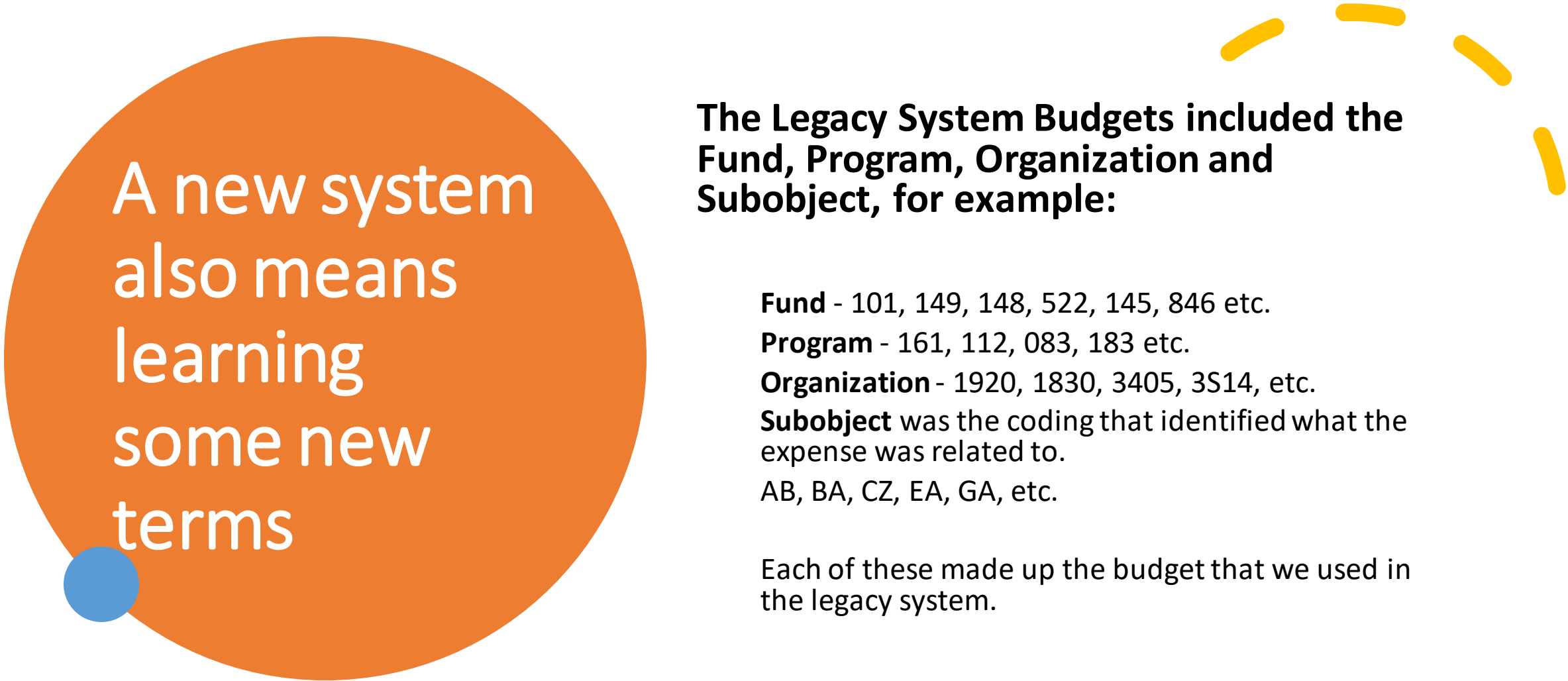# WELCOME

Budget Manager Training

Budget Manager Overview

This training should give you a basic understanding of the following:

- The new terms and requirements for budgets in ctcLink and where to find the crosswalk

- How to access ctcLink and where query reports can be found

- How to run budget viewing reports

- What you can expect from us

- What will be expected of budget managers

A new system also means learning some new terms

The Legacy System Budgets included the Fund, Program, Organization and Subobject, for example:

Fund - 101, 149, 148, 522, 145, 846 etc.

Program - 161, 112, 083, 183 etc.

Organization - 1920, 1830, 3405, 3S14, etc.

Subobject was the coding that identified what the expense was related to.

AB, BA, CZ, EA, GA, etc.

Each of these made up the budget that we used in the legacy system.

What are Chart Strings?

In ctcLink "Budgets" are now referred to as "Chart Strings".

A full chart string should include the following: Fund, Class, Department Account, State Purpose.

- Fund – 149, 148, 145, 522, 846

- Class – 161, 083, 112, 183, 095

- Department – 29200, 70000, 31000, 21300

- State Purpose – N (Null) unless it is IT related

In some cases, the chart string will also include an Appropriation, PC Business Unit, Project, Activity. (Grant, Projects or some Salary)

- Appropriation - 001-101, 123

- PC Business Unit – WA040 This is needed in every grant chart string

- Project and activity help define which grant is being used and where the expenses will be applied too. Projects look like 0000005005, 0000005011, etc. Activities looks like ACTIV, ADMIN, GENRL, etc.

Most actions in ctcLink will also require the following:

- Business Unit/ Set ID: WA040

- Year: current year is 2022

- Operating Unit: 7040

- Period: Starting = 1, Ending = 13

Where is the crosswalk located??

THERE WAS A CROSSWALK CREATED TO HELP COLLEGE STAFF DETERMINE WHAT THE NEW CHART STRING SHOULD BE FOR YOUR DEPARTMENTS.

THIS CAN BE FOUND AT THE FOLLOWING LINK SVC CHART OF ACCOUNTS CROSSWALK TO PEOPLESOFT.XLSX (SHAREPOINT.COM)

OR BY GOING TO THE SVC STAFF PORTAL – BUSINESS OFFICE – SVC CHART OF ACCOUNTS CROSSWALK TO PEOPLESOFT

Crosswalk Breakdown

Reading the Crosswalk

Legacy Coding				PeopleSoft				
Fund	Program	Org Code	Account Title	Fund	Fund - Appropriation (APPR)	Clas	Department	Department Description
101/149	011	1000	INSTRUCTION UNCLASSIFIED	001/149	001-101	011	30001	INSTRUCTION UNCLASSIFIED
101/149	011	1001	EQUIPMENT UNALLOCATED	001/149	001-101	011	30002	INSTRUCTION EQUIPMENT UNALLOC
101/149	043	1010	ACADEMIC ADMIN	001/149	001-101	043	32001	ARTS & SCIENCES ADMIN - MV

Crosswalk Breakdown

"Subobject to Account" can be found on the 3rd tab

How do we view our budgets?

How do I log into ctcLink?

You can get to the ctcLink log-in screen by going to the SVC website, selecting the STAFF link and ctcLINK link.
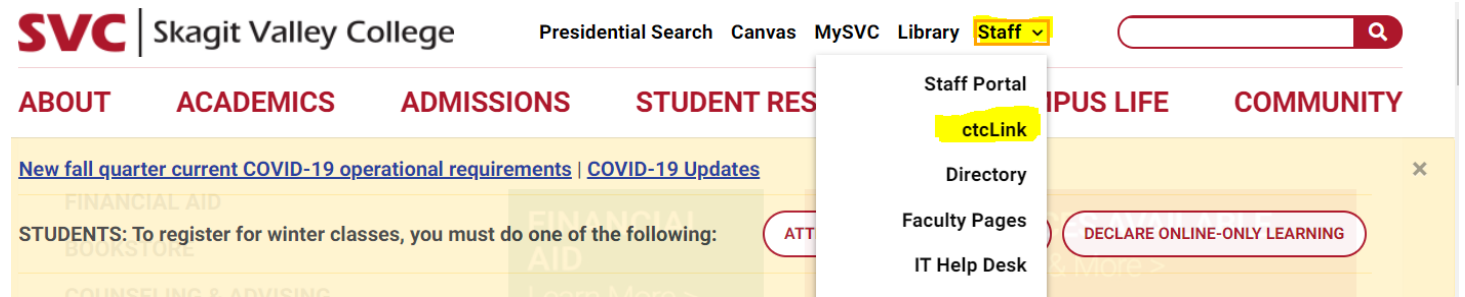
You will get a screen that looks like this one below (if you do not see this screen contact the IT helpdesk)

TO LOG IN:
Enter your Employee (Empl) ID
Click on Next
Enter your password
Click on Verify
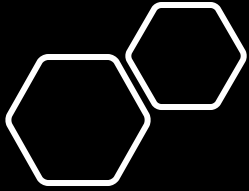
Running Query Reports

Budget Managers should have been given the security to access the query reports.

Once you are logged into ctcLink, you should see a screen that looks like the following:
Click on "FSCM"
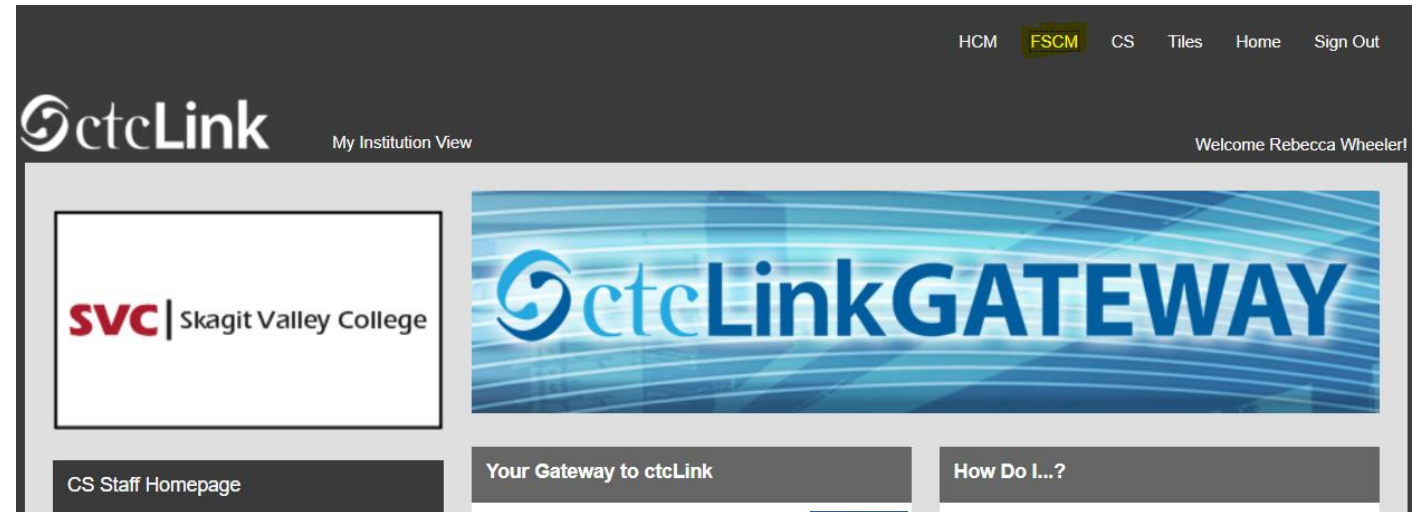
You will then Click on the NavBar Icon

Click on Navigator
Click on Reporting Tools

Queries for Operational Budgets:

Here are some queries that have been useful for viewing Operational budgets:

Reporting Tools > BI Publisher > Query Report Viewer:

- **BFS_KK_B2AOP –** use for budget overview

Reporting Tools > Query > Query Viewer:

- **QFS_KK_BUDGET_OVERVIEW_OPR_DTL-** use for expense details

Reporting Tools > Pivot Grid > Pivot Grid Viewer:

- **PGFS_KK_BUDGET_OVERVIEW-** use for a visual display of your budget overview

Reporting Tools > BI Publisher > Query Report Viewer:
BFS_KK_B2AOP

Go to Reporting Tools > BI Publisher > Query Report Viewer

Enter the report name "BFS_KK_B2AOP". Select "Search" and then "View Report"

A screen will pop up and ask you for your information. Enter the department you wish to run the report for.

NavBar: Navigator

BI Publisher

Recent Places

Query Report Viewer

Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by [Report Name ▾] begins with [BFS_KK_B2AOP]

[Search] Advanced Search

Search Results   Show Template Prompts

Report Definition			Personalize	Find	View All			First ◀ 1 of 1 ▶ Last

Report Name	Description	Data Source Type	Data Source ID	*Format	Burst	View Report
BFS_KK_B2AOP	KK Budget to Actual Oper Dept	Query	QFS_KK_BUDGET_TO_ACTUAL_OPR_BI	XLS ▾	N	View Report

---

QFS_KK_BUDGET_TO_ACTUAL_OPR_BI

Business Unit [WA040] 🔍
Dept like (3%; 43%; % for all) [ ] 🔍
Year [2022] 🔍

[OK] [Cancel]

Reporting Tools > BI Publisher > Query Report Viewer: **BFS_KK_B2AOP**

Business Unit: WA040

Budget Year: 2022

Operating Unit: 7040
Department: 50000 - COLLEGE ADVANCEMENT

Account Group	Account	Annual Budget	Expenses	Encumbrance	Remaining Balance
Benefits	5010003 - Benefits	75,756.00	0.00	0.00	75,756.00
	5010010 - Old Age and Survivors Insur	0.00	7,101.74	0.00	-7,101.74
	5010020 - Medicare	0.00	553.90	0.00	-553.90
	5010030 - Retirement and Pensions	0.00	9,120.80	0.00	-9,120.80
	5010040 - Medical Aid	0.00	407.74	0.00	-407.74
	5010050 - Labor &Industries	0.00	115.67	0.00	-115.67
	5010060 - Health Life and Disability Ins	0.00	12,827.46	0.00	-12,827.46
	5010090 - Supplemental Retirement Pay	0.00	51.30	0.00	-51.30
	5010150 - Paid Family Leave	0.00	94.34	0.00	-94.34
	5010160 - Paid Medical Leave	0.00	57.95	0.00	-57.95
	Benefits Total	75,756.00	30,330.90	0.00	45,425.10
Salary & Wages	5000003 - Salaries and Wages	228,964.00	0.00	0.00	228,964.00
	5000020 - Exempt Managerial	0.00	91,233.01	0.00	-91,233.01
	5000030 - Exempt Professional/Technical	0.00	12,475.17	0.00	-12,475.17
	Salary & Wages Total	228,964.00	103,708.18	0.00	125,255.82
Supplies & Materials	5030003 - Goods & Routine Services	8,710.00	0.00	0.00	8,710.00
	Supplies & Materials Total	8,710.00	0.00	0.00	8,710.00
	50000 - COLLEGE ADVANCEMENT Total	313,430.00	134,039.08	0.00	179,390.92
	Operating Unit 7040 Total	313,430.00	134,039.08	0.00	179,390.92
	Business Unit WA040 Total	313,430.00	134,039.08	0.00	179,390.92

Reporting Tools > Query > Query Viewer:

From the NavBar, select Reporting Tools -> Query -> Query Viewer

Provide the name of the query in the blank box to the right and select "search". The report should show up below. Select "Run to Excel" to download the data.

NavBar: Navigator

Recent Places

Query

Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By | Query Name | begins with | QFS_KK_BUDGET_OVERVIEW_OPR_DTL

Search   Advanced Search

Search Results

*Folder View | -- All Folders --

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML
QFS_KK_BUDGET_OVERVIEW_OPR_DTL	KK Budget Overview Dtl Opr Dpt	Public	BUDGET	HTML	Excel	XML

Reporting Tools > Query > Query Viewer:
QFS_KK_BUDGET_OVERVIEW_OPR_DTL

QFS_KK_BUDGET_OVERVIEW_OPR_DTL - KK Budget Overview Dtl Opr Dpt

Business Unit WA040
Department 29200
Year 2022
Start Period 1
End Period 13

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (137 kb)

View All

Row	Business Unit	Oper Unit	Dept	Department Description	Accounting Period	Accounting Date	Account	Account Description	Fund	Approp	Class	State Purpose	Project	Activity	Expense Amount	Encumbrance Amount	ProCard Amount	Document ID	Line Nbr	Date	Item Description	Budget Period	Fiscal Year	Supplier	Supplier Name
58	WA040	7040	29200	MV BUILDING MAINTENANCE	2	08/31/2021	5030010	Supplies	149	092					5302.76	0	0.00	CNV0140117	429	08/31/2021		2022	2022		
59	WA040	7040	29200	MV BUILDING MAINTENANCE	3	09/30/2021	5030010	Supplies	149	092					28164.92	0	0.00	CNV0140118	498	09/30/2021		2022	2022		
60	WA040	7040	29200	MV BUILDING MAINTENANCE	4	10/18/2021	5030010	Supplies	149	092					0.00	749	0.00	0000000015	1		Irrigation Equipment and Supplies, Agricultural	2022	2022	V000001512	Ewing Irrigation Products Inc
61	WA040	7040	29200	MV BUILDING MAINTENANCE	4	10/18/2021	5030010	Supplies	149	092					0.00	7099	0.00	0000000017	2		Tools and Supplies for Copper and Fiber Optic Wiring Systems	2022	2022	V000028811	W W Grainger Inc
62	WA040	7040	29200	MV BUILDING MAINTENANCE	4	10/21/2021	5030010	Supplies	149	092					0.00	310	0.00	0000000024	1		Doors and Parts, Swinging (Incl. Handicapped and Revolving Types)	2022	2022	0000050422	Kinship Group LLC
63	WA040	7040	29200	MV BUILDING MAINTENANCE	5	11/06/2021	5030010	Supplies	149	092					598.92	0	0.00	0000145047	4	11/06/2021	CDWG - 81-2413	2022	2022		
64	WA040	7040	29200	MV BUILDING MAINTENANCE	5	11/08/2021	5030010	Supplies	149	092					0.00	1000	0.00	0000000069	1		Paint and Varnish	2022	2022	V000005209	Rodda Paint Co
65	WA040	7040	29200	MV BUILDING MAINTENANCE	5	11/15/2021	5030010	Supplies	149	092					0.00	0	0.00	0000000081	1		Machine-made Parts (Metal, Non-Metal, Screw, etc.)	2022	2022	V000012370	The Pape Group Inc

Queries for Grant Budgets:

Here are a few Queries that have been found to be useful for viewing the grant budgets.

Reporting Tools > BI Publisher > Query Report Viewer:

- **BFS_KK_B2AGN** – use as a budget overview

Reporting Tools > Query > Query Viewer:

- **QFS_KK_BUDGET_STATUS_RPT_FY_MO** – use as a monthly budget status report at the department level
- **QFS_KK_BUDGET_OVERVIEW_GNT_DTL** – use as a detailed expense report

Reporting Tools > Query > Query Viewer: **QFS_KK_BUDGET_STATUS_RPT_FY_MO**

Once in Query viewer, type in the report name and select "search". Then select "Run to Excel"

A screen will pop up to input your chartfield information.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By	Query Name ▼	begins with

QFS_KK_BUDGET_STATUS_RPT_FY_MO

Search   Advanced Search

Search Results

*Folder View   -- All Folders -- ▼

Query

1-1 of 1 ▼   View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
QFS_KK_BUDGET_STATUS_RPT_FY_MO	Budget Status Rpt - FY Period	Public	BUDGET	HTML	Excel	XML	Schedule	Lookup References	Favorite

QFS_KK_BUDGET_STATUS_RPT_FY_MO - Budget Status Rpt - FY Period

Business Unit	WA040
Operating Unit (optional)	7040
Fund (optional)	145
Class (optional)	
Department (optional)	
LedgerType(CC_ORG% or CC_SUM%)	CC_ORG%
Fiscal Year (YYYY)	2022
From Accounting Period	
To Accounting Period	
Budget Year (YYYY)	2022

View Results

Reporting Tools > Query > Query Viewer: **QFS_KK_BUDGET_STATUS_RPT_FY_MO**

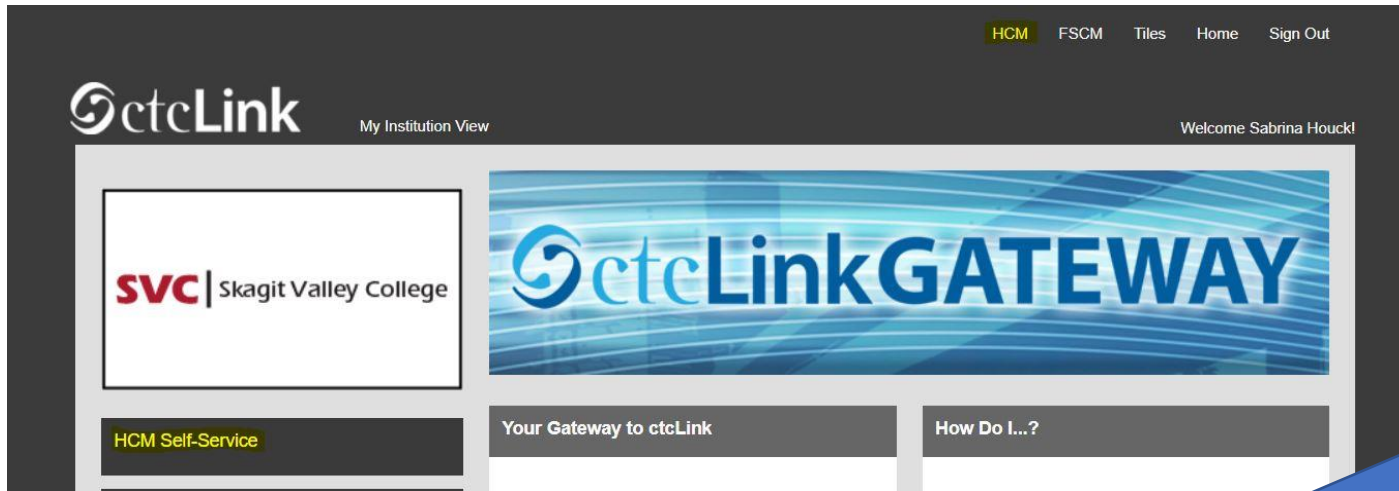|	Business Unit	Fiscal Year	Budget Period	From	To A	Operating Unit	Fund	Fund Descr	Appro	Class	Class	Dept	Dept Descr	Account	Account Descr.	Starting Fiscal Y	Adjustments	Transfers	Budget	Expenses	Encumbrances	Sum Balance
2	WA040	2022	2022	4	4	7040	145	Grants&Contracts	112			77005	ARCORA GRANT - DENTAL THERAPY	5000090	Faculty Temporary PT	0.000	0.000	0.000	0.000	952.520	0.000	-952.520
3	WA040	2022	2022	4	4	7040	145	Grants&Contracts	112			77005	ARCORA GRANT - DENTAL THERAPY	5010060	Health Life and Disability Ins	0.000	0.000	0.000	0.000	90.800	0.000	-90.800
4	WA040	2022	2022	4	4	7040	145	Grants&Contracts	112			77005	ARCORA GRANT - DENTAL THERAPY	5010050	Labor &Industries	0.000	0.000	0.000	0.000	2.230	0.000	-2.230
5	WA040	2022	2022	4	4	7040	145	Grants&Contracts	112			77005	ARCORA GRANT - DENTAL THERAPY	5010040	Medical Aid	0.000	0.000	0.000	0.000	1.670	0.000	-1.670
6	WA040	2022	2022	4	4	7040	145	Grants&Contracts	112			77005	ARCORA GRANT - DENTAL THERAPY	5010020	Medicare	0.000	0.000	0.000	0.000	13.560	0.000	-13.560
7	WA040	2022	2022	4	4	7040	145	Grants&Contracts	112			77005	ARCORA GRANT - DENTAL THERAPY	5010010	Old Age and Survivors Insur	0.000	0.000	0.000	0.000	57.940	0.000	-57.940
8	WA040	2022	2022	4	4	7040	145	Grants&Contracts	112			77005	ARCORA GRANT - DENTAL THERAPY	5010160	Paid Medical Leave	0.000	0.000	0.000	0.000	1.400	0.000	-1.400
9	WA040	2022	2022	4	4	7040	145	Grants&Contracts	112			77005	ARCORA GRANT - DENTAL THERAPY	5010030	Retirement and Pensions	0.000	0.000	0.000	0.000	71.160	0.000	-71.160
10	WA040	2022	2022	4	4	7040	145	Grants&Contracts	112			77005	ARCORA GRANT - DENTAL THERAPY	5010090	Supplemental Retirement Pay	0.000	0.000	0.000	0.000	1.210	0.000	-1.210
11	WA040	2022	2022	4	4	7040	145	Grants&Contracts	118			74003	BEDA	5000030	Exempt Professional/Technical	0.000	0.000	0.000	0.000	3433.990	0.000	-3433.990
12	WA040	2022	2022	4	4	7040	145	Grants&Contracts	118			74003	BEDA	5000060	Faculty Permanent FT	0.000	0.000	0.000	0.000	6000.000	0.000	-6000.000
13	WA040	2022	2022	4	4	7040	145	Grants&Contracts	118			74003	BEDA	5010060	Health Life and Disability Ins	0.000	0.000	0.000	0.000	1683.860	0.000	-1683.860
14	WA040	2022	2022	4	4	7040	145	Grants&Contracts	118			74003	BEDA	5010050	Labor &Industries	0.000	0.000	0.000	0.000	41.520	0.000	-41.520
15	WA040	2022	2022	4	4	7040	145	Grants&Contracts	118			74003	BEDA	5010040	Medical Aid	0.000	0.000	0.000	0.000	30.720	0.000	-30.720
16	WA040	2022	2022	4	4	7040	145	Grants&Contracts	118			74003	BEDA	5010020	Medicare	0.000	0.000	0.000	0.000	132.570	0.000	-132.570
17	WA040	2022	2022	4	4	7040	145	Grants&Contracts	118			74003	BEDA	5010010	Old Age and Survivors Insur	0.000	0.000	0.000	0.000	566.860	0.000	-566.860
18	WA040	2022	2022	4	4	7040	145	Grants&Contracts	118			74003	BEDA	5010150	Paid Family Leave	0.000	0.000	0.000	0.000	0.000	0.000	0.000
19	WA040	2022	2022	4	4	7040	145	Grants&Contracts	118			74003	BEDA	5010160	Paid Medical Leave	0.000	0.000	0.000	0.000	13.860	0.000	-13.860
20	WA040	2022	2022	4	4	7040	145	Grants&Contracts	118			74003	BEDA	5010030	Retirement and Pensions	0.000	0.000	0.000	0.000	557.550	0.000	-557.550
21	WA040	2022	2022	4	4	7040	145	Grants&Contracts	118			74003	BEDA	5010090	Supplemental Retirement Pay	0.000	0.000	0.000	0.000	12.250	0.000	-12.250

Here a couple queries that have been useful for viewing payroll expenses:

In **HCM** -> Reporting Tools > Query > Query Viewer:

- **QHC_HR_ACCTG_LN_PYE_PAY_PERIOD** – Use for detailed payroll expense report

Queries for Payroll:

Input the query name and select "Search".
Then select "Excel" to download the data
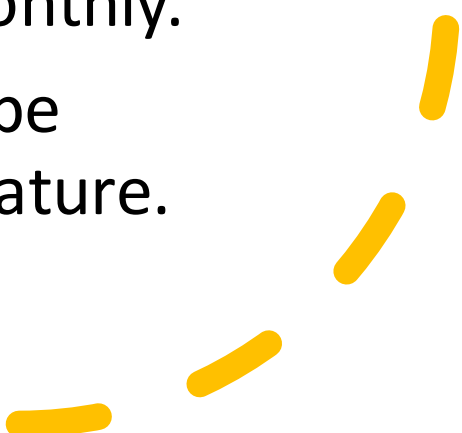
A screen will pop up for you to enter your information.

What you can expect from us

For Operating Budget Managers:

- Budget overview reports will be sent out monthly

- Quarterly budget meetings for additional review

For Grant Managers:

- Spreadsheets based on the information in query reports will be sent out monthly.

- Time and Effort reports will also be sent monthly for review and signature.

What will be expected from Budget Managers

Operating Budget Managers:

- No new changes. If you have a payroll expense or payroll percentage change, please contact Sabrina. If you have budget transfer requests, please email Sabrina the transfer details.

Grant Managers:

- A Grant Information Request form will need to be returned for all new grants. If you have a budget revision or payroll change that is needed, please email Rebecca or Erica with details regarding the change.

Coming Soon: The Information Request form will be available on the Portal under the Business Office in the Grants folder.

FAQ'S

Q: What do I do if I don't have access to a report?

A: 1) Confirm that you are entering the correct query information, in the correct query viewer

2) Ask the appropriate pillar lead for access

a)   Kim Cook – Finance

b)   Kristina Hutchinson – HR/Payroll

Q: Can I run a query with more than one department at a time?

A: Not at this time

Q: Who do I contact about my budget for changes or questions?

A: If they are grant budgets - Rebecca Wheeler and Erica Steele. If they are non-grant budgets- Sabrina Houck.

We will send out this slideshow and a list of related reports for you to pull.

THANK YOU!