



Managing Departmental Expenses and Revenue Budgets

Version Date: 6/2015

Agenda

- 1 Introduction and Objectives
- 2 Commitment Control
- 3 How do I...
- 4 Budget Checking Exceptions

Agenda

- 5 Understanding Budget Journals and Transfers
- 6 Commitment Control Security
- 7 Summary and Resources



Objectives

- Introduce Commitment Control Module
- Explain Commitment Control Ledgers, Sub-ledgers and Budgetary Accounts
- Review the Budget Overview page setup and Interpret the Remaining Spending Authority(RSA)
- Understand Budget Exceptions
- Explain Budget Journals and Budget Transfers
- Clarify Commitment Control Security
- Provide Additional Information and Resources



Recommended Prerequisite Courses

- Introduction to the Chart of Accounts
 - Explains the Accounting Structure

Reference Materials for Course

- ☑ UTSA Chart of Accounts Quick Reference Guide
- ☑ Budget Checking Process Diagram
- ☑ Commitment Control Budget Checking Process Diagram

Additional Trainig References

- Located at <http://www.utsa.edu/utshare/training>

Interim Processes (IP)



An icon to indicate
an interim process

Look for this icon on slides throughout the course



Managing Departmental Expenses and Revenue Budgets

COMMITMENT CONTROL

What is Commitment Control?

UTShare/PeopleSoft controls your budget in the module named “**Commitment Control**” (KK)

The Commitment Control (KK) module records the total budgeted amount for a control budget. Source transactions, such as actual expenses feed into Commitment Control.

What is Commitment Control? – cont'd

- **Commitment Control enables you to:**
 - Budget check actual transactions (expenditures and revenues) against predefined control budgets
 - Review status of future commitments, including pre-encumbrances (requisitions) and encumbrances (purchase orders) against approved annual budgets/appropriations
 - Check recognized revenue against revenue estimate budgets
 - View remaining spending authority (RSA) and detailed transactions (revenue or expense) processed for a given Cost Center

What is Commitment Control? – cont'd

Using Commitment Control you can:

- Create Budget Transfers: move budgets between Cost Centers (based on approved guidelines related to funding source)
- Request Budget Journals: add or reduce budgets for a Cost Center

In the next few slides, we will review:

- How Commitment Control works with various applications
- The process of reviewing Remaining Spending Authority
- The Budget Checking diagram of Source Transactions



Managing Departmental Expenses and Revenue Budgets

COMMITMENT CONTROL LEDGERS, SUB-LEDGERS AND BUDGETARY ACCOUNTS

Commitment Control Ledgers

- Budget Ledgers:**

OPE	OPR
Expense Budgets	Revenue Budgets

- Sub-Ledgers(Expense)**

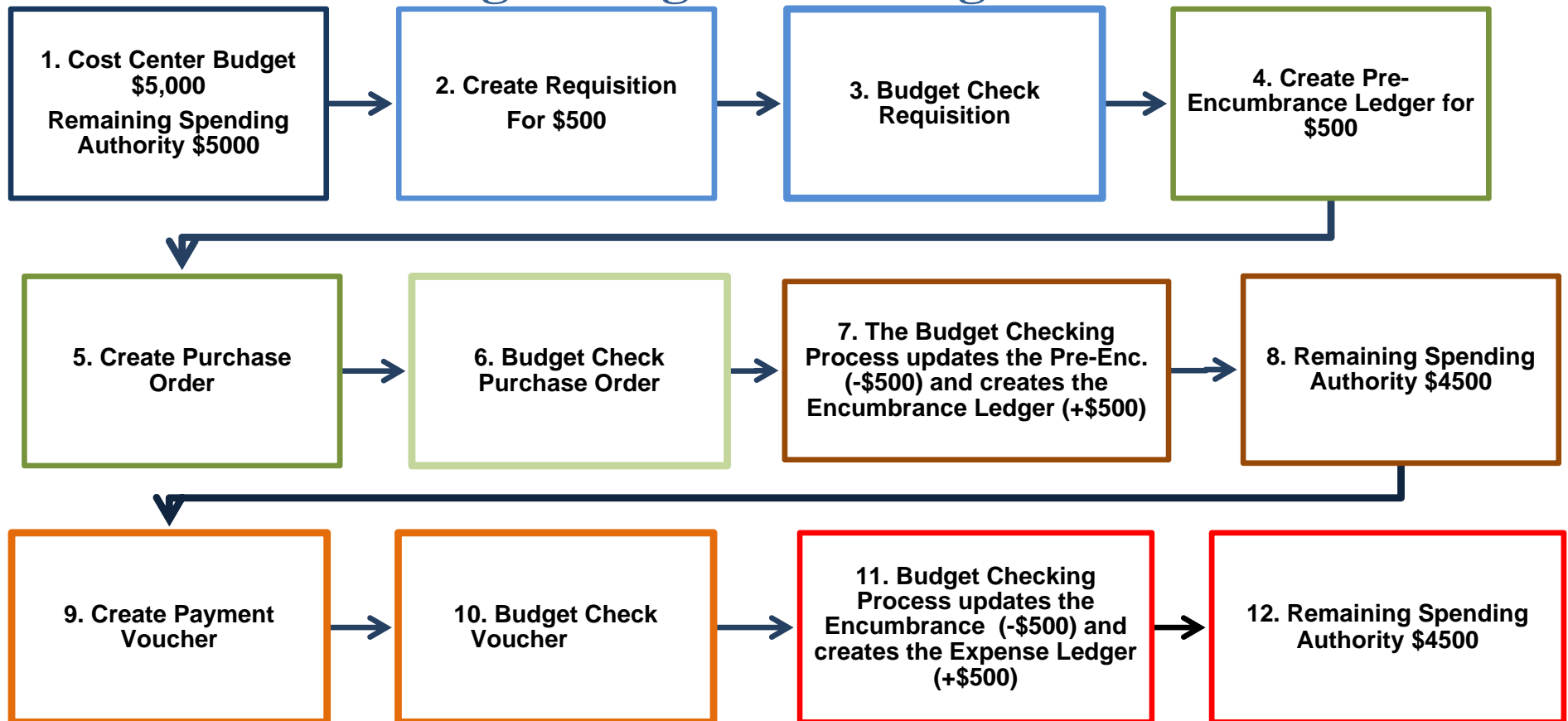
Pre-Encumbrance	Encumbrance	Expense
When a requisition is entered, the budget checking process will create a pre-encumbrance.	When a Purchase Order is entered, the budget checking process will credit the pre-encumbrance, and will create an encumbrance.	When the Payment Voucher is entered, the budget checking process will credit and encumbrance, and will create an expenditure.

- Remaining Spending Authority (RSA) is a calculated field:**

$$\text{Budget} - \text{Pre-Encumbrance} - \text{Encumbrance} - \text{Expense} = \text{RSA}$$

Commitment Control Ledger Update

through Budget Checking Process



Budget Checking – Exceptions(Errors) will be covered later in this course.

Commitment Control (KK) Budgetary Accounts

- **Budgetary Accounts** – are used to record budget to various high level categories.

OPE (Operating Expense)	OPR (Operating Revenue)
A1000 – Staff Salaries	OPREV – Operating Revenue
A1200 – Wages	NOREV – Non-Operating Revenue
A2000 – Faculty Salaries	RTRFS – Revenue Transfers
A3000 – Benefits	<u>TOTRV – Total Revenue</u>
A4000 – M&O(including Travel)	
A6000 – Debt Service	
A7000 – Expense Transfers	
A9000 – Reserve	

Mini Quiz

- What is the name of the module used to control the budget in UTShare/PeopleSoft.
- What are the 2 Commitment Control Budget Ledgers
- The M&O Budgetary Account category for Non-Sponsored Programs is A1200. (True/False)



Managing Departmental Expenses and Revenue Budgets

HOW DO I ...



How do I...

Check my Remaining Spending Authority (RSA)?

Option #1: The **Budget Overview screen** provides a view of department activity and balances

- Tool used to view budgets and actual transaction processed for a Cost Center during a given fiscal year
- Users can further drill down to budget and actual journal lines, source transactions and view detail information that make up the balances

Budget Overview - Create the Inquiry

Main Menu >> Commitment Control >> Review Budget Activities >> Budget Overview

1. Navigate to the **Budget Overview** Screen
2. Select the tab **Add a New Value**
3. Enter a name in the **Inquiry Name** field
4. Select the **Add** button

The screenshot shows the 'Budgets Overview' screen. At the top, a breadcrumb trail is highlighted with a red box and labeled '1': 'Main Menu > Commitment Control > Review Budget Activities > Budgets Overview'. Below this, the 'Budgets Overview' title is followed by a red box labeled '2' pointing to the 'Add a New Value' tab. The 'Search Criteria' section includes an 'Inquiry Name' field with a dropdown menu set to 'begins with' and an empty text input. Below the input field, a red box labeled '3' points to the 'Inquiry Name' label. At the bottom, a red box labeled '4' points to the 'Add' button. The screen also features 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

Budget Overview –Inquiry Setup (OPE or OPR)

5. Business Unit
(Default is UTSA1)
6. Choose Ledger Group from the Ledger Group/Set dropdown list
7. Enter appropriate option in Ledger Group field (*OPE = Operational Expense*)

Inquiry: DEPTBUD Description: My Dept Budget

Amount Criteria Search Clear Reset

Budget Type

*Business Unit: UTSA1 Ledger Group/Set: Ledger Group: 7

☐ View Stat Code Budgets 5 6 Operations - Expense

☐ Display Chart i

Time Span

*Type of Calendar: Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE	BY	2014	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Fund	%	%	i		Update/Add
Function	%	%	i		Update/Add
Cost Centr	%	%	i		Update/Add
Project	%	%	i		Update/Add

Budget Status

☒ Open

☒ Closed

☒ Hold

Save Notify Refresh Add Update/Dis pla

Budget Overview –Inquiry Setup (OPE or OPR)

8. Enter the **Budget Criteria**– if necessary (Defaults to current year)
9. Enter the **Chartfield Criteria**
10. Select the **Search Button**

The screenshot shows the 'Budget Overview –Inquiry Setup' interface. At the top, the 'Inquiry' is set to 'DEPTBUD' and the 'Description' is 'My Dept Budget'. A red box with the number '10' points to the 'Search' button. Below this, the 'Amount Criteria' section includes 'Budget Type' and 'Business Unit' (UTSA1). The 'Ledge Group/Set' is 'Ledge Group' and the 'Ledge Group' is 'OPE'. The 'Time Span' section shows '*Type of Calendar' as 'Detail Budget Period'. A red box with the number '8' points to the 'Budget Criteria' table. The 'Chartfield Criteria' table is also visible, with a red box and the number '9' pointing to it. At the bottom, there are 'Save', 'Notify', and 'Refresh' buttons.

Budget Criteria Table:

Select	Ledge Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE	BY	2014	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Chartfield Criteria Table:

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Fund	%	%	i		Update/Add
Function	%	%	i		Update/Add
Cost Centr	%	%	i		Update/Add
Project	%	%	i		Update/Add

Budget Status:

<input checked="" type="checkbox"/>	Open
<input checked="" type="checkbox"/>	Closed
<input checked="" type="checkbox"/>	Hold

Budget Overview – Inquiry Results (OPE Shown)

Inquiry Results

Business Unit: UTSA1
 Ledger Group: OPE Operations Expense
 Type of Calendar: Detail Budget Period
 Amounts in Base Currency: USD
 Revenue Associated: ☒

[Return to Criteria](#) Max Rows: 100 [Display Options](#) [Search](#)

Ledger Totals (3 Rows)

Net Transfers:

Budget: 537,952.00
 Expense: 0.00
 Encumbrance: 0.00
 Pre-Encumbrance: 0.00
 Budget Balance: 537,952.00
 Associate Revenue: 0.00
 Available Budget: 537,952.00

Budget Overview Results

	Ledger Group	Account	Fund	Dept	Cost Centr	Function	Project	Budget Period	Budget	Expense	Encumbrance	P
1	OPE	A1000	2100	BFA011	EGX018	700		2014	513,879.000	0.000	0.000	
2	OPE	A1200	2100	BFA011	EGX018	700		2014	2,580.000	0.000	0.000	
3	OPE	A4000	3105	BFA011	DXM022	700		2014	21,493.000	0.000	0.000	

[Return to Criteria](#) [*Notes](#)

Budget Overview – Initial Inquiry Setup

5. **Business Unit**
(Default is **UTSA1**)
6. Choose **Ledger Inquiry Set** from the **Ledger Group/Set** dropdown list
7. Enter appropriate option in **Ledger Group** field (**OPE_OPR**)

Budget Inquiry Criteria
Budget Overview

Inquiry: MYOP E&R Description: My OPE and OPR

5 Search Clear Reset

Budget Type

*Business Unit: UTSA1 6 Ledger Group/Set: Ledger Inquiry Set: 7

☐ View Stat Code Budgets

Time Span

*Type of Calendar: Detail Budget Period

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE	BY	2014	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	OPR	BY	2014	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Fund	%	%	i		Update/Add
Function	%	%	i		Update/Add
Cost Centr	%	%	i		Update/Add
Project	%	%	i		Update/Add

Budget Status

☒ Open
☒ Closed
☒ Hold

Save Notify Refresh Add Update/Display

Budget Overview—Initial Inquiry Setup (OPE/OPR)

8. Enter the **Budget Criteria** Budget Period – if necessary (Current years is default)
9. Enter the **Chartfield Criteria**
10. Select the **Search** Button

Budget Inquiry Criteria
Budget Overview

Inquiry: MYOP E&R Description: My OPE and OPR
10 Search Clear Reset

Budget Type
*Business Unit: UTSA1 Ledger Group/Set: Ledger Inquiry Set Ledger Inquiry Set: OPE_OPR
☐ View Stat Code Budgets

Time Span
*Type of Calendar: Detail Budget Period
8

Budget Criteria

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE	BY	2014	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	OPR	BY	2014	2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Fund	%	%	i		Update/Add
Function	%	%	i		Update/Add
Cost Centr	%	%	i		Update/Add
Project	%	%	i		Update/Add

Budget Status
☒ Open
☒ Closed
☒ Hold
9

Save Notify Refresh Add Update/Display

Budget Overview – TimeSpan Calendar Options:

Select **Detail Accounting Period** to specify the Budget Periods

Budget Inquiry Criteria

Budget Overview

Inquiry: OPE_OPR Description: My OPE and OPR

Budget Type

*Business Unit: Ledger Group/Set: Ledger Inquiry Set:

☐ View Stat Code Budgets

TimeSpan

*Type of Calendar:

Budget Criteria

Select	Ledger Group	Detail Calendar	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE	FY	<input type="text" value="2014"/>	<input type="text" value="1"/>	<input type="text" value="2014"/>	<input type="text" value="6"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	OPR	FY	<input type="text" value="2014"/>	<input type="text" value="1"/>	<input type="text" value="2014"/>	<input type="text" value="6"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Dept	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Fund	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Function	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Cost Centr	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add
Project	<input type="text" value="%"/>	<input type="text" value="%"/>		<input type="text"/>	Update/Add

Budget Status

☒ Open

☒ Closed

☒ Hold

Budget Overview–Inquiry Results(OPE/OPR Shown)

Inquiry Results

Business Unit: UTSA1
Type of Calendar: Detail Budget Period
Amounts in Base Currency: USD
Revenue Associated: ☒

[Return to Criteria](#) Max Rows: 100 [Display Options](#)

Ledger Totals (6 Rows)

Budget:	Budget	62,654.39	Revenue Estimate:	Revenue Estimate(+)	64,000.00
Expense:	Expenses(-)	15,861.07	Recognized Revenue:	Recognized Revenue(+)	64,200.00
Encumbrance:	Encumbrance(-)	0.00	Available Budget:		-200.00
Pre-Encumbrance:	Pre-Encumbrance(-)	0.00	Collected Revenue:		0.00
Budget Balance:		46,793.32	Uncollected Revenue (Rec-Coll):	Collected and Uncollected Revenue	64,200.00
Associate Revenue:		0.00			

Available Budget: 46,793.32

Ledger Group **Cost Centers** **Cost Center Budgets**

Budget Overview Results

	Ledger Group	Account	Fund	Dept	Cost Centr	Function	Project	Budget Period	Budget	Expense	Encumbrance
1	OPE	A1000	3100	AEH006	DDX019	100		2014	46,564.000	1,874.000	0.000
2	OPE	A1200	3100	AEH006	DDX019	100		2014	0.000	0.000	0.000
3	OPE	A3000	3100	AEH006	DDX019	100		2014	15,688.000	2,252.820	0.000
4	OPE	A4000	3100	AEH006	DDX019	100		2014	402.390	234.250	0.000
5	OPE	A7000	3100	AEH006	DDX019	100		2014	0.000	1,500.000	0.000
6	OPR	RTRFS	3100	AEH006	DDX019			2014	0.000	0.000	0.000

Select
Details
Icon



Budget Overview–Inquiry Results(OPE/OPR Shown)

Budget Transaction Types

Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period
OPE	A4000	3100	AEH006	DDX019	100		2014

Budget Transaction Type	Budget Amount	Base Currency
Original	1,748.000	
Adjustment	-45.610	
Transfer Adjustment	-1,300.000	
Transfer Original	0.000	
Closing	0.000	
Roll Forward	0.000	

Total Budgeted Amount:

402.39 USD

Return

Budget Overview–Inquiry Results(OPE/OPR Shown)

Favorites | Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

Inquiry Results

Business Unit: UTSA1

Type of Calendar: Detail Budget Period

Amounts in Base Currency: USD

Revenue Associated: ☒

[Return to Criteria](#) Max Rows: 1000 [Display Options](#)

Ledger Totals (5 Rows)

Budget:	70,905.68	Revenue Estimate:	0.00
Expense:	6,378.51	Recognized Revenue:	13,191.63
Encumbrance:	0.00	Available Budget:	-13,191.63
Pre-Encumbrance:	0.00	Collected Revenue:	0.00
Budget Balance:	64,527.17	Uncollected Revenue (Rec-Coll):	13,191.63
Associate Revenue:	13,191.63		
Available Budget:	77,718.80		

Budget Overview Results [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1-5 of 5](#) | [Last](#)

		Ledger Group	Account	Fund	Dept	Cost Centr	Function	Project	Budget Period	Budget	Expense	Encumbrance	Pr
1		OPE	A1200	5600	ABS015	E00253	200		2014	0.000	0.000	0.000	
2		OPE	A2000	5600	ABS015	E00253	200		2014	0.000	3,333.000	0.000	
3		OPE	A3000	5600	ABS015	E00253	200		2014	0.000	293.100	0.000	
4		OPE	A4000	5600	ABS015	E00253	200		2014	70,905.680	2,752.410	0.000	
5		OPR	TOTRV	5600	ABS015	E00253			2014	0.000	0.000	0.000	

How do I...

Check my Remaining Spending Authority?

Option #2: Budget Status Report: displays all Commitment Control ledger amounts (budgeted, associated revenue, pre-encumbrance, encumbrance, expense) and available balance for the budgets selected.

Main Menu >> Commitment Control >> Budget Reports >> Budget Status

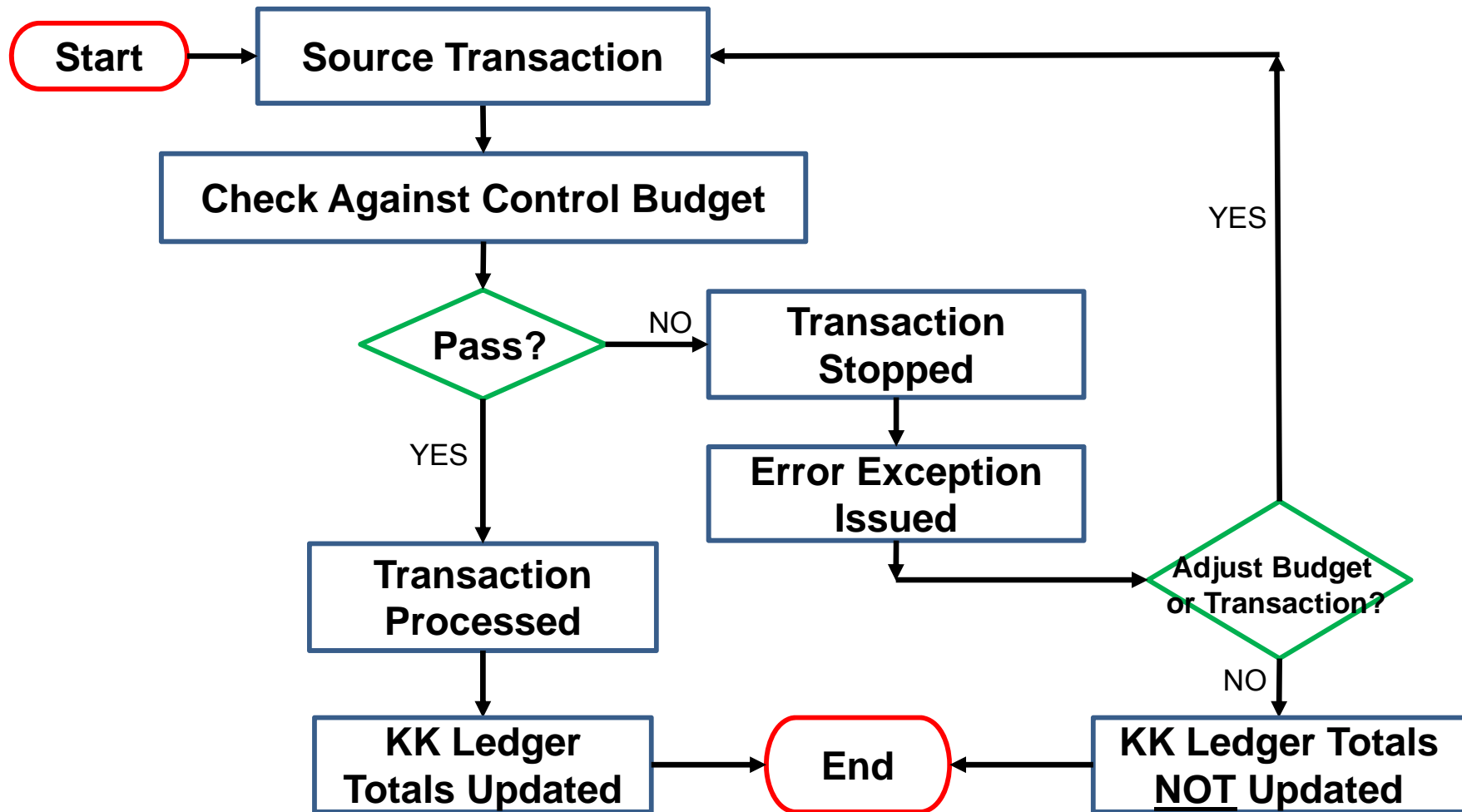
See Budget Status Report Instructions Handout



Managing Departmental Expenses and Revenue Budgets

BUDGET CHECKING EXCEPTIONS

Commitment Control Budget Checking Process



Review Budget Exceptions

If budget journal entries or other expense transactions (requisitions, purchase orders, vouchers, transfers) fail budget checking, users need to review and manage these errors and exceptions.

- The exception pages have more detailed information about the errors

Review Budget Exceptions

Budget checking errors occur because the transactions do not conform to the rules established for that control budget.

- Most errors occur when a transaction has at least one line that exceeds budget
- Transactions with errors are not allowed by the system to update the Commitment Control ledgers
- These transactions with errors stop at the budget checking stage and do not proceed until they are corrected and are budget checked again

Review Budget Exceptions

Some of the most frequent errors and exceptions are (Standard UTShare Messages):

- ✓ No budget Exists
- ✓ Exceeds budget and tolerance – budget is not sufficient to cover the amount of the item
- ✓ Required Key Chartfield is blank

Examples of Budget Checking Exceptions are provided in your handouts.



Review Budget Exceptions

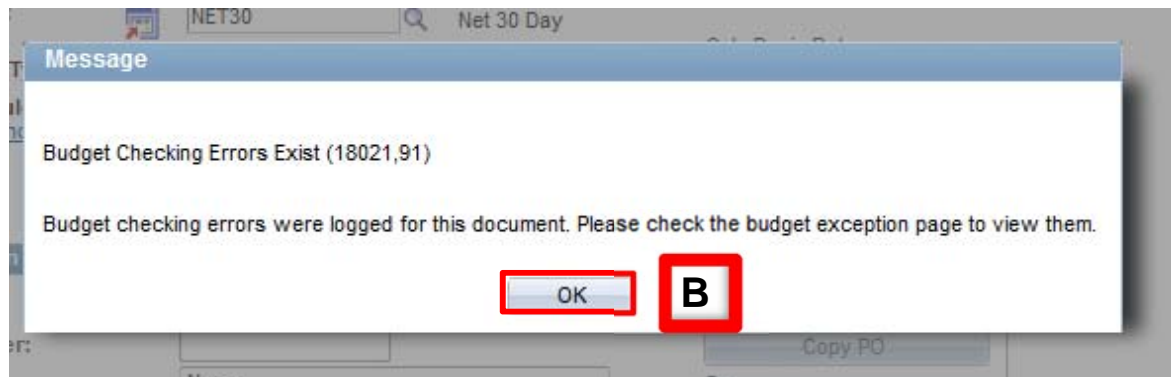
Users are responsible to handle most of these exceptions but may need the assistance of either the Budget Office, Disbursements & Travel Services or Accounting Services to resolve depending on the error message.

Error Example

Questions about Non-PO Vouchers will be explained in another course

- A. Budget checking a Non-PO Voucher you see the following error message:

“Budget Checking Error Exist (18021,91)...”



- B. Select the “OK” button to close the message box. Then go to the budget exception page

Error Example – Non PO Voucher

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit:	UTSA1	Invoice Date:	12/09/2013
Voucher ID:	00000510	Invoice No:	12345
Voucher Style:	Regular	Invoice Total:	25,000,000.00USD
Contract ID:			
Vendor Name:	1129 MERIDIAN LIONS CLUB PO BOX 853 MERIDIAN, TX 76665-0853	Pay Terms:	Net 30 Day
		Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Created:	12/09/2013
Approval Status:	Approved	Created By:	6001018830
Post Status:	Unposted	Modified:	12/09/2013
		Modified By:	6001018830
		ERS Type:	Not Applicable
		Close Status:	Open

Budget Status: [Exceptions](#)

Budget Misc Status: Valid

*View Related: Payment Inquiry [Go](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

[Summary](#) | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

C. Select the **Summary Tab** and select the **Exceptions** link

D. View the type of Exception
“Exceeds Budget Tolerance”

E. The **Details** icon will provide further information.

Voucher Exceptions | Line Exceptions


Business Unit: UTSA1 Voucher ID: 00000510

*Exception Type: Error
Maximum Rows: 100

☐ Override Transaction
☐ More Budgets Exist
[Advanced Budget Criteria](#)

[Search](#)

Budgets with Exceptions [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
	UTSA1	OPE	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...



Managing Departmental Expenses and Revenue Budgets

UNDERSTANDING BUDGET JOURNALS AND TRANSFERS

Understanding Budget Journals

- Budget Journals are used to make a revenue or expense adjustment to a Cost Center
- Budget Office will centrally process budget journals
- The departments will need to fill out the top portion of the Departmental Budget Journal Transfer Request form to request a budget journal (previously known as Budget Adjustments) and send it to the Budget Office

Budget.FMS@utsa.edu

Understanding Budget Transfers

The Budget Transfer functionality is used to create a journal to transfer budgets between Cost Centers (for expenses only)

- Budget Header page in the Budget Transfer component has two different budget entry types:
 - Transfer Original (Permanent Transfers)
 - Transfer Adjustment (Temporary Transfers)
- Journal lines must balance (To and From)

Budget Transfers

Main Menu>>Commitment Control>>Budget Journals>>Enter Budget Transfer

1. Navigate to **Enter Budget Transfer** and Click the **Add a New Value** Tab
2. Enter the Business Unit
3. Leave the **Journal ID** and **Date** defaults
4. Select the **Add** button

The screenshot shows the 'Enter Budget Transfer' web form. At the top, a breadcrumb trail is highlighted with a red box: 'Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer'. Below this, the form title 'Enter Budget Transfer' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. A red box with the number '1' points to the 'Add a New Value' tab. Below the tabs, there are three input fields: 'Business Unit' with the value 'UTSA1', 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '02/25/2014'. A red box with the number '2' points to the 'Business Unit' field. A red box with the number '3' points to the 'Journal ID' field. A red box with the number '4' points to the 'Add' button. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Budget Transfers

5. Under the **Budget Header** tab, enter **OPE** for the Ledger Group.
6. For **Budget Entry Type**, select **Transfer Adjustment**
7. For **Long Description**, explain the purpose of the budget transfer.
8. Select the **Save** button

The screenshot shows the 'Enter Budget Transfer' form with the following fields and annotations:

- 5**: Points to the **Budget Header** tab.
- 6**: Points to the ***Ledger Group:** field, which contains the value **OPE**.
- 7**: Points to the ***Budget Entry Type:** dropdown menu, which is set to **Transfer Adjustment**.
- 8**: Points to the **Save** button at the bottom left.

Other visible fields include:

- Unit:** UTSA1
- Journal ID:** NEXT
- Date:** 17/10/2011
- Fiscal Year:** (empty)
- Period:** (empty)
- *Currency:** USD
- Rate Type:** (empty)
- Exchange Rate:** 1.00000000
- Cur Effdt:** 17/10/2011
- Budget Type:** (empty)
- Control ChartField:** (empty)
- Budget Header Status:** None
- Parent Budget Options:**
 - ☐ Generate Parent Budget(s)
 - ☐ Use Default Entry Event
 - Parent Budget Entry Type:** (empty)
- Long Description:** This is for transferring of funds from the Biology department to the Chemistry department as per Dean's agreement.

Budget Transfers

9b. For the budget lines: click the **Budget Lines** Tab and enter the **Account**, **Speedtype**.

The screenshot shows the 'Budget Lines' tab selected. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below these, the 'Unit' is 'UTSA1', 'Journal ID' is 'NEXT', 'Date' is '03/25/2014', and 'Budget Header Status' is 'None'. A '*Process:' dropdown is set to 'Post Journal' with a 'Process' button. The main section is titled 'Lines' and contains a table with columns: Delete, Line, Ledger, Budget Period, SpeedType, Account, Fund, Dept, Cost Centr, Function, Project, and Set Options. Two lines are visible, both with 'OPE_BUD' as the ledger and '2014' as the budget period. Red boxes and arrows highlight the 'SpeedType' and 'Account' columns for the first line, with the label '9b' above them. Below the table, there is a 'Lines to add:' section with a '1' in a box, plus and minus buttons, and a 'Journal Line Copy Down' link. To the right, there is a 'From Line:' and 'To:' section with a 'Generate Budget Period Lines' button. A red box and arrow labeled '9c' point to the 'Generate Budget Period Lines' button. At the bottom, there is a 'Totals' section showing 'Total Lines: 2', 'Total Debits: 0.00', and 'Total Credits: 0.00'. Below the totals are buttons for 'Save', 'Notify', and 'Refresh'. At the bottom right, there are buttons for 'Add' and 'Update/Display'. The footer shows 'Budget Header | Budget Lines | Budget Errors' and the page number '43'.

9b

9c

9c. Scroll to view the **Amount** field .

Budget Transfers

10. Enter the dollar amounts in the **Amount** field then click the **Save** button.

Budget Header Budget Lines Budget Errors

Unit: UTSA1 Journal ID: NEXT Date: 03/25/2014 Budget Header Status: None
*Process: Post Journal Process

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	Function	Project	Set Options	Currency	Amount
<input type="checkbox"/>	1	OPE_BUD	2014	600		Set Options	USD	
<input type="checkbox"/>	2	OPE_BUD	2014	400		Set Options	USD	

Lines to add: 1 + - Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals

Total Lines:	2	Total Debits:	1,000.00	Total Credits:	1,000.00
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Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

Budget Transfer Submit for Approval

Before submitting a budget transfer for approval, it is a good practice to do a budget check.

1. Select **Budget Pre-Check** from the **Process** drop-down menu.

2. If there are any errors, click on the **Budget Errors** tab, otherwise, select **Submit Journal** from the **Process** drop-down menu.

The screenshot shows the 'Enter Budget Transfer' window. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. A red box labeled '2' highlights the 'Budget Errors' tab. Below the tabs, the 'Journal ID' is 'NEXT' and the 'Date' is '17/10/2011'. The 'Budget Header Status' is 'None'. On the right, there is a 'Process' dropdown menu. A red box labeled '1' highlights this menu, and a red arrow points to the 'Submit Journal' option. The main area contains a table with columns: Delete, Line, Ledger, Budget Period, SpeedType, Account, Fund, Dept, Function. There are two lines of data. Below the table, there are buttons for 'Save', 'Notify', and 'Refresh'. At the bottom right, there are buttons for 'Add' and 'Update/Display'.

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Function
<input type="checkbox"/>	1	OPE_BUD	2012		A4000	2105	BFA002	
<input type="checkbox"/>	2	OPE_BUD	2012		A4000	2105	BFA002	

Total Lines: 2 Total Debits: 1,000.00 Total Credits: 1,000.00

Budget Transfer Workflow

Budget Transfer Workflow currently is not available.



Departments will be able to enter a Transfer Request and will need to notify the Budget Office for approval.

Budget.FMS@utsa.edu

Mini Quiz

- What inquiry in UTShare/PeopleSoft do I use to check my Remaining Spending Authority(RSA)
- Most Budget Exceptions occur when a transaction has at least one line that exceeds budget. (True or False?)
- What office do you email to request a budget journal?

A decorative border at the top of the slide consists of a row of blue squares followed by a solid blue horizontal bar. On the left side, there is a solid orange vertical bar. At the bottom, there is a solid orange horizontal bar followed by a row of orange circles.

Managing Departmental Expenses and Revenue Budgets

COMMITMENT CONTROL SECURITY

Commitment Control Security

Security Roles used by Commitment Control Module:

- PeopleSoft Security Team is designated to establish and manage access to data based on the role of the user.
- Not everyone has access to the same applications; access is role-based (Budget Administrator, Departmental User, Departmental Administrator, etc.)

Commitment Control Security

Budget Office Security Roles:

○ BUDGET ADMINISTRATOR

- Commitment Control Budget Administrator
- Budget Maintenance – can make changes to budget definitions
- Security Administrator – able to make changes to budget security
- Set up and Run Allocations

○ BUDGET ANALYST

- Enter and Post Budget Journals and Budget Transfer Journals
- Review Budgets, Run Delivered reports
- Review Budget exceptions and overrides Budget checking errors if appropriate

Commitment Control Security

Departments will have a separate security role:

- DEPARTMENT ADMIN

- Access to Budget Overview – Review remaining balances
- Enter Budget Transfers
- Review Budgets, Run delivered reports
- Review budget exceptions and budget checking errors



Managing Departmental Expenses and Revenue Budgets

SUMMARY AND RESOURCES

Summary

- Reviewed the Commitment Control (KK) Module
- Explained Commitment Control Ledgers, Sub-ledgers and Budgetary Accounts
- Reviewed how to utilize the Budget Overview to review the Remaining Spending Authority(RSA)
- Understand Budget Exceptions
- Recalled the process of Budget Journals and Budget Transfers
- Clarified Commitment Control Security

Resources

- **Other Courses to consider:**
 - Quick Online Tutorials (www.utsa.edu/utshare/Training)
 - Purchasing Goods and Services
 - Processing Travel Advances and Reimbursements
 - Processing Non-Purchase Order Vouchers
 - Funding Positions(Commitment Accounting)

Want up-to-date information?

- Go to www.utsa.edu/utshare
- www.utsa.edu/financialaffairs

PeopleSoft Support and Sustainment Center

Contact Us – Reaching the PSSC

Your Single Point of Contact (SPOC)



The PSSC is ready for your PeopleSoft questions! Contact us via:

- Telephone: 210-458-SPOC (**458-7762**) or
- Go to UTShare Website: www.utsa.edu/utshare, link to the SPOC icon for the PeopleSoft ticketing system

Questions raised now through post-go live helps PSSC establish a comprehensive knowledge base and appropriate Service Levels!

For any policy or business process related questions, please contact the Human Resources, Financial Affairs or Purchasing departments.

Questions





Thank You!