

# Budget Allocation

## URI Planning and Budgeting

THINK BIG  WE DO™



# General PBCS Overview

THINK BIG  WE DO<sup>SM</sup>



# General Application Training

General Training Includes:

- Application Log-in
- PBCS Terminology
- Navigation Flows
- Types of Forms
- Basic Functionality
- Application settings
  - General application settings
  - User Variables (end user specific)

# Logging Into Planning & Budgeting

ORACLE Cloud  
a510386  
Oracle Cloud Account Sign In  
Identity domain ⓘ  
Default  
User Name  
User name or email  
Password  
Password  
Forgot Password?  
Sign In  
Or sign in with  
URI Azure  
Need help signing in?

Bookmark this URL

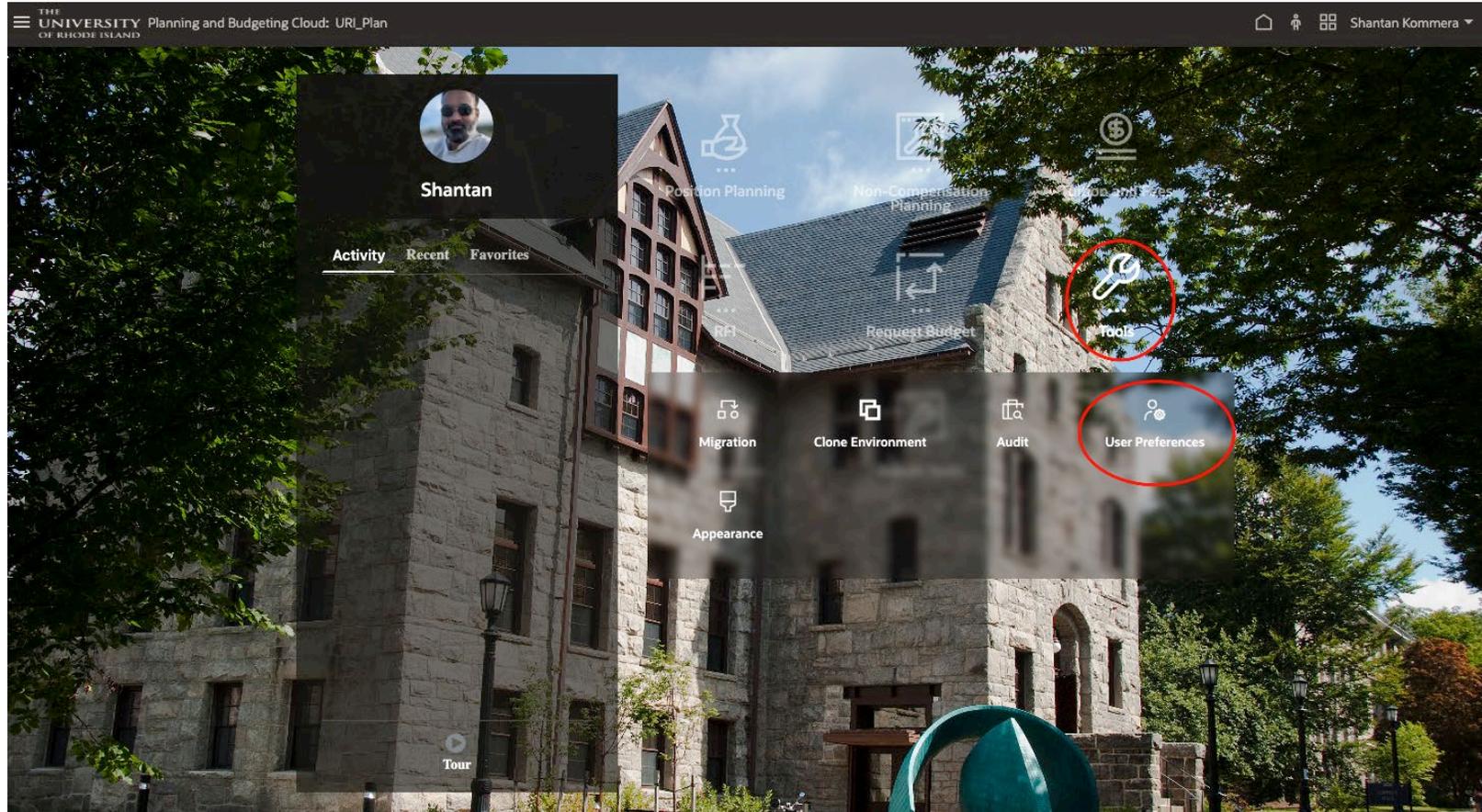
To log into Planning and Budgeting:

<https://planning-a510386.pbc.us6.oraclecloud.com/HyperionPlanning>

- Click on URI Azure.

THINK BIG  WE DO<sup>SM</sup>

# Setting Preferences



To access Preferences, click the

**Tools** cluster , then

select the **User Preferences**

card .

THINK BIG  WE DO<sup>SM</sup>

# Setting Preferences

## Preferences

Save

- General
- Display
- Notifications
- Ad Hoc Options
- User Variables
- Reports
- Form Printing

### General

#### Profile



Shantan Kommera

Time Zone (UTC-04:00) New York - Eastern Daylight Time

Language English

**Profile Image**  
Supported formats: .jpg, .png, and .gif.

#### Alias Setting

Use Administrator's Settings

Alias Table Default

Display Member Label as Alias

#### Approvals

Use Administrator's Settings

- Display Aliases
- Show Not Started Approval Units
- Show Approval Units as Aliases in Approvals Notification
- I am currently out of the office

**In General, select the following options and click Save:**

- Profile: Message
- Time Zone: (UTC-05:00) New York - Eastern Time
- Alias Setting:
- Alias Table: Default
  - Display Member Label as: Alias

THINK BIG  WE DO<sup>SM</sup>



# Setting Preferences

## Preferences

- General
- Display**
- Notifications
- Ad Hoc Options
- User Variables
- Reports
- Form Printing

**Display**  Use Administrator's Settings

**Number Formatting**

Thousands Separator	Comma
Decimal Separator	Dot
Negative Sign	Parentheses
Negative Color	Red

**Page Options**  Use Administrator's Settings

Indentation of Members	Do not indent
Number of Items on the Page Drop-down	100

**Other Options**  Use Administrator's Settings

Show Consolidation Operators	Form Setting
Date Format	Automatically Detect
Enable User Formulas in Ad Hoc	No

Save

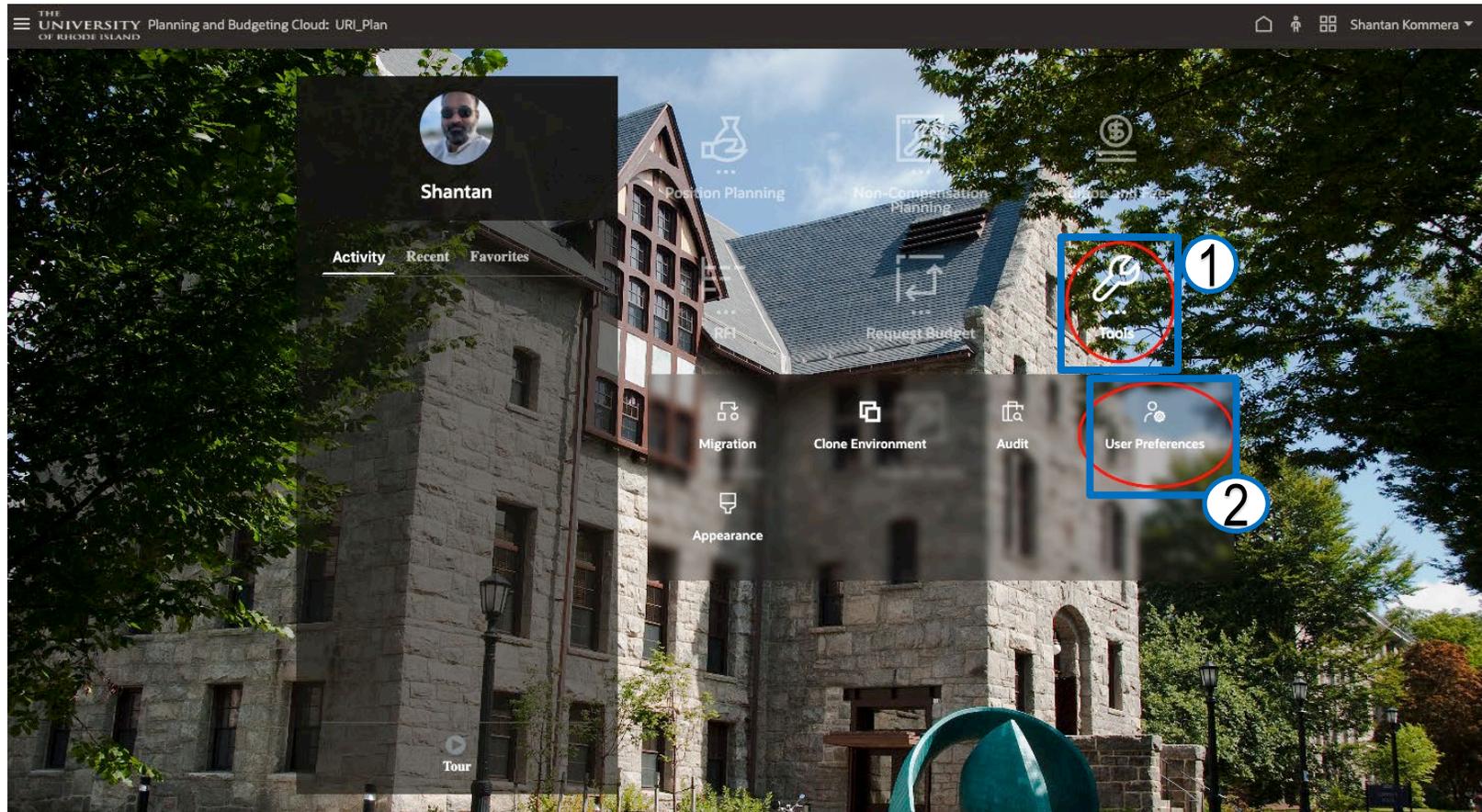
**In Display, select the following options and click Save:**

- Number Formatting:
- Thousands Separator: Comma
  - Decimal Separator: Dot
  - Negative Sign: Parentheses
  - Negative Color: Red

THINK BIG  WE DO<sup>SM</sup>



# Setting User Variables



**User Variables** act as filters in forms, enabling users to only see data and information that are relevant to them

- When you open a form, the members you set as user variables will already be set in the form.

To access Preferences, click the

**Tools** cluster , then

select the **User Preferences**

card .

**THINK BIG**  **WE DO**<sup>SM</sup>

# Setting User Variables

Preferences

- General
- Display
- Notifications
- Ad Hoc Options
- User Variables**
- Reports
- Form Printing

User Variables

Dimension	User Variable	Member
Department	BM College Trail	ENGINEERING (Baseline)
Funds	BM College Trail Fund	
Department	BM College Trail Non-Fund 100	
Department	BM Department	Engineering

Save

**User Variables** act as filters in forms, enabling users to only see data and information that are relevant to them

- When you open a form, the members you set as user variables will already be set in the form.

**User Variables** generally only need to be set once, but they can be changed at any time.

A User Variable table is available on FSP website for further guidance.

95% of user community will set these once and never have to change them.

THINK BIG  WE DO<sup>SM</sup>



# Selecting Members

## Preferences

- General
- Display
- Notifications
- Ad Hoc Options
- User Variables**
- Reports
- Form Printing

### User Variables

Dimension	User Variable	Member	
Department	BM College Trail	ENGINEERING (Baseline)	<input type="button" value="Member Selector"/>
Funds	BM College Trail Fund		<input type="button" value="Member Selector"/>
Department	BM College Trail Non-Fund 100		<input type="button" value="Member Selector"/>
Department	BM Department	Engineering	<input type="button" value="Member Selector"/>

Use for funds 102, 103, 104 only

Member  
Selectors

When setting **User Variables**, select members for all applicable dimensions (departments and funds) for your area. Members can be selected for each dimension by clicking **Member Selector**

It is recommended that User Variables are set at the highest level (college/unit) so the various departments in your college/unit can be selected in the Point of View (POV) on input forms as the allocation is built.

THINK BIG  WE DO<sup>SM</sup>

# Selecting Members

Select a Member

Search Bar

Department  
"Envir. Life Sciences"

Search Department

<input type="checkbox"/> Purchasing Other	<input checked="" type="checkbox"/> <b>Envir. Life Sciences</b>
<input type="checkbox"/> Enrollment Management Other	1106 - Diving Program
<input checked="" type="checkbox"/> <b>Envir. Life Sciences</b>	2000 - Dean Environment& Li...
<input type="checkbox"/> 3230 - Enrollment Management	2001 - Nutrition & Food Sci...
<input type="checkbox"/> New Student Transitions	2002 - Environmt & Nat. Res...
<input type="checkbox"/> Enrollment Services	2003 - Fisheries Animal&Vet...
<input type="checkbox"/> Nursing	2004 - Natural Resources Sc...
<input type="checkbox"/> Administration	2005 - Plant Sciences & Ent...
<input type="checkbox"/> Stud. AFF Conf Office	2007 - Geosciences
<input type="checkbox"/> Residential Life	2008 - Marine Affairs

Hierarchy

Members      Department > Envir. Life Sciences

Members can be selected in two ways from the **Member Selection** window:

- Search Bar
- Hierarchy

THINK BIG  WE DO<sup>SM</sup>



# Selecting Members

Select a Member

Department "Envir. Life Sciences"

Search Department

Purchasing Other	▶	<input checked="" type="checkbox"/> Envir. Life Sciences
Enrollment Management Other	▶	1106 - Diving Program
<input checked="" type="checkbox"/> Envir. Life Sciences	▶	2000 - Dean Environment& Li...
3230 - Enrollment Management	▶	2001 - Nutrition & Food Sci...
New Student Transitions	▶	2002 - Environmt & Nat. Res...
Enrollment Services	▶	2003 - Fisheries Animal&Vet...
Nursing	▶	2004 - Natural Resources Sc...
Administration	▶	2005 - Plant Sciences & Ent...
Stud. AFF Conf Office	▶	2007 - Geosciences
Residential Life	▶	2008 - Marine Affairs

Members [Department > Envir. Life Sciences](#)

When selecting members through a Hierarchy, click on the member so it is highlighted blue and a blue check mark appears to the left of the member name

To select a member, click **OK**

- Note that you are only able to select one member at a time – it is advised you select members at the highest level (ie – Arts & Sciences, not department 2006)

THINK BIG  WE DO<sup>SM</sup>

# Budget Allocation

THINK BIG  WE DO<sup>SM</sup>



# Forms for Budget Allocation Completion – Unrestricted Funds

Trail:

3.0, 3.01 Trails Review Forms (See Descriptions below under Trails Forms – not all are applicable to all areas)

Personnel:

Position Info Input (1.1a by Department or 1.1d by College)

Position Salary Input (1.2a by Department or 1.2b by College)

1.3a To Be Hired Input and 1.3b To be Hired Review Forms (if applicable)

1.4 Graduate Assistants (if applicable)

1.9a and 1.9b Position Review Forms

THINK BIG  WE DO<sup>SM</sup>

# Forms for Budget Allocation Completion – Unrestricted Funds

All Other Expense:

3.1 Unrestricted Funds Input

3.2 Unrestricted Funds Review

3.2a College Unrestricted Funds Review Form

3.7 Total Fund Review

3.8 Budget Completion

THINK BIG  WE DO<sup>SM</sup>

# Forms for Budget Allocation Completion – Restricted

Revenue (Auxiliaries and Enterprises ONLY):

2.2 Auxiliaries and Enterprises Fees (excluding Dining)

2.3 Dining Fees (Dining only)

Personnel (all Restricted):

Position Info Input (1.1a by Department or 1.1d by College)

Position Salary Allocation Input (1.2a by Department or 1.2b by College)

1.3a To Be Hired Input and 1.3b To be Hired Review Forms (if applicable)

1.4 Graduate Assistants (if applicable)

1.9a and 1.9b Position Review Forms

THINK BIG  WE DO<sup>SM</sup>

# Forms for Budget Allocation Completion – Restricted

All Other Expense:

3.5 Other Funds Input

3.6 Other Funds Review

3.7 Total Fund Review

3.8 Budget Completion

THINK BIG  WE DO<sup>SM</sup>

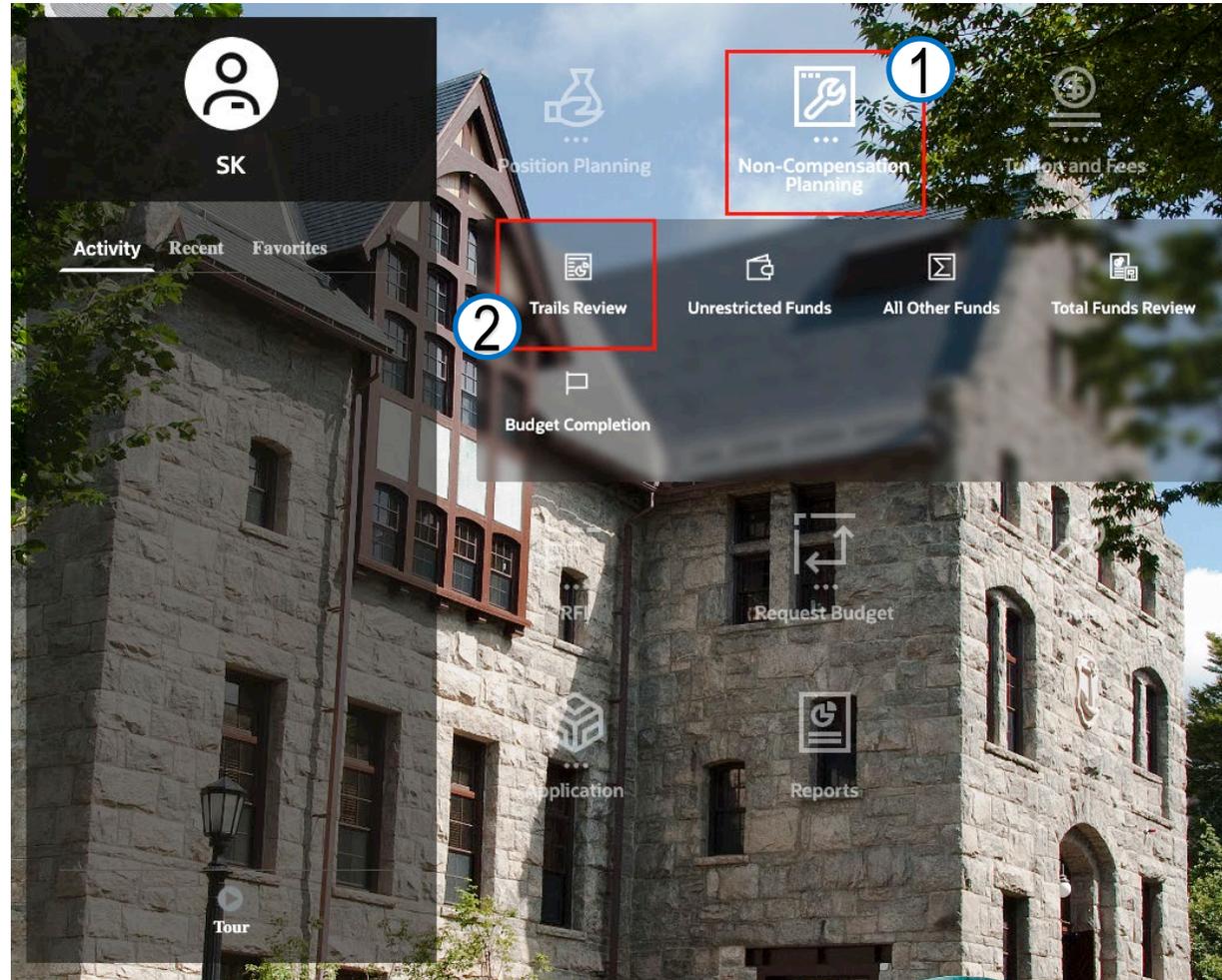
# Trails

THINK BIG  WE DO<sup>SM</sup>



# Trails Review Forms – Unrestricted Funds Only

Funds 100, 102, 103 & 104 Only



Access Trail forms by clicking on the **Non-Compensation Planning Cluster** and then selecting the **Trails Review Card**.

THINK BIG  WE DO<sup>SM</sup>

# Trails Review Form Descriptions

To identify which Trails form(s) may be applicable to your area:

- 3.0 Trails Review – Fund 100 units (inclusive of fees and URI Online)
- 3.01 Trails Review Non-F\_100 – Funds 102,103,104

THINK BIG  WE DO<sup>SM</sup>

# Trails Review Form – *as applicable to your unit*

- CY Baseline Allocation on the trail is the bottom line.
- In FY26, Colleges will see details on the results of the balanced budget exercise, COLA/Fringe estimates, budget model outputs for proportional assessments, aid assessments, and attrition.
- Non colleges will see the results of the balanced budget exercise, COLA and Fringe estimates, and the sum of these three components will be the CY Baseline Allocation.

3.0 Trails Review

Years: FY26 | Version: Working

					BegBalance
RFI	All Other Operating.	100 - Unrestricted Funds	2300 - Dean Engineering	0100 - Budget Control	15,450,000
	Academic Support Assessment	100 - Unrestricted Funds	2300 - Dean Engineering	0100 - Budget Control	1,250,000
	Information Technology Assessment	100 - Unrestricted Funds	2300 - Dean Engineering	0100 - Budget Control	1,000,000
	Facilities & Pub Safety Assessment	100 - Unrestricted Funds	2300 - Dean Engineering	0100 - Budget Control	550,000
	General Administration Assessment	100 - Unrestricted Funds	2300 - Dean Engineering	0100 - Budget Control	15,000,000
	UG Institutional Aid Assessment	100 - Unrestricted Funds	2300 - Dean Engineering	0100 - Budget Control	15,000,000
	Graduate Institutional Aid Assessment	100 - Unrestricted Funds	2300 - Dean Engineering	0100 - Budget Control	2,500,000
	<b>CY Baseline Allocation</b>				<b>51,750,000</b>

← Bottom Line

THINK BIG  WE DO<sup>SM</sup>

# Trails Review and Unrestricted Input Form

3.1 Unrestricted Funds Input

Funds: 100 - Unrestricted Funds | Department: 2300 - Dean Engineering

	FY23	FY24	FY25	FY26				FY26	FY26	FY26	FY26	FY26	FY26	
	Actual	Actual	Total Actual	RFI	Other Adjustments	CY Adjustments	CY Baseline	Allocation Budget	Current Budget v Baseline (\$)	Current Budget v Baseline (%)	Current Budget v PY Actual (\$)	Current Budget v PY Actual (%)	Variance Comments	
	Final	Final	Final	Working	Working	Working	Working	Working	Working	Working	Working	Working	Working	
	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal	BegBalance	Percentage Change	BegBalance	Percentage Change	Comments	

Amounts from the Trails are summarized by account and CFS on the Unrestricted Input Form as reflected above. Click on the + on CY Baseline and CY Adjustments columns to see expanded view. See Trails section below for more information.

THINK BIG  WE DO<sup>SM</sup>

# Position Budgeting

THINK BIG  WE DO<sup>SM</sup>



# Position Budgeting

There are two cards for position budgeting – please chose ONE card based on the following:

- Budget by Department
  - Chose this option if you want to view and budget your positions by individual department in your college
- Budget by College
  - Chose this option if you want to view and budget all positions in your college at one time

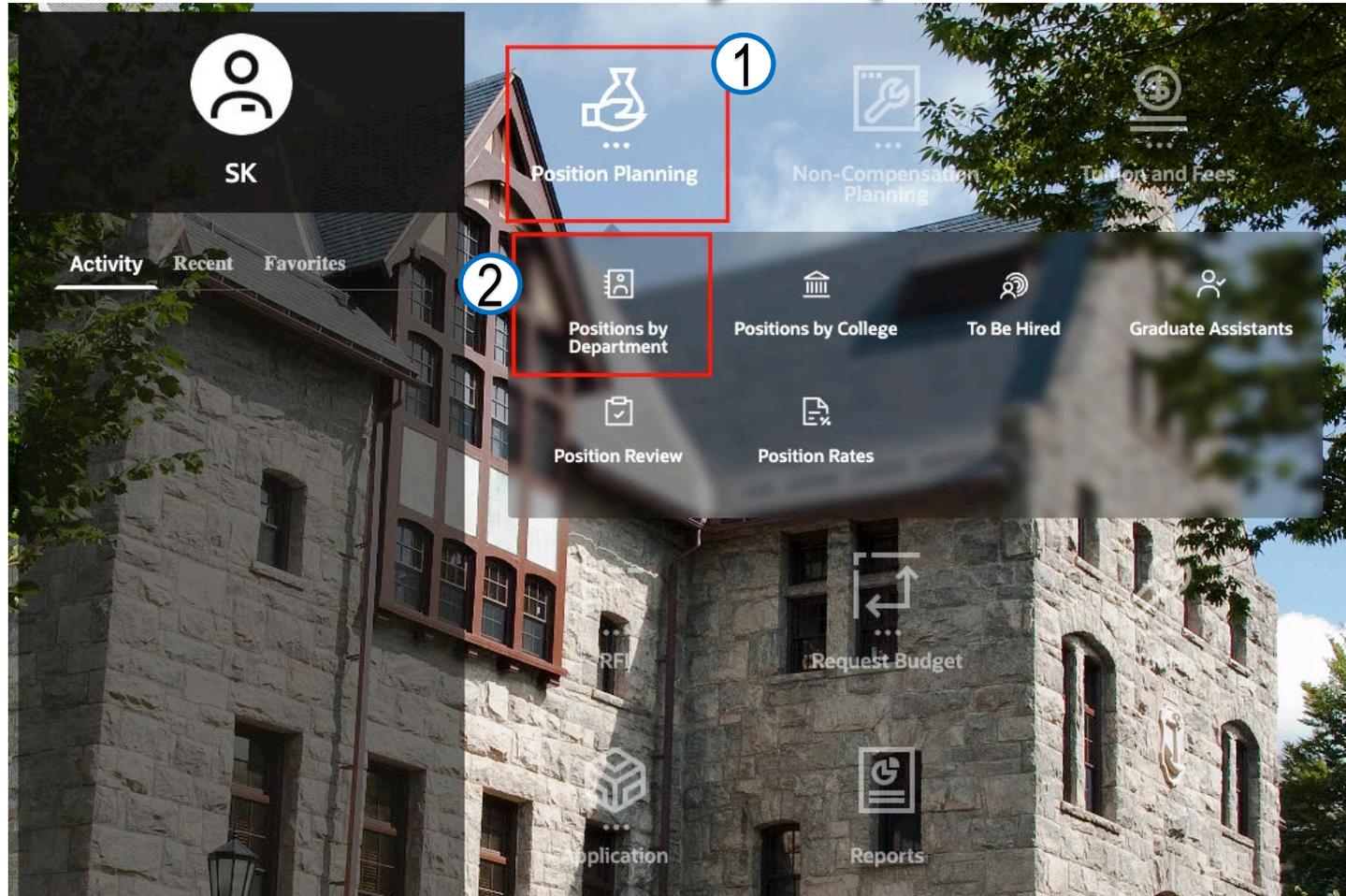
THINK BIG  WE DO<sup>SM</sup>

# Position Budgeting

- Salary distribution for employees charged to a college will appear on the salary distribution forms (1.2a and 1.2b)
  - Salary distribution for all funds will appear (including Funds 401 and 500)
  - These forms are sorted in fund, department, program order
  - An employee charged to multiple funds will appear multiple times
- Positions split with funds 401, 500 and 900 should be budgeted in full
  - Position budgets for funds 401, 500, 900 will not be fed to PeopleSoft

THINK BIG  WE DO<sup>SM</sup>

# Positions by Department



Access position forms by clicking on the **Position Budgeting Cluster** and then selecting the **Positions by Department Card**.

THINK BIG  WE DO<sup>SM</sup>

# 1.1a Position Info

Make sure "Years" = FY26

Remember to click the Save after making any changes

COLA Adjustment will be calculated

Fringe will be calculated based on position type input

Enter **Other Salary Adj** to account for non-COLA salary increases in the current Allocation FY. Add comments to cells in this column if making adjustments.

Enter **PY Adj to Contract Salary** to account for last FY's salary adjustments not yet reflected in PBCS - Do not account for contractual increase here. Add comments to cells in this column if making adjustments.

## 1.1a Position Info

Period BegBalance	Scenario Allocation Budget	Version Working	Funds No Fund	Program No Program	Year FY26	Department 2300 - Dean Engineering	Assign Status Input	Union Input	Position Type Input	Status Input	First Name Input	Last Name Input	Contract Salary	PY Adj to Contract Salary	Salary Base	COLA Adjustment	Other Salary Adj	Total Position Salary	Positions Fringe
							Permanent	ACT	Classified	Filled	My First Name	My Last Name	71,000			1,250		72,250	38,591
							Limited	ACT	Classified	Filled	My First Name	My Last Name				50		68,750	38,591
							Permanent	ACT	Classified	Filled	My First Name	My Last Name				50		72,750	38,591
							Limited	PTAA	Non-Classified	Filled	My First Name	My Last Name				50		76,250	18,758
							Limited	NUNC	Non-Classified	Filled	My First Name	My Last Name				50		69,250	18,758
							Permanent	PSA	Non-Classified	Filled	My First Name	My Last Name				50		74,750	18,758
							Permanent	PSA	Non-Classified	Filled	My First Name	My Last Name				50		75,750	18,758
							Permanent	PTAA	Non-Classified	Filled	My First Name	My Last Name				50		73,250	18,758
							Limited	PSA	Non-Classified	Filled	My First Name	My Last Name	65,500		65,500	1,250		66,750	18,758
							Permanent	NUNC	Non-Classified	Filled	My First Name	My Last Name	66,000	16,024	82,024	1,651		83,675	24,769
							Limited	ACT	Classified	Filled	My First Name	My Last Name	68,500		68,500	1,250		69,750	38,591
							Permanent	PSA	Non-Classified	Filled	My First Name	My Last Name	75,000			1,250		76,250	18,758
							Permanent	ACT	Classified	Filled	My First Name	My Last Name	65,000		65,000			66,250	38,591
							Limited	PSA	Non-Classified	Filled	My First Name	My Last Name	66,000						
							Permanent	NUNC	Non-Classified	Filled	My First Name	My Last Name	69,500						
							Limited	PSA	Non-Classified	Filled	My First Name	My Last Name	69,500						
							Limited	NUNC	Non-Classified	Filled	My First Name	My Last Name	73,000						
							Permanent	PSA	Non-Classified	Filled	My First Name	My Last Name	70,000						
							Limited	NUNC	Non-Classified	Filled	My First Name	My Last Name	67,000						
							Limited	PSA	Non-Classified	Filled	My First Name	My Last Name	65,000						
							Permanent	NUNC	Non-Classified	Filled	My First Name	My Last Name	69,500						
							Limited	NUNC	Non-Classified	Filled	My First Name	My Last Name	65,000		65,000	1,250		66,250	18,758
							Limited	PSA	Non-Classified	Filled	My First Name	My Last Name	65,500		65,500	1,250		66,750	18,758
													1,150,000	16,024	1,166,024	29,151		1,195,175	536,603

Form 1.1a contains data from PeopleSoft HR by PSHR home department

THINK BIG  WE DO<sup>SM</sup>

# 1.2a Position Salary Allocation

Remember to click the **Save** after making any changes

To change **POV** click the **Black Down pointer** ▼

If budgeting in holding, reinvestment or release on Fund 100, **do not** overwrite the accounts from PeopleSoft. See Split Budgeted Account section

For FY26 Allocation, **Faculty must be budgeted in 5206**. Select account 5206 – Non-Class Faculty from the budgeted account drop down

Enter **Budgeted Pay Period for CFS** and **Budgeted % of Total Salary in CFS**. Once you click **SAVE**, the data is fed to the Non-Compensation Input forms

## 1.2a Position Salary Allocation

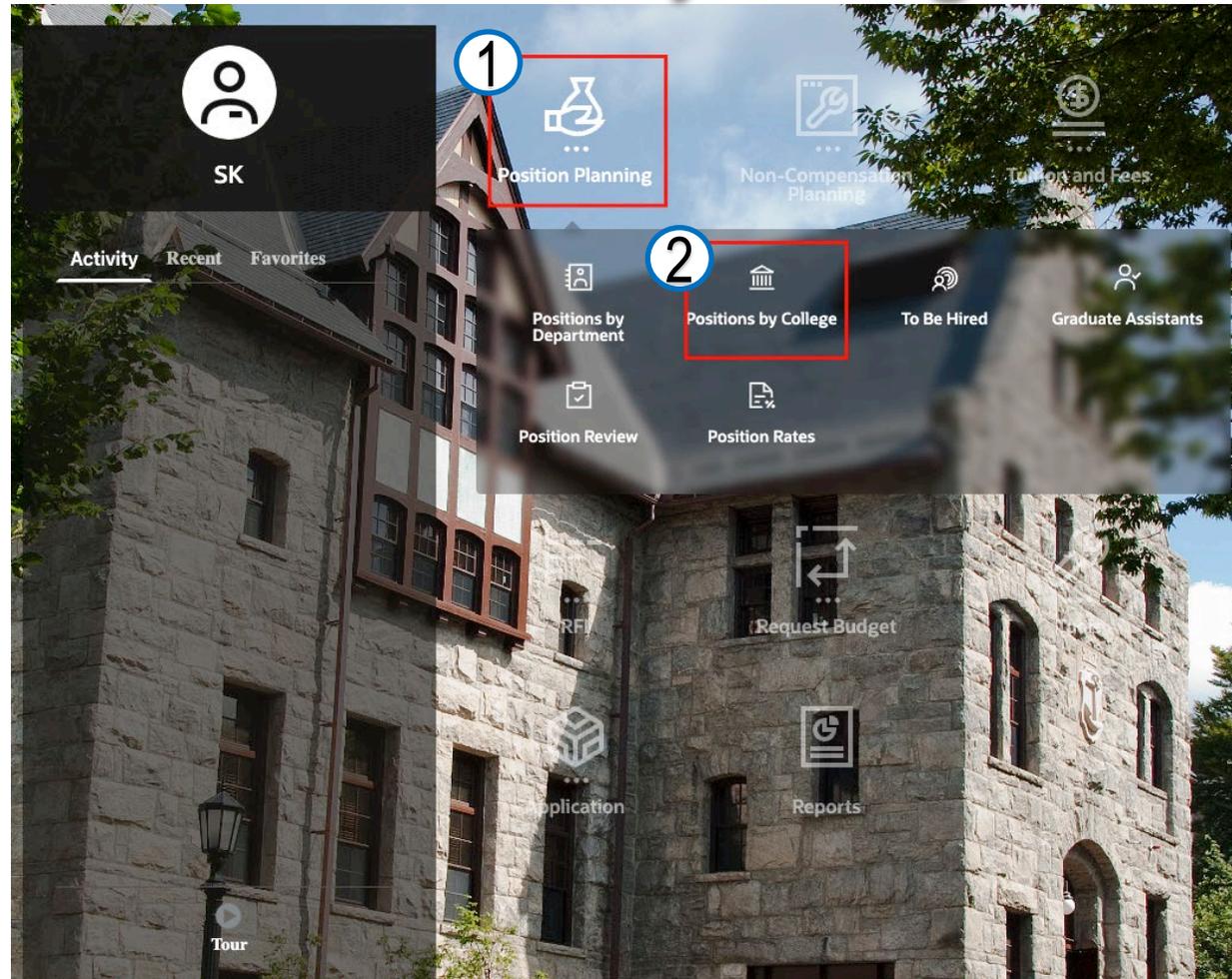
Period	Scenario	Version	Years	Department	Union	Payroll Fund %	Budgeted Account	PP for Position	Budgeted PP for CFS	Budgeted % of Total Salary in CFS	Allocated Salary	Allocated COLA	Total Budgeted Salary	Positions Allocated Fringe
BegBalance	Allocation Budget	Working	FY26	2300 - Dean Engineering	ACT	50%	5210 - Non-Class	26	26	100%	45,529	1,138	46,667	35,140
						50%	5210 - Class	26						
						75%	5210 - Class	26						
					ACT	100%	5210 - Class	26						
					AAUP	9%	5250 - Non-Class	26						
					AAUP	8%	5250 - Non-Class	26						
					PTAA	100%	5250 - Non-Class	26						
					NUNC	98%	5250 - Non-Class	26						
					NUNC	2%	5250 - Non-Class	26						
					NUNC	2%	5250 - Non-Class	26						
					PSA	100%	5250 - Non-Class							
					AAUP	6%	5250 - Non-Class							
					PSA	100%	5250 - Non-Class							
					PSA	45%	5229 - Release							19,510
					PSA	45%	5228 - Holding							19,510
					PTAA	100%	5250 - Non-Class							
					AAUP	1%	5250 - Non-Class							
					PSA	100%	5250 - Non-Class							
					F/B	100%	5250 - Non-Class	26	26	50%	41,846	1,046	42,892	15,699
					NUNC	100%	5250 - Non-Class	26	26	50%	41,846	1,046	42,892	15,699
					ACT	38%	5210 - Class	26						
					ACT	50%	5210 - Class	26						
					ACT	100%	5210 - Class	26						

This form combines data from 1.1a (from PSHR) and salary distribution of all positions charged to your college/unit (as reflected in your POV.) Budgeted PP for CFS and Budgeted % of Total Salary in CFS will be applied to Total Position Salary and Fringe from Form 1.1a

THINK BIG  WE DO<sup>SM</sup>



# Positions by College



Access positions forms by clicking on the **Position Budgeting Cluster** and then selecting the **Positions by College Card**.

THINK BIG  WE DO<sup>SM</sup>

# 1.1d Position Info by College

Positions by Department

Positions by College

To Be Hired

Graduate Assistants

Position Review

Position Rates

Remember to click **Save** after making any changes

**COLA Adjustment** will be calculated

**Fringe** will be calculated based on position type input

## 1.1d Position Info by College

Navigation icons: Home, Print, Refresh, etc.

Period BegBalance	Scenario Allocation Budget	Version Working	Funds No Fund	Program No Program	Years FY26	Input	Position Type Input	Status Input	First Name Input	Last Name Input	Contract Salary	PY Adj to Contract Salary	Salary Base	COLA Adjustment	Other Salary Adj	Total Position Salary	Positions Fringe
2300 - Dean Engineering							Higher Ed Admin Asst II (00000642)	Filled	My First Name	My Last Name	71,000		71,000	1,250		72,250	38,591
							Higher Ed Admin Asst II (00001013)	Filled	My First Name	My Last Name	67,500		67,500	1,250		68,750	38,591
							Senior Scientif Res Grant Asst (00001966)	Filled	My First Name	My Last Name	71,500		71,500	1,250		72,750	38,591
							Writer (00002372)	Filled	My First Name	My Last Name	75,000		75,000	1,250		76,250	18,758
							Dean- Engineering (00002547)	Filled	My First Name	My Last Name	68,000		68,000	1,250		69,250	18,758
							Mgr- Engineering/Business (00002705)	Filled	My First Name	My Last Name	73,500		73,500	1,250		74,750	18,758
							Coord Engine Career Svc/EmpRel (00003946)	Filled	My First Name	My Last Name	74,500		74,500	1,250		75,750	18,758
							Lead Information Technologist (00003899)	Filled	My First Name	My Last Name	72,000		72,000	1,250		73,250	18,758
							AsstDean Div Equity Inclus COE (00004684)	Filled	My First Name	My Last Name	65,500		65,500	1,250		66,750	18,758
							Executive Assistant I (00004391)	Filled	My First Name	My Last Name	66,000	16,024	82,024	1,651		83,675	24,769
							Scientific Research Grant Asst (00006076)	Filled	My First Name	My Last Name	68,500		68,500	1,250		69,750	38,591
							Assnt Dean- Engineering (00006383)	Filled	My First Name	My Last Name	75,000		75,000	1,250		76,250	18,758
								Filled	My First Name	My Last Name	65,000		65,000	1,250		66,250	38,591
								Filled	My First Name	My Last Name	66,000		66,000	1,250		67,250	18,758
								Filled	My First Name	My Last Name	69,500		69,500			69,500	18,758
								Filled	My First Name	My Last Name	69,500		69,500			69,500	18,758
								Filled	My First Name	My Last Name	73,000		73,000			73,000	18,758
								Filled	My First Name	My Last Name	70,000		70,000			70,000	18,758
								Filled	My First Name	My Last Name	67,000		67,000			67,000	18,758
								Filled	My First Name	My Last Name	65,000		65,000			65,000	18,758

Enter **PY Adj to Contract Salary** to account for last FY's salary adjustments not yet reflected in PBCS - Do not account for contractual increase here. Add comments to cells in this column if making adjustments

Enter **Other Salary Adj** to account for non-COLA salary increases in the current Allocation FY. Add comments to cells in this column if making adjustments

Form 1.1a contains data from PeopleSoft HR by PSHR home department

THINK BIG  WE DO<sup>SM</sup>



# 1.2b Position Salary Allocation by College

Remember to click the **Save** button after making any changes

Positions by Department | Positions by College | To Be Hired | Graduate Assistants | Position Review | Position Rates

## 1.2b Position Salary Allocation by College

Period: BegBalance | Scenario: Allocation Budget | Version: Working | Years: FY26

Period	Scenario	Version	Years	Budgeted Account	PP for Position	Budgeted PP for CFS	Budgeted % of Total Salary in CFS	Allocated Salary	Allocated COLA	Total Budgeted Salary	Positions Allocated Fringe
100 - Unrestricted Funds	2300 - Dean Engineering	2230 - Engineering or Clinical Fee		Senior Academic Advisor (00003635)	29 - Release	26	75%	52,007	1,300	53,307	19,510
		2231 - Dedicated Fees incl E/R		Higher Ed Admin Asst II (00000642)	50 - Non-Class	26	100%	45,529	1,138	46,667	35,140
				Senior Academic Advisor (00003946)	50 - Non-Class	26					
				Senior Academic Advisor (00004391)	50 - Non-Class	26	50%	41,846	1,046	42,892	15,699
				Senior Academic Advisor (00006512)	50 - Non-Class	26					
				Senior Academic Advisor (00006855)	50 - Non-Class	26					
				Higher Ed Admin Asst II (00000642)	10 - Class	26					
				Senior Scientif Res Grant Asst (00001966)	10 - Class	26					
				Writer (00002372)	50 - Non-Class	26					
				Mgr- Engineering/Business (00002547)	50 - Non-Class	26					
				Mgr- Engineering/Business (00002705)	50 - Non-Class	26					
				Lead Information Technologist (00003899)	50 - Non-Class	26					
				AsstDean Div Equity Inclus COE (00004684)	50 - Non-Class	26					
				Executive Assistant I (00004391)	50 - Non-Class	26					
				Assnt Dean- Engineering (00006383)	50 - Non-Class	26					

If budgeting in holding, reinvestment or release on Fund 100, **do not** overwrite the accounts from PeopleSoft. See Split Budgeted Account section

For FY26 Allocation, **Faculty must be budgeted in 5206**. Select account 5206 – Non-Class Faculty from the budgeted account drop down

Enter **Budgeted Pay Period for CFS** and **Budgeted % of Total Salary in CFS**. Once you click SAVE, the data is fed to the Non-Compensation Input forms

This form combines data from 1.1d (from PSHR) and salary distribution of all positions charged to your college/unit (as reflected in your POV.)

Budgeted PP for CFS and Budgeted % of Total Salary in CFS will be applied to Total Position Salary and Fringe from Form 1.1d

THINK BIG  WE DO™



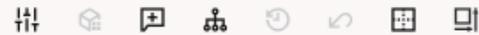
# Split Position CFS (Brand new splits within your College)– Forms 1.2a or 1.2b Position Salary by Department or College

- If a position was split historically, PBCS should already reflect the positions in the appropriate chartfield strings on these forms
- Only follow directions for Splitting Salary Distribution if a brand new split needs to be included in your allocation
- If a unit must include a brand new split with a department to which it does not have access (i.e. another college/unit) you must contact your budget analyst for assistance.

THINK BIG  WE DO<sup>SM</sup>

# Split Position CFS (Brand new splits)– Forms 1.2a by or 1.2b Position Salary by Department or College

## 1.2a Position Salary Allocation



Period	Scenario	Version	Years	Department	
BegBalance	Allocation Budget	Working	FY26	2300 - Dean Engineering	
Higher Ed Admin Asst II (00000642)			100 - Unrestricted Funds	2231 - Dedicated Fees incl F/B	
				0000 - None	
Higher Ed Admin Asst II (00001013)			110 - Unrestricted - Overhead	0000 - None	
Senior Scientif Res Grant Asst (00001966)			100 - Unrestricted Funds	0000 - None	
Professor (00002765)			401 - Foundation	0000 - None	
Professor (00002346)			401 - Foundation	0000 - None	
Writer (00002372)			100 - Unrestricted Funds	0000 - None	
Dean- Engineering (00002547)			100 - Unrestricted Funds	0000 - None	
			401 - Foundation	0000 - None	
Mgr- Engineering/Business (00002705)			100 - Unrestricted Funds	0000 - None	
Professor/Dept Chair (00003644)			401 - Foundation	0000 - None	
Coord Engine Career Svc/EmpRel (00003946)			100 - Unrestricted Funds	2231 - Dedicated Fees incl F/B	

My Last Name	My First Name	Position Title	Uni
My Last Name	My First Name	Dean, Engineering	NUNC
My Last Name	My First Name	Dean, Engineering	NUNC
My Last Name	My First Name	Mgr, Engineering/Business	PSA
My Last Name	My First Name	Professor/Dept Chair	AAUP
My Last Name	My First Name	Coord Engine Career Svc/EmpRel	PSA

- Show All Position Info
- Split Position CFS**
- Split Budget Account
- Edit
- Adjust
- Comments
- Line Item Details
- Lock/Unlock Cells
- Filter

Right click on desired position, and a pop-up box will appear. Choose Split Position CFS

THINK BIG  WE DO<sup>SM</sup>



# Split Position CFS (Brand new splits)– Forms 1.2a by or 1.2b Position Salary by Department or College

Split Position CFS

Complete the runtime prompts

Confirm Position *	"POS_00002547"	Choose Target Department *	"D_2300"
Confirm Source Department *	"D_2300"	Choose Target Fund *	"F_100"
Confirm Source Fund *	"F_100"	Choose Target Program *	"P_0000"
Confirm Source Program *	"P_0000"	Enter Pay Periods for Target CFS *	1

Cancel Launch

Do not change source data

Fill out Target info to reflect the fund, department and program for the new split. Click Launch. A new line will be created for the position.

If a different Target department is selected, you may need to change the POV to see the new split. Remember to change the # of pay-periods for both positions to ensure not more than 26 pp's are budgeted. After clicking Launch you will see the split on form 1.2a or 1.2b. Then, click Save on form 1.2a or 1.2b.

THINK BIG  WE DO<sup>SM</sup>

# Split Budgeted Account

- This functionality will be used when budgeting in accounts 5226, 5228 and 5229 – (ONLY Fund 100 can utilize these accounts in PBCS.)
  - DO NOT simply change the account on the position form!! Data will not flow properly to the non-compensation forms.
  - To split or change the budgeted account to 5226, 5228 and/or 5229, the “Fund” will be aligned with the account automatically.
  - When budgeting a position in account 5226 – Reinvestment, PBCS will return Fund-100 Reinvestment on the Position Allocation forms. The same will apply to account 5228 – Holding and account 5229 – Release time.
  - This will allow the data to flow through to the appropriate account on the Non-Compensation
- For FY26, **Faculty must be budgeted in 5206**. Select account 5206 – Non-Class Faculty from the budgeted account drop down (do not use split budgeted account functionality in this instance)

THINK BIG  WE DO<sup>SM</sup>

# Split Position Account (Brand new splits)– Forms 1.2a by or 1.2b Position Salary by Department or College

## 1.2b Position Salary Allocation by College

⌵ 🏠 📄 👤 🔄 ↶ 📊 🖨️

Period BegBalance	Scenario Allocation Budget	Version Working	Years FY26	Last Name	First Name	Position Title	Union
100 - Unrestricted Funds	2300 - Dean Engineering	2230 - Engineering or Clinical Fee 2231 - Dedicated Fees incl F/B 0000 - None		Senior Academic Advisor (00003635)		Senior Academic Advisor	PSA
				Higher Ed Admin Asst II (00000642)		Higher Ed Admin Asst II	ACT
				Coord Engine Career Svc/EmpRel (00003946)		Coord Engine Career Svc/EmpRel	PSA
				Executive Assistant I (00000651)		Executive Assistant I	NUNC
				Senior Academic Advisor (00006512)		Senior Academic Advisor	PSA
				Senior Academic Advisor (00006855)		Senior Academic Advisor	PSA
				Higher Ed Admin Asst II (00000642)		Higher Ed Admin Asst II	ACT
				Senior Scientif Res Grant Asst (00001966)		Senior Scientif Res Grant Asst	ACT
				Writer (00002372)		Writer	PTAA
				Dean- Engineering (00002547)		Dean, Engineering	NUNC
				Mgr- Engineering/Business (00002705)		Mgr, Engineering/Business	PSA
				Lead Information Technologist (00003899)		Lead Information Technologist	PTAA
				AsstDean Div Equity Includ COE (00004684)		AsstDean Div Equity Includ COE	PSA
				Executive Assistant I (00004391)		Executive Assistant I	NUNC
				Assnt Dean- Engineering (00006383)		Assnt Dean, Engineering	PSA
				Asst Administrative Officer (00006447)		Asst Administrative Officer	ACT
				Dir- Engineering Operations (00006561)		Dir, Engineering Operations	NUNC
				Senior Academic Advisor (00006855)		Senior Academic Advisor	PSA
				Assoc Dean Engineering/AcaAff (00006736)		Assoc Dean Engineering/AcaAff	NUNC
				Coord- COE/Research & Outreach (00006163)		Coord, COE/Research & Outreach	PSA
				Academic Advisor (00007938)		Academic Advisor	PSA

- Split Position CFS
- Split Budgeted Account
- Show All Position Info
- Position Details
- Edit
- Adjust
- Comments
- Line Item Details
- Lock/Unlock Cells
- Filter

Right click on desired position, and a pop-up box will appear. Choose "Split Budgeted Account".

THINK BIG  WE DO<sup>SM</sup>



# Split Budgeted Account

**Split Budgeted Account** 

Complete the runtime prompts

Confirm Source Department * "D_2300" 	Choose Target Program * "P_0000" 
Confirm Source Fund * "F_100" 	Budgeted Account * 5226 - Reinvestment 
Confirm Source Program * "P_0000" 	Select Position * "POS_00004684" 
Choose Target Department * "D_2300" 	

Cancel Launch

Fill out Target department and program and Budgeted Account for the new split. Click Launch. A new line will be created for the position.

Click Launch

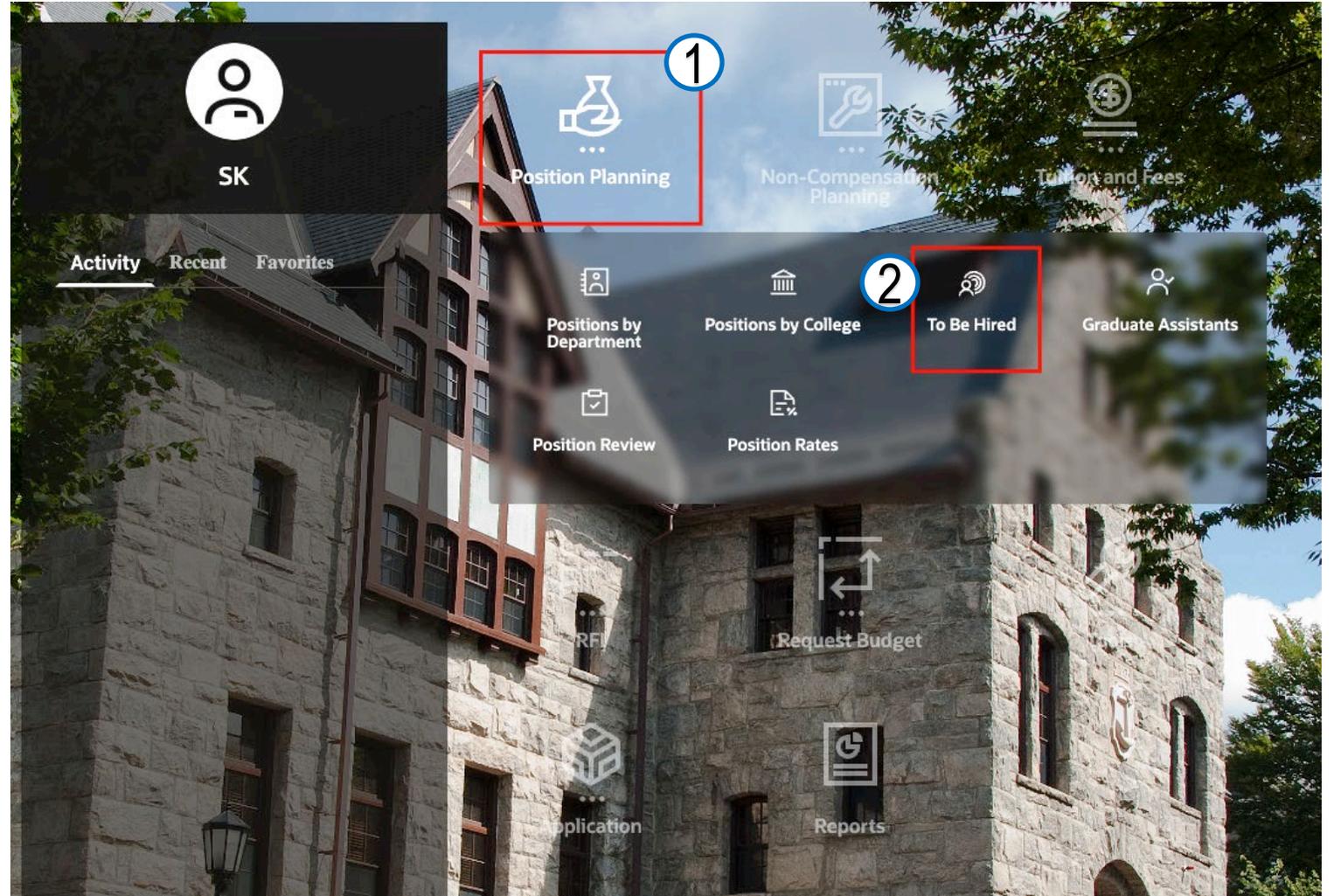
If Reinvestment, Holding or Release budgets need to be re-allocated to other non-state-payroll accounts, you may do so on the Non-Compensation forms. See Non-Compensation Unrestricted (Form 3.1) section below for more information about how to reallocate.

After clicking Launch, you will see the split on form 1.2a or 1.2b. Then, click Save on form 1.2a or 1.2b.

THINK BIG  WE DO<sup>SM</sup>

# 1.3 To Be Hired

Access “To Be Hired” forms by clicking on the **Position Budgeting Cluster** and then selecting the **To Be Hired Card**.



THINK BIG  WE DO<sup>SM</sup>

# 1.3 To Be Hired – Fund 100

To be used for new positions that do not exist in PeopleSoft.

*This form should be used for the majority of **new** positions approved for FY26*

FY26 Allocation – used to reflect attrition estimate (Colleges only)

**1 To Be Hired**

Scenario: Allocation Budget | Version: Working | Years: FY26 ▼

Click **Dropdown** cells to select **Fund, Department, and Program** to change POV

**1.3a To Be Hired**

100 - Holding ▼ | 2300 - Dean Engineering ▼ | 0000 - None ▼

	Position Title Input	Union Input	Position Type Input	Status Input	Budgeted Account	TBH Salary Amt	Total Position Salary	Total Position Fringe
To Be Hired 1	test title	NUNC	Non-Classified	Vacant	5228 - Holding	50,000	50,000	20,300
To Be Hired 2								
To Be Hired 3								
To Be Hired 4								
To Be Hired 5								
To Be Hired 6								

# 1.3 To Be Hired – Fund 100

Important - the fund and account must agree

1 To Be Hired

Scenario: Allocation Budget | Version: Working | Years: FY26

1.3a To Be Hired

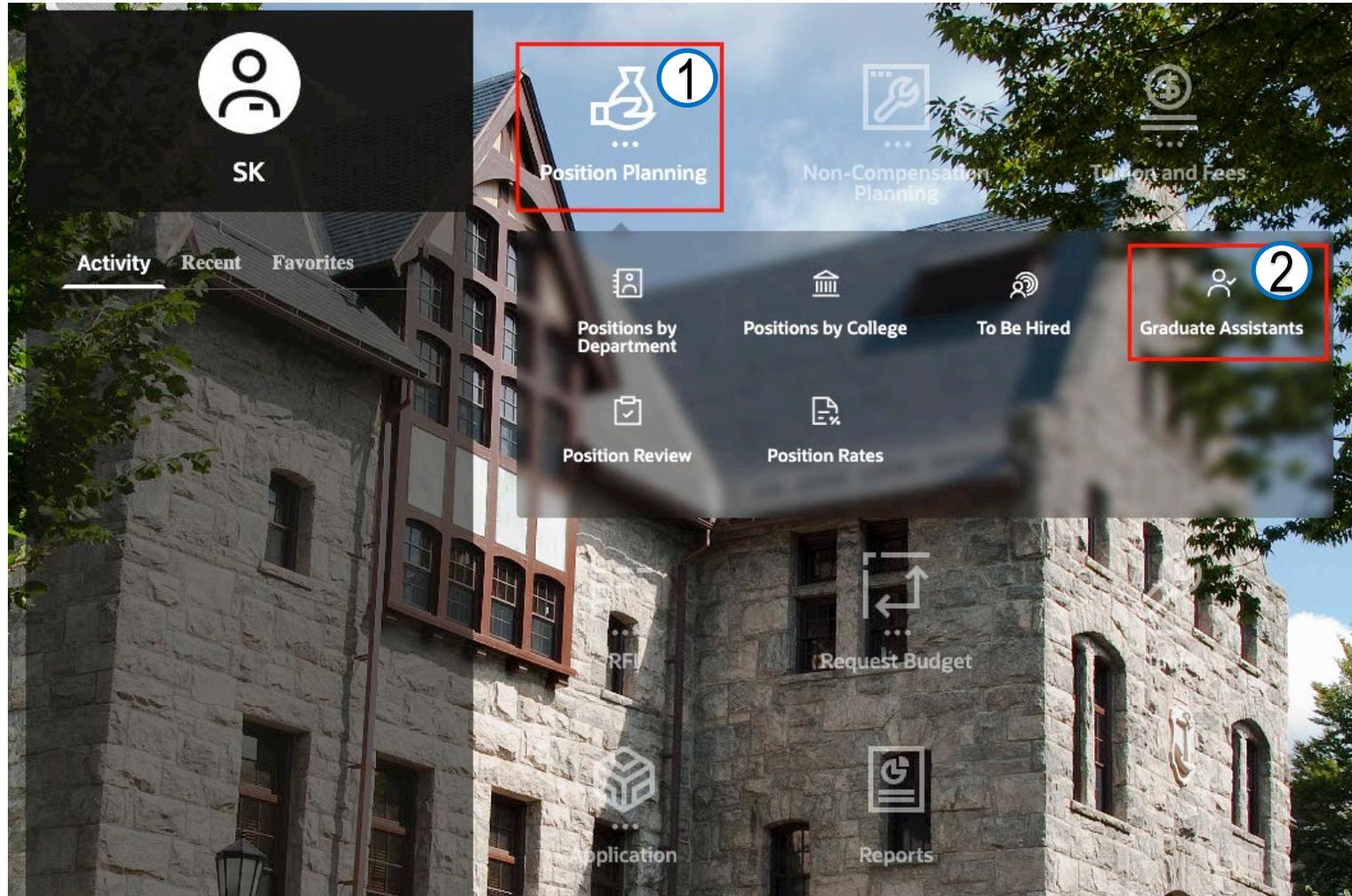
100 - Holding | 2300 - Dean Engineering | 0000 - None

	Position Title Input	Union Input	Position Type Input	Status Input	Budgeted Account	TBH Salary Amt	Total Position Salary	Total Position Fringe
To Be Hired 1	test title	NUNC	Non-Classified	Vacant	5228 - Holding	50,000	50,000	20,300
To Be Hired 2								
To Be Hired 3								
To Be Hired 4								
To Be Hired 5								
To Be Hired 6								

Acct = Fund  
 5226 = 100 Reinvestment  
 5228 = 100 Holding  
 5229 = 100 Release  
 5210, 5250 = 100 Unrestricted Funds



# 1.4 Graduate Assistants



Access Graduate Assistant forms by clicking on the **Position Budgeting Cluster** and then selecting the **Graduate Assistants Card**.

THINK BIG  WE DO<sup>SM</sup>

# 1.4 Graduate Assistants

1.4 Graduate Assistants

Period: BegBalance | Scenario: Allocation Budget | Version: Working | Years: FY26 | Funds: 101 - Unrestricted Self Supporting | Department: 2300 - Dean Engineering | Program: 0000 - None

	Position FTE	Graduate Assistant Stipends - 5252	Graduate Research Assistant Stipends - 5253	Total GA & GRA Stipends	Total Fringe	Graduate Tuition Waiver - 6584	Total GA Fee - 6583	Total Tuition/Fees
Grad Assistant Level 1 AY								
Grad Assistant Level 2 AY								
Grad Assistant Level 3 AY								
<b>Graduate Assistants</b>								
Grad Research Assistant Level 1 AY InState								
Grad Research Assistant Level 1 AY OutofState								
Grad Research Assistant Level 1 AY Regional								
Grad Research Assistant Level 2 AY InState	1		24,481	24,481	4,553	16,530	623	17,153
Grad Research Assistant Level 2 AY OutofState								
Grad Research Assistant Level 2 AY Regional								
Grad Research Assistant Level 3 AY InState								
Grad Research Assistant Level 3 AY OutofState								
Grad Research Assistant Level 3 AY Regional								
Grad Research Assistant Level 1 SUM								
Grad Research Assistant Level 2 SUM								
Grad Research Assistant Level 3 SUM								
<b>Graduate Research Assistants</b>	1		24,481	24,481	4,553	16,530	623	17,153
<b>Graduate Student Positions</b>	1		24,481	24,481	4,553	16,530	623	17,153

Remember to click the **Save** button after making any changes

Notice GA titles on the top and GRA titles below.

Enter **Position FTE**

Any changes to Grad Assistant FTEs must be performed on this form. Stipends and waivers will calculate accordingly (see guidelines for information on grad planning values) Inputs will move to the appropriate input and review forms upon **Save**.

THINK BIG  WE DO<sup>SM</sup>

# Position Related Comments

PBCS gives users the ability to add cell comments. Please use the following columns to add comments related to positions:

Position Input (Forms 1.1a, 1.1d) – “PY Adj to Contract Salary”, “Other Salary Adj”

Position Salary Allocation (Forms 1.2a, 1.2b) – “Budgeted PP for CFS”, “Budgeted % of Total Salary in CFS)

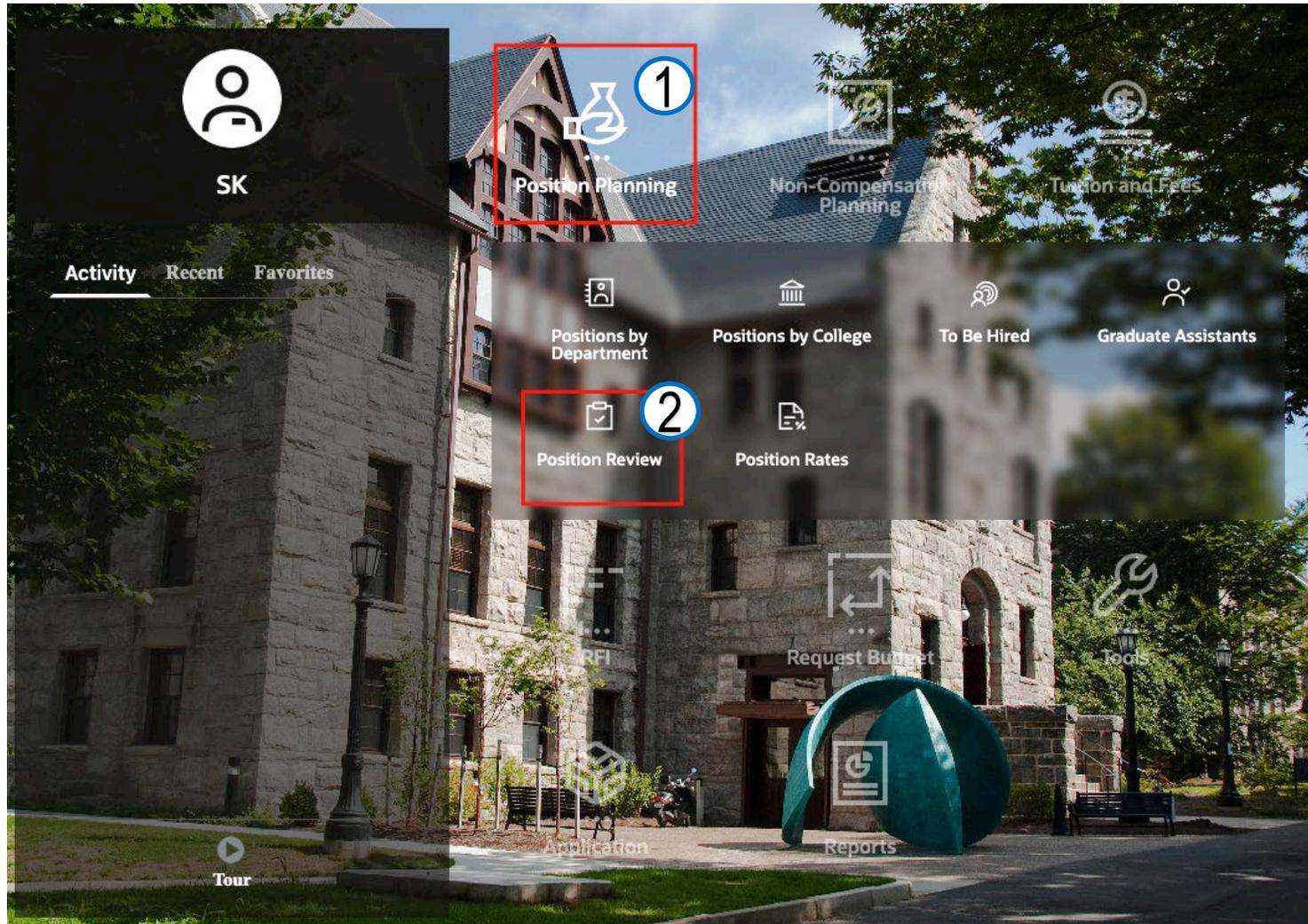
To Be Hired (Form 1.3a) – place notes in the Position Title Input section after the title

Graduate Assistants (Form 1.4) – “Position FTE”

To Add a Comment, select the cell in the appropriate column, right click and select Comments. Enter your comments in the box provided and click post.

THINK BIG  WE DO<sup>SM</sup>

# 1.9a, 1.9b Position Review Forms



To access Position Review:

- Click **Position Planning Cluster** and then select **Position Review**

THINK BIG  WE DO<sup>SM</sup>

# 1.9a Review by Position

## 1.2a Position Salary Allocation

Period BegBalance	Scenario Allocation Budget	Version Working	Years FY26	Department 2300 - Dean Engineering	Position Title	Union	Payroll Fund %	Budgeted Account	PP for Position	Budgeted PP for CFS	Budgeted % of Total Salary in CFS	Allocated Salary	Allocated COLA	Total Budgeted Salary	Positions Allocated Fringe			
					Higher Ed Admin Asst II (00000642)	100 - Unrestricted Funds	2231 - Dedicated Fees incl F/B	Higher Ed Admin Asst II	ACT	50%	5210 - Class	26	26	50%	22,500	900	23,400	16,448
							0000 - None	Higher Ed Admin Asst II	ACT	50%	5210 - Class	26	26	50%	22,500	900	23,400	16,448
					Higher Ed Admin Asst II (00001013)	100 - Unrestricted Funds	0000 - None	Higher Ed Admin Asst II	ACT	75%	5210 - Class	26						

Review form of all funds broken down by positions

THINK BIG  WE DO<sup>SM</sup>

# 1.9b Review by Fund

## 1.9b Review by Fund



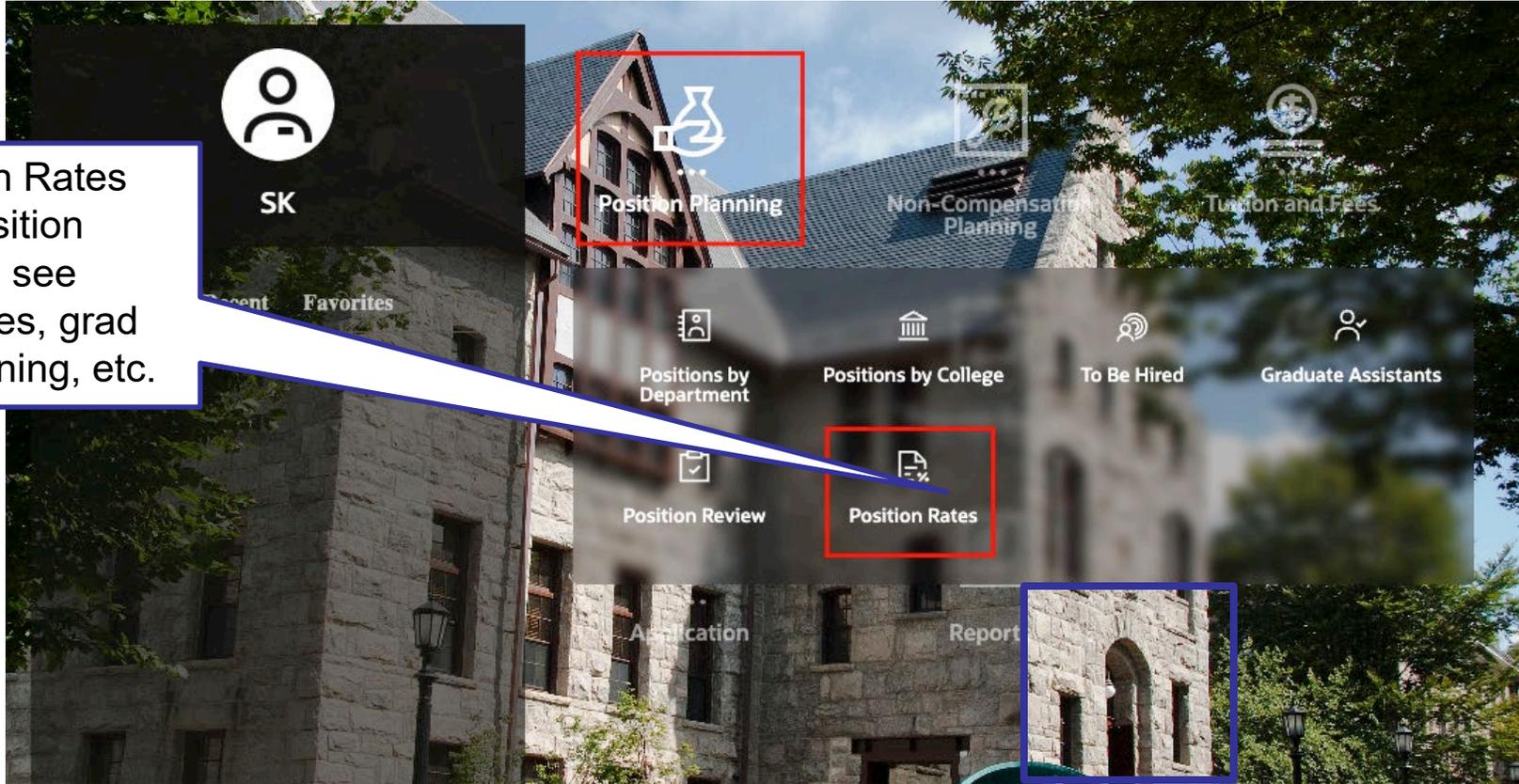
Scenario	Version	Years		Allocated Salary	Allocated COLA	Allocated Fringe				
Allocation Budget	Working	FY26								
100 - Unrestricted Funds	2300 - Dean Engineering	4159 - Aldrich Hall	To Be Hired Positions	210,000		85,125				
			Graduate Student Positions	23,287		8,663				
			<b>All Positions</b>	<b>233,287</b>		<b>93,788</b>				
		2230 - Engineering or Clinical Fee	Existing Positions	52,007	1,300	19,510				
			<b>All Positions</b>	<b>52,007</b>	<b>1,300</b>	<b>19,510</b>				
		2231 - Dedicated Fees incl F/B	Existing Positions	87,375	2,184	50,839				
			<b>All Positions</b>	<b>87,375</b>	<b>2,184</b>	<b>50,839</b>				
		0000 - None	Existing Positions	41,846	1,046	15,699				
			Graduate Student Positions	46,574		17,326				
			<b>All Positions</b>	<b>88,420</b>	<b>1,046</b>	<b>33,024</b>				
2302 - Civil&EnvironmentalEngineering	0000 - None	Existing Positions	116,718	2,918	43,787					
		<b>All Positions</b>	<b>116,718</b>	<b>2,918</b>	<b>43,787</b>					
2304 - Mechanical Engineering	0000 - None	Graduate Student Positions	23,287		8,663					
		<b>All Positions</b>	<b>23,287</b>		<b>8,663</b>					
100 - Holding	2300 - Dean Engineering	2230 - Engineering or Clinical Fee	Existing Positions	52,007	1,300	19,510				
			<b>All Positions</b>	<b>52,007</b>	<b>1,300</b>	<b>19,510</b>				
		0000 - None	To Be Hired Positions	-5,000,000		-1,830,000				
		<b>All Positions</b>	<b>-5,000,000</b>		<b>-1,830,000</b>					
101 - Unrestricted Self Supporting	2300 - Dean Engineering	0000 - None	Graduate Student Positions	24,481		4,553				
			<b>All Positions</b>	<b>24,481</b>		<b>4,553</b>				
105 - Service Centers	2300 - Dean Engineering	4159 - Aldrich Hall	Graduate Student Positions	24,481		9,107				
			<b>All Positions</b>	<b>24,481</b>		<b>9,107</b>				
All Funds	Engineering	All Programs	All Positions	-4,322,419	6,026	234,806				

Review form of all funds with programs populated with positions

THINK BIG  WE DO<sup>SM</sup>

# Position Rates

Access the Position Rates Card under the Position Planning Cluster to see Pooled position rates, grad rates used for planning, etc.



THINK BIG  WE DO<sup>SM</sup>

# Position Rates

0.1 Global Fringe Rates

Version: Working, Department: No Department, Funds: No Fund, Program: No Program, Position: No Position, Scenario: Allocation Budget, Years: FY26

	BegBalance
Global Fringe Rates	
Faculty	36.6%
Classified	75.3%
Non-Classified	36.6%

Access the vertical menu to see additional position rates used in planning

THINK BIG  WE DO<sup>SM</sup>

## Positions – Read Only by 4:30PM at the cut off Date

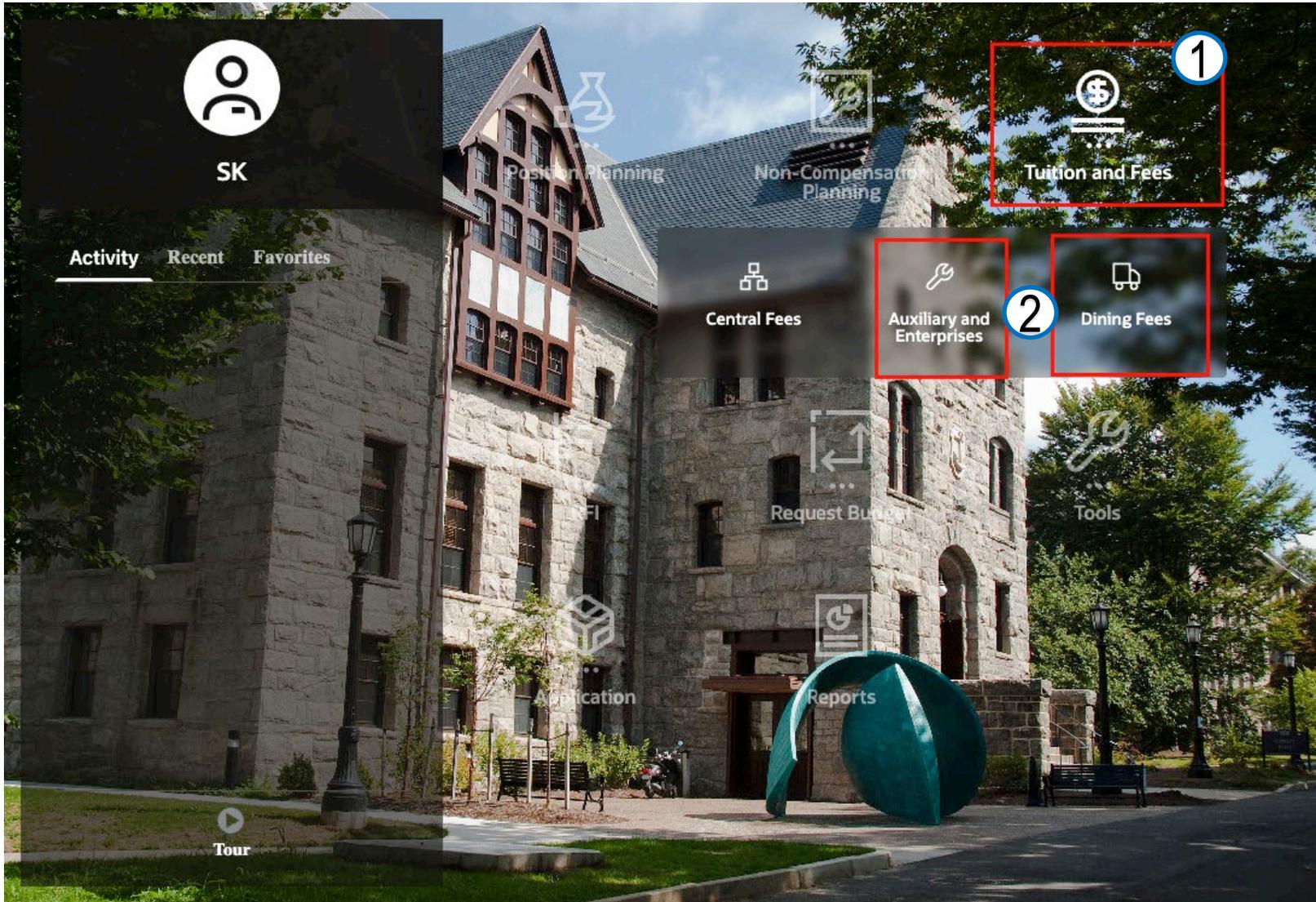
- Position budgeting (including grads) will be turned off and changed to “Read Only”
- Will aid with units where positions or salary distribution are shared between different college/units
- Coordinate with college/units with which you share positions – vacation schedules
- Salaries need to be static at some point during the budgeting process so a unit can balance bottom line

THINK BIG  WE DO<sup>SM</sup>

# Revenue and Expense (non-position) Budgeting

THINK BIG  WE DO<sup>SM</sup>

# Revenue (Auxiliaries and Enterprises Only)



To access Auxiliary and Enterprises, and Dining Fees forms:

- Click on the **Tuition and Fees Cluster** and then select either the **Auxiliaries and Enterprises Card**, or the **Dining Fees Card**.

# 2.2 Auxiliaries and Enterprises Fees

2.2 Auxiliaries and Enterprises Fees

Period: BegBalance | Funds: No Fund

	FY26 Working Allocation Budget				FY26 Working Allocation Budget		
	Fall Enroll	Spring Enroll	Total Participation	Budgeted Fee Amount	Fee Increase/Decrease %	Aux/Ent Fee Amount	Total Fee Revenue
	5200 - HRL Business Operations						
Single Space	500		500	5,022		5,022	2,511,000
Single Space (RA's)	100		100	4,673		4,673	467,300
Double Space (2-residents)				4,646		4,646	
Double Space (1-resident)				6,245		6,245	
Double Space (RA `s)				4,673		4,673	
True Triple				4,646		4,646	
Double Space (3-residents)				3,717		3,717	
<b>Traditional Halls</b>	<b>600</b>		<b>600</b>	<b>33,622</b>		<b>33,622</b>	<b>2,978,300</b>
Four Single Bedroom Apt	100		100	6,035		6,035	603,500
Five Single Bedroom Apt				6,035		6,035	
Ten Single Bedroom Apt				6,035		6,035	
RA Single Apt				4,673		4,673	
<b>Garrahy and Wiley Halls</b>	<b>100</b>		<b>100</b>	<b>22,778</b>		<b>22,778</b>	<b>603,500</b>
Five Bedroom Suite				5,788		5,788	
Ten Bedroom Suite				5,659		5,659	
Two Double Bedroom Suite				5,451		5,451	
RA Single Suite				4,673		4,673	
<b>Eddy Hall</b>				<b>21,571</b>		<b>21,571</b>	
Large Double				4,970		4,970	

Enter **Fall and Spring Enroll** totals in the two left-most columns (white cells)

Remember to click the **Save** button after making any changes

**Total Fee Revenue** will calculate automatically

Upon clicking save, revenue amounts will transfer to the Input and Review forms (Forms 3.5 and 3.6)

THINK BIG  WE DO<sup>SM</sup>

# 2.3 Dining Fees

## 2.3 Dining Fees

Remember to click the **Save** button after making any changes

Enter **Fall and Spring Enroll** totals

Actions Save

Department	Period	Funds	FY26				FY26			
5300 - Dining Board Operations	BegBalance	No Fund	Allocation Budget		Allocation Budget	Allocation Budget	Allocation Budget			
			Working		Working	Working	Working			
	Fall Enroll	Spring Enroll	Total Participation	Fee Amount	Gross Dining Revenue	Combo Meal Transfer Fall	Combo Meal Transfer Spring	Dinner Board Transfer	Cash Operations Transfer	Ram Cash Sales Transfer Fall
Flex 50 (Apartment/Commuter)	800	750	1,550	450	697,500	-100,000				
Flex 100 (Apartment/Commuter)	800	750	1,550	850	1,317,500		-2,000			
Unlimited Standard Plan	800	750	1,550	2,800	4,340,000					
Unlimited Plus Plan	800	750	1,550	2,975	4,611,250					
Unlimited Complete Plan	800	750	1,550	3,200	4,960,000					
Flex 150 (Apartment/Commuter)	800	750	1,550	1,200	1,860,000					
<b>▼ Campus Dining Fees</b>	<b>4,800</b>	<b>4,500</b>	<b>9,300</b>	<b>11,475</b>	<b>106,717,500</b>	<b>-100,000</b>	<b>-2,000</b>	<b>-3,000</b>		

Enter **Transfer** totals as a negative amount in the appropriate column

Upon clicking save, revenue amounts will transfer to the Input and Review forms (Forms 3.5 and 3.6)

THINK BIG  WE DO<sup>SM</sup>

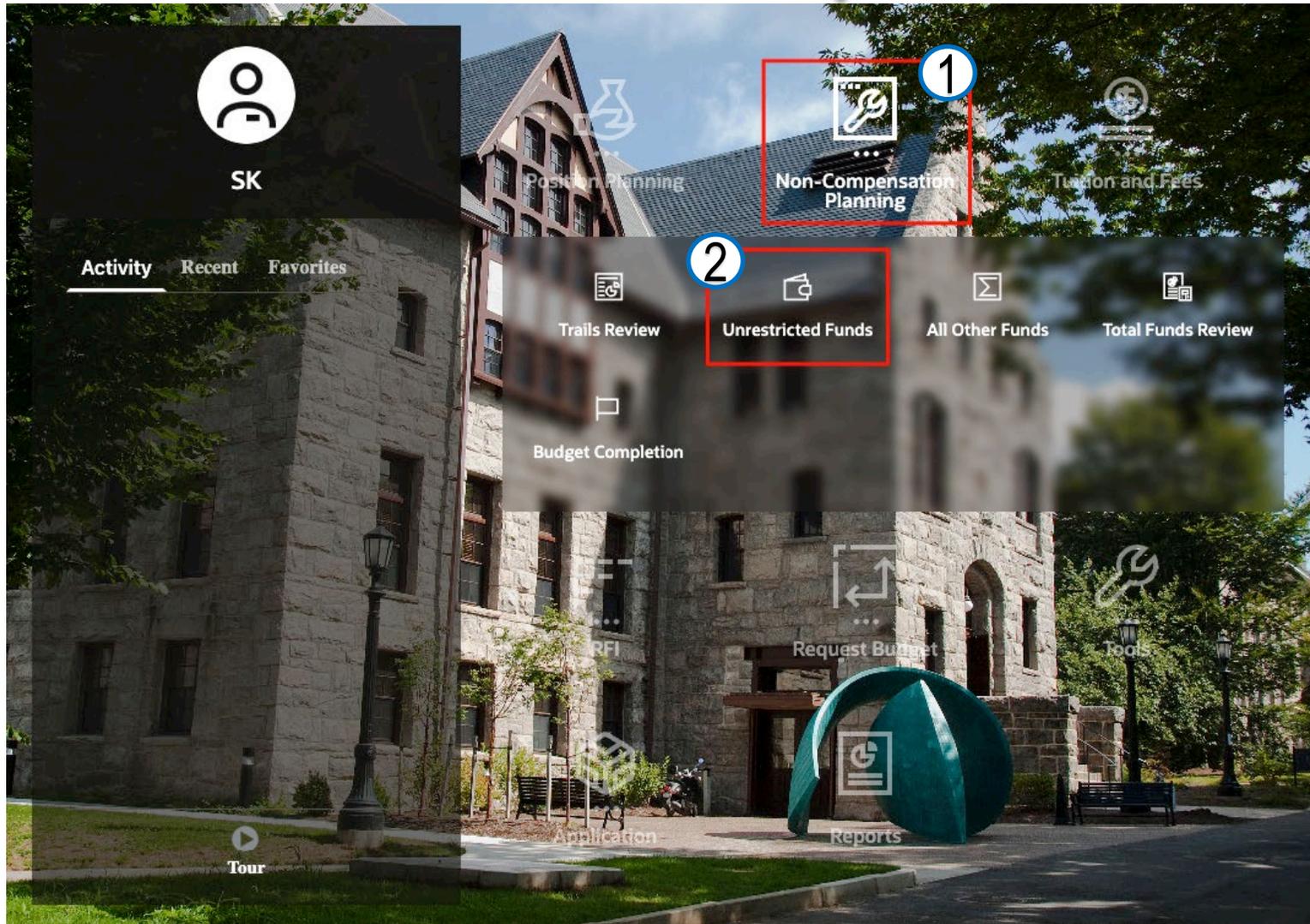


# All Other Restricted Revenue

- All Revenue for Restricted Funds (excluding Aux/Ent specific fees) is budgeted using Form 3.5- Other Funds Input (see detailed slides below)
- Fund 110 should look at the RFI column on 3.5 to find the revenue amount to budget

THINK BIG  WE DO<sup>SM</sup>

# All Other Expense - Unrestricted



The Unrestricted Funds form will be used to input budgets for all unrestricted funds. It is suppressed and will only show alpha accounts that have historical data.

To access Unrestricted Funds:

- Click on **Non-Compensation Planning Cluster** and then select **Unrestricted Funds Card**

THINK BIG  WE DO<sup>SM</sup>

# 3.1 Unrestricted Funds Input

Remember to click **Save** after making any changes

To change **POV**

Trails Review Unrestricted Funds All Other Budget Completion

### 3.1 Unrestricted Funds Input

Funds: 100 - Unrestricted Funds Department: 2300 - Dean Engineering

	FY23	FY24	FY25	FY26	FY26	FY26	FY26	FY26	FY26	FY26	
	Actual	Actual	Total Actual	CY Baseline	Allocation Budget	Current Budget v Baseline (\$)	Current Budget v Baseline (%)	Current Budget v PY Actual (\$)	Current Budget v PY Actual (%)	Variance	Comments
	Final	Final	Final	Working	Working	Working	Working	Working	Working	Working	Working
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	BegBalance	Percentage Change	BegBalance	Percentage Change	Comments	
4159 - Aldrich Hall State Payroll Classified.					70,000	70,000		70,000			
2231 - Dedicated Fees incl F/B State Payroll Classified.	22,051	22,900	13,235					-13,235	-100%		
0000 - None State Payroll Classified.	113,097	129,561	92,103					-92,103	-100%		
2230 - Engineering or Clinical Fee State Payroll Nonclassified.	29,366	30,443	21,867					-21,867	-100%		
2231 - Dedicated Fees incl F/B State Payroll Nonclassified.	158,704	167,834	121,118		42,892	42,892		-78,226	-64.59%		
0000 - None State Payroll Nonclassified.	1,129,332	1,132,692	909,767		42,892	42,892		-866,875	-95.29%		
2231 - Dedicated Fees incl F/B State Non Class Faculty Salaries					46,667	46,667		46,667			
4159 - Aldrich Hall Fringe Acct from Pers					93,788	93,788		93,788			
2230 - Engineering or Clinical Fee Fringe Acct from Pers	10,700	10,809	7,619		19,510	19,510		11,891	156.08%		
2231 - Dedicated Fees incl F/B Fringe Acct from Pers	66,966	72,493	48,889		50,839	50,839		1,950	3.99%		
0000 - None Fringe Acct from Pers	486,465	512,849	428,653		33,024	33,024		-395,629	-92.30%		
4159 - Aldrich Hall Grad Assistants.					23,287	23,287		23,287			
0000 - None Grad Assistants.					46,574	46,574		46,574			
2230 - Engineering or Clinical Fee Student Help.	1,764										
2231 - Dedicated Fees incl F/B Student Help.		4,797	895					-895	-100%		
0000 - None Student Help.								-592	-100%		
2230 - Engineering or Clinical Fee Overtime and Holiday Pay.	53	94	592								
2517 - Diversity Program Other Int Payroll.	0										
0000 - None Student Help.		284	500					-500	-100%		
0000 - None Student Help.			12,277					-7,426	-100%		
0000 - None Student Help.			135					-135	-100%		
0000 - None Student Help.			420					-4,316	-100%		
0000 - None Student Help.	39,232	25,872	8,625					-3,395	-100%		
0000 - None Student Help.	10,359										
0000 - None Student Help.	4,725	5,000	10,000					-7,000	-100%		
0000 - None Student Help.		15									

Enter **Variance Comments** in comments column

Expenses will be budgeted in the ORG/budget checking categories (actuals hit numeric account codes in PS)

Enter **Allocation Budget** in Working column in white cells available for input (exception – do not input Student Aid Grad on form 3.1. This is populated with inputs on form 1.4)

THINK BIG WE DO



# 3.2 Unrestricted Funds Review

## 3.2 Unrestricted Funds Review Form

Inputs from form 3.1 and Position, Grad input forms displayed

Funds	FY23	FY24	FY25	FY25	FY26	FY26	FY26	FY26	FY26	FY26
100 - Unrestricted Funds										
Department Engineering										
Program All Programs										
	Actual	Actual	Total Actual	Revised Budget	Allocation Budget	Current Budget v Baseline (\$)	Current Budget v Baseline (%)	Current Budget v PY Actual (\$)	Current Budget v PY Actual (%)	Variance Comments
	Final	Final	Final	Final	Working	Working	Working	Working	Working	Working
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	BegBalance	Percentage Change	BegBalance	Percentage Change	Comments
State Payroll Classified.	471,106	516,294	341,746	455,365	70,000	70,000		-271,746	-79.52%	
State Payroll Nonclassified.	10,978,369	11,374,078	8,573,279	12,461,843	85,784	85,784		-8,487,495	-99.00%	
5206 - Faculty Salaries										
5206 - Faculty Salaries from Pers					166,303	166,303		166,303		
5206 - Faculty Salary Adjustment					20,000	20,000		20,000		
<b>State Non Class Faculty Salaries</b>					<b>186,303</b>	<b>186,303</b>		<b>186,303</b>		
<b>State Non Class Faculty</b>					<b>186,303</b>	<b>186,303</b>		<b>186,303</b>		
5226 - Reinvestment			368,931							
5226 - Reinvestment from Pers										
5226 - Reinvestment Adjustment										
<b>Reinvestment.</b>										
<b>Reinvestment</b>				<b>368,931</b>						
5228 - Holding Account				56,642						
5228 - Holding Acct from Pers					-4,946,693	-4,946,693		-4,946,693		
5228 - Holding Acct Adjustment										
<b>Holding.</b>					<b>-4,946,693</b>	<b>-4,946,693</b>		<b>-4,946,693</b>		
<b>Holding</b>				<b>56,642</b>	<b>-4,946,693</b>	<b>-4,946,693</b>		<b>-4,946,693</b>		
5229 - Release Time				-1						
5229 - Release Time from Pers										
5229 - Release Time Adjustment										
<b>Release Time.</b>										
<b>Release Time</b>				<b>-1</b>						
Fringe Acct from Pers	4,246,019	4,533,534	3,434,218	3,330,648	249,611	249,611		-3,184,608	-92.73%	
Fringe Acct Adjustment										

Overall review of Unrestricted Funds from previous fiscal years to current year

THINK BIG  WE DO<sup>SM</sup>



# 3.2a College Unrestricted Funds Review Form

Trails Review | Unrestricted Funds | All Other Funds | Total Funds Review | Budget Completion

## 3.2a College Unrestricted Funds Review Form

Funds: 100 - Unrestricted Funds | Department: 2300 - Dean Engineering | Program: All Programs

	FY23	FY24	FY25	FY25	FY26	FY26	FY26	FY26	FY26	FY26	FY26
	Actual	Actual	Total Actual	Revised Budget	CY Baseline	Allocation Budget	Current Budget v Baseline (\$)	Current Budget v Baseline (%)	Current Budget v PY Actual (\$)	Current Budget v PY Actual (%)	Variance Comments
	Final	Final	Final	Final	Working	Working	Working	Working	Working	Working	Working
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	BegBalance	Percentage Change	BegBalance	Percentage Change	Comments
4255 - Engineering Fee	1,622,826	1,581,438	1,639,259	1,637,437	10,000,000		-10,000,000	-100%	-1,639,259	-100%	
<b>Student Tuition and Fees</b>	<b>1,622,826</b>	<b>1,581,438</b>	<b>1,639,259</b>	<b>1,637,437</b>	<b>10,000,000</b>		<b>-10,000,000</b>	<b>-100%</b>	<b>-1,639,259</b>	<b>-100%</b>	
4900 - Undergrad Tutition Resources					35,000,000		-35,000,000	-100%			
4901 - Graduate Tutition Resources					5,000,000		-5,000,000	-100%			
4902 - Summer/Winter Tutition Resource					250,000		-250,000	-100%			
4903 - Subvention					1,500,000		-1,500,000	-100%			
<b>IBB Resources</b>					<b>41,750,000</b>		<b>-41,750,000</b>	<b>-100%</b>			
<b>Total Revenues</b>	<b>1,622,826</b>	<b>1,581,438</b>	<b>1,639,259</b>	<b>1,637,437</b>	<b>51,750,000</b>		<b>-41,750,000</b>	<b>-100%</b>	<b>-1,639,259</b>	<b>-100%</b>	
State Payroll Classified.	135,148	152,462	105,338	142,612		70,000	70,000		-35,338	-33.55%	
State Payroll Nonclassified.	1,317,402	1,330,968	1,052,752	1,562,970		85,784	85,784		-966,968	-91.85%	
5206 - Faculty Salaries from Pers						46,667	46,667		46,667		
<b>State Non Class Faculty Salaries</b>						<b>46,667</b>	<b>46,667</b>		<b>46,667</b>		
<b>State Non Class Faculty</b>						<b>46,667</b>	<b>46,667</b>		<b>46,667</b>		
5228 - Holding Account				20,000							
5228 - Holding Acct from Pers							-4,946,693	-4,946,693		-4,946,693	
<b>Holding.</b>							<b>-4,946,693</b>	<b>-4,946,693</b>		<b>-4,946,693</b>	
<b>Holding</b>				<b>20,000</b>			<b>-4,946,693</b>	<b>-4,946,693</b>		<b>-4,946,693</b>	
Fringe Acct from Pers	564,132	596,152	485,161	483,577		197,161	197,161		-288,000	-59.36%	
<b>Fringe.</b>	<b>564,132</b>	<b>596,152</b>	<b>485,161</b>	<b>483,577</b>		<b>197,161</b>	<b>197,161</b>		<b>-288,000</b>	<b>-59.36%</b>	
Grad Assistants.				0		69,861	69,861		69,861		
Overtime and Holiday Pay.	917	15,578	1,579	1,477					-1,579	-100%	
All Other Int Payroll.	0	420	4,316	5,086					-4,316	-100%	

Inputs from form 3.1 and Position, Grad input forms displayed

Overall review of **Unrestricted Funds** from previous fiscal years to current year

THINK BIG  WE DO<sup>SM</sup>

# 3.1 Unrestricted Funds Input – Adding an account

To budget in an account that is not listed, right click on the account column and select “Add Account”

The screenshot shows a software interface for budgeting. At the top, there are navigation tabs: "Trails Review", "Unrestricted Funds", "All Other Funds", and "Total Funds Review". Below this is a header for "3.1 Unrestricted Funds Input". The main area is a table with columns for "Funds", "Department", "FY23", "FY24", and "YearTotal". A right-click context menu is open over the table, with the "Add Account" option highlighted in red. Other menu options include "Copy to What-If", "Copy What-If to Working", "Clear What-If", "Edit", "Adjust", "Comments", "Line Item Details", "Lock/Unlock Cells", and "Filter".

Funds	Department	FY23	FY24	YearTotal
100 - Unrestricted Funds	2300 - Dean Engineering			
2231 - Dedicated Fees incl F/B	State Payroll Classifie		22,900	
0000 - None	State Payroll Classifie		129,561	
2230 - Engineering or Clinical Fee	State Payroll Nonclass		30,443	
2231 - Dedicated Fees incl F/B	State Payroll Nonclass		167,834	
0000 - None	State Payroll Nonclass		1,132,692	
2231 - Dedicated Fees incl F/B	State Non Class Facul			
4159 - Aldrich Hall	Fringe Acct from Pers			
2230 - Engineering or Clinical Fee	Fringe Acct from Pers	10,700	10,809	
2231 - Dedicated Fees incl F/B	Fringe Acct from Pers	66,966	72,493	
0000 - None	Fringe Acct from Pers	486,465	512,849	
4159 - Aldrich Hall	Grad Assistants.			
0000 - None	Grad Assistants			

THINK BIG  WE DO<sup>SM</sup>

# 3.1 Unrestricted Funds Input – Adding an account

**Add Account** 

Complete the runtime prompts

Account * "A_FRINGES" 	Program * "P_4159" 
Department * "D_2300" 	Fund * "F_100" 

Cancel 

Use Member Selector to choose the new account and click Launch.

The new account will be reflected in the chartfield indicated and a white cell will be available for input in the working column.

THINK BIG  WE DO<sup>SM</sup>

# 3.2 Unrestricted Funds Review form

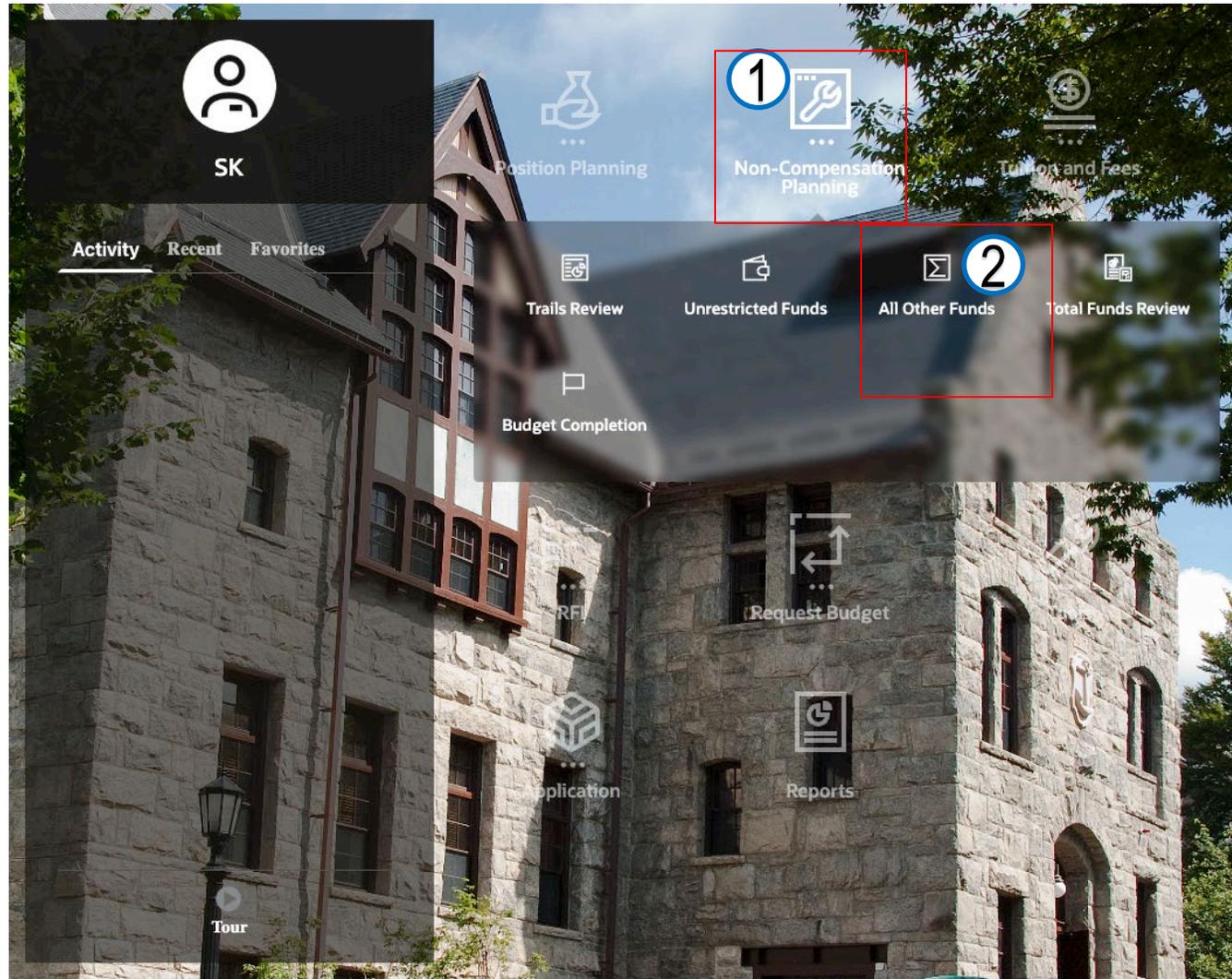
## How to Tie to Bottom Line

- On Form 3.2 (non college) and 3.2a (college), in the POV, for “Department” choose your unit/college (i.e. A&S)
- The FY26 allocation budget column should equal the CY Baseline column for Total Expenses

	FY23	FY24	FY25	FY25	FY26	FY26	FY26	
	Actual	Actual	▶ Total Actual	Revised Budget	▶ CY Baseline	Allocation Budget	Current Budget v Baseline (\$)	Cur E
	Final	Final	Final	Final	Working	Working	Working	
	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal	BegBalance	f
Fund Balance Carry Forward.								
Operating Expenses	877,560	663,974	599,905	780,992	18,815,864	39,850,004	21,034,140	
Debt Service.								
Student Aid Grad.		3,503	9,123	9,123				
Overhead.								
Student Aid UG.	587	20,444	16,860	16,089				
Lease Purchases.	12,048	11,084	8,677	11,566				
Legal Claims.								
Other Expenses	12,635	35,031	34,660	36,778				
Total Expenses	17,894,824	18,649,030	17,964,837	20,110,957	40,000,000	40,000,000	-0	

THINK BIG  WE DO<sup>SM</sup>

# All Other Funds (Restricted) Revenue and Expense



The All Other Funds form will be used to input budgets for all restricted funds. It is suppressed and will only show Revenue accounts and alpha accounts that have historical data.

To access All Other Funds:

- Click on **Non-Compensation Planning Cluster** and then select **All Other Funds Card**

THINK BIG  WE DO<sup>SM</sup>

# 3.5 Other Funds Input - Revenue

Remember to click **Save** after making any changes

3.5 Other Funds Input Form

Funds: 105 - Service Centers | Department: 2300 - Dean Engineering

	FY25				FY25	FY26	FY26		FY26	FY26	FY26	FY26	FY26
	Actual	Encumbrances	Pre-Encumbrances	Total Actual	Revised Budget	Request Budget	RFI	Allocation Budget	Current Budget v Revised (\$)	Current Budget v Revised (%)	Current Budget v PY Actual (\$)	Current Budget v PY Actual (%)	Variance Comments
	Final	Final	Final	Final	Final	Final	Working	Working	Working	Working	Working	Working	Working
	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal	▶ YearTotal	BegBalance	Percentage Change	BegBalance	Percentage Change	Comments
4159 - Aldrich Hall	Grad Assistants.							24,481	24,481		24,481		
	Fringe Acct from Pers							9,107	9,107		9,107		
	Student Aid Grad.							17,153	17,153		17,153		
	Total Expenses							50,741	50,741		50,741		
	▼ Statement of Revenue & Expense							-50,741	-50,741		-50,741		
7413 - Analytical Core Lab	4510 - Internal Departmental Revenue	3,444		3,444	6,000				-6,000	-100%	-3,444	-100%	
	Total Revenues	3,444		3,444	6,000				-6,000				
	Grad Assistants.	1,978	0										
	All Other Operating.	2,187	3,399						-6,000	-100%			
	Fund Balance Carry Forward.								-4,019	-100%			
	Total Expenses	4,165	3,399						-10,019				
	▼ Statement of Revenue & Expense	-721	-3,399	-500	-4,620	-4,019			4,019		721	-100%	
All Programs	Statement of Revenue & Expense	-721	-3,399	-500	-4,620	-4,019		-50,741	-46,722		-50,020	6,937.67%	

Enter **Allocation Budget** working column

Request submission - high level calculation based on prior year Allocation for all funds – does not reflect user inputs

Revenue should be entered as a positive number

Enter **Variance Comments** in the comments column

**Fund 110** – Revenue for your college has been input in the “RFI” column, for your distribution in your college.

THINK BIG  WE DO<sup>SM</sup>

# 3.5 Other Funds Input - Expense

Remember to click **Save** after making any changes

Enter **Allocation Budget** working column

Expenses will be budgeted in the **ORG/budget checking categories** (actuals hit numeric account codes in PS)

Enter **Allocation Budget**

Enter **Variance Comments** in the comments column

3.5 Other Funds Input Form		FY25											FY26										
Funds: 105 - Service Centers		Department: 2300 - Dean Engineering		Encumbrances	Pre-Encumbrances	Total Actual	Revised Budget	Request Budget	RFI	Allocation Budget	Current Budget v Revised (\$)	Current Budget v Revised (%)	Current Budget v PY Actual (\$)	Current Budget v PY Actual (%)	Variance Comments								
		Final	Final	Final	Final	Final	Working	Working	Working	Working	Working	Working	Working	Working	Working								
		YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	BegBalance	Percentage Change	BegBalance	Percentage Change	Comments									
4159 - Aldrich Hall	Grad Assistants.									24,481	24,481		24,481										
	Fringe Acct from Pers									9,107	9,107		9,107										
	Student Aid Grad.									17,153	17,153		17,153										
	Total Expenses									50,741	50,741		50,741										
	Statement of Revenue & Expense									-50,741	-50,741		-50,741										
7413 - Analytical Core Lab	4510 - Internal Departmental Revenue	3,444		3,444	6,000						-6,000	-100%	-3,444	-100%									
	Total Revenues	3,444		3,444	6,000						-6,000	-100%											
	Grad Assistants.	1,978	0																				
	All Other Operating.	2,187	3,399																				
	Fund Balance Carry Forward.																						
	Total Expenses	4,165	3,399																				
	Statement of Revenue & Expense	-721	-3,399	-500	-4,620	-4,019				4,019													
All Programs	Statement of Revenue & Expense	-721	-3,399	-500	-4,620	-4,019				-50,741	-46,722		-50,020	6,937.67%									



# 3.5 Restricted Funds Input form

## How to Track to Bottom Line

- On Form 3.5, select a department in the POV. Each program will have a “Statement of Revenue & Expense” total. When this total is zero, the CFS is balanced.

**3.5 Other Funds Input Form**

Funds: 105 - Service Centers | Department: 2300 - Dean Engineering

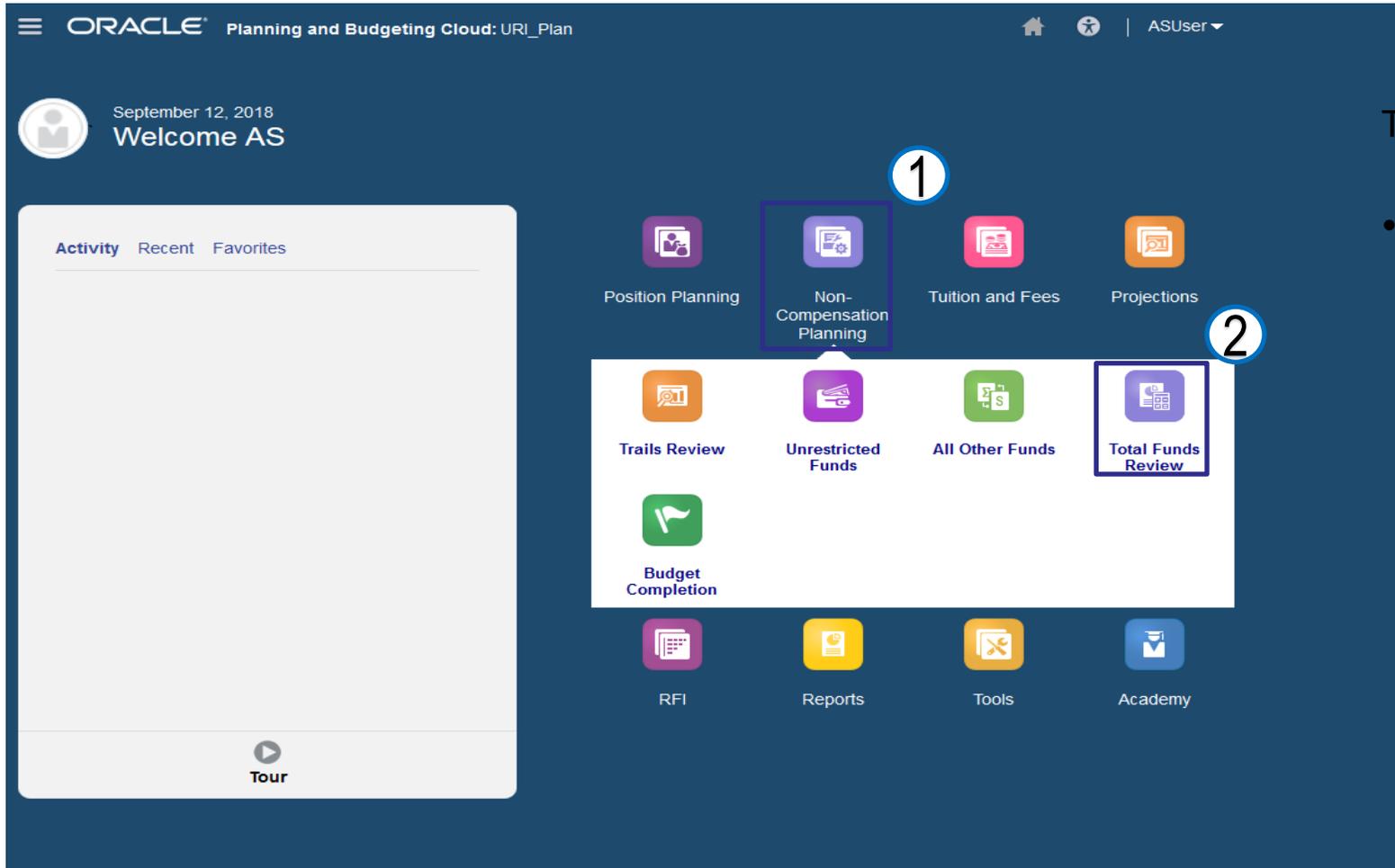
		ances	
		Total	
4159 - Aldrich Hall	Grad Assistants.		
	Fringe Acct from Pers		
	Student Aid Grad.		
	Total Expenses		
<b>Statement of Revenue &amp; Expense</b>			
7413 - Analytical Core Lab	4510 - Internal Departmental Revenue		
	Total Revenues		
	Grad Assistants.		

- Keep in mind revenue and expense must be input as a positive number. The “Statement of Revenue & Expense” calculation is : Revenue – Expense.
- You must click save for the calculation to update.
- Form 3.6 Other Funds Review also has a Statement of Revenue and Expense line. You can update the POV for your college/unit to track your progress in the same manner as Form 3.5.

THINK BIG  WE DO<sup>SM</sup>



# Total Funds Review



To access Total Funds Review:

- Click **Non-Compensation Planning Cluster** and then select **Total Funds Review Card**

THINK BIG  WE DO<sup>SM</sup>

# 3.7 Total Fund Review

## 3.7 Total Fund Review





 Actions ▾ Save

To change POV

Program: All Programs  
 Department: 2300 - Dean Engineering

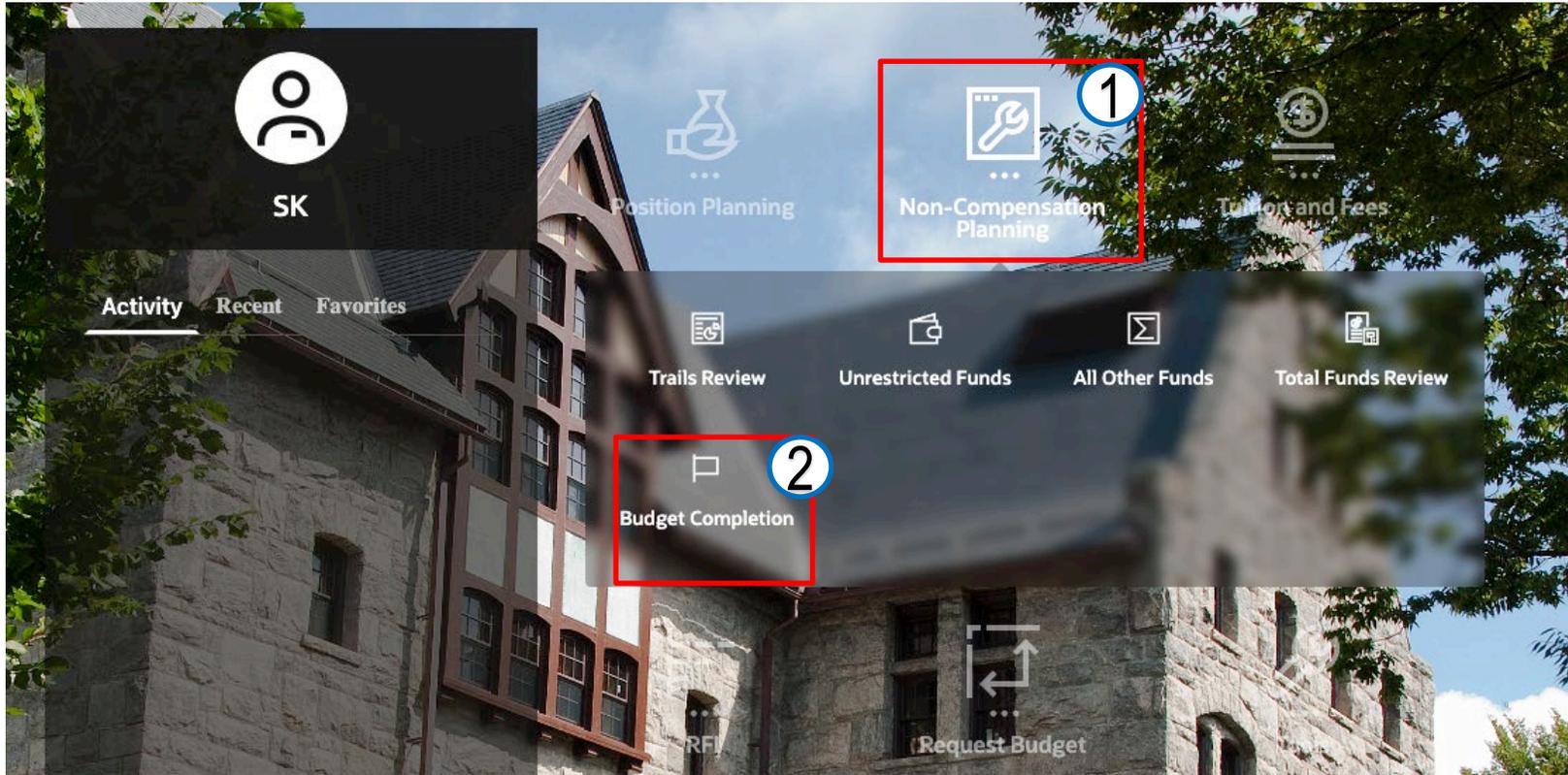
	FY26						
	Allocation Budget						
	Working						
	YearTotal						
	100 - Unrestricted Funds	101 - Unrestricted Self Supporting	105 - Service Centers	Unrestricted Rollup	General Fund Self-Supporting	100 - Unrestricted Funds	All Funds
State Payroll Classified.	70,000			70,000		70,000	70,000
State Payroll Nonclassified.	85,784			85,784		85,784	85,784
5206 - Faculty Salaries from Pers	46,667			46,667		46,667	46,667
5228 - Holding Acct from Pers	-4,946,693			-4,946,693		-4,946,693	-4,946,693
Grad Assistants.	69,861	24,481	24,481	69,861	48,962	69,861	118,823
Fringe Acct from Pers	197,161	4,553	9,107	197,161	13,660	197,161	210,821
Student Aid Grad.	32,809	17,153	17,153	32,809	34,306	32,809	67,115
Total Expenses	-4,444,411	46,187	50,741	-4,444,411	96,928	-4,444,411	-4,347,482

- Presents overall review of inputs for current fiscal year by fund
- Only funds that have been inputted will appear
- Can be viewed at College level or department level

THINK BIG  WE DO<sup>SM</sup>



# 3.8 Budget Completion



To access Budget Completion form:

- Click **Non-Compensation Planning Cluster** and then select **Budget Completion Card**

# 3.8 Budget Completion

3.8 Budget Completion

Actions Save

Period	Years	Scenario	Version	Funds	Program
BegBalance	FY26	Allocation Budget	Budget_Status	No Fund	No Program
			Budget Status		
▼ Engineering			Not Started		
2300 - Dean Engineering			Not Started		
2301 - Chemical Engineering			Not Started		
2302 - Civil&EnvironmentalEngineering			Not Started		
2303 - Elec Computer & Bio Engr			Not Started		
2308 - Mech. Ind. & Sys. Engineering			Not Started		
2312 - CYPHER			Not Started		
2304 - Mechanical Engineering			Not Started		
2305 - Industrial & Systems Engr			Not Started		
2306 - Ocean Engineering			Not Started		
2307 - Engineering Computer Center			Not Started		
2309 - International Engineering Prog			Not Started		
2310 - COEUT			Not Started		
2311 - NIUVT			Not Started		

Click a **Dropdown cell** and select a **Budget Status**

After selecting your member, click **Save** button

Budget Completion is to be filled out once ALL funds are completed. This is for ALL FUNDS.



# Budget Completion

- All budgeting to be completed by the due date communicated
- Users will be switched to “Read Only” immediately following this date so that no further changes are made during FSP review

THINK BIG  WE DO<sup>SM</sup>