

Mapping the Account10 Budget to the OBS (Step 8)

Once the Executive Level Administrator has completed their Budget, it must be mapped to the OBS by running a calculation triggered by the Save on the Map Budget to OBS form. In the mapping process, this information is not transferred to the Budget Office. It is just reorganized into their preferred format for reporting, called the OBS View. After this has been done, Schedule 1 Reports may be ran to be used in the negotiations.



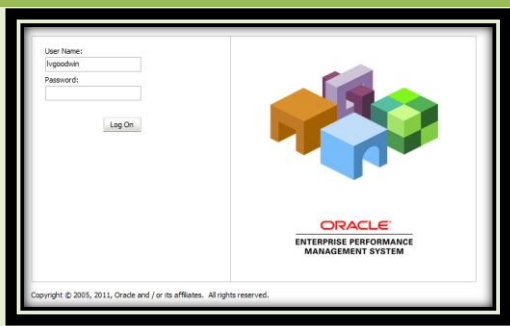
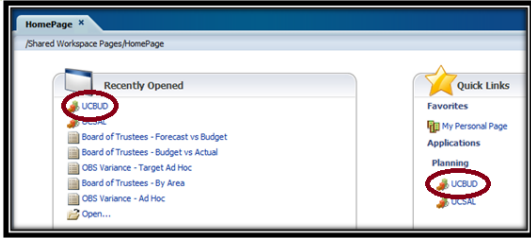
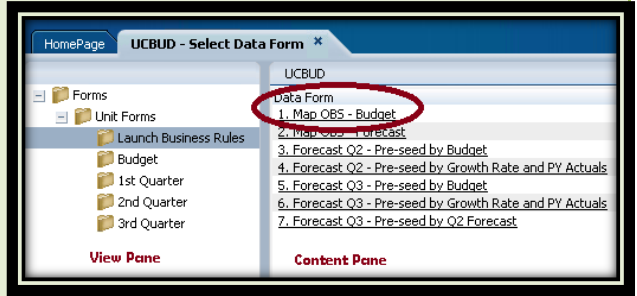
Demo: Map the Budget to the OBS



Exercise: Map the Budget to the OBS

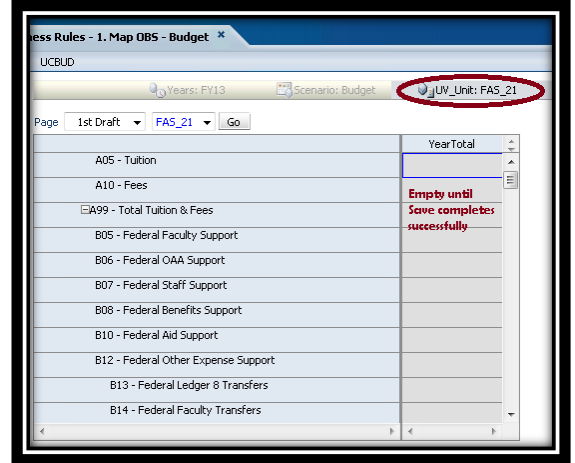
What to do

What you will see

<p>1</p> <p>Login to Delphi Planning:</p> <ul style="list-style-type: none"> At the designated website, Click on the User Name text box and enter your cnet id. Click in the Password text box and enter your cnet password. Click the Log On button. 	
<p>2</p> <p>Click the UCBUD link on the HomePage under the Recently Opened or Quick Links section.</p>	
<p>3</p> <p>Map Budget to OBS:</p> <ul style="list-style-type: none"> In the View Pane, Click the + sign to Expand the folder named Forms Click the + sign to Expand the folder named Unit Forms Click on the Launch Business Rules folder Click on the form 1. Map – OBS Budget 	

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- Verify that the Page Settings are 1st Draft and your Unit Top Level Account 6



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- On the Menu Toolbar, Click the Save button (Note: There will be a wait time)
- The message will display once it is complete

