

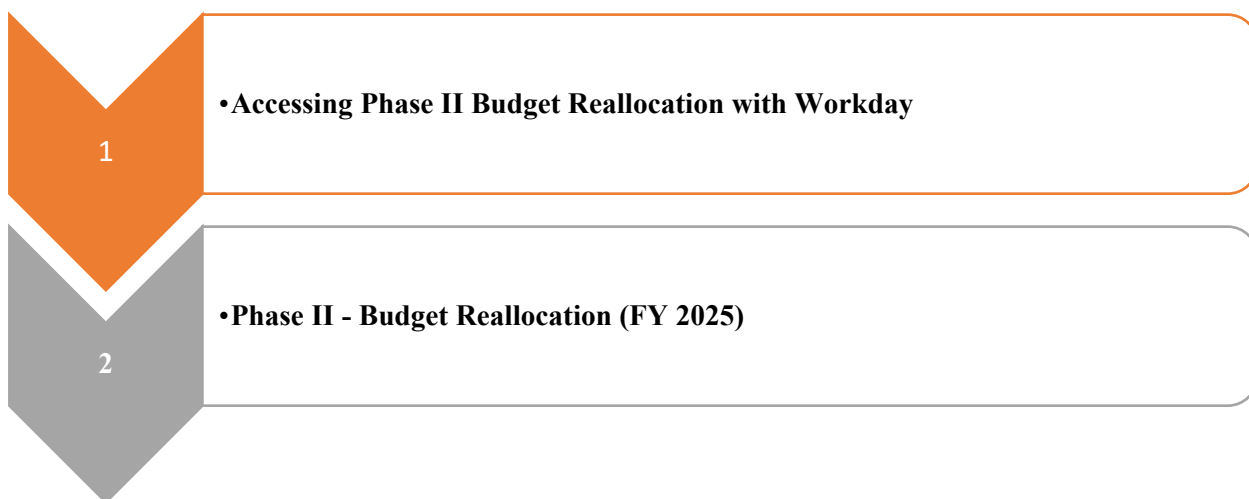
# Budget Development Process Phase II (SOP)

**Overview:** This document contains step-by-step instructions on how to complete Budget Development Process by using Workday Adaptive Insights cloud-based Enterprise Budgeting Software in Phase II. Instructions will also provide an overview of how to plan and create the upcoming fiscal year, FY 2025, Budget.

The following are some items you want to keep in mind as you go through this process:

- Adjust accounts based on historical spending patterns and anticipated expenditures.
- Identify historical spending patterns and anticipated expenditures affecting your budget by using Workday Report **4. Year Trend (FY17-23 Actuals)**.
- Review current and prior year's budget vs. actual variance analysis to identify variances between 7 series expense accounts by using Workday Report **7. Budget Vs Actual (FY23)**.
- Review and make note of expense accounts with budget overages/surpluses for budget reallocation (adjustments).
- Review your strategic business plan and potential impact on your budget.

## Sections:



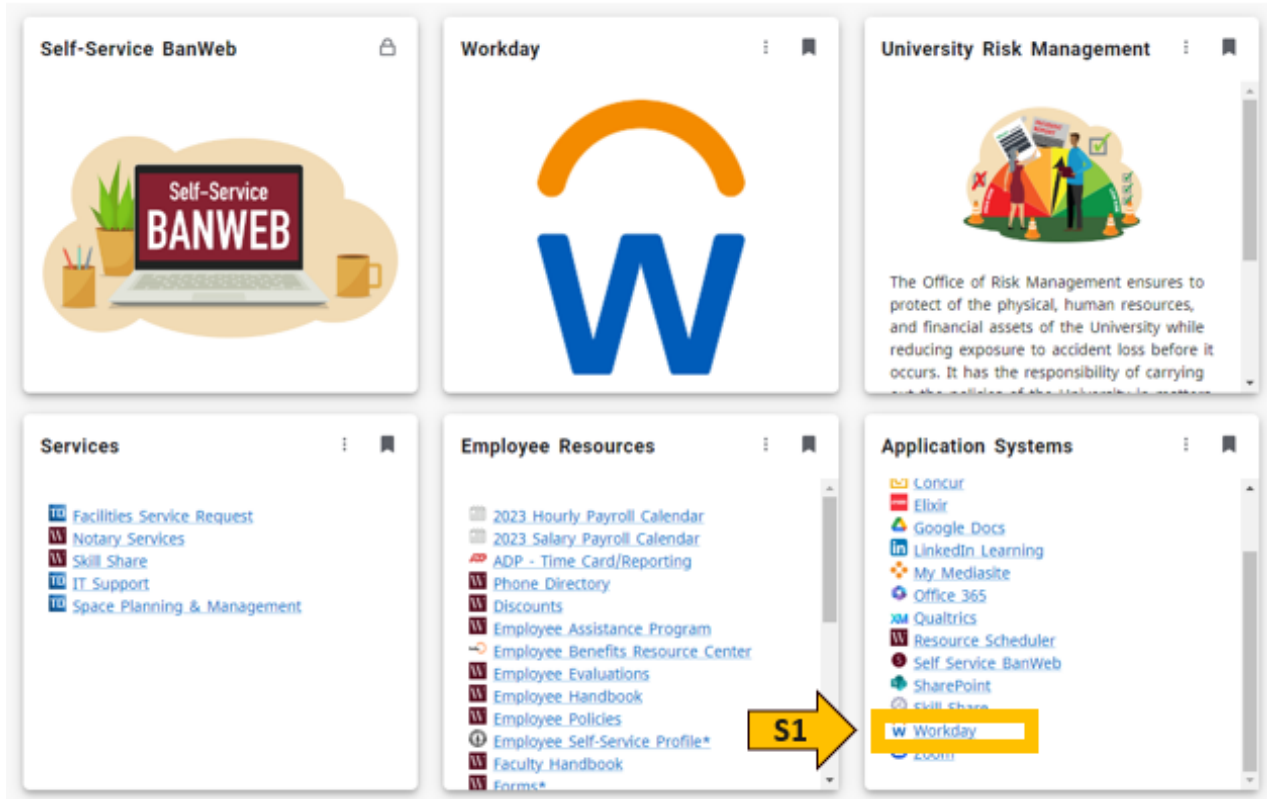
For additional information and/or help please reach out to the Office of Budget Administration at [budget@westernu.edu](mailto:budget@westernu.edu).

# Section I: Accessing Phase II Budget Reallocation with Workday

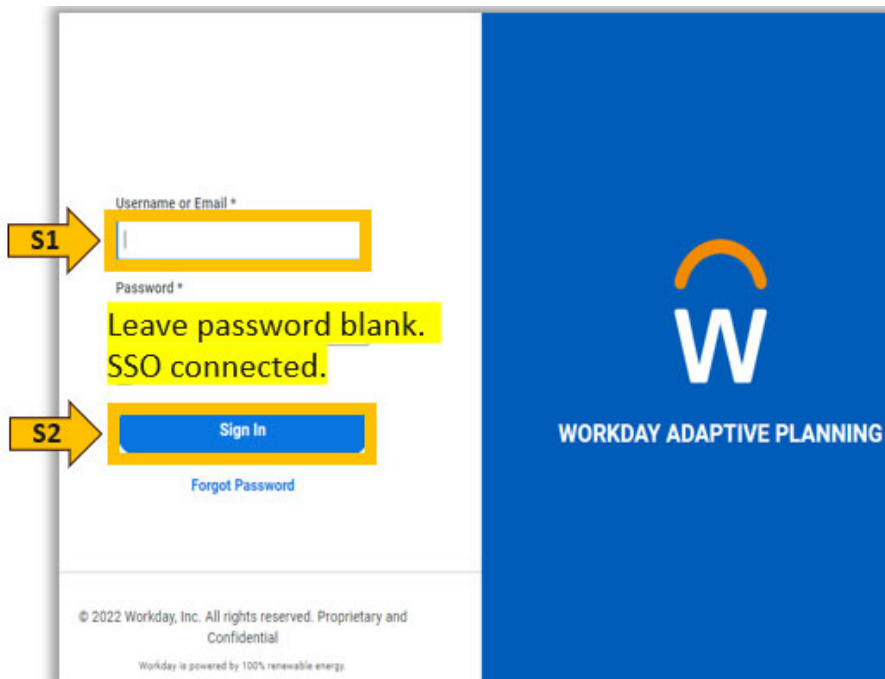
Step 1: Go to [my.westernu.edu](https://my.westernu.edu) or Intranet: <https://experience.elluciancloud.com/wohs/>

Click on the link ‘Workday’

A new tab will appear or access directly: <https://login.adaptiveinsights.com/app>



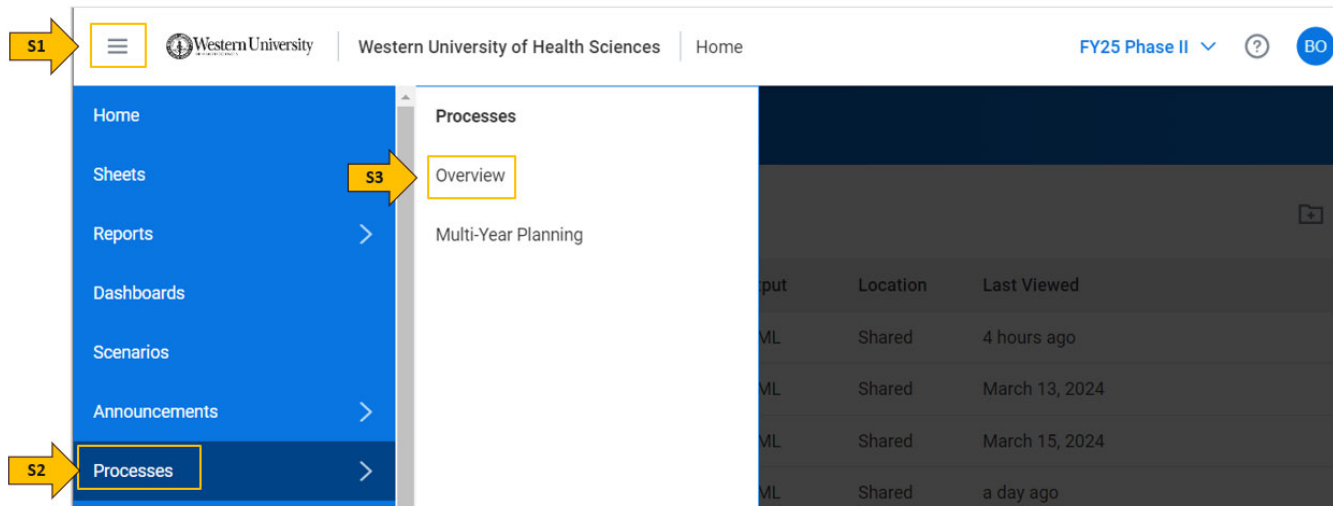
Step 2: Enter your credentials and leave the password blank. You will be logged in via SSO.



# Section I: Accessing Phase II Budget Reallocation with Workday

Step 3: Once signed in, you will be taken to the landing home page.

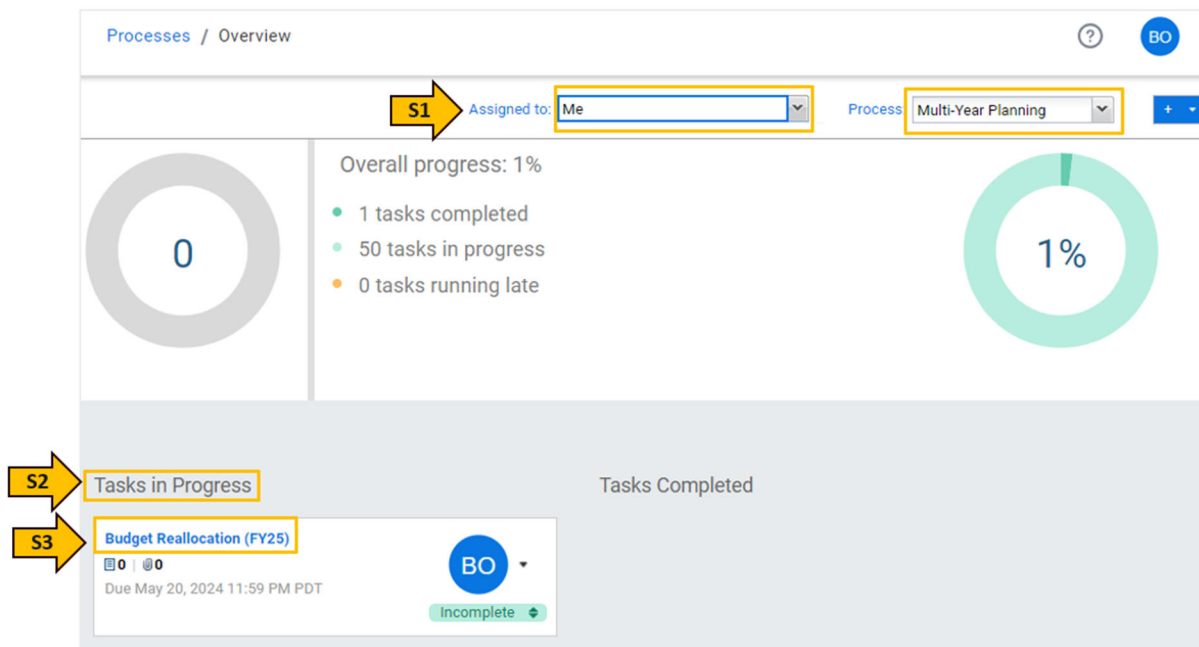
- S1. Click the global navigation menu on the top left corner.
- S2. Click the arrow to Processes.
- S3. Select Overview.



Step 4: The Overview will direct you to the Tasks Dashboard.

- S1: Select “Me”, so that you are only able to view your tasks. Confirm that the Process selected is “Multi-Year Planning”.
- S2: Complete the Budget Reallocation task listed under “Tasks in Progress” by due date specified.
- S3: To access each task, you will have to click on the [title link](#), “Budget Reallocation (FY25)”, and it will take you directly to the sheet required to be completed.

**Note:** To go back to task dashboard to view all tasks, select Processes from menu bar, as shown on previous step.



# Section II: Phase II - Budget Reallocation (FY 2025)

Step 1: Once you have accessed the “Phase II – Budget Reallocation” sheet,

**S1:** Confirm you have selected FY25 Phase II

**S2:** Select ORG to view and reallocate funds

**Note:** You will not be able to edit columns at the rollup/Parent level. Only at the child/individual Org level.

#	FUND (DIM)	LEVEL	GL ACC...	FY21 ...	FY22 ...	FY23 ...	FY24 ADOPTED ...	REALLOCATION...	FY25 PROPOSED ...	FROM (ORG-ACCOUNT, \$ AMOUNT)	NOTES
35	1100 - Cur...	1111 - ...	71580 - ...	0	0	221	85		85		
36	1100 - Cur...	1111 - ...	71590 - ...	83	167	0	0		0		
37	1100 - Cur...	1111 - ...	7920 - E...	3,969	0				0		
38	1100 - Cur...	1111 - ...	79208 - ...	0	590				0		
39	1100 - Cur...	1111 - ...	79209 - ...	2,567	2,154				0		
40	1100 - Cur...	1111 - ...	7925 - F...	0	3,172				0		
41	1100 - Cur...	1112 - ...	70211 - ...	450	734	815	0		0		
42	1100 - Cur...	1112 - ...	70211 - ...	2,541	2,678	2,664	698		698		
43	1100 - Cur...	1112 - ...	70280 - ...	610	722	725	720		720		
44	1100 - Cur...	1112 - ...	70302 - ...	764	2,188	1,631	6,300		6,300		
45	1100 - Cur...	1112 - ...	70302 - ...	5,792	3,496	1,597	12,150		12,150		

Additional Information:

- At the rollup level, you will see information for all your departments/Orgs.
- Information provided by Workday includes Fund, Level/Org, GL Account, Actuals for the prior three years...etc.
- In Workday, you will have the ability to view **three years of historical actuals** data.

**Note:** You may still want to consider running a Budget vs Actual for FY24 to do an in-depth analysis.

Step 2: Entering the Budget Reallocation.

**S3:** Enter the increase/decrease (-) amount under the “Reallocation of Budget” column.

**S4:** When increasing budget, enter where funds are moving from and the amount in the “FROM (ORG-ACCOUNT, \$ Amount)” column.

**S5:** Additional information can be provided under the “Notes” column.

**S6:** Click the “Save” icon to calculate the changes. The new amount(s) will be reflected under “FY25 Proposed Budget”.

**S7:** Repeat steps 1 and 2 (S1-S6) for all Orgs you will be reallocating budget.

#	FUND (...)	GL ACCOUNT	FY21 ...	FY22 ...	FY23 ...	FY24 ...	REALLOCATION OF BUDGET	FY25 PROPOSED ...	FROM (ORG-ACCOUNT, \$ AMOUNT)	NOTES
28	1100 - ...	71473 - Subscriptions	0	0	120	120		120		
29	1100 - ...	71505 - Computer Supplies	418	1,652	281	0		0		
30	1100 - ...	71530 - Event Supplies	3,618	1,141	3,165	7,735		7,735		
31	1100 - ...	71551 - Medical Supplies	0	4,729	0	0		0		
32	1100 - ...	71555 - Meeting Supplies	0	640	431	2,975		2,975		
33	1100 - ...	71560 - Office Supplies	135	423	1,273	850	-1,000 1,000		1111-71555, \$1,000	
34	1100 - ...	71575 - Postage	67	59	36	0		0		
35	1100 - ...	71580 - Reprographics	0	0	221	85		85		
36	1100 - ...	71590 - Student Supplies	83	167	0	0		0		
37	1100 - ...	7920 - Equipment	3,969	0				0		
38	1100 - ...	79208 - Equipment-Audio Visual	0	590				0		
39	1100 - ...	79209 - Equipment-Laptop Comput...	2,567	2,154				0		
40	1100 - ...	7925 - Furniture	0	3,172				0		
41	<b>Total</b>		<b>15,858</b>	<b>30,588</b>	<b>32,476</b>	<b>38,675</b>	<b>0</b>	<b>38,675</b>		

# Section II: Phase II - Budget Reallocation (FY 2025)

Step 3: Reallocation Balancing.

**S8:** For reallocation balancing, please make sure the highest rollup level is selected to ensure that the reallocation total is equal to Zero.

#	FUND ...	LEVEL	GL AC...	FY21 ...	FY22 ...	FY23 ...	FY24 ADOPTED B...	REALLOCATION ... ▲	FY25 PROPOSED ...	FROM (ORG-ACCOU...	NOTES
101	1100 -...	1112 - D...	7724 - ...	846	1,546	401	6,997		6,997		
102	1100 -...	1111 - D...	71530 ...	3,618	1,141	3,165	7,735		7,735		
103	1100 -...	1111 - D...	70308 ...	-22	0	8,519	8,500		8,500		
104	1100 -...	1112 - D...	7721 - ...	501	2,435	1,072	9,042		9,042		
105	1100 -...	1112 - D...	70550 ...	870	624	0	9,450		9,450		
106	1100 -...	1112 - D...	7726 - ...	0	710	25,150	10,418		10,418		
107	1100 -...	1112 - D...	7723 - ...	4,639	6,278	6,890	10,800		10,800		
108	1100 -...	1112 - D...	70302 ...	5,792	3,496	1,597	12,150		12,150		
109	1100 -...	1111 - D...	71560 ...	135	423	1,273	850	1,000	1,850	1111-71555, \$1,000	
110	<b>Total</b>			<b>89,718</b>	<b>92,953</b>	<b>162,1...</b>	<b>158,899</b>	<b>0</b>	<b>158,899</b>		

Step 4: Completing the Task.

**S9:** Once you have completed your task, go to Processes menu bar (view Step 3). Click Incomplete Status and the status will change to Complete.

**Tasks in Progress**

**Budget Reallocation (FY25)**

Due May 20, 2024 11:59 PM PDT

**BO**

Incomplete

**Tasks Completed**

There are no completed tasks

**Tasks in Progress**

There are no tasks in progress

**Tasks Completed**

**Budget Reallocation (FY25)**

Completed Apr 23, 2024 5:12 PM PDT

**BO**

Complete