

Commitment Control Budget Transfers For OOE

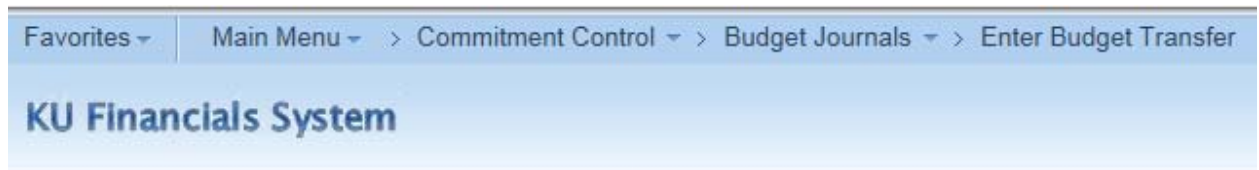
NAVIGATION

>fin.ku.edu

>Commitment Control

> Budget Journals

> Enter Budget Transfer



Enter Budget Transfer

ADD A NEW VALUE

>ADD using today's date and Business Unit = **UKANS** (default value)

Find an Existing Value | **Add a New Value**

Business Unit: UKANS

Journal ID: NEXT

Journal Date: 10/27/2015

Add

[Find an Existing Value](#) | [Add a New Value](#)

Updated 10/27/2015

>Start with the <Budget Header> tab

Ledger Group = **ORG** (for departmental budgets)

Budget Entry Type = Transfer Adjustment (default selection)

Long Description: key a description for your transfer

Budget Header | Budget Lines | Budget Errors

Unit: UKANS Journal ID: NEXT Date: 10/27/2015

*Ledger Group: Fiscal Year: Period:

>Move to the <Budget Lines> tab to complete the transfer

Budget Header | Budget Lines | Budget Errors

Unit: UKANS Journal ID: NEXT Date: 10/27/2015 Budget Header Status: None

*Process: Post Journal Process

Update Account (OOE Category), Fund, Dept (aka Cost Center), Bud Ref (aka Budget Year) and Amount.

To transfer budget from a unit – enter the amount value as a negative (i.e. -800.00)

To increase a unit’s budget, enter the amount value as a positive (i.e. 800.00)

Hit the [+] plus symbol next to Lines to add to generate the next line or row of information for your entry. There is no limit to the amount of rows you can add – as long as the budget transfer is in balance between the debits and credits.

Lines to add **+**

Sample #1 with 2 lines:

Budget Header | Budget Lines | Budget Errors

Unit: UKANS Journal ID: NEXT Date: 10/27/2015 Budget Header Status: None

*Process: Post Journal Process

Lines Personalize | Find | View All | First 1-2 of 2 Last

Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Bud Ref	Set Options	Currency	Amount
<input type="checkbox"/>	1	ORG_BD	Speed Type	TRAVEL	700	2260000	2016	Set Options	USD	-800.00
<input type="checkbox"/>	2	ORG_BD	Speed Type	FEECHG	700	2260000	2016	Set Options	USD	800.00

Sample #2 with 3 lines:

Budget Header Budget Lines Budget Errors										
Unit: UKANS		Journal ID: NEXT		Date: 10/27/2015		Budget Header Status: None				
*Process: Post Journal										Process
Lines										
Personalize Find View All First 1-3 of 3 Last										
Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Bud Ref	Set Options	Currency	Amount
<input type="checkbox"/>	1	ORG_BD	Speed Type	SUPPLY	700	1505000	2016	Set Options	USD	-500.00
<input type="checkbox"/>	2	ORG_BD	Speed Type	MAINTE	700	1505000	2016	Set Options	USD	200.00
<input type="checkbox"/>	3	ORG_BD	Speed Type	FEECHG	700	1505000	2016	Set Options	USD	300.00

Select the checkbox in the Delete column next to a line you want to remove and then hit the [-] symbol next to the Lines to add to remove a line or row.

Sample #3 where row/line 2 is causing the entry to be out of balance and should be deleted:

Budget Header Budget Lines Budget Errors										
Unit: UKANS		Journal ID: NEXT		Date: 10/27/2015		Budget Header Status: None				
*Process: Post Journal										Process
Lines										
Personalize Find View All First 1-3 of 3 Last										
Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Bud Ref	Set Options	Currency	Amount
<input type="checkbox"/>	1	ORG_BD	Speed Type	SUPPLY	700	1505000	2016	Set Options	USD	-500.00
<input checked="" type="checkbox"/>	2	ORG_BD	Speed Type	SUPPLY	700	1505000	2016	Set Options	USD	-500.00
<input type="checkbox"/>	3	ORG_BD	Speed Type	MAINTE	700	1505000	2016	Set Options	USD	500.00

Lines to add	1	+	-	Journal Line Copy Down	From Line:	To:	Generate Budget Period Lines
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Totals		
Total Lines:	Total Debits:	Total Credits:
3	1,000.00	500.00

Save	Notify	Refresh	Add	Update/Display
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Budget Header | Budget Lines | Budget Errors

Be sure the Total Debits equals the Total Credits. It won't save the transaction if the transfer doesn't balance.

Totals		
Total Lines:	Total Debits:	Total Credits:
2	800.00	800.00

Updated 10/27/2015

Once you have the balanced entry keyed, hit the Save button



Once saved, the budget journal will be picked up and posted overnight. OR, you can elect to hit the <Process> button to post the budget transfer immediately.

*Process:

NOTES FOR BUDGET TRANSFERS

- Commitment Control application is an excellent tool to manage your non-salary OOE (Other Operating Expense) budgets at the cost center level.
- Use the commitment control application to transfer **OOE budgets within the same fund and between cost centers within the same Appropriation.**
 - Note, verify cost centers roll up to the same Appropriation by reviewing the DEMIS portal <Financials> ARSP to Cost Center Reference worksheet. *The appropriation is listed in Column C and is described as Department.*

	A	B	C	D	E
1	Primary ARSP	Secondary ARSP	Department	Cost Center Cd	Cost Center

- OOE budgets can be in the following categories:

	ACCOUNT	ACCOUNT BUDGET DESCR
1	BLDIMP	<i>Bldimp-Building A</i>
2	CLAIMS	<i>Claims-Payments -</i>
3	COMMUN	<i>Commun-Communicat</i>
4	CON SVC	<i>Consvc-Contracts/</i>
5	CRYFWD	<i>Cryfwd-Cryfwd</i>
6	DBTSRV	<i>Dbtsrv-Payments -</i>
7	EQUIPM	<i>Equipm-Equipment</i>
8	FEECHG	<i>Feechg-Fees</i>
9	HDWARE	<i>Hdware-Hardware</i>
10	HOSPIT	<i>Hospit-Hospitalit</i>
11	INSURE	<i>Insure-Insurance</i>
12	MAINTE	<i>Mainte-Maintenanc</i>
13	MOVEEX	<i>Moveex-Moving Exp</i>
14	NONEXP	<i>Nonexp-Non Exp</i>
15	OTHEQP	<i>Otheqp-Other Equi</i>
16	PETROL	<i>Petrol-Fuel</i>
17	POSHIP	<i>Poship-Postage An</i>
18	PRTADV	<i>Prtadv-Printing &</i>
19	RENTAL	<i>Rental-Rentals</i>
20	RSCSUP	<i>Rscsup-Research S</i>
21	SCHGRT	<i>Schgrt-Scholarshi</i>
22	SFWARE	<i>Sfware-Software</i>
23	SUPPLY	<i>Supply-Supplies</i>
24	TELCOM	<i>Telcom-Telecommun</i>
25	TRAVEL	<i>Travel-Travel</i>
26	UTILTY	<i>Utlty-Utilities</i>

- Review DEMIS Financials to determine what fund, cost center and OOE account category you need to transfer from (i.e. debit)

Fund Code	Account Type	Cost Center	Account	Budget	Carry Frwd/ Budget Adj.
700	Exp	2260000	CRYFWD-BUDGET CARRYFORWARD	0.00	47.14
			FEECHG-FEES	875.00	0.00
			NONEXP-NON_EXPENSE ITEMS	875.00	0.00
			SUPPLY-SUPPLIES	875.00	0.00
			TRAVEL-TRAVEL	875.00	0.00

- Adjustments to increase or decrease a unit's revenue estimate (i.e. 20000-Revenues) need to be processed by the budget office
- Key to Budget Header Status:
 - Budget Header Status = None
 - Budget Transfer not yet saved or saved successfully
 - Budget Header Status = **Not Balanced**
 - Debits do not equal credits when saved
 - Budget Header Status = **Error**
 - Chartfield string (fund/cost center/account combination) is not acceptable
 - Budget Header Status = **Posted**
 - Budget transfer posted successfully
- Transfer with errors
 - If a budget transfer is created with invalid data, the error will be noted on the individual line. Those lines need to be reviewed and corrected, or deleted.
 - Please contact the Budget Office if you have any questions about a budget transfer in error status.**

Lines					
Chartfields and Amounts				Base Currency Details	
Delete	Line	Error	Ledger	Speed Type	
<input type="checkbox"/>	1	X	ORG_BD	Speed Type	
<input type="checkbox"/>	2	X	ORG_BD	Speed Type	