Using the Budget Administration Web to Review University Budgets (And Much More!)

A “How to Guide” for Budget Admin Web
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- Budget Admin Web content: Barb Goucher, x3223 or bgoucher@ups.edu
- To request, change, or terminate Budget Admin Web access: Barb Goucher, bgoucher@ups.edu (requests must be via email)
- System difficulties with Cascade Web (Budget Admin Web): OIS, x8585 or trouble@ups.edu
- Online purchase order questions: Barb Goucher, x3223 or bgoucher@ups.edu
- Concerns or ideas for improving services: Janet Hallman, x8620 or jhallman@ups.edu
Log on to the Cascade Web Menu by following these basic steps:

- Open your Internet Explorer or Netscape Navigator. If the university’s home page is not your default upon opening your browser, you can copy/paste or type in the university’s “home” page: http://www.ups.edu/external_homes/ in the “address” line and click on “Go” to the right of the address.
- Select Intranet from the menu bar selections (far right item).
- Select Cascade from the menu bar selections
- Enter your Username and Password and click on Login.
The number and the type of menu items displayed on the next page are dependent upon your security access.

If you have access to Banner or to Budget Admin. Web, one of the new items this year on your personalized menu is “Banner Tools”. One click takes you to the screen below. The link is also included here: https://cascade.ups.edu/cascade/banner_tools.main

The “Help” link on the far left of the top navigational bar will open a separate window that contains guidance and tips for using the tools listed on this submenu. The content of this help message is included below for your convenience.
Banner Tools Help
The Banner Tools give you easy access to past purchase orders and vendor payment records.

Purchase Order Inquiry
Vendor Payment Inquiry
FOAPAL Search
Vendor List

Purchase Order Inquiry
This tool allows you to review Banner purchase orders (POs) based on your Banner PO and Cascade Budget Administration Web (Budget Admin) security. If you have PO security, you may view the POs that you created within Banner. If you have Budget Admin viewing authority, you may view your POs and all other POs charged to the indexes to which you have access.

You can enter criteria to narrow your search:

- **Created by** allows you to choose whether to review POs created only by you or those created by anyone (if you have Budget Admin viewing authority). Users in OIS and Facilities may also view POs created by other members of their departments.
- **Vendor ID** allows you to specify a vendor's Banner ID number.
- **Vendor name** allows you to specify a vendor's name when the ID is unknown. When searching by vendor name, enter all or a portion of the name. The vendor name search is not case-sensitive. After pressing the Continue button, you will be taken to a vendor list screen where you may narrow down your vendor name search. Click on the vendor name you would like to search by to complete your inquiry. Note: Enter either the Vendor ID or the Vendor Name, not both.
- **Index** will appear if you are approved as a budget administrator. Here, you can choose to restrict your search to a particular index code by using the drop-down arrow. Alternatively, you can **type in an index** in the adjacent space.
- **Status** restricts your search to POs that are open, closed, or both.
- Selecting **No date or fiscal period selection** shows all POs regardless of their dates of creation.
- **Created since** will retrieve all POs and change orders completed and approved since the date entered.
- **Opened in Fiscal Year** will restrict your search to POs opened in a particular fiscal year or month. You can specify when the period begins and ends.

Note: Fiscal years ending in 2004 and later range from July to June. Fiscal year 2003 ranges from September to June. Fiscal years ending in 2002 and earlier range from September to August.

Press **Continue** to search for purchase orders with the above criteria.

To create an “Open PO” list, simply enter created by = anyone (if you do not have Budget Admin viewing security enter created by = your username), leave vendor, index, and date criteria blank, and set status = open

Vendor Payment Inquiry
This tool allows you to search for payments made to vendor in Banner. If you have PO security, you may view payments related to POs that you created within Banner. If you have Budget Admin viewing authority, you may view all payments charged to the indexes to which you have access.
• **Vendor ID** allows you to specify a vendor's Banner ID number.
• **Vendor name** allows you to specify a vendor's name when the ID is unknown. When searching by vendor name, enter all or a portion of the name. The vendor name search is not case-sensitive. After pressing the Continue button, you will be taken to a vendor list screen where you may narrow down your vendor name search. Click on the vendor name you would like to search by to complete your inquiry. Note: Enter either the Vendor ID or the Vendor Name, not both.
• Selecting **No date or fiscal period selection** shows all vendor payments regardless of their dates of creation.
• **Created since** will retrieve all vendor payments since a particular date.
• **Opened in Fiscal Year** will restrict your search to vendor payments in a particular fiscal year or month. You can specify when the period begins and ends. Note: Fiscal years ending in 2004 and later range from July to June. Fiscal year 2003 ranges from September to June. Fiscal years ending in 2002 and earlier range from September to August.

Press **Continue** to search for vendor payments with the above criteria.

FOAPAL Search

The FOAPAL search tool allows you to search for Index, Fund, Organization, Account, Program, or Activity codes.
Searching **by name** will return the FOAPAL element whose title contains the characters specified. This search is not case-sensitive. For example, searching for "data" returns "Advancement Services - Data", "Systems & Databases", etc.
Searching **by code** will return just the FOAPAL element matching the code criteria. Entering just a few characters will return the code starting with the criteria. For example, searching by 00 in the index code search will return 004000, 004001, 004002, etc.

The Index, Fund, Organization, and Account search pages allows you to search **by type**. This option allows you to list this particular FOAPAL element by fund type for index and fund code lists, by account type for account code lists, or by level within organization hierarchy for organization code lists.

If you are logged in and have budget admin access, the Index code results page will provide links which, when clicked, will switch you to the budget admin tool.
Due to the small number of program codes, the only option is to show a list of program codes rather than search by any criteria.

Vendor List

Use this menu item to search for vendor IDs when creating Banner purchase orders.
Note: due to the large list of vendors, this page takes a little bit of time to load.
Once the page is loaded, you can select a letter of the alphabet to skip to. For example, clicking on the letter "D" will move you to the vendors starting with D. You may also use your browser's "Find" utility to search for vendors whose name contains a specified text.
If you are unable to locate a particular vendor, send an email to vendor_request@ups.edu to request a new vendor. Include the vendor’s name, address(es), phone number(s), and any contact individuals in the email. Your request will be handled within 4 to 8 hours.

When you are finished viewing or printing the information, simply close the window to return to your Cascade Web Menu.
Click on “Budget Administration” to begin to view the indexes and accounts to which you have viewing access. Again, depending on the security access setup for you, your menu on this page will be personalized to include one or all of the items in the example below.

**Help**

The “Help” Link on the far left of the top navigational bar will open a separate window that contains guidance and tips for using Budget Admin. Web. The content of this help message is included below for your convenience.

**Guide to Accessing Financial Information**

Financial Information (budget status) is accessed via your web browser at: [http://cascade.ups.edu](http://cascade.ups.edu)

Enter your username and password and click on the "Login" button. You can navigate between the fields with the Tab key or your mouse. On your first login, you will be prompted to change your password. Future password changes may be done from this login page by clicking on the "Change Web Password" button.

From the menu, select Budget Administration.

**View by Index**

Click on the arrow to the right of the "Select Index" field and use the sliding bar to locate the index you wish to view. Or, enter your index code in the box to the right of this drop-down list. The fiscal year and fiscal period will always default to the most current information, but you do have the option of overriding the defaults by clicking on the arrows to the right of the fields. Click on the radio button to either see the account type totals, or to see all account codes. The default will be to select all activity codes, or you may select the radio button to select a particular activity code. When your selection is made, click on the "Continue" button.

Based on what you have selected, the system will respond with summary information. From here you may view various levels of detail ("drill-down") by clicking on items that are highlighted as
links. You may drill-down to detail on individual accounts payable transactions, receipt transactions, and most campus recharges.

Clicking on the column headings on the detail transaction activity and encumbrance balances pages will change the sort order of the data.

On the detail transaction activity, you may enter notes about any transaction listed on that page. To do so, enter notes into the box to the right of the selected transaction on the page. When you are done entering notes for one or many transactions, press the "Save Notes" button at the bottom of the page. Leaving this page without pressing the Save Notes button will lose your changes! Pressing the "Clear" button will undo any unsaved changes. Notes may be up to 100 characters in length. Clicking on the "Chg Index/Fiscal period" button will return you to the initial page. The index code, fiscal year, and fiscal period are set to your previous selection.

**Unrestricted Funds by Organization Hierarchy**

The fiscal year and fiscal period will always default to the most current information, but you do have the option of overriding the defaults by clicking on the arrows to the right of the fields. When your selection is made, click on the "Continue" button. Please be patient, as this query takes 5-15 seconds.

Organization codes that you are responsible for will be displayed within a hierarchy structure. The hierarchy is represented via indentation. All activity codes are included in the organization hierarchy.

**View by Balance Sheet Account**

Click on the arrow to the right of the "Select an Account" field and use the sliding bar to locate the account code you wish to view. The fiscal year and fiscal period will always default to the most current information, but you do have the option of overriding the defaults by clicking on the arrows to the right of the fields. When your selection is made, click on the "Continue" button. Clicking on the "Chg Acct/Fiscal period" button will return you to the initial page. The account code, fiscal year, and fiscal period are set to your previous selection.

To protect your data, **always click the "Logout" button at the top of the page as soon as you complete your session**. If you fail to log out, anyone who opens the browser on your machine within 10 minutes of your last access, will be logged in and have access to your information. Protect your data by always logging out.

The “Help” link on the far left of the top navigational bar will open a separate window that contains guidance and tips for using Budget Admin Web. When you are done viewing or printing the information, simply close the window to return to Budget Admin Web. The content of this message is included below for your convenience.

**When you are finished viewing or printing the information, simply close the window to return to your Budget Admin. Web menu.**
“FOAPAL” represents the elements of our chart structure.

Fund
Organization
Account
Program
Activity
Location

From the Budget Admin menu bar, click on “FOAPAL”

The FOAPAL search tool allows you to search for Index, Fund, Organization, Account, Program, or Activity codes. A section of the “Banner Tools” help guide is included below for your convenience.

Searching by name will return the FOAPAL element whose title contains the characters specified. This search is not case-sensitive. For example, searching for "data" returns "Advancement Services - Data", "Systems & Databases", etc.

Searching by code will return just the FOAPAL element matching the code criteria. Entering just a few characters will return the code starting with the criteria. For example, searching by 00 in the index code search will return 004000, 004001, 004002, etc.

The Index, Fund, Organization, and Account search pages allows you to search by type. This option allows you to list this particular FOAPAL element by fund type for index and fund code lists, by account type for account code lists, or by level within organization hierarchy for organization code lists.

If you are logged in and have budget admin access, the Index code results page will provide links which, when clicked, will switch you to the budget admin tool.

Due to the small number of program codes, the only option is to show a list of program codes rather than search by any criteria.
An example of a search for an account number follows. In this case the account type “70” was used. There is also the option of searching by the account name, or part of the name, or by type of account, such as expense or revenue.
This list is retrieved and sorted in numerical order; the list can be resorted by clicking on the column titles (in this case, Name).

When you have completed your FOAPAL search, simply close the window to return to your Budget Admin. Web menu.

Select “View by Index” from the menu.
Choose the index you will be reviewing from the “Select an Index” drop down list or by entering the index in the box to the right. Set your parameters (fiscal year, beginning and ending month) and click on “Continue”.

Please note the information on the line; “Data are current as of”. The data are warehoused to facilitate speedy retrieval of information to these pages.

Note: Defaults for the date parameters will be the current fiscal year and the first month through the current month (these can be manually changed at user discretion by using the drop down arrows to select a specific period.

By using the drop down arrows next to the year and months, the user can set the year and month parameters for previous fiscal years. To review this fiscal year parameter information, click on “Fiscal Period” on the month selection line.

Once an index and the fiscal period have been selected, the user can review and drill down to detail information on each succeeding page wherever the print is blue.
**View Totals (and detail) for Budget Encumbrances and Variances**

The **Financial Summary** page displays all totals (Budget, Actual, Encumbrance and Variance) for the selected index and fiscal period. The Encumbrance column will display the total value of all purchase orders (if any) that have been created and have not been paid/closed to-date.

The **Financial Status by Account** page includes subtotals for Operating and Capital expenditures if your department is one that has Capital Budget/Actual.

The columns on the **Financial Status by Account** web page include the “Encumbered” column. Encumbrances are created when a department creates and approves a Purchase Order. The dollars are “promised” to the vendor and therefore encumber the budget for the amount of the PO. The total “Variance” then is Budget, less Actual, less Encumbered.

When an invoice for a PO is paid, the encumbrance is relieved and actual in increased. The variance will only change to reflect any discrepancy between the PO amount and the actual invoice paid.

**Notes**

You can add our own customized comments in the “Note” field for each detail transaction. This field will hold up to 100 characters. This great feature is a wonderful aid for review and reconciliation. You can edit, insert additional notes or delete your notes at any time.

**Note: To save your notes, click on the “Save Notes” button at the bottom of the web page.**

**Sorting**

On your **Detail Transaction Activity** page you will notice that, except for “Notes” column, the column headings are blue. These column headings can be sorted by clicking on the title. The columns will sort in ascending order depending on of the type of data stored in that column. For instance, sorting the “Amount” column will return the lowest value negative numbers (-.02 for example) to the highest value negative numbers (-199.04 for example) and than begin with the lowest value positive numbers (8.16 for example) through the highest value positive numbers (156.06 for example).

The **Detail Transactions** page also displays your PO numbers and status (open or closed) and vendor invoice numbers.

To view your text, you can place your cursor in the note field and use your right arrow to scroll through the text or use either the “Printable” or “Excel” options from the web page tool bar.

**Viewing/Printing Images (PDFs) of your Purchase Orders**

Viewing and/or printing POs can be done by drilling down in the Actual column where a PO is associated with a transaction or drilling down in the Encumbrance column. Choose the PO of interest and drill down on the PO number. The screen will display a list of any transactions for that PO including the original creation amount.

Also, notice on this screen a “View Purchase Order” message in blue. A click on this line will allow you to review the actual PO on-line or print it if needed.
Printable
Use the “Printable” link located on the right side of the top navigational bar to print budget Admin web screens. The “Printable option will remove color and graphical images that can slow down printing and use excessive amounts of toner.

The use of this function has the added advantage of displaying your full “Notes” text for any notes saved for the transactions on the page.

Use the web browser “Back” command to return to the Budget Admin Web page.

Excel
Use the “Excel” link located on the right side of the top navigational bar, to export information to an Excel spreadsheet. From any summary or detail Budget Admin Web screen, simply click on the “Excel” link and the data you see on the screen will be exported to an Excel spreadsheet.

If you wish to save the file as an Excel spreadsheet, use the web browser “File/Save As” command and save the file, selecting a “save as type” of Microsoft Excel Workbook.

The use of this function has the added advantage of displaying your full “Notes” text for any notes saved for the transactions on the page.

Use the web browser “Back” command to return to the Budget Admin Web page.