

## Budget Preparation for All Users

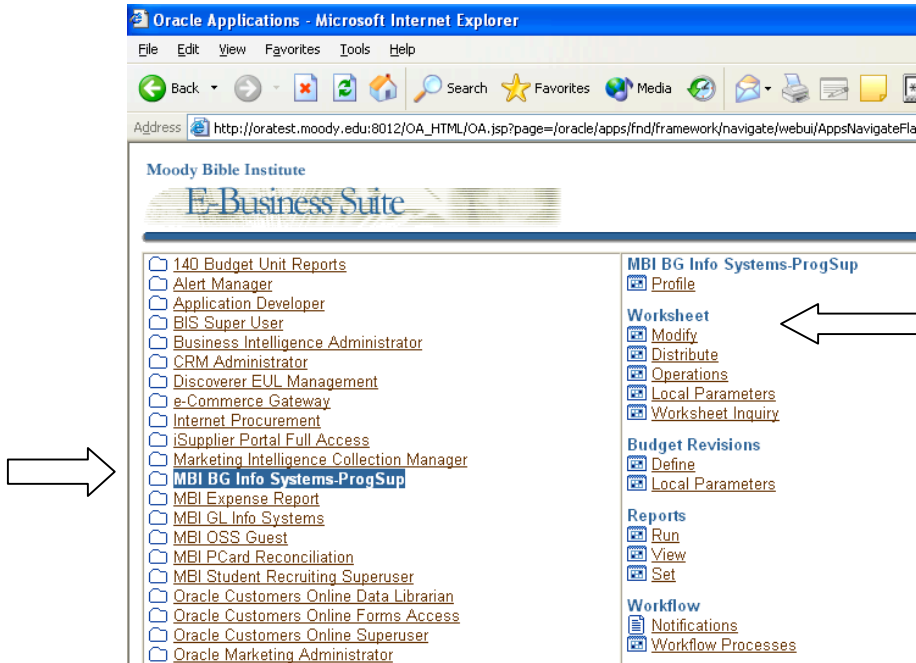
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# How to Complete a Budget Worksheet

## Open Your Budget Worksheet

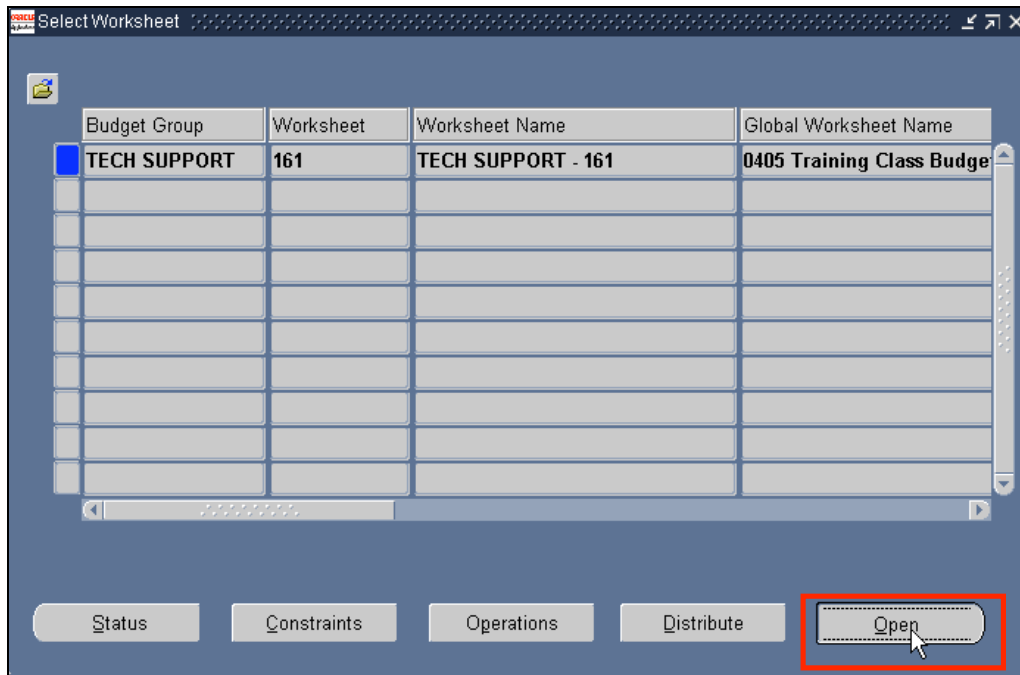
- After the Budget worksheet has been created and distributed by the Controller's office, you will receive an email notification from the Controller's office. From your Oracle main page, choose the responsibility **MBI BG Your Department Name-Role** (for example MBI BG Info Systems ProgSup).
- Choose **Modify** under the Worksheet section in the center column.



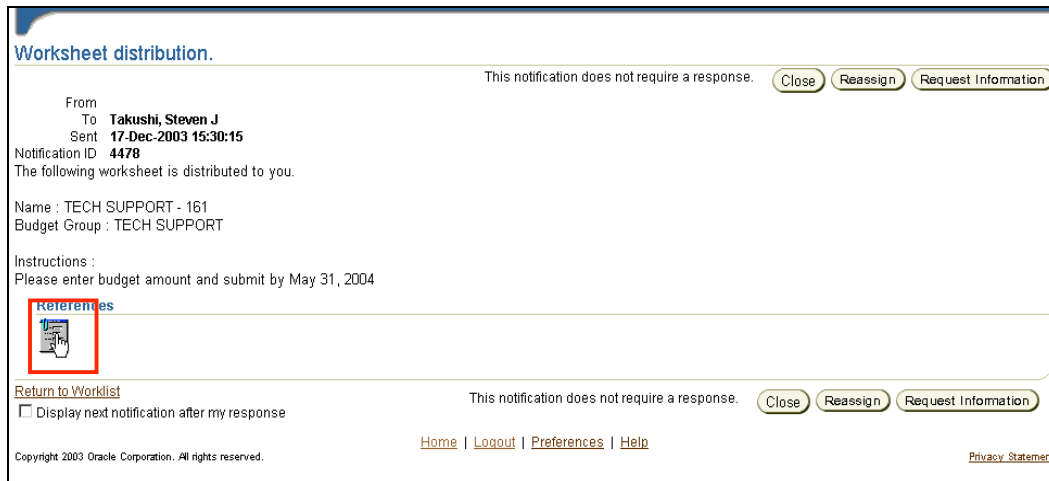
- The **Select Worksheet** window will appear. Key in **Ctrl+F11 (View > Query by Example > Run)** to pull up the worksheets.

Once you have opened the select worksheet window, follow the steps below:

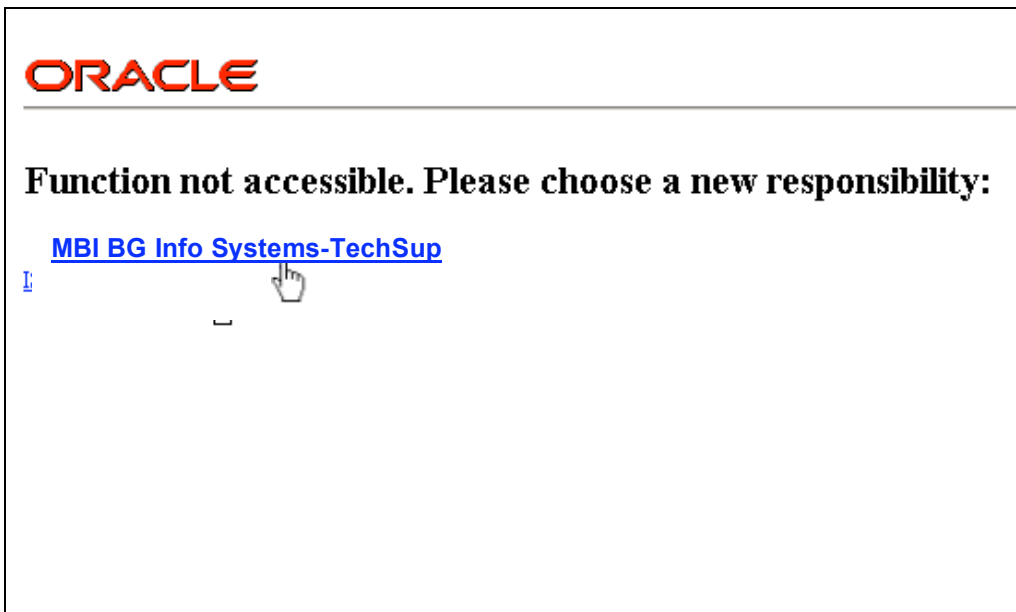
1. From the **Select Worksheet** window, Click on the **Open** button. Go to Step 2 located on page 6.



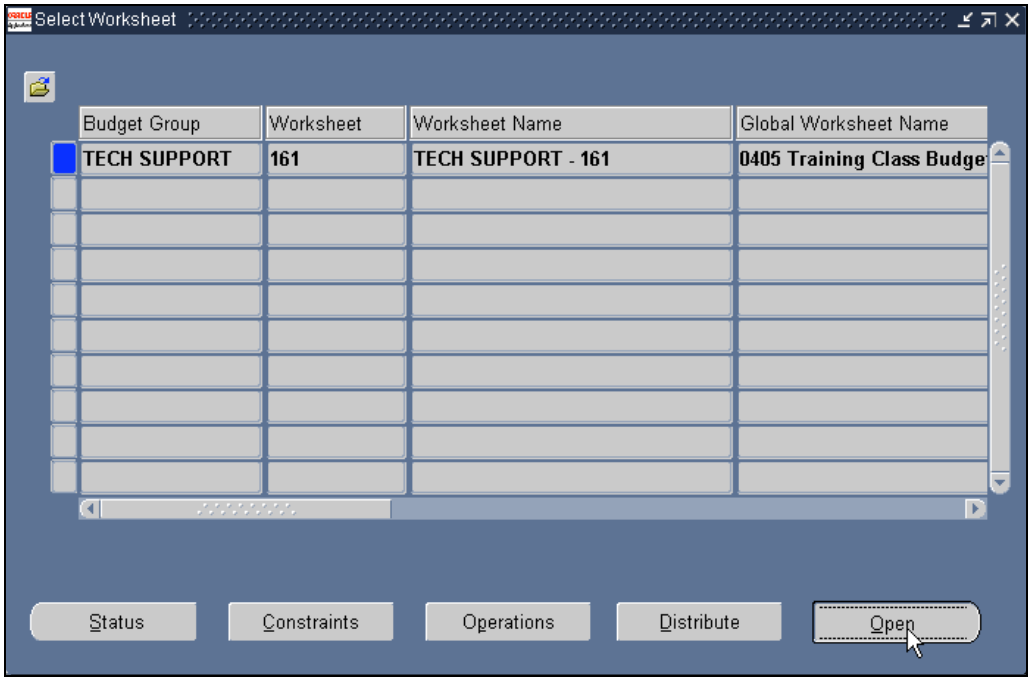
If you access the worksheet through a Worklist workflow notification, you will see the following screen.



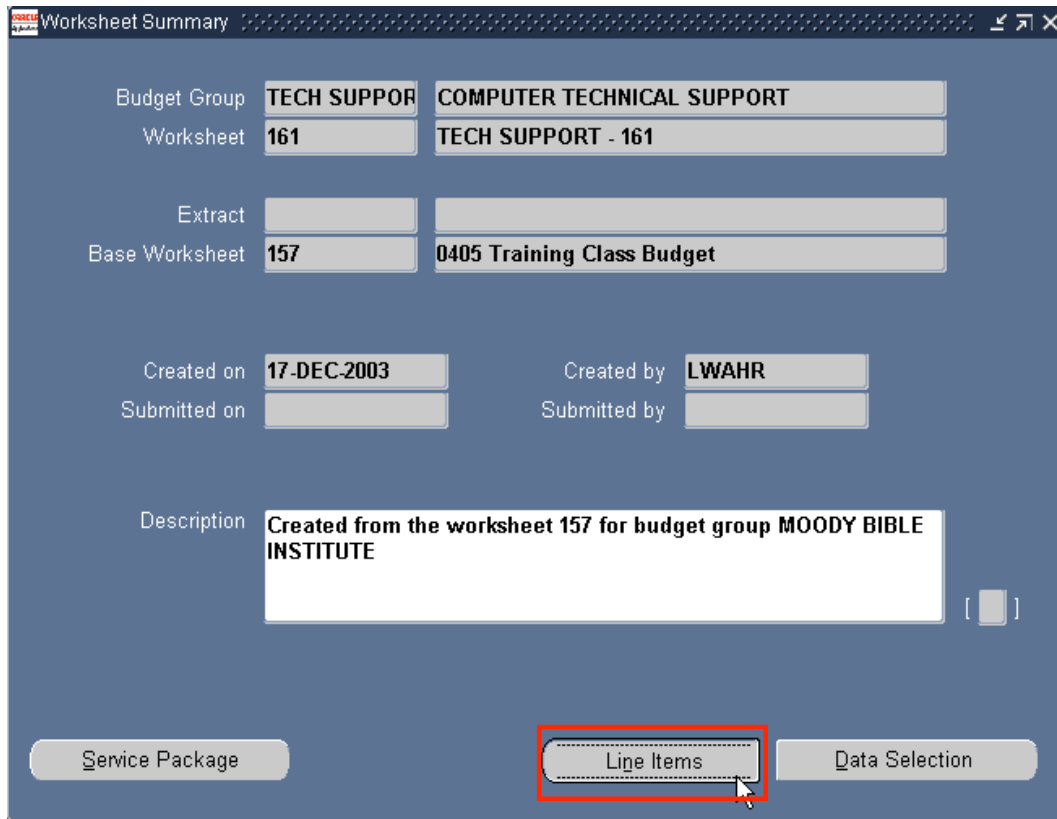
- If you enter by clicking on the reference attachment under the notification, you may encounter a similar screen as the one below. This screen simply means that you have not selected an “**Oracle Core Application**” responsibility yet. A listing of your Budget related responsibilities appears. Click on the appropriate link to launch the budget worksheet in the Oracle Application.



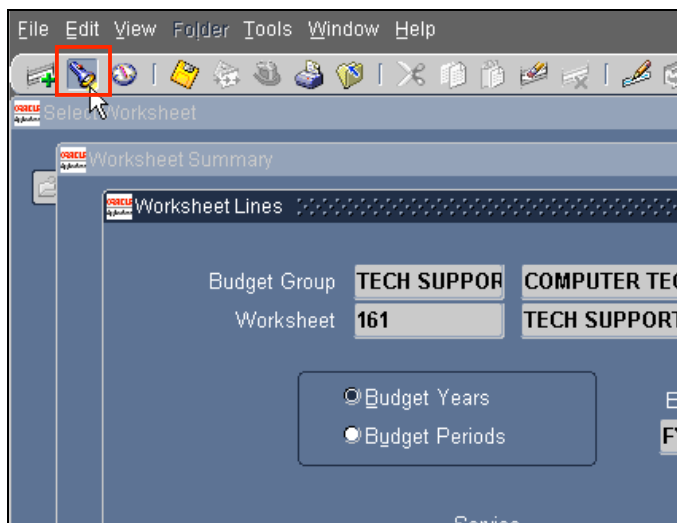
- Once the Oracle Application opens, the **Select Worksheet** window will appear.



- The **Worksheet Summary** will appear. This page will give you general information about the worksheet: who created it, the name of the worksheet, budget group, etc. Click on **Line Items**.



- The **Worksheet Lines** page will appear. The worksheet lines window is where you will actually enter the budgets for all of your accounts. First you will need to **Find** the cost center/ account that you would like to enter a budget for. Click on the **Flashlight** located in the toolbar as shown below.



- The **Find Accounts** window will pop up. Type in the **Fund** you would like to pull up as well as the **Cost Center** (if you have multiple cost centers and would like to work on them separately). Click **OK**.

**NOTE:** If you do not specify a **Cost Center**, you will see **ALL** of the cost centers that you are responsible for, ordered by **Cost Center**. **Totals will reflect a summation of all cost centers**. If you want to see a breakdown of totals, you must specify a cost center first.

- Notice that all of the accounts belonging to the selected fund now appear in the **Worksheet Lines** window.

| Account                      | Service Package | FY-0304 Budget | FY-0304 Actual | FY-0304 Encumbrance |
|------------------------------|-----------------|----------------|----------------|---------------------|
| 11.2861.61319.000000.00.0000 | EASE            | 0.00           | 0.00           | 0.00                |
| 11.2861.61321.000000.00.0000 | EASE            | 0.00           | 0.00           | 0.00                |
| 11.2861.65001.000000.00.0000 | EASE            | 0.00           | 15.00          | 0.00                |
| 11.2861.68598.000000.00.0000 | EASE            | 0.00           | 0.00           | 0.00                |
| 11.2861.74001.000000.00.0000 | EASE            | 0.00           | 0.00           | 0.00                |
| 11.2861.75020.000000.00.0000 | EASE            | 0.00           | 30,929.99      | 0.00                |
| Total                        |                 | 0.00           | (36,370.94)    | 0.00                |

Account Description: Current - Unrestricted.Computer Techncl Support.Gain/Loss.Unspecified.Unspecified.Unspecified

- You will see the estimate for this year's budget under the FY-0506 Estimate column. These values will be pre-populated by the Controller's office. Change the values as necessary in the white fields.

The screenshot shows the 'Worksheet Lines' application window. At the top, the 'Budget Group' is 'TECH SUPPORT' and 'COMPUTER TECHNICAL SUPPORT'. The 'Worksheet' is '161' and 'TECH SUPPORT - 161'. The 'Stage' is 'Department Proposed'. Below this, there are radio buttons for 'Budget Years' (selected) and 'Budget Periods'. The 'Earliest' year is 'FY-0304', the 'First' year is 'FY-0304', and the 'Last' year is 'FY-0405'. A table displays budget estimates for various accounts. The table has columns for 'Account', 'Service Package', '4 e', 'FY-0304 Estimate', 'FY-0405 Estimate', and a final column with '0.00'. The data rows are as follows:

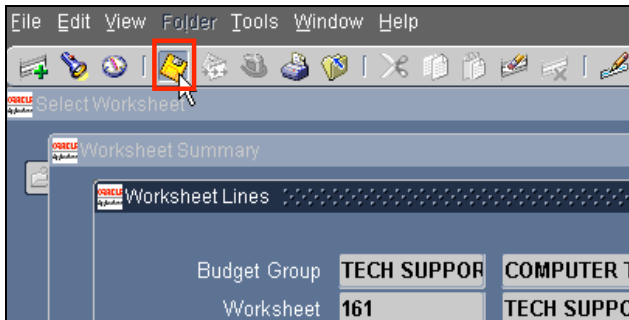
| Account                       | Service Package | 4 e | FY-0304 Estimate | FY-0405 Estimate |      |
|-------------------------------|-----------------|-----|------------------|------------------|------|
| 11.2861.61319.0000000.00.0000 | BASE            | )   | 500.00           | 550.00           | 0.00 |
| 11.2861.61321.0000000.00.0000 | BASE            | )   | 20.00            | 30.00            | 0.00 |
| 11.2861.65001.0000000.00.0000 | BASE            | )   | 0.00             | 0.00             | 0.00 |
| 11.2861.68598.0000000.00.0000 | BASE            | )   | 0.00             | 0.00             | 0.00 |
| 11.2861.74001.0000000.00.0000 | BASE            | )   | 100.00           | 250.00           | 0.00 |
| 11.2861.75020.0000000.00.0000 | BASE            | )   | 0.00             | 0.00             | 0.00 |
| Total                         |                 |     | 620.00           | 830.00           | 0.00 |

Below the table, the 'Account Description' is 'Current - Unrestricted.Computer Techncl Support.Misc Revenue.Unspecified.Unspecified.Unspecified'. At the bottom, there are four buttons: 'Period Amounts', 'Recalculate', 'Standard Budget Items', and 'Revise Projections'.

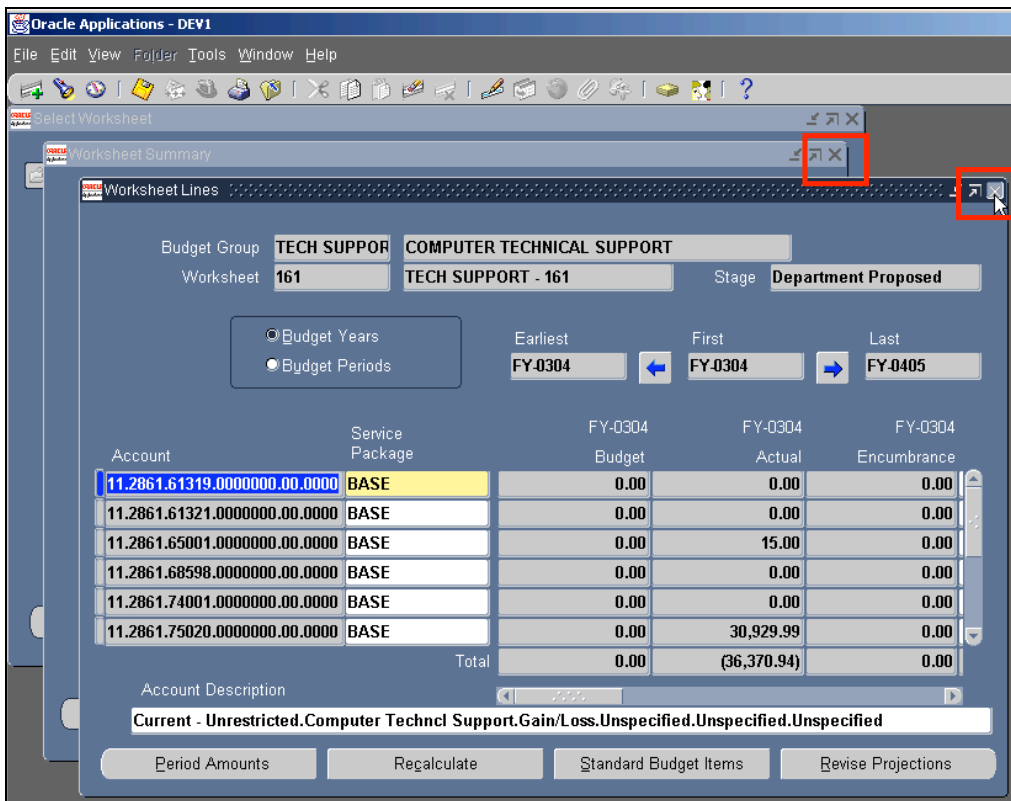
- Spread the amounts that you would like to change or use the defaulted even spread done by the Controller's office. Refer to the **How to Spread the Budget** on page 15 for instructions on how to change the spread.
- For each value change needing justification, you must attach support backing up the change. Refer to the **How to Attach Support to a Worksheet** on page 20 for further instruction.



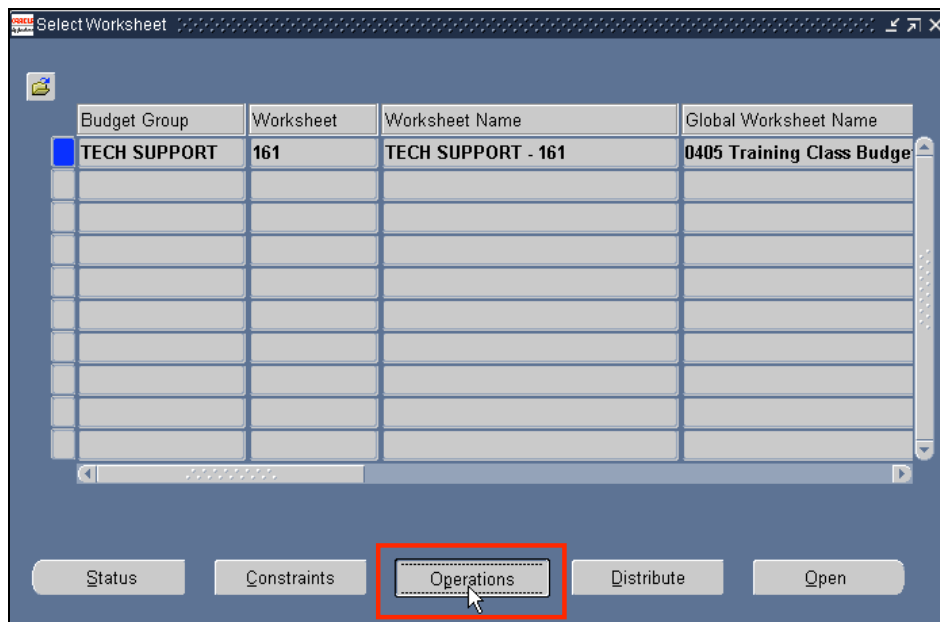
- When finished, click on the **Save** button in the toolbar to save your work. Make sure you save your work before closing the window. You will lose your work if you do not.



- Close out of the **Worksheet Lines** window and **Worksheet Summary** window by clicking on the **X** in the top right corner of each corresponding window.

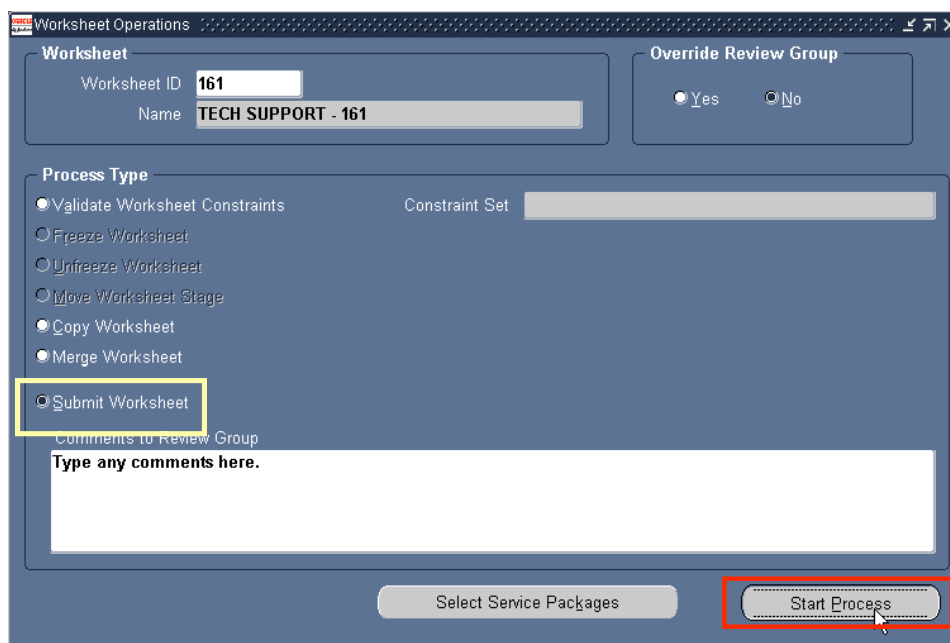


11. When you get to the **Select Worksheet** window, click on the **Operations** button.



12. The **Worksheet Operations** window will appear. Click on the **Submit Worksheet** radio button and type in any comments for your reviewer, if desired. Click on the **Start Process** button to submit the completed worksheet to your reviewer/approver.

**CAUTION: DID YOU COMPLETE and/or APPROVE THE BUDGET FOR ALL OF YOUR COST CENTERS? If not, go back and complete and/or approve ALL before submitting to your approver. Your worksheet will become read-only after submitting!**

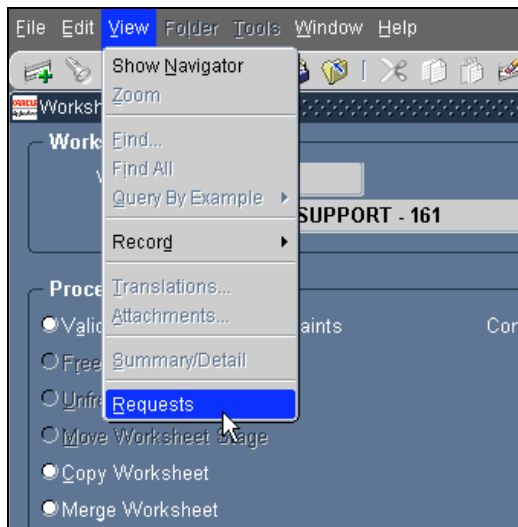


13. A request ID will appear, Click OK.

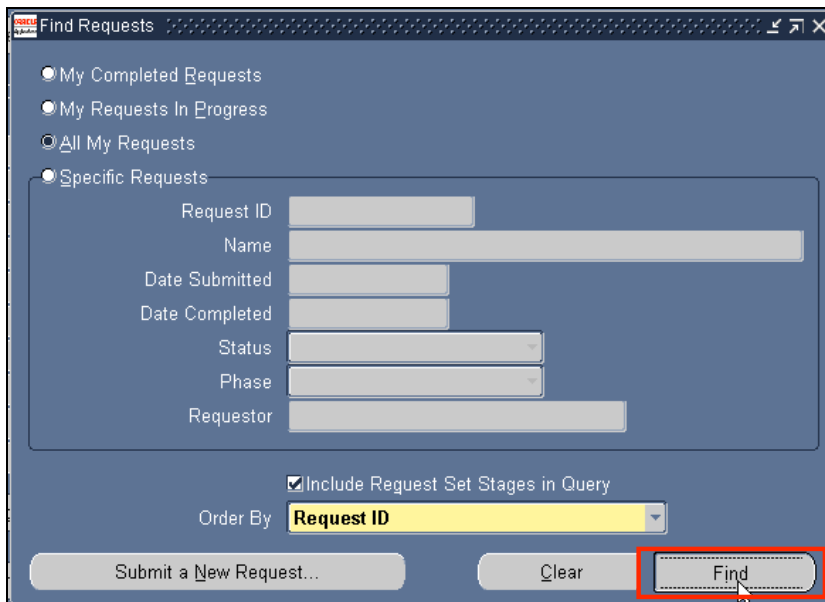


To check to see if your worksheet was submitted successfully:

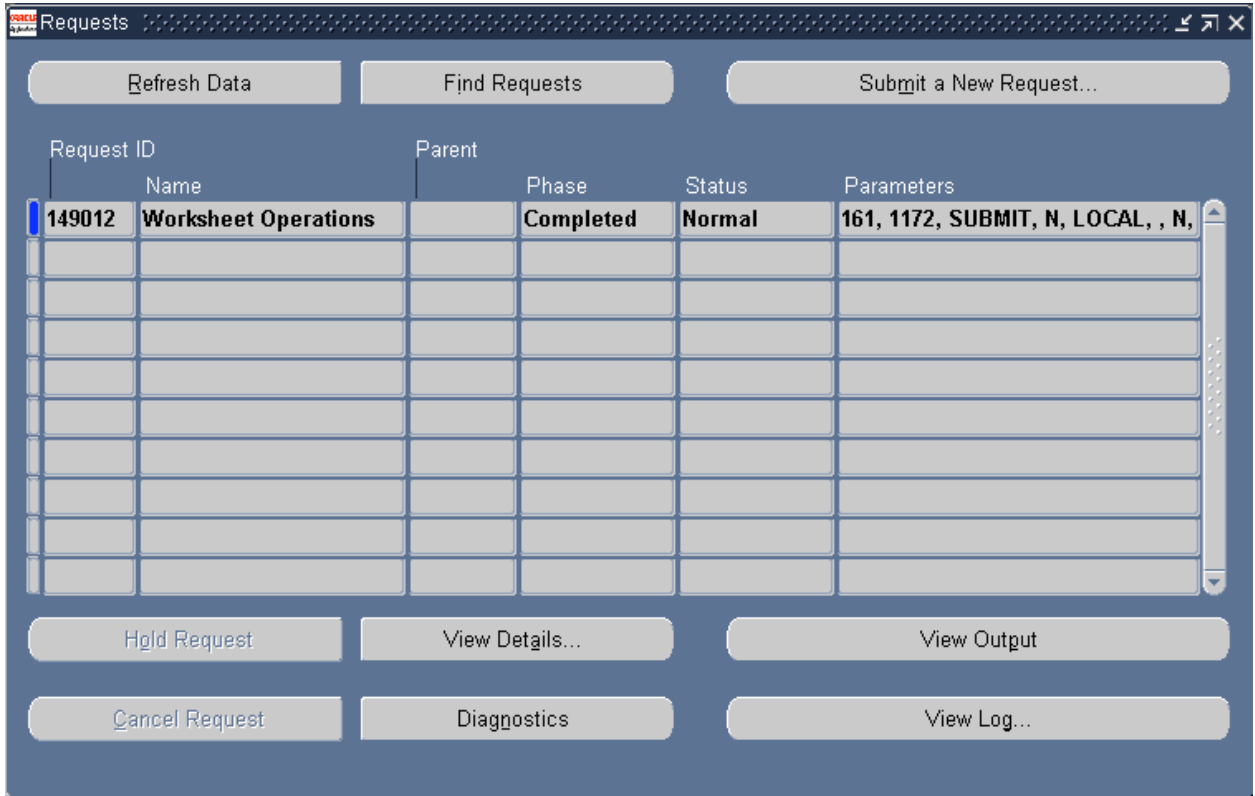
1. Click on **View > Requests** in the toolbar.



2. The **Find Requests** window will appear. Click on the **Find** button.



- The Requests window will appear. Find your **Request ID** and check to see if the **Phase and Status** are **Completed and Normal** (respectively). This will indicate that the worksheet was submitted successfully. If the Phase is not Completed yet, click on the Refresh Data button every 5-10 seconds until it has completed.



## How to Correct a Rejected Budget

1. If the worksheet you submitted has been rejected, you will receive a notification in your worklist similar to the one below. Click on the subject line of the notification.

| Type          | From | Subject   | Sent        |
|---------------|------|---|-------------|
| PSB Worksheet |      | <a href="#">Worksheet distribution.</a>               | 17-Dec-2003 |
| PSB Worksheet |      | <a href="#">The worksheet submitted successfully.</a> | 17-Dec-2003 |
| PSB Worksheet |      | <a href="#">Worksheet freeze complete.</a>            | 17-Dec-2003 |
| PSB Worksheet |      | <a href="#">Worksheet distribution.</a>               | 17-Dec-2003 |

2. The notification will appear. You will know this is a worksheet that needs to be corrected based on the instructions that your supervisor submits to you. Click on the attachment under References to open the worksheet.

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E-Business Suite Home

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**Worksheet distribution.**

This notification does not require a response. [Close](#) [Reassign](#) [Request Information](#)

From  
To **Takushi, Steven J**  
Sent **17-Dec-2003 16:45:27**  
Notification ID **4486**  
The following worksheet is distributed to you.

Name : TECH SUPPORT - 161  
Budget Group : TECH SUPPORT

Instructions :  
Please correct budget.

**References**



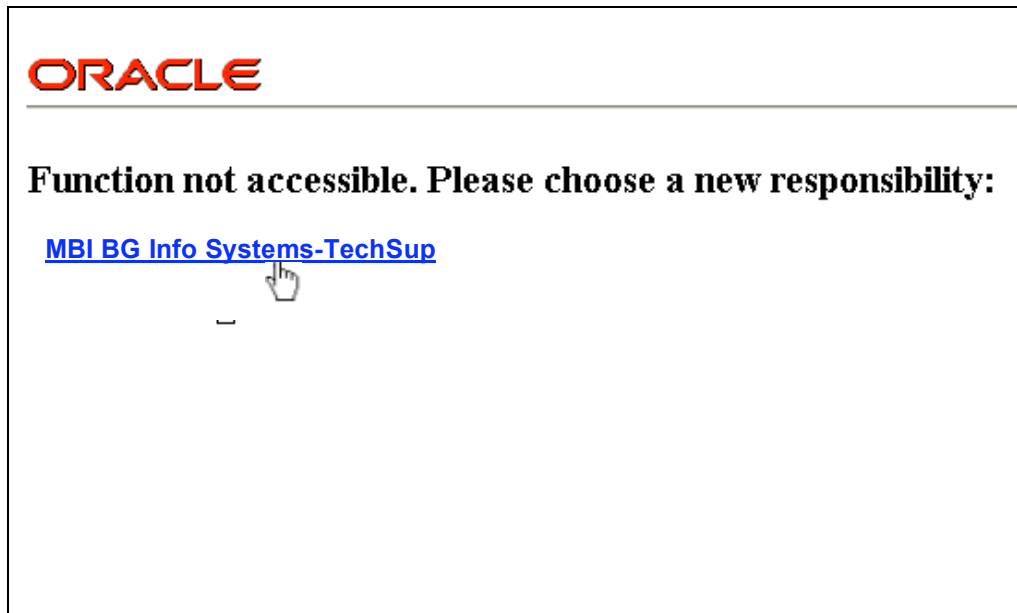
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[Return to Worklist](#) This notification does not require a response. [Close](#) [Reassign](#) [Request Information](#)

Display next notification after my response

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

3. If you enter by clicking on the reference attachment under the notification, you may encounter a similar screen as the one below. This screen simply means that you have not selected an “**Oracle Core Application**” responsibility yet. A listing of your Budget related responsibilities appears. Click on the appropriate link to launch the budget worksheet in the Oracle Application.



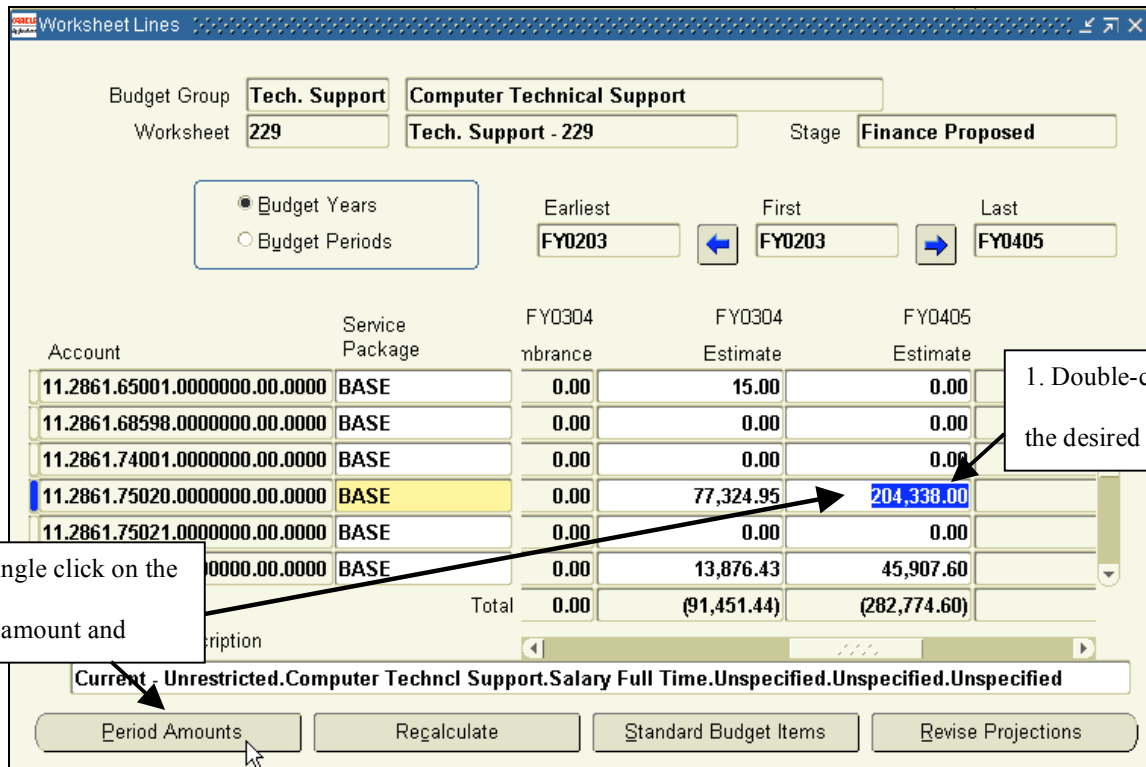
4. Once you navigate to the actual worksheet, make the appropriate modifications and resubmit. Follow the instructions provided for you in **How to Complete a Budget Worksheet**.

# How to Spread the Budget

In years past, spreading the budget was completed at a separate time than the actual budget submission process. The Oracle system has the capability of combining the budget submission and spreading processes. Keep in mind that the Controller's office will set the default for each account. In most cases, the default spread will be an even spread over 12 months. Therefore you only need to change the spread if you desire amounts to be distributed in a manner different than the one proposed by the Controller's Office.

To Change the Evenly Distributed Spread:

1. From the **Worksheet Lines** screen, select the amount you would like to change the spread for by either double-clicking in that field OR single clicking the amount field and clicking on the **Period Amounts** button. Remember that you must select an amount to spread from the **FY0405 Estimate** column.



- The **Period Amounts** will appear. Notice that the amounts are in dollars NOT in percentages. At this point you can change whichever values you desire.

| FY0405-1  | FY0405-2  | FY0405-3  | FY0405-4  |
|-----------|-----------|-----------|-----------|
| 20,400.00 | 20,400.00 | 20,400.00 | 20,400.00 |
| FY0405-5  | FY0405-6  | FY0405-7  | FY0405-8  |
| 20,400.00 | 20,400.00 | 20,400.00 | 20,400.00 |
| FY0405-9  | FY0405-10 | FY0405-11 | FY0405-12 |
| 20,400.00 | 20,400.00 | 169.00    | 169.00    |

Year Amount: 204,338.00

Buttons: Help, OK, Cancel

- When you have finished making the desired changes, click **OK**.

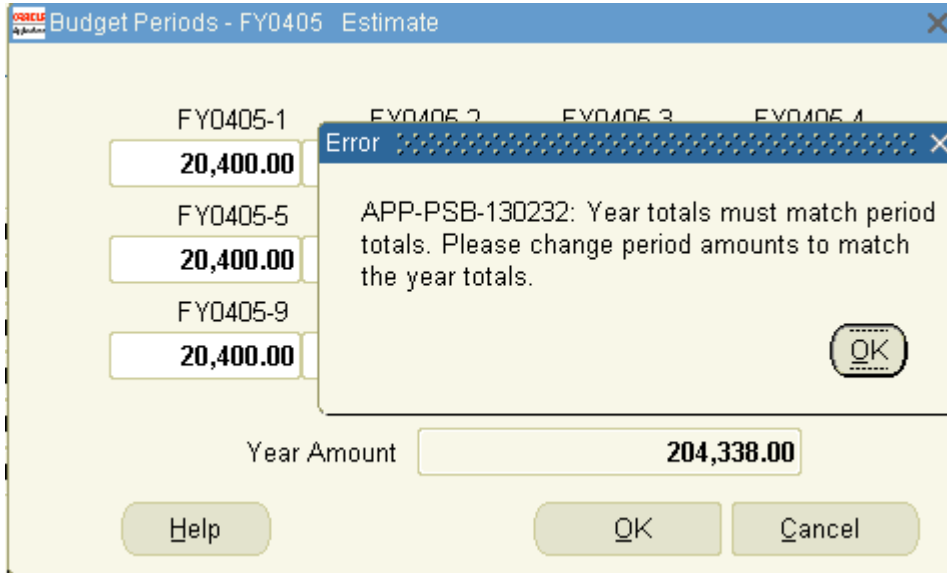
| FY0405-1  | FY0405-2  | FY0405-3  | FY0405-4  |
|-----------|-----------|-----------|-----------|
| 20,400.00 | 20,400.00 | 20,400.00 | 20,400.00 |
| FY0405-5  | FY0405-6  | FY0405-7  | FY0405-8  |
| 20,400.00 | 20,400.00 | 20,400.00 | 20,400.00 |
| FY0405-9  | FY0405-10 | FY0405-11 | FY0405-12 |
| 20,400.00 | 20,400.00 | 175.00    | 169.00    |

Year Amount: 204,338.00

Buttons: Help, OK, Cancel



4. If the **Spread Amounts** equal the **Year Amount**, you will be returned to the Worksheet Lines window, otherwise, you will receive the error message below and you will need to correct the values until they are equal to continue. Click **OK** to close the Error message.



**NOTE: Remember to spread your budget BEFORE submitting the budget to your approver.**

## How to Attach a Note to a Field

Attaching a note is necessary if you have made a minor change to the estimated amount. A note can be as simple as a one-line sentence or however many sentences it takes to provide enough support to backup the change. Notes are attached to a specific field, not the entire worksheet.

To attach a note:

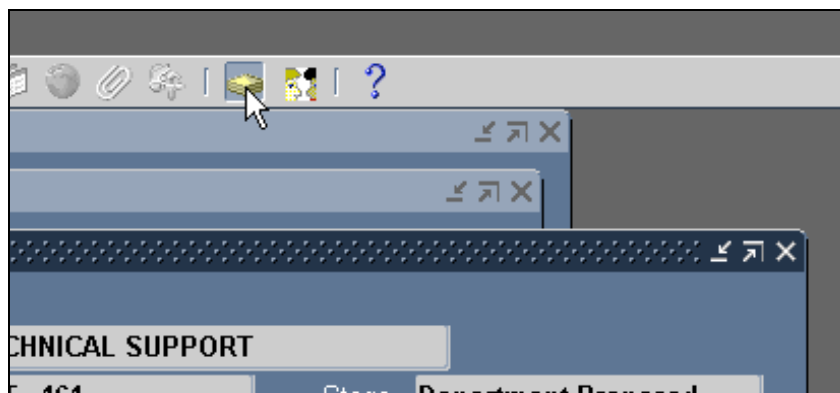
1. Click on the field that you would like to provide support information for within the worksheet.

The screenshot shows the 'Worksheet Lines' window with the following data:

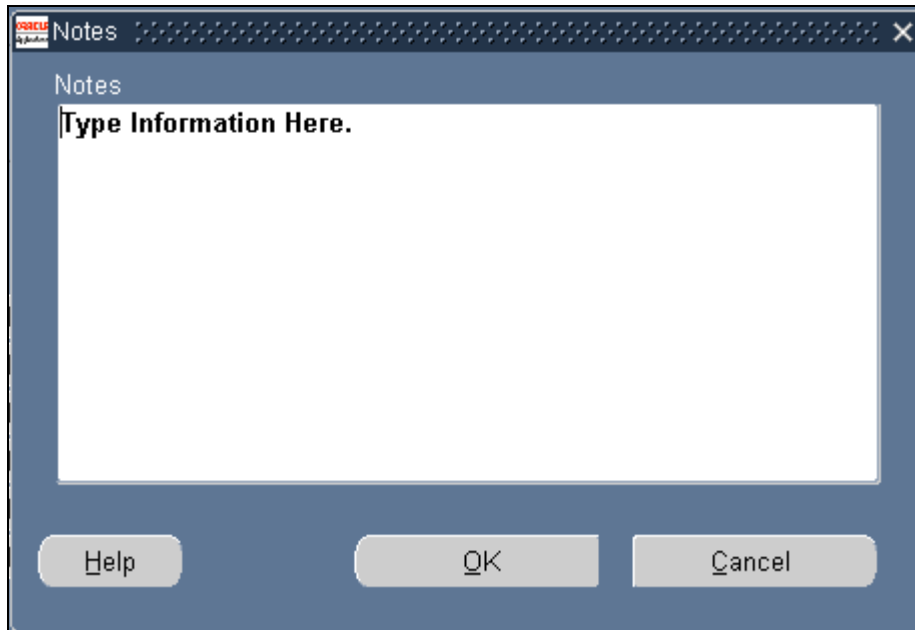
| Account                       | Service Package | 0304 Ince | FY-0304 Estimate | FY-0405 Estimate |   |
|-------------------------------|-----------------|-----------|------------------|------------------|---|
| 07.2861.82102.0000000.00.0000 | BASE            | 0.00      | 0.00             | 0.00             | 0 |
| 07.2861.82103.0000000.00.0000 | BASE            | 0.00      | 0.00             | 0.00             | 0 |
| 07.2861.82105.0000000.00.0000 | BASE            | 0.00      | 0.00             | 0.00             | 0 |
| 11.2861.61319.0000000.00.0000 | BASE            | 0.00      | 500.00           | 550.00           | 0 |
| 11.2861.61321.0000000.00.0000 | BASE            | 0.00      | 20.00            | 30.00            | 0 |
| 11.2861.65001.0000000.00.0000 | BASE            | 0.00      | 0.00             | 0.00             | 0 |
| Total                         |                 | 0.00      | 420.00           | 330.00           | 0 |

Account Description: Current - Unrestricted.Computer Techncl Support.Fixed Income-Inv Inc.Unspecified.Unspecified.Unspecified

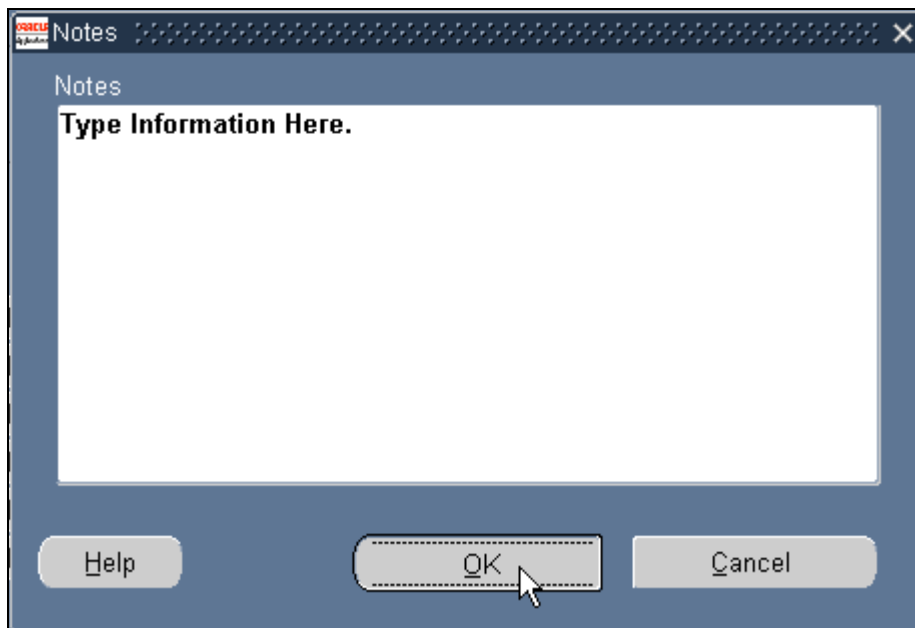
2. Click on the Note icon  in the toolbar.



3. The **Notes** window will appear. Type support information in the textbox provided.



4. Click OK.




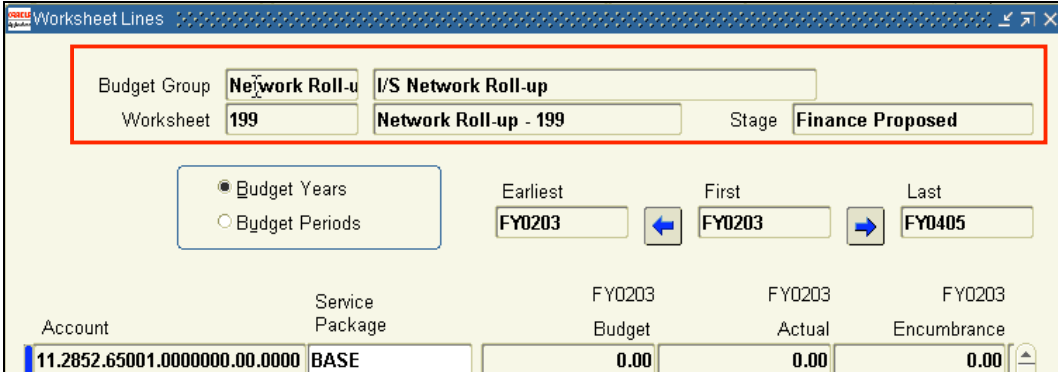
5. Now whenever the approver prints out the MBI BG Cost Center and Rollup Report for your cost center, the notes information will appear.

## How to Attach Support to a Worksheet

Attaching an Excel file or Word document is necessary if you have made a significant change to the estimated amount for any account. Each account with a significant change should have its own support documentation. Attachments are made to the entire budget worksheet, not a specific line or field.

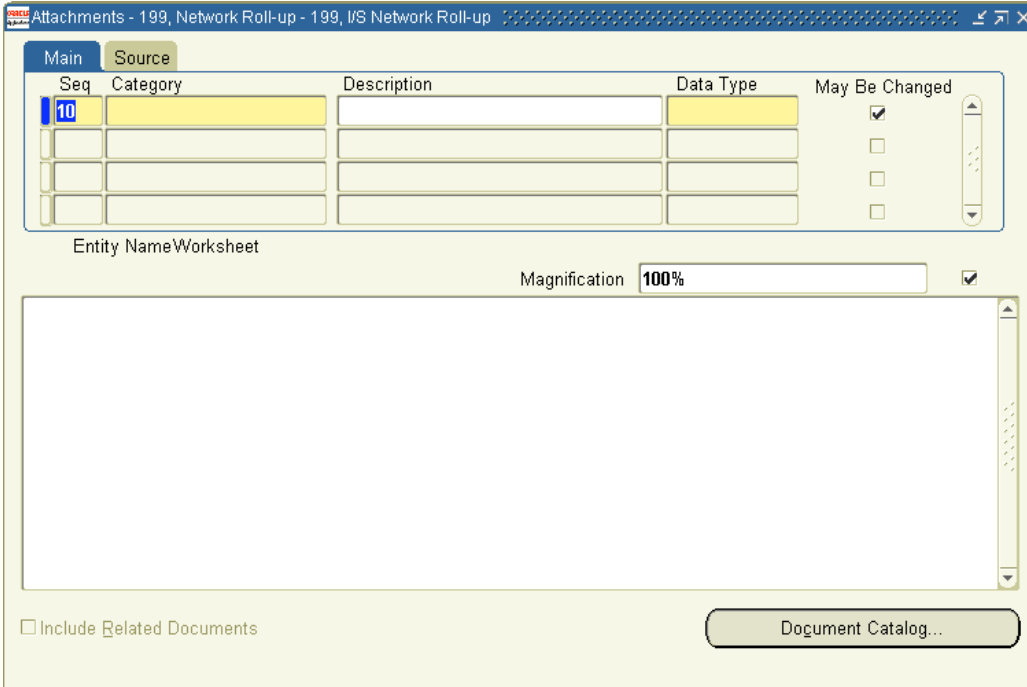
To attach support:

1. Click any field in the top portion of the worksheet. The **Attachments...** icon  will enable.



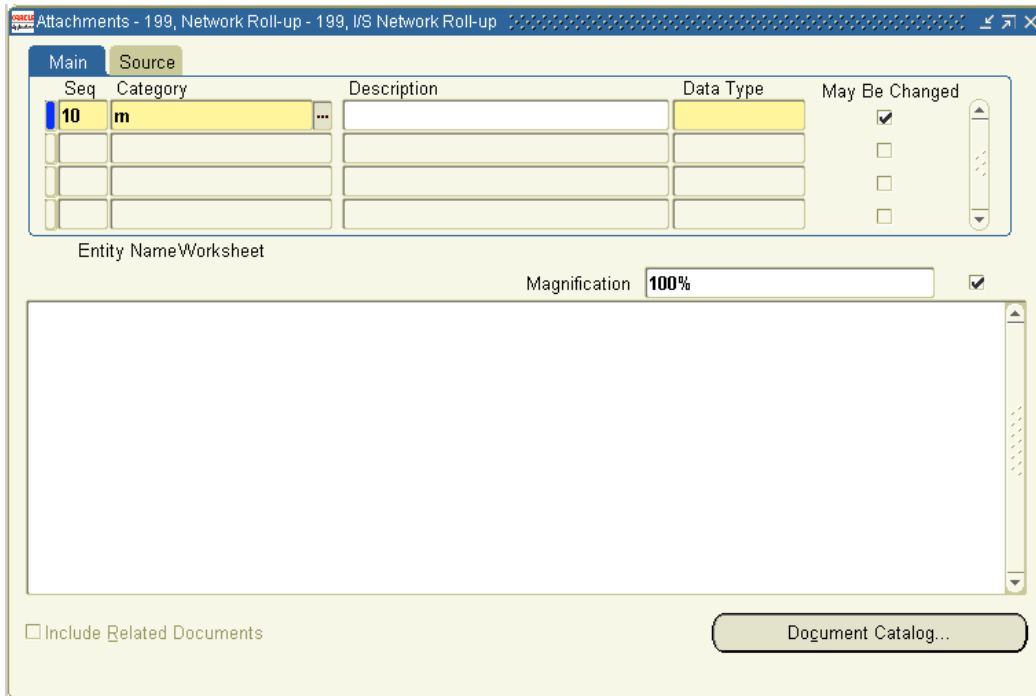
The screenshot shows the 'Worksheet Lines' window with a red box highlighting the top section. The 'Budget Group' is 'Network Roll-up' and the 'Worksheet' is '199'. The 'Stage' is 'Finance Proposed'. Below this, there are options for 'Budget Years' (selected) and 'Budget Periods'. The 'Earliest' year is 'FY0203', the 'First' year is 'FY0203', and the 'Last' year is 'FY0405'. At the bottom, there is a table with columns for 'Account', 'Service Package', 'FY0203 Budget', 'FY0203 Actual', and 'FY0203 Encumbrance'. The first row shows '11.2852.65001.00000000.00.0000' for the account and 'BASE' for the service package, with all values set to '0.00'.

2. Click on the **Attachments...** icon . The **Attachments** window will appear. Each sequence line can hold one attachment. It is best to include one attachment for each account that requires support.

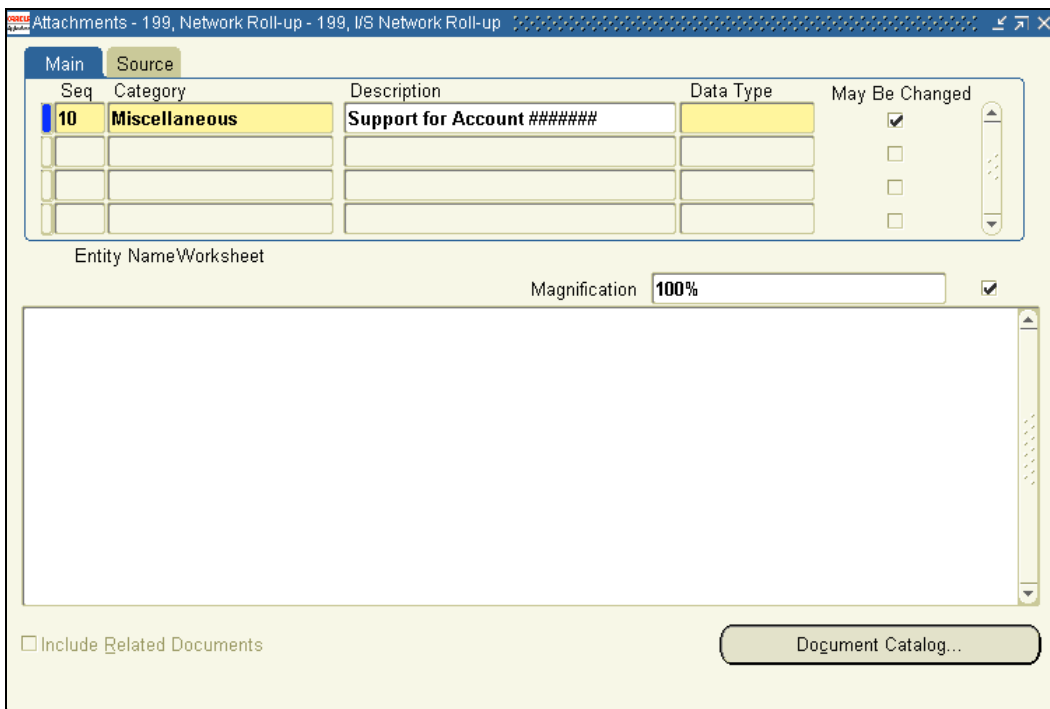


The screenshot shows the 'Attachments' window for '199, Network Roll-up - 199, I/S Network Roll-up'. It has a 'Main' tab and a 'Source' tab. A table with columns 'Seq', 'Category', 'Description', 'Data Type', and 'May Be Changed' is visible. The first row has '10' in the 'Seq' column and a checked box in the 'May Be Changed' column. Below the table, the 'Entity Name' is 'Worksheet' and the 'Magnification' is '100%'. At the bottom, there is a checkbox for 'Include Related Documents' and a 'Document Catalog...' button.

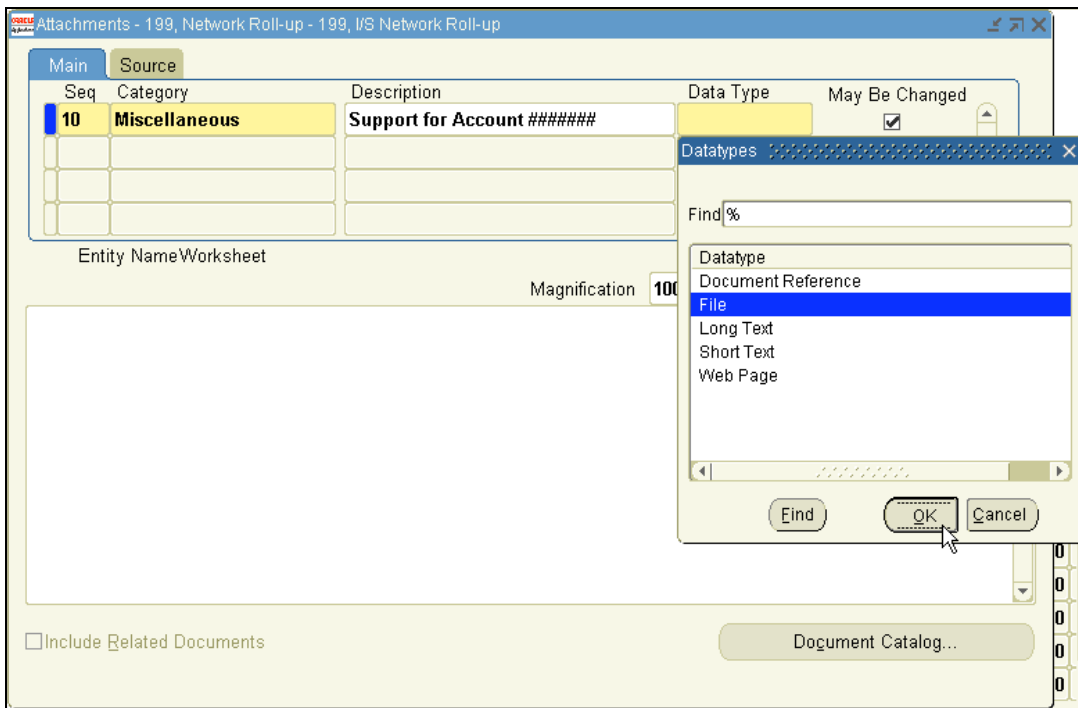
3. Since Miscellaneous is the only Category Type available, type the letter m in the Category field and Tab over.



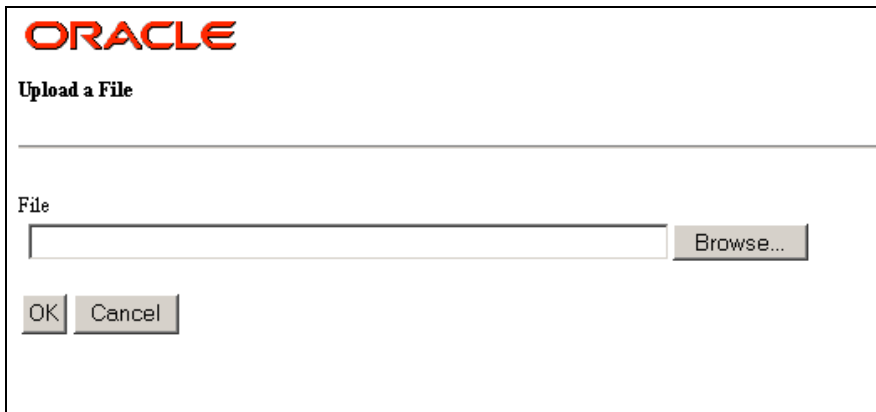
4. Provide the attachment with a Description.



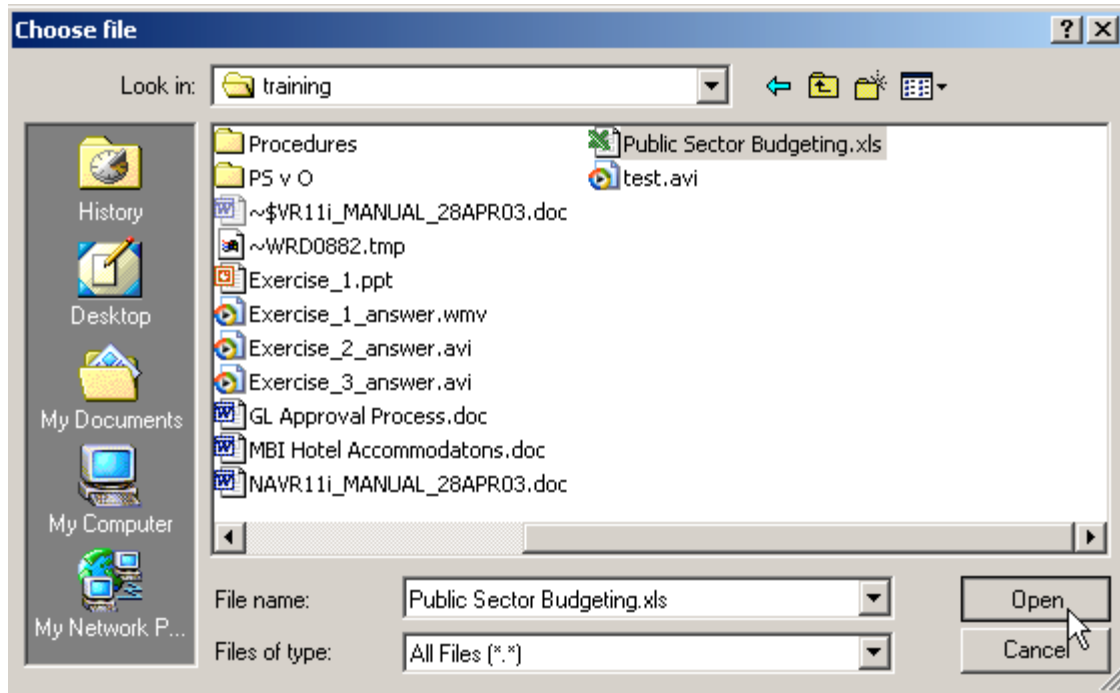
5. Select a **Data Type** from the Data Type List of Values and click OK. The following data types are available:
  - **Document Reference** – Reference to an existing document in the Oracle system.
  - **File** – Attach an external file from your desktop, i.e. Excel worksheet or Word document, PDF.
  - **Long Text** – Type text in the field provided. Character limitation is greater here than in the Short Text.
  - **Short Text** – Type text in the field provided. Character limitation is less than long text.
  - **Web Page** – Refer to an external URL/ Web address.



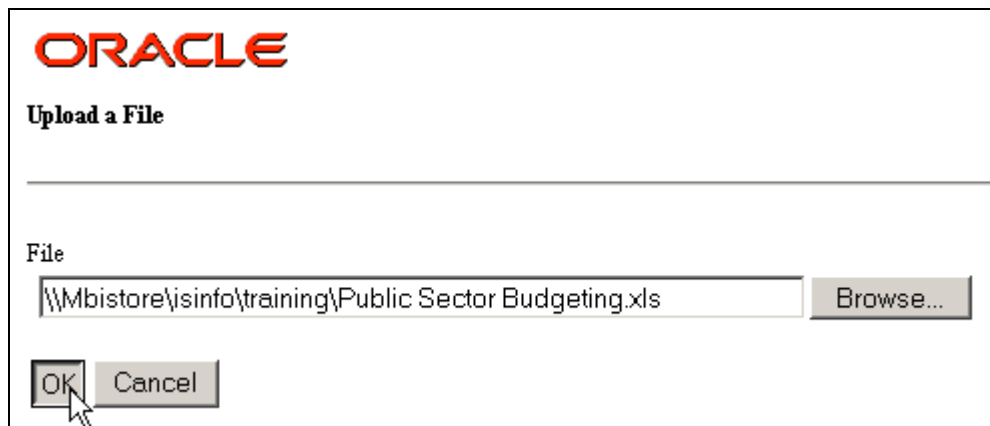
6. If you select **File**, the Upload a File window will appear.



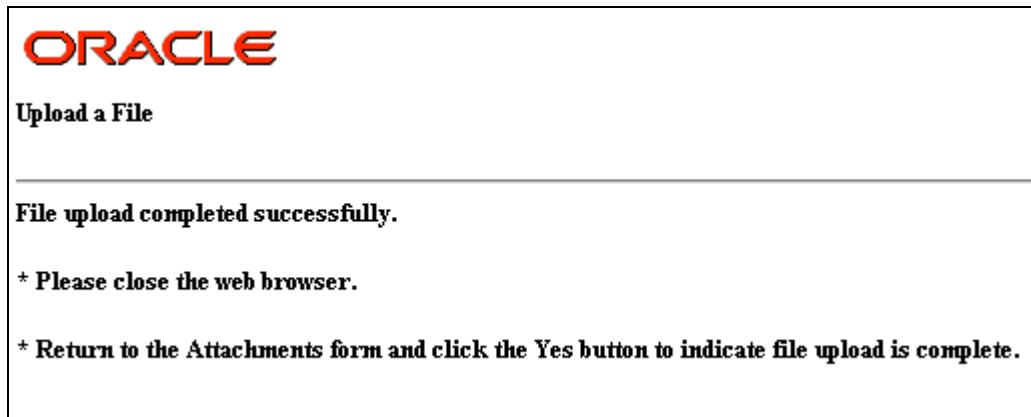
7. Click on **Browse...** The **Choose File** window will appear. Navigate to the desired file and click **Open**.



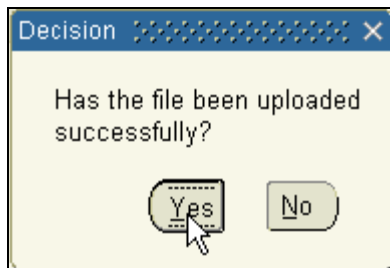
8. The selected file will be entered in the **File** field. Click **OK**.



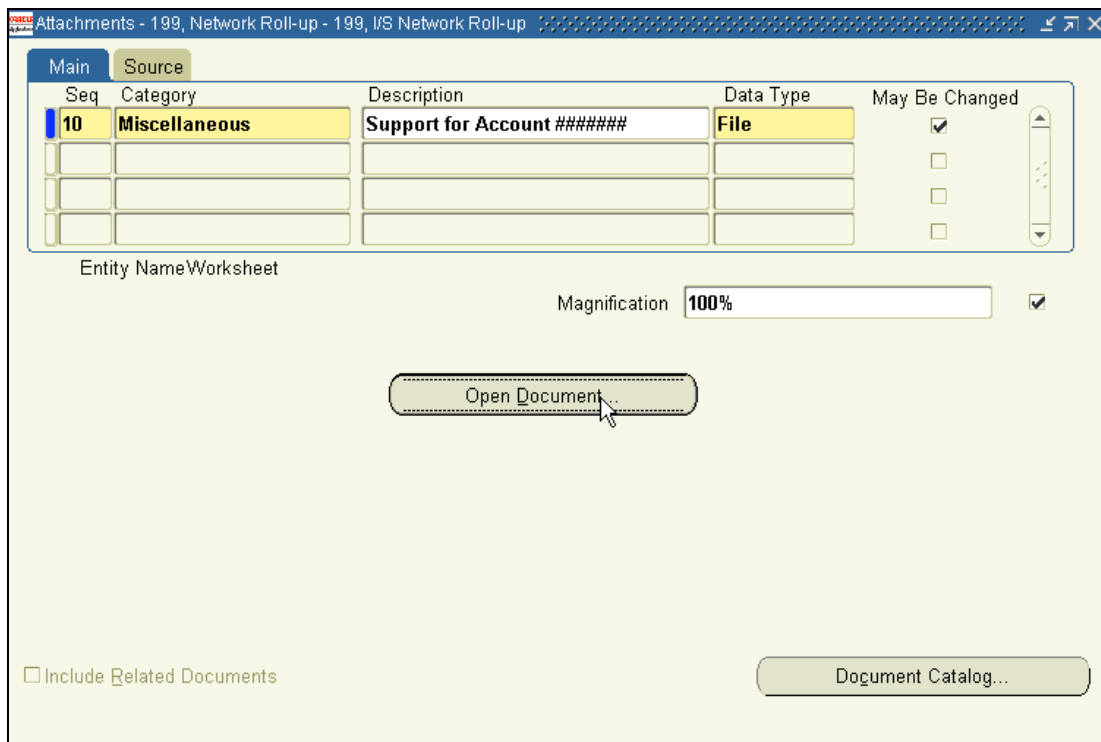
9. The following message will appear. Close the Window after reading.



10. You will be returned to the **Attachments** form. In the **Decision** window, click **YES**.



11. Click on **Open Document** to open the attached document.





Once the support has been attached, the next time someone clicks on the Attachment icon, they will be able to view each attachment by clicking on the **Open Document** button.

**NOTE:** If you need to make additional attachments, you must first save, then attach another document.