



# **PECOS Internet Procurement Manager**

**Version 13.1**

## **Budget Checking**

## **User and Administration Guide**

**June 2014**

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# 1 Introduction

## 1.1 Budgeting Overview

Organisations are increasingly looking for a fully integrated budgetary control solution to work alongside their procurement process. Elcom have developed a budget checking module that can be implemented as a fully integrated solution with the PECOS P2P process.

PECOS provides separate menus, administration options and configuration management screens to enable organisations who implement the new budgeting module to control and administer their budgetary and financial calendar data directly in PECOS. The budget feature leverages existing organisational and financial tracking code structures; user configuration and approval workflow plans in order to keep the budgeting setup and configuration tasks to a minimum.

Organisations can create multiple budgets against existing financial tracking methods and assign one or more to their users in order to provide budgetary control at the point of requisition creation. Budgetary policies can be created at the budget or line levels to determine: how requisitions are to be constrained; whether spending is to be controlled on a period or cumulative to date basis; how budgetary exceptions must be handled; and who owns the exceptions for approval.

## 1.2 About this Manual

This manual provides a complete guide to budget checking in PECOS and contains detailed information for all parties who are involved in the budgeting process:

- **Administration:** The system administrator is provided with a step by step guide to all of the configuration tasks of setting up and managing calendars and budgets; uploading data; and creating and maintaining organisational policies and settings.
- **Procurement:** The buyer is provided with a guide to how budget information is presented and how their organisation's budget policies and approval processes may affect their procurement practices and decision making.
- **Approval:** Approvers and procurement professionals are provided with a guide to budgeting approval; the additional information that is provided; and the additional steps required to ensure that requisitions and orders are efficiently managed through the approval process.
- **Budget Manager:** Budget owners are shown how they can manage their budget data; review spending on a period or cumulative basis; and ensure that budget policies are updated and maintained throughout the budget lifecycle.

Administrators involved in the administration of budget checking must have a detailed working knowledge of both PECOS procurement and administration modules as well as an in-depth understanding of their organisations financial tracking code and budgetary structures.

This manual assumes that all users are conversant with the PECOS application and only details the enhanced and extended functionality that budget checking has upon existing screens and processes.

## 1.3 Platform Support

Details of required software, supported platforms and web browsers can be found in the current published version of the **Supported Technology Guide for PECOS**.

## 2 Budget Administration and Control

This section of the manual identifies the configuration steps required in PECOS to implement budget checking as a fully integrated solution. The following sections explain the setup requirements and maintenance options for: users and organisations; financial calendars; budget definitions; uploading budget data and managing budget lines.

### 2.1 Organisation and User Setup

In order to enable the integrated budget checking module in PECOS, some simple organisation and user configuration tasks must be undertaken. These tasks will display new budgeting menu options, provide administration permissions and set organisational level default policies.

#### 2.1.1 Dynamic Option

An 'Enable Budgeting' **Dynamic Option** controls integration, implements the procurement screens, the administration options and enables the budgeting runtime environment.

This option is available at the organisation level and can be set for any organisation (it is not available as a user option) but it is recommended that it is set at the L2. If budgeting is to be enabled, please advise your Program or Support Services representative to ensure that your site is connected to the Elcom budget server.

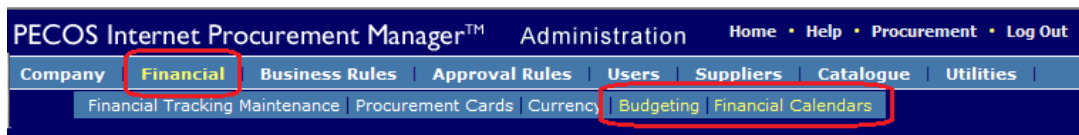
#### 2.1.2 Administration Security

Three **Administrator Security Tasks** are available for Calendar Maintenance and Budget Management. These permissions must be assigned to system administrators in order to give them access to the relevant budgeting menu options and administration screens.

**Budget Manager:** Provides the administrator with unrestricted access to upload and fully maintain budgets and budget data. The *Financial > Budgeting* menu option is enabled.

**Budget Editor:** Provides the administrator with restricted access to budgets and budget data. Rights allow full management of inactive budgets but do not allow access to activate or manage active budgets and provide view only rights for alerts and approvals for active budgets. The *Financial > Budgeting* menu option is enabled.

**Financial Calendars:** Enables the administrator to fully maintain financial calendars. The *Financial > Financial Calendars* menu option is enabled.



*New financial menu options for budget checking*

#### To enable the new administrator security tasks:

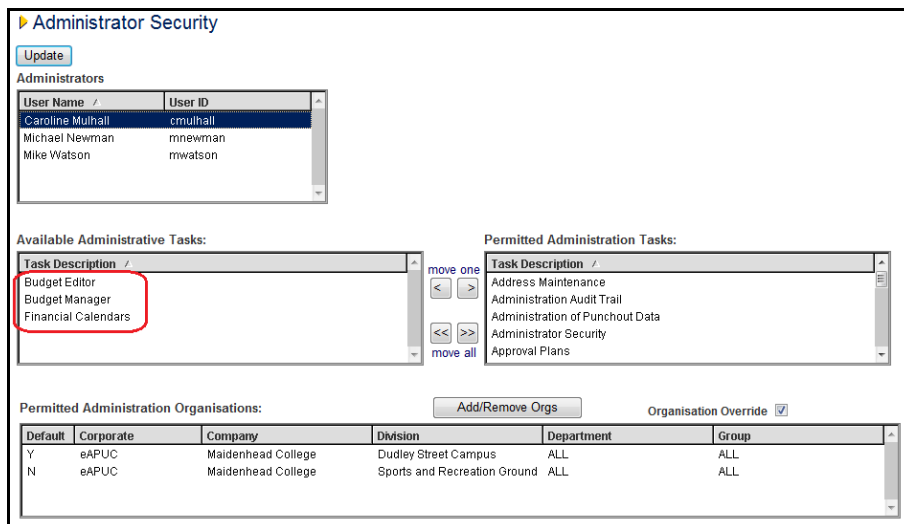
Navigate to System Administration

Select the menu option: *Users > Administrator Security*

In the *Administrator Security* screen select an administrator in the Administrator table. This will load their current permitted administration tasks (new administrators may not yet have any tasks assigned) and display those tasks that are not yet permitted.

In the Available Administrative Task panel select a task to be assigned and click the 'move one' button (>). Clicking the 'move all' button (>>) will move all of the available administrative tasks.

Click the 'Update' button to save the changes.



**Administrator security showing new task options**

### 2.1.3 Organisation Settings

Two budgeting options are available in Organisation Maintenance for controlling budget policy when budgetary control is implemented.

**Requisition Budgetary Policy:** Determines whether or not users within their assigned organisational level are permitted to apply multiple budgets to a single requisition. The following options are available for selection:

- **Single Budgets Only:** This selection will ensure that users will only be able to charge each requisition to a single budget. Mixed budgets are not permitted within a single requisition. This option is the default for level all 2 organisations.
- **Multiple Budgets:** This selection will allow users to charge each requisition to more than one budget. Either mixed or single budgets are permitted within a single requisition.
- **Default from parent organisation:** For all organisations that are subordinate to the company level 2, this additional option is available to ensure that the same option as the organisation's parent will be used. This option is the default for all level 3 organisations and below.

**Non Budgetary Lines Policy:** Determines whether or not all lines on a requisition must be assigned to a budget line. The following options are available for selection:

- **Partially Assigned:** This selection will allow users to have requisition lines that are not assigned to a budget. Budgetary assignment is therefore not mandatory and one or more lines need not be under budgetary control.
- **Fully Assigned:** This selection will ensure users are required to assign all lines of their requisition to a budget. Budget assignment is therefore mandatory and users will be prevented from submitting requisitions unless it is under full budgetary control. This option is the default for all level 2 organisations.
- **Default from parent organisation:** For all organisations that are subordinate to the company level 2, this additional option is available to ensure that the same option as the organisation's parent will be used. This option is the default for all level 3 organisations and below.

**To enable the organisation settings:**

- 1) Navigate to System Administration
- 2) Select the menu option: *Company > Organisation Maintenance*
- 3) In the Organisation Explorer tree select an organisation
- 4) Click the 'Org Settings' button
- 5) In the *Organisation Settings* screen select the *Budgeting* tab
- 6) Select budgetary policy options. Only one option can be selected: selecting an unselected option will automatically deselect the selected option.
- 7) When finished click the 'Save' button.

► **Organisation Maintenance**

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**Organisation Settings**

Select budget policy when budgetary control is implemented.

Requisition Budgetary Policy:

Single Budgets Only  
 Multiple Budgets

Non Budgetary Lines Policy:

Partially Assigned  
 Fully Assigned

*New organisation settings budgeting options*

## 2.2 Financial Calendars

A budget must be associated to a **Financial Calendar** in order for **budget periods** to be determined. These periods will be the definition of an organisation's financial or accounting periods that are to be used for budgetary control. (The financial calendar will usually therefore contain monthly or quarterly periods spanning one financial year, although this may not always be the case.)

Values for 'budget lines' are placed within calendar periods so that 'period' and 'cumulative to date' availability amounts can be calculated and displayed.

The first step therefore in creating a budget is to define your financial calendar(s). The following summary business rules apply to all calendar definitions and are provided as an overview:

- Calendar creation and maintenance is controlled by a separate administration permission
- Calendars are controlled by unique calendar IDs
- Multiple calendars can be defined
- One calendar will be set as the default
- Calendar periods cannot overlap: start dates are always system defined
- Calendar maintenance and usage is controlled by active and inactive statuses
- Calendars can be edited and extended but cannot be deleted if active
- Administration of Financial Calendars is recorded in the Administration Transaction Audit Log

### 2.2.1 Create a New Financial Calendar

In order to create Financial Calendars, an administrator must be assigned the administration security task 'Financial Calendars'.

**To create a new Financial Calendar Definition:**

1. Navigate to System Administration
2. Select the menu option: Financial / Financial Calendars:

► **Financial Calendars**

| Calendar ID ↕ | Description ↕ | Organisation ↕ | Status ↕ | Default ↕ | Actions |
|---------------|---------------|----------------|----------|-----------|---------|
| No data       |               |                |          |           |         |

*Financial calendars screen – no calendars yet created*

3. Click on the 'New Calendar' button to open the *New Calendar* screen:

**New Calendar** Mandatory Save Cancel

Organisation: Maidenhead College Change Organisation ↗

Calendar ID:   Default

Description:

At least one period must be defined with a complete date range. Periods must not have overlapping dates, and there must be no gaps between periods.

**Add Periods For A Fiscal Year**

Fiscal Year:  Start Date:

Period Duration:  Weekly  Monthly  Quarterly  Other No. of Days:  No. of Periods:

View fiscal years in this calendar:

| Fiscal Year ↕         | Period No. ↕ | Period Name | Start Date | End Date | Period Status | Actions |
|-----------------------|--------------|-------------|------------|----------|---------------|---------|
| Mandatory Save Cancel |              |             |            |          |               |         |

**Financial calendars screen – default view**

4. If administration organisation override permission is granted, optionally click the *change organisation* button to assign the calendar definition to an organisation other than the administrators default organisation level for administration purposes.
5. Enter the following mandatory header information:
  - a. **Calendar ID** – a unique identifier for this calendar
  - b. **Description** – a logical description by which this calendar is to be known
6. If this calendar is to be the default calendar for the organisation check the ‘Default’ box. This will ensure that this calendar appears by default wherever a financial calendar selection is made. Only one calendar can be selected as the default. If a subsequent calendar is selected as the default any existing default calendar will be automatically deselected.
7. **Create Periods:**  
 In the ‘Add Periods for a Fiscal Year’ panel, generate the periods and define their duration by completing the following fields:
  - **Fiscal Year.** From the list box, select the fiscal year to be associated to the periods to be created. The fiscal year is provided as a label only.
  - **Start Date.** Select the first day of the first period from the date selector. The start date will always start at one minute past midnight.
  - **Period Duration.** Select one of three durations for each calendar period or select a bespoke definition:
    - **Weekly** – The system will generate periods of 7 day’s duration, starting from the selected start date.
    - **Monthly** – The system will generate monthly periods of mixed duration, depending upon the start date defined.
      - If the start date is defined as the 1<sup>st</sup> of a month, the system will create periods of calendar month duration. The first period will start on the date defined and end on the last day of that calendar month. Each subsequent period will start on the 1<sup>st</sup> of each calendar month and the end date will be the last day of each calendar month.
      - If the start date is defined as mid month, each period will start on the same day and always end on the previous day of the next month.
    - **Quarterly** – The system will generate three monthly quarters of mixed duration, depending upon the start date defined.
      - If the start date is defined as the 1<sup>st</sup> of a month, the system will create periods of three months duration. The first quarter will start on the date defined and will end on the last day of the third calendar month. Each subsequent quarter will start from the 1<sup>st</sup> of the next month and end on the last day of the third calendar month.
      - If the start date is as mid month, each quarter will start on the same day and always end on the previous day of the third month.











- **Other** – The system will generate bespoke periods of the duration defined. Select the number of days (up to 367) in the 'No. of days' selection box.
  - **Number of Periods** – Enter the number of periods to be generated. The number of periods available for selection is dependant upon the Period Duration selected:
    - **Weekly**: 1 to 53 periods can be selected
    - **Monthly**: 1 to 13 periods can be selected
    - **Quarterly**: 1 to 4 periods can be selected
    - **Other**: 1 to 367 periods can be selected
8. Click the *Add* button to generate the periods and populate the period table. All periods will be added with a status of 'NEW'.
    - a. Period numbers will be generated sequentially starting from 1
    - b. Period names will be generated in the format: "Period x FY", where x is the period number and 'FY' is the fiscal year. (e.g. 'Period 1 2012'; 'Period 2 2012')
  9. The following fields can be optionally edited before saving the calendar definition:
    - a. **Period Name** – Update the descriptions as required
    - b. **End Date** – Select an alternate date using the date selector. The end date cannot be prior to the start date and cannot overlap with any subsequent period. Dates will be validated upon selection and an error message will display when an invalid selection is made.
  10. To **reset** the calendar back to its original position and clear any changes to the period definitions click the *Reset Periods* button. Only NEW data will be reset.
  11. After periods have been generated it is possible to add additional periods to the end of the definition.
    - a. The start date will automatically display as the next day after the end date of the last period. This will be greyed out and cannot be edited.
    - b. To add additional periods click the Add button.
  12. The final period can be deleted by clicking the 'Delete' button in the Actions column. A message will be displayed to confirm the action: "You have chosen to delete this period. Continue?" Click "OK" to continue or "Cancel" to return without deletion.
  13. When all periods have been entered, the new calendar definition must be saved. Clicking the *Save* button will save the new calendar definition and redisplay the Financial Calendars screen. The system will undertake validation and only valid calendar definitions will be saved. An error will be displayed if:
    - a. Calendar ID is missing: "Calendar ID is required"
    - b. Description is missing: "Calendar description is required"
    - c. The Calendar ID is not unique: "Calendar ID already exists, please enter another one."
    - d. At least one period is not defined: "No period was specified. Please provide at least one period".
    - e. A Period name is missing: "Period name is required"

Following a successful save, a confirmation message will be displayed at the top of the Financial Calendars screen.

### 2.2.2 Editing a Financial Calendar

A Financial Calendar definition can be edited after being saved. Different editing permissions will be presented, depending upon whether the calendar is active or inactive: an inactive calendar can be either extended or deleted but an active calendar can only be extended.

**Financial Calendars**

| Calendar ID ↕  | Description ↕                         | Organisation ↕     | Status ↕ | Default ↕ | Actions   |
|----------------|---------------------------------------|--------------------|----------|-----------|---|
| Monthly_2012   | Monthly Calendar for FY2012 (Default) | Maidenhead College | Active   | ✓         |    |
| Monthly_2013   | Monthly Calendar for FY2013           | Maidenhead College | Active   |           |    |
| Quarterly_2012 | Quarterly Calendar for FY2012         | Maidenhead College | Inactive |           |     |


**Financial calendars screen**



The Financial calendars screen will list all of the calendars for which an administrator has permission, listing the calendar details, administration organisation assignment and status: all of which are sortable by clicking in the column header of the table. An Action column provides icons for accessing additional functionality (e.g. editing), which will vary depending upon the status of the calendar definition.

### Change the Default Calendar

A New or Inactive Calendar can be set as the organisation's default Calendar.

1.  In the *Financial Calendars* screen select the 'Edit' icon in the Actions column of the calendar definitions table for the calendar to be updated.
2. The *Edit Calendar* screen will open displaying the header information at the top of the screen and calendar period details below.
3. Select the *Default* box and then click *save*. A message will display: "A default calendar already exists for this organisation. Do you want to make this calendar the default instead? If so click "OK". If not, click "Cancel", then uncheck the default box and save."


The user will be required to confirm the change:

- a. Clicking 'OK' will confirm the action and change the default calendar: removing the default flag from the current default calendar and assigning the updated calendar as the new default. The Financial Calendars screen will redisplay and a confirmation message will appear to advise that the updates have been successful: "Calendar is updated successfully."
- b. Clicking 'Cancel' will close the pop up confirmation message and the default calendar will not be changed.


### To Delete a Financial Calendar

Only calendars that are not Active and in use can be deleted.

The first way to delete a calendar is from the **Financial Calendars** screen.


1.  In the *Financial Calendars* screen select the 'Delete' icon in the Actions column of the calendar definitions table for the calendar to be deleted.
2. A message will display: "You have chosen to delete this Calendar. Continue?" The user will be required to confirm the deletion:
  - a. Clicking 'OK' will confirm the action and delete the financial calendar. A confirmation message will appear to advise that the deletion has been successful: "Calendar is deleted successfully."
  - b. Clicking 'Cancel' will close the pop up confirmation message and the calendar will not be deleted.

A second way to delete a calendar is from the **Edit Calendar** screen.

1.  In the *Financial Calendars* screen select the 'Edit' icon in the Actions column of the calendar definitions table for the calendar to be deleted.
2. The *Edit Calendar* screen will open displaying the header information at the top of the screen and calendar period details below.
3. To permanently delete the Calendar Definition click the *Delete* button. A message will display: "You have chosen to delete this Calendar. Continue?" The user will be required to confirm the deletion:
  - a. Clicking 'OK' will confirm the action and delete the financial calendar. The Financial Calendars screen will redisplay and a confirmation message will appear to advise that the deletion has been successful: "Calendar is deleted successfully."
  - b. Clicking 'Cancel' will close the pop up confirmation message and the calendar will not be deleted.

### To Extend an Inactive Calendar:

An existing calendar can be extended by adding periods to the end of the definition: periods cannot be inserted into the top or middle of the definition.

1.  In the *Financial Calendars* screen select the 'Edit' icon in the Actions column of the calendar definitions table for the calendar to be updated.

- The *Edit Calendar* screen will open displaying the header information at the top of the screen and calendar period details below.
- In the 'Add Periods for a Fiscal Year' panel, define the periods to be added to the definition. Note that this section may be closed by default when the screen is opened: if so click in the bar to expand.

The following fields must be completed:


- Fiscal Year.** From the list box, select the fiscal year associated to the new period(s).
- Period Duration.** Select one of three durations for the new period(s) or select 'Other' and define a number of days.
- No of Periods.** Enter the number of additional periods to be added.

The Start Date will automatically display as the next day after the end date of the last period. This will be greyed out and cannot be edited.

- Click the *Add* button to generate the additional periods. All periods will be added to the end of the existing definition with a status of 'NEW'. Period numbers will be generated sequentially starting from the last period number used in the existing definition.
- In the period definition table the following fields can be edited:
  - Period Name** – Update the description
  - End Date** – Select an alternate date using the date selector. The end date cannot be prior to the start date and cannot overlap with any subsequent period. Dates will be validated upon selection and an error message will display when an invalid selection is made.
- When the periods have been extended, the calendar definition must be saved. Clicking the *Save* button will save the calendar and redisplay the Financial Calendars screen. The system will undertake validation and only valid calendar definitions will be saved. An error will be displayed if:
  - Description is missing: "Calendar description is required"
  - A Period name is missing: "Period name is required"

Following a successful save, a confirmation message will be displayed at the top of the Financial Calendars screen: "Calendar is updated successfully".

### To Extend an Active Calendar:

-  In the *Financial Calendars* screen select the 'Edit' icon in the Actions column of the calendar definitions table for the calendar to be updated.
- The *Edit Calendar* screen will open displaying the header information at the top of the screen (this is now non editable) and calendar period details below.
- In the **Add Periods for a Fiscal Year** panel, define the periods to be added to the definition. This panel may be collapsed upon opening. Click in the header bar to expand.



#### *Edit calendar screen add periods section*

Complete the following fields:

- Fiscal Year.** From the list box, select the fiscal year to be associated to the new period(s).
- Period Duration.** Select one of three durations for the new period(s) or select 'Other' and define a number of days.
- No of Periods.** Enter the number of additional periods to be added.

The Start Date will automatically display as the next day after the end date of the last period. This will be greyed out and cannot be edited.

- Click the *Add* button to generate the additional periods. All periods will be added to the end of the existing definition with a status of 'NEW'. Period numbers will be generated sequentially starting from the last period number used in the existing definition.
- In the period definition table only NEW periods can be edited:
  - Period Name** – Update the description







- b. **End Date** – Select an alternate date using the date selector. The end date cannot be prior to the start date and cannot overlap with any subsequent period. Dates will be validated upon selection and an error message will display when an invalid selection is made.
6. When the periods have been extended, the calendar definition must be saved. Clicking the *Save* button will save the calendar and redisplay the Financial Calendars screen.
- The system will undertake validation and only valid calendar definitions will be saved. An error will be displayed if:
- a. A Period name is missing: “Period name is required”

Following a successful save, a confirmation message will be displayed at the top of the Financial Calendars screen: “Calendar is updated successfully”.

### 2.2.3 Calendar Usage


In order to see exactly how each calendar is utilised, a *Usage* screen is available which displays a list of all the budgets that the financial calendar is assigned to. The screen is only available when the status of the calendar is ‘Active’. Inactive calendars are not assigned and therefore cannot have any usage.

▶ **Financial Calendars**

| Calendar ID ↕  | Description ↕                         | Organisation ↕     | Status ↕ | Default ↕ | Actions   |
|----------------|---------------------------------------|--------------------|----------|-----------|---|
| Monthly_2012   | Monthly Calendar for FY2012 (Default) | Maidenhead College | Active   | ✓         |     |
| Monthly_2013   | Monthly Calendar for FY2013           | Maidenhead College | Active   |           |     |
| Quarterly_2012 | Quarterly Calendar for FY2012         | Maidenhead College | Inactive |           |   |

*Financial calendars screen*

#### To display calendar usage:

1.  In the *Financial Calendars* screen select the ‘Usage’ option in the calendar definitions table.
2. The *Calendar Usage* screen will open, displaying budget information for all of the budgets that the selected calendar is associated.

▶ **Financial Calendar Usage**

| Type   | Name                | Description                |
|--------|---------------------|----------------------------|
| Budget | Northern Sales FY12 | Northern Region sales FY12 |
| Budget | Southern Sales FY12 | Southern Region Sales FY12 |

3. Click the *Cancel* button to return to the Financial Calendars screen

## 2.3 Budget Definitions

The **Budget Definition** is the object against which budgets are uploaded and maintained so that an organisation can undertake budgetary control.

The Budget Definition is first structured by a **Financial Tracking Method** and a **Financial Calendar** in order to create the accounting and period definitions against which budget lines can be determined.

Next, **Budget References and Policies** are set to provide default rules and guidelines and finally individually financial tracking segments are selected to define the **Budget Lines** structure.

When the Budget Definition is complete, a structure has been formed containing financial tracking codes and accounting periods against which budgetary values can be uploaded.

This section explains the process of creating a new budget definition, downloading a budget template, uploading budget data, editing the budget definition and activating and closing a budget.

### 2.3.1 Overview

The following summary business rules and definitions apply to all budgets and are provided as an overview:

- The system will automatically identify when a requisition is to be controlled by a budget. This is done when a line on a requisition is raised against a financial tracking code which is associated to a method that has at least one active budget associated to it.
- Not all financial tracking codes in a method will necessarily have a budget associated to them.
- A budget can only be associated to a single accounting method; however there is no restriction to the number of budgets that can be associated to an accounting method.
- A requisition can be charged to multiple budgets (an organisation policy is available to restrict this).
- Since it is therefore possible (but in reality unlikely) to find multiple budget lines associated to a requisition line, the system will filter the potential budget lines using a number of rules and a scoring mechanisms until it finds a unique or probable match.
- All parent-child relationships between segments of the accounting method will be used to validate budget assignments. A requisition line cannot be assigned to an invalid financial tracking code combination and therefore cannot be assigned to an invalid budget line.
- The **Budget Owner** is the person responsible for approving exceptions. A budget owner can be defined for each budget line and can be defaulted at header level.
- A **Constraint Policy** determines if requisitions are to be controlled by budgetary availability. The policy is mandatory and must be one of the following:
  - **Unrestricted** (default): budgetary control is effectively turned 'off' and requisitions will not require budgetary approval where exceptions are identified. The budget is possibly being used for reference and reporting purposes only.
  - **Constrained**: budgetary control is effectively turned 'on' and requisitions will require budgetary approval where exceptions are identified.
- When a requisition is submitted and budgetary approval is complete, the requisition amounts become '**Allocated**' against the budget line. For the current release of the Budget Checking module, approval is undertaken at the end of the purchase order approval plan.
- When a purchase order is transmitted to the supplier, the requisition line amounts change from being allocated to '**Committed**' against the budget line.
- Budget **Availability** is calculated by deducting all allocated and committed amounts from the budget amount. Any requisition line that falls outside of availability (i.e. is outside of budget) will be subject to exception approval.
- An **Availability Policy** determines how availability is calculated for each line of the budget. Availability is calculated in one of two ways:
  - **Period**: Calculates funds available to spend as: the current period budget amount less current period committed.
  - **Cumulative to Date** (default): Calculates funds that are available to spend as: the cumulative period budget amounts (from the start of the budget to the current period) less cumulative committed.
- An **Approval Policy** determines how a requisition is handled when an exception is identified (i.e. funds are not available). The policy is mandatory and must be one of the following:
  - **Automatically Refuse** (default): requisitions that have exceptions cannot be submitted and will be blocked from submission.

- **Manual Approval:** requisitions that have exceptions can be submitted (i.e. they are not blocked from submission) and will be placed into the approval process.

### 2.3.2 Creating a New Budget Definition

There are four steps in creating a new Budget Definition.

- **Define References**

The budget references consist of a unique **Budget ID** and **Description** and are the means by which the budget is located in the system. Both are mandatory.

- **Financial Tracking Method and Segment Usage**

The budget structure is formed by choosing a financial tracking method (which must be in existence prior to creating the budget definition) against which budgetary values will be loaded. It is not necessary to create separate budgetary financial tracking methods or business rule groups: existing financial tracking configuration can be used.

Note that the methods available for selection will be restricted by the administrator's organisational security permission.

After choosing the financial tracking method, the segments that are used to determine a budget line must be selected (not all segments need to be included). Budget amounts are entered against different account code combinations for these segments. When selected, the usage will be defined as:

- **Not Mapped (Default):** The segment is not used by the budget definition.
- **Line Level:** The segment is used at a line level. Account code values for this segment will be selectable when entering budget lines. Any number of line level selections can be made but there must be at least one selected.
- **Budget Level:** The segment is used at a default level. A single, fixed, value for this segment will be used for the budget and a default value must be selected. Any number of budget level selections can be made and selection is optional.

For example: if a budget is being created for all cost centres for the single account code, Office Supplies (i.e. we are creating the 'Office Supplies Budget'), then the account code segment will be set at 'Budget Level' and the account code for office supplies set as the default. The cost centre segment will be set at 'Line Level' so that a budget line can be entered for all (or multiple) cost centres.

- **Calendar**

A financial calendar must be selected to complete the budget structure, in order that budgetary accounting periods are defined for each budget line. A budget amount is entered for each period for each line. After choosing the calendar the budget Start Period and End Period must be selected.

Note that the calendars available for selection will be restricted by the administrator's organisational security permissions.

- **Define Budget Policies**

The budget policies operate in addition to the organisational settings (see 'Organisation and User Setup' above) and define the header level defaults for how budgetary control will operate. These policies can be overridden at line level.

- **Constraint Policy:** There are two choices:
  - **Unrestricted** (default): budgetary control is effectively turned 'off' and requisitions will not require budgetary approval where exceptions are identified. The budget is possibly being used for reference and reporting purposes only.
  - **Constrained:** budgetary control is effectively turned 'on' and requisitions will require budgetary approval where exceptions are identified.
- **Availability Policy:** There are two choices for calculating availability:
  - **Cumulative to Date** (default): Calculates funds that are available to spend as: the cumulative period budget amounts (from the start of the budget to the current period) less cumulative committed.
  - **Period:** Calculates funds available to spend as: the current period budget amount less current period committed.
- **Approval Policy:** There are two choices:
  - **Manual Approval:** requisitions that have exceptions can be submitted (i.e. they are not blocked from submission) and will be placed into the approval process.
  - **Automatically Refuse** (default): requisitions that have exceptions cannot be submitted and will be blocked from submission.

- **Budget Control Total:** A total budget amount that is used as a control total when entering budget line amounts.

**To create a new budget definition:**

1. Navigate to System Administration
2. Select the menu option: *Financial / Budgeting*

▶ **Budget List**

New Budget

| Budget ID ↕         | Version ↕ | Description ↕              | Calendar ID ↕ | F.T. Method ↕ | Status ↕ | Actions |
|---------------------|-----------|----------------------------|---------------|---------------|----------|---------|
| Northern Sales FY12 | 1         | Northern Region sales FY12 | Monthly_2012  | Maidenhead    | Active   |         |
| Southern Sales FY12 | 1         | Southern Region Sales FY12 | Monthly_2012  | Maidenhead    | Inactive |         |
| Southern Sales FY13 | 1         | Southern Region Sales FY13 | Monthly_2013  | Maidenhead    | New      |         |

**Budget list screen**

3. Click on the *New Budget* button

▶ **New Budget** •Mandatory Save Cancel

• Organisation: Maidenhead College [Change Organisation](#)

• Budget ID:

• Description:

Enter financial tracking, calendar and policy information, then save to enable budget download/upload.

Financial Tracking **Calendar** Policy Upload Lines

Select a financial tracking method, then select the segments for which budget values will be defined.

• Financial Tracking Method:

| Segment ID | Segment Name | Usage                                   | Value |
|------------|--------------|---|-------|
| MAID_CC    | Cost Centre  | <input type="text" value="Line Level"/> |       |
| MAID_AC    | Account Code | <input type="text" value="Line Level"/> |       |
| MAID_PRO   | Project Code | <input type="text" value="Not Mapped"/> |       |

•Mandatory Save Cancel

**New budget screen showing financial tracking tab**

4. Set **Budget References:**
  - a. **Budget ID** (Mandatory) - Enter a unique Budget Identifier.
  - b. **Budget Description** (Mandatory) – Enter text to briefly but accurately describe the budget.
5. If administration organisation override permission is granted, optionally click the organisation button to assign the budget definition to an organisation other than the administrators default organisation level for administration purposes.
6. In the **Financial Tracking** tab select a **Financial Tracking Method**. Select a method from the selection box.
7. In the **Financial Tracking** tab after selection of a method, select **Segments**. Define which segments are to be used for generating the budget lines by selecting a **Usage** from the list box:
  - a. **Not Mapped** (Default) – This segment is not used for this budget definition
  - b. **Line Level** – This segment is used for this budget definition: values for this segment will be selectable at line level for the entry of budget amounts. Selection of one line level segment is mandatory.

- c. **Budget Level** – This segment is used for this budget definition: a fixed value will be defined for every line in the budget. Selection is optional but any number of budget level segments can be defined.

After selecting this option a **Default Value** list box will display containing all of the account code values for this segment. One value must be selected to become the default value for this segment.

- 8. In the **Calendar** tab select a **Financial Calendar** from the selection box. Note that if a default calendar has been selected this will automatically display.

**New budget calendar tab**

- 9. In the **Calendar** tab after selection of a calendar, define the Start Period and End Period for the budget.

- 10. In the **Policy** tab select **Budget Policies**

**New budget policy tab**

The following policies must be set:

- a. **Constraint Policy** (Mandatory with Default) – Select either ‘Unrestricted’ or ‘Constrained’.
  - b. **Availability Policy** (Mandatory with default) – Select either ‘Cumulative to Date’ or ‘Period’.
  - c. **Approval Policy** (Mandatory with Default) – Select either ‘Automatically Refuse’ or ‘Manual Approval’.
  - d. **Budget Control Total** (Mandatory) - Enter the total value of the budget that is to be used as a control total during the entry of budget lines. Data entry is not prevented if the sum of the separate lines does not add up to this control total: it is used for reference only.
  - e. **Budget Owner** (Mandatory) – A user must be selected as the budget owner. Use the *User Lookup* button to search all active PECOS users. When selected, the user’s name will appear in the non editable display field. Undertaking a further search will replace any existing user.
- 11. Click the *Save* button to save the new budget definition.
  - 12. The system will validate that the definition has been accurately configured and any failure will result in an error message being displayed. Corrective action will be required before the definition can be saved. The following validations are undertaken:
    - a. Budget ID is completed.
    - b. Budget Description is completed.
    - c. A Budget Owner is selected.
    - d. At least one Segment is selected.
    - e. At least one Line Level segment has been selected.
    - f. A default value has been selected for any Budget Level segments.
    - g. The Budget Control total contains a number.



### 2.3.3 Budget Download

After a budget has been defined, a Budget Download option will be available in the main *Budget List* screen. The system will create a XLSX file containing all possible budget line combinations including all budget line values entered to date. The file contains two sheets:

- **Budget Header** containing the following information:
  - The version of PECOS for which the format relates.
  - The Date Generated
  - Budget Structure (accounting method and calendar)
  - Budget Reference details
  - Header level Budget Owner
  - Budget Segment definitions
  - Header level Availability Policy
- **Budget Lines** containing one budget line definition per row with the following column detail:
  - Line Reference
  - Account code values (for each segment defined)
  - Total amount for the line
  - Line level availability policy
  - Line level budget owner
  - Budget amount for each accounting period (for each period defined in the calendar)












There are two purposes for the download:

- a) To provide a listing of all entered budget line values in order to check data for accuracy.
- b) To provide a template that can be used for compiling and uploading budget data. The download is in exactly the same format required for the budget upload.


#### To download a budget file:

- a) Navigate to System Administration
- b) Select the menu option: *Financial / Budgeting*

**Budget List**

| Budget ID ↕         | Version ↕ | Description ↕              | Calendar ID ↕ | F.T. Method ↕ | Status ↕ | Actions   |
|---------------------|-----------|----------------------------|---------------|---------------|----------|---|
| Northern Sales FY12 | 1         | Northern Region sales FY12 | Monthly_2012  | Maidenhead    | Active   |      |
| Southern Sales FY12 | 1         | Southern Region Sales FY12 | Monthly_2012  | Maidenhead    | Inactive |     |
| Southern Sales FY13 | 1         | Southern Region Sales FY13 | Monthly_2013  | Maidenhead    | New      |     |

**Budget list screen**

- c)  In the Budget List screen select the *download* button in the budgets table Actions column
- d) Follow your browser's file download and security process and save the file to your chosen location.

### 2.3.4 Budget Upload

A budget upload is available for entering budget lines. A budget upload template is created from a budget download file (see Budget Download above). Using the downloaded file ensures that the correct format is used and provides a pre populated template to make budget entry as efficient as possible.

In order to upload budget data the budget must be created and be in an *Inactive* status. Active and Closed budgets are not available for upload.

The file must contain two sheets in the prescribed format containing the following detail:

- **Budget Header** containing the following information:
  - The version of PECOS for which the format relates.
  - Buying organisation's Organisation ID
  - Budget Reference details:
    - Budget ID












- Budget Name/Description
  - Budget Start Date (the date must be within the financial calendar periods)
  - Version (this is for reference purposes only)
  - Header level Budget Owner (the user's PECOS User ID)
  - Budget Structure:
    - Total Value (control total for information only)
    - Calendar Reference (the Calendar ID)
    - Accounting Method (the financial tracking method ID)
  - Budget Segment Definition:
    - Segment – Each row will contain the reference number (numerical in ascending order) of each segment contained in the financial tracking method
    - Name – Each row will contain the name of each segment in the financial tracking method.
    - Identifies – Each row will contain the usage of each segment:
      - Not Used
      - Line
      - Budget
    - Code – For any row identified as Budget, the default code
  - Default header level Availability Policy:
    - 'C' (Cumulative to Date) or
    - 'P' (Period)
- **Budget Lines** containing the following column detail. Each row containing one budget line definition.
  - Line Reference
    - Rows contain an alpha-numeric identifier
    - Generated by the file download and protected
  - Account Segment Name identified by the budget (one column for each segment defined)
    - Rows contain every account code number combination
    - Generated by the file download and protected
  - Total
    - Rows contain the total budget for the line (i.e. the sum for all the budget periods)
    - Generated by the file download and protected
  - Cumulative or Period – the line level availability policy
    - Row contains a 'P' (i.e. period) or 'C' (i.e. cumulative to date)
    - Generated by the file download and protected
  - Owner – the line level budget owner
    - Row optionally contains the name of the line owner
    - Generated by the file download and protected
  - Accounting Periods (one column for each period defined by the financial calendar)
    - Rows require entry of the budget for each period.
    - Numeric to 2 decimal places.
    - Can be left blank (assumed as zero)

A file can be uploaded directly from the Budget List or in the Upload tab of the Edit Budget screen.

**To upload a budget file**



- a) Navigate to System Administration
- b) Select the menu option: *Financial / Budgeting*

**Budget List**

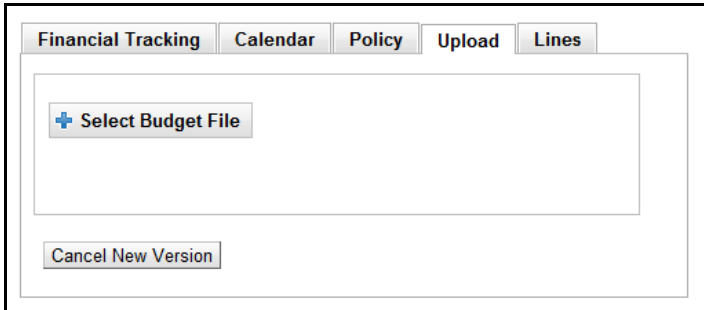
| Budget ID           | Version | Description                | Calendar ID  | F.T. Method | Status   | Actions   |
|---------------------|---------|----------------------------|--------------|-------------|----------|---|
| Northern Sales FY12 | 1       | Northern Region sales FY12 | Monthly_2012 | Maidenhead  | Active   |      |
| Southern Sales FY12 | 1       | Southern Region Sales FY12 | Monthly_2012 | Maidenhead  | Inactive |     |
| Southern Sales FY13 | 1       | Southern Region Sales FY13 | Monthly_2013 | Maidenhead  | New      |     |

**Budget list screen**

c) File Upload can be commenced in one of two ways:

- a.  In the *Budget List* screen select the *upload* button in the budgets table Actions column. The system will automatically navigate to the Upload tab in the Edit Budget screen.
- b.  In the *Budget List* screen select the *edit* button in the budgets table Actions column. Select the Upload tab in the *Edit Budget* screen.

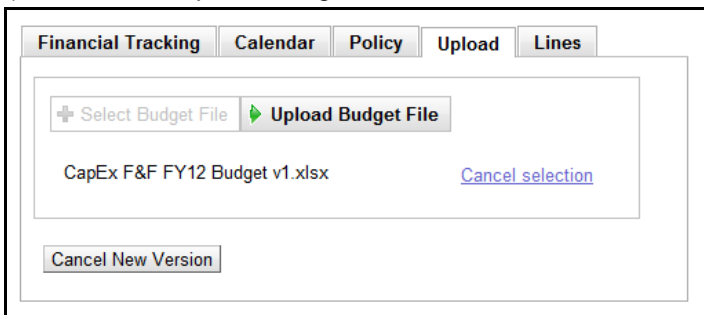
d) Select the *Select Budget File* button.



**Edit budget – upload tab awaiting budget selection**

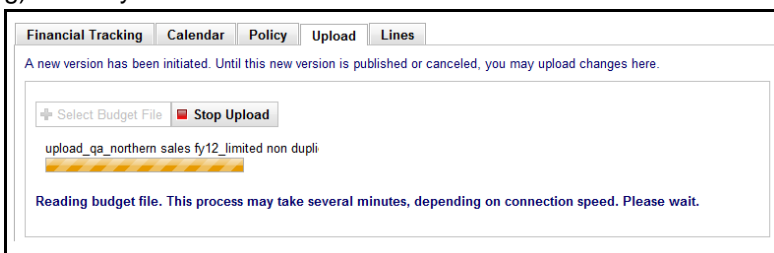
e) Using the browser's standard file selector, search and select the spreadsheet for upload. (The spreadsheet must be in XLSX format)

f) Select the *Upload Budget File* button



**Edit budget – upload tab awaiting budget upload**

g) The system will validate the file for format and content.



**Upload progress indicator**

h) If the file passes validation:

- a. A message will display: "Validation succeeded. File has been uploaded and may be published as a new version." A message will be displayed at the top of the screen: "Uploaded budget file has been validated and saved."
- b. The status of the budget will change to 'Inactive'
- c. The budget header definitions will become non editable
- d. A status control panel will display

### 2.3.5 Error Report

If the upload file fails validation, the system will present an error message: "Validation failed. File has not been uploaded. See error report for details. Error Report". Click the Error Report link to open or save the error file.

|    | A  | B           | C              | D            | E     | F                      |
|----|--|-------------|----------------|--------------|-------|------------------------|
| 1  | Error(s) for /budget_files/budget_4971328690371574663.xlsx |             |                |              |       |                        |
| 2  |  |             |                |              |       |                        |
| 3  | Error Sheet  | Line Number | Field Name     | Column Index | Value | Description            |
| 4  | Lines  | 3           | Line Reference | 0            | S100  | DUPLICATE ACCT MAPPING |
| 5  | Lines  | 25          | Line Reference | 0            | 1100  | DUPLICATE ACCT MAPPING |
| 6  | Lines  | 49          | Line Reference | 0            | 1101  | DUPLICATE ACCT MAPPING |
| 7  | Lines  | 51          | Line Reference | 0            | S300  | DUPLICATE ACCT MAPPING |
| 8  | Lines  | 73          | Line Reference | 0            | 1102  | DUPLICATE ACCT MAPPING |
| 9  | Lines  | 82          | Line Reference | 0            | S400  | DUPLICATE ACCT MAPPING |
| 10 | Lines  | 90          | Line Reference | 0            | S400  | DUPLICATE ACCT MAPPING |
| 11 |  |             |                |              |       |                        |

#### Upload error report extract

The error report will contain details of the validation failures, referencing the sheet (header or lines), the line number, field description, field value and a description of the failure.

### 2.3.6 Upload Validation

The following validation messages may be displayed during budget upload.

#### File Upload Messages

- *The version in uploaded Budget is out of date* – Lines have been added or removed in a subsequent file which may result in errors.
- *The uploaded file is not a valid budget spreadsheet file* – The spreadsheet being uploaded is incorrect. Stop and select the correctly formatted file.
- *An unexpected error occurred uploading the file* – the system has detected an unexpected error during upload. Please check the upload file and retry and if the problem persists, contact support.
- *Layout Version not supported* – the spreadsheet is for an old version of the budget module that is no longer valid. It may be necessary to create a new download in the current budget format.
- *Version in uploaded file is not a valid number* – the budget version in the header is not valid. Check the file and the current budget version are in sequence.
- *Version in uploaded file is greater than latest version* - the budget version in the header is not valid because it is greater than the version of the budget selected for upload. Check to see that the correct file is being uploaded.
- *Budget Reference in uploaded file doesn't match current budget* - the budget version in the header is not valid because it is different to the version of the budget selected for upload. Check to see that the correct file is being uploaded.

#### Upload Validation Descriptions

- *MANDATORY FIELD MISSING* = This column is required.
- *ILLEGAL ENUMERATED VALUE* = The column does not contain one of the legal values.
- *NON NUMERIC VALUE* = This column can only contain numbers.
- *INVALID DATE VALUE* = This column can only contain dates.
- *FIELD TOO LONG* = The value in this column is too long.
- *FIELD TOO SHORT* = The value in this column does not contain the minimum number of characters.
- *ILLEGAL DATA TYPE* = The data type does not match the column.
- *NULL NOT PERMITTED* = This column cannot be omitted.
- *ORG MISMATCH* = The organisation in the budget header does not match the organisation assignment of the budget.
- *BUDGETKEY MISMATCH* = The unique reference in the budget header does not match the key of the budget.
- *INVALID VERSION* = The version in the budget header does not match the version of the budget.
- *INVALID TOTAL VALUE* = The total value field (control total) in the budget header is invalid.

- *CALENDAR MISMATCH* = The calendar reference in the budget header does not match the calendar associated to the budget.
- *ACCOUNTING METHOD MISMATCH* = The accounting method in the budget header does not match the accounting method of the budget.
- *INVALID SEGMENT SEQUENCE NO* = One or more segment number in the budget header is invalid for the accounting method.
- *SEGMENT SEQUENCE MISMATCH* = The segments in the budget header are in the incorrect sequence for the accounting method used in the budget.
- *SEGMENT NAME MISMATCH* = One or more of the segment names in the budget header are invalid for the accounting method used in the budget.
- *SEGMENT IDENTIFIERS MISMATCH* = One or more of the segment identifiers in the budget header are invalid for the segments used in the budget.
- *SEGMENT CODE MISMATCH* = One or more of the segment codes in the budget header are invalid for the segment identified in the budget.
- *INVALID AVAILABILITY POLICY* = The availability policy in the header is invalid (must be Cumulative or Period).
- *INVALID CONSTRAINT POLICY* = The constraint policy in the header is invalid (must be Unrestricted or Constrained).
- *INVALID EXCEPTION POLICY* = The exception policy in the header is invalid (must be Automatic Refusal or Manual Approval).
- *INVALID LINE OWNER* = The user ID entered as the line owner for the line indicated is invalid for this budget.
- *DUPLICATE ACCT MAPPING* = This account code appears in another active budget for the same financial tracking method.

### 2.3.7 Budgets Statuses

Once a budget has been created it will appear in a budgets table in the main Budget List screen where additional processing and all administration tasks can be undertaken. Budgets can be sorted for ease of discovery.

When a new budget is first created (i.e. a new definition is created) it is added with a status of 'New'. A budget can have the following statuses:

- New.** A budget definition is newly created but no budget data has been uploaded.
- Inactive.** A budget has been uploaded but is not live and can be edited.
- Active.** A budget is live (i.e. it is in use), no more uploads are allowed and editing is limited.
- Superseded.** This is an old active version of a budget that has been replaced.
- Expired.** The current date is greater than the final period defined by the budget.
- Closed.** A budget has been removed from use or replaced by an updated version.

The following table summarises allowed changes in status and the editing conditions that are allowed.

| From     | To         | Edit    | Conditions  |
|----------|------------|---------|---|
| New      | Inactive   | Yes     | Automatic: a budget file is uploaded                  |
| Inactive | Active     | Yes     | Manually selected                                     |
| Active   | Closed     | Limited | Manually selected                                     |
| Active   | Superseded | Limited | Automatic: when the new inactive version is activated |
| Active   | Expired    | No      | Automatic: when a budget reaches its end date         |
| Closed   | Active     | No      | Manually selected: the previous version was active    |

Lock-out rules exist to ensure that two administrators cannot independently edit a budget definition at the same time (e.g. change status or duplicate a new inactive version of the budget).

### 2.3.8 Edit Budget Definitions

#### New Budgets

A 'New' budget is a complete and saved budget definition that has not yet had any line data uploaded or created. There can only be one 'New' budget definition which will always be version 1.

New budgets can be edited at any time and can also be deleted. They are **fully editable** for references, policies, calendars and financial tracking code method and segments. Uploads are permitted. Since no upload has been initiated and the budget has not yet been placed in an active state (and is therefore not live) there are no lines created and no transactions linked to it that would prevent changes being made.

#### Inactive Budgets

A 'New' budget is automatically made 'Inactive' after data is uploaded and budget lines are created. An 'Inactive' budget is available to be placed in an 'Active' state. There can only be one 'Inactive' budget which until made 'Active' will be version 1, otherwise the version number will always be one greater than the current 'Active' version.

Editing permissions are restricted to the following tasks:

- **Activate** – An inactive budget can be activated. If a previous version of the budget is active it will be automatically closed and replaced.
- **Delete** – Inactive budgets can be deleted.
- **Download** – A budget file can be downloaded.
- **Policies** – Where alternate policies are available, they can be changed using the selection boxes.
- **Budget Control Total** – the control total can be updated.
- **Budget Owner** – the budget owner can be changed using the *user lookup* button.
- **Status** - An active budget can only be closed during editing. It is not possible to place an active budget back into an inactive state because once it has been live there will be transactions associated to it that prevent changes being made.
- **Upload** – Uploading a new budget file will automatically append (i.e. add or update) existing budget data. Lines will not be deleted or removed.
  - **New lines.** When new budget lines are included in the upload (i.e. lines that have not yet been defined for the budget) they will be added to the budget definition. All existing lines will remain unchanged.
  - **Existing lines.** When existing budget lines are included in the upload (i.e. lines that have already been defined for the budget) they will be replaced in the budget definition. All existing lines will remain unchanged.

#### Active Budgets


A budget is manually made 'Active' when budgetary control is required to commence. There can only be one 'Active' version of a budget.

'Active' budgets allow editing but permission is limited. Since the budget is in a live state, there will be transactions linked to it that prevent changes being made to budget lines.

Editing permissions are limited to the following fields:

- **Policies** – Where alternate policies are available, they can be changed using the selection boxes.
- **Status** - An active budget can only be closed during editing. It is not possible to place an active budget back into an inactive state because once it has been live there will be transactions associated to it that prevent changes being made.
- **Upload** – Uploading a new budget file will automatically create a new (inactive) version of the budget. Only one new inactive version is allowed. (See 'Create New Versions' below.)

### To edit a budget:

- a) Navigate to System Administration
- b) Select the menu option: *Financial / Budgeting*
- c)  In the *Budget List* screen select the *edit* button in the Actions column of the budgets table for the required budget.
- d) Undertake changes
- e) Click 'Save'.

### 2.3.9 Activate Budgets


An inactive budget can be activated and made 'Live', thereby automatically becoming available to requisition users through their financial tracking code permissions.

- An Inactive budget can be made Active
- A Closed budget can be made Active

There is no limit to the number of separate budgets that can be active at any time, although the more budgets that any one user has access to will lessen the probability that a requisition line is assigned to the most appropriate budget line. PECOS employs an algorithmic set of rules to ensure lines are most appropriately matched.

If a new version of a budget is activated, it will automatically replace the previous active version which will become 'Superseded'.


### To activate an inactive budget:

- a) Navigate to System Administration
- b) Select the menu option: *Financial / Budgeting*
- c)  In the Budgets screen select the *edit* button in the Actions column of the budgets table for the required budget. The status of the budget will be 'Inactive'.
- d) In the *Edit Budget* screen select the 'Active' radio button in the Status Control section

Status Control:  Inactive  Active  Close

- e) Click Save  
The system will present a confirmation message for the change of status: "Changing the status of this budget version to Active will replace and close any previous version. Click OK to confirm or Cancel to return"
- f) Click 'OK' to confirm the change
- g) A confirmation message will display at the top of the screen: "Budget version 'x' is updated successfully."

### To activate a closed budget

- a) Navigate to System Administration
- b) Select the menu option: *Financial / Budgeting*
- c)  In the Budgets screen select the *edit* button in the Actions column of the budgets table for the required budget. The status of the budget will be 'Closed'.
- d) In the *Edit Budget* screen select the 'Active' radio button in the Status Control section

Status Control:  Inactive  Active  Close

- e) Click Save  
The system will present a confirmation message for the change of status: "Changing the status of this budget version to Active will replace and close any previous version. Click OK to confirm or Cancel to return"
- f) Click 'OK' to confirm the change



- g) A confirmation message will display at the top of the screen: "Budget version 'x' is updated successfully."


### 2.3.10 Close Budgets

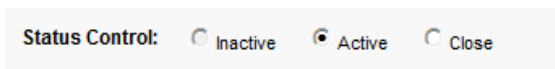
An Active budget can be manually closed at any time. Closing an Active budget will automatically remove it from use for all requisition users.

- An Active budget can be Closed

A Closed budget can be reopened back to its previous state.


#### To close a budget:

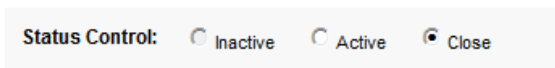
- Navigate to System Administration
- Select the menu option: *Financial / Budgeting*
-  In the *Budget List* screen select the *edit* button in the Actions column of the budgets table for the required budget. The status of the budget will be 'Active'.
- In the *Edit Budget* screen select the 'Close' radio button in the Status Control section



- Click Save  
The system will present a confirmation message for the change of status: "You have chosen to close this budget version. Click OK to confirm or Cancel to return"
- Click 'OK' to confirm the change
- A confirmation message will display at the top of the screen: "Budget version 'x' is updated successfully."

#### To reopen a closed budget:

- Navigate to System Administration
- Select the menu option: *Financial / Budgeting*
-  In the *Budget List* screen select the *edit* button in the Actions column of the budgets table for the required budget. The status of the budget will be 'Closed'.
- In the *Edit Budget* screen select the 'Active' radio button in the Status Control section



- Click Save  
The system will present a confirmation message for the change of status: "Changing the status of this budget version to Active will replace and close any previous version. Click OK to confirm or Cancel to return".
- Click 'OK' to confirm the change
- A confirmation message will display at the top of the screen: "Budget version 'x' is updated successfully."

### 2.3.11 Create a New Version


Budget versions are automatically controlled by the system and are numerically assigned in ascending whole number sequence starting from one. A version number (1) is first assigned when the budget definition is originally created.

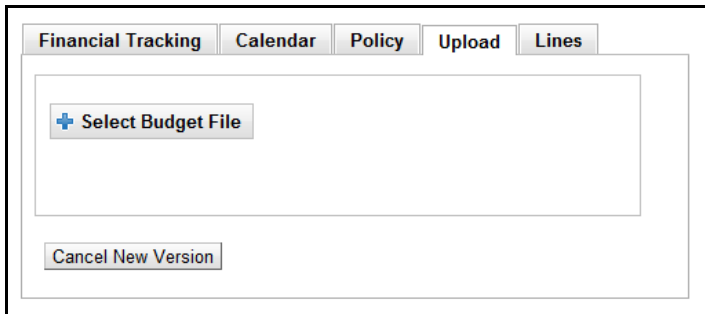
1. A new version is created by undertaking an upload within the active budget.
2. The new version is created in an Inactive state.
3. The new inactive version is manually activated when it is required to become live.
4. The existing active version is automatically replaced and placed in a superseded state.

When uploading budget data it should be remembered that only changes to the current and future periods will be made active: prior periods cannot be changed due to the historic data associated to prior periods.

A budget can only have one active (live) version (which is not editable); one inactive version (which is editable) and potentially many superseded versions. The creation of a new version will not therefore be possible if there is an inactive version of a budget already created.

**To create a new version:**

- a) Navigate to System Administration
- b) Select the menu option: *Financial / Budgeting*
- c)  In the *Budget List* screen select the *edit* button in the Actions column of the budgets table for the required budget. The status of the budget should be 'Active'.
- d) In the *Edit Budget* screen select the *Upload* tab
- e) Select the *Select Budget File* button.



*Edit budget – upload tab awaiting budget selection*

- f) Using the browser's standard file selector, search and select the updated spreadsheet for upload. (The spreadsheet must be in XLSX format)
- g) Select the *Upload Budget File* button
- h) The system will validate the file for format and content.
- i) If the file passes validation:
  - a. A message will display: "Validation succeeded. File has been uploaded and may be published as a new version." A message will be displayed at the top of the screen: "Uploaded budget file has been validated and saved."
  - b. A new 'Inactive' version of the budget will be created.
- j) Click 'Cancel' to return to the *Budget List* screen.

## 2.4 Workflow Approval

### 2.4.1 Approval Plans

Budgetary approval is provided through the Order Request Approval and Change Order Approval Plans: budgetary approval is not undertaken as part of the requisition approval process to ensure that editing cannot take place within the order request, post approval.

### 2.4.2 Activity Action

Budget approval is undertaken as a standard 'Request Approval' activity action. The approval steps should always be placed at the end of the approval plan as the last steps, to avoid the possibility of an order being edited after budgetary approval has been completed.

eMail and audit trail messages are configured in the normal way and a budgetary approval step can optionally be escalated in the normal way.

### 2.4.3 Approval Role

A fixed role called 'Budget Line Owner' is provided and must be assigned as the owner of all budget approval tasks. The user who is assigned as the **Budget Owner** for each budget line will automatically fill the role of budget approver. The budget owners are defined at the time of budget creation and therefore it is not necessary to define any user to this role within approval rule groups.

Each order request will be sent to all users who are identified as budget owners and will not be released for purchase order creation and transmission until all budget owners have completed their approval activity.

#### 2.4.4 Approval Criteria

The following approval criteria are available in Purchase Order and Change Order Approval plans for undertaking budget approval:

- Order: Budget Status – determines if the line is within budget or outside of budget and if budget approval is required.
  - If 'Budget Status = Budget Approval Required' then the order will be sent for approval only if a line is over budget and requires approval
  - If 'Budget Status != Budget Approval Required' then the order will be sent for approval irrespective of a line being over budget (i.e. always approve if under budgetary control)
- Line: Budget Owner – allows approval to be determined based on the budget owner for a line
- Line: Amount over cumulative available funds – allows approval requirement to be restricted or determined by a specific amount exceeding the cumulative to date availability for a line.
- Line: Amount over period available funds - allows approval requirement to be restricted or determined by a specific amount exceeding the current period availability for a line.
- Line: Percentage over cumulative available funds - allows approval requirement to be restricted or determined by a specific percentage exceeding the cumulative to date availability for a line.
- Line: Percentage over period available funds - allows approval requirement to be restricted or determined by a specific percentage exceeding the current period availability for a line.

### 3 Procurement

When under budgetary control a requisitioner is able to view the period and cumulative to date availability details. Budget information is displayed in three budget detail screens at requisition, order and line level.

There are various ways that a requisitioner may wish to view their purchases for budget availability. Below are scenarios describing the possible requirements:

1. **Aggregate Requisition View.** An IT engineer needs to purchase hardware and software from a number of suppliers to build a new computer sub system. It is crucial that all the items on the requisition are ordered and delivered at the same time. The IT engineer needs to look at an aggregated view to ensure that all items from all suppliers are within budget.
2. **Supplier View.** A highways department supervisor is creating a requisition for maintenance consumables and sub contract repair work. Most items are non urgent with the exception of orders to be placed with two sub contractors. Before submitting the requisition, the supervisor needs to confirm that these urgent orders going to two suppliers are within budget and will not be held up by budget approval.
3. **Item View.** A senior nurse is placing a restocking order for their ward. Other than one item that is out of stock that has to be ordered without fail, all other items are non urgent. Understanding current NHS purchasing constraints, the nurse needs to check that the out of stock item is within budget and possibly reduce the order quantity or remove other items from the order to ensure it is not held up by exceeding budget.

#### 3.1 Requisitioning Process

A budget is associated to a financial tracking method. Combinations of financial tracking codes, for selected segments, form budget lines against which budgetary amounts are loaded. A user in PECOS will automatically come under budgetary control when one or more active budget is in existence against the financial tracking codes that the user has permission to use.

It is possible that a requisitioner will have access to multiple budgets within their organisation. More than one budget can be associated with a single financial tracking method and users can have access to more than one financial tracking method.

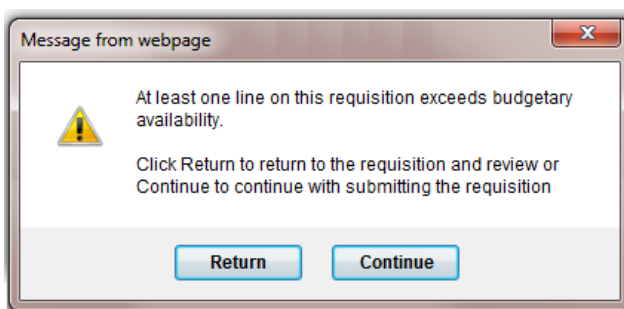
A requisitioner does not manually select the budget against which a requisition line is charged. PECOS employs an algorithmic set of rules to ensure that lines are most appropriately matched.

##### 3.1.1 Availability

PECOS dynamically calculates budget availability as soon as lines are added to a requisition or changes are made to financial tracking codes for existing lines and the system will allocate the budgetary funds that it needs.

The availability calculation does NOT include the current requisition. A requisition will only be included as a commitment that is deducted from future budgetary availability when it has been approved and transmitted as a purchase order.

When the budgetary policy is set to allow over budget requisitions to be submitted for manual approval and the 'submit' button is clicked, a warning message will display when any line on the requisition is over budget. The over budget calculation will be determined by the availability policy of the line (i.e. period or cumulative to date).



- **Return:** clicking return will close the warning message and redisplay the requisition screen. The requisition will not be submitted.
- **Continue:** clicking continue will close the warning message and proceed with the requisition submittal process. The Requisition Submitted screen will display.

### 3.1.2 Requisition Form

When a requisition is under budgetary control, **budget icons** will indicate to the user through colour coding, when there are availability problems and therefore a potential requisition submission hazard. Buyers and approvers are therefore able to drill into the appropriate budget detail screen and make informed procurement decisions based on budgetary availability.

| Requisition   |            |                      |              |                    |               |                   |                                 |            |                 |        |  |  |
|---|------------|----------------------|--------------|--------------------|---------------|-------------------|---------------------------------|------------|-----------------|--------|--|--|
| submit  |            | add non-catalog item |              | quick save         |               | save as recurring |                                 | req review |                 | search |  |  |
| Requisition Shipping and Billing                      |            |                      |              |                    |               |                   | Requisition Totals (USD):       |            | Net: \$4,229.76 |        |  |  |
| Qty.  | Item No.   | Mfr No.              | Manufacturer | Supplier           | Unit Price    | Ext price         |                                 | Actions    |                 |        |  |  |
| Order Shipping and Billing                            |            |                      |              |                    |               |                   | Computer World Inc Total (USD): |            | Net: \$3,549.82 |        |  |  |
| 2   | CC12366    |                      | Sony         | Computer World Inc | \$670.00/EA   | \$1,340.00        |                                 |            |                 |        |  |  |
| Notebook Computer X585                                |            |                      |              |                    |               |                   |                                 |            |                 |        |  |  |
| 1   | CC12373    |                      | IBM          | Computer World Inc | \$987.00/EA   | \$987.00          |                                 |            |                 |        |  |  |
| Laptop Thinkpad T Series                              |            |                      |              |                    |               |                   |                                 |            |                 |        |  |  |
| 1   | CC12374    |                      | IBM          | Computer World Inc | \$1,208.00/EA | \$1,208.00        |                                 |            |                 |        |  |  |
| Laptop Thinkpad X Series                              |            |                      |              |                    |               |                   |                                 |            |                 |        |  |  |
| 3   | CC92842343 |                      | Avery        | Computer World Inc | \$4.94/EA     | \$14.82           |                                 |            |                 |        |  |  |
| avery a4 inkjet glossy photo paper 200gsm - 25 sheets |            |                      |              |                    |               |                   |                                 |            |                 |        |  |  |
| Order Shipping and Billing                            |            |                      |              |                    |               |                   | Stationery Company Total (USD): |            | Net: \$256.44   |        |  |  |
| 1   | 3334082    |                      | Canon        | Stationery Company | \$146.61/EA   | \$146.61          |                                 |            |                 |        |  |  |
| CANON POWERSHOT A540 DIGITAL CAMERA                   |            |                      |              |                    |               |                   |                                 |            |                 |        |  |  |
| 1   | 3338996    |                      | Brother      | Stationery Company | \$108.23/EA   | \$108.23          |                                 |            |                 |        |  |  |
| BROTHER DCP 130C FAX MACHINE                          |            |                      |              |                    |               |                   |                                 |            |                 |        |  |  |
| 5   | 701569     |                      | Economy Bran | Stationery Company | \$0.32/EA     | \$1.60            |                                 |            |                 |        |  |  |
| PAPER CLIPS SMALL PLAIN 22MM - BOX OF 200             |            |                      |              |                    |               |                   |                                 |            |                 |        |  |  |
| Order Shipping and Billing                            |            |                      |              |                    |               |                   | Van Hire Total (USD):           |            | Net: \$423.50   |        |  |  |
| 25  | AC A3 Ins  |                      |              | Van Hire           | \$4.50/EA     | \$112.50          |                                 |            |                 |        |  |  |
| Group A3 Insurance                                    |            |                      |              |                    |               |                   |                                 |            |                 |        |  |  |
| 25  | AC A2 7-27 |                      |              | Van Hire           | \$12.44/EA    | \$311.00          |                                 |            |                 |        |  |  |
| Small Van 1900cc 7-27 Days Rental (Price Per Day)     |            |                      |              |                    |               |                   |                                 |            |                 |        |  |  |

#### Requisition under budgetary control

The budget icons are presented as traffic lights and appear at the requisition, order and line levels. Listed here are the colours and their meaning:

- Green = OK. There are no availability or constraint approval issues.
  - The budget constraint policy is unrestricted
  - The budget constraint policy is restricted but funds are fully available
  - The requisition will be submitted.
- Amber = Caution. There are availability or constraint issues present.
  - The budget constraint policy is restricted and funds for at least one line is not available
  - The budget constraint policy is restricted, the exception approval policy is manually approve and funds for at least one line is not available
  - The requisition will be submitted for approval.
- Red = Stop. There is an illegal policy condition present.
  - The budget policy is restricted, the exception approval policy is automatically refuse and funds for at least one line is not available
  - The requisition will not be submitted.

Any line that does not have a budget icon appearing next to it, is charged to a financial tracking code line that is not under budgetary control. Although these lines are not restricted, other lines on the same order request may require them to be submitted into the budget approval process.

### 3.2 Requisition Budget Detail

The Requisition Budget Detail screen is opened by selecting the budgeting icon in the requisition header.

Individual lines can be expanded by clicking on the '+' icon at line level. Alternatively all lines can be expanded at the same time by selecting the 'expand lines' button at the top of the page. The expanded view is the default.

Individual lines can be collapsed after expansion by clicking the '-' icon at line level. Alternatively all lines can be collapsed at the same time by selecting the 'collapse lines' button at the top of the page.

Amounts shown bracketed in red are over budget availability and will affect the requisition status for budgetary approval purposes.

**Requisition Budget Detail**

back expand lines collapse lines

Any proposed spend that exceeds budget is displayed in red. Click + to display line details.

| Detail   | Budget Line        | Proposed Spend | Period 1 Availability                             | Period 1 Net | CTD Availability | CTD Net      |         |            |
|----------|--------------------|----------------|---|--------------|------------------|--------------|---------|------------|
|          | 300 - 9011 - A00   | \$4,020.00     | \$2,812.76  | (\$1,207.24) | \$2,812.76       | (\$1,207.24) |         |            |
| Line No. | Supplier           | Item No.       | Item Description                                  | Qty.         | Unit Price       | Ext. Price   | Split % | Spend      |
| 1        | Computer World Inc | CC12366        | Notebook Computer X585                            | 4            | \$670.00         | \$2,680.00   | 50      | \$1,340.00 |
| 2        | Computer World Inc | CC12373        | Laptop Thinkpad T Series                          | 2            | \$987.00         | \$1,974.00   | 100     | \$1,974.00 |
| 3        | Computer World Inc | CC12374        | Laptop Thinkpad X Series                          | 11           | \$1,208.00       | \$13,288.00  | 40      | \$5,315.20 |
|          | 320 - 9011 - A00   | \$2,680.00     | \$2,991.93  | \$311.93     | \$2,991.93       | \$311.93     |         |            |
| Line No. | Supplier           | Item No.       | Item Description                                  | Qty.         | Unit Price       | Ext. Price   | Split % | Spend      |
| 1        | Computer World Inc | CC12366        | Notebook Computer X585                            | 4            | \$670.00         | \$2,680.00   | 50      | \$1,340.00 |
| 3        | Computer World Inc | CC12374        | Laptop Thinkpad X Series                          | 11           | \$1,208.00       | \$13,288.00  | 40      | \$5,315.20 |
|          | 330 - 9011 - A00   | \$1,993.20     | \$2,891.77  | \$898.57     | \$2,891.77       | \$898.57     |         |            |
| Line No. | Supplier           | Item No.       | Item Description                                  | Qty.         | Unit Price       | Ext. Price   | Split % | Spend      |
| 3        | Computer World Inc | CC12374        | Laptop Thinkpad X Series                          | 11           | \$1,208.00       | \$13,288.00  | 15      | \$1,993.20 |
|          | 330 - 9011 - IT1   | \$664.40       | \$2,891.77  | \$2,227.37   | \$2,891.77       | \$2,227.37   |         |            |
| Line No. | Supplier           | Item No.       | Item Description                                  | Qty.         | Unit Price       | Ext. Price   | Split % | Spend      |
| 3        | Computer World Inc | CC12374        | Laptop Thinkpad X Series                          | 11           | \$1,208.00       | \$13,288.00  | 5       | \$664.40   |
|          | 300 - 9010 - A00   | \$293.22       | (\$1,797.34)                                      | (\$2,090.56) | (\$1,797.34)     | (\$2,090.56) |         |            |
| Line No. | Supplier           | Item No.       | Item Description                                  | Qty.         | Unit Price       | Ext. Price   | Split % | Spend      |
| 4        | Stationery Company | 3334082        | CANON POWERSHOT A540 DIGITAL CAMERA               | 1            | \$146.61         | \$146.61     | 100     | \$146.61   |
| 5        | Stationery Company | 3338996        | BROTHER DCP 130C FAX MACHINE                      | 1            | \$108.23         | \$108.23     | 100     | \$108.23   |
|          | 333 - 9010 - A00   | \$225.00       | \$1,000.00  | \$775.00     | \$1,000.00       | \$775.00     |         |            |
| Line No. | Supplier           | Item No.       | Item Description                                  | Qty.         | Unit Price       | Ext. Price   | Split % | Spend      |
| 6        | Van Hire           | AC A3 Ins      | Group A3 Insurance                                | 25           | \$4.50           | \$112.50     | 100     | \$112.50   |
| 7        | Van Hire           | AC A2 7-27     | Small Van 1900cc 7-27 Days Rental (Price Per Day) | 25           | \$12.44          | \$311.00     | 100     | \$311.00   |

#### Requisition budget detail screen – expanded view

An **expanded view** displays additional item level detail for each budget line:

1. Line Number – the requisition line id
2. Supplier – the name of the supplier of the items charged to this budget line
3. Item Number – each separate item assigned a value for the budget code will appear on a separate row.
4. Item Description – the description of each item
5. Quantity – the quantity of the item
6. Unit Price – the unit price of the item
7. Extended Price – the full extended price for the item as displayed on the requisition (i.e. quantity x unit price)
8. Split % - the percentage financial tracking split used to calculate the amount charged to this budget code
9. Spend – the actual amount to be charged to this budget code for this item (i.e. extended price x split %).

**Requisition Budget Detail**

back expand lines collapse lines

Any proposed spend that exceeds budget is displayed in red. Click + to display line details.

| Detail | Budget Line      | Proposed Spend | Period 1 Availability | Period 1 Net | CTD Availability | CTD Net      |
|--------|------------------|----------------|-----------------------|--------------|------------------|--------------|
| +      | 300 - 9011 - A00 | \$4,020.00     | \$2,812.76            | (\$1,207.24) | \$2,812.76       | (\$1,207.24) |
| +      | 320 - 9011 - A00 | \$2,680.00     | \$2,991.93            | \$311.93     | \$2,991.93       | \$311.93     |
| +      | 330 - 9011 - A00 | \$1,993.20     | \$2,891.77            | \$898.57     | \$2,891.77       | \$898.57     |
| +      | 330 - 9011 - IT1 | \$664.40       | \$2,891.77            | \$2,227.37   | \$2,891.77       | \$2,227.37   |
| +      | 300 - 9010 - A00 | \$293.22       | (\$1,797.34)          | (\$2,090.56) | (\$1,797.34)     | (\$2,090.56) |
| +      | 333 - 9010 - A00 | \$225.00       | \$1,000.00            | \$775.00     | \$1,000.00       | \$775.00     |

**Requisition budget detail screen – collapsed view**

A **collapsed view** presents the user with a summary for all budget lines contained on the requisition and displays on each row:

1. Budget Line – the financial tracking code combination representing the budget line
2. Proposed Spend – the net requisition total amount charged to the budget code
3. Period Availability – the current period availability BEFORE deducting the proposed spend
4. Period Net – the current period availability AFTER deducting the proposed spend
5. Cumulative To Date Availability – the cumulative availability BEFORE deducting the proposed spend
6. Cumulative To Date Net - the cumulative availability AFTER deducting the proposed spend

### 3.3 Order Budget Detail

The Order Budget Detail screen is opened by selecting the budgeting icon in the order header of the requisition.

Individual lines can be expanded by clicking on the '+' icon at line level. Alternatively all lines can be expanded at the same time by selecting the 'expand lines' button at the top of the page.

Individual lines can be collapsed after expansion by clicking the '-' icon at line level. Alternatively all lines can be collapsed at the same time by selecting the 'collapse lines' button at the top of the page.

Amounts shown bracketed in red are over budget availability and will affect the order request status for budgetary approval purposes.

**Order Budget Detail**

back expand lines collapse lines

Any proposed spend that exceeds budget is displayed in red. Click + to display line details.

| Detail  | Budget Line      | Proposed Spend           | Period 1 Availability | Period 1 Net | CTD Availability | CTD Net      |            |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
|---|------------------|--------------------------|-----------------------|--------------|------------------|--------------|------------|----------|------------------|------|------------|------------|---------|-------|---|---------|--------------------------|----|------------|-------------|----|------------|---|---------|--------------------------|----|------------|-------------|-----|------------|---|---------|--------------------------|----|------------|-------------|----|------------|
| +   | 300 - 9011 - A00 | \$8,629.20               | \$2,812.76            | (\$5,816.44) | \$2,812.76       | (\$5,816.44) |            |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
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| Line No.  | Item No.         | Item Description         | Qty.                  | Unit Price   | Ext. Price       | Split %      | Spend      |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
| 1   | CC12366          | Notebook Computer X585   | 4                     | \$670.00     | \$2,680.00       | 50           | \$1,340.00 |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
| 2   | CC12373          | Laptop Thinkpad T Series | 2                     | \$987.00     | \$1,974.00       | 100          | \$1,974.00 |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
| 3   | CC12374          | Laptop Thinkpad X Series | 11                    | \$1,208.00   | \$13,288.00      | 40           | \$5,315.20 |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
| +   | 320 - 9011 - A00 | \$6,655.20               | \$2,991.93            | (\$3,663.27) | \$2,991.93       | (\$3,663.27) |            |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
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| Line No.  | Item No.         | Item Description         | Qty.                  | Unit Price   | Ext. Price       | Split %      | Spend      |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
| 1   | CC12366          | Notebook Computer X585   | 4                     | \$670.00     | \$2,680.00       | 50           | \$1,340.00 |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
| 3   | CC12374          | Laptop Thinkpad X Series | 11                    | \$1,208.00   | \$13,288.00      | 40           | \$5,315.20 |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
| +   | 330 - 9011 - A00 | \$1,993.20               | \$2,891.77            | \$898.57     | \$2,891.77       | \$898.57     |            |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
| <table border="1"> <thead> <tr> <th>Line No.</th> <th>Item No.</th> <th>Item Description</th> <th>Qty.</th> <th>Unit Price</th> <th>Ext. Price</th> <th>Split %</th> <th>Spend</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>CC12374</td> <td>Laptop Thinkpad X Series</td> <td>11</td> <td>\$1,208.00</td> <td>\$13,288.00</td> <td>15</td> <td>\$1,993.20</td> </tr> </tbody> </table>  |                  |                          |                       |              |                  |              | Line No.   | Item No. | Item Description | Qty. | Unit Price | Ext. Price | Split % | Spend | 3 | CC12374 | Laptop Thinkpad X Series | 11 | \$1,208.00 | \$13,288.00 | 15 | \$1,993.20 |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
| Line No.  | Item No.         | Item Description         | Qty.                  | Unit Price   | Ext. Price       | Split %      | Spend      |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
| 3   | CC12374          | Laptop Thinkpad X Series | 11                    | \$1,208.00   | \$13,288.00      | 15           | \$1,993.20 |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
| +   | 330 - 9011 - IT1 | \$664.40                 | \$2,891.77            | \$2,227.37   | \$2,891.77       | \$2,227.37   |            |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
| <table border="1"> <thead> <tr> <th>Line No.</th> <th>Item No.</th> <th>Item Description</th> <th>Qty.</th> <th>Unit Price</th> <th>Ext. Price</th> <th>Split %</th> <th>Spend</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>CC12374</td> <td>Laptop Thinkpad X Series</td> <td>11</td> <td>\$1,208.00</td> <td>\$13,288.00</td> <td>5</td> <td>\$664.40</td> </tr> </tbody> </table>   |                  |                          |                       |              |                  |              | Line No.   | Item No. | Item Description | Qty. | Unit Price | Ext. Price | Split % | Spend | 3 | CC12374 | Laptop Thinkpad X Series | 11 | \$1,208.00 | \$13,288.00 | 5  | \$664.40   |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
| Line No.  | Item No.         | Item Description         | Qty.                  | Unit Price   | Ext. Price       | Split %      | Spend      |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |
| 3   | CC12374          | Laptop Thinkpad X Series | 11                    | \$1,208.00   | \$13,288.00      | 5            | \$664.40   |          |                  |      |            |            |         |       |   |         |                          |    |            |             |    |            |   |         |                          |    |            |             |     |            |   |         |                          |    |            |             |    |            |

**Order budget detail screen – expanded view**

An **expanded view** displays additional item level detail for each budget line:

1. Line Number – the requisition line id
2. Item Number – each separate item assigned a value for the budget code will appear on a separate row.
3. Item Description – the description of each item
4. Quantity – the quantity of the item



5. Unit Price – the unit price of the item
6. Extended Price – the full extended price for the item as displayed on the order request (i.e. quantity x unit price)
7. Split % - the percentage financial tracking split used to calculate the amount charged to this budget code
8. Spend – the actual amount to be charged to this budget code for this item (i.e. extended price x split %).

▶ Order Budget Detail

back expand lines collapse lines

Any proposed spend that exceeds budget is displayed in red. Click + to display line details.

| Detail | Budget Line      | Proposed Spend | Period 1 Availability | Period 1 Net | CTD Availability | CTD Net      |
|--------|------------------|----------------|-----------------------|--------------|------------------|--------------|
| +      | 300 - 9011 - A00 | \$8,629.20     | \$2,812.76            | (\$5,816.44) | \$2,812.76       | (\$5,816.44) |
| +      | 320 - 9011 - A00 | \$6,655.20     | \$2,991.93            | (\$3,663.27) | \$2,991.93       | (\$3,663.27) |
| +      | 330 - 9011 - A00 | \$1,993.20     | \$2,891.77            | \$898.57     | \$2,891.77       | \$898.57     |
| +      | 330 - 9011 - IT1 | \$664.40       | \$2,891.77            | \$2,227.37   | \$2,891.77       | \$2,227.37   |

**Order budget detail screen – collapsed view**

A **collapsed view** presents the user with a summary for all budget lines contained on the order request and displays on each row:

1. Budget Line – the financial tracking code combination representing the budget line
2. Proposed Spend – the net order request total amount charged to the budget code
3. Period Availability – the current period availability BEFORE deducting the proposed spend
4. Period Net – the current period availability AFTER deducting the proposed spend
5. Cumulative To Date Availability – the cumulative availability BEFORE deducting the proposed spend
6. Cumulative To Date Net - the cumulative availability AFTER deducting the proposed spend

### 3.4 Line Budget Detail

The Line Budget Detail screen is opened by selecting the budgeting icon for the line of the requisition. Amounts shown bracketed in red are over budget availability and will affect the order request status for budgetary approval purposes.

▶ Line Budget Detail

back

| Line No. | Supplier           | Item No. | Item Description         | Qty. | Unit Price | Ext. Price  |
|----------|--------------------|----------|--------------------------|------|------------|-------------|
| 3        | Computer World Inc | CC12374  | Laptop Thinkpad X Series | 11   | \$1,208.00 | \$13,288.00 |

Any proposed spend that exceeds budget is displayed in red.

| Budget Line      | Split % | Proposed Spend | Period 1 Availability | Period 1 Net | CTD Availability | CTD Net      |
|------------------|---------|----------------|-----------------------|--------------|------------------|--------------|
| 330 - 9011 - A00 | 15      | \$1,993.20     | \$2,891.77            | \$898.57     | \$2,891.77       | \$898.57     |
| 300 - 9011 - A00 | 40      | \$5,315.20     | \$2,812.76            | (\$2,502.44) | \$2,812.76       | (\$2,502.44) |
| 320 - 9011 - A00 | 40      | \$5,315.20     | \$2,991.93            | (\$2,323.27) | \$2,991.93       | (\$2,323.27) |
| 330 - 9011 - IT1 | 5       | \$664.40       | \$2,891.77            | \$2,227.37   | \$2,891.77       | \$2,227.37   |

**Budget line detail screen**

The top of the page displays details of the line item.

A table presents the user with a summary of all budget lines that are charged for the item and displays on each row:

1. Budget Line – the financial tracking code combination representing the budget line
2. Split % - the percentage financial tracking split used to calculate the amount charged to this budget code
3. Proposed Spend – the amount charged to the budget code
4. Period Availability – the current period availability BEFORE deducting the proposed spend
5. Period Net – the current period availability AFTER deducting the proposed spend
6. Cumulative To Date Availability – the cumulative availability BEFORE deducting the proposed spend
7. Cumulative To Date Net - the cumulative availability AFTER deducting the proposed spend

## 3.5 Blanket Orders

Some blanket order types attract slightly different processing conditions to standard requisitions when it comes to budgetary control and approval.

### 3.5.1 Original Blankets

- Blanket orders with the processing condition to **not require release** will be processed in the same way as standard requisitions and there will be no exceptional processing. These orders will be subject to budgetary control and approval as all other order requests.
- Blanket orders with the processing condition to **require release** will be processed differently to standard requisitions in the following way:
  - a) The original blanket order will be subject to normal budgetary approval. (A snapshot is taken against the budget prevailing at the time to give everyone a current view and is for reference only.)
  - b) No commitment is made and therefore there will be no affect on budget availability.
  - c) PO Changes made to the original blanket will not affect commitments or availability.

### 3.5.2 Releases

- Blanket Order Releases, both manual and scheduled, are treated as the true budgetary controlled order and will be subject to full budgetary approval. They will be treated as the commitment for updating the budget availability.
- Blanket order release commitments are transacted in the period of the release and against the budget that is prevailing at the time of the release. The budget in place at the time the *original* blanket order was created will have no bearing on the budget transactions.
- Blanket order release **change orders** are processed as normal change orders for the purposes of budgetary control.

### 3.5.3 Amount Based Blankets

- The budget line charged and the value(s) used to calculate availability are treated differently for **Amount Based** blanket orders, depending upon processing conditions:
  - a) When the processing condition “Require Release” = ‘No’:
    - The budget line that is charged for commitment and is subject to approval, is the one identified at the requisition financial tracking level only (i.e. individual lines will not be used for budgetary control since the line values may not add up to the NTE Amount).
    - The budget amount charged for commitment is the Requisition Total (i.e. the NTE Amount)
    - Users (requisitioner and approvers) only see budget availability at the header level.
  - b) When the processing condition “Require Release” = ‘Yes’ and “Item Amounts” = ‘No’:
    - The budget line that is subject to approval (there is no commitment for the ‘release required’ condition) is the one identified at the requisition financial tracking level only (i.e. individual lines will not be used for approval since the line values may not add up to the NTE Amount).
    - The budget amount used for approval will be the Requisition Total (i.e. the NTE Amount). Using the header level financial tracking detail represents no risk to the actual budget because when processing conditions require release, it is the blanket releases that are charged to the budget and these are calculated at line level.
    - Users (requisitioner and approvers) will only see budget availability at the header level.
  - c) When the processing condition “Require Release” = ‘Yes’ and “Item Amounts” = ‘Yes’:
    - The budget lines that are subject to approval (there is no commitment for the ‘release required’ condition) are determined normally at the line level (i.e. individual lines will add up to the total NTE amount when line item amounts are tracked).

## 4 Approval

A budget owner needs to make an informed approval decision based on the budget's full position and availability. The approver is therefore presented with detailed budget information: period and cumulative to date values for budget, 'spent' against budget (allocated + committed) and availability for the document that they are reviewing.

The approver's budget detail screens differ from the requisitioner's screens by allowing the approver to view budget and spent against budget amounts – these can be optionally expanded or collapsed.

As with the Requisitioner's budget screens: 'Availability' will always be the available position before the spend approval and 'net' will always refer to the position after spend approval.

### 4.1 Approval Setup

This section briefly explains how budgetary approval is configured. For details of how to configure approval plans please refer to the Administration section above.

#### 4.1.1 Approval Plans

Budgetary approval is provided through Order Request Approval and Change Order Approval Plans.

Budgetary approval is not undertaken as part of the requisition approval process to ensure that editing cannot take place within the order request, post approval.

A budgetary approval step can optionally be escalated.

#### 4.1.2 Approval Role

The user who is assigned as the **Budget Owner** for each budget line will automatically fill the role of budget approver. The budget owners are defined at the time of budget creation and therefore it is not necessary to define any user to this role within approval rule groups.

Each order request will be sent to all users who are identified as budget owners and will not be released for purchase order creation and transmission until all budget owners have completed their approval activity.

#### 4.1.3 Approval Permissions

The budget owner will have the following options during approval:

- a) **Approve:** a purchase order is created and presented for transmission. A commitment is registered against the budget and will update availability for future requisitions.
- b) **Reject:** the order request is returned to the requisitioner with a mandatory comment.
- c) **Edit:** the order request can be fully edited based on the permissions granted by the approval plan configuration.

#### 4.1.4 Approval Notifications

An eMail alert is sent to the requisitioner if approval is rejected by an approver. This is normal for all approval activity in PECOS. These eMail alerts are configurable by the system administrator and can contain keywords.

### 4.2 Order Request Approval

Budget approval is undertaken as the final step within purchase order plans and will therefore appear within the order request approval screen.

A new icon will appear next to the financial tracking icon in the Order Request Approval Summary screen to open the Approval Order Budget Detail Screen.

| Order Line Detail |  |         |               |         |          |         |          |              |             |             |                   |
|-------------------|--|---------|---------------|---------|----------|---------|----------|--------------|-------------|-------------|-------------------|
| Line Item No.     | Item No.   | Mfr No. | Manufacturer  | Qty Ord | Qty Canc | Qty B/O | Qty Resv | Qty Ship     | Date Ship   | Unit Price  | Internal Comments |
|                   | Item Description                                   |         |               |         |          |         |          | Qty/Amt Recv | Qty/Amt Ret | Ext. Price  | External Comments |
| 1                 | 1488581  |         | Economy Brand | 1       | 0        | 0       | 0        | 0            |             | \$24.13/EA  |                   |
|                   | CARPET CHAIR MAT 914 X 1219MM                      |         |               |         |          |         |          | 0            | 0           | \$24.13     |                   |
| 2                 | 1961529  |         | Economy Brand | 5       | 0        | 0       | 0        | 0            |             | \$127.83/EA |                   |
|                   | 4-DRAWER FILING CABINET 1353 X 480 X 650MM - BEECH |         |               |         |          |         |          | 0            | 0           | \$639.15    |                   |
| 3                 | 2338966  |         | Economy Brand | 2       | 0        | 0       | 0        | 0            |             | \$41.30/EA  |                   |
|                   | CONFERENCE SQUARE TABLE 725 X 746 X 746MM - BEECH  |         |               |         |          |         |          | 0            | 0           | \$82.60     |                   |
| 4                 | 3110192  |         | Exococon      | 4       | 0        | 0       | 0        | 0            |             | \$195.26/EA |                   |
|                   | LEATHER RECEPTION ARMCHAIR - BLACK                 |         |               |         |          |         |          | 0            | 0           | \$781.04    |                   |

**Order request approval screen - line detail**

**4.2.1 Approval Order Budget Detail**

Clicking the budget icon above the Order Line Detail section in the *Order Request Approval Summary* screen will open the *Approval Order Budget Detail* screen where details of the budget are displayed.

There are two views of the budget in the Approval Order Budget Detail screen:

**a) Budget detail collapsed.** Displaying the proposed spend and availability for the order request and full budget information only.

**b) Budget and Line detail expanded (default).** Full and order line details are also displayed.

Individual lines can be expanded by clicking on the '+' icon at line level. Alternatively all lines can be expanded at the same time by selecting the 'expand lines' button at the top of the page.

Individual lines can be collapsed after expansion by clicking the '-' icon at line level. Alternatively all lines can be collapsed at the same time by selecting the 'collapse lines' button at the top of the page.

Amounts shown bracketed in red are negative values and represent over budget availability (i.e. the cause of budgetary approval) and actual budget over-spend.

| Approval Order Budget Detail   |                  |                |          |                       |                |                  |              |
|--|------------------|----------------|----------|-----------------------|----------------|------------------|--------------|
| back   |                  | expand lines   |          | collapse lines        |                |                  |              |
| Any proposed spend that exceeds budget is displayed in red. Click + to display line details. |                  |                |          |                       |                |                  |              |
| Detail   | Budget Line      | Proposed Spend |          | Period 1 Availability | Period 1 Net   | CTD Availability | CTD Net      |
|  |                  | %Period        | %CTD     | Period 1 Budget       | Period 1 Spent | CTD Budget       | CTD Spent    |
| +  | 320 - 9010 - A00 |                | \$721.75 | (\$137.72)            | (\$859.47)     | (\$137.72)       | (\$859.47)   |
|  |                  | 72.18%         | 72.18%   | \$1,000.00            | \$1,137.72     | \$1,000.00       | \$1,137.72   |
| +  | 300 - 9010 - A00 |                | \$781.04 | (\$1,797.34)          | (\$2,578.38)   | (\$1,797.34)     | (\$2,578.38) |
|  |                  | 78.1%          | 78.1%    | \$1,000.00            | \$2,797.34     | \$1,000.00       | \$2,797.34   |

**Approval order budget detail screen – collapsed view**

A **collapsed view** presents the approver with a summary for all budget lines contained on the order request and the actual budget detail for the line.

**Budget Line Summary:**

1. Budget Line – the financial tracking code combination representing the budget line
2. Proposed Spend – the net order request total amount charged to the budget code
3. Period Availability – the current period availability BEFORE deducting the proposed spend
4. Period Net – the current period availability AFTER deducting the proposed spend
5. Cumulative To Date Availability – the cumulative availability BEFORE deducting the proposed spend
6. Cumulative To Date Net - the cumulative availability AFTER deducting the proposed spend.

**Budget Detail:**

1. % Period – the Proposed Spend as a percentage of the Period Budget amount (total proposed spend / period Budget x 100).
2. % CTD – the proposed Spend as a percentage of the Cumulative To Date Budget (total proposed spend / CTD Budget x 100).
3. Period Budget – the current period budget amount for the budget code.

4. Period Spent – the current period spend against budget amount for the budget code (allocations + commitments).
5. Cumulative To Date Budget – the CTD budget amount for the budget code.
6. Cumulative To Date Spent – the CTD spent against budget amount for the budget code (cumulative allocations + commitments).

**Approval Order Budget Detail**

back expand lines collapse lines

Any proposed spend that exceeds budget is displayed in red. Click + to display line details.

| Detail                   | Budget Line      | Proposed Spend                                     |        | Period 1 Availability | Period 1 Net   | CTD Availability | CTD Net      |              |
|--------------------------|------------------|--|--------|-----------------------|----------------|------------------|--------------|--------------|
|                          |                  | %Period  | %CTD   | Period 1 Budget       | Period 1 Spent | CTD Budget       | CTD Spent    |              |
| <input type="checkbox"/> | 320 - 9010 - A00 | 72.18%   | 72.18% | \$721.75              | (\$137.72)     | (\$859.47)       | (\$137.72)   | (\$859.47)   |
|                          |                  |  |        | \$1,000.00            | \$1,137.72     | \$1,000.00       | \$1,137.72   |              |
| Line No.                 | Item No.         | Item Description                                   |        | Qty.                  | Unit Price     | Ext. Price       | Split %      | Spend        |
| 2                        | 1961529          | 4-DRAWER FILING CABINET 1353 X 480 X 650MM - BEECH |        | 5                     | \$127.83       | \$639.15         | 100          | \$639.15     |
| 3                        | 2338966          | CONFERENCE SQUARE TABLE 725 X 746 X 746MM - BEECH  |        | 2                     | \$41.30        | \$82.60          | 100          | \$82.60      |
| <input type="checkbox"/> | 300 - 9010 - A00 | 78.1%  | 78.1%  | \$781.04              | (\$1,797.34)   | (\$2,578.38)     | (\$1,797.34) | (\$2,578.38) |
|                          |                  |  |        | \$1,000.00            | \$2,797.34     | \$1,000.00       | \$2,797.34   |              |
| Line No.                 | Item No.         | Item Description                                   |        | Qty.                  | Unit Price     | Ext. Price       | Split %      | Spend        |
| 4                        | 3110192          | LEATHER RECEPTION ARMCHAIR - BLACK                 |        | 4                     | \$195.26       | \$781.04         | 100          | \$781.04     |

**Approval order budget detail screen – expanded view**

The **expanded view – line detail** displays item level detail for each budget line:

1. Line Number – the line id of the order request
2. Item Number – each separate item assigned a value for the budget code will appear on a separate row.
3. Item Description – the description of each item
4. Quantity – the quantity of the item
5. Unit Price – the unit price of the item
6. Extended Price – the full extended price for the item as displayed on the order request (i.e. quantity x unit price)
7. Split % - the percentage financial tracking split used to calculate the amount charged to this budget code
8. Spend – the actual amount to be charged to this budget code for this item (i.e. extended price x split %).