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 form can be used to budget lump sum M&O, Travel, Scholarships and Reserve dollars at the summary “B” account level.
- **Departmental Budget Form ZS with GL** - This form can be used to budget M&O, Travel, Scholarships and Reserve at the GL account level.
- **Departmental Budget All KK/GL Accounts** - This form is used to add a GL account that has not been used in the previous budget years.

#### 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 B level (e.g. B1000, B1100, B4000, etc.). The image below displays expense Budget Accounts and the associated general ledger accounts.

**Update the Departmental Budget Form ZS**

1) From the PBCS homepage, select the **Departmental Budget** icon.
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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.
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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 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. 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, etc.). 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.