



## **Managing Department Funds**

## Table of Contents

<b>Managing Department Funds .....</b>	<b>1</b>
<b>Overview.....</b>	<b>1</b>
<b>UTShare ChartField Values .....</b>	<b>2</b>
<b>Define ChartField Values .....</b>	<b>4</b>
Navigation to Define ChartField Values .....	4
Department Description .....	6
Cost Center Description .....	9
Fund Code Description .....	12
Function Description .....	15
Program Code Description .....	17
ChartField 2 Description.....	20
Sponsored or Capital Project (Grant) Description .....	22
Sponsored Project.....	22
Capital Project.....	23
Project ChartField Navigation .....	23
SpeedCharts & SpeedTypes .....	26
Define Speed Types Navigation .....	27
GL Account Description.....	30
Account Values Navigation .....	31
<b>Budget Checking.....</b>	<b>32</b>
Common Budget Check Errors .....	33
Exceeds Budget Tolerance .....	33
Date Out of Bounds.....	33
No Budget Exists .....	34
Required key CF is blank .....	34
How to Identify Budget Check Errors.....	34
Requisitions.....	34
Voucher.....	36

Journals .....	38
Budget Check Warnings .....	40
Valid Budget Check.....	41
Requisitions.....	41
Voucher.....	42
Journals .....	43
<b>Commitment Control Overview .....</b>	<b>44</b>
Budgeted Accounts .....	44
Salary and Wages Budgeted Accounts.....	45
Fringe Costs.....	47
Operating Expenses .....	47
Debt Service .....	49
Expense Transfers .....	50
Reserve.....	51
Ledgers .....	51
Cost Center Ledgers .....	51
Grant Ledgers.....	53
Plant Fund Ledgers.....	53
Budget Details .....	54
Access the Budget Details Page .....	55
Ledger Amounts.....	56
Drill to Ledger.....	57
Drill to Activity Log .....	58
View Source Documents .....	59
View Source Document through Budget Details .....	59
View Source Document through the Budget Overview screen.....	60
View Source Document through the Inquiry Results screen.....	62
Available Budget Section .....	63
Budget Exceptions Section.....	64
Budget Overview .....	64
Ledger Sets.....	65

Cost Center Ledger Sets .....	65
Grant Ledger Sets.....	66
Plant Leger Sets.....	67
Create a Budget Overview Inquiry.....	68
Budget Inquiry Criteria.....	70
Ledger Totals.....	72
Budget Overview Results .....	73
Drill into Amounts .....	74
Details.....	77
Show Budget Transaction Types .....	77
Delete a Budget Inquiry .....	79
<b>Grants Management .....</b>	<b>80</b>
Grant Ledgers .....	80
Grant Ledger Sets .....	81
Award Profile.....	81
Award .....	83
Associated Projects .....	85
Funding.....	86
Establish Project General Info .....	87
General Information .....	89
Project Department .....	90
Manager .....	90
Project Budgets .....	91
Cost Share.....	94
Cost Share Types .....	94
Cost Share Contributions .....	94
Establishing a Cost Share Budget.....	95
Cost Share SpeedType .....	95
Contacts and Resources .....	96

# Overview

Managing department funds is essential for maintaining financial health and operational efficiency within an organization. This guide provides an overview of the basics of fund management and the use of the Commitment Control (KK) Module to investigate and resolve issues.

Effective fund management supports budgeting, expenditure monitoring, and compliance with financial regulations. The Commitment Control Module operates on fiscal years, and, ensuring that financial activities are tracked and managed within specific time frames. This helps in maintaining accurate and timely financial records throughout the fiscal year.

Throughout the fiscal year, four main documents are crucial in the Commitment Control process:

1. **Expense Report:** There are two types of expense reports: travel and non-travel. These documents record actual expenditures, providing a detailed account of how funds are spent.
2. **Requisition or Purchase Order (PO):** These forms are used to request goods and/or services from a supplier, ensuring that funds are reserved for specific purposes.
3. **Voucher:** There are two types of vouchers: purchase orders and non-purchase orders. These documents are used to process payments for goods and services.
4. **Journal:** This form records financial transactions involving budget transfers, payroll transactions, inter-departmental transfers, accounting corrections, etc.

The budget checking process is a critical function of the Commitment Control Module. When a document undergoes budget checking, the system verifies if there are sufficient funds available to cover the transaction. If the budget check is valid, the document updates department balances in real-time, ensuring that all financial activities are accurately recorded and tracked immediately.

At the University of Texas at Arlington (UTA), the fiscal year runs from September 1st to August 31st. Effective fund management supports budgeting, expenditure monitoring, and compliance with financial regulations. The 998 period is a special accounting period that typically begins after the end of the regular fiscal year and allows for final adjustments to the financial records. This ensures that all transactions are accurately recorded, and the financial statements are correct before the books are closed for the year.

Each fiscal year, cost centers receive a designated pool of funds, which they must manage carefully to ensure all expenses are covered without exceeding the budget. This involves regular monitoring and adjustments to accommodate any unforeseen expenses or changes in funding. Effective budget management ensures that departments can operate smoothly throughout the fiscal year, avoiding any disruptions in their activities or services.

Period	Month	Period	Month
Period 1	September	Period 7	March
Period 2	October	Period 8	April
Period 3	November	Period 9	May
Period 4	December	Period 10	June
Period 5	January	Period 11	July
Period 6	February	Period 12	August

## UTShare ChartField Values

The core of financial management is the **Chart of Accounts (COA)**. It provides a unique numbering system for identifying transactions in UTShare. The COA identifies the source of funds, the general purpose of the funds, and the spending entity. The different elements of the COA are used for budgeting, recording transactions, classifying the transactions, and for reporting purposes. This serves as the foundation of the UTA accounting system.

The COA values are used to populate fields in UTShare called **ChartFields**. A single ChartField is one field or box; for example, Account or Dept represent a ChartField.

The combination of ChartFields drives the budget and approval activity for a transaction. ChartField values are entered in the accounting sections of financial documents and are often referred to as the distribution lines, or accounting lines.

ChartField values are used to verify budget funds for transactions when a budget check is performed. **Budget Checking** verifies that there are available funds in the Cost Center or Project before the document is submitted in the system. ChartField values are also used to route transactions for **Workflow** approvals.

A complete line of ChartFields, with all the information required to link a financial transaction to a Cost Center or a Project, is called a **ChartField String**.

UTShare ChartField	Field Length	Description
Set ID	5	Identifies the institution or organization within the UTShare system to distinguish financial and operational data specific to that entity.
Account	5	Identifies the nature or category of the transaction. Also referred to as the General Ledger (GL) Account.

UTShare ChartField	Field Length	Description
<b>Business Unit</b>	5	Also referred to as the GL Unit. Specifies the UT Institution. For UT Arlington, the Business Unit is UTARL.
<b>Department</b>	6	Identifies the department within an organizational structure.
<b>Cost Center</b>	6	Used to track financial activity for non-projects.
<b>Fund</b>	4	Specifies the source of funds.
<b>Function</b>	3	National Association of College and University Business Officers (NACUBO) code used to track expenditures based on federal requirements (example Function 400 for Academic Support).
<b>Program Code</b>	5	Used by Academic Units to track Financial activity for track specific initiatives
<b>ChartField 2</b>	10	Categorizes purchases within a GL code for detailed tracking.
<b>Project Costing Business Unit</b>	5	Designates Sponsored Research or Plant Fund. UTASP indicates a Grant/Project, UTAPF indicates a Plant Fund.
<b>Project ID</b>	10	Used to track financial activity for Projects.
<b>Activity</b>	2	Indicates a specific activity associated with a Project.

It is best practice to use the SpeedType/SpeedChart feature to fill the ChartField string. However, the **Account** code, which Identifies the nature or category of the transaction, is not automatically populated and must be entered manually.

When adding additional funding the SpeedTypes/SpeedCharts cannot be used, users will need to fill in the ChartField string manually. They will first enter all funding information, followed by the Account code at the end.

Whether users use the SpeedType/SpeedChart feature or must enter the ChartFields manually, the Account code should always be entered after completing all other funding information. Instructions for entering the Account code can be found in the [GL Account Description](#) section.

## Define ChartField Values

Use the Define ChartField Values page in UTShare to view descriptions of different ChartField values, including Departments, Cost Centers, and Projects.

## Navigation to Define ChartField Values

The NavBar is used to navigate to **Financials** and **HRMS**-related functional pages in UTShare. **Breadcrumbs** at the top display the navigation pathway

**Note:** *The NavBar Menu options visible to a user will depend on their UTShare Security Access Level.*

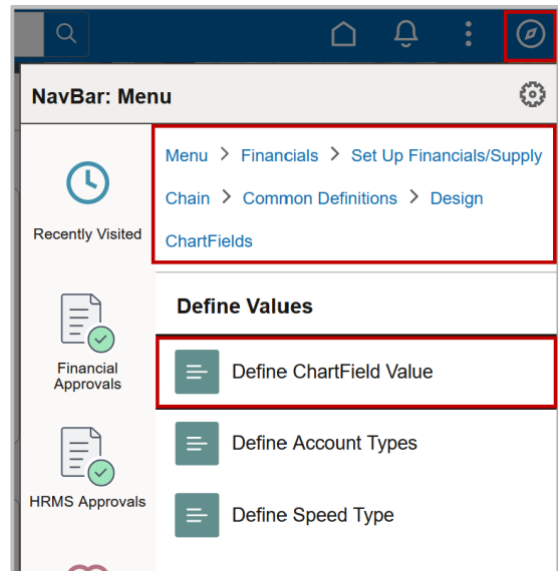


## Managing Department Funds

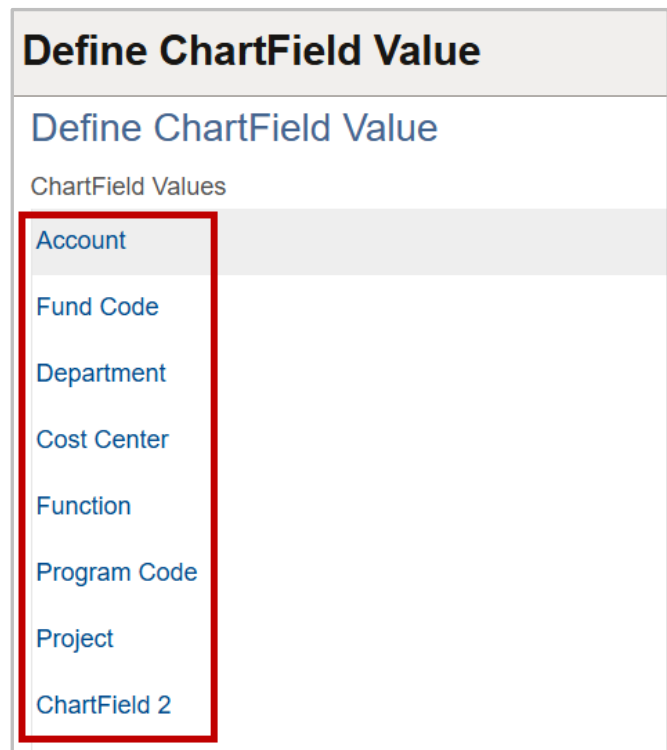
Click **NavBar** icon, then click the **Menu** icon from the displayed list.

Navigate through the NavBar Menu by clicking through the links in this path: **Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Define ChartField Value**.

Click **Define ChartField Value** to display the **Define ChartField Value** page.



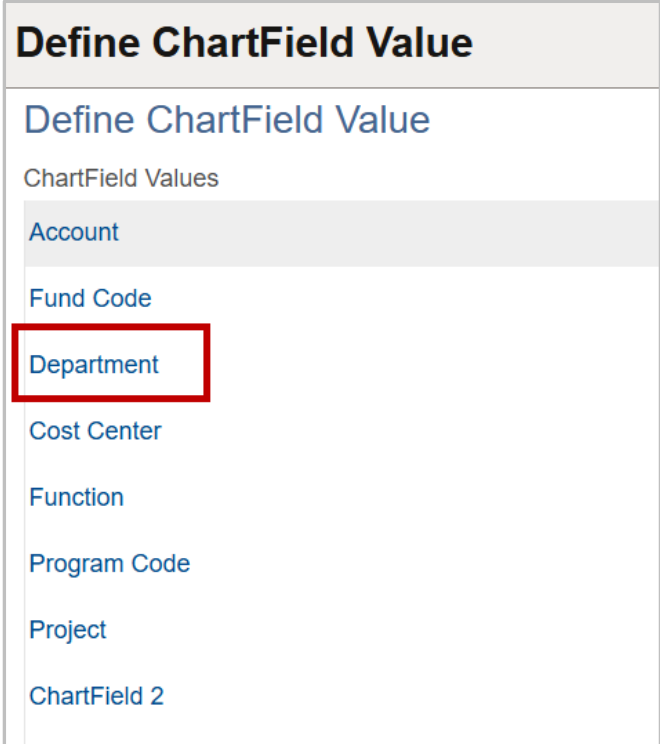
The **Define ChartField Value** page displays, showing a list of values that can be reviewed by clicking on the desired ChartField Value.



## Department Description

A **Department** is a unique identifier for a specific unit within the University. It manages and tracks financial activity across various cost centers and projects. Each department is assigned a distinct Department ID, which helps categorize transactions, budgets, and expenditures according to the unit responsible for those resources. This information is essential for accurate reporting. It allows for precise fund allocation, ensures compliance with university policies, and helps department heads plan effectively.

1. On the **Define ChartField Value** page, click on **Department**.



The screenshot shows a web interface titled "Define ChartField Value". Below the title, there is a sub-header "Define ChartField Value" and a section labeled "ChartField Values". A list of options is displayed: "Account", "Fund Code", "Department", "Cost Center", "Function", "Program Code", "Project", and "ChartField 2". The "Department" option is highlighted with a red rectangular border.

The **Department** page will open.  
 "UTARL" defaults in the **SetID** field.  
 Leave as is.

2. Enter the Department number in the **Department** field or use the **search** icon.

**Note:** *Alternatively, the **Description** search field can be used to look up a department by keyword. If using this feature, change the dropdown option from "begins with" to "contains."*

3. Click the **Search** button.

4. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the Department page.

**Search Results**  
 1 rows - SetID "UTARL" Department "654321"

SetID	Department	Description	Manager Name
UTARL	654321	OIT Knowledge Services	(blank)

View All | First 1 of 1 Last

The Department page provides essential details about each department, allowing users to quickly see its current state and purpose within the University.

**Status:** Indicates if a department is available for financial activity and transactions in the system.

## Managing Department Funds

- **Active:** The department is open for transactions, allowing financial entries, budgeting, and other related activities.
- **Inactive:** The department is closed for transactions, meaning it is no longer available for new financial activity or budget allocation in the system.

**Description:** Gives the Name for a department, helping users identify and differentiate between departments within the system. This information is essential for accurately associating transactions, budgets, and reports with the correct department, ensuring proper financial tracking and accountability.

**Short Description:** Provides a brief label for a department name. This field is often used in back-office configurations related to financial data, HR management, and reporting.

5. To return to the Department Search Criteria, **Click** Return to Search

The screenshot shows a web interface for configuring a department. At the top, the title is "Department". Below it, there are fields for "SetID" (UTARL) and "Department" (654321). A section titled "Effective Date" contains a table with the following data:

Effective Date	Attributes	Long Description
01/01/1902	<input type="checkbox"/> Budgetary Only	

Below the table, there are fields for "Status" (Active), "Description" (Engineering), "Short Description" (DOE), "Manager ID", and "Manager Name". At the bottom of the form, there are three buttons: "Save", "Return to Search" (highlighted with a red box and a mouse cursor), and "Notify".

To return to the **Define ChartField Value** page, click the **Refresh** button on the browser, or use the **NavBar**.

## Cost Center Description

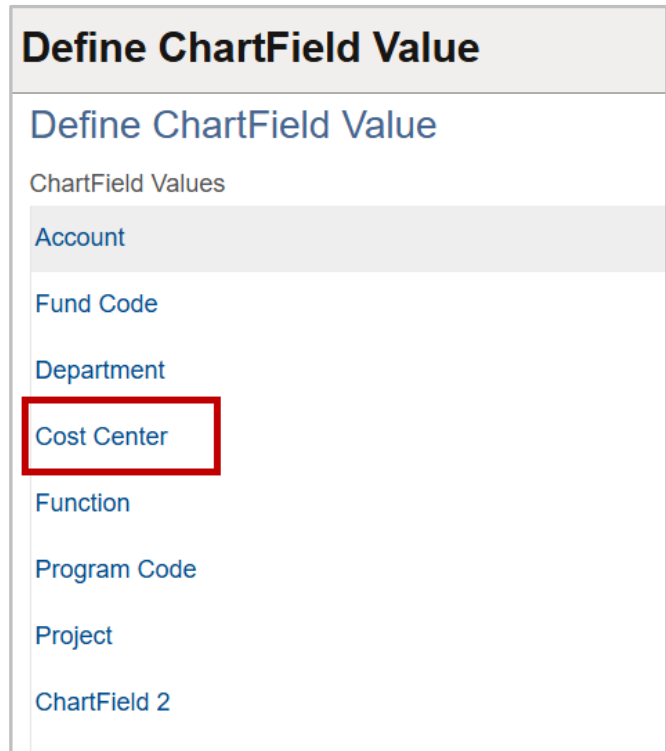
A **Cost Center** in UTShare is a unique organizational unit used to track, manage, and report financial activity such as expenses, revenues, and budgets within a specific department or area. Cost Centers function like a bank account designated to hold specific funds for defined purposes, offering clear visibility into how those funds are allocated and spent for better financial oversight. Most Cost Centers are structured based on the type of funds they house; for instance, Cost Centers starting with "31XXXX" typically manage Designated Tuition funds.

Cost Center Number	Funding Type
2XXXXX	Education and General (E&G)
31XXXX	Designated (DES)
32XXXX	Service
47XXXX	Auxiliary (AUX)
5XXXXX	Restricted (RES)

Cost Centers in UTShare cannot be deleted, reused, or transferred to a new department once established, as they preserve historical financial data for accurate reporting. When a Cost Center is no longer active, it can be marked as inactive to prevent new transactions.

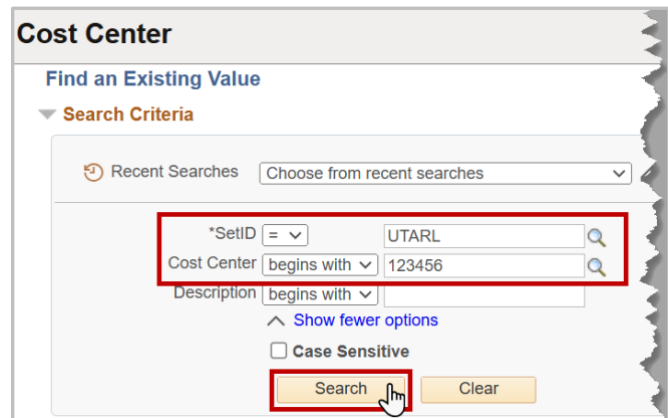
If a new cost center is required, the [Request for New Cost Center](#) form must be completed and submitted to Accounting Services at [accountingservices@uta.edu](mailto:accountingservices@uta.edu).

1. On the **Define ChartField Value** page, click on **Cost Center**.



The **Cost Center** page will open. "UTARL" defaults in the **SetID** field. Leave as is.

2. Enter the Cost Center number in the **Cost Center** field or use the **search** icon.
3. Click the **Search** button.



4. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the Cost Center page.

▼ **Search Results**  
 1 rows - SetID "UTARL" Cost Center "123456"

SetID	Cost Center	Description	Short Description	
UTARL	123456	OIT Knowledge Services	OIT Knowle	>

The Cost Center ChartField view provides a summary of essential details about a cost center, including its operational status and identifying information.

**Cost Center**

[New Window](#) | [Help](#) | [Personalize Page](#)

SetID UTARL Cost Center 313635

**Effective Date** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | First 1 of 1 Last

Effective Date	Status	Description	Short Description	Budgetary Only
09/01/2023	Active	OIT Knowledge Services	OIT Knowle	<input type="checkbox"/>

**Effective Date:** Represents the starting point at which the cost center becomes active and available for transactions. It ensures that financial activity is tied to valid timeframes, aligning with budget periods and organizational needs.

**Status:** indicates whether it is active or inactive.

- Active: Allows transactions and financial activities to proceed, supporting current operational needs.
- Inactive: Prevents future transactions but retains historical data for reporting and auditing purposes.

**Description:** is a brief and clear title that identifies the specific cost center. The description provides a way to easily recognize the purpose or type of cost center.

To return to the **Define ChartField Value** page, click the **Refresh** button on the browser, or use the **NavBar**.

## Fund Code Description

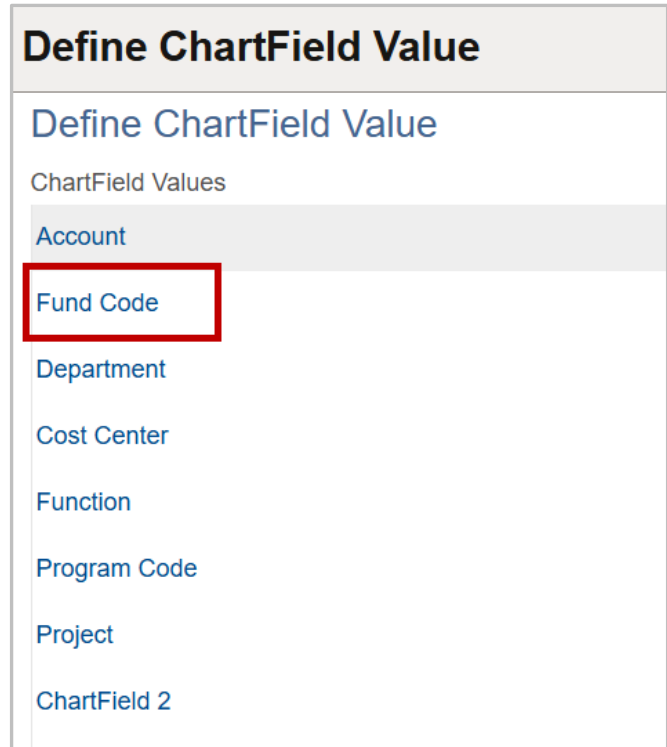
**Fund Codes** identify and categorize funds into different groups, such as educational and general (E&G) funds, designated tuition, auxiliary funds, and restricted funds. Each type of fund code corresponds to the source and purpose of the funds, helping track how money is allocated and spent within an organization. Fund codes are critical for ensuring proper allocation and reporting of University funds, supporting specific programs, departments, or services, and ensuring compliance with financial regulations.

Fund Code Group	Fund Codes	Source of Funds & Description
Education and General (E&G)	2100, 2110, 2115, 2116, 2120, 2130	E&G funds come from state appropriations supporting core educational operations, special programs (e.g., nursing shortage programs), and state pass-throughs.
Designated Tuition (DES)	3100–3150, 3200	Designated funds are sourced from specific categories such as tuition (designated, differential, and online tuition) and research excellence programs, supporting academic, research, and operational goals. These funds are centrally allocated by the University, directed toward meeting the specific needs of various departments and initiatives.
Auxiliary (AUX)	4100–4800	Auxiliary funds come from campus services like athletics, housing, food services, bookstores, parking, and student health services, supporting student-related and campus operations.
Restricted (RES)	5500, 5600	Restricted funds are donations or gifts given for specific purposes, often endowments, which require accounting approval and are designated for long-term use or programs.

Fund codes are carefully reviewed and established by the Budgets, Planning, and Analysis Office to ensure proper categorization of financial resources. For a more detailed explanation of each fund type, refer to the [Budget Transfer Rules Page](#). If any questions arise regarding fund codes or assistance is needed, the designated [Budget Resource Officer](#) is the primary contact for support and clarification.



1. On the **Define ChartField Value** page, click on **Fund Code**.

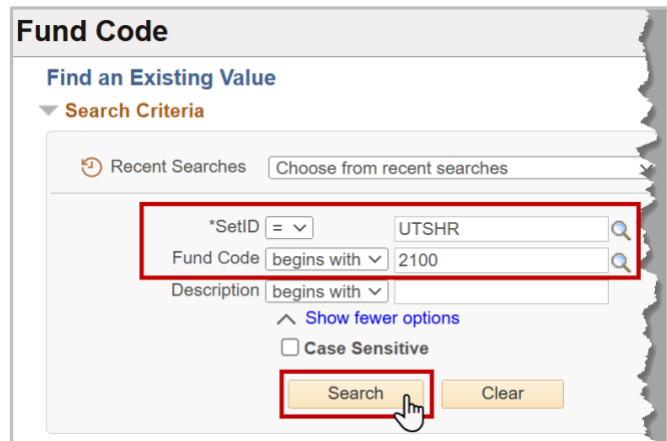


The **Fund Code** page will open.

2. Change the **SetID** to **UTSHR**.

**Note:** *The SetID for most UT Arlington ChartField values is "UTARL." When looking up Fund, Function, and Account use SetID "UTSHR."*

3. Enter the Fund Code number in the **Fund Code** field or use the **Magnifying Glass** icon.



4. Click the **Search** button.

5. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the Department page.

## Managing Department Funds

SetID	Fund Code	Description	Short Description	
UTSHR	2100	E&G General Funds	E&G	>

The Fund page provides essential details about each department, allowing users to quickly see its current state and purpose within the University.

Fund				
SetID UTSHR		Fund Code 2100		
Effective Date	Status	Description	Short Description	Budgetary Only
01/01/1902	Active	E&G General Funds	E&G	<input type="checkbox"/>

**Effective Date:** Refers to the date when a specific fund code becomes active or valid for use.

**Status:** Refers to whether a fund is active or inactive and determines whether it is available for use.

- **Active:** An active fund is one that is currently in use, with transactions allowed. It indicates that the fund is still receiving or disbursing resources for its designated purpose.
- **Inactive:** An inactive fund is no longer in use, meaning it cannot be accessed for new transactions. This typically occurs when a fund's purpose is completed or when it is no longer required for ongoing operations.

**Description:** Summarizes the category of the fund code. It provides the type of funding or activities associated with the fund code.

To return to the **Define ChartField Value** page, click the **Refresh** button on the browser, or use the **NavBar**.

## Function Description

**Function Codes** are used to classify the type of expenditure or activity within the financial system. It works in conjunction with other ChartField elements, such as cost centers and fund codes, to specify the purpose of the financial transaction. Function Codes help categorize activities like instruction, research, or administration, allowing the University to accurately track and report how funds are being utilized for different operational activities. These codes are assigned to specific types of expenditures to ensure proper budget allocation and financial reporting.

Function Code	Description
100 - Instruction	Supports teaching activities, including classroom instruction, faculty salaries, and related administrative expenses.
200 – Research	Funds activities that produce new knowledge, including sponsored research, research grants, and University-funded initiatives.
300 – Public Service	Covers services that benefit the public, such as community outreach programs, extension services, and continuing education.
400 – Academic Support	Includes funding for libraries, academic administration, and services that directly support the institution's academic mission.
500 – Student Services	Supports activities enhancing student experience, including counseling, admissions, and student organizations.
600 – Institutional Support	Covers central administrative operations such as executive management, financial services, and general institutional operations.
700 – Operations and Maintenance	Funds for maintenance of campus facilities, utilities, and groundskeeping to ensure operational continuity.

1. On the **Define ChartField Value** page, click on **Function**.

The **Function** page will open.

2. Change the **SetID** to **UTSHR**.
3. Enter the Function Code in the **Function** field or use the **search** icon.
4. Click the **Search** button.

5. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the Cost Center page.

SetID	Function	Description	
UTSHR	100	Instruction	>

The Function ChartField view provides a summary of essential details about a Function Code, including its operational status and identifying information.

**Function**

[New Window](#) | [Help](#) | [Personalize Page](#)

SetID UTSHR      Function 100

[Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Effective Date	Status	Description	Short Description	Budgetary Only
01/01/1902	Active	Instruction	Instruct	<input type="checkbox"/>

[Save](#)    [Return to Search](#)    [Notify](#)

**Effective Date:** Indicates when the function code becomes operational. It establishes the point from which the code can be used for financial transactions and reporting.

**Status:** Reflects whether a function code is currently in use.

- Active: The function code is available for use in transactions.
- Inactive: The function code is no longer in use for new transactions but remains in records for historical and reporting purposes.

**Description:** Provides a concise summary of the purpose of the function code, such as whether it pertains to instruction, research, or administrative support, to ensure correct application in financial tracking and categorization.

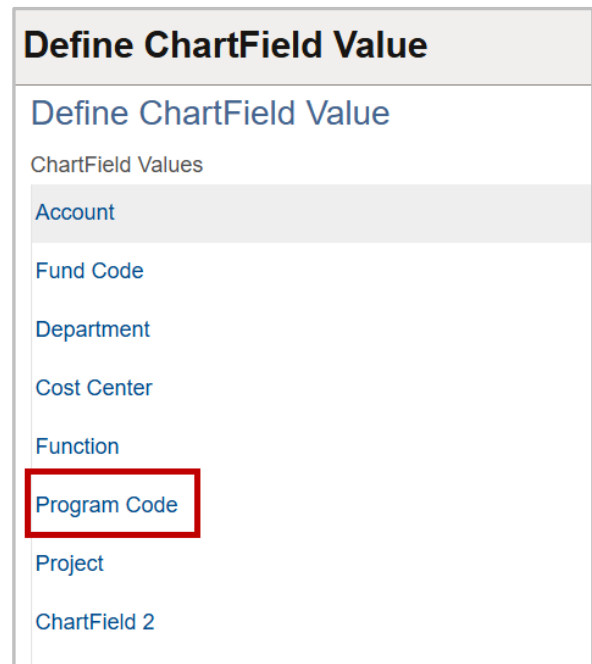
To return to the **Define ChartField Value** page, click the **Refresh** button on the browser, or use the **NavBar**.

## Program Code Description

The **Program Code** is used by academic units to identify and track specific academic or operational initiatives within their cost centers. It provides a way to segregate activities like scholarships, academic programs, or special degree programs to ensure proper financial oversight and reporting.

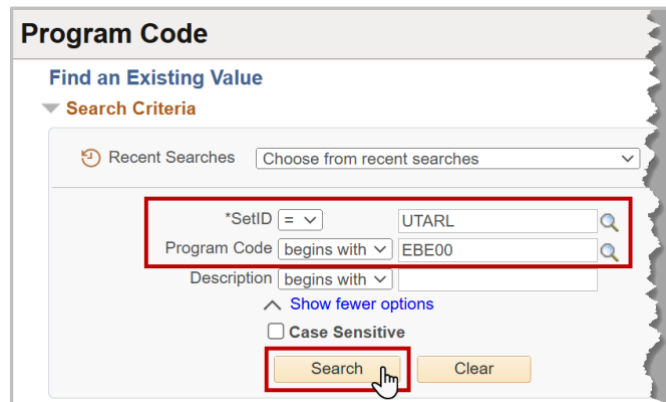
For guidance on appropriate program codes, academic units can consult their department’s College Business Officer or contact the Office of the Provost.

1. On the **Define ChartField Value** page, click on **Program Code**.

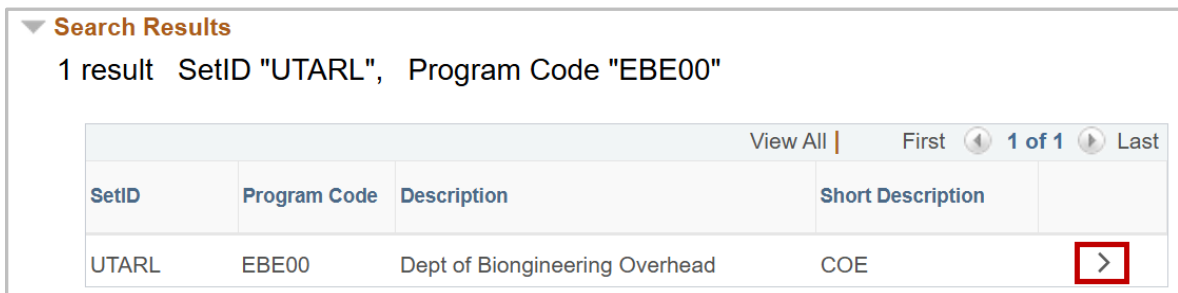


The **Program Code** page will open. "UTARL" defaults in the **SetID** field. Leave as is.

2. Enter the Program Code in the **Program Code** field or use the **search** icon.
3. Click the **Search** button.



4. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the Cost Center page.



## Managing Department Funds

The Program Code page in UTShare displays key information about a selected program code, including its categorization, purpose, and operational status.

### Program

[New Window](#) | [Help](#) | [Personalize Page](#)

SetID UTARL      Program Code EBE00

**Effective Date**      [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#)      First 1 of 1 Last

Effective Date	Status	Description	Short Description	Manager Name	Budgetary Only
01/01/1902	Active	Dept of Biengineering Overhead	COE		<input type="checkbox"/>

[Save](#)   [Return to Search](#)   [Notify](#)

**Effective Date:** Marks the start date when the program code becomes valid for financial tracking, ensuring transactions are recorded under the correct initiative.

**Status:** Indicates whether it is active or inactive.

- Active: Indicates that the program code is currently operational and available for recording and managing financial transactions.
- Inactive: Signifies that the program code is no longer in use for new transactions but remains in the system for historical reporting and reference.

**Description:** Provides a brief explanation of the program code's purpose, helping to differentiate and clarify its specific academic or operational initiative within a cost center, such as scholarships or degree programs.

**Short Description:** Lists an abbreviated title for the College Unit the program code belongs to.

To return to the **Define ChartField Value** page, click the **Refresh** button on the browser, or use the **NavBar**.

## ChartField 2 Description

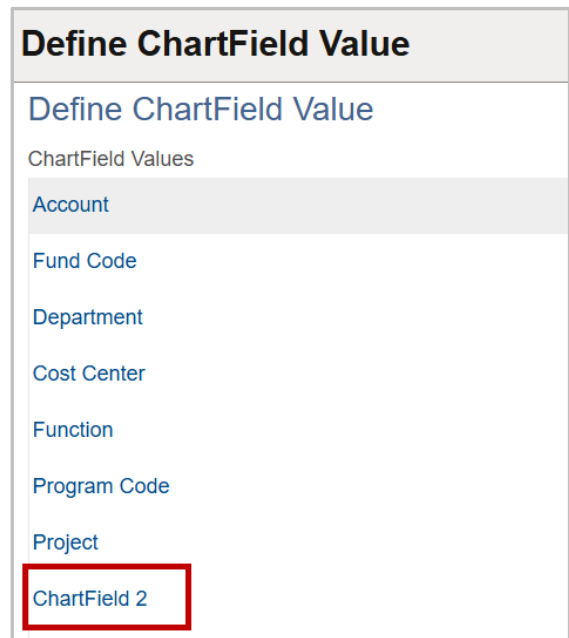
**ChartField 2** is an optional field used primarily within academic units to provide additional categorization for transactions that goes beyond the General Ledger (GL) account code. It helps departments and colleges track expenditures related to specific programs, initiatives, or internal designations that are not fully captured by other ChartFields. By using ChartField 2, academic units can align their financial reporting and budget management with more specific internal needs.

ChartField 2 can offer multiple options for each GL (General Ledger) accounting code, allowing further refinement in categorizing transactions.



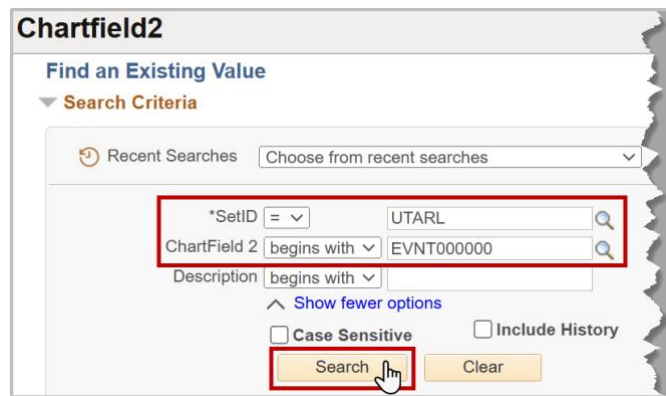


1. On the **Define ChartField Value** page, click on **ChartField 2**.

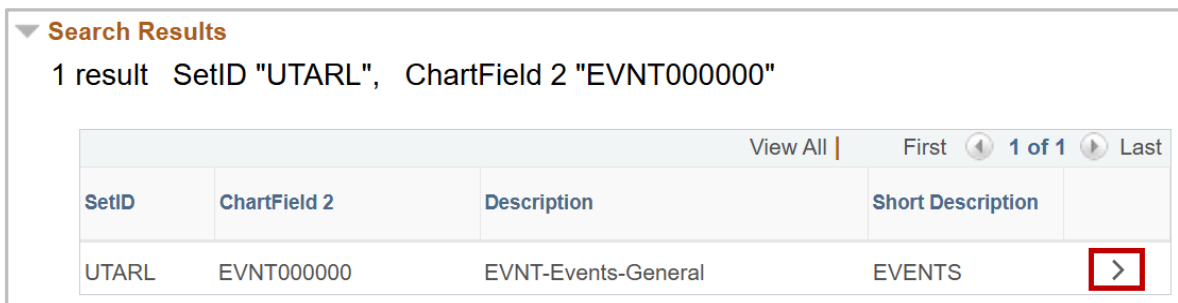


The **ChartField 2** page will open. "UTARL" defaults in the **SetID** field. Leave as is.

2. Enter the ChartField 2 code in the **ChartField 2** field or use the **search** icon.
3. Click the **Search** button.



4. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the Cost Center page.



The ChartField 2 page in UTShare displays critical details about financial tracking elements, such as their validity, operational status, and specific purpose.

Effective Date	Status	Description	Short Description	Budgetary Only
01/01/1901	Active	EVNT-Events-General	EVENTS	<input type="checkbox"/>

**Effective Date:** Specifies the starting date when the ChartField 2 code becomes valid for use in financial transactions.

**Status:** indicates whether it is active or inactive.

- Active: Indicates that ChartField 2 code is currently in use for financial activities.
- Inactive: Identifies ChartField 2 code no longer used for new transactions while retaining historical reporting functionality.

**Description:** Provides a clear explanation of the purpose or intent of the ChartField 2 code within the financial structure.

To return to the **Define ChartField Value** page, click the **Refresh** button on the browser, or use the **NavBar**.

## Sponsored or Capital Project (Grant) Description

In UTShare, Sponsored Projects and Capital Projects both utilize project numbers to help users track budgets, expenses, and other financial details specific to each project. Sponsored Projects manage funds from external sources, like awards, while Capital Projects monitor internal funding for university facilities and infrastructure projects. This system enables users to easily access project-specific financial data for accurate management and reporting.

### Sponsored Project

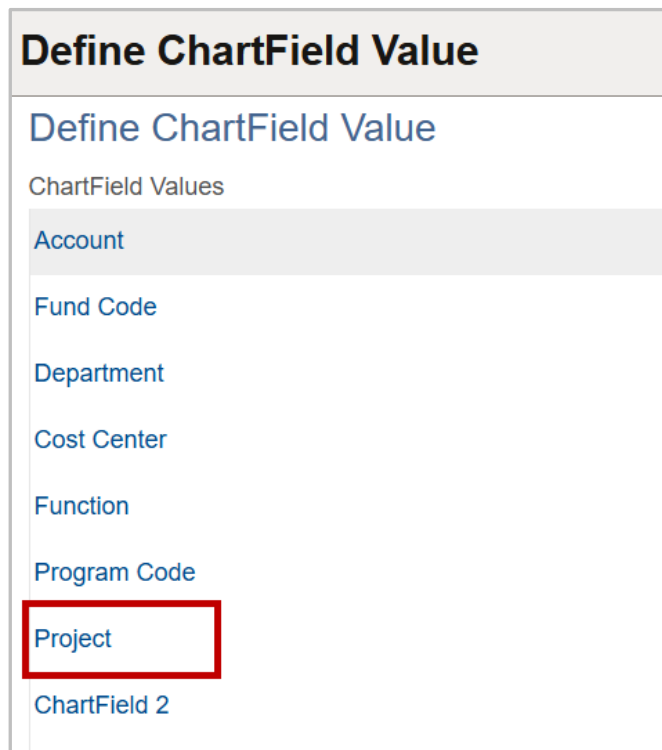
In UTShare, a Sponsored Project is a project funded by external entities, such as government agencies or private organizations, specifically for research, educational initiatives, or public service activities. These projects are tracked with a unique Project ID, typically beginning with "126," which helps users monitor spending, manage budgets, and ensure the funds are used according to sponsor requirements. Sponsored Projects are essential as they provide resources for specialized University activities that advance knowledge, benefit the community, and support institutional goals.

## Capital Project

A Capital Project is funded by plant funds allocated for significant infrastructure or facility improvements, such as new buildings, major renovations, or large-scale equipment purchases. Academic departments receive these funds as STARS awards labeled with an "AR" Project ID, while other units may receive them with an "AC" Project ID, allowing for easy tracking of budget and expenses associated with capital improvements. These projects support the growth and maintenance of campus facilities, enhancing the University's ability to meet academic and operational needs over time.

## Project ChartField Navigation

1. On the **Define ChartField Value** page, click on **Project**.



The screenshot shows a web interface titled "Define ChartField Value". Below the title is a list of "ChartField Values". The items in the list are: Account, Fund Code, Department, Cost Center, Function, Program Code, Project, and ChartField 2. The "Project" item is highlighted with a red rectangular border.

## Managing Department Funds

- The **Project ID** page will open. "UTARL" defaults in the **SetID** field. Leave as is.
- Enter the Sponsored or Capital Project number in the **Project** field or use the **search** icon.

**Note:** Leaving the **Project** and **Description** blank is also an option to see a list of department Projects. Alternatively, the **Description** search field can be used to look up a Cost Center by keyword.

- Click the **Search** button.

### Sponsored Project a

**Project ID**

Find an Existing Value

Search Criteria

Recent Searches Choose from recent searches

\*SetID = UTARL

Project begins with 1260123456

Description begins with

Show fewer options

Case Sensitive

Search Clear

### Capital Project a

**Project ID**

Find an Existing Value

Search Criteria

Recent Searches Choose from recent searches

\*SetID = UTARL

Project begins with AR01234567

Description begins with

Show fewer options

Case Sensitive

Search Clear

- The **Search Results** table will return the matching values. Click the **drill in arrow** to open the Project page.

### Sponsored Project b

Search Results

1 rows - SetID "UTARL" Project "1260123456"

View All First 1 of 1 Last

SetID	Project	Description	
UTARL	1260123456	Wind Tunnel Test and Analysis	>

Capital Project b

▼ **Search Results**  
 1 result SetID "UTARL", Project "AR01234567"

View All | First ◀ 1 of 1 ▶ Last

SetID	Project	Description	
UTARL	AR01234567	NEW Food Serv Renov & Equip	>

The **Project** page displays general information about the Sponsored or Capital Project like **Status**, **Description**, and Project **Start Date** and **End Date**.

Sponsored Project c

### Project

**Project**

SetID UTARL  
 Project 1260123456

**Description** Cardiovascular Consequences of

**Start Date** 03/01/2021

**End Date** 02/28/2023

**Status** Active Attributes

Integration PC\_INT  
 Summary Project

Capital Project c

### Project

**Project**

SetID UTARL  
 Project AR01234567

**Description** NEW Food Serv Renov & Equip

**Start Date** 06/01/2019

**End Date** 12/31/2099

**Status** Active Attributes

Integration PC\_INT  
 Summary Project

## SpeedCharts & SpeedTypes

The SpeedChart/SpeedType can simplify the entry of a ChartField String for financial transactions. By entering a Cost Center or Project number into the SpeedChart/SpeedType field, the system automatically populates relevant COA values in the ChartField String. This eliminates the need for manual data entry across multiple fields, reducing the potential for budget check errors and ensuring consistent, accurate data entry.

- **SpeedTypes** are used to streamline data entry for journal entries such as budget transfers and interdepartmental transactions (IDTs). They sit inside the ChartField String and help automatically populate relevant COA values for the transaction, saving time and reducing errors.

The screenshot shows a table with columns: Delete, Line, Approval Line Status, Ledger, Budget Period, SpeedType, Account, Fund, Dept, Cost Center. The SpeedType field is highlighted with a red box and contains the value '123456'. Other fields like Fund (3106) and Dept (654321) are also visible.

- **SpeedCharts** are used across a variety of financial documents. They sit above the ChartField String and allow for automatic population of COA values for transactions like requisitions and vouchers.

**Note:** *SpeedCharts populate one Cost Center or Project at a time. In cases of split payments (where multiple Cost Centers or Projects are used), the first Cost Center or Project number can be auto populated, but any additional Cost Centers or Project IDs will need to be manually entered.*

The screenshot shows the 'Accounting Lines' interface. At the top, there is a 'SpeedChart' field with the value '123456' highlighted by a red box. Below, in the 'Accounting Lines' table, the 'Cost Center' field is also highlighted with a red box and contains the value '123456'. Other fields like Fund (4700) and Dept (654321) are visible.

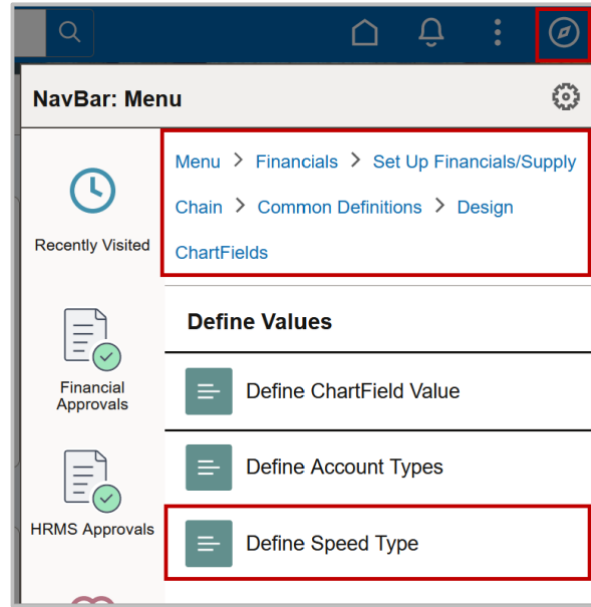
SpeedTypes/SpeedCharts *do not* populate the **Account** (GL or General Ledger) code. This is because this 5-digit code will vary by accounting line as it is an indication of the type of item being purchased. Account code should always be entered after completing all other funding information. Instructions for entering the Account code can be found in the [GL Account Description](#) section.

Use the **SpeedType** page in UTShare to view the ChartField values associated with ChartField string. The **SpeedType** page can be accessed from the **NavBar**.

## Define Speed Types Navigation

The Define SpeedTypes page in UTShare facilitates viewing the ChartField string associated with specific cost centers, projects, or plant funds. This is particularly helpful when researching and verifying the details of funding for split funding transactions on financial documents.

1. Click **NavBar** icon, then click the **Menu** icon from the displayed list.
2. Navigate through the NavBar Menu by clicking through the links in this path: **Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Define Speed Type**.
3. Click **Define Speed Type** to display the SpeedType page.



The **SpeedTypes** search page is displayed.

1. The **SetID** field will default to "UTARL." Leave the default value.
2. Enter the desired **SpeedType Key**. This is the same as the Cost Center or Project associated with a specific ChartField string.
3. **Type of SpeedType** should be changed to "Universal (All Users)" from the **dropdown list**.

*Step*

*Image*

4. Click the **Search** button.

Find an Existing Value

Search Criteria

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

Recent Searches Choose from recent searches

\*SetID [dropdown] UTARL [input]

SpeedType Key [dropdown] begins with 123456 [input]

User ID [dropdown] begins with [input]

Primary Permission List [dropdown] begins with [input]

\*Type of SpeedType [dropdown] Universal (All Users) [dropdown]

Show fewer options

Case Sensitive [checkbox]

Search [button] Clear [button] Save Search [button]

The Search Results table will return the matching values.

5. Click the **drill in arrow** to open the SpeedType page.

Search Results

1 rows - SetID "UTARL" SpeedType Key "123456" +1 more

SetID	SpeedType Key	User ID	Primary Permission List	Type of SpeedType
UTARL	123456	(blank)	(blank)	Universal

View All | First | 1 of 1 | Last


The **SpeedType** page will display, showing the ChartField values required for processing transaction details in UTShare.

The ChartField values that display will depend on the whether the results are for a Cost Center or for a Project.



Cost Center SpeedType 1

**SpeedType**

SetID UTARL   Publish Data

**SpeedType Key** 123456

**Type of SpeedType** Universal (All Users)

**Description** OIT Knowledge Services

**Account**

<b>Fund Code</b>	3100	DES Organized Act Rel to Instr
<b>Department</b>	340301	OIT Learning and Comms
<b>Cost Center</b>	123456	OIT Knowledge Services
<b>Function</b>	400	Academic Support

The image above shows ChartField values for a **Cost Center**: Fund Code, Department, Cost Center, and Function.

**Note:** All SpeedTypes will have a set ID of UTARL for UT Arlington to keep track of the Texas System tied to the transaction.

Project SpeedType 1

**SpeedType**

SetID UTARL 🗑️  Publish Data

**SpeedType Key** 1260123456

Type of SpeedType Universal (All Users)

Description Lu / Draper

**Account**

<b>Fund Code</b>	5100	RES Federal Sponsored Programs
<b>Department</b>	625102	Mech and Aero Engineering
<b>Cost Center</b>		
<b>Function</b>	200	Research
<b>Program Code</b>		
<b>PC Business Unit</b>	UTASP	UT Arlington Sponsored Progs
<b>Project</b>	1260123456	Wind Tunnel Testing
<b>Activity</b>	1	

The image above shows ChartField values for a Project: Fund, Department, Function, PC Bus Unit, Project, and Activity.

### GL Account Description

General Ledger (GL) account codes in UTShare categorize financial transactions across the system. They are used to define the specific types of expenses and/or revenue. These codes ensure that all financial activities are appropriately recorded for reporting and budgeting purposes. To find information for a GL Account use The Define ChartField Values page.

Navigate to the page: **NavBar > Menu > Financials > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > Define ChartField Value.**

## Account Values Navigation

1. On the **Define ChartField Value** page, click on **Account**.

The screenshot shows the 'Define ChartField Value' page. Under the heading 'ChartField Values', there is a list of options: Account, Fund Code, Department, Cost Center, Function, Program Code, Project, and ChartField 2. The 'Account' option is highlighted with a red rectangular box.

2. The **Account** page will open to allow users to search. Enter "UTSHR" in the **SetID** field.
3. Enter the **Account** number to view in the Account field or use the search icon.
4. Click the **Search** button.

The screenshot shows the 'Account' search page. Under the heading 'Find an Existing Value', there is a 'Search Criteria' section. It includes a 'Recent Searches' dropdown menu. Below that, there are search fields: '\*SetID = UTSHR', 'Account | begins with 63003', 'Description | begins with', and 'Account Type | begins with'. Each field has a search icon. Below the search fields, there is a 'Show fewer options' link, a 'Case Sensitive' checkbox, and a 'Search' button (highlighted with a red box and a mouse cursor) and a 'Clear' button.

**Note:** Leaving the Account, Description, and Type fields blank is also an option to see a list of all GL Accounts. Users can also use the **Description** field to search. Use the wild card (%) to broaden search results. For example, typing "%supp" in the **Description** field yields all search results with "supp" in the name.

5. The **Search Results** table will return the matching values. Click the **drill in arrow** to open the **Account** page to display search result details.

▼ Search Results  
1 rows - SetID "UTSHR" Account "63003"

SetID	Account	Description	Account Type	Control Flag	Book Code	Balance Sheet Indicator	
UTSHR	63003	Office/Computer Supplies	E	N	(blank)	(blank)	>

The Account page in UTShare displays information about each account's intended use and its current operational status, such as active or inactive. It also indicates how the account is categorized for tracking various financial transactions.

**Account:** Is the unique number identifier used to categorize and track specific types of financial transactions within the general ledger

**Description:** Lists the purpose or category of the account, detailing the type of transactions it tracks, such as salaries, office supplies, or travel expenses. It helps users understand the intended use of the account.

**Status:** The account status indicates whether an account is available for use in financial transactions or restricted from future activity in UTShare.

- Active: The account is operational and can be used in transactions for tracking financial activities.
- Inactive: The account is no longer in use, preventing future transactions but retaining historical data for reporting purposes.

**Monetary Account Type:** Categorizes accounts based on their financial purpose, such as revenue, expenses, assets, liabilities, or fund balances.

**Account**

Account | Map to Alternate Account

SetID UTSHR | Account 63003

Effective Date 01/01/1902 | Find | View All | First 1 of 1 Last

**Description** Office/Computer Supplies | **Status** Active

Short Description Materials |  Control Account

Statistical Account |  Budgetary Only

**Monetary Account Type** Expense | UOM

Balance Sheet Indicator | Book Code  Allow Book Code Override

VAT Account Flag Non-VAT Related | Physical Nature  Reconcile on Base Amount

OpenItem Account | VAT Default

## Budget Checking

Budget Checking is a process that verifies with the Commitment Control (KK) whether sufficient funds are available to cover a transaction. It ensures that spending aligns with account budget limits, helping to prevent overspending. This process is applied to all transaction types, including requisitions, expense reports, vouchers, and journal entries.

## Common Budget Check Errors

Budget check errors occur in UTShare when a transaction fails to meet budget requirements during the Commitment Control (KK) budget-checking process. These errors indicate that there are insufficient funds or that there’s a mismatch in account setup. Understanding and addressing budget check errors is essential for ensuring that transactions are compliant with budget constraints and accurately tracked.

### Exceeds Budget Tolerance

This error occurs when the available budget is not enough to cover the transaction amount. The KK module flags the transaction because it would exceed the remaining budget.

- Resolution: Review the transaction amount and budget availability in commitment control. Possible actions include adjusting the transaction amount, reallocating funds, or requesting a budget increase if permissible.

Budgets with Exceptions							
Budget Override		Budget Chartfields					
Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	
1	UTARL	OPE	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...	

### Date Out of Bounds

A budget date error occurs when the transaction date falls outside the active budget period, meaning the KK module cannot allocate funds because the budget period is closed.

- Resolution: Confirm that the transaction date aligns with an open budget period. Adjust the transaction date if allowed or consult with budget administrators to open a relevant budget period if appropriate.

Budgets with Exceptions							
Budget Override		Budget Chartfields					
Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	
1	UTARL	GRT_CHILD1	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...	
2	UTARL	GRT_PARENT	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...	

## No Budget Exists

The "No Budget Exists" budget check error occurs when a transaction is processed for a ChartField string that lacks an allocated budget, preventing the system from validating or approving the transaction.

- Resolution: Verify that the ChartField values in the transaction align with the intended Cost Center or Project. Use the "Define Speed Types" page to confirm the correct ChartField string if needed. Once the appropriate ChartField details are identified, update the transaction accordingly to resolve the error.

Budgets with Exceptions							
Budget Override		Budget Chartfields					
Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	
1	UTARL	OPR	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...	

## Required key CF is blank

This budget error indicates that one or more required ChartFields (e.g., Fund Code, Cost Center, Account, or Department) were left blank or not populated correctly in the transaction.

- Resolution: Review the transaction to ensure all required ChartFields are populated correctly. Once all required fields are completed, save the changes and run the budget check again to confirm resolution.

Budgets with Exceptions							
Budget Override		Budget Chartfields					
Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	
1	UTARL	OPE	Required key CF is blank	More Detail	<input type="checkbox"/>	Go To ...	

## How to Identify Budget Check Errors

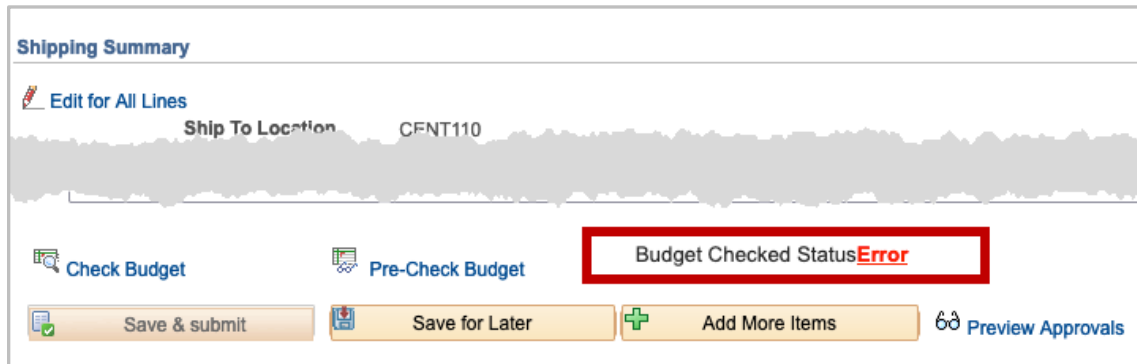
Each document type, such as requisitions, vouchers, and journal entries, has a specific page view where users can review budget check errors, allowing them to identify and address any issues budget check issues.

### Requisitions

On a requisition, when the budget check fails, the user can click on the word "Error" to further investigate what error the requisition produced. The error details will provide specific information about the issue, such as which ChartField is causing the problem or if the budget is exceeded.

- Navigate to the Manage Requisitions page using the Navigation path: **NavBar > Menu > Financials > eProcurement > Manage Requisitions**.
- Click on the **Requisition ID** with the Budget Check status 'Error'.

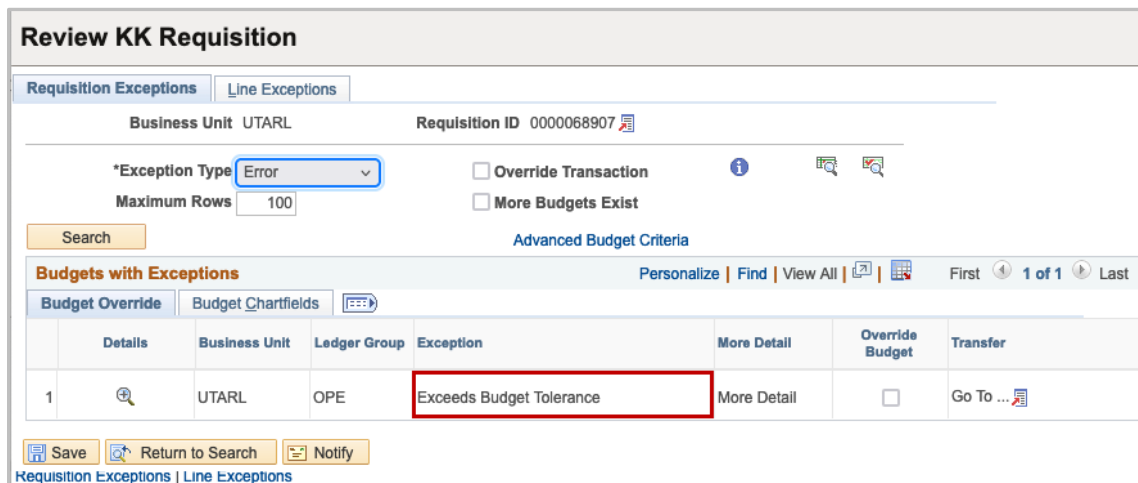
- From the Requisition Review and Checkout screen, near the bottom of the page, click on the word **Error**. The Budget Exceptions page will open.



- The error will display in the budget with exceptions table.
- Review the Exceptions Page for the Exception Reason.
- Find the listed error in the [Common Budget Check Errors](#) to identify the resolution path to follow.

**Issue:** In this example the budget check failed because the requisition **Exceeds Budget Tolerance**.  
**Tolerance:** This means that the amount requested in the requisition is more than what is available in the budget. In simpler terms, there isn't enough money in the account to cover the transaction.

**Resolution:** To resolve this issue, the user should check the transaction amount and the available budget. The user can either use a different funding source, reduce the transaction amount, reallocate funds, or request a budget increase if allowed.



- Resolve the issue indicated by the Error and budget check the Requisition again.

## Voucher

A voucher is a financial document used to record and authorize payments for goods and services to vendors. To investigate a budget check error on a Voucher, navigate to the Regular Entry page, where vouchers can be reviewed, updated, budget checked and submitted.

1. Navigate to the Regular Entry page, go to **NavBar > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry.**

Click **OK** on the message that Budget Checking Errors Exist.

**Message**

Budget Checking Errors Exist (18021,91)  
Budget checking errors were logged for this document. Please check the budget exception page to view them.

2. Navigate to the Voucher **Summary** tab.
3. Locate the **Budget Status** and click **Exceptions**.


Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> UTARL		<b>Invoice Date</b> 10/25/2024			
<b>Voucher ID</b> 00336778		<b>Invoice No</b> 443126			
<b>Voucher Style</b> Regular		<b>Invoice Total</b> 1,553.94		USD	
<b>Supplier Name</b> PRESTIGE BUSINESS SOLUTIONS INC 9500 N ROYAL LN STE 150 IRVING, TX 75063-2469					
<b>Entry Status</b> Postable		<b>Pay Terms</b> Net 30 Day			
<b>Match Status</b> Matched		<b>Voucher Source</b> Online			
<b>Approval Status</b> Pending		<b>Origin</b> ONL			
<b>Post Status</b> Unposted		<b>Created On</b> 11/18/2024 3:58PM			
		<b>Created By</b> ■ ■ ■			
		<b>Last Update</b> 11/26/2024 11:27AM			
		<b>Modified By</b> ■ ■ ■			
		<b>ERS Type</b> Not Applicable			
		<b>Close Status</b> Open			
<b>Budget Status</b> <span style="border: 1px solid red; padding: 2px;">Exceptions</span>					
<b>Budget Misc Status</b> Not Chk'd					
<b>*View Related</b> <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>					
<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>	<input type="button" value="Refresh"/>			<input type="button" value="Add"/>
<a href="#">Summary</a>   <a href="#">Related Documents</a>   <a href="#">Invoice Information</a>   <a href="#">Payments</a>   <a href="#">Voucher Attributes</a>   <a href="#">Error Summary</a>					

4. Review the Exceptions Page for the Exception Reason.

**Note:** The *Exceptions* page will open in a new browser tab.



## Managing Department Funds

**Issue:** In the following image the budget check failed with the error **No Budget Exists**. Click on the **View Other Links**  icon in the Transfer Column.

**Review KK Voucher**

Voucher Exceptions | Line Exceptions

Business Unit UTARL Voucher ID 00333906 Actions



\*Exception Type Error  Override Transaction  More Budgets Exist

Maximum Rows 100

Search Advanced Budget Criteria

**Budgets with Exceptions** Personalize | Find | View All | First 1 of 1 Last

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		UTARL	OPE	No Budget Exists	More Detail	<input type="checkbox"/>	<span>Go To ...</span> 

The Commitment Control Budget Exceptions page will populate.


**Resolution:** To resolve this issue, the user should check the ChartField String values for accuracy. Use the Define SpeedType page to verify the ChartField String Values are correct.

The Commitment Control. Budget Exceptions screen shows the ChartField values entered on the Voucher when it produced the budget error.

**Commitment Control Budget Exceptions**

Budget Type OPE Operations Expense  
Business Unit UTARL UT Arlington  
Budget Period 2025

Personalize | Find | First 1-6 of 6 Last

ChartField	ChartField Value	Description
Account	A4000	Operating Expenses
Fund Code	4200	AUX Housing & Food Service
Department		University
Cost Center		UNIVERSITY
Function	100 	Instruction
Project		

\*Exception Type Error Maximum Rows 100

## Managing Department Funds

Upon reviewing the Define SpeedType page to verify the ChartField String for the Cost Center, it was identified that the Function was entered incorrectly.

Correct the Function field on the voucher to resolve the budget error.

SpeedType		
SetID	UTARL	<input type="checkbox"/> Publish Data
SpeedType Key	470086	
Type of SpeedType	Universal (All Users)	
Description	UNIVERSITY HOUSING	
Account		
Fund Code	4200	AUX Housing & Food Service
Department		University
Cost Center		UNIVERSITY
Function	500	Auxiliary

5. Select the **Regular Entry** browser tab to navigate back to the voucher.
6. Locate the Invoice information tab.
7. Correct the issue that caused the Budget Error. In the example image, budget check failed because the function was entered incorrectly, correct the number in the function field.
8. Run Budget Checking again to clear the budget error. Notice the Budget Status is Valid. The user can now submit the Voucher for approval.

Summary	Related Documents	Invoice Information	Payments
Business Unit	UTARL		
Voucher ID	NEX		
Voucher Style	Regular		
Supplier Name	BRANDABILITY, INC. 10501 INDIANA AVE LUBBOCK, TX 79423-5179		
Entry Status	Postable		
Match Status	Matched	<a href="#">Approval History</a>	
Approval Status	Approv <a href="#">Review Exceptions</a>		
Post Status	Posted		
<b>Budget Status</b>	<b>Valid</b>		
Budget Misc Status	Valid		
*View Related	Payment Inquiry		Go
<a href="#">Return to Search</a>	<a href="#">Previous in List</a>	<a href="#">Next in List</a>	<a href="#">Print</a>

## Journals

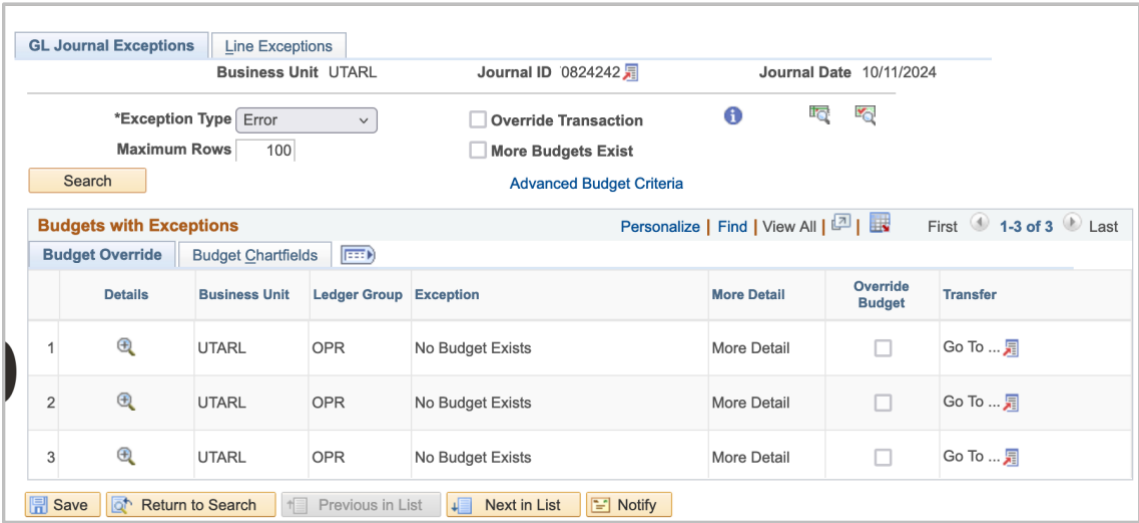
Expense journals in UTShare are used for IDTs and financial corrections, while budget journals facilitate budget transfers between cost centers or projects. In journal entries, budget check errors can be reviewed by accessing the journal entry page and checking the budget status. Navigate to the appropriate Journal Entry Page.

1. Navigate to the Budget Lines tab.
2. Locate the Budget Header Status and click **Error**.
3. Review the Exceptions Page for the Exception Reason.

**Note:** The *Exceptions page will open in a new browser tab.*

**Issue:** In this example the budget check has failed with the error **No Budget Exists**, meaning the system was unable to find the budget with the ChartField Values that were entered on the Journal. Click on the

**View Other Links**  icon in the Transfer Column.



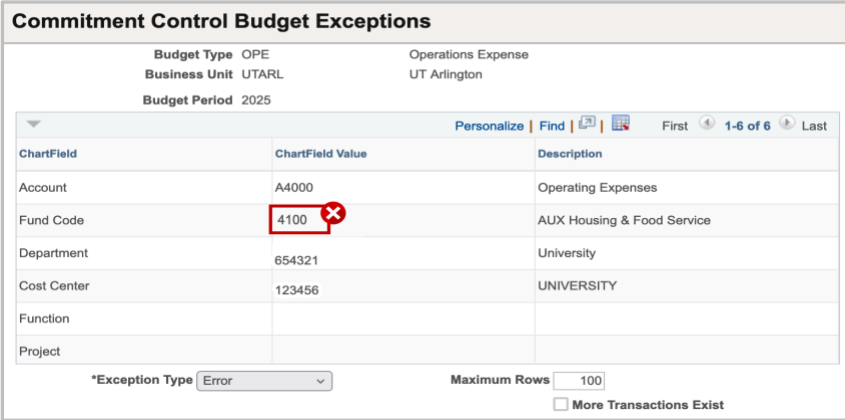
The screenshot shows the 'GL Journal Exceptions' interface. At the top, it displays 'Business Unit UTARL', 'Journal ID 0824242', and 'Journal Date 10/11/2024'. Below this, there are filters for '\*Exception Type' (set to 'Error') and 'Maximum Rows' (set to 100). A search button is present. The main section is titled 'Budgets with Exceptions' and contains a table with the following data:

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		UTARL	OPR	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2		UTARL	OPR	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
3		UTARL	OPR	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

At the bottom of the table, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, and Notify.

**Resolution:** To resolve this issue, the user should check the *ChartField* String values for accuracy. Users should verify the ChartField String using the Define SpeedType page.

The Budget Exceptions screen shows the ChartField values entered on the Journal the journal when it produced the budget error.



The screenshot shows the 'Commitment Control Budget Exceptions' screen. It displays the following information:

- Budget Type: OPE (Operations Expense)
- Business Unit: UTARL (UT Arlington)
- Budget Period: 2025

Below this is a table of ChartField values:

ChartField	ChartField Value	Description
Account	A4000	Operating Expenses
Fund Code	4100	AUX Housing & Food Service
Department	654321	University
Cost Center	123456	UNIVERSITY
Function		
Project		

At the bottom, there are filters for '\*Exception Type' (set to 'Error') and 'Maximum Rows' (set to 100). A checkbox for 'More Transactions Exist' is also present.

## Managing Department Funds

Upon reviewing the Define SpeedType page to verify the ChartField String for the Cost Center, it was identified that the Fund Code was entered incorrectly.

Correct the Fund Code to resolve the budget error.

SpeedType		
SetID	UTARL	<input checked="" type="checkbox"/> Publish Data
SpeedType Key	470086	
Type of SpeedType	Universal (All Users)	
Description	UNIVERSITY	
Account		
Fund Code	4200	AUX Housing & Food Service
Department	654321	University
Cost Center	123456	UNIVERSITY
Function	500	Auxiliary
Program Code		

- Once the issue is corrected, run the Budget Check again to clear the budget error. Once the error is cleared the Budget Errors tab will indicate “No journal headers are marked in error” and “No journal Line between line 1 and line X is marked in error”

Budget Header					
Unit	UTARL	Journal ID	0000	Date	09/03/2024
				Budget Header Status	Posted
▼ Header Errors					
Personalize   Find         First 1 of 1 Last					
Go To Header	Field Name	Set	Msg	Message Text	
Go To Header				No journal headers are marked in error.	
▼ Line Errors					
Personalize   Find   View All         First 1 of 1 Last					
Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line					No journal line between line 1 and line 20 is marked in error.
Save   Return to Search   Previous in List   Next in List   Notify   Refresh   Add   Update/Disp					
Budget Header   Budget Lines   Budget Errors					

## Budget Check Warnings

Budget warnings are notifications that alert users to potential issues in a transaction that do not immediately prevent processing but may require attention to avoid future budget exceptions. These warnings might indicate that a transaction is close to exceeding available funds or that certain budget limits are nearly reached. Unlike budget errors, warnings allow the transaction to proceed, but they serve as an early indication to review budget activity

- Approaching Budget Threshold:** Warns that a transaction is close to exceeding available funds in a particular budget account but does not yet surpass the limit.
- Exceeding Budget at Lower-Level ChartFields:** Indicates that child budget accounts (i.e. B4100) are nearing their budget limits, even if the parent account (i.e. A4000) remains within budget.

## Managing Department Funds

- **Potential Encumbrance Overages:** Warns that new or adjusted encumbrances may push the budget towards its limit, especially for ongoing projects.
- **Temporary Budget Adjustments:** Alerts users that temporary adjustments or manual overrides are in place, which could impact overall budget balance once they expire.

Budget Details					
Display Chart					
<b>Ledger Amounts</b>					
Budget:	0.00 USD			Max Rows <input type="text" value="100"/>	
Expense:	547.77 USD			Attributes	
Encumbrance:	0.00 USD			Parent / Children	
Pre-Encumbrance:	0.00 USD			Associated Budgets	
Associate Revenue 0.00 USD					
<b>Available Budget</b>					
Without Tolerance	-547.77 USD	Percent	(0%)	Forecasts	
With Tolerance	-547.77 USD	Percent	(0%)		
<b>Budget Exceptions</b>					
Exception Errors	0	Exception Warnings	15	Budget Exceptions	
OK					

## Valid Budget Check

A valid budget check means that the transaction has passed the budget-checking process in the Commitment Control (KK) module. When a transaction is successfully budget-checked, it is posted to the KK, updating the budget to reflect any expenses or encumbrances. This ensures that the budget activity accurately reflects all transactions as they happen.

## Requisitions

Requisitions are the only documents in UTShare that create a pre-encumbrance. Once the budget check is completed, the Budget Checked status will display as 'Valid,' indicating that funds have been pre-encumbered. The Requisition will pre-encumber the funds until the PO is sourced and dispatched, once the PO is dispatched the funds will be encumbered and reflect in the encumbrance column. Users can verify a valid budget check on a requisition two ways:

1. **While Processing the Requisition:** When the user is processing a requisition and clicks **Check Budget**, they can validate the Budget Checked Status at the bottom of the page. It will display **Valid** if the check was successful.

The screenshot shows the 'Requisition Comments and Attachments' section with a text area containing 'Final Delivery Instructions | Trinity Hall 104 817\*272\*2155'. Below this are three checked options: 'Send to Supplier', 'Show at Receipt', and 'Shown at Voucher'. The 'Approval Justification' section has an empty text area. At the bottom, there are four buttons: 'Check Budget', 'Pre-Check Budget', 'Budget Checked Status Valid' (highlighted with a red box), and 'Save & submit'. Other buttons include 'Save for Later', 'Add More Items', and 'Preview Approvals'.

2. **Through the Manage Requisitions Screen:** If the user has saved and exited the requisition, they can validate a successful budget check by navigating to the Manage Requisitions screen and viewing the Budget Status column to verify it shows 'Valid.'

**Manage Requisitions**

Requisition Search | Keyword Search

Search Requisitions

Search | Clear | Show Advanced Search

**Requisitions** ?

To view the lifespan and line items for a requisition, click the Expand triangle icon.  
To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Request State	Budget	Total	
▶ 0000068078	PO4-HUBRouting-112524	UTARL	11/25/2024	PO(s) Dispatched	Valid	10,000.00 USD	[Select Action] Go
▶ 0000068077	PO3-HUBRouting-112524	UTARL	11/25/2024	PO(s) Created	Valid	26,000.00 USD	[Select Action] Go
▶ 0000068076	HUB HSP tst	UTARL	11/21/2024	Pending	Valid	395,600.00 USD	[Select Action] Go

## Voucher

For vouchers, navigate to the voucher and check the Summary Tab for the budget status. If the status is "Valid" on the Summary tab the voucher has passed the budget check.

1. To navigate to the Regular Entry page, go to **NavBar > Financials > Accounts Payable > Vouchers > Add/Update > Regular Entry**, where vouchers can be reviewed, updated, budget checked and submitted.
2. Click on the **Summary Tab**.

- 3. Locate the Budget Status and verify it shows "Valid."

The screenshot shows a voucher summary page with the following details:

- Business Unit:** UTARL
- Voucher ID:** NEX
- Voucher Style:** Regular
- Supplier Name:** BRANDABILITY, INC. 10501 INDIANA AVE LUBBOCK, TX 79423-5179
- Entry Status:** Postable
- Match Status:** Matched
- Approval Status:** Approved
- Post Status:** Posted
- Budget Status:** Valid (highlighted with a red box)
- Budget Misc Status:** Valid
- \*View Related:** Payment Inquiry

**Journals**

In journal entries, a valid budget check can be verified by navigating to the journal entry page and checking the budget status. A status of V indicates the Journal passed budget checking, ready for posting.

- 1. Navigate to the Budget Lines tab.
- 2. Locate the Budget Status.

The screenshot shows the 'Create/Update Journal Entries' page with the following details:

- Unit:** UTARL
- Journal ID:** 0000821326
- Date:** 10/01/2024
- Errors Only:** (checkbox)
- Process:** Edit Journal
- Lines Table:**

Select	Line	Unit	SpeedType	Account	Fund	Dept	Cost Center	Function	Program	PC Bus Unit	Project
<input type="checkbox"/>	1	UTARL		25210	4100	320203	29000	900			
<input type="checkbox"/>	10	UTARL		42001	4200	315203	4/01/1	500			
- Totals Table:**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UTARL	14	12,012.96	12,012.96	P	V

## Commitment Control Overview

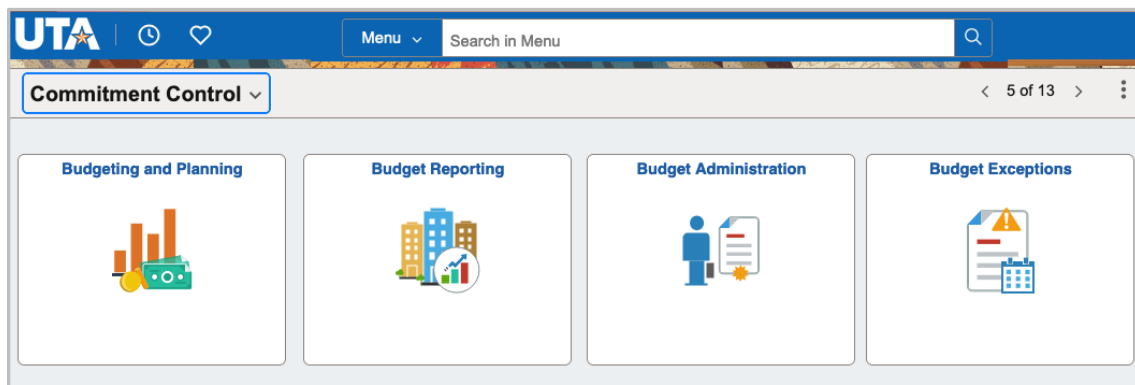
The Commitment Control (KK) module is an integral part of the UTShare financial system, designed to manage and monitor budget activities for Cost Centers and Projects. This module tracks and controls budgetary transactions, ensuring that expenditures and encumbrances do not exceed the allocated budget, thereby maintaining financial discipline and transparency within the university.

Key features of the KK module include a summary of the original budget, adjustments, and available balance. It allows users to view detailed transactions that contribute to expense and revenue totals, and it tracks commitments and obligations that have been made but not yet expended. The module updates budget information instantly as transactions are processed.

For front-end users, the KK module offers several benefits. It enhances financial oversight by allowing users to easily track their budget status, ensuring they do not overspend. Access to real-time budget data improves decision-making by helping users make informed financial decisions. The module streamlines the process of budget monitoring and management, saving time and reducing administrative burden. Additionally, it provides clear and detailed financial information, promoting transparency and accountability.

The Budget Overview page provides a comprehensive view of the overall balance for one or more budget accounts. This page updates in real-time as transactions are budget checked, serving as the main interface for maintaining budget, expense, and revenue data.

The Budget Details section allows users to explore detailed transaction information associated with a single budget account, including expenses, encumbrances, and pre-encumbrances.



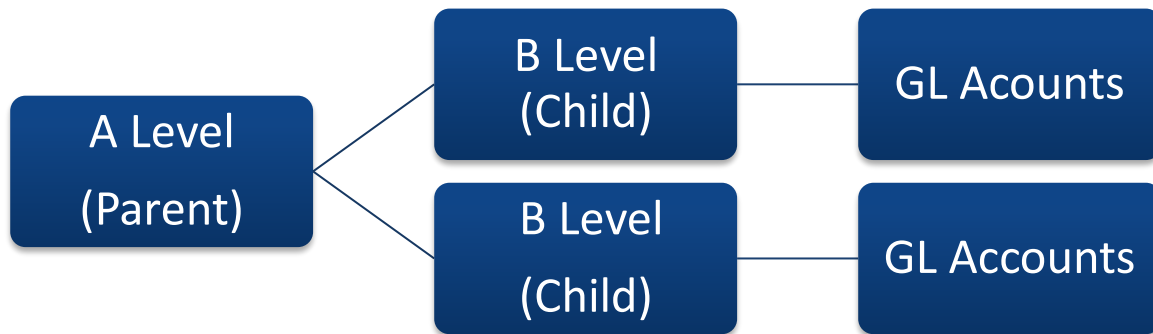
## Budgeted Accounts

Budgeted accounts are financial accounts with specific allocated funds for a set period. They are crucial for managing a departments funds, ensuring resources are used efficiently. These accounts help maintain financial control, allocate resources according to priorities, and monitor performance by comparing actual expenditures against budgeted amounts.



Parent (A Level) and Child (B Level) Accounts: In a hierarchical structure, a parent account (A level) encompasses multiple child accounts (B level). The parent account aggregates the financial data of its child accounts, providing a comprehensive view of related expenditures. Each budgeted account serves a specific purpose, such as maintenance and operations.

For example, the A4000 Operating Expenses account includes various child accounts like B4000 - Maintenance & Operations and the B4100- Travel. The B4000 account further breaks down into detailed General Ledger (GL) accounts, ranging from 54407 to 88999. These GL accounts represent specific financial transactions within the maintenance and operations category.



### Salary and Wages Budgeted Accounts

Salary and Wage accounts are used to manage and track the financial resources allocated for employee compensation. These accounts include various categories such as staff salaries, faculty salaries, teaching assistant (TA) salaries, and wages for other personnel. Each category is further broken down into specific General Ledger (GL) accounts to provide detailed tracking and reporting.

*A Level Account: A1000 A&P Salaries*

GL Account Range	General Description	B Level Account	A Level Account
51101–51120, 52101–52120	Admin & Medical Salaries	B1000	A1000- A&P Salaries

## Managing Department Funds

*A Level Account: A1100 Classified Sal 1*

GL Account Range	General Description	B Level Account	A Level Account
<b>51201–51220</b>	Classified Salaries	B1100	A1100 - Classified Salaries

*A Level Account: A1200 Wages 1*

GL Account Range	General Description	B Level Account	A Level Account
<b>51110–51420</b>	Admin & Classified Temp	B1200	A1200 - Wages
<b>53201–53400</b>	Student & Workstudy	B1200	A1200 - Wages
<b>54201–54204</b>	Payroll Consultants	B1200	A1200 - Wages
<b>54403–54420, 54801, 57601</b>	Miscellaneous Payments	B1200	A1200 - Wages

*A Level Account: A2000 Faculty & TA Salaries 1*

GL Account Range	General Description	B Level Account	A Level Account
<b>50101–50219, 50410</b>	Faculty Salaries	B2000	A2000 - Faculty Salaries

*A Level Account: A2000 Faculty & TA Salaries 2*

GL Account Range	General Description	B Level Account	A Level Account
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50403, 50420	Teaching Assistant Salaries	B2100	A2000 - TA Salaries
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### Fringe Costs

Payroll Related Costs cover various categories such as health insurance, life insurance, and other employee benefits. Each category is further broken down into specific General Ledger (GL) accounts to provide detailed tracking and reporting. This ensures accurate budgeting and financial management of the university’s payroll-related obligations.

*A Level Account: A3000 Payroll Related 1*

GL Account Range	General Description	B Level Account	A Level Account
54401–54409	Salary Supplements & Pay	B3000	A3000 - Payroll Related Costs
57101–57105	Premium Shares	B3000	A3000 - Payroll Related Costs
57302, 57350	Employer Taxes	B3000	A3000 - Payroll Related Costs
57501–57505	Retirement Matches	B3000	A3000 - Payroll Related Costs
57603	VSL Assessment	B3000	A3000 - Payroll Related Costs
57701–57703	Compensation & Revenue	B3000	A3000 - Payroll Related Costs
57801, 57803, 57819	PY & Accrued Fringes	B3000	A3000 - Payroll Related Costs
57901	UTGRA Contributions	B3000	A3000 - Payroll Related Costs

### Operating Expenses

Expenses related to the day-to-day operations of the university. These budgets typically include allocations for recurring expenditures such as employee salaries, rent or mortgage payments, utility bills, office supplies, and maintenance costs.

## Managing Department Funds

### A Level Account: A4000 Operating Expense 1

GL Account Range	General Description	B Level Account	A Level Account
<b>60101–60111</b>	Professional Services	B4000	A4000 – M&O
<b>63001–63060</b>	Consumable Supplies	B4000	A4000 – M&O
<b>64001–64082, 63801–63872</b>	Rentals and Maintenance	B4000	A4000 – M&O
<b>67302–67750</b>	Insurance & Admin Expenses	B4000	A4000 – M&O

### A Level Account A4000 Operating Expense 2

GL Account Range	General Description	B Level Account	A Level Account
<b>60101–60111</b>	Professional Services	B4100	A4000 – Travel
<b>63001–63060</b>	Consumable Supplies	B4100	A4000 – Travel
<b>64001–64082, 63801–63872</b>	Rentals and Maintenance	B4100	A4000 – Travel
<b>67302–67750</b>	Insurance & Admin Expenses	B4100	A4000 – Travel

### A Level Account A4000 Operating Expense 3

GL Account Range	General Description	B Level Account	A Level Account
<b>51101–51120, 52101–52120</b>	Admin & Medical Salaries	B4200	A4000 - A&P Salaries

## Managing Department Funds

<b>51201–51220</b>	Classified Salaries	B4200	A4000 - Classified Salaries
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*A Level Account: A4000 Operating Expense 4*

GL Account Range	General Description	B Level Account	A Level Account
<b>64601–64610</b>	Scholarships & Fellowships	B4300	A4000 - Scholarships & Fellowships

*A Level Account: A4000 Operating Expense 5*

GL Account Range	General Description	B Level Account	A Level Account
<b>81111–81156, 82101–88320</b>	Capital Assets & Expenses	B4400	A4000 - Capital

## Debt Service

Debt Services Budgeted Accounts are designed to manage and track the financial resources allocated for the repayment of the university's debt. These accounts include various categories such as bond payments, loan repayments, and other financial obligations. Each category is further broken down into specific General Ledger (GL) accounts to provide detailed tracking and reporting and will only reflect journals.

*A Level Account: A6000 Debt Service 1*

GL Account Range	General Description	B Level Account	A Level Account
<b>68101–68190</b>	Interest Expenses	B6000	A6000 Debt Service

## Managing Department Funds

<b>71100–71340</b>	Transfers Out	B6000	A6000 Debt Service
<b>72105–72135</b>	Principal Payments	B6000	A6000 Debt Service

### Expense Transfers

Expense Transfers Budgeted Accounts are designed to manage and track the financial resources allocated for transferring expenses between different departments or accounts within the university. These accounts include various categories such as inter-departmental transfers, grant-related transfers, and other expense reallocations. Each category is further broken down into specific General Ledger (GL) accounts to provide detailed tracking and reporting.

Users will see the original budget loaded, any carry forward funds, and merit in this account. They true it all up on the back end, ensuring that the balance in the KK overview is zero, effectively canceling out and balancing the accounts.

*A Level Account: A7000 Expense Transfers 1*

GL Account Range	General Description	B Level Account	A Level Account
<b>71200–71230</b>	Non-Mandatory Transfers Out	B7000	A7000 – Expense Transfers

*A Level Account: A7000 Expense Transfers 2*

GL Account Range	General Description	B Level Account	A Level Account
<b>71300–71303</b>	State Agency Transfers Out	B7100	State Agency Transfer Out

*A Level Account: A7000 Expense Transfers 3*

Account Range	General Description	B Level Account	A Level Account
71320, 71350	Interfund Transfers Out	B7200	Interfund Transfer Out

*A Level Account: A7000 Expense Transfers 4*

Account Range	General Description	B Level Account	A Level Account
71400, 71410	Intrafund Transfers Out	B7300	Intrafund Transfer Out

## Reserve

The budgeted Reserve Account is designed to manage and track financial resources set aside for future use or unforeseen expenses. This reserve ensures that the university maintains a financial cushion to address unexpected costs or to fund strategic initiatives.

*A Level Account: A9000 Reserve 1*

Account Range	General Description	B Level Account	A Level Account
-	Reserve	B9000	A9000

## Ledgers

A Ledger tracks various types of transactions posted in Commitment Control for a specific Business Unit. The Ledger organizes data by the different funding sources (operating, sponsored or capital) and account structure (parent or child).

## Cost Center Ledgers

## Managing Department Funds

OPE - The Operations Expense ledger displays the overall balance and budget activity for a Cost Center at the parent level

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period
UTARL	OPE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2024

Search

Budget Details

Personalize | Find | View All | | First 1-6 of 6 Last

	Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period	View Details
1	UTARL	OPE	A1000	3100	630103	313	100		2024	<a href="#">View Details</a>
2	UTARL	OPE	A1200	3100	630103	313	100		2024	<a href="#">View Details</a>
3	UTARL	OPE	A2000	3100	630103	313	100		2024	<a href="#">View Details</a>
4	UTARL	OPE	A3000	3100	630103	313	100		2024	<a href="#">View Details</a>
5	UTARL	OPE	A4000	3100	630103	313	100		2024	<a href="#">View Details</a>
6	UTARL	OPE	A7000	3100	630103	313	100		2024	<a href="#">View Details</a>

OPE\_CHILD1 – The Operations Expense Child ledger displays budget activity for a cost center at the B level.

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period
UTARL	OPE_CHILD1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2024

Search

Budget Details

Personalize | Find | View All | | First 1-10 of 10 Last

	Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period	View Details
1	UTARL	OPE_CHILD1	B1000	3100	630103	313	100		2024	<a href="#">View Details</a>
2	UTARL	OPE_CHILD1	B1100	3100	630103	313	100		2024	<a href="#">View Details</a>
3	UTARL	OPE_CHILD1	B1200	3100	630103	313	100		2024	<a href="#">View Details</a>
4	UTARL	OPE_CHILD1	B2000	3100	630103	313	100		2024	<a href="#">View Details</a>
5	UTARL	OPE_CHILD1	B3000	3100	630103	313	100		2024	<a href="#">View Details</a>
6	UTARL	OPE_CHILD1	B4000	3100	630103	313	100		2024	<a href="#">View Details</a>
7	UTARL	OPE_CHILD1	B4300	3100	630103	313	100		2024	<a href="#">View Details</a>
8	UTARL	OPE_CHILD1	B4400	3100	630103	313	100		2024	<a href="#">View Details</a>
9	UTARL	OPE_CHILD1	B7000	3100	630103	313	100		2024	<a href="#">View Details</a>
10	UTARL	OPE_CHILD1	B7300	3100	630103	313	100		2024	<a href="#">View Details</a>

OPR – Displays Operating Revenue for a Cost Center



**Budget Detail Overview**

Budget Inquiry Criteria

**Select Budget Detail**

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Budget Period
UTARL	OPR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2024

[Search](#)

**Budget Details** Personalize | Find | View All | | First 1 of 1 Last

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Budget Period	View Details
1 UTARL	OPR	TOTRV	3100	630103	3100	2024	<a href="#">View Details</a>

### Grant Ledgers

GRT\_PARENT – Displays overall balance and budget activity for a Sponsored Project

**Budget Detail Overview**

Budget Inquiry Criteria

**Select Budget Detail**

Business Unit	Ledger Group	Account	Fund Code	PC Business Unit	Project	Budget Period
UTARL	GRT_PARENT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Search](#)

**Budget Details** Personalize | Find | View All | | First 1 of 1 Last

Business Unit	Ledger Group	Account	Fund Code	PC Business Unit	Project	Budget Period	View Details
1 UTARL	GRT_PARENT	G1000	5100	UTASP	1265		<a href="#">View Details</a>

GRT\_CHILD1 – Displays budget activity at the grant budget account level (e.g. G4010)

**Budget Detail Overview**

Budget Inquiry Criteria

**Select Budget Detail**

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	PC Business Unit	Project	Activity	Budget Period
UTARL	GRT_CHILD1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Search](#)

**Budget Details** Personalize | Find | View All | | First 1-15 of 17 Last

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	PC Business Unit	Project	Activity	Budget Period	View Details
UTARL	GRT_CHILD1	G4010	5100	511005		200	UTASP	1261	1		<a href="#">View Details</a>
UTARL	GRT_CHILD1	G4020	5100	511005		200	UTASP	1261	1		<a href="#">View Details</a>
UTARL	GRT_CHILD1	G4090	5100	511005		200	UTASP	1261	1		<a href="#">View Details</a>
UTARL	GRT_CHILD1	G4105	5100	511005		300	UTASP	1261	1		<a href="#">View Details</a>
UTARL	GRT_CHILD1	G4110	5100	511005		200	UTASP	1261	1		<a href="#">View Details</a>
UTARL	GRT_CHILD1	G4130	5100	511005		300	UTASP	1261	1		<a href="#">View Details</a>
UTARL	GRT_CHILD1	G4135	5100	511005		200	UTASP	1261	1		<a href="#">View Details</a>
UTARL	GRT_CHILD1	G4150	5100	511005		200	UTASP	1261	1		<a href="#">View Details</a>

### Plant Fund Ledgers

PLANT\_PRNT - Displays overall balance and budget activity for a Capital Project

**Budget Detail Overview**  
Budget Inquiry Criteria

**Select Budget Detail**

Business Unit	Ledger Group	Account	Fund Code	PC Business Unit	Project	Activity	Budget Period
UTARL	PLANT_PRNT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search

**Budget Details** Personalize | Find | View All | First 1-3 of 3 Last

Business Unit	Ledger Group	Account	Fund Code	PC Business Unit	Project	Activity	Budget Period	View Details
1 UTARL	PLANT_PRNT	ALLEX	7100	UTAPF	365	1		<a href="#">View Details</a>
2 UTARL	PLANT_PRNT	ALLEX	7100	UTAPF	365	70		<a href="#">View Details</a>
3 UTARL	PLANT_PRNT	ALLEX	7104	UTAPF	365	70		<a href="#">View Details</a>

PLANT – Displays budget activity for a single budget account (e.g. P7000)

**Budget Detail Overview**  
Budget Inquiry Criteria

**Select Budget Detail**

Business Unit	Ledger Group	Account	Fund Code	PC Business Unit	Project	Activity	Budget Period
UTARL	PLANT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search

**Budget Details** Personalize | Find | View All | First 1-3 of 3 Last

Business Unit	Ledger Group	Account	Fund Code	PC Business Unit	Project	Activity	Budget Period	View Details
1 UTARL	PLANT	P4000	7100	UTAPF	36500200	1		<a href="#">View Details</a>
2 UTARL	PLANT	P4000	7100	UTAPF	36500200	70		<a href="#">View Details</a>
3 UTARL	PLANT	P6000	7104	UTAPF	36500200	70		<a href="#">View Details</a>

[Return to Search](#) [Notify](#)

**Note:** The *DETAIL* ledger reflects General Ledger Account information (e.g. 63003 = office supplies) for Cost Centers, Sponsored Projects and Capital Projects.

## Budget Details

The Commitment Control Budget Details page provides a summary of budget information for a specific Cost Center or Project. The header section includes the ledger group, budget account, and the ChartField values currently being viewed. Balances are updated immediately upon receiving a valid budget check.

The Budget Details page allows users to view budget, transactions, and available funds for **one specific** budgeted account and one ledger (e.g. OPE, OPR etc.) at a time. It provides essential information such as the total budgeted amount, expenses, encumbrances, and available budget. To access this information, follow these steps:

**Note:** For a comprehensive view of the cost center, including all budgeted accounts or ledger comparisons, use the budget overview.

## Access the Budget Details Page

1. Navigate to the Budget Details Page **NavBar > Menu > Financials > Commitment Control > Review Budget, Activities > Budget Details**. The Budget Details Search page will populate.
2. Enter **UTARL** in the Business Unit field if needed.
3. Lookup or Enter the **Ledger Group**, refer to the [Ledgers section](#) if needed.

**Budget Details**

**Find an Existing Value**

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

Recent Searches: Choose from recent searches

\*Business Unit: UTARL

\*Ledger Group: [Empty]

Show fewer options

Search Clear

Depending on the Ledger group selected, the appropriate ChartFields will be available to search by.

4. Enter the desired search criteria: Account, Fund Code, Department, Cost Center, Function, Project, Budget Period. Adding more search details will show fewer results. Using fewer details will show more results.
5. Click **Search**

**Budgeting and Planning**

**Budget Detail Overview**  
Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period
UTARL	OPE_CHILD1							

Search

6. In the search results click the **View Details** on the desired budgeted account. The Commitment Control Budget Details page is displayed.

**Budget Detail Overview**

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period
UTARL	OPE_CHILD1				123456			2025

Search

Budget Details

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	Project	Budget Period	View Details
1 UTARL	OPE_CHILD1	B1000	4700		123456	500		2025	<a href="#">View Details</a>
2 UTARL	OPE_CHILD1	B1100	4700		123456	500		2025	<a href="#">View Details</a>

**Ledger Amounts**

**Budget:** Total amount budgeted for the Cost Center or Project.

**Expense:** Total Expenses charged against the budget (e.g. AP Vouchers, Expense Reports, Journals).

**Encumbrance:** Total Encumbrances charged against the budget (e.g. Purchase Orders and Travel Authorizations).

**Pre-Encumbrance:** Total Pre-Encumbrances charged against the budget (e.g. Requisitions).

**Budgeting and Planning**

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Cost Center	Function	Project	Budget Period
UTARL	OPE_CHILD1	B1000	4700	654321	123456	500		2025

Display Chart ⓘ Previous Next Return to Inquiry Criteria

**Ledger Amounts**

Budget:	261,616.21 USD	Attributes	Max Rows <input type="text" value="100"/>
Expense:	43,602.70 USD	Parent / Children	
Encumbrance:	222,535.45 USD	Associated Budgets	
Pre-Encumbrance:	0.00 USD		

Associate Revenue 0.00 USD


**Note:** Before navigating to activity/ledger, update the Max Rows field to 999 to ensure all activity is visible. This prevents issues with viewing more than 100 rows.

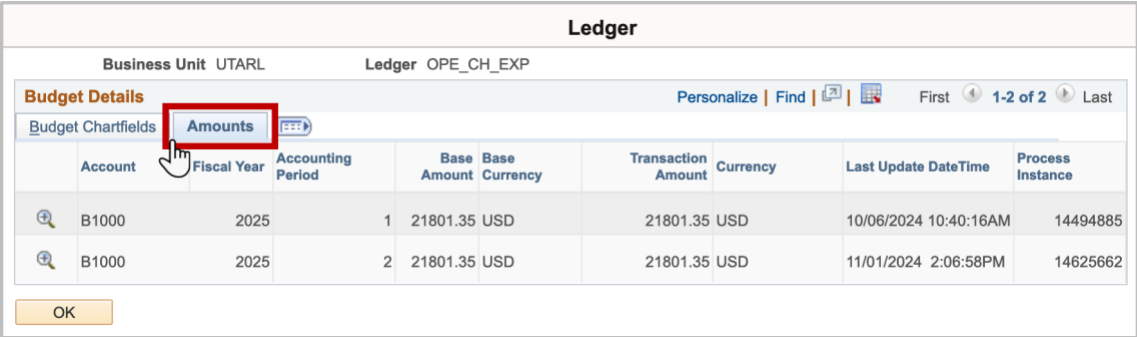
**Ledger Amounts**

Budget:	35,052.00 USD	Attributes	Max Rows <input type="text" value="100"/>
Expense:	8,959.91 USD	Parent / Children	
Encumbrance:	803.06 USD	Associated	
Pre-Encumbrance:	0.00 USD		


**Drill to Ledger**

To view transaction activity using the ledger, from the Budget Details screen users can drill down into each line and navigate to the source document for further investigation using the Ledger icon. The Ledger will reflect activity by budget period.

1. Click on the **Drill to Ledger** icon (green book). 
2. Click on the **Amounts** tab to view the available accounting periods.



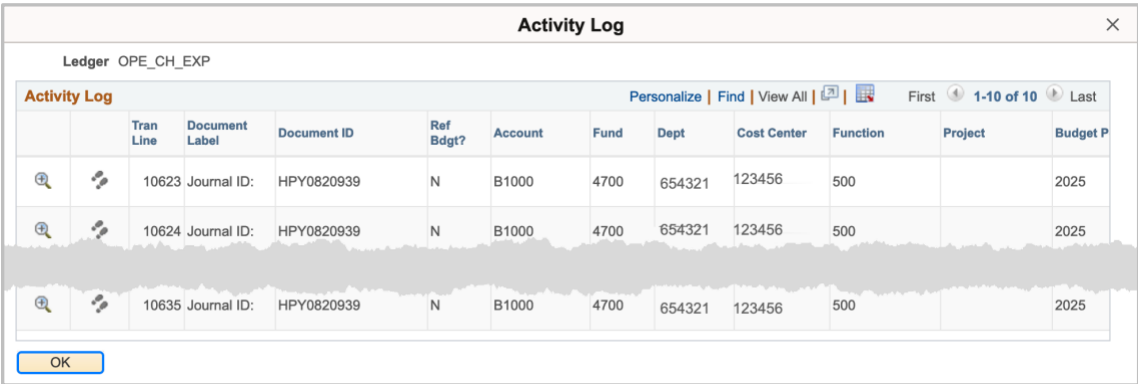
Ledger									
Business Unit UTARL					Ledger OPE_CH_EXP				
Budget Details <span style="float:right">Personalize   Find   [Print] [Refresh] First 1-2 of 2 Last</span>									
Budget Chartfields		<b>Amounts</b>							
Account	Fiscal Year	Accounting Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance	
B1000	2025	1	21801.35	USD	21801.35	USD	10/06/2024 10:40:16AM	14494885	
B1000	2025	2	21801.35	USD	21801.35	USD	11/01/2024 2:06:58PM	14625662	

3. Click the Drill Down icon  magnifying glass icon on the left to select a specific accounting period.



Ledger									
Business Unit UTARL					Ledger OPE_CH_EXP				
Budget Details <span style="float:right">Personalize   Find   [Print] [Refresh] First 1-2 of 2 Last</span>									
Budget Chartfields		<b>Amounts</b>							
Account	Fiscal Year	Accounting Period	Base Amount	Base Currency	Transaction Amount	Currency	Last Update DateTime	Process Instance	
B1000	2025	1	21801.35	USD	21801.35	USD	10/06/2024 10:40:16AM	14494885	
 Drill Down	2025	2	21801.35	USD	21801.35	USD	11/01/2024 2:06:58PM	14625662	

The activity log is displayed.






Activity Log											
Ledger OPE_CH_EXP											
Activity Log <span style="float:right">Personalize   Find   View All   [Print] [Refresh] First 1-10 of 10 Last</span>											
Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Center	Function	Project	Budget P	
10623	Journal ID:	HPY0820939	N	B1000	4700	654321	123456	500		2025	
10624	Journal ID:	HPY0820939	N	B1000	4700	654321	123456	500		2025	
10635	Journal ID:	HPY0820939	N	B1000	4700	654321	123456	500		2025	

## Drill to Activity Log

Users can view all transactions for the selected budget period and can dig into each activity. To access more details, use the scrollbars.

The **Drill to Activity Log Inquiry** icon (represented by two footprints) opens the Commitment Control Activity Log page. This page provides information on the Budget Account (e.g., A4000) and General Ledger Account (e.g., 63141) associated with the transaction line. Additionally, it displays the status and any budget exceptions (e.g., Warnings or Errors) for the transaction line.

1. Click on the **Drill to Activity Log** (gold Book icon) 
2. Click the Drill Down icon (**magnifying Glass icon**). The **Line Drill Down** page is displayed.

Activity Log												
Ledger OPE_CH_EXP												
Activity Log												
Personalize   Find   View All   First 1-27 of 27 Last												
	Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Center	Function	Project	Budget Period	
		1 Voucher ID:	00321941	N	B4000	3100	630103	313	100		2024	
		7 Voucher ID:	00322173	N	B4000	3100	630103	313	100		2024	

3. To view the source document, click the **View other Links** icon.

Payables Voucher Line Drill Down				
<b>Transaction Line Identifiers</b>				
Business Unit UTARL	Voucher ID 00321941			
Voucher Line 1	Distribution Line 1			
<b>Additional Source Information</b>				
Invoice Number 240615-06				
Supplier ID 0000040322				
<b>Transaction Line Details</b>				
Account	Fund Code	Department	Cost Center	Function
67309	3100	630103		100
Line Status Valid				
Budget Date 06/17/2024				
Line Amount 444.55		USD		
OK				

The **Drill to Activity Log Inquiry** (two footprints), can be used to view the **Commitment Control Activity Log** page. This page shows the Budget Account (e.g. A4000) and General Ledger Account (e.g. 63141) that was applied to the transaction line. Users can also view the status and any budget exceptions for the transaction line (e.g. Warnings or Errors).

### Commitment Control Activity Log

**Activity Log Inquiry Criteria**

Inquiry PS_AUTO_DR	Description <input type="text"/>
*Transaction Type AP_VOUCHER	Ledger Group <input type="text"/>
Application Business Unit <input type="text"/>	Voucher ID To 00325244
Voucher ID From 00325244	Tran Date 07/23/2024
Tran ID 0010506664	Process Instance <input type="text"/>
Process Status <input type="text"/>	
Maximum Rows 100	

Transaction/Act Log Integrity

**Commitment Control Activity Log Lines** Personalize | Find | View All | First 1-100 of 100 Last

Line	Budget Chartfields	Amounts	Ledger Group	Ledger	App BU	GL Bu	Voucher ID	Referenced Budg	Account	Fund	Dept	Cost Center	Function
1			DETAIL	DET_EX	UTARL	UTARL	00325244	N	63202	3100	630103	31	100
1			OPE	OPE_EXP	UTARL	UTARL	00325244	N	A4000	3100	630103	31	100
1			OPE_CHILD1	OPE_CH_EXP	UTARL	UTARL	00325244	N	B4000	3100	630103	31	100
2			DETAIL	DET_EX	UTARL	UTARL	00325244	N	63003	3100	630103	31	100
2			OPE	OPE_EXP	UTARL	UTARL	00325244	N	A4000	3100	630103	31	100

## View Source Documents

To view source documents, first navigate to the Activity Log or the Ledger. All transactions that constitute the associated budget, expense, encumbrance, or pre-encumbrance amounts will be displayed. From there users can navigate to a specific line and find the associated source document to view. There are three ways that users can navigate to a source document through the KK, users can go through the Budget Details screen, through the Budget Overview screen, or through the Inquiry Results Screen.

### View Source Document through Budget Details

1. Click the Drill Down icon (Magnifying Glass icon) from the Activity Log page. The Line Drill Down page is displayed.

Activity Log												
Ledger OPE_CH_EXP												
Activity Log <span style="float: right;">Personalize   Find   View All   First 1-27 of 27 Last</span>												
	Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Center	Function	Project	Budget Period	
	1	Voucher ID: 00321941	00321941	N	B4000	3100	630103	313	100		2024	
	7	Voucher ID: 00322173	00322173	N	B4000	3100	630103	313	100		2024	

- To view the source document, click the **View other Links** icon.

### Payables Voucher Line Drill Down

**Transaction Line Identifiers**

Business Unit UTARL Voucher ID 00321941

Voucher Line 1 Distribution Line 1

**Additional Source Information**

Invoice Number 240615-06

Supplier ID 0000040322

**Transaction Line Details**

Account	Fund Code	Department	Cost Center	Function
67309	3100	630103		100

Line Status Valid

Budget Date 06/17/2024

Line Amount 444.55 USD

- Then select **Go to Source Entry** the source document will launch in a new tab.

Help

Please select one of the following links:

Go to Source Entry



Go to Source Inquiry


A new tab with the chosen source document will launch.







View Source Document through the Budget Overview screen




- 1. Click the **Details** Icon

Budget Overview Results			
	Details	Budget Transaction Types	Ledger Group
1			OPE_CHILD1

- 2. Click on the **Activity Log** icon 
- 3. Next, click the **Drill Down** icon  (Magnifying Glass icon). The **Line Drill Down** page is displayed.

Activity Log												
Ledger OPE_CH_EXP												
Activity Log												
Personalize   Find   View All     First 1-18 of 18 Last												
		Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Center	Function	Project	Budget Period
		16	Voucher ID:	00330438	N	B4000	3100	340	313	400		2025
		1	Voucher ID:	00332473	N	B4000	3100	340	313	400		2025

- 4. To view the source document, click the **View other Links** icon.

Payables Voucher Line Drill Down				
<b>Transaction Line Identifiers</b>				
Business Unit UTARL	Voucher ID 0032194 			
Voucher Line 1	Distribution Line 1			
<b>Additional Source Information</b>				
Invoice Number 240615-06				
Supplier ID 0000040322				
<b>Transaction Line Details</b>				
Account	Fund Code	Department	Cost Center	Function
67309	3100	630103		100
Line Status Valid				
Budget Date 06/17/2024				
Line Amount 444.55		USD		
OK				

- 5. Then select **Go to Source Entry** the source document will launch in a new tab.



View Source Document through the Inquiry Results screen

From the Inquiry results page to view source documents identify the budgeted account and category to dig into. To view the source document for an expense line, follow these steps:

- 1. Click on the monetary hyperlink to get to the Activity Log page.

		<b>Budget</b>	988,248.31			<b>Net Transfers</b>	
		<b>Expense</b>	216,301.69				
		<b>Encumbrance</b>	730,326.89				
		<b>Pre-Encumbrance</b>	0.00				
		<b>Budget Balance</b>	41,619.73				
		<b>Associate Revenue</b>	0.00				
		<b>Available Budget</b>	41,619.73				
<b>Budget Overview Results</b> <span style="float: right;">Personalize   Find   View All</span>							
	Details	Budget Transaction Types	Budget Period	Budget	Expense	Encumbrance	Pre-Encumbrance
1			2025	114,400.00	19,066.66	97,287.67	0.00

- 2. Next, click the **Drill Down** icon (Magnifying Glass icon). The **Line Drill Down** page is displayed.

- 3. To view the source document, click the **View other Links** icon.

**Payables Voucher Line Drill Down**

**Transaction Line Identifiers**

Business Unit UTARL Voucher ID 0032194  
Voucher Line 1 Distribution Line 1

**Additional Source Information**

Invoice Number 240615-06  
Supplier ID 0000040322

**Transaction Line Details**

Account	Fund Code	Department	Cost Center	Function
67309	3100	630103		100

Line Status Valid  
Budget Date 06/17/2024  
Line Amount 444.55 USD

OK

- 4. Then select **Go to Source Entry** the source document will launch in a new tab.

Help

Please select one of the following links:

**Go to Source Entry**

Go to Source Inquiry

Cancel

A new tab with the source document will launch.

**Available Budget Section**

This section calculates the available balance by subtracting expenses, encumbrances, and pre-encumbrances from the budget.

To view additional details for the Ledger Amounts, click the associated link or icon.

Without Tolerance and With Tolerance numbers should match.

Ledger Totals (8 Rows)			
Budget	988,248.31	Net Transfers	-33,828.28
Expense	216,301.69		
Encumbrance	730,326.89		
Pre-Encumbrance	0.00		
Budget Balance	41,619.73		
Associate Revenue	0.00		
<b>Available Budget</b>	<b>41,619.73</b>		

### Budget Exceptions Section

The Budget Exceptions Section reflects the number of Exception Errors and Exception Warnings.

Ledger Amounts				
Budget:	0.00 USD			Max Row
Expense:	547.77 USD			Attributes
Encumbrance:	0.00 USD			Parent / Children
Pre-Encumbrance:	0.00 USD			Associated Budgets
Associate Revenue	0.00 USD			
Available Budget				
Without Tolerance	-547.77 USD	Percent	(0%)	Forecasts
Budget Exceptions				
Exception Errors	0	Exception Warnings	15	<a href="#">Budget Exceptions</a>
<input type="button" value="OK"/>				

### Budget Overview

The Budget Overview screen allows users to track both expenses and revenues associated with specific budgeted accounts. Data is dynamically updated as transactions pass with a valid budget check.

When accessing the Budget Overview page for the first time, users need to create a budget inquiry (like a run control). This inquiry name can be saved and reused for subsequent sessions. Multiple budget inquiries can be set up based on specific criteria, such as account type (e.g., Cost Centers, Grants, or Plant Funds), accounting periods (e.g., monthly views), or specific General Ledger Account numbers. The flexibility of this approach ensures precise tracking and analysis of financial data within UTA’s budgeting framework.

If aspects of the ChartField are unknown, e.g. Account, Fund, Function, etc., do not remove the wildcard (%) symbol. The percent sign (%) should only be removed from the fields used to perform the search. The purpose of the percent sign is to find all values for any unknown field.

**Budget Overview**  
**Budget Inquiry Criteria**

Inquiry TRAININGTE Description Testing

Amount Criteria Search Clear Reset Ledger/Activity Log Integrity Act Log Internal Integrity

**Budget Type**

\*Business Unit UTARL Ledger Group/Set Ledger Group Ledger Group OPE\_CHILD1  
 View Stat Code Budgets Operations - Expense Child  
 Display Chart

**TimeSpan**

\*Type of Calendar Detail Budget Period

**Budget Criteria** Personalize Find View All First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE_CHILD1	BY	2025	2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Fund	%	%	i		Update/Add
Function	%	%	i		Update/Add
Cost Centr		%	i		Update/Add
Project	%	%	i		Update/Add

**Budget Status**

- Open
- Closed
- Hold

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

## Ledger Sets

A Ledger Set is specific to the Budget Overview and combines different financial data sources (e.g., Expenses and Revenue) into a unified view. This enables more effective **Commitment Control** by allowing real-time budget checks that consider both budgeted and revenue amounts, ensuring more accurate financial tracking and preventing overspending. By viewing two or more ledgers together, users gain a more comprehensive and detailed understanding of the account financial health and can manage budgets and commitments more effectively.

### Cost Center Ledger Sets

**OPE\_CH\_OPR:** is the recommended Ledger to use by the Budgets, Planning, and Analysis office. This ledger displays operational expenses **OPE\_CHILD1** and revenue **OPR** at the child (B) level.

## Managing Department Funds

**Inquiry Results**

Business Unit: UTARL  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

Return to Criteria      Max Rows:       Display Options      Search

**Ledger Totals (9 Rows)**

Budget	988,248.31	Revenue Estimate	918,152.39
Expense	216,301.69	Recognized Revenue	918,152.39
Encumbrance	730,326.89	Available Budget	0.00
Pre-Encumbrance	0.00	Collected Revenue	0.00
Budget Balance	41,619.73	Uncollected Revenue	918,152.39
Associate Revenue	0.00	(Rec-Coll)	
Available Budget	41,619.73		

**Budget Overview Results**      Personalize | Find | View All | |      First 1-9 of 9 Last

Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function
1		OPE_CHILD1	B1000	A&P Salaries	3100	DES Organized Act Rel to Instr	340301	OIT Learning and Comms	400
9		OPR	RTRFS	Revenue Transfers	3100	DES Organized Act Rel to Instr	340301	OIT Learning and Comms	

**OPE\_OPR:** Displays the **OPE** (Operations Expense) and **OPR** (Revenue) together to see the overall balance and budget activity for a Cost Center at the parent (A) level

**Inquiry Results**

Business Unit: UTARL  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

Return to Criteria      Max Rows:       Display Options      Search

**Ledger Totals (6 Rows)**

Budget	988,248.31	Revenue Estimate	918,152.39
Expense	216,301.69	Recognized Revenue	918,152.39
Encumbrance	730,326.89	Available Budget	0.00
Pre-Encumbrance	0.00	Collected Revenue	0.00
Budget Balance	41,619.73	Uncollected Revenue	918,152.39
Associate Revenue	0.00	(Rec-Coll)	
Available Budget	41,619.73		

**Budget Overview Results**      Personalize | Find | View All | |      First 1-6 of 6 Last

Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function
1		OPE	A1000	Staff Salaries	3100	DES Organized Act Rel to Instr	340301	OIT and	400
6		OPR	RTRFS	Revenue Transfers	3100	DES Organized Act Rel to Instr	340301	OIT and	

### Grant Ledger Sets

**Grants:** Combines the **Grant\_CHILD1** ledger, which breaks down a sponsored project’s budget and expenses at the budgeted account level, with the **GRT\_PARENT** ledger, which provides the overall

## Managing Department Funds

budget and expenses for the entire project. It also includes the **OPE** ledger, offering a comprehensive view of the project's financial status, including any cost-sharing associated with the grant. This integration gives users a complete and detailed project overview, enabling better tracking and management of both the grant and related expenses.

**Note:** When using this ledger, it is important to realize that the overall cost displayed in the Ledger Totals is inflated because it is adding together the same budgeted and expenses amount from both the overall project and those amounts broken down to the G-Budgeted Accounts. For this ledger set users should only read the Budget Overview Results.

**OPE OPR:** Groups together the **OPE**, **OPR**, and **GRT\_CHILD1** ledgers to provide a more comprehensive view of cost center data. It enables users to easily access grant information by budget account, while capturing any associated cost share details.

Business Unit		UTARL							
Type of Calendar		Detail Budget Period							
Amounts in Base Currency		USD							
Revenue Associated:		<input checked="" type="checkbox"/>							
<a href="#">Return to Criteria</a>	Max Rows	100	<a href="#">Display Options</a> <a href="#">Search</a>						
Ledger Totals (12 Rows)									
Budget		1,899,104.00							
Expense		1,899,101.16							
Encumbrance		0.00							
Pre-Encumbrance		0.00							
Budget Balance		2.84							
Associate Revenue		0.00							
Available Budget		2.84							
Budget Overview Results									
		<a href="#">Personalize</a>	<a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   <a href="#">1-12 of 12</a>   <a href="#">Last</a>						
Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function
1		GRT_CHILD1	G4010	L4 Salaries	5100	RES Federal Sponsored Programs	62	Electrical	200
2		GRT_CHILD1	G4020	L4 Fringe Benefits	5100	RES Federal Sponsored Programs	62	Electrical	200
12		GRT_PARENT	G1000	L1 All Expenses	5100	RES Federal Sponsored Programs			

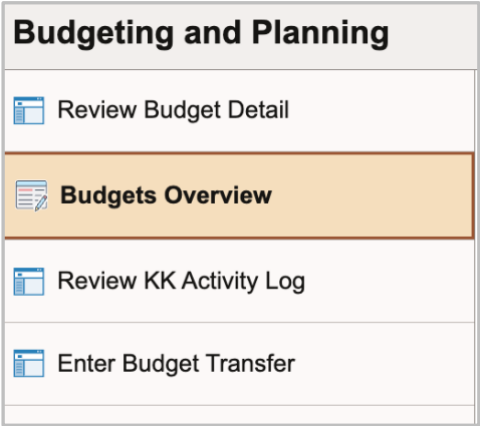
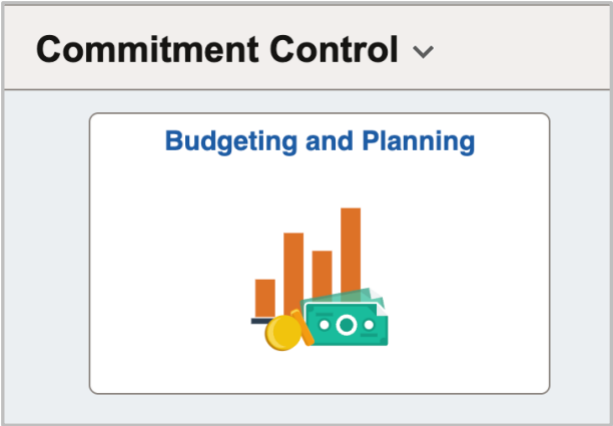
## Plant Ledger Sets

**PLANT:** combines the **PLANT** ledger, which details a capital project's budget and expenses at the budgeted account level, with the **PLANT\_PARENT** ledger, which provides the overall budget and expenses for the entire project. It also includes the **OPE** ledger, enabling seamless navigation between cost center data and plant funds.

Business Unit	UTARL								
Type of Calendar	Detail Budget Period								
Amounts in Base Currency	USD								
Revenue Associated:	<input type="checkbox"/>								
Return to Criteria	Max Rows <input type="text" value="100"/> Display Options <input type="button" value="Search"/>								
<b>Ledger Totals (23 Rows)</b>									
Budget	1,600,000.00								
Expense	1,600,000.00								
Encumbrance	0.00								
Pre-Encumbrance	0.00								
Budget Balance	0.00								
Associate Revenue	0.00								
Available Budget	0.00								
<b>Budget Overview Results</b> <span style="float:right">Personalize   Find   View All   <input type="button" value="Print"/>   First 1-23 of 23 Last</span>									
Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function
1		PLANT	P0000	Unallocated	7100	PLT Generic Plant Fund			
23		PLANT_PRNT	ALLEX	All Expenses	7104	PLT Other Sources			

**Create a Budget Overview Inquiry**

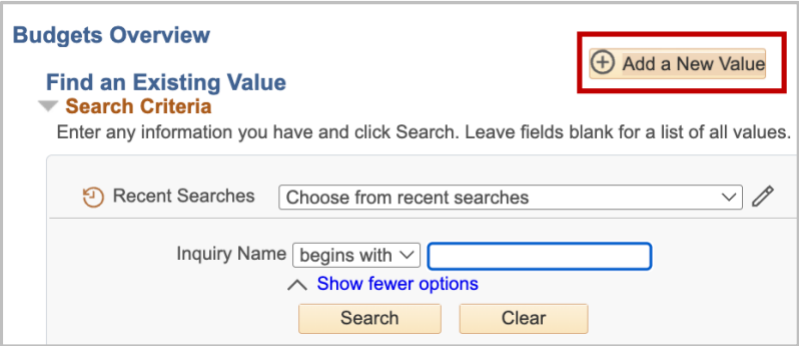
1. Navigate to the Budget Overview screen, choose the **Commitment Control Homepage**. Then the **Budgeting and Planning** tile, then **Budgets Overview**.



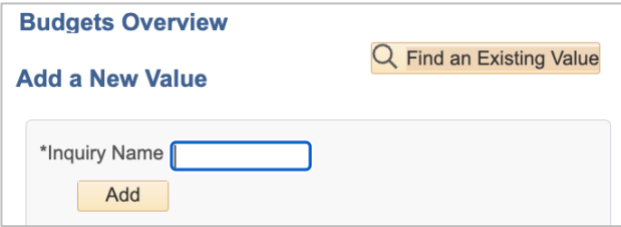
Alternatively, **NavBar > Menu > Financials > Commitment Control > Review Budget Activities > Budgets Overview**.



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



3. In the **Inquiry Name** field, enter a name for the inquiry, e.g. Cost Center, Grant, General Ledger Account, etc.,



4. Click **Add**. The Budget Overview Budget Inquiry Criteria page is displayed.

5. Provide a brief description for the inquiry in the **Description** field. This will make it easier to identify what the intended use for the query is for from the Budget Overview search criteria page.

Budget Overview  
Budget Inquiry Criteria

Inquiry EXAMPLEINQ Description

Amount Criteria Search Clear Reset Ledger/Activity Log Integrity Act Log Internal Integrity

**Budget Type**

\*Business Unit: UTARL Search Ledger Group/Set: Ledger Group Ledger Group: Search

View Stat Code Budgets  
 Display Chart

**TimeSpan**

\*Type of Calendar: Detail Budget Period

**Budget Criteria** Personalize Find View All First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	DETAIL		<span>Search</span>	<span>Search</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
	% <span>Search</span>	% <span>Search</span>	<span>Info</span>	<span>Search</span>	Update/Add

**Budget Status**

Open  
 Closed  
 Hold

Save Notify Refresh Add Update/Display

6. Click **Save**.

## Budget Inquiry Criteria

1. Select **Ledger Group** or **Ledger Inquiry Set** from the drop-down menu. Refer to the Ledger and Ledger Set sections for more information on Ledgers.
  - **Ledger Group** allows users to view a single ledger, e.g. OPE\_CHILD1, OPR, GRT\_CHILD1, PLANT, or DETAIL.
  - **Ledger Inquiry Set** allows users to view combined ledgers.

Budgeting and Planning

Search Clear Reset

**Budget Type**

\*Business Unit: UTARL Search Ledger Group/Set: ▼ Ledger Group Ledger Inquiry Set: GRANTS Search

View Stat Code Budgets

**TimeSpan**

\*Type of Calendar: Detail Budget Period

**Budget Criteria** Personalize Find View All First 1-3 of 3 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	GRT_CHILD1		<span>Search</span>	<span>Search</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Search Results**  
View 100 First 1-37 of 37 Last

Ledger Inquiry Set

- OPE
- OPE OPR
- OPE SET
- OPERREVEXP
- OPE\_CH\_OPR
- OPE\_OPR
- OPR SET
- OPR\_OPE
- OSD LEDG
- PLANT

2. Enter the desired **Budget Period**.

**Managing Department Funds**

**TimeSpan**

\*Type of Calendar: Detail Budget Period

**Budget Criteria** Personalize | Find | View All First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE_CHILD1	BY	2024	2024	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Note:** New inquiries will automatically default to the most recent fiscal year, while existing inquiries will need to be manually updated at the start of each new fiscal year.

3. Enter the appropriate **ChartField Criteria**. This could be either Cost Center, Project Number, Department, or other criteria. A minimum of one ChartField value must be entered for data to populate.

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Fund	%	%	i		Update/Add
Function	%	%	i		Update/Add
Cost Centr	123456	%	i		Update/Add
PC Bus Unit	%	%	i		Update/Add
Project	%	%	i		Update/Add
Activity	%	%	i		Update/Add

Save Return to Search Previous in List Next in List Notify Refresh

4. Click the **Search** button to run the inquiry.

Budget Inquiry Criteria

Inquiry TRAININGTE Description Testing

Amount Criteria **Search** Clear Reset Ledger/Activity Log Integrity Act Log Internal Integrity

**Budget Type**

\*Business Unit UTARL Ledger Group/Set Ledger Group Ledger Group OPE  
 View Stat Code Budgets Operations - Expense  
 Display Chart

**TimeSpan**

\*Type of Calendar Detail Budget Period

**Budget Criteria** Personalize Find View All Include Adjustment Period(s) First 1 of 1 Last Include Closing Adjustments

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	OPE	BY	2025	2025	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**ChartField Criteria**

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	%	%	i		Update/Add
Fund	%	%	i		Update/Add
Function	%	%	i		Update/Add
Cost Centr	123456	%	i		Update/Add
Project	%	%	i		Update/Add

**Budget Status**

- Open
- Closed
- Hold

Save Return to Search Previous in List Next in List Notify Refresh Add

## Ledger Totals

The Ledger Totals section provides a summary of key financial figures, including the total budget, expenses, encumbrances, pre-encumbrances, and available budget for the whole cost center or whole project. It also tracks revenue-related data, such as the revenue estimate, recognized revenue, collected revenue, and uncollected revenue, helping to provide a comprehensive view of both spending and income for the fiscal year.

**Budget:** Total amount budgeted for the Cost Center or Project.

**Expense:** Total Expenses charged against the budget (e.g. AP Vouchers, Expense Reports, Journals).

**Encumbrance:** Total Encumbrances charged against the budget (e.g. Purchase Orders and Travel Authorizations).

**Pre-Encumbrance:** Total Pre-Encumbrances charged against the budget (e.g. Requisitions).

**Available Budget** calculates the available balance by subtracting expenses, encumbrances, and pre-encumbrances from the budget.

**Revenue Estimate:** This is the total amount of revenue expected to be received during the fiscal year. It represents the budgeted income from various sources such as tuition, grants, and other funding.

**Recognized Revenue:** This is the amount of revenue that has been officially recorded in the financial system. It indicates the income that has been earned and recognized in the accounting records.

**Available Budget:** This is the remaining budget that is available for spending. It is calculated by subtracting the recognized revenue and any encumbrances from the total revenue estimate.

**Collected Revenue:** This represents the actual cash received from the revenue sources. It shows the amount of money that has been collected and deposited into the university’s accounts.

**Uncollected Revenue (Rec-Coll):** This is the difference between the recognized revenue and the collected revenue. It indicates the amount of revenue that has been earned but not yet received.

Inquiry Results			
<b>Business Unit</b>		UTARL	
<b>Type of Calendar</b>		Detail Budget Period	
<b>Amounts in Base Currency</b>		USD	
<b>Revenue Associated:</b>		<input checked="" type="checkbox"/>	
<a href="#">Return to Criteria</a>	<b>Max Rows</b>	<input type="text" value="100"/>	<a href="#">Display Options</a> <input type="button" value="Search"/>
Ledger Totals (7 Rows)			
<b>Budget</b>	1,443,088.56	<b>Revenue Estimate</b>	1,272,802.00
<b>Expense</b>	637,744.13	<b>Recognized Revenue</b>	439,756.53
<b>Encumbrance</b>	206,517.20	<b>Available Budget</b>	833,045.47
<b>Pre-Encumbrance</b>	0.00	<b>Collected Revenue</b>	0.00
<b>Budget Balance</b>	598,827.23	<b>Uncollected Revenue (Rec-Coll)</b>	439,756.53
<b>Associate Revenue</b>	0.00		
<b>Available Budget</b>	598,827.23		

### Budget Overview Results

The Budget Overview results page offers a comprehensive breakdown of financial data for cost centers and projects, displaying key figures such as the total budget, expenses, encumbrances, pre-encumbrances, and available budget. It presents this information at the budget account level for specific ledgers, allowing users to view multiple budget accounts simultaneously. This enables a clear overview of the financial status across various budget categories within a single view.

**Ledger Group** shows the active ledger being used to provide the financial data for the line.

The **Budget Account** describes the purpose of the funds, e.g. A1200 (Wages), A4000 (Operating Expenses), G4010 (Salaries), G4110 (Travel – Domestic), etc.

## Managing Department Funds

Budget Overview Results											
	Details	Budget Transaction Types	Ledger Group	Account	Account Description	Budget	Pre-Encumbrance	Encumbrance	Expense	Available Budget*	Recognized Revenue
1			OPE	A1000	Staff Salaries	46,904.61	0.00	39,677.39	7,817.44	-590.22	0.00
2			OPE	A1200	Wages	49,000.00	0.00	0.00	18,421.39	30,578.61	0.00
3			OPE	A3000	Payroll Related Costs	97,259.39	0.00	15,661.36	83,134.19	-1,536.16	0.00
4			OPE	A4000	Operating Expenses	909,564.56	0.00	151,178.45	188,011.11	570,375.00	0.00
5			OPE	A7000	Expense Transfers	340,360.00	0.00	0.00	340,360.00	0.00	0.00
6			OPE	A9000	Reserve	0.00	0.00	0.00	0.00	0.00	0.00
7			OPR	TOTRV	Total Revenue	0.00	0.00	0.00	0.00	0.00	439,756.53

The Budget Overview Results data can be downloaded to Microsoft Excel by clicking the Download icon.

### Drill into Amounts

In this section, users can drill into the monetary amounts by clicking on the dollar amount (blue hyperlink) in the respective columns. For the **Pre-Encumbrance** column, clicking the hyperlink will take users to the activity log, where they can view all requisitions pre-encumbering funds. In the **Encumbrance** column, the hyperlink directs users to the activity log displaying all future fund commitments, such as purchase orders and travel authorizations. For the **Expense** column, clicking the hyperlink leads users to the activity log detailing all expenses that have been paid, including AP vouchers, expense reports, and journals.

This information will be further broken down by budgeted accounts, such as salaries, wages, payroll-related costs, and operating expenses. For example, encumbrances for operations will include purchase orders, while encumbrances for salaries will show future fund commitments yet to be paid out. This functionality allows users to see the detailed activity for each budget category.

### **Wages, Salaries, Payroll Related Costs**

- **Budget:** Shows the total amount allocated for wages, salaries, and payroll-related costs. This activity is made up of journals.
- **Expense:** Displays journals and amounts that have been paid, such as salary payments and employee benefits.

## Managing Department Funds

- **Encumbrance:** Represents future fund commitments for salaries and payroll-related costs yet to be paid.

The Activity Log for the Encumbrance column has the option to show only open encumbrances versus all activity that was an encumbrance but is now an expense.

To view Open Encumbrances

1. Click on the encumbrance monetary amount for the desired budgeted account. The Activity Log page will display.

Budget Overview Results										Personalize	Find	View All	First	1-8 of 8
	Details	Budget Transaction Types	Account Description	Budget	Pre-Encumbrance	Encumbrance	Expense	Available Budget*	Fund					
1			Classified Salaries	46,904.61	0.00	39,677.39	11,785.18	-4,557.96	4200					
2			Wages	9,000.00	0.00	0.00	2,404.13	6,595.87	4200					
3			Student Wages	40,000.00	0.00	0.00	16,017.26	23,982.74	4200					
4			Staff Benefits	97,259.39	0.00	15,661.36	84,696.97	-3,098.94	4200					
5			Maintenance & Operations	709,564.56	0.00	151,073.45	123,873.65	434,617.46	4200					

2. Check the box for **Display open encumbrances only**. All open encumbrances will display.

Activity Log													×					
Ledger: OPF CH ENC													Help					
<input checked="" type="checkbox"/> Display open encumbrances only																		
Activity Log													Personalize	Find	View All	First	1-9 of 9	Last
	Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Center	Function	Project	Budget P							
		2582 Journal ID:	HPY0816881	N	B3000	4200	31	476	500		2025							
		17414 Journal ID:	HPY0820996	N	B3000	4200	31	476	500		2025							
		8730 Journal ID:	HPY0832554	N	B3000	4200	31	476	500		2025							

OK

- **Pre-Encumbrance:** Not applicable for salaries and payroll.
- **Available Budget:** Remaining budget available for spending, calculated by subtracting expenses and encumbrances from the budget.

Operating Expenses

- **Budget:** Shows the total amount allocated for operating expenses.
- **Expense:** Displays activity such as vouchers, expense reports that have been paid, such as employee travel costs, utility bills and office supplies.
- **Encumbrance:** Represents future fund commitments for operating expenses, like Travel Authorizations, pending purchase orders or vouchers yet to be paid.

The Activity Log for the Encumbrance column has the option to show only open encumbrances versus all activity that was an encumbrance but is now an expense.

To view Open Encumbrances

1. Click on the encumbrance monetary amount on the desired budgeted account. The Activity Log page will display.

Budget Overview Results									
Details	Budget Transaction Types	Account Description	Budget	Pre-Encumbrance	Encumbrance	Expense	Available Budget*	Fund	
1			Classified Salaries	46,904.61	0.00	39,677.39	11,785.18	-4,557.96	4200
2			Wages	9,000.00	0.00	0.00	2,404.13	6,595.87	4200
3			Student Wages	40,000.00	0.00	0.00	16,017.26	23,982.74	4200
4			Staff Benefits	97,259.39	0.00	15,661.36	84,696.97	-3,098.94	4200
5			Maintenance & Operations	709,564.56	0.00	151,073.45	123,873.65	434,617.46	4200

3. Check the box for **Display open encumbrances only**. All open encumbrances will display.

Activity Log												
Ledger_OPE_CH_ENC												
<input checked="" type="checkbox"/> Display open encumbrances only												
Activity Log												
Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Center	Function	Project	Budget Period		
1	Voucher ID:	00335825	Y	B4000	4200	315203	470086	500		2025		
1	Voucher ID:	00335827	Y	B4000	4200	315203	470086	500		2025		
12	Purchase Order:	0000042784	N	B4000	4200	315203	470086	500		2025		
12	Purchase Order:	0000047496	N	B4000	4200	315203	470086	500		2025		





- **Pre-Encumbrance:** Includes requisitions for goods or services not yet fulfilled.
- **Available Budget:** Remaining budget available for spending, calculated by subtracting expenses, encumbrances, and pre-encumbrances from the budget.












## Details

The Details icon provides a quick shortcut to view the Budget Details page. It displays budget information for the specific ledger and budget account that corresponds to the line selected .

1. Navigate to the Budget Overview Results screen by using the steps to [Create Budget Overview Inquiry](#).
2. Click the **Details** Icon

Budget Overview Results			
	Details	Budget Transaction Types	Ledger Group
1			OPE_CHILD1

The Budget Details screen will display.


Budget Details					
Display Chart 					
Ledger Amounts					
Budget:	709,564.56	USD			Max Rows <input type="text" value="100"/> Attributes Parent / Children Associated Budgets
Expense:	123,873.65	USD			
Encumbrance:	151,073.45	USD			
Pre-Encumbrance:	0.00	USD			
Associate Revenue	0.00	USD			
Available Budget					
Without Tolerance	434,617.46	USD	Percent (61.25%)		Forecasts
With Tolerance	434,617.46	USD	Percent (61.25%)		
Budget Exceptions					
Exception Errors	0	Exception Warnings	0		
OK					

## Show Budget Transaction Types

The Show Budget Transaction Types icon provides access to the Budget Transaction Types page, offering a detailed overview of how a specific budget account received its allocated funds for the selected budget period. This page highlights the various transactions that contributed to the budget, such as

original budget amounts, any adjustments, and rollover amounts from previous periods if applicable. It allows users to see a clear breakdown of the funding sources and the movements within the account

1. Navigate to the Budget Overview Results screen by using the above steps to [Create Budget Overview Inquiry](#).
2. Click the **Budget Transaction Types** Icon

Budget Overview Results			
	Details	Budget Transaction Types	Ledger Group
1			GRT_CHILD1

The Budget Transaction Types will display.

Budget Transaction Types									
Ledger Group	Account	Fund Code	Department	Cost Center	Function	PC Business Unit	Project	Activity	Budget Period
GRT_CHILD1	G4090	5500	625110		200	UTASP			1
Budget Transaction Type		Budget Amount		Base Currency					
Original		1,044.00 USD							
Adjustment		0.00 USD							
Transfer Adjustment		4,160.00 USD							
Transfer Original		0.00 USD							
Closing		0.00 USD							
Roll Forward		0.00 USD							
Total Budgeted Amount					5,204.00 USD				

[Return](#)

**Original:** represents the initial allocation of funds provided to be used throughout the entire budget period. These funds are sourced from **EPM** (Enterprise Performance Management) and are intended to cover planned expenditures and commitments during the fiscal period.

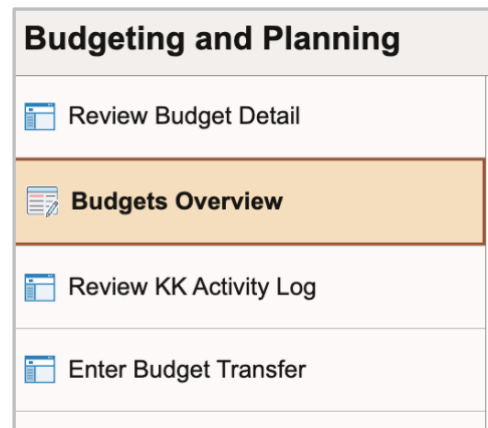
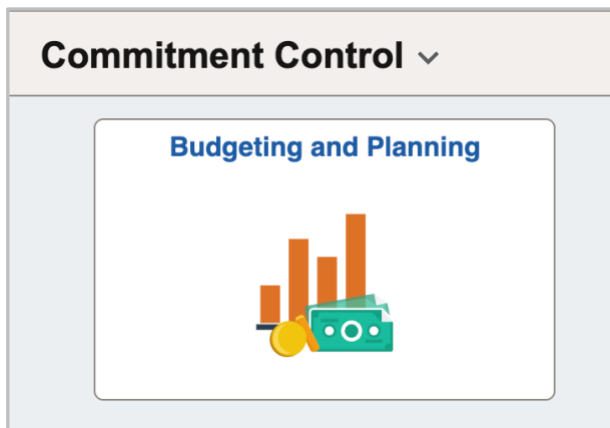
**Transfer Adjustment** refers to a change made to move funds between different accounts or budget categories within the same organization or project. This adjustment allows for the reallocation of funds to better align with changing financial needs or priorities, ensuring that resources are properly distributed throughout the budget period.

**Transfer Originals** displays budgeted transfers that represent the planned reallocation of funds between different accounts or cost centers within the budget. These transfers are pre-approved and included in the original budget, allowing for the movement of funds as part of the organization's financial planning for the budget period.

**Roll forward:** refers to the process of carrying over unspent or unused budget amounts from one fiscal year to the next. This ensures that funds allocated but not fully expended remain available for the upcoming fiscal year, allowing for continued use without the need for reallocation.

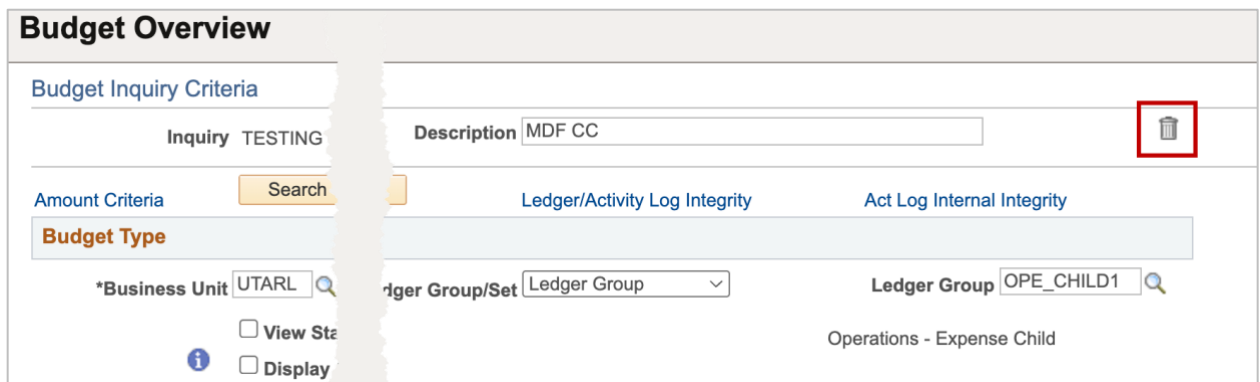
## Delete a Budget Inquiry

1. Navigate to the Budget Overview screen, choose the **Commitment Control Homepage**. Then the **Budgeting and Planning** tile, then **Budgets Overview**.



Alternatively, **NavBar > Menu > Financials > Commitment Control > Review Budget Activities > Budgets Overview**.

2. Enter the name of the inquiry to delete, e.g. Cost Center, Grant, General Ledger Account, etc.,
3. Select the inquiry to delete, the Budget Overview Budget Inquiry Criteria page is displayed.
4. Click the **Delete** icon (trash can).



## Grants Management

The Grants module in UTShare manages the full life cycle of research administration, including proposal generation, transitioning proposals into awards, and tracking award and project information. A Grant consists of two main parts: an Award and a Project. The Award represents the funding from the sponsor and includes details such as the start and end dates, the name of the Principal Investigator (PI), the sponsor, and the terms and conditions. The Project describes the expenditure of funds, tracking the financial aspects of the Award where transactions occur. An Award can have multiple Projects, each with its own budget.

For sponsored projects, the budget is set up based on the grant or contract terms. This includes specific funding amounts and restrictions on how the funds can be used. The Commitment Control (KK) module ensures compliance with grant terms by closely tracking budget activities, including cost sharing and encumbrances. It provides detailed transaction views and budget summaries essential for reporting requirements. These features help manage the unique requirements of sponsored funds, ensuring effective financial oversight and compliance.

## Grant Ledgers

GRT\_PARENT – Displays overall balance and budget activity for a Sponsored Project

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	PC Business Unit	Project	Budget Period
UTARL	GRT_PARENT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search

Budget Details

Personalize | Find | View All | First 1 of 1 Last

Business Unit	Ledger Group	Account	Fund Code	PC Business Unit	Project	Budget Period	View Details
1 UTARL	GRT_PARENT	G1000	5100	UTASP	1265		<a href="#">View Details</a>

GRT\_CHILD1 – Displays budget activity at the grant budget account level (e.g. G4010)

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	PC Business Unit	Project	Activity	Budget Period
UTARL	GRT_CHILD1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search

Budget Details

Personalize | Find | View All | First 1-15 of 17 Last

Business Unit	Ledger Group	Account	Fund Code	Department	Cost Center	Function	PC Business Unit	Project	Activity	Budget Period	View Details
UTARL	GRT_CHILD1	G4010	5100	511005		200	UTASP	1261	1		<a href="#">View Details</a>
UTARL	GRT_CHILD1	G4020	5100	511005		200	UTASP	1261	1		<a href="#">View Details</a>
UTARL	GRT_CHILD1	G4090	5100	511005		200	UTASP	1261	1		<a href="#">View Details</a>
UTARL	GRT_CHILD1	G4105	5100	511005		300	UTASP	1261	1		<a href="#">View Details</a>
UTARL	GRT_CHILD1	G4110	5100	511005		200	UTASP	1261	1		<a href="#">View Details</a>
UTARL	GRT_CHILD1	G4130	5100	511005		300	UTASP	1261	1		<a href="#">View Details</a>
UTARL	GRT_CHILD1	G4135	5100	511005		200	UTASP	1261	1		<a href="#">View Details</a>
UTARL	GRT_CHILD1	G4150	5100	511005		200	UTASP	1261	1		<a href="#">View Details</a>

## Grant Ledger Sets

**Grants:** Combines the **Grant\_CHILD1** ledger, which breaks down a sponsored project’s budget and expenses at the budgeted account level, with the **GRT\_PARENT** ledger, which provides the overall budget and expenses for the entire project. It also includes the **OPE** ledger, offering a comprehensive view of the project’s financial status, including any cost-sharing associated with the grant. This integration gives users a complete and detailed project overview, enabling better tracking and management of both the grant and related expenses.

**Note:** When using this ledger, it is important to realize that the overall cost displayed in the Ledger Totals is inflated because it is adding together the same budgeted and expenses amount from both the overall project and those amounts broken down to the G-Budgeted Accounts. For this ledger set users should only read the Budget Overview Results.

**OPE OPR:** Groups together the **OPE**, **OPR**, and **GRT\_CHILD1** ledgers to provide a more comprehensive view of cost center data. It also enables users to easily access grant information by budget account, while capturing any associated cost share details.

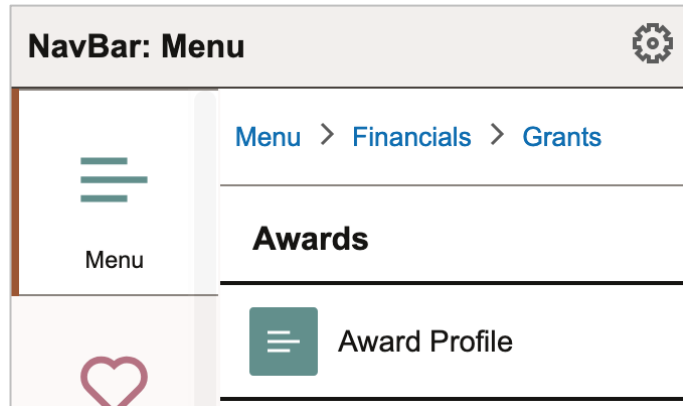
Business Unit		UTARL							
Type of Calendar		Detail Budget Period							
Amounts in Base Currency		USD							
Revenue Associated:		<input checked="" type="checkbox"/>							
<a href="#">Return to Criteria</a>	Max Rows	100							
<a href="#">Display Options</a>		<input type="text" value="Search"/>							
Ledger Totals (12 Rows)									
Budget		1,899,104.00							
Expense		1,899,101.16							
Encumbrance		0.00							
Pre-Encumbrance		0.00							
Budget Balance		2.84							
Associate Revenue		0.00							
Available Budget		2.84							
Budget Overview Results									
<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">View All</a>		First 1-12 of 12 Last							
Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function
1		GRT_CHILD1	G4010	L4 Salaries	5100	RES Federal Sponsored Programs	62	Electrical	200
2		GRT_CHILD1	G4020	L4 Fringe Benefits	5100	RES Federal Sponsored Programs	62	Electrical	200
12		GRT_PARENT	G1000	L1 All Expenses	5100	RES Federal Sponsored Programs			

## Award Profile

The Award Profile provides a detailed summary of an award, including key information such as the award title, sponsor, Principal Investigator (PI), budget, and associated projects. It also tracks sub-recipients and their allocated work, ensuring effective financial oversight and resource management throughout the entire grant lifecycle.

To Navigate to the Award Profile page:

1. Click the **NavBar**.
2. Then **Menu**.
3. Choose **Financials**.
4. Click **Grants**.
5. Then **Awards**.
6. Lastly, **Award Profile**.



7. Enter Search Criteria, Business Unit is UTASP. Input one of the following: Award ID, Project ID, Description, PI ID, or Proposal ID.

A screenshot of the "Award Profile" search interface. The title is "Award Profile" and the section is "Find an Existing Value". Under "Search Criteria", there is a prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a "Recent Searches" section with a dropdown menu. The search criteria fields are: Business Unit (dropdown set to "UTASP"), Award ID (dropdown set to "begins with" and a text input field), Project (dropdown set to "begins with" and a text input field), Description (dropdown set to "begins with" and a text input field), PI ID (dropdown set to "begins with" and a text input field), Proposal ID (dropdown set to "begins with" and a text input field), and Reference Award Number (dropdown set to "begins with" and a text input field). At the bottom, there are buttons for "Search", "Clear", and "Save Search", along with a "Show fewer options" link and a "Case Sensitive" checkbox.

The Award profile screen will display on the Award Tab.

**Award Profile**

Award ID 2022-442  
 Reference Award Number P047  
 Federal Award Identification Number P047

Title Upward Bound Math and Science Program-State  
 Long Description Upward Bound Math and Science Program-State  
 Award PI 211 characters remaining  
 Reporting Role M  
 Sponsor DEPARTMENT OF EDUCATION  
 Prime Sponsor  
 Post Award Administrator  
 Purpose PUBSV  
 Status Accepted  
 Award Type Grant  
 Proposal ID 2022-442 View Proposal  
 Version ID V101  
 Start Date 11/01/2022  
 End Date 10/31/2027  
 Hold Billing on Unpaid Cost  
 Hold Revenue on Unpaid Cost

View Contract Contract Rates Additional Information Grant Administrator Sponsor Website ALN Manage Dates Change Maintain Attachments (0)

Primary Project PI Thompson, Lisa M

**Associated Project** Personalize | Find | First 1 of 1 Last

PC Business Unit	Project	Description	Project Start Date	Project End Date	Commitment Control Begin Date	Commitment Control End Date
UTASP	12616	Upward Bound Math and Science	11/01/2022	10/31/2027	11/01/2022	11/30/2027

Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications Supplemental Data

## Award

**Award ID:** Also known as the Proposal ID, is a unique identifier assigned to each sponsored project or grant. It tracks and manages all financial and administrative activities related to that specific award throughout its lifecycle.

**Award PI (Principal Investigator):** Is the primary individual responsible for the overall management and execution of a sponsored project or grant.

**Sponsor:** A sponsor is an external organization or entity that provides funding for a research grant. The sponsor sets the terms and conditions of the funding, including project goals, budget, reporting requirements, and compliance. Sponsors can include government agencies, foundations, corporations, or other institutions that support academic, research, or operational initiatives.

Award Profile	
<a href="#">Award</a>	<a href="#">Funding</a>
<a href="#">Resources</a>	<a href="#">Certifications</a>
<a href="#">Terms</a>	<a href="#">Milestones</a>
<a href="#">Key Words</a>	<a href="#">Funding Inquiry</a>
Award ID 2022-442	
Reference Award Number P04	Federal Award Identification Number P0
Title Upward Bound Math and Science Program-State	
Long Description	Upward Bound Math and Science Program-State
211 characters remaining	
Award PI Dolan, Jane	Reporting Role
Sponsor DEPARTMENT OF EDUCATION	

**Status:** Refers to the current stage or condition of a sponsored project, helping to track its progress and determine whether it is active, closed, or in another state

- **Active:** The project is ongoing, with financial transactions (expenses, revenues, etc.) still being processed. Activities are continuing as planned, and funds are being expended according to the approved budget.
- **Completed:** The project has concluded, and all activities have been finalized. No further expenses or transactions should occur, but the project may still be in the process of final reporting or auditing.
- **Suspended:** The project is temporarily halted, typically due to issues with funding, compliance, or other administrative concerns. No new transactions are allowed until the suspension is lifted.
- **Closed:** The project is officially closed in the system, indicating that all financial transactions have been completed, and no further activity is allowed. This typically happens after final reporting and the settlement of all obligations.
- **Cancelled:** The project has been officially canceled and will not continue. Any unspent funds are typically returned or reallocated, and no further activity can be processed.
- **Pending:** The project has been set up but has not yet been fully activated. This status often occurs when the project is awaiting final approvals, funding disbursement, or other administrative actions before moving forward.



### Award Profile

Award
Funding
Resources
Certifications
Terms
Milestones
Key Words
Funding Inquiry

Award ID 2022-442

Reference Award Number P04

Federal Award Identification Number

---

Purpose PUBSV

Status Accepted

Award Type Grant

**Award Start and End Dates:** Are used to define the Awards operational timeline. The **start date** marks the beginning of the Award, while the **end date** signifies when the Award officially concludes.

### Award Profile

Award
Funding
Resources
Certifications
Terms
Milestones
Key Words
Funding Inquiry

Award ID 2022-442

Reference Award Number P04

Federal Award Identification Number P04

---

Title Upward Bound Math and Science Program-State

Proposal ID 2022-442

[View Proposal](#)

Version ID V101

Start Date 11/01/2022

End Date 10/31/2027

Hold Billing on Unpaid Cost

Hold Revenue on Unpaid Cost

## Associated Projects

Associated projects in a grant refer to individual linked projects or sub-projects that are part of a larger sponsored grant/award. These projects may share the same overarching funding source (the grant) but have distinct goals, budgets, or activities that are tracked separately within the overall grant framework.

**Project:** Awards can have multiple associated projects, depending on various factors. Typically, an award may have a separate project for each year it covers, or, in the case of larger awards, different faculty members may receive funding from the overall award, each reflected in separate project numbers.

**Project Start and End Dates:** Are used to define the project’s financial and operational timeline. The **start date** marks the beginning of the project, indicating when expenses and other financial transactions can begin to be incurred, while the **end date** signifies when the project officially concludes, determining the final date for incurring expenses

**Commitment Control Begin and End Dates:** Define the period during which budget transactions are allowed. The Begin Date marks when the budget is available for spending, while the End Date sets the final day for posting expenditures.

**Award Profile**

Award ID 2017-556  
 Reference Award Number P2  
 Federal Award Identification Number P21

Primary Project PI Maverick, Sam

**Associated Project**

PC Business Unit	Project	Description	Project Start Date	Project End Date	Commitment Control Begin Date	Commitment Control End Date
UTASP	126-90	R. E. McNair Postbaccalaureate	10/01/2018	09/30/2023	10/01/2018	03/08/2024
UTASP	126-91	Part stipds R. E. McNair Postb	10/01/2018	09/30/2023	10/01/2018	01/16/2024

Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications Supplemental Data

Save Return to Search Notify Refresh

## Funding

The Funding tab outlines the total award amount, project start and end dates, and budget details, providing an overview of the funds allocated to each project. It also shows whether the budget amounts have been posted, indicating how much funding has been received and how much is available for the project to spend.

**Start and End Dates:** Define the timeframe during which the funded amount allocated to the project can be spent.

**Funded Amount:** Is the total sum of money allocated to the project by the sponsor or funding agency. This amount is intended to cover all approved expenses budgeted by the PI.

**Budget Posing Status:** Indicates the current state of budget entries within a project. It helps track whether the allocated funds are officially available for expenditure and whether any changes, adjustments, or updates to the budget have been processed.

**PC Distribution Status:** refers to the status of Project Cost (PC) distributions within a sponsored project, indicating whether project-related costs have been allocated.

**Award Profile**

Award **Funding** Resources Certifications Terms Milestones Key Words Funding Inquiry

Award ID 2017-556 Award Title R. E. McNair Postbaccalaureate Achievement Program (aka  
 Reference Award Number P21 Currency USD  
 Award PI Nedderman, Blaze Primary Project PI Maverick, Sam

**Funding Info** Project 1261801390 R. E. McNair Postbaccalaureate Project PI Johnson-Winters, Kayunta L Find View All First 1 of 2

Period	Start Date	End Date	Funded Amount	To Project ID	Budget Posting Status	PC Distribution Status	Attachments
1	10/01/2018	09/30/2019	297,167.00	1261801390	Posted	Distributed	Attachments (0)
2	10/01/2019	09/30/2020	310,539.41	1261801390	Posted	Distributed	Attachments (0)
3	10/01/2020	09/30/2023	608,981.59	1261801390	Posted	Distributed	Attachments (0)

Go To: Sponsor Protocols Attributes Department Credit Notepad Award Modifications Supplemental Data

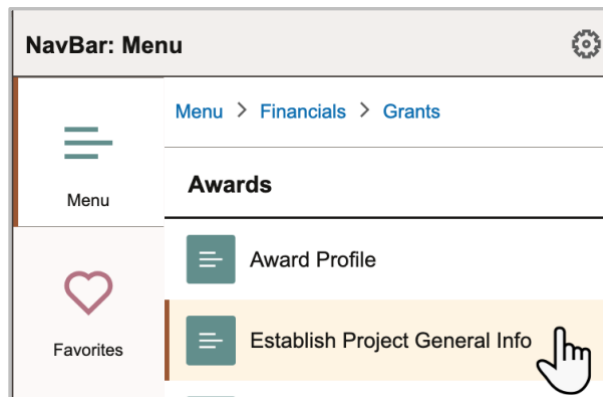
Save Return to Search Notify Refresh

## Establish Project General Info

The Establish Project General Info provides an overview of a single project, including its status, key dates, responsible department, and Principal Investigator details, all organized into three sections: General Information, Project Department, and Manager.

To Navigate to the Establish Project General Info screen

1. Click the **NavBar**.
2. Then **Menu**.
3. Choose **Financials**.
4. Click **Grants**.
5. Then choose **Awards**.
6. Lastly, choose **Establish Project General Info**.



7. Enter **UTASP** for the Business Unit.
8. Input Search Criteria, such as the **Project, Description** or the **Program**.
9. Click **Search**.

### Project General

**Find an Existing Value**

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

Recent Searches: Choose from recent searches

Business Unit =

Project begins with

Description begins with

Program =

Processing Status =

[Show fewer options](#)

Case Sensitive  Include History

10. Click on the project in the Search Results Table.

**Search Results**  
1 result Business Unit "UTASP", Project "126" +1 more

View All | First 1 of 1 Last

Business Unit	Project	Description	Project Type	Processing Status
UTASP	126	R. E. McNair Postbaccalaureate	(blank)	Active

The **Establish Project General Info** screen will populate.

### Establish Project General Info

General Information | Project Department | Project Costing Definition | Manager | Location | Phases | Approval | Justification | User Fields | Rates

Project 126

Add to My Projects

Description: R. E. McNair Postbaccalaureate  Program  
 Integration: PC\_INT UTA Projects Integration  
 Project Type:   
 Percent Complete: 0.00 As Of:   
 Project Health: As Of:   
 Contract Number: 2017-556

Processing Status: Active  
Project Status: GM - Approved

**Project Schedule**  
Start Date: 10/01/2018 End Date: 09/30/2023

**Description**  
Date/Time Stamp: 09/12/18 2:14:59PM User ID: 100

Description:  
R. E. McNair Postbaccalaureate Achievement Program (aka  
199 characters remaining  
Long Description:  
R. E. McNair Postbaccalaureate Achievement Program (aka McNair Scholars Program)

Save as Template Copy Project

My Projects Project Valuation Project Team Project Activities Go To: More

Save Return to Search Refresh Update/Display Include History

## General Information

**Processing Status:** The processing status indicates the current state of a sponsored project, determining whether financial transactions can be processed or if the project is active, pending, frozen, or closed. It helps track the project's lifecycle, ensuring proper management, compliance, and control over budgets and activities.

- **GM Approved:** (Grant Management Approved): This status means that the project has been officially approved for funding and is ready to begin financial transactions. It indicates that all necessary approvals have been completed, and the project is authorized for expenditures, allowing activities such as charging expenses or processing revenues to proceed.
- **GM Closed:** This status indicates that the project has been officially closed in the system. All financial transactions for the project have been completed, and no further activity is allowed.
- **GM Frozen:** When a project is marked as **Frozen**, it means that all financial transactions are temporarily halted. This could be due to funding issues; the project is in the process of being closed or waiting on an extension. The project will remain frozen until the restriction is lifted, and any underlying issues are resolved.

**Note:** Once a Project goes into a frozen status only Post Award [postaward@uta.edu](mailto:postaward@uta.edu) can change the status to allow expenses to be charged agents the cost center.

**Contract Number:** is also known as the award number, this indicates the overarching grant to which the project is linked.

**Establish Project General Info**

General Information | Project Department | Project Costing Definition | Manager | Location | Phases | Approval | Justification | User Fields | Rates | D

Project 1261 Add to My Projects Project Hierarchy

Description R. E. McNair Postbaccalaureate  Program **Processing Status Active**  
 Integration PC\_INT UTA Projects Integration **Project Status: GM - Approved**

Project Type  
 Percent Complete 0.00 As Of  
 Project Health As Of

**Contract Number: 2017-556**

**Project Start and End Dates:** Are used to define the project's financial and operational timeline. The **start date** marks the beginning of the project, indicating when expenses and other financial transactions can begin to be incurred, while the **end date** signifies when the project officially concludes, determining the final date for incurring expenses

**Project Schedule** ?

**Start Date** 10/01/2018 **End Date** 09/30/2023 **Additional Dates**

**Description:** provides a summary of the project's purpose, objectives, and key activities, outlining what the project aims to achieve and how it will be carried out.

**Description** Find | View All First 1 of 1 Last

Date/Time Stamp 09/12/18 2:14:59PM User ID 100

**Description:**  
 R. E. McNair Postbaccalaureate Achievement Program (aka  
 199 characters remaining

**Long Description:**  
 R. E. McNair Postbaccalaureate Achievement Program (aka McNair Scholars Program)

## Project Department

**Department:** refers to the specific department within the University of Texas Arlington (UTA) that is responsible for managing and overseeing the sponsored project.

**Subdivision:** shows the academic unit within the university to which a department belongs.

**Establish Project General Info**

General Information **Project Department** Project Costing Definition Manager Location Phases Approval Justification

Business Unit UTASP Project 1261 R. E.

F&A Requested

**Primary Department Info**

Institution ID 001 UT Arlington

Subdivision 123456 Vice President for Research

Department 123457 Off UG Research

Contact ID Contact Details

Primary Department History

**Department Info** Find | View All First 1 of 1 Last

Effective Date 09/12/2018

Department	Subdivision	Description	Percentage Pledged
320203	123456	General Accounting	100.00

**Note:** When submitting financial and HR documents, the workflow may be routed to the department approver. In special cases, it may be directed to the Unit Department Approver (such as the Dean or VP), because the Principal Investigator (PI) is not authorized to approve grant spending for their own salary, or reimbursements.

## Manager

The Manager Tab in a sponsored project report provides important details about the Principal Investigator (PI). It also includes key project dates, such as the project's start date, and end date. This

tab helps track the PI's responsible for management of the project ensuring that all project activities align with the approved timeline.

The screenshot shows the 'Establish Project General Info' form. The 'Manager' tab is highlighted with a red box. The form displays the following information:

- Project: 126
- Description: R. E.
- Effective Date: 10/01/2018
- Manager Name: Maverick, Sam
- Project Role: PI
- Start Date: 10/01/2018
- End Date: 09/30/2023

Buttons at the bottom include: Save as Template, Copy Project, My Projects, Project Valuation, Project Team, Project Activities, Go More, Save, Return to Search, Refresh, and Update/Display.

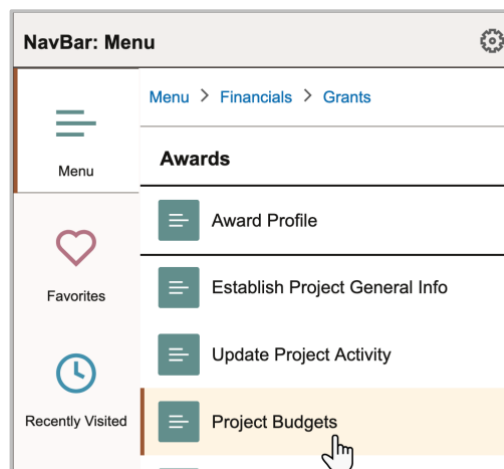
## Project Budgets

The Project Budgets page offers an overview of all budget accounts linked to a specific project and ChartField String, detailing the purpose of each account (e.g., salaries), along with a description and the established budget for each.

**NavBar > Menu > Financials > Grants > Awards > Project Budgets**

**To Navigate to the Project Budgets screen**

1. Click the **NavBar**.
2. Then **Menu**.
3. Choose **Financials**.
4. Click **Grants**.
5. Then choose **Awards**.
6. Lastly, choose **Project Budgets**.



- 7. Enter **UTASP** for the Business Unit. Input Search Criteria, such as the Project, Budget Plan ID, Budget Period, Budget Type, or Description.
- 8. Then click **Search**.

### Project Budgets

**Find an Existing Value**

**Search Criteria**

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

Recent Searches Choose from recent searches ✎

\*Business Unit =  🔍

Project begins with  🔍

Budget Plan ID =

Budget Period begins with

Budget Type =

Description begins with

^ Show fewer options  
 Case Sensitive

Search
Clear

- 9. Click on the desired Budget Period from the Search Results.

**Search Results**

3 results Business Unit "UTASP", Project "126" 🔍

Business Unit	Project	Budget Plan ID	Budget Period	Budget Type	Description	>
UTASP	1261 <span style="font-size: xx-small;">■</span> 10		1 1	Cost	R. E.	>
UTASP	1261 <span style="font-size: xx-small;">■</span> 0		1 2	Cost	R. E.	>
UTASP	1261 <span style="font-size: xx-small;">■</span> 0		1 3	Cost	R. E.	>



The Budget Detail Page will populate

**Budget Detail**

Project 126 R. E. Budget Period 3 Begin Date 10/01/2020 End Date 09/30/2023 Finalize Process Monitor

**Project Budget Summary**

Cost Share Direct \$80,550.00 Currency USD Total Budget \$689,531.59  
 Sponsor Budget \$608,981.59 Security Status None

**Budget Amounts for Period**

General | Project Detail | General Ledger Detail | Commitment Control Detail | Grants Detail | **Show All Columns** | View All | First | 1-12 of 55 | Last

Activity	Budget Item	Begin Date	Quantity	Unit of Measure	Amount	Currency
1	BENEFITS L4				44,904.30	USD
1	BENEFITS L4				30,180.85	USD
1	CONSULTANTS L4				-25,285.04	USD
1	CONSULTANTS L4				741.75	USD
1	F & A L4				18,100.34	USD
1	F & A L4				5,197.40	USD

Save Return to Search Previous in List Next in List Notify

**Note:** To make it easier to view all information without navigating through each tab, use the Show All Columns button.

**Budget Amounts for Period**

Activity	Budget Item	Amount	Currency	Projects Distribution Status	Transaction ID	Analysis Type	Employee ID	Job Code	Project Role	Budgeting Business Unit	Description	Accounting Date	GL Business Unit	Statistics Code	Account	Operating Unit	Fund Code
1	BENEFITS L4	44,904.30	USD	Distributed	27571900	BUD				UTARL	Fringe Benefits	10/29/2020	UTARL		G4020		5100
1	BENEFITS L4	30,180.85	USD	Distributed	33253708	BUD				UTARL	Fringe Benefits	10/10/2021	UTARL		G4020		5100

**Budget Item:** Refers to a specific category or line item within the project’s budget. It represents a particular type of expense or allocation within the overall project budget, such as salaries, equipment, travel, or supplies.

**Amount:** Specific dollar value allocated for that budget category or line item. This amount represents the funds designated for a particular expense.

**Projects Distribution Status:** Helps track whether the distribution of budgeted amounts to specific project cost centers or accounts has been successfully processed, and whether the allocated funds are available for spending.

**Account:** refers to a specific budgeted account that is used to track and manage the funds allocated to a particular project and corresponds to the Budget Item.

Budget Amounts for Period					Personalize	Find	View 12	First	1-55 of 55	Last
General	Project Detail	General Ledger Detail	Commitment Control Detail	Grants Detail						
Activity	Budget Item	Amount	Projects Distribution Status	Account	Begin Date	Quantity	Unit of Measure	Currency		
1	BENEFITS L4	44,904.30	Distributed	G4020				USD		
1	BENEFITS L4	30,180.85	Distributed	G4020				USD		
1	CONSULTANTS L4	16,400.00	Distributed	G4070				USD		
1	CONSULTANTS L4	741.75	Distributed	G4070				USD		

## Cost Share

Cost Share (also known as Cost Sharing) refers to the portion of a project’s total costs that are not covered by the sponsor or funding agency. Instead, these costs are contributed by the University and must be tracked and reported to ensure compliance with the terms of the award. In UTShare, cost share is used for sponsored projects and must be managed carefully to ensure the institution meets sponsor requirements for funding.

### Cost Share Types

Cost Share represents any expenses incurred on a sponsored project that exceed the amount funded by the sponsor. These costs are typically incurred by the institution or other partners (such as collaborators, sub-recipients, or sometimes a Principal Investigator's department) and must be documented and tracked separately from the sponsor-funded portion of the project.

For example, if a sponsor funds \$500,000 for a project, but the total project budget is \$600,000, the \$100,000 difference is the cost share—this would be covered by the university, other departments, or collaborators.

- **Mandatory Cost Share:** Required by the sponsor as a condition of the award. The sponsor typically specifies the percentage or amount of cost share that the institution must provide.
- **Voluntary Cost Share:** Cost share provided by the institution voluntarily, often to show the commitment to the project or to meet sponsor expectations, even if it's not explicitly required by the sponsor.

### Cost Share Contributions

Cost share contributions can come in various forms, and they can be either **cash** or **in-kind**. In **UTShare**, both types must be tracked, and the system ensures that these contributions are properly recorded and reported.

- **Cash Cost Share:** This refers to actual **monetary contributions** made by the institution or collaborating partners. Examples include:

- Salaries paid to project personnel.
- Direct costs such as equipment, supplies, or travel expenses funded by the institution.
- Overhead costs funded internally.
- **In-Kind Cost Share:** This refers to non-cash contributions, such as:
  - The **value of donated equipment**, space, or services.
  - Volunteer time from university staff or faculty.
  - Facilities and administrative costs provided by the institution without direct reimbursement.

### Establishing a Cost Share Budget

1. Identify funding Budget. The Principal Investigator (PI) collaborates with the Department Chair, Dean, Provost, or VP of Research to identify the source of funds for the Cost Share during the proposal submission process.
2. Post Award with Notify the PI and Department via email that cost share ChartFields have been set up.
3. Process a Budget Transfer journal to move funds from the designated Cost Center to the Cost Share, establishing a budget for anticipated expenses.

Annual transfers are required for awards with multi-year cost share commitments. Each year, a Budget Transfer Journal should be completed to move funds back to the cost share after they were carried over into the cost center at the end of the previous year.

### Cost Share SpeedType

A Cost Share SpeedType is a predefined shortcut tied to a project number but follows the same ChartField string associated with a cost center, including the Fund and Function codes, ensuring consistency in financial tracking. This setup enables efficient monitoring of the university's contributions to meet project obligations by pairing the cost center with the project's unique number. Cost Share SpeedTypes begin with "CS," making them easily identifiable in the system.

### ChartField String Specifications

- **Cost Share ChartField Components:** Includes a Project ID and Cost Center.
- **SpeedType Prefix:** Cost Share SpeedTypes (SpeedCharts) begin with "CS". If multiple projects with cost shares are funded by the same cost center, the last two digits of the SpeedType increment sequentially (e.g., CS20011401, CS20011402).

- **Fund Codes:** Cost Share fund codes exclude Sponsored codes such as 5100, 5200, 5300, and 5400.

Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Cost Center	Function	PC Bus Unit	Activity	Project
1	0.00		UTARL	5500	625110	123456	300	UTASP	1	1260012345

**Using Cost Share SpeedType**

When using the [Define Speedtype](#) page for a Cost Share, enter CS

When using the [Define Speedtype](#) page for a Cost Share, enter CS in front of the SpeedType Key.

Notice the values of a CostShare SpeedType key include both a Project and Cost Center. The CostShare will also use UTASP and the Activity field like a Project.

SpeedType		
<b>SetID</b>	UTARL	<input checked="" type="checkbox"/> Publish Data
<b>SpeedType Key</b>	CS123456	
<b>Type of SpeedType</b>	Universal (All Users)	
<b>Description</b>	3rd Party	
<b>Account</b>		
<b>Fund Code</b>	5500	RES Gifts and Other
<b>Department</b>	625110	MAC
<b>Cost Center</b>	123456	GIFT ACCOUNT
<b>Function Program Code</b>	300	Public Service
<b>PC Business Unit</b>	UTASP	UT Arlington Sponsored Progs
<b>Project</b>	1265765432	Cross Timbers Apex Accelerator
<b>Activity</b>	1	

**Contacts and Resources**

### Budgets, Planning, and Analysis Resources

For budget questions please contact the Budget Resource representative that has been assigned to your departmental Unit. The Budget Resource list, detailing the Budget Resource assigned to the different UTA Units, is posted on the Budgets, Planning and Analysis website (<https://www.uta.edu/administration/budgets-planning-and-analysis>).

### Budgets, Planning and Analysis

Web page: <https://resources.uta.edu/budgets-planning-and-analysis/resources.php>

- View Budget Process [Calendar](#)
- View [Budget Resource](#) Information
- Access other budget planning process information and aids

### Knowledge Services Training

Web page: <https://www.uta.edu/business-affairs/training/>

- Register for Classes
- Join Business Affairs Listserv
- View and/or Print Training Materials
- Training Guides
- Job Aids

