

1. UPDATE USER PREFERENCES
See job aid with instructions on changing preferences

2. DOWNLOAD FINAL BUDGET SALARY ROSTER FOR PRIOR FY (REPORTS ICON)
Use this report to create a “planning budget” for the next FY. Indicate which positions need to be updated, deleted, or added. *(Note: Ideally, this will be done at the beginning of the FY to keep track of changes throughout the year, to have available when ready to begin working on the budget.)*

3. DOWNLOAD ALL COST CENTERS
A ‘Cost Centers by Department’ report of each departments cost centers has been created. The report can be found via the Departmental Budget icon, then the Other Forms icon. Security is set to allow users to see the cost centers in the assigned department.

4. POSITION BUDGET FORMS
Review and update as necessary Position data by referring to your “planning budget”. May use any one of three formats for existing position information updates: Existing Positions by Department; Existing Positions by Cost Center, or Departments by Position.
 - a) Add a Position to the Budget
 - b) Assign an Employee to a Vacant Position
 - c) Modify Position (i.e. Split Allocation Position Funding, Update Position Funding)
 - d) Vacate/Delete Position
 - e) Transfer Position/Employee

5. UPDATE OTHER POSITION TYPES
Complete the Other Position Types form to budget Part-time Faculty, Part-time Staff, Summer Faculty, GTA and/or GRAs, Students or Work-study students and associated fringe related to these expenses.

6. UPDATE DEPARTMENTAL BUDGET FORMS ZS
Complete the Departmental Budget Form by cost center. (Revenue plus allocations plus Transfers In) less (Expenses plus Transfers Out) must equal to ZERO.
 - a. Add, View or Delete Cell Comments.
 - b. Add new GL Account to Departmental Budget ZS

7. BUDGET TRANSFERS
Complete Budget Transfers on the Intrafund Transfer Out – Add Transfers format for any cost center under your security that is a Source (Giver) of funds to another cost center. COORDINATE WITH YOUR DEAN, ARP, OR VICE-PRESIDENT OFFICE.

8. COMPLETE RECONCILIATION OF CHANGES SPREADSHEETS
Reconciliation of Changes (ROC) worksheet has been completed and sent to your Unit/Department as instructed. The Budget Office is no longer requiring submission but your

Unit/Department may require submission. The Provost Office is requiring the ROC – Academics worksheet. The templates are located on the Budgets, Planning and Analysis webpage.