Budget Entry Guide – “A” Funds

Overview

A budget entry is the tool by which university business officers and personnel adjust (increase/decrease) their operating budgets or transfer budgeted funds between accounts, departments, funds, or operating units.

How to enter a budget entry

Using the PeopleSoft Main Menu drop-down option, navigate to the Budget Journals option as shown below:

Main Menu → Commitment Control → Budget Journals
Next, select either “Enter Budget Journals” or “Enter Budget Transfer” depending upon the type of budget entry required.

**Question: How do I know if I need to enter a Budget Transfer or a Budget Journal?**

**Answer: Budget transfers are used when shifting or moving budget between departments, funds, or units. Therefore, when using a budget transfer the overall revenue and/or expense budget will remain constant—a change will simply occur in where the transferred funds are budgeted. Alternatively, budget journals are used when increasing or decreasing the overall budget.**

Upon selecting the appropriate entry type, you will be directed to the following screen:

Note that generally no action or changes are required on this page as the Journal Date auto-populates to the current date. However, in the event that you need to change the fiscal month of the entry, please ensure that the Journal Date represents the fiscal month in which the entry should post to the ledger. Note: Entries should not be submitted for a prior fiscal month but may be forward-dated to a subsequent month.

Next, select the “Add” option.

**Budget Header Tab**

PeopleSoft will now direct you to the first of three tabs available when entering a Budget Entry: the Budget Header tab.

**Ledger Group**

The first step when entering any budget entry is to select the appropriate *Ledger Group. Although there are several options provided in the drop-down box, only two are relevant for adjustments to operating budgets:

1) OPER_REV
2) OPER_EXP
Question: How do I decide if I need to enter an OPER_REV or OPER_EXP entry?

Answer: In the majority of cases, both an OPER_REV and OPER_EXP entry are required to complete one budget adjustment. This is due to budgeted sources being captured on one ledger (i.e. OPER_REV) and budgeted uses being captured on another ledger (i.e. OPER_EXP). Since “A” Fund budgets are required to remain in balance (i.e. Sources = Uses) on a department-fund-project level, it is necessary that both the OPER_REV (sources ledger) and OPER_EXP (uses ledger) are adjusted for each budget journal or transfer.

See below for source account codes used on the OPER_REV ledger and use account codes used on the OPER_EXP ledger.

**OPER_REV (Source) Account codes:**
- a) 3XXXX
- b) 4XXXX
- c) 81XXX

**OPER_EXP (Use) Account codes:**
- a) 5XXXX
- b) 6XXXX
- c) 86XXX

Note: The exception to this rule is a budget adjustment that is made to simply shift budget between account codes (e.g. move $5,000 from 50001 to 51900). If the only adjustment being made is to an account code and the total department-fund-project budget remains unchanged, then the budget entry need only involve one ledger. For example, only the OPER_EXP ledger would be used to shift $5,000 from 50001 to 51900.

*Budget Entry Type and Parent Budget Options*

After selecting the appropriate “Ledger Group, next complete the “Budget Entry Type drop-down box as well as the Parent Budget Options box. Note that the methods for completing this section of the Budget Header tab will differ depending upon if the adjustment is an OPER_REV or OPER_EXP entry.

For OPER_REV entries, please select “Adjustment” or “Transfer Adjustment” from the “Budget Entry Type drop-down menu. Then leave the Parent Budget Options box blank.

For OPER_EXP entries, please also select “Adjustment” or “Transfer Adjustment” from the “Budget Entry Type drop-down menu. Then complete the Parent Budget Options box by adding a ✓ to the Generate Parent Budget(s) box. Next, select the value from the Parent Budget Entry Type drop-down menu that agrees to the “Budget Entry Type drop-down menu selection above (i.e. “Adjustment” or “Transfer Adjustment”).
The next required section to complete on the Budget Header tab, is the Long Description box. This section is used for:

1) Entering a brief description of the purpose of the budget entry
2) Identifying the Partner Entry that is being submitted in conjunction with entry. As previously noted, most budget entries are submitted as a pair (i.e. one OPER_REV entry and one OPER_EXP entry). Therefore, in order to identify the pair and to review and approve them together, it is important that each entry include the journal ID of its partner entry. If no partner entry exists, please indicate that within the description box as well.

Attachments

The last section to complete on the Budget Header tab is the Attachments section. Attachments are not required on budget entries; however, they are often useful. To add an attachment, select the Attachment option. A box will open with an “Add Attachment” option. Please select this option and then continue to locate and select the file that you wish to attach. Upon attaching a file, click the “OK” option to return to the Budget Header tab. Note that multiple attachments may be uploaded to a single entry.

Once completed, the Budget Header tab should appear similar to the examples shown below:

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Question: Would I ever need to select “Original” or “Transfer Original” from the *Budget Entry Type drop-down menu and Parent Budget Options box?

Answer: No. Original “A” fund budgets are uploaded annually at the beginning of each fiscal year by the Columbia Budget Office.
### OPER_REV – Budget Header tab example

<table>
<thead>
<tr>
<th>Budget Header</th>
<th>Budget Lines</th>
<th>Budget Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit: USC01</td>
<td>Journal ID: 00000000735</td>
<td>Date: 08/22/2017</td>
</tr>
<tr>
<td>*Ledger Group: OPER_REV</td>
<td>Fiscal Year: 2018</td>
<td>Period: 2</td>
</tr>
<tr>
<td>Control Chart/Field: Fund Code</td>
<td>*Currency: USD</td>
<td>Rate Type: CURRENT</td>
</tr>
<tr>
<td>Budget Header Status: None</td>
<td>Exchange Rate: 1.00000000</td>
<td>Cur Eff: 08/22/2017</td>
</tr>
</tbody>
</table>

**Parent Budget Options**
- Generate Parent Budget(s)
- Use Default Entry Event
- Parent Budget Entry Type

**Long Description**
Partner Entry: %49736 Entry made to adjust budgeted payroll amounts.

184 characters remaining
Alternate Description

150 characters remaining

### OPER_EXP – Budget Header tab example

<table>
<thead>
<tr>
<th>Budget Header</th>
<th>Budget Lines</th>
<th>Budget Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit: USC01</td>
<td>Journal ID: 00000000735</td>
<td>Date: 08/22/2017</td>
</tr>
<tr>
<td>*Ledger Group: OPER_EXP</td>
<td>Fiscal Year: 2018</td>
<td>Period: 2</td>
</tr>
<tr>
<td>Control Chart/Field: Fund Code</td>
<td>*Currency: USD</td>
<td>Rate Type: CURRENT</td>
</tr>
<tr>
<td>Budget Header Status: None</td>
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Budget Lines Tab

The budget lines tab is where the budget entry is entered into the system. Please note that completion of the following fields/columns is required on each budget entry:

1) Budget Period
   a. Note: Please ensure that the Budget Period entered agrees to the Fiscal Year
2) Oper Unit
3) Dept
4) Fund
5) Account
6) Class
   a. Note: Class is ONLY required for OPER_EXP entries. The class is not included on OPER_REV entries.
7) Amount

Additionally, for project accounts the following fields must also be entered:

8) PC Bus Unit
9) Project
10) Activity
Question: Do budget entries function the same way as general ledger journal entries in terms of debits and credits?

Answer: No. Debits and credits are not used for budget adjustments. Instead, signs (+ and -) are used to increase and decrease budgeted amounts. Generally a positive (+) amount is used to INCREASE a budget and a negative (-) amount is used to DECREASE a budget. The exceptions to this rule are contra-expenses (6XXXX) and Columbia budget transfers-out (3X500 and 3X8XX), in which a negative (-) amount increases the balance. Please see the chart below for further guidance:

<table>
<thead>
<tr>
<th>Revenue Entry (Sources)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>Allocation</td>
</tr>
<tr>
<td><strong>One-Time / Permanent</strong></td>
</tr>
<tr>
<td>Columbia &quot;A&quot; funds</td>
</tr>
<tr>
<td>Within Resp</td>
</tr>
<tr>
<td>36500 / 37500</td>
</tr>
<tr>
<td>Outside Resp</td>
</tr>
<tr>
<td>368XX / 378XX</td>
</tr>
<tr>
<td>Revenue</td>
</tr>
<tr>
<td>Transfer In</td>
</tr>
</tbody>
</table>

Columbia "A" Fund Allocation (3's) should always be done on Budget Transfers.

(1) A general rule - See Specific 3s for Columbia "A" funds

<table>
<thead>
<tr>
<th>Expense Entry (Uses)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>Expense</td>
</tr>
<tr>
<td>Contra-Expense</td>
</tr>
<tr>
<td>Transfer Out</td>
</tr>
</tbody>
</table>
Columbia “A” Fund Budget Transfer Accounts

For further guidance on Columbia “A” Fund budget transfer accounts, please see the following chart.

As noted below, the second digit in the transfer account code determines whether the transfer is one-time (current fiscal year only) or recurring (current and subsequent fiscal years). The third digit in the transfer code determines whether the transfer is within an operating unit or between operating units. Additionally, the third digit determines whether the entry is a transfer in or out. The final two digits indicate the other operating unit (if the transfer is between units) or simply is “00” if the transfer is within a single unit.

<table>
<thead>
<tr>
<th>Transfer Account/Object Codes</th>
<th>Within Responsibility Unit</th>
<th>Outside Responsibility Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>To (In)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36400 - One Time</td>
<td>363XX - One Time</td>
<td></td>
</tr>
<tr>
<td>37400 - Permanent</td>
<td>373XX - Permanent</td>
<td></td>
</tr>
<tr>
<td>From (Out)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36500 - One Time</td>
<td>368XX - One Time</td>
<td></td>
</tr>
<tr>
<td>37500 - Permanent</td>
<td>378XX - Permanent</td>
<td></td>
</tr>
</tbody>
</table>

One Time - Current Fiscal Year Only  Permanent - Current FY and Base for Next FY
Budget Entry Checks

Prior to submitting a budget entry, please ensure that no issues exist with the following checks:

1) The OPER_REV and OPER_EXP entries must balance. In other words, the entry amount recorded to a Unit-Department-Fund combination must equal the corresponding entry amount to that Unit-Department-Fund combination recorded on the partner entry.

2) For Budget Transfers, the total OPER_REV amount must equal zero and the total OPER_EXP amount must equal zero. As transfers do not increase or decrease the overall budget, there should not be a net change on either the OPER_REV or OPER_EXP ledgers.

3) Columbia Only: Transfers within an operating unit must offset
   a. 36400 must offset with 36500
   b. 37400 must offset with 37500

4) Columbia Only: Transfers between operating units must offset
   a. 363XX must offset with 368XX
   b. 373XX must offset with 378XX

5) One-time and recurring budget transfers should not be included within the same entry.

6) Amounts should be in whole dollars only – no cents.

7) When recording budget transfers between operating units, the unit transferring the funds out should record the entry. If the unit receiving the funds records the entry, an attachment evidencing approval of the transfer by the Responsibility Head or Business Manager of the unit providing the funds must be included.

Submitting for approval

To submit a budget entry, navigate to the *Process drop-down menu and select “Submit Journal.” Next, select the “Process” button to the right of the *Process drop-down box. This will route the entry to the worklist of Approver #1.

Budget Errors Tab

This tab shows any errors that exist on a budget entry. If no errors are made when entering the entry, there is no need to view or navigate to this tab.

Question: Can I make a change to a budget entry that has already been submitted?

Answer: Yes, as long as the entry has not yet posted then changes can still be made to the entry. In order to change the entry, a user must change a chartfield on the Budget Lines tab, and then save the changes. Since a saved change has occurred to the entry, PeopleSoft will route the entry back to the original initiator. At this point, any necessary changes can be made, and then the entry may be re-submitted for approval.