



**Booked Budget Setup and Fund Management Process**

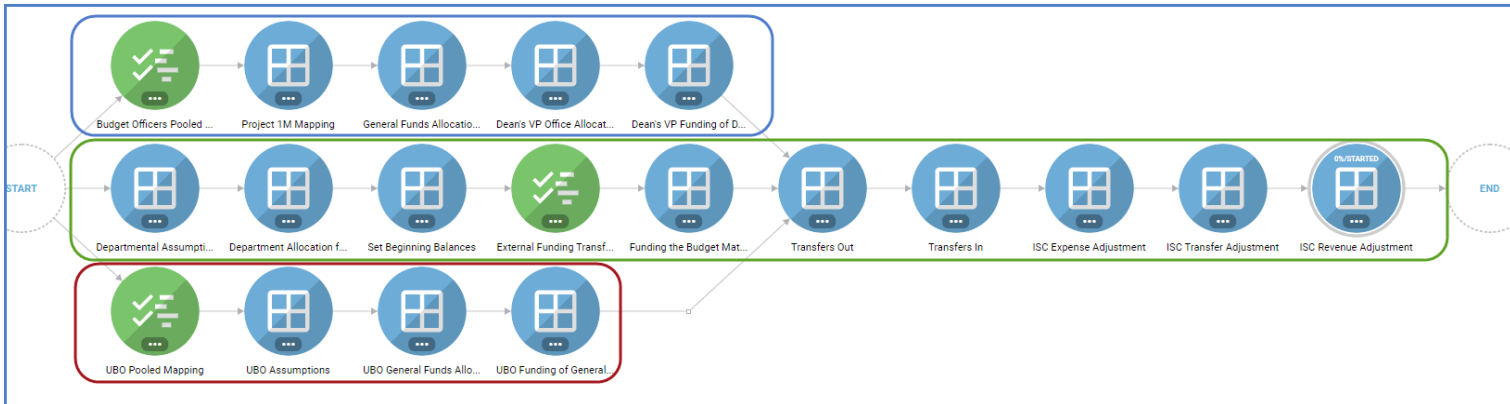
This process will be available in Tidemark beginning in late April. Final submission of the Booked Budget is due in August. Your budget unit may have earlier deadlines to support internal review. Please coordinate with your Budget Officer.

- What** Use this guide to complete budget setup and fund transfers in the Tidemark system. You can transfer funds to/from locally-owned awards, from funding allocations from a Dean's/VP office or from external sources, generally to balance out PTAs in deficit. Additionally, this process includes input panels for ISC adjustments.
  
- Who** This role may be performed by Budget Officers, Budget Analysts, Unit Managers, or Unit Financial Analysts. You may confirm your Tidemark authority in the Authority Manager application at <https://authority.stanford.edu> in the Financial System area and the Budget Management function.
  
- Why** Performing fund transfers allows you to transfer funds to cover expenses budgeted to PTAs. These one-time transfers can occur on pooled or real PTAs, and may occur at different levels of a Budget Unit. This process is required as part of the Booked Budget submission.
  
- When** Generally, Setup is done at the beginning of the budgeting process and Transfers are completed after all revenue and expense entries have been made. Final submission of the Booked Budget is due in August. Your budget unit may have earlier deadlines to support internal review. Please coordinate with your Budget Officer.



## Booked Budget Setup and Fund Management Process

### Budget Setup & Fund Management Process Map



The Budget Setup & Fund Management process contains panels for three major functions:

- The top path panels (in Blue) are for Dean’s/VP Office users to setup PTA Pooling, Project 1M Mapping, General Funds Allocations and to set and fund Dean’s/ VP Office Allocations. These will be inaccessible (grayed out) to users without the proper authority.
- The middle path (in Green), is for all users to set assumption rates, review Dean’s/VP allocations, set Beginning Balances, enter and review Transfers, and to make Infrastructure (ISC) adjustments.
- The bottom path (in Red) is reserved for University Budget Office (UBO) personnel to apply global assumptions and general funds allocations. These panels are not discussed in this guide.

If you do not have authority to edit these panels, they will appear grayed-out and be inaccessible. Not all panels will require action prior to budget submission.



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**Panel Descriptions**

The following is a listing and brief description of each panel in this process and the page number of this guide for detailed instructions:

Panel Name	Authority	Description	For detailed instructions, see page:
<b>Pooled Mapping</b>	Dean's/VP Office	Budget Officers can set and adjust rules for mapping individual PTAs to Pool PTAs. Rules are normally setup at the beginning of the process but may be updated daily at any time during the process.	<a href="#">5</a>
<b>Project 1M Mapping</b>	Dean's/VP Office	Budget Officers can set and adjust rules for mapping Project 1M PAs (1000000-AWARD) to a real project number. Project 1M PAs come in from Oracle with the beginning balance for awards.	<a href="#">9</a>
<b>General Funds Allocation from Provost</b>	Dean's/VP Office	Budget Officers can see the General Funds Allocations for their budget unit that have been entered by the UBO.	<a href="#">10</a>
<b>Dean's / VP Office Allocation</b>	Dean's/VP Office	Budget Officers can allocate initial funding to departments by category.	<a href="#">11</a>
<b>Dean's / VP Office Funding of Department Allocation</b>	Dean's/VP Office	Budget Officers can fund department allocations after users have determined the PTAs to be funded.	<a href="#">13</a>
<b>Departmental Assumptions</b>	All Users	View and edit planning assumptions defined by the UBO and inherited by the budget unit and departments. Allows users to view all rates and to edit some rates used in the global calc and seeding.	<a href="#">15</a>
<b>Department Allocation from Dean's / VP Office</b>	All Users	View funding that has been allocated from the Dean's / VP Office to your department.	<a href="#">17</a>
<b>Set Beginning Balances</b>	All Users	Populate beginning balances for the booked budget either manually or through seeding actions. Also use this panel to enter Transfers for the Year End Reforecast as needed.	<a href="#">19</a>



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<b>External Funding Transfers</b>	All Users	Enter transfers to/from sources or destinations outside your authority. This panel is pre-populated from the Transfer Admin System (TAS). These are also referred to as InterUnit Transfers.	<a href="#">22</a>
<b>Funding the Budget Matrix</b>	All Users	Enter transfers from Dean’s / VP Office allocations or local PAs to fund PTAs in deficit. These are also referred to as IntraUnit Transfers	<a href="#">25</a>
<b>Transfers Out</b>	All Users	Review all outbound transfers (including TAS transfers) along with the destinations of those transfers.	<a href="#">27</a>
<b>Transfers In</b>	All Users	Review all inbound transfers (including TAS transfers) along with the corresponding funding sources.	<a href="#">28</a>
<b>ISC Expense Adjustment</b>	All Users	Review and make adjustments to calculated ISC on Expenses per PTA, including the 2% recovery on ISC that flows to budget units.	<a href="#">29</a>
<b>ISC Transfer Adjustment</b>	All Users	Review and make adjustments to calculated ISC on Transfers per PA, including the 2% recovery on ISC that flows to budget units.	<a href="#">30</a>
<b>ISC Revenue Adjustment</b>	All Users	Review and make adjustments to calculated ISC on Revenues per PA, including the 2% recovery on ISC that flows to budget units.	<a href="#">31</a>



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Panel: Pooled Mapping

**What is pooled budgeting?** – Pooling is a concept that has been used in the past but since FY19 Booked Budget process it was implemented systematically within Tidemark. The concept allows users to let a Pool PTA represent a group of actual PTAs to make budgeting easier and less detailed. This is accomplished by having the budget officer define rules that will map groups of PTAs so that their actuals will show for the corresponding Pool PTA. Then the budget can be seeded to the Pool PTA based on actual activity of the underlying PTAs. Similarly, actuals in expense and revenue categories are rolled up to Budget Codes (B-Codes) automatically. The B-Code rollups are static and have been defined by the University Budget Office with input from Budget Officers, so there are no rules to set for Revenue/Expense object codes.

**How Pooled Mapping Rules work:**

**Timing** - Rules for mapping PTAs to Pools are dynamic. They are normally set at the beginning of the budget process, but they can be changed by budget officers at any time throughout the process with rollup results reflected the following day.

**Scope** - Rules can be set narrowly or broadly. As an example, a broadly defined rule would include only an Organization and Award Type as parameters. All PTAs in that Organization and Award Type would be mapped to a single Pool PTA. A narrowly defined rule would be to select one specific detailed PTA to either map to a pool PTA or to not be mapped, even if a broader rule set would apply. Rules are evaluated by Tidemark from narrow to broad. For example, if the following two rules were defined:

- 1. Org XXXX, Expendable map to 1111111-1-GPOOL
- 2. 1234567-1-GGIFT do not map

Assuming GGIFT also rolls up to XXXX, Tidemark would map all Expendable PTAs in Org XXXX to the Pool PTA except for PTA 1234567-1-GGIFT. Only 1111111-1-GPOOL and 1234567-1-GGIFT would be available for budgeting but all activity for all other Expendable PTAs would roll up to the GPOOL.

**Mapping Order** – Tidemark maps PTAs to Pools in the following order.

- 1 – PTA
- 2 – PA – maps the PA and all descendant PTAs to the PA.
- 3 – AWARD – maps the Award and all descendant PAs and PTAs to the AWARD
- 4 – ORG and the following combination...
  - 4a – By Award Type, By Level of Control and By Award Purpose
  - 4b – By Award Type and By Level of Control
  - 4c – By Award Type and by Award Purpose
  - 4d – By Award Type only
- 5 – Parent Org



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6 – Grand Parent Org

Example:

Pooled Mapping Panel:

Award Type	Award Purpose	Award Level of Control	Maps to Pool
TAAA - School of Earth, Designated	All Awards	All Levels of Control	1044125-1-BACJY - ADMIN BDGT POOL DESIG; ADMF
TASA - Department of I, Designated	All Awards	All Levels of Control	1044126-1-BAABG - PETROENG BDGT POOL DESIG; PE
TCAF - Earth System Sc, Designated	All Awards	All Levels of Control	1119341-1-BACKQ - ESS BDGT POOL-Designated; ESS
TCCA - Department of I, Designated	All Awards	All Levels of Control	1044127-1-BAABH - GEOPHYSICS BDGT POOL DESIG;

The above screenshot shows 3 separate rules (in red) for Designated award types under TASA, TCAF, TCCA mapped to their respective Pool PTAs (BAGGB, BACKQ, BAABH) within each of those departments. The rule for TAAA Designated (in blue) will map all other Expendable Awards in the school that are not under TASA, TCAF or TCCA to an admin Pool PTA (BACJY) that is budgeted by the dean’s office.

In Tidemark entry panels, only these Pool PTAs are shown. The aggregation of the detailed PTAs show as historical Actuals. Below is an example of the Compensation panel filtered to code 51310 Rsch & Academic Staff. Highlighted in red is the YTD Actuals. Notice that only Pool PTAs appear for budgeting designated award type, this is based on the rule set from above.

Entry Panel:

ORGANIZATION	OBJECT CODE	CB AWARD TYPE	AWARD PURPOSE	LEVEL OF CONTROL	FY 2016		FY 2017				FY 2018				FY 2019						
					Final Amount	Final Amount	Year End Actual Amount	Year End Actual Amount	Booked Budget Amount	Year to Date Actual Amount	Expenditure Commitment Amount	Projected Actual Amount	Trailing 12 Months Actual Amount	Year End Reforecast Adjusted Amount	Position Expense Amount	Seeded Preliminary Amount	Seeded Cost Rise Amount	Seeded Cost Rise Percent	Seeded Baseline Amount	Annual Adjustments Percent	Annual Adjustments Amount
					TAAA - School of Earth...	51310 - RBE RSRCH AN...	Designated	All Awards	All Levels of Control...												
1044125-1-BACJY - ADMIN BDGT POOL DESIG; ADMIN BDGT POOL DES	51310 - RBE RSRCH AND ACADEMIC STAFF				96,757	151,143		26,193	15,612	41,804	118,562										
1044126-1-BAABG - PETROENG BDGT POOL DESIG; PETROENG BDGT POOL D	51310 - RBE RSRCH AND ACADEMIC STAFF				511,918	798,994	749,540	310,307	241,376	551,683	643,037										
1119341-1-BACKQ - ESS BDGT POOL-Designated; ESS Bdg: Pool-Desig	51310 - RBE RSRCH AND ACADEMIC STAFF				0		164,835														
1044127-1-BAABH - GEOPHYSICS BDGT POOL DESIG; GEOPHYSICS BDGT POOL	51310 - RBE RSRCH AND ACADEMIC STAFF				317,477	395,521	564,169	227,960	141,633	369,592	381,208										



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Related Reports:

03.Reporting: 515 - All PTA Detail and Object Code Detail by Month: shows how detailed PTAs roll up to Pool PTAs. You can use this to investigate what makes up a number you see on entry panels. The data in red shows the number you see on the entry panel above. The data in blue are the "Moved\_PTAs", which means they have been moved to a Pool and will not show up in entry panels for budgeting.

03. Reporting / FY 2019: 515 - All PTA Detail and Object Code Detail by Month for TAAA - School of Earth, Energy and Environmental Sciences

BOOKMARK EXPORT PRINT CONFIGURE PLAYBOOK

ORGANIZATION: TCCA - Department of... TIME: FY 2018 OBJECT CODE: 51310 - RBE RSRCH AN... SCENARIO: Year to Date Actual CB AWARD TYPE: Designated APPLY

TCCA - Department of Geophysics	Parent_Org	OBJECT CODE	Year to Date Actual												
			Designated												
			FY 2018	2017 Sep	2017 Oct	2017 Nov	2017 Dec	2018 Jan	2018 Feb	2018 Mar	2018 Apr	2018 May	2018 Jun	2018 Jul	2018 Aug
		51310 - RBE RSRCH AND ACADEMIC STAFF	227,960	37,932	37,129	32,629	37,129	34,533	20,827	27,782					
1044127-1-BAABH - GEOPHYSICS BDGT POOL DESIG; GEOPHYSICS BDGT POOL	Pool_PTA	51310 - RBE RSRCH AND ACADEMIC STAFF	227,960	37,932	37,129	32,629	37,129	34,533	20,827	27,782					
1006074-1-BADTV - Geophysics Zoback, M; Zoback,Mark D	Moved_PTA	51310 - RBE RSRCH AND ACADEMIC STAFF	636			636									
1155139-1-DALKK - Knight, Rosemary Discretionary; Knight, Rosemary	Moved_PTA	51310 - RBE RSRCH AND ACADEMIC STAFF	44,476	7,500	7,500	10,212	7,500	4,809		6,955					
1167117-1-DALKW - Rockphysics Borehole - Vanorio; SRB - Vanorio	Moved_PTA	51310 - RBE RSRCH AND ACADEMIC STAFF	47,091	7,849	7,849		7,849	7,849	7,849	7,849					
1004606-1-EAGGF - Geophysics Rockphysics Borehol; Rockphysics Borehole	Moved_PTA	51310 - RBE RSRCH AND ACADEMIC STAFF	803	803											
1004663-1-EAHHC - Geophysics Stanf Explorat Proj; Stanf Exploration Pr	Moved_PTA	51310 - RBE RSRCH AND ACADEMIC STAFF	42,313	3,380	3,380	3,380	3,380	9,598	9,598	9,598					
1004605-1-EAHLA - Geophysics RockphysicsBore-Mav; Mavko, Gary Project	Moved_PTA	51310 - RBE RSRCH AND ACADEMIC STAFF	68,982	15,021	15,021	15,021	15,021	8,897							
1132782-1-EANUI - SESAAI Affiliates Program; SESAAI Affiliates	Moved_PTA	51310 - RBE RSRCH AND ACADEMIC STAFF	23,658	3,380	3,380	3,380	3,380	3,380	3,380	3,380					



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03. Reporting: 531U – All PTA Detail by Object code Unpooled

You may occasionally need to see data from the unpooled perspective. For example, if you can't find a PTA you expect to see, you can see where it is pooled. In this example, the red highlighted DARSC was moved from its original org TCEM to a pool PTA owned by TAEA. If budgeting is done looking at the TCEM org, it will not include DARSC, because it's been moved out of that org to another org.

← / 03. Reporting / FY 2019:  
53X - All PTA Detail by Object Code - Unpooled Perspective for TAAA - School of Earth, Ener

ORGANIZATION	TIME	OBJECT CODE	SCENARIO	CB AWARD TYPE	
TAAA - School of Ear...	FY 2018	50000 - TOTAL EXPENS...	Year to Date Actual	Designated	
					Year to Date Actual
					Designated
					50000 - TOTAL EXPENSES
					FY 2018
Organization Member	Oracle Org	Pooled Parent	Pooled Org	Pool Type	
TAAA - School of Earth, Energy and Environmental Sciences	AA00	TAAA	AA00	Parent_Org	4,894,739
1004296-1-EAFUE - Earth Sciences Hartley Conf; Hartley Conference R	TAEA	1044125-1-BACJY	TAEA	Moved_PTA	56
1102728-1-EANIW - Earth Sci Vehicles; Earth Sci Vehicles	TAEA	1044125-1-BACJY	TAEA	Moved_PTA	8,125
1177811-1-DARSC - NGI Affiliates; NGI Affiliates	TCEM	1044125-1-BACJY	TAEA	Moved_PTA	244
1003388-1-BAEMV - PE Budget Savings; PE Budget Savings	TAUA	1044126-1-BAABG	TAUA	Moved_PTA	-32





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Panel: Project 1M Mapping

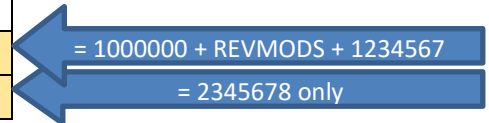
A large amount of financial data comes into Tidemark from Oracle, including revenue/expense/beginning balance actuals, pledges, and commitments. Some of this data gets booked in Oracle to 'dummy' projects, including project 1000000 as well as REVMODS and other non-numerical projects primarily used for adjustments. Since these projects are confusing and duplicative when completing your budget, we have designed a way to map this data from the 'dummy' projects to projects that are familiar to users. This will allow you to see the full financial history for an award on fewer rows. Budget Officers and Budget Analysts can make changes to this mapping at any time by selecting the panel for **Project 1M Mapping**. Changes will be reflected in all Tidemark panels the next day. Here's a fuller explanation of the changes you will see.

	FY 15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 BUDGET
1000000-EABCD	5,331	5,442	5,000	
REVMODS-EABCD		(2,453)		
1234567-EABCD	10,259	10,759	10,000	
2345678-EABCD	333	334	300	

**BEFORE:** Panels included data on project 1000000, and other 'dummy' projects. Through seeding actions and direct entry, some FY17 budgets were also inadvertently entered on these projects.

**NOW:** The Project 1M Mapping Panel allows you to choose which 'real' project should be used for this mapping exercise. By default, the lowest numbered 'real' project has been selected, although the mapping was adjusted to disallow the use of INACTIVE projects. As noted above, however, you can change this default mapping at any time.

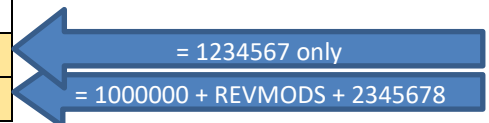
	FY 15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 BUDGET
1234567-EABCD	15,590	13,748	15,000	
2345678-EABCD	333	334	300	



	Project 1M Summary PA
EABCD	
1234567-EABCD	<del>1</del>
2345678-EABCD	1

**NIGHTLY:** If you want to summarize your 'dummy' activity to a different PA, you can do this on the **Project 1M Mapping** Panel. Each award will show the 'real' projects available for mapping. You can delete the '1' from the current PA and add it to another PA. Be sure there is only one PA chosen for each Award. Changes will be processed nightly, so you can see your changes in Tidemark the next day.

	FY 15 ACTUALS	FY16 ACTUALS	FY17 BUDGET	FY18 BUDGET
1234567-EABCD	10,259	10,759	10,000	
2345678-EABCD	5,664	3,323	5,300	






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### Panel: General Funds Allocation from Provost

Budget Officers can see the General Funds Allocations for their budget unit that have been entered by the UBO.

Step	Action
1	<p>On the Budget Setup &amp; Fund Management Process map, click the <b>General Funds Allocation</b> panel.</p> <p><b>Result:</b> The corresponding panel opens. This panel is only used by Budget Officers who have access to the entire budget unit.</p>
2	<p>Review the panel to see General Funds Allocation and enter notes, if any, in the Explanation field.</p>  <p>Click Save in lower right to save any entry to the Explanation field.</p>



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Panel: Dean’s / VP Office Allocation

Budget Officers can allocate initial funding to departments by category.

Step	Action																												
1	<p>On the Budget Setup &amp; Fund Management Process map, click the <b>Dean’s / VP Office Allocation</b> panel.</p> <p><b>Result:</b> The corresponding panel opens. This panel is only used by Budget Officers who have access to the entire budget unit.</p>																												
2	<p>Review the data displayed.</p> <p><b>a</b> Review the page slice. The page slice controls which org is shown on the page. On this panel, you can only select your budget unit.</p> <p><b>b</b> Review the page edges.</p> <div data-bbox="375 785 846 873" data-label="Image"> </div> <p>The page edges allow you to filter the data displayed on the page. The <b>Transfer</b> page edge allows Budget Officers to narrow down the rows to certain departments receiving allocations.</p> <p><b>c</b> Review the rows on the grid.</p> <div data-bbox="375 1064 1179 1367" data-label="Table"> <table border="1"> <thead> <tr> <th colspan="2"></th> <th>FY 2016</th> <th></th> </tr> <tr> <th colspan="2"></th> <th>Dean's / VP Office Allocation</th> <th>Preliminary Amount</th> </tr> </thead> <tbody> <tr> <td>Capital Projects: Base</td> <td>No Planning Assumption Applied</td> <td></td> <td></td> </tr> <tr> <td>Compliance: Base</td> <td>Non-Salary</td> <td></td> <td></td> </tr> <tr> <td>Diversity Program Allocation: Base</td> <td>Grad Aid</td> <td></td> <td></td> </tr> <tr> <td>Faculty Salaries: Base</td> <td>Faculty Merit</td> <td></td> <td></td> </tr> <tr> <td>Governance: Base</td> <td>No Planning Assumption Applied</td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>Each row indicates the funding to be allocated to a department by category and its associated cost rise / fringe group.</p> <p><b>d</b> Review the columns on the grid.</p> <ul style="list-style-type: none"> <li>The first three columns indicate the Dean’s / VP Office allocation values for the current fiscal year.</li> <li>The next several columns show the adjustments that can be made to arrive at the upcoming fiscal year’s allocation.</li> </ul>			FY 2016				Dean's / VP Office Allocation	Preliminary Amount	Capital Projects: Base	No Planning Assumption Applied			Compliance: Base	Non-Salary			Diversity Program Allocation: Base	Grad Aid			Faculty Salaries: Base	Faculty Merit			Governance: Base	No Planning Assumption Applied		
		FY 2016																											
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Faculty Salaries: Base	Faculty Merit																												
Governance: Base	No Planning Assumption Applied																												
3	Review the current year values.																												



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	<ul style="list-style-type: none"> <li>Use the Actions icon  (on the left sidebar menu) to reveal the actions content and select which scenario you would like to use. Click the <b>Run</b> button to process the seeding. You can seed the baseline with the current year or clear out the current year baseline.</li> <li>Refresh the page to see the results</li> <li>Determine if annual adjustments are needed for each line item. Enter values in the <b>Adjustment Percent</b> and/or <b>Adjustment Amount</b> column.</li> </ul> <p>If both a percent and dollar adjustment amount are entered, the percent amount is applied first, then the dollar amount will be added. Enter a note in the <b>Explanation</b> column to account for any adjustments.</p>								
4	<p>To enter an Itemization:</p> <table border="1" data-bbox="284 680 1456 1024"> <tr> <td data-bbox="284 680 337 779">a</td> <td data-bbox="337 680 1456 779">Click the <b>Itemizations</b> icon on the left-side toolbar. <b>Result:</b> The Itemizations panel appears on the bottom of the screen.</td> </tr> <tr> <td data-bbox="284 779 337 835">b</td> <td data-bbox="337 779 1456 835">Click the <b>+ New</b> button located at the bottom of the panel.</td> </tr> <tr> <td data-bbox="284 835 337 926">c</td> <td data-bbox="337 835 1456 926">Double click each cell in the row to select the value from a drop down menu, or manually type in the value.</td> </tr> <tr> <td data-bbox="284 926 337 1024">d</td> <td data-bbox="337 926 1456 1024">Click the <b>Apply</b> button. <b>Result:</b> The new itemization adjustment values will appear in the above grid.</td> </tr> </table>	a	Click the <b>Itemizations</b> icon on the left-side toolbar. <b>Result:</b> The Itemizations panel appears on the bottom of the screen.	b	Click the <b>+ New</b> button located at the bottom of the panel.	c	Double click each cell in the row to select the value from a drop down menu, or manually type in the value.	d	Click the <b>Apply</b> button. <b>Result:</b> The new itemization adjustment values will appear in the above grid.
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c	Double click each cell in the row to select the value from a drop down menu, or manually type in the value.								
d	Click the <b>Apply</b> button. <b>Result:</b> The new itemization adjustment values will appear in the above grid.								
5	<p>Once all adjustments are made, you must calculate the fringe using the available action.</p> <ul style="list-style-type: none"> <li>Use the Actions icon  (on the left sidebar menu) to reveal the actions content and select the Fringe action. Click the <b>Run</b> button to process the calculation.</li> <li>Refresh your page to see the results.</li> </ul> <p><b>Result:</b> The Fringe Amount column will now be populated.</p>								
6	<p>Click the <b>Save</b> button.</p> <p><b>Result:</b> The Dean's / VP Office Allocation will be available for use in subsequent panels.</p>								



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Panel: Dean’s / VP Office Funding of Departmental Allocation

Budget Officers can fund department allocations after users have determined the PTAs to be funded.

Prerequisite: Allocations must be set-up and funded on Funding the Budget Matrix. Additionally, Set Beginning Balances should be completed.

Step	Action								
1	<p>On the Budget Setup and Fund Management process map, click the <b>Dean’s VP Funding of Department Allocations</b> panel.</p> <p><b>Result:</b> The corresponding panel opens.</p>								
2	<p>Review the data displayed.</p> <table border="1"> <tr> <td>a</td> <td> <p>Review the page slice.</p> <ul style="list-style-type: none"> <li>The page slice controls which org is shown on the page. On this panel, you can only select your budget unit.</li> </ul> </td> </tr> <tr> <td>b</td> <td> <p>Review the page edges.</p> <p>The page edges let you filter the data displayed.</p> <ul style="list-style-type: none"> <li>The first four page edges on this panel relate to the PAs on the rows, representing the funding sources for departmental allocations. In particular, the Organization page edge refers to the award owning org of the PAs on the rows.</li> <li>The last two page edges refer to the columns, representing the destinations that have been identified for the allocations made to departments. The Transfer page edge refers to the org of the destination(s) for the allocations.</li> </ul> </td> </tr> <tr> <td>c</td> <td> <p>Review the rows on the grid.</p> <ul style="list-style-type: none"> <li>The first three rows show the Allocation Amount to be funded, amounts transferred to fund allocations so far, and the Remaining Allocation to be Funded after any transfers have been entered on this panel.</li> <li>The remaining rows show the PAs that were selected on the Set Beginning Balances &amp; Funding Sources panel to be used as sources for transfers.</li> </ul> </td> </tr> <tr> <td>d</td> <td> <p>Review the columns on the grid.</p> <ul style="list-style-type: none"> <li>The first several columns show the total available funding (before intra-unit transfers), amount transferred to fund allocations, applicable ISC charges on allocation transfers (once ISC has been calculated using the action on this panel), and remaining available funding (after allocation transfers) for each source PA.</li> <li>The remaining columns show the categories of allocations, and the PTAs that were funded using these allocations. If you do not see data here, it means that departments have not set destinations for their funding allocations yet.</li> </ul> </td> </tr> </table>	a	<p>Review the page slice.</p> <ul style="list-style-type: none"> <li>The page slice controls which org is shown on the page. On this panel, you can only select your budget unit.</li> </ul>	b	<p>Review the page edges.</p> <p>The page edges let you filter the data displayed.</p> <ul style="list-style-type: none"> <li>The first four page edges on this panel relate to the PAs on the rows, representing the funding sources for departmental allocations. In particular, the Organization page edge refers to the award owning org of the PAs on the rows.</li> <li>The last two page edges refer to the columns, representing the destinations that have been identified for the allocations made to departments. The Transfer page edge refers to the org of the destination(s) for the allocations.</li> </ul>	c	<p>Review the rows on the grid.</p> <ul style="list-style-type: none"> <li>The first three rows show the Allocation Amount to be funded, amounts transferred to fund allocations so far, and the Remaining Allocation to be Funded after any transfers have been entered on this panel.</li> <li>The remaining rows show the PAs that were selected on the Set Beginning Balances &amp; Funding Sources panel to be used as sources for transfers.</li> </ul>	d	<p>Review the columns on the grid.</p> <ul style="list-style-type: none"> <li>The first several columns show the total available funding (before intra-unit transfers), amount transferred to fund allocations, applicable ISC charges on allocation transfers (once ISC has been calculated using the action on this panel), and remaining available funding (after allocation transfers) for each source PA.</li> <li>The remaining columns show the categories of allocations, and the PTAs that were funded using these allocations. If you do not see data here, it means that departments have not set destinations for their funding allocations yet.</li> </ul>
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**Booked Budget Setup and Fund Management Process**

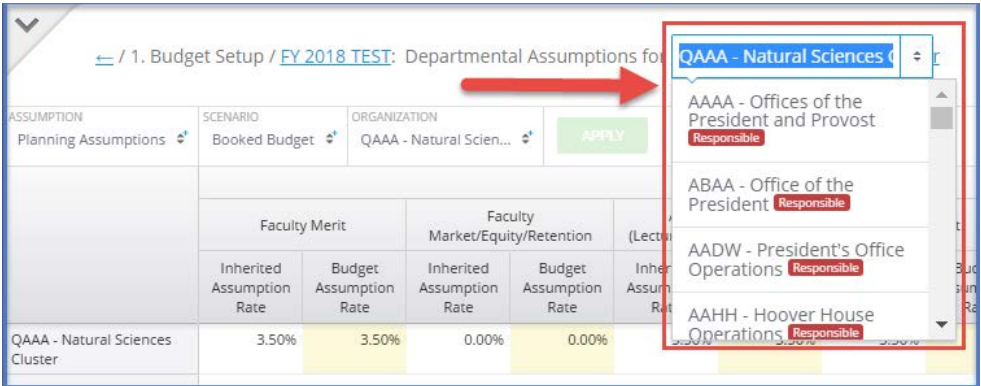
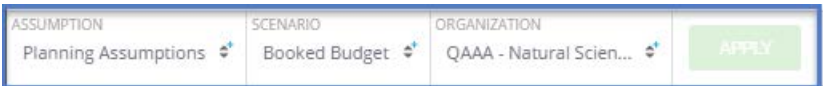
<b>3</b>	Use the yellow cells to enter (as positive amounts) the transfers that will fund the allocations made to departments. As there may be many entry cells in the matrix, be careful when selecting the desired intersection of a Dean's / VP source PA and a destination PTA. Click the <b>Save</b> button when done.
<b>4</b>	Scroll to bottom of page and run action: Calculate Indirect Cost for Transfers, reload the page when complete.



Booked Budget Setup and Fund Management Process

Panel: Departmental Assumptions

View and edit planning assumptions defined by the UBO and inherited by the budget unit and departments. Allows user to view all rates and to edit some rates used in the global calc and seeding.

Step	Action																																																							
1	On the Budget Setup & Fund Management Process map, click the <b>Departmental Assumptions</b> panel. <b>Result:</b> The Departmental Assumptions panel opens.																																																							
2	Review the data displayed. <div style="border: 1px solid black; padding: 5px;"> <p><b>a</b> Review the page slice.</p>  <p>The page slice controls which org is shown on the page. You can select any org that you have access to (either as a child or parent member of the org hierarchy).</p> <p><b>b</b> Review the page edges.</p>  <p>The page edges allow you to filter the data displayed on the page. The Scenario page edge can be changed to Year End Reforecast. After making any changes to page edge filters, click the “APPLY” button to filter the grid.</p> <p><b>c</b> Review the rows on the grid.</p> <table border="1" data-bbox="365 1486 1091 1864"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">Faculty Merit</th> <th colspan="2">Faculty Market/Equity/Retention</th> <th colspan="2">Academic Staff (Lecturers/Other Teaching)</th> </tr> <tr> <th>Inherited Assumption Rate</th> <th>Budget Assumption Rate</th> <th>Inherited Assumption Rate</th> <th>Budget Assumption Rate</th> <th>Inherited Assumption Rate</th> <th>Budget Assumption Rate</th> </tr> </thead> <tbody> <tr> <td>QAAA - Natural Sciences Cluster</td> <td>3.50%</td> <td>3.50%</td> <td>0.00%</td> <td>0.00%</td> <td>3.50%</td> <td>3.50%</td> </tr> <tr> <td>QADJ - INACTIVE Natural Sciences Operations</td> <td>3.50%</td> <td>3.50%</td> <td>0.00%</td> <td>0.00%</td> <td>3.50%</td> <td>3.50%</td> </tr> <tr> <td>QAGT - Applied Physics</td> <td>3.50%</td> <td>3.50%</td> <td>0.00%</td> <td>0.00%</td> <td>3.50%</td> <td>3.50%</td> </tr> <tr> <td>QANB - Biology Department</td> <td>3.50%</td> <td>3.50%</td> <td>0.00%</td> <td>0.00%</td> <td>3.50%</td> <td>3.50%</td> </tr> <tr> <td>QAUF - Biology</td> <td>3.50%</td> <td>3.50%</td> <td>0.00%</td> <td>0.00%</td> <td>3.50%</td> <td>3.50%</td> </tr> <tr> <td>QAZR - Biology Research</td> <td>3.50%</td> <td>3.50%</td> <td>0.00%</td> <td>0.00%</td> <td>3.50%</td> <td>3.50%</td> </tr> </tbody> </table> <p>Each row indicates what departments you can budget to.</p> </div>		Faculty Merit		Faculty Market/Equity/Retention		Academic Staff (Lecturers/Other Teaching)		Inherited Assumption Rate	Budget Assumption Rate	Inherited Assumption Rate	Budget Assumption Rate	Inherited Assumption Rate	Budget Assumption Rate	QAAA - Natural Sciences Cluster	3.50%	3.50%	0.00%	0.00%	3.50%	3.50%	QADJ - INACTIVE Natural Sciences Operations	3.50%	3.50%	0.00%	0.00%	3.50%	3.50%	QAGT - Applied Physics	3.50%	3.50%	0.00%	0.00%	3.50%	3.50%	QANB - Biology Department	3.50%	3.50%	0.00%	0.00%	3.50%	3.50%	QAUF - Biology	3.50%	3.50%	0.00%	0.00%	3.50%	3.50%	QAZR - Biology Research	3.50%	3.50%	0.00%	0.00%	3.50%	3.50%
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Booked Budget Setup and Fund Management Process

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<p><b>3</b></p>	<p>For each planning assumption column, review the Inherited Assumption Rate and Budget Assumption Rate fields. If desired, update the <b>Budget Assumption Rate</b> to reflect the cost rise rates you want to use. These rates will cascade down to inherited rates of child departments. These rates will be used if you run seeding actions for non-salary or compensation expenses.</p> <table border="1" data-bbox="277 772 548 999"> <thead> <tr> <th colspan="2">Staff Merit</th> </tr> <tr> <th>Inherited Assumption Rate</th> <th>Budget Assumption Rate</th> </tr> </thead> <tbody> <tr> <td>3.50%</td> <td>3.50%</td> </tr> </tbody> </table> <p><b>Note:</b> Cost rise assumptions will not be recalculated for seeding that has already happened.</p>	Staff Merit		Inherited Assumption Rate	Budget Assumption Rate	3.50%	3.50%																		
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<p><b>4</b></p>	<p>Click the <b>Save</b> button.</p> <p><b>Result:</b> The Departmental Assumptions will be available for use in subsequent panels.</p>																								





Booked Budget Setup and Fund Management Process

Panel: Department Allocation from Dean’s / VP Office

View funding that has been allocated from Dean’s / VP Office to your department.

Step	Action								
1	<p>On the Budget Setup and Fund Management Process map, click the <b>Department Allocation from Dean’s / VP Office</b> panel.</p> <p><b>Result:</b> The corresponding panel opens.</p>								
2	<p>Review the data displayed.</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20px;"><b>a</b></td> <td> <p>Review the page slice.</p> <p>The page slice controls which org is shown on the page. You can select any org that you have access to (either as a child or parent member of the org hierarchy).</p> </td> </tr> <tr> <td><b>b</b></td> <td> <p>Review the Category page edge.</p> <div style="border: 1px solid blue; padding: 5px; margin-bottom: 10px;"> <p>CATEGORY</p> <p>ALL CATEGORIES x   :</p> <p>All Categories</p> <p>Base Categories</p> <p>One Time Categories</p> </div> <p>The page edges allow you to view allocations by Base Categories, One Time Categories, or a combination of both.</p> </td> </tr> <tr> <td><b>c</b></td> <td> <p>Review the rows on the grid.</p> <p>Each row indicates the category and its associated cost rise / fringe group.</p> </td> </tr> <tr> <td><b>d</b></td> <td> <p>Review the columns on the grid.</p> <ul style="list-style-type: none"> <li>The first three columns show the current fiscal year allocation data.</li> <li>The next several columns show the adjustments made to arrive at the upcoming fiscal year’s allocation.</li> </ul> <p>The final column for Burdened Adjusted Amount shows your total allocation for the upcoming fiscal year.</p> </td> </tr> </table>	<b>a</b>	<p>Review the page slice.</p> <p>The page slice controls which org is shown on the page. You can select any org that you have access to (either as a child or parent member of the org hierarchy).</p>	<b>b</b>	<p>Review the Category page edge.</p> <div style="border: 1px solid blue; padding: 5px; margin-bottom: 10px;"> <p>CATEGORY</p> <p>ALL CATEGORIES x   :</p> <p>All Categories</p> <p>Base Categories</p> <p>One Time Categories</p> </div> <p>The page edges allow you to view allocations by Base Categories, One Time Categories, or a combination of both.</p>	<b>c</b>	<p>Review the rows on the grid.</p> <p>Each row indicates the category and its associated cost rise / fringe group.</p>	<b>d</b>	<p>Review the columns on the grid.</p> <ul style="list-style-type: none"> <li>The first three columns show the current fiscal year allocation data.</li> <li>The next several columns show the adjustments made to arrive at the upcoming fiscal year’s allocation.</li> </ul> <p>The final column for Burdened Adjusted Amount shows your total allocation for the upcoming fiscal year.</p>
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Booked Budget Setup and Fund Management Process

<p>3</p>	<p>Review the information in the grid.</p> <ul style="list-style-type: none"><li>• In the Explanation column, review any details provided. Additionally, you can enter details related to the amount values.</li><li>• If you have any questions, contact your Budget Officer.</li></ul>
<p>4</p>	<p>Review detail in itemizations.</p> <p>If there are dollars in the Itemization amount column, there is additional detail behind these allocations.</p> <ul style="list-style-type: none"><li>• Right-click on the amount in the <b>Itemization Amount</b> column and select <b>Itemize</b>.</li><li>• In the Itemization panel, select <b>Dean’s VP Office Allocation</b>.</li><li>• Review your Allocations and any details in the Explanation field.</li><li>• If you have any questions, contact your Budget Officer.</li></ul>



Booked Budget Setup and Fund Management Process

Panel: Set Beginning Balances

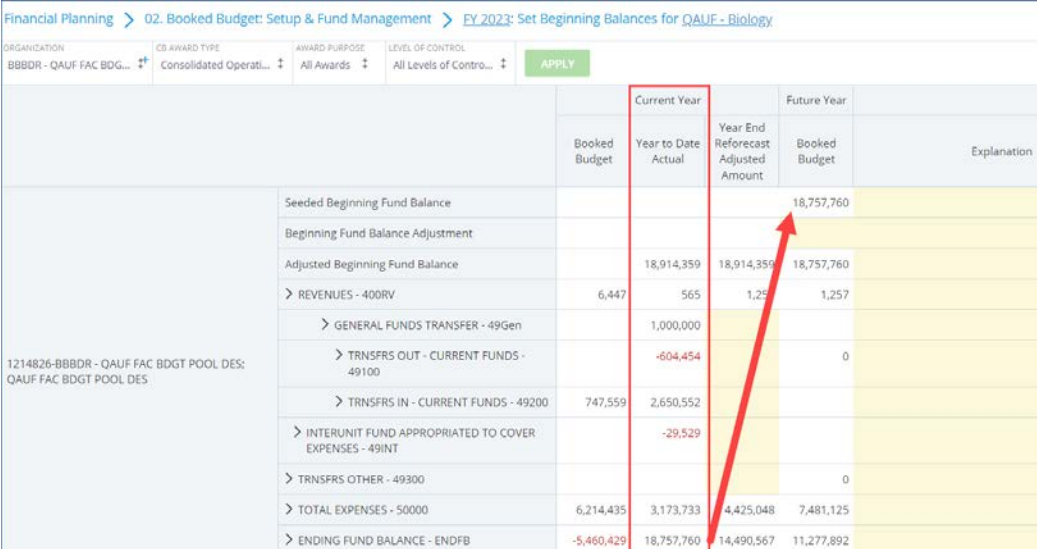
Populate beginning balances for the booked budget either manually or through seeding actions.

Step	Action								
1	<p>On the Budget Setup and Fund Management Process map, click the <b>Set Beginning Balances</b> panel.</p> <p><b>Result:</b> The corresponding panel opens.</p>								
2	<p>Review the data displayed.</p> <table border="1" data-bbox="315 617 1425 1476"> <tbody> <tr> <td data-bbox="315 617 370 751"><b>a</b></td> <td data-bbox="370 617 1425 751"> <p>Review the page slice.</p> <p>The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).</p> </td> </tr> <tr> <td data-bbox="315 751 370 921"><b>b</b></td> <td data-bbox="370 751 1425 921"> <p>Review the page edges.</p> <p>The page edges let you filter the data displayed. You can narrow your results by Organization, Consolidated Budget Award Type, Award Purpose, or Award Level of Control.</p> </td> </tr> <tr> <td data-bbox="315 921 370 1094"><b>c</b></td> <td data-bbox="370 921 1425 1094"> <p>Review the rows on the grid.</p> <p>The rows represent each PA within the selected org. Each PA shows rows for beginning balance and adjustments, then Revenue, Transfers, Expenses, and the Ending Balance.</p> </td> </tr> <tr> <td data-bbox="315 1094 370 1476"><b>d</b></td> <td data-bbox="370 1094 1425 1476"> <p>Review the columns on the grid.</p> <ul style="list-style-type: none"> <li>• Actual YTD data is shown, then Year End Reforecast and Booked Budget. The YER and Booked Budget values come from the work done in Exp &amp; Rev process. If you need to change any of these values, go back to those entry panels.</li> <li>• Transfers In or Out, Asset Transfers and/or Interunit Fund Appropriations can be entered to complete your Year End Reforecast.</li> <li>• Beginning balance can be manually adjusted for Booked Budget</li> </ul> </td> </tr> </tbody> </table>	<b>a</b>	<p>Review the page slice.</p> <p>The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).</p>	<b>b</b>	<p>Review the page edges.</p> <p>The page edges let you filter the data displayed. You can narrow your results by Organization, Consolidated Budget Award Type, Award Purpose, or Award Level of Control.</p>	<b>c</b>	<p>Review the rows on the grid.</p> <p>The rows represent each PA within the selected org. Each PA shows rows for beginning balance and adjustments, then Revenue, Transfers, Expenses, and the Ending Balance.</p>	<b>d</b>	<p>Review the columns on the grid.</p> <ul style="list-style-type: none"> <li>• Actual YTD data is shown, then Year End Reforecast and Booked Budget. The YER and Booked Budget values come from the work done in Exp &amp; Rev process. If you need to change any of these values, go back to those entry panels.</li> <li>• Transfers In or Out, Asset Transfers and/or Interunit Fund Appropriations can be entered to complete your Year End Reforecast.</li> <li>• Beginning balance can be manually adjusted for Booked Budget</li> </ul>
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Booked Budget Setup and Fund Management Process

3 Determine what starting point you would like to use for your Booked Budget Beginning Balance. You can choose to seed with your Year to Date Actuals, Year End Reforecast Adjusted Amount, or do manual entry.

If...	Then...
<b>You want to use your Year to Date Actuals as a starting point</b>	<p>Scroll to the bottom of the page and run the action entitled:  <b>Seed Booked Budget Beginning Fund Balance with YTD Ending Fund Balance</b>  <b>Result:</b> The YTD Actual Ending Balance is carried forward to Booked Budget Beginning Balance.</p> 

**You want to use your Year End Reforecast as a starting point**

Complete your Year End Reforecast so that it will have an accurate Ending Fund Balance by manually entering total projected transfers for the Year End Reforecast in the yellow cells provided, then click save.

Transfers can be entered as Transfers In (+), Transfers Out (-), Asset Transfers (+ or -), and/or Interunit Fund Appropriations (+ or -). Once all transfers are entered and saved, review the Ending Fund Balance.

This process is repeated for all PAs which are expected to have an Ending Fund Balance to carry-forward. ISC will not auto calculate on Expendable or Endowment Transfers OUT for the YER in this panel. Instead the user will need to manually calculate the ISC and enter it on the ISC Transfer Adjustment panel. See page 30 this guide.

After you are satisfied the Ending Fund Balances of the Year End Reforecast PAs are accurate, then scroll to bottom of page and run action entitled:  
**Seed Booked Budget Beginning Fund Balance with YER Ending Fund Balance**  
**Result:** The YER Ending Fund Balance is carried forward to Booked Budget Beginning Balance.



## Booked Budget Setup and Fund Management Process

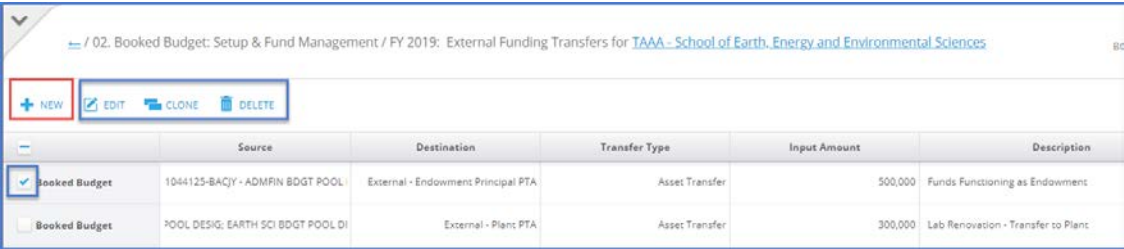
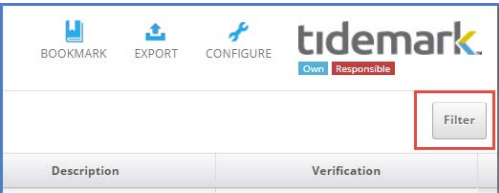
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<p><b>You want to manually enter OR adjust your Beginning Balances</b></p>	<p>In the Booked Budget column, enter a Beginning Fund Balance Adjustment in the yellow entry cell. This number will aggregate with the Seeded Beginning Fund Balance (if any) to show your Adjusted Beginning Fund Balance, which is what will show up in your final budget. If no seeding was done, the manual adjustment will represent the total beginning balance of the PA.</p> <p>Financial Planning &gt; 02. Booked Budget: Setup &amp; Fund Management &gt; FY 2023: Set Beginning Balances for QAUAF - Biology</p> <p>ORGANIZATION: QAUAF - Biology... CB AWARD TYPE: Endowment... AWARD PURPOSE: All Awards... LEVEL OF CONTROL: All Levels of Contro... APPLY</p> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">Current Year</th> <th>Future Year</th> <th rowspan="2">Explanation</th> </tr> <tr> <th>Booked Budget</th> <th>Year to Date Actual</th> <th>Year End Reforecast Adjusted Amount</th> <th>Booked Budget</th> </tr> </thead> <tbody> <tr> <td>Seeded Beginning Fund Balance</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Beginning Fund Balance Adjustment</td> <td></td> <td></td> <td></td> <td>1,400,000</td> <td>Manually Entered Beginning Balance</td> </tr> <tr> <td>Adjusted Beginning Fund Balance</td> <td></td> <td>1,343,320</td> <td>1,343,320</td> <td>1,400,000</td> <td></td> </tr> <tr> <td>&gt; REVENUES - 400RV</td> <td>1,247,094</td> <td>623,985</td> <td></td> <td></td> <td></td> </tr> <tr> <td>&gt;&gt; GENERAL FUNDS TRANSFER - 49Gen</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>&gt;&gt;&gt; TRNSFRS OUT - CURRENT FUNDS - 49100</td> <td></td> <td>-1,154,926</td> <td>-1,154,926</td> <td>0</td> <td></td> </tr> <tr> <td>&gt;&gt;&gt; TRNSFRS IN - CURRENT FUNDS - 49200</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>&gt;&gt; INTERUNIT FUND APPROPRIATED TO COVER EXPENSES - 49INT</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>&gt; TRNSFRS OTHER - 49300</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>&gt; TOTAL EXPENSES - 50000</td> <td>190,617</td> <td>32,347</td> <td></td> <td></td> <td></td> </tr> <tr> <td>&gt; ENDING FUND BALANCE - ENDFB</td> <td>-130,953</td> <td>750,728</td> <td>1,343,320</td> <td>1,400,000</td> <td></td> </tr> </tbody> </table> <p>Click save when done.</p>		Current Year			Future Year	Explanation	Booked Budget	Year to Date Actual	Year End Reforecast Adjusted Amount	Booked Budget	Seeded Beginning Fund Balance						Beginning Fund Balance Adjustment				1,400,000	Manually Entered Beginning Balance	Adjusted Beginning Fund Balance		1,343,320	1,343,320	1,400,000		> REVENUES - 400RV	1,247,094	623,985				>> GENERAL FUNDS TRANSFER - 49Gen						>>> TRNSFRS OUT - CURRENT FUNDS - 49100		-1,154,926	-1,154,926	0		>>> TRNSFRS IN - CURRENT FUNDS - 49200						>> INTERUNIT FUND APPROPRIATED TO COVER EXPENSES - 49INT						> TRNSFRS OTHER - 49300						> TOTAL EXPENSES - 50000	190,617	32,347				> ENDING FUND BALANCE - ENDFB	-130,953	750,728	1,343,320	1,400,000	
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Booked Budget Setup and Fund Management Process

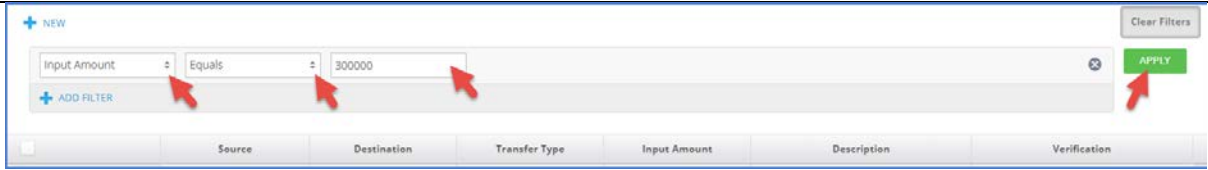
External Funding Transfers

Enter transfer to/from sources or destinations outside your authority. This panel is pre-populated from the Transfer Admin System (TAS).

Step	Action
1	<p>On the Budget Setup and Fund Management Process map, click the <b>External Funding Transfers</b> panel.</p> <p><b>Result:</b> The corresponding panel opens.</p> <p>The panel may be empty to begin with or it may be pre-populated with entries from the Transfer Administration System (TAS) if any. These are uploaded once to Tidemark near the end of May. After that, budgeted transfers are all done within Tidemark. TAS entries in Tidemark may be edited or deleted but that will have no impact on the TAS system.</p>
2	<p>Determine if any Transfers need to be added/removed/edited. This panel should be used for transfers where one side of the transfer is outside of your authority. Transfers of money within your scope of authority should be completed on the next panel, Funding the Budget – Matrix.</p> <p>You can either choose to <b>ENTER</b> a new transfer or select an existing transfer to <b>EDIT, CLONE</b> or <b>DELETE</b>.</p> <p>To enter a new transfer click the <b>+NEW</b> button in the upper left (in red)</p> <p>Or <b>SELECT</b> an existing Transfer by clicking the box to the left of the row (in blue) and then either click <b>EDIT, CLONE</b> or <b>DELETE</b>.</p> <p>Tip: If you have a lot of similar Transfers to enter, you can enter the first one, then CLONE to create as many copies as necessary, then edit the appropriate fields in the cloned rows.</p> 
3	<p>The list of transfers may also be sorted by clicking the row headers or they may be filtered by clicking the <b>FILTER</b> button on the top right.</p>  <p>Then enter the filter criteria and click <b>APPLY</b>. Click <b>+ADD FILTER</b> to add additional criteria. Click <b>CLEAR FILTERS</b> to return to the original list.</p>

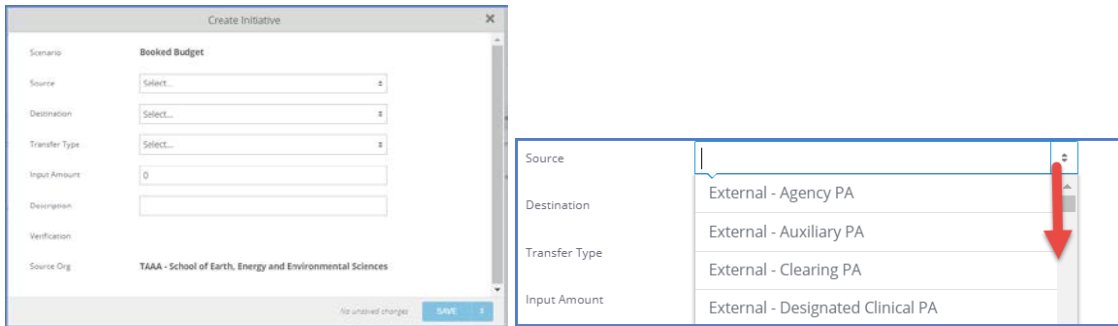


Booked Budget Setup and Fund Management Process



**Result:** The transfer list will be limited based on the filters.

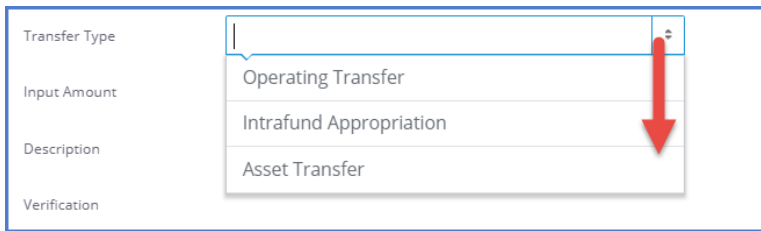
- 4 Selecting **+NEW** will bring up a blank “Create Initiative” panel  
Use the drop down arrows on each field to enter the Source PA, Destination PTA, Transfer Type (described in step 4). Either the Source or Destination should have one of the External members selected. This external member is meant to represent any PA/PTA on campus which is outside your authority.  
It is not required to get any approval from other units when assigning an External source or destination.



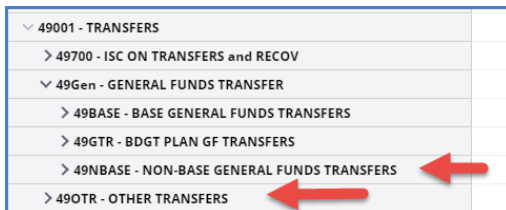
Selecting **EDIT** will bring up the same panel with fields populated from the selected record which may then be changed.

Note: No changes will flow back to the TAS system.

- 4 There are 3 **Transfer Types**. Please choose carefully, as this is factored into which object codes are assigned to your transfers.



**Operating Transfer** – These represent the majority of transfers usually moving funds between Award Types, for example, from Designated to Operating Budget. These transfers will appear on the Consolidated Budget under 49OTR – Other Transfers. They may also be OB to OB of different orgs, in which case the transfer will appear on the 49NBASE – Non-Base General Funds Transfers line.





Booked Budget Setup and Fund Management Process

	<p><b>Intrafund Appropriation</b> – These represent funds from other units to cover Expenses in your unit. This will occur when the other unit owns the Award (funding) and your unit owns the Task (expenses). They may also be the reverse where funds are going out from your unit to cover expenses in the other unit. This occurs when your unit owns the Award (funding) and the other unit owns the Task (expenses). They will appear in the area below Expenses on the Consolidated Budget rolling up to 49INT – Interunit Funds Appropriated to Cover Expenses.</p> <p><b>Asset Transfer</b> – These represent transfers to Asset accounts, for example, to Plant for a lab renovation or to Endowment for funds functioning as Endowment. They will show up near the bottom of the Consolidated Budget on row 49300 – Trnsfrs Other.</p>
5	<p><b>Enter</b> the dollar value of the transfers to the <b>INPUT AMOUNT</b>. The Input Amount should ALWAYS be a positive number.</p> <p>It represents the amount of funding coming FROM the SOURCE that is being transferred TO the DESTINATION. If you are trying to do a negative transfer, just switch the source and destination.</p> <p><b>Enter</b> a brief <b>DESCRIPTION</b> for the transfer to identify the purpose. This is a free-form text field. It may be useful to identify which Org is being represented by the side of the transfer you do not own. Click <b>SAVE</b>.</p> <p><b>Result:</b> Tidemark will create a transfer entry and automatically determine the appropriate object code. You will be able to see the result immediately in reports.</p>



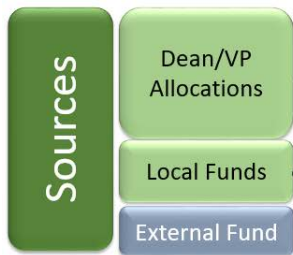


Booked Budget Setup and Fund Management Process

Panel: Funding the Budget Matrix

Enter transfers from Dean's / VP Office allocations or local PAs to fund PTAs in deficit.

Funding the Budget Matrix



02. Booked Budget: Setup & Fund Management / FY 2019:  
Funding the Budget Matrix for TASA - Department of Energy Resources Engineering

ORGANIZATION	CB AWARD TYPE	AWARD PURPOSE	LEVEL OF CONTROL	TRANSFER	OPER AWARD TYPE	APPLY				
TAUA - Energy Resour...	Endowment	All Awards	All Levels of Contro...	TAUA - Energy Resour...	Operating Budget					
Booked Budget										
	Total Available Funding	Amount Transferred to Fund Budget	ISC on Allocation Transfers	Remaining Available Funding	1140621-1- AARAQ - ERE Administrat ERE Administrat	1140639-1- AARAQ - ERE Faculty Salaries; ERE Faculty Salaries	1140642-1- AARAQ - ERE Grad Aid; ERE Grad Aid	1140643-1- AARAQ - ERE TA; ERE TA	1154646-1- AARAQ - ERE SIGF; ERE SIGF	External - Operating Budget PTA
Preliminary PTA Surplus / Deficit					-1,093,216	-1,927,801	-1,053,135	-342,712	-45,243	
Ending PTA Surplus / Deficit					-43,216	-377,801	-803,135	-242,712	0	100,000
Base: Admin Support - Program	500,000	-500,000	0	0	450,000	50,000				
Base: Diversity Program Allocation	250,000	-250,000	0	0			250,000			
Base: Faculty Salaries	1,000,000	-1,000,000	0	0		1,000,000				
Base: Operations	1,000,000	-1,000,000	0	0	500,000	500,000				
1043991-KAAXS - PETROENG BDGT POOL ENDING; EARTH SCI BDGT POOL ENDINCT	281,050	-200,000	-16,000	65,050				100,000		100,000
External - Endowment Income PA		-145,243	-11,619	-156,862	100,000				45,243	

Step	Action		
1	On the Budget Setup and Fund Management process map, click the <b>Funding the Budget Matrix</b> panel. <b>Result:</b> The corresponding panel opens.		
2	Review the data displayed. <table border="1" style="margin-left: 20px;"> <tr> <td>a</td> <td>Review the page slice The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).</td> </tr> </table>	a	Review the page slice The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).
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Booked Budget Setup and Fund Management Process

	<p><b>b</b> Review the page edges The page edges let you filter the data displayed. The first four page edges: Organization, CB Award Type, Award Purpose, and Level of Control let you control the funding sources shown on the rows. The last two page edges: Transfer and Xfer Award Type let you control the funding destinations shown on the columns.</p>
	<p><b>c</b> Review the rows on the grid.</p> <ul style="list-style-type: none"> <li>• The first two rows show the Preliminary PTA Surplus/Deficit and the Ending PTA Surplus Deficit after any transfers made on this page.</li> <li>• The next set of rows show the allocations received from the Dean’s / VP Office by category.</li> <li>• The next set of rows show the local PAs to be used as sources for transfers.</li> <li>• The remaining rows show read-only External Transfer sources. They are entered and edited only on the prior panel.</li> </ul>
	<p><b>d</b> Review the columns on the grid</p> <ul style="list-style-type: none"> <li>• The first several columns show the total available funding (before intra-unit transfers), amount transferred to fund the budget, applicable ISC charges on intra-unit transfers, and remaining available funding (after intra-unit transfers) for each allocation category or local PA.</li> <li>• The next set of columns show the PTAs that are potential destinations for intra-unit fund transfers.</li> <li>• The remaining columns show read-only External Transfer destination. They are entered and edited only on the prior panel</li> </ul>
<p><b>3</b></p>	<p>Use the yellow cells to enter (as positive amounts) intra-unit transfers from categories or local PAs (on the rows) to destination PTAs (on the columns). As there may be many entry cells in the matrix, be careful when selecting the desired intersection of a category / local PA and a PTA. Click the <b>Save</b> button when done. <b>Result:</b> The system will calculate the applicable ISC on transfers from PAs, update Remaining Available Funding on the PA rows, and the ending balance for the PTAs on the columns. Review the <b>Ending PTA Surplus / Deficit</b> row to determine if additional funding is needed to balance the deficit.</p>



Booked Budget Setup and Fund Management Process

**Panel: Transfers Out**

Review all outbound transfers (including TAS transfers) along with the destinations of those transfers.

Step	Action				
1	On the Budget Setup and Fund Management process map, click the <b>Transfers Out</b> panel. <b>Result:</b> The corresponding panel opens.				
2	<p>Review the data displayed.</p> <table border="1" data-bbox="305 617 1414 997"> <tr> <td data-bbox="311 617 358 751"><b>a</b></td> <td data-bbox="358 617 1408 751">Review the page slice The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).</td> </tr> <tr> <td data-bbox="311 751 358 997"><b>b</b></td> <td data-bbox="358 751 1408 997">Review the data displayed to verify the transfers included in your budget. The report shows the applicable ISC on transfers out and the total use of funds (i.e., amount transferred plus ISC). The Entry Org column is populated when a transfer is entered on the External Transfer Itemization panel. It shows the slice that should be selected to view the transfer if edits are needed on the External Transfer panel.</td> </tr> </table>	<b>a</b>	Review the page slice The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).	<b>b</b>	Review the data displayed to verify the transfers included in your budget. The report shows the applicable ISC on transfers out and the total use of funds (i.e., amount transferred plus ISC). The Entry Org column is populated when a transfer is entered on the External Transfer Itemization panel. It shows the slice that should be selected to view the transfer if edits are needed on the External Transfer panel.
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3	If changes are needed, return to the Funding the Budget Matrix panel, or External Transfer panel to update the transfer information as needed.				



Booked Budget Setup and Fund Management Process

Panel: Transfers In

Review all inbound transfers (including TAS transfers) along with the corresponding funding sources.

Step	Action				
1	On the Budget Setup and Fund Management process map, click the <b>Transfers In</b> panel. <b>Result:</b> The corresponding panel opens.				
2	Review the data displayed. <table border="1" data-bbox="305 569 1414 877"> <tr> <td>a</td> <td>Review the page slice The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).</td> </tr> <tr> <td>b</td> <td>Review the data displayed to verify the transfers included in your budget. The Entry Org column is populated when a transfer is entered on the External Transfer Itemization panel. It shows the slice that should be selected to view the transfer if edits are needed on the External Transfer panel.</td> </tr> </table>	a	Review the page slice The page slice controls which org is shown on the page. You can select any org you have access to (either as a child or parent member of the org hierarchy).	b	Review the data displayed to verify the transfers included in your budget. The Entry Org column is populated when a transfer is entered on the External Transfer Itemization panel. It shows the slice that should be selected to view the transfer if edits are needed on the External Transfer panel.
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3	If changes are needed, return to the Funding the Budget Matrix panel, or External Transfer panel to update the transfer information as needed.				



Booked Budget Setup and Fund Management Process

**Panel: Infrastructure Charge (ISC) Expense Adjustment**

Review and make adjustments to net against the calculated ISC on Expendable and Endowment expenses for individual PTAs. Also allows Budget Officers and their analysts to budget for the 2% recovery on ISC that flows to budget units.

Step	Action												
1	On the Budget Setup and Fund Management process map, click the <b>ISC Expense Adjustment</b> panel. <b>Result:</b> The corresponding panel opens.												
2	<p>Review the data displayed.</p> <table border="1"> <tr> <td>a</td> <td>Review the page slice. The page slice controls which org is shown on the page.</td> </tr> <tr> <td>b</td> <td>Review the page edges. The page edges let you filter the data displayed by org, CB Award Type, Award Purpose, Level of Control</td> </tr> <tr> <td>c</td> <td>Review the rows on the grid. Rows will contain Designated ISC Recovery PAs, and Expendable and Endowment PTAs with calculated ISC in code 58915 for Year End Reforecast or Booked Budget. It may be necessary to unhide empty rows to see all PTAs (particularly the budget unit ISC Recovery PTA).</td> </tr> <tr> <td>d</td> <td>Review the columns on the grid. The columns show Calculated ISC (58915), the ISC Adjustment expenditure type (5890B), the ISC Recovery object code (48902) and Tentative ISC Eligible Expenses for Year End Reforecast and for Booked Budget.</td> </tr> <tr> <td>e</td> <td>For any PTAs that need ISC adjusted: <ul style="list-style-type: none"> <li>Enter the adjustment amount (+ or -) into the 5890B column for the appropriate scenario. This amount will net against the calculated amount to arrive at the total budgeted ISC expense.</li> <li>If Eligible ISC Expenses are subsequently adjusted, either through the Non-Salary or the Compensation processes, the adjustment in 5890B will likely need to change as well.</li> </ul> </td> </tr> <tr> <td>f</td> <td>Dean/VP Budget Officers can account for the 2% recovery on ISC by entering the appropriate amount to their ISC Recovery PA on this panel using code 48902</td> </tr> </table>	a	Review the page slice. The page slice controls which org is shown on the page.	b	Review the page edges. The page edges let you filter the data displayed by org, CB Award Type, Award Purpose, Level of Control	c	Review the rows on the grid. Rows will contain Designated ISC Recovery PAs, and Expendable and Endowment PTAs with calculated ISC in code 58915 for Year End Reforecast or Booked Budget. It may be necessary to unhide empty rows to see all PTAs (particularly the budget unit ISC Recovery PTA).	d	Review the columns on the grid. The columns show Calculated ISC (58915), the ISC Adjustment expenditure type (5890B), the ISC Recovery object code (48902) and Tentative ISC Eligible Expenses for Year End Reforecast and for Booked Budget.	e	For any PTAs that need ISC adjusted: <ul style="list-style-type: none"> <li>Enter the adjustment amount (+ or -) into the 5890B column for the appropriate scenario. This amount will net against the calculated amount to arrive at the total budgeted ISC expense.</li> <li>If Eligible ISC Expenses are subsequently adjusted, either through the Non-Salary or the Compensation processes, the adjustment in 5890B will likely need to change as well.</li> </ul>	f	Dean/VP Budget Officers can account for the 2% recovery on ISC by entering the appropriate amount to their ISC Recovery PA on this panel using code 48902
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	<p>Note: <b>Indirect Cost Recovery (IDC) adjustments</b> to Federal and Non-Federal G&amp;C are made in the Booked Budget: Expense and Revenue Process.</p> <ul style="list-style-type: none"> <li>Open the appropriate Non-Salary Expense panel (YER or BB Annual or Monthly)</li> <li>Filter Page Edge CB Award Type: Federal or Non-Federal G&amp;C</li> <li>Filter Page Edge Object Code to 56900</li> <li>May need to Unhide Empty Grid Rows using settings icon on left sidebar</li> <li>Enter + or - IDC Adjustment on code 5690B and click SAVE.</li> </ul>												



Booked Budget Setup and Fund Management Process

**Panel: ISC Transfer Adjustment**

Review and make adjustments to net against the calculated ISC on Expendable or Endowment transfers for individual PAs. Also allows Budget Officers and their analysts to budget for the 2% recovery on ISC that flows to budget units.

Step	Action												
1	<p>On the Budget Setup and Fund Management process map, click the <b>ISC Transfer Adjustment</b> panel.</p> <p><b>Result:</b> The corresponding panel opens.</p>												
2	<p>Review the data displayed.</p> <table border="1"> <tr> <td><b>a</b></td> <td> <p>Review the page slice.</p> <p>The page slice controls which org is shown on the page.</p> </td> </tr> <tr> <td><b>b</b></td> <td> <p>Review the page edges.</p> <p>The page edges let you filter the data displayed by Org, Award Purpose, and Level of Control.</p> </td> </tr> <tr> <td><b>c</b></td> <td> <p>Review the rows on the grid.</p> <p>Rows will contain Designated ISC Recovery PAs, and Expendable and Endowment PTAs with calculated ISC in code 49710 for Year End Reforecast or Booked Budget. It may be necessary to unhide empty rows to see all PTAs (particularly the budget unit ISC Recovery PTA).</p> </td> </tr> <tr> <td><b>d</b></td> <td> <p>Review the columns on the grid.</p> <p>The columns show Calculated ISC (49710), the ISC adjustment object code (4971B), the ISC Recovery object code (49715) and Total ISC Eligible Transfers for Year End Reforecast and for Booked Budget.</p> </td> </tr> <tr> <td><b>e</b></td> <td> <p>For any PAs that need ISC adjusted:</p> <ul style="list-style-type: none"> <li>• Enter the adjustment amount (+ or -) into the 4971B column for the appropriate scenario. This amount will net against the calculated amount to arrive at the total budgeted ISC amount.</li> <li>• ISC on Transfers is a contra revenue so calculated ISC will be negative. Be sure to use the appropriate sign (-) to increase ISC and (+) to reduce ISC.</li> <li>• If Eligible ISC Transfers are adjusted through the Fund Management process, the adjustment in 4971B will likely need to change as well.</li> </ul> </td> </tr> <tr> <td><b>f</b></td> <td> <p>Dean/VP Budget Officers can account for the 2% recovery on ISC by entering the appropriate amount to their ISC Recovery PA on this panel using code 49715.</p> </td> </tr> </table>	<b>a</b>	<p>Review the page slice.</p> <p>The page slice controls which org is shown on the page.</p>	<b>b</b>	<p>Review the page edges.</p> <p>The page edges let you filter the data displayed by Org, Award Purpose, and Level of Control.</p>	<b>c</b>	<p>Review the rows on the grid.</p> <p>Rows will contain Designated ISC Recovery PAs, and Expendable and Endowment PTAs with calculated ISC in code 49710 for Year End Reforecast or Booked Budget. It may be necessary to unhide empty rows to see all PTAs (particularly the budget unit ISC Recovery PTA).</p>	<b>d</b>	<p>Review the columns on the grid.</p> <p>The columns show Calculated ISC (49710), the ISC adjustment object code (4971B), the ISC Recovery object code (49715) and Total ISC Eligible Transfers for Year End Reforecast and for Booked Budget.</p>	<b>e</b>	<p>For any PAs that need ISC adjusted:</p> <ul style="list-style-type: none"> <li>• Enter the adjustment amount (+ or -) into the 4971B column for the appropriate scenario. This amount will net against the calculated amount to arrive at the total budgeted ISC amount.</li> <li>• ISC on Transfers is a contra revenue so calculated ISC will be negative. Be sure to use the appropriate sign (-) to increase ISC and (+) to reduce ISC.</li> <li>• If Eligible ISC Transfers are adjusted through the Fund Management process, the adjustment in 4971B will likely need to change as well.</li> </ul>	<b>f</b>	<p>Dean/VP Budget Officers can account for the 2% recovery on ISC by entering the appropriate amount to their ISC Recovery PA on this panel using code 49715.</p>
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Booked Budget Setup and Fund Management Process

**Panel: ISC Revenue Adjustment**

Review and make adjustments to net against the calculated ISC on Designated External Income for individual PAs. Also allows Budget Officers and their analysts to budget for the 2% recovery on ISC that flows to budget units.

Step	Action												
1	<p>On the Budget Setup and Fund Management process map, click the <b>ISC Revenue Adjustment</b> panel.</p> <p><b>Result:</b> The corresponding panel opens.</p>												
2	<p>Review the data displayed.</p> <table border="1"> <tr> <td>a</td> <td> <p>Review the page slice.</p> <p>The page slice controls which org is shown on the page.</p> </td> </tr> <tr> <td>b</td> <td> <p>Review the page edges.</p> <p>The page edges let you filter the data displayed by Org, CB Award Type, Award Purpose, and Level of Control</p> </td> </tr> <tr> <td>c</td> <td> <p>Review the rows on the grid.</p> <ul style="list-style-type: none"> <li>Rows will contain Designated Recovery PAs, and Designated PTAs with calculated ISC in code 48990 for Year End Reforecast or Booked Budget. It may be necessary to unhide empty rows to see all PTAs (particularly the budget unit ISC Recovery PTA).</li> </ul> </td> </tr> <tr> <td>d</td> <td> <p>Review the columns on the grid.</p> <ul style="list-style-type: none"> <li>The columns show Calculated ISC (48990), the ISC adjustment object code (4890B), the ISC Recovery object code (48904) and Total ISC Eligible Revenues for Year End Reforecast and for Booked Budget.</li> </ul> </td> </tr> <tr> <td>e</td> <td> <p>For any PAs that need ISC adjusted:</p> <ul style="list-style-type: none"> <li>Enter the adjustment amount (+ or -) into the 4890B column for the appropriate scenario. This amount will net against the calculated amount to arrive at the total budgeted ISC amount.</li> <li>ISC on Revenue is a contra revenue so calculated ISC will be negative. Be sure to use the appropriate sign (-) to increase ISC and (+) to reduce ISC.</li> <li>If Eligible ISC Revenues are adjusted through the Revenue process, the adjustment in 4890B will likely need to change as well.</li> </ul> </td> </tr> <tr> <td>f</td> <td> <p>Dean/VP Budget Officers can account for the 2% recovery on ISC by entering the appropriate amount to their ISC Recovery PA on this panel using code 48904.</p> </td> </tr> </table>	a	<p>Review the page slice.</p> <p>The page slice controls which org is shown on the page.</p>	b	<p>Review the page edges.</p> <p>The page edges let you filter the data displayed by Org, CB Award Type, Award Purpose, and Level of Control</p>	c	<p>Review the rows on the grid.</p> <ul style="list-style-type: none"> <li>Rows will contain Designated Recovery PAs, and Designated PTAs with calculated ISC in code 48990 for Year End Reforecast or Booked Budget. It may be necessary to unhide empty rows to see all PTAs (particularly the budget unit ISC Recovery PTA).</li> </ul>	d	<p>Review the columns on the grid.</p> <ul style="list-style-type: none"> <li>The columns show Calculated ISC (48990), the ISC adjustment object code (4890B), the ISC Recovery object code (48904) and Total ISC Eligible Revenues for Year End Reforecast and for Booked Budget.</li> </ul>	e	<p>For any PAs that need ISC adjusted:</p> <ul style="list-style-type: none"> <li>Enter the adjustment amount (+ or -) into the 4890B column for the appropriate scenario. This amount will net against the calculated amount to arrive at the total budgeted ISC amount.</li> <li>ISC on Revenue is a contra revenue so calculated ISC will be negative. Be sure to use the appropriate sign (-) to increase ISC and (+) to reduce ISC.</li> <li>If Eligible ISC Revenues are adjusted through the Revenue process, the adjustment in 4890B will likely need to change as well.</li> </ul>	f	<p>Dean/VP Budget Officers can account for the 2% recovery on ISC by entering the appropriate amount to their ISC Recovery PA on this panel using code 48904.</p>
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