Welcome to the Budget Preparation Module. This program was designed to assist you with your budget preparation.

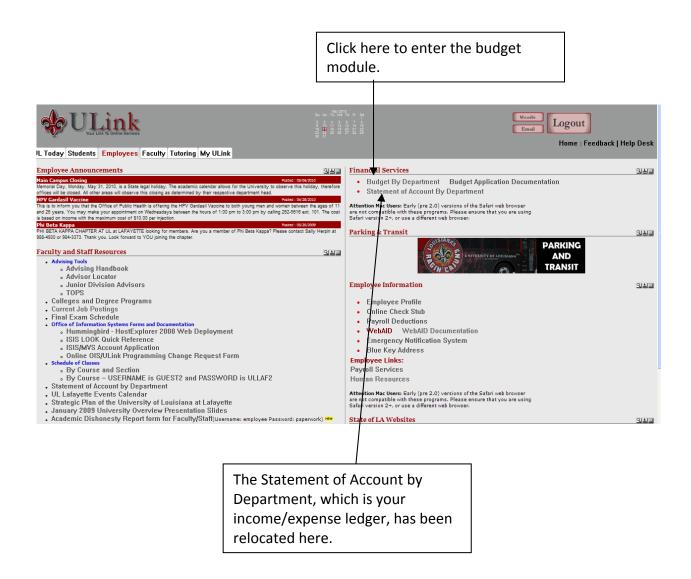
Any questions concerning the use of this module can be directed to: Lisa Landry – 482-5430 Debbie Calais – 482-6199

The budget preparation process has three levels:

- 1. Budget preparer consists of academic department heads, administrative directors, deans and vice presidents.
- 2. Budget approver consists of academic deans, administrative directors and vice presidents.
- 3. Final approver Vice Presidents.

Depending on your level of authority, your screens will differ. If you are an administrative director, dean, or vice president and you have Level 1 access, you are responsible for preparing at least one budget. In addition, you will also be responsible for the Level 2 approval (and, at the vice president level, the Level 3 approval) for the budget you prepared.

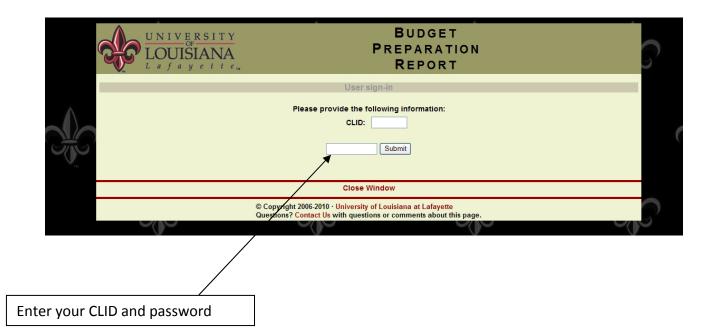
The budget module can be accessed through ULINK.

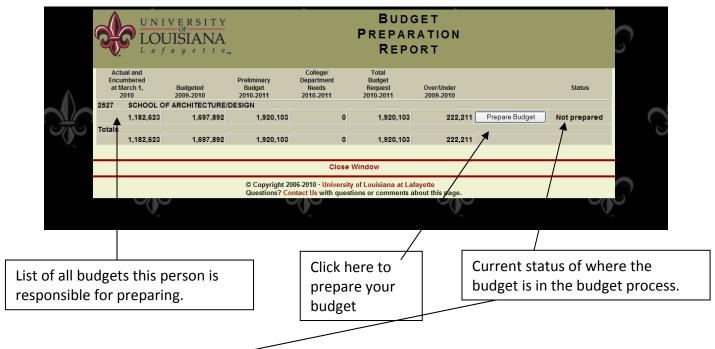


(All department heads, directors, deans and vice presidents should have access to the statement of accounts by department for their individual departments. If you do not have access, please send a memo to Sam Bullard requesting access.)

Level 1 – Prepare Budget

Everyone will be responsible for preparing at least one budget.





Status definitions:

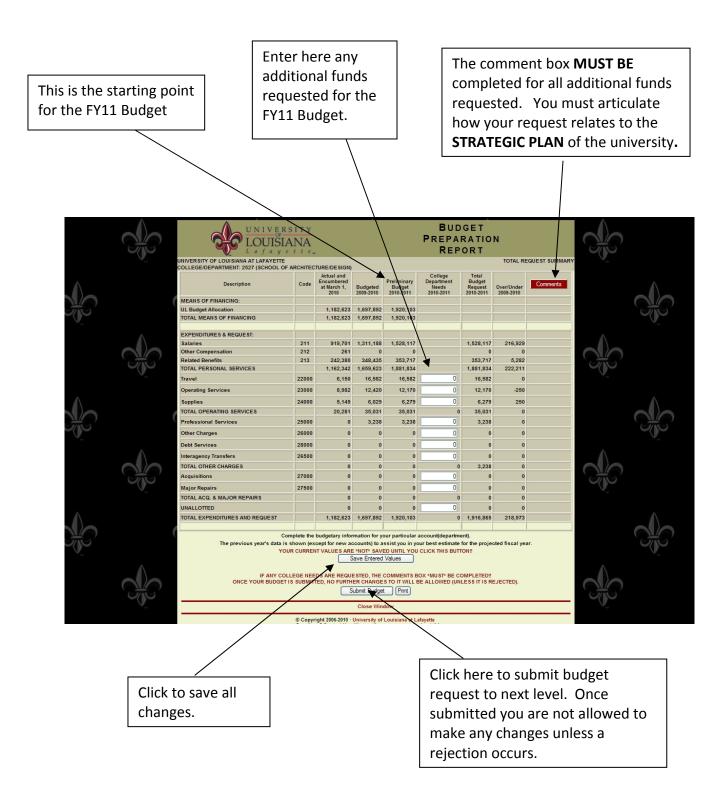
Not prepared – budget needs to be prepared by Level 1

Submitted – budget has been submitted for Level 2 approvals (no changes can be made)

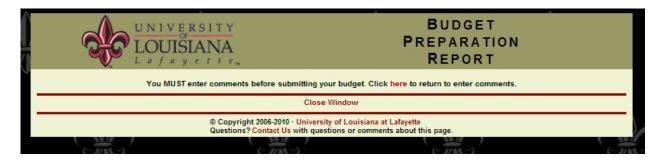
Approved – budget has been approved (L2-approved by Level 2) (L3- approved by Level 3)

Rejected – request has been rejected (R2- rejected by Level 2) (R3 – rejected by Level 3)

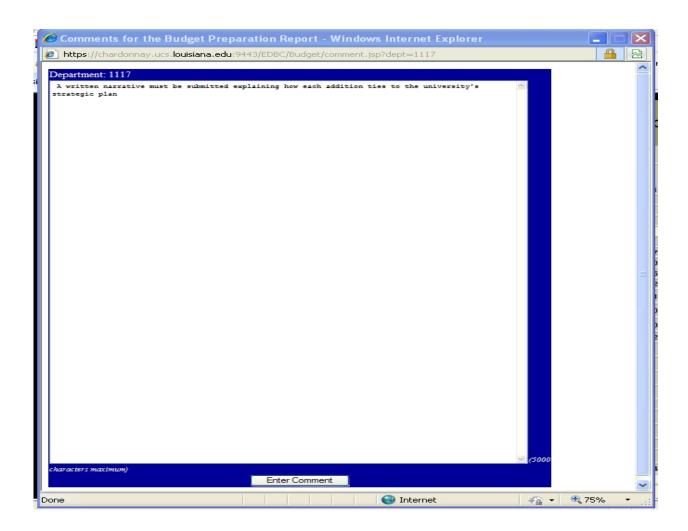
You will receive an email or your supervisor will notify you if your budget was rejected and changes need to be implemented.



Only those areas in white can be changed. Changes cannot be made to salaries, other compensation and related benefits.

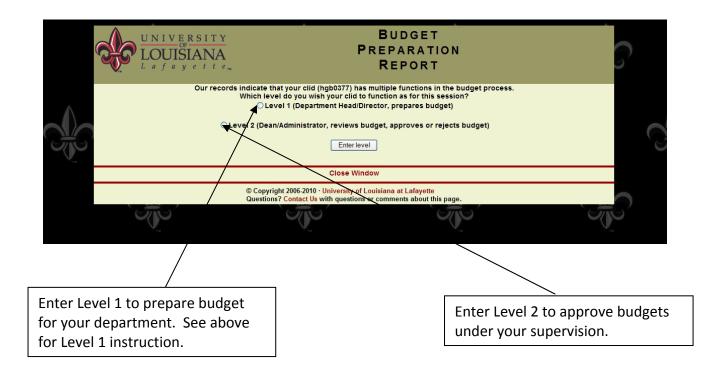


You will get the above warning box if you do not enter a comment. If you ignore this box your budget will not be forwarded to the next level.

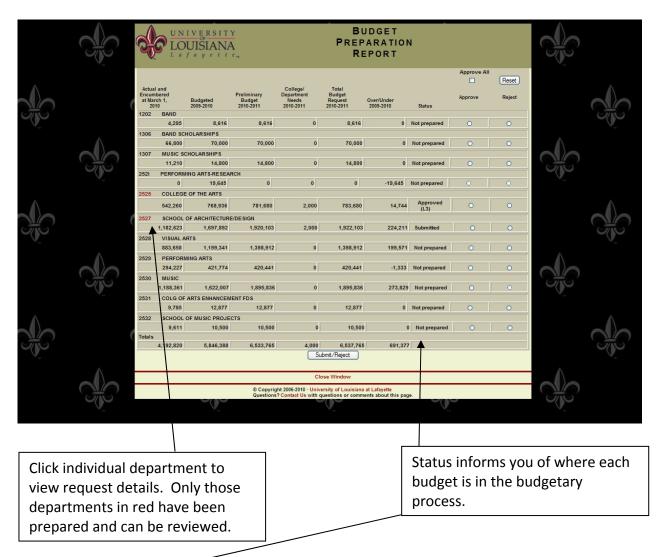


Level 2 – Approve/Reject Budget

Administrative directors, deans and vice presidents all have at least one budget to approve.



This screen lists all departments you are responsible for approving. Administrative directors and vice presidents are responsible for both preparing (Level 1) and approving (Level 2) their own budget.



Status Definitions:

Not prepared – waiting for Level 1 to prepare

Submitted – prepared by Level 1, waiting for Level 2 to approve

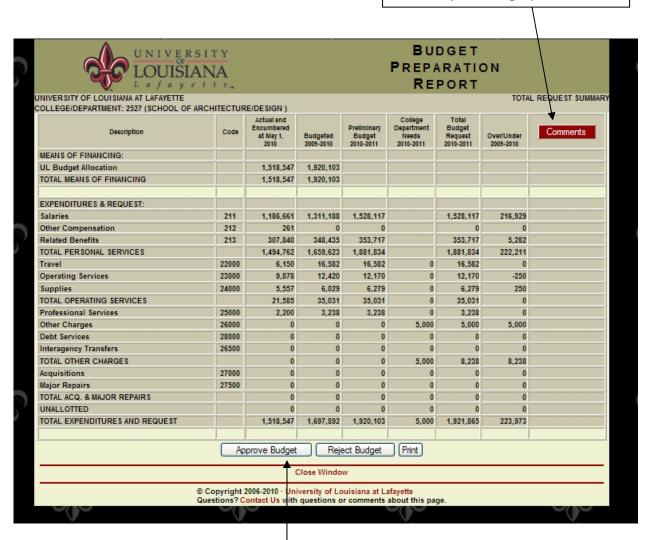
Approved (L2) – Level 2 has approved, waiting for Level 3 to approve

Approved (L3) – approved by Level 3

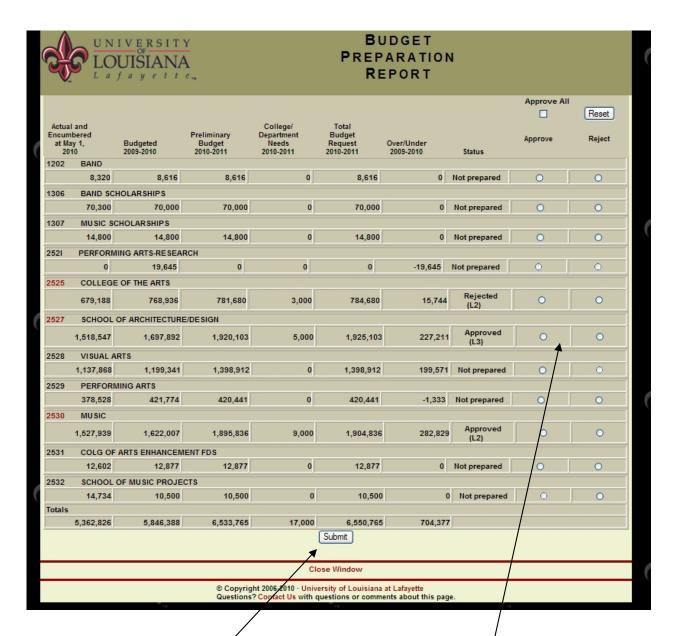
Rejected – budget has been rejected (L2 – rejected by Level 2) (L3 – rejected by Level 3)

This screen allows you to view the request for additional funds of individual departments and how the request relates to the university's strategic plan. You can also approve or reject budgets from this screen.

Click on comments to read how the request relates to the university's strategic plan.



Click appropriate button to approve or reject.



Click the submit button when finished. If approved, the third level will now be able to review. If rejected the first level must be notified to make changes.

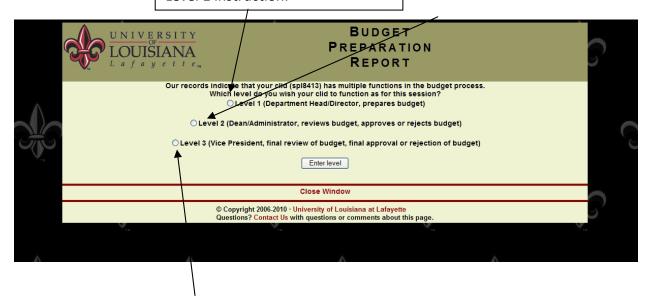
Click either approve or reject. If rejected, notify level one of necessary changes.

(Approve/reject can also be done at the department level screen)

Level 3 – Vice Presidents

Enter level 1 to prepare budget for your department. See above for Level 1 instruction.

Enter level two to approve the budget for your department and all departments under your supervision. See above for Level 2 instructions.



Click on Level 3 to approve/reject budgets.



Click on director/dean's name to view all departments under their supervision.

	Lafayette			PREPARATION REPORT					
Actual Encum at Ma 20	bered ay 1,	Budgeted 2009-2010	Preliminary Budget 2010-2011	College/ Department Needs 2010-2011	Total Budget Request 2010-2011	Over/Under 2009-2010	Status	Approve All Approve	Reset Reject
202	BAND								
	8,320	8,616	8,616	0	8,616	0	Not prepared	0	0
1306		HOLARSHIPS							
	70,300	70,000	70,000	0	70,000	0	Not prepared	0	0
1307		HOLARSHIPS							
	14,800	14,800	14,800	0	14,800	0	Not prepared	0	0
2521		ING ARTS-RESEAR							
	0	19,645	0	0	0	-19,645	Not prepared	0	0
2525	679,188	768,936	781,680	3,000	784,680	15,744	Rejected (L2)	0	0
2527	SCHOOL	OF ARCHITECTURE	DESIGN				(L2)		
2021	1,518,547	1,697,892	1,920,103	5,000	1,925,103	227,21	1 Approved (L2)	0	0
2528	VISUAL A	RTS							
	1,137,868	1,199,341	1,398,912	0	1,398,912	199,57	1 Not prepared	0	0
2529	PERFORM	IING ARTS							
	378,528	421,774	420,441	0	420,441	-1,333	Not prepared	0	0
2530	MUSIC								
	1,527,939	1,622,007	1,895,836	9,000	1,904,836	282,829	Submitted	0	0
2531	COLG OF	ARTS ENHANCEM	ENT FDS						
	12,602	12,877	12,877	0	12,877	0	Not prepared	0	0
2532	SCHOOL	OF MUSIC PROJEC	стѕ						
	14,734	10,500	10,500	0	10,500		0 Not prepared		0
Totals									
	5,362,826	5,846,388	6,533,765	17,000	6,550,765	704,37	7		
					Submit		\		
	Close Window								
			© Copyrig	ht 2006-2010 · Univ	ersity of Louisiana	at Lafayette			
		V	Questions	? Contact Us with o	questions or comm	ents about this pa	ge.		
								\	
$\overline{}$									
С	lick on	departmer	nt number	to		_		1	
1		·='	nt number evel reques			Γ	Status inc	\ licates whe	ere each

Click on department number to view department level request and how the request relates to the strategic plan. Only those departments in red can be viewed.

Status indicates where each department is in the preparation process.

Status Definitions:

Not prepared – waiting for Level 1 to prepare

Submitted – prepared by Level 1, waiting for Level 2 to approve

Approved (L2) – Level 2 has approved, waiting for Level 3 to approve

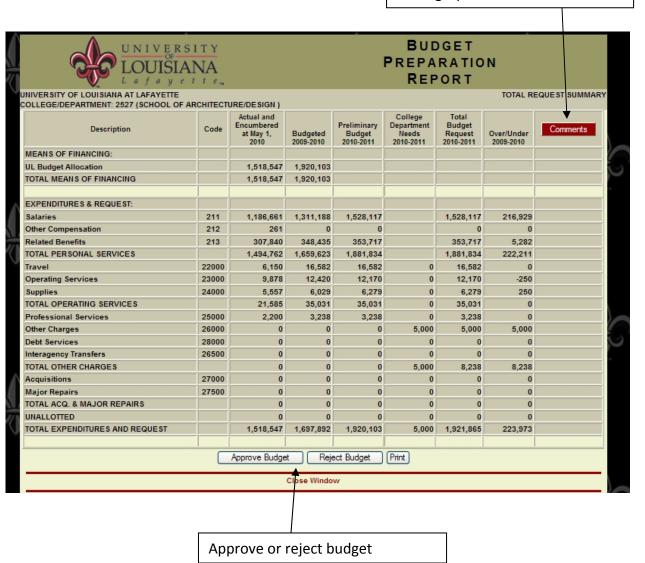
Approved (L3) – approved by Level 3

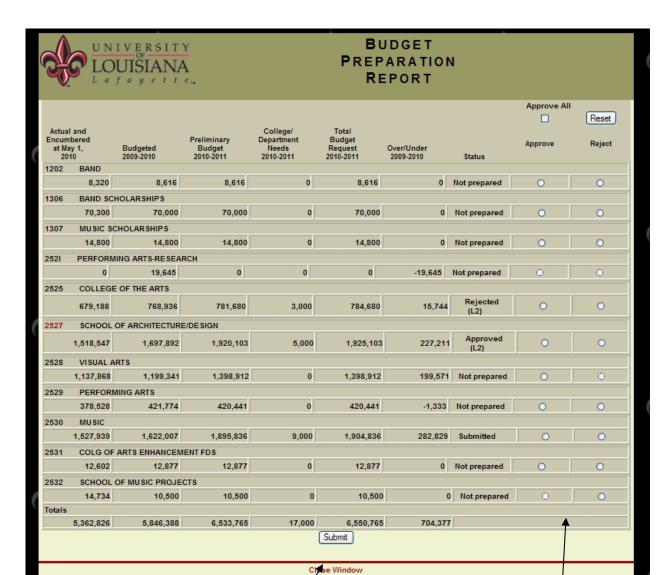
Rejected (L2) - request has been denied by Level 2

Rejected (L3) – request has been denied by Level 3

This screen allows you to view what was requested at the department level.

Click on comment to view how the request ties to the university's strategic plan.





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Submit when complete.

Approval / Rejection can also be done at this view. Once the vice presidents have approved all budgets, they will be submitted to the Vice President for Administration and Finance, Jerald Luke LeBlanc. All requests will be considered during the formulation of the final budget to the University of Louisiana System.