



DUQUESNE
UNIVERSITY

Banner Training Manual

Budget Development: FY10 Endowment Distributions

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Intended Audience:

Any budget manager with responsibility and/or their designee who needs to review endowment distribution budget information and have security clearance to view budget queries in Self Service.

Purpose of Training:

Budget Development is a module within Banner that will enhance the analytical capability, communication and data collection processes in regards to budget development. We are using the functions of Budget Development to communicate the FY2010 endowment distributions to end users and to solicit feedback in the form of spending plans from the end users. End users will benefit from this tool by knowing what the endowment distribution is for the upcoming fiscal year. It also gives end users a chance to create a spending plan and to communicate that plan to the Budget Office. The endowment distribution can be viewed using the Budget Query tool within Self Service Banner. The distribution has been allocated to one or more Account Codes that distinguish how the distribution will be used. Budget Development enables the end user to move the distribution.

Once the financial manager knows what this distribution is, they can begin to formulate a spending plan and determine whether or not they need to move the distribution to another Account Code. For instance, an endowed scholarship Fund begins with 61xxxx, therefore the Budget Office most likely input the distribution into Account Code 522010 (Endowed Scholarship). However, the restrictions of the endowment may allow the distribution to be spent on salary or non-labor expenses. The financial manager has the opportunity to move the distribution to the Account Codes that categorizes how they plan to spend the distribution. The spending plan must be in accordance with the restrictions of the endowment. The financial manager is responsible for knowing the restrictions. A spending plan may include reinvesting all or part of the distribution back into the endowment. Once a spending plan is formulated, this manual takes you through the steps necessary to carry out that plan and communicate it to the Budget Office.

Keep in mind that this spending plan is not set in stone. You are still permitted to move the distribution between Account Codes during the fiscal year via a budget transfer. Budget Development helps us to plan out the year so only minimal adjustments are needed during the year.

When creating a spending plan keep the following Budget policies in mind:

All scholarship, salary, fringes and capital expenses must have line item budgets. If you are using the distribution for salaries, appropriate fringe benefits must also be allocated to Account Code 651010 or 651020(Please note: fringe rates may change for FY10 and Planning & Budget will make any changes if and when a rate change has been determined. However, please use the following rates until that determination has been made: 9% for part-time and 40% for full-time) All non-labor expenses (i.e. supplies, travel, printing, etc) have a pooled budget in Account Code 799010. You do not need to figure out how much you will be spending on these items individually. One lump sum is needed for the non-labor expense budget.

It is important to note that you cannot hurt anything while in Budget Development. Think about this tool as a place for you to design your spending plan. We can always help you get back on track if you get stuck. Take time to read through the manual before sitting down at the computer. All distributions need to be reviewed and spending plans must be finalized by May 31, 2009.

Objectives:

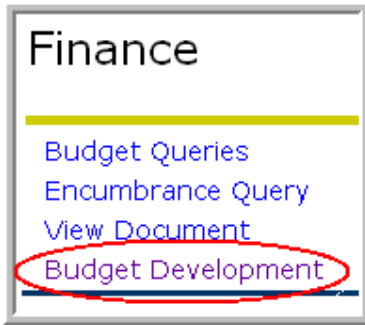
At the end of this training, you will be able to:
Understand how to query in Budget Development
Review endowment distributions
Redistribute a budget between Account Codes
Reinvest a distribution back into the endowment

Viewing an Endowment Distribution

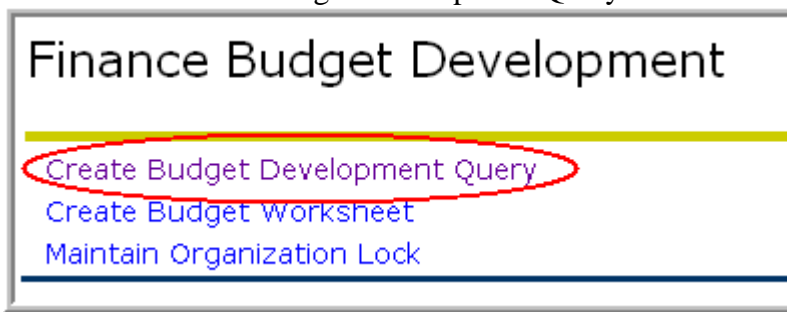


How do I view my Endowment Distribution?

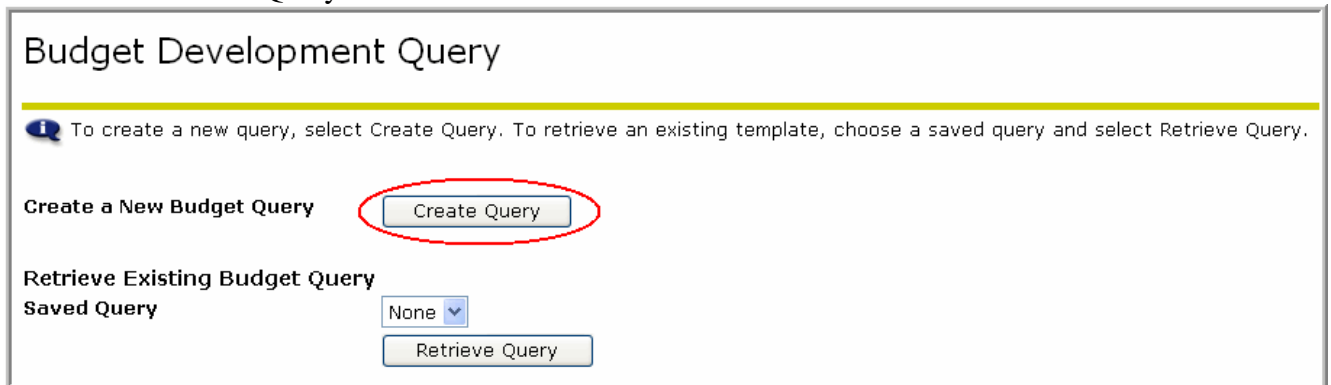
1. Login to DORI at <http://www.dori.duq.edu> . Click on Self Service and then Finance.
2. Click on Budget Development.



3. Click on Create Budget Development Query.



4. Click on Create Query.



5. Click on Line Item Detail and then Continue as shown in the diagram below. You do not need to click on any of the other checkboxes to retrieve your endowment distribution.

Budget Development Query

Select the columns to display on the report. Indicate

| | |
|--------------------------|--|
| <input type="checkbox"/> | Adopted Budget |
| <input type="checkbox"/> | Permanent Budget Adjustments |
| <input type="checkbox"/> | Temporary Adopted |
| <input type="checkbox"/> | Temporary Adjustments |
| <input type="checkbox"/> | Base Budget and Cumulative Change |
| <input type="checkbox"/> | Lock Status |

Organization Hierarchy Line Item Detail

6. The following information needs to be input on the next screen. A diagram of this screen is shown on the next page.
- Chart of Accounts = 1
 - Budget ID = FY2010
 - Budget Phase = ENDW1
 - Fund = 6 digit Fund Code you want to look up (61xxxx or 64xxxx) Note: All distributions are made to Fund Codes that end in 2 or 3 (i.e. 61xxx2)
 - Organization = 6 digit Organization Code associated with the Fund Code
 - Index, Account, Program, Activity and Location can be left blank
 - Budget Duration Code = All
 - Display Fin Mgr from = Fund
 - Check to Include: Revenue Accounts, Labor Accounts, Expenses, Transfers and Deleted Items
 - Do not Save the Query or check the Shared query checkbox
 - Click on Submit

Budget Development Query

i Chart, Budget ID, and Phase are required for Line Item Detail Query. Fund, Organization, Location null matches null, % means All, or wildcard (*) may be used. Choose Budget the query.

| | | | |
|--|-------------------------------------|---|--|
| <input type="button" value="Chart of Accounts"/> | <input type="text" value="1"/> | | |
| Budget ID | <input type="text" value="FY2010"/> | Budget Phase | <input type="text" value="ENDW1"/> <input type="button" value="Budget"/> |
| <input type="button" value="Index"/> | <input type="text"/> | <input type="button" value="Program"/> | <input type="text"/> |
| <input type="button" value="Fund"/> | <input type="text"/> | <input type="button" value="Activity"/> | <input type="text"/> |
| <input type="button" value="Organization"/> | <input type="text"/> | <input type="button" value="Location"/> | <input type="text"/> |
| <input type="button" value="Account"/> | <input type="text"/> | | |

Budget Duration Code:

Display Fin Mgr from:


| |
|--|
| Check to Include: |
| <input checked="" type="checkbox"/> Revenue Accounts |
| <input checked="" type="checkbox"/> Labor Accounts |
| <input checked="" type="checkbox"/> Expenses |
| <input checked="" type="checkbox"/> Transfers |
| <input checked="" type="checkbox"/> Deleted Items |

Save Query as:

Shared

- The next screen shows your query results. The endowment distribution is located on the row entitled Report Total in the Proposed Budget column and is circled in red on the diagram below. Depending on the endowment your distribution may be budgeted in multiple Account Codes.

Budget Development Query

 Select Proposed amount if enabled as link to access history for this budget line. Select View link if present to access options to download Budget Development data to a spreadsheet.

Report Parameters

| Budget Development Report | | | | | |
|---------------------------|--------|-----------------------------|--------------|-------|-----------------------------|
| Line Item Detail | | | | | |
| Chart of Accounts | 1 | Duquesne University | Duration | All | |
| Budget Id | FY2010 | Fiscal Year 2010 | Budget Phase | ENDW1 | FY10 Endowment Distribution |
| Fund | 611072 | Joseph Young Scholarship | Program | All | |
| Organization | 670010 | Institutional Financial Aid | Activity | | |
| Account | All | | Location | | |

Query Results

| Fund | Program | Account | Activity | Location | Duration | FY2010 /ENDW1 | Proposed Budget | Text | Origin |
|-------------------------------|---------|---------|----------|----------|----------|---------------|-----------------|------|--------|
| 611072 | 170010 | 522010 | | | P | | (3,155.42) | | |
| Report Total (of all records) | | | | | | | (3,155.42) | | |

Download All Ledger Columns

Download Selected Ledger Columns

Save Query as

Shared

Another Query

- Take note of the Account Code assigned to your distribution. For a description of this Account Code go to <http://www.controller.duq.edu/banfininfo.htm> under Datatel and Banner Expense Account Codes. You will need to understand the type of expense this Account Code is used for in order to determine whether or not the distribution needs to be moved. Account Code 522010 is Endowed Scholarship.
- It is recommended that you either write down the amount of the Proposed Budget or print this page for your records. You will be able to query this information again, however, you will refer to this information in the next section so keep it close.
- Now you need to determine the plan for this endowment for FY10 by answering the questions on page 7 and following the corresponding instructions.



What do I want to do with this Endowment Distribution?

1. I have reviewed the distribution and I plan to spend it all in FY2010 from the Account Code listed in the query. If yes, jump to page 8. If no, skip to #2.
2. The restrictions of the endowment allow me to move all or part of the distribution to a different Account Code(s) and I want to do that now (i.e. the distribution is in Financial Aid and I plan to use the distribution for salary and non-labor expenses). If yes, jump to page 9. If no, skip to #3.
3. I want to reinvest all or part of the distribution back into the endowment. If yes, jump to page 9. If no, skip to #4.
4. I plan to reinvest a portion of the distribution back into the principal and move part of the distribution between Account Codes. If yes, jump to page 9. If no, skip to #5.
5. I want to think about my plan for this endowment and review this information again at a later date. If yes, skip to #6.
6. I want to review another endowment distribution. If yes, click on Another Query button and jump to page 3. If no, you may exit DORI.

Spending the Entire Distribution in FY2010



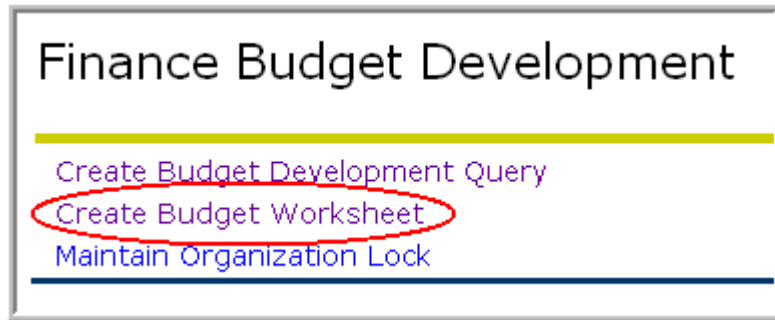
I plan to spend all of the Endowment Distribution in FY2010 from the Account Code listed in the Budget Query, now what?

1. No action is required at this point. Your distribution will be posted into the operating ledger as shown on your screen and you can begin to spend from it beginning July 1, 2009.
2. Print out the query screen for your records by using your web browser's print function.
3. To review another endowment distribution, click on Another Query button located at the bottom of your screen. To exit, click on Exit in the upper right-hand corner of your screen.

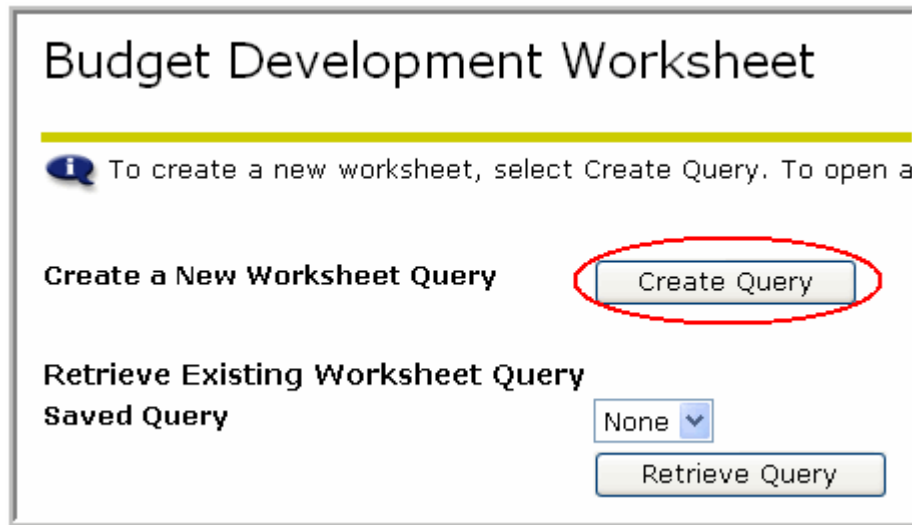
Creating a Budget Worksheet

Whether you want to move the distribution between Account Codes or reinvest all or part of the distribution into the principal you first need to Create a Budget Worksheet.

1. If you are in the Budget Query, click on “Return to Budget Development Menu” in the upper right-hand corner of your screen.
2. Click on Create Budget Worksheet. See diagram below.



3. Click on Create Query. See diagram below.



4. Do not click on any of the checkboxes, just click on Continue. See diagram below.

Budget Development Worksheet

Select columns to display amounts captured at the time base budget and proposed budget.

- Adopted Budget**
- Permanent Budget Adjustments**
- Temporary Adopted**
- Temporary Adjustments**

Continue

5. On the next screen, fill in the following information (See diagram on the next page):

- Chart of Accounts = 1
- Budget ID = FY2010
- Budget Phase = ENDW1
- Fund = 6 digit Fund Code you want to look up (61xxxx or 64xxxx) Note: All distributions have been allocated to Fund Codes ending in 2 or 3 (i.e. 61xxx2)
- Organization = 6 digit Organization Code associated with the Fund Code
- Index, Account, Program, Activity and Location can be left blank
- Budget Duration Code = All
- Display Fin Mgr from = Fund
- Check to Include: Revenue Accounts, Labor Accounts, Expenses, Transfers and Deleted Items
- Do not Save the Query or check the Shared query checkbox
- Click on Submit

Budget Development Worksheet

i Chart, Budget ID, Phase, Fund, and Organization are required. Program and Account or a specific value may be used. Choose Budget Duration (or All), source for Finance

| | | | | |
|-------------------|-------------------------------------|--------------|------------------------------------|---------------------------------------|
| Chart of Accounts | <input type="text" value="1"/> | Budget Phase | <input type="text" value="ENDW1"/> | <input type="button" value="Budget"/> |
| Budget ID | <input type="text" value="FY2010"/> | Program | <input type="text"/> | |
| Index | <input type="text"/> | Activity | <input type="text"/> | |
| Fund | <input type="text"/> | Location | <input type="text"/> | |
| Organization | <input type="text"/> | | | |
| Account | <input type="text"/> | | | |

Budget Duration Code:

Display Fin Mgr from:

Check to Include:

- Revenue Accounts
- Labor Accounts
- Expenses
- Transfers
- Deleted Items

Save Query as:

Shared

6. The next screen will show your Budget Worksheet and is seen in the diagram below. The red circled areas are defined on page 13 and are important parts of the worksheet. Take a minute to look over the worksheet and the definitions.

The Budget Development Worksheet allows you to calculate changes to all (mass change) or individual line items, and to delete lines from or add lines to your budget. You must select the Post button to save your changes. Select the Jump To Bottom link to navigate to the bottom of the worksheet area for access to additional features and totals.

Worksheet Parameters

| Budget Worksheet | | | |
|---------------------------------|---------------------|---|--|
| Chart of Accounts 1 | Duquesne University | | Duration All |
| Budget Id | FY2010 | Fiscal Year 2010 | Budget Phase ENDW1 FY10 Endowment Distribution |
| Fund Type | 61 | True Endowment pool | |
| Fund | 610012 | J. Lewis Shannon Endowed Schol. Program | All |
| Organization | 670010 | Institutional Financial Aid | Activity |
| Account | All | | Location |
| Financial Manager Not Specified | | | |

[Jump To Bottom](#)

Enter Amount +/- 9999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass and line changes by percent. Change value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and delete budget line. Select the link on account code to view or maintain text.

Mass Change Parameters **Round To Nearest**

Change Value: Percent 2 decimals 1.00 10.00 100.00

Worksheet

| Status | Text | Program | Account Type/Code | Title | Base Budget | Budget Duration Code | Proposed Budget | Change Value | Percent | Cumulative Change | New Budget | Delete Record |
|--------|------|---------|-------------------|--|-------------|----------------------|-----------------|----------------------|--------------------------|-------------------|--------------|--------------------------|
| | | | 170010 | Student Financial Support | | | | | | | | |
| | | | 52 | Financial Aid | | | | | | | | |
| N | | | 522010 | Endowed Scholarship | 0.00 | P | (35,708.21) | <input type="text"/> | <input type="checkbox"/> | (35,708.21) | (35,708.21) | <input type="checkbox"/> |
| | | | | Deleted Revenue | 0.00 | | 0.00 | | | 0.00 | 0.00 | |
| | | | | Deleted Salaries and Employee Benefits | 0.00 | | 0.00 | | | 0.00 | 0.00 | |
| | | | | Deleted Expenditures | 0.00 | | 0.00 | | | 0.00 | 0.00 | |
| | | | | Deleted Transfers | 0.00 | | 0.00 | | | 0.00 | 0.00 | |

New rows may be added within the parameters used to create the worksheet. Select Calculate to update the worksheet with additions, subtractions, percentage adjustments, deletions. Select Post to recalculate and save changes. Select Requery to return to values last posted.

Account/Program Code lookup

| New Row | Program | Account | Budget Duration Code | Proposed Budget |
|---------|---------|---------|----------------------|-----------------|
| 1 | | | Permanent Budget | |
| 2 | | | Permanent Budget | |
| 3 | | | Permanent Budget | |
| 4 | | | Permanent Budget | |
| 5 | | | Permanent Budget | |

Summary Totals

| Account Type | Account Type | Title | Base Budget | Proposed Budget | New Budget | Cumulative Change |
|--------------|---------------|-------|-------------|-----------------|--------------|-------------------|
| 52 | Financial Aid | | 0.00 | (35,708.21) | (35,708.21) | (35,708.21) |
| | 50 Revenue | | 0.00 | (35,708.21) | (35,708.21) | (35,708.21) |
| | Net | | 0.00 | (35,708.21) | (35,708.21) | (35,708.21) |

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[[Budget Queries](#) | [Encumbrance Query](#) | [View Document](#) | [Budget Development](#)]

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Budget Worksheet Definitions

| Term | Definition |
|------------------------|--|
| Mass Change Parameters | Used to change all New Budget amounts by a percent or number. You cannot specify a specific Account Code to change using this function. |
| Proposed Budget | Amount of the Endowment Distribution the first time you create the Budget Worksheet. Changes the user makes will be reflected in this column, but only if the user clicks on the Post button. The Proposed Budget will equal the New Budget after the Post button is clicked. All scholarship budgets are negative because they are classified as a contra-revenue account. |
| Change Value | Used to increase or decrease the New Budget amount. Click on calculate for changes to take place. |
| New Budget | Amount allocated to a specific account code. Any changes the user makes will be shown in this column. |
| Add a New Row | User can add an Account Code to their worksheet. Used when reallocating a distribution to an Account Code that does not exist in the original worksheet. |
| Requery | Undoes all changes a user made since clicking on the Post button. You can make multiple changes and then click on Requery to remove all of those changes. |
| Calculate | Updates the New Budget amount when the user enters in a change value, makes a mass change, deletes a record or adds a new row. |
| Post | Saves all changes made on the worksheet and updates the Proposed Budget column. If you are trying out different scenarios, you may not want to click on the Post button because this updates the Proposed Budget and your original distribution amount will be lost on this worksheet. If you clicked on Post, you can obtain your original distribution again by jumping to page 22 of the manual. You can manually get the Proposed Budget amount by using the Change Value function. If you make changes and exit the worksheet, your changes will be lost! Save as much as you want! |
| Summary Totals | The New Budget column total must be less than or equal to the original distribution you reviewed in the Budget Query. These amounts will equal each other unless you want all or a portion of the distribution reinvested in the principal. If you did not click on Post the New Budget column total must be less than or equal to the Proposed Budget column, as the Proposed Budget represents your original distribution. |

Note: After the deadline of May 31, 2009, you will no longer be able to access the Budget Worksheet to submit a spending plan. This is to prevent any changes and gives the Budget Office time to review your plans before uploading the budgets to the operating ledger. You will be able to query your distributions using the Budget Query menu within Budget Development and also Budget Queries within Finance once the budgets have been posted to the operating ledger. The Budget Queries menu within Finance is your tool to use throughout the year to monitor budgets and expenditures.

1. Now you have a choice to do one or both of the following with your distribution:

- To move your distribution amongst various Account Codes jump to page 14.
- To reinvest all or part of your distribution back into the principal jump to page 19.
- To do both of the above, start on page 14 and continue to the end of the manual.
- If you have determined that no changes are necessary, jump to page 8.

Moving the Distribution Between Account Codes



How do I move part or all of the distribution to a different Account Code?

To move part or all of the distribution, first determine if the Account Code exists in your Budget Worksheet. If the Account Code does not appear in the Worksheet, you will need to add it along with an amount for the Proposed Budget. You will also need to reduce the original distributed amount in the Account Code(s) listed in the Worksheet. This will require 2 separate steps.

Step 1: To add an Account Code and a budget amount:

1. Scroll down to the middle of the screen to the following section:

Account/Program Code lookup

| New Row | Program | Account | Budget Duration Code | Proposed Budget |
|---------|----------------------|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> | Permanent Budget | <input type="text"/> |
| 2 | <input type="text"/> | <input type="text"/> | Permanent Budget | <input type="text"/> |
| 3 | <input type="text"/> | <input type="text"/> | Permanent Budget | <input type="text"/> |
| 4 | <input type="text"/> | <input type="text"/> | Permanent Budget | <input type="text"/> |
| 5 | <input type="text"/> | <input type="text"/> | Permanent Budget | <input type="text"/> |

Requery Calculate Post

2. For Program, enter in the Program Code associated with your Fund Code which is located on your screen. See the diagram below to locate your Program Code.

| Worksheet Status Text | Program | Account Type/Code | Title | Adopted Budget | Base Budget | Budget Duration Code | Proposed Budget | Change Value | Percent Cumulative Change | New Budget | Delete Record |
|-----------------------|---------|-------------------|--|----------------|-------------|----------------------|-----------------|----------------------|---------------------------|-------------|--------------------------------------|
| | 170010 | | Student Financial Support | | | | | | | | |
| | | 52 | Financial Aid | | | | | | | | |
| N | | 522010 | Endowed Scholarship | 0.00 | 0.00 | P | (1,000.00) | <input type="text"/> | <input type="checkbox"/> | (1,000.00) | (1,000.00) <input type="checkbox"/> |
| | | | Deleted Revenue | 0.00 | 0.00 | | 0.00 | | | 0.00 | 0.00 |
| | | | Deleted Salaries and Employee Benefits | 0.00 | 0.00 | | 0.00 | | | 0.00 | 0.00 |
| | | | Deleted Expenditures | 0.00 | 0.00 | | 0.00 | | | 0.00 | 0.00 |

3. Enter in the Account Code you wish to add. A list of Account Codes is available at <http://www.controller.duq.edu/banfininfo.htm> under Datatel and Banner Expense Account Codes. **Note:** If you plan to spend the funds on non-labor expenditures 7xxxxx, (i.e. Supplies, travel, printing, etc.) you will not need to know the specific Account Codes. All non-labor expenditures should be budgeted in Account Code 799010 to adhere to the pooled budgeting policy.
4. Enter in the amount of the budget for this Account Code in the Proposed Budget column.
5. Click on the Calculate button to add this Account and Proposed Budget to your worksheet. If your changes were accepted you will receive a similar message at the top of your screen:

Program 170010 Account 799010 Duration P added to worksheet.

The changes submitted have been processed.

You will receive a message similar to the following if your addition could not be completed. Both the Program and Account Codes must be entered to add the Account to the Worksheet.

 **Program , Account 799010, and Amount 0 must all be specified to add an account.**

Step 2: Change the amount distributed in the original Account Code listed

1. Find the Budget Worksheet on your screen. See diagram below.

| Worksheet | | | | | | | | | | | | | |
|-----------|------|---------|---------|--|-------------|-----------------|------|-----------------|-------------------------------|---------------------------|--------------|---------------|--------------------------|
| Status | Text | Program | Account | Title | Base Budget | Budget Duration | Code | Proposed Budget | Change Value | Percent Cumulative Change | New Budget | Delete Record | |
| | | 170010 | | Student Financial Support | | | | | | | | | |
| | | | 52 | Financial Aid | | | | | | | | | |
| N | | | 522010 | Endowed Scholarship | 0.00 | P | | (35,708.21) | <input type="text" value=""/> | <input type="checkbox"/> | (35,708.21) | (35,708.21) | <input type="checkbox"/> |
| | | | | Deleted Revenue | 0.00 | | | 0.00 | | | 0.00 | 0.00 | |
| | | | | Deleted Salaries and Employee Benefits | 0.00 | | | 0.00 | | | 0.00 | 0.00 | |
| | | | | Deleted Expenditures | 0.00 | | | 0.00 | | | 0.00 | 0.00 | |

- To decrease the proposed budget, you have three choices: by a number, by a percent or delete the entire record.
- To change the proposed budget by an amount, enter in the amount in the Change Value box as circled in red above. Keep in mind that to decrease a scholarship budget you must enter in a positive amount. To increase a scholarship budget you must enter in a negative amount. To decrease a salary or non-labor budget, enter in a negative sign and an amount. Click on the Calculate button for the change to take place.
- To change the proposed budget by a percentage, enter in the percent in the Change Value box as circled in red above (i.e. 25) and then click on the percent checkbox to the right of the percent you just entered. Click on the Calculate button for the change to take place.
- To delete the entire Account and the proposed budget, click on the Delete Record checkbox located at the far right of the row and circled in red in the diagram above. Click on the Calculate button for the change to take place.
- To add notes or a description to explain the change(s) you have made, click on the Account Code as shown in the diagram on the next page and a pop-up window will appear. Add your notes in the top text box and then click on the Save button. Your notes may read something like this: I moved 50% of distribution to non-labor expenses because the restrictions on the endowment allow it to be used for both scholarship and supplies. The Budget Office will be able to view these notes.

Worksheet

| Status | Text | Program | Account Type/Code | Title | Ba Bu |
|--------|------|---------|----------------------|--|----------|
| | | 170010 | | Student Financial Support | |
| | | | 52 | Financial Aid | |
| | N | | 522010 | Endowed Scholarship | |
| | | | | Deleted Revenue | |
| | | | | Deleted Salaries and Employee Benefits | |
| | | | | Deleted Expenditures | |

The pop-up window looks like the diagram below.

Budget Development Text

Enter Budget Text, Print:

Enter Budget Text, No Print:

[\[Exit budget text page \]](#)

RELEASE: 6.0

7. You will receive the following message if your text was saved.

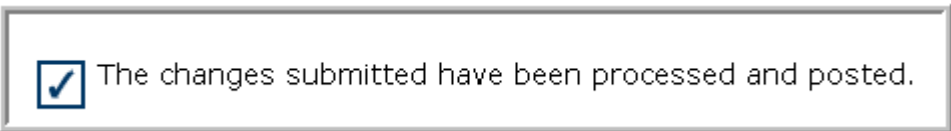


You can view or edit this text at any time by clicking on the Account Code again.

- 8. You can add and delete as many Account Codes as you wish up until the deadline. Just continue to click on Calculate once you have filled out the information you want to be changed.
- 9. Review your changes by scrolling to the bottom of the screen to the section entitled Summary Totals. If you have not clicked on the Post button, your New Budget must be less than or equal to the Proposed Budget column, as the Proposed Budget still represents your original distribution. If you have Posted, review the printout from the first section of the manual to compare your original allocation to the New Budget amount in this section. You can also jump to page 22 to learn how to query your original distribution within Self Service. See the diagram below for a sample of this section.

| <i>Summary Totals</i> | | | | | |
|-----------------------|-------------------|-------------------|---------------------|-------------|-------------------|
| Account Type | Account Type | Title Base Budget | Proposed Budget | New Budget | Cumulative Change |
| 52 | Financial Aid | 0.00 | (35,708.21) | 0.00 | 0.00 |
| | 50 Revenue | 0.00 | (35,708.21) | 0.00 | 0.00 |
| | Net | 0.00 | (35,708.21) | 0.00 | 0.00 |

10. If you have completed your review and do not wish to make any additional changes you can now save by clicking on the Post button. You will receive the following message once your changes have been saved.



- 11. Print out your Budget Worksheet for your records by using your web browser's print function.
- 12. If you do not want to save your changes you can exit and come back to the worksheet at a later date.
- 13. To review all of the changes you made for an Account Code, click on the amount in the Proposed Budget column. If you cannot click on the amount or if you do not see your last change, you will need to click on the Post button to save your changes first. This feature also provides an audit trail for changes made. A pop-up window will display and is shown in the diagram below.

Budget Development History

Report Parameters

| Budget Development History | | | | | |
|----------------------------|--------|-----------------------------|---------------|--------|---------------------------|
| Chart of Accounts | 1 | Duquesne University | Duration Code | P | |
| Budget Id | FY2010 | Fiscal Year 2010 | Budget Phase | ENDW | FY10 Endowed Budgets |
| Fund | 611072 | Joseph Young Scholarship | Program | 170010 | Student Financial Support |
| Organization | 670010 | Institutional Financial Aid | Activity | | |
| Account | 522010 | Endowed Scholarship | Location | | |

Query Results

| User Id | Date | Time | Prior Proposed Budget Change | Amount | New Proposed Budget | Deleted |
|---------|--------------|----------|------------------------------|--------|---------------------|---------|
| KIELEYR | Feb 16, 2009 | 03:39 pm | (500.00) | 500.00 | 0.00 | N |
| KIELEYR | Feb 16, 2009 | 03:35 pm | (1,000.00) | 500.00 | (500.00) | N |

14. To review another endowment distribution, click on Budget Development menu located at the top right or bottom of your screen and jump to page 3 for instructions.
15. To reinvest all or a portion of the distribution into the principal, jump to page 19 for instructions.

Reinvesting the Distribution into the Endowment



How do I reinvest all or a portion of the distribution back into the endowment?

Whether you want to reinvest all or part of the distribution into the endowment there are two ways to accomplish it: by an amount or by a percentage.

1. You can make a mass change to your Fund by utilizing the Mass Change feature on the Budget Worksheet as shown in the diagram below.

Enter Amount +/- 999999999.99 to add/subtract. Select percent to increase/decrease by New Budget times Amount/100. Select rounding factor for mass and line changes by percent. Change value/Percent in Worksheet will override mass change during Calculate. Select Delete Record to set New Budget to .00 and delete budget line. Select the link on account code to view or maintain text.

Mass Change Parameters

Change Value: Percent

Round To Nearest

2 decimals 1.00 10.00 100.00

To reinvest the entire distribution into the principal and reduce all budgets to zero you can do one of the following:

- Type in -100 in the Change Value field, check the Percent checkbox, and click on the Calculate button. This will reduce all budgets by 100%.
- If you just have one Account Code listed in your worksheet, if it is Endowed Scholarship enter in the amount of the Proposed Budget as a positive amount in the Change Value field or if it is an expense account, enter in the amount of the Proposed Budget with a negative sign in front (i.e. -1000) and do not check the Percent checkbox. Click on the Calculate button.

To reinvest a portion of your distribution back into the endowment:

- Type in a negative sign and a percent (i.e. to reduce your distribution by 25%, type in -25). Click on the Percent checkbox and click on the Calculate button. This percentage will be reinvested into the endowment.
- To reduce your Proposed Budget by a dollar amount, type in the amount with a negative sign in front (i.e. -2000) next to Change Value and click on the Calculate button.

2. Review your changes by scrolling to the bottom of the screen to the section entitled Summary Totals. If you have not clicked on the Post button while working on this specific Budget Worksheet, your New Budget column total must be less than or equal to the Proposed Budget column total, as the Proposed Budget still represents your original distribution. If you have Posted, pull out your printout from the first section to compare your original allocation to the New Budget amount in this section. You can also jump to page 22 to learn how to query your original distribution within Self Service. See the diagram on the next page for a sample of what your summary totals will look like should you have reinvested the entire distribution back into the endowment and have not clicked on the Post button. Note that the New Budget column total is less than the Proposed Budget column total. Remember: Financial Aid budgets are negative amounts. A Financial Aid budget of (\$35,000) means that \$35,000 will be spent on scholarships. Any amount greater than \$0 (i.e. \$10,000 positive) is incorrect.

| <i>Summary Totals</i> | | | | | | | |
|-----------------------|------|-------------------|------|-------|-------------|----------------------------|-------------------|
| Account | Type | Account | Type | Title | Base Budget | Proposed Budget New Budget | Cumulative Change |
| 52 | | Financial Aid | | | 0.00 | (35,708.21) | 0.00 |
| | | 50 Revenue | | | 0.00 | (35,708.21) | 0.00 |
| | | Net | | | 0.00 | (35,708.21) | 0.00 |

- To add a description of the change you made, click on the Account Code as shown in the diagram below and a pop-up window will appear. Please type in the top text box. Add your notes and then click on the Save button. Your notes may read something like this: I reinvested 100% of distribution back into the endowment because I will not be spending the distribution for FY10. The Budget Office will be able to view these notes.

| <i>Worksheet</i> | | | | | |
|------------------|------|---------|---------------|--|----|
| Status | Text | Program | Account | Title | Ba |
| | | | Type/Code | | Bu |
| | | 170010 | | Student Financial Support | |
| | | | 52 | Financial Aid | |
| | N | | 522010 | Endowed Scholarship | |
| | | | | Deleted Revenue | |
| | | | | Deleted Salaries and Employee Benefits | |
| | | | | Deleted Expenditures | |

The text pop-up window looks like the diagram on the next page.

Budget Development Text

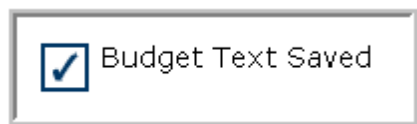
Enter Budget Text, Print:

Enter Budget Text, No Print:

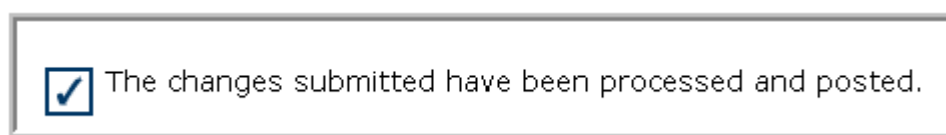
[\[Exit budget text page \]](#)

RELEASE: 6.0

4. You will receive the following message if your text was saved.



5. If you have completed your review and do not wish to make any additional changes you can now save by clicking on the Post button. You will receive the following message once your changes have been saved.



6. Print out your Budget Worksheet for your records by using your web browser's print function.

7. After you have completed your review and are satisfied with the Proposed Budget, no further action is required. To make changes to this Budget Worksheet or to review another endowed fund click on Budget Development to return to the main menu. For instructions on:

- Viewing an Endowment Distribution – Jump to page 3
- Creating a Budget Worksheet – Jump to page 9
- Moving a distribution between Account Codes – Jump to page 14

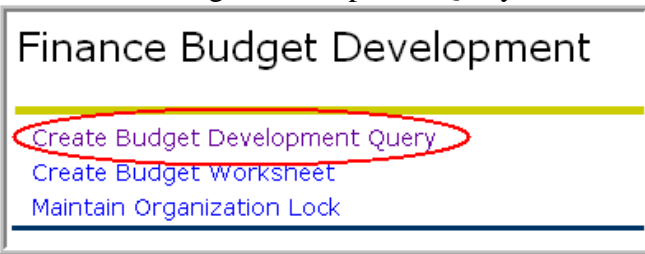
How to Query an Endowment Distribution After Clicking on Post



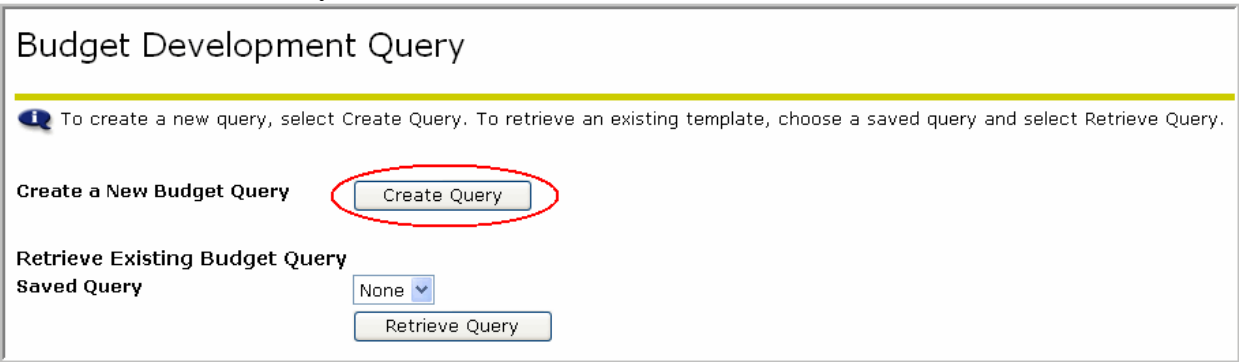
How do I review the original endowment distribution amount once I have posted changes in the Budget Worksheet?

This query will show both the original distribution and a Proposed Budget based upon the changes you have made.

1. If you are in the Budget Worksheet, scroll to the top or bottom of the page and click on Budget Development. This will return you to the main Budget Development screen where you will click on Budget Development Query as shown in the diagram below.




2. Click on Create Query.



3. Click on Organization Hierarchy and then Continue as shown in the diagram below. You do not need to click on any of the other checkboxes to retrieve your endowment distribution.

Budget Development Query

 Select the columns to display on the report. Indica

- | | |
|----------------------------------|--|
| <input type="checkbox"/> | Adopted Budget |
| <input type="checkbox"/> | Permanent Budget Adjustments |
| <input type="checkbox"/> | Temporary Adopted |
| <input type="checkbox"/> | Temporary Adjustments |
| <input type="checkbox"/> | Base Budget and Cumulative Change |
| <input type="checkbox"/> | Lock Status |
| <input checked="" type="radio"/> | Organization Hierarchy |
| <input type="radio"/> | Line Item Detail |

4. The following information needs to be input on the next screen. A diagram of this screen is shown below.

- Chart of Accounts = 1
- Budget ID = FY2010
- Budget Phase = ENDW (this phase contains your original distribution amount)
- Comparison Budget ID = FY2010
- Comparison Budget Phase = ENDW1 (this is the phase where you made changes)
- Fund = 6 digit Fund Code you want to look up (61xxxx or 64xxxx)
- Organization = 6 digit Organization Code associated with the Fund Code
- Index, Account, Program, Activity and Location can be left blank
- Budget Duration Code = All
- Display Fin Mgr from = Fund
- Check to Include: Revenue Accounts, Labor Accounts, Expenses, Transfers and Deleted Items
- Do not Save the Query or check the Shared query checkbox
- Click on Submit

Budget Development Query

i Chart, Budget ID, Phase, and Organization are required for Query by Organization Hierarchy. Fund, Program, and Location can be left null for all. For Activity and Location null matches null, % means All, or wildcard (%) may be used. A second Budget ID can be entered for comparison purposes for the same Chart and FOAPAL. Choose Budget Duration (or All), source for Financials, and account types to include in the query.

| | | | | |
|----------------------|-------------------------------------|-------------------------|------------------------------------|--|
| Chart of Accounts | <input type="text" value="1"/> | Budget Phase | <input type="text" value="ENDW"/> | <input type="button" value="Budget"/> |
| Budget ID | <input type="text" value="FY2010"/> | Comparison Budget Phase | <input type="text" value="ENDW1"/> | <input type="button" value="Comparison Budget"/> |
| Comparison Budget ID | <input type="text" value="FY2010"/> | Program | <input type="text"/> | |
| Index | <input type="text"/> | Activity | <input type="text" value="%"/> | |
| Fund | <input type="text"/> | Location | <input type="text" value="%"/> | |
| Organization | <input type="text"/> | | | |
| Account | <input type="text"/> | | | |

Budget Duration Code:

Display Fin Mgr from:

Check to Include:

- Revenue Accounts
- Labor Accounts
- Expenses
- Transfers

Save Query as:

Shared

- The next screen shows your query results. The original endowment distribution is the first column labeled phase ENDW. The second column labeled phase ENDW1 reflects the changes you made in the worksheet. The totals for each column are shown on the row entitled Rollup. The Proposed Budget in Phase ENDW1 must be less than or equal to the Proposed Budget in ENDW. If this is the case and you do not wish to make any more changes, no further action is required. Your Proposed Budget will be reviewed by the Budget Office. To review the line item detail, proceed to step 6 of this section. To go back to the Budget Worksheet, scroll to the top or bottom of your screen and click on Budget Development to return to the main menu. Jump to page 9 for instructions on how to go back into a Budget Worksheet.

Budget Development Query

Select an Organization link to drill to next level of detail. Select one of the Download options to download Budget Development Report.

Report Parameters

| Budget Development Report | | | | | |
|---------------------------|---------------------|---------------------------------|--------------|-------|-----------------------|
| By Organization | | | | | |
| Chart of Accounts 1 | Duquesne University | | Duration | All | |
| Budget Id | FY2010 | Fiscal Year 2010 | Budget Phase | ENDW | FY10 Endowed Budgets |
| Comparison Id | FY2010 | Fiscal Year 2010 | Phase | ENDW1 | FY10 Approved Budgets |
| Fund | 610012 | J. Lewis Shannon Endowed Schol. | Program | All | |
| Organization | 670010 | Institutional Financial Aid | Activity | All | |
| Account | All | | Location | All | |

Query Results

| Organization | Organization Title | FY2010 /ENDW Proposed Budget | FY2010 /ENDW1 Proposed Budget |
|------------------------|-----------------------------|------------------------------|-------------------------------|
| 670010 | Institutional Financial Aid | (1,000.00) | 0.00 |
| 670010 | Rollup | (1,000.00) | 0.00 |

Shared

6. To review the line item detail, click on the blue Organization code on the left. You will then see a screen like the following diagram:

| Report Parameters | | | | | | |
|---------------------------|--------|---------------------------------|--------------|-------|------|------------------|
| Budget Development Report | | | | | | |
| By Account Type | | | | | | |
| Chart of Accounts | 1 | Duquesne University | Duration | All | | |
| Budget Id | FY2010 | Fiscal Year 2010 | Budget Phase | ENDW | FY10 | Endowed Budgets |
| Comparison Id | FY2010 | Fiscal Year 2010 | Phase | ENDW1 | FY10 | Approved Budgets |
| Fund | 610012 | J. Lewis Shannon Endowed Schol. | Program | All | | |
| Organization | 670010 | Institutional Financial Aid | Activity | All | | |
| Account | All | | Location | All | | |

| Query Results | | | | | | | |
|---------------|--------------------------------|--------|-------|-----------------|--------|--------|-----------------|
| Account Type | Account Type Title | FY2010 | /ENDW | Proposed Budget | FY2010 | /ENDW1 | Proposed Budget |
| 50 | Revenue | | | (1,000.00) | | | 0.00 |
| 60 | Salaries and Employee Benefits | | | | | | |
| 70 | Expenditures | | | | | | |
| 80 | Transfers | | | | | | |
| 670010 | Rollup | | | (1,000.00) | | | 0.00 |

7. To drill down further, click on any of the blue Account Types shown in the diagram above. In the example above, clicking on Account Type 50 yields the following results:

| Query Results | | | | | | | |
|---------------|-----------------------------------|--------|-------|-----------------|--------|--------|-----------------|
| Account Type | Account Type Title | FY2010 | /ENDW | Proposed Budget | FY2010 | /ENDW1 | Proposed Budget |
| 51 | Tuition and Fees | | | | | | |
| 52 | Financial Aid | | | (1,000.00) | | | 0.00 |
| 53 | Grants and Contracts | | | | | | |
| 54 | Gifts and Pledges | | | | | | |
| 55 | Auxiliary Enterprises | | | | | | |
| 56 | Endowment Inc Distributed for Ops | | | | | | |
| 57 | Income on Operating Investments | | | | | | |
| 58 | Other Income | | | | | | |
| 59 | Net Assets Released from Restrict | | | | | | |
| 50 | Rollup | | | (1,000.00) | | | 0.00 |

8. Continue to click on the Account Type to see the line item detail.

| Query Results | | | | | | | | |
|-------------------------------|---------------------|--------|-------|-----------------|--------|--------|-----------------|-------------------|
| Account | Account Title | FY2010 | /ENDW | Proposed Budget | FY2010 | /ENDW1 | Proposed Budget | Financial Manager |
| 522010 | Endowed Scholarship | | | (1,000.00) | | | 0.00 | Not Specified |
| Report Total (of all records) | | | | (1,000.00) | | | 0.00 | |

9. To review another Account Type click on your web browser's back button until you see the Account Code you want to review. Proceed to drill down to the line item detail.
10. After you have completed your review and are satisfied with the Proposed Budget, no further action is required. To make changes to this Budget Worksheet or to review another endowed Fund click on Budget Development to return to the main menu. For instructions on:
- Viewing an Endowment Distribution – Jump to page 3
 - Creating a Budget Worksheet – Jump to page 9