

## Submitting Budget (Step 9)

Once the Executive Level Administrator has mapped their Budget and decided that they are done, then it is time to submit the Budget Data to the Budget Office. To perform this process more efficiently, a new process with forms and business rules was created for FY15.

A new form can be found in the Submit to Budget Office folder, called Copy Draft to Submission. This form allows the user to select which Draft to submit to the Budget Office upon click the Save button. After the selection has been made and submitted, a business rule runs in the background to copy all the data from the selected Draft to the Submission version. The results are displayed by OBS row and clearly shows the user what was copied upon its successful completion. This process has ran in a minute or less.



### Demo: Submit the Budget



### Exercise: Submit the Budget

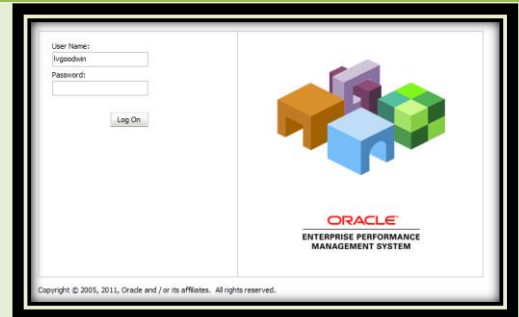
#### What to do

#### What you will see

1

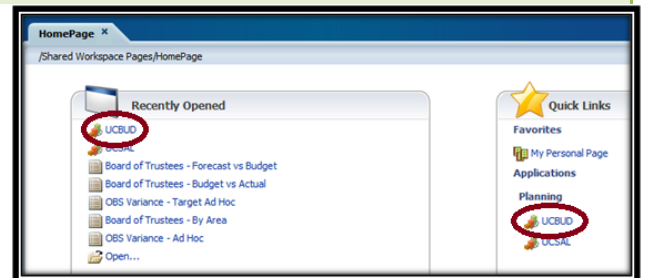
Login to Delphi Planning:

- 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.



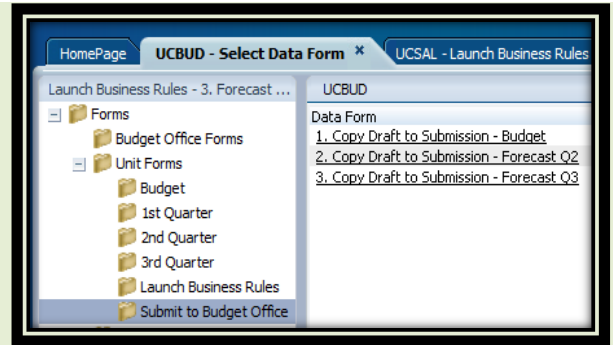
2

Click the UCBUD link on the Home Page under the Recently Opened or Quick Links section.



3

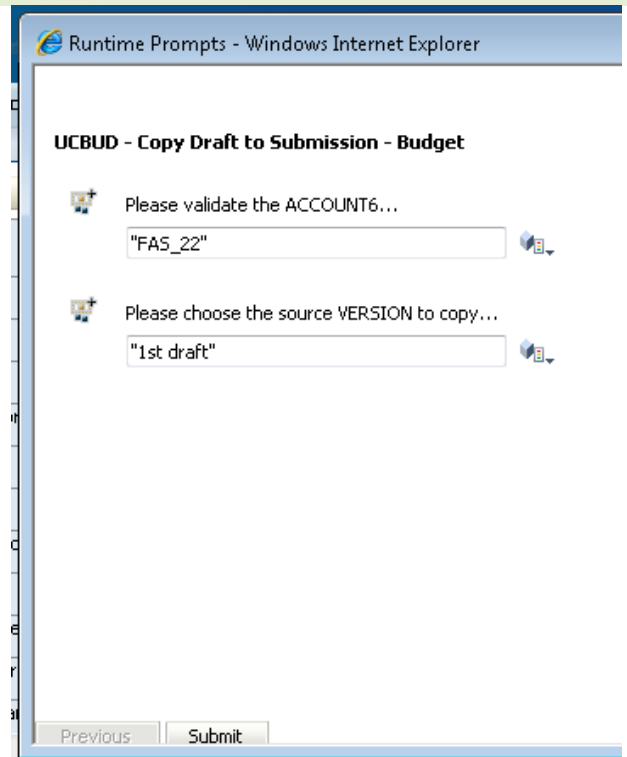
- In the View Pane, Click the + sign to Expand the folder named Forms
- Click the + sign to Expand the folder named Unit Forms
- Click on the Submit to Budget Office folder
- Select Form 1. Copy Draft to Submission – Budget
- Once the form open up, click the Save button



4

- From the prompt dialog box, select the Draft that should be submitted and Click OK
- The data in that Draft will now be copied over to the Submission Version. This will be displayed in the form upon its successful completion. You can see the Submission column matching the column with the selected Draft.

Note: This process can be performed repeatedly to make changes and resubmit them. Be sure to also map again before doing the submission if the process is repeated.



### Copy Draft to Submission form

