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Overview

Once the Budget Office builds the Detailed Budget page and submits allocations to the RRC, the RRC manager or designee must redistribute the allocations to at least one DeptID within the RRC.

Redistributions may occur manually or via an upload.

ALLOCATED RESOURCES

O&M, State Special Appropriations, Tuition, Central Reserves, and ICR funds are allocated/attributed to the academic units as identified in the Academic Unit Budget Planning Guidelines, and Central Cost Pool funds are allocated to the central support units as identified in the Central Support Unit Budget Instructions. Allocations for academic units usually are available in late April or early May, but units should begin budgeting for expenditures and other funding sources when budget entry becomes available in March. Expenditure budgets may require modification based on final allocations. Central support units usually receive preliminary allocations in January and should begin budgeting based on those amounts. Revised allocations are communicated as soon as they are known.

O&M and Tuition (Academic Units)

Each RRC will budget tuition revenue in a designated chartstring to match their approved tuition revenue budget amount specified in their final allocations when they are made available. The RRC also budgets an amount equal to the approved tuition revenue amount as a negative allocation in the designated tuition chartstring. The designated chartstring is for tuition revenue management only, and the budget entered in this chartstring essentially represents the estimated total revenue coming in and the allocation of that revenue out to other chartstrings in the unit. At year end, the RRC will bring the balance in the designated chartstring to $0. This may require a transfer in to resolve a revenue shortfall or a transfer out if actual revenues exceed the approved budget amount.

The designated tuition revenue chartstring will have Fund 1000, a DeptID determined by the CFM/RRC contact, and Program UM001. Tuition revenue is budgeted in Account 400100, and the negative allocation is budgeted in Account 420200. The basic formulas for the RRC’s designated tuition revenue chartstring with Fund 1000 and Program UM001 are demonstrated in this example:
Overview (cont.)

| Tuition Budget, Fund 1000, DeptID for RRC, Program UM001: |
|-------------|-------------|---------------|-------------|
| Account 400100* | Account 420200 | Acct 600200/610200 |
| Tuition Revenue | Negative Allocation equal to Tuition Rev Transfer | Year End Transfer | Balance |
| $5,000,000 | - $5,000,000 | $0 | $0 |

| Tuition Actuals, Fund 1000, DeptID for RRC, Program UM001: |
|-------------|-------------|---------------|-------------|
| Account 400101* | Account 420201 | Acct 6002XX/6102XX |
| Tuition Revenue | Actuals equals Negative Allocation | Year End Transfer | Year End Balance |
| a) Shortfall: | + $4,500,000 | - $5,000,000 | + $500,000 | $0 |
| b) Surplus: | + $5,250,000 | - $5,000,000 | - $250,000 | $0 |

* Tuition surcharge revenue is budgeted with the tuition estimate in Account 400100 and actual revenue is posted to Account 400102.

To complete the allocation of tuition revenue, the approved tuition revenue amount is added to the State O&M appropriation amount specified in the final allocation notification from the University Budget Office for allocation within the RRC. Allocations to equal the target amount for the RRC should be budgeted in Fund 1000 and Account 420200. Other ChartFields in the chartstrings used for allocation are at the discretion of the unit, provided the total for all DeptIDs in the RRC matches the total target amount for tuition plus O&M. These final allocation chartstrings are where expenditures funded through tuition and O&M allocation are posted. Tuition should not be allocated separately from the state funds. To summarize:

**O&M & Tuition Final Allocation**

- Fund – 1000
- DeptIDs – various (within RRC)
- Programs – various
- Optional ChartFields – various
- Budget Account – 420200
- Actuals Account – 420201
- Total Amount = approved tuition revenue budget amount + State O&M allocation

NOTE: The DeptID containing Program UM001 for the RRC may have a total entry in Account 420200 that is negative. The total
Overview (cont.)

for Account 420200 in that DeptID would equal the sum of the tuition revenue authority (negative amount) budgeted in Program UM001 and the O&M allocation for that DeptID to spend (positive amount) budgeted in other Programs. Since the amount budgeted for expenditures in that single DeptID is most likely less than the total tuition revenue authority for the RRC, the result is usually a negative total in Account 420200 for the DeptID.

ICR Revenue (Academic Units)

Each RRC will budget the approved ICR revenue estimate as revenue in a designated chartstring. The RRC also budgets in the designated ICR chartstring an amount equal to the ICR revenue estimate as a negative allocation. The designated chartstring is for ICR revenue management only, and the budget entered in this chartstring essentially represents the estimated total revenue coming in and the allocation of that revenue out to other chartstrings in the unit. RRCs will resolve revenue shortfalls or surpluses in the designated chartstring at the end of the year through transfers out if there is a surplus (actuals exceed budget) or transfers in if there is a shortfall (actuals fall short of budget). The amount of the approved ICR revenue estimate is budgeted as a positive allocation in other chartstrings within the RRC. These final allocation chartstrings are where expenditure activity supported by ICR revenue will be posted.

The designated ICR revenue chartstring will have Fund 1024, a DeptID determined by the CFM/RRC contact, and Program UM003. ICR revenue is budgeted in Account 460100, and the negative allocation is budgeted in Account 460250. The basic formulas for the RRC’s designated ICR revenue chartstring with Fund 1024 and Program UM003 are:

<table>
<thead>
<tr>
<th>ICR Budget, Fund 1024, DeptID for RRC, Program UM003:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account 460100</td>
<td>Account 460250</td>
<td>Acct 600200/610200</td>
</tr>
<tr>
<td>ICR Revenue estimate</td>
<td>Negative Allocation equal to ICR estimate</td>
<td>Year End Transfer</td>
</tr>
<tr>
<td>$2,000,000</td>
<td>-$2,000,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ICR Actuals, Fund 1024, DeptID for RRC, Program UM003:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account 460101</td>
<td>Account 460201</td>
<td>Acct 6002XX/6102XX</td>
</tr>
<tr>
<td>ICR Revenue</td>
<td>Actuals equals Negative Allocation</td>
<td>Year End Transfer</td>
</tr>
<tr>
<td>a) Shortfall: + $1,850,000</td>
<td>-$2,000,000</td>
<td>+ $150,000</td>
</tr>
<tr>
<td>b) Surplus: + $2,300,000</td>
<td>-$2,000,000</td>
<td>- $300,000</td>
</tr>
</tbody>
</table>
ICR is fully allocated when the total of the approved ICR revenue estimate is distributed within the RRC to various chartstrings where expenditures will be posted. Allocations to equal the target amount for the RRC should be budgeted in Fund 1024 and Account 460200. Other ChartFields in the chartstrings used for ICR allocation are at the discretion of the unit provided the total for all DeptIDs in the RRC matches the total target amount. To summarize:

**ICR Final Allocation**
- Fund – 1024
- DeptIDs – various (within RRC)
- Programs – various
- Optional ChartFields – various
- Budget Account – 460200
- Actuals Account – 460201
- Total Amount = approved ICR revenue budget amount

**State Special Allocation (Academic Units)**
RRCs must also enter State Special funds allocations to match target allocation amounts entered by University Budget if that RRC is a recipient of State Special funding. For State Special funds, there is no designated Program value for capturing revenues and redistributing them within the RRC. Instead, State Special funds are budgeted directly to the DeptIDs and Programs where the funds will be expended.

**State Special Final Allocation**
- Fund – 1800-1807
- DeptIDs – various (within RRC)
- Programs – various
- Optional ChartFields – various
- Budget Account – 421200
- Actuals Account – 421201
- Total Amount = approved State Special revenue budget amount
RRCs should budget to match the final allocation (when available) of cost pool resources in Fund 1000 and Account 440100 in the chartstrings in which expenditures supported by the cost pools will occur. The total amount budgeted for the RRC must match the target allocation. To summarize:

**Cost Pool Final Allocation**

- Fund – 1000
- DeptIDs – various (within RRC)
- Programs – various
- Optional ChartFields – various
- Budget Account – 440100
- Actuals Account – 440101
- Total Amount = approved Cost Pool revenue budget amount
Review Budget Office Allocations

RRC managers may view their Budget Office allocations on the RRC Allocation Summary page. This page is view-only.

The RRC manager must redistribute all Budget Office allocation amounts to at least one department within the RRC.

Allocations submitted to departments must “balance” to the Budget Office allocations.

Log in to MyU (myu.umn.edu). Navigate to: Key Links > PeopleSoft > EFS/Finance.

Navigate in EFS Finance: Main Menu > UM Budgeting > UM Final Budgeting > UM RRC Managers > UM RRC Allocation Summary Page.

The UM RRC Allocation Summary page displays the Budget Office allocation targets as well as any saved RRC allocations.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Always “UMN01.”</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Budget year for the allocation.</td>
</tr>
<tr>
<td>Resource Responsibility Center</td>
<td>Five-letter DeptID of the RRC for the allocations.</td>
</tr>
</tbody>
</table>

The search will only return rows that have been entered or uploaded for the current budget year. To view the full list of entries for the previous year, open the RRC Target Allocation page for that budget year.

Note: The allocation information displayed on the RRC Allocation Summary page may be downloaded to Excel to assist the RRC manager in reallocating the amounts to the departments. The RRC Allocation Upload section of this manual describes how to upload allocation targets to the departments.
A. BUDGET OFFICE ALLOCATION TARGETS

Allocations display in this region once the Budget Office allocates to the RRC. The Budget Office allocates at the budget-only account code level for the entire RRC unit. Each revenue account will have a fund code identified for it. The allocations section is used to “balance” the budget once departments submit their budgets.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Code</td>
<td>Required for revenue accounts.</td>
</tr>
<tr>
<td>Account Number</td>
<td>Budget Office account to which state appropriations are recorded, and from which allocations are made.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the Budget Office account code.</td>
</tr>
<tr>
<td>Budget Office Target Amount</td>
<td>The total amount the budget office has allocated to the RRC for this account code. The RRC manager must in turn redistribute this amount to at least one department within the RRC. Note: The screen can display previous and current-year target amounts.</td>
</tr>
<tr>
<td>RRC/DeptID Account</td>
<td>Budget-only account number against which the RRC and department manager will budget.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the RRC/DeptID account number.</td>
</tr>
</tbody>
</table>
### Review Budget Office Allocations (cont.)

#### B. RRC BUDGET ALLOCATION TARGETS

This region displays the amounts that have been redistributed by the RRC manager.

<table>
<thead>
<tr>
<th><strong>Column Name</strong></th>
<th><strong>Column Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>RRC/DeptID account number. This is the same as the RRC/DeptID column in the Budget Office Allocation Targets section.</td>
</tr>
<tr>
<td>Description</td>
<td>Description of the RRC/DeptID account number.</td>
</tr>
<tr>
<td>Budget Office Target Amount</td>
<td>The total amount the Budget Office has allocated to the RRC. The RRC manager must in turn redistribute this amount to at least one department within the RRC. Note: The screen can display previous and current-year target amounts.</td>
</tr>
<tr>
<td>Assigned Target Amounts</td>
<td>Amount for each account that the RRC manager has distributed to a department(s).</td>
</tr>
<tr>
<td>Remaining Target Amounts</td>
<td>Amount still to be distributed to a department(s). This amount must be zero before the RRC manager can submit allocations to the departments.</td>
</tr>
</tbody>
</table>
Managing RRC Allocations

Once the Budget Office has communicated the RRC’s allocations for the next budget cycle, the RRC manager must submit redistributions to the departments.

Distributions may be entered either directly on the UM Allocation Target page or uploaded from Excel. Changes to uploaded allocations also may be made on the UM Allocation Target page.

Even if the RRC manager does not plan to redistribute costs to all departments, the total amount must be allocated to at least one department (e.g., RRC Administration) and the page must be submitted. Departments are unable to submit their final budgets until target allocations have been submitted by the RRC manager.

Allocations may be submitted to department managers when:

- Allocations have been made to at least one DeptID and
- There is no variance between the Budget Office Allocation targets and what has been, in turn, allocated to the DeptIDs.

Once the RRC manager has submitted allocation targets to the departments, neither the Budget Office nor the RRC manager is able to make allocation changes unless the targets are unsubmitted. To unsubmit, refer to the “Submit Final RRC Budget to Budget Office” section of this manual.
Managing RRC Allocations (cont.)

The RRC Allocation Target page opens with no values displayed. This allows the user to determine how much information is retrieved.

Log in to MyU (myu.umn.edu), Navigate to: Key Links > PeopleSoft > EFS/Finance.

Navigate in EFS Finance: Main Menu > UM Budgeting > UM Final Budgeting > UM RRC Managers > UM RRC Allocation Target > Add a New Value.

Note: After accessing the RRC for the first time that fiscal year, choose Find an Existing Value instead.

Note: Some fields have been hidden to better fit the screen shot on this page. An asterisk next to a field name indicates the field is required.

The Selection Criteria fields may be completed to limit the data that is displayed to a single DeptID, Fund, Account, or a combination.

- **Search.** If a DeptID, Fund, or Account has been specified, those rows that meet the search criteria display. If no values are specified, all rows will display.
- **Clear.** Returns the page to the default state of no data displayed.
- Only allocation targets that have been entered for the current budget year will be returned by a search.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RRC Target Status</td>
<td>New. The page has been opened but not used.</td>
</tr>
<tr>
<td></td>
<td>Saved. RRC allocations have been saved but not submitted.</td>
</tr>
<tr>
<td></td>
<td>Submitted. Allocations have been submitted to DeptIDs.</td>
</tr>
<tr>
<td>RRC/Budget Office Status</td>
<td>Not Submitted to Budget Office. Final budget has not yet been submitted.</td>
</tr>
<tr>
<td></td>
<td>Submitted. Final budget has been submitted.</td>
</tr>
</tbody>
</table>
## Managing RRC Allocations (cont.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeptID</td>
<td>The departmental unit to which the row is being allocated.</td>
</tr>
<tr>
<td>Fund Code</td>
<td>Required when allocating revenue.</td>
</tr>
<tr>
<td>Account</td>
<td>Budget-only account to which the row is being allocated.</td>
</tr>
<tr>
<td>[current year] Target Amount</td>
<td>Amount being allocated for the year budgeted for that row.</td>
</tr>
<tr>
<td>[previous year] Target Amount</td>
<td>Amount allocated for that DeptID/Fund/Account for the current year.</td>
</tr>
<tr>
<td>Message Description</td>
<td>Reflects error message to be corrected.</td>
</tr>
<tr>
<td>Tip</td>
<td>Clicking the column header will resort the values so that rows with errors will display first.</td>
</tr>
<tr>
<td>Validate</td>
<td>Optional. Clicking this button checks for errors without saving the allocations.</td>
</tr>
<tr>
<td>Submit</td>
<td>Validates and submits the allocation targets to the departments. If errors are found, the submit will not be completed.</td>
</tr>
<tr>
<td>Save</td>
<td>Saves the page without submitting. The page cannot be saved unless there are no errors.</td>
</tr>
<tr>
<td>Total</td>
<td>The total of all allocations automatically updates each time an amount is entered in a field and the field is exited.</td>
</tr>
</tbody>
</table>
Download Budget Office Allocations

The RRC manager may download the Budget Office allocations from the UM RRC Allocation Summary page as an Excel spreadsheet and use it as the basis from which to allocate to the departments.

To download the allocations, follow these steps:

1. Click the download icon located in the blue header region.

2. A pop-up will open that asks if the Excel file should be saved or opened. Make a selection.

3. Click <OK>.

Note: If the file fails to download properly, navigate to the Enterprise Financial System website. Click <System Requirements> and then follow the provided instructions.
RRC Allocation Upload

The RRC manager may upload departmental allocations from an Excel spreadsheet. When uploading departmental targets from Excel,

• the upload spreadsheet must be saved as a .csv (comma separated value) file type, and

• the upload spreadsheet may only contain columns in the following order for:
  • DeptID
  • Fund
  • Account
  • Amount

There should be no headings, cell formatting, formulas, or hidden rows or columns.

<table>
<thead>
<tr>
<th>DeptID</th>
<th>Fund</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11004</td>
<td>1000</td>
<td>420200</td>
<td>10000</td>
</tr>
<tr>
<td>11005</td>
<td>1000</td>
<td>420200</td>
<td>10000</td>
</tr>
<tr>
<td>11006</td>
<td>1000</td>
<td>420200</td>
<td>10000</td>
</tr>
<tr>
<td>11007</td>
<td>1000</td>
<td>420200</td>
<td>10000</td>
</tr>
<tr>
<td>11008</td>
<td>1000</td>
<td>420200</td>
<td>10000</td>
</tr>
<tr>
<td>11009</td>
<td>1000</td>
<td>420200</td>
<td>10000</td>
</tr>
<tr>
<td>11010</td>
<td>1000</td>
<td>420200</td>
<td>10000</td>
</tr>
<tr>
<td>11011</td>
<td>1000</td>
<td>420200</td>
<td>10000</td>
</tr>
<tr>
<td>11012</td>
<td>1000</td>
<td>420200</td>
<td>10000</td>
</tr>
</tbody>
</table>
RRC Allocation Upload (cont.)

Once the file is ready to upload, log in to MyU (myu.umn.edu). Navigate to: Key Links > PeopleSoft > EFS/Finance.

Navigate in EFS Finance: Main Menu > UM Budgeting > UM Final Budgeting > UM RRC Managers > UM RRC Allocation Target Upload > Add a New Value > Add.

Field Name       | Field Description
------------------|-----------------------------------------------
Business Unit     | Always “UMN01.”
Fiscal Year       | Budget year for which allocations are being uploaded. This field defaults to the current year plus one year.
Resource Responsibility Center | Five-letter DeptID of the RRC for which the allocations are being uploaded.
The RRC Allocation Target Upload page is used to select and upload allocation data from Excel into the financial system. For reference, basic instructions for uploading the allocation targets are displayed on the upload page.

### RRC Allocation Target Upload

**INSTRUCTIONS:**
Use this page to upload Resource Responsibility Center (RRC) Target Allocations from a file into PeopleSoft. The input must be a comma delimited .csv file. It must include the Department ID, Fund, Account, and Amount fields in that order. All headers and unused columns must be removed.

1. Click the Add button to browse to and upload the input file.
2. Click the Upload button to process the file. The data will be loaded into the RRC Target Allocation table and the system will automatically navigate to the RRC Target Allocation page.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>UMNO1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>20XX</td>
</tr>
<tr>
<td>RRC</td>
<td>CEHDX</td>
</tr>
<tr>
<td>Education/Human Dev, Col of</td>
<td></td>
</tr>
</tbody>
</table>

#### Button Name

**Add**

The only button enabled when the page first displays. When clicked, a search window opens. Once the file is located (by clicking <Browse>) and selected, the <Upload> button (see screenshot below) moves the file into a staging table from which it may be uploaded into the allocation targets page.

Once a file is selected for uploading, this button is unavailable unless the file is deleted from the upload page.

**Delete**

Only available if a file has been selected and is awaiting upload.

- This provides an opportunity to remove the file from the upload staging table and will not delete the source file from its saved location if clicked.

- After a file has been uploaded, the <Delete> button is no longer available and changes would need to be made by either:
  - uploading a revised spreadsheet, or
  - manually making the changes in the UM RRC Target Allocation page.
RRC Allocation Upload (cont.)

View

Opens the spreadsheet file so it may be reviewed prior to uploading into the Allocations module. The file that opens may not be changed. For additional verification, the name of the file that is to be uploaded displays to the right of the <View> button.

Upload

Uploads data from the staging table onto the RRC Allocation Target page. A message displays confirming the completion of the upload. The message includes the number of records that were uploaded and the number of errors, if any.

When performing an additional or revised upload, if the upload file will change at least one row of existing data, a warning message will display explaining that some existing records will be updated.

ERRORS

If the upload generated errors, the Excel file may be corrected and re-uploaded. Alternatively, errors may be corrected directly in the RRC Allocation Target page. The upload process may be done as many times as necessary until the time the allocation targets for the budget year have been submitted to the departments. Possible errors are:
RRC Allocation Upload (cont.)

- **Fund Code Is Invalid.** The Fund Code and Account in combination do not match any Budget Office allocations to the RRC. Either the Fund or the Account may be in error.
- **Duplicate Record.** Only one record may exist for a given combination of DeptID, Fund, and Account.
- **Input Account Code Is Invalid or Missing.** The account entered was either incorrect or was paired with a fund combination that is not valid.
- **Input Amount Cannot Be Zero.** Either a zero dollar amount was entered, or when uploaded, a comma was present in the .CSV field.
- **DeptID Is Invalid.** A DeptID was entered that is not associated with the RRC. Fix the error and update the page.

**UM RRC ALLOCATION TARGET**

The UM RRC Allocation Target page automatically opens after the file is uploaded and the rows of data that were uploaded display. Previously uploaded or entered data does not display at this time; to see all rows, save the page, and reopen it.

This page must be saved or the uploaded information will not be retained. Once the uploaded data has been saved, allocations may be changed directly in the system using the UM RRC Allocation Target page.
Submit RRC Allocations to the DeptIDs

Once an RRC has completed allocations with no errors, they can be submitted to the department detailed budget page. Once the submission to the detailed budget page occurs, neither the Budget Office nor the RRC can change the allocation targets without “unsubmitting.”

Log in to MyU (myu.umn.edu). Navigate to: Key Links > PeopleSoft > EFS/Finance.

Navigate in EFS Finance: Main Menu > UM Budgeting > UM Final Budgeting > UM RRC Managers > UM RRC Allocation Target.

1. Enter the search criteria for your RRC.

![UM RRC Allocation Target](image1)

2. Click <Search>.

3. Enter the search criteria for the RRC Allocation Target.

![RRC Allocation Target](image2)

4. Click <Search>.

5. If this message appears, “RRC Allocation does not match Budget Office Allocation,” proceed to the following path.

Submit RRC Allocations to the DeptIDs (cont.)

7. Review the total difference between the Budget Office and the RRC allocations to determine the nature of the discrepancy.

8. Navigate to: Main Menu > UM Budgeting > UM Final Budgeting > UM RRC Manager > UM RRC Allocation Target.

9. Repeat steps 1 - 4 above (limit the search to the fund or account that is not balanced).

10. Make changes to the RRC Allocation Target page and <Save>.


12. Click <Refresh> to verify the amounts are now balanced.

13. Repeat as necessary until all targets are in balance.
RRC Status and Approval

Once all departments have submitted their budgets, the RRC manager submits them as a whole to the Budget Office. The RRC manager is unable to make changes to budgets that have been submitted to the Budget Office unless they are all returned to the RRC manager, who could then return one to a department, if required.

The RRC Status and Approval page is used to:

- Review department budget status and submitted amounts.
- Unsubmit RRC allocations.
- Return a budget to a department.
- Submit the RRC final budget to the Budget Office.
- Review RRC budget status.

Initially this page will not display unless the RRC Allocation Target page has at least been opened and saved, regardless of whether any allocations are made or of whether the Budget Office allocations are done.

Navigate to: Main Menu > UM Budgeting > Final Budgeting > UM RRC Managers > UM RRC Status and Approval.

<table>
<thead>
<tr>
<th>ID</th>
<th>Description</th>
<th>Carry Forward</th>
<th>Total Revenues</th>
<th>Total Expenses</th>
<th>Transfer in</th>
</tr>
</thead>
<tbody>
<tr>
<td>11182</td>
<td>OEHQ Dean's Office Admin</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11183</td>
<td>OEHQ Alumni Relations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11184</td>
<td>OEHQ Communications</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11185</td>
<td>OEHQ Development</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11186</td>
<td>Educator Development Office</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11187</td>
<td>OEHQ Human Resources</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11188</td>
<td>OEHQ Facilities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11189</td>
<td>OEHQ Financial Services Office</td>
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<tr>
<td>11190</td>
<td>OEHQ Academic Technology</td>
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<tr>
<td>11191</td>
<td>OEHQ Administrative Technology</td>
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<tr>
<td>11192</td>
<td>OEHQ Student &amp; Prof Svcs Adm</td>
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</tr>
<tr>
<td>11193</td>
<td>Common Ground Consortium</td>
<td>0</td>
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<tr>
<td>11194</td>
<td>Upward Bound</td>
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</tr>
<tr>
<td>Field Name</td>
<td>Field Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RRC Allocation Status</td>
<td>Displays the submitted status of the RRC allocations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Saved. RRC allocations have been saved but not submitted to the departments.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Submitted. Allocations have been submitted to the departments.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Detail</td>
<td>Displays the budget totals and the submitted status of each department’s budget.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Summary</td>
<td>• Initial. No budget amounts have been saved. The budget lines will all be zero.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Not Submitted. The budget has been saved but not submitted. As soon as budget numbers have been saved, they display on this screen.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Returned. The budget was submitted and subsequently returned to the department.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Submitted. The budget has been submitted to the RRC manager.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return Budgets</td>
<td>Returns the budget to the selected department(s) so that changes can be made. The checkbox for a department is disabled until the department has submitted its budget.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit to Budget Office</td>
<td>Submits the entire RRC budget to the budget office. This button is disabled until all departments have submitted their detailed budgets to the RRC manager.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsubmit RRC Allocation</td>
<td>Unsubmits all RRC allocations to all departments. The RRC manager must resubmit the allocations before the departments can submit their budgets.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: In order for the RRC manager to be able to unsubmit allocations, the RRC manager must return any department detailed budgets with a status of “Submitted.”</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: In order for the RRC manager to be able to unsubmit allocations, the RRC manager must return any department detailed budgets with a status of “Submitted.”
RRC Status and Approval (cont.)

**RRC Summary**  Displays summary and submission information about the RRC budget, including:

- Calculated totals of each department’s budget categories (carryforward, revenue, expense, transfer in, and transfer out).
- Grand budget total of all categories for all departments.
- Submitted status (“Not Submitted to Budget Office,” “Submitted to Budget Office”).

**Return to RRC**  Displays on this page but is not available to the RRC manager. This is used by the Budget Office to return budgets to the RRC manager.