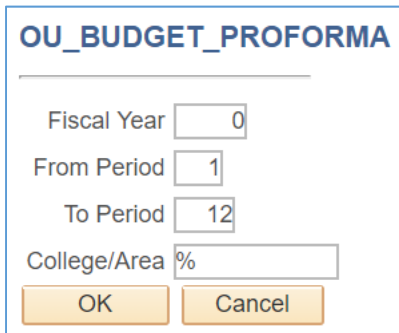


# Budget Proforma Template Instructions

There are 3 parts to the budget proforma process:

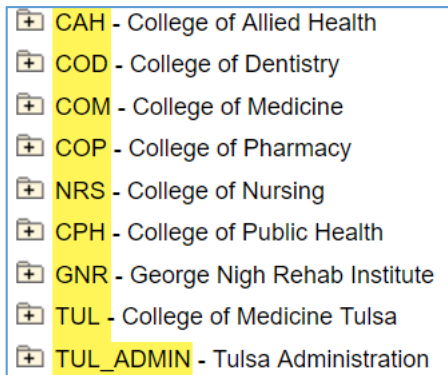
1. Running the Budget Proforma Query
2. Opening the Budget Proforma Template
3. Copying the query data to the template.

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



The screenshot shows a dialog box titled "OU\_BUDGET\_PROFORMA". It has four input fields: "Fiscal Year" with the value "0", "From Period" with the value "1", "To Period" with the value "12", and "College/Area" with the value "%". At the bottom, there are two buttons: "OK" and "Cancel".

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



The screenshot shows a list of college and area codes, each with a plus sign in a box to its left. The list items are: CAH - College of Allied Health, COD - College of Dentistry, COM - College of Medicine, COP - College of Pharmacy, NRS - College of Nursing, CPH - College of Public Health, GNR - George Nigh Rehab Institute, TUL - College of Medicine Tulsa, and TUL\_ADMIN - Tulsa Administration.

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:  
[http://www.ouhsc.edu/financialservices/documents//Budget\\_Forms/BudgetProForma.xlsx](http://www.ouhsc.edu/financialservices/documents//Budget_Forms/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.

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

From the query...

	A	B	C	D	E	F	G	H
1	Fiscal Year = 2018,From Perio	23						
2	College/Area	Tree	GrandParent	ParentNode	Node	Total Amt	Total Amt2	Year
3	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	ADMIN_OH	501.42	56.09	2018
4	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	CAPITAL	363358.90	297818.07	2018
5	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	COMMUNICATIONS	147173.71	106014.62	2018
6	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	COMP_FAC	5121085.24	4262961.91	2018
7	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	COMP_FAC_BENE	0.00	1126905.21	2018
8	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	COMP_PPP	200.00	0.00	2018
9	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	COMP_PPP_BENE	16.70	0.00	2018
10	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	COMP_STAFF	4466169.29	3593704.75	2018
11	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	COMP_STAFF_BENE	2801063.63	1012552.61	2018
12	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	CONTRACT	523885.09	399092.62	2018
13	College of Health Sciences Ctr	PROFORMA	P&L	NON OPERATING	ENDOW_INCOME	-214239.87	-238608.46	2018
14	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING REV	GRANTSCON	-3680720.30	-3218082.93	2018
15	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	INDIRECT_CST	209828.60	113654.61	2018
16	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	INTERNAL_TRANSACTIO	-45442.82	13481.41	2018
17	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING REV	OTHER_OPER_REVENUES	-319012.61	-140008.37	2018
18	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	OTR	164113.07	72248.16	2018
19	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING REV	PATIENT_CARE	-11179.54	-60328.24	2018
20	College of Health Sciences Ctr	PROFORMA	P&L	NON OPERATING	PRIV_GIFTS	-257878.49	-269717.72	2018
21	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	SCHOLAR	234590.15	89440.11	2018
22	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING REV	STATE_APPROP	-10062278.90	-9933129.55	2018
23	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING EXPENSES	SUP	438249.53	302604.57	2018
24	College of Health Sciences Ctr	PROFORMA	P&L	OPERATING REV	TUTION	-99626.85	-87806.51	2018
25	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...

	A	B	C	D	E	F	G	H
1	College/Area	Tree	GrandParent	ParentNode	Node	Total Amt	Total Amt2	FY
2								
3								
4								
5								
6								
7								
8								
9								
10								

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: [http://www.ouhsc.edu/financialservices/documents//Budget\\_Forms/BudgetProForma\\_Tree.pdf](http://www.ouhsc.edu/financialservices/documents//Budget_Forms/BudgetProForma_Tree.pdf)