



From your home screen, click Budgetary Control, then Budgetary Control.


Good morning, Sarah Farris

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QUICK ACTIONS

-  Review Budgetary Control Balances
-  Review Budgetary Control Transactions





APPS

 Budgetary Control

From the Budgetary Control Dashboard, click View, Budget Account Group, then select TWU Monthly Budget.

Budgetary Control Dashboard

Budget Monitor

View    **Detach** Budget Account Group TWU Annual Budget * Budget Period FY24 * Balance Period to date 





ACCOUNT	FUNCTIONS	PROJECT	Budget (USD)	Consumption (USD)	Funds Available	
			Total	Total	Amount (USD)	Budget (%)
All ACCOUNT V...	All FUNCTIONS...	All PROJECT V...	326,704,055.28	502,662,796.42	-175,958,741.14	-53.86

Budget Status Exceptions (0)

Select the appropriate month of posting for the expense needing to be transferred.

Budgetary Control Dashboard

Budget Monitor

View    **Detach** Budget Account Group TWU Monthly Budget * Budget Period Feb-24 * Balance Period to date 

FUND CLASS	FUND SOURCE	DEPARTMENT	ACCOUNT	FUNCTIONS	PROJECT	Budget (USD)	Consumption (USD)	Funds Available	
						Total	Total	Amount (USD)	Budget (%)
All FUND CLAS...	All FUND SOUR...	All DEPARTME...	All ACCOUNT V...	All FUNCTIONS...	All PROJECT V...	0.00	18,043,072.49	-18,043,072.49	0.00

Start selecting the appropriate account string for the expense needing to be transferred. Click on the total dollar amount to drill down.



Budgetary Control Dashboard

Budget Monitor											
... > FUND CLASS: All FUND CLASS Values > FUND SOURCE: All FUND SOURCE Values > DEPARTMENT: All DEPARTMENT Values > ACCOUNT: All ACCOUNT Values > FUNCTIONS: All FUNCTIONS Values > PROJECT: All PROJECT Values											
View [dropdown] [icons] [Detach] Budget Account Group TWU Monthly Budget Budget Period Feb-24 Balance Period to date [dropdown] [refresh]											
FUND CLASS	FUND SOURCE	DEPARTMENT	ACCOUNT	FUNCTIONS	PROJECT	Budget (USD)		Consumption (USD)		Funds Available	
						Total	Total			Amount (USD)	Budget (%)
111	44250	29002	61207	400	0000000000	0.00	250.00			-250.00	0.00

From Review Budgetary Control Balances, click on the total dollar amount (again) to drill down.



Review Budgetary Control Balances

Done

Control Budget Monthly Budget
 Currency USD
 Budget Period Feb-24 - Feb-24

FUND CLASS 111
 FUND SOURCE 44250
 DEPARTMENT 29002

ACCOUNT 61207
 FUNCTIONS 400
 PROJECT 0000000000

Budget Balances

View [dropdown] [icons] [Detach] [Wrap]													
FUND CLASS	FUND SOURCE	DEPARTMENT	ACCOUNT	FUNCTIONS	PROJECT	Budget Period	Total Budget	Commitments	Obligations	Other Consumption	Expenditures	Total Consumption	Ft
111	44250	29002	61207	400	0000000000	Feb-24	0.00	0.00	0.00	0.00	250.00	250.00	
Total							0.00	0.00	0.00	0.00	250.00	250.00	

Screenshot what shows below, highlighting the budget account, date, transaction and amount. Do this for each expense needing to be moved or corrected and send via email to Sarah Farris, sfarris1@twu.edu.



Review Budgetary Control Transactions

Search

Control Budget Monthly Budget
 Budget Period Feb-24
 Budget Account 111-44250-29002-61207-400-0000000000

Balance Type Expenditure
 Balance 250.00 USD
 Budget Currency USD

Budget Transactions

View [dropdown] [icons] [Detach] [Wrap] Transaction Number [input]									
Date	Transaction	Related Transaction	Reserved Transaction Amount	Activity	Reserved				
2/27/24	CNR-3400.TWU PCard 08/04 - 09/03 741 [redacted] Concur A 102282 1890397 N Feb-24		250.00 USD	Reservation	250.00				
Total					250.00				