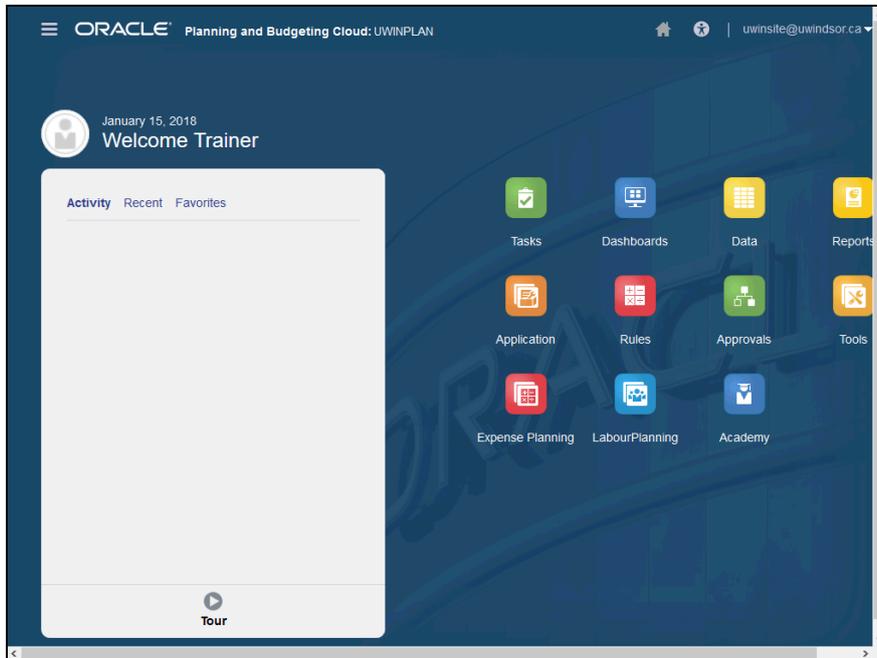


**OPEX Budget Planning 03:
Input Adjustments for Specific Accounts
Created on 2/28/2018**

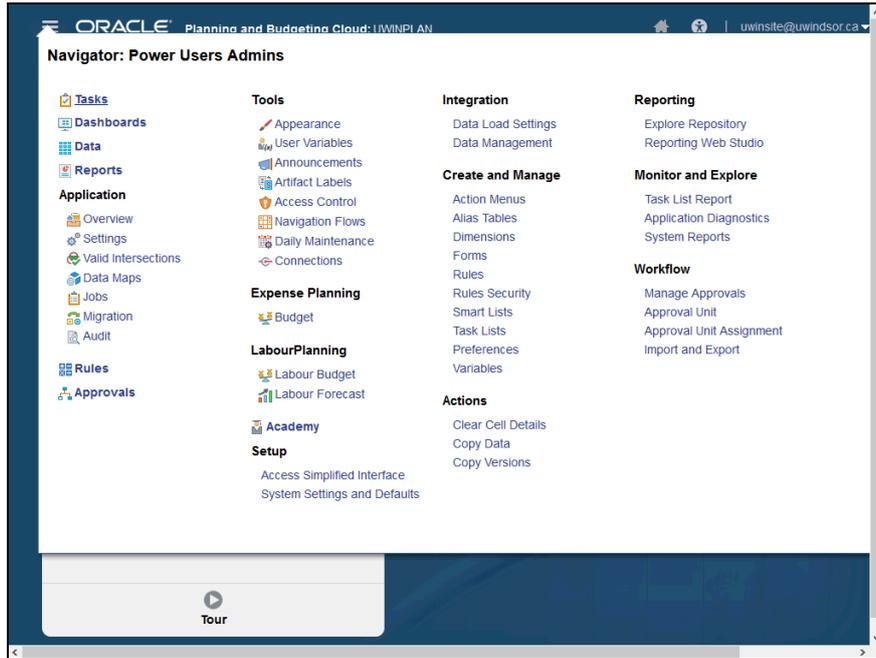
OPEX Budget Planning 03: Input Adjustments for Specific Accounts

Procedure

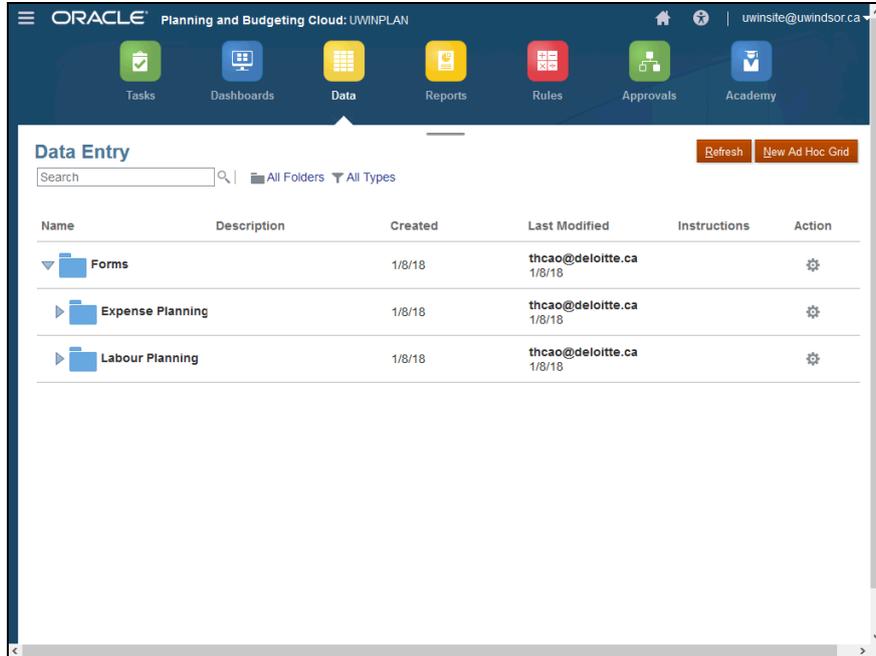
This User Guide outlines the steps required to input adjustment lines for specific accounts.



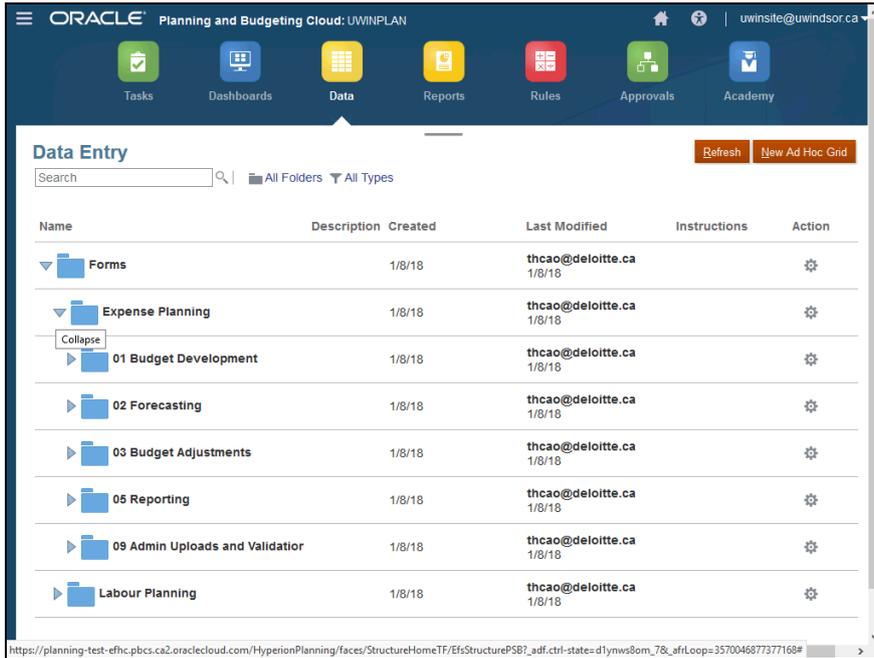
Step	Action
1.	Click the Navigator button. 



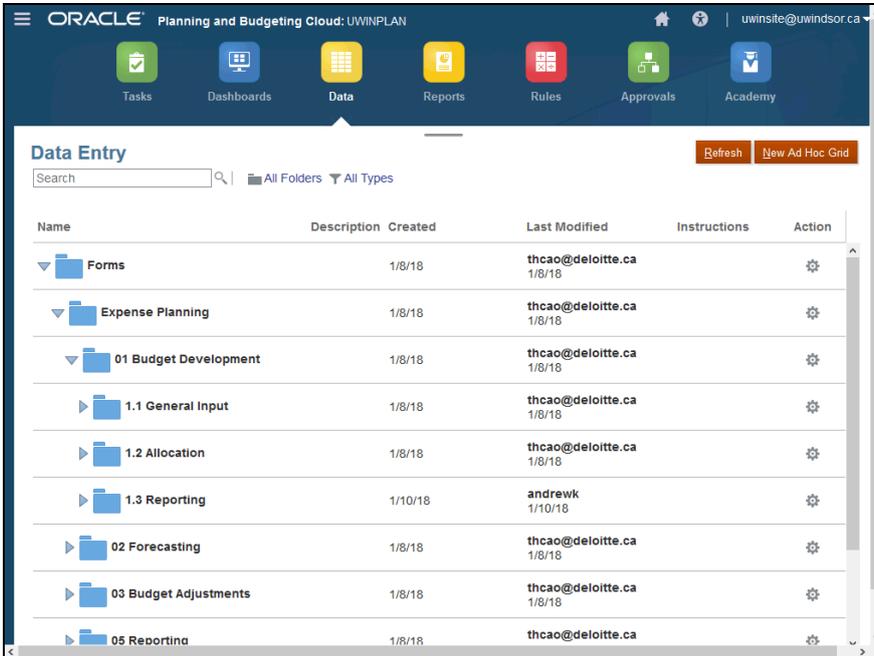
Step	Action
2.	Click the Data link. Data



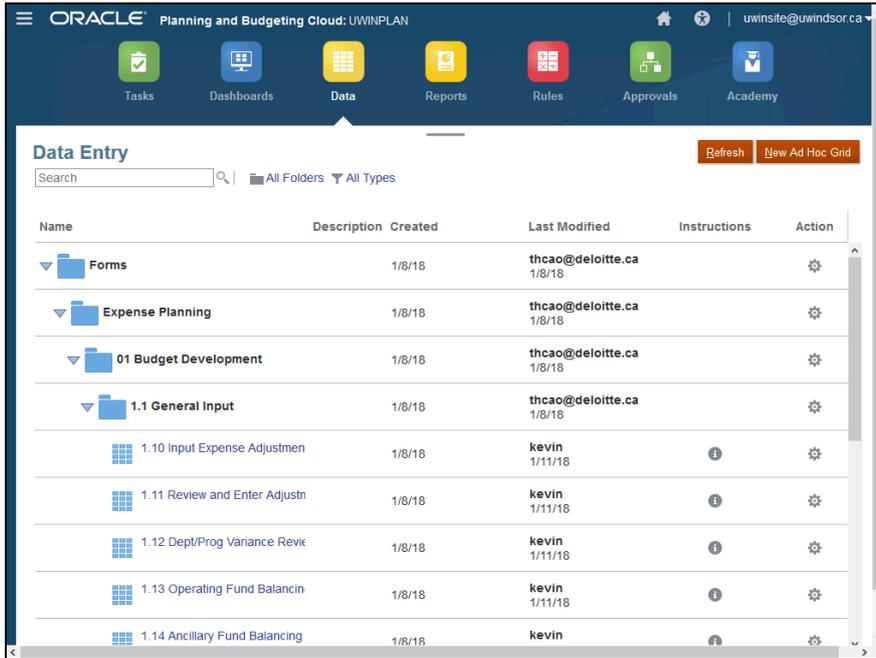
Step	Action
3.	Click the Expense Planning Expand link. ▶



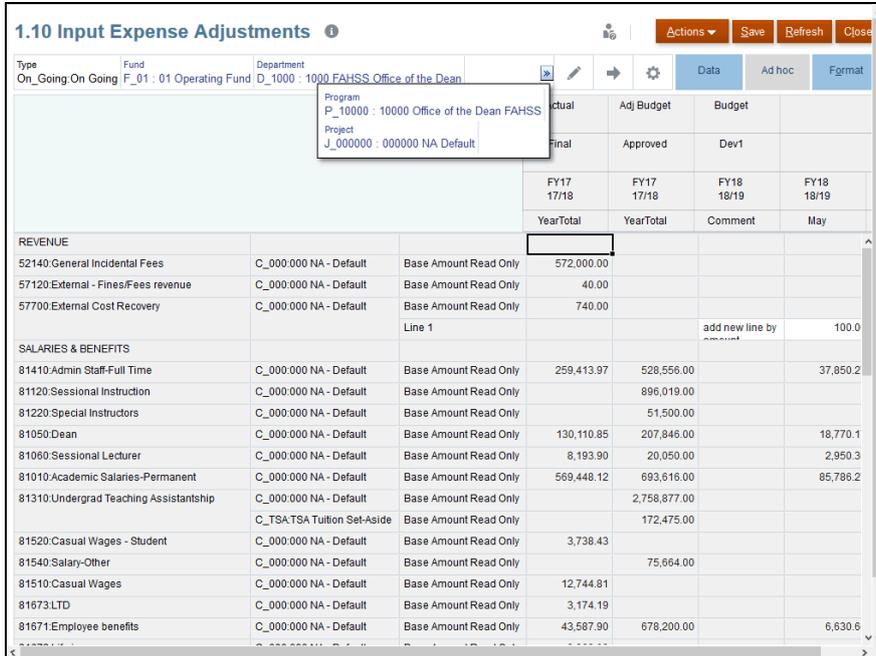
Step	Action
4.	Click the 01 Budget Development Expand link.



Step	Action
5.	Click the 1.1.General Input Expand link.



Step	Action
6.	Click the 1.10 Input Expense Adjustments link. 1.10 Input Expense Adjustmen

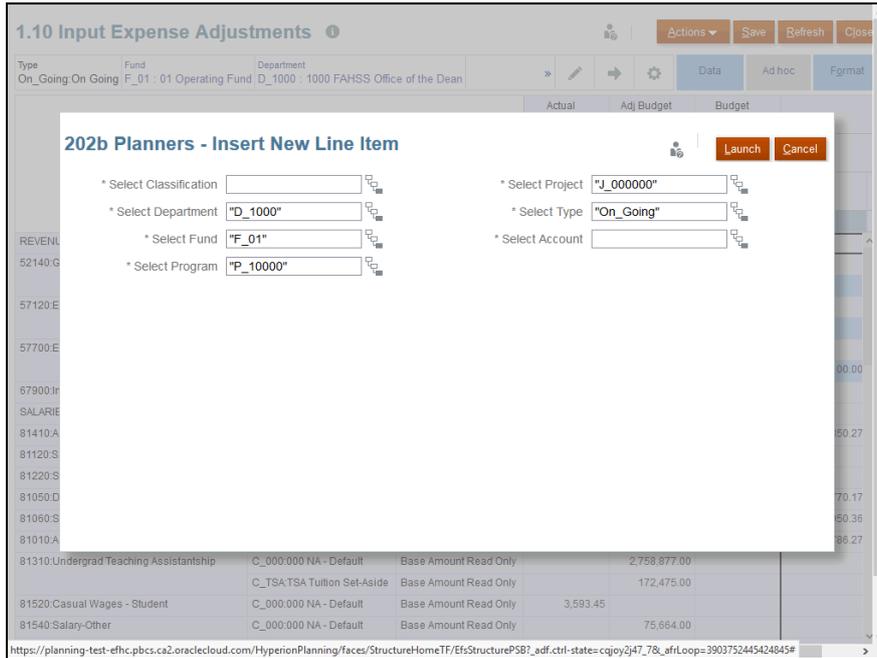


Step	Action
7.	Validate the account details. Click the Expand icon. 

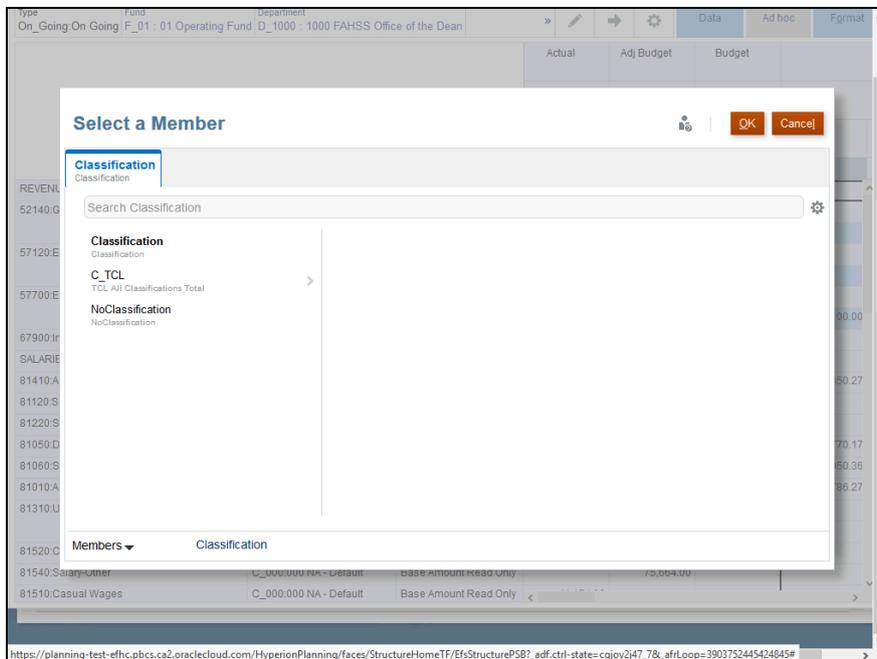
	Actual	Adj Budget	Budget	
			Final	Dev1
			FY17 17/18	FY18 18/19
			YearTotal	YearTotal
REVENUE				
52140 General Incidental Fees	572,000.00			
57120 External - Fines/Fees revenue	40.00			
57700 External Cost Recovery	740.00			
SALARIES & BENEFITS				
81410 Admin Staff-Full Time	259,413.97	528,556.00		37,850.2
81120 Sessional Instruction		896,019.00		
81220 Special Instructors		51,500.00		
81050 Dean	130,110.85	207,846.00		18,770.1
81060 Sessional Lecturer	8,193.90	20,050.00		2,950.3
81010 Academic Salaries-Permanent	569,448.12	693,616.00		85,786.2
81310 Undergrad Teaching Assistantship		2,758,877.00		
81520 Casual Wages - Student	3,738.43			
81540 Salary-Other		75,664.00		
81510 Casual Wages	12,744.81			
81673 LTD	3,174.19			
81671 Employee benefits	43,587.90	678,200.00		6,630.6

Step	Action
8.	Right click a column header to add a new account code combination that has not been used.

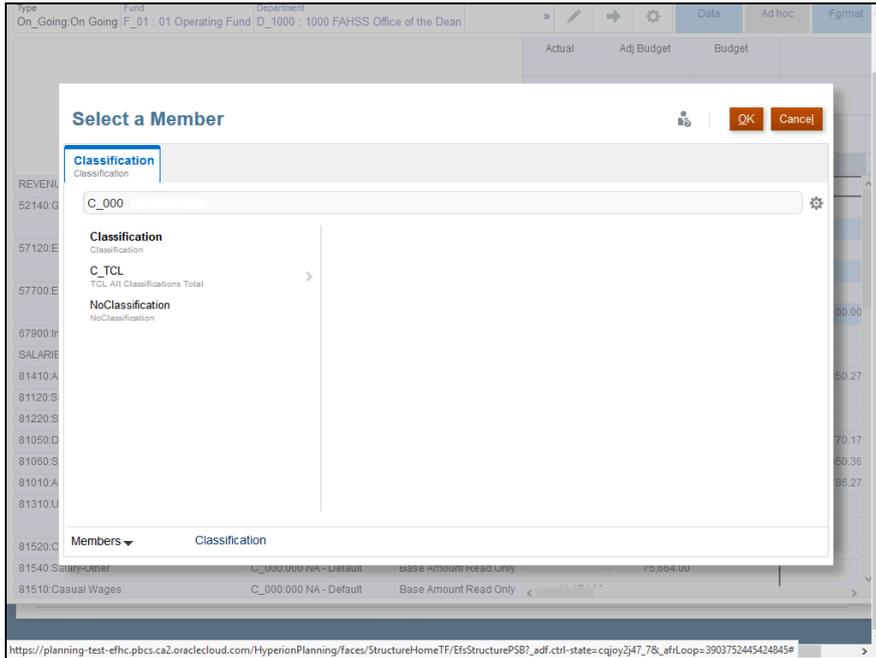
Step	Action
9.	Select the Insert New Line Item option from the drop-down list.



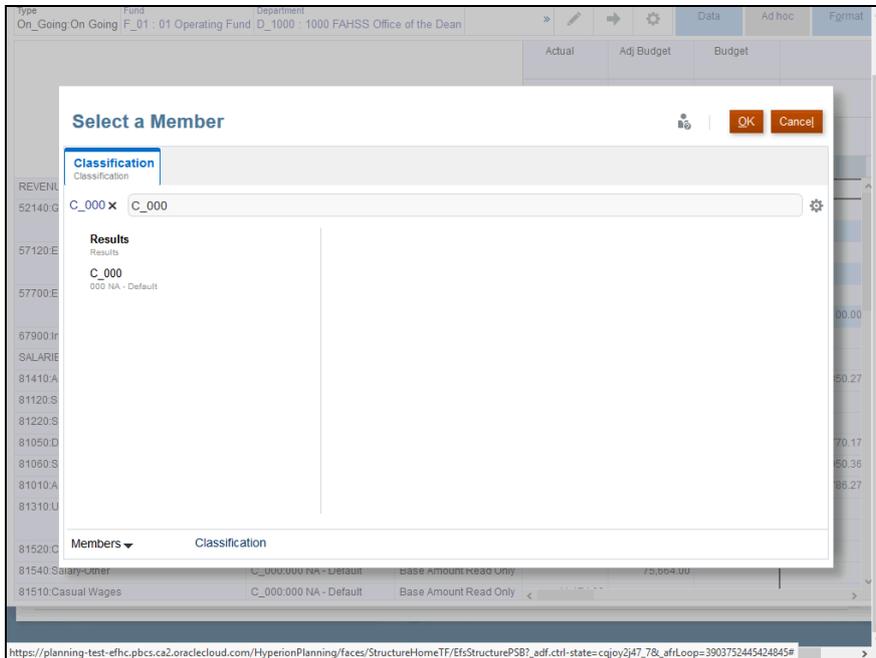
Step	Action
10.	Click the Member Selector icon to make changes to the Select Classification field.



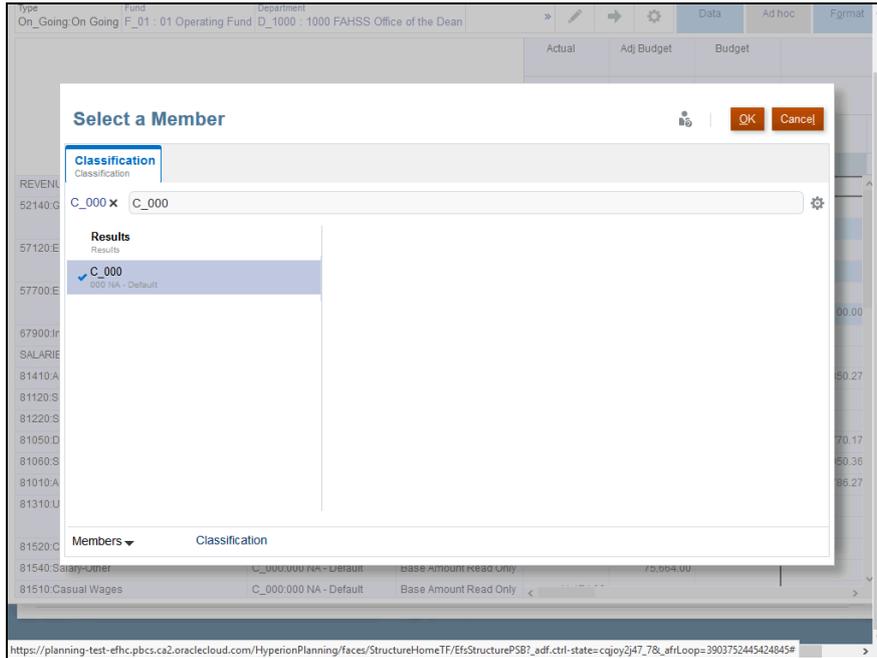
Step	Action
11.	Enter the appropriate classification in the Search field.



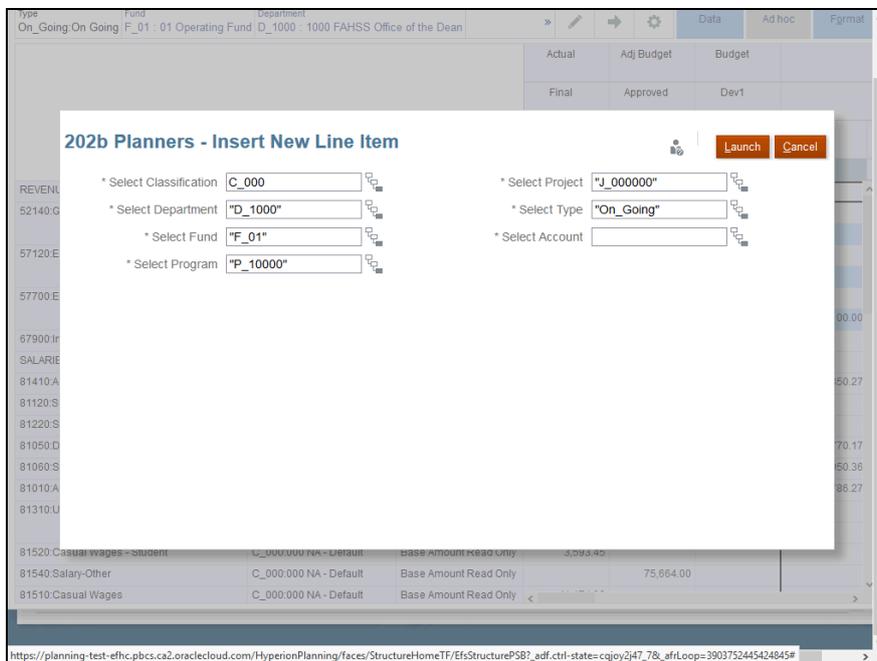
Step	Action
12.	Click the Search icon. 



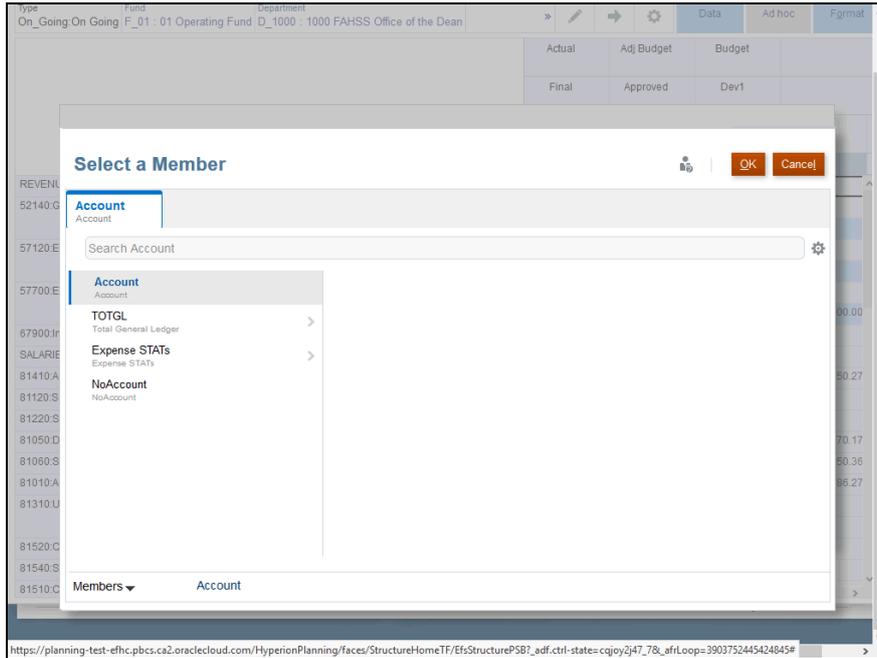
Step	Action
13.	Select the Required Classification checkbox.



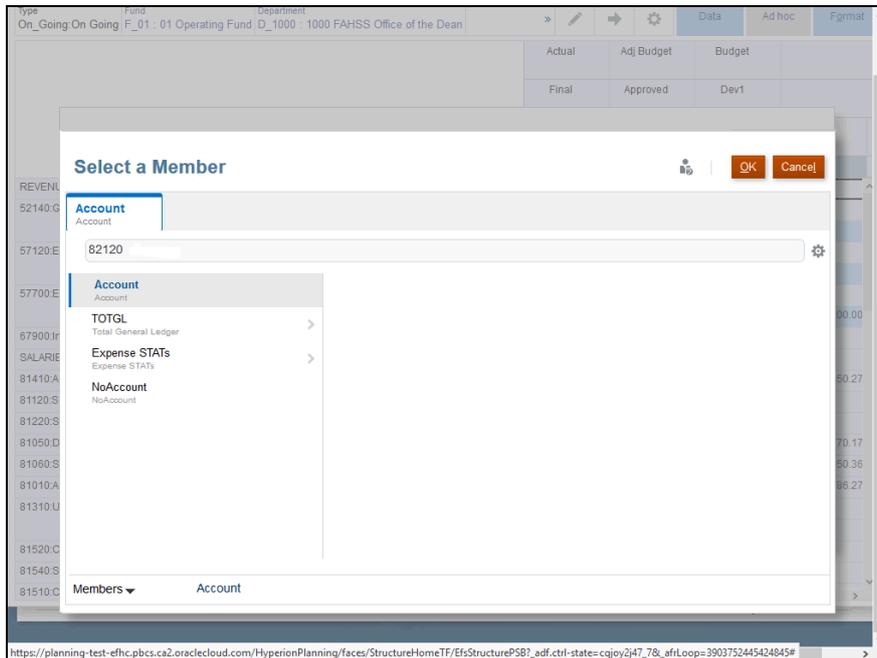
Step	Action
14.	Click the OK button. 



Step	Action
15.	Click the Member Selector icon to make changes to the Select Account field. 

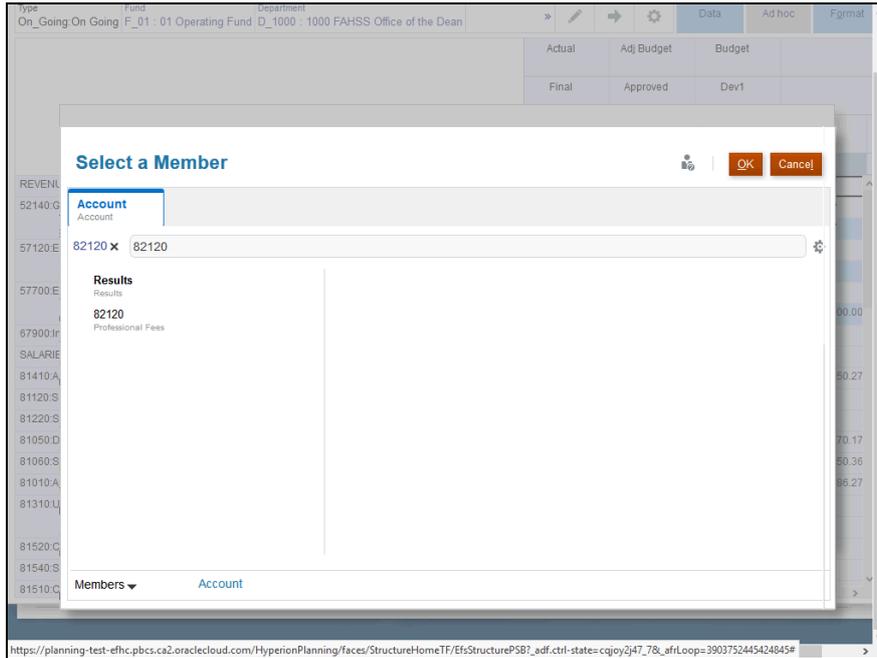


Step	Action
16.	Enter the appropriate account in the Search field.

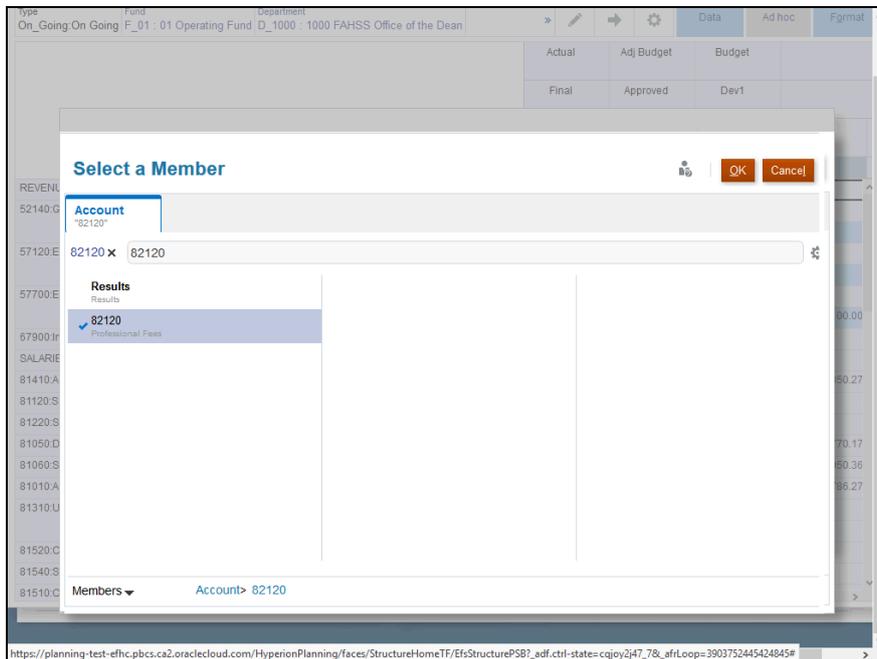


Step	Action
17.	Click the Search icon.



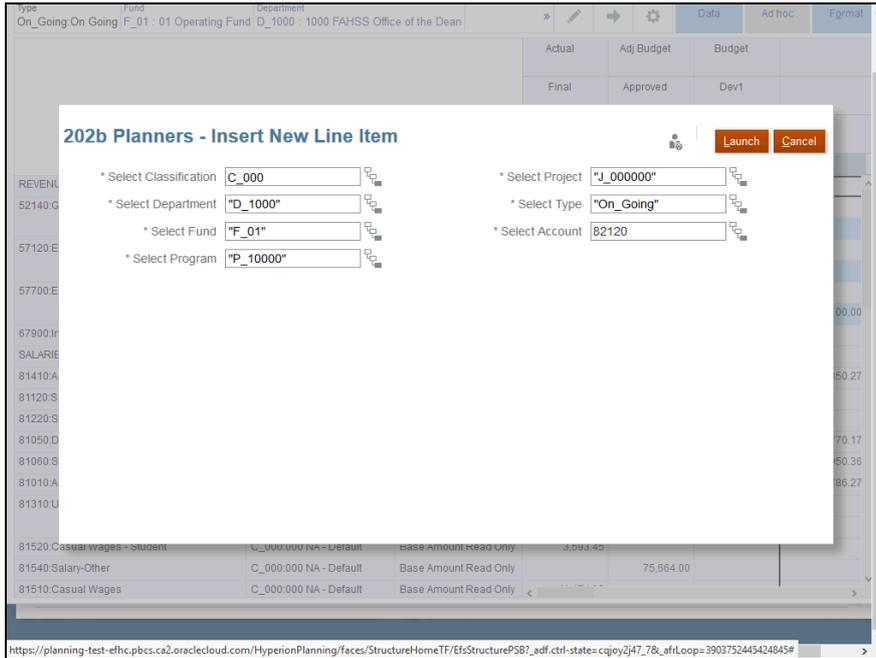


Step	Action
18.	Click the Required Account checkbox.

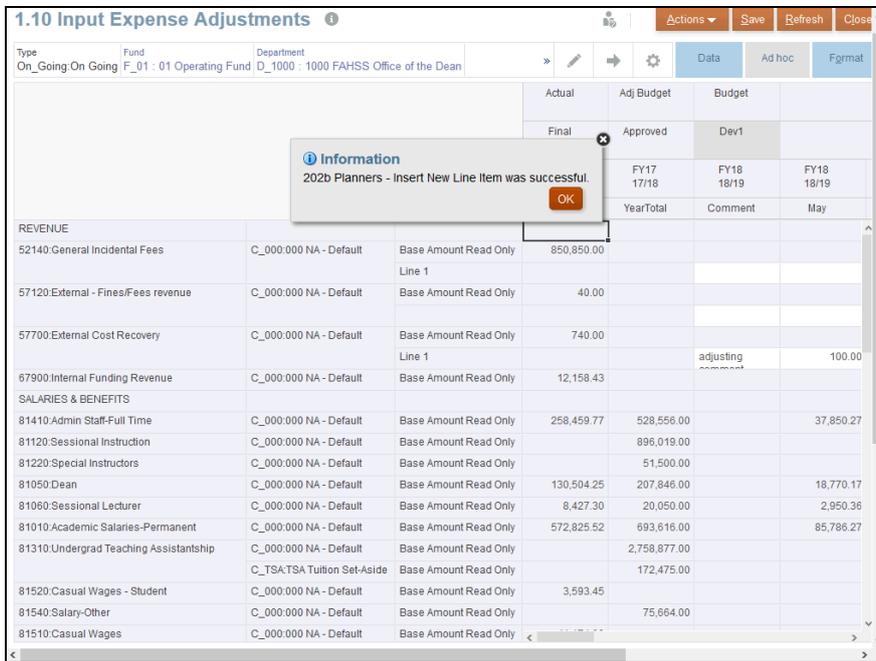


Step	Action
19.	Click the OK button.





Step	Action
20.	Click the Launch button. 



Step	Action
21.	A new line has been inserted. Enter the appropriate amount. Click the OK button.

1.10 Input Expense Adjustments				Actual	Adj Budget	Budget	
Type	Fund	Department		Final	Approved	Dev1	
On_Going	On Going	F_01 : 01 Operating Fund	D_1000 : 1000 FAHSS Office of the Dean	FY17 17/18	FY17 17/18	FY18 18/19	FY18 18/19
				YearTotal	YearTotal	Comment	May
REVENUE							
52140	General Incidentals Fees	C_000:000 NA - Default	Base Amount Read Only	572,000.00			
57120	External - Fines/Fees revenue	C_000:000 NA - Default	Base Amount Read Only	40.00			
57700	External Cost Recovery	C_000:000 NA - Default	Base Amount Read Only	740.00			
			Line 1			add new line by	100.0
SALARIES & BENEFITS							
81410	Admin Staff-Full Time	C_000:000 NA - Default	Base Amount Read Only	259,413.97	528,556.00		37,850.2
81120	Sessional Instruction	C_000:000 NA - Default	Base Amount Read Only		896,019.00		
81220	Special Instructors	C_000:000 NA - Default	Base Amount Read Only		51,500.00		
81050	Dean	C_000:000 NA - Default	Base Amount Read Only	130,110.85	207,846.00		18,770.1
81060	Sessional Lecturer	C_000:000 NA - Default	Base Amount Read Only	8,193.90	20,050.00		2,950.3
81010	Academic Salaries-Permanent	C_000:000 NA - Default	Base Amount Read Only	569,448.12	693,616.00		85,786.2
81310	Undergrad Teaching Assistantship	C_000:000 NA - Default	Base Amount Read Only		2,758,877.00		
		C_TSA:TSA Tuition Set-Aside	Base Amount Read Only		172,475.00		
81520	Casual Wages - Student	C_000:000 NA - Default	Base Amount Read Only	3,738.43			
81540	Salary-Other	C_000:000 NA - Default	Base Amount Read Only		75,664.00		
81510	Casual Wages	C_000:000 NA - Default	Base Amount Read Only	12,744.81			
81673	LTD	C_000:000 NA - Default	Base Amount Read Only	3,174.19			
81671	Employee benefits	C_000:000 NA - Default	Base Amount Read Only	43,587.90	678,200.00		6,630.6

Step	Action
22.	End of Procedure.