



Work Instruction

Create a Detailed Fiscal Budget

Purpose

Use this procedure to create a detailed fiscal budget.

Trigger

You need to create a budget.

Prerequisites

- You must be logged onto Oracle 11i.
- You must have selected a Budget responsibility.

Helpful Hints

If you perform the same queries over and over, you can save and use them again at the Account Selection screen.


Procedure


1. Start the task using the navigation path **Fiscal** → **Input** to go to the *Column Definition* screen.

Column Definition

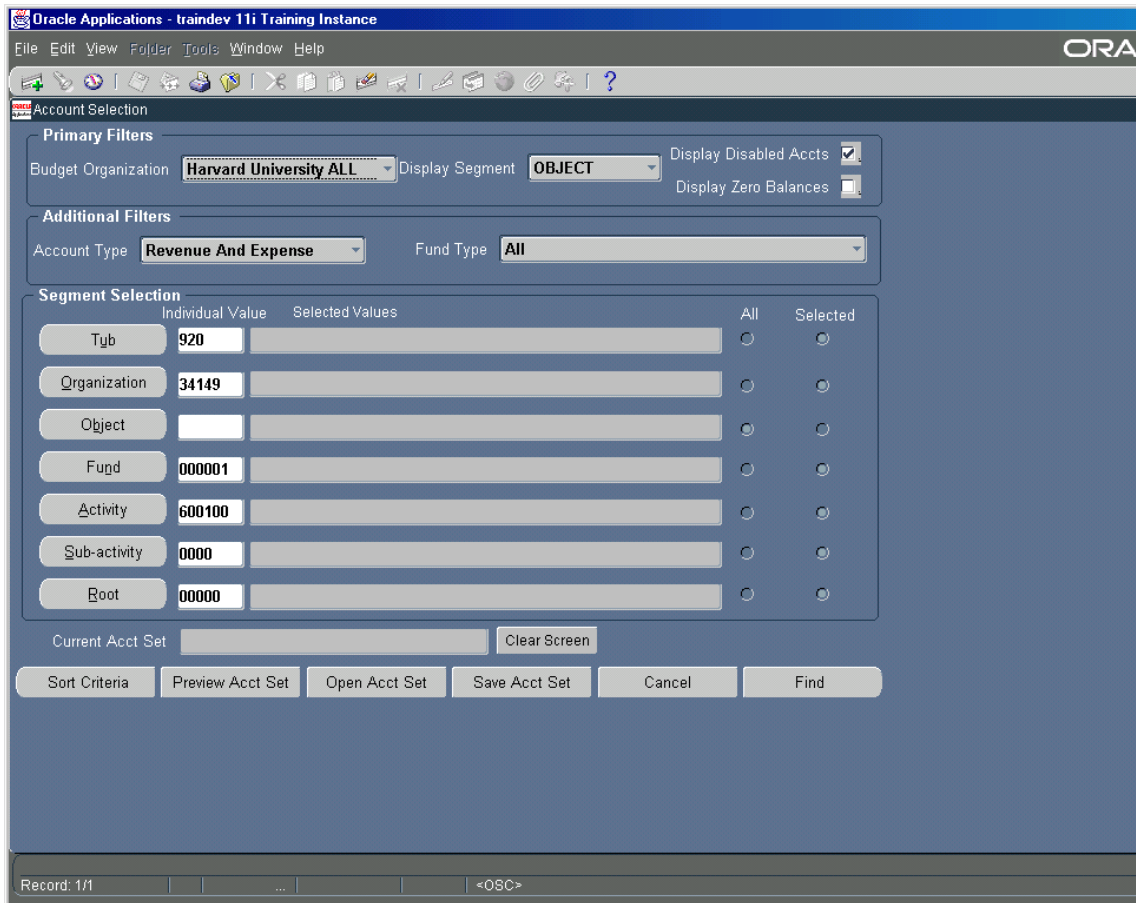
2. Select **Enable Display**.
3. Complete the following required fields:

In This Field	Select or Enter
Budget Type	A budget type
Fiscal Year	A fiscal year

In This Field	Select or Enter
Usage	Read only or Writeable  <p>The usage options available to you may be limited by the policies set by your local financial office. For example, a date may be set after which you cannot work on the Preparation budget. Also, Actuals are always available as read-only.</p>

4. Click  to go to the *Account Selection* screen.

Account Selection





The screenshot shows the Oracle Applications 'Account Selection' window. The interface includes a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. The main area is divided into several sections:

- Primary Filters:** Budget Organization is set to 'Harvard University ALL'. Display Segment is 'OBJECT'. There are checkboxes for 'Display Disabled Accts' (checked) and 'Display Zero Balances' (unchecked).
- Additional Filters:** Account Type is 'Revenue And Expense' and Fund Type is 'All'.
- Segment Selection:** A table with columns for Segment Name, Individual Value, Selected Values, All, and Selected.

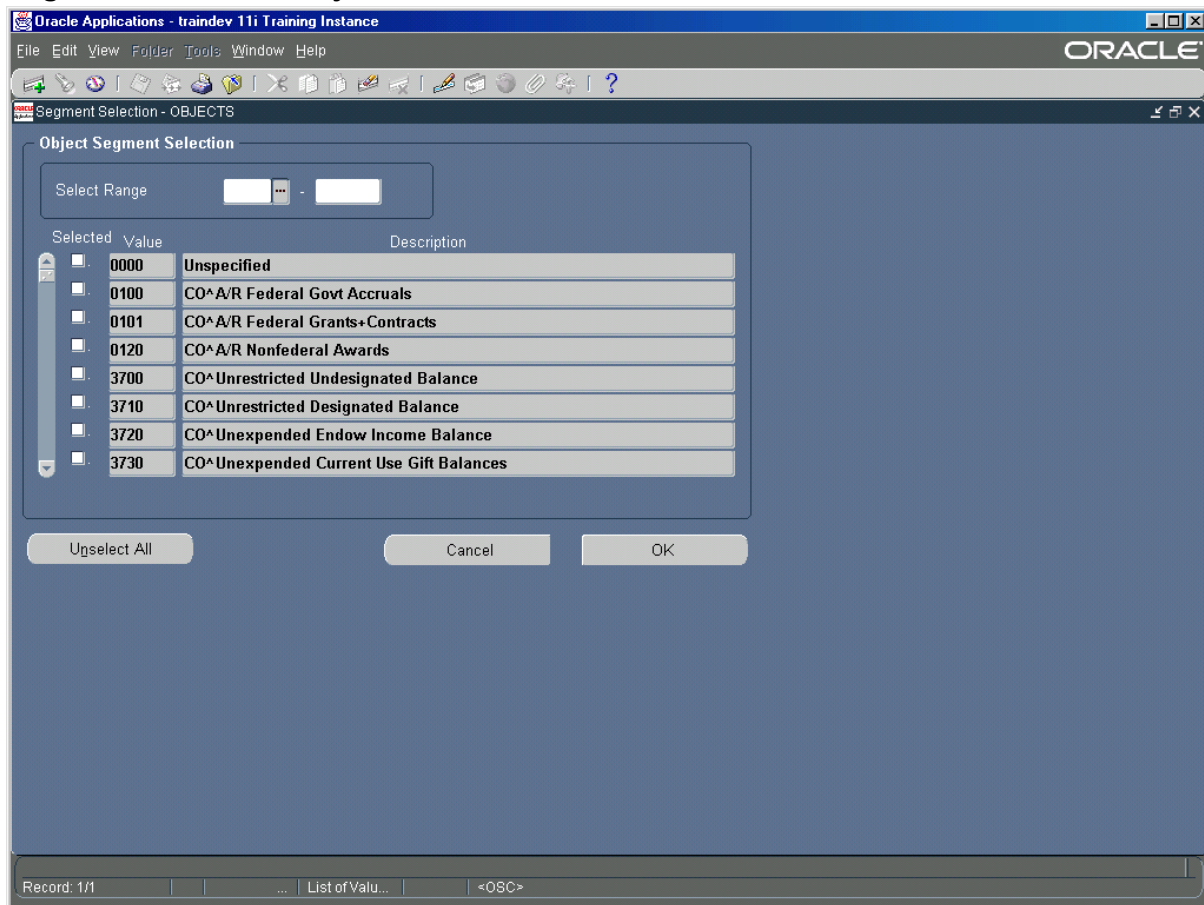
Segment Name	Individual Value	Selected Values	All	Selected
Type	920		<input type="radio"/>	<input type="radio"/>
Organization	34149		<input type="radio"/>	<input type="radio"/>
Object			<input type="radio"/>	<input type="radio"/>
Fund	000001		<input type="radio"/>	<input type="radio"/>
Activity	600100		<input type="radio"/>	<input type="radio"/>
Sub-activity	0000		<input type="radio"/>	<input type="radio"/>
Root	00000		<input type="radio"/>	<input type="radio"/>
- Current Acct Set:** A text field with a 'Clear Screen' button next to it.
- Buttons:** Sort Criteria, Preview Acct Set, Open Acct Set, Save Acct Set, Cancel, Find.
- Status Bar:** Record: 1/1 and <OSC>.

5. Use the table below to select the Account(s) to which you want to budget.


If You Want To	Then	Go To
Display Disabled Accounts	Ensure that Display Disabled Accts <input checked="" type="checkbox"/> is selected to show disabled Accounts.  A disabled account is any CCID (Code Combination ID) using one or more disabled segments. You cannot post to a disabled account.	—
Display Zero Balances	Default setting is NOT to show accounts with zero balances.  Leaving this choice as the default will reduce the number of accounts returned from your query and make it easier to review budgets.	—
Display all values for a segment	Ensure that <input checked="" type="radio"/> All is selected.	—
Display a single segment value	Enter the value for the segment (for example, 000001 Fund) in the Individual Value field.	—
Display several values for a segment	Click the Segment Selection button to the left of the Individual Value field. Example: Organization	Step 9
Save your account selections and settings	Click <input type="button" value="Save Acct Set"/>	Step 13
Open an existing account set	Click <input type="button" value="Open Acct Set"/>	Step 17
Preview a saved account set before opening it	Click <input type="button" value="Preview Acct Set"/>	Step 20





6. Repeat Step 5 until all Chart of Account values you need have been selected.
7. Click to go to the *Fiscal Budget Input* screen.
8. Go to Step 21.


Segment Selection - Objects




9. Perform one of the following in order to locate and select one or more chart of account values:


If You Want To	Then
Locate and select chart of account values using ranges	<ol style="list-style-type: none"> 1. Enter the first and last value of the range in the Select Range field. 2. Press Tab. <p> Values that fall within the range selected are automatically selected to be included on the <i>Account Selection</i> screen. You may deselect individual values by clicking in the checkbox to the left of the value.</p>

If You Want To	Then
Locate chart of account values using partial segment values or descriptions	<ol style="list-style-type: none"> 1. Click  on the Toolbar. 2. Use the wildcard function (%) and enter a full or partial segment value or description. 3. Click . 4. Click once on the value you want to select. 5. Click . 6. Enter the last value in the Select Range fields. 7. Press Tab. <p> Values that fall within the range specified are automatically selected to be included on the <i>Account Selection</i> screen. You may deselect the individual values by clicking in the checkbox to the left of the value.</p>

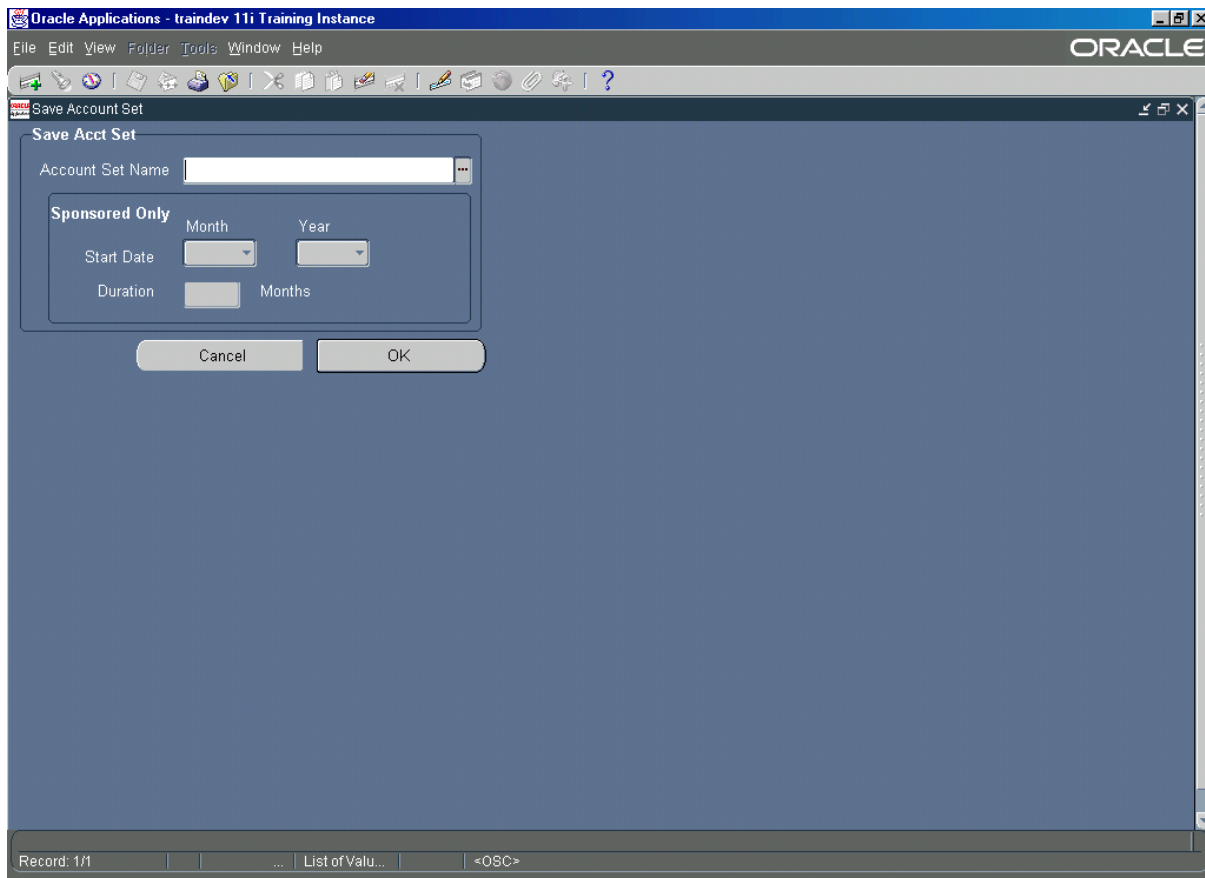
10. Click  to return to the *Account Selection* screen.


11. Click  to go to the *Fiscal Budget Input* screen.

12. Go to Step 21.

13. To save the account set, click .



Save Account Set



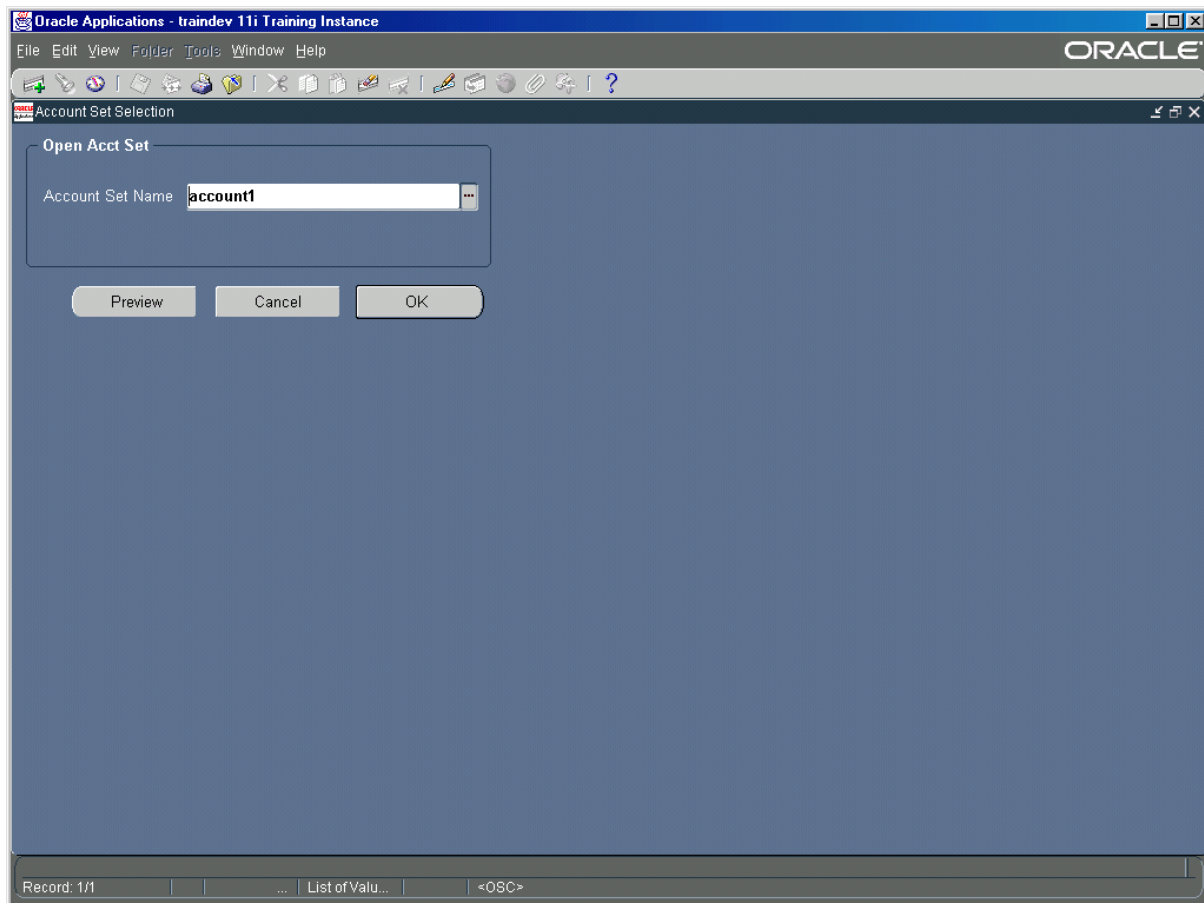
14. Type a name for the saved account set, and click .






Saved account sets are associated with the responsibility in use when they were created. You can only access ones created with budget responsibilities you have. Everyone with the same responsibility will be able to use and modify a saved account set.

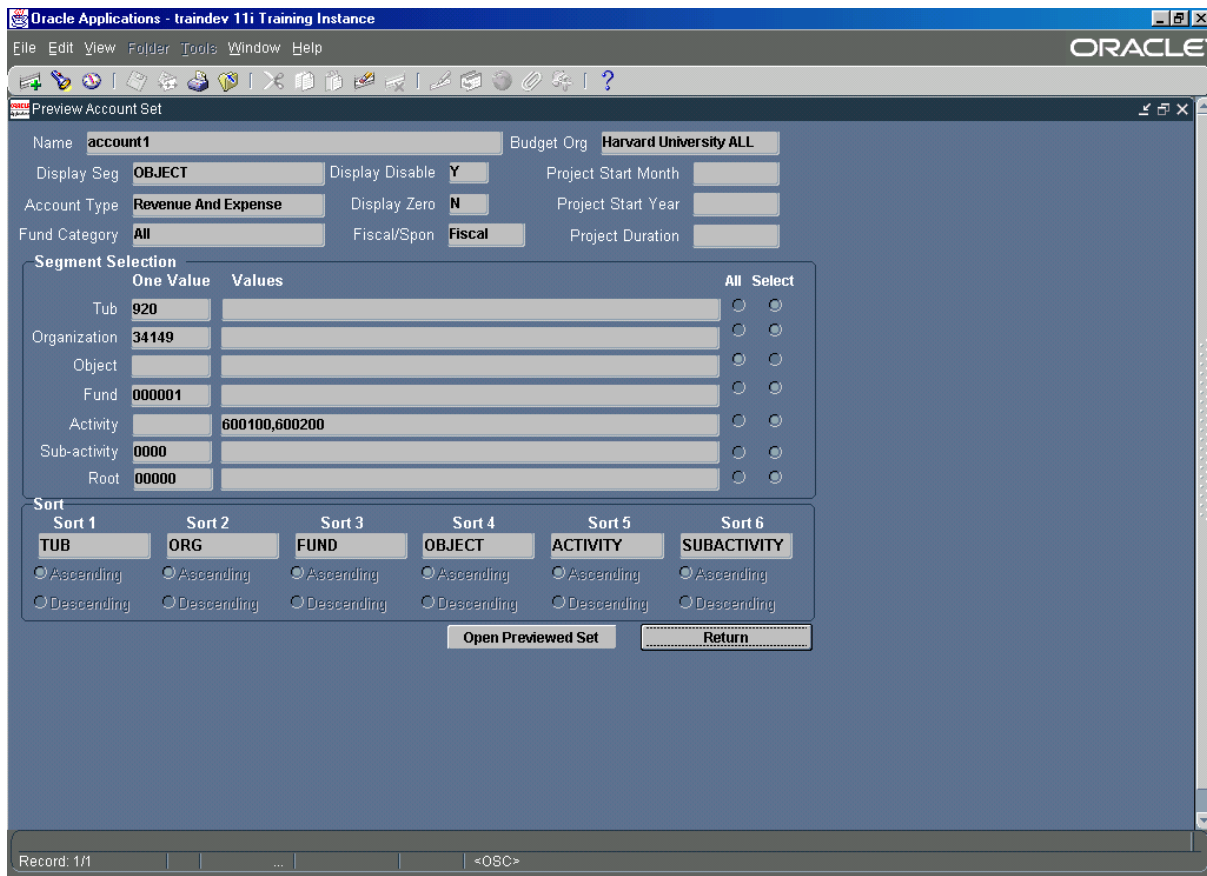
15. Click  to return to the *Account Selection* screen.
16. Click  on the *Account Selection* screen, and go to Step 21.

Account Set Selection



17. Click  to see the list of saved account sets.
18. Select an account, and click  to open the account set.
19. Click  on the *Account Selection* screen, and go to Step 21.

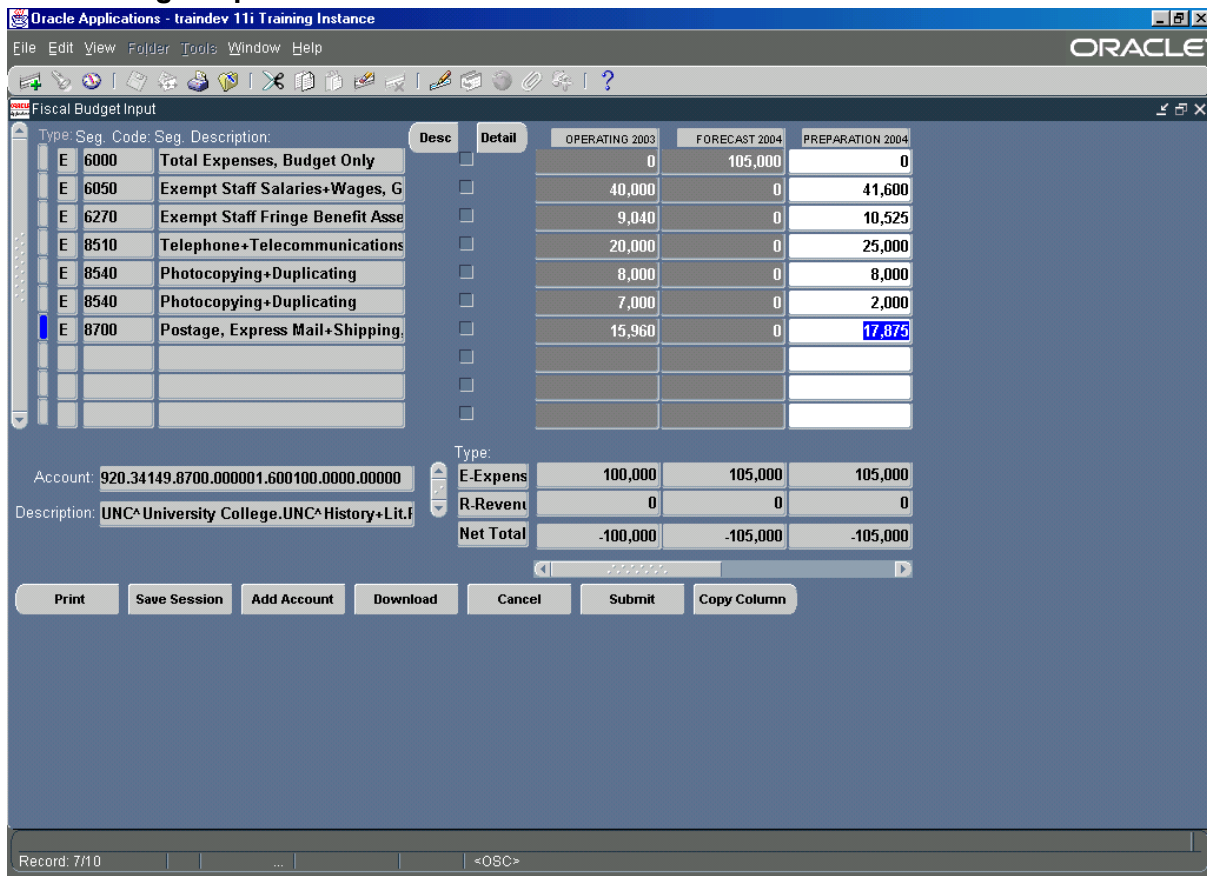
Preview Account Set



20. Perform one of the following:

If You Want To	Then
Use this account set	1. Click Open Previewed Set to display the account set and open the <i>Account Selection</i> screen. 2. Click Find , and go to Step 21 .
Go back to the Preview Account Set screen to select another set	Click Return , and go to Step 17 .

Fiscal Budget Input



Type	Seg. Code	Seg. Description	Desc	Detail	OPERATING 2003	FORECAST 2004	PREPARATION 2004	
E	6000	Total Expenses, Budget Only		<input type="checkbox"/>	0	105,000	0	
E	6050	Exempt Staff Salaries+Wages, G		<input type="checkbox"/>	40,000	0	41,600	
E	6270	Exempt Staff Fringe Benefit Asses		<input type="checkbox"/>	9,040	0	10,525	
E	8510	Telephone+Telecommunications		<input type="checkbox"/>	20,000	0	25,000	
E	8540	Photocopying+Duplicating		<input type="checkbox"/>	8,000	0	8,000	
E	8540	Photocopying+Duplicating		<input type="checkbox"/>	7,000	0	2,000	
E	8700	Postage, Express Mail+Shipping,		<input type="checkbox"/>	15,960	0	17,875	
Type:					E-Expens	100,000	105,000	105,000
Type:					R-Revent	0	0	0
Net Total					-100,000	-105,000	-105,000	

Account: 920.34149.8700.000001.600100.0000.00000
 Description: UNC^ University College.UNC^ History+Lit.f

Buttons: Print, Save Session, Add Account, Download, Cancel, Submit, Copy Column

21. In the appropriate budget period column, enter a budget amount for each budget line item.

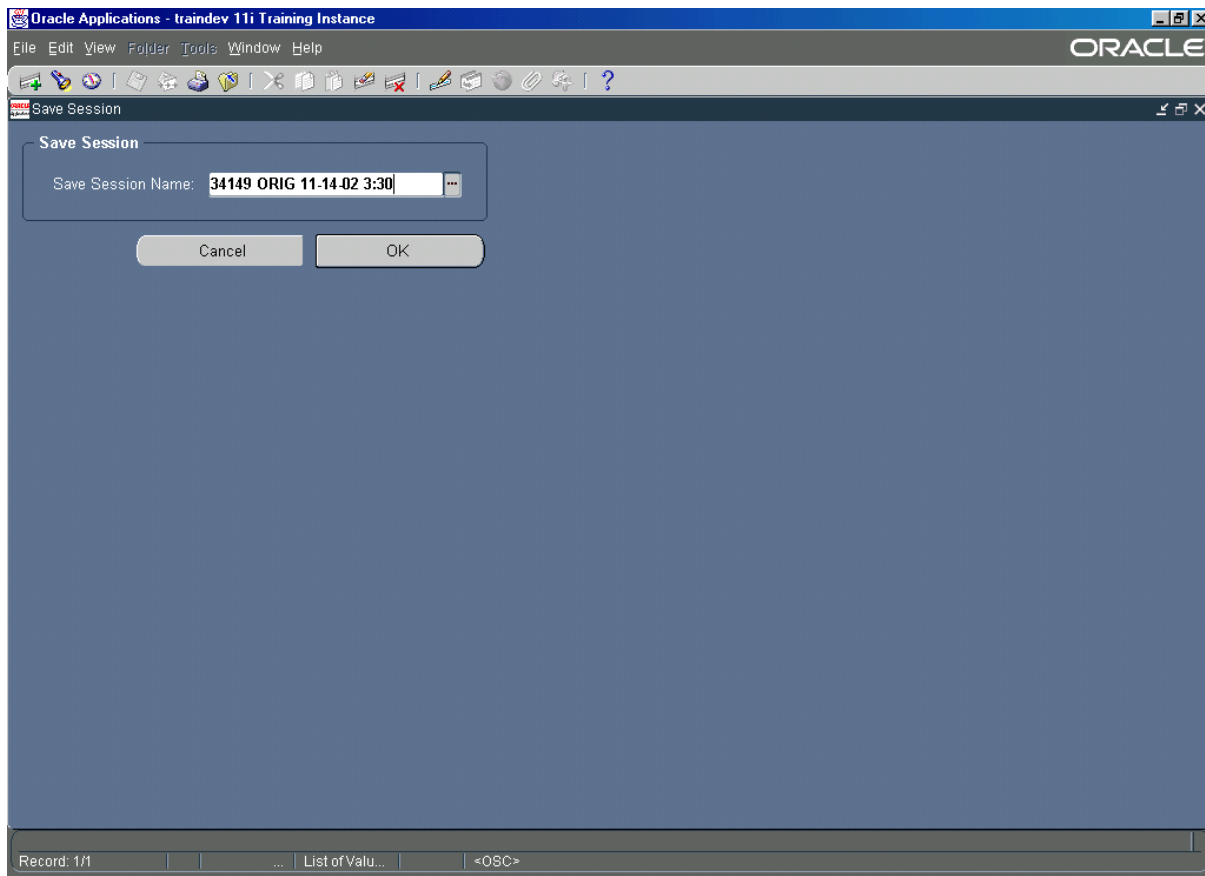


Do not use dollar signs, periods, or cents when entering budget amounts.

22. Perform one of the following actions:

If You	Then
Are temporarily saving your work without submitting the budget to the General Ledger	Click Save Session to go to the <i>Save Session</i> window.
Have completed your budget and are ready to submit the budget to the General Ledger	Click Submit to go to the <i>Journal Submission</i> window.

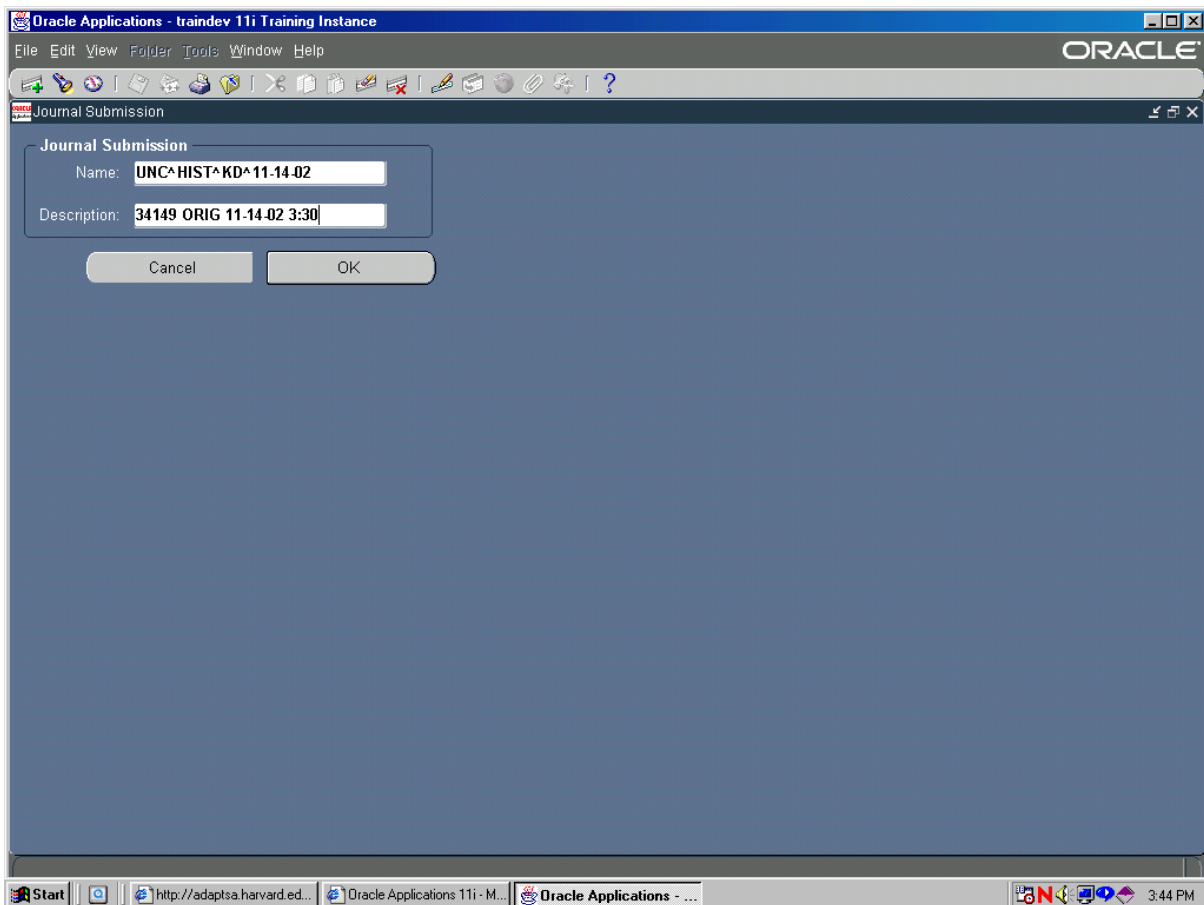
Save Session





23. Complete the following required field:

In This Field	Enter
Save Session Name	<p>A session name</p> <p> This is your private session, so use a name that reminds you of what you are budgeting. Suggested naming convention is: Fund Version Date Time</p> <p>Example: 34149 ORIG 11-14-02 3:30</p>

Journal Submission



24. Complete the following:

In This Field	Enter
Name:	<p>The name of the journal</p>  <p>The recommended journal naming convention for budgeting is: TUB^ORG^Your initials^Date</p> <p>Example: UNC^HIST^KD^11-14-02</p>
Description:	<p>A description of the journal</p>  <p>The Session Name autopopulates the Description field. You may overwrite this text if needed.</p> <p>Example: 34149 ORIG 11-14-02 3:30</p>

25. Click  .



A note will appear indicating that you have successfully submitted budget changes for a specified number of accounts.

26. You have completed this task.

Result

You have successfully created a budget.

Comments

Selection **Action** → **Exit Oracle Applications** to exit the system.