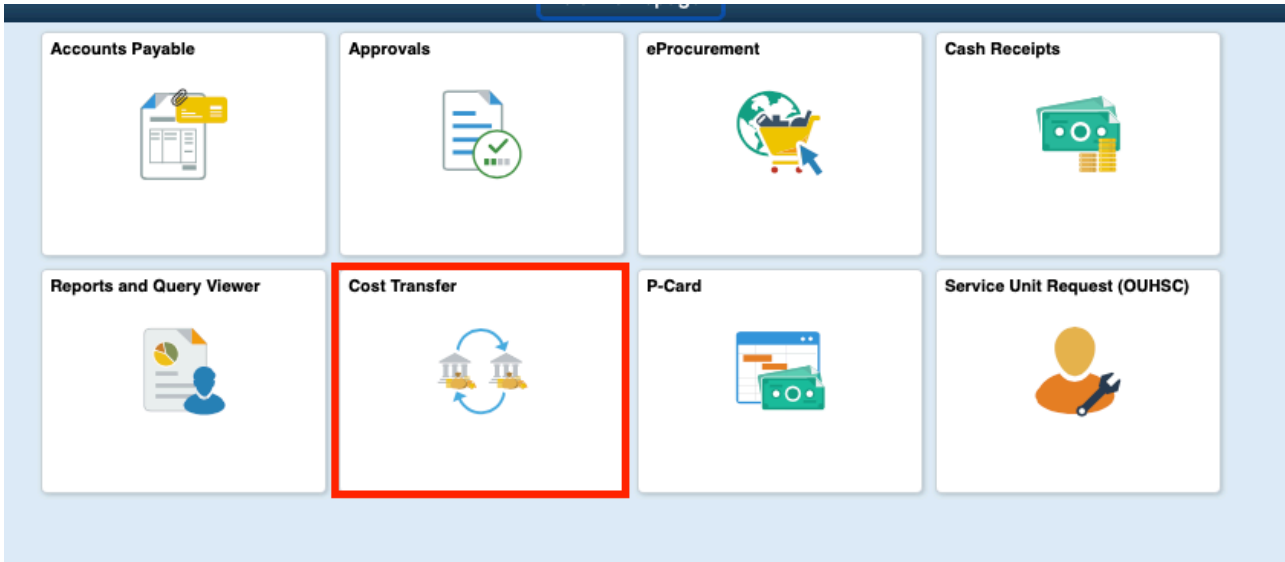## Budget Changes

This information details how to enter a Budget Change (formerly called a temporary budget revision). Please note budget changes are submitted through the Cost Transfer module in PeopleSoft Financials, which also allows for general Cost Transfers, Payroll Transfers and OU Foundation ledger entry. This document will only focus on submitting budget revisions and if needed an associated cost transfer.

Log in to PeopleSoft Financials, fs.ou.edu

From the Main Screen, select Cost Transfer Entry

To start a new a new budget change, select the 'Add a New Value' tab. The 'Find an Existing Value' tab will allow you to pull up a previously saved or submitted budget change.

Cost Transfer Entry

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

Business Unit `begins with` [   ] 🔍
Journal ID `begins with` [   ]
Transaction Date `=` [   ] 📅
Org `begins with` [   ] 🔍
Entity `begins with` [   ] 🔍
Project `begins with` [   ] 🔍
Cost Transfer Status `=` [   ]
Entered by `begins with` [   ] 🔍

☐ Case Sensitive

[Search] [Clear]   Basic Search 📄 Save Search Criteria

The Business Unit should default to the Norman campus, but if it does not input NORMN as the business unit and the hit 'Add'

Cost Transfer Entry

Find an Existing Value	Add a New Value

Business Unit NORMN 🔍

Add

The below screen will appear and you'll need to mark the box next to 'Budget' for the budget revision tab to appear.

Cost Transfer	Budget Change	Attachments

Business Unit NORMN   **Journal ID** NEXT   **Transaction Date** 07/30/2020

Distribution Status None   **Status** New   ☐ Draft

☐ Cost Transfer   ☐ Payroll Transfer   *Org [   ] 🔍   ☑ Budget   ☐ OU Foundation

*Justification [   ]

On the screen above, you'll need to provide Justification for the reason of budget revision is being submitted, along with details of pending cash commitments from other areas if applicable.

You'll also need to supply an Org the budget change should route to for approval. If the budget change decreases an Org, the change should route to the decreasing Org for approval. If the budget change only increases the budget and spending authority, the approval Org should match the Org where budget is being increased.

Checking the Draft box will allow you to save current work and exit the screen if needed before submitting.

Once Justification has been provided, you can navigate to the Budget Change tab to begin your budget revision.

If the budget change also requires a cost transfer, they should be done on the same transaction. You'll want to check the boxes for Cost Transfer and Budget Change to submit both on the same transaction.

Entering the Budget Change

Navigate to the Budget Change tab.

All budget changes will require an Account, Fund, Org, Function and Amount to be entered.

The Source field is required if the Fund is EDWCH, SUAUX, EGFEE, or AUFEE.

The Project field is required if the Fund is CAPTL.

The Entity and Purpose fields are not open for input. Budgets are not tracked down to this level of detail.

For budgeting purposes, we budget to account categories. Using the magnifying glass next to the Account box, will bring up the list of the available budget account categories.

While, the budget will be assigned to a specific account category, budget checking does not happen at the specific category level, unless the Fund is SPNSR. These categories are provided to help with departmental reporting and tracking needs.

When budgeting the Function field, you'll budget at the roll-up function. If you need to have budget available for spending in 00111, 00211, or 00311, then you'll budget at 00011 Instruction (RollUp). This is also the case for budgeting 00116 or 00216, the budget will need to be entered at 00016 Institutional Support (RollUp).

The Ref and Descriptions fields allow for the enterer to provide additional information on the reason for the budget change.

The position field can be used for changes to the SALARY account category to provide tracking for a specific position number.

Should you need to add additional lines to the budget change, you'll use the plus sign at the end of the line. A prompt box will ask you to enter the number of additional lines to add. Select 'OK' to have the lines added.

The additional lines will be added to the budget change for entry. Should you need to delete a line, you'll use the minus sign at the end of the line and follow the same steps.

	Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount
1	MISCEX	MISCA	CAS01001	00011					50000.00
2	SALARY	MISCA	CAS01001	00011					20000.00
3	TRAVEL	MISCA	CAS01001	00011					500.00
4	COMCAT	MISCA	CAS01001	00011					300.00

Save   Notify

Once all of the changes have been entered, you'll want to select the 'Save' button in the bottom left hand corner of the screen. You'll then navigate to the Attachments tab to load any necessary attachments.
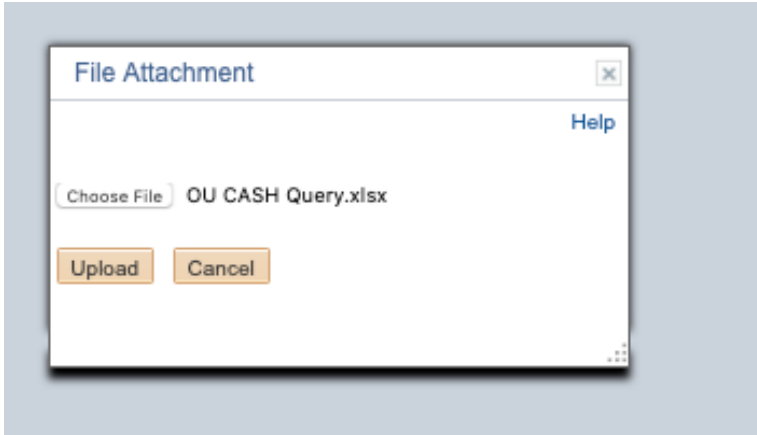

Select the 'Add' button to find the necessary attachment.

Then select 'Choose File' to open the finder box to search for the attachment. Once the appropriate file is selected then you'll select 'Upload'.

If additional attachments need to be added, select the plus sign on the attachment screen to add another line for an additional attachment.
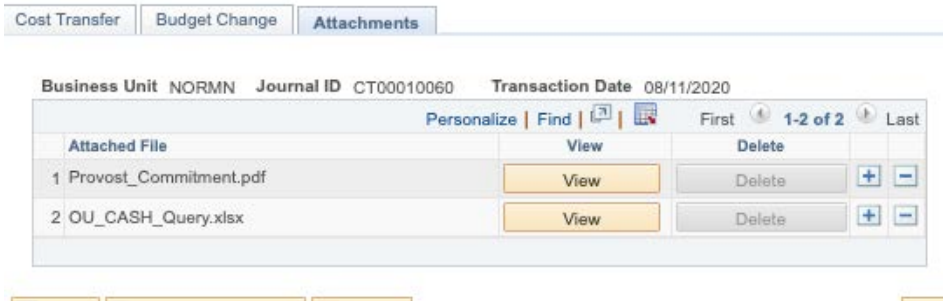
Once the attachments have been added, you'll navigate back to the Cost Transfer tab to submit the change.
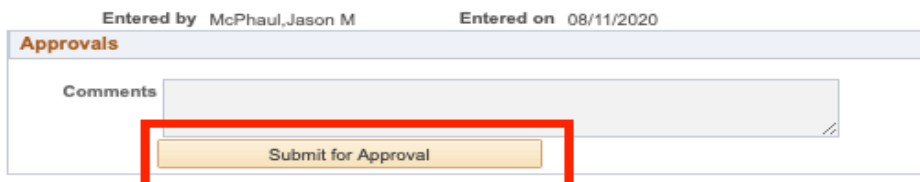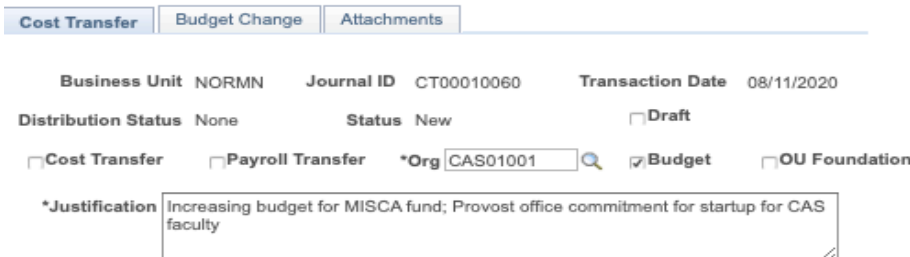
The comments box is blocked out. Input in the Approvals comments area will only be used by approvers. All comments provided by the enterer should be placed in the Justification box.

EDGEN BUDGET CHANGES

Budget changes involving the EDGEN fund require an equal offset and a cost transfer to be completed. The cost transfer moves the associated cash involved with the EDGEN budget change.

On the Cost Transfer tab, you'll want to mark the boxes for Cost Transfer <u>and</u> Budget.

You'll then navigate to the Budget Change Tab to input both an increase to a budget and a decrease to a budget.

	Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount
1	MISCEX	EDGEN	CAS01001	00011	00000				-2000.00
2	MISCEX	EDGEN	INL01001	00011	00000				2000.00

Once the budget change has been entered, you'll navigate back to the Cost Transfer tab to enter the associated cost transfer.

The cost transfer will move the associated cash behind the budget change. The cost transfer should have a minimum of 4 lines, 2 will be associated with the appropriate cash accounts and will start will 111XXX (with XXX representing the type of cash). The other 2 lines will be associated with the appropriate expense/revenue account being used. If the funds are being moved from EDGEN to EDGEN, you'll use 994100 EDGEN Cash for the expense/revenue.

The Fund and Org should match the budget change. If you used a rollup Function on the budget change, for the cost transfer you'll want to use the more detailed code.

In the above budget change example, the budget change is affecting Function 00011, this means the cost transfer will need to use 00111, 00211 or 00311.

	Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount
1	111290	EDGEN	CAS01001	00311	00000		ACEVP125		-2000.00
2	994100	EDGEN	CAS01001	00311	00000		ACEVP125		2000.00
3	111290	EDGEN	INL01001	00311	00000				2000
4	994100	EDGEN	INL01001	00311	00000				2000

While, the budget change doesn't allow for entries in the Entity and Purpose fields, because cash and expenses are tracked at those levels, those fields can be used on the cost transfer portion of the transaction. Note, the Entity field is required for all cost transfers, if a specific Entity is not being used the input should be 00000 (5 zeroes).

The cost transfer also has fields for reference and description, these fields will populate on the OU_ACTIVITY query used for reconciliation, to help provide easy reference to the specific transaction.

Ref		Descr	Empl ID	Pay End Date		
CAS COMMIT	Commit for Study Abroad				+	-
CAS COMMIT	Commit to Study Abroad				+	-
CAS COMMIT	CAS payment for Study Abroad				+	-
CAS COMMIT	CAS payment for Study Abroad				+	-

The Empl ID and Pay End Date fields are only needed for Payroll Transfers. The plus and minus signs at the end of the line can be used to add/delete additional lines as needed.

Once the cost transfer information has been entered, the transaction can be submitted for approval.

BUDGET CHANGE ATTACHMENTS

All budget changes require an OU_CASH query showing the total available cash for the Org, Fund, and Function being affected. In the case of an EDGEN budget change, the cash query must show the available cash for the decreasing Org, Fund and Function.
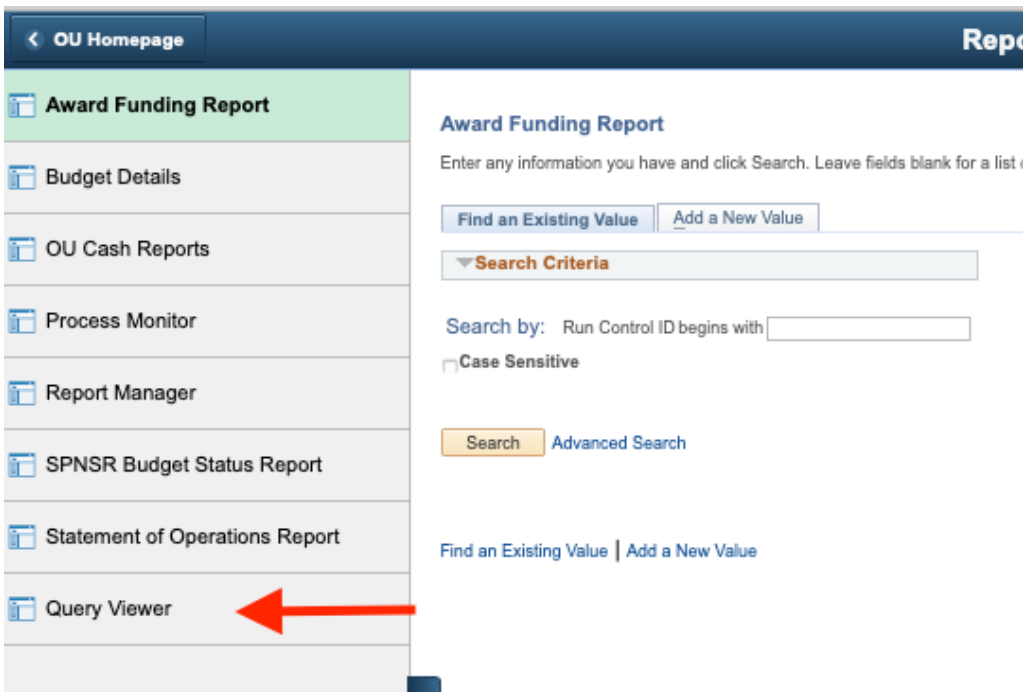
If cash is negative in the Org, Fund, and Function the budget change affects, a commitment of funding must also be provided for the budget change to be approved.

OU_CASH Query

From the home page in PeopleSoft Financials, navigate to the Reports and Query Viewer tile.
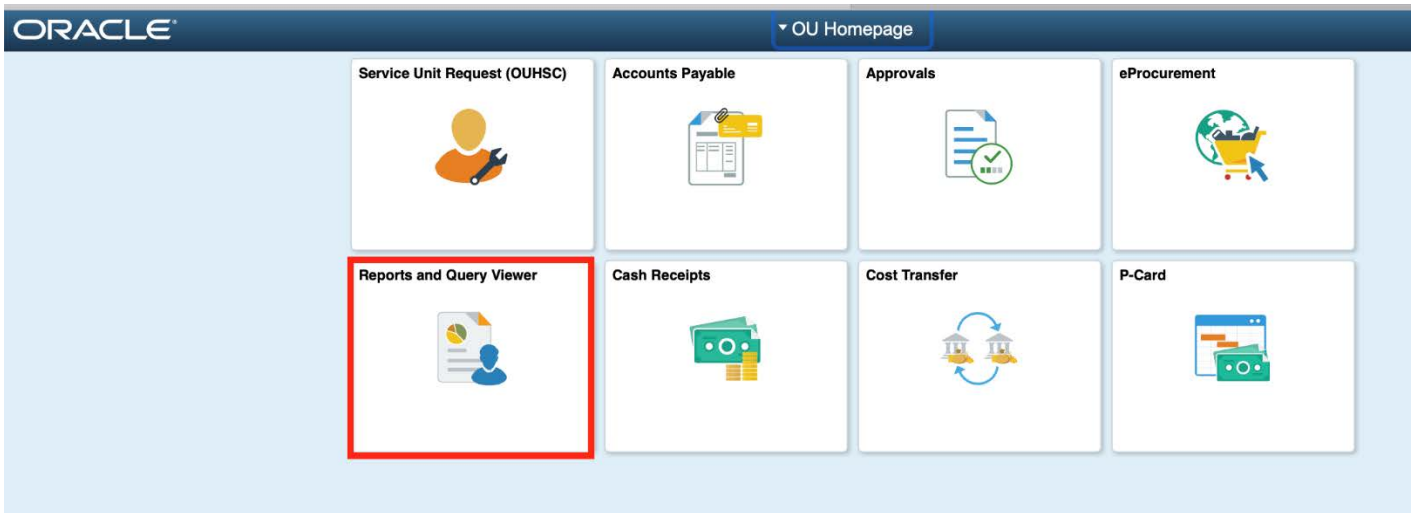
Select Query Viewer from the menu on the left hand side of the screen.

On the Query Viewer Screen type in OU_CASH and hit search.

Query Viewer

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

*Search By [Query Name ▲▼]   begins with   [OU_CASH]

[Search]   Advanced Search

You'll want to run the OU_CASH query to Excel

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel
OU_CASH	OU Cash Totals	Public	REPORTING	HTML	Excel
OU_CASH_BAL	OU Cash BAL Totals	Public	REPORTING	HTML	Excel

In the search screen that comes up you'll want to input the following prompts:

Business Unit: NORMN   Fiscal Year: current fiscal year   From Period: 1   To Period: 12

Pulling the cash from period 1 to 12 will ensure you pull all current cash available.

You'll then want to input the Org and Fund the budget change affects.

For example if the budget change affects CAS01001, MISCA, 00011 then the search prompts should look like the below:

OU_CASH - OU Cash Totals

Business Unit [NORMN]
Fiscal Year [2021]
From Period [1]
To Period [12]
From Fund [MISCA]
To Fund [MISCA]
From Org [CAS01001]
To Org [CAS01001]
From Entity [0]
To Entity [Z]
From Source [   ]
To Source [Z]
From Project [   ]
To Project [Z]
[View Results]

On the excel document, you'll want to make sure the total of the Function being affected on the budget change has positive cash.

In this example the change we're inputting in a budget change to increase the budget for CAS01001 MISCA 00011. From the totaled cash query below, we can see this Org and Fund has cash available at 00111, 00211, and 00311. Because we use the rollup function for these functions. The combined totaled of the functions will justify an increase in the budget.

Account	Fund	Org	Function	Entity	Source	Purpose	Project	Total Amt	Year	Period
111700	MISCA	CAS01001	00211	00000				216.46	2021	1
111700	MISCA	CAS01001	00311	00000				842.40	2021	1
111700	MISCA	CAS01001	00111	00000				3,762.67	2021	1

Total at Function 11   4,821.53