Update the Departmental Budget Form ZS

The purpose of this job aid is to explain how to update the Departmental Budget Form ZS data form. The data form is used to reconcile revenues, expenses and transfers for a specific Cost Center (budgeted).

The data form provides information for the current and prior years’ budgets. You can project the budget for the new year based on this information.

Note: Changes made to budget data is updated in real time.

General Information

Different Types of Budget Worksheets

Budget data in PBCS is entered on the Zero Suppressed (ZS) worksheet for GL Accounts already in use.

- **Departmental Budget Forms ZS** - Budget preparation by cost center and fund group. This worksheet displays budget information for all general ledger accounts (expense lines) used in a previous year’s budget.

- **Departmental Budget Form ZS with GL** - This worksheet displays budget information for all general ledger accounts (expense lines) down to the GL Account level used in a previous year’s budget.

- **Departmental Budget All KK/GL Accounts** - Listing of all general ledger accounts available in PeopleSoft GL. If a new general ledger account (expense line) is needed on the ZS worksheet (e.g. Travel line, Salary line, etc.), then it must be added by using this worksheet. For instructions on adding a new GL account, refer to the job aid “Add New GL Account to Departmental Budget Form ZS”.

General Ledger Account

Budget data on the worksheet is by General Ledger Account. A General Ledger Account is used to identify the nature of a financial transaction (e.g. 51101 = A&P Salaries, 63003 = Office/Computer Supplies, etc.). Listed below are the different types of GL accounts found in UT Share and PBCS:
UT Share General Ledger Accounts

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Description</th>
<th>GL Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1XXXX</td>
<td>Assets</td>
<td>5XXXX</td>
<td>Expense - Payroll</td>
</tr>
<tr>
<td>2XXXX</td>
<td>Liabilities</td>
<td>6XXXX</td>
<td>Expense-Non-payroll</td>
</tr>
<tr>
<td>3XXXX</td>
<td>Fund Equity</td>
<td>7XXXX</td>
<td>Transfers</td>
</tr>
<tr>
<td>4XXXX</td>
<td>Revenue</td>
<td>8XXXX</td>
<td>Capital Assets</td>
</tr>
</tbody>
</table>

Budget Account

Budget Accounts specify the purpose of the funds. It is used to record budget information to various categories (i.e. Staff Salaries, Operating Expenses, etc.). When the budget information is loaded back into UT Share it will be rolled up to the Budget Account level (e.g. A1000, A2000, A3000, A4000, etc.). The image below displays expense Budget Accounts and the associated general ledger accounts.

**Update the Departmental Budget Form ZS**

**Complete the steps below to update the Summary pages:**

1) From the PBCS homepage, select the Departmental Budget icon.
Update the Departmental Budget Form ZS

Complete the steps below to update the Summary pages:

2) Select the **Departmental Budget Forms** icon.

3) The Departmental Budget Form ZS menu is displayed.

   a) Verify the correct budgeted **Cost Center** is displayed.

   b) If not, click on the Cost Center displayed and search through the “Select a Member” page selecting the until the correct Cost Center is found. Click OK.

   c) Select the **GO arrow** to retrieve the data for your selection. NOTE: The GO arrow is dynamic and only displays when a parameter needs refreshing.
Update the Departmental Budget Form ZS

Complete the steps below to update the Summary pages:

4) The worksheet displays budget information for the current and prior years. Departments will be using the Department Working Total column for FY 20 budget updates. Verify the information on the form and if necessary to adjust, click in a cell and enter/adjust the amount you want to allocate to each general ledger account as necessary to stay within the approved base line budget. Department Baseline will provide the total budget for FY 20. Baseline Budget plus Permanent Additions = Department Baseline. Only data to be loaded initially will be Allocation information and Position Information. A review will need to be performed for revenues and miscellaneous expenses.

When reconciling the Departmental Budget Form ZS, the “Total Income and Expense” line should equal “zero” in the Departmental Working Total column.

If the cost center is out of balance, consider the following:

- Verify that the amount you allocated to each expense line is accurate.
- Make sure the total dollar amount of salaries carried forward correctly for each position classification (A&P, CLS, FAC). If changes are required, return to the Position Budget Forms Existing Positions by Department and/or Existing Positions by Cost Center data forms to make the necessary changes.
- If both adjustments and salaries are correct, balance the cost center by increasing or decreasing one of the existing expense lines (e.g. 63003 Office/Computer Supplies).

5) After completing the budget worksheet for the specified Cost Center, click the Save icon in the toolbar.

Note: Repeat steps 3-4 for each budgeted cost centers in your department.