

BudgetUVA NAVIGATION GUIDE

Log in. You will need to have your iKey and be logged in to the Joint VPN network. The tool is accessible via the Information Technology Services web page [Links for UVA Systems](#):

Login Links

KB0012483

Links for UVA Systems

Most Popular Links

Listed in order of popularity.

- [Workday](#) (Time cards, pay, benefits, etc.)
- [Self-Service](#) (Integrated System)
2018 & prior W2s & Payslips
- [Box](#) (UVA Box)
- Email for Students & Alumni (Gmail)

HR, Finance, Admin Systems

- [Finance Admin](#) (Integrated System)
Joint VPN Required
- [SIS Admin](#) (Student Information System)
Joint VPN Required
- [UBI](#) (University Business Intelligence)
- [BudgetUVA](#) Joint VPN Required

Go to Dashboard.

The app will open on the Dashboard. This screen shows a list of PTA(s) that the user can modify. From here, you can select the budgets that you want to modify. You can select as many budgets as you like. You are able to filter the budgets by clicking the filter icon at the top of each column. This will enable you to locate budgets quicker than scrolling. You have the option to click the arrow in the left navigation column to hide that column so that you can maximize the viewing of your budget tables.

Revenue Project	Project Number	Project Name	Task	Award	Award Short Name	Organization	Budget Year	
<input type="checkbox"/>	106311	141281	MD-PATH Experimental Path	101	FA00053	MD-PATH F&A	41000 MD-PATH Pathology, Admin	2019
<input type="checkbox"/>	152371	152371	MD-INMD-AL F&A Distributions	101	FA00255	MD-INMD-AL F&A	40730 MD-INMD Allergy	2019
<input type="checkbox"/>	152385	152385	MD-INMD-CV F&A Distributions	101	FA00260	MD-INMD-CV F&A	40735 MD-INMD CV Medicine	2019
<input type="checkbox"/>	152405	152405	MD-INMD-HO F&A Distributions	101	FA00259	MD-INMD-HO F&A	40770 MD-INMD Hem/Onc	2019
<input type="checkbox"/>	152408	152408	MD-INMD-ID F&A Distributions	101	FA00261	MD-INMD-ID F&A	40775 MD-INMD Infectious Dis	2019
<input type="checkbox"/>	149490	144797	FI-Managerial Reporting	101	LC00101	FI-Mgr Reporting	20400 FI-VP Finance	2019
<input type="checkbox"/>	149635	149635	MD-NEUR-Tuberous Sclerosis	101	DR03479	MD-NEUR-Tuberous Sclerosis	40850 MD-NEUR Neurology	2019
<input type="checkbox"/>	149852	150361	EN-ADV-Personnel	STAFF	DR03494	EN-DO-Advancement Ops Support	31252 EN-DO-Development	2019

Filtering a Column example:

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Jwr7e

View Selected Awards Edit Selected Awards Clear Selected Awards

Dashboard

<input type="checkbox"/>	Revenue Project	Project Number	Project Name	Task	Award	Award Short Name
<input type="checkbox"/>	149490	144797	FI-Managerial Reporting			FI-Mgr Reporting
<input type="checkbox"/>	RP0001	103503	FI-Asst VP for Finance			FI-Payroll Operations
<input type="checkbox"/>	152530	123297	FI-ASG			RS-Sponsored Programs
<input type="checkbox"/>	152530	103500	FI-Office of Res Accounting			RS-Sponsored Programs
<input type="checkbox"/>	RP0001	123297	FI-ASG			FI-VP for Finance
<input type="checkbox"/>	RP0001	148025	FI-FINANCE OUTREACH&COMPLIANCE			FI-VP for Finance
<input type="checkbox"/>	RP0001	133682	FI-FP&A Operating 1			FI-VP for Finance
<input type="checkbox"/>	RP0001	149432	FI-Finance Operations	101	SG00240	FI-VP for Finance
<input type="checkbox"/>	RP0001	106818	FI-VP Finance	101	SG00240	FI-VP for Finance

Show items with value that:

Starts With

And

Starts With

Minimize left navigation:

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View Selected Awards Edit Selected Awards Clear Selected Awards

<input type="checkbox"/>	Revenue Project	Project Number	Task
<input type="checkbox"/>	137712	137712	101
<input type="checkbox"/>	143622	143622	101
<input type="checkbox"/>	148450	148450	101
<input type="checkbox"/>	150244	150244	101
<input type="checkbox"/>	153270	153270	101
<input type="checkbox"/>	153377	153377	101

Make Changes.

- The next screen enables you to view the budgets that you have selected. You will be able to edit the Change field on rows that you activate by pressing the "Edit" button. You will also be able to provide a description on that line item, up to 145 characters. The New Amount column will automatically update with the new amount calculation based on your Change entry. Your changes must net out to Zero. You can make changes between GL and GA, within GL or within GA. Changes overall must net to Zero.

Edit Selected Budgets

Dashboard

Budget Year	Version
2018	Revised

Commit Budget Changes as Temporary
Commit Budget Changes as Permanent
Cancel Changes

GL Amount: -34769
 GA Amount: 34769
 Total: 0

GL Budget (Sources)

GL Entry	GL Project	GL Fund Source	GL Object Code/Description	Current Amount	Change	New Amount	Description (145 char limit)
10	100075	1015	4205 Fees: Student (E&G)	(\$32,769.00)	(\$2,000.00)	(\$34,769.00)	Increase in activity fee
				Total: (\$2,000.00)		Total: (\$34,769.00)	

GA Budget (Uses)

+ Add New GA Budget Line

Revenue Project	GA Project	Task Number	Award Number	Expenditure Type	Current Amount	Change	New Amount	Description (145 char limit)
100075	100075	101	LO00001	Budget Only OTPS	\$32,769.00	\$2,000.00	\$34,769.00	Guest speaker fee
						Total: \$2,000.00	Total: \$34,769.00	

Add a line.

- The Add New GA Budget Line enables you to insert a new PTAE combination into the current budget, in this example the Budget Only, Equipment expenditure type has been chosen.

GA Budget (Uses)										
+ Add New GA Budget Line										
Revenue Project	GA Project	Task Number	Award Number	Expenditure Type	Current Amount	Change	New Amount	Description (145 char limit)	Actions	
RPO001	123297	101	SG00240	Budget Only, Equipment						Update
RPO001	123297	101	SG00240	Budget Only, FB Univ/Ex Staff	\$52,733.00		\$52,733.00			Edit
RPO001	123297	101	SG00240	Budget Only OTPS	\$92,070.00		\$92,070.00			Edit
RPO001	123297	101	SG00240	Budget Only, Classified Salary	\$75,390.00		\$75,390.00			Edit
RPO001	123297	101	SG00240	Budget Only, FB Univ Staff	\$197,766.00		\$197,766.00			Edit

Update a budget line.

- Clicking the Update button will automatically revise the New Amount.

GA Budget (Uses)										
+ Add New GA Budget Line										
Revenue Project	GA Project	Task Number	Award Number	Expenditure Type	Current Amount	Change	New Amount	Description (145 char limit)	Actions	
RPO001	123297	101	SG00240	Budget Only, Equipment			\$1,000.00	New Printer for Room 200		Edit X Delete
RPO001	123297	101	SG00240	Budget Only, FB Univ/Ex Staff	\$52,733.00		\$52,733.00			Edit
RPO001	123297	101	SG00240	Budget Only OTPS	92,070.00	-1,000.00	92,070.00	Move OTPS budget to equipment		Update Cancel
RPO001	123297	101	SG00240	Budget Only, Classified Salary	\$75,390.00		\$75,390.00			Edit

Commit Changes.

- You can commit the changes as Temporary or Permanent, and you will see all changes reflected on a Summary page once you have selected the appropriate "Commit Budget Changes" button.

Temporary Change

Edit Selected Budgets

Incremental Budget Revisions

Budget Year	Version
2019	Revised

GA Total Change: 0

GL Budget (Sources)

GL Entity	GL Project	GL Fund Source	GL Object Code	New Amount
				Total: \$0.00
				Total: \$0.00

GA Budget (Uses)

+ Add New GA Budget Line

Revenue Project	GA Project	Task Number	Award Number	Expenditure Type	Current Amount	Change	New Amount	Description
RP0001	123297	101	SG00240	Budget Only, Equipment	\$0.00	\$1,000.00	\$1,000.00	New
RP0001	123297	101	SG00240	Budget Only, FB UnivEx Staff	\$52,733.00	\$0.00	\$52,733.00	
RP0001	123297	101	SG00240	Budget Only,OTPS	\$92,070.00	(\$1,000.00)	\$91,070.00	Mov

Message from webpage

? You are about to save your budget changes as Temporary. Click OK to continue, or Cancel to exit.

Permanent Change

Edit Selected Budgets

Incremental Budget Revisions

Budget Year	Version
2019	Revised

GA Total Change: 0

GL Budget (Sources)

GL Entity	GL Project	GL Fund Source	GL Object Code	New Amount
				Total: \$0.00
				Total: \$0.00

GA Budget (Uses)

+ Add New GA Budget Line

Revenue Project	GA Project	Task Number	Award Number	Expenditure Type	Current Amount	Change	New Amount	Description
RP0001	123297	101	SG00240	Budget Only, Equipment	\$0.00	\$1,000.00	\$1,000.00	New F
RP0001	123297	101	SG00240	Budget Only, FB UnivEx Staff	\$52,733.00	\$0.00	\$52,733.00	
RP0001	123297	101	SG00240	Budget Only,OTPS	\$92,070.00	(\$1,000.00)	\$91,070.00	Move
RP0001	123297	101	SG00240	Budget Only, Classified Salary	\$75,390.00	\$0.00	\$75,390.00	
RP0001	123297	101	SG00240	Budget Only, FB Univ Staff	\$197,766.00	\$0.00	\$197,766.00	

Message from webpage

? You are about to save your budget changes as Permanent. Click OK to continue, or Cancel to exit.

Confirmation message:

5. After you commit permanent or temporary change, you will receive confirmation screen.

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✓ Success Budget changes successfully committed.

Newly Committed Incremental Budget Revisions

Budget Year	Version	Change Type
2019	Revised	Temporary

GL Budget (Sources)

Filter GL Budget

GL Entity	GL Project	GL Fund Source	GL Object Code	Amount
No data available in table				

Showing 0 to 0 of 0 entries

GA Budget (Uses)

eq

GA Project	Task Number	Award Number	Expenditure Type	Amount	Description
123297	101	SG00240	Budget Only, Equipment	\$1,000.00	*New Printer for F
123297	101	SG00240	Budget Only,OTPS	\$91,070.00	*Move 1,000 OTF

Showing 1 to 2 of 2 entries (filtered from 8 total entries)

Print from BudgetUVA:

6. Page may be printed or attached to email to share via "Export As Pdf button"

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✓ Success Budget changes successfully committed.

Newly Committed Incremental Budget Revisions

[Export As Pdf](#)

Budget Year	Version	Change Type
2019	Revised	Temporary

GL Budget (Sources)

Filter GL Budget

GL Entity	GL Project	GL Fund Source	GL Object Code	Amount
20	116734	1005	4223 Fees: Student Comp-Dist-Bldg Debt	(54,13

Log out of BudgetUVA:

7. Click on the arrow in the top right corner of page.



The screenshot shows the top right corner of the BudgetUVA interface. An orange navigation bar contains a square button with a white right-pointing arrow, which is circled in blue. To its right is a hamburger menu icon. Below the navigation bar is a table with two columns: a list of department names and a column labeled 'Budget Year' with a dropdown arrow on the right. The table contains five rows of data.

	Budget Year
gistrar	2019
IED Deans Office	2019
INC Cancer Center	2019
IED Deans Office	2019
MD Nephrology	2019