Entering Managerial Budgets

Managerial budgets provide UF with the ability to enter non-control budgets into myUFL. Once entered, fiscal administrator can use Enterprise Reporting analytical tools and reports, to compare those managerial budgets to the associated expenditures (General Ledger) and commitments (Commitment Control).

There are two components required to provide this evaluative data to fiscal managers:

- Entering the information into myUFL
  - Enter online or using the Excel Spreadsheet method
  - Editing/Posting the journal in myUFL
- Using Enterprise Reporting analytic tools and reports
  - Use PowerPlay cube views to evaluate your current status and trends across time
  - Use drill through reports to identify and resolve issues
  - Use the trend analysis tools to strategize and plan

myUFL Security Roles

Security Role for entering Managerial Budgets

UF_GL_END_USER

- When requesting the role, please have your DSA email General Accounting at GAhelp@admin.ufl.edu to request permission for BUDGETS ledger
- Note: **PST956** is a required Online course for this security role

To use the Enterprise Reporting run Managerial Budget reports and access associated tools, you will require both of the following security roles:

- UF_FI_UNIVERSAL_INQUIRY
- UF_ER_USER

Online Managerial Budget Entry

1. Login to **myUFL**
   - Open an internet browser
   - Navigate to my.ufl.edu
   - Click the Access myUFL button
   - Enter your GatorLink username and password
   - Click the Login button

2. On your myUFL Menu, navigate to **General Ledger > Journals > Journal Entry > Create/Update Journal Entries**

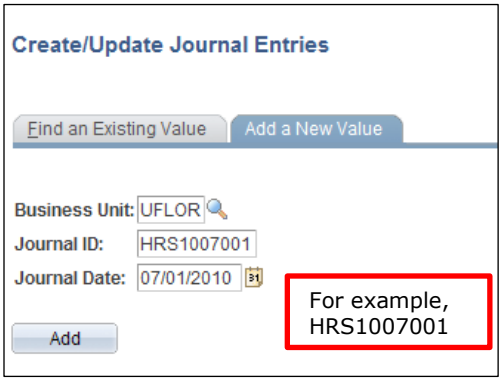
Journal Entry Screen

3. Select the "**Add a New Value**" tab
4. **Business Unit**: UFLOR
5. **Journal ID**: Enter a Journal ID
6. Recommended naming, if entering a journal: ABCYYMMnnn
   - ABC represents the department
   - YY is the calendar year

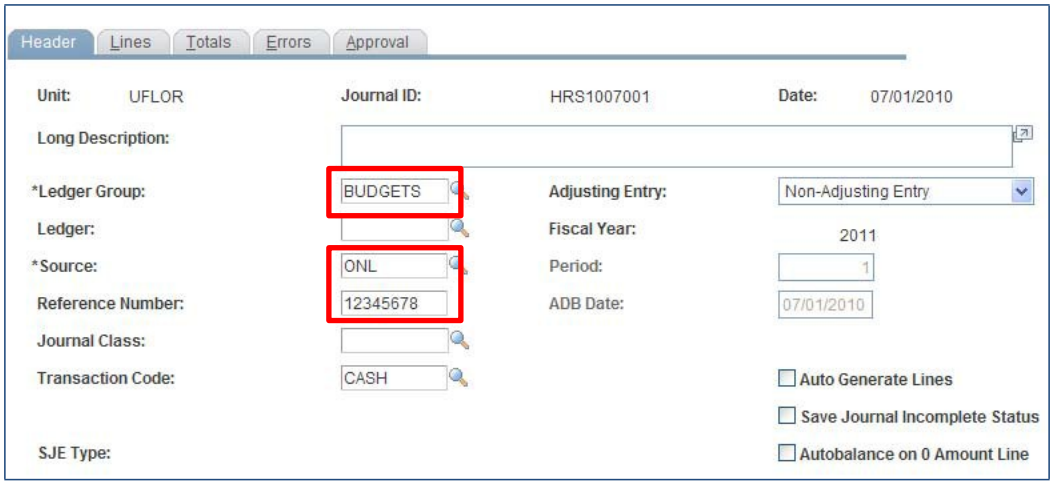
- MM is the calendar month
- nnn equals sequential numbering starting with 001
- DO NOT USE ANY SYMBOLS - use ABC…123

7. **Journal Date**: Change the date to match the desired accounting period and fiscal year. The format is MM/DD/YYYY. If you are entering budget detail for each:
   - Monthly, enter the first day of the month
   - Quarterly, enter the first day of the quarter
   - Annually, enter the first day of the fiscal year
8. Click the **Add** button to go to the next page

Note: If you want to review your budget monthly, enter the budget for each month.



Header Tab



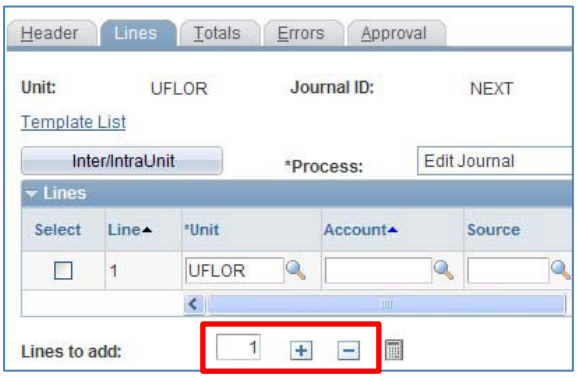
9. Enter a **Long Description** that will provide a reference for drill-downs on budget balance details in the data warehouse
   - Note: Only the first 30 characters will be shown in the details
10. Enter **Budgets** in Ledger Group
11. Make sure **ONL** is in the Journal Source field
12. In the **Reference Number** field, enter your UFID
13. Click the **Lines** tab to enter the budget journal line details

Lines Tab

14. Enter ChartFields as appropriate for your managerial budget
15. Add lines as needed
    - Department must be entered for each line
    - Account must be entered for each line
16. Enter the Amount for each line
    - Use a positive number for debit entries (Additions to expenses or deductions from revenues)
    - Use a negative number for credit entries. (Additions to revenues or deductions from expenses)

Adding Lines

17. Enter the number of lines you want to add in the **Lines to add** box
18. Click the + icon to add those lines
19. myUFL will copy the values from your previous line to the new lines
20. To delete lines, checkmark the line to delete and click the "-"



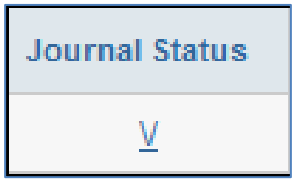
Save the Managerial Budget

21. Click the **Save** button to save your journal and then edit the journal

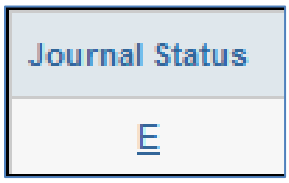
Edit the Managerial Budget

22. Verify **Edit Journal** appears in the Process drop down field. (If not, click the **Process** drop down field and choose **Edit Journal** from the list). Click the **Process** button

23. Once the **Journal Status** and column indicates '**V**' (**Valid**), the Journal Edit is successful and the JE is ready for posting.



24. If there are errors in the journal editing process, an '**E**' will appear in the Journal Status column.



25. Click the **E** link in the Journal Status column.
26. Note the indicated error and correct.

Common Journal Errors:
Error: Journal Not Balanced
Correction – Check Amount field values and confirm debits equal credits
Error: Combo Edit References – Incorrect Combination of Fund and Account
Correction – Change Fund and/or Account field values as required
Error: Combo Edit References – Incorrect Combination of Program and Fund
Correction – Change Fund and/or Program field values as required
Error: Missing Department, Fund, Program, Budget Reference or any combination of these fields
Correction – Find and add missing ChartField
Error: Missing or Wrong Source of Fund
Correction – Add correct Source of Fund value for funds 171, 201, 209, 213 and 214

27. After correcting journal error, run **Journal Edit** again.
28. Once **V** appears in the **Journal Status** column, the JE has been corrected, passed Journal Edit and is now ready for posting.

Post the Managerial Budget

29. Click the **Process** drop down field and choose **Post Journal** from the list. Click the **Process** button

Additional Notes

- When entering a Fund that requires a project (Funds 201-214, 4xx, and 5xx), an Analysis Type and PC Business Unit must be entered
- Contracts and Grants Funds (201-214)
  - 400000 – 599999 should use GLR; PC Business Unit is GRANT
  - 600000 – 899999 should use GLE; PC Business Unit is GRANT
- Construction Funds (5xx)
  - 400000 – 599999 should use GLR; PC Business Unit is CONST
  - 600000 – 899999 should use GLE; PC Business Unit is CONST
- Cost Sharing Funds (4xx)
  - 400000 – 599999 should use CGR; PC Business Unit is GRANT
  - 600000 – 899999 should use CGE; PC Business Unit is GRANT

If you need assistance contact:
UF Computing Help Desk
352-392-HELP (4357)
helpdesk@ufl.edu
http://helpdesk.ufl.edu