









## Terms and Definitions: Operating Budget (Budgeting) Module

Term/Icon	Definition	Module Tab
	The checkmark icon allows you to track your progress/work if you are planning multiple Funds. A blue checkmark, 'Not Reviewed', indicates that your planning fund is still a work in process.	BUDGET
	<ul style="list-style-type: none"><li>• BUDGET Tab: The checkmark icon allows you to track your progress/work if you are planning multiple Funds. A green checkmark indicates that the Fund has been reviewed. Once your funds are all marked "Reviewed" you know you may be ready to Submit.</li><li>• TRANSFERS tab: Indicates that the planned transfers routing has been agreed upon by the recipient.</li></ul>	BUDGET, TRANSFERS
	Indicates that the planned transfers are pending approval by the recipient.	TRANSFERS
	'Change View' command - Use the Change View command to display or hide planning columns (Column Views) and/or filter approved or pending budget requests (from the Budget Requests Module).  Available Column Views options: <ul style="list-style-type: none"><li>• Plan View - This is the default view, it displays previous two Fiscal Years' actuals, current year and the FY21 proposed budget columns.</li><li>• Planning Months - Allows planning FY21 by month.</li><li>• Out Years - Displays FY22 and FY23 in addition to the columns displayed in Plan View mode.</li></ul>	BUDGET
	The asterisk on the Budget Tab label appears when you move from one tab to another without saving data.	BUDGET
	Drill-in icon. This feature allows users to view data in more detail by budget object and KFS Object Codes.	CONSOLIDATED SUMMARY



## Budget & Planning System

'%Adjust' columns	% change of the planned amounts entered for FY22 and FY23	BUDGET
Budget Group	A group of Budget Objects. I.e. Budget Group "Benefits" includes Budget Objects B2000 (ERE) and B2100 (Tuition Remission).	BUDGET
Budget Method	The method used for planning FY2020 through FY2023: <ul style="list-style-type: none"> <li>- From Labor - the data for FY20 and FY21 is coming from the Labor Module; user input is required to plan years FY22 and FY23.</li> <li>- From Transfers - All data is coming from the TRANSFERS tab</li> <li>- From Allocated Revenue - the data for FY20 and FY21 is coming from the RCM planning module or loaded directly by the Office of Budget and Planning; user input is required to plan years FY22 and FY23.</li> <li>- Input Adjustment - Users input is required to plan current and future years.</li> </ul>	BUDGET
Consolidated Summary Tab	Summary report of historicals, current and planning years by budget category. Each category includes a "Drill" icon that enables users to see data making up a particular row and UAccess Financials transaction Detail.	BUDGET
Destination Fund	Calc Method Variable: The Planning Fund receiving the funds/transfer-in.	TRANSFERS
Destination Organization	Calc Method Variable: The Organization receiving funds/transfer-in.	TRANSFERS
Destination Budget Object	Calc Method Variable: The Budget Object menu to be used for receiving funds/transfer-in.	TRANSFERS
Drill column	Click on the magnifier icon to drill-in data by budget object and planning fund	CONSOLIDATED SUMMARY
'Forecast FY 2020' column	= 'Actuals Jul-Jan FY 2020' + 'Forecast Feb-Jun FY 2020' + 'Forecast Adjustment'	BUDGET, PLANNING FUND REVIEW, CONSOLIDATED SUMMARY
Planning Fund	A planning dimension to plan by Fund groupings (i.e. State, Designated, Aux, etc.). A planning fund will include multiple KFS sub funds groups. Planning Fund crosswalk reports are available in Axiom.	BUDGET, PLANNING FUND REVIEW, CONSOLIDATED SUMMARY



Planning Fund Review tab	Displays aggregated data by Planning Funds	PLANNING FUND REVIEW
Reviewed	'Reviewed' column in the Select Fund drop down menu helps track your progress/work if you are planning multiple Funds. A green checkmark indicates that the Fund has been reviewed.	BUDGET
Source Fund	Calc Method Variable: The Planning Fund providing funds/transfer-out.	TRANSFERS
Source Budget Object	Calc Method Variable: The Budget Object menu to be used for providing funds/ transfer-out.	TRANSFERS
Source Organization	Calc Method Variable: Organization providing funds/transfer-out.	TRANSFERS
Step & Status	<ul style="list-style-type: none"> <li>● Step 1 - Status: <i>Budget Input</i>. Plan file is with submitter</li> <li>● Step 2 - Status: <i>Budget Approval</i>. Plan file has been routed for approval.</li> <li>● Step 3 - Status: <i>Move to All Funds Editor</i>. Plan file has been approved and sent to the All Funds Module.</li> </ul>	MAIN PAGE
"Total Committed FY 2020' column	= 'Actuals Jul-Jan FY2020' + 'Encumbrances'	BUDGET
TransferIn - TransferIn - Internal Org	Calc Method option to plan transfers-in from Organizations within a College/Division	TRANSFERS
TransferIn_ext - TransferIn - External Org	Calc Method option to plan transfers-in from Organizations outside a College/Division	TRANSFERS
Transfer ID	Planned transfers are numbered in the transfer ID column for tracking purposes.	TRANSFERS
TransferOut - TransferOut - Internal Org	Calc Method option to plan transfers-out to Organizations within a College/Division	TRANSFERS
TransferOut - TransferOut - External Org	Calc Method option to plan transfers-out to Organizations outside a College/Division	TRANSFERS