1		1	1		1		0		0		0		0
Total Project Re	evenues	0	-26	62	-262		0	-10		-10		0		0	-3	36,031		0
Total Project Ex	penses	0	26	62	262		0	10		10		0		0	3	36,030		0
Ending Project	Fund Balance	0		1	1		1	1		1		0		0		0		0
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Step	Action
32.	Click in the FY13 CE field.



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Beginning Project	Fund Balance	0		1	1		1	1		1	0		0	0		0
Total Project Reve	nues	0		-262	-262		0	-10		-10	0		0	-336,031		0
Total Project Expe	nses	0		262	262		0	10		10	0		0	336,030		0
Ending Project Fur	nd Balance	0		1	1		1	1		1	0		0	0		0
REVENUE		F¥12 Budget	F¥12 Cu	rrEst	F¥12 Change	FY13 CI		FY14 Bud	lget	FY15 B	udget Y A	f11 FD ctual	F¥12 YTD Actual	FY11 Actual	Proj Curr	ect Est
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Step	Action
33.	Enter the desired information into the FY13 CE field. Enter "275".

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Beginning Project	t Fund Balance	0		1	1		1	1		1		0	c)	0		0
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Total Project Exp	enses	0		262	262		0	10		10		0	0) :	336,030		0
Ending Project Fu	ind Balance	0		1	1		1	1		1		0	C)	0		0
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Step	Action
34.	Click in the FY14 Budget field.

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Beginning Project	Fund Balance	C)	1	1		1	1		1		0		0	0		0
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Ending Project Fu	nd Balance	C)	1	1		1	1		1		0		0	0		0
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Step	Action
35.	Enter the desired information into the FY14 Budget field. Enter " 300 ".



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Summary Section		F¥12 Budget	F¥12 CurrEst		F¥12 Change	F¥13	CE	F¥14 Budget	F¥15 Budg	i F Jet A	Y11 YTC ctual	FY12 Actua	YTD I	FY11 Actu	l al	Project CurrEs	
Beginning Project	Fund Balance	0		1	1		1	1		1		0	0		0		0
Total Project Reve	nues	0		262	-262		0	-10		-10		0	0		336,031		0
Total Project Expe	nses	0		262	262		0	10		10		0	0	:	336,030		0
Ending Project Fu	nd Balance	0		1	1		1	1		1		0	0		0		0
REVENUE		F¥12 Budget	FY12 Cu		F¥12 Change	F¥13 (FY14 Bud	lget	FY15 Bu	ıdget	F¥11 YTD Actual	FY1: YTD Actu	2 Jal	FY11 Actual	Proje CurrE	ict ist
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TUITION TOTAL		0		0	0			0	0		0	0		0		0	0
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EXPENSE				F¥12 Budg	et FY12 Cur	rrEst	F¥12 Chang	je FY13 CE		F¥14 Buc	iget F1	/15 Budg	et F A	Y11 TD ictual	FY12 YTD Actual	FY11 Actual	Proje Curri
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Step	Action
36.	Click the Save button.

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 Changes save 	ed.												
Header Section													
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Business Unit	COLUM	COLUMBIA	JNIVERSITY		Initi	iative	000	00	UNDE	FINED IN	TIATIV	E	
Department	7555502	SRG VALVE	CTR		Seg	ment	000	00000	UNDE	FINED SE	GMENT		
PC Business Unit	GENRL	GENRL											
Project	AG001016	ECONOMICS	;										
Fund Code	01	GENERAL UN	RESTRICTED F	UND									
Activity	01	01			Cha	rt Id			00145	5PP			
Summary Section		F¥12 Budget	FY12 CurrEst	F¥12 Change	FY13 CE	F¥14 Budget	FY15 Budge	et /	=¥11 ¥TD Actual	FY12 Actua	YTD I	FY11 Actual	Project CurrEst
Beginning Project	Fund Balance	0	1	1	151	301		451		0	0	0	C
Total Project Reve	enues	0	-362	-362	-125	-160		-10		0	0	-336,031	C
Total Project Expe	enses	0	512	512	275	310		10		0	0	336,030	C
Ending Project Fu	nd Balance	0	151	151	301	451		451		0	0	0	C
REVENUE		F¥12 Budget	F¥12 CurrEst	FY12 Change	F¥13 CE	F¥14 Bu	dget	FY15 B	udget	F¥11 YTD	F¥12 YTD	FY11 Actual	Project
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Step	Action
37.	Click the Process button.

inancial System COLU IN THE C Budget	s > Budget Tool > Process > Work MBIA UNIVERSITY CITY OF NEW YORK Payroll Batch P	list				Welc Prin	ome JILL TRAC nt Help L	IY GOLDSTE
Budget	MBIA UNIVERSITY CITY OF NEW YORK Payroll Batch P					Pri	nt Help L	inks Exit
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suaget roor	Worklist							
Current Quarter:	2012Q4							
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Type Cha	rt String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
L TX COL -180 COL -180	UM-7903105-GENRL-AG001016-01-01-25009 00311-AUS-70510-640 UM-7903105-GENRL-AG001016-01-01-25009 00311-AUS-75510-840	Testing	SE2328	2012.03.27 16:51	OPEN	RELEASE	CT000000	2012Q3
PLB COL	UM-1208106-GENRL-AG001012-01-01-00000 00000-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
PLB COL	UM-1208106-GENRL-AG001012-01-01-00000 00001-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q3
PLB COL	UM-2510210-GENRL-AG001012-01-01-00000 00002-1025	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q3
DA COL	UM-0503102-CAPTL-CP001964-80-01-00000 00000-1012	DIRECT ACTIVITY	SE2328	2012.03.20 15:16	REJECTED	RELEASE	00000019	2012Q3
DA COL	UM-0503107-GENRL-AG001000-01-01-50096 00000	DIRECT ACTIVITY	SE2328	2012.03.20 17:52	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
PLB COL	UM-0503110-GENRL-AG001012-01-01-00000 00000	PROJECT LIFE BUDGET	SE2328	2012.03.27 17:10	OPEN	RELEASE	000000YL	2012Q3
PLB COL	UM-0503110-GENRL-AG001012-01-01-00000 00001	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
DA COL -180	UM-6411102-GENRL-AG001037-01-01-00000 00539	DIRECT ACTIVITY	SE2328	2012.03.26 16:05	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
DA COL 0500	UM-6411102-GENRL-EN001942-60-01-10525 00067-1013	DIRECT ACTIVITY	SE2328	2012.03.28 16:32	ERROR-ALLOC	OMB ACTION REQUIRED	00000113	2012Q3
TX COL	UM-6411102-GENRL-EN002195-60-01-00000	SE_TEST_001	SE2328	2012.04.01	RELEASED	APPROVE	00000122	2012Q3

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



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Budge	et Payroll Batch	Process						
udge	t Tool Worklist Quarter: 2012Q4							
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PLB	COLUM-1208106-GENRL-AG001012-01-01-0 -00000000-1025	0000 PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
PLB	COLUM-1208106-GENRL-AG001012-01-01-0 -05000001-1025	0000 PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q3
PLB	COLUM-2510210-GENRL-AG001012-01-01-0 -05000002-1025	0000 PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q3
DA	COLUM-0503102-CAPTL-CP001964-80-01-00 00000000-1012	0000- DIRECT	SE2328	2012.03.20	REJECTED	RELEASE	00000019	2012Q3
DA	COLUM-0503107-GENRL-AG001000-01-01-5 -00000000	0096 DIRECT ACTIVITY	SE2328	2012.03.20	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
PLB	COLUM-0503110-GENRL-AG001012-01-01-0 -00000000	0000 PROJECT LIFE BUDGET	SE2328	2012.03.27	OPEN	RELEASE	000000YL	2012Q3
PLB	COLUM-0503110-GENRL-AG001012-01-01-0 -01000001	0000 PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
DA	COLUM-6411102-GENRL-AG001037-01-01-0 -18000539	0000 DIRECT ACTIVITY	SE2328	2012.03.26	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
DA	COLUM-6411102-GENRL-EN001942-60-01-10 05000067-1013	0525- DIRECT ACTIVITY	SE2328	2012.03.28	ERROR-ALLOC	OMB ACTION REQUIRED	0000011J	2012Q3
	COLUM-6411102-GENRL-EN002195-60-01-00	0000- SE_TEST_001	SE2328	2012.04.01	RELEASED	APPROVE	00000122	2012Q3

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.

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COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK	Print Help Links
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Step	Action
1.	Click the Budget Tool link. Budget Tool



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Step	Action
2.	Click the Budget link.
	Budget

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			Department:	7555502	Q	
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			Project:	AG001016	Q	
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Step	Action
3.	Click the Transfers link.
	Transfers

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Financial Systems 🗇	Budget Tool	> Budget >	Transfers			Welcome JILL TRACY GOLDSTEIN
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			Chart Shine on Id.	1	7	
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			Department:	1203102		
			PC Business Unit:	GENRI	a	
			Project:	IN001002	Q	
			Activity:	01	Q	
			Initiative:	00000	Q	
			Segment:	0000000	Q	
			Site:		Q	
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Step	Action							
4.	The prior budgeted ChartField values pre fill. Choose a new project.							
	Click in the Project: field.							



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			Department:	1203102	Q	
			PC Business Unit:	GENRL	Q	
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Step	Action
5.	Press [Backspace].

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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 ".

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Chart String Selector - Transfers		
	Chart String or Id:	
	Business Unit:	COLUM
	Department:	1203102
	PC Business Unit:	GENRL
	Project:	ur0 🔍
	Activity:	#10194- MED-390 FT W - [UR005628] PCBU=GENRL FUND=01
	Initiative:	#10335- CDM IS164 CO - [UR005626] PCBU=GENRL FUND=01
	Segment:	#10620-KOLB5&7 - [UR005627] PCBU=GENRL FUND=01
	Site:	010115 - [UR005222] PCBU=GENRL FUND=01
		010805 - [UR005213] PCBU=GENRL FUND=01
		010806 - [UR005214] PCBU=GENRL FUND=01
		010810 - [UR005215] PCBU=GENRL FUND=01
		010812 - [UR005216] PCBU=GENRL FUND=01
		011333 - [UR005213] PCBU-GENRL FUND=01
		011325 - [UR005219] PCBU=GENRL FUND=01
		011352 - [UR005220] PCBU=GENRL FUND=01
		012650 - [UR005221] PCBU=GENRL FUND=01
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Step	Action
7.	Click the 011352 - [UR005220] PCBU=GENRL FUND=01 link.



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Step	Action
8.	Click the Find button.

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Step	Action
9.	Click the Build button.

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			D	epartment:	1203102	Q.				
			P	C Business Unit:	GENRL	Q				
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			A	stivity:	01	Q				
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8										
Id	Bus Unit	Deptid	Fund	PC BusUnit	Project	Activity	Initiative	Segment	Site	
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Step	Action
10.	Click the Next button.


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Project	UR005220	011352										
Fund Code	01	GENERAL UN	RESTRICTED	FUND								
Activity	01	01				Cha	rt Id		0014	5PS		
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Beginning Project	Fund Balance	0	0		0	0)	0	0 0	0	0
Total Project Reve	enues	0	0		0	0)	0	0 0	0	0
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Ending Project Fu	nd Balance	0	0		0	0)	0	0 0	0	0
Acct/Func Offse	Acct/Func Offset Chart Modifier Last Id Description Status Next FY12 FY12 FY13 FY14 FY15 FY11 FY12 FY11 Update Id Description Status Action Budget CurrEst Budget Budget Budget YTD YTD Actual											
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Step	Action
11.	Click the New button.

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Financial Systems >	Budget Tool					Welcome JILL TRACY GOLDSTEIN
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Department	1203102	FAC HUMAN RES	OURCES	Segment	00000000	UNDEFINED SEGMENT
PC Business Unit	GENRL	GENRL				
Project	UR005220	011352				
Fund Code	01	GENERAL UNRES	TRICTED FUND			
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Step	Action
12.	Search for an account.
	Click the Search button.

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	Account	Description	
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	69830	F&A DEDUCTION-PRIV MAN ADJ	
	70100	IS-COMMON COST	
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	70120	IS-INCREMENTAL UTILITIES & O&M	
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13.	Click the 70100 option.



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16.	Click in the Project: field.



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

e a a g a c	Payroll	Batch	Process			
COLUM-1203102-G	ENRL-UR005220	-01-01-00000-00	000000 -70100-600			
Business Unit	COLUM	COLUMBIA UN	IVERSITY	Initiative	00000	UNDEFINED INITIATIVE
epartment	1203102	FAC HUMAN R	ESOURCES	Segment	00000000	UNDEFINED SEGMENT
C Business Unit	GENRL	GENRL				
Project	UR005220	011352		Account	70100	IS-COMMON COST
Fund Code	01	GENERAL UNR	ESTRICTED FUND	Function	600	IS - COMMON COST
			Activity: Initiative: Segment:	01 00000 00000000		
			Site: Account:	75100		
			Transfer Description:			

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



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Financial Systems >	Budget Tool	> Budget >	Transfers > Transfer			Welcome JILL TRACY GOLDSTEIN
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Budget	Payroll	Batch	Process			
COLUM-1203102-GE	NRL-UR005220	-01-01-00000-000	000000 -70100-600			
Business Unit	COLUM	COLUMBIA UN	IVERSITY	Initiative	00000	UNDEFINED INITIATIVE
Department	1203102	FAC HUMAN RE	SOURCES	Segment	00000000	UNDEFINED SEGMENT
PC Business Unit	GENRL	GENRL				
Project	UR005220	011352		Account	70100	IS-COMMON COST
Fund Code	01	GENERAL UNRE	STRICTED FUND	Function	600	IS - COMMON COST
Activity	01	01		Chart Id		00145PT
			PC Business Unit: Project: Activity: Initiative: Segment: Site: Account:	GENRL AG001016 01 000000 00000000 75100		
4			Transfer Description:	I		
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Step	Action
23.	Enter the desired information into the Transfer Description: field. Enter " Training Transfer ".

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inancial Systems >	Budget Tool	> Budget	> Transfers > Transfer			Welcome JILL TRACY GOLDST
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COLUM-1203102-GE	NRL-UR005220-	01-01-00000-0	0000000 -70100-600			
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epartment)	1203102	FAC HUMAN	RESOURCES	Segment	00000000	UNDEFINED SEGMENT
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roject	UR005220	011352		Account	70100	IS-COMMON COST
und Code	01	GENERAL UN	RESTRICTED FUND	Function	600	IS - COMMON COST
vctivity	01	01		Chart Id		00145PT
			Project: Activity: Initiative: Segment: Site: Account:	AG001016 01 00000 00000000 75100		
			Transfer Description:	Training Transfe	Н	
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Step	Action
24.	Click the Next button.

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hancial Systems >	Budget Tool Transfor	> Budget > T	ransfers >	Transfer					Welco	ome JILL TR#	CY GOLDS
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Department	1203102	FAC HUMAN RESOL	JRCES		9	iegment	00000000	UNDEFINE	D SEGMENT		
PC Business Unit	GENRL	GENRL									
Project	UR005220	011352			f	Account	70100	IS-COMMON COST			
Fund Code	01	GENERAL UNRESTRICTED FUND			F	unction	600	IS - COMMON COST			
Activity	01	01			C	hart Id		00145PT			
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COLUM-1203102-GE	NRL-AG001016-	316-01-01-00000-00000000 -75100-800				Fransaction	000001DK	STATUS: NEW			
Business Unit	COLUM	COLUMBIA UNIVERSITY			1	nitiative	00000	UNDEFINED INITIATIVE			
Department	1203102	FAC HUMAN RESOL	JRCES		9	Begment	00000000	UNDEFINED SEGMENT			
PC Business Unit	GENRL	GENRL									
Project	AG001016	ECONOMICS			1	Account	75100	IU-COMM	ON COST		
Fund Code	01	GENERAL UNRESTR	LICTED FUND)	F	unction	800	IU - COMMON COST			
Activity	01	01			(Chart Id		00145PW			
Description	FY12 Rudget	FY12 CurrEst	F¥12 Chapge	FY13 CE		FY14 Budget	FY15 Budget	FY11 YTD	FY12 YTD	FY11 Actual	Project
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Step	Action
25.	Enter the desired information into the FY12 CurrEst field. Enter "-500".



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Department	1203102	FAC HUMAN RESO	JRCES		Segment	0000000	UNDEFINE	D SEGMENT		
PC Business Unit	GENRL	GENRL								
Project	UR005220	011352			Account	70100	IS-COMM	ON COST		
Fund Code	01	GENERAL UNREST	RICTED FUND		Function	600	IS - COMP	40N COST		
Activity	01	01			Chart Id		00145PT			
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Department	1203102	FAC HUMAN RESO	JRCES		Segment	00000000	UNDEFINED SEGMENT			
PC Business Unit	GENRL	GENRL								
Project	AG001016	ECONOMICS			Account	75100	IU-COMMON COST			
Fund Code	01	GENERAL UNREST	RICTED FUND		Function	800	IU - COMMON COST			
Activity	01	01			Chart Id		00145PW			
Description	F¥12 Budget	FY12 CurrEst	F¥12 Change	FY13 CE	FY14 Budget	F¥15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
Training Transfer		0 -500	0		0 0	0	0	0	1	0 0
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Step	Action
26.	Enter the desired information into the FY13 CE field. Enter "-1000".

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Department	1203102	FAC HUMAN RESO	URCES		Segment	00000000	UNDEFINE	SEGMENT			
PC Business Unit	GENRL	GENRL									
Project	UR005220	011352			Account	70100	IS-COMMON COST				
Fund Code	01	GENERAL UNRESTRICTED FUND			Function	600	IS - COMMON COST				
Activity	01	01			Chart Id		00145PT				
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Business Unit	COLUM	COLUMBIA UNIVERSITY			Initiative	00000	UNDEFINED INITIATIVE				
Department	1203102	FAC HUMAN RESO	URCES		Segment	00000000	UNDEFINED SEGMENT				
PC Business Unit	GENRL	GENRL									
Project	AG001016	ECONOMICS			Account	75100	IU-COMMON COST				
Fund Code	01	GENERAL UNREST	RICTED FUND		Function	800	IU - COMMON COST				
Activity	01	01			Chart Id		00145PW				_
Description	FY12	FY12 CurrEst	FY12	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD	FY12 YTD	FY11	Project	
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Step	Action
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Step	Action
28.	Enter the desired information into the FY14 Budget field. Enter "-1500".



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Business Unit	соним	COLUMBIA UNIVER	SITY		Initiative	00000	LINDEFINE	D INITIATIV	F		
Department	1203102	FAC HUMAN RESOL	C HUMAN RESOURCES Sec			000000	UNDEFINE	D SEGMENT			
PC Business Unit	GENRI	GENRI	ENRI								
Project	UR005220	011352			Account	70100	IS-COMMON COST				
Fund Code	01	GENERAL UNRESTE	RICTED FUND		Function	600	IS - COMM	ION COST			
Activity	01	01					00145PT				
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COLUM-1203102-GE	ENRL-AG001016-	01-01-00000-00000	000 -75100-8	00	Transaction	000001DK	STATUS:	NEW			
Business Unit	COLUM	COLUMBIA UNIVER	RSITY		Initiative	00000	UNDEFINED INITIATIVE				
Department	1203102	FAC HUMAN RESO	JRCES		Segment	00000000	UNDEFINED SEGMENT				
PC Business Unit	GENRL	GENRL									
Project	AG001016	ECONOMICS			Account	75100	IU-COMMON COST				
Fund Code	01	GENERAL UNRESTR	RICTED FUND		Function	800	IU - COMMON COST				
Activity	01	01			Chart Id		00145PW				
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Step	Action
29.	Click the Save button.
	Save

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usiness Unit	COLUM	C	COLUMBIA UNIVER	SITY		Initiative	00000	UNDEFINE	D INITIATIV	'E		
epartment	1203102	F	AC HUMAN RESOL	JRCES		Segment	00000000	UNDEFINE	D SEGMENT			
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und Code	01	G	SENERAL UNRESTR	ICTED FUND		Function	600	IS - COMM	ION COST			
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usiness Unit	COLUM	C	COLUMBIA UNIVER	SITY		Initiative	00000	UNDEFINED INITIATIVE				
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escription	Budge	t	FTI2 Currest	Change	FTISCE	FT14 Buuget	FTIS Buuget	Actual	Actual	Actual	CurrE	st
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Step	Action
30.	Click the Process button.

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Business Unit	COLUM	COLUMBIA UNIV	LUMBIA UNIVERSITY I			00000	UNDEFINED INI	TIATIVE		
epartment	1203102	FAC HUMAN RES	AC HUMAN RESOURCES S			00000000	UNDEFINED SEC	SMENT		
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Project	UR005220	011352	11352			70100	IS-COMMON COST			
und Code	01	GENERAL UNRES	TRICTED FU	ND	Function	600	IS - COMMON COST			
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COLUM-1203102-GE	NRL-AG001016-	01-01-00000-000	00000 -7510	0-800	Transaction	000001DK	STATUS: OPEN			
Business Unit	COLUM	COLUMBIA UNIV	ERSITY		Initiative	00000	UNDEFINED INITIATIVE			
Department	1203102	FAC HUMAN RES	OURCES		Seament	00000000	UNDEFINED SEGMENT			
PC Business Unit	GENRL	GENRL					ONDER INED SEGMENT			
Project	AG001016	ECONOMICS			Account	75100	IU-COMMON COST			
Fund Code	01	GENERAL LINRES	TRICTED EU	ND	Function	800	IU - COMMON COST			
Activity	01	01			Chart Id		00145PW			
Description	FY12 Budget	FY12 CurrEst	F¥12 Change	F¥13 CE	FY14 Budget F	¥15 Budget	FY11 YTD FY12 Actual Actua	YTD FY11 Actual	Project CurrEst	-
Training Transfer	0	-500	-500	-1000	-1500	0	0	0	0	0 👻
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Step	Action
31.	Click the Cancel button.
	Cancel



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Business Unit COLUM COLUMBIA UNIVERSITY					Init	iative	00000	UNDEFI	NED INITIATI	VE	
Department	1203102	FAC HUMAN	RESOURCES		Seq	ment	00000000	UNDEFI	NED SEGMEN	т	
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Project	UR005220	011352									
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Activity	01	01			Cha	rt Id		00145PS	S		
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Beginning Project	Fund Balance	0	0	0	-500	-1,500	-3,000	0	0	0	0
Total Project Rev	enues	0	-500	-500	-1,000	-1,500	0	0	0	0	0
Total Project Exp	enses	0	0	0	0	0	0	0	0	0	0
Ending Project Fu	nd Balance	0	-500	-500	-1,500	-3,000	-3,000	0	0	0	0
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Step	Action
32.	The process transfer displays in the Transfers list with an updated Status and Next Action.

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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.

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Step	Action
1.	Click the Budget link.
	Budget



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2.	Click the Project Life (Budget Revisions) link.
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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.

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



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5.	Click the COLUM - COLUMBIA UNIVERSITY li	nk.
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Step	Action
6.	Click in the Department: field.

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



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Step	Action			
8.	Click the SRG VALVE CTR [7555502] link.			
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9.	Click in the PC Business Unit: field.

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



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11.	Click the GENRL link.

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Step	Action
12.	Click the Search button.

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	AG001003	GD ALUMNI	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001004	VISUAL ARTS STUDIO DEPOSITS	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001005	ARTS CAREER SERVICES FEE	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001006	T FELLOWS APP FEE	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001007	FILM FESTIVAL TICKET SALES	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001008	CHINA	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001009	AFRICA	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001010	ATIP NATIONAL ASSEMBLY	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001011	COMMUNITY CAPITALISM	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001012	ARDEN HOUSE	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001014	TINKER CONF.	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001015	PLEDGE FIXED ASSETS	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001016	ECONOMICS	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001017	SHRINKING CITIES	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001018	ARTS	GENRL	01 GENERAL UNRESTRICTED FUND	
	AG001019	BOARD OF TRUSTEES	GENRL	01 GENERAL UNRESTRICTED FUND	
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Step	Action
13.	Click the AG001009 option.



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	AG001004	VISUAL ARTS STUDIO DEPOSITS	GENRL	01 GENERAL UNRESTRICTED FUND				
	AG001005	ARTS CAREER SERVICES FEE	GENRL	01 GENERAL UNRESTRICTED FUND				
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Step	Action
14.	Click the Select button.

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Step	Action
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17.	Click the Select button.

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Step	Action
18.	Click in the Initiative: field.

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Step	Action
20.	Click the 00000 UNDEFINED INITIATIVE link.
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Step	Action	
21.	Click in the Segment: field.	

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			PC Business Unit:	GENRL	Q	
			Project:	AG001009	Q	
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Step	Action
22.	Enter the desired information into the Segment: field. Enter "000".



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Step	Action
23.	Click the 00000000 UNDEFINED SEGMENT link
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Step	Action
24.	Click the Find button.

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Step	Action
25.	Click the Build button.



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Step	Action
26.	Click the Next button.

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Step	Action
27.	Click the Add button.

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40540	LAB FEES	
40550	DISSERTATION FEES	
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41120	GOVERNMENT REVENUE-F&A-MAN ADJ	
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42130	PRIVATE G&C REVENUE-F&A-MANADJ	
42150	CLINICAL TRIALS REVENUE - F&A	
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Step	Action
28.	Click the 42005 option.


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Step	Action
29.	Click the 40500 option.

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	54642	UNION-PORTERS	
	54643	UNION-DOOR ATTENDANTS	
	54645	UNION-MECHANICS	
	54800	NONUNION-SUPPORT STAFF	
	54805	NONUNION-ADMINISTRATIVE EMPLOY	
	54810	NONUNION-RESEARCH EMPLOYEE	
	54815	NONUNION-HEALTH RELATED TECHNI	
	54820	NONUNION-FACILITIES/TRADE EMPL	
	54825	NONUNION-SECURITY	
	54830	NONUNION-FOOD SERVICE EMPLOYEE	
	54840	NONUNION-SUPERINTENDENTS	
	54841	NONUNION-HANDY PERSONS	
	54842	NONUNION-PORTERS	
	54843	NONUNION-DOOR ATTENDANTS	
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Step	Action
30.	Click and drag the scroll bar down to select another value.

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61664	COLD/FROZEN	
61666	BREAD & PASTRIES	
61668	PRODUCE	
61670	DAIRY PRODUCTS	
61672	SODA/WATER	
61674	ALCOHOL-WINE/LIQUOR/BEER	
61676	HOT BEVERAGE	
61690	FOOD-STAFF & FACULTY	
61692	FOOD-PARTICIPANTS	
61700	MAINTENANCE SUPPLIES-GENERAL	
61705	JANITORIAL SUPPLIES	
61710	MACHINE & EQUIPMENT SUPPLY	
61715	WORK MATERIALS	
61720	AUTOMOTIVE SUPPLIES	
61725	SMALL TOOLS & UTENSILS	
61730	HOUSEHOLD SUPPLIES	
61735	LAUNDRY & CLEAN SUP	
61750	BEDDING SUPPLIES	
61760	ATHLETIC TEAM SUPPLY-GENERAL	
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Step	Action
31.	Click the 61720 option.



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	61676	HOT BEVERAGE		
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Step	Action
32.	Click the Next button.

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

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Summary Section			Prior CurrEst	Project CurrEst	Actual PTD	Budget Balance	% Used	Actual YTD	Actual MTD
Total Project Reve	enues		0	0	-36,604	36,604	0	0	
Total Project Exp	enses		0	0	36,604	-36,604	0	0	
Total			0	0	0	0	0	0	
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Step	Action
34.	Click and drag the scroll bar down to add another amount.



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Fund Code	01	GENERAL UNRES	STRICTED FUND								
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Step	Action
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otal Project Expe	enses		0		0	36,604	-36,604		0	0	
otal			0		0	0	0		0	0	
EVENUE			Prior CurrEst	Project CurrEst		Actual PTD	Budget Balance	% Used		Actual YTD	Actual MTD
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EVENUE TOTAL			0		0	0)	0	0	
XPENSE			Prior CurrE	st Project		Actual PTD	Budget Balance	% Used		Actual YTD	Actual MT
1720 AUTOMOTIVE	SUPPLIES (22	5 Other Inst)				1					
UPPLIES & MATER	IALS TOTAL			0		0	0	0	0	0	



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

	Payron	Batch	Process								cooling. Theo
Business Unit	ZEEEE02	COLUMBIA UNIV	ERSIT		10	amont	00000	UNDEFINE	DINI	CMENT	
PC Business Unit	GENDI	GENDI			30	syment	0000000	ONDEFINE	D SE	GHENT	
Project	46001009	AFRICA									
Fund Code	01	GENERAL LINRE	STRICTED FUND								
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Summary Section			Prior CurrEst	Project CurrEst		Actual PTD	Budget Balance	% Used		Actual YTD	Actual MTD
Total Project Revo	enues		0		0	-36,604	36,604		0	0	
Total Project Expo	enses		0		0	36,604	-36,604		0	0	
Total			0		0	0	0		0	0	
											1
REVENUE			Prior CurrEs	Project CurrEst		Actual PTD	Budget Balance	% Used		Actual YTD	Actual MT
40500 SCHOOL FEES	S (020 Fees)				-100	0					
FEES TOTAL			1	5		0	0	0	0	0	
REVENUE TOTAL)		0	0	0	0	0	
EXPENSE			Prior Curr	Est Project	t t	Actual PTD	Budget	% Use	1	Actual YTD	Actual MT
61720 AUTOMOTIVE	SUPPLIES (225	Other Inst)			5	000					
SUPPLIES & MATER	IALS TOTAL			0		0	0	0	(0 0	
EXPENSE TOTAL				0		0	0	0	(
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Step	Action
37.	Click the Process button.
	Process



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Ē	Туре	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
	ТΧ	COLUM-7903105-GENRL-AG001016-01-01- 25009-18000311-AUS-70510-640 COLUM-7903105-GENRL-AG001016-01-01- 25009-18000311-AUS-75510-840	Testing	SE2328	2012.03.27 16:51	OPEN	RELEASE	000000TJ	2012Q3
	PLB	COLUM-1208106-GENRL-AG001012-01-01- 00000-00000000-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
	PLB	COLUM-1208106-GENRL-AG001012-01-01- 00000-05000001-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q3
	PLB	COLUM-2510210-GENRL-AG001012-01-01- 00000-05000002-1025	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q3
	DA	COLUM-0503102-CAPTL-CP001964-80-01-00000 -00000000-1012	DIRECT ACTIVITY	SE2328	2012.03.20 15:16	REJECTED	RELEASE	000000Y9	2012Q3
	DA	COLUM-0503107-GENRL-AG001000-01-01- 50096-00000000	DIRECT ACTIVITY	SE2328	2012.03.20 17:52	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
	PLB	COLUM-0503110-GENRL-AG001012-01-01- 00000-00000000	PROJECT LIFE BUDGET	SE2328	2012.03.27 17:10	OPEN	RELEASE	000000YL	2012Q3
	PLB	COLUM-0503110-GENRL-AG001012-01-01- 00000-01000001	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
	DA	COLUM-6411102-GENRL-AG001037-01-01- 00000-18000539	DIRECT ACTIVITY	SE2328	2012.03.26 16:05	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
	DA	COLUM-6411102-GENRL-EN001942-60-01-10525 -05000067-1013	DIRECT ACTIVITY	SE2328	2012.03.28 16:32	ERROR-ALLOC	OMB ACTION REQUIRED	0000011J	2012Q3
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Step	Action
38.	The transaction has been created and will now display on the Worklist.

Type Chart String Description Modifier Last Update Status Next Addition TX COLUM-SIGNERSIDG Columbia Description Modifier Last Update Status Next Addition Type Chart String Description Modifier Last Update Status Next Addition TX COLUM-7030105-GENRL-AG001016-01-01- COLUM-7030105-GENRL-AG001016-01-01- Testing Testing SE2328 2012.03.27 OPEN RELEASI TX COLUM-7030105-GENRL-AG001012-01-01- COLUM-7030105-GENRL-AG001012-01-01- Deub-14000-10000000000000000000000000000000	Welcome JILL TRACY G Print Help Links ction Trans Id Po E 00000073 20	oLDST ; Ex sted.
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Budget Payroll Batch Process studget Tool Worklist wurrent Quarter: 2012Q4 2012Q4 Status Next Ar Type Chart String Pescription Modifier Last Update Status Next Ar Type Chart String Pescription Modifier Last Update Status Next Ar Tx COLUM-7903105-GENRL-AG001016-01-01- Testing SE2328 2012.03.27 OPEN RELEASI COLUM-7903105-GENRL-AG001012-01-01- DEOGET LIFE SE2328 2012.03.19 OPEN RELEASI PLB COLUM-1208106-GENRL-AG001012-01-01- PROJECT LIFE SE2328 2012.03.19 OPEN RELEASI PLB COLUM-1208106-GENRL-AG001012-01-01- PROJECT LIFE SE2328 2012.03.19 OPEN RELEASI BUDGET DEDGET SE2328 2012.03.19 OPEN RELEASI	ction Trans Id Pr E 00000073 20	sted.
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Type Chart String Description Modifier Last Update Status Next Ar TX COLUM-7903105-GENRL-AG001016-01-01- 25009-18000311-AUS-70510-640 Testing SE2328 2012.03.27 OPEN RELEASI PLB COLUM-1208106-GENRL-AG001012-01-01- 00000-00000000-1025 PROJECT LIFE SE2328 2012.03.19 OPEN RELEASI PLB COLUM-1208106-GENRL-AG001012-01-01- 00000-05000001-1025 PROJECT LIFE SE2328 2012.03.19 OPEN RELEASI BUDGET SE2328 2012.03.19 OPEN RELEASI	ction Trans Id Po E 00000073 20	sted
Image: Type Chart String Description Modifier Last Update Status Next Ar TX COLUM-7903105-GENRL-AG001016-01-01- 25009-18000311-AUS-70510-640 Testing SE2328 2012.03.27 OPEN RELEASI 16:51 PLB COLUM-1208106-GENRL-AG001012-01-01- 80000-00000000-102S PROJECT LIFE SE2328 2012.03.19 OPEN RELEASI 13:30 PLB COLUM-1208106-GENRL-AG001012-01-01- 800000-0000000-05000001-1025 PROJECT LIFE SE2328 2012.03.19 OPEN RELEASI 13:59	ction Trans Id Po E 000000TJ 20	sted.
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	E 000000XT 20	12Q3
PLB COLUM-2510210-GENRL-AG001012-01-01- 00000-05000002-1025 PROJECT LIFE BUDGET SE2328 13:24 2012.03.20 13:24 OPEN RELEASI	E 000000Y8 20	12Q3
DA COLUM-0503102-CAPTL-CP001964-80-01-00000 DIRECT -00000000-1012 ACTIVITY SE2328 2012.03.20 REJECTED RELEASI	E 000000Y9 20	12Q3
DA COLUM-0503107-GENRL-AG001000-01-01- 50096-00000000 DENCT ACTIVITY DE22328 2012.03.20 ERROR-ALLOC OMB AC ACTIVITY 17:52 ERROR-ALLOC OMB AC	CTION 000000YF 20	12Q4
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PLB COLUM-0503110-GENRL-AG001012-01-01- 00000-01000001 PROJECT LIFE BUDGET SE2328 12:07 2012.04.01 12:07 OPEN RELEASI	E 000000YP 20	12Q3
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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.

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	Туре	Chart Strin	ig			Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted 📥
	тх	COLUM-790 25009-1800 COLUM-790 25009-1800	3105-GENRL- 0311-AUS-70 3105-GENRL- 0311-AUS-75	AG001016-0 510-640 AG001016-0 510-840	1-01- 1-01-	Testing	SE2328	2012.03.27 16:51	OPEN	RELEASE	000000TJ	2012Q3
	PLB	COLUM-120 00000-0000	8106-GENRL- 0000-1025	4G001012-0	1-01-	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
	PLB	COLUM-120 00000-0500	8106-GENRL- 0001-1025	4G001012-0	1-01-	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q3
	PLB	COLUM-251 00000-0500	0210-GENRL-/ 0002-1025	4G001012-0	1-01-	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q3
	DA	COLUM-050	3102-CAPTL-0 1012	CP001964-8	0-01-00000	DIRECT ACTIVITY	SE2328	2012.03.20 15:16	REJECTED	RELEASE	000000Y9	2012Q3
	DA	COLUM-050 50096-0000	3107-GENRL-/	AG001000-0	1-01-	DIRECT ACTIVITY	SE2328	2012.03.20 17:52	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
	PLB	COLUM-050 00000-0000	3110-GENRL-/ 0000	AG001012-0	1-01-	PROJECT LIFE BUDGET	SE2328	2012.03.27 17:10	OPEN	RELEASE	000000YL	2012Q3
	PLB	COLUM-050 00000-0100	3110-GENRL-/ 0001	AG001012-0	1-01-	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
	DA	COLUM-641 00000-1800	1102-GENRL-/ 0539	AG001037-0	1-01-	DIRECT ACTIVITY	SE2328	2012.03.26 16:05	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
	DA	COLUM-641 -05000067-	1102-GENRL-I 1013	EN001942-6	0-01-10525	DIRECT ACTIVITY	SE2328	2012.03.28 16:32	ERROR-ALLOC	OMB ACTION REQUIRED	0000011J	2012Q3
	ТΧ	COLUM-641 -00000000 - COLUM-641	1102-GENRL- 71210-620 1102-GENRL-I	EN002195-6	D-01-00000 D-01-00000	SE_TEST_001	SE2328	2012.04.01 12:05	RELEASED	APPROVE	00000122	2012Q3
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Step	Action
1.	Click the Process link.
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	тх	COLUM-7903105-GENF 25009-18000311-AUS- COLUM-7903105-GENF 25009-18000311-AUS-	L-AG001016-01-01- 70510-640 L-AG001016-01-01- 75510-840	Testing	SE2328	2012.03.27 16:51	OPEN	RELEASE	000000TJ	2012Q3
Г	PLB	COLUM-1208106-GENR 00000-00000000-1025	L-AG001012-01-01-	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
	PLB	COLUM-1208106-GENR 00000-05000001-1025	L-AG001012-01-01-	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q3
	PLB	COLUM-2510210-GENR 00000-05000002-1025	L-AG001012-01-01-	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q3
	DA	COLUM-0503102-CAPT -00000000-1012	L-CP001964-80-01-00000	DIRECT ACTIVITY	SE2328	2012.03.20 15:16	REJECTED	RELEASE	000000Y9	2012Q3
Г	DA	COLUM-0503107-GENR 50096-00000000	L-AG001000-01-01-	DIRECT ACTIVITY	SE2328	2012.03.20 17:52	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
	PLB	COLUM-0503110-GENF 00000-00000000	L-AG001012-01-01-	PROJECT LIFE BUDGET	SE2328	2012.03.27 17:10	OPEN	RELEASE	000000YL	2012Q3
	PLB	COLUM-0503110-GENF 00000-01000001	L-AG001012-01-01-	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
	DA	COLUM-6411102-GENF 00000-18000539	L-AG001037-01-01-	DIRECT ACTIVITY	SE2328	2012.03.26 16:05	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
	DA	COLUM-6411102-GENR -05000067-1013	L-EN001942-60-01-10525	DIRECT ACTIVITY	SE2328	2012.03.28 16:32	ERROR-ALLOC	OMB ACTION REQUIRED	0000011J	2012Q3
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Step	Action
2.	Click the Worklist link.
	Worklist

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	Туре	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted 🛋
	тх	COLUM-7903105-GENRL-AG001016-01-01- 25009-18000311-AUS-70510-640 COLUM-7903105-GENRL-AG001016-01-01- 25009-18000311-AUS-75510-840	Testing	SE2328	2012.03.27 16:51	OPEN	RELEASE	000000TJ	2012Q3
	PLB	COLUM-1208106-GENRL-AG001012-01-01- 00000-00000000-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
	PLB	COLUM-1208106-GENRL-AG001012-01-01- 00000-05000001-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q3
	PLB	COLUM-2510210-GENRL-AG001012-01-01- 00000-05000002-1025	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q3
	DA	COLUM-0503102-CAPTL-CP001964-80-01-00000 -00000000-1012	DIRECT ACTIVITY	SE2328	2012.03.20 15:16	REJECTED	RELEASE	00000079	2012Q3
	DA	COLUM-0503107-GENRL-AG001000-01-01- 50096-00000000	DIRECT ACTIVITY	SE2328	2012.03.20 17:52	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
	PLB	COLUM-0503110-GENRL-AG001012-01-01- 00000-00000000	PROJECT LIFE BUDGET	SE2328	2012.03.27 17:10	OPEN	RELEASE	000000YL	2012Q3
	PLB	COLUM-0503110-GENRL-AG001012-01-01- 00000-01000001	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
	DA	COLUM-6411102-GENRL-AG001037-01-01- 00000-18000539	DIRECT ACTIVITY	SE2328	2012.03.26 16:05	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
	DA	COLUM-6411102-GENRL-EN001942-60-01-10525 -05000067-1013	DIRECT ACTIVITY	SE2328	2012.03.28 16:32	ERROR-ALLOC	OMB ACTION REQUIRED	00000113	2012Q3
	тх	COLUM-6411102-GENRL-EN002195-60-01-00000 -00000000 -71210-620 COLUM-6411102-GENRL-EN002195-60-01-00000	SE_TEST_001	SE2328	2012.04.01 12:05	RELEASED	APPROVE	00000122	2012Q3
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Step	Action
3.	Click in the Search field.

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	Туре	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
	тх	COLUM-7903105-GENRL-AG001016-01-01- 25009-18000311-AUS-70510-640 COLUM-7903105-GENRL-AG001016-01-01- 25009-18000311-AUS-75510-840	Testing	SE2328	2012.03.27 16:51	OPEN	RELEASE	000000TJ	2012Q3
	PLB	COLUM-1208106-GENRL-AG001012-01-01- 00000-00000000-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
	PLB	COLUM-1208106-GENRL-AG001012-01-01- 00000-05000001-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q3
	PLB	COLUM-2510210-GENRL-AG001012-01-01- 00000-05000002-1025	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	00000078	2012Q3
	DA	COLUM-0503102-CAPTL-CP001964-80-01-00000 -0000000-1012	DIRECT ACTIVITY	SE2328	2012.03.20 15:16	REJECTED	RELEASE	00000019	2012Q3
	DA	COLUM-0503107-GENRL-AG001000-01-01- 50096-00000000	DIRECT ACTIVITY	SE2328	2012.03.20 17:52	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
	PLB	COLUM-0503110-GENRL-AG001012-01-01- 00000-00000000	PROJECT LIFE BUDGET	SE2328	2012.03.27 17:10	OPEN	RELEASE	000000YL	2012Q3
	PLB	COLUM-0503110-GENRL-AG001012-01-01- 00000-01000001	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
	DA	COLUM-6411102-GENRL-AG001037-01-01- 00000-18000539	DIRECT ACTIVITY	SE2328	2012.03.26 16:05	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
1	DA	COLUM-6411102-GENRL-EN001942-60-01-10525 -05000067-1013	DIRECT ACTIVITY	SE2328	2012.03.28 16:32	ERROR-ALLOC	OMB ACTION REQUIRED	00000113	2012Q3
	тх	COLUM-6411102-GENRL-EN002195-60-01-00000 -00000000 -71210-620 COLUM-6411102-GENRL-EN002195-60-01-00000	SE_TEST_001	SE2328	2012.04.01 12:05	RELEASED	APPROVE	00000122	2012Q3
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Step	Action
4.	Enter a name or number into the Search field. Enter "jtg2006".



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	тх	COLUM-7903105-GENRL- -18000311-AUS-70500-6 COLUM-7903105-GENRL- -18000311-AUS-75500-8	AG001016-01-01-25009 40 AG001016-01-01-25009 40	Housing Support	JTG2006	2012.03.02 17:29	OPEN	RELEASE	000000TL	2012Q3
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Step	Action
5.	Click the Posted Items link.
	Posted Items

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

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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



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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.



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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



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Step	Action
5.	Click the Fiscal Year list.

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Step	Action
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	07-January

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



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



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Step	Action
12.	Click the Department Filter list.

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

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



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

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

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



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

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

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



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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.



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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.



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

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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.

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Step	Action
25.	Click the OK link.


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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.



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Step	Action
35.	Click the Export link.



Step	Action
36.	Click the Open button.



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Step	Action
37.	Click the Enable Editing button.





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.



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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.

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



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6.	YTD and Encumbered Salary and YTD and Encumbered Fringe represent actual
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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.



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) NES,JANE DEP	T=75800	0 X ID =	100998	03000									1	
CLUM-7580101-G: R001173-01-01-1: 0000000054105-	ENRL- 0001- -225	REG	1,038	0	1,038						350	0	350	
MITH, JOHN DE	P T=75801	01 ID =	100999	24000										
COLUM-7580101-G JR001173-01-01-1 0000000054105-	ENRL- 0001- 225	007	2,548	0	2,548		2500				859	0	859	Π
OLUM-7580101-G R001176-01-01-1 000000050010-	ENRL- 0485- 225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107	
COLUM-7580101-G JR001176-01-01-1 0000000053300-	ENRL- 0485- 225	007				19,987	19987							
OLUM-7580101-G R001176-01-01-1 000000059010-	ENRL- 0485- 215	007					6,196							
OLUM-7580101-G R001176-01-01-1 000000059010-	ENRL- 0485- 215	REG					1,240							
OLUM-7580101-G R001176-01-01-1 000000059020-	ENRL- 0485- 215	007					540							
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Step	Action
8.	Click in the FY13 CurrEst field.

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D NES,JANE DEPT=75	8000X ID =	100998	03000										
COLUM-7580101-GENRL- JR001173-01-01-10001- J0000000054105-225	REG	1,038	0	1,038						350	0	350	
MITH, JOHN DEP T=7	580101 ID	=100999	24000										
COLUM-7580101-GENRL- JR001173-01-01-10001- D000000054105-225	007	2,548	0	2,548		2500				859	0	859	
COLUM-7580101-GENRL- IR001176-01-01-10485- 10000000050010-225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107	
COLUM-7580101-GENRL- IR001176-01-01-10485- 1000000053300-225	007				19,987	19987							
COLUM-7580101-GENRL- JR001176-01-01-10485- J0000000059010-215	007					6,196							
OLUM-7580101-GENRL- R001176-01-01-10485- 000000059010-215	REG					1,240							
OLUM-7580101-GENRL- R001176-01-01-10485- 000000059020-215	007					540							
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Step	Action
9.	Enter the desired information into the FY13 CurrEst field. Enter "1000".

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T=758000	X ID = 1	1009980	3000													
ENRL- 0001- F 225	REG	1,038	0	1,038		1000				350	0	350				
T=758010	1 ID =	100999	24000													
ENRL- 0001- 0 225	007	2,548	0	2,548		2500				859	0	859				
ENRL- 0485- F 225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107				
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109992 0300 1,038 10000 10000 10000 10000 10000 10000</td><td>NIL- 485- 15 007 7,994 8,377 6,371 2,322 40000 1,024 19,987 19,987 NRL- 485- REG 1,094 L 19,987 <</td><td>NIL- 485- REG 7.994 8.377 6.371 2.322 40000 9.997 9.972 NRL- 485- REG 1.994 0.1 2.322 40000 0<td>Oli Worksheet Admin Dep Admin Dep Admin Dep Admin Dep Admin Dep Code Salary Salary Balary FY13 CurrEst FY14 Budget FY15 Budget FY16 Budget TTD Fringe C58000XX ID = 1009393000 Total FY13 CurrEst FY14 Budget FY15 Budget FY16 Budget</td><td>Oli Worksheet Tadai FY13 Currest Across All Pages F258004X ID = 1009393000 FY13 Currest FY14 Budget FY15 Budget FY16 Budget TD Fringe Encumb Fringe Encumb</td></td></th></td></th>	<td>OIL WORKSTIEEE Code Salary Salary Total FY13 Salary Code Salary Salary Total FY13 Salary NRL- 001- Code Salary Salary Total FY13 Salary NRL- 001- Code Salary Salary Total FY13 Salary FY13 Salary NRL- 485- Code Salary Salary Total FY13 Salary Total FY13 Salary Salary FY13 Salary NRL- 485- Code Salary Salary Total FY13 Salary Total FY13 Salary Salary <th colspan="2" salaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa<="" td=""><td>NIL- 485- 15 Or 7,994 1,038 7,994 1,038 7,041 1,038 F13 1,038 F13 1,038 F13 1,038 F13 1,038 F13 1,038 F13 1,038 F13 1,030 NRL- 001- 25 REG 1,038 0 1,038 0 1,038 0 1000 NRL- 445- 15 007 2,548 0 2,548 2,548 2500 NRL- 445- 15 007 2,548 0 2,548 2,322 40000 NRL- 445- 15 007 2 400 19,987 19987 NRL- 445- 15 REG 0.07 2 400 1,240 1,240 NRL- 445- 15 REG 0.07 2 400 10 1,240</td><td>NIL- 485- 151 OP7 C.944 Salary Salary Salary Salary Salary F13 CurrEst F14 Budget 1-758000 X ID - 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109992 0300 1,038 10000 10000 10000 10000 10000 10000</td> <td>NIL- 485- 15 007 7,994 8,377 6,371 2,322 40000 1,024 19,987 19,987 NRL- 485- REG 1,094 L 19,987 <</td> <td>NIL- 485- REG 7.994 8.377 6.371 2.322 40000 9.997 9.972 NRL- 485- REG 1.994 0.1 2.322 40000 0<td>Oli Worksheet Admin Dep Admin Dep Admin Dep Admin Dep Admin Dep Code Salary Salary Balary FY13 CurrEst FY14 Budget FY15 Budget FY16 Budget TTD Fringe C58000XX ID = 1009393000 Total FY13 CurrEst FY14 Budget FY15 Budget FY16 Budget</td><td>Oli Worksheet Tadai FY13 Currest Across All Pages F258004X ID = 1009393000 FY13 Currest FY14 Budget FY15 Budget FY16 Budget TD Fringe Encumb Fringe Encumb</td></td>		NIL- 485- 15 Or 7,994 1,038 7,994 1,038 7,041 1,038 F13 1,038 F13 1,038 F13 1,038 F13 1,038 F13 1,038 F13 1,038 F13 1,030 NRL- 001- 25 REG 1,038 0 1,038 0 1,038 0 1000 NRL- 445- 15 007 2,548 0 2,548 2,548 2500 NRL- 445- 15 007 2,548 0 2,548 2,322 40000 NRL- 445- 15 007 2 400 19,987 19987 NRL- 445- 15 REG 0.07 2 400 1,240 1,240 NRL- 445- 15 REG 0.07 2 400 10 1,240	NIL- 485- 151 OP7 C.944 Salary Salary Salary Salary Salary F13 CurrEst F14 Budget 1-758000 X ID - 109992 0300 1,038 10000 10000 10000 10000 10000 10000	NIL- 485- 15 007 7,994 8,377 6,371 2,322 40000 1,024 19,987 19,987 NRL- 485- REG 1,094 L 19,987 <	NIL- 485- REG 7.994 8.377 6.371 2.322 40000 9.997 9.972 NRL- 485- REG 1.994 0.1 2.322 40000 0 <td>Oli Worksheet Admin Dep Admin Dep Admin Dep Admin Dep Admin Dep Code Salary Salary Balary FY13 CurrEst FY14 Budget FY15 Budget FY16 Budget TTD Fringe C58000XX ID = 1009393000 Total FY13 CurrEst FY14 Budget FY15 Budget FY16 Budget</td> <td>Oli Worksheet Tadai FY13 Currest Across All Pages F258004X ID = 1009393000 FY13 Currest FY14 Budget FY15 Budget FY16 Budget TD Fringe Encumb Fringe Encumb</td>	Oli Worksheet Admin Dep Admin Dep Admin Dep Admin Dep Admin Dep Code Salary Salary Balary FY13 CurrEst FY14 Budget FY15 Budget FY16 Budget TTD Fringe C58000XX ID = 1009393000 Total FY13 CurrEst FY14 Budget FY15 Budget FY16 Budget	Oli Worksheet Tadai FY13 Currest Across All Pages F258004X ID = 1009393000 FY13 Currest FY14 Budget FY15 Budget FY16 Budget TD Fringe Encumb Fringe Encumb

Step	Action
10.	Click the Save button.



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Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	F¥13 CurrEst	F¥14 Budget	F¥15 Budget	F¥16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	-
JONES, JANE DEPT=7	58000X ID =	100998	03000			1							
COLUM-7580101-GENRL UR001173-01-01-10001 0000000054105-225	- REG	1,038	0	1,038		1000				350	0	350	
COLUM-7580101-GENRL UR001173-01-01-10001 00000000059010-225	REG					310							
COLUM-7580101-GENRL UR001173-01-01-10001 0000000059020-225	- REG					27							
TOTAL		1,038	0	1,038		1,337				350	0	350	-
SMITH, JOHN DEPT=7	580101 ID =	100999	24000										
COLUM-7580101-GENRL UR001173-01-01-10001- 00000000054105-225	- 007	2,548	0	2,548		2500				859	0	859	
COLUM-7580101-GENRL UR001176-01-01-10485- 00000000050010-225	- REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107	
COLUM-7580101-GENRL UR001176-01-01-10485 0000000053300-225	- 007				19,987	19987							
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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.



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Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	F¥13 CurrEst	F¥14 Budget	F¥15 Budget	F¥16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	-
JONES, JANE DEPT=7580	0 0 X 1D =	100998	03000										
COLUM-7580101-GENRL- UR001173-01-01-10001- 00000000054105-225	REG	1,038	0	1,038		1000				350	0	350	
COLUM-7580101-GENRL- UR001173-01-01-10001- 0000000059010-225	REG					310							
COLUM-7580101-GENRL- UR001173-01-01-10001- 00000000059020-225	REG					27							
TOTAL		1,038	0	1,038		1,337				350	0	350	-
SMITH, JOHN DEP T=7580	101 ID :	=100999	24000										
COLUM-7580101-GENRL- UR001173-01-01-10001- 0000000054105-225	007	2,548	0	2,548		2500				859	0	859	
COLUM-7580101-GENRL- UR001176-01-01-10485- 00000000050010-225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107	
COLUM-7580101-GENRL- UR001176-01-01-10485- 00000000053300-225	007				19,987	19987							
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Step	Action
12.	In the next example, you will update the budget for another employee.
	Click in the FY13 CurrEst field.



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Description		Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	F¥13 CurrEst	F¥14 Budget	F¥15 Budget	F¥16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	-
JONES, JANE DEP	T=75800	0 X ID =	100998	03000										
COLUM-7580101-GE UR001173-01-01-10 0000000054105-2	ENRL- 0001- 225	REG	1,038	0	1,038		1000				350	0	350	
COLUM-7580101-GE UR001173-01-01-10 0000000059010-2	ENRL- 0001- 225	REG					310							
COLUM-7580101-GE UR001173-01-01-10 0000000059020-2	ENRL- 0001- 225	REG					27							
TOTAL			1,038	0	1,038		1,337				350	0	350	_
SMITH, JOHN DEP	P T=75801	LO 1 ID =	100999	24000										
COLUM-7580101-GE UR001173-01-01-10 0000000054105-2	ENRL- 0001- 225	007	2,548	0	2,548		2500				859	0	859	
COLUM-7580101-GE UR001176-01-01-10 0000000050010-2	ENRL- D485- 225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107	
COLUM-7580101-GE UR001176-01-01-10 0000000053300-2	ENRL- D485- 225	007				19,987	19987							
COLUM-7580101-GE UR001176-01-01-10 0000000059010-2	ENRL- 0485- 215	007					6,196							
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Step	Action
13.	Enter the desired information into the FY13 CurrEst field. Enter "3000".

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Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	F¥13 CurrEst	F¥14 Budget	F¥15 Budget	F¥16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	ľ
ONES, JANE DEPT=7580	00X ID =	100998	3000						1				
COLUM-7580101-GENRL- UR001173-01-01-10001- 0000000054105-225	REG	1,038	0	1,038		1000				350	0	350	
COLUM-7580101-GENRL- UR001173-01-01-10001- 0000000059010-225	REG					310							
COLUM-7580101-GENRL- UR001173-01-01-10001- 00000000059020-225	REG					27							
TOTAL		1,038	0	1,038		1,337				350	0	350	-
SMITH, JOHN DEP T=7580	101 ID :	=100999	24000										
COLUM-7580101-GENRL- UR001173-01-01-10001- 0000000054105-225	007	2,548	0	2,548		3000				859	0	859	
COLUM-7580101-GENRL- UR001176-01-01-10485- 00000000050010-225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107	
COLUM-7580101-GENRL- UR001176-01-01-10485- 0000000053300-225	007				19,987	19987							
COLUM-7580101-GENRL- UR001176-01-01-10485- 00000000059010-215	007					6,196							
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Step	Action
14.	Click the Save button.

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Buuget Payron		Batch		Proces	s							
Sudget Tool Payroll Wo	ksheet ross All P	ages							Ad	min Dep	artment	: 75801
Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	F¥13 Budget	F¥13 CurrEst	FY14 Budget	F¥15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
IO NES,JANE DEPT=7580	0 0 X 1D =	100998	03000									
COLUM-7580101-GENRL- UR001173-01-01-10001- 00000000054105-225	REG	1,038	0	1,038		1000				350	0	350
COLUM-7580101-GENRL- UR001173-01-01-10001- 0000000059010-225	REG					310						
COLUM-7580101-GENRL- UR001173-01-01-10001- 0000000059020-225	REG					27						
TOTAL		1,038	0	1,038		1,337				350	0	350
SMITH, JOHN DEP T=758	0101 ID	=100999	924000									
COLUM-7580101-GENRL- UR001173-01-01-10001- 00000000054105-225	007	2,548	0	2,548		3000				859	0	859
COLUM-7580101-GENRL- UR001173-01-01-10001-	007					930						
0000000029010-552	007					81						
COLUM-7580101-GENRL- UR001173-01-01-10001- 0000000059020-225				6 971	2.322	4000				6,064	3,043	9,107
COLUM-7580101-GENRL- UR001173-01-01-10001- 0000000059020-225 COLUM-7580101-GENRL- UR001176-01-01-10485- 0000000050010-225	REG	7,994	8,377	0,571	-,							
COLUM-7580101-GENRL- UR001173-01-01-10001- 0000000059020-225 COLUM-7580101-GENRL- JR001176-01-01-10485- 3000000050010-225 COLUM-7580101-GENRL-	REG	7,994	8,377	0,371								

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



https://lintest.cc.c	olumbia.ed	u/ - Fina	ancial Sy	stems Lolu	imbia Uni	versity -	Windows Interne	t Explorer						- 14
nancial Systems >	 Budget 	1001	> Payro	DII > B	udget Io	ol Payroll	Worksheet				Welcom	e JILL TRA	ICY GOLL	PS -
COLUM IN THE CITY	BIA UI Y OF NEW	NIV VORI	ERSIT K	ſΥ							Print	Help	Links	E
Budget	Payroll		Batch		Proces	55								
udget Tool Payr	oll Works earch Acros	sheet is All Pa	ages							Adı	min Dep	artment	: 7580:	LO
escription		Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	F¥13 CurrEst	F¥14 Budget	F¥15 Budget	F¥16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	
) NES,JANE DEP	T = 758000	X ID =	100998	03000	1									
OLUM-7580101-GE R001173-01-01-10 000000054105-2	NRL- 1001- 225	REG	1,038	0	1,038		1000				350	0	350	
OLUM-7580101-GE R001173-01-01-10 000000059010-2	NRL- 1001- 225	REG					310							
OLUM-7580101-GE R001173-01-01-10 000000059020-2	NRL- 1001- 225	REG					27							
OTAL			1,038	0	1,038		1,337				350	0	350	
MITH, JOHN DEP	PT=75801	01 ID =	=100999	24000										
OLUM-7580101-GE R001173-01-01-10 000000054105-2	NRL- 1001- 225	007	2,548	0	2,548		3000				859	0	859	
OLUM-7580101-GE R001173-01-01-10 000000059010-2	NRL- 1001- 225	007					930							
OLUM-7580101-GE R001173-01-01-10 000000059020-2	NRL- 1001- 225	007					81							
OLUM-7580101-GE R001176-01-01-10 000000050010-2	NRL- 1485- 225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107	
OLUM-7580101-GE	NRL-													
er ID: jtg2006 te:										Fina	ancial Syst	E ems - Col	atabase: umbia Un	fi
Add Summary	Save A	Apply	Cancel	Change	View						1	budget/pag	ge025.jsp	(0
1.1				(

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

🖉 https://fintest.cc.columbia.edu/ - Financi	al Systems Columbia University	y - Windows Internet Explorer	
Financial Systems > Budget Tool >	Payroll > Budget Tool Payr	oll Worksheet > Budget Tool Payroll - Add	Welcome JILL TRACY GOLDSTEIN
COLUMBIA UNIVER	SITY		Print Help Links Exit
Budget Payroll B	atch Process		
Add Payroll Record - Select Employ	Employee/Existing Pl Employee Id: New Placeholder Placeholder Name: Department: Full Time/Part Time: Employee Classification: Employee Job:	aceholder	
User ID: jtg2006 Date:			Database: fintest Financial Systems - Columbia University
Back Next			budget/page026.jsp(0018)
🐮 Start 🛛 🌾 Financial System	ns Colum 🥻 🏉 https://fintest.e	cc.colu	0



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 ".

nancial System	ns > Budget Tool	> Payroll > Budget Tool Payroll Worksheet > Budget Tool Payroll - Add	Welcome JILL TRACY GOLDSTEI
	JMBIA UNIV	ERSITY	Print Help Links Exit
Budget	Payroll	Batch Process	
d Payroll R	ecord - Select Emp	loyee	
		Employee / Evisting Diacebolder	
		10099924000 JONES JANE-758000X	
		New Placeholder	
		Placeholder Name:	
		Department: 7580101 - CSM General	
		Full Time/Part Time: NOT APPLICABLE	
		Employee Classification: NO CLASSIFICATION	
		Employee Job: NOT APPLICABLE	
er ID: jtg2006 te:			Database: fint Financial Systems - Columbia Univers budget/page026.jsp(00)
DOOR NOX			

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



https://fintes	t.cc.columbia.edu/ - I	inancial Systems Columbia University - Windows Internet Explorer		_ B
inancial Syster	ns > Budget Tool	> Payroll > Budget Tool Payroll Worksheet > Budget Tool Payroll	- Add	Welcome JILL TRACY GOLDSTEI
	JMBIA UNI CITY OF NEW YO	VERSITY RK		Print Help Links Exit
Budget	Payroll	Batch Process		
dd Payroll R	.ecord - Select E	nployee		
		Employee/Existing Placeholder		
		Employee Id: 10099924000 JONES.JANE-758	000 X Q	
		New Placeholder		
		Placeholder Name:		
		Department: 7580101 - CSM General		
		Full Time/Part Time: NOT APPLICABLE		
		Employee Classification: NO CLASSIFICATION	-	
		INOT APPLICABLE	•	
er ID: jtg200 te:	5			Database: fint Financial Systems - Columbia Univer
Back Nex	t			
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Step	Action
19.	Click the Next button.

//fintest.cc.columbia.edu/ - Financi	ial Systems Columbia University -	Windows Internet Explorer		
Financial Systems > Budget Tool >				
COLUMBIA UNIVER	SITY			Print Help Links Exit
Budget Payroll B	atch Process			
Add Payroll Record - Select Depart	tment			
	Employee/Placeholder Name	JONES, JANE DEPT=758000X ID=10099924000		
	Business Unit:	COLUM - COLUMBIA UNIVERSITY	Q	
	Department:		Q	
	PC Business Unit:	GENRL	Q	
	Project:	PC002079 - CUHC, INC.	Q	
	Activity:	01	Q	
	Initiative:	00000 - UNDEFINED INITIATIVE	Q	
	Segment:	00000000 - UNDEFINED SEGMENT	Q	
	Site:		Q	
	Account:	50120 - ASST PROF	Q	
	Earnings Code			
	Earnings Code:	REG-REGULAR EARNINGS	•	
User ID: jtg2006 Date:				Database: fintest Financial Systems - Columbia University
Back Finish				budget/page119.jsp(0081)
👌 Start 🛛 🏉 Financial System	ns Colum 🥻 //fintest.cc.	colu		



Step	Action
20.	Click in the Department: field.

https://fintest.cc	.columbia.edu/ - Fi	inancial Systems Columbia University	- Windows Internet Explorer		
Financial Systems	> Budget Tool	> Budget > Direct Activity			Welcome JILL TRACY GOLDSTEI
COLUN IN THE CI	ABIA UNIV	/ERSITY RK			Print Help Links Exit
Budget	Payroll	Batch Process			
لم Add Payroll Rec	ord - Select De	partment			
		Employee/Placeholder Name	JONES, JANE DEPT=758000X		
		During a Unit	10-10003324000		
		Department:	COLUM - COLUMBIA UNIVERSITY	Q	
		PC Business Unit:	GENRL	Q	
		Project:	PC002079 - CUHC, INC.	Q	
		Activity:	01	Q	
		Initiative:	00000 - UNDEFINED INITIATIVE	Q	
		Segment:	00000000 - UNDEFINED SEGMENT	Q	
		Site:		Q	
		Account:	50120 - ASST PROF	Q	
		Earnings Code			
		Earnings Code:	REG-REGULAR EARNINGS	×	
ser ID: jtg2006 ate:					Database: finto Financial Systems - Columbia Univers
Back Finish					budget/page119.jsp(008
Start 🥖 🏉	🥖 🔏 Financial :	Systems Colum 🥖 https://fintest.co	c.colu		0

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



https://fintest.cc.columbia.edu/ -	Financial Systems Columbia University - Windows Internet Explorer	
inancial Systems > Budget Tool	> Budget > Direct Activity	Welcome JILL TRACY GOLDST
COLUMBIA UNI IN THE CITY OF NEW YC	VERSITY _{IRK}	Print Help Links Ex
Budget Payroll	Batch Process	
dd Payroll Record - Select D	epartment	
	Employee/Placeholder Name JONES, JANE DEPT=758000X ID=10099924000	
	Business Unit: COLUM - COLUMBIA UNIVERSITY	
	Department: 7580101	Q
	PC Business Unit: CSM GENERAL [7580101]	Q
	Project: PC002079 - CUHC, INC.	
	Activity: 01	Q
	Initiative: 00000 - UNDEFINED INITIATIVE	
	Segment: 00000000 - UNDEFINED SEGMENT	Q
	Site:	Q
	Account: 50120 - ASST PROF	Q
	Earnings Code	
	Earnings Code: REG-REGULAR EARNINGS	×
er ID: jtg2006 ate:		Database: fin Financial Systems - Columbia Unive
Back Finish		budget/page119.jsp(00
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Step	Action
22.	Click the CSM GENERAL [7580101] link.
	CSM GENERAL [7580101]

https://fintest.cc.colur	mbia.edu/ - Financial	l Systems Columbia University -	Windows Internet Explorer		
Financial Systems > E					Welcome JILL TRACY GOLDSTEIN
COLUMBI IN THE CITY O	A UNIVERS	SITY			Print Help Links Exit
Budget Pa	ayroll Ba	tch Process			
Add Payroll Record	- Select Departm	nent			
		Employee/Placeholder Name	JONES, JANE DEPT=758000X ID=10099924000		
			-		
		Business Unit:	COLUM - COLUMBIA UNIVERSITY	Q	
		Department:	7580101 - CSM GENERAL	Q	
		PC Business Unit:	GENRL	Q	
		Project:	PC002079 - CUHC, INC.	Q	
		Activity:	01	Q	
		Initiative:	00000 - UNDEFINED INITIATIVE	Q	
		Segment:	00000000 - UNDEFINED SEGMENT	Q	
		Site:		Q	
		Account:	50120 - ASST PROF	Q	
		Earnings Code			
		Earnings Code:	REG-REGULAR EARNINGS	*	
	L				
User ID: jtg2006 Date:					Database: fintest Financial Systems - Columbia University
Back Finish					budget/page119.jsp(0081)
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Step	Action
23.	Click in the Account: field.
	50120 - ASST PROF

🖇 https://fintest	.cc.columbia.edu/ - F	inancial Systems Columbia University	- Windows Internet Explorer		_ B ×
COLU	MBIA UNIV	VERSITY ^{RK}			Print Help Links Exit
Budget	Payroll	Batch Process			
Add Payroll R	ecord - Select D	epartment			
		Employee/Placeholder Name	<pre>> JONES, JANE DEPT=758000X ID=10099924000</pre>		
		Business Unit:	COLUM - COLUMBIA UNIVERSITY	Q	
		Department:	7580101 - CSM GENERAL	Q	
		PC Business Unit:	GENRL	Q	
		Project:	PC002079 - CUHC, INC.	Q	
		Activity:	01	Q	
		Initiative:	00000 - UNDEFINED INITIATIVE	Q	
		Segment:	00000000 - UNDEFINED SEGMENT	Q	
		Site:		Q	
		Account:	50120 - ASST PROF	Q	
		Earnings Code			
		Earnings Code:	REG-REGULAR EARNINGS	•	
lser ID: jtg2006 ate:					Database: finte Financial Systems - Columbia Universi
Back Finist	ı				budget/page119.jsp(008;
Start 🏀	🥖 🖉 Financial	Systems Colum 6 https://fintest.org	c.colu		

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



https://fintest.cc.col	umbia.edu/ - Financ	ial Systems Columbia University -	Windows Internet Explorer		_ 6 ×
COLUMB IN THE CITY	IA UNIVER	SITY			Print Help Links Exit
Budget I	Payroll E	atch Process			
Add Payroll Record	i – Select Depar	tment			
		Employee/Placeholder Name	JONES, JANE DEPT=758000X ID=10099924000		
		Business Unit:	COLUM - COLUMBIA UNIVERSITY	Q	
		Department:	7580101 - CSM GENERAL	Q	
		PC Business Unit:	GENRL	Q	
		Project:	PC002079 - CUHC, INC.	Q	
		Activity:	01	Q	
		Initiative:	00000 - UNDEFINED INITIATIVE	Q	
		Segment:	00000000 - UNDEFINED SEGMENT	Q	
		Site:		Q	
		Account:	53	Q	
			50530 - TEACHING FELLOW		
		Earnings Code	52530 - VISIT RESEARCH SCIENTIST (PT)		
		Earnings Code:	53000 - OFFICER OF THE LIBRARIES	1	
			53300 - OFFICER OF ADMINISTRATION	-	
			53310 - CHAIR PERSON		
			53330 - MANAGER/DEPT ADMINISTRATOR		
			53340 - SUPERVISOR/COORDINATOR		
			53350 - ADMINISTRATIVE PROFESSIONAL		
			53360 - OFFICER		
lser ID: jtg2006 ate:			53370 - ADDITIONAL COMPENSATION		Database: finte Financial Systems - Columbia Universi
Back Finish			53380 - EXECUTIVE (CONFIDENTIAL)		budget/page11 <u>9.jsp(008</u> ;
			53390 - DEFERRED COMPENSATION		
🖁 Start 🛛 🏉	🥖 🥖 Financial System	ns Colum 🦉 https://fintest.cc.	colu		

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

🖉 https://fintest	.cc.columbia.edu/ -	Financial Systems Columbia Un	iversity - Windows Internet Explorer		_ 8 ×
Financial System	ns > Budget Tool	> Budget > Direct Act	ivity		Welcome JILL TRACY GOLDSTEIN
COLU	JMBIA UNI CITY OF NEW YC	VERSITY Drk			Print Help Links Exit
Budget	Payroll	Batch Proce	55		
Add Payroll R	ecord - Select D	epartment			
		Employee/Placeholde	r Name JONES, JANE DEPT=758000X ID=10099924000		
		Business Unit:	COLUM - COLUMBIA UNIVERSITY	Q	
		Department:	7580101 - CSM GENERAL	Q	
		PC Business Unit:	GENRL	Q	
		Project:	PC002079 - CUHC, INC.	Q	
		Activity:	01	Q	
		Initiative:	00000 - UNDEFINED INITIATIVE	Q	
		Segment:	00000000 - UNDEFINED SEGMENT	Q	
		Site:		Q	
		Account:	53300 - OFFICER OF ADMINISTRATION	Q	
		Earnings Code			
		Earnings Code:	REG-REGULAR EARNINGS	•	
User ID: jtg2006 Date:					Database: fintest Financial Systems - Columbia University
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Step	Action
26.	Click the Finish button.
	Finish

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nancial Systems > E	Budget T	'ool >	Payroll	> Budo	get Tool P	ayroll Workshee	t			۷	/elcome JI	LL TRACY	GOLDST
COLUMBI	A UN F NEW	VIVEF YORK	SITY								Print H	lelp Lii	nks Exi
Budget Pa	yroll		Batch		Process								
udget Tool Payroll	Works h Acros	heet s All Page	:5							Admii	n Depart	ment: 3	7580101
Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	F¥13 CurrEst	F¥14 Budget	F¥15 Budget	F¥16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	
ONES,JANE DEPT=7	58000	X ID = 10	0998030	00									
COLUM-7580101- SENRL-PC002079-10-)1-00000-000000000 53300-290	REG												Delete
COLUM-7580101- SENRL-UR001173-01- 01-10001-00000000 54105-225	REG	1,038	0	1,038		1000				350	0	350	
COLUM-7580101- SENRL-UR001173-01- 01-10001-000000000 59010-225	REG					310							
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000 59020-225	REG					27							
FOTAL		1,038	0	1,038		1,337				350	0	350	
MITH, JOHN DEP T=	758010	1 ID =10	0999240	00									
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000 54105-225	007	2,548	0	2,548		3000				859	0	859	
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000	007					930							
ser ID: jtg2006												Dat.	abase: fin
ate: Add Summary S	ave A	pply Ca	ancel Ch	ange Vie	w					Financ	ial System: budg	s - Colum get/page(bia Univer
Start 🏾 🏉	🏉 Fina	ncial Syste	ms Colum	🖉 htt	ps://finte	st.cc.colu							🕐 🔀

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



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COLUMBI	A UN DF NEW	VIVEF YORK	SITY								Print H	lelp Lii	nks Exit
Budget Pa	yroll		Batch		Process								
Budget Tool Payroll	Works ch Acros	sheet s All Page	ės							Admir	n Depart	ment: 3	′580101 -
Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	F¥13 CurrEst	F¥14 Budget	F¥15 Budget	F¥16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	-
IONES, JANE DEPT - 7 COLUM-7580101- GENRL-PC002079-10- 01-00000-00000000 53300-290	758000 REG	X ID - 10	0998030	00									Delete
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000 54105-225	REG	1,038	0	1,038		1000				350	0	350	
COLUM-7580101- GENRL-UR001173-01- 01-10001-000000000 59010-225	REG					310							
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000 59020-225	REG					27							
TOTAL		1,038	0	1,038		1,337				350	0	350	
SMITH, JOHN DEP T=	758010)1 ID=10	0999240	000									
COLUM-7580101- GENRL-UR001173-01- 01-10001-000000000 54105-225	007	2,548	0	2,548		3000				859	0	859	
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000	007					930							
User ID: jtg2006 Date:										Financi	al System:	Dat. s - Colum	abase: finte
Add Summary S	Save A	pply Ca	ancel Ch	iange Vie	w						budg	get/page0	25.jsp(0017
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Step	Action
28.	Click in the FY13 CurrEst field.

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COLUMBI. IN THE CITY O	A UN F NEW	VIVEF York	RSITY								Print H	lelp Lii	nks Exit
Budget Pa	yroll		Batch		Process								
Budget Tool Payroll Worksheet Admin Department: 75801 Q.I Search Across All Pages												7580101 -	
Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	F¥13 CurrEst	F¥14 Budget	F¥15 Budget	F¥16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	4
IO NES, JANE DEPT=7 COLUM-7580101- GENRL-PC002079-10- 01-00000-00000000 53300-290	58000 REG	X ID = 10	0998030	00									Delete
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000 54105-225	REG	1,038	0	1,038		1000				350	0	350	_
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000 59010-225	REG					310							
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000 59020-225	REG					27							
TOTAL		1,038	0	1,038		1,337				350	0	350	
SMITH, JOHN DEPT=3	758010	1 ID =10	0999240	0.0									
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000 54105-225	007	2,548	0	2,548		3000				859	0	859	
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000	007					930							
User ID: jtg2006 Date:										Financi	al System:	Dat. s - Colum	abase: fintest bia University
Add Summary S	ave A	pply C	ancel Ch	ange Vie	w						budg	jet/page()25.jsp(0017)
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Step	Action
29.	Enter the desired information into the FY13 CurrEst field. Enter "5000".

			Admir	n Departr	nent: 7	'5801¢
			Admir	n Departr	nent: 7	58010
						00010
F¥14 Budget	F¥15 Budget	F¥16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	
						Delete
			350	0	350	
r			350	0	350	
			859	0	859	
			PT14 buuyet PT15 buuyet PT16 buuyet PT16 buuyet PT16 buuyet <t< td=""><td>PT13 budget PT13 budget PT13 budget Pringe PT13 budget PT13 budget PT13 budget PT13 budget PT13 budget PT13 budget PT13 budget PT13</td><td>PT15 budget PT15 budget PT16 budget PT16 budget PT16 budget PT16 budget PT17 pt17 pt17 pt17 pt17 pt17 pt17 pt17 pt</td><td>Pring Pring Pring Pring Pring Pring Pring Image: State State</td></t<>	PT13 budget PT13 budget PT13 budget Pringe PT13 budget PT13 budget PT13 budget PT13 budget PT13 budget PT13 budget PT13 budget PT13	PT15 budget PT15 budget PT16 budget PT16 budget PT16 budget PT16 budget PT17 pt17 pt17 pt17 pt17 pt17 pt17 pt17 pt	Pring Pring Pring Pring Pring Pring Pring Image: State

Step	Action
30.	Click the Save button.



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COLUMBIA IN THE CITY OF	<mark>a Un</mark> f new	JIVEF York	SITY								Print H	elp Lii	nks Exit
Budget Pay	roll		Batch		Process								
Budget Tool Payroll	Works n Acros	heet s All Page	:5							Admii	n Depart	ment: 5	7580101 🔺
Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	F¥13 Budget	F¥13 CurrEst	F¥14 Budget	F¥15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	4
JONES, JANE DEPT=7	58000	X ID = 10	0998030	00									
COLUM-7580101- GENRL-PC002079-10- 01-00000-000000000 53200-290	REG					5000							Delete
COLUM-7580101- GENRL-PC002079-10- 01-00000-00000000 59010-290	REG					1,550							
COLUM-7580101- GENRL-PC002079-10- 01-00000-00000000 59020-290	REG					135							
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000 54105-225	REG	1,038	0	1,038		1000				350	0	350	
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000 59010-225	REG					310							
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000 59020-225	REG					27							
TOTAL		1,038	0	1,038		8,022				350	0	350	1.
4													
User ID: jtg2006 Date:										Financ	ial System:	Dat. s - Colum	abase: fintest bia University
Add Summary S	ave A	pply Ca	ancel Ch	ange Vie	w						budg	net/page0)25.jsp(0017)
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Step	Action
31.	To delete a row, click the Delete button.

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inancial Systems > E	Budget T	'ool >	Payroll	> Bud	get Tool P	ayroll Workshee	t			N	/elcome JI	LL TRAC	GOLDSTEI
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udget Tool Payroll	Works h Acros	heet s All Page	es							Admir	n Depart	ment: :	7580101
Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	F¥13 CurrEst	F¥14 Budget	F¥15 Budget	F¥16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	4
O NES,JANE DEPT=7	58000	X ID = 10	0998030	00									
COLUM-7580101- SENRL-PC002079-10-)1-00000-00000000 53300-290	REG					5000							Delete
COLUM-7580101- SENRL-PC002079-10- 11-00000-000000000 59010-290	REG					1,550							
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FOTAL		1,038	0	1,038		8,022				350	0	350	
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Step	Action
32.	To view summary information, click the Summary button.

Budget Payroll		Batch		Proces	55								
Idget Tool Payroll Wor	ross All P	- Sumr ages	mary						Adı	min Dep	artment	: 75801	101
escription	Earn Code	YTD Salary	Encumb Salary	Total Salary	F¥13 Budget	FY13 CurrEst	F¥14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	
UMMARY	1		1	1			-					1	
OLUM-7580101-GENRL- C002079-10-01-00000- D00000053300-290	REG					5000							
OLUM-7580101-GENRL- C002079-10-01-00000- D00000059010-290	REG					1,550							
OLUM-7580101-GENRL- C002079-10-01-00000- D00000059020-290	REG					135							
OLUM-7580101-GENRL- C002079-10-01-00000- D000000-						6,685							
OLUM-7580101-GENRL- R001173-01-01-10001- D00000054105-225	007	2,548	0	2,548		3000				859	0	859	
OLUM-7580101-GENRL- R001173-01-01-10001- D00000054105-225	REG	1,038	0	1,038		1000				350	0	350	
OLUM-7580101-GENRL- R001173-01-01-10001- J000000059010-225	007					930							
OLUM-7580101-GENRL- R001173-01-01-10001- D00000059010-225	REG					310							
OLUM-7580101-GENRL-		1	1		1			Ì	Ì			1	
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Step	Action
33.	Users can enter summary level payroll budgets.
	The last page of the worksheet shows grand totals by ChartString.



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Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	F¥13 CurrEst	F¥14 Budget	F¥15 Budget	F¥16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	-
SUMMARY													
COLUM-7580101-GENRL- PC002079-10-01-00000- 00000000053300-290	REG					5000							
COLUM-7580101-GENRL- PC002079-10-01-00000- 0000000059010-290	REG					1,550							
COLUM-7580101-GENRL- PC002079-10-01-00000- 0000000059020-290	REG					135							
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COLUM-7580101-GENRL- UR001173-01-01-10001- 0000000054105-225	007	2,548	0	2,548		3000				859	0	859	
COLUM-7580101-GENRL- UR001173-01-01-10001- 0000000054105-225	REG	1,038	0	1,038		1000				350	0	350	
COLUM-7580101-GENRL- UR001173-01-01-10001- 0000000059010-225	007					930							
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Step	Action
34.	To view detail information, click the Detail button.

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Description	Earn	YTD	Encumb	Total	FY13	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD	Encumb	Total	
IONES.IANE DEPT=3	[Lode 758000	Salary	5alary	nn	Buaget					Fringe	Fringe	Fringe	
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COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000 59010-225	REG					310							
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000 59020-225	REG					27							
TOTAL		1,038	0	1,038		8,022				350	0	350	
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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.

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Budget Payroll		Batch		Proces	s								
udget Tool Payroll Works	sheet s All Pa	ges							Adr	nin Dep	artment:	75801	10
escription	Earn Code	YTD Salary	Encumb Salary	Total Salary	F¥13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	F¥16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	ļ
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OTAL ALL EMPLOYEES XCLUDING FOREIGN CHART TRINGS						5,000							
OLUM-7580101-GENRL-PC0	002079	-10-01-0	0000-00	0000000	5901	0-290							
0 N E S, JA N E > E P T = 7 58000 X D = 10099924000	REG					1,550							
OTAL ALL EMPLOYEES XCLUDING FOREIGN CHART						1,550							
OLUM-7580101-GENRL-PC0	002079	-10-01-0	0000-00	000000	5902	0-290							
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OTAL ALL EMPLOYEES XCLUDING FOREIGN CHART						135							
0111M-7580101-GENRI-URI	001173	-01-01-	0001-00	100000	5410	5-225							
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5=10099924000													
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Step	Action
36.	To revert to the previous view, click the Change View button again. Change View



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Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	F¥13 CurrEst	F¥14 Budget	F¥15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe	-
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COLUM-7580101- GENRL-UR001173-01 01-10001-00000000- 54105-225	REG	1,038	0	1,038		1000				350	0	350	
COLUM-7580101- GENRL-UR001173-01 01-10001-00000000- 59010-225	REG					310							
COLUM-7580101- GENRL-UR001173-01 01-10001-00000000- 59020-225	REG					27							
TOTAL		1,038	0	1,038		8,022				350	0	350	1
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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.



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COLUM-7580101- GENRL-UR001176-01 01-10485-00000000- 59020-215	007					540						
COLUM-7580101- GENRL-UR001176-01 01-10485-00000000- 59020-215	REG					108						
TOTAL		16,943	71,976	88,919	22,309	36,082			5,710	24,256	29,966	
TOTAL ALL EMPLOY	EES EXC	LUDING F	OREIGN	CHART S	TRINGS							
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COLUM-7580101- GENRL-PC002079-10 01-00000-00000000- 59020-290	-					135						
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Step	Action
38.	The Total amounts display in bold.

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iancial Systems ->	Budget "	Tool >	Payroll	> Budg	get Tool Pay	roll Worksheet				W	elcome JI	LL TRACY	GOLDST
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COLUM-7580101- SENRL-UR001176-01- 11-10485-00000000- 9020-215	007					540							
COLUM-7580101- GENRL-UR001176-01- 01-10485-00000000 59020-215	REG					108							
TOTAL		16,943	71,976	88,919	22,309	36,082				5,710	24,256	29,966	
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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.

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2. CURRENT DIRECT ACTIVITY COLUM-7580101-GENRL-PC002079-10-01-00000-	COLUM-7580101 00000000590	L-GENRL-UR001176-0 20-215	1-01-10485-						648							
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Step	Action
40.	Click and drag the scroll bar down to review the Change To Estimate.



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COLUM-7580101-GENRL-PC00207 0000000059010-290	9-10-01-00000-		1,550		
COLUM-7580101-GENRL-PC00207 0000000059020-290	9-10-01-00000-		135		
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COLUM-7580101-GENRL-UR00117 0000000059020-225	3-01-01-10001-		108		
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Step	Action
41.	The Change To Estimate section displays.

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nancial Systems > Budget Tool > Payri	oll > Budget Tool Payroll Worksh	eet	Welcom	JILL TRACY GOLDSTE
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Step	Action
42.	Click the Confirm button.

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	DA	COLUM-7580101-GENRL 10485-00000000-	-UR001176-01-01-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.21 11:23	OPEN	RELEASE	000090P1	2013Q1
	DA	COLUM-7580101-GENRL 10001-00000000-	-UR001173-01-01-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.21 11:23	OPEN	RELEASE	000090P2	2013Q1
	DA	COLUM-7580101-GENRL 00000-00000000-	-PC002079-10-01-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.21 11:23	OPEN	RELEASE	000090P3	2013Q1
	DA	COLUM-7538509-SPONS 70003-TWK16-	S-PG001849-25-01-	DIRECT ACTIVITY	BURKE, JOHN (JB1223)	2012.09.21 08:09	APPROVED FINAL	TRANSMIT	00008Y27	2013Q1
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Step	Action
43.	When pressing Apply, the Direct Activity transaction generated in the Worklist will have a status of Open.



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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.

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2.	Click the Download Direct Activity link.
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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.

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6.	Click in the Project: field.

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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.

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5	480,000				000D68Y	UR001410	DDS PRECLINIC	CAL	61500	LAB SUPPLIES-GENERAL
6	4,994				000DCDT	UR001410	DDS PRECLINIC	CAL	61500	LAB SUPPLIES-GENERAL
7	6,624				0005R59	UR001410	DDS PRECLINIC	CAL	61525	LAB SUP-ELETR COMPONENTS
8	11,986				000BJGH	UR001410	DDS PRECLINIC	CAL	61525	LAB SUP-ELETR COMPONENTS
9					000PWH9	UR001410	DDS PRECLINIC	CAL	61555	LAB CHEM- MEDIA/SERA
10	10,000				000F9Z9	UR001410	DDS PRECLINIC	CAL	61600	MEDICAL SUPPLIES-GENERAL
11	8,989				0002272	UR001410	DDS PRECLINIC	CAL	61600	MEDICAL SUPPLIES-GENERAL
12	13,483				000F0VN	UR001410	DDS PRECLINIC	DDS PRECLINICAL		MINOR EQUIPMENT-GENERAL
13					00090W8	UR001410	DDS PRECLINIC	CAL	62025	REPRODUCTION COSTS
14	801				0008YHQ	UR001410	DDS PRECLINIC	AL	63450	FREIGHT & PARCEL SHIPPING
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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.



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7	6,6	24					0005R59	UR001	410	DDS PRECL	INICAL	61525	LAB S	UP-ELETR COMPO	DNENTS
8	11,9	86					000BJGH	UR001	.410	DDS PRECL	INICAL	61525	LAB S	UP-ELETR COMPO	NENTS
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13							0009CW8	UR001	UR001410 DDS PRECLINICAL		INICAL	62025	REPR	ODUCTION COST:	5
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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.



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з					0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
4	2,208				0005ZN0	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL SUPPLY-GENERAL
5	480,000				000D68Y	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
6	4,994				000DCDT	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
7	6,624				0005R59	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
8	11,986				DOOBJGH	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
9					000PWH9	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA
10	10,000				000F9Z9	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
11	8,989				0002272	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
12	13,483				000F0VN	UR001410	DDS PRECLINICAL	61910	MINOR EQUIPMENT-GENERAL
13					00090W8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS
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Step	Action
14.	Click in the FY13 CurrEst field.



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4	2,208				0005ZN0	UR001410	DDS PRECLINICAL	6145	0 IN:	STRUCTIONAL SUPPLY-GENERAL		
5	480,000				000D68Y	UR001410	DDS PRECLINICAL	6150	10 LAI	B SUPPLIES-GENERAL		
6	4,994				000DCDT	UR001410	DDS PRECLINICAL	6150		B SUPPLIES-GENERAL		
7	6,624				0005R59	UR001410	DDS PRECLINICAL	6152	5 LAI	B SUP-ELETR COMPONENTS		
8	11,986				000BJGH	UR001410	DDS PRECLINICAL	6152	5 LAI	B SUP-ELETR COMPONENTS		
9					000PWH9	UR001410	DDS PRECLINICAL	6155	5 LAI	B CHEM- MEDIA/SERA		
10	10,000				000F9Z9	UR001410	DDS PRECLINICAL	6160	0 M	EDICAL SUPPLIES-GENERAL		
11	8,989				0002272	UR001410	DDS PRECLINICAL	6160	10 M	EDICAL SUPPLIES-GENERAL		
12	13,483				000F0VN	UR001410 DDS PRECLINICAL		6191	.0 MI	NOR EQUIPMENT-GENERAL		
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Step	Action
15.	Enter the desired information into the FY13 CurrEst field. Enter "500".

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2					0003169	UR001410	DDS PRECLINICAL	405	00 5	CHOOL FEES
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5	480,000				000D68Y	UR001410	DDS PRECLINICAL	615	00 L	AB SUPPLIES-GENERAL
6	4,994				000DCDT	UR001410	DDS PRECLINICAL	615	00 L	AB SUPPLIES-GENERAL
7	6,624				0005R59	UR001410	DDS PRECLINICAL	615	25 L	AB SUP-ELETR COMPONENTS
8	11,986				000BJGH	UR001410	DDS PRECLINICAL	615:	25 L	AB SUP-ELETR COMPONENTS
9					000PWH9	UR001410	DDS PRECLINICAL	615	55 L	AB CHEM- MEDIA/SERA
10	10,000				000F9Z9	UR001410	DDS PRECLINICAL	616	M 00	MEDICAL SUPPLIES-GENERAL
11	8,989				0002272	UR001410	DDS PRECLINICAL	616	n 00	MEDICAL SUPPLIES-GENERAL
12	13,483				000F0VN	UR001410	DDS PRECLINICAL	619:	10 M	MINOR EQUIPMENT-GENERAL
13					00090W8	UR001410	DDS PRECLINICAL	620:	25 F	REPRODUCTION COSTS
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Step	Action
16.	Right-click in the Row 4 cell.

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Step	Action
17.	Click the Insert menu.
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7	4,994				000DCDT	UR001410	DDS PRECLI	NICAL	61500	LAB SUPPLIES-GENERAL
8	6,624				0005R59	UR001410	DDS PRECLI	NICAL	61525	LAB SUP-ELETR COMPONENTS
9	11,986				000BJGH	UR001410	DDS PRECLI	NICAL	61525	LAB SUP-ELETR COMPONENTS
10					000PWH9	UR001410	DDS PRECUI	NICAL	61555	LAB CHEM- MEDIA/SERA
11	10,000				000F9Z9	UR001410	DDS PRECLI	NICAL	61600	MEDICAL SUPPLIES-GENERAL
12	8,989				0002272	UR001410	DDS PRECLI	NICAL	61600	MEDICAL SUPPLIES-GENERAL
13	13,483				000F0VN	UR001410	DDS PRECLI	NICAL	61910	MINOR EQUIPMENT-GENERAL
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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.

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2					0003169	UR001410	DDS PRECLINICAL	4050	o sci	HOOL FEES
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6	480,000				000D68Y	UR001410	DDS PRECLINICAL	6150	D LAR	B SUPPLIES-GENERAL
7	4,994				000DCDT	UR001410	DDS PRECLINICAL	6150		B SUPPLIES-GENERAL
8	6,624				0005R59	UR001410	DDS PRECLINICAL	6152	5 LA	B SUP-ELETR COMPONENTS
9	11,986				000BJGH	UR001410	DDS PRECLINICAL	6152	5 LAI	B SUP-ELETR COMPONENTS
10					000PWH9	UR001410	DDS PRECLINICAL	6155	5 LAR	B CHEM- MEDIA/SERA
11	10,000				000F9Z9	UR001410	DDS PRECLINICAL	6160	D ME	EDICAL SUPPLIES-GENERAL
12	8,989				0002272	UR001410	DDS PRECLINICAL	6160	D ME	DICAL SUPPLIES-GENERAL
13	13,483				000F0VN	UR001410	DDS PRECLINICAL	6191	D MI	NOR EQUIPMENT-GENERAL
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19.	Enter the desired information into the FY13 CurrEst field. Enter "1000".

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1	CurrEst	Budget	Budget	Budget	Chart Id	Project	Proj Desc	Account	Acct Desc
2					0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES
3	1000				0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
4	1000								
5	500				0005ZN0	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL SUPPLY-GENERAL
6	480,000				000D68Y	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
7	4,994				000DCDT	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
8	6,624				0005R59	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
9	11,986				000BJGH	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
10					000PWH9	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA
11	10,000				000F9Z9	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
12	8,989				0002272	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
13	13,483				000F0VN	UR001410	DDS PRECLINICAL	61910	MINOR EQUIPMENT-GENERAL
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Step	Action
20.	Click in the Project field.

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7	4,994				000DCDT	UR001410	DDS PRECLI	NICAL	61500	LAB SUPPLIES-GENERAL
8	6,624				0005R59	UR001410	DDS PRECLI	NICAL	61525	LAB SUP-ELETR COMPONENTS
9	11,986				000BJGH	UR001410	DDS PRECLI	NICAL	61525	LAB SUP-ELETR COMPONENTS
10					000PWH9	UR001410	DDS PRECLI	NICAL	61555	LAB CHEM- MEDIA/SERA
11	10,000				000F9Z9	UR001410	DDS PRECLI	NICAL	61600	MEDICAL SUPPLIES-GENERAL
12	8,989				0002272	UR001410	DDS PRECLI	NICAL	61600	MEDICAL SUPPLIES-GENERAL
13	13,483				000F0VN	UR001410	DDS PRECLI	NICAL	61910	MINOR EQUIPMENT-GENERAL
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Step	Action
21.	Enter the desired information into the field. Enter "UR".

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7	4,994				000DCDT	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
8	6,624				0005R59	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
9	11,986				000BJGH	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
10					000PWH9	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA
11	10,000				000F9Z9	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
12	8,989				0002272	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
13	13,483				000F0VN	UR001410	DDS PRECLINICAL	61910	MINOR EQUIPMENT-GENERAL
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Step	Action
22.	Click in the Account field.

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7	4,994				000DCDT	UR001410	DDS PRECLINICAL		61500	LAB SUPPLIES-GENERAL
8	6,624				0005R59	UR001410	DDS PRECLINICAL		61525	LAB SUP-ELETR COMPONENTS
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Step	Action
23.	Enter the desired information into the field. Enter "64005".

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6	480,000				000D68Y	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
7	4,994				000DCDT	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
8	6,624				0005R59	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
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Step	Action
24.	Press [Right].

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

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Step	Action
27.	Press [Right].

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

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

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Step	Action
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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.

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6	480,000				000D68Y	UR001410	DDS PRECLÍNIC	CAL	61500	LAB SUPPLIES-GENERAL
7	4,994				000DCDT	UR001410	DDS PRECLINIC	CAL	61500	LAB SUPPLIES-GENERAL
8	6,624				0005R59	UR001410	DDS PRECLINIC	CAL	61525	LAB SUP-ELETR COMPONENTS
9	11,986				000BJGH	UR001410	DDS PRECLINIC	CAL	61525	LAB SUP-ELETR COMPONENTS
10					000PWH9	UR001410	DDS PRECLINIC	AL	61555	LAB CHEM- MEDIA/SERA
11	10,000				000F9Z9	UR001410	DDS PRECLINIC	CAL	61600	MEDICAL SUPPLIES-GENERAL
12	8,989				0002272	UR001410	DDS PRECLINIC	CAL	61600	MEDICAL SUPPLIES-GENERAL
13	13,483				000F0VN	UR001410	DDS PRECLINIC	CAL	61910	MINOR EQUIPMENT-GENERAL
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Step	Action
47.	Click the Minimize button.

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Step	Action
48.	Point to the Batch link.



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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



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Step	Action
50.	Click the Direct Activity option.

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Step	Action
51.	Click the Browse button.

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



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er ID: jtg2006 ite:		Database: Production Financial Systems - Columbia University
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Step	Action
53.	Click the Upload button.

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Q							
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Step	Action
54.	Click the Next button.
	Next

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Financial Systems							
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Budget	Payroll	Batch	Process				
Batch List							
Batch Type	Batch ID	Creator		Dept ID	File Name	Last Update	Status
D DA	00005H5N	GOLDSTEIN, (JTG2006)	JILL TRACY	141810X	BudgetDownload.xls	2012.10.15 10:56	Validated
User ID; 15q2006							Dstabase: Production
Budget Changes	Error Report	Process Vali	date Delete			Financial Syste	ams - Columbia University udget/page004.jsp(0046)
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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.



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🔲 🛛 Batch Type	Batch ID	Creator		Dept ID	File Name	Last Update	Status	
DA DA	00005H5N	GOLDSTEIN, JILI (JTG2006)	L TRACY	141810X	BudgetDownload.xls	2012.10.15 10:56	Validated	
User ID1 1tg2006							Database: Pro	duction
Budget Change	s Error Report	Process Validate	e Delete			t	udget/page004.jsp	(0046)
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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



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Batch Budget Changes							
Chart String (Target + Offset)	Row	Current Estimate	Budget 1	Budget 2	Budget 3		
COLUM-7901101-GENRL-UR001410-01-01-50015-0000000064005-200 COLUM-7901101-GENRL-UR001410-01-01-50187-0000000061450-200	4	1,000					
Count: 2 Page 1/1						·	
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Step	Action
57.	Click the Back button.

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DA DA	00005H5N	GOLDSTEIN, J (JTG2006)	ILL TRACY	141810X	BudgetDownload.xls	2012.10.15 10:56	Validated
User 10; jtg2006							Database: Production
Date:	es Errer Deport	Decours Valid	Delete			Financial Syst	ems - Columbia University
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Step	Action
58.	Click the Process button. Process

bo		Tool > Process >	Worklist				Welcor	me JILL TRACY	GOLDSTE
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Budge	et Payroll	Batch	Process						
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urrent	Quarter: 2013Q1	cc All Pages							
-si Titvr	Chart String	ss Hill Pages	Description	Modifier	Last lindate	Status	Next Action	Trans Id	Posted
DA	COLUM-7901101-G	ENRL-UR001410-01-01-	DIRECT	GOLDSTEIN, JILL	2012.10.15	OPEN	RELEASE	00005H5P	2013Q1
DA	COLUM-7901101-G 50187-00000000-	ENRL-UR001410-01-01-	DIRECT	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.15	OPEN	RELEASE	00005H5Q	2013Q1
DA	COLUM-5560114-S 60001-00000000-	PONS-PG003586-25-01-	SPLIT PARTIALLY POSTED	WERFFELI, GABRIELE (GW199)	2012.10.15 10:49	APPROVED FINAL	TRANSMIT	00005H3Q	2013Q1
DA	COLUM-5410103-G 60300-ES3105-	ENRL-UR001827-01-01-	DIRECT	SANTOS, ROSA M (RMS2179)	2012.10.15	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005H5H	2013Q1
DA	AGENC-5502117-G 40014-00000000-	ENRL-AG001135-01-01-	DIRECT	WERFFELI, GABRIELE (GW199)	2012.10.15 10:46	APPROVED FINAL	TRANSMIT	00005H5G	2013Q1
DA	COLUM-5410103-G 60300-AMR76-	ENRL-UR001827-01-01-	DIRECT	SANTOS, ROSA M (RMS2179)	2012.10.15	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005GT9	2013Q1
DA	COLUM-5560120-S 60001-00000000-	PONS-PG004502-25-01-	DIRECT	WERFFELI, GABRIELE (GW199)	2012.10.15 10:44	APPROVED FINAL	TRANSMIT	00005H3P	2013Q1
DA	COLUM-7521302-G 10329-70000000-	ENRL-UR003043-01-01-	DIRECT	TROFIN, MIRELA N. (MNT1)	2012.10.15 10:43	RELEASED	APPROVE	00005H59	2013Q1
DA	COLUM-5410103-G	ENRL-UR001827-01-01-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:41	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005GQW	2013Q1
TX	COLUM-5410103-G 00000-00000000 COLUM-5401101-G 00000-00000000	ENRL-UR001827-01-01- 75300-805 ENRL-UR001815-01-01- 70300-605	ADMIN FEE	SANTOS, ROSA M (RMS2179)	2012.10.15 10:41	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005H5C	2013Q1
DA	COLUM-5410204-S	PONS-PG004325-25-01-	DIRECT	VITERBO, LUCIA A	2012.10.15	APPROVED FINAL	TRANSMIT	00005H2B	2013Q1

Step	Action
59.	Click the transaction .



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inancia	al Systems	> Budget Tool	> Process >	Worklist				Welcor	me JILL TRACI	GOLDST
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🗹 DA	COLUM 50015-	-7901101-GENRL-U	R001410-01-01-	DIRECT	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.15 10:57	OPEN	RELEASE	00005H5P	2013Q1
🗆 DA	COLUM 50187-	-7901101-GENRL-U	R001410-01-01-	DIRECT	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.15 10:57	OPEN	RELEASE	00005H5Q	2013Q1
D DA	COLUM 60001-	-5560114-SPONS-P 00000000-	G003586-25-01-	SPLIT PARTIALLY POSTED	WERFFELI, GABRIELE (GW199)	2012.10.15 10:49	APPROVED FINAL	TRANSMIT	00005H3Q	2013Q1
DA	COLUM 60300-	-5410103-GENRL-U ES3105-	R001827-01-01-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:49	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005H5H	2013Q1
D DA	AGENC 40014-	-5502117-GENRL-A	G001135-01-01-	DIRECT ACTIVITY	WERFFELI, GABRIELE (GW199)	2012.10.15 10:46	APPROVED FINAL	TRANSMIT	00005H5G	2013Q1
🗆 DA	COLUM 60300-	-5410103-GENRL-U AMR76-	R001827-01-01-	DIRECT	SANTOS, ROSA M (RMS2179)	2012.10.15 10:45	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005GT9	2013Q1
D DA	COLUM 60001-	I-5560120-SPONS-P 00000000-	G004502-25-01-	DIRECT ACTIVITY	WERFFELI, GABRIELE (GW199)	2012.10.15 10:44	APPROVED FINAL	TRANSMIT	00005H3P	2013Q1
D DA	COLUM 10329-	-7521302-GENRL-U 70000000-	R003043-01-01-	DIRECT ACTIVITY	TROFIN, MIRELA N. (MNT1)	2012.10.15 10:43	RELEASED	APPROVE	00005H59	2013Q1
D DA	COLUM	-5410103-GENRL-U	R001827-01-01-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:41	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005GQW	2013Q1
п тх	COLUM 00000- COLUM 00000-	-5410103-GENRL-U 00000000075300-4 I-5401101-GENRL-U 00000000070300-1	R001827-01-01- 805 R001815-01-01- 605	ADMIN FEE	SANTOS, ROSA M (RMS2179)	2012.10.15 10:41	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005H5C	2013Q1
🗆 DA	COLUM	-5410204-SPONS-P	G004325-25-01-	DIRECT	VITERBO, LUCIA A	2012.10.15	APPROVED FINAL	TRANSMIT	00005H2B	201301

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.
	View



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	DA	COLUM-7901101-GENRL-UR0014	10-01-01-	DIRECT	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.15	OPEN	RELEASE	00005H5P	2013Q1
	DA	COLUM-7901101-GENRL-UR0014 50187-00000000-	10-01-01-	DIRECT	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.15 10:57	OPEN	RELEASE	00005H5Q	2013Q1
	DA	COLUM-5560114-SPONS-PG003 60001-00000000-	586-25-01-	SPLIT PARTIALLY POSTED	WERFFELI, GABRIELE (GW199)	2012.10.15 10:49	APPROVED FINAL	TRANSMIT	00005H3Q	2013Q1
	DA	COLUM-5410103-GENRL-UR0018 60300-ES3105-	27-01-01-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:49	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005H5H	2013Q1
	DA	AGENC-5502117-GENRL-AG0011 40014-00000000-	135-01-01-	DIRECT ACTIVITY	WERFFELI, GABRIELE (GW199)	2012.10.15 10:46	APPROVED FINAL	TRANSMIT	00005H5G	2013Q1
	DA	COLUM-5410103-GENRL-UR0018 60300-AMR76-	27-01-01-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:45	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005GT9	2013Q1
	DA	COLUM-5560120-SPONS-PG004 60001-00000000-	502-25-01-	DIRECT ACTIVITY	WERFFELI, GABRIELE (GW199)	2012.10.15 10:44	APPROVED FINAL	TRANSMIT	00005H3P	2013Q1
	DA	COLUM-7521302-GENRL-UR0030 10329-70000000-	43-01-01-	DIRECT ACTIVITY	TROFIN, MIRELA N. (MNT1)	2012.10.15 10:43	RELEASED	APPROVE	00005H59	2013Q1
	DA	COLUM-5410103-GENRL-UR0018 00000-00000000-	27-01-01-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:41	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005GQW	2013Q1
	тх	COLUM-5410103-GENRL-UR0018 00000-00000000-75300-805 COLUM-5401101-GENRL-UR0018 00000-00000000-70300-605	27-01-01-	ADMIN FEE	SANTOS, ROSA M (RMS2179)	2012.10.15 10:41	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005H5C	2013Q1
	DA	COLUM-5410204-SPONS-PG004:	325-25-01-	DIRECT	VITERBO, LUCIA A	2012.10.15	APPROVED FINAL	TRANSMIT	00005H2B	2013Q1 🖵
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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.

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dget Ti rent Qui	ool Worklist arter: 201301							
I	Search Across All Pages							
Туре	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
тх	COLUM-6002401-GENRL-UR005633-01-01- 00000-0000000075400-840 COLUM-6001101-GENRL-UR007048-01-01- 00000-0000000070400-640	ТАР	LYNE, PAIGE (PG2117)	2012.10.17 16:26	APPROVED FINAL	TRANSMIT	00005HY2	2013Q1
тх	COLUM-6002401-GENRL-UR005633-01-01- 00000-0000000075400-840 COLUM-6002401-GENRL-UR007048-01-01- 00000-6000001070400-640	ТАР	LYNE, PAIGE (PG2117)	2012.10.17 16:25	APPROVED FINAL	TRANSMIT	00005HY0	2013Q1
DA	COLUM-7574302-SPONS-GG006413-20-14- 70003-AC2248-	DIRECT ACTIVITY	HAUGH, XIAOMING (XH2126)	2012.10.17 16:25	APPROVED FINAL	TRANSMIT	00005HYV	2013Q1
тх	COLUM-7574302-SPONS-GG006413-20-14- 70003-AC2248 -69810-370 COLUM-7501101-GENRL-UR005349-01-01- 70302-00000000 -41100-050	ICR PHASE 1	HAUGH, XIAOMING (XH2126)	2012.10.17 16:25	APPROVED FINAL	TRANSMIT	00005HYW	2013Q1
DA	COLUM-4046102-GENRL-UR003343-01-01- 25000-400000671042	DIRECT ACTIVITY	COPE, TERRANCE W. (TWC6)	2012.10.17 16:24	OPEN	RELEASE	00005HYR	2013Q1
DA	COLUM-5610102-GENRL-UR004822-01-01- 00000-56000032-	DIRECT ACTIVITY	BHATTACHARYA, DIYA (DB39)	2012.10.17 15:53	OPEN	RELEASE	00005FFT	2013Q1
DA	COLUM-4106102-GENRL-UR003743-01-01- 60722-SV185-	DIRECT	ROSENBLATT, AUDREY R. (AUDREY0)	2012.10.17 15:15	APPROVED FINAL	TRANSMIT	00005HB9	2013Q1
PLB	COLUM-6010402-GENRL-UR005706-01-21- 42105-MT2204-	PROJECT LIFE	AGUILAR, NINA (NMA2134)	2012.10.17 15:15	APPROVED FINAL	TRANSMIT	00005HYH	2013Q
DA	COLUM-4022102-GENRL-GT001435-30-01-	DIRECT	ROSENBLATT,	2012.10.17	APPROVED FINAL	TRANSMIT	00005HJP	2013Q1

Step	Action
1.	Point to the Batch link.



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	Payroll	Batch	Process						
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ξI	Search Across All P	Download Payr	roll						
Туре	Chart String	Upload Batch		ifier	Last Update	Status	Next Action	Trans Id	Posted
TX	COLUM-6002401-GENRL-U 00000-0000000075400- COLUM-6001101-GENRL-U 00000-0000000070400-	List Batches 040 R007048-01-01- 640		, PAIGE (PGZ117)	2012.10.17 16:26	APPROVED FINAL	TRANSMIT	00005HY2	2013Q1
ΤX	COLUM-6002401-GENRL-U 00000-0000000075400- COLUM-6002401-GENRL-U 00000-6000001070400-	R005633-01-01- 840 R007048-01-01- 640	ТАР	LYNE, PAIGE (PG2117)	2012.10.17 16:25	APPROVED FINAL	TRANSMIT	00005HY0	2013Q1
DA	COLUM-7574302-SPONS-0 70003-AC2248-	G006413-20-14-	DIRECT ACTIVITY	HAUGH, XIAOMING (XH2126)	2012.10.17 16:25	APPROVED FINAL	TRANSMIT	00005HYV	2013Q1
тх	COLUM-7574302-SPONS-C 70003-AC224869810-37 COLUM-7501101-GENRL-U 70302-0000000041100-	G006413-20-14- '0 R005349-01-01- 050	ICR PHASE 1	HAUGH, XIAOMING (XH2126)	2012.10.17 16:25	APPROVED FINAL	TRANSMIT	00005HYW	2013Q1
DA	COLUM-4046102-GENRL-U 25000-400000671042	R003343-01-01-	DIRECT ACTIVITY	COPE, TERRANCE W. (TWC6)	2012.10.17 16:24	OPEN	RELEASE	00005HYR	2013Q1
DA	COLUM-5610102-GENRL-U 00000-56000032-	R004822-01-01-	DIRECT ACTIVITY	BHATTACHARYA, DIYA (DB39)	2012.10.17 15:53	OPEN	RELEASE	00005FFT	2013Q1
DA	COLUM-4106102-GENRL-U 60722-SV185-	R003743-01-01-	DIRECT ACTIVITY	ROSENBLATT, AUDREY R. (AUDREY0)	2012.10.17 15:15	APPROVED FINAL	TRANSMIT	00005HB9	2013Q1
PLB	COLUM-6010402-GENRL-U 42105-MT2204-	R005706-01-21-	PROJECT LIFE	AGUILAR, NINA (NMA2134)	2012.10.17 15:15	APPROVED FINAL	TRANSMIT	00005HYH	2013Q1
DA	COLUM-4022102-GENRL-G	T001435-30-01-	DIRECT	ROSENBLATT,	2012.10.17	APPROVED FINAL	TRANSMIT	00005HJP	2013Q1

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

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Financial Systems					Welcome JILL TRACY GOLDSTEIN
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Budget	Payroll	Batch	Process		
Chart String Sel	ector - Downloa	d Transfers Chart Stri Business I Departme PC Busine Project: Activity: Initiative: Segment: Site: Offset Dep Offset Pro	ng or Id: Unit: nt: ss Unit: partment: ject: ctuals:		2
		File exte	ension for the	e download file € _{xis}	
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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.

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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.



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Step	Action
5.	Click in the Department: field.

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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]



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Step	Action
8.	Click the Next button.

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Step	Action
9.	Click the Open button.

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6	-1,274,8	78			00000RT	00002NW	UDAR Arts	00003Z3J
7	-865,2	19			00000RL	000015G	A&S E&E/CC Charge	00004RKN
8	-1,274,8	78			00000RT	0000593	SIPA payment	00003VDN
9		0			00000RY	00003Q5	Common Cost - SEAS	00004J56
10	-60,519,0	177			00000RV	000015G	Common Costs - A&S	000030TJ
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12	-1,274,8	78			00000RT	00002WD	UDAR College	00003JKP
13	-60,519,0	177			00000RV	000015G	CC Pmt 2 FY12 & FY13	00004FDX
14	-1,274,8	178			00000RT	0000225	UDAR GS	00003C0J
10	-13,335,5	29			0000055	0000593	SIPA common cost	00003PT3
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21	-46,754,3	26			00000RJ	00006BW	CU Comm Cost P&SCUMC	00004812
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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.



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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.



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4	-1,274,878				00000RT	000015G	UDAR A&S Core	000037F3
5	-865,219				00000RL	000015G	Lerner CC chg.	00003PCR
6	-1,274,878				00000RT	00002NW	UDAR Arts	00003Z3J
7	-865,219				00000RL	000015G	A&S E&E/CC Charge	00004RKN
8	-1,274,878				00000RT	0000593	SIPA payment	00003VDN
9	0				00000RY	00003Q5	Common Cost - SEAS	00004J56
10	-60,519,077				00000RV	000015G	Common Costs - A&S	000030TJ
11	0				0000050	00005YF	Common Cost - Lamont	000039TV
12	-1,274,878				00000RT	00002WD	UDAR College	00003JKP
13	-60,519,077				00000RV	000015G	CC Pmt 2 FY12 & FY13	00004FDX
14	-1,274,878				00000RT	0000225	UDAR GS	00003C0J
15	-13,335,929				00000\$5	0000593	SIPA CommonCost	00003PT3
16	-12,728,074				00000\$6	00005K7	Common Cost - SSW	00004HJS
17	-2,896,860				00000RQ	00006CD	CUMC Passthru	000035P5
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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.



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12		Insert						00000RT	000	02WD	UDAR College					00003JKP
13		- Delete						00000RV	000	015G	CC Pmt 2 FY12	& FY13				00004FDX
14		Delete						00000RT	000	02Z5	UDAR GS					00003C0J
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18		Now men	gnun					00000\$4	000	06BW	CU Comm Cost	MSPH				00003VJR
19		Hide						00000RZ	000	048J	Common Cost	- JOURN				00003YMQ
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21	-40	,754,326						00000RJ	000	06BW	CU Comm Cost	P&SCUMC				00004812
22	-3	,804,509						0000023	000	UEBVV	CU CommCost	Nursing				000040L7
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Step	Action
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5	-1,274,878				00000RT	000015G	UDAR A&S Con	e		000037F3
6	-865,219				00000RL	000015G	Lerner CC chg.			00003PCR
7	-1,274,878				00000RT	00002NW	UDAR Arts			00003Z3J
8	-865,219				00000RL	000015G	A&S E&E/CC C	harge		00004RKN
9	-1,274,878				00000RT	0000593	SIPA payment			00003VDN
10	0				00000RY	00003Q5	Common Cost	- SEAS		00004J56
11	-60,519,077				00000RV	000015G	Common Costs	; - A&S		000030TJ
12	0				0000050	00005YF	Common Cost	- Lamont		000039TV
13	-1,274,878				00000RT	00002WD	UDAR College			00003JKP
14	-60,519,077				00000RV	000015G	CC Pmt 2 FY12	& FY13		00004FDX
15	-1,274,878				00000RT	0000225	UDAR GS			00003C0J
16	-13,335,929				0000055	0000593	SIPA Common(Cost		00003PT3
17	-12,728,074				00000\$6	00005K7	Common Cost	- SSW		00004HJS
18	-2,896,860				00000RQ	00006CD	CUMC Passthr	u		000035P5
19	-9,611,459				00000\$4	00006BW	CU Comm Cost	MSPH		00003VJR
20	-5,221,301				00000RZ	000048J	Common Cost	- JOURN		00003YMQ
21	-4,974,833				00000\$2	00006BW	CU Comm Cost	CDM		000041PX
22	-46,754,326				00000RJ	00006BW	CU Comm Cost	P&SCUMC		00004812
23	-3,804,509				00000\$3	00006BW	CU CommCost	Nursing		000040L7
24	0				00000RX	0000393	Common Cost	- Busine		000039L5
25	-9,585,164				00000RW	000033R	Common Costs	- ARCH		00003SZD
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Step	Action
14.	Enter the desired information into the FY13 CurrEst field. Enter "1000".

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2	1000						· · · · ·	
3	-1.274.878				00000RT	00002ZF	UDAR GSAS	000045BX
4	0				00000\$1	00004MT	Common Cost - Law	00004GWY
5	-1.274.878				00000RT	000015G	UDAR A&S Core	000037F3
6	-865,219				00000RL	000015G	Lerner CC chg.	00003PCR
7	-1,274,878				00000RT	00002NW	UDAR Arts	00003Z3J
8	-865,219				00000RL	000015G	A&S E&E/CC Charge	00004RKN
9	-1,274,878				00000RT	0000593	SIPA payment	00003VDN
10	0				00000RY	00003Q5	Common Cost - SEAS	00004J56
11	-60,519,077				00000RV	000015G	Common Costs - A&S	000030TJ
12	0				0000050	00005YF	Common Cost - Lamont	000039TV
13	-1,274,878				00000RT	00002WD	UDAR College	00003JKP
14	-60,519,077				00000RV	000015G	CC Pmt 2 FY12 & FY13	00004FDX
15	-1,274,878				00000RT	0000225	UDAR GS	00003C0J
16	-13,335,929				00000\$5	0000593	SIPA CommonCost	00003PT3
17	-12,728,074				00000\$6	00005K7	Common Cost - SSW	00004HJS
18	-2,896,860				00000RQ	00006CD	CUMC Passthru	000035P5
19	-9,611,459				00000\$4	00006BW	CU Comm Cost MSPH	00003VJR
20	-5,221,301				00000RZ	000048J	Common Cost - JOURN	00003YMQ
21	-4,974,833				0000052	UU006BW	CU Comm Cost CDM	U00041PX
22	-46,754,326				UUUUURJ	00006BW	CU Comm Cost Pasculvic	00004812
20	-3,804,509				0000053	00006877	Common Cost Nursing	000040L7
24	0 595 44 4				00000RX	0000393	Common Cost - Busine	00003915
20	-9,505,164				00000800	0000358	AOE - Low	00005320
20	0				0000086	000041017	AGE - ENG	00004P2L
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5	-1,274,878				OOOOORT	0000156	UDAR A&S Con	2		000037F3	
5	-865,219				OUDOORL	0000156	Lerner CC chg.			00003PCR	
(-1,274,878				00000RT	00002NW	UDAR Arts			0000323J	
8	-865,219				00000RL	000015G	A&S E&E/CC CH	large		00004RKN	
9	-1,274,878				UUUUURI	0000593	SIPA payment			00003VDN	
10	U				UUUUURY	00003Q5	Common Cost	- SEAS		00004J56	
11	-60,519,077				UUUUURV	0000156	Common Costs	- A&S		00003013	
12	U				0000050	UUUUSYF	Common Cost	Lamont		00003917	
13	-1,2/4,8/8				UUUUURI	00002000	UDAR College	0.540		UUUUSJKP	
14	-60,519,077				UUUUURV	0000156	UC Pmt 2 FY12	& FY13		00004FDX	
10	-1,274,878				0000081	0000225	UDAR GS	N		00003000	
10	-13,335,929				0000055	0000593	SIPA Common	ost		00003913	
10	-12,728,074				0000056	00005K7	CUMC De asthr	- 224A		00004HJS	
10	-2,090,000				0000080	0000660	CIL Comm Cost			000035P5	
20	-9,011,439				0000034	00006877	Common Cost	IOUDN		00003938	
20	-3,221,301				0000052	00006814/	CLI Comm Cost	CDM		0000418Y	
22	-46 754 326				0000032	000068144	CLI Comm Cost	P&SCLIMC		00004812	
23	-3 804 500				0000083	000068144	CLI CommCost	Nursing		00004012	
24	3,004,303				0000087	0000393	Common Cost	Busine		00003915	
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4	1,11,010				0000051	00004MT	Common Cost - Law	000046WY
5	-1.274.878				00000RT	000015G	UDAR A&S Core	000037F3
6	-865,219				00000RL	000015G	Lerner CC chg.	00003PCR
7	-1,274,878				00000RT	00002NW	UDAR Arts	00003Z3J
8	-865,219				00000RL	000015G	A&S E&E/CC Charge	00004RKN
9	-1,274,878				00000RT	0000593	SIPA payment	00003VDN
10	0				00000RY	00003Q5	Common Cost - SEAS	00004J56
11	-60,519,077				00000RV	000015G	Common Costs - A&S	000030TJ
12	0				00000\$0	00005YF	Common Cost - Lamont	000039TV
13	-1,274,878				00000RT	00002WD	UDAR College	00003JKP
14	-60,519,077				00000RV	000015G	CC Pmt 2 FY12 & FY13	00004FDX
15	-1,274,878				00000RT	0000225	UDAR GS	00003C0J
16	-13,335,929				00000\$5	0000593	SIPA CommonCost	00003PT3
17	-12,728,074				00000\$6	00005K7	Common Cost - SSW	00004HJS
18	-2,896,860				UUUUORQ	00006CD	CUMC Passthru	000035P5
19	-9,611,459				0000054	00006877	Common Cost NISPH	00003738
20	-3,221,301				0000082	0000483	CLI Comm Cost CDM	000031WQ
22	-46 754 326				0000032	00006814/	CLI Comm Cost P&SCLIMC	00004812
23	-3.804.509				00000\$3	00006BW	CLI CommCost Nursing	00004017
24	0,00,000				00000R×	0000393	Common Cost - Busine	000039L5
25	-9.585.164				00000RVV	000033R	Common Costs - ARCH	00003SZD
26	0				00000RG	00004MV	AQF - Law	00004PZL
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Step	Action
17.	Enter the desired information into the Description field. Enter "Funds Transfer".

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3	-1.274.878				00000RT	00002ZF	UDAR GSAS			0000458X
4	0				00000\$1	00004MT	Common Cost - La	w		00004GWY
5	-1,274,878				00000RT	000015G	UDAR A&S Core			000037F3
6	-865,219				00000RL	000015G	Lerner CC chg.			00003PCR
7	-1,274,878				00000RT	00002NW	UDAR Arts			00003Z3J
8	-865,219				00000RL	000015G	A&S E&E/CC Char	ge		00004RKN
9	-1,274,878				00000RT	0000593	SIPA payment			00003VDN
10	0				00000RY	00003Q5	Common Cost - Si	EAS		00004J56
11	-60,519,077				00000RV	000015G	Common Costs - /	4&S		000030TJ
12	0				00000\$0	00005YF	Common Cost - La	amont		000039TV
13	-1,274,878				00000RT	00002WD	UDAR College			00003JKP
14	-60,519,077				00000RV	000015G	CC Pmt 2 FY12 &	FY13		00004FDX
15	-1,274,878				00000RT	0000225	UDAR GS			00003C0J
16	-13,335,929				0000055	0000593	SIPA CommonCos	t		00003PT3
17	-12,728,074				0000056	00005K7	Common Cost - St	SW		00004HJS
10	-2,896,860				UUUUURQ	00006CD	CUMC Passthru	0.011		000035P5
20	-9,011,459				0000054	00006879	Common Cost M			000037JR
20	-3,221,301				0000082	0000403	CULComm Cost - JC)M		000031MQ
22	-46.754.326				0000032	00006814	CLI Comm Cost CL	an SCHMC		00004117
23	-3.804.509				000003	00006814	CI CommCost Nu	rsing		00004012
24	0				00000RX	0000393	Common Cost - B	usine		000039L5
25	-9,585,164				00000RVV	000033R	Common Costs - /	ARCH		00003SZD
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18.	Press [Right].



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5			00000RT	000015G	UDAR A&S Core	000037F3	UR004672	CURRENT I
6			00000RL	000015G	Lerner CC chg.	00003PCR	UR004672	CURRENT I
7			00000RT	00002NW	UDAR Arts	00003Z3J	UR004672	CURRENT I
8			00000RL	000015G	A&S E&E/CC Charge	00004RKN	UR004672	CURRENT I
9			00000RT	0000593	SIPA payment	00003VDN	UR004672	CURRENT I
10			00000RY	00003Q5	Common Cost - SEAS	00004J56	UR004672	CURRENT I
11			00000RV	000015G	Common Costs - A&S	000030TJ	UR004672	CURRENT I
12			00000\$0	00005YF	Common Cost - Lamont	000039TV	UR004672	CURRENT I
13			00000RT	00002WD	UDAR College	00003JKP	UR004672	CURRENT I
14			00000RV	000015G	CC Pmt 2 FY12 & FY13	00004FDX	UR004672	CURRENT
15			00000RT	00002Z5	UDAR GS	00003C0J	UR004672	CURRENT
16			00000\$5	0000593	SIPA CommonCost	00003PT3	UR004672	CURRENT
17			0000056	00005K7	Common Cost - SSW	00004HJS	UR004672	CURRENT
18			00000RQ	00006CD	CUMC Passthru	000035P5	UR004672	CURRENT
19			0000054	00006BW	CU Comm Cost MSPH	UUUU3VJR	URUU4672	CURRENT
20			0000082	0000480	Common Cost - JOURN	00003YMQ	UR004672	CURRENT
21			0000052	000068W	CU Comm Cost D&SCUMC	000041PX	UR004672	CURRENT
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24			000008X	0000393	Common Costs - ARCH	00003915	UR004072	CURRENT
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19.	Enter the desired information into the Project field. Enter " UR ".

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5			00000RT	000015G	UDAR A&S Core	000037F3	UR004672	CURRENT I
6			00000RL	000015G	Lerner CC chg.	00003PCR	UR004672	CURRENT I
7			00000RT	00002NW	UDAR Arts	00003Z3J	UR004672	CURRENT I
3			00000RL	000015G	A&S E&E/CC Charge	00004RKN	UR004672	CURRENT I
9			00000RT	0000593	SIPA payment	00003VDN	UR004672	CURRENT I
0			00000RY	00003Q5	Common Cost - SEAS	00004J56	UR004672	CURRENT I
1			00000RV	000015G	Common Costs - A&S	000030TJ	UR004672	CURRENT I
2			0000050	00005YF	Common Cost - Lamont	000039TV	UR004672	CURRENT I
3			00000RT	00002WD	UDAR College	00003JKP	UR004672	CURRENT I
4			00000RV	000015G	CC Pmt 2 FY12 & FY13	00004FDX	UR004672	CURRENT I
5			00000RT	00002Z5	UDAR GS	00003C0J	UR004672	CURRENT I
6			00000\$5	0000593	SIPA CommonCost	00003PT3	UR004672	CURRENT I
7			00000\$6	00005K7	Common Cost - SSW	00004HJS	UR004672	CURRENT I
8			00000RQ	00006CD	CUMC Passthru	000035P5	UR004672	CURRENT I
9			00000\$4	00006BW	CU Comm Cost MSPH	00003VJR	UR004672	CURRENT I
0			00000RZ	000048J	Common Cost - JOURN	00003YMQ	UR004672	CURRENT I
1			00000\$2	00006BW	CU Comm Cost CDM	000041P×	UR004672	CURRENT I
2			00000RJ	00006BW	CU Comm Cost P&SCUMC	00004812	UR004672	CURRENT I
3			00000\$3	00006BW	CU CommCost Nursing	000040L7	UR004672	CURRENT I
4			00000R×	0000393	Common Cost - Busine	000039L5	UR004672	CURRENT I
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45.	Enter the desired information into the Offset Account field. Enter " 75100 ".



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

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16	00000000	Undefined :	Segment						800	IU - COMMON COST		N	-13,335,929	9
17	00000000	Undefined :	Segment						800	IU - COMMON COST		N	-12,728,074	4
18	00000000	Undefined :	Segment						800	IU - COMMON COST		N	-2,896,860	0
19	00000000	Undefined	Segment						800	IU - COMMON COST		N	-9,611,459	9
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73.	Click in the FY13 CurrEst field. -1,274,878

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

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6	-865,219				00000RL	000015G	Lerner CC chg.			00003PCR	
7	-1.274.878				00000RT	00002NW	UDAR Arts			00003Z3J	
8	-865,219				OOOOORL	000015G	A&S E&E/CC CH	arge		00004RKN	
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12	0				0000050	00005YF	Common Cost	- Lamont		000039TV	
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14	-60,519,077				00000RV	000015G	CC Pmt 2 FY12	& FY13		00004FDX	
15	-1,274,878				00000RT	00002Z5	UDAR GS			00003C0J	
16	-13,335,929				0000055	0000593	SIPA Common(Cost		00003PT3	
17	-12,728,074				00000S6	00005K7	Common Cost	- SSW		00004HJS	
18	-2,896,860				00000RQ	00006CD	CUMC Passthr	u		000035P5	
19	-9,611,459				00000S4	00006BW	CU Comm Cost	MSPH		00003VJR	
20	-5,221,301				00000RZ	000048J	Common Cost	JOURN		00003YMQ	
21	-4,974,833				00000S2	00006BW	CU Comm Cost	CDM		000041PX	
22	-46,754,326				00000RJ	00006BW	CU Comm Cost	P&SCUMC		00004812	
23	-3,804,509				00000S3	00006BW	CU CommCost	Nursing		000040L7	
24	0				00000RX	0000393	Common Cost	Busine		000039L5	
25	-9,585,164				00000RW	000033R	Common Costs	- ARCH		00003SZD	
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75.	Delete any rows that will not be used in the batch upload to increase performance. Click in the 4 field.



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Step	Action
80.	Click the OK button.
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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.



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Step	Action
82.	Click the Save menu.

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Step	Action
83.	Click the Minimize button.

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DA	COLUM-6061704-SPONS- 00000000-	PG000004-25-01-226	08- DIRECT ACTIVITY	NGUYEN, CHRISTOPHER MINH- KHO (CMN2108)	2012.10.18 11:47	OPEN	RELEASE	00005H0B	2013Q1
DA	COLUM-6061704-SPONS- 00000000-	PG000004-25-01-000	00- DIRECT ACTIVITY	NGUYEN, CHRISTOPHER MINH- KHO (CMN2108)	2012.10.18 11:47	OPEN	RELEASE	00005364	2013Q1
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DA	COLUM-5610102-GENRL- 56000032-	JR004822-01-01-4170	07- DIRECT ACTIVITY	BHATTACHARYA, DIYA (DB39)	2012.10.18 11:40	OPEN	RELEASE	00005362	2013Q
DA	COLUM-7581302-GENRL- JGV2001-	JR004785-01-01-7023	32- DIRECT ACTIVITY	REGAL, STEPHEN J. (SJR2155)	2012.10.18 11:23	RELEASED	APPROVE	00005J5W	2013Q
TX 🗉	COLUM-4106102-GENRL-	JR003451-01-01-000	00- Kevin Ochsner	RATANATHARATHORN,	2012.10.18	APPROVED:	APPROVE:	00005J5R	2013Q1

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. Upload Batch			



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Step	Action
85.	Point to the Batch link.

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

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Step	Action
87.	Click the Transfers option.



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Step	Action
88.	Click the Browse button.

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

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Step A	Action
90. C	Click the Upload button.



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COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK				Print Help	Links Exit
Budget Payroll Batch Process					
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Step	Action
91.	Click the Next button.

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📄 🛛 Batch Typ	be Batch ID	Creator		Dept ID	File Name	Last Update	Status
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User ID: jtg2006 Date:						Financial System:	Database: Productio s - Columbia Universi
User ID: jtg2006 Date: Budget C	Changes	Error Report	Process Valida	Delete Delete		Financial System budg	Database: Producti s - Columbia Universi get/page004.jsp(0041



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.

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Date: Budget Chan	nges Erro	or Report	Process	Validate	Delete		Financial Systems	Database: Production s - Columbia University get/page004.jsp(0046)

Step	Action
93.	Click the TRN option.



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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



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Step	Action
95.	Click the Back button.

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Step	Action
96.	Click the Process button. Process

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



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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.

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Step	Action
1.	Point to the Batch link.



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Step	Action
2.	Click the Download Payroll link.
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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.

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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.



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



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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.

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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.



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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.



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

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



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

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12	2 322				0005VNZ	10099803000		IONES JANE		UR001175	TENLIRE SI
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Step	Action
57.	Click the File Tab button.
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Step	Action
58.	Click the Save menu.

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Step	Action
59.	Click the Minimize button.

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





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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. Upload Batch



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



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Step	Action
63.	Click the Browse button.





Step	Action	
64.	Double-click the BudgetDow	nload(3) file.
	BudgetDownload(3)	10/26/2012

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Step	Action
65.	Click in the Upload field. Upload



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Step	Action
66.	Click the Next button.

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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.

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Step	Action
68.	Click the PAY option.



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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



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Step	Action
70.	Click the Back button.

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

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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.



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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	Enables users to control commitments and expenditures automatically by
Checking	checking them against predefined authorized budgets
Cheeking	enceking them against predefined, authorized budgets.
Chart of	Columbia's Chart of Accounts is comprised of 11 ChartFields that are used to
Accounts	organize and record financial activity at the University.
ChartFields	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	The process of editing journal lines for valid ChartField combinations based
Edits	on university-defined rules.
Commitment	Functionality in ARC that enables users to manage expenditures actively
Control	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
FAS	Financial Accounting System the University's existing accounting system
ras	that will be replaced by the FIN FDD solution in July 2012
FFF	Einancial Front End - front end interface that brings together various action
	and report modules - interacts with EAS
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
General Deuger	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
U	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.
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UMB	Office of Management and Budget.
PeopleSoft	Uracle'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
Proxv	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.