

HR BUDGET INQUIRY

1. Log onto the PeopleSoft HR system
2. Select the menu path
Home > BC Custom > Inquire > BC Budget Inquiry
3. Query using an HR Account Code or chartstring criteria
4. The page will display the following data:

BC Revised Budget is the board approved budget that was created as the first budget for this fiscal year in the Financials system plus or minus any transfer activity.

Expenses represents the amount of payroll which has been posted to date in the Financials system.

Encumbrances represents the amount of the salary budget which has been set aside for future payroll of this fiscal year in the Financials system.

Pending Amount is the amount which has been committed for payroll in the HR system but is still awaiting workflow approval in the HR system; If it is approved the amount will increase the Encumbrances amount.

Unproc Actuals represents the amount of payroll which has been recorded in the HR system but has not yet posted in the Financials system.

Unproc Encumb represents the amount of the salary budget which has been set aside for future payroll in the HR system but has not yet been recorded in the Financials system.

Calculated Remaining Budget is the budget balance available according to the following calculation:

	Revised Budget
-	Expenses
-	Encumbrances
-	Pending Amount
-	Unprocessed Actuals
-	<u>Unprocessed Encumbrances</u>
=	Calculated Remaining Budget

The Calculated Remaining Budget in the HR system is the most up to date amount when there are Unprocessed Actuals and/or Unprocessed Encumbrances. If there are no Unprocessed Actuals or Unprocessed Encumbrances, then the Calculated Remaining Budget in the HR Budget Inquiry will equal the Available Budget in the Financials Budget Inquiry and the Financials ACR query.