BudgetPak Budget Development Process Phase II

Overview

This guide contains instructions on how to complete the FY2022 Budget Development Phase II Reallocation Process using BudgetPak.

To further aid, BudgetPak contains financial information for the 2021 Adopted Budget, 2021 YTD Actuals, 2020 Actuals, and 2019 Actuals. For instructions and video tutorial on how to run reports, visit our website http://www.westernu.edu/budget/budgeting-tools/.

What to Expect Step-By-Step

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Section I: Accessing BudgetPak

Step 1: Go to: <u>https://westernu.mybudgetpak.com</u>

Step 2: Enter username and password. Click 'Log In'.



Notes: For all Login issues, please contact the Budget Office at <u>Budget@westernu.edu</u>

Step 1: Click **'Status'** from the menu bar.

Please make a selection from the panels at right to get started! What would you like to do, BO?	Budget. Forecast. Report. Budget. Forecast. Report. Please make a selection from the panels at right to get started!	Home Versions Status Reports About	Welcome BO Training! Log Out
	Please make a selection from the panels at right to get started!	What would you like to do, BO?	

Step 2: Under the status menu click **'This version:'** then select the **'2022 Budget Development'** from the dropdown. Click **'Update the view with these selections'**.

l	Budget Pak TM Budget. Forecast. Report.	Home	Dashboard	Versions
	Status			Here
	Select version			
	Most current version		View	Edit
	Note: Status indicators (needs rollup, signed	Ex	pand all	Collapse all
	off, etc.) are not meaningful in this view and will not be displayed.		Unit	code
	This version:	.⊿ 11W	VUHS	
	2022 Budget Development			
	Update the view with these selections	4-	WUHS	

Step 3: Under the Status menu select the following parameters: **'Show unit code and description', 'Name of budget holder', 'Last modified date', 'Unit total: Total for which line items?', 'Expense line items'** from dropdown, **'in local currency', 'Status'**, and **'Version description'**. Then click **'Update the view with these selections'**.

Select status information
Show unit description only
Show unit code only
1 Show unit code and description
2 Name of budget holder
3 VI Last modified date
4 Unit total: Total for which line items?
Expense line items
6 in local currency
in this currency:
USD (\$) 👻
Warning: This option can take a long
time if there are many units within your view.
Headcount
7 Status
Version description
Hide reference units
Update the view with these selections
9 Opdate the view with these selections

Step 4: Highlight desired unit/org by clicking on the row. Once highlighted, click **'Edit'**.

Status		Here i	s an overview of
Select version	View	Edit	Rollup
Note: Status indicators (needs rollup, signed off, etc.) are not meaningful in this view and will not be displayed.	Expand all	Collapse all	Financial
This version:			Statement Activity
2022 Budget Development Update the view with these selections	5150 5151	V	General University Human

Step 5: Click **'Across the board (all line items)'** from the sub menu.

	dit drivers Across the board	(all line items) Monthly spreading (all line items)	Notes	Files 🔺
Currently viewing Company: Western University of Health Sciences Unit: 10012: Base Unit A (▼ Version: 2022 Budget Developr ▼ Your budget's status is: © Complete FYI	Headcount/FTE As of 7/1/2021: - Additions: - Reductions: - As of 6/30/2022: -	Version comparison Expense line items		This unit: Base Unit A (Training) Total: Your difference: - +\$200,100>1,000% - +\$200,100>1,000% - +\$200,100>1,000% \$200,100

Step 6: Click **'Expense line items'** and **'Change line items individually'**. Hover over **'Show/Hide columns'** then select **'Show account number'** and **'Show account notes'**.

Make across-the-board chan (Training) Instead of stepping through each line item in one at a time, you Each stack in the configuration will contain the following default	ı may make changes	to all line items at once.					is page if you vant to be gu	ided throug items o	h these line at a tin	nd, ine →l Skip
Step 1 Which line items would you like to change?	Line items Base Unit A (Train Account number	ing) line items: Line item	2021 Adopted	% Increase	\$ increase	S per head	2022 Budget Development	Recalc Account r	Show	le columns / sections / account numbe
Step 2	5001	Student Tuition	Budget \$0	0.00 %	\$0	\$0	\$0		🖌 Show	account notes
How would you like to handle percent changes?	5010	Application Fees	\$0	0.00 %	\$0	\$0	\$0			
Change every discretionary line	5030	Graduation Fees	\$0	0.00 %	\$0	\$0	\$0			
item by a pre-defined percent Change every discretionary line	5798	Interdepartmental Taxable Sales	\$0	0.00 %	\$0	\$0	\$0			
item by the same percent	5797	Interdepartmental Sales Tax	\$0	0.00 %	\$0	\$0	\$0			
 Change every discretionary line 	5402	Restricted Gifts	\$0	0.00 %	\$0	\$0	\$0			
item (EXCEPT SOME) by the same percentage	5411	Clinical Trials Revenue	\$0	0.00 %	\$0	\$0	\$0			
Change line items individually	5971 5904	Other Educational Revenue Sale of Assets	\$0 \$0	0.00 %	\$0 \$0	\$0 \$0	\$0 \$0			_

Step 7: Identify the account(s) to reallocate/change. Enter the increase/decrease (-) amount under the % **Increase** column. To calculate the changes and reflect the new amount under the 2022 Budget Development column, click **'Recalc'**. Click **'Save'**. To enter notes see step 8.

char	nges to Ba	ise Unit A					is page if you	've changed you		
	, ,	to all line items at once. anges and spreading.		Jse Only Followi Reallocat Methoo	ng tion	and	want to be gu	ided through th items one al You have	t a time.	changes!
0	Line items Base Unit A (Train	ing) line items:		ţ			(Recalc Sho	ow/hide co	olumns
	Account number	Line item	2021 Adopted Budget	% Increase	\$ increase	\$ per head	2022 Budget Development	Account note		
?		Honoraria Printing	\$0 \$0	0.00 % 0.00 ²	\$150 0r (\$150)2	\$0 \$0		From 10012-70950 To 10012-70935		^

Note: If the desired account number is not showing up, please email <u>budget@westernu.edu</u> with organization number(s) and account(s) to add.

Step 8: Enter notes in the **'Account note'** section. Click **'Save'** once complete.

		se Unit A					is page if you	Discard V u've changed you uided through the items one at	iese line 🔜 🕬
	, ,	anges and spreading.						You have	unsaved changes!
0	Line items Base Unit A (Train	ing) line items:						C Recalc Sho	ow/hide columns
	Account number	Line item	2021 Adopted Budget	% Increase	\$ increase	\$ per head	2022 Budget Development	Account note	
	70935	Honoraria	\$0	0.00 %	\$150	\$0	\$150	From 10012-70950	^
?	70950	Printing	\$0	0.00 %	(\$150)	\$0	(\$150)	To 10012-70935	

What to include as notes:

- 1. List any College/Department Strategic Plan, Program Review, and any items related to student outcome under the account note column.
- 2. List all expected capital purchases under budgeted capital accounts (79XXXs).
- 3. Reference to and from amounts, organization number, and account numbers.

Step 9: Click **'Status'** at the top and repeat steps 4-8 for each unit with reallocations and comments.



Step 10: To reflect the changes at the rollup level (if college/department has more than one org/unit) click **'Status'**. Highlight desired **'Rollup unit'** by clicking on it. Click **'Rollup'**.



Step 11: Once rollup is complete; status will change to **'Complete'** as shown below.

Budget Pak TM Budget. Forecast. Report.	Home Dashboar	rd Versions	Status	Report
tatus		Here is	an overv	view of t
Select version	View	Edit	Rollup	
Note: Status indicators (needs rollup, signed	Expand all	Collapse all		
off, etc.) are not meaningful in this view and will not be displayed.	Unit code	Description		Status
This version: 2022 Budget Development	1001	Rollup Unit (Training)	•	Complete
	10012	Base Unit A (Training)		Complete
Update the view with these selections	10013	Base Unit B (Training)		Complete

Section III: Accessing and Uploading Files

Step 1: To access files, click on **'Status'** from the menu bar. Highlight the desired unit/organization by clicking on it. Click **'Edit'**.

Home	Versions	Status	Reports	Рго	jections	Confi
			Here is an o	vervi	ew of the st	atus o
	View	Edit	F	lollup	Sign	off
	Expand all	Collap				Sta
	Unit code		Description		Status	
= 1	1WUHS		stern University lealth Sciences	۲	Needs rollup	
	- WUHS		versity rating Fund	0	Started	
Ġ	- 1001		up Unit ining)	0	Started	
	_ 10012		e Unit A ining)	0	Complete	
	10012	2 0			Chemberd	

Step 2: Click 'Files' from the sub menu bar. Click 'User files'. Click the desired file to open.

Budget Pak Budget. Forecast. Report		ne Dashboa	ard Versions	Status	Reports	Projections	Configuration	About
Navigation ActionP	aks What if?	View/edit drive	ers Across the b	oard (all line iten	ns) Month	ıly spreading (all li	ne items) Notes	Files
Unit: Version:	ern University of Health S 10012: Base Uni 2022 Budget Devel	Sciences As o t A (▼ Add opm ▼ Red	dcount/FTE of 7/1/2021: itions: uctions:	Expense	comparison line items 2020 Actua 2021 Actua 1 Adopted Budge	ls: ls:		Total:
Your budget's status is:	() ()	omplete As o	f 6/30/2022:		lget Developmer			\$201,
EVI								

👕 Dise

FYI

Files

Here you may upload or download files from your budget. Depending on your user-privileges, you may manage only your files or all user created files.

File storage space used: 57.09 MB out of 500 MB (11 % full).

ile size	Unit	User	Rolldown to child units	Has mappings	Mappings	
.08 MB	10012 : Base Unit A (Training)	Cho, Alan (alancho)			Mappings	Delet
				e size Unit User to child units	e size Unit User to child Has mappings units	e size Unit User to child Has mappings Mappings units

Step 3: To upload a file click the **'Upload'** tab. A new window will appear to choose the file to upload. Select the file and click **'Open'**. The file will appear under the file name table. Click **'Save'**.

Navigation ActionPa	aks What if? Viev	v/edit drivers	Across the board (all	line items) Monthly	spreading (all line items) No	otes File	5	
urrently viewing	💿 Open							×	mit:
ompany: Weste	$\leftarrow \rightarrow \cdot \uparrow \square$ « Budg	et Administration	> 21-22 Budget > Budg	et Development Phase II	~ (5 P	Search Budge	et Development	(Training) our difference:
Init: 'ersion:	Organize 🔻 New folder						==	- 🔳 🔞	201,200>1,000 201,200>1,000
our budget's status is:		Name	^	Date modified	Туре	Size	<u>-</u>		201,200>1,000
1	OneDrive - Wester	Materials		2/12/2021 4:31 PM	File folder				
	. 💻 This PC	Budget Test.pd	f	4/15/2020 3:09 PM	Adobe Acrobat D	82	(B		
iles	- Deskton	k	2						Close
re you may upload or dow ated files.	Documents								h
e storage space used: 57.0	Downloads								
	💧 Music								
Admin files User file	Pictures								
Upload	Videos								
	OSDisk (C:) users (\\BCFILES								
Filename (click to downloa	apps (\\BCFILES								
No records to display.	alancho (\\BCFIL								
	🛫 Shared (\\BCFILI 🗸								
	File nam	ie:				~ All	Files (*.*)	~	
							Open	Cancel	

Step 1: Click 'Reports'.

Budget Pak TM Budget. Forecast. Report. Status Select version Note: Status indicators (needs rollup,	Home Versio	ns Status	Reports	About		-201	Welcome BO Tr	aining! Log Out
Status		Here	is an oterviev	v of the status of	your units.			
Select version	View	Edit	Rollup	Sign off	Revoke sign off	Approve	Revoke approval	Show history
 Most current version Note: Status indicators (needs rollup, 	Expand all	Collapse all		Stat	us Key 🔻		Filter 🔻	

Step 2: Click 'View' under 'Advanced reporting'.

BudgetPak Maget. Forecast. Report.	ome Dashboard	Versions S	Status	Reports	Projections	Configuration
Select a report to preview: Unit: 11WUHS: Western University of Health Version: 2022 Budget Development My budget summary Run a summary P&L report of 'Western University	Sciences [F My budget versus Run a summary P&L r		wareity		dget decisions	e derisions that
Run a summary P&L report of Western University of Health Sciences', version '2022 Budget Development' View	Run a summary PSL n of Health Sciences', co Budget Development' current adjusted bud '2018 Adjusted Budget current adopted bud '2018 Adopted Budget 2017 Actuals (versio 2016 Actuals (versio	mparing version '202 against dget (version t) lget (version ') n '2017 Actuals')		went int	o the budget for 'Wes ciences', version '2022	tern University of
Or make different report selection	ons:					
Advanced reporting Select a different report, or choose different ways to see the above reports.	Saved report sele		View			
View						

Section IV: Creating Budget Reports Step 3: Under 'Advanced reporting', select or click the following parameters:

Advanced reporting Select a report and detailed options for it. Search reports P&L reports Annual Report Year-to-Date Report Quarterly Report Monthly Report Summary by Rollup Unit Report	Under the "Select a report" tab: Click 'Annual' .
Select the following report options: Row detail: Display detail and summary rows Display summary rows only Level of detail: Standard report detail only Include extended detail on report (Files, categories, drivers, line item details) Chart of accounts: Company accounts Enterprise accounts Additional report settings: Suppress rows with all zeros Exclude variance columns Exclude account notes USD (\$) Topic (\$) Topic (\$) 	On the right-hand side: Click 'Display detail and subtotals' Click 'Standard report detail only' Click 'Company accounts' Check 'Suppress rows with all zeros'
Select versions Version to report on: 2022 Budget Development (Budget) Versions to compare against: 2021 Adopted Budget (Reference) (None) (None)	 Under the "Select versions" tab: Under "Version to report on," select from drop-down '2022 Budget Development. Under "Versions to compare against," select from drop-down '2021 Adopted Budget'
Select units Units to report on: Expand all Collapse all Base units only Rollup units only Filter un 10012 Select/unselect all units Introduction Content of the select o	Under the "Select units" tab: Search for the desired Unit number and check the adjacent box Repeat step if running reports on multiple Units

Section IV: Creating Budget Reports

Group accounts by	
Group accounts by Select how you want to group your accounts: Group accounts by subtotals Group accounts by sections Group accounts by ActionPaks only Select units Select thom you want to group your accounts by sections Group accounts by ActionPaks only	Under the "Group accounts by" tab: Click the "Group accounts by subtotals" box
Section 1 Annual Report • Display detail and summary rows • Standard report detail only • Company accounts • Suppress rows with all zeros • Currency: USD (\$) • Version to report on: 2022 Budget Development (Budget) • Comparison version: 2021 Adopted Budget (Reference)2021 • 1 unit(s) selected 10012: Base Unit A (Training) • No tags selected. • Stub totals View the report Your report will appear in a new tab or a new provision is configured.	On the right-hand side of the screen, review the report settings and click "View the report"

Section IV: Creating Budget Reports

Step 4: A new window with the report will open. The report may be saved and sent as a PDF, Excel, or Excel (data only) by clicking any of the following: **'Send to PDF'**, **'Send to Excel'**, or **'Send to Excel (data only)**'. A file download window will appear at the bottom of the screen. To return to the Reports menu, click on the **'BudgetPakWeb'** browser/tab.

BudgetPa Budget. Forecast. Rej		ting	S. Day			No.	
Send to PDF	Or Send 1	to Excel	Send to Excel (data o	only) available f		advanced users. Not clude blank columns report selections.	NOTE: 1 NOTE: This repor
[] 4 [1 of 2]	• • • •	Find Next	ی - 🕲				
Annual Report							
Company:	Western University of	of Health Sciences					
Version:	2022 Budget Develo	pment					
Comparison version:	2021 Adopted Budg	et					
Unit:	10012: Base Unit A	(Training)					
Budget holder:	Training, BO (botrain	ning)					
Account Descrip	ion	2022 Budget Development	2021 Adopted Budget	Variance amount	Variance %	Notes for 2 Developme	
6000 Salaries	- Faculty Full Time	150,000	0	150,000	100.0 %		

Note: The College Dean or Department Head must review and approve the 2022 Budget Development Report.

Section V: Completing, Signing Off, and Approving

Step 1: Click on 'Status'.



Step 2: Under the **Status** menu click **'This version:'** then select the **'2022 Budget Development'** from the dropdown. Click **'Update the view with these selections'**. Highlight the desired unit/organization by clicking on it. Then click **'Edit'**



Step 3: Hover over **'Actions'** then click **'Mark all sections Reviewed'**. A pop-up window will appear. Click **'OK'**.

Υ	′our	budget: () You are here () Reviewed	Actions Go to section
		ActionPaks Enterprise Accounts Total Revenues Total Revenue Compensation Pool 1 Image: Compense Image:	Show ALL sections Mark all sections Reviewed Create on-demand template Import from on-demand template
6	📕 Mark a	Il sections Reviewed	
	?	You have selected 'Mark all sections Reviewed'. This action will set all unvisited line items to \$0, and will make it appear as if you have in fact reviewed all sections (even though you haven't).	

Spreading defaults will be applied. Any section with an account with a mandatory note will NOT be marked as reviewed. OK to proceed?

.

× Cancel

Section V: Completing, Signing Off, and Approving

Step 4: The following window will appear. Click **'Close'**.

End of budget		×						
Ø Budget completed!								
Congratulations! Your budget has been completely reviewed.								
What would you like to do next?	What would you like to do next?							
Continue working	Go to navigation, and select any area to review.							
Print reports	Select reports to print.							
✓ Sign off	Copy this budget to a signoff version, then sign it off.							
	en signed off, you may not make any more ur manager revokes your signoff).							
	× Close							

Step 5: Repeat step 2-4 for all units of the college/department. A different unit may also be selected from the dropdown list. If this is the case, repeat steps 3-4 only for all units of the college/department.

Navigation ActionPaks What if? View/ed	it drivers Across the board ((all line items) Monthly spreading (all line iter	ns) Notes F	Files
Currently viewing Company: Western University of Health Sciences Unit: 10013: Base Unit B (The sector) Version: 2022 Budget Developm Your budget's status is:	Headcount/FTE As of 7/1/2021: - Additions: - Reductions: - As of 6/30/2022: -	Version comparison Expense line items 2020 Actuals: 2021 Actuals: 2021 Adopted Budget: 2022 Budget Development:		This unit: Base Unit B (Training) Total: Your difference: - +\$2,048>1,000% - +\$2,048>1,000% \$2,048
FYI You are currently in 'view only' mode. You may view this bud	get, but you may not make any ch	anges.		
Your budget: () You are here () Revi	ewed			Actions Go to section
ActionPaks Enterprise Account O Pool 1 O Expense \$1,998 \$50 \$50 \$50	s Total Revenues ✓ Student Tuitic \$0		Compensation Salaries - Faculty Full Time \$0	Cost of Goods Sold

Step 6: Click '**Status**'. Highlight the unit by clicking on the unit/organization. Click '**Sign off**'. Repeat this step for all units/organizations (including rollups). The status will change from complete to sign off.

BudgetPak Budget. Forecast. Report.	Home Dashb	oard Versions	Status F	Reports Projections	
Status		Herei	s an overview	of the status of your unit	S
Select version	View	Edit	Rollup	Sign off Revoke	e :
Note: Status indicators (needs rollup, signed off, etc.) are not meaningful in this view	Expand all	Collapse all		S Key 🔻	
and will not be displayed. (a) This version: 2022 Budget Development	Unit code	Description Rollup Unit (Training)	Stal		2
Update the view with these selections	10012	Base Unit A (Training) 💽 Comp	olete \$0	ł
opuble the new with these selections	10013	Base Unit B (Training) 🔘 Comp	plete \$0	1

Section V: Completing, Signing Off, and Approving

Step 7: Once all the units/organizations/rollups have been signed off, the status for the rows will change to **'Signed off'** as shown below.

Budget Pak [™] Budget. Forecast. Report.	Home Dashboard	d Versions	Status	Report
Status		Herei	s an ov	erview of th
Select version	View	Edit	Ro	llup
Note: Status indicators (needs rollup, signed off, etc.) are not meaningful in this view and will not be displayed.	Expand all Unit code	Collapse all Description		Status
This version: 2022 Budget Development	- 1001	Rollup Unit (Training)	Ø	Signed off
Update the view with these selections	10012	Base Unit A (Training)	\odot	Signed off
	- 10013	Base Unit B (Training)	\odot	Signed off

Step 8: To approve each unit/organization highlight each unit/organization by clicking on it. Once highlighted, click **'Approve'**. Repeat this step for each unit/organization.

BudgetPak Budget. Forecast. Report.	Home	Dashboard	Versions	Status	Reports	Projections	Configuratio	on Abo
Status Select version			Here	is an overvie	w of the stat	us of your un	its.	
Most current version Note: Status indicators (needs rollup, signed off, etc.) are not meaningful in this view and will not be displayed.	Ex	View pand all	Edit Collapse all	Rollup	Sign of	ff Revo	ke sign off	Арргоуе
		Unit code	Description	S	tatus	Expense	Modified	

Note: Not all users may be able to approve. If this is the case, Sign off will be sufficient.

Step 9: Once all the units/organizations have been approved, the status for the rows will change to **'Approved'** as shown below.

