

### **Budgeting**

This audio job aid helps you complete the General Security Access Form for budgeting.



For each function that you need below, make the corresponding selections on the General form.

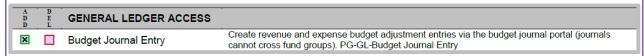
### Help for the Café General Security Access Form

To view your current year budget and summaries of related financial activity:
 In SECTION B: GENERAL ACCESS > GENERAL LEDGER ACCESS, add Budget Inquiry.
 This option includes the NUFinancials budget searches Budget Details and Budget Overview.

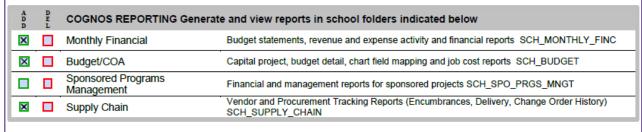
A D D	D E L	GENERAL LEDGER ACCESS	
		Budget Journal Entry	Create revenue and expense budget adjustment entries via the budget journal portal (journals cannot cross fund groups). PG-GL-Budget Journal Entry
		Journal Entry	Create revenue and expense GL adjustment entries via the actuals journal portal. Also permits access to GL inquiry pages. PG-GL-Journal Entry
		Cash Receipt Entry	Enter and inquire on cash receipt transaction entries. PG-GL-Department CRT Entry
		Cash Receipt Inquiry	View-only access to cash receipt transaction entry pages. PG-GL-Department CRT Inquiry
X		Budget Inquiry	Budget status inquiry. Complete Row Level Security (pg. 3). PG-GL-KK Inquiry
		Journal Import	Upload Actuals journals via a spreadsheet or flat file import. PG-GL-Journal Import
		Asset Management View Only	View capital assets as well as the relevant financial information (cost, location, useful life and accumulated depreciation). PG-NU-AM View Only
		ChartField Manager Entry	Access to enter and update managers, reviewers and attributes for ChartField values. PG-GL-CF Managers Entry

2. To make adjustments to the current year budget:

In SECTION B: GENERAL ACCESS > GENERAL LEDGER ACCESS, add **Budget Journal Entry**.



- 3. To reconcile financial activity related to your budget:
  - Add Monthly Financial, Budget/COA, and Supply Chain in the COGNOS REPORTING section For both revenue and expense (non-compensation) budgets and activity.



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- 3. Continued from page 1...
  - If your duties include compensation, go to SECTION D: ROW LEVEL SECURITY > SALARY ACCESS and click Add to see salary expenses in NUFinancials.

Add Remove

# SALARY ACCESS Provides the ability to view payroll detail by employee for all departments

and projects where row level security has been indicated.

4. Preparing the base budget for the next fiscal year? Access to NUPlans is handled separately – not on the security access forms.