FLORIDA INTERNATIONAL UNIVERSITY
Miami's public research university

Budget Transfers
BU02

PeopleSoft 8.4

Fall 2005

Budget Transfers
Table of Contents

Preface

Overview

This course describes and illustrates how to inquire on and transfer budgets in PantherSoft.

As of July 1st 2004, all Budget Management will take place in PantherSoft. This course is intended to assist you in understanding how to inquire on an existing budget as well as transfer funds from one department or project/grant to another.

Chapters 1 & 2 are related to tasks performed by Budget Transfers Initiators only. The Budget Transfers Initiator is responsible for inquiring on budgets and creating budget transfers, but not approving or posting them.

Chapters 3 & 4 are for Budget Transfers Approvers. The Budget Transfers Approver is responsible for receiving the requests for budget transfers from the Budget Transfers Initiators, and either approving & posting the transfers, or denying & deleting them. The Budget Approver can view Budget Exceptions (errors on budget checking) and manage them by using budget transfers.

All the functionality that FIU requires is fully explained in this class. There are some additional functions performed by PeopleSoft links, buttons and commands that will not be covered in this class because they are not part of our implementation. You will learn how to use all the functions that are related to your job. Do not worry about the additional objects you will find on the screens since these will not affect your work.

Objectives

By the end of this course, you will be able to

- Inquire on an Existing Budget
- Enter a Budget Transfer
- Notify the Budget Transfers Approver
- Review and Post the Budget Transfer
- Manage Budget Exceptions

Basic Concepts

Budget Transfers Initiator The Budget Transfers Initiator is responsible for inquiring on budgets and creating budget transfers, but not approving or posting them. This function is also known as **Role No. 006** (budget manager) on the Access Request Form.

Budget Transfers Approver The Budget Transfers Approver is responsible for receiving the requests for budget transfers from the Budget Transfers Initiators, and either approving & posting the transfers, or denying & deleting them. The Budget Approver can also view Budget Exceptions and manage them by using budget transfers. This function is also known as **Role No. 007** (budget manager approver) on the Access Request Form.

Budget Exceptions Transactions that fail the budget-checking process or cause the Budget Processor to issue a warning.

⇒ The **Budget Transfers Initiator** and **Budget Transfers Approver** can be the same person (i.e. you have access to both Role 006 and 007).

ChartField ChartFields are the components (fields) that make up our chart of accounts and provide it with an overall structure. Examples are Account, Alternate Account, Department, and Project/Grant ID.

SpeedType A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

SpeedChart A user-defined shorthand key designating several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a speedchart definition.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

Most Commonly Used Chartfields

Account

In PantherSoft the "account" serves the same purpose as the "object code" in SAMAS. It is a six-digit code used to classify a transaction, i.e., office supplies, travel, miscellaneous revenue, etc.

The first digit of the account represents the type of transaction:

6XXXXX	Revenues
7XXXXX	Expenditures

A list is available on the PantherSoft website to crosswalk these codes from SAMAS into PantherSoft.

Department ID

The "department ID" is the equivalent to the "account" in SAMAS. It records financial transactions for an activity which is budgeted and accounted for separately i.e., a department, grant, auxiliary operation, etc.

The Department ID contains 9 digits structured as follows:

First six digits:	Identify the department.
Last three digits:	Identify the funding source

000	Financial Aid
100	E&G
400	Grant Overhead and Miscellaneous
500	Grants
600	Auxiliaries
700	Agencies
790	Concession

Examples:

Department ID:	110400101	
Description:	Controller's Office E&G Department ID	
	110400	Controller's Office
	101	E&G fund

Department ID:	202600501	
Description:	Biology Research Grant	
	202600	Biology Department
	501	Grant

A crosswalk is available on the PantherSoft website between SAMAS accounts and PantherSoft Department Ids.

Fund

This chartfield is used to account for major funding sources that the University must account for and report on separately. All department chartfields must be mapped to a fund. This is a required chartfield and it consists of 3 digits. For example 210 is a fund code for E & G departments.

Program

The program chartfield is also know as the PCS code and is a required code for State reporting and financial statements preparation through the ICOFA Consortium system. This is a required chartfield. Its numbering scheme has been set by the State.

Class

A ChartField value that identifies a unique appropriation budget key when you combine it with a Fund, DeptID, and Program Code as well as a Budget Period.

About the Budget Period

The term **Budget Period** in PantherSoft references the **Fiscal Year** as we understand it at FIU.

To enter Budget Period, use the ending year portion of the Fiscal Year, as follows:

FIU Fiscal Year	Budget Period in PantherSoft
FY 2003/04	2004
FY 2004/05	2005
FY 2005/06	2006
FY 2006/07	2007

Budgeting Rules

Remember that in PantherSoft we have revised the budgeting rules. Before you request a budget transfer, you need to be aware of the following restrictions:

E&G Budgeting

E & G Funds will be budgeted based on 3 Accounts. The accounts are at the rollup level, Level 2 as follows:

- 771000- Permanent Salaries
- 771500- OPS Payroll
- 711000- Other Operating Expenses
- 721000- Other Capital Outlay

Auxiliary & Local Funds (ex. SGA, Athletics fees)

Auxiliary & Local funds will be budgeted based on 5 Accounts. The accounts are at the roll up level, Level 3 as follows:

- D77100- Permanent Salaries
- D77150- OPS Payroll
- D71100- Other Operating Expenses
- D72100- Other Capital Outlay
- D73100- Principal Retirement

Contracts & Grants/Projects

Contracts & Grants/Projects funds will be budgeted based on many account rollups. This fund will have a unique budget for each grant depending on what the grant authorizes for expenditures. For example, if the grant allows for travel expenses then the roll up level for Travel will have a budget set up.

Athletics

The Athletics departments are based on many rollups.

Chapter 1 – Budget Inquiry

Overview

Before you perform a budget transfer or investigate a budget exception it will be essential that you are able to first inquire on the current details of a budget for a specific department or project/grant.

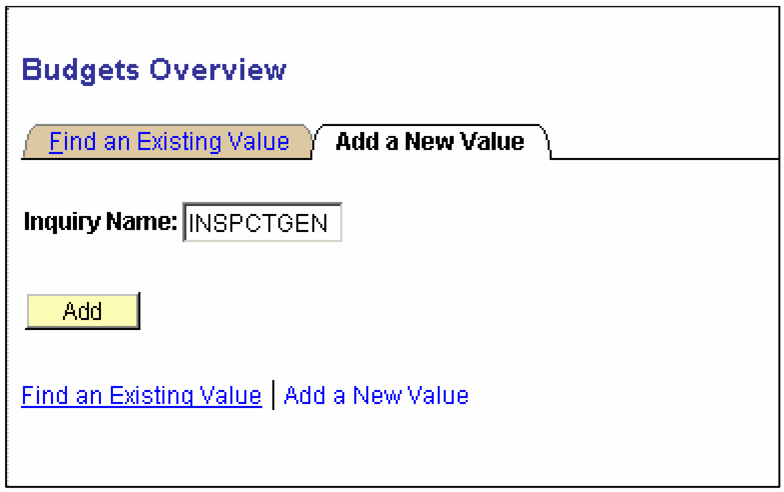
This chapter describes and illustrates how to use PantherSoft to create and view these inquiries.

Performing a Budget Inquiry

1. Follow the navigation shown below to display the **Budgets Overview** screen.

Navigation

- Commitment Control
- Review Budget Activities
- Budget Inquiry
- Budgets Overview



2. Click on the **Add a New Value** tab, and enter an Inquiry Name. For this exercise, enter **INSPCTGEN**. We will inquire on the Office of Inspector General.

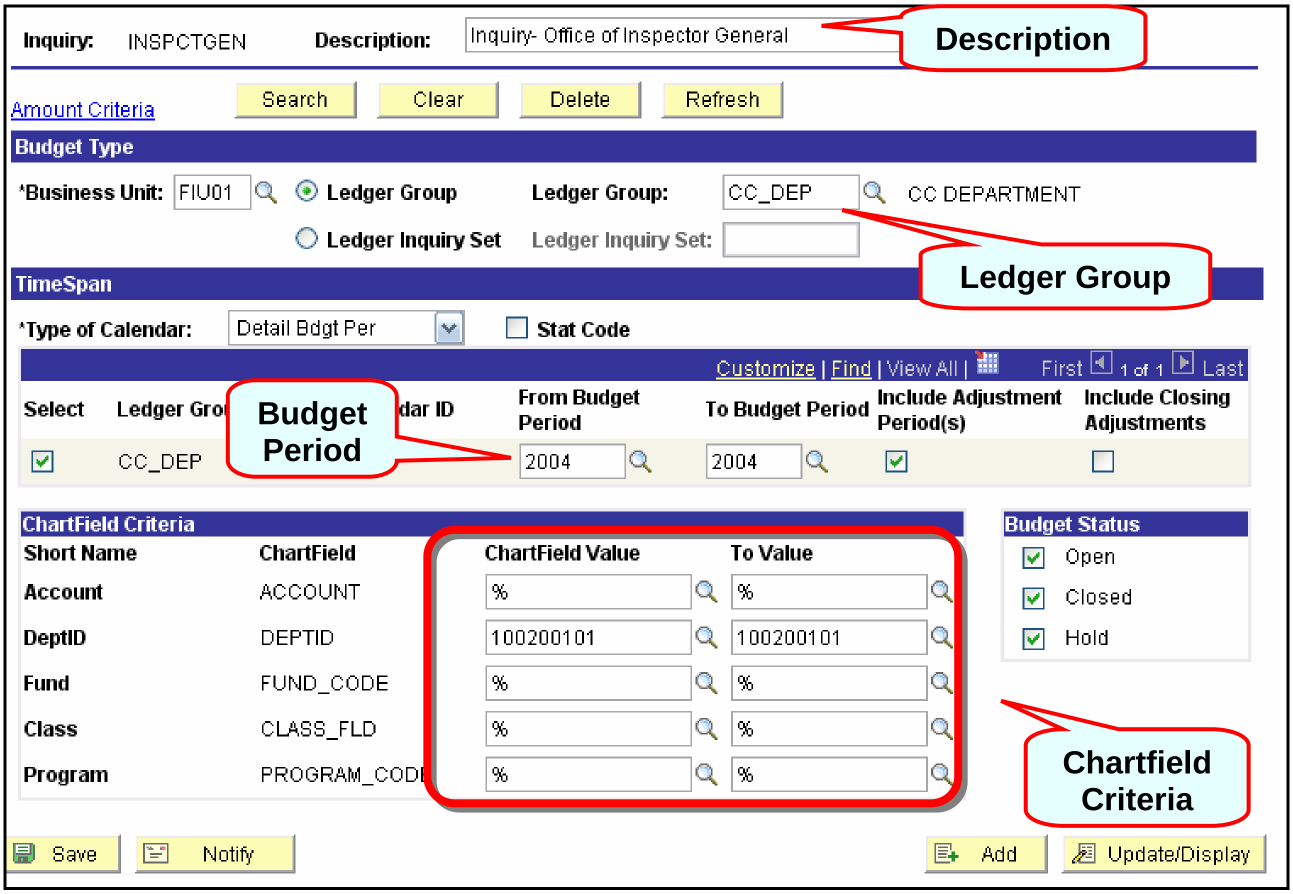
⇒ Use **Add a New Value** tab to set up a budget inquiry for the first time.

⇒ Use **Find an Existing Value** tab to retrieve your existing inquiry (for subsequent times)

3. Click the Add button.

The **Budget Inquiry Criteria** page will be displayed.

Budget Inquiry Criteria



4. Enter the following information on the Budget Inquiry screen to specify the Inquiry criteria:

- **Description** – Enter a description for the Budget Inquiry.
- **Ledger Group** – Groups all your financial transactions (expenses, pre-encumbrances, encumbrances, budgets). Enter or lookup the appropriate ledger group. For this exercise, use **CC_DEP**.

Ledger Group	Description
CC_DEP	For Departments (E&G, Agency, Aux & local funds*)
CC_DTL	Used for nVision reports only
CC_PG	For Projects (grants & construction)
CC_REV	For Agency (Controller's Office only)
CC_REV_AUX	For Auxiliary & local funds revenues only

* Local Funds: SGA, Athl (Athletics), Fin Aid, Concessions.

- **Budget Period** – The system will default as follows:
    - o Current Fiscal Year for Departments
    - o Blank for Grants, and it must be left blank

  You can search for information from previous fiscal years; however, for FY 2003/04 you will only get details on balances, not transactions. Beginning on FY 2004/05 you will be able to get details on transaction-related information.

  To change the FY you want to search on, just enter or lookup the FY you are interested on. You can also provide a range of fiscal years using **From Budget Period** and **To Budget Period**.

  For this exercise, leave the default value of **2004**.

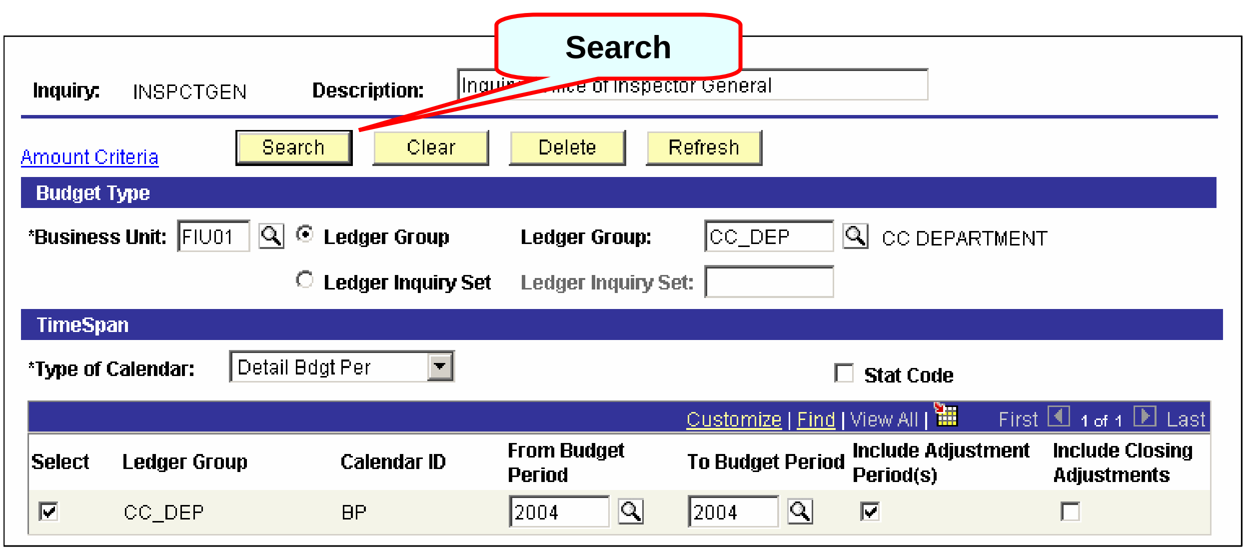
- **Chartfield Criteria** – Enter or lookup the specific chartfield (Account, DeptID, Fund, etc.). For this exercise, enter the value of **100200101** in both **DeptID** fields**.**

⇒ You will probably use mostly the DeptID and Account chartfields.

⇒ You can use the **ChartField Value** and **To Value** fields to enter a range of values. You can also use the % wildcard.

Note: You can save your inquiries for future usage. (Details at the end of this chapter)

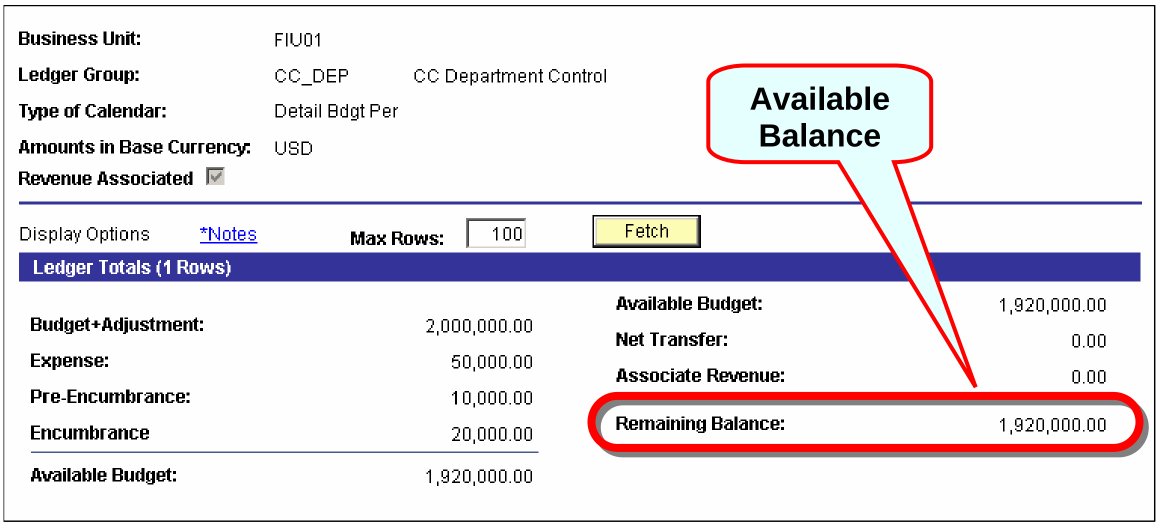
5. Click Search to initiate the Budget Inquiry and display the Budget Inquiry Results.



Budget Inquiry Results

Ledger Totals

The first section of the screen details a summary of the Budget Total, the Expenses, Pre-Encumbrances, Encumbrance amounts, and the Available Budget, as well as the transfers, associate revenues and Remaining Balance:



Budget + Adjustment Original budget allocations, plus adjustments to original budgets

Expense All expenses including vouchers, ID transfers, journals, expense accounts and other expenditures

Pre-Encumbrance Purchase Requisitions

Encumbrance Purchase Orders, travel authorizations, salary encumbrances & other operating encumbrances (e.g. phones, postage etc.)

Available Budget Difference between Budget + Adjustment, Expense, Pre-Encumbrance and Encumbrance

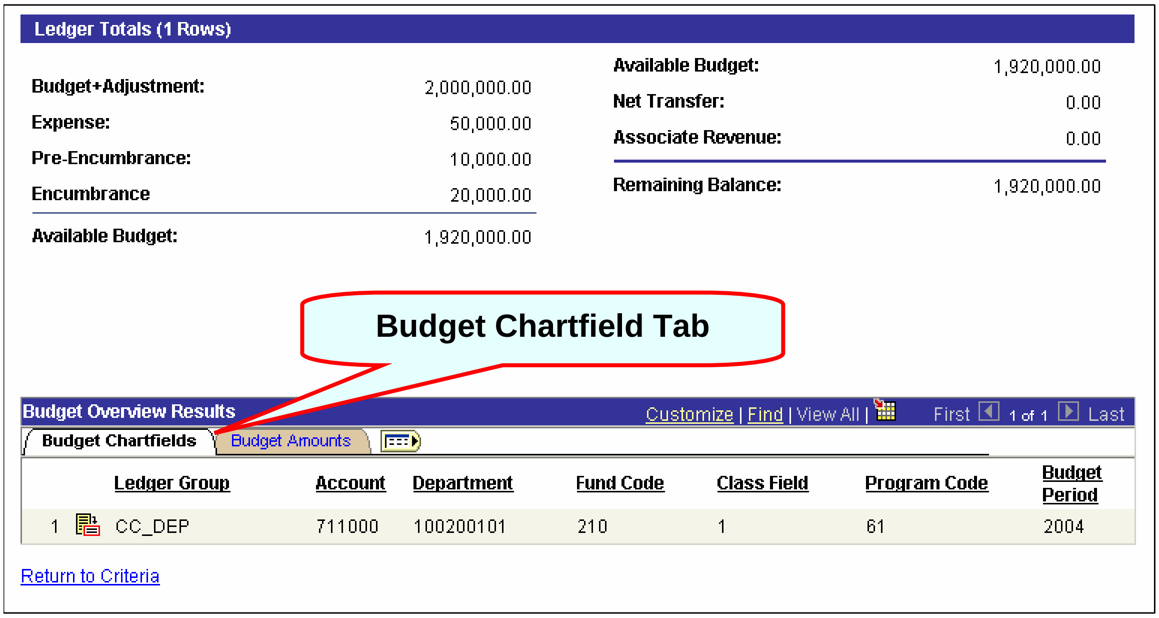
Net Transfer Total amount of all transfers in and out of the selected budgets

Associate Revenue Total amount of the revenue from associated revenue budgets available for spending (Only for Agency funds)

Remaining Balance **This is your total available balance**

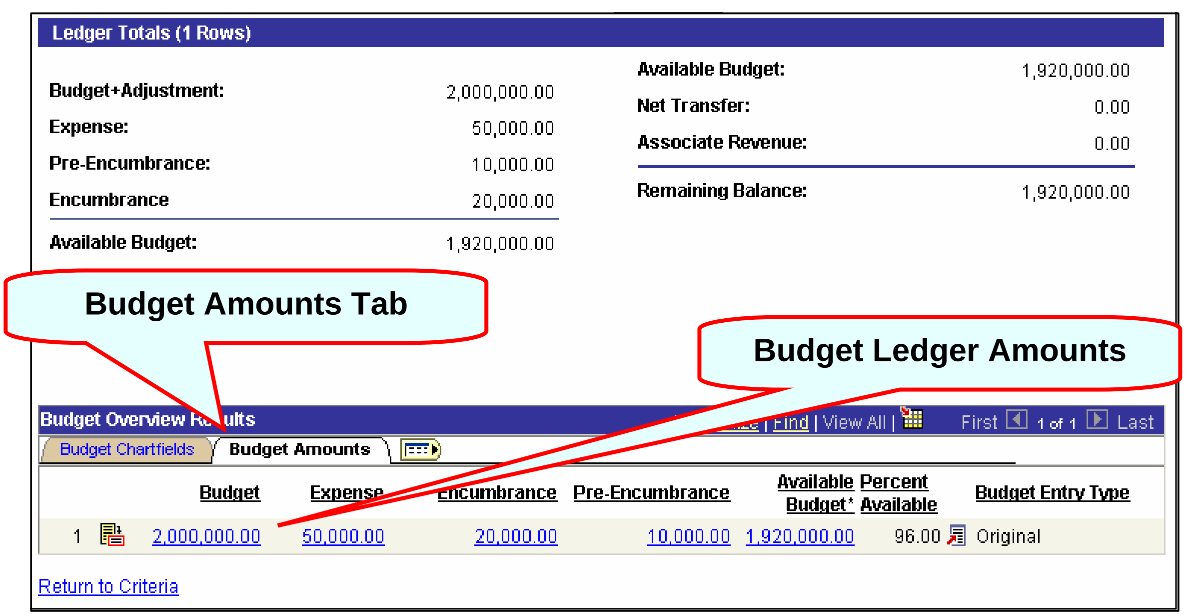
Budget ChartField Tab

This tab displays the ledger group and ChartField values for each control budget that fits your inquiry criteria.

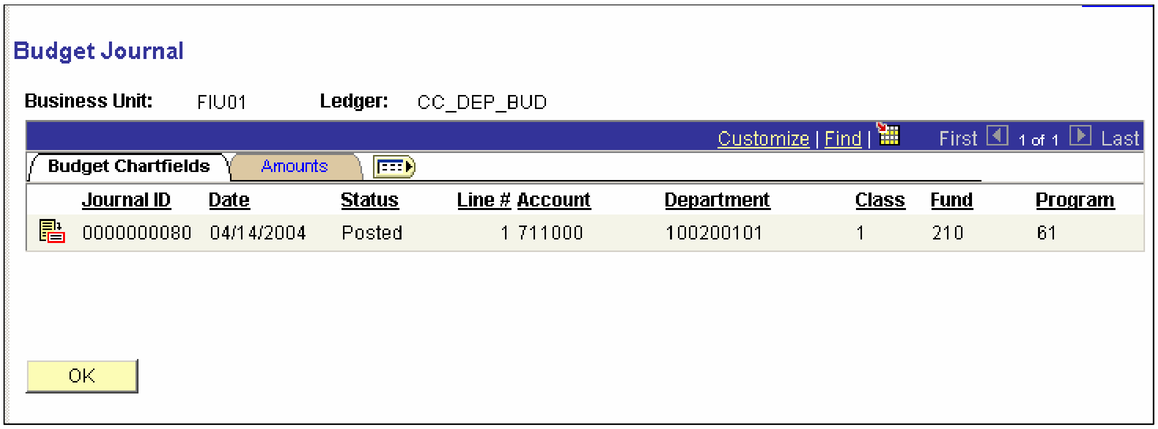


Budget Amounts Tab

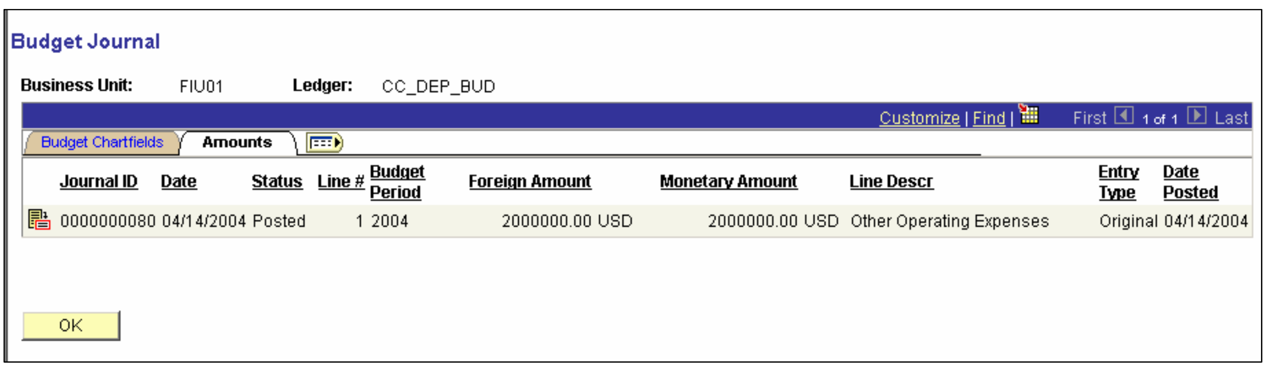
This tab displays and provides links to the details for Budget Total, the Expense, Pre-Encumbrance, Encumbrance amounts, and the Available Budget.



Click **Budget ledger amounts** to link to the Budget Journal page, where you can view the budget journal lines. Initially you will see the Budget Chartfields tab for the Journal.

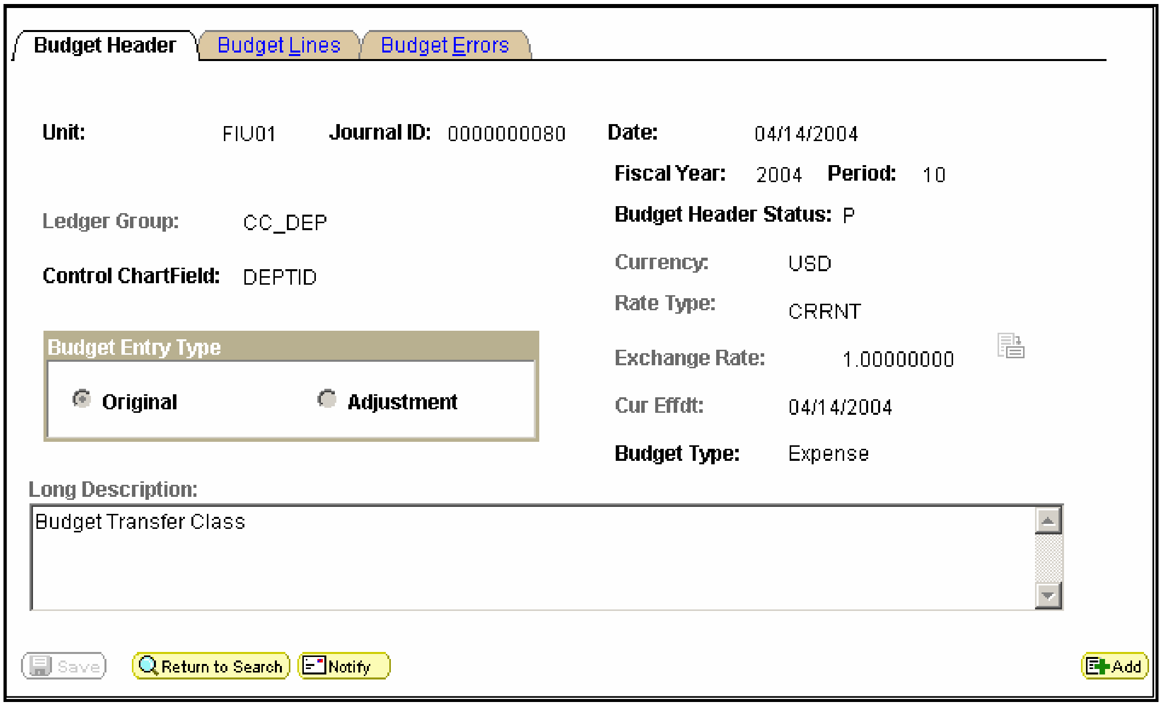


You can view more information by clicking on the Amounts tab within the Budget Journal.



Click to access the specific Journal that created the budget allocation. A new window will open with this Journal.

(Continued on next page)

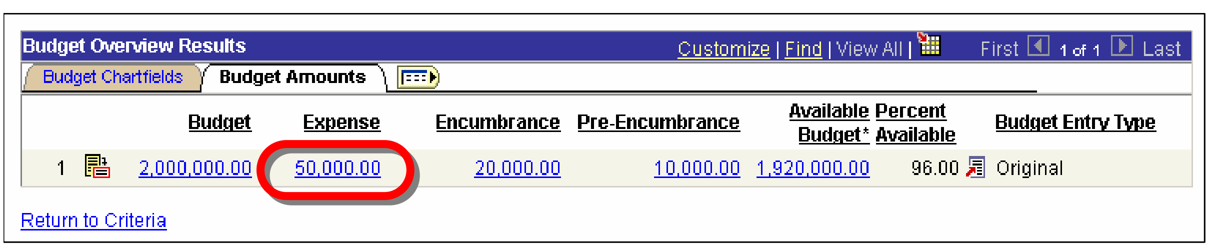


You can review all the tabs in the Journal: Budget Header, Budget Lines and Budget Errors.

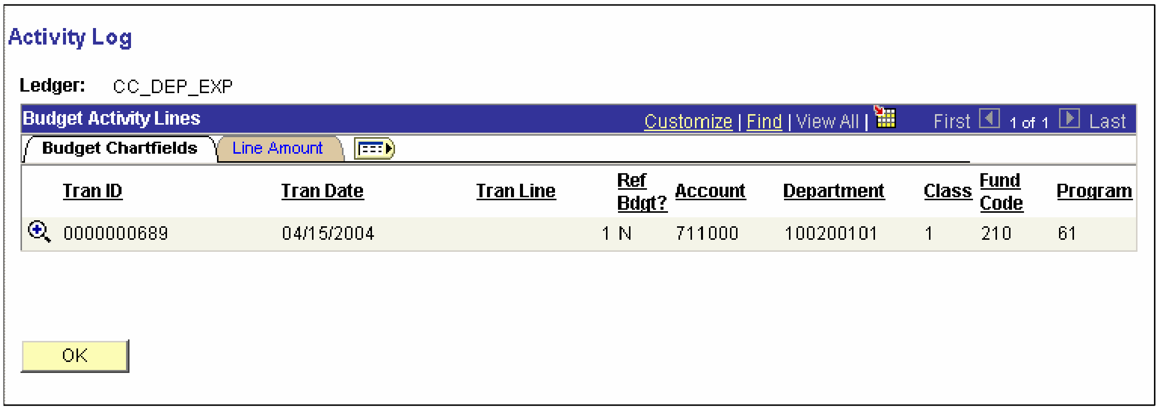
This Department was assigned an initial budget allocation of $2,000,000.

Close the new window once you have finished reviewing the Journal.

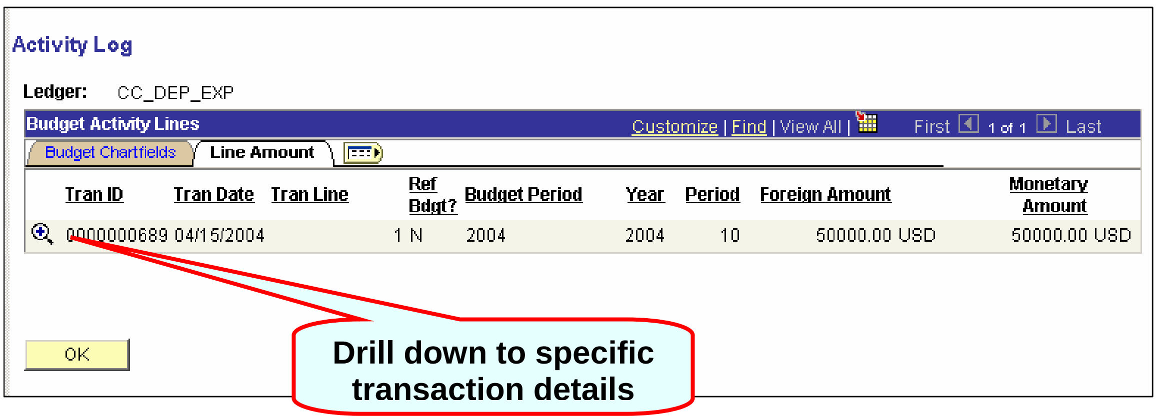
Click on the other ledger amounts (i.e. Expense, Encumbrance) to see the **Budget Details - Activity Log** page, where you can view the transaction lines for the ledger.



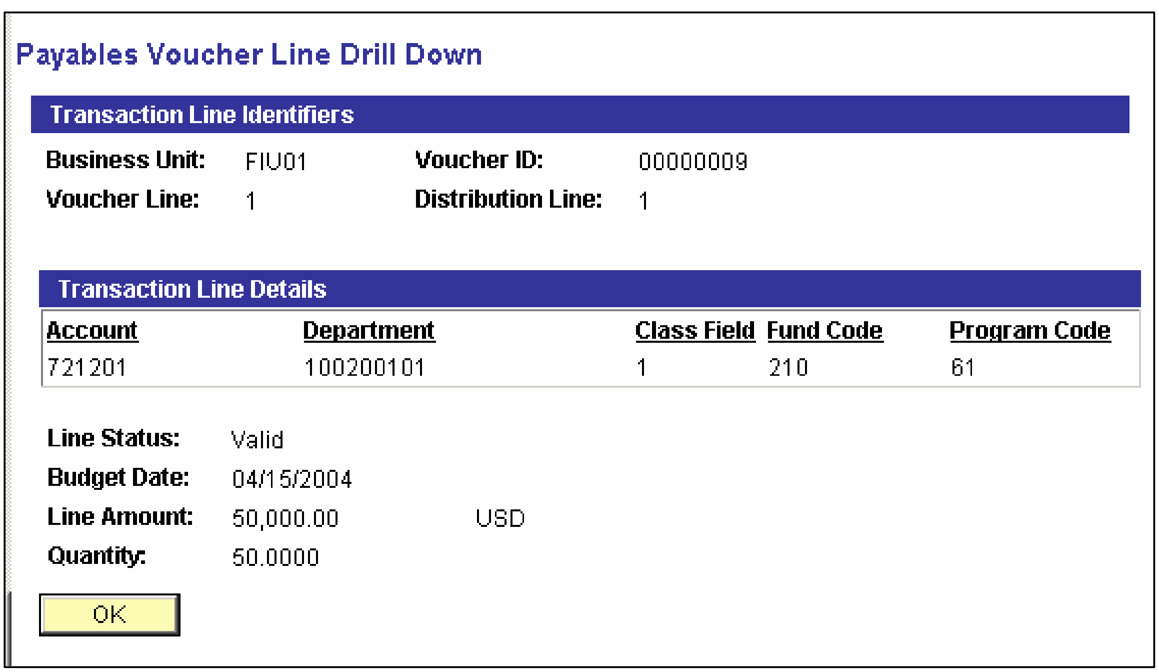
For example, to see details for the Expenses, click on the **Expense Ledger Amounts**.



You can view more information by clicking on the Line Amount tab.



Click the icon to drill down to review more details on a specific transaction as displayed next. In this case, the Voucher that created this expense.



In this exercise, there was a payment for $50,000 using the Voucher ID 00000009.

Click OK to return to the **Activity Log** page.

Click OK to return to the **Budget Inquiry Results** page.

⇒ Try reviewing the details on the **Encumbrances** and **Pre-Encumbrances** in the same way you did for the Expenses.

- On the **Budget Inquiry Results** page, click on the **Encumbrance** ledger amounts to get to the **Activity Log**, and then drill down to the Purchase Order level to view details on the specific PO.
- On the **Budget Inquiry Results** page, click on the **Pre-Encumbrance** ledger amounts to get to the Activity Log, and then drill down to the Purchase Requisition level to view details on the specific Requisition.

Saving your Budget Inquiries

Click Save on the **Budget Inquiry Results** page to save your inquiry for future usage.

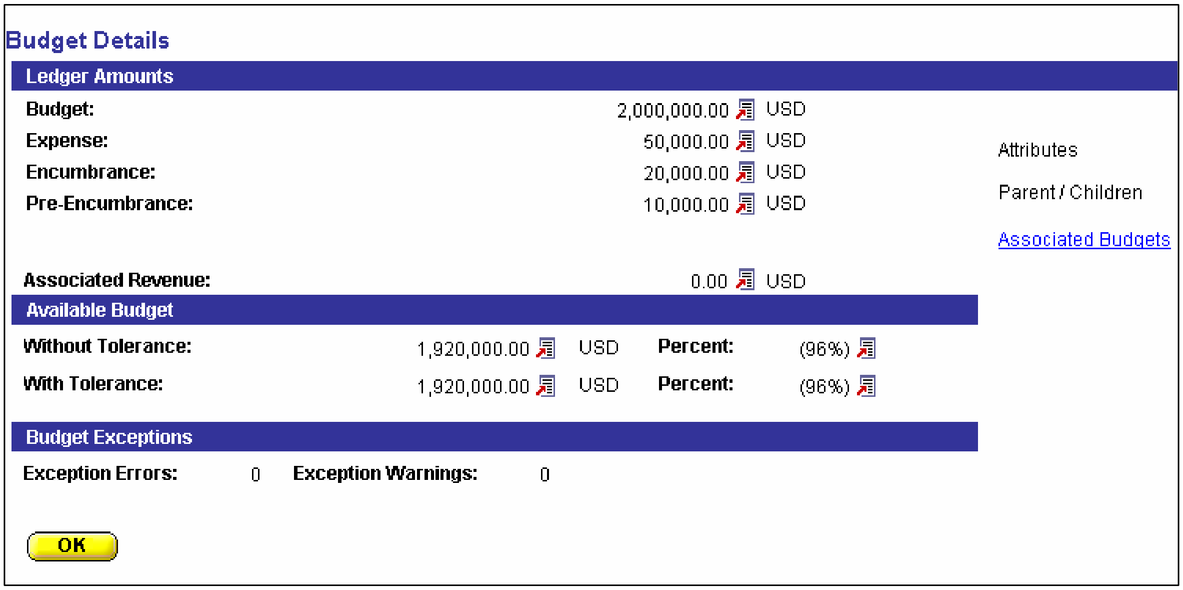
⇒ You can save each inquiry using a different name that you can refer to (i.e. INSPCTGEN for the Office of Inspector General).

⇒ When you save an inquiry, only the filter is saved, so that every time you open it, data will be refreshed (current).

⇒ Budget inquiries are specific to each UserID, so your inquiries will be private. Every person needs to create their own inquiries.

A different view

From the **Budget Inquiry Results** page, you can use to access the **Budget Details** page, where you can review the budget with which the specific chartfield is associated. You can use the link to review the ledgers/journals in detail.



Click OK to go back to the **Budget Inquiry Results** page.

Exercises

1. Open and review the budget inquiry named "**BUD&PLAN**". This inquiry has been previously created for you. Follow the navigation:

Navigation

- Commitment Control
- Review Budget Activities
- Budget Inquiry
- Budgets Overview
- Find an Existing Value
- Click on Search
- Click on BUD&PLAN

- What are the values for:

Budget+Adjustment	
Expense	
Pre-Encumbrance	
Encumbrance	
Available Budget	

- What is the Journal ID that was used when creating the initial budget allocation?

2. Create and analyze a new budget inquiry on the Dept. ID assigned to you.

Chapter 2 – Budget Transfers

Overview

This chapter describes and illustrates how to transfer budgets in PantherSoft. A budget transfer would be initiated at the School/College/Department level.

Below are just a few examples of when a budget transfer may be necessary:

- In anticipation of an expenditure (requisition, payroll journal, etc.)
- To resolve a deficit in the account
- To add dollars to the account to increase its current balance

Business Notes

⇒ Budget transfers can only be made within the same fund and within the departments authorized for each individual user.

⇒ User creates the budget transfer and notifies the Budget Transfers Approver who will post, if approved.

⇒ All auxiliary budget transfers must be sent to the Office of Financial Planning, unless specifically authorized by that Office.

⇒ Budget transfers relating to grants must be routed to the Post Award Section (Contracts & Grants) for approval and posting.

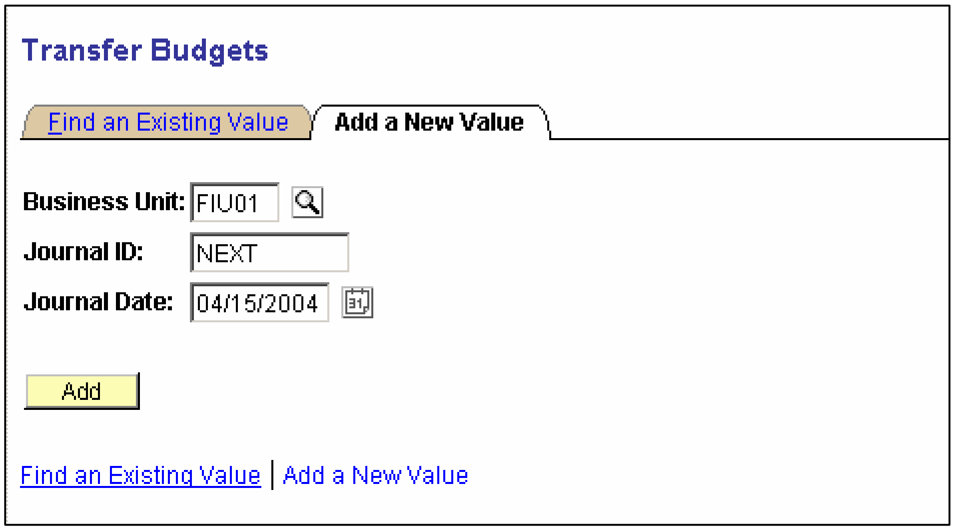
⇒ When preparing a budget transfer request, there should be a minimum of two lines, one for transferring FROM the department and/or account and the other for transferring TO the department and/or account. The FROM must be entered as a negative amount. The TO must be entered as a positive amount.

Entering a Budget Transfer

1. Follow the navigation shown below to display the **Transfer Budgets** screen.

Navigation

- Commitment Control
- Maintain Budgets
- Budget Journals
- Enter Budget Transfer



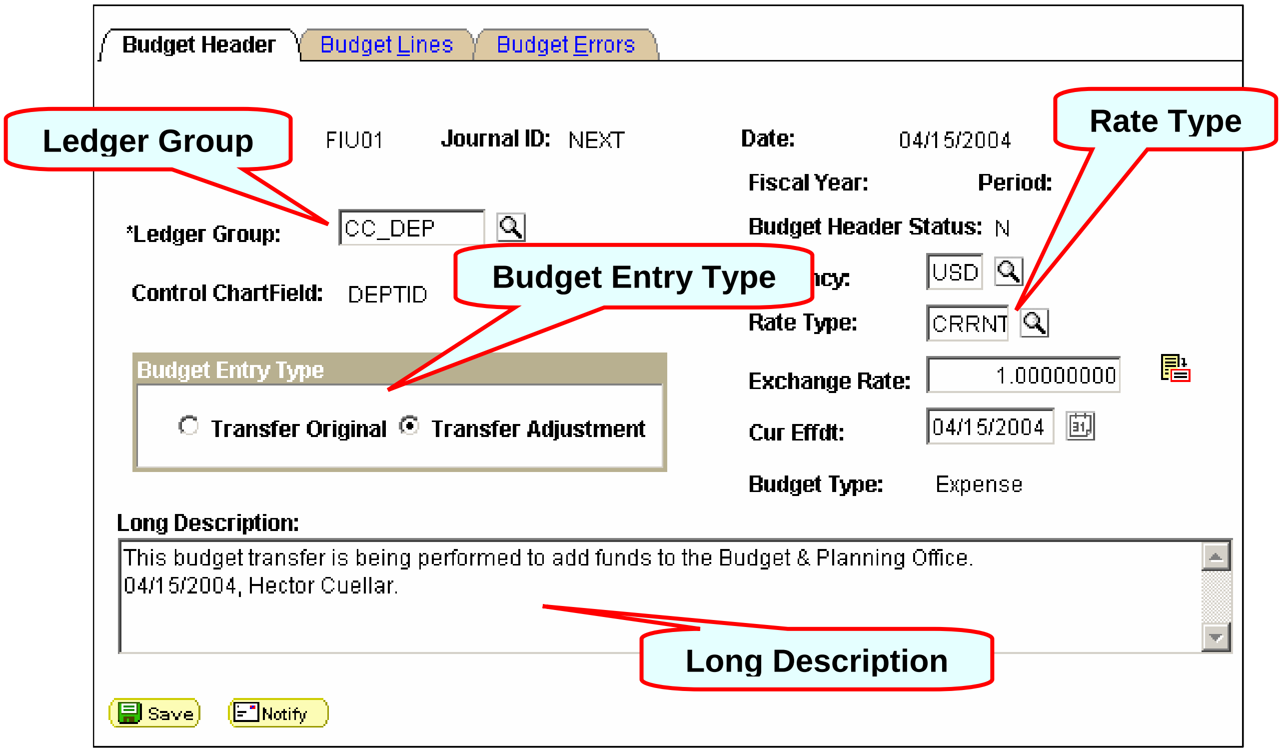
2. On the Add a New Value tab, the fields should be populated as follows:

- **Business Unit** – Enter “FIU01”
- **Journal ID** – This will default to a value of “NEXT”
- **Journal Date** – Enter the current date.

3. Click the Add button.

The **Budget Header** tab for the budget transfer will be displayed.

Budget Header Tab



4. Enter the following Information on the Budget Header tab:

- **Ledger Group** – Enter or lookup the appropriate ledger group value. For this exercise, use **CC_DEP**.

Ledger Group	Description
CC_DEP	For Departments (E&G, Aux & local funds*)
CC_PG	For Projects (grants & construction)

- **Rate Type** – Ensure that the value is "Current". If necessary, Enter or lookup "CRRNT".

- In the **Budget Entry Type** section, indicate whether the transfer is Permanent or Temporary. You will only be able to select one entry type per transfer.
  - **Transfer Original** – For Permanent Transfers
  - **Transfer Adjustment** – For Temporary Transfers

⇒Transfer Adjustment is the only option for Auxiliaries & Local Funds.

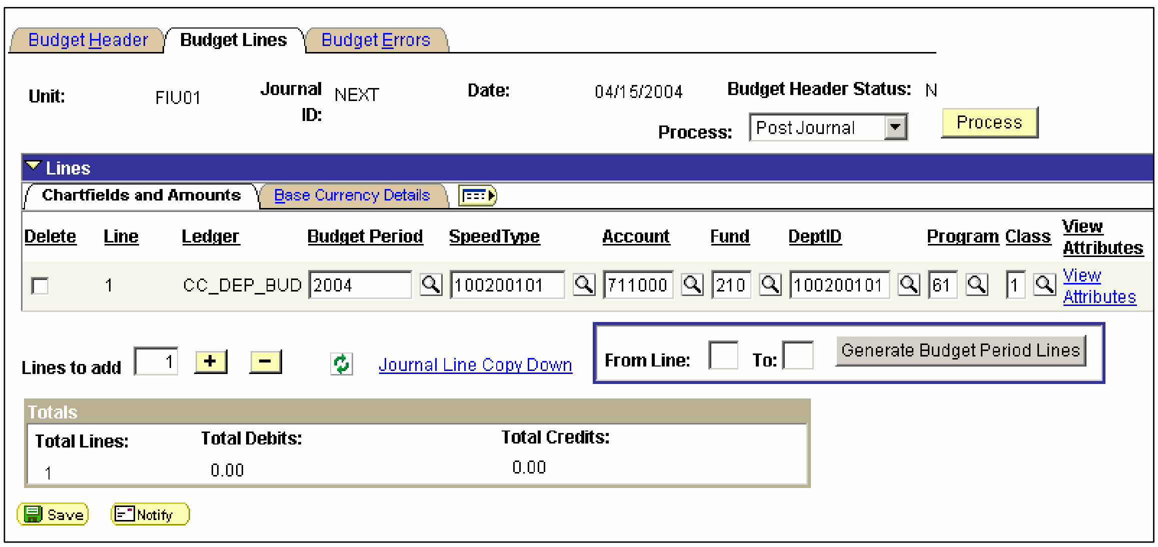
⇒You can make several budget transfers at the same time, but all of them must be the same type.

- **Long Description** – Enter a description that will identify the purpose of the transfer. In addition, you will need to enter the Date of the transfer and your name.

Note: Before you enter a Budget Transfer, you may want to view the Temporary and Permanent Budget balance for your Department or Project/Grant. See **Appendix A**.

5. Navigate to the **Budget Lines** page by clicking on the **Budget Lines** tab.

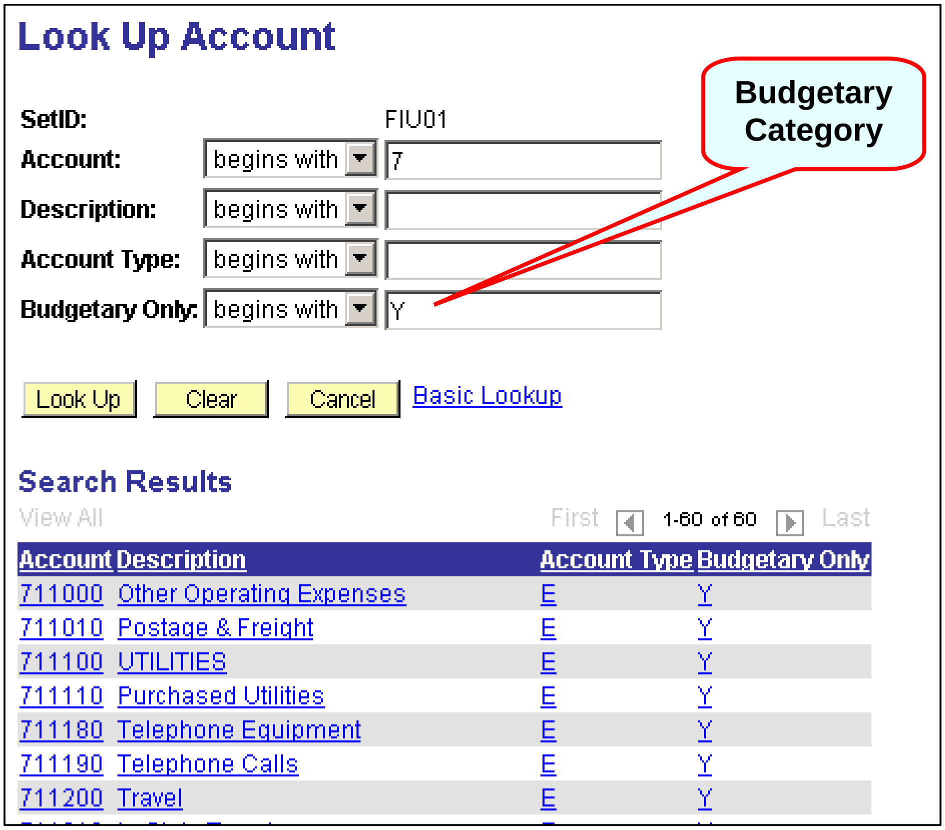
Budget Lines Tab



6. Enter the following Information on the Budget Lines tab:

- **Budget Period** – Enter or lookup the current fiscal year (i.e. 2004) for all Budget Transfers associated with a Department. Leave blank for Grants (CC_PG).
- **Speedtype** – Enter or lookup the Speedtype to populate the appropriate fields on the Budget Transfer lines. In this case, we will enter the information for the Department we are transferring funds from. For this exercise, enter **100200101** (Office of Inspector General)
- **Account** – Enter or lookup the appropriate **Account** value for this Budget transfer. For this exercise, enter **711000** (Other Operating Expenses).
- **Amount –** Enter the correct sign (+ / -) since amounts must net to zero. For this exercise, enter **-15000** (we will transfer $15,000 from this department).

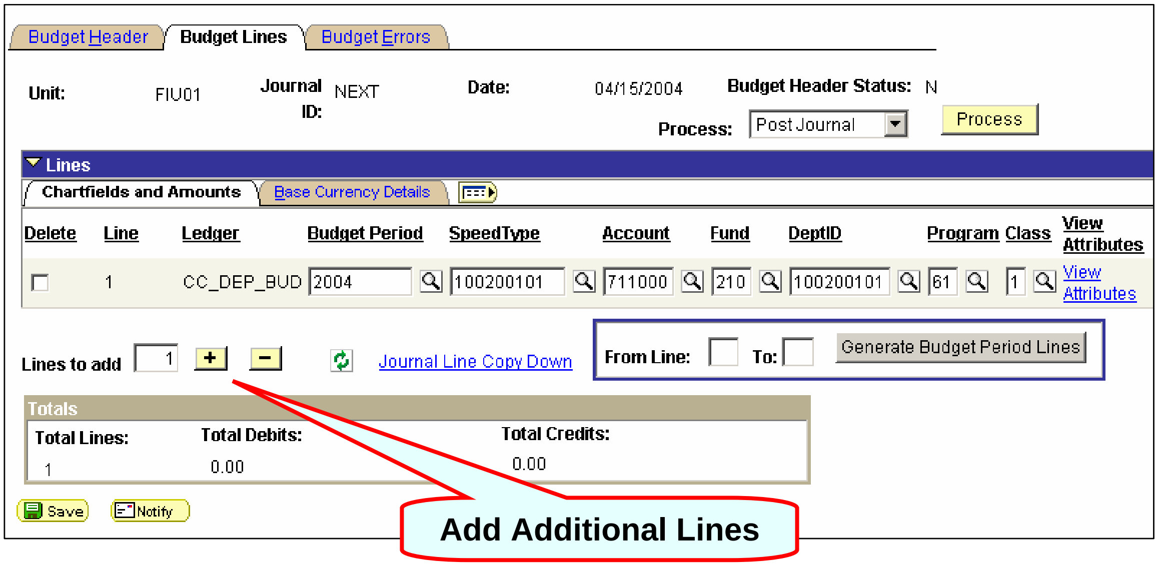
Note: When entering the **Account**, pay particular attention to the Budget Category that applies to the allocation.
The system will permit you to enter a budgetary account that does not apply to the fund.
To determine budgetary categories, enter "Budgetary Only" = Y in the "Look Up Account"



See also "**Budgeting Rules**" at the beginning of this chapter for more information on the types of accounts you can use for the budget transfer.

7. After populating the first line, click the + button next to the **Lines to Add** field. This will create a second line with the first line data automatically copied down as well.

Optional → Click the + button by the end of the first line. This will also create a second line, but the second line will have all the fields defaulted to blank.



8. Complete the second row and any row thereafter as necessary. For this exercise, enter the following information in the second row:

- Speedtype: [your assigned speedtype]
- Account: 711000
- Amount: 15000 ($15,000)

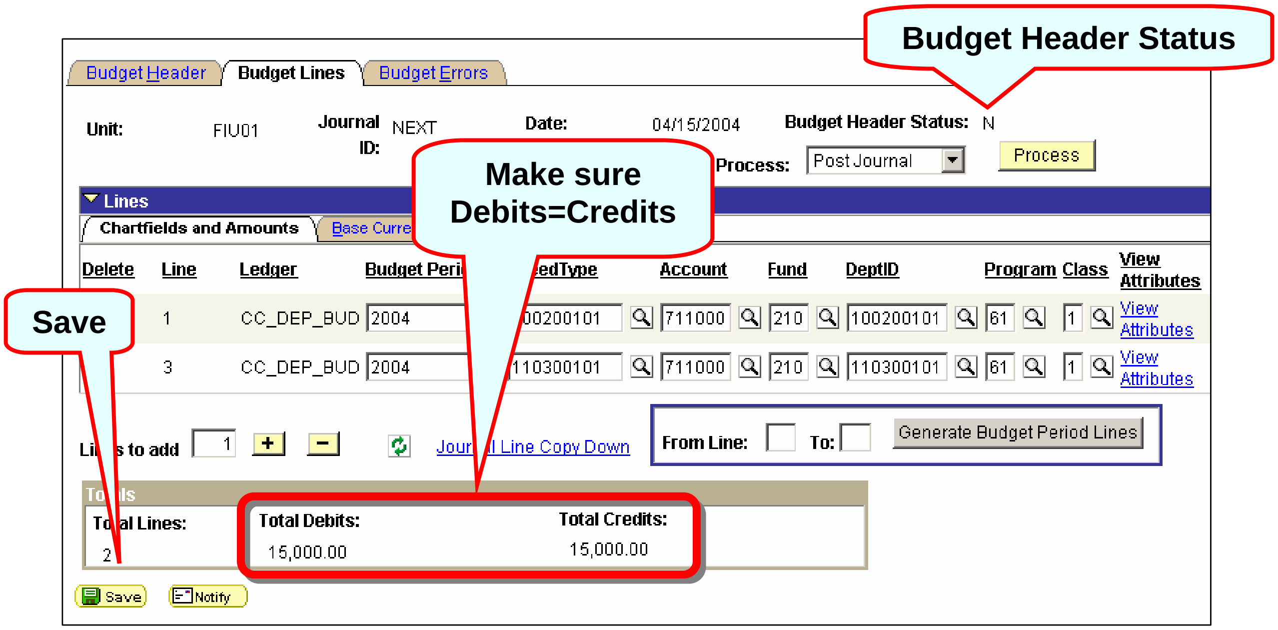
⇒ The fields for "Funding Source" and "Entry Event" should be left blank

⇒ You can delete lines by clicking the − button by the end of the line you want to delete.

⇒ When adding / deleting lines, the line number may not get reordered automatically. This is only an internal number and it does not affect you in any way.

9. Click the Save icon to update the debits and credits and check for an out of balance situation. Write down the Journal ID #.

⇒The save function is similar to a recalculation function and a transaction can be saved multiple times in order to ensure that debits=credits.



Budget Header Status

When you save your journal, pay attention to the Budget Header Status. You will see one of the following:

Status	Result	Notes
S	Security Error	Your security access does not allow the transfer
B	Balancing Error	Make sure that Debits = Credits
N -or- V	Valid	Valid, not posted

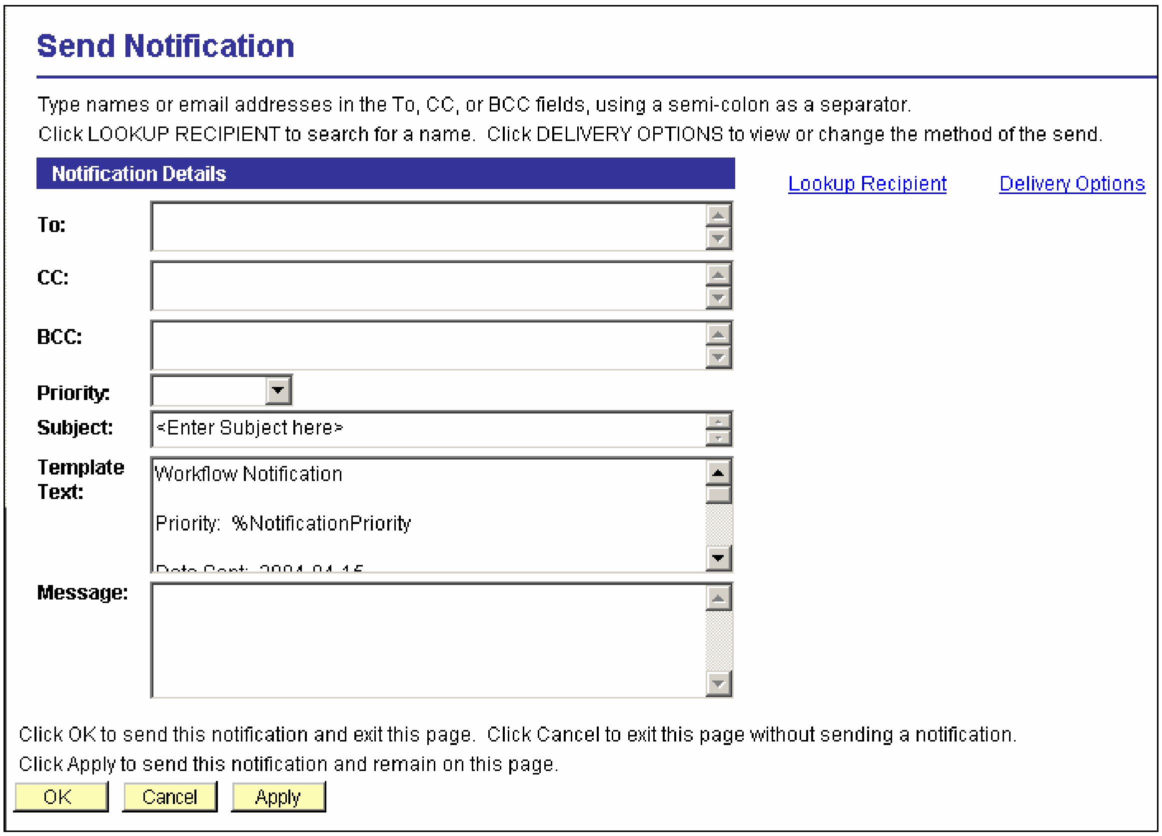
If you get an error (Header Budget Status = **S** or **B**), you can review the error details by clicking on the **Budget Errors** Tab.

Other types of errors, such as trying to transfer between accounts in different rollup levels, will be detected by the Budget Transfers Approver, who will deny the request, or contact you to make the necessary corrections.

Notify Area Budget Transfers Approver for Approval and Posting

ONLY if you are NOT a Budget Transfers Approver

10. Click the Notify button to inform the Budget Transfers Approver that there is a Budget Transfer awaiting their approval and posting. The Notify screen will be displayed.



Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

Lookup Recipient Delivery Options

To:

CC:

BCC:

Priority:

Subject: <Enter Subject here>

Template Text: Workflow Notification

Priority: %NotificationPriority

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK Cancel Apply

11. Enter the email address of the Budget Transfers Approver in the **To:**. You can also use the Lookup Recipient link to search for their name.

- If **E&G**, enter Budget Transfers Approver's e-mail address. Copy yourself to maintain record of budget transfer.

- If **Auxiliary**, enter Budget Transfers Approver's e-mail address. Copy yourself to maintain record of budget transfer.

- If **C&G**, notify (budget.transfer@fiu.edu). Copy yourself to maintain record of the budget transfer.

12. Enter your email address in the **CC:** field in order maintain record of the budget transfer.

13. Enter a Subject in the **Subject** field to describe the request. Provide a hint by typing something like "Budget Transfer to approve/ *[your Department ID number]"*

14. Enter the following information under **Message**:

- Transfer Journal ID#
- Your name

15. Click OK to send the notification.

What Next?

Once you submit the notification to the Budget Transfers Approver for your area, your job is done. The budget transfer request will stay in the system, waiting to be approved or denied by the Approver. He/she will receive an email from you notifying them that the request is awaiting approval and posting. It is the Approver's responsibility to review your request and take action.

⇒ At this point, the budget transfer has just been requested, but the ledgers have not yet been altered in any way. If the Budget Transfers Approver does approve the request, he/she will run a process called Posting, and then your ledgers will be updated accordingly.

⇒ If the request is approved and posted, the process ends here for you. If it is denied, or the approver needs more information, or to make changes, then you will be contacted by the approver.

⇒ If you are both a Budget Transfers Initiator and a Budget Transfers Approver, you do not need to use the Notify. In that case, as soon as you save your budget transfer request, you can proceed to approve & post (as described in the following chapter).

Exercises

1. Create a new budget transfer request, as follows:

Line	Budget Period	Speedtype	Account	Amount
1st (From)	2004	100200101	711000	-15,000
2nd (To)	2004	[your DeptID]	771000	15,000

In this exercise, we are transferring $15,000 from the Office of Inspector General to your assigned department. Notice we are transferring from account 711000 (Other Operating Expenses) to account 771000 (Salaries). Since both accounts are on the same level (level 2), the budget transfer can be done.

2. Create a new budget transfer request, as follows:

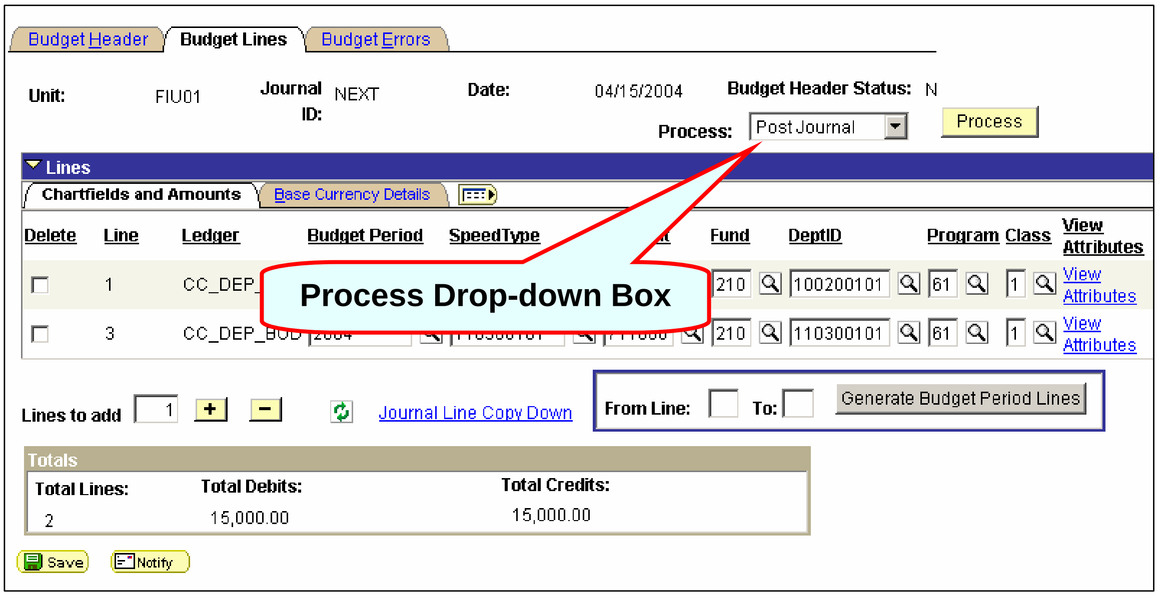
Line	Budget Period	Speedtype	Account	Amount
1st (From)	2004	100200101	711000	-15,000
2nd (To)	2004	[your DeptID]	771560	15,000

In this exercise, we are transferring $15,000 from the Office of Inspector General to your assigned department. Notice we are transferring from account 711000 (Other Operating Expenses) to account 771560 (Temp. Salaries). Since each account is on a different level (level 2 for 711000, level 4 for 771560), this budget transfer should error out. The Budget Transfers Approver will see this error when trying to approve/post the transfer.

Chapter 3 – Review and Post the Budget Transfer

For Budget Transfers Approvers Only

Once the Budget Transfers Approver receives the notification via email, he/she will need to click the hyperlink in the email in order to return to the Budget Transfer awaiting approval and review in PantherSoft.



1. Budget Transfers Approver must review the department budget account on the Budget Lines tab. In addition, they must verify that the budget transfer is in accordance with applicable policies for the area (i.e., moving salary budgets, making permanent transfers, etc.)

Make corrections as necessary, e.g. reclassify to temporary transfer, change budget account, etc. Notify initiator of changes.

2. If denied, notify the initiator by pressing the Notify button. Then delete the journal by selecting "Delete Journal" from the Process drop-down box and click the Process button.

3. If approved, select "Post Journal" from the Process drop-down box and click the Process button.

⇒Once “Processing” stops flashing, a **Budget Header Status** of “**P**” signifies posted, indicating a successfully processed transaction. An “**E**” represents an error that needs to be fixed.

⇒You do not need to notify the initiator if the transfer was successfully posted.

See the “Budget Errors” tab for more details on the errors associated with the journal.

Chapter 4 – Investigating Budget Exceptions

For Budget Transfers Approvers Only

Overview

Inevitably, some transactions fail the budget-checking process or cause the Budget Processor to issue a warning. Such transactions are marked by the Budget Processor as exceptions. PantherSoft Commitment Control provides processes and pages to notify appropriate users of these exceptions. Depending on the nature of the exception and a user's security authority, a user can handle budget exceptions by changing transactions, adjusting budgets, overriding the budget-checking process, or by simply viewing and noting them.

Errors are exceptions that have failed budget checking because they do not conform to the rules established for that control budget. Transactions with errors stop at the budget-check stage and do not proceed until they are corrected and budget-checked again.

These are errors that you may see include:

	Error Code	Description
★	E1	Exceeds budget and is over tolerance.
★	E2	No budget exists.
	E3	Budget is closed.
	E4	Budget is on hold.
	E7	Spending authority over budget.
	E11	Exceeds budget and is over tolerance for referenced row.
	E12	No budget exists for referenced row.
	E13	Budget is closed for referenced row.
	E14	Budget is on hold for referenced row.
	E17	Spending authority over budget for referenced row.

★ **Most commonly used**

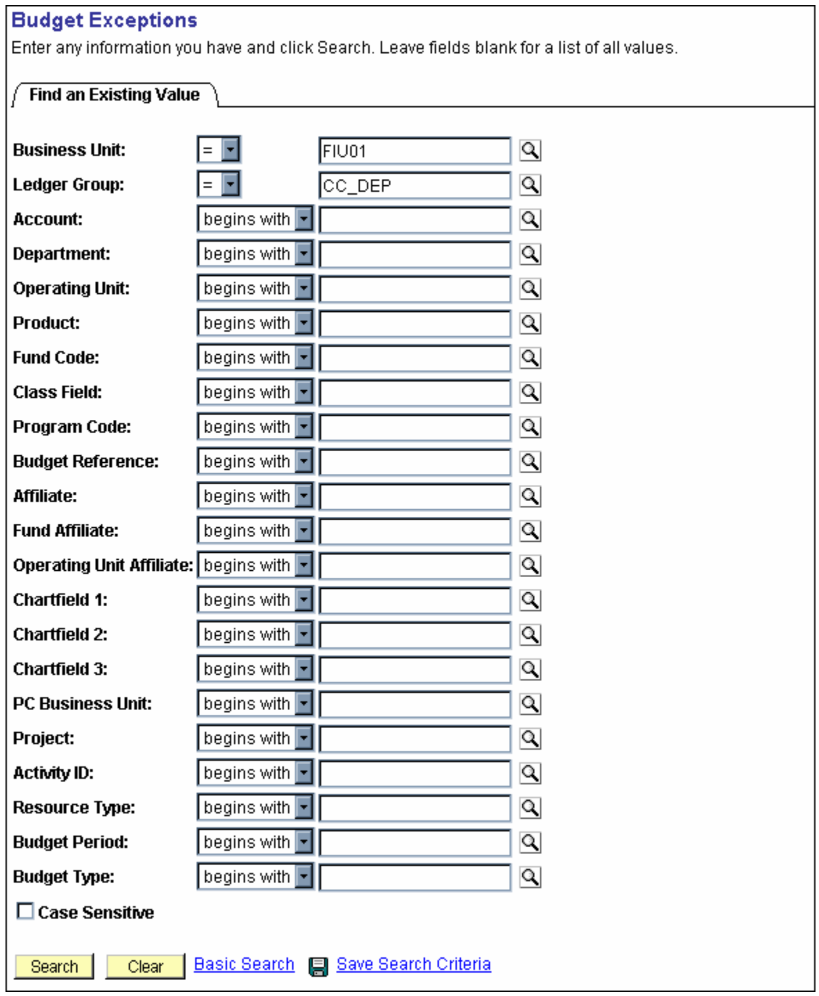
This chapter provides the instructions needed to successfully understand and investigate Budget Exceptions.

Reviewing Budget Exceptions

1. Follow the navigation shown below to display the **Budget Exceptions** screen.

Navigation

- Commitment Control
- Review Budget Check Exceptions
- Budget Exceptions



Budget Exceptions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

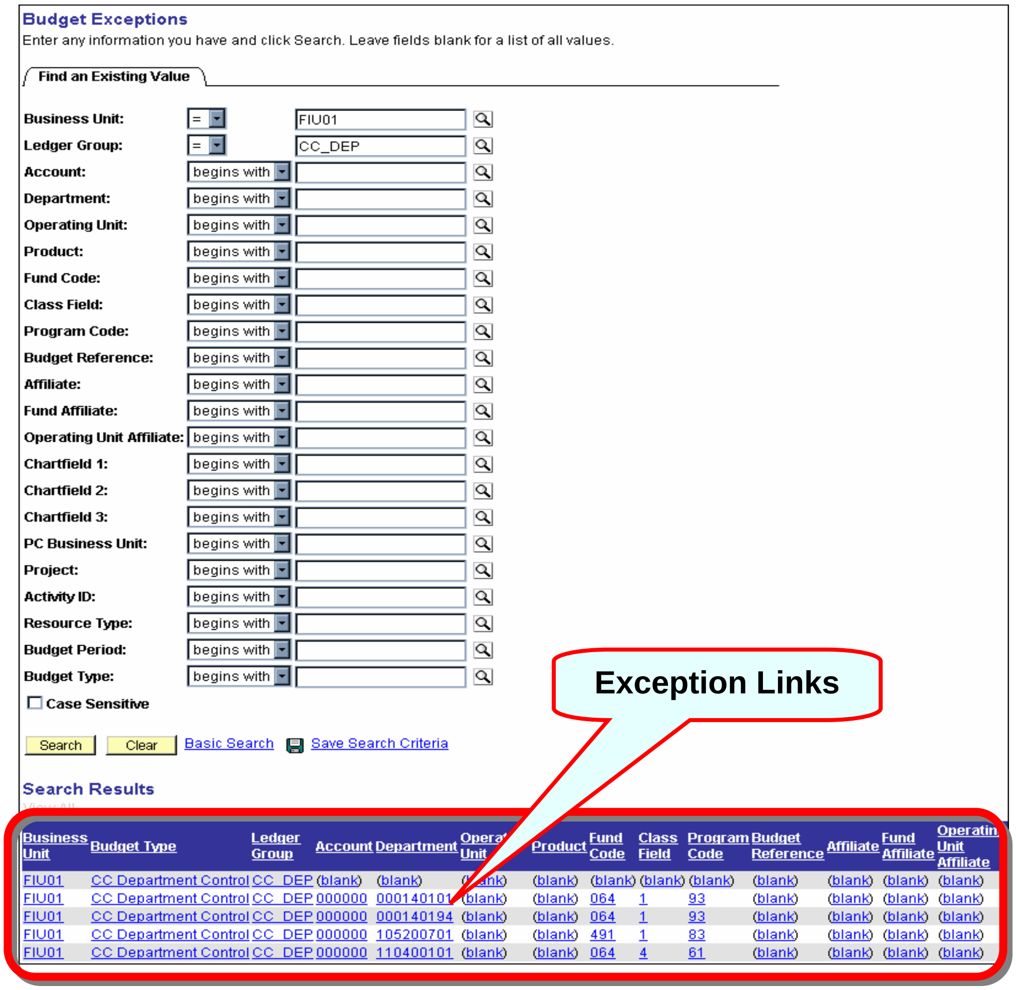
Business Unit:	=	FIU01
Ledger Group:	=	CC_DEP
Account:	begins with	
Department:	begins with	
Operating Unit:	begins with	
Product:	begins with	
Fund Code:	begins with	
Class Field:	begins with	
Program Code:	begins with	
Budget Reference:	begins with	
Affiliate:	begins with	
Fund Affiliate:	begins with	
Operating Unit Affiliate:	begins with	
Chartfield 1:	begins with	
Chartfield 2:	begins with	
Chartfield 3:	begins with	
PC Business Unit:	begins with	
Project:	begins with	
Activity ID:	begins with	
Resource Type:	begins with	
Budget Period:	begins with	
Budget Type:	begins with	

Case Sensitive

Search Clear Basic Search Save Search Criteria

2. Enter or lookup the appropriate **Ledger Group** and any additional Search criteria for the Department or Project/Grant you would like to review. For this exercise, enter **CC_DEP** on Ledger Group. Then, click Search.

The Search Results will be displayed in the **search results** list box.



Budget Exceptions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:	=	FIU01
Ledger Group:	=	CC_DEP
Account:	begins with	
Department:	begins with	
Operating Unit:	begins with	
Product:	begins with	
Fund Code:	begins with	
Class Field:	begins with	
Program Code:	begins with	
Budget Reference:	begins with	
Affiliate:	begins with	
Fund Affiliate:	begins with	
Operating Unit Affiliate:	begins with	
Chartfield 1:	begins with	
Chartfield 2:	begins with	
Chartfield 3:	begins with	
PC Business Unit:	begins with	
Project:	begins with	
Activity ID:	begins with	
Resource Type:	begins with	
Budget Period:	begins with	
Budget Type:	begins with	

Case Sensitive

Search Clear Basic Search Save Search Criteria

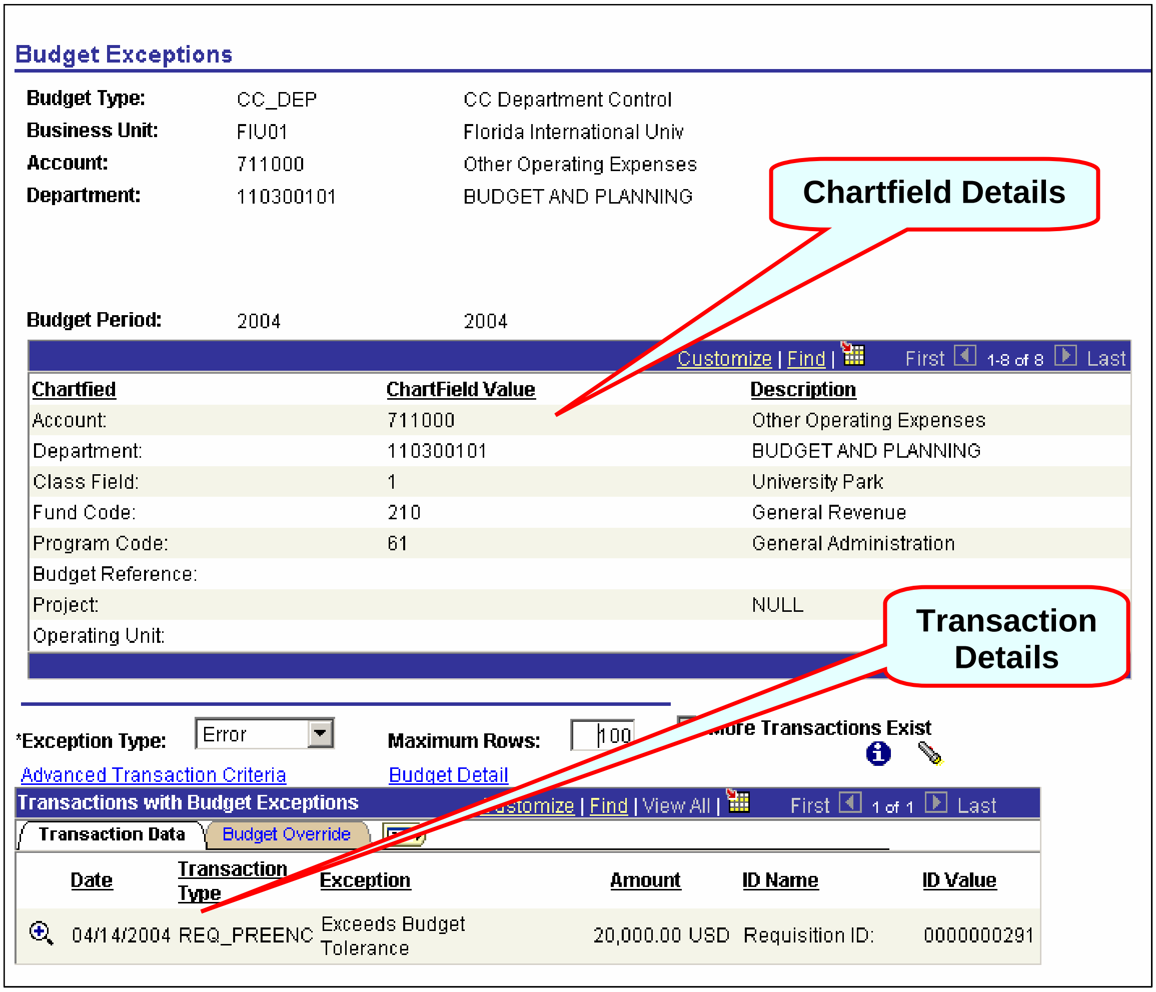
Search Results

Business Unit	Budget Type	Ledger Group	Account	Department	Operat Unit	Product	Fund Code	Class Field	Program Code	Budget Reference	Affiliate	Fund Affiliate	Operatin Unit Affiliate
FIU01	CC Department Control	CC_DEP	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)
FIU01	CC Department Control	CC_DEP	000000	000140101	(blank)	(blank)	064	1	93	(blank)	(blank)	(blank)	(blank)
FIU01	CC Department Control	CC_DEP	000000	000140194	(blank)	(blank)	064	1	93	(blank)	(blank)	(blank)	(blank)
FIU01	CC Department Control	CC_DEP	000000	105200701	(blank)	(blank)	491	1	83	(blank)	(blank)	(blank)	(blank)
FIU01	CC Department Control	CC_DEP	000000	110400101	(blank)	(blank)	064	4	61	(blank)	(blank)	(blank)	(blank)

3. Click the Exception link that you would like to investigate. For this exercise, click on the link for Department **110300101** (Budget & Planning).

The details of the specific budget exception will be displayed.

Reviewing Budget Exceptions Details

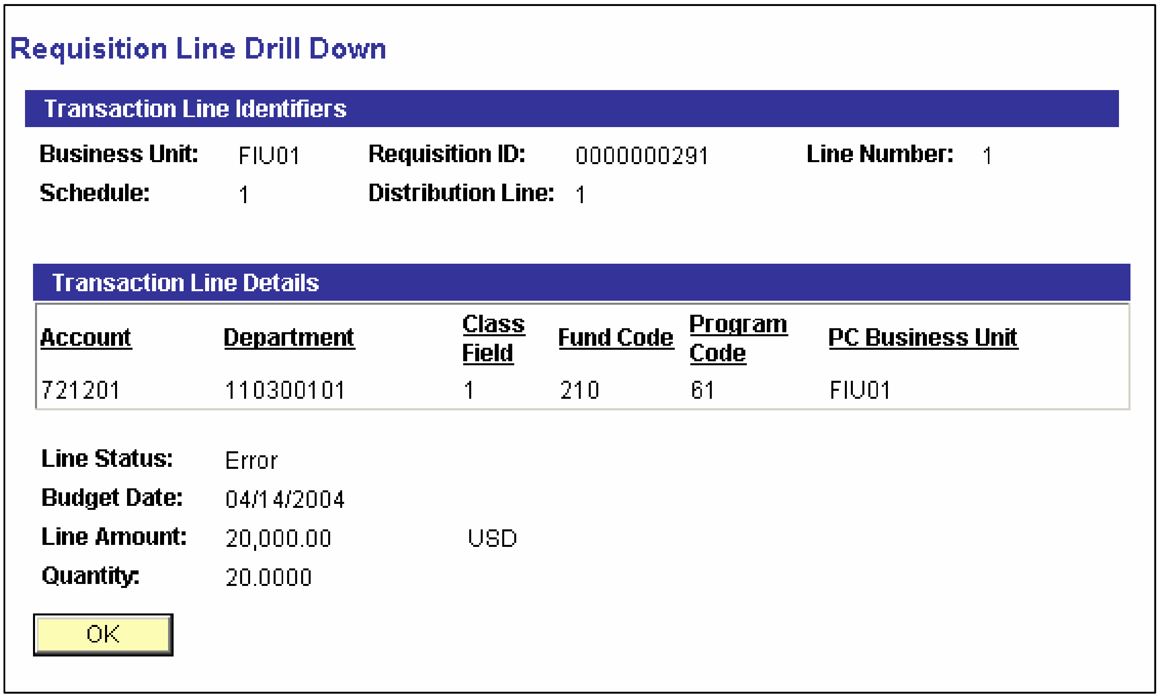


Within the Budget Exceptions Details page, you can view the specific chartfields (i.e., Account, Department) that contain a budget exception. In addition, the transaction details associated with a specific budget exception are displayed.

In the example above, the purchase requisition #0000000291 failed budget checking on 04/14/2004 because the available budget for that Chartfield combination (Account & Department) is not enough to cover the requisition.

If you remember from Chapter 1, we made a budget inquiry on DeptID 110300101 (Budget & Planning), where we found that the available budget is $15,000. Since this requisition is for an amount higher than the available balance, a budget exception is generated.

Click  to view the detail transaction lines (i.e. Purchase Order Lines, Purchase Requisition Lines, Voucher Lines, Journal Lines) associated with the Budget exception.



Requisition Line Drill Down

Transaction Line Identifiers

Business Unit: FIU01 **Requisition ID:** 0000000291 **Line Number:** 1

Schedule: 1 **Distribution Line:** 1

Transaction Line Details

Account	Department	Class Field	Fund Code	Program Code	PC Business Unit
721201	110300101	1	210	61	FIU01

Line Status: Error

Budget Date: 04/14/2004

Line Amount: 20,000.00 USD

Quantity: 20.0000

OK

⇒Once you have reviewed a budget exception, you can make a budget transfer to clear the exception.

Appendix A – Reviewing your Permanent & Temporary Budgets

Before you enter a Budget Transfer, you may want to view the Temporary and Permanent Budget balance for your Department or Project/Grant.

In PantherSoft, budgets can be classified according to their origin (Original, Transfer) and their time span (Permanent, Temporary).

Budgets	Permanent	Temporary
Original	Original – Permanent	Original – Temporary
Transfer	Transfer – Permanent	Transfer - Temporary

Overall, a **Permanent** budget is part of the base budget; it will be maintained from one budget period to another. A **Temporary** budget is assigned for a specific budget period, but usually does not become part of the base budget for your Department or Project/Grant.

The **Budget Inquiry** functionality described in Chapter 1 allows you to view Original and Transferred budgets, but it will not show you the detail for Permanent and Temporary budgets.

We have created two different queries that you can use to view these budget balances in detail. These queries are:

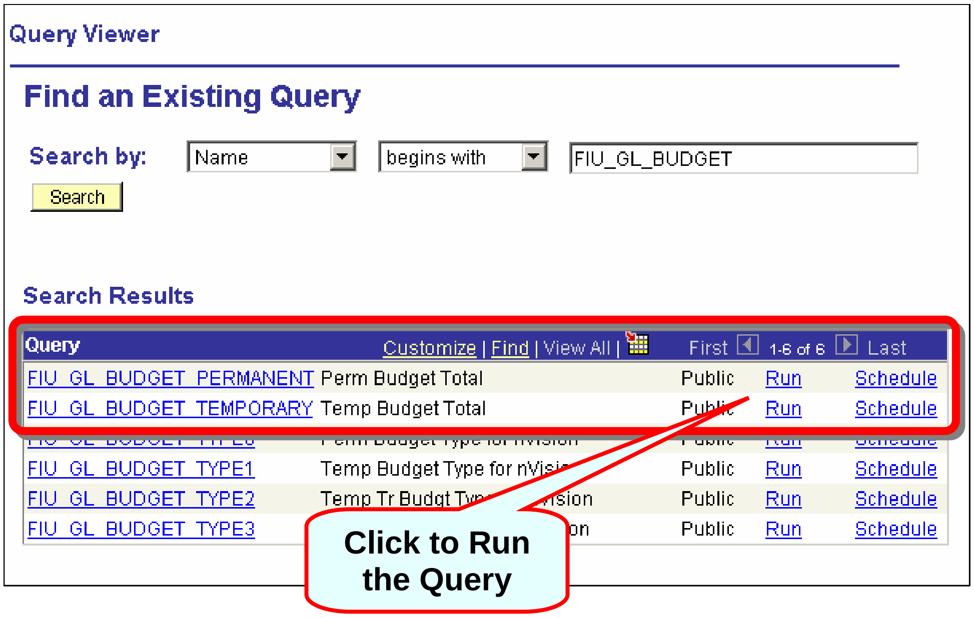
- **FIU_GL_BUDGET_PERMANENT**
- **FIU_GL_BUDGET_TEMPORARY**

The following pages describe the process to review these available queries.

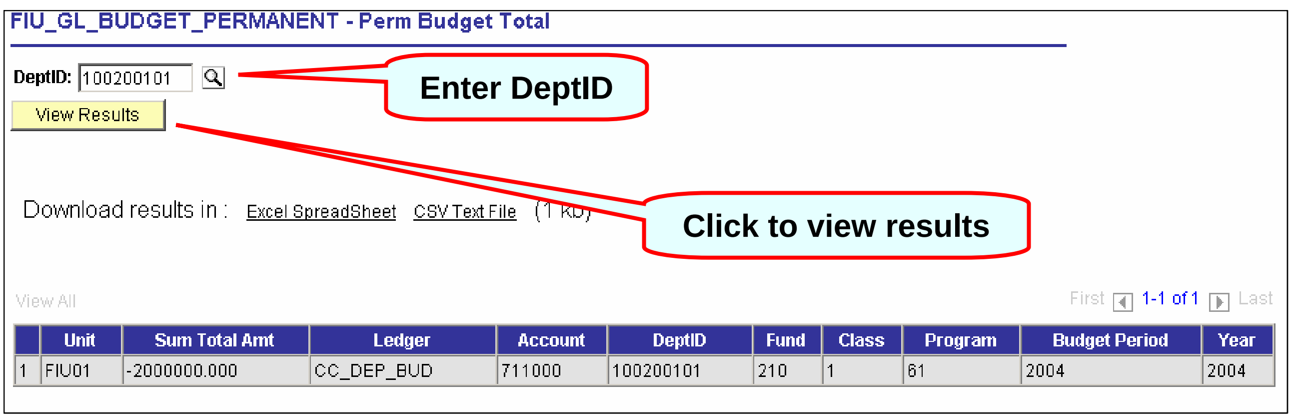
1. In order to access these queries, follow the navigation below.

Navigation

- Reporting Tools
- Query
- Query Viewer
- Find an Existing Query
- Type: FIU_GL_BUDGET
- Search



2. To view the Permanent Budget for your Department, click on Run on the line marked **FIU_GL_ BUDGET_PERMANENT**. When you click on Run, a new window will open.



3. On the new window, enter or lookup the DeptID. For this exercise, enter **100200101**.

4. Click on View Results.

Remember that original budget allocations appear as negative values, and expenses as positive values. In this example, we can see that Dept. 100200101 has an original permanent budget allocation of $2,000,000 on account 711000 (Other Operating Expenses).

5. When you are done viewing your data, close the window.

⇒To view the Temporary Budget for your Department, just follow the same procedure (steps 1 – 6). The only difference is this time, click on Run on the line where you see **FIU_GL_ BUDGET_TEMPORARY**. The rest of the process is the same.

nVision Budget Report

In addition to the queries, you will have the option of using an nVision report to view all the information for your budgets combined into an Excel spreadsheet. You will learn all about reporting in the Reporting class. This nVision report, once viewed in Excel, will look as follows.

Request Name:
Report Title:
As of Date:
Executive Area:

Department ID	Permanent/Original Budgets	Perm Transfers Budgets (E&G only)	Temporary Adjust Budgets	Temp Transfers Budgets	Current Adjusted Budget	Available Balance
Department Total	From Budget Offices	Transfer Original	From Budget Office:	Transfer Adjustment		
						0
Total E&G Funds	0	0	0	0	0	0
Department Total						
						0
Total Auxiliary Funds	0	0	0	0	0	0
Department Total						
						0
Total Concession Funds	0	0	0	0	0	0
Department Total						
						0
Total Agency Funds	0	0	0	0	0	0
Department Total						
						0
Total Overhead Funds	0	0	0	0	0	0
Department Total						
						0
Total Miscellaneous Funds	0	0	0	0	0	0

Notes