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What is the status of departmental budget reporting?

There are tools available to find departmental budgetary balances and expenditures; these are outlined below. We have received excellent user feedback on some of these reporting tools. We are using this feedback to discover how and when we can make additional enhancements to budget status reporting.

What data am I looking at in the budget status reports and (commitment control) KK queries?

Based on input from schools, colleges, units and their departments, users need access to budget status data for their departments. The primary exception to this is sponsored project data. Sponsored projects use a different set of tables for reporting on the status of a grant or project than departmental budgetary reporting. Please review Project Status Reporting for information about project/grants reporting.

This document focuses on non-project and non-grant budgetary reporting. For typical departmental budgetary reporting, the tools noted below deliver reports and queries that present "budget checked" transactions. In PeopleSoft speak, "budget checked" transactions have updated the budget ledger, or LEDGER_KK. These transactions may still be in workflow processes and are subject to changes, rejections and deletion. The benefit of including the budget checked transaction is to incorporate all transactions, even if they are not yet through workflow.

Fiscal Year vs. Budget Reference: Many of the reports and queries available allow you to choose between Budget Reference years. You may have budget from a prior fiscal year that you use in the current fiscal year. These would have a Budget Reference of 2018 while all other transactions would have a Budget Reference of 2019. The Budget Management System only currently contains current year Budget Reference 2019 data.

How current are the transactions I'm seeing?

That depends. Read below for information on the timeliness of these data in the system of record, UGA Financial Management, in the Data Warehouse, and for some other special considerations.

1. Reports and queries in UGA's Financial Management system are all current as of the day and time that they are run.
2. The Data Warehouse is refreshed nightly, and reports and cubes in the Data Warehouse reflect budget and transaction values as of 1:00 am that day. Other systems using Data Warehouse data (Budget Management System and Simpler) also contain this same data that is "refreshed nightly".
3. As we begin using the new system, you may find that some transactions take longer to be reflected in reporting that they did before July 1, 2018. The most obvious example of this is payroll journals and encumbrances. Currently, Central Accounting is working to post these before each month-end; however, we expect this timing to be more frequent in the months ahead, as teams continue their work to improve the timing for posting payroll entries.
    a. Some transactions, like expense statements and GL journals, appear as soon as they are budget checked, which may be before they are fully approved through workflow.
4. Simpler continues to be available for all financial data prior to July 1, 2018. During the split implementation period (July 1 – December 31, 2018) payroll transactions are available in Simpler.

What tools are available now to see budget balances and which one do I use?

We recommend a few key tools, shown in the chart on page 3 of this document, depending on the level of detail you are looking for and where transactions are in the processing lifecycle. Think of the Budget Status Report like the former Account Status Report; it shows transactions that have been budget checked. The same is true for the Business Management WorkCenter queries and the Budget Status Cube.

What reporting enhancements are in the pipeline?

A new suite of Simpler apps for use with the Financial Management system have been developed and are being tested. We will announce their release as soon as they are available for use.

We originally release a Budget Status Report within the UGA Financial Management System (PeopleSoft); however, we had to remove it due to system performance issues. On October 2, we released an improved version of the Budget Status Report in the Data Warehouse, including descriptions on transactions and a revised revenue budget calculation to correct the way in which remaining revenue to be recognized was presented. The team will continue to work on the PeopleSoft version of the Budget Status Report and until then, please use the Data Warehouse version.

Name	Type	Platform	Timing	Why use?	Access
UGA_KK_DEPT_EXP_REV_BAL or UGA_KK_DEPT_BUDGET_BALANCE	Query	Financial Management	Real time budget checked transactions and budgets	Provides a basic view of budget-related balances with full chartfield. Searchable by charfield. Exportable to Excel. Includes or excludes Revenue amounts.	Training Library Topic: Viewing Budget Balances
Budget Status Report (paginated)	Report	Data Warehouse	Prior day budget checked transactions and budgets	Presents budgets and balances by a single department that closely resembles the legacy Account Status Report.	Training Library Topic: Running the Budget Status Report (BSR)
Budget Status Cube	Pivot Table	Data Warehouse	Prior day budget checked transactions and budgets	Presents budgets and budget balances in an Excel file with full pivot table functionality. Includes transaction details such as Document ID and vendor. Format may be modified.	Training Library Topics: Data Warehouse Data Warehouse Links: How to use a Cube
Business Management WorkCenter Queries	Query	Financial Management	Transactions in various stages of entry and approval	Real time views of pre- and post-budget checked transactions and their current status. Useful for error resolution and monitoring.	Training Library Topics: Introducing the Business Management Workcenter
Budget Overview Inquiry Screen	Inquiry Page	Financial Management	Real time budget checked transactions and budgets	Searchable inquiry page that allows users to enter criteria for Department, Fund, Class and other chartfields. Results include hyperlinks to the source transactions that account for budget balances.	Training Library Topic: Using the Budget Overview Tool
Quarterly Amendment Review	Report	Budget Management	Prior day budget checked transactions and budgets	Presents budget and budget balances for entire departmental hierarchies. Presents balances by personal and non-personal services. Shows the parent/child departmental roll-ups by fund.	Training Library Topic: Running the Quarterly Amendment Review Report