INSTRUCTIONS FOR BUDGET REVISION
AND
EARNINGS DISTRIBUTION PROCESS

The Oracle Budget and Planning Module link is:
https://fin.ou.edu:9443/psp/epmprd/
You will need to enter your 4+4 and associated password.
An access form is attached if you have not been added to the system.
BUDGET REVISION INSTRUCTIONS:

You will be taken to the main budget page where you need to select “OU Menu”.

Select “Revision Worksheet.”

You will be taken to the main revision page.
**Field descriptions – Top Section**

*Transaction Date:* Generated date. This will default to 7/1/2011 for permanent revisions.

*Fiscal Year:* Will default to 2011 for a temporary revision or to 2012 for a permanent revision.

*Worksheet #:* Generated number

*Comments:* User has the ability to add comments up to 200 characters.

*Description:* Short description of what will be reflected on your financial statements.

*Temporary/Permanent:* Current or subsequent year should be chosen before beginning any other data entry.

*Reason Code:* Budget Office use.

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**Field descriptions – Bottom Section**

The bottom section is much like the old paper budget revision form with an increase side and a decrease side. The department number, account number, position number (if any), and revision amount are required to complete the transaction. The user may press the ![Help icon](https://example.com/help.png) to verify the department name, fund number, and account balance. **Note:** The available balance is only applicable to temporary revisions.
As with other Oracle screens, the user can add or subtract lines by using the “+” or “-” keys. The user may also select the Check button to determine if the transaction is balancing.

Please note:

- If the department is within 01000 or 03000 funds, then the revision has to balance before submitting (have the same total central fund amounts on the increase and decrease sides).
- One-sided increases or decreases to budget will remain on paper budget revisions.
- An increase to budget will need to identify in the comments section where the funds to increase the budget are coming from.
- Fringe benefits should be calculated when completing personnel changes (see attachment).

When the user is finished with data entry, the Submit button will process the revision. A “revision worksheet number” will be generated and should be retained for tracking purposes. The user should hit return to complete the transaction. Please note that budget revision updates occur nightly in the budget system.
EARNINGS DISTRIBUTION CHANGES:

Percentage distribution changes alter the way in which salary expenses for a position are charged against departments and accounts.

After signing in, if the user wants to change an earnings distribution, “EDR Worksheet” should be selected.

Enter a position number and select .

For earnings distributions:

- All changes remain until a new distribution is processed, so only mark as “permanent” those effective July 1 of the next Fiscal Year.
- If a distribution change includes a grant component, please enter the grant end date and the employee’s name in the comment field. Note that grant EDRs are more limited in account codes available for use: 630005, 631105, 632505, 637005, 650005, 699905, 700005.
- Account code should be compatible with the pay group and title.
• Please confirm the correct account code used by checking the document found at http://www.ou.edu/provost/pronew/content/acrecReferenceInfo.html (click on “Job Codes, Titles, and Account Codes”).

• **Effective Date is the key to position distribution.** For temporary/current changes, the current date will default into this field. Unless the funding is from a grant, it is important to use the beginning of a pay period for the effective date (the PAF will set the specific date for beginning of pay). For a new position or one that has not yet been assigned a distribution, the user will need an effective date of the beginning of the fiscal year (07/01/XX).

Please see http://www.hr.ou.edu/payandrecords/norman/PayCalendar.asp for correct payroll dates.

For permanent changes (those that will be reflected in the subsequent year’s budget book), the Fiscal Year will default to 2012 and the effective date will be 07/01/2011.

**NOTE: The user should not press the enter key as it does not work on this screen.**

The top section includes the HR Department of the position, Pay Group, as well as the current incumbent’s EmplID, name, salary, position title, job code, FTE, and work period. The current distribution and budget information for the position is shown in the middle section. The bottom section allows the user to change the distribution percentage.

In this example, you can see that this position is 100% in department 122760000, account 700005. Also of note is that the position is funded (Position Budget) for $21,470 in department 122760000, which compares to the salary of $21,470. Again, the “+” allows the user to add a row to the distribution while the “-” allows a row to be deleted. Please note that the total distribution must always equal 100% in order to submit.
Choose if no more changes are needed and you will be taken back to the main revision page. You will need to one more time and get a worksheet number to ensure the transaction has taken place. Again, record this number for tracking purposes.

**APPROVAL PROCESS** (for users that are reviewers/approvers)

After submission of a budget revision or EDR, an approval list is generated that indicates the various levels of approval for each transaction. Only the decreasing side of transactions on a budget revision is generated.

To view this list, return to OU Menu, select Approval List, and then type in the worksheet number and Enter. At the top of the screen the fiscal year is shown along with the worksheet number, budget revision number if approved, and approval status; Approved, Denied, or Pending.
In this example, **Level 1** (in the first column) indicates the individual that can approve the transaction as the sponsor or sponsor proxy. **Level 2** is the academic dean or non-academic director level; and **Level 3** is the vice presidential approval level. Depending on the transaction, additional levels may be generated: **Level 5** is for grant approval of position changes within grant departments; **Level 6** indicates the transaction will flow through Financial Support Services, if needed; and **Level 7** is for final approval by the Budget Office. Once one person in a level approves, it will move to the next level. Also note that if a person’s name is repeated, it will approve ALL levels with that name.

**Approval Routing for Budget Revisions** is as follows:

- Approvals are guided by whether **Temporary** or **Permanent**.

  - **Temporary (current year):**
    - ✓ If the revision is balanced and is Educational and General funds only, after vice president level approval, the transaction goes to the Budget Office for final review and approval. 01000 fund department changes cannot be submitted unless balanced. Any unbalanced E&G revisions must be submitted on the old paper revision.
    - ✓ Departments with self-supporting funding changes flow through Financial Support Services.
  - **Grant** position or earnings distribution changes also flow through grant teams for review and approval.

- **Permanent (subsequent year):**
  - ✓ After vice president level approval, all permanent revisions flow directly to the Budget Office.
  - After all approvals, revisions are applied to either finance or HR systems depending on the transactions.

**Approval Routing for EDRs** is department sponsor, grants (if appropriate), then Budget Office.

**Worklist**

For a user that may be an approver, a “Worklist” is generated along with an accompanying e-mail.

The Worklist indicates who the transaction is from (who generated it) and the date. The user will click on the link to the right to go to the approval screen. Note that the link will show EMPLID, fiscal year of the transaction, and the worksheet number. There is also a choice of EDR or BUD Worklists.
The top section of the approval screen indicates the approver’s name, EMPLID, fiscal year, and a section for a denial reason and comments, if applicable. The middle section shows the proposed transaction changes while the bottom section indicates who has approved the revision and the date it was approved.
If a distribution change is made, the user can choose the Employees button and current information becomes available. This includes EMPLID, name, title, HR department, salary, pay group, job code, FTE, work period, and current distribution information.

**Employee**

Position Number: 05000

<table>
<thead>
<tr>
<th>EmplID</th>
<th>422500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Jones, Henry</td>
</tr>
<tr>
<td>Title</td>
<td>Staff Assistant II</td>
</tr>
<tr>
<td>Department</td>
<td>ACULACQU</td>
</tr>
<tr>
<td>Compensation Rate</td>
<td>2147059200</td>
</tr>
<tr>
<td>Pay Group</td>
<td>HRY</td>
</tr>
<tr>
<td>Job Code</td>
<td>0725</td>
</tr>
<tr>
<td>FTE</td>
<td>1000000</td>
</tr>
<tr>
<td>Work Period</td>
<td>Hourly</td>
</tr>
</tbody>
</table>

**Current Distribution**

<table>
<thead>
<tr>
<th>Department</th>
<th>Account</th>
<th>Percent of Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 122760000</td>
<td>700005</td>
<td>100.000</td>
</tr>
</tbody>
</table>

If the worksheet is approved, [Approve This] it goes to the next level for approval.

If the worksheet is not approved, [Deny This] it goes back to the preparer for needed changes. The preparer will select Edit Denied Worksheet, click on Advanced Search and enter a fiscal year and worksheet number.
The original worksheet is regenerated and the preparer can make needed changes. Any information in Description will need to be re-entered as will the effective dates for EDRs.

When submitted, a new worksheet number is generated and will be used to track in the approval process.

In this example, the regenerated worksheet is 15281.

The user can go back into the “Approval List” and see the status as well as view the Budget Revision Number that will be reflected on the department’s monthly statement.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision Worksheet Number</td>
<td>15281</td>
</tr>
<tr>
<td>Budget Revision Number</td>
<td>8395</td>
</tr>
<tr>
<td>Approval Status</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Approval List

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>132700800</td>
<td>404704</td>
</tr>
</tbody>
</table>
EDUCATIONAL & GENERAL SOFT MONEY (revenue)

Educational & General self-supporting departments (non-01000 fund) now have the ability to enter soft money revenue into a screen in the budget system rather than using a spreadsheet to load information. (Note: Only approvers in the system will have the menu choice of Educational & General Soft Money. Please check with your dean/director to coordinate data entry.)

The user will be asked to enter a fiscal year (in this case, 2012) and a department that has E&G soft money as a component.

Here the user can change account code, position number, amount, soft code, and soft foundation account number. Lines can be added or deleted using the “+” or “−” signs on the far right. Please click on to complete the changes.
INFORMATION VIEWS AND QUERIES

View – Budget Revisions

For current year revisions, after final approval, the user can view a budget revision by department and account to see activity for the current year.

The budget revision view shows the department ID, account and fiscal year. Also shown is the beginning budget, a list of budget revisions, and the ending budget.

![Budget Revisions View](image)

Choosing the question mark allows the user to see more detail of the transaction as the example shows on the next page.
**View – Positions**

After final approval, the user can view history of a position’s budget and distribution for the current year, as well as the subsequent year.

Choose the fiscal year and position number to view.
The user can use “Include History” to see all the changes for the position for the year. “View All” should be selected to see all information for the position.
There are several queries available to users to view information.

To generate a list of available queries, the user can enter “OU” and press enter. The user has a choice of running the query directly to HTML or the Internet, or the query can be downloaded into Excel for further review, resorting, and calculating totals. (Note: To load to Excel, usually you will need to hold down the Control key on your keyboard and then click on Excel.)
1) The **OU_BUDGET_BOOK** has a similar look to the annual operating budget. Both positions and M&O are listed. The user can choose the fiscal year and several departments to review.

![OU_BUDGET_BOOK - Budget Book Information](Image)

2) **OU_DIST_LOOKUP** is similar to the Position View page in that if the position has had some budget or distribution changes, those changes can be seen here.

![OU_DIST_LOOKUP - Distribution Lookup](Image)

3) **OU_DIST_LOOKUP_DEPT** allows the user to see a history of position changes in a particular department.

![OU_DIST_LOOKUP_DEPT - Distribution Lookup](Image)
There are several queries available to review revisions for positions:

4) **OU_POS_REVISIONS** is a lookup of budget revisions for positions by position number.

5) **OU_POS_REVISION_BR** is a lookup of budget revisions for positions by budget revision number.

6) **OU_POS_REVISION_DEPT** is a lookup of budget revisions for positions by department number.

7) **OU_POS_REVISION_EMPLID** is a lookup of budget revisions for positions by the EMPLID of the person initiating the revision.

8) **OU_POS_REVISION_WKSHT** is a lookup of budget revisions for positions by a particular worksheet number.

There are four queries for users to view budget revisions by department and account code.

9) The **OU_REVISIONS_BR** is a lookup of revisions by BR number (the number reflected on monthly statements).
10) The **OU_REVISIONS_DEPT** is a lookup of budget revisions for a department number by date.

11) The **OU_REVISIONS_EMPLID** is a lookup of budget revisions by EMPLID of the person that submitted the revisions.

12) The **OU_REVISIONS_WKSHT** is a lookup of budget revisions by a particular worksheet number.

13) The **OU_SOFT_MONEY** is a lookup of soft money by department for the subsequent fiscal year.

14) The **OU_VACANT_POSITIONS** is a lookup of budgeted vacant positions by department.
BUDGET SYSTEM ACCESS FORM

(Please print or type the information)

User Name: ________________________________________________________________

Employee ID Number (6 digit empl ID): ______________________________________

Department: ______________________________________________________________

Campus Address: ____________________________ Phone: ______________________

Campus Email Address: ____________________________________________________

Action to be taken:

☐ Add New User  ☐ Delete All Access  ☐ Change Access on Existing User

Role(s) Requesting:  ☐ Preparer  ☐ Reviewer/Approver

Approved By: _____________________________ Date: __________

(Department Head’s Signature)

Please return completed form to:
Budget Office
Evans Hall, 207

For office use only

Budget Office Approval: _____________________________ Date: __________

Security Administrator: _____________________________ Date: __________