Chapter 14 - Budget

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14.1 Budget Overview

Each council must prepare a yearly operating budget and, in many cases, multiple budgets to respond to the needs of the council and the legal requirement to expend funds. The software is configured to accept budgets for the current fiscal year and any year in the past and future.

Budget entry is done by journal to the BUDGET ledger. There is a provided template and instructions that allows the uploading of gathered budget data from Microsoft Excel®. Adjustments can also be made by normal journal entry.

Because councils operate within a five-year plan, the best use of the budget ledger would be to determine all future-year budgets using the five-year plan as a guide. Each year then represents a change to previously determined data rather than a complete revision of the budget.

Budgets should be worked in Excel spreadsheets down the monthly detail by the committee or individual responsible for that portion of the budget and then gathered up in the provided template for upload into GL.

14.2 Budget Information Downloads

There are several tools to provide detailed or summary information for budget work. Each council should review these tools and their output to determine the best method based on the organizational structure and budget practices of the council.

14.2.1 nVision Reports

- Budget Analysis (Summary) Used to review past, current and future budgets in summary form with subtotals in operations format
- Detailed Budget Analysis Used to review past, current and future budgets in detail form with subtotals in operations format

14.2.2 Queries

- LC_BUDGET_SPREADSHEET_FIS_YR Provides a listing of budget values for all accounts and for all periods in a specified fiscal year.
- LC_ACTUAL_SPREADSHEET_FIS_YR Provides a listing of actual values for all accounts and for all periods in a specified fiscal year.
- LC_BUDGET_SINGLE_PERIOD Provides a listing of budget values for all accounts for one specific period of the year.

14.2.3 Financial Information Inquiry

- Compare Across Ledgers Provides a comparison of values in the BUDGET vs. ACTUALS ledger for each account in each period of a year.
14.3 Budget Download Instructions
Below are the instructions for downloading information to support budget development.

14.3.1 Budget Analysis Report
Navigate to the Define Report Request page in PeopleSoft.

Select the report ID “BUDANAL” – “Budget Analysis-Summary “from the search listing.

HINT: If you are producing this report part way through a year, you may want to run it based on a 12/31/XXXX date in order to see the annual budget and the actual to that point.

Run the report: NOTE: addition of actual as of date in this sample.

The report begins as an Excel® spreadsheet and can be distributed to appropriate staff or volunteers.

14.3.2 Detailed Budget Analysis Report
Navigate to the Define Report Request page in PeopleSoft.

Select the report ID “D-BUD-AN” – “Detailed Budget Analysis-Scope” from the search listing.

HINT: If you are producing this report part way through a year, you may want to run it based on a 12/31/XXXX date in order to see the annual budget and the actual to that point.

SCOPE: This report is designed to run with Scope mapped to the Project Tree groupings to allow individual reports for each desired project.

The report begins as an Excel® spreadsheet and can be distributed to appropriate staff or volunteers.
14.3.3 Query – Budget Spreadsheet

Navigate to the “Query Viewer” page in PeopleSoft.

1. Search for “Begins with - LC_BUDGET_SPREAD
2. Click “Search”
3. Save as a “Favorite” – No need to search the next time you come looking.
4. Click on the “Excel” link - Then fill in the prompts of “Business Unit” and “Year” and Click “View Results”

Typical steps to format Telipsis.

1. Click on Cell A1 and drag the cursor right to cell E1.
2. Click on the “Merge and Center” button (Your version of Excel may have a different menu look).
3. A - Click on the blue cell between “A” and “1” to highlight the entire sheet.
   3. B - Place the cursor on the line between columns “E” and “F”, when you see the symbol double-click.
4. Click on Column “G” and drag over to the last column of data (in this case column “R”).
5. Click on the “,” button (Your version of Excel may have a different menu look).

The result will look more like this. You may want to add the year to the title row by clicking on the cell, press F2 and add the text.
14.3.4 Query – Actual Spreadsheet
Repeat the search and format patterns above.

14.3.5 Query – Budget Single Period
Repeat the search and format patterns above.

14.3.6 Financial Information
Navigate to the page named “Ledger Period Comparison”

The first time you access this page, create an Inquiry Name such as “COMPARELED” and save it for future use.

1. Enter your Business Unit
2. Select “Budget” from the search list
3. Select “Actuals” from the search list
4. Enter the fiscal year
5. Enter the first period in the range (for budget usually 1).
6. Enter the last period in the range (for budget usually 12).
7. Enter USD
8. Click on Search

“Uncheck” the box in the “Sum By” column for “Account”.
“Check” the box in the “Sum By” column [in order] for Fund, Account, and Project & Class Field
Then click on the column label “Order-By” on the right. Wait... Click it one more time and you should see the screen below:
1. Enter Fund # desired in the “Chartfield Value” column
2. Select “REVENUE_EXPENSE” for account in the “Chartfield Value Set” column
3. Select a project number from the search list in the “Chartfield Value” column
4. Click “Save” to hold your selections.
5. Click on “Search”. You will have to scroll down to see your data.

1. Click on the icon to “Show All Columns”

1. Check the numbers (as 1-600 of 600) This is an indication that you need to expand the line limit above to a higher number. You should see something like 1-647 of 800. Then you have it all.
2. Click on the Download Icon to move to Excel®. Format as desired and filter if needed.
14.4 Budget Gathering & Upload

After staff and volunteers have done the work of detailed budgets, the recommended approach is to have those budgets submitted back to the council with detail of each account and the budget values for any period in the budget year. For best results the format should be:

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Account Project</th>
<th>Class</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8801</td>
<td>444</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>8801</td>
<td>444</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(5,500.00)</td>
</tr>
</tbody>
</table>

14.4.1 Uploading Completed Budgets

The council should have an excel spread sheet for gathering the budget data for uploading. The standard format is a file named “Journal Upload and Budget Upload Gathering Worksheet”. The workbook contains instructions, a template to gather budget detail as above, and an upload formatted sheet for each month of the year.

Once gathered, budget numbers can be copied into a template that will upload them directly as journals into PeopleSoft. They arrive as unposted general journals which can be changed, edited and then posted or deleted for a retry.

14.4.1.1 Using the Gathering Template

Task #1 Open the Excel® Spreadsheet “Journal Upload and Budget Upload Gathering Worksheet”

Task #2 Fill in the Set-up Tab (Business Unit and “USD”) as below. This will be saved and will be retrained for future loads.
**Fiscal Software User’s Guide, BSA**

**February 2013**

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### Task #3

Copy and Paste or load the data being returned from budget work into the gathering document.

![Sample Table]

**REMEMBER:** Debits are entered as a positive number. Credits are entered as a negative number.

Do not budget for deferred months on projects that are deferred.

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### Task #4

Copy the data from the “Jan” tab into the upload template (January budgets)

**HINT:** First look at the “Jan” tab and count the lines you are about to copy to the upload template. Go to the bottom of the data and look at the Excel® row number then subtract 1 from that number. This will allow you to open the correct number of rows in the template for pasting. See instructions below on pasting data.

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### Task #4 Upload January budget data into the GL.

After a successful upload, you will repeat the steps above and copy/upload “Feb”, “Mar” etc. **Be sure you change the effective date on the upload template to match each month.**

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**14.4.1.2 Loading Budget Data into Upload Template (JRNL1_LC.xls.xls)**

**Introduction**

Journals can be uploaded into PeopleSoft. This process can be used for both the BUDGET and ACTUALS ledger.

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**Contents**

This document contains these topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>See Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1 – Folder Structure</td>
<td>1</td>
</tr>
<tr>
<td>Section 2 – Set up</td>
<td>2</td>
</tr>
<tr>
<td>Section 3 – Enter and upload a new Journal Entry</td>
<td>4</td>
</tr>
<tr>
<td>Section 4 – Edit and Post the journal in PeopleSoft</td>
<td>8</td>
</tr>
</tbody>
</table>
Task #1 - Create the Folder Structure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | There are 3 files that must be in one folder in order for the Journal Entry template to upload into PeopleSoft.  

JRNL1  
JrnLog  
JRNLMCRO |

**Best practice is to copy the entire folder and name the folder something meaningful i.e. January 2012 ACTUALS, December 2013 BUDGET**

Task #2 - Set up the template

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Open the JRNL1 spreadsheet. This is the template that is used to upload journal entries into PeopleSoft.  

The user may see a message that asks if they want to Enable the Macros. Click **Enable** |

<p>|        | Click on <strong>Setup</strong> |</p>
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 3    | Enter the proper Business Unit  
Enter the default date  
Enter the Ledger Group (ACTUALS or BUDGET)  
Enter Source: GJ  
**All other fields should default. The address represents the environment. Users will be provided the Production address in the version provided during training.**  
Optional: Enter User ID (It can be loaded later)  
Click **OK** |

| 4    | Click **Yes** |
**Task #3 - Enter a new journal entry**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | ![New button](image)  
  Click **New** |
| 2    | ![New Journal Sheet dialog](image)  
  Enter the Journal Sheet Name i.e. **January 2013 Budget**  
  Click **OK** |
| 3    | ![Spreadsheet Journal Import](image)  
  Click on the first plus sign under Journal Header |
Step | Action
--- | ---
4 | Establish the journal entry header

Enter a description. The other values default in from the Set up step. The Unit, Journal Date and Ledger Group can be changed from the default values in this window.

Click **OK**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td><strong>HINT:</strong> It is important to know who many lines of journal you are about to add. If the journal is already in an Excel® sheet, you can count the lines before copying the journal into this template. If you are creating it manually, you can add lines as needed.</td>
</tr>
</tbody>
</table>

Click the **Plus sign** in the Journal lines section for one at a time addition of lines.  
Click the **Plus...** sign to add multiple lines. Enter the number of lines needed for the journal entry and click **Insert**.

The minus signs can also be used to remove one line at a time or multiple lines.
Step | Action
--- | ---
6 | Enter your data in the grey area and in this exact sequence: Business Unit, Ledger, Account, Fund, Class, Project, Currency (USD), Amount and Description, and start in the cell circled in red here. If you are pasting from another spreadsheet in the same format, please use the Paste Special = Paste Values method of pasting copied data. This example is a budget load.

**Note 1:** Amounts must be entered as a positive number for a Debit and a negative number for Credit when using the journal entry upload template.

**Note 2:** All the lines in template must be filled – No empty lines. If you have too many lines opened for your data, delete the empty lines.

**Note 3:** When uploading budget or journals from another spreadsheet, make sure the columns are in the correct order to match this template and then copy the data in the source spreadsheet. Paste (using “Paste Values” function) in the grey area above on line # 1 of the open area. The template will not let you paste or enter data in grey area without lines being open. Using the “Paste Values” function of Excel® will eliminate any formulas that are in the source data.

7 | To upload to PeopleSoft Click the green cylinder located at the top of the Spreadsheet Journal Import.

Enter your user ID (ALL CAPITAL LETTERS) and password.

A message will appear to indicate that the upload was successful or has errors. If there are errors return to the journal upload template and correct, then re-upload (click the green cylinder) and enter your user ID and password.
### Task #4 - Edit and Post the journal in PeopleSoft

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Search for the journal that was just created. Edit and Post journal. <em>For further instructions on editing and posting a journal. See the General Ledger section of the user guide or help function within PeopleSoft.</em></td>
</tr>
</tbody>
</table>