Budget Transfers and Reports

Budget & Management Services Department

August 21, 2019
Presentation Overview

• Budget Planning & Implementation
• Completing a Budget Revision
• Completing a GL Drilldown Budget Report
• Budget Do’s and Don’ts
• Additional Reference Materials
• Contacts
• Questions
Budget Planning and Implementation

Keys to Success

1. Develop a plan that aligns resources in appropriate functions and accounts.
2. Download and review your budget on a monthly basis.
3. Manage resources carefully to ensure you will meet your outcomes for the year.
Budget Adjustment Revisions

Definition and Considerations

What is a Budget Adjustment Revision?

- A Budget Adjustment Revision (BAR) is used to move funding from one account to another within the limits of PGCPS regulations.

Always Remember:

- The Debits must equal the Credits on all BARs.
- Provide a detailed justification for moving funds.
  - Example: To realign funds from Office Supplies to Classroom Teaching to support additional art supplies for the classroom.
- If realigning Grant Funds, verify that the transfer is allowable within the grant rules and that the transfer has been approved by the granting agency.
An account string is comprised of 31 digits in nine segments. Each segment gives important information about the funding source that is being used.
Budget Adjustment
Revisions (BAR)
Step-by-Step Guide
Budget Adjustment Revisions

Step-by-Step Guide

Step #1

Login to Oracle

In the Navigator section, click on the Responsibility ending with “... PS Budget User”

Under Budget Revisions, click on “Define”
Budget Adjustment Revisions

Step-by-Step Guide

Step #2

Click on “Create Request”
Budget Adjustment Revisions

Step-by-Step Guide

Step #3

Complete the Top Section of the Form Including a Detailed Justification
Budget Adjustment Revisions

Step-by-Step Guide

Step #4

Click on the white box under “Account”
Budget Adjustment Revisions
Step-by-Step Guide

Step #5

A new window will appear
Enter the entire Account String
Budget Adjustment Revisions

Step-by-Step Guide

Step #6

Complete the fields for Period, Increase/Decrease and Amount
Budget Adjustment Revisions

Step-by-Step Guide

Step #7  Add additional lines as needed  Remember: Total Debits and Credits Must Match

![Image of software interface showing budget adjustment revisions]

File Edit View Folder Tools Window Help

Budget Group  P_LAMONT
GL Budget Set  GL BUDGET SET
HR Budget  PGCPS HR PC Budget!
Justification  To realign funds to support additional classroom supplies necessary for new reading initiative.

<table>
<thead>
<tr>
<th>Line Item Entries</th>
<th>Position Entries</th>
<th>Mass Entries</th>
<th>Summary Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Period</td>
<td>Original Budget</td>
<td>Current Budget</td>
</tr>
<tr>
<td>2000.0204.2079.5584.0000.5571.02C(JUN-19)</td>
<td></td>
<td>0.00</td>
<td>500.00 Decrease</td>
</tr>
</tbody>
</table>

Account Description  SCHOOL OPERATING RESOURCE DEFAULT TEXTBOOKS AND INSTRUCTION OTHER GENERAL INSTRUCTION

Total Debit  500.00  Total Credit  500.00  Revise Projections  Funds Check
Budget Adjustment Revisions

Step-by-Step Guide

Step #8

Click “Submit”

The click “Start Process”
Budget Adjustment Revisions

Step-by-Step Guide

Step #9

Click “OK”

The revision request is complete
General Ledger (GL) Drilldown
Step-by-Step Guide
GL Drilldown Report

Step-by-Step Guide

Step #1

Login to Oracle

In the Navigator section, click on the Responsibility containing “...Fin Apps...”

Then click on “GL Funds Inquiry”
GL Drilldown Report

Step-by-Step Guide

Step #2

Login to Oracle

In the Navigator section, click on the Responsibility containing “...Fin Apps...”

Then click on “GL Funds Inquiry”
GL Drilldown Report

Step-by-Step Guide

Step #2

Select the Flashlight Icon near the top left corner of the screen
GL Drilldown Report

Step-by-Step Guide

Step #3

Enter the criteria that you would like to base your search on

At a minimum, include “Cost Center” and “Fiscal Year”

Click “OK”
GL Drilldown Report

Step-by-Step Guide

Step #4

From the main menu, select “File” then “Export”
GL Drilldown Report

Step-by-Step Guide

Step #5

Select “Open”

If prompted to select an application, choose Microsoft Excel
On the “View” menu in Excel, click on “Macros” then “View Macros”
Select the macro that you would like to run
GL Drilldown Report

Step-by-Step Guide

Step #8

Select “OK”
GL Drilldown Report

Step-by-Step Guide

Step #9

The report is complete
# Keys to Success

## Do’s & Don'ts

<table>
<thead>
<tr>
<th>Do…</th>
<th>Don’t…</th>
</tr>
</thead>
<tbody>
<tr>
<td>When developing your budget plan, do plan for the entire year and link the expenditures to the execution of the master plan goals.</td>
<td>Don’t charge items to an account just because you have money there. BAR funds to the correct account string.</td>
</tr>
<tr>
<td>Do prepare budget revisions for the few unplanned expenditures or unanticipated spending with a detailed justification in Oracle to realign funds from one account to another.</td>
<td>(If the correct account string does not exist in your budget, contact your Budget Analyst)</td>
</tr>
<tr>
<td>Do use whole dollars on all revisions.</td>
<td>Don’t submit a requisition or disbursement authority if you do not have money in the account.</td>
</tr>
<tr>
<td>Do uncheck the permanent box on a budget revisions before saving and use whole dollars only.</td>
<td>Don’t submit budget revisions frequently and never submit ones that cross functions.</td>
</tr>
<tr>
<td>Do check the balances on a bi-weekly/monthly basis by completing a “download” of your accounts in Oracle.</td>
<td>Don’t wait until the end of the school year to spend funds allocated to you. Appropriations are to benefit children in the current school year, not the future.</td>
</tr>
<tr>
<td>Do spend appropriations timely and appropriately on the goals and objectives for the current school year.</td>
<td>Don’t use SBB Funds for Cash or Equivalent Awards.</td>
</tr>
</tbody>
</table>
Reference Materials and Contact Information

Reference Materials

- **Budget Sources (Including Budget Books):** [www.pgcps.org/budget/](http://www.pgcps.org/budget/)
- **IT Sources (Oracle-Related Items):** [https://sites.google.com/a/pgcps.org/oracle/?pli=1](https://sites.google.com/a/pgcps.org/oracle/?pli=1)

Contacts for Additional Information

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Questions and Answers