

Budget 101 Training

*Office of Budget Services
Winter, 2020*

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.

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Office of Budget Services Roles

Departments	Name	Location	Phone	Job Description
Administrative Office	Lee Fruitticher	HSB-132	721-7928	Vice-President for Finance
	Lisa Bunch	HSB-130	721-7928	Administrative Assistant
Office of Budget Services	Tara Montroy	HSB-128	721-6168	Director of Budget Operations
	Marlo Key	HSB-140	721-9318	Asst. Director of Budget Operations
	Mary Richardson	HSB-138	721-4115	Budget Analyst III
	Heather McCoy	HSB-141	723-0147	Budget Analyst II
	Russell Scaggs	HSB-137	721-2642	Budget Analyst I
	Jasmine Nichols	HSB-139	721-8422	Budget Analyst I

Email Address: budget@augusta.edu

Budget Fundamentals

What is a Budget?

A budget is an *estimation* of revenue and expenditures over a specified period of time that is re-evaluated and managed on a periodic basis.

Budgeting Resources

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

USG Policy Manual: <http://www.usg.edu/policymanual/section7/C447>

USG Procedures Manual: http://www.usg.edu/business_procedures_manual/section8/

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).
- Usually due to the BOR in early May.

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.

Accounting Period

July	August	September	October	November	December	January	February	March	April	May	June
1	2	3	4	5	6	7	8	9	10	11	12

- Accounting Period is a range of months throughout the fiscal year (July of the current through June of the next year.)
- The accounting period is based on the months so August is accounting period 2, April is accounting period 10, etc.

ChartField Combination (CFC)

Account	Fund	Department	Program	Class	Project	Budget Ref
6 Digits	5 Digits	8 to 10 Digits	5 Digits	5 Digits	Varies	4 Digits
Allows for detailed breakdown of transactional activity	Essential building block; each fund is a set of self-balancing accounts; The fund tells the source	Represents the operating unit or budget unit	Indicates how funds are intended to be used; The program normally corresponds to a functional area	Denotes the specific source of funding	Identifies specific projects such as grants, clinical trials, projects, etc.	The year in which the budget was established

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>

Examples:

714102-10000-30100015-16200-11000-2020

727121-20300-30100015-12100-11200-RIA1001-2020

Account Codes

- Revenue – 4xxxxx
- Personnel Services – 5xxxxx
- Travel – 6xxxxx
- Operating Expenses – 7xxxxx
 - (Small Value Property SVP - \$3,000 to \$4,999)
- Equipment (\geq \$5,000) – 8xxxxx

Commitment Control (KK) Ledgers

There are three budget ledgers that you should be concerned with:

- **REVEST** – Revenue Estimate
- **APPROP** – Appropriation*
- **PROJ_GRT** – Project/Grant*

*Both APPROP and PROJ_GRT ledgers are for expense budgets

Commitment Control (KK) Ledgers

Commitment Control (KK) Ledger Groups	
Ledger Group	Description
REVEST (Revenue Estimate)	Controlled by the fund; only revenue accounts are found here. Tracks actual revenue against estimated revenue.
APPROP (Appropriation)	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 "control" 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.
PROJ_GRT (Project Grant)	Controlled by the project; only expense accounts are found here. Expenditures on projects and grants are controlled by budget year. This is is the 'child' of the PRMST_EXP budget and it cannot exceed the PRMST_EXP budget.
Commitment Control (KK) Ledger Groups (rarely used)	
Ledger Group	Description
ORG (Organization)	Controlled by the fund and does not include any fund 2%. This is the "child" 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.
PRMST_EXP (Project Master Expense)	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.
PRMST_REV (Project Master Revenue)	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.

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. Commingling funds is not allowed. The fund + class combination must match per each transaction.

(Account Numbers 500000, 600000, 700000, 800000)										
	FUND	DEPTID	PROGRAM	CLASS		ACCOUNT	POSITION NUMBER	EFFECTIVE TIME PERIOD	AMOUNT	
X	10000	30199999	12400	11000	X	700000		FY20	(10,000)	
	15000	30199999	12400	11000		500000		FY20	10,000	
APPROP	10000	40188888	11100	11000		600000		FY20	24,000	
	10000	40188888	11100	13000		800000		FY20	(24,000)	

Fund Code Examples

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

Fund	Fund Type
20020	Georgia War Veterans Nursing Home
20040	AU Medical Center
20050	AU Medical Associates
20100	Student Financial Aid
20200	AU Foundation
20230	AU Dental Associates
20280	MCG Foundation
20290	GA Health Sciences Foundation
20300	AU Research Institute
20400	Restricted - Non-Sponsored
20460	Restricted - Endowments

**indicates lapsable funds*

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 are encumbered based on actual expenses.

- Salaries and fringes will be encumbered by the PeopleSoft delivered processes ran by USG Shared Services Center. 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 (2-4 times a month).

Personal Services Encumbrances

- For Combination Codes with a Project ID, **encumbrances will be forecasted out to the project end date or the end of the fiscal year**, whichever is sooner.
- Vacant and non-benefits eligible positions will not be encumbered.
- Encumbrances will calculate on whatever distribution is on Department Budget Table in PeopleSoft HCM for that position at the time of running. If an ePAR is not processed fully in time, the updated distribution will not get picked up.

Personal Services Encumbrances

The following pay groups are currently included in the encumbrance calculation:

- **12A** – Exempt Staff
- **12E** – Exempt Staff Hourly
- **12F** – 10 Month Faculty
- **12H** – Non-Exempt Staff
- **12Y** – 12 Month Faculty

Examples of positions that are NOT encumbered: *Summer faculty, part-time faculty, student assistants, temporary workers, graduate assistants, FWS students, non-paid affiliates*

Revenue

- Two types:
 - **Allocations** allow for spending authority without any specific action by the department. Examples include State Appropriations (fund 10000) 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.
 - » Generally includes fund codes 10600, 13000, 14000, 14100

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 received and submit budget amendments, if necessary. In order to spend revenue earned, a budget must be set up for that CFC. **This is not an automatic process!**
- It is important to know that the Office of Budget Services **does not** handle deposits or actual dollars. We only establish the budget for that revenue received.

Budget Amendments

Budget Amendment Request Form

Temporary or Permanent Transfer?



Office of Budget Services
Budget Amendment Request

Temporary or Permanent Transfer

Temporary

Budget Year

2020

- **Temporary**: The majority of Budget Amendments will be temporary. The amendment is only occurring for the current fiscal year. Therefore, the amendment will not change the Original Budget for the following fiscal year.
- **Permanent**: Permanent amendments will be a change to the current budget as well as all subsequent fiscal years.
 - **Example**: A new department ID was just created and it needs a \$100,000 personnel budget for the current year. You also want that \$100,000 to be there in the budget for next year and the year after that.

Budget Amendment Request Form

Transfer Type and Budget Year



Office of Budget Services
Budget Amendment Request

Temporary or Permanent Transfer

Budget Year

REVEST	(Account Number 4xx000)								
	FUND	DEPTID	PROGRAM	CLASS		ACCOUNT			AMOUNT
								-	

Budget Year will usually be the same as the current Fiscal Year the university is in. The main exception is around June-August when it is possible to be doing budget loads for the upcoming fiscal year *or* budget cleanups to the prior fiscal year.

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 amount (REVEST) must equal the expenditure budget amount (APPROP or PROJ_GRT). This is not considered a transfer so the total will not equal \$0.
- Revenue budget account codes always begin with 4 and only contain the first three numbers followed by three zeros.
 - Example: 471100 and 471200 would both be budgeted under 471000
- Departments *should not* submit an amendment to increase budgets with a REVEST section on allocated funds such as fund 10000 (state appropriations) and 10500 (tuition funds).

Budget Amendment Request Form

REVEST

- The program code for revenue will usually be '00000'.
- The fund and class codes almost always match what is on the expense ledger.
- The department ID will be the department that recognizes the revenue. For funds that start with a "1", the exact department ID is needed. Generally for funds that start with a "2", the department ID is '0000000'.



Office of Budget Services
Budget Amendment Request

Temporary or Permanent Transfer Budget Year

REVEST	(Account Number 4xx000)							
	FUND	DEPTID	PROGRAM	CLASS		ACCOUNT		AMOUNT
	14000	77755555	00000	40000		441000		10,000
								10,000

APPROP	(Account Numbers 500000, 600000, 700000, 800000)								
	FUND	DEPTID	PROGRAM	CLASS		ACCOUNT	POSITION NUMBER	EFFECTIVE TIME PERIOD	AMOUNT
	14000	77755555	14600	40000		700000			6,000
	14000	77755555	11100	40000		600000			4,000
									10,000

Budget Amendment Request Form

Another REVEST Example



Office of Budget Services
Budget Amendment Request

Temporary or Permanent Transfer

Budget Year

(Account Number 4xx000)

REVEST

FUND	DEPTID	PROGRAM	CLASS	ACCOUNT	AMOUNT
10600	44455566	00000	11000	471000	25,000

25,000

(Account Numbers 500000, 600000, 700000, 800000)

APPROP

FUND	DEPTID	PROGRAM	CLASS	ACCOUNT	POSITION NUMBER	EFFECTIVE TIME PERIOD	AMOUNT
10600	44455566	12400	11000	500000	20999999	FY20	25,000

25,000

Budget Amendment Request Form

REVEST Reminders

- For earned revenue managed by the departments, revenue needs to be recognized in PeopleSoft before budget can be established. The screenshot below shows where revenue has been received but budget has not been adjusted.
- If a Financial Accounting journal fails budget checking for revenue, most likely a budget line does not exist. When this happens, please email the Budget email address asking for a \$0 budget line to be established so the revenue can post.

Ledger Totals (1 Rows)

Revenue Estimate	0.00	Net Transfers	0.00
Recognized Revenue	20,748.00		
Available Budget	-20,748.00		
Collected Revenue	20,748.00		
Uncollected Revenue (Rec-Coll)	0.00		

Budget Overview Results

	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Program	Program Code Description	Class	Class Description	Bud Ref	Budget Period	Revenue Estimate	Recognized Revenue	Collected Revenue
1	REVEST	409000	Other Fees	10600	Other General Funds			000	No Program	11995	Fees Summer-Grad	2020	2020	0.00	20,748.00	20,748.00

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, we budget on account 500000 and not 511100.
 - » 500000 – Personal Services
 - » 600000 – Travel
 - » 700000 – Supplies/Operating
 - » 800000 – Equipment
- When transferring budget, make sure the fund is the same and the class is the same. Transferring budget between a different fund and/or class is not allowed.
- The position number should be included for analysis purposes on personal services amendments. Please note that nothing is processed in PeopleSoft HCM when a position is noted on this form.

Budget Amendment Request Form

APPROP Transfer Example



Office of Budget Services
Budget Amendment Request

Temporary or Permanent Transfer

Budget Year

REVEST	(Account Number 4xx000)							
	FUND	DEPTID	PROGRAM	CLASS		ACCOUNT		AMOUNT
								-

APPROP	(Account Numbers 500000, 600000, 700000, 800000)								
	FUND	DEPTID	PROGRAM	CLASS		ACCOUNT	POSITION NUMBER	EFFECTIVE TIME PERIOD	AMOUNT
	10600	33333333	11100	11000		600000		FY20	(30,000)
	10600	33333333	12400	11000		700000		FY20	30,000
									-

Budget Amendment Request Form

PROJ_GRT

- Like the APPROP ledger, the account numbers are: 500000, 600000, 700000, and 800000.
- Fund codes that start with a “1” will need to have a corresponding APPROP entry that matches exactly. **This is only if there is a project involved!**
- In the example below, one department is giving another budget and the 66888888 department wants to track expenses using a project. This is how it would be filled out:

(Account Numbers 500000, 600000, 700000, 800000)									
APPROP	FUND	DEPTID	PROGRAM	CLASS		ACCOUNT	POSITION NUMBER	EFFECTIVE TIME PERIOD	AMOUNT
	15000	66888888	12400	11000		700000		FY20	16,000
	15000	11111111	11100	11000		700000		FY20	(16,000)
									-

(Account Numbers 500000, 600000, 700000, 800000)									
PROJ_GRT	FUND	DEPTID	PROGRAM	CLASS	PROJECT ID (REQUIRED)	ACCOUNT	POSITION NUMBER	EFFECTIVE TIME PERIOD	AMOUNT
	15000	66888888	12400	11000	PROJECTXYZ	700000		FY20	16,000
									16,000

Budget Amendment Request Form

PROJ_GRT

- Establishing budget or reducing budget on a project ID will have a corresponding REVEST entry with the same matching sign (+ or -) as the PROJ_GRT entry. Adding budget is a positive number and removing budget requires a negative number.
- You cannot transfer budget from one project ID to another. Theoretically, you would reduce one project and increase the other, even if they have matching fund and class codes.
- Again, fund + class codes must match on each amendment.

Budget Amendment Request Form

Comments/Justification

- Make the comments as detailed as possible. Include information needed to justify the amendment. Why is the amendment 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 amendment 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 / Justification:

**Increasing CFC budget to fund position numbers 20988777 and 20333444 from November 1st to end of fiscal year.
Distribution change ePARs submitted on 10/30.**

Requested by:

Daffy Duck

(Please Print Name)

Date:

10/30/19



Budget Amendment Request Form

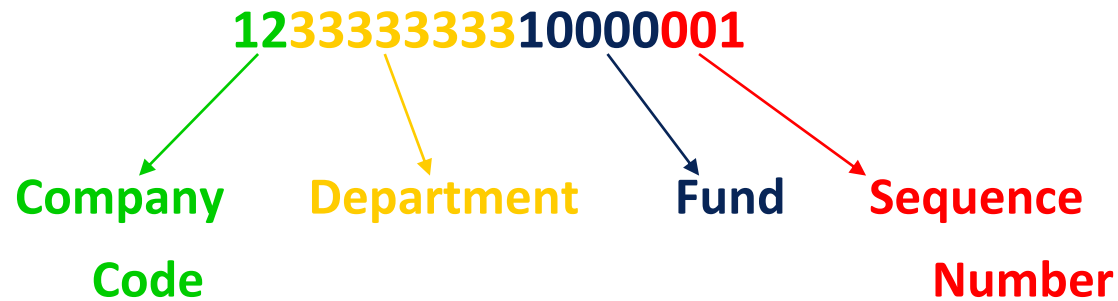
Budget Amendment Checks

- Review budgets **BEFORE** submitting transactions. Review for both amount and CFC information. If an amendment is necessary, be sure to submit the amendment **BEFORE** actual transactions try to post.
- The Office of Budget Services **DOES NOT** process amendments for grants (fund codes 20000 and 20300). Please send all requests and questions regarding grants to the grant accountant in the Division of Sponsored Programs Administration (DSPA).
- Budgets must balance by fund and class.
- The sign (+ or -) on the REVEST entry must match sign on the APPROP/PROJ_GRT entry.
- **DO NOT USE CENTS!** All amendments must be rounded UP to the next highest dollar.
- When possible, **do not move enough budget just to cover a budget checking error.** Budgets and transfers should be set up with the entire year in mind.

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.



Combination Codes are created in PeopleSoft Financials and synced over into PeopleSoft HCM for use. This sync process runs nightly and can be done on command as needed. The Budget Office creates combination codes manually; it is not automatic!

Combination Codes

Combination Code Lookup:

- PeopleSoft Financials
 - 120_BPA_LOOKUP_ACCT_CD (public query)
- PeopleSoft HCM
 - Any ePAR screen that requires a combination code
 - System Manager Reporting Screen (under Commitment Accounting > Combo Codes)

Combination Codes

- Prior to requesting a Combination Code, ensure that a budget has already been established in personal services within PeopleSoft Financials for the corresponding CFC.
 - We physically cannot create a combination code for a CFC unless a personal services budget exists (\$0 or greater).
- 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.

FPD/PCF Forms

Pertaining to the Office of Budget Services


Faculty Position Description (FPD) & Position Classification/Change (PCF) 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 and a budget amount.

FPD & PCF Forms

			
Human Resources Faculty Position Description Form			
1. Department Name MCG-Pediatrics	2. Department ID 04375500	3. Position Number	4. Proposed EFT/FTE
5. Action Requested <input checked="" type="checkbox"/> Create New Position <input type="checkbox"/> Change Title of Existing Position <input type="checkbox"/> Update Job Description <input type="checkbox"/> EFT Change <input type="checkbox"/> Activate <input type="checkbox"/> Inactivate <input checked="" type="checkbox"/> Other (Please specify): Wish to post the position as a non-paid affiliate			

			
Position Classification/Change Form			
Select Organization: <input checked="" type="checkbox"/> Augusta University <input type="checkbox"/> AU Medical Center <input type="checkbox"/> Enterprise (AU & AUMC) <input type="checkbox"/> AU Medical Associates			
1. Department or Cost Center Name Auxiliary/JagStore	2. Department ID or Cost Center Number 50904000	3. Position Number	4. Proposed EFT/FTE .49
5. Action Requested (check one) PCF Actions **requires full form <input checked="" type="checkbox"/> Classify New Position <input type="checkbox"/> Reclassify Existing Position <input type="checkbox"/> Update Job Description <input type="checkbox"/> Activate PCF Actions **requires page 1 and 2 of form <input type="checkbox"/> EFT/FTE Change <input type="checkbox"/> Inactivate <input type="checkbox"/> Transfer of Position (University Only) <input type="checkbox"/> Other (Please Specify)			

Faculty Position Description & Position Classification Forms

Budget Impacting Actions

- **Create New Position** – the creation of a new position presents a *new* salary expenditure that was not in Original Budget
- **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 that could've been ignored in Original Budget
- **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 Budget Sections

Funding Distribution (FPD, Section 9; PCF, Section 17)

- Ensure that this is the actual plan by which the position will be funded
- Distribution should add up to 100%

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!
- It will also be entered as the “Budget Amount” in PeopleSoft HCM and will be the amount we approve on Job Openings
- Should not include fringes

Faculty Position Description & Position Classification Forms

Important Budget Sections (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

Electronic Personnel Action Request (ePAR)

Which ePARs does the Office of Budget Services approve?

- Change Position Funding Requests (distribution change)
- Job Openings (except faculty positions)
- Ad Hoc Salary Changes
- Supplemental Pay Requests
- Transfer Employee Requests
- “Other”

Change Position Funding Request

Navigator > Manager Self Service > Position and Funding > Change Position Funding

- **Set ID** = '12000'
- **Department** = position's home department.
- Select the correct **position number** that needs to be updated.
- **Effective date** = the employee's hire date or first day of pay period that needs to be changed
- **Fiscal Year** = current year

Change Position Funding

Add a New Value

Set ID

Department

Position Number

Effective Date

Fiscal Year

Add

Change Position Funding Request

Change Position Funding

Transaction ID: NEXT Funding Change Complete

Effective Date: 12/01/2019

Set ID: 12000 Fiscal Year: 2020

Department: 30200040 Office of Budget Services

Position Number: 20004951

Current Incumbents

Empl ID	Empl Record	Display Name
1	0	

Current Information

Current	Fringe	II				
Effective Date	EffSeq	Earnings Code	Combination Code	Funding End Date	Percent of Distribution	Chartfield Details
1	12/10/2019		0			Chartfield Details

New Distribution

Effective Date: 12/01/2019

New Information

Current	Fringe	II		
Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details
1	<input type="text"/>			<input type="text"/> ChartField Details <input type="button" value="+"/> <input type="button" value="-"/>

Add comments:

- Review the information at the top to ensure you are submitting the right request.
- **‘Current Incumbents’** section will show the employee in that position as of the effective date.
- **‘Current Information’** section will show the current distribution in the system as of the effective date.
- **‘New Distribution’** section shows the requested changes being submitted.
- **‘Add Comments’** field allows for justification for submission.

Change Position Funding Request

How to select a Combination Code for the Change Request

New Distribution 1 of 1 | View All

Effective Date 12/01/2019

New Information

Current Fringe

	Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details		
1	<input type="text"/>			75.000	ChartField Details	+	-
2	<input type="text"/>			25.000	ChartField Details	+	-

ChartField Common Component

ChartField Details

Combination Code

Search Options

Combination Codes

Search

ChartField Detail

Account	Fund Code	Department	Program Code	Class Field	Budget Reference	Business Unit PC	Project	Activity ID	Chartfield 1	Operating Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ok Cancel

Change Position Funding Request

How to select a Combination Code for the Change Request

Search Combination Codes

GL Combination Code

Search by ChartFields

1

Account	<input type="text"/>	<input type="button" value="Q"/>	Project	<input type="text"/>	<input type="button" value="Q"/>
Fund Code	10600	<input type="button" value="Q"/>	Activity ID	<input type="text"/>	<input type="button" value="Q"/>
Department	9999999	<input type="button" value="Q"/>	Chartfield 1	<input type="text"/>	<input type="button" value="Q"/>
Program Code	<input type="text"/>	<input type="button" value="Q"/>	Operating Unit	<input type="text"/>	<input type="button" value="Q"/>
Class Field	<input type="text"/>	<input type="button" value="Q"/>			
Budget Reference	<input type="text"/>	<input type="button" value="Q"/>			
Business Unit PC	<input type="text"/>	<input type="button" value="Q"/>			

2

Combination Code / ChartFields

3

	Select	GL Combo Code	Account	Department	Project	Fund Code	Program Code	Class Field	Op
1	<input type="button" value="Select"/>	12999999910600SUS	599500	9999999		10600	16700	11000	

Change Position Funding Request

How to select a Combination Code for the Change Request

ChartField Common Component

ChartField Details

Combination Code

Search Options

Combination Codes

Search

ChartField Detail

Account	Fund Code	Department	Program Code	Class Field	Budget Reference	Business Unit PC	Project
<input type="text" value="599500"/>	<input type="text" value="10600"/>	<input type="text" value="9999999"/>	<input type="text" value="16700"/>	<input type="text" value="11000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ok

Cancel

On all other combination codes, the account will be '999999'.

Change Position Funding Request

How To Submit The Request After Selecting Combo Code

Change Position Funding

Transaction ID: NEXT Funding Change Complete
Effective Date: 12/01/2019
Set ID: 12000 Fiscal Year: 2020
Department: 30200040 Office of Budget Services
Position Number: 20004951

Current Incumbents

Empl ID	Empl Record	Display Name
1	0	

Current Information

Current	Fringe					
Effective Date	EffSeq	Earnings Code	Combination Code	Funding End Date	Percent of Distribution	Chartfield Details
1	12/10/2019		0			Chartfield Details

New Distribution

Effective Date: 12/01/2019

New Information

Current	Fringe						
Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details			
1	<input type="text" value=""/>	126450000010000000		<input type="text" value="75.000"/>	ChartField Details	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value=""/>	120001107010500000		<input type="text" value="25.000"/>	ChartField Details	<input type="button" value="+"/>	<input type="button" value="-"/>

Add comments:

Almost all of the time, the 'Earnings Code' field will be blank. If there is something there, it is because the employee gets some sort of supplemental/special pay that requires a specific earnings code to be charged elsewhere. We enter these earnings codes manually. Please contact us with any questions you may have.

A fringe redirect can be entered on the 'Fringe' tab in the New Information section. These should also be special cases. Please contact us before entering something in this field.

Change Position Funding Request

Fringe Redirect

To redirect fringes from being charged to a combo code, click on the 'Fringe' tab or the expand button next to it to see that panel.

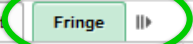
Current Information

Effective Date	EffSeq	Earnings Code	Combination Code	Funding End Date	Percent of Distribution	Chartfield Details
1 12/10/2019	0					Chartfield Details

New Distribution 1 of 1 [View All](#)

Effective Date 12/01/2019

New Information

Current	Fringe	Exclusion Fringe Group	Redirect Account Code	CF Details		
		1 <input type="text"/>		CF Details	+	-
		2 <input type="text"/>		CF Details	+	-

Add comments:

Submit

Change Position Funding Request

Fringe Redirect

New Distribution 1 of 1 | View All

Effective Date 12/01/2019

New Information

	Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details	Exclusion Fringe Group	Redirect Account Code	CF Details		
1	<input type="text" value=""/>	128450000010000000		<input type="text" value="75.000"/>	ChartField Details	<input type="text" value=""/>		CF Details	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value=""/>	120001107010500000		<input type="text" value="25.000"/>	ChartField Details	<input type="text" value=""/>		CF Details	<input type="button" value="+"/>	<input type="button" value="-"/>

Add comments:

The area circled is where you indicate where you want the fringes to go to.

Change Position Funding Request

Fringe Redirect

Look Up Exclusion Fringe Group ×

Fringe Group

Description

[Basic Lookup](#)

Search Results

View 100 | 1-7 of 7

Fringe Group	Description
ALL	Health/Life, Retirement, Taxes
HLO	Health & Life
HLR	Health, Life, Retirement
HLT	Health, Life & Taxes
REO	Retirement only
RTO	Retirement & Taxes
TXO	Taxes only

These are the options for what fringes to redirect. In many cases, 'All' is the most appropriate choice.

Change Position Funding Request

Fringe Redirect

New Distribution Q | << < 1 of 1 > >> | View All

Effective Date 12/01/2019

New Information

<<||

	Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details	Exclusion Fringe Group	Redirect Account Code	CF Details			
1	<input type="text" value=""/>	126450000010000000		<input type="text" value="75.000"/>	ChartField Details	ALL <input type="text" value=""/>		CF Details	<input type="button" value="+"/>	<input type="button" value="-"/>	
2	<input type="text" value=""/>	120001107010500000		<input type="text" value="25.000"/>	ChartField Details	<input type="text" value=""/>		CF Details	<input type="button" value="+"/>	<input type="button" value="-"/>	

New Distribution Q | << < 1 of 1 > >> | View All

Effective Date 12/01/2019

New Information

<<||

	Earnings Code	Combination Code	Funding End Date	*Percent of Distribution	ChartField Details	Exclusion Fringe Group	Redirect Account Code	CF Details			
1	<input type="text" value=""/>	126450000010000000		<input type="text" value="75.000"/>	ChartField Details	ALL <input type="text" value=""/>	123010001310000000	CF Details	<input type="button" value="+"/>	<input type="button" value="-"/>	
2	<input type="text" value=""/>	120001107010500000		<input type="text" value="25.000"/>	ChartField Details	<input type="text" value=""/>		CF Details	<input type="button" value="+"/>	<input type="button" value="-"/>	

Job Opening Request

Navigator > Manager Self Service > Create Job Opening

- You can also get to it on the Manager Self Service Tile in HCM

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 distribution in the comments section.
- If additional approvals are needed, insert the appropriate approvers.

Ad Hoc Salary Change Request

Navigator > Manager Self Service > Compensation and Stock > Request Ad Hoc Salary Change

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.
- Attach any helpful documentation regarding the salary change.

Supplemental Pay Request

Navigator > Manager Self Service > Compensation and Stock > Request Supplemental Pay

Submitting a Supplemental Pay Request:

- Provide the CFC in the comments section when submitting the request for faster Budget Office approval. Also, please provide attachments with documentation confirming the pay and the CFC information.
- Ensure there is enough budget to cover the supplemental pay amount + fringes associated with it for the full duration of the pay.
- If the pay ends up being on the wrong CFC, it is likely due to being charged to the position's regular distribution. Please reach out to us for the proper solution if this is the case.

Budget Checking Errors and Invalid Funding

Types of Budget Checking Errors

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

Budget Checking Errors

To prevent errors from occurring:

- Make sure there is enough budget on each funding source to support the expense. **Be proactive and not reactive!**
- 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 and not just to cover a one-time charge.
- If positions need to be removed from a CFC, submit a Distribution Change ePAR as soon as possible.
- If related to P-card expenses, ensure that the CFCs in the Works system are correct. The Budget Office does not have access to this system so it is up to the departments to let the Purchasing Department know when CFCs need to be updated or removed.
- Contact DSPA or Financial Accounting for more information on project ending errors.

Invalid Funding Report

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 expenses will go to the default suspense account.

Suspense Account

Items that will hit the Suspense combination:

- Positions not fully funded
- Departments and/or combination codes that are inactive
- Grants/projects that end during the pay period

Invalid Funding Report

INVALID FUNDING REPORT
Augusta University

Pay Group: 12H Staff - Hourly

Pay Period: 09/08/2019-09/21/2019

Pay Run ID: 99B2

2BW SEPTEMBER 2019

<u>Department</u>	<u>Department Name</u>	<u>Empl ID</u>	<u>RCD#</u>	<u>Employee Name</u>	<u>ST</u>	<u>Position</u>	<u>Error Message</u>	<u>Combo Code</u>	<u>PAYG</u>
02124300	DCG-Patient Ser	VACANT	0	Vacant		21006107	DBE funding does not exist or effdt > pay end dt		12H
04240000	MCG-Cntr for Bi	VACANT	0	Vacant		20006192	Expenses will be posted to Department Suspense- Fund Effective Date	120424000020300019	12H
04250000	MCG-Vascular Bi	VACANT	0	Vacant		20006409	Expenses will be posted to Deparement Suspense - Fund End Dt	120425000020300006	12H
04250000	MCG-Vascular Bi	VACANT	0	Vacant		20006409	Expenses will be posted to Department Suspense- Proj Grant End Dt	120425000020300006	12H
04250000	MCG-Vascular Bi	VACANT	0	Vacant		20006437	Expenses will be posted to Deparement Suspense - Fund End Dt	120425000020300006	12H
04250000	MCG-Vascular Bi	VACANT	0	Vacant		20006437	Expenses will be posted to Department Suspense- Proj Grant End Dt	120425000020300006	12H
04312503	MCG-Med-Oncolog	VACANT	0	Vacant		20000648	Expenses will be posted to Department Suspense- Proj Grant End Dt	126450002520300002	12H
04313000	MCG-Med-Infecti	VACANT	0	Vacant		20012179	DBE funding does not exist or effdt > pay end dt		12H
04328500	MCG-Neurology-M	VACANT	0	Vacant		20015556	DBE funding does not exist or effdt > pay end dt		12H
04810000	MCG-PHS-GA Prev	VACANT	0	Vacant		20015634	DBE funding does not exist or effdt > pay end dt		12H
04810000	MCG-PHS-GA Prev	VACANT	0	Vacant		20015636	DBE funding does not exist or effdt > pay end dt		12H
06010000	IPPH-Inst for P	VACANT	0	Vacant		20012408	DBE funding does not exist or effdt > pay end dt		12H
09011190	CSM-Psychology	VACANT	0	Vacant		21005489	DBE funding does not exist or effdt > pay end dt		12H
15900010	Sponsored Progr	VACANT	0	Vacant		20010381	DBE funding does not exist or effdt > pay end dt		12H
30800006	GWVNH-Nursing S	VACANT	0	Vacant		21005863	DBE funding does not exist or effdt > pay end dt		12H
30821100	GCHC-Dooly Stat	VACANT	0	Vacant		21005283	DBE funding does not exist or effdt > pay end dt		12H
40100004	Student & Famil	VACANT	0	Vacant		21004735	DBE funding does not exist or effdt > pay end dt		12H
64500000	GCC-Georgia Can	VACANT	0	Vacant		21006095	DBE funding does not exist or effdt > pay end dt		12H
64500000	GCC-Georgia Can	VACANT	0	Vacant		21006096	DBE funding does not exist or effdt > pay end dt		12H
64500025	GCC-Oncology Cl	VACANT	0	Vacant		20014453	Expenses will be posted to Department Suspense- Proj Grant End Dt	126450002520300001	12H

Queries and Other Budgetary Tools

Budget Overview

- **Navigator > Commitment Control > Review Budget Activities > Budget Overview**

- You will have to add a new Inquiry Name one time and if you save it, it can be used again.

- Two basic views: Detail or Period View

Budgets Overview

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

Inquiry Name

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

Search Results

[View All](#) | [First](#) | 1-8 of 8 | [Last](#)

Inquiry Name	Description
APPROP_A	Period view
APPROP_D	Detail view
ORG	(blank)
PRMST	(blank)
PROJ_GRT_A	Period view
PROJ_GRT_D	Detail view
REVEST_A	Period view
REVEST_D	Detail view

[Find an Existing Value](#) | [Add a New Value](#)

Budget Overview

Detail View

Budget Inquiry Criteria
Budget Overview

Inquiry **APPROP_D** Description **Detail view**

Amount Criteria **Search** Clear Reset Ledger/Activity Log Integrity Act Log Internal Integrity

Budget Type

*Business Unit 12000 Ledger Group/Set Ledger Group Ledger Group APPROP
View Stat Code Budgets Display Chart Appropriation Budget Ledger

TimeSpan
*Type of Calendar **Detail Budget Period**

Budget Criteria Personalize Find View All First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	APPROP	YE	2020	2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	500000	%	i		Update/Add
Dept	8888888	%	i		Update/Add
Fund	10000	%	i		Update/Add
Class	11000	%	i		Update/Add
Program	12400	%	i		Update/Add
Bud Ref	%	%	i		Update/Add

Budget Status

- Open
- Closed
- Hold

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Budget Overview

Detail View

Inquiry Results

Business Unit 12000
 Ledger Group APPROP
 Type of Calendar Detail Budget Period
 Amounts in Base Currency USD
 Revenue Associated:

Return to Criteria Max Rows Display Options

Ledger Totals (1 Rows)

Budget	152,933.00	Net Transfers	0.00
Expense	38,172.93		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	114,760.07		
Associate Revenue	0.00		
Available Budget	114,760.07		

Budget Overview Results															Personalize	Find	View All	First	1 of 1	Last
	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Program	Program Code Description	Class	Class Description	Bud Ref	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available	
1	APPROP	500000	Personal Services	10000	State Appropriations					11000	Gen Opns - General	2020	2020	152,933.00	38,172.93	0.00	0.00	114,760.07	75.04	

Return to Criteria *Notes

Budget Overview

Period View

Budget Inquiry Criteria
Budget Overview

Inquiry APPROP_A **Description** Period view

Search **Clear** **Reset** **Ledger/Activity Log Integrity** **Act Log Internal Integrity**

Budget Type

*Business Unit 12000 **Ledger Group/Set** Ledger Group **Ledger Group** APPROP **Appropriation Budget Ledger**

View Stat Code Budgets
 Display Chart

Time Span

*Type of Calendar Detail Accounting Period

Budget Criteria Personalize Find View All First 1 of 1 Last

Select	Ledger Group	Detail Calendar ID	From Year	From Period	To Year	To Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	APPROP	02	2020	1	2020	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	600000	%			Update/Add
Dept	77770000	%			Update/Add
Fund	15000	%			Update/Add
Class	11000	%			Update/Add
Program	14600	%			Update/Add
Bud Ref	%	%			Update/Add

Budget Status

- Open
- Closed
- Hold

Save **Return to Search** **Previous in List** **Next in List** **Notify** **Refresh** **Add** **Update/Display**

Budget Overview

Period View

Inquiry Results

Business Unit 12000
 Ledger Group APPROP
 Type of Calendar Detail Accounting Period
 Amounts in Base Currency USD
 Revenue Associated:

[Return to Criteria](#)

Max Rows

Display Options

Ledger Totals (3 Rows)

Budget	152,933.00	Net Transfers	0.00
Expense	38,172.93		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	114,760.07		
Associate Revenue	0.00		
Available Budget	114,760.07		

Budget Overview Results

Personalize | Find | View All | | | First | 1-3 of 3 | Last

	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Program	Program Code Description	Class	Class Description	Bud Ref	Fiscal Year	Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*	Percent Available
1	APPROP	500000	Personal Services	10000	State Appropriations					11000	Gen Opns - General	2020	2020	1	152,933.00	12,724.41	0.00	0.00	140,208.59	91.68
2	APPROP	500000	Personal Services	10000	State Appropriations					11000	Gen Opns - General	2020	2020	2	0.00	12,724.27	127,242.63	0.00	-139,966.90	0.00
3	APPROP	500000	Personal Services	10000	State Appropriations					11000	Gen Opns - General	2020	2020	3	0.00	12,724.25	-127,242.63	0.00	114,518.38	0.00

[Return to Criteria](#) *Notes

Helpful Budget Tools

How To Run Budget Overview

<https://www.augusta.edu/finance/controller/documents/how-to-guide-budget-overview.pdf>

How To Run a Budget Status Report

<https://www.augusta.edu/finance/controller/training/documents/how-to-guide-budget-status.pdf>

How To Run a Budget Transaction Detail Report

<https://www.augusta.edu/finance/controller/training/documents/how-to-guide-bud-trans-detail.pdf>

Public Budget Queries (PS FIN)

- **120_GL_JOURNAL_LIKE_CFC** – shows all expenses that hit a CFC
- **120_GL_JRNL_LIKE_CFC_REV_ONLY** – shows revenue journals for a CFC
- **120_BPA_PAYROLL_CHANGES** – template for payroll adjustment spreadsheet
- **120_BUD_NEGATIVE_BUDGETS** – shows personnel CFCs with negative balances
- **120_BPA_LOOKUP_ACCT_CD** – shows the combination code for a CFC
- **120_PAYROLL_BY_EMPLID** – employee personal services expenses
- **120_PAYROLL_BY_DEPTID** – personal services expenses by department ID
- **120_SPA_PERSONNEL_BY_EMP**
- **120_SPA_PERSONNEL_BY_EMP_DATE**
- **120_SPA_PERSONNEL_BY_PROJ**
- **120_SPA_PERSONNEL_BY_PROJ_DATE**

MSS – System Manager Reporting (PS HCM)

The screenshot displays the Oracle Manager Self Service interface. The top navigation bar includes the Oracle logo, a dropdown menu for 'Manager Self Service', and utility icons for home, search, notifications (35), and user profile. The main content area is a grid of 12 tiles:

- My Team**: Icon of three people with gears.
- Approvals**: Icon of a document with a checkmark and a count of 12.
- Review Transactions**: Icon of a hand pointing to a green checkmark and a red X.
- Company Directory**: Icon of a person card with three sub-cards below.
- Delegation**: Icon of a person with arrows pointing to two other people.
- Talent: Degrees&Certifications**: Icon of a document with a person silhouette.
- Team Time**: Icon of a clock and three people, with a count of 60 Exceptions.
- Open Jobs**: Icon of a document with a person silhouette and a briefcase, with a count of 0.
- Create Job Opening**: Icon of a document with a person silhouette and a briefcase.
- My Forms**: Icon of a document with a checkmark.
- Help**: Icon of a red square with a white question mark.
- System Manager Reporting**: Icon of buildings and a bar chart, highlighted with a green circle.

MSS – System Manager Reporting (PS HCM)

← Manager Self Service System Manager Reporting

BOR_TL_ABS_ENROLLED - ABS Enrolled Employees

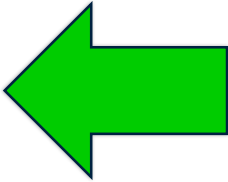
Employee ID (or % for all) %

HR Department (or % for all) %

Time Approver ID(or % for all) %

Pay Status

Employee ID	Employee Record	Employee Name	Org Relation	TL Effective Date	Pay Group	Job Code	Department ID	Job Indicator	Pay Status	Job Effective Date	Termination Date	TL Status	TL Reporter Type	Workgroup	TCD Group	Badge Type	Badge Table Eff Date	Badge Status	Badge Number	Web Clock	Lunch Deduction	Elapsed	Punch	Taskgroup	TskProfID
-------------	-----------------	---------------	--------------	-------------------	-----------	----------	---------------	---------------	------------	--------------------	------------------	-----------	------------------	-----------	-----------	------------	----------------------	--------------	--------------	-----------	-----------------	---------	-------	-----------	-----------



Expand on each tab on the left to view helpful query/reports. Payroll and Commitment Accounting tabs are relevant to the Budget Office.

Thank You!

Remember to visit our website:

www.augusta.edu/finance/budget/