

BudgetPak

Budget Development Process Phase II

Overview

This guide contains instructions on how to complete the FY2022 Budget Development Phase II Reallocation Process using BudgetPak.

To further aid, BudgetPak contains financial information for the 2021 Adopted Budget, 2021 YTD Actuals, 2020 Actuals, and 2019 Actuals. For instructions and video tutorial on how to run reports, visit our website <http://www.westernu.edu/budget/budgeting-tools/>.

What to Expect Step-By-Step

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Section I: Accessing BudgetPak

Step 1: Go to: <https://westernu.mybudgetpak.com>

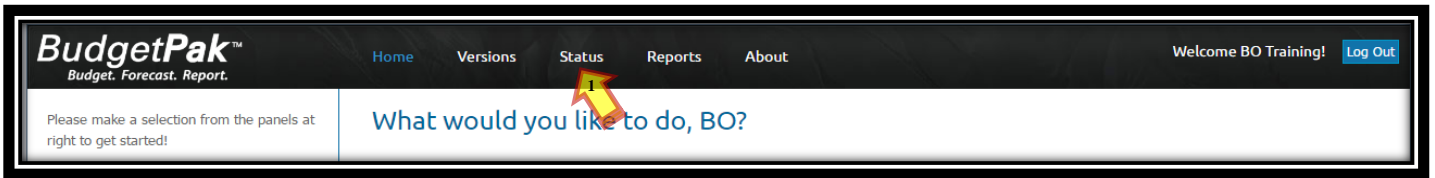
Step 2: Enter username and password. Click 'Log In'.



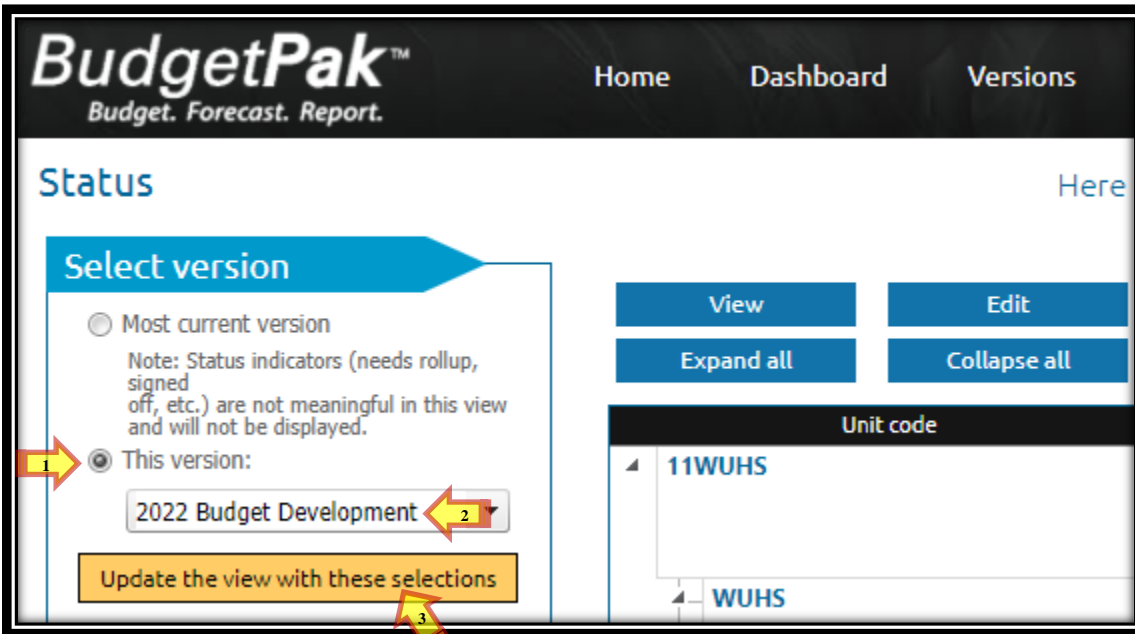
Notes: For all Login issues, please contact the Budget Office at Budget@westernu.edu

Section II: Reallocating Budgeted Funds

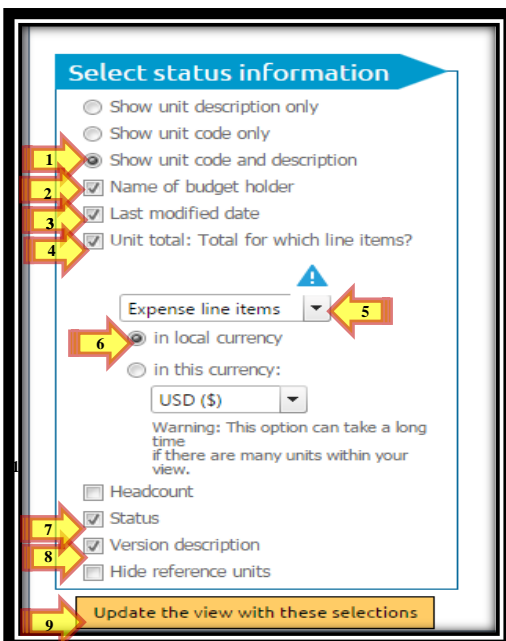
Step 1: Click 'Status' from the menu bar.



Step 2: Under the status menu click 'This version:' then select the '2022 Budget Development' from the dropdown. Click 'Update the view with these selections'.



Step 3: Under the Status menu select the following parameters: 'Show unit code and description', 'Name of budget holder', 'Last modified date', 'Unit total: Total for which line items?', 'Expense line items' from dropdown, 'in local currency', 'Status', and 'Version description'. Then click 'Update the view with these selections'.



Section II: Reallocating Budgeted Funds

Step 4: Highlight desired unit/org by clicking on the row. Once highlighted, click 'Edit'.

Status Here is an overview of

Select version

- Most current version
Note: Status indicators (needs rollup, signed off, etc.) are not meaningful in this view and will not be displayed.
- This version:
2022 Budget Development

Update the view with these selections

View Edit Rollup
Expand all Collapse all

5155	Financial Statement Activity
5150	General University
5151	Human

Step 5: Click 'Across the board (all line items)' from the sub menu.

Navigation ActionPaks What if...? View/edit drivers **Across the board (all line items)** Monthly spreading (all line items) Notes Files

Currently viewing
Company: Western University of Health Sciences
Unit: 10012: Base Unit A
Version: 2022 Budget Development
Your budget's status is: Complete

Headcount/FTE
As of 7/1/2021: -
Additions: -
Reductions: -
As of 6/30/2022: -

Version comparison
Expense line items
2020 Actuals: -
2021 Actuals: -
2021 Adopted Budget: -
2022 Budget Development: -

This unit: Base Unit A (Training)
Total: +\$200,100 > 1,000%
Your difference: +\$200,100 > 1,000%
+\$200,100 > 1,000%

FYI

Step 6: Click 'Expense line items' and 'Change line items individually'. Hover over 'Show/Hide columns' then select 'Show account number' and 'Show account notes'.

Make across-the-board changes to Base Unit A (Training)

Discard Close Save
Skip this page if you've changed your mind, and want to be guided through these line items one at a time.
You have unsaved changes!

Step 1
Which line items would you like to change?
 Income line items
 Expense line items

Step 2
How would you like to handle percent changes?
 Change every discretionary line item by a pre-defined percent
 Change every discretionary line item by the same percent
 Change every discretionary line item (EXCEPT SOME) by the same percentage
 Change line items individually

Line items
Base Unit A (Training) line items: Recalc

Account number	Line item	2021 Adopted Budget	% Increase	\$ Increase	\$ per head	2022 Budget Development	Account r
5001	Student Tuition	\$0	0.00 %	\$0	\$0	\$0	
5010	Application Fees	\$0	0.00 %	\$0	\$0	\$0	
5030	Graduation Fees	\$0	0.00 %	\$0	\$0	\$0	
5798	Interdepartmental Taxable Sales	\$0	0.00 %	\$0	\$0	\$0	
5797	Interdepartmental Sales Tax	\$0	0.00 %	\$0	\$0	\$0	
5402	Restricted Gifts	\$0	0.00 %	\$0	\$0	\$0	
5411	Clinical Trials Revenue	\$0	0.00 %	\$0	\$0	\$0	
5971	Other Educational Revenue	\$0	0.00 %	\$0	\$0	\$0	
5904	Sale of Assets	\$0	0.00 %	\$0	\$0	\$0	

Show/Hide columns...
 Show sections
 Show account number
 Show account notes

Section II: Reallocating Budgeted Funds

Step 7: Identify the account(s) to reallocate/change. Enter the increase/decrease (-) amount under the % Increase or \$ Increase column. To calculate the changes and reflect the new amount under the 2022 Budget Development column, click 'Recalc'. Click 'Save'. To enter notes see step 8.

The screenshot shows the 'changes to Base Unit A' interface. At the top right, there are buttons for 'Discard', 'Close', 'Save', and 'Skip'. A message says 'Skip this page if you've changed your mind, and want to be guided through these line items one at a time.' Below this is a yellow box that says 'You have unsaved changes!'. In the center, a yellow box with a red border says 'Use Only the Following Reallocation Methods' with an arrow pointing to the 'Recalc' button. The table below has columns: Account number, Line item, 2021 Adopted Budget, % Increase, \$ increase, \$ per head, 2022 Budget Development, and Account note. The first row is for account 70935, 'Honoraria', with a 2021 budget of \$0, 0.00% increase, and a \$150 increase. The second row is for account 70950, 'Printing', with a 2021 budget of \$0, 0.00% increase, and a (\$150) decrease. Red arrows with numbers 1, 2, and 3 point to the 'Line item', '\$ increase', and 'Recalc' buttons respectively.

Account number	Line item	2021 Adopted Budget	% Increase	\$ increase	\$ per head	2022 Budget Development	Account note
70935	Honoraria	\$0	0.00 %	\$150	\$0	\$150	From 10012-70950
70950	Printing	\$0	0.00 %	(\$150)	\$0	(\$150)	To 10012-70935

Note: If the desired account number is not showing up, please email budget@westernu.edu with organization number(s) and account(s) to add.

Step 8: Enter notes in the 'Account note' section. Click 'Save' once complete.

This screenshot is identical to the one above, but with a yellow box highlighting the 'Account note' column in the table. A red arrow with the number 1 points to the 'Account note' cell for the 'Printing' line item, which contains the text 'To 10012-70935'. A red arrow with the number 2 points to the 'Skip' button at the top right.

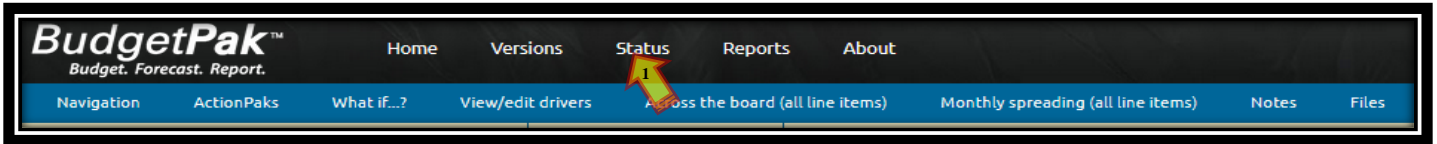
Account number	Line item	2021 Adopted Budget	% Increase	\$ increase	\$ per head	2022 Budget Development	Account note
70935	Honoraria	\$0	0.00 %	\$150	\$0	\$150	From 10012-70950
70950	Printing	\$0	0.00 %	(\$150)	\$0	(\$150)	To 10012-70935

What to include as notes:

1. List any College/Department Strategic Plan, Program Review, and any items related to student outcome under the account note column.
2. List all expected capital purchases under budgeted capital accounts (79XXXs).
3. Reference to and from amounts, organization number, and account numbers.

Section II: Reallocating Budgeted Funds

Step 9: Click 'Status' at the top and repeat steps 4-8 for each unit with reallocations and comments.



Step 10: To reflect the changes at the rollup level (if college/department has more than one org/unit) click 'Status'. Highlight desired 'Rollup unit' by clicking on it. Click 'Rollup'.

The screenshot shows the BudgetPak Status page. The navigation bar includes Home, Dashboard, Versions, Status, Reports, and Projection. A red arrow with the number '1' points to the 'Status' menu item. Below the navigation bar, the text 'Status' is followed by 'Here is an overview of the status of your'. On the left, there is a 'Select version' panel with options for 'Most current version' and 'This version: 2022 Budget Development'. A button 'Update the view with these selections' is at the bottom of the panel. On the right, there are buttons for 'View', 'Edit', 'Rollup', 'Sign off', 'Expand all', and 'Collapse all'. A red arrow with the number '3' points to the 'Rollup' button. Below the buttons is a table with columns 'Unit code', 'Description', and 'Status'. The table contains the following data:

Unit code	Description	Status
1001	Rollup Unit (Training)	Needs rollup
10012	Base Unit A (Training)	Complete
10013	Base Unit B (Training)	Complete

A red arrow with the number '2' points to the '1001' unit code in the table.

Step 11: Once rollup is complete; status will change to 'Complete' as shown below.

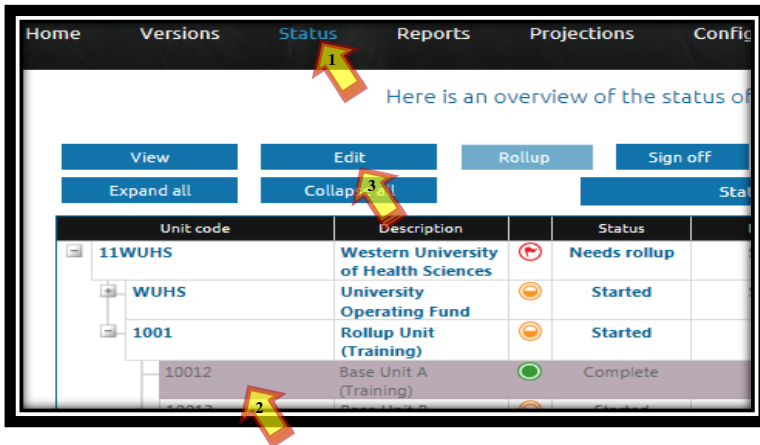
The screenshot shows the BudgetPak Status page after the rollup is complete. The navigation bar includes Home, Dashboard, Versions, Status, and Reports. A red arrow with the number '1' points to the 'Status' menu item. Below the navigation bar, the text 'Status' is followed by 'Here is an overview of the'. On the left, there is a 'Select version' panel with options for 'Most current version' and 'This version: 2022 Budget Development'. A button 'Update the view with these selections' is at the bottom of the panel. On the right, there are buttons for 'View', 'Edit', 'Rollup', 'Sign off', 'Expand all', and 'Collapse all'. Below the buttons is a table with columns 'Unit code', 'Description', and 'Status'. The table contains the following data:

Unit code	Description	Status
1001	Rollup Unit (Training)	Complete
10012	Base Unit A (Training)	Complete
10013	Base Unit B (Training)	Complete

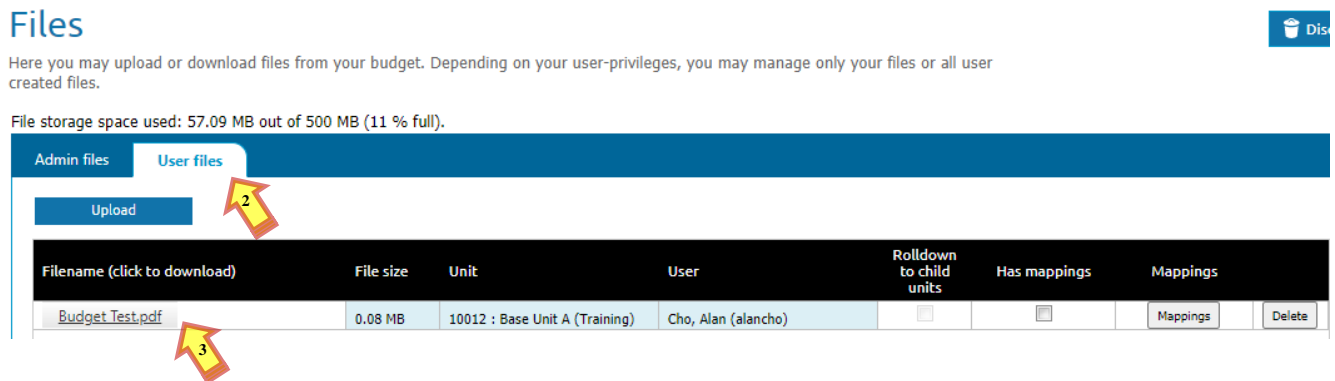
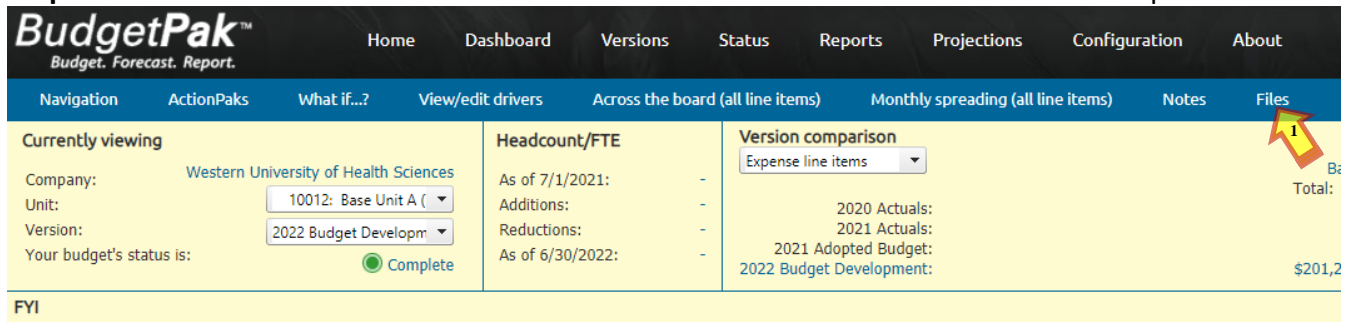
The 'Complete' status for the '1001' unit is highlighted with a yellow box.

Section III: Accessing and Uploading Files

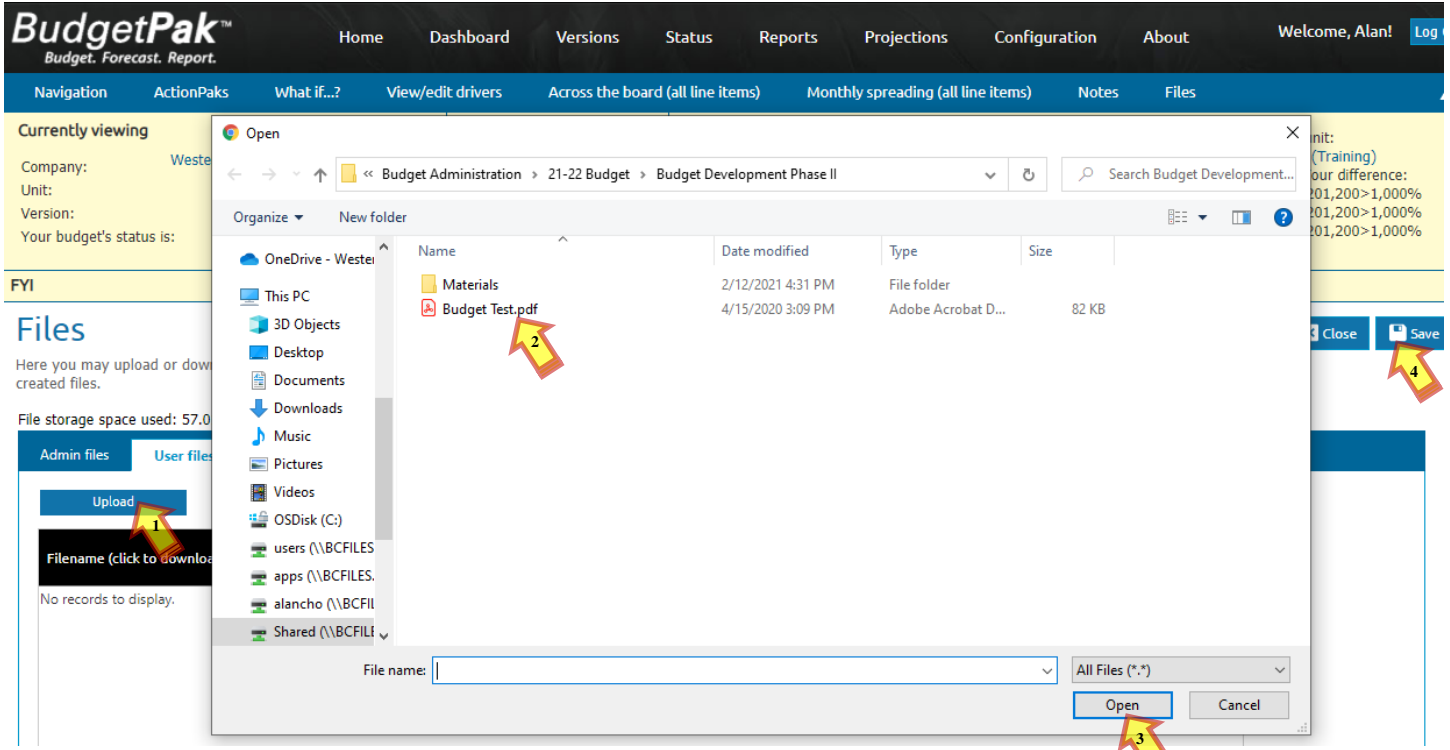
Step 1: To access files, click on 'Status' from the menu bar. Highlight the desired unit/organization by clicking on it. Click 'Edit'.



Step 2: Click 'Files' from the sub menu bar. Click 'User files'. Click the desired file to open.

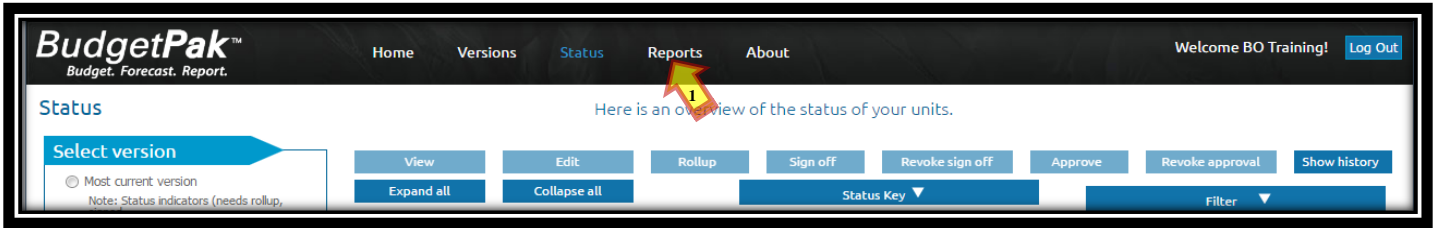


Step 3: To upload a file click the **'Upload'** tab. A new window will appear to choose the file to upload. Select the file and click **'Open'**. The file will appear under the file name table. Click **'Save'**.

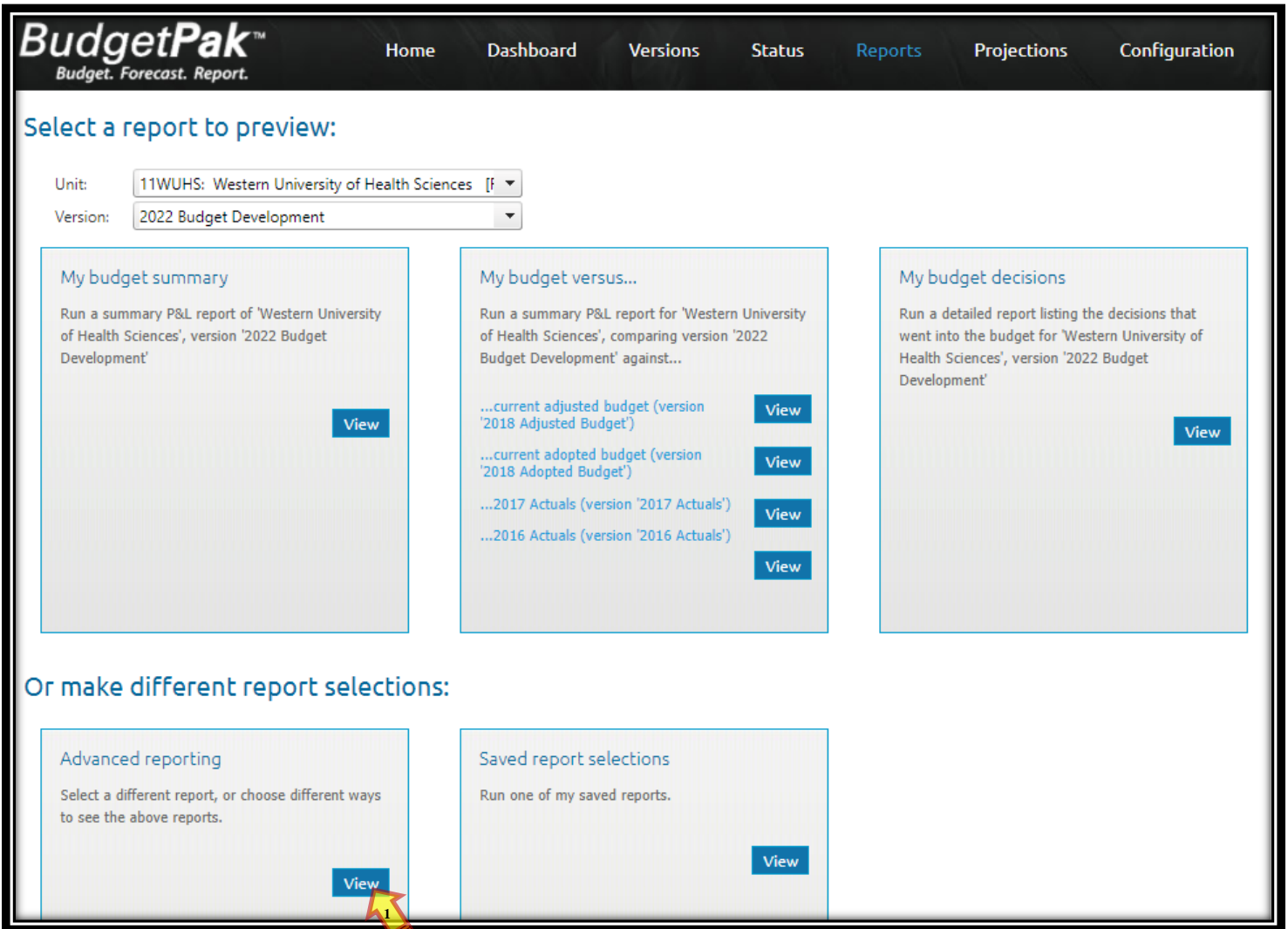


Section IV: Creating Budget Reports

Step 1: Click 'Reports'.


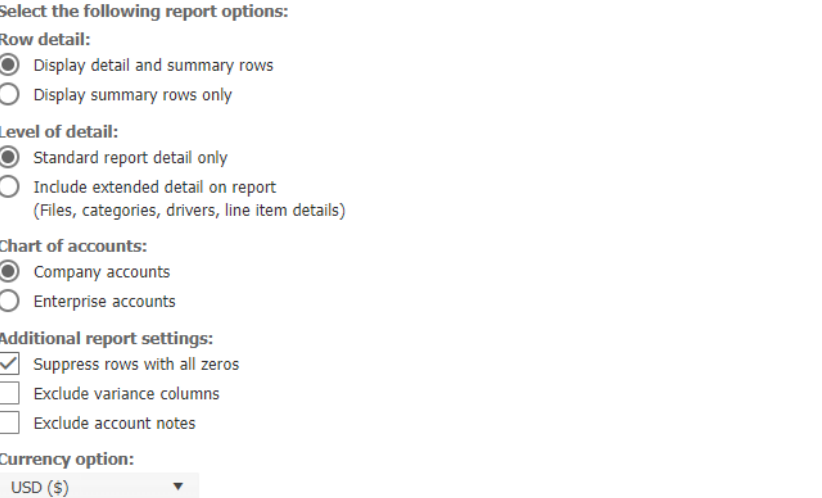
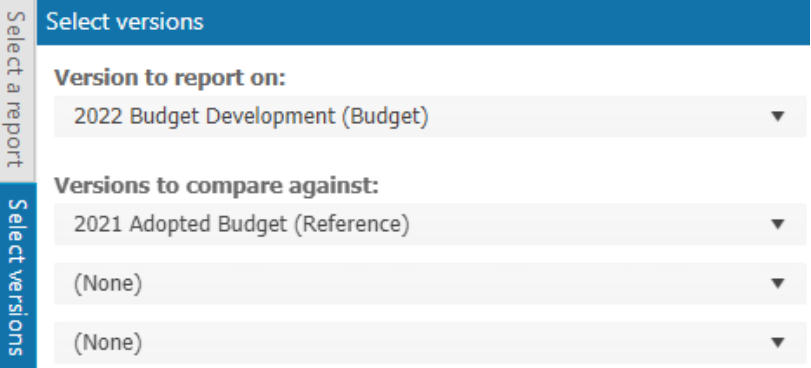
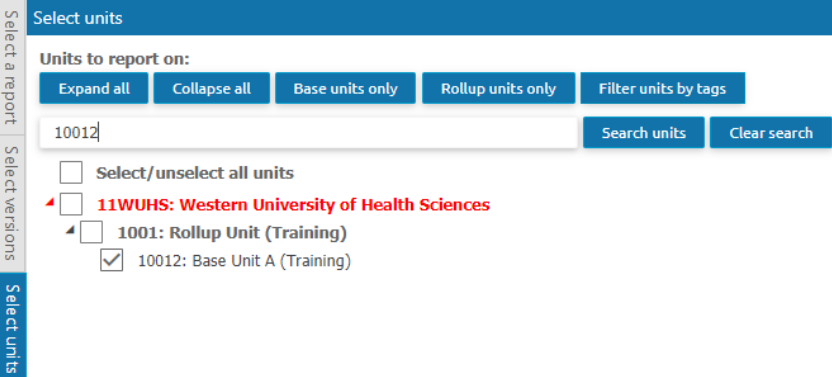


Step 2: Click 'View' under 'Advanced reporting'.



Section IV: Creating Budget Reports

Step 3: Under ‘Advanced reporting’, select or click the following parameters:

	<p>Under the “Select a report” tab: Click ‘Annual’.</p>
	<p>On the right-hand side: Click ‘Display detail and subtotals’ Click ‘Standard report detail only’ Click ‘Company accounts’ Check ‘Suppress rows with all zeros’</p>
	<p>Under the “Select versions” tab: Under “Version to report on,” select from drop-down ‘2022 Budget Development’. Under “Versions to compare against,” select from drop-down ‘2021 Adopted Budget’</p>
	<p>Under the “Select units” tab: Search for the desired Unit number and check the adjacent box Repeat step if running reports on multiple Units</p>

Section IV: Creating Budget Reports

	<p>Under the “Group accounts by” tab: Click the “Group accounts by subtotals” box</p>
<p>Annual Report</p> <ul style="list-style-type: none">• Display detail and summary rows• Standard report detail only• Company accounts• Suppress rows with all zeros• Currency: USD (\$)• Version to report on: 2022 Budget Development (Budget)• Comparison version: 2021 Adopted Budget (Reference)2021• 1 unit(s) selected 10012: Base Unit A (Training)• No tags selected.• Group by: Subtotals <p>View the report</p> <p>Your report will appear in a new tab or a new browser window depending on how your browser is configured.</p>	<p>On the right-hand side of the screen, review the report settings and click “View the report”</p>

Section IV: Creating Budget Reports

Step 4: A new window with the report will open. The report may be saved and sent as a PDF, Excel, or Excel (data only) by clicking any of the following: 'Send to PDF', 'Send to Excel', or 'Send to Excel (data only)'. A file download window will appear at the bottom of the screen. To return to the Reports menu, click on the 'BudgetPakWeb' browser/tab.

BudgetPak™ Reporting
Budget. Forecast. Report.

Send to PDF **or** Send to Excel **or** Send to Excel (data only)

Send to Excel (data only): For advanced users. Not available for all reports. May include blank columns that are not used with current report selections.

NOTE: This report

1 of 2 Find | Next

Annual Report

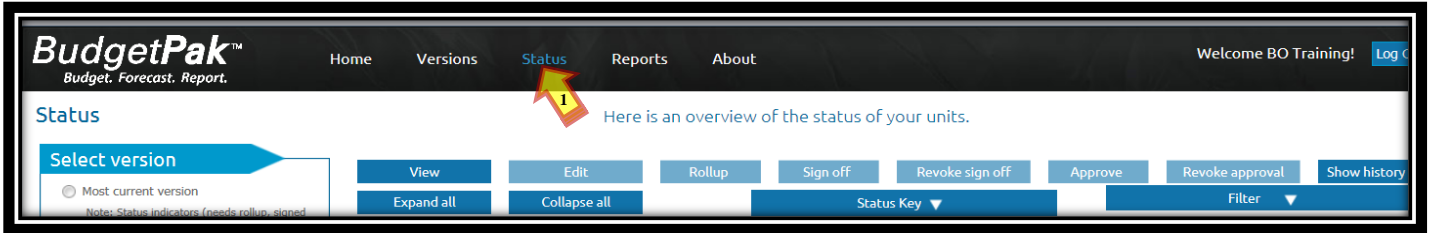
Company: Western University of Health Sciences
 Version: 2022 Budget Development
 Comparison version: 2021 Adopted Budget
 Unit: 10012: Base Unit A (Training)
 Budget holder: Training, BO (botraining)

Account	Description	2022 Budget Development	2021 Adopted Budget	Variance amount	Variance %	Notes for 2022 Budget Development
6000	Salaries - Faculty Full Time	150,000	0	150,000	100.0 %	

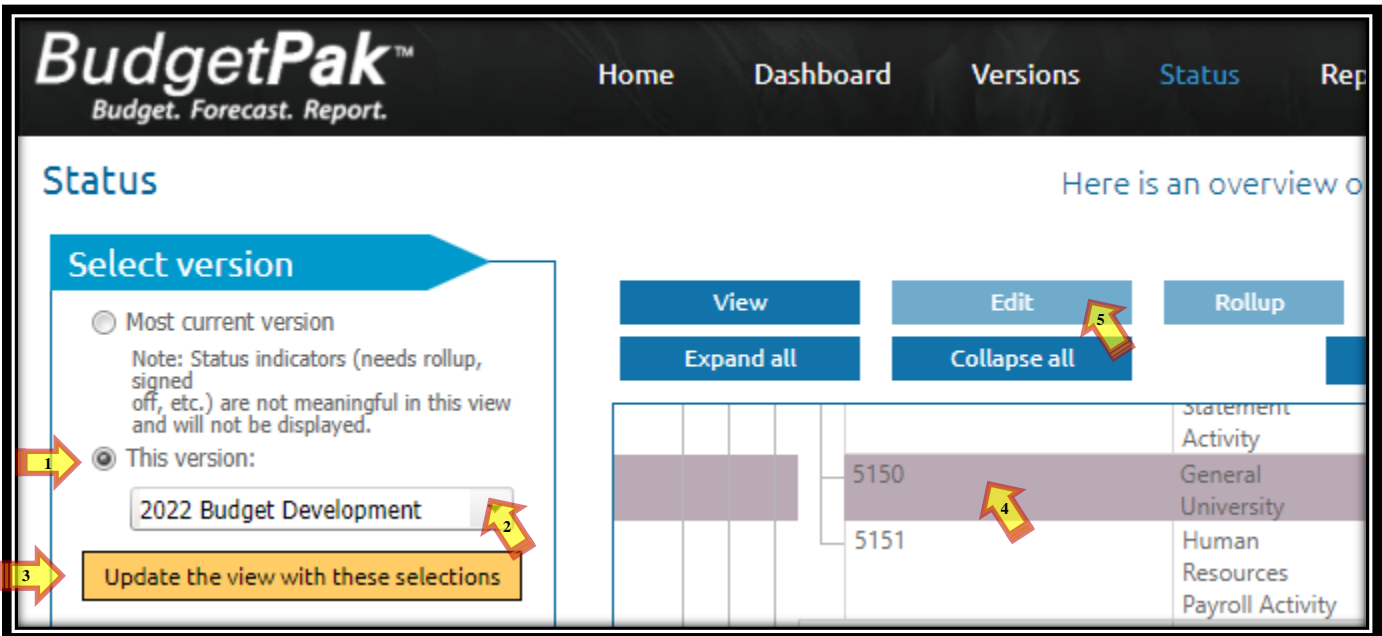
Note: The College Dean or Department Head must review and approve the 2022 Budget Development Report.

Section V: Completing, Signing Off, and Approving

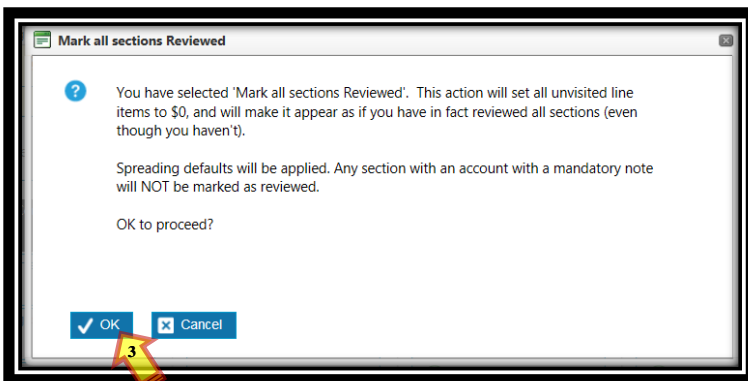
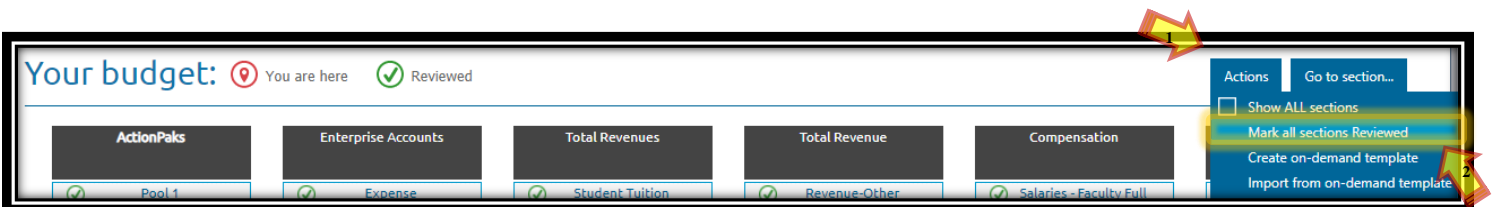
Step 1: Click on 'Status'.



Step 2: Under the Status menu click 'This version:' then select the '2022 Budget Development' from the dropdown. Click 'Update the view with these selections'. Highlight the desired unit/organization by clicking on it. Then click 'Edit'

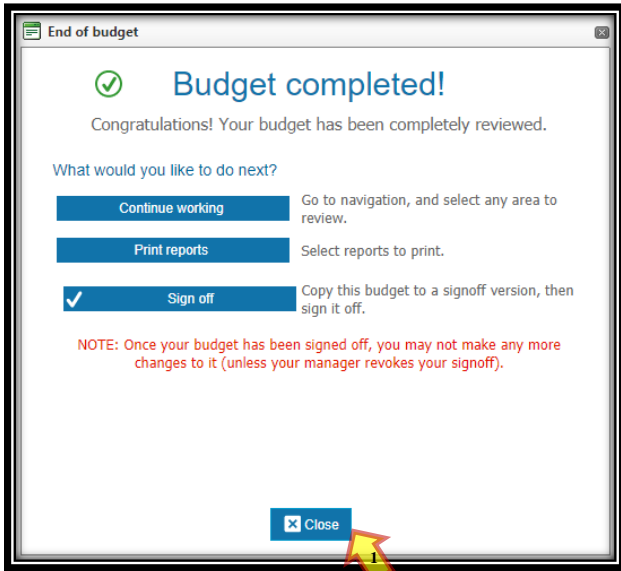


Step 3: Hover over 'Actions' then click 'Mark all sections Reviewed'. A pop-up window will appear. Click 'OK'.

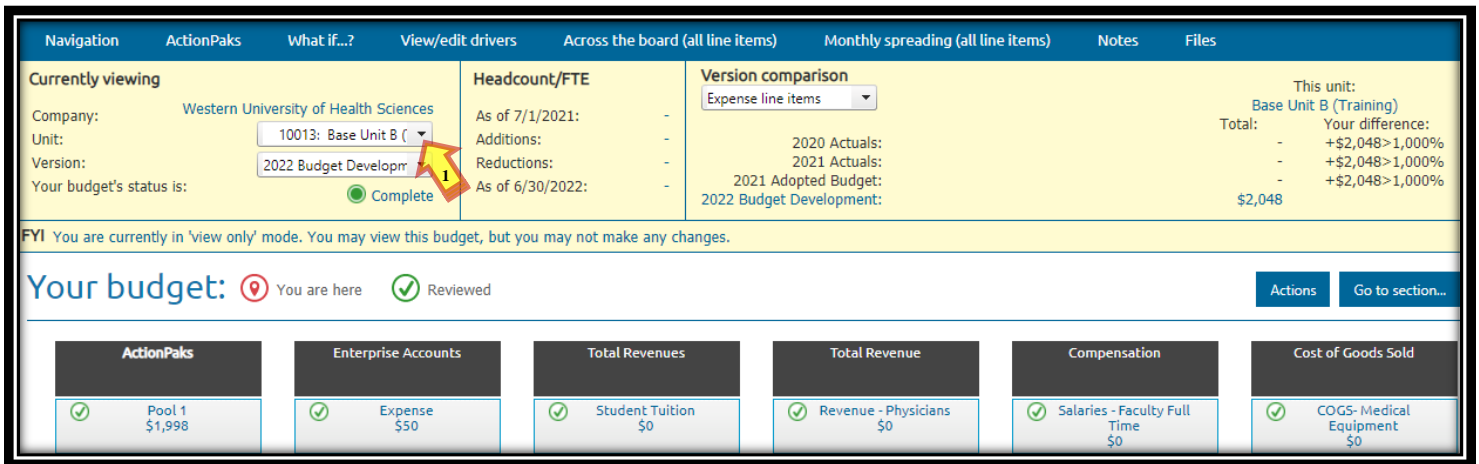


Section V: Completing, Signing Off, and Approving

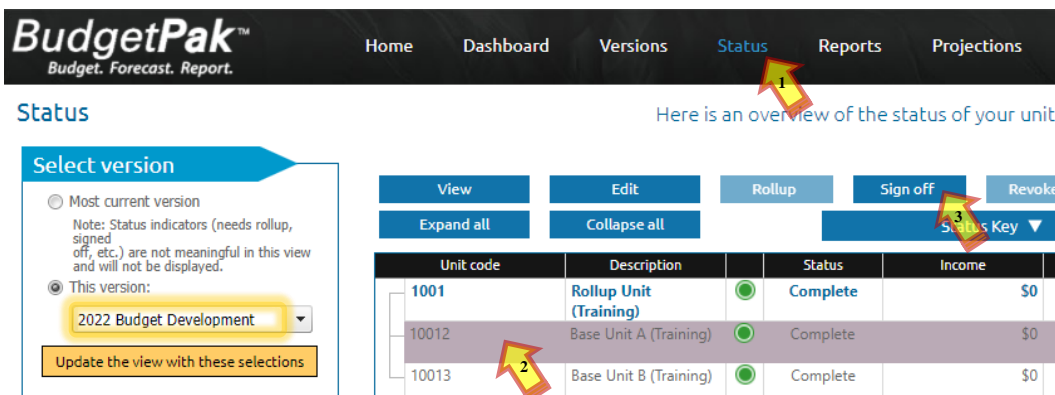
Step 4: The following window will appear. Click 'Close'.



Step 5: Repeat step 2-4 for all units of the college/department. A different unit may also be selected from the dropdown list. If this is the case, repeat steps 3-4 only for all units of the college/department.



Step 6: Click 'Status'. Highlight the unit by clicking on the unit/organization. Click 'Sign off'. Repeat this step for all units/organizations (including rollups). The status will change from complete to sign off.



Section V: Completing, Signing Off, and Approving

Step 7: Once all the units/organizations/rollups have been signed off, the status for the rows will change to 'Signed off' as shown below.

The screenshot shows the BudgetPak interface with the 'Status' page selected. On the left, there is a 'Select version' panel with '2022 Budget Development' selected. The main table has columns for Unit code, Description, and Status. The status for all units is 'Signed off'.

Unit code	Description	Status
1001	Rollup Unit (Training)	Signed off
10012	Base Unit A (Training)	Signed off
10013	Base Unit B (Training)	Signed off

Step 8: To approve each unit/organization highlight each unit/organization by clicking on it. Once highlighted, click 'Approve'. Repeat this step for each unit/organization.

This screenshot shows the 'Approve' button being clicked on the 'Signed off' status of unit 10012. The 'Approve' button is highlighted with a red arrow.

Unit code	Description	Status	Expense	Modified
1001	Rollup Unit (Training)	Signed off		
10012	Base Unit A (Training)	Signed off		
10013	Base Unit B (Training)	Signed off		

Note: Not all users may be able to approve. If this is the case, Sign off will be sufficient.

Step 9: Once all the units/organizations have been approved, the status for the rows will change to 'Approved' as shown below.

The screenshot shows the BudgetPak interface with the 'Status' page selected. The status for units 10012 and 10013 has changed to 'Approved'.

Unit code	Description	Status
1001	Rollup Unit (Training)	Signed off
10012	Base Unit A (Training)	Approved
10013	Base Unit B (Training)	Approved