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# PeopleSoft 8.8

## BUDGET Training Update

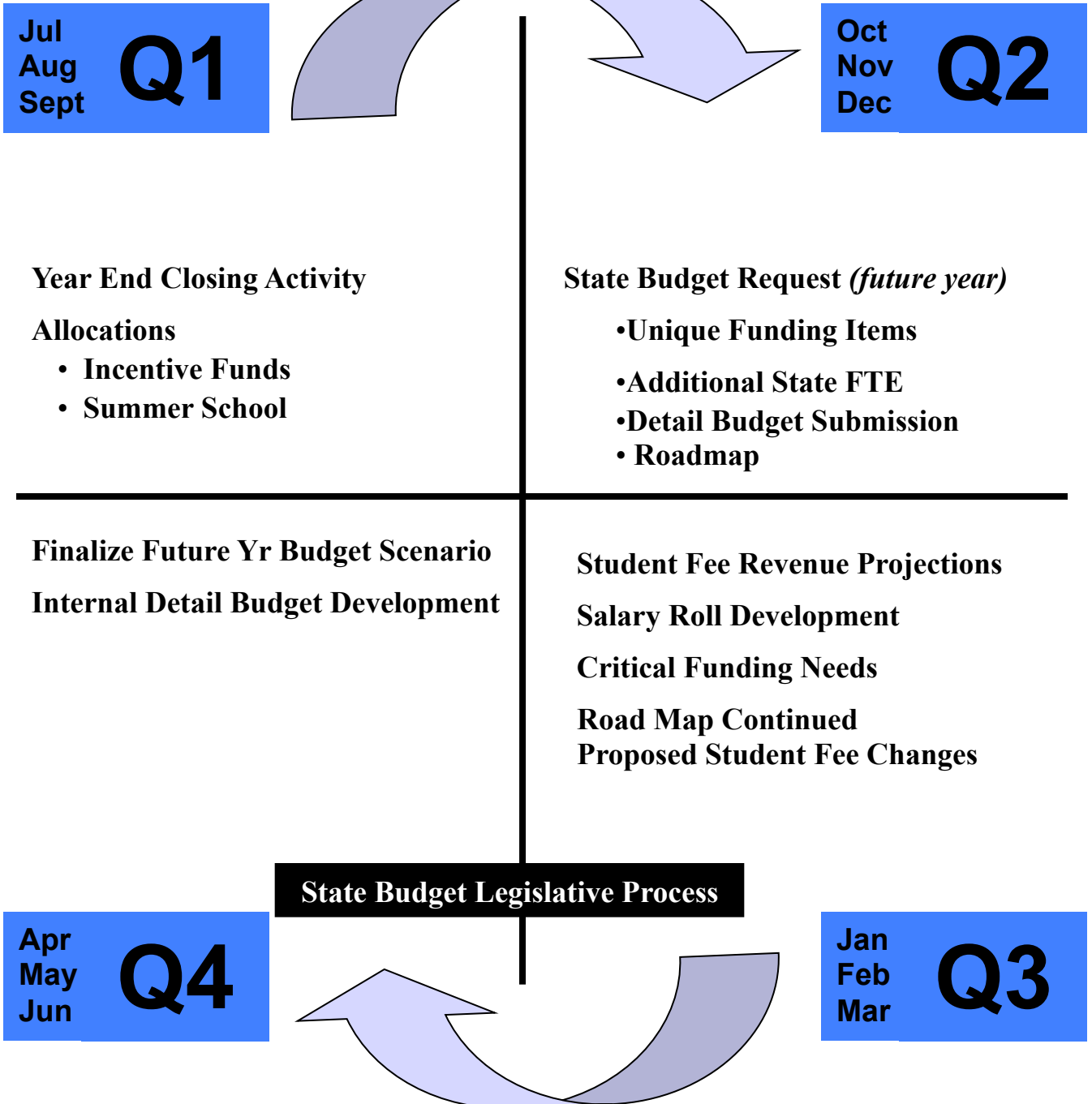
Clemson University  
Office of Budgets and Financial Planning

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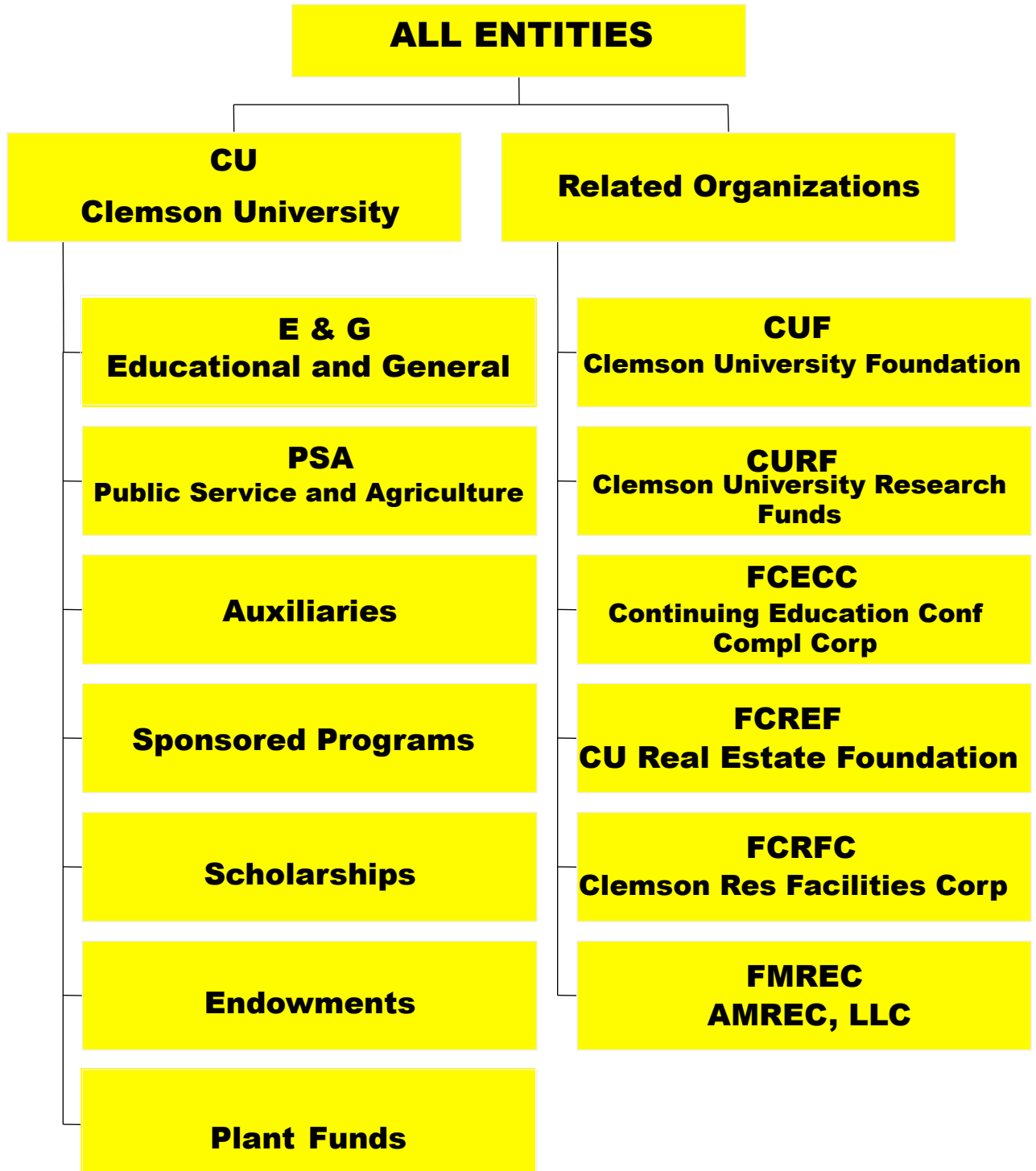
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# The Budget Cycle

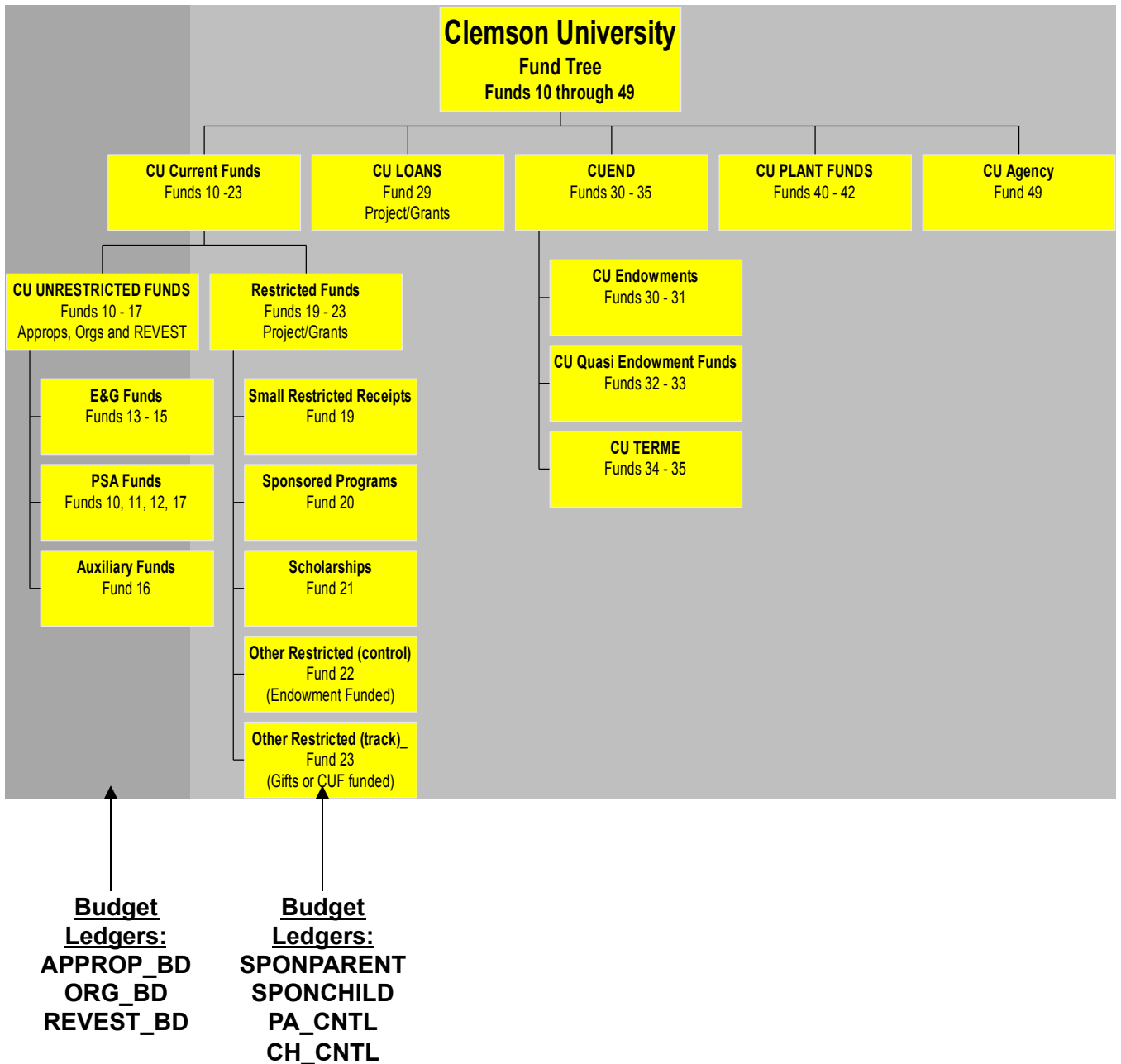
July 1 to June 30 Fiscal Year



# Business Units in CUBS



# Fund Accounting at Clemson University



The **source** of funds determines the methodology of budgeting and accounting.

# Budgeting Basics

Budgets have a dual purpose:

- Aid Business Managers as a planning tool to compile a financial plan for revenues and expenditures
- Provide a mechanism for setting controls on spending activity in CUBS

Two categories of budgets at Clemson:

- Revenue
- Expenditure

In CUBS there are **four** primary budget ledgers:

- Revenue Budgets
  1. Revenue Estimate
- Expenditure Budgets
  2. Appropriation Budgets
  3. Organization Budgets
  4. Project Budgets

# CUBS BUDGET PREPARATION

CUBS Fund	CURRENT FUNDS										NON-CURRENT FUNDS			
	PSA				E&G			G&C		SCHOL	OTHER RESTR		Endowments and Plant Funds	
	10	11	12	17	13	14	15	16	19	20	21	22		23
<b>Appropriation--</b> Fund - Detail Organization - Level 2 Program - Level 1 Class - Level 2 Account - Level 2	✓	✓	✓	✓	✓	✓	✓	✓			21	22	23	24+
<b>Organization--</b> Fund - Detail Organization - Detail Program - Level 2 Class - Detail Account - Level 3 Project/Grant - Detail	✓	✓	✓	✓	✓	✓	✓	✓						
<b>Project--</b> Fund - Detail Organization - Detail Program - Level 2 Class - Detail Account - Level 3 Project/Grant - Detail								✓	✓	✓	✓	✓	✓	✓
<b>Revenue Estimate--</b> Fund - Detail Organization - Detail Program - Level 2 Class - Detail Account - Detail Project/Grant - Detail	✓	✓	✓	✓	✓	✓	✓	✓						

# BUDGET TYPE CHARTFIELD REFERENCE

## Budget Types

<i>Chartfields</i>	<b>Appropriation Funds 10-17</b>	<b>Organization Funds 10-17</b>	<b>Project Funds 19+</b>	<b>Revenue Estimate Funds 10-17</b>
Fund (Fund Group)	Numeric (detail)	Numeric (detail)	Numeric (detail)	Numeric (detail)
Program	Alpha (Level 1) All Programs	Alpha (Level 2)	Alpha (Level 2)	Alpha (NONEX except when acct = 48xx then specific at Level 2)
Acct	Alpha (Level 2)	Alpha (Level 3)	Alpha (Level 3)	Numeric (detail)
Org (Dept. Number)	Alpha (Level 2) Budget Center	Numeric (detail) Dept Number	Numeric (detail) Dept Number	Numeric (detail) Dept Number
Subclass	Alpha (Level 2)	Numeric (detail)	Numeric (detail)	Numeric (detail)
Proj/Grant (Project)	N/A	Numeric (detail)	Numeric (detail)	Numeric (detail)

# Chart of Accounts Tree

In order to understand budgeting in CUBS it is necessary to gain at least a basic understanding of the tree structure for the Chart of Accounts.

The CUBS Chart of Accounts is constructed using the tree structure and is maintained by what is referred to as the Tree Manager. While money is always spent and received in the General Ledger at the detail level, budgets are created and maintained at higher levels. These higher levels (nodes) use an alpha character naming convention; thus, budgets are keyed according to the CUBS budget rules using a mix of numeric (detail) and alpha (broader) characters.

The Tree Manager can be accessed in the new financials system version by going to the Tree Manager link and then choosing Tree Viewer. From this point select which section of the Charts to view. An updated version of the Chart of Accounts is kept on the Budget Website at:

<http://www.clemson.edu/coa/>

Following are some important points to commit to memory about the Tree and uses of chartfield combinations:

1. On the Tree, Level 1 is always “ALL”
2. All Actual expenditure transactions require the existence of an Organization Budget for funds 10-17 and a Project Budget for funds 19 and higher. No budget is required for any transaction where the Account chartfield code falls under the Assets, Liabilities and Fund Balance categories.
3. Project/Grant numbers are designed such that the first 2 digits should **ALWAYS** match their fund.

For Example:

**15 5300 INSSP 130 OTHER 1500000**

# Chart of Accounts Tree

4. Revenue Estimate Budgets program codes should be at level 2 using the following guidelines:
  - For Recovery Accounts (like 48xx) use the appropriate level 2 program node  
i.e. 15 **INSSP** 5307 4842 130 1500000
  - For all other accounts use the **NONEX** program node
  
5. Fund 20 Sponsored Programs research projects with a negotiated E&G or PSA cost share use a project number like 209XXXX. Budgeting the E&G or PSA cost share account is mandated by the SPAA office and the cost share project numbers are to be established to match the 209XXXX project number by using a 159XXXX (for E&G) numbering convention or a 109XXXX (for PSA) numbering convention where XXXX equals the last four digits of the fund 20 research project number. PSA cost shares should not be established in fund 17. It is also important to match the program code on the cost share to the program code used on the fund 20 SPAA activity.

For example:

<u>Sponsored Program Account#</u>	<u>E&amp;G or PSA Cost Share Budget</u>
20 0708 111 225 7004 2092447	15 0708 INSTR 129 OTHER 1592447
20 0199 304 207 7009 2092689	10 0199 PUBSV 135 OTHER 1092689

6. **Incentive Funds** are the recovered Facilities & Administrative charges on (fund 20) non-federally funded Sponsored Programs research activities and on those federally funded Sponsored Programs research activities under \$200,000 or awarded after January 1, 1999. These incentive funds are budgeted and spent from E&G projects like 148XXXX using subclass 127.

# Chart of Accounts Tree

7. For **Transfer-In Revenue Estimate Budgets**, the last 2 digits of the “Account” chartfield match the fund number of the funding source.

For Example:

<b>13</b>	4004	NONEX	130	TRSOUT	1300014
					\$500.00
15	0700	NONEX	130	<b>9213</b>	1500000
					\$500.00

8. The “Program” chartfield for the “Transfer Out” Organization and Project/Grant expenditure budgets should always be “NONEX” and the “Account” chartfield should always be “TRSOUT”.

For Example:

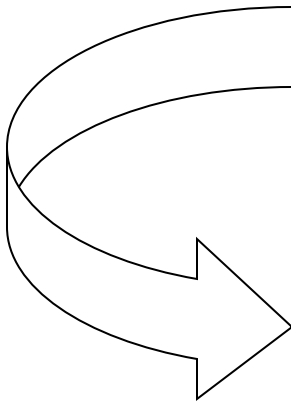
13	4004	<b>NONEX</b>	130	<b>TRSOUT</b>	1300014
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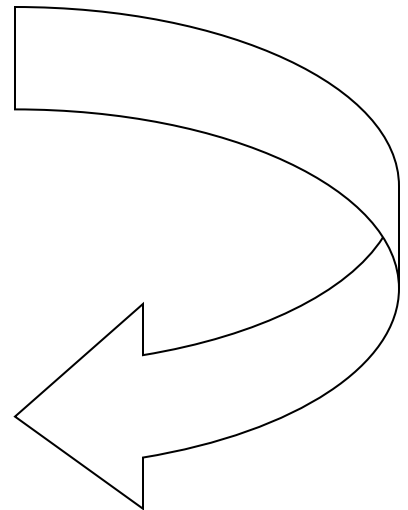
# Funds 10 Through 17

Manually keep added revenue budgets in sync with expenditure budgets

<b>REVENUE ESTIMATE BUDGETS</b>						
15	0971	NONEX	130	4752	1500000	\$65,000
15	0978	NONEX	130	4751	1500000	\$20,000
15	0971	NONEX	130	4726	1500002	\$15,000



**Appropriation Budget**  
 Original Budget = \$10,000,000  
 An Appropriation Budget increase of \$100,000 is needed  
**15 COES ALL EGAPP ALLEXP \$100,000**



**And increases to the Organizational Budgets must total to \$100,000 to indicate how the revenue will be spent**

15	0971	INSTR	130	OTHER	1500000	\$65,000
15	0978	RESCH	130	EQUIP	1500000	\$20,000
15	0971	INSTR	130	OTHER	1500002	\$15,000

\* See pages 12-18 for specific transfer transactions

## **Balancing Approp/Org/Revest Budgets**

When processing a budget amendment for funds 10-17, the total of the Organization budgets should match the total of the Appropriation budgets, and the total of the Revenue Estimate budgets should match the total of the Appropriation budgets as well. Exceptions exist, such as when budgeting fund balance/performance credits.

Appropriation and Organization budgets have to be entered into CUBS in a specific order. If the Organization budgets have a net increase, then the Appropriation budgets need to be entered first. If the Organization budgets have a net decrease, then the Organization budgets need to be entered first. The sum of a budget center's Organization budgets cannot exceed the sum of its Appropriation budgets. Revenue Estimate budgets are independent of Appropriation and Organization budgets, and can be entered at any time.

# **Budgeting and Transfers**

## REFERENCE NAMING CONVENTION FOR BUDGET AMENDMENTS

### **Purpose:**

In an attempt to have a universal naming convention, the following criteria is necessary for all budget amendments:

1. All budget amendments will have a reference number consisting of 10 characters due to a limit of characters allowed when entering cash transfers.
2. Each budget center will have an assigned number as it's identifier. This number is the first two digits of each budget center's department numbers assigned for financial reporting purposes.
3. Monthly Budget versus Actual reports are submitted with detail of how budgets have increased/decreased in relation to the initial budget loaded at the beginning of the fiscal year. Categorizing budget amendments allow the querying of this data to produce the data in a format that eliminates the need to review thousands of amendments one by one.

### Amendment Type:

NN Non - permanent  
Amendment  
PP Permanent  
Amendment

### Budget Amendment Categories:

#### Budget Office Categories:

FPT Fixed Price Transfers (use code from SPAA)  
GD GAD Master's GAD  
PC Performance Credits/Fund 15 only  
PI Pay Increases  
IL Internal Loans

### Budget Center Identifiers:

56 A+A  
05 AAH  
13 BPA  
03 CAFLS  
09 COES  
28 DCIT  
59 FAC  
07 HEHD  
30 LBRY  
50 PRES  
51 PROV  
01 PSAG  
57 RES  
54 SEC  
40 STUD  
58 UTIL  
53 FIN  
02 CES

### Budget Center Categories:

FA F&A Distributions  
FB Fund Balance  
RR Realize Revenue  
CT Cash Transfer  
TF Transfer of Funds/Reallocations/Fund 15 only  
ZB Zero Budgets  
CM Commitment (long-term but not permanent agreement)  
GD GAD Master's GAD

### Fiscal Year:

2010 0  
2011 1

### **Example:**

The reference number to be used to key a budget amendment in FY2010 transferring funds from CAFLS to AAH due to a commitment made would be named as follows:

Amendment Type - Budget Amendment Category - Budget Center Identifier - last number of fiscal year - numerical order of amendments (001, etc.)

The amendment would read: **NNTF030001**.

## Budgeting/Recognizing Revenue

Recognizing revenue in Fund 14:

The following item numbers correspond to lines numbered at the left of CUBS Transaction Form on the next example page:

1. Recognize monies using the appropriate account number that these monies will be receipted into.
2. The Appropriation Budget for Fund 14 is needed to raise the overall spending authority for the Budget Center. Without this line, the system will not allow the Fund 14 Organization Budget (Line #3)) to pass.
3. The Fund 14 Organization Budget recognizes where the department intends to spend the money that was received.



## **Transfer between Budget Centers (Fund 15)**

The following item numbers correspond to lines numbered in the left of the CUBS Transaction Form on the next example page.

1. The decrease to the Organization Budget (expenditure budget) recognizes from where the funding is coming.
2. The Appropriation Budget for Fund 15 is needed to decrease the spending authority where the funding is coming and to increase the spending authority where the funding is being transferred.
3. The Fund 15 Organization Budget recognizes the project in which the department(s) intend to spend the money that was received.

# CUBS BUDGET TRANSACTION FORM

# FY2009

## SAMPLE

 Date Prepared: 3/9/2009

Dept: \_\_\_\_\_

 Post Date: 3/17/2009

 User ID: osheila

 Reference #: NNTF9558

Justification/Description:

Cover expenses in Pee Dee, Sandhill, Sumter &amp; Anderson accounts

**Project Description**

Journal ID#	Fund	Org	Program	Sub-Cl	Account	Project/Grant	Change Amount	Project Description
#1	15	0312	INSTR	130	OTHER	1500701	(8,000.00)	William E Keels
#3	15	0185	INSTR	130	OTHER	1500701	1,000.00	William E Keels
#3	15	0187	INSTR	130	OTHER	1500701	3,000.00	William E Keels
#3	15	0235	INSTR	130	OTHER	1500701	2,000.00	William E Keels
#3	15	0202	INSTR	130	OTHER	1500701	2,000.00	William E Keels
							<b>Total:</b>	<b>\$0.00</b>

(Funds 10-17 are ORG budgets; Funds 19 and higher are PROJ\_GRT budgets.)

**\$0.00**
**Budget transactions requiring Revenue and/or Approp Budgets must be keyed at the Budget Office.**

REV/APPROP Justification/Description:

Journal ID#	Fund	Org	Program	Subclass	Account	Project/Grant	Change Amount	
							<b>Revest Total:</b>	<b>\$0.00</b>
Journal ID#	Fund	Org	Program	Subclass	Account	Change Amount	<b>Filing/Distribution- Budget Office Use</b>	
#2	15	CAFLS	ALL	EGAPP	ALLEXP	(\$8,000.00)	<b>CAFLS/PSAG/CES</b>	
#2	15	PSAG	ALL	EGAPP	ALLEXP	\$4,000.00		
#2	15	CES	ALL	EGAPP	ALLEXP	\$4,000.00		
							<b>Appropriation Total:</b>	<b>\$0.00</b>

**APPROVED:**

Principal Investigator (If Required) \_\_\_\_\_

Date \_\_\_\_\_

Vice President / Provost \_\_\_\_\_

Date \_\_\_\_\_

**Regina Carroll**
**3/9/2009**

Virginia Baumann

**3/13/2009**

Department Head or Dean

Date

Chief Budget Officer

Date

# WHEN, WHY AND HOW TO DO TRANSFER BUDGETS

## Closing Rules and Fund Balance

In the Budgets financial system, funds are set up with specific year-end closing rules based on the way business is conducted in the fund. For example, in Fund 15, the closing rules are set so that at the end of the year all activity rolls up and closes to the central department, 5599, because with the exception of internal recoveries, this is where the bulk of the revenue (student fees and state appropriations) resides. As a result, fund balance in fund 15 is NOT maintained at the discrete project number for the various departments, thus there is no reason to perform cash transfer journals to move money from one department or project to another, because at year end, the fund balance will roll up and close to department 5599. Like fund 15, funds 10, 11 and 17 also close to a central PSA department, 0120, and fund balance is not maintained for discrete projects and departments. Therefore, in funds 10, 11 and 15, as long as the funding remains within the fund, transfer budget and corresponding cash transfer journal entries are not needed. This is also true even when funding is being reallocated to a different budget center. In funds 10 and 15, in lieu of fund balance, performance credits are calculated and spending authorities are adjusted via budget amendments during the first quarter of the year based on prior year activity.

Aside from funds 10, 11, and 15, all other funds close at the discrete fund, department, class, and project number (Program in fund balance entries is always 000 and Account is always 30XX where XX equals the fund), therefore, a transfer budget and corresponding cash transfer journal needs to take place to reallocate funds.

**Below are two general guidelines to aid in deciding when transfer budgets are needed:**

1. Reallocations Between Funds  
Always set up a transfer budget when funding will move from one fund to another
2. Within the Same Fund  
Except in funds 10, 11, and 15, establish transfer budgets when any one of the following "source of destination" chartfields will change:

DEPTID  
CLASS  
PROJ\_GRANT

3. Project to Project  
Funds 12, 13, 14, and 16 close at a discrete project grant level fund balance. Therefore, a mirrored cash transfer must follow.

*Note: There are rare exceptions to #2 above, based on special closing rules as specified by the campus budget center managers. When in doubt, consult your budget center manager.*

# WHEN, WHY, AND HOW TO DO TRANSFER BUDGETS

## Procedures

### Budget Amendments:

Because transfer budgets require a corresponding journal entry to move cash, any budget amendment with a TRSOUT expenditure account code or a transfer-in revenue account code (like 90XX or 92XX) should be submitted for processing on the CUBS Budget Transaction Form as follows:

- E&G, AUX and Plant Funds (13-16 and 40) -  
Prepared by Budget Center Business Officer or designee – if assistance needed, contact the Budget Office G-06 Sikes Hall 656-2422
- PSA Funds (10, 11, 12, and 17) -  
Prepared by Budget Center Business Officer or designee – if assistance needed, contact the PSA Business Office 107 Barre Hall 656-0386
- Small Restricted Receipts (Fund 19) -  
Transfers are rare exceptions  
Consult Stanley Richardson RES 300 Brackett Hall 656-2324
- Sponsored Programs (Fund 20) –  
Consult Roberta Elrod in SPAA ASB Bldg 656-4352
- All Other Restricted Funds -  
Contact Cheryl Dean in ARO ASB Bldg 656-3630

### Cash Transfers:

Related cash transfer journal entries will be executed by Accounting Services staff in the Administrative Services Building. Please email a copy of the budget amendment to Sherri Rowland ([sherrir@exchange.clemson.edu](mailto:sherrir@exchange.clemson.edu)), in Accounting Services.

# BUDGETING TRANSFERS

Transferring budgeted expenditure amounts from one fund to another

The following item numbers correspond to lines numbered in the left-hand margin of the CUBS Transaction Form on the next example page:

1. The decrease to the Organization Budget (expenditure budget) recognizes from where the funding is coming.
2. The matching TRSOUT Organization Budget increase recognizes the budget as a transfer out. As always remember that the transfer out budget should use a NONEX program code and a TRSOUT account code.
  - *Note: A Fund 14 Appropriation Budget is not necessary because the Fund 14 Organization Budget nets to zero as well as the Fund 15 Appropriation Budget in the second example.*
3. The transfer-in revenue budget is needed to recognize the monies coming in from Fund 14. Please note that the transfer-in revenue account code is 9214. The “14” matches the original funding source. Always use NONEX for the program code for a transfer-in revenue budget.
4. The Appropriation Budget for Fund is needed to raise the overall spending authority for the Budget Center receiving the resources. Without this line the system will not allow the Fund Organization Budget (lines #5) line to pass.
5. The Fund Organization Budget lines recognize where the department intends to spend the money that was received.

**\*\* Related cash transfer journal entries will be executed by Accounting Services staff in the Administrative Services Building. Please email a copy of the budget amendment to Sherri Rowland ([sherrir@exchange.clemson.edu](mailto:sherrir@exchange.clemson.edu)), in Accounting Services.**

# BUDGETING TRANSFERS

Transferring budgeted expenditure amounts from one fund to another

## CUBS BUDGET TRANSACTION FORM

2006 Budget Year

Date Prepared: 9/22/2005 Dept: STUD

Post Date: _____
User ID: _____
Reference #: _____

<b>O R G or P R O J</b>	Justification/Description: <p style="text-align: center;">Transfer funds to cover GA salary overage</p>								(Org Only) Allow Overdraft? Y or N
	Journal ID#	Fund	Org	Program	Sub-Cl	Account	Project/Grant	Change Amount	
		14	4057	STUSV	130	OTHER	1400158	(345.00)	
		14	4057	NONEX	130	TRSOUT	1400158	345.00	
		13	4004	STUSV	130	GRAD	1300021	345.00	
(Funds 10-17 are ORG budgets; Funds 19 and higher are PROJ_GRT budgets.) Total:								<b>\$345.00</b>	

<b>R E V E S T  A P P R O P</b>	<b>Budget transactions requiring Revenue and/or Approp Budgets must be keyed at the Budget Office.</b>									
	REV/APPROP Justification/Description:									
	Journal ID#	Fund	Org	Program	Subclass	Account	Project/Grant	Change Amount		
		13	4004	NONEX	130	9214	1300021	\$345.00		
	Revest Total:							<b>\$345.00</b>		
	Journal ID#	Fund	Org	Program	Subclass	Account	Change Amount	<b>Filing/Distribution:</b>		
		13	STUD	ALL	EGAPP	ALLEX	\$345.00	<b>RAB</b> ___	<b>PAB</b> ___	
								<b>FU's</b> ___	<b>FBR</b> ___	
								<b>Acctg Services</b> ___		
							_____	_____		
							_____	_____		
Appropriation Total:							<b>\$345.00</b>			

\*A breakdown of the chartfield lines is provided on the following page

# BUDGETING TRANSFERS

**Transferring budgeted expenditure amounts from project to project**

**The following item numbers correspond to lines numbered in the left-hand margin of the CUBS Transaction Form on the next two example pages:**

1. The decrease to the Organization Budget (expenditure budget) recognizes from where the funding is coming.
2. The matching TRSOUT Organization Budget increase recognizes the budget as a transfer out. As always remember that the transfer out budget should use a NONEX program code and a TRSOUT account code
  - *Note: A Fund 13 or Fund 14 Appropriation Budget entry for both examples is not necessary because these Organization Budgets nets to zero.*
3. The transfer-in revenue budget is needed to recognize the monies coming in from the project in Fund 13 on the first example and Fund 14 on the second example. Please note that the transfer-in revenue account code is 9213 and 9214 respectively. The “13” and “14” matches the original funding source. Always use NONEX for the program code for a transfer-in revenue budget.
4. The Appropriation Budget for the Funds is needed to raise the overall spending authority for the Budget Center. Without this line the system will not allow the Fund Organization Budget (line #5) lines to pass.
5. The Organization Budget recognizes the project in which the department intends to spend the money that was received.

**\*\* Related cash transfer journal entries will be executed by Accounting Services staff in the Administrative Services Building. Please email a copy of the budget amendment to Sherri Rowland ([sherrir@exchange.clemson.edu](mailto:sherrir@exchange.clemson.edu)), in Accounting Services.**

# BUDGETING TRANSFERS

## Project to Project

### CUBS BUDGET TRANSACTION FORM

2006 Budget Year

Date Prepared: 11/9/2005 Dept: STUD

Post Date: _____
User ID: _____
Reference #: _____

<b>OR G or P R O J</b>	Justification/Description: <p style="text-align: center;">Setup transfer out budget for.....</p>								(Org Only) Allow Overdraft? Y or N
	Journal ID#	Fund	Org	Program	Sub-CI	Account	Project/Grant	Change Amount	
		13	4057	STUSV	130	EQUIP	1300056	(50,000.00)	
		13	4057	NONEX	130	TRSOUT	1300056	50,000.00	
		13	4057	STUSV	130	OTHER	1300085	50,000.00	
	(Funds 10-17 are ORG budgets; Funds 19 and higher are PROJ_GRT budgets.) Total:							\$50,000.00	

<b>R E V E S T  A P P R O P</b>	<b>Budget transactions requiring Revenue and/or Approp Budgets must be keyed at the Budget Office.</b>									
	REV/APPROP Justification/Description:									
	Journal ID#	Fund	Org	Program	Subclass	Account	Project/Grant	Change Amount		
		13	4057	NONEX	130	9213	1300085	\$50,000.00		
	Revest Total:							\$50,000.00		
	Journal ID#	Fund	Org	Program	Subclass	Account	Change Amount	Filing/Distribution:		
		13	STUD	ALL	EGAPP	ALLEXP	\$50,000.00	RAB ___	PAB ___	
								FU's ___	FBR ___	
								Acctg Services _____		
								_____		
Appropriation Total:						\$50,000.00				



# BUDGET HOLDING ACCOUNTS

In order to expedite the allocation of funds and maintain budget balance, the Budget Office sometimes allocates budget funding to the Budget Center's budget holding account. There are two primary instances where the Budget Office uses the holding account:

1. For special allocations initiated by the Budget Office
2. For budget transactions initiated at the Center level that specify a distribution of more than 2 increase transactions in the Organization and Project/Grant Budgets.

## E&G BUDGET HOLDING ACCOUNTS

A+A	5600	INSSP	OTHER*
AAH	0500	INSTR	OTHER*
BPA	1300	INSTR	OTHER*
CAFLS	0300	INSTR	OTHER*
COES	0900	INSTR	OTHER*
DAPS	2700	ACDEM	OTHER*
DCIT	2800	ACDEM	OTHER*
FAC	5900	OPMAN	OTHER*
FIN	5300	INSSP	OTHER*
HEHD	0700	INSTR	OTHER*
LBRY	3001	ACDEM	OTHER*
PRES	5000	INSSP	OTHER*
PROV	5100	INSSP	OTHER*
PSAG	0100	PUBSV	OTHER*
RES	5700	RESCH	OTHER*
SEC	5400	INSSP	OTHER*
STUD	4000	STUSV	OTHER*
UTIL	5801	OPMAN	OTHER*

\*Certain types of special allocations are keyed to the most relevant account code for the type of allocation. For instance, salary increase allocations go to CLASS or UCLASS instead of OTHER. A different 'holding account' chartfield combination may be chosen when it is evident that another combination more closely matches the Center's intended allocation based on the chartfield values listed on the form.

## FUND 16 BUDGET HOLDING ACCOUNTS

ATH	7000	AUXIL	OTHER
DCIT	2800	AUXIL	OTHER
FIN	5300	AUXIL	OTHER
PSAG	0100	AUXIL	OTHER
STUD	4000	AUXIL	OTHER

•

# **CUBS Budget Navigation**

## Budgeting in CUBS Financials Funds 10-17

In order to properly set up access rights in Peoplesoft, new roles have been created for users. As can be seen from the list of roles below, a user will be identified as a viewer or user. Additionally, some users may also be approvers.

Roles and short descriptions followed by long descriptions:

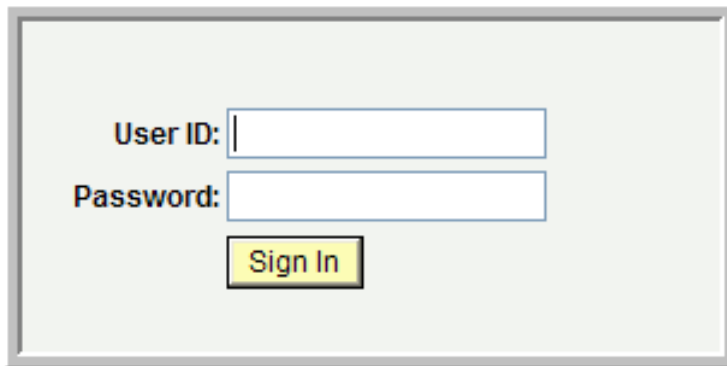
1. BUDGET ADMINISTRATOR -- BUDGET ADMINISTRATOR  
Access to analyze and prepare ALL budgets.  
\*\*Limited to Select Business Officers
2. BUDGET DELETION ROLE -- Delete Budgets  
Gives users the access to delete budgets.  
\*\*Must be approved by budget office.
3. BUD\_AMEND -- Enter/save ORG or CH\_CNTL bud  
Users are allowed to enter and save ORG or CH\_CNTL budget journals
4. BUD\_AMEND\_APP\_REV -- Enter, save&pst ORG,CH,APP,REV  
Allowed to enter, save, and post ORG or CH\_CNTL, APPROP, and REVEST budget journals.
5. BUD\_AMEND\_CH -- Enter,save&pst ORG or CH\_CNTL  
Allowed to enter, save and post ORG or CH\_CNTL budget journals
6. BUD\_AMEND\_SPAA -- Enter, save SPONCHILD budgets  
Allowed to enter and save SPONCHILD budget journals -no post.
7. DEPT\_USER -- View only (old role called BUD\_VIEW)  
Users can only view budgets

Note: When someone has BUDGET ADMINISTRATOR, that will cover the need for BUD\_AMEND\_APP\_REV so they should only have 1 or the other.

Budget Center Representatives submitted roles for each user of their area. If you have any questions about the access that you have been given please see your Budget Center Representative.

# Budgets Navigation in CUBS

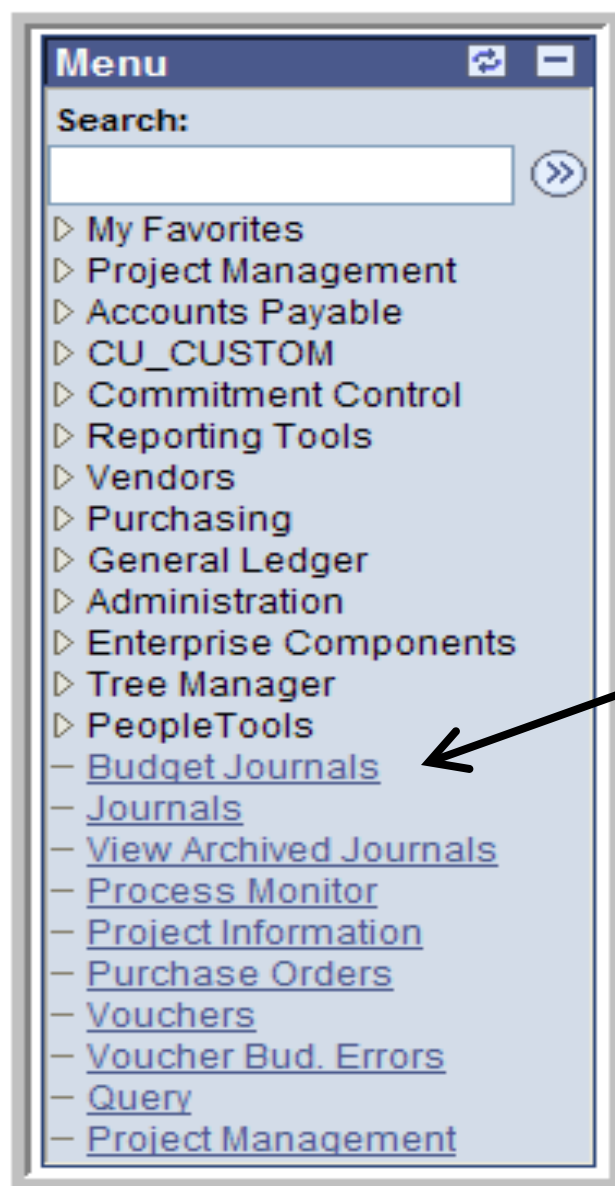
**Step 1:** Log-in the system by using your Novell ID & Password



User ID:

Password:

**Step 2:** Navigate into Budget Journals




# Budgets Navigation (cont' d)

**Step 3:** Add an Organization Budget. Do not make any changes to any of these fields. Click “OK”


### Enter Budget Journals

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

---

Business Unit:  

Journal ID:

Journal Date:  

←

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

*Note: In July, when two budget periods are open simultaneously, and the budget is intended to affect the prior fiscal year, the user will have to change to Journal Date field to 6/30/XXXX where XXXX equals the fiscal year that the budget is to affect.*

# Budget Navigation (cont' d)

**Step 4: Choose type of budget to be entered from list below.**

## Look Up Ledger Group

Cancel

### Search Results

Business Unit	Ledger Group	Description
<a href="#">CU</a>	<a href="#">CH_CNTL</a>	<a href="#">Child Control</a>
<a href="#">CU</a>	<a href="#">PA_CNTL</a>	<a href="#">Parent Control</a>
<a href="#">CU</a>	<a href="#">ENC_DETAIL</a>	<a href="#">Encumbrance Detail</a>
<a href="#">CU</a>	<a href="#">PLANTFUND</a>	<a href="#">Plant Fund</a>
<a href="#">CU</a>	<a href="#">SPONCHILD</a>	<a href="#">Sponsored Activity Child Budg</a>
<a href="#">CU</a>	<a href="#">SPONPARENT</a>	<a href="#">Sponsored Activity Parent</a>
<a href="#">CU</a>	<a href="#">APPROP</a>	<a href="#">Appropriation Budget Ledger</a>
<a href="#">CU</a>	<a href="#">ORG</a>	<a href="#">Organization Budget Ledger</a>
<a href="#">CU</a>	<a href="#">REVEST</a>	<a href="#">Revenue Estimate Budget Ledger</a>

# Budgets Navigation (cont' d)

## Step 5: Budget Header Panel Information

### Organizational Budget (Panel 1)

**Budget Header** | Budget Lines | Budget Amend Print | Budget Errors **F**

Unit: CU    Journal ID: NEXT    Date: 06/26/2009 **A**

\*Ledger Group:  **B**

Control ChartField: Fund Code **B**

Budget Header Status: None

User ID: PARKS4

Fiscal Year: 2009    Period: 12 **C**

\*Currency:  **D**

Rate Type:  **D**

Exchange Rate:  **D**

Cur Effdt:  **D**

Budget Type: Expense

Budget Amendment Reference:

Long Description: **E**

The new description field can hold up to 255 characters. Please take full advantage of this field and be very specific about what the amendment is being entered for.

**Save** **Notify** **Add** **Update/Display**

[Budget Header](#) | [Budget Lines](#) | [Budget Amend Print](#) | [Budget Errors](#) **F**

\*See the next page for a breakdown of each section of Organizational Panel 1.

# Budgets Navigation (cont' d)

## Organizational Budget (Panel 1) - Understanding the panel information and fields

**A** The information in Section A defaults in based on the data from the window displayed on the previous page. Once this budget is posted, the Journal ID field will display an incrementally assigned system Journal ID number. The number will begin with an alpha character associated with the users' budget center. See the chart labeled "Origin Table" at the end of this section for a list of alpha characters that are associated with each center.

**B Ledger Group** - This box is where the ledger being entered will be inserted. Click the magnifying glass next to the box and a search will be conducted of those ledgers that you have access to post journals to.

**Control ChartField** - This field is automatically defaulted in by the system once the ledger group is selected

**Budget Header Status** - This field tells the status of the journal whether it is posted, saved, or has errors

**C Fiscal Year & Period** - This field is automatically defaulted in by the system once the ledger group is selected and is based on what period the accounting system is currently in.

**D** The information in section D defaults in based on the data from step 3 and the ledger group that was entered. The user should not have to adjust any information in this section.

**E Budget Amendment Reference** - This section is where the reference number can be inserted if desired. If no information is input into this section, the default is set so the first 15 characters of the long description will be filled in.

**Long Description** - Type in a description that will provide an accurate justification of the budget transaction being entered. This field has been extended in character length, so more specific descriptions can now be entered.

**F** When all relevant information has been entered click on the tab or link labeled "Budget Lines" to continue to the chart field section of the budget journals. As shown there are two ways to navigate through the different Organization Panels.

# Budgets Navigation (cont' d)

## Step 6: Budget Line Panel Information

### Organizational Budget (Panel 2)

Budget Header | Budget Lines | Budget Amend Print | Budget Errors

Unit: CU    Journal ID: NEXT    Date: 06/26/2009    Budget Header Status: None **A**

Process: Post Journal    Process **E**

Lines

Chartfields and Amounts    Base Currency Details

Delete	Line	Ledger	Budget Period	Speed Type	*Account	*Fund	*Dept	*Program	*Class
<input type="checkbox"/>	1 <b>B</b>	ORG_BD	2009YR	Speed Type	OTHER	14	0926	INSSP	130
<input type="checkbox"/>	2	ORG_BD	2009YR	Speed Type	TRSOUT	14	0926	NONEX	130

Lines to add: 1    +    -    **C**    Journal Line Copy Down    From Line:    To:    Generate Budget Period Lines

Totals		
Total Lines:	Total Debits:	Total Credits:
2	21,144.00 <b>D</b>	21,144.00

Save    Notify **E**

[Budget Header](#) | [Budget Lines](#) | [Budget Amend Print](#) | [Budget Errors](#)

### Screen Shot Cont' d:

**B**    Customize | Find | View All | First 1-2 of 2 Last

Project	Set Options	Currency	Amount	Ref
1400484	Set Options	USD	-21,144.00	+ -
1400484	Set Options	USD	21,144.00	+ -

**F**    Add    Update/Display

\*See the next page for a breakdown of each section of Organization Panel 2.

# Budgets Navigation (cont' d)

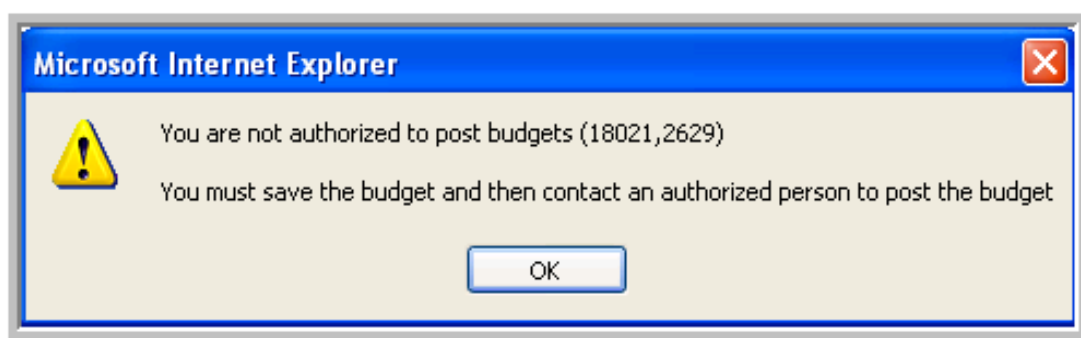
## Organizational Budget (Panel 2) - Understanding the panel information and fields

- A** The information in Section A defaults in based on the data from the window displayed on the previous page. Once this budget is posted, the Journal ID field will display an incrementally assigned system Journal ID number. The number will begin with an alpha character associated with the users' budget center. See the chart labeled "Origin Table" at the end of this section for a list of alpha characters that are associated with each center. The Budget Header Status tells the user what actions have been taken against the journal that is currently being worked on. The Budget Header Status could read posted, saved, errors, or none.
- B** **Budget Chartfield Distribution** - Input all six fields of the budget chartfield string, budget period, and amount. The Reference field is an option to use if the user would like to enter a reference number line by line.
- C** **Lines to add & Journal Line Copy Down** - Additional lines can be added by clicking on the plus button. By clicking on the Journal Line Copy Down link each user can set their preferences for fields that they wish to copy down each time. The user can also set the number of lines to be copied down. Lines can also be deleted, make sure the chartfield line is checked and then click on the minus button.
- D** The information in this section gives the totals of debits and credits and the number of lines.
- E** **Process** - This function allows the user to either post a journal, delete the journal, or refresh the journal. Depending upon the access the user has been granted, if the user is a BudUser1 and hits the process button with the post journal selected an error message will appear. The message will tell the user that they do not have access to post a journal, but instead need to save the journal and notify the appropriate supervisor to post the journal at a future time.
- Save** - All users can save a journal that has been keyed. Once the save button has been clicked a Journal ID will appear. Please remember that Journal ID's will start with an alpha letter corresponding with the center that the user is identified with. For a list of alpha characters for each department see the table at the end of this section.
- Notify** - The notify button is currently not a function being used
- F** **Add** - Once a user has keyed all relevant information in the Chartfields and Amounts and Base Currency Details sections and either posted or saved the journal then another journal can be keyed. Pressing the "Add" key will take the user back to the "Enter Budget Journals" panel.
- Update/Display** - Pressing this key will take the user to the "Find Existing Journals" panel. The user can look up journals they previously keyed here. If the journal was just saved they can select the correct Journal ID and will then be taken back to the Chartfields panel where they can make edits. Please note this can only be done if the journal has been saved. Changes cannot be made if the journal has been posted.

# Budgets Navigation (cont' d)

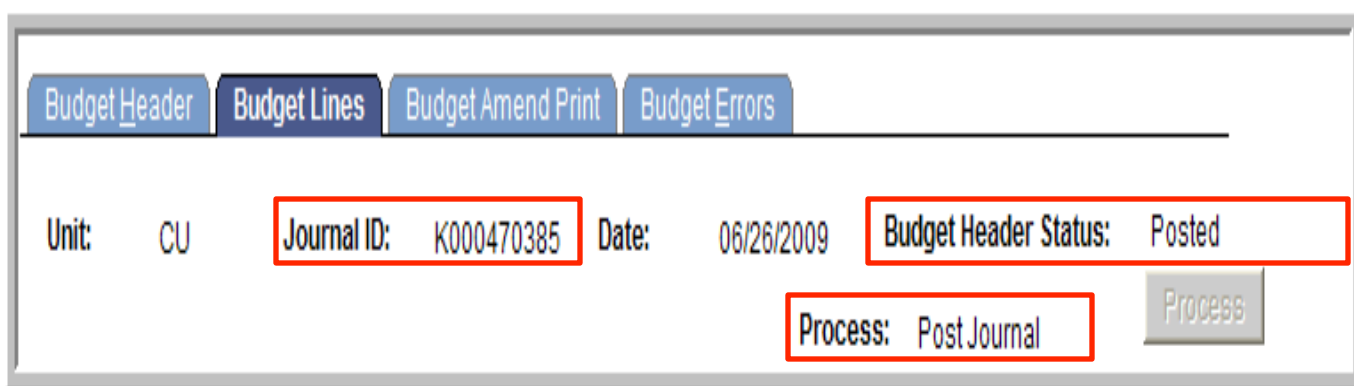
## Step 7: Posting, Saving, or Deleting Org Budget Entries

Once all relevant information has been entered, the user must either post or save the budget lines depending on their personal roles defined by their Budget Center Representatives. As shown in Step 5 section E, a journal can be saved by clicking on the save button. If a user tries to post the journal by pressing the Process button, but does not have access to do so the following error message will appear:



In this case the user should click the save button and notify the appropriate supervisor that the journal needs approval. When a journal has been saved the page will display a Journal ID. This Journal ID will begin with an Alpha Character correlating to the users' home department. See the next page for more detail on the Alpha characters uses.

### Example of Journal ID:



# ORIGIN TABLE

Journal ID's will begin with an alpha character that is predetermined by the users' home department. This alpha character will only be valid for approvers to use to access a list of their unposted budget amendments. When querying budgets, it is recommended not to specify Journal ID's criteria for this field. For example, when the Budget Office posts amendments the Journal ID will begin with K. Therefore, when querying if the user only specifies their Budget Center's Journal ID alpha character the data will not include any entries made outside of that area.

<b>A</b>	<b>Advancement</b>	<b>A+A</b>
<b>B</b>	<b>Architecture Arts &amp; Humanities</b>	<b>AAH</b>
<b>C</b>	<b>Athletics</b>	<b>ATH</b>
<b>D</b>	<b>College of Business &amp; Behavioral Science</b>	<b>BBS</b>
<b>E</b>	<b>College of Agriculture for Life Sciences</b>	<b>CAFLS</b>
<b>F</b>	<b>Campus Level</b>	<b>CAMP</b>
<b>G</b>	<b>Cooperative Extension Service</b>	<b>CES</b>
<b>H</b>	<b>College of Engineering and Sciences</b>	<b>COES</b>
<b>I</b>	<b>Division of Computing &amp; Information Technology</b>	<b>DCIT</b>
<b>J</b>	<b>Facilities</b>	<b>FAC</b>
<b>K</b>	<b>Financial Affairs</b>	<b>FIN</b>
<b>L</b>	<b>Health, Education and Human Development</b>	<b>HEHD</b>
<b>M</b>	<b>Library</b>	<b>LBRY</b>
<b>N</b>	<b>President</b>	<b>PRES</b>
<b>O</b>	<b>Provost &amp; VP of</b>	<b>PROV</b>
<b>P</b>	<b>Public Service and Agriculture</b>	<b>PSAG</b>
<b>Q</b>	<b>Research</b>	<b>RES</b>
<b>R</b>	<b>Secretary to the Board</b>	<b>SEC</b>
<b>S</b>	<b>Student Affairs</b>	<b>STUD</b>
<b>T</b>	<b>Utilities</b>	<b>UTIL</b>

# APPROVING AMENDMENTS

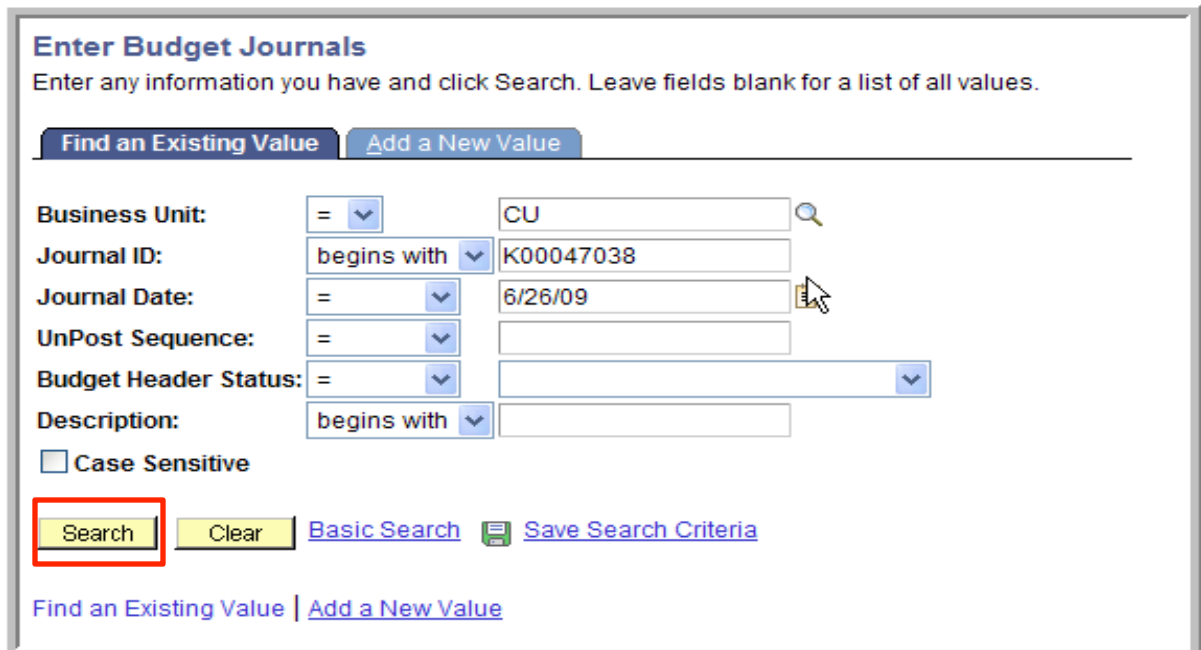
With the new roles set up within the system, approvers must know how to access saved amendments and either post or delete the transactions. When in the system, click on “budget journals” the same as if entering a budget. The next screen will be the same as Step 3 of entering a budget except as shown on the screen shot below. The user will need to click on the “Find an Existing Value” tab.

## Step 8 : Find an Existing Value



The screenshot shows the 'Enter Budget Journals' interface. At the top, there are two tabs: 'Find an Existing Value' (highlighted with a red box) and 'Add a New Value'. Below the tabs, there are input fields for 'Business Unit' (CU), 'Journal ID' (NEXT), and 'Journal Date' (06/26/2009). An 'Add' button is visible below these fields. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

## Step 9: Enter any information you have and click Search. Leave fields blank for a list of all values.



The screenshot shows the 'Enter Budget Journals' interface with search criteria entered. The 'Find an Existing Value' tab is selected. The search criteria are: Business Unit (CU), Journal ID (begins with K00047038), Journal Date (6/26/09), UnPost Sequence, Budget Header Status, and Description (begins with). A 'Search' button is highlighted with a red box. Other buttons include 'Clear', 'Basic Search', and 'Save Search Criteria'. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

# APPROVING AMENDMENTS

## Step 10: Select Amendments to Approve

### Enter Budget Journals

Enter any information you have and click Search. Leave fields blank for a list of all values.

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

Business Unit: =

Journal ID: begins with

Journal Date: =

UnPost Sequence: =

Budget Header Status: =

Description: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First 1-3 of 3 Last

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
<a href="#">CU</a>	<a href="#">K000470385</a>	<a href="#">06/26/2009</a>	<a href="#">ORG</a>	<a href="#">Posted</a>	<a href="#">NNCT099837</a>
<a href="#">CU</a>	<a href="#">K000470388</a>	<a href="#">06/26/2009</a>	<a href="#">APPROP</a>	<a href="#">Posted</a>	<a href="#">NNCT099837</a>
<a href="#">CU</a>	<a href="#">K000470389</a>	<a href="#">06/26/2009</a>	<a href="#">REVEST</a>	<a href="#">Posted</a>	<a href="#">NNCT099837</a>

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

Click on an amendment to approve, and the user will be directed to the Budget Header Panel. **Review all entered data carefully.** Once the information has been verified, click the Post Journal Process button.

# Querying Budgets in CUBS

The Budget Office has set up several “canned” queries for departmental users. Please use these queries as often as needed. If you would like to alter the query from its original version, please save the query as private. Below you will find a list of the queries that have been set up in the new financials system, along with a description and criteria required to run the query.

## 1) CU88\_Budget\_Balance

◆ This query provides the budget total for Organization and Project/Grant Budgets, their actual committed amounts (expenditures and encumbrances), and the remaining available budget

Uses Ledger\_KK record

### Criteria:

*Prompt:* Business Unit  
Fund  
Deptid

## 2) CU88\_Rev\_Bud\_Balance

◆ This query provides the budget total for Revenue Estimate Budgets, their collected amounts (revenue deposits), and the difference/variance between the budget and the actual collected amount

Uses Ledger\_KK record

### Criteria:

*Prompt:* Business Unit  
Fund  
Deptid

# Querying Budgets in CUBS

## 3) CU88\_Budget\_Detail\_Query

Provides detail information on budget journals entered

Uses KK\_Budget\_LN & KK\_Budget\_HDR records

Criteria:

*Prompt:* Business Unit  
Fund  
Deptid

## 4) CU88\_Bud\_Amends

This query provides the budget lines for any amendments entered through the Budget Office or within your own department.

Uses KK\_Budget\_LN & KK\_Budget\_HDR records

Criteria:

*Prompt:* Journal Date  
Reference Number

## 5) CU88\_Ledger\_Bud\_Bal

This query provides a total by Fund, the Org, Approp and Revest Budgets. It has the Approp/Org Balance and Org/Rev Balance so you can determine if there are any reconciling items within the Budget Center.

Uses Ledger\_KK records

Criteria:

*Prompt:* Alpha Budget Center

## Querying Budgets in CUBS

### 6) CU88\_BudAmend\_Detail

Query sum of Org/Approp and Revest Budgets by Budget Amendment reference number.

Uses KK\_Budget LN and KK\_Budget HDR

Criteria: Note that you will need to change Fund and Budget Center reference.

# **Project Budgets in CUBS**

## Project Budgets in CUBS (does not include Sponsored Research)

### Parent and Child Budgets

The spending authority or overall project amount in CUBS is managed through what are called “**parent**” budgets. These budgets are contained in the budget ledger named **PA\_CNTL**.

Each parent budget has multiple “**child**” budgets which detail the chart field distributions allowed for expenditures. **Child** budgets are posted to the budget ledger called **CH\_CNTL**.

The relationship between the parent budget and child budget is like the relationship of APPROP to ORG in funds 10-17.

	PA_CNTL		CH_CNTL	
Fund	22	22	22	22
Program	ALL	INSTR	INSTR	INSTR
Account	ALLEXP	UCLASS	FRINGE	FRINGE
Department	ALL	1303	1303	1303
Class	275	275	275	275
Project	2280013	2280013	2280013	2280013
Amount	\$15000	\$11718	\$3282	

Fund	23	23	23	23
Program	ALL	INSSP	INSSP	INSSP
Account	ALLEXP	OTHER	TRAVEL	TRAVEL
Department	ALL	5604	5604	5604
Class	270	270	270	270
Project	2300895	2300895	2300895	2300895
Amount	\$1000000	\$50000	\$15000	

## **Project Budgets in CUBS** **(does not include Sponsored Research)**

### “Controlled” and “Track” Budgets

**Parent** budgets will be established by central accounting during the annual University and Foundation budget load process prior to the start of each fiscal year or as new projects are established. Parent budgets for projects that have “controlled” budgets (funds 21, 22, 57, 58, 70) will be established for the calculated endowment budget or the annual scholarship commitment letter. Parent budgets for all projects with “track” budgets (funds 23, 50, 55, 80 and 81) will be established at \$10,000,000.

Departments will establish all **Child** budgets as part of the annual budget process in May or during the year as new projects are established.

### Budget Amendments

Users are permitted to make Child budget amendments during the year for any project. The total of all Child budgets cannot exceed the Parent budget. If a “controlled” project has unspent budget funds from prior years, contact Lou Ferguson at [lou@clemson.edu](mailto:lou@clemson.edu) to request an increase in the Parent budget.

### Temporary “Controlled” Budget

Establishing a “track” budget at this high level allows budget centers to adjust child budgets as needed. Spending authority for funds 23, 55 and 81 is based on availability of resources or cash balance. Spending authority for funds 50 and 80 is based on a budget allocation from CUF or CURF.

Central accounting will move a fund 23 and 55 “track” project to “control” when available cash is overspent. Once additional cash is received, please contact Raymond Collins ([rgcolli@clemson.edu](mailto:rgcolli@clemson.edu)) to move the project back to a “track” budget.

Budget centers or fund administrators may request a “track” budget project be moved to “control” for a period of time or permanently. Please contact Raymond Collins to make that change.

# Project Budgets for Sponsored Programs in CUBS

## Parent and Child Budgets

For sponsored projects, the spending authority or overall project amount is managed through what are called “**parent**” budgets. These budgets are contained in the budget ledger named **SPONPARENT**.

Each parent budget has multiple “**child**” budgets, which detail the chart field distributions designated for expenditures. **Child** budgets are posted to the budget ledger called **SPONCHILD**.

The relationship between parent budget and child budget is like the relationship of APPROP to ORG for funds 10-17.

## Budgeting Direct and Indirect Dollars for Sponsored Programs

For Sponsored Programs projects, the direct and the indirect dollars will be budgeted separately within the **parent** level. This will ensure that direct dollars do not exceed the maximum amount awarded by the sponsor.

The following chart illustrates how the budget would look for a project with a total award of \$14,700 and an F&A rate of 47%:

### SPONPARENT

### SPONCHILD

<b>Fund</b>	20	20		20	20	20
<b>Program</b>	RESCH	RESCH		RESCH	RESCH	RESCH
<b>Account</b>	DIREXP	INDEXP		UCLASS	FRINGE	FACADM
<b>Department</b>	ALL	ALL		0910	0910	0910
<b>Class</b>	225	225		225	225	225
<b>Project</b>	2000001	2000001		2000001	2000001	2000001
<b>Amount</b>	\$10000	\$4700		\$8000	\$2000	\$4700

Parent and child budgets will be established by Sponsored Programs Accounting (SPAA) as new awards or modifications to existing awards are received.

# Project Budgets for Sponsored Programs in CUBS

## *“Controlled” and “Track” Budgets*

Projects with multiple departments or where the sponsor requires approval for budget amendments will be “controlled” budgets. “Controlled” budgets require that a child budget must be established for the unique chartfield distribution of the transaction and there must be sufficient dollars remaining in that child budget before the transaction can pass budget checking. Projects with equipment or participant support budgeted will also be “controlled” budgets.

All other projects will have “track” budgets. This means that a budget must be set up at the child level for that chartfield distribution, **and** sufficient dollars must be remaining at the parent level before a transaction will pass budget checking.

For example: For “track” budgets, a \$10 travel reimbursement for travel would pass budget checking on a project as long as a “TRAVEL” budget for that fund, program, department, and project combination had been set up AND there was \$10 remaining in the parent DIREXP budget. For “control” budgets, the transaction would not pass unless there was at least \$10 remaining in the “TRAVEL” budget for that chartfield combination.

## *Budget Amendments*

Amendments to child budgets will be entered directly into CUBS by users and approved by SPAA. Budget amendments will not be accepted via email. Authorization to enter budget amendments for Fund 20 projects may be requested through your college business office. If an amendment involves an adjustment to F&A, that calculation should be addressed in the amendment as well; i.e. decrease or increase in equipment.

No amendment should be entered into CUBS until all required approvals have been received. If a project requires sponsor approval for budget amendments, SPAA will need the sponsor approval before the amendment can be processed.