


Add New GL Account to Departmental Budget ZS in PBCS

The purpose of this job aid is to explain how to add a new general ledger account to the departmental budget form.

General Information

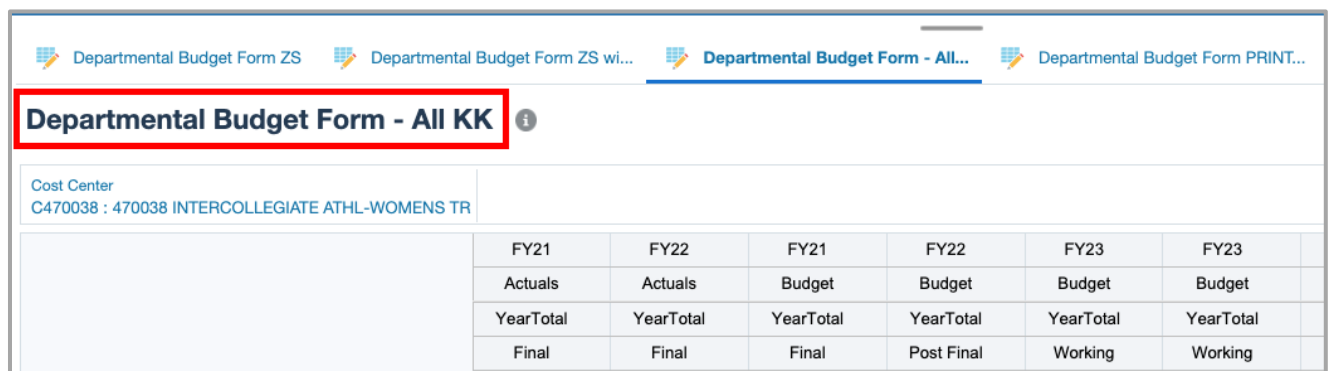
Review the Departmental Budget Form ZS

- The Departmental Budget Form ZS form can be used to budget lump sum M&O, Travel, Scholarships and Reserve dollars at the summary “B” account level.




The screenshot shows the PBCS interface for the Departmental Budget Form ZS. The top navigation bar includes icons for Position Budget Forms, View Fringe Rates, Transfer Forms, Departmental Budget Forms (highlighted), Position Current View, Other Forms, and Merit Forms. Below the navigation bar, there are tabs for Departmental Budget Form ZS, Departmental Budget Form ZS wi..., Departmental Budget Form - All..., and Departmental Budget Form PRINT... The main title is "Departmental Budget Form ZS". A red box highlights the "Cost Center" field, which contains "C470038 : 470038 INTERCOLLEGIATE ATHL-WOMENS TR". Below the title bar is a table with columns for FY21 and FY22, each with sub-columns for Actuals, YearTotal, and Final. The table also includes columns for Budget, Post Final, Working, and Department Working Total. The table is currently empty.

- The Departmental Budget - All KK/GL Accounts form is used to add a GL account that has not been used in the previous budget years.



The screenshot shows the PBCS interface for the Departmental Budget Form - All KK. The top navigation bar includes icons for Departmental Budget Form ZS, Departmental Budget Form ZS wi..., Departmental Budget Form - All... (highlighted), and Departmental Budget Form PRINT... The main title is "Departmental Budget Form - All KK". A red box highlights the "Cost Center" field, which contains "C470038 : 470038 INTERCOLLEGIATE ATHL-WOMENS TR". Below the title bar is a table with columns for FY21 and FY22, each with sub-columns for Actuals, YearTotal, and Final. The table also includes columns for Budget, Post Final, Working, and Department Working Total. The table is currently empty.

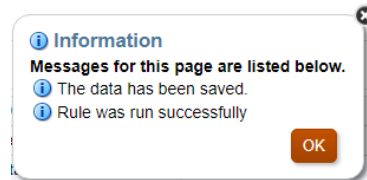
To Add New GL Account:

1. Choose the Departmental Budget – All KK/GL Accounts link.
2. Scroll through the list of GL accounts or use the Find  function to input the GL Account number or name.



3. Once the correct GL Account is located, input the dollar amount that will be budgeted to that expense line. The line will be highlighted yellow.

63665 - Toll Free Service									20,000
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4. Save. You will receive a confirmation box.
5. To see the line added, review the Departmental Budget Forms ZS with GL.

Departmental Budget Form ZS with GL										
Cost Center C470038 : 470038 INTERCOLLEGIATE ATHL-WOMENS TR										
	FY21	FY22	FY21	FY22	FY23	FY23				
	Actuals	Actuals	Budget	Budget	Budget	Budget				
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal				
	Final	Final	Final	Post Final	Working	Working				
	Load	Load	Budget Office Adjustments	Budget Office Adjustments	Baseline Budget	Department Working Total	Dept Working vs BL Budget Incr (Decr)	Bud Office vs Dept Working Incr (Decr)	Final vs Bud Office Incr (Decr)	Post Final vs Final Incr (Decr)
63665 - Toll Free Service							20,000	20,000	(20,000)	

6. Repeat the steps as necessary for each cost center.