



Following is an explanation of how data that is loaded into BDM can be balanced back to PeopleSoft G/L.

1. Go to the Unit Page and select your Unit and Fund 1 or Fund 2064. For this example, the base budget amount that was loaded from PeopleSoft GL was 331,936.

The screenshot shows the 'Unit Screen' in PeopleSoft. On the left is a 'Menu' sidebar with various navigation options. The main area is titled 'Unit Screen' and shows 'Business Unit: 00759' and 'Fiscal Year: 2011'. Below this, there are two search trees: 'Department Selection' and 'Fund Group Selection'. In the 'Department Selection' tree, 'ALL - All DeptIDs in this Tree' is selected. In the 'Fund Group Selection' tree, 'GROUP 1' is selected. Below these trees is a table with budget data:

Description	Beginning Balance	To be Allocated	Budget Goal	Actual Allocation	New Year Budget	Difference in Allocation	Goal vs. New Year	Last Updated
Total	331,936	0	331,936	0	331,936	0	0	

Below the table are buttons for 'Add Priority Goal', 'Unit/Div Budget Rpt', and 'Unit/Div Detail Rpt'. At the bottom, there are two text input fields: 'Budget Office Remarks' and 'Department Remarks'.



- You can also see this by running reports on the Dept/Fund page in BDM. Change the "Department" value to "BP_UNITS" which will give you data by Unit.

Report by Dept and Fund

Business Unit: 00759 Fiscal Year 2011 *Dept Option Dept Tree *Department BP_UNITS

Tree: BDMROLLUP_2008, BDMROLLUP_2009, BDMROLLUP_2010, BP_UNITS, DEPTID_BDM, DEPTID_ROLLUP

ALL - All DeptIDs in this Tree
 PRESIDENT - PRESIDENT
 INST ADVANCEMENT - INSTITUTIONAL ADVANCEMENT
 PROVOST - Provost
 COMPUTING - COMPUTING
 ADMISSIONS - ADMISSIONS
 ENROLLMENT MGMT - ENROLLMENT MANAGEMENT
 ACADEMIC RECORDS - ACADEMIC RECORDS
 FINANCIAL AID - FINANCIAL AID
 RESEARCH - RESEARCH
 DIST & EXT EDUC - DISTANCE & EXTENDED EDUCATION
 LIBRARY - LIBRARY
 EIH - ENVIRONMENTAL INSTITUTE
 INFORMATION RESOURCE - INFORMATION RESOURCES
 STUDENT SERVICES - STUDENT SERVICES
 BUS - SCHOOL OF BUSINESS
 SOE - SCHOOL OF EDUCATION
 HSH - SCHOOL OF HSH
 SCE - SCHOOL OF SCE
 VP A&F - VP A&F
 BUDGET - BUDGET
 AVP FINANCE - AVP FINANCE
 GENERAL ACCOUNTING - GENERAL ACCOUNTING
 CASHIER - CASHIER
 HUMAN RESOURCES - HUMAN RESOURCES
 POLICE - POLICE
 OPERATIONS - OPERATIONS
 EX DIR PROCUR & PAY - EXEC DIR PROCUREMENT & PAYABLE
 RISK MGMT - RISK MANAGEMENT
 FACILITIES MGMT - FACILITIES MANAGEMENT
 A & F OTHER - A & F OTHER

Budget Summary by Ledger Series
 *Group By Group by Fund Group and then by Cost Center

MegaBud Series
 *Compressed Not Compressed *Signature No Signature Line

Fund Selection
 GROUP 1
 GROUP 2

Here are the results:

Univ. of Houston - Clear Lake
Budget Summary Rpt By Fund Grp and CC
For Fiscal Year 2011

Unit Id: PRESIDENT

Group By	Revenue	Fund Balance	Faculty Salary	Prof'l Adm Salary	Classified Salary	Wages	Salary Total	Benefits	Cost of Goods Sold	Recovered Cost	M and O	Capital	Expenditures Total	Balance
Grand Total														
Base Year	0	0	0	238,479	73,457	0	311,936	0	0	0	0	20,000	331,936	331,936
Proposed Year	0	0	0	238,479	73,457	0	311,936	0	0	0	0	20,000	331,936	331,936
Change	0	0	0	0	0	0	0	0	0	0	0	0	0	0

- The base budget amount came from PeopleSoft G/L and you can see it by running the Budget Summary Report (UGLS1063). Run the report selecting the Budget Summary boxes



through the time period that corresponds to the budget load. In our example, we're running the report through February for the President's tree node.

Report Parameters **Additional Options**

Run Control ID: 1063 [Report Manager](#) [Process Monitor](#) **Run**

Process Instance: 4914440

*Business Unit: 00759
To FY/Period: 2010 6

Print multiple requests on same page
 Limit Results to Current Budget Ref

Print All Cost Centers
 Only Print Active Cost Centers
 Only Print Inactive Cost Centers

Budget Account Actual
Summary Summary Summary

Revenue
Expense

Scroll Area Find | View All First 1 of 1 Last

Request No: 1 *Fund: Group Fund 1 Fund 3 Fund 5 Fund 7
 Fund 2 Fund 4 Fund 6 Fund 9

*Deptid: Tree Range Node: C0060

SpeedType: *Prog: All *Project: All

The results are listed below. Notice the Fund 1 Base Budget total is that same amount that is displayed on the Unit page above.

UNIVERSITY OF HOUSTON - SYSTEM

Business Unit : 00759 Univ. of Houston - Clear Lake

Budget Summary
Period Ended February 28, 2010 (Through Period 6).
Results Are Limited to Current Budget Reference and Active Cost Centers

Cost Center	Prog/Proj Description	Acc Base Typ (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD/PTD Rev/Exp	Open Comm1
1008 C0060 F0854 NA	PRESIDENT'S OFFICE HEAF	EXP 20,000.00	20,000.00	114.00	12,996.59	
	FUND 1008	EXP 20,000.00	20,000.00	114.00	12,996.59	
1052 C0060 F0928 NA	OFFICE OF THE PRESIDENT	EXP 245,991.00	245,991.00	2,814.40	105,470.14	
1052 C0060 F0932 NA	PRESIDENT S&W	EXP 65,945.00	65,945.00	0.00	28,395.66	
	FUND 1052	EXP 311,936.00	311,936.00	2,814.40	133,865.80	
	FUND GROUP 1	EXP 331,936.00	331,936.00	2,928.40	146,862.39	

A tool for Budget Development

1. Run the Budget Summary Report (UGLS1063) for your departments through the time period that matches the budget load. This example is for the President:

Report Parameters
Additional Options

Run Control ID: 1063

[Report Manager](#)
[Process Monitor](#)
Run

*Business Unit:

To FY/Period:

Print multiple requests on same page
 Limit Results to Current Budget Ref

Print All Cost Centers
 Only Print Active Cost Centers
 Only Print Inactive Cost Centers

	Budget Summary	Budget Account Summary	Actual Account Summary
Revenue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scroll Area Find | View All First 1 of 1 Last

Request No:

*Fund: Group

Fund 1
 Fund 3
 Fund 5
 Fund 7

1

*Deptid: Tree Range

Node: C0109

SpeedType:

*Prog: All

*Project: All

2. Open the .csv file:



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[View Log/Trace](#)

Report

Report ID: 1679031 Process Instance: 4915151 [Message Log](#)
 Name: UGLS1063 Process Type: SQR Report
 Run Status: Success

BBA Summary

Distribution Details

Distribution Node: Unix Expiration Date: 03/17/2010

File List

Name	File Size (bytes)	Datetime Created
SQR UGLS1063_4915151.log	1,497	02/15/2010 2:14:19.000000PM CST
UGLS1063_Section_1.csv	8,632	02/15/2010 2:14:19.000000PM CST
ugls1063_4915151.PDF	19,141	02/15/2010 2:14:19.000000PM CST
ugls1063_4915151.out	408	02/15/2010 2:14:19.000000PM CST

Distribute To

Distribution ID Type	*Distribution ID
User	0077875

3. Delete all columns past the Base Budget:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	BU	Fund	Deptid	Program	Project	Descr	Acc Type	Base Budget	Current Budget	Current Rev/Exp	YTD/PTD Rev/Exp	Open Cmt	Soft Cmt	BBA	Bt
2	00759	1008	C0060	F0854	NA	PRESIDENT'S OFFICE HEAF	EXP	20000	20000	114	12996.59	614	0	6389.41	O
3	00759	1052	C0060	F0928	NA	OFFICE OF THE PRESIDENT	EXP	245991	245991	2814.4	105470.14	142311.12	0	-1790.26	O
4	00759	1052	C0060	F0932	NA	PRESIDENT S&W	EXP	65945	65945	0	28395.66	37323.62	0	225.72	O
5	00759	2064	C0060	F0420	NA	PRES HOUSING/SALARY	REV	0	-5626.95	0	0	0	0	-5626.95	O
6	00759	2064	C0060	F0420	NA	PRES HOUSING/SALARY	EXP	213322	213322	0	87744.42	119858.22	0	5719.36	O
7	00759	2064	C0060	F0438	NA	GENERAL OFFICE SUPPORT ACCOUNT	REV	0	-6153.07	0	0	0	0	-6153.07	O

4. Resort the file by Account Type so that expense and revenue are separated:

	A	B	C	D	E	F	G	H
1	BU	Fund	Deptid	Program	Project	Descr	Acc Type	Base Budget
2	00759	1008	C0060	F0854	NA	PRESIDENT'S OFFICE HEAF	EXP	20000
3	00759	1052	C0060	F0928	NA	OFFICE OF THE PRESIDENT	EXP	245991
4	00759	1052	C0060	F0932	NA	PRESIDENT S&W	EXP	65945
5	00759	2064	C0060	F0420	NA	PRES HOUSING/SALARY	EXP	213322
6	00759	2064	C0060	F0438	NA	GENERAL OFFICE SUPPORT ACCOUNT	EXP	47186
7	00759	2064	C0060	F0444	NA	UNIVERSITY MEMBERSHIPS	EXP	33000

5. Total by Fund Group. Notice the Base Budget amount for Fund Group 1 ties to the Unit page.



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UGLS1063_Section_1 [Read-Only]									
	A	B	C	D	E	F	G	H	
1	BU	Fund	Deptid	Program	Project	Descr	Acc Type	Base Budget	
2	00759	1008	C0060	F0854	NA	PRESIDENT'S OFFICE HEAF	EXP	20000	
3	00759	1052	C0060	F0928	NA	OFFICE OF THE PRESIDENT	EXP	245991	
4	00759	1052	C0060	F0932	NA	PRESIDENT S&W	EXP	65945	
5									331936
6									

6. Add columns for any priority amounts you may have for your departments. Total across columns. This will become your New Year base budget.

BU	Fund	Deptid	Program	Project	Descr	Acc Type	Base Budget	Pay Plan	Merit	Priority #4	Priority #5	Additional Revenue	Shifts	FY2011 Budget
00759	1008	C0060	F0854	NA	PRESIDENT'S OFFICE HEAF	EXP	20,000							20,000
00759	1052	C0060	F0928	NA	OFFICE OF THE PRESIDENT	EXP	245,991							245,991
00759	1052	C0060	F0932	NA	PRESIDENT S&W	EXP	65,945							65,945
							331,936							331,936