

Subject: Budget Entries and Revisions	Author: Jason Tomlinson. Asst. VP for Finance
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Last Revision:	Revised By:
Contact Name: Susan Ingram	Contact Email: swingr01@louisville.edu
Approved By:	Page 1 of 1

A. Background:

The University's adoption of PeopleSoft Financials and the development of a new PeopleSoft web-based Budget System for fiscal year 2003-04 brought about operational changes regarding the interaction between the Financials and Budget systems. This change necessitates outlining the responsibilities of the Controller's Office, the Office of Budget and Financial Planning and the Office of the Vice President for Research with regards to establishing and maintaining budgets. The intent of this policy is to ensure that the initial load of the budget and any subsequent revisions are completed in a timely and efficient manner, by the office delegated that task.

B. Policy:

The attached *Budget Matrix* outlines the functional areas responsible for overseeing the initial load of the budget into PeopleSoft Financials and any subsequent revisions or adjustments. For the initial load of the budget, please refer to the *Review, Approves Budget* column for the functional area responsible for each program code grouping. Similarly, refer to the *Reviews, Approves, Enters* column under the *Subsequent* heading for the unit responsible for maintaining budgets throughout the year.

As indicated by the matrix, only the functional area specifically designated can make manual entries into the system. In the event that correcting entries should be required, only the responsible office specified by the matrix should make these as well.

C. Procedures:

Those units needing to make budget revisions for program codes which Budget and Financial Planning is responsible for can refer to the instructions and form online; <https://louisville.edu/finance/budget/budgetforms>