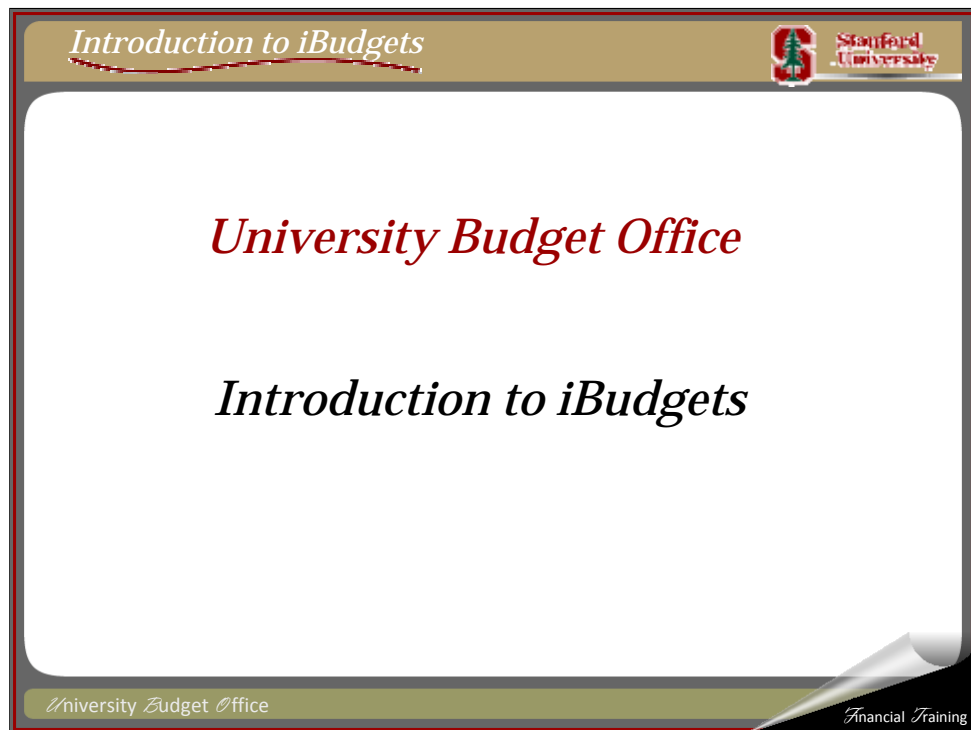




# **Introduction to iBudgets**

**UBO 0865**

**Course Book**



Welcome to this online class on iBudgets.

My name is \_\_\_\_\_ and I will be your online instructor.

You can control the speed of this presentation using the control bar at the bottom of this window. You can also jump to a slide by clicking on the title of the slide from the table of contents on the left. Finally, the resources tab at the top right contains course materials that you can download.

Are you ready to begin?

Let's start.

## *Introduction to iBudgets*

### **Course Topics**

1. Overview: Introduction to iBudgets
2. How to increase / decrease an existing budget
3. How to reallocate budget
4. How to do a fund transfer
5. Additional Resources

**Note:**

Click on the topic title to jump to that topic or click on the Course Topics icon below to return to this page

*Course Topics: Course Introduction*

This class will discuss the function of and how to use iBudgets. Although at times we will refer to roles and access levels different from yours, you may need to know all aspects of iBudgets since your role may change in the future.

This course is organized into five topics:

- Overview: Introduction to iBudgets
- How to increase or decrease an existing budget
- How to reallocate budget
- How to do a fund transfer
- Advanced resources

After the course lecture, there is a required exercise and quiz for you to complete. We recommend that you complete the course lecture and exercise before trying the quiz.

While the quiz does not automatically grant you a level 2 authority (you will need to follow the procedures that we will cover in the course), it does provide you with common situations that a level 2 or higher may encounter. These situations are designed as a learning extension beyond what is covered in the class to provide practical application of the policies covered. If you encounter a wrong answer, we provide you with a detailed explanation.

## *Introduction to iBudgets*

### Course Materials & Icons



Course Book



Web links

Course Topics: Course Introduction

This course has several elements to help you learn:

- Slides provide you with key concepts and information
- Course book provides supplemental reference material
- Web links take you to web sites and more information about an item

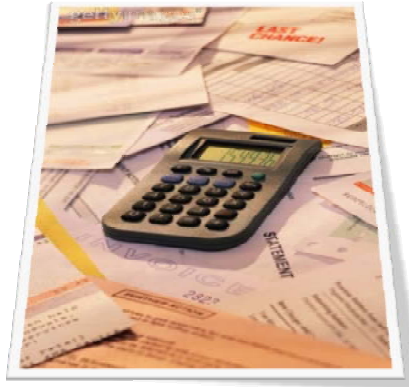
### **Why iBudgets Is Important to You**

- ❑ Ability to update your Expense Control numbers to reflect current budget changes
- ❑ Revise and update budget on an ongoing basis
- ❑ Understand the various roles & responsibilities & where you fit

...so you can better understand your financial position

iBudgets allows you to update your Expense Control numbers to reflect budget changes. The ability to continually update budget information helps you better understand your financial position.

**Topic 1: Overview: Introduction to iBudgets**



## **Topic 1: Overview: Introduction to iBudgets**

### Topic 1 Objectives

At the end of this section you will be able to:

- Understand the purpose of iBudgets
- Understand iBudgets system limitations
- How to access iBudgets
- Identify the three levels of access
- Understand your iBudgets roles

So you can....

- Change your expense control numbers to reflect changes in budget data using iBudgets

Let us begin with our first topic, introduction to iBudgets. We will discuss the purpose of iBudgets and your iBudgets roles, how to access iBudgets, identify the three levels of access, and explain iBudgets system capabilities.

So you can change your expense control numbers to reflect changes in budget data using iBudgets.

## *Introduction to iBudgets*

### **Purpose of iBudgets**

- ❑ Hyperion budgeting is frozen in late August
- ❑ Budget data is fed to the Reporting Environment and appears as “Expense Control”
- ❑ University business continues and evolves
- ❑ iBudgets allow you to update your Expense Control numbers to reflect these changes

CourseTopics: Overview: Introduction to iBudgets

After Hyperion budgeting is frozen in late August, budget data is fed to the Reporting Environment (e.g. Reportmart3) and appears as “Expense Control” .

We all know that after this “budget snapshot” is frozen in time, University business continues and evolves. We will discuss various types of changes that occur.

If you want to update your Expense Control numbers to reflect these changes, you should use iBudgets.



## *Introduction to iBudgets*

### **iBudgets Limitations**

- ❑ iBudgets does not affect sponsored or capital PTAs
- ❑ It does not calculate burden for you
- ❑ iBudgets will not affect variance reporting via Hyperion

Course Topics: Overview: Introduction to iBudgets

You cannot use the iBudgets system for sponsored or capital PTAs.

iBudgets will not calculate burden for you. You will need to calculate and enter any related fringe benefits, vacation accrual, infrastructure charges, indirect charges, etc. yourself.

iBudgets will not affect your official budget unit level variance reporting. Your official unadjusted Hyperion budget is held as a snapshot for comparison to your Actuals.

## Introduction to iBudgets

### How Do I Access iBudgets?

- Access to the system is granted via Authority Manager
- Training is a prerequisite for the advanced roles
- System requirements when viewing Oracle Production environment
  - <https://ofweb.stanford.edu>
  - Safari 1.3.2 for Mac users
  - IE6 for PC users



Course Topics: Overview: Introduction to iBudgets

Access to use the system is granted via Authority Manager.

Training is a prerequisite for the advanced roles and is recommended for all user levels. After proper Training, go into Oracle Production environment at: <https://ofweb.stanford.edu>.

Remember, If you are using a Mac for iBudgets, please use Safari 1.3.2 or if you are using a PC for iBudgets, use IE6.

## Introduction to iBudgets

### iBudgets Home

The screenshot shows the iBudgets Home interface. On the left is a navigation menu with links: Home, User Guide, Create a ... (with sub-links for New/Increase/Decrease Budget and Reallocation Budget), Budget Upload, and Stanford. The main content area is titled 'Welcome Creed Raftery' and includes a section 'iBudgets at a Glance' with a table of budget items. The table has columns for Number, Date, and Budget Type. Two red arrows point from the 'New/Increase/Decrease Budget' and 'Reallocation Budget' links in the navigation menu to the first two rows of the table.

Number	Date	Budget Type
ib0039504	21-SEP-06	Increase, Decrease
ib0039513	22-SEP-06	Increase, Decrease
ib0039510	22-SEP-06	Increase, Decrease
ib0039509	22-SEP-06	Increase, Decrease
ib0039507	21-SEP-06	Increase, Decrease
ib0039505	21-SEP-06	Increase, Decrease

These red arrows highlight the typical navigation of the iBudgets homepage

Course Topics: Overview: Introduction to iBudgets

These red arrows highlight the typical navigation of the iBudgets homepage. We will cover these two areas in more detail as we progress through the course.

### Typical User Profile

- ❑ Level 1: iBudgets "Access-level"
  - Users tend to be both Budget Officers & Budget Planners as well as other distributed users
- ❑ Level 2: iBudgets "Administrator-level"
  - Users tend to be Budget Officers or Budget Planners
- ❑ Level 3: iBudgets "Manager-level"
  - Users tend to be Budget Officers

There are three levels of user profiles:

Level 1: iBudgets "Access-level" is the most common. Users tend to be both Budget Officers and Budget Planners as well as other distributed users. This level of access is granted by your department's finance or budget officer.

Level 2: iBudgets "Administrator-level" is less common. Users tend to be Budget Officers or Budget Planners. This level of access is granted by the University Budget Office.

Level 3: iBudgets "Manager-level" is least common. Users tend to be Budget Officers.

Here is more definition of these profiles.

## Introduction to iBudgets

Level	Privilege Name	Features	Functions	Authority Manager Steps	Training Needed ?	Training Contact
1	Access	Fewest	May initiate all types of iBudgets journals	Granted by your manager in Authority Manager	iBudget training recommended	Creed Raftery 5-1220
2	SU Budget Administrator		Level 1 capabilities, uploads with normal routing, and limited Fund Transfers with routing	Granted by the University Budget Office (Andrew Harker)	Cost Policy & iBudget training required	Lisa Forgatsch 5-9830 & Creed Raftery 5-1220
3	SU Budget Manager	Most	Level 1 & 2 capabilities, uploads with no routing, and additional Fund Transfers with routing	Granted by the University Budget Office (Andrew Harker)	Cost Policy & iBudget training required	Lisa Forgatsch 5-9830 & Creed Raftery 5-1220

Course Topics: Overview: Introduction to iBudgets

Click Next button to continue

Next

This chart shows privilege access levels and their functions, Authority Manager steps, what training is needed, and who to contact for training.

## Topic 2: How to Increase / Decrease An Existing Budget

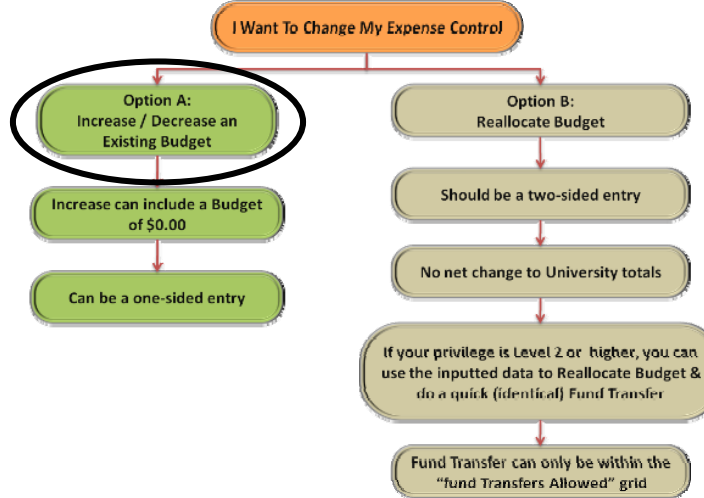


## **Topic 2: How to Increase / Decrease An Existing Budget**

- ❑ Topic 2 Objectives
- ❑ At the end of this section you will be able to:
  - Increase or decrease your budget numbers
- ❑ So you can:
  - Have the changes appear in Expense Control

Now let us move to our second topic - how to increase or decrease an existing budget. At the end of this section, you will be able to increase or decrease your budget numbers so you can have changes appear in Expense Control.

### Changing Your Expense Control:



Course Topics: How to Increase / Decrease An Existing Budget

The chart illustrates a conceptual process to perform different options in iBudgets. In this section, we will look at Option A and take you through the steps (shown in green) to increase or decrease an existing budget.



## *Introduction to iBudgets*

### **(Option A) : About Increase/Decrease**

- ❑ Let's walk through an example together
- ❑ Imagine your department receives a gift of \$1,000 and you want that new amount to be reflected in your Fund Balance

*Course Topics: How to Increase / Decrease An Existing Budget*

Let's walk through an example together. Imagine your department receives a gift of \$1,000 and you want that new amount to be reflected in your Fund Balance.

The iBudgets system will not verify the gift was received. If you want "Expense Control" to reflect this gift, you must update iBudgets to reflect the funding changes.

## Introduction to iBudgets

### Option A – Increase/Decrease

**Stanford University**  
FY06 Revenue and Expense Code for PTA

1026438-100-AABAM (1KHA009) Wahi, E. Research

	YearTotal	Sep	Oct	Nov	Dec
<b>Revenues</b>					
<b>Transfers</b>					
<b>Expenses</b>					
<b>Salary Expenses</b>					
<b>Non-Salary Expenses</b>					
52250 Memship Dues Fees Allow	200	-	200	-	-
52355 Food Expenses	600	200	200	100	100
5240B Bdgt Travel	500	200	200	200	200
5510B Bdgt Supplies Gen Office	1,600	800	600	-	-
<b>Total Non-Salary Expenses</b>	3,200	1,200	1,400	300	300
<b>Total Expenses</b>	3,200	1,200	1,400	300	300

Course Topics: How to Increase / Decrease An Existing Budget

Imagine this is the original Hyperion budget...and we want to change the circled amount for supplies from \$1600 to \$2600 to reflect these recent funding changes.

The screenshot above is the Hyperion data which was built by your department. Other options to review your budget include ReportMart3, which we show next.

## Introduction to iBudgets

### Option A – Increase/Decrease

Here is the Expense Control number of \$1600, which comes directly from the Hyperion Budget of the same amount

Expenditure Category Rollup			Fiscal Period	
JUL-2006 Actuals	Exp Cat	Description	Exp Ctr (A)	Actuals-To-Date (B)
0.00	50001	UNALLOCATED EXP	40.03	0.00
0.00		<b>Total Unallocated</b>	<b>40.03</b>	<b>0.00</b>
0.00	52200	EMPL RELATED EXPS	200.00	0.00
0.00	52351	FOOD	600.00	0.00
0.00	52401	TRAVEL	800.00	0.00
0.00	55101	MATERIALS SUPPLIES GENERAL	1,600.00	40.03
0.00		<b>Total Other</b>	<b>3,200.00</b>	<b>40.03</b>
0.00		<b>TOTAL EXPENDITURES: 1026438-100-AABAM</b>	<b>3,240.03</b>	<b>40.03</b>

In addition to the above, we want to put \$1,000 more for Office Supplies due to some revenue we discovered after the Hyperion budget-cycle.

Course Topics: How to Increase / Decrease An Existing Budget

This is ReportMart3 viewing Task View Fin\_277 report of the budget.

Here is the Expense Control number of \$1600, which comes directly from the Hyperion Budget of the same amount.

We want to add \$1,000 more for Office Supplies due to some revenue we discovered after the Hyperion budget-cycle was finished.

## Introduction to iBudgets

### Option A – Increase/Decrease

**Create an Increase/Decrease Budget**

Budget Number: i0039483    Budget Type: Increase, Decrease    Period: AUG-2006    Effective Date: 31-Aug-06

Title: Increase Expense Budget

Justification: Increase Expense Budget due to new donation

Number	Project	Task	Fund/Awd.	Exp. Type	Dept. Ref.	From (Decrease)	To (Increase)	Description
10	1026438	100	AABAM	5510B		0.00	1,000.00	donation from alumni
20						0.00	0.00	

Use any 3XXXX, 4XXXX, or 5XXXX expenditure type, including type "B" expenditure types such as:  
5110B – BDGT SLRY WGS FACULTY  
5510B – BDGT SUPPLIES GEN OFFICE  
5240B – BDGT TRAVEL

Course Topics: How to Increase / Decrease An Existing Budget

So how do we do this?

Go into iBudgets and enter the amount of the increase in the fields. A simple example is shown above.

The course exercise will provide a step-by-step of this process and allow you to try one yourself.

## Introduction to iBudgets

### Option A – Increase/Decrease

After posting, the Expenditure Detail Report will show an increase in Expense Control amount

The screenshot shows a report titled "Expenditure Category Rollup" with columns for "Exp Cat", "Description", "Exp Ctr (A)", and "Actuals-To-Date (B)". The data is as follows:

Exp Cat	Description	Exp Ctr (A)	Actuals-To-Date (B)
50001	UNALLOCATED EXP	40.03	0.00
	<b>Total Unallocated</b>	<b>40.03</b>	<b>0.00</b>
52200	EMPL RELATED EXPS	200.00	0.00
52351	FOOD	600.00	0.00
52401	TRAVEL	600.00	0.00
55101	MATERIALS SUPPLIES GENERAL	2,600.00	40.03

The value 2,600.00 in the "Exp Ctr (A)" column for category 55101 is circled in red. The row for 55101 is highlighted in yellow.

The previous \$1,600 has increased to \$2,600

Course Topics: How to Increase / Decrease An Existing Budget

After posting, the Expenditure Detail Report will show an increase in Expense Control amount. Now we see the \$2600 amount circled on the Task View Fin\_277 report.

**Questions From The Previous Example...**

- ❑ Can we increase where there was no budget?
- ❑ Can we decrease where there was no budget?
- ❑ Are these Budget Amounts in Oracle reports my "available fund balance"?
- ❑ Can we book iBudgets entries against Sponsored or Capital PTAs?

1. Can we increase where there was no budget?
  - Yes! You can increase from zero dollars to some amount.
2. Can we decrease where there was no budget?
  - No, you cannot have zero dollars and then remove \$1000 from it, to create a negative \$1000. It is not logical to have a negative budget.
3. Are these Budget Amounts in Oracle reports my "available fund balance"?
  - No, they are memos in your Expense Control. They do not necessarily reflect actual funding. They do not reflect actual funding unless you enter an iBudgets transaction for every funding change.
4. Can we book iBudgets entries against Sponsored or Capital PTAs?
  - No, these are only entered by Office of Sponsored Research or the Capital Accounting group.

## Introduction to iBudgets

### After Submitting ...

- ❑ You can add additional approvers
- ❑ You cannot change \$\$ amounts, PTA info, etc. unless you "Void" one (see circled area below) and create another

Based on the current authority the Budget will be routed to the following people

Sequence No.	Approver Name	Approver Email
1	Kodama, Arnie Mitsu	
2	Harker, Andrew	
3		
4		
5		

Buttons: Cancel, Void, Copy Budget, Add Approvers, Previous, Step 3 of 4, Next

Course Topics: How to Increase / Decrease An Existing Budget

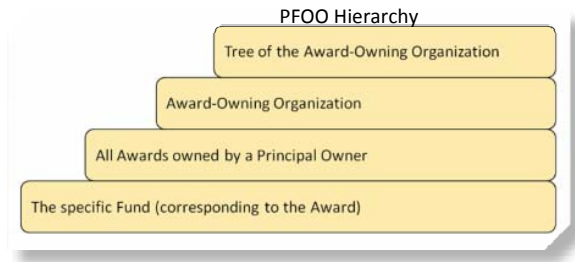
After submitting, you can add additional approvers as shown.

You cannot change dollar amounts, PTA info, etc. unless you "Void" one transaction (see circled area) and create another.

## Introduction to iBudgets

### After Submitting...

- ❑ iBudgets route through the PFOO Hierarchy using Budget Control approval authority.



- ❑ Transactions will end-route to School/VP Area Budget Officer teams if certain fund types are involved

Course Topics: How to Increase / Decrease An Existing Budget

iBudgets route through the PFOO Hierarchy using Budget Control approval authority. Increase / decrease entries are one sided entries and do not need to balance and will route to the appropriate approver. In the next section (reallocating a budget) reallocation entries will route to both the “to” side being credited and the “from” side being debited.

In addition, certain transactions will also route to school / VP Area Budget Officer teams for approval. In general, iBudget entries involving operating budget, service center or auxiliary awards will end route, while those only involving designated, endowment, gift or clearing awards will not.



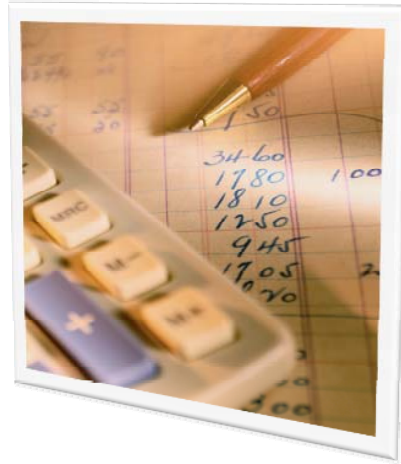
**Other Reasons For Increase/Decrease**

- ❑ Reflect increased Expense Control amounts where budget previously existed
- ❑ Budget carryforward amounts where no budgeted amounts existed
- ❑ Change budgeted carryforward from Hyperion budget

There are many other possible reasons to increase or decrease your budget numbers, including:

- Reflect increased Expense Control amounts where budget previously existed
- Budget carryforward amounts where no budgeted amounts existed
- Change budgeted carryforward from Hyperion budget

### Topic 3: How to Reallocate Budget

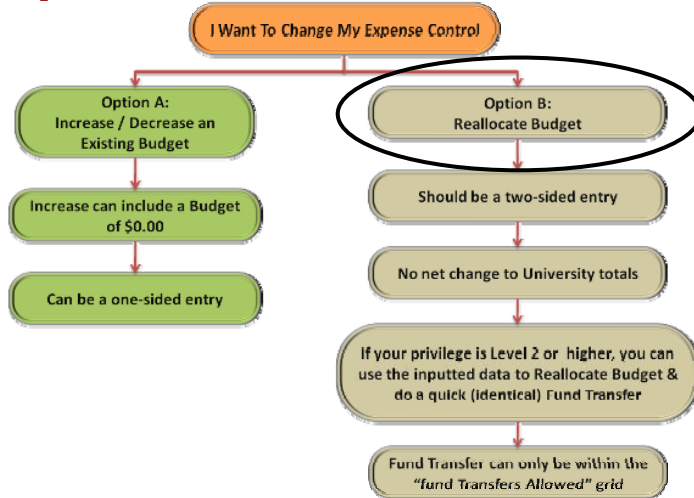


### **Topic 3: How to Reallocate Budget**

- ❑ Topic 3 Objectives
- ❑ At the end of this section you will be able to:
  - Reallocate your budget numbers
- ❑ So you can:
  - Have the changes appear in Expense Control in ReportMart3

Now let us move to our third topic. This topic will discuss how to reallocate your budget numbers so you can have the changes appear in Expense Control in ReportMart3.

**Conceptual Process:**



Once again we revisit this flow chart, which illustrates the two options for changing your Expense Control numbers in iBudgets. In this section, we will focus on Option B - how to reallocate a budget.

## Introduction to iBudgets

Level	Privilege Name	Features	Functions	Authority Manager Steps	Training Needed ?	Training Contact
1	Access	Fewest	May initiate all types of iBudgets journals	Granted by your manager in Authority Manager	iBudget training recommended	Creed Raftery 5-1220
2	SU Budget Administrator		Level 1 capabilities, uploads with normal routing, and limited Fund Transfers with routing	Granted by the University Budget Office (Andrew Harker)	Cost Policy & iBudget training required	Lisa Forgatsch 5-9830 & Creed Raftery 5-1220
3	SU Budget Manager	Most	Level 1 & 2 capabilities, uploads with no routing, and additional Fund Transfers with routing	Granted by the University Budget Office (Andrew Harker)	Cost Policy & iBudget training required	Lisa Forgatsch 5-9830 & Creed Raftery 5-1220

Course Topics: How to Reallocate Budget

Click Next button to continue

Next

Take a moment to review the chart. Review your role and the functionality associated with it.

In the next example, we will discuss roles linked to a Level 2.

## Understand More about Reallocation (Option B)

In the example seen here, the user is moving money from one Expenditure Type into two other Expenditure Types (note that the overall total does not change)

Number	Project	Task	Fund/Awd.	Exp. Type	Dept. Ref.	From (Decrease)	To (Increase)	Description
10	1036103	200	ALACA	51515		1873099	0.00	Reallocate budget
20	1036103	200	ALACA	52310		0.00	873099	Reallocate budget
30	1036103	200	ALACA	54230		0.00	1000000	Reallocate budget

Course Topics: How to Reallocate Budget

In the example seen here, the user is moving money from one Expenditure Type into two other Expenditure Types (note that the overall total does not change). The goal of this reallocation is to move the budget to a different Expenditure Type and / or a different PTA. The Expenditure Reports will show changed Expense Control amount.

### **Other Possible Goals of Reallocation**

- ❑ Move budget to an Operating Budget PTA from an Endowment Income PTA
- ❑ Budget Cost Sharing PTA from Operating Budget PTA
- ❑ Move budgeted amounts from pooled Endowment PTA to specific Endowment PTA
- ❑ Rebudget carryforward amounts

Note: iJournal Fund Transfers is allowed

Other possible goals of reallocation are to:

- Move budget to an Operating Budget PTA from an Endowment Income PTA
- Budget Cost Sharing PTA from Operating Budget PTA
- Move budgeted amounts from pooled Endowment PTA to specific Endowment PTA
- Rebudget carryforward amounts

Note that iJournals Fund Transfer is allowed (if your level of functionality permits)

## Reallocation Constraints

- PTA
  - A maximum of only two PTAs is allowed
  - Within the two PTAs, you may spread one between many Expenditure Types if desired
- Expenditure Types
  - Only one-to-one, one-to-many, and many-to-one Expenditure Type reallocations are allowed
- Many-to-many reallocations are not permitted

Reallocation constraints include:

- You may reallocate among a maximum of only two PTAs
- Within the two PTAs, you may spread one Expenditure Type between many Expenditure Types if desired
- Only one-to-one, one-to-many, and many-to-one Expenditure Type reallocations are allowed. The difference between one-to-many and many-to-one is simply which column you enter the amount on the first line: “from” or “to”
- Many-to-many reallocations are not permitted

Now let’s look at a visual representation of these rules.



**Reallocation Examples**

Type	Row	Source	From	To	
1:1	1	PTA <sub>1</sub> E <sub>1</sub>	\$100.00		
	2			PTA <sub>2</sub> E <sub>1</sub> \$100.00	
1: Many	3	PTA <sub>1</sub> E <sub>1</sub>	\$100.00		
	4			PTA <sub>2</sub> E <sub>1</sub> \$40.00	
					E <sub>2</sub> \$20.00
					E <sub>3</sub> \$40.00
Many:1	5			PTA <sub>1</sub> E <sub>1</sub> \$40.00	
				E <sub>2</sub> \$20.00	
				E <sub>3</sub> \$40.00	
	6			PTA <sub>2</sub> E <sub>1</sub> \$100.00	

In the first row, we are reallocating \$100.00 dollars from one PTA to another, shown in second row. This is called a 1 to 1 reallocation.

The next example illustrates a 1-to-many Expenditure Type reallocation. In row three, a PTA with 1 Expenditure Type is reallocating \$100.00 dollars to a PTA with many Expenditure Types, shown in row four. Notice each Expenditure Type may have a different amount.

Finally, we see a many-to-1 reallocation example. In row five, a PTA with several Expenditure Types is reallocating a total of \$100.00 dollars to a single PTA and Expenditure Type, as shown in row six.

**Topic 4: How to Do a Fund Transfer**



## **Topic 4: How to Do a Fund Transfer**

### Topic 4 Objectives

At the end of this section you will be able to:

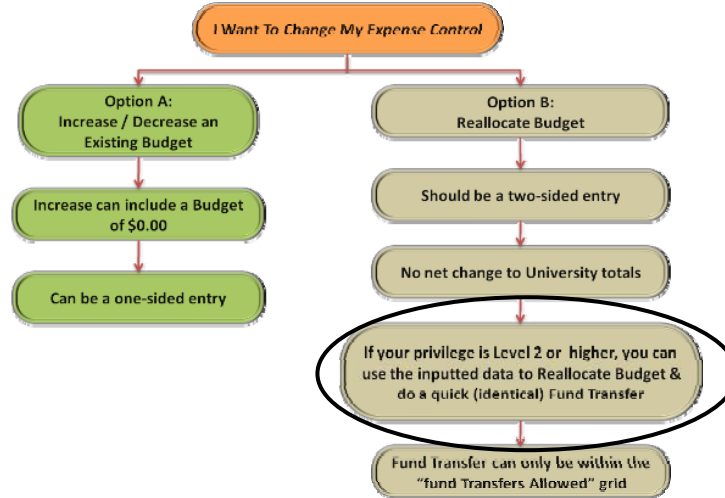
- Reallocate your budget

So you can:

- Have the changes appear in Expense Control and book the same Fund Transfer

In topic 4, we will cover how to do a fund transfer. At the end of this section you will be able to reallocate your budget so you can have the changes appear in Expense Control and book the same Fund Transfer.

**Conceptual Process:**



In this section, if your privilege is Level 2 or higher, you can use the inputted data to Reallocate the budget and do a quick (identical) Fund Transfer. For individuals with less than a Level 2 privilege, this section provides a useful understanding of the process.

## Introduction to iBudgets

### Fund Transfers Allowed by Award Type

Blank = central office only

To From	Operating Budget	Agency	University Funded Award	Central	Restricted	Auxiliary	Reserve	Service Center
Operating Budget	Level 2 & Higher	Level 2 & Higher	Level 2 & Higher		Level 3			
Agency								
University Funded Award			Level 3					
Central								
Restricted	Level 2 & Higher	Level 2 & Higher	Level 2 & Higher		Level 3			
Auxiliary						Level 2 & Higher	Level 2 & Higher	
Reserve						Level 3	Level 3	Level 3
Service Center							Level 2 & Higher	Level 2 & Higher

Course Topics: How to Do a Fund Transfer

Let us take a moment to see what Fund Transfers are allowed by Award Type. The gray cells can only be changed by the Central Office. Depending on your access level, you may be restricted to the type of funds you can transfer. For example, let us say that you are a level 2 and want to transfer funds from an Operating Budget to an University Funded Award. Is this allowed? Yes, it is. However, notice that only the Central Office can transfer Agency to University Funded Awards.

### What Funds Transfers Are Allowed?

- ❑ Most General Funds (unrestricted) among unrestricted Projects/Awards are allowed
- ❑ Non-Operating Budgets (OB) funds to support the operating budget (except from Grants & Contracts) are allowed
- ❑ You cannot reverse a fund transfer that went into the Operating Budget (OB) from a Gift or Endowment Income fund

#### What Fund Transfers are allowed?

Most General Funds (unrestricted) can be transferred among unrestricted Projects/Awards including General Funds (Operating Budget) to Designated Funds. You cannot move funds *FROM* an operating budget *TO* a gift or endowment income fund.

Non-OB funds (except from Grants and Contracts) can be transferred to support the Operating Budget, but must be in accordance with the terms of the gift / endowment.

You cannot reverse a fund transfer that went into the OB from a Gift or Endowment Income fund and you must contact your Funds representative to have them enter this reversal.

### **Cost Sharing Fund Transfers**

- ❑ Budgets for Sponsored PTAs, including Cost Sharing accounts, are entered by central offices in Grants Accounting (GA)
  - They are not changed by an entry made through iBudgets
- ❑ However, iBudgets can be used to initiate a fund transfer to fund a Cost Sharing account
  - Depending on your authority level
- ❑ Create an iBudget reallocation moving budget to the Cost Sharing account, from the desired source fund (such as Operating Budget)
  - Click the Auto Fund Transfer button to create the transfer

Cost Sharing account budgets are not effected by iBudget entries. They are entered into the Grants Accounting module centrally by the Office of Sponsored Research. However, if you have the right authority, iBudgets can be used to initiate a fund transfer to fund the cost sharing account.

Create the iBudget reallocation entry moving budget “to” the cost sharing account from the desired source of funding, such as an Operating Budget account. Then click the Auto Fund Transfer button. This will initiate the fund transfer as previously described.

### **Cost Sharing Reporting Implications**

- ❑ If iBudgets was used to fund a Cost Sharing account, Expense Control on Expenditure Detail report
  - Will not change for Cost Sharing account (budget is entered centrally)
  - Will change for the source fund (such as Operating Budget)
  
- ❑ iBudget changes will be reflected on the FIN\_BGT\_165\_Current\_iBudget\_Sum Report for both PTAs (both the Cost Sharing and the OB)

Note that if you use iBudgets as a means to fund a Cost Sharing account it will have reporting implications. The Expenditure Detail report, or other reports that display Expense Control, will not be changed for the Cost Sharing account. The required cost sharing was already budgeted in that account. The Expense Control for the source fund (such as the operating budget) will be reduced. That fund no longer has the money to spend if it was transferred in order to fund the Cost Sharing account.

Report 165, the iBudget Summary report, will show the entry for both accounts.



## Introduction to iBudgets

### Create a Fund Transfer Automatically

\*\*Note: once you leave this screen, you cannot come back unless you void this entry and replicate it again



#### Fund Transfer

If you want to create a Fund transfer associated with this Re-allocation budget, you can click the button below to auto-populate an iJournal for this purpose.

**Auto Fund Transfer**

- The iBudgets and Fund Transfer will have different journal numbers
- The system does not attempt to tie them together by number

Course Topics: How to Do a Fund Transfer

How to create a Fund Transfer automatically.

Step 1) Click on the “Auto Fund Transfer” button as show by the red arrow. If you use this function, be aware that the iBudgets change and Fund Transfer will have different journal numbers and the system does not attempt to tie them together by number.

Step 2) After you click the button, a new screen will appear showing the iJournal number for your reference. Please note that once you leave this screen, you cannot come back unless you void this entry and replicate it.

### Fund Transfers Details

- Since Fund Transfers can only be two lines, the system must sometimes summarize the reallocation
- The header and remainder of the first line of the Fund Transfer are populated with the same data as in the first line of the reallocation journal
- The system enters the iBudgets journal number as the department reference in the Fund Transfer
- Appropriate transfer codes are automatically determined and entered by the system

Journal Display ij0084476

Journal Number	ij0084476	Journal Type	Fund Transfer	Period	SEP-2004	Effective Date	9/30/04	
Status	In process	Originator	Davis, Gary W.	Title	Reallocate budget for 1036103-200-ALACA			
Justification	Reallocate budget for 1036103-200-ALACA to reflect change in priorities							
Number	Project	Fund	Object	Date	Dept. Ref.	Debit	Credit	Description
10	1036103	ALACA	49250	30-SEP-04	ib0009808	1,873,099.00	0.00	Reallocate budget
20	1036103	ALACA	49150	30-SEP-04	ib0009808	0.00	1,873,099.00	Reallocate budget
						1,873,099.00	1,873,099.00	

Action History

Action Date	Action	Name	Phone	Comments
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Since Fund Transfers can only be two lines, the system must sometimes summarize the reallocation. The header and remainder of the first line of the Fund Transfer are populated with the same data as in the first line of the reallocation journal. If the reallocation has only two lines, the data in the second line is also copied to the Fund Transfer. If the reallocation has more than two lines, the system sums the debits or credits for all of the lines after the first one and takes the line description from the first line.

The system enters the iBudgets journal number as the department reference in the Fund Transfer and appropriate transfer codes are automatically determined and entered by the system.

## Fund Transfer Routing

- ❑ Fund Transfers route separately from the related iBudgets transaction
- ❑ Fund Transfers route through the PFOO Hierarchy using GL journal approval authority based on the fund being debited



Fund Transfers route separately from the related iBudgets transaction. During routing, one could be approved while the other is rejected.

Fund Transfers route through the PFOO Hierarchy using GL journal approval authority based on the fund being debited. The chart shows this hierarchy process. The system will look for an approver on the lowest step possible and will climb the hierarchy until one is found.

**List of Reports with Budget Data:**

- ❑ Budget Management Reports
  - Current Budget Summary Report FIN\_BGT\_165
  - Data Download Report FIN\_BGT\_166
  
- ❑ Expenditure Management Reports
  - Monthly and Quarterly Expenditure Detail Reports
  - Revenue Detail Reports
  - Project, Task or Award “view” reports
  - Operating Statements

Here are reports available in ReportMart3 that have budget data.

**Note:**

In Monthly and Quarterly Expenditure Detail Reports, budget information is located in the Expense Control column. For Revenue Detail Reports, the budget information is located in the Rev Control column. On Project, Task or Award “view” reports, the budget information is in the Exp Control column and on Operating Statements it is located in the Control column.

### Helpful Report – Data Download

- To sort and view your data in Excel, this report may be helpful.
- It does not show the current status of the Fund Transfer, only that one was created at the time the iBudgets journal was submitted using the Auto Fund Transfer button.

iBudget Type	TYPE	iBudget #	Project Number	Task Number	Award Number	From/To Type/Obj ect	From Amount	To Amount	iBudget Jnl Effective Date	iBudget Journal Title	iBudget Dept Reference	Fund Transfer?	Project Owning Org	Task Owning Org	Award Owning Org
Hyperion	REVENUE	ib0009761	1025651	1	AMACS	49120	0.00	-5,378,064.00	9/30/04	Hyperion Planning Load		N	GADA	GADA	GADA
Hyperion	REVENUE	ib0009761	1025651	1	AMACS	49230	0.00	3,280,000.00	9/30/04	Hyperion Planning Load		N	GADA	GADA	GADA

Here’s a sample of the Data Download Report. To sort and view your data in Excel, this report may be helpful. It can be run by iBudgets Download Fin\_166 report in ReportMart3.

Notice the Fund Transfer column. This indicates that a Fund Transfer was initiated with the iBudgets journal. It does not show the current status of the Fund Transfer, only that one was created at the time the iBudgets journal was submitted using the Auto Fund Transfer button.

## How to Get Help

### University Budget Office

- Creed Raftery, 5-1220 or [craftery@stanford.edu](mailto:craftery@stanford.edu)
- Dr. Andrew Harker, 5-0666 or [aharker@stanford.edu](mailto:aharker@stanford.edu)
- Or HelpSU, which will be routed to our office
- Or check posted info on the UBO website at:  
<http://www.stanford.edu/dept/pres-provost/budget>

### Controller's Office Fund Accounting

- Jean DeMartini, 3-3013 or [jeand@stanford.edu](mailto:jeand@stanford.edu)  
<http://fingate.stanford.edu/index.html>

You can get help by contacting the University Budget Office or opening a HelpSU request. For questions about fund transfers, please contact Fund Accounting. There is also more information posted on the UBO website located at <http://www.stanford.edu/dept/pres-provost/budget/>