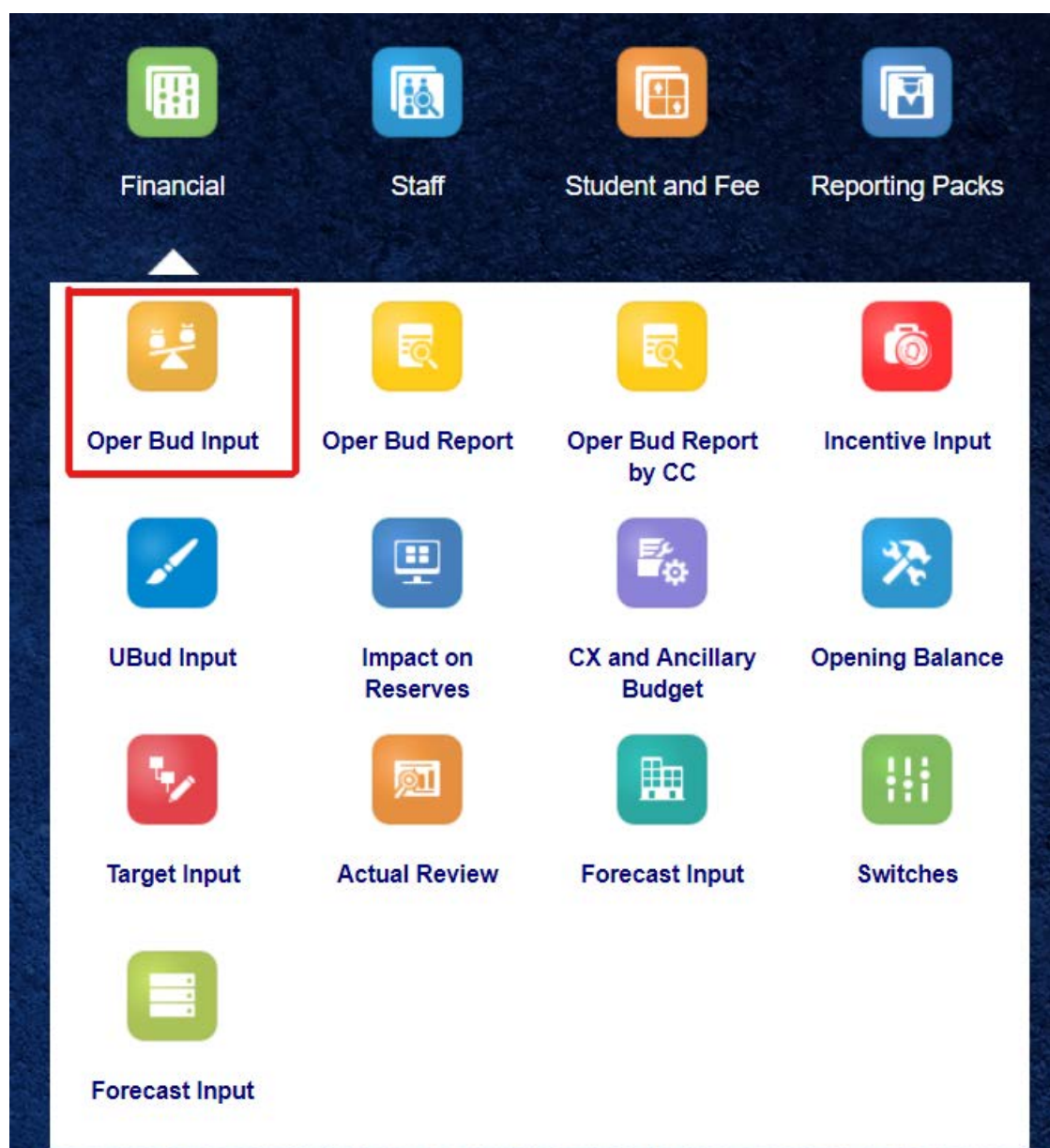# Operating Budgets in PBCS

Version	1.1	Date	30 August 2019

Operating Budgets are the detailed, cost centre and account level budgets that are posted to the efin Bud1 field and are used in eprocurement etc.

They are maintained using the **Oper Bud Input** form in the Financial tile.

Point Of View

Ensure that you are working with the correct **School**, **Version** and **Year** (ObFsctYear). If necessary clicking on them to be able to select the appropriate values. The Version should always be **Working**. The Scenario may not be changed from Operational Budget. During the changeover from one year to

the next the user will need to pay careful attention to the Year, but once the new year is underway it is usually unnecessary to change the Year.

Budget Summary

A Budget Summary is shown at the top of the form. The cells are shaded, indicating that they are not enabled for data entry. The Summary shows the information for the School and also for the 'Q' cost centre. The Q cost centre may contain balancing adjustments – see below for explanation of these adjustments. The information in the summary may be expanded or contracted in the normal way.

Updating Budgets

Existing Budgets may simply be updated by overtyping in the Comment and YearTotal field.

Changing the Phasing of Budgets

Rather than viewing the full-year total budget for a cost centre/account, the monthly amounts may be viewed by expanding the YearTotal using the + symbol. Individual monthly amounts may then be entered/altered. If an amount is entered in the YearTotal field, it will automatically be spread over the months in proportion to the existing values.

		2018_19		2018_19	

	Comment	⊞ YearTotal
⊞ Net Direct Expenditure	▪	1,745,873
⊞ Fee Related Charges		79,053
⊞ Net Direct Expenditure		13,255
⊞ Fee Related Charges		-13,255
80600 - External Income	CPD Income	-15,000

Business Rules

The Business Rules are available from the Actions menu and are grouped under the first command UCD Operating Budget.

Add a Row

If a row (a cost centre and account combination) does not already exist, it may be added using the Add a Row command from the Actions menu. A new row will be added, and a default value of 1 is entered for each of the periods 1-12. This means that when you enter an amount in the YearTotal field, it will by default be spread evenly over the 12 months.

Move A Row

This rule allows you to specify a different cost centre (Entity) and/or account for a row, thereby 'moving' the row from the Source to the Target.

FinPlan - 05 Move a Row on Operational Budget   Launch   Cancel

| * Source Entity | "6045" | | * Target account | "81904" | |
| * Target Entity | "6045" | | * Source Account | "81904" | |

A maximum of 6 rows may be created for the same cost centre and account combination.

Balancing Adjustments

When a unit is saved, the PBCS system compares the Operating Budgets against the Final University Budget. Where differences occur, it creates automatic balancing adjustments against the Q cost centre. These adjustments ensure that the sum of all cost centre budgets = the Final University Budget. The adjustment lines **cannot be deleted or changed**, they are system generated.

Operating Budget Accounts

The accounts available for use in the Operating Budget are maintained by PBCS administrators in a group called 'OperBudAccts'. When running business rules, selecting the accounts from the group **OperBudAccts** will ensure that you select a valid account. The accounts are listed here for reference.

Export to efin

Budgets are exported to eFinancials twice a day, at 12:00 and at 15:30. Budgets on efin are then refreshed at 13:00 and 15:30. Users do not need to do anything other than update PBCS in order for budgets to be exported i.e. no request needs to be submitted, no journal completed etc.