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Logging On

1. In order to log on to MCBUD, you need a Virtual Application Icon installed in your desktop. Contact School of Medicine and Health Sciences Help desk 994-9400 and for School of Public Health and Health Services Help desk 994-9371.

2. Click the icon to open the application.

3. After clicking on the icon. You should see the following:

4. Enter your user name and password. The following screen should appear briefly while the application loads.

Then the main screen should open (see next page).
Navigating the Budget Worksheet

The budget worksheet displays the budget of one fund center at a time. The header area includes checkboxes to indicate if the fund center is active and if the budget for the fund center is complete.
Navigating to other Fund Centers

Place your cursor in the fund center field and press the page down or page up buttons, or
Place your cursor in the fund center field and click on the record navigation buttons in the lower right hand corner of the screen.

Record Navigation Buttons

Go to first record        Go to last record
Go back one             Go forward one

Finding Fund Centers by Number or Name

If you are responsible for many fund centers, there is a faster way to find a specific fund center. Place your cursor in the fund center or cost center title fields and press the Ctrl and F keys simultaneously. The following Find window will open. Use the pull down arrow to change the “Match” field to say “Any Part of Field.” Then enter a portion of the value you are looking for in the field “Find What” and click on the Find Next button. The main window will update to the next fund center matching your criteria.

Tool buttons

Tool buttons navigate to the report request form and other forms, depending on your level of security access.

Closing the application

To close the application, click on the exit button in the lower right corner. Please use this rather than the close button in the top right corner.
Entering Non-compensation Budget Submission Data

For non-compensation accounts, enter the current year forecast and next year budget submission amounts in the respective columns for each account.

Entering Compensation Budget Submission Data

For compensation accounts, you can not change the forecast or budget amounts directly in the budget worksheet. Instead double click on the account name, for example “SALARY NON-FACULTY REGULAR FULLTIME.” This will display the position control worksheet. An example is shown below. You must double click on each of your salary accounts, one by one, to update all of your position control.
In the position control worksheet for this account, update the current year forecast, next year full time equivalents (FTEs), and next year budget submission amounts.

Then, click on the Additional Information check box at the top of the position control form. The rightmost columns change to the view shown below.

Here you can change the home center and add comments for each position on the position control.

The Show Names checkbox changes the Job Title field to show the incumbent name for each position.

When done, click on the "Exit Budget Details" button at the lower left corner to return to the budget worksheet. The salary forecast and budget amounts on the budget worksheet will be updated for your changes in the position control worksheet.
Entering Comments on an Account

To add a comment explaining the forecast or budget submission for an account, double click on the account name, for example “TELEPHONE/TELEX EXPENSE,” to open the budget detail form.

The center of the screen will appear differently for a compensation account. It will have the position control for the account. However, the comment and other fields at the top of the screen will work the same as for non-compensation accounts.

Enter your budget comment in the comments field. You can also change the budget spread code on this screen. Please note that the amounts shown for the account cannot be edited on this form. They must be changed on the main budget worksheet.

When done, click on the “Exit Budget Details” button at the lower left corner to return to the budget worksheet.
Adding an Account to a Fund Center

To add a new account to a fund center, scroll to the bottom row of the budget worksheet and click in either the account field or the account description field. This will open a list from which you can choose the new account to add to the budget.

Select accounts with * at the end of the account description as these denote active accounts in Oracle as of January 2, 2014.

You can either scroll through the list or start typing to jump ahead in the list. For example, typing 51 after clicking in the account field will jump to the salary accounts and typing “mai” in the account description field will jump to the first account starting with “mai,” which is “mail and postage.”

Fringe Benefit and Merit Accounts

The budget worksheet will not allow you to update the fringe benefit and merit compensation accounts directly. These amounts are automatically updated when you update salary budgets.
Cost Center Users Area

The cost center users area is a small table listing all personnel with rights to a cost center.

This list includes the following user roles:

<table>
<thead>
<tr>
<th>Role</th>
<th>Role description</th>
<th>Read Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental User</td>
<td>Preparer of the budget submission</td>
<td></td>
</tr>
<tr>
<td>Fiscal Coordinator</td>
<td>User in an oversight role</td>
<td>Yes</td>
</tr>
<tr>
<td>Entity Financial Director</td>
<td>Coordinator of the budget for an entity</td>
<td></td>
</tr>
<tr>
<td>Entity Head</td>
<td>Dean or other head</td>
<td>Yes</td>
</tr>
<tr>
<td>Manager</td>
<td>Medical Center Administration user</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Cost center users also include Data Administrators and System Administrators who support the operation of the budget development application.

Notice that only departmental users and entity finance directors can change the budget. All other users can only view the budget.

You can double click on any names in the cost center user area to view contact information, as shown in the following window. You can also, optionally, update your own contact information.
Reports Navigation

To access reports, click on the Reports tool button on the bottom of the budget worksheet form. The following reports window will be shown.

The buttons on the right each correspond to a report. Click on the button to preview the report. A preview of the report will open in a separate window. If you want a hard copy of this report, select the print icon from the top menu.

Double click the center of a report to magnify it. Use the maximize button at the top right corner of the window to see a larger image.
View different pages of a report by using the page up and page down buttons or by using the record selector at the bottom left corner of the report window:

When a report is maximized, click the lower of the two close buttons to close only the report (clicking the top of the two buttons will close the budget development application!).

Report Filters

The fields on the left of the Reports form allow you to filter reports on the fields shown. If you leave the values in these fields as *, reports will include all data on your fund centers. Please note that the filter fields must have * or a specific value, they should not be left blank.

Examples of filters include:
- Limit FSC Type to Revenue only
- Limit Fund to C funds only with C or to R funds only with R
- Limit Fund Centers to all C and R funds under entity MA, organization 800001 with MA800001*

Notice that * is a wild card, either by itself or with other characters.

In addition to the filters you choose to add, the reports are also filtered by your responsibilities. You can not view information on a fund center for which you do not have a user role (see user roles on page 10). For example, the user below has roles for only 6 fund centers, as shown in the pull-down window for the fund center filter.
Additional report modifiers

Normally, you will not need to modify the budget edit dates. You can modify the dates to see which fund center / account combinations were modified on certain days. For example, if you wanted to review the budget lines you changed today, you could set the start and end dates to the current date. All other accounts would be filtered out of the reports.

The “Summary Only” check box presents some reports in a more summarized manner, hiding some details shown when the box is not checked.
Reports Descriptions

Reports are grouped in five areas, each of which is in a separate column on the Reports form:

- People Reports
- Cost Center Reports
- Account Reports
- Entity Reports
- VP Office Reports

People reports show listings of system users in different formats.

CC Listing in the cost center column provides a listing of cost centers for which you have roles. The “complete” column indicates if the center complete checkbox has been checked.

Budget Report in the cost center column provides a report with account detail for each fund center.
**Income Statement** in the cost center column provides a report with financial statement class detail for each fund center.

**Position Control** in the cost center column provides a report of compensation expense accounts for each fund center with detail of positions within each salary account.
Positions Export in the cost center column provides a report of detail of positions within each salary account, intended for export to Excel. To export this report, select from the menu > File > Export, set “save as type” to an Excel file type, edit file name and path as you wish, check the autostart checkbox (if you want the file opened in Excel immediately), and click on the export button.

Budget Export in the cost center column provides a report of detail of fund centers and accounts suitable for import into Excel. Save the report as a file and open it in Excel.

COA Listing in the account reports column provides a listing of natural accounts by financial statement class, grouped by the first eight characters of the account name. Each account is identified as either active=true or active=false and the salary type is identified for salary type accounts (faculty, regular staff, temporary and wage, or compensation-other).
Budget Report in the account reports column provides a report with fund center detail for each account. Checking the “Summary Only” checkbox (see page 13) hides the list of users associated with the cost centers.

Entity Listing in the entity reports column provides a list of entity codes. As with every other report, the list is limited to those for which you have responsibilities.
**Budget Report** in the entity reports column provides fund centers within accounts within each entity. Checking the “Summary Only” checkbox (see page 13) shows accounts within each entity without showing fund center details.

**Budget Export** in the entity reports column provides a report of detail of fund centers and accounts within each entity suitable for import into Excel. Save the report as a file and open it in Excel.

**Income Statement** report in the entity reports column provides a report by financial statement class with detail by fund center. Checking the “Summary Only” checkbox (see page 13) shows financial statement classes within each entity without showing fund center details.
**VP Office Listing** in the VP office reports column provides a listing of offices. Offices are included in user contact information (see page 10)

![Microsoft Access - VP Office Table Listing](image)

**Budget Report** in the VP office reports column is identical to the budget report in the entity reports column, except that the report is not grouped by entity in order to summarize the entire Medical Center.

**Income Statement** report in the VP office reports column is identical to the Income statement in the entity reports column, except that the report is not grouped by entity in order to summarize the entire Medical Center.

**Show Usage** report in the VP office reports column shows how often which reports or other functions of the application are being used. This report will be used to determine which reports and features can be removed from the application because they are not being used.
School of Medicine and Health Sciences (SMHS) - Additional Guidance on Position Control for FY 15 Budget:

Position Control:  A report of compensation expense accounts for each fund center with detail of positions (by employee name and position number) within each account. All compensation accounts must be budgeted on a position by position basis. Below is a list of commonly used accounts.

- **51111 SALARY FACULTY REGULAR FULL TIME** - Commonly used for full professors (eg. Assoc. Professor)
- **51121 SALARY FACULTY REGULAR PART TIME** - Commonly used for partial FTE faculty (eg. .5 FTE)
- **51123 SALARY TEMPORARY PART-TIME FACULTY** - Commonly used for adjunct instructors
- **51211 SALARY NON-FACULTY REGULAR FULL TIME** - Commonly used for full time staff.
- **51221 SALARY NON-ACADEMIC REGULAR PART TIME** - Commonly used for part time staff (eg. wage account hires)

NOTE: Position control will automatically populate with a list of current faculty and staff from the January payroll data.

Adding Positions – Double click on any compensation expense account to reveal a list of names currently paid from this account. Click at the bottom of the list of names to reveal a new line item. Click on the tabs “Additional Info” and “Show Names” to add the following details for each position:

1. **Position:** position number from banner – Obtain from banner or Finance Director.
2. **Job Title or Staff Name:** Add the Job title here. Click on “Show Names” to add the employee first and last name.

ALL positions that have been previously terminated (between July 1 – January 31st) must be manually added.

- **NEW Positions:** Any new position requested as part of the budget process MUST be identified with the last name of “NEW” along with a comment describing the position. The job title for NEW positions should be as descriptive as possible (eg: Research Administrator)
- **VACANT Positions:** Any existing position (i.e. previously approved and filled) in which there is no current employee filling the position MUST be identified with the last name of “VACANT” along with a comment indicating when the position will be filled (eg. To be filled in February). Be sure to indicate both the job title AND position number for all vacant positions.

NOTE: Budgeting a NEW or VACANT position does not automatically authorize the hire or recruitment of a NEW or VACANT position. Appropriate authorization must be obtained to recruit for such a position prior to recruitment.

FY14 Position Forecast

The Banner Salary for each position is the January 2014 effective salary and should NOT be used as the position forecast. The following formula for position forecasts can be used (adjusted according to the start or end date of the position)
July 1, 2013 thru December 31, 2013 Salary (Obtain from December payroll report or Finance Director).
+ (Banner Salary populated in McBud / 12 ) x 6 (or # of months remaining in FY14).
FY14 Total Salary Forecast

**FY15 Position Budget**
The position budget should reflect the existing banner salary adjusted for external funding and/or early termination or other event impacting the annual salary. Merits are automatically calculated by McBud and should NOT be budgeted on the position control. The following fields are relevant to the FY15 position budget.

1. **Banner Salary** – Existing approved banner salary including FY14 merit increase (where applicable). *Use as reference only.*
2. **Banner FTEs** – Field pulled directly from banner and cannot edit. *Use as reference only.*
3. **FY15 FTE** – Represents the Full Time Equivalent between 0 and 1. (eg. .5 for 50% or half time FTE). Required Field to be updated.
4. **FY15 Budget** – Should reflect the banner salary and continuing into FY15. Required field to be updated for all NEW, VACANT, and continuing positions from FY14.

**Updating FTES:** An accurate FTE count is critical to the budget process. Partial FTEs (eg. .5 FTE) should be justified with a comment indicating the source of funds for the remaining FTE (eg. .5FTE funded by DoD grant July 1 – June 30)

**Supplemental Compensation/ Bonuses**
All supplemental compensation and bonuses should be justified and budgeted using a separate line item with comments. Indicate **SUPP COMP** or **BONUS** on the last name and/or comments field.