BES USER’S GUIDE
BES – Budget Entry Spreadsheet for the WEB

The BES is an application that is used to create and correct one-time adjustments and permanent budget requests. The BES creates a Budget Journal Entry where budget adjustment information is entered. Saving the Budget Journal Entry creates a Post File that can only be deleted or corrected on the same day that it is created.

GETTING STARTED

1) Access the site using the following instructions:

   A. Using your preferred internet browser, enter the following address to access the BES: https://www.wmich.edu/ubud_bef/cgi-bin/jrnlmain.pl

      If you have problems linking to the web from this document, copy and paste the address right into your web browser.

   B. Accessing the BES requires a Unified Account sign on. Please see http://www.wmich.edu/oit/staff/accounts.html for an application form.

   C. If you do not have access to the BES page you will need to request authorization. See http://www.obf.wmich.edu/documents/ for an authorization form.

   D. Cookies must be enabled on your browser. If you are unfamiliar with cookies, here is a short explanation:

      A cookie is a text file written to your computer from various websites, which contains bits of information about your identity. Browsers can be set to handle cookies in different ways. To check your cookie settings:

      In Netscape 7, go to EDIT PREFERENCES and select the PRIVACY and SECURITY arrow. Under that arrow you will see COOKIES. Make sure they are enabled at least for the ORIGINATING SITE ONLY. This should be sufficient. The web version uses these cookies to remember the time and identification of the person accessing the screen.

      In Internet Explorer, go to TOOLS, INTERNET OPTIONS and select the PRIVACY tab. This level needs to be no higher than MEDIUM.

      For MAC Internet Explorer 5:
      Go to EDIT PREFERENCES and select SECURITY. Change this setting to MEDIUM for the Internet zone.

2) If you have any problems accessing the site, please contact Kathy Houser at Kathy.houser@wmich.edu or 7-4286.
A1: Select either One Time Journal or Permanent Journal Request.

Selecting One Time Journal creates a Budget Journal Entry. This option creates a one-time budget adjustment for the current year that will show up on GLOW.

Selecting Permanent Journal Request also creates a Budget Journal Entry. However, this option creates an adjustment that will modify your current permanent base. These requests remain in a pending state until appropriate College or VP approval is complete with final approval from the budget office. **Permanent journal requests do not appear on GLOW.**

All budget adjustments are made on the Budget Journal Entry Panel.
B1: As a reminder, this option is for ONE-TIME adjustments only. Permanent or Base adjustments to your budget must be submitted through the permanent journal request panel for review and approval. If you arbitrarily submit a permanent adjustment through this option it will post as if it were a one-time adjustment.

B2: Adjustments to any budget must occur within one fund. Only one option is available per Budget Journal Entry. Once you’ve selected the fund, it will appear in the journal detail rows in the Fund column. If you forget to choose a fund option, upon executing ‘check for errors’, the journal will display an error that a Fund needs to be selected.

B3: All 3000 payroll codes and 8000 revenue codes are available. The 4000 budget sub-category accounts are the only valid options through the BES web system.

B4: Only whole numbers can be entered.

B5: Glow Description. Enter a description that will show up when searching in GLOW. The description only needs to be entered on the first line. When the check for errors button is selected the description will fill down.

B6: By selecting post to prior period you can make budget adjustments to a prior period. The Budget Journal Entry will not post as usual in the nightly run so, it will not be available immediately for viewing on GLOW. The Budget Office will access the Budget Journal Entry and approve it for posting into a prior period. Once this has happened it will be available for viewing on GLOW.
B1: This option is for PERMANENT (BASE) budget requests only. These adjustments are for requests to modify your base budget. These requests will remain in a pending state until appropriate College or VP approval is obtained with final approval from the budget office. **These changes do not appear on GLOW.** They become a part of the booked budget line or your beginning budget amount for the fiscal year.

B2: Adjustments to any budget must occur within one fund. Only one option is available per Budget Journal Entry. Once you’ve selected the fund, it will appear in the journal detail rows in the Fund column. If you forget to choose a fund option, upon executing ‘check for errors’, the journal will display an error that a Fund needs to be selected.

B3: All 3000 payroll codes and 8000 revenue codes are available. The 4000 budget sub-category accounts are the only valid options through the BES web system.

B4: Only whole numbers can be entered.

B5: Glow Description. Enter a description that will show up when searching in GLOW. The description only needs to be entered on the first line. When the check for errors button is selected the description will fill down.

B6: By selecting post to prior period you can make budget adjustments to a prior period. The Budget Office will access the Budget Journal Entry and approve it for posting into a prior period.
B7: A four-digit position control number is required for the following salary account codes: 3111, 3112, 3141, 3145, 3211, 3221, 3231, 3311, 3321, 3325, 3331, 3341, and 3711. Note: Three (3) digit position numbers need to include a leading zero (0) i.e. 0222.

B8: When entering a permanent adjustment due to a change in FTE the appropriate FTE change must be entered. For example, if a position is moving from full time to three-quarter time and an adjustment is being done to pull the residual salary, an FTE of -.25 would also be entered. See example below.

Other examples where a change in FTE should be entered are the creation of new positions, the deletion or inactivation of an existing position, moving positions between departments (cost center), moving positions to a different fund, faculty salary option changes, faculty to faculty specialist, change in FLSA status (salaried to hourly), change in appointment period (academic to fiscal year) and retirement load reductions.
BES Entries that include Fringe – One Time Journals and Permanent Journal Requests

C1: Enter the journal line with the base salary code amount and the equal offsetting journal line entry.

Select the “Check for Errors” box.
C2: The error returns the automatic fringe calculations as separate journal lines. A “Y” appears in the Auto Calc column. **These rows cannot be edited.** The system displays the out of balance amount needed to balance the offsetting side of the entry.

Change your offsetting amount by the difference and check for errors again.

Final Step – One Time Journals and Permanent Budget Requests

C3: The budget adjustment is now in balance and the Budget Journal Entry can be printed and saved for processing.

Note: If you already know the offsetting amount you can save a ‘check for errors’ step and load the correct offsetting amount before you do your first check for errors process. In the above example; enter 5000.00 and –7238.00, check for errors and the entry will be in balance and can be saved.
C4: Once you select save you will be directed to a summary page. You can print a copy of the budget Journal Entry for your records. The file can be printed using the Print function located in the File menu of your web browser.

C5: Click here and you will be directed to the Main Page and you can begin another Budget Journal Entry.
CORRECTIONS – One Time Journal and Permanent Journal Request

Corrections can only be made the same day the Budget Journal Entry is created.

**D1:** This will navigate you to the corrections page where you can view, correct, or delete any Budget Journal Entry created that same day.
D2: Collects Budget Journal Entries (both permanent and one-time) that are available for correction. Budget Journal Entries are referred to as the Post File.

D3: Select the Budget Journal Entry file that you would like to check and make corrections on.

D4: Retrieves Budget Journal Entry. This takes you directly to the Budget Journal Entry correction page seen below.

D5: Deleting the post file will delete the Budget Journal Entry. If the Budget Journal Entry is deleted it will no longer exist. You must first select the desired post file from the drop down box next to the delete post file button.
D6: Corrections can be made on the one time journal page and the permanent journal request page.

D7: Once corrections are made you need to check for errors.

D8: If everything is correct you may now save the changes.
You will be given an opportunity to print the corrected Budget Journal Entry summary again. The file can be printed using the Print function located in the File menu of your web browser.

Click return to the main page to begin another Budget Journal Entry.