Using the Position Budget Management Department Budget Page

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

Section A – Department Reference Data:

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

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

Section C – Position Reference Data:

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

Section D - Position Budget ChartFields:

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

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

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

• **Expense:** Displays total expenses for the position from the table PERS_SERV_BOR in Financials. Expenses will include payroll accruals.

• **EX Button:** Links to a query of PERS_SERV_BOR data matching criteria for the row that will open in a new window.

• **Remaining:** Displays the total of Original Budget + Perm Amends + Temp Amends + Pend Amends – Encumb - Expense

• **Budget Adjust:** This is an input field for users to enter budget adjustments. When users click “Apply,” any rows that are not blank are used to create Budget Journal rows for the ChartField and position from the row.

**Section F – ChartField Summary:**

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

**Section G – Summary Account Distribution:**

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