# Table of Contents

Introduction ........................................................................................................................................... 3  
Definitions ........................................................................................................................................... 3  
Budget Process ...................................................................................................................................... 4  
  Why Budget? ....................................................................................................................................... 4  
  What to Budget? ............................................................................................................................... 4  
  What not to Budget? ........................................................................................................................ 5  
Budget Update Document .................................................................................................................... 5  
  What is a BUD? .............................................................................................................................. 5  
  Where does the BUD data load from? ............................................................................................. 6  
  HRMS and the BUD ........................................................................................................................ 6  
BUD Tabs and Navigation ..................................................................................................................... 7  
  Getting Started ............................................................................................................................... 7  
  Navigation Menu ............................................................................................................................ 7  
  BUD Home Page ........................................................................................................................... 8  
  Budget Group Tab .......................................................................................................................... 8  
  Budgeted Funding by Position/EID Tab ......................................................................................... 9  
  Document Tab ............................................................................................................................... 10  
The Document ....................................................................................................................................... 10  
  Creating a Document ..................................................................................................................... 10  
  Working in a Document .................................................................................................................. 12  
  Navigation Menu ............................................................................................................................ 12  
Explore BUD Sections ......................................................................................................................... 12  
BUD Sections ....................................................................................................................................... 12  
Account Summary ............................................................................................................................... 13  
  Actions Column ............................................................................................................................. 13  
  Adding a New Subaccount ............................................................................................................ 15  
  Non E&G Accounts with Transfers ............................................................................................. 15  
Base Pay/Additional Pay ....................................................................................................................... 16  
  Base Pay ......................................................................................................................................... 17  
  Additional Pay ............................................................................................................................... 18  
Other Expenditures/Revenue ............................................................................................................... 18  
General Budget Info ......................................................................................................................... 19  
Attachments ........................................................................................................................................ 20  
Reconciliation ...................................................................................................................................... 20  
  Non-E&G Budget Groups ............................................................................................................ 21  
  E&G Budget Groups ..................................................................................................................... 21  
  Commitments Sub-section ............................................................................................................ 22  
Document Review & Approval ........................................................................................................... 23  
  Budget recommendation summary ............................................................................................... 23  
  Document Actions ........................................................................................................................ 24  
Finalizing Your Budget ....................................................................................................................... 26  
Document Completion ......................................................................................................................... 26  
Budget Office Review ......................................................................................................................... 27  
Final Budget Approval ....................................................................................................................... 27  
Additional Information ....................................................................................................................... 28  
Salary Update Document (SUD) ....................................................................................................... 28  
HRMS, BUD, and SUD ....................................................................................................................... 28
Introduction

The Budget Update Document (BUD) is an integral part of the Budget Cycle for the University of Texas. Budgetary funding and rate information from HRMS is used to load positions with budgetary funding to the BUD.

When the BUD is completed, pay and rate recommendations are loaded to the Salary Update Document (SUD) in HRMS and information is used by accounting for journal vouchers to set account spending authority and limits.

In addition, the Commitments application can be used to push funding from the Provost and President to the BUD.

Definitions

E&G – Education and General Funds.

These are budget groups that start with numbers 14 or 20. These funds are made up of State General Revenue, Available University Fund (AUF), and other local sources. These funds are limited to the allowable budget amount for the document.

Non-E&G – Non Education and General Funds.

Basically, Non-E&G means any budget group not starting with 14 or 20. These funds may be income based and could therefore change year to year. These funds include:

- **Designated (19)** – Include, but not limited to, tuition, fees, student activity accounts, conferences, indirect cost, interest, and endowment compliance accounts.
- **Auxiliary (29)** – Typically budget groups that generate external income. There are some centrally funded 29 accounts.
- **Service Center (18)** – Typically budget groups that generate revenue from internal University sources.
- **Contracts and Grants (26)** – Budget groups that capture sponsored research
- **Gifts and Endowed Income (30)** – Gifts given to the University or budget groups that capture the interest earned on an endowment.

**Appropriation Code** – A two ‘digit’ field that is used in the budget for classifying expenditures by category. It will consist of two alpha characters or an alpha and a numeric character.

## Budget Process

### Why Budget?

Developing an annual operating budget is essential to any organization’s financial success.

The operating budget of the University is compiled starting at the budget group level. These budgets establish spending authority and limits in the accounting system (*DEFINE)*.

An annual operating budget is required by the UT System Board of Regents as well as state law.

### What to Budget?

1. **Budget Groups that were budgeted last year**
   - Two years of data appears in the printed operating budget, therefore budget groups that were budgeted via the BUD in the prior fiscal year must be budgeted in the new BUD year.
   - To see what budget groups are currently budgeted, use the Status Listing from the BUD (Budget Group > Status) or access the page directly via: [https://utdirect.utexas.edu/budget/bud/bud_grp/status.WBX](https://utdirect.utexas.edu/budget/bud/bud_grp/status.WBX)
   - If a budget group is on this list as budgeted, then a BUD has to be created and approved forward. As long as the budget group is listed as budgeted, the budget group will show up in the official budget.
   - If you want to zero out or no longer budget a specific budget group, you must create the BUD, zero out the numbers and approve it forward. A budget group can only be removed from the budget when both years are zero in the BUD.

2. **E&G accounts that will be funded via a commitment, allocation, or account transfer (these accounts have to be reconciled so they are only budgeted if there is a permanent funding source).**
3. Designated and/or Auxiliary budget groups that will generate income or expenses greater than $50k.

4. Service Center accounts if requested by the Office of Accounting.

5. Endowed 30 accounts as desired by a Dean/VP
   - Endowed 30 accounts are budgeted using the payout rate times the LTF (long term fund) units. Income amounts are updated by the Budget Office prior to the start of the budget process for existing budgeted accounts.
   - If you have any new 30 endowed accounts that you wish to budget and include in the endowment load, please contact the Budget Office prior to the BUD open date.

**What not to Budget?**

1. Budget groups funded by non-recurring funds or via transfer during the fiscal year. Examples include faculty start-up, departmental indirect cost accounts, and development commitments.

2. Non-E&G budget groups with income and expenditures less than $50k - the Budget Office analyzes the totals that have been budgeted at the department level and compares to actual trends in previous years. The Budget Office then creates BUDs on non-numeric budget groups (“dummy”) to bring the total budget in line with forecasts.

3. Contracts & Grants (26) – Few departmental 26 accounts are budgeted through the operating budget process. Those that are budgeted are in large research units that use clearing accounts.

4. Gifts (30) – Gifts are generally not budgeted in individual 30 accounts since they are not a guaranteed source of funding.

**Budget Update Document**

**What is a BUD?**

The Budget Update Document (BUD) is the web-based application designed for users to create electronic budget documents by budget group.

- Web Document Access - Users must be on a desk/view that is authorized for the BDL command in Electronic Office Management to access the document.
- Sets the budget for subaccounts of a specific budget group.
- Information in the BUD creates transactions to establish budget in *DEFINE.
- Will generate the printed operating budget.
**Where does the BUD data load from?**

Non-position subaccount/appropriation code totals load from the prior year BUD.

*Exception:* All beginning balances are zeroed out.

If there are positions in HRMS with budgetary funding or permanent additional pay on budgeted accounts, those positions will load to the salary subaccount/position type appropriation code (1A, 2A, 3A) lines to assist with calculating salary subaccount subtotals.

- Positions in the BUD will **NOT** create or end assignments in HRMS or appointments in *DEFINE.
- Position updates in the BUD will **NOT** update actual funding records in HRMS.
- If rate recommendations are made in the BUD, these recommendations will load to the Salary Update Document (SUD).

*NOTE:* Budgeting positions is **NOT** required. This option is available as a calculation tool.

**HRMS and the BUD**

HRMS owns all position information including job code/job title, position hours, incumbent, and rate.

In preparation for the BUD load, users should review budgetary funding and additional pay information to determine if and how a position will load to a BUD.

Available Reports: *DEFINE – BRD menu (Dean/VP offices)*

- BDJGUBF1  Budgetary Funding by Dean/VP Position-owning Unit
- BDJGUBF2  Budgetary Funding by Dean/VP Funding Unit
- BDJGUFN1  HRMS Position Acct Info (actual funding, budgetary funding, and additional pay) by Dean/VP Position-owning Unit
- BDJGUFN2  HRMS Position Acct Info (actual funding, budgetary funding, and additional pay) by Dean/VP Funding Unit

If a position has budgetary funding:

- For filled positions, the BUD will load the incumbent’s rate that is effective 9/1 of the next fiscal year.
- For vacant positions, the BUD will load the FY baseline that is effective 9/1 of the next fiscal year.
- The allocation that loads is determined by the **hours of the position** and the budgetary funding distribution.

If a position has permanent additional pay on a budgeted account that is effective on 9/1:

- The permanent additional pay type and amount will load to the Additional Pay section.
BUD Tabs and Navigation

Getting Started

Production Environment: https://utdirect.utexas.edu/budget/bud

Testing Environment: https://qual.its.utexas.edu/budget/bud

- This environment allows users to practice with the document(s) and/or other items available in the BUD without affecting the “real” world. Changes made to these documents have no impact on production data.

Navigation Menu

Tools
- Allocation Calculator – Accepts assignment type data that will yield a calculated allocation.
- Annual Rate Calculator – Calculates a new annual rate based on original rate plus dollar amount or percent change.
- Distribution Calculator by Allocation – Calculates the distribution that would be needed to obtain a known allocation in the BUD.
- Distribution Calculator by Dates – Calculates the distribution by account for a single position that would be needed to match assignment timeframes.

Reports
- BUD Report Info – Contains information on reports the Budget office recommends Dean/VP offices run prior to approving the document to the Budget Office.
- HRMS Reports – Reports section of the HRMS application

Other Resources
- Budget Resource Guide – Provides guidance on where users can go to perform different actions.
- Human Resources Services – HRS main page
- Account Balances – Office of Accounting account download features
- Job Code System – Pay plan information for a job code or job title.
- Salary by Account – Display or download salary expenditure information by Name and EID.
- Fringe Benefits by Account – Display or download fringe benefit expenditure information by Name and EID.

Contact BUD Support – Located at bottom right corner. This link displays on every page of the BUD application. Directs you to links for users to find training, get help, and report issues.
**BUD Home Page**

**Home tab** – Users can access their inbox or search for a document by budget group or document ID for a fiscal year.

**Note:** When viewing budgets for FY 2009-10 and prior, position and reconciliation details will not be available.

**Top Right Search** – In the top right corner of the application, there is a search field that is visible when on any page of the BUD application. This tool can be used to perform searches for a budget group, document ID, position, or EID. The default search year for this field is the BUD fiscal year. If a user changes the fiscal year on a page in the BUD, the top right search will then use that fiscal year for searching.

---

**Budget Group Tab**

**Create** – Page where documents are created individually by budget group or in mass by unit code for the BUD fiscal year. The fiscal year field on this page is locked.

**Status** – Get a listing of budget groups for a unit for an entered fiscal year. Users can access already created documents from this page by clicking on the Document ID link. Listing results can be downloaded into Excel.

Optional Filters:
- Include Reports-to Units
- Display Budgeted Account Groups Only (Note: If a budget group is listed as budgeted, a document must be created)
- Include Units with no Budget Groups
- Display Active Budget Groups Only

**Mass Approve** – Lists document in a user’s inbox that can be mass approved; limited to non-salaried accounts only. Only documents for the BUD fiscal year can be in a user’s inbox, so the fiscal year field on this page is locked.

**Budgeted Funding by Position/EID Tab**

Users can look up funding information for a position by position id or EID for fiscal year 2010-11 or later. Position Information is what loaded from HRMS on the date of the position load to the BUD. This information is not updated live by HRMS changes.

What users see on this page is restricted by what positions they have access to. Rate and allocation will not display for a position if a user is not authorized to view it in the BUD. The document ID will display for all users, but will be a link to those who are authorized for the document.
Document Tab

Similar to home tab; users can access their inbox or search for a document by budget group or document ID for any fiscal year. When users are working on BUD, the document tab will be highlighted.

The Document

Creating a Document

Users can create a document by selecting the Budget Group Tab and clicking on Create.

Creator Desk/View – Users can update their desk/view via the lookup icon to the right of the displayed desk/view. The desk/view used must be authorized for the BDL command to be able to create, view, and/or update Budget Update Documents.
Documents can be created by unit code or Budget Group.

**Create Multiple by Unit Code** – To create multiple documents by Unit Code – enter a unit code in the ‘List Budget Groups for:’ field, select Unit Code in the pull-down.

- Review the filters to determine if you would like to get a listing of only certain budget groups or if you would like to get a listing of non-budgeted budget groups. Once you’ve selected your filters, click ‘Go’.
- Listing by unit code only retrieves budget groups that are directly owned by the unit code entered, budget groups that are included in units that report to the unit listed are not displayed.

**Create Individually by Budget Group** – To create a document individually, enter the Budget Group in the ‘List Budget Groups for:’ field, select Budget Group from the pull-down and click ‘Go’.

The budget group(s) will list at the bottom of the page with a checkbox option. To create the document(s), click the checkbox and then click **Create Selected**.

Created budget groups will be listed at the bottom of the page below any documents that have not been created. Budget groups will display in groups of 20 in numeric order. Click the document ID link to go to the BUD.
Working in a Document

Created documents can be accessed from the top right search, the create page, the budgeted funding tab, or by searching for a document on the home or document tab.

![Image of Budget Process and Budget Update Document interface]

The status of documents can be verified using the Status sub-tab under the budget group tab. Users can type a unit code, select filters, and view listings of documents that are created and need to be created. Links are provided for created documents.

The default landing page is the Account Summary tab. It is recommended that when accessing a document for the first time, especially after the first create, to verify the document.

Verify Document – To verify, click the ‘Document Review & Approval’ tab from the Left Navigation menu and then click the ‘Verify Document’ button. Verifying will recalculate the document.

Navigation Menu

Users will access different sections of the document via the left navigation menu. If a section is not available for the document in progress, the section will be grayed out and cannot be clicked. Below the document sections are the ‘recurring’ navigation items that are always available.

Explore BUD Sections

BUD Sections

Account Summary – This section houses all subaccount/appropriation code combinations for a budget group. Non-position subaccount recommendations can be made in this section.

Base Pay – This section includes subsections for Faculty, A&P, and Classified positions and allows users to update permanent base pay for those position types.
**Additional Pay** - This section includes subsections for Faculty, A&P, and Classified positions and allows users to update permanent additional pay for those position types.

**Other Expenditures** – This section allows users to update non-position expense subaccounts

**Revenue** – This section is only available for non-E&G accounts and includes subsections for Income, Transfers and Beginning Balances and allows users to update revenue subaccounts.

**General Budget Info** – This section allows users to view the general budget group information including title, department head, and remarks.

**Attachments (#)** – This section allows users to add attachments

**Reconciliation** – This section allows users to view and update the allowable budget for E&G accounts and to update commitments for all accounts.

**Document Review & Approval** – Allows users to view a summary of the budget document recommendations and to take an action on the document.

---

**Account Summary**

**Account Summary** – A summary of all subaccount/appropriation code combinations that are in the BUD. It defaults to the “Summary View”.

- The summary view gives a single line listing of each subaccount/appropriation code combination with title, prior year amount, recommended amount, amount change, percent change, and actions.
- To view additional information, if applicable, users can click the View/Edit link to access the detail view for a subaccount/appropriation code combination.

Users can make updates to subaccount/appropriation code combinations (via edit, itemize, delete or restore), view the history of approvals by subaccount, and reconcile subaccounts (E&G only).

Users can add a new subaccount/appropriation code combination to the budget group. This page contains an ‘APPROVE document’ button. Once clicked, if the document passes all verification audits, the document will approve forward.

---

**Actions Column**

**View** – Displays if a user is not authorized to make changes to the document or subaccount. A user can view the detailed information of a subaccount/appropriation code combination but not makes changes to it. Position-type appropriation codes (1A, 2A, 3A) and transfer from appropriation codes (*1) are always view. After clicking the link, it changes to ‘Hide Details’. This will restore the line to the Summary View.
**Edit** – Displays if a user is authorized to make changes to the document. Users are able to make updates to the Title. To save changes, users must click the Save button in this detail view. After clicking the edit link, it changes to ‘Hide Details’. This will restore the line to the Summary View.

*NOTE: Users will not be able to update the title for transfer from appropriation codes (*)

**Delete** – Users will be able to delete subaccount/appropriation code entries depending on certain conditions.

- If the amounts in the Budget and Recommended column of a non-position appropriation code are both zero, deleting the line will physically remove it from the document. *Exceptions:* E&G subaccounts with allocations cannot be deleted until the allocation is removed.

- If there is an amount in either the Budget or Recommended column of a non-position appropriation code, deleting the line will leave it in the document, but strike a line through it. The amounts will no longer be calculated in the document totals and the only actions available are restore and history.

  Transfer from appropriation codes (*) will *not* have the delete action. These types can only be deleted via the document with the transfer-to appropriation code.

**Position type appropriation codes (1A, 2A, or 3A):**

- Users can never delete position type appropriation codes if there are undeleted positions that make up the recommended total.

- Users can delete position type appropriation codes if:
  - All related positions have been deleted. This deleted line will continue to display in the document with a line stricken through. This line can be restored.
  - There are no positions in the recommended year and no total in the prior budget year. Once deleted, this line will no longer show in the document and cannot be restored.

**Restore** – Becomes available after users have deleted a line. Restore will remove the strike-through and the amounts for the line will be added to the document totals.

**Itemize** – Must be used to update the Recommended amount column. This action allows users to enter multiple amounts with descriptions that will be totaled and update the recommended amount on the “Summary View”.

*NOTE: Position type appropriation codes (1A, 2A, or 3A) will not have ‘itemize’ action. Transfer from appropriation codes (*) will have ‘itemize’ action, but users cannot make updates. Updates can only be made via the document with the transfer from appropriation code. The first line of the itemization window will display the ‘Original Amount’ loaded to the document.

**History** – A pop-up window that will show the history of recommended amount by approver.
The amount and approver will only update:
- At an approval of the document, or
- At a BCA-Budget Council Approval (if an applicable budget group)
  - The BCA action is required of the document creator for budget groups with faculty salaries.

**Reconciliation** – A pop-up window showing reconciliation for the subaccount.
- **E&G**: Users can view allocations, commitments, and account transfers by subaccount. See Reconciliation section for additional details.
- **Non E&G**: Users can view commitments by subaccount.

**ADDING A NEW SUBACCOUNT**

Adding a new subaccount - New subaccount/appropriation code combinations can be added via the ‘add new subaccount’ link at the bottom of the Account Summary section.

The subaccount entered does not have to exist in *DEFINE CA3 for the budget group to be used, however the subaccount will need to be added to CA3 in order for the budget to load to accounting. Users will receive a warning in the verification if a subaccount was used that does not exist or is inactive in *DEFINE. Additionally, the budget audit reports include a listing of subaccounts used that do not exist in CA3.

Only appropriation codes valid for the institution can be used. There is a lookup icon to the right of the appropriation code field where users can search for and select an applicable appropriation code.

*Note: Transfer from appropriation codes (*1) cannot be used – these lines can only be added by the document with the transfer to (*2) appropriation code.*

A transfer account is required when using a transfer to appropriation (*2) appropriation code. The budget group must be budgeted and the subaccount must exist in accounting, be an income type, and be active. Adding a new transfer will automatically create the transfer-from account on the recipient BUD. Audits run at the save to check valid subaccount/appropriation code combination and transfer account applicability.

**NON E&G ACCOUNTS WITH TRANSFERS**

Every transfer appropriation code must have a corresponding transfer in another document.

Subaccount/appropriation code combinations with a transfer from appropriation code (*1) cannot be directly added, updated, or deleted in the document where it resides. These lines are updated by the document containing the corresponding transfer to appropriation code (*2).
Changes made to the itemization and title in the document with the transfer to appropriation code (*2) will automatically update these items in the document with the transfer from appropriation code (*1).

If a new subaccount is added with a transfer to appropriation code (*2), the budget document of the transfer account entered will automatically have a new subaccount added with the transfer from appropriation code (*1) and amount.

NOTE: In both cases above, the transfer from lines (*1) will be updated in the recipient BUD, but the document totals will not update until the recipient budget document is manually verified. Therefore, after a transfer is updated or created on the funding BUD, a user should go to the recipient BUD and Verify the document via the Document Review & Approval tab.

If a transfer to appropriation code is deleted in its document, the transfer from line will automatically be deleted in its document.

The history of both sides of the transfer will still update based on the approval of the document it resides in.

**Base Pay/Additional Pay**

This section contains job category sub-sections that list positions. The subsections are used to assist with calculating the subtotals for the salary subaccounts (-01, -09, and/or -10). Subsection allocation subtotals will update the recommended column of the account summary for the position type appropriation codes.

Faculty subsection will update the 2A (Faculty Salaries) appropriation code. A&P subsection will update the 1A (Administrative and Professional Salaries) appropriation code. Classified subsection will update the 3A ( Classified Personnel) appropriation code.

Clicking the header of each section (Base Pay or Additional Pay) will go to a page with links to the Faculty, A&P, and/or Classified sections. If any of these sections do not exist for the
document, a message will inform the user. In order to add positions, the applicable position type appropriation code (1A, 2A, 3A) must exist in the Account Summary section first.

The position information in these sections do not update live as changes are made in HRMS.

- **Exception:** 8/31/20## column updates live.
- If information about a position has changed in HRMS since the BUD position load, the most current information can be reflected:
  - Delete the position from the BUD. This will remove the position from the document entirely. Notes will be added documenting who made the deletion and on what date.
  - Use the ‘Add Record’ field at the bottom of the page to add the position to the document. When a position is added to the BUD, it always pulls in the most current information from HRMS.

Changes can only be made to the rate or additional pay amount in these sections. Changes to incumbent, job title, and position hours are not handled in the BUD. These changes are made in HRMS. If these changes should be reflected in the BUD, the position can be deleted and added back to the BUD to capture the most current information from HRMS.

**Change/add budgeted account** – Positions can move between budgeted accounts by deleting the position from the existing budget group and adding the position as a new position to the desired budget group.

- Deleting positions from a BUD will not end the assignment or position in HRMS.
- As noted above, if the position information (incumbent, job title, and position hours) has changed in HRMS since the BUD position load, adding the position to a new budget group will pull in the most current information from HRMS.

**BASE PAY**

Positions are in this section if they had budgetary funding in HRMS or were added by a user.

Within the subsection, information will display in a summary view: Name (EID), Position ID, Job Title (Job Code), 8/31/20##, 9/1/20##, Amount Change, Percent Change, Percent Dist, 9/1/20## Allocation, and Actions.

- EID is a link that will take users to the Incumbent Details page in HRMS.
- Position ID is a link that will take users to the Position Details page in HRMS.
- A dollar sign icon will display to the right of each position ID. This icon will take users to a pop-up window displaying budgeted position and incumbent information across budget groups.
Users are able to make changes to the distribution (how much of the position should be budgeted on the budget group) and to the 9/1/20## rate via the Edit link (if a view link is displaying, the user is not authorized to make changes to the document or the position).

- Adjustments to the rate – Each job category has the HRMS adjustment types which can be used to make changes to the rate.
- Exception – The rate for Budget Controlled positions can only be updated by the Budget Office.

The allocation for a position is calculated using the recommended rate x hours per week of the position x distribution.

- The Incumbent hours per week are informational and do not affect the allocation calculation.

**Additional Pay**

Positions are in this section if they had permanent additional pay on a budgeted account in HRMS or were added by a user.

Within the subsection, information will display in a summary view: Name (EID), Position ID, Job Title (Job Code), 8/31/20##, 9/1/20##, Amount Change, Percent Change, and Actions.

- EID is a link that will take users to the Incumbent Details page in HRMS.
- Position ID is a link that will take users to the Position Details page in HRMS.
- A dollar sign icon \( \$ \) will display to the right of each position ID. This icon will take users to a pop-up window displaying budgeted position and incumbent information across budget groups.

Users are able to make changes to or add additional pay via the Edit link (if a view link is displaying, the user is not authorized to make changes to the document).

- Additions – Each job category has the HRMS additional pay types which can be used to make changes to the amount.
- Additional Pay is changed by total amount and not in incremental increases. Users can only use one additional pay type.
- For Budget Controlled positions, the amount can only be updated by the Budget Office. Additionally, these positions can be deleted by a user but not added to this section.

**Other Expenditures/Revenue**

Other Expenditures and Revenue have functions that are the same as Account Summary but only contains a subset of the subaccount/appropriation code combinations.

**Other Expenditures** – Includes all non-position type expenditure appropriation codes. The ‘add a new subaccount’ section will not have a field for Transfer Account since it is not applicable to the Other Expenditures section.
Revenue (non-E&G only) – Includes all appropriation codes that use an income subaccount. The subsection listing is based on appropriation code.

Income – Contains all income subaccounts with an income appropriation code.
Transfers – Contains all income subaccounts with a transfer appropriation code.
Beginning Balance – Contains all income subaccounts with a beginning balance (BB) appropriation code.

The ‘add a new subaccount’ section will not have a field for Transfer Account in the Income or Beginning Balance sections since it is not applicable.

General Budget Info

This section provides general information about the budget.

Budget Group Short/Long Title (only updateable by the Budget Office) – For budget groups just created, this information will pull from the Accounting profile (CA3). For budget groups previously budgeted, this information pulls from the prior year document. If changes are needed to the title, users should contact their Budget Contact.

Unit Code (not updateable) – pulls from the Accounting profile (CA3).

Department Head and Department Head Title (prints in the final budget) – Users can enter/update the department head EID. A lookup function is available. Users can use the lookup function for the title field to select a title associated with the current department head or enter a title directly. This field is always updateable.

Remarks – A place for users to enter information or notes for themselves or to the Budget Office. These remarks do not print in the final budget, but departments and the Budget Office can run a report to review all remarks entered. *Note: certain symbol characters are not allowed in freeform textboxes for security reasons.*

Document Remarks – Information for the fiscal year being worked on. These remarks will not copy to the next fiscal year.

Budget Group Remarks – Information that may be true for multiple years. Remarks entered in this field will be copied to the next fiscal year document. The field will always be updateable so that any remarks entered can be edited.

Sequence Numbers – The first time a budget group is budgeted, users will receive an error at verification for the General Budget Info section that reads: Sequence number needed; contact Budget Office. This number is only visible to the Budget Office, but is required to budget a budget group. If this error is received, send an email to bdhelp@austin.utexas.edu with the budget group number.
Attachments

This section can be used to add back-up or other related attachments to the BUD.

Attachments can be added by a user if they have update access to the document:

- The creator, and all users that sit on the same desk as the creator, can add attachments when the BUD is in created status.
- Reviewers, and all users that sit on that desk, can add documents as the BUD routes to them.
- Users cannot add or delete attachments once the document has left their desk.

Attachments can be viewed by anyone who is authorized to view that BUD. BUDs can be viewed by all users who are authorized for the document as it routes up the chain. As attachments are added up the chain, these can be viewed by users earlier in the routing.

As attachments are added, the number of attachments updates the number that displays in the navigation menu. If an attachment is added to a BUD, and the BUD is deleted, the attachment is retained and will be available when the document is created again. Attachments can only be deleted via the delete action in the Attachments section. If a user does not have update status to the document and there are no attachments, this section will be grayed out in the navigation menu.

Reconciliation

The reconciliation page accessed via the left navigation menu is for the entire budget group. The reconciliation popup accessed via the Action column on Account Summary is for the subaccount selected. Commitments, if applicable, are also accessed using a link in left navigation menu.

The Reconciliation section will be available for both E&G and non-E&G budget groups, but functions differently for the two fund categories.
NON-E&G BUDGET GROUPS

The Reconciliation page for non-E&G budget groups allows users to view any Commitments that were added related to the budget group. Additional steps are needed for Commitments to update the document totals.

E&G BUDGET GROUPS

E&G budget groups are required to be reconciled before they can be approved forward which means they cannot spend more or less than their “Allowable Budget”. The Allowable Budget is calculated by starting with the prior year budget total and adding or subtracting any commitments, allocations, or account transfers. The budget document expenditures total is a sum of the budgeted subaccount expenses for the budget group.

Reconciliation Page – Shows the items used in the calculation for determining if a budget group meets, exceeds, or is below the allowable budget.

Commitments, Allocations, and Account Transfers – If there are no commitments, allocations or account transfers the word None will display in the Amount column. If there are any details for any of these headers, the header will be a link to take users to additional information. Commitments and allocations are in different applications but can be pulled in to the BUD to update document totals. They can only be accessed via the reconciliation summary. Account Transfers can be updated in the document so has its own section in the document.

The last calculated row on the page will tell users if the budget group is balanced. If it is not balanced, users will have to take an action to balance the budget group before it can be approved forward.
- If Budgeted Expenditures are less than Allowable Budget – Users should either increase expenditures or transfer/allocate funds out of the budget group.
- If Budgeted Expenditures exceed Allowable Budget – Users should either decrease expenditures or transfer/allocate additional funds into the budget group.

Users will receive a warning on the verification process if a subaccount is not reconciled. Subaccounts are not required to be reconciled, but it can be done via the Account Transfers section.

**COMMITMENTS SUB-SECTION**

This sub-section, located under Reconciliation, offers options for both E&G and Non-E&G budget groups. The options offered are based on different conditions, such as accounts belonging to the same budget group.

This section lists Commitment information by transaction, including sub-account, commit-id, purpose detail, amount, other commitment account, added by information, and date. Users can find applicable actions in the Itemize and Transfer columns. These columns only appear if the action is available for at least one of the transactions listed.

The add/remove links only appear if the action is applicable to a specific transaction. Clicking add, remove, or view will expand the line to reveal options or details available.

**Itemize** – The ‘add’ action under the Itemize column is available for most transactions. There are some exceptions for transactions involving income accounts. When a user clicks on ‘add’, the row will expand to display the available BUD accounts to which you want to apply the commitment. Users may add new BUD account by entering an appropriation code in the field.
pro
vided. Clicking the Cancel button or ‘hide details’ link will collapse the row without saving selections. Clicking the Save button will add the itemization to the account. After itemization is completed, the ‘remove’ link will be displayed in the Itemize column allowing users to remove the selection and choose another BUD account or leave it unselected to decide later.

Transfer—The ‘add’ action under the Transfer column is only available for the funding (from) account of transactions between non-E&G accounts belonging to different budget groups. Clicking ‘add’ will expand the row to display the available BUD transfer/income accounts to which you want to apply the commitment. Users can also add a BUD transfer/account by entering the appropriation code in the field provided AND selecting the available Transfer Account from the pull-down menu. Clicking the Cancel button or the ‘hide details’ link will collapse the row without saving selections. Clicking the Save button will create the transfer. After the transfer is added, the ‘remove’ link will be displayed in the Transfer column allowing users to remove the selection and choose another BUD transfer/account or leave it unselected to decide later.

Document Review & Approval

Summary of the budget document recommendations by Revenue (non E&G only) and Expenditure category, if applicable, showing comparison to prior fiscal year totals and the Net Budget Group totals.

For **E&G accounts**, revenue is not applicable so only Expenditures will show. This results in a positive number in the Net Budget Group Total field.

For **non-E&G accounts**, a zero net budget group total means that the budget group is balanced between revenue and expenditures. A positive number means that not all of the revenue sources were budgeted as expenditures. A negative number means that budgeted expenditures exceeds revenue sources; this is not allowed and action should be taken to correct.

**Budget Recommendation Summary**

The budget recommendation summary only shows rows for a category if that category exists in the document. As revenue is not applicable for E&G accounts the Revenue section(s) will never
display. For other fund types and accounts, each expenditures/revenue category displays based on whether or not that category is contained in the document.

If a category exists in a document but nets to zero, the category will show in the document review with $0 as the amount. For example, if a document exists with transfers in and out that net to zero, the Transfers line will appear with $0 as the amount. However, if no transfers exist, the Transfers line will not appear.

The budget recommendation summary will update as changes are made within the document.

**DOCUMENT ACTIONS**

Below the budget group summary is the Document Actions widget.

The two most common actions approve and verify, are buttons. Clicking either button will initiate the process. Note that the approve action also performs a verification.

**Verification warnings and errors** will display above the budget group summary.

- **Warnings** (display in yellow) – Items that a user may want to take action on, but are not required to be fixed in order to approve the document.

- **Errors** (display in red) – Items that a user must correct in order to approve the document.

For budget groups that require Budget Council Approval (BCA), the Approve and Verify buttons will not show until the BCA action has been performed.

The other document actions (FYI, PRW, FYA, BCA, DEL, HLD, RPA and RLS) are in the Actions pull-down menu. To take one of these actions, select it from the pull-down and click ‘Go’.

- **FYI** – Sends an information copy of the document to a specified user; the document stays with the same person.

- **PRW** – Prints the BUD to a user’s Austin Disk account. This print will include all sections of the document and any notes.
FYA – Sends the BUD to a specified user for approval. For budget groups that require Budget Council Approval (BCA), the FYA action will not show until the BCA action has been performed.

BCA – This action will update the history of the BUD (accounts and positions) with a ‘Budget Council’ line so as to record the recommendations of the Budget Council for faculty salaries

DEL – This action allows user to delete a BUD. *IMPORTANT* The BUD is a unique document that will retain any changes that have been made since it was first created. This means that if a user creates a document, makes changes to it, and then deletes it – when the document is created again, it will create with the most recent figures.

HLD – Indicates the document is held by a user.

RPA – Allows an approver in the routing chain to return the document to a previous approver.

RLS – Releases the document into the budget. *DEFINE budget reports will be updated by released documents

The actions available to a user are determined by their level of access and where the document is in the routing chain.

The Routing History widget also displays in the document actions widget. This updates at the create and at each approval.

Approval – Approved documents will route according to the routing path established in Electronic Office Management for BDL documents.
Finalizing Your Budget

**Document Completion**

Before finalizing your budget documents, below is a list of reports the Budget Office recommends running:

**From the BR1 menu in *DEFINE (can be run by departments)*

- **BDJGBC21 – Budget Summary for Unit**
  
  This summary includes all fund types within in a unit and shows details by appropriation code and subaccount for each budget group.

- **BDJGBFS1 – Budget Reconciliation Summary for a Unit**
  
  This summary includes all E&G accounts in a unit. It lists the reconciliation and reconciliation items (commitments, allocations, and account transfers) for each budget group.

- **BDJGBRMK – Budget Groups for a unit with Remarks**
  
  Gives a list of all budget documents and corresponding remarks if they were entered in the General Budget Information section of the document.

**From the BRD menu in *DEFINE (can be run by Dean/VP offices)*

- **BDJGUUD – Print Budget & OOE for a Dean or VP unit**
  
  A summary budget of all budget groups in a Dean/VP unit. This print-out also includes an Object of Expense.

- **BDJGUEX – Print exception reports only for a Dean or VP unit**
  
  Prints all exception reports, including:
  
  - **BDPB1019 - New accounts in the budget that need to have *DEFINE CA3 profiles set up by the Office of Accounting.**
  - **BDPB 1022 - Transfer accounts used in the budget with unbalanced transfer entries.**
  - **BDPB 102G - Budget groups in the budget where adjusted and proposed amounts are not equal on income accounts.**

Additionally, the Budget Office recommends checking the Status Listing one additional time to ensure all budget documents have been created.

**Approving documents:**

Budget groups that do not have positions can be mass approved in groups of 20 from the Mass Approve tab.

- Use the filters to get a listing of budget groups and click ‘Go’.
• Select budget groups for approval and click the ‘Approve Selected’ button at the bottom of the page.
• The documents will approve (if they pass verification) and the page will be refreshed with the next 20 budget groups available for mass approval.

Documents with positions must be approved in the document.

• After mass approving any budget groups without positions, users can go to their electronic inbox and select all BDL documents that they would like to approve. After selecting, click the ‘Process Selected Documents’ button.
• User will be taken to the first document they selected in their inbox. Click the ‘Approve’ button. After the document approves forward, the user will be taken to the next selected document in their inbox.

**Budget Office Review**

After the documents have routed to the Budget Office, the Budget Office begins their review. Questions may be asked of the Dean/VP contacts or departments.

After Budget Office review is completed, the budget is submitted to UT System for review. During this time, no changes can be made to the documents. The Budget Office prepares reports as required by UT System; questions may be asked of the Dean/VP contacts or departments.

UT System Board of Regents (BOR) must approve the operating budget for it to be effective.

**Final Budget Approval**

After the Board of Regents final approves the budget (approx. mid-August), BUDs are loaded to accounting and budgeted subaccount information establishes the available budget for the next FY.

**Budgetary funding** – For the budget fiscal year, the following information is loaded to HRMS:

• Budgetary funding accounts and distribution for budgeted positions
• FY baseline for vacant positions
• Original Budgeted Rate for filled and vacant positions

Budgetary funding changes for the BUD fiscal year are locked. Budgetary funding records from the BUD fiscal year are copied to the next BUD fiscal year as a starting point. Budget changes do not update actual funding or incumbent rate. Budget does not create assignments or appointments.
Additional Information

Salary Update Document (SUD)

After BUDs are received in Budget Office, the Salary Update Documents can be loaded. Budget Office will control the date the SUD opens.

Purpose of the SUD - Make rate and existing permanent additional pay recommendations effective 9/1 for incumbents in filled monthly paid positions that are owned by one unit.

SUDs

- Are created by owning unit and job type
- Will load from HRMS and the BUD.
  - If a position was in the BUD and did not change in HRMS while the BUD was open, the rate for the position will load to the SUD from the BUD, else the rate will load from HRMS.
- Will display funding accounts but these will not be updateable
- Will not include changes to funding distribution
- Do not include vacant positions

HRMS, BUD, and SUD

![HRMS, BUD, and SUD diagram](image-url)