Connect CAROLINA Finance

Budget Journals & Budget Transfers

VERSION: 6/27/2014

Table of Contents

Budget Journals and Budget Transfers in ConnectCarolina

In this chapter, you will learn how to:

- Enter or modify a budget journal
- Enter or modify a budget transfer
- Copy a budget journal
- Import a budget journal or budget transfer
- Deleted a budget journal or budget transfer that has not been posted

Working with Budget Journals and Budget Transfers

What are Budget Journals and Budget Transfers?

Budget Journals and Budget Transfers are the most common transactions in Commitment Control, which manages the budgets within the system. These transaction maintain an audit trail for your budget balances based on the Budget Definitions.

Budget Journals are the location to enter budget amounts and allocations in the Commitment Control ledgers. Budget Transfers represent the movement of funds from one budget line item to another and are recorded in Commitment Control. Budget transfers must sum to $0.

There are several ways to add a budget journal or budget transfer:

- enter a budget journal or budget transfer online
- import a budget journal or budget transfer from a flat file, like Excel
- budget journals only, they are created when budget allocations are processed.
- copy a budget journal or budget transfer

To enter a budget journal or a budget transfer, you need to know:

- ledger group
- chartfield string associated with a specific budget
- budget entry type: original, adjustment, transfer original or transfer adjustment

Once the budget journal or budget transfer is entered into the system, you must budget pre-check it. This confirms that there is sufficient budget,that the correct budget definition is being used, and if there is a budget combo-edit error.

If the budget pre-check fails, then you need to:

  - validate that you are using the correct chartfield string
  - review the budget overview inquiry to view the budget's balance. If there is not enough money in the budget, you may choose to use a different chartfield string or add money to the budget.
  - request an override from the central office that manages the fund type.

Depending on the budget definition, you can select for the budget journal or budget transfer to be posted or to be submitted for approval. If post is selected, it will be posted immediately, assuming no errors. Alternatively, the you can opt to let the batch process post it, according to the batch processing schedule, which is at 10am, 12pm, 2pm, 4pm and 6pm each day.

If you are submitting the budget journal or budget transfer for approval, it will go through the approval workflow process associated with the chartfield string. When it is approved, it will be posted with the batch process, according to the batch processing schedule or the final approver can choose to post it immediately.

On a daily basis, the department or Major Operating Unit representative will need to run a query or search online to see if there were any posting errors.

If there are no posting errors the budget is updated.

If there is a posting error, then you must use the budget error resolution process to resolve the issue and resubmit the budget journal for approval and posting.

Budget Transfer Considerations

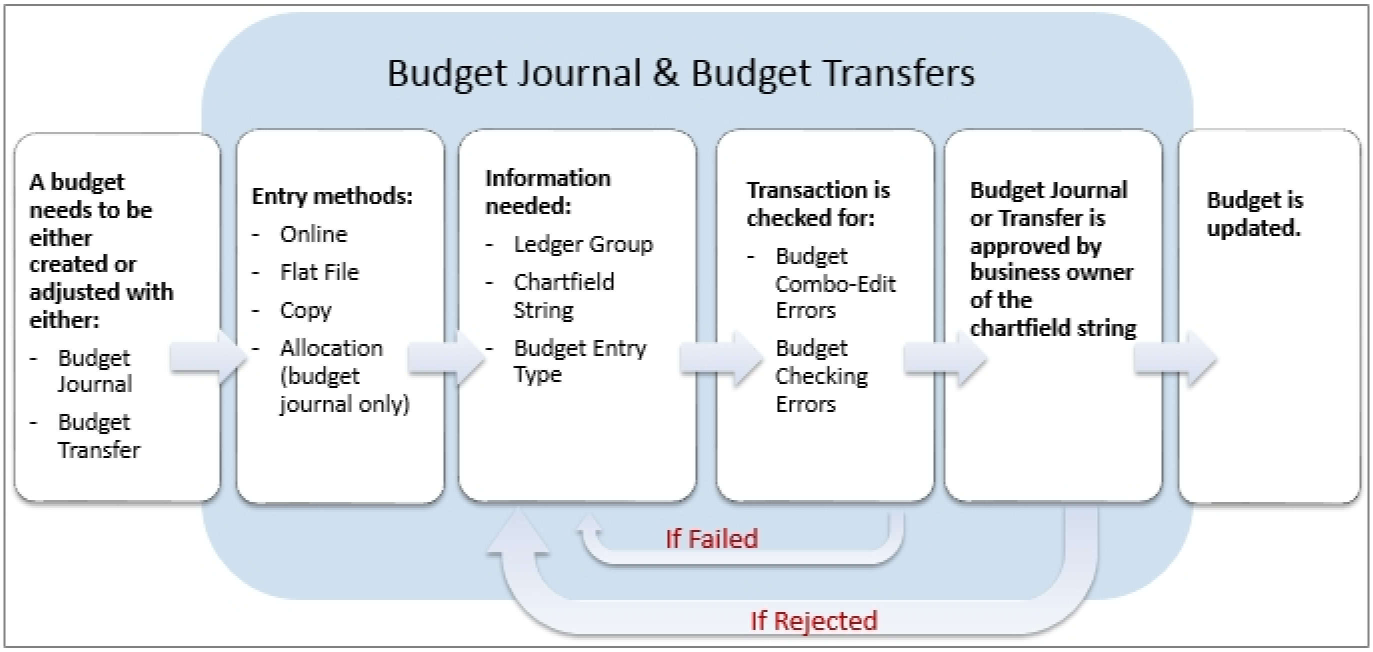
Here are some key rules behind budget transfers:

- There must be a sufficient budget balance in an account to cover the transfer.
- It is prohibited to move state funds across fund codes.
- Budget can be transferred between accounts, source, and departments if they are in the same ledger group.
- Fringe benefits must be included when moving budget from non-personnel accounts. For non-state funds, on the budget journal or budget transfer, you should enter a description indicating that there is sufficient budget in the fringe benefit accounts to cover fringe benefits for existing personnel and for additional personnel. For state appropriations, inclusion of fringe benefits must be verified by the Budget Office.
- Budget transfers for graduate students, who are enrolled with graduate student insurance program (GSHIP), must include money in the budget for the health insurance costs, if you are moving money from non-personnel accounts to personnel accounts.
- Permanent employees require permanent budget on all state funds.
- Be sure to provide a full explanation of why the funds are being transferred, including information such as time period, program or details of service provided.
- If two or more separate budget transfers are required to complete a transaction due to changes to receipts budget or temporary or permanent transfers, indicate the justification that another budget transfer follows. This provides an audit trail and alerts the next approver that the budget transfers must be considered in their entirety.

Exceptions:

- State appropriated funds that are used for distance learning must stay within distance learning fund codes and fund sources.

- Some gift and other expendable trust funds, as well as endowment funds, may have restrictions placed on them, so it is important to review the fund authority.



Additional Resources

- For step-by-step instructions on entering a budget journal, Entering or Modifying a Budget Journal, page 8.

- For step-by-step instructions on copying a budget journal, Entering or Modifying a Budget Journal, page 8.

- For step-by-step instructions on entering a budget transfer, see *Creating Budget Transfers*.

- For step-by-step instructions on importing a budget journal or budget transfer, see *Importing a Budget Journal or Budget Transfer using a flat file*.

- For step-by-step instructions on resolving budget pre-check errors, see *Understanding Budget Check Exceptions*.

- For additional information on budget overview inquiry, see *Running a Budget Overview Inquiry*.

Entering or Modifying a Budget Journal

Overview

Use budget journals to create a new budget or increase or decrease a University budget. For example, when unbudgeted revenue is received, a budget modification is necessary to keep the requirements and revenue budgets aligned.

A budget journal can contain multiple chartfield strings to create or modify multiple budgets within the same ledger group. The journal entry "copy down" feature eliminates repetitious data entry.

For budget journals, it is recommended that you upload supporting documentation to explain the increase or decrease to the budget, and that you enter a budget journal description.

To enter or modify a budget journal, you must:

- choose ledger group
- choose a budget entry type and parent budget entry type
- enter a description
- optionally, attach supporting documents
- enter the budget lines for each budget
- budget pre-check the budget journal
- submit the budget journal for processing through workflow, or post the journal directly, if you have proper security authorization in the system

Related Reference

- For instructions on attaching documents to a budget journal, see *Uploading Documents*.

Menu Path

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

Steps – Entering or Modifying a Budget Journal

Follow these steps to enter or modify a budget journal:

1. Choose this menu option:

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

2. Choose one of the following options:

- To modify an existing budget journal, use this process:

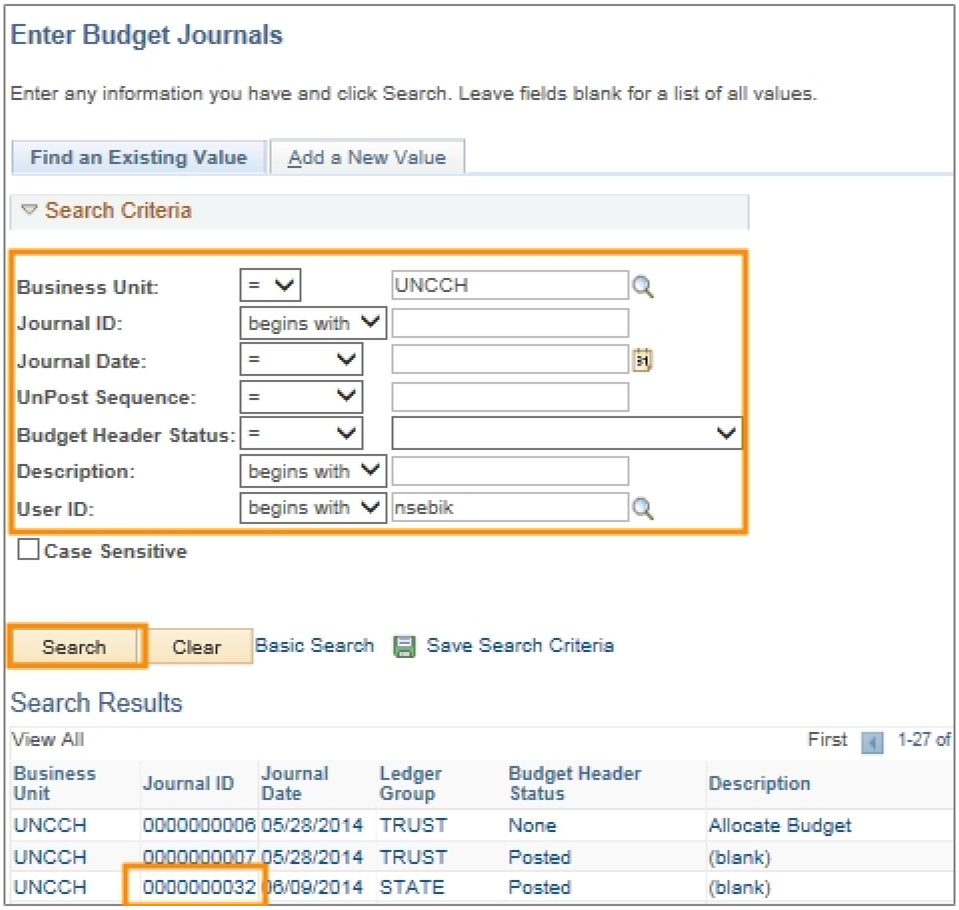
a. Click the **Find an Existing Value** tab.

b. Complete the fields:

In this field:	Do the following:
Business Unit	Edit or enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID that the system created when the budget journal was entered.
Journal Date	If you know it, enter the journal date that the budget journal was entered into the system.
UnPost Sequence	Leave this field blank.
Budget Header Status	Choose a budget header status to refine your results.
Description	If you know it, enter the description or part of the description using the search criteria.
User ID	If you know it, enter the user ID of the person who made the original budget journal entry.

c. Click **Search**.

d. In the Search Results list, click the link for the budget journal you want to modify and open the Budget Header tab.



Result: The system displays the list of budget journals that meet the entered criteria.

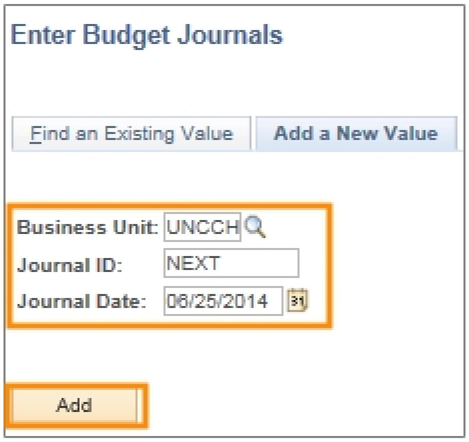
- To enter a new budget journal, use this process:

a. Click the **Add a New Value** tab.

b. Complete the fields:

In this field:	Do the following:
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	Leave the default value of **Next**.
Journal Date	Leave the default value of today's date.

c. Click the **Add** button.



Result: The system displays the Budget Header tab.

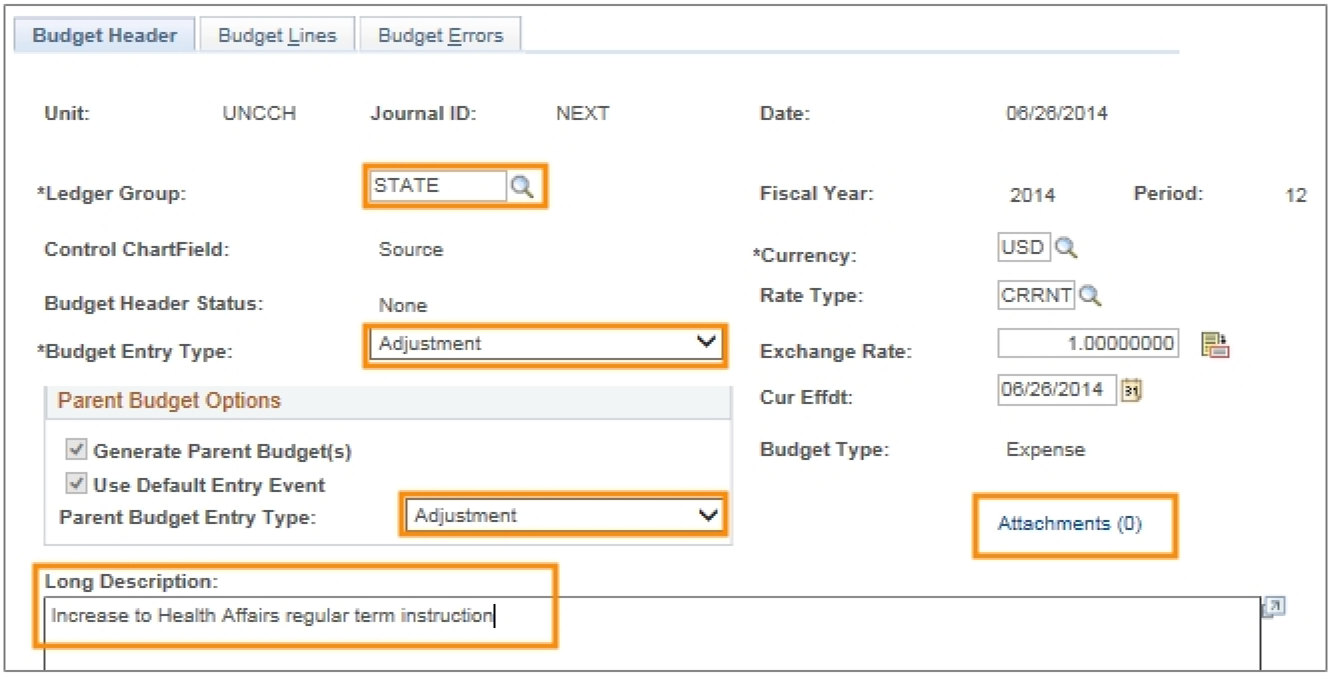
Budget Header Tab

1. Complete or modify the fields:

In this field:	Do the following:
Ledger Group	Choose the ledger group. The ledger group indicates if the budget journal is either expense or revenue, and reflects the fund type such as State, Trust, and so on.
Budget Entry Type	Choose one of the following from the list box: • **Original** for original budget entries • **Adjustment** for modifications to an original budget journal entry
Generate Parent Budget(s)	If your budget is a child budget, this checkbox is marked by default. Certain budget definitions, including State, Facilities and Administrative (F&A), and Office of Sponsored Research (OSR), are set up with parent-child hierarchy. The child budget represents a portion of the parent budget and contains more details than the parent budget. All transactions against a child budget are budget checked against both the parent and child budgets in the system.
Parent Budget Entry Type	If your budget is a child budget, choose one of the following from the list box: • **Original** • **Adjustment** The parent budget entry type should match the child budget entry type.
Long Description	Enter the budget journal description that explains the addition or modification to the budget.

2. If you want to attach supporting documentation, click the **Attachments** link.
   If there are no attachments, skip this step.

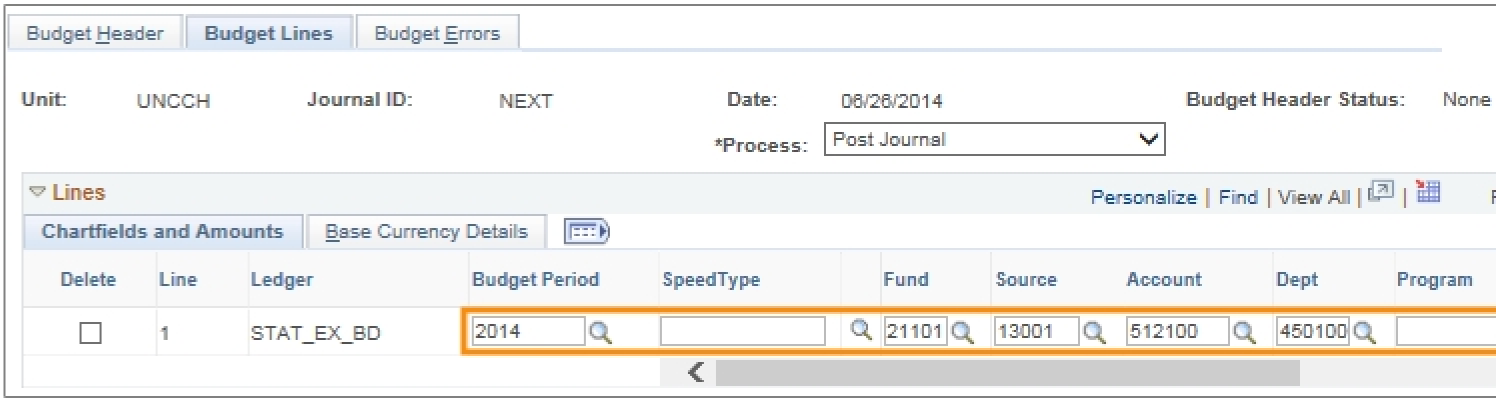
3. Click the **Budget Lines** tab.



Budget Lines Tab

1. Complete or modify the fields:

In this field:	Do the following:
Budget Period	Look up or enter the fiscal timeframe for the budget journal. Note: Not all ledger groups use budget period.
Fund	Look up or enter the Fund, which identifies the funding group and how the funds are spent.
Source	Look up or enter the Source, which indicates whose funds you are spending.
Account	Look up or enter the Account to indicate which budget account you will spend from. Note: Not every ledger group has Account available for budgeting.
Department	Look up or enter your department number.
Program	If you use it, enter the program code, which accommodates your department or school's reporting needs. Note: Not every ledger group has Program available for budgeting.
Cost Code	If you use it, enter the cost code, which accommodates your department or school's reporting needs. Note: Not every ledger group has Cost Code available for budgeting.

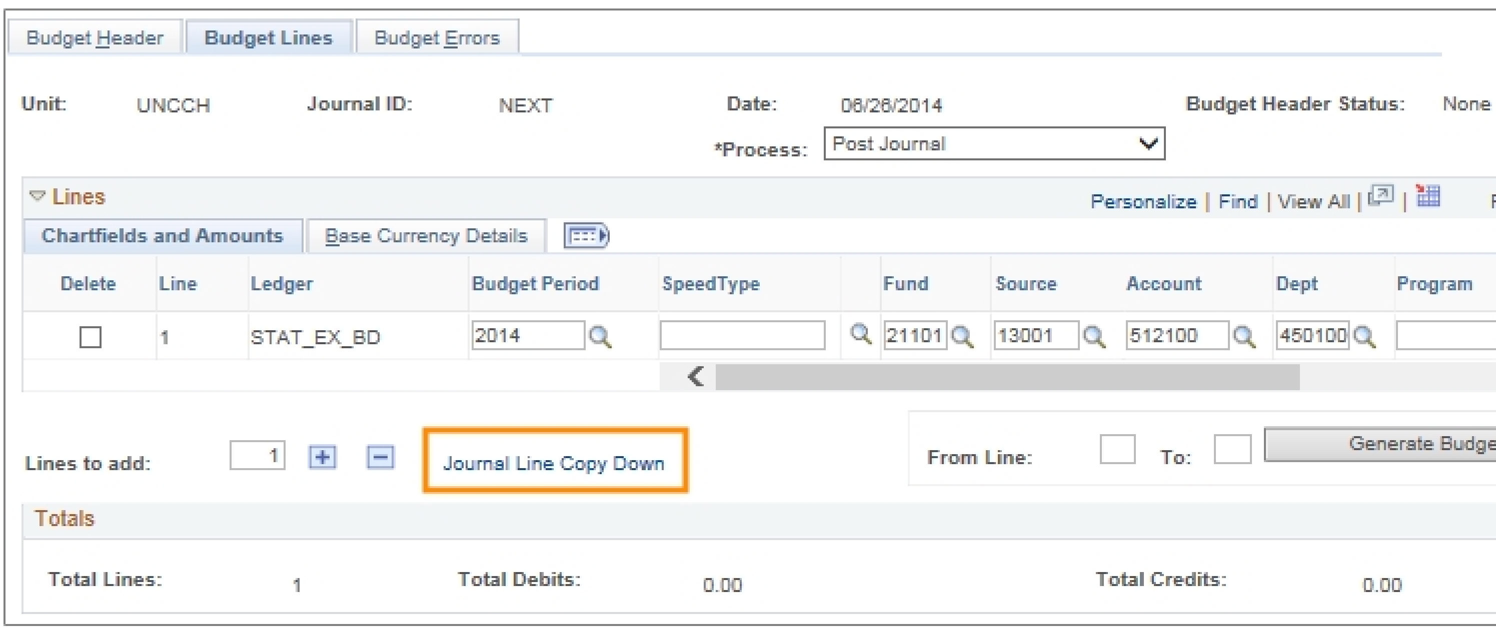


3. Use the **Scroll Bar** to view more chartfields and the Amount.

4. Complete or modify the fields:

In this field:	Do the following:
Amount	Enter the amount to increase or decrease the budget. Use a positive number to increase the budget and a negative number to decrease it.

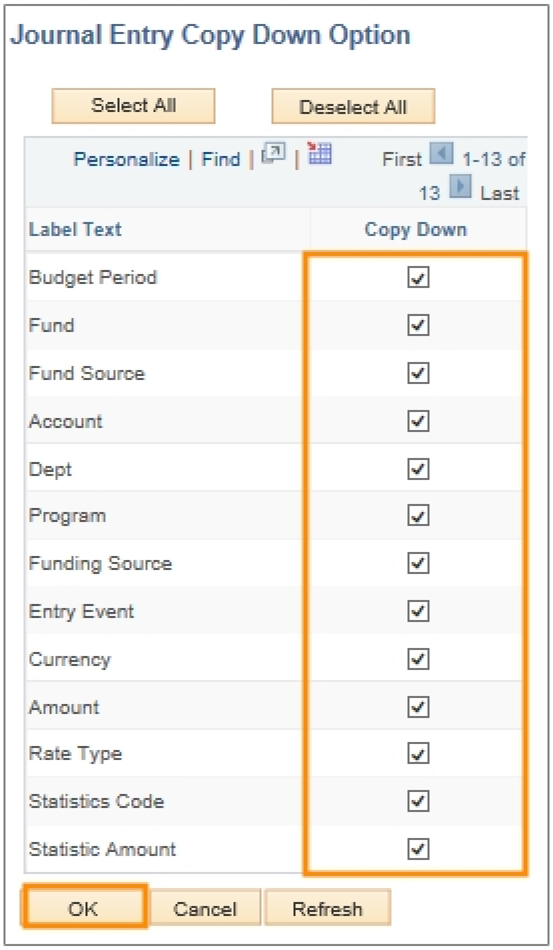
5. Click the **Journal Line Copy Down** link if you want to enter multiple chartfield strings in a budget journal.



6. Choose one of the following for Journal Line Copy Down function:

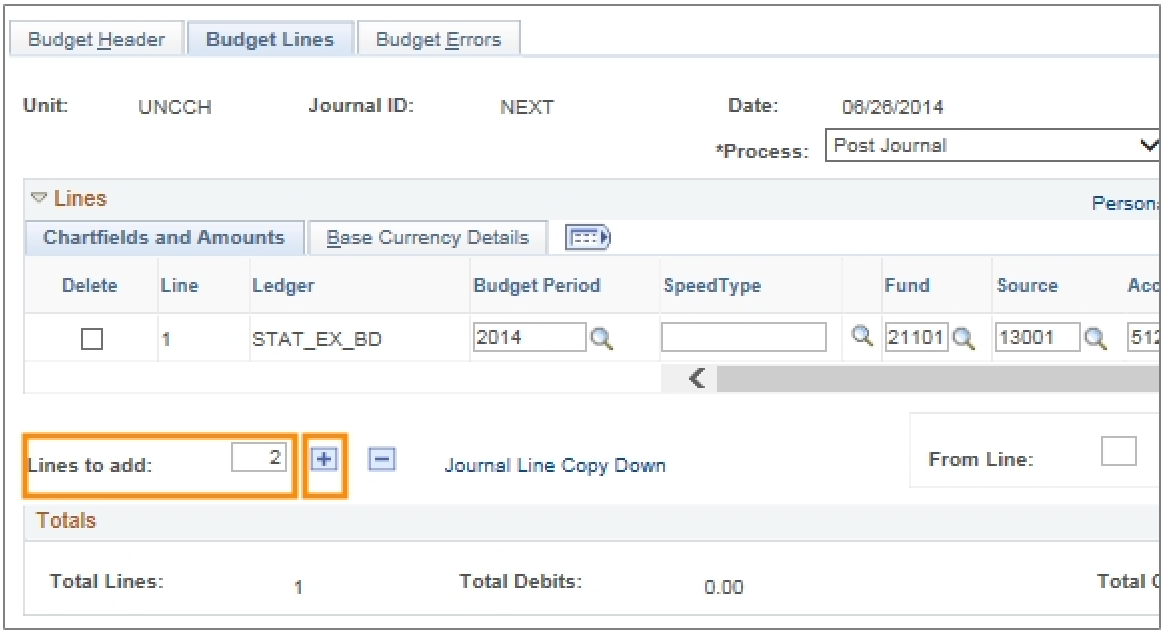
- Click **Select All** to mark all of the checkboxes
- Click **Deselect All** to unmark all of the checkboxes
- Mark individual checkboxes
- Unmark individual checkboxes

7. Click **OK**.



8. Enter the number of lines to add to the budget journal in the **Lines to add** field.

9. Click the **Insert Lines**button.

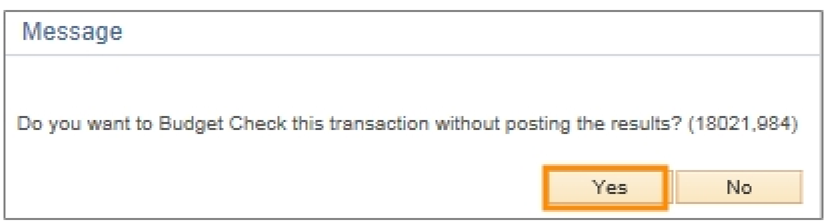


10. Complete or modify the fields for each budget line.

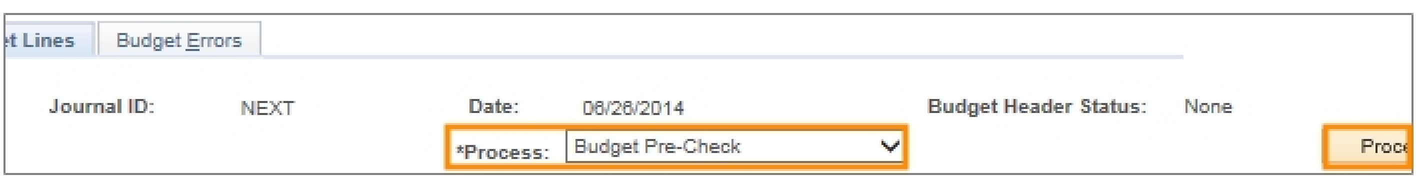
11. Click the **Save** button to save the budget journal; the system displays the Journal ID at the top of the tab.

12. To budget pre-check the budget journal, choose **Budget Pre-check** from the Process list box.

13. Click the**Yes** button to confirm you want to budget pre-check.



14. Click **Process**.



Result: The system indicates if there are any budget pre-check errors. If none are found, the Budget Header Status displays Checked Only.

15. The final step in posting the budget is based on your system access.

- If you see Submit Journal in the Process list box:

a. Choose **Submit Journal**.

b. Mark the **Submit for Approval** checkbox.

c. Click the **Process** button.

Result: The budget journal goes through workflow and is posted by the budget processor or final approver.

- If you see Post Journal in the list box:

a. Choose **Post Journal** from the Process list box.

b. Click the **Process** button.

c. Click the **Yes** button to confirm that you want to post the budget journal.

Result: The budget journal is posted immediately in the system, assuming no budget errors occurred.

Entering or Modifying a Budget Transfer

Overview

Budget transfers move funding from one budget to another. For every budget credited, there is another budget debited. Budget transfer credits and debits must sum to $0. Additional rules are in place that require a budget transfer to be balanced by budget period, Fund and Source.

A budget transfer can contain multiple chartfield strings to create or modify multiple budgets within the same ledger group. The journal entry "copy down" feature eliminates repetitious data entry.

For budget transfers, it is optional to upload supporting documentation to explain the budget increase or decrease, however it is recommended that you enter the purpose of the transfer in the budget transfer description.

To enter or modify a budget transfer, you must:

- choose the ledger group
- choose a budget entry type and parent budget entry type
- enter a budget transfer description
- attach supporting documents, optional
- enter the budget lines for each budget
- budget pre-check the budget transfer
- post a transfer

Related Reference

- For instructions on attaching documents to a budget transfer, see *Uploading Documents*.

Menu Path

Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Transfers

Steps – Entering or Modifying a Budget Transfer

Follow these steps to enter or modify a budget transfer:

1. Choose this menu option:

Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Transfers

2. Choose one of the following options:

- To modify an existing budget transfer, use this process:

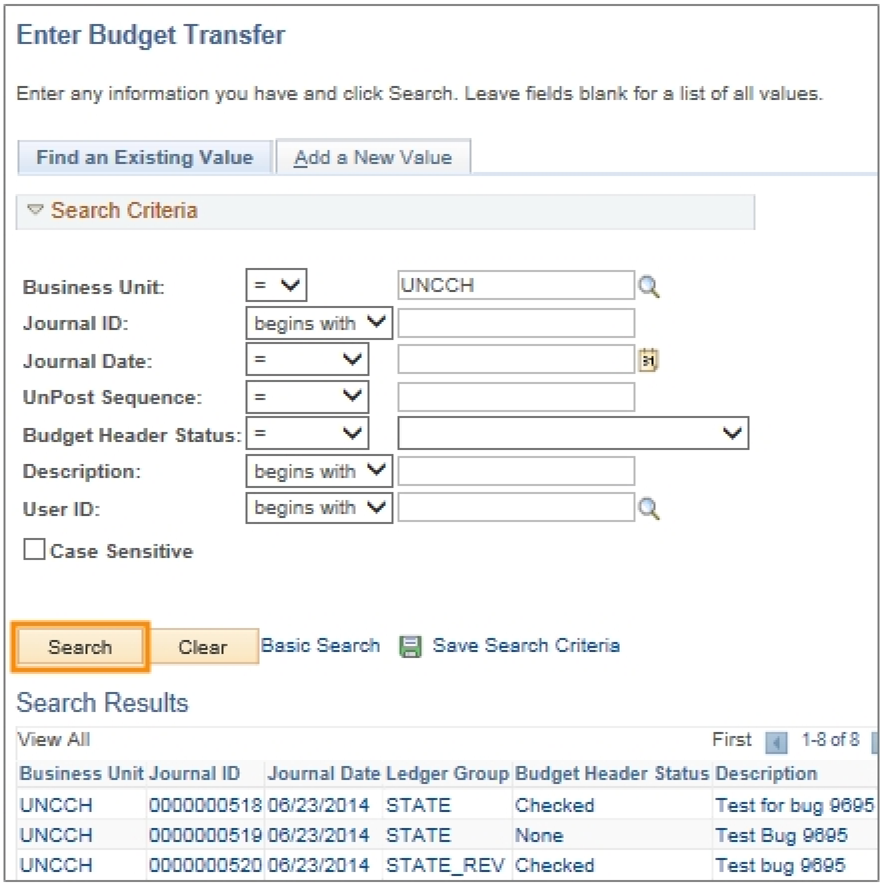
a. Click the **Find an Existing Value** tab.

b. Complete the fields:

In this field:	**Do the following:**
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID that the system created when the budget journal was entered.
Journal Date	If you know it, enter the journal date that the budget journal was entered into the system.
UnPost Sequence	Leave this field blank.
Budget Header Status	Choose a budget header status to refine your results.
Description	If you know it, enter the description or part of the description using the search criteria.
User ID	If you know it, enter the user ID of the person who made the original budget journal entry.

c. Click the **Search** button.

d. Click the link for the budget transfer you want to modify.



Result: The system displays the list of budget transfers that meet the entered criteria.

- To create a new budget transfer, use this process:

a. Click the **Add a New Value** tab.

b. Complete the fields:

In this field:	Do the following:
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	Defaults to **Next**.
Journal Date	Leave the default value of today’s date.

c. Click the **Add** button.

Result: The system displays the Budget Header tab.

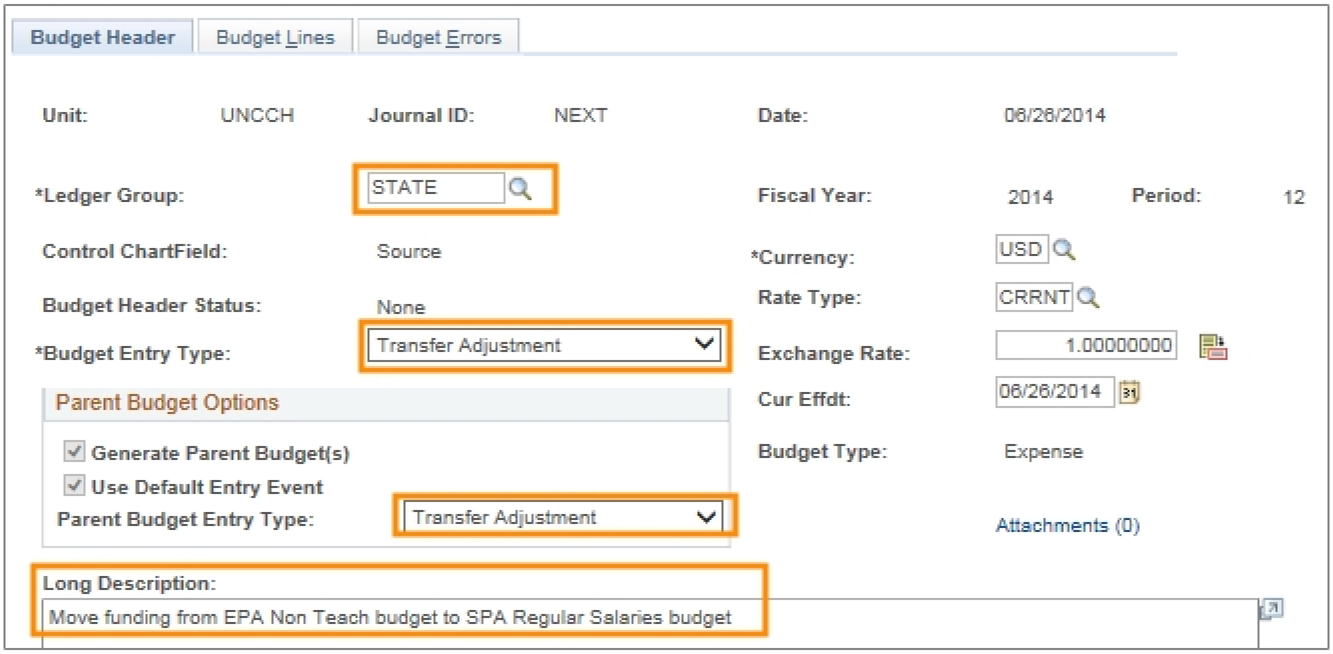
Budget Header Tab

1. Complete the fields:

In this field:	Do the following:
Ledger Group	Choose the ledger group, which indicates if the budget transfer is for an expense or revenue, and reflects the fund type such as State, Trust, and so on.
Budget Entry Type	Choose one of the following: • **Transfer original** to transfer original budgets, typically to correct an error in the originally entered budgets • **Transfer adjustment** for a transfer of adjusted budget amounts
Generate Parent Budget(s)	If your budget is a child budget, this checkbox is marked by default. Certain budget definitions, including State, Facilities and Administrative (F&A), and Office of Sponsored Research (OSR), are set up with parent-child hierarchy. The child budget represents a portion of the parent budget and contains more details than the parent budget. All transactions against a child budget are budget checked against both the parent and child budgets in the system.
Parent Entry Type	Choose one of the following: • **Transfer original** • **Transfer adjustment** The parent budget entry type should match the child budget entry type.
Long Description	Enter the budget transfer description that explains the purpose of the transfer.

2. To attach supporting documentation, click the **Attachments** link. If there are no attachments, skip this step.

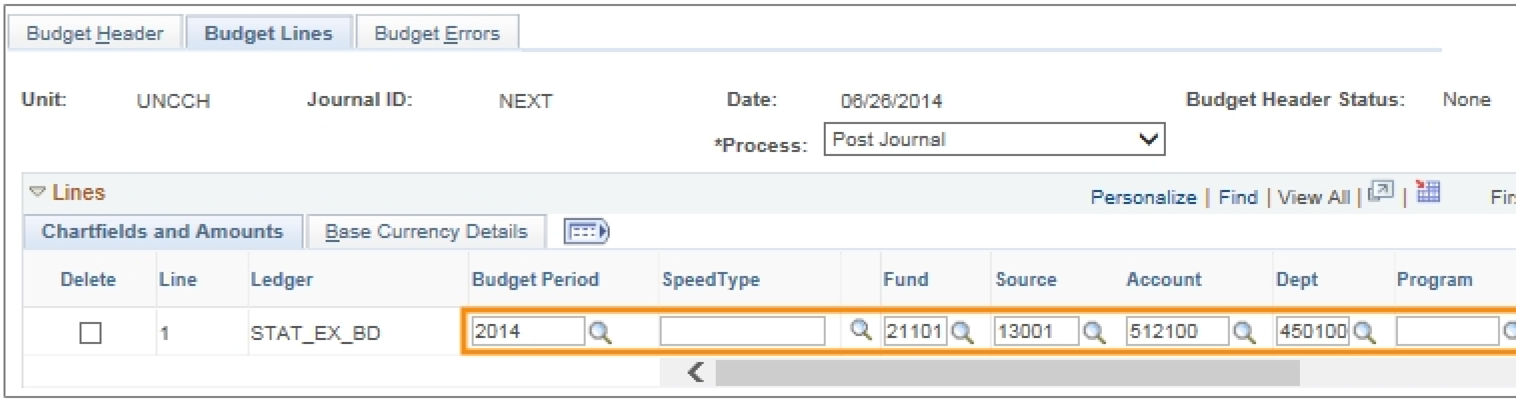
3. Click the **Budget Lines** tab.



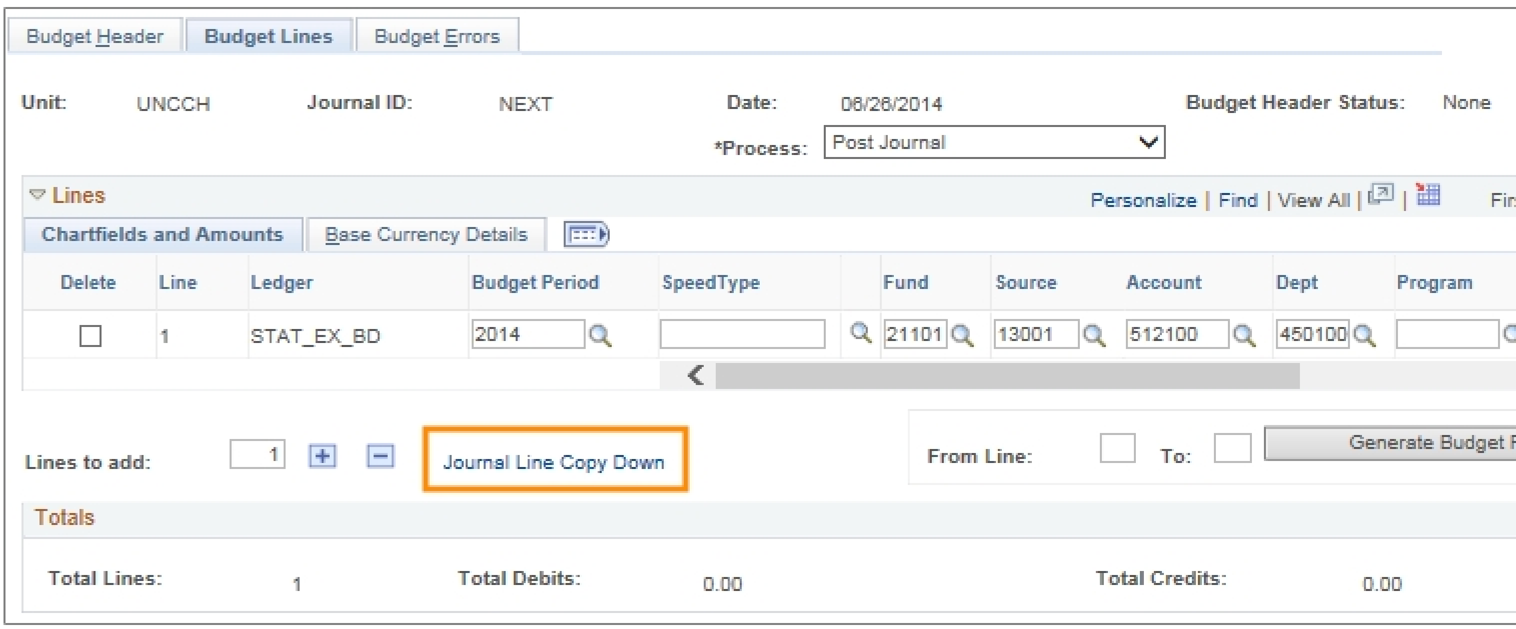
Budget Lines Tab

1. Complete the fields:

In this field:	Do the following:
Budget Period	Look up or enter the budget period that this transfer impacts.
Fund	Look up or enter the Fund, which identifies the funding group and how the funds are spent.
Source	Look up or enter the Source, which indicates whose funds you are spending.
Account	Look up or enter the Account to indicate which budget account you will spend from. Note: Not every ledger group has Account available for budgeting.
Department	Look up or enter your department number.
Program	If you use it, enter the program code, which accommodates your department or school's reporting needs. Note: Not every ledger group has Program available for budgeting.
Cost Code	If you use it, enter the cost code, which accommodates your department or school's reporting needs. Note: Not every ledger group has Cost Code available for budgeting.
Amount	Enter the amount to increase or decrease the budget. Use a positive number to increase the budget and a negative number to decrease it.



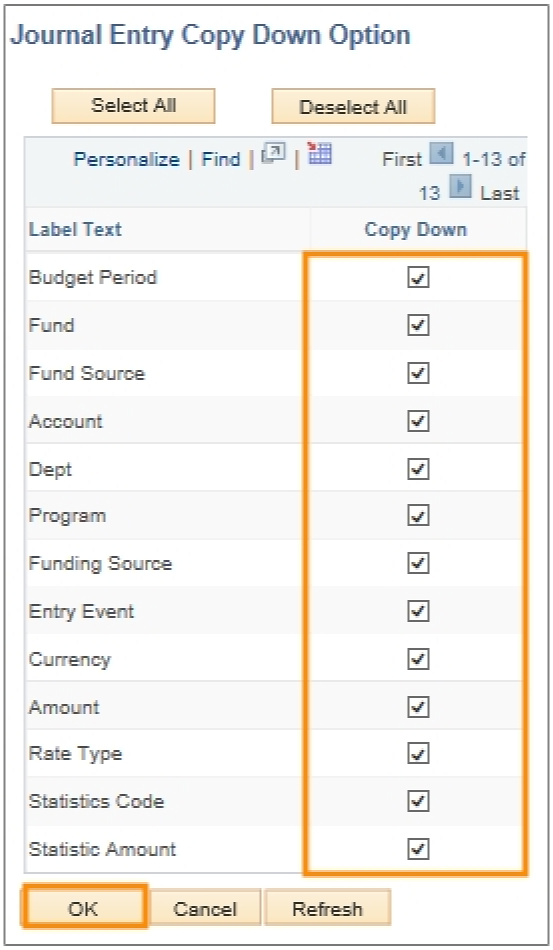
2. To enter multiple chartfield strings in a budget journal, click the **Journal Line Copy Down** link.



3. Choose one of the following:

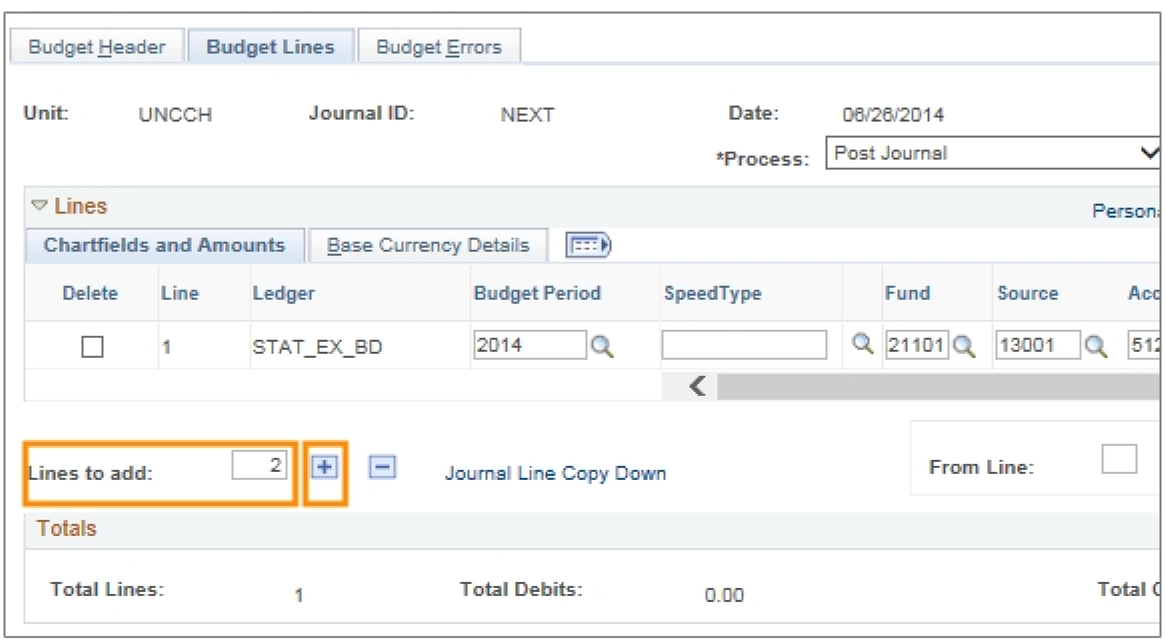
   - Click **Select All** to mark all of the checkboxes
   - Click **Deselect All** to unmark all of the checkboxes
   - Mark individual checkboxes
   - Unmark individual checkboxes

4. Click **OK**.

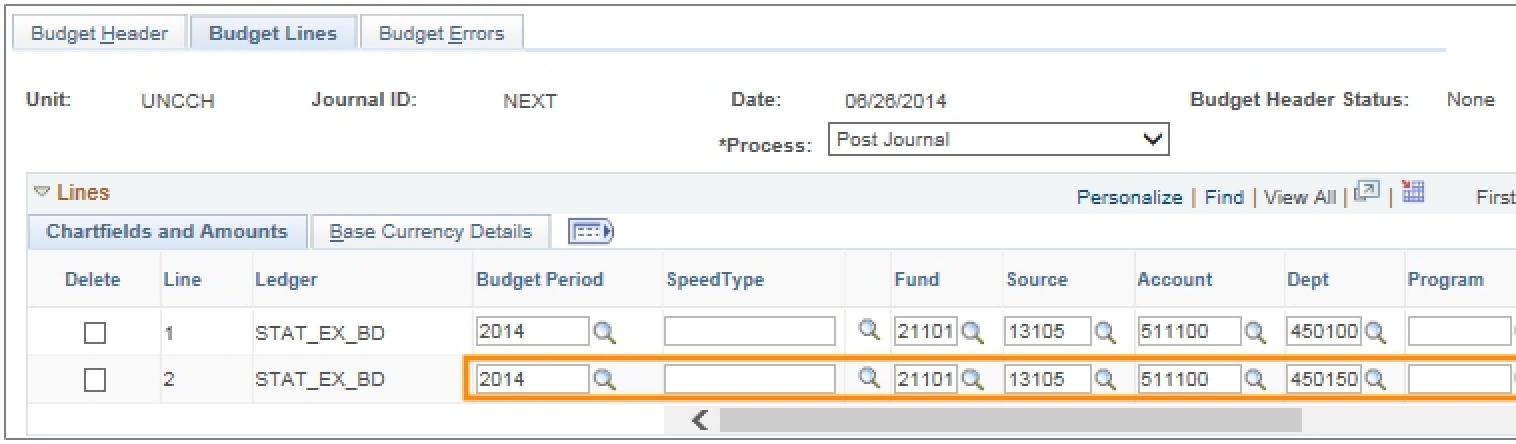


5. Enter the number of lines to add to the budget transfer in the **Lines to add** field

6. Click the **Insert Lines** button.



7. On the new line, enter the chartfields to be increased or decreased.

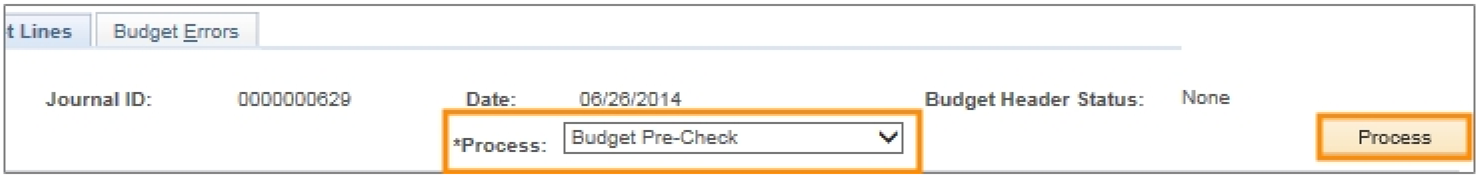


8. Click the **Save** button.

Result: The system updates and displays all totals in the Totals section on the page, the total debits and credits should balance.

9. To budget pre-check the budget journal, choose **Budget Pre-check** from the Process list box.

10. Click the **Process** button.



Result: The system indicates if there are any budget pre-check errors.

11. The final step in posting the budget is based on your system access.

- If you see Submit Journal in the list box:

a. Choose **Submit Journal**.

b. Mark the **Submit for Approval** checkbox.

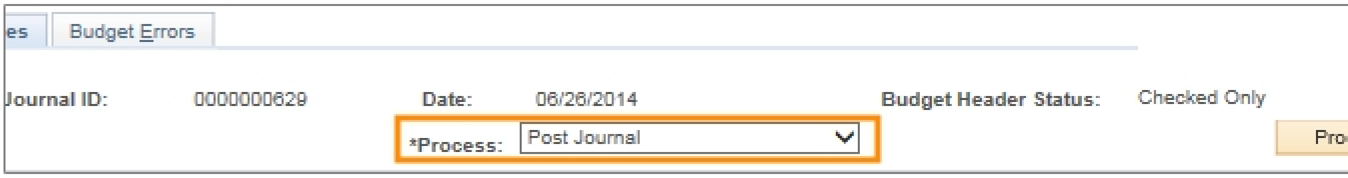
c. Click the **Process** button.

Result: The budget journal goes through workflow and is posted by the budget processor or final approver.

- If you see Post Journal in the list box:

a. Choose **Post Journal** from the Process list box.

b. Click the **Process** button.



c. Click the **Yes** button to confirm that you want to post the budget journal.

Result: The budget journal is posted immediately in the system, assuming no budget errors occurred.

Copying a Budget Journal

Overview

A great way to quickly create a new budget journal is to copy an existing budget journal. This is useful when you want to:

- copy budget from year to year
- copy a similar budget journal and make limited changes to it by revising budget lines

To copy a budget journal, you need to:

- choose the existing budget journal you want to copy
- replicate the source budget journal
- modify the budget journal description
- modify the budget lines for each budget
- pre-budget check the budget journal
- submit the new budget journal for processing

Menu Path

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

Steps – Copying a Budget Journal

Follow these steps to copy a budget journal:

1. Choose this menu option:

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

2. Click the **Find an Existing Value** tab.

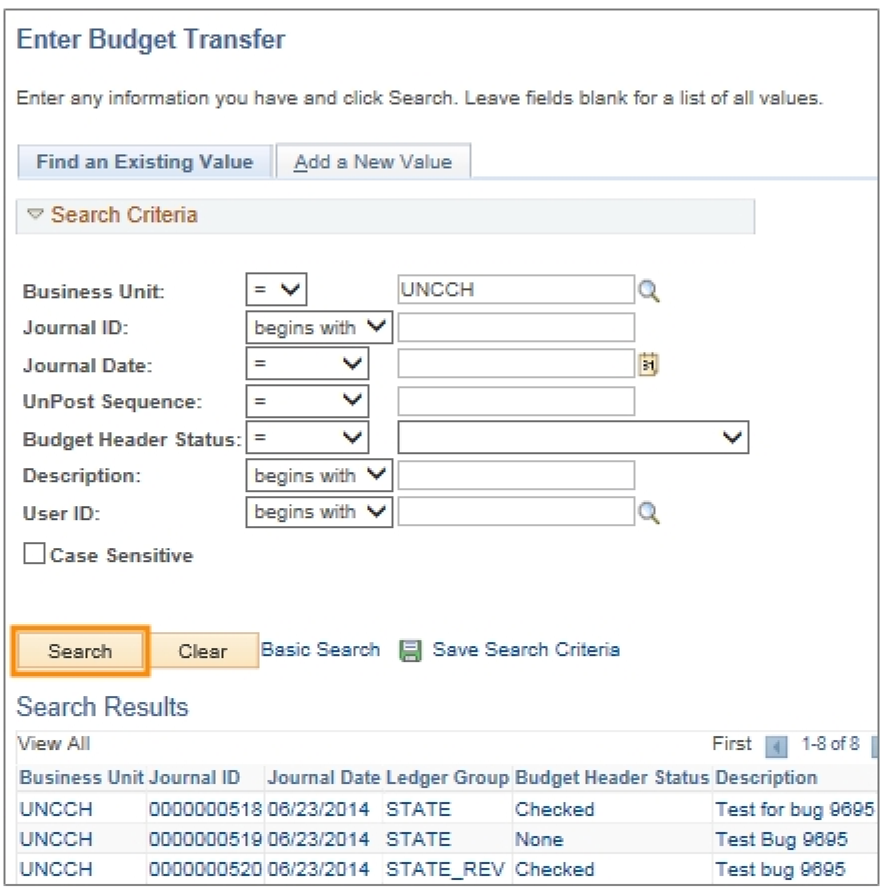
Find an Existing Value Tab

3. Complete the fields:

In this field:	Do the following:
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID.
Journal Date	Enter a date to narrow down your results.
UnPost Sequence	Leave this field blank.
Budget Header Status	Choose a status to refine your results.
Description	If you know it, enter the budget journal description.
User ID	If you know it, enter a user ID.

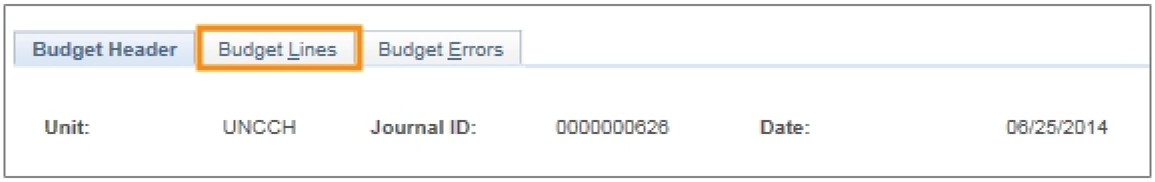
2. Click the **Search** button.

3. Click the budget journal link you want to copy.



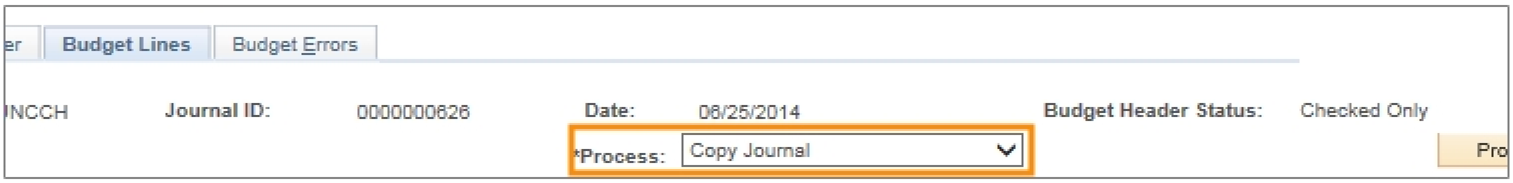
Result: The Budget Journal Header tab is displayed.

4. Click the **Budget Lines** tab.



Budget Lines Tab

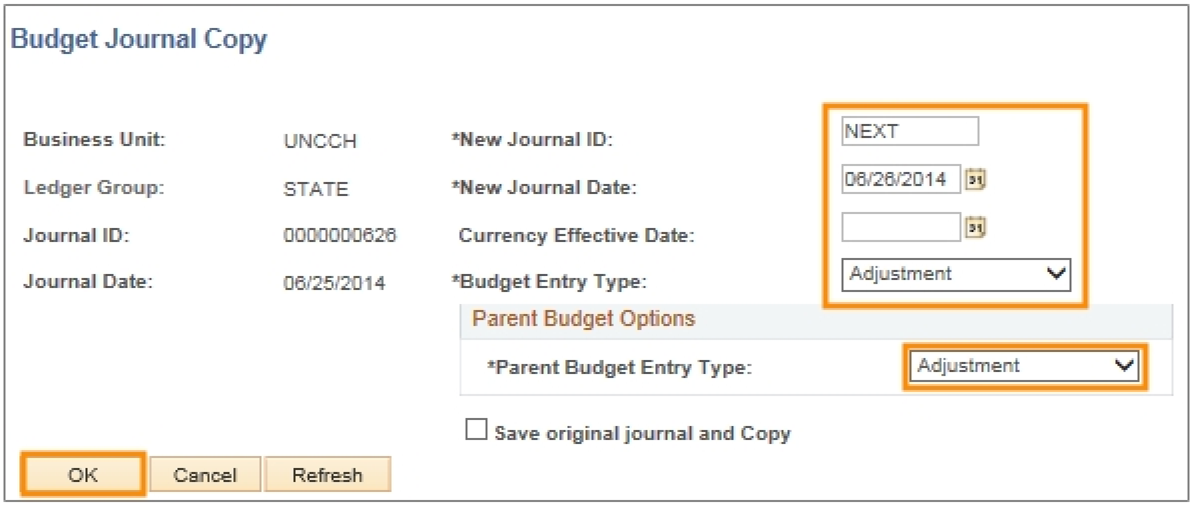
1. Choose **Copy Journal** from the Process list box.
2. Click the **Process** button.



3. Complete the fields:

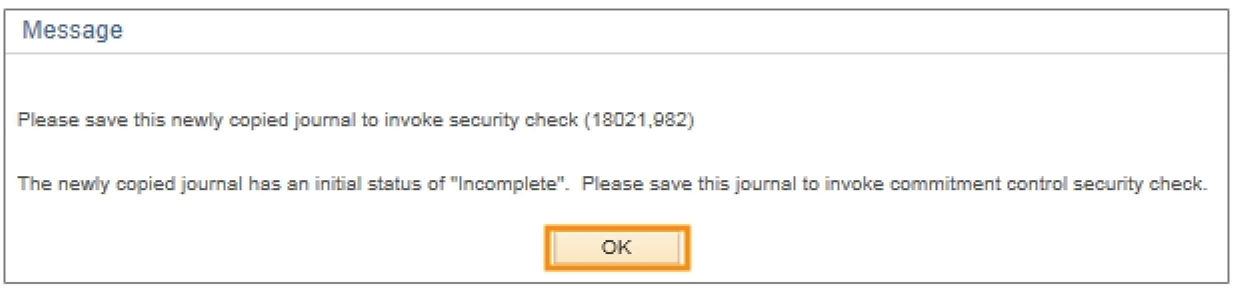
In this field:	Do the following:
New Journal ID	Leave the default value of Next.
New Journal Date	Leave the default value of today's date.
Currency Effective Date	Leave this field blank.
Budget Entry Type	Choose the budget entry type: • original • adjustment
Parent Budget Entry Type	If the budget you are creating has a parent budget, choose the parent budget entry type: • original • adjustment

4. Click **OK**.

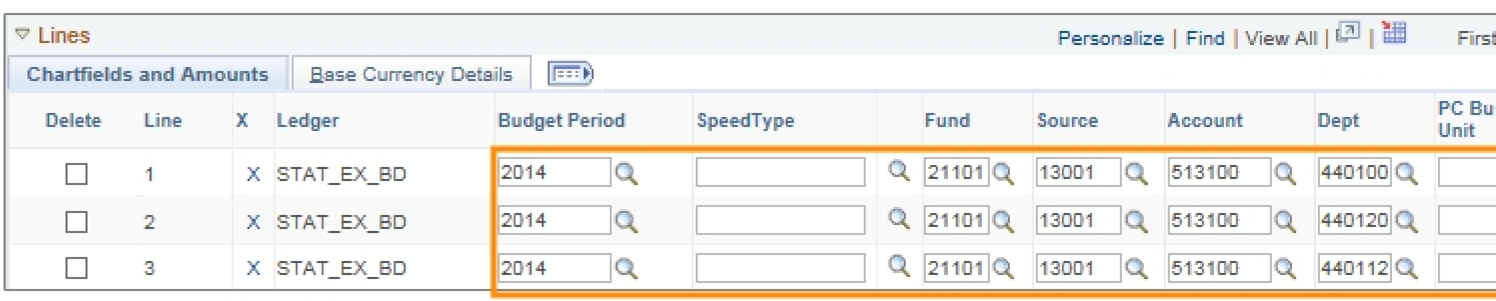


Result : The system displays a warning message, indicating that the copied budget journal status is Incomplete.

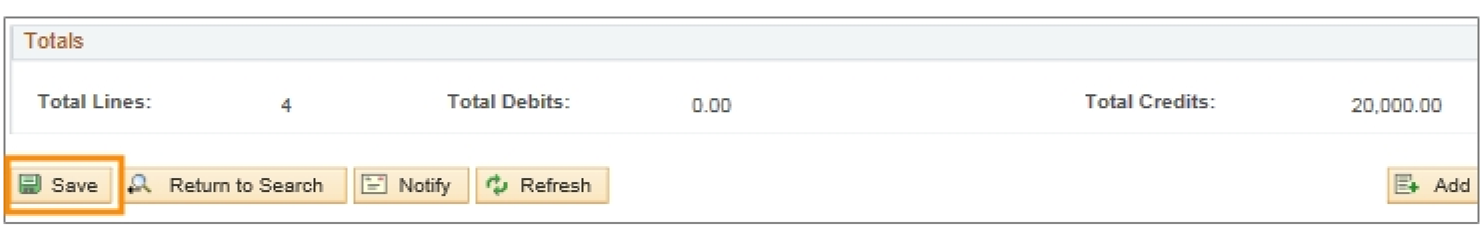
5. Click **OK**.



6. Modify the appropriate budget lines and amounts.



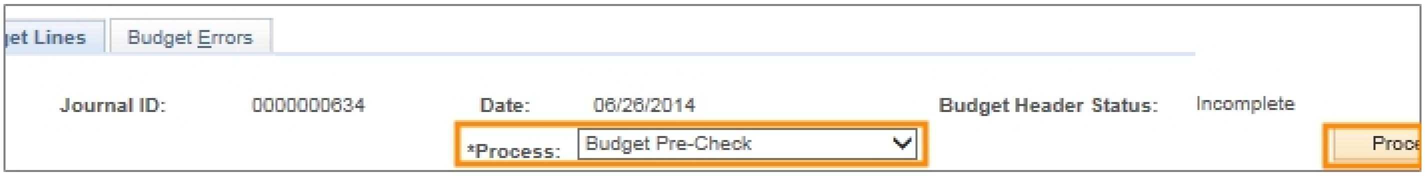
7. Click the **Save** button.



Budget Pre-Check

Follow these steps to budget pre-check a budget journal:

1. Click the **Budget Lines** tab.
2. Choose **Budget Pre-check** from the Process list box.
3. Click the **Process** button.



Result: The system will indicate if there are any budget pre-check errors.

Post a Budget Journal

Depending on your access, there are one or two ways to post budget journals.

- submit a budget journal to go through approval workflow and posting
- post a budget journal directly in the system, if this option is available

1. Choose one of the following options:

   - To submit a budget journal to go through approval workflow and posting, use this method:

   a. From the Budget Lines tab, choose **Submit for Approval** from the Process list box.

   b. Click the **Process** button.

   Result: The budget journal goes through approval workflow and is posted by the budget processor or final approver.

   - To post a budget journal directly in the system, use this process:

   a. From the Budget Lines tab, choose **Post Journal** from the Process list box.

   b. Click the **Process** button.

c. Click the **Yes** button to confirm that you want to post the budget journal.

Result: The new, copied budget journal is posted immediately in the system, assuming no budget errors occurred.

Deleting a Budget Journal or Budget Transfer that has not Posted

Overview

In the system, you can delete budget journals and budget transfers that have not posted.

To delete a budget journal or budget transfer that has not posted, you need to:

- search for an existing budget journal or budget transfer
- process the budget journal or budget transfer deletion

Steps - Deleting an Unposted Budget Journal or Budget Transfer

Follow these steps to delete an unposted budget journal or budget transfer:

1. Choose one of the following menu options:

   - Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals

   or

   - Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Transfers

   Result: The system opens your budget journal or budget transfer search page.

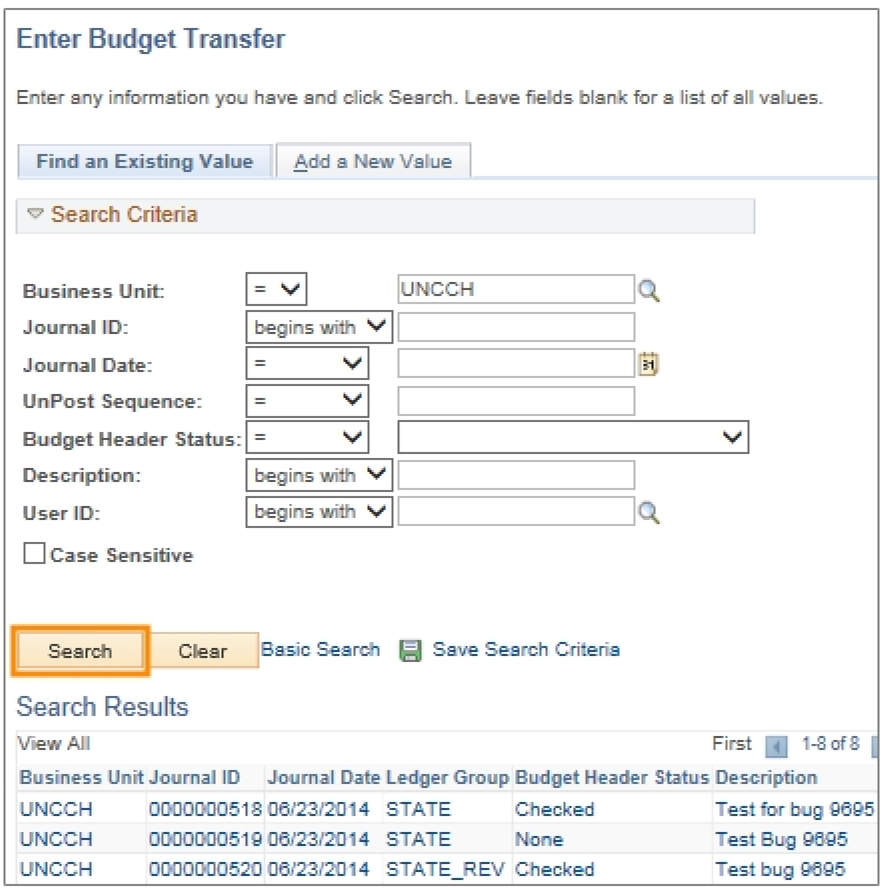
Enter Budget Journal - Find an Existing Value Tab or Enter Budget Transfer - Find an Existing Value Tab

2. Click on the **Find an Existing Value** tab.

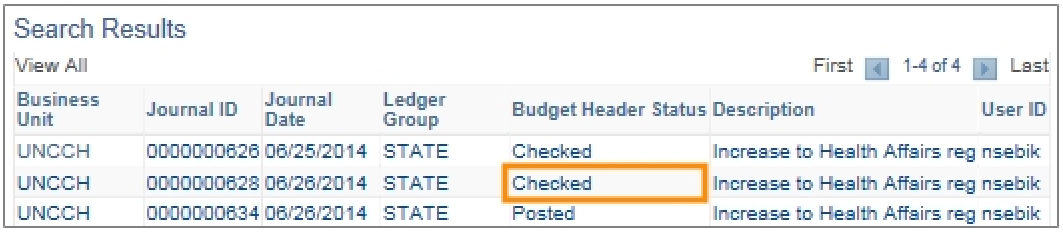
3. Complete the Business Unit and as many fields as necessary to refine your search results.

   A common search combination is to enter the business unit and the journal ID, which will take you directly to the desired budget journal or budget transfer.

In this field:	Do the following:
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID that the system created when the journal was entered.
Journal Date	If you know it, enter the date that the journal was entered into the system.
UnPost Sequence	Leave this field blank.
Budget Header Status	If you know it, choose the budget header status that was assigned by the system after running the Budget Processor.
Description	If you know it, enter the description that the budget journal or budget transfer creator gave to this transaction.
User ID	If you know it, enter the user ID for the person who created the journal.

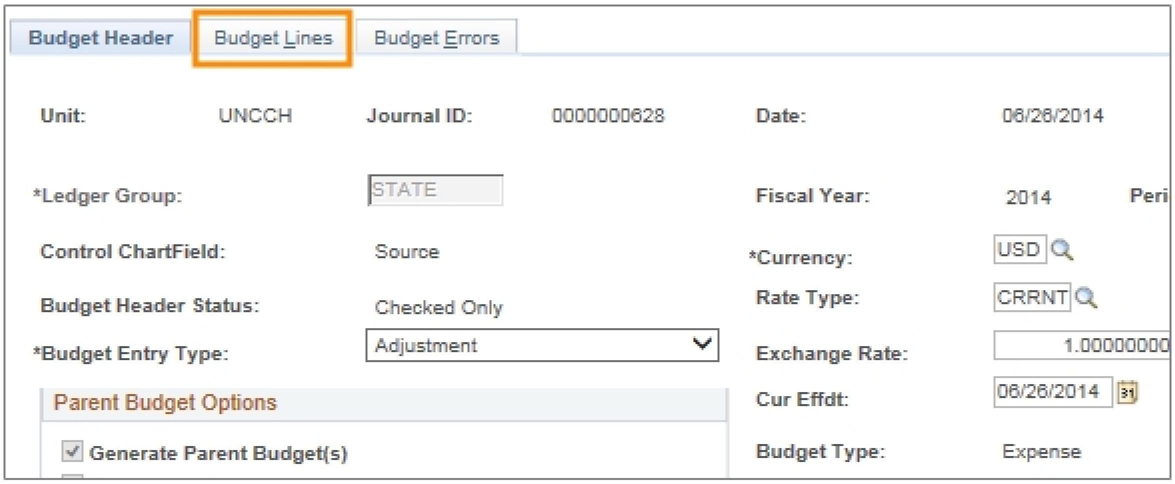


2. Click the link for the journal you want to delete. Journals with the Posted status cannot be deleted.



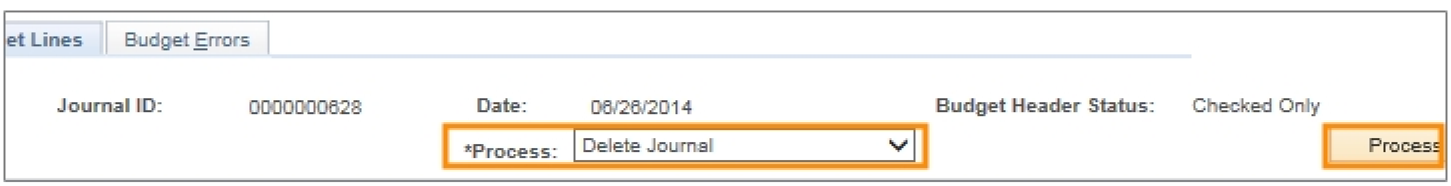
Result: The system displays the Budget Header tab for the selected budget journal or budget transfer.

3. Click the **Budget Lines** tab.

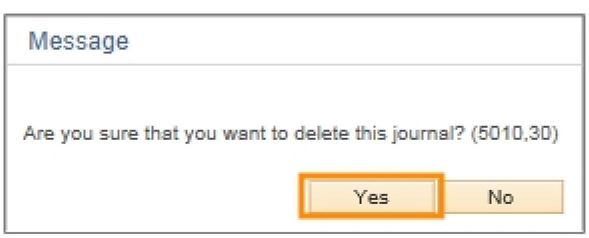


4. On the Budget Lines tab, choose **Delete Journal** from the Process list box.

5. Click the **Process** button.



6. Click the **Yes** button to confirm the deletion.



Result: The system deletes the journal and returns you the Find an Existing Value tab.

Budget Inquiries

VERSION: 8/7/2014

Table of Contents

Understanding Budget Inquiries

Overview

Use budget inquiries to view budget information in the system, such as:

- confirming the available balance
- verifying if funds were moved
- investigating a budget check exception

These inquiries contain links, which display budget summaries and offer the ability to drill down to transaction details or view the source transaction, such as a voucher, purchase order, journal entry, or requisition.

Inquiry results can be downloaded to Excel for further analysis, and are associated with your system ID.

The budget inquiries include:

Name	Description
Budget Overview Inquiry	This inquiry displays ledger totals across all selected budgets, as well as detailed ledger amounts for each budget, summarized by a selected budget period or by a range of chartfields. The inquiry's results allow you to view: • budget checking activity lines • actual source transactions • budget exceptions • associated budgets • parent-child relationships
Budget Details Inquiry	This inquiry displays budget details for a single chartfield string. The inquiry's results allow you to view: • budget checking activity lines • actual source transactions • budget exceptions • associated budgets • parent-child relationships
Ledger Inquiry Set	This inquiry's results let you compare multiple ledger groups, for example, State expense and State revenue ledgers.
Activity Log	This inquiry's results display budget transaction details, and associated transactions in the system, such as vouchers, requisitions, journal entries, and so on.

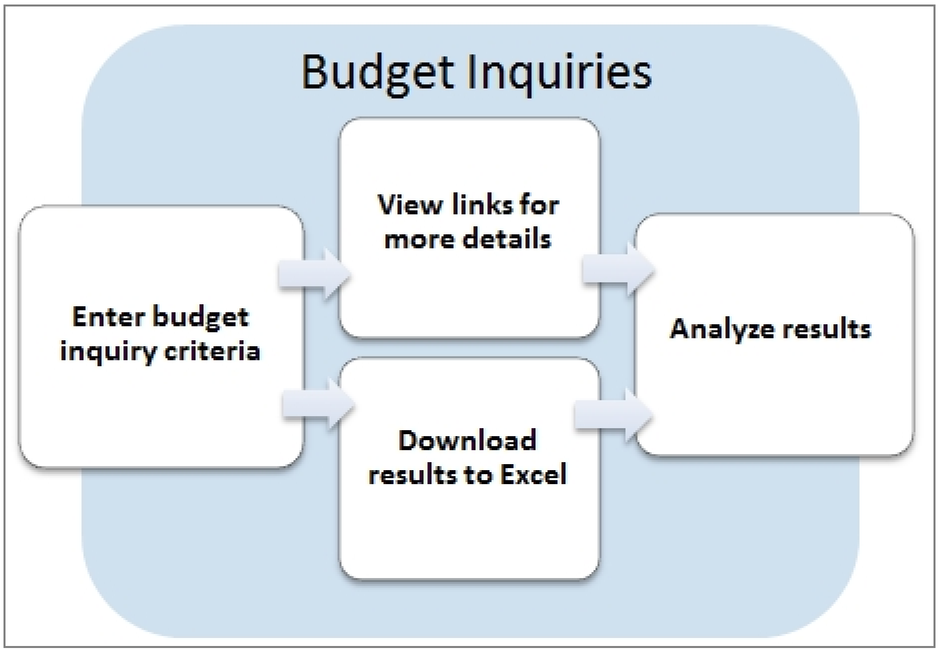
Menu Path

Main Menu > Finance Menu > Commitment Control > Review Budget Activities > select the inquiry

To run any of these inquiries:

- either create and name a new inquiry, or choose an existing inquiry
- enter the inquiry criteria, or confirm an existing inquiry
- run the inquiry

How Budget Inquiries Work



Additional Resources

- For more information on viewing budget for a chartfield string, see *Running a Budget Details Inquiry, page 19*.
- For more information on working with budget overview inquiry results, see *Running a Budgets Overview Inquiry, page 4*.
- For more information to compare related ledgers, see the *Using a Ledger Inquiry Set, page 11*.
- For information on how to navigate the activity log inquiry, see *Running the Commitment Control Activity Log Inquiry, page 32*.

Running a Budgets Overview Inquiry

Overview

This inquiry displays a summary for either all budgets within a ledger group or selected budgets, using chartfield ranges or specific values, within a ledger group. This information is useful for planning budgets, monitoring your expenditures, and resolving any budget check exceptions.

For expense budgets, this inquiry displays per budget period:

- how much was originally allocated
- how much has already been expensed
- how much is currently encumbered
- how much is currently pre-encumbered, or intended to be spent

For revenue budgets, this inquiry displays per budget period:

- the original revenue estimate
- revenue that has been recognized
- available budget
- collected revenue
- uncollected revenue

For OSR, budget period is the project period. For all other fund types, the budget period can be one or many fiscal years.

After running a budget overview inquiry, you can export your inquiry results to Excel, if you want to do further analysis outside the system

Related Reference

- For a broader understanding of budget inquiries, see *Understanding Budget Inquiries, page* 2.
- For information on how to navigate the activity log inquiry, see *Running the Commitment Control Activity Log Inquiry, page* 32.

Menu Path

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

Steps – Running a Budgets Overview Inquiry

Follow these steps to run a budgets overview inquiry:

1. Choose this menu option:

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

2. Choose one of the following options:

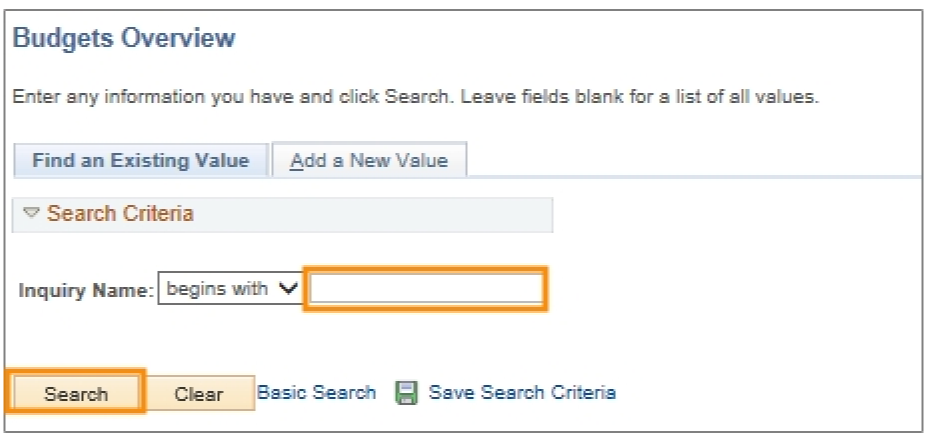
   - To run an existing budget overview inquiry:

     a. Click on the **Find an Existing Value**tab.

     b. Complete the field:

In this field:	Do the following:
Inquiry Name	Enter the full inquiry name, or part of an inquiry name, that you previously created. You can also leave the field blank, for a list of all the budget overview inquiries you have created.

     c. Click on the**Search** button.



Result: The system displays all inquiries that begin with that inquiry name.

     d. Click on the link for the inquiry you want to use.

Result: The system displays the Budget Inquiry Criteria page.

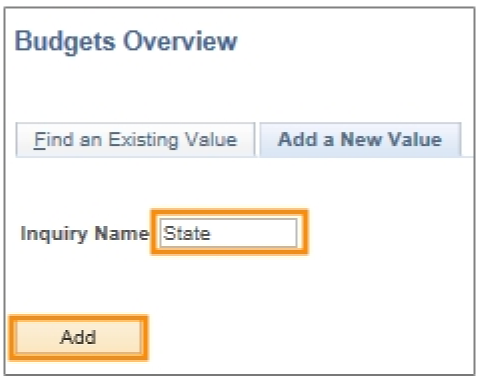
- To create a new budget overview inquiry:

a. Click on the **Add a New Value**tab.

b. Complete the field:

In this field:	Do the following:
Inquiry Name	Create and enter an inquiry name. Once inquiries are established, you can run them again in the future, so choose a name that is memorable and descriptive.

c. Click on the**Add** button.



Result: The system displays the Budget Inquiry Criteria page.

Entering Budget Inquiry Criteria

1. Choose one of the following options:

- To use all of the criteria for an existing budget overview inquiry, skip this step.

- To change some or all of the criteria for an existing budget overview inquiry:

a. Complete the fields:

In this field:	Do the following:
Description	If you need to change the description, remember to enter a description that is meaningful to you and will help you remember what results this inquiry will give you.
Ledger Group/Set	Choose Ledger Group or Ledger Inquiry Set.

In this field:	Do the following:
Ledger Group	To change the ledger group, click on the magnifying glass. Otherwise, leave the value in this field.
Chartfield Criteria	If you need to, modify the chartfield values to refine your results.

b. Click on the **Search** button.

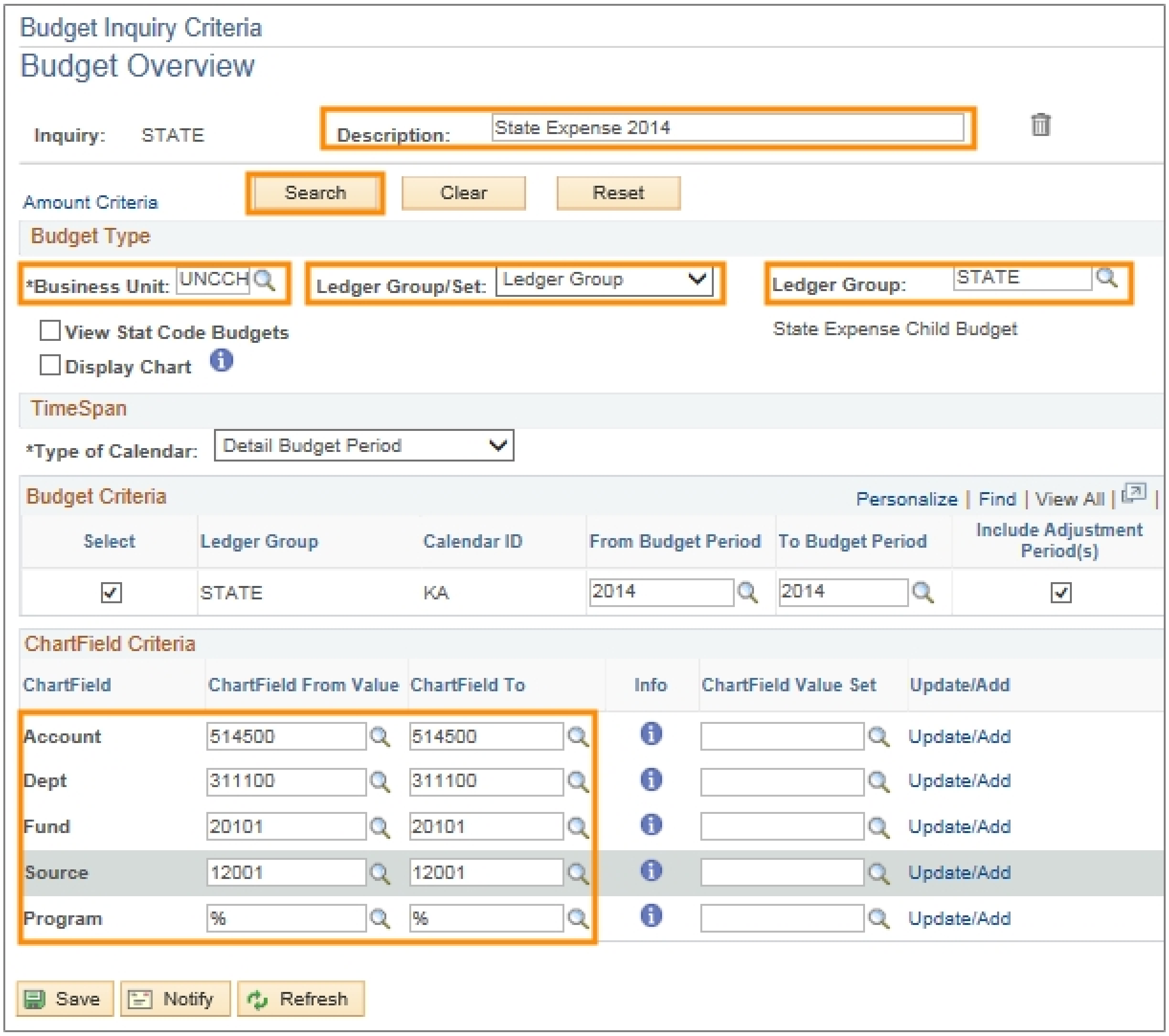
- For a new budget overview inquiry:

a. Complete the fields:

In this field:	Do the following:
Description	Enter a description that is meaningful to you and will help you remember what results this inquiry will give you.
Business Unit	Enter**uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Ledger Group/Set	Choose Ledger Group or Ledger Inquiry Set.
Ledger Group	Choose the ledger group. The ledger group indicates if the budget journal is either expense or revenue, and reflects the fund type such as State, Trust, and so on.
Chartfield Criteria	If you want, edit or enter a chartfield string to refine your results. The % symbol acts as a wildcard, and will return all values in the field.

b. Click on the**Save**button to use this inquiry in the future. Otherwise, skip this step.

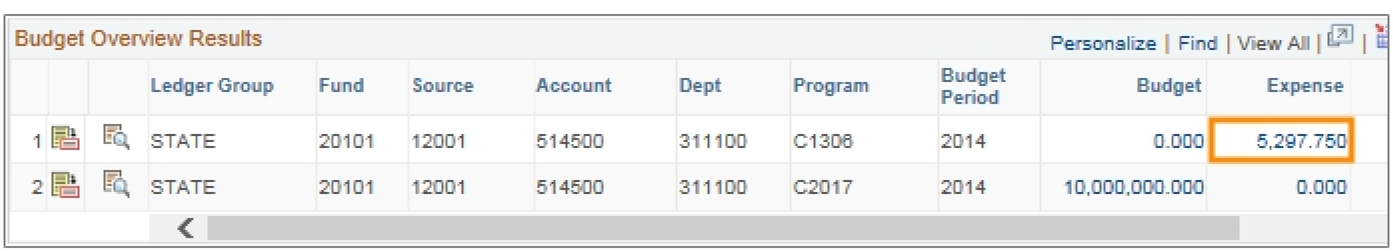
c. Click on the**Search** button.



Result: The system displays the inquiry results.

Reviewing Budget Transaction Details

1. To view budget transaction details, click on the corresponding link for budget, expenses, encumbrances, or pre-encumbrances.

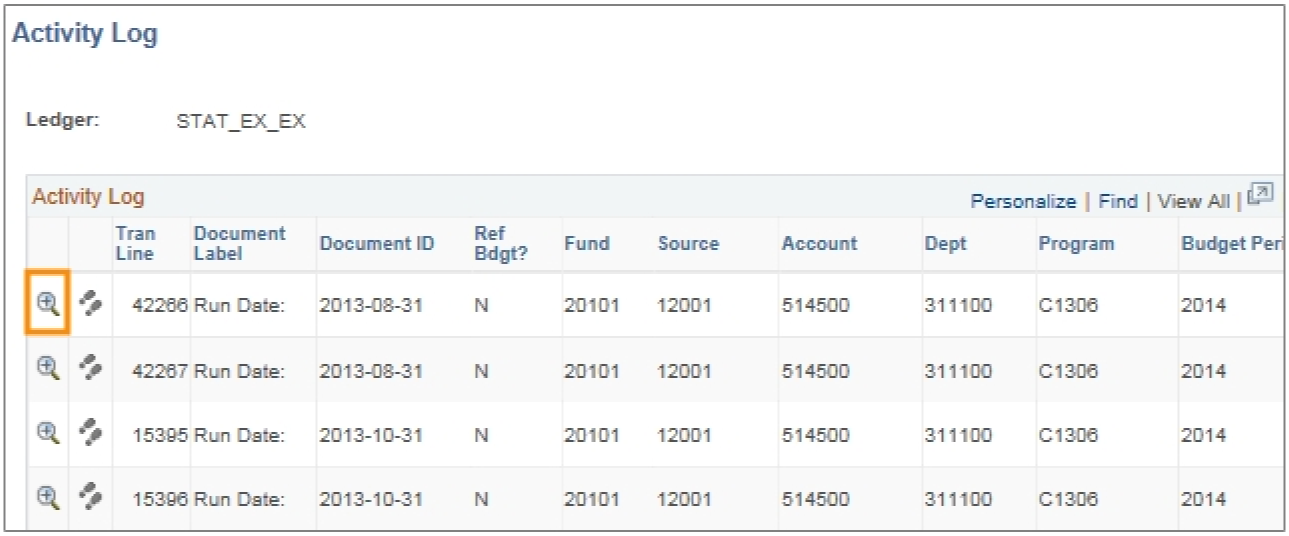


Result: The system displays the Activity Log page, which lists the budget transaction details.

2. Choose one of the following options from the Activity Log page:

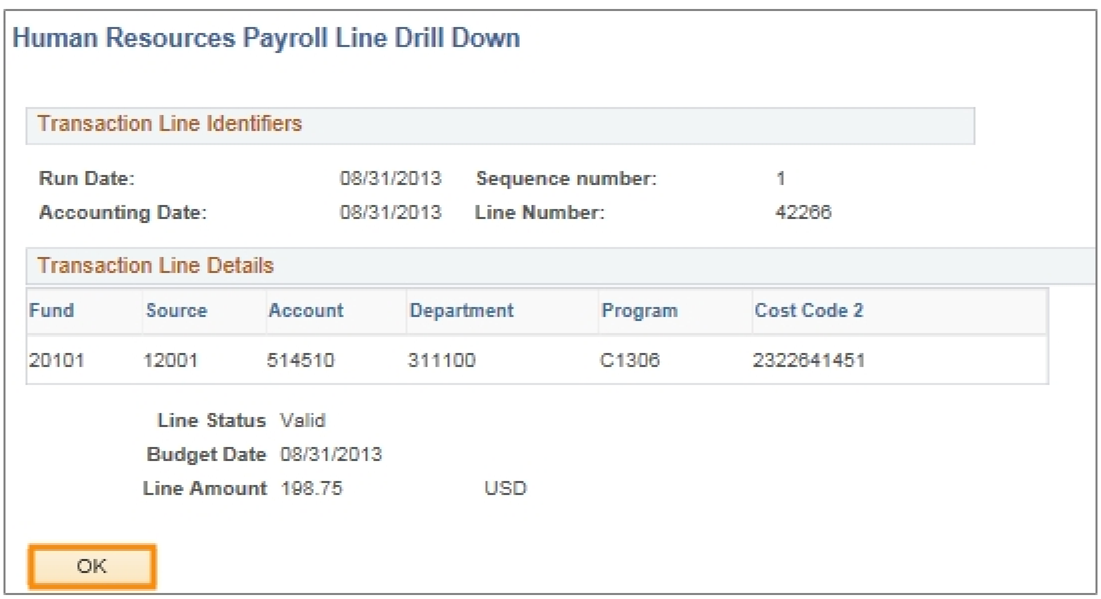
- To view transaction line details:

a. Click on the**Magnifying Glass** icon.



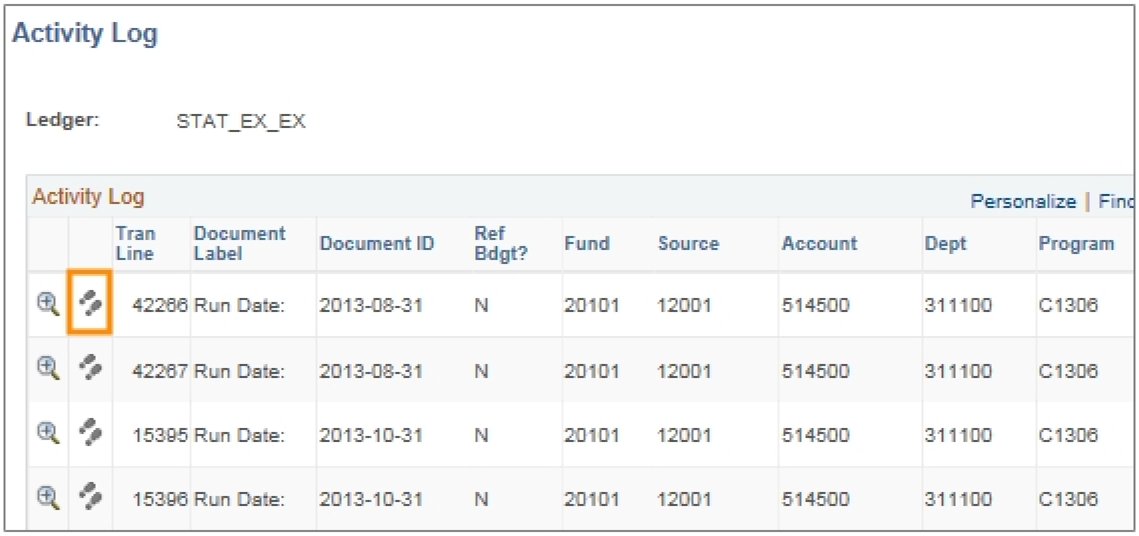
Result: The system displays the transaction line identifiers and transaction line details. This information is useful to confirm the date, line amount, and transaction ID for a transaction.

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



- To view the Commitment Control Activity Log inquiry:

a. Click on the**Drill to Activity Log Inquiry** icon.



Activity Log

Ledger: STAT_EX_EX

Activity Log — Personalize | Find

		Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Source	Account	Dept	Program
		42266	Run Date:	2013-08-31	N	20101	12001	514500	311100	C1306
		42267	Run Date:	2013-08-31	N	20101	12001	514500	311100	C1306
		15395	Run Date:	2013-10-31	N	20101	12001	514500	311100	C1306
		15396	Run Date:	2013-10-31	N	20101	12001	514500	311100	C1306

Result: The system displays the Commitment Control Activity Log inquiry, which has options to view the transaction line details or the transaction budget details. For more information on how to navigate within this inquiry page, see *Running the Commitment Control Activity Log Inquiry, page 32*.

b. Click on the**Home**link to return home.

Using a Ledger Inquiry Set

Overview

Use the ledger inquiry sets to compare related budgets in the same budget overview inquiry. You must create the ledger inquiry set, and then add a new budget overview inquiry that uses the ledger inquiry set. Common ledger inquiry sets are:

- Trust Revenue and Trust Expense
- State Revenue and State Expense

Ledgers that have a parent-child relationship cannot be compared in the same ledger inquiry set.

Related Reference

- For a broader understanding of budget inquiries, see *Understanding Budget Inquiries, page 2*.
- For more information on working with budget overview inquiry results, see *Running a Budgets Overview Inquiry, page 4*.

Menu Paths

Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Ledger Inquiry Set

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

Steps – Using a Ledger Inquiry Set

Follow these steps to use a ledger inquiry set:

1. Choose this menu option:

   Main Menu > Finance Menu > Commitment Control > Review Budget Activities > Ledger Inquiry Set

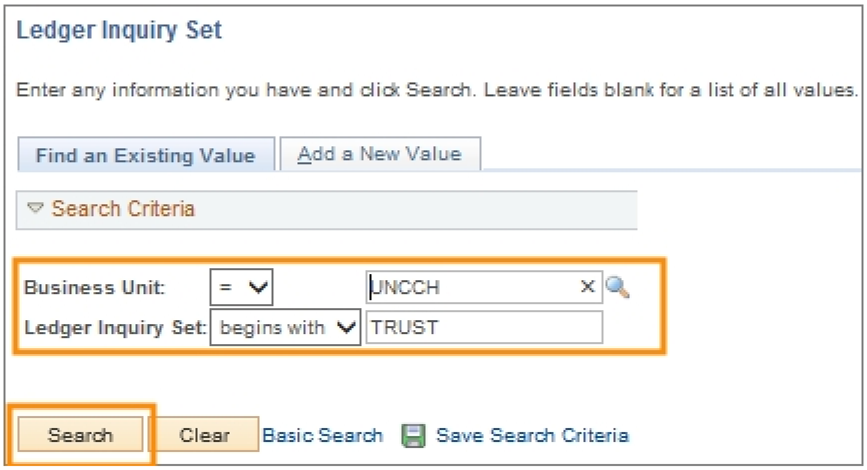
2. Choose one of the following options:

   - To use an existing ledger inquiry set:

   a. On the **Find an Existing Value** tab, complete the fields.

In this field:	Do the following:
Business Unit	Look up, or enter, **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Ledger Inquiry Set	If you know it, enter the name of a ledger inquiry set that you previously created.

b. Click on the **Search** button.



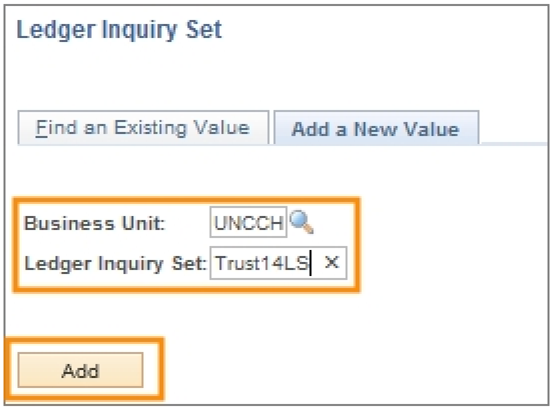
Result: The system goes directly to the Commitment Control Ledger Inquiry Set page, where you can customize the dates and run the process.

- If this is a new ledger inquiry set, use this process:

a. On the **Add a New Value** tab, complete the fields:

In this field:	Do the following:
Business Unit	Look up, or enter, **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Ledger Inquiry Set	Enter a ledger inquiry set name. Note: Run control IDs have a maximum of 30 characters, are case sensitive, and can use alphanumeric characters and underscores but not spaces or special characters. Your run control IDs are tied to your Onyen, so your run control IDs are uniquely your own. The name you pick as the run control ID should be memorable and descriptive, so you can remember it for the future and be confident that the output contains the information you want.

b. Click on the **Add** button.



Result: The system goes directly to the Commitment Control Ledger Inquiry Set page, where you can customize the ledger inquiry set options.

Enter or Modify Ledger Inquiry Set Page

1. Complete the field for the first ledger group in your comparison:

In this field:	Do the following:
Ledger Group	Choose the first ledger group. Note: All ledger groups are listed, but only Trust and Trust_Rev are applicable to the Ledger Inquiry Set.

2. Click on the **Fetch Ledgers** button.

3. Mark the candidate ledgers you want to add or remove.

4. Click on the **Add selected ledgers** or **Remove selected ledgers** button.

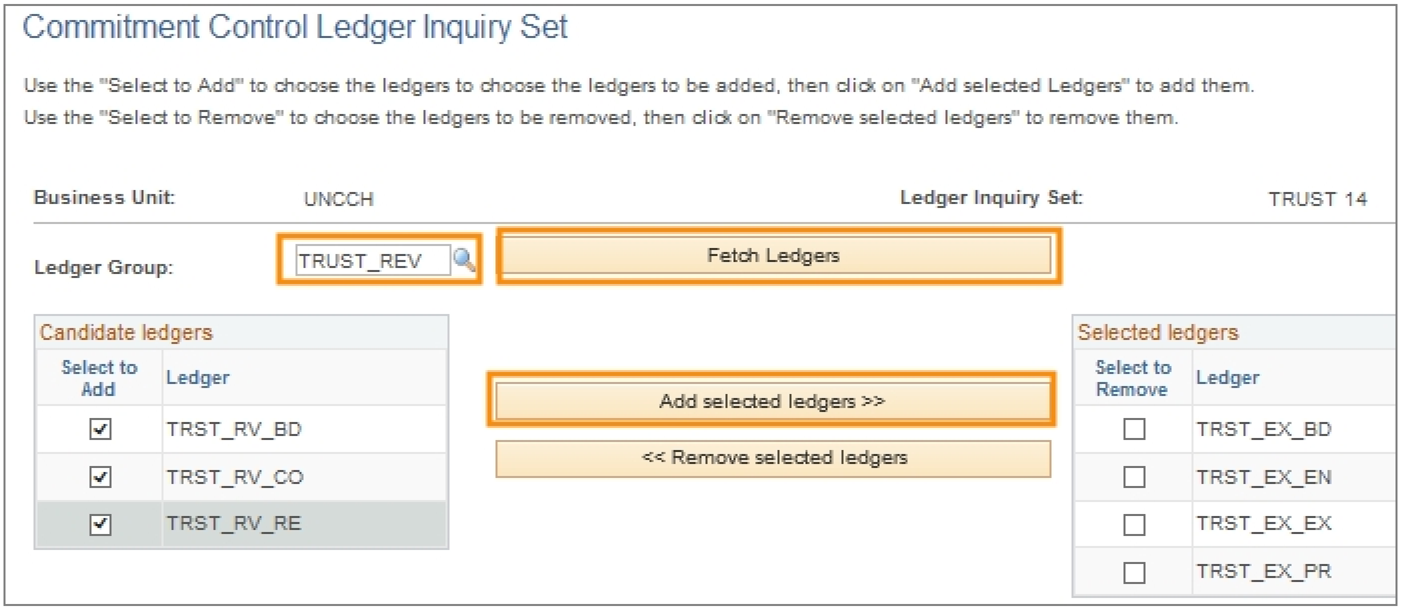
5. Complete the field for the second ledger group in your comparison:

In this field:	Do the following:
Ledger Group	Choose the second ledger group.

6. Click on the **Fetch Ledgers** button.

7. Mark the candidate ledgers you want to add or remove.

8. Click on the **Add selected ledgers** or **Remove selected ledgers** button.



Result: The system displays the ledger inquiry set criteria in the Selected ledgers section.

9. Click on the **Save** button.

Running a Budget Overview Inquiry using a Ledger Inquiry Set

1. Choose this menu option:

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

2. Choose one of the following options:

- For an existing budget overview inquiry, use this process:

  a. Click on the **Find an Existing Value** tab

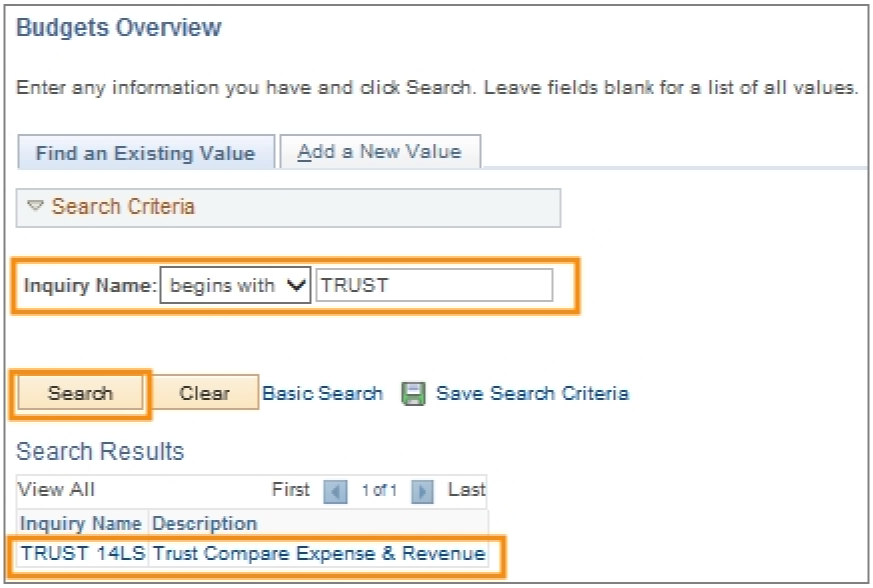
  b. Complete the field:

In this field:	Do the following:
Inquiry Name	Enter an inquiry name that you previously created.

  c. Click on the **Search** button.

Result: The system displays all inquiries that begin with that search criteria.

  d. Click on the link for the inquiry you want to run.



Result: The system displays the Budget Inquiry Criteria page.

- For a new budget overview inquiry, use this process:

a. Click on the **Add New Value** tab.

b. Complete the field:

In this field:	Do the following:
Inquiry Name	Create and enter an inquiry name. Once inquiries are established, you can run them again in the future, so choose a name that is memorable and descriptive.

c. Click on the **Add** button.

Result: The system displays the Budget Inquiry Criteria page.

Budget Inquiry Criteria Page

1. Choose one of the following options:

- For an existing budget overview inquiry, use this process:

a. Complete the fields:

In this field:	Do the following:
Ledger Group/Set	Choose Ledger Inquiry Set from the list box. Result: The system changes the field on the immediate right from Ledger Group to Ledger Inquiry Set.
Ledger Inquiry Set	Choose a ledger inquiry set.
Chartfield Criteria	If you want, modify the chartfield criteria to refine your results.

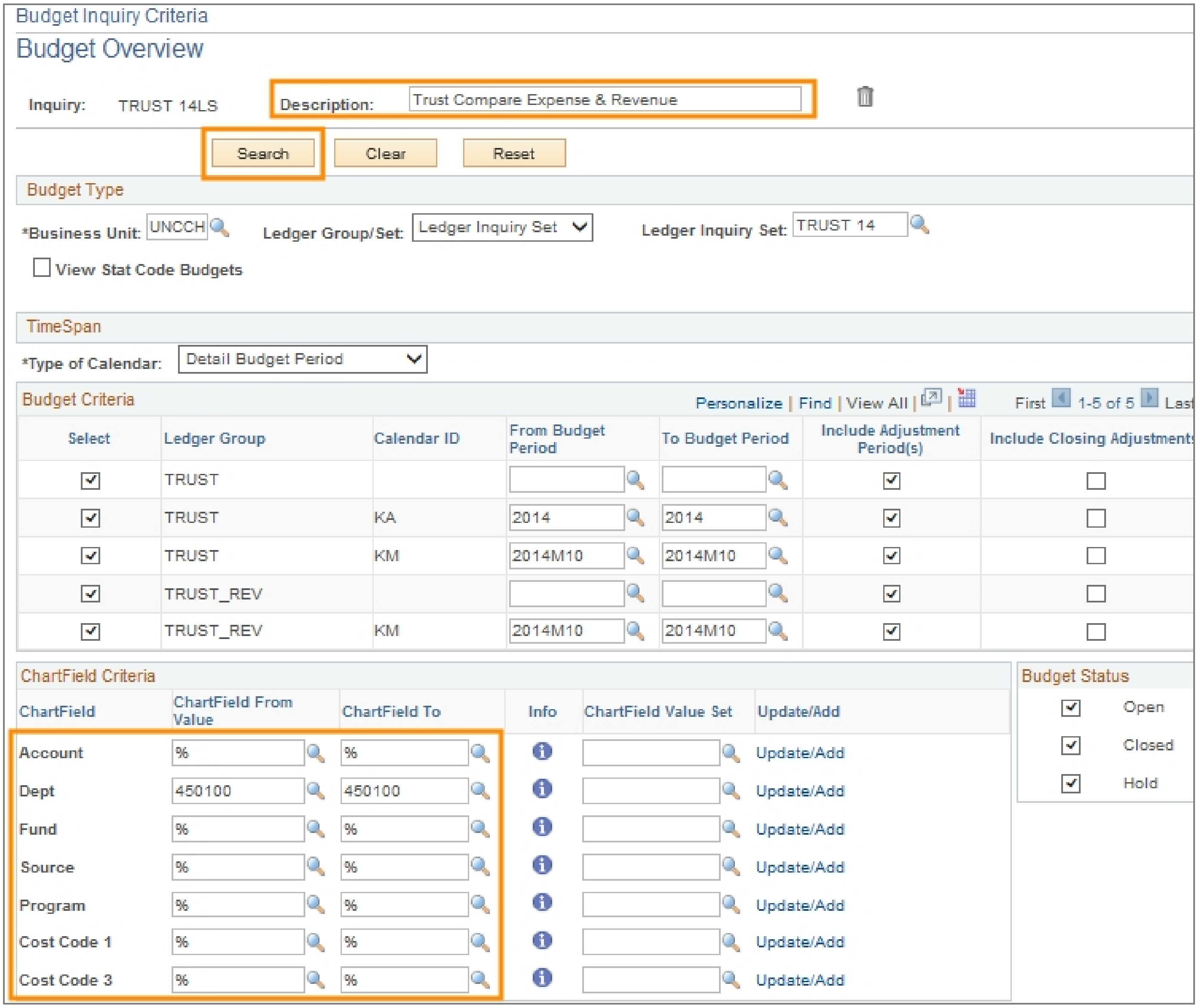
b. Click on the **Search** button.

- For a new budget overview inquiry, use this process:

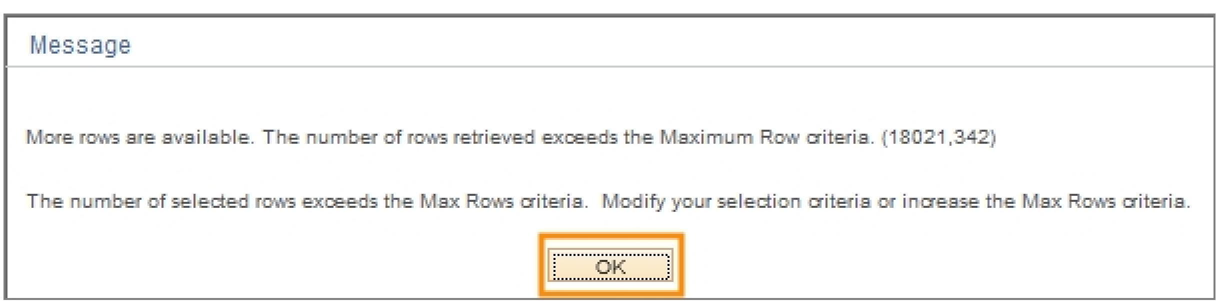
a. Complete the fields:

In this field:	Do the following:
Business Unit	Edit or enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Description	Enter a description that is meaningful to you.
Ledger Group/Set	Choose **Ledger Inquiry Set** from the list box.
Ledger Inquiry Set	Choose a ledger inquiry set.
Chartfield Criteria	If you want, edit or enter a chartfield string to refine your results.

b. Click on the **Search** button.



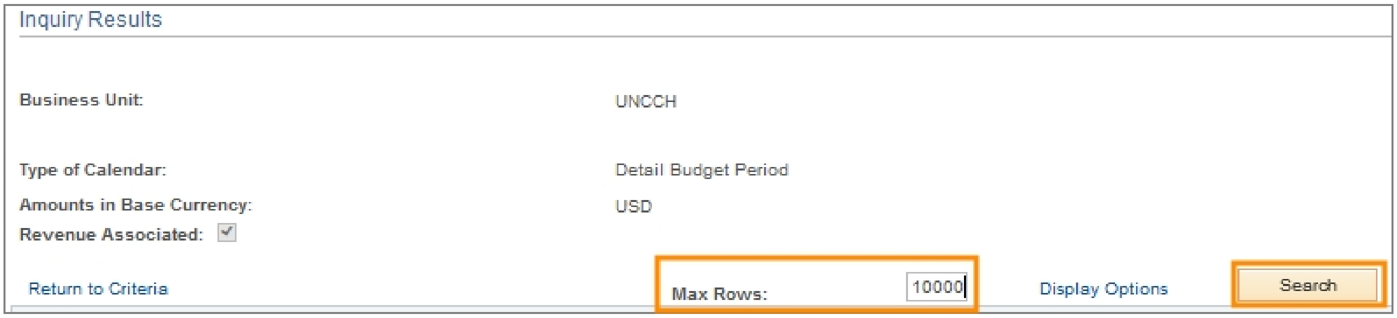
2. By default, the system displays a maximum of 100 rows of ledger totals. If your budget overview inquiry has more than 100 rows, the system will display the following message. Click **OK** to increase the number of rows.



Result: The system displays the Inquiry Results page.

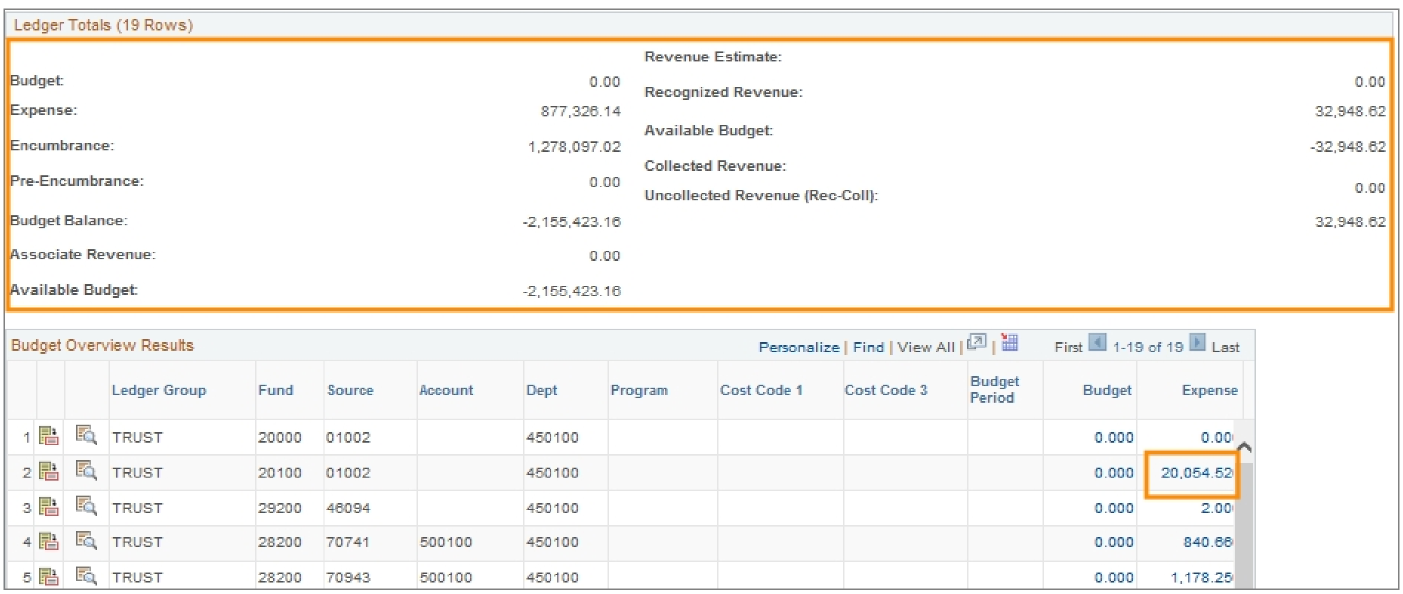
a. Enter **10000** in the Max Rows field.

b. Click on the **Search** button.



Result: The Ledger Totals section displays a summary of the expense and revenue budgets. The Budget Overview Results section has links to view the detailed transactions against the budgets.

3. Click on the **Budget**, **Expense**, **Encumbrance**, or **Pre-Encumbrance** links to view the relative transaction details.



Note: Use the scroll bar to view more of the links.

Running a Budget Details Inquiry

Overview

The Budget Details Inquiry is similar to the Budgets Overview Inquiry. With both inquiries, you can drill down on budget journal lines and source transactions. The Budget Details Inquiry differs in that it is for a single chartfield string, while the Budgets Overview Inquiry displays a summary for either all budgets within a ledger group or selected budgets, using chartfield ranges, within the ledger group. The budget details page includes information on and links to budget exceptions and budget attributes.

The Budget Details Inquiry is useful to:

- verify recent budget balances and actual activity
- view budget associations
- see a quick view of individual budget lines
- drill to transaction data associated with a budget line

Menu Path

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

Steps – Running a Budget Details Inquiry

Follow these steps to run a budget details inquiry:

1. Choose this menu option:

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

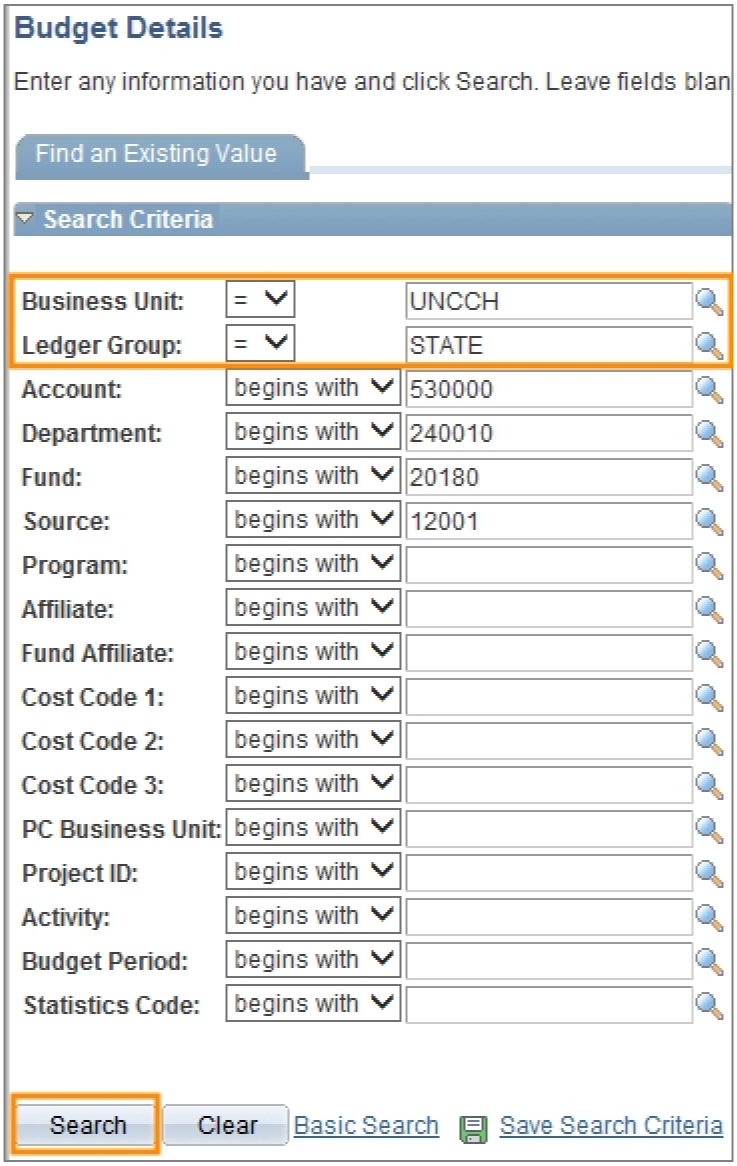
Find an Existing Value Tab

2. Complete the Business Unit and Ledger Group, and as many fields as necessary to refine your search results.

In this field:	Do the following:
Business Unit	Look up, or enter, **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Ledger Group	Look up, or enter, the ledger group. The ledger group indicates if the budget journal is either expense or revenue, and reflects the fund type such as State, Trust, and so on.

In this field:	Do the following:
Account	If you know it, look up, or enter, the account you want to inquire on.
Department	If you know it, look up, or enter, the department.
Fund	If you know it, look up, or enter, the fund, which identifies the funding group and how the funds are spent.
Source	If you know it, look up, or enter, the source, which indicates whose funds you are spending.
Program	If your budget uses it, and if you know it, look up, or enter, the program code, which accommodates your department or school's reporting needs.
Cost Code 1 Cost Code 2 Cost Code 3	If your budget uses it, and if you know it, look up, or enter, the cost code, which accommodates your department or school's reporting needs.
PC Business Unit	If your budget uses it, and if you know it, look up, or enter, the project costing business unit. Note: PC Business Unit applies to contracts, grants, and capital improvement projects.
Project ID	If your budget uses it, and if you know it, look up, or enter, the project ID, assigned by the system when a project is created. Note: Project ID applies to contracts, grants, and capital improvement projects.
Activity	If the Project ID is used: • For OSR contracts and grants, the value is 1. • For Capital Improvement projects, the Activity ID is assigned by Accounting Services.
Budget Period	If you know it, look up, or enter, the budget period for the time period you want to review.
Statistics Code	Leave this field blank.

3. Click on the **Search** button.



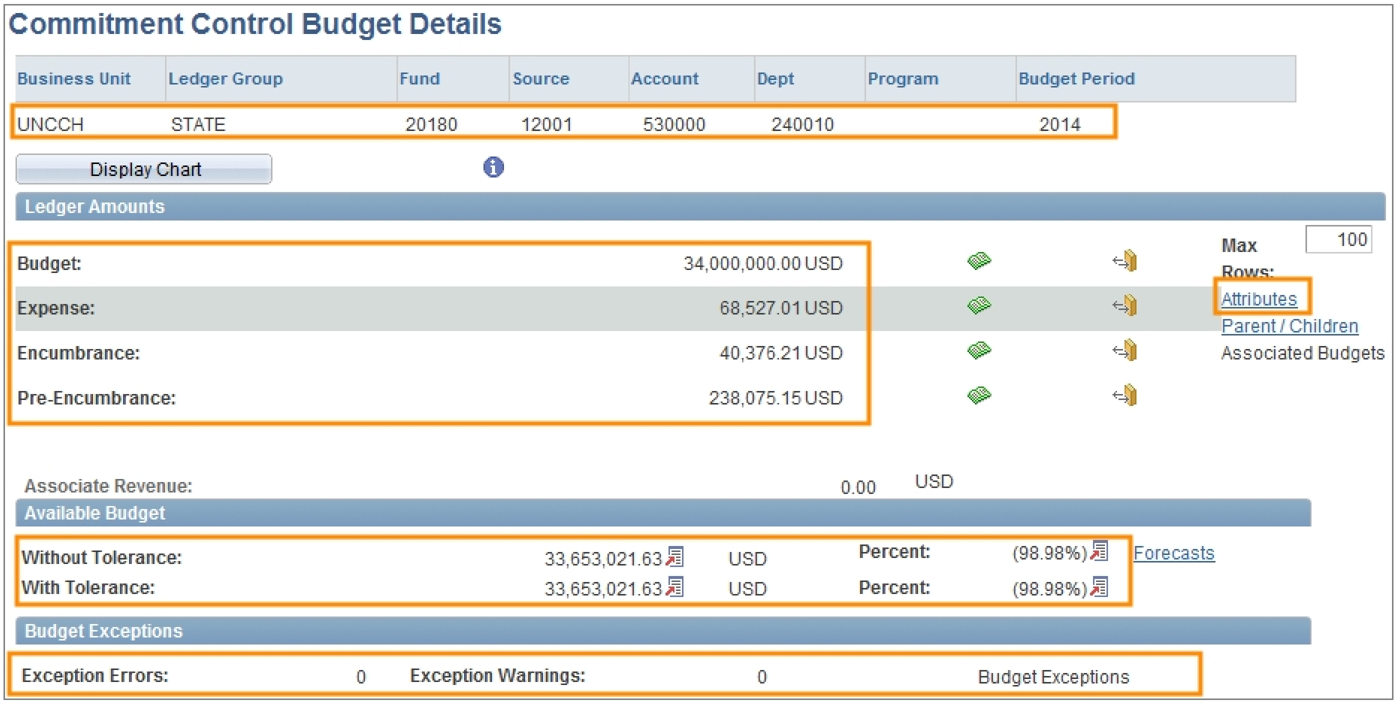
Result: The system displays the list of results that meet your search criteria.

4. Click on the link you want.

Commitment Control Budget Details Page

On the Commitment Control Budget Details page, the system displays:

- inquiry criteria
- ledger amounts for budget, expense, encumbrance, pre-encumbrance, and associated revenue
- available budget with and without tolerance
- any links to budget attributes or budget exceptions



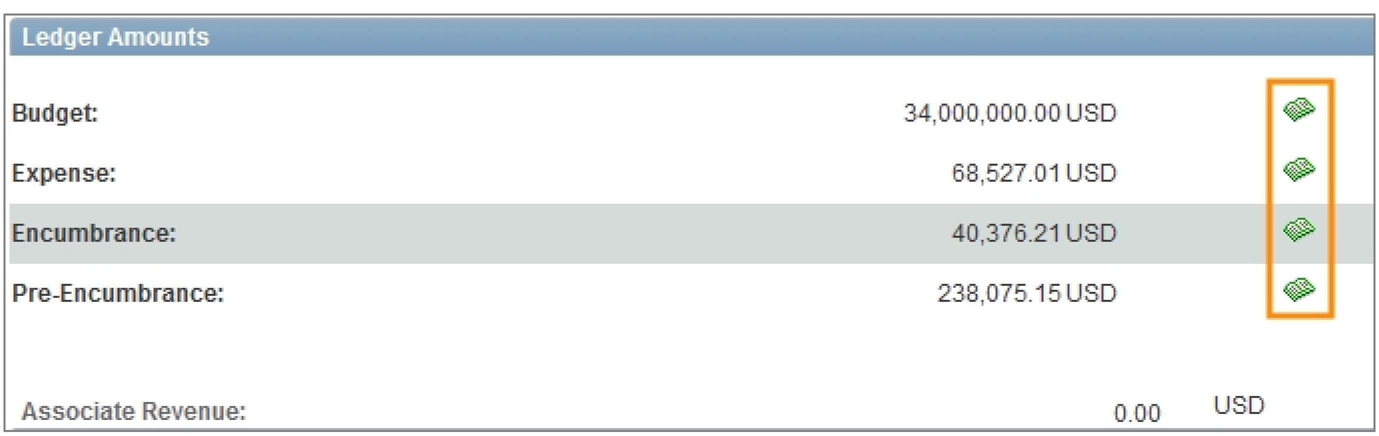
From this page, you have a collection of options to view the inquiry results, including:

- drilling to the ledger details
- drilling to the activity log
- displaying budget attributes
- viewing the parent budget, if applicable
- reviewing associated budgets, if applicable

Drilling to the Ledger Details

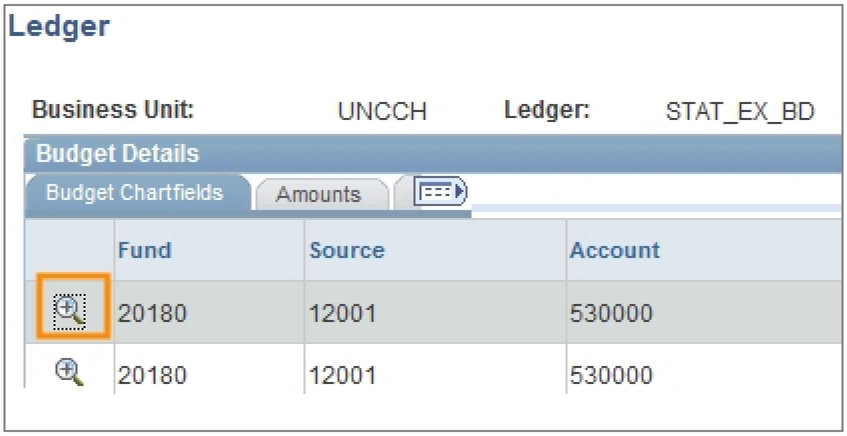
Follow these steps to drill to the ledger details:

1. Click on the **Drill to Ledger** icon in the Ledger Amounts section on the Commitment Control Budget Details page.



Result: The system displays the Ledger page.

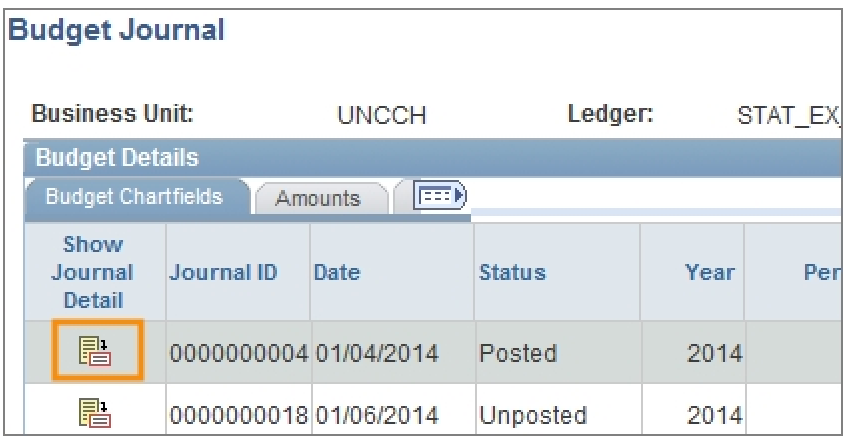
2. Click on the **Drill Down** icon to view all the transaction line items.



Result: The system displays all the transaction line items.

3. The page displayed depends on the ledger group selected in Step 1.

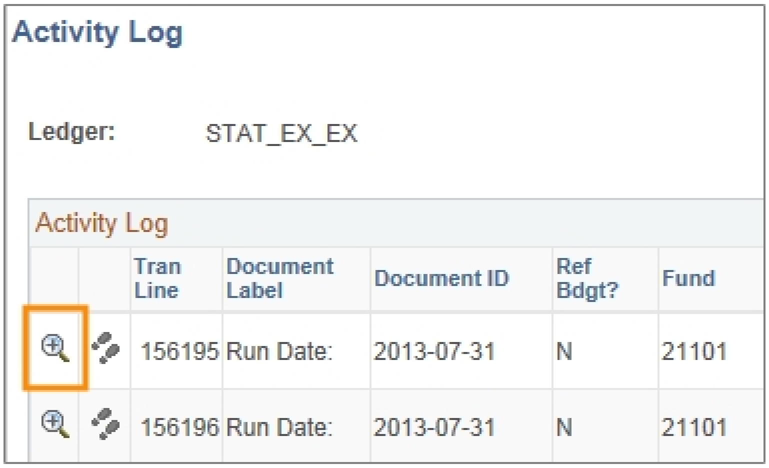
a. If you clicked on the Drill to Ledger icon for Budget, the Budget Journal page is displayed. Click on the **Show Journal Detail** icon to view the transaction.



Result: The system opens another ConnectCarolina window, displaying the Find an Existing Value tab on either the Enter Budget Journals page or Enter Budget Transfer page. From here you can select a budget transaction to review or modify.

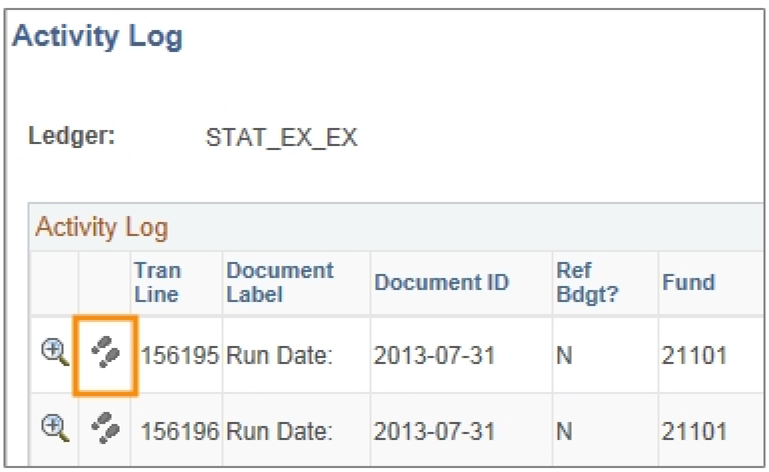
b. If you clicked on the Drill to Ledger icon for Expense, Encumbrance, or Pre-Encumbrance, the Activity Log page is displayed. Choose one of the following:

i. To view the transaction, click on the **Drill Down** icon.



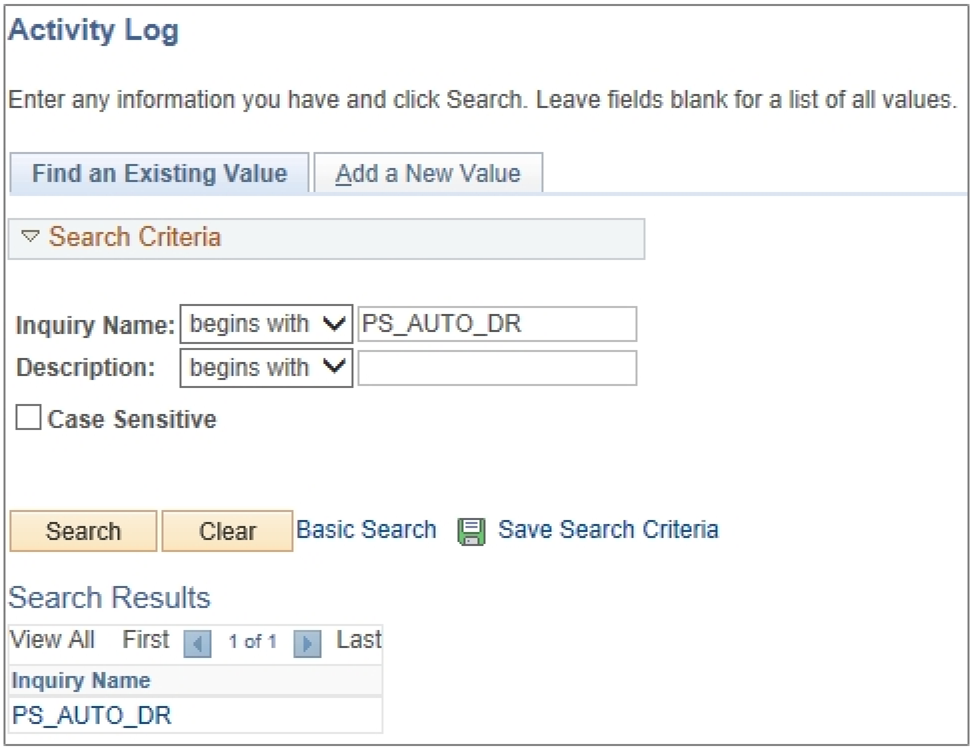
Result: The system displays the Line Drill Down page. From this page, you can view the transaction line details. Click **OK** to return to the Activity Log.

ii. Click on the **Drill to Activity Log Inquiry** icon to search for more transactions by transaction type, view transaction budget chartfields, view transaction amounts, and so on.



Result: The system opens another window in ConnectCarolina, displaying the Commitment Control Activity Log inquiry, which has options to view the transaction line details or the transaction budget details. For more information on how to navigate within this inquiry page, see *Running the Commitment Control Activity Log Inquiry, page 32*. Click on the **Return to Search** button to proceed to the Activity Log page.

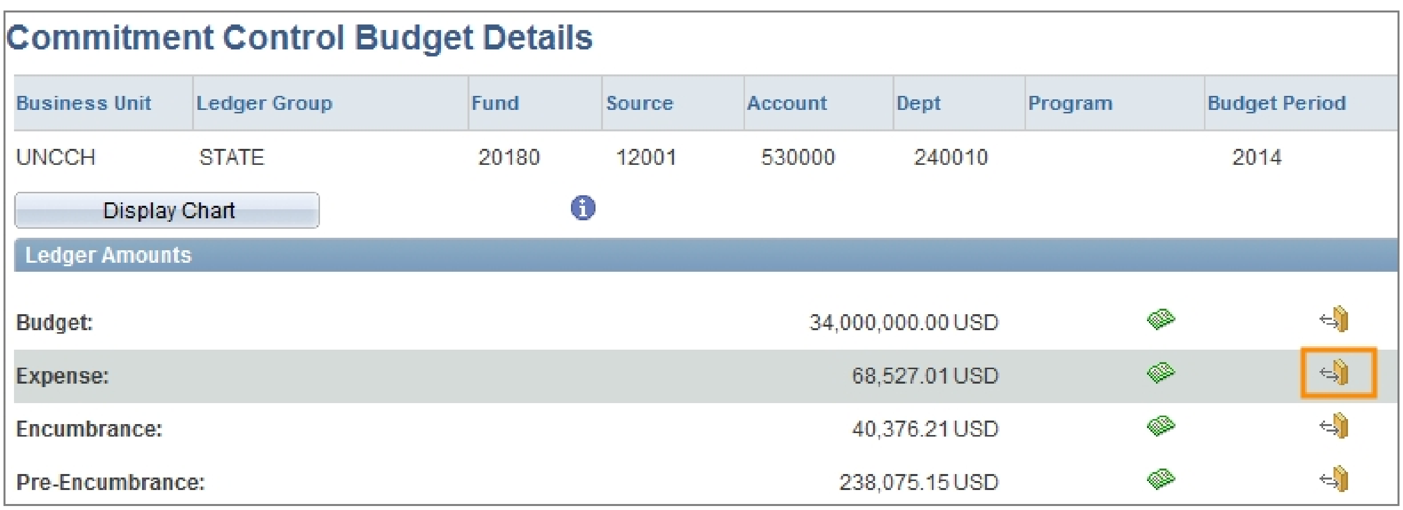
Note: This Activity Log page is different than the one you started on.



Drill to the Activity Log

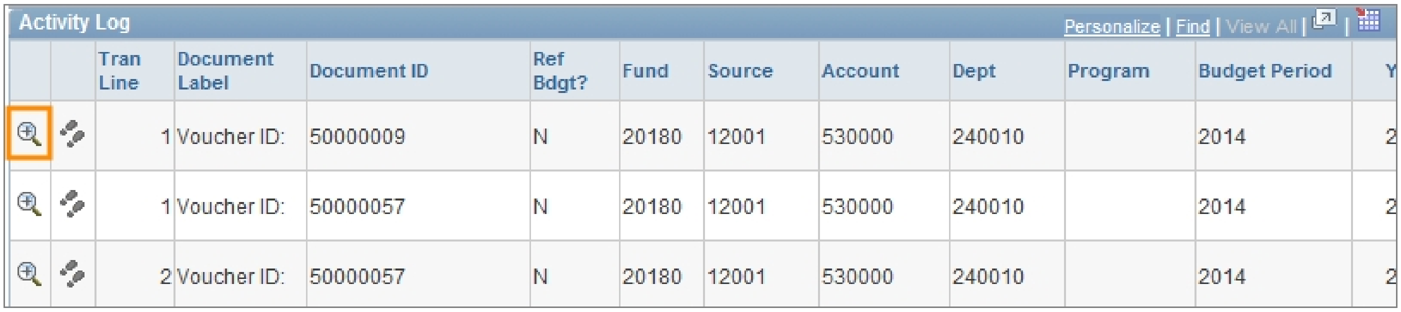
Follow these steps to drill to the activity log:

1. Click on the **Drill to Activity Log** icon in the Ledger Amounts section on the Commitment Control Budget Details tab.



Result: The system displays the Activity Log page.

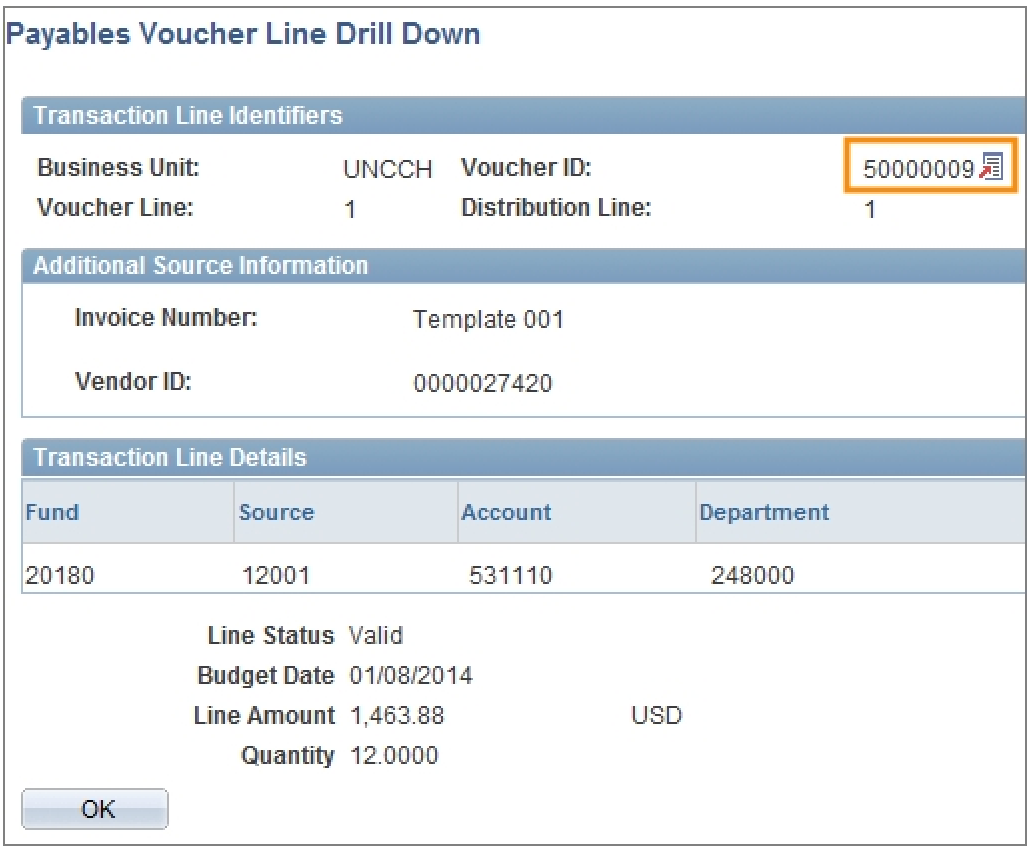
2. Click on the **Drill Down** icon.



Activity Log — Personalize | Find | View All

		Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Source	Account	Dept	Program	Budget Period	Y
		1	Voucher ID:	50000009	N	20180	12001	530000	240010		2014	2
		1	Voucher ID:	50000057	N	20180	12001	530000	240010		2014	2
		2	Voucher ID:	50000057	N	20180	12001	530000	240010		2014	2

3. Click on the **View Related Links** link.



Payables Voucher Line Drill Down

Transaction Line Identifiers

Business Unit: UNCCH Voucher ID: 50000009
Voucher Line: 1 Distribution Line: 1

Additional Source Information

Invoice Number: Template 001
Vendor ID: 0000027420

Transaction Line Details

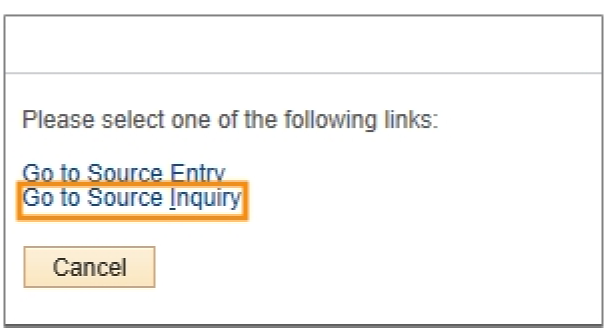
Fund	Source	Account	Department
20180	12001	531110	248000

Line Status Valid
Budget Date 01/08/2014
Line Amount 1,463.88 USD
Quantity 12.0000

OK

4. Choose one of the following:

a. To view the details of the budget journal or budget transfer, click on the **Go to Source Entry** link.

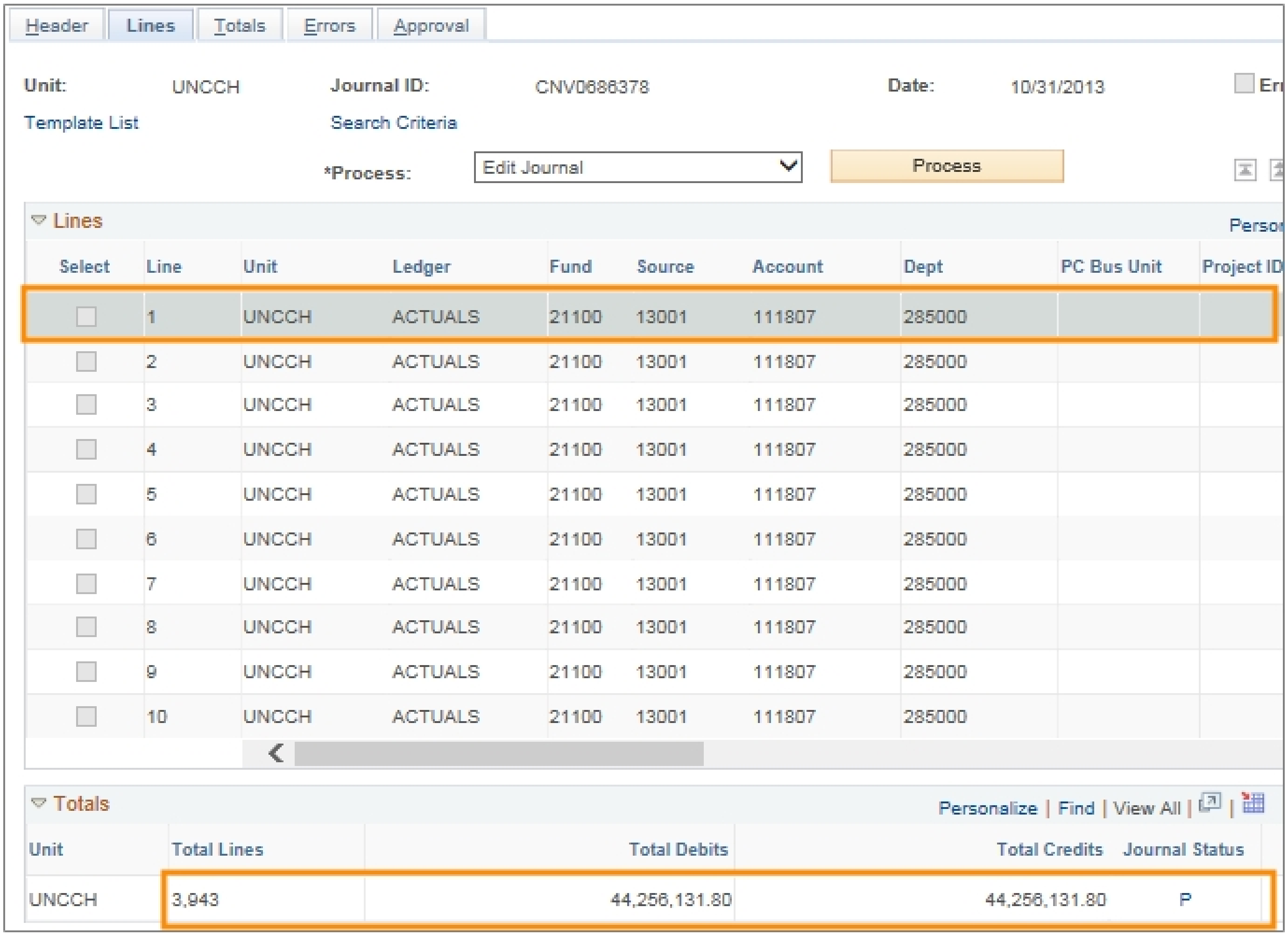


Please select one of the following links:

Go to Source Entry
Go to Source Inquiry

Cancel

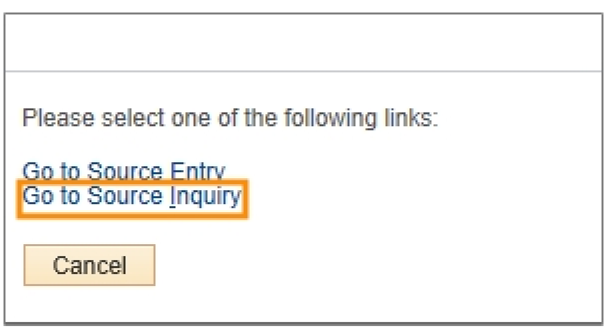
Result: The system displays the Lines tab, which lists each transaction line, the total number of lines, the total debits and credits, the journal status, and the budget status.



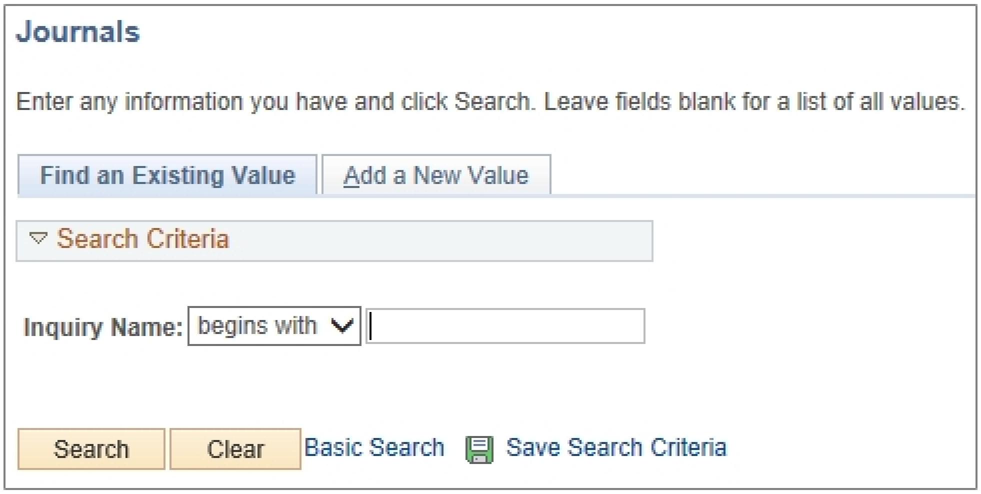
Select	Line	Unit	Ledger	Fund	Source	Account	Dept	PC Bus Unit	Project ID
	1	UNCCH	ACTUALS	21100	13001	111807	285000		
	2	UNCCH	ACTUALS	21100	13001	111807	285000		
	3	UNCCH	ACTUALS	21100	13001	111807	285000		
	4	UNCCH	ACTUALS	21100	13001	111807	285000		
	5	UNCCH	ACTUALS	21100	13001	111807	285000		
	6	UNCCH	ACTUALS	21100	13001	111807	285000		
	7	UNCCH	ACTUALS	21100	13001	111807	285000		
	8	UNCCH	ACTUALS	21100	13001	111807	285000		
	9	UNCCH	ACTUALS	21100	13001	111807	285000		
	10	UNCCH	ACTUALS	21100	13001	111807	285000		

Unit	Total Lines	Total Debits	Total Credits	Journal Status
UNCCH	3,943	44,256,131.80	44,256,131.80	P

b. To search for a journal, click on the **Go to Source Inquiry** link.



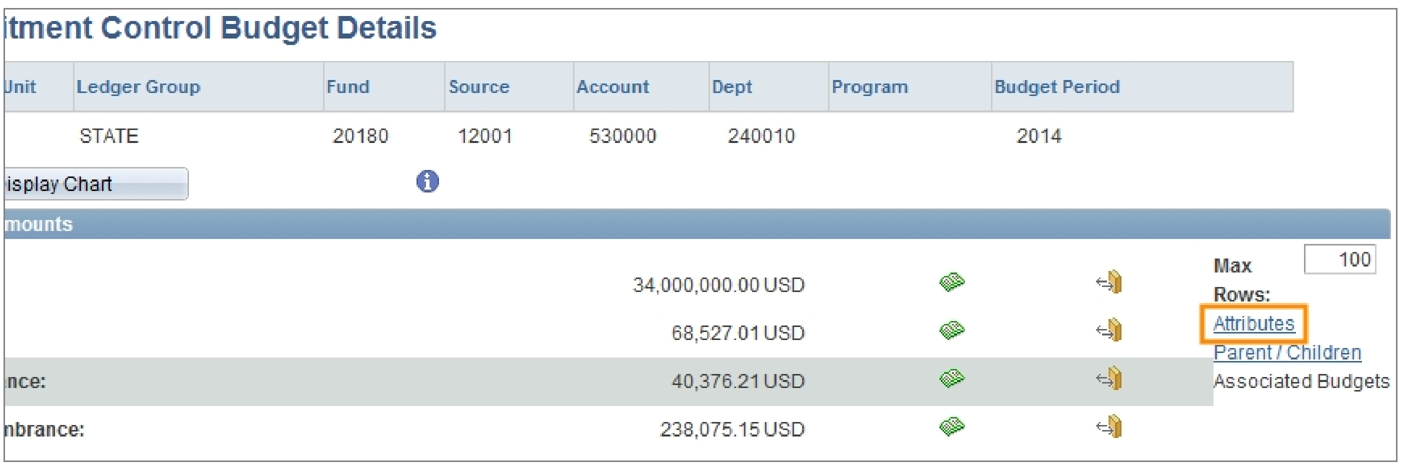
Result: The system opens another ConnectCarolina window, displaying the Journals page. From this page, you can search using an existing journal inquiry name, or create a new journal inquiry name.



Displaying Budget Attributes

Follow these steps to display the budget attributes:

1. Click on the **Attributes** link.



Result: The system displays the Budget Detail Attributes page.

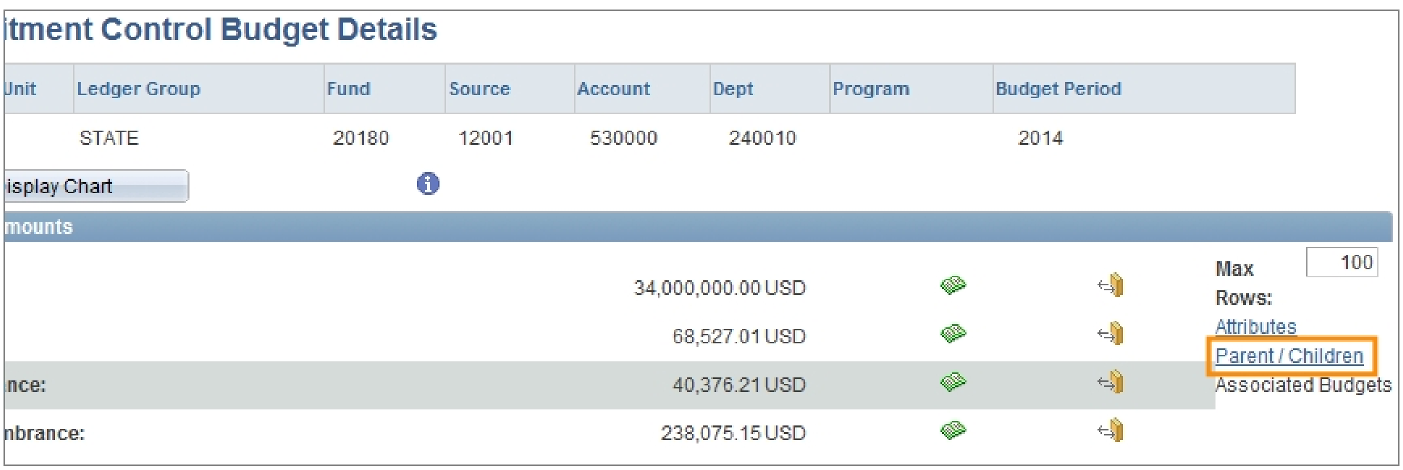
2. Click **OK** to return to the Commitment Control Budget Details page.

Viewing Parent Budgets

A parent/child budgeting relationship exists when two budget definitions are linked together. This relationship can be helpful in establishing control and monitoring of budgets. The option to view a parent budget only appears if you are viewing a child budget.

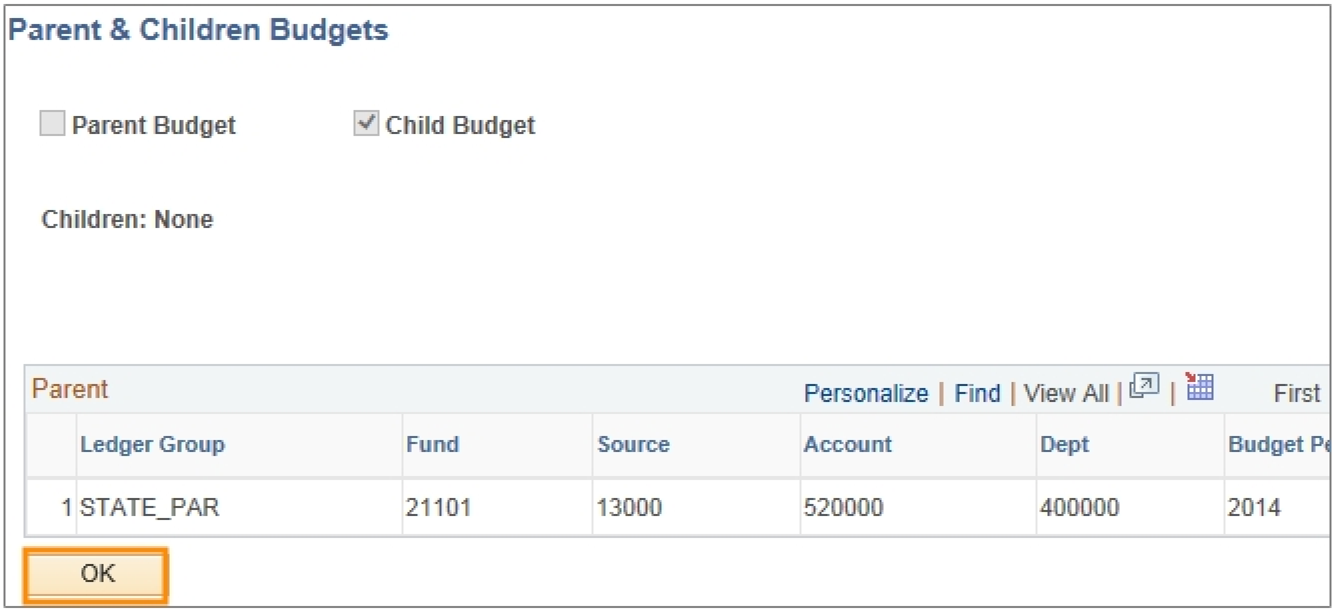
Follow these steps to review the parent budget:

1. Click the **Parent/Children** link to view the parent budget for the budget.



Result: The system displays the parent budget details.

2. Click **OK** to return to the Commitment Control Budget Details page.

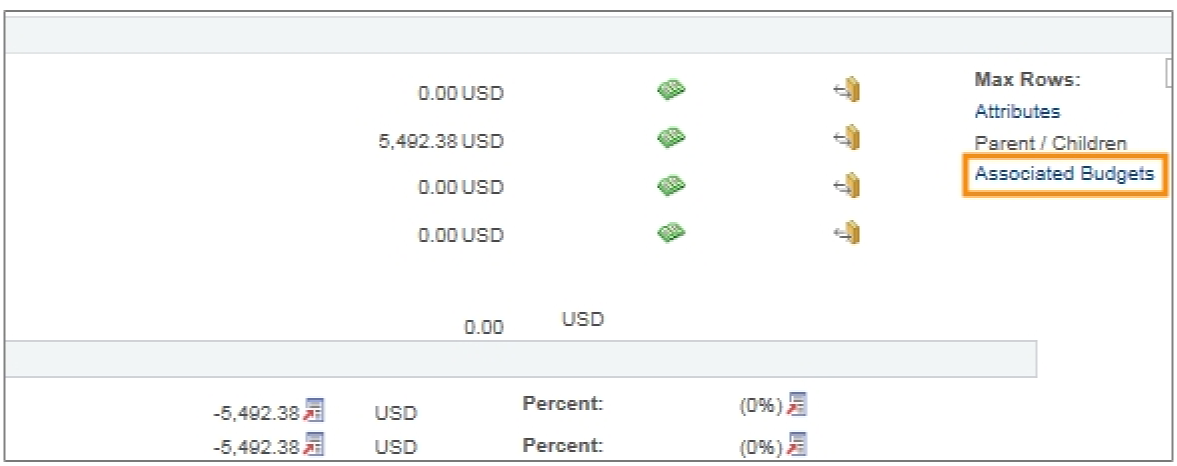


Reviewing Associated Budgets

Only Trust and Trust Revenue budgets use associated budgets.

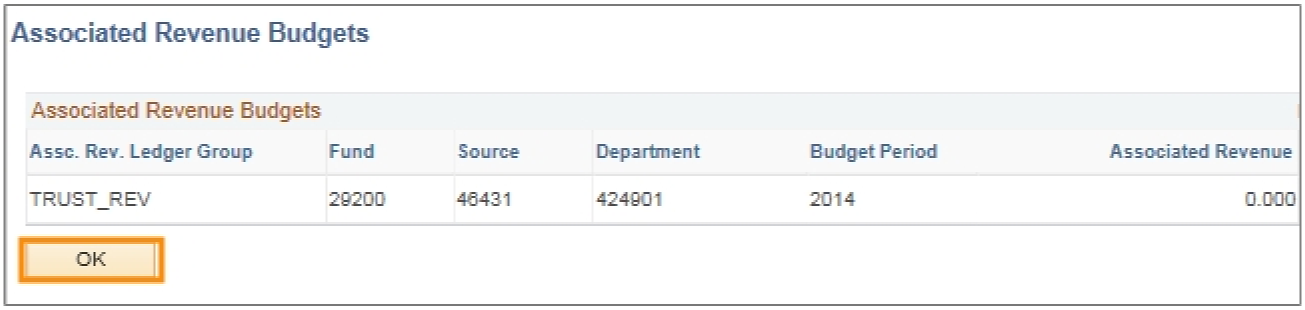
To review associated budgets:

1. Click the **Associated Budgets** link.



Result: The system displays associated budget details.

2. Click **OK** to return to the Commitment Control Budget Details page.


Associated Revenue Budgets
Associated Revenue Budgets
Assc. Rev. Ledger Group
Fund
Source
Department
Budget Period
Associated Revenue
TRUST_REV
29200
46431
424901
2014
0.000
OK

Running the Commitment Control Activity Log Inquiry

Overview

Running the commitment control activity log is a good way to search for transactions, by transaction type, that failed budget checking after the budget processor ran. The inquiry results are useful to quickly identify and resolve any budget check exceptions. The transaction types that you can inquire against are:

- accounts payable accounting lines for all vouchers transactions
- accounts payable vouchers
- accounts receivable miscellaneous payments
- accounts receivable revenue estimates
- billing invoices
- budget journals
- budget transfers
- general ledger journal entries
- grants management facilities and administration entries
- payroll encumbrances
- payrolls
- project costing project budgets
- purchase orders
- purchase requisitions

With commitment control activity inquiry results on each line item, you can:

- view transaction budget chartfields
- view transaction amounts
- drill to each transaction line for more details
- drill to the commitment control budget details

Related Reference

- For a broader understanding of budget inquiries, see *Understanding Budget Inquiries, page 2*.

Menu Path

Main Menu > Commitment Control > Review Budget Activities > Activity Log

Steps – Running the Commitment Control Activity Log Inquiry

Follow these steps to run a commitment control activity log inquiry:

1. Choose this menu option:

   Main Menu > Commitment Control > Review Budget Activities > Activity Log

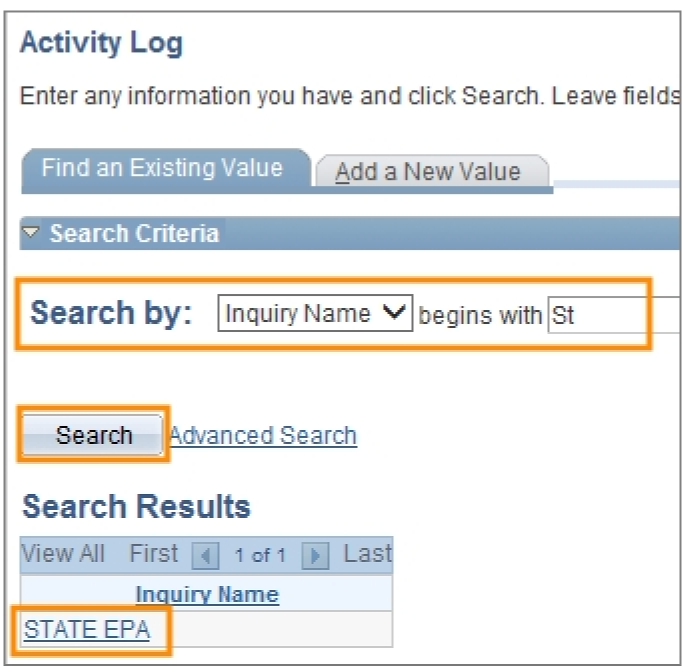
2. Choose one of the following options:

   - For an existing commitment control activity log inquiry:

   a. On the Find an Existing Value tab, complete the fields.

In this field:	Do the following:
Inquiry Name	Enter an inquiry name that you previously created.

   b. Click on the **Search** button.



Result: The system provides you with a list of inquiries that meet your search criteria. Clicking on the link for the inquiry you want to view takes you directly to the Commitment Control Activity Log page for that inquiry.

- To create a new commitment control activity log inquiry:

a. On the **Add a New Value** tab, complete the fields:

In this field:	Do the following:
Inquiry Name	Enter an inquiry name. Note: Run control IDs have a maximum of 30 characters, are case sensitive, and can use alphanumeric characters and underscores but not spaces or special characters. Your run control IDs are tied to your Onyen, so your run control IDs are uniquely your own. The name you pick as the run control ID should be memorable and descriptive, so you can remember it for the future and be confident that the output contains the information you want.

b. Click on the **Add** button.

Result: The system goes directly to the Commitment Control Activity Log Criteria page.

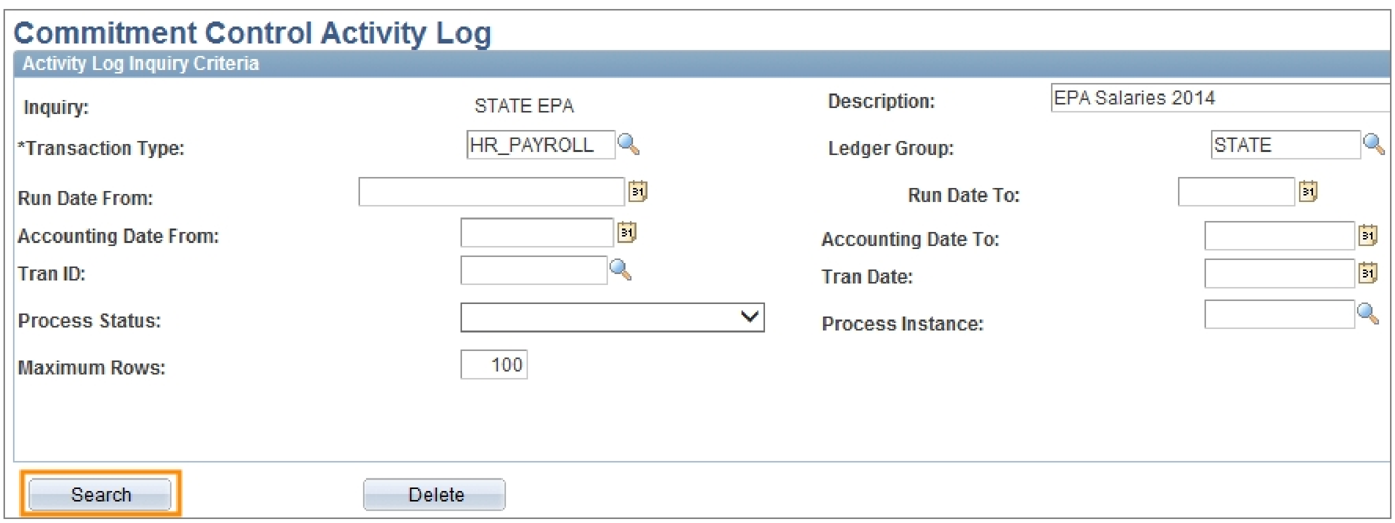
Commitment Control Activity Log Page

The commitment control activity log inquiry criteria vary according to transaction type. Below are search fields common to all transaction types.

1. In the Activity Log Inquiry Criteria section, complete the fields you want to include in your inquiry:

In this field:	Do the following:
Description	Enter a description for this commitment control activity log inquiry.
Transaction Type	Look up, or enter, the type of transaction you want to search for.
Ledger Group	Look up, or enter, the ledger group type you want to include in your inquiry, based on your funding source.
Run Date From	Enter the beginning date for your inquiry's date range.
Run Date To	Enter the ending date for your inquiry's date range.
Tran ID	If you know it, enter the transaction ID assigned by the system, when the transaction was created.
Tran Date	If you know it, enter the transaction date assigned by the system, when the transaction was created.
Process Status	Leave this field blank.
Process Instance	Leave this field blank.
Maximum Rows	Choose the number of results rows you want the system to display.

2. Click on the **Search** button.



Reviewing Commitment Control Activity Log Inquiry Results

The system returns transaction activity results based on your inquiry criteria. View the results in one of the following ways:

- budget chartfields
- drill down to the transaction

- drill down to the commitment control budget details
- amounts tab

Viewing Budget Chartfields

1. Click on the **Budget Chartfields** tab.
2. Use the scroll bar to view the budget chartfields for each line item, such as the ledger group, ledger, chartfields, and so on.

Commitment Control Activity Log Lines — Personalize | Find | View All | First

Budget Chartfields | Amounts

Line			Ledger Group	Ledger	App BU	GL Bu	Run Date	Accounting Date	Referenced Budg	Fund	Source	Account
345			STATE	STAT_EX_EN		UNCCH	2014-01-16	2014-01-16	N	20101	12001	513100
347			STATE	STAT_EX_EN		UNCCH	2014-01-16	2014-01-16	N	20101	12001	511100

Drilling Down to a Transaction

1. On the Budget Chartfields tab, click on the **Drill Down** icon.

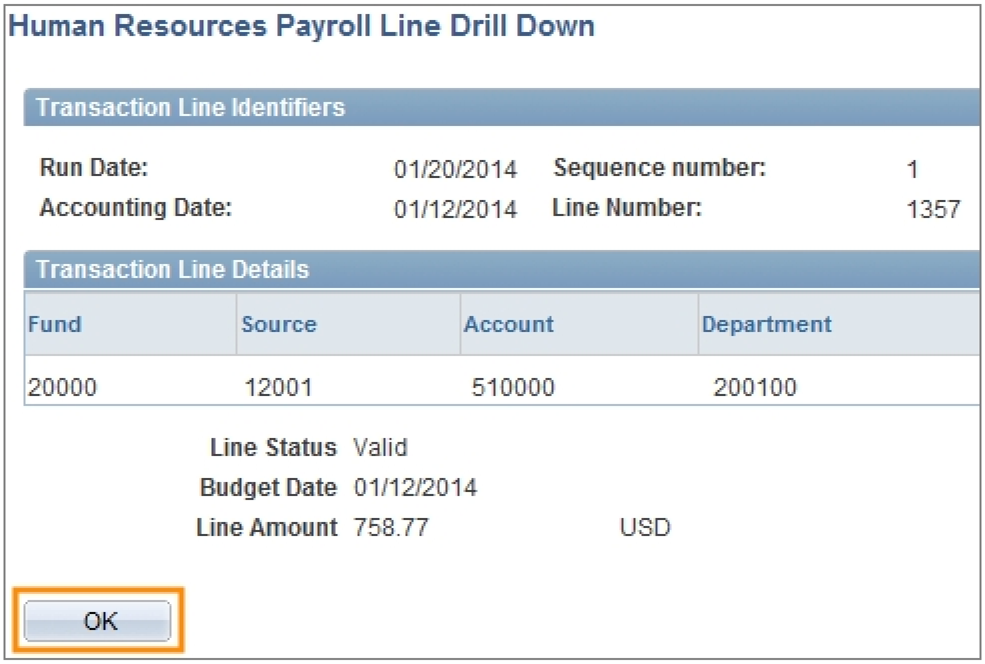
Commitment Control Activity Log Lines — Personalize

Budget Chartfields | Amounts

Line			Ledger Group	Ledger	App BU	GL Bu	Run Date	Accounting Date	Refe Bud
1			DETAIL	DETAIL_EXP		UNCGA	2014-01-20	2014-01-12	N
1			STATE	STAT_EX_EX		UNCGA	2014-01-20	2014-01-12	N

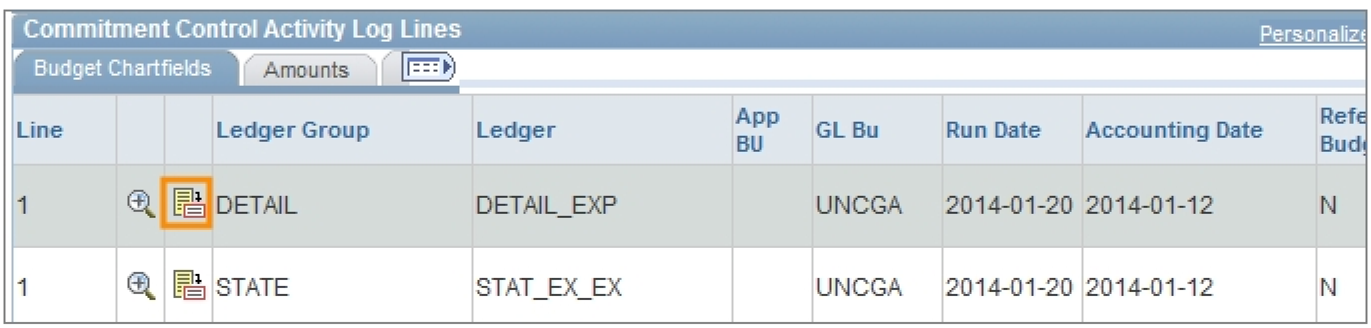
Result: The system displays the transaction line identifiers and transaction line details. This information is useful to confirm the date, status, and line amount for a transaction.

2. Click **OK** to return to Budget Chartfields tab.

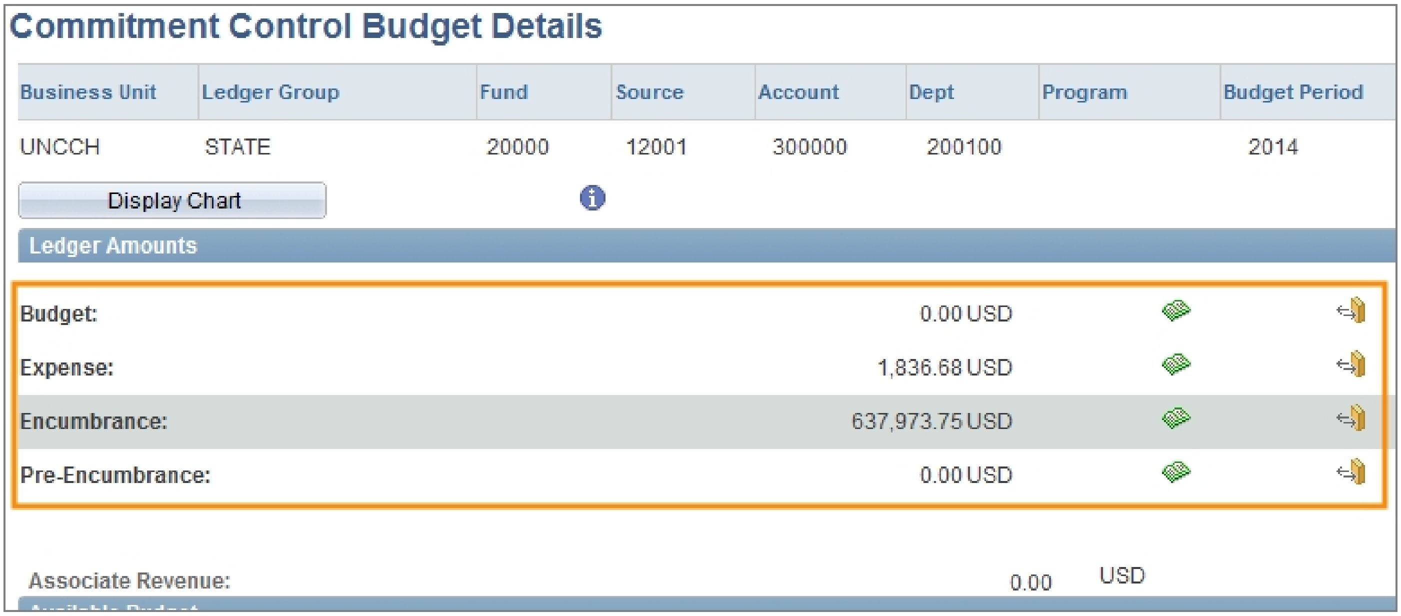


Drill to the Commitment Control Details

1. On the Budget Chartfields tab, click the **Return to Budget Details** icon.



Result: This system opens a new window and displays the budget details for this line item.

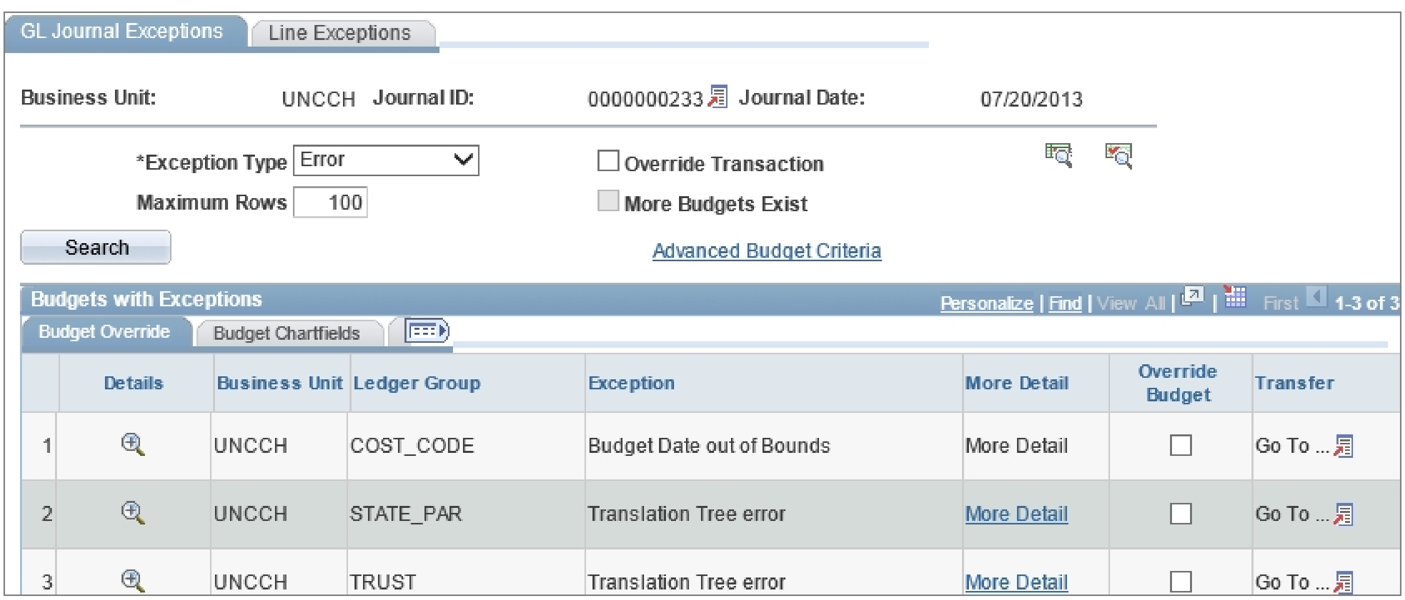


For more information on how to review budget details, see *Running a Budget Details Inquiry, page 19*.

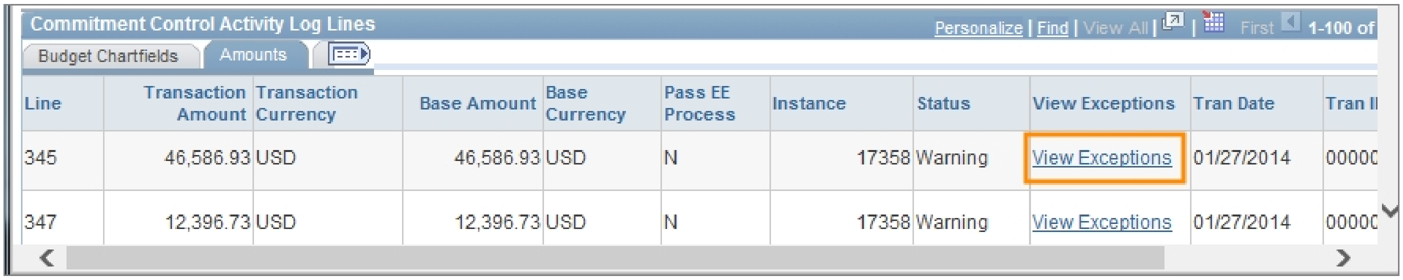
Viewing the Amounts Tab

The Amounts tab displays the transaction amounts and exceptions for the all line items displayed in the commitment control activity log lines.

1. Click on the **Amounts** tab.
2. Use the scroll bar to view the amounts for each line item.
3. Click on the **View Exceptions** link.



Result: This system opens a new window and displays the Review Budget Check Exceptions page associated with the transaction type.


Commitment Control Activity Log Lines — Personalize | Find | View All | First 1-100 of

Budget Chartfields | Amounts

Line	Transaction Amount	Transaction Currency	Base Amount	Base Currency	Pass EE Process	Instance	Status	View Exceptions	Tran Date	Tran II
345	46,586.93	USD	46,586.93	USD	N	17358	Warning	View Exceptions	01/27/2014	00000
347	12,396.73	USD	12,396.73	USD	N	17358	Warning	View Exceptions	01/27/2014	00000

4. Click on the **Close** button to return to the Commitment Control Activity Log Lines section.

Managing Budgets

Budget Journals, Transfers, and Inquiries

Connect Carolina

Connect Carolina

Logistics

- Bathrooms
- Cell phones on vibrate. Step outside if you need to take a call.
- Food and beverages
- Emergency exits

2

Connect CAROLINA

Intros and Ground Rules

Be Actively Present!

Ask Questions!

We're all in this together!

3

Connect CAROLINA

Post Go-Live Support

- Student manuals have step-by-step screenshots through the processes
- Email SPH-ConnectCarolina@unc.edu with questions
- SPH Business Office will regularly issue communications, updates, and answers to questions
- Rob Kathner's office (Rosenau 208) has a workstation for drop-in helpdesk. His phone # is 919-962-3150.

4

UNCCH Budget Definition Matrix

Chartfields on which you may budget

Fund Type	Budget Definition	For use by	Bus Unit	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Program	CC1	CC
State	STATE PARENT (EXPENSE)	All Schools/Divisions with State funds	UNCCH	Detail	Rollup	Rollup	Rollup	--	--	--	--	--	-
	STATE CHILD (EXPENSE)	All Schools/Divisions with State funds	UNCCH	Detail	Detail	Rollup	Detail	--	--	--	Optional	--	-
	STATE REVENUE	All Schools/Divisions with State funds	UNCCH	Detail	Detail	Detail	Detail	--	--	--	Optional	--	-
F&A	F&A PARENT (EXPENSE)	All Schools/Divisions with F&A funds	UNCCH	Rollup	Rollup	--	Rollup	--	--	--	--	--	-
	F&A CHILD (EXPENSE)	All Schools/Divisions with F&A funds	UNCCH	Rollup	Detail	--	Detail	--	--	--	Optional	--	-
	F&A REVENUE	Budget Office only	UNCCH	Rollup	Detail	Detail	Detail	--	--	--	Optional	--	-
OSR	OSR PARENT (EXPENSE)	All Schools/Divisions with Contracts & Grants funds	UNCCH	Detail	Detail	Rollup	--	--	Detail	--	--	--	-
	OSR CHILD (EXPENSE)	All Schools/Divisions with Contracts & Grants funds	UNCCH	Detail	Detail	Rollup	Detail	CHOSR	Detail	1	--	--	-
Trust	TRUST (EXPENSE)	All Schools/Divisions with Trust funds	UNCCH	See ruleset information below									
	TRUST (REVENUE)	All Schools/Divisions with Trust funds	UNCCH	See ruleset information below									
State, F&A, OSR, Trust	FAMODET (EXPENSE)	Business Services & Administration; Energy, Environment, Health & Campus Safety; Facilities Services	UNCCH	See ruleset information below									
	FAMODET (REVENUE)	Business Services & Administration; Energy, Environment, Health & Campus Safety; Facilities Services	UNCCH	See ruleset information below									
All Funds	PROGRAM	Available to all schools, divisions and departments in the UNCCH business unit	UNCCH	--	--	--	--	--	--	--	Detail	--	-
	COST CODE 1	Available to all schools, divisions and departments in the UNCCH business unit	UNCCH	--	--	--	--	--	--	--	--	Detail	-
	COST CODE 2	Available to all schools, divisions and departments in the UNCCH business unit	UNCCH	--	--	--	--	--	--	--	--	--	De
	COST CODE 3	Available to all schools, divisions and departments in the UNCCH business unit	UNCCH	--	--	--	--	--	--	--	--	--	-
	DETAIL	Available to all schools, divisions and departments in the UNCCH business unit (for reporting purposes only)	UNCCH	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Opti

UNCCH Rulesets

Chartfields on which you may budget

Fund Type	Ruleset	For use by	Bus Unit	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Program	CC1	CC
Trust	Trust 1	All Schools/Divisions with non-OSR contract trusts	UNCCH	Rollup	Detail	--	Detail	--	--	--	--	--	-
		Dental Faculty Practice		Detail									
Trust	Trust 2	All Schools/Divisions with Trust funds	UNCCH	Rollup	Detail	Rollup	Detail	--	--	--	Optional	--	-
Trust	Athletics	Athletics only	UNCCH	Detail	Detail	Rollup	Detail	--	--	--	Optional	Optional	-
Trust	Student Affairs	Vice Chancellor for Student Affairs only	UNCCH	Rollup	Detail	Rollup	Detail	--	--	--	--	--	-

5

ConnectCAROLINA

When we're finished, you will:

- Have a high-level understanding of the components that contribute to your BBA
- Understand budget definitions for State, F&A, and Trust funds
- Know how to enter and copy budget journals and transfers
- Know how to inquire on your budgets using Budget Overview
- Have some handy tips for resolving budget exceptions

6

Connect CAROLINA

Agenda

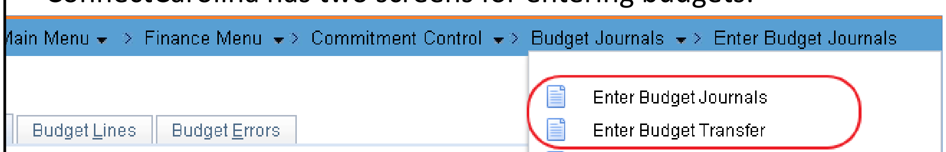
	Unit
★	**Budget Journals vs. Budget Transfers**
	Understanding Commitment Control
	Budget Definitions
	Entering Budget Journals & Budget Transfers - Current Year and Future Year
	Budget Checking, Understanding Warnings and Errors
	Approval Workflow
	Budget Inquiries

7

Connect CAROLINA

Entering Budgets in ConnectCarolina

ConnectCarolina has two screens for entering budgets:



Budget Journals

- Establishes budget
- Increases budget
- Decreases budget

Budget Transfers

- Moves existing budget from one budget to another
- Transaction must net to 0
- Most budget transactions will be transfers

8

ConnectCAROLINA

Exercise 1 Part A: Which is which?

1. You submit a State budget cut

2. You move non-compensation budget to compensation budget within State appropriations.

3. Your department is supporting a seminar in the School of Medicine using F&A dollars.

4. You establish the budget for a recharge center.

9

ConnectCAROLINA

Agenda

Unit	
	Budget Journals vs. Budget Transfers
★	**Understanding Commitment Control**
	Budget Definitions
	Entering Budget Journals & Budget Transfers - Current Year and Future Year
	Budget Checking, Understanding Warnings and Errors
	Approval Workflow
	Budget Inquiries

10

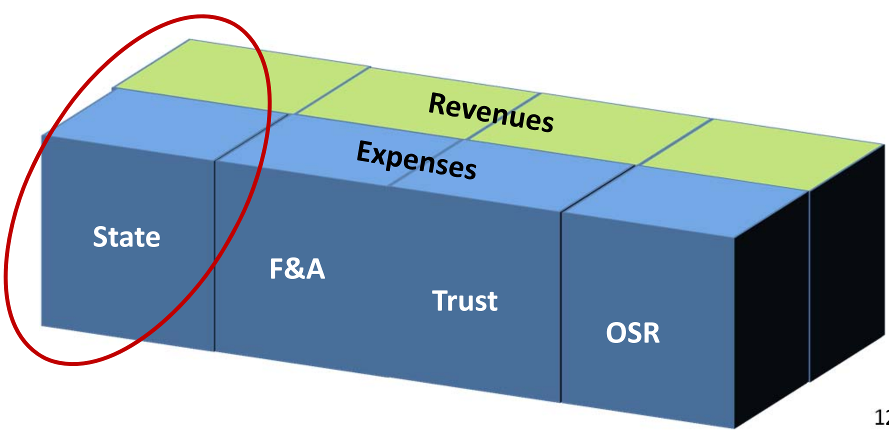
How is Budget Information Stored?

- Commitment Control ("KK") is the ConnectCarolina module where
  - Rules are stored to
    - control budgeted funds
    - verify expenditures go against authorized budgets
  - Users enter budget journals and budget transfers to set up and maintain budgets

11

Simplified Visualization of KK Structure

- Imagine this block represents **UNCCH**.
- The first way to section out UNCCH is by **fund type** (KK refers to them as **Ledger Groups**).
- Each Ledger Group is also split between **Revenues** and **Expenses**.



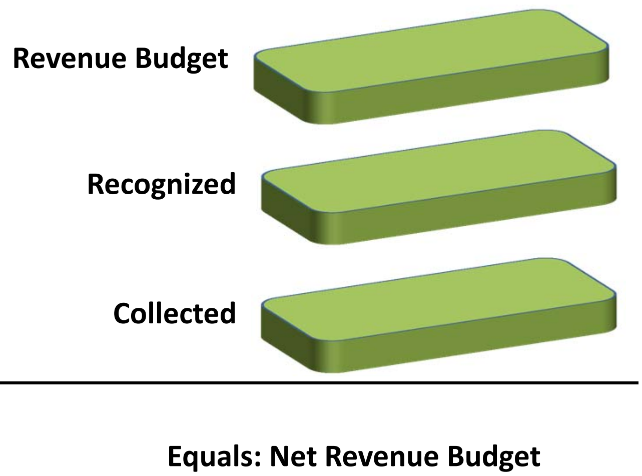
12

ConnectCAROLINA

Budget Definition by Fund Type

Each **Revenue Ledger Group** is broken down into three budget ledgers:

- Budget
- Recognized
- Collected



Recognized means work is done and we are owed the revenue.

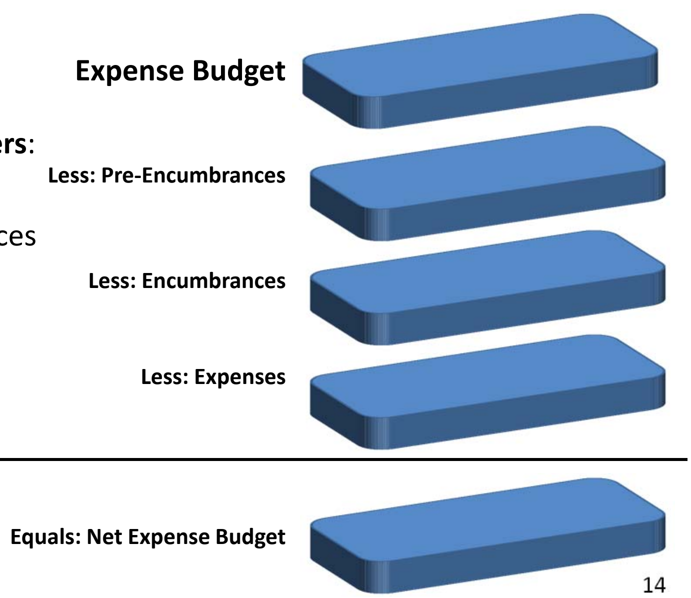
13

ConnectCAROLINA

Budget Definition by Fund Type: Expenses

Each **Expense Ledger Group** is broken down into four **budget ledgers**:

- Budget
- Pre-Encumbrances
- Encumbrances
- Expenses



14

ConnectCAROLINA

Expense Budget Ledger Example

Time	Events	Budget	Pre-Encumb	Encumb	Expense	Avail Budget
T=0	Budget $100	$100	-	-	-	**$100**
T+1	Requisition $35	$100	$35	-	-	**$65**
T+2	Req. converts to P.O for $30 / $5 liquidates	$100	-	$30	-	**$70**
T+3	Pay $15 on P.O.	$100	-	$15	$15	**$70**
T+4a	Salary encumb $80	$100	-	$95	$15	**($10)**
T+4b	Increase budget $10	$110	-	$95	$15	**-**
T+5	Pay salary $30	$110	-	$65	$45	**-**
T+6	Increase budget $5 to match revenues	$115	-	$65	$45	**$5**

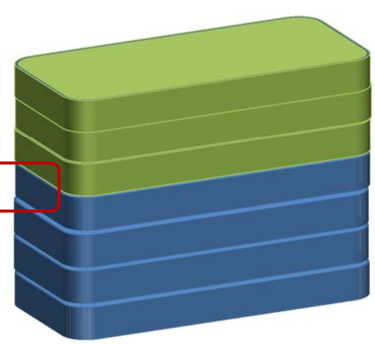
15

ConnectCAROLINA

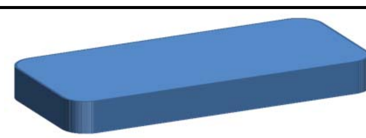
Budget Definition by Fund Type

The net of the Revenue and Expense budget ledgers makes up your BBA by Ledger Group.

Revenue Budget
Less: Recognized
Less: Collected
Expense Budget
Less: Pre-Encumbrances
Less: Encumbrances
Less: Expenses



Equals: BBA



16

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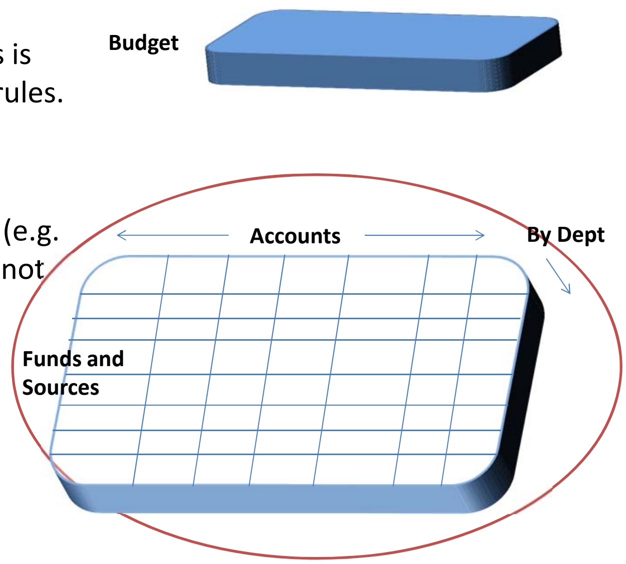
Budget Definition

The **Budget** for both revenues and expenses is defined by processing rules.

These include:

- Funding restrictions (e.g. academic affairs cannot mingle with health affairs)
- Correct combo edits
- Defined rollups



17

Connect CAROLINA

Agenda

	Unit
	Budget Journals vs. Budget Transfers
	Understanding Commitment Control
★	**Budget Definitions**
	Entering Budget Journals & Budget Transfers - Current Year and Future Year
	Budget Checking, Understanding Warnings and Errors
	Approval Workflow
	Budget Inquiries

18

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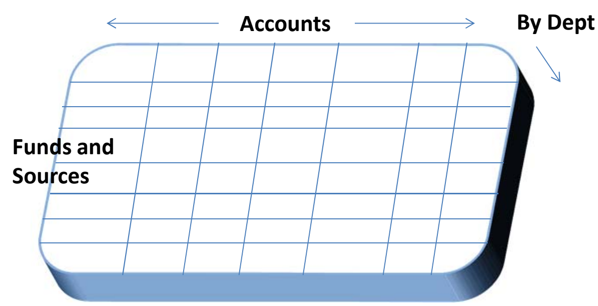
Budget Definitions

- **Relevant Budget Definitions**
  - F&A Expenses
  - State Expenses
  - State Revenue
  - Trust Funds
- **Other**
  - Cost Codes
  - Contracts & Grants: managed by OSR



Please refer to the Budget Definition handouts.

19

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Budget Definition: F&A Expenses

Ledger Group: F&A

Fund	Source	Department	Account
27100	14101	Specific Dept	Not Budgeted

- Implications:
  - Departments with multiple department codes will need to transfer budgets between them to fund activity.
  - No fussing with accounts on F&A!

20

ConnectCAROLINA

Budget Definition: State Expenses

Ledger Group: STATE

- Applicable to all other state funding

Fund	Source	Department	Account
Detail Fund (i.e. down to specific purpose)	**Specific Source**	**Specific Department**	**Expense Rollup Levels**

- Implications:
  - Need to budget at the Fund purpose level
  - Need to know proper expense rollup levels

21

ConnectCAROLINA

Budget Definition: State Revenues

Ledger Group: STATE_REV

- Applicable to State Receipts fund-sources

Fund	Source	Department	Account
Detail Fund 201XX 211XX 221XX (i.e. down to specific purpose)	**Specific Source**	**Specific Department**	**Specific Account** e.g. 458710 Fees-Short Course Registration 458850 Fees-Special Student

- Note: State budgets must always balance. If a STATE_REV budget is set up, an equivalent STATE (expense) budget is needed. Indicate linkage of two entries in comments box .

22

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Budget Definition: Trust Funds

- Associated Revenue comes into play for Trust funds only
  - Does not apply to State Receipts, for example
- Associated Revenues automatically ↑ *Spending Authority*
  - Spending Authority =

    Expense Budget Balance +

    Greater of (Revenue Budget or Recognized/Collected Revenue)
  - Similar to automatic Budget Create in FRS, but it technically increases Spending Authority, *not* Budget

23

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Associated Revenue Illustration

Revenue Ledger	Amount
Budget	$0
Recognized	$0
Collected	$3,000
Associated Revenue	**$3,000**

Expense Ledger	Amount
Budget	$0
Pre-Encumbrance	$0
Encumbrance	$0
Expense	$1,000
Net Expenses	**-$1,000**

Revised Balance	$2,000

Revised Balance is the Spending Authority.

The **greater** of budgeted or recognized/collected revenue is applied to the Associated Revenue line.

Increasing Trust Expense budget will *inflate* Spending Authority.
We will NOT make any Expense budget entries for Trust funds.

24

Connect CAROLINA

Budget Definition: Trust Fund Revenues

Ledger Group: TRUST_REV

- Trust funds need only be budgeted on the revenue side, if needed (e.g. recharges where you will incur expenses before earning revenues.).

Fund	Source	Department	Account
Fund Rollups: 24100 28100 28200 29100 29200 29500	Specific Source	Specific Department	Not budgeted

25

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Budget Definition: Cost Codes

Ledger Group: COST_CODE, COST_CODE2, COST_CODE3

Cost Code 1	Cost Code 2	Cost Code 3
Specific Cost Code	Specific Cost Code	Specific Cost Code

- Most of SPH cost codes are set up in COST_CODE (i.e. Cost Code 1 chartfield)

26

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Exercise 1 Part A: Which is Which?

1. You submit a State budget cut
2. You move non-compensation budget to compensation budget within State appropriations.
3. Your department is supporting a seminar in the School of Medicine using F&A dollars.
4. You establish the budget for a recharge center.

27

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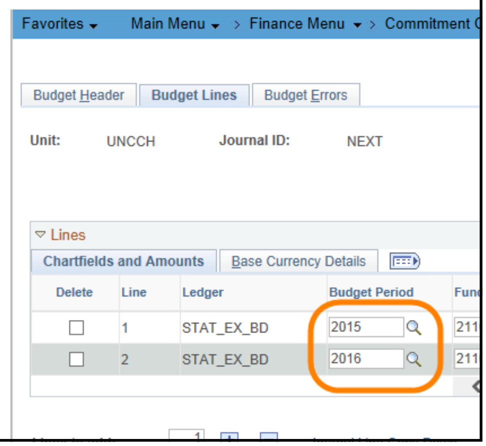
Exercise 1 Part B: Which is which?

1. You move F&A budget from NCIPH to PHLP
2. You budget total expected receipts in a conference fund
3. You set the budget for a cost code
4. You move State appropriations comp budget from Regular Term Instruction purpose to General Academic Support purpose
5. You establish budget for the upcoming year's estimated state receipts.

28

Current and Future Year Budget

- Mark current year entries with the current Budget Period, which corresponds to the Fiscal Year (i.e. 2015).
- Mark budget journals/transfers of Future Year budget with the next Budget Period (i.e. 2016).
- Accounting Services will run a conversion before the next fiscal year to calculate the opening permanent budget.
- *Permanent budget entries will require* ***two lines*** *of identical chartfields with different years.*



Exercise 2: Understanding Budget Definitions

- Take some time to read through the questions in Exercise 2.
- We will take them up one part at a time.

30

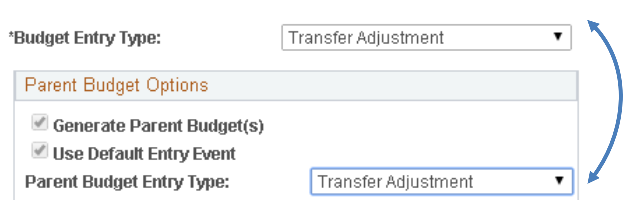
Agenda

	Unit
	Budget Journals vs. Budget Transfers
	Understanding Commitment Control
	Budget Definitions Current Year and Future Year
★	**Entering Budget Journals & Budget Transfers**
	Budget Checking, Understanding Warnings and Errors
	Approval Workflow
	Budget Inquiries

31

Budget Entry Type

- The budget header will require a choice of **Budget Entry Type**. You can choose from either:
  - (Transfer) Original
  - (Transfer) Adjustment
- As a rule of thumb:
  - ***Use (Transfer) Adjustment** for all entries.*
- Please ensure the "Parent Budget Entry Type" directly below your selection matches.



32

ConnectCarolina

Log into ConnectCarolina

- Menu Path
  - Main Menu → Finance Menu → Commitment Control → Budget Journals
    then → Budget Transfers
    or → Budget Journals
- Refer to Exercise 3: Entering Budget Journals and Transfers to follow along the Demo.
- Then complete Exercise 4 on your own.

33

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Agenda

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34

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Budget Checking

What?

1. Must follow budget definition rules
Example: Detail vs. Rollup

2. Must follow combo-edit rules
Example: Do not use an AA Fund with a HA Source.

3. Must have sufficient budget based on fund type
Example: Must have sufficient SPA permanent budget for State funds.

When?

- During budget pre-checking
- After final approval, during posting

35

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Budget Check Exceptions

- The system may issue one or more exceptions if problems are found during the budget checking process
  - Wrong budget definition rules
  - Invalid chartfield combo-edit
  - Insufficient budget
- Two types of exceptions are issued both in budget entries *and* during transaction processing
  - **Errors**: these will stop your transactions from moving forward without an appropriate correction.
  - **Warnings**: these will issue a warning message but won't prevent your transaction from moving forward.

36

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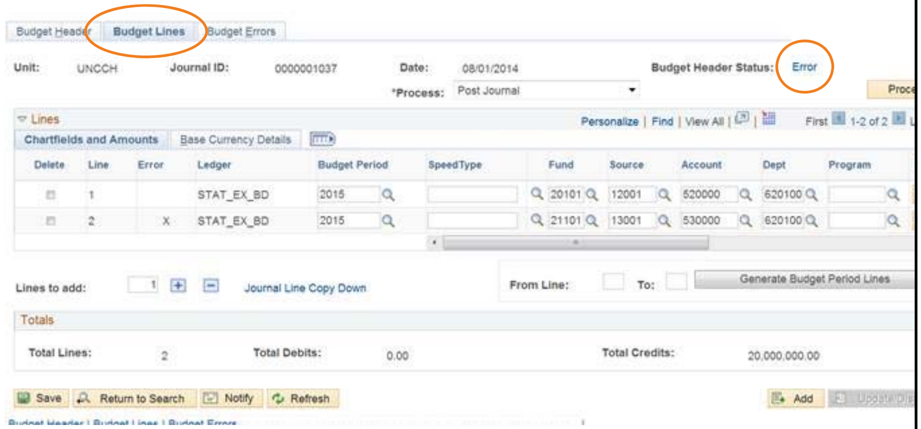
Error Examples

Budget Lines Tab



37

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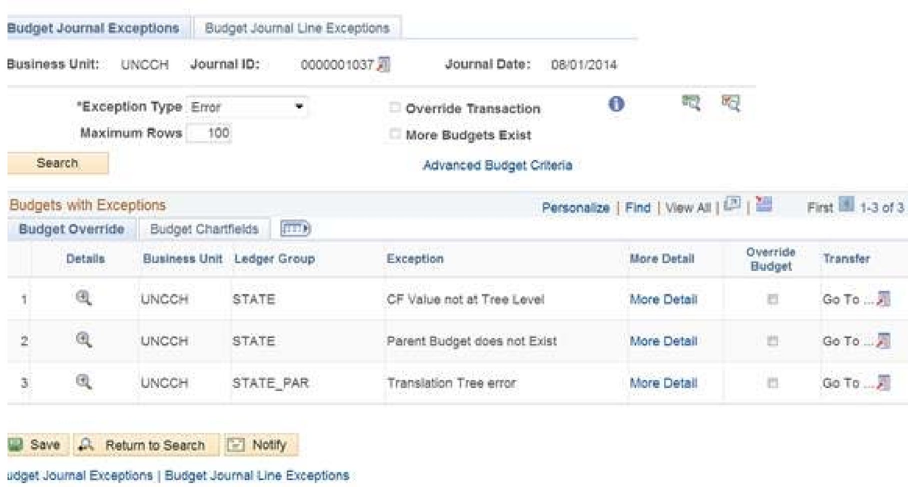
Error Examples

Budget Journal Exceptions



38

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Error Examples

Budget Line Exceptions: Error 1

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		UNCCH	STATE	CF Value not at Tree Level	More Detail		Go To ...

Explain

Message:
Value 530000, for Chartfield ACCOUNT is not in the tree at the correct level

39

Connect CAROLINA

Error Examples

Budget Line Exceptions: Error 2

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
2		UNCCH	STATE	Parent Budget does not Exist	More Detail		Go To ...

Explain

Message:
No translate value for Account: "530000" in Tree "CH_KK_ACCT_ST", SetID "UNCCH"

Description:
Budget Processor was not able to find a translated budgetary chartfield value, in the specified tree, for the specified detail level chartfield.

40

Connect CAROLINA

Error Examples

Budget Line Exceptions: Error 3

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
3		UNCCH	STATE_PAR	Translation Tree error	More Detail		Go To ...

Explain

Message:

The Parent budget does not exist.

Description:

41

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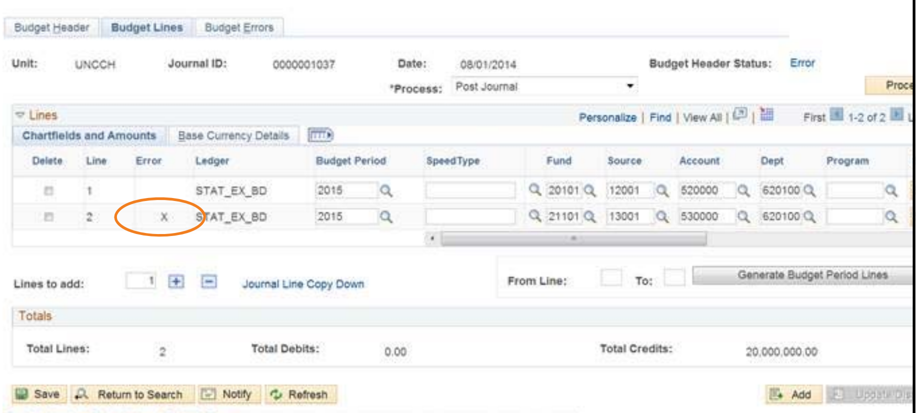
Error Examples

Budget Lines Tab



42

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Resolving Budget Errors

- Check the chartfield string you used, for
  - Typos
  - Fund-Source combination error
  - Budget-level error – rollup vs. detail

- Insufficient budget
  - Change to a chartfield string with available budget
  - Add budget to the chartfield string

43

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Investigating Budget Errors

- Exercise 5: Investigating Budget Errors

44

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Knowledge Check

Associated Revenue applies to _______ budgets.

What are the two types of budget check exceptions?

a) Warnings and Errors

b) Cautions and Stops

When does budget checking occur on budget transactions?

a) During budget pre-checking

b) At the time a transaction is submitted for processing

c) After final approval, prior to posting

d) A and B

e) A and C

f) All of the above

45

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Agenda

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	Budget Inquiries

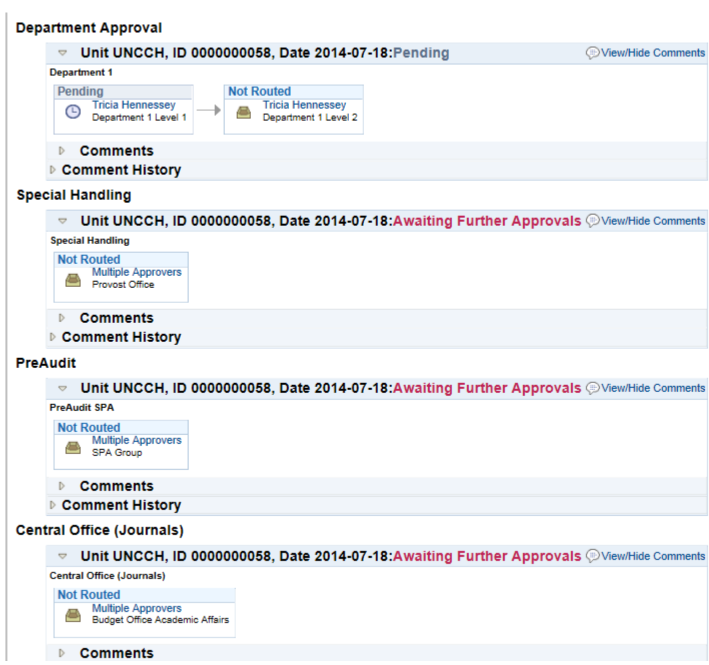
46

Approval Workflow

There are four possible stops

1. Department Approval
2. Special Handling (SBTI, for example)
3. PreAudit (personnel handling)
4. Central Office

47



48

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State Budget Definitions

The Budget Office will approve

- All State Expense and State Revenue Budget Journals
- Some State Expense and State Revenue Budget Transfers
  - — Examples of transfers that don't require Budget Office approval are:
    - o Non-personnel to non-personnel, excluding Transfers, Student Aid, Utilities and Library books
    - o Same Personnel Account code transfers
    - o Transfer from one fund to another with non-personnel transfers (within the same budget code).

49

Connect CAROLINA

State Budget Definitions

The approval process is similar to today.

- The Budget Office staff will be in the Worklist reviewing journals every day.
- You will receive an email if and when transactions are denied.
  - — Record the journal number, and use the Find an Existing Value tab to check status.

Important Note

- When two budget journals are related, you will need to enter the Journal IDs of each on the other.
  - — For example, SBTI and Other State Receipt budget increases.
- If a modification is needed to a State Revenue budget, you will need to answer the questions in "Guidelines for State Receipt Budget Changes".

50

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Trust Budget Definitions

Accounting Services will approve

- Budget journals on Trust Revenue budgets.
  - If denied, an explanation is provided.
- Budget transfers are not routed to Accounting Services, however, budget transfers are not allowed:
  - Across periods. For example, FY to FY.
  - Between restricted Sources.

51

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F&A Child Expense

Budget Transfers route to the department only.

Campus does not enter F&A budget journals.

52

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OSR Child Expense

- Request will be submitted to OSR through Infoporte.
- OSR will handle entering the budget revision in ConnectCarolina Grants Module.

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Agenda

	Unit
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★	**Budget Inquiries**

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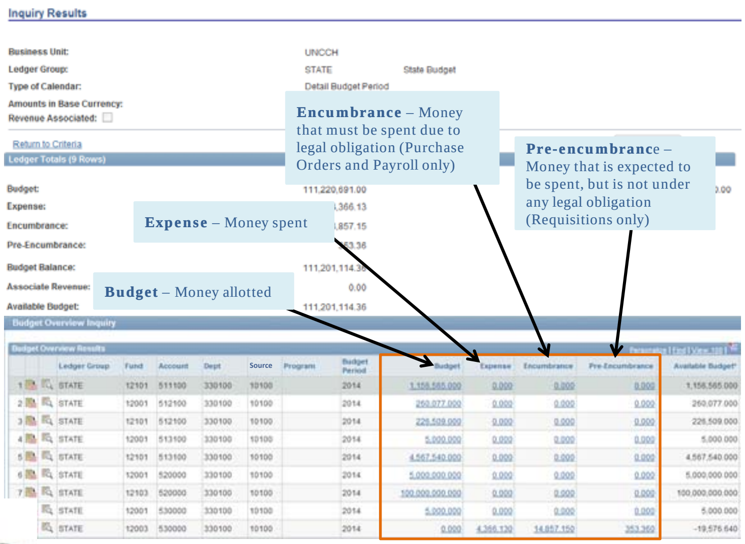
Budget Ledgers = Balance



Inquiry Results

Business Unit: UNCCH
Ledger Group: STATE State Budget
Type of Calendar: Detail Budget Period
Amounts in Base Currency:
Revenue Associated:

Return to Criteria

Ledger Totals (9 Rows)

Budget: 111,220,691.00
Expense: ,366.13
Encumbrance: ,857.15
Pre-Encumbrance: 53.36
Budget Balance: 111,201,114.36
Associate Revenue: 0.00
Available Budget: 111,201,114.36

Budget Overview Inquiry

Budget Overview Results

	Ledger Group	Fund	Account	Dept	Source	Program	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*
1	STATE	12101	511100	330100	10100		2014	1,156,565.000	0.000	0.000	0.000	1,156,565.000
2	STATE	12001	512100	330100	10100		2014	260,077.000	0.000	0.000	0.000	260,077.000
3	STATE	12101	512100	330100	10100		2014	226,509.000	0.000	0.000	0.000	226,509.000
4	STATE	12001	513100	330100	10100		2014	5,000.000	0.000	0.000	0.000	5,000.000
5	STATE	12101	513100	330100	10100		2014	4,567,540.000	0.000	0.000	0.000	4,567,540.000
6	STATE	12001	520000	330100	10100		2014	5,000,000.000	0.000	0.000	0.000	5,000,000.000
7	STATE	12103	520000	330100	10100		2014	100,000,000.000	0.000	0.000	0.000	100,000,000.000
	STATE	12001	530000	330100	10100		2014	5,000.000	0.000	0.000	0.000	5,000.000
	STATE	12003	530000	330100	10100		2014	0.000	4,366.130	14,857.150	353.360	-19,576.640

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Budget Inquiries

- Exercise 6: Running a Budget Overview Inquiry

56

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Knowledge Check

What information do you need, in addition to the chartfield string, when creating a budget journal or budget transfer?

What is the difference between a budget journal and a budget transfer?

How are OSR budgets funded?

What is the importance of Budget Pre-Checking a Budget Journal or Budget Transfer?

57

ConnectCAROLINA

Questions?

58

THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

FINANCE DIVISION
UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

Guidelines for State Receipt/Requirement Increases or Decreases.

Increases:

1. Please provide information about the Receipt Program
2. Why the receipt is being collected
3. How much is the Fee
4. Who approves this Fee
5. The revenue calculation used to determine the increase or if over-realized revenue exist.
6. How will the budget be expended
7. There also may be follow-up questions from our campus' OSBM budget analyst

Decreases:

1. Explain the reason for the decrease.
2. The revenue calculation used to determine the decrease or if under-realized revenue exist the calculation that supports it.
3. If you are decreasing SBTI after the Estimate is posted. You will need to calculate the change by comparing the Estimate against Actual enrollment for the decrease.
4. There also may be follow-up questions from our campus' OSBM budget analyst

Ledger Group: F&A (Description: F&A Expense)

Fund	Source	Department	Account
27100	14101	Specific	Not budgeted

Notes
- Campus users will only enter F&A budget transfers.
- Account is not budgeted – there is no need to move money to cover specific accounting line items
- Specific department must be indicated – will implicate departments with multiple department codes

Ledger Group: STATE (Description: State Expense Child Budget)

Fund	Source	Department	Account*	Fringe Benefits
201XX Acad. Affairs 211XX Health Affairs 212XX AHEC *Selected Purposes:* 01 Reg Term Instr 10 Org'd Research 30 Student Financial Aid 52 General Acad Supp 93 AHEC Health Sci Supp	Specific Source	Specific	511000 Other EPA Salaries 511100 EPA Non Teach 512000 Other SPA Budget 512100 SPA Regular Salaries 512300 SPA Premium 513000 Other EPA Teach 513100 EPA Teach 514100 Non Student Temp 514500 Student Temp Wages 514000 Other Temp Wages 520000 Purchased Services Budget 521110 Transit Fees 521210 Core Data Services 529000 Utilities 568000 Educ Award-Scholarship 569000 Other Educational Award 580000 Transfers Out	515000 Fringe Benefits 515100 Social Security 515200 State Retirement 515400 Optional Retirement 515500 Medical Insurance 517000 Other Personnel Payments 519000 Worker Comp Claims

** This listing excludes LEO- and library-related expense accounts (not applicable to SPH).*

Notes
- It is prohibited to move State funds budget between Academic Affairs, Health Affairs, and AHEC.
- Fund is budgeted at the *detail* level; it is necessary to specify the appropriate *purpose* in the Fund.
- State appropriated funds for distance learning must stay within distance learning fund codes and fund sources.
- When transferring budget from non-compensation to compensation to cover grad students enrolled in GSHIP, must also include health insurance component

Ledger Group: STATE_REV (Description: State Revenue Budget)

Fund	Source	Department	Account
201XX Acad. Affairs 211XX Health Affairs 212XX AHEC *Selected Purposes:* 01 Reg Term Instr 10 Org'd Research 30 Student Financial Aid 52 General Acad Supp 93 AHEC Health Sci Supp	Specific Source 13503 HPM Resid 13515 PHLP Cont Ed 13517 OSHERC 13530 Exec Masters 13531 Cert in Dis Mgmt 13533 HB Cont Ed 13568 PHNU Field Trng 13579 HB EARP	Specific	Specific Revenue Account that applies, for example: 458710 Fees-Short Course Registration 458810 Fees-Application 458850 Fees-Special Student

Notes
- State budgets must be balanced. For state receipts where revenues are variable, *both a State Revenue Budget and a State Expense Budget need to be established.*
- Fund is budgeted at the *detail* level; it is necessary to specify the appropriate *purpose* in the Fund.

Ledger Group: TRUST_REV (Description: Trust Revenue Budget)

Fund	Source	Department	Account
24100 Educ & Self-Supp *28100 Endow Inc-Unres* *28200 Endow Inc-Restr* *29100 Univ Trust-Unres* *29200 Univ Trust-Restr* 29500 Auxiliary	Specific Source	Specific	Not budgeted

Notes
- Trust funds encompass educational and self-supporting (non-state receipts, conference and worships, residuals), university endowment income, university trust, and auxiliary.
- The budget for trust funds is determined as the **greater of associated revenues or budgeted revenue**.
- Most trust funds will not require any budget journals. As funds are collected, spending authority increases.
- For trust funds where spending may happen before revenues are generated (i.e. recharge centers or conference accounts), only a trust revenue budget is required – *there is no need to budget on the expense side.*

Ledger Group: COST_CODE, COST_CODE2, COST_CODE3 (Description: Cost Code Expense Budgets)

Cost Code 1		Cost Code 2		Cost Code 3
Specific cost code	or	Specific cost code	or	Specific cost code

Notes
- Each cost code chartfield is a separate Ledger Group.
- SPH cost codes have been generally set up in the Cost Code 1 chartfield, which corresponds to the COST_CODE Ledger Group.