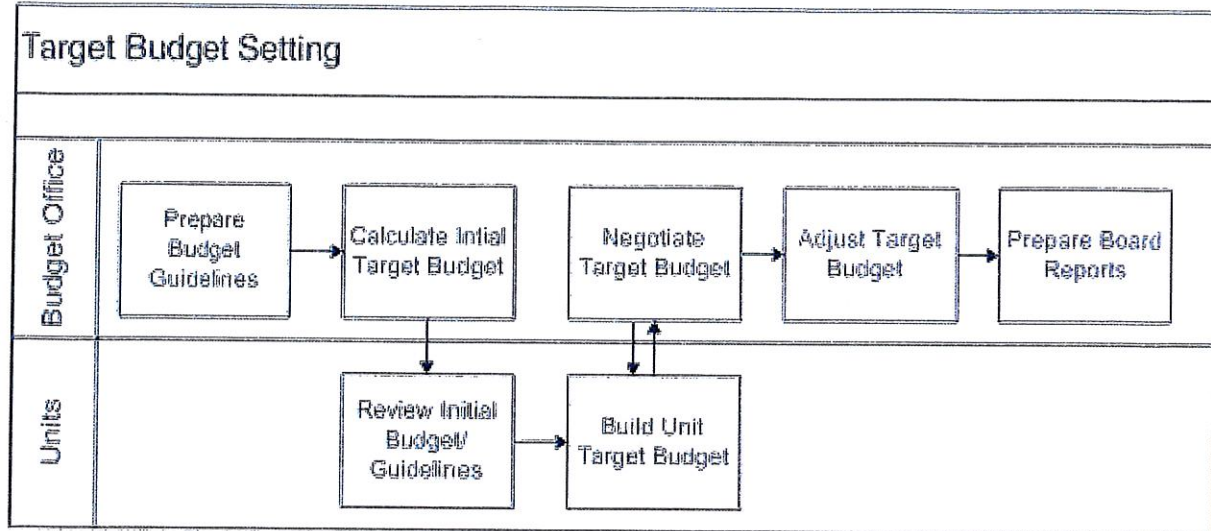
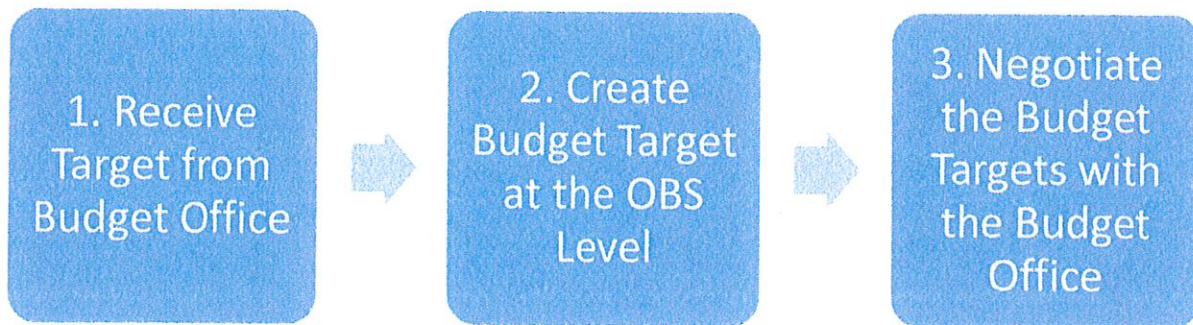


## Executive Level Budget Process Overview

### Budget Targets



The Executive Level Process starts after the Budget Office has contacted the System Administrator to finalize the Targets. Executive Level Users will perform the following steps to prepare Budget Targets and their detailed Budgets for the Budget Office.

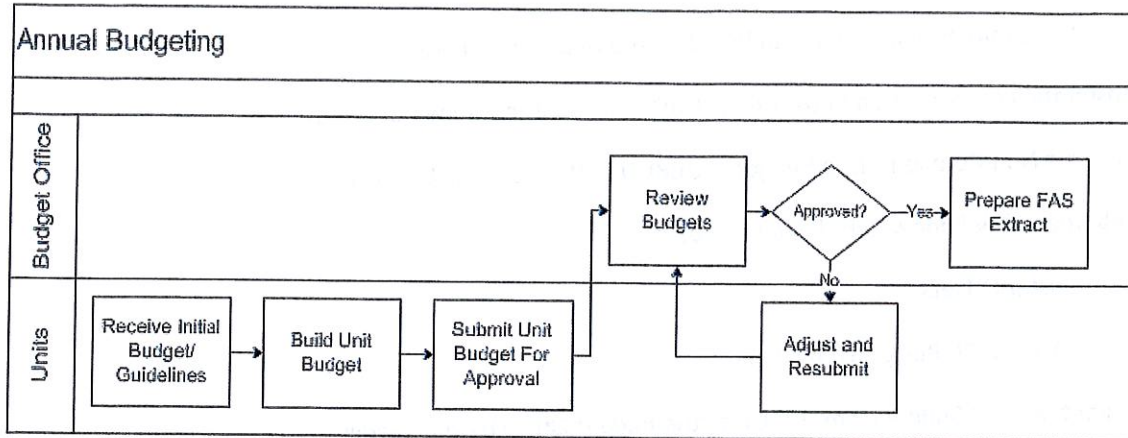


1. Create Budget Target at the OBS Level by realigning the budgeted amounts by OBS row to come back to the Surplus or Deficit given by the Budget Office.

2. Negotiate the Budget Targets with the Budget Office, where Step 1 is not possible. Units are to make updates to reflect the negotiated amounts.

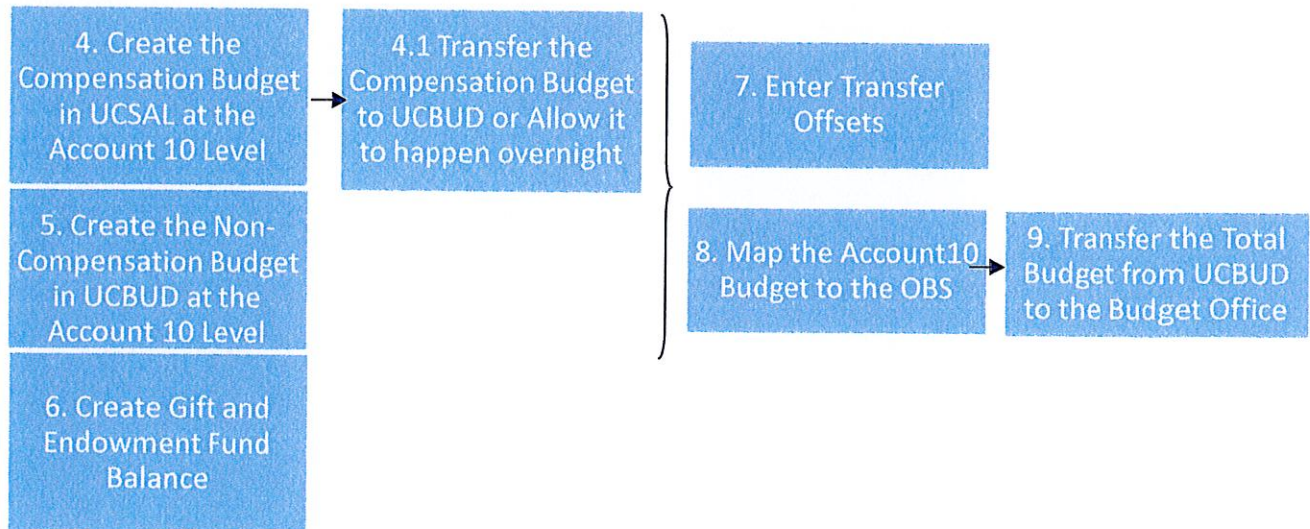
(See Job Aide for more details on how to perform these processes)

## Budgets



After the Targets have been agreed upon the Executive Levels are required to create their full budgets from the Account10 Level. Now they will perform the following steps to prepare it and provide a Budget that matches the agreed upon Targets to the Budget Office.

The transfer between the UCSAL application and the UCBUD application may be done as frequently as necessary. Likewise the final transfer to the Budget Office may also be performed multiple times if necessary until the deadline has been reached. Users can complete steps 4, 5 and 6 in any order. Once 4, 5 and 6 are done for accounts where transfers will be made, then Step 7 can be completed. Step 8 can be completed once Step 4 and 5 are done. Step 9 should only be done after Step 8. Schedule 1 reports can also be ran after Step 8. The entire process can be done iteratively until the last submission deadline is reached. Further changes after the deadline will need to be carefully communicated and planned with the Budget Office representative for your Executive Level.



Process Steps for Creating and Submitting the FY15 Budget

4. Create the Compensation Budget in UCSAL at the Account 10 Level
- 4.1. Transfer the Compensation Budget to UCBUD or allow it to happen overnight
5. Create the Non-Compensation Budget in UCBUD at the Account 10 Level
6. Create the Gift & Endowment Fund Balance
7. Enter Transfer Offsets
8. Map the Account10 Budget to the OBS
9. Transfer the Total Budget from UCBUD to the Budget Office by the deadline

(See Job Aides with the corresponding number for more details on how to perform these processes)