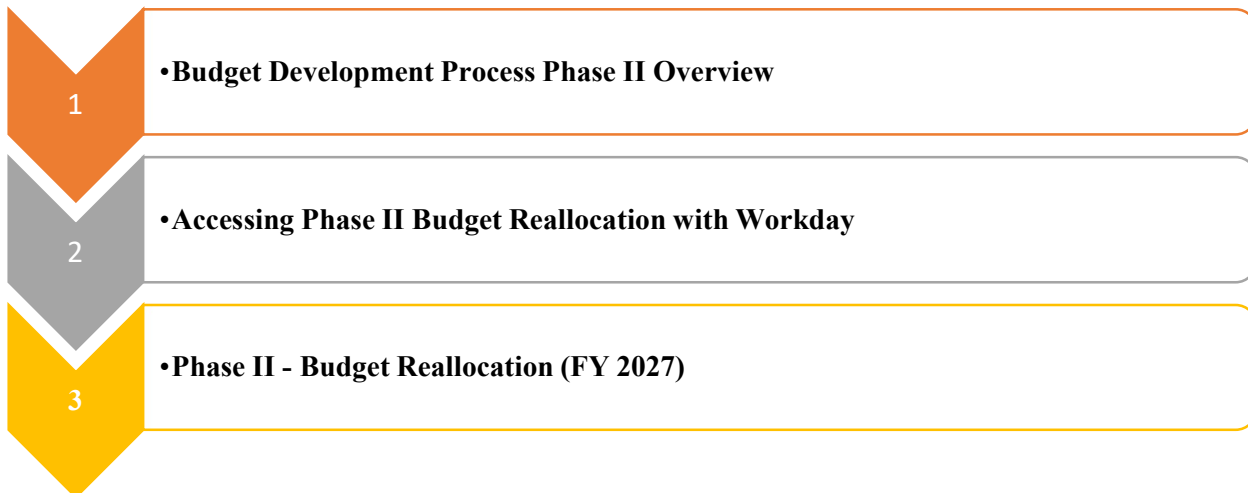


Budget Development Process Phase II (SOP)

Overview: This document provides step-by-step instructions for completing the Budget Development Process during Phase II using Workday Adaptive Insights, a cloud-based enterprise budgeting system. Instructions will also provide guidance on planning and developing the upcoming fiscal year (FY2027) budget.

For questions or additional support regarding the Budget Development Process, please contact the Office of Budget Administration at budget@weternu.edu.

Sections:



Section I: Budget Development Process Phase II Overview

In the Phase II Process, we cover:

- Analysis of the FY26 budget and historical spending trends.
- Leveraging Workday to Reallocate Operating and Capital Expenses.
- Preparing and balancing the upcoming fiscal year (FY27) budget.

Important Phase II Information:

- Complete Workday Financial Coordinator Authorization Form.
- Reallocate budget using the FY27 Phase II version in Workday Adaptive Insights.
- Ensure the “Budget Reallocation (FY27)” process task is completed in Workday.
- Adjust all accounts based on historical spending patterns and anticipated expenditures.

Planning and Creating the FY27 Budget:

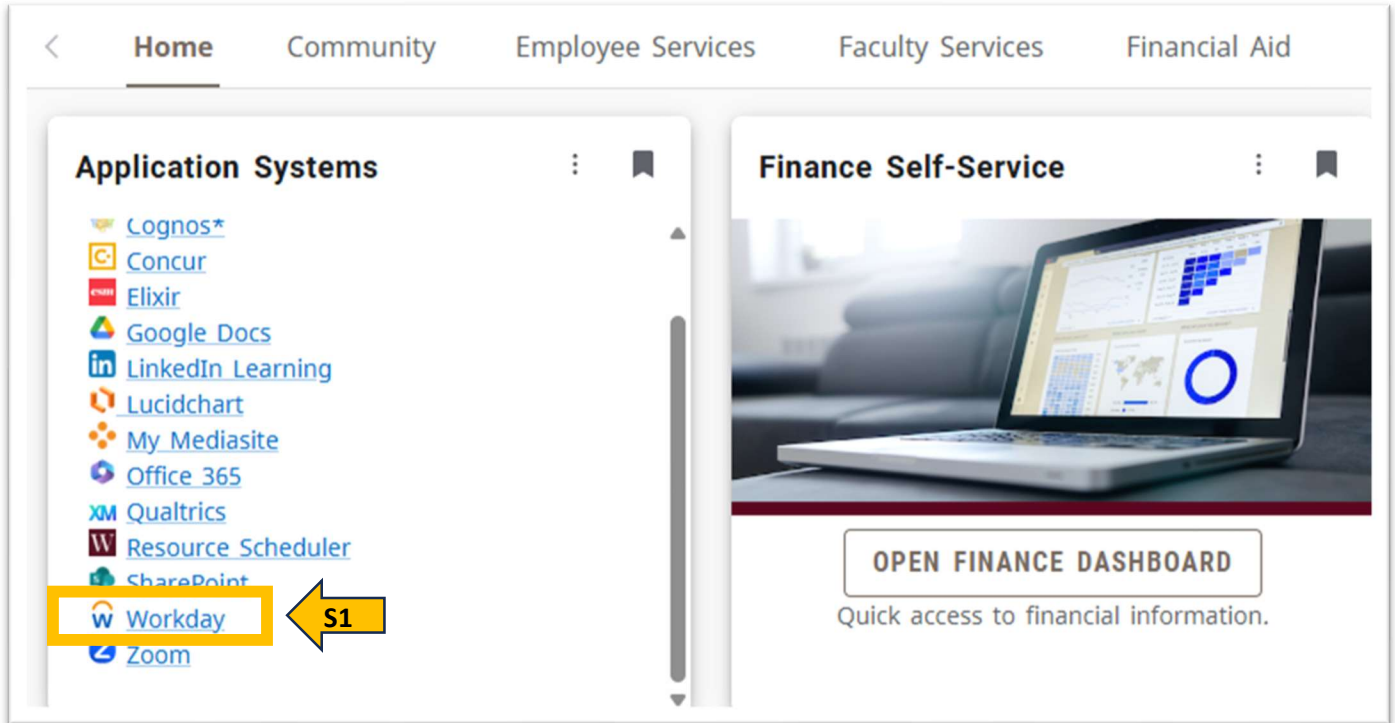
- Identify historical spending patterns and anticipated expenditures affecting your budget by using Workday Report **4. Yearly Trend (FY17-25 Actuals)**.
- Review current and prior year Budget vs. Actual variance analyses to identify differences within 7-series expense accounts using the following Workday reports:
 - **7. Budget Vs Actual (FY25)**
 - **8. Budget Vs Actual (FY26 YTD)**.
- Review and note expense accounts with budget overages or surpluses to determine where reallocations (adjustments) are needed.
- Review your strategic business plan and assess its potential impact on your budget.

Section II: Accessing Phase II Budget Reallocation with Workday

Step 1: Navigate to my.westernu.edu or the Intranet: <https://experience.elluciancloud.com/wohs/>

Select “**Workday**” from the **Application Systems** card. A new tab will open.

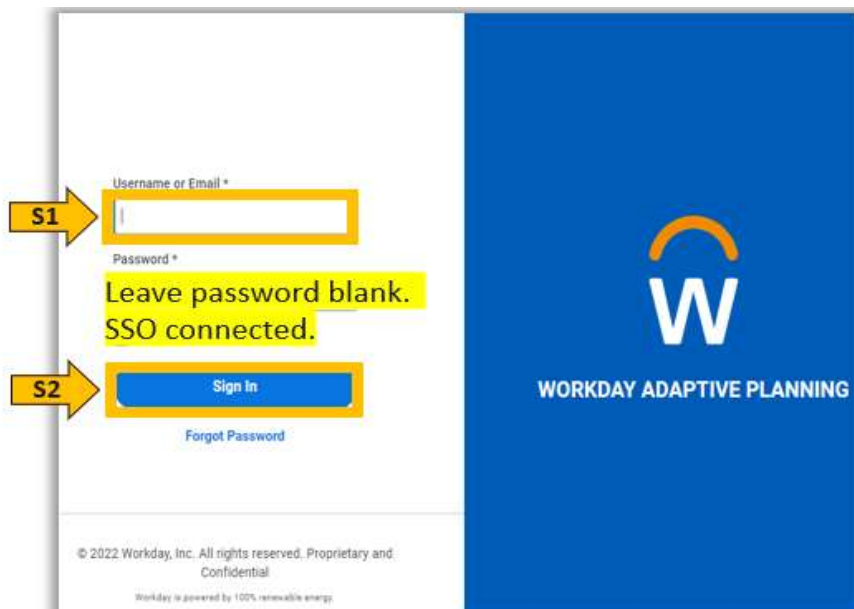
Alternatively, access Workday directly at: <https://login.adaptiveinsights.com/app>



Step 2: Sign in using Single Sign-On (SSO).

Enter your username (your WesternU email address). Leave the password field blank.

Click **Sign In**.



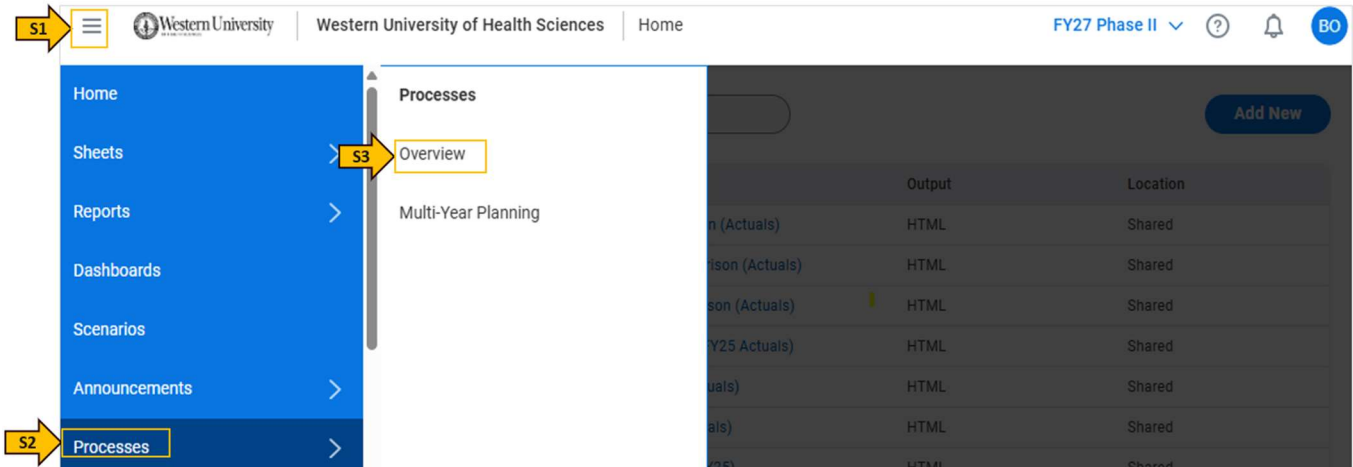
Section II: Accessing Phase II Budget Reallocation with Workday

Step 3: After signing in, you will be directed to the home (landing) page.

S1: Click the Global Navigation Menu in the top-left corner.

S2: Select the arrow next to **Processes**.

S3: Click **Overview**.



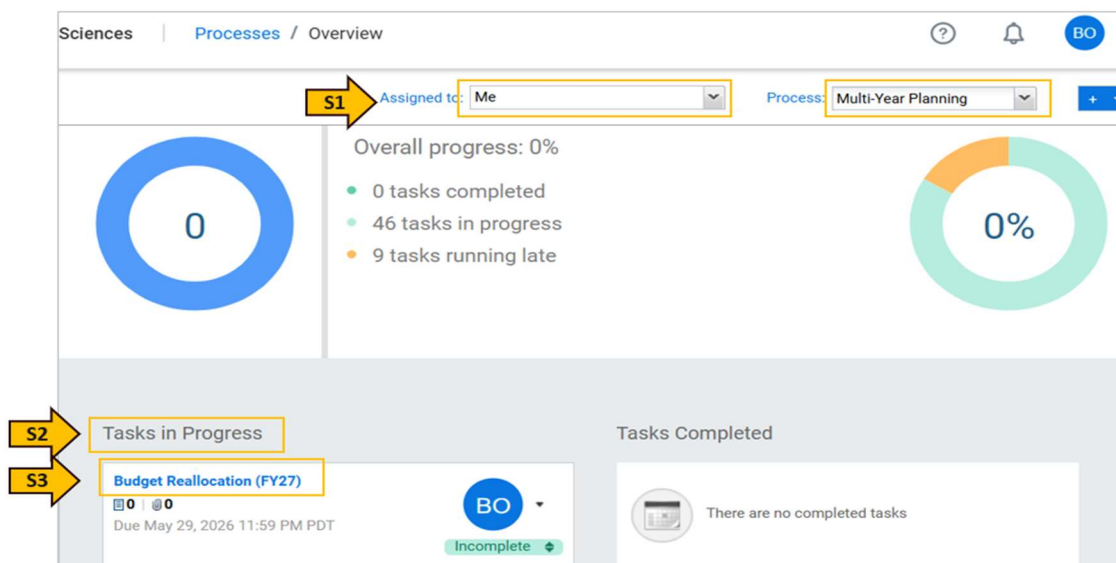
Step 4: The **Overview** page will take you to the Tasks Dashboard.

S1: Select “Me” to display only your assigned tasks. Confirm that the selected process is “**Multi-Year Planning**”.

S2: Locate the “**Tasks in Progress**” section and complete the **Budget Reallocation** task by the specified due date.

S3: To open a task, click the title link “**Budget Reallocation (FY27)**”. This will take you directly to the required worksheet.

Note: To return to the Tasks Dashboard and view all tasks, select **Processes** from the menu bar (as shown in the previous step).



Section III: Phase II - Budget Reallocation (FY 2027)

Step 1: Once you have accessed the “Phase II – Budget Reallocation” sheet:

S1: Confirm that **FY27 Phase II** is selected.

S2: Select the appropriate **Org** to view and reallocate funds.

Note: You will not be able to edit columns at the roll-up (parent) level. Edits can only be made at the child (individual Org) level.

#	FUND (DIM)	LEVEL	GL ACCOU...	FY23 ...	FY24 ...	FY25 ...	FY26 ADOPTED BUDG...	REALLOCATIO...	FY27 PROPOSED...	FROM (ORG-ACCOUNT, \$ AMOU...	NOTES
33	1100 - Cur...	1111 - ...	70950 - Pr...	5,153...	312.74	115.76	7,300		7,300		
34	1100 - Cur...	1111 - ...	70823 - Co...	0.00	1,226...	9,040...	790,000		790,000		
35	1100 - Cur...	1111 - ...	70300 - Co...	0.00	0.00	400.00	0		0		
36	1100 - Cur...	1112 - ...	70304 - E...	6,148...	12.44...	42.77...	0		0		
37	1100 - Cur...	1112 - ...	70306 - E...	58,579...	99.04...	47.36...	66,500		66,500		
38	1100 - Cur...	1112 - ...	70307 - Pe...	1,027...	494.53	12.78...	18,000		18,000		
39	1100 - Cur...	1112 - ...	70308 - N...	793.55	1,054...	101.3...	3,500		3,500		
40	1100 - Cur...	1112 - ...	70310 - Re...	30.00	1,140...	185.00	20,300		20,300		
41	1100 - Cur...	1112 - ...	70311 - H...	69,705...	87.24...	52.16...	40,000		40,000		
42	1100 - Cur...	1112 - ...	70312 - In...	6.00	0.00	1,168...	1,500		1,500		
43	1100 - Cur...	1112 - ...	70313 - Tr...	69,174...	68.32...	82.73...	78,000		78,000		

Additional Information:

- At the roll-up level, you can view consolidated information for all departments/Orgs.
- Workday provides details such as Fund, Level/Org, GL Account, and Actuals for the prior three years.
- You can view up to **three years of historical (actuals)** data within Workday.

Note: It is recommended to run a **Budget vs. Actual (FY26)** report for a more in-depth analysis.

Step 2: Enter the Budget Reallocation:

S3: Enter the increase (+) or decrease (-) amount in the “**Reallocation of Budget**” column.

S4: For budget increases, note where funds are moving from and the amount in the “**FROM (ORG-ACCOUNT, \$ Amount)**” column.

S5: Enter any additional details or explanations in the “**Notes**” column.

S6: Click the **Save** icon to apply and calculate the changes. Updated amount will be reflected in the “**FY27 Proposed Budget**” column.

S7: Repeat steps 1 and 2 (**S1-S6**) for each Org requiring budget reallocation.

#	FUND (...)	GL ACCOUNT	FY23 ...	FY24...	FY25 ...	FY26 ...	REALLOCATION OF BUDGET	FY27 PROPOSED BUDG...	FROM (ORG-ACCOUNT, \$ AMOUNT)	NOTES
28	1100 - ...	79200 - Equipment-Computers	0.00	19,8...	0.00	0		0		
29	1100 - ...	79208 - Equipment-Audio Visual	0.00	0.00	5,781...	350,000		350,000		
30	1100 - ...	70010 - Promotion	12.99	6,49...	8,185...	15,798	-1,000.00	15,798	1111-70010, \$1,000	
31	1100 - ...	70040 - Organizational Sponsor...	10,00...	12.8...	6,990...	32,435	1,000.00			
32	1100 - ...	70305 - Donor Entertainment	1,843...	52.00	5,148...	0		0		
33	1100 - ...	70950 - Printing	5,153...	312...	115.76	7,300		7,300		
34	1100 - ...	70823 - Commencement	0.00	1,22...	9,040...	790,000		790,000		
35	1100 - ...	70300 - Continuing Education	0.00	0.00	400.00	0		0		

Section III: Phase II - Budget Reallocation (FY 2027)

Step 3: Reallocation Balancing:

S8: To ensure proper balancing, select the highest (parent) roll-up level and confirm that the total “Reallocation of Budget” equals zero.

#	FUND (...)	LEVEL	GL AC...	FY23...	FY24...	FY25...	FY26 ADOPTED BUDG...	REALLOCATION OF BUDGET	FY27 PROPOSED BUD...	FROM (ORG-ACCOUNT, ...)	NOTES
73	1100 -	1111 - Department A	7030...	5,00...	0.00	10,440...	35,000		35,000		
74	1100 -	1112 - Department B	7031...	69,7...	87,248...	52,161...	40,000		40,000		
75	1100 -	1111 - Department A	7031...	21,7...	544.04	15,679...	45,000		45,000		
76	1100 -	1112 - Department B	7030...	0.00	0.00	0.00	50,000		50,000		
	1100 -	1111 - Department A	7091...	139,...	22,338...	302,06...	58,000		58,000		
	1100 -	1112 - Department B	7030...	58,5...	99,047...	47,361...	66,500		66,500		
79	1100 -	1112 - Department B	7031...	69,1...	68,329...	82,730...	78,000		78,000		
80	1100 -	1111 - Department A	7091...	7,10...	0.00	310,76...	108,850		108,850		
81	1100 -	1111 - Department A	7920...	0.00	0.00	5,781...	350,000		350,000		
82	1100 -	1111 - Department A	7082...	0.00	1,226...	9,040...	790,000		790,000		
83	Total			7,67...	741,4...	1,423,...	1,875,133	0.00	1,875,133		

Step 4: Completing the Task:

S9: Once all updates are complete, navigate to the **Processes** menu bar (see Step 3).

S10: Click **Incomplete** to update the task status to **Complete**.

Tasks in Progress

Budget Reallocation (FY27)
 0 | 0
 Due May 29, 2026 11:59 PM PDT
Incomplete

Tasks Completed

There are no completed tasks

Tasks in Progress

There are no tasks in progress

Tasks Completed

Budget Reallocation (FY27)
 0 | 0
 Completed Apr 30, 2026 4:05 PM PDT
Complete