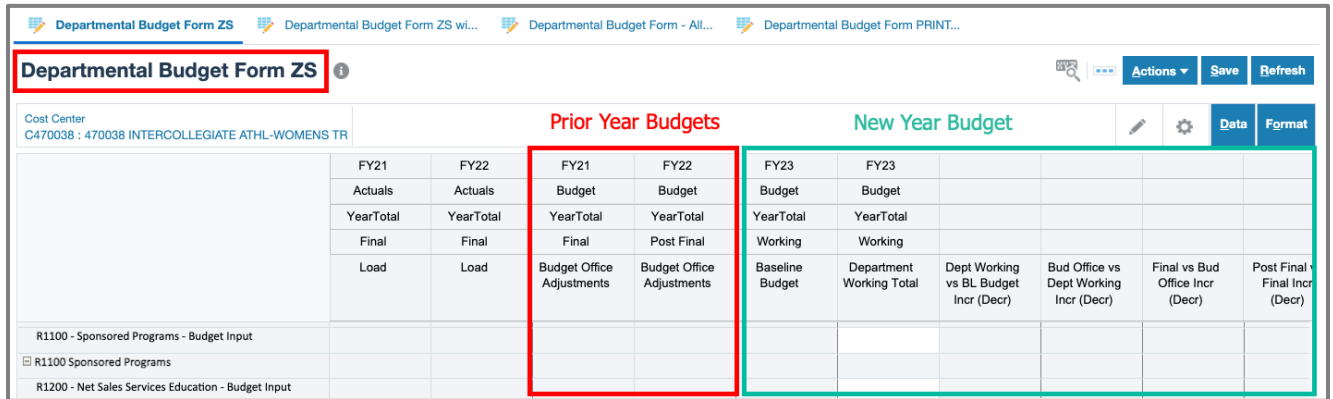


Update the Departmental Budget Form ZS

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.



Cost Center C470038 : 470038 INTERCOLLEGIATE ATHL-WOMENS TR	Prior Year Budgets				New Year Budget						
	FY21	FY22	FY21	FY22	FY23	FY23					
	Actuals	Actuals	Budget	Budget	Budget	Budget					
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal					
	Final	Final	Final	Post Final	Working	Working					
	Load	Load	Budget Office Adjustments	Budget Office Adjustments	Baseline Budget	Department Working Total	Dept Working vs BL Budget Incr (Decr)	Bud Office vs Dept Working Incr (Decr)	Final vs Bud Office Incr (Decr)	Post Final Final Incr (Decr)	
R1100 - Sponsored Programs - Budget Input											
<input type="checkbox"/> R1100 Sponsored Programs											
R1200 - Net Sales Services Education - Budget Input											

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

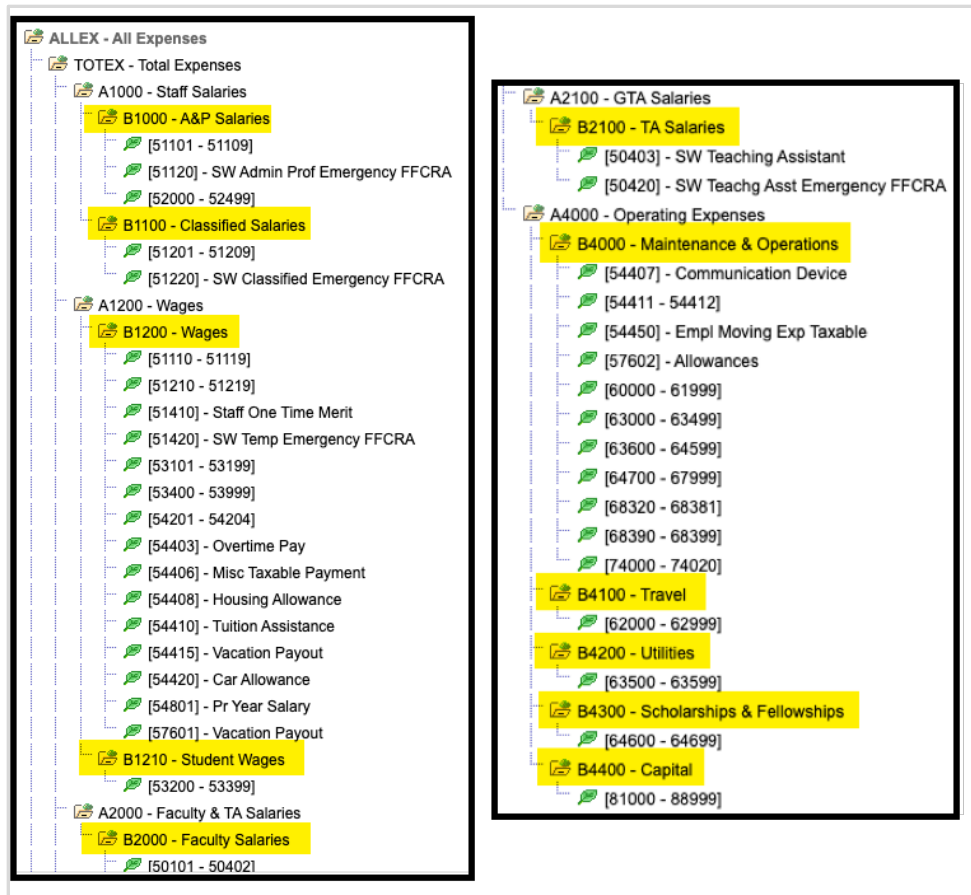
Budget data on the worksheet is by General Ledger Account. A General Ledger Account is used to identify the nature of a financial transaction (e.g. 51101 = A&P Salaries, 63003 = Office/Computer Supplies, etc.).

Listed below are the different types of GL accounts found in UT Share and PBCS:

UT Share General Ledger Accounts			
GL Account	Description	GL Account	Description
1XXXX	Assets	5XXXX	Expense - Payroll
2XXXX	Liabilities	6XXXX	Expense-Non-payroll
3XXXX	Fund Equity	7XXXX	Transfers
4XXXX	Revenue	8XXXX	Capital Assets

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 in to 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

Complete the steps below to update the Summary pages:

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



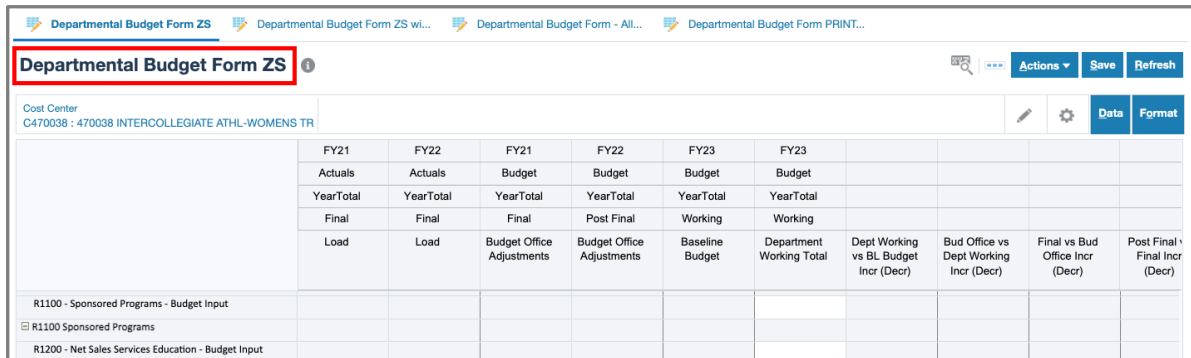
Update the Departmental Budget Form ZS

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.




	FY21	FY22	FY21	FY22	FY23	FY23				
	Actuals	Actuals	Budget	Budget	Budget	Budget				
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal				
	Final	Final	Final	Post Final	Working	Working				
	Load	Load	Budget Office Adjustments	Budget Office Adjustments	Baseline Budget	Department Working Total	Dept Working vs BL Budget Incr (Decr)	Bud Office vs Dept Working Incr (Decr)	Final vs Bud Office Incr (Decr)	Post Final Final Incr (Decr)
R1100 - Sponsored Programs - Budget Input										
R1100 Sponsored Programs										
R1200 - Net Sales Services Education - Budget Input										

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 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.

Cost Center C470038 : 470038 INTERCOLLEGIATE ATHL-WOMENS TR	Prior Year Budgets				New Year Budget					
	FY21	FY22	FY21	FY22	FY23	FY23				
	Actuals	Actuals	Budget	Budget	Budget	Budget				
	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal	YearTotal				
	Final	Final	Final	Post Final	Working	Working				
Load	Load	Budget Office Adjustments	Budget Office Adjustments	Baseline Budget	Department Working Total	Dept Working vs BL Budget Incr (Decr)	Bud Office vs Dept Working Incr (Decr)	Final vs Bud Office Incr (Decr)	Post Final Final Incr (Decr)	
R1100 - Sponsored Programs - Budget Input										
<input type="checkbox"/> R1100 Sponsored Programs										
R1200 - Net Sales Services Education - Budget Input										


Gray Cells = Read Only
 White Cells = Write Access
 Yellow Cells = Unsaved Data

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

Total Income and Expense

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.