

## Using the Position Budget Management Position Page

The Position Budget Page provides information on funding, budgets, encumbrance, and expense for a single position. The Position Budget page allows users to review budget, encumbrance, expense, and salary distribution data for a single position and to create budget journals to adjust ChartFields referenced on the page as seen below:

Position Budget

Position Number: 10005598 Administrative Assistant I      Budget Reference: 2021  
 HR Department: 1111085

\*Journal ID:       Date:  Fiscal Year:  Period:

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Empl ID:       Rcd#:   
 Effective Date: 02/01/2021      Seq: 0

Original Budget: \$25,521.000      Permanent Budget: \$25,521.000      Distributed amount: \$26,924.013      Over/Under Budget: \$-1,403.01

Position Chartfield Budgets Find | View All    First 1 of 1 Last

Department	Fund	Program	Class	Project											
1111085	10500	11100	11000												
Account Distribution					Personalize   Find   View All   <input type="checkbox"/>   <input type="checkbox"/>	First 1-4 of 5 Last									
Account	Distributed Salary	Original Budget	OB	Perm Amends	PA	Temp Amends	TA	Pend Amends	Encumb	EN	Expense	EX	Remaining	Budget Adjust	
1 522000	26,924.013	25,521.000	OB	0.000	PA	625.000	TA	0.000	8,594.980	EN	17,549.350	EX	1.670	0.000	
2 551000	0.000	1,954.000	OB	0.000	PA	-368.000	TA	0.000	690.350	EN	831.720	EX	63.930	0.000	
3 552000	0.000	4,865.000	OB	0.000	PA	88.000	TA	0.000	1,638.170	EN	3,320.480	EX	-5.650	0.000	
4 553000	0.000	16,489.000	OB	0.000	PA	660.000	TA	0.000	5,424.880	EN	11,630.470	EX	93.650	0.000	

**Per Pay Period:**  
 Salary: \$1,035.54      FICA:      Retirement: \$197.37      Health/Life: \$678.50

### Section A – Position Reference Data:

A

Position Number: 10005598 Admin Secretary      Budget Reference: 2020  
 HR Department: 1111085

- **Position Number:** Displays position number including the job code title associated with the row imported. Additionally, the system adds the Position Number to the “Ref” field on Budget Journals.
- **Budget Reference:** Displays current year in process and is used for the Budget Reference on created Budget Journals.
- **HR Department:** Displays the Department entered on the Add/Update Position page in OneUSG.

GeorgiaFIRST Financials  
Position Budget Management Job Aid

03/30/2021  
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## Section B – Budget Journal Header Fields:

**B** Journal ID:   Date:   Fiscal Year:  Period:

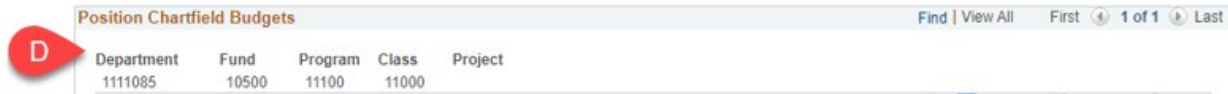
- **Journal ID:** For the Position Budget Page, users can either enter a new Journal ID in this field or use the magnifying glass button to look up existing journals not yet posted. Once the user saves changes, the system overwrites the fourth character of the Journal ID with an “A” or “P” depending on if the page creates APPROP or PROJ\_GRT ledger journals, respectively.
- **Date:** Defaults to the current date if a new Journal ID is entered or to the date from the Journal if an existing Journal ID is selected.
- **Fiscal Year:** Enter the fiscal year to match the Budget Reference.
- **Period:** Enter the same period to match the current open Accounting Period.

## Section C – Incumbent Information and Summary Budget Data:

**C** Empl ID:  Rcd#: 0   
Effective Date: 10/07/2019 Seq: 1  
Original Budget: \$24,569,000 Permanent Budget: \$25,188,000 Distributed amount: \$23,922,001 Over/Under Budget: \$1,266.00

- **Empl ID:** Displays the Employee active in the position as of the most recent HCM Refresh.
- **Rcd#:** Displays the Record for the employee ID associated with the position. The Employee’s name is loaded next to this field.
- **Effective Date:** Displays the Effective Date of the Job row imported as of the most recent HCM Refresh.
- **Seq:** Displays the sequence number of the Job row imported as of the most recent HCM Refresh.
- **Original Budget:** Displays the sum of all posted Budget Journals of type “Original” in a salary account
- **Permanent Budget:** Displays the sum of the Original Budget and any Permanent Amendments in salary accounts
- **Distributed Amount:** Displays the Annual Rate from Job as of the most recent HCM Refresh.
- **Over/Under Budget:** Displays the total of Permanent Budget minus Distributed Amount

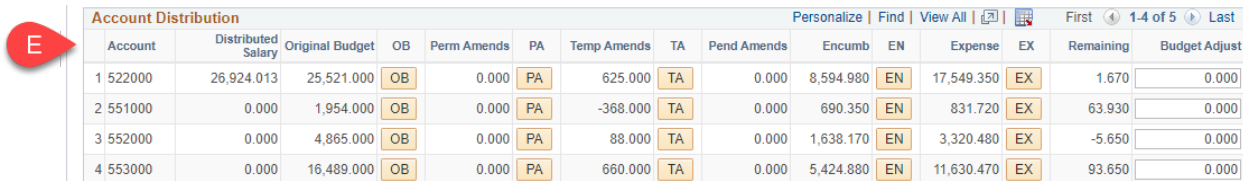
### Section D – Position Budget ChartFields:



Position Chartfield Budgets				
Department	Fund	Program	Class	Project
1111085	10500	11100	11000	

This section displays the ChartField information for the specified position. If the position is split or has an expense charged against a different ChartField, this position may have more than one entry. Review the top right of this section for the total number of entries or click the “View All” link to show all entries.

### Section E – Account Distribution:




Account	Distributed Salary	Original Budget	OB	Perm Amends	PA	Temp Amends	TA	Pend Amends	Encumb	EN	Expense	EX	Remaining	Budget Adjust
1 522000	26,924.013	25,521.000	OB	0.000	PA	625.000	TA	0.000	8,594.980	EN	17,549.350	EX	1.670	0.000
2 551000	0.000	1,954.000	OB	0.000	PA	-368.000	TA	0.000	690.350	EN	831.720	EX	63.930	0.000
3 552000	0.000	4,865.000	OB	0.000	PA	88.000	TA	0.000	1,638.170	EN	3,320.480	EX	-5.650	0.000
4 553000	0.000	16,489.000	OB	0.000	PA	660.000	TA	0.000	5,424.880	EN	11,630.470	EX	93.650	0.000

This section shows how the position funding is distributed among multiple accounts. The section displays four entries by default, but the ChartField may have more entries. Review the top right of this section for the total number of entries or click the “View All” link to show all entries.

- **Account:** Displays account to which an expense was charged. The Account Distribution section returns all ORG entries for accounts with an expense if the ledger option chosen at setup was “ORG Only with Gen Parent” or “APPROP and ORG.” All rows are summarized at the APPROP level if the ledger option chosen at setup was “APPROP Only.”
- **Distributed Salary:** Populates from Annual Rate on Job split based on the Department Budget Table entry current as of the most recent HCM Refresh. This field is only visible for salary rows and is not used as part of calculating remaining.
- **Original Budget:** Displays is the total of all posted Budget Journals of type “Original.”
- **OB Button:** Links to a query of posted Budget Journals of type “Original” matching criteria for the row that will open in a new window.
- **Perm Amends:** Displays the total of all posted Budget Journals of type “Permanent Adjustment.”

- **PA Button:** Links to a query of posted Budget Journals of type “Permanent Adjustment” matching criteria for the row that will open in a new window.
- **Temp Amends:** Displays the total of all posted Budget Journals of type “Adjustment”
- **TA Button:** Links to a query of posted Budget Journals of type “Adjustment” matching criteria for the row that will open in a new window.
- **Pend Amends:** Displays the total of all budget journals not yet posted
- **Encumb:** Displays the encumbrance for the position from the table BUDGET\_ACTUALS in OneUSG. BUDGET\_ACTUALS is updated as part of the Encumbrance Calc Process.
- **EN Button:** Links to a query of BUDGET\_ACTUALS data matching criteria for the row that will open in a new window.
- **Expense:** Displays the total of expenses for the position from the table PERS\_SERV\_BOR in Financials. Expenses will include payroll accruals.
- **EX Button:** Links to a query of PERS\_SERV\_BOR data matching criteria for the row that will open in a new window.
- **Remaining:** Displays the total of Original Budget + Perm Amends + Temp Amends + Pend Amends – Encumb - Expense
- **Budget Adjust:** This is an input field for users to enter budget adjustments. When users click “Apply,” any rows that are not blank are used to create Budget Journal rows for the ChartField and position from the row.

## Section F – Pay Period Estimates:



Per Pay Period:					
Salary:	\$1,035.54	FICA:	Retirement:	\$197.37	Health/Life: \$678.50

This section shows estimates of expense per pay period based on salary and benefit information imported as part of the HCM Refresh process. If the position being reviewed is vacant, these values will be based on the position budget and values set up for vacancies in Fringe Setup.

- **Salary:** Displays an estimate of salary per pay period based on the position paygroup. This estimate does not account for Multiple Components of Pay setup.
- **FICA:** Displays an estimate of FICA and FICA Med expense based on the pay period salary.
- **Retirement:** Displays an estimate of retirement expense based on the imported Savings Plan enrollment and pay period salary.

- **Health/Life:** Displays an estimate of Health and Life expense based on the imported Health Benefit enrollment.