

Budget Transfers and Reports

Budget & Management Services Department

August 21, 2019

Presentation Overview

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

Budget Planning and Implementation

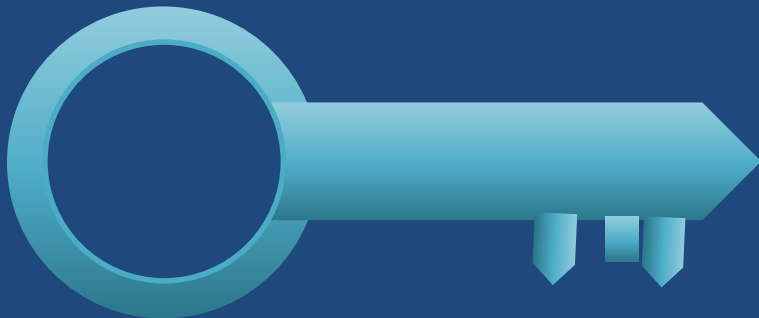
Keys to Success



Develop a plan that aligns resources in appropriate functions and accounts



Download and review your budget on a monthly basis



Manage resources carefully to ensure you will meet your outcomes for the year

Budget Adjustment Revisions

Definition and Considerations

What is a Budget Adjustment Revision?

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

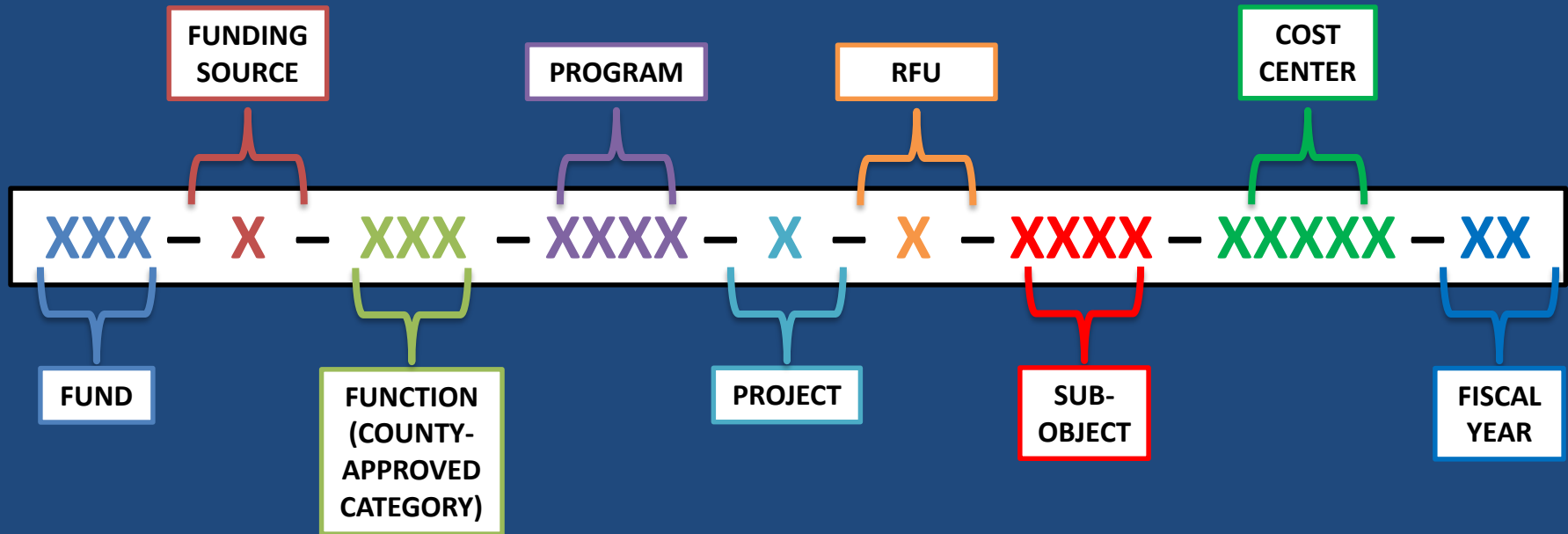
Always Remember:

- The Debits must equal the Credits on all BARs
- Provide a detailed justification for moving funds
 - *Example: To realign funds from Office Supplies to Classroom Teaching to support additional art supplies for the classroom*
- If realigning Grant Funds, verify that the transfer is allowable within the grant rules and that the transfer has been approved by the granting agency

Budget Adjustment Revisions

Account String Format

An account string is comprised of 31 digits in nine segments. Each segment gives important information about the funding source that is being used.



Budget Adjustment Revisions (BAR) Step-by-Step Guide

Budget Adjustment Revisions

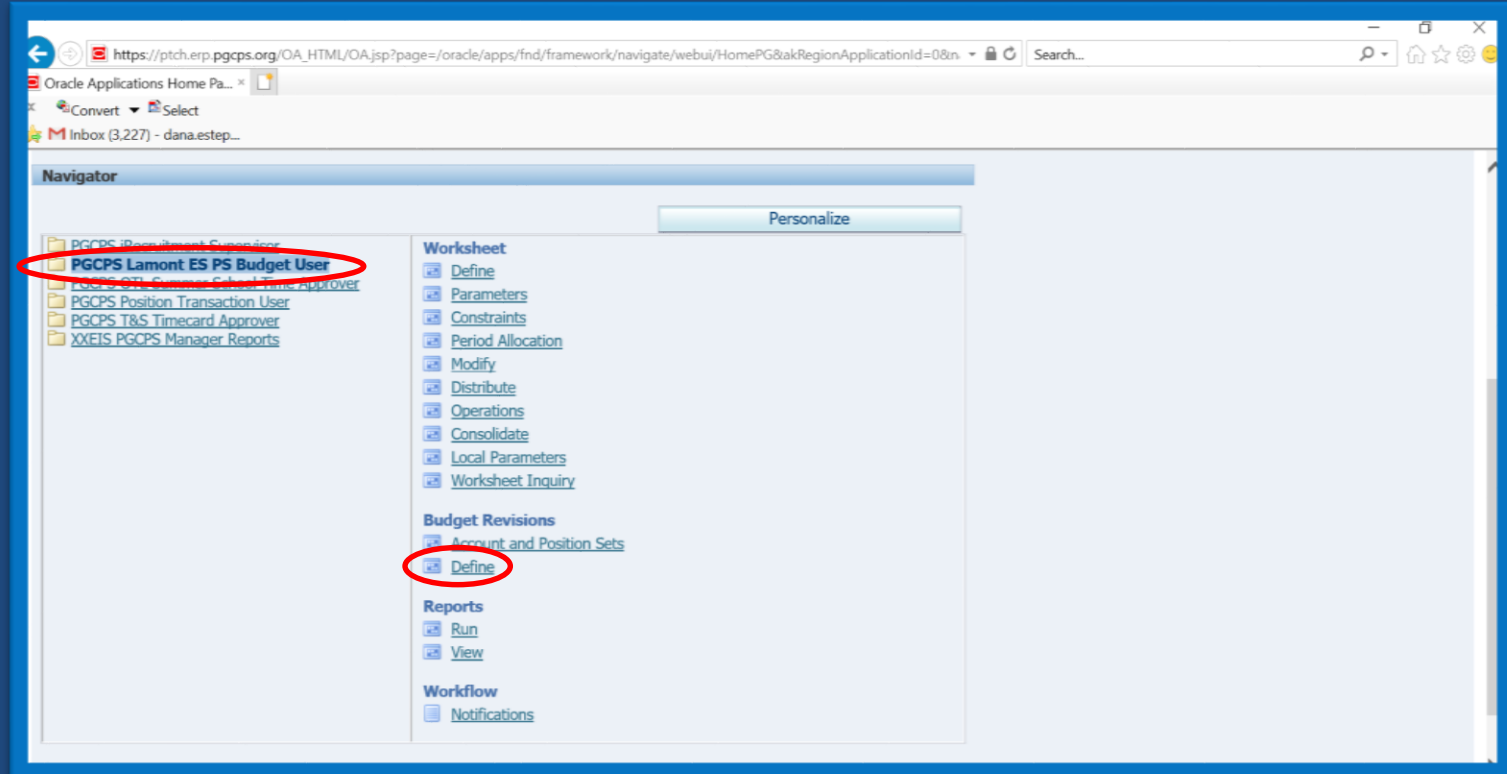
Step-by-Step Guide

Step #1

Login to Oracle

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

Under Budget Revisions, click on "Define"



Budget Adjustment Revisions

Step-by-Step Guide

Step #3

Complete the Top Section of the Form Including a Detailed Justification

The screenshot displays the Oracle Budget Revisions form. The top section, highlighted with a red oval, contains the following fields:

- Budget Group: [Dropdown]
- Source Type: [Dropdown]
- Revision Number: [Dropdown]
- GL Budget Set: GL BUDGET SET
- Transaction Type: [Dropdown]
- Balance Type: YTD
- HR Budget: PGCPSP HR PC Budget I
- Requestor: MASS.WASHINGTON
- Currency: [Dropdown]
- Justification: [Text Area]
- Revise by Position
- Permanent

Below the highlighted section, there are tabs for "Line Item Entries", "Position Entries", "Mass Entries", and "Summary Entries". The "Line Item Entries" tab is active, showing a table with the following columns: Account, Period, Original Budget, Current Budget, Increase/Decrease, %, Amount, and Revised Budget. The table is currently empty.

At the bottom of the form, there is an "Account Description" field, "Total Debit" and "Total Credit" fields, and two buttons: "Revise Projections" and "Funds Check".

Budget Adjustment Revisions

Step-by-Step Guide

Step #4

Click on the white box under “Account”

The screenshot shows the Oracle Budget Revisions application window. The interface includes a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. The main area contains several input fields for configuration: Budget Group, Source Type, Revision Number, GL Budget Set (GL BUDGET SET), Transaction Type, Balance Type (YTD), HR Budget (PGCPS HR PC Budget I), Requestor (MASS.WASHINGTON), and Currency. There are also checkboxes for 'Revise by Position' and 'Permanent'. Below these fields are four tabs: 'Line Item Entries', 'Position Entries', 'Mass Entries', and 'Summary Entries'. The 'Line Item Entries' tab is active, displaying a table with the following columns: Account, Period, Original Budget, Current Budget, Increase/Decrease, %, Amount, and Revised Budget. The 'Account' column header is circled in red. Below the table is an 'Account Description' field and two summary fields: 'Total Debit' and 'Total Credit'. At the bottom, there are two buttons: 'Revise Projections' and 'Funds Check'.

Budget Adjustment Revisions

Step-by-Step Guide

Step #5

A new window will appear
Enter the entire Account String

The screenshot shows the Oracle Applications interface for Budget Revisions. The main window has the following fields:

- Budget Group: P_LAMONT
- Source Type: Regular
- Revision Number: 140221
- GL Budget Set: GL BUDGET SET
- Transaction Type: Revision
- Balance Type: YTD
- HR Budget: PGCPSS HR PC Budget I
- Requestor: MASS.WASHINGTON
- Currency: USD
- Justification: To realign funds to support additional classroom supplies necessary for new reading initiative.
- Revise by Position
- Permanent

A dialog box titled "PGCPSS Account String" is open, showing the following fields:

- FUND
- FUNDING SOURCE
- FUNCTION
- PROGRAM
- PROJECT
- CORE SERVICE: 0000 (DEFAULT)
- SUB-OBJECT
- COST CENTER
- FISCAL YEAR: 20 (FY2019-2020)

The dialog box has buttons for OK, Cancel, Combinations, Clear, and Help. The main window also has buttons for Account Description, Total Debit, Total Credit, Revise Projections, and Funds Check.

Budget Adjustment Revisions

Step-by-Step Guide

Step #6

Complete the fields for Period, Increase/Decrease and Amount

The screenshot shows the Oracle Budget Revisions interface. The top section contains various input fields for budget details, including Budget Group (P_LAMONT), Source Type (Regular), Revision Number (140221), and Justification. Below this is a table with columns for Account, Period, Original Budget, Current Budget, Increase/Decrease, % Amount, and Revised Budget. A red circle highlights the Period, Increase/Decrease, and Amount columns. The table contains two rows of data:

Account	Period	Original Budget	Current Budget	Increase/Decrease	%	Amount	Revised Budget
0200.0.204.2079.5584.0000.5562.0	JUN-19	0.00	2100.00	Increase		500.00	2600.00
0200.0.204.2079.5584.0000.5571.020	JUN-19	0.00	500.00	Decrease		500.00	0.00

At the bottom of the interface, there are fields for Account Description (SCHOOL OPERATING RESOURCE.DEFAULT.TEXTBOOKS AND INSTRUCTION.OTHER GENERAL INSTRUC), Total Debit (500.00), Total Credit (500.00), and buttons for Revise Projections and Funds Check.

Budget Adjustment Revisions

Step-by-Step Guide

Step #7

Add additional lines as
needed

Remember: Total Debits
and Credits Must Match

Budget Revisions

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

Source Type: Regular
Transaction Type: Revision
Requestor: MASS.WASHINGTON

Revision Number: 140221
Balance Type: YTD
Currency: USD

Revise by Position
 Permanent

Account	Period	Original Budget	Current Budget	Increase/Decrease	%	Amount	Revised Budget
0200.0.204.2079.5584.0000.5571.020	JUN-19	0.00	500.00	Increase		500.00	2600.00
0200.0.204.2079.5584.0000.5571.020	JUN-19	0.00	500.00	Decrease		500.00	0.00

Account Description: SCHOOL OPERATING RESOURCE.DEFAULT.TEXTBOOKS AND INSTRUCTION.OTHER GENERAL INSTRUC

Total Debit: 500.00 Total Credit: 500.00

Revise Projections Funds Check

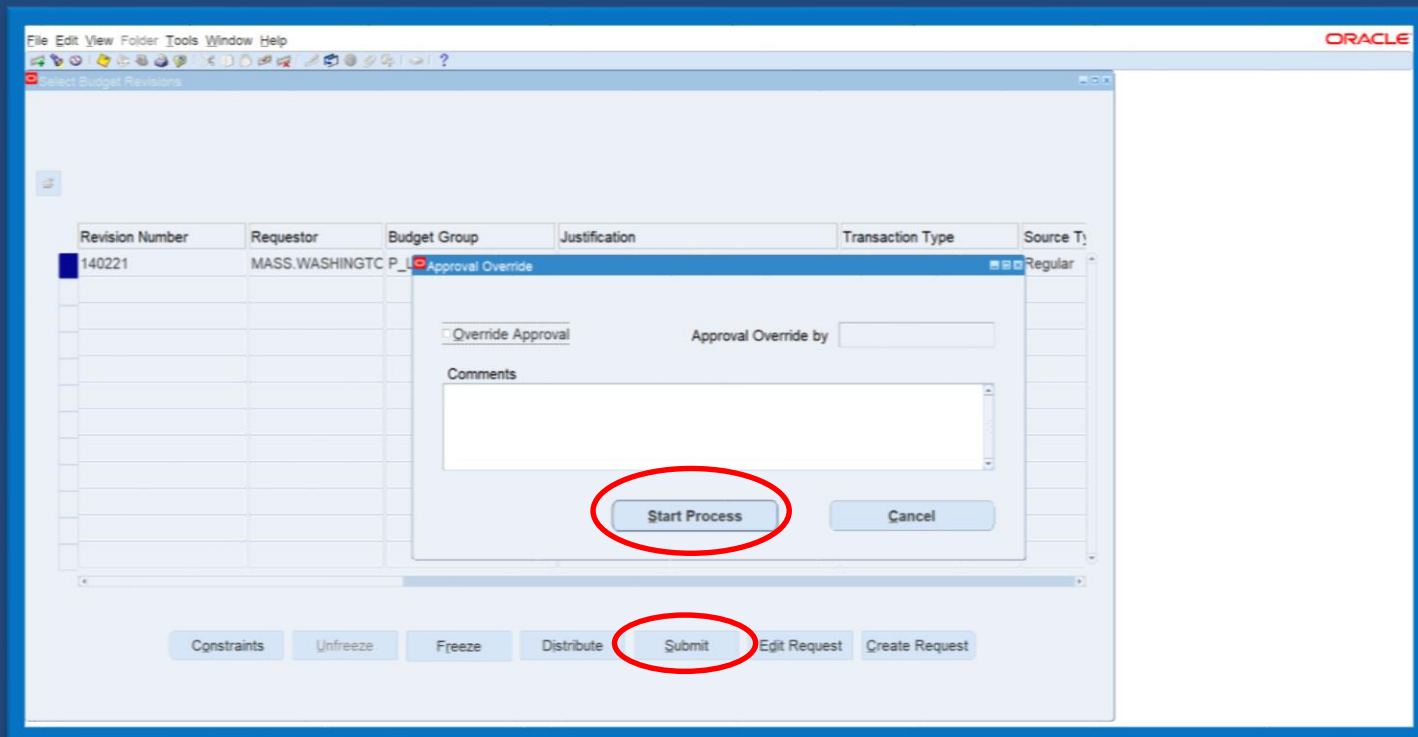
Budget Adjustment Revisions

Step-by-Step Guide

Step
#8

Click "Submit"

The click "Start Process"



General Ledger (GL) Drilldown Step-by-Step Guide

GL Drilldown Report

Step-by-Step Guide

Step #1

Login to Oracle

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

Then click on “GL Funds Inquiry”

The screenshot shows the Oracle Applications Navigator interface. The 'Navigator' section is expanded to show a list of responsibilities. The responsibility 'PGCPS Lamont ES Fin Apps CC Mgr' is selected and circled in red. Within this responsibility's sub-menu, the 'GL Funds Inquiry' option is also circled in red. Other visible options include 'Notifications Summary', 'GL Account Inquiry', 'Requests', 'Personal Profiles', and 'Journal Entry Inquiry'. The 'Reports' section shows 'Run' and 'Set' options. The interface includes a 'Worklist' section at the top, a 'Favorites' section on the right, and a footer with 'Logout Preferences Help' and 'Copyright (c) 2006, Oracle. All rights reserved.'

GL Drilldown Report

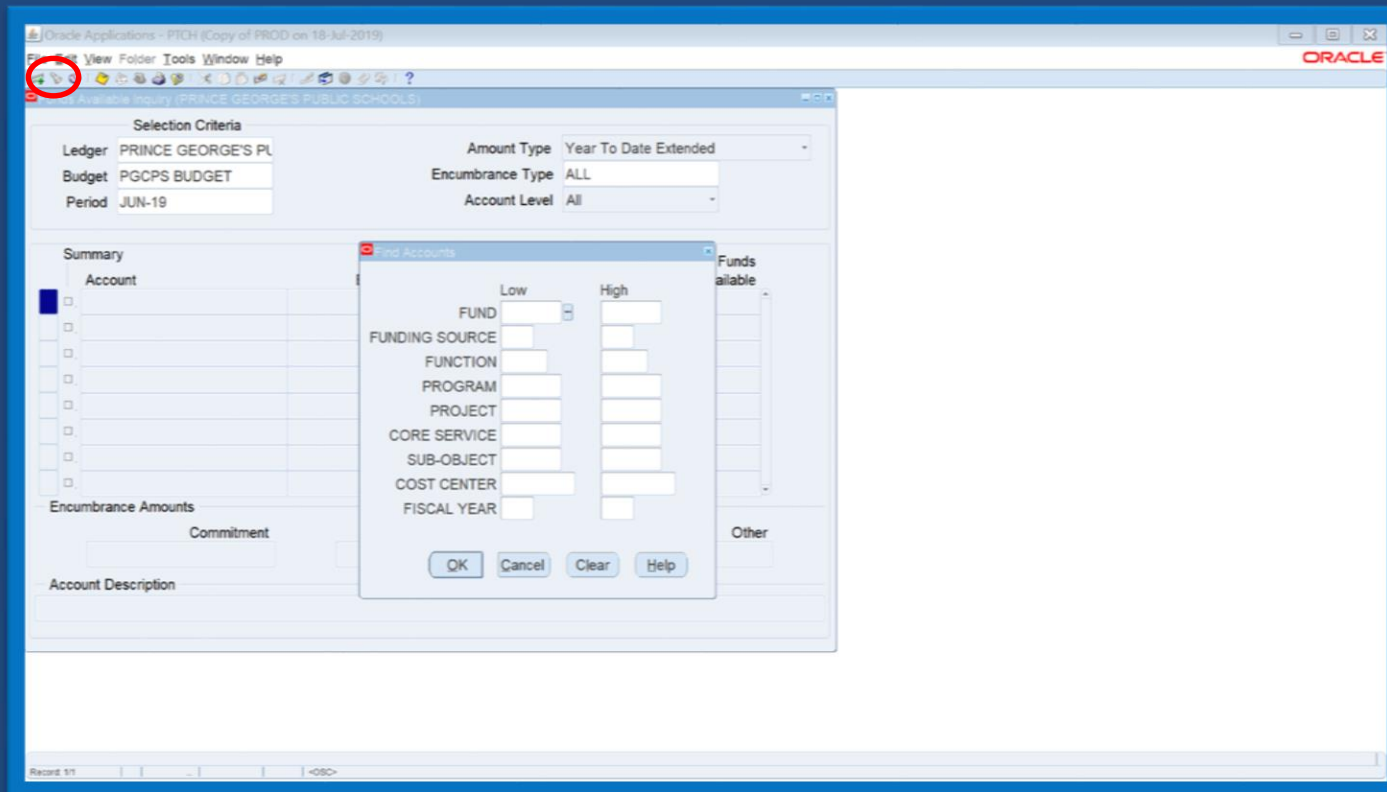
Step-by-Step Guide

Step #2

Login to Oracle

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

Then click on “GL Funds Inquiry”

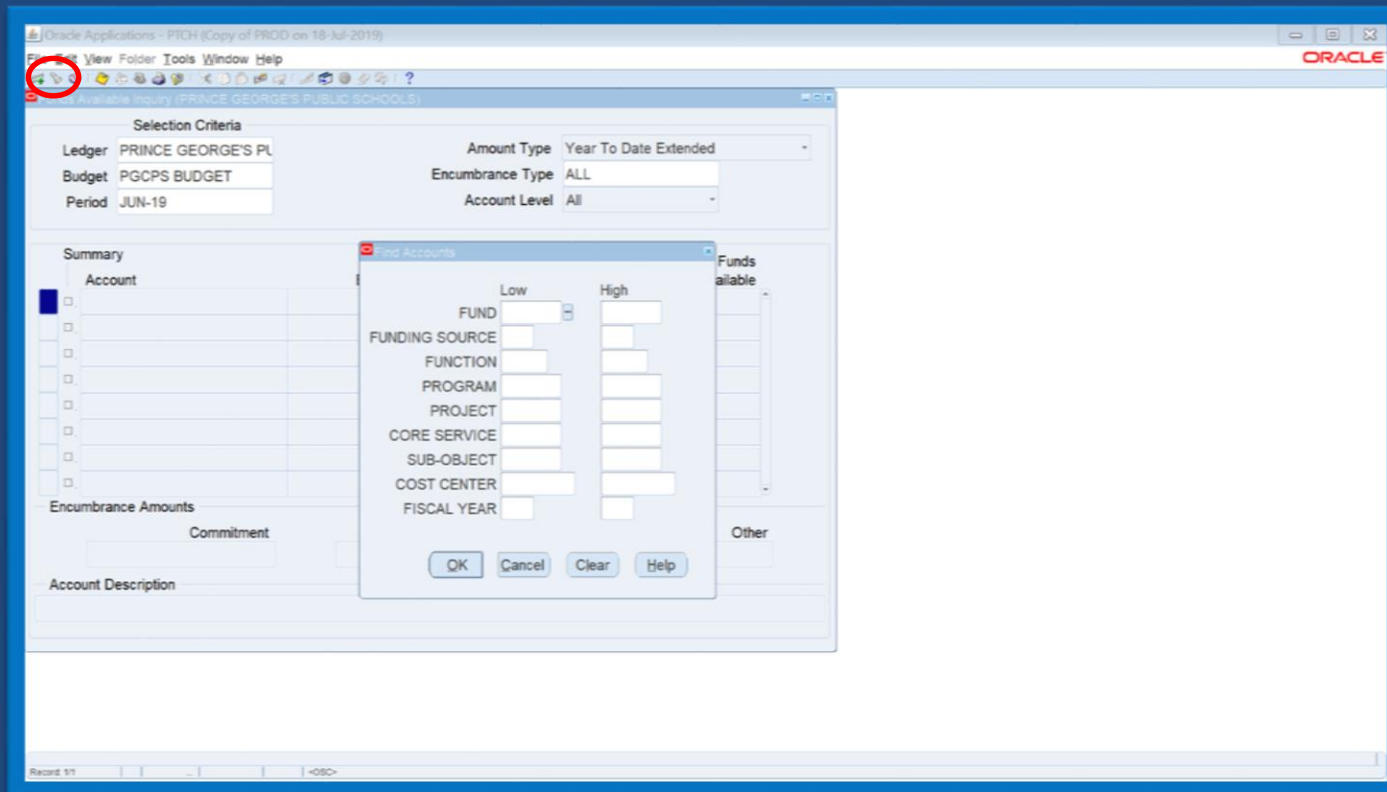


GL Drilldown Report

Step-by-Step Guide

Step #2

Select the Flashlight Icon near the top left corner of the screen



GL Drilldown Report

Step-by-Step Guide

Step #3

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

At a minimum, include "Cost Center" and "Fiscal Year"

Click "OK"

The screenshot shows the Oracle Applications interface for a Funds Available Inquiry. The main window has a title bar that reads "Oracle Applications - PTCH (Copy of PROD on 18-Jul-2019)". Below the title bar is a menu bar with "File Edit View Folder Tools Window Help". The main content area is titled "Funds Available Inquiry (PRINCE GEORGE'S PUBLIC SCHOOLS)".

The "Selection Criteria" section includes:

- Ledger: PRINCE GEORGE'S PL
- Budget: PGCPs BUDGET
- Period: JUN-19
- Amount Type: Year To Date Extended
- Encumbrance Type: ALL
- Account Level: All

The "Summary" section shows a table with columns for "Account" and "Funds available". The "Encumbrance Amounts" section includes "Commitment" and "Account Description".

A "Find Accounts" dialog box is open in the foreground. It has a table with columns "Low" and "High" and rows for various criteria:

	Low	High
FUND	0200	0200
FUNDING SOURCE		
FUNCTION		
PROGRAM		
PROJECT		
CORE SERVICE		
SUB-OBJECT		
COST CENTER	02014	02014
FISCAL YEAR	20	20

At the bottom of the dialog box, there are four buttons: "OK", "Cancel", "Clear", and "Help". The "OK" button is circled in red.

GL Drilldown Report

Step-by-Step Guide

Step #4

From the main menu, select “File” then
“Export”

The screenshot shows the Oracle Financials interface for a GL Drilldown Report. The 'File' menu is open, and the 'Export' option is highlighted. The report displays a table with columns for Budget, Encumbrance, Actual, and Funds Available. The account description is 'SCHOOL OPERATING RESOURCE.DEFAULT.MID-LEVEL ADMINISTRATION.OFFICE OF THE PRINCIPAL.OFFICE OF'.

	Budget	Encumbrance	Actual	Funds Available
5622.0000.51	5000.00	0.00	3160.76	1839.24
5622.0000.52	107332.00	0.00	83094.10	24237.90
0200.0.202.1511.5622.0000.54	0.00	0.00	16.20	-16.20
0200.0.202.1511.5622.0000.55	12932.00	190.17	12572.25	169.58
0200.0.202.1511.5622.0000.55	1000.00	0.00	993.80	6.20
0200.0.202.1511.5622.0000.56	0.00	0.00	0.00	0.00
0200.0.203.2051.5631.0000.51	0.00	0.00	352.50	-352.50
0200.0.203.2051.5631.0000.51	0.00	0.00	2392.92	-2392.92

Encumbrance Amounts

Commitment	Obligation	Other
0.00	0.00	0.00

Account Description
SCHOOL OPERATING RESOURCE.DEFAULT.MID-LEVEL ADMINISTRATION.OFFICE OF THE PRINCIPAL.OFFICE OF

GL Drilldown Report

Step-by-Step Guide

Step #5

Select "Open"

If prompted to select an application, choose Microsoft Excel

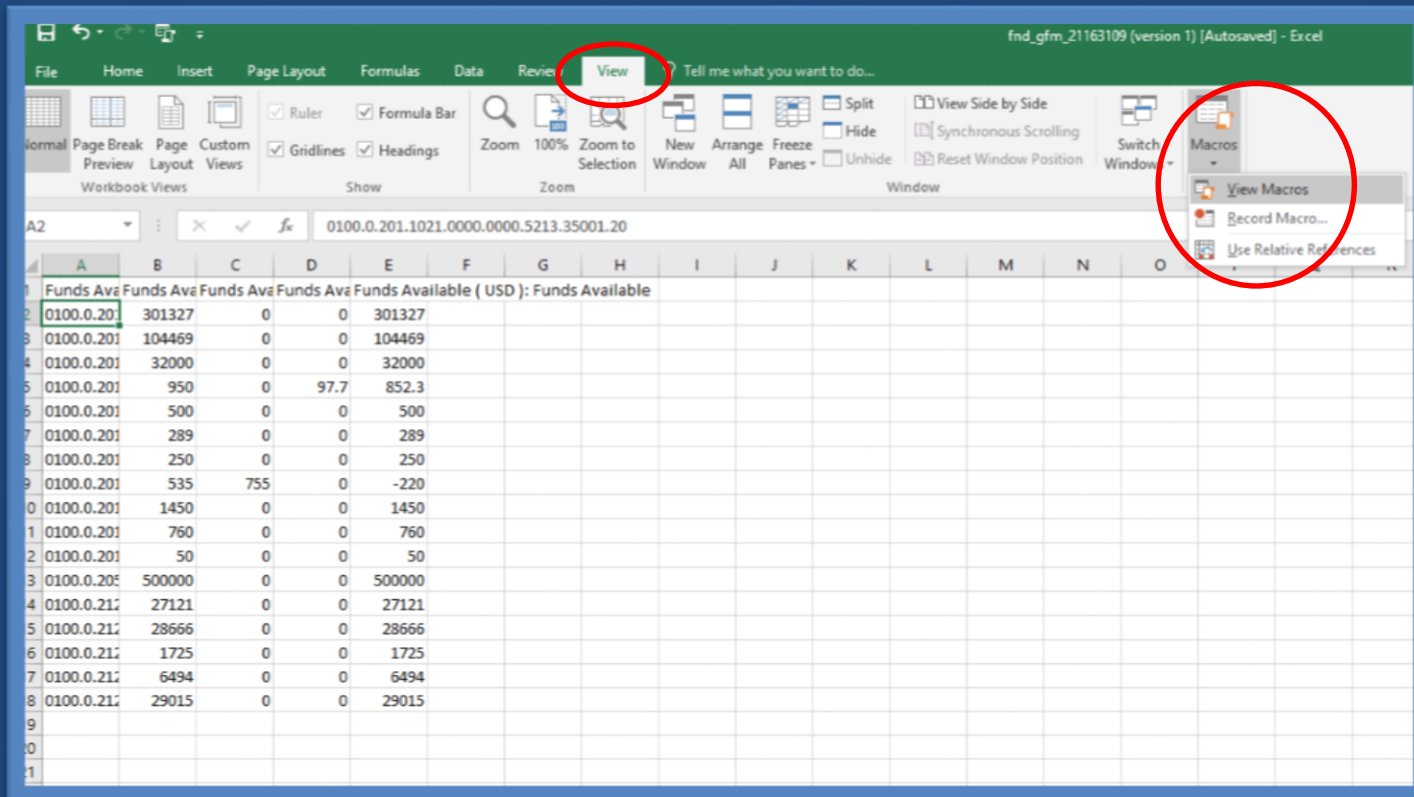
The screenshot displays the Oracle Financials interface. In the background, the 'Funds Available Inquiry' window is visible, showing selection criteria for Ledger (PRINCE GEORGE'S PL), Budget (PGCPS BUDGET), and Period (JUN-19). The Amount Type is set to 'Year To Date Extended', Encumbrance Type is 'ALL', and Account Level is 'All'. A summary table lists various account numbers. In the foreground, a 'View Downloads' dialog box from Internet Explorer is open, showing a file named 'fnd_gfm_21025110.xls' from 'ptch.erp.pgcps.org'. The dialog asks 'Do you want to open or save this file?' and the 'Open' button is circled in red.

GL Drilldown Report

Step-by-Step Guide

Step #6

On the “View” menu in Excel, click on “Macros” then “View Macros”



GL Drilldown Report

Step-by-Step Guide

Step #7

Select the macro that you would like to run

The screenshot shows the Microsoft Excel interface with the 'View' tab selected. A macro dialog box is open, displaying a list of macro names. The macro name 'PERSONAL.XLS!FndsAvSingleCC' is highlighted with a red circle. The spreadsheet in the background shows a table with columns labeled 'Funds Available (USD): Account' and rows of numerical data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Funds Ava	Funds Ava	Funds Ava	Funds Ava	Funds Available (USD)	Funds Available													
2	0200.0.202	5000	0	3160.76	1839.24														
3	0200.0.202	107332	0	83094.1	24237.9														
4	0200.0.202	0	0	16.2	-16.2														
5	0200.0.202	12932	190.17	12572.25	169.58														
6	0200.0.202	1000	0	993.8	6.2														
7	0200.0.202	0	0	0	0														
8	0200.0.202	0	0	352.5	-352.5														
9	0200.0.202	0	0	2392.92	-2392.92														
10	0200.0.202	68735	0	72409.32	-3674.32														
11	0200.0.202	0	0	1665	-1665														
12	0200.0.202	0	0	360.85	-360.85														
13	0200.0.202	0	0	728.28	-728.28														
14	0200.0.202	185161	0	250919.7	-65758.7														
15	0200.0.202	0	0	34	-34														
16	0200.0.202	0	0	8895	-8895														
17	0200.0.202	0	0	324	-324														
18	0200.0.202	0	0	2016	-2016														
19	0200.0.202	0	0	16425.8	-16425.8														
20	0200.0.202	1090064	0	1181024	-90960.5														
21	0200.0.202	1090064	0	1181024	-90960.5														

GL Drilldown Report

Step-by-Step Guide

Step #8

Select "OK"

The screenshot shows an Excel spreadsheet with a table of financial data. The table has columns for Fund, Program, Project, and Subject descriptions. An error dialog box is displayed over the table, with the 'OK' button highlighted by a red circle.

Fund	Program Description	Project Description	RFU Description	Subject Description
0200	0202 1511 OFFICE OF THE PRINCIPAL	5622 OFFICE OF THE PRINCIPAL	0000 DEFAULT	5129 2ND ASSIGNMENT - SUPPORT
0200	0202 1511 OFFICE OF THE PRINCIPAL	5622 OFFICE OF THE PRINCIPAL	0000 DEFAULT	5214 SECRETARIES AND CLERKS
0200	0202 1511 OFFICE OF THE PRINCIPAL	5622 OFFICE OF THE PRINCIPAL	0000 DEFAULT	5483 PRINTING IN-HOUSE
0200	0202 1511 OFFICE OF THE PRINCIPAL	5622 OFFICE OF THE PRINCIPAL	0000 DEFAULT	5561 OFFICE SUPPLIES
0200	0202 1511 OFFICE OF THE PRINCIPAL	5622 OFFICE OF THE PRINCIPAL	0000 DEFAULT	5573 POSTAGE AND DELIVERY
0200	0203 2051 READING			TRAVEL - PER MILE BASIS
0200	0203 2051 READING			/RECESS MONITOR
0200	0203 2051 READING			CURRICULAR ADVISORS
0200	0203 2051 READING			TEACHER
0200	0203 2072 KINDERGARTEN			/RECESS MONITOR
0200	0203 2072 KINDERGARTEN			TUTE TEACHER
0200	0203 2072 KINDERGARTEN			CURRICULAR ADVISORS
0200	0203 2072 KINDERGARTEN			ROOM TEACHER
0200	0203 2073 FIRST THRU TWELFTH	5584 GENERAL INSTRUCTION	0000 DEFAULT	5115 HOURLY INSTRUCTIONAL
0200	0203 2073 FIRST THRU TWELFTH	5584 GENERAL INSTRUCTION	0000 DEFAULT	5116 LUNCH/RECESS MONITOR
0200	0203 2073 FIRST THRU TWELFTH	5584 GENERAL INSTRUCTION	0000 DEFAULT	5135 SUBSTITUTE TEACHER
0200	0203 2073 FIRST THRU TWELFTH	5584 GENERAL INSTRUCTION	0000 DEFAULT	5147 PGCEA SENIOR TEACHER DIFFERENTIAL
0200	0203 2073 FIRST THRU TWELFTH	5584 GENERAL INSTRUCTION	0000 DEFAULT	5172 EXTRACURRICULAR ADVISORS
0200	0203 2073 FIRST THRU TWELFTH	5584 GENERAL INSTRUCTION	0000 DEFAULT	5233 CLASSROOM TEACHER
0200	0203 2073 FIRST THRU TWELFTH	5584 GENERAL INSTRUCTION	0000 DEFAULT	5234 OTHER TEACHER

GL Drilldown Report

Step-by-Step Guide

Step
#9

The report is complete

The screenshot shows an Excel spreadsheet titled 'fnd_gfm_21025106.xls - Excel'. The spreadsheet displays a GL Drilldown Report with the following columns: Fund, Program Description, Project Description, RFU Description, and Subject Description. The data is organized into rows, with a '202 Total' row at row 9. The report lists various items, including 'OFFICE OF THE PRINCIPAL', 'READING', 'KINDERGARTEN', and 'GENERAL INSTRUCTION', with their respective codes and descriptions.

Fund	Prog Description	Proj Description	RFU Description	Subject Description
0200 0 202 1511	OFFICE OF THE PRINCIPAL	5622 OFFICE OF THE PRINCIPAL	0000 DEFAULT	5129 2ND ASSIGNMENT - SUPPORT
0200 0 202 1511	OFFICE OF THE PRINCIPAL	5622 OFFICE OF THE PRINCIPAL	0000 DEFAULT	5214 SECRETARIES AND CLERKS
0200 0 202 1511	OFFICE OF THE PRINCIPAL	5622 OFFICE OF THE PRINCIPAL	0000 DEFAULT	5483 PRINTING IN-HOUSE
0200 0 202 1511	OFFICE OF THE PRINCIPAL	5622 OFFICE OF THE PRINCIPAL	0000 DEFAULT	5561 OFFICE SUPPLIES
0200 0 202 1511	OFFICE OF THE PRINCIPAL	5622 OFFICE OF THE PRINCIPAL	0000 DEFAULT	5573 POSTAGE AND DELIVERY
0200 0 202 1511	OFFICE OF THE PRINCIPAL	5622 OFFICE OF THE PRINCIPAL	0000 DEFAULT	5611 LOCAL TRAVEL - PER MILE BASIS
202 Total				
0200 0 203 2051	READING	5631 READING/ENGLISH/LANGUAGE ARTS	0000 DEFAULT	5116 LUNCH/RECESS MONITOR
0200 0 203 2051	READING	5631 READING/ENGLISH/LANGUAGE ARTS	0000 DEFAULT	5172 EXTRACURRICULAR ADVISORS
0200 0 203 2051	READING	5631 READING/ENGLISH/LANGUAGE ARTS	0000 DEFAULT	5234 OTHER TEACHER
0200 0 203 2072	KINDERGARTEN	5595 KINDERGARTEN	0000 DEFAULT	5116 LUNCH/RECESS MONITOR
0200 0 203 2072	KINDERGARTEN	5595 KINDERGARTEN	0000 DEFAULT	5135 SUBSTITUTE TEACHER
0200 0 203 2072	KINDERGARTEN	5595 KINDERGARTEN	0000 DEFAULT	5172 EXTRACURRICULAR ADVISORS
0200 0 203 2072	KINDERGARTEN	5595 KINDERGARTEN	0000 DEFAULT	5233 CLASSROOM TEACHER
0200 0 203 2073	FIRST THRU TWELFTH	5584 GENERAL INSTRUCTION	0000 DEFAULT	5115 HOURLY INSTRUCTIONAL
0200 0 203 2073	FIRST THRU TWELFTH	5584 GENERAL INSTRUCTION	0000 DEFAULT	5116 LUNCH/RECESS MONITOR
0200 0 203 2073	FIRST THRU TWELFTH	5584 GENERAL INSTRUCTION	0000 DEFAULT	5135 SUBSTITUTE TEACHER
0200 0 203 2073	FIRST THRU TWELFTH	5584 GENERAL INSTRUCTION	0000 DEFAULT	5147 PGCEA SENIOR TEACHER DIFFERENTIA

Keys to Success

Do's & Don'ts

Do...

When developing your budget plan, do plan for the entire year and link the expenditures to the execution of the master plan goals.

Do prepare budget revisions for the few unplanned expenditures or unanticipated spending with a detailed justification in Oracle to realign funds from one account to another

Do use whole dollars on all revisions

Do uncheck the permanent box on a budget revisions before saving and use whole dollars only

Do check the balances on a bi-weekly/monthly basis by completing a "download" of your accounts in Oracle

Do spend appropriations timely and appropriately on the goals and objectives for the current school year.

Don't...

Don't charge items to an account just because you have money there. BAR funds to the correct account string

(If the correct account string does not exist in your budget, contact your Budget Analyst)

Don't submit a requisition or disbursement authority if you do not have money in the account

Don't submit budget revisions frequently and never submit ones that cross functions

Don't wait until the end of the school year to spend funds allocated to you. Appropriations are to benefit children in the current school year, not the future

Don't use SBB Funds for Cash or Equivalent Awards

Reference Materials and Contact Information

Reference Materials

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

Contacts for Additional Information

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Questions and Answers

