Rhodes University

CAPTURING BUDGETS
IN PROTEA

GUIDELINES

ISSUED BY RHODES UNIVERSITY

FINANCE DIVISION

6 AUGUST 2014

CONTENT

1. PURPOSE

The purpose of this document is to provide guidance and instructions for capturing budgets into the Rhodes University PROTEA system.

2. ACRONYMS AND DEFINITIONS

The following acronyms and definitions apply to the PROTEA budgeting system and capturing process. They are not exhaustive, but provide some assistance with key elements.

FUTURE YEAR BUDGETS: the budgeting program in PROTEA where the budget for the following year is captured.

Retained Income (RI) account: the account in which the General Ledger income, expenditure and transfer accounts located. As the name implies, the balance of income after deducting expenditure is retained within this account. The RI account number generally ends with 84.

GL(S) Account: the **General Ledger** account; the transaction account against which income, expenditure and transfers are recorded.

NEXT YR BUDGET: the budget of the forthcoming year for which budget values need to be captured.

CURR FORECAST: a forecast of income, expenditure and transfers of the current year. The totals for the forecast must reflect the full year's expected amounts.

CURR ACTUAL: the actual value of transactions for the current year from January to the current date.

PREV ACTUAL: the actual value of transactions for the previous year

COMPL: The status to indicate whether or not the budgeting for the RI account is complete

LOCKED: The status to indicate whether or not the RI account is locked by the Finance Division

Sub-accounts: GL accounts that are linked to the RI account

3. INSTRUCTIONS

3.1. FINDING THE BUDGET MODULE IN PROTEA

The budget module can be accessed from the first menu screen of PROTEA, through the menu item named **FUTURE YEAR BUDGETS**. Note that each user's screen is different, so the item number(s) will be different for each user. Select the item to enter the budget module.
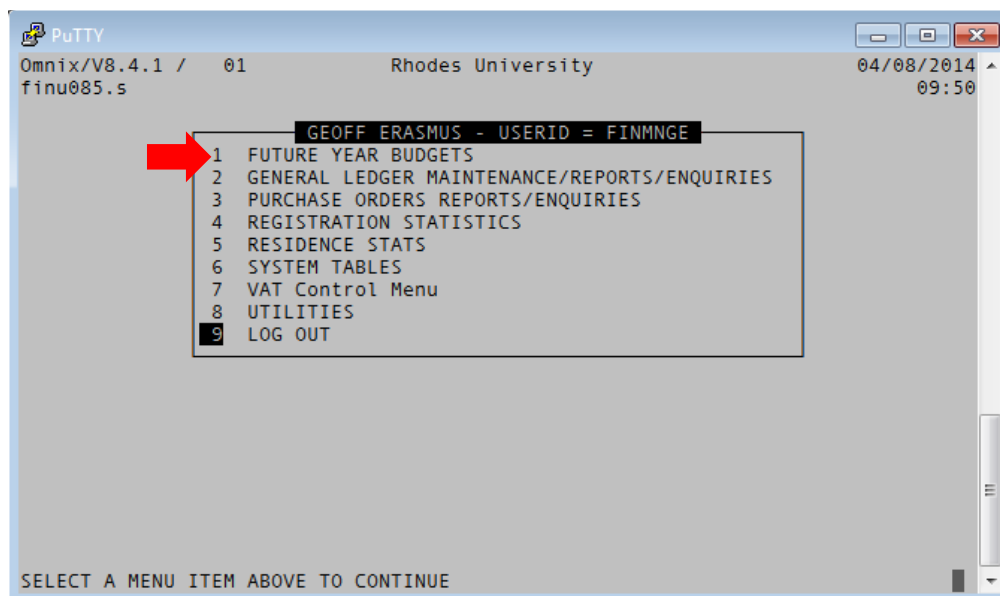
3.2. CAPTURE BUDGETS

The following screen displays a menu with 3 items: CAPTURE BUDGETS, BUDGETS REPORT and EXIT. To start capturing the budget, select the item named **CAPTURE BUDGETS**.
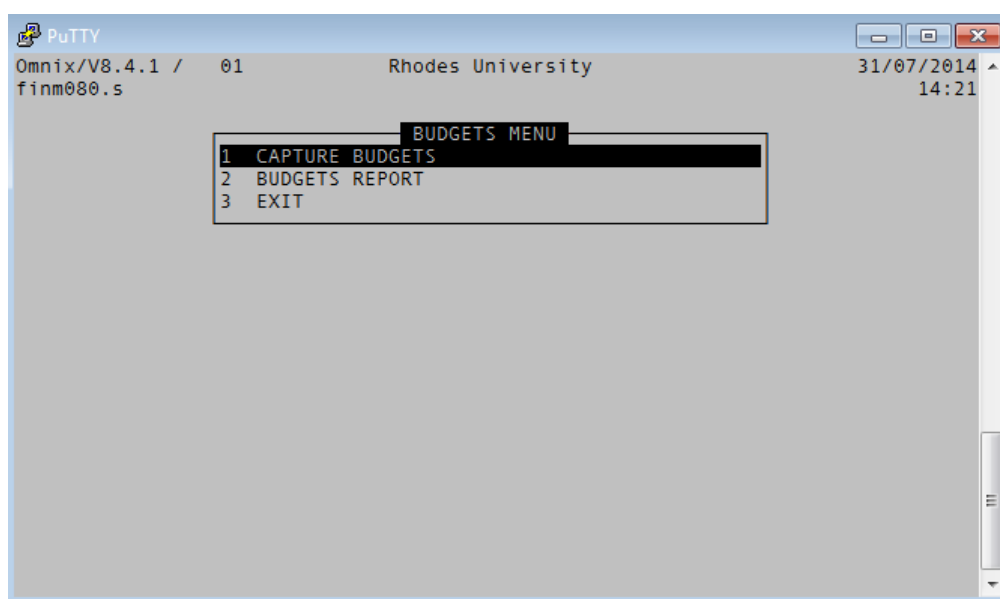
3.2.1. RETAINED INCOME ACCOUNTS

The following screen displays a **list of Retained Income (RI) accounts** linked to the relevant Branch. This menu has the following navigation options:

- **Scroll down/up** using arrow keys or press F key to view more RI accounts in a long list
- **Press the S** key to search for a RI account
- **Press the B** key to change the budget status (complete or not) on the RI account

```
PuTTY                                                          ─ □ ×
Omnix/V8.4.1 /   01          Rhodes University            31/07/2014
finu085.s                                                        15:57
         ┌BUDGET 2015 - RETAINED INCOME ACCOUNTS - BRANCH AC┐
 KEY  GLS ACC      DESCR                       TOTAL   COMPL  LOCKED

    1  22000000184  ACCOUNTING DEPT RETAINED INCOM     0      no      no
    2  22001000384  ACCOUNTING RESALE TEXTBOOK R/I     0      no      no
    3  22005000384  ACCOUNTING RESALE COURSE RET I     0      no      no
    4  22007000184  ACCT SUMMER SCHOOL RET INC 525     0      no      no
    5  30083000384  BUNTING M RU GRANT CD16/2013 R     0      no      no
    6  30141000384  BROUWER N RU GRANT TS140/2011      0      no      no
    7  30517000384  MYERS L RU GRANT TS41/2012 R/I     0      no      no
    8  30517001384  MYERS L RU GRANT TS142/2012 R/     0      no      no
    9  30517002384  MYERS L RU GRANT CD17/2012 R/I     0      no      no
   10  30540000384  HARNETT H RU GRANT CD18/2012 R     0      no      no
   11  30540001384  HARNETT H RU GRANT CD19/2012 R     0      no      no
   12  30608000384  STACK L RU GRANT CD06/2014 R/I     0      no      no

  U=UPDATE    S=SEARCH    B=BUDGET STATUS    F4=BACK    X=EXIT
```
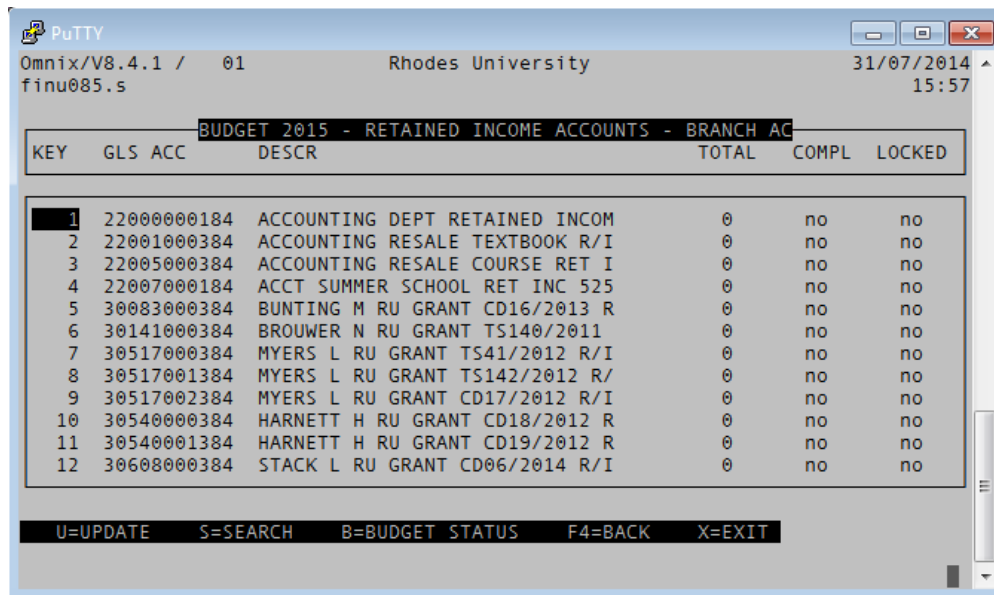
Determining which RI account(s) to use:

- **Academic departments, Institutes and Units**
  These entities receive a running grant from the RU Council Controlled budget. Select the RI account into which the grant(s) will be paid.

- **Support Divisions**
  Support divisions receive a budget. The GL accounts for these divisions are linked to the RI account number 53010000184. As such, select account **53010000184** from the list of RI accounts on this screen.

After determining which RI account to use, place the cursor on the KEY next to the RI account number, and press the Enter key or U key to navigate to the next screen.

3.2.2. GL ACCOUNTS

The following screen displays the list of GL accounts (Sub-accounts) for the selected RI account. These are the accounts against which the forecast and budget values must be captured. All GL accounts can have a forecast and/or budget, except Salary accounts. When attempting to use a

Salary account, the system will block access to the account and produce an error message indicating UPDATE NOT ALLOWED at the bottom of the screen.

```
PuTTY                                                      [_][□][✕]
Omnix/V8.4.1 /    01          Rhodes University              31/07/2014 ▲
finu085.s                                                        14:26
          ┌─────BUDGET 2015 - SUB ACCOUNTS FOR 22000000184─────┐
 KEY   GLS ACC                    NEXT YR        CURR      CURR      PREV
                                  BUDGET      FORECAST    ACTUAL    ACTUAL

 ┌──────────────────────────────────────────────────────────────────┐
 │    TOTALS                          0       52,436-    57,801-     1,767 │
 └──────────────────────────────────────────────────────────────────┘

 ┌──────────────────────────────────────────────────────────────────┐
 │  1 22000400113 ACCOUNTING          0       60,873     61,252     91,139 │
 │  2 22000441113 ACCOUNTING          0        6,872      7,413     29,941 │
 │  3 22000485112 ACCOUNTING          0            0          0        179 │
 │  4 22000536113 ACCOUNTING          0            0          0          0 │
 │  5 22000547113 ACCOUNTING          0        3,882      5,325      4,428 │
 │  6 22000551113 ACCOUNTING          0       48,933     41,205      7,017 │
 │  7 22000611113 ACCOUNTING          0            0          0          0 │
 │  8 22000804157 ACCOUNTING          0            0          0      2,655 │
 │  9 22000824157 ACCOUNTING          0       23,004     23,004     41,408 │
 │ 10 22000880168 ACCOUNTING          0      196,000-   196,000-   175,000- ≡│
 └──────────────────────────────────────────────────────────────────┘
 ┌────────────────────────────────────────────┐
 │  U=UPDATE       Scroll down for more        │
 └────────────────────────────────────────────┘
                                                              ▮  ▼
```

To start the forecasting and budgeting process for any particular account, place the cursor on the Key of the relevant account (note account 22000547113 in this case) and press the Enter key.

3.2.3. ENTERING FORECAST AND BUDGET VALUES

The screen that follows displays the monthly actual values for the previous year, the current year to date and the current year from January till June. There are no values for the months of July to December in the forecast column, as well as for the months of January to December in the next year column. Both the Forecast for 2014 and the Budget for 2015 needs to be completed.

```
PuTTY                                                      [_][□][✕]
Omnix/V8.4.1 /    01          Rhodes University              31/07/2014 ▲
finu085.s                                                        14:26
          ┌────22000547113  - ACCOUNTING DEPT TELEPHONE────┐
           NEXT YR BUDGET   CURR FORECAST   CURR ACTUAL   PREV ACTUAL
 │ TOTALS :           0         3,882          5,325         4,428  │

 ┌──────────────────────────────────────────────────────────────────┐
 │  JAN            0             0              0              0 │
 │  FEB            0           495            495            339 │
 │  MARCH          0           556            556            414 │
 │  APRIL          0           511            511            279 │
 │  MAY            0           667            667            240 │
 │  JUNE           0         1,653          1,653            430 │
 │  JULY           0             0          1,443            267 │
 │  AUG            0             0              0            308 │
 │  SEPT           0             0              0            687 │
 │  OCT            0             0              0            480 │
 │  NOV            0             0              0            559 │
 │  DEC            0             0              0            424 │
 └──────────────────────────────────────────────────────────────────┘

 Enter data or press F4 to end.
                                                              ≡  ▼
```
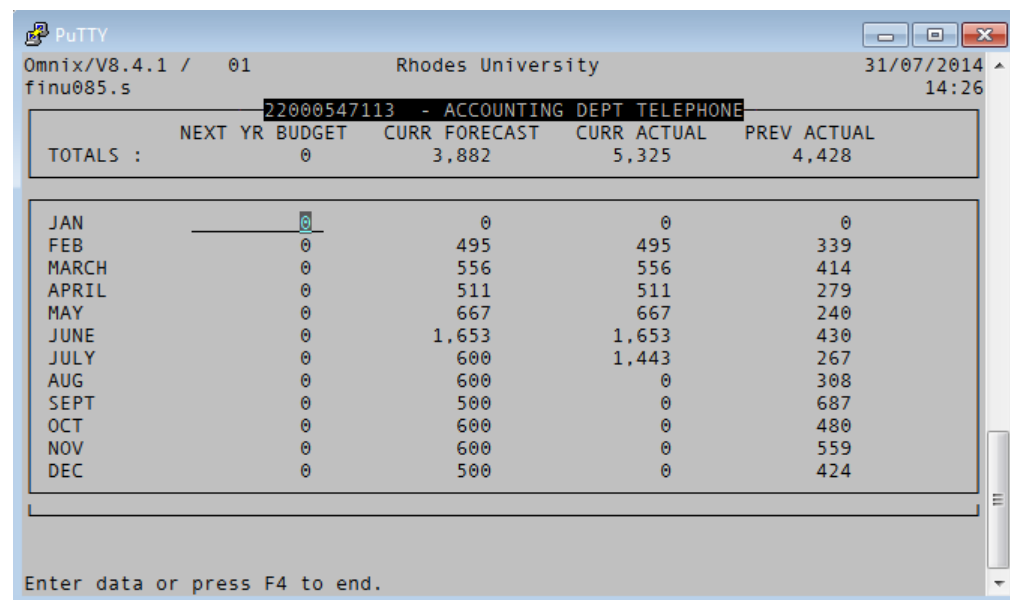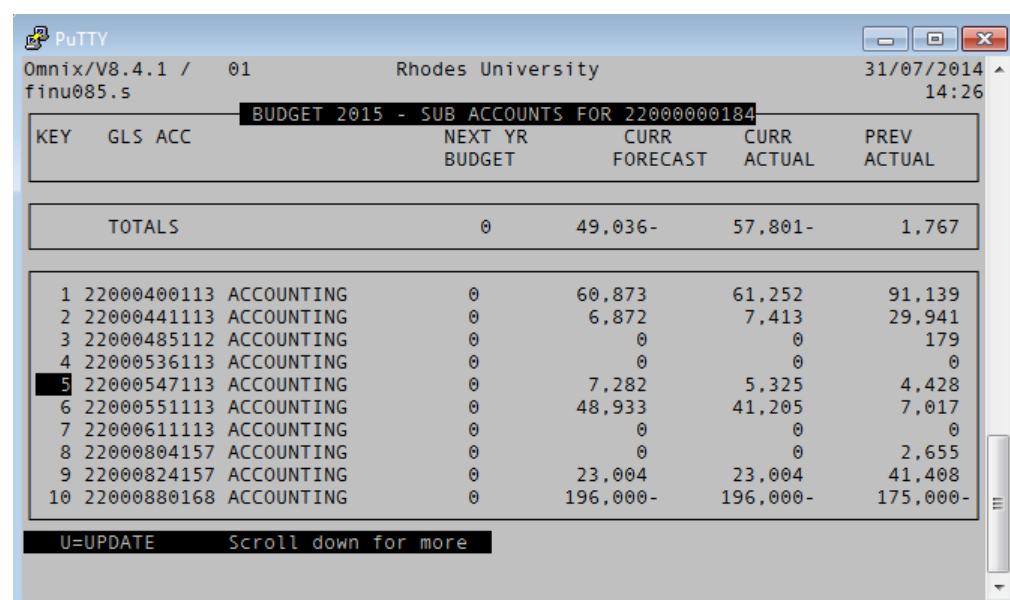
CURRENT FORECAST

Start entering values for the **CURR FORECAST**; press the Enter key to move to the next month irrespective of whether or not a value has been entered. After pressing enter at the end of December of the current forecast, the cursor will jump to the **NEXT YR BUDGET** column.

```
PuTTY                                                    ─ □ ✕
Omnix/V8.4.1 /   01          Rhodes University          31/07/2014 ▲
finu085.s                                                   14:26
            22000547113  - ACCOUNTING DEPT TELEPHONE
            NEXT YR BUDGET   CURR FORECAST   CURR ACTUAL   PREV ACTUAL
   TOTALS :        0            3,882           5,325         4,428


   JAN               0              0               0             0
   FEB               0            495             495           339
   MARCH             0            556             556           414
   APRIL             0            511             511           279
   MAY               0            667             667           240
   JUNE              0          1,653           1,653           430
   JULY              0            600           1,443           267
   AUG               0            600               0           308
   SEPT              0            500               0           687
   OCT               0            600               0           480
   NOV               0            600               0           559
   DEC               0            500               0           424



Enter data or press F4 to end.                                 ▼
```

Continue pressing the Enter key until the end of December, after which the screen will revert back to the Sub-accounts screen and the new total for the **CURR FORECAST** is calculated and displayed for the relevant account (account **22000547113** on the illustrative screen below).
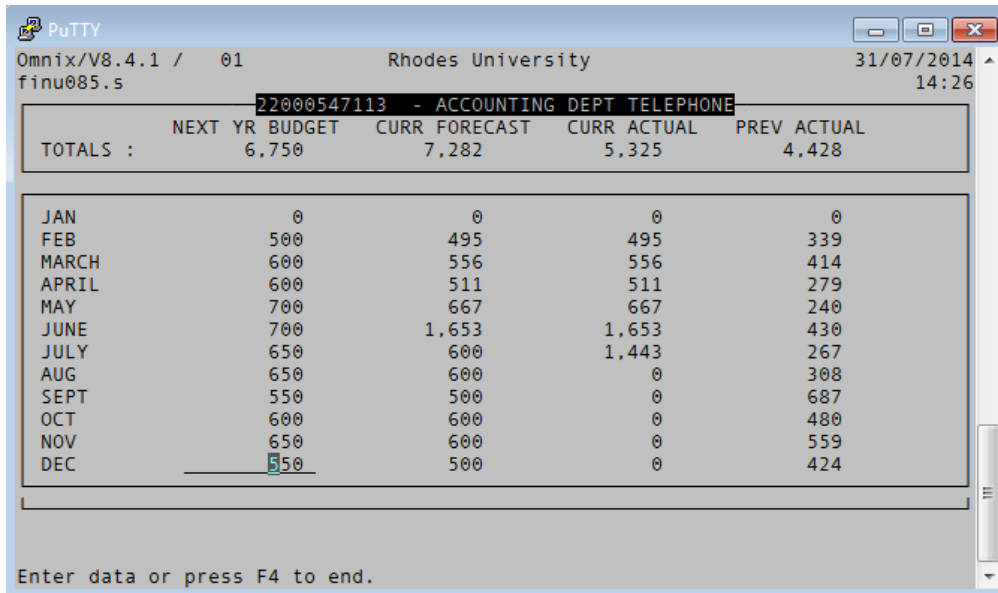
```
PuTTY                                                    ─ □ ✕
Omnix/V8.4.1 /   01          Rhodes University          31/07/2014 ▲
finu085.s                                                   14:26
            BUDGET 2015 - SUB ACCOUNTS FOR 22000000184
KEY   GLS ACC                  NEXT YR      CURR       CURR      PREV
                               BUDGET     FORECAST    ACTUAL    ACTUAL


      TOTALS                      0       49,036-    57,801-     1,767


  1 22000400113 ACCOUNTING        0       60,873     61,252    91,139
  2 22000441113 ACCOUNTING        0        6,872      7,413    29,941
  3 22000485112 ACCOUNTING        0            0          0       179
  4 22000536113 ACCOUNTING        0            0          0         0
  5 22000547113 ACCOUNTING        0        7,282      5,325     4,428
  6 22000551113 ACCOUNTING        0       48,933     41,205     7,017
  7 22000611113 ACCOUNTING        0            0          0         0
  8 22000804157 ACCOUNTING        0            0          0     2,655
  9 22000824157 ACCOUNTING        0       23,004     23,004    41,408
 10 22000880168 ACCOUNTING        0      196,000-   196,000-  175,000-
   U=UPDATE      Scroll down for more                          ▼
```

Continue entering values for the **CURR FORECAST** for the relevant accounts until a complete forecast is developed. Note that entities receiving a grant need not enter any values for the grant account since the grant has been allocated early in the year.

NEXT YEAR BUDGET

To start capturing budget values for next year, select the relevant account on the **Sub-accounts** screen and press the Enter key. On the next screen enter values in the relevant months from January to December in the **NEXT YR BUDGET** column.
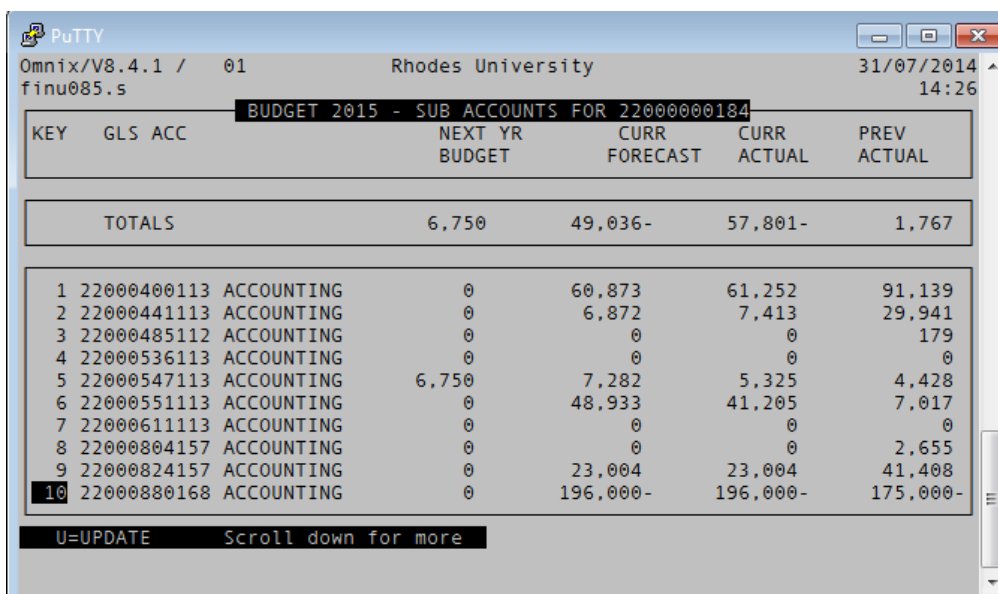
```
PuTTY                                                           [_][口][X]
Omnix/V8.4.1 /   01          Rhodes University            31/07/2014
finu085.s                                                      14:26
               22000547113  - ACCOUNTING DEPT TELEPHONE
             NEXT YR BUDGET   CURR FORECAST   CURR ACTUAL   PREV ACTUAL
  TOTALS :        6,750          7,282          5,325          4,428


  JAN                   0              0              0              0
  FEB                 500            495            495            339
  MARCH               600            556            556            414
  APRIL               600            511            511            279
  MAY                 700            667            667            240
  JUNE                700          1,653          1,653            430
  JULY                650            600          1,443            267
  AUG                 650            600              0            308
  SEPT                550            500              0            687
  OCT                 600            600              0            480
  NOV                 650            600              0            559
  DEC                 550            500              0            424



Enter data or press F4 to end.
```

Once the Enter key is pressed after the December value, the screen will revert back to the **Sub-accounts** screen and the new total for the **NEXT YR BUDGET** is calculated and displayed for the relevant account (account **22000547113** on the illustrative screen below).

```
PuTTY                                                           [_][口][X]
Omnix/V8.4.1 /   01          Rhodes University            31/07/2014
finu085.s                                                      14:26
           BUDGET 2015 - SUB ACCOUNTS FOR 22000000184
KEY    GLS ACC                   NEXT YR        CURR        CURR        PREV
                                 BUDGET      FORECAST      ACTUAL      ACTUAL


       TOTALS                     6,750       49,036-     57,801-       1,767


   1 22000400113 ACCOUNTING           0       60,873      61,252      91,139
   2 22000441113 ACCOUNTING           0        6,872       7,413      29,941
   3 22000485112 ACCOUNTING           0            0           0         179
   4 22000536113 ACCOUNTING           0            0           0           0
   5 22000547113 ACCOUNTING       6,750        7,282       5,325       4,428
   6 22000551113 ACCOUNTING           0       48,933      41,205       7,017
   7 22000611113 ACCOUNTING           0            0           0           0
   8 22000804157 ACCOUNTING           0            0           0       2,655
   9 22000824157 ACCOUNTING           0       23,004      23,004      41,408
  10 22000880168 ACCOUNTING           0      196,000-    196,000-    175,000-

 U=UPDATE      Scroll down for more
```

Continue entering budget values for all the relevant accounts. Entities that receive a grant from the university must enter the value of the grant that is requested from the university for the

following year in the relevant grant account. The amount must be entered in the month of January as a negative value (see the illustrative screen below).

Once the budget value for the grant has been entered, press the Enter key until the end of December. The screen will revert back to the Sub-accounts screen.
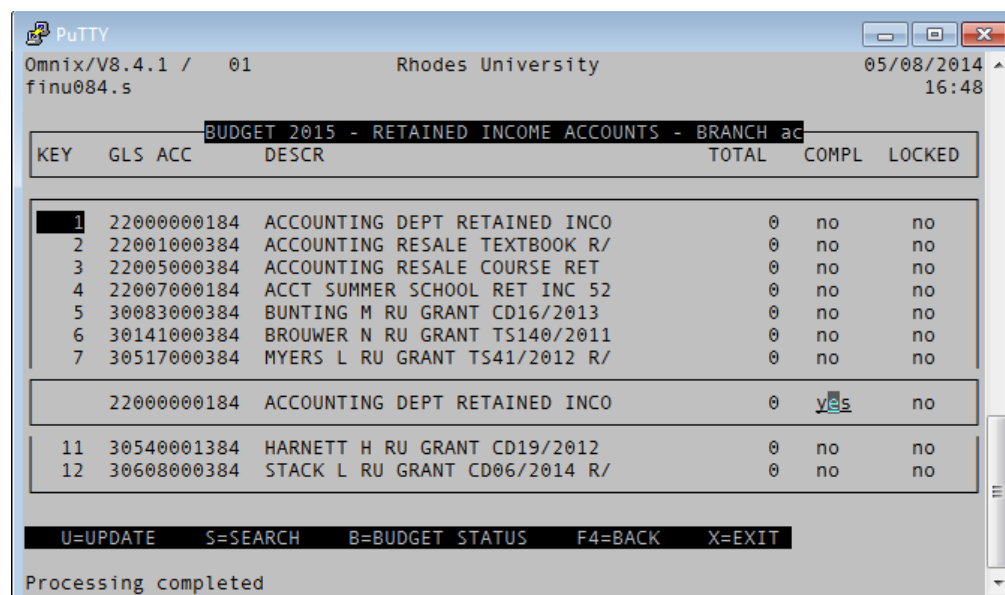

On the Sub-accounts screen a comparison can be made between the **NEXT YR BUDGET, CURR FORECAST** and **PREV ACTUAL**, for the **TOTALS** at the top of the screen and for individual accounts.

The **TOTALS** for entities that receive a **grant** will approximate 0, because the expenditure (positive value) is offset by the grant (negative value). Press the F4 key to return to the initial screen.

3.2.4. COMPLETING THE CAPTURE PROCESS

After pressing the F4 key from the Sub-accounts screen, the initial screen with the list of RI accounts is displayed.

Once the capture process has been completed, and the forecast and budget values have been reviewed, the status of the RI account may be set to COMPLETE. This is done by pressing the **B** key on the keyboard for a selected RI account. The RI account will be displayed in a rectangular block and the cursor will jump to the **COMPL** column. To change the status from **no** to **yes**, press the **Y** key on the keyboard. While the COMPLETE status is set to yes, no input will be allowed. To change the status back to yes, press the **N** key.

```
PuTTY                                                        _ □ ×
Omnix/V8.4.1 /   01          Rhodes University          05/08/2014 ▲
finu084.s                                                       16:48

        ┌─BUDGET 2015 - RETAINED INCOME ACCOUNTS - BRANCH ac┐
 KEY  GLS ACC       DESCR                        TOTAL  COMPL  LOCKED

    1  22000000184  ACCOUNTING DEPT RETAINED INCO     0   no     no
    2  22001000384  ACCOUNTING RESALE TEXTBOOK R/     0   no     no
    3  22005000384  ACCOUNTING RESALE COURSE RET      0   no     no
    4  22007000184  ACCT SUMMER SCHOOL RET INC 52     0   no     no
    5  30083000384  BUNTING M RU GRANT CD16/2013      0   no     no
    6  30141000384  BROUWER N RU GRANT TS140/2011     0   no     no
    7  30517000384  MYERS L RU GRANT TS41/2012 R/     0   no     no

       22000000184  ACCOUNTING DEPT RETAINED INCO     0   yes    no

   11  30540001384  HARNETT H RU GRANT CD19/2012      0   no     no
   12  30608000384  STACK L RU GRANT CD06/2014 R/     0   no     no

  U=UPDATE    S=SEARCH    B=BUDGET STATUS   F4=BACK    X=EXIT

 Processing completed
```

3.2.5. LOCKING ACCOUNTS FOR CAPTURE

The Finance Division will at times during the budgeting process lock accounts. When this occurs the **LOCKED** status will be set to **yes**, and no capturing or amendment of forecast and budget values will be allowed. The first application of this will be after the deadline of for the initial budget submissions. After this, the **LOCKED** status will be set to **no** depending on the outcomes of the Budget Committee meetings and upon request by individual departments, institutes or divisions.

```
PuTTY                                                    [□][▣][✕]
Omnix/V8.4.1 /    01         Rhodes University           05/08/2014 ▲
finu084.s                                                      16:48

          ┌BUDGET 2015 - RETAINED INCOME ACCOUNTS - BRANCH ac┐
KEY   GLS ACC      DESCR                      TOTAL  COMPL  LOCKED

    1  22000000184  ACCOUNTING DEPT RETAINED INCO    0    yes    yes
    2  22001000384  ACCOUNTING RESALE TEXTBOOK R/    0    no     no
    3  22005000384  ACCOUNTING RESALE COURSE RET     0    no     no
    4  22007000184  ACCT SUMMER SCHOOL RET INC 52    0    no     no
    5  30083000384  BUNTING M RU GRANT CD16/2013     0    no     no
    6  30141000384  BROUWER N RU GRANT TS140/2011    0    no     no
    7  30517000384  MYERS L RU GRANT TS41/2012 R/    0    no     no
    8  30517001384  MYERS L RU GRANT TS142/2012 R    0    no     no
    9  30517002384  MYERS L RU GRANT CD17/2012 R/    0    no     no
   10  30540000384  HARNETT H RU GRANT CD18/2012     0    no     no
   11  30540001384  HARNETT H RU GRANT CD19/2012     0    no     no
   12  30608000384  STACK L RU GRANT CD06/2014 R/    0    no     no
                                                                   ≡

   U=UPDATE    S=SEARCH    B=BUDGET STATUS    F4=BACK    X=EXIT
                                                                   ▼
```

To return to the budgets menu, press the F4 key.

End of capturing budget.

3.3. BUDGETS REPORT

The budgeting module in PROTEA has a reports facility that can be executed at any stage of the budgeting process. The report that is generated is not displayed in PROTEA, but sent as a text file to the user's PROTEA drive. A Microsoft Excel file has been created to create a report using the information from the text file. The sequence of steps for running the report is as follows:

1. Map the PROTEA (P:\) drive
2. Run the budgets report in PROTEA
3. Complete the Excel report

3.3.1. MAP PROTEA (P:\ DRIVE)

Before continuing with running budget reports out of PROTEA, the PROTEA drive on the user's computer needs to be set up or mapped; some users may have it mapped already. The commonly used designation for the PROTEA drive is P:\, but this may differ from user to user. Follow these instructions to map the PROTEA drive:

- Open Windows Explorer on your computer
- Click the **Tools** menu on the Menu bar at the top of the screen
- Select the item **Map network drive…**
- On the **Map Network Drive** box that opens, select **P:** from the drop-down list next to the word Drive:; if the P: drive has been selected for another purpose, select an unused one

- In the space to the right of the word Folder: type in **\\protea.ru.ac.za\\[*protea login id]*** (the user's ID to log into PROTEA)
- Click on the **Finish** button at the bottom of the screen
- The P:\ drive should be visible in the left column of Windows Explorer.

3.3.2. RUN BUDGETS REPORT IN PROTEA

Once the forecast and budget values have been captured, the budgets report can be run. The report can be found on the Budget Menu (see the illustration below).
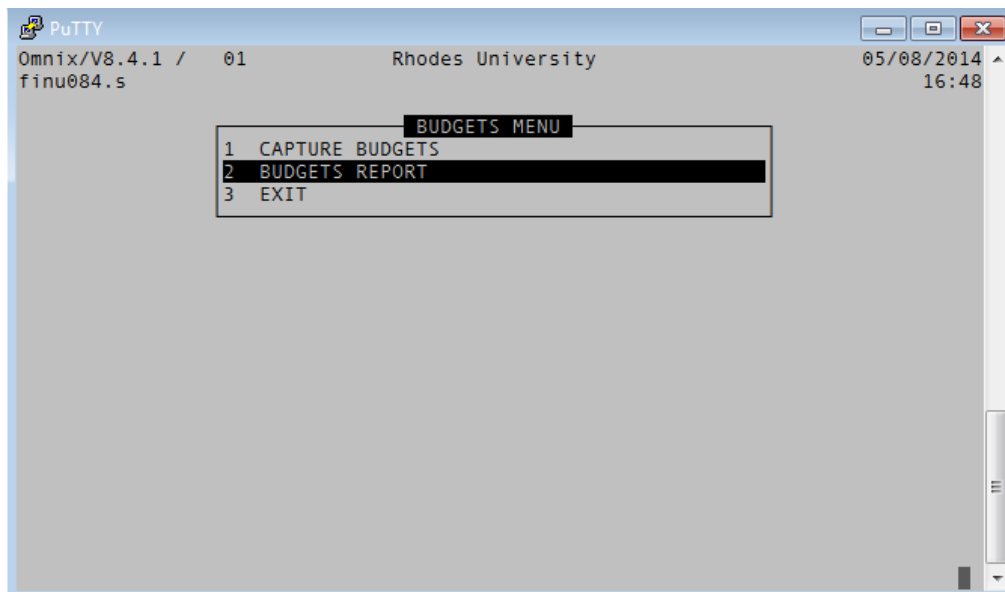
To run the report select the item named **BUDGETS REPORT**. A rectangular box is displayed, requiring the user to select either a summary report or a detailed report. Enter either S for Summary or D for Detailed, and press the Enter key. The screen will pause for a moment while the report is run in the background.
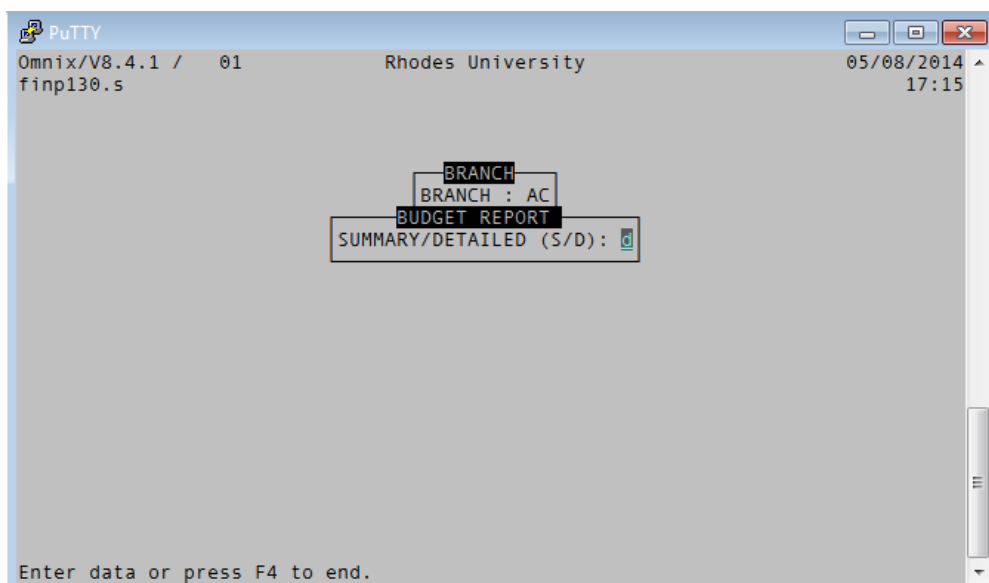
As soon as the report is run the screen will revert back to the **BUDGETS MENU**. A text file named **Ret_income** containing the report information has been sent to the user's P:\ drive.

3.3.3. COMPLETE EXCEL REPORT

VERY IMPORTANT: DO NOT CHANGE THE NAMES OF THE EXCEL FILES USED DURING THIS PROCESS. SAVE THE FILES WITH THEIR ORIGINAL NAMES.

Before starting this process, **ensure that the PROTEA drive (P:\ drive) is active**. Activate the P:\ drive in Windows Explorer by clicking on the drive. If it is active files will be visible on the right in the window; if it is not active the user's PROTEA login credentials will be required to continue.

Two Excel reports have been developed for this part of the reporting process; one for entities receiving a grant, and one for those with receiving a budget.

3.3.3.1. ENTITIES RECEIVING A GRANT

1. Open the Excel file named **Budget 2015 Running Grant.xlsm**
2. Take note of the message that appears on the Start worksheet and follow the instructions where relevant
3. Click on the **purple button** to run the report
4. Once the macro has completed its run, select the worksheet tab named **Report**
5. In cell **B2**, enter the name of the entity
6. In cell **F1** select the relevant RI account from the drop-down list
7. Click on the button to the right named **PREPARE REPORT**
8. The report for the selected RI account is now ready to review
9. Use the buttons at the top right to hide empty rows or to view all rows.

3.3.3.2. ENTITIES RECEIVING A BUDGET

1. Open the Excel file named **Budget 2015 Expenditure budget.xlsm**
2. Take note of the message that appears on the Start worksheet and follow the instructions where relevant
3. Click on the **purple button** to run the report
4. Once the macro has completed its run, select the worksheet tab named **Report**
5. In cell **B2**, enter the name of the entity
6. The report for the selected RI account is now ready to review
7. Use the buttons at the top right to hide empty rows or to view all rows.

Both reports can be printed for review and sign-off.

End of budgets report.

4. END