

Using the Position Budget Management Department Budget Page

The Department Budget page allows users to review all budget, encumbrance, expense, and salary distribution data for positions within a funding department and to create budget journals to adjust ChartFields referenced on the page. The Department Budget Page is shown below:

Department Budget

Department: 1111030 Chemistry Budget Reference: 2021

*Journal ID: Date: Fiscal Year: Period:

Positions Find | View All First 1 of 17 Last

Position: 10005560 Empl ID:

Position Chartfield Budgets Find | View All First 1 of 1 Last

Department	Fund	Program	Class	Project
1111030	10000	11100	11000	

Account Distribution Personalize | Find | View All | First 1-4 of 4 Last

Account	Distributed Salary	Original Budget	OB	Perm Amends	PA	Temp Amends	TA	Pend Amends	Encumb	EN	Expense	EX	Remaining	Budget Adjust
1 522000	32,429.001	30,076.000	OB	1,353.000	PA	-12,844.000	TA	0.000	10,352.340	EN	8,231.940	EX	0.720	0.000
2 551000	0.000	2,302.000	OB	102.000	PA	-1,002.000	TA	0.000	802.260	EN	578.390	EX	21.350	0.000
3 552000	0.000	5,733.000	OB	257.000	PA	-2,447.000	TA	0.000	1,973.160	EN	1,569.020	EX	0.820	0.000
4 553000	0.000	5,773.000	OB	0.000	PA	-2,655.000	TA	0.000	1,905.280	EN	1,207.130	EX	5.590	0.000

Chartfield Summary Find | View All First 1 of 6 Last

Department	Fund	Program	Class	Project
1111030	10000	11100	11000	

Account Distribution Personalize | Find | View All | First 1-6 of 9 Last

Account	Distributed Salary	Original Budget	Perm Amends	Temp Amends	Pend Amends	Encumb	Expense	Remaining
1 511000	824,941.150	824,946.000	2,808.000	0.000	0.000	53,040.570	572,856.320	201,857.110
2 516000	0.000	0.000	0.000	0.000	0.000	0.000	500.000	-500.000
3 522000	29,200.001	30,014.000	314.000	0.000	0.000	12,578.450	17,170.090	579.460
4 524000	1,068.000	1,068.000	0.000	0.000	0.000	0.000	1,315.150	-247.150
5 526000	0.000	0.000	0.000	0.000	0.000	0.000	991.620	-991.620
6 551000	0.000	65,416.000	0.000	0.000	0.000	4,813.040	41,239.690	19,363.270

Section A – Department Reference Data:

A Department: 1111030 Chemistry Budget Reference: 2020

- **Department:** Displays the Financials Department and Department name.
- **Budget Reference:** Displays current year in process and is used for the Budget Reference on created Budget Journals.

Section B – Budget Journal Header:

- **Journal ID:** For the Position Budget Page, users can either enter a new Journal ID in this field or use the magnifying glass button to look up existing journals not yet posted. Once the user saves changes, the system overwrites the fourth character of the Journal ID with an “A” or “P” depending on if the page creates APPROP or PROJ_GRT ledger journals, respectively
- **Date:** Defaults to the current date if a new Journal ID is entered or to the date from the Journal if an existing Journal ID is selected.
- **Fiscal Year:** Enter the fiscal year to match the Budget Reference
- **Period:** Enter the same period to match the current open Accounting Period.

Section C – Position Reference Data:

- **Position:** Displays position number for the following budget and expense information. If the position funding is split, only splits distributing to the Department from Section A will be visible.
- **Empl ID:** Displays the Employee active in the position as of the most recent HCM Refresh.

Section D - Position Budget ChartFields:

Department	Fund	Program	Class	Project
1111030	10000	11100	11000	

This section displays the ChartField information for the specified position. If the position is split or has expense that has charged against a different ChartField with the same financials department, this may have more than one entry. Review the top right of this section for the total number of entries, or click the “View All” link to show all entries.

Section E – Account Distribution:

E Account Distribution Personalize | Find | View All | First 1-4 of 4 Last


Account	Distributed Salary	Original Budget	OB	Perm Amends	PA	Temp Amends	TA	Pend Amends	Encumb	EN	Expense	EX	Remaining	Budget Adjust
1 522000	32,429.001	30,076.000	OB	1,353.000	PA	-12,844.000	TA	0.000	10,352.340	EN	8,231.940	EX	0.720	0.000
2 551000	0.000	2,302.000	OB	102.000	PA	-1,002.000	TA	0.000	802.260	EN	578.390	EX	21.350	0.000
3 552000	0.000	5,733.000	OB	257.000	PA	-2,447.000	TA	0.000	1,973.160	EN	1,569.020	EX	0.820	0.000
4 553000	0.000	5,773.000	OB	0.000	PA	-2,655.000	TA	0.000	1,905.280	EN	1,207.130	EX	5.590	0.000

This section shows how the position funding is distributed among multiple accounts. The section displays four entries by default, but the ChartField being reviewed may have more entries. Review the top right of this section for the total number of entries, or click the “View All” link to show all entries.

- **Account:** Displays account where expense was charged. The Account Distribution section returns all ORG entries for accounts that have expense if the ledger option chosen at setup was “ORG Only with Gen Parent” or “APPROP and ORG.” All rows are summarized at the APPROP level if the ledger option chosen at setup was “APPROP Only.”
- **Distributed Salary:** Populates from Annual Rate on Job split based on the Department Budget Table entry current as of the most recent HCM Refresh. This field is only visible for salary rows and is not used as part of calculating remaining.
- **Original Budget:** Displays the total of all posted Budget Journals of type “Original”
- **OB Button:** Links to a query of posted Budget Journals of type “Original” matching criteria for the row that will open in a new window.
- **Perm Amends:** Displays the total of all posted Budget Journals of type “Permanent Adjustment”
- **PA Button:** Links to a query of posted Budget Journals of type “Permanent Adjustment” matching criteria for the row that will open in a new window.
- **Temp Amends:** Displays the total of all posted Budget Journals of type “Adjustment”
- **TA Button:** Links to a query of posted Budget Journals of type “Adjustment” matching criteria for the row that will open in a new window.
- **Pend Amends:** Displays the total of all budget journals that are not yet posted.
- **Encumb:** Displays the encumbrance for the position from the table BUDGET_ACTUALS in OneUSG. BUDGET_ACTUALS is updated as part of the Encumbrance Calc Process.

- **EN Button:** Links to a query of BUDGET_ACTUALS data matching criteria for the row that will open in a new window.
- **Expense:** Displays total expenses for the position from the table PERS_SERV_BOR in Financials. Expenses will include payroll accruals.
- **EX Button:** Links to a query of PERS_SERV_BOR data matching criteria for the row that will open in a new window.
- **Remaining:** Displays the total of Original Budget + Perm Amends + Temp Amends + Pend Amends – Encumb - Expense
- **Budget Adjust:** This is an input field for users to enter budget adjustments. When users click “Apply,” any rows that are not blank are used to create Budget Journal rows for the ChartField and position from the row.


Section F – ChartField Summary:



Chartfield Summary				
Department	Fund	Program	Class	Project
1111030	10000	11100	11000	

Each unique ChartField for the Department is summarized in this section. Review the top right of this section for the total number of entries, or click the “View All” link to show all entries.

Section G – Summary Account Distribution:



Account Distribution									
Account	Distributed Salary	Original Budget	Perm Amends	Temp Amends	Pend Amends	Encumb	Expense	Remaining	
1 511000	824,941.150	824,946.000	2,808.000	0.000	0.000	53,040.570	572,856.320	201,857.110	
2 516000	0.000	0.000	0.000	0.000	0.000	0.000	500.000	-500.000	
3 522000	29,200.001	30,014.000	314.000	0.000	0.000	12,578.450	17,170.090	579.460	
4 524000	1,068.000	1,068.000	0.000	0.000	0.000	0.000	1,315.150	-247.150	
5 526000	0.000	0.000	0.000	0.000	0.000	0.000	991.620	-991.620	
6 551000	0.000	65,416.000	0.000	0.000	0.000	4,813.040	41,239.690	19,363.270	

For each unique ChartField in Section F, this section includes the totals by Account for all fields. This section shows six entries by default, but the ChartField may have more entries. Review the top right of this section for the total number of entries, or click the “View All” link to show all entries.