

Budget Tool

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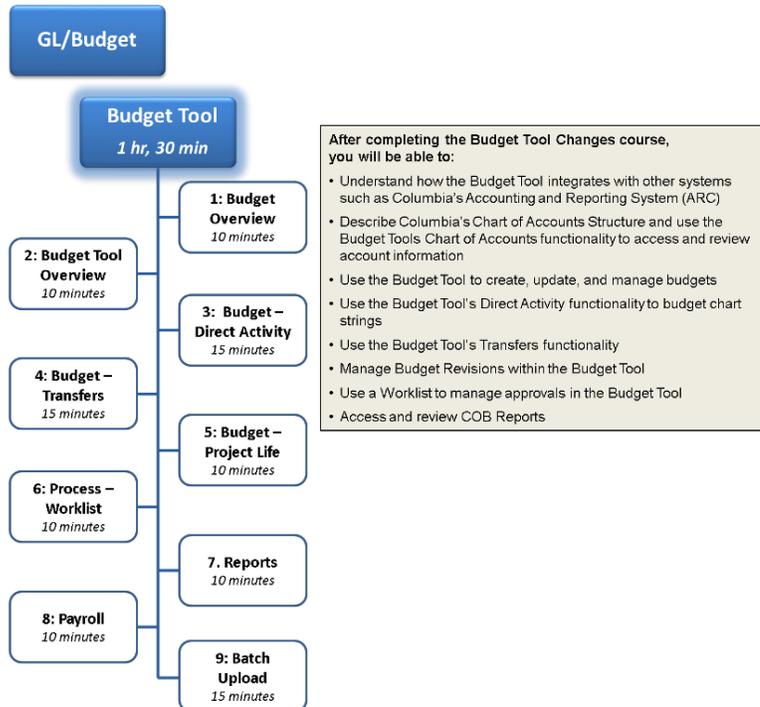


Budget Tool

Budget Tool

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

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





Budget Overview

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

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

Estimated Time to Complete Lesson: 10 minutes

Budget Basics

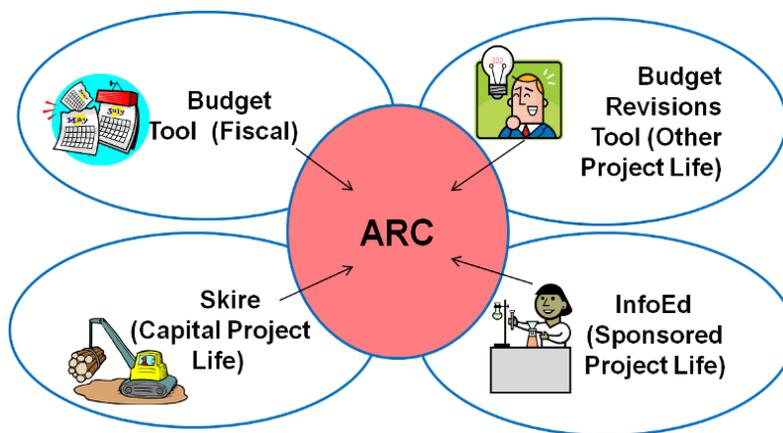
What is Budgeting?

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

How is a Budget Entered?

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

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



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

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



What's Changing with ARC

While the Budget Tool has been modified to integrate with ARC, most of the screens and functionality will 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:

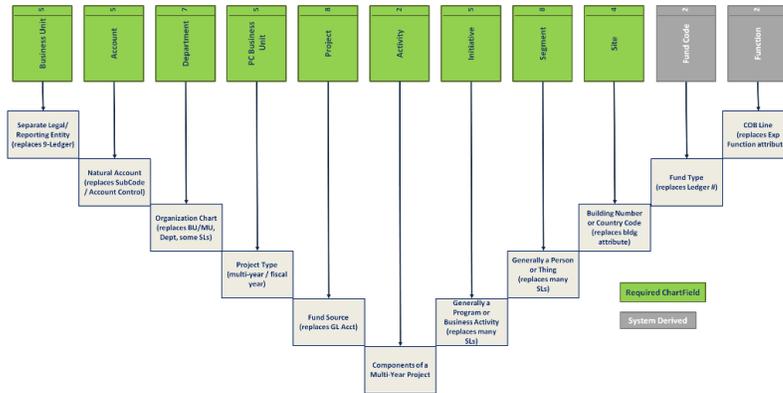
- Commitment Control is a feature within ARC that enables us to manage expenditures actively against predefined, authorized budgets
- Budget Checking is one of the primary activities that takes place within Commitment Control. Budget checking determines which transactions will be checked against control 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.

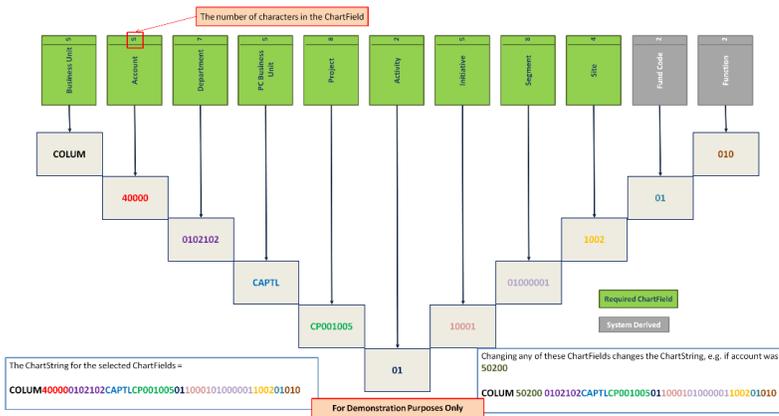
The following table summarizes the 11 ChartFields:

Business Unit	→	The legal entity that owns the transaction
Account	→	What was purchased or received
Department	→	Where the transactions took place in the University
PC Business Unit	→	What type of project (capital, sponsored or general)
Project	→	Specific funding source
Activity	→	Phase of multi-year project
Initiative	→	What program or activity took place
Segment	→	By/for whom activities are conducted (e.g. faculty member)
Site	→	Where it took place
Fund	→	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



Training Guide

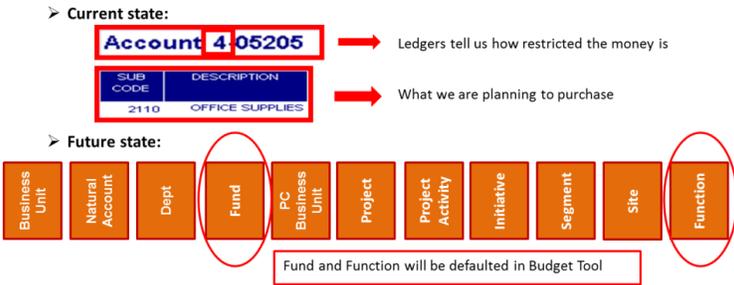
Budget Tool



The Budget Tool and the Chart of Accounts

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

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





COA Crosswalk Tool

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

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



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





Commitment Control and Budget Checking

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

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

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

How is ARC Implementing Commitment Control?

Levels of Commitment Control in ARC

There are 3 levels of Commitment Control that regulate spending:



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



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



TRACK WITHOUT BUDGET: All transactions pass without error.

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



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



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

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

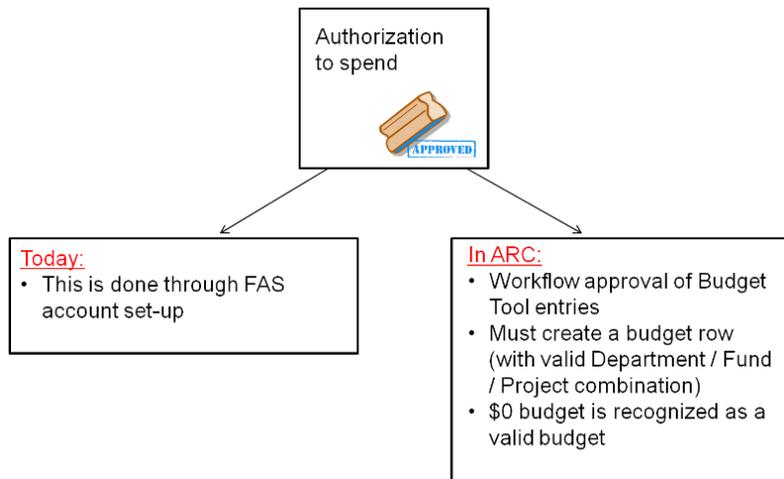


TRACK WITH BUDGET: Transactions that don't have a valid budget row will be stopped.

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

Authorization to Spend

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



Budget Types and Commitment Control

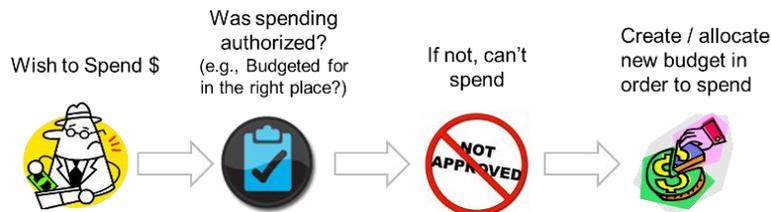
The following table represents the different types of budgets and the level of Control we are implementing for each, for both Fiscal Year and Project Life Budgets.

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

Budget Checking

Budget Check Errors

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



The Budget Checking Process occurs in ARC:

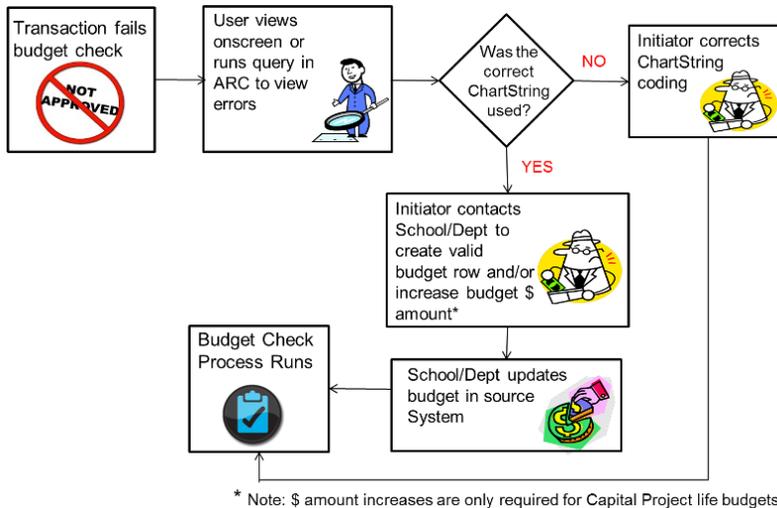
- For requisitions and journal entries, budget checking can occur online at the request of the initiator
- For items processed in batch (PO's, Vouchers, Journal Entries), budget checking will be scheduled to run 5 times during the day (approx. every 2-3 hours)

How to determine if a transaction fails budget check:

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

Budget Check Error Handling

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



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

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

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

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

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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:	<input type="text"/>
Business Unit:	<input type="text" value="COLUM - COLUMBIA UNIVERSITY"/> 
Department:	<input type="text" value="4001101 - A&S CORE GENERAL"/> 
PC Business Unit:	<input type="text" value="GENRL"/> 
Project:	<input type="text" value="UR003758 - BRUS-DISCRETIONARY"/> 
Activity:	<input type="text" value="01"/> 
Initiative:	<input type="text" value="60732 - A&S RESEARCH SUPPORT P"/> 
Segment:	<input type="text" value="00000000 - UNDEFINED SEGMENT"/> 
Site:	<input type="text"/> 

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

The screenshot displays the 'Direct Activity' screen. At the top, there's a header section with fields for Business Unit (COLUM - COLUMBIA UNIVERSITY), Department (753831 - PAT WICHTERLE LAB), and Project (SPONS - SPONS). Below the header is a summary table with columns: Summary Section, FY12 Budget, FY12 Current, FY12 Change, FY13 CE, FY14 Budget, FY15 Budget, FY11 YTD Actual, FY12 YTD Actual, FY11 Actual, and Project Current. The table lists various revenue and expense categories, such as 'GOVT_DIRECT TOTAL' and 'PATIENT CARE EXPENSE TOTAL'. At the bottom of the screen, there are buttons for 'Add', 'Save', 'Process', and 'Cancel'.

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.

Training Guide Budget Tool



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

Financial Systems Columbia University - Windows Internet Explorer

https://fmsrc.columbia.edu/finrc/ID/budgetactionPage010101.action

Home > Home Page > Budget Tool > Transfers > Transfer List > Budget Tool - Transfer

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Budget Payroll Batch Process

Budget Tool Transfer

Transfer Section Target Chart String				Transaction	STATUS
COLUM-5502108-CAPL-C	CP901935	80-01-21606-95000019-4200-75440-850		000054D	OPEN
Business Unit				Initiative	
COLUM-5502108-CAPL-C				21606	ATH NCAA CAPITAL EXP
Department				Segment	
COLUM-5502108-ATH GENERAL ADMINISTRATION				05000019	ATH CAMPBELL CNTR PLANNING
FC Business Unit				Site	
CAPL-CAPL				4200	BAKER FIELD - GENERAL
Project				Account	
CP901935-CP901935 - CAMPBELL SPORTS CTR				75440	IS-RECRUITMENT FUNDING
Fund Code				Function	
80-80 - CAPITAL PROJECTS - UR				850	IS - RECRUITMENT FUNDING
Activity				Chart ID	
01				001555B	

Transfer Section Offset Chart String				Transaction	STATUS
COLUM-5502108-CAPL-C	CP901935	80-01-21606-95000019-4200-75440-850		000054D	OPEN
Business Unit				Initiative	
COLUM-5502108-CAPL-C				21606	ATH NCAA CAPITAL EXP
Department				Segment	
COLUM-5502108-ATH GENERAL ADMINISTRATION				05000019	ATH CAMPBELL CNTR PLANNING
FC Business Unit				Site	
CAPL-CAPL				4200	BAKER FIELD - GENERAL
Project				Account	
CP901935-CP901935 - #13063-COMPL CB12				75440	IS-RECRUITMENT FUNDING
Fund Code				Function	
80-80 - CAPITAL PROJECTS - UR				850	IS - RECRUITMENT FUNDING
Activity				Chart ID	
01				001555V	

Description	FY12 Budget	FY13 Current	FY13 CE	FY14 Budget	FY15 Budget
Total	0	-99999999	-500	-500	-500

User ID: 493273
Date: Financial Date

Save Process Cancel

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.

Training Guide Budget Tool



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.



Worklist Screen Overview

Directions for Worklist Screen

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK										
Budget		Payroll	Batch	Process						
Budget Tool Worklist Current Quarter: 2012Q4										
Search Across All Pages										
Type	Chart String	Description	Notifier	Last Update	Status	Next Action	Trans ID			
<input type="checkbox"/>	DA	COLUM-2502202-SPONS-GG001565-20-01-00000-00000000-1045	DIRECT ACTIVITY	IN21	2012.06.04 15:31	OPEN	RELEASE	000005NL		
<input type="checkbox"/>	DA	COLUM-2514102-GENRL-UR003673-01-01-00000-40000013-	DIRECT ACTIVITY	SE2328	2012.06.03 10:09	POST FAILED	OMB ACTION REQUIRED	000005MJ		
<input type="checkbox"/>	PLB	COLUM-2514102-GENRL-UR003673-01-01-00000-40000013-	PROJECT LIFE	SE2328	2012.06.03 10:09	POST FAILED	OMB ACTION REQUIRED	000005MK		
<input type="checkbox"/>	TX	COLUM-2514102-GENRL-UR003673-01-01-00000-40000013-70305-605	VFG	SE2328	2012.06.03 10:09	POST FAILED	OMB ACTION REQUIRED	000005ML		
<input type="checkbox"/>	DA	COLUM-7510203-GENRL-UR003673-01-01-00000-40000013-75305-805	DIRECT ACTIVITY	SE2328	2012.06.03 10:09	POST FAILED	OMB ACTION REQUIRED	000005MM		
<input type="checkbox"/>	DA	COLUM-7510203-GENRL-UR003673-01-01-10110-40000049-	DIRECT ACTIVITY	SE2328	2012.06.03 10:09	POST FAILED	OMB ACTION REQUIRED	000005MX		
<input type="checkbox"/>	DA	COLUM-2502202-SPONS-GG009013-20-01-00000-00000000-1045	DIRECT ACTIVITY	TEST3031	2012.06.01 22:20	OPEN	RELEASE	000005P9		
<input type="checkbox"/>	TX	COLUM-2502202-SPONS-GG009013-20-01-00000-00000000-1045-69810-370	ICR PHASE 1	TEST3031	2012.06.01 22:20	OPEN	RELEASE	000005PB		
<input type="checkbox"/>	DA	COLUM-2502103-GENRL-UR004672-01-01-00000-00000000-1045-41100-050	DIRECT ACTIVITY	TEST3031	2012.06.01 22:15	OPEN	RELEASE	000005P7		
<input type="checkbox"/>	TX	COLUM-2502202-SPONS-PG001028-25-01-00000-00000000-1045-69811-371	ICR PHASE 1	TEST3031	2012.06.01 22:15	OPEN	RELEASE	000005P8		
<input type="checkbox"/>	DA	COCIN-7510203-GENRL-AG002732-01-01-00000-00000000-1045-42100-080	DIRECT ACTIVITY	TEST3031	2012.06.01 22:02	OPEN	RELEASE	000000ZD		
<input type="checkbox"/>	DA	COLUM-0910102-SPONS-PG000002-01-01-00000-00000000-	DIRECT ACTIVITY	TEST3031	2012.06.01 22:00	OPEN	RELEASE	000005M2		
<input type="checkbox"/>	TX	COLUM-0910102-SPONS-PG000002-01-01-00000-00000000-75300-805	ADMIN FEE	TEST3031	2012.06.01 22:00	OPEN	RELEASE	000005M5		
<input type="checkbox"/>	TX	COLUM-7538531-SPONS-GG001772-20-02-70003-HW350-42130-080	!	JTG2006	2012.06.01 21:39	OPEN	RELEASE	000005NR		
<input type="checkbox"/>	DA	COLUM-7541023-SPONS-PG001500-25-01-70003-FC15-	DIRECT ACTIVITY	JTG2006	2012.06.01 12:06	OPEN	RELEASE	000005N1		
<input type="checkbox"/>	DA	COLUM-7538531-SPONS-GG001002-20-01-70003-HW350-	DIRECT ACTIVITY	JTG2006	2012.05.31 15:20	OPEN	RELEASE	000005NT		
<input type="checkbox"/>	TX	COLUM-7538531-SPONS-GG001002-20-01-70003-HW350-49810-050	ICR PHASE 1	JTG2006	2012.05.31 15:20	OPEN	RELEASE	000005NV		
<input type="checkbox"/>	TX	COLUM-7501101-GENRL-UR003549-01-01-70302-00000000-41100-050	ICR PHASE 1	JTG2006	2012.05.31 15:20	OPEN	RELEASE	000005P4		
<input type="checkbox"/>	TX	COLUM-7538531-SPONS-GG001002-20-01-70003-HW350-49810-370	ICR PHASE 1	JTG2006	2012.05.31 15:20	OPEN	RELEASE	000005P4		
<input type="checkbox"/>	DA	COLUM-7538531-SPONS-PG001028-25-01-70003-HW350-	DIRECT ACTIVITY	JTG2006	2012.05.30 15:07	OPEN	RELEASE	000005NQ		
<input type="checkbox"/>	DA	COLUM-7538531-SPONS-GG001772-20-02-70003-HW350-	DIRECT ACTIVITY	JTG2006	2012.05.30 14:31	OPEN	RELEASE	000005NF		
<input type="checkbox"/>	TX	COLUM-7538531-SPONS-GG001772-20-02-70003-HW350-49810-050	ICR PHASE 1	JTG2006	2012.05.30 14:31	OPEN	RELEASE	000005NG		
<input type="checkbox"/>	DA	COLUM-7501101-GENRL-UR003549-01-01-70302-00000000-41100-050	DIRECT ACTIVITY	JTG2006	2012.05.30 13:45	OPEN	RELEASE	000005NJ		
<input type="checkbox"/>	DA	COLUM-7007302-CAPTL-CP001681-80-01-00000-00000000-MEX	DIRECT ACTIVITY	JTG2006	2012.05.30 13:07	OPEN	RELEASE	000005MS		
<input type="checkbox"/>	DA	COLUM-8212402-SPONS-GG000001-20-01-70002-SG822-	DIRECT ACTIVITY	JTG2006	2012.05.30 11:43	OPEN	RELEASE	000005MB		

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

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

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

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



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

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

Some key features to consider when using the Worklist:

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

Training Guide

Budget Tool



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.

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/>	DA COLUM-7903105-SPONS-GG001016-20-01-10003-05000001-1058	DIRECT ACTIVITY	JTG2006	2012.04.01 12:45	POSTED	CHECK REPORTS	000000V8	2012Q3
<input type="checkbox"/>	PLB KRAFT-7555202-GENRL-AG001014-01-01-10305-00000000	PROJECT LIFE BUDGET	JTG2006	2012.03.20 15:50	POSTED	CHECK REPORTS	000000XP	2012Q3
<input type="checkbox"/>	DA COLUM-2510210-CAPTL-CP001964-80-01-00000-01000001-1084	DIRECT ACTIVITY	JTG2006	2012.04.01 12:45	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.



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

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

Fiscal Year Expense Budgets:

Training Guide

Budget Tool



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



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

Example:

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

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

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

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

Fails budget check; Dept does not match budget row



Budget - Direct Activity

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

- Budget a direct activity within the Budget Tool

Estimated Time to Complete Lesson: 15 minutes

Training Guide

Budget Tool

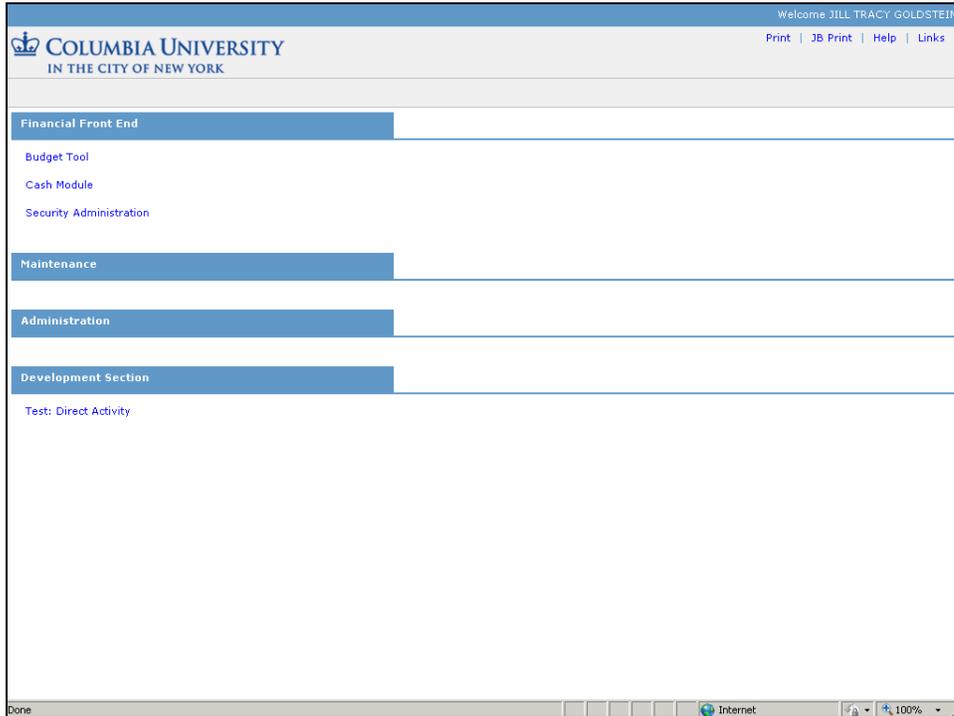


Direct Activity

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

Procedure

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



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



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Financial Systems > Budget Tool > Process > Worklist

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Budget Payroll Batch Process

Direct Activity

Transfers

Project Life (Budget Revisions)

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/> TX	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
<input type="checkbox"/> PLB	COLUM-1208106-GENRL-AG001012-01-01-00000-00000000-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
<input type="checkbox"/> PLB	COLUM-1208106-GENRL-AG001012-01-01-00000-05000001-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q3
<input type="checkbox"/> PLB	COLUM-2510210-GENRL-AG001012-01-01-00000-05000002-1025	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q3
<input type="checkbox"/> DA	COLUM-0503102-CAPTL-CP001964-80-01-00000-00000000-1012	DIRECT ACTIVITY	SE2328	2012.03.20 15:16	REJECTED	RELEASE	000000Y9	2012Q3
<input type="checkbox"/> DA	COLUM-0503107-GENRL-AG001000-01-01-50096-00000000	DIRECT ACTIVITY	SE2328	2012.03.20 17:52	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
<input type="checkbox"/> PLB	COLUM-0503110-GENRL-AG001012-01-01-00000-00000000	PROJECT LIFE BUDGET	SE2328	2012.03.27 17:10	OPEN	RELEASE	000000YL	2012Q3
<input type="checkbox"/> PLB	COLUM-0503110-GENRL-AG001012-01-01-00000-01000001	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
<input type="checkbox"/> DA	COLUM-6411102-GENRL-AG001037-01-01-00000-18000539	DIRECT ACTIVITY	SE2328	2012.03.26 16:05	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
<input type="checkbox"/> 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
<input type="checkbox"/> TX	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

Count: 133

User ID: jtg2006
Date:

Database: fintest
Financial Systems - Columbia University

budget/page001.jsp(0012)

Edit View Release Delete Recall Approve Reject History

Step	Action
2.	Click the Budget link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Budget</div>

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Financial Systems > Budget Tool > Process > Worklist

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Budget Payroll Batch Process

Direct Activity

Transfers

Project Life (Budget Revisions)

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/> TX	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
<input type="checkbox"/> PLB	COLUM-1208106-GENRL-AG001012-01-01-00000-00000000-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
<input type="checkbox"/> PLB	COLUM-1208106-GENRL-AG001012-01-01-00000-05000001-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q3
<input type="checkbox"/> PLB	COLUM-2510210-GENRL-AG001012-01-01-00000-05000002-1025	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q3
<input type="checkbox"/> DA	COLUM-0503102-CAPTL-CP001964-80-01-00000-00000000-1012	DIRECT ACTIVITY	SE2328	2012.03.20 15:16	REJECTED	RELEASE	000000Y9	2012Q3
<input type="checkbox"/> DA	COLUM-0503107-GENRL-AG001000-01-01-50096-00000000	DIRECT ACTIVITY	SE2328	2012.03.20 17:52	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
<input type="checkbox"/> PLB	COLUM-0503110-GENRL-AG001012-01-01-00000-00000000	PROJECT LIFE BUDGET	SE2328	2012.03.27 17:10	OPEN	RELEASE	000000YL	2012Q3
<input type="checkbox"/> PLB	COLUM-0503110-GENRL-AG001012-01-01-00000-01000001	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
<input type="checkbox"/> DA	COLUM-6411102-GENRL-AG001037-01-01-00000-18000539	DIRECT ACTIVITY	SE2328	2012.03.26 16:05	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
<input type="checkbox"/> 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
<input type="checkbox"/> TX	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

Count: 133

User ID: jtg2006
Date:

Database: fintest
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budget/page001.jsp(0012)

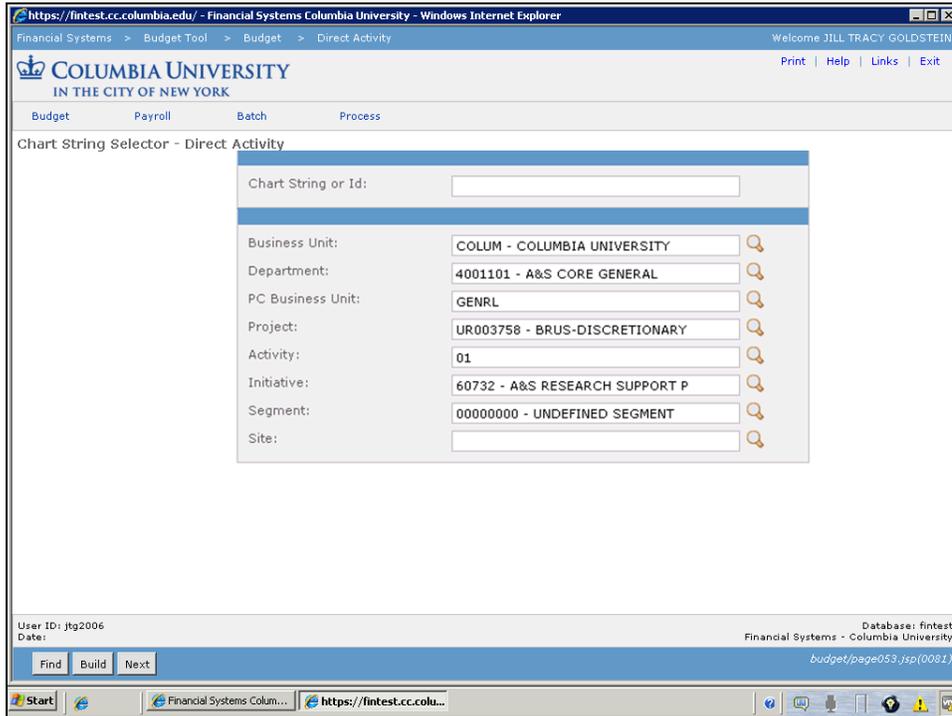
Edit View Release Delete Recall Approve Reject History

Training Guide

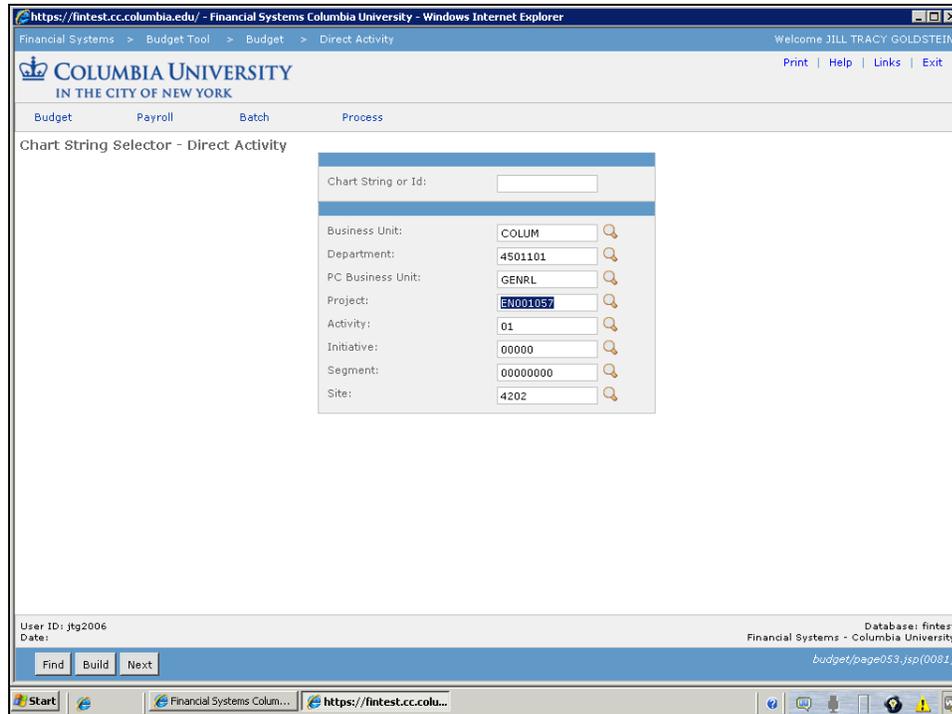
Budget Tool



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



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



Step	Action
5.	<p>For this demonstration, we will budget Direct Activity for a different project.</p> <p>Click in the Project: field.</p> <div data-bbox="440 1123 662 1159" style="border: 1px solid black; padding: 2px;"> EN001057 </div>

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Budget Tool



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Financial Systems > Budget Tool > Budget > Direct Activity

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Chart String Selector - Direct Activity

Chart String or Id:

Business Unit: COLUM

Department: 4501101

PC Business Unit: GENRL

Project: |

Activity: 01

Initiative: 00000

Segment: 00000000

Site: 4202

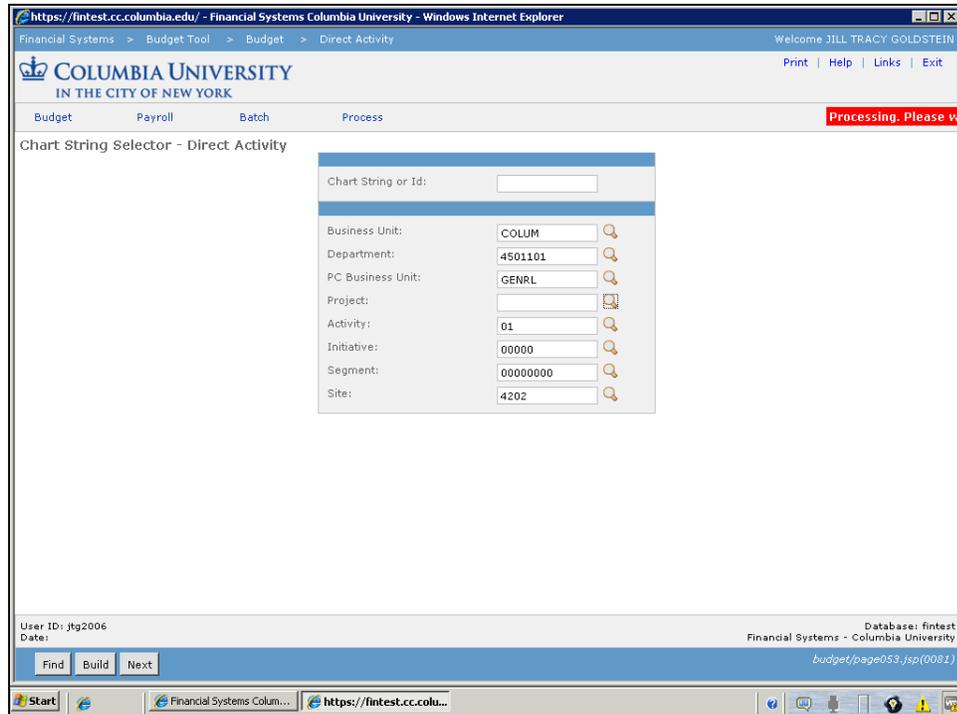
User ID: jtg2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page053.jsp(0081)

Find Build Next

Start Financial Systems Colum... https://fintest.cc.colu...

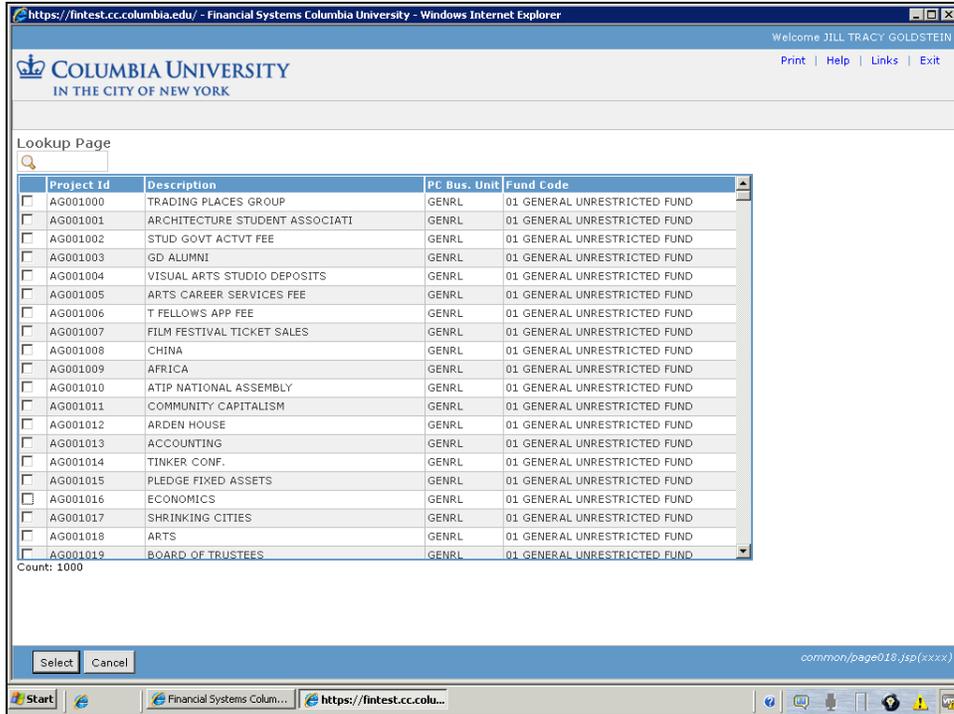
Step	Action
6.	Delete any pre-populated data in the Project field. Press [Backspace] .



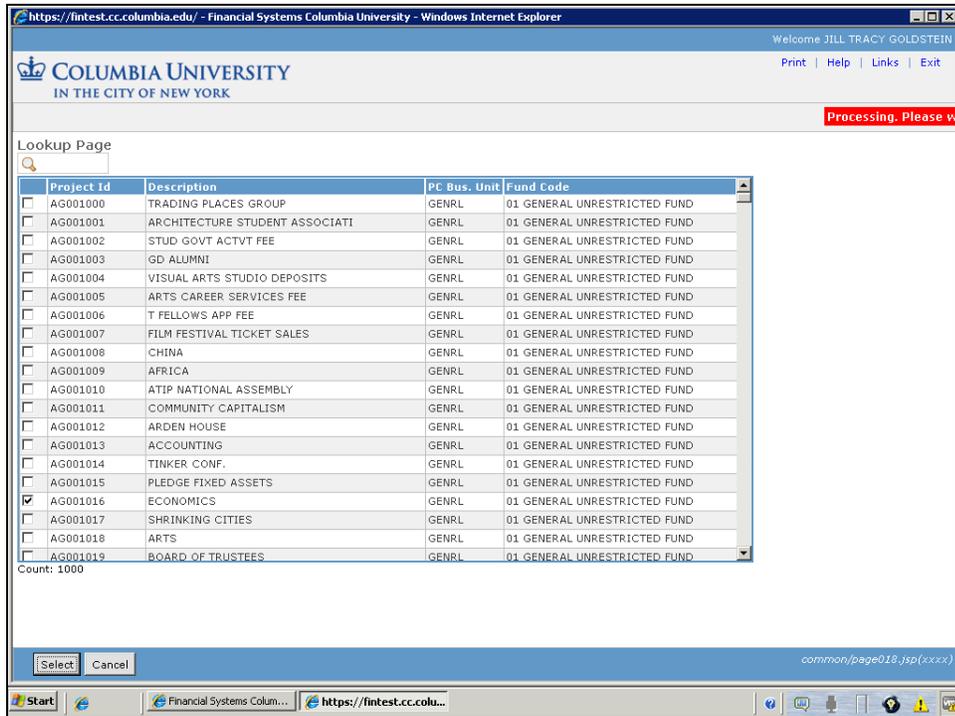
Step	Action
7.	<p>Use the search button (the icon that looks like a magnifying glass) next to the "Project" field to find a project.</p> <p>Click the Search button.</p> 

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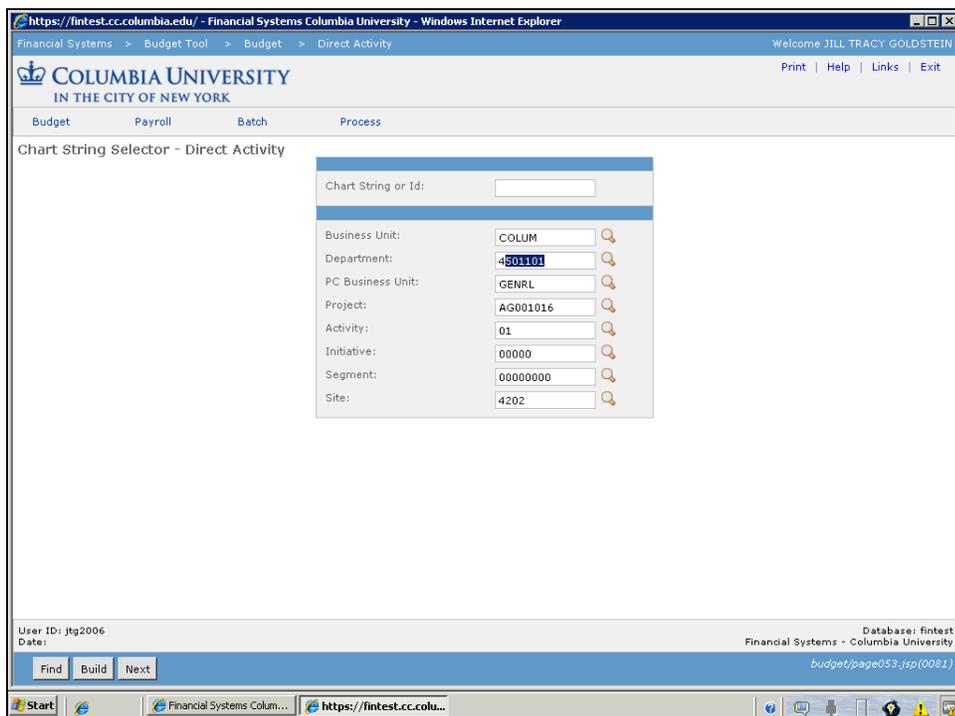
Budget Tool



Step	Action
8.	<p>Use your mouse to point and select the designated Project ID.</p> <p>Click the AG001016 option.</p> <input type="checkbox"/>



Step	Action
9.	Click the Select button. 

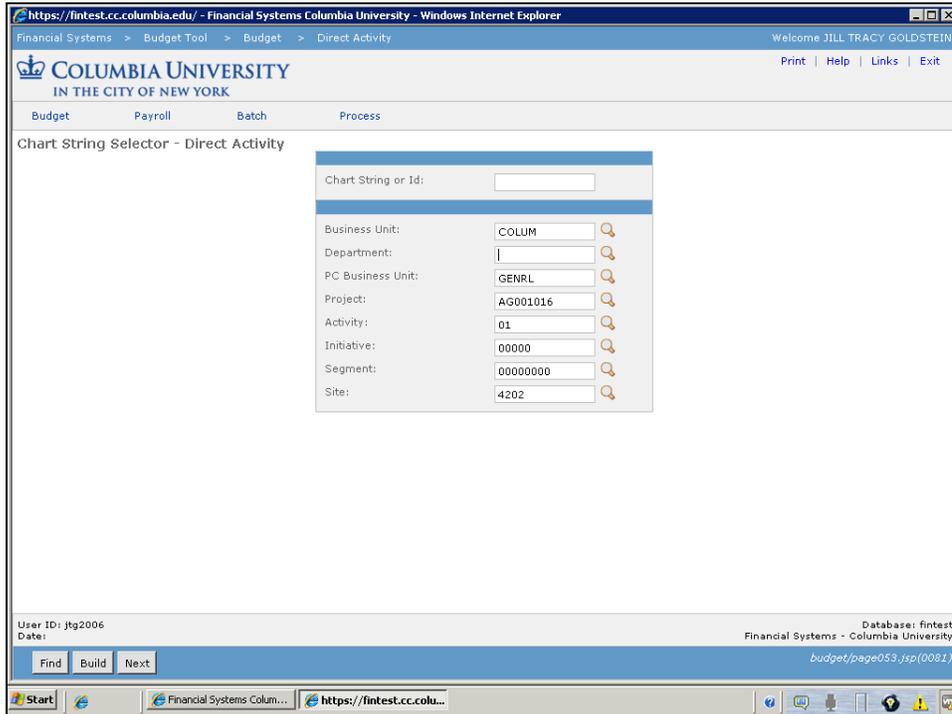


Training Guide

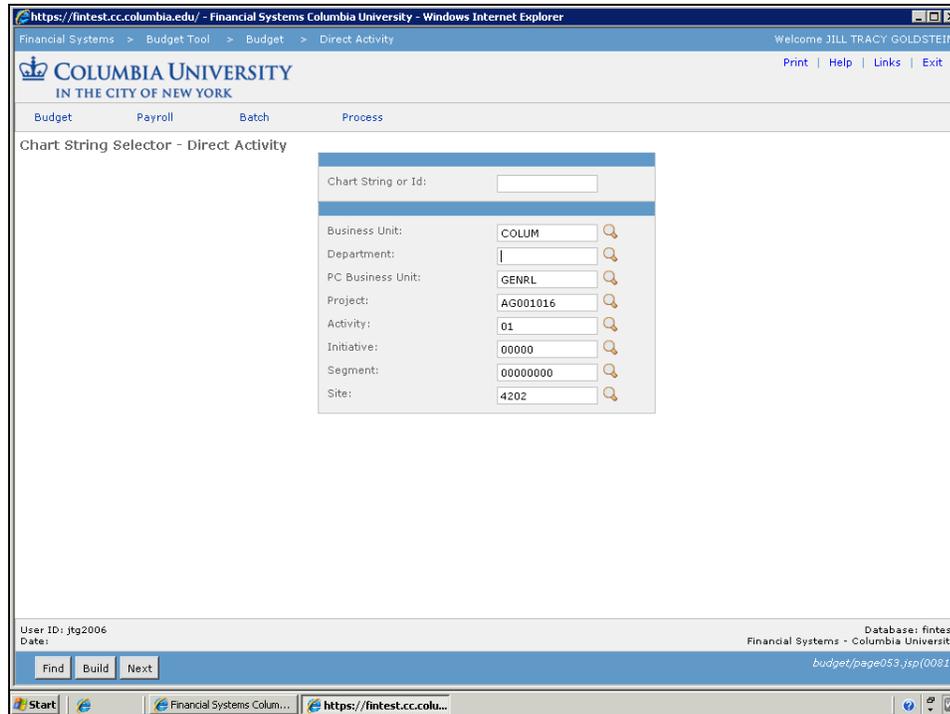
Budget Tool



Step	Action
10.	Click in the Department: field. <div style="border: 1px solid black; padding: 2px; display: inline-block;">4501101</div>



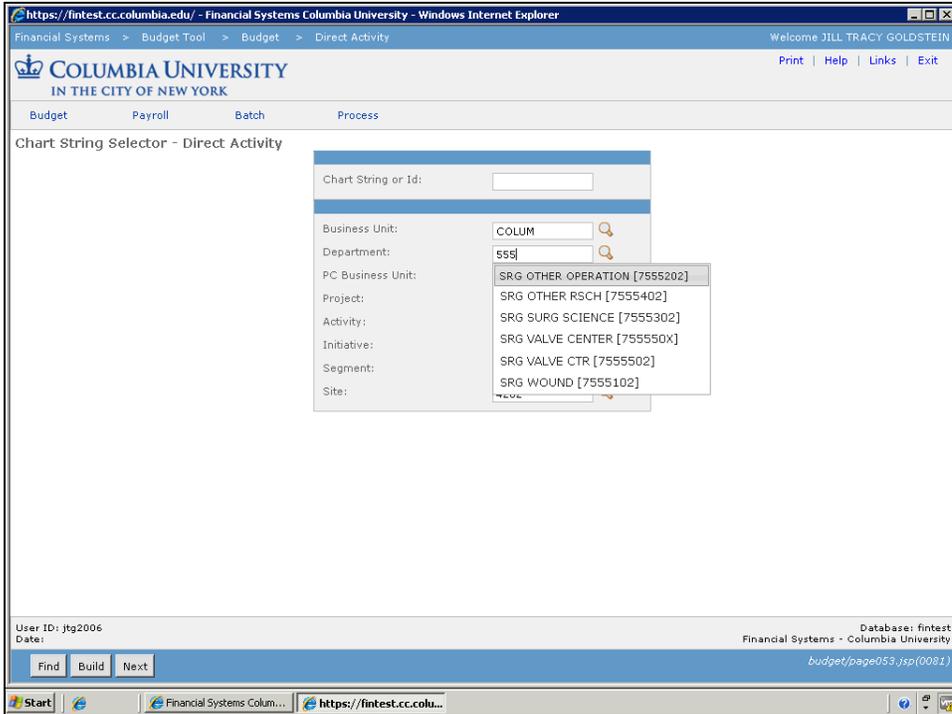
Step	Action
11.	Delete any pre-populated data in the Department field. Press [Backspace] .



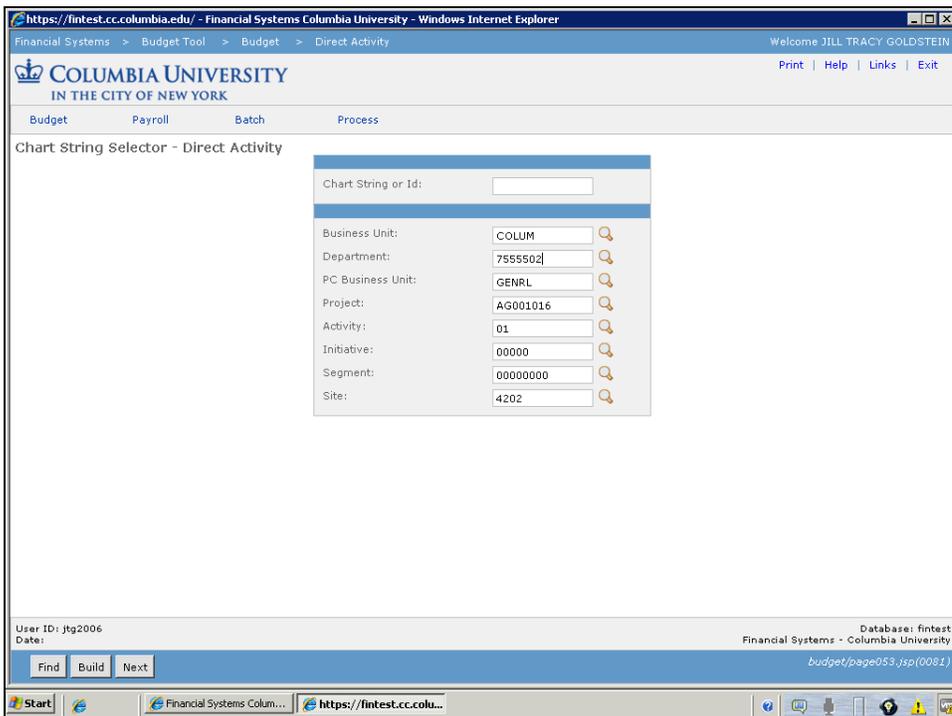
Step	Action
12.	<p>Type the first 3 characters of the name or number and matching selections to choose from will auto complete.</p> <p>Enter the desired information into the Department: field. Enter "555".</p>

Training Guide

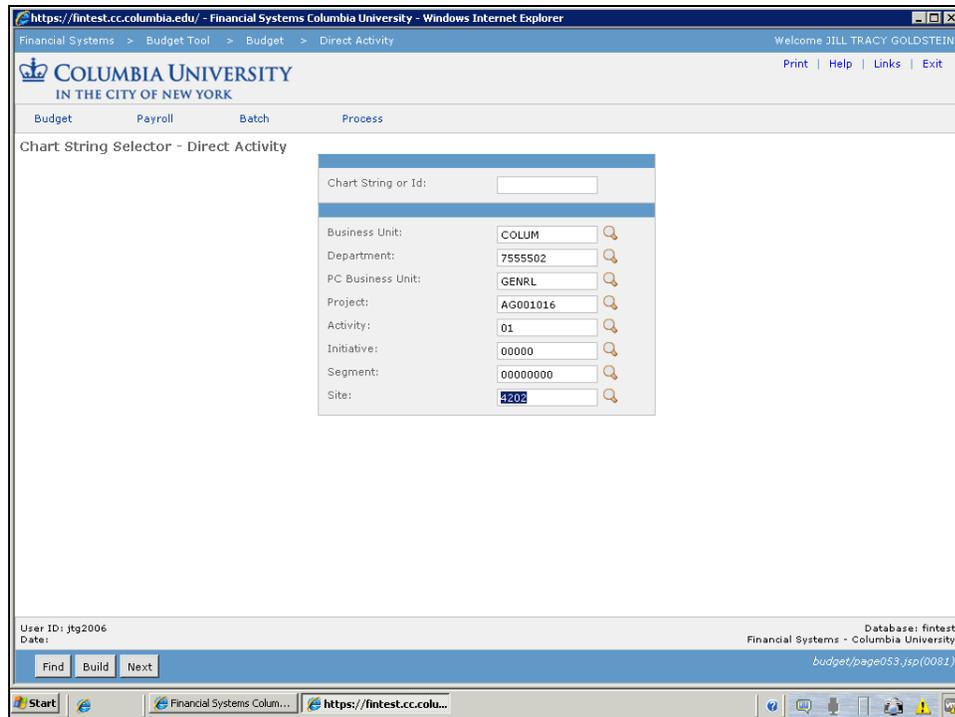
Budget Tool



Step	Action
13.	Click the SRG VALVE CTR [7555502] link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">SRG VALVE CTR [7555502]</div>



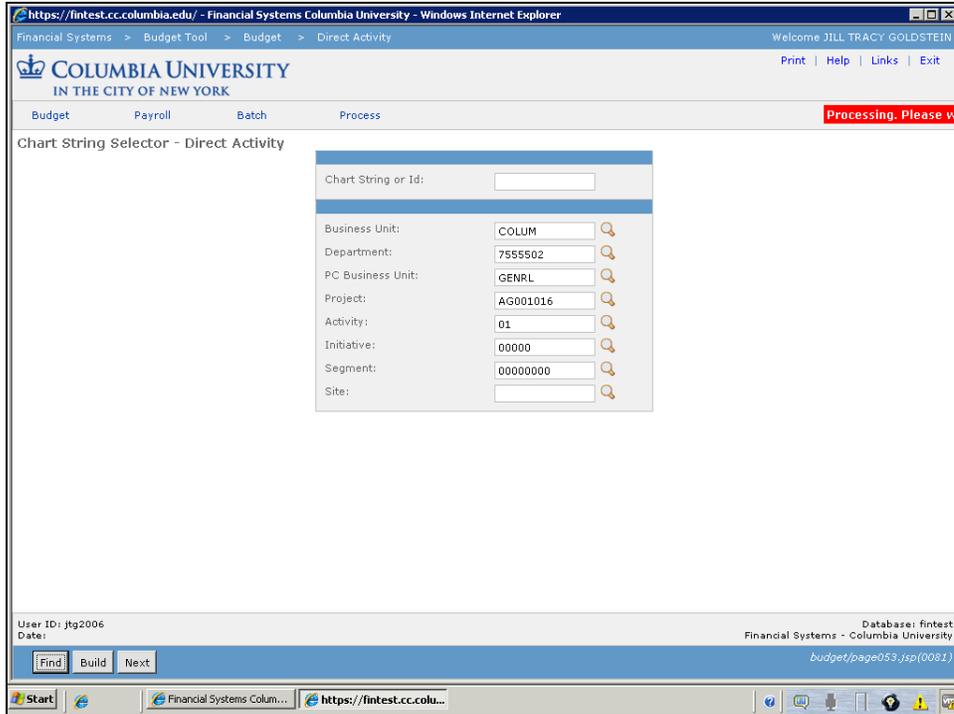
Step	Action
14.	Remove the Site. Click in the Site field. <input type="text" value="4202"/>



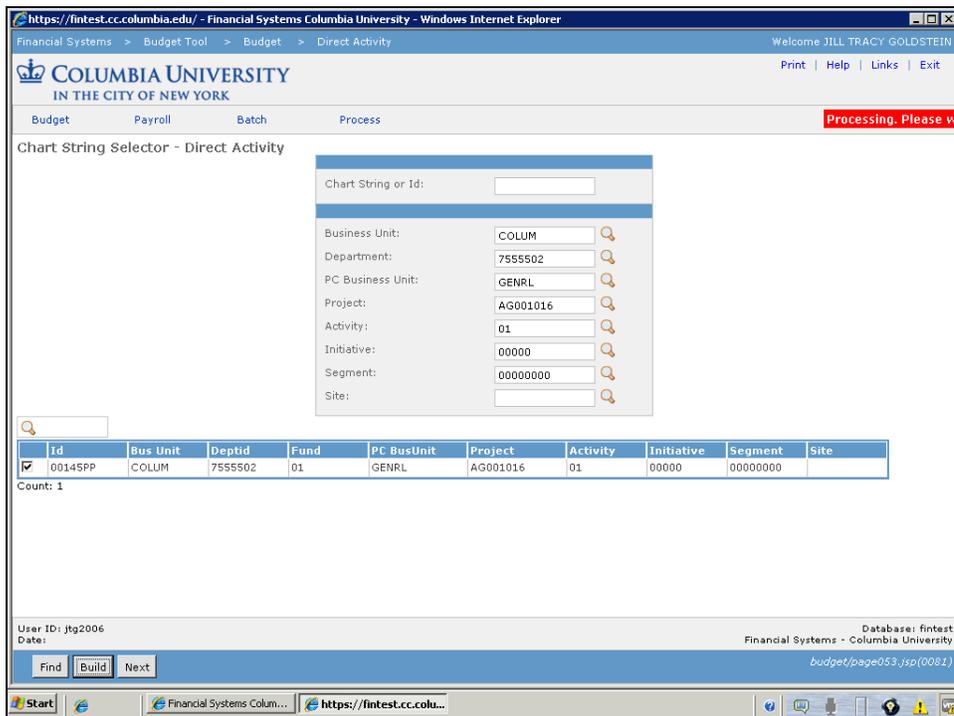
Step	Action
15.	Delete any pre-populated data in the Site field. Press [Backspace] .

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Budget Tool



Step	Action
16.	Click the Find button.



Step	Action
17.	<p>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.</p> <p>Click the Build button.</p> 

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

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Budget Payroll Batch Process **Processing. Please wait**

Direct Activity

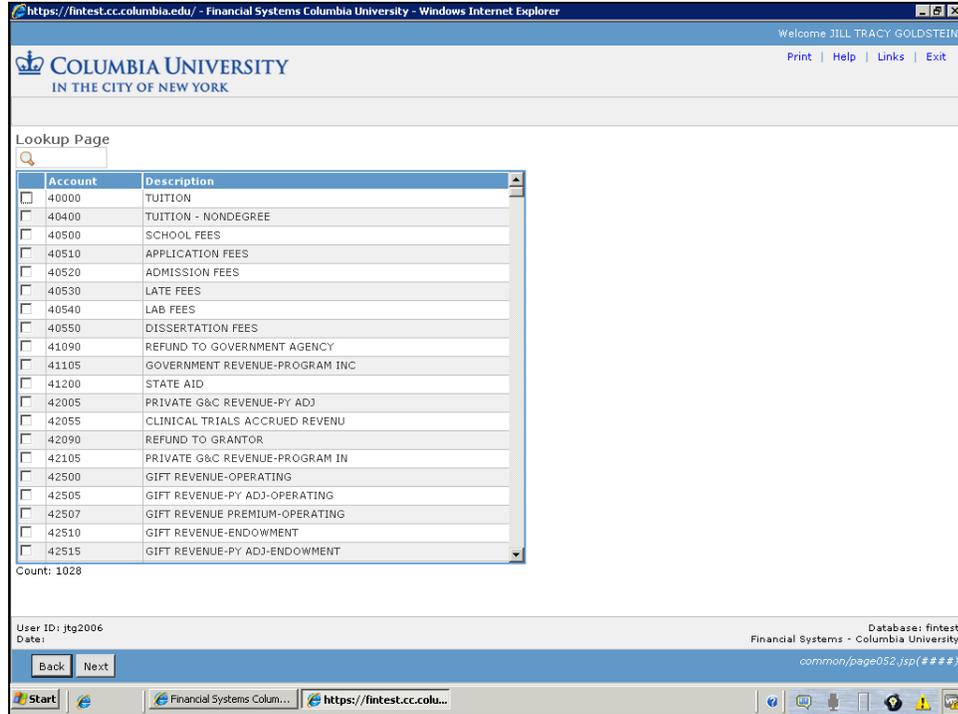
Header Section		
COLUM-7555502-GENRL-AG001016-01-01-00000-00000000		
Business Unit	COLUM	COLUMBIA UNIVERSITY
Department	7555502	SRG VALVE CTR
PC Business Unit	GENRL	GENRL
Project	AG001016	ECONOMICS
Fund Code	01	GENERAL UNRESTRICTED FUND
Activity	01	01
Transaction	000001DG	STATUS: NEW
Initiative	00000	UNDEFINED INITIATIVE
Segment	00000000	UNDEFINED SEGMENT
Chart Id	00145PP	

Summary Section	FY12 Budget	FY12 CurrEst	FY12 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 Revenues	0	-262	-262	0	-10	-10	0	0	-336,031	0
Total Project Expenses	0	262	262	0	10	10	0	0	336,030	0
Ending Project Fund Balance	0	1	1	1	1	1	0	0	0	0

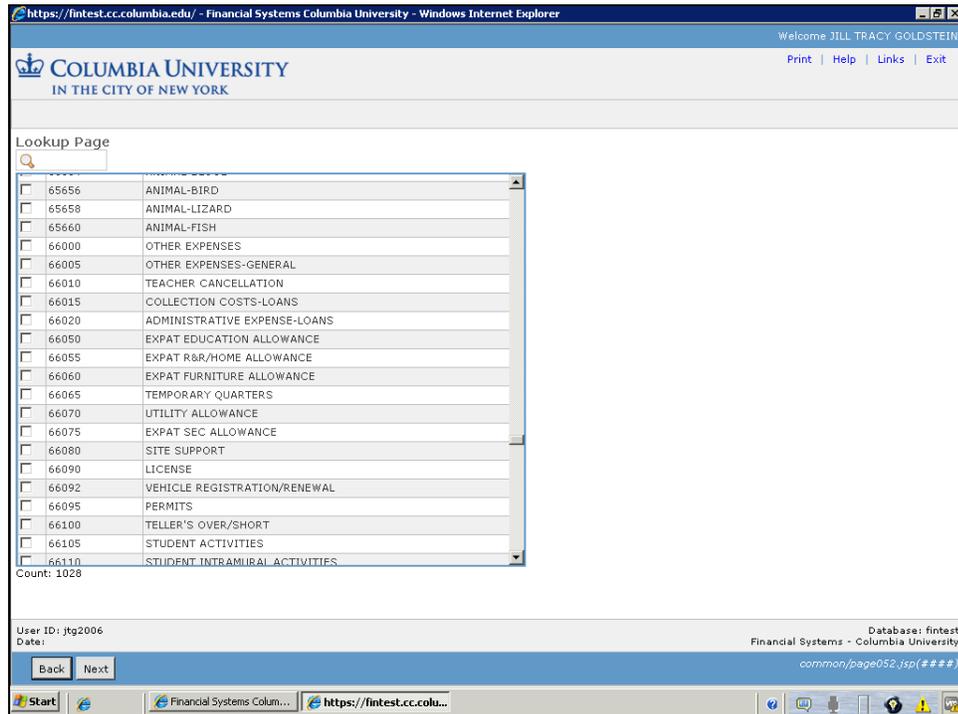
User ID: jt92006
Date: _____ Database: fintest
Financial Systems - Columbia University
budget/page060.jsp(0081)

Add Save Process Cancel

Step	Action
19.	<p>Click the 'add' button to add PeopleSoft accounts to the ChartString. Click the Add button.</p> 



Step	Action
20.	Click the 40000 option. <input type="checkbox"/>

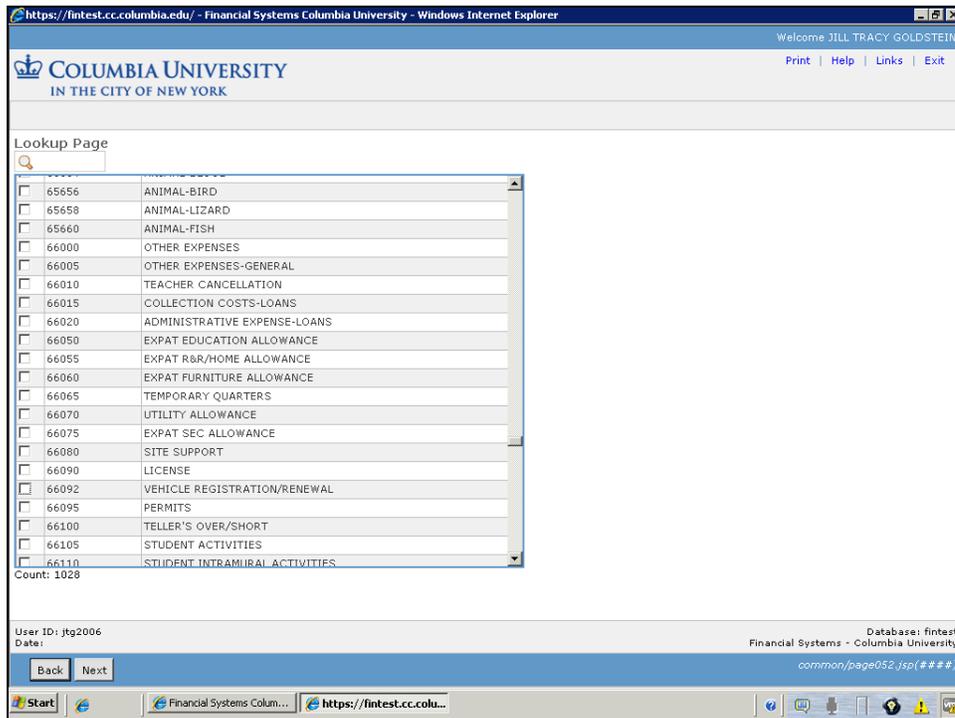


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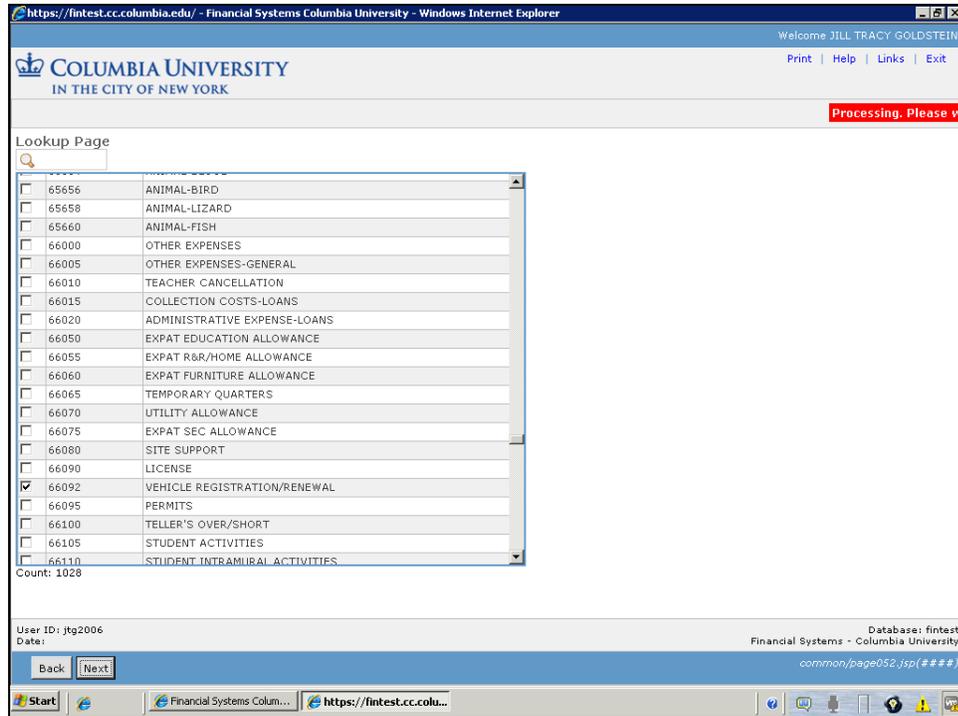
Budget Tool



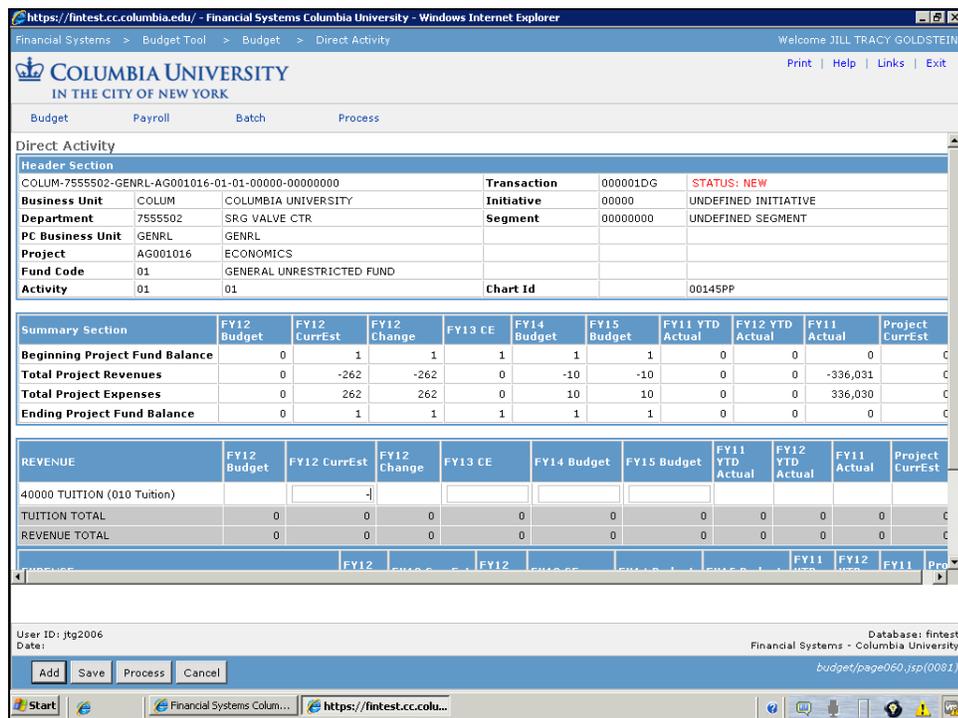
Step	Action
21.	Click and drag the scroll bar down to select another value.



Step	Action
22.	Click the 66092 option. <input type="checkbox"/>



Step	Action
23.	Click the Next button. 



Training Guide

Budget Tool



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

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



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Direct Activity

Header Section					
COLUM-755502-GENRL-AG001016-01-01-00000-00000000					
Business Unit	COLUM	COLUMBIA UNIVERSITY	Transaction	000001DG	STATUS: NEW
Department	755502	SRG VALVE CTR	Initiative	00000	UNDEFINED INITIATIVE
PC Business Unit	GENRL	GENRL	Segment	00000000	UNDEFINED SEGMENT
Project	AG001016	ECONOMICS			
Fund Code	01	GENERAL UNRESTRICTED FUND			
Activity	01	01	Chart Id	00145PP	

Summary Section	FY12 Budget	FY12 CurrEst	FY12 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 Revenues	0	-262	-262	0	-10	-10	0	0	-336,031	0
Total Project Expenses	0	262	262	0	10	10	0	0	336,030	0
Ending Project Fund Balance	0	1	1	1	1	1	0	0	0	0

REVENUE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
40000 TUITION (010 Tuition)		-100								
TUITION TOTAL	0	0	0	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0	0	0	0

User ID: jtg2006
Date: Database: fintest
Financial Systems - Columbia University
budget/page060.jsp(0081)

Add Save Process Cancel

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" .

Training Guide

Budget Tool



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Financial Systems > Budget Tool > Budget > Direct Activity

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Budget Payroll Batch Process

Direct Activity

Header Section

COLUM-755502-GENRL-AG001016-01-01-00000-00000000			Transaction	000001DG	STATUS: NEW
Business Unit	COLUM	COLUMBIA UNIVERSITY	Initiative	00000	UNDEFINED INITIATIVE
Department	7555502	SRG VALVE CTR	Segment	00000000	UNDEFINED SEGMENT
PC Business Unit	GENRL	GENRL			
Project	AG001016	ECONOMICS			
Fund Code	01	GENERAL UNRESTRICTED FUND			
Activity	01	01	Chart Id		00145PP

Summary Section

	FY12 Budget	FY12 CurrEst	FY12 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 Revenues	0	-262	-262	0	-10	-10	0	0	-336,031	0
Total Project Expenses	0	262	262	0	10	10	0	0	336,030	0
Ending Project Fund Balance	0	1	1	1	1	1	0	0	0	0

REVENUE

	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
40000 TUITION (010 Tuition)		-100		-125						
TUITION TOTAL	0	0	0	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0	0	0	0

EXPENSE

	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page060.jsp(0081)

Add Save Process Cancel

Step	Action
27.	Press [Tab].

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Budget Payroll Batch Process

Direct Activity

Header Section

COLUM-755502-GENRL-AG001016-01-01-00000-00000000			Transaction	000001DG	STATUS: NEW
Business Unit	COLUM	COLUMBIA UNIVERSITY	Initiative	00000	UNDEFINED INITIATIVE
Department	7555502	SRG VALVE CTR	Segment	00000000	UNDEFINED SEGMENT
PC Business Unit	GENRL	GENRL			
Project	AG001016	ECONOMICS			
Fund Code	01	GENERAL UNRESTRICTED FUND			
Activity	01	01	Chart Id		00145PP

Summary Section

	FY12 Budget	FY12 CurrEst	FY12 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 Revenues	0	-262	-262	0	-10	-10	0	0	-336,031	0
Total Project Expenses	0	262	262	0	10	10	0	0	336,030	0
Ending Project Fund Balance	0	1	1	1	1	1	0	0	0	0

REVENUE

	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
40000 TUITION (010 Tuition)		-100		-125						
TUITION TOTAL	0	0	0	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0	0	0	0

EXPENSE

	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page060.jsp(0081)

Add Save Process Cancel



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

The screenshot shows the 'Direct Activity' summary section of the budget tool. The table below represents the data visible in the 'Summary Section'.

Summary Section	FY12 Budget	FY12 CurrEst	FY12 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 Revenues	0	-262	-262	0	-10	-10	0	0	-336,031	0
Total Project Expenses	0	262	262	0	10	10	0	0	336,030	0
Ending Project Fund Balance	0	1	1	1	1	1	0	0	0	0

REVENUE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
40000 TUITION (010 Tuition)		-100		-125	-150					
TUITION TOTAL	0	0	0	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0	0	0	0

The interface also shows a 'Transaction' header with details like 'Transaction: 000001DG', 'Initiative: 00000', and 'Segment: 00000000'. At the bottom, there are buttons for 'Add', 'Save', 'Process', and 'Cancel', along with user and database information.

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

Training Guide Budget Tool



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Financial Systems > Budget Tool > Budget > Direct Activity

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Budget Payroll Batch Process

Project AG001016 ECONOMICS
Fund Code 01 GENERAL UNRESTRICTED FUND
Activity 01 01 Chart Id 00145PP

Summary Section	FY12 Budget	FY12 CurrEst	FY12 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 Revenues	0	-262	-262	0	-10	-10	0	0	-336,031	0
Total Project Expenses	0	262	262	0	10	10	0	0	336,030	0
Ending Project Fund Balance	0	1	1	1	1	1	0	0	0	0

REVENUE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
40000 TUITION (010 Tuition)		-100		-125	-150					
TUITION TOTAL	0	0	0	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0	0	0	0

EXPENSE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
66092 VEHICLE REGISTRATION/RENEWAL (225 Other Inst)										
OTHER_EXPENSE TOTAL	0	0	0	0	0	0	0	0	0	0
EXPENSE TOTAL	0	0	0	0	0	0	0	0	0	0

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page060.jsp(0081)

Add Save Process Cancel

Step	Action
30.	Click in the FY12 CurrEst field. <input type="text"/>

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Financial Systems > Budget Tool > Budget > Direct Activity

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Budget Payroll Batch Process

Project AG001016 ECONOMICS
Fund Code 01 GENERAL UNRESTRICTED FUND
Activity 01 01 Chart Id 00145PP

Summary Section	FY12 Budget	FY12 CurrEst	FY12 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 Revenues	0	-262	-262	0	-10	-10	0	0	-336,031	0
Total Project Expenses	0	262	262	0	10	10	0	0	336,030	0
Ending Project Fund Balance	0	1	1	1	1	1	0	0	0	0

REVENUE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
40000 TUITION (010 Tuition)		-100		-125	-150					
TUITION TOTAL	0	0	0	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0	0	0	0

EXPENSE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
66092 VEHICLE REGISTRATION/RENEWAL (225 Other Inst)										
OTHER_EXPENSE TOTAL	0	0	0	0	0	0	0	0	0	0
EXPENSE TOTAL	0	0	0	0	0	0	0	0	0	0

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page060.jsp(0081)

Add Save Process Cancel



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

The screenshot displays the 'Budget Tool' interface for Columbia University. It includes a navigation menu, user information, and two main data tables. The first table is a summary of project fund balances, and the second is a detailed breakdown of revenue and expenses with input fields for various fiscal years.

Summary Section	FY12 Budget	FY12 CurrEst	FY12 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 Revenues	0	-262	-262	0	-10	-10	0	0	-336,031	0
Total Project Expenses	0	262	262	0	10	10	0	0	336,030	0
Ending Project Fund Balance	0	1	1	1	1	1	0	0	0	0

REVENUE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
40000 TUITION (010 Tuition)		<input type="text" value="-100"/>		<input type="text" value="-125"/>	<input type="text" value="-150"/>					
TUITION TOTAL	0	0	0	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0	0	0	0

EXPENSE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Proj CurrEst
66092 VEHICLE REGISTRATION/RENEWAL (225 Other Inst)		<input type="text" value="250"/>								
OTHER_EXPENSE TOTAL	0	0	0	0	0	0	0	0	0	0
EXPENSE TOTAL	0	0	0	0	0	0	0	0	0	0

Step	Action
32.	Click in the FY13 CE field. <input type="text"/>

Training Guide Budget Tool



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Financial Systems > Budget Tool > Budget > Direct Activity

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Budget Payroll Batch Process

Project AG001016 ECONOMICS

Fund Code 01 GENERAL UNRESTRICTED FUND

Activity 01 01 Chart Id 00145PP

Summary Section	FY12 Budget	FY12 CurrEst	FY12 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 Revenues	0	-262	-262	0	-10	-10	0	0	-336,031	0
Total Project Expenses	0	262	262	0	10	10	0	0	336,030	0
Ending Project Fund Balance	0	1	1	1	1	1	0	0	0	0

REVENUE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
40000 TUITION (010 Tuition)		-100		-125	-150					
TUITION TOTAL	0	0	0	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0	0	0	0

EXPENSE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Proj CurrEst
66092 VEHICLE REGISTRATION/RENEWAL (225 Other Inst)		250								
OTHER_EXPENSE TOTAL	0	0	0	0	0	0	0	0	0	0
EXPENSE TOTAL	0	0	0	0	0	0	0	0	0	0

User ID: jtg2006 Database: fintest
Date: Financial Systems - Columbia University
budget/page060.jsp(0081)

Add Save Process Cancel

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

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Project AG001016 ECONOMICS

Fund Code 01 GENERAL UNRESTRICTED FUND

Activity 01 01 Chart Id 00145PP

Summary Section	FY12 Budget	FY12 CurrEst	FY12 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 Revenues	0	-262	-262	0	-10	-10	0	0	-336,031	0
Total Project Expenses	0	262	262	0	10	10	0	0	336,030	0
Ending Project Fund Balance	0	1	1	1	1	1	0	0	0	0

REVENUE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
40000 TUITION (010 Tuition)		-100		-125	-150					
TUITION TOTAL	0	0	0	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0	0	0	0

EXPENSE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Proj CurrEst
66092 VEHICLE REGISTRATION/RENEWAL (225 Other Inst)		250		275						
OTHER_EXPENSE TOTAL	0	0	0	0	0	0	0	0	0	0
EXPENSE TOTAL	0	0	0	0	0	0	0	0	0	0

User ID: jtg2006 Database: fintest
Date: Financial Systems - Columbia University
budget/page060.jsp(0081)

Add Save Process Cancel



Step	Action
34.	Click in the FY14 Budget field. <input type="text"/>

Financial Systems > Budget Tool > Budget > Direct Activity

Project: AG001016 ECONOMICS
Fund Code: 01 GENERAL UNRESTRICTED FUND
Activity: 01 01 Chart Id: 00145PP

Summary Section	FY12 Budget	FY12 CurrEst	FY12 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 Revenues	0	-262	-262	0	-10	-10	0	0	-336,031	0
Total Project Expenses	0	262	262	0	10	10	0	0	336,030	0
Ending Project Fund Balance	0	1	1	1	1	1	0	0	0	0

REVENUE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
40000 TUITION (010 Tuition)		-100		-125	-150					
TUITION TOTAL	0	0	0	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0	0	0	0

EXPENSE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
66092 VEHICLE REGISTRATION/RENEWAL (225 Other Inst)		250		275						
OTHER_EXPENSE TOTAL	0	0	0	0	0	0	0	0	0	0
EXPENSE TOTAL	0	0	0	0	0	0	0	0	0	0

User ID: jtg2006
Date: Database: fintest
Financial Systems - Columbia University
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Buttons: Add Save Process Cancel

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

Training Guide

Budget Tool



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Processing, Please wait

Project AG001016 ECONOMICS
Fund Code 01 GENERAL UNRESTRICTED FUND
Activity 01 01 Chart Id 00145PP

Summary Section	FY12 Budget	FY12 CurrEst	FY12 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 Revenues	0	-262	-262	0	-10	-10	0	0	-336,031	0
Total Project Expenses	0	262	262	0	10	10	0	0	336,030	0
Ending Project Fund Balance	0	1	1	1	1	1	0	0	0	0

REVENUE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
40000 TUITION (010 Tuition)		-100		-125	-150					
TUITION TOTAL	0	0	0	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0	0	0	0

EXPENSE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
66092 VEHICLE REGISTRATION/RENEWAL (225 Other Inst)		250		275	300					
OTHER_EXPENSE TOTAL	0	0	0	0	0	0	0	0	0	0
EXPENSE TOTAL	0	0	0	0	0	0	0	0	0	0

User ID: jtg2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page060.jsp(0081)

Add Save Process Cancel

Step	Action
36.	Click the Save button.



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Financial Systems > Budget Tool > Budget > Direct Activity

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Budget Payroll Batch Process

Processing, Please wait

Direct Activity

• Changes saved.

Header Section

COLUM-755502-GENRL-AG001016-01-01-00000-00000000 Transaction 000001DG STATUS: OPEN

Business Unit COLLUM COLUMBIA UNIVERSITY Initiative 00000 UNDEFINED INITIATIVE

Department 755502 SRG VALVE CTR Segment 00000000 UNDEFINED SEGMENT

PC Business Unit GENRL GENRL

Project AG001016 ECONOMICS

Fund Code 01 GENERAL UNRESTRICTED FUND

Activity 01 01 Chart Id 00145PP

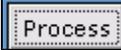
Summary Section	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
Beginning Project Fund Balance	0	1	1	151	301	451	0	0	0	0
Total Project Revenues	0	-362	-362	-125	-160	-10	0	0	-336,031	0
Total Project Expenses	0	512	512	275	310	10	0	0	336,030	0
Ending Project Fund Balance	0	151	151	301	451	451	0	0	0	0

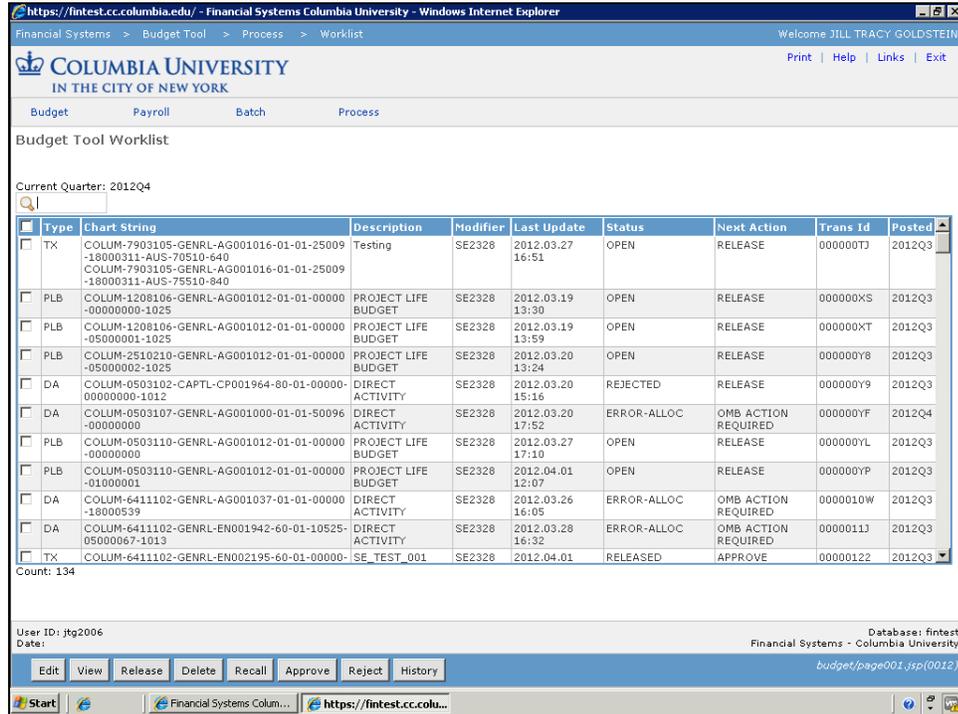
REVENUE	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
40000 TUITION (010 Tuition)		-100	-100	-125	-150					
TUITION TOTAL	0	-100	-100	-125	-150	0	0	0	0	0
REVENUE TOTAL	0	-100	-100	-125	-150	0	0	0	0	0

User ID: jtg2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page060.jsp(0081)

Add Save Process Cancel

Step	Action
37.	Click the Process button. 



The screenshot shows the 'Budget Tool Worklist' interface in a web browser. The current quarter is 2012Q4. A table lists various transactions with columns for Type, Chart String, Description, Modifier, Last Update, Status, Next Action, Trans Id, and Posted. The table contains 14 rows of data, including transactions for Testing, Project Life Budget, Direct Activity, and SE_TEST_001. At the bottom, there are navigation buttons: Edit, View, Release, Delete, Recall, Approve, Reject, and History.

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
TX	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-CP001964-60-01-00000-00000000-1012	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
TX	COLUM-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.

Training Guide

Budget Tool



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Financial Systems > Budget Tool > Process > Worklist

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Budget Payroll Batch Process

Budget Tool Worklist

Current Quarter: 2012Q4

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/>	TX 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
<input type="checkbox"/>	PLB COLUM-1208106-GENRL-AG001012-01-01-00000 -00000000-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
<input type="checkbox"/>	PLB COLUM-1208106-GENRL-AG001012-01-01-00000 -05000001-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000KT	2012Q3
<input type="checkbox"/>	PLB COLUM-2510210-GENRL-AG001012-01-01-00000 -05000002-1025	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q3
<input type="checkbox"/>	DA COLUM-0503102-CAPTL-CP001964-80-01-00000- 00000000-1012	DIRECT ACTIVITY	SE2328	2012.03.20 15:16	REJECTED	RELEASE	000000Y9	2012Q3
<input type="checkbox"/>	DA COLUM-0503107-GENRL-AG001000-01-01-50096 -00000000	DIRECT ACTIVITY	SE2328	2012.03.20 17:52	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
<input type="checkbox"/>	PLB COLUM-0503110-GENRL-AG001012-01-01-00000 -00000000	PROJECT LIFE BUDGET	SE2328	2012.03.27 17:10	OPEN	RELEASE	000000YL	2012Q3
<input type="checkbox"/>	PLB COLUM-0503110-GENRL-AG001012-01-01-00000 -01000001	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
<input type="checkbox"/>	DA COLUM-6411102-GENRL-AG001037-01-01-00000 -18000539	DIRECT ACTIVITY	SE2328	2012.03.26 16:05	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
<input type="checkbox"/>	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
<input type="checkbox"/>	TX COLUM-6411102-GENRL-EN002195-60-01-00000- SE_TEST_001	SE_TEST_001	SE2328	2012.04.01	RELEASED	APPROVE	00000122	2012Q3

Count: 134

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page001.jsp(0012)

Edit View Release Delete Recall Approve Reject History

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

Training Guide

Budget Tool

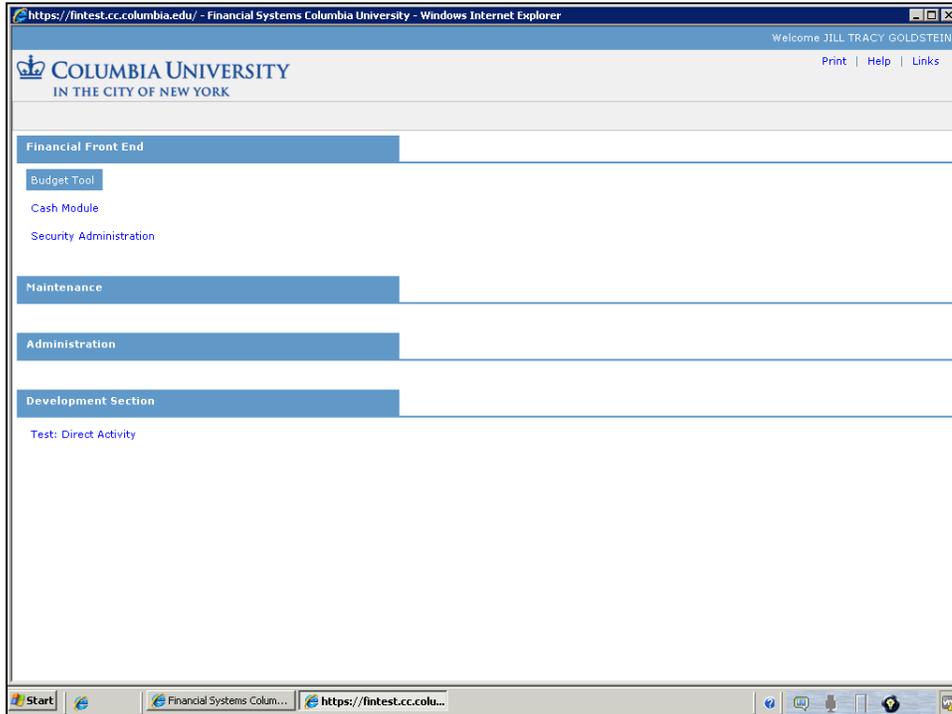


Transfers

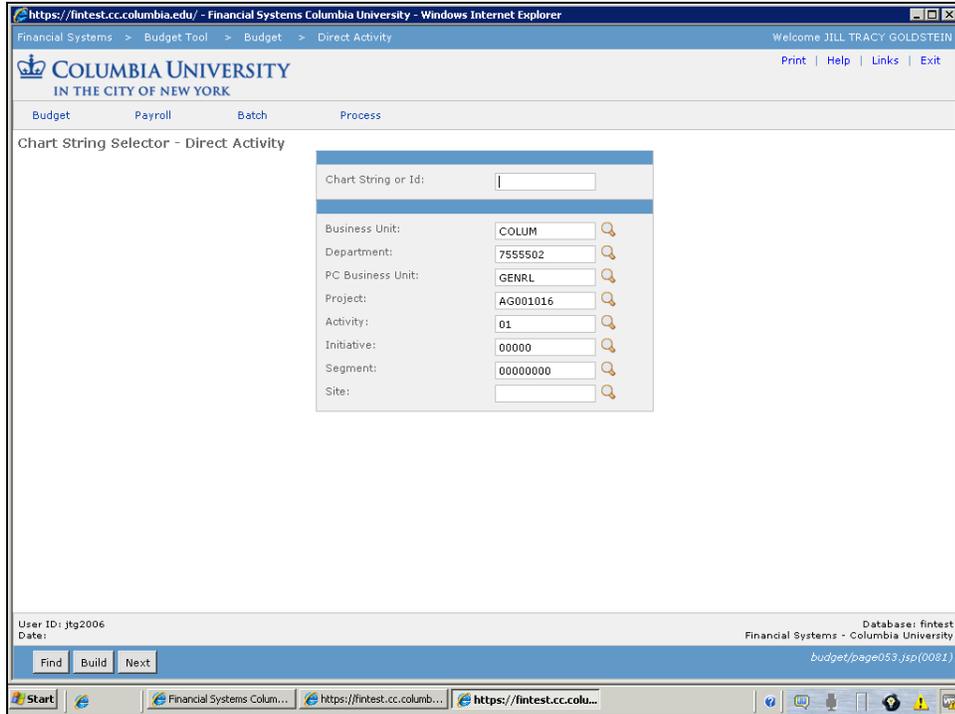
Use the Transfer screen to enter and review transfers.

Procedure

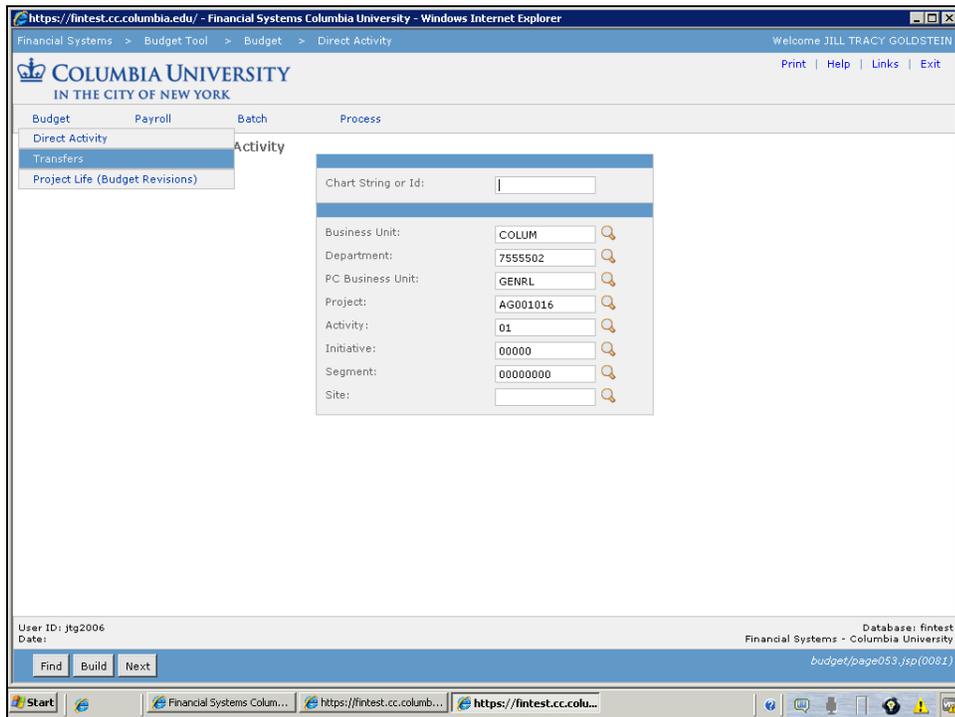
This topic provides guidance on how to enter and review transfers.



Step	Action
1.	Click the Budget Tool link. 



Step	Action
2.	Click the Budget link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Budget</div>

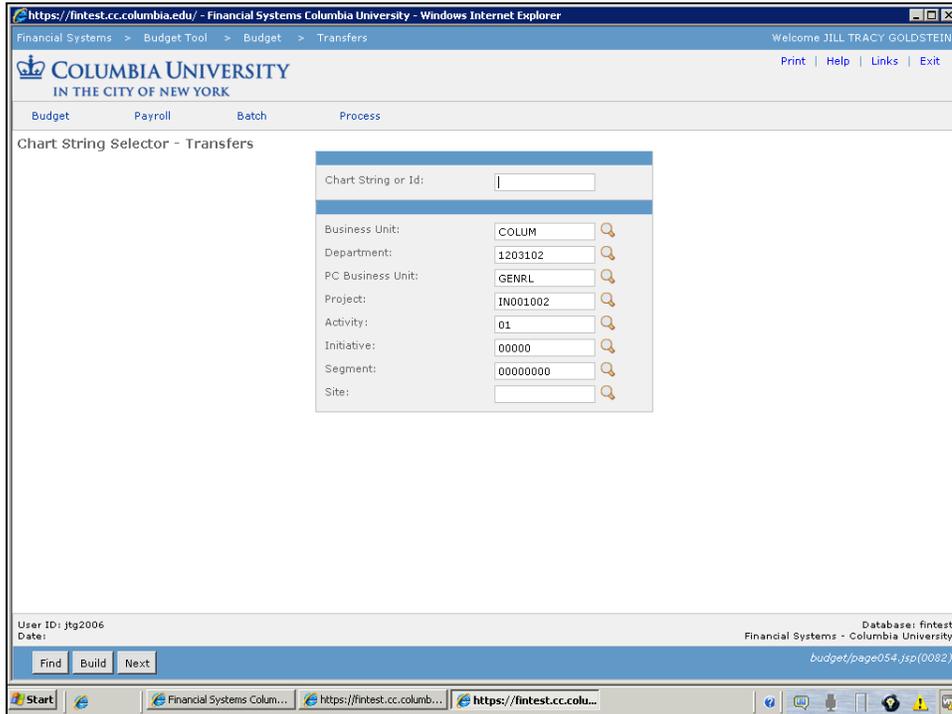


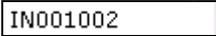
Training Guide

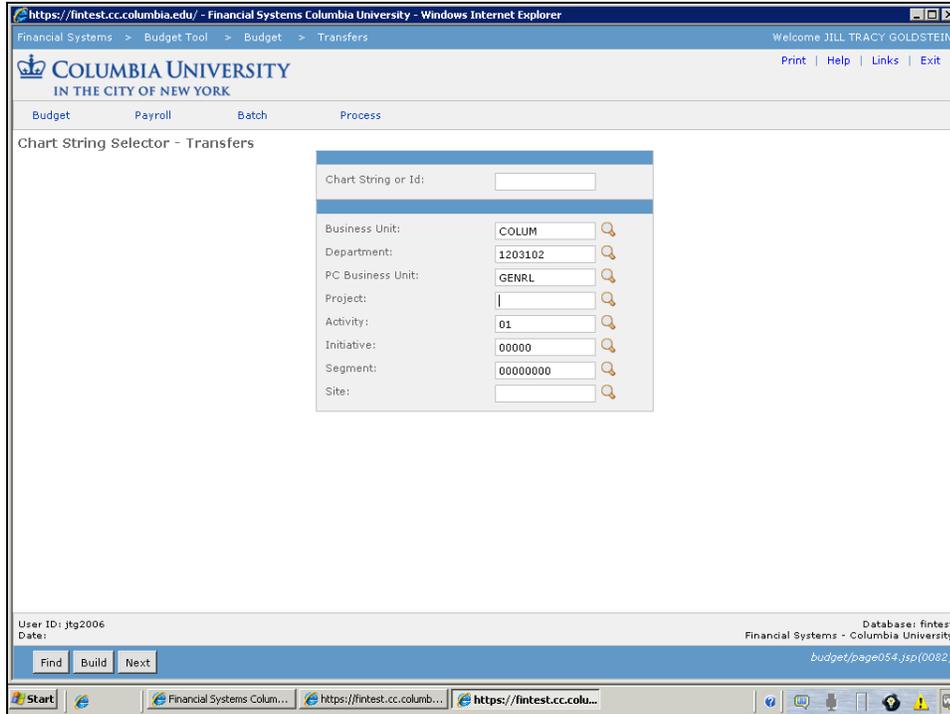
Budget Tool



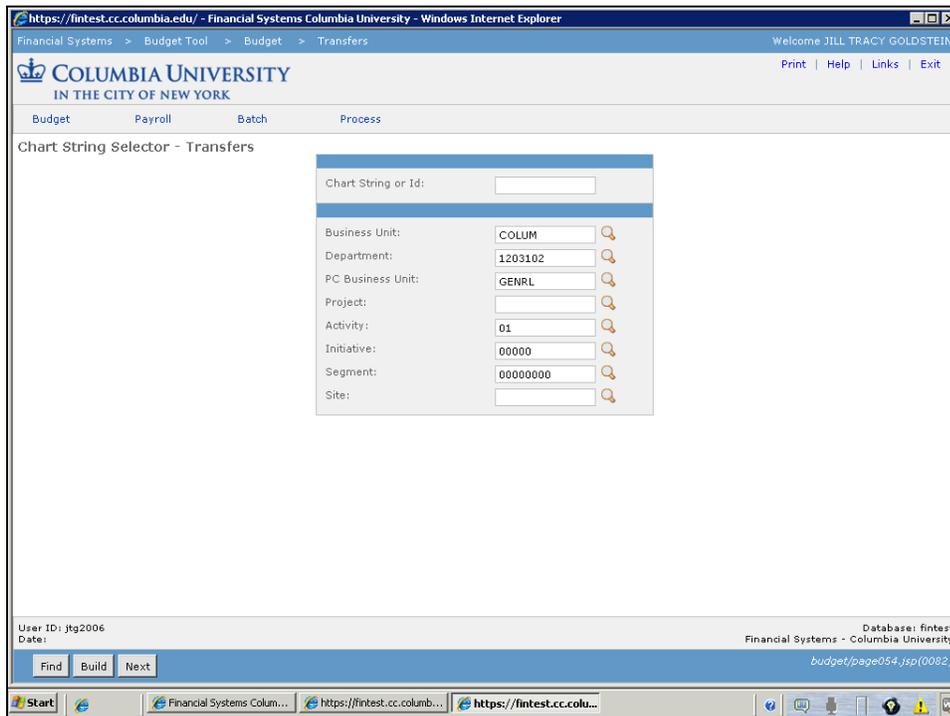
Step	Action
3.	Click the Transfers link. 



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



Step	Action
5.	Press [Backspace] .

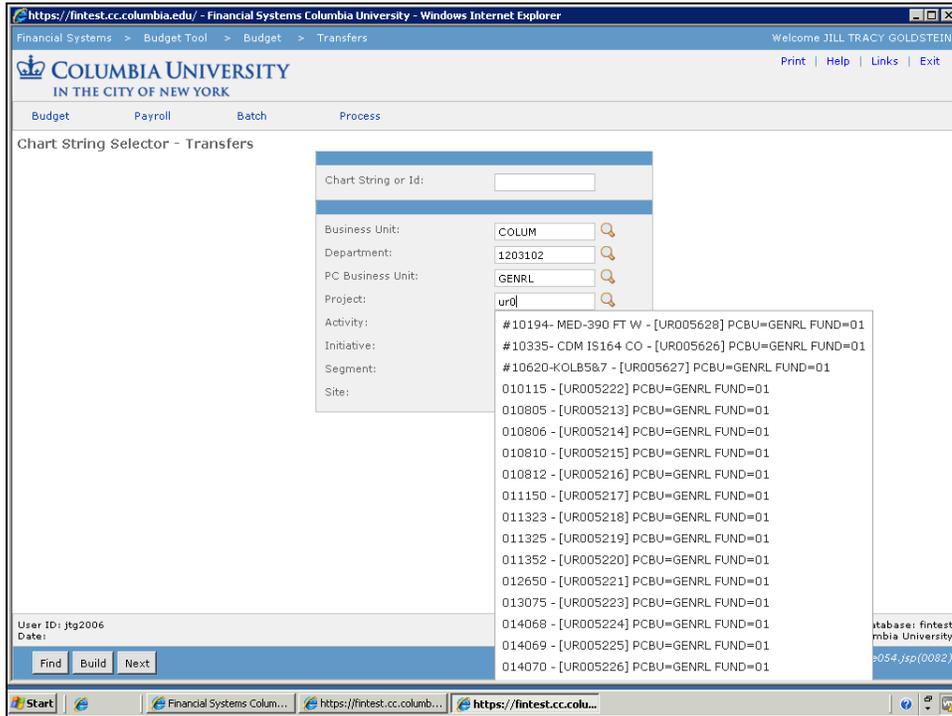


Training Guide

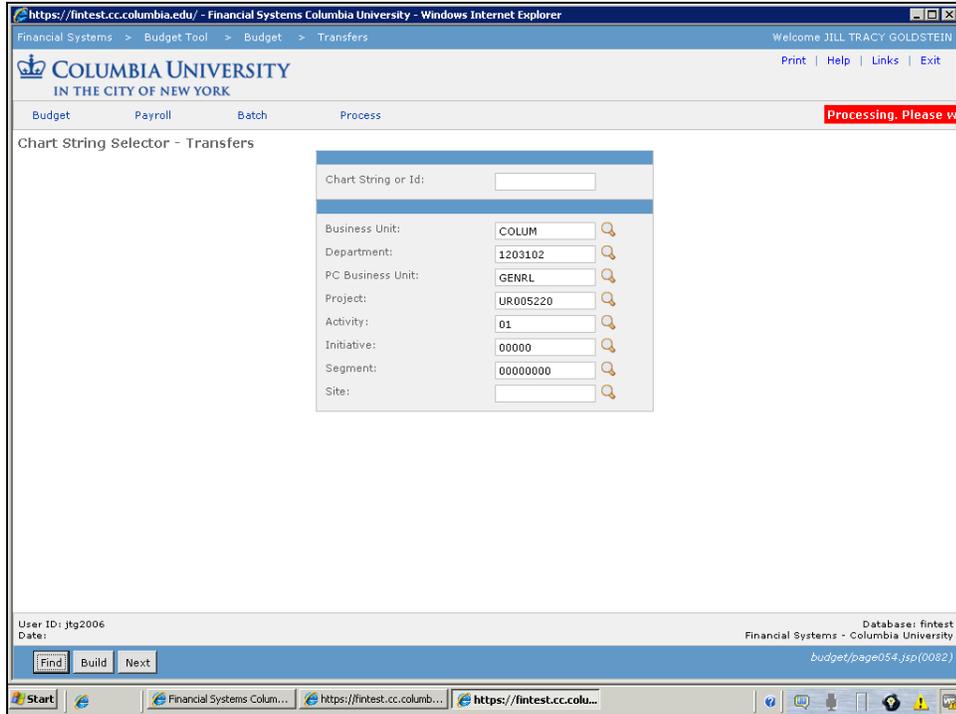
Budget Tool



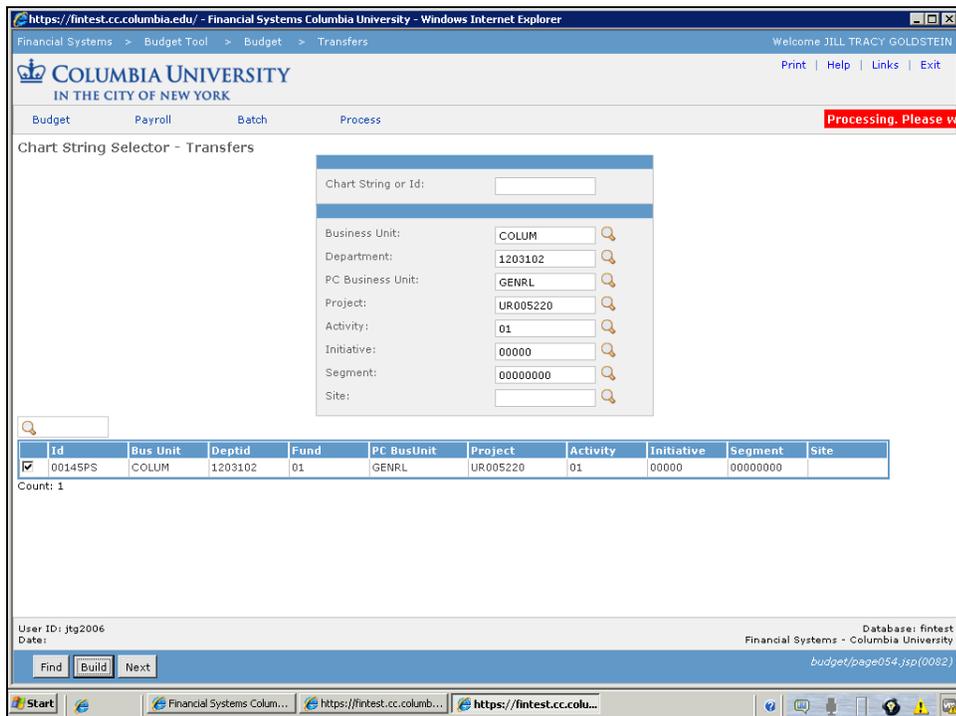
Step	Action
6.	Type the first 3 characters of the number or name of the project. Enter the desired information into the Project: field. Enter " ur0 ".



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



Step	Action
8.	Click the Find button. 



Training Guide

Budget Tool



Step	Action
9.	Click the Build button. 

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Financial Systems > Budget Tool > Budget > Transfers

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Budget Payroll Batch Process **Processing. Please w**

Chart String Selector - Transfers

- New chart string has been built.

Chart String or Id:

Business Unit:

Department:

PC Business Unit:

Project:

Activity:

Initiative:

Segment:

Site:

Id	Bus Unit	Deptid	Fund	PC BusUnit	Project	Activity	Initiative	Segment	Site	
<input checked="" type="checkbox"/>	00145PS	COLUM	1203102	01	GENRL	UR005220	01	00000	00000000	

Count: 1

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page05+.jsp(0082)

Find Build **Next**

Step	Action
10.	Click the Next button. 

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Financial Systems > Budget Tool > Budget > Transfers > Transfer

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Budget Payroll Batch Process **Processing. Please wait**

Budget Tool - Transfer List

Header Section					
COLUM-1203102-GENRL-UR005220-01-01-00000-00000000					
Business Unit	COLUM	COLUMBIA UNIVERSITY	Transaction	000001D3	STATUS: NEW
Department	1203102	FAC HUMAN RESOURCES	Initiative	00000	UNDEFINED INITIATIVE
PC Business Unit	GENRL	GENRL	Segment	00000000	UNDEFINED SEGMENT
Project	UR005220	011352			
Fund Code	01	GENERAL UNRESTRICTED FUND			
Activity	01	01	Chart Id		00145PS

Summary Section	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
Beginning Project Fund Balance	0	0	0	0	0	0	0	0	0	0
Total Project Revenues	0	0	0	0	0	0	0	0	0	0
Total Project Expenses	0	0	0	0	0	0	0	0	0	0
Ending Project Fund Balance	0	0	0	0	0	0	0	0	0	0

Acct/Func	Offset Chart String	Modifier	Last Update	Id	Description	Status	Next Action	FY12 Budget	FY12 CurrEst	FY13 Budget	FY14 Budget	FY15 Budget	FY11 YTD	FY12 YTD	FY11 Actual

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University

Back **New** Edit Delete

budget/page020.jsp(0039)

Step	Action
11.	Click the New button. 

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Financial Systems > Budget Tool > Budget > Transfers > Transfer

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Budget Payroll Batch Process **Processing. Please wait**

Budget Tool Transfer - Select Target Chart String

Header Section					
COLUM-1203102-GENRL-UR005220-01-01-00000-00000000					
Business Unit	COLUM	COLUMBIA UNIVERSITY	Initiative	00000	UNDEFINED INITIATIVE
Department	1203102	FAC HUMAN RESOURCES	Segment	00000000	UNDEFINED SEGMENT
PC Business Unit	GENRL	GENRL			
Project	UR005220	011352			
Fund Code	01	GENERAL UNRESTRICTED FUND			
Activity	01	01	Chart Id		00145PS

Account:

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University

Next Cancel

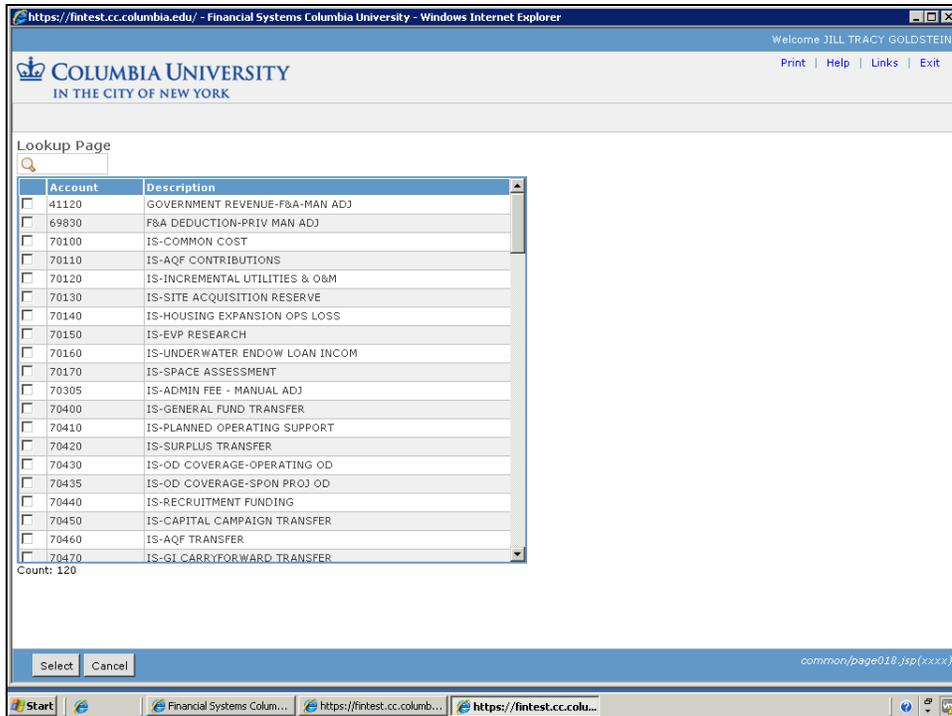
budget/page021.jsp(0040)

Training Guide

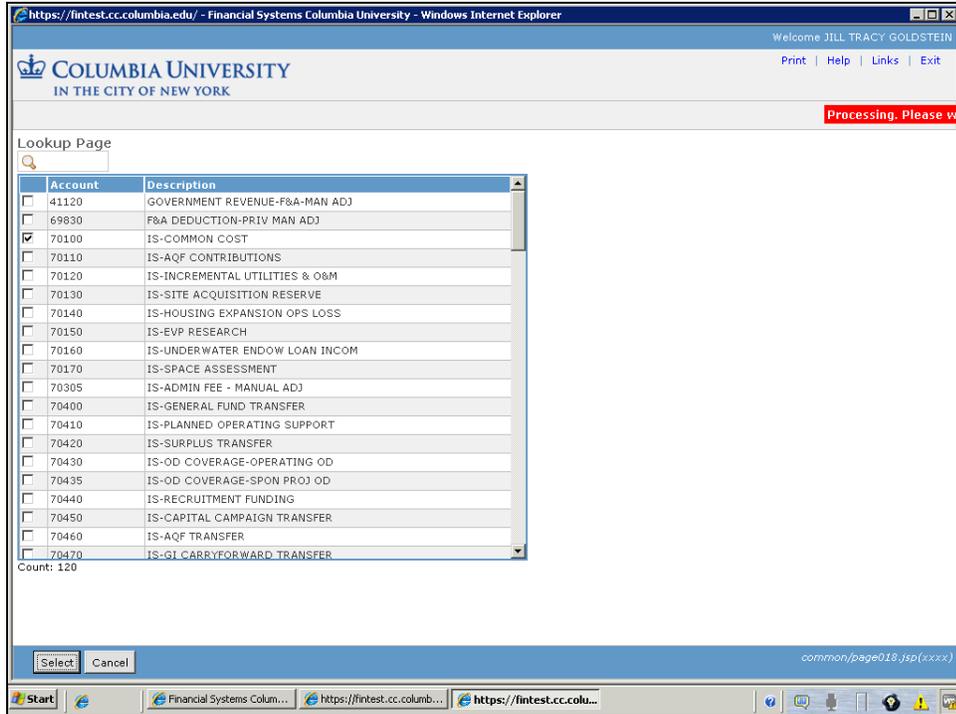
Budget Tool



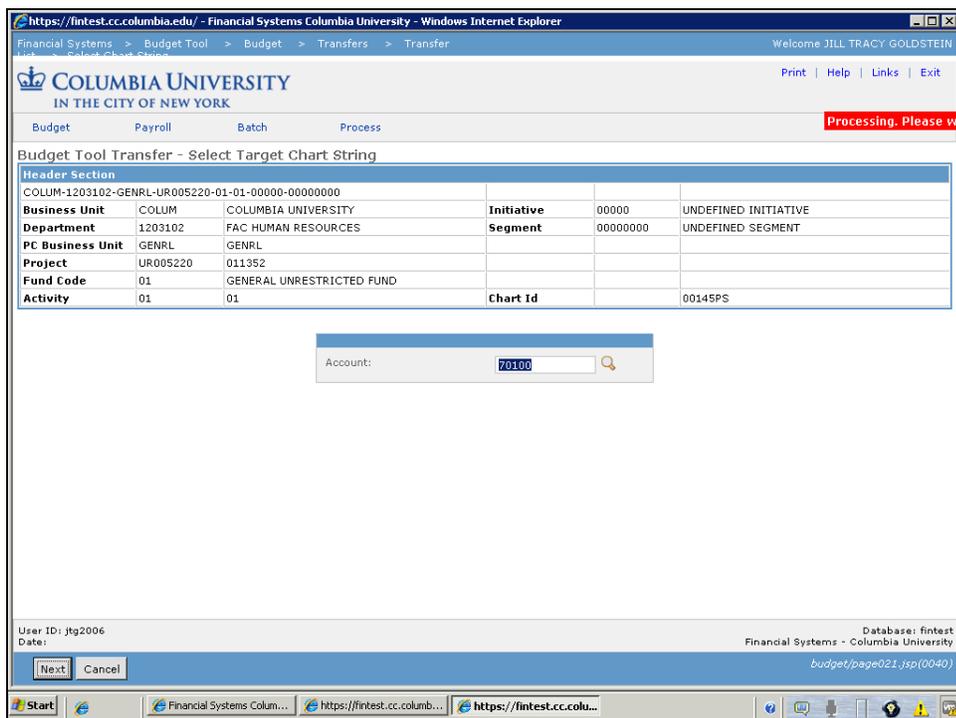
Step	Action
12.	<p>Search for an account.</p> <p>Click the Search button.</p> 



Step	Action
13.	<p>Click the 70100 option.</p> 



Step	Action
14.	Click the Select button.



Training Guide

Budget Tool



Step	Action
15.	Click the Next button. 

Financial Systems > Budget Tool > Budget > Transfers > Transfer

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Budget Payroll Batch Process

Budget Tool Transfer - Select Offset Chart String

Header Section Target Chart String

COLUM-1203102-GENRL-UR005220-01-01-00000-00000000 - 70100-600					
Business Unit	COLUM	COLUMBIA UNIVERSITY	Initiative	00000	UNDEFINED INITIATIVE
Department	1203102	FAC HUMAN RESOURCES	Segment	00000000	UNDEFINED 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

Business Unit: COLUM
 Department: 1203102
 PC Business Unit: GENRL
 Project: UR005220
 Activity: 01
 Initiative: 00000
 Segment: 00000000
 Site:
 Account: 75100

User ID: jtq2006
 Date:
 Database: fintest
 Financial Systems - Columbia University
 budget/page022.jsp(0047)

Next Cancel

Step	Action
16.	Click in the Project: field. 

Financial Systems > Budget Tool > Budget > Transfers > Transfer

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Budget Payroll Batch Process

Budget Tool Transfer - Select Offset Chart String

Header Section Target Chart String

COLUM-1203102-GENRL-UR005220-01-01-00000-00000000 - 70100-600				
Business Unit	COLUM	COLUMBIA UNIVERSITY	Initiative	00000 UNDEFINED INITIATIVE
Department	1203102	FAC HUMAN RESOURCES	Segment	000000000 UNDEFINED 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

Business Unit: COLUM

Department: 1203102

PC Business Unit: GENRL

Project: UR005220

Activity: 01

Initiative: 00000

Segment: 000000000

Site:

Account: 75100

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page022.jsp(0047)

Next Cancel

Step	Action
17.	Press [Backspace] .

Financial Systems > Budget Tool > Budget > Transfers > Transfer

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Budget Payroll Batch Process

Budget Tool Transfer - Select Offset Chart String

Header Section Target Chart String

COLUM-1203102-GENRL-UR005220-01-01-00000-00000000 - 70100-600				
Business Unit	COLUM	COLUMBIA UNIVERSITY	Initiative	00000 UNDEFINED INITIATIVE
Department	1203102	FAC HUMAN RESOURCES	Segment	000000000 UNDEFINED SEGMENT
PC Business Unit	GENRL	GENRL		
Project			Account	70100 IS-COMMON COST
Fund Code	01	GENERAL UNRESTRICTED FUND	Function	600 IS - COMMON COST
Activity	01	01	Chart Id	00145PT

Business Unit: COLUM

Department: 1203102

PC Business Unit: GENRL

Project:

Activity: 01

Initiative: 00000

Segment: 000000000

Site:

Account: 75100

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page022.jsp(0047)

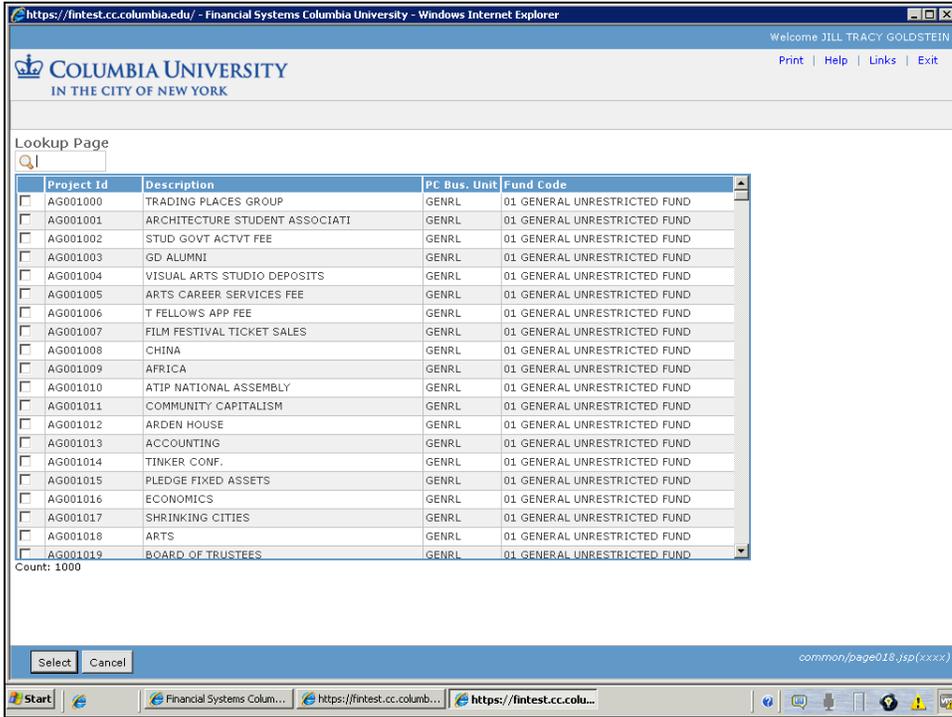
Next Cancel

Training Guide

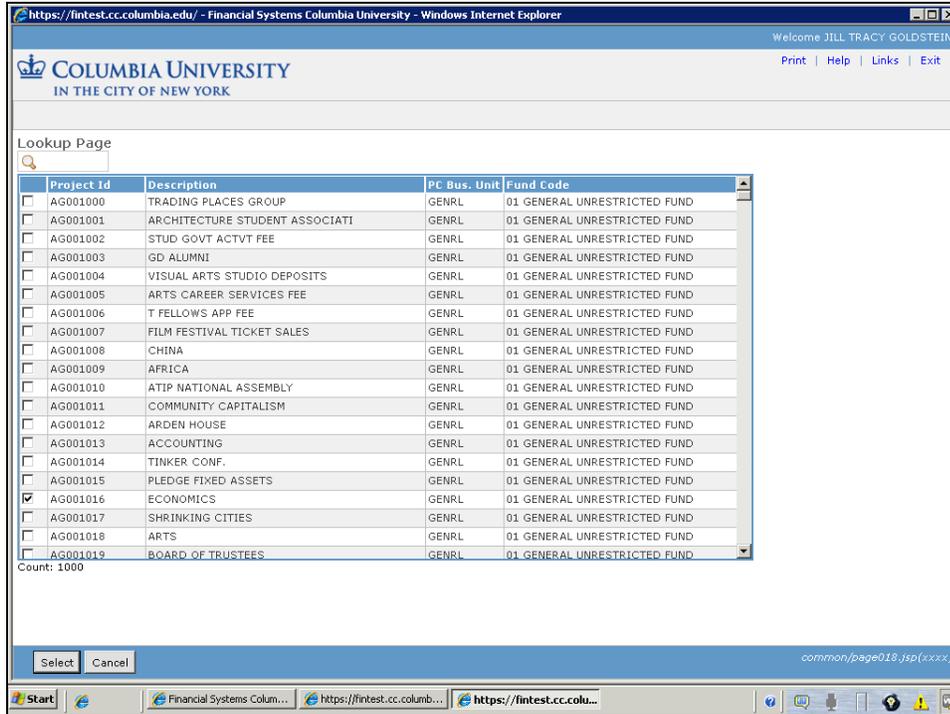
Budget Tool



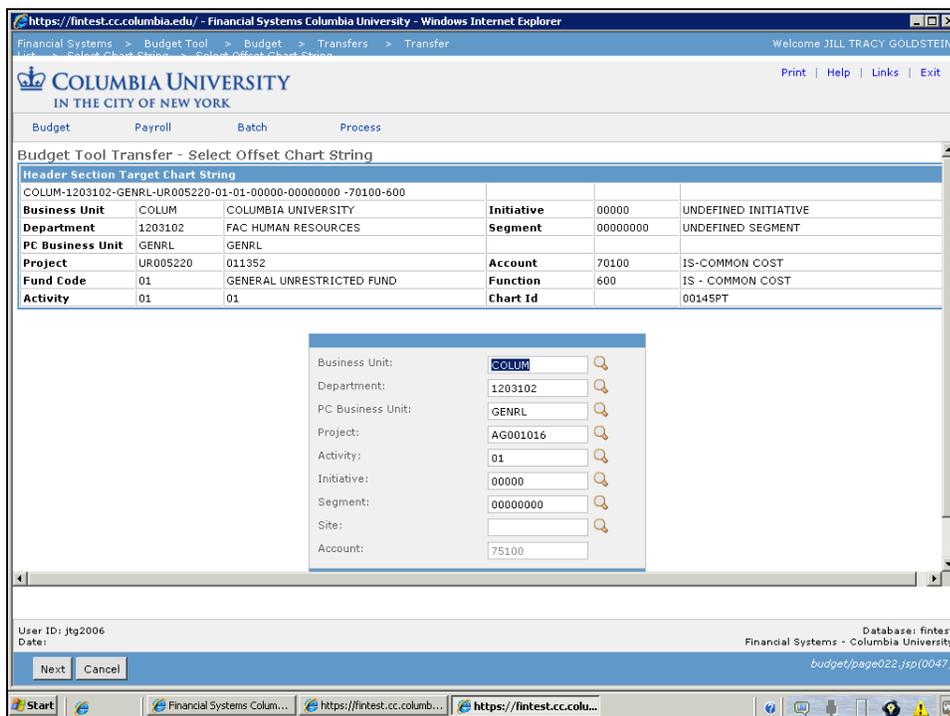
Step	Action
18.	Click the Search button. 



Step	Action
19.	Click the AG001016 option. 



Step	Action
20.	Click the Select button. <div style="border: 1px solid black; padding: 5px; display: inline-block;">Select</div>

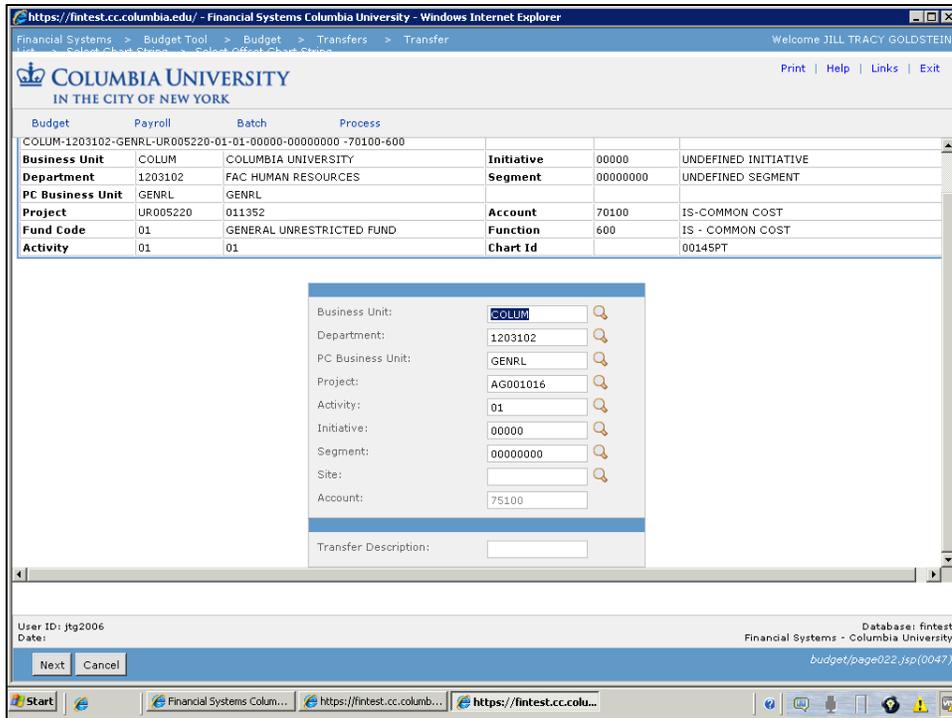


Training Guide

Budget Tool



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



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

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

Training Guide Budget Tool



Step	Action
24.	Click the Next button. 

The screenshot shows the 'Budget Tool Transfer' page in a web browser. It displays two transaction entries with their respective details:

Header Section Target Chart String					
COLUM-1203102-GENRL-UR005220-01-01-00000-00000000-70100-600					
Transaction	000001DK	STATUS:	NEW		
Business Unit	COLUM	COLUMBIA UNIVERSITY		Initiative	00000 UNDEFINED INITIATIVE
Department	1203102	FAC HUMAN RESOURCES		Segment	00000000 UNDEFINED SEGMENT
PC Business Unit	GENRL	GENRL		Account	70100 IS-COMMON COST
Project	UR005220	011352		Function	600 IS - COMMON COST
Fund Code	01	GENERAL UNRESTRICTED FUND		Chart Id	00145PT
Activity	01	01			

Header Section Offset Chart String					
COLUM-1203102-GENRL-AG001016-01-01-00000-00000000-75100-800					
Transaction	000001DK	STATUS:	NEW		
Business Unit	COLUM	COLUMBIA UNIVERSITY		Initiative	00000 UNDEFINED INITIATIVE
Department	1203102	FAC HUMAN RESOURCES		Segment	00000000 UNDEFINED SEGMENT
PC Business Unit	GENRL	GENRL		Account	75100 IU-COMMON COST
Project	AG001016	ECONOMICS		Function	800 IU - COMMON COST
Fund Code	01	GENERAL UNRESTRICTED FUND		Chart Id	00145PW
Activity	01	01			

Description	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
Training Transfer	0	<input type="text" value="0"/>	0	0	0	0	0	0	0	0

At the bottom of the page, there are buttons for 'Save', 'Process', and 'Cancel'. The user ID is 'jtg2006' and the date is empty. The database is 'fintest' and the page is 'budget/page023.jsp(0048)'.

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

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Financial Systems > Budget Tool > Budget > Transfers > Transfer

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Budget Payroll Batch Process

Budget Tool Transfer

Transaction 000001DK created with base id 000001DK

Header Section Target Chart String					
COLUM-1203102-GENRL-UR005220-01-01-00000-00000000 -70100-600					
Business Unit	COLUM	COLUMBIA UNIVERSITY	Transaction	000001DK	STATUS: NEW
Department	1203102	FAC HUMAN RESOURCES	Initiative	00000	UNDEFINED INITIATIVE
PC Business Unit	GENRL	GENRL	Segment	00000000	UNDEFINED SEGMENT
Project	UR005220	011352	Account	70100	IS-COMMON COST
Fund Code	01	GENERAL UNRESTRICTED FUND	Function	600	IS - COMMON COST
Activity	01		Chart Id		00145PT

Header Section Offset Chart String					
COLUM-1203102-GENRL-AG001016-01-01-00000-00000000 -75100-800					
Business Unit	COLUM	COLUMBIA UNIVERSITY	Transaction	000001DK	STATUS: NEW
Department	1203102	FAC HUMAN RESOURCES	Initiative	00000	UNDEFINED INITIATIVE
PC Business Unit	GENRL	GENRL	Segment	00000000	UNDEFINED SEGMENT
Project	AG001016	ECONOMICS	Account	75100	IU-COMMON COST
Fund Code	01	GENERAL UNRESTRICTED FUND	Function	800	IU - COMMON COST
Activity	01	01	Chart Id		00145PW

Description	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
Training Transfer	0	-500	0	0	0	0	0	0	0	0

User ID: jtg2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page023.jsp(0048)

Save Process Cancel

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

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Financial Systems > Budget Tool > Budget > Transfers > Transfer

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Budget Payroll Batch Process

Budget Tool Transfer

Transaction 000001DK created with base id 000001DK

Header Section Target Chart String					
COLUM-1203102-GENRL-UR005220-01-01-00000-00000000 -70100-600					
Business Unit	COLUM	COLUMBIA UNIVERSITY	Transaction	000001DK	STATUS: NEW
Department	1203102	FAC HUMAN RESOURCES	Initiative	00000	UNDEFINED INITIATIVE
PC Business Unit	GENRL	GENRL	Segment	00000000	UNDEFINED SEGMENT
Project	UR005220	011352	Account	70100	IS-COMMON COST
Fund Code	01	GENERAL UNRESTRICTED FUND	Function	600	IS - COMMON COST
Activity	01		Chart Id		00145PT

Header Section Offset Chart String					
COLUM-1203102-GENRL-AG001016-01-01-00000-00000000 -75100-800					
Business Unit	COLUM	COLUMBIA UNIVERSITY	Transaction	000001DK	STATUS: NEW
Department	1203102	FAC HUMAN RESOURCES	Initiative	00000	UNDEFINED INITIATIVE
PC Business Unit	GENRL	GENRL	Segment	00000000	UNDEFINED SEGMENT
Project	AG001016	ECONOMICS	Account	75100	IU-COMMON COST
Fund Code	01	GENERAL UNRESTRICTED FUND	Function	800	IU - COMMON COST
Activity	01	01	Chart Id		00145PW

Description	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
Training Transfer	0	-500	0	-1000	0	0	0	0	0	0

User ID: jtg2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page023.jsp(0048)

Save Process Cancel

Training Guide

Budget Tool



Step	Action
27.	Press [Tab] .

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Financial Systems > Budget Tool > Budget > Transfers > Transfer

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Budget Payroll Batch Process

Budget Tool Transfer

Transaction 000001DK created with base id 000001DK

Header Section Target Chart String					
COLUM-1203102-GENRL-UR005220-01-01-00000-00000000 -70100-600	Transaction	000001DK	STATUS: NEW		
Business Unit COLUM COLUMBIA UNIVERSITY	Initiative	00000	UNDEFINED INITIATIVE		
Department 1203102 FAC HUMAN RESOURCES	Segment	00000000	UNDEFINED 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		

Header Section Offset Chart String					
COLUM-1203102-GENRL-AG001016-01-01-00000-00000000 -75100-800	Transaction	000001DK	STATUS: NEW		
Business Unit COLUM COLUMBIA UNIVERSITY	Initiative	00000	UNDEFINED INITIATIVE		
Department 1203102 FAC HUMAN RESOURCES	Segment	00000000	UNDEFINED SEGMENT		
PC Business Unit GENRL GENRL					
Project AG001016 ECONOMICS	Account	75100	IU-COMMON COST		
Fund Code 01 GENERAL UNRESTRICTED FUND	Function	800	IU - COMMON COST		
Activity 01 01	Chart Id		00145PW		

Description	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
Training Transfer	0	-500	0	-1000		0	0	0	0	0

User ID: jtg2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page023.jsp(0048)

Save Process Cancel

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



Training Guide Budget Tool

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Financial Systems > Budget Tool > Budget > Transfers > Transfer

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Budget Payroll Batch Process

Budget Tool Transfer

Transaction 000001DK created with base id 000001DK

Header Section Target Chart String					
COLUM-1203102-GENRL-UR005220-01-01-00000-00000000 -70100-600					
Business Unit	COLUM	COLUMBIA UNIVERSITY	Transaction	000001DK	STATUS: NEW
Department	1203102	FAC HUMAN RESOURCES	Initiative	00000	UNDEFINED INITIATIVE
PC Business Unit	GENRL	GENRL	Segment	00000000	UNDEFINED SEGMENT
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

Header Section Offset Chart String					
COLUM-1203102-GENRL-AG001016-01-01-00000-00000000 -75100-800					
Business Unit	COLUM	COLUMBIA UNIVERSITY	Transaction	000001DK	STATUS: NEW
Department	1203102	FAC HUMAN RESOURCES	Initiative	00000	UNDEFINED INITIATIVE
PC Business Unit	GENRL	GENRL	Segment	00000000	UNDEFINED SEGMENT
Project	AG001016	ECONOMICS	Account	75100	IU-COMMON COST
Fund Code	01	GENERAL UNRESTRICTED FUND	Function	800	IU - COMMON COST
Activity	01	01	Chart Id		00145PW

Description	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
Training Transfer	0	-500	0	-1000	-1500	0	0	0	0	0

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page023.jsp(0048)

Save Process Cancel

Step	Action
29.	Click the Save button.

Save

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Financial Systems > Budget Tool > Budget > Transfers > Transfer

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Budget Payroll Batch Process

Budget Tool Transfer

Transaction 000001DK created with base id 000001DK

Header Section Target Chart String					
COLUM-1203102-GENRL-UR005220-01-01-00000-00000000 -70100-600					
Business Unit	COLUM	COLUMBIA UNIVERSITY	Transaction	000001DK	STATUS: OPEN
Department	1203102	FAC HUMAN RESOURCES	Initiative	00000	UNDEFINED INITIATIVE
PC Business Unit	GENRL	GENRL	Segment	00000000	UNDEFINED SEGMENT
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

Header Section Offset Chart String					
COLUM-1203102-GENRL-AG001016-01-01-00000-00000000 -75100-800					
Business Unit	COLUM	COLUMBIA UNIVERSITY	Transaction	000001DK	STATUS: OPEN
Department	1203102	FAC HUMAN RESOURCES	Initiative	00000	UNDEFINED INITIATIVE
PC Business Unit	GENRL	GENRL	Segment	00000000	UNDEFINED SEGMENT
Project	AG001016	ECONOMICS	Account	75100	IU-COMMON COST
Fund Code	01	GENERAL UNRESTRICTED FUND	Function	800	IU - COMMON COST
Activity	01	01	Chart Id		00145PW

Description	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
Training Transfer	0	500	-500	-1000	-1500	0	0	0	0	0

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page023.jsp(0048)

Save Process Cancel

Training Guide

Budget Tool



Step	Action
30.	Click the Process button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Process</div>

Financial Systems > Budget Tool > Budget > Transfers > Transfer

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IN THE CITY OF NEW YORK

Budget Payroll Batch Process

Budget Tool Transfer

- No changes to save.
- Transaction 000001DK has status APPROVED FINAL and cannot be edited.

Header Section Target Chart String					
COLUM-1203102-GENRL-UR005220-01-01-00000-00000000 -70100-600	Transaction	000001DK	STATUS:	OPEN	
Business Unit COLUM COLUMBIA UNIVERSITY	Initiative	00000	UNDEFINED INITIATIVE		
Department 1203102 FAC HUMAN RESOURCES	Segment	00000000	UNDEFINED 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		

Header Section Offset Chart String					
COLUM-1203102-GENRL-AG001016-01-01-00000-00000000 -75100-800	Transaction	000001DK	STATUS:	OPEN	
Business Unit COLUM COLUMBIA UNIVERSITY	Initiative	00000	UNDEFINED INITIATIVE		
Department 1203102 FAC HUMAN RESOURCES	Segment	00000000	UNDEFINED SEGMENT		
PC Business Unit GENRL GENRL					
Project AG001016 ECONOMICS	Account	75100	IU-COMMON COST		
Fund Code 01 GENERAL UNRESTRICTED FUND	Function	800	IU - COMMON COST		
Activity 01 01	Chart Id		00145PW		

Description	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
Training Transfer	0	500	-500	-1000	-1500	0	0	0	0	0

User ID: jtq2006
Date: Database: fintest
Financial Systems - Columbia University
budget/page023.jsp(0048)

Save Process Cancel

Step	Action
31.	Click the Cancel button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Cancel</div>



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Financial Systems > Budget Tool > Budget > Transfers > Transfer

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Budget Payroll Batch Process

Budget Tool - Transfer List

Header Section

COLUM-1203102-GENRL-UR005220-01-01-00000-00000000			Transaction	000001DL	STATUS: NEW
Business Unit	COLUM	COLUMBIA UNIVERSITY	Initiative	00000	UNDEFINED INITIATIVE
Department	1203102	FAC HUMAN RESOURCES	Segment	00000000	UNDEFINED SEGMENT
PC Business Unit	GENRL	GENRL			
Project	UR005220	011352			
Fund Code	01	GENERAL UNRESTRICTED FUND			
Activity	01	01	Chart Id		00145PS

Summary Section

	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
Beginning Project Fund Balance	0	0	0	-500	-1,500	-3,000	0	0	0	0
Total Project Revenues	0	-500	-500	-1,000	-1,500	0	0	0	0	0
Total Project Expenses	0	0	0	0	0	0	0	0	0	0
Ending Project Fund Balance	0	-500	-500	-1,500	-3,000	-3,000	0	0	0	0

Acct/Func	Offset Chart String	Modifier	Last Update	Id	Description	Status	Next Action
<input type="checkbox"/> 70100/600	COLUM-1203102-GENRL-AG001016-01-01-00000-00000000 -75100-800	JTG2006	2012.04.26 15:20	000001DK	Training Transfer	APPROVED FINAL	TRANSMIT

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page020.jsp(0039)

Back New Edit Delete

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

https://fintest.cc.columbia.edu/ - Financial Systems Columbia University - Windows Internet Explorer

Financial Systems > Budget Tool > Budget > Transfers > Transfer

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Budget Payroll Batch Process

Budget Tool - Transfer List

Header Section

COLUM-1203102-GENRL-UR005220-01-01-00000-00000000			Transaction	000001DL	STATUS: NEW
Business Unit	COLUM	COLUMBIA UNIVERSITY	Initiative	00000	UNDEFINED INITIATIVE
Department	1203102	FAC HUMAN RESOURCES	Segment	00000000	UNDEFINED SEGMENT
PC Business Unit	GENRL	GENRL			
Project	UR005220	011352			
Fund Code	01	GENERAL UNRESTRICTED FUND			
Activity	01	01	Chart Id		00145PS

Summary Section

	FY12 Budget	FY12 CurrEst	FY12 Change	FY13 CE	FY14 Budget	FY15 Budget	FY11 YTD Actual	FY12 YTD Actual	FY11 Actual	Project CurrEst
Beginning Project Fund Balance	0	0	0	-500	-1,500	-3,000	0	0	0	0
Total Project Revenues	0	-500	-500	-1,000	-1,500	0	0	0	0	0
Total Project Expenses	0	0	0	0	0	0	0	0	0	0
Ending Project Fund Balance	0	-500	-500	-1,500	-3,000	-3,000	0	0	0	0

Acct/Func	Offset Chart String	Modifier	Last Update	Id	Description	Status	Next Action
<input type="checkbox"/> 70100/600	COLUM-1203102-GENRL-AG001016-01-01-00000-00000000 -75100-800	JTG2006	2012.04.26 15:20	000001DK	Training Transfer	APPROVED FINAL	TRANSMIT

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page020.jsp(0039)

Back New Edit Delete



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

Training Guide

Budget Tool

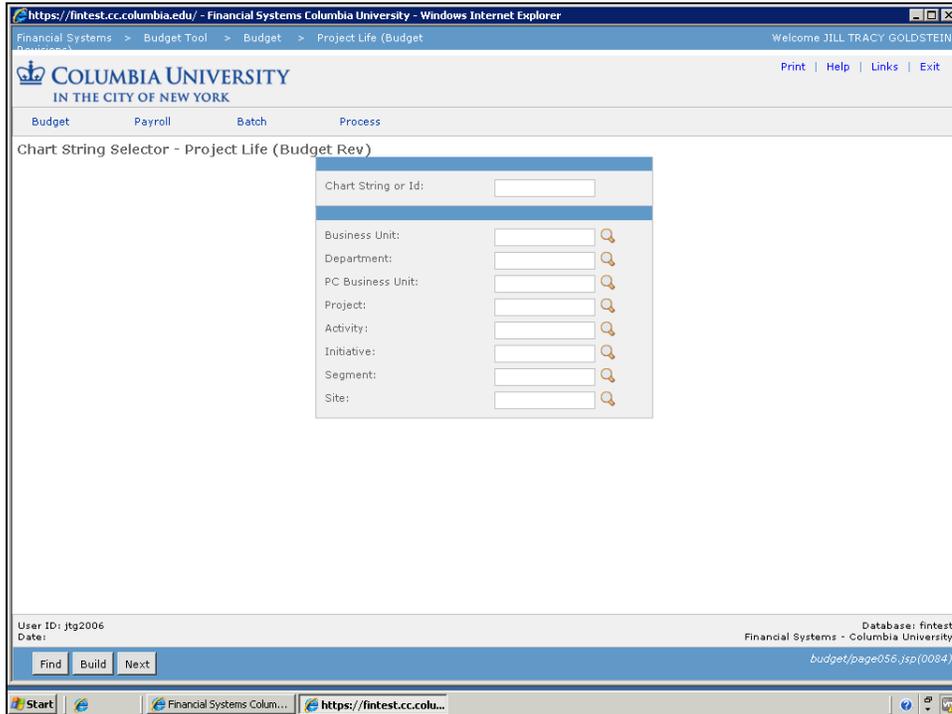


Budget - Project Life

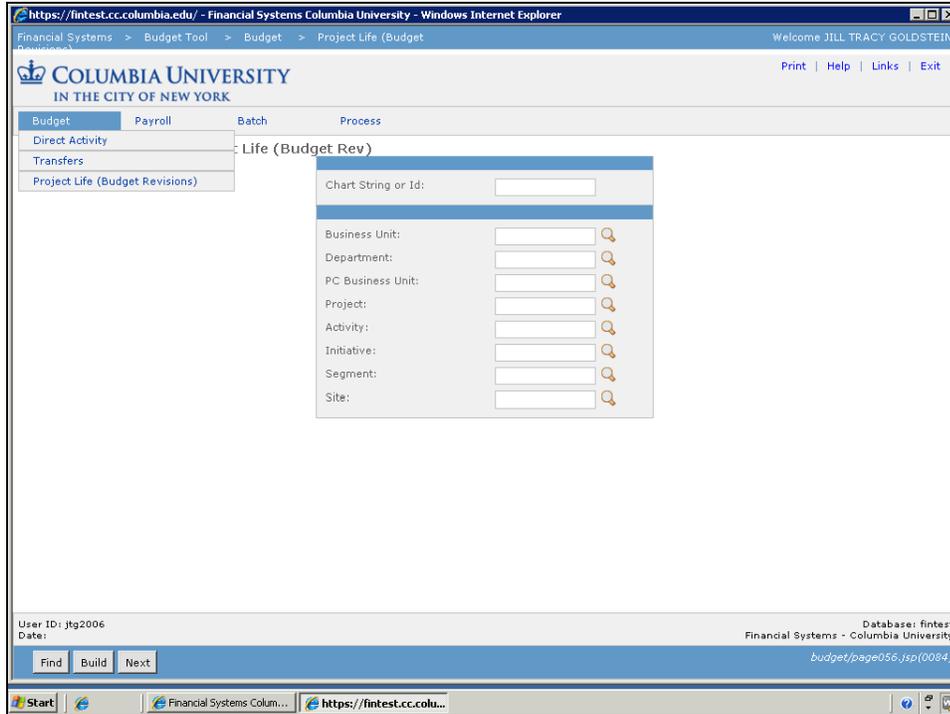
Use the project life screen to revise and review a budget.

Procedure

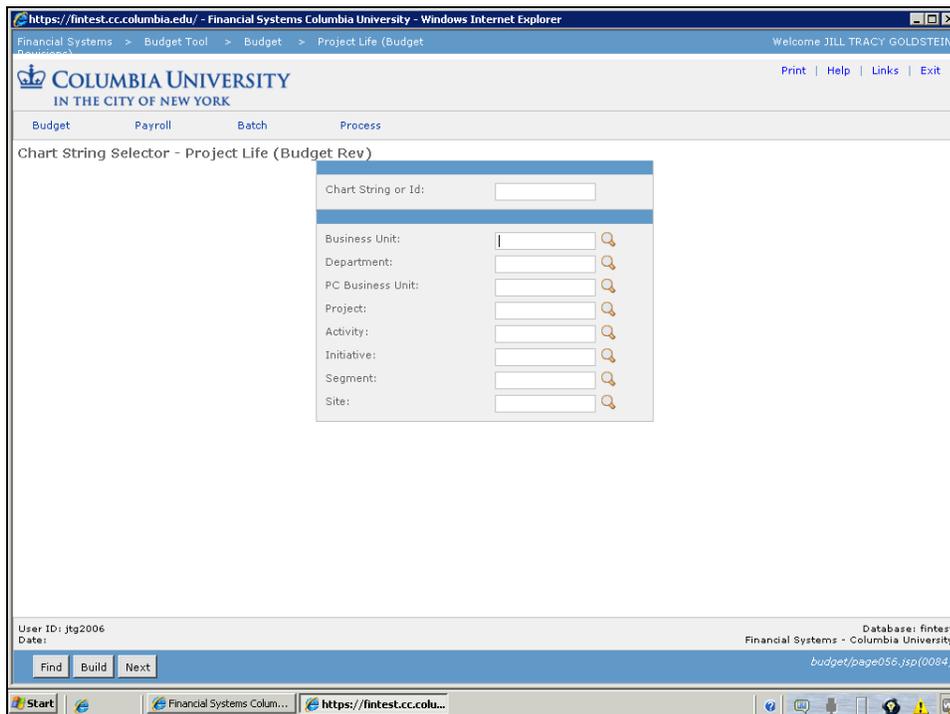
This topic provides guidance on how to revise and enter a Project Life budget.



Step	Action
1.	Click the Budget link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Budget</div>



Step	Action
2.	Click the Project Life (Budget Revisions) link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Project Life (Budget Revisions)</div>

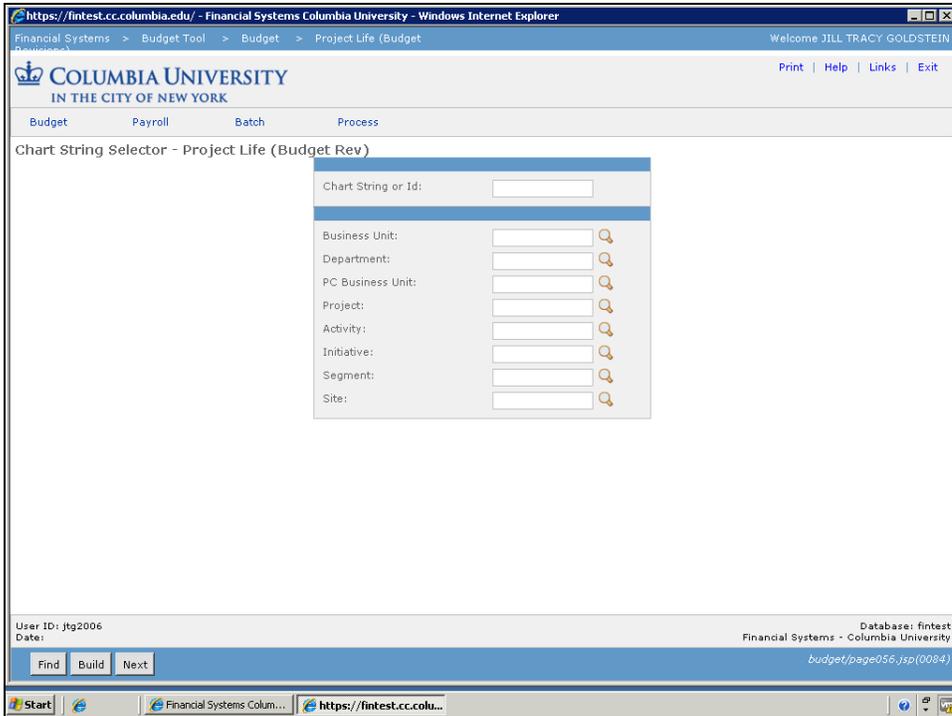


Training Guide

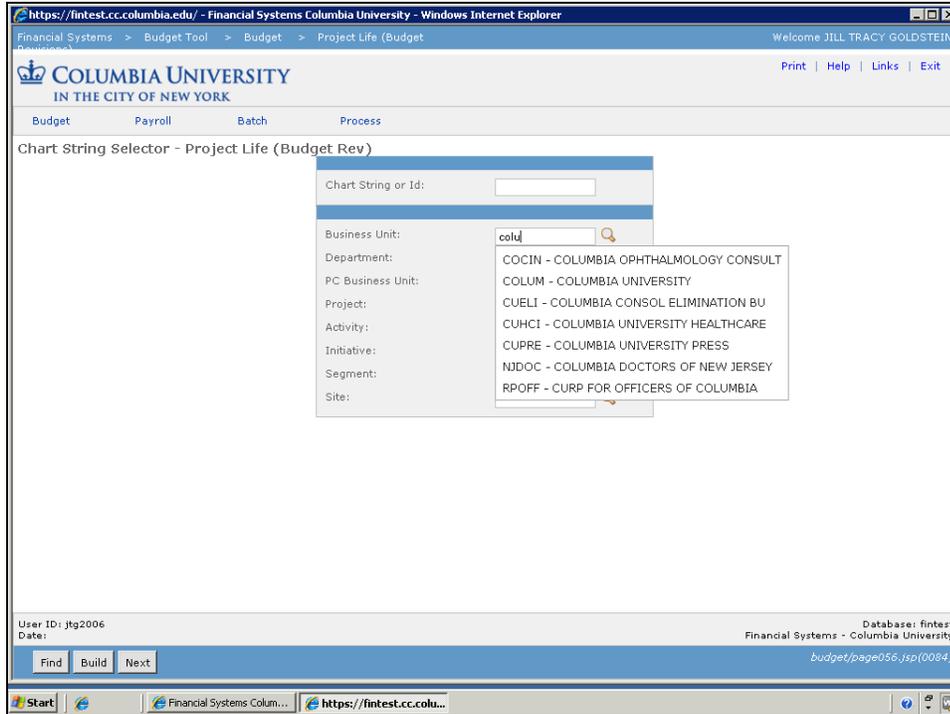
Budget Tool



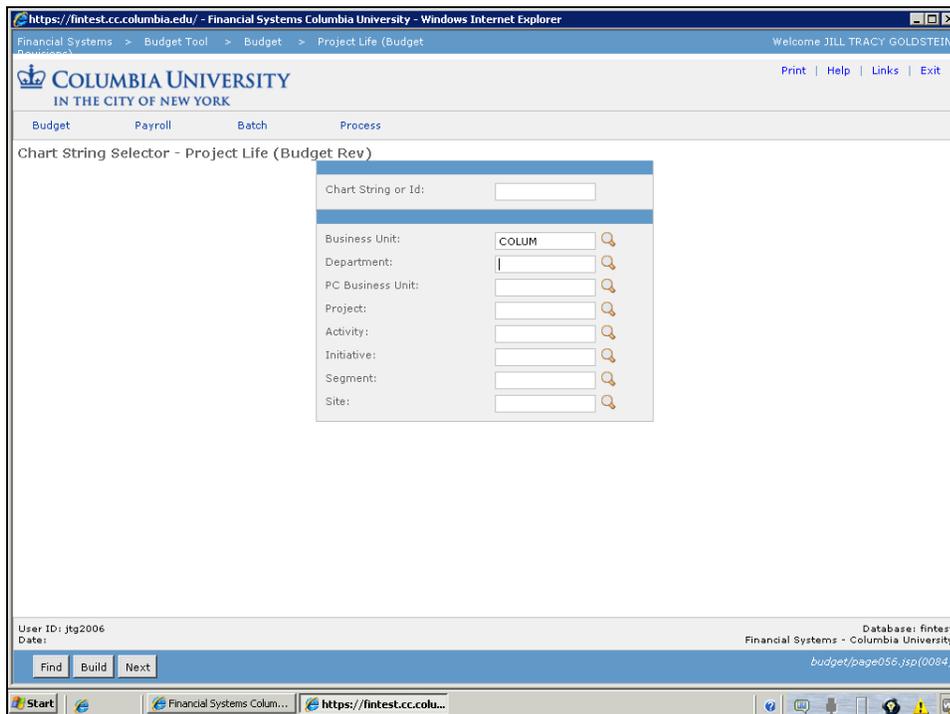
Step	Action
3.	<p>You can type the first 4 characters of a name or number to see auto complete choices.</p> <p>Click in the Business Unit: field.</p> <div style="border: 1px solid black; width: 100px; height: 15px; margin-left: 20px;"></div>



Step	Action
4.	<p>Enter the desired information into the Business Unit: field. Enter "colu".</p>



Step	Action
5.	Click the COLUM - COLUMBIA UNIVERSITY link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">COLUM - COLUMBIA UNIVERSITY</div>

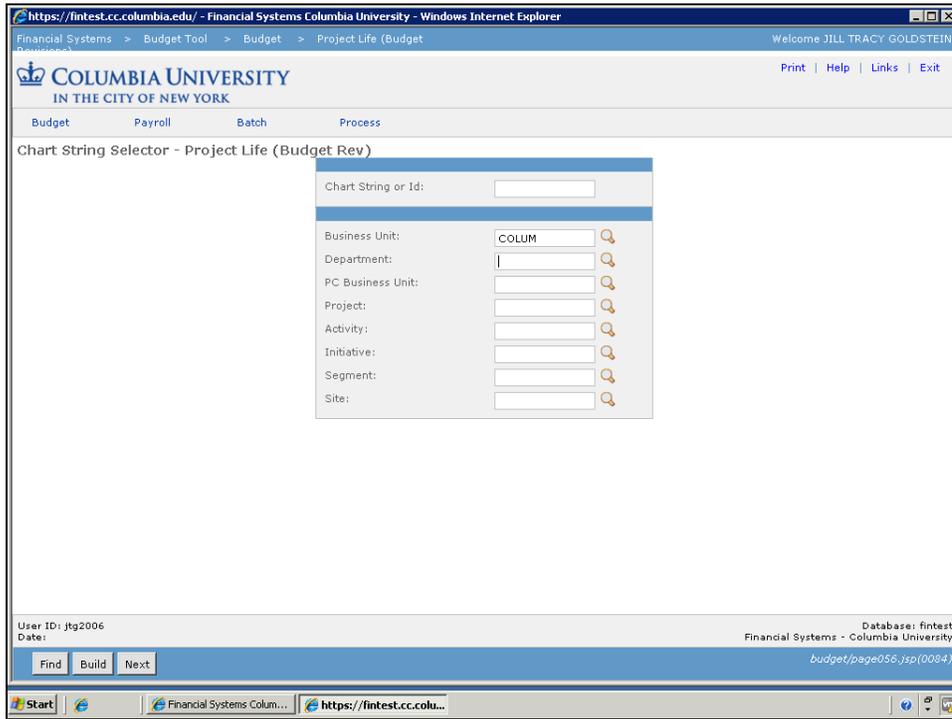


Training Guide

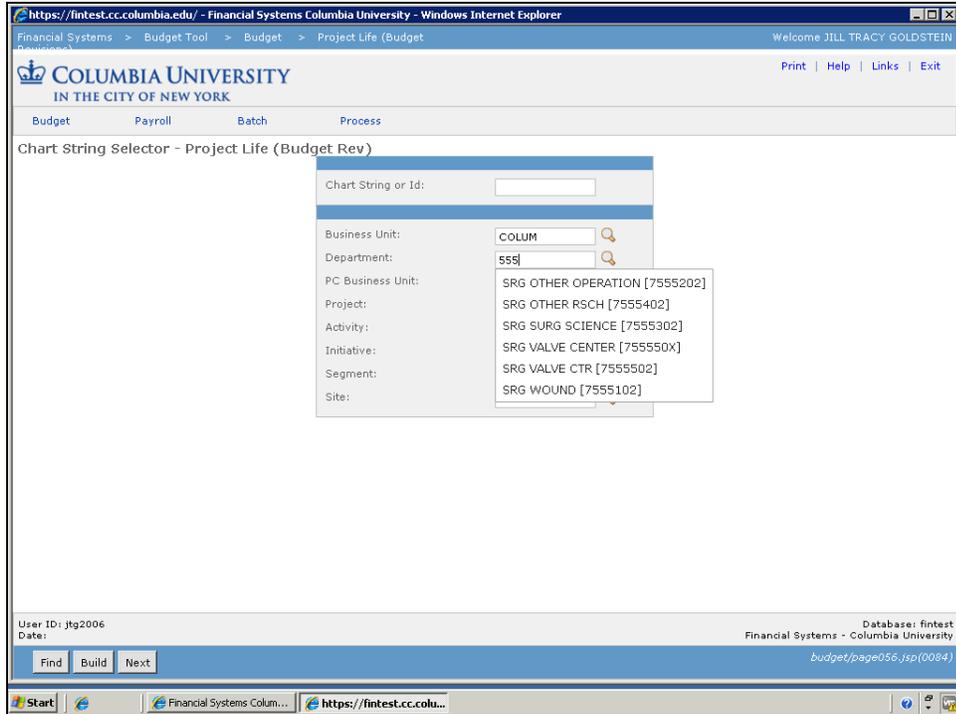
Budget Tool



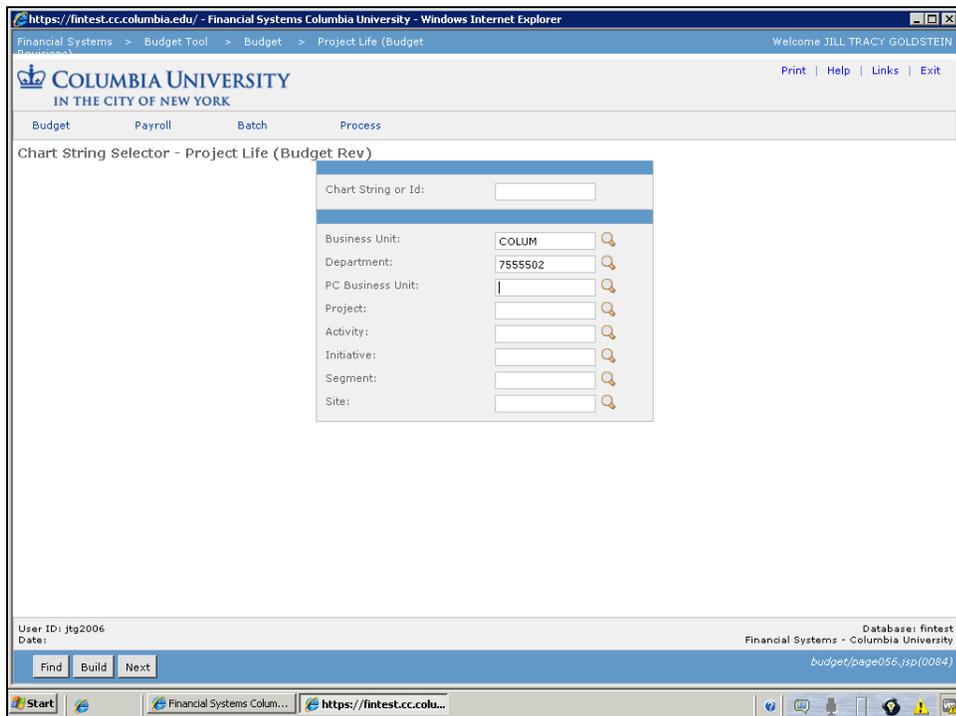
Step	Action
6.	Click in the Department: field. <input type="text"/>



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



Step	Action
8.	Click the SRG VALVE CTR [7555502] link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">SRG VALVE CTR [7555502]</div>

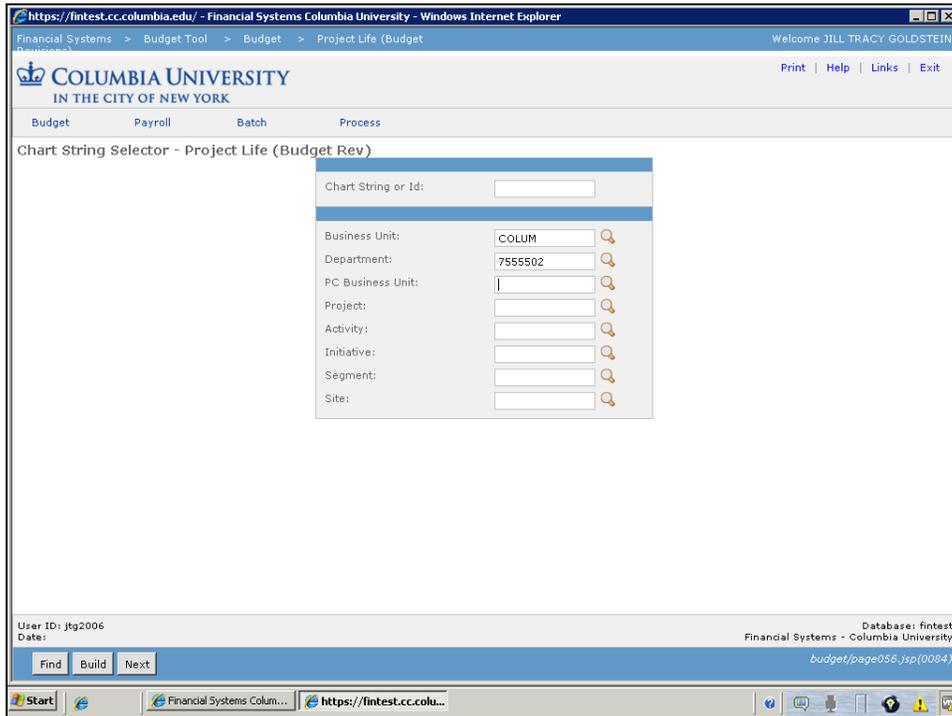


Training Guide

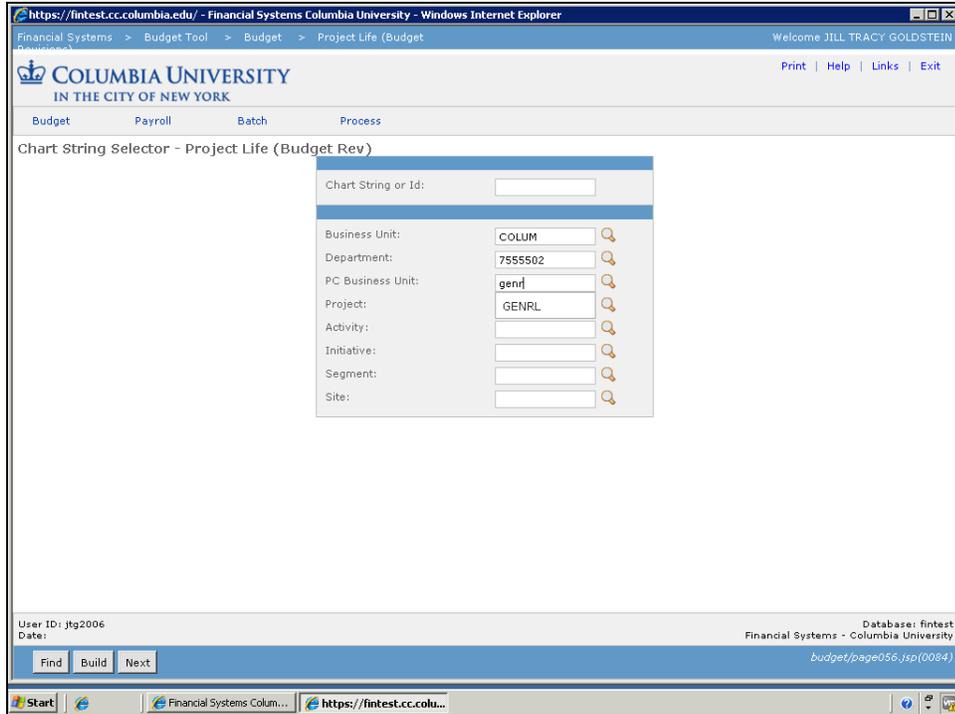
Budget Tool



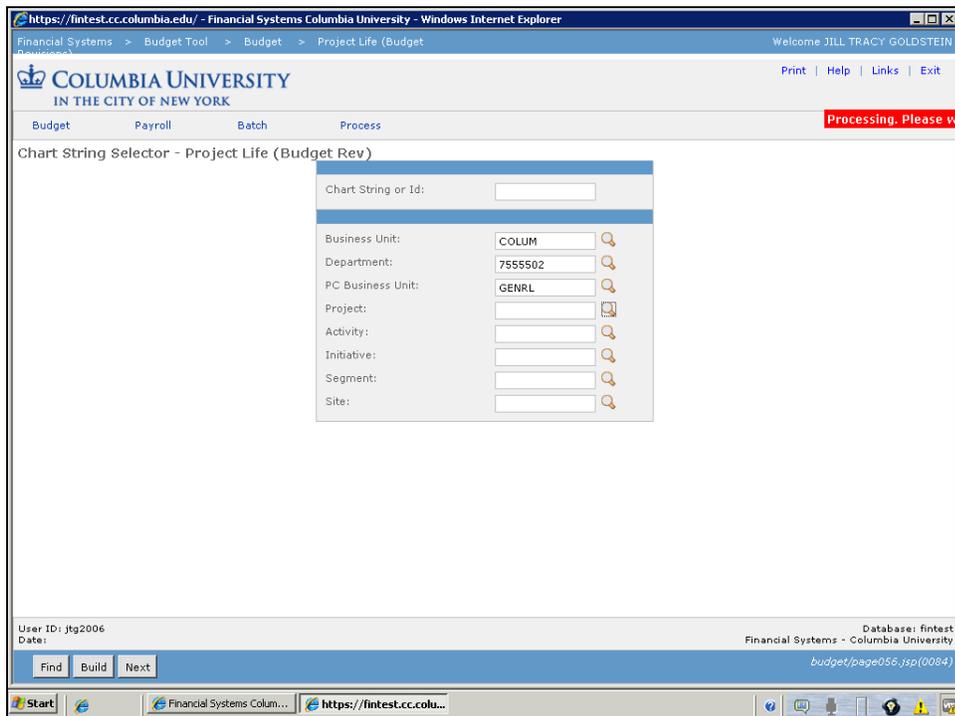
Step	Action
9.	Click in the PC Business Unit: field. <input type="text"/>



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



Step	Action
11.	Click the GENRL link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">GENRL</div>

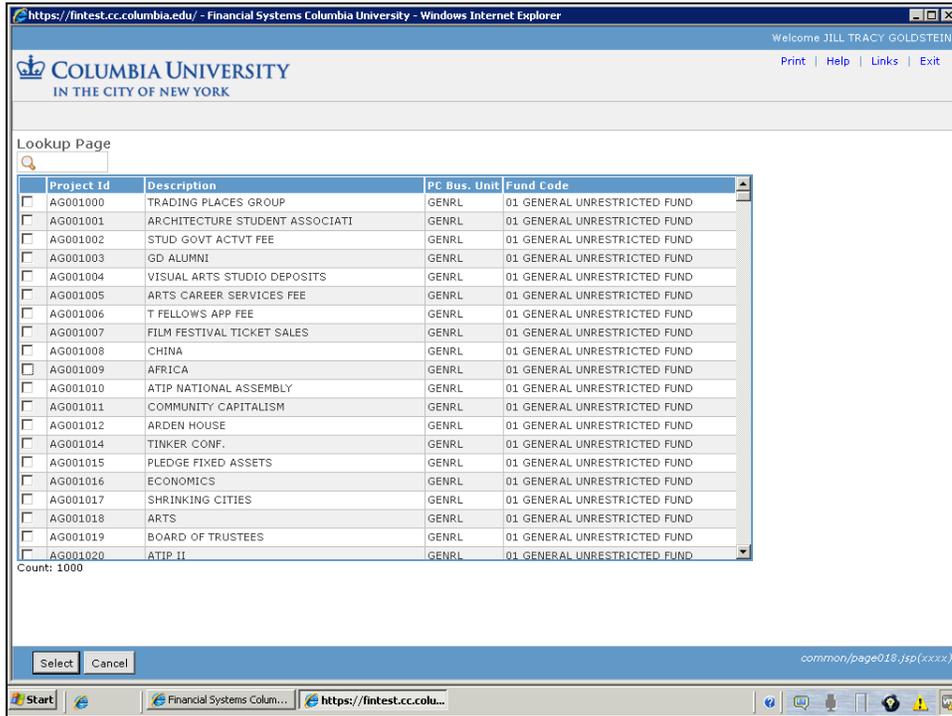


Training Guide

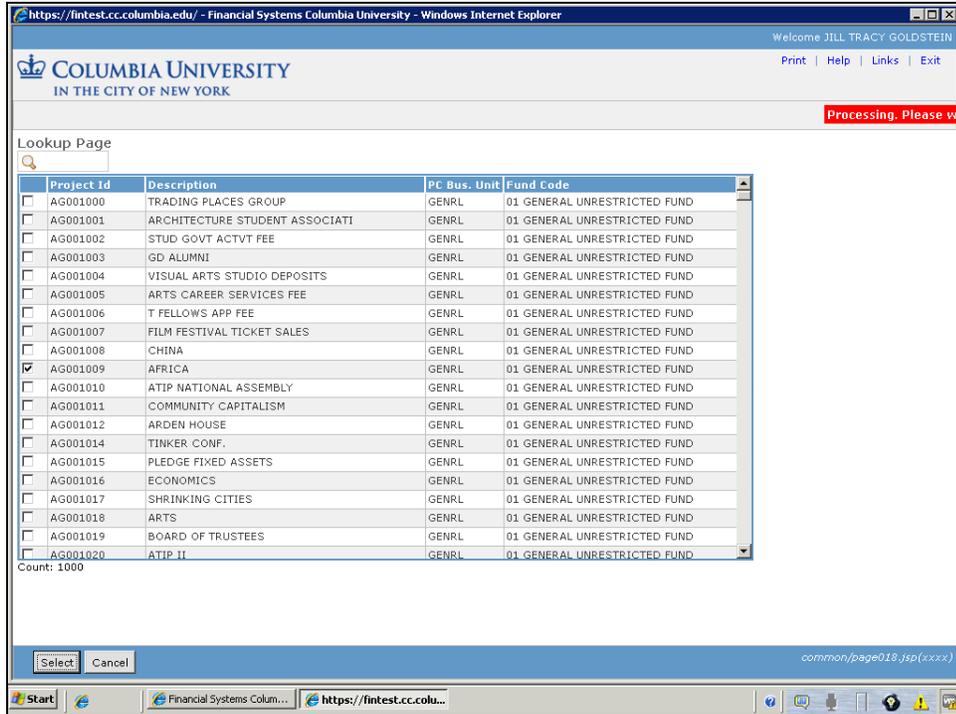
Budget Tool



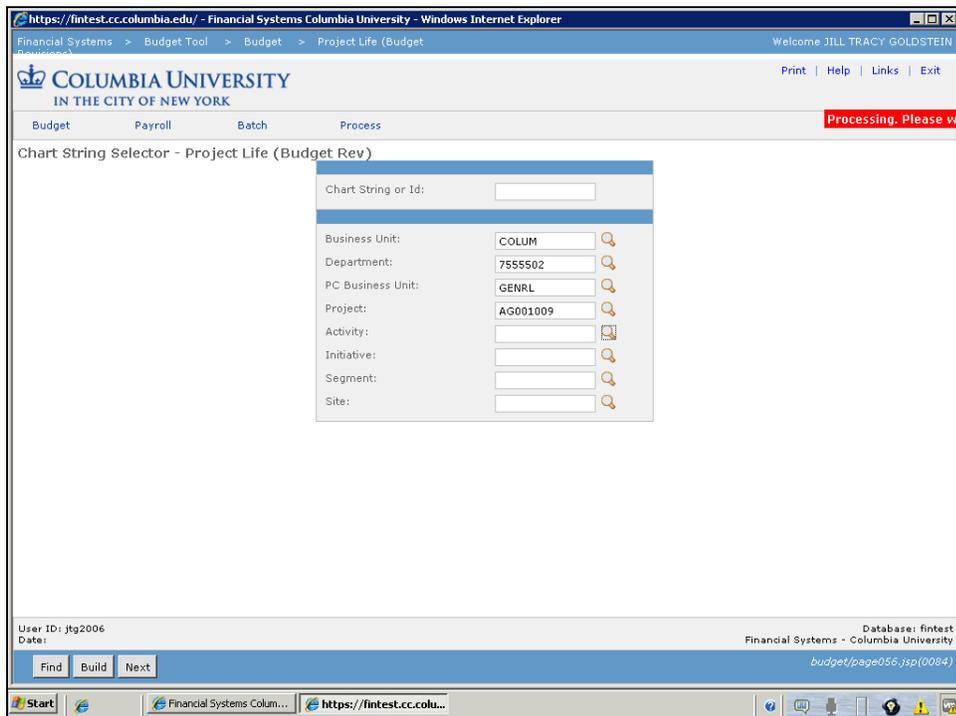
Step	Action
12.	Click the Search button. 



Step	Action
13.	Click the AG001009 option. 



Step	Action
14.	Click the Select button. 

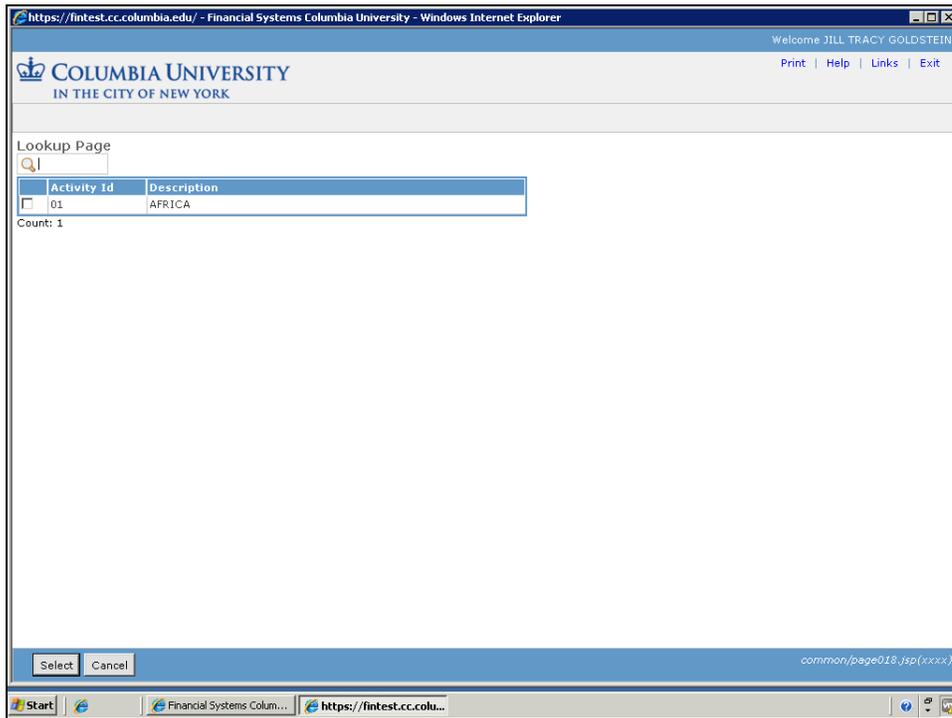


Training Guide

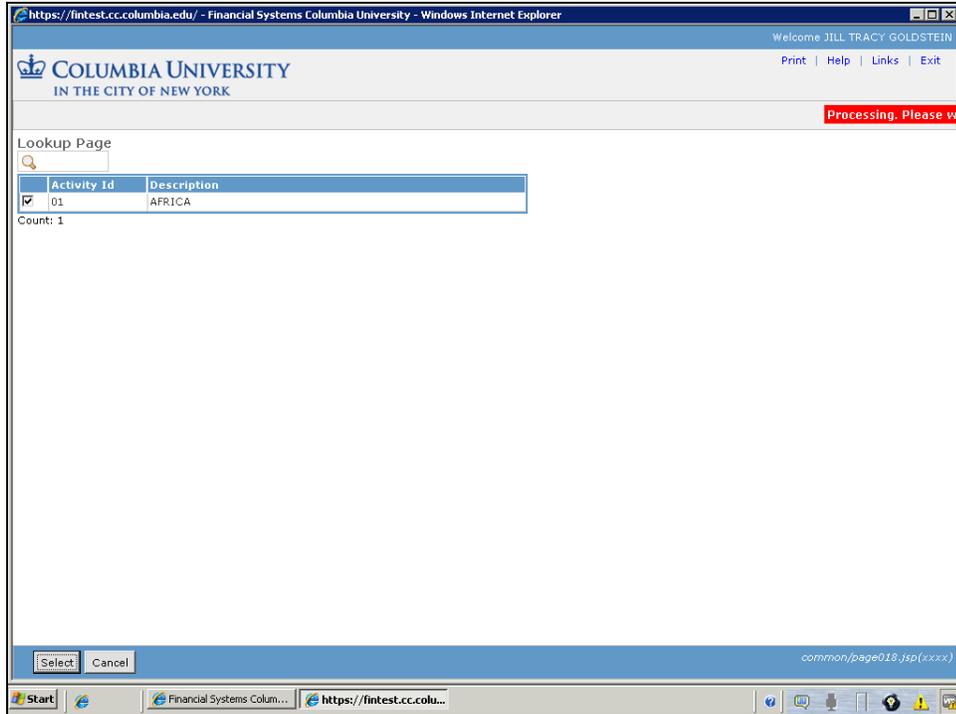
Budget Tool



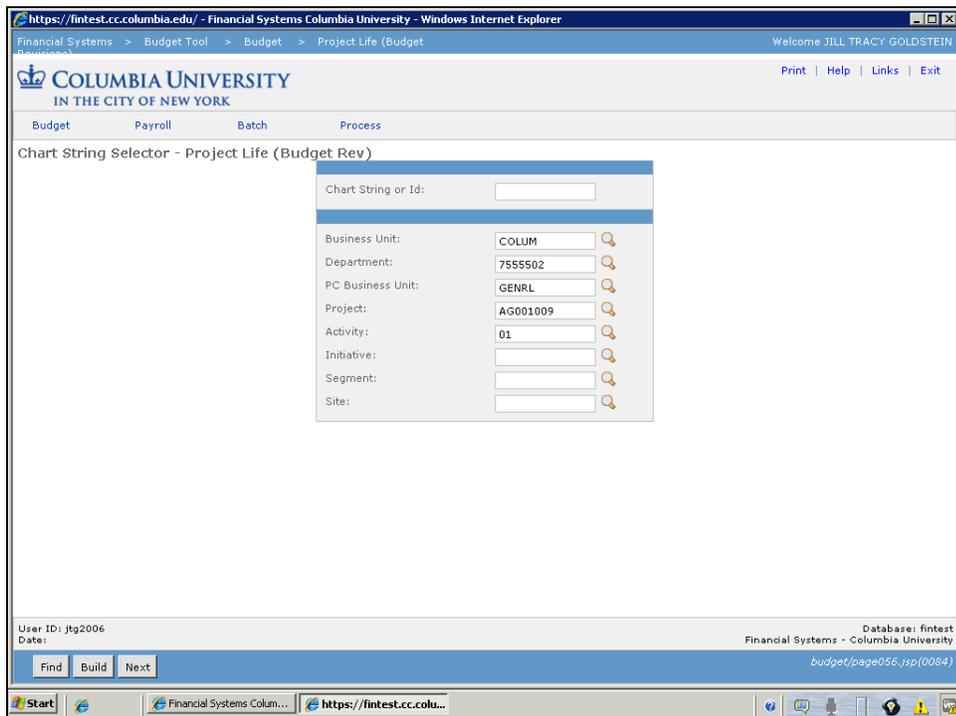
Step	Action
15.	Click the Search button. 



Step	Action
16.	Click the 01 option. 



Step	Action
17.	Click the Select button. 

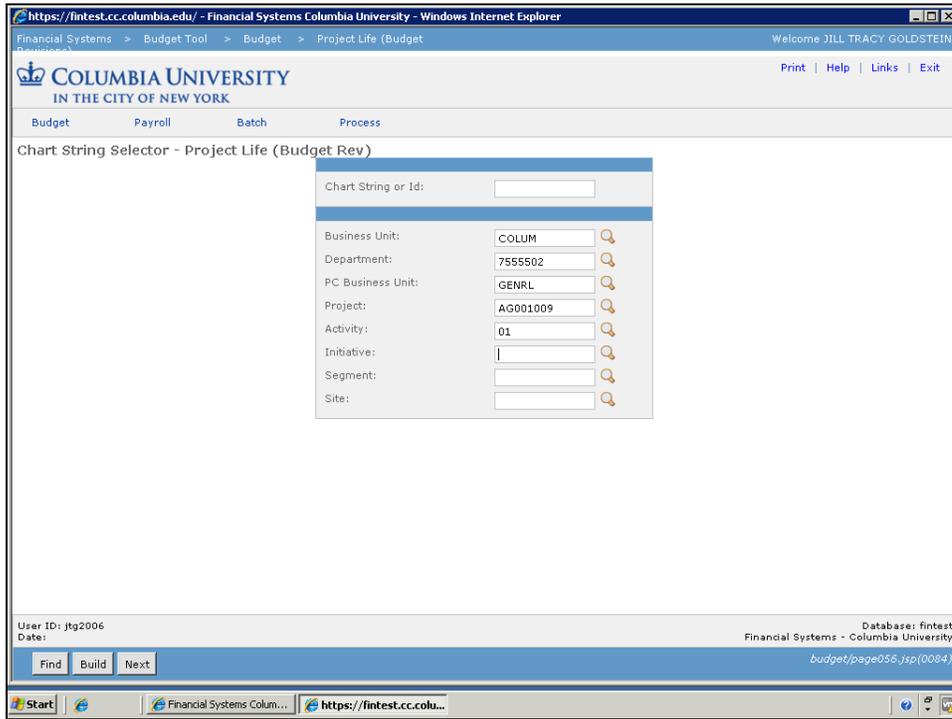


Training Guide

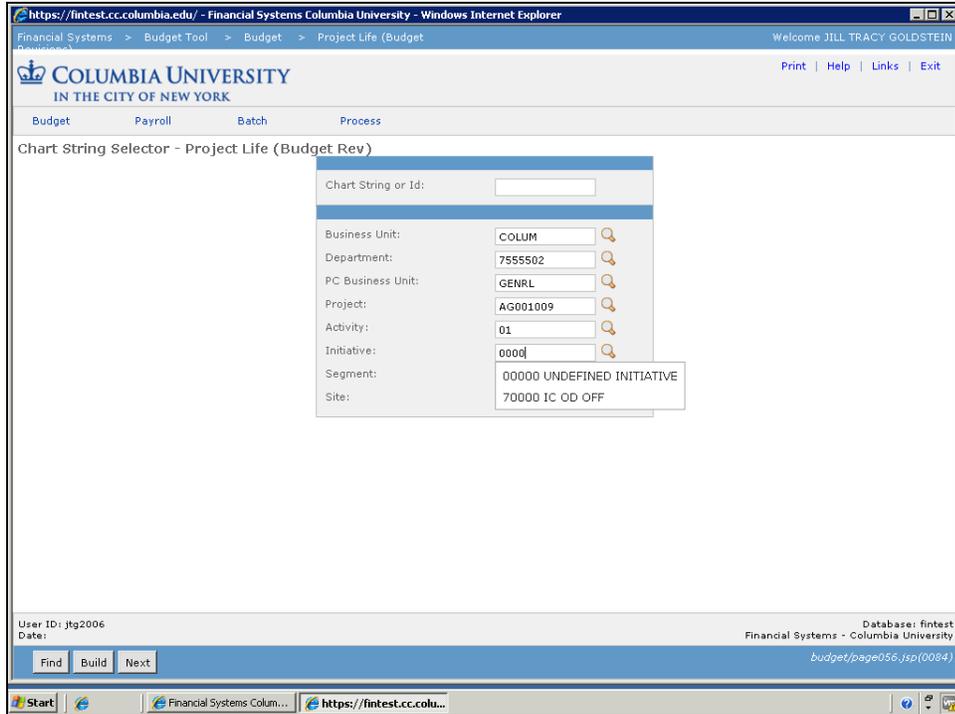
Budget Tool



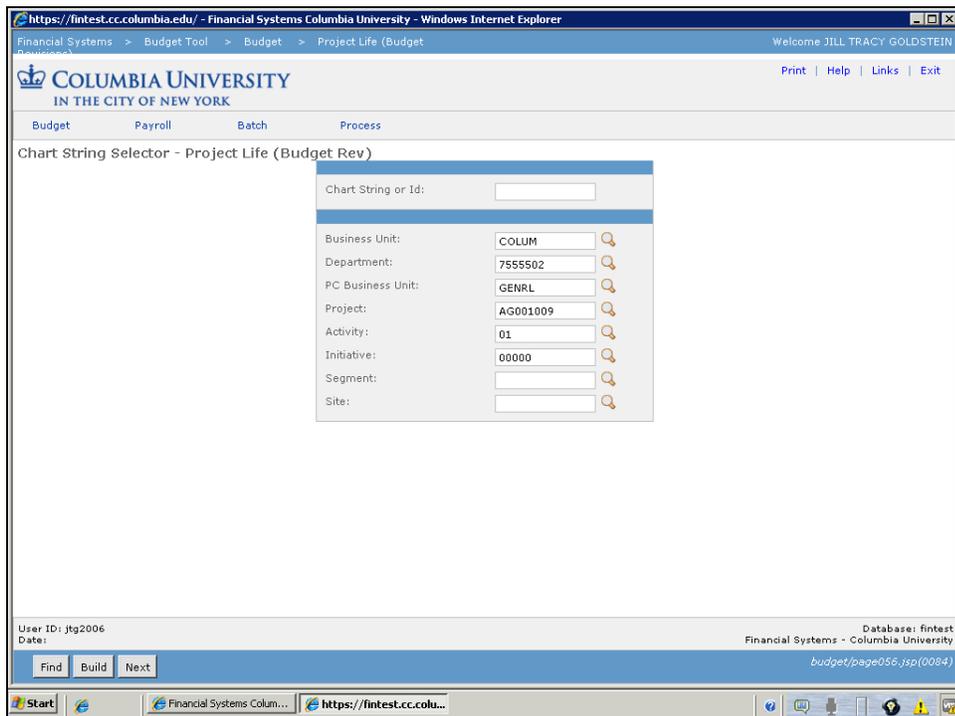
Step	Action
18.	Click in the Initiative: field. <input type="text"/>



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



Step	Action
20.	Click the 00000 UNDEFINED INITIATIVE link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">00000 UNDEFINED INITIATIVE</div>

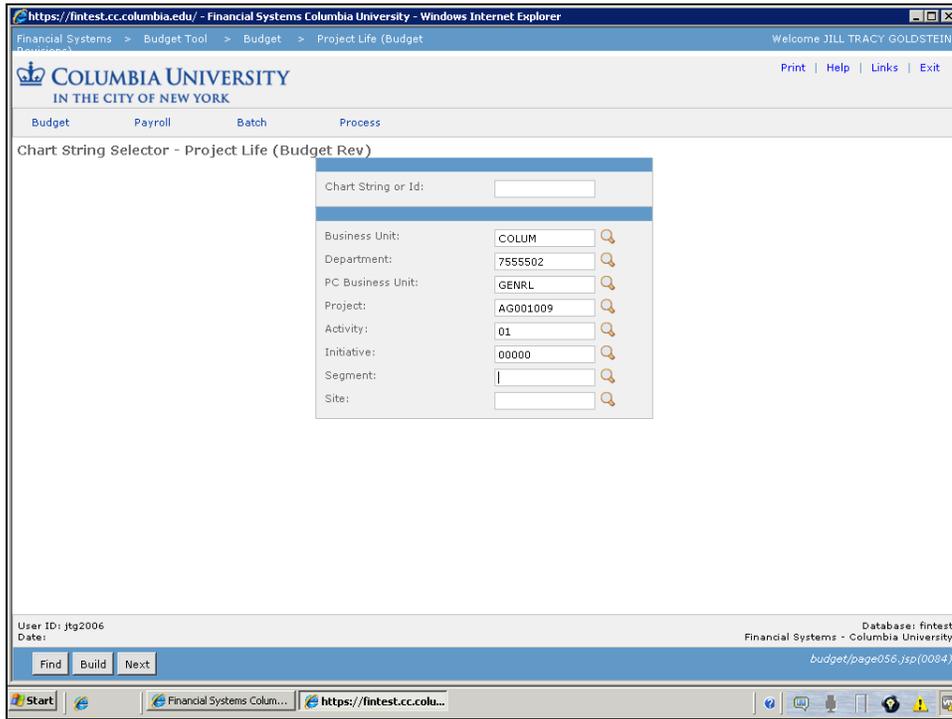


Training Guide

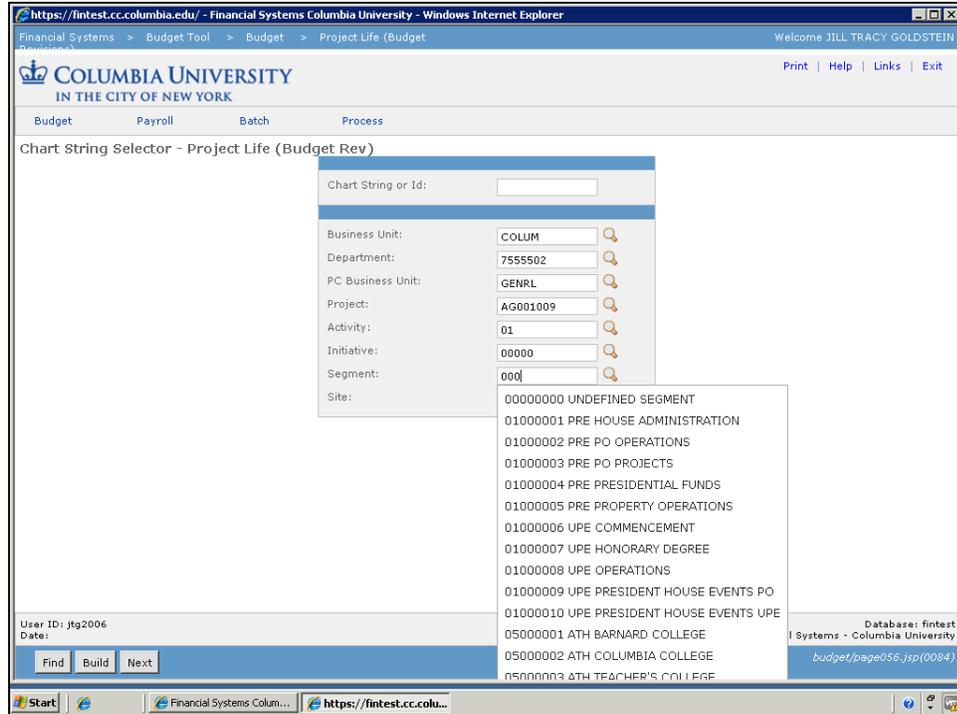
Budget Tool



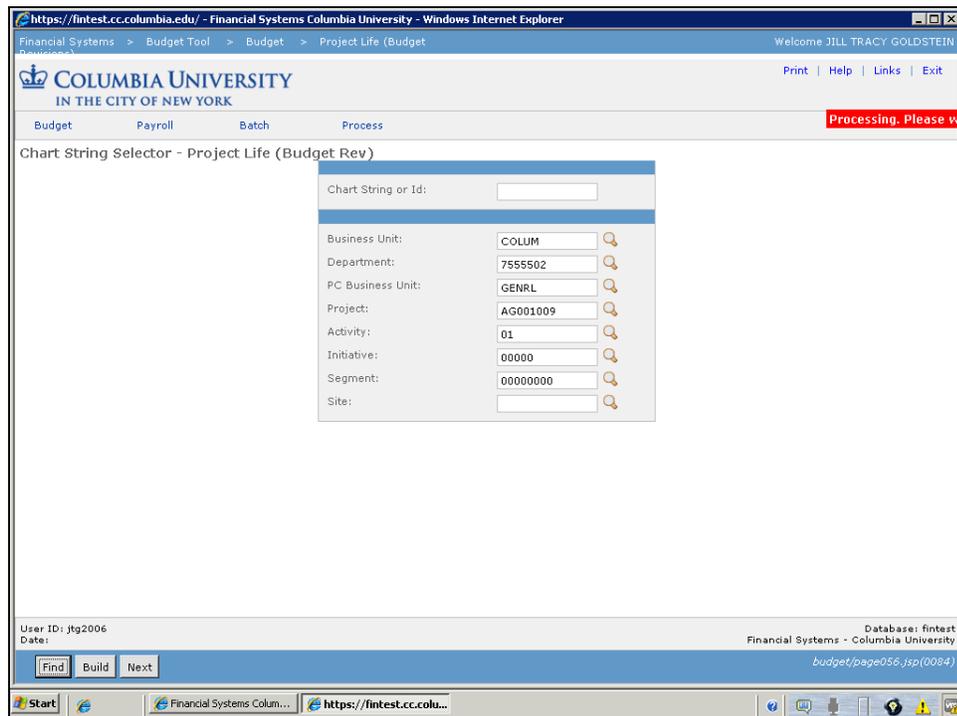
Step	Action
21.	Click in the Segment: field. <input type="text"/>



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



Step	Action
23.	Click the 0000000 UNDEFINED SEGMENT link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">0000000 UNDEFINED SEGMENT</div>



Training Guide

Budget Tool



Step	Action
24.	Click the Find button. 

Step	Action
25.	Click the Build button. 

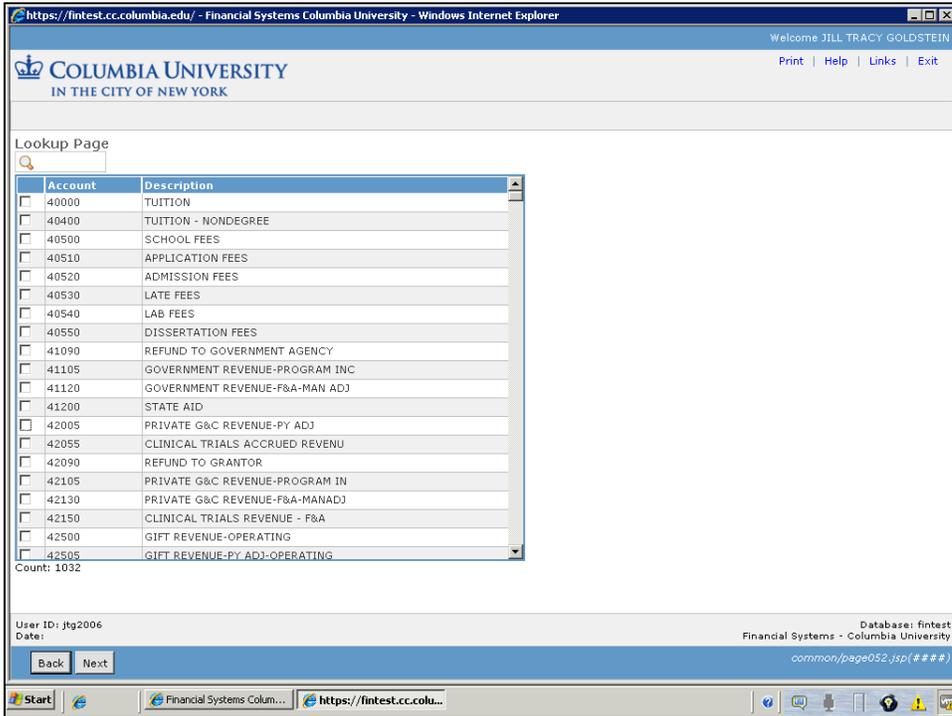
Step	Action
26.	Click the Next button. 

Training Guide

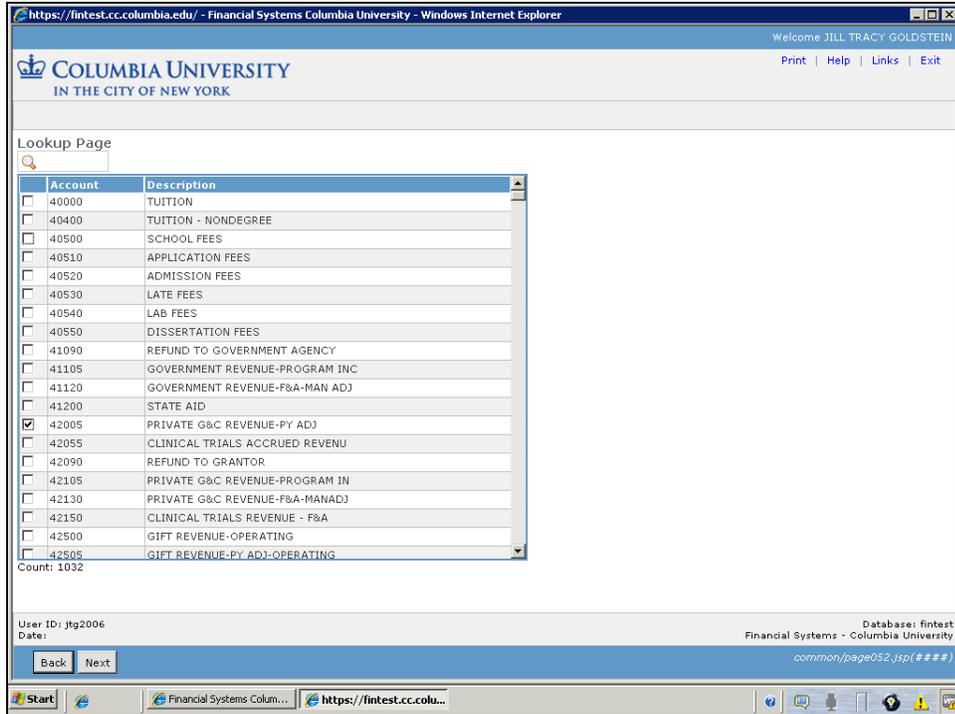
Budget Tool



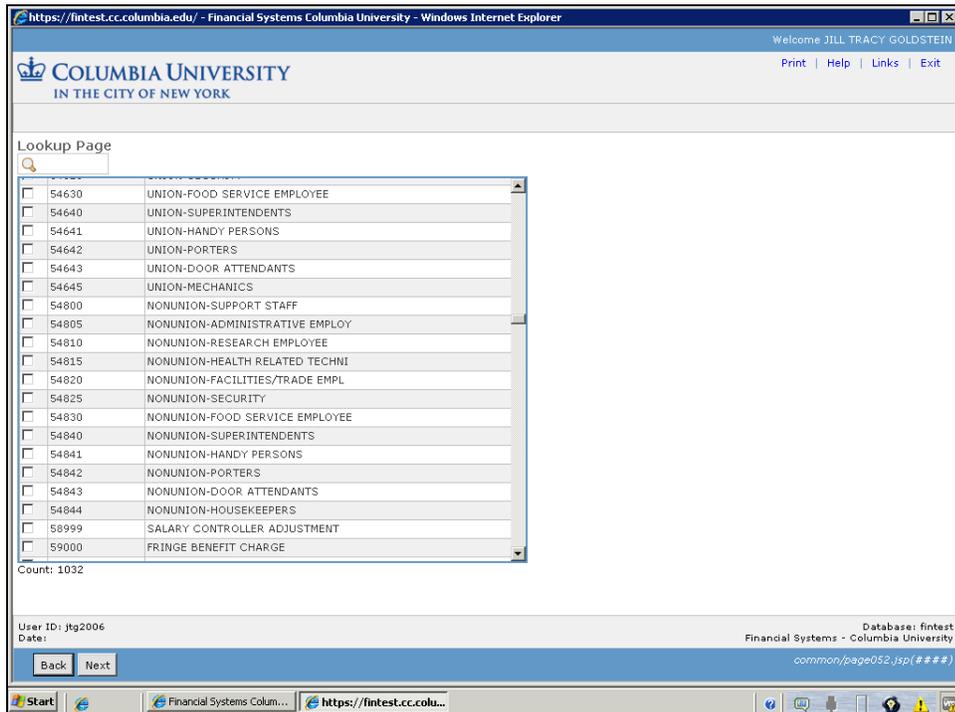
Step	Action
27.	Click the Add button. 



Step	Action
28.	Click the 42005 option. 



Step	Action
29.	Click the 40500 option. <input type="checkbox"/>

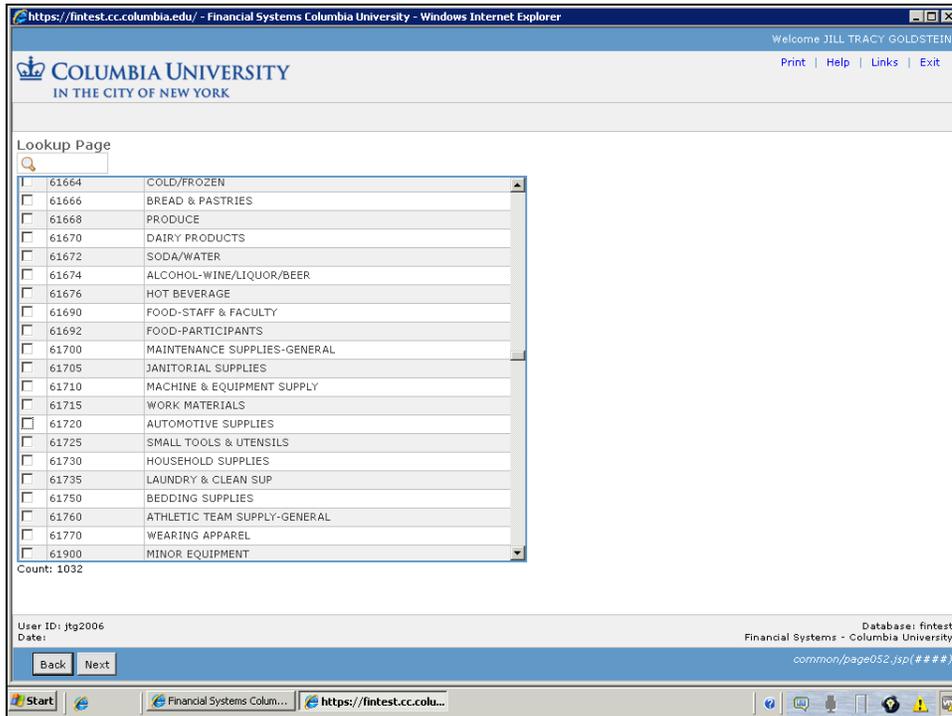


Training Guide

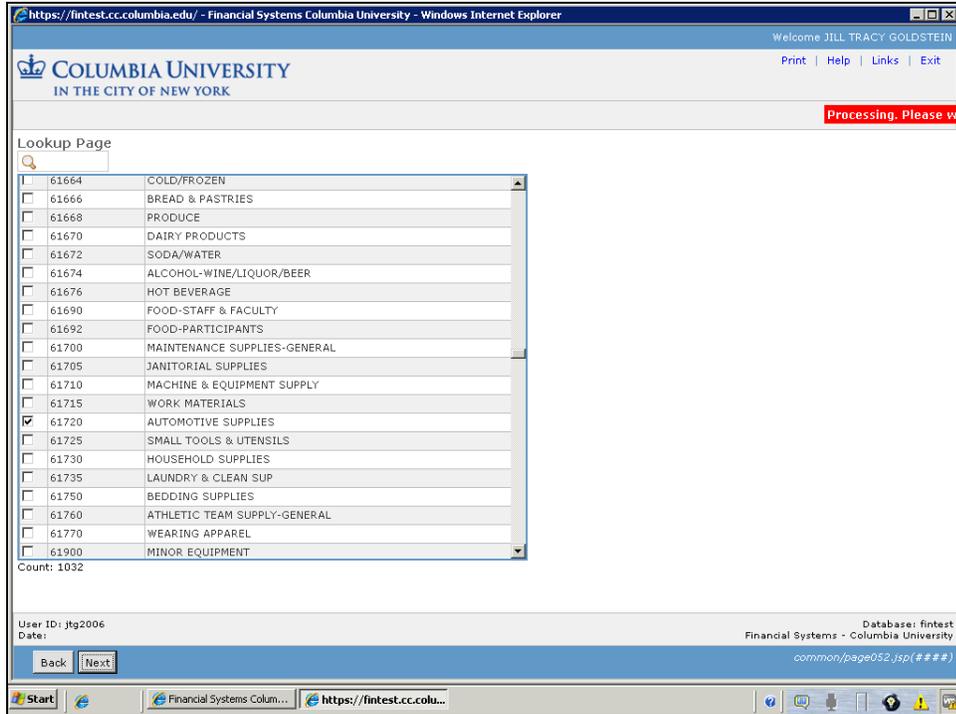
Budget Tool



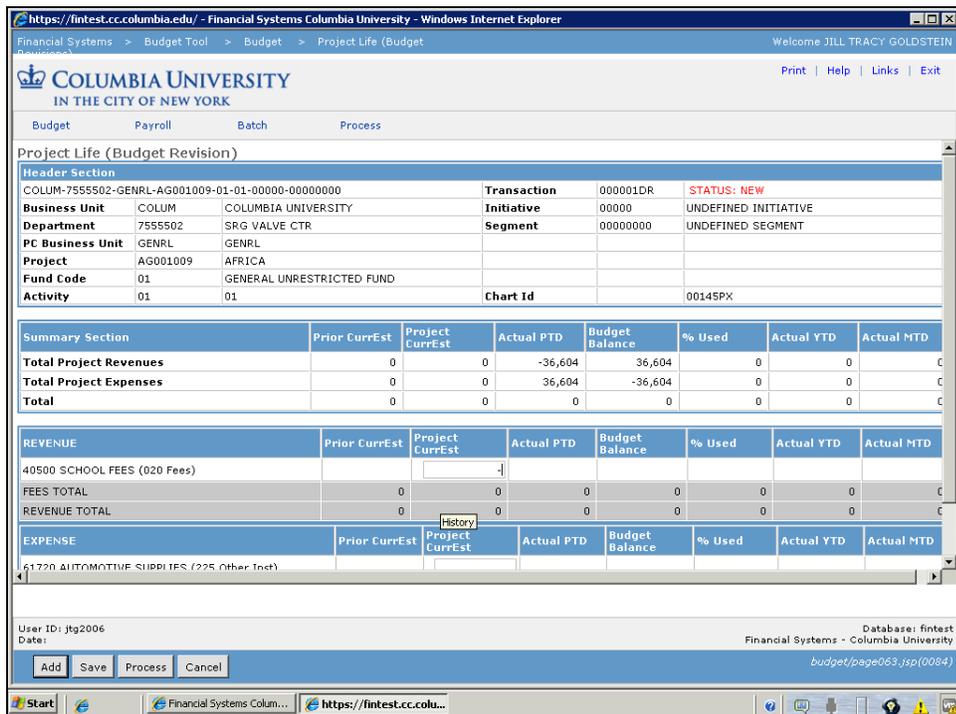
Step	Action
30.	Click and drag the scroll bar down to select another value.



Step	Action
31.	Click the 61720 option. <input type="checkbox"/>



Step	Action
32.	Click the Next button.



Training Guide

Budget Tool



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

The screenshot shows the 'Project Life (Budget Revision)' window in the Budget Tool. The 'Header Section' contains the following data:

COLUM-7555502-GENRL-AG001009-01-01-00000-00000000	Transaction	000001DR	STATUS: NEW
Business Unit: COLUM COLUMBIA UNIVERSITY	Initiative	00000	UNDEFINED INITIATIVE
Department: 7555502 SRG VALVE CTR	Segment	00000000	UNDEFINED SEGMENT
PC Business Unit: GENRL GENRL			
Project: AG001009 AFRICA			
Fund Code: 01 GENERAL UNRESTRICTED FUND			
Activity: 01 01	Chart Id		00145PX

The 'Summary Section' table is as follows:

	Prior CurrEst	Project CurrEst	Actual PTD	Budget Balance	% Used	Actual YTD	Actual MTD
Total Project Revenues	0	0	-36,604	36,604	0	0	0
Total Project Expenses	0	0	36,604	-36,604	0	0	0
Total	0	0	0	0	0	0	0

The 'REVENUE' section table is as follows:

	Prior CurrEst	Project CurrEst	Actual PTD	Budget Balance	% Used	Actual YTD	Actual MTD
40500 SCHOOL FEES (020 Fees)		-1000					
FEES TOTAL	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0

The 'EXPENSE' section table is as follows:

	Prior CurrEst	Project CurrEst	Actual PTD	Budget Balance	% Used	Actual YTD	Actual MTD
61720 AUTOMOTIVE SUPPLIES (225 Other Inst)							

At the bottom of the window, there are buttons for 'Add', 'Save', 'Process', and 'Cancel'. The user ID is 'jtg2006' and the database is 'fintest'.

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



Training Guide Budget Tool

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Financial Systems > Budget Tool > Budget > Project Life (Budget) Welcome JILL TRACY GOLDSTEIN

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Budget Payroll Batch Process

Business Unit	COLUM	COLUMBIA UNIVERSITY	Initiative	00000	UNDEFINED INITIATIVE
Department	7555502	SRG VALVE CTR	Segment	00000000	UNDEFINED SEGMENT
PC Business Unit	GENRL	GENRL			
Project	AG001009	AFRICA			
Fund Code	01	GENERAL UNRESTRICTED FUND			
Activity	01	01	Chart Id		00145PX

Summary Section	Prior CurrEst	Project CurrEst	Actual PTD	Budget Balance	% Used	Actual YTD	Actual MTD
Total Project Revenues	0	0	-36,604	36,604	0	0	0
Total Project Expenses	0	0	36,604	-36,604	0	0	0
Total	0	0	0	0	0	0	0

REVENUE	Prior CurrEst	Project CurrEst	Actual PTD	Budget Balance	% Used	Actual YTD	Actual MTD
40500 SCHOOL FEES (020 Fees)		-1000					
FEES TOTAL	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0

EXPENSE	Prior CurrEst	Project CurrEst	Actual PTD	Budget Balance	% Used	Actual YTD	Actual MTD
61720 AUTOMOTIVE SUPPLIES (225 Other Inst)							
SUPPLIES_& MATERIALS TOTAL	0	0	0	0	0	0	0
EXPENSE TOTAL	0	0	0	0	0	0	0

User ID: jtg2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page063.jsp(0084)

Add Save Process Cancel

Step	Action
35.	Click in the Project CurrEst field. <input type="text"/>

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Financial Systems > Budget Tool > Budget > Project Life (Budget) Welcome JILL TRACY GOLDSTEIN

COLUMBIA UNIVERSITY
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Budget Payroll Batch Process

Business Unit	COLUM	COLUMBIA UNIVERSITY	Initiative	00000	UNDEFINED INITIATIVE
Department	7555502	SRG VALVE CTR	Segment	00000000	UNDEFINED SEGMENT
PC Business Unit	GENRL	GENRL			
Project	AG001009	AFRICA			
Fund Code	01	GENERAL UNRESTRICTED FUND			
Activity	01	01	Chart Id		00145PX

Summary Section	Prior CurrEst	Project CurrEst	Actual PTD	Budget Balance	% Used	Actual YTD	Actual MTD
Total Project Revenues	0	0	-36,604	36,604	0	0	0
Total Project Expenses	0	0	36,604	-36,604	0	0	0
Total	0	0	0	0	0	0	0

REVENUE	Prior CurrEst	Project CurrEst	Actual PTD	Budget Balance	% Used	Actual YTD	Actual MTD
40500 SCHOOL FEES (020 Fees)		-1000					
FEES TOTAL	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0

EXPENSE	Prior CurrEst	Project CurrEst	Actual PTD	Budget Balance	% Used	Actual YTD	Actual MTD
61720 AUTOMOTIVE SUPPLIES (225 Other Inst)							
SUPPLIES_& MATERIALS TOTAL	0	0	0	0	0	0	0
EXPENSE TOTAL	0	0	0	0	0	0	0

User ID: jtg2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page063.jsp(0084)

Add Save Process Cancel

Training Guide

Budget Tool



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

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Financial Systems > Budget Tool > Budget > Project Life (Budget) Welcome JILL TRACY GOLDSTEIN

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Budget Payroll Batch Process **Processing, Please wait**

Business Unit COLUM COLUMBIA UNIVERSITY **Initiative** 00000 UNDEFINED INITIATIVE
Department 7555502 SRG VALVE CTR **Segment** 00000000 UNDEFINED SEGMENT
PC Business Unit GENRL GENRL
Project AG001009 AFRICA
Fund Code 01 GENERAL UNRESTRICTED FUND
Activity 01 01 **Chart Id** 00145PX

Summary Section	Prior CurrEst	Project CurrEst	Actual PTD	Budget Balance	% Used	Actual YTD	Actual MTD
Total Project Revenues	0	0	-36,604	36,604	0	0	0
Total Project Expenses	0	0	36,604	-36,604	0	0	0
Total	0	0	0	0	0	0	0

REVENUE	Prior CurrEst	Project CurrEst	Actual PTD	Budget Balance	% Used	Actual YTD	Actual MTD
40500 SCHOOL FEES (020 Fees)		-1000					
FEES TOTAL	0	0	0	0	0	0	0
REVENUE TOTAL	0	0	0	0	0	0	0

EXPENSE	Prior CurrEst	Project CurrEst	Actual PTD	Budget Balance	% Used	Actual YTD	Actual MTD
61720 AUTOMOTIVE SUPPLIES (225 Other Inst)		5000					
SUPPLIES_& MATERIALS TOTAL	0	0	0	0	0	0	0
EXPENSE TOTAL	0	0	0	0	0	0	0

User ID: jtg2006 Database: fintest
 Date: Financial Systems - Columbia University
 budget/page063.jsp(0084)

Add Save **Process** Cancel

Step	Action
37.	Click the Process button.



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Budget Payroll Batch Process

Budget Tool Worklist

Current Quarter: 2012Q4

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/>	TX 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
<input type="checkbox"/>	PLB COLUM-1208106-GENRL-AG001012-01-01-00000-00000000-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
<input type="checkbox"/>	PLB COLUM-1208106-GENRL-AG001012-01-01-00000-05000001-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q3
<input type="checkbox"/>	PLB COLUM-2510210-GENRL-AG001012-01-01-00000-05000002-1025	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q3
<input type="checkbox"/>	DA COLUM-0503102-CAPTL-CP001964-80-01-00000-00000000-1012	DIRECT ACTIVITY	SE2328	2012.03.20 15:16	REJECTED	RELEASE	000000Y9	2012Q3
<input type="checkbox"/>	DA COLUM-0503107-GENRL-AG001000-01-01-50096-00000000	DIRECT ACTIVITY	SE2328	2012.03.20 17:52	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
<input type="checkbox"/>	PLB COLUM-0503110-GENRL-AG001012-01-01-00000-00000000	PROJECT LIFE BUDGET	SE2328	2012.03.27 17:10	OPEN	RELEASE	000000YL	2012Q3
<input type="checkbox"/>	PLB COLUM-0503110-GENRL-AG001012-01-01-00000-01000001	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
<input type="checkbox"/>	DA COLUM-6411102-GENRL-AG001037-01-01-00000-18000539	DIRECT ACTIVITY	SE2328	2012.03.26 16:05	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
<input type="checkbox"/>	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

Count: 136

User ID: jtq2006
Date:

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

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Financial Systems > Budget Tool > Process > Worklist

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Budget Payroll Batch Process

Budget Tool Worklist

Current Quarter: 2012Q4

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/>	TX 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
<input type="checkbox"/>	PLB COLUM-1208106-GENRL-AG001012-01-01-00000-00000000-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
<input type="checkbox"/>	PLB COLUM-1208106-GENRL-AG001012-01-01-00000-05000001-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q3
<input type="checkbox"/>	PLB COLUM-2510210-GENRL-AG001012-01-01-00000-05000002-1025	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q3
<input type="checkbox"/>	DA COLUM-0503102-CAPTL-CP001964-80-01-00000-00000000-1012	DIRECT ACTIVITY	SE2328	2012.03.20 15:16	REJECTED	RELEASE	000000Y9	2012Q3
<input type="checkbox"/>	DA COLUM-0503107-GENRL-AG001000-01-01-50096-00000000	DIRECT ACTIVITY	SE2328	2012.03.20 17:52	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
<input type="checkbox"/>	PLB COLUM-0503110-GENRL-AG001012-01-01-00000-00000000	PROJECT LIFE BUDGET	SE2328	2012.03.27 17:10	OPEN	RELEASE	000000YL	2012Q3
<input type="checkbox"/>	PLB COLUM-0503110-GENRL-AG001012-01-01-00000-01000001	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
<input type="checkbox"/>	DA COLUM-6411102-GENRL-AG001037-01-01-00000-18000539	DIRECT ACTIVITY	SE2328	2012.03.26 16:05	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
<input type="checkbox"/>	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

Count: 136

User ID: jtq2006
Date:

Database: fintest
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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

Training Guide

Budget Tool



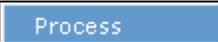
Worklist Screen

Use the Worklist screen to review Worklists.

Procedure

This topic provides guidance on how to review a Worklist.

The screenshot shows the 'Budget Tool Worklist' screen for the current quarter of 2012Q4. The page includes a navigation menu with 'Process' selected, and a table of budget items. The table has the following columns: Type, Chart String, Description, Modifier, Last Update, Status, Next Action, Trans Id, and Posted. The items listed include various budget types like TX, PLB, DA, and SE, with descriptions such as 'Testing', 'PROJECT LIFE BUDGET', and 'DIRECT ACTIVITY'. The status of these items varies, including 'OPEN', 'REJECTED', and 'RELEASED'. At the bottom of the screen, there are buttons for 'Edit', 'View', 'Release', 'Delete', 'Recall', 'Approve', 'Reject', and 'History', along with a 'Process' button highlighted in the procedure below.

Step	Action
1.	Click the Process link. 



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Financial Systems > Budget Tool > Process > Worklist

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Budget Payroll Batch Process

Budget Tool Worklist

Current Quarter: 2012Q4

Worklist
Posted Items

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/> TX	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
<input type="checkbox"/> PLB	COLUM-1208106-GENRL-AG001012-01-01-00000-00000000-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
<input type="checkbox"/> PLB	COLUM-1208106-GENRL-AG001012-01-01-00000-05000001-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q3
<input type="checkbox"/> PLB	COLUM-2510210-GENRL-AG001012-01-01-00000-05000002-1025	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q3
<input type="checkbox"/> DA	COLUM-0503102-CAPTL-CF001964-80-01-00000-00000000-1012	DIRECT ACTIVITY	SE2328	2012.03.20 15:16	REJECTED	RELEASE	000000Y9	2012Q3
<input type="checkbox"/> DA	COLUM-0503107-GENRL-AG001000-01-01-50096-00000000	DIRECT ACTIVITY	SE2328	2012.03.20 17:52	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
<input type="checkbox"/> PLB	COLUM-0503110-GENRL-AG001012-01-01-00000-00000000	PROJECT LIFE BUDGET	SE2328	2012.03.27 17:10	OPEN	RELEASE	000000YL	2012Q3
<input type="checkbox"/> PLB	COLUM-0503110-GENRL-AG001012-01-01-00000-01000001	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
<input type="checkbox"/> DA	COLUM-6411102-GENRL-AG001037-01-01-00000-18000539	DIRECT ACTIVITY	SE2328	2012.03.26 16:05	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
<input type="checkbox"/> 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
<input type="checkbox"/> TX	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

Count: 136

User ID: jtg2006
Date:

Database: fintest
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budget/page001.jsp(0012)

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Step	Action
2.	Click the Worklist link.

Worklist

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Financial Systems > Budget Tool > Process > Worklist

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Budget Payroll Batch Process

Budget Tool Worklist

Current Quarter: 2012Q4

Worklist
Posted Items

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/> TX	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
<input type="checkbox"/> PLB	COLUM-1208106-GENRL-AG001012-01-01-00000-00000000-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
<input type="checkbox"/> PLB	COLUM-1208106-GENRL-AG001012-01-01-00000-05000001-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q3
<input type="checkbox"/> PLB	COLUM-2510210-GENRL-AG001012-01-01-00000-05000002-1025	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q3
<input type="checkbox"/> DA	COLUM-0503102-CAPTL-CF001964-80-01-00000-00000000-1012	DIRECT ACTIVITY	SE2328	2012.03.20 15:16	REJECTED	RELEASE	000000Y9	2012Q3
<input type="checkbox"/> DA	COLUM-0503107-GENRL-AG001000-01-01-50096-00000000	DIRECT ACTIVITY	SE2328	2012.03.20 17:52	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
<input type="checkbox"/> PLB	COLUM-0503110-GENRL-AG001012-01-01-00000-00000000	PROJECT LIFE BUDGET	SE2328	2012.03.27 17:10	OPEN	RELEASE	000000YL	2012Q3
<input type="checkbox"/> PLB	COLUM-0503110-GENRL-AG001012-01-01-00000-01000001	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
<input type="checkbox"/> DA	COLUM-6411102-GENRL-AG001037-01-01-00000-18000539	DIRECT ACTIVITY	SE2328	2012.03.26 16:05	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
<input type="checkbox"/> 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
<input type="checkbox"/> TX	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

Count: 136

User ID: jtg2006
Date:

Database: fintest
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Training Guide

Budget Tool



Step	Action
3.	Click in the Search field. 

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Financial Systems > Budget Tool > Process > Worklist Welcome JILL TRACY GOLDSTEIN

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Budget Payroll Batch Process

Budget Tool Worklist
Current Quarter: 2012Q4

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/> TX	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
<input type="checkbox"/> PLB	COLUM-1208106-GENRL-AG001012-01-01-00000-00000000-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:30	OPEN	RELEASE	000000XS	2012Q3
<input type="checkbox"/> PLB	COLUM-1208106-GENRL-AG001012-01-01-00000-05000001-1025	PROJECT LIFE BUDGET	SE2328	2012.03.19 13:59	OPEN	RELEASE	000000XT	2012Q3
<input type="checkbox"/> PLB	COLUM-2510210-GENRL-AG001012-01-01-00000-05000002-1025	PROJECT LIFE BUDGET	SE2328	2012.03.20 13:24	OPEN	RELEASE	000000Y8	2012Q3
<input type="checkbox"/> DA	COLUM-0503102-CAPTL-CP001964-80-01-00000-00000000-1012	DIRECT ACTIVITY	SE2328	2012.03.20 15:16	REJECTED	RELEASE	000000Y9	2012Q3
<input type="checkbox"/> DA	COLUM-0503107-GENRL-AG001000-01-01-50096-00000000	DIRECT ACTIVITY	SE2328	2012.03.20 17:52	ERROR-ALLOC	OMB ACTION REQUIRED	000000YF	2012Q4
<input type="checkbox"/> PLB	COLUM-0503110-GENRL-AG001012-01-01-00000-00000000	PROJECT LIFE BUDGET	SE2328	2012.03.27 17:10	OPEN	RELEASE	000000YL	2012Q3
<input type="checkbox"/> PLB	COLUM-0503110-GENRL-AG001012-01-01-00000-01000001	PROJECT LIFE BUDGET	SE2328	2012.04.01 12:07	OPEN	RELEASE	000000YP	2012Q3
<input type="checkbox"/> DA	COLUM-6411102-GENRL-AG001037-01-01-00000-18000539	DIRECT ACTIVITY	SE2328	2012.03.26 16:05	ERROR-ALLOC	OMB ACTION REQUIRED	0000010W	2012Q3
<input type="checkbox"/> 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
<input type="checkbox"/> TX	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

Count: 136

User ID: jtg2006 Database: fintest
Date: Financial Systems - Columbia University

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

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Financial Systems > Budget Tool > Process > Worklist

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Budget Payroll Batch **Process**

Worklist

Budget Tool Worklist

Current Quarter: 2012Q4

Posted Items

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/>	TX AGENC-010000X-CAPTL-CP001022-80-01-10116-05000012-1022-70150-600 AGENC-010000X-CAPTL-CP001022-80-01-10116-05000012-1022-75150-800	Fund OD	JTG2006	2012.02.29 13:57	RELEASED	APPROVE	000000T0	2012Q3
<input type="checkbox"/>	TX COLUM-7903105-GENRL-AG001016-01-01-25009-18000311-AUS-70500-640 COLUM-7903105-GENRL-AG001016-01-01-25009-18000311-AUS-75500-840	Housing Support	JTG2006	2012.03.02 17:29	OPEN	RELEASE	000000TL	2012Q3
<input type="checkbox"/>	TX COLUM-7903105-GENRL-AG001016-01-01-25009-18000311-AUS-41120-050 COLUM-7903105-GENRL-AG001016-01-01-25009-18000311-AUS-69820-200	Adj	JTG2006	2012.03.02 17:07	OPEN	RELEASE	000000TM	2012Q3
<input type="checkbox"/>	TX COLUM-7903105-GENRL-AG001016-01-01-25009-18000311-AUS-70470-656 COLUM-7903105-GENRL-AG001016-01-01-25009-18000311-AUS-75470-856	trx	JTG2006	2012.03.02 17:30	OPEN	RELEASE	000000TQ	2012Q3
<input type="checkbox"/>	TX COLUM-7903105-GENRL-AG001016-01-01-25009-18000311-AUS-70400-640 COLUM-7903105-GENRL-AG001016-01-01-25009-18000311-AUS-75400-840	999	JTG2006	2012.03.02 17:36	RELEASED	APPROVE	000000TT	2012Q3
<input type="checkbox"/>	DA AGENC-7555202-GENRL-AG001016-01-01-10109-05000006	DIRECT ACTIVITY	JTG2006	2012.03.06 17:05	OPEN	RELEASE	000000V6	2012Q3
<input type="checkbox"/>	DA KRAFT-0109103-GENRL-AG001018-01-01-10104-01000009	DIRECT ACTIVITY	JTG2006	2012.03.18 20:27	ERROR-ALLOC	OMB ACTION REQUIRED	000000VH	2012Q3
<input type="checkbox"/>	DA COLUM-1612306-GENRL-AG001018-01-01-40399-18000489	DIRECT ACTIVITY	JTG2006	2012.03.14 21:22	ERROR-ALLOC	OMB ACTION REQUIRED	000000WM	2013Q3

Count: 136

User ID: jtq2006
Date:

Database: fintest
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Step	Action
5.	Click the Posted Items link.

Posted Items

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Financial Systems > Budget Tool > Process > Posted Items

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Budget Payroll Batch **Process**

Posted Items

Budget Tool Posted List

Current Quarter: 2012Q4

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/>	DA COLUM-7903105-SPONS-GG001016-20-01-10003-05000001-1058	DIRECT ACTIVITY	JTG2006	2012.04.01 12:45	POSTED	CHECK REPORTS	000000V8	2012Q3
<input type="checkbox"/>	PLB KRAFT-7555202-GENRL-AG001014-01-01-10305-00000000	PROJECT LIFE BUDGET	JTG2006	2012.03.20 15:50	POSTED	CHECK REPORTS	000000XP	2012Q3
<input type="checkbox"/>	DA COLUM-2510210-CAPTL-CP001964-80-01-00000-01000001-1084	DIRECT ACTIVITY	JTG2006	2012.04.01 12:45	POSTED	CHECK REPORTS	000000Y1	2012Q3
<input type="checkbox"/>	PLB COLUM-0503102-GENRL-AG001000-01-01-00000-00000000	PROJECT LIFE BUDGET	JTG2006	2012.04.09 23:45	POSTED	CHECK REPORTS	000000YG	2012Q4
<input type="checkbox"/>	PLB KRAFT-7555202-GENRL-AG002732-01-01-10555-RB2555	PROJECT LIFE BUDGET	JTG2006	2012.04.01 12:45	POSTED	CHECK REPORTS	000000YK	2012Q3
<input type="checkbox"/>	PLB RPOFF-7555102-GENRL-AG001012-01-01-20555-RB2555	PROJECT LIFE BUDGET	JTG2006	2012.04.01 12:45	POSTED	CHECK REPORTS	000000Z0	2012Q3
<input type="checkbox"/>	PLB RPOFF-7555102-GENRL-AG001012-01-01-20555-RB2555-1021	PROJECT LIFE BUDGET	JTG2006	2012.04.09 12:30	POSTED	CHECK REPORTS	000000Z4	2012Q4
<input type="checkbox"/>	PLB RPOFF-7555102-GENRL-AG001012-01-01-20555-RB2555-2MB	PROJECT LIFE BUDGET	JTG2006	2012.03.22 12:15	POSTED	CHECK REPORTS	000000Z6	2012Q4
<input type="checkbox"/>	PLB RPOFF-7555102-GENRL-AG001012-01-01-20555-RB2555-2MB	PROJECT LIFE BUDGET	JTG2006	2012.03.22 13:00	POSTED	CHECK REPORTS	000000Z8	2012Q4
<input type="checkbox"/>	PLB RPOFF-7555102-GENRL-AG001012-01-01-20555-RB2555-1016	PROJECT LIFE BUDGET	JTG2006	2012.03.22 13:15	POSTED	CHECK REPORTS	000000ZB	2012Q4
<input type="checkbox"/>	DA COLUM-7555202-GENRL-UR0004672-01-01-00000-00000000	DIRECT ACTIVITY	JTG2006	2012.03.26 13:15	POSTED	CHECK REPORTS	0000010R	2012Q3
<input type="checkbox"/>	PLB COLUM-7555102-GENRL-UR0004672-01-01-00000-00000000	PROJECT LIFE BUDGET	JTG2006	2012.03.26 13:15	POSTED	CHECK REPORTS	0000010S	2012Q3

Count: 31

User ID: jtq2006
Date:

Database: fintest
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Budget Tool



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

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Budget Payroll Batch Process

Budget Tool Posted List
Current Quarter: 2012Q4
JTG2006

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/>	DA COLUM-7903105-SPONS-GG001016-20-01-10003-05000001-1058	DIRECT ACTIVITY	JTG2006	2012.04.01 12:45	POSTED	CHECK REPORTS	000000V8	2012Q3
<input type="checkbox"/>	PLB KRAFT-7555202-GENRL-AG001014-01-01-10305-00000000	PROJECT LIFE BUDGET	JTG2006	2012.03.20 15:50	POSTED	CHECK REPORTS	000000XP	2012Q3
<input type="checkbox"/>	DA COLUM-2510210-CAPTL-CP001964-80-01-00000-01000001-1084	DIRECT ACTIVITY	JTG2006	2012.04.01 12:45	POSTED	CHECK REPORTS	000000Y1	2012Q3
<input type="checkbox"/>	PLB COLUM-0503102-GENRL-AG001000-01-01-00000-00000000	PROJECT LIFE BUDGET	JTG2006	2012.04.09 23:45	POSTED	CHECK REPORTS	000000YG	2012Q4
<input type="checkbox"/>	PLB KRAFT-7555202-GENRL-AG002732-01-01-10555-RB2555	PROJECT LIFE BUDGET	JTG2006	2012.04.01 12:45	POSTED	CHECK REPORTS	000000YK	2012Q3
<input type="checkbox"/>	PLB RPOFF-7555102-GENRL-AG001012-01-01-20555-RB2555	PROJECT LIFE BUDGET	JTG2006	2012.04.01 12:45	POSTED	CHECK REPORTS	000000Z0	2012Q3
<input type="checkbox"/>	PLB RPOFF-7555102-GENRL-AG001012-01-01-20555-RB2555-1021	PROJECT LIFE BUDGET	JTG2006	2012.04.09 12:30	POSTED	CHECK REPORTS	000000Z4	2012Q4
<input type="checkbox"/>	PLB RPOFF-7555102-GENRL-AG001012-01-01-20555-RB2555-ZMB	PROJECT LIFE BUDGET	JTG2006	2012.03.22 12:15	POSTED	CHECK REPORTS	000000Z6	2012Q4
<input type="checkbox"/>	PLB RPOFF-7555102-GENRL-AG001012-01-01-20555-RB2555-ZMB	PROJECT LIFE BUDGET	JTG2006	2012.03.22 13:00	POSTED	CHECK REPORTS	000000Z8	2012Q4
<input type="checkbox"/>	PLB RPOFF-7555102-GENRL-AG001012-01-01-20555-RB2555-1016	PROJECT LIFE BUDGET	JTG2006	2012.03.22 13:15	POSTED	CHECK REPORTS	000000ZB	2012Q4
<input type="checkbox"/>	DA COLUM-7555202-GENRL-UR004672-01-01-00000-00000000	DIRECT ACTIVITY	JTG2006	2012.03.26 13:15	POSTED	CHECK REPORTS	0000010R	2012Q3
<input type="checkbox"/>	PLB COLUM-7555102-GENRL-UR004672-01-01-00000-00000000	PROJECT LIFE BUDGET	JTG2006	2012.03.26 13:15	POSTED	CHECK REPORTS	0000010S	2012Q3

Count: 31

User ID: jtg2006
Date:

Database: fintest
Financial Systems - Columbia University

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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

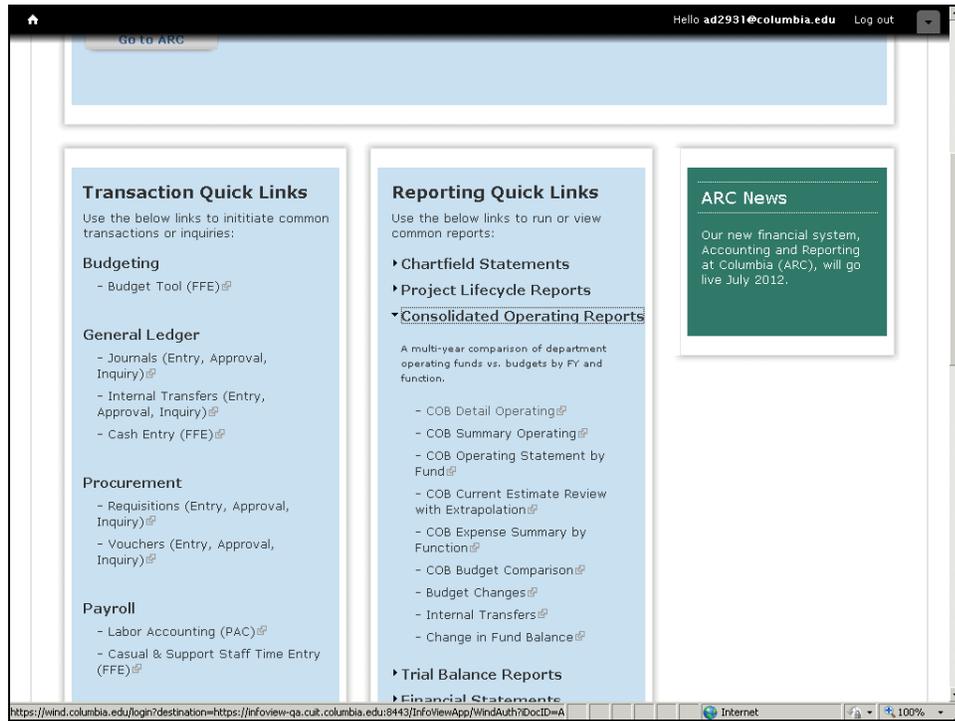


ChartField versus COB Reports

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

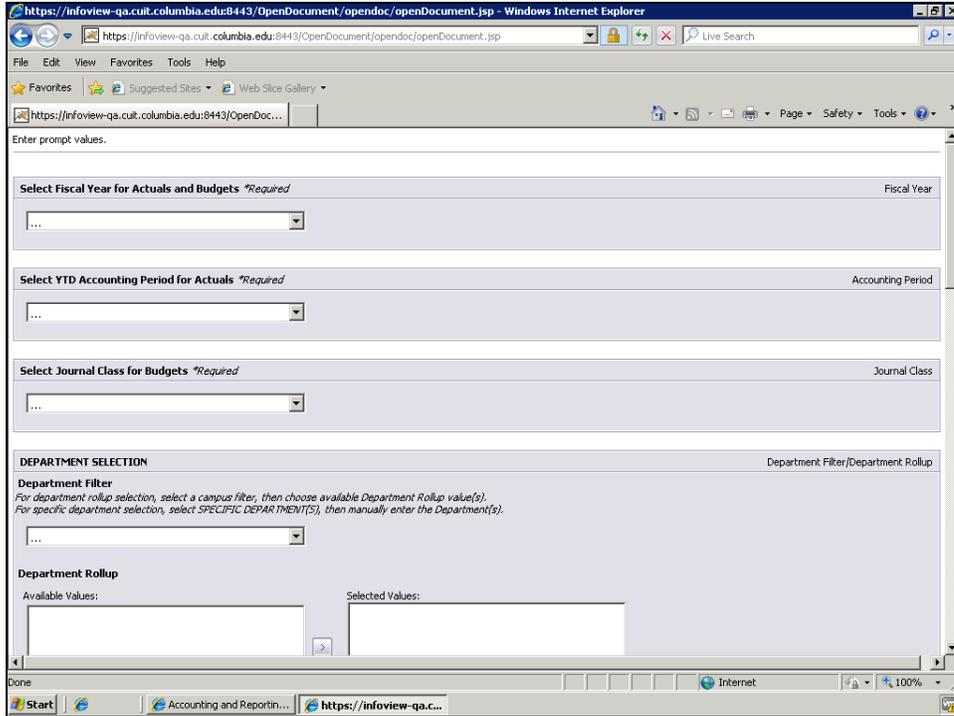
Step	Action
1.	Click the Consolidated Operating Reports link. Consolidated Operating Reports



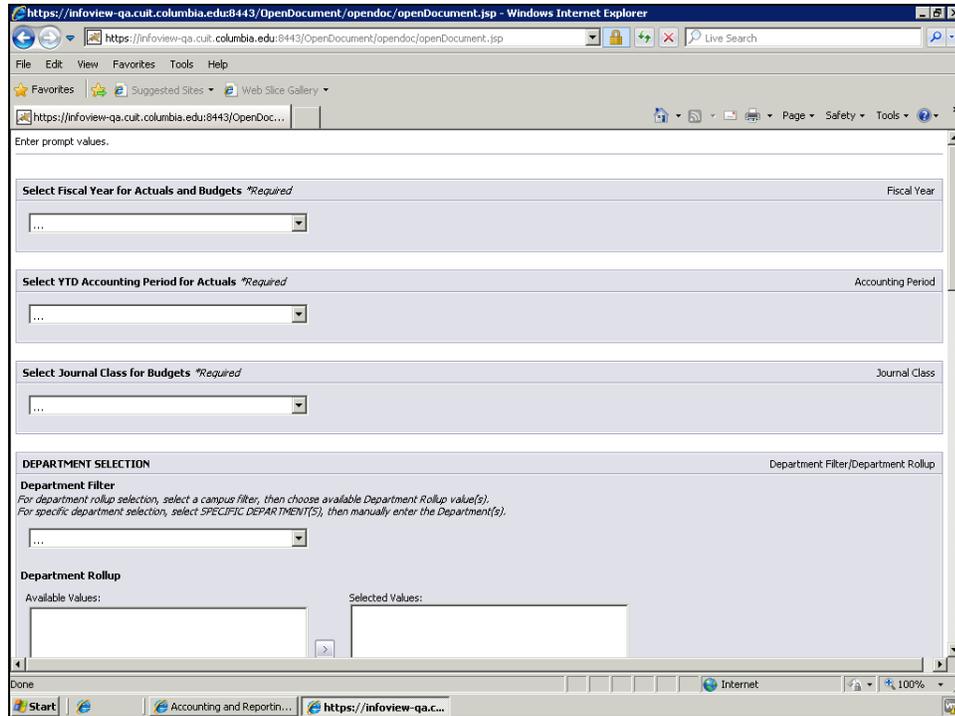
Step	Action
2.	Click the COB Detail Operating link. COB Detail Operating

Training Guide

Budget Tool



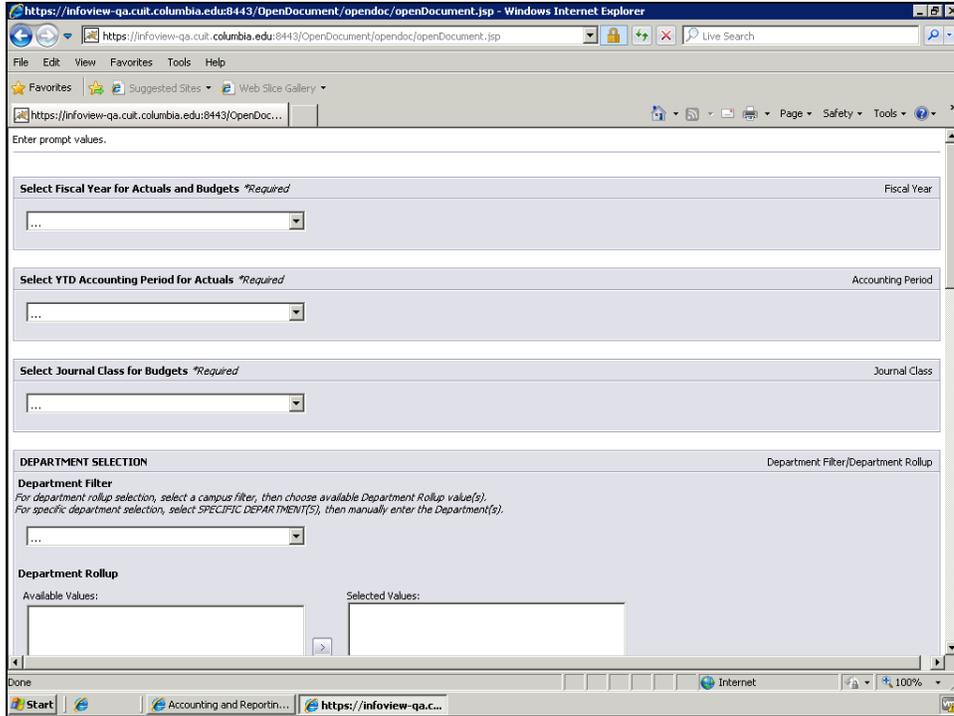
Step	Action
3.	<p>In this scenario we are going to run the COB Detailed Statement report for January 2012 (The seventh month of FY 2012). The COB Detailed Statement is replacing the legacy system COB Detail file.</p> <p>This report is used by Department/School Administrators to review their overall operating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



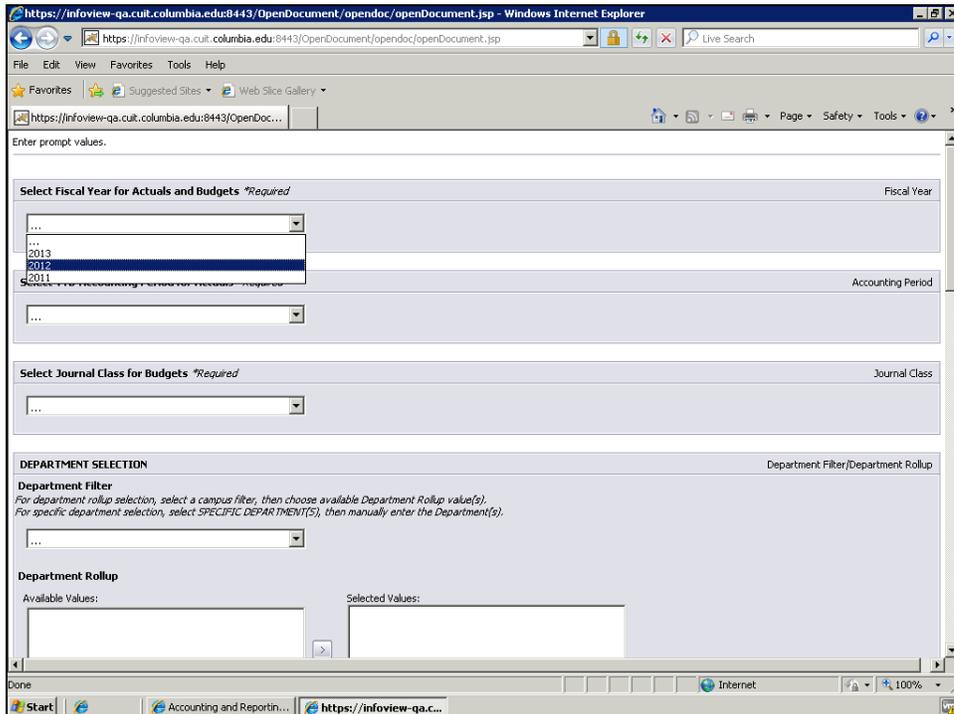
Step	Action
4.	<p>Notice that fields with an asterisk are required whereas fields without an asterisk are optional. The following three fields are required to run this COB report:</p> <ul style="list-style-type: none"> - Fiscal Year for Actuals and Budgets - YTD Accounting Period for Actuals - Journal Class for Budgets

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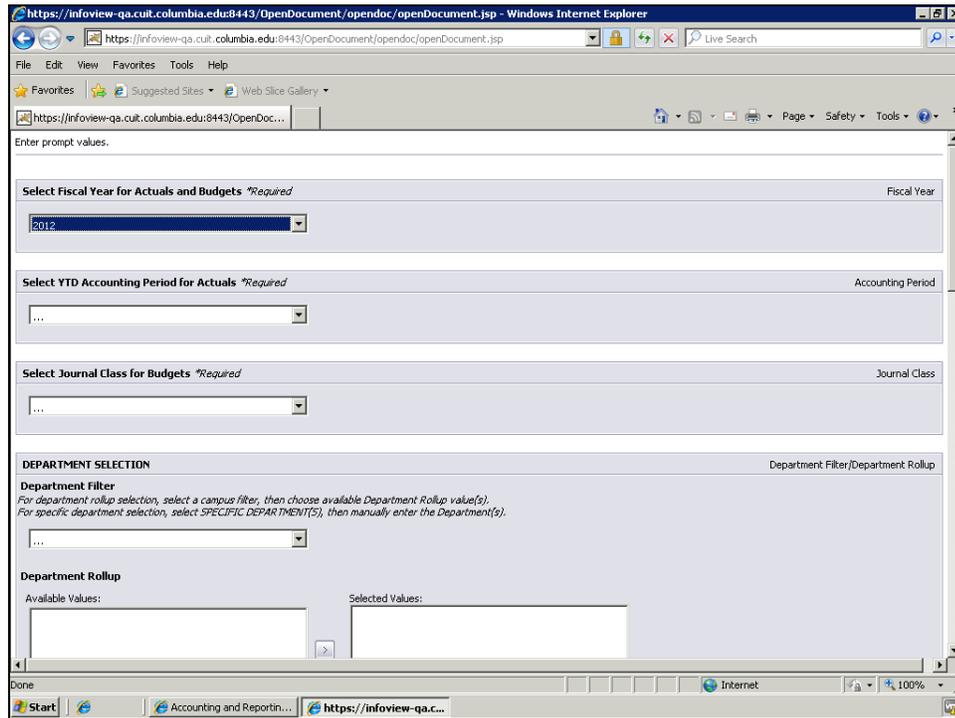
Budget Tool



Step	Action
5.	Click the Fiscal Year list. <div data-bbox="342 1056 943 1104" style="border: 1px solid black; padding: 2px; display: inline-block;"> ... </div>



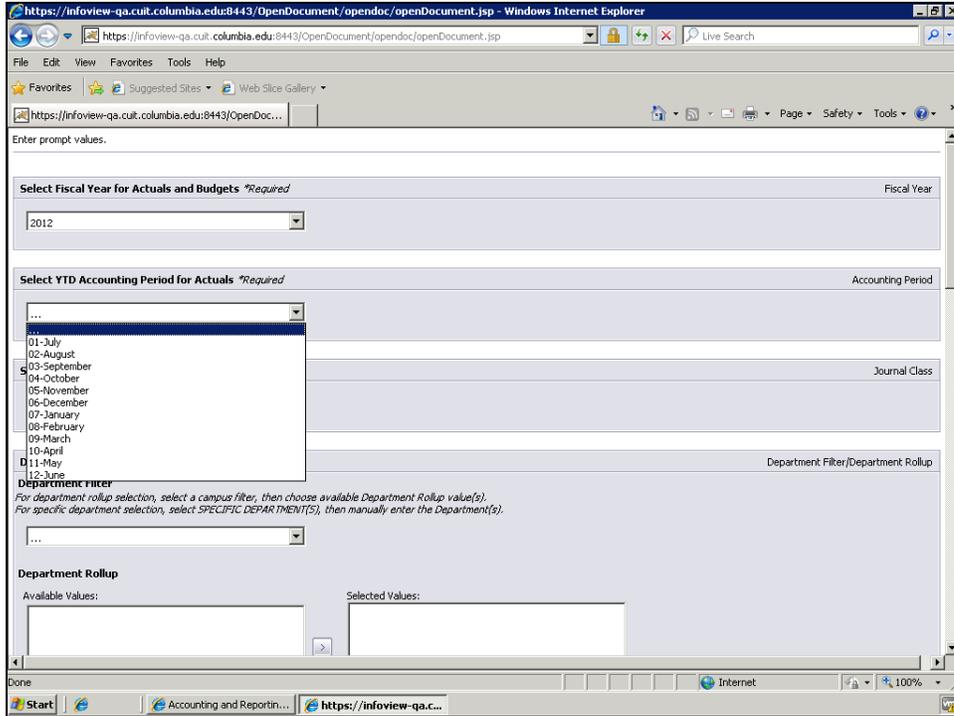
Step	Action
6.	Click the 2012 list item. 



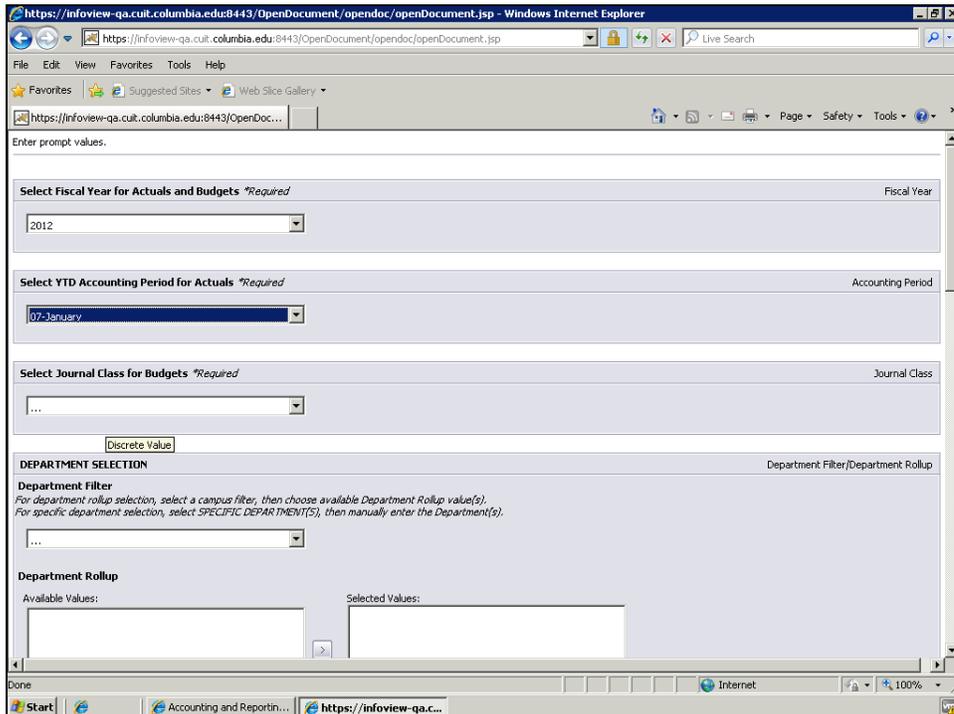
Step	Action
7.	Click the Accounting Period list. 

Training Guide

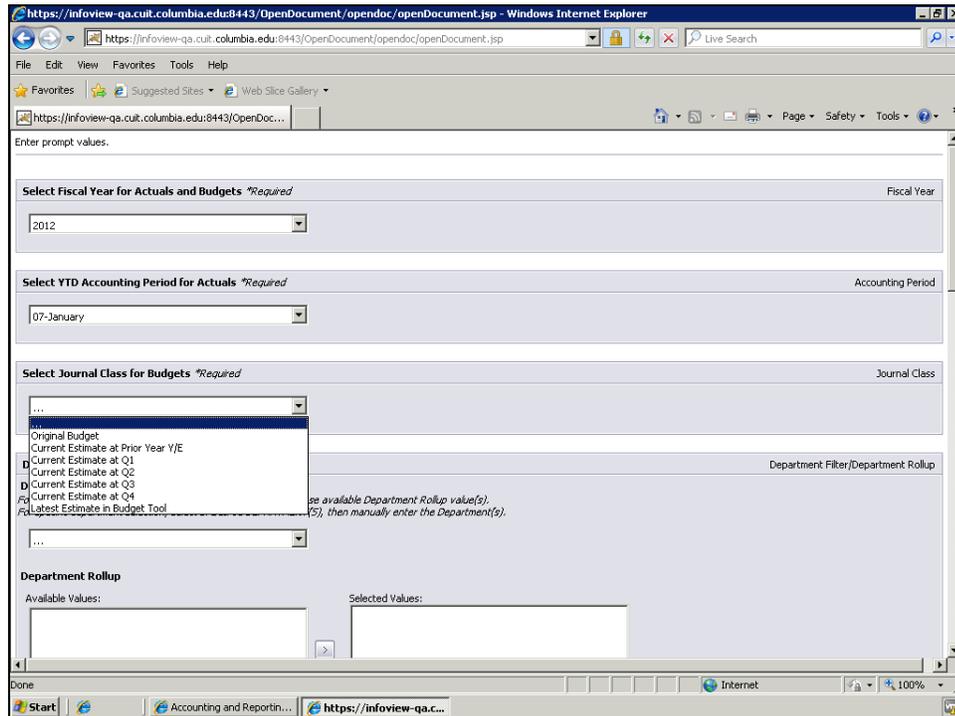
Budget Tool



Step	Action
8.	Click the 07-January list item. <input data-bbox="345 1062 938 1092" type="text" value="07-January"/>



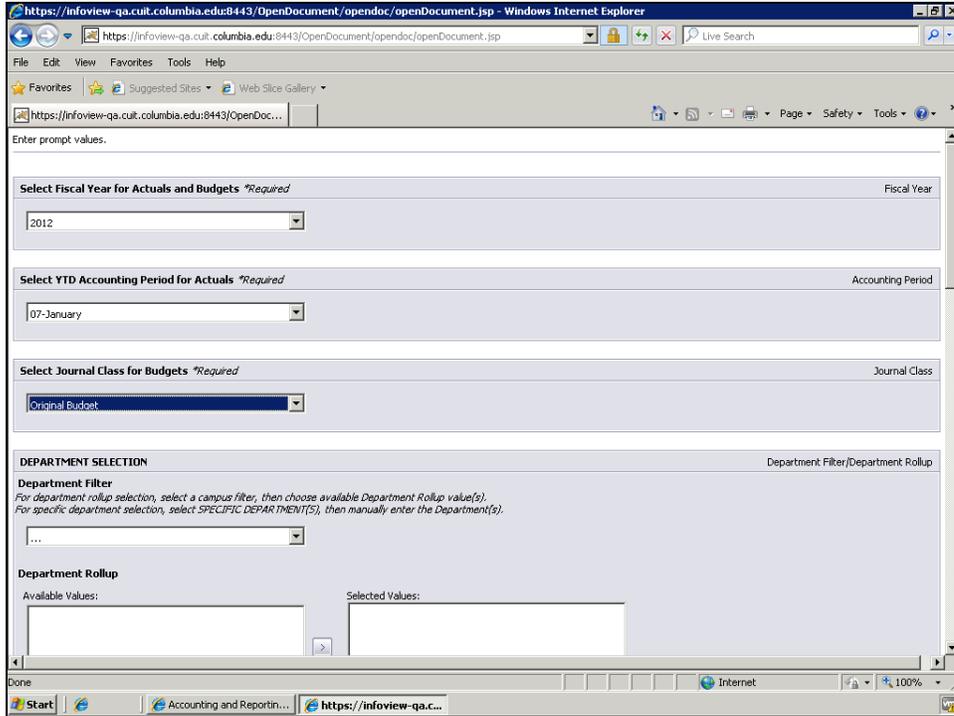
Step	Action
9.	Click the Journal Class list. <div style="border: 1px solid black; padding: 2px; width: fit-content;">...</div>



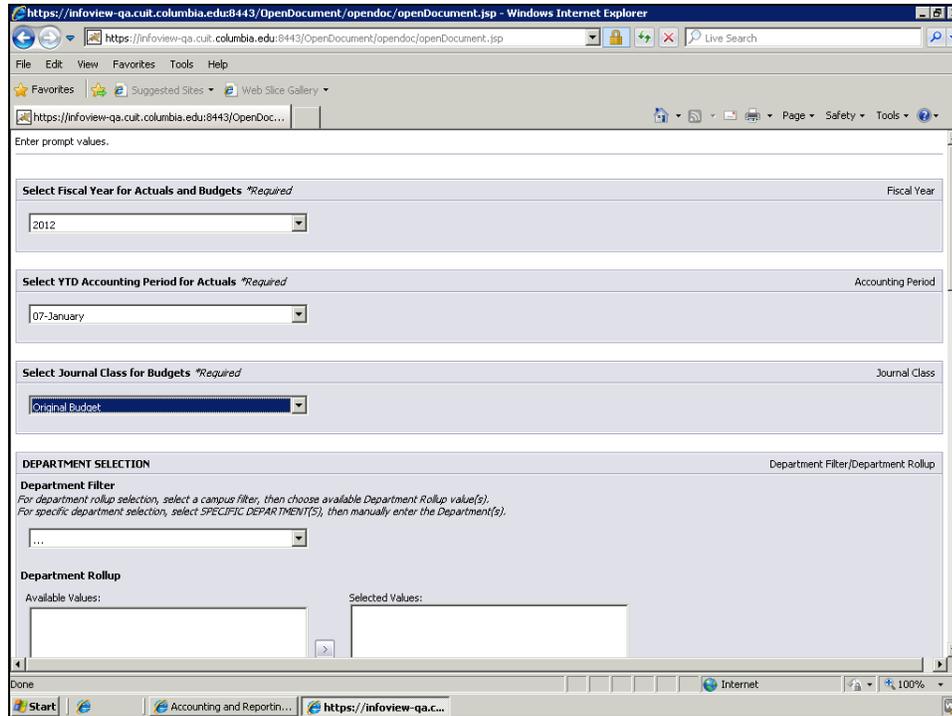
Step	Action
10.	Click the Original Budget list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Original Budget</div>

Training Guide

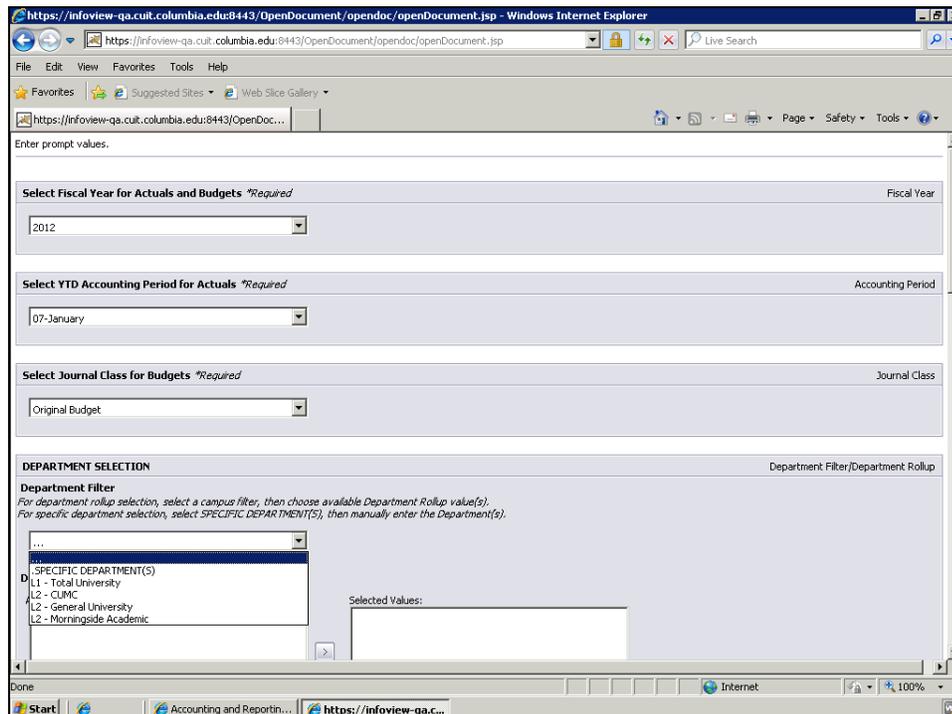
Budget Tool



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



Step	Action
12.	Click the Department Filter list. 

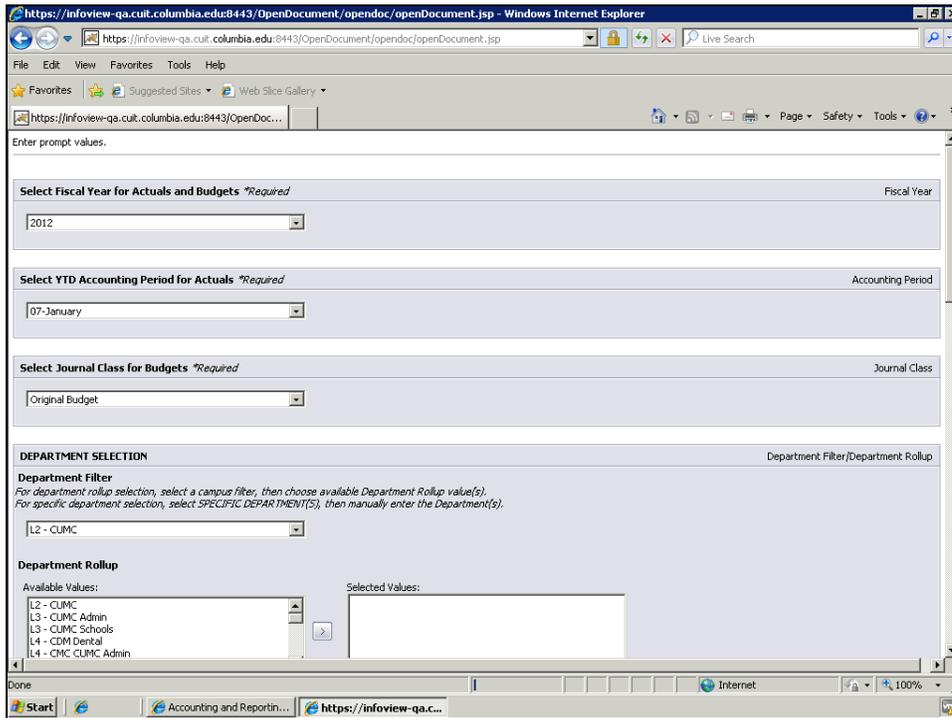


Training Guide

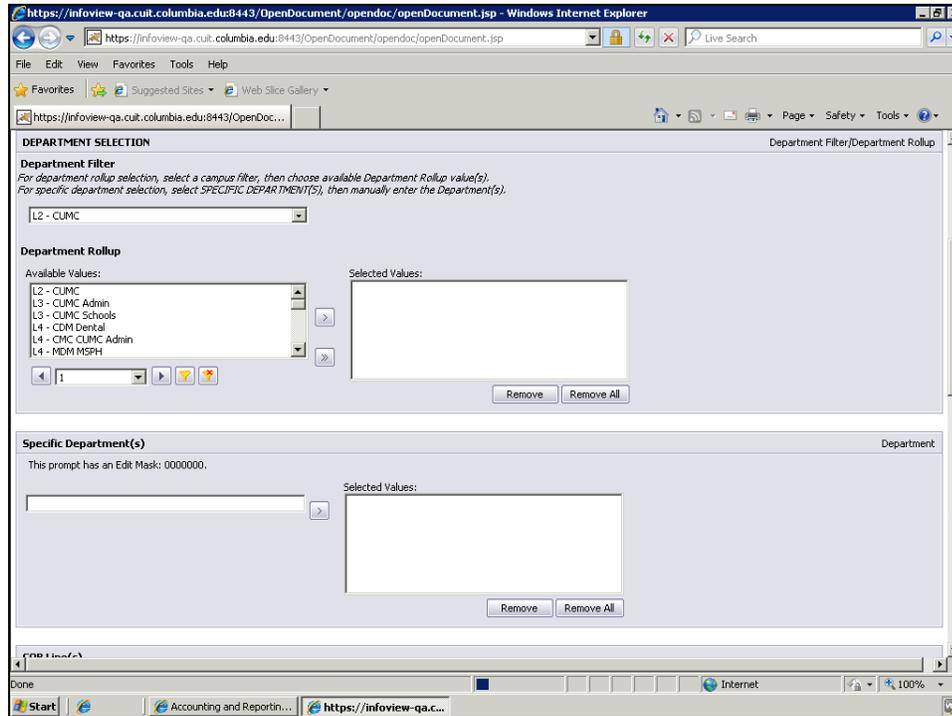
Budget Tool



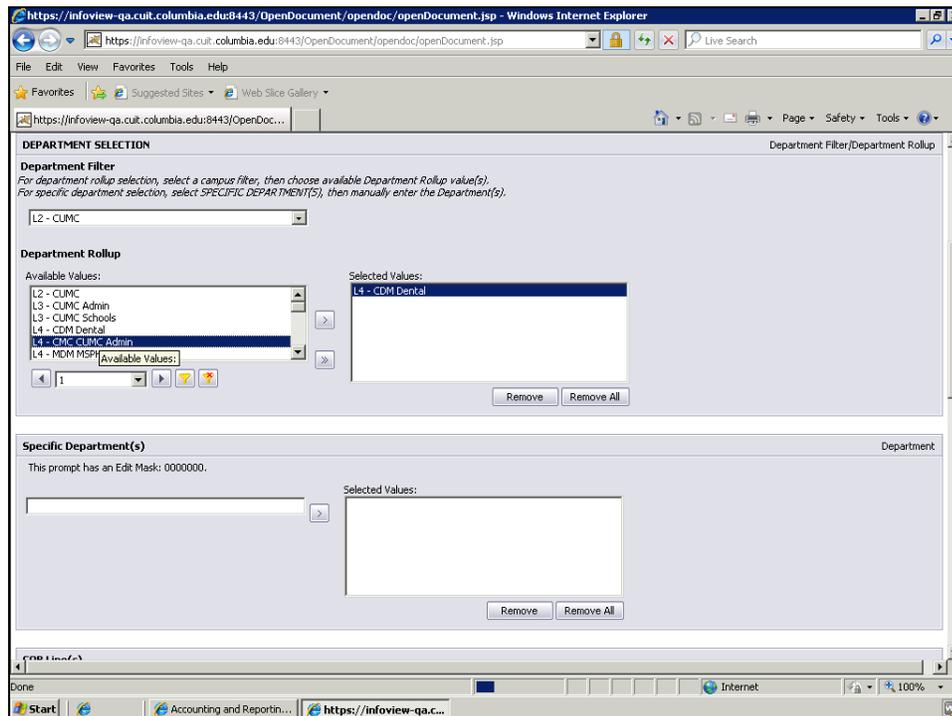
Step	Action
13.	Click the L2 - CUMC list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">L2 - CUMC</div>



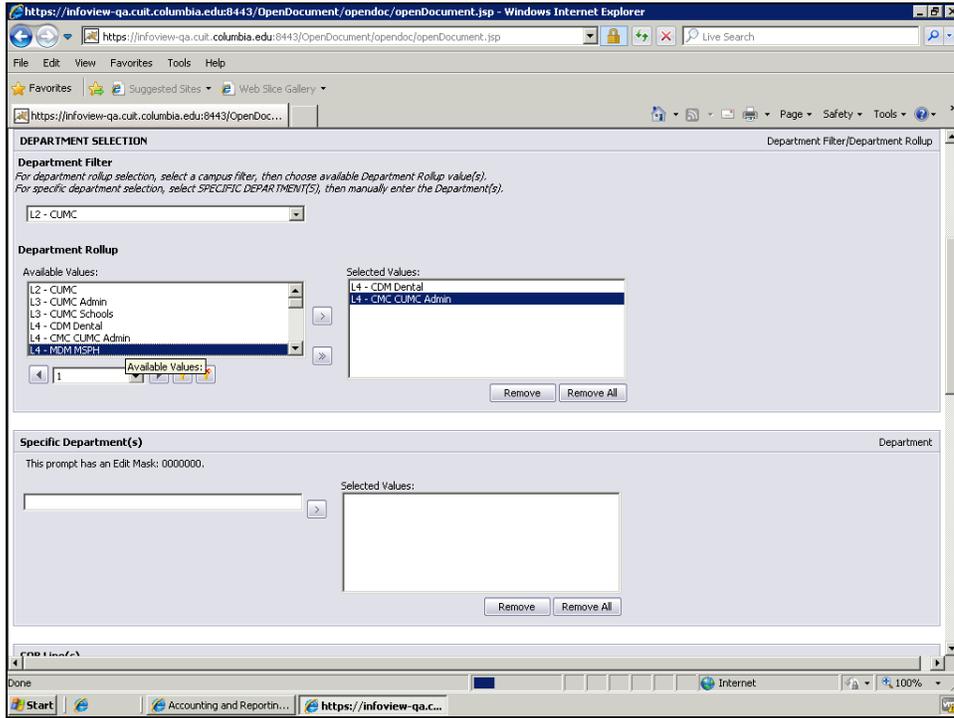
Step	Action
14.	Click the scroll bar to view the other run time parameters for this report.



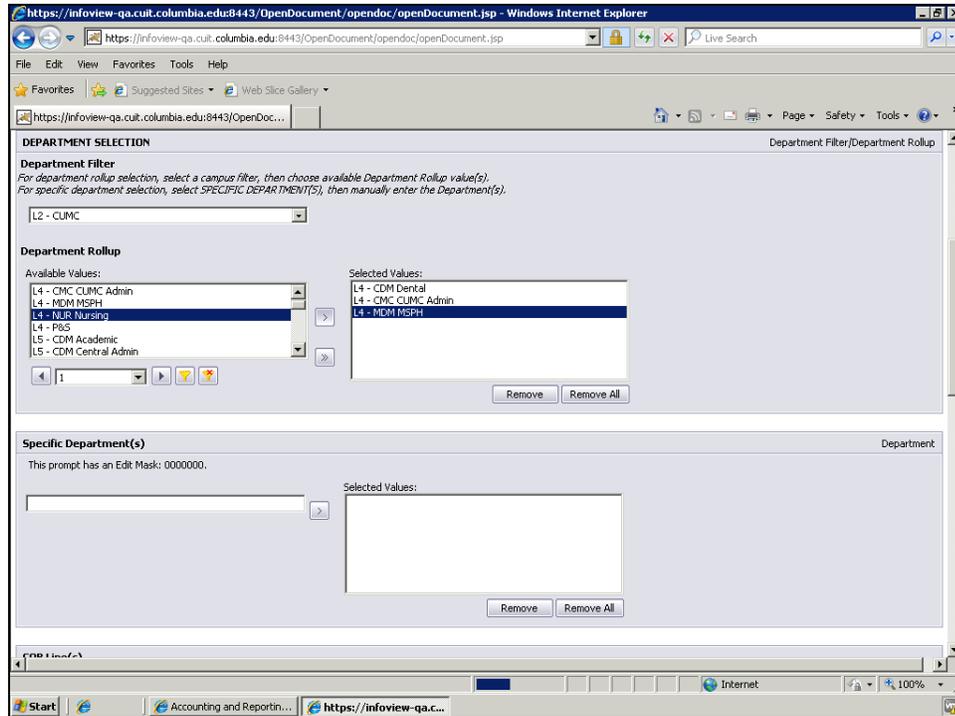
Step	Action
15.	Double-click the L4 - CDM Dental list item. <input data-bbox="440 1062 993 1094" type="text" value="L4 - CDM Dental"/>



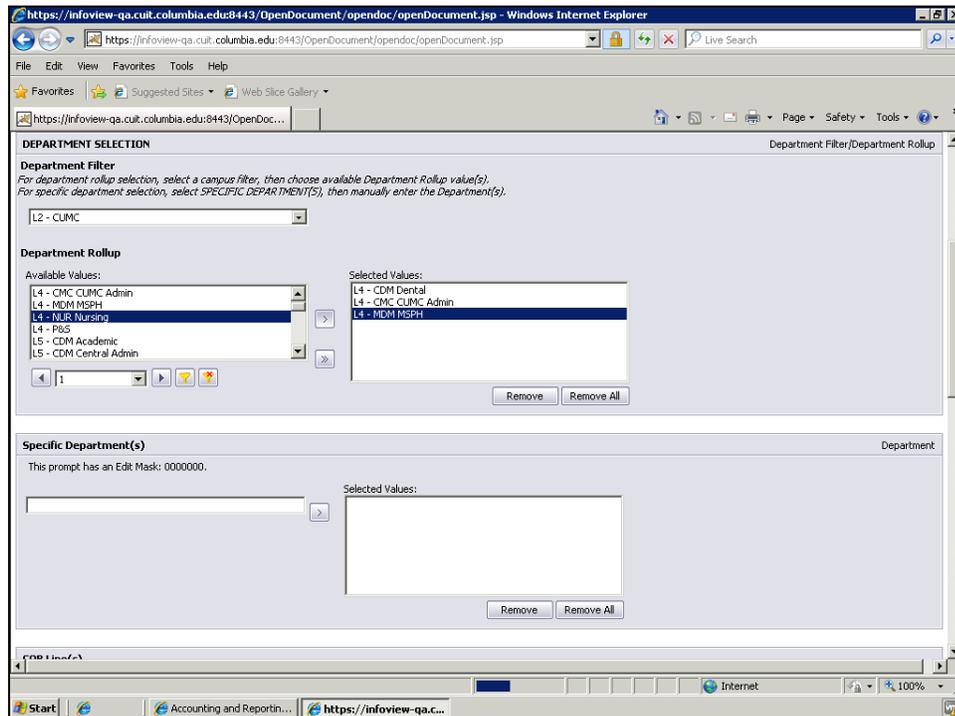
Step	Action
16.	Double-click the L4 - CMC CUMC Admin list item. 



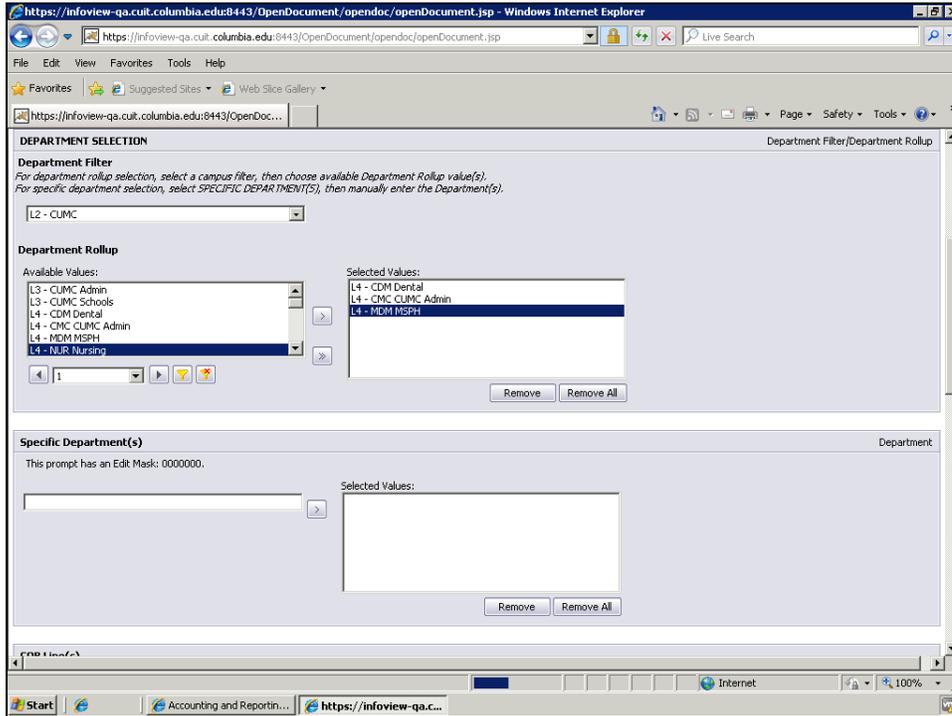
Step	Action
17.	Double-click the L4 - NUR Nursing list item. 



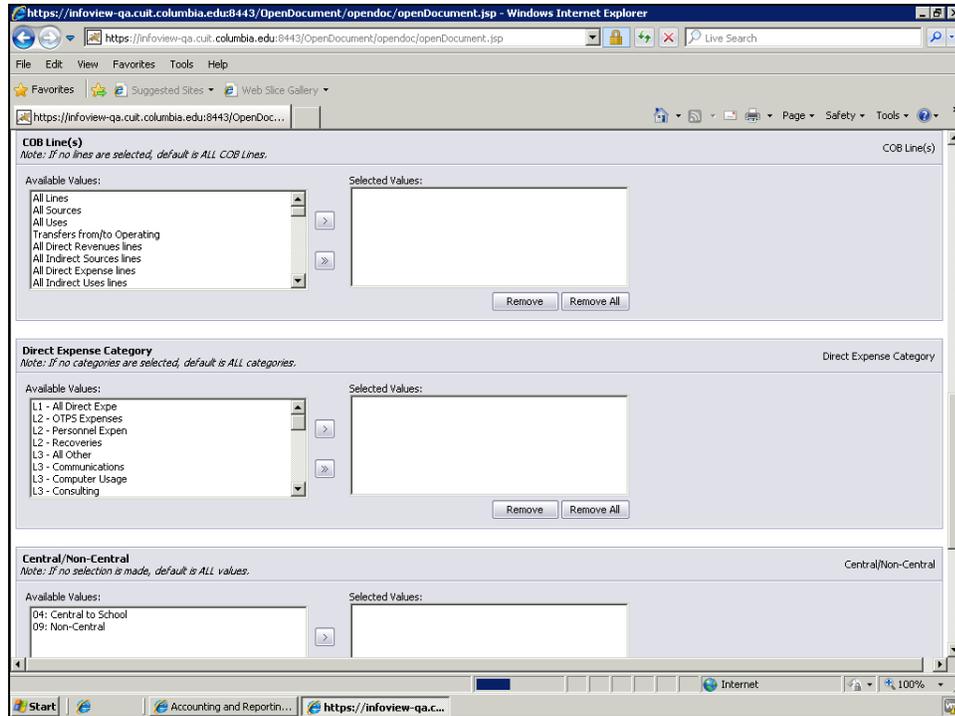
Step	Action
18.	Notice that the selected values will appear on the 'Selected Values' box.



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



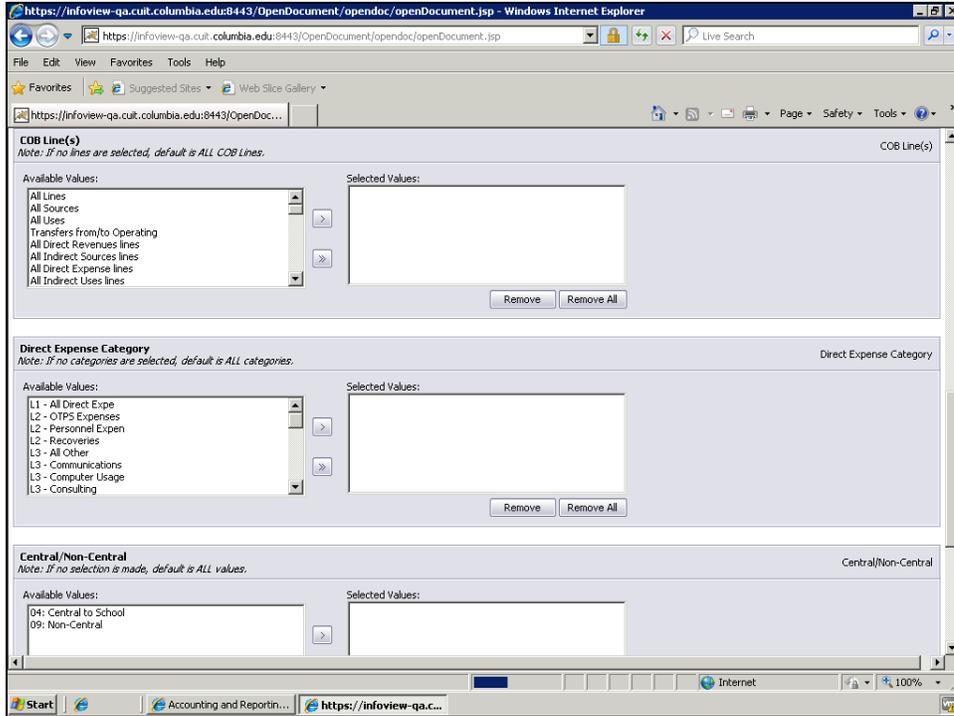
Step	Action
20.	Click the scroll bar to view the other run time parameters for this report.



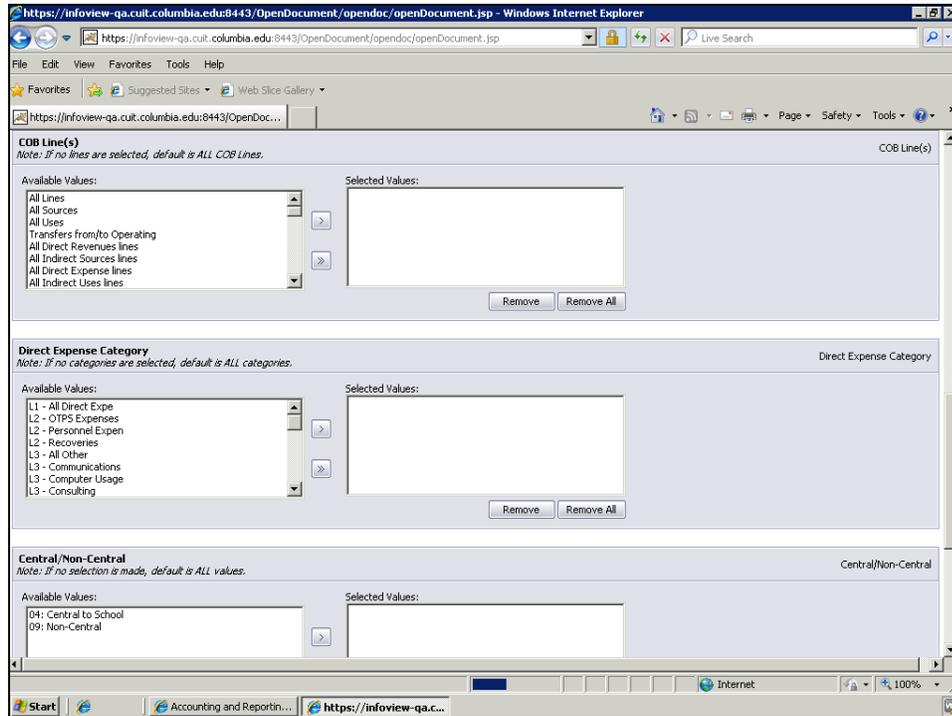
Step	Action
21.	<p>The COB Line(s) field allows you to specify which COB Lines you would like to run the report for.</p> <p>If no lines are selected, the default value is all lines.</p>

Training Guide

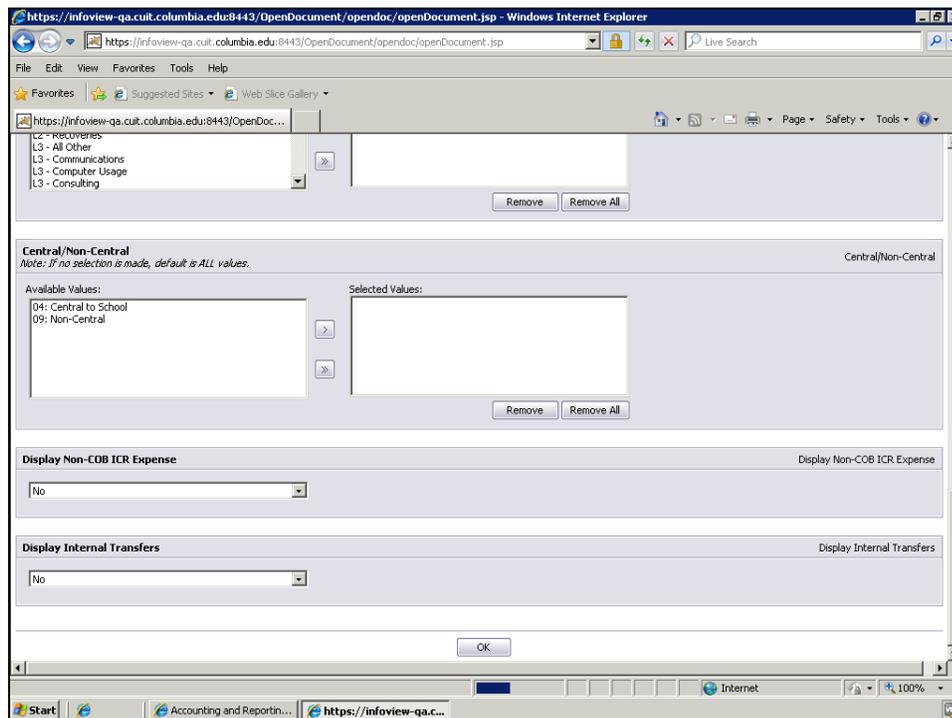
Budget Tool



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



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

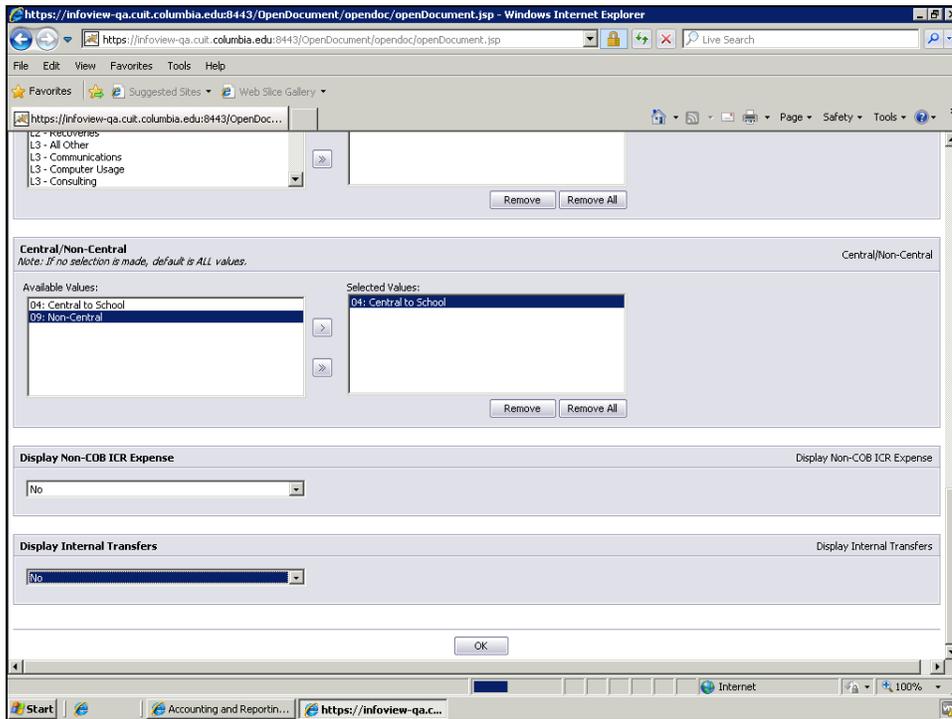


Training Guide

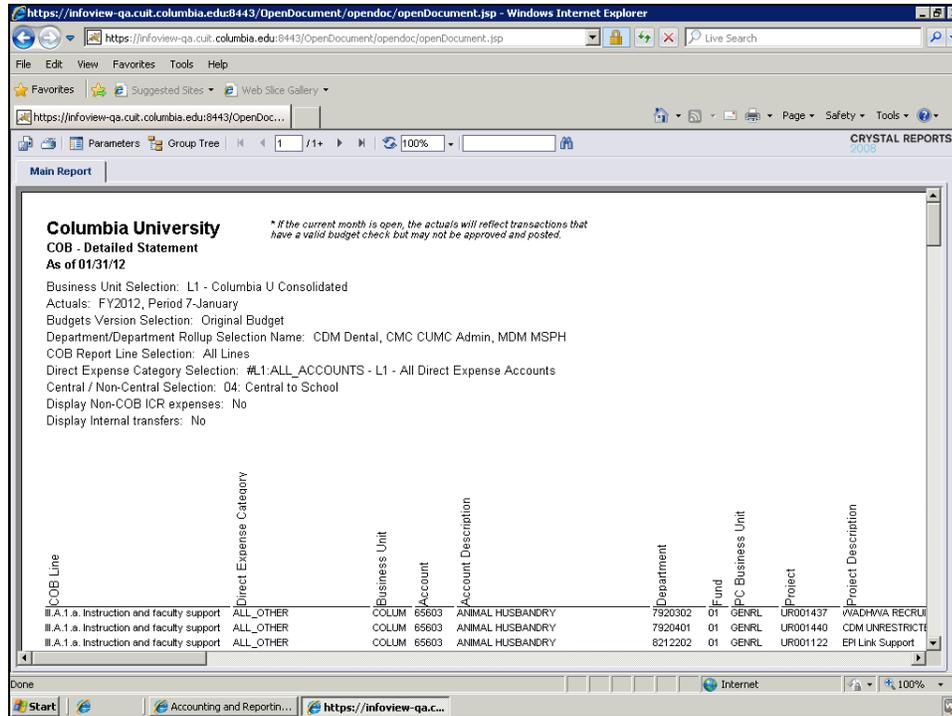
Budget Tool



Step	Action
24.	<p>If no selection is made for the Central/Non-Central field, the default is all values.</p> <p>Double-click the 04: Central to School list item.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">04: Central to School</div>



Step	Action
25.	<p>Click the OK link.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">OK</div>



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

Training Guide

Budget Tool



Columbia University
COB - Detailed Statement
As of 01/31/12

** If the current month is open, the actuals will reflect transactions that have a valid budget check but may not be approved and posted.*

Business Unit Selection: L1 - Columbia U Consolidated
 Actuals: FY2012, Period 7-January
 Budgets Version Selection: Original Budget
 Department/Department Rollup Selection Name: CDM Dental, CMC CUMC Admin, MDM MSPH
 COB Report Line Selection: All Lines
 Direct Expense Category Selection: #L1-ALL_ACCOUNTS - L1 - All Direct Expense Accounts
 Central / Non-Central Selection: 04: Central to School
 Display Non-COB ICR expenses: No
 Display Internal transfers: No

COB Line	Direct Expense Category	Business Unit	Account	Account Description	Department	Fund	PC Business Unit	Project	Project Description
1	ALL_OTHER	COLLUM	65603	ANIMAL HUSBANDRY	7920302	01	GENRL	UR001437	WADMMVA RECRUI
1	ALL_OTHER	COLLUM	65603	ANIMAL HUSBANDRY	7920401	01	GENRL	UR001440	CDM UNRESTRICT
1	ALL_OTHER	COLLUM	65603	ANIMAL HUSBANDRY	8212202	01	GENRL	UR001122	EPI Link Support

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

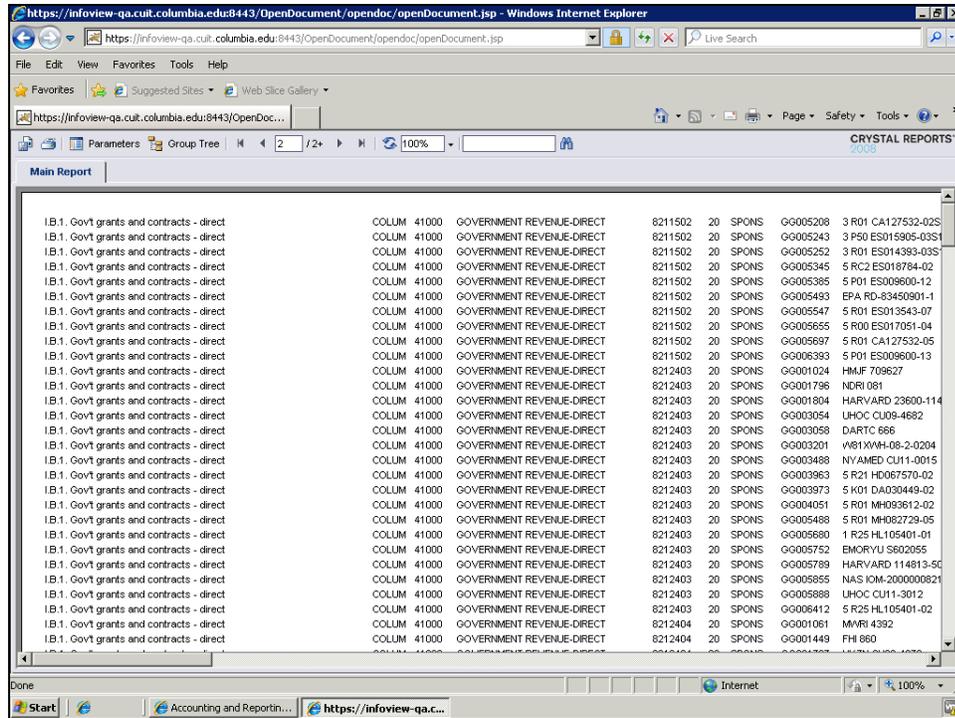
Columbia University
COB - Detailed Statement
As of 01/31/12

** If the current month is open, the actuals will reflect transactions that have a valid budget check but may not be approved and posted.*

Business Unit Selection: L1 - Columbia U Consolidated
 Actuals: FY2012, Period 7-January
 Budgets Version Selection: Original Budget
 Department/Department Rollup Selection Name: CDM Dental, CMC CUMC Admin, MDM MSPH
 COB Report Line Selection: ALL
 Direct Expense Category Selection: ALL
 Central / Non-Central Selection: ALL
 Display Non-COB ICR expenses: No
 Display Internal transfers: No

COB Line	Direct Expense Category	Business Unit	Account	Account Description	Department	Fund	PC Business Unit	Project	Project Description
1		COLLUM	40000	TUITION	7003302	01	GENRL	UR001000	MSPH allocation
1		COLLUM	40000	TUITION	7003302	01	GENRL	UR001000	MSPH allocation
1		COLLUM	40000	TUITION	7003302	01	GENRL	UR001000	MSPH allocation

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



Step	Action
29.	<p>Click the Go to Previous Page button to go back to page 1.</p> 

Training Guide

Budget Tool



https://infoview-qa.cuit.columbia.edu:8443/OpenDocument/pendoc/openDocument.jsp - Windows Internet Explorer

https://infoview-qa.cuit.columbia.edu:8443/OpenDocument/pendoc/openDocument.jsp

File Edit View Favorites Tools Help

https://infoview-qa.cuit.columbia.edu:8443/OpenDoc...

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CRYSTAL REPORTS

Main Report

Columbia University
COB - Detailed Statement
As of 01/31/12

** If the current month is open, the actuals will reflect transactions that have a valid budget check but may not be approved and posted.*

Business Unit Selection: L1 - Columbia U Consolidated
 Actuals: FY2012, Period 7-January
 Budgets Version Selection: Original Budget
 Department/Department Rollup Selection Name: CDM Dental, CMC CUMC Admin, MDM MSPH
 COB Report Line Selection: All Lines
 Direct Expense Category Selection: #L1:ALL_ACCOUNTS - L1 - All Direct Expense Accounts
 Central / Non-Central Selection: 04: Central to School
 Display Non-COB ICR expenses: No
 Display Internal transfers: No

COB Line	Direct Expense Category	Business Unit	Account	Account Description	Department	Fund	Business Unit	Project	Project Description
II.A.1.a. Instruction and faculty support	ALL_OTHER	COLLUM	65603	ANIMAL HUSBANDRY	7920302	01	GENRL	UR001437	WADMMVA RECRUI
II.A.1.a. Instruction and faculty support	ALL_OTHER	COLLUM	65603	ANIMAL HUSBANDRY	7920401	01	GENRL	UR001440	CDM UNRESTRICTE
II.A.1.a. Instruction and faculty support	ALL_OTHER	COLLUM	65603	ANIMAL HUSBANDRY	8212202	01	GENRL	UR001122	EPI Link Support

Done

Start Accounting and Reportin... https://infoview-qa.c...

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

Description	Account Number	Account Name	Code	Category	Unit	Organization	Location
II.D. Operation and maintenance of plant TRAVEL	COLUM 65205	DOMESTIC TRAVEL-GENERAL	7007303	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant TRAVEL	COLUM 65205	DOMESTIC TRAVEL-GENERAL	7007304	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant TRAVEL	COLUM 65205	DOMESTIC TRAVEL-GENERAL	7007306	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant TRAVEL	COLUM 65205	DOMESTIC TRAVEL-GENERAL	7007307	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant TRAVEL	COLUM 65211	DOMESTIC-LOCAL TRANSPORTATION	7007303	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant TRAVEL	COLUM 65211	DOMESTIC-LOCAL TRANSPORTATION	7007304	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant TRAVEL	COLUM 65211	DOMESTIC-LOCAL TRANSPORTATION	7007307	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant TRAVEL	COLUM 65211	DOMESTIC-LOCAL TRANSPORTATION	8202304	01	GENRL	UR006564	PUB HLTH UNREST
II.D. Operation and maintenance of plant TRAVEL	COLUM 65212	CAR SERVICE-INTERAL	7007303	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant TRAVEL	COLUM 65212	CAR SERVICE-INTERAL	7007304	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant TRAVEL	COLUM 65305	INTERNATIONAL TRAVEL-GENERAL	7007303	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UNALLOWABLES	COLUM 66320	PUBLIC RELATIONS - GENERAL	7007303	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UNALLOWABLES	COLUM 66320	PUBLIC RELATIONS - GENERAL	7007304	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UNALLOWABLES	COLUM 66320	PUBLIC RELATIONS - GENERAL	7007305	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UNALLOWABLES	COLUM 66320	PUBLIC RELATIONS - GENERAL	7007306	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UNALLOWABLES	COLUM 66320	PUBLIC RELATIONS - GENERAL	7007307	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UNALLOWABLES	COLUM 66320	PUBLIC RELATIONS - GENERAL	7007308	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UNALLOWABLES	COLUM 66325	ADVERTISING	7007303	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UNALLOWABLES	COLUM 66460	FINES OR PENALTIES	7007302	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UNALLOWABLES	COLUM 66460	FINES OR PENALTIES	7007304	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UNALLOWABLES	COLUM 66460	FINES OR PENALTIES	7007307	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UTILITIES	COLUM 65405	UTILITIES - GENERAL	7001101	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UTILITIES	COLUM 65405	UTILITIES - GENERAL	7007302	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UTILITIES	COLUM 65410	UTILITIES - GAS	7001101	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UTILITIES	COLUM 65410	UTILITIES - GAS	7007308	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UTILITIES	COLUM 65420	UTILITIES - FUEL OIL	7001101	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UTILITIES	COLUM 65430	UTILITIES - ELECTRIC	7001101	01	GENRL	UR005594	CLMCM CENT UNRE
II.D. Operation and maintenance of plant UTILITIES	COLUM 65430	UTILITIES - ELECTRIC	7007302	01	GENRL	UR005594	CLMCM CENT UNRE

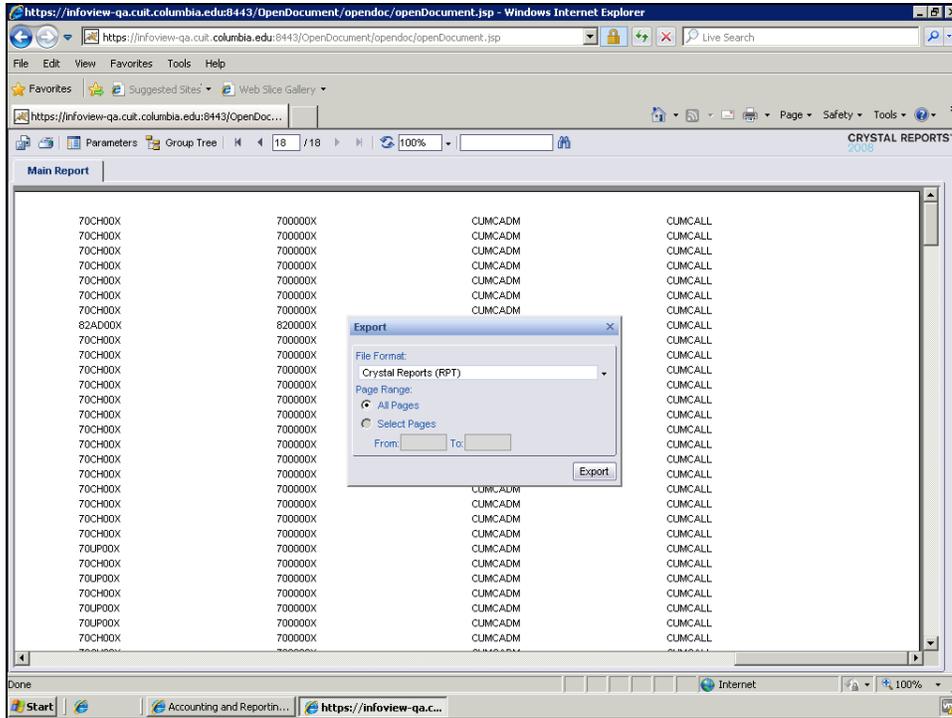
Step	Action
31.	Notice that this report contains 18 pages.

Training Guide

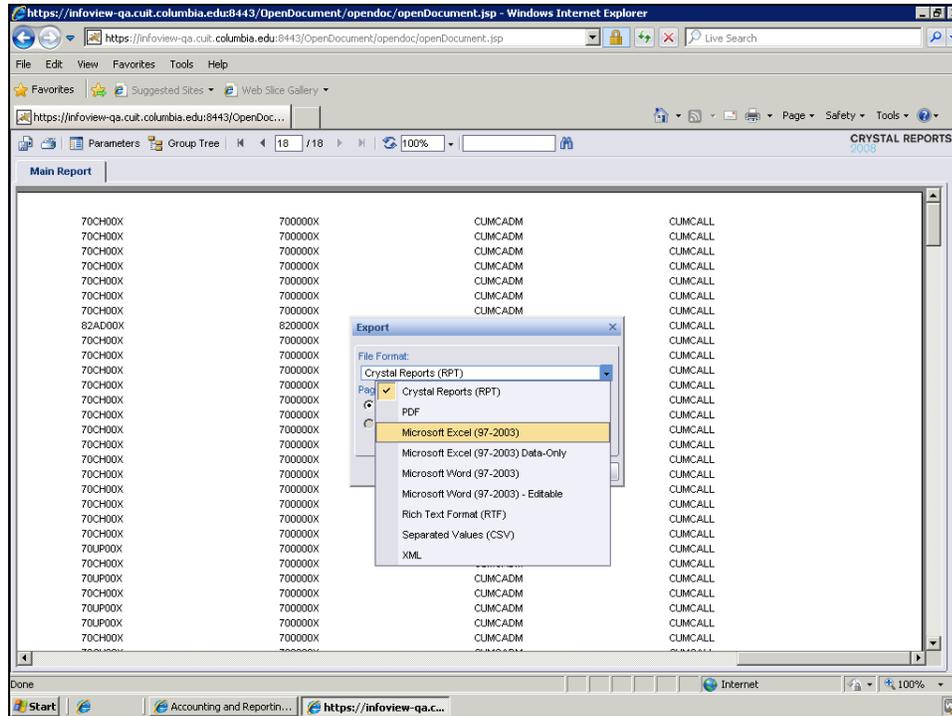
Budget Tool



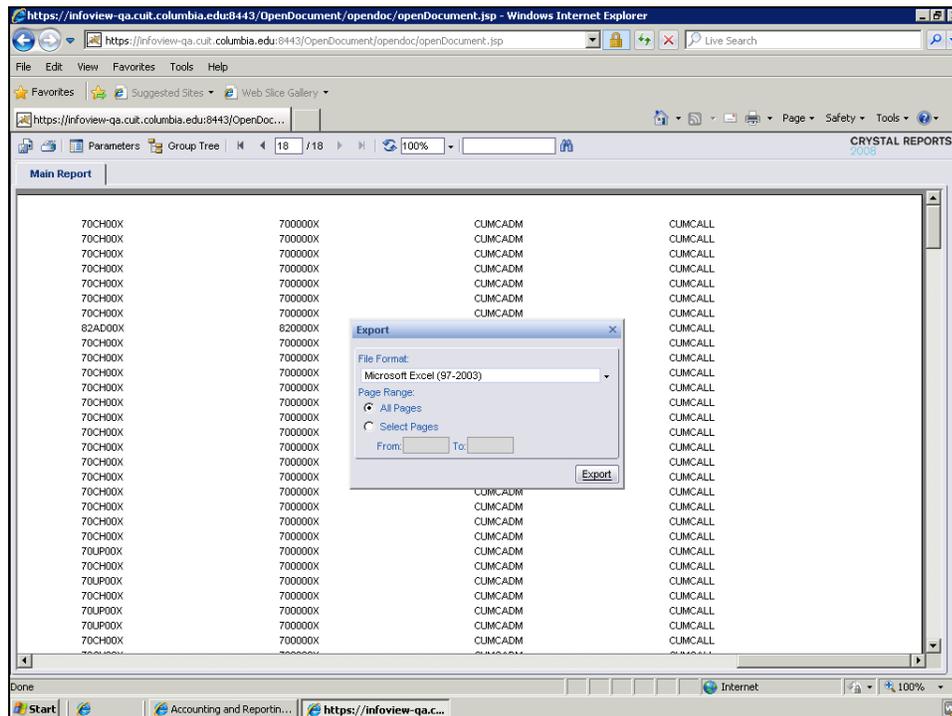
Step	Action
32.	<p>The COB Detailed Statement is not a formatted/printable report but it is used for downloading into Excel or an access database for further analysis.</p> <p>Click the Export this report button.</p> 



Step	Action
33.	<p>Click the File Format button.</p> 



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

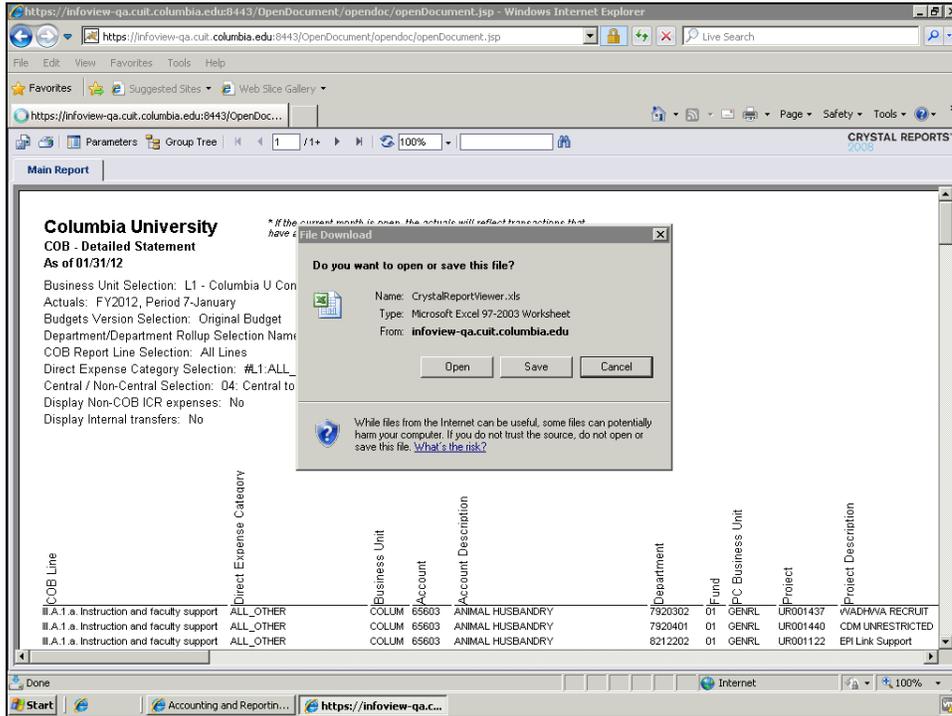


Training Guide

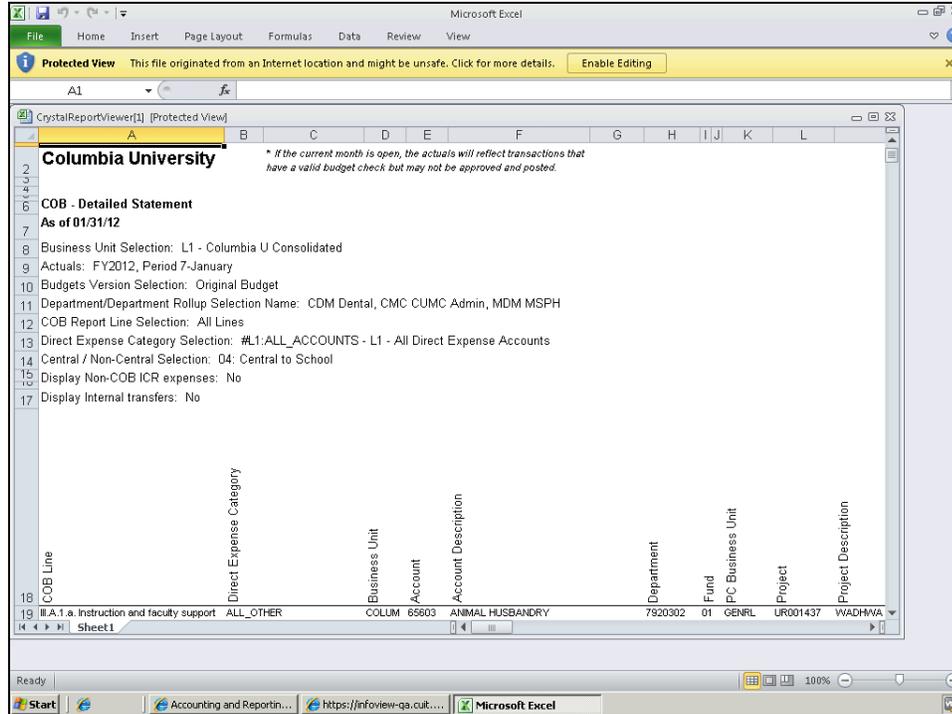
Budget Tool



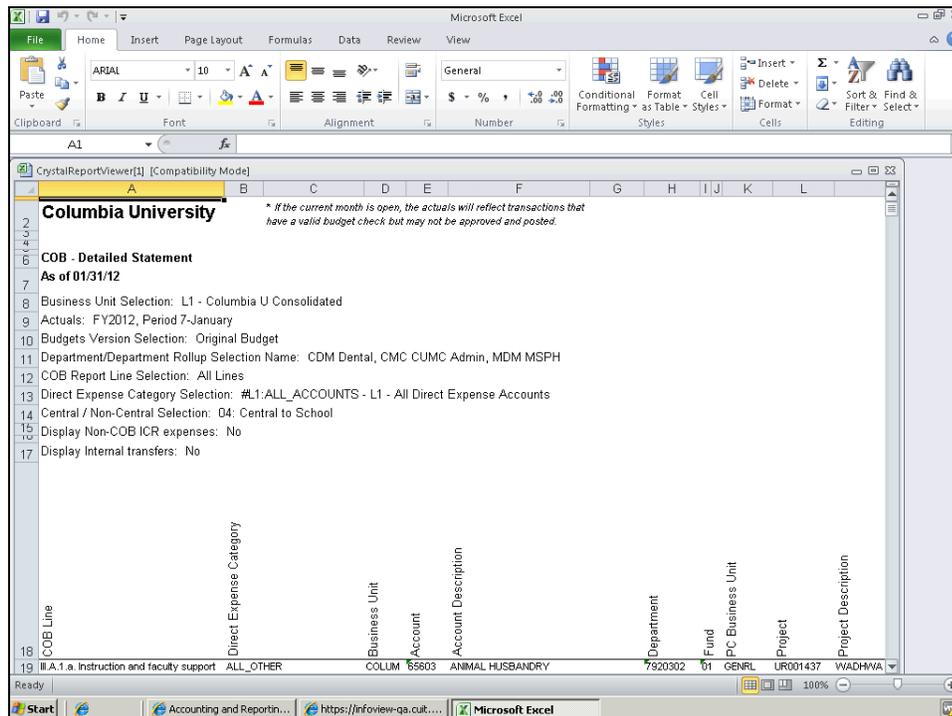
Step	Action
35.	Click the Export link. 



Step	Action
36.	Click the Open button. 



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.



Training Guide Budget Tool

https://fintest.cc.columbia.edu/ - Financial Systems Columbia University - Windows Internet Explorer

Financial Systems > Budget Tool > Process > Worklist

Welcome JILL TRACY GOLDSTEIN

Print | Help | Links | Exit

Budget Payroll Batch Process

Budget Tool Worklist
Current Quarter: 2013Q1

Search Across All Pages

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/>	DA COLUM-7538509-SPONS-PG001849-25-01-70003-TWK16-	DIRECT ACTIVITY	BURKE, JOHN (JB1223)	2012.09.21 08:09	APPROVED FINAL	TRANSMIT	00008Y27	2013Q1
<input type="checkbox"/>	TX COLUM-7538509-SPONS-PG001849-25-01-70003-TWK16- -69811-371 COLUM-7501101-GENRL-UR005349-01-01-70302-00000000- -42100-000	ICR PHASE 1	BURKE, JOHN (JB1223)	2012.09.21 08:09	APPROVED FINAL	TRANSMIT	00008Y52	2013Q1
<input type="checkbox"/>	DA COLUM-1418102-GENRL-UR004672-01-01-00000-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.20 14:10	OPEN	RELEASE	000090LV	2013Q1
<input type="checkbox"/>	DA COLUM-2501101-GENRL-EN001227-60-01-50216-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.19 22:48	OPEN	RELEASE	000090L1	2013Q1
<input type="checkbox"/>	TX COLUM-75C00X-GENRL-UR006974-01-01-10859-00000000- -76200-810 COLUM-7501101-GENRL-UR005356-01-01-10719-00000000- -71206-610	P&S OPEX GEN		2012.09.19 11:08	POST FAILED	OMB ACTION REQUIRED	00008YDX	2013Q1
<input type="checkbox"/>	TX COLUM-75C00X-GENRL-UR006974-01-01-10859-00000000- -76206-810 COLUM-7501101-GENRL-UR005356-01-01-10719-00000000- -71206-610	P&S OPEX SPON		2012.09.19 11:08	POST FAILED	OMB ACTION REQUIRED	00008YDY	2013Q1
<input type="checkbox"/>	TX COLUM-75B500X-GENRL-UR006973-01-01-10859-00000000- -76206-810 COLUM-7501101-GENRL-UR005356-01-01-10719-00000000- -71206-610	P&S OPEX SPON		2012.09.19 11:08	POST FAILED	OMB ACTION REQUIRED	00008YDZ	2013Q1
<input type="checkbox"/>	TX COLUM-75C00X-GENRL-UR006971-01-01-10860-00000000- -76206-810 COLUM-7501101-GENRL-UR005356-01-01-	P&S OPEX SPON		2012.09.19 11:08	POST FAILED	OMB ACTION REQUIRED	00008YF0	2013Q1

Count: 436 Page 1/9

User ID: jtg2006
Date:

Financial Systems - Columbia University Database: fintest

budget/page001.jsp(0012)

Edit View Release Delete Recall Approve Reject History

Step	Action
1.	Click the Payroll link. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">Payroll</div>

https://fintest.cc.columbia.edu/ - Financial Systems Columbia University - Windows Internet Explorer

Financial Systems > Budget Tool > Payroll

Welcome JILL TRACY GOLDSTEIN

Print | Help | Links | Exit

Budget Payroll Batch Process

Budget Tool - Payroll Selector Screen

Department Selector

HR Admin/Payroll Dept:

Business Unit:

Department:

PC Business Unit:

Project:

Activity:

Initiative:

Segment:

Site:

Account:

Earncode Selector

Earncode:

User ID: jtg2006
Date:

Financial Systems - Columbia University Database: fintest

budget/page024.jsp(0009)

Next

Training Guide

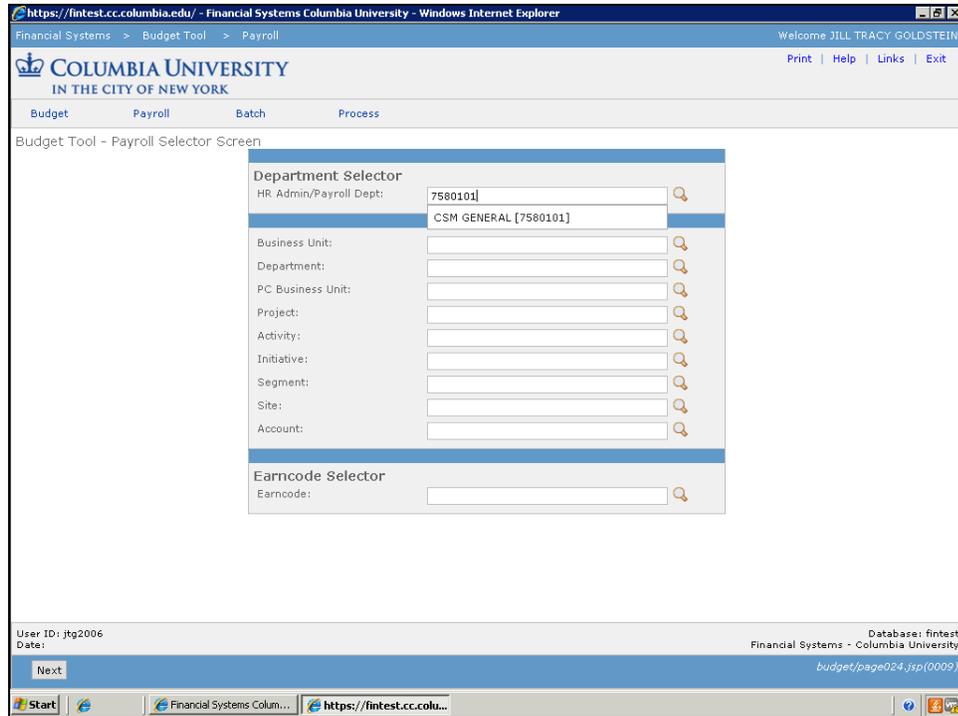
Budget Tool



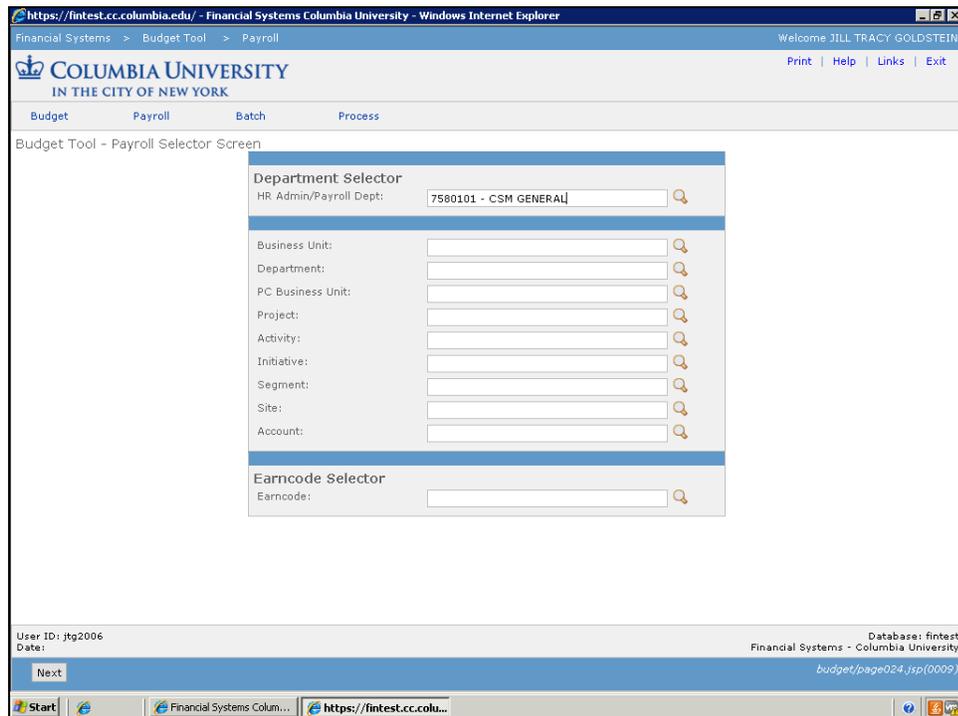
Step	Action
2.	<p>The HR Admin/Payroll Dept defaults to your Admin Dept. You can change this to a department tree node to enter a worksheet with your entire school or a level 8 department to build your budget with smaller departments.</p> <p>Additional filtering is available if you would like to budget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

The screenshot shows the 'Budget Tool - Payroll Selector Screen' in a web browser. The page title is 'Financial Systems Columbia University - Windows Internet Explorer'. The user is logged in as 'JILL TRACY GOLDSTEIN'. The page has tabs for 'Budget', 'Payroll', 'Batch', and 'Process'. The main content area is titled 'Budget Tool - Payroll Selector Screen'. It contains a 'Department Selector' section with a dropdown menu for 'HR Admin/Payroll Dept' currently set to '41810X'. Below this are several other dropdown menus for 'Business Unit', 'Department', 'PC Business Unit', 'Project', 'Activity', 'Initiative', 'Segment', 'Site', and 'Account'. At the bottom, there is an 'Earncode Selector' section with an 'Earncode' field. The user ID is 'jtg2006' and the database is 'fintest'. The page URL is 'https://fintest.cc.columbia.edu/budget/page024.jsp(0009)'.

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



Step	Action
4.	Click the CSM GENERAL [7580101] link. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">CSM GENERAL [7580101]</div>



Training Guide

Budget Tool



Step	Action
5.	Click the Next button. 

Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

Welcome JILL TRACY GOLDSTEIN

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES, JANE DEPT=758000X ID=10099803000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	REG	1,038	0	1,038						350	0	350
SMITH, JOHN DEPT=7580101 ID=10099924000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	007	2,548	0	2,548		2500				859	0	859
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-50010-225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-53300-225	007				19,987	19987						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59010-215	007					6,196						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59010-215	REG					1,240						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59020-215	007					540						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-53020-215	REG					108						

User ID: jtg2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View

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



https://fintest.cc.columbia.edu - Financial Systems Columbia University - Windows Internet Explorer

Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

Welcome JILL TRACY GOLDSTEIN

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES, JANE DEPT=758000X ID=10099003000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000- -54105-225	REG	1,038	0	1,038						350	0	350
SMITH, JOHN DEPT=7580101 ID=10099924000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000- -54105-225	007	2,548	0	2,548		2500				859	0	859
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59010-225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -53300-225	007				19,987	19987						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59010-215	007					6,196						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59010-215	REG					1,240						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59020-215	007					540						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59020-215	REG					108						

User ID: jtg2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View

Step	Action
7.	<p>The Payroll Worksheet displays.</p> <p>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.</p>

Training Guide

Budget Tool



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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

Welcome JILL TRACY GOLDSTEIN

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IN THE CITY OF NEW YORK

Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES,JANE DEPT-758000X ID-10099803000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	REG	1,038	0	1,038						350	0	350
SMITH,JOHN DEPT-7580101 ID-10099924000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	007	2,548	0	2,548		2500				859	0	859
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59010-225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-53300-225	007				19,987	19987						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59010-215	007					6,196						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59010-215	REG					1,240						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59020-215	007					540						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59020-215	REG					108						

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View

Step	Action
8.	Click in the FY13 CurrEst field. <input type="text"/>

https://fintest.cc.columbia.edu/ - Financial Systems Columbia University - Windows Internet Explorer

Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES,JANE DEPT-758000X ID-10099803000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	REG	1,038	0	1,038						350	0	350
SMITH,JOHN DEPT-7580101 ID-10099924000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	007	2,548	0	2,548		2500				859	0	859
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59010-225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-53300-225	007				19,987	19987						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59010-215	007					6,196						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59010-215	REG					1,240						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59020-215	007					540						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59020-215	REG					108						

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View



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

The screenshot shows the 'Budget Tool Payroll Worksheet' interface. At the top, there are navigation tabs for Budget, Payroll, Batch, and Process. Below the tabs, there is a search bar and the text 'Admin Department: 7580101'. The main area is a table with the following columns: Description, Earn Code, YTD Salary, Encumb Salary, Total Salary, FY13 Budget, FY13 CurrEst, FY14 Budget, FY15 Budget, FY16 Budget, YTD Fringe, Encumb Fringe, and Total Fringe. The table contains data for two employees: JONES, JANE and SMITH, JOHN. The 'FY13 CurrEst' field for JONES, JANE is highlighted with a yellow background and contains the value '1000'. At the bottom of the interface, there is a user ID 'jtg2006', a date field, and a set of buttons: Add, Summary, Save, Apply, Cancel, and Change View. The 'Save' button is highlighted with a blue background.

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES, JANE DEPT-75800 EX ID-10099803000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	REG	1,038	0	1,038		1000				350	0	350
SMITH, JOHN DEPT-7580101 ID-10099924000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	007	2,548	0	2,548		2500				859	0	859
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-50010-225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-53300-225	007				19,987	19987						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59010-215	007					6,196						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59010-215	REG					1,240						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59020-215	007					540						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59020-215	REG					108						

Step	Action
10.	Click the Save button. 

Training Guide

Budget Tool



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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

Welcome JILL TRACY GOLDSTEIN

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES, JANE DEPT-758000X ID-10099003000												
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-7580101 ID-1009924000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	007	2,548	0	2,548		2500				859	0	859
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-50010-225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-53300-225	007				19,987	19987						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59010-215	007					6,196						
COLUM-7580101-GENRL-												

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View

Step	Action
11.	<p>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.</p> <p>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.</p>



Training Guide Budget Tool

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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES, JANE DEPT-758000X ID-10099003000												
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-7580101 ID-10099924000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	007	2,548	0	2,548		2500				859	0	859
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-50010-225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-53300-225	007				19,987	19987						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59010-215	007					6,196						
COLUM-7580101-GENRL-												

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View

Start Financial Systems Colum... https://fintest.cc.colu...

Step	Action
12.	<p>In the next example, you will update the budget for another employee.</p> <p>Click in the FY13 CurrEst field.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <input type="text" value="2500"/> </div>

Training Guide

Budget Tool



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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES, JANE DEPT-75800 BX ID-10099803000												
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-7580101 ID-10099924000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	007	2,548	0	2,548		2500				859	0	859
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-50010-225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-53300-225	007				19,987	19987						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59010-215	007					6,196						
COLUM-7580101-GENRL-												

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View

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

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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES, JANE DEPT-75800 BX ID-10099803000												
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-7580101 ID-10099924000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	007	2,548	0	2,548		3000				859	0	859
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-50010-225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-53300-225	007				19,987	19987						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-59010-215	007					6,196						
COLUM-7580101-GENRL-												

User ID: jtq2006
Date:

Database: fintest
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budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View

Step	Action
14.	Click the Save button. 

Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES, JANE DEPT=758000X ID=10099803000												
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=7580101 ID=10099924000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	007	2,548	0	2,548		3000				859	0	859
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-59010-225	007					930						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-59020-225	007					81						
COLUM-7580101-GENRL-UR001178-01-01-10485-00000000-50010-225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107
COLUM-7580101-GENRL-												

User ID: jtg2006 Database: fintest
Date: Financial Systems - Columbia University
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Add Summary Save Apply Cancel Change View

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

Training Guide

Budget Tool



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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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Budget Tool Payroll Worksheet Admin Department: 7580101

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Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES, JANE DEPT=758000X ID=1099803000												
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=7580101 ID=1099924000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	007	2,548	0	2,548		3000				859	0	859
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-59010-225	007					930						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-59020-225	007					81						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-50010-225	REG	7,994	8,377	6,371	2,322	4000				6,064	3,043	9,107
COLUM-7580101-GENRL-												

User ID: jtg2006
Date:

Add Summary Save Apply Cancel Change View

Financial Systems - Columbia University Database: fintest
budget/page025.jsp(0017)

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

Add

https://fintest.columbia.edu - Financial Systems Columbia University - Windows Internet Explorer

Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet > Budget Tool Payroll - Add

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COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Budget Payroll Batch Process

Add Payroll Record - Select Employee

Employee/Existing Placeholder

Employee Id:

New Placeholder

Placeholder Name:

Department:

Full Time/Part Time:

Employee Classification:

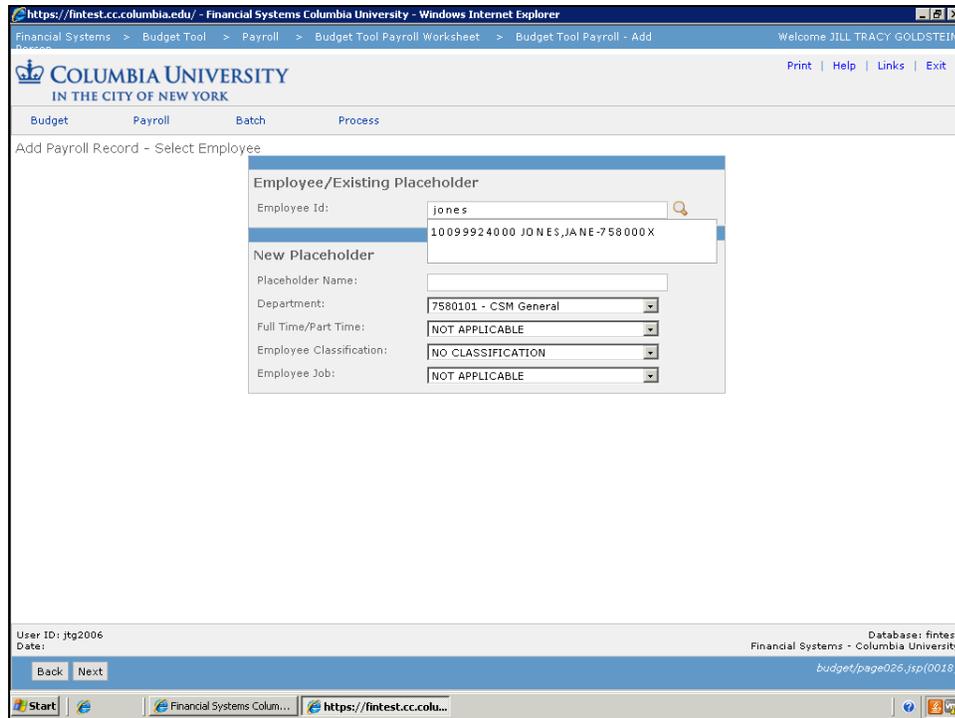
Employee Job:

User ID: jtg2006
Date:

Back Next

Financial Systems - Columbia University Database: fintest
budget/page026.jsp(0018)

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



Step	Action
18.	<p>Click the 10099924000 JONES,JANE-758000X link.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">10099924000 JONES,JANE-758000X</div>

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Budget Tool



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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet > Budget Tool Payroll - Add

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Budget Payroll Batch Process

Add Payroll Record - Select Employee

Employee/Existing Placeholder

Employee Id:

New Placeholder

Placeholder Name:

Department:

Full Time/Part Time:

Employee Classification:

Employee Job:

User ID: jtg2006
Date:

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budget/page026.jsp(0015)

Step	Action
19.	Click the Next button.

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Financial Systems > Budget Tool > Budget > Direct Activity

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IN THE CITY OF NEW YORK

Budget Payroll Batch Process

Add Payroll Record - Select Department

Employee/Placeholder Name **JONES,JANE DEPT=758000X**
ID=10099924000

Business Unit:

Department:

PC Business Unit:

Project:

Activity:

Initiative:

Segment:

Site:

Account:

Earnings Code

Earnings Code:

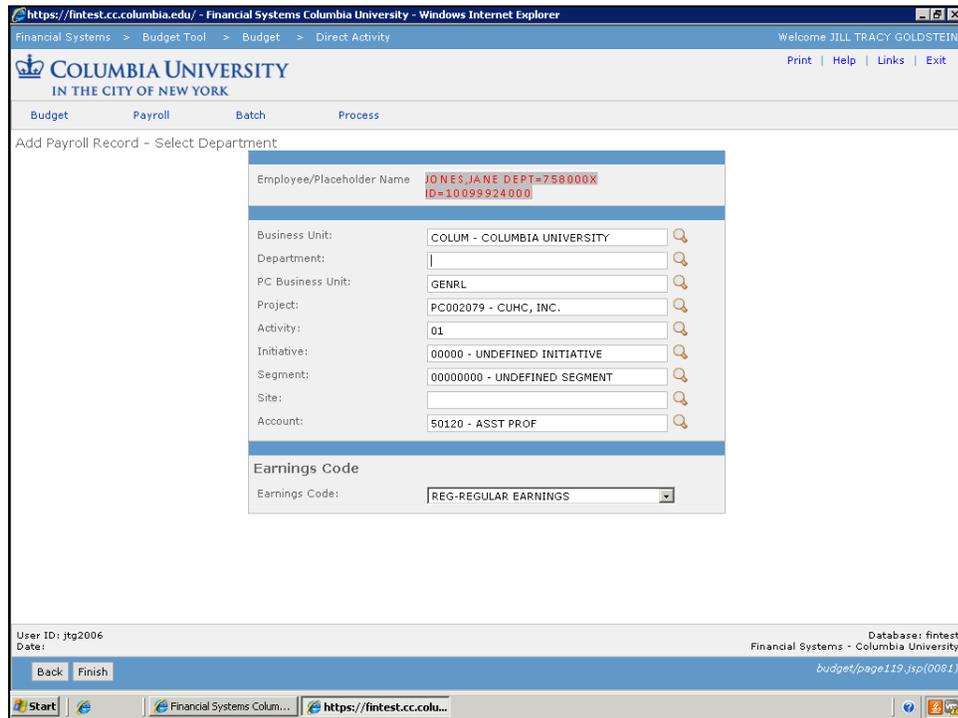
User ID: jtg2006
Date:

Financial Systems - Columbia University Database: fintest

Back Finish

budget/page119.jsp(0001)

Step	Action
20.	Click in the Department: field. <input type="text"/>



https://fintest.cc.columbia.edu - Financial Systems Columbia University - Windows Internet Explorer

Financial Systems > Budget Tool > Budget > Direct Activity

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COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Budget Payroll Batch Process

Add Payroll Record - Select Department

Employee/Placeholder Name: JONES, JANE DEPT=758000X
ID=10099924000

Business Unit: COLUM - COLUMBIA UNIVERSITY

Department:

PC Business Unit: GENRL

Project: PC002079 - CUHC, INC.

Activity: 01

Initiative: 00000 - UNDEFINED INITIATIVE

Segment: 00000000 - UNDEFINED SEGMENT

Site:

Account: 50120 - ASST PROF

Earnings Code

Earnings Code: REG-REGULAR EARNINGS

User ID: jtg2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page119.jsp(0081)

Back Finish

Start | Financial Systems Colum... | https://fintest.cc.colu...

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

Training Guide

Budget Tool



https://fintest.cc.columbia.edu/ - Financial Systems Columbia University - Windows Internet Explorer

Financial Systems > Budget Tool > Budget > Direct Activity

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COLUMBIA UNIVERSITY
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Budget Payroll Batch Process

Add Payroll Record - Select Department

Employee/Placeholder Name **JONES, JANE DEPT=758000X**
ID=10099924000

Business Unit: COLUM - COLUMBIA UNIVERSITY

Department: 7580101

PC Business Unit: CSM GENERAL [7580101]

Project: PC002079 - CUHC, INC.

Activity: 01

Initiative: 00000 - UNDEFINED INITIATIVE

Segment: 00000000 - UNDEFINED SEGMENT

Site:

Account: 50120 - ASST PROF

Earnings Code

Earnings Code: REG-REGULAR EARNINGS

User ID: jtg2006
Date:

Financial Systems - Columbia University Database: fintest

Back Finish

budget/page119.jsp(0081)

Start Financial Systems Colum... https://fintest.cc.colu...

Step	Action
22.	Click the CSM GENERAL [7580101] link. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">CSM GENERAL [7580101]</div>

https://fintest.cc.columbia.edu/ - Financial Systems Columbia University - Windows Internet Explorer

Financial Systems > Budget Tool > Budget > Direct Activity

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Budget Payroll Batch Process

Add Payroll Record - Select Department

Employee/Placeholder Name **JONES, JANE DEPT=758000X**
ID=10099924000

Business Unit: COLUM - COLUMBIA UNIVERSITY

Department: 7580101 - CSM GENERAL

PC Business Unit: GENRL

Project: PC002079 - CUHC, INC.

Activity: 01

Initiative: 00000 - UNDEFINED INITIATIVE

Segment: 00000000 - UNDEFINED SEGMENT

Site:

Account: 50120 - ASST PROF

Earnings Code

Earnings Code: REG-REGULAR EARNINGS

User ID: jtg2006
Date:

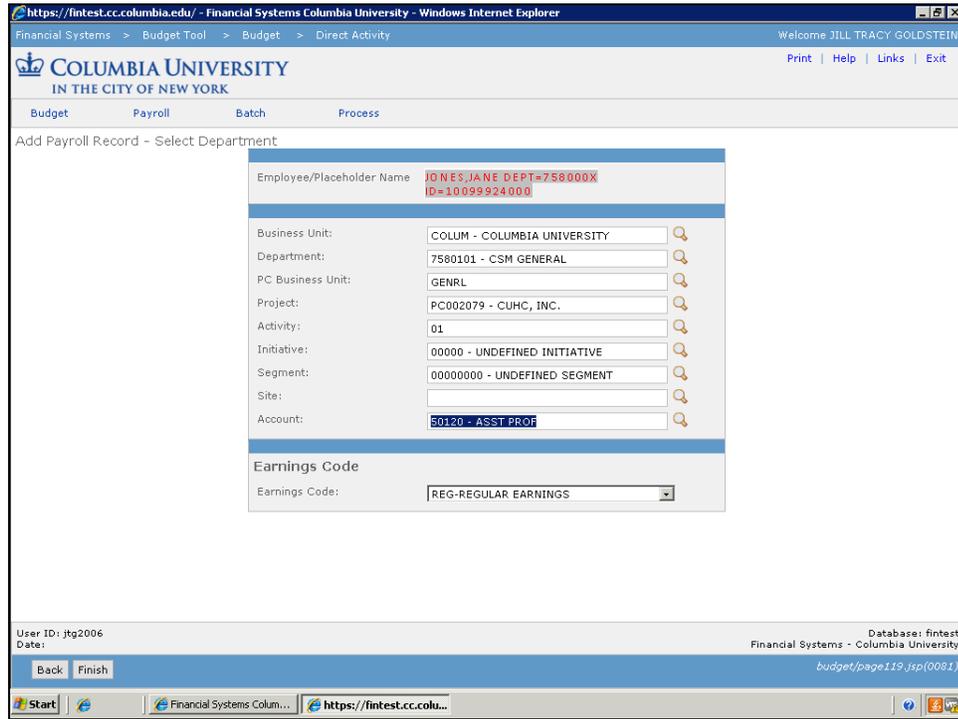
Financial Systems - Columbia University Database: fintest

Back Finish

budget/page119.jsp(0081)

Start Financial Systems Colum... https://fintest.cc.colu...

Step	Action
23.	Click in the Account: field. <div style="border: 1px solid black; padding: 2px; width: fit-content;">50120 - ASST PROF</div>



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

Training Guide

Budget Tool



Financial Systems > Budget Tool > Budget > Direct Activity

Welcome JILL TRACY GOLDSTEIN

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Budget Payroll Batch Process

Add Payroll Record - Select Department

Employee/Placeholder Name: JONES, JANE DEPT=758000X
ID=10099924000

Business Unit: COLUM - COLUMBIA UNIVERSITY

Department: 7580101 - CSM GENERAL

PC Business Unit: GENRL

Project: PC002079 - CUHC, INC.

Activity: 01

Initiative: 00000 - UNDEFINED INITIATIVE

Segment: 00000000 - UNDEFINED SEGMENT

Site:

Account: 53300 - OFFICER OF ADMINISTRATION

Earnings Code: 53300 - OFFICER OF ADMINISTRATION

User ID: jtg2006
Date:

Back Finish

Financial Systems - Database: fintest
Columbia University
budget/page119.jsp(0081)

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

Financial Systems > Budget Tool > Budget > Direct Activity

Welcome JILL TRACY GOLDSTEIN

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Budget Payroll Batch Process

Add Payroll Record - Select Department

Employee/Placeholder Name: JONES, JANE DEPT=758000X
ID=10099924000

Business Unit: COLUM - COLUMBIA UNIVERSITY

Department: 7580101 - CSM GENERAL

PC Business Unit: GENRL

Project: PC002079 - CUHC, INC.

Activity: 01

Initiative: 00000 - UNDEFINED INITIATIVE

Segment: 00000000 - UNDEFINED SEGMENT

Site:

Account: 53300 - OFFICER OF ADMINISTRATION

Earnings Code: REG-REGULAR EARNINGS

User ID: jtg2006
Date:

Back Finish

Financial Systems - Database: fintest
Columbia University
budget/page119.jsp(0081)

Step	Action
26.	Click the Finish button. 

Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

Welcome JILL TRACY GOLDSTEIN

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
PLACEHOLDER												
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000--S3300-290	REG											
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--S4105-225	REG	1,038	0	1,038		1000				350	0	350
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--S9010-225	REG					310						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--S9020-225	REG					27						
TOTAL		1,038	0	1,038		1,337				350	0	350
SMITH, JOHN DEP T-7580101 ID-10099924000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--S4105-225	007	2,548	0	2,548		3000				859	0	859
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--	007					930						

User ID: jtg2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View

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

Training Guide

Budget Tool



https://fintest.cc.columbia.edu/ - Financial Systems Columbia University - Windows Internet Explorer

Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

Welcome JILL TRACY GOLDSTEIN

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
SMITH,JOHN DEP=7580101 ID=10099924000												
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000-53300-290	REG											
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 DEP=7580101 ID=10099924000												
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:

Add Summary Save Apply Cancel Change View

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

Step	Action
28.	Click in the FY13 CurrEst field. <input type="text"/>

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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
SMITH,JOHN DEP=7580101 ID=10099924000												
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000-53300-290	REG											
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 DEP=7580101 ID=10099924000												
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:

Add Summary Save Apply Cancel Change View

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

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

Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000- - 53300-290	REG					5000						
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 DEP=7580101 ID=10099924000												
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 Database: fintest
Date: Financial Systems - Columbia University
budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View

Step	Action
30.	Click the Save button.

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Budget Tool



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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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COLUMBIA UNIVERSITY
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Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES, JANE DEPT-758000X ID-10099803000												
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000-53300-290	REG					5000						
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

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View

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

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Budget Payroll Batch Process

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Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES, JANE DEPT-758000X ID-10099803000												
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000-53300-290	REG					5000						
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

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View

Step	Action
32.	To view summary information, click the Summary button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Summary</div>

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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Budget Tool



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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet - Summary Admin Department: 7580101

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Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
SUMMARY												
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000-53300-290	REG					5000						
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-PC002079-10-01-00000-00000000-						6,685						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	007	2,548	0	2,548		3000				859	0	859
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-54105-225	REG	1,038	0	1,038		1000				350	0	350
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-59010-225	007					930						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-59010-225	REG					310						

User ID: jtq2006
Date:

Add Detail Save Apply Cancel

Database: fintest
Financial Systems - Columbia University
budget/page125.jsp(0017)

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

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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

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Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES,JANE DEPT-758000X ID-10099803000												
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000-53300-290	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

User ID: jtq2006
Date:

Add Summary Save Apply Cancel Change View

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

Step	Action
35.	<p>Change View provides a different perspective showing budgets entered by ChartString and all of the people charged to it.</p> <p>To change the view, click the Change View button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Change View</div>

The screenshot displays the 'Budget Tool Payroll Worksheet' for Admin Department 7580101. The table below summarizes the data shown in the interface:

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
COLUMN-7580101-GENRL-PC002079-10-01-00000-00000000 - -53300-290												
JONES, JANE DEPT=758000X ID=10099924000	REG					5000						
TOTAL ALL EMPLOYEES EXCLUDING FOREIGN CHART STRINGS						5,000						
COLUMN-7580101-GENRL-PC002079-10-01-00000-00000000 - -59010-290												
JONES, JANE DEPT=758000X ID=10099924000	REG					1,550						
TOTAL ALL EMPLOYEES EXCLUDING FOREIGN CHART STRINGS						1,550						
COLUMN-7580101-GENRL-PC002079-10-01-00000-00000000 - -59020-290												
JONES, JANE DEPT=758000X ID=10099924000	REG					135						
TOTAL ALL EMPLOYEES EXCLUDING FOREIGN CHART STRINGS						135						
COLUMN-7580101-GENRL-UR001173-01-01-10001-00000000 - -54105-225												
JONES, JANE DEPT=758000X ID=10099924000	REG	1,038	0	1,038		1000				350	0	350

At the bottom of the interface, the 'Change View' button is visible among other options like 'Add', 'Summary', 'Save', 'Apply', and 'Cancel'.

Step	Action
36.	<p>To revert to the previous view, click the Change View button again.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Change View</div>

Training Guide

Budget Tool



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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

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Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
JONES, JANE DEPT-758000X ID-10099803000												
COLUM-7580101- GENRL-PC002079-10- 01-00000-00000000- 53300-290	REG					5000						
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

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View

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



Training Guide Budget Tool

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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

COLUM-7580101- GENRL-UR001176-01- 01-10485-00000000- - 59010-215	REG					1,240							
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 EMPLOYEES EXCLUDING FOREIGN CHART STRINGS													
COLUM-7580101- GENRL-PC002079-10- 01-00000-00000000- - 53300-290						5,000							
COLUM-7580101- GENRL-PC002079-10- 01-00000-00000000- - 59010-290						1,550							
COLUM-7580101- GENRL-PC002079-10- 01-00000-00000000- - 59020-290						135							
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000- - 54105-226		3,586	0	3,586		4,000				1,209	0	1,209	

User ID: jtq2006
Date:

Financial Systems - Database: fintest
Columbia University
budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View

Step	Action
38.	The Total amounts display in bold.

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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

COLUM-7580101- GENRL-UR001176-01- 01-10485-00000000- - 59010-215	REG					1,240							
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 EMPLOYEES EXCLUDING FOREIGN CHART STRINGS													
COLUM-7580101- GENRL-PC002079-10- 01-00000-00000000- - 53300-290						5,000							
COLUM-7580101- GENRL-PC002079-10- 01-00000-00000000- - 59010-290						1,550							
COLUM-7580101- GENRL-PC002079-10- 01-00000-00000000- - 59020-290						135							
COLUM-7580101- GENRL-UR001173-01- 01-10001-00000000- - 54105-226		3,586	0	3,586		4,000				1,209	0	1,209	

User ID: jtq2006
Date:

Financial Systems - Database: fintest
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budget/page025.jsp(0017)

Add Summary Save Apply Cancel Change View

Training Guide

Budget Tool



Step	Action
39.	<p>When pressing Apply, the Direct Activity transaction generated in the Worklist will have a status of Open.</p> <p>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.</p> <p>To apply the updates/changes, click the Apply button.</p> 

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Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet - Confirmation Admin Department: 7580101

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Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
1. PROPOSED DIRECT ACTIVITY												
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000- -53300-290						5,000						
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000- -59010-290						1,550						
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000- -59020-290						135						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000- -54105-225						4,000						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000- -59010-225						1,240						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000- -59020-225						108						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59010-225						4,000						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59010-215						7,436						
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59020-215						648						
2. CURRENT DIRECT ACTIVITY												
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000- -53300-290						0						
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000- -59010-290						0						

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University

Confirm Cancel

budget/page126.jsp(0017)

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



Training Guide Budget Tool

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet - Confirmation Admin Department: 7580101

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00000000- -59020-225										0
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -50010-225										2,322
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59010-215										0
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59020-215										0
3. CHANGE TO ESTIMATE										
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000- -53300-290										5,000
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000- -59010-290										1,550
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000- -59020-290										135
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000- -54105-225										4,000
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000- -59010-225										1,240
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000- -59020-225										108
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -50010-225										1,678
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59010-215										7,436
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59020-215										648

User ID: jtq2006
Date:

Confirm Cancel

Database: fintest
Financial Systems - Columbia University
budget/page126.jsp(0017)

Start Financial Systems Colum... https://fintest.cc.colu...

Step	Action
41.	The Change To Estimate section displays.

https://fintest.cc.columbia.edu/ - Financial Systems Columbia University - Windows Internet Explorer

Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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Budget Payroll Batch Process

Budget Tool Payroll Worksheet - Confirmation Admin Department: 7580101

Search Across All Pages

00000000- -59020-225										0
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -50010-225										2,322
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59010-215										0
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59020-215										0
3. CHANGE TO ESTIMATE										
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000- -53300-290										5,000
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000- -59010-290										1,550
COLUM-7580101-GENRL-PC002079-10-01-00000-00000000- -59020-290										135
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000- -54105-225										4,000
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000- -59010-225										1,240
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000- -59020-225										108
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -50010-225										1,678
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59010-215										7,436
COLUM-7580101-GENRL-UR001176-01-01-10485-00000000- -59020-215										648

User ID: jtq2006
Date:

Confirm Cancel

Database: fintest
Financial Systems - Columbia University
budget/page126.jsp(0017)

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Training Guide

Budget Tool



Step	Action
42.	Click the Confirm button.

The screenshot shows the 'Budget Tool Worklist' interface. At the top, there is a navigation bar with 'Budget', 'Payroll', 'Batch', and 'Process'. Below this is a search bar and a table of transactions. The table has the following columns: Type, Chart String, Description, Modifier, Last Update, Status, Next Action, Trans Id, and Posted. The table contains several rows of transaction data, including Direct Activity and P&S OPEX SPON transactions. At the bottom of the interface, there is a user ID field (User ID: jtg2006) and a date field. A toolbar with buttons for 'Edit', 'View', 'Release', 'Delete', 'Recall', 'Approve', 'Reject', and 'History' is also visible.

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
DA	COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.21 11:23	OPEN	RELEASE	000090P1	2013Q1
DA	COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.21 11:23	OPEN	RELEASE	000090P2	2013Q1
DA	COLUM-7580101-GENRL-PC002079-10-01-00000-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.21 11:23	OPEN	RELEASE	000090P3	2013Q1
DA	COLUM-7538509-SPONS-PG001849-25-01-70003-TWK16-	DIRECT ACTIVITY	BURKE, JOHN (JB1223)	2012.09.21 08:09	APPROVED FINAL	TRANSMIT	00008Y27	2013Q1
TX	COLUM-7538509-SPONS-PG001849-25-01-70003-TWK16- -69811-371	ICR PHASE 1	BURKE, JOHN (JB1223)	2012.09.21 08:09	APPROVED FINAL	TRANSMIT	00008Y5Z	2013Q1
DA	COLUM-1418102-GENRL-UR004672-01-01-00000-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.20 14:10	OPEN	RELEASE	000090LV	2013Q1
DA	COLUM-2501101-GENRL-EN001227-60-01-50216-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.19 22:48	OPEN	RELEASE	000090L1	2013Q1
TX	COLUM-75CL00X-GENRL-UR006974-01-01-10859-00000000- -76206-810	P&S OPEX GEN		2012.09.19 11:08	POST FAILED	OMB ACTION REQUIRED	00008YDX	2013Q1
TX	COLUM-75CL00X-GENRL-UR006974-01-01-10859-00000000- -76206-810	P&S OPEX SPON		2012.09.19 11:08	POST FAILED	OMB ACTION REQUIRED	00008YDY	2013Q1
TX	COLUM-758500X-GENRL-UR006973-01-01-10719-00000000- -71206-610	P&S OPEX SPON		2012.09.19	POST FAILED	OMB ACTION	00008YDZ	2013Q1

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



Training Guide Budget Tool

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Financial Systems > Budget Tool > Process > Worklist

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Budget Payroll Batch Process

Budget Tool Worklist
Current Quarter: 2013Q1

Search Across All Pages

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/> DA	COLUM-7580101-GENRL-UR001176-01-01-10485-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.21 11:23	OPEN	RELEASE	000090P1	2013Q1
<input type="checkbox"/> DA	COLUM-7580101-GENRL-UR001173-01-01-10001-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.21 11:23	OPEN	RELEASE	000090P2	2013Q1
<input type="checkbox"/> DA	COLUM-7580101-GENRL-PC002079-10-01-00000-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.21 11:23	OPEN	RELEASE	000090P3	2013Q1
<input type="checkbox"/> DA	COLUM-7538509-SPONS-PG001849-25-01-70003-TWK16-	DIRECT ACTIVITY	BURKE, JOHN (JB1223)	2012.09.21 08:09	APPROVED FINAL	TRANSMIT	00008Y27	2013Q1
<input type="checkbox"/> TX	COLUM-7538509-SPONS-PG001849-25-01-70003-TWK16-69811-371 COLUM-7501101-GENRL-UR005349-01-01-70302-00000000-42100-080	ICR PHASE 1	BURKE, JOHN (JB1223)	2012.09.21 08:09	APPROVED FINAL	TRANSMIT	00008YSZ	2013Q1
<input type="checkbox"/> DA	COLUM-1418102-GENRL-UR004672-01-01-00000-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.20 14:10	OPEN	RELEASE	000090LV	2013Q1
<input type="checkbox"/> DA	COLUM-2501101-GENRL-EN001227-60-01-50216-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.09.19 22:48	OPEN	RELEASE	000090L1	2013Q1
<input type="checkbox"/> TX	COLUM-75CLO0X-GENRL-UR006974-01-01-10859-00000000-76200-810 COLUM-7501101-GENRL-UR005356-01-01-10719-00000000-71200-610	P&S OPEX GEN		2012.09.19 11:08	POST FAILED	OMB ACTION REQUIRED	00008YDX	2013Q1
<input type="checkbox"/> TX	COLUM-75CLO0X-GENRL-UR006974-01-01-10859-00000000-76206-810 COLUM-7501101-GENRL-UR005356-01-01-10719-00000000-71206-610	P&S OPEX SPON		2012.09.19 11:08	POST FAILED	OMB ACTION REQUIRED	00008YDY	2013Q1
<input type="checkbox"/> TX	COLUM-75BS00X-GENRL-UR006973-01-01-	P&S OPEX SPON		2012.09.19	POST FAILED	OMB ACTION	00008YDZ	2013Q1

Count: 439 Page 1/9

User ID: jtq2006
Date:

Database: fintest
Financial Systems - Columbia University
budget/page001.jsp(0012)

Edit View Release Delete Recall Approve Reject History

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.

The screenshot shows the 'Budget Tool Worklist' interface in a web browser. At the top, there is a navigation bar with 'Budget', 'Payroll', 'Batch', and 'Process' tabs. Below this is a search bar and a table of transactions. The table has the following columns: Type, Chart String, Description, Modifier, Last Update, Status, Next Action, Trans Id, and Posted. The table contains several rows of data, including transactions for 'DIRECT ACTIVITY' and 'ADMIN FEE'. At the bottom of the interface, there is a user ID 'jtg2006', a date field, and a set of action buttons: Edit, View, Release, Delete, Recall, Approve, Reject, and History. The browser's address bar shows 'https://finprod.cc.columbia.edu/'.

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
DA	COLUM-5410103-GENRL-UR001827-01-01-60300-AMR76-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:44	OPEN	RELEASE	00005GT9	2013Q1
DA	COLUM-5560120-SPONS-PG004502-25-01-60001-00000000-	DIRECT ACTIVITY	WERFELI, GABRIELE (GW199)	2012.10.15 10:44	APPROVED FINAL	TRANSMIT	00005H3P	2013Q1
DA	COLUM-7521302-GENRL-UR003043-01-01-10329-70000000-	DIRECT ACTIVITY	TROFIN, MIRELA N. (MNT1)	2012.10.15 10:43	RELEASED	APPROVE	00005H59	2013Q1
DA	COLUM-5410103-GENRL-UR001827-01-01-00000-00000000-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:41	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005GQW	2013Q1
TX	COLUM-5410103-GENRL-UR001827-01-01-00000-00000000- -75300-805 COLUM-5401101-GENRL-UR001815-01-01-00000-00000000- -70300-605	ADMIN FEE	SANTOS, ROSA M (RMS2179)	2012.10.15 10:41	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005H5C	2013Q1
DA	COLUM-5410204-SPONS-PG004325-25-01-00000-00000000-	DIRECT ACTIVITY	VITERBO, LUCIA A (LAV2112)	2012.10.15 10:39	APPROVED FINAL	TRANSMIT	00005H2B	2013Q1
TX	COLUM-5410204-SPONS-PG004325-25-01-00000-00000000- -69811-371 COLUM-5401101-GENRL-UR001815-01-01-00000-00000000- -42100-090	ICR PHASE 1	VITERBO, LUCIA A (LAV2112)	2012.10.15 10:39	APPROVED FINAL	TRANSMIT	00005H31	2013Q1
DA	COLUM-5410103-GENRL-UR001827-01-01-00000-EB2740-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:37	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005H58	2013Q1
DA	COLUM-5410103-GENRL-UR001827-01-01-60300-EB2740-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:35	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005GTC	2013Q1
DA	COLUM-6062201-GENRL-GT004721-30-01-60410-00000000-	DIRECT ACTIVITY	BURMAN, YELENA (YB2229)	2012.10.15 10:30	OPEN	RELEASE	00005H51	2013Q1

Step	Action
1.	Point to the Batch link.

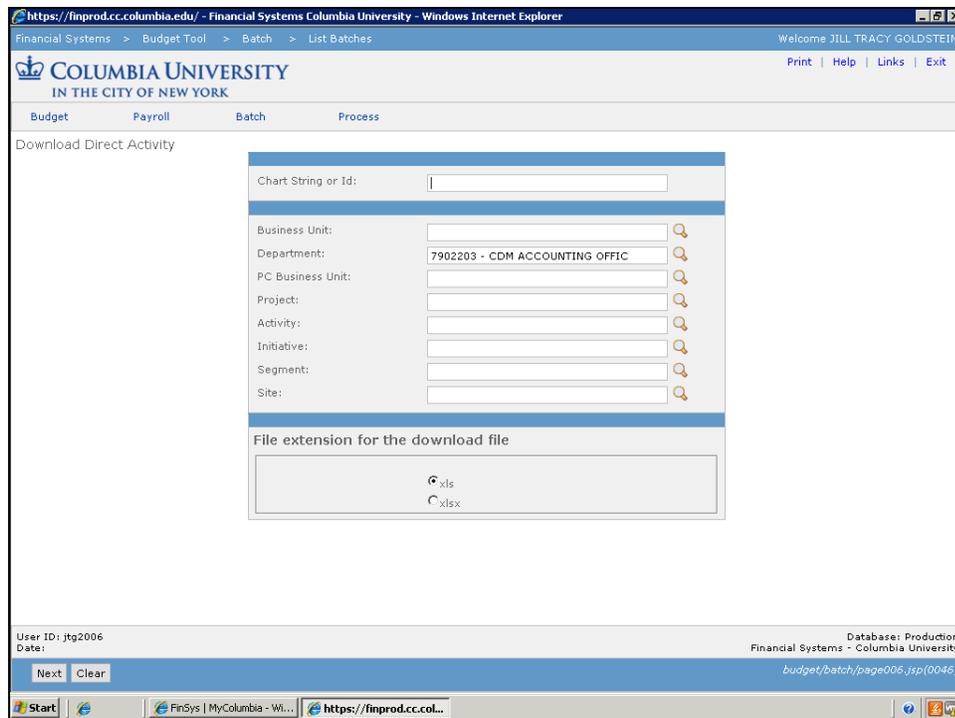
Training Guide

Budget Tool



Step	Action
2.	Click the Download Direct Activity link. <div style="border: 1px solid black; padding: 5px; display: inline-block;">Download Direct Activity</div>

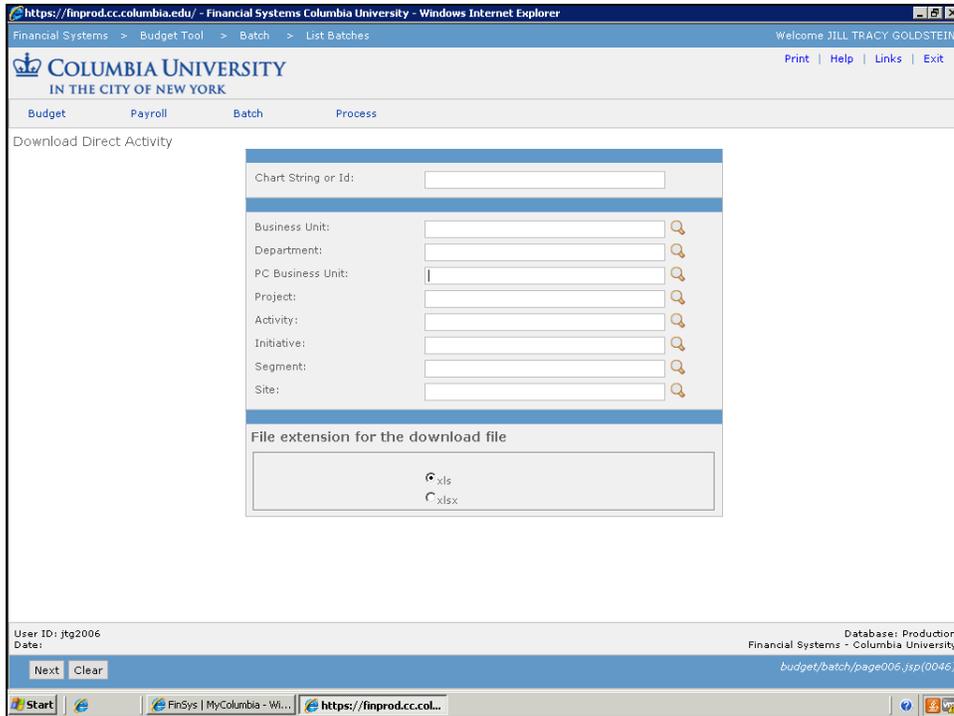
Step	Action
3.	<p>The Download Direct Activity ChartString Selector is used for retrieving a group of ChartStrings to be budgeted in the Excel template.</p> <p>If a ChartString has an in process transaction, the latest current estimate and future year budget values will be retrieved to be downloaded. Like Direct Activity, only accounts with budgets or actuals will be shown.</p> <p>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.</p>



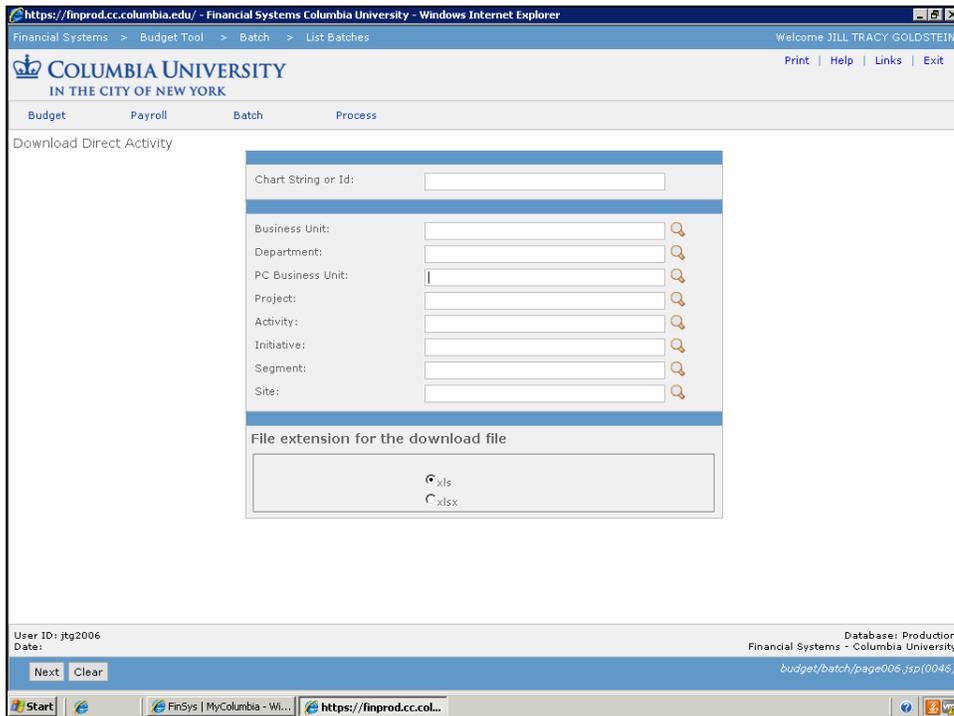
Step	Action
4.	<p>To optimize download performance, you can limit the size of the downloaded file by filtering.</p> <p>Click the Clear button.</p> 

Training Guide

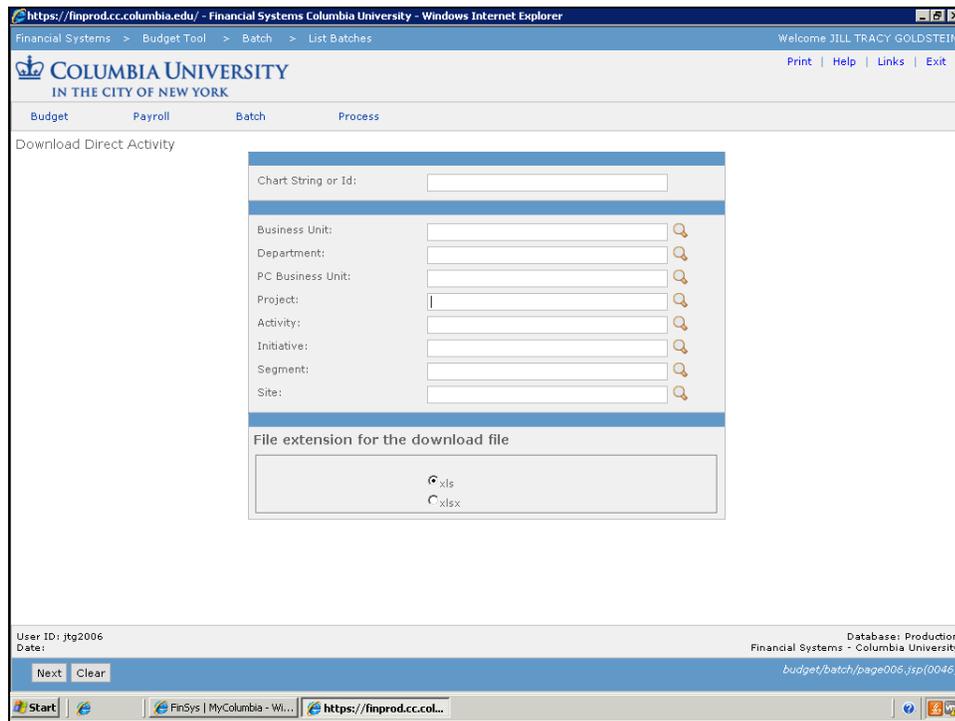
Budget Tool



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



Step	Action
6.	Click in the Project: field. <input data-bbox="440 304 956 346" type="text"/>



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

Training Guide

Budget Tool



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Financial Systems > Budget Tool > Batch > List Batches

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Budget Payroll Batch Process

Download Direct Activity

Chart String or Id:

Business Unit:

Department:

PC Business Unit:

Project:

Activity: **DDS PRECLINICAL - [UR001410] PCBU=GENRL FUND=01 DEPT=7901101**

Initiative:

Segment:

Site:

File extension for the download file

xls
 xlsx

User ID: jtq2006
Date:

Database: Production
Financial Systems - Columbia University
budget/batch/page006.jsp(0045)

Next Clear

Start | FinSys | MyColumbia - Wi... | https://finprod.cc.col...

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

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Financial Systems > Budget Tool > Batch > List Batches

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Budget Payroll Batch Process

Download Direct Activity

Chart String or Id:

Business Unit:

Department:

PC Business Unit:

Project:

Activity: **UR001410 - DDS PRECLINICAL**

Initiative:

Segment:

Site:

File extension for the download file

xls
 xlsx

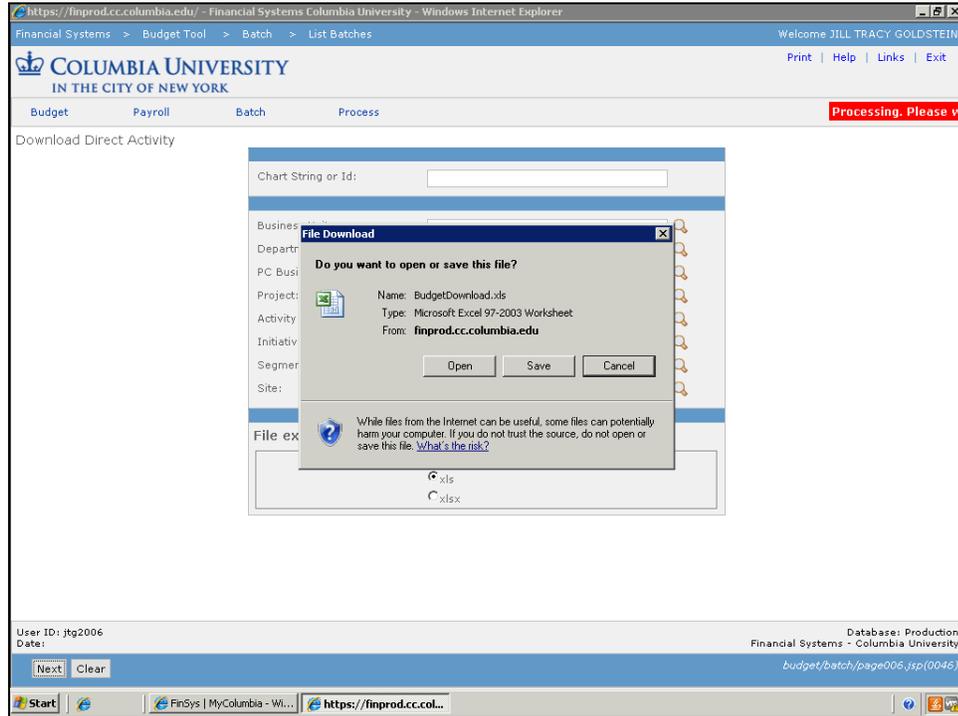
User ID: jtq2006
Date:

Database: Production
Financial Systems - Columbia University
budget/batch/page006.jsp(0045)

Next Clear

Start | FinSys | MyColumbia - Wi... | https://finprod.cc.col...

Step	Action
9.	Click the Next button. 



Step	Action
10.	Click the Open button. 

Training Guide

Budget Tool



	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc
1					0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES
2					0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
3					0005Z0	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL SUPPLY-GENERAL
4	2,208				000D68Y	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
5	480,000				000DCDT	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
6	4,994				0005R59	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
7	6,624				000BJGH	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
8	11,986				000PWH9	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA
9					000F929	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
10	10,000				0002272	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
11	8,989				000F0VN	UR001410	DDS PRECLINICAL	61910	MINOR EQUIPMENT-GENERAL
12	13,483				0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS
13					0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING
14	801								

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

	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc
1					0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES
2					0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
3	2,208				0005ZN0	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL SUPPLY-GENERAL
4	480,000				000D68Y	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
5	4,994				000DCDT	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
6	6,624				0005R59	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
7	11,986				000BJGH	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
8					000PWH9	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA
9	10,000				000F929	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
10	8,989				0002272	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
11	13,483				000F0VN	UR001410	DDS PRECLINICAL	61910	MINOR EQUIPMENT-GENERAL
12					0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS
13	801				0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING

Step	Action
12.	<p>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.</p> <p>Other informational fields are available by scrolling to the right and their contents will be discarded upon upload.</p> <p>The shaded columns represent informational fields and are not required. If you make an update in those columns, it will be discarded.</p>

Training Guide

Budget Tool



	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc
1					0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES
2					0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
3					0005Z00	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL SUPPLY-GENERAL
4	2,208				000068Y	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
5	480,000				0000CDT	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
6	4,994				0005R59	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
7	6,624				000BJGH	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
8	11,986				000PWH9	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA
9					000F929	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
10	10,000				0002272	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
11	8,989				000F0VN	UR001410	DDS PRECLINICAL	61910	MINOR EQUIPMENT-GENERAL
12	13,483				0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS
13					0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING
14	801								

Step	Action
13.	<p>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.</p> <p>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.</p> <p>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.</p>

	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc
1					0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES
2					0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
3	2,208				0005ZNO	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL SUPPLY-GENERAL
4	480,000				000D68Y	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
5	4,994				000DCDT	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL
6	6,624				0005R59	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
7	11,986				000BJGH	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
8					000PWH9	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA
9	10,000				000F929	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
10	8,989				0002272	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL
11	13,483				000F0VN	UR001410	DDS PRECLINICAL	61910	MINOR EQUIPMENT-GENERAL
12					0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS
13	801				0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING
14									

Step	Action
14.	Click in the FY13 CurrEst field. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">2,208</div>

Training Guide Budget Tool

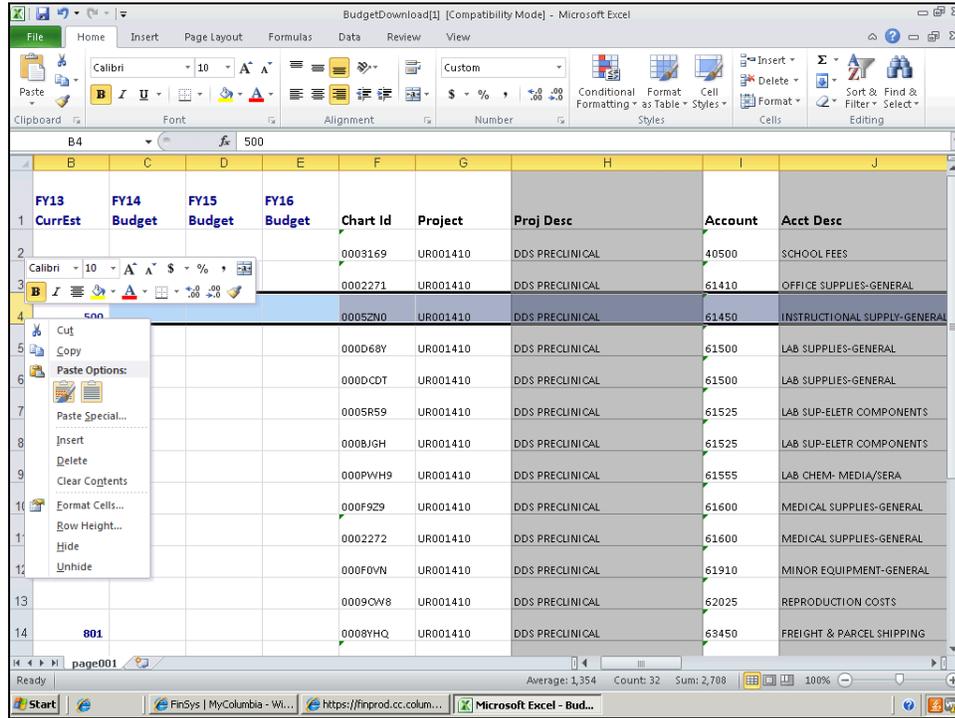


	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc
1									
2					0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES
3					0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
4	2,208				0005ZN0	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL SUPPLY-GENERAL
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				000BJGH	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
9					000PWH9	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA
10	10,000				000F929	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					0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS
14	801				0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING

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

	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc
1									
2					0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES
3					0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
4	500				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				000BJGH	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS
9					000PWH9	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA
10	10,000				000F929	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					0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS
14	801				0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING

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



Step	Action
17.	Click the Insert menu. 

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Budget Tool



	B	C	D	E	F	G	H	I	J
	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc
1					0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES
2					0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
3									
4									
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				000F929	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
14					0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS
15	801				0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING

Step	Action
18.	<p>The required columns are budget amounts for the Current Estimate (CE) and three future years, and the ChartFields.</p> <p>Click in the FY13 CurrEst field.</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 20px;"></div>



Training Guide Budget Tool

	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc
1									
2					0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES
3					0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
4									
5	500				0005ZNO	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				000F929	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
14					0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS
15	801				0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING

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

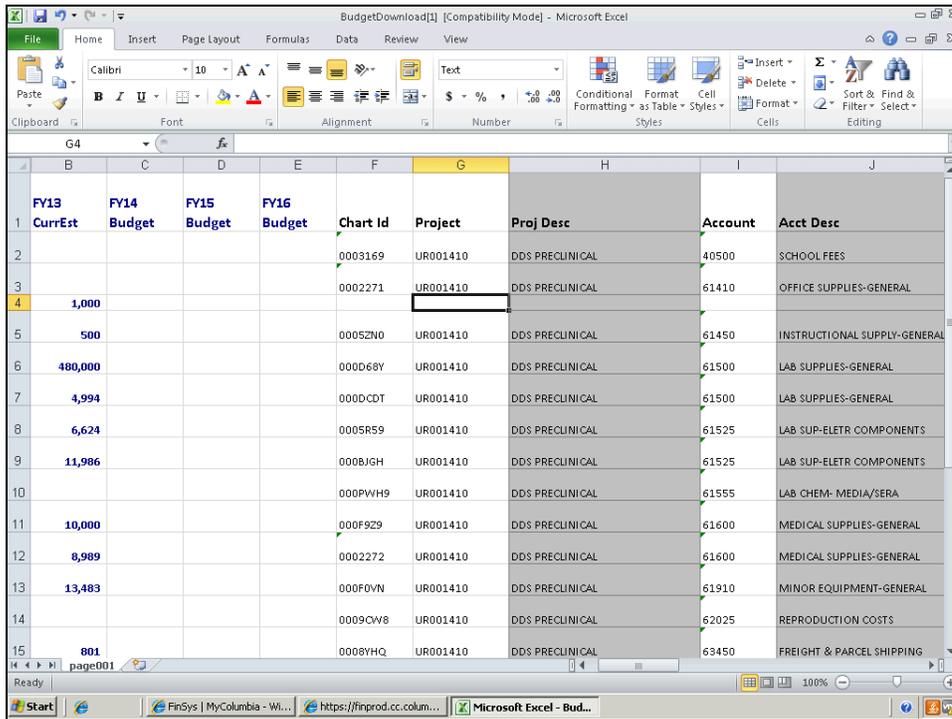
	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc
1									
2					0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES
3					0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
4	1000								
5	500				0005ZNO	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL 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				000F929	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
14					0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS
15	801				0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING

Training Guide

Budget Tool



Step	Action
20.	Click in the Project field. <input type="text"/>



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

	B	C	D	E	F	G	H	I	J
	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc
1						UR001410	DDS PRECLINICAL	40500	SCHOOL FEES
2					0003169	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
3					0002271	UR001410	DDS PRECLINICAL		
4	1,000					UR001410	DDS PRECLINICAL		
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				000F929	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
14					0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS
15	801				0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING

Step	Action
22.	Click in the Account field. <input type="text"/>

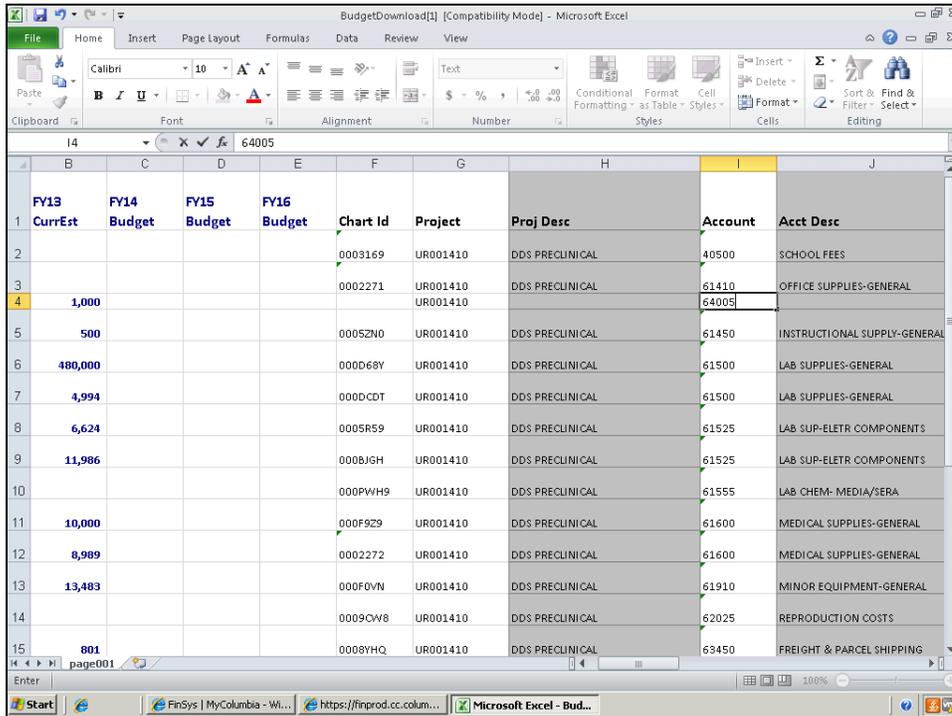
	B	C	D	E	F	G	H	I	J
	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc
1						UR001410	DDS PRECLINICAL	40500	SCHOOL FEES
2					0003169	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
3					0002271	UR001410	DDS PRECLINICAL		
4	1,000					UR001410	DDS PRECLINICAL		
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				000F929	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
14					0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS
15	801				0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING

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Budget Tool



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



Step	Action
24.	Press [Right] .



Training Guide Budget Tool

	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc	Bus Unit
1				0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES	COLUM
2				0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL	COLUM
3					UR001410		64005		
4				00052N0	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL SUPPLY-GENERAL	COLUM
5				000D68Y	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL	COLUM
6				000DCDT	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL	COLUM
7				0005R59	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS	COLUM
8				000BJGH	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS	COLUM
9				000PWH9	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA	COLUM
10				000F929	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL	COLUM
11				0002272	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL	COLUM
12				000FOVN	UR001410	DDS PRECLINICAL	61910	MINOR EQUIPMENT-GENERAL	COLUM
13				0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS	COLUM
14				0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING	COLUM
15									

Step	Action
25.	Press [Right] .

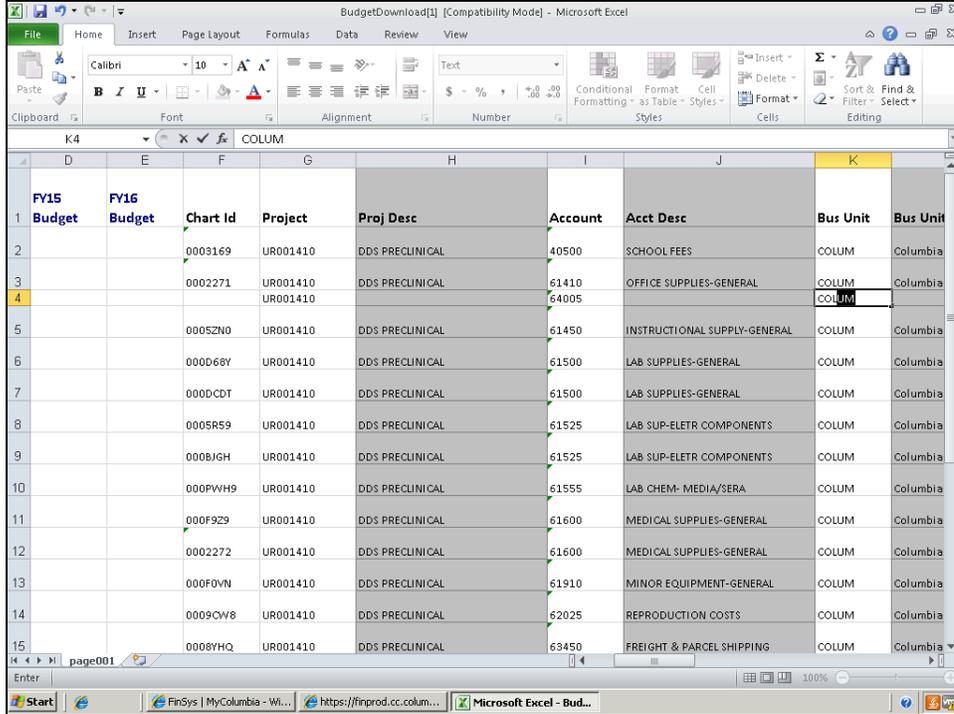
	FY15 Budget	FY16 Budget	Chart Id	Project	Proj Desc	Account	Acct Desc	Bus Unit	Bus Unit	
1				0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES	COLUM	Columbia
2				0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL	COLUM	Columbia
3					UR001410		64005			
4				00052N0	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL SUPPLY-GENERAL	COLUM	Columbia
5				000D68Y	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL	COLUM	Columbia
6				000DCDT	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL	COLUM	Columbia
7				0005R59	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS	COLUM	Columbia
8				000BJGH	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS	COLUM	Columbia
9				000PWH9	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA	COLUM	Columbia
10				000F929	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL	COLUM	Columbia
11				0002272	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL	COLUM	Columbia
12				000FOVN	UR001410	DDS PRECLINICAL	61910	MINOR EQUIPMENT-GENERAL	COLUM	Columbia
13				0009CW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS	COLUM	Columbia
14				0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING	COLUM	Columbia
15										

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Budget Tool



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



Step	Action
27.	Press [Right] .

1	Project	Proj Desc	Account	Acct Desc	Bus Unit	Bus Unit Desc	Dept	Di
2	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES	COLUM	Columbia University	7901101	CC
3	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CC
4	UR001410	DDS PRECLINICAL	64005		COLUM			
5	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL SUPPLY-GENERAL	COLUM	Columbia University	7901101	CC
6	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CC
7	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CC
8	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS	COLUM	Columbia University	7901101	CC
9	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS	COLUM	Columbia University	7901101	CC
10	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA	COLUM	Columbia University	7901101	CC
11	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CC
12	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CC
13	UR001410	DDS PRECLINICAL	61910	MINOR EQUIPMENT-GENERAL	COLUM	Columbia University	7901101	CC
14	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS	COLUM	Columbia University	7901101	CC
15	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING	COLUM	Columbia University	7901101	CC

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

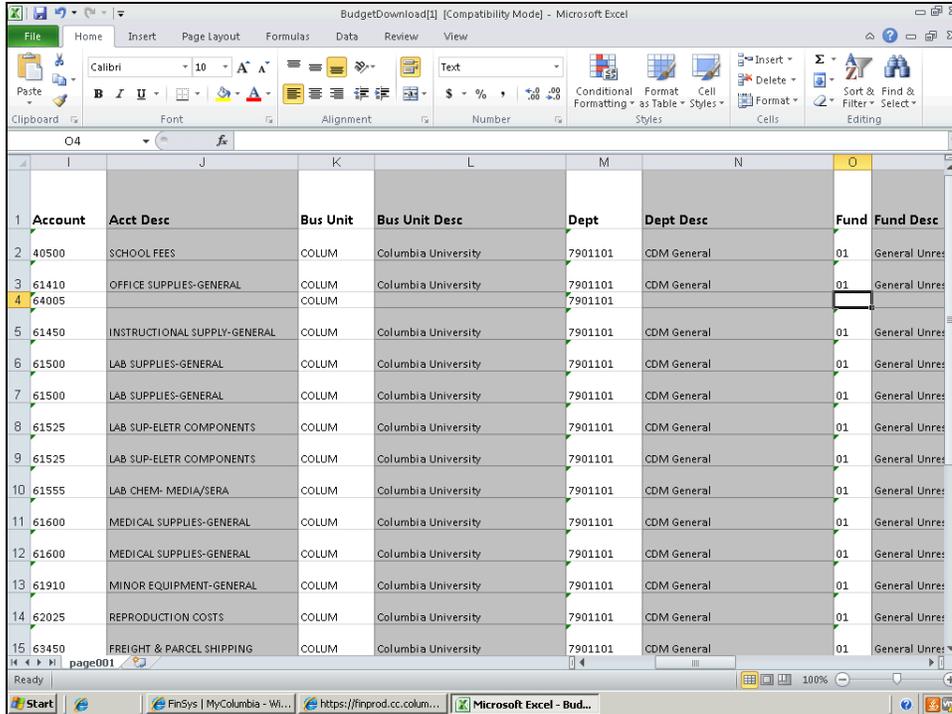
1	Project	Proj Desc	Account	Acct Desc	Bus Unit	Bus Unit Desc	Dept	Di
2	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES	COLUM	Columbia University	7901101	CC
3	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CC
4	UR001410	DDS PRECLINICAL	64005		COLUM		7901101	
5	UR001410	DDS PRECLINICAL	61450	INSTRUCTIONAL SUPPLY-GENERAL	COLUM	Columbia University	7901101	CC
6	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CC
7	UR001410	DDS PRECLINICAL	61500	LAB SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CC
8	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS	COLUM	Columbia University	7901101	CC
9	UR001410	DDS PRECLINICAL	61525	LAB SUP-ELETR COMPONENTS	COLUM	Columbia University	7901101	CC
10	UR001410	DDS PRECLINICAL	61555	LAB CHEM- MEDIA/SERA	COLUM	Columbia University	7901101	CC
11	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CC
12	UR001410	DDS PRECLINICAL	61600	MEDICAL SUPPLIES-GENERAL	COLUM	Columbia University	7901101	CC
13	UR001410	DDS PRECLINICAL	61910	MINOR EQUIPMENT-GENERAL	COLUM	Columbia University	7901101	CC
14	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS	COLUM	Columbia University	7901101	CC
15	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING	COLUM	Columbia University	7901101	CC

Training Guide

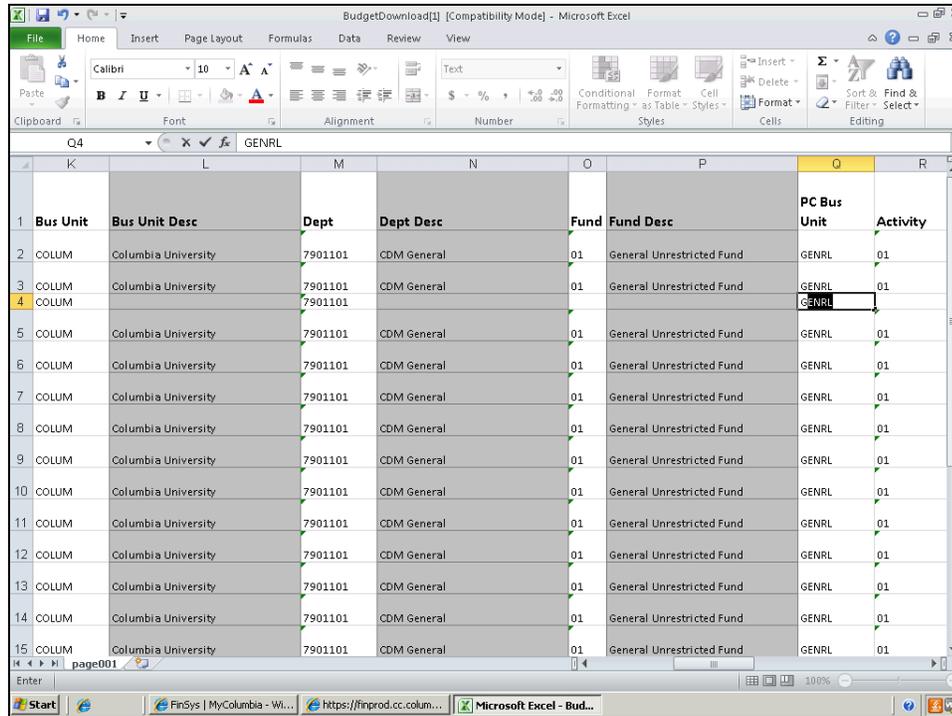
Budget Tool



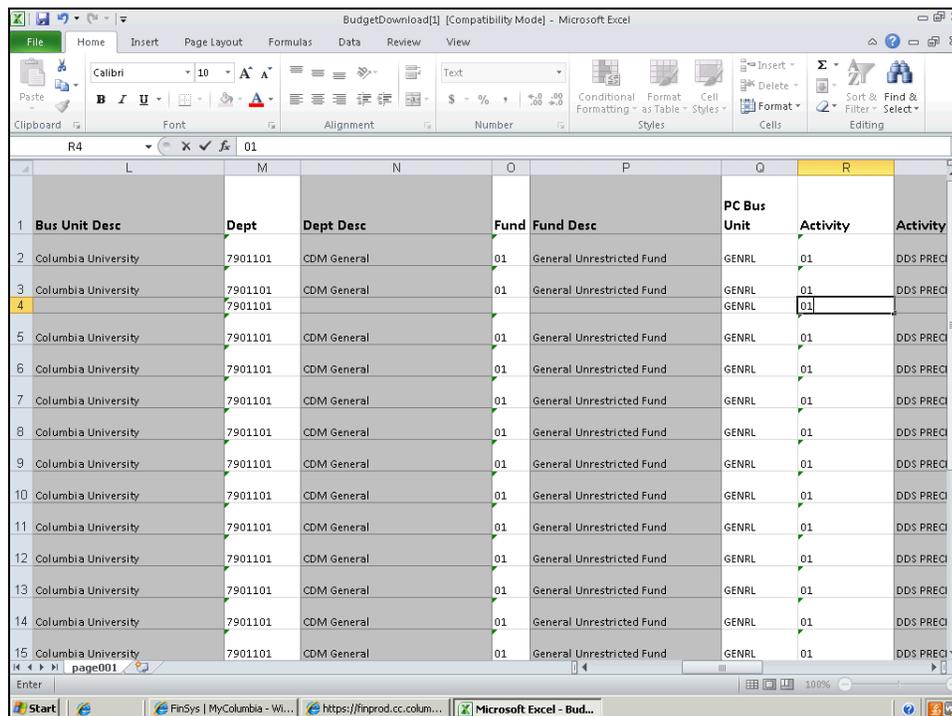
Step	Action
29.	Press [Right] .



Step	Action
30.	Press [Right] .



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

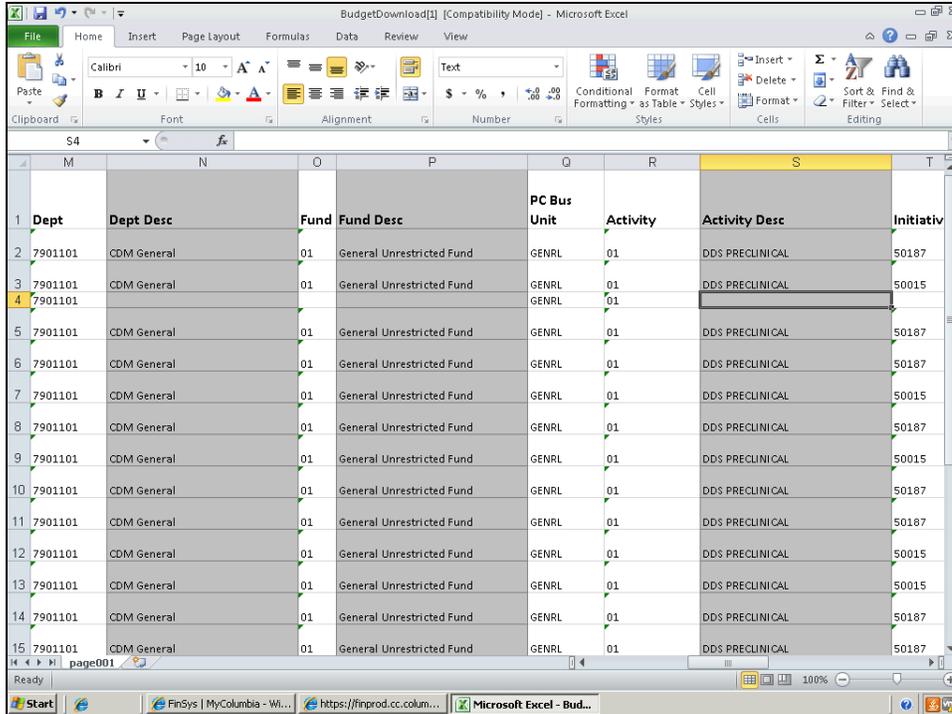


Training Guide

Budget Tool



Step	Action
32.	Press [Right] .



Step	Action
33.	Press [Right] .

1	Dept Desc	Fund	Fund Desc	PC Bus Unit	Activity	Activity Desc	Initiative	Initiativ
2	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS
3	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50015	CDM Prec
4								
5	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS
6	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS
7	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50015	CDM Prec
8	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS
9	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50015	CDM Prec
10	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS
11	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS
12	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50015	CDM Prec
13	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50015	CDM Prec
14	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS
15	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS

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

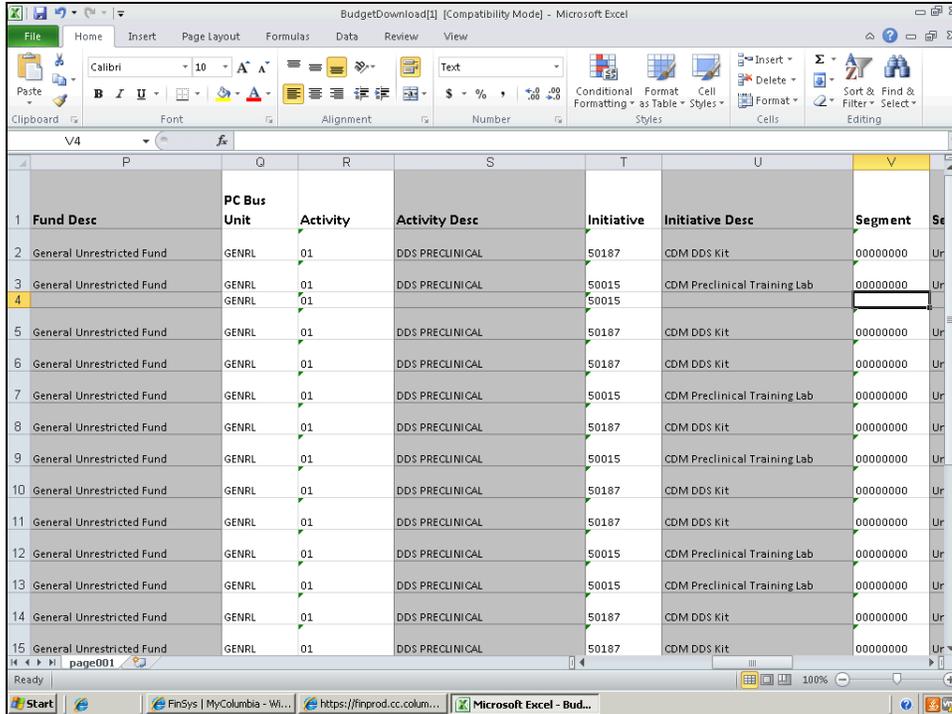
1	Dept Desc	Fund	Fund Desc	PC Bus Unit	Activity	Activity Desc	Initiative	Initiativ
2	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS
3	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50015	CDM Prec
4							50015	
5	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS
6	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS
7	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50015	CDM Prec
8	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS
9	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50015	CDM Prec
10	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS
11	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS
12	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50015	CDM Prec
13	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50015	CDM Prec
14	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS
15	CDM General	01	General Unrestricted Fund	GENRL	01	DDS PRECLINI CAL	50187	CDM DDS

Training Guide

Budget Tool



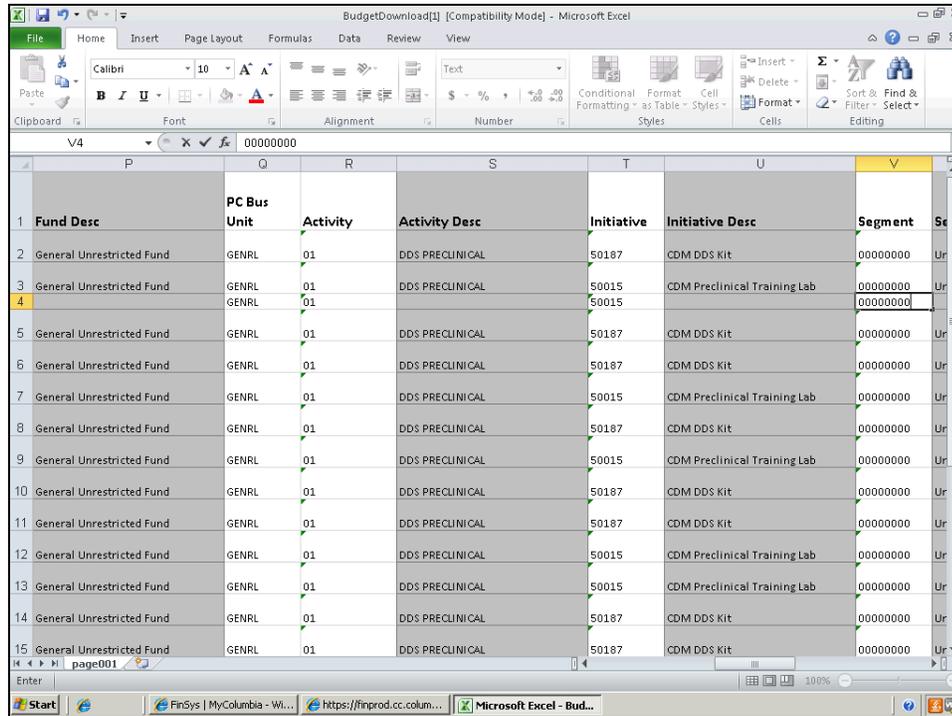
Step	Action
35.	Press [Right] .



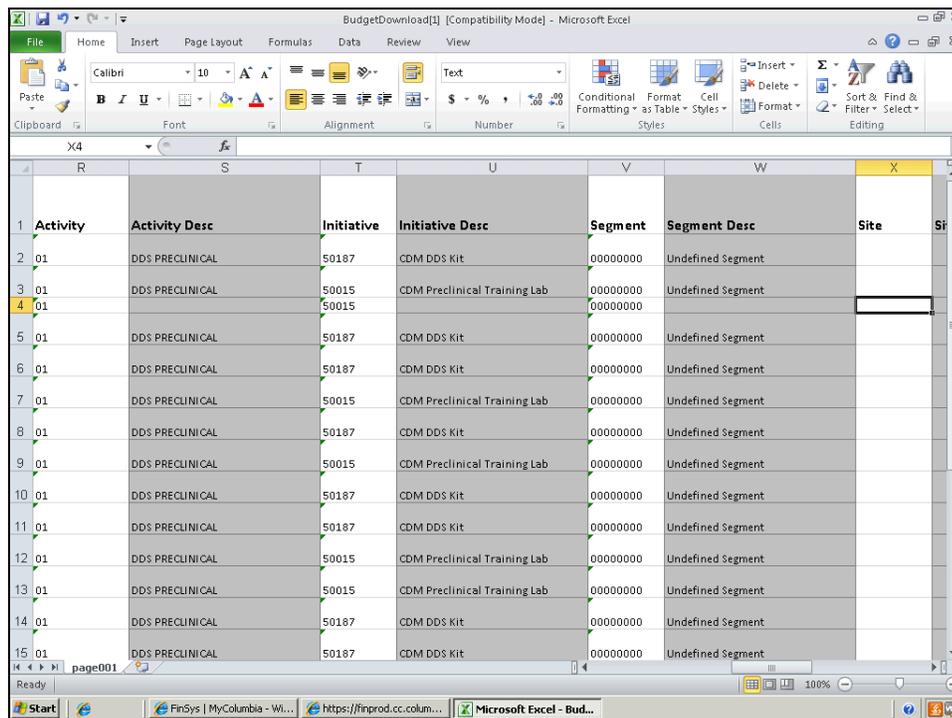
Step	Action
36.	Enter the desired information into the Segment field. Enter "00000000".



Training Guide Budget Tool



Step	Action
37.	Press [Right].

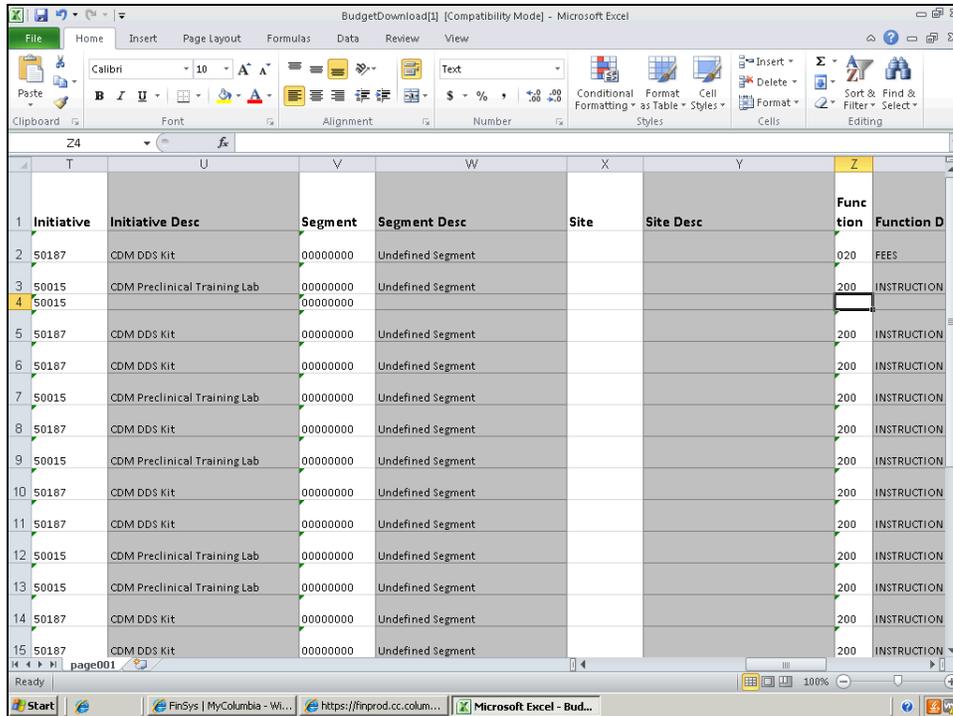


Training Guide

Budget Tool



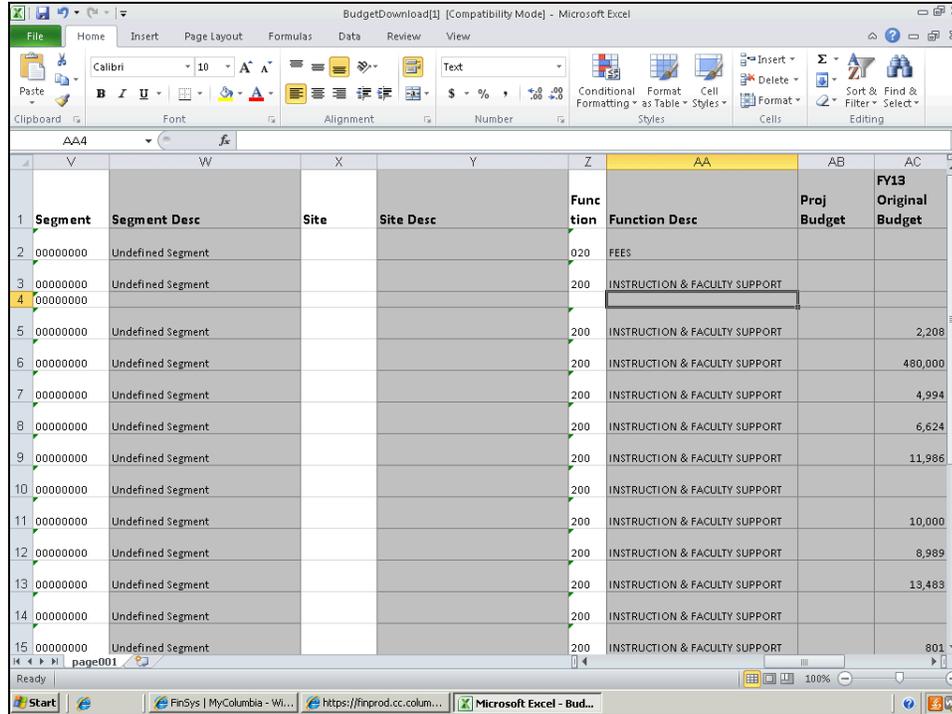
Step	Action
38.	Press [Right] .



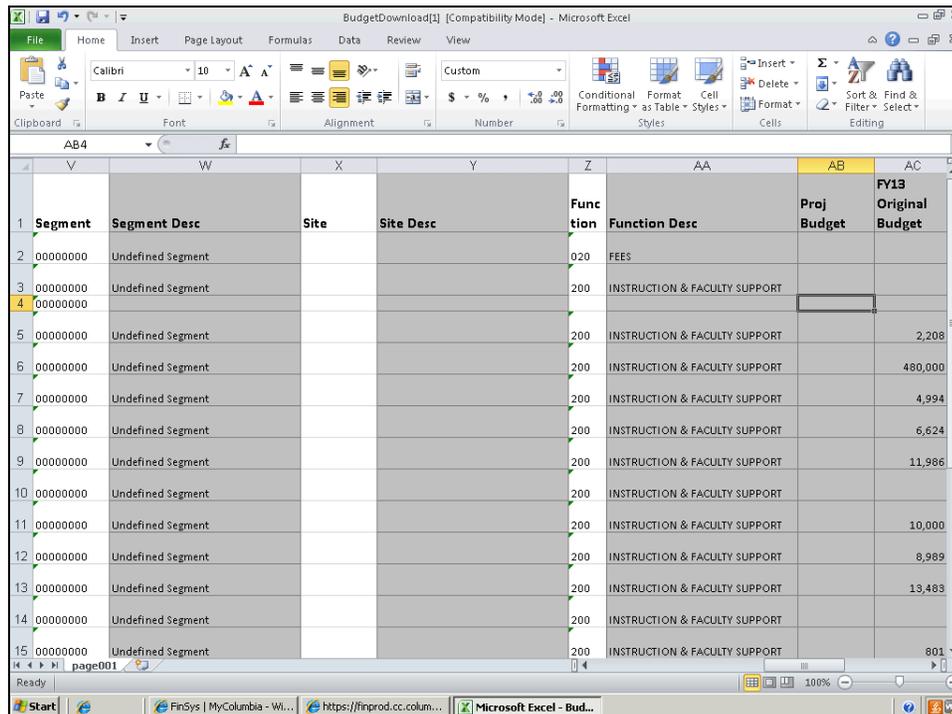
Step	Action
39.	Press [Right] .



Training Guide Budget Tool



Step	Action
40.	Press [Right] .

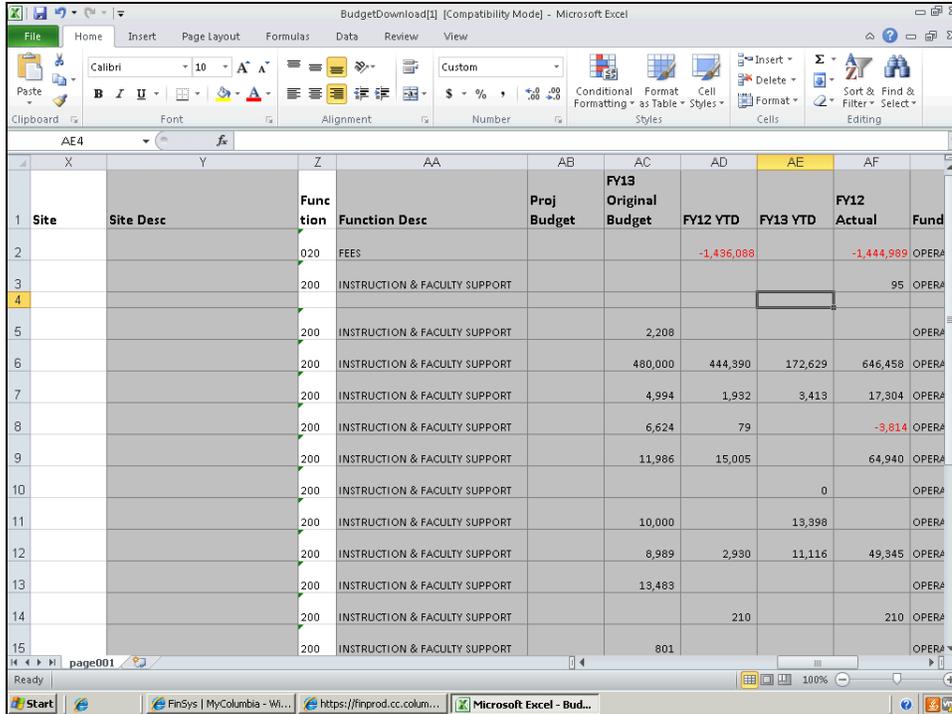


Training Guide

Budget Tool



Step	Action
41.	Press [Right] .



Step	Action
42.	Press [Right] .



Training Guide Budget Tool

	FY12 YTD	FY13 YTD	FY12 Actual	Fund Category	Central Flag	Project Owning Dept	Project Start	Project End	Project Activity Start	Project Activity End	Creator
1	-1,436,088		-1,444,989	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200
2			95	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200
3				OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200
4				OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200
5	444,390	172,629	646,458	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200
6	1,932	3,413	17,304	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200
7	79		-3,814	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200
8	15,005		64,940	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200
9		13,398		OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200
10	2,930	11,116	49,345	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200
11				OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200
12	210		210	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200
13				OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200
14				OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200
15				OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg200

Step	Action
43.	Press [Right].

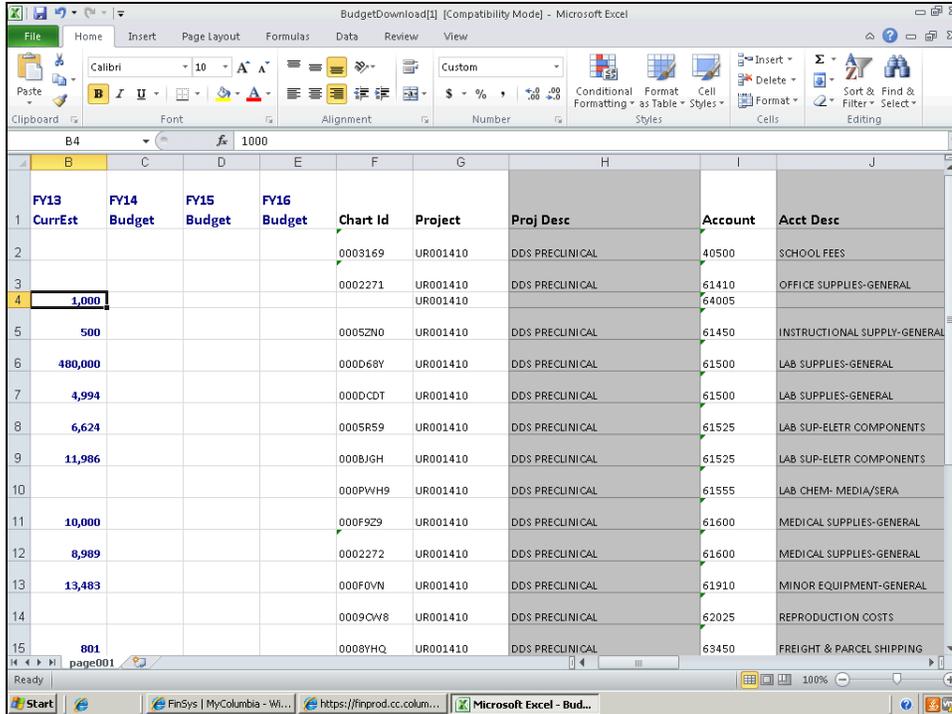
	Fund Category	Central Flag	Project Owning Dept	Project Start	Project End	Project Activity Start	Project Activity End	Creator	Download Date
1	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47
2	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47
3	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47
4	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47
5	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47
6	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47
7	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47
8	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47
9	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47
10	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47
11	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47
12	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47
13	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47
14	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47
15	OPERATING_FUNDS	04	7901101	1989.07.01	2099.12.31	2001.07.01	2099.12.31	jtg2006	2012.10.15 10:47

Training Guide

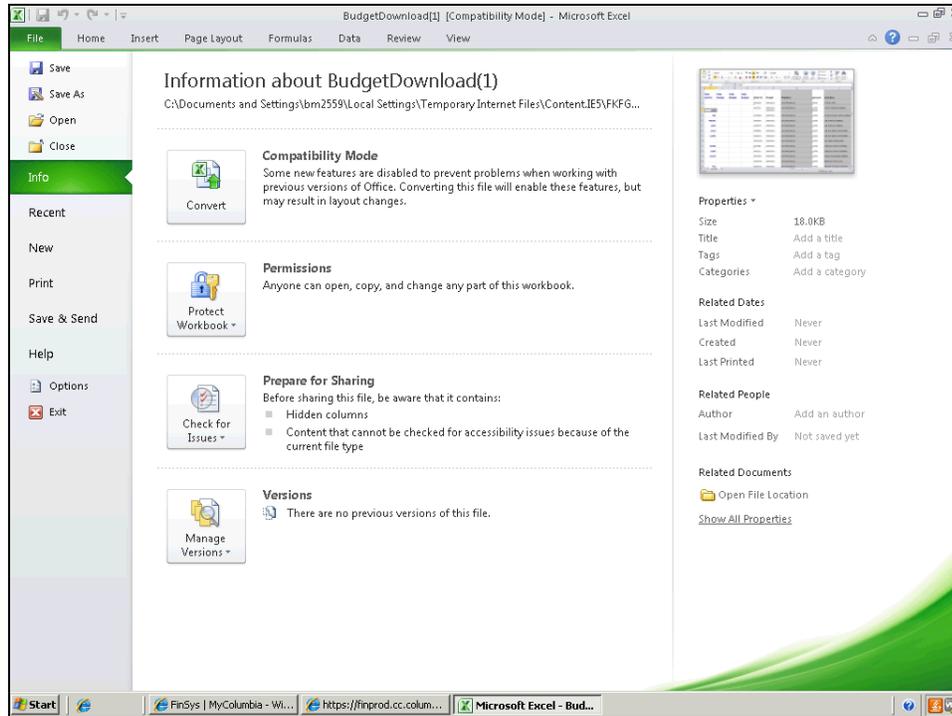
Budget Tool



Step	Action
44.	Press [Home] .



Step	Action
45.	<p>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.</p> <p>Click the File Tab button.</p> 



Step	Action
46.	Click the Save menu. <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Save </div>

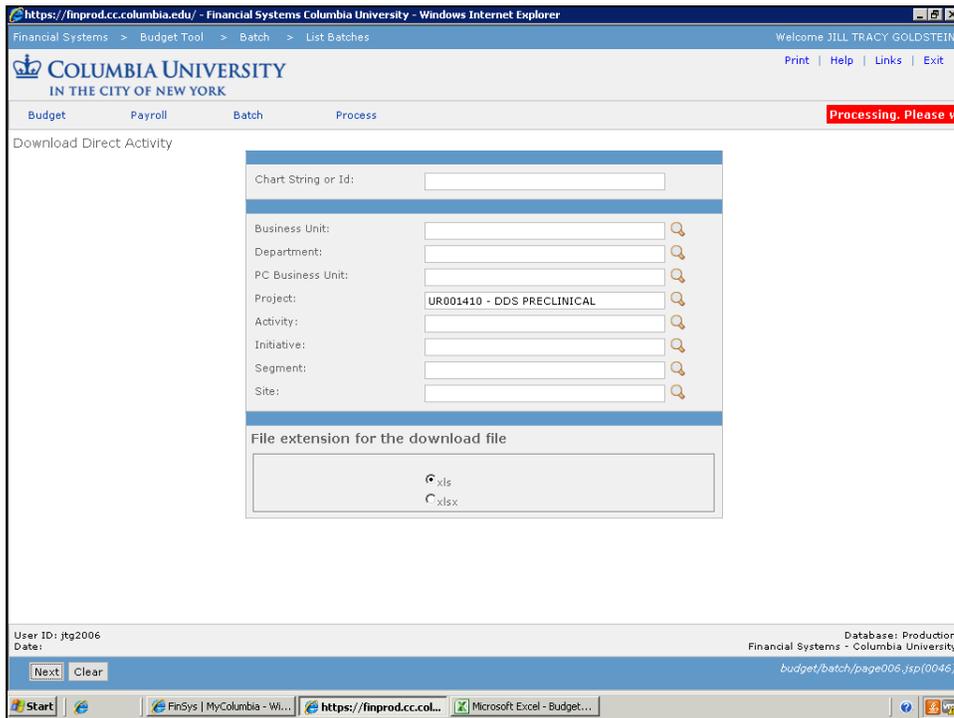
	FY13	FY14	FY15	FY16	Chart Id	Project	Proj Desc	Account	Acct Desc
1	CurrEst	Budget	Budget	Budget					
2					0003169	UR001410	DDS PRECLINICAL	40500	SCHOOL FEES
3					0002271	UR001410	DDS PRECLINICAL	61410	OFFICE SUPPLIES-GENERAL
4	1,000					UR001410		64005	
5	500				00052N0	UR001410	DDS PRECLINICAL	61450	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				000F929	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
14					0009OW8	UR001410	DDS PRECLINICAL	62025	REPRODUCTION COSTS
15	801				0008YHQ	UR001410	DDS PRECLINICAL	63450	FREIGHT & PARCEL SHIPPING

Training Guide

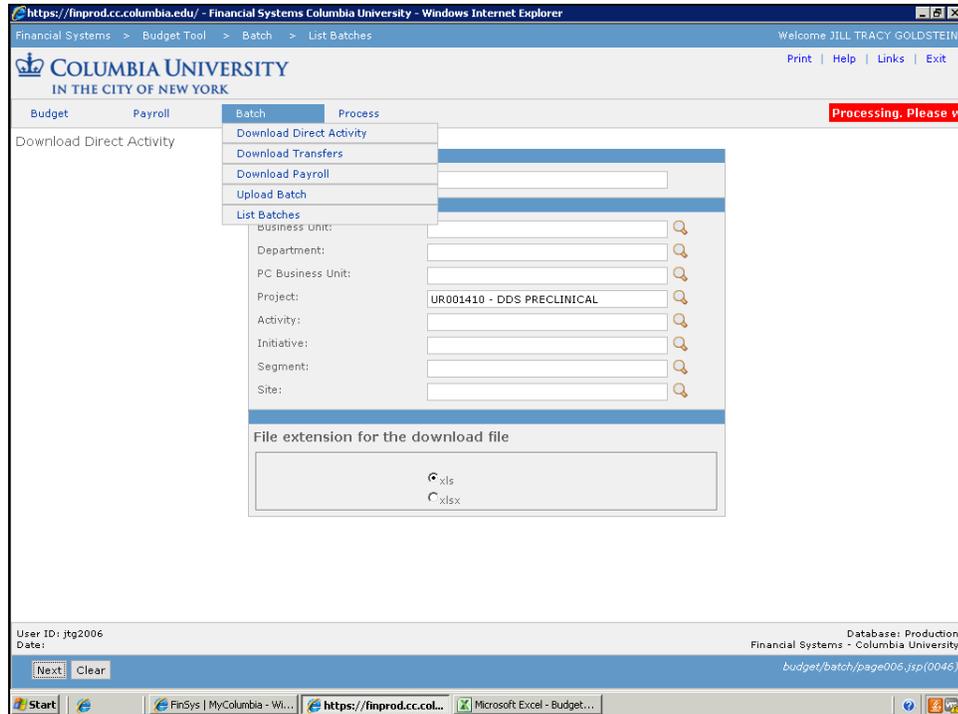
Budget Tool



Step	Action
47.	Click the Minimize button. 



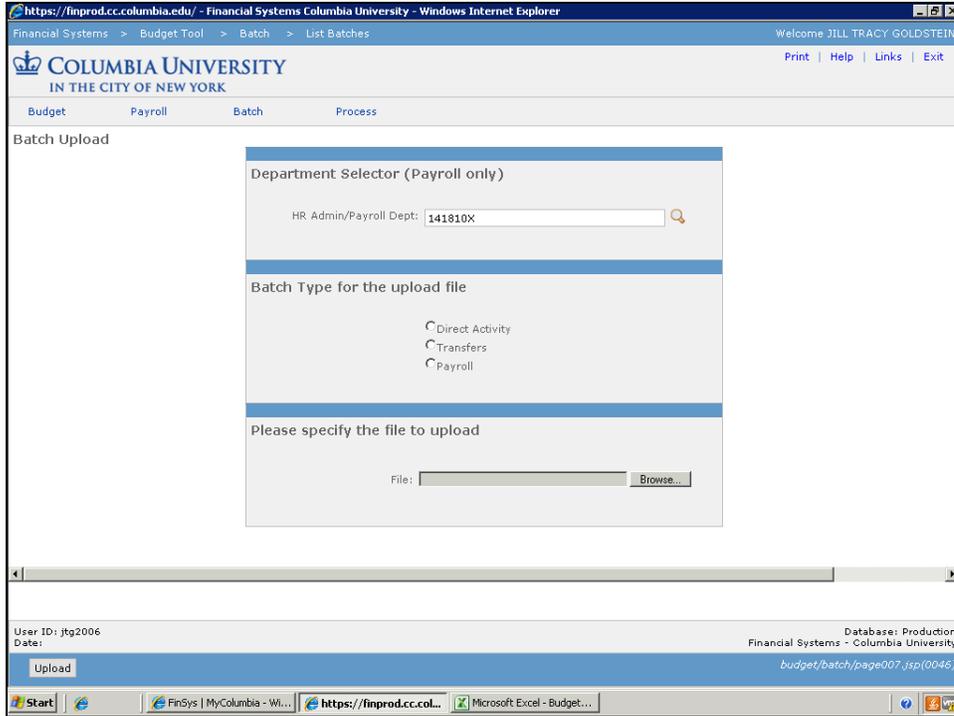
Step	Action
48.	Point to the Batch link.



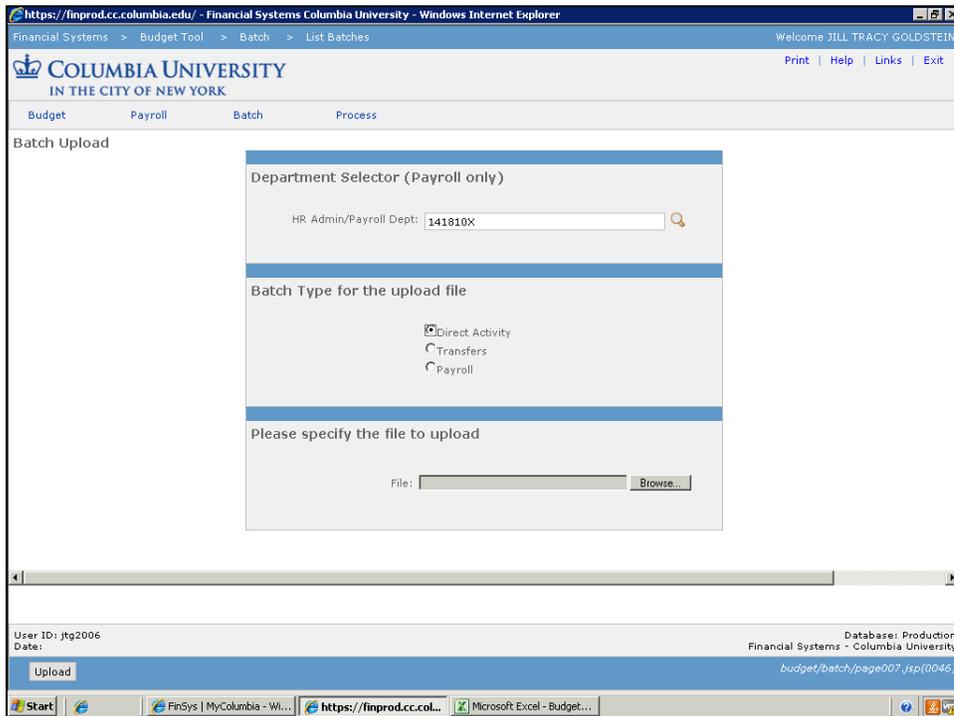
Step	Action
49.	<p>“Upload” from the Batch Upload screen will automatically validate the batch file and show any records with errors or confirm that there are zero errors in a Batch Error Report. No budget changes made will be an error.</p> <p>If the user does not have access to all of the ChartStrings 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.</p> <p>When validating, the system will issue an error message if there is an existing transaction in process for any ChartString in the batch.</p> <p>Click the Upload Batch link.</p> <div data-bbox="440 1459 906 1503" style="border: 1px solid black; padding: 2px; display: inline-block;"> <p style="margin: 0;">Upload Batch</p> </div>

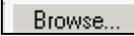
Training Guide

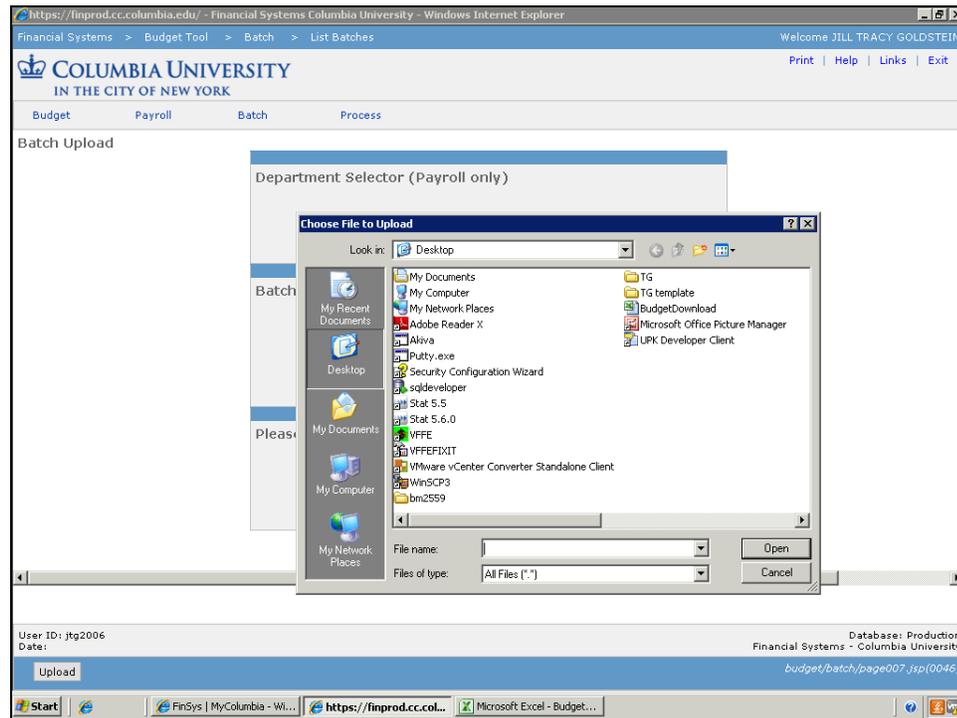
Budget Tool



Step	Action
50.	Click the Direct Activity option. 



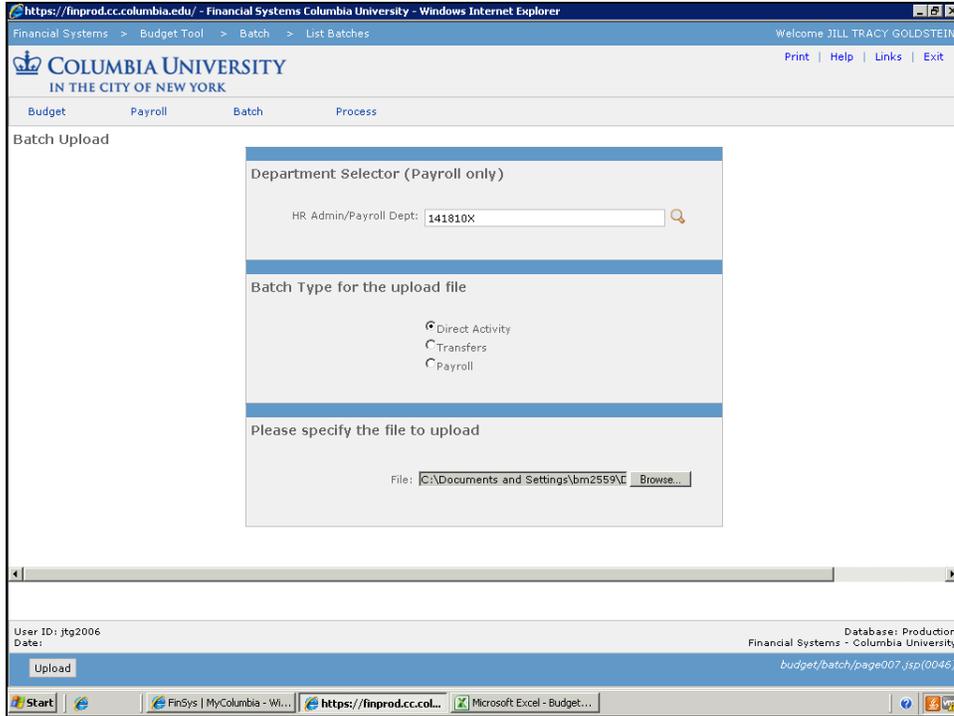
Step	Action
51.	Click the Browse... button. 



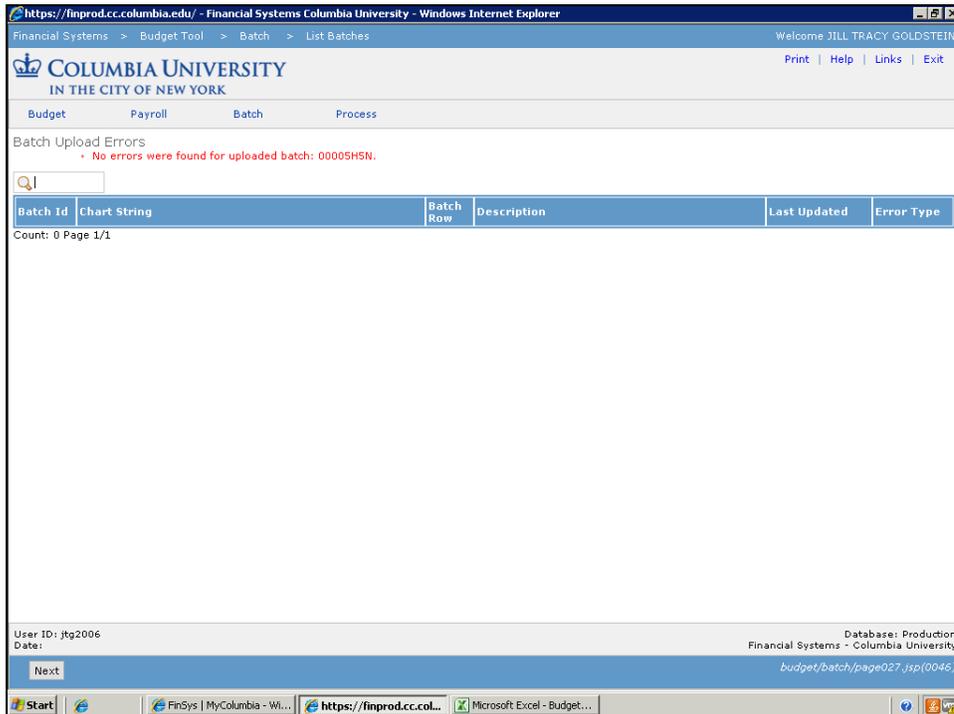
Step	Action
52.	Double-click the BudgetDownload list item. 

Training Guide

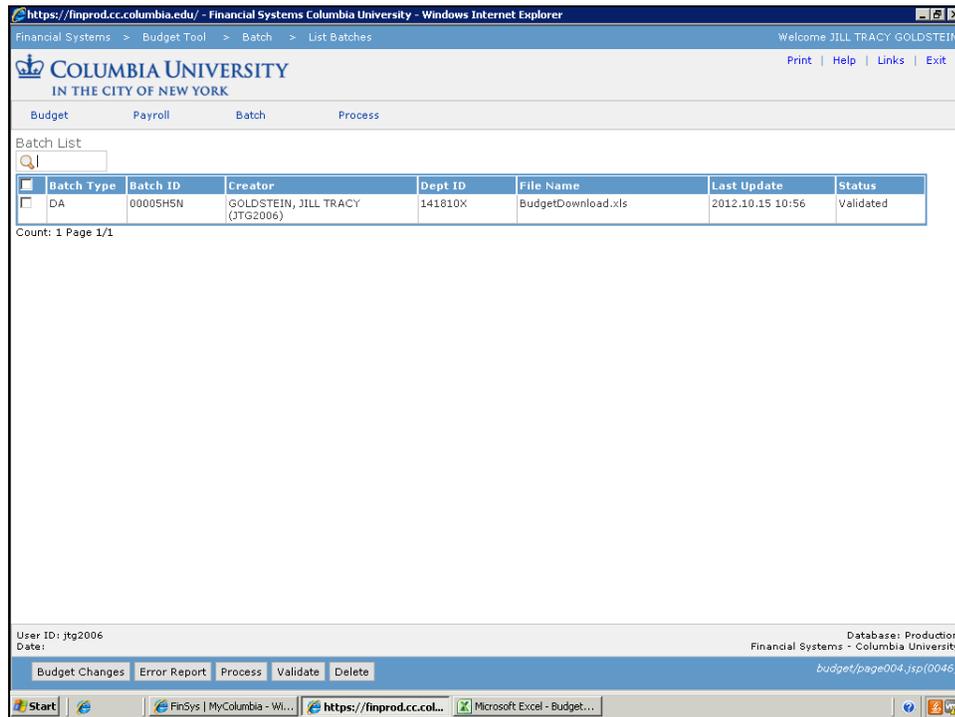
Budget Tool



Step	Action
53.	Click the Upload button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Upload</div>



Step	Action
54.	Click the Next button. 



Step	Action
55.	<p>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.</p> <p>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.</p> <p>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.</p> <p>Click the DA option. <input type="checkbox"/></p>

Training Guide

Budget Tool



https://finprod.cc.columbia.edu/ - Financial Systems Columbia University - Windows Internet Explorer

Financial Systems > Budget Tool > Batch > List Batches

Welcome JILL TRACY GOLDSTEIN

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COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Budget Payroll Batch Process

Batch List

<input type="checkbox"/>	Batch Type	Batch ID	Creator	Dept ID	File Name	Last Update	Status
<input checked="" type="checkbox"/>	DA	00005HSN	GOLDSTEIN, JILL TRACY (JTG2006)	141810X	BudgetDownload.xls	2012.10.15 10:56	Validated

Count: 1 Page 1/1

User ID: jtg2006
Date:

Database: Production
Financial Systems - Columbia University
budget/page004.jsp(0045)

Budget Changes Error Report Process Validate Delete

Start | FinSys | MyColumbia - Wi... | https://finprod.cc.col... | Microsoft Excel - Budget...

Step	Action
56.	<p>“Budget Changes” is to review details of what has changed to current budgets. Errors are shown in the Error Report.</p> <p>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.</p> <p>Click the Budget Changes button.</p> <p><input type="button" value="Budget Changes"/></p>

Financial Systems > Budget Tool > Batch > List Batches

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Budget Payroll Batch Process

Batch Budget Changes

Chart String (Target + Offset)	Row	Current Estimate	Budget 1	Budget 2	Budget 3
COLLUM-7901101-GENRL-UR001410-01-01-50015-00000000--64005-200	4	1,000			
COLLUM-7901101-GENRL-UR001410-01-01-50187-00000000--61450-200	5	500			

Count: 2 Page 1/1

User ID: jtg2006
Date:

Database: Production
Financial Systems - Columbia University
[budget/batch/page077.jsp\(0046\)](#)

Back

Step	Action
57.	Click the Back button. 

Financial Systems > Budget Tool > Batch > List Batches

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Budget Payroll Batch Process

Batch List

<input type="checkbox"/>	Batch Type	Batch ID	Creator	Dept ID	File Name	Last Update	Status
<input checked="" type="checkbox"/>	DA	00005HSN	GOLDSTEIN, JILL TRACY (JTG2006)	141810X	BudgetDownload.xls	2012.10.15 10:56	Validated

Count: 1 Page 1/1

User ID: jtg2006
Date:

Database: Production
Financial Systems - Columbia University
[budget/page004.jsp\(0046\)](#)

Budget Changes Error Report Process Validate Delete

Training Guide

Budget Tool



Step	Action
58.	Click the Process button. 

Financial Systems > Budget Tool > Process > Worklist

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Budget Payroll Batch Process

Budget Tool Worklist

Current Quarter: 2013Q1

Search Across All Pages

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
DA	COLUM-7901101-GENRL-UR001410-01-01-50015-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.15 10:57	OPEN	RELEASE	00005HSP	2013Q1
DA	COLUM-7901101-GENRL-UR001410-01-01-50187-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.15 10:57	OPEN	RELEASE	00005HSQ	2013Q1
DA	COLUM-5560114-SPONS-PG003586-25-01-60001-00000000-	SPLIT PARTIALLY POSTED	WERFFELI, GABRIELE (GW199)	2012.10.15 10:49	APPROVED FINAL	TRANSMIT	00005H3Q	2013Q1
DA	COLUM-5410103-GENRL-UR001827-01-01-60300-ES3105-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:49	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005HSH	2013Q1
DA	AGENC-5502117-GENRL-AG001135-01-01-40014-00000000-	DIRECT ACTIVITY	WERFFELI, GABRIELE (GW199)	2012.10.15 10:46	APPROVED FINAL	TRANSMIT	00005H5G	2013Q1
DA	COLUM-5410103-GENRL-UR001827-01-01-60300-AMR76-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:45	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005GT9	2013Q1
DA	COLUM-5560120-SPONS-PG004502-25-01-60001-00000000-	DIRECT ACTIVITY	WERFFELI, GABRIELE (GW199)	2012.10.15 10:44	APPROVED FINAL	TRANSMIT	00005H3P	2013Q1
DA	COLUM-7521302-GENRL-UR003043-01-01-10329-70000000-	DIRECT ACTIVITY	TROFIN, MIRELA N. (MNT1)	2012.10.15 10:43	RELEASED	APPROVE	00005H59	2013Q1
DA	COLUM-5410103-GENRL-UR001827-01-01-00000-00000000-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:41	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005GQW	2013Q1
TX	COLUM-5410103-GENRL-UR001827-01-01-00000-00000000--75300-805	ADMIN FEE	SANTOS, ROSA M (RMS2179)	2012.10.15 10:41	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005H5C	2013Q1
DA	COLUM-5410101-GENRL-UR001815-01-01-00000-00000000--70300-605	DIRECT ACTIVITY	VITERBO, LUCIA A (VIT199)	2012.10.15 10:40	APPROVED FINAL	TRANSMIT	00005H2B	2013Q1

Count: 619 Page 1/13

User ID: jtg2006
Date:

Database: Production
Financial Systems - Columbia University

budget/page001.jsp(0012)

Edit View Release Delete Recall Approve Reject History

Step	Action
59.	Click the transaction . 



Training Guide Budget Tool

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Budget Payroll Batch Process

Budget Tool Worklist
Current Quarter: 2013Q1

Search Across All Pages

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input checked="" type="checkbox"/>	DA COLUM-7901101-GENRL-UR001410-01-01-50015-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.15 10:57	OPEN	RELEASE	00005HSP	2013Q1
<input type="checkbox"/>	DA COLUM-7901101-GENRL-UR001410-01-01-50187-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.15 10:57	OPEN	RELEASE	00005HSQ	2013Q1
<input type="checkbox"/>	DA COLUM-5560114-SPONS-PG003586-25-01-60001-00000000-	SPLIT PARTIALLY POSTED	WERFFELI, GABRIELE (GW199)	2012.10.15 10:49	APPROVED FINAL	TRANSMIT	00005H3Q	2013Q1
<input type="checkbox"/>	DA COLUM-5410103-GENRL-UR001827-01-01-60300-ES3105-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:49	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005HSH	2013Q1
<input type="checkbox"/>	DA AGENC-5502117-GENRL-AG001135-01-01-40014-00000000-	DIRECT ACTIVITY	WERFFELI, GABRIELE (GW199)	2012.10.15 10:46	APPROVED FINAL	TRANSMIT	00005H5G	2013Q1
<input type="checkbox"/>	DA COLUM-5410103-GENRL-UR001827-01-01-60300-AMR76-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:45	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005GT9	2013Q1
<input type="checkbox"/>	DA COLUM-5560120-SPONS-PG004502-25-01-60001-00000000-	DIRECT ACTIVITY	WERFFELI, GABRIELE (GW199)	2012.10.15 10:44	APPROVED FINAL	TRANSMIT	00005H3P	2013Q1
<input type="checkbox"/>	DA COLUM-7521302-GENRL-UR003043-01-01-10329-70000000-	DIRECT ACTIVITY	TROFIN, MIRELA N. (MNT1)	2012.10.15 10:43	RELEASED	APPROVE	00005H59	2013Q1
<input type="checkbox"/>	DA COLUM-5410103-GENRL-UR001827-01-01-00000-00000000-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:41	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005GQW	2013Q1
<input type="checkbox"/>	TX COLUM-5410103-GENRL-UR001827-01-01-00000-00000000--75300-805 COLUM-5401101-GENRL-UR001815-01-01-00000-00000000--70300-605	ADMIN FEE	SANTOS, ROSA M (RMS2179)	2012.10.15 10:41	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005H5C	2013Q1
<input type="checkbox"/>	DA COLUM-5410204-SPONS-PG004325-25-01-	DIRECT	VITERBO, LUCIA A	2012.10.15	APPROVED FINAL	TRANSMIT	00005H2B	2013Q1

Count: 619 Page 1/13 |< |> |>> |<< |<

User ID: jtq2006
Date:

Database: Production
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budget/page001.jsp(0012)

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

Training Guide

Budget Tool



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Budget Tool Worklist
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Search Across All Pages

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input checked="" type="checkbox"/>	DA COLUM-7901101-GENRL-UR001410-01-01-50015-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.15 10:57	OPEN	RELEASE	00005HSP	2013Q1
<input type="checkbox"/>	DA COLUM-7901101-GENRL-UR001410-01-01-50187-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.15 10:57	OPEN	RELEASE	00005HSQ	2013Q1
<input type="checkbox"/>	DA COLUM-5560114-SPONS-PG003586-25-01-60001-00000000-	SPLIT PARTIALLY POSTED	WERFFELI, GABRIELE (GW199)	2012.10.15 10:49	APPROVED FINAL	TRANSMIT	00005H3Q	2013Q1
<input type="checkbox"/>	DA COLUM-5410103-GENRL-UR001827-01-01-60300-ES3105-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:49	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005HSH	2013Q1
<input type="checkbox"/>	DA AGENC-5502117-GENRL-AG001135-01-01-40014-00000000-	DIRECT ACTIVITY	WERFFELI, GABRIELE (GW199)	2012.10.15 10:46	APPROVED FINAL	TRANSMIT	00005H5G	2013Q1
<input type="checkbox"/>	DA COLUM-5410103-GENRL-UR001827-01-01-60300-AMR76-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:45	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005GT9	2013Q1
<input type="checkbox"/>	DA COLUM-5560120-SPONS-PG004502-25-01-60001-00000000-	DIRECT ACTIVITY	WERFFELI, GABRIELE (GW199)	2012.10.15 10:44	APPROVED FINAL	TRANSMIT	00005H3P	2013Q1
<input type="checkbox"/>	DA COLUM-7521302-GENRL-UR003043-01-01-10329-70000000-	DIRECT ACTIVITY	TROFIN, MIRELA N. (MNT1)	2012.10.15 10:43	RELEASED	APPROVE	00005H59	2013Q1
<input type="checkbox"/>	DA COLUM-5410103-GENRL-UR001827-01-01-00000-00000000-	DIRECT ACTIVITY	SANTOS, ROSA M (RMS2179)	2012.10.15 10:41	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005GQW	2013Q1
<input type="checkbox"/>	TX COLUM-5410103-GENRL-UR001827-01-01-00000-00000000--75300-805 COLUM-5401101-GENRL-UR001815-01-01-00000-00000000--70300-605	ADMIN FEE	SANTOS, ROSA M (RMS2179)	2012.10.15 10:41	APPROVED: LOCAL PRELIM	APPROVE: LOCAL FINAL	00005H5C	2013Q1
<input type="checkbox"/>	DA COLUM-5410204-SPONS-PG004325-25-01-	DIRECT	VITERBO, LUCIA A	2012.10.15	APPROVED FINAL	TRANSMIT	00005H2B	2013Q1

Count: 619 Page 1/13 |< |> |>> |<< |<

User ID: jtq2006
Date:

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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.

The screenshot shows the 'Budget Tool Worklist' interface. At the top, there are navigation tabs for 'Budget', 'Payroll', 'Batch', and 'Process'. Below the tabs, there is a search bar and a table of transactions. The table has the following columns: Type, Chart String, Description, Modifier, Last Update, Status, Next Action, Trans Id, and Posted. The table contains several rows of transaction data, including entries for 'TAP', 'DIRECT ACTIVITY', 'ICR PHASE 1', 'PROJECT LIFE', and 'DIRECT ACTIVITY'. At the bottom of the table, there is a 'Count: 507 Page 1/11' and navigation buttons. The interface also includes a user ID, date, and database information.

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
TX	COLUM-6002401-GENRL-UR005633-01-01-00000-00000000-75400-840	TAP	LYNE, PAIGE (PG2117)	2012.10.17 16:26	APPROVED FINAL	TRANSMIT	00005HY2	2013Q1
TX	COLUM-6001101-GENRL-UR007048-01-01-00000-00000000-70400-640	TAP	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
TX	COLUM-7574302-SPONS-GG006413-20-14-70003-AC2248-69810-370	ICR PHASE 1	HAUGH, XIAOMING (XH2126)	2012.10.17 16:25	APPROVED FINAL	TRANSMIT	00005HYW	2013Q1
DA	COLUM-4046102-GENRL-UR003343-01-01-25000-40000067-1042	DIRECT ACTIVITY	COPE, TERRANCE W. (TWC6)	2012.10.17 15:24	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 ACTIVITY	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	2013Q1
DA	COLUM-4022102-GENRL-GT001435-30-01-ALE04-40000064-	DIRECT ACTIVITY	ROSENBLATT, AUDREY R. (AUDREY0)	2012.10.17 15:14	APPROVED FINAL	TRANSMIT	00005HJP	2013Q1

Step	Action
1.	Point to the Batch link.

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Budget Tool



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Budget Payroll Batch Process

Budget Tool Worklist
Current Quarter: 2013Q1

Search Across All P...

Download Direct Activity
Download Transfers
Download Payroll

Type	Chart String	Upload Batch	Officer	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/>	TX COLUM-6002401-GENRL-U 00000-00000000 - 75400-040 COLUM-6001101-GENRL-UR007048-01-01- 00000-00000000 - 70400-640	List Batches	LYNE, PAIGE (PG2117)	2012.10.17 16:26	APPROVED FINAL	TRANSMIT	00005HY2	2013Q1
<input type="checkbox"/>	TX COLUM-6002401-GENRL-UR005633-01-01- 00000-00000000 - 75400-840 COLUM-6002401-GENRL-UR007048-01-01- 00000-60000010 - 70400-640	TAP	LYNE, PAIGE (PG2117)	2012.10.17 16:25	APPROVED FINAL	TRANSMIT	00005HY0	2013Q1
<input type="checkbox"/>	DA COLUM-7574302-SPONS-GG006413-20-14- 70003-AC2248-	DIRECT ACTIVITY	HAUGH, XIAOMING (XH2126)	2012.10.17 16:25	APPROVED FINAL	TRANSMIT	00005HYV	2013Q1
<input type="checkbox"/>	TX 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
<input type="checkbox"/>	DA COLUM-4046102-GENRL-UR003343-01-01- 25000-40000067--1042	DIRECT ACTIVITY	COPE, TERRANCE W. (TWC6)	2012.10.17 16:24	OPEN	RELEASE	00005HYR	2013Q1
<input type="checkbox"/>	DA COLUM-5610102-GENRL-UR004822-01-01- 00000-56000032-	DIRECT ACTIVITY	BHATTACHARYA, DIYA (DB39)	2012.10.17 15:53	OPEN	RELEASE	00005FFT	2013Q1
<input type="checkbox"/>	DA COLUM-4106102-GENRL-UR003743-01-01- 60722-SV105-	DIRECT ACTIVITY	ROSENBLATT, AUDREY R. (AUDREY0)	2012.10.17 15:15	APPROVED FINAL	TRANSMIT	00005HB9	2013Q1
<input type="checkbox"/>	PLB COLUM-6010402-GENRL-UR005706-01-21- 42105-MT2204-	PROJECT LIFE	AGUILAR, NINA (NMA2134)	2012.10.17 15:15	APPROVED FINAL	TRANSMIT	00005HYH	2013Q1
<input type="checkbox"/>	DA COLUM-4022102-GENRL-GT001435-30-01- 41504-40000054-	DIRECT ACTIVITY	ROSENBLATT, AUDREY R.	2012.10.17 15:14	APPROVED FINAL	TRANSMIT	00005HP	2013Q1

Count: 507 Page 1/11 |<|>|>>|>>>|

User ID: jtq2006
Date:

Database: Production
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budget/page001.jsp(0012)

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Step	Action
2.	Click the Download Transfers link.

Download Transfers

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Financial Systems > Budget Tool > Batch > List Batches

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Budget Payroll Batch Process

Chart String Selector - Download Transfers

Chart String or Id:

Business Unit:

Department:

PC Business Unit:

Project:

Activity:

Initiative:

Segment:

Site:

Offset Department:

Offset Project:

Include Actuals:

File extension for the download file

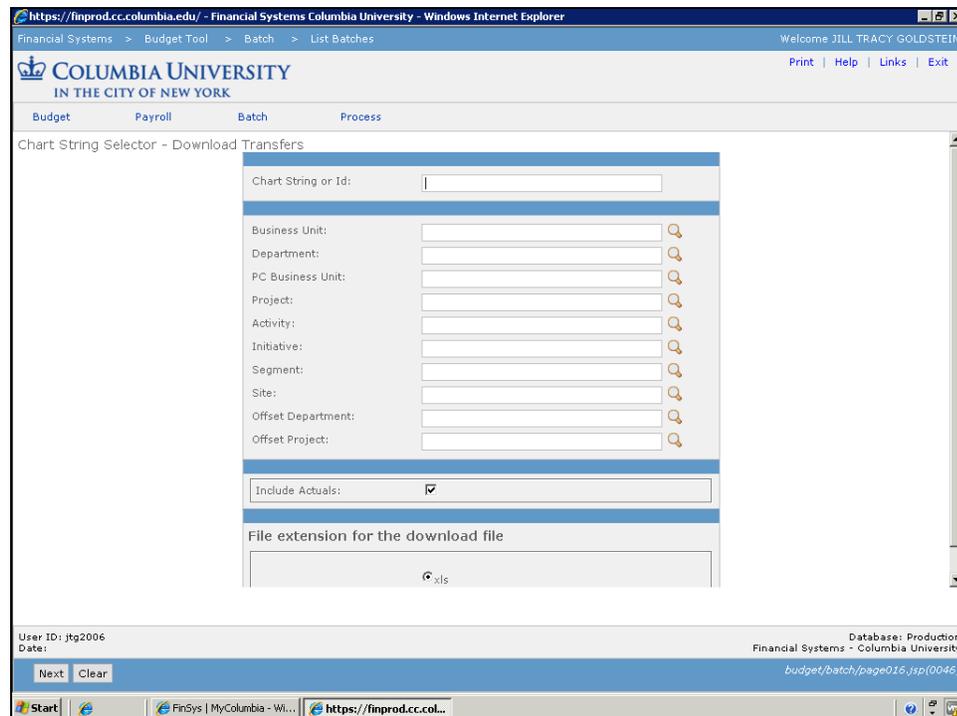
User ID: jtq2006
Date:

Database: Production
Financial Systems - Columbia University

budget/batch/page016.jsp(0046)

Next Clear

Step	Action
3.	<p>The Batch Transfers Download Selector page is used for retrieving a group of ChartString combinations to be budgeted in the Excel template.</p> <p>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”.</p> <p>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.</p>



Step	Action
4.	<p>If a ChartString has an in process transaction, the latest current estimate and future year budget values will be retrieved to be downloaded.</p> <p>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.</p>

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Budget Tool



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Budget Payroll Batch Process

Chart String Selector - Download Transfers

Chart String or Id:

Business Unit:

Department:

PC Business Unit:

Project:

Activity:

Initiative:

Segment:

Site:

Offset Department:

Offset Project:

Include Actuals:

File extension for the download file

User ID: jtq2006
Date:

Next Clear

Database: Production
Financial Systems - Columbia University
budget/batch/page016.jsp(0046)

Start | FinSys | MyColumbia - Wi... | https://finprod.cc.co...

Step	Action
5.	Click in the Department: field. <input type="text"/>

https://finprod.cc.columbia.edu/ - Financial Systems Columbia University - Windows Internet Explorer

Financial Systems > Budget Tool > Batch > List Batches

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Budget Payroll Batch Process

Chart String Selector - Download Transfers

Chart String or Id:

Business Unit:

Department:

PC Business Unit:

Project:

Activity:

Initiative:

Segment:

Site:

Offset Department:

Offset Project:

Include Actuals:

File extension for the download file

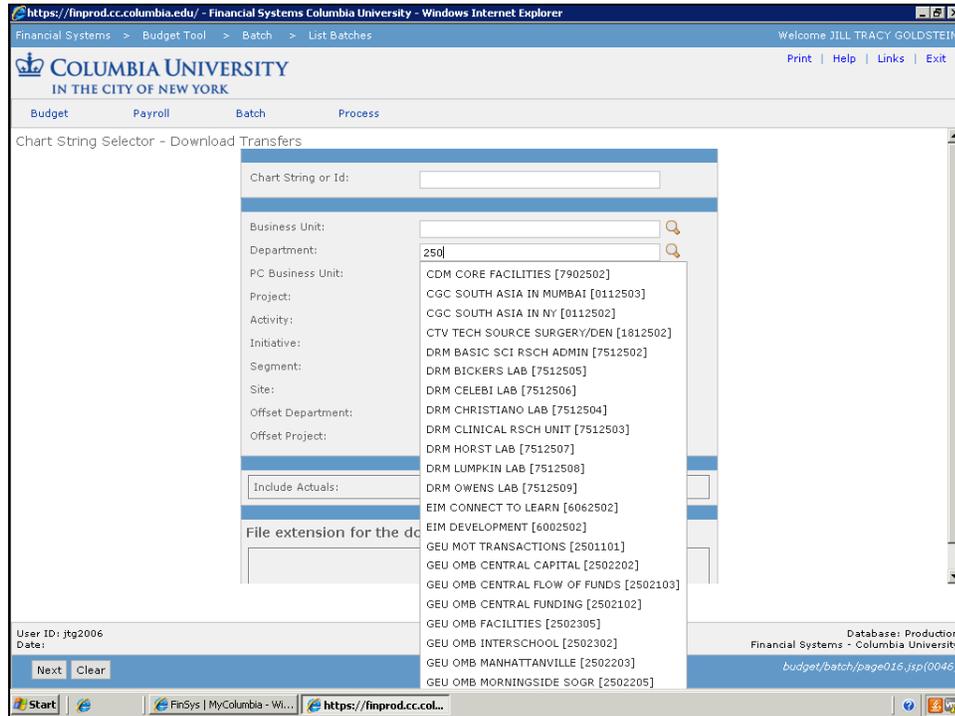
User ID: jtq2006
Date:

Next Clear

Database: Production
Financial Systems - Columbia University
budget/batch/page016.jsp(0046)

Start | FinSys | MyColumbia - Wi... | https://finprod.cc.co...

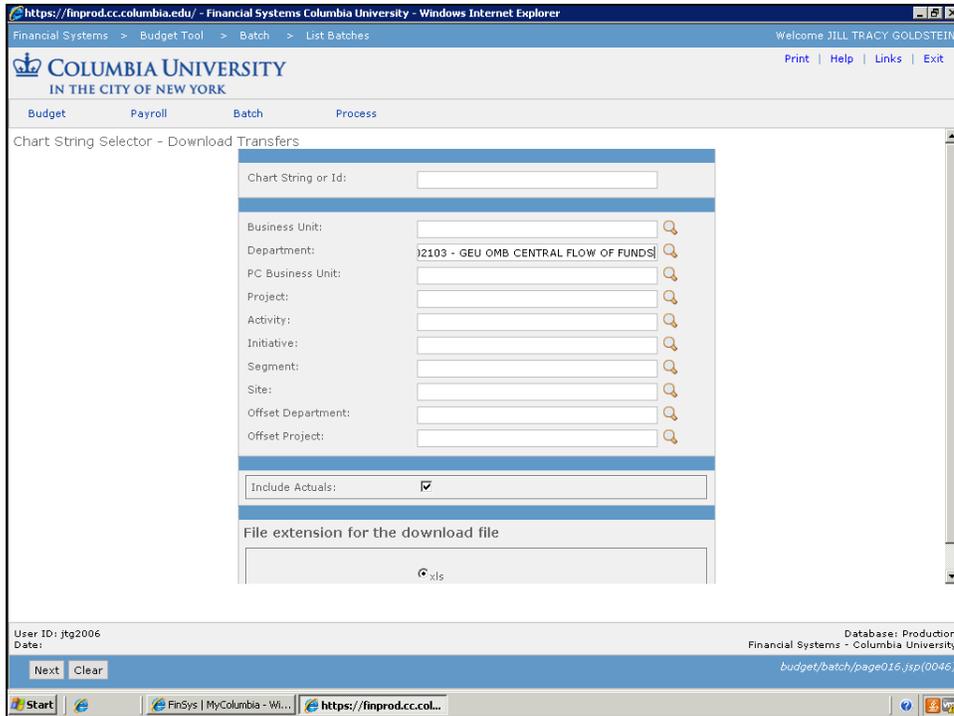
Step	Action
6.	Enter the desired information into the Department: field. Enter "250".



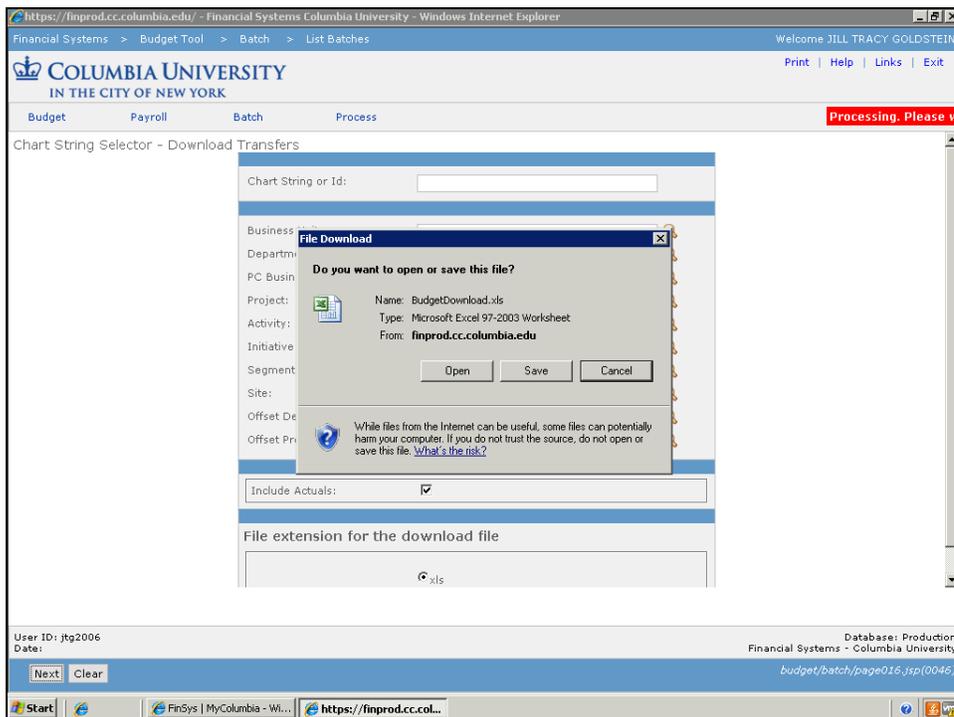
Step	Action
7.	Click the GEU OMB CENTRAL FLOW OF FUNDS [2502103] link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">GEU OMB CENTRAL FLOW OF FUNDS [2502103]</div>

Training Guide

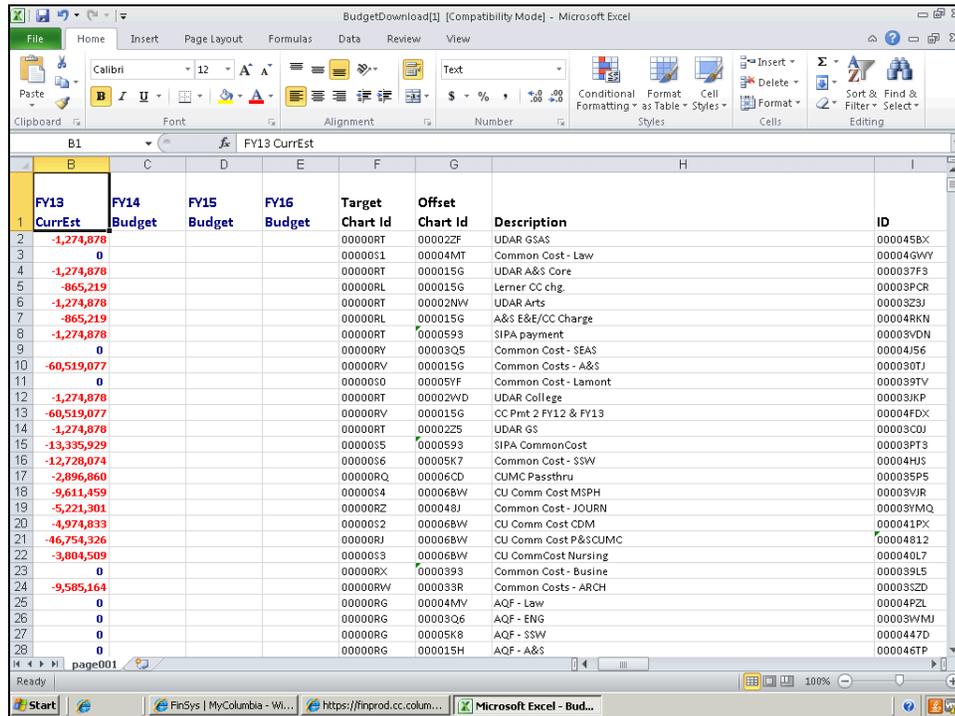
Budget Tool



Step	Action
8.	Click the Next button. 



Step	Action
9.	Click the Open button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">Open</div>



Step	Action
10.	<p>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.</p> <p>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.</p> <p>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.</p>

Training Guide

Budget Tool



	B1	FY13 CurrEst								
	B	C	D	E	F	G	H	I		
	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Target Chart Id	Offset Chart Id	Description	ID		
2	-1,274,878				00000RT	00002ZF	UDAR GSAS	000045BX		
3	0				00000S1	00004MT	Common Cost - Law	000046WY		
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	000032J		
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				00000SD	00005VF	Common Cost - Lamont	000039TV		
12	-1,274,878				00000RT	00002VD	UDAR College	00003JPK		
13	-60,519,077				00000RV	000015G	CC Pmt 2 FY12 & FY13	00004FDX		
14	-1,274,878				00000RT	0000225	UDAR GS	00003COJ		
15	-13,335,929				00000S5	0000593	SIPA CommonCost	00003PT3		
16	-12,728,074				00000S6	00005K7	Common Cost - SSW	00004HUS		
17	-2,896,860				00000RQ	00006CD	CUMC Passthru	000035P5		
18	-9,611,459				00000S4	00006BW	CU Comm Cost MSPH	00003VJR		
19	-5,221,301				00000RZ	000048J	Common Cost - JOURN	00003YMQ		
20	-4,974,833				00000S2	00006BW	CU Comm Cost CDM	000041PX		
21	-46,754,326				00000RJ	00006BW	CU Comm Cost P&S/CUMC	00004812		
22	-3,804,509				00000S3	00006BW	CU Comm Cost Nursing	000040L7		
23	0				00000RX	0000393	Common Cost - Busine	000039L5		
24	-9,585,164				00000RW	000033R	Common Costs - ARCH	00003S2D		
25	0				00000RG	00004MV	AQF - Law	00004P2L		
26	0				00000RG	00003Q6	AQF - ENG	00003WMI		
27	0				00000RG	00005K8	AQF - SSW	0000447D		
28	0				00000RG	000015H	AQF - A&S	000046TP		

Step	Action
11.	<p>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.</p> <p>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.</p>

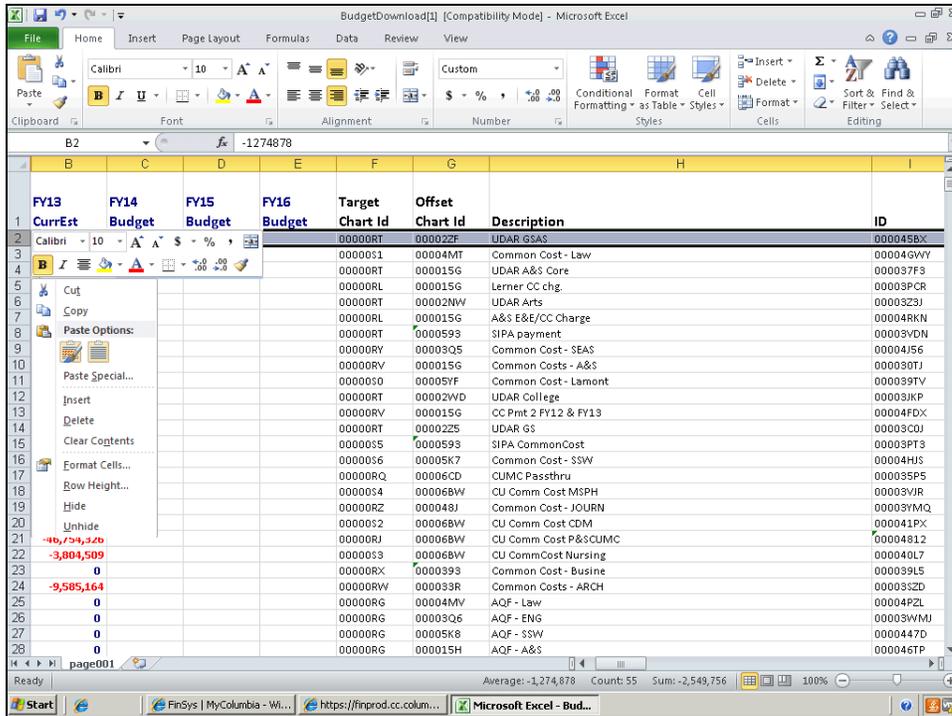


	B	C	D	E	F	G	H	I
	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Target Chart Id	Offset Chart Id	Description	ID
2	-1,274,878				00000RT	00002ZF	UDAR GSAS	000045BX
3	0				00000S1	00004MT	Common Cost - Law	000046VY
4	-1,274,878				00000RT	000015G	UDAR A&S Core	000037F3
5	-865,219				00000RL	000015G	Lerner 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				00000SD	00005VF	Common Cost - Lamont	000039TV
12	-1,274,878				00000RT	00002VD	UDAR College	00003JKP
13	-60,519,077				00000RV	000015G	CC Prnt 2 FY12 & FY13	00004FDX
14	-1,274,878				00000RT	0000225	UDAR GS	00003CJ
15	-13,335,929				00000S5	0000593	SIPA CommonCost	00003PT3
16	-12,728,074				00000S6	00005K7	Common Cost - SSW	00004HUS
17	-2,896,860				00000RQ	00006CD	CUMC Passthru	000035P5
18	-9,611,459				00000S4	00006BW	CU Comm Cost MSPH	00003VJR
19	-5,221,301				00000RZ	000048J	Common Cost - JOURN	00003YMQ
20	-4,974,833				00000S2	00006BW	CU Comm Cost CDM	000041PX
21	-46,754,326				00000RJ	00006BW	CU Comm Cost P&S/CUMC	00004812
22	-3,804,509				00000S3	00006BW	CU Comm Cost Nursing	000040L7
23	0				00000RX	0000393	Common Cost - Busine	000039L5
24	-9,585,164				00000RW	00003SR	Common Costs - ARCH	00003S2D
25	0				00000RG	00004MV	AQF - Law	00004P2L
26	0				00000RG	00003Q6	AQF - ENG	00003WVJ
27	0				00000RG	00005K8	AQF - SSW	0000447D
28	0				00000RG	000015H	AQF - A&S	0000467P

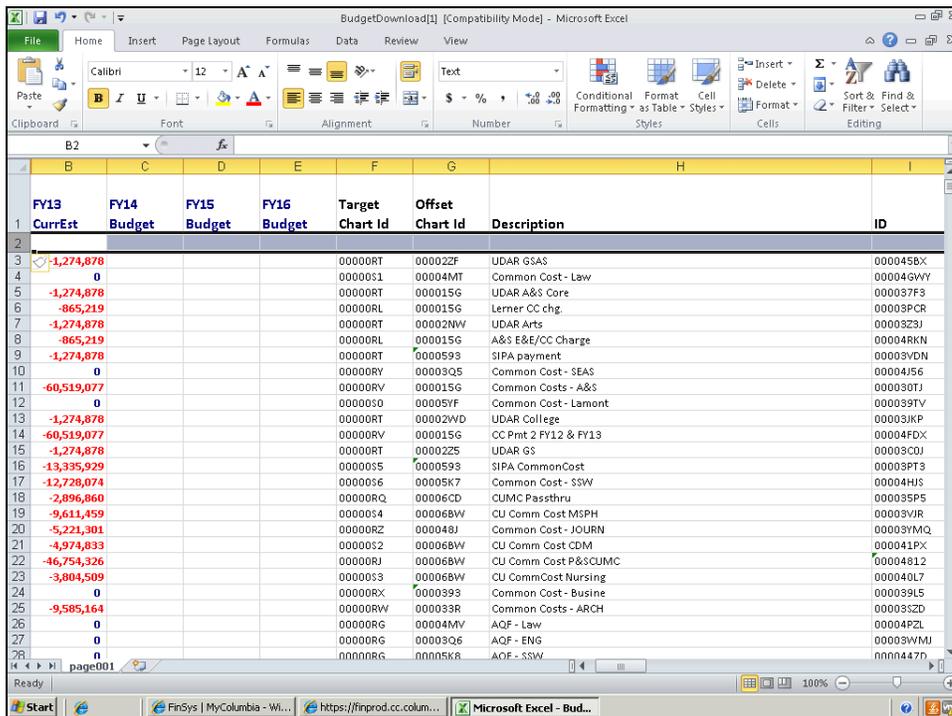
Step	Action
12.	<p>To add a new account or ChartString combination, a new line is inserted in the spreadsheet filling in the required fields.</p> <p>The required columns are budget amounts for the current estimate and three future years, Description, target ChartString and offset ChartString. If an existing transfer is being edited, the Transfer ID is left unchanged the way it was downloaded.</p> <p>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.</p> <p>Click in the 2 field.</p> <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">2</div>

Training Guide

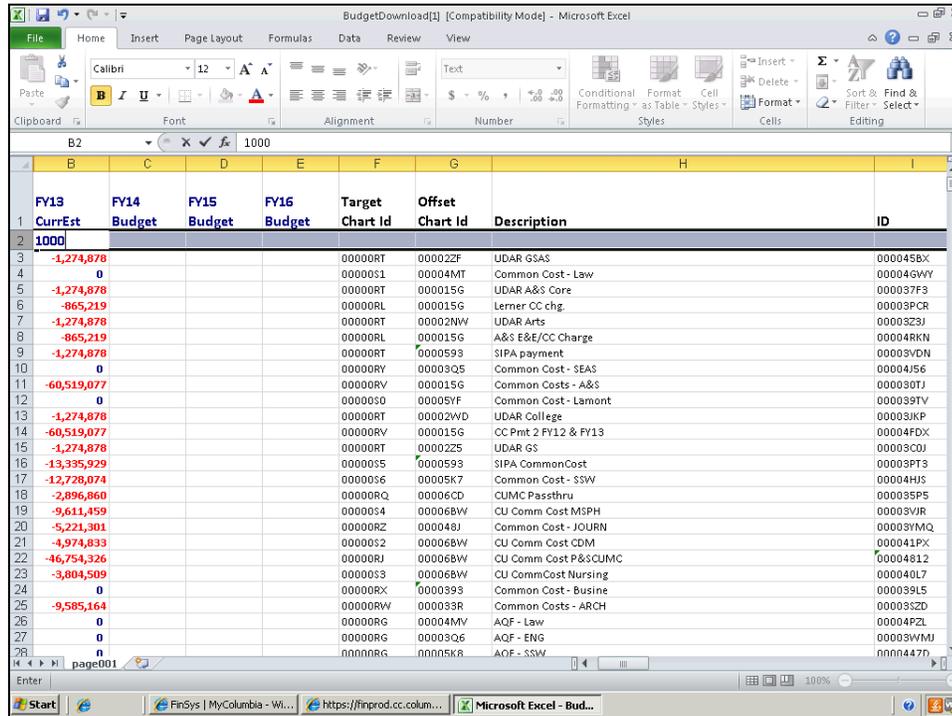
Budget Tool



Step	Action
13.	Click the Insert menu.



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



Step	Action
15.	Press [Right] .

Training Guide Budget Tool

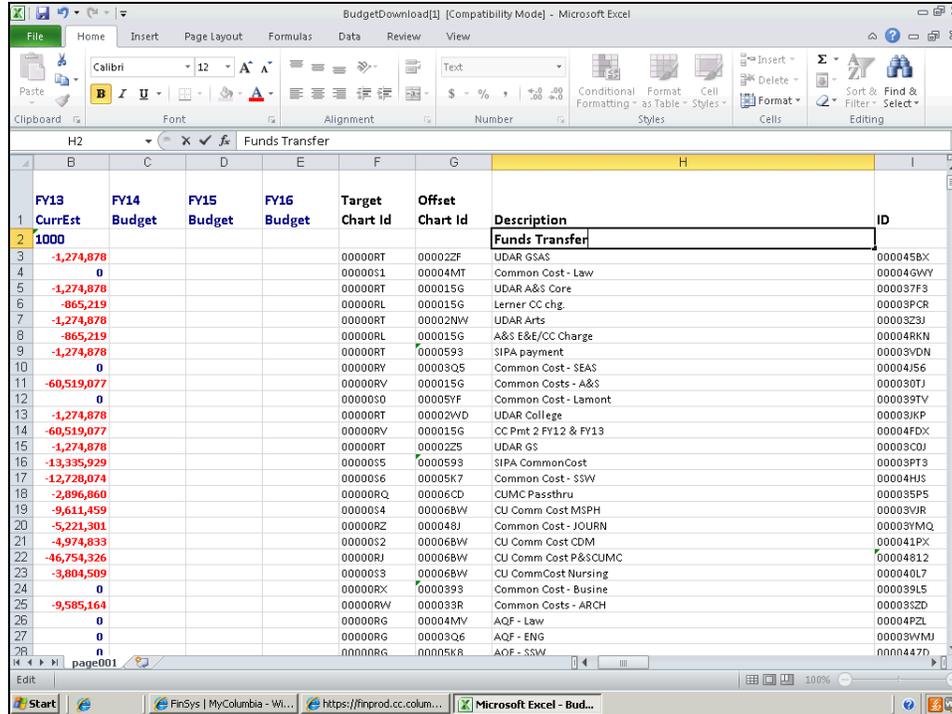


	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Target Chart Id	Offset Chart Id	Description	ID
2	1000							
3	-1,274,878				00000RT	00002ZF	UDAR GSAS	000045BX
4	0				00000S1	00004MT	Common Cost - Law	000046VY
5	-1,274,878				00000RT	000015G	UDAR A&S Core	000037F3
6	-865,219				00000RL	000015G	Lerner CC chg.	00003PCR
7	-1,274,878				00000RT	00002NW	UDAR Arts	000032J
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				00000S0	00005YF	Common Cost - Lamont	000039TV
13	-1,274,878				00000RT	00002WD	UDAR College	00003JKP
14	-60,519,077				00000RV	000015G	CC Prnt 2 FY12 & FY13	00004FDX
15	-1,274,878				00000RT	0000225	UDAR GS	00003COJ
16	-13,335,929				00000S5	0000593	SIPA CommonCost	00003PT3
17	-12,728,074				00000S6	00005K7	Common Cost - SSW	00004HUS
18	-2,896,860				00000RQ	00006CD	CUMC Passthru	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&S/CUMC	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	00003S2D
26	0				00000RG	00004MY	AQF - Law	00004P2L
27	0				00000RG	00003Q6	AQF - ENG	00003WMI
28	0				00000RG	00005K8	AQF - SSW	0000447D

Step	Action
16.	Press [Right] .

	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Target Chart Id	Offset Chart Id	Description	ID
2	1000							
3	-1,274,878				00000RT	00002ZF	UDAR GSAS	000045BX
4	0				00000S1	00004MT	Common Cost - Law	000046VY
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	000032J
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				00000S0	00005YF	Common Cost - Lamont	000039TV
13	-1,274,878				00000RT	00002WD	UDAR College	00003JKP
14	-60,519,077				00000RV	000015G	CC Prnt 2 FY12 & FY13	00004FDX
15	-1,274,878				00000RT	0000225	UDAR GS	00003COJ
16	-13,335,929				00000S5	0000593	SIPA CommonCost	00003PT3
17	-12,728,074				00000S6	00005K7	Common Cost - SSW	00004HUS
18	-2,896,860				00000RQ	00006CD	CUMC Passthru	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&S/CUMC	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	00003S2D
26	0				00000RG	00004MY	AQF - Law	00004P2L
27	0				00000RG	00003Q6	AQF - ENG	00003WMI
28	0				00000RG	00005K8	AQF - SSW	0000447D

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



Step	Action
18.	Press [Right] .

Training Guide Budget Tool

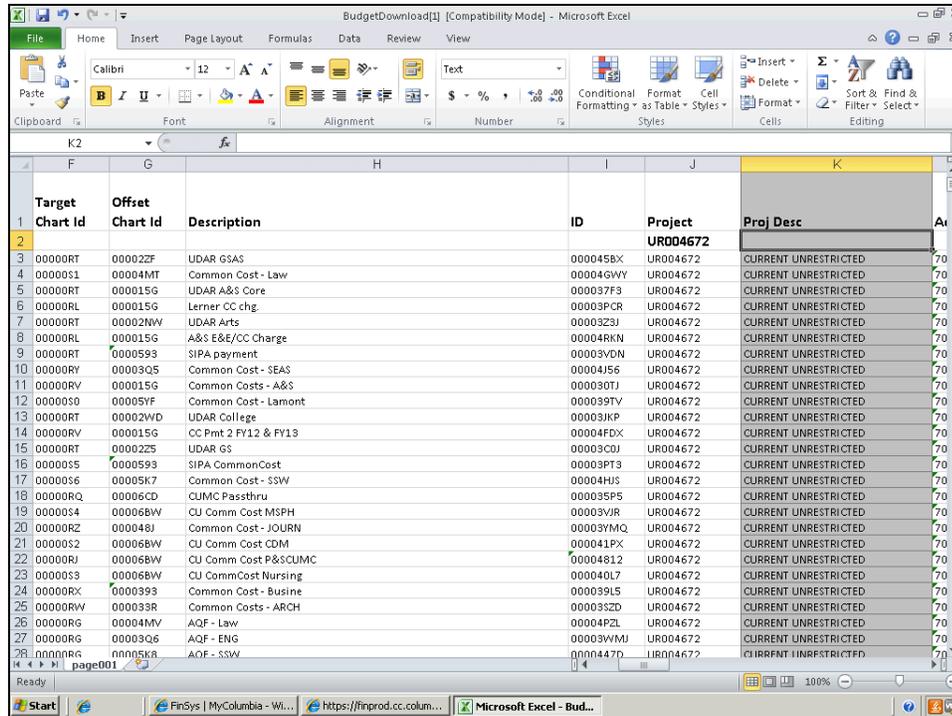


FY15 Budget	FY16 Budget	Target Chart Id	Offset Chart Id	Description	ID	Project	Proj Des
				Funds Transfer			
		00000RT	00002ZF	UDAR GSAS	000045BX	UR004672	CURRENT I
		00000S1	00004MT	Common Cost - Law	00004GMY	UR004672	CURRENT I
		00000RT	000015G	UDAR A&S Core	000037FS	UR004672	CURRENT I
		00000RL	000015G	Lerner CC chg.	00003PCR	UR004672	CURRENT I
		00000RT	00002NW	UDAR Arts	00003Z3J	UR004672	CURRENT I
		00000RL	000015G	A&S E&E/CC Charge	00004RKN	UR004672	CURRENT I
		00000RT	0000593	SIPA payment	00003VDN	UR004672	CURRENT I
		00000RY	00003QS	Common Cost - SEAS	00004J56	UR004672	CURRENT I
		00000RV	000015G	Common Costs - A&S	000030TJ	UR004672	CURRENT I
		00000S0	00005VF	Common Cost - Lamont	000039TV	UR004672	CURRENT I
		00000RT	00002WD	UDAR College	00003JKP	UR004672	CURRENT I
		00000RV	000015G	CC Prnt 2 FY12 & FY13	00004FDX	UR004672	CURRENT I
		00000RT	000022S	UDAR GS	00003COJ	UR004672	CURRENT I
		00000S5	0000593	SIPA CommonCost	00003PT3	UR004672	CURRENT I
		00000S6	00005K7	Common Cost - SSW	00004HJS	UR004672	CURRENT I
		00000RQ	00006CD	CUMC Passthru	000035P5	UR004672	CURRENT I
		00000S4	00006BW	CJ Comm Cost MSPH	00003VJR	UR004672	CURRENT I
		00000RZ	000048J	Common Cost - JOURN	00003YMQ	UR004672	CURRENT I
		00000S2	00006BW	CJ Comm Cost CDM	000041PX	UR004672	CURRENT I
		00000RJ	00006BW	CJ Comm Cost P&SCUMC	00004812	UR004672	CURRENT I
		00000S3	00006BW	CJ CommCost Nursing	000040L7	UR004672	CURRENT I
		00000RX	0000393	Common Cost - Busine	000039L5	UR004672	CURRENT I
		00000RW	000033R	Common Costs - ARCH	00003S2D	UR004672	CURRENT I
		00000RG	00004MV	AQF - Law	00004P2L	UR004672	CURRENT I
		00000RG	00003Q6	AQF - ENG	00003WMJ	UR004672	CURRENT I
		00000RG	00005K8	AQF - SSW	0000447D	UR004672	CURRENT I

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

FY15 Budget	FY16 Budget	Target Chart Id	Offset Chart Id	Description	ID	Project	Proj Des
				Funds Transfer		UR004672	
		00000RT	00002ZF	UDAR GSAS	000045BX	UR004672	CURRENT I
		00000S1	00004MT	Common Cost - Law	00004GMY	UR004672	CURRENT I
		00000RT	000015G	UDAR A&S Core	000037FS	UR004672	CURRENT I
		00000RL	000015G	Lerner CC chg.	00003PCR	UR004672	CURRENT I
		00000RT	00002NW	UDAR Arts	00003Z3J	UR004672	CURRENT I
		00000RL	000015G	A&S E&E/CC Charge	00004RKN	UR004672	CURRENT I
		00000RT	0000593	SIPA payment	00003VDN	UR004672	CURRENT I
		00000RY	00003QS	Common Cost - SEAS	00004J56	UR004672	CURRENT I
		00000RV	000015G	Common Costs - A&S	000030TJ	UR004672	CURRENT I
		00000S0	00005VF	Common Cost - Lamont	000039TV	UR004672	CURRENT I
		00000RT	00002WD	UDAR College	00003JKP	UR004672	CURRENT I
		00000RV	000015G	CC Prnt 2 FY12 & FY13	00004FDX	UR004672	CURRENT I
		00000RT	000022S	UDAR GS	00003COJ	UR004672	CURRENT I
		00000S5	0000593	SIPA CommonCost	00003PT3	UR004672	CURRENT I
		00000S6	00005K7	Common Cost - SSW	00004HJS	UR004672	CURRENT I
		00000RQ	00006CD	CUMC Passthru	000035P5	UR004672	CURRENT I
		00000S4	00006BW	CJ Comm Cost MSPH	00003VJR	UR004672	CURRENT I
		00000RZ	000048J	Common Cost - JOURN	00003YMQ	UR004672	CURRENT I
		00000S2	00006BW	CJ Comm Cost CDM	000041PX	UR004672	CURRENT I
		00000RJ	00006BW	CJ Comm Cost P&SCUMC	00004812	UR004672	CURRENT I
		00000S3	00006BW	CJ CommCost Nursing	000040L7	UR004672	CURRENT I
		00000RX	0000393	Common Cost - Busine	000039L5	UR004672	CURRENT I
		00000RW	000033R	Common Costs - ARCH	00003S2D	UR004672	CURRENT I
		00000RG	00004MV	AQF - Law	00004P2L	UR004672	CURRENT I
		00000RG	00003Q6	AQF - ENG	00003WMJ	UR004672	CURRENT I
		00000RG	00005K8	AQF - SSW	0000447D	UR004672	CURRENT I

Step	Action
20.	Press [Right] .



Step	Action
21.	Press [Right] .

Training Guide Budget Tool

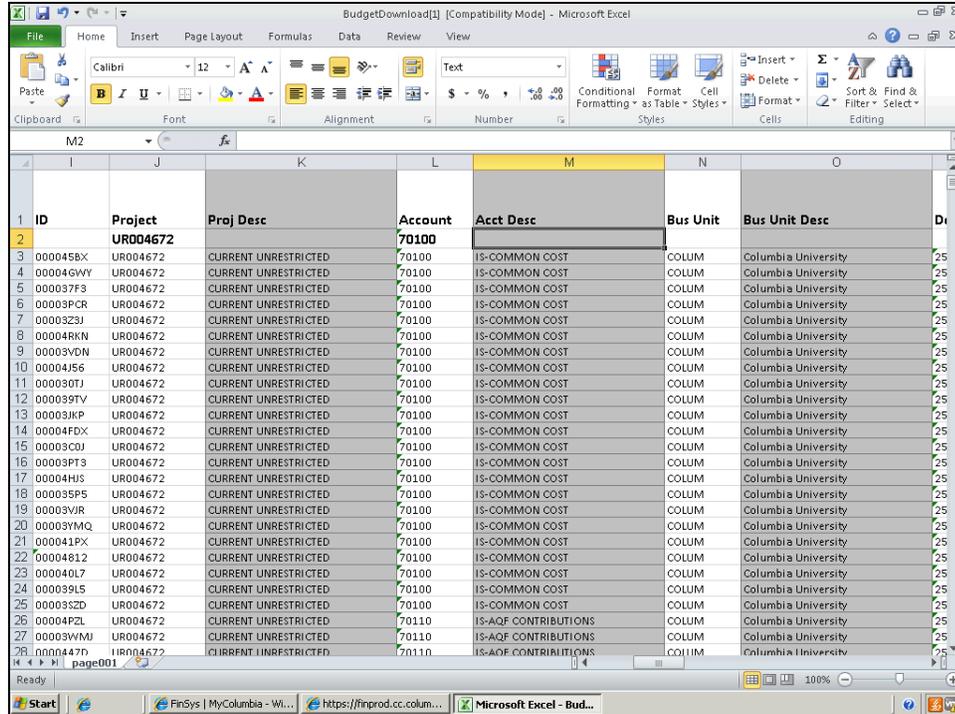


Offset	Chart Id	Description	ID	Project	Proj Desc	Account	Ar
				UR004672			
3	00002ZF	UDAR GSAS	000045BX	UR004672	CURRENT UNRESTRICTED	70100	IS-
4	00004MT	Common Cost - Law	00004GWY	UR004672	CURRENT UNRESTRICTED	70100	IS-
5	000015G	UDAR A&S Core	000037F3	UR004672	CURRENT UNRESTRICTED	70100	IS-
6	000015G	Lerner CC chg	00003PCR	UR004672	CURRENT UNRESTRICTED	70100	IS-
7	00002NW	UDAR Arts	00003Z3J	UR004672	CURRENT UNRESTRICTED	70100	IS-
8	000015G	A&S E&E/CC Charge	00004RKN	UR004672	CURRENT UNRESTRICTED	70100	IS-
9	0000593	SIPA payment	00003VDN	UR004672	CURRENT UNRESTRICTED	70100	IS-
10	00003Q5	Common Cost - SEAS	00004J56	UR004672	CURRENT UNRESTRICTED	70100	IS-
11	000015G	Common Costs - A&S	000030TJ	UR004672	CURRENT UNRESTRICTED	70100	IS-
12	00005YF	Common Cost - Lamont	000039TV	UR004672	CURRENT UNRESTRICTED	70100	IS-
13	00002WD	UDAR College	00003JKP	UR004672	CURRENT UNRESTRICTED	70100	IS-
14	000015G	CC Pmt 2 FY12 & FY13	00004FDX	UR004672	CURRENT UNRESTRICTED	70100	IS-
15	0000225	UDAR GS	00003C0J	UR004672	CURRENT UNRESTRICTED	70100	IS-
16	0000593	SIPA CommonCost	00003PT3	UR004672	CURRENT UNRESTRICTED	70100	IS-
17	00005K7	Common Cost - SSW	00004HJS	UR004672	CURRENT UNRESTRICTED	70100	IS-
18	00006CD	CUMC Passthru	000035P5	UR004672	CURRENT UNRESTRICTED	70100	IS-
19	00006BW	CU Comm Cost MSPH	00003VJR	UR004672	CURRENT UNRESTRICTED	70100	IS-
20	000048J	Common Cost - JOURN	00003YMQ	UR004672	CURRENT UNRESTRICTED	70100	IS-
21	00006BW	CU Comm Cost CDM	000041PX	UR004672	CURRENT UNRESTRICTED	70100	IS-
22	00006BW	CU Comm Cost P&S/CUMC	00004812	UR004672	CURRENT UNRESTRICTED	70100	IS-
23	00006BW	CU CommCost Nursing	000040L7	UR004672	CURRENT UNRESTRICTED	70100	IS-
24	0000393	Common Cost - Busine	000039L5	UR004672	CURRENT UNRESTRICTED	70100	IS-
25	000033R	Common Costs - ARCH	00003S2D	UR004672	CURRENT UNRESTRICTED	70100	IS-
26	00004MY	AQF - Law	00004P2L	UR004672	CURRENT UNRESTRICTED	70110	IS-
27	00003Q6	AQF - ENG	00003WMI	UR004672	CURRENT UNRESTRICTED	70110	IS-
28	00005KR	AQF - SSW	0000447D	UR004672	CURRENT UNRESTRICTED	70110	IS-

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

Offset	Chart Id	Description	ID	Project	Proj Desc	Account	Ar
				UR004672		70100	
3	00002ZF	UDAR GSAS	000045BX	UR004672	CURRENT UNRESTRICTED	70100	IS-
4	00004MT	Common Cost - Law	00004GWY	UR004672	CURRENT UNRESTRICTED	70100	IS-
5	000015G	UDAR A&S Core	000037F3	UR004672	CURRENT UNRESTRICTED	70100	IS-
6	000015G	Lerner CC chg	00003PCR	UR004672	CURRENT UNRESTRICTED	70100	IS-
7	00002NW	UDAR Arts	00003Z3J	UR004672	CURRENT UNRESTRICTED	70100	IS-
8	000015G	A&S E&E/CC Charge	00004RKN	UR004672	CURRENT UNRESTRICTED	70100	IS-
9	0000593	SIPA payment	00003VDN	UR004672	CURRENT UNRESTRICTED	70100	IS-
10	00003Q5	Common Cost - SEAS	00004J56	UR004672	CURRENT UNRESTRICTED	70100	IS-
11	000015G	Common Costs - A&S	000030TJ	UR004672	CURRENT UNRESTRICTED	70100	IS-
12	00005YF	Common Cost - Lamont	000039TV	UR004672	CURRENT UNRESTRICTED	70100	IS-
13	00002WD	UDAR College	00003JKP	UR004672	CURRENT UNRESTRICTED	70100	IS-
14	000015G	CC Pmt 2 FY12 & FY13	00004FDX	UR004672	CURRENT UNRESTRICTED	70100	IS-
15	0000225	UDAR GS	00003C0J	UR004672	CURRENT UNRESTRICTED	70100	IS-
16	0000593	SIPA CommonCost	00003PT3	UR004672	CURRENT UNRESTRICTED	70100	IS-
17	00005K7	Common Cost - SSW	00004HJS	UR004672	CURRENT UNRESTRICTED	70100	IS-
18	00006CD	CUMC Passthru	000035P5	UR004672	CURRENT UNRESTRICTED	70100	IS-
19	00006BW	CU Comm Cost MSPH	00003VJR	UR004672	CURRENT UNRESTRICTED	70100	IS-
20	000048J	Common Cost - JOURN	00003YMQ	UR004672	CURRENT UNRESTRICTED	70100	IS-
21	00006BW	CU Comm Cost CDM	000041PX	UR004672	CURRENT UNRESTRICTED	70100	IS-
22	00006BW	CU Comm Cost P&S/CUMC	00004812	UR004672	CURRENT UNRESTRICTED	70100	IS-
23	00006BW	CU CommCost Nursing	000040L7	UR004672	CURRENT UNRESTRICTED	70100	IS-
24	0000393	Common Cost - Busine	000039L5	UR004672	CURRENT UNRESTRICTED	70100	IS-
25	000033R	Common Costs - ARCH	00003S2D	UR004672	CURRENT UNRESTRICTED	70100	IS-
26	00004MY	AQF - Law	00004P2L	UR004672	CURRENT UNRESTRICTED	70110	IS-
27	00003Q6	AQF - ENG	00003WMI	UR004672	CURRENT UNRESTRICTED	70110	IS-
28	00005KR	AQF - SSW	0000447D	UR004672	CURRENT UNRESTRICTED	70110	IS-

Step	Action
23.	Press [Right] .



Step	Action
24.	Press [Right] .

Training Guide

Budget Tool

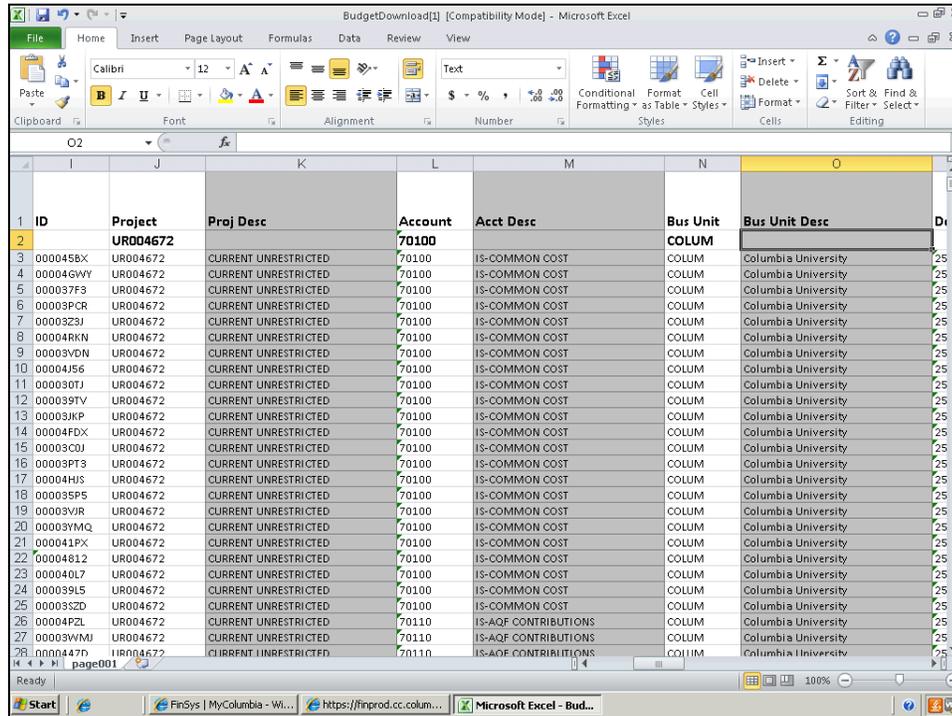


ID	Project	Proj Desc	Account	Acct Desc	Bus Unit	Bus Unit Desc	Dr	
2	UR004672		70100					
3	000045BX	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
4	000046WY	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
5	000037F3	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
6	00003PCR	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
7	0000323J	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
8	00004RKN	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
9	00003VDN	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
10	00004J56	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
11	000030TJ	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
12	000039TV	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
13	00003JKP	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
14	00004FDX	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
15	00003C0J	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
16	00003PT3	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
17	00004HJ5	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
18	00003SP5	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
19	00003VJR	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
20	00003YMQ	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
21	000041PX	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
22	00004812	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
23	000040L7	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
24	000039L5	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
25	00003S2D	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
26	00004P2L	UR004672	CURRENT UNRESTRICTED	70110	IS-AQF CONTRIBUTIONS	COLUM	Columbia University	25
27	00003WMJ	UR004672	CURRENT UNRESTRICTED	70110	IS-AQF CONTRIBUTIONS	COLUM	Columbia University	25
28	0000447D	UR004672	CURRENT UNRESTRICTED	70110	IS-AQF CONTRIBUTIONS	COLUM	Columbia University	25

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

ID	Project	Proj Desc	Account	Acct Desc	Bus Unit	Bus Unit Desc	Dr	
2	UR004672		70100		COLUM			
3	000045BX	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
4	000046WY	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
5	000037F3	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
6	00003PCR	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
7	0000323J	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
8	00004RKN	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
9	00003VDN	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
10	00004J56	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
11	000030TJ	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
12	000039TV	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
13	00003JKP	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
14	00004FDX	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
15	00003C0J	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
16	00003PT3	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
17	00004HJ5	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
18	00003SP5	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
19	00003VJR	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
20	00003YMQ	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
21	000041PX	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
22	00004812	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
23	000040L7	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
24	000039L5	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
25	00003S2D	UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	25
26	00004P2L	UR004672	CURRENT UNRESTRICTED	70110	IS-AQF CONTRIBUTIONS	COLUM	Columbia University	25
27	00003WMJ	UR004672	CURRENT UNRESTRICTED	70110	IS-AQF CONTRIBUTIONS	COLUM	Columbia University	25
28	0000447D	UR004672	CURRENT UNRESTRICTED	70110	IS-AQF CONTRIBUTIONS	COLUM	Columbia University	25

Step	Action
26.	Press [Right] .



Step	Action
27.	Press [Right] .

Training Guide

Budget Tool



The screenshot shows a Microsoft Excel spreadsheet titled "BudgetDownload[1] [Compatibility Mode] - Microsoft Excel". The spreadsheet has columns labeled Project, Proj Desc, Account, Acct Desc, Bus Unit, Bus Unit Desc, and Dept. Row 2 contains the following data:

Project	Proj Desc	Account	Acct Desc	Bus Unit	Bus Unit Desc	Dept
UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	

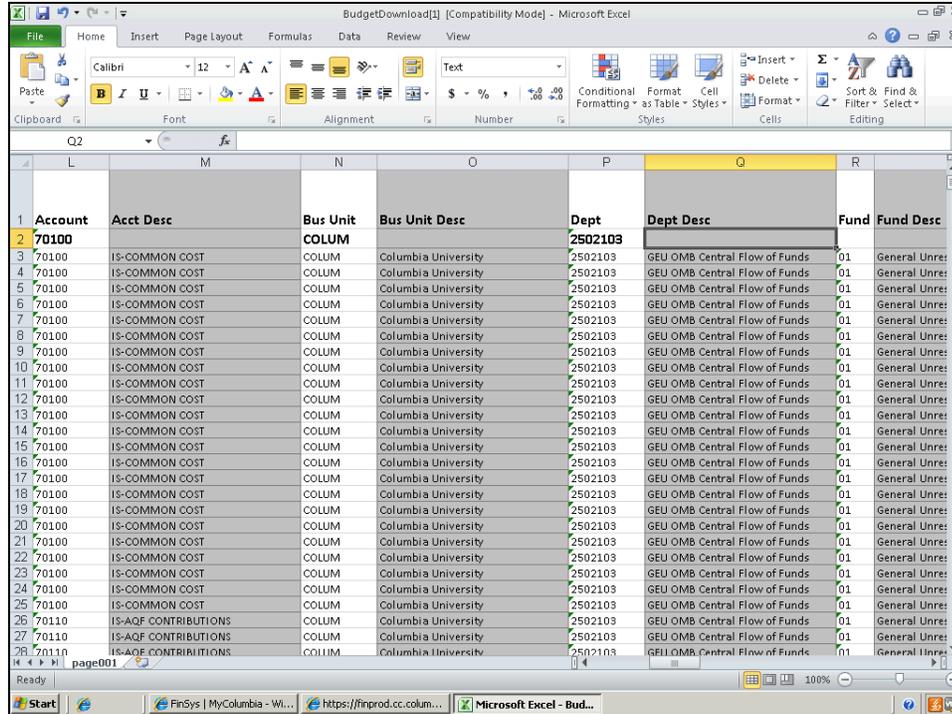
Step	Action
28.	Enter the desired information into the Dept field. Enter " 2502103 ".

The screenshot shows the same Microsoft Excel spreadsheet as above, but now the 'Dept' field in row 2 contains the value "2502103".

Project	Proj Desc	Account	Acct Desc	Bus Unit	Bus Unit Desc	Dept
UR004672	CURRENT UNRESTRICTED	70100	IS-COMMON COST	COLUM	Columbia University	2502103



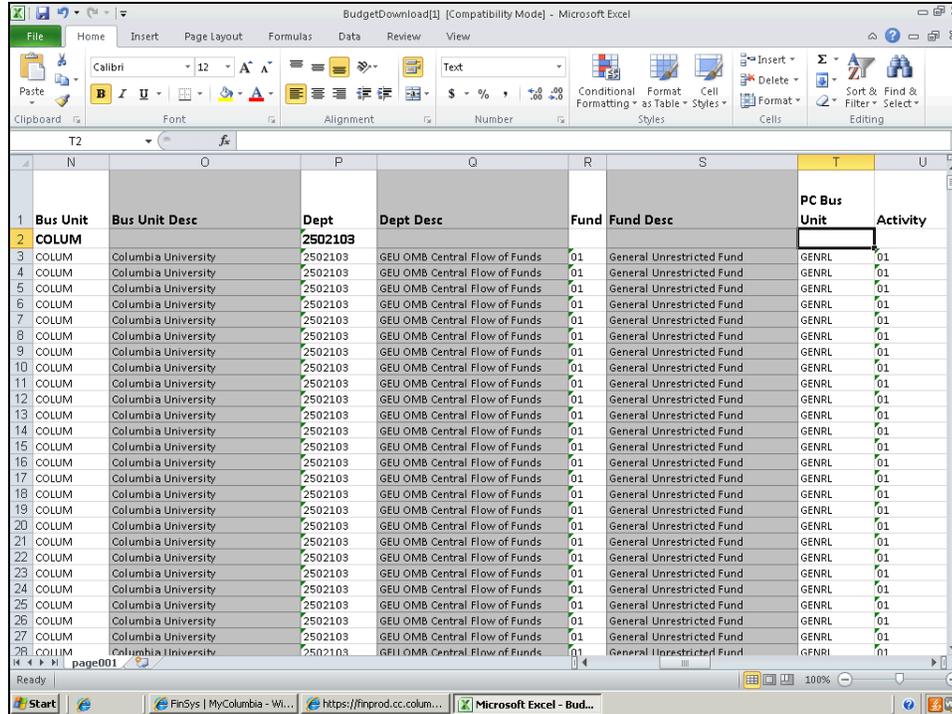
Step	Action
29.	Press [Right] .



Step	Action
30.	Press [Right] .

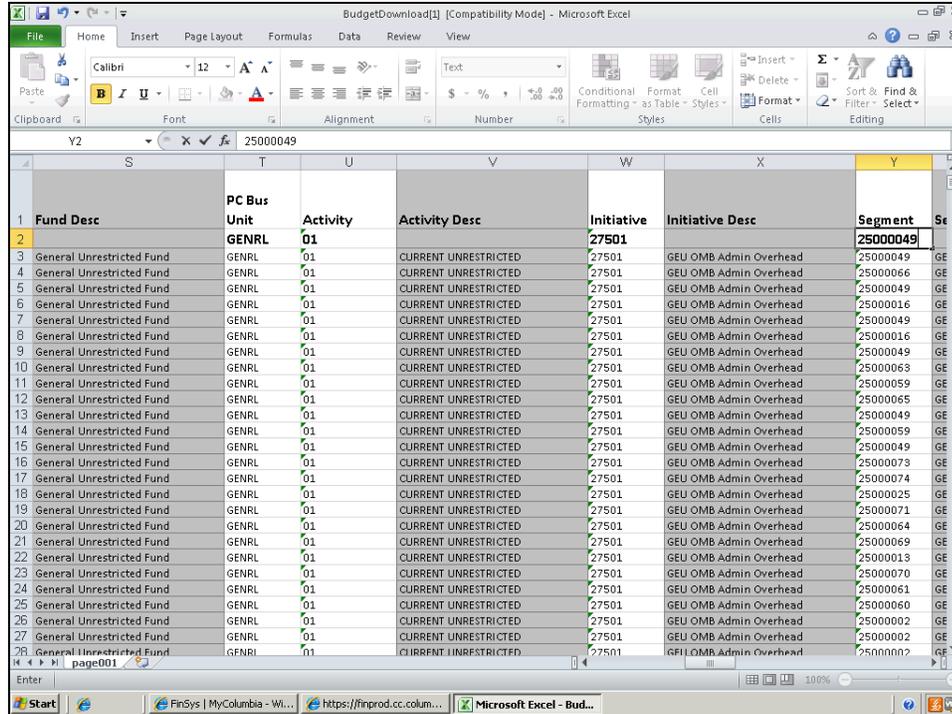


Step	Action
32.	Press [Right] .



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

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



Step	Action
39.	Press [Right] .

Training Guide Budget Tool

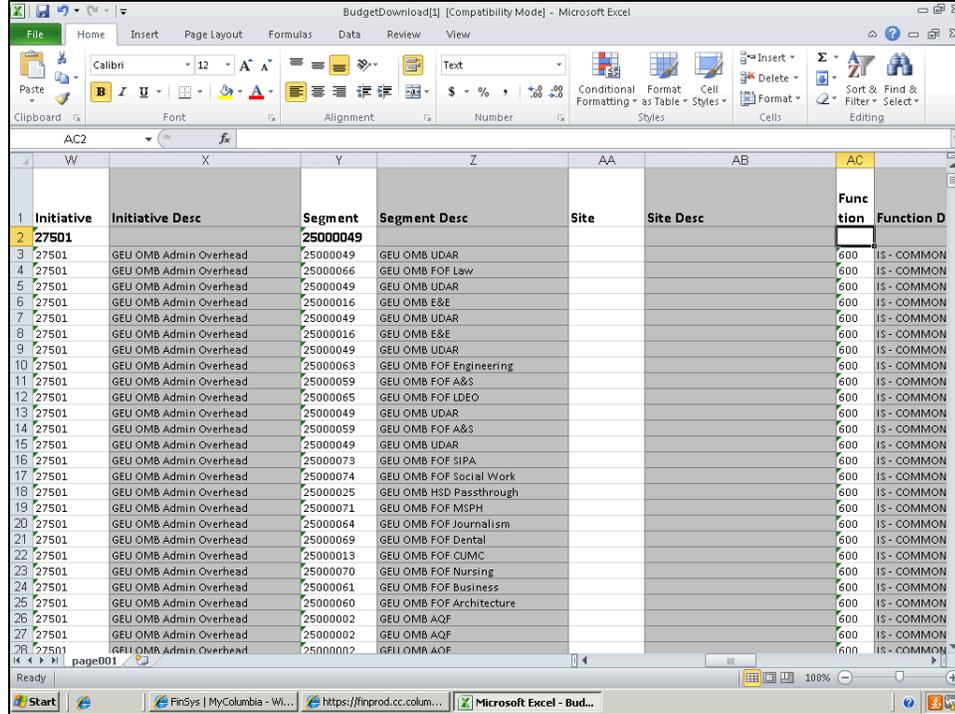


1	Unit	Activity	Activity Desc	Initiative	Initiative Desc	Segment	Segment Desc	Site
2	GENRL	01		27501		25000049		
3	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR	
4	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000066	GEU OMB FOF Law	
5	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR	
6	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000016	GEU OMB E&E	
7	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR	
8	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000016	GEU OMB E&E	
9	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR	
10	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000063	GEU OMB FOF Engineering	
11	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000059	GEU OMB FOF A&S	
12	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000065	GEU OMB FOF LDEO	
13	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR	
14	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000059	GEU OMB FOF A&S	
15	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR	
16	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000073	GEU OMB FOF SIPA	
17	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000074	GEU OMB FOF Social Work	
18	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000025	GEU OMB HSD Passthrough	
19	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000071	GEU OMB FOF MSPH	
20	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000064	GEU OMB FOF Journalism	
21	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000069	GEU OMB FOF Dental	
22	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000013	GEU OMB FOF CUMC	
23	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000070	GEU OMB FOF Nursing	
24	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000061	GEU OMB FOF Business	
25	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000060	GEU OMB FOF Architecture	
26	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000002	GEU OMB AQF	
27	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000002	GEU OMB AQF	
28	GENRL	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000002	GEU OMB AQF	

Step	Action
40.	Press [Right] .

1	Activity	Activity Desc	Initiative	Initiative Desc	Segment	Segment Desc	Site
2	01		27501		25000049		
3	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR	
4	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000066	GEU OMB FOF Law	
5	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR	
6	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000016	GEU OMB E&E	
7	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR	
8	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000016	GEU OMB E&E	
9	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR	
10	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000063	GEU OMB FOF Engineering	
11	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000059	GEU OMB FOF A&S	
12	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000065	GEU OMB FOF LDEO	
13	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR	
14	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000059	GEU OMB FOF A&S	
15	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000049	GEU OMB UDAR	
16	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000073	GEU OMB FOF SIPA	
17	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000074	GEU OMB FOF Social Work	
18	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000025	GEU OMB HSD Passthrough	
19	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000071	GEU OMB FOF MSPH	
20	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000064	GEU OMB FOF Journalism	
21	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000069	GEU OMB FOF Dental	
22	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000013	GEU OMB FOF CUMC	
23	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000070	GEU OMB FOF Nursing	
24	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000061	GEU OMB FOF Business	
25	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000060	GEU OMB FOF Architecture	
26	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000002	GEU OMB AQF	
27	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000002	GEU OMB AQF	
28	01	CURRENT UNRESTRICTED	27501	GEU OMB Admin Overhead	25000002	GEU OMB AQF	

Step	Action
41.	Press [Right] .



Step	Action
42.	Press [Right] .

Training Guide

Budget Tool



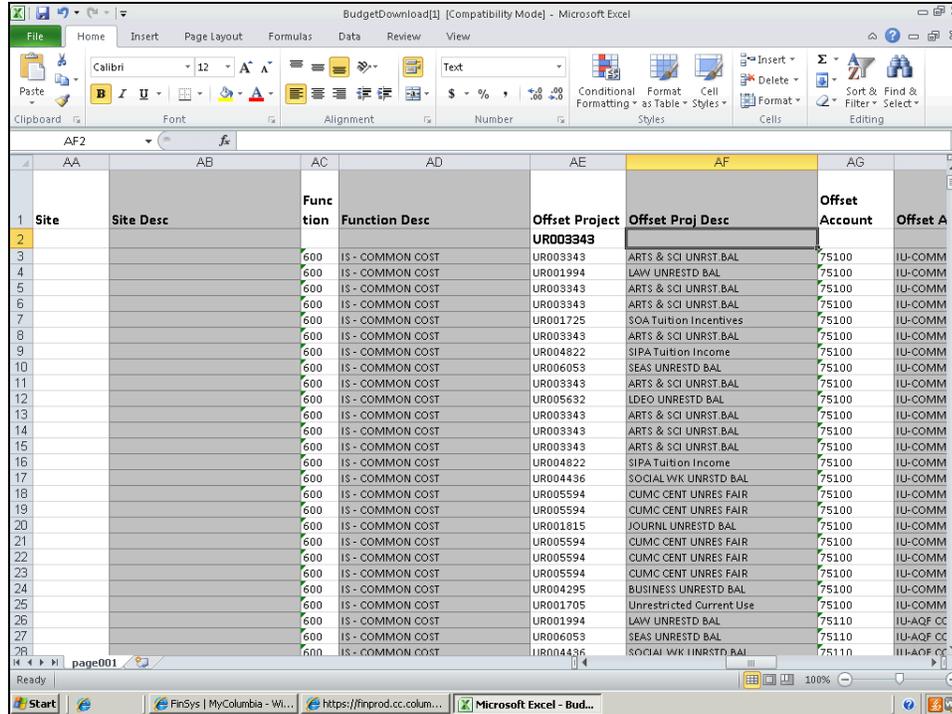
Segment	Segment Desc	Site	Site Desc	Function	Function Desc	Offset Project	Offset P
25000049	GEU OMB UDAR			600	IS - COMMON COST		ARTS & SC
25000066	GEU OMB FOF Law			600	IS - COMMON COST	UR001994	LAW UNRE
25000049	GEU OMB UDAR			600	IS - COMMON COST	UR003343	ARTS & SC
25000016	GEU OMB E&E			600	IS - COMMON COST	UR003343	ARTS & SC
25000049	GEU OMB UDAR			600	IS - COMMON COST	UR001725	SOA Tuitic
25000016	GEU OMB E&E			600	IS - COMMON COST	UR003343	ARTS & SC
25000049	GEU OMB UDAR			600	IS - COMMON COST	UR004822	SIPA Tuiti
25000063	GEU OMB FOF Engineering			600	IS - COMMON COST	UR006053	SEAS UNRI
25000059	GEU OMB FOF A&S			600	IS - COMMON COST	UR003343	ARTS & SC
25000065	GEU OMB FOF LDEO			600	IS - COMMON COST	UR005632	LDEO UNR
25000049	GEU OMB UDAR			600	IS - COMMON COST	UR003343	ARTS & SC
25000059	GEU OMB FOF A&S			600	IS - COMMON COST	UR003343	ARTS & SC
25000049	GEU OMB UDAR			600	IS - COMMON COST	UR003343	ARTS & SC
25000073	GEU OMB FOF SIPA			600	IS - COMMON COST	UR004822	SIPA Tuiti
25000074	GEU OMB FOF Social Work			600	IS - COMMON COST	UR004436	SOCIAL VW
25000025	GEU OMB HSD Passthrough			600	IS - COMMON COST	UR005594	CUMC CEN
25000071	GEU OMB FOF MSPH			600	IS - COMMON COST	UR005594	CUMC CEN
25000064	GEU OMB FOF Journalism			600	IS - COMMON COST	UR001815	JOURNL UI
25000069	GEU OMB FOF Dental			600	IS - COMMON COST	UR005594	CUMC CEN
25000013	GEU OMB FOF CUMC			600	IS - COMMON COST	UR005594	CUMC CEN
25000070	GEU OMB FOF Nursing			600	IS - COMMON COST	UR005594	CUMC CEN
25000061	GEU OMB FOF Business			600	IS - COMMON COST	UR004295	BUSINESS
25000060	GEU OMB FOF Architecture			600	IS - COMMON COST	UR001705	Unrestrict
25000002	GEU OMB AQF			600	IS - COMMON COST	UR001994	LAW UNRE
25000002	GEU OMB AQF			600	IS - COMMON COST	UR006053	SEAS UNRI
25000002	GEU OMB AQF			600	IS - COMMON COST	UR004436	SOCIAL VW

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

Segment	Segment Desc	Site	Site Desc	Function	Function Desc	Offset Project	Offset P
25000049	GEU OMB UDAR			600	IS - COMMON COST	UR003343	ARTS & SC
25000066	GEU OMB FOF Law			600	IS - COMMON COST	UR001994	LAW UNRE
25000049	GEU OMB UDAR			600	IS - COMMON COST	UR003343	ARTS & SC
25000016	GEU OMB E&E			600	IS - COMMON COST	UR003343	ARTS & SC
25000049	GEU OMB UDAR			600	IS - COMMON COST	UR001725	SOA Tuitic
25000016	GEU OMB E&E			600	IS - COMMON COST	UR003343	ARTS & SC
25000049	GEU OMB UDAR			600	IS - COMMON COST	UR004822	SIPA Tuiti
25000063	GEU OMB FOF Engineering			600	IS - COMMON COST	UR006053	SEAS UNRI
25000059	GEU OMB FOF A&S			600	IS - COMMON COST	UR003343	ARTS & SC
25000065	GEU OMB FOF LDEO			600	IS - COMMON COST	UR005632	LDEO UNR
25000049	GEU OMB UDAR			600	IS - COMMON COST	UR003343	ARTS & SC
25000059	GEU OMB FOF A&S			600	IS - COMMON COST	UR003343	ARTS & SC
25000049	GEU OMB UDAR			600	IS - COMMON COST	UR003343	ARTS & SC
25000073	GEU OMB FOF SIPA			600	IS - COMMON COST	UR004822	SIPA Tuiti
25000074	GEU OMB FOF Social Work			600	IS - COMMON COST	UR004436	SOCIAL VW
25000025	GEU OMB HSD Passthrough			600	IS - COMMON COST	UR005594	CUMC CEN
25000071	GEU OMB FOF MSPH			600	IS - COMMON COST	UR005594	CUMC CEN
25000064	GEU OMB FOF Journalism			600	IS - COMMON COST	UR001815	JOURNL UI
25000069	GEU OMB FOF Dental			600	IS - COMMON COST	UR005594	CUMC CEN
25000013	GEU OMB FOF CUMC			600	IS - COMMON COST	UR005594	CUMC CEN
25000070	GEU OMB FOF Nursing			600	IS - COMMON COST	UR005594	CUMC CEN
25000061	GEU OMB FOF Business			600	IS - COMMON COST	UR004295	BUSINESS
25000060	GEU OMB FOF Architecture			600	IS - COMMON COST	UR001705	Unrestrict
25000002	GEU OMB AQF			600	IS - COMMON COST	UR001994	LAW UNRE
25000002	GEU OMB AQF			600	IS - COMMON COST	UR006053	SEAS UNRI
25000002	GEU OMB AQF			600	IS - COMMON COST	UR004436	SOCIAL VW



Step	Action
44.	Press [Right] .



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

Training Guide Budget Tool



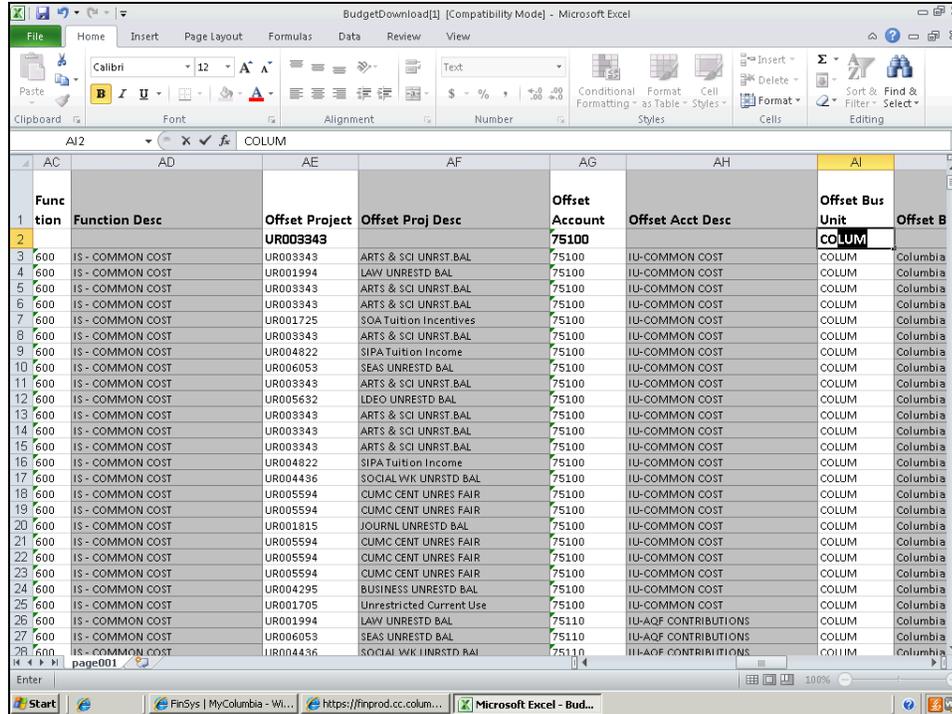
1	Site	Site Desc	Function	Function Desc	Offset Project	Offset Proj Desc	Offset Account	Offset A
2					UR003343		75100	
3			600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
4			600	IS - COMMON COST	UR001994	LAW UNRESTD BAL	75100	IU-COMM
5			600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
6			600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
7			600	IS - COMMON COST	UR001725	SOA Tuition Incentives	75100	IU-COMM
8			600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
9			600	IS - COMMON COST	UR004822	SIPA Tuition Income	75100	IU-COMM
10			600	IS - COMMON COST	UR006053	SEAS UNRESTD BAL	75100	IU-COMM
11			600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
12			600	IS - COMMON COST	UR005632	LDEO UNRESTD BAL	75100	IU-COMM
13			600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
14			600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
15			600	IS - COMMON COST	UR003343	ARTS & SCI UNRST BAL	75100	IU-COMM
16			600	IS - COMMON COST	UR004822	SIPA Tuition Income	75100	IU-COMM
17			600	IS - COMMON COST	UR004436	SOCIAL WK UNRST BAL	75100	IU-COMM
18			600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMM
19			600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMM
20			600	IS - COMMON COST	UR001815	JOURNL UNRESTD BAL	75100	IU-COMM
21			600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMM
22			600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMM
23			600	IS - COMMON COST	UR005594	CUMC CENT UNRES FAIR	75100	IU-COMM
24			600	IS - COMMON COST	UR004295	BUSINESS UNRESTD BAL	75100	IU-COMM
25			600	IS - COMMON COST	UR001705	Unrestricted Current Use	75100	IU-COMM
26			600	IS - COMMON COST	UR001994	LAW UNRESTD BAL	75110	IU-AQF CC
27			600	IS - COMMON COST	UR006053	SEAS UNRESTD BAL	75110	IU-AQF CC
28			600	IS - COMMON COST	UR004436	SOCIAL WK UNRST BAL	75110	IU-AQF CC

Step	Action
46.	Press [Right] .

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



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



Step	Action
48.	Press [Right] .

Training Guide

Budget Tool



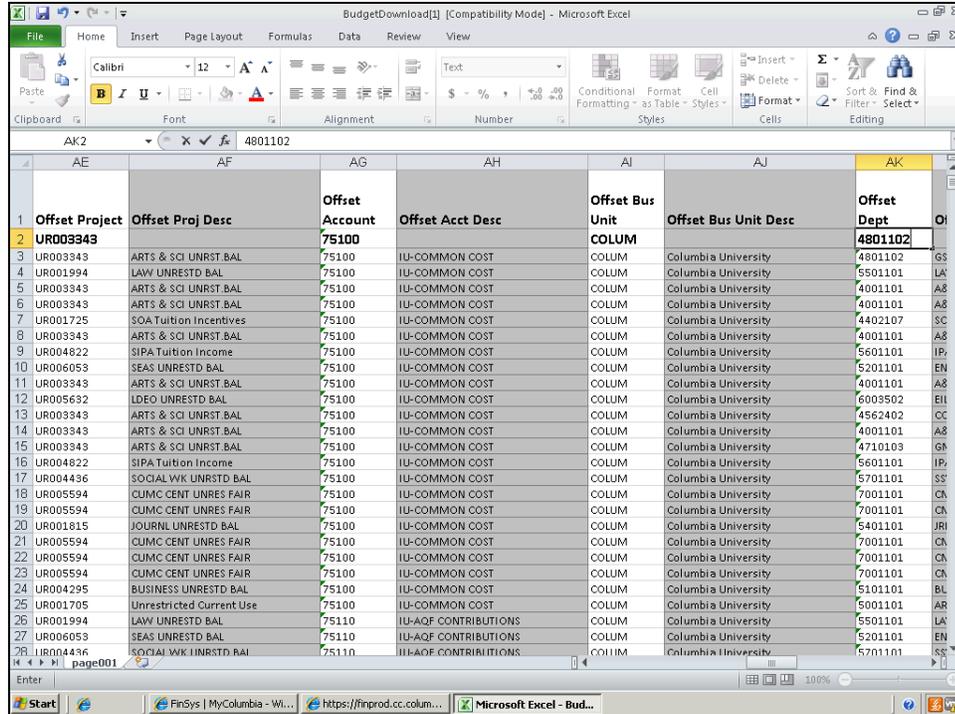
Offset Project	Offset Proj Desc	Offset Account	Offset Acct Desc	Offset Bus Unit	Offset Bus Unit Desc	Offset Dept	Off
UR003343		75100		COLUM			
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4801102	GS
UR001994	LAW UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia University	5501101	LA
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4001101	A8
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4001101	A8
UR001725	SOA Tuition Incentives	75100	IU-COMMON COST	COLUM	Columbia University	4402107	SC
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4001101	A8
UR004822	SIPA Tuition Income	75100	IU-COMMON COST	COLUM	Columbia University	5601101	IP
UR006053	SEAS UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia University	5201101	EN
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4001101	A8
UR005632	LDEO UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia University	6003502	EI
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4562402	CC
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4001101	A8
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4710103	GA
UR004822	SIPA Tuition Income	75100	IU-COMMON COST	COLUM	Columbia University	5601101	IP
UR004436	SOCIAL WVK UNRSTD BAL	75100	IU-COMMON COST	COLUM	Columbia University	5701101	SS
UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia University	7001101	CA
UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia University	7001101	CA
UR001815	JOURNL UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia University	5401101	JRI
UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia University	7001101	CA
UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia University	7001101	CA
UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia University	7001101	CA
UR004295	BUSINESS UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia University	5101101	BL
UR001705	Unrestricted Current Use	75100	IU-COMMON COST	COLUM	Columbia University	5001101	AR
UR001994	LAW UNRESTD BAL	75110	IU-AQF CONTRIBUTIONS	COLUM	Columbia University	5501101	LA
UR006053	SEAS UNRESTD BAL	75110	IU-AQF CONTRIBUTIONS	COLUM	Columbia University	5201101	EN
UR004436	SOCIAL WVK UNRSTD BAL	75110	IU-AQF CONTRIBUTIONS	COLUM	Columbia University	5701101	SS

Step	Action
49.	Press [Right] .

Offset Project	Offset Proj Desc	Offset Account	Offset Acct Desc	Offset Bus Unit	Offset Bus Unit Desc	Offset Dept	Off
UR003343		75100		COLUM			
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4801102	GS
UR001994	LAW UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia University	5501101	LA
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4001101	A8
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4001101	A8
UR001725	SOA Tuition Incentives	75100	IU-COMMON COST	COLUM	Columbia University	4402107	SC
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4001101	A8
UR004822	SIPA Tuition Income	75100	IU-COMMON COST	COLUM	Columbia University	5601101	IP
UR006053	SEAS UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia University	5201101	EN
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4001101	A8
UR005632	LDEO UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia University	6003502	EI
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4562402	CC
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4001101	A8
UR003343	ARTS & SCI UNRST.BAL	75100	IU-COMMON COST	COLUM	Columbia University	4710103	GA
UR004822	SIPA Tuition Income	75100	IU-COMMON COST	COLUM	Columbia University	5601101	IP
UR004436	SOCIAL WVK UNRSTD BAL	75100	IU-COMMON COST	COLUM	Columbia University	5701101	SS
UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia University	7001101	CA
UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia University	7001101	CA
UR001815	JOURNL UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia University	5401101	JRI
UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia University	7001101	CA
UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia University	7001101	CA
UR005594	CUMC CENT UNRES FAIR	75100	IU-COMMON COST	COLUM	Columbia University	7001101	CA
UR004295	BUSINESS UNRESTD BAL	75100	IU-COMMON COST	COLUM	Columbia University	5101101	BL
UR001705	Unrestricted Current Use	75100	IU-COMMON COST	COLUM	Columbia University	5001101	AR
UR001994	LAW UNRESTD BAL	75110	IU-AQF CONTRIBUTIONS	COLUM	Columbia University	5501101	LA
UR006053	SEAS UNRESTD BAL	75110	IU-AQF CONTRIBUTIONS	COLUM	Columbia University	5201101	EN
UR004436	SOCIAL WVK UNRSTD BAL	75110	IU-AQF CONTRIBUTIONS	COLUM	Columbia University	5701101	SS

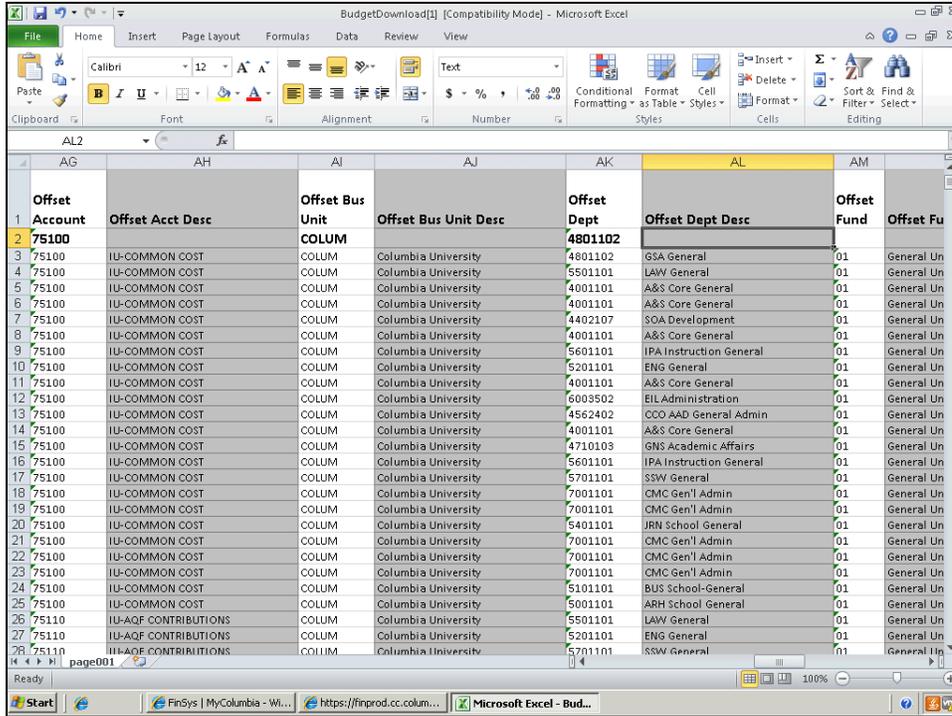


Step	Action
50.	Enter the desired information into the Offset Dept field. Enter " 4801102 ".

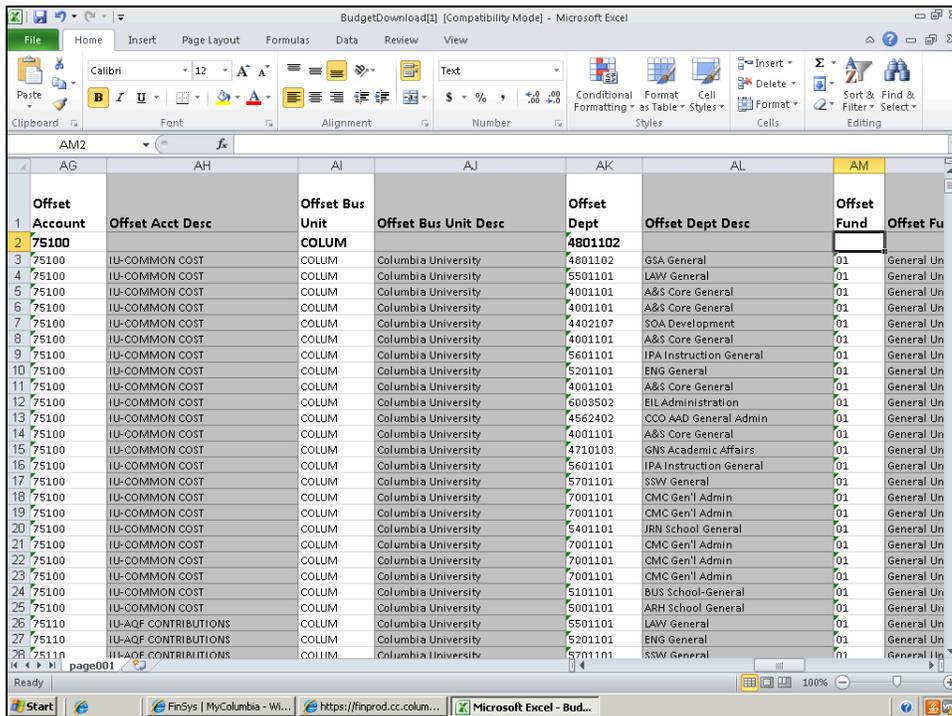


Step	Action
51.	Press [Right] .

Training Guide Budget Tool

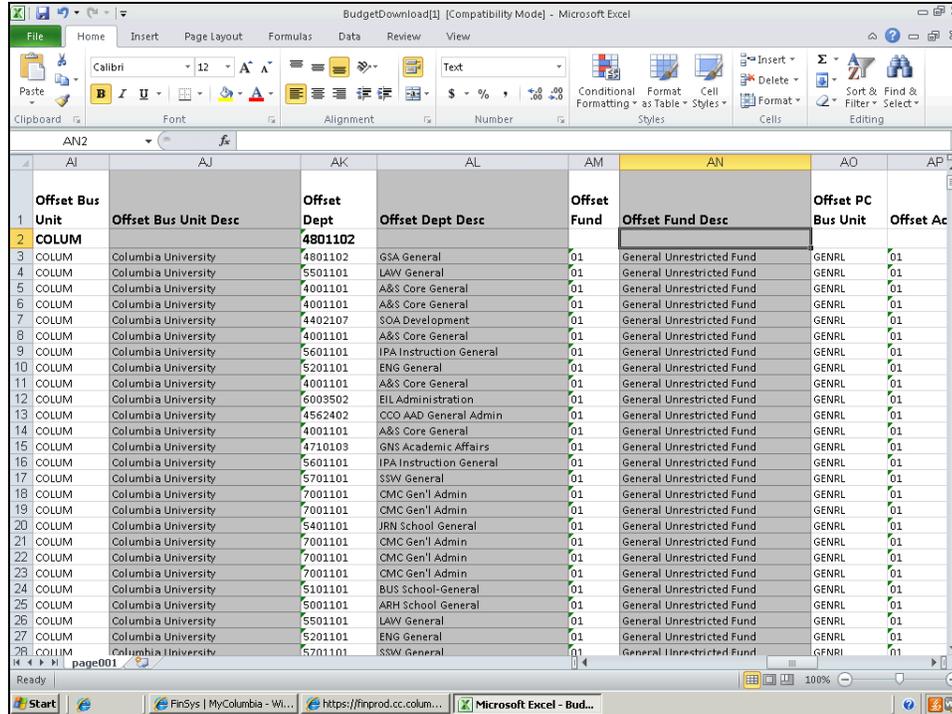


Step	Action
52.	Press [Right] .





Step	Action
53.	Press [Right] .



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

Training Guide Budget Tool

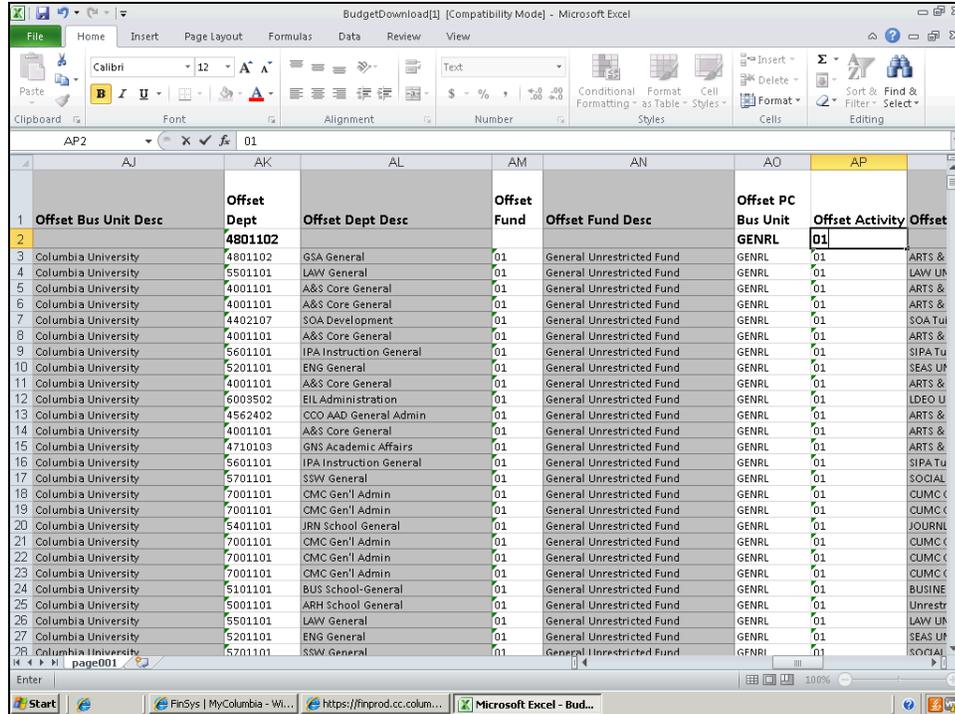


1	Offset Bus Unit	Offset Bus Unit Desc	Offset Dept	Offset Dept Desc	Offset Fund	Offset Fund Desc	Offset PC Bus Unit	Offset Ac
2	COLUM		4801102				GENRL	
3	COLUM	Columbia University	4801102	GSA General	01	General Unrestricted Fund	GENRL	01
4	COLUM	Columbia University	5501101	LAW General	01	General Unrestricted Fund	GENRL	01
5	COLUM	Columbia University	4001101	A&S Core General	01	General Unrestricted Fund	GENRL	01
6	COLUM	Columbia University	4001101	A&S Core General	01	General Unrestricted Fund	GENRL	01
7	COLUM	Columbia University	4402107	SOA Development	01	General Unrestricted Fund	GENRL	01
8	COLUM	Columbia University	4001101	A&S Core General	01	General Unrestricted Fund	GENRL	01
9	COLUM	Columbia University	5601101	IPA Instruction General	01	General Unrestricted Fund	GENRL	01
10	COLUM	Columbia University	5201101	ENG General	01	General Unrestricted Fund	GENRL	01
11	COLUM	Columbia University	4001101	A&S Core General	01	General Unrestricted Fund	GENRL	01
12	COLUM	Columbia University	6009502	EIL Administration	01	General Unrestricted Fund	GENRL	01
13	COLUM	Columbia University	4562402	CCO AAD General Admin	01	General Unrestricted Fund	GENRL	01
14	COLUM	Columbia University	4001101	A&S Core General	01	General Unrestricted Fund	GENRL	01
15	COLUM	Columbia University	4710103	GNS Academic Affairs	01	General Unrestricted Fund	GENRL	01
16	COLUM	Columbia University	5601101	IPA Instruction General	01	General Unrestricted Fund	GENRL	01
17	COLUM	Columbia University	5701101	SSW General	01	General Unrestricted Fund	GENRL	01
18	COLUM	Columbia University	7001101	CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01
19	COLUM	Columbia University	7001101	CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01
20	COLUM	Columbia University	5401101	JRN School General	01	General Unrestricted Fund	GENRL	01
21	COLUM	Columbia University	7001101	CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01
22	COLUM	Columbia University	7001101	CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01
23	COLUM	Columbia University	7001101	CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01
24	COLUM	Columbia University	5101101	BUS School-General	01	General Unrestricted Fund	GENRL	01
25	COLUM	Columbia University	5001101	ARH School General	01	General Unrestricted Fund	GENRL	01
26	COLUM	Columbia University	5501101	LAW General	01	General Unrestricted Fund	GENRL	01
27	COLUM	Columbia University	5201101	ENG General	01	General Unrestricted Fund	GENRL	01
28	COLUM	Columbia University	5701101	SSW General	01	General Unrestricted Fund	GENRL	01

Step	Action
55.	Press [Right].

1	Offset Bus Unit Desc	Offset Dept	Offset Dept Desc	Offset Fund	Offset Fund Desc	Offset PC Bus Unit	Offset Activity	Offset
2		4801102				GENRL		
3	Columbia University	4801102	GSA General	01	General Unrestricted Fund	GENRL	01	ARTS & LAW UP
4	Columbia University	5501101	LAW General	01	General Unrestricted Fund	GENRL	01	ARTS & SOA Tu
5	Columbia University	4001101	A&S Core General	01	General Unrestricted Fund	GENRL	01	ARTS & SOA Tu
6	Columbia University	4001101	A&S Core General	01	General Unrestricted Fund	GENRL	01	ARTS & SOA Tu
7	Columbia University	4402107	SOA Development	01	General Unrestricted Fund	GENRL	01	ARTS & SOA Tu
8	Columbia University	4001101	A&S Core General	01	General Unrestricted Fund	GENRL	01	ARTS & SOA Tu
9	Columbia University	5601101	IPA Instruction General	01	General Unrestricted Fund	GENRL	01	SIPA Tu
10	Columbia University	5201101	ENG General	01	General Unrestricted Fund	GENRL	01	SEAS UP
11	Columbia University	4001101	A&S Core General	01	General Unrestricted Fund	GENRL	01	ARTS & SOA Tu
12	Columbia University	6009502	EIL Administration	01	General Unrestricted Fund	GENRL	01	LDEO U
13	Columbia University	4562402	CCO AAD General Admin	01	General Unrestricted Fund	GENRL	01	ARTS & SOA Tu
14	Columbia University	4001101	A&S Core General	01	General Unrestricted Fund	GENRL	01	ARTS & SOA Tu
15	Columbia University	4710103	GNS Academic Affairs	01	General Unrestricted Fund	GENRL	01	ARTS & SOA Tu
16	Columbia University	5601101	IPA Instruction General	01	General Unrestricted Fund	GENRL	01	SIPA Tu
17	Columbia University	5701101	SSW General	01	General Unrestricted Fund	GENRL	01	SOCIAL
18	Columbia University	7001101	CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01	CUMC C
19	Columbia University	7001101	CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01	CUMC C
20	Columbia University	5401101	JRN School General	01	General Unrestricted Fund	GENRL	01	JOURNL
21	Columbia University	7001101	CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01	CUMC C
22	Columbia University	7001101	CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01	CUMC C
23	Columbia University	7001101	CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01	CUMC C
24	Columbia University	5101101	BUS School-General	01	General Unrestricted Fund	GENRL	01	BUSINE
25	Columbia University	5001101	ARH School General	01	General Unrestricted Fund	GENRL	01	Unrestr
26	Columbia University	5501101	LAW General	01	General Unrestricted Fund	GENRL	01	LAW UP
27	Columbia University	5201101	ENG General	01	General Unrestricted Fund	GENRL	01	SEAS UP
28	Columbia University	5701101	SSW General	01	General Unrestricted Fund	GENRL	01	SOCIAL

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



Step	Action
57.	Press [Right] .

Training Guide Budget Tool



Offset Dept	Offset Fund	Offset Fund Desc	Offset PC Bus Unit	Offset Activity	Offset Activity Desc	Offset Initiat
4801102			GENRL	01		
4801102	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	22702
5501101	01	General Unrestricted Fund	GENRL	01	LAW UNRSTD BAL	00000
4001101	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012
4001101	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012
4402107	01	General Unrestricted Fund	GENRL	01	SOA Tuition Incentives	00000
4001101	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012
5601101	01	General Unrestricted Fund	GENRL	01	SIPA Tuition Income	29004
5201101	01	General Unrestricted Fund	GENRL	01	SEAS UNRSTD BAL	00000
4001101	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012
6009502	01	General Unrestricted Fund	GENRL	01	LDEO UNRSTD BAL	00000
4562402	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	00000
4001101	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012
4710103	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	10003
5601101	01	General Unrestricted Fund	GENRL	01	SIPA Tuition Income	29004
5701101	01	General Unrestricted Fund	GENRL	01	SOCIAL WK UNRSTD BAL	00000
7001101	01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10618
7001101	01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582
5401101	01	General Unrestricted Fund	GENRL	01	JOURNL UNRSTD BAL	00000
7001101	01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582
7001101	01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582
7001101	01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582
5101101	01	General Unrestricted Fund	GENRL	01	BUSINESS UNRSTD BAL	22801
5001101	01	General Unrestricted Fund	GENRL	01	Unrestricted Current Use	00000
5501101	01	General Unrestricted Fund	GENRL	01	LAW UNRSTD BAL	00000
5201101	01	General Unrestricted Fund	GENRL	01	SEAS UNRSTD BAL	00000
5701101	01	General Unrestricted Fund	GENRL	01	SOCIAL WK UNRSTD BAL	00000

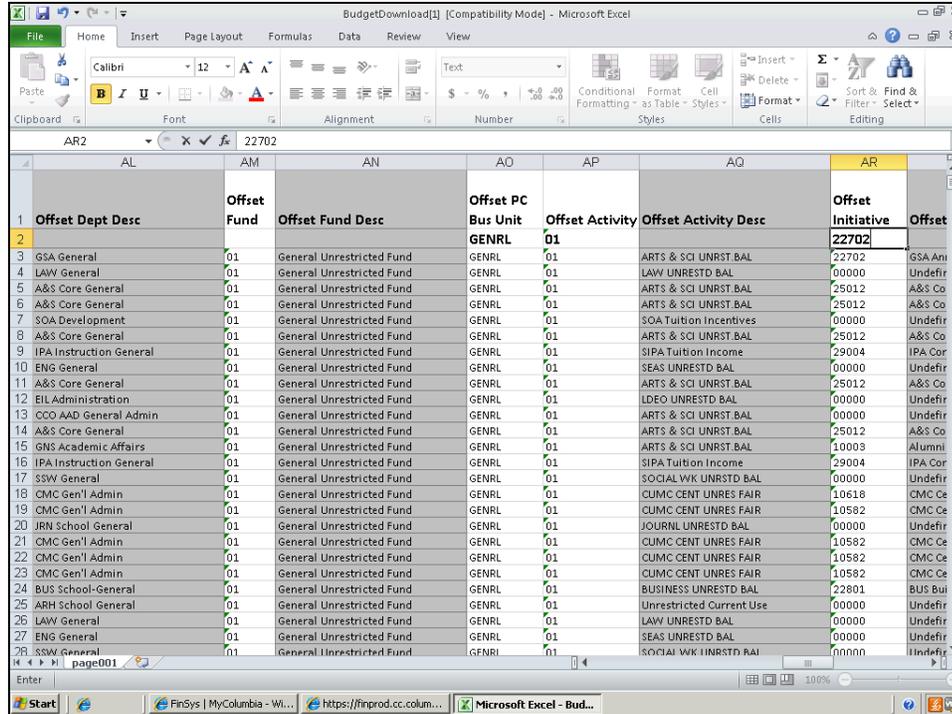
Step	Action
58.	Press [Right].

Offset Dept Desc	Offset Fund	Offset Fund Desc	Offset PC Bus Unit	Offset Activity	Offset Activity Desc	Offset Initiative	Offset
			GENRL	01			
GSA General	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	22702	GSA Am
LAW General	01	General Unrestricted Fund	GENRL	01	LAW UNRSTD BAL	00000	Undefin
A&S Core General	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012	A&S Co
A&S Core General	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012	A&S Co
SOA Development	01	General Unrestricted Fund	GENRL	01	SOA Tuition Incentives	00000	Undefin
A&S Core General	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012	A&S Co
IPA Instruction General	01	General Unrestricted Fund	GENRL	01	SIPA Tuition Income	29004	IPA Cor
ENG General	01	General Unrestricted Fund	GENRL	01	SEAS UNRSTD BAL	00000	Undefin
A&S Core General	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012	A&S Co
EIL Administration	01	General Unrestricted Fund	GENRL	01	LDEO UNRSTD BAL	00000	Undefin
CCO AAD General Admin	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	00000	Undefin
A&S Core General	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	25012	A&S Co
GNS Academic Affairs	01	General Unrestricted Fund	GENRL	01	ARTS & SCI UNRST BAL	10003	Alumni
IPA Instruction General	01	General Unrestricted Fund	GENRL	01	SIPA Tuition Income	29004	IPA Cor
SSW General	01	General Unrestricted Fund	GENRL	01	SOCIAL WK UNRSTD BAL	00000	Undefin
CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10618	CMC Ce
CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Ce
JRN School General	01	General Unrestricted Fund	GENRL	01	JOURNL UNRSTD BAL	00000	Undefin
CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Ce
CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Ce
CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Ce
CMC Gen'l Admin	01	General Unrestricted Fund	GENRL	01	CUMC CENT UNRES FAIR	10582	CMC Ce
BUS School-General	01	General Unrestricted Fund	GENRL	01	BUSINESS UNRSTD BAL	22801	BUS Bui
ARH School General	01	General Unrestricted Fund	GENRL	01	Unrestricted Current Use	00000	Undefin
LAW General	01	General Unrestricted Fund	GENRL	01	LAW UNRSTD BAL	00000	Undefin
ENG General	01	General Unrestricted Fund	GENRL	01	SEAS UNRSTD BAL	00000	Undefin
SSW General	01	General Unrestricted Fund	GENRL	01	SOCIAL WK UNRSTD BAL	00000	Undefin



Training Guide Budget Tool

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



Step	Action
60.	Press [Right] .

Training Guide Budget Tool



BudgetDownload1 [Compatibility Mode] - Microsoft Excel

Offset Fund	Offset Fund Desc	Offset PC Bus Unit	Offset Activity	Offset Activity Desc	Offset Initiative	Offset Initiative Desc	Offset Segment
2		GENRL 01			22702		
3	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	22702	GSA Annual Fund	000000
4	General Unrestricted Fund	GENRL 01		LAW UNRST BAL	00000	Undefined Initiative	000000
5	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	25012	A&S Common Costs	000000
6	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	25012	A&S Common Costs	000000
7	General Unrestricted Fund	GENRL 01		SOA Tuition Incentives	00000	Undefined Initiative	000000
8	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	25012	A&S Common Costs	000000
9	General Unrestricted Fund	GENRL 01		SIPA Tuition Income	29004	IPA Common Costs	000000
10	General Unrestricted Fund	GENRL 01		SEAS UNRST BAL	00000	Undefined Initiative	000000
11	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	25012	A&S Common Costs	000000
12	General Unrestricted Fund	GENRL 01		LDEO UNRST BAL	00000	Undefined Initiative	000000
13	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	00000	Undefined Initiative	450005
14	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	25012	A&S Common Costs	000000
15	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	10003	Alumni Relations	470000
16	General Unrestricted Fund	GENRL 01		SIPA Tuition Income	29004	IPA Common Costs	000000
17	General Unrestricted Fund	GENRL 01		SOCIAL WVK UNRST BAL	00000	Undefined Initiative	000000
18	General Unrestricted Fund	GENRL 01		CUMC CENT UNRES FAIR	10618	CMC Cent Exec Payroll COO	000000
19	General Unrestricted Fund	GENRL 01		CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	000000
20	General Unrestricted Fund	GENRL 01		JOURNL UNRST BAL	00000	Undefined Initiative	540000
21	General Unrestricted Fund	GENRL 01		CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	000000
22	General Unrestricted Fund	GENRL 01		CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	000000
23	General Unrestricted Fund	GENRL 01		CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	000000
24	General Unrestricted Fund	GENRL 01		BUSINESS UNRST BAL	22801	BUS Buildings Services	5100027
25	General Unrestricted Fund	GENRL 01		Unrestricted Current Use	00000	Undefined Initiative	500000
26	General Unrestricted Fund	GENRL 01		LAW UNRST BAL	00000	Undefined Initiative	000000
27	General Unrestricted Fund	GENRL 01		SEAS UNRST BAL	00000	Undefined Initiative	000000
28	General Unrestricted Fund	GENRL 01		SOCIAL WVK UNRST BAL	00000	Undefined Initiative	000000

Step	Action
61.	Press [Right].

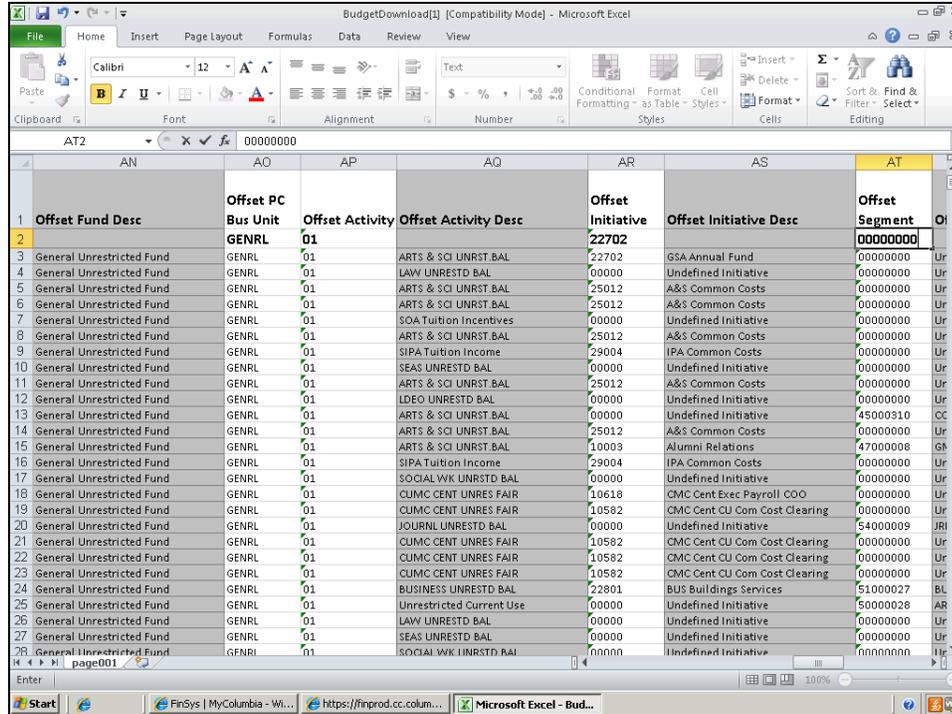
BudgetDownload1 [Compatibility Mode] - Microsoft Excel

Offset Fund Desc	Offset PC Bus Unit	Offset Activity	Offset Activity Desc	Offset Initiative	Offset Initiative Desc	Offset Segment	
2	GENRL 01			22702			
3	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	22702	GSA Annual Fund	00000000 Ur
4	General Unrestricted Fund	GENRL 01		LAW UNRST BAL	00000	Undefined Initiative	00000000 Ur
5	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	25012	A&S Common Costs	00000000 Ur
6	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	25012	A&S Common Costs	00000000 Ur
7	General Unrestricted Fund	GENRL 01		SOA Tuition Incentives	00000	Undefined Initiative	00000000 Ur
8	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	25012	A&S Common Costs	00000000 Ur
9	General Unrestricted Fund	GENRL 01		SIPA Tuition Income	29004	IPA Common Costs	00000000 Ur
10	General Unrestricted Fund	GENRL 01		SEAS UNRST BAL	00000	Undefined Initiative	00000000 Ur
11	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	25012	A&S Common Costs	00000000 Ur
12	General Unrestricted Fund	GENRL 01		LDEO UNRST BAL	00000	Undefined Initiative	00000000 Ur
13	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	00000	Undefined Initiative	45000310 CC
14	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	25012	A&S Common Costs	00000000 Ur
15	General Unrestricted Fund	GENRL 01		ARTS & SCI UNRST BAL	10003	Alumni Relations	47000008 GA
16	General Unrestricted Fund	GENRL 01		SIPA Tuition Income	29004	IPA Common Costs	00000000 Ur
17	General Unrestricted Fund	GENRL 01		SOCIAL WVK UNRST BAL	00000	Undefined Initiative	00000000 Ur
18	General Unrestricted Fund	GENRL 01		CUMC CENT UNRES FAIR	10618	CMC Cent Exec Payroll COO	00000000 Ur
19	General Unrestricted Fund	GENRL 01		CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000 Ur
20	General Unrestricted Fund	GENRL 01		JOURNL UNRST BAL	00000	Undefined Initiative	54000009 JRI
21	General Unrestricted Fund	GENRL 01		CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000 Ur
22	General Unrestricted Fund	GENRL 01		CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000 Ur
23	General Unrestricted Fund	GENRL 01		CUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000 Ur
24	General Unrestricted Fund	GENRL 01		BUSINESS UNRST BAL	22801	BUS Buildings Services	51000027 BL
25	General Unrestricted Fund	GENRL 01		Unrestricted Current Use	00000	Undefined Initiative	50000028 AR
26	General Unrestricted Fund	GENRL 01		LAW UNRST BAL	00000	Undefined Initiative	00000000 Ur
27	General Unrestricted Fund	GENRL 01		SEAS UNRST BAL	00000	Undefined Initiative	00000000 Ur
28	General Unrestricted Fund	GENRL 01		SOCIAL WVK UNRST BAL	00000	Undefined Initiative	00000000 Ur



Training Guide Budget Tool

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



Step	Action
63.	Press [Right] .

Training Guide Budget Tool

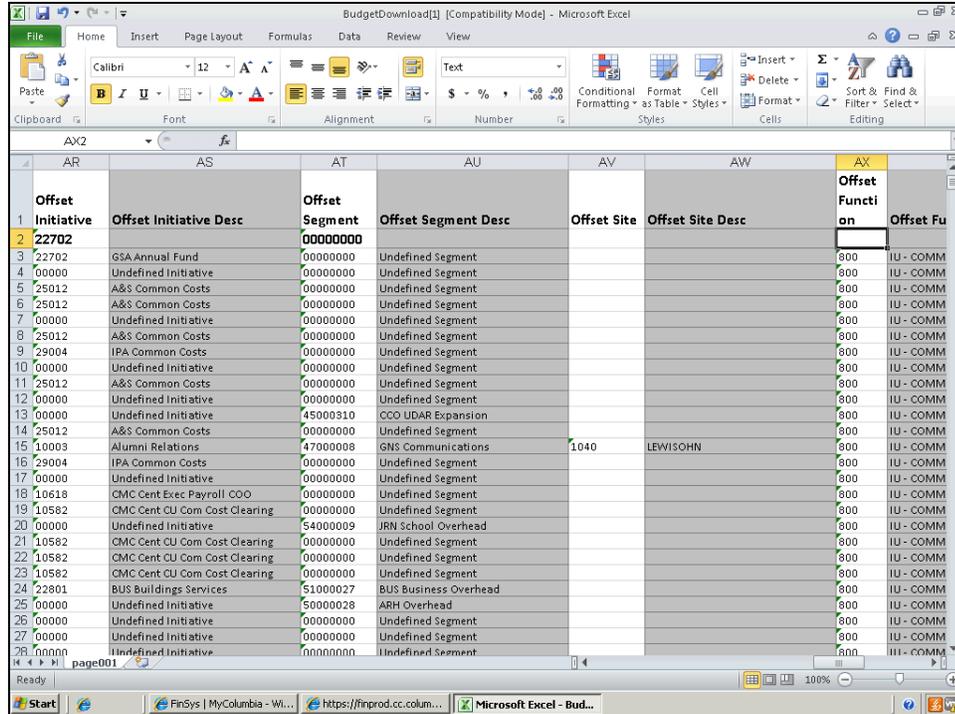


Offset PC	Bus Unit	Offset Activity	Offset Activity Desc	Offset Initiative	Offset Initiative Desc	Offset Segment	Offset Segment Desc
2	GENRL	01		22702		00000000	
3	GENRL	01	ARTS & SCI UNRST.BAL	22702	GSA Annual Fund	00000000	Undefined Segment
4	GENRL	01	LAW UNRSTD BAL	00000	Undefined Initiative	00000000	Undefined Segment
5	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	00000000	Undefined Segment
6	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	00000000	Undefined Segment
7	GENRL	01	SOA Tuition Incentives	00000	Undefined Initiative	00000000	Undefined Segment
8	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	00000000	Undefined Segment
9	GENRL	01	SIPA Tuition Income	29004	IPA Common Costs	00000000	Undefined Segment
10	GENRL	01	SEAS UNRSTD BAL	00000	Undefined Initiative	00000000	Undefined Segment
11	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	00000000	Undefined Segment
12	GENRL	01	LDEO UNRSTD BAL	00000	Undefined Initiative	00000000	Undefined Segment
13	GENRL	01	ARTS & SCI UNRST.BAL	00000	Undefined Initiative	45000310	CCO UDAR Expansion
14	GENRL	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	00000000	Undefined Segment
15	GENRL	01	ARTS & SCI UNRST.BAL	10003	Alumni Relations	47000008	GNS Communications
16	GENRL	01	SIPA Tuition Income	29004	IPA Common Costs	00000000	Undefined Segment
17	GENRL	01	SOCIAL WVK UNRSTD BAL	00000	Undefined Initiative	00000000	Undefined Segment
18	GENRL	01	CLUMC CENT UNRES FAIR	10618	CMC Cent Exec Payroll COO	00000000	Undefined Segment
19	GENRL	01	CLUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000	Undefined Segment
20	GENRL	01	JOURNL UNRSTD BAL	00000	Undefined Initiative	54000009	JRN School Overhead
21	GENRL	01	CLUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000	Undefined Segment
22	GENRL	01	CLUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000	Undefined Segment
23	GENRL	01	CLUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	00000000	Undefined Segment
24	GENRL	01	BUSINESS UNRSTD BAL	22801	BUS Buildings Services	51000027	BUS Business Overhead
25	GENRL	01	Unrestricted Current Use	00000	Undefined Initiative	50000028	ARH Overhead
26	GENRL	01	LAW UNRSTD BAL	00000	Undefined Initiative	00000000	Undefined Segment
27	GENRL	01	SEAS UNRSTD BAL	00000	Undefined Initiative	00000000	Undefined Segment
28	GENRL	01	SOCIAL WVK UNRSTD BAL	00000	Undefined Initiative	00000000	Undefined Segment

Step	Action
64.	Press [Right] .

Offset Activity	Offset Activity Desc	Offset Initiative	Offset Initiative Desc	Offset Segment	Offset Segment Desc	Offset Site
2	01	22702		00000000		
3	01	ARTS & SCI UNRST.BAL	22702	GSA Annual Fund	Undefined Segment	
4	01	LAW UNRSTD BAL	00000	Undefined Initiative	Undefined Segment	
5	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	Undefined Segment	
6	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	Undefined Segment	
7	01	SOA Tuition Incentives	00000	Undefined Initiative	Undefined Segment	
8	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	Undefined Segment	
9	01	SIPA Tuition Income	29004	IPA Common Costs	Undefined Segment	
10	01	SEAS UNRSTD BAL	00000	Undefined Initiative	Undefined Segment	
11	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	Undefined Segment	
12	01	LDEO UNRSTD BAL	00000	Undefined Initiative	Undefined Segment	
13	01	ARTS & SCI UNRST.BAL	00000	Undefined Initiative	45000310	CCO UDAR Expansion
14	01	ARTS & SCI UNRST.BAL	25012	A&S Common Costs	Undefined Segment	
15	01	ARTS & SCI UNRST.BAL	10003	Alumni Relations	47000008	GNS Communications
16	01	SIPA Tuition Income	29004	IPA Common Costs	Undefined Segment	
17	01	SOCIAL WVK UNRSTD BAL	00000	Undefined Initiative	Undefined Segment	
18	01	CLUMC CENT UNRES FAIR	10618	CMC Cent Exec Payroll COO	Undefined Segment	
19	01	CLUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	Undefined Segment	
20	01	JOURNL UNRSTD BAL	00000	Undefined Initiative	54000009	JRN School Overhead
21	01	CLUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	Undefined Segment	
22	01	CLUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	Undefined Segment	
23	01	CLUMC CENT UNRES FAIR	10582	CMC Cent CU Com Cost Clearing	Undefined Segment	
24	01	BUSINESS UNRSTD BAL	22801	BUS Buildings Services	51000027	BUS Business Overhead
25	01	Unrestricted Current Use	00000	Undefined Initiative	50000028	ARH Overhead
26	01	LAW UNRSTD BAL	00000	Undefined Initiative	Undefined Segment	
27	01	SEAS UNRSTD BAL	00000	Undefined Initiative	Undefined Segment	
28	01	SOCIAL WVK UNRSTD BAL	00000	Undefined Initiative	Undefined Segment	

Step	Action
65.	Press [Right] .



Step	Action
66.	Press [Right] .

Training Guide Budget Tool



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

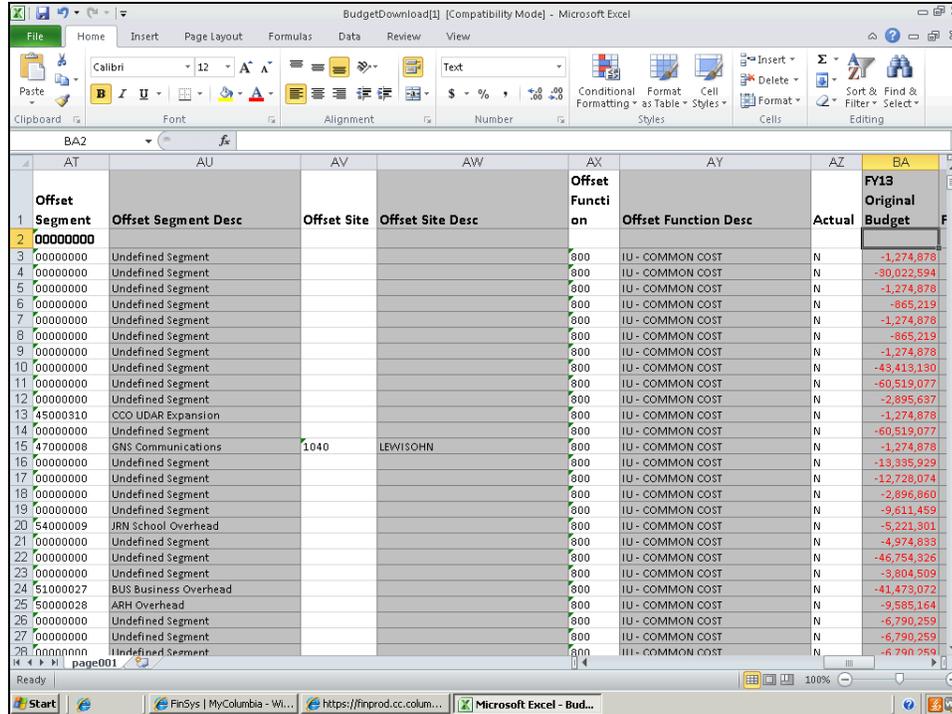
Step	Action
67.	Press [Right].

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



Training Guide Budget Tool

Step	Action
68.	Press [Right] .



Step	Action
69.	Press [Right] .

Training Guide Budget Tool

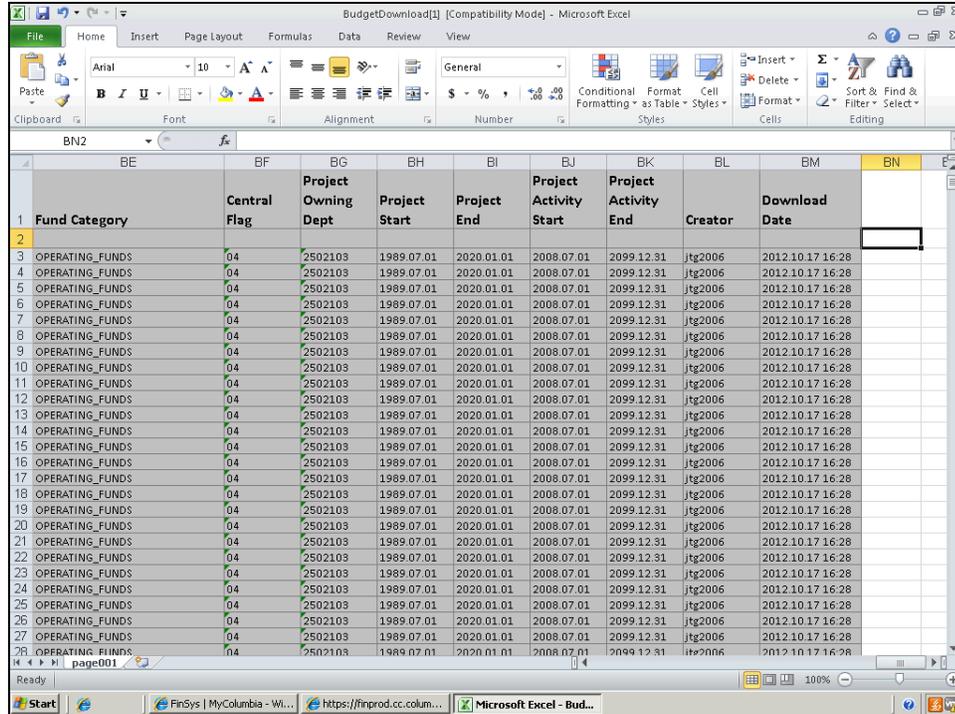


	AU	AV	AW	AX	AY	AZ	BA	BB
	Offset Segment Desc	Offset Site	Offset Site Desc	Offset Function	Offset Function Desc	Actual	FY13 Original Budget	FY12 YTD
3	Undefined Segment			000	IU - COMMON COST	N	-1,274,878	
4	Undefined Segment			000	IU - COMMON COST	N	-30,022,594	
5	Undefined Segment			000	IU - COMMON COST	N	-1,274,878	
6	Undefined Segment			000	IU - COMMON COST	N	-865,219	
7	Undefined Segment			000	IU - COMMON COST	N	-1,274,878	
8	Undefined Segment			000	IU - COMMON COST	N	-865,219	
9	Undefined Segment			000	IU - COMMON COST	N	-1,274,878	
10	Undefined Segment			000	IU - COMMON COST	N	-43,413,130	
11	Undefined Segment			000	IU - COMMON COST	N	-60,519,077	
12	Undefined Segment			000	IU - COMMON COST	N	-2,895,637	
13	CCO UDAR Expansion			000	IU - COMMON COST	N	-1,274,878	
14	Undefined Segment			000	IU - COMMON COST	N	-60,519,077	
15	GNS Communications	1040	LEWISOHN	000	IU - COMMON COST	N	-1,274,878	
16	Undefined Segment			000	IU - COMMON COST	N	-13,335,929	
17	Undefined Segment			000	IU - COMMON COST	N	-12,728,074	
18	Undefined Segment			000	IU - COMMON COST	N	-2,896,860	
19	Undefined Segment			000	IU - COMMON COST	N	-9,611,459	
20	JRN School Overhead			000	IU - COMMON COST	N	-5,221,301	
21	Undefined Segment			000	IU - COMMON COST	N	-4,974,833	
22	Undefined Segment			000	IU - COMMON COST	N	-46,754,326	
23	Undefined Segment			000	IU - COMMON COST	N	-3,804,509	
24	BUS Business Overhead			000	IU - COMMON COST	N	-41,473,072	
25	ARH Overhead			000	IU - COMMON COST	N	-9,585,164	
26	Undefined Segment			000	IU - COMMON COST	N	-6,790,259	
27	Undefined Segment			000	IU - COMMON COST	N	-6,790,259	
28	Undefined Segment			000	IU - COMMON COST	N	-6,790,259	

Step	Action
70.	Press [Right].

	AZ	BA	BB	BC	BE	BF	BG	BH	BI	BJ
	Actual	FY13 Original Budget	FY12 YTD	FY13 YTD	Fund Category	Central Flag	Project Owning Dept	Project Start	Project End	Project Activity Start
3	N	-1,274,878			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
4	N	-30,022,594			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
5	N	-1,274,878			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
6	N	-865,219			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
7	N	-1,274,878			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
8	N	-865,219			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
9	N	-1,274,878			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
10	N	-43,413,130			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
11	N	-60,519,077			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
12	N	-2,895,637			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
13	N	-1,274,878			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
14	N	-60,519,077			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
15	N	-1,274,878			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
16	N	-13,335,929			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
17	N	-12,728,074			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
18	N	-2,896,860			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
19	N	-9,611,459			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
20	N	-5,221,301			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
21	N	-4,974,833			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
22	N	-46,754,326			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
23	N	-3,804,509			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
24	N	-41,473,072			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
25	N	-9,585,164			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
26	N	-6,790,259			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
27	N	-6,790,259			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01
28	N	-6,790,259			OPERATING_FUNDS	04	2502103	1989.07.01	2020.01.01	2008.07.01

Step	Action
71.	Press [Right] .



Step	Action
72.	Press [Home] .

Training Guide Budget Tool

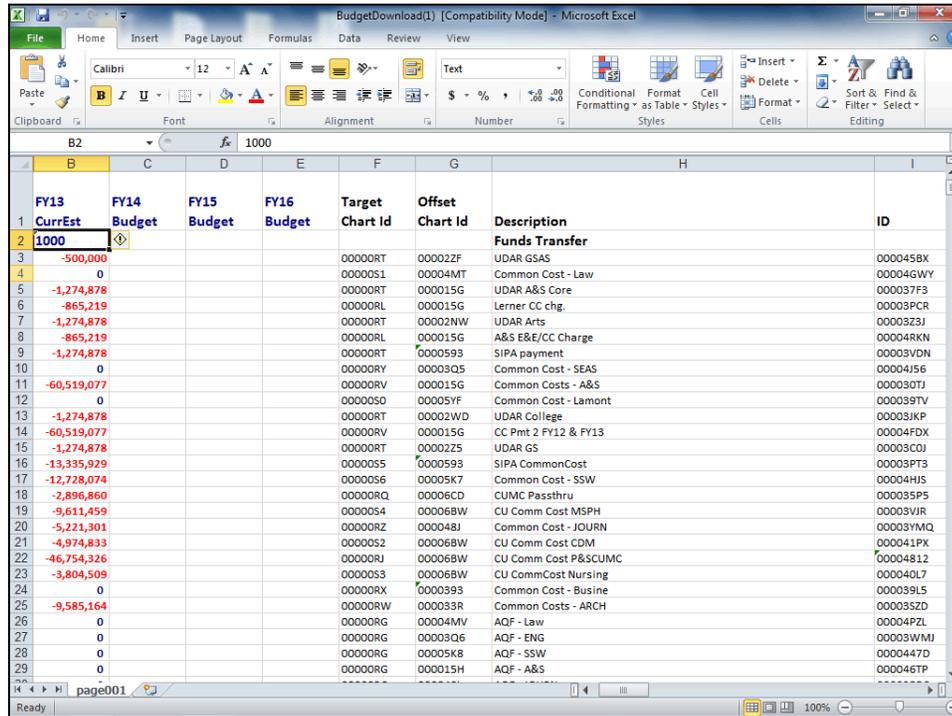


	B	C	D	E	F	G	H	I
	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Target Chart Id	Offset Chart Id	Description	ID
2	1000						Funds Transfer	
3	-1,274,878				00000RT	00002ZF	UDAR GSAS	000045BX
4	0				00000S1	00004MT	Common Cost- Law	00004GVY
5	-1,274,878				00000RT	000015G	UDAR A&S Core	000037F3
6	-865,219				00000RL	000015G	Lerner CC chg.	00003PCR
7	-1,274,878				00000RT	00002NW	UDAR Arts	00003ZJ
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				00000S0	00005VF	Common Cost - Lamont	000039TV
13	-1,274,878				00000RT	00002WD	UDAR College	00003JKP
14	-60,519,077				00000RV	000015G	CC Prnt 2 FY12 & FY13	00004FDX
15	-1,274,878				00000RT	0000225	UDAR GS	00003COJ
16	-13,335,929				00000S5	0000593	SIPA CommonCost	00003PT3
17	-12,728,074				00000S6	00005K7	Common Cost - SSW	00004HUS
18	-2,896,860				00000RQ	00006CD	CUMC Passthru	000035P5
19	-9,611,459				00000S4	00006BW	CU Comm Cost MSPH	00003VIR
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&S/CUMC	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	00003S2D
26	0				00000RG	00004MY	AQF - Law	00004P2L
27	0				00000RG	00003Q6	AQF - ENG	00003WMI
28	0				00000RG	00005K8	AQF - SSW	0000447D

Step	Action
73.	Click in the FY13 CurrEst field. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">-1,274,878</div>

	B	C	D	E	F	G	H	I
	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Target Chart Id	Offset Chart Id	Description	ID
2	1000						Funds Transfer	
3	-1,274,878				00000RT	00002ZF	UDAR GSAS	000045BX
4	0				00000S1	00004MT	Common Cost- Law	00004GVY
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	00003ZJ
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				00000S0	00005VF	Common Cost - Lamont	000039TV
13	-1,274,878				00000RT	00002WD	UDAR College	00003JKP
14	-60,519,077				00000RV	000015G	CC Prnt 2 FY12 & FY13	00004FDX
15	-1,274,878				00000RT	0000225	UDAR GS	00003COJ
16	-13,335,929				00000S5	0000593	SIPA CommonCost	00003PT3
17	-12,728,074				00000S6	00005K7	Common Cost - SSW	00004HUS
18	-2,896,860				00000RQ	00006CD	CUMC Passthru	000035P5
19	-9,611,459				00000S4	00006BW	CU Comm Cost MSPH	00003VIR
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&S/CUMC	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	00003S2D
26	0				00000RG	00004MY	AQF - Law	00004P2L
27	0				00000RG	00003Q6	AQF - ENG	00003WMI
28	0				00000RG	00005K8	AQF - SSW	0000447D

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



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

Training Guide Budget Tool

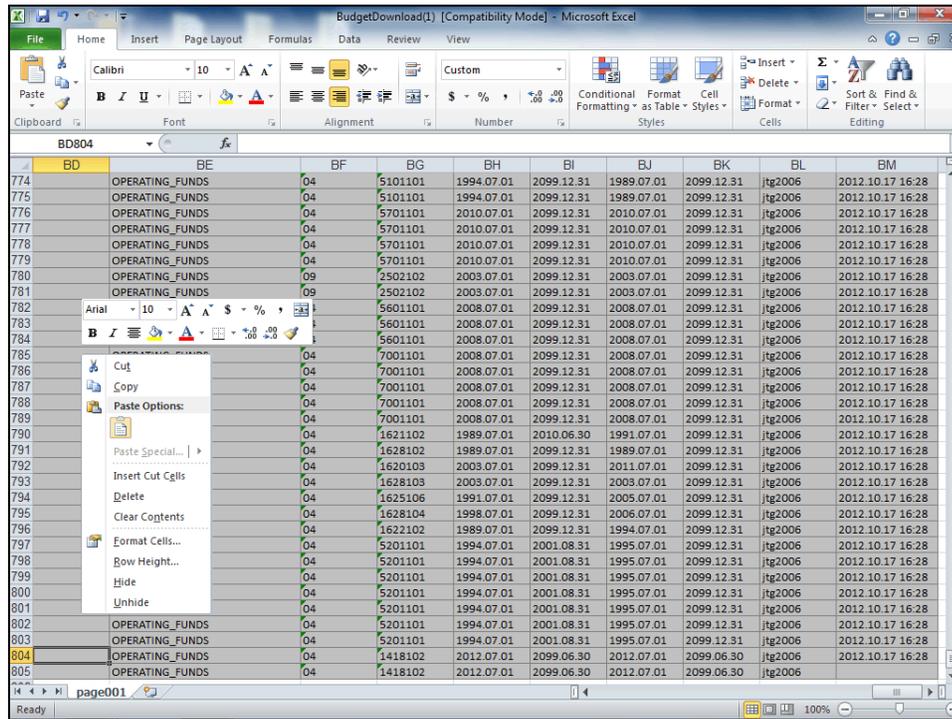


	B4								
	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Target Chart Id	Offset Chart Id	Description	ID	
1	1000						Funds Transfer		
3	-500,000				00000RT	00002ZF	UDAR GSAS	000045BX	
4	0				00000S1	00004MT	Common Cost - Law	00004GWY	
5	-1,274,878				00000RT	000015G	UDAR A&S Core	000037F3	
6	-865,219				00000RL	000015G	Lerner CC chg.	00003PCR	
7	-1,274,878				00000RT	00002NW	UDAR Arts	00003ZJ	
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				00000S0	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	00002Z5	UDAR GS	00003COJ	
16	-13,335,929				00000S5	0000593	SIPA CommonCost	00003PT3	
17	-12,728,074				00000S6	00005K7	Common Cost - SSW	00004HUS	
18	-2,896,860				00000RQ	00006CD	CUMC Passthru	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	00003S2D	
26	0				00000RG	00004MV	AQF - Law	00004PZL	
27	0				00000RG	00003Q6	AQF - ENG	00003WMI	
28	0				00000RG	00005K8	AQF - SSW	0000447D	
29	0				00000RG	000015H	AQF - A&S	000046TP	

Step	Action
76.	Press [Ctrl+End].

	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM
774	OPERATING_FUNDS	04	5101101	1994.07.01	2099.12.31	1989.07.01	2099.12.31	jtg2006	2012.10.17	16.28
775	OPERATING_FUNDS	04	5101101	1994.07.01	2099.12.31	1989.07.01	2099.12.31	jtg2006	2012.10.17	16.28
776	OPERATING_FUNDS	04	5701101	2010.07.01	2099.12.31	2010.07.01	2099.12.31	jtg2006	2012.10.17	16.28
777	OPERATING_FUNDS	04	5701101	2010.07.01	2099.12.31	2010.07.01	2099.12.31	jtg2006	2012.10.17	16.28
778	OPERATING_FUNDS	04	5701101	2010.07.01	2099.12.31	2010.07.01	2099.12.31	jtg2006	2012.10.17	16.28
779	OPERATING_FUNDS	04	5701101	2010.07.01	2099.12.31	2010.07.01	2099.12.31	jtg2006	2012.10.17	16.28
780	OPERATING_FUNDS	09	2502102	2003.07.01	2099.12.31	2003.07.01	2099.12.31	jtg2006	2012.10.17	16.28
781	OPERATING_FUNDS	09	2502102	2003.07.01	2099.12.31	2003.07.01	2099.12.31	jtg2006	2012.10.17	16.28
782	OPERATING_FUNDS	04	5601101	2008.07.01	2099.12.31	2008.07.01	2099.12.31	jtg2006	2012.10.17	16.28
783	OPERATING_FUNDS	04	5601101	2008.07.01	2099.12.31	2008.07.01	2099.12.31	jtg2006	2012.10.17	16.28
784	OPERATING_FUNDS	04	5601101	2008.07.01	2099.12.31	2008.07.01	2099.12.31	jtg2006	2012.10.17	16.28
785	OPERATING_FUNDS	04	7001101	2008.07.01	2099.12.31	2008.07.01	2099.12.31	jtg2006	2012.10.17	16.28
786	OPERATING_FUNDS	04	7001101	2008.07.01	2099.12.31	2008.07.01	2099.12.31	jtg2006	2012.10.17	16.28
787	OPERATING_FUNDS	04	7001101	2008.07.01	2099.12.31	2008.07.01	2099.12.31	jtg2006	2012.10.17	16.28
788	OPERATING_FUNDS	04	7001101	2008.07.01	2099.12.31	2008.07.01	2099.12.31	jtg2006	2012.10.17	16.28
789	OPERATING_FUNDS	04	7001101	2008.07.01	2099.12.31	2008.07.01	2099.12.31	jtg2006	2012.10.17	16.28
790	OPERATING_FUNDS	04	1621102	1989.07.01	2010.06.30	1991.07.01	2099.12.31	jtg2006	2012.10.17	16.28
791	OPERATING_FUNDS	04	1628102	1989.07.01	2099.12.31	1989.07.01	2099.12.31	jtg2006	2012.10.17	16.28
792	OPERATING_FUNDS	04	1620103	2003.07.01	2099.12.31	2011.07.01	2099.12.31	jtg2006	2012.10.17	16.28
793	OPERATING_FUNDS	04	1628103	2003.07.01	2099.12.31	2003.07.01	2099.12.31	jtg2006	2012.10.17	16.28
794	OPERATING_FUNDS	04	1625106	1991.07.01	2099.12.31	2005.07.01	2099.12.31	jtg2006	2012.10.17	16.28
795	OPERATING_FUNDS	04	1628104	1998.07.01	2099.12.31	2006.07.01	2099.12.31	jtg2006	2012.10.17	16.28
796	OPERATING_FUNDS	04	1622102	1989.07.01	2099.12.31	1994.07.01	2099.12.31	jtg2006	2012.10.17	16.28
797	OPERATING_FUNDS	04	5201101	1994.07.01	2001.08.31	1995.07.01	2099.12.31	jtg2006	2012.10.17	16.28
798	OPERATING_FUNDS	04	5201101	1994.07.01	2001.08.31	1995.07.01	2099.12.31	jtg2006	2012.10.17	16.28
799	OPERATING_FUNDS	04	5201101	1994.07.01	2001.08.31	1995.07.01	2099.12.31	jtg2006	2012.10.17	16.28
800	OPERATING_FUNDS	04	5201101	1994.07.01	2001.08.31	1995.07.01	2099.12.31	jtg2006	2012.10.17	16.28
801	OPERATING_FUNDS	04	5201101	1994.07.01	2001.08.31	1995.07.01	2099.12.31	jtg2006	2012.10.17	16.28
802	OPERATING_FUNDS	04	5201101	1994.07.01	2001.08.31	1995.07.01	2099.12.31	jtg2006	2012.10.17	16.28
803	OPERATING_FUNDS	04	5201101	1994.07.01	2001.08.31	1995.07.01	2099.12.31	jtg2006	2012.10.17	16.28
804	OPERATING_FUNDS	04	1418102	2012.07.01	2099.06.30	2012.07.01	2099.06.30	jtg2006	2012.10.17	16.28
805	OPERATING_FUNDS	04	1418102	2012.07.01	2099.06.30	2012.07.01	2099.06.30	jtg2006	2012.10.17	16.28

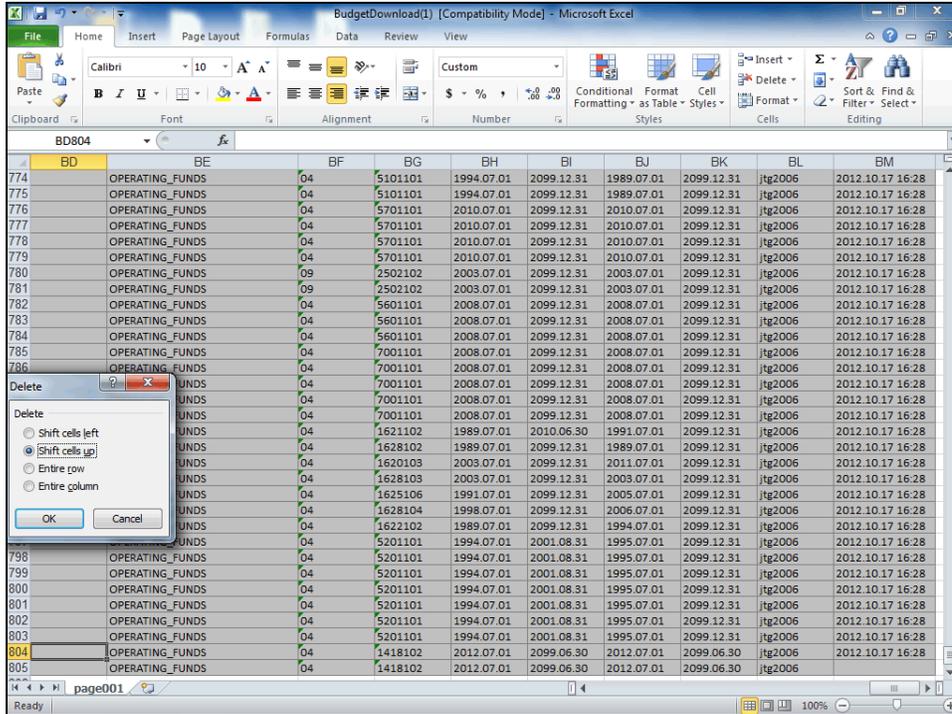
Step	Action
77.	Right-click in the last row field. 805



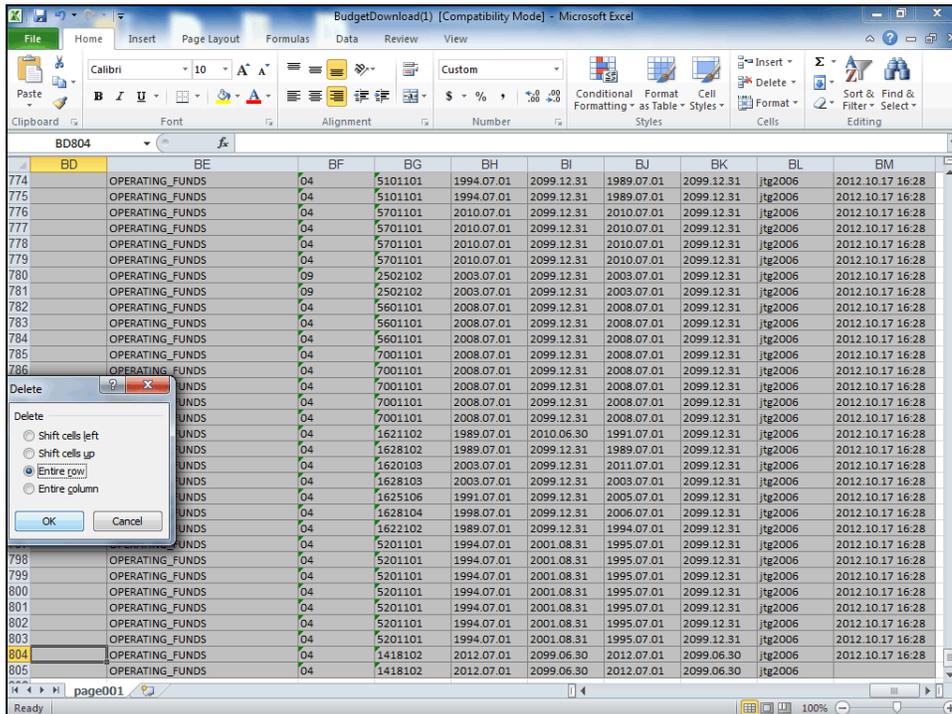
Step	Action
78.	Click the Delete... menu. Delete

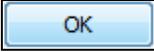
Training Guide

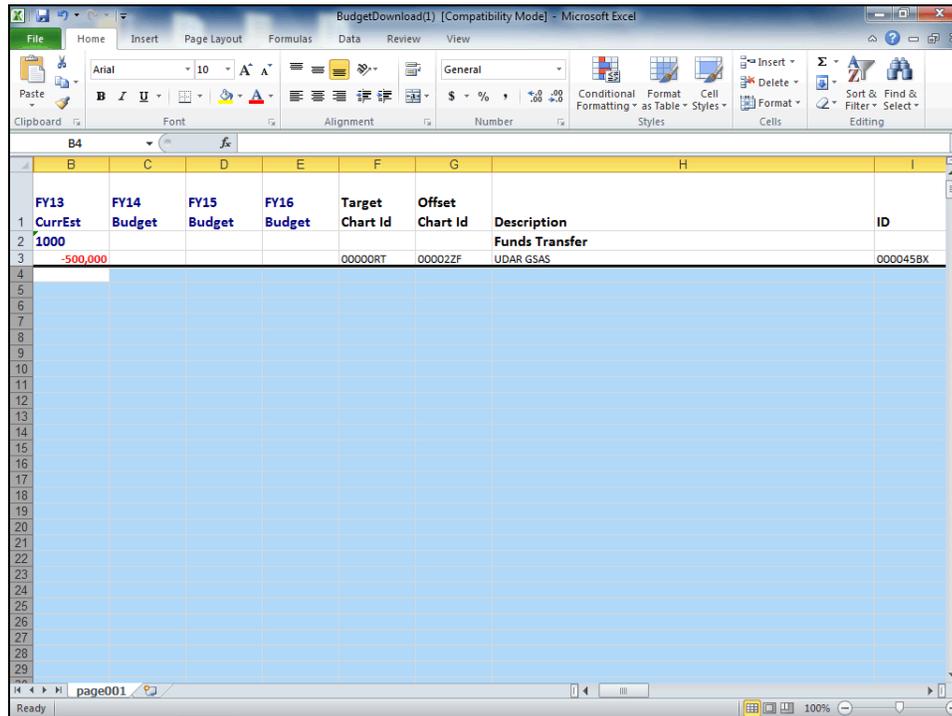
Budget Tool



Step	Action
79.	Click the Entire row option. 

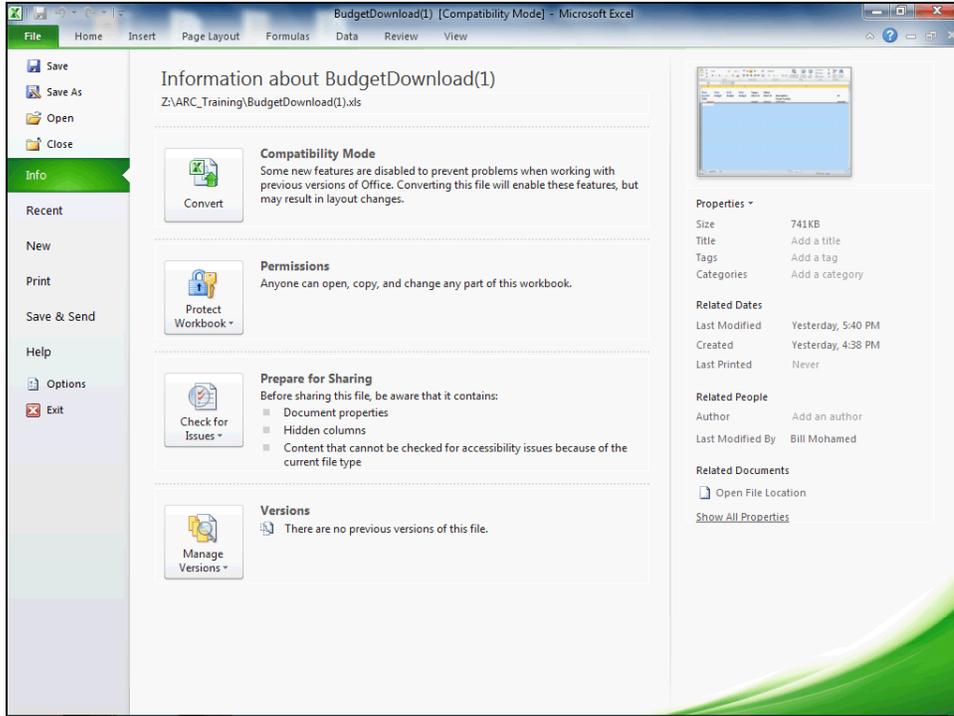


Step	Action
80.	Click the OK button. 

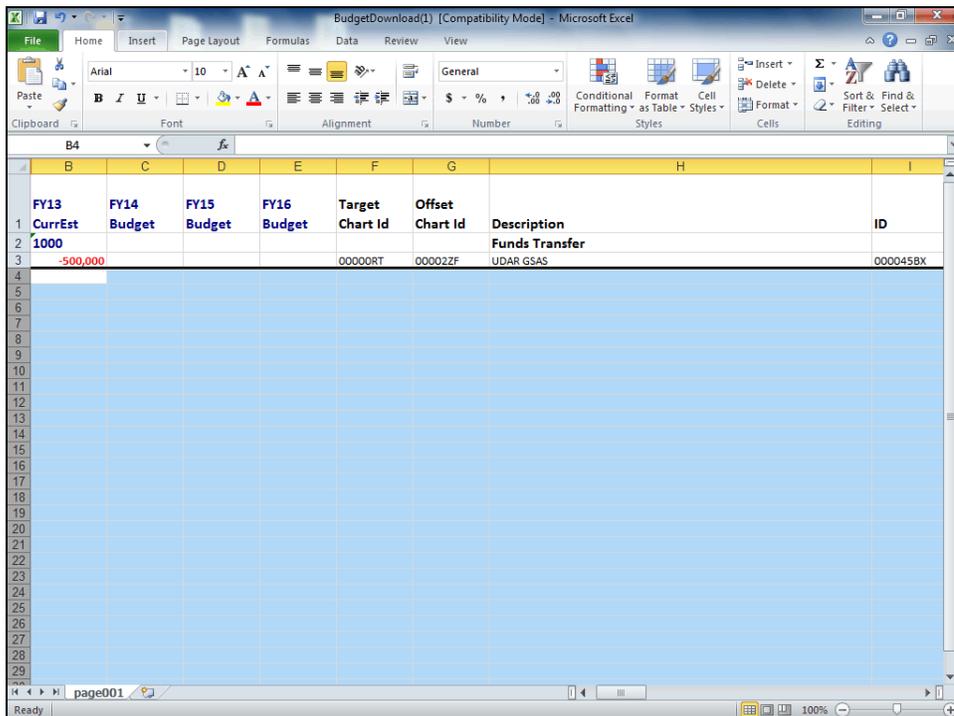


Step	Action
81.	When finished in Excel, the batch file is saved and is uploaded to the Budget Tool. The user chooses Transfers for the type of fixed format to upload. Click the File Tab button. 

Training Guide Budget Tool



Step	Action
82.	Click the Save menu.  Save

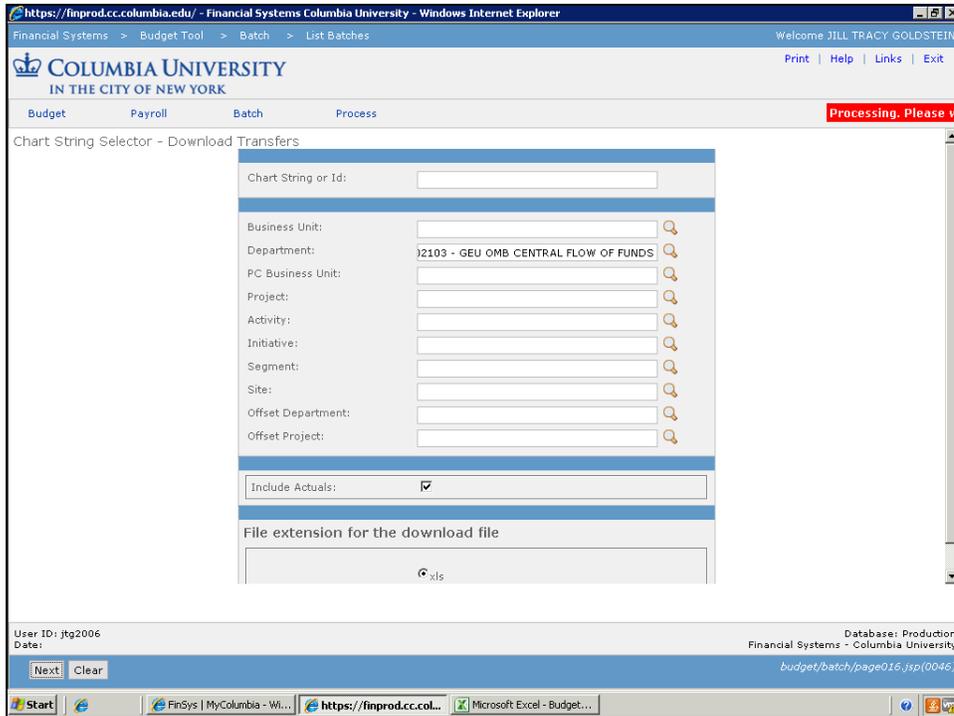


Step	Action
83.	Click the Minimize button. 

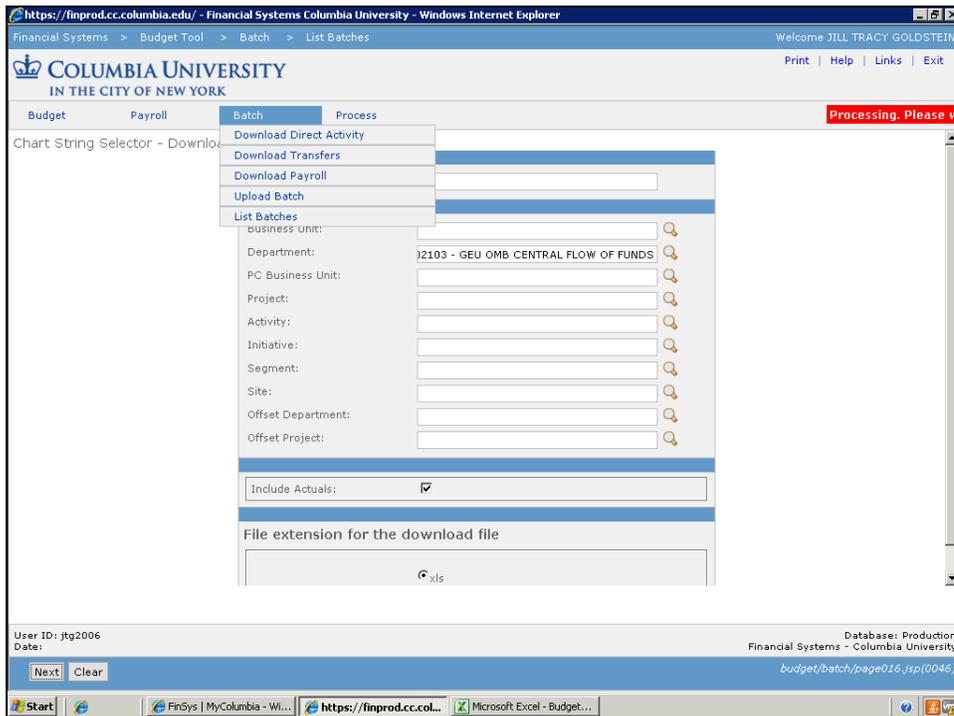
Step	Action
84.	<p>“Upload Batch” from the Batch Upload screen will automatically validate the batch file for the local and offset ChartStrings and show only records with errors or confirm that there are zero errors in a Batch Error Report.</p> <p>No revisions to save will be an error. If there are errors 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.</p> <p>Deleting unchanged rows in the spreadsheet will improve upload performance.</p> <p>Click the Upload Batch link.</p> 

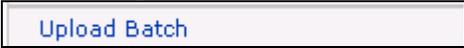
Training Guide

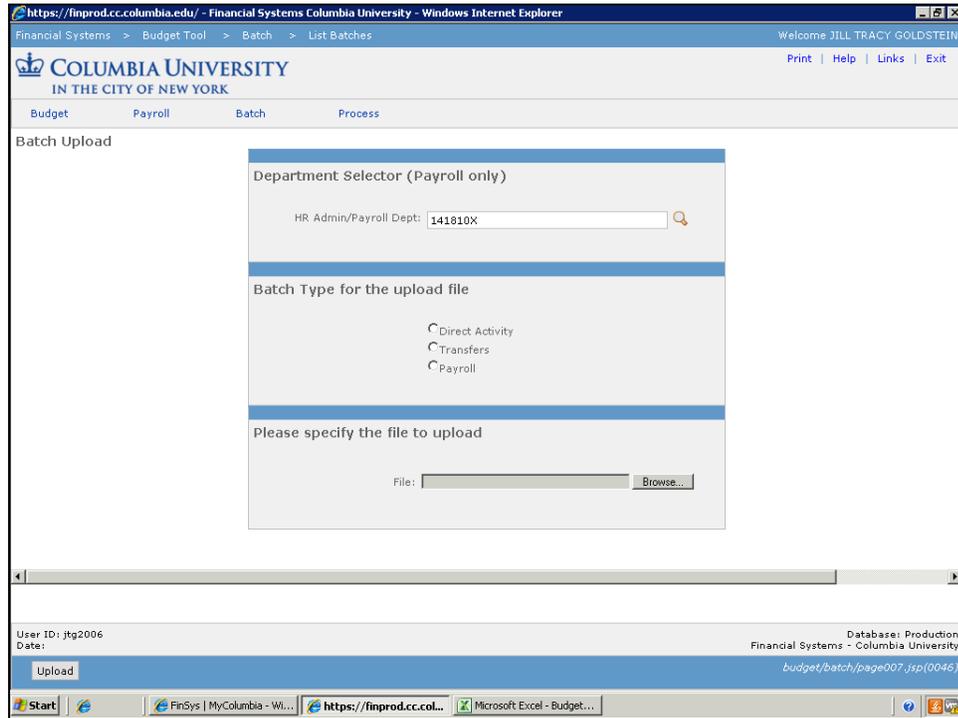
Budget Tool



Step	Action
85.	Point to the Batch link.



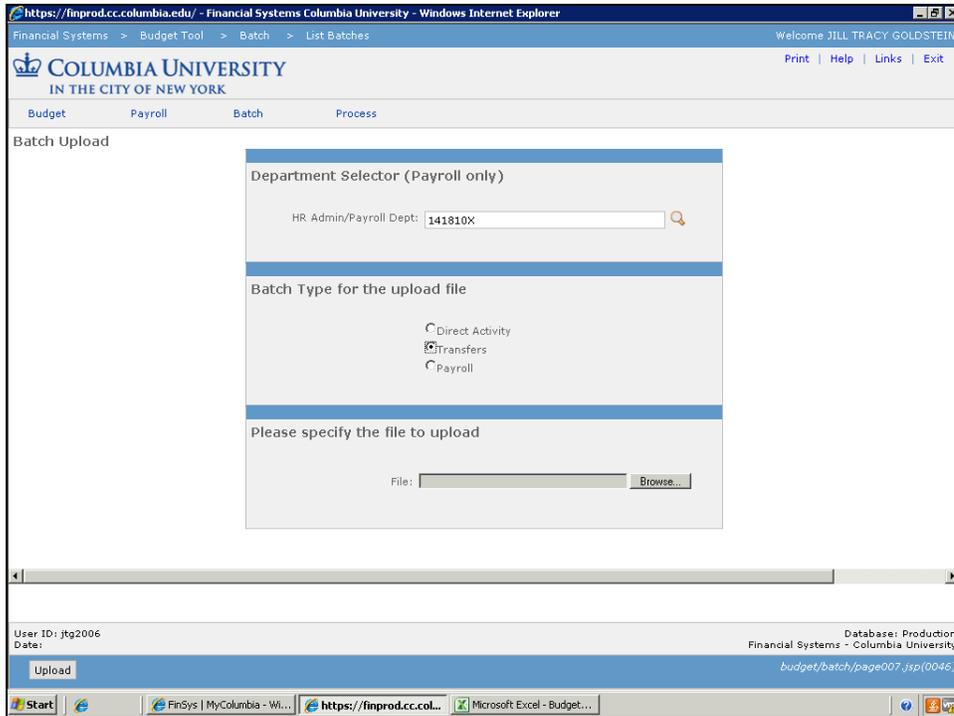
Step	Action
86.	Click the Upload Batch link. 



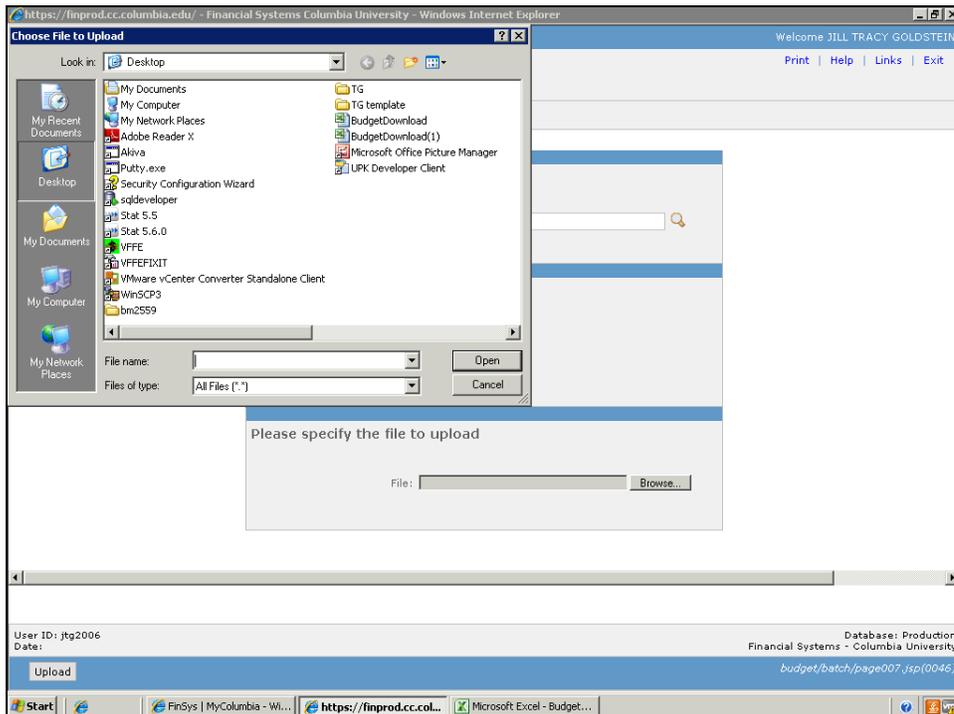
Step	Action
87.	Click the Transfers option. 

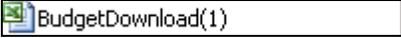
Training Guide

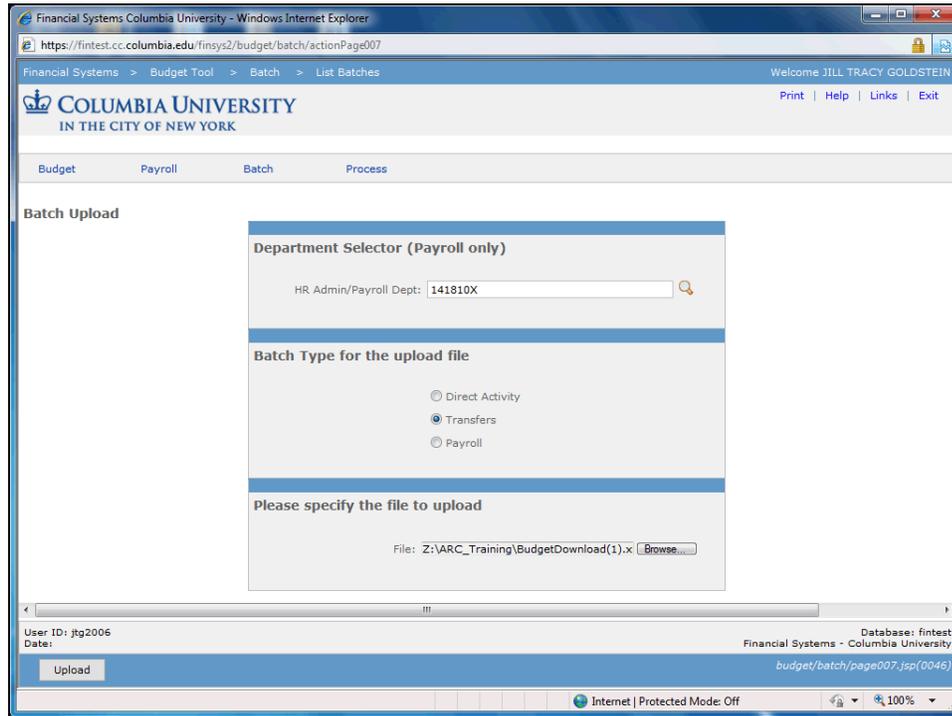
Budget Tool



Step	Action
88.	Click the Browse... button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Browse...</div>



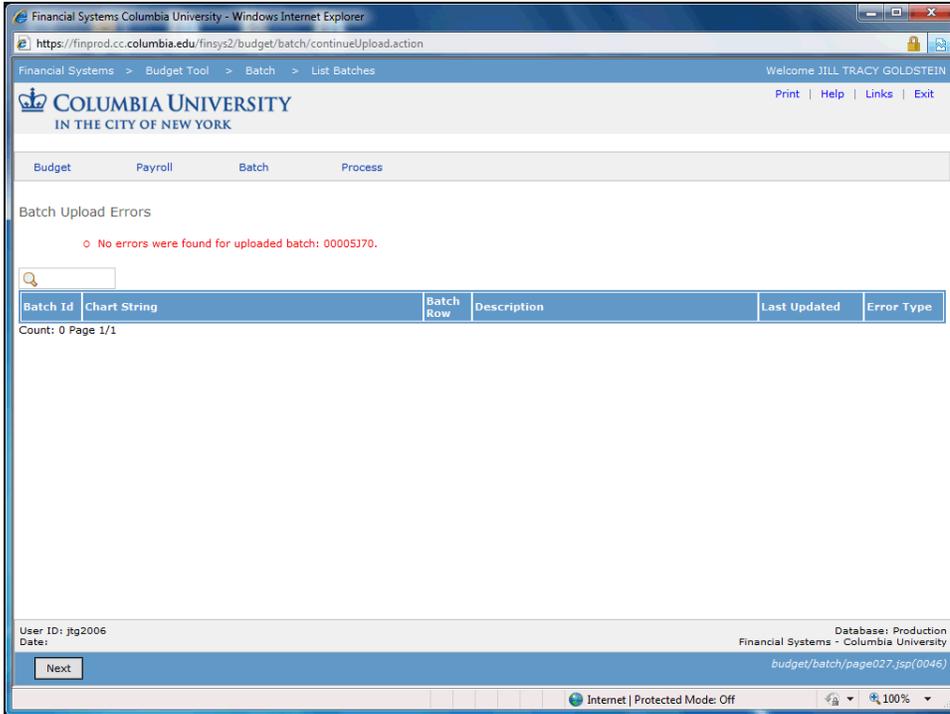
Step	Action
89.	Double-click the BudgetDownload(1) list item. 



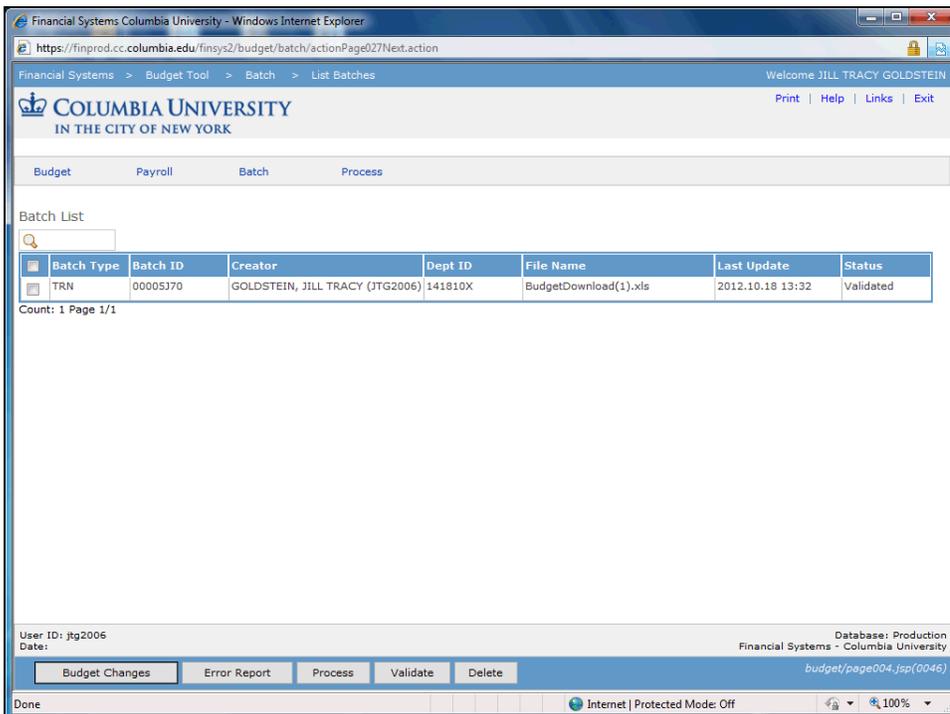
Step	Action
90.	Click the Upload button. 

Training Guide

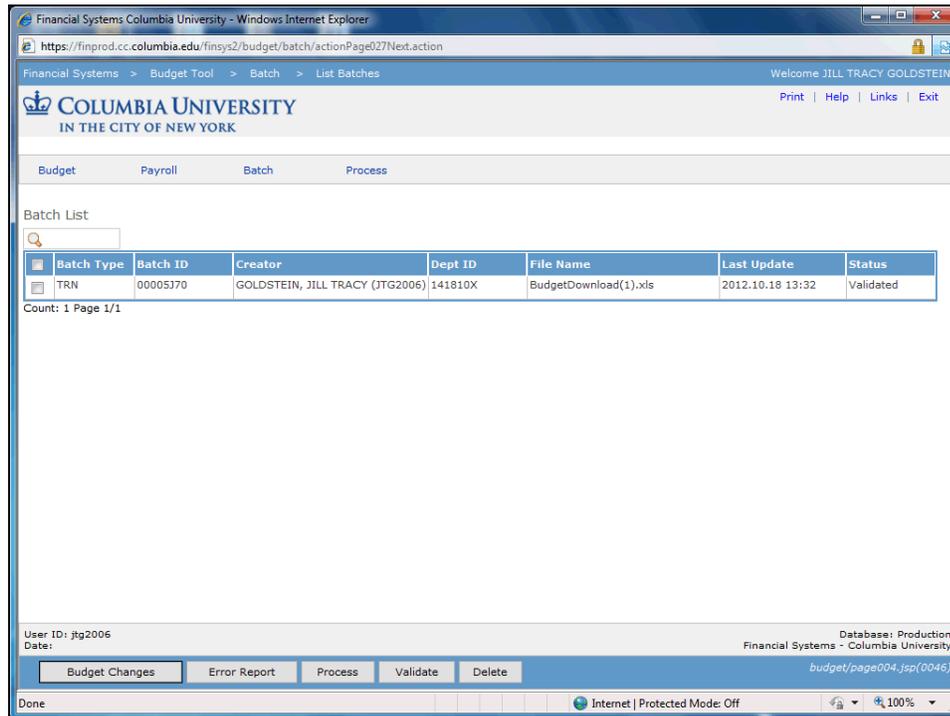
Budget Tool



Step	Action
91.	Click the Next button.



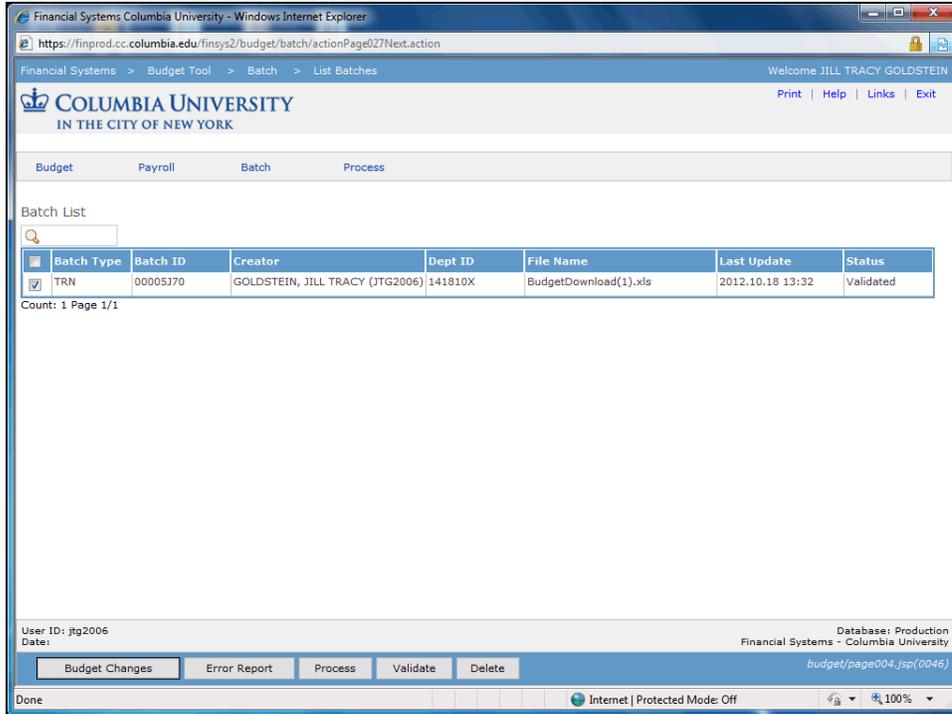
Step	Action
92.	<p>The Batch List shows all of the batches uploaded but not yet applied by the department. The Batch department is the home department in the user profile of the individual uploading the file.</p> <p>The list of batches that you can see are those whose Batch Department is a department that you have access to in your user profile.</p> <p>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.</p> <p>The “Delete” button deletes the batch selected.</p>



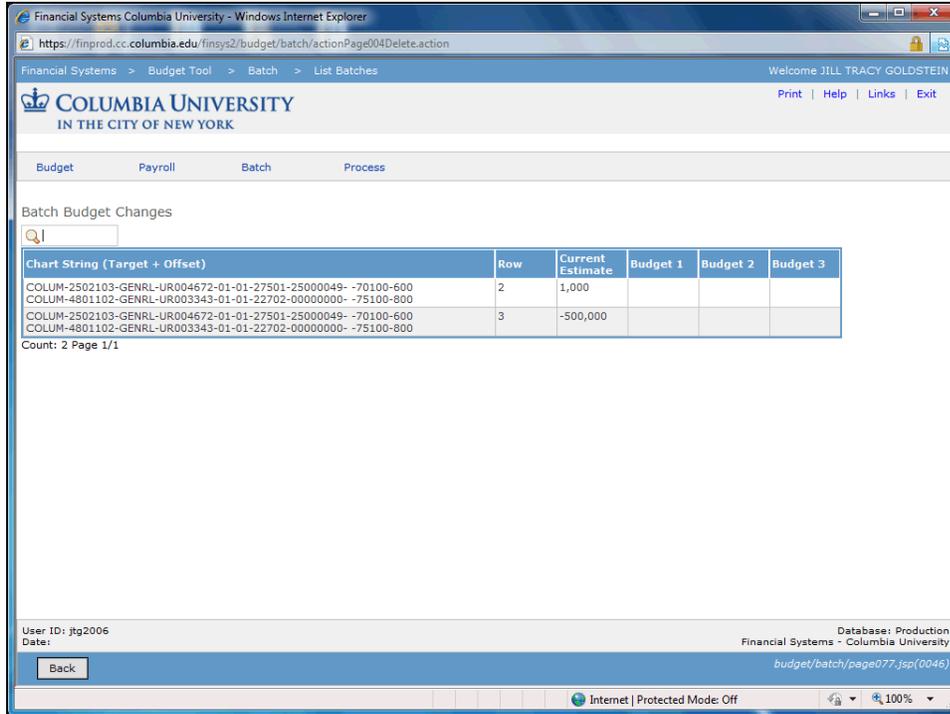
Step	Action
93.	<p>Click the TRN option.</p> 

Training Guide

Budget Tool

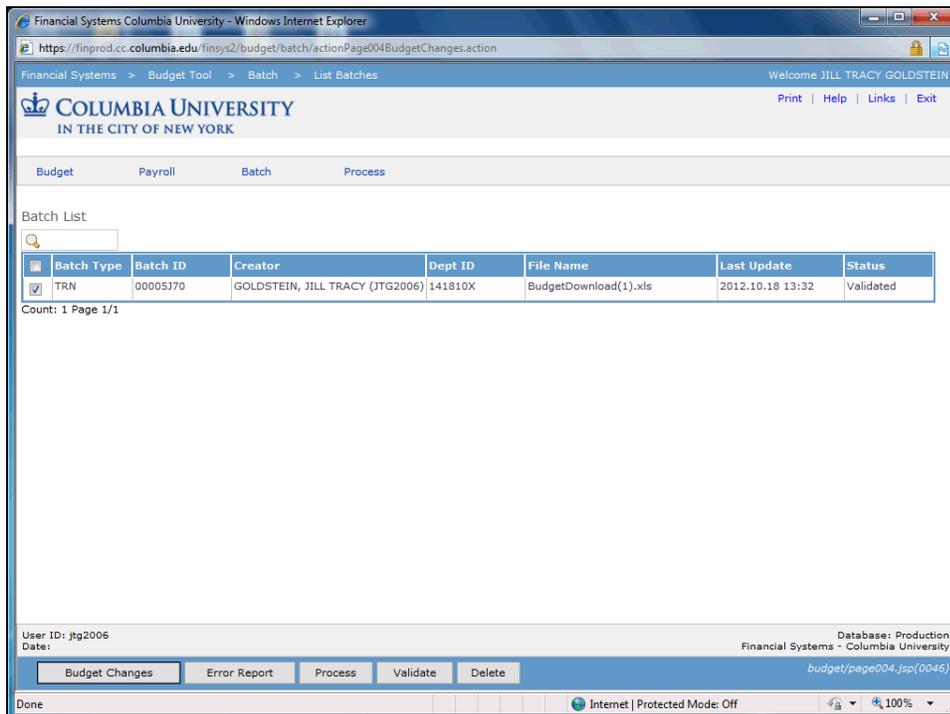


Step	Action
94.	<p>“Budget Changes” is to review details of what has changed to current budgets.</p> <p>It will show all of the revisions that were made in the Excel template, uploaded and are going to process.</p> <p>Click the Budget Changes button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Budget Changes</div>



Step	Action
95.	Click the Back button.

Back



Training Guide

Budget Tool



Step	Action
96.	Click the Process button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Process</div>

Financial Systems > Budget Tool > Process > Worklist Welcome JILL TRACY GOLDSTEIN
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COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Budget Payroll Batch **Process**

Budget Tool Worklist
Current Quarter: 2013Q1

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/>	COLUM-1418102-CAPTL-CP001831-80-01-00000-00000000-1069-70400-640	FUNDS TRANSFER 1	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.26 15:03	OPEN	RELEASE	0000532Y	2013Q1
<input type="checkbox"/>	COLUM-2502103-GENRL-UR004672-01-01-00000-00000000-75400-840	FUNDS TRANSFER 2	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.26 15:03	OPEN	RELEASE	0000532Z	2013Q1
<input type="checkbox"/>	COLUM-7551202-GENRL-UR004302-01-01-10375-70000000-MEX	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.24 18:37	OPEN	RELEASE	0000532Q	2013Q1
<input type="checkbox"/>	COLUM-7551202-GENRL-UR004302-01-01-10375-70000000-MEX-75300-805	ADMIN FEE	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.24 18:37	OPEN	RELEASE	0000532R	2013Q1
<input type="checkbox"/>	COLUM-7501101-GENRL-UR005349-01-01-70302-00000000-MEX-70300-605	test2	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.24 18:37	OPEN	RELEASE	0000532S	2013Q1
<input type="checkbox"/>	COLUM-7551202-GENRL-UR004302-01-01-10375-70000000-MEX-75100-800	test	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.24 18:29	OPEN	RELEASE	0000532P	2013Q1
<input type="checkbox"/>	COLUM-7551202-GENRL-UR004302-01-01-10375-70000000-MEX-70100-600	test	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.24 18:29	OPEN	RELEASE	0000532P	2013Q1
<input type="checkbox"/>	COLUM-1418102-GENRL-IN001251-25-01-00000-00000000-1069	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.23 16:45	OPEN	RELEASE	0000531Z	2013Q1
<input type="checkbox"/>	COLUM-7581302-GENRL-IN001225-25-01-70003-HMS2150-	DIRECT ACTIVITY	KHAN, LARA E. (LA25)	2012.10.23 12:40	OPEN	RELEASE	0000531X	2013Q1
<input type="checkbox"/>	COLUM-2502103-GENRL-EN001987-50-01-00000-00000000-	DIRECT ACTIVITY	WIGGANS, BRENT ALAN (BW8)	2012.10.17 14:09	OPEN	RELEASE	00005HYB	2013Q1

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User ID: jtg2006 Database: fintest
Date: Financial Systems - Columbia University
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Edit View Release Delete Recall Approve Reject History

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



Training Guide Budget Tool

Financial Systems > Budget Tool > Process > Worklist Welcome JILL TRACY GOLDSTEIN

COLUMBIA UNIVERSITY
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Budget Payroll Batch Process

Budget Tool Worklist
Current Quarter: 2013Q1

<input type="checkbox"/>	Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
<input type="checkbox"/>	TX	COLUM-1418102-CAPTL-CP001831-80-01-00000-00000000-1069-70400-640 COLUM-2502103-GENRL-UR004672-01-01-00000-00000000-75400-840	FUNDS TRANSFER 1	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.26 15:03	OPEN	RELEASE	0000532Y	2013Q1
<input type="checkbox"/>	TX	COLUM-1418102-CAPTL-CP001831-80-01-00000-00000000-1069-70400-640 COLUM-2502103-GENRL-UR004672-01-01-00000-00000000-75400-840	FUNDS TRANSFER 2	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.26 15:03	OPEN	RELEASE	0000532Z	2013Q1
<input type="checkbox"/>	DA	COLUM-7551202-GENRL-UR004302-01-01-10375-70000000-MEX	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.24 18:37	OPEN	RELEASE	0000532Q	2013Q1
<input type="checkbox"/>	TX	COLUM-7551202-GENRL-UR004302-01-01-10375-70000000-MEX-75300-805 COLUM-7501101-GENRL-UR005349-01-01-70302-00000000-MEX-70300-605	ADMIN FEE	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.24 18:37	OPEN	RELEASE	0000532R	2013Q1
<input type="checkbox"/>	TX	COLUM-7551202-GENRL-UR004302-01-01-10375-70000000-MEX-75100-800 COLUM-7551202-GENRL-UR004672-01-01-10375-70000000-MEX-70100-600	test2	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.24 18:37	OPEN	RELEASE	0000532S	2013Q1
<input type="checkbox"/>	TX	COLUM-7551202-GENRL-UR004302-01-01-10375-70000000-MEX-70100-600 COLUM-7551202-GENRL-UR004302-01-01-10375-70000000-MEX-75100-800	test	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.24 18:29	OPEN	RELEASE	0000532P	2013Q1
<input type="checkbox"/>	DA	COLUM-1418102-GENRL-IN001251-25-01-00000-00000000-1069	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.23 16:45	OPEN	RELEASE	0000531Z	2013Q1
<input type="checkbox"/>	DA	COLUM-7581302-GENRL-IN001225-25-01-70003-HMS2150-	DIRECT ACTIVITY	KHAN, LARA E. (LA25)	2012.10.23 12:40	OPEN	RELEASE	0000531X	2013Q1
<input type="checkbox"/>	DA	COLUM-2502103-GENRL-EN001987-50-01-00000-00000000-	DIRECT ACTIVITY	WIGGANS, BRENT ALAN (BW8)	2012.10.17 14:09	OPEN	RELEASE	00005HYB	2013Q1

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User ID: jtg2006 Database: fintest
Date: Financial Systems - Columbia University
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Step	Action
98.	You have completed the Batch Upload for Transfers. End of Procedure.

Training Guide

Budget Tool



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.

Financial Systems Columbia University - Windows Internet Explorer
 https://fintest.cc.columbia.edu/finsys2/budget/actionPage001
 Financial Systems > Budget Tool > Process > Worklist
 Welcome JILL TRACY GOLDSTEIN
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 COLUMBIA UNIVERSITY
 IN THE CITY OF NEW YORK
 Budget Payroll Batch Process
 Budget Tool Worklist
 Current Quarter: 2013Q1

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
DA	COLUM-2502103-GENRL-EN001987-50-01-00000-00000000-	DIRECT ACTIVITY	WIGGANS, BRENT ALAN (BW8)	2012.10.17 14:09	OPEN	RELEASE	00005HYB	2013Q1
DA	COLUM-7534603-SPONS-GG006358-20-01-70003-HMS2150-	DIRECT ACTIVITY	KHAN, LARA E. (LA25)	2012.10.16 15:26	OPEN	RELEASE	00005HTN	2013Q1
TX	COLUM-7534603-SPONS-GG006358-20-01-70003-HMS2150- -69810-370 COLUM-7501101-GENRL-UR005349-01-01-70302-00000000- -41100-050	ICR PHASE 1	KHAN, LARA E. (LA25)	2012.10.16 15:26	OPEN	RELEASE	00005HTP	2013Q1
DA	COLUM-7901101-GENRL-UR001410-01-01-50187-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.15 10:36	OPEN	RELEASE	00005HVM	2013Q1
TX	COLUM-1418102-GENRL-IN001251-25-01-00000-00000000- -1069-42150-080 COLUM-1418102-GENRL-IN001251-25-01-00000-00000000- -1069-69830-371	t	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.12 22:20	OPEN	RELEASE	00005HTS	2013Q1
PLB	COLUM-5404103-SPONS-PG003606-25-01-00000-00000000-	PROJECT LIFE	HAMDAN, TAMARA (TH2271)	2012.09.24 15:07	POST FAILED	OMB ACTION REQUIRED	00005BPM	2013Q1
DA	COLUM-1205602-GENRL-UR004806-01-01-00000-	DIRECT	ORTIZ, TATIANA	2012.09.18	APPROVED:	APPROVE:	00005BSY	2013Q1

 Count: 39 Page 1/1
 User ID: jtj2006
 Date:
 Database: fintest
 Financial Systems - Columbia University
 budget/page001.jsp(0012)
 Edit View Release Delete Recall Approve Reject History
 Done Internet | Protected Mode: Off 100%

Step	Action
1.	Point to the Batch link.

Financial Systems Columbia University - Windows Internet Explorer
 https://fintest.cc.columbia.edu/finsys2/budget/actionPage001

Financial Systems > Budget Tool > Process > Worklist

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Budget Payroll **Batch** Process

Download Direct Activity
 Download Transfers
Download Payroll
 Upload Batch

Budget Tool Worklist
 Current Quarter: 2013Q1

Type	Chart String	Description	Modifier	Last Update	Status	Next Action	Trans Id	Posted
DA	COLUM-2502103-GENRL-EN001987-50-01-00000-00000000-	DIRECT ACTIVITY	WIGGANS, BRENT ALAN (BWS)	2012.10.17 14:09	OPEN	RELEASE	00005HYB	2013Q1
DA	COLUM-7534603-SPONS-GG006358-20-01-70003-HMS2150-	DIRECT ACTIVITY	KHAN, LARA E. (LA25)	2012.10.16 15:26	OPEN	RELEASE	00005HTN	2013Q1
TX	COLUM-7534603-SPONS-GG006358-20-01-70003-HMS2150-459810-370 COLUM-7501101-GENRL-UR005349-01-01-70302-00000000--41100-050	ICR PHASE 1	KHAN, LARA E. (LA25)	2012.10.16 15:26	OPEN	RELEASE	00005HTP	2013Q1
DA	COLUM-7901101-GENRL-UR001410-01-01-50187-00000000-	DIRECT ACTIVITY	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.15 10:36	OPEN	RELEASE	00005HVM	2013Q1
TX	COLUM-1418102-GENRL-IN001251-25-01-00000-00000000--1069-42150-080 COLUM-1418102-GENRL-IN001251-25-01-00000-00000000--1069-69830-371	t	GOLDSTEIN, JILL TRACY (JTG2006)	2012.10.12 22:20	OPEN	RELEASE	00005HTS	2013Q1
PLB	COLUM-5404103-SPONS-PG003606-25-01-00000-00000000-	PROJECT LIFE	HAMDAN, TAMARA (TH2271)	2012.09.24 15:07	POST FAILED	OMB ACTION REQUIRED	00005BPM	2013Q1
DA	COLUM-1205602-GENRL-UR004806-01-01-00000-	DIRECT	ORTIZ, TATIANA	2012.09.18	APPROVED:	APPROVE:	00005BSY	2013Q1

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User ID: jtg2006
 Date:

Database: fintest
 Financial Systems - Columbia University

budget/page001.jsp(0012)

Done Internet | Protected Mode: Off

Step	Action
2.	Click the Download Payroll link. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">Download Payroll</div>

Financial Systems Columbia University - Windows Internet Explorer
 https://fintest.cc.columbia.edu/finsys2/budget/batch/actionPage017

Financial Systems > Budget Tool > Batch > List Batches

Welcome JILL TRACY GOLDSTEIN

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Budget Payroll **Batch** Process

Chart String Selector - Download Payroll

Department Selector
 HR Admin/Payroll Dept: 141810X

Business Unit:

Department:

PC Business Unit:

Project:

Activity:

Initiative:

Segment:

Site:

Account:

Earncode Selector
 Earncode:

User ID: jtg2006
 Date:

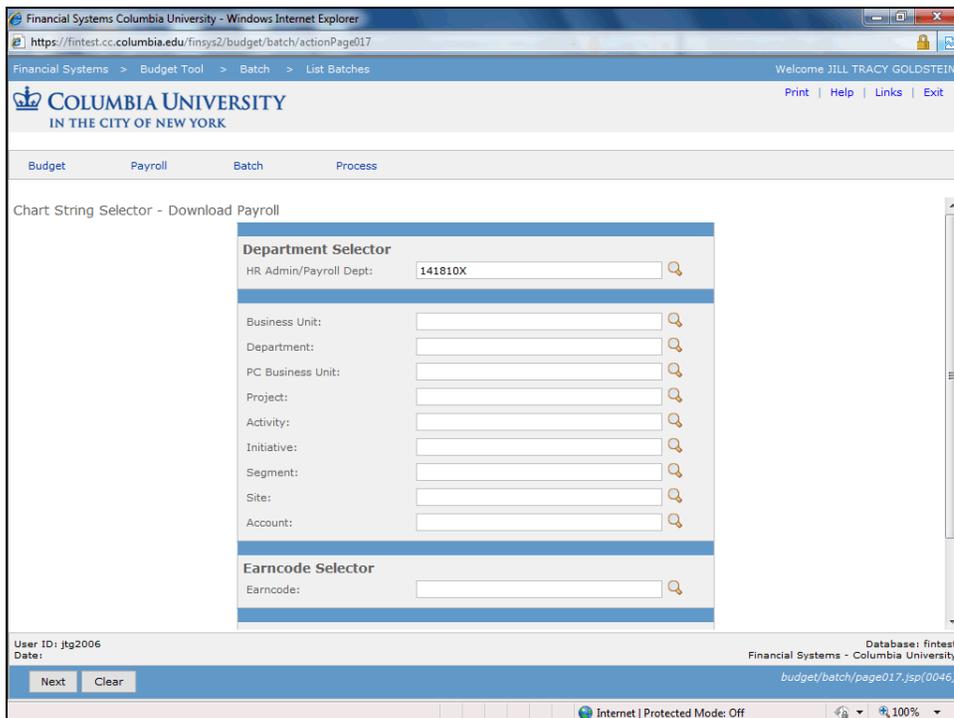
Database: fintest
 Financial Systems - Columbia University

budget/batch/page017.jsp(0046)

Next Clear

Done Internet | Protected Mode: Off

Step	Action
3.	<p>The Batch Download Payroll Selector is used for retrieving a group of person level ChartString combinations to be budgeted in the Excel template.</p> <p>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.</p>



Step	Action
4.	<p>The user receives all people in the HR Admin/Payroll Department entered and all personnel ChartStrings that have been charged to that department.</p> <p>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.</p>

Step	Action
5.	Click in the HR Admin/Payroll Dept: field. <input data-bbox="440 1056 971 1098" type="text" value="141810X"/>

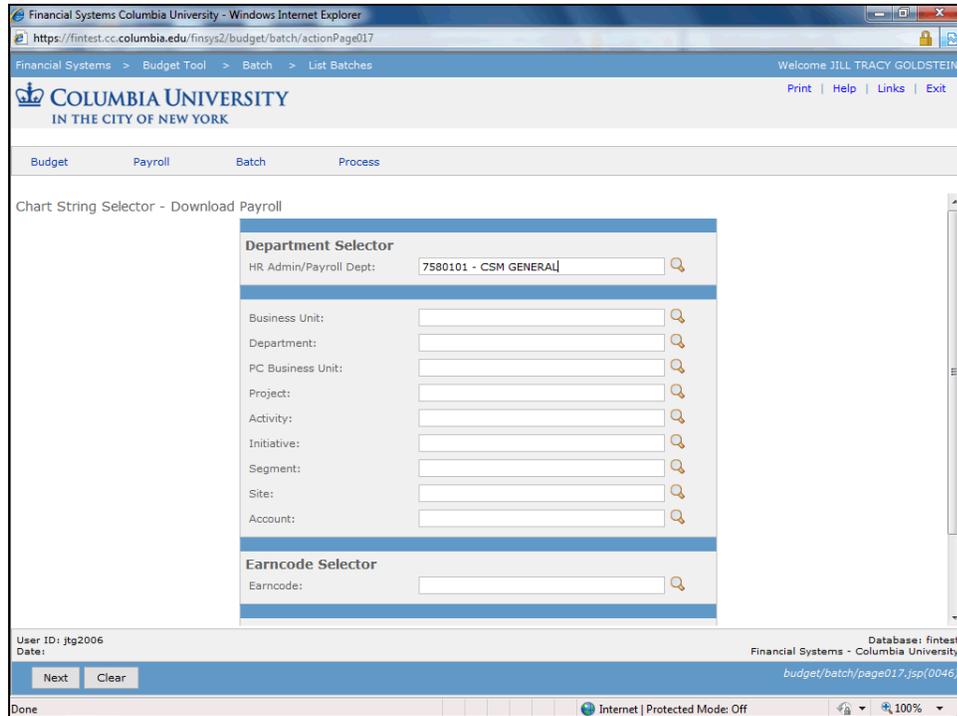
Training Guide

Budget Tool



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

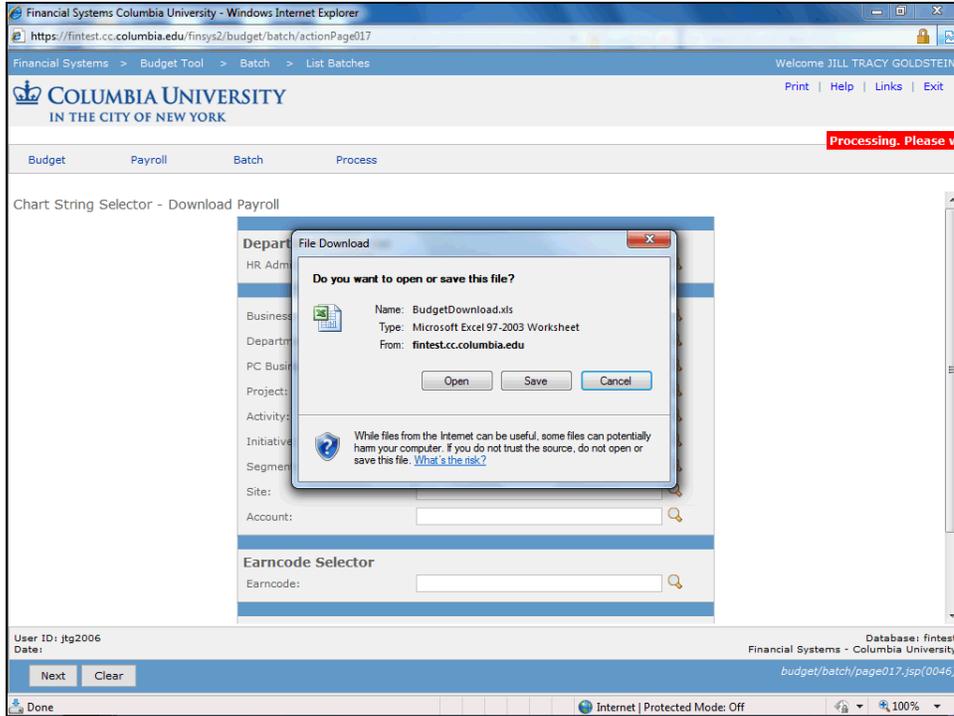
Step	Action
7.	Click the CSM GENERAL [7580101] link. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;"> CSM GENERAL [7580101] </div>



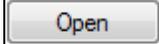
Step	Action
8.	<p>Upon “Next”, a Windows dialog box comes up prompting the user to “Open”, “Save” or “Cancel”.</p> <p>After choosing a file name and folder to save, the template opens in Excel.</p> <p>Click the Next button.</p> <div data-bbox="440 1224 545 1272" style="border: 1px solid black; padding: 2px; display: inline-block;">Next</div>

Training Guide

Budget Tool

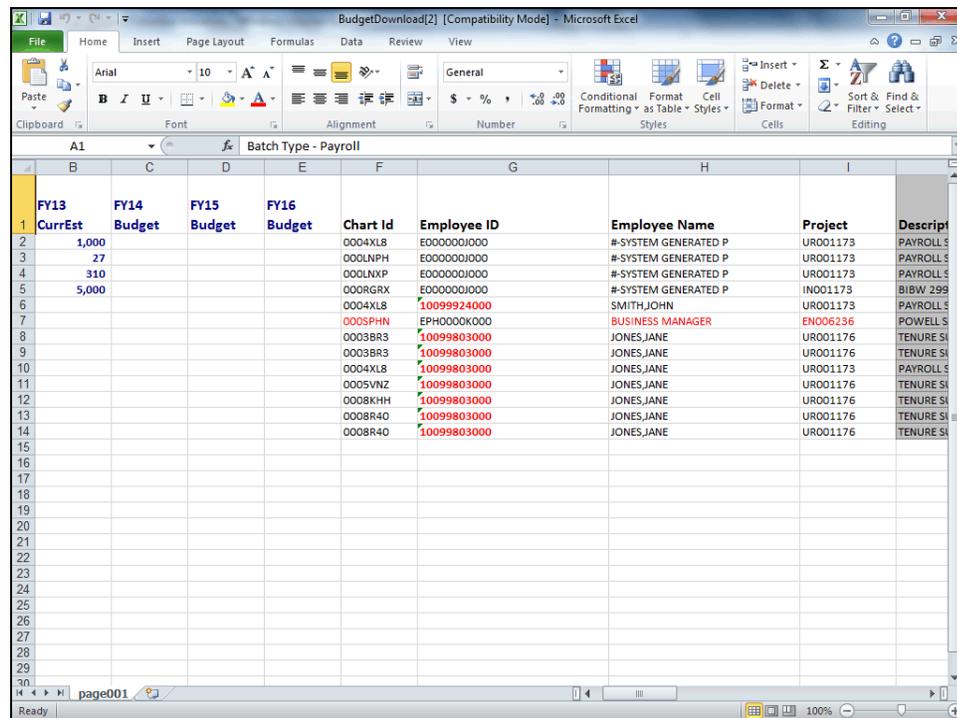


Step	Action
9.	Click the Open button.



	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Descript
2	1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
3	27				000LNPH	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
4	310				000LNXP	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
5	5,000				000RGRX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
6					0004XL8	10099924000	SMITH,JOHN	UR001173	PAYROLL S
7					000SPHN	EPH0000K000	BUSINESS MANAGER	ENO06236	POWELL S
8					0003BR3	10099803000	JONES,JANE	UR001176	TENURE SI
9					0003BR3	10099803000	JONES,JANE	UR001176	TENURE SI
10					0004XL8	10099803000	JONES,JANE	UR001173	PAYROLL S
11					0005VNZ	10099803000	JONES,JANE	UR001176	TENURE SI
12					0008KHH	10099803000	JONES,JANE	UR001176	TENURE SI
13					0008R40	10099803000	JONES,JANE	UR001176	TENURE SI
14					0008R40	10099803000	JONES,JANE	UR001176	TENURE SI

Step	Action
10.	<p>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.</p> <p>The required columns are budget amounts for the CE and three future years, Employee ID, the ChartString or ChartID, Account and Earn Code.</p> <p>The ChartField descriptions embedded in the required area and all informational columns will be discarded upon upload.</p>



	FY13	FY14	FY15	FY16	Chart Id	Employee ID	Employee Name	Project	Descript
1	CurrEst	Budget	Budget	Budget					
2	1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
3	27				000LNPH	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
4	310				000LNXP	E000000J000	#-SYSTEM GENERATED P	UR001173	PAYROLL S
5	5,000				000GRX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
6					0004XL8	10099924000	SMITH,JOHN	UR001173	PAYROLL S
7					000SPHN	EPH0000K000	BUSINESS MANAGER	EN006236	POWELL S
8					0003BR3	10099803000	JONES,JANE	UR001176	TENURE SI
9					0003BR3	10099803000	JONES,JANE	UR001176	TENURE SI
10					0004XL8	10099803000	JONES,JANE	UR001173	PAYROLL S
11					0005VNZ	10099803000	JONES,JANE	UR001176	TENURE SI
12					0008KHH	10099803000	JONES,JANE	UR001176	TENURE SI
13					0008R40	10099803000	JONES,JANE	UR001176	TENURE SI
14					0008R40	10099803000	JONES,JANE	UR001176	TENURE SI

Step	Action
11.	<p>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.</p> <p>If you do not want to revise a budget for a given fiscal year, leave it alone. Uploaded blanks are interpreted as no change.</p>

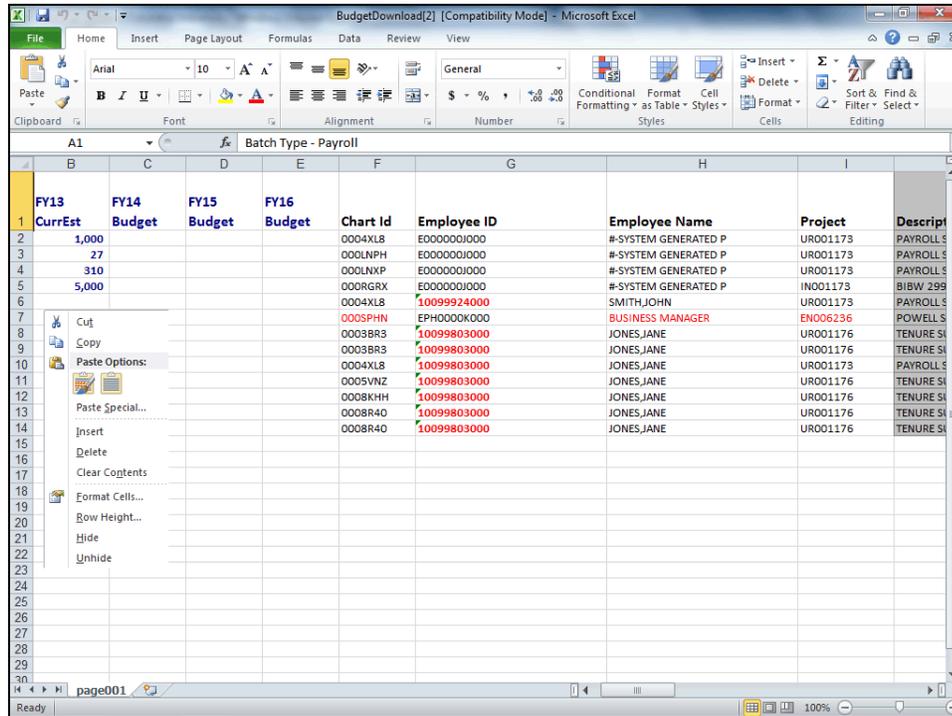
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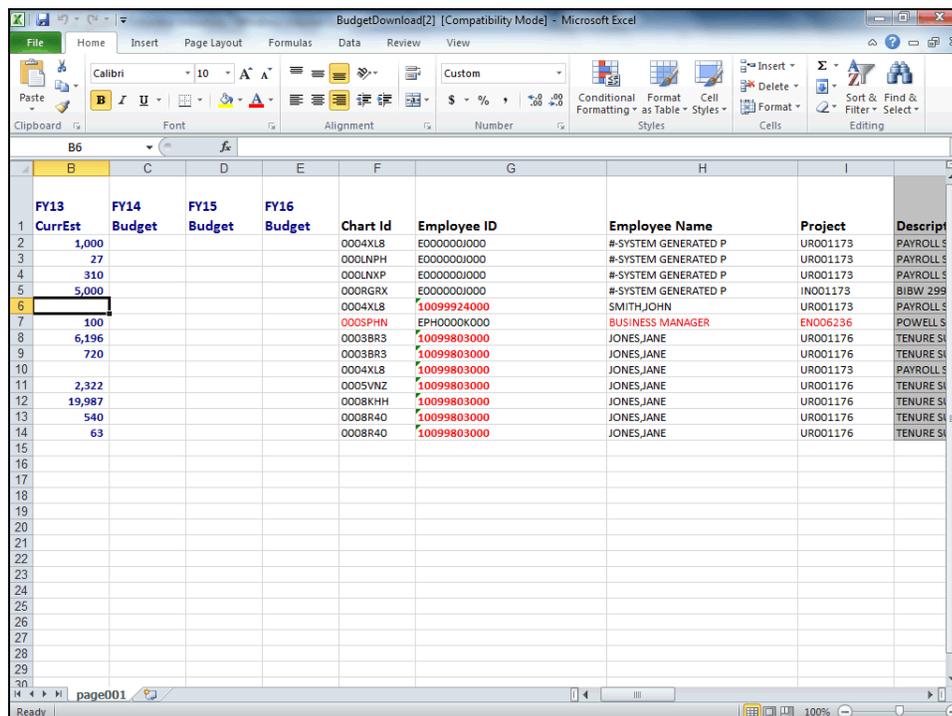


	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Descript
2	1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL
3	27				000LNPH	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL
4	310				000LNXP	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL
5	5,000				000RGRX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
6					0004XL8	10099924000	SMITH,JOHN	URO01173	PAYROLL
7					000SPHN	EPH0000K000	BUSINESS MANAGER	ENO06236	POWELL
8					0003BR3	10099803000	JONES,JANE	URO01176	TENURE SI
9					0003BR3	10099803000	JONES,JANE	URO01176	TENURE SI
10					0004XL8	10099803000	JONES,JANE	URO01173	PAYROLL
11					0005VNZ	10099803000	JONES,JANE	URO01176	TENURE SI
12					0008KHH	10099803000	JONES,JANE	URO01176	TENURE SI
13					0008R4D	10099803000	JONES,JANE	URO01176	TENURE SI
14					0008R4D	10099803000	JONES,JANE	URO01176	TENURE SI

Step	Action
12.	<p>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.</p> <p>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.</p> <p>Right-click in the 6 field.</p> <div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">6</div>



Step	Action
13.	Click the Insert list item. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 5px;">Insert</div>

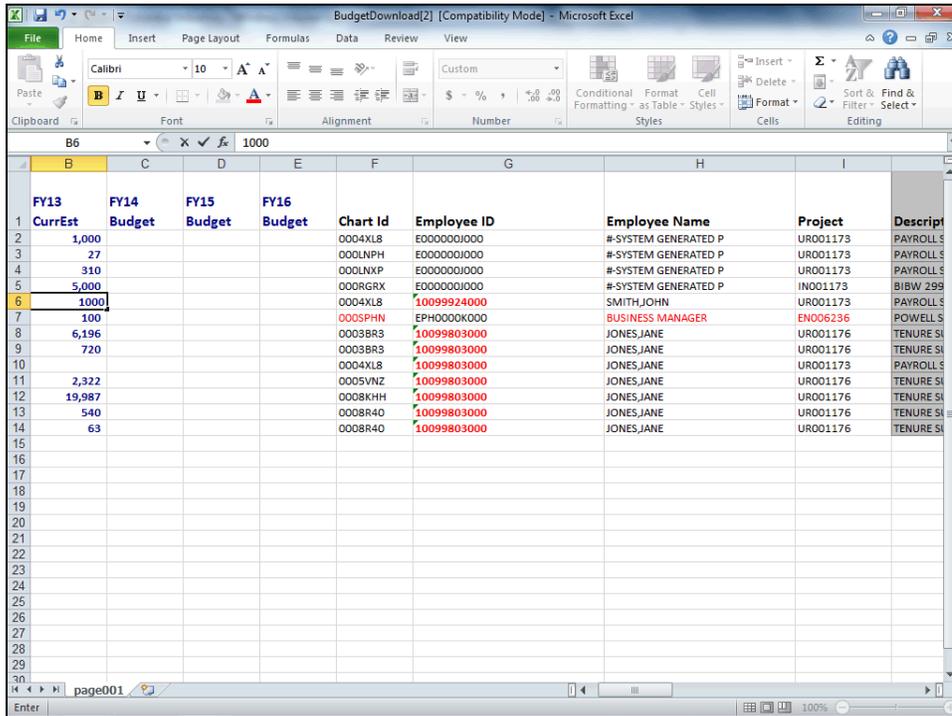


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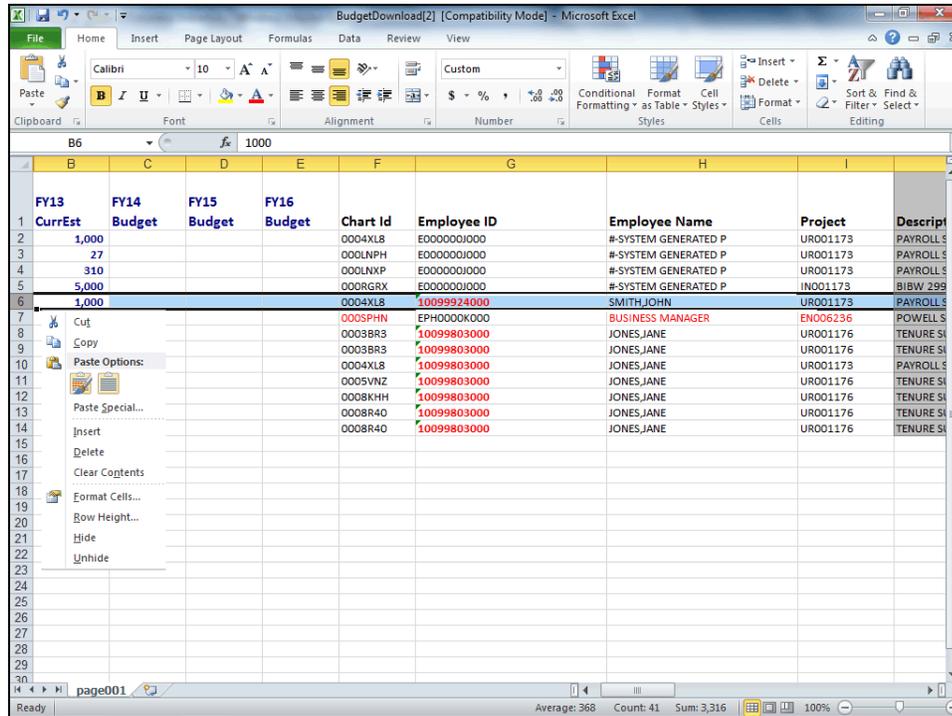
Budget Tool



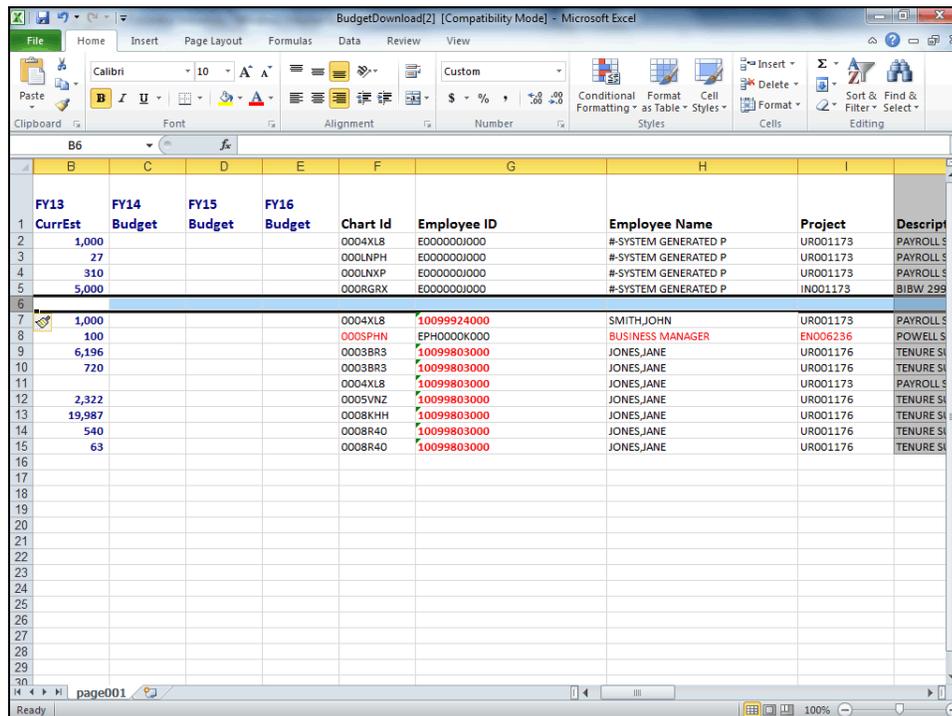
Step	Action
14.	Enter the desired information into the FY13 CurrEst field. Enter " 1000 ".



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



Step	Action
16.	Click the Insert menu. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">Insert</div>

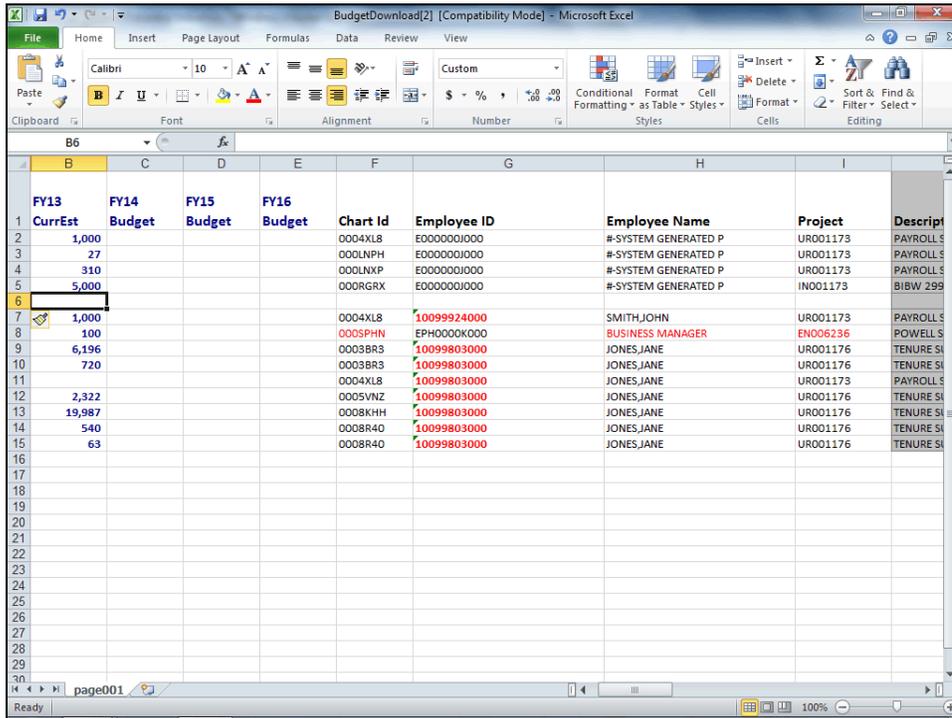


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Budget Tool



Step	Action
17.	Click in the FY13 CurrEst field. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>



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

	B6	2000							
	B	C	D	E	F	G	H	I	J
	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Descript
1									
2	1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
3	27				000LNPH	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
4	310				000LNXP	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
5	5,000				000RGRX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
6	2000								
7	1,000				0004XL8	10099924000	SMITH,JOHN	URO01173	PAYROLL S
8	100				000SPHN	EPH0000K0000	BUSINESS MANAGER	ENO06236	POWELL S
9	6,196				0003BR3	10099803000	JONES,JANE	URO01176	TENURE SI
10	720				0003BR3	10099803000	JONES,JANE	URO01176	TENURE SI
11					0004XL8	10099803000	JONES,JANE	URO01173	PAYROLL S
12	2,322				0005VNZ	10099803000	JONES,JANE	URO01176	TENURE SI
13	19,987				0008KHH	10099803000	JONES,JANE	URO01176	TENURE SI
14	540				0008R40	10099803000	JONES,JANE	URO01176	TENURE SI
15	63				0008R40	10099803000	JONES,JANE	URO01176	TENURE SI

Step	Action
19.	Press [Right] .

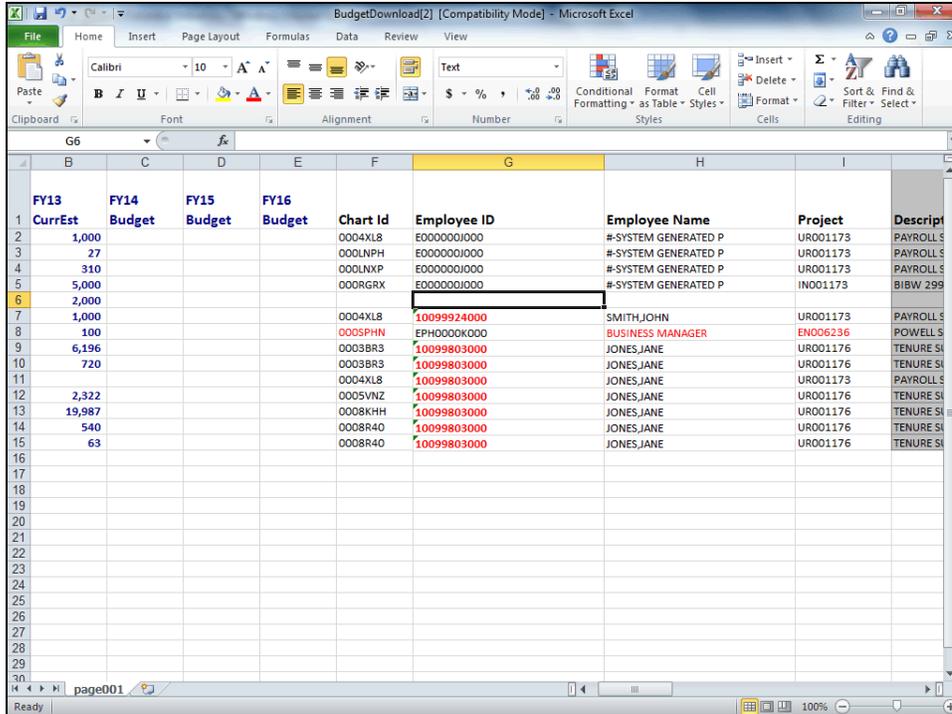
	B6								
	B	C	D	E	F	G	H	I	J
	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Descript
1									
2	1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
3	27				000LNPH	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
4	310				000LNXP	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
5	5,000				000RGRX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
6									
7	1,000				0004XL8	10099924000	SMITH,JOHN	URO01173	PAYROLL S
8	100				000SPHN	EPH0000K0000	BUSINESS MANAGER	ENO06236	POWELL S
9	6,196				0003BR3	10099803000	JONES,JANE	URO01176	TENURE SI
10	720				0003BR3	10099803000	JONES,JANE	URO01176	TENURE SI
11					0004XL8	10099803000	JONES,JANE	URO01173	PAYROLL S
12	2,322				0005VNZ	10099803000	JONES,JANE	URO01176	TENURE SI
13	19,987				0008KHH	10099803000	JONES,JANE	URO01176	TENURE SI
14	540				0008R40	10099803000	JONES,JANE	URO01176	TENURE SI
15	63				0008R40	10099803000	JONES,JANE	URO01176	TENURE SI

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Budget Tool



Step	Action
20.	Press [Right] .



Step	Action
21.	Press [Right] .

	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Descript
1									
2	1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
3	27				000LNPH	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
4	310				000LNXP	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
5	5,000				000GRGX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
6	2,000								
7	1,000				0004XL8	10099924000	SMITH,JOHN	URO01173	PAYROLL S
8	100				000SPHN	EPH0000K0000	BUSINESS MANAGER	ENO06236	POWELL S
9	6,196				0003BR3	10099803000	JONES,JANE	URO01176	TENURE SI
10	720				0003BR3	10099803000	JONES,JANE	URO01176	TENURE SI
11					0004XL8	10099803000	JONES,JANE	URO01173	PAYROLL S
12	2,322				0005VNZ	10099803000	JONES,JANE	URO01176	TENURE SI
13	19,987				0008KHH	10099803000	JONES,JANE	URO01176	TENURE SI
14	540				0008R40	10099803000	JONES,JANE	URO01176	TENURE SI
15	63				0008R40	10099803000	JONES,JANE	URO01176	TENURE SI
16									
17									
18									
19									
20									
21									
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26									
27									
28									
29									
30									

Step	Action
22.	Press [Right] .

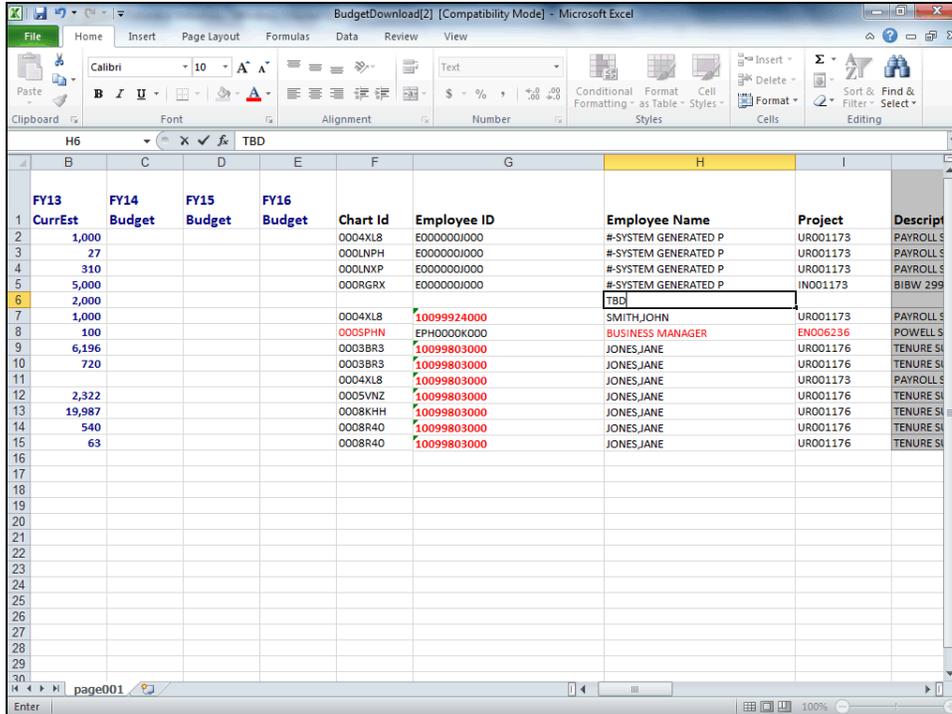
	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Descript
1									
2	1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
3	27				000LNPH	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
4	310				000LNXP	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
5	5,000				000GRGX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
6	2,000								
7	1,000				0004XL8	10099924000	SMITH,JOHN	URO01173	PAYROLL S
8	100				000SPHN	EPH0000K0000	BUSINESS MANAGER	ENO06236	POWELL S
9	6,196				0003BR3	10099803000	JONES,JANE	URO01176	TENURE SI
10	720				0003BR3	10099803000	JONES,JANE	URO01176	TENURE SI
11					0004XL8	10099803000	JONES,JANE	URO01173	PAYROLL S
12	2,322				0005VNZ	10099803000	JONES,JANE	URO01176	TENURE SI
13	19,987				0008KHH	10099803000	JONES,JANE	URO01176	TENURE SI
14	540				0008R40	10099803000	JONES,JANE	URO01176	TENURE SI
15	63				0008R40	10099803000	JONES,JANE	URO01176	TENURE SI
16									
17									
18									
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20									
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30									

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



Step	Action
24.	Press [Right] .



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	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Descript
1									
2	1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
3	27				000LNPH	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
4	310				000LNXP	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
5	5,000				000GRGX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
6	2,000						TBD		
7	1,000				0004XL8	10099924000	SMITH,JOHN	URO01173	PAYROLL S
8	100				000SPHN	EPH0000K0000	BUSINESS MANAGER	EN006236	POWELL S
9	6,196				0003BR3	10099803000	JONES,JANE	URO01176	TENURE SI
10	720				0003BR3	10099803000	JONES,JANE	URO01173	TENURE SI
11					0004XL8	10099803000	JONES,JANE	URO01176	PAYROLL S
12	2,322				0005VNZ	10099803000	JONES,JANE	URO01176	TENURE SI
13	19,987				0008KHH	10099803000	JONES,JANE	URO01176	TENURE SI
14	540				0008R40	10099803000	JONES,JANE	URO01176	TENURE SI
15	63				0008R40	10099803000	JONES,JANE	URO01176	TENURE SI
16									
17									
18									
19									
20									
21									
22									
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27									
28									
29									
30									

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

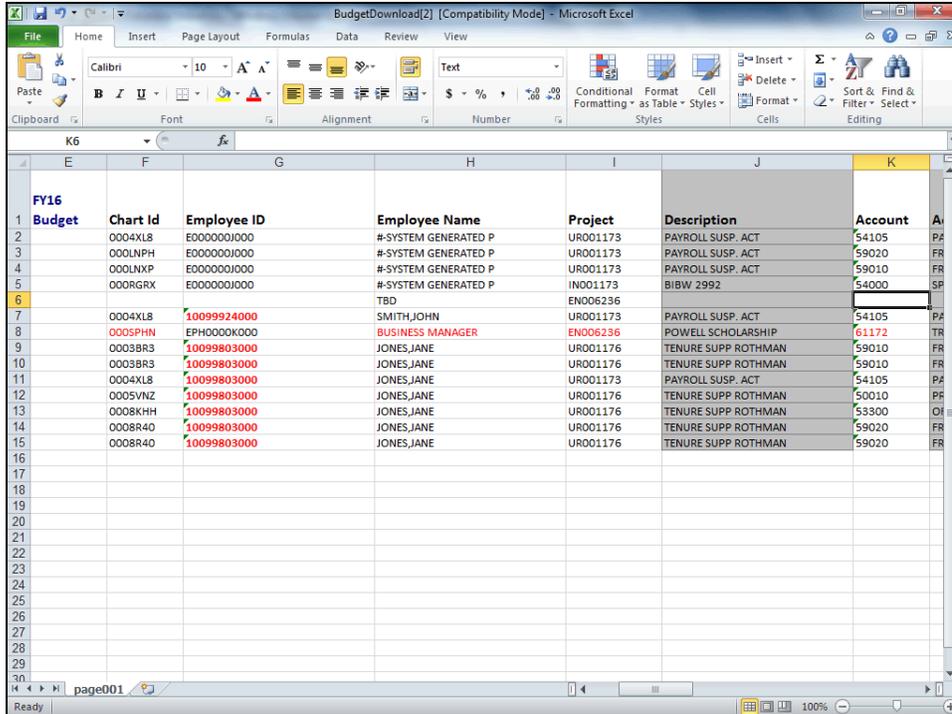
	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Descript
1									
2	1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
3	27				000LNPH	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
4	310				000LNXP	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
5	5,000				000GRGX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
6	2,000						TBD	EN006236	
7	1,000				0004XL8	10099924000	SMITH,JOHN	URO01173	PAYROLL S
8	100				000SPHN	EPH0000K0000	BUSINESS MANAGER	EN006236	POWELL S
9	6,196				0003BR3	10099803000	JONES,JANE	URO01176	TENURE SI
10	720				0003BR3	10099803000	JONES,JANE	URO01173	TENURE SI
11					0004XL8	10099803000	JONES,JANE	URO01176	PAYROLL S
12	2,322				0005VNZ	10099803000	JONES,JANE	URO01176	TENURE SI
13	19,987				0008KHH	10099803000	JONES,JANE	URO01176	TENURE SI
14	540				0008R40	10099803000	JONES,JANE	URO01176	TENURE SI
15	63				0008R40	10099803000	JONES,JANE	URO01176	TENURE SI
16									
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29									
30									

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Budget Tool



Step	Action
26.	Press [Right] .



Step	Action
27.	Press [Right] .

	FY16 Budget	Chart Id	Employee ID	Employee Name	Project	Description	Account
2		0004XL8	E000000J00	#-SYSTEM GENERATED P	UR001173	PAYROLL SUSP. ACT	54105
3		000LNPH	E000000J00	#-SYSTEM GENERATED P	UR001173	PAYROLL SUSP. ACT	59020
4		000LNXP	E000000J00	#-SYSTEM GENERATED P	UR001173	PAYROLL SUSP. ACT	59010
5		000RGRX	E000000J00	#-SYSTEM GENERATED P	IN001173	BIBW 2992	54000
6				TBD	EN006236		
7		0004XL8	1009924000	SMITH,JOHN	UR001173	PAYROLL SUSP. ACT	54105
8		0005PHN	EPH0000K000	BUSINESS MANAGER	EN006236	POWELL SCHOLARSHIP	61172
9		0003BR3	10099803000	JONES,JANE	UR001176	TENURE SUPP. ROTHMAN	59010
10		0003BR3	10099803000	JONES,JANE	UR001176	TENURE SUPP. ROTHMAN	59010
11		0004XL8	10099803000	JONES,JANE	UR001173	PAYROLL SUSP. ACT	54105
12		0005VNZ	10099803000	JONES,JANE	UR001176	TENURE SUPP. ROTHMAN	50010
13		0008KHH	10099803000	JONES,JANE	UR001176	TENURE SUPP. ROTHMAN	53300
14		0008R40	10099803000	JONES,JANE	UR001176	TENURE SUPP. ROTHMAN	59020
15		0008R40	10099803000	JONES,JANE	UR001176	TENURE SUPP. ROTHMAN	59020

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

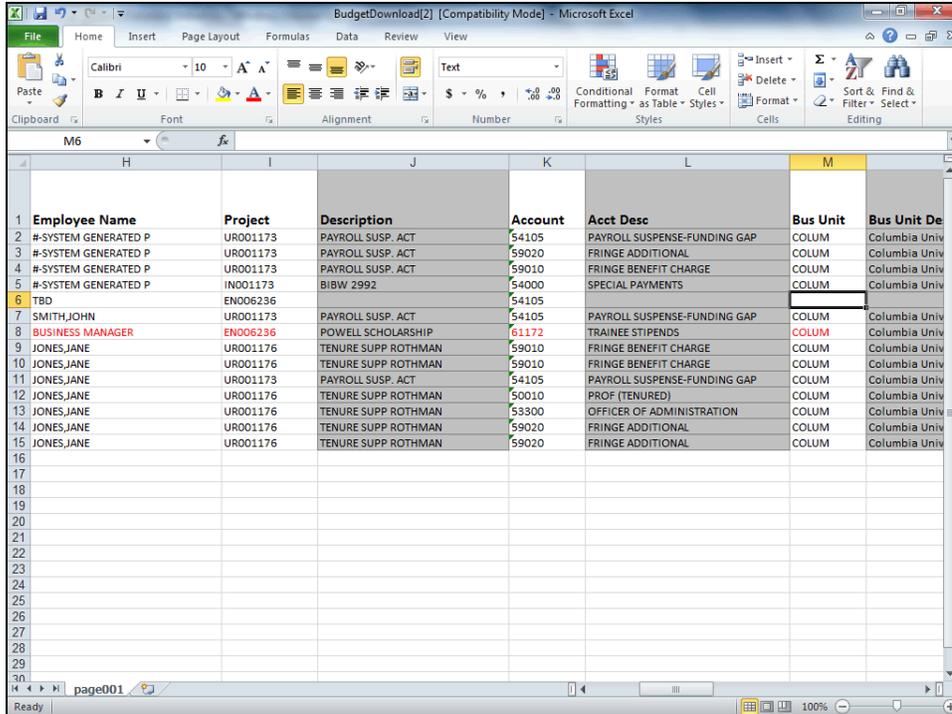
	Employee Name	Project	Description	Account	Acct Desc	Bus Unit	Bus Unit De
2	#-SYSTEM GENERATED P	UR001173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia Univ
3	#-SYSTEM GENERATED P	UR001173	PAYROLL SUSP. ACT	59020	FRINGE ADDITIONAL	COLUM	Columbia Univ
4	#-SYSTEM GENERATED P	UR001173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

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Budget Tool



Step	Action
29.	Press [Right] .



Step	Action
30.	Press [Right] .

1	Employee Name	Project	Description	Account	Acct Desc	Bus Unit	Bus Unit Desc
2	#-SYSTEM GENERATED P	URO01173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia Univ
3	#-SYSTEM GENERATED P	URO01173	PAYROLL SUSP. ACT	59020	FRINGE ADDITIONAL	COLUM	Columbia Univ
4	#-SYSTEM GENERATED P	URO01173	PAYROLL SUSP. ACT	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia Univ
5	#-SYSTEM GENERATED P	IN001173	BIBW 2992	54000	SPECIAL PAYMENTS	COLUM	Columbia Univ
6	TBD	EN006236		54105		COLUM	
7	SMITH,JOHN	URO01173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia Univ
8	BUSINESS MANAGER	EN006236	POWELL SCHOLARSHIP	61172	TRAINEE STIPENDS	COLUM	Columbia Univ
9	JONES,JANE	URO01176	TENURE SUPP ROTHMAN	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia Univ
10	JONES,JANE	URO01176	TENURE SUPP ROTHMAN	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia Univ
11	JONES,JANE	URO01173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia Univ
12	JONES,JANE	URO01176	TENURE SUPP ROTHMAN	50010	PROF (TENURED)	COLUM	Columbia Univ
13	JONES,JANE	URO01176	TENURE SUPP ROTHMAN	53300	OFFICER OF ADMINISTRATION	COLUM	Columbia Univ
14	JONES,JANE	URO01176	TENURE SUPP ROTHMAN	59020	FRINGE ADDITIONAL	COLUM	Columbia Univ
15	JONES,JANE	URO01176	TENURE SUPP ROTHMAN	59020	FRINGE ADDITIONAL	COLUM	Columbia Univ

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

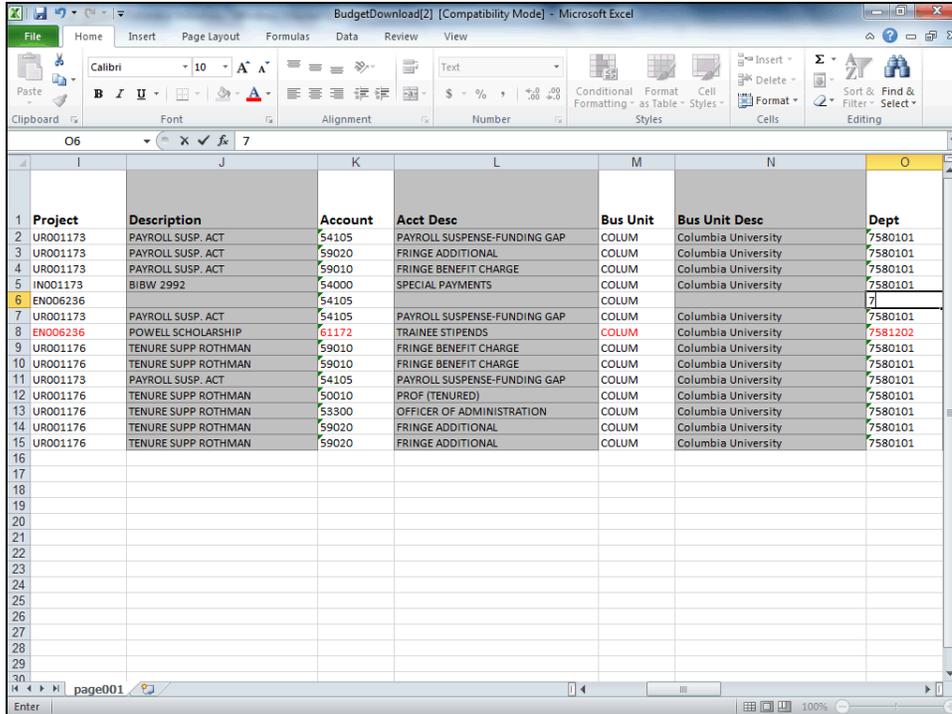
1	Project	Description	Account	Acct Desc	Bus Unit	Bus Unit Desc	Dept
2	URO01173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101
3	URO01173	PAYROLL SUSP. ACT	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101
4	URO01173	PAYROLL SUSP. ACT	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101
5	IN001173	BIBW 2992	54000	SPECIAL PAYMENTS	COLUM	Columbia University	7580101
6	EN006236		54105		COLUM		
7	URO01173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101
8	EN006236	POWELL SCHOLARSHIP	61172	TRAINEE STIPENDS	COLUM	Columbia University	7581202
9	URO01176	TENURE SUPP ROTHMAN	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101
10	URO01176	TENURE SUPP ROTHMAN	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101
11	URO01173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101
12	URO01176	TENURE SUPP ROTHMAN	50010	PROF (TENURED)	COLUM	Columbia University	7580101
13	URO01176	TENURE SUPP ROTHMAN	53300	OFFICER OF ADMINISTRATION	COLUM	Columbia University	7580101
14	URO01176	TENURE SUPP ROTHMAN	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101
15	URO01176	TENURE SUPP ROTHMAN	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101

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Budget Tool



Step	Action
32.	Press [Right] .



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

Project	Description	Account	Acct Desc	Bus Unit	Bus Unit Desc	Dept	
1							
2	URO01173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101
3	URO01173	PAYROLL SUSP. ACT	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101
4	URO01173	PAYROLL SUSP. ACT	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101
5	IN001173	BIBW 2992	54000	SPECIAL PAYMENTS	COLUM	Columbia University	7580101
6	EN006236		54105		COLUM		7580101
7	URO01173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101
8	EN006236	POWELL SCHOLARSHIP	61172	TRAINEE STIPENDS	COLUM	Columbia University	7581202
9	URO01176	TENURE SUPP ROTHMAN	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101
10	URO01176	TENURE SUPP ROTHMAN	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101
11	URO01173	PAYROLL SUSP. ACT	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101
12	URO01176	TENURE SUPP ROTHMAN	50010	PROF (TENURED)	COLUM	Columbia University	7580101
13	URO01176	TENURE SUPP ROTHMAN	53300	OFFICER OF ADMINISTRATION	COLUM	Columbia University	7580101
14	URO01176	TENURE SUPP ROTHMAN	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101
15	URO01176	TENURE SUPP ROTHMAN	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101

Step	Action
34.	Press [Right] .

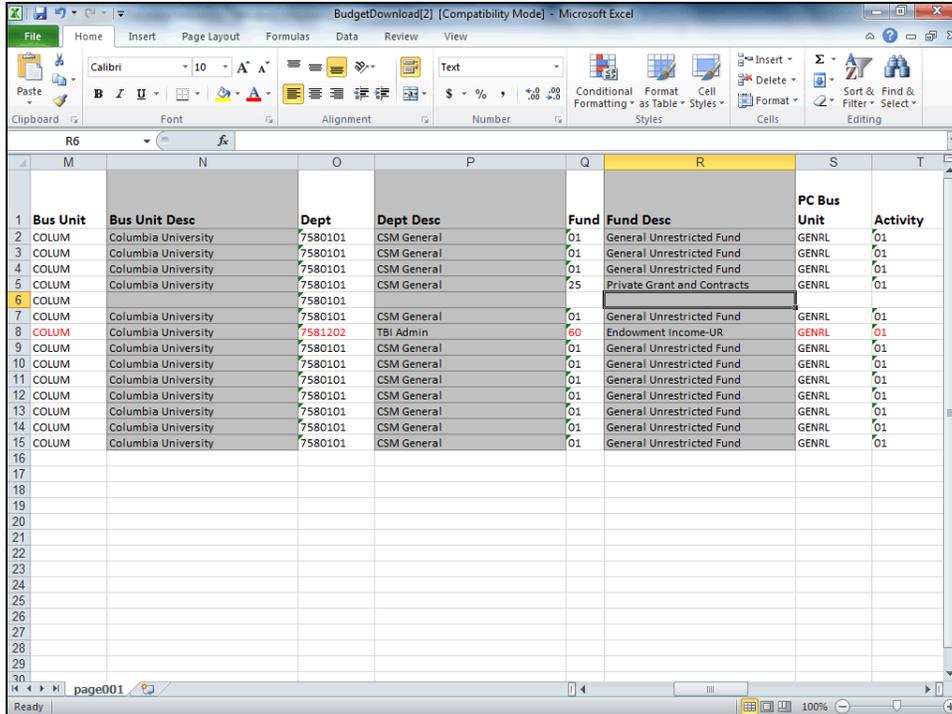
Account	Acct Desc	Bus Unit	Bus Unit Desc	Dept	Dept Desc	Fund	Fund Desc
1							
2	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101	CSM General	01 General Un
3	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101	CSM General	01 General Un
4	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101	CSM General	01 General Un
5	54000	SPECIAL PAYMENTS	COLUM	Columbia University	7580101	CSM General	25 Private Gra
6	54105						
7	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101	CSM General	01 General Un
8	61172	TRAINEE STIPENDS	COLUM	Columbia University	7581202	TBI Admin	60 Endowmen
9	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101	CSM General	01 General Un
10	59010	FRINGE BENEFIT CHARGE	COLUM	Columbia University	7580101	CSM General	01 General Un
11	54105	PAYROLL SUSPENSE-FUNDING GAP	COLUM	Columbia University	7580101	CSM General	01 General Un
12	50010	PROF (TENURED)	COLUM	Columbia University	7580101	CSM General	01 General Un
13	53300	OFFICER OF ADMINISTRATION	COLUM	Columbia University	7580101	CSM General	01 General Un
14	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101	CSM General	01 General Un
15	59020	FRINGE ADDITIONAL	COLUM	Columbia University	7580101	CSM General	01 General Un

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Budget Tool



Step	Action
35.	Press [Right] .



Step	Action
36.	Press [Right] .

1	Bus Unit	Bus Unit Desc	Dept	Dept Desc	Fund	Fund Desc	PC Bus Unit	Activity
2	COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
3	COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
4	COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
5	COLUM	Columbia University	7580101	CSM General	25	Private Grant and Contracts	GENRL	01
6	COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
7	COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
8	COLUM	Columbia University	7581202	TBI Admin	60	Endowment Income-UR	GENRL	01
9	COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
10	COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
11	COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
12	COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
13	COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
14	COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01
15	COLUM	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01

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

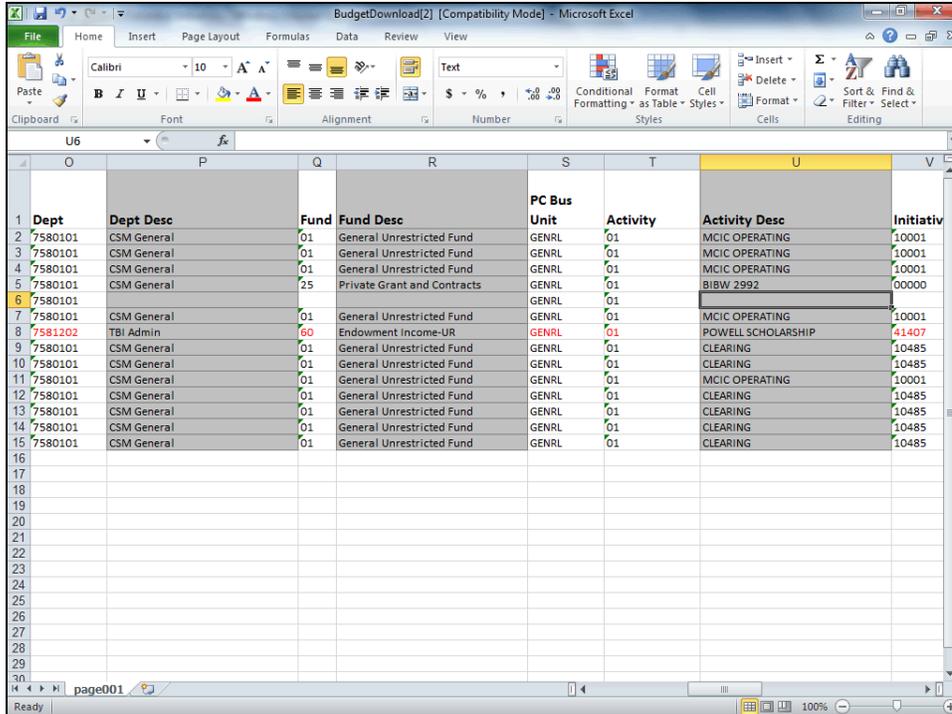
1	Bus Unit Desc	Dept	Dept Desc	Fund	Fund Desc	PC Bus Unit	Activity	Activity
2	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPE
3	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPE
4	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPE
5	Columbia University	7580101	CSM General	25	Private Grant and Contracts	GENRL	01	BIBW 299
6	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPE
7	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01	POWELLS
8	Columbia University	7581202	TBI Admin	60	Endowment Income-UR	GENRL	01	CLEARING
9	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING
10	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPE
11	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING
12	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING
13	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING
14	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING
15	Columbia University	7580101	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING

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Budget Tool



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



Step	Action
39.	Press [Right] .

1	Dept Desc	Fund	Fund Desc	PC Bus Unit	Activity	Activity Desc	Initiative	Initiative Desc
2	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll S
3	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll S
4	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll S
5	CSM General	25	Private Grant and Contracts	GENRL	01	BIBW 2992	00000	Undefined
6				GENRL	01			
7	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll S
8	TBI Admin	60	Endowment Income-UR	GENRL	01	POWELL SCHOLARSHIP	41407	SSW Soci
9	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMH
10	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMH
11	CSM General	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll S
12	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMH
13	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMH
14	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMH
15	CSM General	01	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMH

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

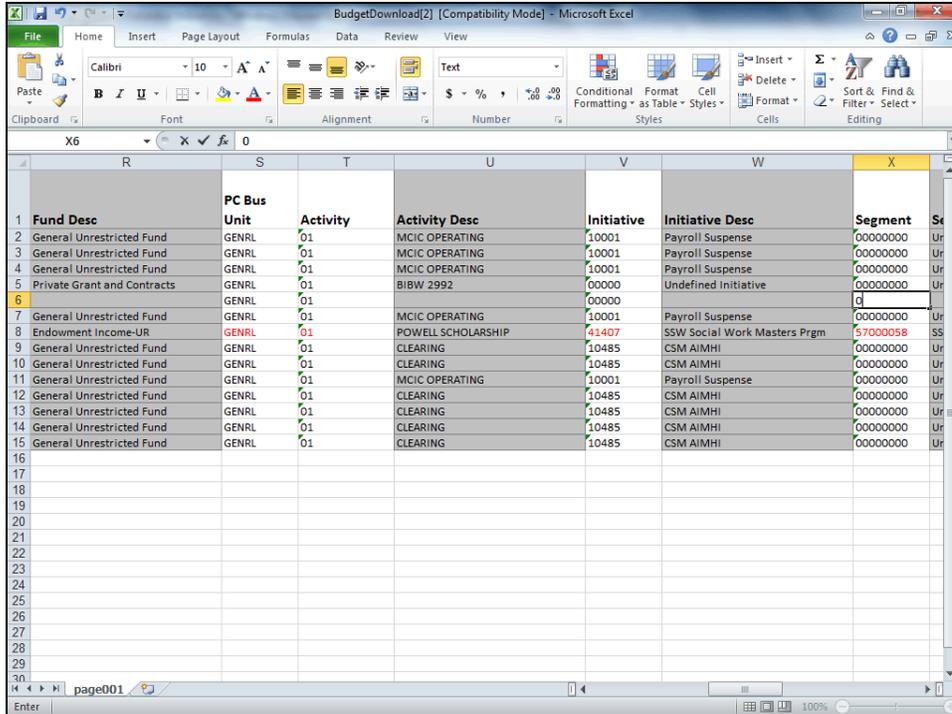
1	Fund	Fund Desc	PC Bus Unit	Activity	Activity Desc	Initiative	Initiative Desc	Segmen
2	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspende	00000000
3	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspende	00000000
4	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspende	00000000
5	25	Private Grant and Contracts	GENRL	01	BIBW 2992	00000	Undefined Initiative	00000000
6			GENRL	01		00000		
7	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspende	00000000
8	60	Endowment Income-UR	GENRL	01	POWELL SCHOLARSHIP	41407	SSW Social Work Masters Prgm	57000055
9	01	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000
10	01	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000
11	01	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspende	00000000
12	01	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000
13	01	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000
14	01	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000
15	01	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000

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Budget Tool



Step	Action
41.	Press [Right] .



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

	R	S	T	U	V	W	X	Y	
1	Fund Desc	PC Bus	Unit	Activity	Activity Desc	Initiative	Initiative Desc	Segment	Segment Desc
2	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Ur	
3	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Ur	
4	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Ur	
5	Private Grant and Contracts	GENRL	01	BIBW 2992	00000	Undefined Initiative	00000000	Ur	
6		GENRL	01		00000		00000000		
7	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Ur	
8	Endowment Income-UR	GENRL	01	POWELL SCHOLARSHIP	41407	SSW Social Work Masters Prgm	57000058	SS	
9	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Ur	
10	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Ur	
11	General Unrestricted Fund	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Ur	
12	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Ur	
13	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Ur	
14	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Ur	
15	General Unrestricted Fund	GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Ur	

Step	Action
43.	Press [Right] .

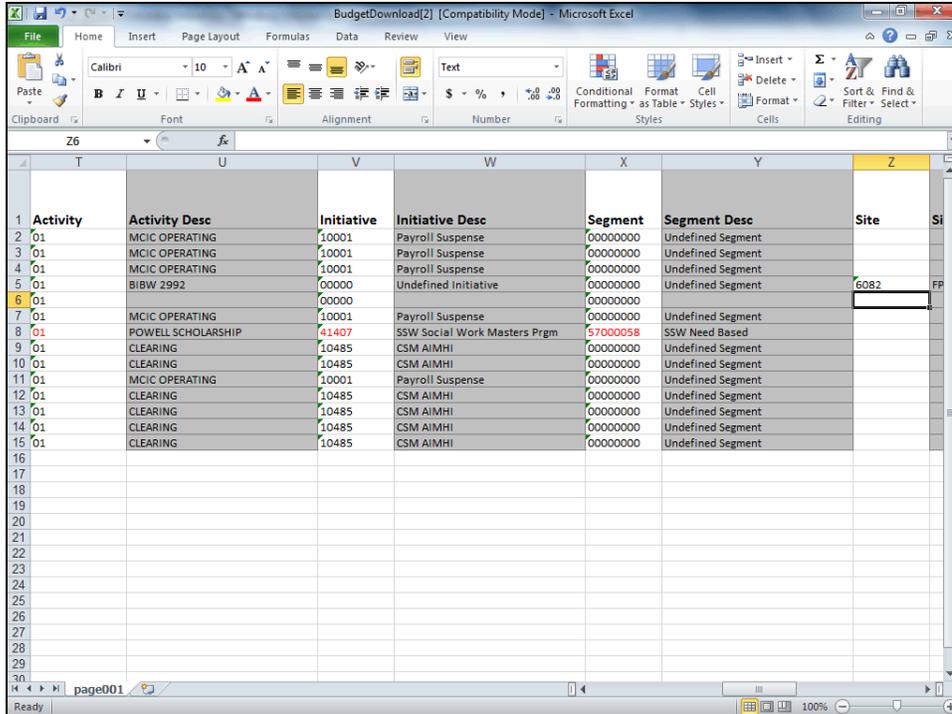
	S	T	U	V	W	X	Y	Z
1	PC Bus	Unit	Activity	Activity Desc	Initiative	Initiative Desc	Segment	Segment Desc
2	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment	
3	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment	
4	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment	
5	GENRL	01	BIBW 2992	00000	Undefined Initiative	00000000	Undefined Segment	
6	GENRL	01		00000		00000000		
7	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment	
8	GENRL	01	POWELL SCHOLARSHIP	41407	SSW Social Work Masters Prgm	57000058	SSW Need Based	
9	GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment	
10	GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment	
11	GENRL	01	MCIC OPERATING	10001	Payroll Suspense	00000000	Undefined Segment	
12	GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment	
13	GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment	
14	GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment	
15	GENRL	01	CLEARING	10485	CSM AIMHI	00000000	Undefined Segment	

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Budget Tool



Step	Action
44.	Press [Right] .



Step	Action
45.	Press [Right] .

	V	W	X	Y	Z	AA	AB	
	Initiative	Initiative Desc	Segment	Segment Desc	Site	Site Desc	Function	Function Desc
1								
2	10001	Payroll Suspense	00000000	Undefined Segment			225	OTHER - INST
3	10001	Payroll Suspense	00000000	Undefined Segment			225	OTHER - INST
4	10001	Payroll Suspense	00000000	Undefined Segment			225	OTHER - INST
5	00000	Undefined Initiative	00000000	Undefined Segment	6082	FP-75-54 METROPOLITAN AVE, QNS	240	PUBLIC SERV
6	00000		00000000					
7	10001	Payroll Suspense	00000000	Undefined Segment			225	OTHER - INST
8	41407	SSW Social Work Masters Prgm	57000058	SSW Need Based			225	OTHER - INST
9	10485	CSM AIMHI	00000000	Undefined Segment			225	OTHER - INST
10	10485	CSM AIMHI	00000000	Undefined Segment			225	OTHER - INST
11	10001	Payroll Suspense	00000000	Undefined Segment			225	OTHER - INST
12	10485	CSM AIMHI	00000000	Undefined Segment			225	OTHER - INST
13	10485	CSM AIMHI	00000000	Undefined Segment			225	OTHER - INST
14	10485	CSM AIMHI	00000000	Undefined Segment			225	OTHER - INST
15	10485	CSM AIMHI	00000000	Undefined Segment			225	OTHER - INST

Step	Action
46.	Press [Right] .

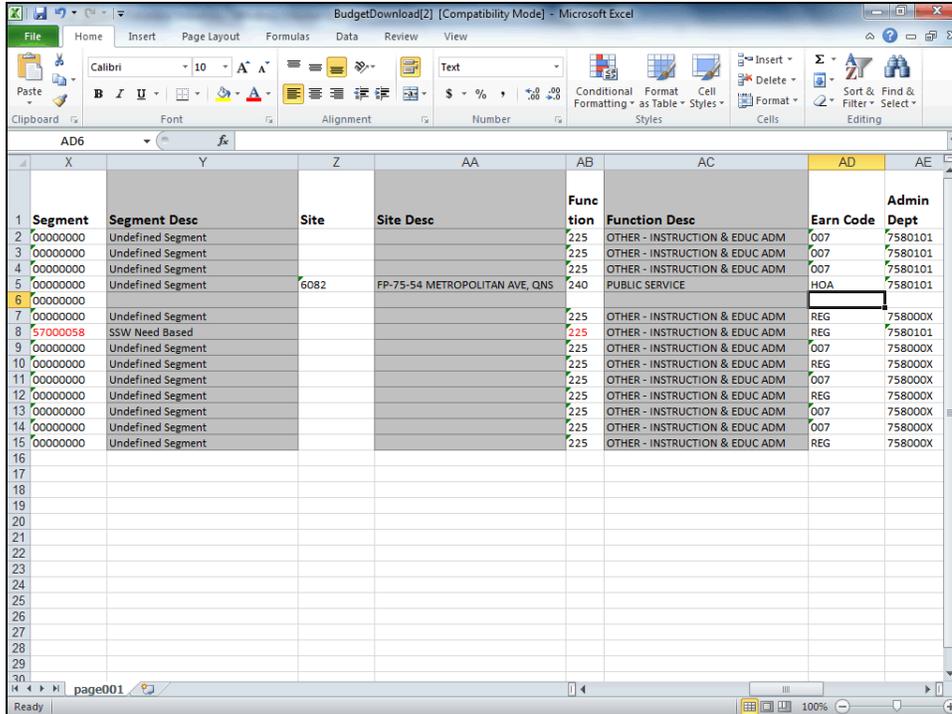
	X	Y	Z	AA	AB	AC	AD	AE
	Segment	Segment Desc	Site	Site Desc	Function	Function Desc	Earn Code	Admin Dept
1								
2	00000000	Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	007	7580101
3	00000000	Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	007	7580101
4	00000000	Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	007	7580101
5	00000000	Undefined Segment	6082	FP-75-54 METROPOLITAN AVE, QNS	240	PUBLIC SERVICE	HOA	7580101
6	00000000							
7	00000000	Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	REG	758000X
8	57000058	SSW Need Based			225	OTHER - INSTRUCTION & EDUC ADM	REG	7580101
9	00000000	Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	007	758000X
10	00000000	Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	REG	758000X
11	00000000	Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	007	758000X
12	00000000	Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	REG	758000X
13	00000000	Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	007	758000X
14	00000000	Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	007	758000X
15	00000000	Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	REG	758000X

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Budget Tool



Step	Action
47.	Press [Right] .



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

Segment Desc	Site	Site Desc	Function	Function Desc	Earn Code	Admin Dept	Description
Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	007	7580101	CSM Gener
Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	007	7580101	CSM Gener
Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	007	7580101	CSM Gener
Undefined Segment	6082	FP-75-54 METROPOLITAN AVE, QNS	240	PUBLIC SERVICE	HOA	7580101	CSM Gener
Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	REG	758000X	CSM Societ
SSW Need Based			225	OTHER - INSTRUCTION & EDUC ADM	REG	7580101	CSM Gener
Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	007	758000X	CSM Societ
Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	REG	758000X	CSM Societ
Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	007	758000X	CSM Societ
Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	REG	758000X	CSM Societ
Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	007	758000X	CSM Societ
Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	007	758000X	CSM Societ
Undefined Segment			225	OTHER - INSTRUCTION & EDUC ADM	REG	758000X	CSM Societ

Step	Action
49.	Press [Right] .

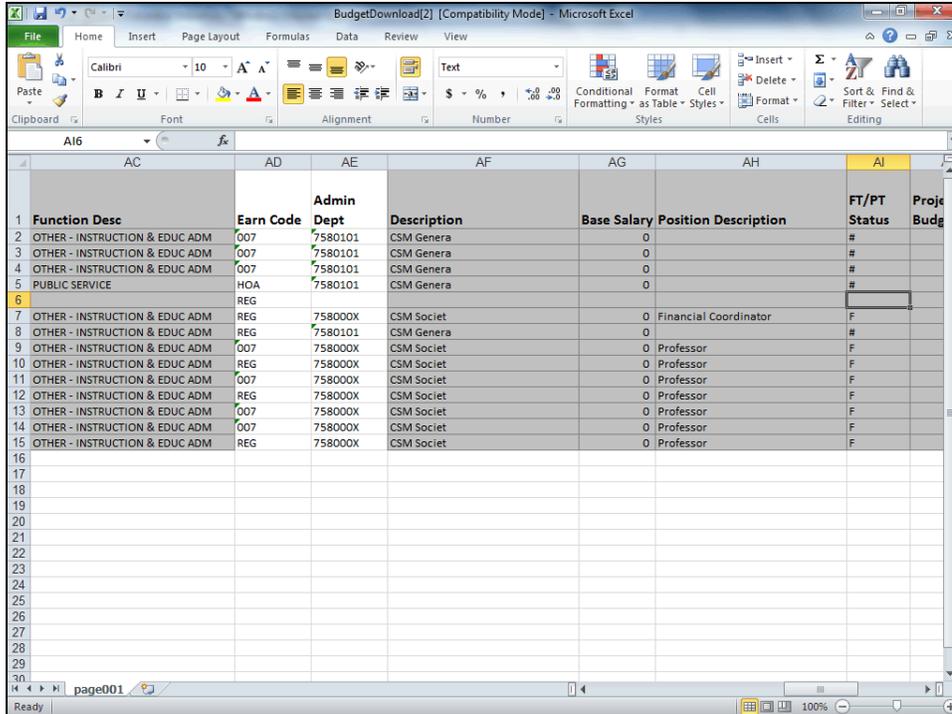
Site Desc	Function	Function Desc	Earn Code	Admin Dept	Description	Base Salary	Position
Undefined Segment	225	OTHER - INSTRUCTION & EDUC ADM	007	7580101	CSM Genera	0	
Undefined Segment	225	OTHER - INSTRUCTION & EDUC ADM	007	7580101	CSM Genera	0	
Undefined Segment	225	OTHER - INSTRUCTION & EDUC ADM	007	7580101	CSM Genera	0	
FP-75-54 METROPOLITAN AVE, QNS	240	PUBLIC SERVICE	HOA	7580101	CSM Genera	0	
Undefined Segment	225	OTHER - INSTRUCTION & EDUC ADM	REG	758000X	CSM Societ	0	Financial C
Undefined Segment	225	OTHER - INSTRUCTION & EDUC ADM	REG	7580101	CSM Genera	0	
Undefined Segment	225	OTHER - INSTRUCTION & EDUC ADM	007	758000X	CSM Societ	0	Professor.
Undefined Segment	225	OTHER - INSTRUCTION & EDUC ADM	REG	758000X	CSM Societ	0	Professor.
Undefined Segment	225	OTHER - INSTRUCTION & EDUC ADM	007	758000X	CSM Societ	0	Professor.
Undefined Segment	225	OTHER - INSTRUCTION & EDUC ADM	REG	758000X	CSM Societ	0	Professor.
Undefined Segment	225	OTHER - INSTRUCTION & EDUC ADM	007	758000X	CSM Societ	0	Professor.
Undefined Segment	225	OTHER - INSTRUCTION & EDUC ADM	007	758000X	CSM Societ	0	Professor.
Undefined Segment	225	OTHER - INSTRUCTION & EDUC ADM	REG	758000X	CSM Societ	0	Professor.

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Budget Tool



Step	Action
50.	Press [Right] .



Step	Action
51.	Press [Right] .

	AD	AE	AF	AG	AH	AI	AJ	AK	AL
1	Earn Code	Dept	Description	Base Salary	Position Description	FT/PT Status	Project Budget	Current Year OB	YTD Salary
2	007	7580101	CSM Genera	0		#			
3	007	7580101	CSM Genera	0		#			
4	007	7580101	CSM Genera	0		#			
5	HOA	7580101	CSM Genera	0		#			
6	REG								
7	REG	758000X	CSM Societ	0	Financial Coordinator	F			1,384
8	REG	7580101	CSM Genera	0		#			
9	007	758000X	CSM Societ	0	Professor	F			
10	REG	758000X	CSM Societ	0	Professor	F			
11	007	758000X	CSM Societ	0	Professor	F			3,398
12	REG	758000X	CSM Societ	0	Professor	F		2,322	17,994
13	007	758000X	CSM Societ	0	Professor	F		19,987	
14	007	758000X	CSM Societ	0	Professor	F			
15	REG	758000X	CSM Societ	0	Professor	F			

Step	Action
52.	Press [Right] .

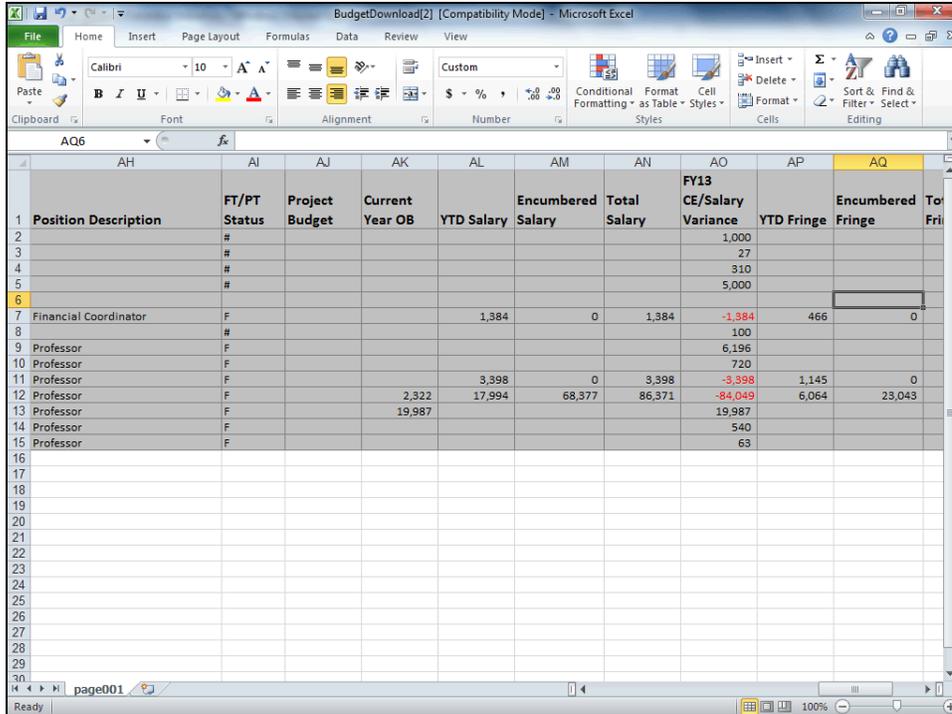
	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	
1	Base Salary	Position Description	FT/PT Status	Project Budget	Current Year OB	YTD Salary	Encumbered Salary	Total Salary	FY13 CE/Salary Variance	YTD Fringe	Encu Fring
2	0		#						1,000		
3	0		#						27		
4	0		#						310		
5	0		#						5,000		
6											
7	0	Financial Coordinator	F			1,384	0	1,384	-1,384	466	
8	0		#						100		
9	0	Professor	F						6,196		
10	0	Professor	F						720		
11	0	Professor	F			3,398	0	3,398	-3,398	1,145	
12	0	Professor	F		2,322	17,994	68,377	86,371	-84,049	6,064	
13	0	Professor	F		19,987				19,987		
14	0	Professor	F						540		
15	0	Professor	F						63		

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Step	Action
53.	Press [Right] .



Step	Action
54.	Press [Right] .

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

Step	Action
55.	Press [Right] .

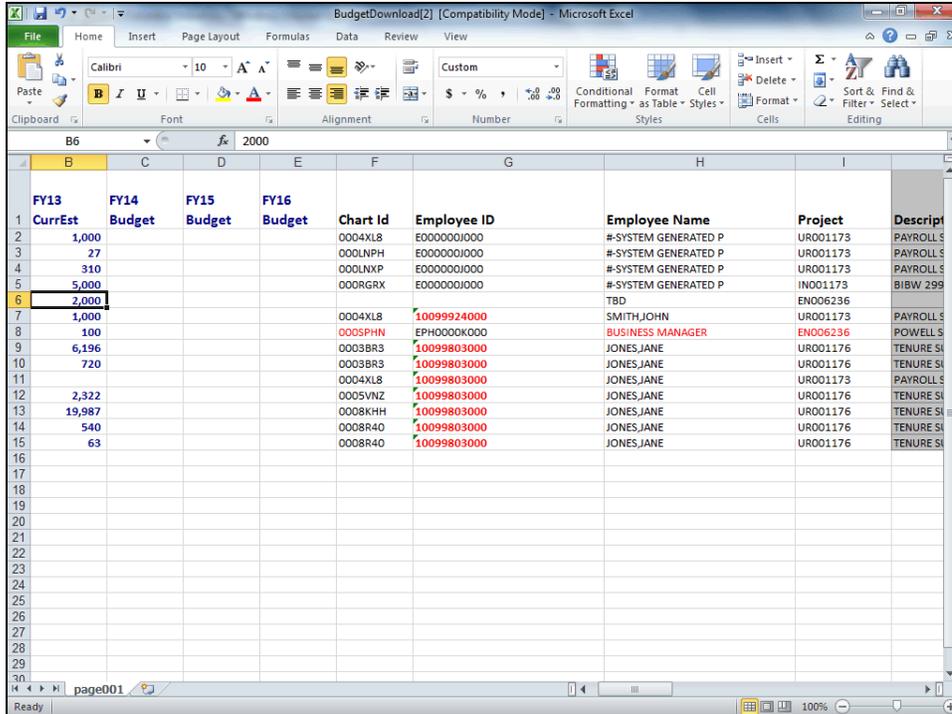
	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX
1		Encumbered Salary	Total Salary	FY13 CE/Salary Variance	YTD Fringe	Encumbered Fringe	Total Fringe	ICR Rate	View Only	Creator	Download Date	
2				1,000				0.000000	N	jtg2006	2012.10.18 13:04	
3				27				0.000000	Y	jtg2006	2012.10.18 13:04	
4				310				0.000000	Y	jtg2006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

Training Guide

Budget Tool

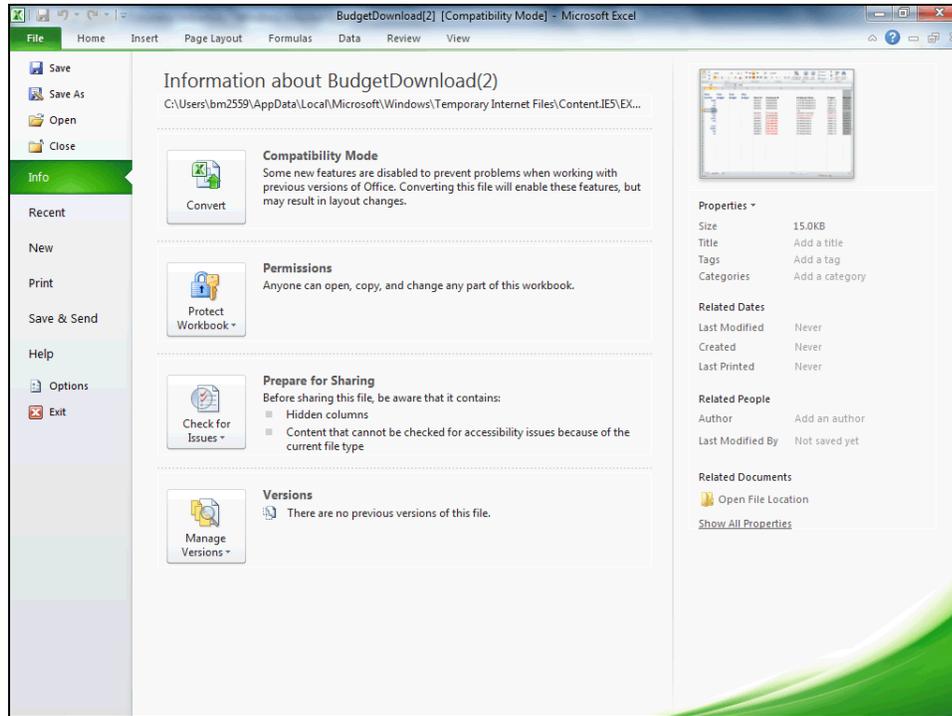


Step	Action
56.	Press [Home] .



Step	Action
57.	Click the File Tab button.

File



Step	Action
58.	Click the Save menu.  Save

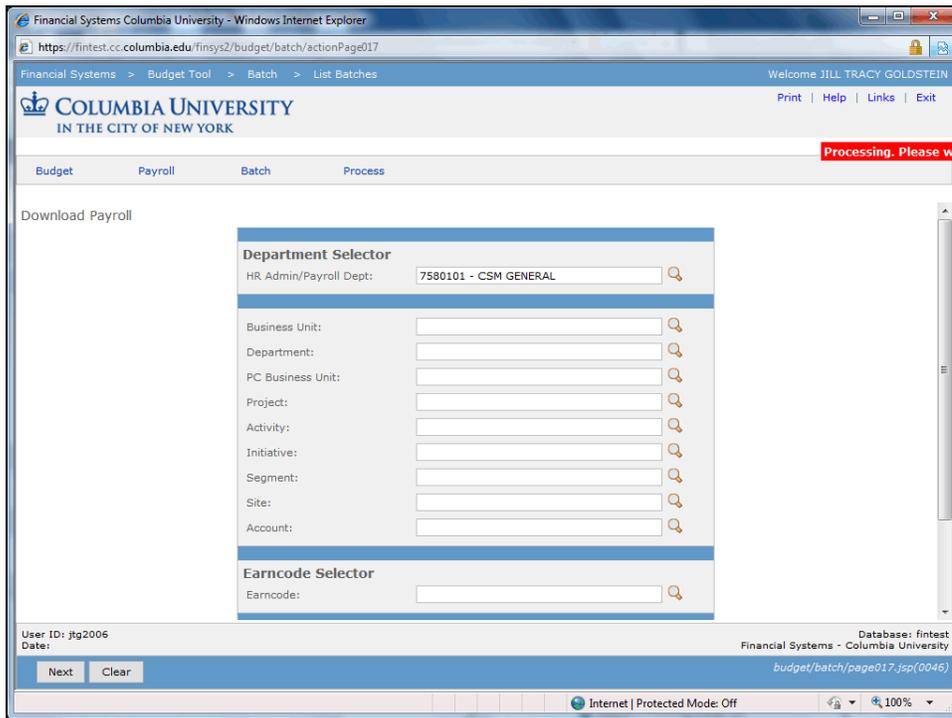
	FY13	FY14	FY15	FY16	Chart Id	Employee ID	Employee Name	Project	Descript
	CurrEst	Budget	Budget	Budget					
1									
2	1,000				0004XL8	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
3	27				000LNPH	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
4	310				000LNXP	E000000J000	#-SYSTEM GENERATED P	URO01173	PAYROLL S
5	5,000				000RGRX	E000000J000	#-SYSTEM GENERATED P	IN001173	BIBW 299
6	2,000						TBD	EN006236	
7	1,000				0004XL8	10099924000	SMITH,JOHN	URO01173	PAYROLL S
8	100				000SPHN	EPH0000K000	BUSINESS MANAGER	EN006236	POWELL S
9	6,196				0003BR3	10099803000	JONES,JANE	URO01176	TENURE SI
10	720				0003BR3	10099803000	JONES,JANE	URO01176	TENURE SI
11					0004XL8	10099803000	JONES,JANE	URO01173	PAYROLL S
12	2,322				0005VNZ	10099803000	JONES,JANE	URO01176	TENURE SI
13	19,987				0008KHH	10099803000	JONES,JANE	URO01176	TENURE SI
14	540				0008R40	10099803000	JONES,JANE	URO01176	TENURE SI
15	63				0008R40	10099803000	JONES,JANE	URO01176	TENURE SI

Training Guide

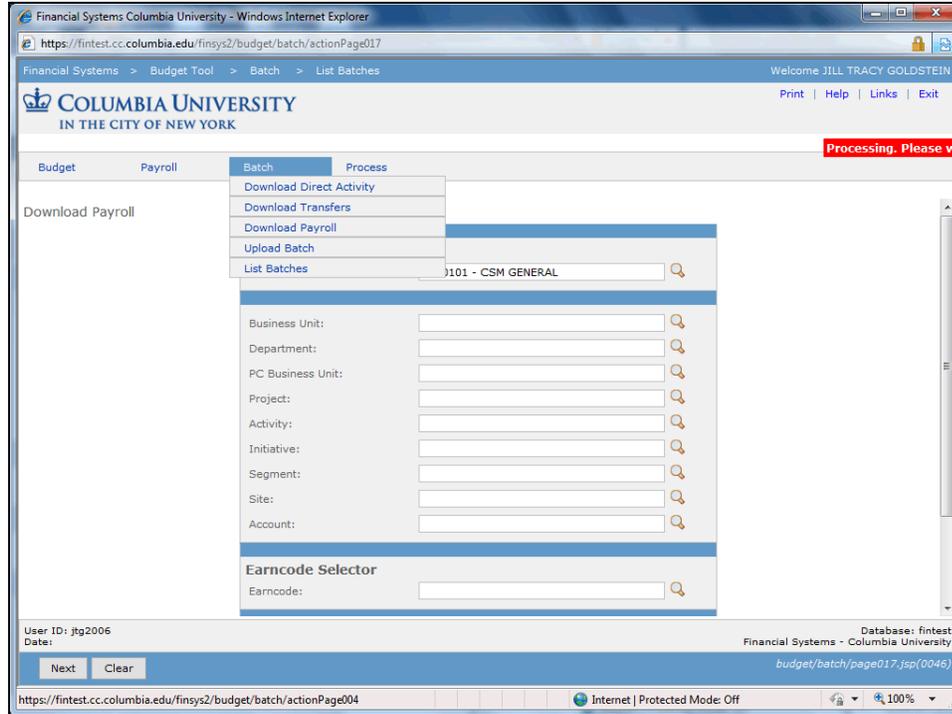
Budget Tool



Step	Action
59.	Click the Minimize button. 



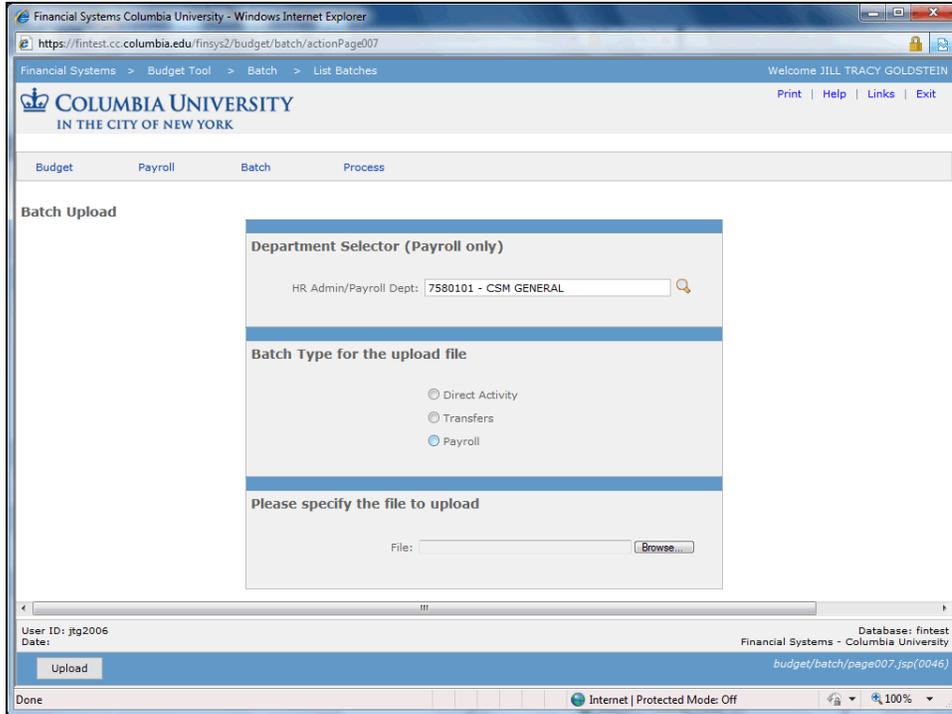
Step	Action
60.	When finished in Excel, the batch file is saved and uploaded to the Budget Tool. Point to the Batch link.



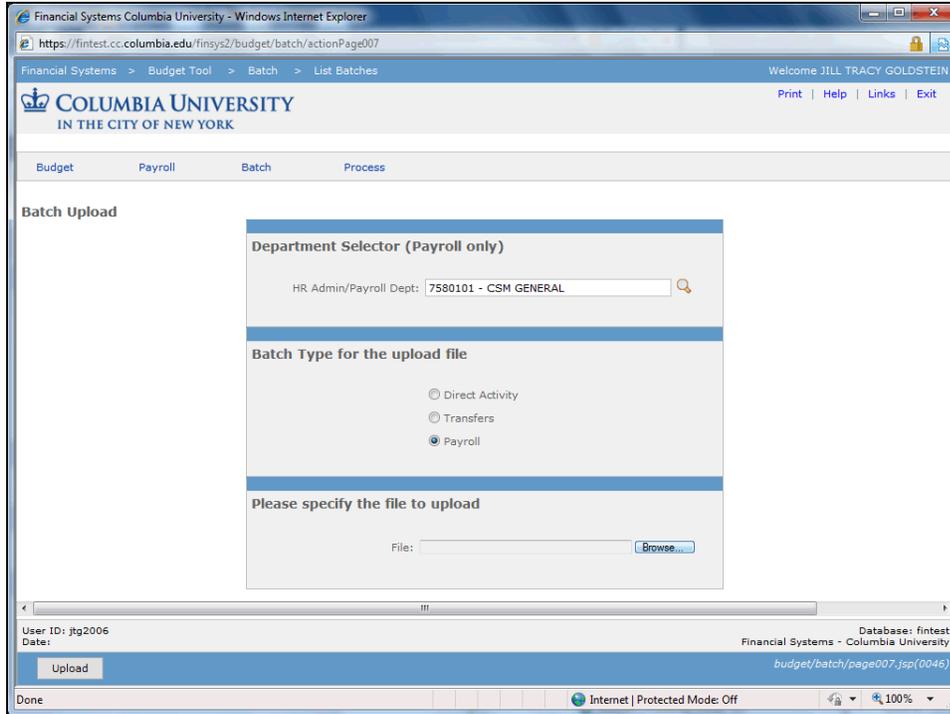
Step	Action
61.	<p>“Upload Batch” from the Batch Upload screen will automatically validate the batch file and show only records with errors or confirm that there are zero errors in a Batch Error Report.</p> <p>No revisions to save will be an error. If there are errors in the batch, they will be listed with detailed error messages for the user to go back to the spreadsheet to make all corrections and re-upload again.</p> <p>Click the Upload Batch link.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;"> Upload Batch </div>

Training Guide

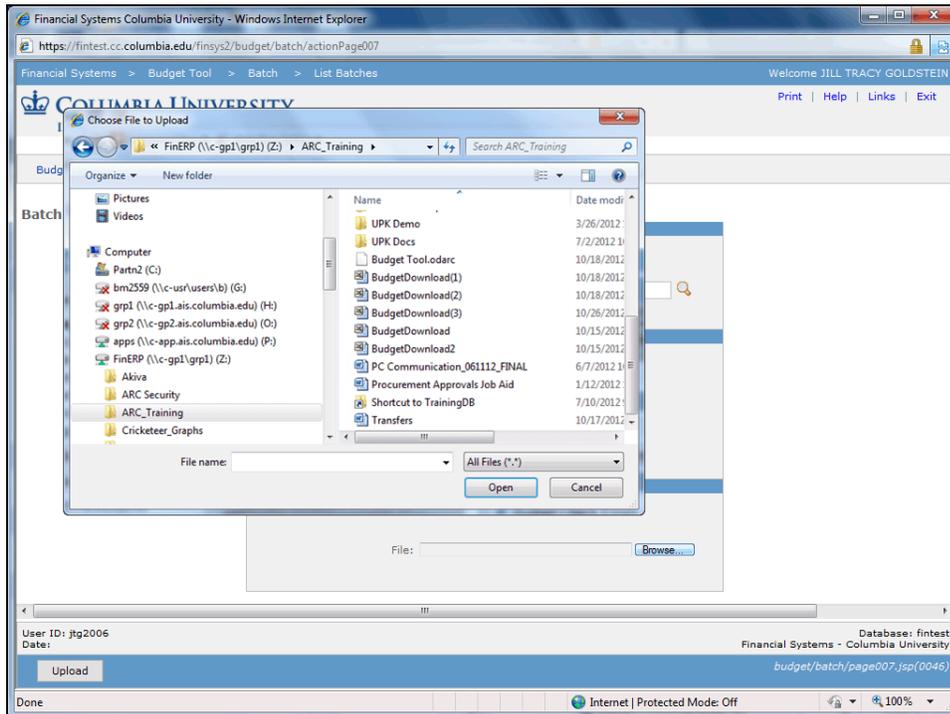
Budget Tool



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



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

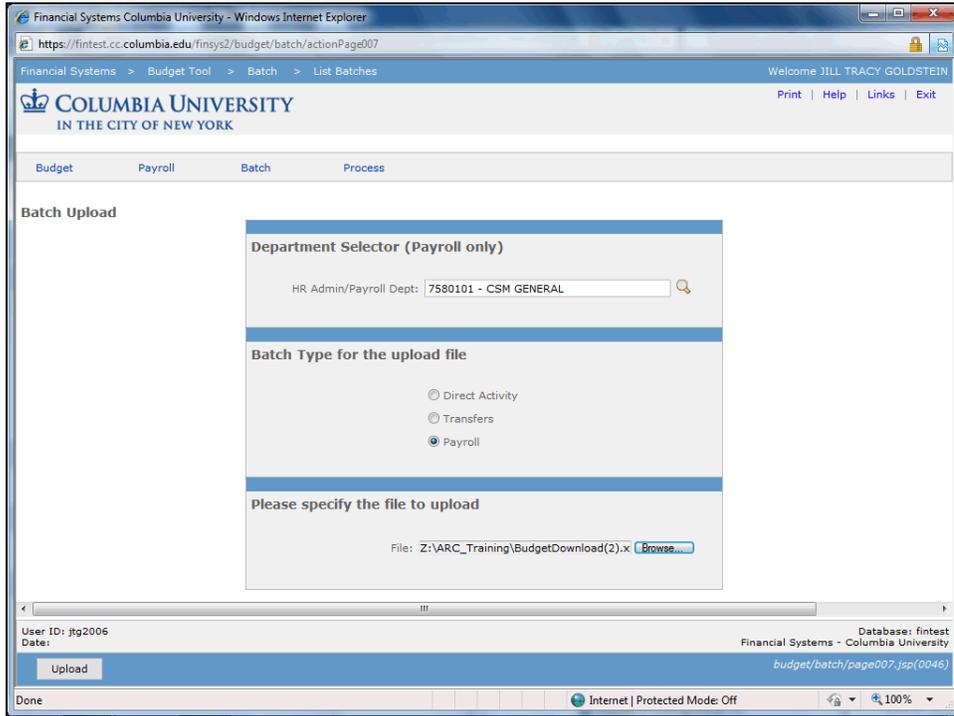


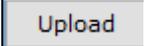
Training Guide

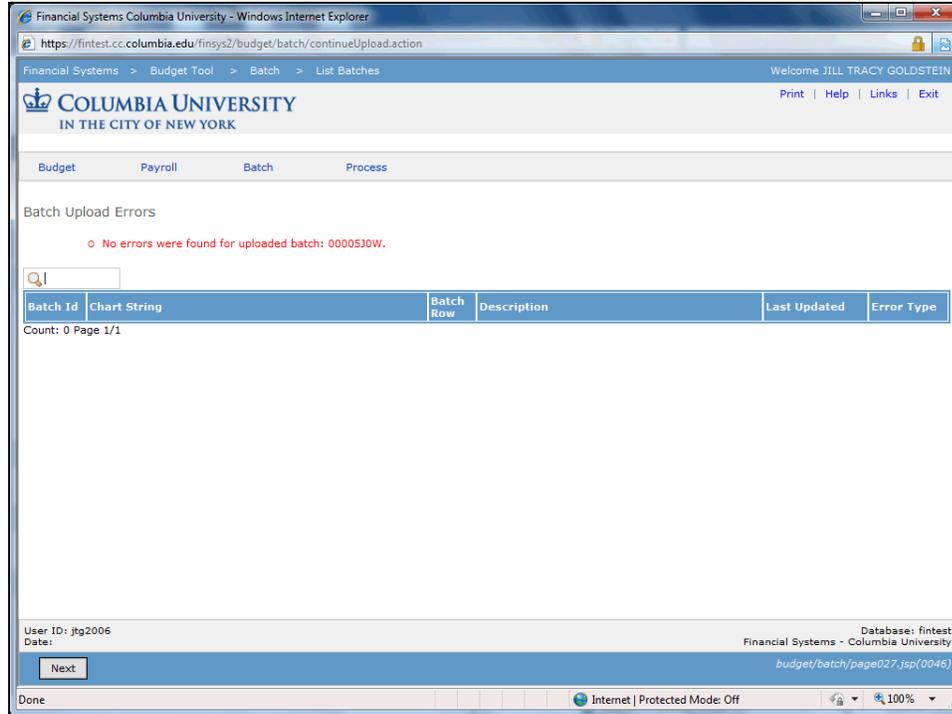
Budget Tool



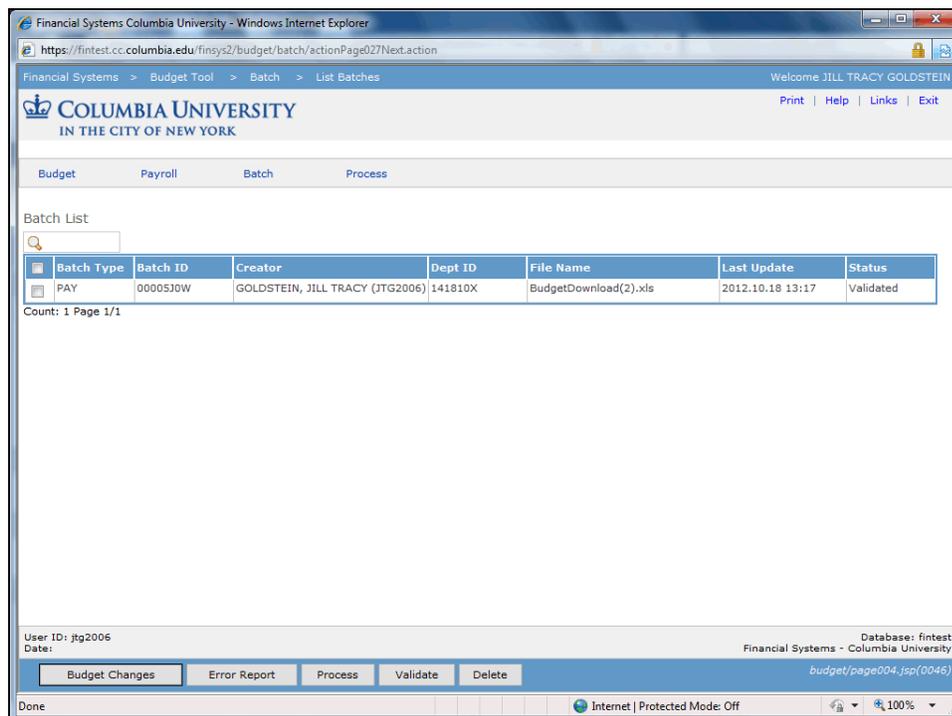
Step	Action
64.	Double-click the BudgetDownload(3) file. 



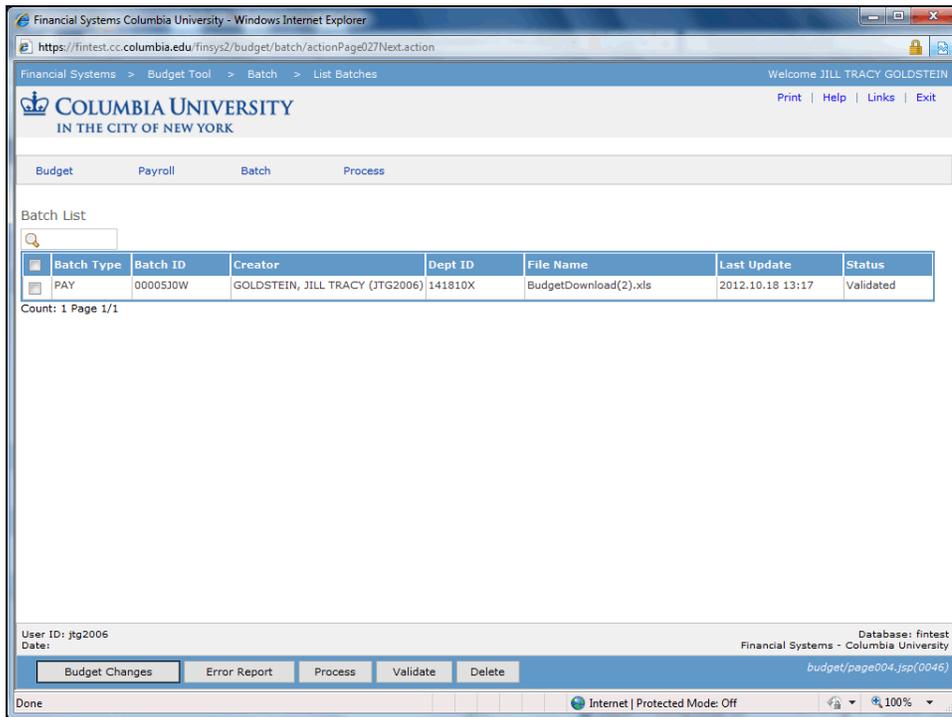
Step	Action
65.	Click in the Upload field. 



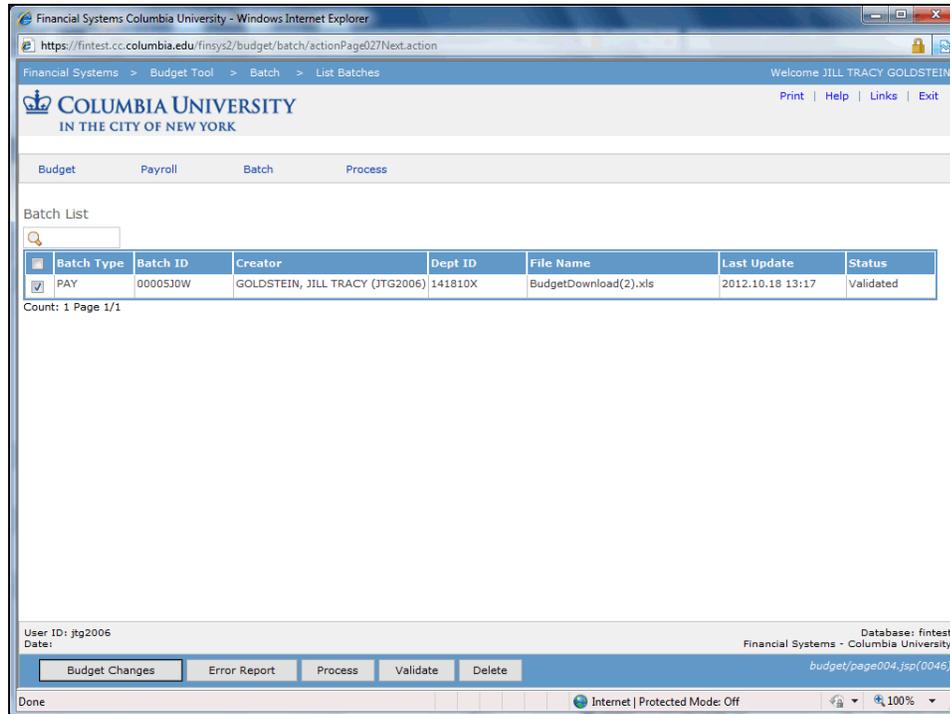
Step	Action
66.	Click the Next button.



Step	Action
67.	<p>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.</p> <p>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.</p> <p>The “Delete” button deletes the batch selected.</p>



Step	Action
68.	<p>Click the PAY option.</p> 



Step	Action
69.	<p>“Budget Changes” is to review details of only what has changed to current budgets.</p> <p>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.</p> <p>Click the Budget Changes button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Budget Changes</div>

Training Guide

Budget Tool



Financial Systems: Columbia University - Windows Internet Explorer

https://fintest.cc.columbia.edu/finsys2/budget/batch/actionPage004Delete.action

Financial Systems > Budget Tool > Batch > List Batches

Welcome JILL TRACY GOLDSTEIN

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COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Budget Payroll Batch Process

Batch Budget Changes

Q

Chart String (Target + Offset)	Row	Current Estimate	Budget 1	Budget 2	Budget 3
COLUM-7580101-GENRL-EN006236-60-01-00000-00000000- -54105-225	6	2,000			
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000- -54105-225	7	1,000			

Count: 2 Page 1/1

User ID: jtg2006 Database: fintest
Date: Financial Systems - Columbia University

Back

budget/batch/page077.jsp(0046)

Done Internet | Protected Mode: Off 100%

Step	Action
70.	Click the Back button.



Financial Systems: Columbia University - Windows Internet Explorer

https://fintest.cc.columbia.edu/finsys2/budget/batch/actionPage004BudgetChanges.action

Financial Systems > Budget Tool > Batch > List Batches

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Budget Payroll Batch Process

Batch List

Q

<input type="checkbox"/>	Batch Type	Batch ID	Creator	Dept ID	File Name	Last Update	Status
<input checked="" type="checkbox"/>	PAY	0000530W	GOLDSTEIN, JILL TRACY (JTG2006)	141810X	BudgetDownload(2).xls	2012.10.18 13:17	Validated

Count: 1 Page 1/1

User ID: jtg2006 Database: fintest
Date: Financial Systems - Columbia University

Budget Changes Error Report Process Validate Delete

budget/page004.jsp(0046)

Done Internet | Protected Mode: Off 100%

Step	Action
71.	<p>Upon Process, the budget changes in the batch will populate the Payroll Detail Worksheet.</p> <p>Click the Process button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px 0;">Process</div>

The screenshot shows the 'Budget Tool Payroll Worksheet' interface. The table displays budget data for various departments and a 'Process' button. The table has the following columns: Description, Earn Code, YTD Salary, Encumb Salary, Total Salary, FY13 Budget, FY13 CurrEst, FY14 Budget, FY15 Budget, FY16 Budget, YTD Fringe, Encumb Fringe, and Total Fringe.

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
#-SYSTEM GENERATED PLACEHOLDER DEPT=7580101 ID=E00000003000												
COLUM-7580101-GENRL-IN001173-25-01-00000-00000000--6082-54000-240	HOA					5000						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--54105-225	007					2000						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--54105-225	REG					10000						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--59010-225	007					620						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--59020-225	007					54						
TOTAL						7,674						
SMITH, JOHN DEPT-7580101 ID-10099924000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--	REG	1,384	0	1,384		1000				466	0	466

Buttons: Add, Summary, Save, Apply, Cancel, Change View

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

Training Guide

Budget Tool



https://fintest.cc.columbia.edu/ - Financial Systems Columbia University - Windows Internet Explorer

Financial Systems > Budget Tool > Payroll > Budget Tool Payroll Worksheet

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COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Print | Help | Links | Exit

Budget Payroll Batch Process

Budget Tool Payroll Worksheet Admin Department: 7580101

Search Across All Pages

Description	Earn Code	YTD Salary	Encumb Salary	Total Salary	FY13 Budget	FY13 CurrEst	FY14 Budget	FY15 Budget	FY16 Budget	YTD Fringe	Encumb Fringe	Total Fringe
#-SYSTEM GENERATED PLACEHOLDER DEPT=7580101 ID=E0000003000												
COLUM-7580101-GENRL-IN001173-25-01-00000-00000000--6082-54000-240	HOA					5000						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--54105-225	007					2000						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--54105-225	REG					10000						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--59010-225	007					620						
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--59020-225	007					54						
TOTAL						7,674						
SMITH,JOHN DEP T=7580101 ID=10099924000												
COLUM-7580101-GENRL-UR001173-01-01-10001-00000000--	REG	1,384	0	1,384		1000				466	0	466

User ID: jtq2006
Date:

Add Summary Save Apply Cancel Change View

Database: fintest
Financial Systems - Columbia University
budget/page025.jsp(0017)

Start Financial Systems Colum... https://fintest.cc.colu... Microsoft Excel - Budget...

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



Training Acknowledgement

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

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

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

Glossary

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



operation of business processes. Each individual application, such as Financial's and Human Resources, interacts with each other to offer an effective and efficient means of working and reporting in an integrated fashion across the enterprise.

ARC and PeopleSoft are used interchangeably when referring to Columbia's new financial system.

Project
Project Life
Budgets
Proxy
Security

Associates expenses with a specific funding source.

A budget that is created for the life of a project, e.g. Sponsored Projects, Capital Projects

A designated person selected to take action against a P-Card.

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.