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. A4000, 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 is used to view budget activity for a Cost Center
- 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_CHILD - 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 period 1.

<p>| | | | | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Sep</td>
<td>4</td>
<td>Dec</td>
<td>7</td>
<td>Mar</td>
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<td>11</td>
<td>July</td>
<td>12</td>
<td>Aug</td>
</tr>
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<td>998</td>
<td>Year-End Adjusting Period</td>
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<td></td>
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</table>
Managing Department Funds

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 UT Share. It consists of the following elements:

<table>
<thead>
<tr>
<th>Bus Unit</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Cost Centr</th>
<th>Function</th>
<th>Program</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
</tr>
</thead>
</table>

Last Revision: 5/7/2019
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 into “ChartFields” in UT Share. 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 UT Share. 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**

To find an existing SpeedType, begin by navigating to NavBar – Navigator -Financials - Set Up Financials /Supply Chain - Common Definitions - Design ChartFields - Define Values - Speed Types

The SpeedTypes search page is displayed. The SetID defaults with “UTARL”. Leave the default value.

Enter the Cost Center or Project number in the SpeedType Key field.

Select Universal (All Users) from the Type of SpeedType drop-down menu.

Click Search.
The SpeedType page displays the chartfield values required for processing or viewing transactions in UT Share.

- 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

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**Budget Overview**

<table>
<thead>
<tr>
<th>Inquiry Results</th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Dates</td>
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<td>Status:</td>
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<tr>
<td>Type of Control</td>
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<td>Amounts in Base Currency:</td>
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<tr>
<td>Resource Associated:</td>
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<table>
<thead>
<tr>
<th>Reference Dates</th>
<th>Main Menu</th>
<th>Tab</th>
<th>Details Menu</th>
<th>Report</th>
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</table>

**Ledgers Results**

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<thead>
<tr>
<th>Ledger Account</th>
<th>Account</th>
<th>Period</th>
<th>Dept</th>
<th>Class Code</th>
<th>Position</th>
<th>Project</th>
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<th>Actual</th>
<th>Expenditure</th>
<th>Recurrence</th>
<th>Budget</th>
<th>Available Budget</th>
<th>Uncollected Revenue</th>
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<tbody>
<tr>
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<td>2016</td>
<td>3001</td>
<td>1905</td>
<td>700</td>
<td>2014</td>
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<tr>
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<td>1905</td>
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<td>2014</td>
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A Ledger is used to track various types of transactions (operating, sponsored or capital) and account structure (parent or child).

**Cost Center Ledgers**

- OPE - Displays Operating Expenses for a Cost Center
- 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. It is used to record budget information to various categories.
Managing Department Funds

Budget Details
The Budget Details page is used to view financial activity for a single budget account (e.g. A4000, G4010).

1. To view Budget Details, begin by navigating to: **NavBar > Navigator >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” 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 for Projects. If viewing information at the Parent level, this section provides all budget accounts established for the Project and the available budget for each account. This link is only available (active) when viewing information for a Sponsored Project or a Capital Project.

**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.
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 inquiries 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 > Navigator > 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** 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, OPR, GRT_CHILD1, PLANT, or DETAIL.
      - **Ledger Inquiry Set** is used to view a combined ledger, i.e. OPE_OPR. 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** (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.
      - 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 ledger Account information, i.e. 63003 = Office Supplies, for a Cost Center, Sponsored Project, or Capital Project
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 > Navigator > 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 (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.
      ▪ 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 appropriate Type of Calendar:
      • Detail Budget Period is used to view fiscal year-to-date information, i.e. September 1 – August 31.
      • Detail Accounting 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 include 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. 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.
   • 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 right 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 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.

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**.
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, 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 display the amount of the original budget and any amount rolled over from the previous fiscal year (if applicable).
   d. A **Ledger Group** is related to a different source of funds.
      - **OPE** (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**.
      - **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 Unit, 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 remaining balance for each Budget Account 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 encumbrances charged against the budget, e.g. Purchase Orders, Travel Authorizations, and Salaries.
   - The **Pre-encumbrance** field displays the total pre-encumbrance charged 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.

   ![Budget Details](image)

   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 transaction details for the ledger.
      - The **Parent/Children** link is only available (active) when viewing budget account information for a Project. If viewing information at the Parent
level, this section provides all budget accounts established for the 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 > Navigator > 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 UT Share 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 > Navigator > Financials > Grants > Awards > Award Profile*
Project

NavBar > Navigator > Financials > Grants > Awards > Project

Project Budget Accounts

NavBar > Navigator > Financials > Grants > Awards > Project Budgets

The Project Budgets page is used to view:
- All Budget Accounts associated with a specific Project. The Budget Account specifies the purpose of the funds (e.g. G4010 – Salaries).
- A description of each Budget Account.
- The budget established for each Budget Account.