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Campus
Budgets

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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 budgets within the system.

Budget Journals 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 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 the:

- ledger group

- chartfield string associated with a specific budget

- budget entry type: original, adjustment, transfer original or transfer adjustment

- budget period

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 not 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 budget in the chartfield string, you may choose to use a different chartfield string or add budget to the chartfield string.

- request an override from the central office that manages the fund type

Depending on your security authorization, you can submit the budget journal or budget transfer for processing through workflow, or post the transaction directly. If you are submitting the budget journal or budget transfer for approval, it will go through the 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. Batch processing runs at 6 PM daily. If the approver chooses Post, it is posted immediately, assuming no errors.

On a daily basis, the department, school, or division representative should run a query, or search online to see if there are 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 to budget transfers:

- There must be a sufficient budget balance in an account to cover the transfer.

- It is prohibited to move State funds between Academic Affairs, Health Affairs and Area Health Education Center (AHEC).

- Budget can be transferred between accounts and departments if they are in the same ledger group.

- Fringe benefits must be included when moving budget from non-personnel accounts to personnel accounts. For non-State funds, on the budget journal or budget transfer, 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, the Office of Budget, Planning & Analysis must verify the inclusion of fringe benefits.

- Budget transfers for graduate students, who are enrolled with Graduate Student Health Insurance Program (GSHIP), must include budget for health insurance costs, if you are moving budget 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, 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 instructions on entering a budget journal, see [Entering or Modifying Budget Journals Page 5](#).

- For instructions on copying a budget journal, see [Copying Budget Journals or Budget Transfers Page 23](#).

- For instructions on entering a budget transfer, see [Entering or Modifying Budget Transfers Page 14](#).

- For instructions on importing a budget journal or budget transfer, see [Importing Budget Journals or Transfers](#).

- For instructions on deleting a budget journal or budget transfer that has not posted, see [Deleting Budget Journals or Budget Transfers Page 28](#).

- For instructions on resolving budget pre-check errors, see [Common Budget Check Exceptions](#).

- For additional information on budget overview inquiry, see [Running a Budgets Overview Inquiry Page 33](#).

Entering or Modifying Budget Journals

Overview

Enter a budget journal to establish a budget. Once the budget is established, enter a modifying budget journal to increase or decrease the budget amount.

Budget journals to create or change a budget require that you enter one or many chartfield strings within the same ledger group. To save yourself from repetitious data entry, use the journal entry copy down feature.

When modifying two budget periods, two budget journals must be submitted; create a new budget journal for the future budget period and change the journal date to the first day of the new fiscal year.

It's good business practice to enter a budget journal description and upload supporting documentation to support budget journals that change budget.

To enter or modify a budget journal:

- choose a 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

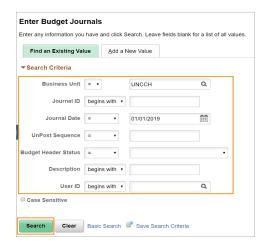- submit or post the budget journal, depending on security authorization

Entering or Modifying a Budget Journal

Follow these steps to enter or modify a budget journal:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Budgeting > EnterBudget Journals**

2. Choose one of the following options:

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

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

    b. Complete the fields:
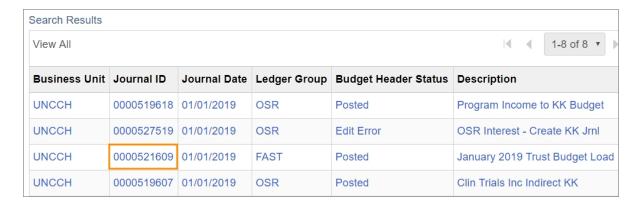
In this field:	Do the following:
Business Unit	Edit or enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID that the system created when the budget journal was entered.
Journal Date	If you know it, enter the date when 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.
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.

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

    d. In the Search Results list, click on the link for the budget journal you want to modify.

Search Results

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000519618	01/01/2019	OSR	Posted	Program Income to KK Budget
UNCCH	0000527519	01/01/2019	OSR	Edit Error	OSR Interest - Create KK Jrnl
UNCCH	0000521609	01/01/2019	FAST	Posted	January 2019 Trust Budget Load
UNCCH	0000519607	01/01/2019	OSR	Posted	Clin Trials Inc Indirect KK

- To enter a new budget journal:

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

    b. Complete the fields:

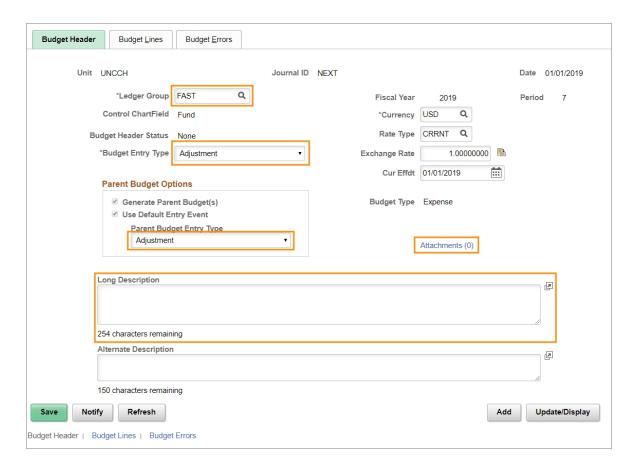| In this field:	Do the following:
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	Leave the default value of Next.
Journal Date	Leave the default value of today's date. **Note:** If modifying a future budget period, enter the first date of the future fiscal year.

    c. Click the **Add** button.

Result: The system displays the Budget Header tab.

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Budget Header Tab

1. Complete 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 the type of funds being used.
Budget Entry Type	Choose one of the following: • **Original** for original budget entries • **Adjustment** for modifications to an original budget journal entry
Generate Parent Budget(s)	For F&A, State, and Trust funds which use the FAST ledger group, this box will be checked automatically. State and Facilities and Administrative (F&A) funds are set up with parent-child hierarchy. The child budget represents a portion of the parent budget. When the child creates or transfers budget, the parent budget is automatically updated. All transactions against a child budget are budget checked against both the parent and child budgets in the system. Trust funds don't have a parent-child relationship, but the box must be checked because trust funds share the same ledger group with F&A and State funds.
Parent Budget Entry Type	If your budget is a child budget, choose one of the following: • **Original** • **Adjustment** The parent budget entry type should match the child budget entry type. If your budget is not a child budget, leave this field blank. For all FAST child budgets you must select a parent budget entry type.
Long Description	Enter a budget journal description that explains the creation of or modification to the budget.

2. If you want to attach supporting documentation, click on the **Attachments** link. If there are no attachments, skip this step.
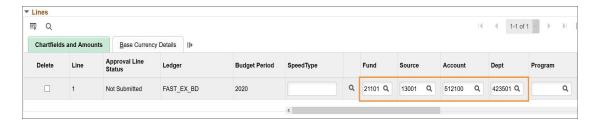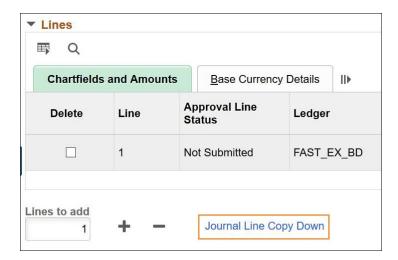
3. Click the **Budget Lines** tab.

Budget Lines Tab

1. Complete the fields:

In this field:	Do the following:
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.

In this field:	Do the following:
Account	Look up, or enter, the account to indicate which budget account you will spend from.
Department	Look up, or enter, your department number.
Program	If your budget uses it, look up, or enter, the program code, which accommodates your department or school's reporting needs.
Cost Code 1	If your budget uses it, look up, or enter, the cost code 1, which accommodates your department or school's reporting needs. For Athletics only.
Amount	Enter the amount the budget is increasing or decreasing by. Use a positive number to increase the budget, or a negative number to decrease it. Note: This is not the new budget amount. This is the amount you are adding to your budget, or reducing your budget by.
Ref 1	Enter the Journal ID of the current year budget journal to link the current journal with the future journal.

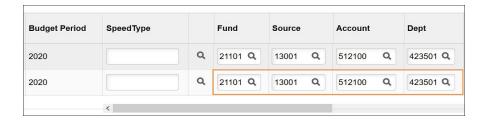2. Click the **Journal Line Copy Down** link to enter multiple chartfield strings in a budget journal.

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

   - Click the **Select All** button to mark all of the checkboxes.

   - Click the **Deselect All** button to unmark all of the checkboxes.

   - Mark individual checkboxes.

   - Unmark individual checkboxes.

4. Click the **OK** button.

5. Enter the number of lines you wish to add and then click the (+) button.
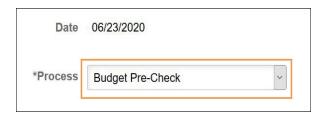

6. Enter the chartfield string and amount for each line you added.

Budget Period	SpeedType		Fund	Source	Account	Dept
2020		🔍	21101 🔍	13001 🔍	512100 🔍	423501 🔍
2020		🔍	21101 🔍	13001 🔍	512100 🔍	423501 🔍

7. Click the **Save** button to save the budget journal.

   Result: The system displays the Journal ID at the top of the tab when the budget journal is saved.
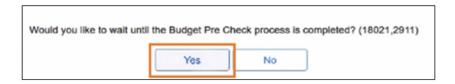
8. Choose **Budget Pre-check** from the Process list.

   Date   06/23/2020

   *Process   Budget Pre-Check

9. Click the **Process** button.

   Budget Header Status   None
   Approval Header Status   Not Submitted
   ☐ Submit For Approval   Process

10. Click the **Yes** button to confirm you want to wait for the budget pre-check.

    Would you like to wait until the Budget Pre Check process is completed? (18021,2911)

    Yes   No

    Result: If there is a budget pre-checking error, the Budget Header Status displays Error. Click the Errors link to see the error message and fix before moving to step 11. If no errors are found, the Budget Header Status displays Checked Only, you can proceed to step 11.
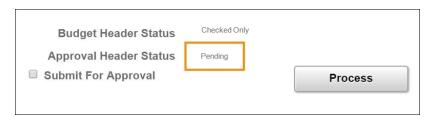
11. Choose **Submit Journal** from the Process list.

12. Click the **Process** button.

Result: The Approval Header Status is now **Pending**.

Note: If you make changes to a budget journal after submitting it for approval, the Approval Header Status will change to Canceled. However, you can still make changes to the budget journal, but it requires another successful budget pre-check prior to submitting for approval.

Entering or Modifying Budget Transfers

Overview

Enter a budget transfer to move funding from one budget to another. For each budget credited, a budget is 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.

Budget transfers can contain multiple chartfield strings to create or modify multiple budgets within the same ledger group. To save yourself from repetitious data entry, use the journal entry copy down feature.

It's good business practice to enter a budget transfer description and upload supporting documentation to support budget transfers.

To enter or modify a budget transfer:

- choose a 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 transfer

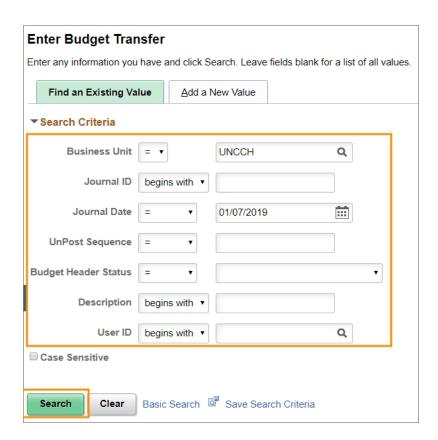- submit or post a budget transfer, depending on security authorization

Entering or Modifying a Budget Transfer

Follow these steps to enter or modify a budget transfer:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Budgeting > Enter Budget Transfer**

2. Choose one of the following options:

   - To modify an existing budget transfer:

     a. Click on 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 date when 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.
User ID	Look up, or enter, the user ID of the person who made the original budget journal entry.

c. Click the **Search** button.

Result: The system displays the list of budget transfers that meet your search criteria.
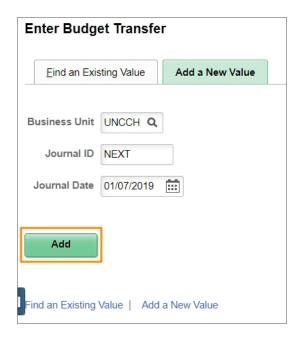
d. Click on the link for the budget transfer you want to modify.

Search Results					
View All					1-31 of 31 ▾
Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000518862	01/07/2019	FAST	Posted	Correcting start up swap for N
UNCCH	0000518864	01/07/2019	FAST	Posted	Correcting Science swap for KI
UNCCH	0000518865	01/07/2019	FAST	Posted	Correcting Science funds swap

- To create a new budget transfer:

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

  b. Complete the fields:

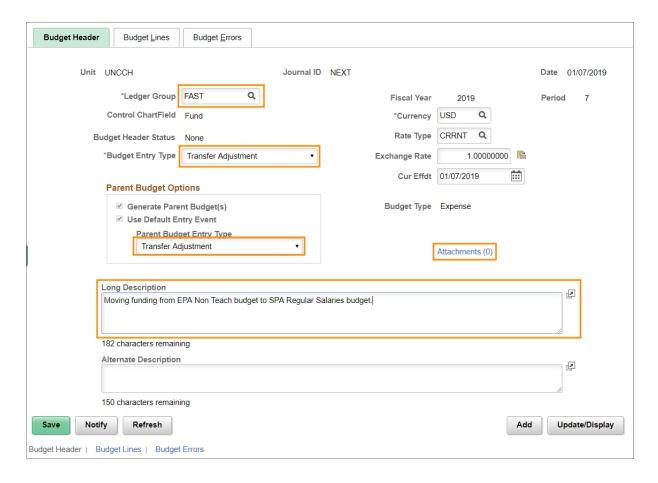| In this field:	Do the following:
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	Leave the default value of Next.
Journal Date	Leave the default value of today's date.

  c. Click the **Add** button.

Result: The system displays the Budget Header tab.

Budget Header Tab

1. Complete the fields:

In this field:	Do the following:
Ledger Group	Choose the ledger group. The ledger group indicates if the budget transfer is either expense or revenue, and reflects the fund type such as Capital Improvements 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 previously adjusted budget amounts.
Generate Parent Budget(s)	For F&A, State, and Trust funds which use the FAST ledger group, this box will be checked automatically. State and Facilities and Administrative (F&A) funds are set up with parent-child hierarchy. The child budget represents a portion of the parent budget. When the child creates or transfers budget, the parent budget is automatically updated. All transactions against a child budget are budget checked against both the parent and child budgets in the system. Trust funds don't have a parent-child relationship, but the box must be checked because trust funds share the same ledger group with F&A and State funds.
Parent Entry Type	If your budget is a child budget, choose one of the following: • **Transfer Original** • **Transfer Adjustment** The parent budget entry type should match the child budget entry type. If your budget is not a child budget, leave this field blank. For all FAST child budgets you must select a parent budget entry type.
Long Description	Enter a budget transfer description that explains the purpose of the transfer.

2. If you want to attach supporting documentation, click on the **Attachments** link. If there are no attachments, skip this step.
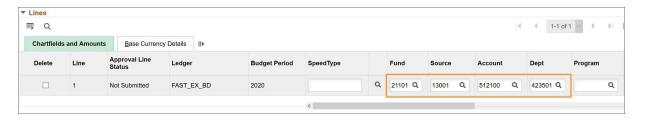
3. Click the **Budget Lines** tab.

Budget Lines Tab

1. Complete the fields:

In this field:	Do the following:
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.

In this field:	Do the following:
Account	Look up, or enter, the account to indicate which budget account you will spend from.
Department	Look up, or enter, your department number.
Program	If your budget uses it, look up, or enter, the program code, which accommodates your department or school's reporting needs.
Cost Code 1	If your budget uses it, look up, or enter, the cost code 1, which accommodates your department or school's reporting needs. For Athletics only.
Amount	Enter the amount the budget is increasing or decreasing by. Use a positive number to increase the budget, or a negative number to decrease it. This is not the new budget amount. This is the amount you are adding to your budget, or reducing your budget by.

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

3. Click the **Journal Line Copy Down** link to enter multiple chartfield strings in a budget journal.

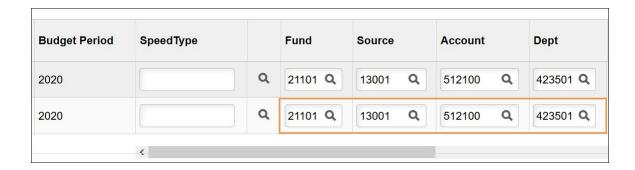4. Choose one of the following for the Journal Line Copy Down function:

- Click the **Select All** button to mark all of the checkboxes

- Click the **Deselect All** button to unmark all of the checkboxes

- Mark individual checkboxes

- Unmark individual checkboxes

5. Click the **OK** button.

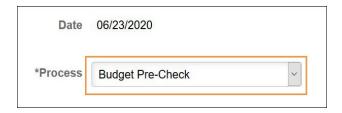6. Enter the number of lines you wish to add and then click the (+) button.

7. Enter the chartfield string and amount for each line you added.

Budget Period	SpeedType		Fund	Source	Account	Dept
2020		🔍	21101 🔍	13001 🔍	512100 🔍	423501 🔍
2020		🔍	21101 🔍	13001 🔍	512100 🔍	423501 🔍

8. Click the **Save** button to save the budget transfer.

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

9. Choose **Budget Pre-Check** from the Process list.

   Date   06/23/2020

   *Process   Budget Pre-Check ▾

10. Click the **Process** button.

    Budget Header Status   None
    Approval Header Status   Not Submitted
    ☐ Submit For Approval   Process

11. Click the **Yes** button to confirm you want to wait for the budget pre-check.

    Would you like to wait until the Budget Pre Check process is completed? (18021,2911)

    Yes   No

    Result: If there is a budget pre-checking error, the Budget Header Status displays Error. Click the Errors link to see the error message and fix before moving to step 11. If no errors are found, the Budget Header Status displays Checked Only, you can proceed to step 11.
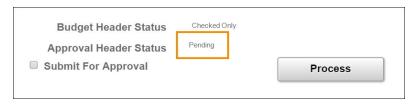
12. Choose **Submit Journal** from the Process list.

13. Click the **Process** button.

Result: The Approval Header Status is now **Pending**.

Note: If you make changes to a budget journal after submitting it for approval, the approval status will be Canceled. However, you can still make changes to the budget journal, but it requires another successful budget pre-check prior to submitting for approval.

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Copying Budget Journals or Budget Transfers

Overview

You can quickly create a new budget journal or budget transfer by copying an existing budget journal or budget transfer. This is useful when you want to make limited changes to a similar budget journal or budget transfer.

Copying a Budget Journal or Budget Transfer

Follow these steps to copy a budget journal or budget transfer:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Budgeting >Enter Budget Journals**

2. Click on 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 that the system created when the budget journal was entered.
Journal Date	If you know it, enter the date when 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.
User ID	Look up, or enter, the user ID of the person who made the original budget journal entry.

4. Click the **Search** button.

Result: The system displays results based on the criteria provided.

5. Click on the budget journal or budget transfer link you want to copy.

Result: The system displays the Budget Header tab.
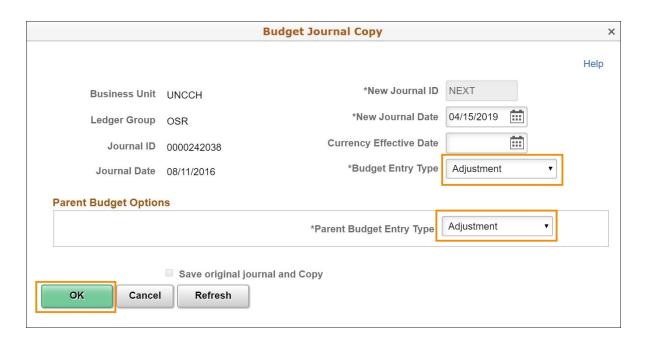
6. Click the **Budget Lines** tab.

Budget Lines Tab

1. Choose **Copy Journal** from the Process list box.

2. Click the **Process** button.

3. Complete the fields:

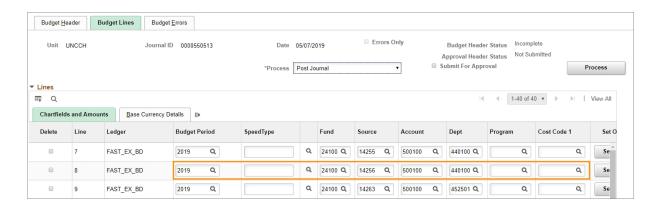| In this field:	Do the following:
New Journal ID	Leave the default value of Next.
New Journal Date	Leave the default value of today's date or enter a date in the future.
Currency Effective Date	Leave this field blank.
Budget Entry Type	Choose one of the following: • **Original or Transfer Original** for original budget entries • **Adjustment or Transfer Adjustment** for modifications to an original budget journal entry
Parent Budget Entry Type	If your budget is a child budget, choose one of the following: • **Original or Transfer Original** • **Adjustment or Transfer Adjustement** The parent budget entry type should match the child budget entry type. If your budget is not a child budget, leave this field blank. For all FAST child budgets you must select a parent budget entry type.

4. Click the **OK** button.

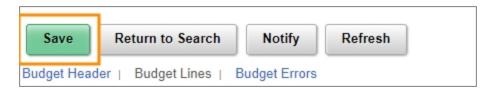**Result**: The system displays a warning message, indicating that the copied budget journal status is incomplete.

5. Click the **OK** button.

Please save this newly copied journal to invoke security check (18021,982)

The newly copied journal has an initial status of "Incomplete". Please save this journal to invoke commitment control security check.

OK

6. Modify the appropriate budget lines and amounts.

Budget Header	Budget Lines	Budget Errors

Unit UNCCH   Journal ID 0000550513   Date 05/07/2019   ☐ Errors Only   Budget Header Status Incomplete   Approval Header Status Not Submitted

*Process Post Journal ▾   ☐ Submit For Approval   Process

▾ Lines

1-40 of 40 ▾   View All

Chartfields and Amounts	Base Currency Details	‖▸

Delete	Line	Ledger	Budget Period	SpeedType		Fund	Source	Account	Dept	Program	Cost Code 1	Set O
☐	7	FAST_EX_BD	2019 🔍	🔍	🔍	24100 🔍	14255 🔍	500100 🔍	440100 🔍	🔍	🔍	Se
☐	8	FAST_EX_BD	2019 🔍	🔍	🔍	24100 🔍	14256 🔍	500100 🔍	440100 🔍	🔍	🔍	Se
☐	9	FAST_EX_BD	2019 🔍	🔍	🔍	24100 🔍	14263 🔍	500100 🔍	452501 🔍	🔍	🔍	Se

7. Click the **Save** button at the bottom of the page.

Save   Return to Search   Notify   Refresh

Budget Header | Budget Lines | Budget Errors

Result: The system displays the Journal ID at the top of the tab when the budget journal is saved.

8. Choose **Budget Pre-Check** from the Process list.

9. Click the **Process** button.

Budget Header	Budget Lines	Budget Errors

Unit UNCCH   Journal ID 0000550513   Date 05/07/2019   ☐ Errors Only   Budget Header Status Incomplete   Approval Header Status Not Submitted

*Process Budget Pre-Check ▾   ☐ Submit For Approval   Process

10. Click the **Yes** button to confirm you want to wait for the budget pre-check.

Would you like to wait until the Budget Pre Check process is completed? (18021,2911)

Yes | No

Result: If there is a budget pre-checking error, the Budget Header Status displays Error. Click the Errors link to see the error message and fix before moving to step 11. If no errors are found, the Budget Header Status displays Checked Only, you can proceed to step 11.

11. Choose **Submit Journal** from the Process list.

12. Click the **Process** button.

| Budget Header | Budget Lines | Budget Errors |

Unit UNCCH   Journal ID 0000550513   Date 05/07/2019   ☐ Errors Only   Budget Header Status Security Error
                                                          Approval Header Status Not Submitted
                              *Process Submit Journal ▼   ☑ Submit For Approval   Process

Result: The Approval Header Status is now **Pending**.

Budget Header Status   Checked Only
Approval Header Status   Pending
☐ Submit For Approval   Process

Deleting Budget Journals or Budget Transfers

Overview

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

Deleting a Budget Journal or Budget Transfer that has not Posted

Choose one of the following menu option to delete a budget journal or budget transfer that has not posted:

1. From the Admin WorkCenter home page, choose:

   a. **Finance WorkCenter > Budgeting > Enter Budget Journal** or

   b. **Finance WorkCenter > Budgeting > Enter Budget Transfer**

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

4. 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.

In this field:	Do the following:
Description	If you know it, enter the description that the budget journal or budget transfer creator gave to this transaction.
User ID	Look up, or enter, the user ID for the person who created the journal.

2. Click on the link for the journal you want to delete. Journals whose Budget Header Status is Posted 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 to the Find an Existing Value tab.

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
Budgets 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

Name	Description
Ledger Inquiry Set	This inquiry's results let you compare multiple ledger groups, for example, FAST expense and FAST 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.

Running Budget Inquiries

Follow these steps to run budget inquires:

1. Using the tool bar on the top right, click the **NavBar** icon (the one that looks like a compass).

2. On the NavBar, click the **Navigator** icon which opens the menu.

3. Choose this menu option:

    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 .

- For more information on working with budget overview inquiry results, see .

- For more information to compare related ledgers, see the .

- For information on how to navigate the activity log inquiry, see .

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 .

- For information on how to navigate the activity log inquiry, see .

Running a Budgets Overview Inquiry

Follow these steps to run a budgets overview inquiry:

1. From the Admin WorkCenter home page, choose **Fiance WorkCenter > Budgeting > Budgets Overview**

2. Choose one of the following options:

- To run an existing budgets 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 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 the **Add** button.

Budgets Overview

Find an Existing Value	Add a New Value

Inquiry Name STATE_2019

Add

Result: The system displays the Budget Inquiry Criteria page.

Entering Budget Inquiry Criteria

1. 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 your business unit, often UNCCH or a foundation.
Ledger Group/Set	Choose Ledger Group or Ledger Inquiry Set. For information about ledger inquiry sets, see Using a Ledger Inquiry Set in this guide.
Ledger Group	Choose a ledger group for your inquiry.
Chartfield Criteria	If you need to, modify the chartfield values to refine your results.

2. Choose the range of the Budget Period.

3. Choose any chartfield criteria you wish to enter.

   Note: In the example below, the system will return all budgets that have a fund that begins with "201" (academic affairs-related State funds) for department 318300. The % symbol is a wildcard character.

4. Click the **Save** button at the bottom of the page.

5. Click the **Search** button to run your inquiry.

Result: The system displays the inquiry results.

Note: If you need to change your search criteria, click the **Return to Criteria** link.

Reviewing Budget Transaction Details

1. Use the scroll bar 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 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 the **OK** button to return to Activity Log page.

Human Resources Payroll Line Drill Down

Help

Transaction Line Identifiers

Run Date	07/27/2018	Sequence number	3
Accounting Date	07/31/2018	Line Number	89934

Transaction Line Details

Fund	Source	Account	Department	Program
20101	12001	511140	318300	10000

Line Status	Valid	
Budget Date	07/31/2018	
Line Amount	291.68	USD

OK

- To view the Commitment Control Activity Log inquiry:

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

		Tran Line	Document Label	Document ID	Ref Bdgt?	Fund	Source
🔍	✇	89811	Run Date:	2018-07-27	N	20101	12001
🔍	✇	90405	Run Date:	2018-07-27	N	20101	12001

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 .

3. Click the **OK** button to return to the inquiry results.

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:

- FAST Revenue and FAST Expense

- 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 .

- For more information on working with budget overview inquiry results, see .

Using a Ledger Inquiry Set
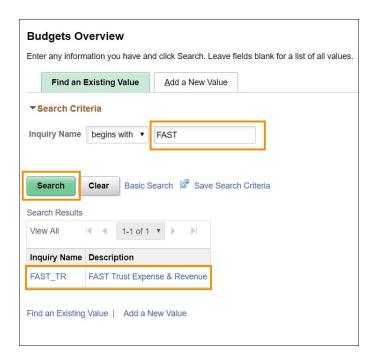
Follow these steps to use a ledger inquiry set:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Budgeting > 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. It must be 10 characters or less and contain no spaces.

    b. Click 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. Choose the first Ledger Group for your inquiry.

   Note: All ledger groups are listed, but only FAST and FAST_REV are applicable to the Ledger Inquiry Set.

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

3. Mark the candidate ledgers you want to add.

4. Click the **Add selected ledgers** button.

   Result: The ledgers you chose are added to the Selected Ledgers column.

5. Choose the second Ledger Group for your inquiry.

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

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

8. Click the **Add selected ledgers** button.

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

9. Click the **Save** button.

Running a Budget Overview Inquiry using a Ledger Inquiry Set

Follow these steps to run an budget overview inquiry:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > Budgeting > 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. Enter the name of your inquiry and click **Search**.

  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. 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.
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.
Description	Enter a phrase to describe the inquiry.

2. Choose the range of the Budget Period.

3. Choose any chartfield criteria you wish to enter.

4. Click the **Save** button.

5. Click the **Search** button to run your inquiry.

Result: The system displays the inquiry results with expense budget information on the left side and revenue budget information on the right side.

Note: With the move to the FAST and FAST_REV ledger groups, you can use the same ledger inquiry set for State funds too. This is because the new ledger groups combine F&A, State, and Trust ledgers. You just need to change the chartfield string criteria.

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

Running a Budget Details Inquiry

Follow these steps to run a budget details inquiry:

1. Using the tool bar on the top right, click the **NavBar** icon (the one that looks like a compass).

2. On the NavBar, click the **Navigator** icon which opens the menu.

3. Choose this menu option:

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

Find an Existing Value Tab

4. Complete the Business Unit and Ledger Group,

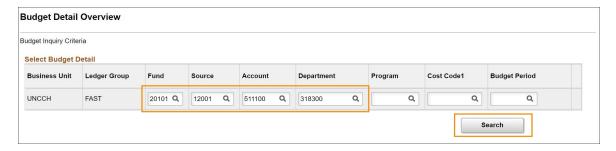| In this field:	Do the following:
Business Unit	Look up, or enter, **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Ledger Group	Look up, or enter, the ledger group. The ledger group indicates if the budget journal is either expense or revenue, and reflects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

5. Click the **Search** button.

6. Complete as many fields as necessary to refine your search results.

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.

In this field:	Do the following:
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.

7. Click the **Search** button.

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

8. Click the **View Details** link of the line you want.

Result: The system displays the Commitment Control Budget Details Page of the line you selected.

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.

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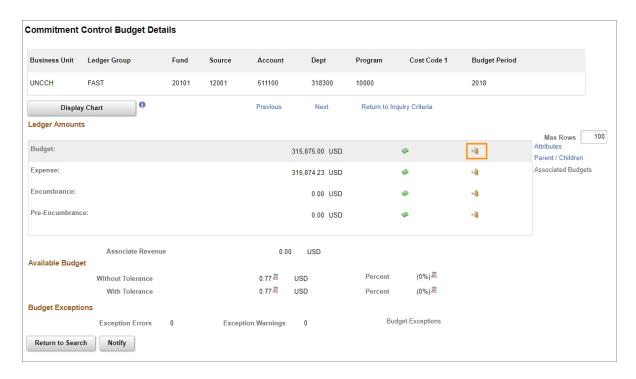
Note: This Activity Log page is different than the one you started on.

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.

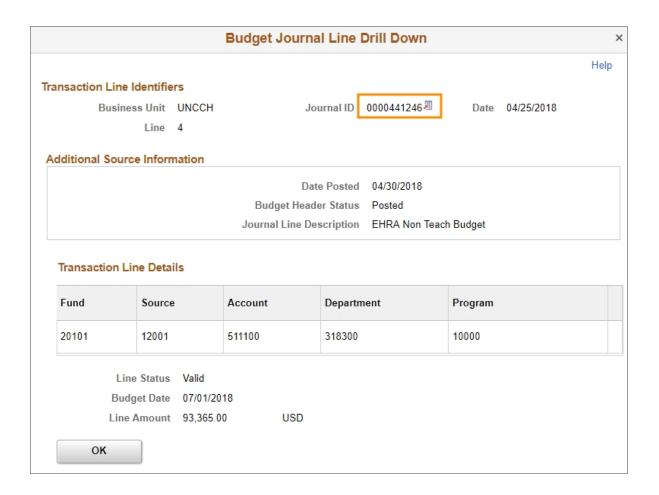**Result:** The system displays the Activity Log page.

2. Click on the **Drill to Activity Log** icon.

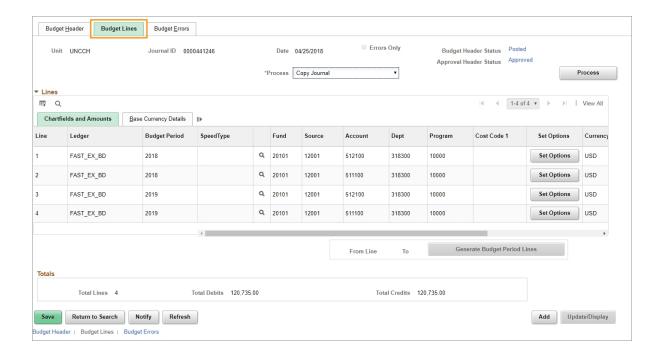3. Click the **Drill Down** button.

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

5. 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.

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.

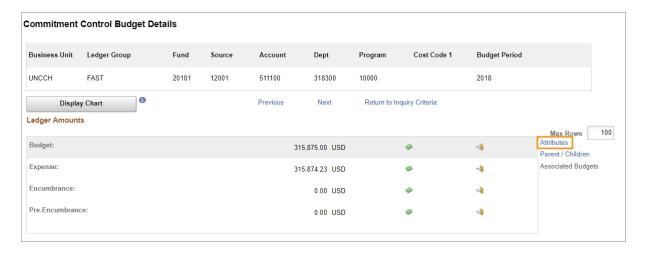b. To search for a journal, click on the **Go to Source Inquiry** link.

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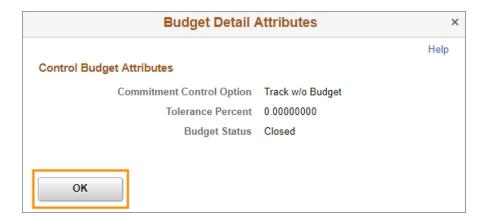
Displaying Budget Attributes

Follow these steps to display the budget attributes:

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

Result: The system displays the Budget Detail Attributes page.

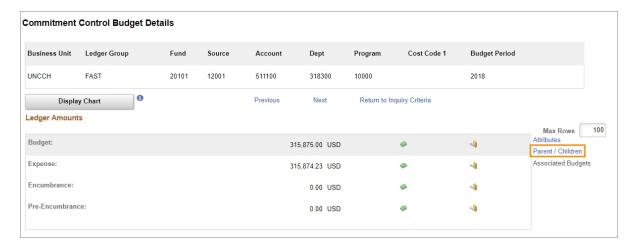2. Click **OK** to return to the Commitment Control Budget Details page.

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.
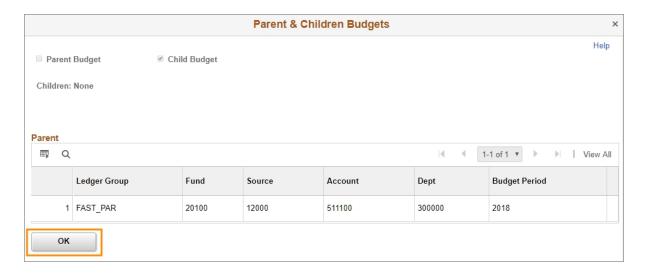
Follow these steps to review the parent budget:

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

Result: The system displays the parent budget details.

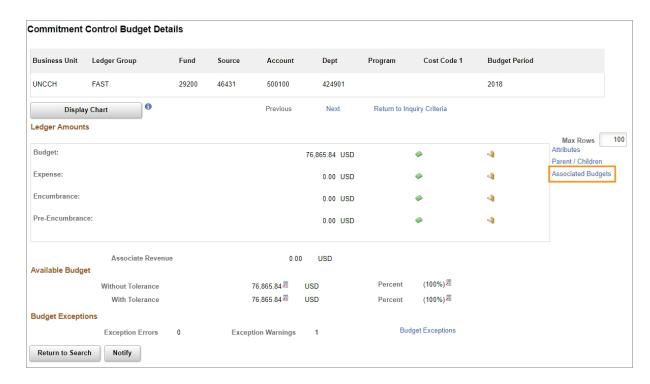2. Click **OK** to return to the Commitment Control Budget Details page.

Reviewing Associated Budgets

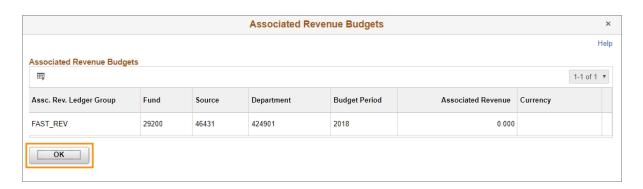Only Trust and Trust Revenue budgets use associated budgets.

To review associated budgets:

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

Result: The system displays associated budget details.

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

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

- 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 .

Running the Commitment Control Activity Log Inquiry

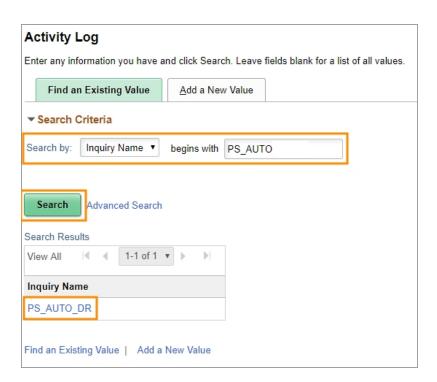Follow these steps to run a commitment control activity log inquiry:

1. Using the tool bar on the top right, click the **NavBar** icon (the one that looks like a compass).

2. On the NavBar, click the **Navigator** icon which opens the menu.

3. Choose this menu option:

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

4. 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.

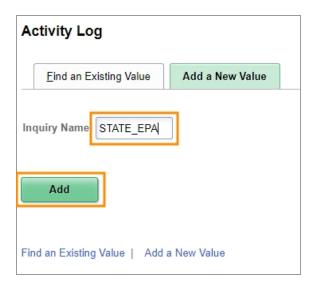   b. Click the **Search** button.

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.
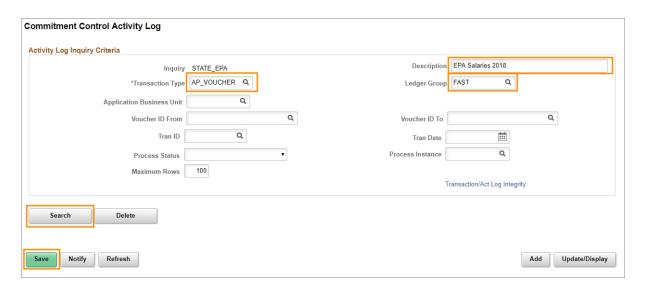
Commitment Control Activity Log Page

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.

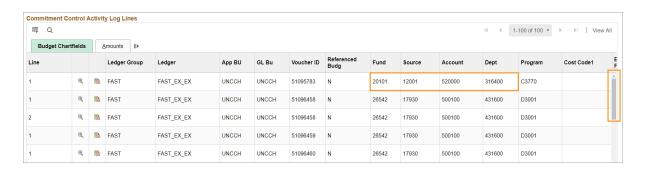2. Click the **Save** button.

3. Click 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.
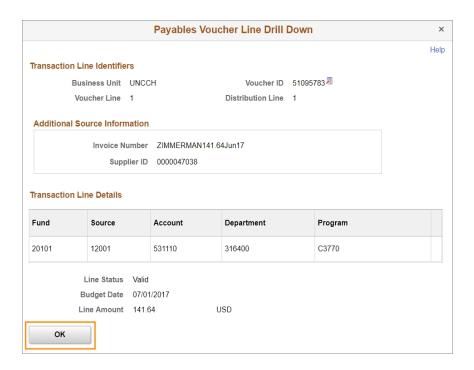

Drilling Down to a Transaction

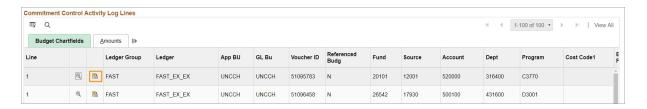1. On the Budget Chartfields tab, click on the **Drill Down** icon.

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.

Note: For more information on how to review budget details, see .

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 the **Amounts** tab.

2. Use the scroll bar to view the amounts for each line item.

3. Click the **View Exceptions** link.

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

4. Close the window to return to the Commitment Control Activity Log Lines section.

Viewing Budgets in InfoPorte

Understanding Fiscal Year vs. Budget Period

Ordinarily fiscal year simply refers to the financial calendar for an entity. Our fiscal year at UNC-Chapel Hill begins on July 1 and ends on June 30. In ConnectCarolina and InfoPorte, "fiscal year" also refers to when an entry is posted, regardless of whether it is for that year or not.

Compare this to the concept of "budget period." In ConnectCarolina and InfoPorte, "budget period" is the year that a budget entry is for. So you could have a budget entry for budget period 2016 that was entered in either fiscal year 2015 or in fiscal year 2016.

It's important to remember this when reviewing your budgets in InfoPorte. To see the total budget for a budget period, you may need to select more than one fiscal year.

Seeing State Budgets in InfoPorte

Seeing State Budget for the Current Year, 2016

The current year's State budget was entered in ConnectCarolina last year, so the fiscal year on this budget entry is 2015 because of the day it was entered (in other words, the accounting date). The budget period is 2016, because that is the time frame when the budget is available.

Here's an example of what that looks like in ConnectCarolina:

What this means is that, if you're in InfoPorte and you want to see your State budget for this year, you need to specify fiscal year 2015 and budget period 2016 in the filters:

All of your transactions entered July 1, 2015 and later are in fiscal year 2016, so to see your available balance for this fiscal year, specify **both** fiscal years 2015 and 2016, and budget period 2016:

Seeing Your State Budget for the Future Year, 2017

The permanent State budgets for next year were entered with an accounting date of 07/01/2016, which means the fiscal year on the transaction is 2017, as is the budget period:

To see your future year budget in InfoPorte, choose **2017** in both the Fiscal Year and Budget Period filters:

The transaction ID for the budget journal that entered the permanent State expense budget is RBS0000001. For permanent State revenue, the budget journal ID is RBSR000001. You can see both of these on InfoPorte's Transactions tab:

Seeing Budget Information for Last Year, 2015

You may need to look back on FY 2015 information for quite some time. When you do, you'll continue to use the Fiscal Year and Budget Period filters you used last year: 2015 in both:

Seeing F&A Budgets in InfoPorte

Your total F&A budget for fiscal year 2016 is made up of four parts:

1. Permanent budget, also known as "recurring budget"

2. Formula allocation

3. Carryforward

4. Other allocations during the year

Seeing Permanent Budget

Your F&A permanent budget for FY 2016 was entered in ConnectCarolina last year, but the budget definition for F&A was changed to include account was added. To make that change, the F&A budget had to be reversed and then re-entered with account 500100. The budget journals used to make this change begin with "FAFIX."

The entries are in FY 2016, but the amount on the FAFIX journals is based on FY 2015 business. So to get the true picture of your budget and balance, in the Fiscal Year filter select FY2015 and FY2016, and Budget Period 2016.

The Entry that Reverses the Budget That Didn't Include Account

When you look at July's budget in InfoPorte, you'll see a "Budget" line with a negative Budget MTD balance. This line shows the reversal. When the filters are applied properly, this does not reduce the total budget.

The corresponding budget journal, which you can see on InfoPorte's Transactions tab, is FAFIX00003.

The Entry that Re-entered the Budget with Account

The re-entered budget is on account 500100. The re-entered budget is included in the amount on the "500100 All Other Expenses" line. The fiscal year and budget period on the re-entered budget is 2016.

The corresponding budget journal, FAFIX00002, is also on the Transactions tab.

Other Entries

You will also see lines that have the budget journal ID FAFIX00001. You will see an "in" entry and an "out" entry, so the amount nets to zero. These entries were posted, but had to be unposted. You can disregard these lines.

Seeing Formula Allocation

Multiple journals were used to post the formula allocation to account for things such as the split between Deans' Offices and Departments, DLAM allocations, Clinical Trials Allocations, and so on. All of the budget journals begin with FORM16 to indicate that the formula allocation for FY 2016. The fiscal year and budget period on formula allocations is 2016.

The formula allocation budget is included in the total on the "500100 All Other Expenses" line.

You can see the corresponding budget lines on the Transactions tab.

Seeing Carryforward

F&A carryforward was entered on one of two budget journals. The budget journal IDs are 0000089429 and 0000089432. F&A carryforward is included in the amount on the "500100 All Other Expenses" line, and the fiscal year and budget period on carryforward is 2016.

You can see the carryforward budget journals on the Transactions tab.

Other Allocations During the Year

Other budget transactions can happen during the year, such as transfers between units, transfers from the Budget Office or a Dean's Office, and so on. These transactions can increase or decrease the total budget.

Why Does My Permanent Budget Look Different than in Past Years?

In FRS, the formula allocation was posted on a recurring basis, and adjusted incrementally every year. Because of this process, it wasn't always easy to distinguish the permanent dollars from the formula allocation.

In ConnectCarolina, the formula allocation is posted on a non-recurring basis. The full amount for a given year is posted that year for only that year.

Below is an illustration of how F&A budget was entered in FRS, and how it is entered today in ConnectCarolina.

Seeing Trust Budgets in InfoPorte

The trust roll (moving a fiscal year-end balance to the next year's beginning budget) happened this year, but if you made permanent budget entries last year, you will need to select both FY 2015 and FY 2016. (See directions for viewing current year State budgets for more information.) Trust sources in the Trust 1 and Trust 2 rulesets with associated budgets had carryforward entered on budget journal TRROL00001. To learn more about associated budgets, watch the recorded webinar on ccinfo.unc.edu. Refer to Budgeting 101 for the Trust 1 and Trust 2 source ranges.

Viewing OSR Budgets

Unlike our other fund types, OSR doesn't have a budget period, because a project has to be viewed life-to-date, not just one year at a time. As before, you have a life-to-date view of budget, pre-encumbrances, encumbrances, actuals, and available balance by selecting all fiscal years in the Fiscal Year filter on the OSR Ledger tab. InfoPorte has all fiscal years checked by default.