h • Œ [• ' µ]

LSU Operating Budgeting Application (LOBA)

The LSU Operating Budgeting Application (LOBA) allows Cost Center Managers and Department Heads to review, export, submit, and approve changes to their respective annual operating budgets. The annual budgeting process will be completed in three separate iterations. The first two iterations will allow fatW5

By Cost Center

This section allows users to view a summary of the budget for each Cost Center for which they have the appropriate Workday access. Users will neither Cost Center Manager or Department Head access in Workday to utilize LOBA. Users can view their current Workday department role access by clicking on šZ ^s] Á ‰ Œ š u button located at the top right side of this section.

thirdw

and scroll down to view budget line details for a particular

Cost Center

Financial Budget Line Detail:

This section will load budget line detail for ALL Cost Centers for which the user has the appropriate Workday access (either Cost Center Manager or Department Head). However, once a cost center is double-

The "Diff" column will display the difference (%) between the current and proposed budget amounts for that particular budget line.

x Budget Row Details – to view additional line information or add a comment, double-click a budget line

  o Update Information – once a budget line has been changed the "Update Information" include the user's name, dates and other details are shown on this screen.

  o Add a Comment – details of budget changes can be noted by adding a comment
    1. Double-click budget detail line
    2. Click the "Comments" heading tab
    3. Click yellow plus sign "Add Comment" when you want to complete

x Add Row – to add an additional budget line or row to your comp template

<u>Position Worktag Search</u>

The Position Worktag Search allows the Cost Center Managers and Department Head to review their respective position budgets. This tab and the Position Budget Tab are for viewing position information only. Any corrections to the Position Budget must be processed in Workday. For LSU A&M units, these corrections will be prepared by Budget & Planning. Please send requests to John Duplantis at jdupl12@lsu.edu. All requests must include:

Name
Position number
Program number/driving worktag and dollar amount for each split
Source of funds if needed

x Select Worktag (Position): select the appropriate Worktag from the drop