Knowledge Services
OFFICE OF CONTINUOUS IMPROVEMENT

Managing Department Funds

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Commitment Control Overview

The Commitment Control Module in UTShare budget information for a specific Cost Center or Project. There are two distinct sections: **Budget Overview** and **Budget Details.**

The **Budgets Overview** page is used to view an overall balance for one or more budget accounts. The information on this page is updated as soon as transactions are budget checked. The Budget Overview page is where budget, expense, revenue data is maintained.

The Budget Details page is used to view financial activity for a single budget account (e.g. B4000, G4010, P6000). To view budget information, you must begin by selecting the appropriate Ledger Group. A Ledger is used to track various types of transactions in Commitment Control. Listed below are examples of Ledger Groups used at UT Arlington:

- OPE - The Operations Expense ledger displays the overall balance and budget activity for a Cost Center at the parent level.
- OPE_CHILD1 – The Operations Expense Child ledger displays budget activity for a cost center at the B level.
- OPR - The Operations Revenue ledger is used to view budget activity for a Cost Center.
- GRT_PARENT- The Grant Parent ledger displays the overall balance and budget activity for a Sponsored Project (Grant).
- GRT_CHILD1 - The Grant Child ledger displays budget activity for a single Budget Account (e.g. 4110 = Domestic Travel) for a Sponsored Project (Grant)
- PLANT_PRNT - The Plant Parent ledger displays the overall balance and budget activity for a Capital Project (Plant Fund).
- PLANT - The Plant Expense ledger displays budget activity for a single Budget Account (e.g. P6000 = Capital) for a Capital Project (Plant Fund).
- DETAIL: The Detail ledger displays General Ledger (GL) Account information for Cost Centers, Sponsored Projects and Capital Projects (e.g. 63003 = Office Supplies).

Account Overview

UT Arlington operates on a 12-month accounting period (Fiscal Year) which runs from Sept 1st through Aug 31st. The fiscal year is designated by the calendar year in which it ends.

The Budget Period represents the pool of money for which funds are available to spend. It generally coincides with the fiscal year calendar but can be independent.

During the fiscal year, the months are referred to as Accounting Periods, and these designate when the transaction occurred. For UTShare Accounting Periods start with September as Accounting Period 1.

1 = Sept	4 = Dec	7 = Mar	10 = June	998 = Year-End Adjusting Period
2 = Oct	5 = Jan	8 = Apr	11 = July	
3 = Nov	6 = Feb	9 = May	12 = Aug	

There are four main document types that create transaction lines in UTShare:

- **Expense Report** – This form is used to reimburse an individual for out-of-pocket business-related expenses. There are two types of expense reports: *travel* and *non-travel*.
- **Requisition** – This form is used to request goods and/or services from a vendor.
- **Voucher** – This form is used to pay for goods and/or services purchased from a vendor. There are two types of vouchers: *purchase orders* and *non-purchase orders*.
- **Journal** – This form is used to record financial transactions involving budget transfers, payroll transactions, inter-departmental transfers, accounting corrections, etc.

There are certain processes that place funds on hold for either anticipated expenses (**Pre-Encumbrance**) or a future expenditure (**Encumbrance**).

Requisitions will create a pre-encumbrance on an account, when it is sourced to a Purchase Order, the pre-encumbrance is released, and an encumbrance is created. Creating a voucher releases the encumbrance and then expenses the amount.

Travel Authorizations place an encumbrance on an account that is only released when associated with an Expense Report.

When processing transactions in UTShare, each document type requires you to perform a **Budget Check** to ensure that there are available funds.

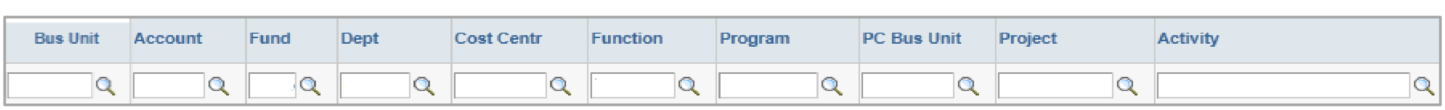
There are a few common budget errors that can stop a transaction from occurring:

- **Exceeds Budget Tolerance** – amount exceeds the available budget.
- **No budget exists** – Budget has not been established for chartfield combination.
- **Date out of bounds** – Budget date on the document is outside the effective budget period.

If a budget error is received, a **Budget Transfer** may be necessary to move money into the correct account.

Chart of Accounts

The Chart of Accounts (COA) is the foundation of the accounting system. It provides a unique numbering system for identifying transactions in UTShare. It consists of the following elements:

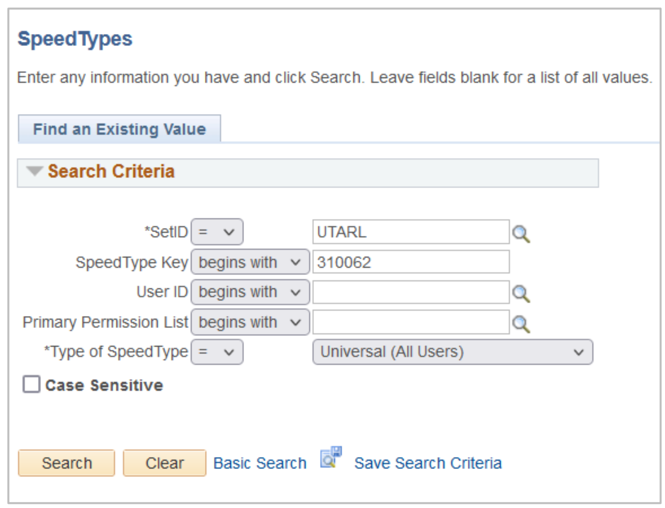


The different elements of the COA are used for budgeting, recording transaction, classification of transactions and for reporting purposes. The COA tells us where the money came from, what is the general purpose of the funds, and who is spending it. The COA values are entered in to “chartfields” in UTShare. The grouping or combination of ChartFields is referred to as a “chartfield string”.

Understanding the chartfield structure helps you identify valid chartfield combinations for your transactions. Incorrect chartfield values will result in processing delays and inaccurate data. A chartfield string can be viewed from the SpeedTypes page in UTShare. The SpeedType (SpeedChart) is identified by the 6-digit Cost Center or 10-digit Project number in the chartfield string. A SpeedType (similar to a SpeedChart) is a combination of ChartField values used to quickly populate data into chartfields.

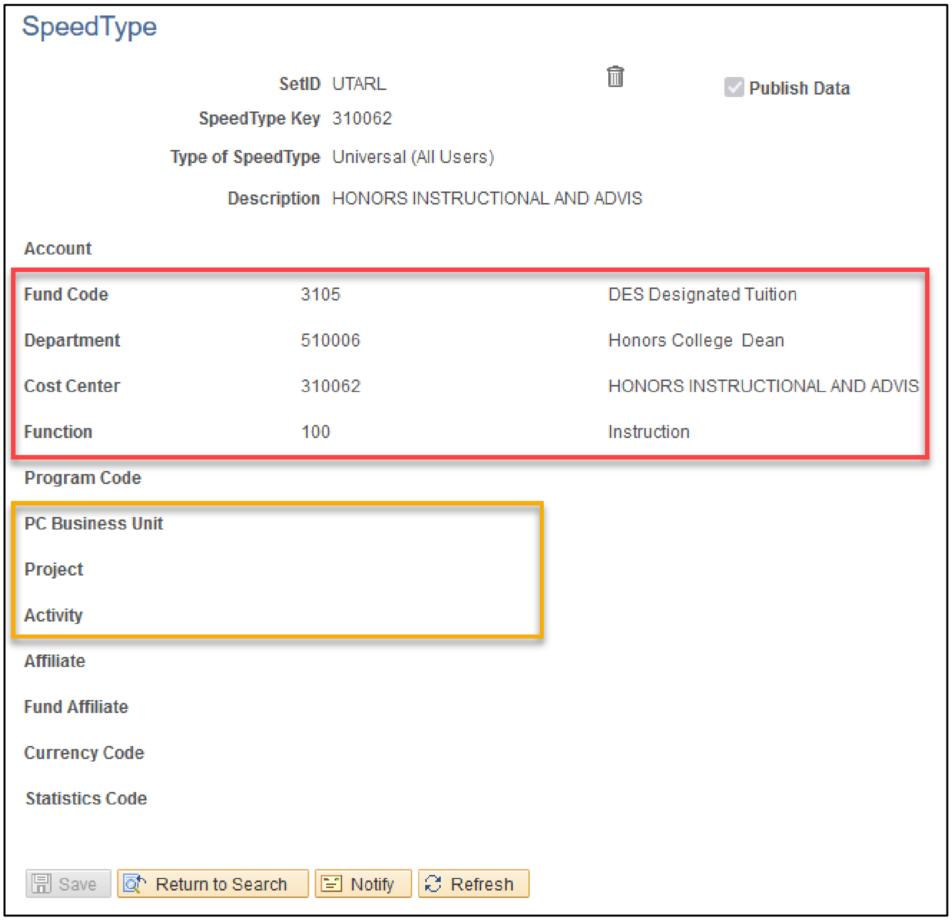
SpeedTypes

1. To find an existing SpeedType, begin by navigating to **NavBar > Menu > Financials > Set Up Financials /Supply Chain > Common Definitions > Design ChartFields > Define Values > Speed Types**
2. The SpeedTypes search page is displayed. The SetID defaults with “UTARL”. Leave the default value.
3. Enter the Cost Center or Project number in the SpeedType Key field.
4. Select Universal (All Users) from the Type of SpeedType drop-down menu.
5. Click Search.

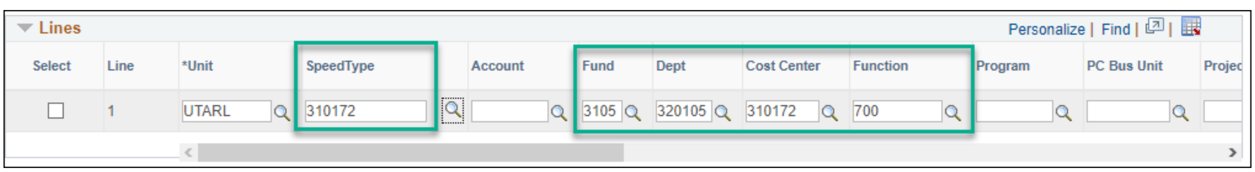


The SpeedType page displays the chartfield values required for processing or viewing transactions in UTShare.

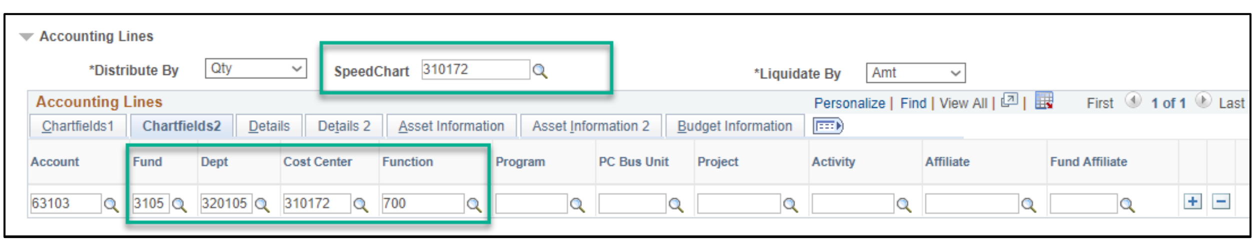
- The chartfield values for a Cost Center include: Business Unit (UTARL), Fund, Department, Cost Center, and Function.
- The chartfield values for a Project include: Business Unit (UTARL), Fund, Department, Function, PC Bus Unit, Project, and Activity.



SpeedTypes are used on Journals.



SpeedCharts are used on Expense Reports, Requisitions, and Vouchers.



Commitment Control

The commitment control module in UTShare houses all the budget activity for cost center and projects.

The module allows you to:

- View budget activity associated with a Project or Non-Project chartfield string (e.g. original budget, available balance, etc.).
- View Transaction Details that make-up Expense and Revenue totals.
- Review the status of future commitments, including Pre-encumbrances (Requisitions) and Encumbrances (Purchase Orders, Travel, Salary).
- View budget activity for a specific accounting period or year-to-date.

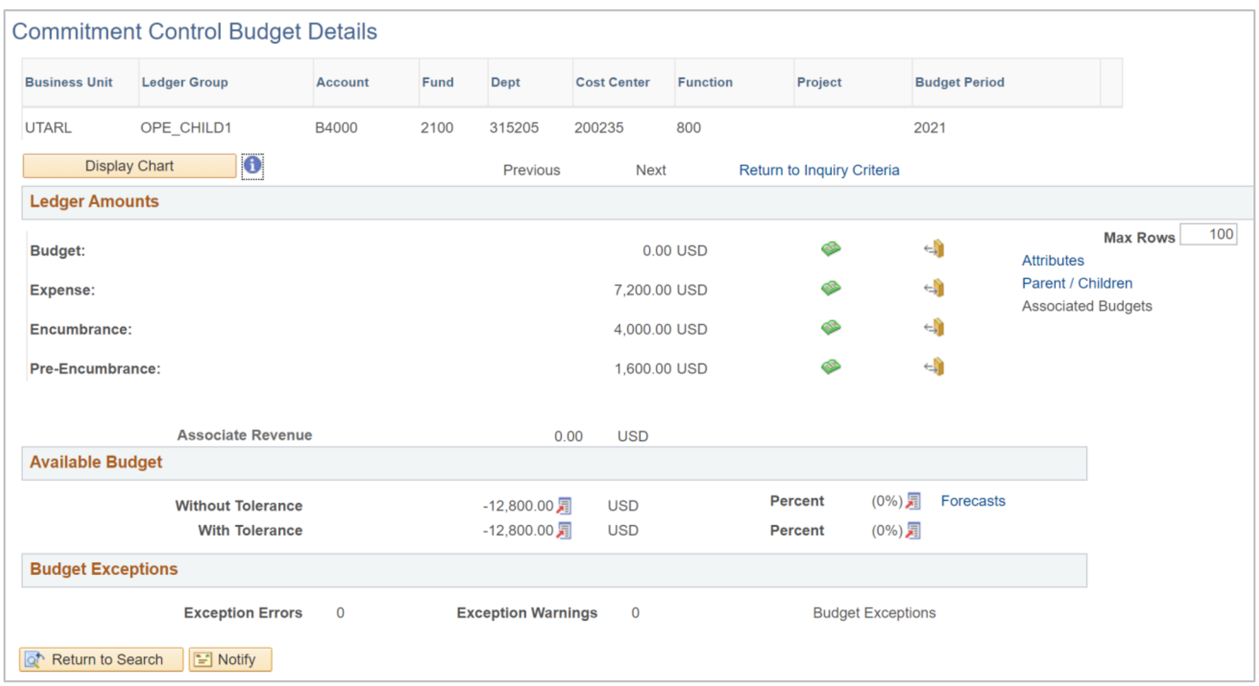
The Two Components in Commitment Control used to view budget activity:

- Budget Details
- Budget Overview

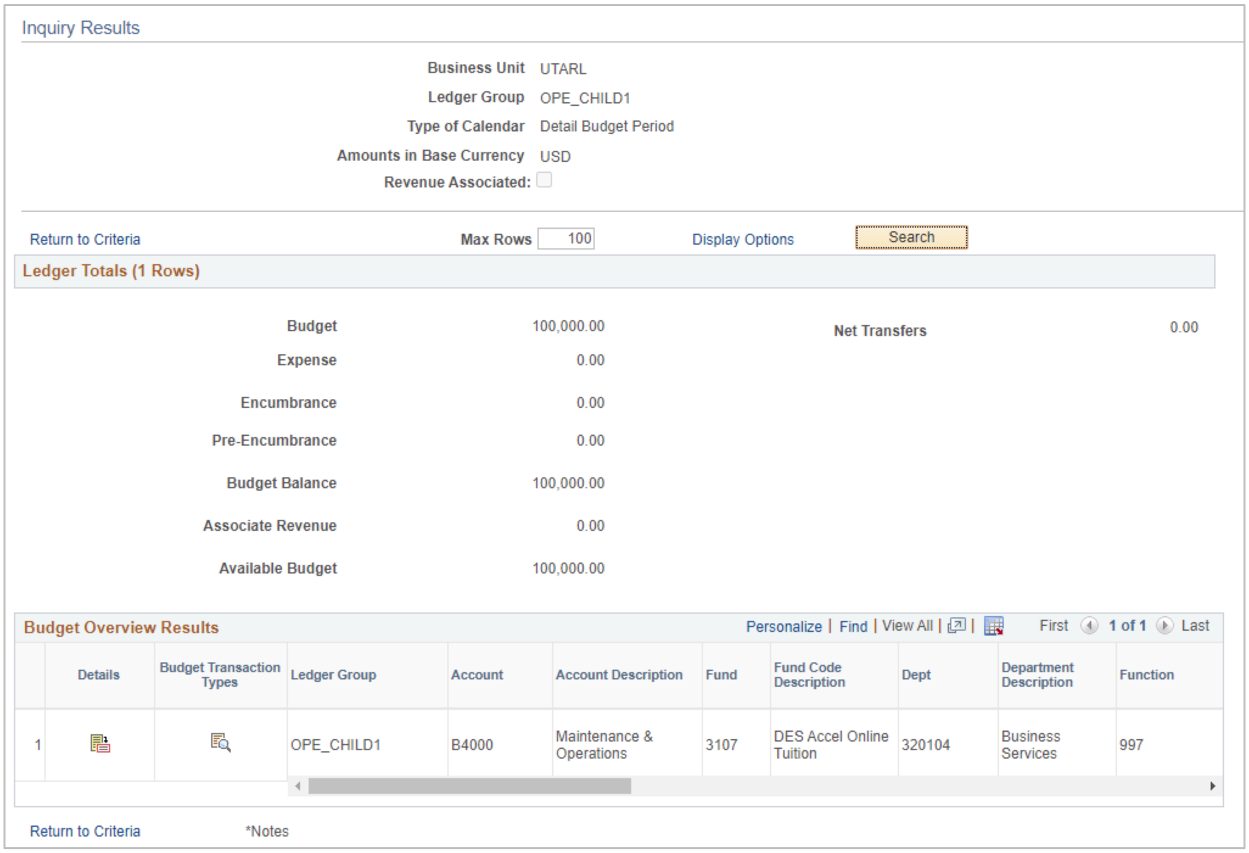
When viewing budget activity in UTShare there are two elements that you should be familiar with:

- Ledgers
- Budget Accounts

Budget Details



Budget Overview



Inquiry Results

Business Unit	UTARL
Ledger Group	OPE_CHILD1
Type of Calendar	Detail Budget Period
Amounts in Base Currency	USD
Revenue Associated:	

Return to Criteria — Max Rows 100 — Display Options — Search

Ledger Totals (1 Rows)

Budget	100,000.00	Net Transfers	0.00
Expense	0.00		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	100,000.00		
Associate Revenue	0.00		
Available Budget	100,000.00		

Budget Overview Results — Personalize | Find | View All | First 1 of 1 Last

	Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function
1			OPE_CHILD1	B4000	Maintenance & Operations	3107	DES Accel Online Tuition	320104	Business Services	997

Return to Criteria — *Notes

Ledgers

A Ledger is used to track 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

- OPE - The Operations Expense ledger displays the overall balance and budget activity for a Cost Center at the parent level
- OPE_CHILD1 – The Operations Expense Child ledger displays budget activity for a cost center at the B level.
- OPR – Displays Operating Revenue for a Cost Center

Grant Ledgers (Sponsored Projects)

- GRT_PARENT – Displays overall balance and budget activity for a Sponsored Project
- GRT_CHILD1 – Displays budget activity for a single budget account (e.g. G4010)

Plant Fund Ledgers (Capital Project)

- PLANT_PRNT - Displays overall balance and budget activity for a Capital Project
- PLANT – Displays budget activity for a single budget account (e.g. P7000)

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

Budget Accounts

Budget Accounts specify the purpose of funds. They are used to record budget information to various categories.

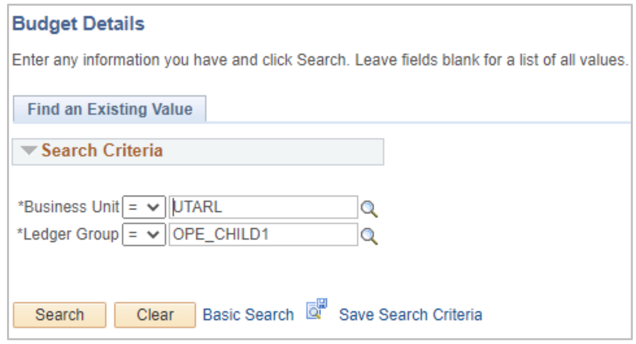
UTSHARE BUDGET ACCOUNTS

Cost Center Budget Accounts		Projects Budget Accounts	
B1000	A&P Salaries	**G4010**	Salaries
B1100	Classified Salaries	**G4020**	Fringe Benefits
B1200	Wages	**G4040**	Equip Fabrication
B1210	Student Wages	**G4050**	Equipment Capital
B2000	Faculty Salaries	**G4070**	Consultants
B2100	Teaching Assistant Salaries	**G4082**	STEM Tuition
B3000	Staff Benefits	**G4090**	Other Direct Costs
B4000	M&O	**G4100**	Rentals & Leases
B4100	Travel	**G4105**	Rental Equipment
B4200	Utilities	**G4110**	Travel - Domestic
B4300	Scholarships & Fellowships	**G4120**	Travel - Foreign
B4400	Capital	**G4130**	Participant Expenses
B6000	Debt Service	**G4140**	Scholar & Fellow
B7000	Expense Transfers	**G4150**	Tuition & Fees
B7100	State Agency Transfer Out		
B7200	Non-Mandatory Transfer Out		
B7300	Intrafund Transfer Out		
B9000	Revenue		

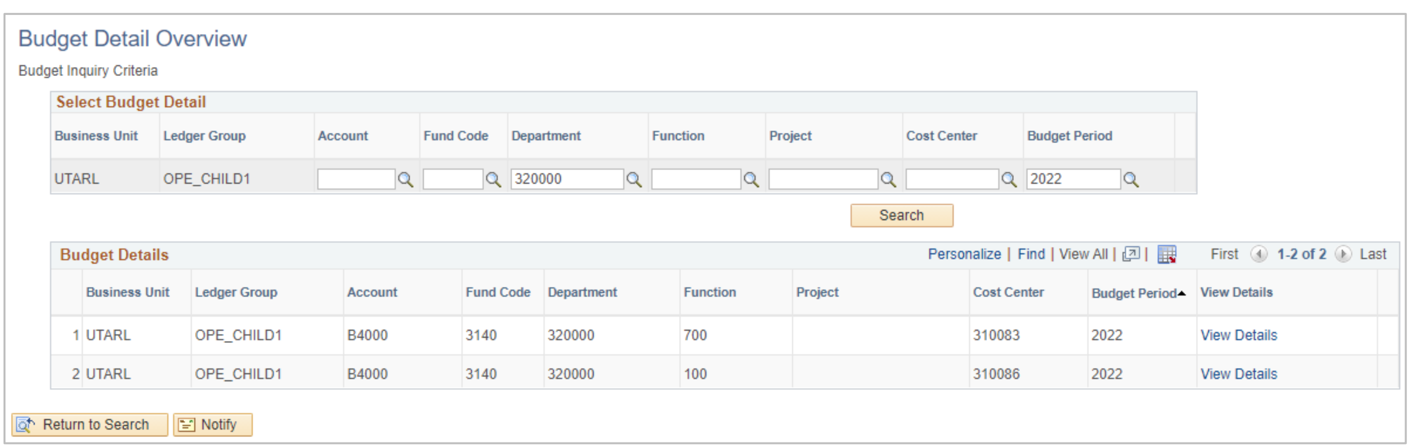
Budget Details

The Budget Details page is used to view financial activity for a single budget account (e.g. B4000, G4010).

1. To view **Budget Details**, begin by navigating to: **NavBar > Menu > Financials > Commitment Control > Review Budget Activities > Budget Details**
2. From the **Budget Details** search page:



   a. Verify the Business Unit is defaulting with "UTARL".
   b. Enter or lookup a **Ledger group**:
      i. To view the overall balance for a Project, select ledger "**GRT_PARENT**" for a Sponsored Project or select "**PLANT_PRNT**" for a Capital Project.
      ii. To view budget activity for a single budget account, select ledger "**GRT_CHILD1**" for a Sponsored Project or select "**PLANT**" for a Capital Project.
      iii. To view budget activity for a Cost Center, select ledger "**OPE**" "**OPE_CHILD1**" or "**OPR**".
      iv. To view budget activity for a specific GL Account, select ledger "**DETAIL**".
   c. Click **Search.**
3. Depending on the Ledger group selected, the appropriate **ChartFields** will be available to search by.
4. If multiple results are available matching your input criteria, they will be displayed below. Click **View Details** on the account you would like to view.



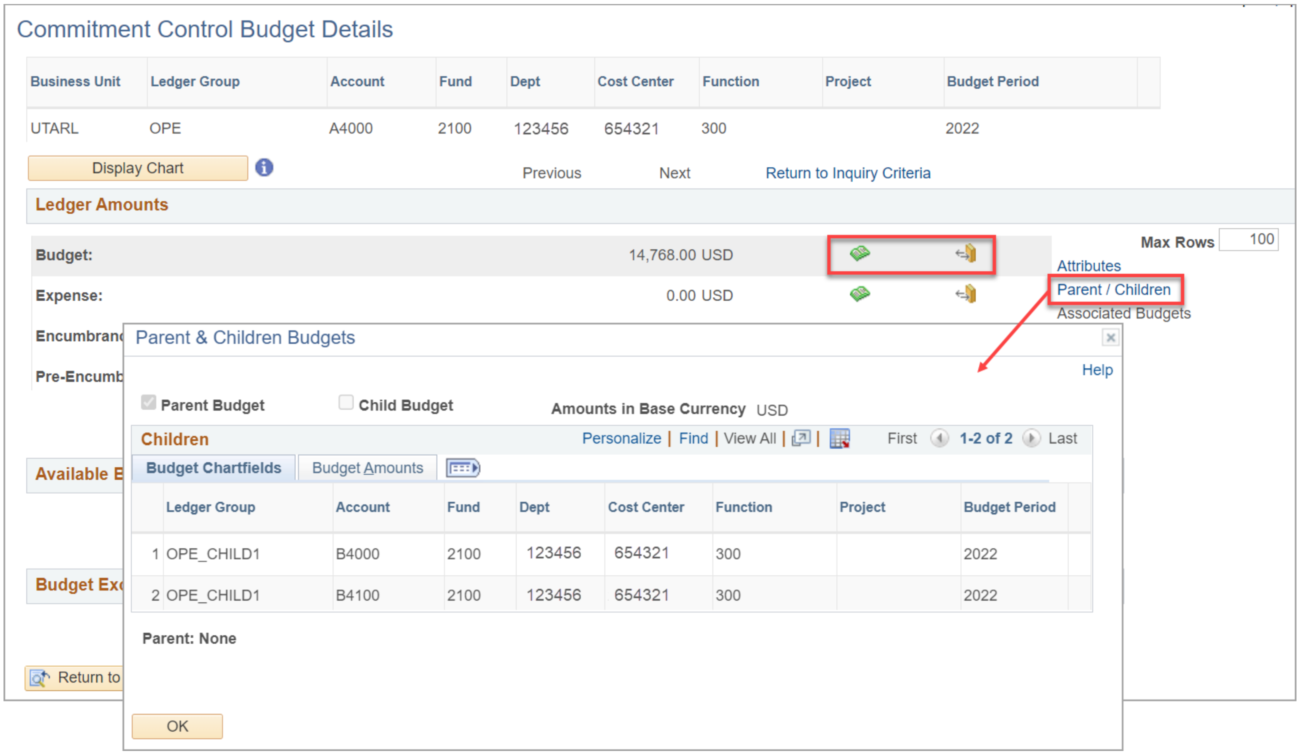
5. The **Commitment Control Budget Details** page is displayed. This page provides a summary of budget information for a specific Cost Center or Project. The header section contains the ledger group, budget account, and the chartfield values that you are currently viewing. Balances are updated as soon as transactions receive a "Valid" budget check.
6. The **Ledger Amounts** section contains:
    a. Total amount budgeted for the Cost Center or Project
    b. Total Expenses charged against the budget (e.g. AP Vouchers, Expense Reports, Journals)
    c. Total Encumbrances charged against the budget (e.g. Purchase Orders and Travel Authorizations)
    d. Total Pre-Encumbrances charged against the budget (e.g. Requisitions) The Budget Details page allows you to view one ledger at a time (e.g. OPE, OPR, Grant Parent or Grant Child).
7. The **Available Budget** section indicates the total dollar amount remaining in the budget. This amount is determined by the total of the Budget less Expenses, Encumbrances, and Pre-Encumbrances.
8. To view additional details for the **Ledger Amounts**, click the associated link or icon.

Note: *Before navigating to activity/ledger it is recommended to update the **Max Rows** field to 999 to ensure all activity can be viewed.*

a. The **Drill to Ledger** (green icon) displays budget period information by Accounting Period. It will also provide the transaction amount for each period.

b. The **Activity Log** (gold icon) displays transaction details.

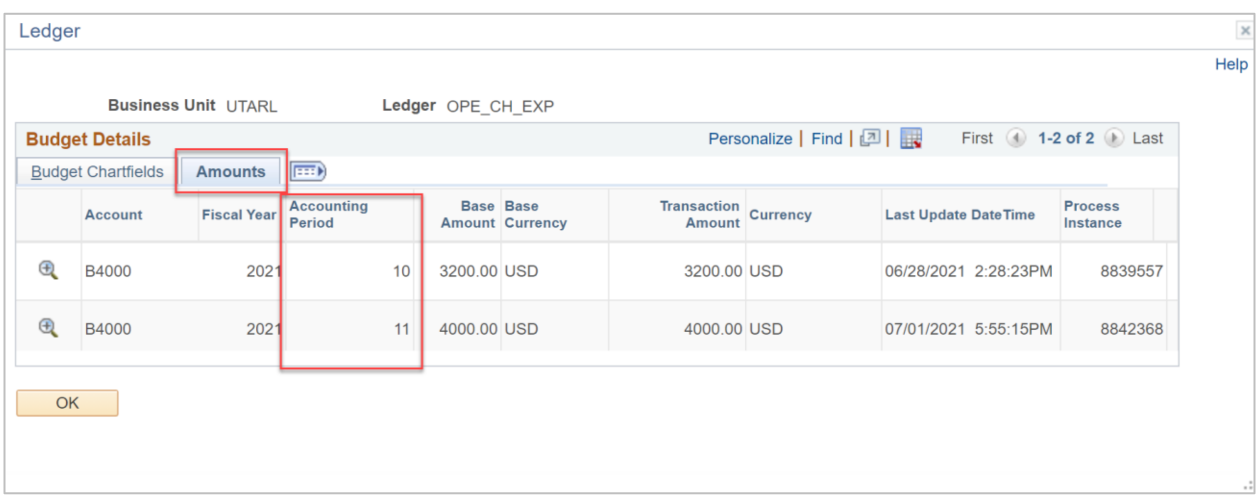
c. The **Parent/Children** link displays budget account information. If viewing information at the Parent level, this section provides all child budget accounts established for the Cost Center or Project and the available budget for each account.



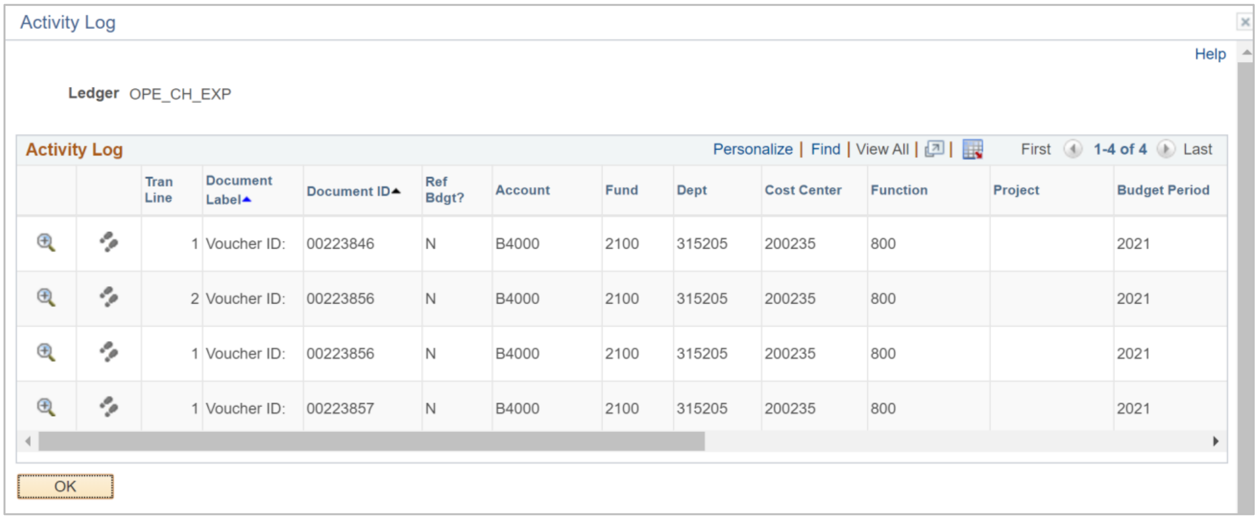
View Transaction Activity and Source Documents

After drilling into an activity log, or a ledger and selecting an accounting period, you will be presented with all transactions that make up the associated budget, expense, encumbrance, or pre-encumbrance amount.

Ledger – Click the Amounts tab to see the Accounting Periods. Select the accounting period you would like to view by clicking the magnifying glass icon on the left.



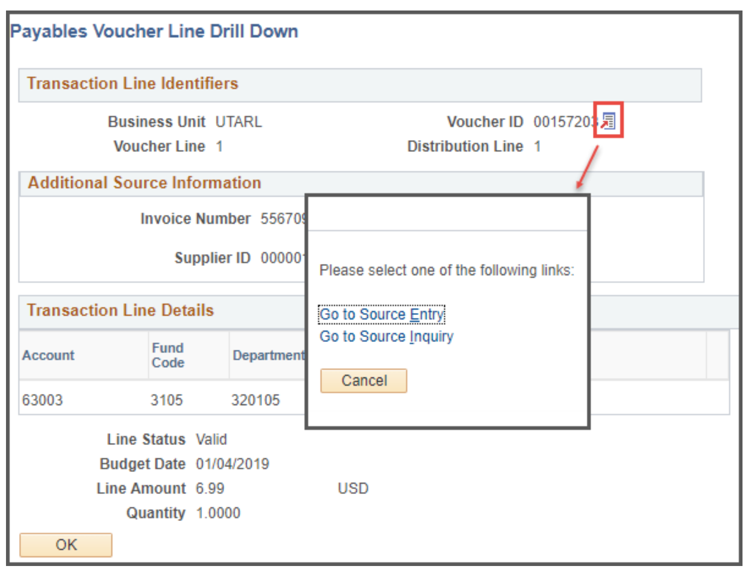
Activity Log – All transactions will be displayed for the budget period.



		Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Cost Center	Function	Project	Budget Period
		1	Voucher ID:	00223846	N	B4000	2100	315205	200235	800		2021
		2	Voucher ID:	00223856	N	B4000	2100	315205	200235	800		2021
		1	Voucher ID:	00223856	N	B4000	2100	315205	200235	800		2021
		1	Voucher ID:	00223857	N	B4000	2100	315205	200235	800		2021

Transaction Activity - The title bar displays the transaction lines available to view. To view additional information, use the scrollbars. The **Drill to Activity Log** (two footprints) is used to view the **Commitment Control Activity Log** page. This page is used to view the Budget Account (e.g. A4000) and General Ledger Account (e.g. 63141) that was applied to the transaction line. Also, you can view the status and any budget exceptions for the transaction line (e.g. Warnings or Errors).

View Source Document – from the **Activity Log** click the **Magnifying Glass icon**. The **Line Drill Down** page is displayed. To view the source document, click the **View Related Links** icon, the select **Go to Source Entry**.



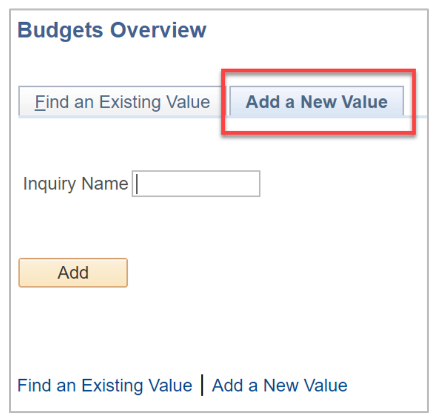
Budget Overview

The Budget Overview page is used to view budget activity (expense and/or revenue) for a single or multiple budget accounts. Budget, expense, and revenue data is maintained and updated as soon as transactions are "valid" budget checked.

Create a Budget Overview Inquiry

The first time the **Budget Overview** page is used, a budget inquiry (similar to a run control) must be created to view budget activity. Once the inquiry name is created and saved, it can be re-used at a later time. Multiple budget inquirires can be created such as:

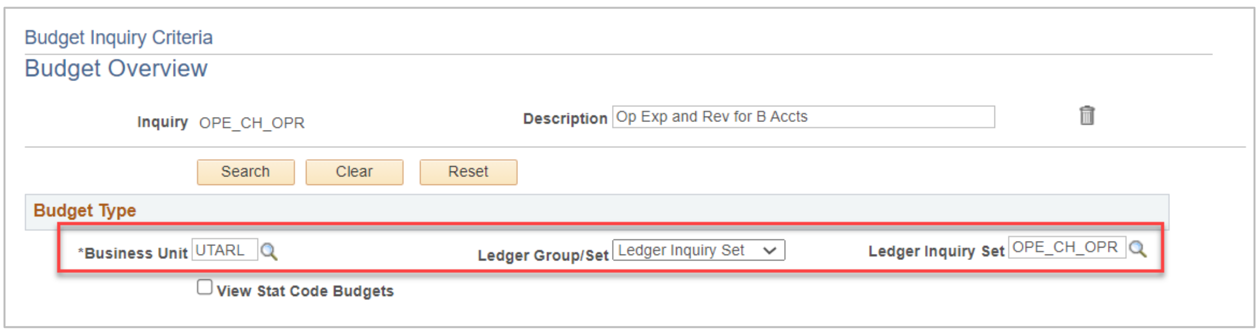
- Viewing information for a specific type of account, e.g. Cost Center, Grant, Plant Fund.
- View information by Accounting Period, i.e. Month.
- Viewing information by General Ledge Account, i.e. 63003 = Office Supplies
- Creating a single budget inquiry and change the parameters each time the inquiry is used.



Note: *Once a budget inquiry is created, you can access the Inquiry name from the Find an Existing Value tab.*

1. Begin by navigating to: **NavBar > Menu > Financials > Commitment Control > Review Budget Activities > Budget Overview**
2. Click the **Add a New Value** tab.
3. In the **Inquiry Name** field, enter a name for your inquiry, e.g. Cost Center, Grant, General Ledge Account, etc., and click **Add**.
4. The **Budget Overview Budget Inquiry Criteria** page is displayed.
5. Complete the required fields.
   a. Provide a brief description for the inquiry in the **Description** field.
   b. The **Business Unit** field defaults with the appropriate value "**UTARL**".
   c. If necessary, select **Ledger Group** or **Ledger Inquiry Set** from the drop-down menu.
      - **Ledger Group** is used to view a single ledger, e.g. OPE_CHILD1, OPR, GRT_CHILD1, PLANT, or DETAIL.
      - **Ledger Inquiry Set** is used to view a combined ledger. This option is only available for Cost Centers.
   d. Depending on your choice in step 5c, enter or look up the desired **Ledger Group** or **Ledger Inquiry Set.**

- Use Ledger Group **OPE_CHILD1** (Operations Expense) to view budget activity for a Cost Center.
- Use Ledger Group **OPR** (Operations Revenue) to view budget activity for a Cost Center.
- Use Ledger Inquiry Set **OPE_OPR** to view a combined ledger for a Cost Center at the parent (A) level
- Use Ledger Inquiry Set **OPE_CH_OPR** to view a combined ledger for a Cost Center at the B level.
- Use Ledger Group **PLANT** to view budget activity for a Capital Project (Plant Fund)
- Use Ledger Group **GRT_CHILD1** to view budget activity for a Sponsored Project (Grant).
- Use Ledger Group **DETAIL** to view General ledge Account information, i.e. 63003 = Office Supplies, for a Cost Center, Sponsored Project, or Capital Project



Note: *The OPE_OPR ledger inquiry set shows only A (parent) accounts. To see budget information at the B level, please use the OPE_CH_OPR ledger inquiry set.*

6. Click the **Save** button to save your budget inquiry for future use.

Generate a Budget Overview

The Budget Overview search page is used to search for an existing budget inquiry (Find an Existing Value) or to create a new budget inquiry (Add a New Value).

1. To generate a **Budget Overview**, begin by navigating to: **NavBar > Menu > Financials > Commitment Control > Review Budget Activities > Budget Overview**
2. The **Budget Overview** search page is displayed. A search can be by using an existing budget inquiry (**Find an Existing Value**) or by creating a new budget inquiry.

Note: *To create a new budget inquiry, refer to page 12.*

3. If you already have inquiries created, you have two options.

a. Enter the existing **Inquiry Name** and click **Search**.

b. Leave the **Inquiry Name** field blank and click **Search**.

- If you have created only one inquiry, the **Budget Overview** page will display.
- If you have multiple inquiries, a **Search Results** table will display, and you must select the appropriate inquiry to use.

4. The **Budget Overview** page is displayed with the values defined at the creation of the inquiry or that was last saved.
5. To view budget activity:

a. Ensure the appropriate **Ledger Group/Ledger Inquiry Set** is selected:

- **OPE_CHILD1** (Operations Expense) is used to view budget activity for a Cost Center.
- **OPR** (Operations Revenue) is used to view budget activity for a Cost Center.
- **OPE_OPR** is used to view a combined ledger for a Cost Center at the Parent (A) level.
- **OPE_CH_OPR** ledger inquiry set is used to view a combined ledger for a Cost Center at the B level.
- **PLANT** is used to view budget activity for a Capital Project (Plant Fund).
- **GRT_CHILD1** is used to view budget activity for a Sponsored Project (Grant).
- **DETAIL** is used to view General Ledger Account Information, i.e. 63003 = Office Supplies, for a Cost Center, Sponsored Project, or Capital Project.

Note: *Do not use the GRANT_PARENT ledger when using the Budget Overview page*.

b. Select the approproate **Type of Calendar**:

- **Detail Budget Period** is used to view fiscal year-to-date information, i.e. September 1 – August 31.
- **Detail Accocounting Period** is used to view information for a specific month or date range.

c. Enter the **Budget Period** and/or **Accounting Period** you want to view.

Note: *When viewing budget activity for a Sponsored or Capital Project with calendar year "Detail Budget Period", leave the Budget Period "From" and "To" fields blanks. If you want to view Project Information by Budget Period, use "Detail Account Period" calendar.*

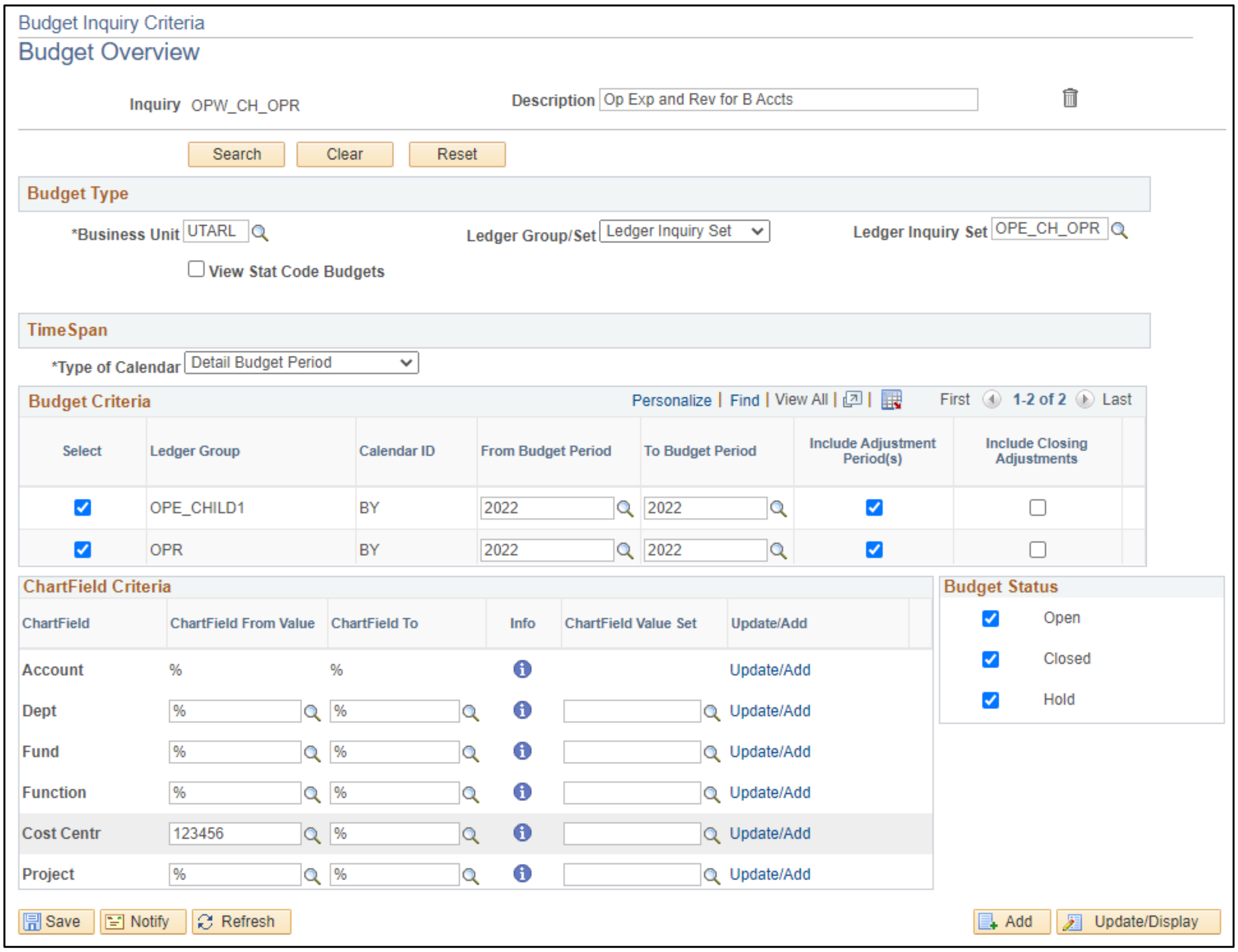
d. The **Include Adjustment Period** field defaults with a check mark. If you do not want to incude 998 – Year-end Entries, remove the check mark.

e. Enter the appropriate **Cost Center** or **Project Number** in the **ChartField Criteria** section.

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

- It is recommended you complete at least one of the field, e.g. Cost Center, Project, Dept, and/or Account, etc., on which to base your inquiry results.

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



View a Budget Overview

1. The **Inquiry Results** page is displayed with the information defined in your search criteria. Results include the Available Budget, the Accounts, and the associated details of the budget.

    a. The **Max Rows** field defaults to **100**. This field determines the maximum number of lines that display in the Budget Overview Results table as well as the transaction Activity Log page. If needed, you can indicate the number of rows that you want to view by increasing or decreasing the **Max Row** field.

Note: *This change applies to your current session only*.

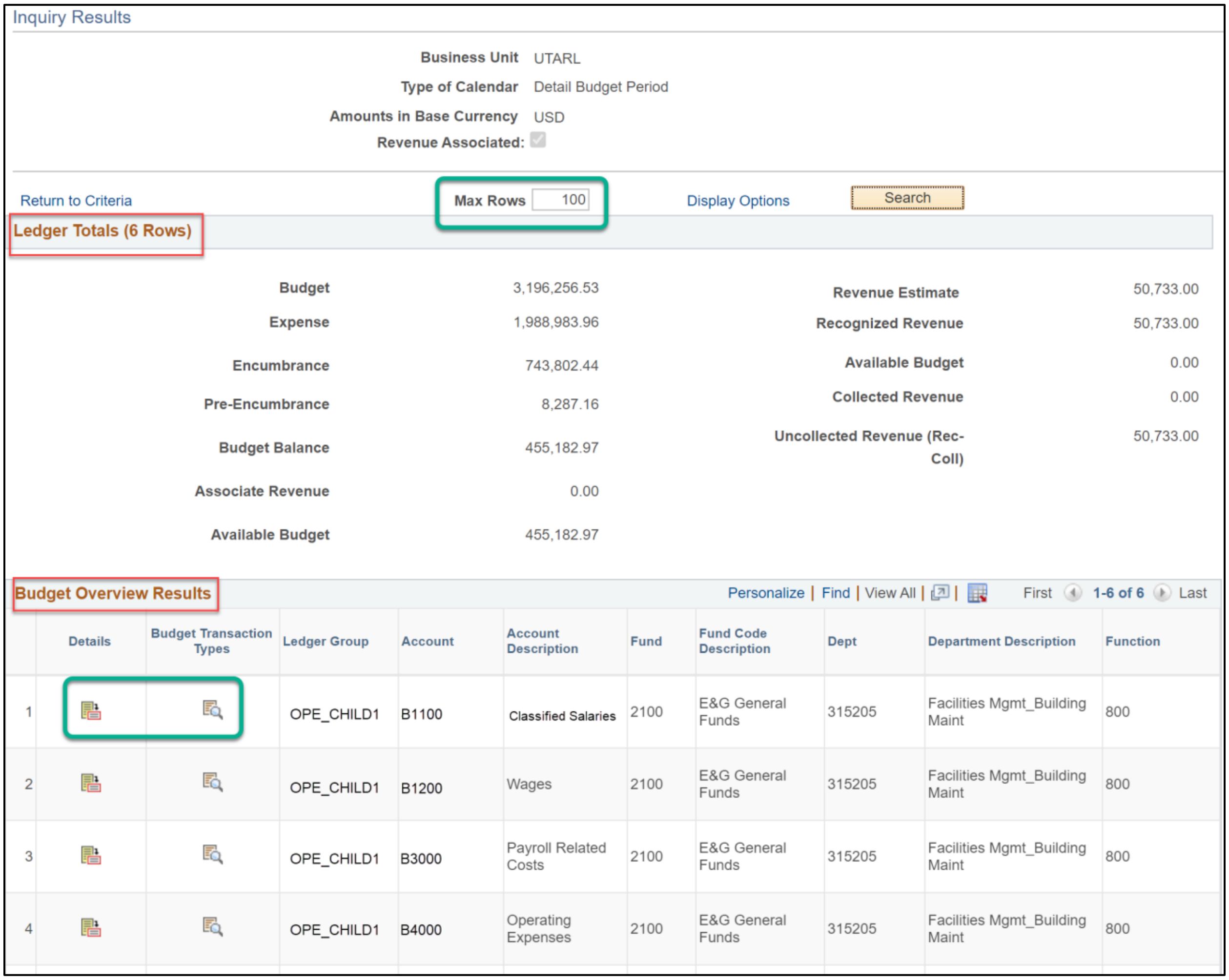
b. The left side of the **Ledger Totals** section provides a budget activity summary.

- The **Budget** field displays the total amount budgeted for the Cost Cent or Project.
- The **Expense** field indicates the total expenses charged against the budget, e.g. AP Vouchers, Expense Reports, and Journals.
- The **Encumbrance** field indicates the total encumbrances charged against the budget, e.g. Purchase Orders and Travel Authorizations.
- The **Pre-Encumbrance** field indicates the total pre-encumbrances against against the budget, i.e. Requisitions.
- The **Available Budget** indicates the total dollar amount remaining for the budget. This amount is determined by the total of the Budget less Expenses, Encumbrances, and Pre-encumbrances.

Note: *Associate Revenue will display on the OPE Ledger or the OPE_OPR Ledger inquiry set only.*

c. The right side of the **Ledger Totals** section displays revenue information (if applicable).

- The **Revenue Estimate** indicates the total estimated revenue to be received.
- The **Recognized Revenue** indicates the total revenue actually collected.
- The Available Budget displays the available revenue. This amount is determined by the **Revenue Estimate** less the **Recognized Revenue**.
- The **Collected Revenue** is the total revenue that has been collected.
- The **Uncollected Revenue** is the total uncollected revenue. This amount is determined by the total **Recognized Revenue** less the **Collected Revenue**.



Inquiry Results

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

Return to Criteria | Max Rows 100 | Display Options | Search

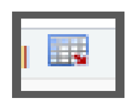
Ledger Totals (6 Rows)

Budget	3,196,256.53	Revenue Estimate	50,733.00
Expense	1,988,983.96	Recognized Revenue	50,733.00
Encumbrance	743,802.44	Available Budget	0.00
Pre-Encumbrance	8,287.16	Collected Revenue	0.00
Budget Balance	455,182.97	Uncollected Revenue (Rec-Coll)	50,733.00
Associate Revenue	0.00		
Available Budget	455,182.97		

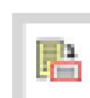
Budget Overview Results — Personalize | Find | View All | First 1-6 of 6 Last

	Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Function
1			OPE_CHILD1	B1100	Classified Salaries	2100	E&G General Funds	315205	Facilities Mgmt_Building Maint	800
2			OPE_CHILD1	B1200	Wages	2100	E&G General Funds	315205	Facilities Mgmt_Building Maint	800
3			OPE_CHILD1	B3000	Payroll Related Costs	2100	E&G General Funds	315205	Facilities Mgmt_Building Maint	800
4			OPE_CHILD1	B4000	Operating Expenses	2100	E&G General Funds	315205	Facilities Mgmt_Building Maint	800

2. The **Budget Overview Results** grid displays:
    a. The horizontal scroll bar at the bottom of grid is used to scroll and view additional balances.
    b. The data of the **Budget Overview Results** table can be downloaded to Microsoft Excel by clicking the Download icon.

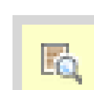


    c. Starting from the left side of the grid,
        - The **Show Budget Details** icon is used to view the Budget Details page. This section displays budget information for a specific ledger, i.e. OPE_CHILD1, GRT_CHILD1, and budget account, i.e. G1200, G4010.

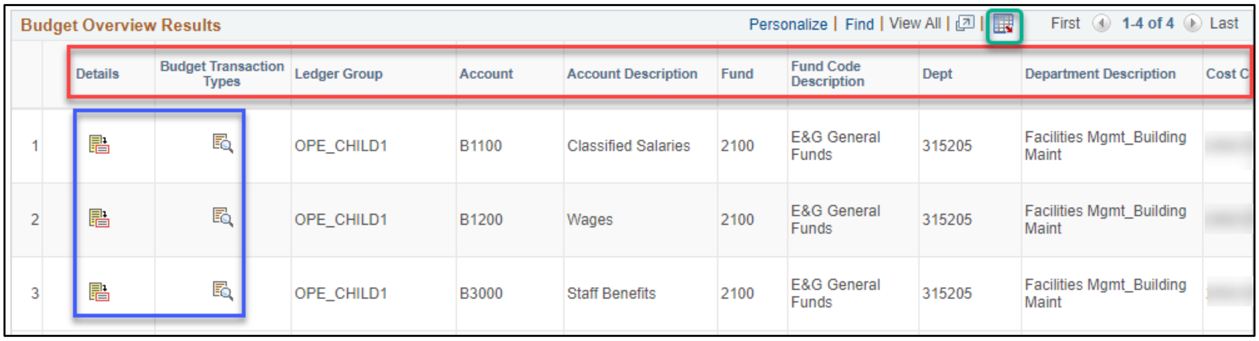


Note: *This icon is not available when viewing information by Calendar Type "Detail Accounting Period".*

- The **Show Budget Transaction Types** icon is used to access the Budget Transaction Types page. This page dipslay the amount of the original



budget and any amount rolled over from the previous fiscal year (if applicable).



Budget Overview Results

Personalize | Find | View All | First 1-4 of 4 Last

	Details	Budget Transaction Types	Ledger Group	Account	Account Description	Fund	Fund Code Description	Dept	Department Description	Cost C
1			OPE_CHILD1	B1100	Classified Salaries	2100	E&G General Funds	315205	Facilities Mgmt_Building Maint	
2			OPE_CHILD1	B1200	Wages	2100	E&G General Funds	315205	Facilities Mgmt_Building Maint	
3			OPE_CHILD1	B3000	Staff Benefits	2100	E&G General Funds	315205	Facilities Mgmt_Building Maint	

d. A **Ledger Group** is related to a different source of funds.

- **OPE_CHILD1** (Operations Expense) is used to view budget activity for a Cost Center.
- **OPR** (Operations Revenue) is used to view budget activity for a Cost Center.
- **OPE_OPR** is used to view a combined ledger for a Cost Center at the Parent (A) level.
- **OPE_CH_OPR** ledger inquiry set is used to view a combined ledger for a Cost Center at the B level.
- **GRT_PARENT** (Grants Parent) is used to view budget activity for a Sponsored Project (Grant).
- **GRT_CHILD1** (Grants Child) is used to view budget activity for a Sponsored Project (Grant).
- **PLANT** is used to view budget activity for a Capital Project (Plant Fund).
- **DETAIL** is used to view General Ledger Account Information, i.e. 63003 = Office Supplies, for a Cost Center, Sponsored Project, or Capital Project.

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

f. The **ChartField** values indicate the funding source for the Ledger Group.

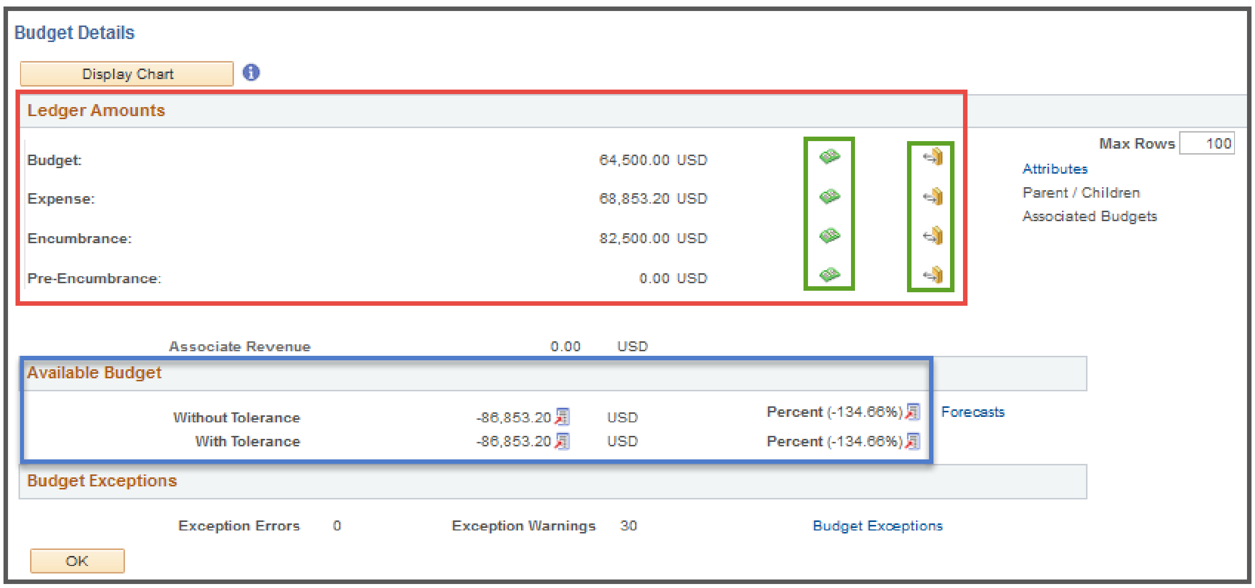
- **Cost Center** = Fund, Dept, Cost Center, Function
- **Sponsored Project (Grants)** = Fund, Dept, Function, PC Business Unti, Project, Activity

3. The **Budget Period** represents the period when the budget activity was processed.
4. You can view specific details for the dollar amounts in the Budget Overview Results table. Use the horizontal scrollbar to scroll right and click on the appropriate monetary

link. The reaminng balnace for each Budget Accoount is displayed at the right end of each line.

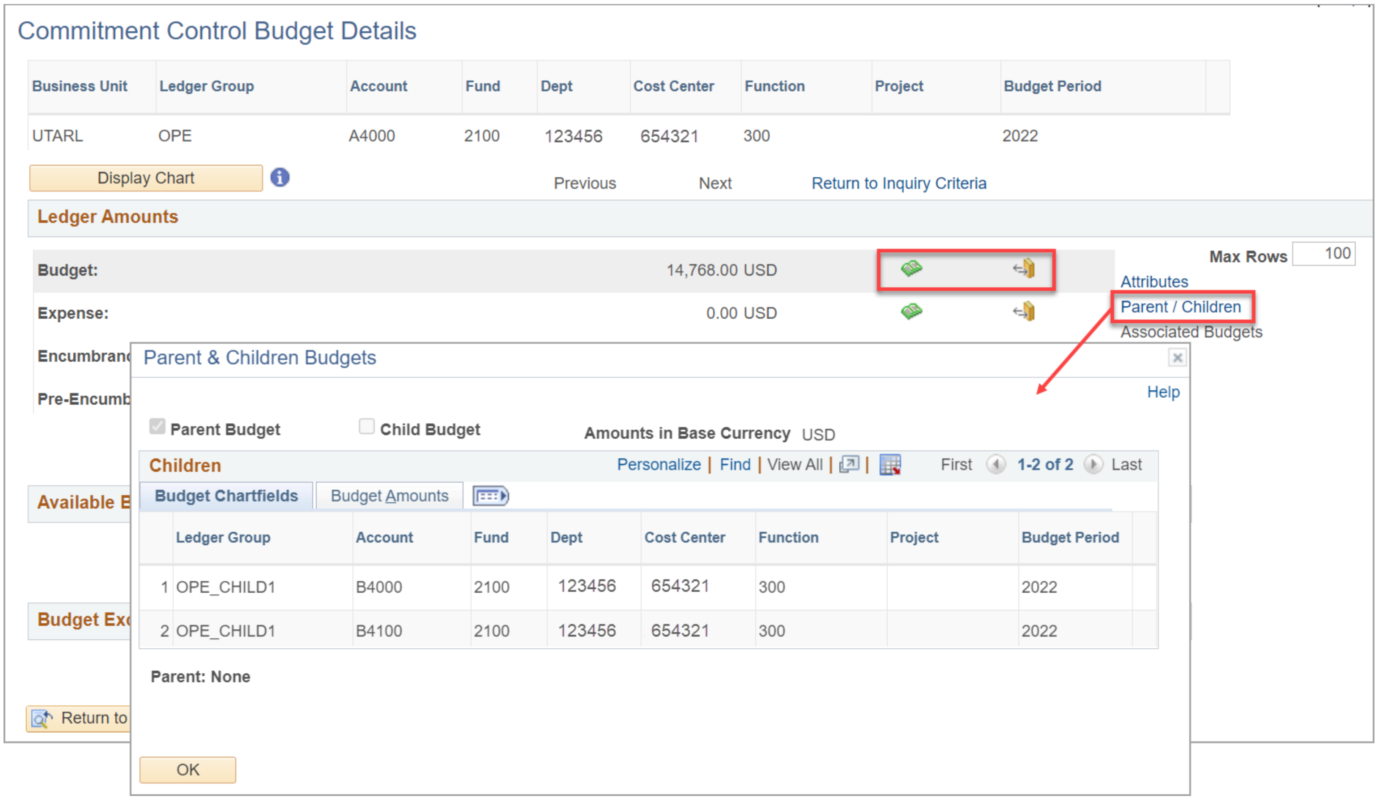
5. You have the ability to drill-down into a budget line to view additional information
6. The **Show Budget Details** icon allows viewing of the **Budget Details** page. 

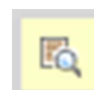
- The **Budget** field displays the total amount budgeted.
- The **Expense** field displays the total expenses charged against the budget, e.g. AP Vouchers, Expense Reports, and Journals.
- The **Encumbrance** field displays the total encucmbrances charged against the budget, e.g. Purchase Orders, Travel Authorizations, and Salaries.
- The **Pre-encumbrance** field displays the total pre-encumbrance chargef against the budget, i.e. Requisitions.
- The **Available Budget** section indicates the total dollar amount remaining for the budget. This amount is determined by the total of the Budget less Expenses, Encumbrances, and Pre-encumbrances.



a. View specific details for each **Ledger Amounts**,by clicking the appropriate icon.

- The **Drill to Ledger** icon (open green book) displays ledger details by accounting period (month). 
- The **Activity Log** icon (closed gold book) displays transcation details for the ledger. 
- The **Parent/Children** link displays budget account information. If viewing information at the Parent level, this section provides all child budget accounts established for the Cost Center or Project and the available budget for each account.



7. Click the **Show Budget Transaction Types** icon to view the amount of the original budget, the total adjustment amount, and the adjustment and original transfer amounts. This section also provides the budget closing amount and any amount rolled over from the previous fiscal year. 
8. For information on viewing **Transaction Lines**, refer to "View Transaction Activity and Source Documents" on page 10 of this document.

Delete a Budget Inquiry

1. Begin by navigating to: **NavBar > Menu >Financials > Commitment Control > Review Budget Activities > Budget Overview**
2. The **Budgets Overview** page is displayed, and you have two options.
   a. Enter the **Inquiry Name** you want to delete and click **Search**.
   b. Leave the **Inquiry Name** field blank and click **Search**.
      - If you have created only one inquiry, the **Budget Overview** page will display.
      - If you have multiple inquiries, a **Search Results** table will display, and you must select the appropriate inquiry to use.
3. Select the inquiry you want to delete.

4. On the Budget Overview page, click the **Delete** icon (trash can).
5. To verify the inquiry was deleted successfully, click the **Search** button again.

Grants Management

The Grants module in UTShare is used to manage the full life cycle of research administration, including proposal generation, transitioning proposals into awards, tracking award and project information. A Grant consists of two main parts, an Award and a Project.

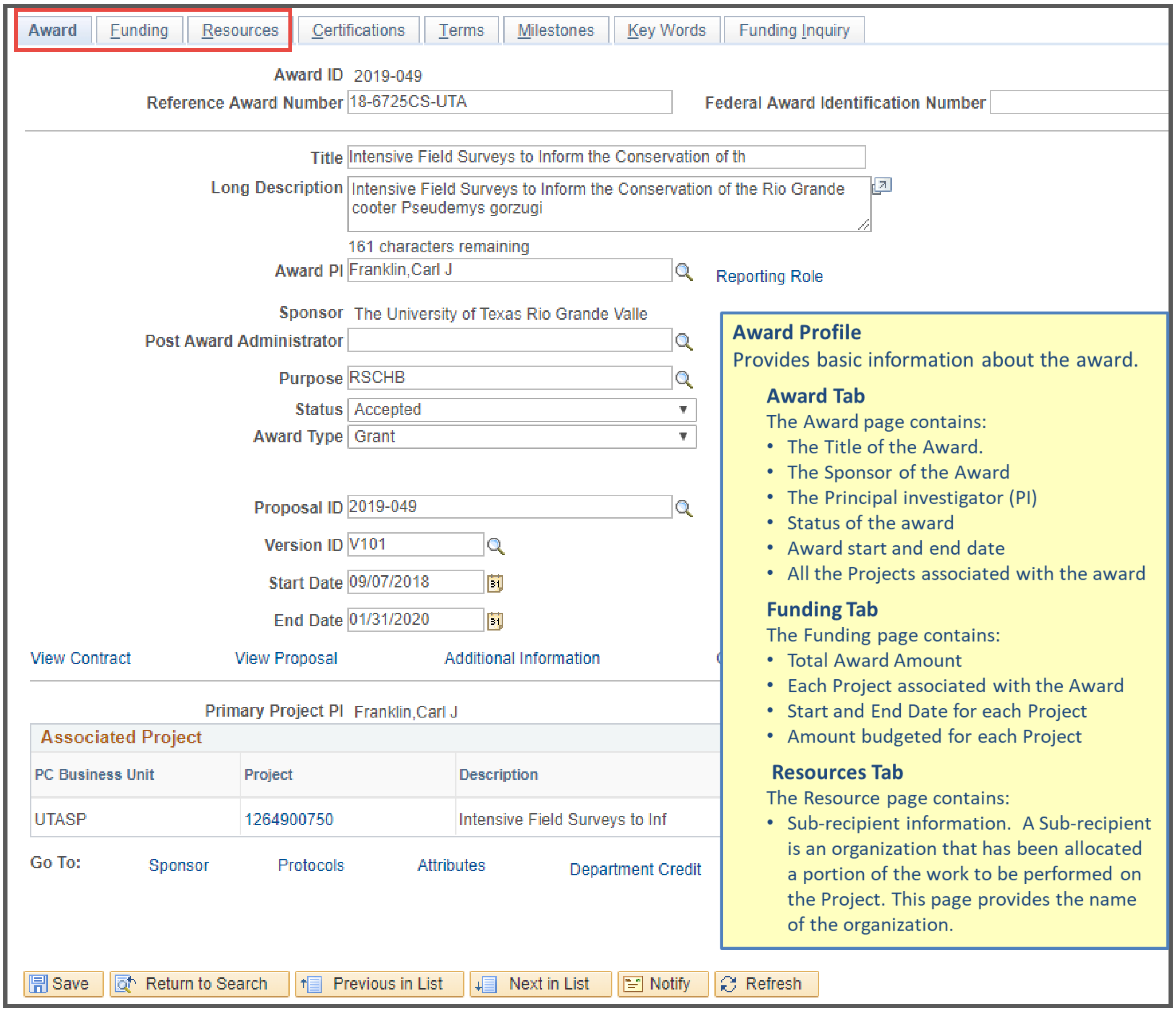
The Award represents the funding from the sponsor and includes details such as the start and end dates, name of the PI, sponsor, and terms and conditions.

The Project describes the way in which the funds are spent. It is used to track the financial part of the Award and is where the transactions occur.

An Award can have multiple Projects. Each Project has its own budget.

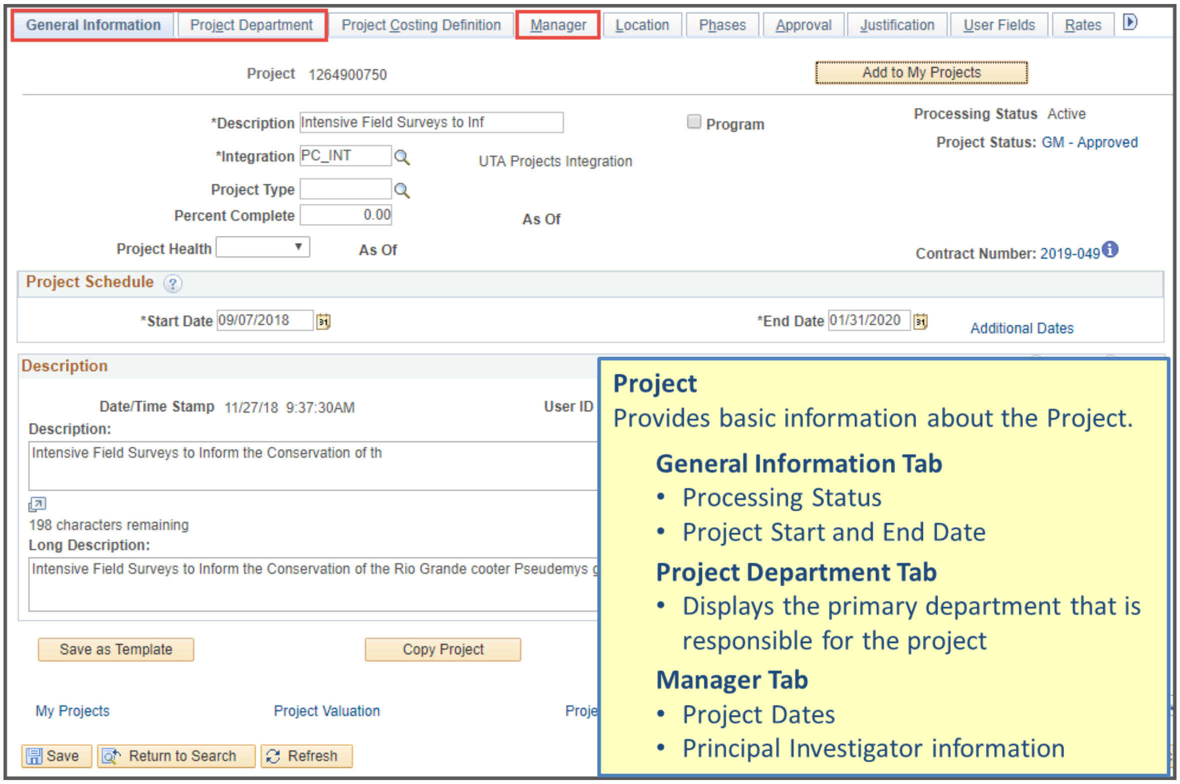
Award Profile

NavBar > Menu > Financials > Grants > Awards > Award Profile



Project

NavBar > Menu > Financials > Grants > Awards > Project



Project Budget Accounts

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