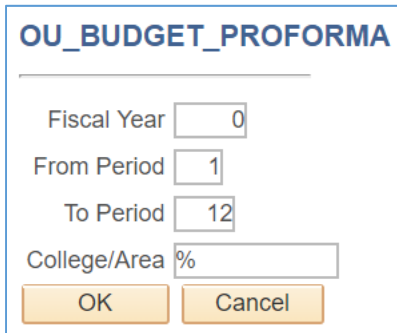


# Budget Proforma Template Instructions

There are 3 parts to the budget proforma process:

1. Running the Budget Proforma Query
2. Opening the Budget Proforma Template
3. Copying the query data to the template.

1. Run the query **OU\_BUDGET\_PROFORMA**.



**OU\_BUDGET\_PROFORMA**

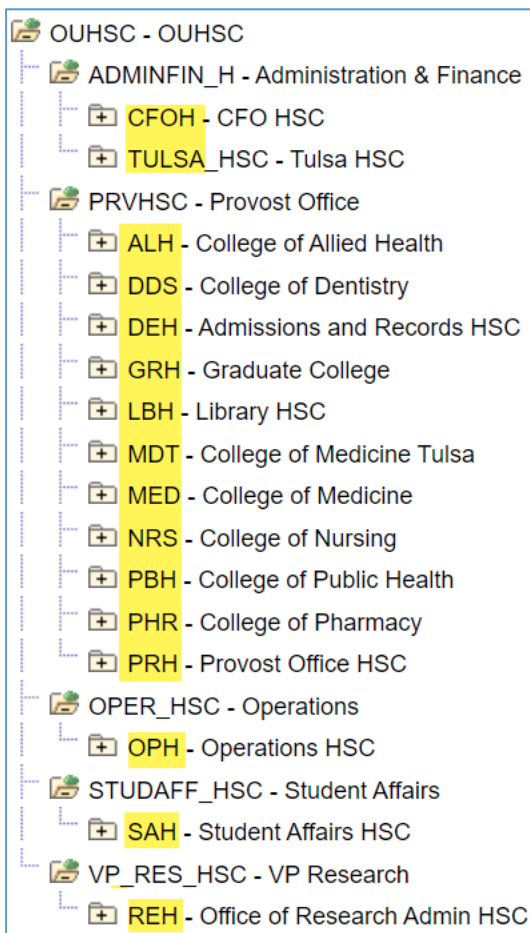
Fiscal Year

From Period

To Period

College/Area

Enter the **fiscal year** and **period** prompts as appropriate. For the **College/Area** prompt enter it based upon the appropriate college or area:



For instance for the **College of Nursing** you would enter **NRS** for the **College/Area** prompt.

2. Open the report template file. You can download a copy to your computer or departmental server. It is located on the Financial Services website at:

<https://financialservices.ouhsc.edu/Portals/1354/assets/documents/BudgetProForma.xlsx>

The template file can also be found by searching the Financial Services forms and tools from the website and entering **budget** as the search criteria. The template along with all other files related to the budget proforma including this instruction file are on the website.

- Copy the data from the **OU\_BUDGET\_PROFORMA** query **without the header line** to the **Query tab** of the **template file**.

From the query...

| Fiscal Year = 2018, From Period | 23       |             |                    |                      |              |             |      |  |
|---------------------------------|----------|-------------|--------------------|----------------------|--------------|-------------|------|--|
| College/Area                    | Tree     | GrandParent | ParentNode         | Node                 | Total Amt    | Total Amt2  | Year |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | ADMIN_OH             | 501.42       | 56.09       | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | CAPITAL              | 363358.90    | 297818.07   | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | COMMUNICATIONS       | 147173.71    | 106014.62   | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | COMP_FAC             | 5121085.24   | 4262961.91  | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | COMP_FAC_BENE        | 0.00         | 1126905.21  | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | COMP_PPP             | 200.00       | 0.00        | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | COMP_PPP_BENE        | 16.70        | 0.00        | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | COMP_STAFF           | 4466169.29   | 3593704.75  | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | COMP_STAFF_BENE      | 2801063.63   | 1012552.61  | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | CONTRACT             | 523885.09    | 399092.62   | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | NON OPERATING      | ENDOW_INCOME         | -214239.87   | -238608.46  | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING REV      | GRANTSCON            | -3680720.30  | -3218082.93 | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | INDIRECT_CST         | 209828.60    | 113654.61   | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | INTERNAL_TRANSACTION | -45442.82    | 13481.41    | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING REV      | OTHER_OPER_REVENUES  | -319012.61   | -140008.37  | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | OTR                  | 164113.07    | 72248.16    | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING REV      | PATIENT_CARE         | -11179.54    | -60328.24   | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | NON OPERATING      | PRIV_GIFTS           | -257878.49   | -269717.72  | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | SCHOLAR              | 234590.15    | 89440.11    | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING REV      | STATE_APPROP         | -10062278.90 | -9933129.55 | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | SUP                  | 438249.53    | 302604.57   | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING REV      | TUTION               | -99626.85    | -87806.51   | 2018 |  |
| College of Health Sciences Ctr  | PROFORMA | P&L         | OPERATING EXPENSES | UTILITIES            | 5615.28      | 519.19      | 2018 |  |

Copy data beginning from cell A3 through the last row of data in column H

To the template...

| College/Area | Tree | GrandParent | ParentNode | Node | Total Amt | Total Amt2 | FY |
|--------------|------|-------------|------------|------|-----------|------------|----|
|              |      |             |            |      |           |            |    |
|              |      |             |            |      |           |            |    |
|              |      |             |            |      |           |            |    |
|              |      |             |            |      |           |            |    |
|              |      |             |            |      |           |            |    |
|              |      |             |            |      |           |            |    |
|              |      |             |            |      |           |            |    |
|              |      |             |            |      |           |            |    |
|              |      |             |            |      |           |            |    |

Copy the query data to Cell A2 on the Query tab of the template file

The **query tab** should be blank before copying each time. If it is not then delete any data from cell B2 through end of the data in column H.

The data on the **ProForma** tab will now be populated with the query data.

**Additional Information:**

- A copy of the expense nodes with the underlying GL-Accts that make up the nodes is located on the Financial Services website under forms and tools search or at: [https://financialservices.ouhsc.edu/Portals/1354/assets/documents/BudgetProForma\\_Tree.pdf](https://financialservices.ouhsc.edu/Portals/1354/assets/documents/BudgetProForma_Tree.pdf)