

*The University of Oklahoma
Health Sciences Center*

FY2020 Budget Formulation System
PeopleSoft HR-HC920

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The Budget Process

University policy requires review and approval by the Board of Regents of all University budgeted funds. The budget process is divided into three distinct phases:

- Preliminary
- Proposed
- Finalization

Preliminary – The purpose of the Preliminary phase is to establish the reference point within the current budget year against which the proposed budget for the next year will be measured. This phase is executed prior to receiving State Appropriated budget amounts from the Oklahoma State Regents for Higher Education and deals solely with the personnel budget. Any pay raises that may be proposed for the new budget year in the Proposed phase will be measured against the information established during this Preliminary phase. In this phase, actual position, employee, and salary/wage data are loaded into the Budget Formulation System from the May payroll. Department worksheets are run and distributed; departments are requested to verify the accuracy of the information and notify Human Resources of discrepancies.

Proposed – The purpose of the second phase is to finalize the entire OUHSC budget for the next year. The Proposed phase is executed mid-May through early June. State Appropriated budget amounts are approved by the Oklahoma State Regents for Higher Education on the last legislative Friday in May and forwarded to the Institutions. The OUHSC Provost then generates State Appropriated fund target letters to each college and administrative area. Departments may propose compensation increases/decreases, and if approved by the Board of Regents, they will not require paper work. The amount and percent of the increases/decreases are based on the information established during the first phase (Preliminary). All operating expense budgets (except SPNSR) for appropriated and non-appropriated funds are finalized during the Proposed phase.

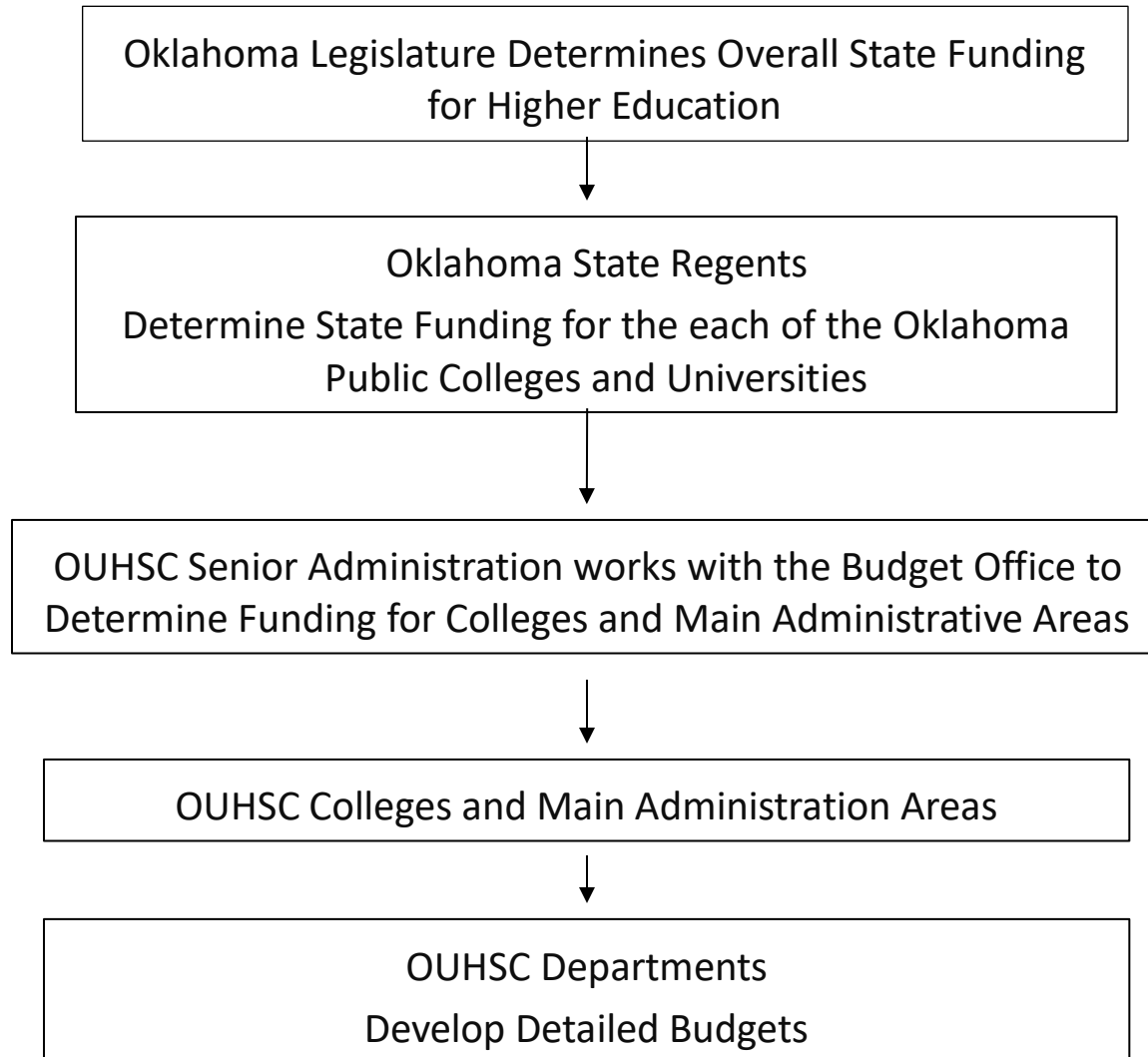
Finalization – Once the Proposed phase is complete, the Budget Office reviews the data entry to ensure the total state budget is in agreement with the targets distributed from the Provost, as well as reviewing all other budgets for reasonableness. In addition to other reports, the Budget Book is printed and distributed to both the Oklahoma State Regents for Higher Education and the University Regents. Personnel information from the Budget Formulation System is rolled into the HR system and July 1 pay data is created. All changes are effective upon the approval of the Regents. Finally, all information from the Budget Formulation System is summed at defined levels and rolled into the General Ledger system. All budgets for the next fiscal year, except for SPNSR fund operating expense budgets, are then established. Budgets for operating expenses for the SPNSR fund are established by Grants and Contracts Accounting at the time the award is established.

FY20 Budget Calendar

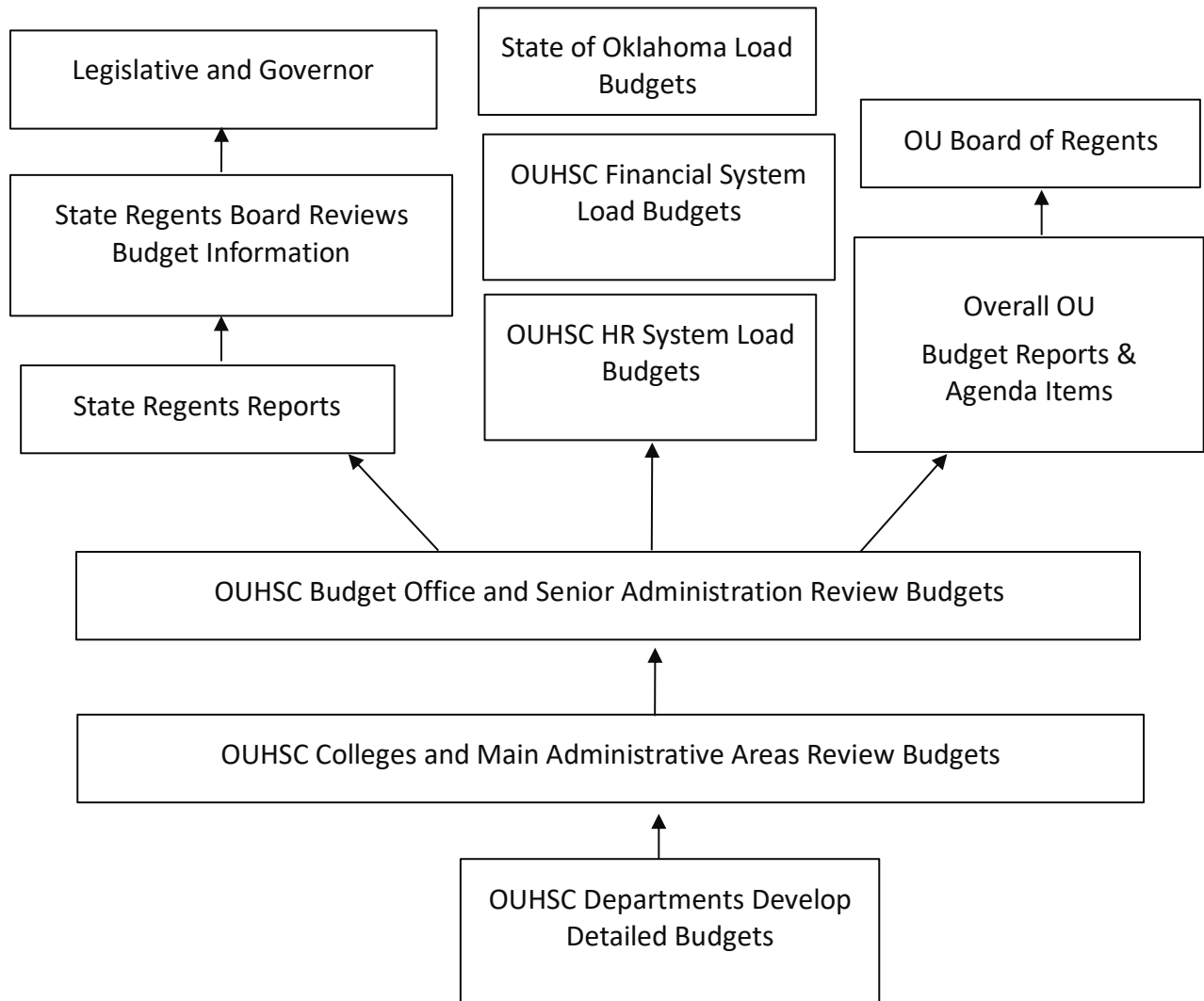
Update Fringe Values and Current/Proposed Fiscal Year under Budget Setup	Jan 7
Roll HR data into Budget System for Departmental Worksheets	Jan 8
IT - Eliminate any Vacant Positions before Running Departmental Worksheets	Jan 8
Budget Office runs and distributes Departmental Worksheets for Departments to cleanup data	Jan 9
Budget Training - OKC	Jan 14 & 15
Budget Training - Tulsa.....	Jan 18
Roll updated HR data into Budget System	Jan 22
IT - Start Refreshing “Current” side at night	Jan 23
Departments begin working on budgets and have access to run worksheets	Jan 28
Distribute Target Letters.....	Jan 28
Departments work on FY20 Budget	Jan 28 thru March 15
IT - Stop Refreshing “Current” side	March 15
HR Reviewing Compensation Changes.....	Jan 28 – April 30
ECAVS Completed by ORA.....	May 10
FY20 Budget due to OSRHE.....	June 7
OU Regents’ Meeting.....	June 25-27
Roll Budget to HR	June 28
Roll Budget to GL.....	June 28
Budget Book Available for Distribution.....	July 1

Note: Effective date of FY20 1st payroll will be 6/23/19, except any manual changes.

Overall OUHSC Budget Process



Overall OUHSC Budget Process





FY20 Proposed Budget Calendar

Item	November	December	January	February	March	April	May	June
Information								
President Approve Budget Guidelines								
College/Departments Reviews/Proformas								
Budget Training for College/Departments								
State Target Letters to Colleges/Departments								
College/Departments Work on Budgets								
HR Review of Compensation Changes								
President/CFO Finalizes Budgets								
Submit Budget to OU Regents								
Submit Budget to OSRHE								

PAPERWORK POLICIES—(STILL BE REVIEWED)

Faculty and Staff ePAF Policies during Budget Entry

Provost List of Faculty Promotions and Distinguished Professorships

If a faculty member received a promotion and is on the list of promotions provided by the Provost's Office, the title change will be made by the Budget Office in the Budget System.

If there is a salary adjustment included with the promotion, the funds will be given to the College/Department in their target letter. The College/Department will be responsible for entering the additional compensation into the Budget System.

In addition to budget entry, an ePAF is required for faculty title changes associated with the promotion and distinguished professorships (please contact the Provost's Office).

Changes to Pay Source and Salary Amount – An ePAF is NOT Required

During the budget entry process, changes to **pay source and salary amount** are allowed and **do not** require an ePAF. These types of changes can be made on the budget pages (proposed side), with the appropriate reason code and the change will become effective.

Example: If the College/Department wants to give an existing employee a raise; they can simply enter the raise into the compensation panel (proposed side) in the Budget System.

All Other Personnel Changes – An ePAF is Required

The following actions require an ePAF submission in addition to budget entry. Please submit prior to the budget entry deadline.

- **All** Terminations, including students and graduate assistants. Simply not budgeting the person into a position does not automatically terminate the employee.
- **All** Appointments.
- **All** Transfers to another department.
- **All** Promotions.
- **All** Demotions.
- **All** Reclassifications.
- **All** Changes to overall FTE.

If an employee is changing FLSA status from non-exempt to exempt, it is highly recommended that 6/23, the first day of the new pay period, be used as the effective date on the ePAF. If the effective date is set to 7/1, the time worked while in the non-exempt status will be lost in the EcoTime system, and the employee will be paid as exempt for the entire pay period.

Example: An employee plans to terminate their employment at the end of the fiscal year. The College/Department is responsible for completing the ePAF. The College/Department is also responsible for updating the information for the position in the budget system.

Budget System Data Upload

An ePAF is required as supporting documentation for those personnel actions that are not just a pay source or salary change. Any ePAF in HR's worklist will be entered into the HR system prior to the scheduled upload of the information from the budget system. Thus, all ePAFs will override what has been entered into the budget system.

Items in the budget system will be uploaded into the HR system with an effective date of 6/23. If an effective date of 6/23 or greater already exists on the job record in the HR system, the information in the budget system will not be uploaded.

Example: An employee's promotion will go into effect 9/1. The information is entered into the budget system with a pay increase, a title change, and an effective date of 9/1. This item will not roll into the HR system because of the 9/1 effective date. As time draws closer to 9/1, an ePAF will have to be submitted to reflect the desired changes.

Corrections to Budget

If corrections need to be made to an employee's record, wait to submit your ePAFs on or after 6/23.

- A **“correction to budget”** refers to only those actions not reflected in the Budget Book. When submitting an ePAF, note “Correction to Budget” and the reason for the correction in the comments section of the ePAF.
- If the information is correct in the budget book and the budget information did not roll, and it should have, please do not use “correction to budget” in the comments. Instead, when submitting an ePAF, please note **“Did not roll”** in the comments section of the ePAF.

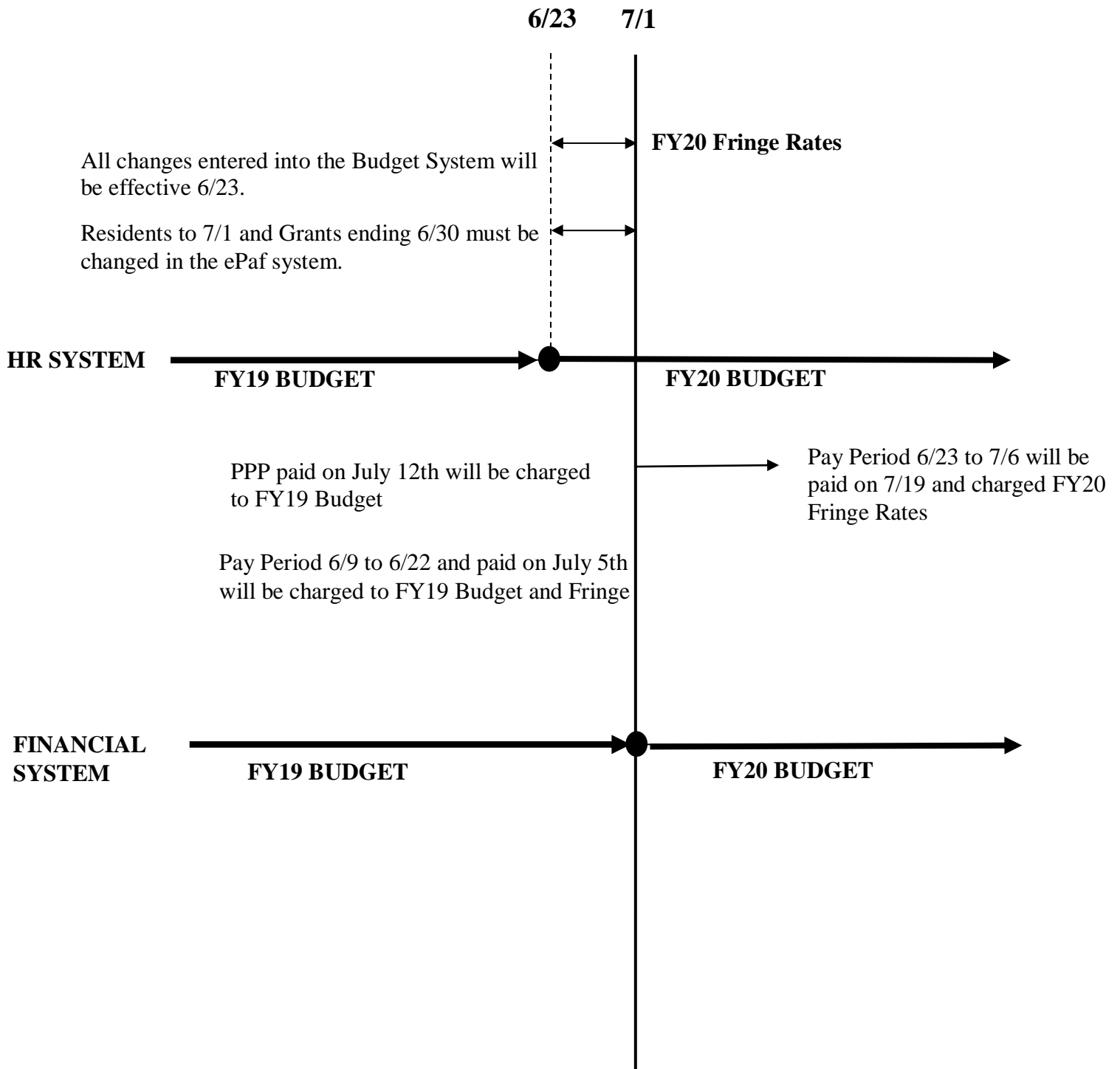
Keep in mind that any item over \$60,000 not reflected in the budget book, or not approved by the Board of Regents during the June meeting, will have to be held until approved by the Board of Regents at their next meeting.

In the event your changes do not appear after the information from the budget system is uploaded into the HR system, and you know you have initiated an ePAF, please look up the ePAF to find out the status of the form. If you have any questions, please call Stephanie Conley at extension 44718.

OU Position Data – Things to Remember

- In order to change an employee's department, you must assign a position number already assigned to the desired department through ePAF. You cannot change an employee's department by simply changing the Dept ID on the OU Position Data Table.
- Do not add rows to OU Position Data to remove individuals who will be vacating positions.
- OU Position Data doesn't allow overlapping employee's in one position number.

BUDGET & TAL SYSTEM TIMELINE



Current Budget Panels

The Current Budget Panels are panels that show the current budget. These panels are display only and are to be used for information purposes only. Below are some screen shots indicating how to access the Current Budget Panels.

- OUHSC Menu Items
 - OUHSC Budget
 - Current Budget

Favorites Main Menu > OUHSC Menu Items > OUHSC Budget > Current Budget

Current Budget

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Empl ID: begins with []

Department: begins with []

Position Number: begins with []

Search Clear Basic Search Save Search Criteria

- Enter your org into the Department field.
 - Select the positions you want to review.

Current Budget

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with []

Department begins with ADM001

Position Number begins with []

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-5 of 5 Last

Empl ID	Department	Name	Position Number
508259	ADM001	Rowe, Kenneth Dwain	00002901
511328	ADM001	Markgraf, Heather Renee	00002906
518590	ADM001	Mercer, Bart T	00002905
525421	ADM001	Lindsey-Spiers, Jennifer Sue	00002916
532740	ADM001	Hall, Sonja Kay	00002918

The “Current Position” tab shows the most up to date position status and is uploaded nightly.

[Current Position](#) | [Current Budget](#)

Employee Information

Empl ID: 867530 Fiscal Year: 2019
 Name: Johnson,Cave

Position Information

Position Number: 00002923 Position Status: P
 Department: ADM001 Reason Code:

Save
 Return to Search
 Notify

[Current Position](#) | [Current Budget](#)

The “Current Budget” tab shows the ChartField spread for the position and is also uploaded nightly.

[Current Position](#) | [Current Budget](#)

Position Information

Empl ID: 867530 Name: Johnson,Cave
 Position Number:00002923 Fiscal Year: 2019

Personalize Find View All									
Begin Date	Months	Fund	GL Org	Program	Class	Project/Grant	Account	Current Amt	Fringe Amt
1 07/01/2016	12.00	STATE	ADM001	00116	00000		511011	100,000.00	13,372.99

Save
 Return to Search
 Notify

[Current Position](#) | [Current Budget](#)

Updating an Existing Position

For the FY20 budget formulation, there are three pages: OUHSC Position Data, Employee Setup, and Proposed Budget.

- Sign on to PeopleSoft HR-HC920
 - OUHSC Menu Items
 - OUHSC Budget
 - Proposed Budget

Proposed Budget

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)


▼ Search Criteria

Empl ID

Department 🔍

Position Number

Budget Status

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Drop down box explained on page #14

[Find an Existing Value](#) | [Add a New Value](#)

- Enter the HR Org/Department
 - Click Search

Favorites | Main Menu > OUHSC Menu Items > OUHSC Budget > Proposed Budget

Proposed Budget

Enter any information you have and click Search. Leave fields blank for a list of all values.


[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Empl ID:

Department: 🔍

Position Number:

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

➤ Click the Position Number

Proposed Budget

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID

Department

Position Number

Search Results

View All First 1-6 of 6 Last

Empl ID	Department	Name	Position Number	Position Status
003334	ADM001	Walker, Kathy C	00002910	Proposed
508259	ADM001	Rowe, Kenneth Dwain	00002901	Proposed
511328	ADM001	Markgraf, Heather Renee	00002906	Proposed
518590	ADM001	Mercer, Bart T	00002905	Proposed
525421	ADM001	Lindsey-Spiers, Jennifer Sue	00002916	Proposed
532740	ADM001	Hall, Sonja Kay	00002918	Proposed

[Find an Existing Value](#) | [Add a New Value](#)

After clicking on the Position Number on the screen above, the following panel will appear:

Employee Information

Empl ID: 867530 Fiscal Year: 2020

Name: Johnson, Cave Budget Status: New

Position Information

*Position Number: *Position Status:

Department: ADM001 Reason Code:

Number of Months Position is Funded:

Department Confirmation

Checking the "Confirm Proposed Budget" Checkbox will confirm your changes to the proposed budget, you will no longer be able to make any changes. Check this only after you have ensured that you have completed all changes.

Confirm Proposed Budget

Confirmed by _____ Confirmed on _____

- Click on "Proposed Budget" tab to make changes to the ChartField Spread:

Proposed Position | **Proposed Budget** | All Positions | Attachments

Position Information
 Empl ID: 867530 Position Number: 00002923 Fiscal Year: 2020
 Name: Johnson, Cave

Salary Information
 Overall Percent Increase for Position: 0.00
 Overall Percent Increase for Employee: 0.00
 Overall Proposed Salary for Employee: \$200,000.00
 Overall Increase Amount: \$0.00

Begin Date	*Months	*Fund	*GL Org	*Program	*Class	Project/Grant	Account	Proposed Amt	Fringe Amt
07/01/2016	12.00	STATE	ADM001	00116	00000		511011	100,000.00	31,300.00

- Overtyping the information.
 - Click the "+" sign to add an additional line
- If any type of increase is being given, an attachment must be submitted on the "attachments" tab.

Proposed Position | Proposed Budget | All Positions | **Attachments**

Empl ID 867530 Name Johnson, Cave

Attached File	Add
1	Add

- Click on "Proposed Position" tab.

Proposed Position | Proposed Budget | All Positions | Attachments

Employee Information
 Empl ID: 867530 Fiscal Year: 2020
 Name: Johnson, Cave
 Budget Status: New

Position Information
 *Position Number: 00002923 *Position Status: P
 Department: ADM001 Reason Code: 18
 Number of Months Position is Funded: 12

Department Confirmation
 Checking the "Confirm Proposed Budget" Checkbox will confirm your changes to the proposed budget, you will no longer be able to make any changes. Check this only after you have ensured that you have completed all changes.
 Confirm Proposed Budget
 Confirmed by Confirmed on

- Enter the Reason Code for increase and number of month funded.

- Click Save (Saving this does not submit to budget office, and changes are still allowed.)
 - If you are **COMPLETELY FINISHED** with this person click on the “Confirm Proposed Budget”. Once you check this box and click save, you **WILL NOT** be able to make any changes again.

Department Confirmation

Checking the "Confirm Proposed Budget" Checkbox will confirm your changes to the proposed budget, you will no longer be able to make any changes. Check this only after you have ensured that you have completed all changes.

Confirm Proposed Budget

- Once this is confirmed, it will be sent to the Budget Office for review.
- After the Budget office has signed off, it will then be sent to Human Resources for review.
- Human Resources will then approve or deny the proposed budget and send back to the Budget Office.
- If there are any changes to be made, the Budget office will make these and then finalize the proposed budget.

Notice the drop down box “Budget Status” on the Proposed Budget page. This will allow you to search based on a variety of options.

Proposed Budget

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

▼ Search Criteria

Empl ID begins with

Department begins with 🔍

Position Number begins with

Budget Status = ▼

Budget Approved

Budget Office Validated

Dept Entry Confirmed

Final Approvers

HR Office Reviewed

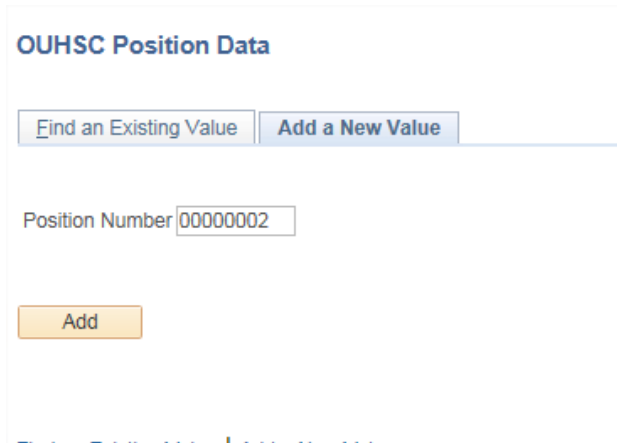
New

Search
Clear
Basic

[Find an Existing Value](#) | [Add a New Value](#)

Adding a New Position

- Main Menu
 - Department Self Service
 - OUHSC Position Data
 - Click "Add a New Value"
 - Enter Position Number
 - Click Add

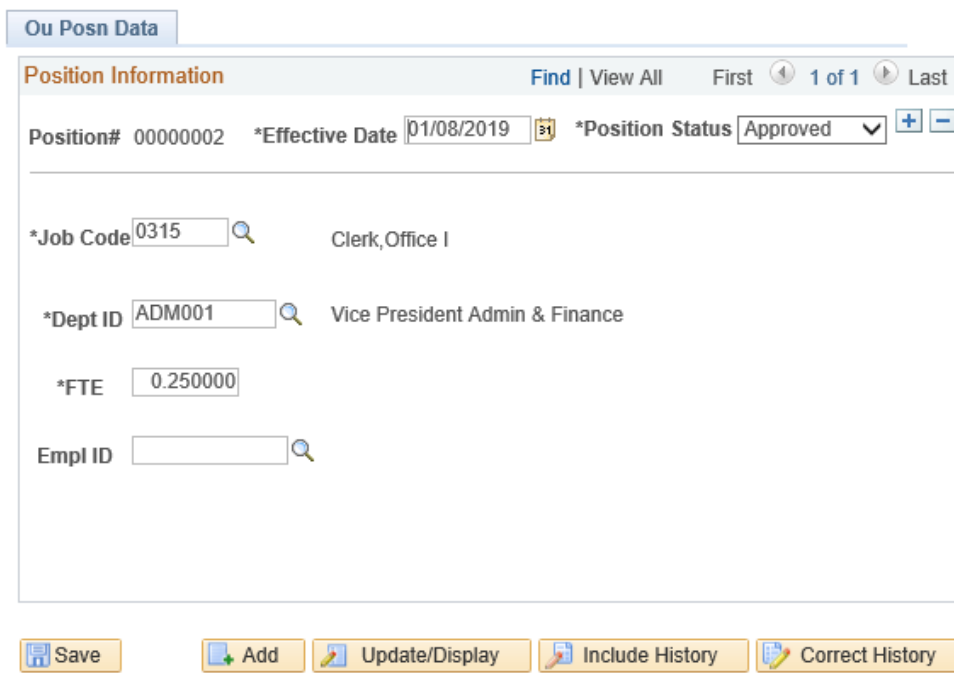


OUHSC Position Data

Find an Existing Value | **Add a New Value**

Position Number

- Enter the Job Code
 - Enter the DeptID
 - Enter FTE
 - Leave EmplID blank
 - Make sure it shows "Approved" in the drop down box for Position Status.
 - Click Save



Ou Posn Data

Position Information Find | View All First 1 of 1 Last

Position# 00000002 *Effective Date 01/08/2019 *Position Status Approved

*Job Code 0315 Clerk, Office I

*Dept ID ADM001 Vice President Admin & Finance

*FTE 0.250000

Empl ID

- OUHSC Menu Items
 - OUHSC Budget
 - Employee Setup
 - Click "Add a New Value"
 - Click Add

Favorites | Main Menu > OUHSC Menu Items > OUHSC Budget > Employee Setup

Employee Setup

Find an Existing Value | Add a New Value

Empl ID:

[Find an Existing Value](#) | [Add a New Value](#)

Employee Setup

Employee Information

Empl ID: NEXT Fiscal Year: 2020

*Name:

*Prim Dept:

Job Code:

Location: EEO-6 Cat:

Emp Type: Overall FTE: FTE

- Fill out Employee Information (Make sure it matches the information put in the OUHSC Data Position page.)
 - Click Save *(Notice it gives you a temporary EmplID Number.)

Employee Setup

Employee Information

Empl ID: V00001 Fiscal Year: 2020

*Name:

*Prim Dept: Vice President Admin & Finance

Job Code: Clerk, Office I

Location: EEO-6 Cat: Secty/Cler

Emp Type: Overall FTE: FTE 0.250000

- OUHSC Menu Items
 - OUHSC Budget
 - Proposed Budget
 - Click "Add a New Value"
 - Enter EmpIID and Department
 - Click Add

Proposed Budget

Find an Existing Value Add a New Value

Empl ID

Department

Click on "Proposed Budget" tab to make changes to the ChartField Spread.

- Click the "+" sign to add an additional line
- Enter all information *(Note: Fringe Amt. will automatically calculate when you save.)

Proposed Position **Proposed Budget** All Positions Attachments

Position Information

Empl ID:V00001 Position Number:00000002 Fiscal Year: 2020
 Name: Johnson,Dewayne

Salary Information

Overall Percent Increase for Position: 0.00
 Overall Percent Increase for Employee: 0.00
 Overall Proposed Salary for Employee: \$16,500.00
 Overall Increase Amount: \$0.00

Personalize | Find | View All | | First 1 of 1 Last

	Begin Date	*Months	*Fund	*GL Org	*Program	*Class	Project/Grant	Account	Proposed Amt	Fringe Amt		
1	07/01/2019	12.00	STATE	ADM001	00116	00000	<input type="text"/>	521521	16,500.00	1,303.50		

- Click on "Proposed Position" tab.
- Enter the Position Number you set up in the OUHSC Position Data Table.
 - Enter the Reason Code for increase or change to the position.
 - Enter the Number of Months Position is Funded.

Proposed Position	Proposed Budget	All Positions	Attachments
Employee Information			
Empl ID: V00001		Fiscal Year: 2020	
Name: Johnson,Dewayne		Budget Status: New	
Position Information			
*Position Number: <input type="text"/>		*Position Status: <input type="text" value="N"/>	
Department: ADM001		Reason Code: <input type="text"/>	
Number of Months Position is Funded: <input type="text"/>			
Department Confirmation			
<p>Checking the "Confirm Proposed Budget" Checkbox will confirm your changes to the proposed budget, you will no longer be able to make any changes. Check this only after you have ensured that you have completed all changes.</p>			
<input type="checkbox"/> Confirm Proposed Budget			
Confirmed by		Confirmed on	

- Click Save (Saving this does not submit to budget office, and changes are still allowed.)
 - If you are **COMPLETELY FINISHED** with this person click on the “Confirm Proposed Budget?”. Once you check this box and click save, you **WILL NOT** be able to make any changes again.

Department Confirmation
<p>Checking the "Confirm Proposed Budget" Checkbox will confirm your changes to the proposed budget, you will no longer be able to make any changes. Check this only after you have ensured that you have completed all changes.</p>
<input type="checkbox"/> Confirm Proposed Budget

Steps for Completing a NonPersonnel/Operating/Revenue/Expense Position:

When entering expense budgets, you are only required to enter the ChartField spreads and amounts. You will enter a separate row for each unique piece of the budget.

Please note: Project budgets **will not** be set *unless* they are *required projects*. All optional project budgets will be controlled at the overall Org + Fund + Program level. While all required projects (SUAUX and EDWCH) will be controlled at the Org + Fund + Program + Project level.

Examples of how Operating budgets will be translated to the GL:

Example #1: A department has STATE funds, none of which are identified to a specific project:					
FUND	GL Org	Program	SubClass	Project	Ann Amt
STATE	ADM101	00014	00000		\$20,000
This will translate to the General Ledger as an overall GL ORG budget of \$20,000.					

Example #2: A department has MISCA funds, part of which are identified to a specific project and part of which are left to the discretion of the department:					
FUND	GL Org	Program	SubClass	Project	Ann Amt
MISCA	ADM101	00011	00000	ADM11111	\$10,000
MISCA	ADM101	00011	00000		\$20,000
This will translate to the General Ledger as an overall GL ORG budget of \$30,000. <i>NO</i> Project budget will be established because this project is optional.					

Example #3: A department has EDWCH funds, all of which are identified to specific project:					
FUND	GL Org	Program	SubClass	Project	Ann Amt
EDWCH	ADM101	00012	00000	EC111111	\$10,000
EDWCH	ADM101	00012	00000	EC222222	\$20,000
This will translate to the General Ledger as an overall GL ORG budget of \$30,000 and TWO individual Project budgets. The project will be limited to the funds available in the individual project budget.					

If you have questions as regarding how your budget will translate to the General Ledger, please contact the Budget Office.

Expense budgets should **NOT** be established for SPNSR or SP490 funds. Budgets for operating expenses for SPNSR are established by Grants and Contracts Accounting at that time the award is initiated and not during budget formulation. Please contact Grants and Contracts Accounting if you have any questions concerning SPNSR budgets.

SPNSR & SP490 Expenses – All non-Personnel expenses paid from the SPNSR fund should not be entered into the Budget Formulation System. Grants and Contracts Accounting will enter these directly into the General Ledger system based upon the actual awards. Personnel paid from the SPNSR fund should be entered in order to accurately set up their pay source as of July 1.

Service Unit and Auxiliary Budgets – All budgets for service units and auxiliaries *must* be entered during budget formulation. The Budget Office will provide Service Unit Accounting a list of the service unit and auxiliary budgets for their review.

Service units and auxiliaries have more detailed budget requirements that are required to be submitted to Service Unit Accounting. These additional requirements include a self-evaluation, a charge sheet, and an organizational chart. Service Unit Accounting will contact service units and auxiliaries to arrange for completion of the budget process. Please contact Stacey Risinger at 271-2246 if you have any questions.

Miscellaneous Information on Position Numbers

If an existing employee is going from an old position to a brand new position...(Same dept/org)

1. If you have a position number ready to use...
 - a. Go to the proposed budget under the employee's emplId and change the position number.
2. If you are using a position number that is currently active under another employee or vacant position...
 - a. Go to the desired position number and inactivate the position.
 - b. Go back to the employee you wish to put in that position number and replace it with the new number.
3. If you need a brand new position number...
 - a. Go to the OUHSC Position Data page (Department Self Service > OUHSC Position Data)
 - b. Follow instructions on Page 15 of the manual

**NOTE: Do not add rows or delete information from the table.*

If an existing employee is transferring from one department to another...

1. The primary department must change the org under employee setup under the employee's current emplId to the org they are transferring to.
2. The primary department must inactivate them their current department.
3. The new department can now make changes to the employee under employee setup.
4. The new department can then add a new value with the employee's current emplId under proposed budget with the new org and the position number wanted.

If an employee is being split between departments...

1. The new department can add a new value with the employee's current empl ID under proposed budget with their org and use the position number wanted.
 - a. The primary department is still the only one responsible for updating Employee Setup.

If an existing employee is leaving a current position and the position will not be filled...

- a) Change status to Inactive in the Proposed Budget Page.

**NOTE: Information on all tabs must still be entered even if inactivating.*

******DO NOT create a V# for an existing employee.***

****Only exception is if the current employee is new after the budget is rolled on January 22nd.***

Split Position Budget Inquiry Page

For departments who have employees that are split across colleges, an inquiry page has been developed. You can search by EmplID only.

- OUHSC Menu Items
 - OUHSC Budget
 - Budget Inquiry

Budget Inquiry

Click to minimize the prompt page

Find an Existing Value

▼ Search Criteria

Search by: Empl ID begins with

Search
Advanced Search

Search Results

View All
First
1 of 1
Last

- Enter employee's EmplID
 - Click Search

This panel will display the employee's Position Number(s), Department(s), FTE, Current and Proposed Annual Rates, the percentage of increase for each of the employee's positions in the budget, and the overall view of the employee.

Budget Inquiry

Empl ID:532740 Name: Hall,Sonja Kay

Personalize Find View All										
			First 1-2 of 2 Last							
Position Number	DeptID	Dept Name	Current FTE	Current Annual Amt	Current Distrib %	Proposed FTE	Proposed Annual Amt	Proposed Distrib %	% Increase	
1 00002918	ADM001	Vice President Admin & Finance	1.000	100,000.00	100.000	0.800	100,000.00	80.00	0.00	
2 00041910	ADM003	Staff Senate	0.000	0.00	0.000	0.200	25,000.00	20.00	0.00	
Overall Current Amount		\$100,000.00								
Overall Proposed Amount		\$125,000.00								
Overall Increase %		25.00								
Proposed Overall FTE		1.000								

Reporting

Department Worksheets and Increase Report

To aid in completion of your budget, departments will be able to run worksheets at their convenience.

Accessing the Worksheets

- OUHSC Menu Items
 - OUHSC Budget
 - Department Reports
 - Click on Budget Worksheets or Increase Rpt for Dept

Budget Worksheets

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300):

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

- Enter a Run Control ID
 - Click Search

OR

- Click Add a New Value
 - Enter Run Control ID
 - Click Add

Run Control

Run Control ID: [Report Manager](#) [Process Monitor](#) [Run](#)

Report Parameters

Department From:	<input type="text" value="ADM001"/>	Vice President Admin & Finance
Department To:	<input type="text" value="ADM001"/>	Vice President Admin & Finance

- Enter Department From
 - Enter Department To
 - Click Run

Process Scheduler Request

User ID HBROCK Run Control ID hm

Server Name Run Date

Recurrence Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Increase Report for Department	OUIINCRPT	SQR Report	Web	CSV	Distribution

- Server Name = PSNT or PSUNX (Either one are fine)
 - Type = Web
 - Format = PDF
 - Click OK
- Click Process Monitor
- Click Refresh until Run Status = Success and Posted

View Process Request For

User ID Type Last 1 Days

Server Name Instance to

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1482910		SQR Report	OUIINCRPT	HBROCK	01/11/2019 1:46:08PM CST	Success	Posted	Details

- Click Details
- Click View Log/Trace
- Click on the link ending in “pdf” or “csv” to view and print the report.

View Log/Trace

Report

Report ID 979103 Process Instance 1482910 [Message Log](#)

Name OUIINCRPT Process Type SQR Report

Run Status Success

Increase Report for Department

Distribution Details

Distribution Node TSTHT920 Expiration Date 01/18/2019

File List

Name	File Size (bytes)	Datetime Created
OUIINCRPT_1482910.csv	896	01/11/2019 1:46:53.258134PM CST
OUIINCRPT_1482910.out	46	01/11/2019 1:46:53.258134PM CST
SQR_OUIINCRPT_1482910.log	1,952	01/11/2019 1:46:53.258134PM CST

Distribute To

Distribution ID Type	*Distribution ID
User	HBROCK

Queries

- OU_BUD_QUERY_BALANCE – This has a few of the fields and will allow you to query your budget by Department, Fund, or GL Org. **This query will easily allow you to balance your STATE budget against your STATE target amount.**
 - Balancing Your Budget – Once STATE target amounts and salary guidelines have been distributed, payroll items can be completed for each employee. After entering **all** payroll items and carefully reviewing **all** positions budgeted for by your department, make the final changes as necessary to balance the STATE funds against your department’s appropriate STATE target amount.
- OU_BUD_WORKFLOW – This report allows you to see at a glance where the proposed compensation entries are in the approval process.

Accessing the queries:

- Reporting Tools
 - Query
 - Query Manager

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By: Query Name begins with

[Advanced Search](#)

- Enter “OU_BUD”
 - Click Search
 - Find the budget query you want
 - Click on “Run to Excel”

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By: Query Name begins with

[Advanced Search](#)

*Folder View: -- All Folders --

*Action: Delete Selected

Query	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
OU_BUDGET_WORKFLOW	Public		Edit	HTML	Excel	XML	Schedule
OU_BUD_QUERY_BALANCE	Public	Balance by Fund	Edit	HTML	Excel	XML	Schedule

For the OU_BUD_QUERY_BALANCE, you will get the following prompt box:

- Enter the From/To OU GL Org you want to query on
 - Enter the From/To Fund
 - Click View Results

OU_BUD_QUERY_BALANCE - Balance by Fund

GL Org From:

GL Org To:

Fund Code From:

Fund Code To:

Copy it and paste it to Excel or just save it within Excel.

For the OU_BUDGET_WORKFLOW, you will get the following prompt box:

- Enter the From/To Department (HR Org) you want to query on
 - Enter the From/To Fund
 - Click View Results

OU_BUDGET_WORKFLOW

From Dept ID

To Dept ID

Emplid	Last Name
--------	-----------

Copy it and paste it to Excel or just save it within Excel.

Budget Page Definitions

- **DeptID** –Identifies the Department that the Position belongs to.
- **EmplID** – Each employee has a unique id number, and can only be associated with them. If the person **has not** completed all the required paperwork, they will be assigned a temporary employee number during employee setup in budget system so the information can be placed in the Budget Book. When all the paperwork is processed in HR, the person will then be loaded into the HR system.
- **Name** – The employee’s name. The correct format for this field is “Last,First Middle”
- **Fiscal Year** – Indicates the year this position is being budgeted.
- **Employee Type** – Defines whether the position is Salaried or Exception Hourly.
- **Type** – Indicates either projected or current
- **Position Number** – The number necessary to drive the Payroll, Human Resource, and Budget Formulation Systems. Each position has a unique number, and can only be associated with one employee (i.e. two employees cannot share one position number). However, an employee may have two different position numbers IF part of the employee’s salary is funded by a different department. Each position must have defined funding or the position will not be included on the final budget. Position Numbers will be entered by the department.

- Types of Expenses – Any (or all) of the following types of expenses may be budgeted during the Proposed phase for each department:

<u>EmplId #</u>	<u>Description</u>	<u>Rolls to GL Budget</u>
SPCPAY	Special Payments	EXPEND
SPCFNG	Special Pay Fringe Benefits	EXPEND
OPREXP	Operating	EXPEND
OPRREV	Revenue	N/A
OPRCMP	Compensation	EXPEND
INCPAY	Incentive Payments	EXPEND
INCFNG	Incentive Fringe Benefits	EXPEND
PPPPAY	PPP Payments	EXPEND
PPP BEN	PPP Fringe Benefits	EXPEND
RETBEN	Retired Benefits	EXPEND

- Operating Budgets – (EmplId OPREXP) are not pre-loaded. All amounts should be reviewed and entered as appropriate. If you will not be using a ChartField spread, delete the row.
- Revenue Budgets – (EmplId OPRREV) are not pre-loaded. All amounts should be reviewed and entered as appropriate. If you will not be using a ChartField spread, delete the row.
- Compensation Budgets – (EmplId OPRCMP) are not pre-loaded. This should be entered as a lump sum for salary increases anticipated later but not approved during budget. This sum will need to include fringe. All amounts should be reviewed and entered as appropriate. If you will not be using a ChartField spread, delete the row.
- Terminal Vacation – Do **not** place employees on the budget who have terminated their employment as of June 30, 2019, or prior, although their vacation will not be fully paid until July 1 or later. If you place an employee who has terminated on the budget, you will have to do an e-PAF a *second time* correcting the budget.

- **Position Status** – This field further defines the position and aids in reporting. This field includes the following values: Proposed, Inactive, and New.
 - Positions No Longer Used – If your department has positions that should **not** be funded, change the Position Status to “**Inactive**” on the budget page. This will prevent the position from being included in the budget, but will still leave it available for reporting if needed. A termination e-PAF **MUST** be submitted to Human Resources for an employee to be terminated.
- **Number of Months Position is Funded** – Indicates the number of months an employee is paid. Most employees are on a 12 month contract; however, some faculty are on shorter contracts (typically 9 or 10 months).
- **Reason Code** – Identifies the explanation for increase or change.
- **Primary Department** – Each employee has **only one** Primary Department. For budget purposes this department is generally the one that provides the majority of the funding.
- **Job Code** – A value assigned to each Job Title by Human Resources.
 - **Title Changes** – Title changes may be made during the process *with the completion of an e-PAF information*. The only exception to the requirement is for Faculty Promotions that have been approved by the OU Regents. Human Resources will coordinate with the Budget Office to ensure titles are correct on the final budget.
- **Location** – It is necessary to capture the physical location where employees work. You must complete this field for all employees. This information will be used for Job Postings, when a position is posted in Recruit workforce to differentiate between the various locations people may actually be working. It will allow applicants in Tulsa or other places to narrow down the search to local positions only. If a person works in multiple locations, select the location where he/she spends most of their time. You must use one of the following valid locations:

TULSA	OKMULGEE	WOODWARD
ENID	BARTLESVLE	OKC
ADA	LAWTON	NORMAN
IDABEL	MIAMI	MCALESTER
ELKCITY	POTEAU	RAMONA
- **Overall FTE** – Refers to percentage of hours worked by an employee of a specified work year (2080 hours). An employee’s FTE **cannot** exceed 1.0 (or 100%) as shown on the page above. The Budget Formulation System includes two separate FTE values. “Position FTE” represents the percentage of time provided by that position in relation to the total time provided by all positions for that employee. “Employee FTE” represents the combined full time equivalent of all positions the employee holds.

Example: If an employee is budgeted for one position, the position FTE and employee FTE would be the same. However, if an employee is budgeted in two positions and one provides 75% of the **total time** for that employee, the FTE for that position is .75 and the other position would be .25. The overall employee FTE would be 1.00.

PeopleSoft ChartField Spread Definitions

The PeopleSoft ChartField Spread comprises several individual blocks of data. Each block is a ChartField, and any unique combination of all ChartField values is called a ChartField Spread. Below are the individual ChartFields that make up the ChartField Spread.

ChartField Data:

Begin Date	*Months	*Fund	*GL Org	*Program	*Class	Project/Grant	Account	Proposed Amt	Fringe Amt
1 07/01/2019	12.00	STATE	ADM001	00116	00000		521521	16,500.00	1,303.50

ChartField Values – In order to use a ChartField value during Budget Formulation, it **must** be valid in the system. If it is not currently in the system, and you would like to use it during Budget Formulation, you must complete an Application to Establish a ChartField Value (ECAV) and forward it to the Budget Office. The Budget Office will work with General Accounting and/or Grants and Contracts Accounting to make the attributes available for your use as quickly as possible.

- **Begin Date** – The first date the ChartField spread is effective for this position (typically the beginning of the fiscal year).
 - Employees/Students cannot occupy multiple positions with multiple start dates. If the employee/student is transferring to another position mid-year, **do not** put them in both positions. When an employee/student is in two positions with different start dates, it causes significant issues when the data rolls back to HR. If you have an unusual situation, please contact the Budget Office.
 - Only ChartField spreads beginning with 07/01 (or the first effective ChartField spread of a position for those not beginning 07/01) will roll into the HR system. Currently, future dated rows cannot be rolled to HR. While it is acceptable, and in some cases desirable, to budget mid-year increases/changes on this page, you must submit paperwork to Human Resources before the change will take effect.
- **Months** – The number of months the source of pay is effective (typically this will be 12).
 - The system will **NOT** calculate ½ months.
- **Fund** – This ChartField establishes the highest level of accounting and budgeting concern at OUHSC. The exhibit below maps each Fund value to the State Fund that holds the cash for that value, and the legacy system equivalent accounts that the value replaces.

The 701 Fund is the State fund that holds all non-appropriated and unrestricted revenue:

Non-Appropriated Funds			
PeopleSoft Fund	PeopleSoft Fund Description	OSF Fund Number	Legacy System Equivalents (more or less)
CLNOP	Clinical Operations	701	PPP 'A' Accounts
CLNSP	Clinical Supplements	701	PPP 'R' Accounts
RSTUL	Residency Program – Tulsa	701	Tulsa Residency Program State Accounts
MISCA	Miscellaneous Agency Special Funds	701	Certain 'A' Accounts
SUAUX	Service Unit & Auxiliary Enterprises	701	'38...' And 'A' Accounts for Auxiliary Enterprises
AGENC	Agency	701	'A' Accounts for student organizations (self-generated funds)
SVCCT	Service Contracts	701	N/A

The 290 Fund is the State fund that holds our State Appropriation and Tuition and Fee revenue, as well as our Endowed Chair transactions:

State-Appropriated Funds			
PeopleSoft Fund	PeopleSoft Fund Description	OSF Fund Number	Legacy System Equivalents (more or less)
STATE	State Appropriation	290	State Budgeted accounts except for Endowed Chairs/Professorships and Tulsa Residency
EDWCH	Endowed Chairs/Professorships	290	Endowed Chairs/Professorship accounts

The 430 Fund is the State fund that holds all revenue provided by Grantors, Donors, and other providers who place restrictions or conditions on the funds expenditure:

Restricted Funds			
PeopleSoft Fund	PeopleSoft Fund Description	OSF Fund Number	Legacy System Equivalents (more or less)
HSPRM	Hospital Reimbursements	430	'B' Accounts, except 'B9...' (Residency Program OKC)
RSOKC	Residency Program – OKC	430	'B9...' Accounts
SPNSR	Sponsored Program	430	'C' Accounts
MISCD	Program Support – Other	430	'D' Accounts

Please note: The SPNSR fund can **ONLY** be used in conjunction with a Project/Grant beginning with 'C#'. Also, EXTREME CARE must be exercised when considering budget transfers and source changes. *Generally, it is NOT OK to cross Funds.*

- **GL Org** – This ChartField represents the College/Department/Section to be charged for an expenditure. Keep in mind that some GL Orgs are merely “place-holders” and will be used for reporting only. You should make sure which GL Orgs in your area can actually receive budget and accept charges for expenditures.
 - **HR Org vs. GL Org** – The HR Org is PeopleSoft’s way of identifying the department. It is *not* the same as the GL Org. Frequently, these two may share the same value, but they are not the same. The HR Org is for Human Resources, ETR, and Budget Book purposes, while the GL Org is for budgetary control and accounting purposes in the General Ledger. The HR Org identifies the department a position belongs to, while the GL Org identifies how that position is being paid.
- **Program** – This ChartField represents the purpose for which funds are spent. The valid values are listed below and are explained in detail beginning on page 32.
 - The following chart lists the most commonly used Programs which may help to determine which Program value to use during Budget Formulation:

Program	Budget Personnel as:	Budget Expense as:	Use for Vouchers:
Instruction	00111, 00211, 00311, 00411	00011	00111, 00211, 00311, 00411
Instruction - SPNSR	00111	N/A	00111
Research	00012	00012	00012
Public Service	00013	00013	00013
Academic Support	00014	00014	00014
Academic Support – IT Only	00814	00814	00814
Student Services	00015	00015	00015
Institutional Support	00116, 00216	00016	00116, 00216
Institutional Support – IT Only	00816	00816	00816
Operation and Maintenance of Plant	00017	00017	00017
Scholarships and Fellowships	00018	00018	00018
Clinical E&G Support	00019	00019	00019
Clinical Operations	00124, 00224, 00324, 00424, 00524, 00624	00024	00124, 00224, 00324, 00424, 00524, 00624
Agency-Student/Staff/Faculty	00031	00031	00031
Agency-Institutional Support	00032	00032	00032
Auxiliary Enterprises	00051	00051	00051
Service Units	00061	00061	00061

- **Subclass** – This ChartField is reserved for departmental use. Its purpose is to provide a user-defined way to classify expenditures differently or at a lower level. Ranges of values have been assigned to each department. If a department chooses not to use a subclass then 00000 should be entered.
- **Project/Grant** –Used to track transactional information for a specific Sponsored Program, Service Unit, Auxiliary Enterprise, or optional project as established by a college/department.
- **GL Account** – Also referred to by the Human Resources department as the Fringe Benefit Account – This ChartField represents the specific type of payroll account (salary, wages, etc.) to be used to determine the fringe benefits that will be charged. It is derived based on type of employee, Job Code, FTE, etc.
- **Proposed Amount** – Represents what the position’s budget for FY20 will be, if approved by the Regents.
- **Fringe Amount**– The amount of fringe benefits to be charged the ChartField spread. This amount is derived based on the Fund and HR Account Code. This field will not populate or change until the panel is “Saved”.

Please note: The fringe benefit rates have been built into the Budget Formulation System and will automatically calculate for personnel positions. You no longer have to manually calculate and input those. However, you *must* calculate and enter the fringe benefits for Special Payments, Incentive Payments, and PPP Payments. Due to the nature of these types of payments, there is no set rate and therefore, the Budget Formulation System cannot calculate the fringe for these positions.

Fringe Benefit Rates:

The University does not charge fringe benefits by actual amount; instead rates are applied depending on the type of employee, FTE, and source of funds. The current rates are:

32.70% Full-Time Salaried and Hourly Faculty/Staff (50% FTE or more)

35.90% Full-Time Salaried and Hourly Faculty/Staff (50% FTE or more) with appointments to sponsored programs(Fund is SPSNR and Project begins with C#)

7.80% Part-Time Salaried and Hourly Faculty/Staff (Less than 50% FTE; includes temps and student assistants that are subject to FICA/Medicare taxes)

20.40% Residents and Fellows (includes post-doctoral research fellows)

2.60% Students (includes trainees, graduate research assistants, graduate teaching assistants, and pre-doctoral fellows)

Rate of Pay – PeopleSoft requires tracking of monthly rates for *all* employees, regardless of whether they are hourly or salaried. In order to achieve consistent rates of pay among employees with the same hourly rate of pay, job title, and FTE, enter exactly the same annual rate (monthly x 12) for each employee in the Budget Formulation System. When the roll to HR occurs, these employees will be given the same hourly rate, monthly rate, and annual rate. On paperwork, or the e-PAF information, complete the *monthly* amount field, regardless of whether an employee is hourly or salaried. This will ensure the correct hourly and annual rates are assigned in PeopleSoft.

“Legal” ChartField spreads include:

Fund	Program	Project/Grant
AGENC	MUST be 00030, 00031 or 00032	Optional, cannot begin with EC, C#, SU, or AX
CLNOP and CLNSP	Should primarily be 00024	Optional, cannot begin with EC, C#, SU, or AX
EDWCH	Should primarily be 00011 or 00012	Required, MUST begin with EC
HSPRM and MISCA	Any, except 00019, 00030, 00031, 00032, 00051, or 00061	Optional, cannot begin with EC, C#, SU, or AX
MISCD	Any, except 00017, 00019, 00030, 00031, 00032, 00051, or 00061	Optional, cannot begin with EC, C#, SU, or AX
RSOKC and RSTUL	Should primarily be 00011	Optional, cannot begin with EC, C#, SU, or AX
SPNSR SP490	MUST be 00011, 00012, 00013, or 00018 Each project can have only one Program	Required, MUST begin with C#
STATE	Any, except 00030, 00031, 00032, 00051, or 00061	Optional, cannot begin with EC, C#, SU, or AX
SUAUX	MUST be 00051	Required, MUST begin with AX
SUAUX	MUST be 00061	Required, MUST begin with SU
SVCCT	MUST be 00013	Required, MUST begin with SC

For *optional* Projects, the first three characters *must* be the same as the GL Org.

In addition, C# projects (required for SPNSR fund) can be associated with *only one* GL Org and *only one* Program. The appropriate GL Org and Project will be assigned by Grants and Contracts Accounting when the project is established.

SVCCT Fund

The SVCCT Fund is a non-appropriated fund established to administer “fee for service professional agreements.” These agreements route through the Office of Research Administration and carry an overhead recovery requirement. The Fund translates to OSF fund number 701. The SVCCT Fund carries a required project association beginning with “SC.” Project numbers are assigned by General Accounting. Since these are service agreements, program 00013 should be the only program tied to the projects administered in the Fund.

To give you some idea of what types of services are being provided under these agreements, the following examples were taken from actual agreements.

- Perform MALLS analyses on samples of hyaluronic acid.
- Test compounds in *in vitro* wound healing assays.
- Provide HLA typing of samples provided by contractor.

Once you have entered a legal ChartField spread, the system will search HR for an existing HR Account Code. If none exists, the system will assign a generic HR Account Code. All HR Account Code spreads will be reviewed by the Budget Office, Human Resources, and Grants and Contracts Accounting to ensure they comply with established University policies. If the spread is in agreement with University policies, a new HR Account Code will be established; otherwise, the department will be contacted to change the spread.

Oklahoma State Department of Health (OSDH) – OSDH effective dates their contracts as of the date of final signature and issue of a PO. If a fully executed contract (complete with their PO number) is not in place by July 1st, OSDH may not pay for services performed between July 1st and the effective date of the contract. An ECAV will be accepted; but the alternate source will be used automatically if the OSDH will not honor costs incurred prior to the effective date of the contract.

Pre IRB-IACUC Spending Authority – All chartfields involving the fund SPNSR that require either IRB approval or IACUC approval will need to have approval in place that extends through the term of the project/grant. If approvals have not been made, **NO OBLIGATIONS MAY BE MADE AGAINST THIS PROJECT FOR ANY RESEARCH INVOLVING HUMAN AND/OR ANIMAL SUBJECTS UNLESS THE IRB AND/OR IACUC IS CURRENT.**

If you have any questions regarding the appropriateness of a ChartField spread, please call General Accounting at 271-2355; for SPNSR funds, call Grants and Contracts Accounting at 271-2177.

Program Definitions

Program 00011 - Instruction (*Note: this is a roll-up Program and should NOT be used directly; use the SPECIFIC Program codes shown below*). – Expenditures for all activities that are part of an institution’s instruction program. The Instruction program includes those activities carried out for the express purpose of eliciting some measure of educational change in a learner or group of learners. “Educational change” is defined to include (1) the acquisition or improved understanding of some portion of a body of knowledge, (2) the adoption of new or different attitudes, and (3) the acquisition or increased mastery of a skill or set of skills. The activities that may be carried out to elicit these educational changes include both teaching activities and facilitating activities. (Note: Facilitating activities are more commonly associated with the design and guidance of a learning experience rather than with teaching something to a learner.) Facilitating is considered an integral part of the design and conduct of an instructional program, but academic advising generally is carried out as a support Function for an instructional program. Therefore academic-advising activities are classified within the Academic Support program. Expenditures for credit and non-credit courses (except extension non-credit courses), for academic, vocational, and technical instruction, for remedial and tutorial instruction, and for regular, special, and extension sessions should be included. Expenditures for departmental research and public service that are not separately budgeted should be included in this classification. This Function excludes expenditures for academic administration when the primary assignment is administration--for example, academic deans. **However, expenditures for department chairpersons, in which instruction is still an important role of the administrator, are included in this Function.**

Program 00111 – Instruction – Expenditures for all instruction activities as defined above. As a general rule, most faculty will use this program unless they are primarily performing Research (Prog 12) or Departmental Research (Prog 311).

Program 00211 – Departmental Business Administration (Non-Faculty) – Instruction – Includes expenditures for administrative and supporting services performed by non-faculty departmental personnel in support of the Instruction mission. Faculty should not be budgeted with this program.

Program 00311 – Departmental Research – Research, development, and scholarly activities that are not *organized research* and, consequently, are not separately budgeted and accounted for. Departmental research is considered as a part of the Instruction function.

Program 00411 – Residency Support – Residency expenditures that are incurred in support of the College residency program.

Program 00012 - Research – Expenditures for activities specifically organized to produce research outcomes, whether commissioned by an agency external to the institution or separately budgeted and accounted for by an organizational unit within the institution. The Research program includes those activities intended to produce one or more research outcomes including the creation of knowledge, the organization of knowledge, and the application of knowledge. Subject to these conditions, it includes expenditures for individual and/or project research as well as those of institutes and research centers. This Function does not include all sponsored programs nor is it necessarily limited to sponsored research, since internally supported research programs, if separately budgeted and accounted for by the institution under an internal application of institutional funds, might be included in this Function under the circumstances described above. Instructional activities, such as workshops, short courses, and training grants, should not be classified within the Research program but should be classified as part of Instruction unless they satisfy the specific criteria outlined for inclusion within the Public Service program. This Function includes the following: Institutes and research centers--Includes expenditures for research activities that are part of a formal research organization created to manage a number of research efforts. While this program includes agricultural experiment stations, it does not include federally funded research and development centers, which should be classified as independent operations. Individual and project

research--Includes expenditures for research activities that normally are managed within academic departments. Such activities may have been undertaken as the result of a research contract or grant or through a specific allocation of the institution's general resources.

Program 00013 - Public Service – Expenditures for activities that are established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. The Public Service program includes those program elements established to make available to the public the various unique resources and capabilities of the institution for the specific purpose of responding to a community need or solving a community problem. This program includes the provision of institutional facilities, as well as those services of the faculty and staff that are made available outside the context of the institution's regular instruction and research programs. These activities include community service programs (excluding instructional activities) and cooperative extension services. Included in this Function are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar non-instructional services to particular sectors of the community. If a particular set of activities was initiated and funded by an external group or agency apart from the institution's normal instruction or research programs, those activities generally should be included in the Public Service program. The rationale for this classification is that the institution is making available its particular unique resources, services, and expertise in order to either serve a community need or solve a community problem.

Program 00014 - Academic Support – Expenditures primarily to provide support services for the institution's primary missions--instruction, research, and public service. It includes: (1) the retention, preservation, and display of educational materials--for example, libraries, museums, and galleries; (2) the provision of services that directly assist the academic functions of the institution, such as demonstration schools associated with a department, school, or college of education; (3) media such as audiovisual services and technology such as computing support; (4) academic administration (including academic deans but not department chairmen) and personnel development providing administration support and management direction to the three primary missions; and (5) separately budgeted support for course and curriculum development. For institutions that currently charge certain of the expenditures--for example, computing support--directly to the various operating units of the institution, this Function does not reflect such expenditures.

Academic Administration – Includes expenditures for activities specifically designed and carried out to provide administrative and management support to the academic programs. This sub-activity is intended to separately identify only expenditures for activities formally organized and/or separately budgeted for academic administration. It includes the expenditures of academic deans (including deans of research, deans of graduate schools, and college deans), but does not include the expenditures of departmental chairpersons (which are included in the appropriate primary function categories). It also includes expenditures for formally organized and/or separately budgeted academic advising. Expenditures associated with the office of the chief academic officer of the institution are not included in this sub-activity, but should be classified as Institutional Support.

Other Academic Support – Includes expenditures for administrative and supporting services performed by non-faculty departmental personnel.

Libraries – Includes expenditures for organized activities that directly support the operation of a catalogued or otherwise classified collection.

Museums and Galleries – Includes expenditures for organized activities that provide for the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc. Libraries are excluded.

Educational Media Services – Includes expenditures for organized activities providing audiovisual and other services that aid in the transmission of information in support of the institution's instruction, research, and public service programs.

Ancillary Support – Includes expenditures for organized activities that provide support services to the three primary programs, but that are not appropriately classified in the previous sub-activities. Ancillary support activities usually provide a mechanism through which students can gain practical experience. An example of ancillary support is a demonstration school associated with the school of education. However, the expenditures of teaching hospitals are excluded.

Personnel Development – Includes expenditures for activities that provide the faculty with opportunities for personal and professional growth and development to the extent that such activities are formally organized and/or separately budgeted. This sub-activity also includes formally organized and/or separately budgeted activities that evaluate and reward professional performance of the faculty. Included in this sub-activity are sabbaticals, faculty awards, and organized development programs.

Course and Curriculum Development – Includes expenditures for activities established either to significantly improve or to add to the institution's instructional offerings, but only to the extent that such activities are formally organized and/or separately budgeted.

Program 00015 - Student Services – Expenditures for offices of admissions and registrar and those activities whose primary purpose is to contribute to the student's emotional and physical well-being and to his or her intellectual, cultural, and social development outside the context of the formal instruction program. It includes expenditures for student activities, cultural events, student newspaper, intramural athletics, student organizations, intercollegiate athletics (if the program is operated as an integral part of the department of physical education and not as an essentially self-supporting activity), counseling and career guidance (excluding informal academic counseling by the faculty) student aid administration, and student health service (if not operated as an essentially self-supporting activity).

Program 00016 - Institutional Support (*Note: this is a roll-up Program and should NOT be used directly; use the SPECIFIC Program codes shown below*) – Expenditures for: (1) central executive-level activities concerned with management and long-range planning of the entire institution, such as the governing board, planning and programming, and legal services; (2) fiscal operations, including the investment office; (3) administrative data processing; (4) space management; (5) employee personnel and records; (6) logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution; (7) support services to faculty and staff that are not operated as auxiliary enterprises; and (8) activities concerned with community and alumni relations, including development and fund raising. The overall objective of the Institutional Support Function is to provide for the institution's organizational effectiveness and continuity. Appropriate allocations of institutional support should be made to auxiliary enterprises, hospitals, and any other activities not reported under the Educational and General heading of expenditures.

Program 00116 - Institutional Support – Expenditures for all institutional support activities as defined above.

Program 00216 - Sponsored Programs Administration – To be used only by the Office of Research Administration and by Grants and Contracts Accounting.

Program 00017 - Operation and Maintenance of Plant – Expenditures of current operating funds for the operation and maintenance of physical plant, in all cases net of amounts charged to auxiliary enterprises, hospitals, and independent operations. It does not include expenditures made from the institutional plant fund accounts. It includes all expenditures for operations established to provide services and maintenance related to grounds and facilities. Also included are utilities, fire protection, property insurance, and similar items.

Program 00018 - Scholarships and Fellowships – Expenditures for scholarships and fellowships--from current unrestricted funds--in the form of grants to students, resulting either from selection by the institution or from an entitlement program. It also should include trainee stipends, prizes, and awards, except trainee stipends awarded to individuals who are not enrolled in formal course work, which should be charged to instruction, research, or public service as appropriate. If the institution is given custody of the funds, but there is neither a selection by the institution nor an entitlement program, the funds should generally be accounted for and reported in the Agency Funds group rather than in the Current Funds group. Recipients of grants are not required to perform service to the institution as consideration for the grant, nor are they expected to repay the amount of the grant to the funding source. When services are required in exchange for financial assistance, as in the federal College Work-Study Program, the charges should be classified as expenditures of the department or organizational unit to which the service is rendered. Aid to students in the form of tuition or fee remissions also should be included in this Function. However, remissions of tuition or fees granted because of faculty or staff status, or family relationship of students to faculty or staff, should be recorded as staff benefit expenditures in the appropriate Functional expenditure Function. This Activity/Function includes the following: Scholarships which includes grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students. Fellowships which includes grants-in-aid and trainee stipends to graduate students. It does not include funds for which services to the institution must be rendered, such as payments for teaching.

Program 00019 - Clinical E&G Support – Includes all STATE funded activities related to the operation and administration of clinics.

Program 00024 - Clinical Operations – *(Note: this is a roll-up Program and should NOT be used directly; use the SPECIFIC Program codes shown below)* – Includes all activities related to the operation and administration of clinics. Also includes Professional Practice Plan (PPP) Supplements.

Program 00124 - Clinical Operations – Expenditures for all clinical operations activities as defined above.

Program 00224 - Departmental Business Administration (Non-Faculty) – Clinical Operations – Includes expenditures for administrative and supporting services performed by non-faculty departmental personnel in support of the Clinical Operations function.

Program 00324 – Clinical Operations – Educational Services – expenditures incurred with clinical funds that are in support of the educational mission rather than the clinical mission.

Program 00424 – GME Support – Program Directors – includes expenditures made from clinical funds in support of program directors for the residency program in the college.

Program 00524 – Hospital Support – expenditures which are made from income derived from hospital support contracts.

Program 00624 – Clinical Billing Costs – expenditures for specific clinical billing costs

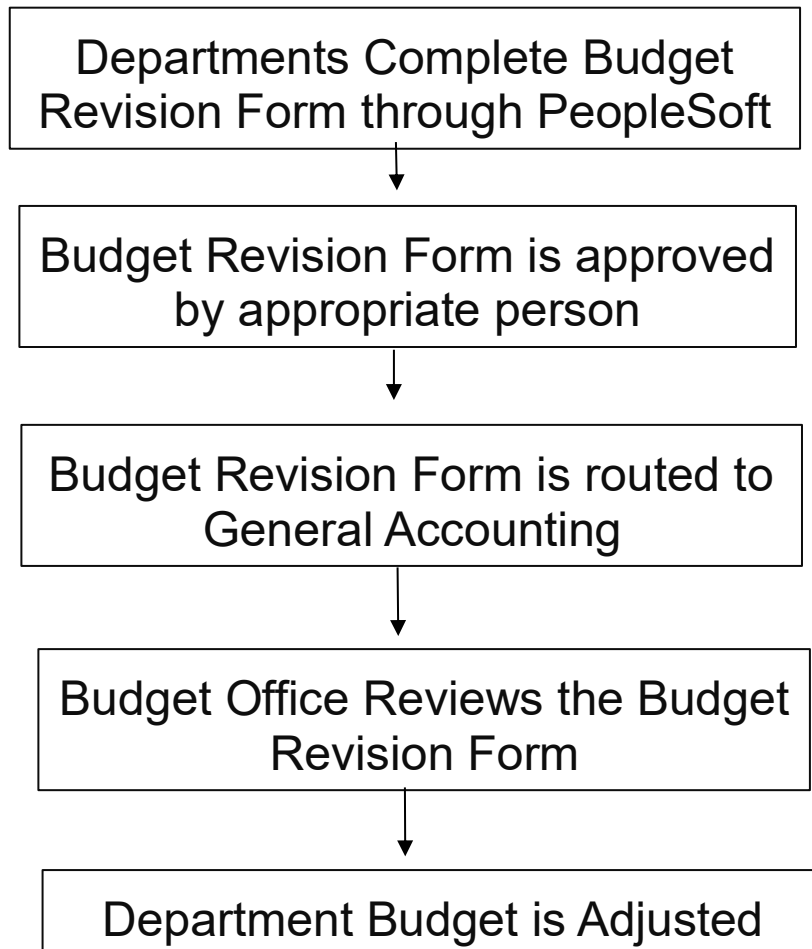
Program 00031 – Agency-Student/Staff/Faculty Organizations – Includes all activities related to funds that are not controlled by the University but are held in agency by the University for student, faculty, and staff organizations.

Program 00032 - Agency-Institutional Support – Includes all activities related to funds that are not controlled by the University but are held in agency by the University for constituencies other than student, faculty, and staff organizations.

Program 00051 - Auxiliary Enterprises – Includes all activities related to the operation and administration of Auxiliary Enterprises.

Program 00061 - Service Units – Includes all activities related to the operation and administration of Service Units.

Budget Revision Process



Budget Revision Form

General

All Budget Revisions must now be submitted through PeopleSoft. The Budget Revision Form must be sent with the word BUDGET in the subject line. The Budget Office reviews and approves all Budget Revision Forms. Once a Budget Form is approved; General Accounting will post it to the general ledger. In most cases, budget revisions will be posted within 2 working days after receipt/approval.

Sufficient cash must exist to support the budget revision OR an explanation as to when the cash will be deposited must be provided *before* the budget revision will be approved. Contact the Budget Office or General Accounting with any questions.

Guidelines for Entering Information into the Budget Revision Form

1. **Fund** – must be STATE, MISCA, MISCD, AGENC, SUAUX, EDWCH, HSPRM, RSOKC, RSTUL, CLNOP, or CLNSP funds. You cannot use this form to make budget changes to projects administered in the SPNSR fund. Please call Grants Accounting at 271-2177 if you need to make a budget revision to a project in the SPNSR fund.
2. **Program** – must use the budgeted rollup programs - not the detailed expenditure level programs. For example, use 00011 not 00111.
3. **BY** (Budget Year) – typically the same as the current fiscal year. Contact the Budget Office for exceptions.
4. **Amount** – the amount of the budget change. To increase a budget, the amount entered must be positive. To decrease a budget, the amount entered must be negative (use brackets). For transfers from one budget to another, enter a negative amount on the ChartField spread you are taking budget from and a positive number on the ChartField spread you are transferring budget into.
5. **Proj/Grnt** – must begin with SU or AX if you are creating/changing a project budget in the SUAUX fund. Must begin with EC if you are creating/changing a project budget in the EDWCH fund.

Cost Transfer Form - When transferring the budget balance between two orgs in the STATE fund, you must also transfer same amount of cash between the two orgs. To transfer cash, you must complete a Cost Transfer Form using GL account 994100 on both sides (revenue and expense) of the transaction. The Budget Revision Form to transfer the budget balance and the Cost Transfer Form to transfer the cash balance should be processed at the same time. This will keep the budget and cash balances of the STATE fund in sync in the accounting system.

- As a general rule, General Accounting will not process retroactive cost transfers between funds. It is **vital** that you examine your budgets for appropriateness. For SPNSR funds, this issue is even more critical. With the exception of unusual conditions, once cost certifications have been signed off on, Grants and Contracts will **not** adjust the expenditures.

Budget Revision Form - If you are transferring budget from one org in the STATE fund to another org in the STATE fund, the amounts must equal, i.e., one org budget increased and the other org budget decreased for the same amount.

Note: Budget Revisions (STATE fund only)

THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER
Budget Revision Form
 Version 11.4.05

Date: _____

Reason: _____

FUND	ORG	PROGRAM	BY	Proj/Grnt	AMOUNT