
BudgetPak Getting Started Guide for Users



Overview

This Getting Started Guide contains instructions for how to complete your FY2016 Budget.

BudgetPak supports several levels of users. In your budget there may be information you cannot view and operations you cannot perform because the scope and role assigned to you does not allow it. The permissions you are granted depend upon your BudgetPak “role,” which the Administrator has assigned to you based on your budget responsibilities within your department. Each user’s role is associated with his or her user login profile.

About Your FY2016 Budget

In BudgetPak your department(s), their general ledger accounts (“accounts”), and baseline FY2016 budget have already been set up for you. You will be accessing each account and reviewing/modifying its annual budget amount.

The FY2014 Actuals, FY2015 Original Budget, and FY2016 Baseline Budget have been loaded into BudgetPak as well. The instructions below describe how to print reports, so that you can use these numbers as a guide to creating this year’s budget. You can also obtain current and historical budget and actual information from Web Reports.

Logging In to BudgetPak

To open BudgetPak:

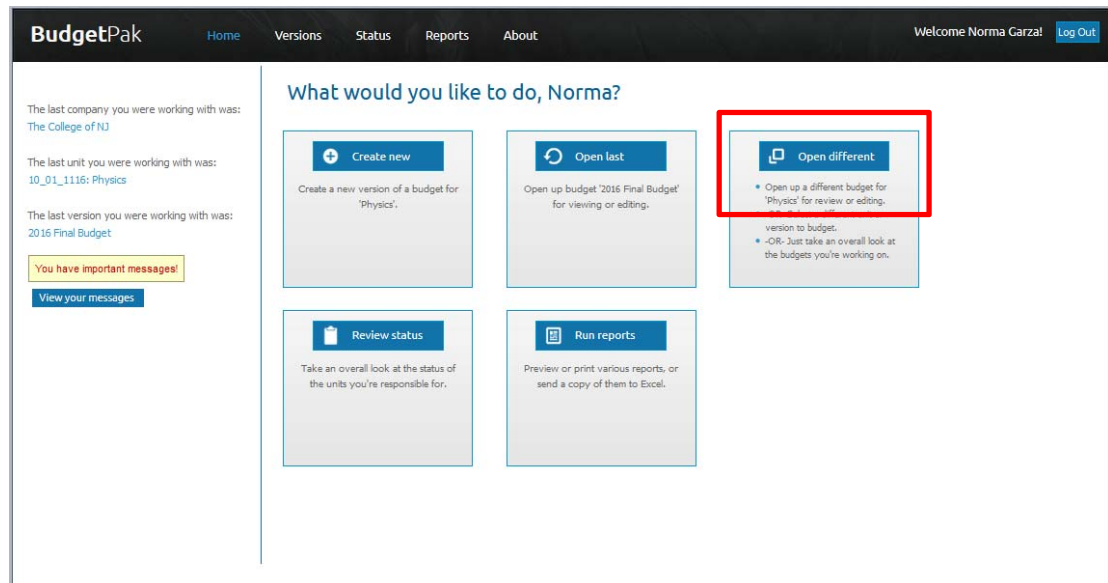
1. Locate the BudgetPak link on the Office of the Treasurer webpage at <http://treasurer.tcnj.edu/>. The BudgetPak Log In box displays.
2. In the first box, enter the username you use to access your computer and email.
3. In the second box, enter the password that was assigned to you.
4. Click the **Log In** button.
5. Change your password when prompted if it is your first time logging in to BudgetPak.

Creating the FY2016 Budget

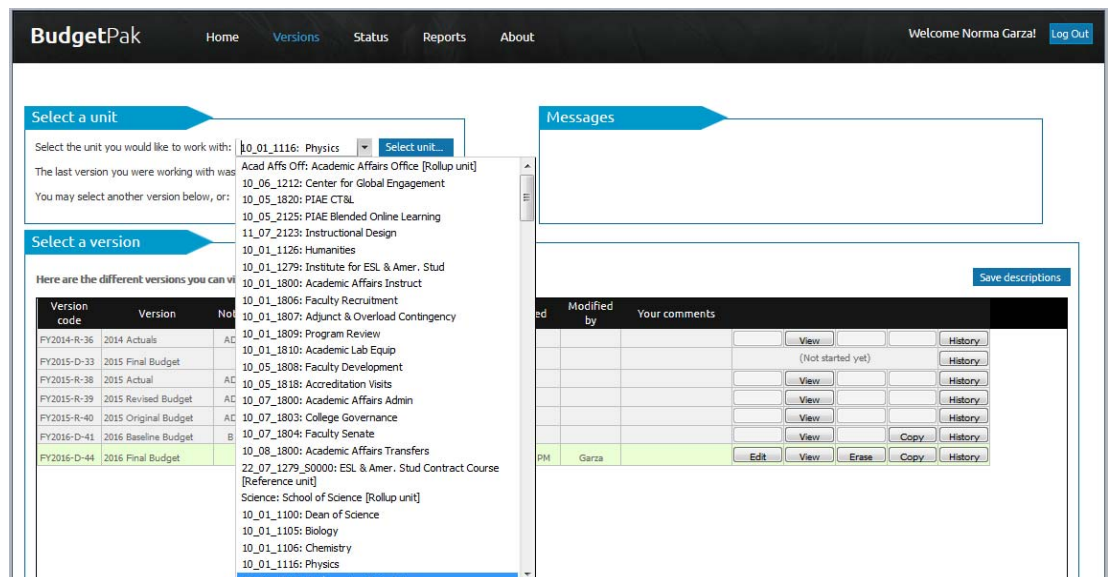
NOTE: All Budgets were started for you using FY2015 original budget as the FY2016 baseline.

From the Main Menu:

1. Select the **Open Different** to view and modify the budget.



2. In the **Select a unit** panel of the box that displays, select the department or unit you want to budget (use the drop-down menu or click the 'Select unit' button to view the list of options.



3. In the **Select a Version** panel, click **Edit** in the FY2016 Final Budget row.

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Select a unit

Select the unit you would like to work with: **10_01_1116: Physics** [Select unit...](#)

The last version you were working with was: 2016 Final Budget

You may select another version below, or: [Resume editing](#)

Select a version

Here are the different versions you can view and work with for unit 'Physics': [Save descriptions](#)

| Version code | Version | Note | Your description | Status | Signed off | Date modified | Modified by | Your comments | View | History |
|--------------|----------------------|------|----------------------|--------|--------------------------|-------------------|-------------|-------------------|-------------|-------------------------|
| FY2014-R-36 | 2014 Actuals | AD | 2014 Actuals | | | | | | View | History |
| FY2015-D-33 | 2015 Final Budget | | 2015 Final Budget | | <input type="checkbox"/> | | | (Not started yet) | View | History |
| FY2015-R-38 | 2015 Actual | AD | 2015 Actual | | | | | | View | History |
| FY2015-R-39 | 2015 Revised Budget | AD | 2015 Revised Budget | | | | | | View | History |
| FY2015-R-40 | 2015 Original Budget | AD | 2015 Original Budget | | | | | | View | History |
| FY2016-D-41 | 2016 Baseline Budget | B | 2016 Baseline Budget | | | | | | View | Copy History |
| FY2016-D-44 | 2016 Final Budget | | 2016 Final Budget | | <input type="checkbox"/> | 4/13/2015 2:50 PM | Garza | | Edit | View Erase Copy History |

4. This brings you to the Navigation Window for the budget.

NOTE: In BudgetPak each column in the Navigation window is called a “**stack**,” and each box is called a “**section**.” If at any time you wish to return to this window, click Navigation at the top left of the window.

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Navigation ActionPaks What if...? View/edit drivers Across the board (all line items) Monthly spreading (all line items)

Currently viewing

Company: The College of NJ

Unit: **10_01_1116: Physics**

Version: **2016 Final Budget**

Your budget's status is: **Started**

Headcount/FTE

As of 6/30/2015: 12.75

Additions: -

Reductions: -

As of 6/30/2016: 12.75

Version comparison

Expense line items

This unit: Physics

| | Total: | Your difference: |
|-----------------------|-------------|------------------|
| 2014 Actuals: | \$1,730,760 | +46,499 +0% |
| 2015 Original Budget: | \$1,889,213 | (\$151,954) -8% |
| 2016 Baseline Budget: | \$1,737,259 | |
| 2016 Final Budget: | \$1,737,259 | |

FYI

Your budget: **You are here** **Reviewed** [Actions](#) [Go to section...](#)

Stack

- Headcount & Salaries**
 - Headcount Review
 - New Hires
 - Salary Increases
 - Compensation Review \$1,571,356
- Salary Expenses**
 - Across the Board
 - Adjunct Payment \$95,118
 - Overload Payment \$0
- Student Aid Salary**
 - Across the Board
 - Student Aid Payroll \$14,400
- Travel & Reception**
 - Across the Board
 - Official Reception \$0**
- Internal Charges (Pool)**
 - Across the Board
 - Graphics Design \$50
 - Photocopies \$3,750
 - Express Shipping \$100
 - Departmental Postage \$175
 - Telephone Line Charges \$3,984

Section

NOTE: The version Comparison box at the top shows the budget amounts for each version and the variances compared to the FY2016 Final Budget. FY2016 Final will change as you make modifications. The variance from FY2016 baseline to FY2016 Final should be zero when you are done unless you submitted an ActionPak request to fund a strategic initiative or have a justified increase in an institutional commitment.

Reviewing Headcount & Salaries

If you have Headcount (employees) in your unit or if you are authorized to review Headcount & Salaries, you will see a stack called **Headcount & Salaries** in your Navigation window.

1. Click the top section **Headcount Review** to make sure that you have the correct list of employees for your unit. If not, please contact your BudgetPak Administrator.

NOTE: In this section, you are verifying the current headcount, including vacancies. You do not need to verify salaries.

Step 1
Review your current headcount below. Is the list complete and correct?
☐ Yes
☐ No

If the details are not correct, please contact your administrator.
Note: Please consider at this point ONLY your CURRENT headcount. We will ask about new hires later.

Current employees
Current employees as of 2/19/2015:

| Employee class | Employee ID | Name | Headcount / FTE | Allocation | Net headcount | Title | Hire date | Current salary | Employee notes |
|----------------|-------------|------|-----------------|------------|---------------|--------------------------|-----------|----------------|----------------|
| AFT | 207829 | | 1.000 | 100 % | 1.000 | Associate Professor 26 | 7/1/2014 | | |
| AFT | 203967 | | 1.000 | 100 % | 1.000 | Professor | 7/1/2014 | | |
| AFT | 210670 | | 1.000 | 100 % | 1.000 | Assistant Professor | 7/1/2014 | | |
| AFT | 207830 | | 1.000 | 100 % | 1.000 | Associate Professor 26 | 7/1/2014 | | |
| AFT | 210241 | | 1.000 | 100 % | 1.000 | Assistant Professor | 7/1/2014 | | |
| AFT | 209363 | | 1.000 | 100 % | 1.000 | Professor | 7/1/2014 | | |
| AFT | 203578 | | 1.000 | 100 % | 1.000 | Professor | 7/1/2014 | | |
| AFT | 208283 | | 0.750 | 100 % | 0.750 | Assistant Professor | 7/1/2014 | | |
| AFT | 559735 | | 1.000 | 100 % | 1.000 | Assistant Professor | 7/1/2014 | | |
| AFT | 203291 | | 1.000 | 100 % | 1.000 | Professor | 7/1/2014 | | |
| AFT | 208921 | | 1.000 | 100 % | 1.000 | Professor | 7/1/2014 | | |
| CWA | 202658 | | 1.000 | 100 % | 1.000 | Princ Clerk Stenographer | 7/1/2014 | | |
| | | | 12.750 | | 12.750 | | | \$1,121,196 | |

- a. In **Steps 2, and 3**, answer “No”. Enter notes in the Employee Notes field to add commentary.

BudgetPak
Home Versions Status Reports About

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Navigation ActionPaks What if...? View/edit drivers Across the board (all line items) Monthly spreading (all line items)

Currently viewing
Company: The College of NJ
Unit: 10_01_1116: Physi
Version: 2016 Final Budget
Your budget's status is: Started

Headcount/FTE
As of 6/30/2015: 12.75
Additions: -
Reductions: -
As of 6/30/2016: 12.75

Version comparison
Expense line items
This section: Headcount Review
This unit: Physics
Total: \$1,730,760
2014 Actuals: \$1,889,213
2015 Original Budget: \$1,737,259
2016 Baseline Budget: \$1,737,259
Note: Section totals are not meaningful on this page.

Your difference: +\$6,499 +0%
(\$151,954) -8%

FYI

Headcount review
Please review your current headcount and answer the questions step by step. You can always come back later and change your answers.

Step 1
Review your current headcount below. Is the list complete and correct?
☒ Yes
☐ No

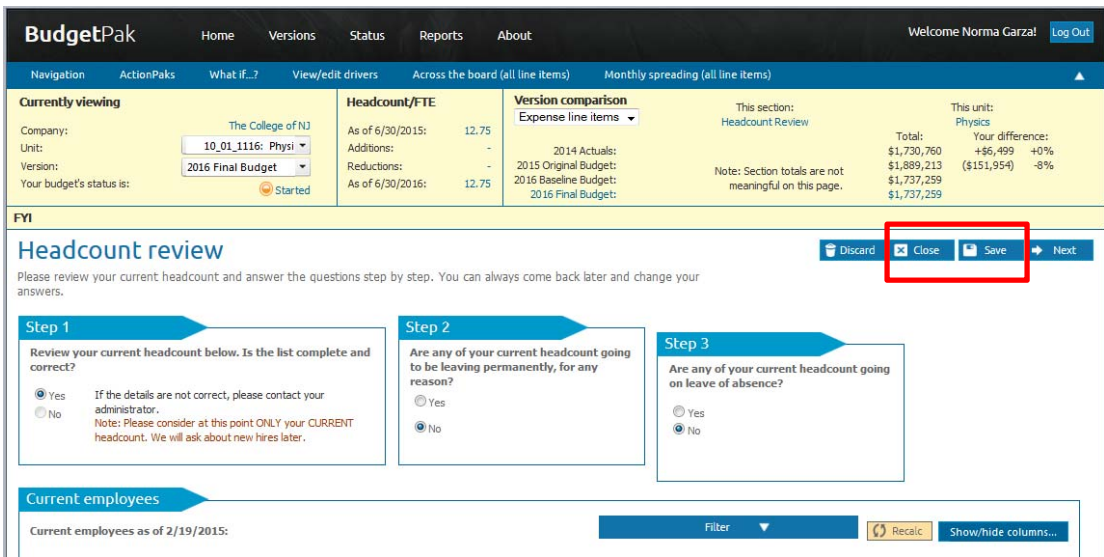
Step 2
Are any of your current headcount going to be leaving permanently, for any reason?
☐ Yes
☒ No

Step 3
Are any of your current headcount going on leave of absence?
☐ Yes
☒ No

Current employees
Current employees as of 2/19/2015:

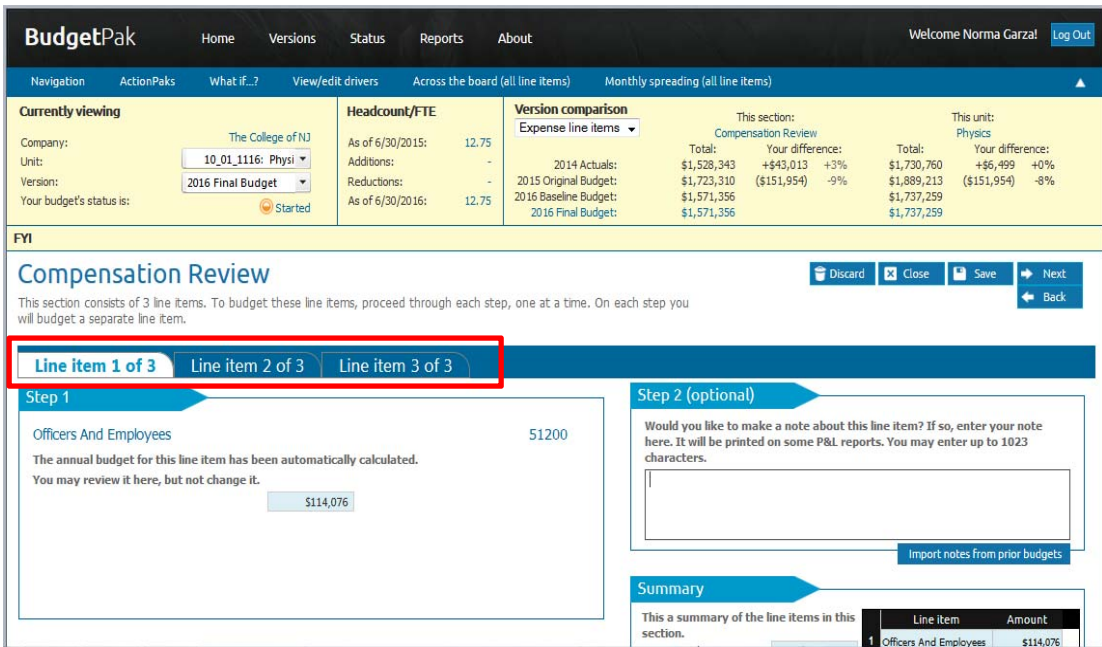
You can display additional columns or hide current columns by clicking the **Show/hide columns...** button.

- b. Click **Save** to save your entries then **Close** to return to the Navigation page.



The screenshot shows the BudgetPak interface for a 'Headcount review'. The top navigation bar includes 'Home', 'Versions', 'Status', 'Reports', and 'About'. The user is logged in as 'Norma Garza'. The main content area is titled 'Headcount review' and includes a 'Discard', 'Close', 'Save', and 'Next' button bar. Below this, there are three steps: Step 1 (Review your current headcount below. Is the list complete and correct?), Step 2 (Are any of your current headcount going to be leaving permanently, for any reason?), and Step 3 (Are any of your current headcount going on leave of absence?). Each step has radio buttons for 'Yes' and 'No'. At the bottom, there is a 'Current employees' section with a 'Filter' button and a 'Show/hide columns...' button.

2. Skip the New Hires and Salary Increases sections. They are centrally managed by Finance in collaboration with HR.
3. Review all **Salary and Fringe Benefit** detail in the next section, **Compensation Review**. No changes are necessary. Fringe benefits are centrally managed by Finance. Click each tab to review account totals. Click **Close**.



The screenshot shows the BudgetPak interface for a 'Compensation Review'. The top navigation bar is the same as the previous screen. The main content area is titled 'Compensation Review' and includes a 'Discard', 'Close', 'Save', and 'Next' button bar. Below this, there are three tabs: 'Line item 1 of 3', 'Line item 2 of 3', and 'Line item 3 of 3'. The 'Line item 1 of 3' tab is selected. It shows a 'Step 1' section with the title 'Officers And Employees' and a value of '51200'. Below this, there is a text box for 'The annual budget for this line item has been automatically calculated. You may review it here, but not change it.' and a value of '\$114,076'. To the right, there is a 'Step 2 (optional)' section with a text box for 'Would you like to make a note about this line item? If so, enter your note here. It will be printed on some P&L reports. You may enter up to 1023 characters.' and a button for 'Import notes from prior budgets'. At the bottom, there is a 'Summary' section with a table showing the line item and amount.

| Line-item | Amount |
|--------------------------|-----------|
| 1 Officers And Employees | \$114,076 |

4. In each of the non-salary stacks, you have the option to review the accounts and make changes either **Across the Board** (for all accounts in the stack at once) or for each account individually.
5. To make changes **Across the Board**, click the **Across the Board** section at the top of the stack; the Make across-the-board changes window displays. If you wish to review and modify each account individually, skip to step 12.

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Navigation ActionPaks What if...? View/edit drivers Across the board (all line items) Monthly spreading (all line items)

Currently viewing
 Company: The College of NJ
 Unit: 10_01_1116: Physi
 Version: 2016 Final Budget
 Your budget's status is: Started

Headcount/FTE
 As of 6/30/2015: 12.75
 Additions: -
 Reductions: -
 As of 6/30/2016: 12.75

Version comparison
 Expense line items
 This stack: Internal Charges (Pool)
 Total: \$51,899
 Your difference: +\$4,486 +9%
 Total: \$1,730,760
 Your difference: +\$6,499 +0%
 Total: \$1,889,213
 Your difference: (\$151,954) -8%
 2014 Actuals: \$56,385
 2015 Original Budget: \$56,385
 2016 Baseline Budget: \$56,385
 2016 Final Budget: \$56,385

FYI

Make across-the-board changes to Internal Charges (Pool)
 Instead of stepping through each line item in Across the Board one at a time, you may make changes to all line items at once.
 Note that some line items are government-mandated or are predetermined by corporate headquarters. You may change discretionary line items only.

Step 1
 How would you like to make across-the-board changes?
☐ Budget a percent increase / decrease
☐ Budget a total \$ increase / decrease
☐ Budget by \$ per head
 Your budgeted headcount as of 6/30/2016 is 12.75

Line items
 Internal Charges (Pool) line items:
 Recalc Show/hide columns...

| Line Item | 2015 Original Budget | % Increase | \$ Increase | \$ per head | 2016 Final Budget |
|----------------------|----------------------|------------|-------------|-------------|-------------------|
| Graphics Design | \$50 | 0.00 % | \$0 | \$4 | \$50 |
| Photocopies | \$3,750 | 0.00 % | \$0 | \$294 | \$3,750 |
| Express Shipping | \$100 | 0.00 % | \$0 | \$8 | \$100 |
| Departmental Postage | \$175 | 0.00 % | \$0 | \$14 | \$175 |

6. In **Step 1** of the Make across-the-board changes window, select the option you would like to use.
 - a. Budget a percent increase/decrease will apply the specified percentage to each line item shown in the Line items box on the right side of the window.
 - b. Budget a total \$ increase/decrease will allocate the specified dollar amount to each line item so the total increase/decrease in the stack is the specified dollar amount.
 - c. Budget by \$ per head will allocate the specified dollar amount per head to each line item so the total dollar amount per head in the stack is the specified dollar amount per head.

NOTE: The Budget by \$ per head may be used but is not recommended by the Office of the Treasurer.

7. When you select a method in **Step 1**, the **Step 2** box will appear. In the **Step 2** box, select the option you would like to use to apply the across the board change.

Make across-the-board changes to Internal Charges (Pool)

Instead of stepping through each line item in Across the Board one at a time, you may make changes to all line items at once.

Note that some line items are government-mandated or are predetermined by corporate headquarters. You may change discretionary line items only.

Step 1

How would you like to make across-the-board changes?

- ☒ Budget a percent increase / decrease
- ☐ Budget a total \$ increase / decrease
- ☐ Budget by \$ per head

Your budgeted headcount as of 6/30/2016 is 12.75

Step 2

How would you like to handle percent changes?

- ☐ Change every discretionary line item by the same percent
- ☐ Change every discretionary line item (EXCEPT SOME) by the same amount
- ☐ Change line items individually

Line items

Internal Charges (Pool) line items:

RecalcShow/hide columns...

| Line Item | 2015 Original Budget | % Increase | \$ Increase | \$ per head | 2016 Final Budget |
|----------------------------|----------------------|---------------|-------------|----------------|-------------------|
| Graphics Design | \$50 | 0.00 % | \$0 | \$4 | \$50 |
| Photocopies | \$3,750 | 0.00 % | \$0 | \$294 | \$3,750 |
| Express Shipping | \$100 | 0.00 % | \$0 | \$8 | \$100 |
| Departmental Postage | \$175 | 0.00 % | \$0 | \$14 | \$175 |
| Telephone Line Charges | \$3,984 | 0.00 % | \$0 | \$312 | \$3,984 |
| Telephone Toll Charges | \$150 | 0.00 % | \$0 | \$12 | \$150 |
| Media Center Charges | \$200 | 0.00 % | \$0 | \$16 | \$200 |
| General Supplies | \$35,326 | 0.00 % | \$0 | \$2,771 | \$35,326 |
| Procurement Card Charges | \$0 | 0.00 % | \$0 | \$0 | \$0 |
| Office Supplies-Office Max | \$3,500 | 0.00 % | \$0 | \$275 | \$3,500 |
| Equipment Rental | \$650 | 0.00 % | \$0 | \$51 | \$650 |
| Equipment Repairs | \$8,500 | 0.00 % | \$0 | \$667 | \$8,500 |
| Total | \$56,385 | 0.00 % | \$0 | \$4,422 | \$56,385 |

Discard

Close

Save

Next

Back

Skip

You have unsaved changes!

8. If you selected Budget a percent increase/decrease in **Step 1**:
- Change every discretionary line item by the same percent will allow you to enter a percentage to increase or decrease all line items.

Make across-the-board changes to Internal Charges (Pool)

Instead of stepping through each line item in Across the Board one at a time, you may make changes to all line items at once.

Note that some line items are government-mandated or are predetermined by corporate headquarters. You may change discretionary line items only.

Step 1

How would you like to make across-the-board changes?

- ☒ Budget a percent increase / decrease
- ☐ Budget a total \$ increase / decrease
- ☐ Budget by \$ per head

Your budgeted headcount as of 6/30/2016 is 12.75

Step 2

How would you like to handle percent changes?

- ☒ Change every discretionary line item by the same percent0.00 %
- ☐ Change every discretionary line item (EXCEPT SOME) by the same amount
- ☐ Change line items individually

Line items

Internal Charges (Pool) line items:

RecalcShow/hide columns...

| Line Item | 2015 Original Budget | % Increase | \$ Increase | \$ per head | 2016 Final Budget |
|----------------------------|----------------------|---------------|-------------|----------------|-------------------|
| Graphics Design | \$50 | 0.00 % | \$0 | \$4 | \$50 |
| Photocopies | \$3,750 | 0.00 % | \$0 | \$294 | \$3,750 |
| Express Shipping | \$100 | 0.00 % | \$0 | \$8 | \$100 |
| Departmental Postage | \$175 | 0.00 % | \$0 | \$14 | \$175 |
| Telephone Line Charges | \$3,984 | 0.00 % | \$0 | \$312 | \$3,984 |
| Telephone Toll Charges | \$150 | 0.00 % | \$0 | \$12 | \$150 |
| Media Center Charges | \$200 | 0.00 % | \$0 | \$16 | \$200 |
| General Supplies | \$35,326 | 0.00 % | \$0 | \$2,771 | \$35,326 |
| Procurement Card Charges | \$0 | 0.00 % | \$0 | \$0 | \$0 |
| Office Supplies-Office Max | \$3,500 | 0.00 % | \$0 | \$275 | \$3,500 |
| Equipment Rental | \$650 | 0.00 % | \$0 | \$51 | \$650 |
| Equipment Repairs | \$8,500 | 0.00 % | \$0 | \$667 | \$8,500 |
| Total | \$56,385 | 0.00 % | \$0 | \$4,422 | \$56,385 |

Discard

Close

Save

Next

Back

Skip

You have unsaved changes!

- b. Change every discretionary line item (EXCEPT SOME) by the same amount will allow you to check/uncheck line items in the Apply std increase column and enter a percentage to increase or decrease the selected line items. The percentage entered will only be applied to the checked line items.

Make across-the-board changes to Internal Charges (Pool)

Instead of stepping through each line item in Across the Board one at a time, you may make changes to all line items at once.

Note that some line items are government-mandated or are predetermined by corporate headquarters. You may change discretionary line items only.

Step 1

How would you like to make across-the-board changes?

☒ Budget a percent increase / decrease
☐ Budget a total \$ increase / decrease
☐ Budget by \$ per head
 Your budgeted headcount as of 6/30/2016 is 12.75

Step 2

How would you like to handle percent changes?

☐ Change every discretionary line item by the same percent
☒ Change every discretionary line item (EXCEPT SOME) by the same amount
☐ Change line items individually

0.00 %

Line items

Internal Charges (Pool) line items:

| Line Item | 2015 Original Budget | Apply std increase | % increase | \$ increase | \$ per head | 2016 Final Budget |
|----------------------------|----------------------|-------------------------------------|---------------|-------------|----------------|-------------------|
| Graphics Design | \$50 | <input type="checkbox"/> | 0.00 % | \$0 | \$4 | \$50 |
| Photocopies | \$3,750 | <input checked="" type="checkbox"/> | 0.00 % | \$0 | \$294 | \$3,750 |
| Express Shipping | \$100 | <input checked="" type="checkbox"/> | 0.00 % | \$0 | \$8 | \$100 |
| Departmental Postage | \$175 | <input checked="" type="checkbox"/> | 0.00 % | \$0 | \$14 | \$175 |
| Telephone Line Charges | \$3,984 | <input checked="" type="checkbox"/> | 0.00 % | \$0 | \$312 | \$3,984 |
| Telephone Toll Charges | \$150 | <input checked="" type="checkbox"/> | 0.00 % | \$0 | \$12 | \$150 |
| Media Center Charges | \$200 | <input type="checkbox"/> | 0.00 % | \$0 | \$16 | \$200 |
| General Supplies | \$35,326 | <input checked="" type="checkbox"/> | 0.00 % | \$0 | \$2,771 | \$35,326 |
| Procurement Card Charges | \$0 | <input checked="" type="checkbox"/> | 0.00 % | \$0 | \$0 | \$0 |
| Office Supplies-Office Max | \$3,500 | <input checked="" type="checkbox"/> | 0.00 % | \$0 | \$275 | \$3,500 |
| Equipment Rental | \$650 | <input checked="" type="checkbox"/> | 0.00 % | \$0 | \$51 | \$650 |
| Equipment Repairs | \$8,500 | <input checked="" type="checkbox"/> | 0.00 % | \$0 | \$667 | \$8,500 |
| Total | \$56,385 | | 0.00 % | \$0 | \$4,422 | \$56,385 |

- c. Change line items individually will allow you to manually enter a percent increase/decrease in the % increase column for each line item. To enter a percent increase/decrease, double click the % increase box for the line item and type in the desired percentage.

Make across-the-board changes to Internal Charges (Pool)

Instead of stepping through each line item in Across the Board one at a time, you may make changes to all line items at once.

Note that some line items are government-mandated or are predetermined by corporate headquarters. You may change discretionary line items only.

Step 1

How would you like to make across-the-board changes?

☒ Budget a percent increase / decrease
☐ Budget a total \$ increase / decrease
☐ Budget by \$ per head
 Your budgeted headcount as of 6/30/2016 is 12.75

Step 2

How would you like to handle percent changes?

☐ Change every discretionary line item by the same percent
☐ Change every discretionary line item (EXCEPT SOME) by the same amount
☒ Change line items individually

Line items

Internal Charges (Pool) line items:

| Line Item | 2015 Original Budget | % Increase | \$ increase | \$ per head | 2016 Final Budget |
|----------------------------|----------------------|---------------|-------------|----------------|-------------------|
| Graphics Design | \$50 | 5.00 % | \$3 | \$4 | \$53 |
| Photocopies | \$3,750 | 0.00 % | \$0 | \$294 | \$3,750 |
| Express Shipping | \$100 | 0.00 % | \$0 | \$8 | \$100 |
| Departmental Postage | \$175 | 0.00 % | \$0 | \$14 | \$175 |
| Telephone Line Charges | \$3,984 | 0.00 % | \$0 | \$312 | \$3,984 |
| Telephone Toll Charges | \$150 | 0.00 % | \$0 | \$12 | \$150 |
| Media Center Charges | \$200 | 0.00 % | \$0 | \$16 | \$200 |
| General Supplies | \$35,326 | 0.00 % | \$0 | \$2,771 | \$35,326 |
| Procurement Card Charges | \$0 | 0.00 % | \$0 | \$0 | \$0 |
| Office Supplies-Office Max | \$3,500 | 0.00 % | \$0 | \$275 | \$3,500 |
| Equipment Rental | \$650 | 0.00 % | \$0 | \$51 | \$650 |
| Equipment Repairs | \$8,500 | 0.00 % | \$0 | \$667 | \$8,500 |
| Total | \$56,385 | 0.00 % | \$3 | \$4,423 | \$56,388 |

9. If you selected Budget a total \$ increase/decrease in **Step 1**:
- Apply the total \$ amount across all line items will allow you to enter a dollar amount to increase or decrease all line items. BudgetPak will automatically allocate the total dollar change specified to each line item.
 - Apply the total \$ amount across all line items EXCEPT SOME will allow you to check/uncheck line items in the Apply std increase column and enter a dollar amount to increase or decrease the selected line items. The total dollar amount entered will only be applied to the checked line items.

Make across-the-board changes to Internal Charges (Pool)

Instead of stepping through each line item in Across the Board one at a time, you may make changes to all line items at once.

Note that some line items are government-mandated or are predetermined by corporate headquarters. You may change discretionary line items only.

Step 1
How would you like to make across-the-board changes?
☐ Budget a percent increase / decrease
☒ Budget a total \$ increase / decrease
☐ Budget by \$ per head
Your budgeted headcount as of 6/30/2016 is 12.75

Step 2
How would you like to handle the increase/decrease?
☐ Apply the total \$ amount across all line items
☒ Apply the total \$ amount across all line items EXCEPT SOME
☐ Change line items individually

Line items
Internal Charges (Pool) line items:

| Line Item | 2015 Original Budget | Apply std increase | % Increase | \$ increase | \$ per head | 2016 Final Budget |
|----------------------------|----------------------|-------------------------------------|---------------|--------------|----------------|-------------------|
| Graphics Design | \$50 | <input checked="" type="checkbox"/> | 0.89 % | \$0 | \$4 | \$50 |
| Photocopies | \$3,750 | <input checked="" type="checkbox"/> | 0.89 % | \$33 | \$297 | \$3,783 |
| Express Shipping | \$100 | <input checked="" type="checkbox"/> | 0.89 % | \$1 | \$8 | \$101 |
| Departmental Postage | \$175 | <input checked="" type="checkbox"/> | 0.89 % | \$2 | \$14 | \$177 |
| Telephone Line Charges | \$3,984 | <input checked="" type="checkbox"/> | 0.89 % | \$35 | \$315 | \$4,019 |
| Telephone Toll Charges | \$150 | <input checked="" type="checkbox"/> | 0.89 % | \$1 | \$12 | \$151 |
| Media Center Charges | \$200 | <input checked="" type="checkbox"/> | 0.89 % | \$2 | \$16 | \$202 |
| General Supplies | \$35,326 | <input checked="" type="checkbox"/> | 0.89 % | \$313 | \$2,795 | \$35,639 |
| Procurement Card Charges | \$0 | <input checked="" type="checkbox"/> | 0.00 % | \$0 | \$0 | \$0 |
| Office Supplies-Office Max | \$3,500 | <input checked="" type="checkbox"/> | 0.89 % | \$31 | \$277 | \$3,531 |
| Equipment Rental | \$650 | <input checked="" type="checkbox"/> | 0.89 % | \$6 | \$51 | \$656 |
| Equipment Repairs | \$8,500 | <input checked="" type="checkbox"/> | 0.89 % | \$75 | \$673 | \$8,575 |
| Total | \$56,385 | <input type="checkbox"/> | 0.89 % | \$500 | \$4,462 | \$56,885 |

DiscardCloseSaveNextBackSkip

Skip this page if you've changed your mind, and want to be guided through these line items one at a time.

You have unsaved changes!

- c. Change line items individually will allow you to manually enter a dollar increase/decrease in the \$ increase column for each line item. To enter an increase/decrease, double click the \$ increase box for the line item and type in the desired dollar amount.

Make across-the-board changes to Internal Charges (Pool)

Instead of stepping through each line item in Across the Board one at a time, you may make changes to all line items at once.

Note that some line items are government-mandated or are predetermined by corporate headquarters. You may change discretionary line items only.

Step 1
How would you like to make across-the-board changes?
☐ Budget a percent increase / decrease
☒ Budget a total \$ increase / decrease
☐ Budget by \$ per head
Your budgeted headcount as of 6/30/2016 is 12.75

Step 2
How would you like to handle the increase/decrease?
☐ Apply the total \$ amount across all line items
☐ Apply the total \$ amount across all line items EXCEPT SOME
☒ Change line items individually

Line items
Internal Charges (Pool) line items:

| Line Item | 2015 Original Budget | % Increase | \$ increase | \$ per head | 2016 Final Budget |
|----------------------------|----------------------|---------------|--------------|----------------|-------------------|
| Graphics Design | \$50 | 0.00 % | \$0 | \$4 | \$50 |
| Photocopies | \$3,750 | 0.00 % | \$0 | \$294 | \$3,750 |
| Express Shipping | \$100 | 0.00 % | \$0 | \$8 | \$100 |
| Departmental Postage | \$175 | 0.00 % | \$0 | \$14 | \$175 |
| Telephone Line Charges | \$3,984 | 0.00 % | \$0 | \$312 | \$3,984 |
| Telephone Toll Charges | \$150 | 0.00 % | \$0 | \$12 | \$150 |
| Media Center Charges | \$200 | 0.00 % | \$0 | \$16 | \$200 |
| General Supplies | \$35,326 | 0.00 % | \$0 | \$2,771 | \$35,326 |
| Procurement Card Charges | \$0 | 0.00 % | \$0 | \$0 | \$0 |
| Office Supplies-Office Max | \$3,500 | 0.00 % | \$0 | \$275 | \$3,500 |
| Equipment Rental | \$650 | 15.38 % | \$100 | \$59 | \$750 |
| Equipment Repairs | \$8,500 | 0.00 % | \$0 | \$667 | \$8,500 |
| Total | \$56,385 | 0.18 % | \$100 | \$4,430 | \$56,485 |

DiscardCloseSaveNextBackSkip

Skip this page if you've changed your mind, and want to be guided through these line items one at a time.

You have unsaved changes!

NOTE: To enter a decrease, enter the percentage or dollar amount with a minus sign (i.e. - 5.00% or -\$500). To apply manual changes made in the Line items table, click the Recalc button at the top right of the table. If at any point you need to clear the changes made in **Across the Board**, click the **Discard** button.

NOTE: The Version Comparison box will show both the total budget and variances for the stack you are viewing as well as the total budget for the unit. Note the 2014 Actuals in comparison to the 2016 baseline budgets as an indicator that reallocations may be necessary in the 2016 final budget to better align the budget to actual spending. You should also review the current FY2015 actuals from the Web Report for the unit and factor any variances from budget to actual into the 2016 final budget request (keeping in mind the variance between the 2016 baseline and 2016 final versions must be zero unless you submitted an ActionPak).

10. Click **Save** (located just below the Version Comparison box) to save your changes. Click **Close** (located just below the Version Comparison box) to return to the Navigation window and select the next stack you wish to review/edit.
11. If you use the **Across the Board** method, **SKIP to Item # 17 and repeat the process for the other Stacks and Sections.**
12. To make changes to each account individually, click any section (account) you want to budget. The Account window displays.
13. In **Step 1** of the Annual total for [account name] window, an annual amount based on last year's budget is displayed. You can either accept this amount or use one of the other methods (**by annual amount, by percent increase, by per head, by line item detail, by driver x rate, by advanced modeler**) to change the annual amount.

Student Aid Payroll

DiscardCloseSaveNextBack

Step 1

Student Aid Payroll51810

Please select one of the budget methods below and use it to designate the annual amount for this line item.

Select budget methods from here:

By annual amount

By percent increase

By per head

By line item detail

By driver x rate

By advanced modeling

By annual amount

Enter annual amount here:

\$14,400

By percent increase

2015 Original Budget annual amount:

\$14,400

Enter your percent increase/decrease:

0.00 %

\$0

2016 Final Budget annual amount:

\$14,400

By annual amount per head

Your budgeted headcount:

As of 6/30/2016

12.75

Enter your annual amount per head here:

\$1,129.41

This year's annual budget:

\$14,400

Last year's annual budget was \$14,400. With the current headcount, this would be \$1,129 per head.

Step 2 (optional)

Would you like to make a note about this line item? If so, enter your note here. It will be printed on some P&L reports. You may enter up to 1023 characters.

Import notes from prior budgets

-
14. In **Step 2**, enter any relevant comments about the account and its annual budget amount in the text box provided.
 15. Click **Save** (located just below the Version Comparison box) to save your changes.
 16. Click **Close** to close the account window and return to the Navigation window; or, click **Next** to save the current value and move to the next account.
 17. Repeat Steps 7 through 11 until all of your accounts have been populated with an annual budget amount.

NOTE: You may have some accounts that have pre-designated values that you cannot change, such as fringe benefits. You will still need to review these accounts in order to get the green check mark and complete your budget.

ActionPaks – Funding Requests for Strategic Projects

ActionPaks are an optional feature that you can use to budget for unit-specific initiatives, projects, programs or campaigns. Any amount entered into an ActionPak is additive to the amount already entered for that line item in your base budget. ActionPaks are used to request new funding for strategic projects and initiatives.

ActionPak requests must be submitted to your Dean/Vice President (VP) for initial review. ActionPaks are entered in the following units using account 59100 Contingency.

- School of Science - 10_01_1125
- School of Humanities and Social Science - 10_01_1133
- School of Arts and Communications - 10_01_1145
- School of Education - 10_01_1200
- School of Business - 10_01_1301
- School of Engineering - 10_01_1410
- School of Nursing, Health and Exercise Science - 10_05_1521
- All other Academic Affairs - 10_01_1800
- Office of Administration - 10_09_4005
- Office of College Advancement - 10_07_5350
- Office of Enrollment - 10_06_5140
- Office of Human Resources - 10_07_3300
- Office of Student Affairs - 10_06_6000
- Office of the Treasurer - 10_07_3000

If approved, the FY2016 budget for the initiative will be entered in the appropriate chartfields (i.e. new department, program, etc as required based on the specific initiative), including the appropriate accounts.

1. Click **ActionPaks** in the blue navigation menu at the top of your screen.

BudgetPak Home Versions Status Reports About Welcome Norma Garza! Log Out

Navigation **ActionPaks** What if...? View/edit drivers Across the board (all line items) Monthly spreading (all line items)

Currently viewing

Company: The College of NJ
Unit: 10_01_1125: Scier
Version: 2016 Final Budget
Your budget's status is: Started

Headcount/FTE

As of 6/30/2015: -
Additions: -
Reductions: -
As of 6/30/2016: -

Version comparison

Expense line items

2014 Actuals: \$124,262
2015 Original Budget: \$95,118
2016 Baseline Budget: \$95,118
2016 Final Budget: \$95,118

This unit: Science Contingency
Total: \$124,262
Your difference: (\$29,144) -23%

ActionPak configuration Discard Close Save

ActionPak budgeting allows you to develop a separate line item for an ActionPak, and then automatically merge it into your standard line item. You will need to designate which accounts make up the ActionPak.

Add ActionPak ActionPak name:
Delete ActionPak ActionPak code:
Rename ActionPak
Import ActionPaks

You may use these up/down buttons to change the order in which your ActionPaks appear.

Line items used in this ActionPak:

These line items currently make up this ActionPak. You may add more line items from the list of available ones at right. If you've mistakenly added a line item to the ActionPak, or want to remove one for any reason, you may do so, but you will lose any currently budgeted values for it.

| Account number | Line item |
|----------------|-----------|
|----------------|-----------|

Add or remove line items from the ActionPak:

Line items available for use in ActionPaks:

These are the list of line items that are available to become part of this ActionPak. You may select as many line items as you wish to include in the ActionPak by clicking the 'Add line item' button.

| Account number | Line item |
|----------------|--------------------------|
| 51230 | Supp Part Time |
| 52200 | Speakers and Honorariums |
| 54100 | Travel - Faculty & Staff |
| 54120 | Academic Student Travel |
| 54150 | Official Reception |
| 53115 | Graphics Design |
| 54000 | Conference Ctr Charges |
| 53200 | General Supplies |
| 53100 | Operating Pool Transfers |

2. Click the **Add ActionPak** button and enter a name for this ActionPak, and Click **OK**.

BudgetPak Home Versions Status Reports About Welcome Norma Garza! Log Out

Navigation ActionPaks What if...? View/edit drivers Across the board (all line items) Monthly spreading (all line items)

Currently viewing

Company: The College of NJ
Unit: 10_01_1125: Scier
Version: 2016 Final Budget
Your budget's status is: Started

Headcount/FTE

As of 6/30/2015: -
Additions: -
Reductions: -
As of 6/30/2016: -

Version comparison

Expense line items

2014 Actuals: \$124,262
2015 Original Budget: \$95,118
2016 Baseline Budget: \$95,118
2016 Final Budget: \$95,118

This unit: Science Contingency
Total: \$124,262
Your difference: (\$29,144) -23%

ActionPak configuration Discard Close Save

ActionPak budgeting allows you to develop a separate line item for an ActionPak, and then automatically merge it into your standard line item. You will need to designate which accounts make up the ActionPak.

Add ActionPak ActionPak name:
Delete ActionPak ActionPak code:
Rename ActionPak
Import ActionPaks

Please enter a name for the new ActionPak:

OK Cancel

You may use these up/down buttons to change the order in which your ActionPaks appear.

Line items used in this ActionPak:

These line items currently make up this ActionPak. You may add more line items from the list of available ones at right. If you've mistakenly added a line item to the ActionPak, or want to remove one for any reason, you may do so, but you will lose any currently budgeted values for it.

| Account number | Line item |
|----------------|-----------|
|----------------|-----------|

Add or remove line items from the ActionPak:

Line items available for use in ActionPaks:

These are the list of line items that are available to become part of this ActionPak. You may select as many line items as you wish to include in the ActionPak by clicking the 'Add line item' button.

| Account number | Line item |
|----------------|--------------------------|
| 51230 | Supp Part Time |
| 52200 | Speakers and Honorariums |
| 54100 | Travel - Faculty & Staff |
| 54120 | Academic Student Travel |
| 54150 | Official Reception |
| 53115 | Graphics Design |
| 54000 | Conference Ctr Charges |
| 53200 | General Supplies |
| 53100 | Operating Pool Transfers |

3. Enter a code for this ActionPak. The code designates TCNJ's FY2016 strategic areas of focus to which the enhanced budget request is linked. Enter the appropriate code(s) from the list below:

1 – Revenue enhancement initiatives

2 – Signature experiences (including integrated curricular and co-curricular experiences)

3 – Technology (academic infrastructure and operations)

4 – Diversity and inclusion

5 – Facilities

ActionPak configuration

ActionPak budgeting allows you to develop a separate line item for an ActionPak, and then automatically merge it into your standard line item. You will need to designate which accounts make up the ActionPak.

Discard Close Save

You have unsaved changes!

Add ActionPak ActionPak name: Example 1

Delete ActionPak ActionPak code: 1

Rename ActionPak

Import ActionPaks

You may use these up/down buttons to change the order in which your ActionPaks appear.

Line items used in this ActionPak:

These line items currently make up this ActionPak. You may add more line items from the list of available ones at right. If you've mistakenly added a line item to the ActionPak, or want to remove one for any reason, you may do so, but you will lose any currently budgeted values for it.

| Account number | Line item |
|----------------|-----------|
|----------------|-----------|

Add or remove line items from the ActionPak:

Line items available for use in ActionPaks:

These are the list of line items that are available to become part of this ActionPak. You may select as many line items as you wish to include in the ActionPak by clicking the 'Add line item' button.

| Account number | Line item |
|----------------|--------------------------|
| 51230 | Supp Part Time |
| 52200 | Speakers and Honorariums |
| 54100 | Travel - Faculty & Staff |
| 54120 | Academic Student Travel |
| 54150 | Official Reception |
| 53115 | Graphics Design |
| 54000 | Conference Ctr Charges |
| 53200 | General Supplies |
| 53400 | Operation Reel Transfers |
| 59100 | Strategic Contingency |
| 59100 | Computer Expenses |

4. Map the line item 59100 Strategic Contingency to the ActionPak by selecting the line item in the Line items available for use in ActionPaks box on the right of the window and clicking the left arrow to add it to the ActionPak. Account 59100 will appear in the Line items used in this ActionPak box on the left of the window.

BudgetPak

Home Versions Status Reports About

Welcome Norma Garza! Log Out

Navigation ActionPaks What if...? View/edit drivers Across the board (all line items) Monthly spreading (all line items)

Currently viewing

Company:

The College of NJ

Unit:

10_01_1125: Scier

Version:

2016 Final Budget

Your budget's status is:

Started

Headcount/FTE

As of 6/30/2015:

-

Additions:

-

Reductions:

-

As of 6/30/2016:

-

Version comparison

Expense line items

This unit:

Science Contingency

Total:

\$124,262

Your difference:

(\$29,144) -23%

2014 Actuals:

\$95,118

2015 Original Budget:

\$95,118

2016 Baseline Budget:

\$95,118

2016 Final Budget:

\$95,118

FY1

ActionPak configuration

Discard Close Save

You have unsaved changes!

Add ActionPak

ActionPak name:

Example 1

Delete ActionPak

ActionPak code:

1

Rename ActionPak

Import ActionPaks

You may use these up/down buttons to change the order in which your ActionPaks appear.

Line items used in this ActionPak:

These line items currently make up this ActionPak. You may add more line items from the list of available ones at right. If you've mistakenly added a line item to the ActionPak, or want to remove one for any reason, you may do so, but you will lose any currently budgeted values for it.

| Account number | Line item |
|----------------|-----------------------|
| 59100 | Strategic Contingency |

Add or remove line items from the ActionPak:

+

-

Line items available for use in ActionPaks:

These are the list of line items that are available to become part of this ActionPak. You may select as many line items as you wish to include in the ActionPak by clicking the 'Add line item' button.

| Account number | Line item |
|----------------|--------------------------|
| 51230 | Supp Part Time |
| 52200 | Speakers and Honorariums |
| 54100 | Travel - Faculty & Staff |
| 54120 | Academic Student Travel |
| 54150 | Official Reception |
| 53115 | Graphics Design |
| 54000 | Conference Ctr Charges |
| 53200 | General Supplies |
| 53100 | Operating Pool Transfers |

NOTE: Account 59100 should be used for all ActionPaks, but a separate ActionPak must be entered for each unique initiative. Do not create one ActionPak for the total funding of all enhanced budget requests for the unit.

- Click **Save** then click **Close** to return to the Navigation window.

BudgetPak

Home Versions Status Reports About

Welcome Norma Garza! Log Out

Navigation ActionPaks What if...? View/edit drivers Across the board (all line items) Monthly spreading (all line items)

Currently viewing

Company:

The College of NJ

Unit:

10_01_1125: Scier

Version:

2016 Final Budget

Your budget's status is:

Started

Headcount/FTE

As of 6/30/2015:

-

Additions:

-

Reductions:

-

As of 6/30/2016:

-

Version comparison

Expense line items

This unit:

Science Contingency

Total:

\$124,262

Your difference:

(\$29,144) -23%

2014 Actuals:

\$95,118

2015 Original Budget:

\$95,118

2016 Baseline Budget:

\$95,118

2016 Final Budget:

\$95,118

FY1

ActionPak configuration

Discard Close Save

Add ActionPak

ActionPak name:

Example 1

Delete ActionPak

ActionPak code:

1

Rename ActionPak

Import ActionPaks

You may use these up/down buttons to change the order in which your ActionPaks appear.

Line items used in this ActionPak:

These line items currently make up this ActionPak. You may add more line items from the list of available ones at right. If you've mistakenly added a line item to the ActionPak, or want to remove one for any reason, you may do so, but you will lose any currently budgeted values for it.

| Account number | Line item |
|----------------|-----------------------|
| 59100 | Strategic Contingency |

Add or remove line items from the ActionPak:

+

-

Line items available for use in ActionPaks:

These are the list of line items that are available to become part of this ActionPak. You may select as many line items as you wish to include in the ActionPak by clicking the 'Add line item' button.

| Account number | Line item |
|----------------|--------------------------|
| 51230 | Supp Part Time |
| 52200 | Speakers and Honorariums |
| 54100 | Travel - Faculty & Staff |
| 54120 | Academic Student Travel |
| 54150 | Official Reception |
| 53115 | Graphics Design |
| 54000 | Conference Ctr Charges |
| 53200 | General Supplies |
| 53100 | Operating Pool Transfers |

Page 14 of 22

- A new stack called ActionPaks will appear in your Navigation window. The section underneath will contain the name of your ActionPak.

BudgetPak Home Versions Status Reports About Welcome Norma Garza! Log Out

Navigation ActionPaks What if...? View/edit drivers Across the board (all line items) Monthly spreading (all line items)

Currently viewing

Company: The College of NJ
Unit: 10_01_1125: Scier
Version: 2016 Final Budget
Your budget's status is: Started

Headcount/FTE

As of 6/30/2015: -
Additions: -
Reductions: -
As of 6/30/2016: -

Version comparison
Expense line items

2014 Actuals: -
2015 Original Budget: -
2016 Baseline Budget: -
2016 Final Budget: -

This unit: Science Contingency
Total: \$124,262
Your difference: (\$29,144) -23%

FYI

Your budget: You are here Reviewed Actions Go to section...

ActionPaks

Across the Board Change
Example 1

Salary Expenses

Across the Board
Supp Part Time \$0

Other Personnel

Across the Board
Speakers and Honorariums \$8,000

Travel & Reception

Across the Board
Travel - Faculty & Staff \$62,780
Academic Student Travel \$15,000
Official Reception \$0

Internal Charges (Pool)

Across the Board
Graphics Design \$0
Conference Ctr Charges \$500
General Supplies \$0
Operating Pool Transfers \$2,093

- Click on the new section for the ActionPak and the ActionPak window will appear. Enter the requested amount in the By annual amount box in Step 1. Enter the description of the initiative in the step 2 box. This is required. The description must contain details of the request sufficient to assess the need for the funding requested and the linkage to the noted strategic initiative(s).

BudgetPak Home Versions Status Reports About Welcome Norma Garza! Log Out

Navigation ActionPaks What if...? View/edit drivers Across the board (all line items) Monthly spreading (all line items)

Currently viewing

Company: The College of NJ
Unit: 10_01_1125: Scier
Version: 2016 Final Budget
Your budget's status is: Started

Headcount/FTE

As of 6/30/2015: -
Additions: -
Reductions: -
As of 6/30/2016: -

Version comparison
Expense line items

2014 Actuals: -
2015 Original Budget: -
2016 Baseline Budget: -
2016 Final Budget: \$10,000

This section: Example 1
Total: -
Your difference: +\$10,000 > 1,000%
2015 Original Budget: -
2016 Baseline Budget: -
2016 Final Budget: \$10,000

This unit: Science Contingency
Total: \$124,262
Your difference: (\$19,144) -15%

FYI This section has been Reviewed.

Example 1 Discard Close Save Next Back

Step 1

Strategic Contingency 59100
Please select one of the budget methods below and use it to designate the annual amount for this line item.

Select budget methods from here:

By annual amount
Enter annual amount here: \$10,000

By percent increase
Note: The 'By percent increase' option is not available because the percent increase basis version annual amount is not available or is zero.

By annual amount per head
Your budgeted headcount: As of 6/30/2016 0
Enter your annual amount per head here: \$0.00
This year's annual budget: \$10,000

Step 2 (optional)

Would you like to make a note about this line item? If so, enter your note here. It will be printed on some P&L reports. You may enter up to 1023 characters.

Enter rationale for the need for the enhanced budget, including how it supports the specific strategic initiative(s).

Line item usage Import notes from prior budgets

1 other section also uses this line item.

| Section | Amount |
|-----------------------|---------|
| Strategic Contingency | \$6,745 |

Total from other areas: \$6,745
Total from here: \$10,000
Total for this line item: \$16,745

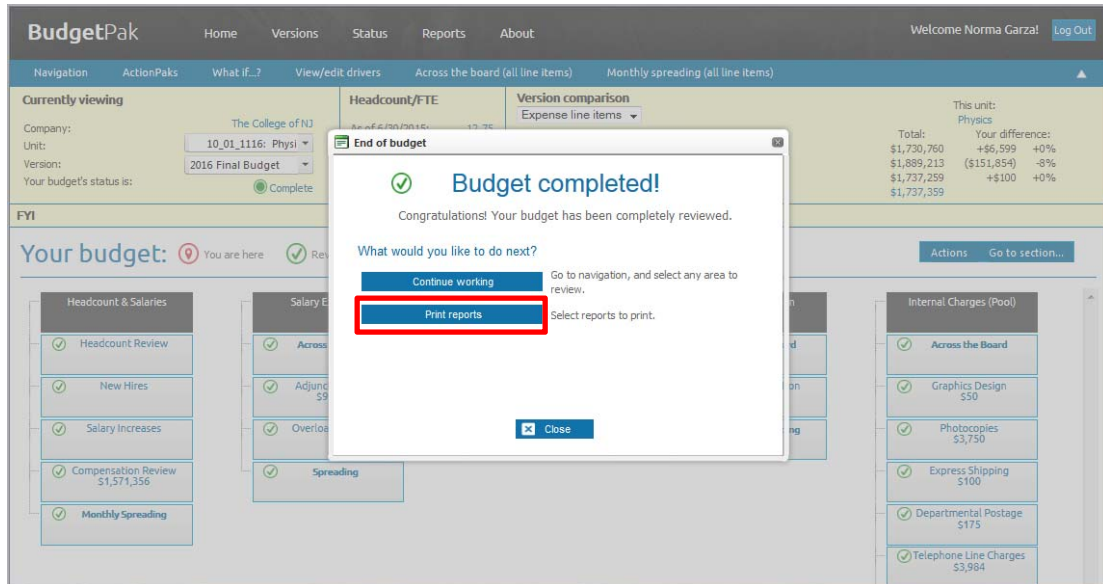
-
- a. The line item usage box will show you the amount already budgeted for that line item in your general budget. When you click save the ActionPak amount will be added.
 - b. The version comparison box will show you the impact of the ActionPak. The total of your ActionPaks should be the only variance for the unit from 2016 Baseline to 2016 Final.
8. Continue to add additional ActionPaks as needed.

NOTE: Any line item which you used in an ActionPak will now appear in a Line Item Usage box within the general budget. When you click on a section in your Navigation window that relates to an ActionPak(s), you will see the general budget value, the ActionPak value and the total value for that line item.

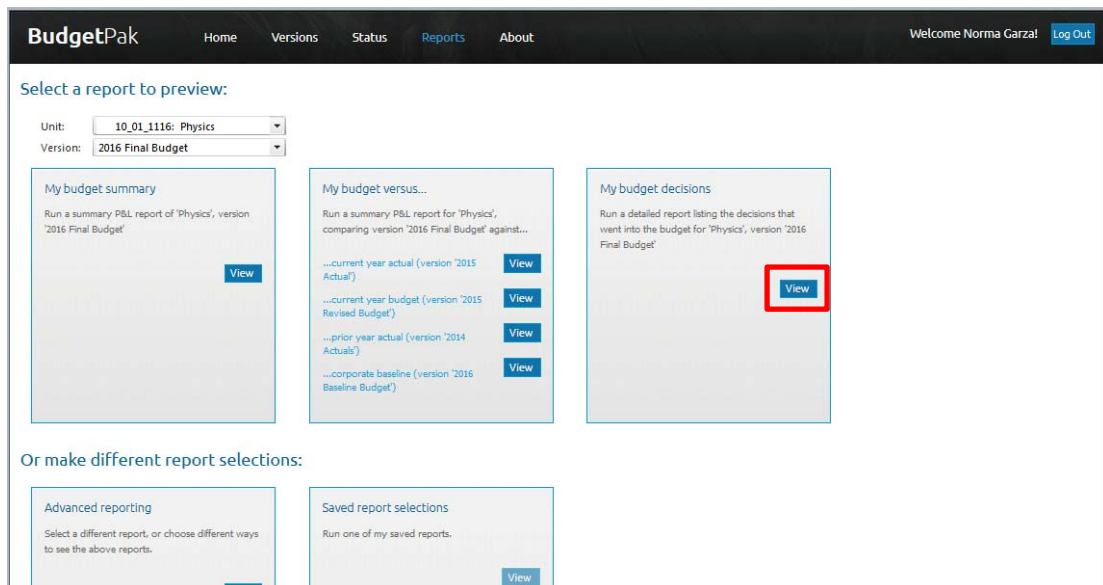
- All P&L reports will display the total value for each line item.
- Run an ActionPak report to see the individual ActionPaks with their associated line items, amounts and notes.
 - In Advanced Reporting, Step 1, choose ActionPaks only within the Group Accounts By: box.
- Run the My Budget Decisions report to see the ActionPaks listed along with the final budget.

Printing the FY2016 Budget

1. Once you have completed **Across the Board** or individual review of all sections and stacks, a Budget Completed pop up box will appear.



2. Click **View** in the My Budget Decisions box.



- Review the report. It can be exported as a PDF or excel file by clicking the button at the top.

BudgetPak reporting

Send to PDF

Send to Excel

1

of 1

Find | Next

Send to Excel (data only): For advanced users. Not available for all reports. May include blank columns that are not used with current report selections.

NOTE: This report should be printed in landscape mode. NOTE: This report should be printed on wide paper (Legal or B4).

Budget Decisions Report

Version: 2016 Final Budget

Company: The College of NJ

Unit: 10_01_1116: Physics

DEPARTURES

NEW HIRES

SALARY INCREASES

The budget method for 'Salary Increases' is : By percent

| Employee Class | Name | Employee ID | FTE | Alloc. | Current Salary | Salary Increases % | Salary Increases Amount | Salary Increases Date | Cash Flow: Impact on Budget | Baseline % | Baseline Amount | Cash Flow: Baseline | Varis vs. Ba |
|----------------|------|-------------|-----|--------|----------------|--------------------|-------------------------|-----------------------|-----------------------------|------------|-----------------|---------------------|--------------|
|----------------|------|-------------|-----|--------|----------------|--------------------|-------------------------|-----------------------|-----------------------------|------------|-----------------|---------------------|--------------|

LINE ITEMS

Note: Baseline % increase for discretionary line items is -

| Section | Line Item | Baseline: 2015 | | Your Increase / (Decrease) vs. 2015 Original Budget | | Your Increase / (Decrease) vs. 2016 Baseline Budget | | FYI | Account notes |
|-----------------------------------|------------------------|-----------------|------------------------|---|---------|---|--------|---------|-----------------------|
| | | Original Budget | Your 2016 Final Budget | Amount | % | 2016 Baseline Budget | Amount | | |
| Compensation | Officers And Employees | \$109,719 | \$114,076 | \$4,357 | 4.0 % | \$114,076 | - | 4.0 % | |
| Compensation | Faculty | \$1,147,649 | \$1,007,120 | (\$140,529) | -12.2 % | \$1,007,120 | - | -12.2 % | |
| Compensation | Fringe Benefits | \$465,942 | \$450,160 | (\$15,782) | -3.4 % | \$450,160 | - | -3.4 % | |
| Total nondiscretionary line items | | \$1,723,310 | \$1,571,356 | (\$151,954) | -8.8 % | \$1,571,356 | - | -8.8 % | |
| | Adjunct Payment | \$95,118 | \$95,118 | - | - | \$95,118 | - | - | |
| | Overload Payment | \$0 | \$0 | - | - | | - | - | |
| | Student Aid Payroll | \$14,400 | \$14,400 | - | - | \$14,400 | - | - | |
| | Graphics Design | \$50 | \$50 | - | - | \$50 | - | - | |
| | Photocopies | \$3,750 | \$3,750 | - | - | \$3,750 | - | - | |
| | Express Shipping | \$100 | \$100 | - | - | \$100 | - | - | |
| | Departmental | \$175 | \$175 | - | - | \$175 | - | - | |
| | Telephone Line | \$3,984 | \$3,984 | - | - | \$3,984 | - | - | |
| | Telephone Toll | \$150 | \$150 | - | - | \$150 | - | - | |
| | Media Center | \$200 | \$200 | - | - | \$200 | - | - | |
| | General Supplies | \$35,326 | \$35,326 | - | - | \$35,326 | - | - | |
| | Procurement Card | \$0 | \$0 | - | - | | - | - | |
| | Office Supplies- | \$3,500 | \$3,500 | - | - | \$3,500 | - | - | |
| | Equipment Rental | \$650 | \$750 | \$100 | 15.4 % | \$650 | \$100 | 15.4 % | Differs from baseline |
| | Equipment Repairs | \$8,500 | \$8,500 | - | - | \$8,500 | - | - | |
| | Official Reception | \$0 | \$0 | - | - | | - | - | |
| Total discretionary line items | | \$165,903 | \$166,003 | \$100 | 0.1 % | \$165,903 | \$100 | 0.1 % | |
| TOTAL EXPENSE | | \$1,889,213 | \$1,737,359 | (\$151,854) | -8.0 % | \$1,737,259 | \$100 | -8.0 % | |

Page 1 of 1

- You can print a report of your current annual budget compared to last year's budget or actuals. On the toolbar at the top of the window, click **Reports**. The Reports screen displays.
- For a comparison against last year's budget, in the second box, *My budget versus...*, click the **View** button.
 - Your report will open in a new window.
 - Use your browser to print your report, or alternatively choose to send your report to Excel or PDF.

Completing and Signing-off on your Budget

In order to complete your FY2016 budget, each stack/account must be reviewed. Green check marks will already appear in the sections since your budget has been prepopulated with the FY2015 original budget.

1. On the toolbar at the top of the window, click **Versions**. The Version Selection window displays.
2. In the **Select a Unit** panel, select the department you want to submit for approval.
3. You will see a sign-off button in the green highlighted row.

BudgetPak Home Versions Status Reports About Welcome Jeffrey Osborn! Log Out

Select a unit

Select the unit you would like to work with: 10_01_1116: Physics Select unit...

The last version you were working with was: No version has been selected yet

You may select another version below, or: Create a budget

Messages

Select a version

Here are the different versions you can view and work with for unit 'Physics': Save descriptions

| Version code | Version | Note | Your description | Status | Signed off | Date modified | Modified by | Your comments | |
|--------------|----------------------|------|----------------------|--------|-------------------------------------|-------------------|-------------|-------------------|------------------------------|
| FY2014-R-36 | 2014 Actuals | AD | 2014 Actuals | | | | | | View History |
| FY2015-D-33 | 2015 Final Budget | | 2015 Final Budget | | <input type="checkbox"/> | | | (Not started yet) | History |
| FY2015-R-38 | 2015 Actual | AD | 2015 Actual | | | | | | View History |
| FY2015-R-39 | 2015 Revised Budget | AD | 2015 Revised Budget | | | | | | View History |
| FY2015-R-40 | 2015 Original Budget | AD | 2015 Original Budget | | | | | | View History |
| FY2016-D-41 | 2016 Baseline Budget | B | 2016 Baseline Budget | | | | | | View Copy History |
| FY2016-D-44 | 2016 Final Budget | | 2016 Final Budget | | <input checked="" type="checkbox"/> | 4/15/2015 4:01 PM | Garza | | Edit View Erase Copy History |

Status key:
Approved
Signed off (but not yet approved)
Complete (but not yet signed off)

Version type key:
Started (but not yet completed)
Needs rollup
Locked for editing

Version notes key:
Read-only versions (you may only view)
Read-write versions (you may view and edit)
Signoff versions (you may view and edit)

AD: This version contains account data only (no employee or asset detail)
B: Baseline version

- a. Click the **Sign-off** button;

- b. Click **Yes** to confirm you want to sign-off on the budget. The budget is now signed-off and ready to be approved by Approval Managers. Once a budget is signed-off, you can no longer make any changes to it, unless your Approval Manager re-opens that budget for you.

BudgetPak Home Versions Status Reports About Welcome Jeffrey Osborn! Log Out

Select a unit
Select the unit you would like to work with: 10_01_1116: Physics Select unit...
The last version you were working with was: No version has been selected yet
You may select another version below, or: Create a budget

Select a version
Here are the different versions you can view and work with for unit:

| Version code | Version | Note | Your description |
|--------------|----------------------|------|----------------------|
| FY2014-R-36 | 2014 Actuals | AD | 2014 Actuals |
| FY2015-D-33 | 2015 Final Budget | | 2015 Final Budget |
| FY2015-R-38 | 2015 Actual | AD | 2015 Actual |
| FY2015-R-39 | 2015 Revised Budget | AD | 2015 Revised Budget |
| FY2015-R-40 | 2015 Original Budget | AD | 2015 Original Budget |
| FY2016-D-41 | 2016 Baseline Budget | B | 2016 Baseline Budget |
| FY2016-D-44 | 2016 Final Budget | | 2016 Final Budget |

Sign off
Are you sure you would like to sign off on this budget?
Note: Once your budget has been signed off, you may not make any more changes to it (unless your manager revokes your signoff).
Yes No

Status key:
Approved (green circle)
Signed off (but not yet approved) (green circle with checkmark)
Complete (but not yet signed off) (green circle with checkmark and X)

Version type key:
Started (but not yet completed) (orange circle)
Needs rollup (red circle with X)
Locked for editing (blue circle with X)

Version notes key:
Read-only versions (you may only view) (grey)
Read-write versions (you may view and edit) (green)
Signoff versions (you may view and edit) (light green)
AD: This version contains account data only (no employee or asset detail)
B: Baseline version

4. Your budget is now complete and you may log out of BudgetPak.

BudgetPak Home Versions Status Reports About Welcome Jeffrey Osborn! Log Out

Select a unit
Select the unit you would like to work with: 10_01_1116: Physics Select unit...
The last version you were working with was: No version has been selected yet
You may select another version below, or: Create a budget

Select a version
Here are the different versions you can view and work with for unit 'Physics':

| Version code | Version | Note | Your description | Status | Signed off | Date modified | Modified by | Your comments |
|--------------|----------------------|------|----------------------|--------|------------|-------------------|-------------|---------------|
| FY2014-R-36 | 2014 Actuals | AD | 2014 Actuals | | | | | |
| FY2015-D-33 | 2015 Final Budget | | 2015 Final Budget | | | | | |
| FY2015-R-38 | 2015 Actual | AD | 2015 Actual | | | | | |
| FY2015-R-39 | 2015 Revised Budget | AD | 2015 Revised Budget | | | | | |
| FY2015-R-40 | 2015 Original Budget | AD | 2015 Original Budget | | | | | |
| FY2016-D-41 | 2016 Baseline Budget | B | 2016 Baseline Budget | | | | | |
| FY2016-D-44 | 2016 Final Budget | | 2016 Final Budget | ✓ | ✓ | 4/15/2015 4:01 PM | Garza | |

Status key:
Approved (green circle)
Signed off (but not yet approved) (green circle with checkmark)
Complete (but not yet signed off) (green circle with checkmark and X)

Version type key:
Started (but not yet completed) (orange circle)
Needs rollup (red circle with X)
Locked for editing (blue circle with X)

Version notes key:
Read-only versions (you may only view) (grey)
Read-write versions (you may view and edit) (green)
Signoff versions (you may view and edit) (light green)
AD: This version contains account data only (no employee or asset detail)
B: Baseline version

NOTE: For each department for which you are responsible for submitting a budget, all of the steps in all of the sections above must be completed.

Approving Budgets

Approval Managers have the responsibility of approving the budget for each of their units, as well as the roll-up unit to which they are assigned.

1. On the toolbar at the top of the window, click **Status**. The unit Status window displays, showing the budget status for all departments for which you are responsible.
2. In the upper left Select Version panel of the Status window, verify that you are viewing the FY2016 Final Budget.
 - In the Select Status Information panel, make sure that status box is checked.
 - Click update view with these selections.

BudgetPak Home Versions **Status** Reports About Welcome Jeffrey Osborn! Log Out

Status Here is an overview of the status of your units.

Select version

Most current version
Note: Status indicators (needs rollup, signed off, etc.) are not meaningful in this view and will not be displayed.

This version:
2016 Final Budget
Update the view with these selections

Select status information

Show unit description only
Show unit code only
Show unit code and description
☒ Name of budget holder
☒ Last modified date
☒ Unit total: Total for which line items?

Expense line items
☒ in local currency
☐ in this currency:
USD (\$)
Warning: This option can take a long time if there are many units within your view.

☒ Status
☐ Version description
Update the view with these selections

| Description | Status | Expense | Headcount | Modified | Budgetholder | Version |
|----------------------------|------------|--------------|-----------|---------------------|-----------------|-------------------|
| The College of NJ | | | | 2015-04-13 04:56 PM | Ricketts, Lloyd | |
| Office of Academic Affairs | | | | 2015-04-13 04:56 PM | Taylor, Jackie | |
| School of Science | | | | 2015-04-15 04:15 PM | Osborn, Jeffrey | 2016 Final Budget |
| Dean of Science | Started | \$13,350,568 | 92 | | Osborn, Jeffrey | 2016 Final Budget |
| Biology | Started | \$49,508 | 0 | | Osborn, Jeffrey | 2016 Final Budget |
| Chemistry | Started | \$3,165,188 | 23 | | Osborn, Jeffrey | 2016 Final Budget |
| Physics | Signed off | \$2,480,495 | 17 | | Osborn, Jeffrey | 2016 Final Budget |
| Mathematics & Statistics | Started | \$1,737,359 | 13 | 2015-04-15 04:01 PM | Osborn, Jeffrey | 2016 Final Budget |
| Computer Science | Started | \$3,857,004 | 26 | 2015-04-15 01:48 PM | Osborn, Jeffrey | 2016 Final Budget |
| Science | Started | \$1,348,185 | 10 | | Osborn, Jeffrey | 2016 Final Budget |
| Contingency | Started | \$95,118 | 0 | | Osborn, Jeffrey | 2016 Final Budget |
| Dean of Science - Support | Started | \$995,610 | 4 | | Osborn, Jeffrey | 2016 Final Budget |
| PAE School of Science | Started | \$21,764 | 0 | | Osborn, Jeffrey | 2016 Final Budget |
| Medical Careers | Started | \$338 | 0 | | Osborn, Jeffrey | 2016 Final Budget |
| Computer Science | Started | \$0 | 0 | | Osborn, Jeffrey | 2016 Final Budget |
| Science | Started | \$0 | 0 | | Osborn, Jeffrey | 2016 Final Budget |
| Contingency | Started | \$0 | 0 | | Osborn, Jeffrey | 2016 Final Budget |

3. Click on the row containing the first unit that contains the “signed-off” icon, which is a green checkmark inside a green circle. (When you select the unit, the row will be highlighted in blue.)

- Click the **Approve** button (located above list of units). Note that the icon changes to a green thumbs-up and the status changes to 'Approved.' This indicates that the budget for that unit is now approved by you.

BudgetPak Home Versions **Status** Reports About Welcome Jeffrey Osborn! [Log Out](#)

Status Here is an overview of the status of your units.

Select version

☐ Most current version
Note: Status indicators (needs rollup, signed off, etc.) are not meaningful in this view and will not be displayed.

☒ This version:
2016 Final Budget
[Update the view with these selections](#)

Select status information

☒ Show unit description only
☐ Show unit code only
☐ Show unit code and description
☒ Name of budget holder
☒ Last modified date
☒ Unit total: Total for which line items?

Expense line items
☒ in local currency
☐ in this currency: USD (\$)
 Warning: This option can take a long time if there are many units within your view.

☒ Headcount
☒ Status
☒ Version description
☐ Hide reference units
[Update the view with these selections](#)

| Description | Status | Expense | Headcount | Modified | Budgetholder | Version |
|----------------------------|----------|--------------|-----------|---------------------|-----------------|-------------------|
| The College of NJ | | | | 2015-04-13 04:56 PM | Ricketts, Lloyd | |
| Office of Academic Affairs | | | | 2015-04-13 04:56 PM | Taylor, Jackie | |
| School of Science | | \$13,350,568 | 92 | 2015-04-15 04:15 PM | Osborn, Jeffrey | 2016 Final Budget |
| Dean of Science | Started | \$49,508 | 0 | | Osborn, Jeffrey | 2016 Final Budget |
| Biology | Started | \$3,165,188 | 23 | | Osborn, Jeffrey | 2016 Final Budget |
| Chemistry | Started | \$2,480,495 | 17 | | Osborn, Jeffrey | 2016 Final Budget |
| Physics | Approved | \$1,737,359 | 13 | 2015-04-15 04:01 PM | Osborn, Jeffrey | 2016 Final Budget |
| Mathematics & Statistics | Started | \$3,857,004 | 26 | 2015-04-15 01:48 PM | Osborn, Jeffrey | 2016 Final Budget |
| Computer Science | Started | \$1,348,185 | 10 | | Osborn, Jeffrey | 2016 Final Budget |
| Science | Started | \$95,118 | 0 | | Osborn, Jeffrey | 2016 Final Budget |
| Contingency | | | | | | |
| Dean of Science - Support | Started | \$595,610 | 4 | | Osborn, Jeffrey | 2016 Final Budget |
| PIAE School of Science | Started | \$21,764 | 0 | | Osborn, Jeffrey | 2016 Final Budget |
| Medical Careers | Started | \$338 | 0 | | Osborn, Jeffrey | 2016 Final Budget |
| Computer Science | Started | \$0 | 0 | | Osborn, Jeffrey | 2016 Final Budget |
| Science | Started | \$0 | 0 | | Osborn, Jeffrey | 2016 Final Budget |
| Contingency | | | | | | |

- Repeat Steps 3 and 4 until all of the units for which you are responsible have been approved.
- At the roll-up unit level, which contains your name as the budgetholder, click the **Rollup** button to consolidate all the budgets in that unit, then click the **Sign-off** button.
- Once you have signed-off, your budgets can be reviewed and rolled up by the next level of Approval Managers.