

# PeopleSoft Budget

## Frequently Asked Questions

### **How does budget checking work?**

Budget checking happens at the Org/Fund/Function level for all expenses. If the Fund you're using requires a Source or a Project, then budget checking will also include those as well.

As an example of how this will work, if the only budget setup for your area falls under UNN11400/EDGEN/00014 and a requisition is input using UNN11400/MISCA/00014, then the requisition will fail budget checking. In this example, budget is available at the Org (UNN11400) and the Function (00014), but not at the Fund (budget is in EDGEN and not MISCA). Budget must be available in all 3 areas for an expense to pass budget checking.

### **Where do I go to process a budget revision?**

Temporary budget revisions (those affecting the current fiscal year) are submitted in [PeopleSoft Financials](#) using the Cost Transfer Module. On the cost transfer screen, you'll see a tab for Budget Revisions.

Permanent budget revisions (those affecting the next fiscal year) are submitted in [PeopleSoft HRMS](#). In HRMS you'll navigate to Main Menu → OU Budget Menu → Revisions → Revision Worksheet.

### **Can I submit an unbalanced or one-sided budget revision online?**

If the revision is for a non-EDGEN fund, then you may submit a one-sided budget revision to either increase or decrease the budget. If the revision involves an EDGEN fund, the revision must be balanced, having both an increasing and an equal decreasing side.

### **If my budget was originally constructed using an Org/Fund/Function, but now I have added an entity/purpose, do I need to do a budget revision to be able to track by the added fields?**

No. Budgeting happens at the Org, Fund, Function and GL account category level. Budget checking will happen against the Org, Fund, and Function only and the GL account category is provided for tracking. Entities and Purposes will be tracked at the cash and expense level only. To find details of the expenses or balances of a specific entity/purpose, you can pull the OU\_CASH or OU\_ACTIVITY queries in PeopleSoft Financials.

### **I was given a new Source to track my student fees to use with the EGFE fund, do I need to do a budget revision to allow expenses against this field?**

Yes. Using the EGFE fund requires the use of the Source field. When the Source is a required field, budget checking will happen at the Org/Fund/Function/Source. Meaning budget must be available in all 4 of those areas for an expense to be processed. The Funds SUAUX, AUFEE, and EDWCH also require a Source and will also require a budget at the Source level.

### **How do I look up my available budget?**

There are two places in PeopleSoft Financials to view your budget. Both are located using the 'Reports and Query Viewer' tile on the home page. On the left hand menu you can navigate to either 'Budget Details' or 'Query Viewer'.

Budget Details will allow you to have a quick overview of the YTD budget, YTD expenses, and the remaining balance.

In Query Viewer, you'll search for OU\_BUD. These queries will provide the full overview of the Parent and Child budgets in one easy to view downloadable report.

### **If budget is not available, will my employees still get paid?**

Yes. Payroll will fully run and process for employees to be paid, even if budget checking fails. If budget checking fails on payroll, this will only affect the posting of the payroll to your financial statement but does not affect an employee receiving a paycheck. Financial Services will notify the department of a need for a budget increase, should payroll fail to post.

### **I'm going to be reimbursed for an expense from another department, how do I make a purchase if I don't have the cash available?**

For non-EDGEN funds you only have to have budget, not cash, available for an expense to be processed. The Budget Office will be monitoring cash balances and will verify sources of funding before allowing a budget revision increase to be processed. This verification step will help ensure departments do not carry large cash deficits.

For EDGEN funds, budget and cash will always be equal. If you've run out of cash and budget and need to process a payment, a budget revision and cost transfer to move cash from another source of funding must first be processed.

### **I received a budget error on a requisition, what do I do now?**

First check either the Budget Details report or OU\_BUD queries to see where budget is available. If budget is not available using the Org, Fund and Function needed for the payment, a budget revision will need to be processed and approved before the requisition can pass budget checking.

### **How do I know if my chartfield requires a Source or a Project?**

The Source and Project fields will be required, dependent on the Fund being used.

- Source is a required field for the funds EDWCH, EGFE, AUFEE, or SUAUX
- Project is a required field for funds SPNSR or CAPTL

When the Source or Project is a required field, budget checking will also happen at this level. Meaning the Org/Fund/Function, Source or Project must all have budget available for an expense to be processed.

**My budget query shows I have a negative budget in the Supply category but my purchases are still passing budget check; how are the passing the budget check?**

The Supply category is considered a child budget. The child budgets are for internal tracking only and budget checking does not happen at this level. Expenses can post to the child budget categories with no issue, as long as the Parent budget has available funding. As shown in the below example, the SUPPLY budget started with a zero balance but has still had expenses posted to it. This is because budget was available at the Parent category.

Budget Type	BusUnit	Fund	Org	Function	Entity	Source	Account	Budget Period	Budget Amt	Pre-Encumbered Amt	Encumbered Amt	Expended Amt	Remaining Amt
PARENT	NORMN	EGFEE	UNN11000	00011	00000	NECOURSE	EXPEND	FY2021	12,547.00	-	-	(4,340.30)	8,206.70
CHILD	NORMN	EGFEE	UNN11000	00011	00000	NECOURSE	MISCEX	FY2021	12,547.00	-	-	-	12,547.00
CHILD	NORMN	EGFEE	UNN11000	00011	00000	NECOURSE	SUPPLY	FY2021	-	-	-	(4,340.30)	(4,340.30)

**How do I know which query to run?**

There are multiple queries available in PeopleSoft Financials. The ones specific to budget will start with OU\_BUD.

The queries listed provide information specific to certain funds. See the chart below to determine which query to use for the fund you are looking to examine:

Query	Used to Pull Budget Details for Funds:
OU_BUD_ORG	AGENC, EDGEN, MISCA, NONSP, OUFND, REGFD
OU_BUD_PROJECT	CAPTL
OU_BUD_REQ_PO	Not Applicable
OU_BUD_SOURCE	EDWCH, SUAUX, EGFEE, AUFEE
OU_BUD_SPNSR	Not Appliable to Norman (HSC Only)
OU_BUD_SPNSR_NORMN	SPNSR

**How do I get access to the budget revision screen?**

The budget revision screen is part of the Cost Transfer module. In order to have access to the budget revision screen, you must have taken the Cost Transfer training and have been given security access as a Cost Transfer Preparer.

Training for the Cost Transfer training can be found in [onpoint.ou.edu](http://onpoint.ou.edu).

Security access must be requested by a supervisor or another authorized official from your department or college dean. The security access form is located [here](#).

**What if my budget details or budget query do not show all the funds within my Org?**

The budget details and budget query reports are fund specific. In order to pull the entire budget for a specific Org, this may require you to run multiple reports. For example pulling the budget

query for both your EDGEN and EGFEED budgets will require you to run OU\_BUD\_ORG and OU\_BUD\_SOURCE.

Below are the Funds specific to the Budget Details ledger groups.

Budget Details Ledger Group	Used to Pull Budget Details for Funds:
<b>Org Child Budget Ledger</b>	AGENC, EDGEN, MISCA, NONSP, OUFND, REGFD
<b>Org Parent Budget Ledger</b>	AGENC, EDGEN, MISCA, NONSP, OUFND, REGFD
<b>SPNSR Child Budget Ledger</b>	SPNSR, CAPTL
<b>SPNSR Parent Budget Ledger</b>	SPNSR, CAPTL
<b>Required Source Child Budget Ledger</b>	EDWCH, SUAUX, EGFEED, AUFEE
<b>Source Optional Budget Ledger</b>	Not Applicable to Norman
<b>Required Source Parent Budget Ledger</b>	EDWCH, SUAUX, EGFEED, AUFEE

The Funds specific to the OU\_BUD queries are:

Query	Used to Pull Budget Details for Funds:
<b>OU_BUD_ORG</b>	AGENC, EDGEN, MISCA, NONSP, OUFND, REGFD
<b>OU_BUD_PROJECT</b>	CAPTL
<b>OU_BUD_REQ_PO</b>	Not Applicable
<b>OU_BUD_SOURCE</b>	EDWCH, SUAUX, EGFEED, AUFEE
<b>OU_BUD_SPNSR</b>	Not Applicable to Norman (HSC Only)
<b>OU_BUD_SPNSR_NORMN</b>	SPNSR