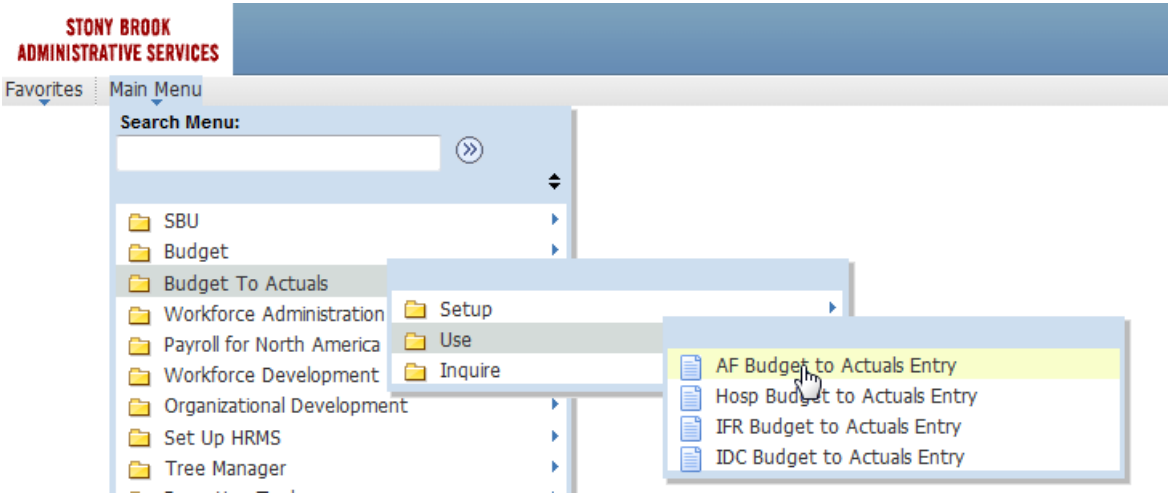


Budget to Actuals Quick Reference

Accessing Information by Account

Example: To access a State, Dorm, or LISVH account:

From the Main Menu, choose Budget to Actuals -> Use -> AF Budget to Actuals Entry.



In the Search box, input the model year we are currently budgeting and an account number.

AF Budget to Actuals Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

CBM Budget Year:

=

▼

2018

Account:

=

▼

86084500

Fund ID:

=

▼

🔍

Account Description:

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▼

Department:

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☐ Case Sensitive

Search

Clear

Basic Search

📄

Save Search Criteria

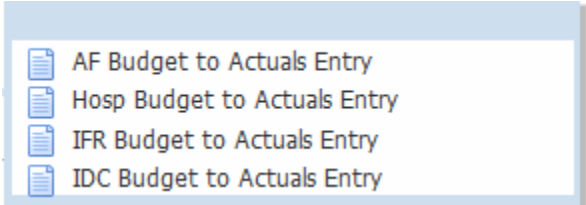
The panel below will be displayed. It shows the past 3 years of actual expenses followed by an average expense column, the Form 1 submission from the last budget cycle, and your CBM budget in progress. There is also a column for forecasting an additional out year and a column for inputting your comments. At the bottom of the panel, there is a “long” notes field. Don’t forget to save your work if you input data.

CBM Budget Year 2018 Account 86084500
Account Description Mail & Messenger

	13/14 Actual Expenses	14/15 Actual Expenses	15/16 Actual Expenses	Average Actual Expenses	16/17 Form 1 Budget	17/18 CBM Budget	18/19 Forecast	Comment
FTE (excluding temp service)	4.15	4.60	4.60	4.45	5.65	5.65		
PSR	262,746	254,636	111,102	209,495	242,676	242,676		
TS	0	0	0	0	0	0		
OTPS	1,001,819	956,253	663,163	873,745	1,107,607	1,107,607		
TOTAL	1,264,565	1,210,889	774,265	1,083,240	1,350,283	1,350,283		

Notes:

Accessing Accounts in Other Funds



Note that accounts in different funds should be selected from the appropriate Use menu:

- AF:** to access a State (fund 10), Dorm (fund 30), or LISVH (fund 60) account
- Hosp:** To access a Hospital (fund 40) account
- IFR:** To access a General IFR (fund 20), SUTRA (fund 25), DIFR-IFR (fund 35), HIFR-IFR (fund 45), or Stabilization (fund 67) account
- IDC:** To access an IDC (fund 73) account

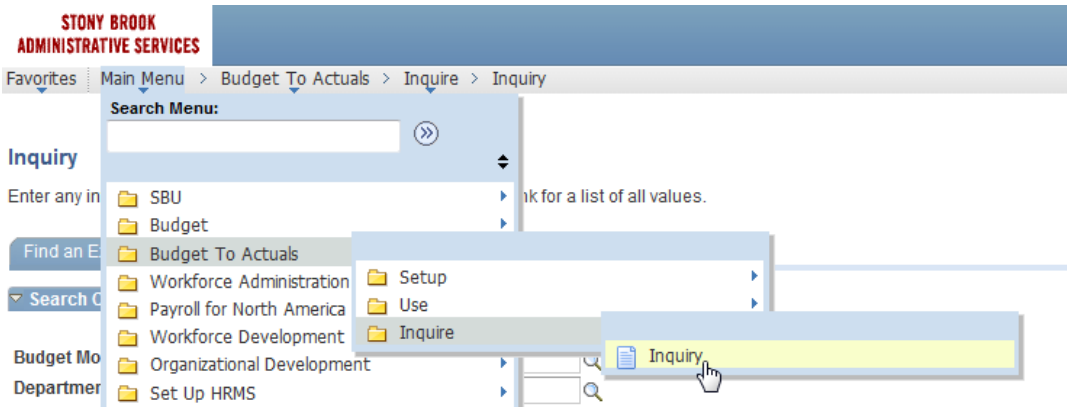
Note that the IFR panel that is displayed will include Revenue.

Note that the IDC panel that is displayed will include FTE in the Actuals columns. The Form 1 and CBM Budget columns will have FTE = 0 since this data is not captured in CBM. All IDC salary in the Form 1 and CBM Budget columns will be displayed as Temp Service (TS).

Accessing Information by Organization

You may view data by organizational area down to the parent level.

From the Main Menu, choose Budget to Actuals -> Inquire -> Inquiry.



In the Search box, input the model year we are currently budgeting and a department (level1, level2, level3, or level4).

Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all v

Find an Existing Value

▼ Search Criteria

Budget Model ID:

begins with ▼

2018

Department:

begins with ▼

86084500

Organizational Level Descr.:

begins with ▼

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

The read only panel group below will be displayed. It shows the organizational rollup of the past 3 years of actual expenses followed by the Form 1 submission from the last budget cycle and your CBM budget in progress. There is also a column which displays the forecast for an additional out year.

This group displays the following panels:

Totals – Total Expenses = PSR + TS + OTPS

PSR Inquiry – Personnel Services Regular

TS Inquiry – Temporary Services

OTPS Inquiry – Other Than Personnel Services (Supplies & Equipment)

FTE Inquiry – Full Time Equivalent for Employees

Revenue Inquiry – Revenue for IFR Accounts

Budget Model ID 2018 Department 86084500

Organizational Level Descr. Mail & Messenger

	13/14 Actual Expenses	14/15 Actual Expenses	15/16 Actual Expenses	Average Actual Expenses	2017 Form 1 Budget	2018 CBM Budget	F2019 Forecast
State	425,397	239,166	516,090	393,551	273,739	246,791	0
IFR	6,281	9,874	-36,565	-6,804	100,000	100,000	0
SUTRA	0	0	0	0	0	0	0
Dorm	0	0	0	0	0	0	0
DIFR-IFR	0	0	0	0	0	0	0
Hospital	316,869	336,228	341,929	331,675	336,511	339,555	0
HIFR-IFR	0	0	0	0	0	0	0
LISVH	0	0	0	0	0	0	0
Stabilization	0	0	0	0	0	0	0
IDC	0	0	0	0	0	0	0
TOTAL	748,547	585,268	821,454	718,423	710,250	686,346	0