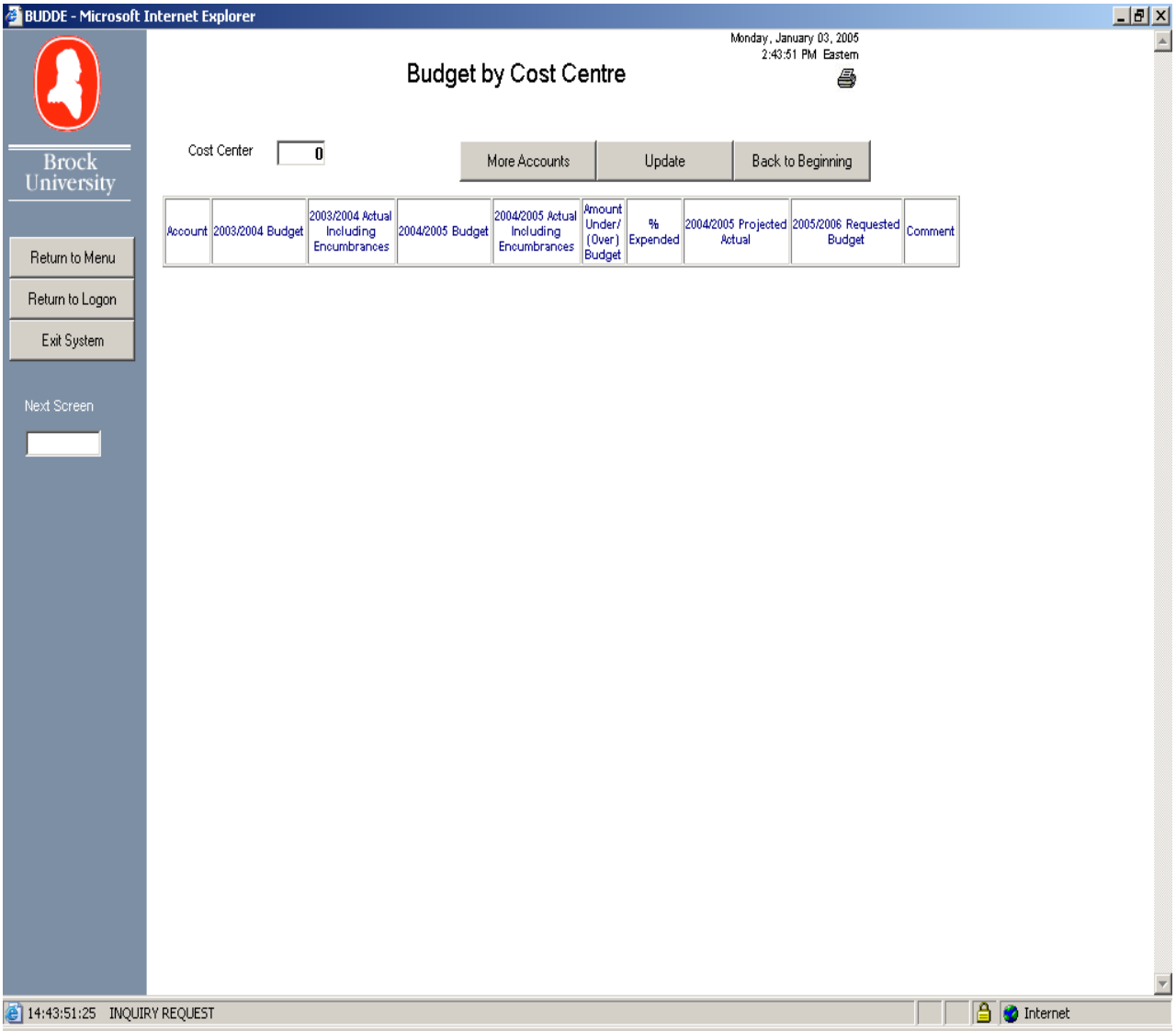
ON-LINE BUDGET DEVELOPMENT ON BEARS

BUDGET DEVELOPMENT SCREEN "BUDDE"

The On-Line Budget Development screen, known as "BUDDE" was developed to provide Budget Developers on-line access to their budget information. The screen is simply the FIN109 report on-line. The middle three digits(the cost centre) of an account number once entered in the "Cost Centre" field displays the following information for each operating account within a cost centre:

- Previous Years Budget *(as at year end)*
- Previous Years Actual Spent *(as at year end)*
- Current Budget
- Current Total Spent including Encumbrances
- Amount Under/(Over) Budget for Current Year
- Percentage Expended Under/(Over) Budget

The operating accounts within a cost centre consist of: Revenue accounts which begin with 118, the Non-Salary Expense accounts which begin with 115 and the Salary accounts which begin with 116. Each category, Revenue, Non-Salary Expenses, Salary and Salary Benefits are sub-totaled. The basic screen is shown below:



Notations on Displayed Information:

Previous Years Budget and Actual Spent – the information displayed is as at the final year end run and will not change.

Current Year Budget - the information displayed in this field is up to date, as budget information is recorded on an on-line basis. Additionally, this field will show the current total budget and below that total any one-time budget adjustments that are included in the total will be displayed. This will be important information during the exercise of requesting the future year budget as one-time allocations should not be rolled into the base budget.

Current Actual including Encumbrances- the totals shown includes all expenditures recorded in the system as of the previous business day, as financial transactions are recorded in batches and updated nightly. The encumbrances however would include any purchase requisitions or contracts which have been signed on-line up to the moment the information was displayed.

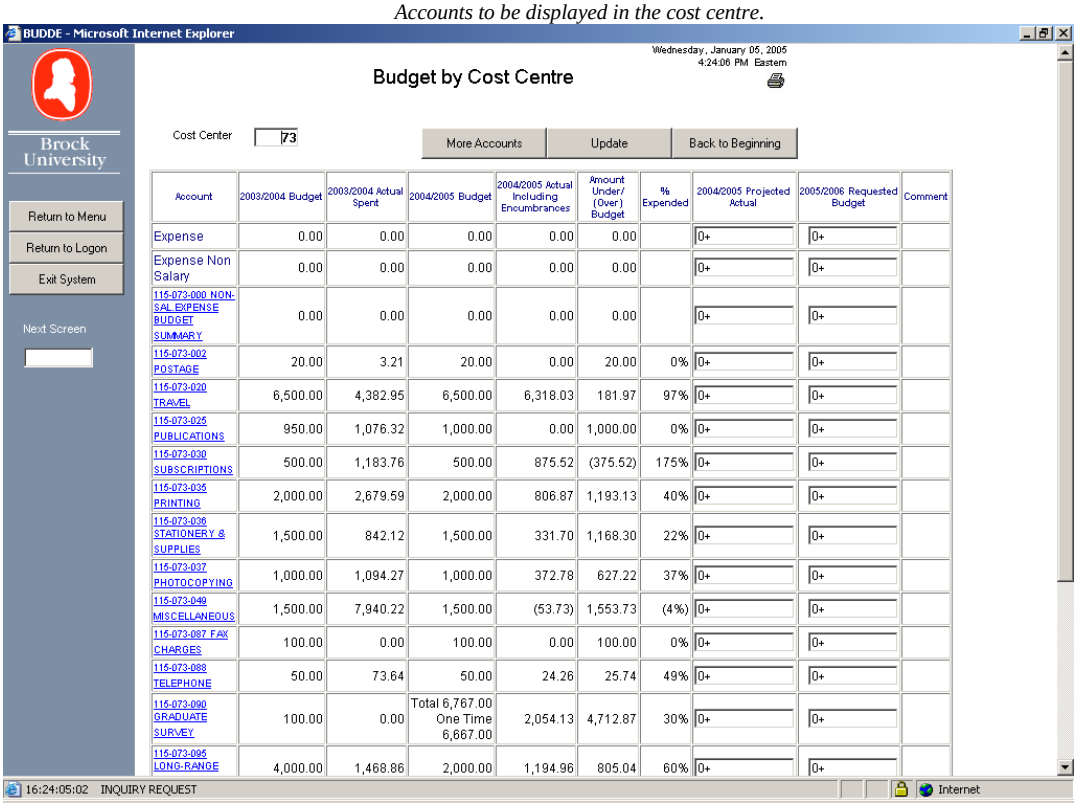
Amount Under/(Over) Spent – any overspent amounts are shown in brackets.

Revenue amounts in 118 accounts are also shown in brackets as they should be credits

Use the scroll bar at the right hand side of the page to view all of the display on the page.

Due to space restrictions only 20 lines may be displayed on one page. Therefore multiple screens may be necessary to accommodate all of the information for a cost centre. If there are more accounts to be displayed a button will appear at the top and bottom of the screen saying "**More Accounts**". By clicking on this button you will bring up the next page of accounts. At any time you may also return to the beginning of the cost centre's display by clicking on the button "**Back to the Beginning**".

The screen shot below illustrates the above features such as (Over) budget amounts in brackets, One time budget amounts and More Accounts to be displayed in the cost centre.



BUDDE - Microsoft Internet Explorer

Wednesday, January 05, 2005
4:24:06 PM Eastern

Budget by Cost Centre

Brock University

Return to Menu
Return to Logon
Exit System

Next Screen

Cost Center 73

More Accounts | Update | Back to Beginning

Account	2003/2004 Budget	2003/2004 Actual Spent	2004/2005 Budget	2004/2005 Actual Including Encumbrances	Amount Under/ (Over) Budget	% Expended	2004/2005 Projected Actual	2005/2006 Requested Budget	Comment
Expense	0.00	0.00	0.00	0.00	0.00		0+	0+	
Expense Non Salary	0.00	0.00	0.00	0.00	0.00		0+	0+	
115-073-000 NON-SAL EXPENSE BUDGET SUMMARY	0.00	0.00	0.00	0.00	0.00		0+	0+	
115-073-002 POSTAGE	20.00	3.21	20.00	0.00	20.00	0%	0+	0+	
115-073-020 TRAVEL	6,500.00	4,382.95	6,500.00	6,318.03	181.97	97%	0+	0+	
115-073-025 PUBLICATIONS	950.00	1,076.32	1,000.00	0.00	1,000.00	0%	0+	0+	
115-073-030 SUBSCRIPTIONS	500.00	1,183.76	500.00	875.52	(375.52)	175%	0+	0+	
115-073-035 PRINTING	2,000.00	2,679.59	2,000.00	806.87	1,193.13	40%	0+	0+	
115-073-036 STATIONERY & SUPPLIES	1,500.00	842.12	1,500.00	331.70	1,168.30	22%	0+	0+	
115-073-037 PHOTOCOPYING	1,000.00	1,094.27	1,000.00	372.78	627.22	37%	0+	0+	
115-073-049 MISCELLANEOUS	1,500.00	7,940.22	1,500.00	(53.73)	1,553.73	(4%)	0+	0+	
115-073-087 FAX CHARGES	100.00	0.00	100.00	0.00	100.00	0%	0+	0+	
115-073-088 TELEPHONE	50.00	73.64	50.00	24.26	25.74	49%	0+	0+	
115-073-090 GRADUATE SURVEY	100.00	0.00	Total 6,767.00 One Time 6,667.00	2,054.13	4,712.87	30%	0+	0+	
115-073-095 LONG-RANGE	4,000.00	1,468.86	2,000.00	1,194.96	805.04	60%	0+	0+	

16:24:05:02 INQUIRY REQUEST

Internet

Functions of the On-Line Budget Development Screen:

This screen will have different purposes at different times of the year.

1. The previous and current year budget information will be available to all Budget Developers and Administrators all year long as an information tool.
2. During the month of October an additional input column will be added to this screen to compile the Mid-Year Review budget projections to year end. This feature will be available for a limited time in order for Budget Developers and their Administrators to enter the information.
3. At the beginning of January two additional columns will be added to this screen. The first is a current year Projections column to once again include your predicted expenditures to the end of the year. The second column will be to Request your next years budget. Again, this feature will be available for a limited time in order for Budget Developers and their Administrators to enter the information and then it will be sealed for review by the Finance Department.

The appearance of the Budget Projection and Request columns is controlled by the Finance Department. Once the time has expired for departmental data entry the columns will continue to be viewable, however changes to the data after this date may only be made by the Finance Office

Who can access the Budget Development Screen?

Budget Developer: All Budget Developers have on-line access to each cost centre (i.e. middle three digit department code) within their control.

Budget Administrator: A Budget Developer may assign this access to a Budget Administrator for any or all cost centres. Up to three Budget Administrators can be assigned for any one cost centre. This is a separate access procedure from those currently in place for on-line account viewing. By keeping these access authorizations mutually exclusive a Budget Administrator can have access to totals for each account without having detailed account access unless that access has been previously approved. For example, the Budget Administrator may be able to enter budget salary totals without having access to the details in salary accounts.

Inputting Budget Information On-Line:

- To enter a budget for a given account number, double click on the appropriate field. The field should become highlighted and you may enter the amount desired.
- You do not have to enter a decimal place or commas in the number. The system assumes that a decimal will follow the last number entered. If you would prefer to enter the decimal place or commas you may.
- All amounts will default with a "+" or debit sign. If you need to enter a negative or credit figure (e.g. for a revenue account) enter a minus sign after the number, such as 1000- , or before the number, such as -1000
- **To move to the next account number in the column use the "TAB" key.** This will automatically take you to the next field and highlight it, making it ready for data entry. You may continue to "TAB" through all of the fields in the column. Once you are at the last field of the column, TAB will take you to the first input field of the next column. **Or you may point and double click on any account number.**

The following screen shot demonstrates a few examples of data entry, (with decimal point, without, credit entry and double clicking to highlight an input field) Note the figures below were just entered on the screen and not updated therefore no totals are showing.

BUDDE - Microsoft Internet Explorer

Wednesday, January 05, 2005
4:10:11 PM Eastern

Brock University

Return to Menu
Return to Logon
Exit System

Next Screen

Budget by Cost Centre

Cost Center 59

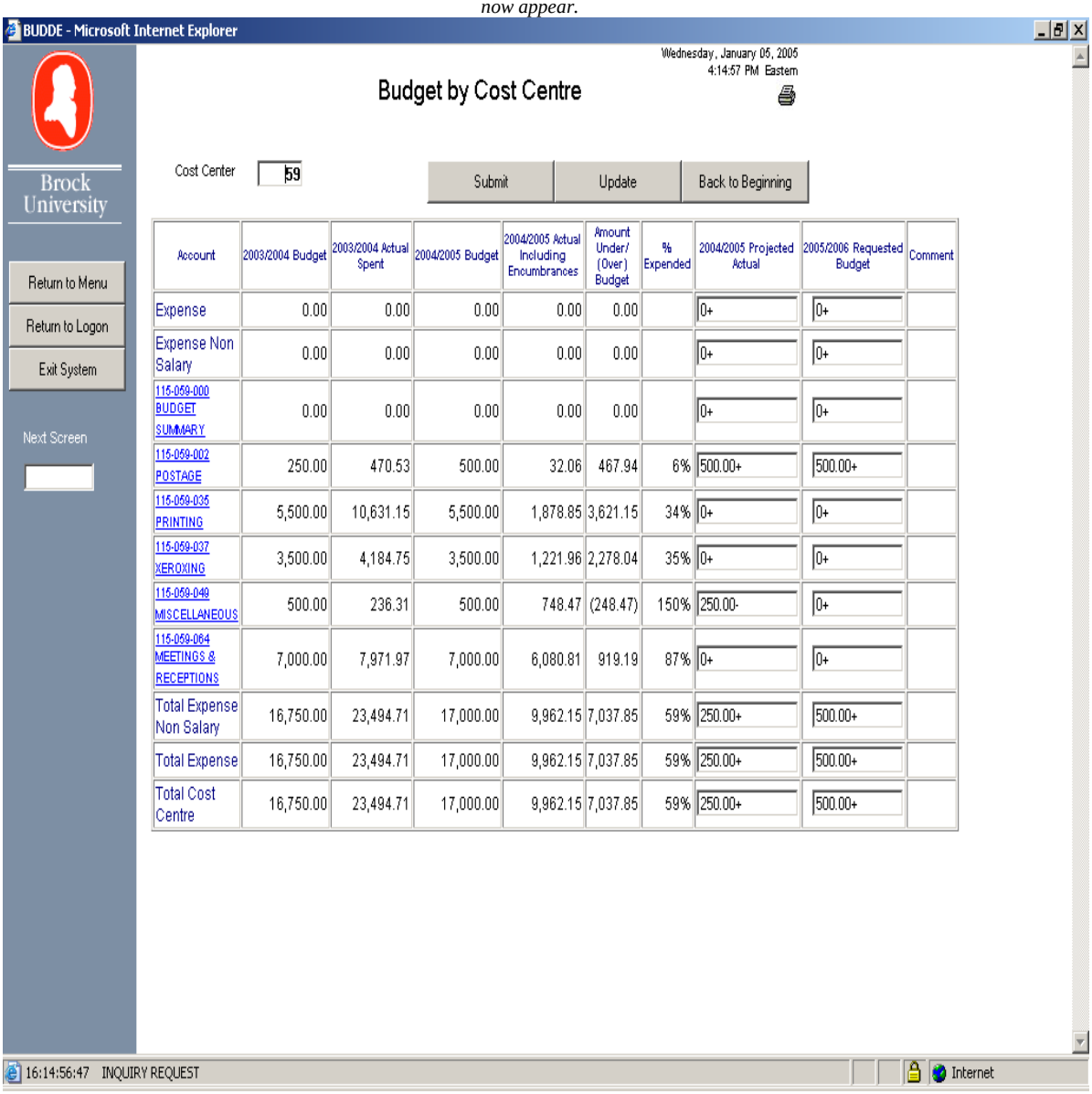
Submit | Update | Back to Beginning

Account	2003/2004 Budget	2003/2004 Actual Spent	2004/2005 Budget	2004/2005 Actual Including Encumbrances	Amount Under/ (Over) Budget	% Expended	2004/2005 Projected Actual	2005/2006 Requested Budget	Comment
Expense	0.00	0.00	0.00	0.00	0.00		0+	0+	
Expense Non Salary	0.00	0.00	0.00	0.00	0.00		0+	0+	
115-059-000 BUDGET SUMMARY	0.00	0.00	0.00	0.00	0.00		0+	0+	
115-059-002 POSTAGE	250.00	470.53	500.00	32.06	467.94	6%	500	500.	
115-059-035 PRINTING	5,500.00	10,631.15	5,500.00	1,878.85	3,621.15	34%	0+	0+	
115-059-037 XEROXING	3,500.00	4,184.75	3,500.00	1,221.96	2,278.04	35%	0+	0+	
115-059-049 MISCELLANEOUS	500.00	236.31	500.00	748.47	(248.47)	150%	250-	0+	
115-059-064 MEETINGS & RECEPTIONS	7,000.00	7,971.97	7,000.00	6,080.81	919.19	87%	0+	0+	
Total Expense Non Salary	16,750.00	23,494.71	17,000.00	9,962.15	7,037.85	59%	0+	0+	
Total Expense	16,750.00	23,494.71	17,000.00	9,962.15	7,037.85	59%	0+	0+	
Total Cost Centre	16,750.00	23,494.71	17,000.00	9,962.15	7,037.85	59%	0+	0+	

16:10:11:12 INQUIRY REQUEST Internet

- For the figures to be entered on the screen and for totals to be refreshed you must click on the "UPDATE" button at the top of the screen. You may update the screen after every entry, after a few entries or at the end of an entire page. Basically the screen can be updated at any time. After updating, the same page will re-appear with your entries recorded and totals updated.

This is the same screen as shown above after updating. Note the appearance of the figures with a + or – sign visible as well as totals now appear.



BUDDE - Microsoft Internet Explorer

Brock University

Return to Menu

Return to Logon

Exit System

Next Screen

Wednesday, January 05, 2005
4:14:57 PM Eastern

Budget by Cost Centre

Cost Center 59

Submit | Update | Back to Beginning

Account	2003/2004 Budget	2003/2004 Actual Spent	2004/2005 Budget	2004/2005 Actual Including Encumbrances	Amount Under/ (Over) Budget	% Expended	2004/2005 Projected Actual	2005/2006 Requested Budget	Comment
Expense	0.00	0.00	0.00	0.00	0.00		0+	0+	
Expense Non Salary	0.00	0.00	0.00	0.00	0.00		0+	0+	
115-059-000 BUDGET SUMMARY	0.00	0.00	0.00	0.00	0.00		0+	0+	
115-059-002 POSTAGE	250.00	470.53	500.00	32.06	467.94	6%	500.00+	500.00+	
115-059-035 PRINTING	5,500.00	10,631.15	5,500.00	1,878.85	3,621.15	34%	0+	0+	
115-059-037 XEROXING	3,500.00	4,184.75	3,500.00	1,221.96	2,278.04	35%	0+	0+	
115-059-049 MISCELLANEOUS	500.00	236.31	500.00	748.47	(248.47)	150%	250.00-	0+	
115-059-064 MEETINGS & RECEPTIONS	7,000.00	7,971.97	7,000.00	6,080.81	919.19	87%	0+	0+	
Total Expense Non Salary	16,750.00	23,494.71	17,000.00	9,962.15	7,037.85	59%	250.00+	500.00+	
Total Expense	16,750.00	23,494.71	17,000.00	9,962.15	7,037.85	59%	250.00+	500.00+	
Total Cost Centre	16,750.00	23,494.71	17,000.00	9,962.15	7,037.85	59%	250.00+	500.00+	

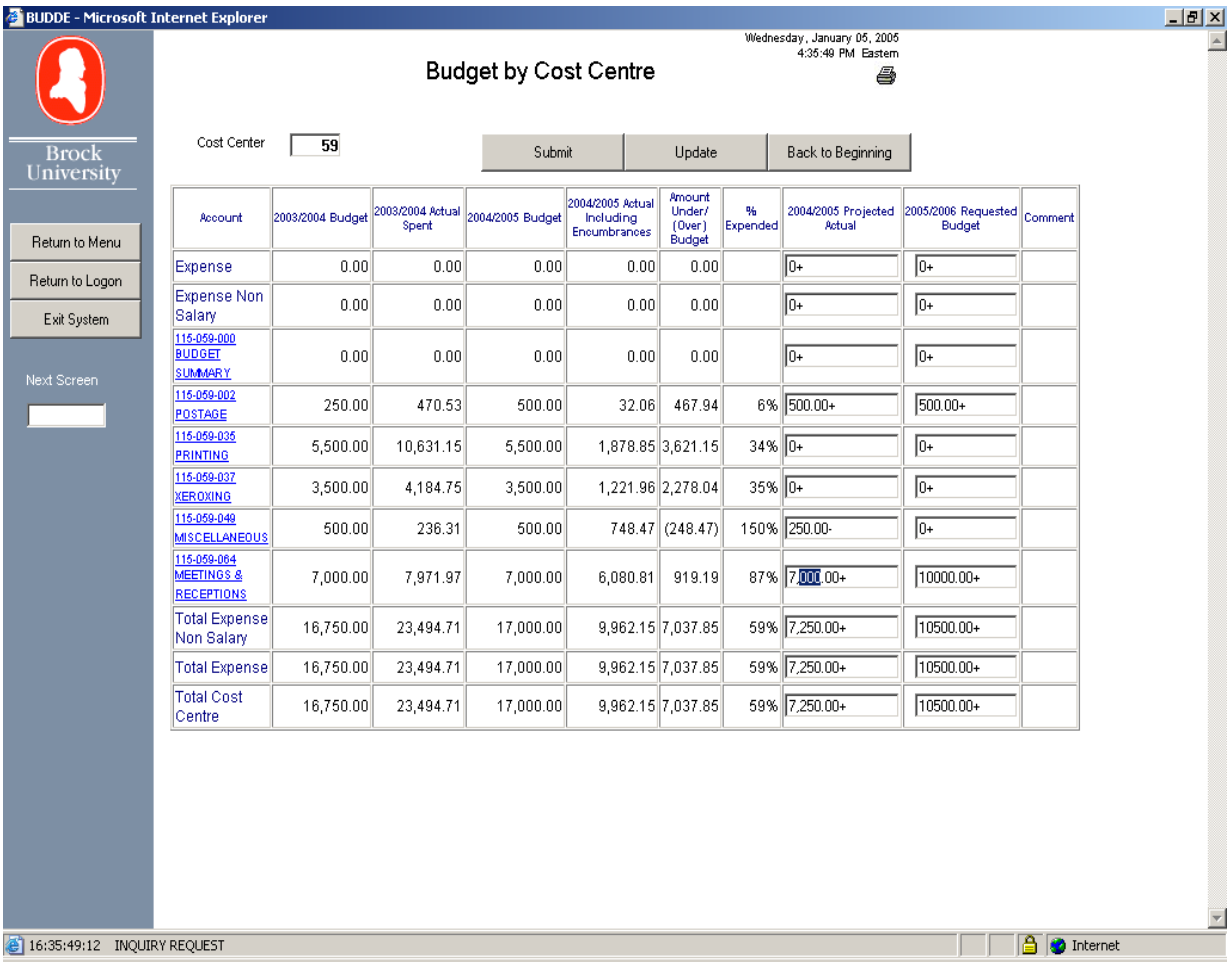
16:14:56:47 INQUIRY REQUEST

Internet

- If you have entered figures on the page but did not hit the UPDATE button and instead moved to the next page via the "More Accounts" button or "Back to the Beginning" button, all is not lost. The information entered will update before displaying the next page. **However if you "EXIT SYSTEM", the information you entered on the screen will NOT have updated.**

- When you come to the final page of the cost centre the “MORE ACCOUNTS” button is replaced with a “SUBMIT” button. “SUBMIT” will update the information on the last page and will take you back to the beginning of the cost centre.

- The data entered onto the BUDDE screen may be revised at any time up until the submission deadline. To revise amounts which have already been updated you have the following options:
    a) You may click and drag on the field to highlight the amount and then hit the “*delete*” key on your keyboard to clear the field. Then enter the revised amount.
    b) You may revise any part of an amount by double clicking on a particular section of the number. For instance, if you double click behind the number the sign will be highlighted and you may change it from a “+” to a “-“ or visa versa. Double click on the cents and they will be highlighted and then you may enter a revised cents amount (although most budgets should be rounded to the nearest dollar). You may also double click on any section of the number that is separated by commas, for example if you wanted to change 10,000.00 to 10,500.00 double click on the hundreds section which will highlight and you may enter 500 to revise the amount.



Account	2003/2004 Budget	2003/2004 Actual Spent	2004/2005 Budget	2004/2005 Actual Including Encumbrances	Amount Under/ (Over) Budget	% Expended	2004/2005 Projected Actual	2005/2006 Requested Budget	Comment
Expense	0.00	0.00	0.00	0.00	0.00		0+	0+	
Expense Non Salary	0.00	0.00	0.00	0.00	0.00		0+	0+	
115-059-000 BUDGET SUMMARY	0.00	0.00	0.00	0.00	0.00		0+	0+	
115-059-002 POSTAGE	250.00	470.53	500.00	32.06	467.94	6%	500.00+	500.00+	
115-059-035 PRINTING	5,500.00	10,631.15	5,500.00	1,878.85	3,621.15	34%	0+	0+	
115-059-037 XEROXING	3,500.00	4,184.75	3,500.00	1,221.96	2,278.04	35%	0+	0+	
115-059-049 MISCELLANEOUS	500.00	236.31	500.00	748.47	(248.47)	150%	250.00-	0+	
115-059-064 MEETINGS & RECEPTIONS	7,000.00	7,971.97	7,000.00	6,080.81	919.19	87%	7,000.00+	10000.00+	
Total Expense Non Salary	16,750.00	23,494.71	17,000.00	9,962.15	7,037.85	59%	7,250.00+	10500.00+	
Total Expense	16,750.00	23,494.71	17,000.00	9,962.15	7,037.85	59%	7,250.00+	10500.00+	
Total Cost Centre	16,750.00	23,494.71	17,000.00	9,962.15	7,037.85	59%	7,250.00+	10500.00+	

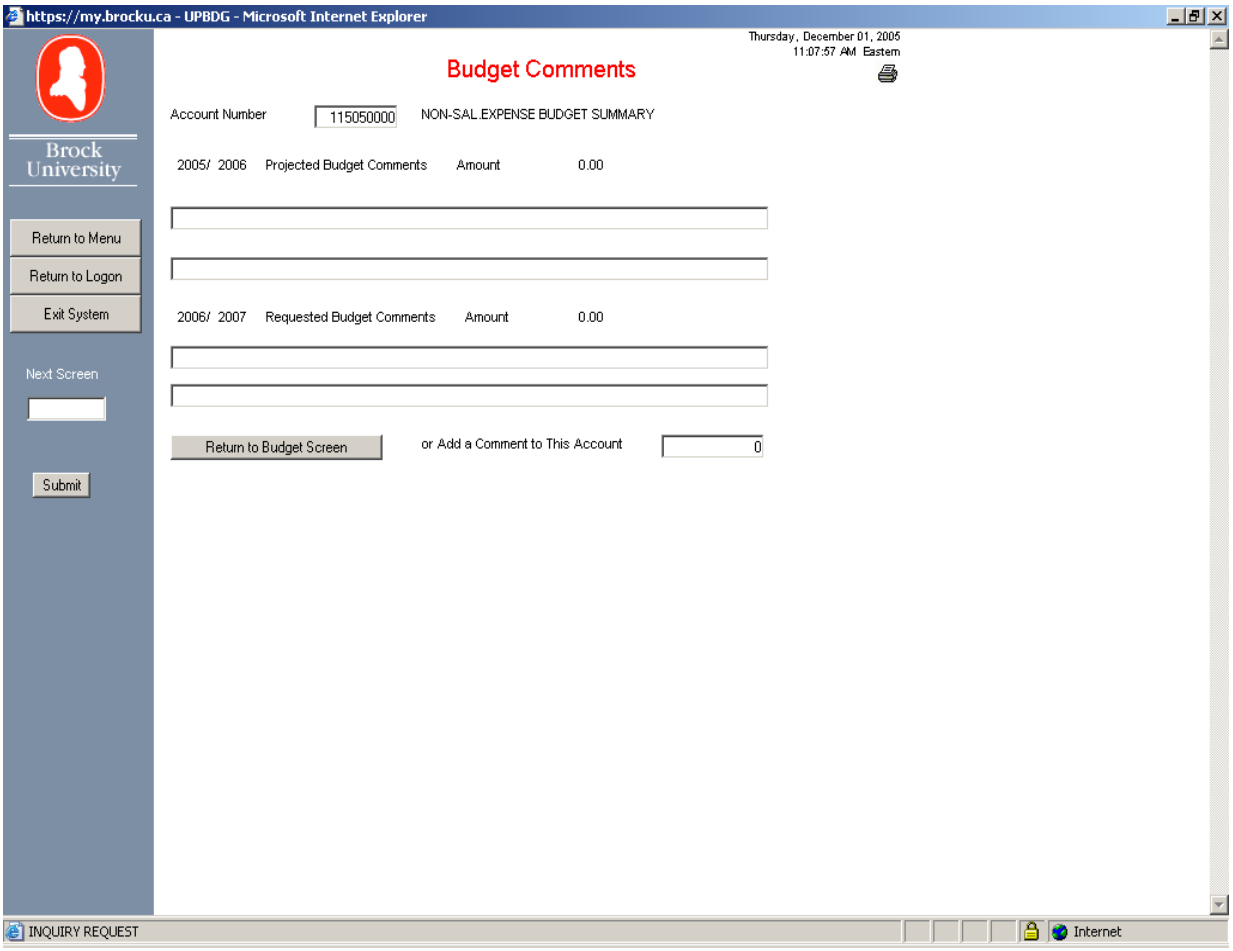
Note: If an amount is not allowed in a field it will disappear upon updating. For example entering a number for a heading such as “*Salary Expense*” or a *Total Field.*

Add a Comment:

To add a comment to a budget line, double click on the blue, underlined account number. It will take you to another page where you may add a comment to a Projected budget amount and or a Requested budget amount.

You may continue on this comment screen to add comments to other accounts by entering the account number in the field "*Add a comment to this account*" and enter. The screen will refresh showing the amounts entered on the Budget Development screen for that account number and you may add your comments.

Or you may go back to the Budget Development Screen (BUDDE) by clicking on the "*Return to Budget Screen*". This will take you back to the page which displays the account number you just entered a comment for and now a "Y" will appear in the Comment column for that account, indicating that a comment has been entered.



Printing your Budget Information from BUDDE:

Option 1: Both the BUDDE screen and the Budget Comment screen have a printer icon located in the top right hand corner. By clicking on this icon you will print the information displayed on the screen. That is, a screen shot will be printed to your printer. Your must remember to always print from the BEARS system in ***"Landscape"*** so that none of the information is cut off. To print landscape, click on Preferences once the printing instructions window comes up.

The problem with option one is that you cannot print the entire cost centre at once.

Option 2: On the left hand side of the BUDDE screen there is a button called *"Print Cost Centre"* . This button will submit a special print request of the FIN109 report for the cost centre displayed. In order to utilize this option you must send the report to a designated BEARS printer number. Below the button is a field where you may enter the printer number which you wish the report to be printed.

See Finance Report Printing Tips on the Finance Web page under Faculty & Staff for further assistance.