## 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 (see page 12 for additional details on when to submit each). 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
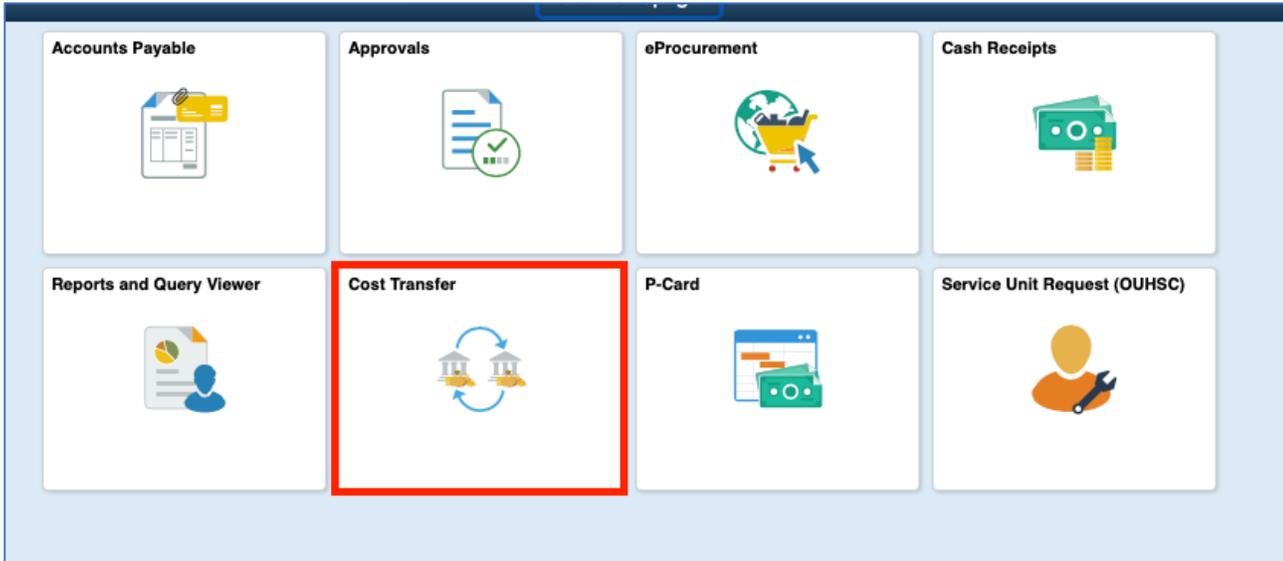
To start a new a new budget change, select the 'Add a New Value' tab. The 'Find an Existing Value' tab will allow you to pull up a previously saved or submitted budget change.

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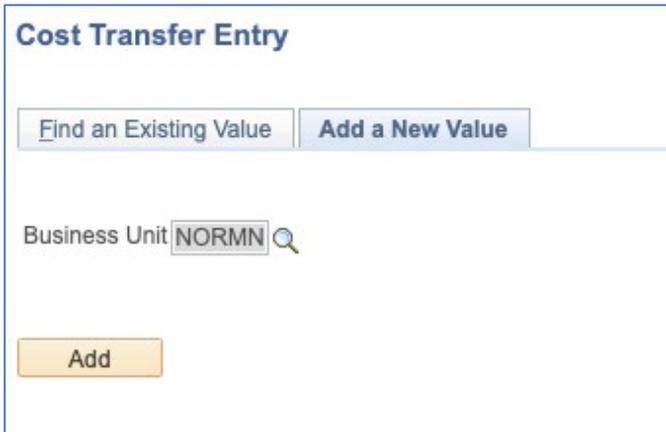
Cost Transfer Entry

| 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 Change** tab to appear.
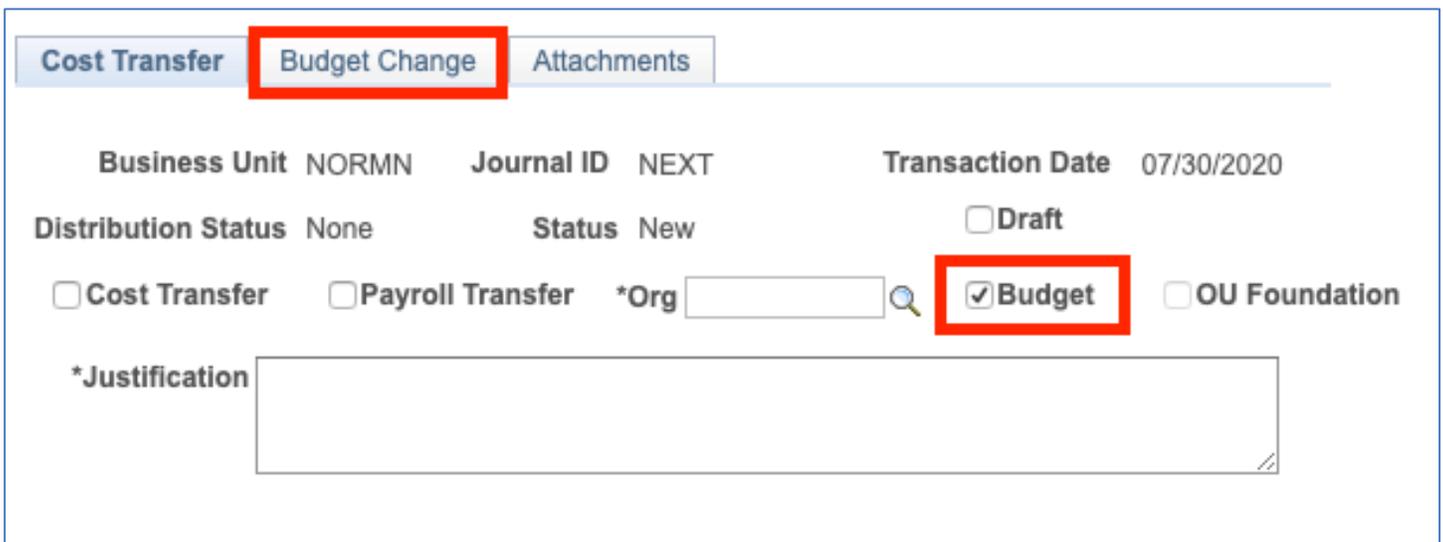
| Cost Transfer | Budget Change | Attachments |

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 **Cost Transfer** tab, please provide the following:
1) Justification for the budget revision, along with details of pending cash commitments from other areas if applicable; Providing a clear justification is key to ensuring budget changes can be reviewed and approved efficiently.
2) Provide the 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 by checking the boxes for **Cost Transfer** and **Budget Change** to submit both simultaneously.

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Entering the Budget Change

Navigate to the Budget Change tab.

Cost Transfer	Budget Change	Attachments

Business Unit NORMN   Journal ID NEXT   Transaction Date 08/07/2020
☐ Draft

	Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount
1	MISCEX 🔍	MISCA 🔍	CAS01001 🔍	00011 🔍		🔍		🔍	50000.00

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. Selecting/Clicking on the magnifying glass next to the Account box will bring up the list of the available budget account categories.

Search Results

View 100   First ◄ 1-39 of 39 ► Last

Account	Description
COMCAT	COMMUNICATION
DBTSRV	DEBT SERVICE
DPTEXP	DEPT EXPENSE
EQUIPT	EQUIPMENT
FACXCS	FACULTY EXCESS
FRGPPP	Fringe Benefit-PPP
FRINGE	Fringe Benefits
LIBRBK	LIBRARY RESOURCES
MBRSHP	MEMBERSHIPS
MCHRES	MERCHANDISE FOR RESALE
MISCEX	MISCELLANEOUS
OPERAT	Operating
OVRHED	OVERHEAD
RNTLEA	RENT/LEASE
SALARY	Staff Salaries & Wages
SALPPP	Salaries-PPP
SCHOLR	SCHOLRSHIP
SERVCS	SERVICES

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

When inputting a Function, you'll budget at the roll-up function. For instance, 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 the enterer to provide additional information on the reason for the budget change. Use of the Description field is strongly encouraged to help in the review and approval process.

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 add the lines.
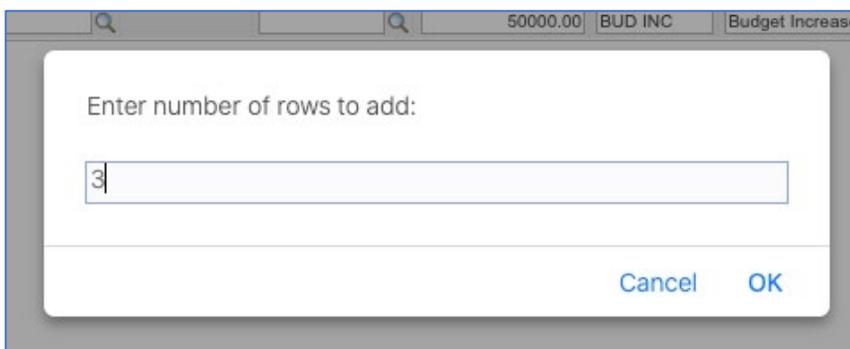

The additional lines will be added to the budget change for entry. Should you need to delete a line, use the minus sign at the end of the line and follow the same steps.
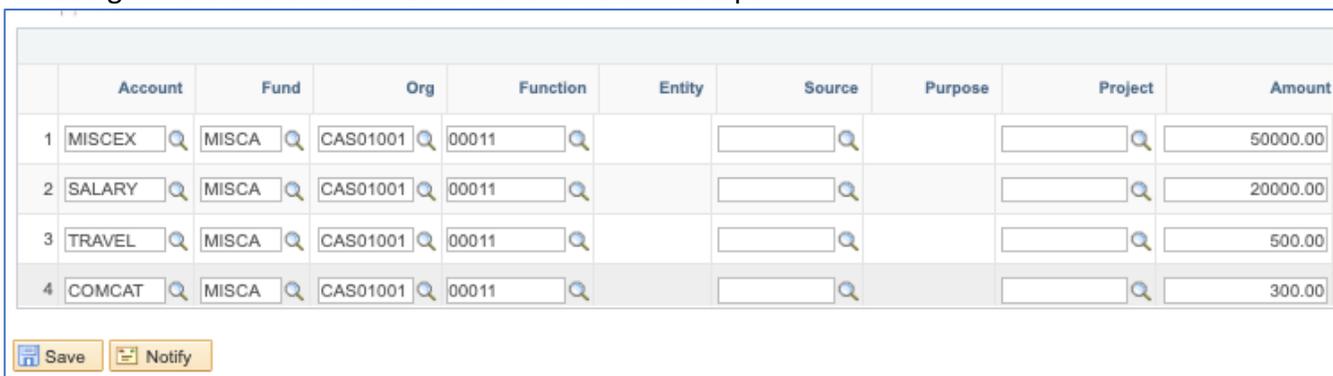
|	Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount
1	MISCEX	MISCA	CAS01001	00011					50000.00
2	SALARY	MISCA	CAS01001	00011					20000.00
3	TRAVEL	MISCA	CAS01001	00011					500.00
4	COMCAT	MISCA	CAS01001	00011					300.00

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. **Attachments are required on all budget changes**. The attachments should provide supporting documentation for the budget change. Strong documentation helps reduce questions from higher-level review stages and is more likely to satisfy queries from Internal Audit, should your unit ever be audited. The required attachments for budget changes are provided on page 8 of this document.
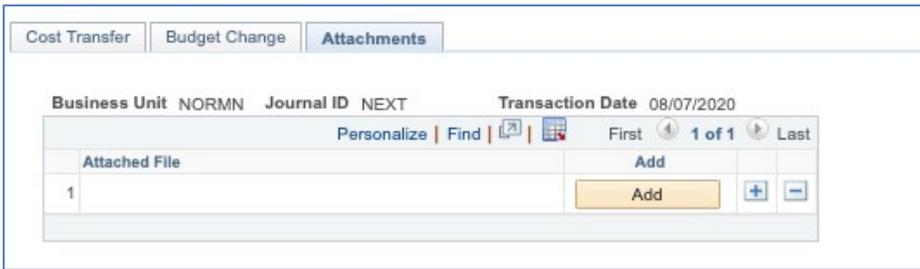
Select the 'Add' button to find the necessary attachment.

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'.
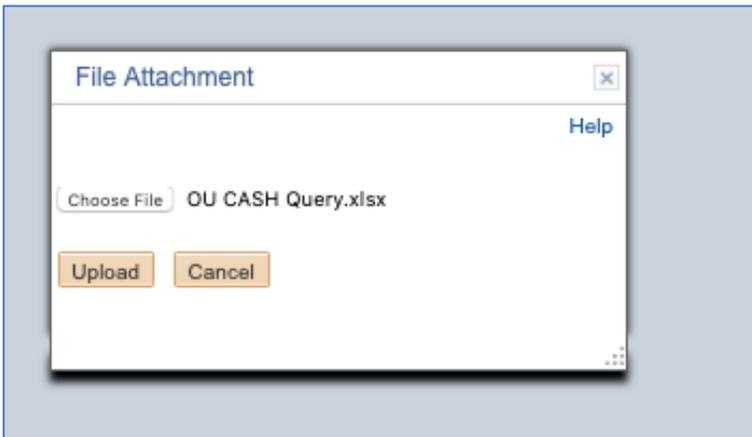
If additional attachments need to be added, select the plus sign on the attachment screen to add another line for an additional attachment.
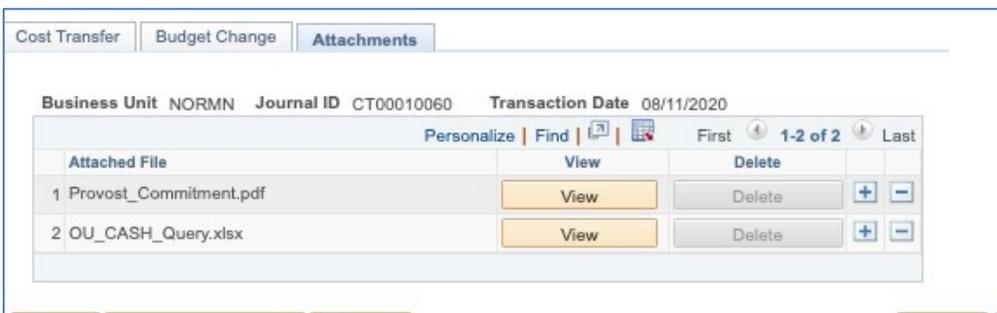
Once the attachments have been added, you'll navigate back to the Cost Transfer tab to submit the change.

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. Strong, concise justifications are important to ensuring your budget change is reviewed and approved as efficiently as possible.

EDGEN BUDGET CHANGES

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

Prior to the Compass implementation a department could fund a commitment via a budget revision only. Now all funding of commitments involving an EDGEN fund, will require the moving of the cash to fund the commitment as well. For example, if the Provost office is funding a commitment in Arts & Sciences, the Provost office will need to a submit the Budget Change to increase the Arts & Sciences budget (giving them spending authority) and process a Cost Transfer to move the cash to Arts & Sciences for spending.
On the Cost Transfer tab, 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.

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

The cost transfer moves the cash associated with the budget change. The cost transfer should have a minimum of four lines: two are associated with the appropriate cash accounts and will start will 111XXX (with XXX representing the type of cash). The other two lines are 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 affects Function 00011, this means the cost transfer will need to use 00111, 00211 or 00311.

While the budget change does not allow for entries in the Entity and Purpose fields (as there is no budget for these fields), cash and expenses are tracked at those levels. So, those fields can be populated 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 EMPLID 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.

The steps below detail how to run the OU_CASH query.

OU_CASH Query

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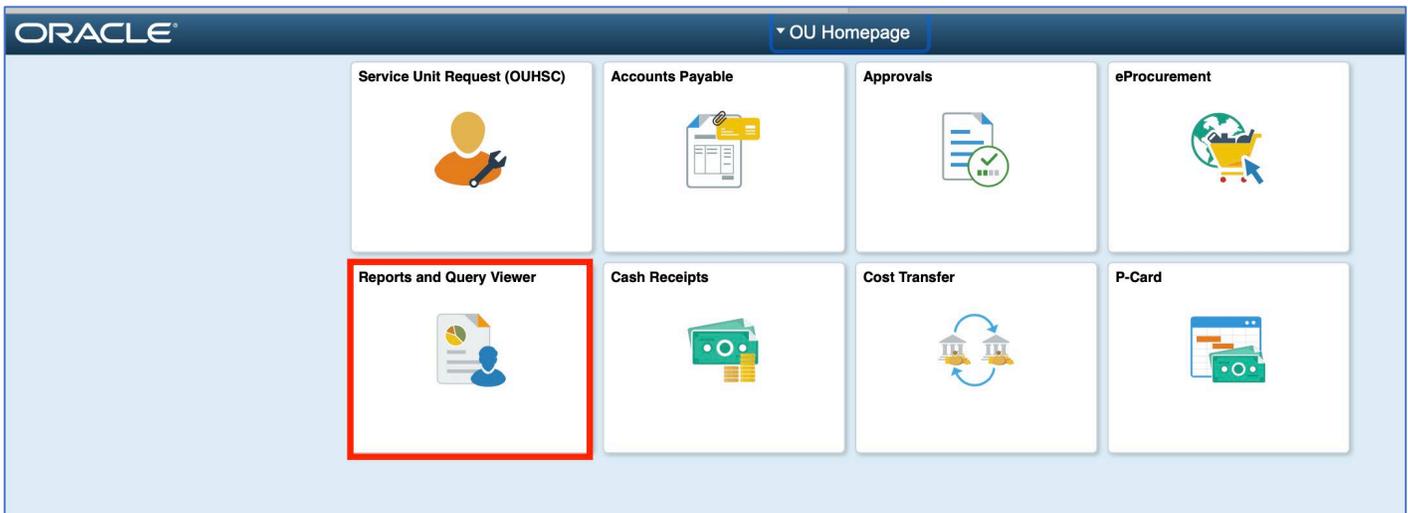
Select Query Viewer from the menu on the left hand side of the screen.
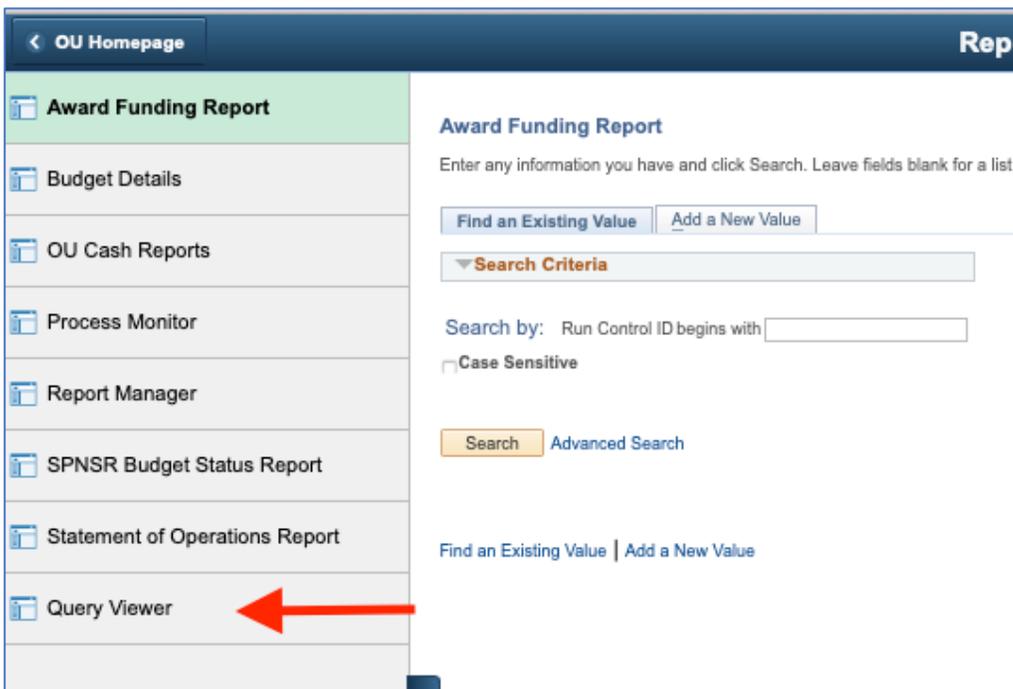
On the Query Viewer Screen type in OU_CASH and hit search.

Run the OU_CASH query to **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: 0   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:

On the excel document, make sure the total of the Function being affected on the budget change has positive cash.

In this example we are inputting 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		

Other Helpful Tips

Cost transfer, payroll transfer, OU Foundation ledger entry, or budget change?

Cost Transfers are used to transfer expenses which have already hit the OU_ACTIVITY query, provide the cash to fund a commitment, and to 'charge' another OU department for services provided.

Payroll transfers move payroll expenses from chartfield string to another chartfield string. This could be a change to the entire chartfield string or to add a purpose to a specific payroll which was not on the EDR.

OU Foundation ledger entry allows entry of transactions processed by the Foundation (through their payment system) that are not currently tracked in PeopleSoft. This option will give departments the ability to post this non-university business within PeopleSoft to a subsidiary ledger, thereby allowing departments to report across both university and non-university activities.

Budget changes are used to increase spending authority. If a voucher fails budget checking, a budget change can be submitted (with appropriate documentation) to increase the budget for a specific Org, Fund, Function allowing the voucher to be processed.

Commitment Funding
When funding a commitment to an EDGEN fund, a budget change **and** a cost transfer must be completed on the same transaction.

If the commitment is being funded to a non-EDGEN fund from a non-EDGEN fund then **only** a cost transfer needs to be completed. Completing the cost transfer will provide the cash to fund the commitment. A budget change does not have to be done, as the receiving Org may already have budget for those expenses.