The University of Oklahoma
Health Sciences Center

FY2015 Budget Formulation System
PeopleSoft HR-HT900

Bart Mercer – 12404
Heather Markgraf – 52463

Email: budget-office@ouhsc.edu

Website: http://www.ouhsc.edu/FinancialServices/budget
# Table of Contents

## The Budget Process
- The Budget Process ................................................................................................................. 1
- FY15 Budget Calendar .............................................................................................................. 2
- Overall OUHSC Budget Process ............................................................................................... 3

## Budget Formulation
- Paperwork Policies .................................................................................................................. 5
- Current Budget Panels .............................................................................................................. 7
- Updating an Existing Position .................................................................................................. 9
- Adding a New Position .............................................................................................................. 12
- Updating a NonPersonnel/Operating/Expense Position ......................................................... 15
- Miscellaneous Information ...................................................................................................... 16

## Reporting
- Split Position Inquiry Page ...................................................................................................... 17
- Worksheets and Increase Reports ............................................................................................ 18
- Queries ...................................................................................................................................... 20

## Definitions
- Budget Page Definitions .......................................................................................................... 22
- ChartField Spread Definitions .................................................................................................. 24
- Program Definitions .................................................................................................................. 28

## Budget Revisions ..................................................................................................................... 33
The Budget Process

University policy requires review and approval by the Board of Regents of all University budgeted funds. The budget process is divided into three distinct phases:

- Preliminary
- Proposed
- Finalization

**Preliminary** – The purpose of the Preliminary phase is to establish the reference point within the current budget year against which the proposed budget for the next year will be measured. This phase is executed prior to receiving State Appropriated budget amounts from the Oklahoma State Regents for Higher Education and deals solely with the personnel budget. Any pay raises that may be proposed for the new budget year in the Proposed phase will be measured against the information established during this Preliminary phase. In this phase, actual position, employee, and salary/wage data are loaded into the Budget Formulation System from the May payroll. Department worksheets are run and distributed; departments are requested to verify the accuracy of the information and notify Human Resources of discrepancies.

**Proposed** – The purpose of the second phase is to finalize the entire OUHSC budget for the next year. The Proposed phase is executed mid-May through early June. State Appropriated budget amounts are approved by the Oklahoma State Regents for Higher Education on the last legislative Friday in May and forwarded to the Institutions. The OUHSC Provost then generates State Appropriated fund target letters to each college and administrative area. Departments may propose compensation increases/decreases, and if approved by the Board of Regents, they will not require paperwork. The amount and percent of the increases/decreases are based on the information established during the first phase (Preliminary). All operating expense budgets (except SPNSR) for appropriated and non-appropriated funds are finalized during the Proposed phase.

**Finalization** – Once the Proposed phase is complete, the Budget Office reviews the data entry to ensure the total state budget is in agreement with the targets distributed from the Provost, as well as reviewing all other budgets for reasonableness. In addition to other reports, the Budget Book is printed and distributed to both the Oklahoma State Regents for Higher Education and the University Regents. Personnel information from the Budget Formulation System is rolled into the HR system and July 1 pay data is created. All changes are effective upon the approval of the Regents. Finally, all information from the Budget Formulation System is summed at defined levels and rolled into the General Ledger system. All budgets for the next fiscal year, except for SPNSR fund operating expense budgets, are then established. Budgets for operating expenses for the SPNSR fund are established by Grants and Contracts Accounting at the time the award is established.
FY15 Budget Calendar

IT - Eliminate any Vacant Positions before Running Departmental Worksheets .................. April 30
Roll HR data into Budget System for Departmental Worksheets ........................................... April 30
Budget Office runs and distributes Departmental Worksheets for Departments to cleanup data ........ May 2
Budget Training - OKC .................................................................................................................. May 5 & 6
Budget Training - Tulsa .................................................................................................................. May 9
ECAVS due ..................................................................................................................................... May 9
Roll updated HR data into Budget System ..................................................................................... May 16
IT - Start Refreshing “Current” side at night .................................................................................. May 16
Departments begin working on budgets and have access to run worksheets ...................... May 19
HSC Receives State Allocation ...................................................................................................... May 30
Distribute Target Letters ................................................................................................................ June 3

Departments work on FY15 Budget ............................................................................................... May 19 thru June 6 @ 12 Noon
IT - Stop Refreshing “Current” side .............................................................................................. June 5
FY15 Budget due to OSRHE ............................................................................................................. June 13
June Payroll Confirmation .............................................................................................................. June 20
OU Regents’ Meeting ..................................................................................................................... June 23-25
Roll Budget to HR .......................................................................................................................... June 27
Roll Budget to GL ............................................................................................................................ June 27
Budget Book Available for Distribution ......................................................................................... July 1
Overall OUHSC Budget Process

1. Oklahoma Legislature Determines Overall State Funding for Higher Education
2. Oklahoma State Regents determine state funding for each of the Oklahoma Public Colleges and Universities
3. OUHSC Senior Administration works with the Budget Office to determine funding for Colleges and Main Administrative Areas
4. OUHSC Colleges and Main Administration Areas
5. OUHSC Departments develop detailed budgets
Overall OUHSC Budget Process

- Legislative and Governor
- OU Board of Regents
- OUHSC Budget Office and Senior Administration
- OUHSC Colleges and Main Administrative Areas
- OUHSC Departments

- State Regents Board Reviews Budget Information
- State of Oklahoma Load Budgets
- OUHSC Financial System Load Budgets
- OUHSC HR System Load Budgets
- Overall OU Budget Reports & Agenda Items

- State Regents Reports
- OUHSC Colleges and Main Administrative Areas Review Budgets
- OUHSC Departments Develop Detailed Budgets
PAPERWORK POLICIES

Faculty and Staff ePAF Policies during Budget Entry

Provost List of Faculty Promotions and Distinguished Professorships
If a faculty member received a promotion and is on the list of promotions provided by the Provost’s Office, the title change will be made by the Budget Office in the Budget System.

If there is a salary adjustment included with the promotion, the funds will be given to the College/Department in their target letter. The College/Department will be responsible for entering the additional compensation into the Budget System.

In addition to budget entry, an ePAF is required for faculty title changes associated with the promotion and distinguished professorships (please contact the Provost’s Office).

Changes to Pay Source and Salary Amount – An ePAF is NOT Required
During the budget entry process, changes to pay source and salary amount are allowed and do not require an ePAF. These types of changes can be made on the budget pages (proposed side), with the appropriate reason code and the change will become effective.

Example: If the College/Department wants to give an existing employee a raise; they can simply enter the raise into the compensation panel (proposed side) in the Budget System.

All Other Personnel Changes – An ePAF is Required
The following actions require an ePAF submission in addition to budget entry. Please submit prior to the budget entry deadline.

- All Terminations, including students and graduate assistants. Simply not budgeting the person into a position does not automatically terminate the employee.
- All Appointments.
- All Transfers to another department.
- All Promotions.
- All Demotions.
- All Reclassifications.
- All Changes to overall FTE.

Example: An employee plans to terminate their employment at the end of the fiscal year. The College/Department is responsible for completing the ePAF. The College/Department is also responsible for updating the information for the position in the budget system.

Budget System Data Upload
An ePAF is required as supporting documentation for those personnel actions that are not just a pay source or salary change. All ePAFs effective 7/1 will be entered into the HR system prior to the scheduled upload of the information from the budget system. Thus, all ePAFs will override what has been entered into the budget system.
The only items that will be uploaded into the HR system, from the budget system, are those items with an effective date of 7/1. However, if a 7/1 row already exists on the job record in the HR system, the information in the budget system will not be uploaded. Also, items with an effective date greater than 7/1 will not upload either.

Example: An employee’s promotion will go into effect 9/1, and this information is entered into the budget system with a pay increase, a title change, and an effective date of 9/1. This item will not roll into the HR system because of the 9/1 effective date. As time draws closer to 9/1, an ePAF will have to be submitted to reflect the desired changes.

Corrections to Budget
If corrections need to be made to an employee’s record, wait to submit your ePAFs on or after 7/1.

- A “correction to budget” refers to only those actions not reflected in the Budget Book. When submitting an ePAF, note “Correction to Budget” and the reason for the correction in the comments section of the ePAF.

- If the information is correct in the budget book and the budget information did not roll, and it should have, please do not use “correction to budget” in the comments. Instead, when submitting an ePAF, please note “Did not roll” in the comments section of the Epaf and the reason.

Keep in mind that any item over $60,000 not reflected in the budget book, or not approved by the Board of Regents during the June meeting, will have to be held until approved by the Board of Regents at their next meeting.

In the event your changes do not appear after the information from the budget system is uploaded into the HR system, and you know you have initiated an ePAF, please look up the ePAF to find out the status of the form. If you have any questions, please call Stephanie Conley at extension 44718.

OU Position Data
Things to remember:

- In order to change an employee’s department, you must assign a position number already assigned to the desired department through ePAF. You cannot change an employee’s department by simply changing the Dept ID on the OU Position Data Table.

- Do not add rows to OU Position Data to remove individuals who will be vacating positions effective 7/1.

- New position numbers must be used for incoming employees with an effective date of 7/1, because OU Position Data doesn’t allow overlapping employee’s in one position.
Current Budget Panels

The Current Budget Panels are panels that show the current budget. These panels are display only and are to be used for information purposes only. Below are some screen shots indicating how to access the Current Budget Panels.

- OUHSC Menu Items
  - OUHSC Budget
  - Current Budget

- Enter your org into the Department field.
  - Select the positions you want to review.
The “Current Position” tab shows the most up to date position status and is uploaded nightly.

The “Current Budget” tab shows the ChartField spread for the position and is also uploaded nightly.
**Updating an Existing Position**

For the FY15 budget formulation, there are three pages: OUHSC Position Data, Employee Setup, and Proposed Budget.

- Sign on to PeopleSoft HR-HT900
  - OUHSC Menu Items
  - OUHSC Budget
  - Proposed Budget

- Enter the HR Org/Department
  - Click Search
➢ Click the Position Number

After clicking on the Position Number on the screen above, the following panel will appear:
- Click on "Proposed Budget" tab to make changes to the ChartField Spread:

- Overtype the information.
  - Click the “+” sign to add an additional line

- Click on "Proposed Position" tab again BEFORE SAVING:

- Enter the Reason Code for increase or change to the position.
  - Enter the Number of Months Position is Funded
  - Click Save
Adding a New Position

- Department Self Service
  - OUHSC Position Data
    - Click "Add a New Value"
    - Enter Position Number
    - Click Add

- Enter the Job Code
- Enter the DeptID
- Enter FTE
- Leave EmplID blank
  - Make sure it shows "Approved" in the drop down box for Position Status.
  - Click Save
OUHSC Menu Items
- OUHSC Budget
- Employee Setup
  - Click "Add a New Value"
  - Click Add

- Fill out Employee Information (Make sure it matches the information put in the OUHSC Data Position page.)
  - Click Save *(Notice it gives you a temporary EmplID Number.)*
- OUHSC Menu Items
  - OUHSC Budget
    - Proposed Budget
      - Click "Add a New Value"
      - Enter EmplID and Department
      - Click Add

- Enter the Position Number you set up in the OUHSC Position Data Table.
  - Enter the Reason Code for increase or change to the position.
  - Enter the Number of Months Position is Funded.

Click on "Proposed Budget" tab to make changes to the ChartField Spread.
- Click the "+" sign to add an additional line
- Enter all information *(Note: Fringe Amt. will automatically calculate when you save.)*
- Click Save
Steps for Completing a NonPersonnel/Operating/Expense Position:
When entering expense budgets, you are only required to enter the ChartField spreads and amounts. You will enter a separate row for each unique piece of the budget.

Please note: Project budgets will not be set unless they are required projects. All optional project budgets will be controlled at the overall Org + Fund + Program level. While all required projects (SUAUX and EDWCH) will be controlled at the Org + Fund + Program + Project level.

Examples of how Operating budgets will be translated to the GL:

<table>
<thead>
<tr>
<th>Example #1: A department has STATE funds, none of which are identified to a specific project:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUND</strong></td>
</tr>
<tr>
<td>STATE</td>
</tr>
<tr>
<td>This will translate to the General Ledger as an overall GL ORG budget of $20,000.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Example #2: A department has MISCA funds, part of which are identified to a specific project and part of which are left to the discretion of the department:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUND</strong></td>
</tr>
<tr>
<td>MISCA</td>
</tr>
<tr>
<td>MISCA</td>
</tr>
<tr>
<td>This will translate to the General Ledger as an overall GL ORG budget of $30,000. NO Project budget will be established because this project is optional.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Example #3: A department has EDWCH funds, all of which are identified to specific project:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUND</strong></td>
</tr>
<tr>
<td>EDWCH</td>
</tr>
<tr>
<td>EDWCH</td>
</tr>
<tr>
<td>This will translate to the General Ledger as an overall GL ORG budget of $30,000 and TWO individual Project budgets. The project will be limited to the funds available in the individual project budget.</td>
</tr>
</tbody>
</table>

If you have questions as regarding how your budget will translate to the General Ledger, please contact the Budget Office.

Expense budgets should NOT be established for SPNSR or SP490 funds. Budgets for operating expenses for SPNSR are established by Grants and Contracts Accounting at that time the award is initiated and not during budget formulation. Please contact Grants and Contracts Accounting if you have any questions concerning SPNSR budgets.

**SPNSR & SP490 Expenses** – All non-Personnel expenses paid from the SPNSR fund should not be entered into the Budget Formulation System. Grants and Contracts Accounting will enter these directly into the General Ledger system based upon the actual awards. Personnel paid from the SPNSR fund should be entered in order to accurately set up their pay source as of July 1.

**Service Unit and Auxiliary Budgets** – All budgets for service units and auxiliaries must be entered during budget formulation. The Budget Office will provide Service Unit Accounting a list of the service unit and auxiliary budgets for their review.

Service units and auxiliaries have more detailed budget requirements that are required to be submitted to Service Unit Accounting. These additional requirements include a self-evaluation, a charge sheet, and an organizational chart. Service Unit Accounting will contact service units and auxiliaries to arrange for completion of the budget process. Please contact Stacey Risinger at 271-2246 if you have any questions.
**Miscellaneous Information on Position Numbers**

If an existing employee is going from an old position to a brand new position… (Same dept/org)

1. If you have a position number ready to use…
   a. Go to the proposed budget under the employee’s emplId and change the position number.
2. If you are using a position number that is currently active under another employee or vacant position…
   a. Go to the desired position number and inactivate the position.
   b. Go back to the employee you wish to put in that position number and replace it with the new number.
3. If you need a brand new position number…
   a. Go to the OUHSC Position Data page (Department Self Service > OUHSC Position Data)
   b. Follow instructions on Page 10 of the manual
   *NOTE: Do not add rows or delete information from the table.*

If an existing employee is transferring from one department to another…

1. The primary department must change the org under employee setup under the employee’s current emplId to the org they are transferring to.
2. The primary department must inactivate them in their current department.
3. The new department can then add a new value with the employee’s current emplId under proposed budget with the new org and the position number wanted.

If an employee is being split between departments…

1. The new department can add a new value with the employee’s current empl ID under proposed budget with their org and use the position number wanted.

If an existing employee is leaving a current position and the position will not be filled…

a) Change status to Inactive in the Proposed Budget Page.

*NOTE: Information on all tabs must still be entered even if inactivating.*

***DO NOT create a V# for an existing employee.***
**Split Position Budget Inquiry Page**

For departments who have employees that are split across colleges, an inquiry page has been developed. You can search by EmplID only.

- OUHSC Menu Items
  - OUHSC Budget
  - Budget Inquiry

**Budget Inquiry**

Click to minimize the prompt page

Find an Existing Value

Limit the number of results to (up to 300): 300

Search by: EmplID begins with 530197

Search Advanced Search

**Search Results**

View All First 4 of 1 Last

- Enter employee’s EmplID
  - Click Search

This panel will display the employee’s Position Number(s), Department(s), FTE, Current and Proposed Annual Rates, the percentage of increase for each of the employee’s positions in the budget, and the overall view of the employee.
Reporting

Department Worksheets and Increase Report

To aid in completion of your budget, departments will be able to run worksheets at their convenience.

Accessing the Worksheets

- OUHSC Menu Items
  - OUHSC Budget
  - Department Reports
  - Click on Budget Worksheets or Increase Rpt for Dept

**Budget Worksheets**

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

Limit the number of results to (up to 300):

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

- Enter a Run Control ID
  - Click Search

**OR**

- Click Add a New Value
  - Enter Run Control ID
  - Click Add

**Run Control**

Run Control ID: hm

Report Manager | Process Monitor | Run

**Report Parameters**

Department From: ADM001
  - Vice President Admin & Finance

Department To: ADM001
  - Vice President Admin & Finance

- Enter Department From
  - Enter Department To
  - Click Run
Server Name = PSNT or PSUNX (Either one are fine)
  - Type = Web
  - Format = PDF
  - Click OK

Click Process Monitor
Click Refresh until Run Status = Success and Posted

Click Details
Click View Log/Trace
Click on the link ending in “pdf” or “csv” to view and print the report.
**Queries**

Two queries have been developed to aid in your budgeting efforts.

- **OU_BUD_QUERY_PENDNEW** – Identifies pending titles within a department that have not been resolved. All pending titles must be resolved before your budget is considered final.

- **OU_BUD_QUERY_BALANCE** – This has a few of the fields and will allow you to query your budget by Department, Fund, or GL Org. **This query will easily allow you to balance your STATE budget against your STATE target amount.**
  - **Balancing Your Budget** – Once STATE target amounts and salary guidelines have been distributed, payroll items can be completed for each employee. After entering **all** payroll items and carefully reviewing **all** positions budgeted for by your department, make the final changes as necessary to balance the STATE funds against your department’s appropriate STATE target amount.

**Accessing the queries:**

- Reporting Tools
  - Query
  - Query Manager

**Query Manager**

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

Find an Existing Query | Create New Query

*Search By:  
Query Name ▼  
[ ] begins with ▼

Search  Advanced Search

- Enter “OU_BUD”
  - Click Search
    - Find the budget query you want
    - Click on “Run to Excel”
For the OU_BUD_QUERY_BALANCE, you will get the following prompt box:

- Enter the From/To Department (HR Org) you want to query on
  - Enter the From/To Fund
  - Enter the From/To OU GL Org
- Click View Results

Copy it and paste it to Excel or just save it within Excel.

For the OU_BUD_QUERY_PENDNEW, you will get the following prompt box:

- Enter Department (HR Org) you want to query on
  - Click View Results

Copy it and paste it to Excel or just save it within Excel.
Budget Page Definitions

- **DeptID** – Identifies the Department that the Position belongs to.
- **EmplID** – Each employee has a unique id number, and can only be associated with them. If the person has not completed all the required paperwork, they will be assigned a temporary employee number during employee setup in budget system so the information can be placed in the Budget Book. When all the paperwork is processed in HR, the person will then be loaded into the HR system.
- **Name** – The employee’s name. The correct format for this field is “Last,First Middle”
- **Fiscal Year** – Indicates the year this position is being budgeted.
- **Employee Type** – Defines whether the position is Salaried or Exception Hourly.
- **Type** – Indicates either projected or current
- **Position Number** – The number necessary to drive the Payroll, Human Resource, and Budget Formulation Systems. Each position has a unique number, and can only be associated with one employee (i.e. two employees cannot share one position number). However, an employee may have two different position numbers IF part of the employee’s salary is funded by a different department. Each position must have defined funding or the position will not be included on the final budget. Position Numbers will be entered by the department.

  - **Types of Expenses** – Any (or all) of the following types of expenses may be budgeted during the Proposed phase for each department:

    | EmplId # | Description                        | Rolls to GL Budget |
    |---------|------------------------------------|--------------------|
    | SPCPAY  | Special Payments                   | EXPEND             |
    | SPCFNG  | Special Pay Fringe Benefits        | EXPEND             |
    | OPREXP  | Operating                          | EXPEND             |
    | INCPAY  | Incentive Payments                 | EXPEND             |
    | INCFNG  | Incentive Fringe Benefits          | EXPEND             |
    | PPPPAY  | PPP Payments                       | EXPEND             |
    | PPPBEN  | PPP Fringe Benefits                | EXPEND             |
    | RETBEN  | Retired Benefits                   | EXPEND             |

  - **Operating Budgets** – Operating Budgets (EmplId OPREXP) were loaded based on the FY14 original budgeted amounts. All amounts should be reviewed and updated as appropriate. If you will not be using a ChartField spread, delete the row.

  - **Terminal Vacation** – Do **not** place employees on the budget who have terminated their employment as of June 30, 2014, or prior, although their vacation will not be fully paid until July 1 or later. If you place an employee who has terminated on the budget, you will have to do complete termination paperwork a second time correcting the budget.

- **Position Status** – This field further defines the position and aids in reporting. This field includes the following values: Proposed, Inactive, and New.

  - **Positions No Longer Used** – If your department has positions that should **not** be funded, change the Position Status to “Inactive” on the budget page. This will prevent the position from being included in the budget, but will still leave it available for reporting if needed. Termination paperwork or e-PAF information **MUST** be submitted to Human Resources for an employee to be terminated.
• **Number of Months Position is Funded** – Indicates the number of months an employee is paid. Most employees are on a 12 month contract; however, some faculty are on shorter contracts (typically 9 or 10 months).

• **Reason Code** – Identifies the explanation for increase or change.

• **Primary Department** – Each employee has **only one** Primary Department. For budget purposes this department is generally the one that provides the majority of the funding.

• **Job Code** – A value assigned to each Job Title by Human Resources.
  
  o **Title Changes** – Title changes may be made during the process **with the completion of the appropriate change of status paperwork or e-PAF information**. The only exception to the requirement is for Faculty Promotions that have been approved by the OU Regents. If title changes need to be made, with the exception of Residents, departments will **only** be allowed to enter the Job Code 0001, “Pending”. These **MUST** be resolved prior to finalizing your budget by submitting the appropriate change of status paperwork or E-PAF information to Human Resources. Human Resources will coordinate with the Budget Office to ensure titles are correct on the final budget.

• **Location** – It is necessary to capture the physical location where employees work. You must complete this field for all employees. This information will be used for Job Postings, when a position is posted in Recruit workforce to differentiate between the various locations people may actually be working. It will allow applicants in Tulsa or other places to narrow down the search to local positions only. If a person works in multiple locations, select the location where he/she spends most of their time. You must use one of the following valid locations:

  - TULSA
  - OKMULGEE
  - WOODWARD
  - ENID
  - BARTLESVLE
  - OKC
  - ADA
  - LAWTON
  - NORMAN
  - IDABEL
  - MIAMI
  - MCALESTER
  - ELKCity
  - POTEAU
  - RAMONA

• **Overall FTE** – Refers to percentage of hours worked by an employee of a specified work year (2080 hours). An employee’s FTE **cannot** exceed 1.0 (or 100%) as shown on the page above. The Budget Formulation System includes **two separate** FTE values. “Position FTE” represents the percentage of time provided by that position in relation to the total time provided by all positions for that employee. “Employee FTE” represents the combined full time equivalent of all positions the employee holds.

  **Example:** If an employee is budgeted for **one** position, the position FTE and employee FTE would be the same. However, if an employee is budgeted in **two** positions and one provides 75% of the **total time** for that employee, the FTE for that position is .75 and the other position would be .25. The overall employee FTE would be 1.00.
PeopleSoft ChartField Spread Definitions

The PeopleSoft ChartField Spread comprises several individual blocks of data. Each block is a ChartField, and any unique combination of all ChartField values is called a ChartField Spread. Below are the individual ChartFields that make up the ChartField Spread.

ChartField Data:

<table>
<thead>
<tr>
<th>Begin Date</th>
<th>Months</th>
<th>Fund</th>
<th>GL Org</th>
<th>Program</th>
<th>Class</th>
<th>Project/Grant</th>
<th>Account</th>
<th>Proposed Amt</th>
<th>Fringe Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2012</td>
<td>12</td>
<td>STATE</td>
<td>ADM001</td>
<td>00010</td>
<td>00000</td>
<td>511011</td>
<td>100000.00</td>
<td>35000.00</td>
<td></td>
</tr>
</tbody>
</table>

ChartField Values – In order to use a ChartField value during Budget Formulation, it must be valid in the system. If it is not currently in the system, and you would like to use it during Budget Formulation, you must complete an Application to Establish a ChartField Value (ECAV) and forward it to the Budget Office. The Budget Office will work with General Accounting and/or Grants and Contracts Accounting to make the attributes available for your use as quickly as possible.

- **Begin Date** – The first date the ChartField spread is effective for this position (typically the beginning of the fiscal year).
  - Employees/Students cannot occupy multiple positions with multiple start dates. If the employee/student is transferring to another position mid-year, do not put them in both positions. When an employee/student is in two positions with different start dates, it causes significant issues when the data rolls back to HR. If you have an unusual situation, please contact the Budget Office.
  - Only ChartField spreads beginning with 07/01 (or the first effective ChartField spread of a position for those not beginning 07/01) will roll into the HR system. Currently, future dated rows cannot be rolled to HR. While it is acceptable, and in some cases desirable, to budget mid-year increases/changes on this page, you must submit paperwork to Human Resources before the change will take effect.

- **Months** – The number of months the source of pay is effective (typically this will be 12).
  - The system will NOT calculate ½ months.

- **Fund** – This ChartField establishes the highest level of accounting and budgeting concern at OUHSC. The exhibit below maps each Fund value to the State Fund that holds the cash for that value, and the legacy system equivalent accounts that the value replaces.

  **The 701 Fund is the State fund that holds all non-appropriated and unrestricted revenue:**

<table>
<thead>
<tr>
<th>Non-Appropriated Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleSoft Fund</td>
</tr>
<tr>
<td>CLNOP</td>
</tr>
<tr>
<td>CLNSP</td>
</tr>
<tr>
<td>RSTUL</td>
</tr>
<tr>
<td>MISCA</td>
</tr>
<tr>
<td>SUAUX</td>
</tr>
<tr>
<td>AGENC</td>
</tr>
<tr>
<td>SVCCT</td>
</tr>
</tbody>
</table>
The 290 Fund is the State fund that holds our State Appropriation and Tuition and Fee revenue, as well as our Endowed Chair transactions:

<table>
<thead>
<tr>
<th>PeopleSoft Fund</th>
<th>PeopleSoft Fund Description</th>
<th>OSF Fund Number</th>
<th>Legacy System Equivalents (more or less)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE</td>
<td>State Appropriation</td>
<td>290</td>
<td>State Budgeted accounts except for Endowed Chairs/Professorships and Tulsa Residency</td>
</tr>
<tr>
<td>EDWCH</td>
<td>Endowed Chairs/Professorships</td>
<td>290</td>
<td>Endowed Chairs/Professorship accounts</td>
</tr>
</tbody>
</table>

The 430 Fund is the State fund that holds all revenue provided by Grantors, Donors, and other providers who place restrictions or conditions on the funds expenditure:

<table>
<thead>
<tr>
<th>PeopleSoft Fund</th>
<th>PeopleSoft Fund Description</th>
<th>OSF Fund Number</th>
<th>Legacy System Equivalents (more or less)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSPRM</td>
<td>Hospital Reimbursements</td>
<td>430</td>
<td>‘B’ Accounts, except ‘B9…’ (Residency Program OKC)</td>
</tr>
<tr>
<td>RSOKC</td>
<td>Residency Program – OKC</td>
<td>430</td>
<td>‘B9…’ Accounts</td>
</tr>
<tr>
<td>SPNSR</td>
<td>Sponsored Program</td>
<td>430</td>
<td>‘C’ Accounts</td>
</tr>
<tr>
<td>MISCD</td>
<td>Program Support – Other</td>
<td>430</td>
<td>‘D’ Accounts</td>
</tr>
</tbody>
</table>

Please note: The SPNSR fund can ONLY be used in conjunction with a Project/Grant beginning with ‘Ch’. Also, EXTREME CARE must be exercised when considering budget transfers and source changes. Generally, it is NOT OK to cross Funds.

- **GL Org** – This ChartField represents the College/Department/Section to be charged for an expenditure. Keep in mind that some GL Orgs are merely “place-holders” and will be used for reporting only. You should make sure which GL Orgs in your area can actually receive budget and accept charges for expenditures.
  - **HR Org vs. GL Org** – The HR Org is PeopleSoft’s way of identifying the department. It is not the same as the GL Org. Frequently, these two may share the same value, but they are not the same. The HR Org is for Human Resources, ETR, and Budget Book purposes, while the GL Org is for budgetary control and accounting purposes in the General Ledger. The HR Org identifies the department a position belongs to, while the GL Org identifies how that position is being paid.
- **Program** – This ChartField represents the purpose for which funds are spent. The valid values are listed below and are explained in detail beginning on page 28.
  - The following chart lists the most commonly used Programs which may help to determine which Program value to use during Budget Formulation:

<table>
<thead>
<tr>
<th>Program</th>
<th>Budget Personnel as:</th>
<th>Budget Expense as:</th>
<th>Use for Vouchers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>00111, 00211, 00311</td>
<td>00011</td>
<td>00111, 00211, 00311</td>
</tr>
<tr>
<td>Instruction - SPNSR</td>
<td>00111</td>
<td>N/A</td>
<td>00111</td>
</tr>
<tr>
<td>Research</td>
<td>00012</td>
<td>00012</td>
<td>00012</td>
</tr>
<tr>
<td>Public Service</td>
<td>00013</td>
<td>00013</td>
<td>00013</td>
</tr>
<tr>
<td>Academic Support</td>
<td>00014</td>
<td>00014</td>
<td>00014</td>
</tr>
<tr>
<td>Academic Support – IT Only</td>
<td>00814</td>
<td>00814</td>
<td>00814</td>
</tr>
<tr>
<td>Student Services</td>
<td>00015</td>
<td>00015</td>
<td>00015</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>00116, 00216</td>
<td>00016</td>
<td>00116, 00216</td>
</tr>
<tr>
<td>Institutional Support – IT Only</td>
<td>00816</td>
<td>00816</td>
<td>00816</td>
</tr>
<tr>
<td>Operation and Maintenance of Plant</td>
<td>00017</td>
<td>00017</td>
<td>00017</td>
</tr>
<tr>
<td>Scholarships and Fellowships</td>
<td>00018</td>
<td>00018</td>
<td>00018</td>
</tr>
<tr>
<td>Clinical E&amp;G Support</td>
<td>00019</td>
<td>00019</td>
<td>00019</td>
</tr>
<tr>
<td>Clinical Operations</td>
<td>00124, 00224, 00324</td>
<td>00024</td>
<td>00124, 00224, 00324</td>
</tr>
<tr>
<td>Agency-Student/Staff/Faculty</td>
<td>00031</td>
<td>00031</td>
<td>00031</td>
</tr>
<tr>
<td>Agency-Institutional Support</td>
<td>00032</td>
<td>00032</td>
<td>00032</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>00051</td>
<td>00051</td>
<td>00051</td>
</tr>
<tr>
<td>Service Units</td>
<td>00061</td>
<td>00061</td>
<td>00061</td>
</tr>
</tbody>
</table>
• **Subclass** – This ChartField is reserved for departmental use. Its purpose is to provide a user-defined way to classify expenditures differently or at a lower level. Ranges of values have been assigned to each department. If a department chooses not to use a subclass then 00000 should be entered.

• **Project/Grant** – Used to track transactional information for a specific Sponsored Program, Service Unit, Auxiliary Enterprise, or optional project as established by a college/department.

• **GL Account** – Also referred to by the Human Resources department as the Fringe Benefit Account – This ChartField represents the specific type of payroll account (salary, wages, etc.) to be used to determine the fringe benefits that will be charged. It is derived based on type of employee, Job Code, FTE, etc.

• **Proposed Amount** – Represents what the position’s budget for FY15 will be, if approved by the Regents.

• **Fringe Amount** – The amount of fringe benefits to be charged the ChartField spread. This amount is derived based on the Fund and HR Account Code. This field will not populate or change until the panel is “Saved”.

  *Please note:* The fringe benefit rates have been built into the Budget Formulation System and will automatically calculate for personnel positions. You no longer have to manually calculate and input those. However, you **must** calculate and enter the fringe benefits for Special Payments, Incentive Payments, and PPP Payments. Due to the nature of these types of payments, there is no set rate and therefore, the Budget Formulation System cannot calculate the fringe for these positions.

  **Fringe Benefit Rates:**
  The University does not charge fringe benefits by actual amount; instead rates are applied depending on the type of employee, FTE, and source of funds. The current rates are:

  - 31.0% Full-Time Salaried and Hourly Faculty/Staff (50% FTE or more)
  - 35.7% Full-Time Salaried and Hourly Faculty/Staff (50% FTE or more) with appointments to sponsored programs (Fund is SPSNR and Project begins with C#)
  - 8.13% Part-Time Salaried and Hourly Faculty/Staff (Less than 50% FTE; includes temps and student assistants that are subject to FICA/Medicare taxes)
  - 18.27% Residents and Fellows (includes post-doctoral research fellows)
  - 1.12% Students (includes trainees, graduate research assistants, graduate teaching assistants, and pre-doctoral fellows)

**Rate of Pay** – PeopleSoft requires tracking of monthly rates for all employees, regardless of whether they are hourly or salaried. In order to achieve consistent rates of pay among employees with the same hourly rate of pay, job title, and FTE, enter exactly the same annual rate (monthly x 12) for each employee in the Budget Formulation System. When the roll to HR occurs, these employees will be given the same hourly rate, monthly rate, and annual rate. On paperwork, or the e-PAF information, complete the monthly amount field, regardless of whether an employee is hourly or salaried. This will ensure the correct hourly and annual rates are assigned in PeopleSoft.
"Legal" ChartField spreads include:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Program</th>
<th>Project/Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGENC</td>
<td>MUST be 00030, 00031 or 00032</td>
<td>Optional, cannot begin with EC, C#, SU, or AX</td>
</tr>
<tr>
<td>CLNOP and CLNSP</td>
<td>Should primarily be 00024</td>
<td>Optional, cannot begin with EC, C#, SU, or AX</td>
</tr>
<tr>
<td>EDWCH</td>
<td>Should primarily be 00011 or 00012</td>
<td>Required, MUST begin with EC</td>
</tr>
<tr>
<td>HSPRM and MISCA</td>
<td>Any, except 00019, 00030, 00031, 00032, 00051, or 00061</td>
<td>Optional, cannot begin with EC, C#, SU, or AX</td>
</tr>
<tr>
<td>MISCD</td>
<td>Any, except 00017, 00019, 00030, 00031, 00032, 00051, or 00061</td>
<td>Optional, cannot begin with EC, C#, SU, or AX</td>
</tr>
<tr>
<td>RSOKC and RSTUL</td>
<td>Should primarily be 00011</td>
<td>Optional, cannot begin with EC, C#, SU, or AX</td>
</tr>
<tr>
<td>SPNSR</td>
<td>MUST be 00011, 00012, 00013, or 00018</td>
<td>Required, MUST begin with C#</td>
</tr>
<tr>
<td>SP490</td>
<td>Each project can have only one Program</td>
<td></td>
</tr>
<tr>
<td>STATE</td>
<td>Any, except 00030, 00031, 00032, 00051, or 00061</td>
<td>Optional, cannot begin with EC, C#, SU, or AX</td>
</tr>
<tr>
<td>SUAUX</td>
<td>MUST be 00051</td>
<td>Required, MUST begin with AX</td>
</tr>
<tr>
<td>SUAUX</td>
<td>MUST be 00061</td>
<td>Required, MUST begin with SU</td>
</tr>
<tr>
<td>SVCCT</td>
<td>MUST be 00013</td>
<td>Required, MUST begin with SC</td>
</tr>
</tbody>
</table>

For **optional** Projects, the first three characters **must** be the same as the GL Org.

In addition, C# projects (required for SPNSR fund) can be associated with **only one** GL Org and **only one** Program. The appropriate GL Org and Project will be assigned by Grants and Contracts Accounting when the project is established.

**SVCCT Fund**

The SVCCT Fund is a non-appropriated fund established to administer “fee for service professional agreements.” These agreements route through the Office of Research Administration and carry an overhead recovery requirement. The Fund translates to OSF fund number 701. The SVCCT Fund carries a required project association beginning with “SC.” Project numbers are assigned by General Accounting. Since these are service agreements, program 00013 should be the only program tied to the projects administered in the Fund.

To give you some idea of what types of services are being provided under these agreements, the following examples were taken from actual agreements.

- Perform MALLS analyses on samples of hyaluronic acid.
- Test compounds in *in vitro* wound healing assays.
- Provide HLA typing of samples provided by contractor.

Once you have entered a legal ChartField spread, the system will search HR for an existing HR Account Code. In none exists, the system will assign a generic HR Account Code. All HR Account Code spreads will be reviewed by the Budget Office, Human Resources, and Grants and Contracts Accounting to ensure they comply with established University policies. If the spread is in agreement with University policies, a new HR Account Code will be established; otherwise, the department will be contacted to change the spread.

**Oklahoma State Department of Health (OSDH)** – OSDH effective dates their contracts as of the date of final signature and issue of a PO. If a fully executed contract (complete with their PO number) is not in place by July 1st, OSDH may not pay for services performed between July 1st and the effective date of the contract. An ECAV will be accepted; but the alternate source will be used automatically if the OSDH will not honor costs incurred prior to the effective date of the contract.

**Pre IRB-IACUC Spending Authority** – All chartfields involving the fund SPNSR that require either IRB approval or IACUC approval will need to have approval in place that extends through the term of the project/grant. If approvals have not been made, NO OBLIGATIONS MAY BE MADE AGAINST THIS PROJECT FOR ANY RESEARCH INVOLVING HUMAN AND/OR ANIMAL SUBJECTS UNLESS THE IRB AND/OR IACUC IS CURRENT.

If you have any questions regarding the appropriateness of a ChartField spread, please call General Accounting at 271-2355; for SPNSR funds, call Grants and Contracts Accounting at 271-2177.
Program Definitions

Program 00011 - Instruction (Note: this is a roll-up Program and should NOT be used directly; use the SPECIFIC Program codes shown below). – Expenditures for all activities that are part of an institution’s instruction program. The Instruction program includes those activities carried out for the express purpose of eliciting some measure of educational change in a learner or group of learners. “Educational change” is defined to include (1) the acquisition or improved understanding of some portion of a body of knowledge, (2) the adoption of new or different attitudes, and (3) the acquisition or increased mastery of a skill or set of skills. The activities that may be carried out to elicit these educational changes include both teaching activities and facilitating activities. (Note: Facilitating activities are more commonly associated with the design and guidance of a learning experience rather than with teaching something to a learner.) Facilitating is considered an integral part of the design and conduct of an instructional program, but academic advising generally is carried out as a support Function for an instructional program. Therefore academic-advising activities are classified within the Academic Support program. Expenditures for credit and non-credit courses (except extension non-credit courses), for academic, vocational, and technical instruction, for remedial and tutorial instruction, and for regular, special, and extension sessions should be included. Expenditures for departmental research and public service that are not separately budgeted should be included in this classification. This Function excludes expenditures for academic administration when the primary assignment is administration--for example, academic deans. However, expenditures for department chairpersons, in which instruction is still an important role of the administrator, are included in this Function.

Program 00111 – Instruction – Expenditures for all instruction activities as defined above. As a general rule, most faculty will use this program unless they are primarily performing Research (Prog 12) or Departmental Research (Prog 311).

Program 00211 – Departmental Business Administration (Non-Faculty) – Instruction – Includes expenditures for administrative and supporting services performed by non-faculty departmental personnel in support of the Instruction mission. Faculty should not be budgeted with this program.

Program 00311 – Departmental Research – Research, development, and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for. Departmental research is considered as a part of the Instruction function.

Program 00012 - Research – Expenditures for activities specifically organized to produce research outcomes, whether commissioned by an agency external to the institution or separately budgeted and accounted for by an organizational unit within the institution. The Research program includes those activities intended to produce one or more research outcomes including the creation of knowledge, the organization of knowledge, and the application of knowledge. Subject to these conditions, it includes expenditures for individual and/or project research as well as those of institutes and research centers. This Function does not include all sponsored
programs nor is it necessarily limited to sponsored research, since internally supported research programs, if separately budgeted and accounted for by the institution under an internal application of institutional funds, might be included in this Function under the circumstances described above. Instructional activities, such as workshops, short courses, and training grants, should not be classified within the Research program but should be classified as part of Instruction unless they satisfy the specific criteria outlined for inclusion within the Public Service program. This Function includes the following: Institutes and research centers--Includes expenditures for research activities that are part of a formal research organization created to manage a number of research efforts. While this program includes agricultural experiment stations, it does not include federally funded research and development centers, which should be classified as independent operations. Individual and project research--Includes expenditures for research activities that normally are managed within academic departments. Such activities may have been undertaken as the result of a research contract or grant or through a specific allocation of the institution's general resources.

Program 00013 - Public Service – Expenditures for activities that are established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. The Public Service program includes those program elements established to make available to the public the various unique resources and capabilities of the institution for the specific purpose of responding to a community need or solving a community problem. This program includes the provision of institutional facilities, as well as those services of the faculty and staff that are made available outside the context of the institution's regular instruction and research programs. These activities include community service programs (excluding instructional activities) and cooperative extension services. Included in this Function are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar non-instructional services to particular sectors of the community. If a particular set of activities was initiated and funded by an external group or agency apart from the institution's normal instruction or research programs, those activities generally should be included in the Public Service program. The rationale for this classification is that the institution is making available its particular unique resources, services, and expertise in order to either serve a community need or solve a community problem.

Program 00014 - Academic Support – Expenditures primarily to provide support services for the institution's primary missions--instruction, research, and public service. It includes: (1) the retention, preservation, and display of educational materials--for example, libraries, museums, and galleries; (2) the provision of services that directly assist the academic functions of the institution, such as demonstration schools associated with a department, school, or college of education; (3) media such as audiovisual services and technology such as computing support; (4) academic administration (including academic deans but not department chairmen) and personnel development providing administration support and management direction to the three primary missions; and (5) separately budgeted support for course and curriculum development. For institutions that currently charge certain of the expenditures--for example, computing support--directly to the various operating units of the institution, this Function does not reflect such expenditures.
Academic Administration – Includes expenditures for activities specifically designed and carried out to provide administrative and management support to the academic programs. This sub-activity is intended to separately identify only expenditures for activities formally organized and/or separately budgeted for academic administration. It includes the expenditures of academic deans (including deans of research, deans of graduate schools, and college deans), but does not include the expenditures of departmental chairpersons (which are included in the appropriate primary function categories). It also includes expenditures for formally organized and/or separately budgeted academic advising. Expenditures associated with the office of the chief academic officer of the institution are not included in this sub-activity, but should be classified as Institutional Support.

Other Academic Support – Includes expenditures for administrative and supporting services performed by non-faculty departmental personnel.

Libraries – Includes expenditures for organized activities that directly support the operation of a catalogued or otherwise classified collection.

Museums and Galleries – Includes expenditures for organized activities that provide for the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc. Libraries are excluded.

Educational Media Services – Includes expenditures for organized activities providing audiovisual and other services that aid in the transmission of information in support of the institution's instruction, research, and public service programs.

Ancillary Support – Includes expenditures for organized activities that provide support services to the three primary programs, but that are not appropriately classified in the previous sub-activities. Ancillary support activities usually provide a mechanism through which students can gain practical experience. An example of ancillary support is a demonstration school associated with the school of education. However, the expenditures of teaching hospitals are excluded.

Personnel Development – Includes expenditures for activities that provide the faculty with opportunities for personal and professional growth and development to the extent that such activities are formally organized and/or separately budgeted. This sub-activity also includes formally organized and/or separately budgeted activities that evaluate and reward professional performance of the faculty. Included in this sub-activity are sabbaticals, faculty awards, and organized development programs.

Course and Curriculum Development – Includes expenditures for activities established either to significantly improve or to add to the institution's instructional offerings, but only to the extent that such activities are formally organized and/or separately budgeted.
**Program 00015 - Student Services** – Expenditures for offices of admissions and registrar and those activities whose primary purpose is to contribute to the student's emotional and physical well-being and to his or her intellectual, cultural, and social development outside the context of the formal instruction program. It includes expenditures for student activities, cultural events, student newspaper, intramural athletics, student organizations, intercollegiate athletics (if the program is operated as an integral part of the department of physical education and not as an essentially self-supporting activity), counseling and career guidance (excluding informal academic counseling by the faculty) student aid administration, and student health service (if not operated as an essentially self-supporting activity). This Function includes the following Sub-Activities.

**Program 00016 - Institutional Support** *(Note: this is a roll-up Program and should NOT be used directly; use the SPECIFIC Program codes shown below)* – Expenditures for: (1) central executive-level activities concerned with management and long-range planning of the entire institution, such as the governing board, planning and programming, and legal services; (2) fiscal operations, including the investment office; (3) administrative data processing; (4) space management; (5) employee personnel and records; (6) logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution; (7) support services to faculty and staff that are not operated as auxiliary enterprises; and (8) activities concerned with community and alumni relations, including development and fund raising. The overall objective of the Institutional Support Function is to provide for the institution's organizational effectiveness and continuity. Appropriate allocations of institutional support should be made to auxiliary enterprises, hospitals, and any other activities not reported under the Educational and General heading of expenditures.

**Program 00116 - Institutional Support** – Expenditures for all institutional support activities as defined above.

**Program 00216 - Sponsored Programs Administration** – To be used only by the Office of Research Administration and by Grants and Contracts Accounting.

**Program 00017 - Operation and Maintenance of Plant** – Expenditures of current operating funds for the operation and maintenance of physical plant, in all cases net of amounts charged to auxiliary enterprises, hospitals, and independent operations. It does not include expenditures made from the institutional plant fund accounts. It includes all expenditures for operations established to provide services and maintenance related to grounds and facilities. Also included are utilities, fire protection, property insurance, and similar items.

**Program 00018 - Scholarships and Fellowships** – Expenditures for scholarships and fellowships—from current unrestricted funds—in the form of grants to students, resulting either from selection by the institution or from an entitlement program. It also should include trainee stipends, prizes, and awards, except trainee stipends awarded to individuals who are not enrolled in formal course work, which should be charged to instruction, research, or public service as appropriate. If the institution is given custody of the funds, but there is neither a selection by the institution nor an entitlement program, the funds should generally be accounted for and reported
in the Agency Funds group rather than in the Current Funds group. Recipients of grants are not required to perform service to the institution as consideration for the grant, nor are they expected to repay the amount of the grant to the funding source. When services are required in exchange for financial assistance, as in the federal College Work-Study Program, the charges should be classified as expenditures of the department or organizational unit to which the service is rendered. Aid to students in the form of tuition or fee remissions also should be included in this Function. However, remissions of tuition or fees granted because of faculty or staff status, or family relationship of students to faculty or staff, should be recorded as staff benefit expenditures in the appropriate Functional expenditure Function. This Activity/Function includes the following: Scholarships which includes grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students. Fellowships which includes grants-in-aid and trainee stipends to graduate students. It does not include funds for which services to the institution must be rendered, such as payments for teaching.

Program 00019 - Clinical E&G Support – Includes all STATE funded activities related to the operation and administration of clinics.

Program 00024 - Clinical Operations – *(Note: this is a roll-up Program and should NOT be used directly; use the SPECIFIC Program codes shown below)* – Includes all activities related to the operation and administration of clinics. Also includes Professional Practice Plan (PPP) Supplements.

  Program 00124 - Clinical Operations – Expenditures for all clinical operations activities as defined above.

  Program 00224 - Departmental Business Administration (Non-Faculty) – Clinical Operations – Includes expenditures for administrative and supporting services performed by non-faculty departmental personnel in support of the Clinical Operations function.

Program 00031 – Agency-Student/Staff/Faculty Organizations – Includes all activities related to funds that are not controlled by the University but are held in agency by the University for student, faculty, and staff organizations.

Program 00032 - Agency-Institutional Support – Includes all activities related to funds that are not controlled by the University but are held in agency by the University for constituencies other than student, faculty, and staff organizations.

Program 00051 - Auxiliary Enterprises – Includes all activities related to the operation and administration of Auxiliary Enterprises.

Program 00061 - Service Units – Includes all activities related to the operation and administration of Service Units.
Budget Revision Process

1. Departments Complete Budget Revision Form

2. Budget Revision Form is approved by appropriate person

3. Budget Revision Form is emailed to General Accounting

4. Budget Office Reviews the Budget Revision Form

5. Department Budget is Adjusted
**Budget Revision Form**

**General**
The top of the form identifies the version of the Budget Revision Form. Users are responsible for submitting all budget revisions on the most current version of the Budget Form. All PSFIN users will be notified when a new version is available on the Financial Services web site. Outdated Budget Forms will not be accepted once the PSFIN listserv has been notified.

Route the completed Budget Revision Form through your respective Dean’s office to General Accounting at genacct@ouhsc.edu. The Budget Revision Form must be sent electronically via e-mail (hard copies will not be accepted) with the word BUDGET in the subject line. The Budget Office reviews and approves all Budget Revision Forms. Once a Budget Form is approved; General Accounting will post it to the general ledger. In most cases, budget revisions will be posted within 2 working days after receipt/approval.

Sufficient cash must exist to support the budget revision OR an explanation as to when the cash will be deposited must be provided before the budget revision will be approved. Contact the Budget Office or General Accounting with any questions.

**Guidelines for Entering Information into the Budget Revision Form**

1. **Fund** – must be STATE, MISCA, MISCD, AGENC, SUAUX, EDWCH, HSPRM, RSOKC, RSTUL, CLNOP, or CLNSP funds. You cannot use this form to make budget changes to projects administered in the SPNSR fund. Please call Grants Accounting at 271-2177 if you need to make a budget revision to a project in the SPNSR fund.

2. **Program** – must use the budgeted rollup programs - not the detailed expenditure level programs. For example, use 00011 not 00111.

3. **BY** (Budget Year) – typically the same as the current fiscal year. Contact the Budget Office for exceptions.

4. **Amount** – the amount of the budget change. To increase a budget, the amount entered must be positive. To decrease a budget, the amount entered must be negative (use brackets). For transfers from one budget to another, enter a negative amount on the ChartField spread you are taking budget from and a positive number on the ChartField spread you are transferring budget into.

5. **Proj/Grnt** – must begin with SU or AX if you are creating/changing a project budget in the SUAUX fund. Must begin with EC if you are creating/changing a project budget in the EDWCH fund.

**Cost Transfer Form** - When transferring the budget balance between two orgs in the STATE fund, you must also transfer same amount of cash between the two orgs. To transfer cash, you must complete a Cost Transfer Form using GL account 994100 on both sides (revenue and expense) of the transaction. The Budget Revision Form to transfer the budget balance and the Cost Transfer Form to transfer the cash balance should be processed at the same time. This will keep the budget and cash balances of the STATE fund in sync in the accounting system.

- As a general rule, General Accounting will not process retroactive cost transfers between funds. It is vital that you examine your budgets for appropriateness. For SPNSR funds, this issue is even more critical. With the exception of unusual conditions, once cost certifications have been signed off on, Grants and Contracts will not adjust the expenditures.

**Budget Revision Form** - If you are transferring budget from one org in the STATE fund to another org in the STATE fund, the amounts must equal, i.e., one org budget increased and the other org budget decreased for the same amount.

**Note:** Budget Revisions (STATE fund only)
THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

Budget Revision Form

Version 11.4.05

Date: 

Reason: 

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORG</th>
<th>PROGRAM</th>
<th>BY</th>
<th>Proj/Grnt</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>