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Booked Budget: Expense & Revenue

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What	Use this process to complete the Position Planning, Salary Reserves, Non-Salary Planning, Revenue Planning, High Level Adjustments and Review. A Year End Reforecast (YER) may be completed for Salary Reserves, Non-Salary & Revenues.
Who	This role may be performed by Budget Officers, Budget Analysts, Unit Managers, or Unit Financial Analysts. Please coordinate with your Budget Officer to confirm your responsibilities. If you are an Analyst without salary view, you will not have access to any panels that show individual employee salaries. You will still be able to complete this process by budgeting Salary Reserves at a PTAE level.
Why	Recording expenses and revenue allows you to project how much funding is needed. This module is required as part of the Booked Budget submission.
When	Compensation: PeopleSoft data is interfaced nightly, Oracle actuals are updated after each month end close, Oracle Labor Distribution will be updated as a one-time load, using data as of April 15, May 15 or as announced. Non-Compensation & Revenues: This process is available in Tidemark beginning in late April. Please coordinate with your Budget Officer regarding when your Unit's setup is complete so that you can begin your budgeting and understand your internal submission deadlines, prior to the University's mid-August deadline.

Booked Budget: Expense & Revenue

Tracks within Booked Budget: Expense & Revenue

Review Panels:

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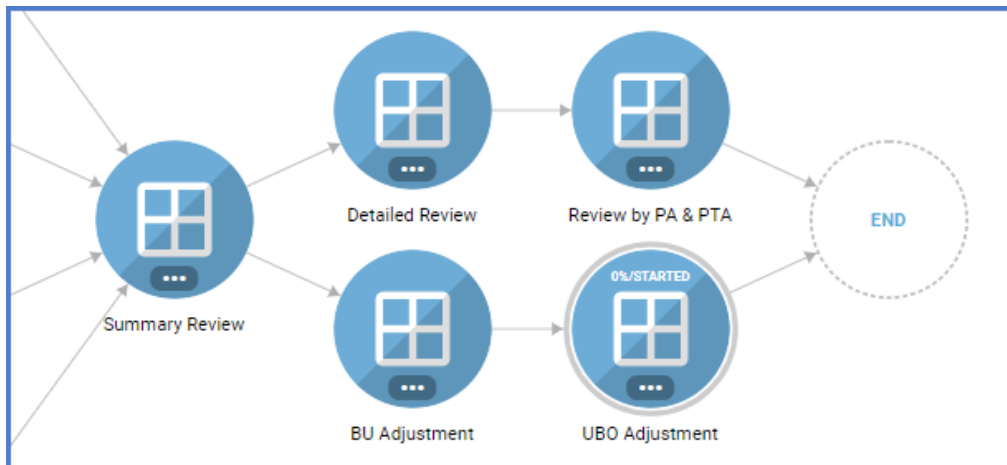
Position Planning Overview is an optional, but recommended, track which allows you to budget individual salary expenses and labor distributions by position. All other revenue and expense planning is done at the PA or PTA level by object code.

Annual Salary: The first 3 panels in the path allow you to set salaries position by position, plan for vacant positions, and account for seasonal adjustments.

Labor Distribution: The next 3 panels allow you to set labor distribution percentages by position, and to review, approve, and audit labor distributions. Labor distribution represents the percentage of effort of a person assigned to a PTA over a specified time period.

You must populate the annual salary and labor distribution percentage in order for the expense to be added to your Booked Budget. Tidemark calculates salary expense per PTA using this formula:

Annual Salary (position $) x Labor Distribution (PTA %) = Salary Expense ($ per PTA)
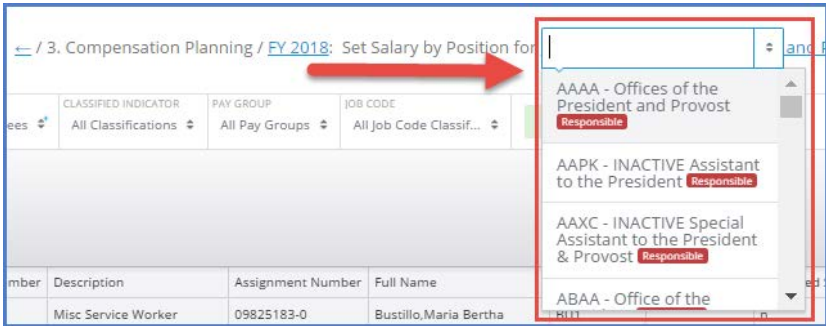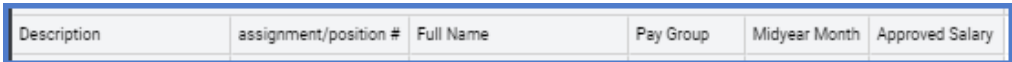
Position Planning Panels

Panel Name	Description	For detailed instructions, see page:
Set Salary by Position	Review current and proposed salaries and mid-year increase information from PeopleSoft. Choose a starting point (seeding) for your compensation expenses.	[4](#)
Plan Vacant Positions	Manually enter records for planned new-hires using existing vacant positions from PeopleSoft.	[6](#)
Seasonal Adjustment by Position	See how the work you have completed in the two prior steps is spread across each month. Further monthly adjustments can be made. Additionally, entries can be made using itemizations.	[7](#)
Labor Distribution	Review labor distribution based on the 5/15 payroll for your employees. Add distribution for new employees, make changes to existing employees to determine where salaries should be charged for the Booked Budget.	[9](#)
Approve Labor Distribution charges from Other Orgs	Review positions in other units' orgs that have been budgeted to PTAs in your org. Approve rows that you would like to include in your budget.	[12](#)
Audit by Position	Review your budgeted positions to make sure you have distributed their full salary. Adjust Labor Distribution for positions that are not fully allocated.	[14](#)

Position Planning Panel: **Set Salary by Position**
Review current and proposed salaries and mid-year increase information from PeopleSoft. Choose a starting point (seeding) for your compensation expenses.

Step	Action
1	On the Booked Budget Process map, click the **Set Salary by Position** panel. **Result:** The corresponding panel opens.
2	Review the data displayed.

<table>
<tr>
<td>a</td>
<td>Review the page slice.

The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).</td>
</tr>
<tr>
<td>b</td>
<td>Review the page edges.

The page edges let you filter the data displayed.</td>
</tr>
<tr>
<td>c</td>
<td>Review the rows on the grid.
The rows show information for the current employees in the org selected on the slice. All currently filled positions excluding students, temporary, and casual employees are shown.
This data may be further filtered by page edges.</td>
</tr>
<tr>
<td>d</td>
<td>Review the columns on the grid.

The first several columns describe the job and employee.
Midyear Increase Month shows when an additional salary amount is applied for those employees with midyear increases. This information comes from Axess Salary Planning.
The Approved Salary column is from Axess Salary Planning, and relates to the Proposed Annual Salary Amount column. If this amount is final, the column</td>
</tr>
</table>

will show "Y." If this amount is not final, or the position has not been entered into Salary Planning, it will show as blank.

FY 2017	FY 2018										
Current Salary Amount	Proposed Annual Salary Amount	Preliminary 9/1 Salary Amount	Seeded Cost Rise Amount	Cost Rise Percent	Seeded Baseline Amount	Annual Salary Adjustment Percent	Annual Salary Adjustment Amount	Adjusted 9/1 Salary Amount	Midyear Increase Amount	Midyear Increase Effective Amount	Budgeted Salary Effective Amount

- Current Salary Amount is the employee's annual salary from PeopleSoft.
- Proposed Annual Salary Amount is from Axess Salary Planning.
- Preliminary 9/1 Salary Amount, Cost Rise Amount, and Cost Rise Percent can be populated through seeding actions.
- Annual Salary Adjustment Percent and Amount columns are enterable to calculate the Adjusted 9/1 Salary Amount.
- The final three columns only relate for employees who have midyear increases. The Midyear Increase Amount is shown from Axess Salary Planning. The Midyear Increase Effective Amount shows the total amount to be added to an employee's salary for the next fiscal year based on the salary increase. The final column shows the total amount that will be included in the Booked Budget based on the work done in this panel.
- All information from PeopleSoft and Axess Salary Planning is updated nightly so that you have the most current information to work with but will only impact your budget if and when you reseed the new data.

3	Determine which positions you want to budget to at a position-by-position level. All other compensation expenses can be budgeted using salary reserves.
4	Determine the starting point for building your position based compensation expenses. Review the scenarios displayed in the columns and determine which one will help you most reliably plan your Booked Budget. • Click the **Actions** icon (on the left sidebar menu) to reveal the Actions content, and select which scenario you would like to use. Click the **Run** button to process the seeding. You can also choose not to run an action to do zero-based budgeting. • Refresh the page to see the results. **Result:** Salary columns will be populated.
5	If needed, enter salary adjustments either through the **Annual Salary Adjustment Percent** or **Annual Salary Adjustment Amount** columns. Click the **Save** button. **Result:** Salary totals will be updated.

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Booked Budget: Expense & Revenue

Position Planning Panel: Plan Vacant Positions

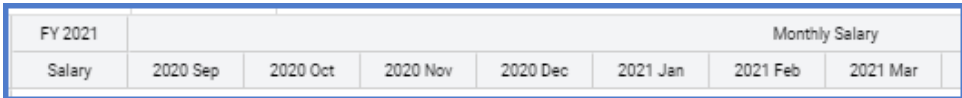Manually enter records for planned new-hires using existing vacant positions from PeopleSoft.

Step	Action
1	On the Booked Budget Process map, click the **Plan Vacant Positions** panel. **Result:** The corresponding panel opens.
2	Determine if you have additional positions that are currently vacant that you would like to budget. • Click the **+ NEW** button to budget a vacant position. ➕ NEW **Result:** The Create Initiative window appears.
3	Complete all fields and click **Save**. • **Position:** The positions available for budgeting are all vacant positions in your org from PeopleSoft. This data is updated nightly. • **Paygroup:** The paygroup of the position will be automatically assigned from the data in PeopleSoft. Selecting a payroup here is used for sorting data only. **Result:** The Create Initiative window closes and newly created position will be listed on the panel.
4	Repeat Steps **2-3** for all other positions you want to create.
5	Review the rows on the screen to ensure that your entry is done. You can click on any of the column headers to sort by that column. **Note:** Currently, you can only budget for positions which exist in PeopleSoft. If you have other positions that do not yet exist in PeopleSoft, you will need to budget them using the Salary Reserve panels.

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Position Planning Panel: Seasonal Adjustment by Position
See how the work you have completed in the two prior steps is spread across each month. Further monthly adjustments can be made. Additionally, entries can be made using itemizations.

Step	Action
1	On the Booked Budget Process map, click the **Seasonal Adjustment by Position** panel. **Result:** The corresponding panel opens.
2	Review the data displayed.

<table>
<tr><td></td><td>a</td><td>Review the page slice.
The page slice controls which org is shown on the page.
You can select any org you have access to (either as a child or parent member of the org hierarchy).</td></tr>
<tr><td></td><td>b</td><td>Review the page edges.

POSITION: All Employees   CLASSIFIED INDICATOR: All Classifications   PAY GROUP: All Pay Groups   JOB CODE: All Job Codes   BUDGET YEAR: FY 2021   APPLY

The page edges let you filter the data displayed.</td></tr>
<tr><td></td><td>c</td><td>Review the rows on the grid.
Each row shows the filled and vacant positions that have been budgeted in the previous steps.</td></tr>
<tr><td></td><td>d</td><td>Review the columns on the grid.

FY 2021 | Monthly Salary
Salary | 2020 Sep | 2020 Oct | 2020 Nov | 2020 Dec | 2021 Jan | 2021 Feb | 2021 Mar

The columns first show the total salary budgeted for the coming fiscal year, then breaks down the salary into months.
Most salaries will be evenly spread across all 12 months. F09 and F10 will be spread based on 9 or 10 months, respectively.</td></tr>
</table>
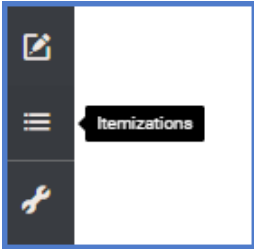
3	Review the monthly amounts for each position and determine if additional adjustments are needed.
	<table><tr><td>**If . . .**</td><td>**Then . . .**</td></tr><tr><td>You want to enter monthly adjustment amounts</td><td>Go to Step **4**</td></tr><tr><td>You want to itemize adjustments (add supporting details)</td><td>Go to Step **5**</td></tr></table>
4	To enter a monthly adjustment, select the cell and enter dollar value, either positive or negative. Click **Save** to see the new totals.
5	To enter an Itemization (OPTIONAL if you want to provide more details):
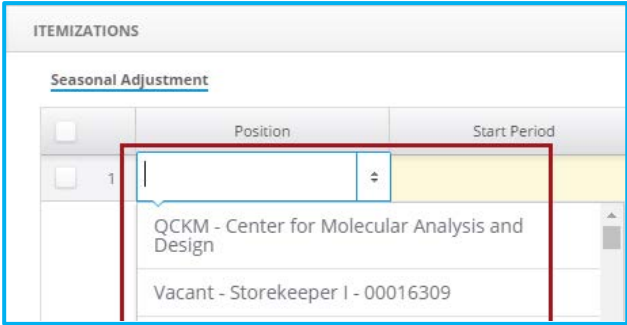
a	Click the **Itemizations** icon on the left-side toolbar. **Result:** The Itemizations panel appears on the bottom of the screen.
b	Click the **+ New** button located at the bottom of the panel.
c	Double click each cell in the row to select the value from a drop down menu, or manually type in the value.
d	Click the **Apply** button. **Result:** The new itemization adjustment values will appear in the above grid. If more than one itemization exists for a position in a given month, the grid will display the total.

Booked Budget: Expense & Revenue

Position Planning Panel: Labor Distribution

Review labor distribution for your employees. Add distribution for new employees, make changes to existing employees to determine where salaries should be charged for the Booked Budget.

Step	Action
1	On the Booked Budget process map, click the **Labor Distribution** panel. **Result:** The corresponding panel opens.
2	Review the page slice. - The page slice controls which org is shown on the page. - You can select any org you have access to (either as a child or parent member of the org hierarchy). - Positions will be shown on the page if they belong to the org in PeopleSoft.
3	Review the current labor distribution. - By default, labor distribution is shown based on Oracle Labor Schedules for the April 30 payroll. - If the labor schedule in Oracle contained sponsored or capital project PTAs, you will see your summarized members or Sponsored Pool PTAs instead. - If the labor schedule in Oracle contained PTAs which have been pooled in your unit, you will see the Pooled PTA. - Current employees as of the 4/30 snapshot are shown based on the PeopleSoft owning org. - Positions will have a separate row for each PTA distribution. - You can also sort and filter LD lines by Consolidated Budget (CB) Award Type; it can also be used in conjunction with other filters. For example, if you want to change all faculty LD lines hitting Federal G&C PTAs to instead hit OB awards, you could filter by Pay Group to show only F09, F10, and F12. You could then filter by CB Award Type to show only Federal Grants & Contracts. - PTAs shown on the page are based on Oracle Labor Schedules and may not be the same as the position owning org from the slice. - Click on any of the column headers to sort by that column.
4	Add labor distribution for any vacant positions budgeted on the Plan Vacant Positions panel. Click the **+ NEW** button to create a new row. **Result:** The Create Initiative window appears.

5	Complete the **Create Initiative** window. • Select the vacant position that you used on the Plan Vacant Positions panel. • The PTA selection drop-down allows you to choose any PTA in the university, even if that PTA is not associated with your org. This entry will route for approval to be included in the budget for its department. Be careful to pick the correct PTA. • Complete all fields and click **Save**. **Result:** The Create Initiative window closes and newly created row will be listed at the top of the panel.
6	You may create multiple rows for each position. • Repeat Steps *4-5* as needed to fully allocate each new position. • Each person should have a total allocation of 100% for each month.

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7	Update the labor distribution as needed to be used for your Booked Budget.

- Click on any row to bring up the initiative panel and make changes.
- To edit multiple rows at one time, put a check in the box next to all positions you wish to update, then click **Edit**. In the initiative panel, select only the fields you would like to update and adjust as needed.
- Be careful when updating multiple rows at one time. If you make a mistake that needs to be undone, contact the UBO to help reset the original Labor Distribution.
- Each position should have a total of 100% allocation for each month in which they are being paid.

You can also filter the list of available positions to quickly find which one(s) you need.
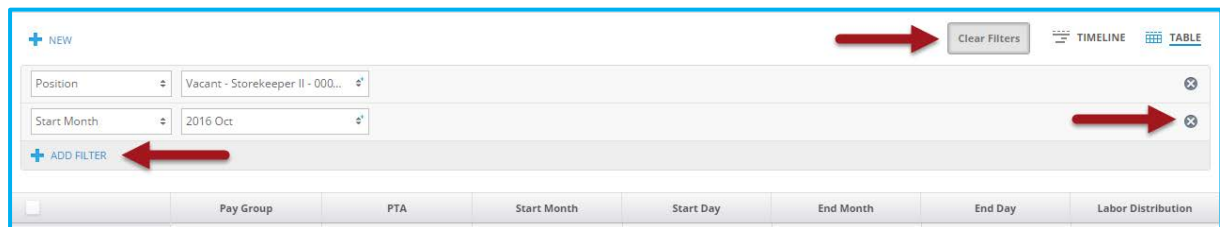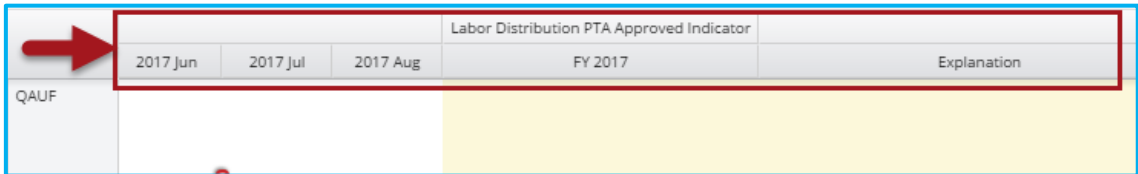
- Click the **Filter** button and then click the **Add Filter** button to narrow your results. The Filter button will change to the Clear Filters button when activated.
- Clear individual filters using the **X** on the right side.
- Clear all filters at once using the **Clear Filters** button.

Position Planning Panel: Approve Labor Distribution Charges from Other Orgs

Review positions belonging to other units' orgs that have been budgeted to PTAs in your org. Approve rows that you would like to include in your budget.

Step	Action
1	On the Booked Budget process map, click the **Approve Labor Distribution Charges from Other Orgs** panel. **Result:** The corresponding panel opens.
2	Review the data displayed.

<table>
<tr><td>a</td><td>Review the page slice.
The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).</td></tr>
<tr><td>b</td><td>Review the page edges.
The page edges let you filter the data displayed.</td></tr>
<tr><td>c</td><td>Review the rows on the grid.
Budgeted positions are shown as rows if there is a mismatch between the position owning org and the PTA task owning org.
Each PTA shown is owned by the org shown in the slice.</td></tr>
<tr><td>d</td><td>Review the columns on the grid.
The first three columns show the position information with paygroup and position owning org.
The next two columns show PTAs that don't match the position owning org, and the departments that own the PTAs. Note that you may be responsible for both the position owning org, and PTA owning org. The system will flag any mismatch for review and approval, even if they are closely related orgs.
The months are shown in the grid, along with the % salary that is charged to the PTA for each month.
The Labor Distribution PTA Approved Indicator shows whether the PTA owning org has included the salary associated with this labor distribution in their Booked Budget.
The Explanation column is a freeform text field. Comments entered in this field can be seen by the department which owns the PTAs. They can also enter comments here which will be viewable to you.</td></tr>
</table>

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3	Review the allocations on this page.
	• To include the salary expense associated with a labor distribution in your budget, place a "1" in the Labor Distribution PTA Approved Indicator column.
	• You will need to manually approve rows even though the position owning org and PTA task owning org are under a common parent that you have authority for.
	• To exclude the salary expense associated with a labor distribution in your budget, leave this column blank, or enter "0"
	• Use the Explanation column to enter notes.
4	Click the **Save** button.
	Result: The salary expense associated with approved labor distribution rows will be added to your booked budget.

Position Planning Panel: Audit by Position

Review your budgeted positions to make sure you have distributed their full salary. Adjust Labor Distribution for positions that are not fully allocated.

Step	Action
1	On the Booked Budget process map, click the **Audit by Position** panel. **Result:** The corresponding panel opens.
2	Review the data displayed.

	a	Review the page slice. The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy). On this page you will see positions that are owned by the department selected in PeopleSoft, and where they are being charged across the university.
	b	Review the page edges. The page edges let you filter the data displayed.
	c	Review the rows on the grid. Each row shows the positions that have salary dollars budgeted to them for the Booked Budget.
	d	Review the columns on the grid. • Planned Salary shows the dollars allocated to the position in the first 3 panels of the process. • Final amount shows the dollars on each PTA, and in total by position. If the person's labor distribution is incomplete OR they have rows that need to be approved, this column may be lower than the planned salary. • The monthly columns show the labor distribution data entered that was entered on that panel. • Rows are highlighted in red if the allocation does not equal 100% for each month.

3	Review the salary information on this page.
	• If labor distribution does not equal 100% for each month, then the Planned Salary amount from the first three panels will not match the Final amount, which is calculated based on Labor Distribution information.
	• Review positions where the Final Amount is not as expected.
	• Go back to the Labor Distribution panel to make updates as needed. Each month that a position has salary should be 100% allocated.
	• Go back to Approve Labor Distribution charges from other orgs, and approve labor distribution rows as needed.
4	This report focuses on positions in your org that could be charged across campus. To see a report that shows the positions across campus that are charged to your org, go to the compensation based reports in the Booked Budget Reporting process.

Salary Reserves, Non-Salary Expenses & Revenues Overview

The Booked Budget: Expense & Revenue process has three other paths that are similarly designed. Through each of these paths, you begin by entering a Year End Reforecast, then an annual budget, and adjust at a monthly level.

- **Salary Reserves:** The second path in the process is used to set salary reserves at the PTAE level. It will show the dollar value associated with the work done on the position planning track, and let you budget the rest of your compensation expenses, which may include contingent employees, bonus expenses, or other compensation expenses. If you did not do position planning, all compensation budgeting may be done here.

- **Non-Salary Expenses:** The third path in the process is comprised of panels related to Non-Salary Expense planning. All planning is done at the PTAE level.

- **Revenue Planning:** The fourth path is related to Revenue Planning and includes pledge data for gifts as an additional reference. Planning is done by PA and object code. Not included on this panel is transfers (see Fund Management) and Endowment payout, which is loaded from Tidemark Endowment Planning process.
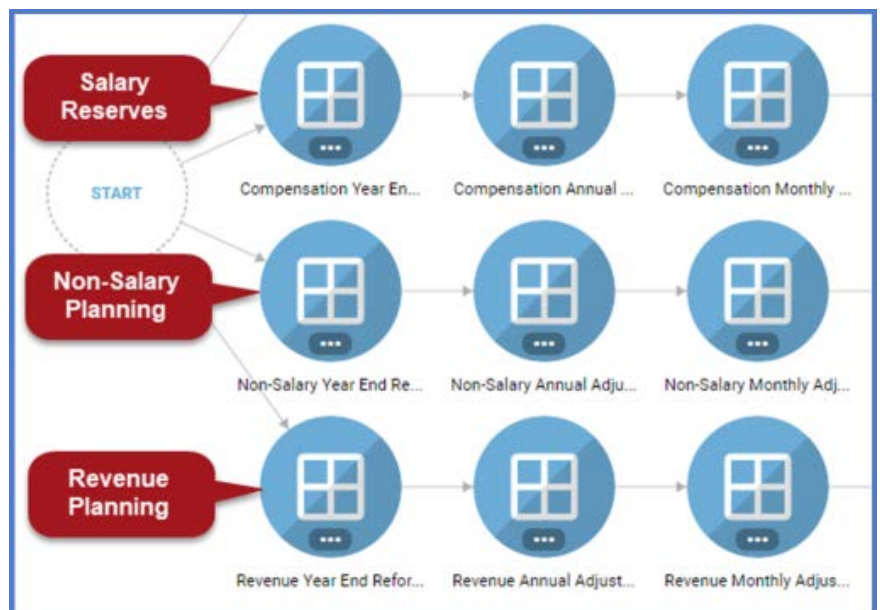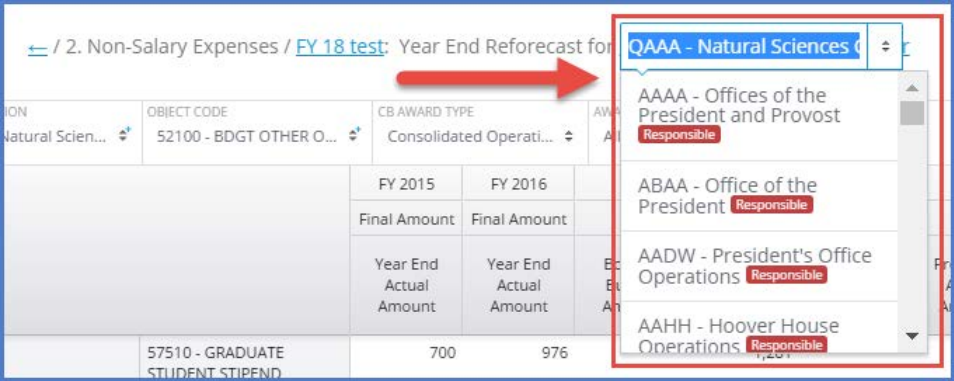
Booked Budget: Expense & Revenue

| Panel Name	Description	For detailed instructions, see page:
(Compensation/ Non-Salary/ Revenue) Year End Reforecast	Review history and choose a starting point for your Year End Reforecast (seeding). Make further adjustments on a line by line basis to complete your YER. This optional step lets you forecast where you will be at the end of the current year through seeding and/or manual entry.	_16_
(Compensation/ Non- Salary/ Revenue) Annual Adjustments	Review history including your YER, and choose a starting point for your Booked Budget (seeding). Make further annual adjustments on a line by line basis by percent and/or amount.	_20_
(Compensation/ Non-Salary/ Revenue) Monthly Adjustments	See how the work you've completed at the yearly level is spread across each month. Further adjustments can be made by month. Additionally, entries can be made using an itemization to support entries at a more detailed object code.	_23_

Compensation/Non-Salary/Revenue Year End Reforecast

Review history and choose a starting point for your Year End Reforecast (seeding). Make further adjustments on a line by line basis to complete your YER. This optional step lets you forecast where you will be at the end of the current year through seeding and/or manual entry.

Step	Action
1	On the 01. Booked Budget: Expense & Revenue Process map, click the **Compensation, Non-Salary, or Revenue Year End Reforecast** panel. **Result:** The corresponding panel opens.
2	Review the data displayed.

<table>
<tr><td></td><td>a</td><td colspan="2">Review the page slice.</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td colspan="2">The page slice controls which org is shown on the page. You can select any org that you have access to (either as a child or parent member of the org hierarchy).</td></tr>
</table>

b	Review the page edges.

ORGANIZATION	OBJECT CODE	CB AWARD TYPE	AWARD PURPOSE	LEVEL OF CONTROL	
QAAA - Natural Scien...	52100 - BDGT OTHER O...	Consolidated Operati...	All Awards	All Levels of Contro...	APPLY

The page edges allow you to filter the data displayed on the page. You can filter by Org, Object Code, Award Type, Award Purpose, and/or Level of Control in any combination. Once you have made filter selections, click the "APPLY" button to see the results in the grid.

c	Review the rows on the grid.

- The PAs(revenue)/PTAs (compensation & non-salary) listed represent the cost centers in your department. They may be further filtered by the page edges. If your department has set up budget pools, and mapped accounts to them, you will see the budget pools, but not the cost centers they are set up to represent. See "Booked Budget: Setup and Fund Management: Pooled Mapping" for more info on Pooling.

- The object codes listed represent the level of detail required for budgeting, which includes B codes, which summarize multiple object codes, as well as leaf level object codes that are important to budget individually. You can click the arrow next to the code, to see the detailed object codes it represents.

- By default, you will only see PAs/PTAs and object codes that have data.

- To see all rows, click the **Settings** icon , and set **Hide Empty Grid Rows** to **off**.

	d	Review the columns on the grid.

| FY 2015 | FY 2016 | | | | | | FY 2017 | | | | | | |
| Final Amount | Final Amount | | | | | | | Year End Reforecast | | | | | |
Year End Actual Amount	Year End Actual Amount	Booked Budget Amount	Year to Date Actual Amount	Expenditure Commitment Amount	Projected Actual Amount	Trailing 12 Months Actual Amount	Seeded Preliminary Amount	Seeded Cost Rise Amount	Seeded Baseline Amount	Adjustment Amount	Adjusted Amount		Explanation
	6,000												
895	2,243		5,368		5,368	7,610							
1,289	1,845		914		914	1,114							

- Columns are first divided by year. The first several columns contain historical data to help inform your decisions.
    - Compensation & Non-Salary panels includes columns for Commitments, as well as Projected Actuals, which is the total of Year to Date plus Commitments.
    - Revenues includes Pledges, which will be populated where data is known about future gifts.
- The Year End Reforecast header has several columns that will be used to calculate the baseline values and adjustments. The last column shows your adjusted year end reforecast amount, which will be used on future panels to inform your Booked Budget.
    - Revenues does not include columns for cost rise, as this is not applied to revenue.
- The Explanation column is a free form field that you can use for line item notations. Entries made in this column will be available throughout this process tied to the PA /PTA and object code on the row. They will also be available for others to view.

3	Determine the starting point for building your YER. Review the scenarios displayed in the columns and determine which one will help you most reliably plan your YER.

- Click the **Actions** icon (on the left sidebar menu) to reveal the Actions content at the bottom of the page, and select which scenario you would like to use. Click the **Run** button to process the seeding. You can also choose not to run an action and do zero-based budgeting.

ACTIONS	
Seed Non-Salary YER with Booked Budget	Seed Non-Salary YER with Booked Budget
Seed Non-Salary YER with Projected Actual	Seed Non-Salary YER with Projected Actual
Seed Non-Salary YER with Trailing 12 Months ...	Seed Non-Salary YER with Trailing 12 Months (+ Cost Rise)
Clear Non-Salary YER Seeding	Clear Non-Salary YER Seeding
Calculate All Indirect Costs for YER	Calculate All Indirect Costs for YER

- Refresh the page to see the results.

Result: The Preliminary, Cost Rise, and Baseline Amount column values are populated. Revenues only shows Baseline, as cost rise is not applied.

4	Review the resulting projection. Enter values in the **Adjustment Amount** column as necessary.

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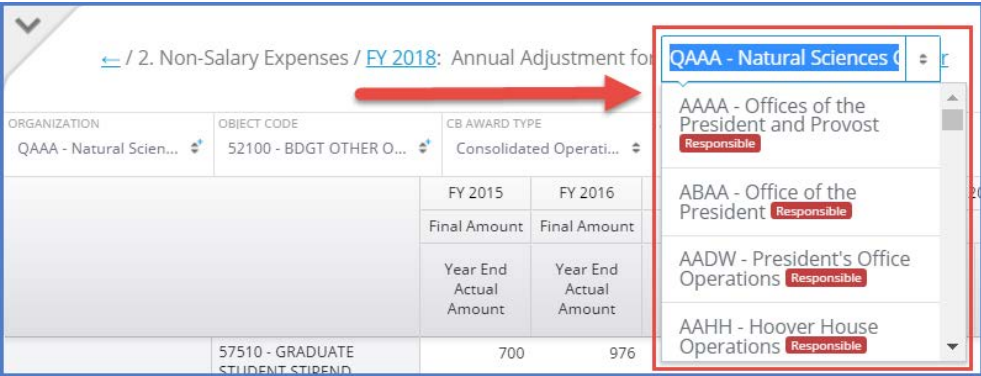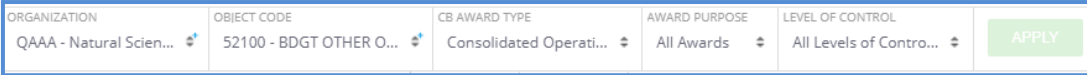
5	Click the **Save** button.
	Result: The system will calculate the result of any adjustments and aggregate them immediately.
6	Review the final **Adjusted Amount** column. These figures represent the final version of your Year End Reforecast and will be used on subsequent panels.

Compensation/Non-Salary/Revenue: Annual Adjustment

Review history including your YER, and choose a starting point for your Booked Budget (seeding). Make further annual adjustments on a line by line basis by percent and/or amount.

Step	Action
1	On the Booked Budget Process map, click the Compensation, Non-Salary or Revenue **Annual Adjustment** panel. **Result:** The corresponding panel opens.
2	Review the data displayed.

<table>
<tr><td>a</td><td>Review the page slice.

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<tr><td>b</td><td>Review the page edges.

The page edges allow you to filter the data displayed on the page. You can filter by Org, Object Code, Award Type, Award Purpose, and/or Level of Control in any combination. Once you have made filter selections, click the "APPLY" button to see the results in the grid.</td></tr>
<tr><td>c</td><td>Review the rows on the grid:
The PAs(revenue)/PTAs (compensation & non-salary) listed represent the cost centers in your department. They may be further filtered by the page edges. If your department has set up budget pools, and mapped accounts to them, you will see the budget pools, but not the cost centers they are set up to represent. See Booked Budget: Setup and Fund Management Guide: Pooled Mapping" for more info on Pooling.
The object codes listed represent the level of detail required for budgeting, which includes B codes, which summarize multiple object codes, as well as leaf level object</td></tr>
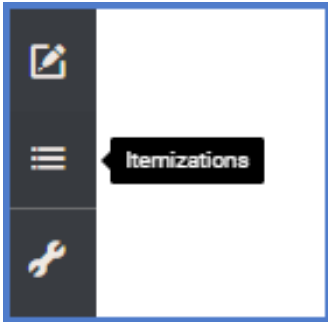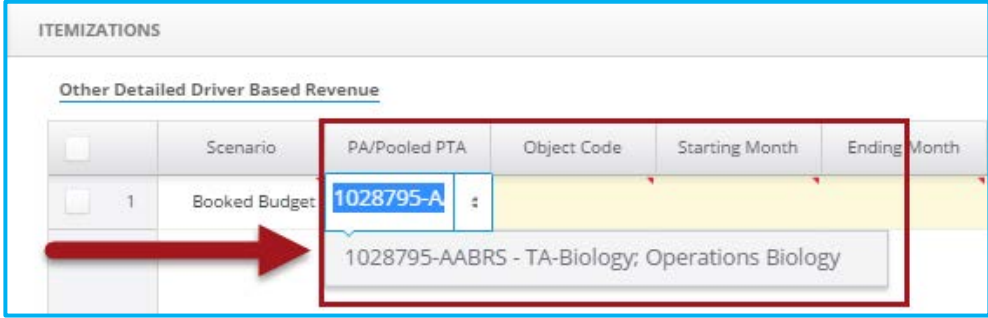</table>

		codes that are important to budget individually. You can click the arrow next to the code, to see the detailed object codes it represents.
		• By default, you will only see PAs/PTAs and object codes that have data.
		• To see all rows, click the **Settings** icon ⚙ Settings , and set **Hide Empty Grid Rows** to **off**.
	d	Review the columns on the grid:

FY 2015	FY 2016	FY 2017					
Final Amount	Final Amount						
Year End Actual Amount	Year End Actual Amount	Booked Budget Amount	Year to Date Actual Amount	Expenditure Commitment Amount	Projected Actual Amount	Trailing 12 Months Actual Amount	Year End Reforecast Adjusted Amount
700	976		1,281		1,281	2,257	
44	63		83		83	147	

- Columns are first divided by year. These columns contain historical data and the newly created year end reforecast to help inform your decisions.
    - Compensation & Non-Salary panels includes columns for Commitments, as well as Projected Actuals, which is the total of Year to Date plus Commitments.
    - Revenues includes Pledges, which will be populated where data is known about future gifts.
- The Booked Budget header has several columns that will be used to calculate the baseline for your Booked Budget and make Annual Adjustments by percent and/or by amount. The last column shows the Annual Adjusted Amount.
    - Revenues does not include columns for cost rise, as this is not applied to revenue.

Compensation includes a column for Position Expense Amount, showing the results of the work done in the Position Planning panels. This amount is added to the work done in this panel, as shown in the final column for Position and Reserve Expense Amount.

- The Explanation column is a free form field that you can use for line item notations. Entries made in this column will be available throughout this process tied to the PA/PTA and object code on the row.

3	Determine the starting point for building your Booked Budget. Review the scenarios displayed in the columns and determine which one will help you most reliably plan your Booked Budget.
	• Click the **Actions** icon ▶ Actions (on the left sidebar menu) to reveal the Actions content, and select which scenario you would like to use. Click the **Run** button to process the seeding. You can also choose not to run an action to do zero-based budgeting by simply entering values in the Annual Adjustment column.
	• Refresh the page to see the results.

	Result: The Preliminary, Cost Rise, and Baseline Amount column values are populated. Revenues only shows Baseline, as cost rise is not applied.
5	Refresh the page to see the updated values. Click [Refresh icon] in the lower left corner to refresh your page and retain any filtering you've done.
6	Review the **Seeded Baseline Amount** column. If adjustments are necessary OR if you are doing zero-based budgeting, enter adjustments by percent or by amount in the yellow cells for each row in the Annual Adjustment Percent or Annual Adjustment Amount columns. You will need to double-click or hit the enter key to open the cells for entry. Click save. **Result:** Results are calculated and saved in the adjustment columns as well as the Annual Adjusted Amount column. For Compensation, the Position and Reserve Expense Amount aggregates this work with the position based budgeting.

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Booked Budget: Expense & Revenue

Compensation/Non-Salary/Revenue Monthly Adjustment

See how the work you've completed at the yearly level is spread across each month. Further adjustments can be made by month. Additionally, entries can be made using an itemization to support entries at a more detailed object code.

Step	Action
1	On the Booked Budget process map, click the Compensation, Non-Salary or Revenue **Monthly Adjustment** panel. **Result:** The corresponding panel opens.
2	Review the data displayed.

	a	Review the page slice. The page slice controls which org is shown on the page. You can select any org that you have access to, either as a child or parent member of the org hierarchy.
	b	Review the page edges. The page edges allow you to filter the data displayed on the grid. Select the green "APPLY" button after making any page edge changes.
	c	Review the rows on the grid.

- The PAs(revenue)/PTAs (compensation & non-salary) listed represent the cost centers in your department. They may be further filtered by the page edges. If your department has set up budget pools, and mapped accounts to them, you will see the budget pools, but not the cost centers they are set up to represent. See Booked Budget Setup and Fund Management Guide: Pooled Mapping for more info on Pooling.
- The object codes listed represent the level of detail required for budgeting, which includes B codes, which summarize multiple object codes, as well as leaf level

		object codes that are important to budget individually. You can click the arrow next to the code, to see the detailed object codes it represents. For each PA/PTA and object code combination, there are several rows: **Annual Adjusted Amount**: The total annual amount from the last column in the prior step **Monthly Adjustment Amount**: Used for increasing or decreasing the total on a monthly basis **Itemization Adjustment Amount**: Total of all adjustments created via itemizations (discussed in step **5**) **Monthly Adjusted Amount**: Represents the value for this PA/PTA and object code for each month in the Booked Budget including all work done in the process so far. For most departments, this will represent the final number which will be included in the Booked Budget. However, budget officers and the UBO do have ability to make additional adjustments in a separate panel. **Position Expense Amount (Compensation Only)**: Represents the work done on the position planning track. **Position and Reserve Expense Amount (Compensation Only)**: Represents the total of work done in this track and the position planning track.	
	d	Review the columns on the grid. - The first column shows the sum of the months in the budget year. - The next 12 columns show how this number is been spread according to history. If no history is available, it will spread evenly.	

3	Review the **Annual Adjusted Amount** and determine if additional adjustments are needed.

If . . .	Then . . .
You want to enter monthly adjustment amounts	Go to Step **4**
You want itemize adjustments, and need to enter budget details at a more granular object code than is available on the page.	Go to Step **5**

4	To enter a monthly adjustment, select the cell and then enter a positive or negative dollar value. Click **Save** to see the new Monthly Adjustment amount value. Proceed to Step **6**.

5		To enter an Itemization:
	a	Click the **Itemizations** icon on the left-side toolbar. **Result:** The Itemizations panel appears on the bottom of the screen.
	b	Click the **+ New** button located at the bottom of the panel.
	c	Double click each cell in the row to select the value from a drop down menu, or manually type in the value. • The dropdown for Object Code will show the detailed object codes that roll up to the B codes shown on the page. • Itemizations support unit * rate calculations. If you prefer to enter in a single amount, select Units = 1, Rate = specified amount.
	d	Click the **SAVE** button. **Result:** The new itemization adjustment values will appear in the grid, aggregated to the B code that represents the detailed object code in your itemization. If more than one itemization exists for a B code in a given month, the grid will display the total. The more granular object code detail is retained, and will be viewable on reports.
6		Review the information displayed and enter further adjustments if needed. As a department analyst or unit manager, this screen is the last place you can make adjustments to your booked budget numbers for compensation/non-salary/revenue. Budget Officers and the UBO have additional panels if high level adjustments are needed.

Review Panel Overview

The final set of review panels on the right offer different views to review your data and ensure that your entry is complete. The last two panels are used by Budget Officers and the UBO for high level adjustments. Other users will see them as grayed-out and will have view-only access.
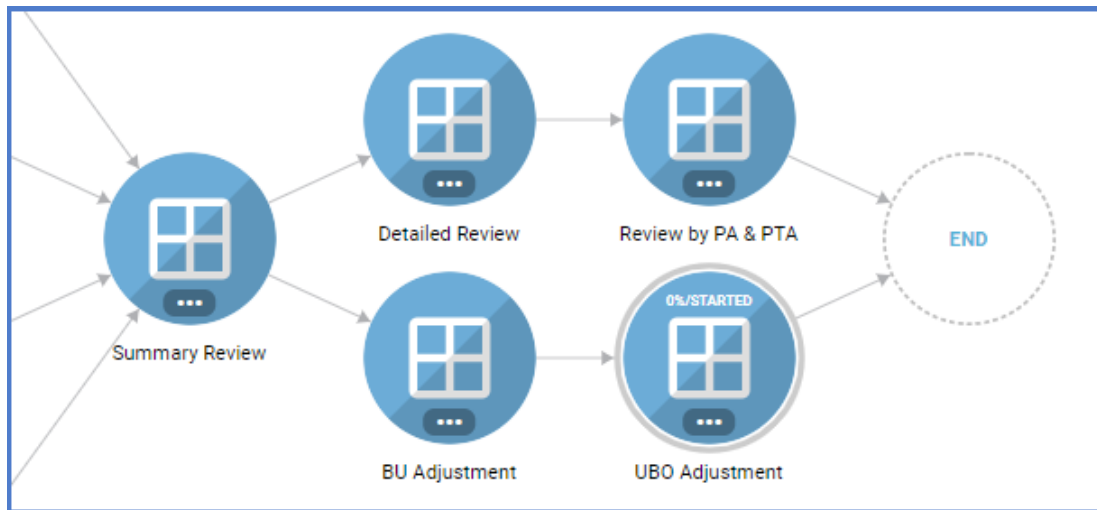
Review Panel Descriptions

Panel Name	Description	For detailed instructions, see page:
Summary Review	Review your budget aggregated by department, with history, to determine if your budget is reasonable and in line with recent trends.	*27*
Detailed Review	Review your history aggregated by department, with a column showing each step where changes could be made, and the final Booked Budget amount.	*28*
Review by PA & PTA	Review entries by individual PAs and PTAs in columns.	*29*
BU Adjustment	Allows Budget Officers and Budget Analysts to view expenses and revenues to manually enter adjustments.	*30*
UBO Adjustment	Allows the University Budget Office to view expenses and revenues to manually enter adjustments.	*N/A*

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Summary Review

Review your budget aggregated by department, with history, to determine if your budget is reasonable and in line with recent trends.

Step	Action
1	On the Booked Budget process map, click the **Summary Review** panel. **Result:** The corresponding panel opens.
2	Review the data displayed. **a** Review the page slice. The page slice controls which org is shown on the page. You can select any org that you have access to, either as a child or parent member of the org hierarchy. **b** Review the page edges. The page edges allow you to filter the data displayed on the page. Note that if are navigating from an entry panel, you will have inherited page edges which are narrower than the full scope of the panel. Refresh your browser or manually update the page edges as needed. **c** Review the rows on the grid. • The rows show all object codes budgeted to in the 01.Booked Budget: Expense & Revenue process. The tree view includes totals, as well as other levels of aggregation, down to the object codes where budgeting was done. • Row expansion is available to display additional detail for history. • Data loaded for Endowment Payout, as well as work done on the ISC panels (see 02. User guide) are also included on these reports. • While previous panels showed each PA/PTA separately, this panel shows all PAs and PTAs in aggregate, based on the department selected in the page slice, and further filtered by page edges. **d** Review the columns on the grid. Data is first divided into the previous and current fiscal year. The first two columns show reference data, and then the Year End Reforecast, which was created during this process. The booked budget is divided into Consolidated Operations (total) as well as each Award type used.
3	Review the totals displayed by each award type. If changes are necessary, go back to an earlier panel in the process to make an adjustment.

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Detailed Review

Review your history aggregated by department, with a column showing each step where changes could be made, and the final Booked Budget amount.

Step	Action
1	On the Booked Budget process map, click the **Detailed Review** panel. **Result:** The corresponding panel opens.
2	Review the data displayed. <table><tr><td>a</td><td>Review the page slice. The page slice controls which org is shown on the page. You can select any org that you have access to, either as a child or parent member of the org hierarchy.</td></tr><tr><td>b</td><td>Review the page edges. The page edges allow you to filter the data displayed on the page. Note that if are navigating from an entry panel, you will have inherited page edges which are narrower than the full scope of the panel. Refresh your browser or manually update the page edges as needed.</td></tr><tr><td>c</td><td>Review the rows on the grid. - The rows show all object codes budgeted to in the 01.Booked Budget: Expense & Revenue process. The tree view includes totals, as well as other levels of aggregation, down to the object codes where budgeting was done. - Row expansion is available to display additional detail for history. - Data loaded for Endowment Payout, as well as work done on the ISC panels (see 02. User guide) are also included on these reports. - While previous panels showed each PA/PTA separately, this panel shows all PAs and PTAs in aggregate, based on the department selected in the page slice, and further filtered by page edges. </td></tr><tr><td>d</td><td>Review the columns on the grid. - The first several columns include reference data, then the year end reforecast is shown. - The booked budget columns for the current year show each step where an entry or adjustment was made to arrive at the final booked budget amount, which is shown in the last column. </td></tr></table>
3	Review the totals displayed for your org. If changes are necessary, go back to an earlier step in the process to make an adjustment.

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Review by PA & PTA

Review entries by individual PAs and PTAs in columns.

Step	Action
1	On the Booked Budget process map, click the **Review by PA & PTA** panel. **Result:** The corresponding panel opens.
2	Review the data displayed. <table><tr><td>**a**</td><td>Review the page slice. The page slice controls which org is shown on the page. You can select any org that you have access to, either as a child or parent member of the org hierarchy.</td></tr><tr><td>**b**</td><td>Review the page edges. The page edges allow you to filter the data displayed on the page. Note that if are navigating from an entry panel, you will have inherited page edges which are narrower than the full scope of the panel. Refresh your browser or manually update the page edges as needed.</td></tr><tr><td>**c**</td><td>Review the rows on the grid. The rows show all object codes budgeted to in the 01.Booked Budget: Expense & Revenue process. The tree view includes totals, as well as other levels of aggregation, down to the object codes where budgeting was done. Data loaded for Endowment Payout, as well as work done on the ISC panels (see 02. User guide) are also included on these reports.</td></tr><tr><td>**d**</td><td>Review the columns on the grid. The columns show each PA and PTA that has been budgeted for this process side by side for easy comparison.</td></tr></table>
3	Review the totals for the individual PAs/PTAs. If changes are necessary, go back to an earlier panel in the process to make an adjustment.

BU Adjustment

Allows Budget Officers and Budget Analysts to view expenses and revenues to manually enter adjustments.

Step	Action
1	On the Booked Budget process map, click the **BU Adjustment** panel. **Result:** The corresponding panel opens.
2	Review the data displayed. | a	Review the page slice. The page slice controls which org is shown on the page. You can select any org that you have access to, either as a child or parent member of the org hierarchy.
b	Review the page edges. The page edges allow you to filter the data displayed on the page. | | c	Review the rows on the grid. This panel combines PAs with Revenue object codes and PTAs with salary reserve and non-salary object codes.
d	Review the columns on the grid. Same as in the Annual Adjustment panels but with an additional column for BU Adjustments.	
3	Enter values in the **BU Adjustment Amount** column as needed. This field allows you to enter adjustments separately from work done in earlier panels. The final budget number will incorporate all work completed in these panels.
4	Click the **Save** button. If making changes, be sure to re-review reports as needed to ensure that the new values are correct.