Budget Training

Office of Budget Services
Fall, 2018
Purpose

The purpose of this training is to give campus units a basic explanation of budgeting fundamentals practiced by Augusta University, and to align the Office of Budget Services and departmental budget procedures.
Agenda

• Budget Fundamentals
• Budget Amendments
• FPD/PCF Forms - pertaining to the Office of Budget Services
• PeopleSoft HCM
  – Job Openings
  – ePAR Distribution Changes
  – Ad Hoc Salary Changes
• Budget Checking Errors
• Queries and Other Budgetary Tools
# Office of Budget Services Roles

<table>
<thead>
<tr>
<th>Departments</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
<th>Fax</th>
<th>On-line Fax</th>
<th>Job Description</th>
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<tbody>
<tr>
<td><strong>ADMINISTRATIVE OFFICE</strong></td>
<td>Lee Fruitticher</td>
<td>HSB-132</td>
<td>721-7928</td>
<td></td>
<td></td>
<td>Vice-President for Finance</td>
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<tr>
<td></td>
<td>Lisa Bunch</td>
<td>HSB-130</td>
<td>721-7928</td>
<td>446-2787</td>
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<td>Administrative Assistant</td>
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<td></td>
<td>Cathy Holley</td>
<td>HSB-133</td>
<td>721-6053</td>
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<tr>
<td><strong>OPERATIONS, PLANNING &amp; STRATEGY</strong></td>
<td>Tara Montroy</td>
<td>HSB-128</td>
<td>721-6168</td>
<td></td>
<td>446-2796</td>
<td>Director of Budget Operations</td>
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<tr>
<td></td>
<td>Marlo Key</td>
<td>HSB-140</td>
<td>721-9318</td>
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<td>Asst. Director of Budget Operations</td>
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<tr>
<td></td>
<td>Mary Richardson</td>
<td>HSB-138</td>
<td>721-4115</td>
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<td>Budget Analyst 3</td>
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<tr>
<td></td>
<td>Christina Sparkman</td>
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<td>721-4557</td>
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<tr>
<td></td>
<td>Heather McCoy</td>
<td>HSB-141</td>
<td>723-0147</td>
<td>446-2800</td>
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<tr>
<td></td>
<td>Russell Scaggs</td>
<td>HSB-137</td>
<td>721-2642</td>
<td>446-2802</td>
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<td></td>
<td>VACANT</td>
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<td>721-8422</td>
<td></td>
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<td>Budget Analyst</td>
</tr>
</tbody>
</table>

Email Address: budget@augusta.edu
Budget Fundamentals
What is a Budget?

A budget is an estimation of the revenue and expenses over a specified future period of time and is compiled and re-evaluated on a periodic basis.
Budgeting Overview

- Budget **policies** are set by the State of Georgia and the Board of Regents (BOR).
- Budget **processes** are determined by individual universities that make up the University System of Georgia (USG).


Fund Accounting

Fund accounting is a system organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts. Comingling funds is not allowed.
# Fund Code Examples

<table>
<thead>
<tr>
<th>Fund</th>
<th>Fund Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000</td>
<td>State Appropriations</td>
</tr>
<tr>
<td>10500</td>
<td>Tuition</td>
</tr>
<tr>
<td>10600</td>
<td>Other Revenue</td>
</tr>
<tr>
<td>12xxx</td>
<td>Auxiliary Funds</td>
</tr>
<tr>
<td>13xxx</td>
<td>Student Activities</td>
</tr>
<tr>
<td>14000</td>
<td>Continuing Education</td>
</tr>
<tr>
<td>14100</td>
<td>Departmental Sales &amp; Services</td>
</tr>
<tr>
<td>15000</td>
<td>Indirect Cost Recovery (F&amp;A)</td>
</tr>
<tr>
<td>16000</td>
<td>Technology Fees</td>
</tr>
<tr>
<td>20000</td>
<td>Restricted Education &amp; General</td>
</tr>
<tr>
<td>20010</td>
<td>Georgia Correctional Healthcare</td>
</tr>
<tr>
<td>20015</td>
<td>Department of Juvenile Justice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Fund Type</th>
</tr>
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<tbody>
<tr>
<td>20020</td>
<td>Georgia War Veterans Nursing Home</td>
</tr>
<tr>
<td>20030</td>
<td>AU Dental Associates</td>
</tr>
<tr>
<td>20040</td>
<td>AU Medical Center</td>
</tr>
<tr>
<td>20050</td>
<td>AU Medical Associates</td>
</tr>
<tr>
<td>20100</td>
<td>Student Financial Aid</td>
</tr>
<tr>
<td>20200</td>
<td>AU Foundation</td>
</tr>
<tr>
<td>20280</td>
<td>MCG Foundation</td>
</tr>
<tr>
<td>20290</td>
<td>GA Health Sciences Foundation</td>
</tr>
<tr>
<td>20300</td>
<td>AU Research Institute</td>
</tr>
<tr>
<td>20400</td>
<td>Restricted - Non-Sponsored</td>
</tr>
<tr>
<td>20460</td>
<td>Restricted - Endowments</td>
</tr>
</tbody>
</table>
ChartField Combination (CFC)

The ChartField Combination (CFC) is composed of:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Digits</td>
<td>8 Digits</td>
<td>5 Digits</td>
<td>5 Digits</td>
<td>Varies</td>
<td>6 Digits</td>
</tr>
</tbody>
</table>

- **Fund**: 5 Digits
  - Essential building block; each fund is a set of self-balancing accounts.
- **Department**: 8 Digits
  - Represents the operating unit or budget unit.
- **Program**: 5 Digits
  - Indicates how funds are intended to be used.
- **Class**: 5 Digits
  - Denotes the specific source of funding.
- **Project**: Varies
  - Identifies specific projects such as grants, clinical trials, etc.
- **Account**: 6 Digits
  - Allows for detailed breakdown of transactional activity.

The term “ChartField Combination” (CFC) is a standard PeopleSoft term. For more information about ChartFields, please visit the link below:

http://www.augusta.edu/finance/controller/finacctg/documents/cfc.ppt
## Commitment Control (KK) Ledgers

<table>
<thead>
<tr>
<th>Ledger Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVEST (Revenue Estimate)</td>
<td>Controlled by the fund; only revenue accounts are found here. Tracks actual revenue against estimated revenue.</td>
</tr>
<tr>
<td>APPROP (Appropriation)</td>
<td>Controlled by the fund and does not include any fund 2%. Only expense accounts are found here. It is the highest level of budgeting (500000, 600000, 700000, 800000, 900000). In this ledger group, spending authority is established for a specific purpose during a specific period of time. Institutions &quot;control&quot; spending in the APPROP budget. If a budget does not exist in this ledger group, then financial transactions will not pass budget checking and will not be processed.</td>
</tr>
<tr>
<td>PROJ_GRT (Project Grant)</td>
<td>Controlled by the project; only expense accounts are found here. Expenditures on projects and grants are controlled by budget year. This is the 'child' of the PRMST_EXP budget and it cannot exceed the PRMST_EXP budget.</td>
</tr>
<tr>
<td>ORG (Organization)</td>
<td>Controlled by the fund and does not include any fund 2%. This is the &quot;child&quot; to the APPROP ledger group. In ORG ledger group, accounts are summarized by the first three digits (e.g. 524000, 715000, 818000). The only time our university uses the ORG ledger group is during Original Budget preparation.</td>
</tr>
<tr>
<td>PRMST_EXP (Project Master Expense)</td>
<td>Controlled by the project; only expense accounts are found here. It is referred to as the cumulative project budget. Project Master Expense Budgets can cross fiscal year and budget year boundaries. Only the project id and budget amount are captured in this ledger group.</td>
</tr>
<tr>
<td>PRMST_REV (Project Master Revenue)</td>
<td>Controlled by the project; only revenue accounts are found here. It is referred to as the cumulative project budget and these budgets can cross fiscal year and budget year boundaries. It is a 'sibling' of the PRMST_EXP budget.</td>
</tr>
</tbody>
</table>
Original Budget

• Used to forecast revenue and to plan how those revenues will be used for operating and special initiative costs.

• Provides an overview of predicted costs that support the teaching, research, and clinical missions of the institution.

• Does not change once approved by the Board of Regents (BOR).
Amended Budget

• Conditions can change throughout the fiscal year which require periodic revisions, or amendments, to the estimates established by the Original Budget.

• Office of Budget Services processes multiple amendments every day. We must submit quarterly reports to the BOR that detail all amendments processed.
Understanding Pre-Encumbrances, Encumbrances, and Expenditures (NPS)

• Pre-encumbrances are commonly referred to as requisitions. When requisitions are processed, they “pre-encumber” the funds available for spending. Pre-encumbrances are deducted from the budget once the requisition is budget-checked.

• When a requisition has been processed to a purchase order, the pre-encumbrance is relieved and then becomes an encumbrance.

• When payments are made, they are reflected as expenditures.
Personal Services Encumbrances

Personal Services will be encumbered based on actual expenses.

• Salaries and fringes will be encumbered by the PeopleSoft delivered processes. Departments do not have to submit anything to generate encumbrances.
• Encumbrances will be forecasted out to the end of the fiscal year and will be recalculated on a regular basis.
• For Combination Codes with a Project ID, encumbrances will be forecasted out to the end of the Project End Date or the end of the fiscal year, whichever is sooner.
• Vacant and non-benefits eligible positions will not be encumbered.
Revenue

- Two types:
  - **Allocations** allow for spending authority without any specific action by the department. Examples include State Appropriations and Special Institutional Fees.
  - **Earned** revenues are those generated by individual departments. Examples include program and course fees, mandatory fees, quasi sales, and external sales for goods/services.
Revenue Responsibility

• Departments are responsible for managing any **earned** revenue.

• Budgets should be established using conservative estimates of anticipated revenue earnings.

• Departments should continuously monitor budgeted revenue vs. actual revenue and submit budget amendments, if necessary.
The most current version of the Budget Amendment Request form may be found on our website by selecting Budget Toolbox, then Budget Amendment Request Form. A list of request tips to help in completion of the form can also be found at:

http://www.augusta.edu/finance/budget/
Budget Amendment Request Form

Temporary or Permanent Transfer?

- **Temporary**: The majority of Budget Amendments will be temporary. Thus, the transfer will not change the Original Budget for the following fiscal year. The transfer is only occurring for the current fiscal year.

- **Permanent**: Permanent transfers will be a change to the current budget as well as all subsequent fiscal years.
Budget Amendment Request Form

REVEST

- When the revenue budget is increased, then the expense budget is increased. When the revenue budget is decreased, then the expense budget is decreased. The revenue budget must equal the expenditure budget.

- Revenue budgets are summarized with slightly more detail by using the first three digits of the account number followed by three zeros. Revenue budgets always begin with 4 (e.g. 471100 and 471200 would both be budgeted under 471000).

- The program will usually be 00000. The Fund and Class will match what is on the expense ledger.

- For funds 10600/14xxx, revenue needs to be recognized before budget can be established.

- If a budget has not already been established, a “zero dollar budget” will need to be setup in PeopleSoft Financials before Financial Accounting can recognize revenue.

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPTID</th>
<th>PROGRAM</th>
<th>CLASS</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
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<tr>
<td>10600</td>
<td>30200043</td>
<td>00000</td>
<td>11000</td>
<td>471000</td>
<td>10,000</td>
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</table>

(Account Number 4xx000)

10,000
Budget Amendment Request Form

REVEST (cont’d)

Increasing Budgets

• 10,000 will increase the revenue budget and 10,000 will increase the expense budget.

Decreasing Budgets

• -5,000 or (5,000) will decrease the revenue budget and -5,000 or (5,000) will decrease the expense budget.

<table>
<thead>
<tr>
<th>Temporary or Permanent Transfer</th>
<th>Temporary</th>
<th>Budget Year</th>
<th>2018</th>
<th>10,000</th>
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<tbody>
<tr>
<td>REVEST</td>
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<td></td>
</tr>
<tr>
<td>FUND</td>
<td>DEPTID</td>
<td>PROGRAM</td>
<td>CLASS</td>
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<td>333333333</td>
<td>00000</td>
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<table>
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<tr>
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<th>Temporary</th>
<th>Budget Year</th>
<th>2018</th>
<th>(5,000)</th>
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<tr>
<td>REVEST</td>
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<tr>
<td>FUND</td>
<td>DEPTID</td>
<td>PROGRAM</td>
<td>CLASS</td>
<td>ACCOUNT</td>
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<tr>
<td>100000</td>
<td>333333333</td>
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<th>Temporary</th>
<th>Budget Year</th>
<th>2018</th>
<th>10,000</th>
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<td>APPROP</td>
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<td>FUND</td>
<td>DEPTID</td>
<td>PROGRAM</td>
<td>CLASS</td>
<td>ACCOUNT</td>
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<tr>
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<td>11100</td>
<td>11000</td>
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<th>Temporary</th>
<th>Budget Year</th>
<th>2018</th>
<th>(5,000)</th>
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<td>PROGRAM</td>
<td>CLASS</td>
<td>ACCOUNT</td>
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<td>333333333</td>
<td>11100</td>
<td>11000</td>
<td>500000</td>
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</table>
Budget Amendment Request Form

**APPROP**

- Expenditure budgets are summarized at the highest level of budgeting by using the following account number levels: 500000, 600000, 700000, and 800000. For example, it is not correct to put 511100.

- When transferring budget, make sure the Fund is the same and the Class is the same. Transferring budget between a different Fund and Class is not allowed.

- The position number should be included for analysis purposes. Please note that nothing is processed in PeopleSoft HCM when a position is noted on this form.

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPTID</th>
<th>PROGRAM</th>
<th>CLASS</th>
<th>ACCOUNT</th>
<th>POSITION NUMBER</th>
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<td></td>
<td></td>
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</table>

(Account Numbers 500000, 600000, 700000, 800000)
Budget Amendment Request Form

PROJ_GRT

- Like the APPROP ledger, the account numbers are: 500000, 600000, 700000, and 800000.
- It is not correct to request a budget transfer from a CFC with a project to a CFC that does not have a project.
- Funds that start with a 1 will need to have a corresponding APPROP entry. However, if there is enough budget on the APPROP ledger that entry might not be necessary. Please review the balances in the Budget Overview report.

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPTID</th>
<th>PROGRAM</th>
<th>CLASS</th>
<th>PROJECT ID (REQUIRED)</th>
<th>ACCOUNT</th>
<th>POSITION NUMBER</th>
<th>EFFECTIVE TIME PERIOD</th>
<th>AMOUNT</th>
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<td>11000</td>
<td>BUDGET</td>
<td>700000</td>
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<td>10,000</td>
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</table>
Budget Amendment Request Form

Comments/Justification

• Make the comments as detailed as possible. Include information needed to justify the transfer. Why is the transfer being requested?

• An example of a comment not to use: “transferring from supplies to travel” or anything similar. The Budget Office is looking for comments that address why the transfer is being requested.

• If the budget amendment correlates with an FPD/PCF, Ad Hoc Salary Change, Distribution Change, or Job Opening, please note that in the comments. Include the position number, Empl ID, etc.

Comments / Justification:

Establishing Revenue earned from printing sales.
Budget Amendment Request Form

Budget Amendment Tips

• Review budgets **BEFORE** submitting transactions. Review for both amount and chartfield combination. If an amendment is necessary, be sure to submit the amendment **BEFORE** actual transactions try to post.

• When transferring budgets, amounts must balance by fund and class.

• **DO NOT USE CENTS!** All expense amendments must be rounded UP to the next highest dollar. All revenue amendments must be rounded DOWN.

• When amending an expense budget, consider what budget will be needed for normal operations for the remainder of the fiscal year. If activities have changed, estimate the remainder of the year and amend once (rather than several times) whenever possible.
FPD/PCF Forms

Pertaining to the Office of Budget Services
Faculty Position Description & Position Classification Forms

Budget Approval

Our Goal:

• To ensure that additional budget is established for changes which present an overall increase to spending.
• To ensure that every active position has a valid CFC distribution for payroll.
Faculty Position Description (FPD) Form

Overview

• Create a new *faculty* position.
• Activate/Inactivate a *faculty* position.
• Reclassify or otherwise modify the features of an existing *faculty* position (*i.e.*, to change the FTE, home department, title, etc.)
Position Classification Form (PCF)

Overview

• Create a new staff position.
• Activate/Inactivate a staff position.
• Reclassify or otherwise modify the features of an existing staff position (i.e., to change the FTE, home department, title, etc.)
Faculty Position Description & Position Classification Forms

Budget Impacting Actions

- **Create New Position** – the creation of a new position presents a *new* salary expenditure
- **Increases to FTE** – generally speaking, a greater work commitment (i.e., more hours) results in a *higher* salary expense
- **Activation of positions** – newly activated positions result in *additional*, non-budgeted salary expenses
- **Change of Home department (Transfer)** – it is important to note that the current payroll distribution does *not* carry over to the new department
- **Reclassification** – depending on how new duties are assigned, a position may have its Job Description rewritten, which may result in reclassification and a subsequent pay increase
Faculty Position Description & Position Classification Forms

How to Expedite Your Request

• Calculate the budget effect of the requested change (accounting for salary & fringes), and submit a Budget Amendment Request (BAR).

• Submit a Distribution Change ePAR to match proposed funding distribution.

• Include detailed comments of funding plan.

• Handle all related HR requests prior to submitting the FPD/PCF:
  – Inactivate positions from which funding is being pulled
  – Terminations
Faculty Position Description & Position Classification Forms

Important Reminders

– Funding Distribution (FPD, Section 9; PCF, Section 17)
  • Ensure that this is the actual plan by which the position will be funded

– Signature Approval on Funding (FPD, Section 9; PCF, Section 17)
  • DSPA (funds 20000 & 20300) – DSPA Authorizer
  • Funding Department – Department Manager/Administrator

– Maximum Salary (FPD, Section 10; PCF, Section 18)
  • This is the dollar amount which will drive our analysis, so be realistic!
Faculty Position Description & Position Classification Forms

Important Reminders (cont’d)

– Detailed Funding Plan (FPD, Section 11; PCF, Section 19)
  • If additional actions are needed to support funding for the position (i.e. inactivation of one or more positions, partial/temporary funding, QIC transfer, etc.), please provide detailed commentary.

– Benefits Eligibility
  • Please note that you cannot change a position’s benefit eligibility.
    – 0.00 – 0.49 FTE – non-benefits eligible
    – 0.50 – 0.74 FTE – partial benefits eligible
    – 0.75 – 1.00 FTE – full benefits eligible
PeopleSoft HCM

• Job Openings
• ePAR Distribution Changes
• Ad Hoc Salary Changes
Electronic Personnel Action Request (ePAR)

When is an ePAR necessary?

• **Distribution Changes** – when you want to add or change the salary distribution for a position.

• **Job Opening** – when you want to recruit for a vacant position.

• **Ad Hoc Salary Changes** – when you want to increase or decrease an employee’s salary.

Step-by-step instructions on how to submit any ePAR can be found at:

http://www.augusta.edu/hr/peoplesoft_91upgrade.php
Distribution Change ePAR

Prior to submitting a distribution change:

• Ensure there is enough budget to cover salary and fringes.
• If there is not enough budget, submit a FPD/PCF to inactivate positions with the same distribution and/or submit a budget amendment to increase personnel budget.

Submitting a distribution change:

• The effective date should correspond with hire date or first day of the pay period. [http://www.augusta.edu/hr/university/university_benefits/calendars.php](http://www.augusta.edu/hr/university/university_benefits/calendars.php)
• No matter what the FTE may be, the distribution should total 100%.
• Provide as much information about the budget plan in the comments section.
• If additional approvals are needed, insert the appropriate approvers.
**Fringe Redirects** give the ability to distribute Fringes and Taxes separately from earnings.

Example: the Fringe Group selected is ALL and the redirected Account Code is 120425000010000209. **Please note that Fringe Redirects are not common.**

Add a detailed comment in the comment box indicating the reason for the fringe redirect.

Fringe Group: ALL

Redirect Account Code: 120425000010000209
Prior to submitting a Job Opening:

- Verify the current distribution for the position is correct. If not, submit the distribution change prior to the Job Opening.

Submitting a Job Opening:

- Provide the salary amount with the CFC in the comments section.
- If additional approvals are needed, insert the appropriate approvers.
Ad Hoc Salary Change ePAR

Prior to submitting an Ad Hoc salary change:
- Ensure there is enough budget to cover salary and fringes.
- If there is not enough budget, submit FPD/PCF to inactivate positions with the same distribution and/or submit a budget amendment to increase personnel budget.
- Be sure to consider all distributions for the position.

Submitting an Ad Hoc salary change:
- Provide as much information about the budget plan and the reason for the change in the comments section.
- If additional approvals are needed, insert the appropriate approvers.
Combination Codes
Combination Codes

A 18 digit numeric code (sometimes referred to as the “account code”) used in PeopleSoft HCM to assign positions to a funding source.

**Diagram:**

- **Company Code**: 1233333333
- **Department**: 10000001
- **Fund**: Sequence Number
  - **Sequence Number**: Red arrow
  - **Fund**: Blue arrow
  - **Department**: Yellow arrow
  - **Company Code**: Green arrow
Combination Codes

• Prior to requesting a Combination Code, ensure that a budget has already been established within PeopleSoft Financials for the corresponding CFC.

• Combination Codes are not needed for Non-Personal Services budgets; these CFCs are available for use once a budget has been established.

• Please be mindful of payroll processing / ePAR deadlines, and try to submit requests before lockout.
Combination Codes

• If a Combination Code is being requested in conjunction with a Budget Amendment, please indicate this in the ‘Comments’ section of the form.

• When requesting the setup of Combination Codes, no account will need to be specified. The only account that will be setup is account 999999.
Budget Retros
Budget Retros

Budget Retros will be processed just like ePAR Distribution Changes. The **effective date** for the ePAR Distribution Change will be back-dated based on when the personal services actual expenses should be moved.

- *Please note the **effective date** is very important!*

- **Actual expenses** will be moved in PeopleSoft Financials for the **effective date selected**.

- *The process for Cost Transfers for accounts 600000, 700000, and 800000 will remain the same.*
Budget Retros

For example: Below is the current distribution, but the Position should have been paid 50% from Combination Code 120425000010000076 effective 1/1/18.
Budget Retros

Instead of submitting a Cost Transfer and an ePAR Distribution Change, all that will need to be submitted is an ePAR Distribution Change. Update the effective date and combination code. The Cost Transfer step is eliminated for Personal Services.

- Update the Effective Date
- Update the Combination Code
Budget Checking Errors and Invalid Funding
Budget Checking Errors and Invalid Funding

please write the following 2 million times:
"I can do better."
# Types of Budget Checking Errors

<table>
<thead>
<tr>
<th>Type</th>
<th>What it Means</th>
<th>Most Common Corrective Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds Control Budget</td>
<td>Insufficient funding</td>
<td>Budget transfer or charge to another cfc</td>
</tr>
<tr>
<td>No Budget Exists</td>
<td>CFC/Budget Year combination does not exist in KK (Commitment Control)</td>
<td>Budget adjustment to include new cfc or charge to another cfc</td>
</tr>
<tr>
<td>Exceeds Non-Control Budget</td>
<td>CFC is under-funded on a ledger set to track</td>
<td>This is a warning and no corrective action is required</td>
</tr>
<tr>
<td>Budget is Closed</td>
<td>Most likely occurs on a project/grant when spending occurs outside the sponsor’s start/end dates</td>
<td>Change ending date of project or charge to another cfc</td>
</tr>
<tr>
<td>Budget Date Out of Bounds</td>
<td>Budget is still open, but budget date is outside of ending date</td>
<td>Change ending date of project or charge to another cfc</td>
</tr>
<tr>
<td>Exceeds Budget Tolerance</td>
<td>The amount of the line is greater than the amount available in the corresponding budget line.</td>
<td>Budget transfer or charge to another cfc</td>
</tr>
</tbody>
</table>
Budget Checking Errors and Invalid Funding

To prevent the error from occurring:

– Make sure there is enough budget on each funding source to support the expense.

– If there is not enough budget, submit a budget amendment request moving enough budget to fund the expense for the remainder of the fiscal year.

– If positions need to be removed from CFCs, submit a Distribution Change ePAR.

– Contact DSPA or Financial Accounting for more information on project ending errors.
Budget Checking Errors and Invalid Funding

Extra Duty Pay

Currently, extra duty pay is not approved by the Office of Budget Services. Run a Budget Overview Inquiry to ensure available budget. Make certain the CFC has been established in PeopleSoft HCM. If a project is being used, check to see if the project has ended.
Budget Checking Errors and Invalid Funding

Invalid Funding Report
The invalid funding report lists all vacant and filled positions with invalid funding. This report will be emailed periodically before payroll. It is each department’s job to proactively update position funding with valid Combination Codes. If the positions are not updated before payroll, the funding will go to a default suspense account.

Suspense Account
Items that will hit the Suspense combination:

- Positions not fully funded
- Departments and/or grants that are inactive
- Grants that end during the pay period
Queries and Other Budgetary Tools
## Helpful Budget Tools

### Commonly Used System Tools

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inquiry</td>
<td>Budgets Overview</td>
<td>Navigator&gt;Commitment Control&gt;Review Budget Activity&gt;Budget Overview. Pulls budget information for specific Chartfield range.</td>
</tr>
<tr>
<td>Query</td>
<td>120_BUD_NEGATIVE_BUDGETS</td>
<td>Located in the Query manager. This query shows the negative personnel budgets.</td>
</tr>
<tr>
<td>Query</td>
<td>120_PAYROLL_LIKE_CFC</td>
<td>Located in the Query manager. This query shows PERS_SERV_BOR by position number. The prompts are the chartfield combinations.</td>
</tr>
</tbody>
</table>
Questions?
Thank You!

Remember to visit our website:

www.augusta.edu/finance/budget/