



Budget Change Requests

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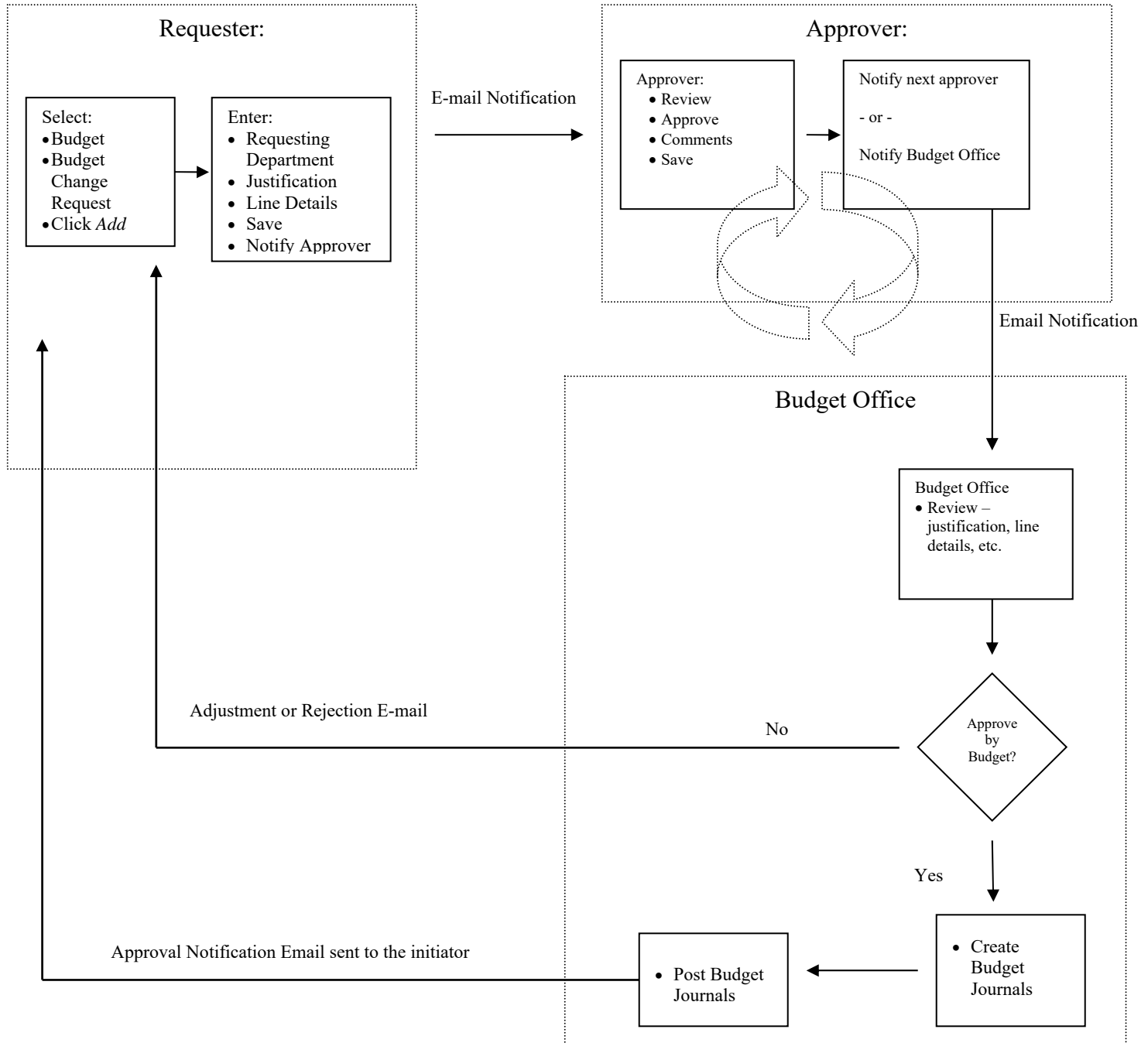


Budget Change Request – Policy Notes

- This process is a request for transfer of BUDGET funds. Requests will not be granted in violation of policy or without sufficient business reason.
- This is not a Departmental Adjustment! DA's are also available in TRAX, however, they are a request for transfer of ACTUAL funds. Use the departmental adjustment request for interdepartmental charges or to change a transaction that was done incorrectly. The BCR is used to transfer funds BEFORE a charge takes place.
- Follow the approval process of your department or division. The approvers listed on the online BCR form should match what is on your department's Signature Authorization Form. If a BCR is submitted to the Budget Office for final approval without the proper authorization from personnel in your department or division, you will be contacted. This will ultimately slow down the time it takes to approve your request.
- Paper forms will continue to be accepted in certain instances. Examples are grants and sponsored programs, some restricted funds or agency accounts. If you receive an error message in TRAX after entering a certain department ID or account, it may be because the information you are attempting to enter is beyond the scope of the online form. Contact the Budget Office directly if you have questions about how to proceed.
- Do not use this form to move funds within the same account category just to eliminate negative numbers in your Budget Summary. An advantage of TRAX (PeopleSoft) is having the ability to overspend a line item, if you need that flexibility.
- The Budget Office does not budget in cents. Please always round up to the nearest dollar amount.
- Each Request costs about fifty dollars in time and labor to process. Do not move amounts less than one dollar. The sum total for each Request should be at least fifty dollars, if at all possible. Otherwise unrelated charges may be included on one BCR.
- This form will only transfer amounts from Revenue (5XXX) and Expense Accounts (9XXX). Transfers from other account ranges are beyond the scope of this form. For questions, contact the Budget Office (Budget_Support@baylor.edu).
- You do not need to send any kind of paperwork to the Budget Office. Please do not send detail statements or printed copies of the BCR to them. They will contact you if they need further information regarding your transaction.



Process for a Budget Change Request





Entering a Budget Change Request

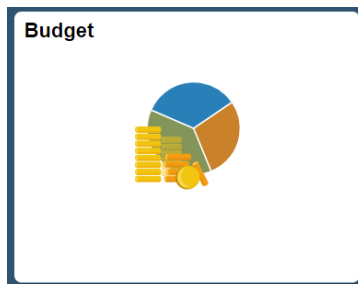
Example 1:

An unexpected event occurred in Billy Bear's department recently. An electrical storm was responsible for the loss of a couple of computers in the department. Those computers need to be replaced as quickly as possible, but after looking at his budget, Billy Bear finds he does not have sufficient funds in his 97xx accounts. He does have funds, however, in his 93xx accounts. Billy Bear should submit a request to move funds from 93xx to 97xx to cover the cost of the new computers.

Check the Department Budget

Verify that the department/account has enough money available in its budget to cover the request you are about to submit. TRAX will not check the budget until the Budget Office creates the Budget Journal (BD).

Enter a Budget Change Request on TRAX



- Select the following from the Baylor Homepage
 - Budget
 - Budget Change Request

- Click *Add a New Value*
- Click *Add*



Budget Change Request

[View Printable Version](#)

Business Unit BEARS Transaction ID NEXT Transaction Date 09/08/2015 Status Open
*Telephone Entered on 09/08/2015 Entered by BQB1 Billy Bear
Journal Line Ref

Budget Approval

Status by on
Comments
254 characters remaining

*Requesting Dept *Fiscal Year [Helpful Hints / FAQs](#)
*Justification
254 characters remaining
 Void This Request

The form is balanced.

Expand Approvals Collapse Approvals

Line Details First 1 of 1 Last

1 *Action *Account *Amount
*Department *Fund *Description

Header Information:

[View Printable Version](#)

Business Unit BEARS Transaction ID NEXT Transaction Date 09/08/2015 Status Open
*Telephone Entered on 09/08/2015 Entered by BQB1 Billy Bear
Journal Line Ref



[View Printable Version](#)

- Click this link for a report of the request

*Telephone

- Verify the contact *Phone* number. This should default to the phone number of the person entering the BCR. If the default is incorrect, change the number and send E-mail with the correct phone number to TRAX@BAYLOR.EDU

Budget Approval

Budget Approval

Status: Pending
by _____ on _____

Comments:
254 characters remaining

- After your BCR is approved by the Budget Office, you will see the status change reflected in this section.

Requesting Department

*Requesting Dept

- Enter the primary department ID for the department making the request. Click the magnifying glass to see a list of the departments you have access to.

Apply To Fiscal Year

*Fiscal Year

- This will automatically default to the current fiscal year. It may be necessary in rare instances to change this to an upcoming fiscal year or a previous fiscal year.

Helpful Hints/FAQ's

[Helpful Hints / FAQs](#)

- This link will take you to the Budget Office's website for many helpful guidelines regarding BCR's.



Requirements to Balance:

The form is balanced.

- The *Requirements to Balance* area is read-only. It will inform the user what needs to be entered to create a balanced entry.

Justification:

*Justification	Due to recent storm, we lost two computers. Funds in 97xx are not enough to cover the cost of replacements. Operational costs are running less than anticipated (93xx)
88 characters remaining	

- Enter a description of the request. This text will be reviewed by the Budget Office. Put in enough detail so they can understand what is going on. Be as clear and concise as possible. A detailed justification must include a thorough explanation of why funds are needed and why the decreasing account can absorb the transfer of funds.

Void This Request

- To “delete” the Budget Change Request, click *Void This Request*

Note: Only 254 characters can be entered here! If more than 254 characters are entered, the message below will be displayed and the extra characters will be deleted from the comment.

Message
The value for the field 'Justification' (BB_BCR_HDR.DESCR254_MIXED) was over by 12 characters. Reduce to 254 or less characters. (126,141)
A long edit box on the page allows essentially unlimited text, but the record field specified that the field is of fixed length. You entered a value longer than that limitation, so the value requires truncation to fit the record field.
<input type="button" value="OK"/>



Line Details:

Line Details First 1 of 1 Last

1	*Action <input type="text" value="Increase"/>	*Account <input type="text" value="9705"/>	*Amount <input type="text" value="2000.00"/>
	*Department <input type="text" value="0281180R"/>	*Fund <input type="text" value="10111"/>	*Description <input type="text" value="Repl Comp - Lady and Joy"/>

Email Approver

Department Head Approval

Dean Approval

Vice President Approval

- Select Action:
To move funds TO an expense account (9XXX), select Increase.

- Enter the *Account*. Only Revenue and Expense accounts may be used. Revenue accounts start with “5”. Expense Accounts start with a “9”. You will receive an error message if you attempt to use an invalid account.

- Enter the total *Amount* to be changed.

- Enter the *Department*.



- Enter the *Fund Code*. Fund is implied from *Department*.

- Enter a *Description* for the transaction. When the BD is created the characters “BCR” (Budget Change Request) and the BCR Transaction ID will be added to the front of the description. (“Repl comp....” becomes “BCR10020-Repl comp....”)



- Click *Add a New Row* to create the “from” row.



2 *Action *Account *Amount
*Department *Fund *Description
▶ Email Approver
▶ Department Head Approval
▶ Dean Approval
▶ Vice President Approval

*Action

- Select Action:
To move funds OUT OF an expense account (9XXX), select Decrease.

*Account

- Enter the *Account*.

*Amount

- Enter the total *Amount* to be changed.

*Department

- Enter the *Department*.



*Fund

- Enter the *Fund Code*. Fund is implied from *Department*.

*Description

- Enter a *Description* for the transaction.
When the BD is created the characters “BCR” (Budget Change Request) and the BCR Transaction ID will be added to the front of the description. (“Repl comp....” becomes “BCR10020-Repl comp....”)

- Click *Save*



Emailing the Approver (if necessary):

The best way to notify an approver of an Budget Change Request that they need to approve is to use TRAX to send them an email.



- Click the *Email Approver* dropdown



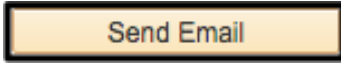
- Click Look up Email (the magnifying glass).

User ID	First Name	Last Name	Email ID
AEA1	Amy	Alexander	Amy_E_Alexander@baylor.edu
AEH1	Anna	Henderson	Anna_Henderson@baylor.edu
BCS1	Bob	Spence	Bob_Spence@baylor.edu
BWN1	Brian	Nicholson	Brian_Nicholson@baylor.edu
DLW1	Debbie	Williams	Debbie_Williams@baylor.edu
GDB1	Grady	Bagby	Don_Bagby@baylor.edu
JLL1	James	Lyon	Larry_Lyon@baylor.edu
JTL1	Jason	Lloyd	JT_Lloyd@baylor.edu
JWM1	Jane	Moreno	Jane_Moreno@baylor.edu
KRH2	Kristin	Henry	Kristin_Henry@baylor.edu
KRK2	Keven	Kehlenbach	Keven_Kehlenbach@baylor.edu
LAE1	Lori	Evers	Lori_Evers@baylor.edu
LHM2	Lisa	McKethan	Dave_Clendennen@baylor.edu
LML1	Lisa	Langlotz	Dave_Clendennen@baylor.edu
MVB1	Michelle	Berry	Michelle_V_Berry@baylor.edu
NJM1	Naomi	Montgomery	Jean_Montgomery@baylor.edu
PLO1	Pattie	Orr	Pattie_Orr@baylor.edu
RLM1	Roger	McCoy	Roger_McCoy@baylor.edu
ROL1	Ross	Larson	Ross_Larson@baylor.edu
RVS1	Ralph	Sherman	Ralph_Sherman@baylor.edu
SDA1	Susan	Anz	Dave_Clendennen@baylor.edu
SPK1	Steve	Kieff	Steve_Kieff@baylor.edu
SPW1	Suzanne	Weems	Suzanne_Weems@baylor.edu
TLH1	Thomas	Hoffmeyer	Tom_Hoffmeyer@baylor.edu

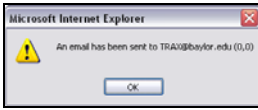
- Select the appropriate *User ID*

Note: Only users who have security access to approve BCR's and have security access to view budgets for the department on the line will show up in this list. In this example, we are working with one department ID. As a result, it is possible for us to have a total of 3 different approvers. Each of these approvers will set the approval flag for two lines. If you need to notify someone who is not on the list or you do not know who your approvers are, use regular e-mail to have them contact TRAX@Baylor.edu.

- The address will show up in the *Email* field



➤ Click *Send Email*



➤ A message will be displayed confirming the Email has been sent. The user does not need to click *Save* in order to send the Email. (Emails have been turned off in test)

*Note – See page 19 for Approval instructions.



(Optional) Print Budget Change Request:

Print a copy of the Budget Change Request for the department records.

[View Printable Version](#)

- Click *View Printable Version* to see the Budget Change Request Report. The Request cannot be printed until it has been saved.

Date: 2015-09-08 Page No: 1

BAYLOR
UNIVERSITY

Report ID: BB_OLBCR

Budget Change Request

Transaction ID: 19994	Approval Status: Pending
Transaction Date: 2015-09-08	Pending by
Entered By: Billy Bear	Pending on
Entered On: 2015-09-08	Accounting Date:
Phone: 254.710.8705	
JV Line Ref:	
Description: Due to recent storm, we lost two computers. Funds in 97xx are not enough to cover the cost of replacements. Operational costs are running less than anticipated (93xx)	

BUDGET CHANGE REQUEST LINES

Line	Action	Department	Account	Fund	Line Description	Amount
1	Increase	0281180R - I T S Budget Reserves	9705 - Equipment	10111	Repl Comp - Lady and Joy	2000.00
2	Decrease	0281180R - I T S Budget Reserves	9370 - Supplies	10111	Repl Comp - Lady and Joy	-2000.00



- Click the Adobe *Print* button to send to the printer



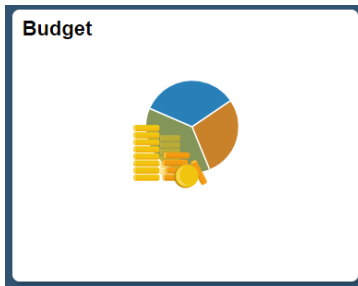
- Click *Exit* to Close the window



Example 2: Interdepartmental Budget Change Request

Billy Bear from the Theater Arts department would like to use funds from his restricted fund for the purchase of some new projectors. To do that, he needs to coordinate with the College of Arts and Sciences Technology Center. In this example, we will move funds out of the restricted fund and into the College of Arts and Sciences Technology Center's operating budget.

Enter a Budget Change Request in TRAX



- Select the following from the Menu
 - Budget
 - Budget Change Request

- Click *Add*

Header Information:

Business Unit BEARS	Transaction ID NEXT	Transaction Date 09/08/2015	Status Open
*Telephone 254.710.8704	Entered on 09/08/2015	Entered by BQB1	Billy Bear
Journal Line Ref			



[View Printable Version](#)

- Click this link for a report of the request

*Telephone 254.710.8704

- Verify the contact *Phone* number. This should default to the phone number of the person entering the BCR. If the default is incorrect, change the number and send E-mail with the correct phone number to TRAX@BAYLOR.EDU

Budget Approval

Budget Approval	
Status	Pending
by	on
Comments	<input type="text"/>
	254 characters remaining

- After your BCR is approved by the Budget Office, you will see the status change reflected in this section.

Requesting Department

*Requesting Dept 0324375

- Enter the primary department ID for the department making the request. Click the magnifying glass to see a list of the departments you have access to.

Apply To Fiscal Year

*Fiscal Year 2016

- This will automatically default to the current fiscal year. It may be necessary in rare instances to change this to an upcoming fiscal year or a previous fiscal year.

Helpful Hints/FAQ's

[Helpful Hints / FAQs](#)

- This link will take you to the Budget Office's website for many helpful guidelines regarding BCR's.



Requirements to Balance:

The form is balanced.

- The *Requirements to Balance* area is read-only. It will tell the user what needs to be entered in the bottom part of the form to create a balanced entry.

Justification:

*Justification	Application of funds to the College of Arts and Sciences Technology Center for purchase of new projector. Restricted fund has a sufficient balance, and htis purpose is an allowable use of these funds.
54 characters remaining	

- Enter a description of the request. This text will be reviewed by the Budget Office. Put in enough detail so they can understand what is going on. Be as clear and concise as possible. A detailed justification must include a thorough explanation of why funds are needed and why the decreasing account can absorb the transfer of funds.

Void This Request

- To “delete” the Budget Change Request, click *Void This Request*

Note: Only 254 characters can be entered here! If more than 254 characters are entered, the message below will be displayed and the extra characters will be deleted from the comment.

Message
The value for the field 'Justification' (BB_BCR_HDR.DESCR254_MIXED) was over by 12 characters. Reduce to 254 or less characters. (126,141)
A long edit box on the page allows essentially unlimited text, but the record field specified that the field is of fixed length. You entered a value longer than that limitation, so the value requires truncation to fit the record field.
<input type="button" value="OK"/>



Line Details:

- Select Action:
To move funds TO an expense account (9XXX), select Increase.

- Enter the *Account*. Only Revenue and Expense accounts may be used. Revenue accounts start with “5”. Expense Accounts start with a “9”. You will receive an error message if you attempt to use an invalid account.

- Enter the total *Amount* to be changed.

- Enter the *Department*.







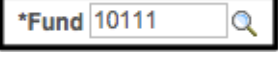
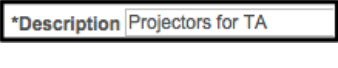
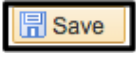
- Enter the *Fund Code*. Fund is implied from *Department*.

- Enter a *Description* for the transaction. When the BD is created the characters “BCR” (Budget Change Request) and the BCR Transaction ID will be added to the front of the description. (“Repl comp....” becomes “BCR10020-Repl comp....”)



- Click *Add a New Row* to create the “from” row.



-  ➤ Select Action:
To move funds OUT OF an expense account (9XXX), select Decrease.
-  ➤ Enter the *Account*.
-  ➤ Enter the total *Amount* to be changed.
-  ➤ Enter the *Department*.
-  ➤ Enter the *Fund Code*. Fund is implied from *Department*.
-  ➤ Enter a *Description* for the transaction.
When the BD is created the characters “BCR” (Budget Change Request) and the BCR Transaction ID will be added to the front of the description. (“Repl comp....” becomes “BCR10020-Repl comp....”)
-  ➤ Click *Save*

*Note – See page 12 for printing instructions.



Emailing the Approver (if necessary):

The best way to notify an approver of an Budget Change Request that they need to approve is to use TRAX to send them an email.



- Click the *Email Approver* dropdown
- Click Look up Email (the magnifying glass).

Look Up Email

User ID begins with []
First Name begins with []
Last Name begins with []
Email ID begins with []

Look Up Clear Cancel Basic Lookup

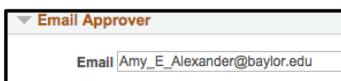
Search Results

View 100 First 1-24 of 24 Last

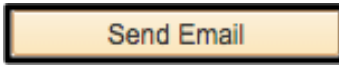
User ID	First Name	Last Name	Email ID
AEA1	Amy	Alexander	Amy_E_Alexander@baylor.edu
AEH1	Anna	Henderson	Anna_Henderson@baylor.edu
BOS1	Bob	Spence	Bob_Spence@baylor.edu
BWN1	Brian	Nicholson	Brian_Nicholson@baylor.edu
DLW1	Debbie	Williams	Debbie_Williams@baylor.edu
GDB1	Grady	Bagby	Don_Bagby@baylor.edu
JLL1	James	Lyon	Larry_Lyon@baylor.edu
JTL1	Jason	Lloyd	JT_Lloyd@baylor.edu
JWM1	Jane	Moreno	Jane_Moreno@baylor.edu
KRH2	Kristin	Henry	Kristin_Henry@baylor.edu
KRK2	Keven	Kehlenbach	Keven_Kehlenbach@baylor.edu
LAE1	Lori	Evers	Lori_Evers@baylor.edu
LHM2	Lisa	McKethan	Dave_Clendennen@baylor.edu
LML1	Lisa	Langlotz	Dave_Clendennen@baylor.edu
MVB1	Michelle	Berry	Michelle_V_Berry@baylor.edu
NJM1	Naomi	Montgomery	Jean_Montgomery@baylor.edu
PLO1	Pattie	Orr	Pattie_Orr@baylor.edu
RLM1	Roger	McCoy	Roger_McCoy@baylor.edu
ROL1	Ross	Larson	Ross_Larson@baylor.edu
RVS1	Ralph	Sherman	Ralph_Sherman@baylor.edu
SDA1	Susan	Anz	Dave_Clendennen@baylor.edu
SPK1	Steve	Kieff	Steve_Kieff@baylor.edu
SSW1	Suzanne	Weems	Suzanne_Weems@baylor.edu
TLH1	Thomas	Hoffmeyer	Tom_Hoffmeyer@baylor.edu

- Select the appropriate *User ID*

Note: Only users who have security access to approve BCR's and have security access to view budgets for the department on the line will show up in this list. In this example, because we are working with two distinctly separate departments, it is possible to have up to 6 different approvers on this transaction. Therefore, the approval step could repeat numerous times. If you need to notify someone who is not on the list or you do not know who your approvers are, use regular e-mail to have them contact TRAX@Baylor.edu.



- The address will show up in the *Email* field



➤ Click *Send Email*



➤ A message will be displayed confirming the Email has been sent. The user does not need to click *Save* in order to send the Email. (Emails have been turned off in test)



Approval:

Some TRAX users will only be able to enter BCR lines and will not be able to approve them. TRAX users who have BCR Approval access can only approve for departments in their security access. As an approver, you should verify that the department has enough money available in its budget to cover the change. TRAX will not check the budget until The Budget Office creates the BD.

The person reviewing the transaction should review all lines to ensure the request is accurate. Make changes, if necessary, and save. When ready, the approver will select the appropriate choice (approved or denied) from the drop-down box under the BCR Approvals section.

Approvers will receive an email similar to the one below.

From: Billy_Bear@baylor.edu [mailto: Billy_Bear@baylor.edu]
Subject: Budget Change Request Number 18 needs your approval.

BCR Number 11059 needs your approval. Please click on the link below to access this transaction:

http://orasoft.baylor.edu/8096/psp/fsprd/EMPLOYEE/ERP/c/BB_BAYLOR_APPS.BB_ONLINE_BCR.gbl?Page=BB_ONLINE_BCR&BUSINESS_UNIT=BEARS&TRANSACTION_DT=2010-08-26&TRANSACTION_ID=11058&Action=T

Thank you,

Billy Bear

http://psds.baylor.edu:8096/psp/fsprd/EMPLOYEE/ERP/c/BB_BAYLOR_APPS.BB_ONLINE_BCR.gbl?Page=BB_ONLINE_BCR&BUSINESS_UNIT=BEARS&TRANSACTION_DT=2010-08-26&TRANSACTION_ID=11058&Action=T

➤ Click the link in the email

User ID
BQB1

Password

Select a Language
English

Enable Accessibility Mode

Sign In

➤ Enter the *User ID*

➤ Enter the *Password*

➤ Click *Sign In*



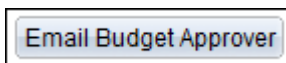
▼ Department Head Approval		
Status	Pending	by
Comments		
▼ Dean Approval		
Status	Pending	by
Comments		
▼ Vice President Approval		
Status	Pending	by
Comments		

Dept. Head Approval	Approved
---------------------	----------

- There are three possible levels of approval for each line in your request – Department Head, Dean, and Vice President. Follow the rules and policies of your department and/or division and set the approval flags accordingly. The Budget Office will review these to ensure the approvals have been done in accordance with policy. NOTE – In the first example, the approvers will be from the same department/division and you can have up to 3 possible approvers who will each be approving 2 lines. In the second example, the approvers will be from different departments and you can have up to 6 different approvers who will approve the line that is relevant to their department.



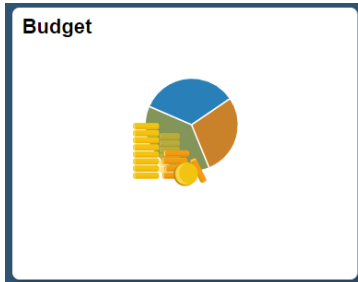
- Make sure all changes have been made and click *Save*. At this point, the request can be forwarded to the next approver (if needed; repeat steps on page 11 and 18).



- **IMPORTANT!** The final approver will need to notify the Budget Office that the BCR is ready for review. If you do not click this button, the Budget Office will not know your BCR is ready for review and this could cause substantial delays to the processing of your request.
- It will still be two to four business days before this transaction shows up in the department budget.



Finding a Budget Change Request



- Select the following from the Menu
 - Budget
 - Budget Change Request

- Click *Find an Existing Value*

Use any of the fields listed here to find the BCR you are looking for. *Transaction Date* and *Entered By* can be helpful to use if you know who entered it or when it was entered.

- *Transaction Date*
Typically, this is the date the Request was entered.

- *Entered By*
TRAX User ID of the person who initiated the BCR

- Click *Search* to display BCRs that meet the search criteria

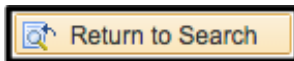


Search Results												
View All										First	1-2 of 2	Last
Business Unit	Transaction ID	Transaction Date	Entered by	Entered on	All Lines Approved	Approval Status	Approval User Id	Document Status	Journal Line Reference			
BEARS	19994	09/08/2015	BQB1	09/08/2015	No	Pending	(blank)	Open	(blank)			
BEARS	19995	09/08/2015	BQB1	09/08/2015	No	Pending	(blank)	Open	(blank)			

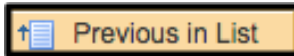
Transaction ID
19994
19995

- Click on any column in the row to select the desired BCR

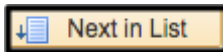
Page Navigation Buttons after a Search:



- *Return to Search* – Go back to the search page



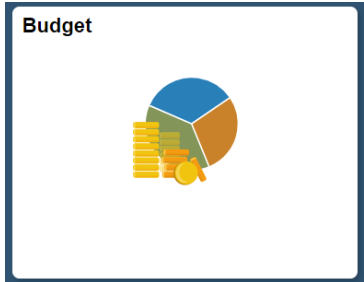
- *Previous in List* – Displays the previous row of data



- *Next in List* – Displays the next row of data



Viewing a BCR in your Budget



- Select the following from the Menu
 - Budget
 - Budget Inquiry

Budget Inquiry
Business Unit and either a Department, Project, or Request ID is required.
Budget Period is optional.

Search By Department

Search Criteria

Business Unit BEARS

Department 0281180

Budget Period 2015

Search Reset

- Enter Department
 - Enter Budget Period
 - Click Search



Inquiry Results

Independence Institute

Business Unit BEARS Department 0281180 Budget Period 2015

Export to PDF

Display Group By

Budget Summary Budget Rollups 93XX Subtotals Department Project Account Account Type

Budget Totals					
	Budget	Requisitions	Purchase Orders	Actuals	Balance
Expenses	5,251,073.00	0.00	70,214.32	4,874,563.08	306,295.60

Account	Description	Budget	Requisitions	Purchase Orders	Actuals	Balance	Remain %
9120	Full Time Regular Employee	2,399,321.00	0.00	0.00	2,194,173.11	205,147.89	8.55
9130	Part-Time Regular	44,187.00	0.00	0.00	40,478.68	3,708.32	8.39
9150	F/E Supp Comp	1,200.00	0.00	0.00	1,200.00	0.00	
9157	Bi-Weekly Overtime Pay	0.00	0.00	0.00	98.64	-98.64	
9160	Temporary Employees	27,998.00	0.00	0.00	23,572.03	4,425.97	15.81
9189	Tuition Allowance -- Personnel	14,370.00	0.00	0.00	14,370.00	0.00	
9190	Budget Fringe Benefits	701,069.00	0.00	0.00	0.00	701,069.00	100.00
9195	Group Insurance Plans Distr	0.00	0.00	0.00	240,049.71	-240,049.71	
9197	Retirement	0.00	0.00	0.00	241,292.47	-241,292.47	
9198	Social Security	0.00	0.00	0.00	159,548.82	-159,548.82	
9199	Other Fringe Benefits	4,000.00	0.00	0.00	2,646.48	1,353.52	33.84
9303	Advertising	2,500.00	0.00	0.00	2,000.00	500.00	20.00
9318	Contract Services	1,832,341.00	0.00	70,214.32	1,762,123.97	2.71	
9340	Honorarium & Professional Fees	19,157.00	0.00	0.00	18,747.27	409.73	2.14
9342	Guests & Entertainment	66.00	0.00	0.00	0.00	66.00	100.00
9358	Memberships	10,079.00	0.00	0.00	10,395.00	-316.00	-3.14
9359	Postage	279.00	0.00	0.00	0.00	279.00	100.00
9360	Repairs and Maintenance	7,238.00	0.00	0.00	7,150.21	87.79	1.21
9370	Supplies	8,340.00	0.00	0.00	4,807.29	3,532.71	42.36
9371	Duplicating/Copier Services	1,701.00	0.00	0.00	668.90	1,032.10	60.68
9372	Printing	0.00	0.00	0.00	448.00	-448.00	
9376	Telephone Expense	18,350.00	0.00	0.00	14,507.36	3,842.64	20.94
9377	Cable/Internet Expense	0.00	0.00	0.00	485.00	-485.00	
9382	Travel - Faculty/Staff	47,573.00	0.00	0.00	46,728.65	844.35	1.77
9469	TRF To Unexpended Plant Fnds	79,344.00	0.00	0.00	65,711.73	13,632.27	17.18
9706	Technology	22,500.00	0.00	0.00	0.00	22,500.00	100.00
9754	Minor Equipment	3,000.00	0.00	0.00	11,898.25	-8,898.25	-296.61
9756	Technology less than \$5,000	6,460.00	0.00	0.00	11,461.51	-5,001.51	-77.42

Cancel

1,832,341.00

- Drill Down on the amount to view the Budget Expense Inquiry. A new window will open and you will see a record of the BCR.



Budget Detail x

[Export to PDF](#)

Contract Services

Business Unit BEARS Department 0281180 Account 9318 Budget Period 2015

Total Budget 1,832,341.00

Personalize | Find | View All | | First 1-6 of 6 Last

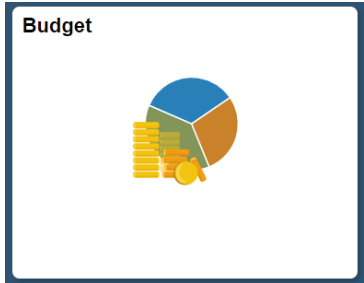
Journal ID	Date	Fund	Department	Project	Program	Description	Amount
JV 1000619361	06/01/2014	10111	0281180			ESTABLISH ORIGINAL BUDGET	1,715,261.00
JV 0000536430	02/26/2015	10111	0281180			Halogen adjustment	7,148.00
JV 0000537602	03/26/2015	10111	0281180			Alloc / Automic Software	95,550.00
JV BCR0026343	04/30/2015	10111	0281180			BCR19808-Move funds from 9370	530.00
JV BCR0026344	04/30/2015	10111	0281180			BCR19805-Move funds from 9340	13,300.00
JV BCR0026486	05/14/2015	10111	0281180			BCR19928-Move funds from 9370	552.00

BCR19808-Move funds from 9370

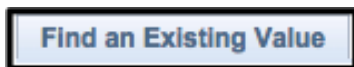
- The Journal Line Description shows the BCR transaction number, along with the first 20 characters of the description.



Voiding a Budget Change Request



- Select the following from the Menu
 - Budget
 - Budget Change Request

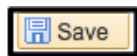


- Click *Find an Existing Value*

Business Unit	BEARS	Transaction ID	19994	Transaction Date	09/08/2015	Status	Open
*Telephone	254.710.8705	Entered on	09/08/2015	Entered by	BQB1	Billy Bear	
Journal Line Ref							



- Click *Void This Request*



- Click *Save*
- The page will be grayed out.



PeopleSoft Financials Vs. 9.2

Notes: