| **Description** | **Purpose** | **Instructions** |
| --- | --- | --- |
| Review FAS Finance Budget Guideline Letter |  | If you have not already read the guidelines prior to working in the Employee cube, please review. |
| Import salary from Employee Cube (BRBC012b) | This business rule will subtotal and transfer the summarized salary data to the CINA cube. | Select **Navigate**, **Planning**, **Application**, **PLNG0026** or click on **PLNG0026** fromyour HUBS Home Page**.**  Click on **BRBC012b** to open. Click **Launch**. If prompted, enter your Tub-Org and click **Launch**. |
| Aggregate Data (BRBC014) | This business rule will combine all of the non-employee salary data to the CINA cube. | Click this task on the Task List to open the business rule. Click **Launch**. If prompted, enter your Tub-org and click **Launch**. |
| Run Budget Fund Balance Summary report (FRBC030) | Displays the estimated year end fund balances for all funds in a Tub-Org. | Click **Explore** in the upper left corner.  Expand the **FAS** folder, then the PLNG0026 folder, and then **CINA** folder.  Double click on the report **FRBC030** in the window on the right.  Complete the report dimensions as required. |
| Run Budget Analysis by Object and Fund (FRBC133) or by Act-Sub and Fund (FRBC27d) | Displays detailed budget to actual information by Fund or by Act-Sub.  **Tip**: Keep this report open in order to refresh | Click **Explore** in the upper left corner.  Expand the **FAS** folder, then the PLNG0026 folder, and then **CINA** folder.  Double click on the report **FRBC133 or FRBC27d** in the window on the right.  Complete the report dimensions as required. |
| Budget INCOME for all funds (WFBC001a) | Use this form to forecast/budget to income object codes (4000-5999) | Click the **PLNG0026** tab to open webform **WFBC0001a** on the Tasklist.  Select a fund, act-sub and root that you wish to budget income from the drop-down lists or use the binoculars to search and click **Go**.  Review the Plan Working column for the appropriate fiscal year and adjust the data as necessary. Repeat for all funds and act-subs with income to forecast.  Click **Save** on the toolbar when changes are complete. |
| I don’t see the income object code I need to budget (WFBC002a) | Use this form to forecast/budget to income object codes (4000-5999) | Click this task in the **PLNG0026** tab to open webform **WFBC002a** on the Tasklist.  Select the fund, act-sub and root where you want to add new income object codes. Click **Go**.  Enter a value into each new object code or enter a 0 as a placeholder. Repeat for all funds and act-subs where new income object codes are needed.  Click **Save** before exiting this form. New income object codes will now appear on the **WFBC001a**. |
| Budget EXPENSE for all funds  (WFBC003a) | Use this form to forecast/budget to expense object codes (6000-8999) | Click webform **WFBC0003a** from the **PLNG0026** tab  Select a fund, act-sub and root you wish to budget expense from the drop-down lists or use the binoculars to search and click **Go**.  Review the Plan Working column for the appropriate fiscal year and adjust the data as necessary. Repeat for all funds and act-subs with income to forecast.  Click **Save** on the toolbar when changes are complete. |
| I don’t see the expense object code I need to budget (WFBC004a) | Use this form to add new expense object codes to the forecast/budget | Click this task in the **PLNG0026** tab to open webform **WFBC004a** on the Tasklist.  Select the fund, act-sub and root where you want to add new expense object codes. Click **Go**.  Enter a value into each new object code or enter a 0 as a placeholder. Repeat for all funds and act-subs where new expense object codes are needed. Click **Save** before exiting this form. These new expense object codes will now appear on the **WFBC003a**. |
| I don’t see the non-operating object code I need to budget (WFBC087) | Use this form to forecast/budget to non-operating expense object codes (9000-9999) | Click this task in the **PLNG0026** tab to open webform **WFBC087** on the Tasklist.  Select the fund, act-sub and root where you want to add new non-operating object codes. Click **Go**.  Enter a value into each new object code or enter a 0 as a placeholder. Repeat for all funds and act-subs where new expense object codes are needed. Click **Save** before exiting this form. These new non-operating object codes will now appear on the **WFBC003a**. |
| Aggregate Data After Updates (BRBC014) | This business rule will combine all of the non-employee salary data to the CINA cube. | Click this business rule from the **PLNG0026** tab to open.  Click **Launch**. If prompted, enter your Tub-org and click **Launch**. |
| Refresh Budget Analysis by Object and Fund (FRBC133) or by Act-Sub (FRBC27d) | To confirm the changes were made. | Click **FRBC133** tab  Click the **Refresh** button on the toolbar to view the changes made in webform **WFBC0001a** and **WFBC0003a**.  Make sure your changes were processed correctly. |
| Refresh Budget Fund Balance Summary report (FRBC030) | To confirm the changes were made. | Click **FRBC030** tab  Click the **Refresh** button to view the changes made in webform **WFBC0001a** and **WFBC0003a**.  Review the resulting balances by fund and ensure no deficits. |
| Run Budget Analysis with Fund Balance Report (FROC132) if there are deficits |  | Click **Explore** in the upper left corner.  Double click report **FROC132** in the window on the right.  Complete the report dimensions as required. |

Note: If you cannot see the tasklist, you may not be in the correct ‘Mode’. Go to ‘View’ on the Toolbar and select ‘Basic Mode’ and this should reveal the tasklist.