

GM 13.10 PROJECT BUDGET REALLOCATIONS

PEOPLESOFT 8.4

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This documents provides the steps that will be used to make adjustments to the project budget after the award has been generated. The project budget can be increased, decreased or reallocated within the budget categories. There are times when you will need to add funding to an existing project. This will happen when you receive a supplemental award from the sponsor. GM 13.101 will step you through the process of adding budget to an existing project. GM 13.102 will provide information on the process to reduce a project budget. This procedure will be necessary when you are moving budget from one project to another project. Finally, when you are adjusting the budget in specific budget accounts or resource types, you will use GM 13.103 to accomplish this task.

This document only covers the process from a project management point of view. If your changes to the project budget will affect the award/contract amounts you must review the award modification scripts and also correct the award amount and/or the contract limit appropriately.

Also, budget reallocations that result in changes to the project amount should be reflected on the Award Funding page. This is the Funding tab on the Award Profile where each project in the award is listed individually with the dates and amount for each project. This page should be kept in sync with the project amounts. The final instruction on this document discusses making the updates to the award funding page.

GM 13.101 Additional Budget on an Existing Project

1. Open the Project Budget to which you are adding additional budget. **Navigation for Project Budget is Grants > Awards > Project Budget.** Enter the business unit and the project id. If you don't know the entire project id use the search criteria to locate the appropriate project budget.

Project Budget
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = [v] [NDSU1] [Q]

Project: begins with [v] [FAR0010022] [Q]

Effective Sequence: = [v] [1]

[Search] [Clear] [Basic Search](#) [Save Search Criteria]

Search Results
View All First [v] 1-32 of 32 Last

Business Unit	Project	Effective Sequence
NDSU1	FAR0010001	1
NDSU1	FAR0010017	1
NDSU1	FAR0010019	1
NDSU1	FAR0010022	1

2. Click the plus sign in the upper right hand corner of the project budget page. This will add a new budget section to this project budget.

Project Funding

Unit: NDSU1 **Project:** FAR0010022 Hydrologic Modeling for the Br **Status:**

Find First [v] 1-1 Last

'Analysis Group	'Type	'Date	Status	Sequence	Amount
GBUD	BUD	02/09/2005	Active	1	15,000,000 USD

Detail Fund Distribution at Resource Level [Customize](#) | [Find](#) | First [v] 1-6 of 6 Last

'Analysis Group	'Type	'Date	Status	Sequence	Amount
GBUD		02/16/2005	Active	1	USD

Detail Fund Distribution at Resource Level

[Resource Detail](#) [General Ledger Detail](#) [Commitment Control Detail](#) [Grants Detail](#)

Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit
1				USD	

[Finalize] None **Fund Total by Analysis Type:**

[Send to Commitment Control] [Process Monitor](#) **Project Fund Total:**

Posting Option

3. The above budget fields will appear when you click the plus sign. In the header area enter the Analysis Group Type of BUD. The Date defaults to today's date and the Status defaults to Active. Leave these two values as they default.
4. Complete the fields on the Resource Detail tab. The Activity ID = 1. The Budget Category = the category to which you are adding budget on this budget line. The Resource Type = the value that describes the budget category. In the Amount field enter the amount of budget you are adding for this budget category and resource type. Complete the Description field with the description of the Budget Category.
5. Click the plus sign at the end of this line and add additional budget lines to complete the Resource Detail. Remember when you add budget on the project budget page you must add both the direct and indirect costs.

'Analysis Group	'Type	'Date	Status	Amount		
GBUD	BUD	02/16/2005	Active	1	11,000.000 USD	
Detail Fund Distribution at Resource Level						
Resource Detail General Ledger Detail Commitment Control Detail Grants Detail						
Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit	Description
1	FACSA	511	5,000.000	USD		Salary
2	SUPL	532	5,000.000	USD		Supplies
3	FACADM	732	1,000.000	USD		Facilities and Administration
Finalize None			Fund Total by Analysis Type:		11,000.000	
Send to Commitment Control			Process Monitor		Project Fund Total:	

6. Note the Amount field in the budget header area is populated as you populate the amount field for each budget line. Click the General Ledger Detail tab.

3	FRINGE	NDSU1	501000	7620	43500
4	TRAVEL	NDSU1	501000	7620	43500
5	INSTR	NDSU1	501000	7620	43500
6	FACADM	NDSU1	730000	7620	43500

Distribute **Fund Total by Analysis Type:** 15,000.000
 Process Monitor **Project Fund Total:** 15,000.000
 Posting Option

*Analysis Group *Type *Date Status Amount
 GBUD [Q] BUD [Q] 02/16/2005 [E] Active [v] 1 [] 11,000.000 [USD]

Detail Fund Distribution at Resource Level Customize | Find | First 1-3 of 3 Last

Budget Category	GL Unit	Account	DeptID	Fund	Program
1 FACSAL [Q]	NDSU1 [Q]	501000 [Q]	7620 [Q]	43500 [Q]	[] [Q] + -
2 SUPL [Q]	NDSU1 [Q]	501000 [Q]	7620 [Q]	43500 [Q]	[] [Q] + -
3 FACADM [Q]	NDSU1 [Q]	730000 [Q]	7620 [Q]	43500 [Q]	[] [Q] + -

None **Fund Total by Analysis Type:** 11,000.000
 [Process Monitor](#) **Project Fund Total:**

7. Open the General Ledger Detail tab for the original project budget also and use the information on those budget lines to populate the fields on the additional budget lines as shown above. Click the Commitment Control Detail tab.

4	TRAVEL	GNTDTL	Key ChartFields	GNTDTL_BUD	Original	0000131569	02/10/2005	P
5	INSTR	GNTDTL	Key ChartFields	GNTDTL_BUD	Original	0000131569	02/10/2005	P
6	FACADM	GNTDTL	Key ChartFields	GNTDTL_BUD	Original	0000131570	02/10/2005	P

Distribute **Fund Total by Analysis Type:** 15,000.000
 Process Monitor **Project Fund Total:** 15,000.000
 Posting Option

*Analysis Group *Type *Date Status Amount
 GBUD [Q] BUD [Q] 02/16/2005 [E] Active [v] 1 [] 11,000.000 [USD]

Detail Fund Distribution at Resource Level Customize | Find |

Budget Category	Ledger Group	Key ChartFields	Ledger	Budget Line Code	Journal ID	Journal Date	Seq Bud
1 FACSAL [Q]	GNTDTL [Q]	Key ChartFields [Q]	GNTDTL_BUD [Q]	Original [v]			
2 SUPL [Q]	GNTDTL [Q]	Key ChartFields [Q]	GNTDTL_BUD [Q]	Original [v]			
3 FACADM [Q]	GNTDTL [Q]	Key ChartFields [Q]	GNTDTL_BUD [Q]	Original [v]			

None **Fund Total by Analysis Type:** 11,000.000

8. Again, open the Commitment Control Detail tab for the original budget lines also. This will provide you the information to populate the Ledger Group and the Ledger fields for the new budget lines. For grant project budgets the Ledger Group is always equal to GNTDTL and the Ledger is always equal to GNTDTL_BUD. No data entry is necessary for the Grants Detail tab.
9. Once you have completed all the chartfields on the Resource Detail, General Ledger Detail and Commitment Control Detail tabs save the project budget page by clicking the save button on the bottom of the page.

Project Funding

Unit: NDSU1 Project: FAR0010022 Hydrologic Modeling for the Br Status:

'Analysis Group 'Type 'Date Status Sequence Amount

GBUD BUD 02/16/2005 Active 1 11,000,000 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail

Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit	Description	Resource ID
1	FACSAL	511	5,000,000	USD	NDSU1	Salary	10465942
2	SUPL	532	5,000,000	USD	NDSU1	Supplies	10465943
3	FACADM	732	1,000,000	USD	NDSU1	Facilities and Administration	10465944

Finalize None **Fund Total by Analysis Type:** 11,000,000

10. Once you save the new budget lines the new budget lines move to the top of the Project Funding page. Also, the budget lines are assigned a Resource ID on the Resource Detail tab. In addition, note that at the bottom of the Project Funding page there is a new sponsor total for this Project Budget.
11. Spend just a few minutes looking back through the fields on the tabs and be sure all necessary values have been populated correctly. Once you have checked over the data entry be sure the Posting Option button is checked. Click the Send to Commitment Control button. Note that the Send to Commitment Control button becomes unavailable. You can monitor this procedure by clicking the Process Monitor hyperlink.

Project Funding

Unit: NDSU1 Project: FAR0010022 Hydrologic Modeling for the Br Status: 0

'Analysis Group 'Type 'Date Status Sequence Amount
 GBUD Q BUD Q 02/16/2005 [B] Active v 1 11,000.000 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail [FEED]

Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit	Description
1 1	FAC SAL	511	5,000.000	USD	NDSU1	Salary
2 1	SUPL	532	5,000.000	USD	NDSU1	Supplies
3 1	FACADM	732	1,000.000	USD	NDSU1	Facilities and Admin

Finalize None Fund Total by Analysis Type: 11,000.000

Send to Commitment Control Process Monitor Project Fund Total: 11,000.000

Posting Option

12. If the Project Budget is correctly processed through the Commitment Control procedure the new budget amount will be released in the grant ledger in Commitment Control. Also, there will be a Posted to Commitment Control note adjacent to the Finalize button and the Finalize button will be active.

Project Funding

Unit: NDSU1 Project: FAR0010022 Hydrologic Modeling for the Br Status:

'Analysis Group 'Type 'Date Status Sequence Amount
 GBUD Q BUD Q 02/16/2005 [B] Active v 1 11,000.000 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail [FEED]

Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit	Description
1 1	FAC SAL	511	5,000.000	USD	NDSU1	Salary
2 1	SUPL	532	5,000.000	USD	NDSU1	Supplies
3 1	FACADM	732	1,000.000	USD	NDSU1	Facilities and Admin

Finalize Posted to Commitment Control Fund Total by Analysis Type: 11,000.000

Send to Commitment Control Process Monitor Project Fund Total: 11,000.000

Posting Option

13. Click the Finalize button. The Finalize button will send the budget transactions to the project resource table. If this process is successful the Finalize button will no longer be active and there is a “Distribute” note adjacent to the Finalize button. Further, no fields on the budget lines are editable on any of the tabs.

Project Funding

Unit: NDSU1 Project: FAR0010022 Hydrologic Modeling for the Br Status: 0

'Analysis Group 'Type 'Date Status Sequence Amount

GBUD BUD 02/16/2005 Active 1 11,000.000 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail

Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit	Description
1 1	FACBAL	511	5,000.000	USD	NDSU1	Salary
2 1	SUPL	532	5,000.000	USD	NDSU1	Supplies
3 1	FACADM	732	1,000.000	USD	NDSU1	Facilities and Administration

Finalize Distribute **Fund Total by Analysis Type:** 11,000.000

Send to Commitment Control Process Monitor **Project Fund Total:** 11,000.000

Posting Option

Also note that the PC Status on the Resource Detail tab is equal to D for distributed. And, the Budget Header Status on the Commitment Control Detail tab is equal to P for posted.

GM 13.102 Reducing Budget on an Existing Project

To reduce the project budget you follow the steps exactly as detailed in the previous process. The difference is that for the amount you enter a negative amount. The field values for the category, resource type, account, department id and fund must be valid values and should represent exactly the budget line you wish to reduce.

There is one caveat in PeopleSoft. The system will not allow you to reduce a project budget to less than the available budget amount. Therefore, if you have a project budget amount of \$50,000 and you have expenditures totaling \$40,000 and you try to reduce the project budget by \$12,000 total, this process will fail and you will get an error message.

If there is a business reason for the budget reduction, before you will be able to accomplish the reduction you will be required to remove expenditures from the project in an amount sufficient to have available budget equal to the amount of your required reduction.

GM 13.103 Reallocating Budget on an Existing Project

This procedure is to be used when you wish to reallocate budget between budget categories for a net change of zero dollars to the existing project budget. Complete the steps in the first process through step 3. Once you click the plus button on the upper right hand corner you will have a budget line that is open and ready for data entry.

- For this process you will reduce the indirect costs and increase the direct costs for the project budget below. The process is the same regardless of the budget line you are adjusting.

Project Funding

Unit: NDSU1 Project: FAR0010041 Grain Transportation Report We Status:

Find First 1

'Analysis Group 'Type 'Date Status Sequence Amount
 GBUD BUD 02/10/2005 Active 1 25,000.000 USD

Detail Fund Distribution at Resource Level Customize Find First 1-6 of 6 Last

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail

Budget Category	'GL Unit	Account	DeptID	Fund	Program
1 FACSAL	NDSU1	501000	2880	43500	
2 FRINGE	NDSU1	501000	2880	43500	
3 TRAVEL	NDSU1	501000	2880	43500	
4 SUPL	NDSU1	501000	2880	43500	
5 FEES	NDSU1	501000	2880	43500	
6 FACADM	NDSU1	730000	2880	43500	

- Enter the Analysis Group Type value of BUD. The Date defaults to today's date and the Status defaults to Active. These values are correct.

4 1	SUPL	535	2,345.000 USD	NDSU1	1
5 1	FEES	621	1,000.000 USD	NDSU1	1
6 1	FACADM	732	2,273.000 USD	NDSU1	1

Finalize Distribute Fund Total by Analysis Type: 25,000.000

Send to Commitment Control Process Monitor Project Fund Total: 25,000.000

Posting Option

'Analysis Group 'Type 'Date Status Amount
 GBUD BUD 02/16/2005 Active 1 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail

Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit	Description
1 1	FACADM	732	-1,000.000	USD		FACILITIES AND ADMINIS
2 1	SUPL	535	1,000.000	USD		SUPPLIES

Finalize None Fund Total by Analysis Type:

Send to Commitment Control Process Monitor Project Fund Total:

Posting Option

- Complete the fields on the Resource Detail as follows: Activity ID = 1, Budget Category = category you wish to reduce, Resource Type = value representing the budget category, Amount = the amount you will reduce from this budget line. Complete the Description as necessary. Click the plus sign at the end of the budget line and complete the new budget line with the appropriate values. This budget line will represent the budget category and resource type you will increase. Remember, this is a net zero budget change. The total of the negative amounts and the total of the positive amounts should equal zero when summed. Once all lines have been completed on the Resource Detail tab, click the General Ledger Detail tab. Also click the General Ledger Detail tab on the original budget. This will provide assistance when you are completing the fields on this tab.

3 TRAVEL	NDSU1	501000	2880	43500
4 SUPL	NDSU1	501000	2880	43500
5 FEES	NDSU1	501000	2880	43500
6 FACADM	NDSU1	730000	2880	43500

Distribute
 Process Monitor

Fund Total by Analysis Type: 25,000.000

Project Fund Total: 25,000.000

Posting Option

*Analysis Group: GBUD | *Type: BUD | *Date: 02/16/2005 | Status: Active

Amount: 1 | USD

Detail Fund Distribution at Resource Level Customize | Find | First | 1-2 of 2 | Last

Resource Detail | General Ledger Detail | Commitment Control Detail | Grants Detail

Budget Category	GL Unit	Account	DeptID	Fund	Program	
1 FACADM	NDSU1	730000	2880	43500		+ -
2 SUPL	NDSU1	501000	2880	43500		+ -

- Complete the Account, DeptID and Fund fields as necessary. You can use the original budget release as a guide for these values. Enter the appropriate account to match to the budget category and the resource type. Once the required fields have been completed click the Commitment Control Detail tab.

3 TRAVEL	GNTDTL	Key ChartFields	GNTDTL_BUD	Original	0000131119	02/10/2005
4 SUPL	GNTDTL	Key ChartFields	GNTDTL_BUD	Original	0000131119	02/10/2005
5 FEES	GNTDTL	Key ChartFields	GNTDTL_BUD	Original	0000131119	02/10/2005
6 FACADM	GNTDTL	Key ChartFields	GNTDTL_BUD	Original	0000131120	02/10/2005

Distribute
 Process Monitor
 Posting Option

Fund Total by Analysis Type:

Project Fund Total:

'Analysis Group	'Type	'Date	Status	Amount
GBUD	BUD	02/16/2005	Active	1

Detail Fund Distribution at Resource Level

Resource Detail

General Ledger Detail

Commitment Control Detail

Grants Detail

Budget Category	Ledger Group	Key ChartFields	Ledger	Budget Line Code	Journal ID	Journal D
1 FACADM	GNTDTL	Key ChartFields	GNTDTL_BUD	Transfer		
2 SUPL	GNTDTL	Key ChartFields	GNTDTL_BUD	Transfer		

5. Complete the Ledger Group and the Ledger fields appropriately. For the grant business the Ledger Group is always GNTDTL and the Ledger for budget releases is GNTDTL_BUD. Also, the Budget Line Code should be changed to Transfer. This will designate this budget procedure as a transfer transaction rather than an original budget release.

6. There is no data entry to accomplish on the Grants Detail tab. Once all the fields on the Resource Detail, General Ledger Detail and Commitment Control Detail tabs are populated, save the project budget page by clicking the save button on the bottom left of the project budget page.

7. Once you save the Project Budget page the budget adjustment will move to the top of the project budget page. It is now time to process this budget reallocation through the commitment control process and then finalize the budget transactions.

Project Funding

Unit: NDSU1 Project: FAR0010041 Grain Transportation Report We Status:

'Analysis Group 'Type 'Date Status Sequence Amount

GBUD BUD 02/16/2005 Active 1 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail

Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit	Description
1 1	FACADM	732	-1,000.000	USD	NDSU1	FACILITIES AND ADMINIS
2 1	SUPL	535	1,000.000	USD	NDSU1	SUPPLIES

Finalize None Fund Total by Analysis Type:

Send to Commitment Control Process Monitor Project Fund Total:

Posting Option

- Be sure the Posting Option check box is checked. Click the Send to Commitment Control button. You can monitor this procedure by clicking the Process Monitor hyperlink. This process will reallocate budget from one category to another category in the Commitment Control ledgers.

Project Funding

Unit: NDSU1 Project: FAR0010041 Grain Transportation Report We Status:

'Analysis Group 'Type 'Date Status Sequence Amount

GBUD BUD 02/16/2005 Active 1 USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail

Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit	Description
1 1	FACADM	732	-1,000.000	USD	NDSU1	FACILITIES AND ADMINIS
2 1	SUPL	535	1,000.000	USD	NDSU1	SUPPLIES

Finalize Posted to Commitment Control Fund Total by Analysis Type:

Send to Commitment Control Process Monitor Project Fund Total:

Posting Option

- Once the procedure is successful the Send to Commitment Control button will be unavailable and the Finalize button will be available. Also, there will be a note adjacent to the Finalize button that states “Posted to Commitment Control”. To complete the budget reallocation, click the Finalize button. This will place the budget transactions in the project resource table.

Project Funding

Unit: NDSU1 Project: FAR0010041 Grain Transportation Report We Status: 0

'Analysis Group 'Type 'Date Status Sequence Amount

GBUD BUD 02/16/2005 Active 1 [] USD

Detail Fund Distribution at Resource Level

Resource Detail General Ledger Detail Commitment Control Detail Grants Detail []

Activity ID	Budget Category	Resource Type	Amount	Currency	BD Unit	Description
1 1	FACADM	732	-1,000.000	USD	NDSU1	FACILITIES AND ADMINIS
2 1	SUPL	535	1,000.000	USD	NDSU1	SUPPLIES

Finalize Distribute Fund Total by Analysis Type:

Send to Commitment Control Process Monitor Project Fund Total:

Posting Option

- When the Finalize process is successful there will be a note adjacent to the finalize button that states “Distribute.” Also, the Finalize button is no longer active. You have successfully reallocated budget from one category budget line to another category budget line. You can check this process by looking at the project budget in the Commitment Control Budget Overview run control before and after the reallocation process.

GM 13.104 Correcting the Award Funding Project Amount

When you have moved budget from one project to another project it is important to also correct the project award amount in the award table. This will keep the award information in sync with the project budget value. This information is stored at the following navigation: Grants > Awards > Award Profile > Funding tab.

- Navigate to Grants > Awards > Award Profile

Award Profile
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [=]

Contract: begins with [v]

Description: begins with [v]

EmpID: begins with [v]

Proposal ID: begins with [v]

Case Sensitive

[Basic Search](#)

Search Results
 View All First [v] 1 of 1 [v] Last

Business Unit	Contract	Description	EmpID	Proposal ID
NDSU1	FAR0010022	Hydrologic Modeling for the Br	0600791	FAR0010022

2. On the search screen enter the business unit and other information to open the award you need to update.

Profile **Sponsor** Funding Certifications Terms Milestone Attributes Notepad

Award: FAR0010022 Business Unit: NDSU1 Project PI: Steele,Dean D Currency: USD

Reference Award Number: [Award Modifications](#) [View Contract](#)

Award PI: Name: Co-PI:

Short Title: Long Title:

Proposal: Version:

Award from: To Customer: ND Department of Health

Award Type: Purpose: Status:

Comments Find | View All First [v] 1 of 2 [v] Last

*Type:

[Grant Administrator](#) [Sponsor Website](#)

Customize | Find | View All First [v] 1 of 1 [v] Last

PC Bus Unit	Project
1 NDSU1	FAR0010022

3. Click the Funding tab. Locate the project for which the award amount needs to be updated. Position your cursor in the amount field and enter the correct amount. Save the page.

[Profile](#) | [Sponsor](#) | **Funding** | [Certifications](#) | [Terms](#) | [Milestone](#) | [Attributes](#) | [Notepad](#)

Award: FAR0010022 **Business Unit:** NDSU1 **Project PI:** Steele,Dean D
Reference Award Number: 05-412 **Award PI:** Steele,Dean D **Currency:** USD
Total Award Amount: 15,000.00 **Award Modifications:**

Funding Info Find | View All First ◀ 1 of 1 ▶ Last

Project: FAR0010022 **Project PI:** Steele,Dean D

Funding Detail Find | View All First ◀ 1 of 1 ▶ Last

Period	*Begin Date	*End Date	Funded Amount	To Project ID:
1	09/01/2004	06/30/2005	15,000.000	FAR0010022

Note: A red arrow points to the 'Funded Amount' field (15,000.000) in the table above.

4. Navigate through this information to update all project amounts appropriately. Save the page.
5. If you have transferred project budget amounts across contracts remember that you must update the award amount and the contract limit to reflect the new amount for each of those values.