Budgets

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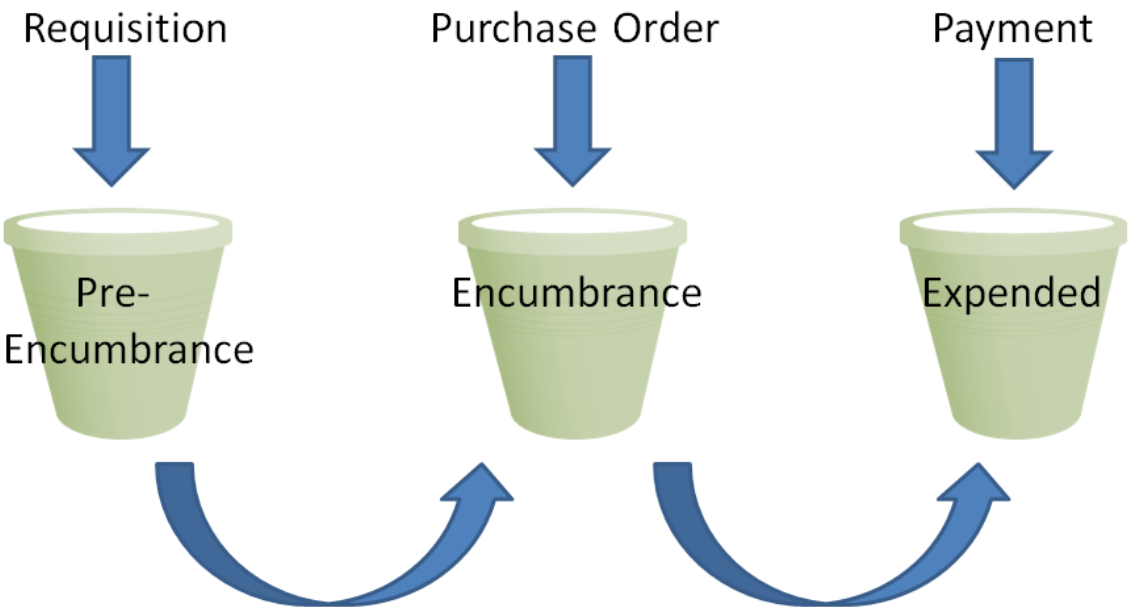
Budget Concepts

Account Structure:

Fund (XXXXX)	In what group does the Department ID belong? The Fund is implied from the Department ID. This number is important to the year end financial reports, but is not normally useful the end users of the system
Department ID (XXXXXXX or XXXXXXXXX)	Who owns the information? (can also be a financial reporting tool for grant funds)
Project ID (XXXXXXXX)	Used exclusively for grant funds. Used for sponsored programs that are temporary in nature and for which revenues and expenditures may accumulate over more than one fiscal year.
Account (XXXX or XXXXXX)	What type of transaction was it? (Revenue or Expense, etc.) Account numbers that start with '5' (5000 to 5999) are *Revenue* accounts. Account numbers that start with '9' (9000 to 9999) are *Expense* accounts. Six digit account codes are sub-sets of the four digit account codes. Example: 9370 – Supplies 937030 – Copying Supplies
Program	Optional code used to further refine expenses.

Encumbrances



An *Encumbrance* is a commitment to spend a certain amount of money for a certain thing.

A *Pre-encumbrance* is created when a *Requisition* is budget-checked and is removed when the Purchase Order is created for the requisition.

An *Encumbrance* is created when a *Purchase Order* is budget-checked and is removed when an invoice is applied to the purchase order.

When an approved invoice is received in Accounts Payable they apply the invoice against the Purchase Order by creating a *Voucher*. An *Expended transaction* is created when a *Voucher* is budget checked. Accounts Payable checks are created from Vouchers.

The Purchasing Cycle
(Purchases Over $10,000)

Step	End User	Purchasing Office	Supplier	Accounts Payable Office
1.	(**Requestor**) Enter *Requisition* on TRAX. Make sure requisition passes budget check (This creates the *Pre-encumbrance*)			
2.	(**Approver**) Approve requisition			
3.		Create *Purchase Order* and send to **Supplier** (This creates the *Encumbrance*)		
4.			Fill order from *Purchase Order* and send *Product* to **Requestor**	
5.	Receive *Product*			
6.			Send *Invoice* to **Accounts payable**	
7.				Send *Invoice* to **Requestor**
8.	Verify and sign *Invoice* and send to **Accounts Payable**			
9.				Create *Voucher* to pay invoice. (This liquidates the *encumbrance* and creates the *Expended* amount.)
10.				Create check and send to **Supplier**

Appropriations

93A Appropriation for Operating Expense

Appropriation	Amount
93A	$300

Account	Description	Amount	Type
9333	Food Expense	$100	Track
9370	Supplies	$100	Track
9382	Travel	$100	Track
		$300	

Budget Terminology

Appropriation Amount

Appropriation is the sum of the account budgets within a Department ID and within the same account category (operating expenses, cost of good sold, etc.) TRAX allows users to overspend a specific account budget as long as the *Appropriation* is not exceeded. These are also referred to as "rollups".

For example: Appropriation 91A = the sum of all 91XX accounts
Appropriation 93A = the sum of all 93XX accounts

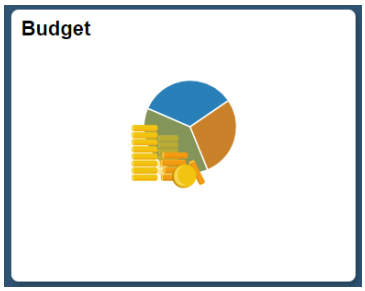
Baylor Appropriations

- 91A Personnel
- 919A Other Fringe Benefits
- 92A Student Wages
- 923A Graduate Student Stipend
- 93A Operating Expenses
- 931A Contract Services
- 935A Personnel Recruiting
- 95A Cost of Goods Sold
- 96A Library Acquisitions
- 97A Capital Expenditures

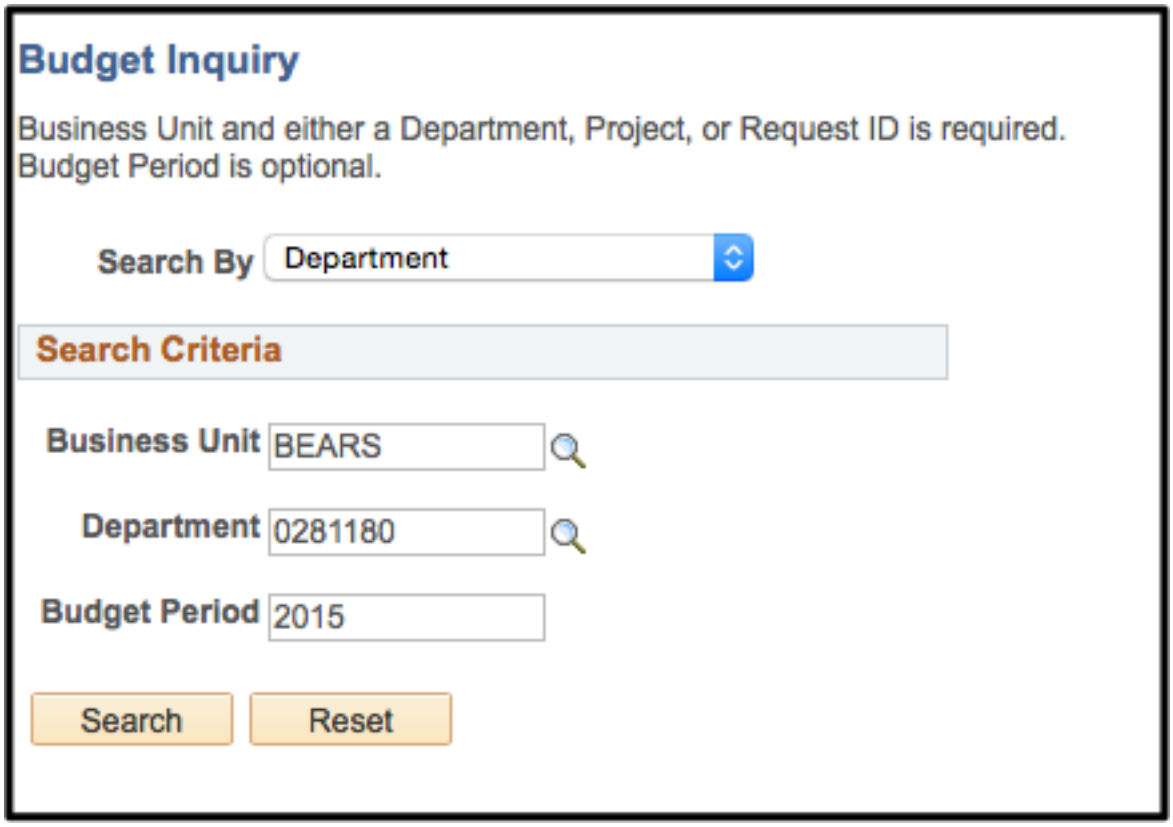
Baylor Budget Pages

Budget Inquiry

The Budget Inquiry displays a "bird's-eye view" of the Department ID. The Project Budget Inquiry displays a “bird’s-eye view” of the Project ID.



- Budget
  - Budget Inquiry



- Select the *Department*

radio button and enter your department number or (optional) click *Look up Department* (the magnifying glass) to see a list of available departments.

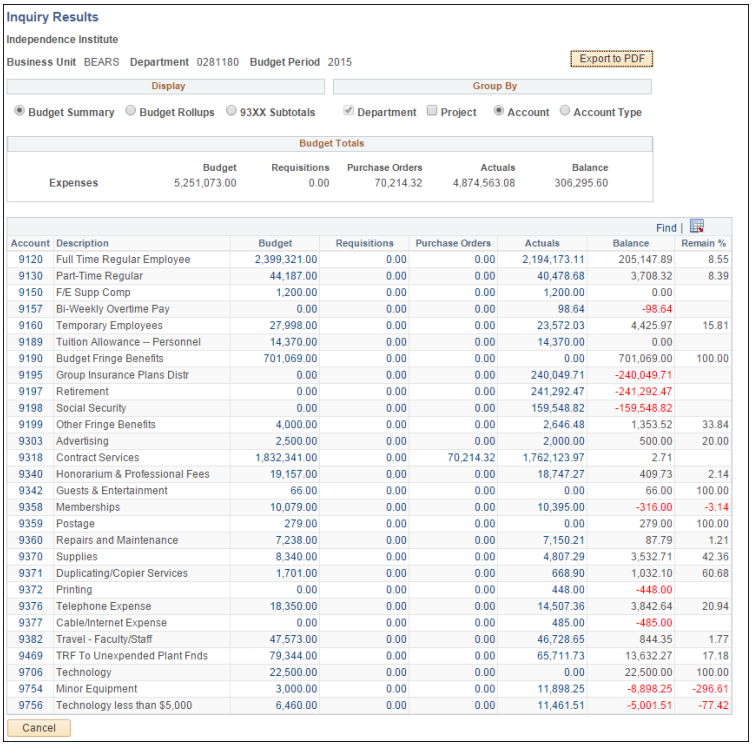
Budget Period 2015

Enter the *Budget Period*
This will be the fiscal year (**2015**) or **ALLPER** (All Periods) if the fiscal year of the department is different from that of Baylor's

Search

- Click *Search*

Department Budget Inquiry



Inquiry Results

Independence Institute

Business Unit BEARS Department 0281180 Budget Period 2015

Export to PDF

Display: Budget Summary | Budget Rollups | 93XX Subtotals

Group By: 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

Find |

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

Department Information

Inquiry Results

Independence Institute

Business Unit BEARS Department 0281180 Budget Period 2015

Business Unit BEARS	➢ *Business Unit*	Will always be **BEARS**
Department 0281180	➢ *Department Project*	The department or project ID
Budget Period 2015	➢ *Budget Period*	Will be the same as the fiscal year
Export to PDF	➢ *Export to PDF*	This will create a print preview of the information on the page that can then be sent to the printer.

Department Budget Summary
ITS-Information Systems & Svcs
Business Unit: BEARS **Department:** 0281180 **Budget Period:** 2015

Account	Description	Budget	Requisitions	Purchase Orders	Actuals	Balance	Remain %
Expenses							
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	0.00
9157	Bi-Weekly Overtime Pay	0.00	0.00	0.00	98.64	(98.64)	0.00
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	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)	0.00
9197	Retirement	0.00	0.00	0.00	241,292.47	(241,292.47)	0.00
9198	Social Security	0.00	0.00	0.00	159,548.82	(159,548.82)	0.00
9199	Other Fringe Benefits	4,000.00	0.00	0.00	2,646.48	1,353.52	33.84
	91XX Subtotal	**3,192,145.00**	**0.00**	**0.00**	**2,917,429.94**	**274,715.06**	**8.61**
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	0.00
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)	0.00
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)	0.00
9382	Travel - Faculty/Staff	47,573.00	0.00	0.00	46,728.65	844.35	1.77
	93XX Subtotal	**1,947,624.00**	**0.00**	**70,214.32**	**1,868,061.65**	**9,348.03**	**0.48**
9469	TRF To Unexpended Plant Fnds	79,344.00	0.00	0.00	65,711.73	13,632.27	17.18
	94XX Subtotal	**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)
	97XX Subtotal	**31,960.00**	**0.00**	**0.00**	**23,359.76**	**8,600.24**	**26.91**
Total Expenses		**5,251,073.00**	**0.00**	**70,214.32**	**4,874,563.08**	**306,295.60**	**5.83**
REPORT BALANCE		**(5,251,073.00)**			**(4,874,563.08)**		

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Page 1

Budget Totals

Budget Totals					
	Budget	Requisitions	Purchase Orders	Actuals	Balance
Revenue	107,521.00			146,227.21	-38,706.21
Expenses	2,645,282.00	0.00	190,326.98	2,338,336.97	116,618.05
	-2,537,761.00			-2,192,109.76	-345,651.24

Budget Revenues	Total amount expected to come into the department or project
Actual Revenues	Total Year to Date amount of funds received by the department or project
Revenue Balance	Revenue not yet received. (*Budgeted Revenue* less *Actual Revenue*)
Budget Expenses	Total amount department or project will be allowed to spend
Requisition Expenses	Expenses related to requisitions that have not been turned into purchase orders
Purchase Order Expenses	Expenses related to requisitions that have been turned into purchase orders, but have not yet been invoiced.
Actual Expenses	Requisitions that have been invoiced, vouchers and journal entries
Expense Balance	Remaining allowed expenditures. (*Budgeted Expenses* less *Requisitions*, *Purchase Orders*, and *Actual*)
Net Budget	*Budgeted Revenues* less *Budgeted Expenses*. **Note**: Some departments are *Cost* centers and will always have more expenses than revenues
Net Actual	*Actual Revenues* less *Budgeted Expenses*

Account Detail

Find |

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

Account — Type of revenue or expense
- 5XXX accounts are revenue
- 9XXX accounts are expense

Description — Description of revenue or expense account

Budget — Total amount budgeted for the account.
- For revenue lines, click this link to open the *Budget Revenue Inquiry (Budgets)* page.
- For expense lines, click this link to open *Budget Expense Inquiry (Budgets)* page.

Requisition — Requisitions that have not yet been turned into Purchase Orders (expenses only).
- Click this link to open *Budget Expense Inquiry (Requisitions)* page.

Purchase Order — Requisitions which have been turned into Purchase Orders but have not been invoiced (expenses only).
- Click this link to open *Budget Expense Inquiry (Purchase Orders)* page.

Actual — Actual year to date expenses or revenue recorded.
- For revenue lines, click this link to open the *Revenue Inquiry (Recognized)* page.
- For expense lines, click this link to open *Expense Inquiry (Expended)* page.

Balance — Revenues – Amount not yet received
Expenses – Amount which can still be spent

Use the *Scroll Bar* to review all the accounts for the Department or Project ID

If the Internet browser uses a "Pop-Up Blocker", the budget details pages may not display from this page. "Drilling-down" to the detail information opens a new Internet Explorer Window. Having multiple windows open causes a TRAX session to "Time Out" if any of the windows is inactive for more than forty-five minutes.

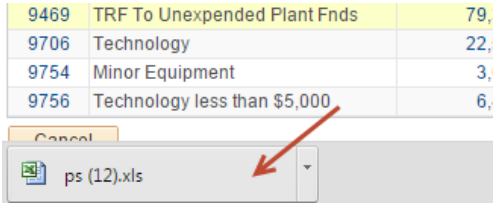
"Grid" Commands

- *Find* – Search the contents of the Grid

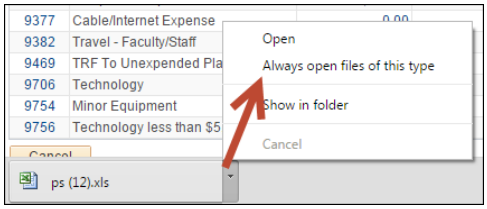
Downloading information to a spreadsheet

- (Optional) *Download* – Export information to an Excel Spreadsheet. This works with any page that uses this "Grid" format.

Note: Depending on the Internet Browser settings, the user may need to hold down the control key on the keyboard while clicking on the icon to enable the download.



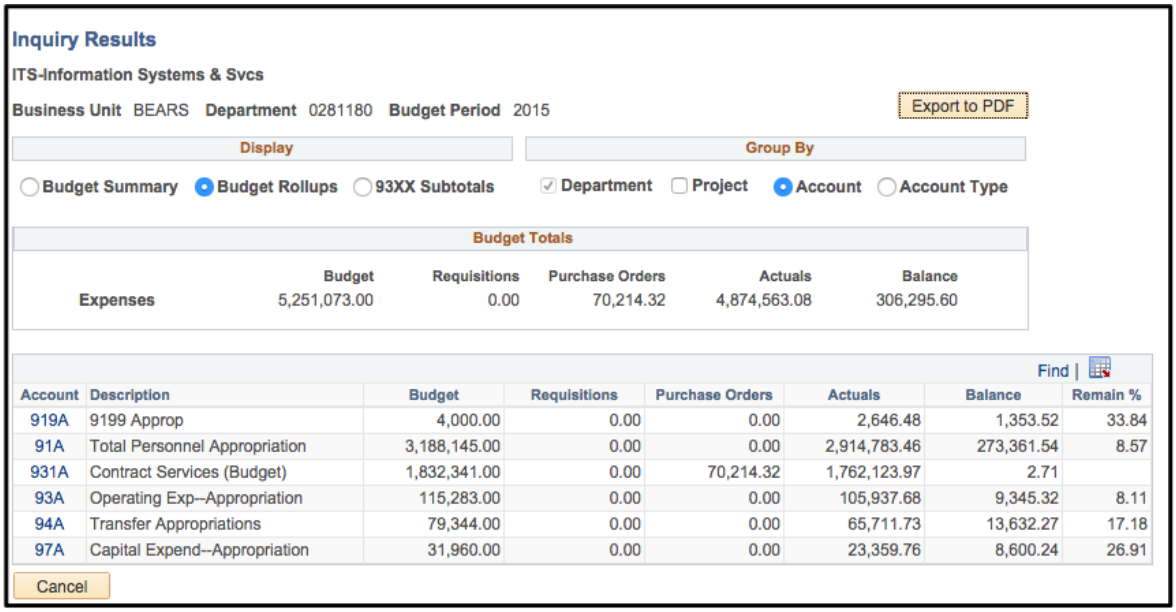
- File should appear in the bottom left corner of your screen. Click the file to open it.



- You can also click the down arrow and select *Always open files of this type*

Totals for Account Ranges

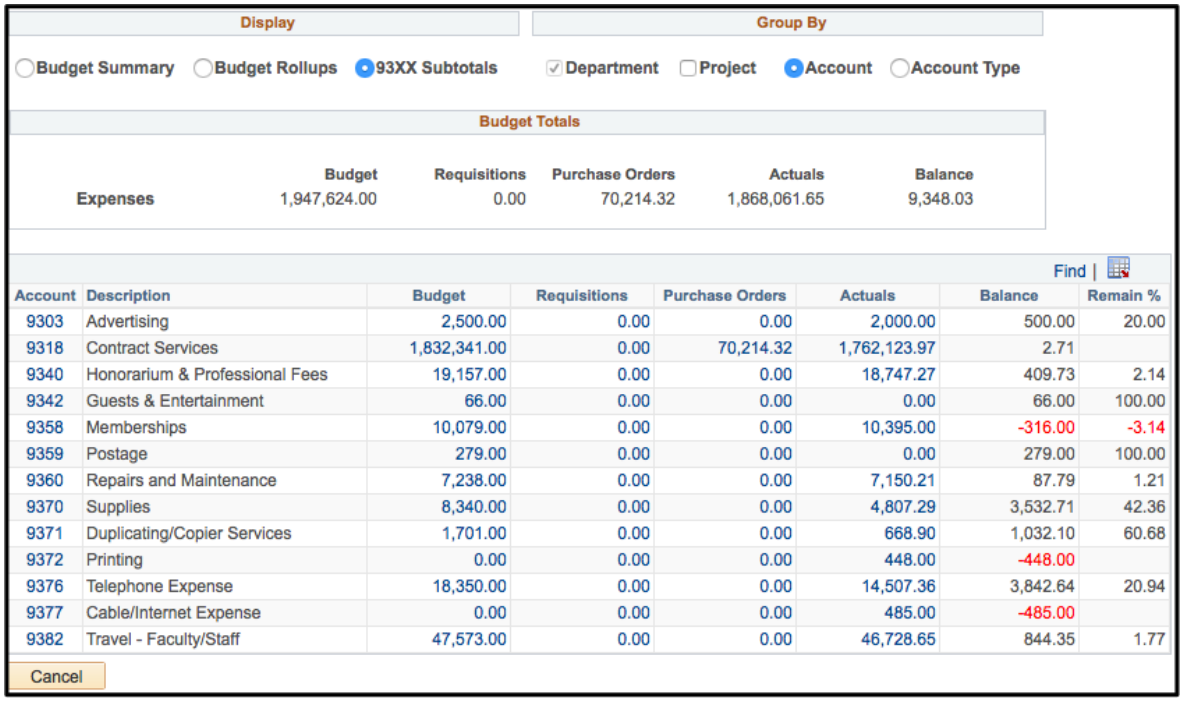
➢ Click on the Budget Rollups radio button to see the totals for budget account ranges



Account	Type of expense (Revenue account ranges will not be displayed)
Description	Description of expense account
Budget	Total amount budgeted for the account
Requisition	Requisitions that have not yet been turned into Purchase Orders
Purchase Orders	Requisitions which have been turned into Purchase Orders but have not been invoiced
Actuals	Actual year to date expenses or revenue recorded
Balance	Amount which can still be spent
Remain %	Balance divided by budget

Operating Expenses

- Click on the *93XX Subtotals* tab to see the Operating Expense accounts
  Note: This view is not available on the Project Budget Inquiry.



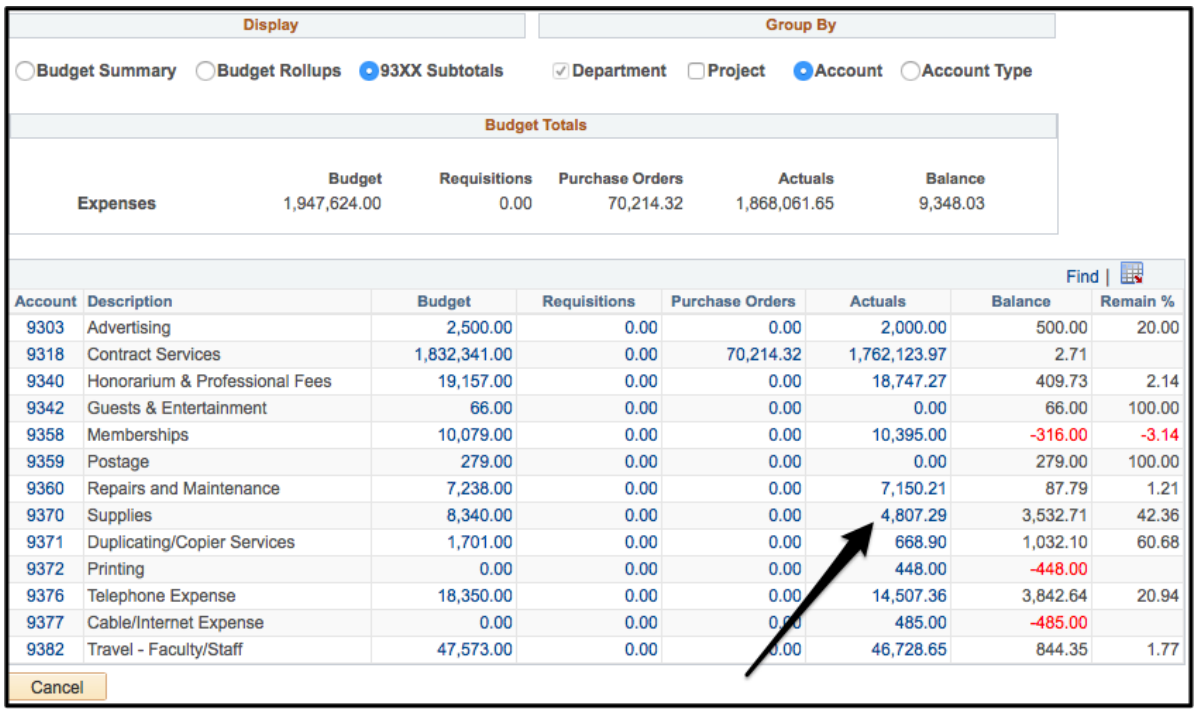
	Budget	Requisitions	Purchase Orders	Actuals	Balance
Expenses	1,947,624.00	0.00	70,214.32	1,868,061.65	9,348.03

Account	Description	Budget	Requisitions	Purchase Orders	Actuals	Balance	Remain %
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

Account	Type of expense (Revenue account ranges will not be displayed)
Description	Description of expense account
Budget	Total amount budgeted for the account
Requisitions	Requisitions that have not yet been turned into Purchase Orders
Purchase Orders	Requisitions which have been turned into Purchase Orders but have not been invoiced
Actuals	Actual year to date expenses or revenue recorded
Balance	Amount which can still be spent
Remain %	Balance divided by budget

Actuals Detail

The *Actuals Detail* can be found by simply drilling down on any number in the *Actuals* column of the *Budget Inquiry*.



Display | Group By

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

Budget Totals

	Budget	Requisitions	Purchase Orders	Actuals	Balance
Expenses	1,947,624.00	0.00	70,214.32	1,868,061.65	9,348.03

Find |

Account	Description	Budget	Requisitions	Purchase Orders	Actuals	Balance	Remain %
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9318	Contract Services	1,832,341.00	0.00	70,214.32	1,762,123.97	2.71	
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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
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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

Cancel

- Click on the amount in the Actuals column on the account line you wish to view.

Actuals Detail

Export to PDF

Supplies

Business Unit BEARS **Department** 0281180 **Account** 9370 **Budget Period** 2015

Total 4,807.29

Personalize | Find | View All | First 1-20 of 47 Last

	Document ID	Date	Status	Fund	Department	Project	Charged	Program	Supplier	Description	Amount
JV	PC14060504	06/05/2014	Posted	10111	0281180		937095			OFFICEMAX CT AVA_K	291.62
JV	PC14060503	06/05/2014	Posted	10111	0281180		937095			DRI*VMWARE STEVE	54.11
JV	PC14062005	06/20/2014	Posted	10111	0281180		937095			OFFICEMAX CT AVA_K	957.04
JV	PC14070404	07/04/2014	Posted	10111	0281180		937095			PRECISION ROLLER AVA_K	296.95
JV	DA00528282	07/14/2014	Posted	10111	0281180		937095			DA21529-DRI*VMWARE	-54.11
JV	PC14072104	07/21/2014	Posted	10111	0281180		937095			DRI*VMWARE STEVE	-4.12
JV	PC14072104	07/21/2014	Posted	10111	0281180		937095			AMAZON.COM STEVE	38.01
JV	DA00529290	08/01/2014	Posted	10111	0281180		937095			DA21588-DRIVMWARE to 9318	4.12
JV	DA00529439	08/01/2014	Posted	10111	0281180		937095			DA21593-Precision Rolleto 9360	-296.95
JV	PC14080503	08/05/2014	Posted	10111	0281180		937095			AMAZON.COM STEVE	-2.90
JV	PC14091905	09/19/2014	Posted	10111	0281180		937095			OFFICEMAX CT AVA_K	154.39
JV	PC14091905	09/19/2014	Posted	10111	0281180		937095			OFFICEMAX CT AVA_K	61.90
JV	PC14100305	10/03/2014	Posted	10111	0281180		937095			OFFICEMAX CT AVA_K	54.94
JV	PC14100305	10/03/2014	Posted	10111	0281180		937095			OFFICEMAX CT AVA_K	9.85
JV	PC14100305	10/03/2014	Posted	10111	0281180		937095			OFFICEMAX CT AVA_K	81.64
JV	PC14110506	11/05/2014	Posted	10111	0281180		937095			PRECISION ROLLER AVA_K	329.95
JV	PC14110505	11/05/2014	Posted	10111	0281180		937095			OFFICEMAX CT RAMON	187.56
JV	PC14112005	11/20/2014	Posted	10111	0281180		937095			OFFICEMAX CT AVA_K	45.00
JV	PC14112005	11/20/2014	Posted	10111	0281180		937095			OFFICEMAX CT AVA_K	1,947.02
JV	PC14112005	11/20/2014	Posted	10111	0281180		937095			PERFORATEDPAPERCOM AVA_K	151.40

Cancel

This view will show you a list of all the transactions that have occurred since the beginning of the fiscal year for the department (or project) and account that you have selected.

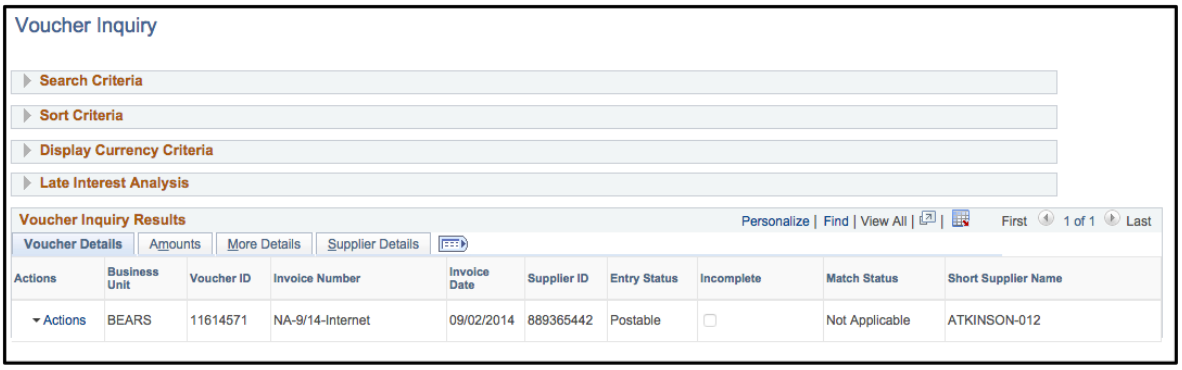
If the transaction occurred in the TRAX system (such as a Voucher, Requisition or Purchase Order), you can click on the transaction and drill down even further to other inquiry screens.

Export to PDF

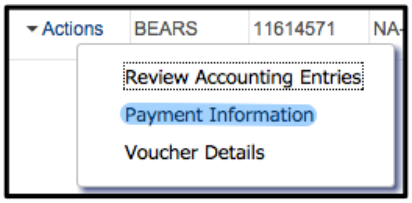
- Click *Export to PDF* for a printable PDF version of the *Department* or *Project Actuals History* report

	Document ID
AP	11612637

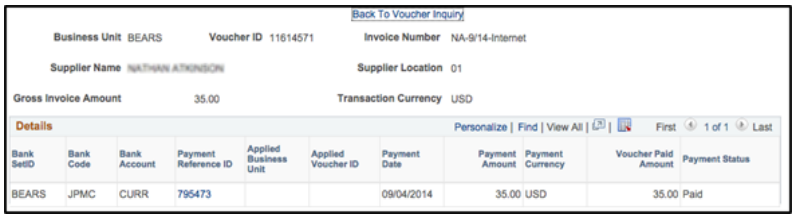
- Click the blue link in the *Document ID* column to open the *Voucher Inquiry* page.
  (This does not apply for the *Journal Voucher* (*JV*) Entries as these entries were usually not done in the TRAX system.)

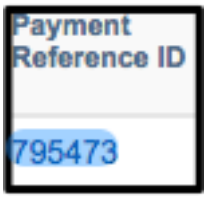


➢ Click the *Actions* dropdown to get the actionable options to choose from

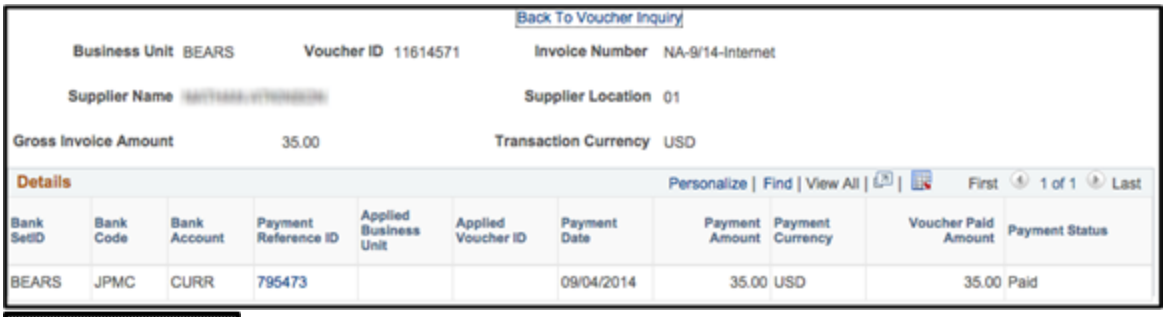


➢ Click *Payment Information* to pull up the payment information





➢ Click *Payment Reference ID* to pull up the *Payment Inquiry Panel*

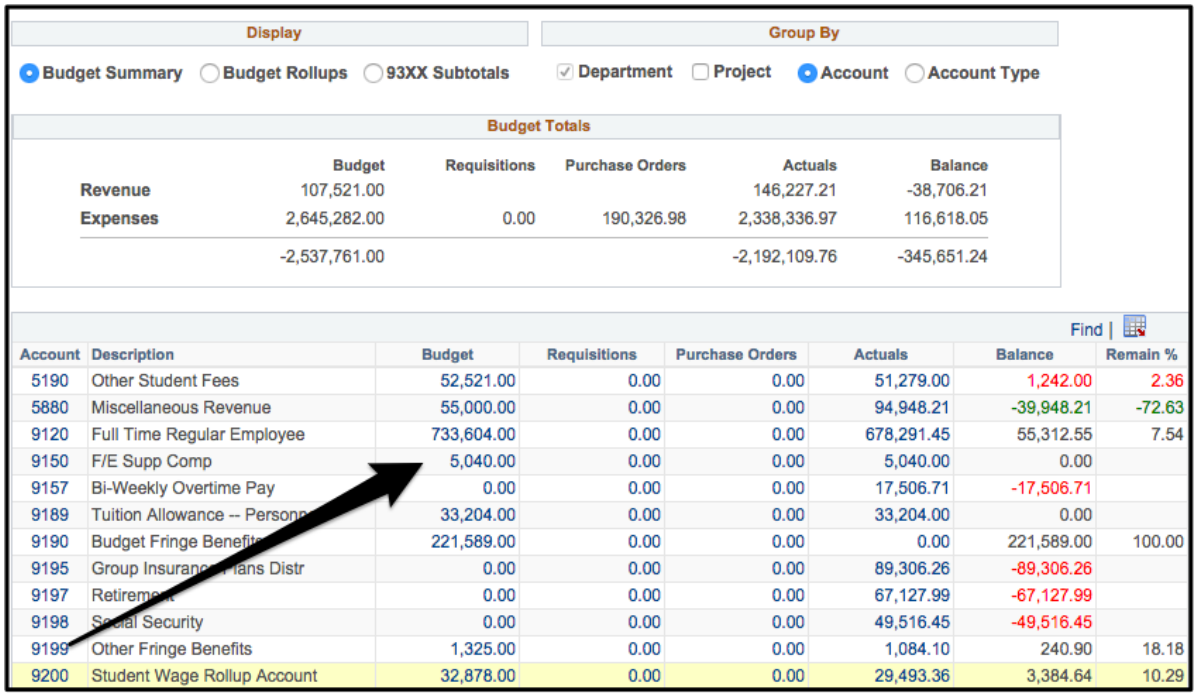


- Click *Back to Voucher Inquiry* to return to the previous page.

- (Optional) Click *Show all Columns*

Budget Detail

Similar to the *Actuals Detail*, by clicking on the number in the Budget column you can see the Original Budget Entry and any increases or decreases for that account.



Display: Budget Summary | Budget Rollups | 93XX Subtotals

Group By: Department | Project | Account | Account Type

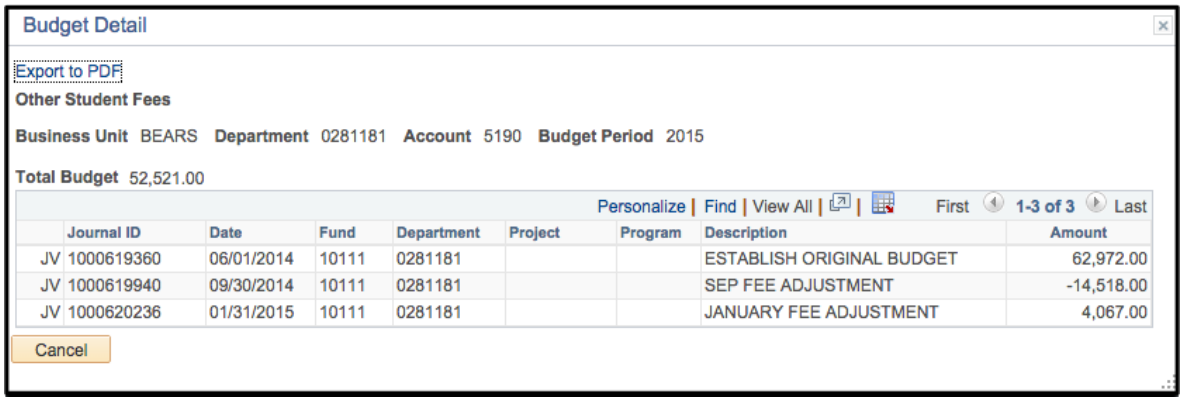
Budget Totals

	Budget	Requisitions	Purchase Orders	Actuals	Balance
Revenue	107,521.00			146,227.21	-38,706.21
Expenses	2,645,282.00	0.00	190,326.98	2,338,336.97	116,618.05
	-2,537,761.00			-2,192,109.76	-345,651.24

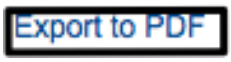
Find |

Account	Description	Budget	Requisitions	Purchase Orders	Actuals	Balance	Remain %
5190	Other Student Fees	52,521.00	0.00	0.00	51,279.00	1,242.00	2.36
5880	Miscellaneous Revenue	55,000.00	0.00	0.00	94,948.21	-39,948.21	-72.63
9120	Full Time Regular Employee	733,604.00	0.00	0.00	678,291.45	55,312.55	7.54
9150	F/E Supp Comp	5,040.00	0.00	0.00	5,040.00	0.00	
9157	Bi-Weekly Overtime Pay	0.00	0.00	0.00	17,506.71	-17,506.71	
9189	Tuition Allowance -- Personn	33,204.00	0.00	0.00	33,204.00	0.00	
9190	Budget Fringe Benefits	221,589.00	0.00	0.00	0.00	221,589.00	100.00
9195	Group Insurance Plans Distr	0.00	0.00	0.00	89,306.26	-89,306.26	
9197	Retirement	0.00	0.00	0.00	67,127.99	-67,127.99	
9198	Social Security	0.00	0.00	0.00	49,516.45	-49,516.45	
9199	Other Fringe Benefits	1,325.00	0.00	0.00	1,084.10	240.90	18.18
9200	Student Wage Rollup Account	32,878.00	0.00	0.00	29,493.36	3,384.64	10.29

- Click on the amount in the *Budget* column on the account line you wish to view.



This view will show you a list of all the budget entries that have occurred since the beginning of the fiscal year for the department (or project) and account that you have selected.



➢ Click *Export to PDF* for a printable PDF version of the *Department* or *Project Budget History* report

Requisition Detail

By clicking on the number in the Requisition column you can see any activity that currently is in the Requisition status. Requisitions charged to the account that have passed budget check, but do not have a related Purchase Order will appear on this page. When a PO is budget checked, the amount will move from the *Requisition* panel to the *Purchase Order* panel.

9359	Postage	279.00	0.00	0.00	0.00	279.00	100.00
9360	Repairs and Maintenance	3,840.00	0.00	0.00	0.00	3,840.00	100.00
9370	Supplies	13,440.00	894.50	0.00	314.25	12,231.25	91.01
9371	Duplicating/Copier Services	1,701.00	0.00	0.00	0.00	1,701.00	100.00
9372	Printing	0.00	10.00	0.00	2,020.00	-2,030.00	
9376	Telephone Expense	18,350.00	0.00	0.00	0.00	18,350.00	100.00
9382	Travel - Faculty/Staff	75,482.00	0.00	0.00	0.00	75,482.00	100.00
9399	Miscellaneous Oper Exp	0.00	10.00	0.00	120.00	-130.00	
9469	TRF To Unexpended Plant Fnds	79,344.00	0.00	0.00	0.00	79,344.00	100.00
9705	Equipment	0.00	100.00	0.00	0.00	-100.00	
9706	Technology	28,000.00	0.00	0.00	0.00	28,000.00	100.00
9754	Minor Equipment	0.00	27,310.00	0.00	0.00	-27,310.00	

Cancel

- Click on the amount in the *Requisition* column on the account line you wish to view.

Requisition Detail

Export to PDF

Minor Equipment

Business Unit BEARS **Department** 0281180 **Account** 9754 **Budget Period** 2016

Total 3,300.00

Personalize | Find | View All | First 1-4 of 4 Last

Req ID	Date	Fund	Department	Project	Charged	Program	Supplier	Description	Amount
94146	08/05/2015	10111	0281180		9754		A 1 Banners & Signs	Table	100.00
94157	08/05/2015	10111	0281180		9754		A 1 Banners & Signs	Table	100.00
94166	08/07/2015	10111	0281180		9754		A 1 Banners & Signs	Test	100.00
94184	08/17/2015	10111	0281180		9754		Total Office Solutions	Conference Room Table	3,000.00

Cancel

Export to PDF

- Click *Export to PDF* for a printable PDF version of the *Department* or *Project Requisition History* report

Purchase Order Detail

By clicking on the amount shown in the Purchase Order column you can see any activity that currently is in the Purchase order status. Purchase Orders charged to the account that do not have a related voucher will appear on this page. When Accounts Payable applies a Voucher to the PO, the amount will move from the *Purchase Orders* panel to the *Expended* panel.

Find |

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

- Click on the amount in the *Purchase Order* column on the account line you wish to view.

Purchase Order Detail

Export to PDF

Contract Services

Business Unit BEARS **Department** 0281180 **Account** 9318 **Budget Period** 2015

Total 70,214.32

Personalize | Find | View All | First 1-4 of 4 Last

PO No.	Date	Fund	Department	Project	Charged	Program	Supplier	Description	Amount
122949A	07/08/2014	10111	0281180		9318		Oracle America, Inc	Oracle Ordering Document dated 1/29/14 for renewal on Service Contract 5511238 for Oracle Linux support services dor the period of 5/29/2014-5/28/2015.	3,944.01
124695	10/20/2014	10111	0281180		9318		Oracle USA Inc	Oracle year 1 contracts - 5251175, 6082733, 4736101, 3873776, 3140123, 2669456, 3386387,2260826, 5908533	21,500.31
126295	05/12/2015	10111	0281180		9318		Oracle America, Inc	Oracle Ordering Document dated, 04/27/2015 for Oracle Diagnostics, Enterprise, Internet Application Server Enterprise, and Tuning Pack (500 licenses each)	34,770.00
126296	05/12/2015	10111	0281180		9318		Oracle America, Inc	Oracle Ordering Document dated 04/28/2015 for Database and IaaS Public Cloud Services	10,000.00

Cancel

Export to PDF

- Click *Export to PDF* for a printable PDF version of the *Department* or *Project Purchase Order History* report

Revenue Estimate Inquiry

Displays the estimated budget for specific Revenue Accounts

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

- Click on the amount in the *Budget* column on the account line you wish to view.

Budget Detail

Export to PDF

Part-Time Regular

Business Unit BEARS **Department** 0281180 **Account** 9130 **Budget Period** 2015

Total Budget 44,187.00

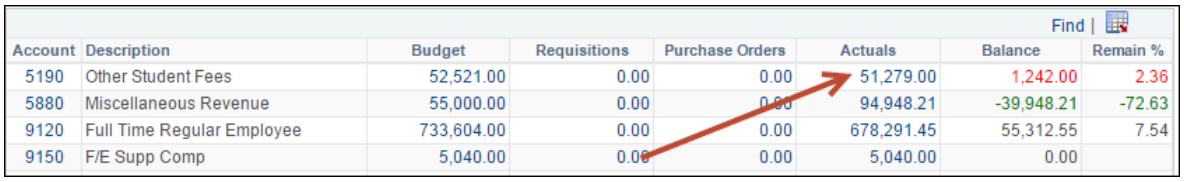
Personalize | Find | View All | First 1-2 of 2 Last

	Journal ID	Date	Fund	Department	Project	Program	Description	Amount
JV	1000619361	06/01/2014	10111	0281180			ESTABLISH ORIGINAL BUDGET	43,277.00
JV	1000619838	09/16/2014	10111	0281180			BUDGETEARNINGS (ADJ)09-18-201	910.00

Cancel

- Click *Export to PDF* for a preview of the *Budget Revenue History* report

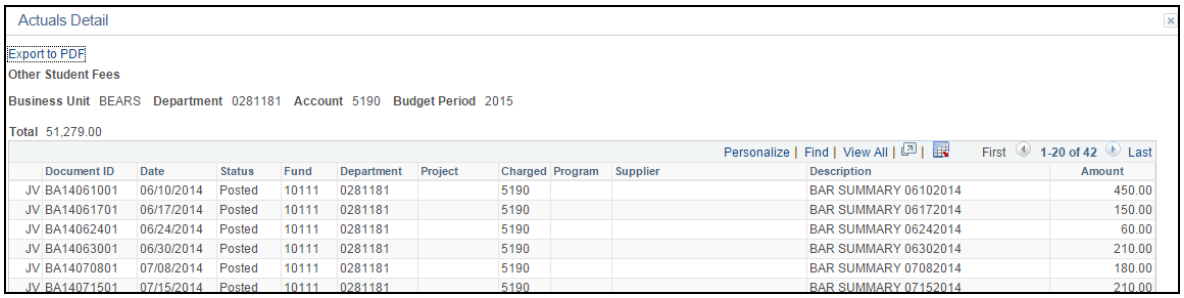
To display the actual revenue received for a specific Revenue account, click on the amount in the Actuals column.



Find |

Account	Description	Budget	Requisitions	Purchase Orders	Actuals	Balance	Remain %
5190	Other Student Fees	52,521.00	0.00	0.00	51,279.00	1,242.00	2.36
5880	Miscellaneous Revenue	55,000.00	0.00	0.00	94,948.21	-39,948.21	-72.63
9120	Full Time Regular Employee	733,604.00	0.00	0.00	678,291.45	55,312.55	7.54
9150	F/E Supp Comp	5,040.00	0.00	0.00	5,040.00	0.00	

- Click on the amount in the *Actuals* column on the account line you wish to view.



Actuals Detail

Export to PDF

Other Student Fees

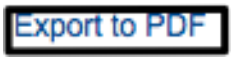
Business Unit BEARS Department 0281181 Account 5190 Budget Period 2015

Total 51,279.00

Personalize | Find | View All | First 1-20 of 42 Last

	Document ID	Date	Status	Fund	Department	Project	Charged	Program	Supplier	Description	Amount
JV	BA14061001	06/10/2014	Posted	10111	0281181		5190			BAR SUMMARY 06102014	450.00
JV	BA14061701	06/17/2014	Posted	10111	0281181		5190			BAR SUMMARY 06172014	150.00
JV	BA14062401	06/24/2014	Posted	10111	0281181		5190			BAR SUMMARY 06242014	60.00
JV	BA14063001	06/30/2014	Posted	10111	0281181		5190			BAR SUMMARY 06302014	210.00
JV	BA14070801	07/08/2014	Posted	10111	0281181		5190			BAR SUMMARY 07082014	180.00
JV	BA14071501	07/15/2014	Posted	10111	0281181		5190			BAR SUMMARY 07152014	210.00

This page displays the revenue that has been posted to the account.



- Click *Export to PDF* for a preview of the *Revenue Actuals* report

Note: The transactions with a *Reference* beginning with "DD" are Department Deposit Receipts. The first few characters of the *Description* will list the Transaction ID for that Department Deposit

Baylor Combined Budget Pages

The *Combined Budget Inquiry Pages* display a "bird's-eye view" of the range of Department IDs selected by the user. The report details the total Budgeted Amount, the outstanding Pre-encumbrance and Encumbrance Amounts, and the current balance. The pages display the totals broken down by either Department ID, Project ID, and by Account.

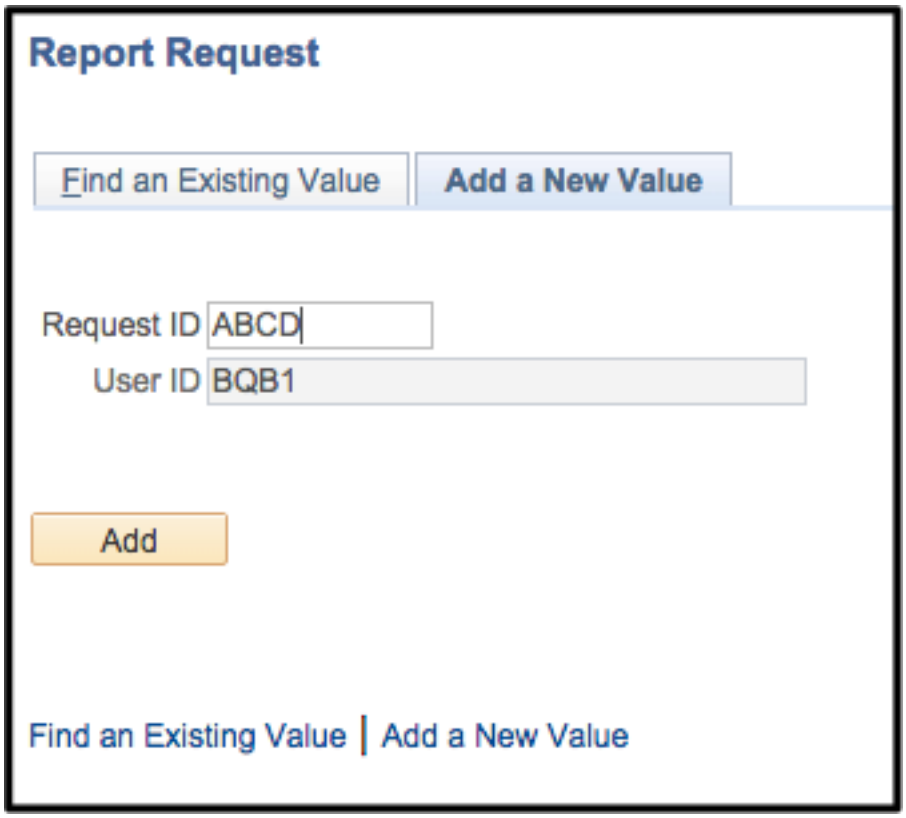
Note: The Combined Department by Account and Combined Account by Department require a Report Request to be created prior to use. The Combined Department by Project does not.

Creating a Report Request

The Report Request pages determine which the Department ID(s) will show up on the report or in the *Combined Budget Pages*. A user can have as many report requests as needed. Add or update a report request one of the following ways:

- Reporting
  - Report Requests
    - Add/Update Report Request

- Click Add a New Value



- Enter the Request ID

- Click Add

- Enter a *Department* number.

- (Optional) Click *Look up Department* to see a list of available departments.

  Press the **Tab** key to see the description.

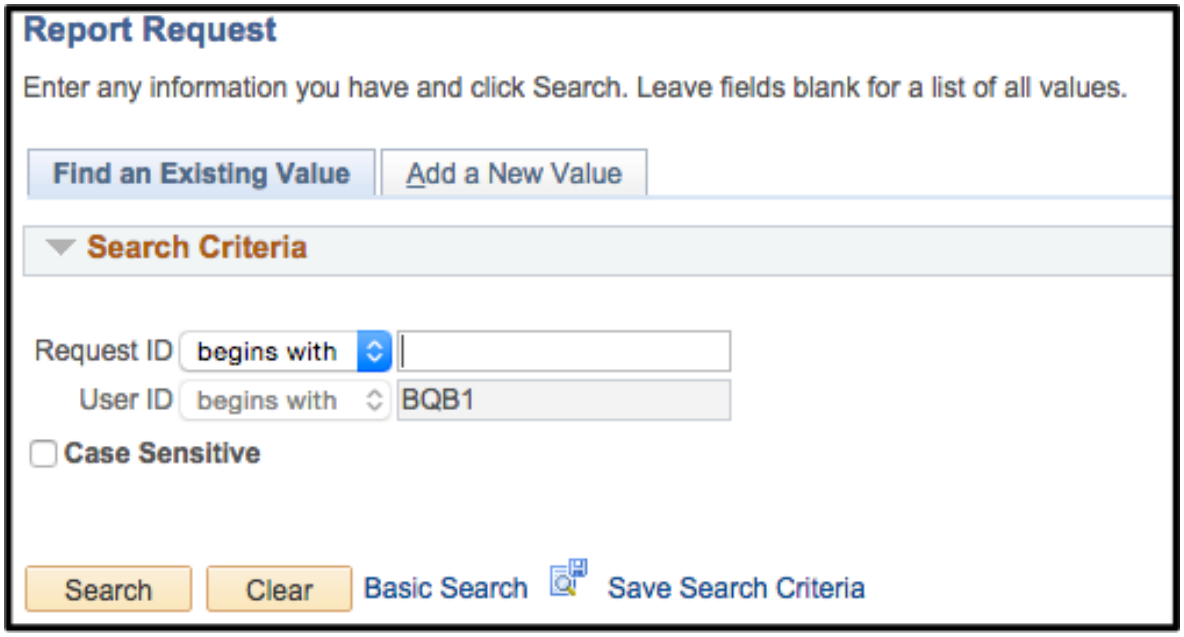
- To add additional *Department ID* numbers click the *Add New Row* button

- To delete *Department ID* numbers click the *Delete Row* button

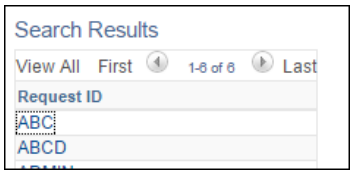
- Once all the *Department IDs* have been added, click on the *Save* button to save the Request

Updating a Report Request

- Reporting
  - Report Requests
    - Add/Update Report Request

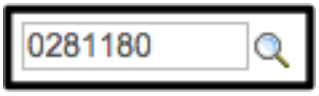


- Click *Search* to see a list of available report requests



- Click on the *Request ID* to update

- To add additional *Department ID* numbers click the *Add New Row* button



- Enter a *Department* number.

- (Optional) Click *Look up Department* to see a list of available departments.

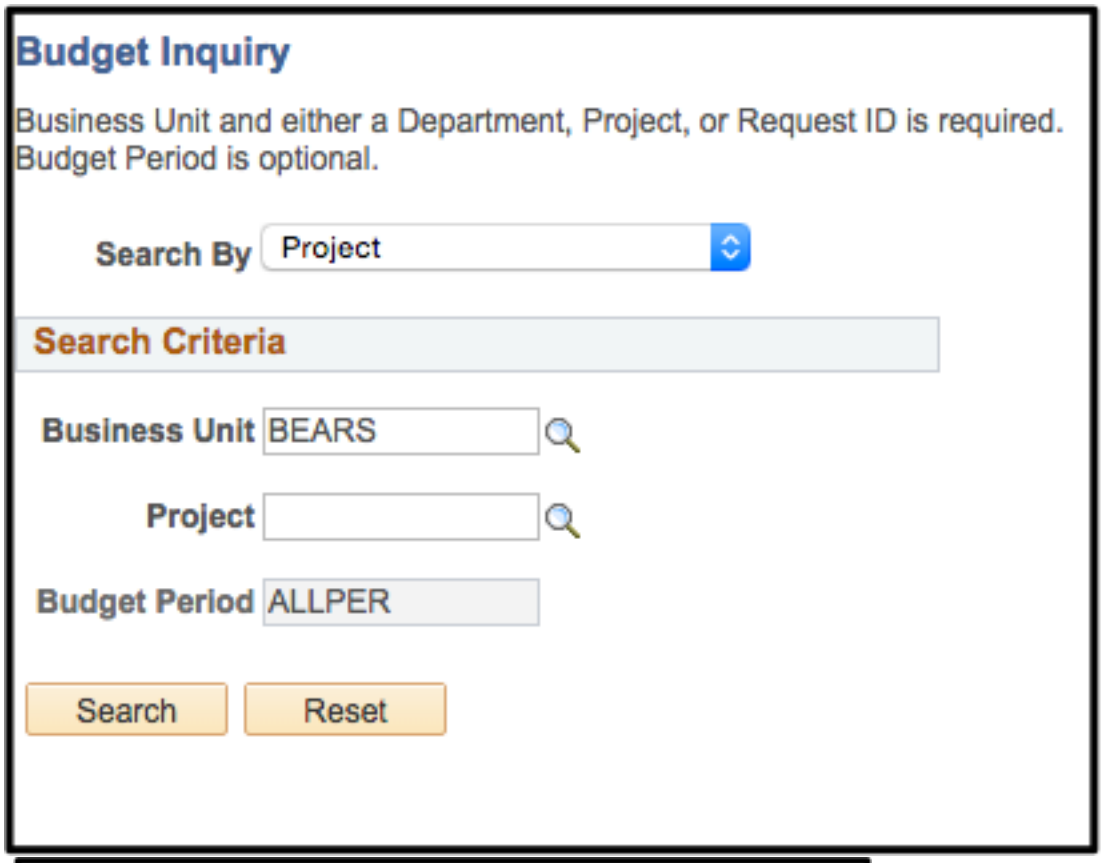
  Press the **Tab** key to see the description.

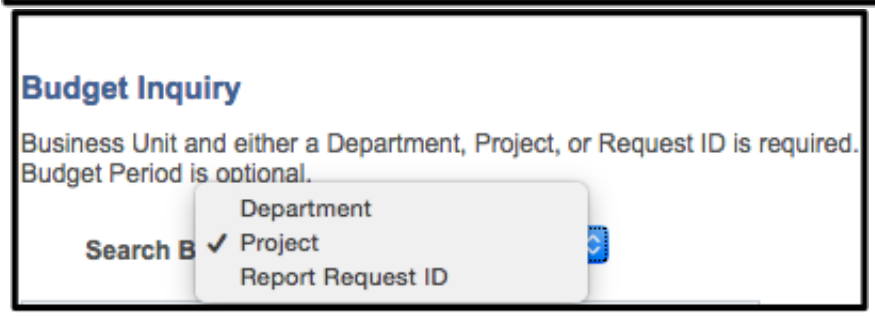
- To delete *Department ID* numbers click the *Delete Row* button

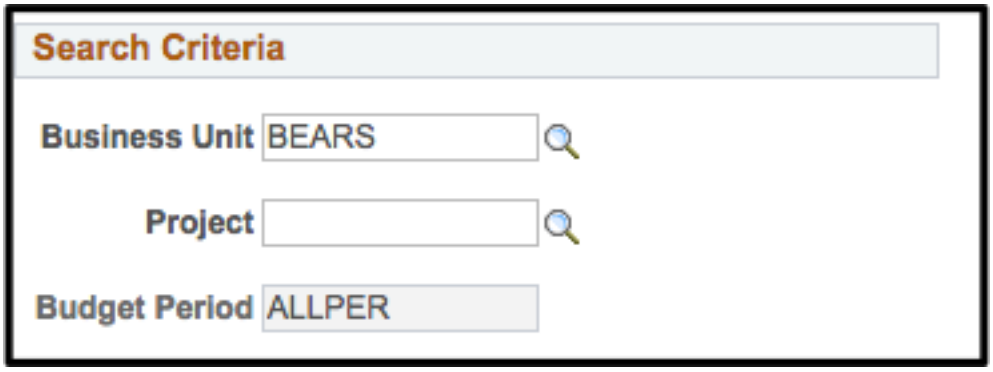
- Once all the *Department IDs* have been added, click on the *Save* button to save the Request

Combined Views

You can combine these views by displaying a "bird's-eye view" of a range of Department IDs selected by the report request. The page displays the total Budgeted Amount, the outstanding Pre-encumbrance and Encumbrance Amounts, and the current balance. The page also displays the totals broken down by Department ID (depending on which radio button options are selected).







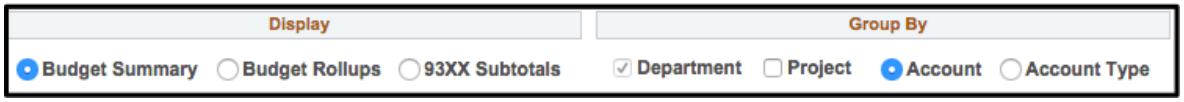
- Select the *Project* radio button, then enter the *Project ID* with the desired departments

- The *Budget Period* will automatically be listed as ALLPER

- Click *Search*

Group By Account

Uncheck the *Department ID* (or *Project*) checkbox and make sure the *Account* radio button is marked.



Budget Totals

	Budget	Requisitions	Purchase Orders	Actuals	Balance
Revenue	107,521.00			146,227.21	-38,706.21
Expenses	2,645,282.00	0.00	190,326.98	2,338,336.97	116,618.05
	-2,537,761.00			-2,192,109.76	-345,651.24

Find |

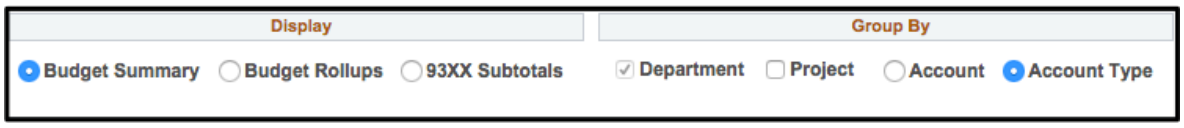
Account	Description	Budget	Requisitions	Purchase Orders	Actuals	Balance	Remain %
5190	Other Student Fees	52,521.00	0.00	0.00	51,279.00	1,242.00	2.36
5880	Miscellaneous Revenue	55,000.00	0.00	0.00	94,948.21	-39,948.21	-72.63
9120	Full Time Regular Employee	733,604.00	0.00	0.00	678,291.45	55,312.55	7.54
9150	F/E Supp Comp	5,040.00	0.00	0.00	5,040.00	0.00	
9157	Bi-Weekly Overtime Pay	0.00	0.00	0.00	17,506.71	-17,506.71	
9189	Tuition Allowance -- Personnel	33,204.00	0.00	0.00	33,204.00	0.00	
9190	Budget Fringe Benefits	221,589.00	0.00	0.00	0.00	221,589.00	100.00
9195	Group Insurance Plans Distr	0.00	0.00	0.00	89,306.26	-89,306.26	
9197	Retirement	0.00	0.00	0.00	67,127.99	-67,127.99	
9198	Social Security	0.00	0.00	0.00	49,516.45	-49,516.45	
9199	Other Fringe Benefits	1,325.00	0.00	0.00	1,084.10	240.90	18.18
9200	Student Wage Rollup Account	32,878.00	0.00	0.00	29,493.36	3,384.64	10.29
9298	Social Security	0.00	0.00	0.00	814.14	-814.14	
9303	Advertising	181.00	0.00	0.00	0.00	181.00	100.00
9318	Contract Services	826,958.00	0.00	33,494.60	758,222.25	35,241.15	4.26
9340	Honorarium & Professional Fees	19,950.00	0.00	0.00	27,150.00	-7,200.00	-36.09
9342	Guests & Entertainment	73.00	0.00	0.00	0.00	73.00	100.00
9358	Memberships	81,204.00	0.00	0.00	82,069.00	-865.00	-1.07
9359	Postage	1,891.00	0.00	0.00	47.36	1,843.64	97.50
9360	Repairs and Maintenance	111,615.00	0.00	21,534.38	66,157.24	23,923.38	21.43
9370	Supplies	6,564.00	0.00	0.00	3,312.16	3,251.84	49.54
9371	Duplicating/Copier Services	112.00	0.00	0.00	0.00	112.00	100.00
9376	Telephone Expense	62,120.00	0.00	0.00	47,482.44	14,637.56	23.56
9377	Cable/Internet Expense	231,250.00	0.00	20,550.00	227,827.51	-17,127.51	-7.41
9380	Vehicle Costs	9,000.00	0.00	0.00	4,391.42	4,608.58	51.21
9382	Travel - Faculty/Staff	13,236.00	0.00	0.00	11,839.31	1,396.69	10.55
9706	Technology	253,488.00	0.00	114,748.00	88,163.60	50,576.40	19.95
9756	Technology less than $5,000	0.00	0.00	0.00	50,290.22	-50,290.22	

Account	Type of revenue or expense
Description	Description of revenue or expense account
Budget	Total amount budgeted for the account
Requisition	Requisitions that have not yet been turned into Purchase Orders (Expenses only)

Purchase Order	Requisitions which have been turned into Purchase Orders but have not been invoiced (Expenses only)
Actual	Actual year to date expenses or revenue recorded
Balance	Revenues – Amount not yet received Expenses – Amount which can still be spent

Group By Account Type

Uncheck the *Department ID* (or *Project*) checkbox and make sure the *Account Type* radio button is marked.



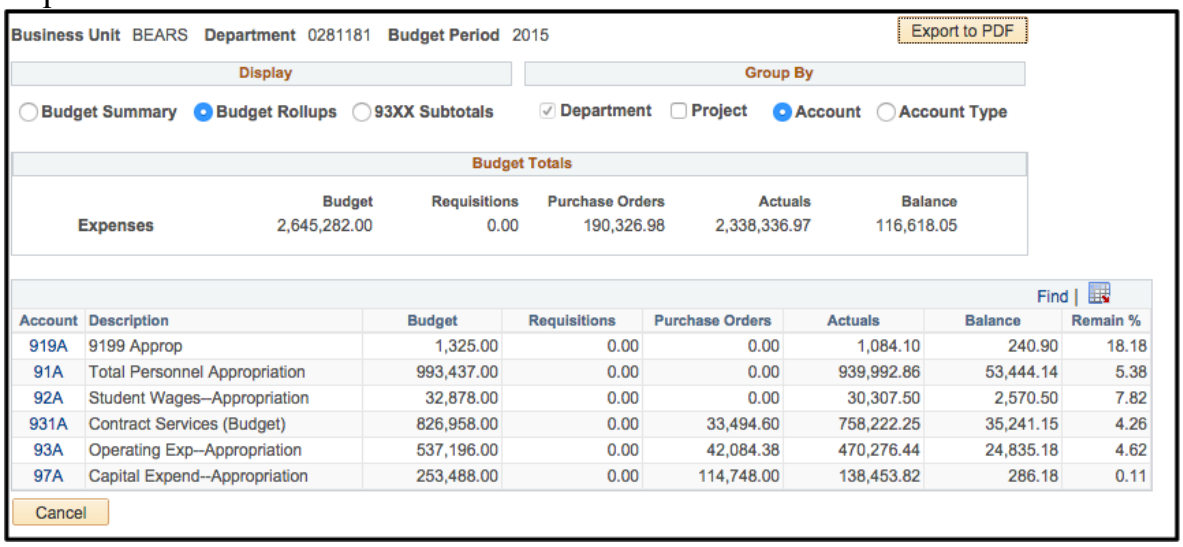
Find |

Description	Budget	Requisitions	Purchase Orders	Actuals	Balance	Remain %
Revenue	107,521.00	0.00	0.00	146,227.21	-38,706.21	-36.00
Expenses	2,645,282.00	0.00	190,326.98	2,338,336.97	116,618.05	4.41

Desc	Description (Name) of the Department ID
Type	Specifies totals as *Revenue* or *Expense*
Budget	Total amount budgeted for the account
Requisitions	Requisitions that have not yet been turned into Purchase Orders (Expenses only)
Purchase Orders	Requisitions which have been turned into Purchase Orders but have not been invoiced (Expenses only)
Actuals	Actual year to date expenses or revenue recorded
Balance	Revenues – Amount not yet received Expenses – Amount which can still be spent

Budget Rollups Displayed By Account

Select the *Budget Rollups* radio button and group by *Account* to see the totals for budget appropriate account ranges for the departments in the report request.



Business Unit BEARS Department 0281181 Budget Period 2015

Export to PDF

Display: ○ Budget Summary ◉ Budget Rollups ○ 93XX Subtotals

Group By: ☑ Department ☐ Project ◉ Account ○ Account Type

Budget Totals

	Budget	Requisitions	Purchase Orders	Actuals	Balance
Expenses	2,645,282.00	0.00	190,326.98	2,338,336.97	116,618.05

Find |

Account	Description	Budget	Requisitions	Purchase Orders	Actuals	Balance	Remain %
919A	9199 Approp	1,325.00	0.00	0.00	1,084.10	240.90	18.18
91A	Total Personnel Appropriation	993,437.00	0.00	0.00	939,992.86	53,444.14	5.38
92A	Student Wages--Appropriation	32,878.00	0.00	0.00	30,307.50	2,570.50	7.82
931A	Contract Services (Budget)	826,958.00	0.00	33,494.60	758,222.25	35,241.15	4.26
93A	Operating Exp--Appropriation	537,196.00	0.00	42,084.38	470,276.44	24,835.18	4.62
97A	Capital Expend--Appropriation	253,488.00	0.00	114,748.00	138,453.82	286.18	0.11

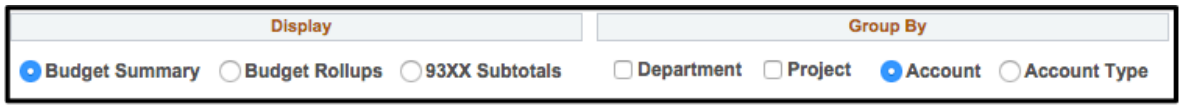
Cancel

Account	Type of expense (Revenue account ranges will not be displayed)
Description	Description of expense account
Budget	Total amount budgeted for the account
Requisition	Requisitions that have not yet been turned into Purchase Orders
Purchase Order	Requisitions which have been turned into Purchase Orders but have not been invoiced
Actual	Actual year to date expenses or revenue recorded
Balance	Amount which can still be spent

Combined Department by Account

In the first screen, uncheck the *Department ID* checkbox and make sure the *Account* radio button is marked (as shown below).

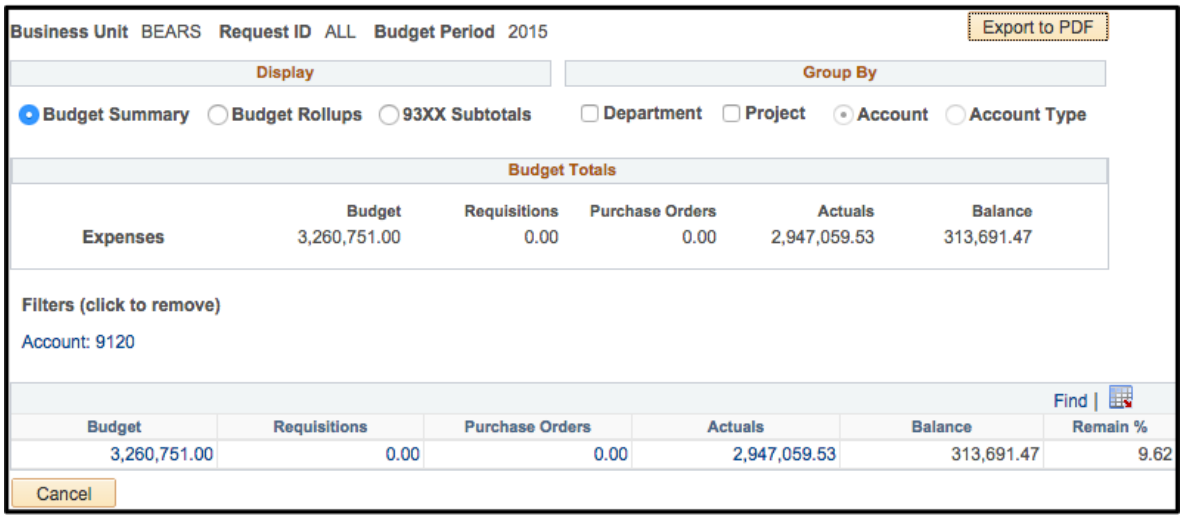
The *Combined Department by Account Drilldown* page displays the Budget, Requisition, Purchase Order and Expense *detail* for a specific account in the range of Department IDs specified in the Report request.



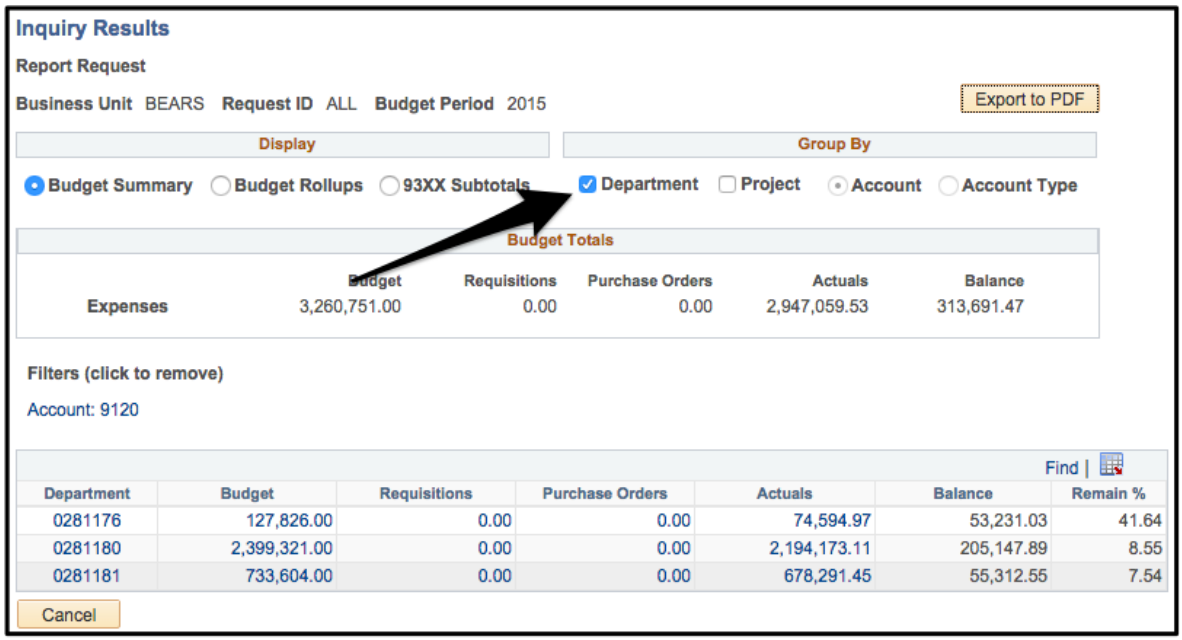
The *Combined Department by Account Drilldown* page displays the Budget, Requisition, Purchase Order and Expense *detail* for a specific account in the range of Department IDs specified in the Report request.

Click on the account you wish to view.

Account	Description	Budget	Requisitions	Purchase Orders	Actuals	Balance	Remain %
5190	Other Student Fees	52,521.00	0.00	0.00	51,279.00	1,242.00	2.36
5880	Miscellaneous Revenue	55,000.00	0.00	0.00	94,948.21	-39,948.21	-72.63
9120	Full Time Regular Employee	3,260,751.00	0.00	0.00	2,947,059.53	313,691.47	9.62
9130	Time Regular	44,187.00	0.00	0.00	40,478.68	3,708.32	8.39
9150	Comp	6,240.00	0.00	0.00	6,240.00	0.00	
9157	Bi-Weekly Overtime Pay	0.00	0.00	0.00	17,664.30	-17,664.30	
9160	Temporary Employees	30,198.00	0.00	0.00	23,762.03	6,435.97	21.31
9189	Tuition Allowance -- Personnel	47,574.00	0.00	0.00	47,574.00	0.00	



The first screen will show you a summary of the total amounts for the range of departments you entered. By marking the *Department* (or *Project*) checkbox again, the information displays a breakdown by department for the selected account.



Notes: