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Prerequisites

Before editing a GL Budget, it is important to have your sponsor approved budget handy so that you can input it into GMAS. You should have calculated each object code allocation for each account to total the current allocation on the account.

Overview

Where is the GL Budget Used

The GL Budget is used primarily in the GMAS Dates and Dollars screen and PI Dashboard account reports. It can also be accessed in some HART reports, e.g., the Grants Financial Dashboard.

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Who Can Edit the GL Budget/When to Edit the GL Budget

The following roles in GMAS will be able to access the 'Edit GL budget' screen:
- Central Administrator
- Central Financial Administrator
- Principal Investigator
- Mentor
- Department Administrator
- Lab administrator
- Interfaculty Involvement PI (for related part-of accounts)
- Interfaculty Involvement Department Administrator (for related part-of accounts)

GL budgets should be entered in GMAS and submitted to the GL when the allocations of an account change. An action memo will be issued indicating that a change in the account allocation has happened. At that time, the segment homepage will display a task at the bottom of the screen (in the 'Work in Process' section) indicating that GL budget edits are needed for that account.

Please note: In some cases, there will be a delay between when the account changes are made and when the GL budget can be edited. Once any account changes have reconciled in the GL and GMAS, the Edit GL budget screen can be accessed.
- *For the schedule of when accounts are reconciled, visit the CSMA section of the GMAS Interfaces job aid*
- *For details of the Work in Process information on the segment homepage, visit the General Ledger (GL) Budgets section of the Understanding Segment Home – Work in Process Section job aid*
- *For GL budget send and reconcile times, visit the Budget Interface section of the GMAS Interfaces job aid*
- *For instruction on how to manage budget posting failures, visit the Budget Posting Failures section of this document*

The Benefits of Having a GL Budget

- Assists with the increased requirements from sponsors to report budget to expenditure variances.
- Helps to proactively manage/identify the need for re-budget requests to sponsor.
- Reduces compliance requests of object codes that are budgeted.
- Helps to minimize over expenditures.
- Aligns sponsored records (budget) with data in GMAS and the GL.
- Allows better use of GMAS, HART, and PI Dashboard.

Updating and using the GL Budget

GMAS

By uploading the GMAS budget to each account, multi-account awards will be easier to manage in GMAS. GMAS is the only place PIs can see the entire financial picture for a grant in real-time, and this view can assist in other GMAS-focused award management tasks, such as Transaction Monitoring. In the below example, this project involves three tubs and four subactivities, but the GMAS Dates and Dollars Screen shows how the fully obligated amount of funding was allocated to individual budgets, and now we can see the actual balance for each account.

As some part-of-accounts spend faster than others, this view can allow a quick status check on where different PIs (and tubs) are at in their spending. For users of the PI Dashboard, the other accounts will not show in PI Dash, as they belong to other PIs. Additionally, the PI Dashboard does not show a fund-level balance, which we can only see in GMAS or a HART report. Clicking on the individual account will let us compare spending to the approved budget.

Comparison of account dollars and awarded dollars

Account dollars summary

Account(s)	GL budget ($.00)	Expended ($.00)	Commitments ($.00)	Balance ($.00)
01-M-325.28741. ⬛⬛⬛⬛⬛	686,368.00	686,367.73	0.00	0.27
01-P-265.21872. ⬛⬛⬛⬛⬛	617,968.00	617,967.66	0.00	0.34
01-P-370.31890. ⬛⬛⬛⬛⬛	43,996.00	43,995.67	0.00	0.33
01-P-265.21872. ⬛⬛⬛⬛⬛	50,659.00	50,659.44	0.00	(0.44)
Totals ($.00)	1,398,991.00	1,398,990.50	0.00	0.50

Cost sharing summary

	GL Budget ($.00)	Expended ($.00)	Balance ($.00)
Actual cost sharing amounts	0.00	390,901.85	(390,901.85)

Awarded dollars summary

Budget period	Obligated ($.00)	Anticipated ($.00)	Carried forward ($.00)
Period 1 01-01-2017 to 12-31-2018	644,614.00	644,614.00	0.00
Period 2 01-01-2019 to 12-31-2021	754,377.00	754,377.00	0.00
Totals($.00)	1,398,991.00	1,398,991.00	0.00

In looking at a specific account, we can see what the allocated amount is for the account (1) and what was uploaded to the GL Budget (2). We hope that these two numbers match. If they match, we know that the number represented in funds available (3) is correct (within a rounding error). For teams that have other individuals helping with approvals, having the budget loaded here by object code helps them see what was approved without needing to pull up an Excel-based budget, which may be time-consuming to do repeatedly.

Expenses		GL budget	Expended	Encumbrances	Commitments	Funds available
⊟ Salaries	View people charged to this account	21,079.00	21,062.24	0.00		16.76
6030-Other Academic Appts Salaries+Wages		21,079.00	21,062.24	0.00		16.76
⊟ Fringe Benefits		4,953.00	4,970.70	0.00		(17.70)
6250-Faculty Fringe Benefit Assessment		4,953.00	4,970.70	0.00		(17.70)
⊟ Indirect Costs		17,964.00	17,962.73	0.00		1.27
8400-Tub Ovhd Chgs for Spon Grts+Cntrct, GENERAL		17,964.00	17,962.73	0.00		1.27
Account Total Costs		43,996.00	43,995.67	0.00	0.0	0.33
* Total Costs not subject to Overhead			0.00			

In a different example, when the GL budget has not been uploaded, it can be impossible to see how the fund is being managed. In the example below, the amount allocated (1) does not match the obligated amount (2). Based on the obligated amount, it looks like the fund is underspent; however, because the GL Budget is not fully updated, we cannot see which funds are overspent and which are not. Two costing strings do have a GL budget uploaded, and we can see an actual balance.

Note: Once an account is closed, the GL budget can no longer be edited. It is advised that this information is always uploaded as soon as possible, for maximum benefit. It should also be added before costing strings are closed.

GL Budgets and Their Impact on Sponsored Funds Management

Comparison of account dollars and awarded dollars

Account dollars summary

Account(s)	GL budget ($.00)	Expended ($.00)	Commitments ($.00)	Balance ($.00)
01-M-635.67116.	0.00	181,292.63	0.00	(181,292.63)
01-P-635.67116.	0.00	113,119.85	0.00	(113,119.85)
01-S-635.67116.	0.00	119,387.66	0.00	(119,387.66)
02-M-635.67116.	0.00	267,080.51	0.00	(267,080.51)
02-P-635.67116.	0.00	257,103.00	0.00	(257,103.00)
02-S-635.67116.	0.00	231,515.39	0.00	(231,515.39)
03-M-635.67116.	0.00	256,386.77	0.00	(256,386.77)
03-P-635.67116.	0.00	180,245.97	0.00	(180,245.97)
03-S-635.67116.	0.00	190,178.96	0.00	(190,178.96)
04-M-635.67116.			0.00	0.00
04-P-635.67116.			0.00	0.00
05-M-325.28751.	0.00	178,457.97	0.00	(178,457.97)
05-P-325.28751.	185,895.00	178,704.30	0.00	7,190.70
05-S-325.28751.	0.00	191,989.23	0.00	(191,989.23)
06-M-325.28751.	0.00	226,462.74	0.00	(226,462.74)
06-P-325.28711.	185,597.00	185,594.82	0.00	2.18
06-S-325.28751.	0.00	103,293.50	0.00	(103,293.50)
Totals ($.00)	**371,492.00**	**2,860,813.30**	**0.00**	**(2,489,321.30)**

Cost sharing summary

	GL Budget ($.00)	Expended ($.00)	Balance ($.00)
Actual cost sharing amounts	0.00	51,274.53	(51,274.53)

Awarded dollars summary

Budget period	Obligated ($.00)	Anticipated ($.00)	Carried forward ($.00)
Period 1 04-01-2017 to 03-31-2018	574,412.00	574,412.00	(161,604.00)
Period 2 04-01-2018 to 03-31-2019	729,562.00	729,562.00	27,130.00
Period 3 04-01-2019 to 03-31-2020	540,107.00	540,107.00	134,474.00
Period 4 04-01-2020 to 03-31-2021	556,812.00	556,812.00	0.00
Period 5 04-01-2021 to 03-31-2023	509,042.00	556,812.00	0.00
Totals($.00)	**2,909,935.00**	**2,957,705.00**	**0.00**

HART

Having a GL budget means that you can easily identify in HART which object codes you have not spent down. The Current, Historical, and Printable Grants Financial dashboards all include the GL budget and calculate the remaining balance (budget minus expenses).

You can use HART to easily identify when you have a difference between your allocated amount for a subactivity and the GL budget, so that you can identify what adjustments you need to make. The Award Amounts & Cash Position report of the Sponsored Accounts dashboard includes the GL Sponsored budget and calculates a Budget Variance for each subactivity (allocated amount minus GL budget). This dashboard is explained in a later section.

PI Dashboard

The PI Dashboard allows a user to perform projections for an account or for the entire PI's portfolio. While the projection module within the user interface of the PI Dashboard uses the amounts allocated/obligated to sponsored accounts in GMAS to perform projections, the root and accounts reports use the sponsored budgets that have been uploaded to the general ledger. The reports use the sponsored budgets from the GL (1) as a starting point, and then use actual expenses (as of the previous closed month) and projected funding and expenses to determine when the budgeted funds will be exhausted. Therefore, the utility of the reports is dependent on the existence of an accurate and complete budget uploaded to the GL.

Once the budget is filled in, columns for variances (2) and (3) can be properly calculated. Without this information, the grant will always show as overspent. With the GL Budget filled in, we can see what cost categories were allocated to the approved budget and compare it with actuals. This can help us to find charges that need to be removed or if a rebudget request needs to be submitted to a sponsor.

GL budgets should be entered in GMAS and submitted to the GL when the allocations of an account change. An action memo will be issued indicating that a change in the account allocation has happened. At that time, the segment homepage will display a task at the bottom of the screen (in the 'Work in Process' section) indicating that GL budget edits are needed for that account.

Please note*: In some cases, there will be a delay between when the account changes are made and when the GL budget can be edited. Once any account changes have reconciled in the GL and GMAS, the Edit GL budget screen can be accessed.*

How Can I Tell if the GL Budget Needs to Be Adjusted?

GMAS

Once an increment or award is made or changes to subactivity allocations are done, the allocated amount to an account will be adjusted, and after the action memo is made, the Segment in GMAS will show the account that needs the GL Budget update.

> **Accounts needing GL budget updates**
>
> Subactivity 322947.0001   **Edit GL budget**
> Main - Main 1 $743,823 remaining to be budgeted

For help completing the GL Budget, see Navigating to the 'Edit GL Budget' Screen below.

HART

A complete list of all accounts requiring a GL Budget update can be found in HART using the Sponsored Accounts dashboard in the Grants Management suite. The report is "Award Amounts & Cash Position". The current budget is listed in the column "Curr GL Spon Budget" (1). The account's allocated amount minus the budget is represented in the column "Budget Variance" (2). In cases where the allocated amount is not a whole dollar amount, the GL budget will be a rounded estimate, and the Budget Variance will be within a dollar rounding error. Any variance amount greater than $1 or less than -$1 should be updated.

Award Amounts & Cash Position
Time run: 11/16/2023 6:11:03 PM

Resp Tub	Resp Org	Project ID-Seg No	Acct Group	Acct Type	Acct Status	Tub	Org	Fund	Activity	Sub-Act	Root	Allocated Amt	Curr GL Spon Budget	Budget Variance
325	28741		01	Main	Active	325	28741					902,979.00	709,058.00	193,921.00
325	28741		01	Main	Active	325	28741					924,831.31	574,266.00	350,565.31
325	28741		01	Part-of	Active	325	28741					465,048.00	465,048.00	0.00
325	28741		01	Main	Active	325	28741					95,199.00	95,199.00	0.00
325	28741		01	Part-of	Active	325	28741					14,280.00	14,280.00	0.00
325	28741		01	Main	Active	325	28741					90,000.00	90,000.00	0.00
325	28741		01	Main	Active	325	28741					133,588.00	0.00	133,588.00
325	28741		01	SubAgreement	Active	325	28741					111,412.00		
325	28870		01	Main	Active	325	28870					98,105.00	98,105.00	0.00
325	28870		01	Main	Active	325	28870					300,000.00	0.00	300,000.00
325	28870		01	Main	Active	325	28870					29,693.00	29,693.00	0.00
325	28870		01	Part-of	Active	325	28870					1,174.00	1,174.00	0.00

Tip: Run the accounts report in HART on a monthly or quarterly basis to find all the accounts that need an update.

The Grants Financial Dashboard also loads the GL Budget numbers by object code in various reports. As shown below, the **Period Transactions** tab offers a "From to Period Balances" report, which shows a snapshot of income, spending, and budgets by each unique 33-digit costing string. As shown below, when the GL Budget is not updated, this report becomes less useful. In this example, the income and expenses (1) appear to show we are approved for nearly $300,000 more than is budgeted (2). The Award Amounts & Cash Position report above shows $350,565 is missing. When the GL Budget is loaded correctly, this report will automatically show a detailed snapshot of where overspending and underspending are occurring. In this example, the percent of budget expended (3) is incorrect because the budget is out of date.

as of Period	Tub	Org	Fund	Activity	Subact	Root	Zeta Obj	Obj	Obj Not Sub OH	Obj Name	AUG-19 to NOV-23 Per Trans	Proj to Date Income	Proj to Date Exp as of NOV-23	Proj to Date Non-Oper	Proj to Date Exp, Inc, & Non-Oper as of NOV-23	Proj to Date GL Spon Budget as of NOV-23	% GL Bud Expended
							Expense			Assessment							
NOV-23	325	28741					2 Expense	6260		Post-doc Employees, Fringe Benefit Assessment	24,802.92	0.00	24,802.92	0.00	24,802.92	0.00	
NOV-23	325	28741					2 Expense	6430	*	Grad Tuition+Fee Grants	0.00	0.00	0.00	0.00	0.00	13,490.00	0.0
NOV-23	325	28741					2 Expense	7650		Domestic Travel, GENERAL	0.00	0.00	0.00	0.00	0.00	4,596.00	0.0
NOV-23	325	28741					2 Expense	7670		Foreign Travel, GENERAL	0.00	0.00	0.00	0.00	0.00	5,404.00	0.0
NOV-23	325	28741					2 Expense	7980		Other Professional Svcs, GENERAL	67,395.33	0.00	67,395.33	0.00	67,395.33	0.00	
NOV-23	325	28741					2 Expense	8250		Technical Services, GENERAL	9,915.23	0.00	9,915.23	0.00	9,915.23	0.00	
NOV-23	325	28741					2 Expense	8400	*	Tub Ovhd Chgs for Spon Grts+Cntrct, GENERAL	190,134.18	0.00	190,134.18	0.00	190,134.18	184,364.00	103.1
Grand Total											(5,712.50)	(1,338,903.77)	1,333,191.27	0.00	(5,712.50)	1,039,314.00	2,061.3

Rows of Data Returned 36
Export

Planning for the GL Budget Feature at the Proposal Stage

When creating the budget for the sponsor, we sometimes use categories that involve several different transaction types, e.g., a workshop. It may not be worthwhile to break down such a budget in order to present it to the sponsor. However, the GL Budget feature will require specific object codes to be used. When possible, create your budget with object codes in mind. Selecting the correct object codes helps drive correct fringe rates and indirect costs, but it also helps provide a roadmap for this process in the event of an award.

When object codes are difficult to select, budget object codes such as 7650 "General Domestic Travel" can be used instead of specific object codes for airfare, lodging, ground transit, and meals. In cases where no budget is required by the sponsor, a total amount can be entered in under object code 6000 "Total Expenses", which is a budget only object code. Using object code 6000 will allow for the Dates and Dollars screen in GMAS to provide an accurate balance and relieve the burden of choosing object codes that do not reflect the approved budget.

Tip: Use the Object Code Master List to find "Budget Only" object codes.

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Entering GL Budgets in GMAS

Navigating to the 'Edit GL Budget' Screen in GMAS

The 'Edit GL budget' screen can be accessed either through the segment homepage, or from the accounts list screen.

The screen is accessible from the segment homepage when an account allocation is not equal to the current GL budget amount, or when a budget previously submitted through GMAS to be posted to the GL has failed. For more information on when this information appears on the segment homepage, visit the "General Ledger (GL) Budgets" section of the Understanding Segment Home – Work in Process Section job aid.

When a budget needs to be edited and the current budget is equal to the account allocations, navigate to the 'Edit GL budget' screen through the accounts list screen.

'Edit GL Budget' Screen Overview

1. Summary
    a. Subactivity allocation (rounded) – This represents the amount allocated to this account (the amount set in a segment revision/action memo). If the allocated amount has cents, it will be rounded to the nearest dollar. The label will indicate if the amount is rounding or not.
    b. Account dates – This represents the current obligated dates for this account (the dates set in a segment revision/action memo).
    c. Last budget submission – This will show if the most recent GL budget submitted from GMAS has been reconciled or failed and the date and time the submission occurred. If there has never been a budget submitted to the GL through GMAS, it will say 'None'. If budgets from other systems (other than GMAS) were submitted to the GL, that data will not be listed here.
    d. Last saved by – If an individual has selected 'Save and continue later' and there are saved values that have not been submitted to the GL yet, the individual's name will display here. If there are no values saved pending submission to the GL, this label will not show in the summary section.
    e. Indirect cost basis – This represents the IDC basis set for this account (the basis is set in a segment revision/action memo)

  f. Indirect cost rates – This will show all the IDC rates that have been set for this account and the date each one is effective.

2. Fringe rate selection - This drop down determines the rate the fringe amounts will calculate by if in auto-calculate mode (see #7). If 'account dates' are selected, a blended rate will be applied when auto-calculating fringe. Blended rate is determined by the following: (Days in Y1/Total Days) * Y1-rate) + ((Days in Y2/Total Days) * Y2-rate), etc. If a specific fiscal year is selected, the fringe will calculate based on the rates for that fiscal year.

3. Category, Object code, Subject to OH – The category and the subject to OH indicator populate based on the object code selected.

  a. Category - The budget will be organized into categories after it is saved or reconciled.

  b. Object code – The object code field is an autocomplete that allows a user to search by number, description, or category. If the object code is already in an existing row, it will no longer be available in the look-up. Fringe object codes that automatically populate based on the salary object codes selected will also not be available in the look-up. This field is not editable if a value associated to the object code shown currently exists in the GL (see #4).

  c. Subject to OH - Subject to OH will show a yes or no based on the indirect cost basis associated with the account and the overhead attributes of the object code selected. All rows where it indicates 'yes' will automatically update the 'New budget amount' column for object code 8400, if it is in auto-calculate mode (see #7), based on the amount entered in the 'New budget amount' for that object code.

4. Current budget – This is a non-editable field that displays the current GL budget amount (amounts from the previous business day) plus any amounts that were submitted and posted to the GL from GMAS today. GL budget amounts that are sent by other systems (other than GMAS) today will not display in the current budget field in GMAS until the next business day.

5. New budget amount – This field indicates the total amount that should be reflected in the GL per object code. The amount here will default to the current budget amount (if there is one). If an auto-populated fringe row, or the overhead 8400 row is in auto-calculate mode, this will not be an editable field and will adjust according to amounts entered in other rows. All other rows will be editable.

6. Amount to be sent to GL – This is a non-editable field which indicates the difference between the 'Current budget' amount and the 'New budget amount'. This is the amount that will be submitted to the GL. If this field is null, there will be no updates to the GL budget for that object code.

7. Trash can, Pencil, Calculator icons – Icons only appear for rows that can be deleted or switched between auto-calculate and manual mode.

  a. Trash can – This icon only appears for rows that do not have a 'Current budget' amount, and do not auto-populate based on other object codes added. Selecting the trash icon will delete the entire row. If a salary row is deleted, its associated fringe rows will be deleted also.

    b. Pencil – This icon appears for auto-populated fringe object codes and overhead object code 8400. When the icon is a pencil, it indicates that the 'New budget amount' can be switched from auto-calculate mode to manual mode.

    c. Calculator – This icon appears for auto-populated fringe object codes and overhead object code 8400. When the icon is a calculator, it indicates that the 'New budget amount' can be switched from manual mode to auto-calculate mode. Manual entries will be lost once switched to auto-calculate mode.

8. Remaining allocation to be budgeted – This amount is the difference between the total 'New budget amount' and the 'Subactivity allocation'. A budget cannot be submitted to the GL unless the amount here is $0.

9. Add object code button – This button adds a new row to the budget. The row is always added right above object code 8400 (which is static).

10. 'Cancel', 'Save and continue later', and 'Save and send budget to GL' buttons – These buttons exit the screen and delete changes, exit the screen and save changes, or exit the screen and send the budget to the GL. These buttons are the only way to navigate out of the 'Edit GL budget' screen.

    a. 'Cancel' – Cancelling deletes any changes made during the session and exits back to the account list screen, or the segment homepage (depending on navigation into the screen). If a budget was previously saved before the current session, cancelling will revert to the previously saved version. Previously saved versions can only be deleted by removing any values listed in the 'Amount to be sent to GL' column.

    b. 'Save and continue later' – Saving to continue later saves all of the changes made without sending any changes to the GL.

    c. 'Save and send budget to the GL' – Saving and sending the budget to the GL saves all changes made and sends the changes for objects codes with amounts in the 'Amount to be send to GL' column to be posted in the GL.

Budget Posting Failures

What happens when a budget submitted in GMAS fails processing by the GL?

If there is a failure, there will be a panel on the segment homepage for the account:

In addition, the person who submitted the budget to the GL will receive an email:

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How will I know why the transactions failed at the GL?

The failure email contains an attachment called "gl_emailfile.rtf", which specifies the lines which were affected and the failure reason.

Error Code	Source	Accounting Date	Currency	Entered Debit	Entered Credit	Accounting Flexfield/CCID
EF04	GMAS 150 Budg	13-OCT-16	USD	100	0	275.12345.7650.678910.111213
EF04	GMAS 150 Budg	13-OCT-16	USD	0	200	275.12345.8400.678910.111213

The error code "EFO4" is defined near the end of the document.
EF04 - This is an invalid Accounting Flexfield. Check your cross-validation rules and segment values.

The budget should only fail if a cross validation rule needs to be relaxed. If you get a different error code, please reply to the failure email to notify the GMAS helpdesk.

How do you relax the cross-validation rule?

1. The client services website has information on how to request the cross-validation rule be relaxed. http://cs.fss.finance.harvard.edu/cvrs-0

2. To verify the rule has been relaxed for that account string, check the Chart of Accounts Validator, by entering the 33-digit code. The Results section of the website will indicate if it can be transacted to. https://finprod.huit.harvard.edu:8000/OA_HTML/OA.jsp?page=/oracle/apps/huicx/huglCoaVal/webui/huglCoaValPG

3. Once you are confident the account string is now valid and active, go to GMAS, click <Edit GL budget> button from the segment home panel (or the Account List screen). The "Remaining allocation to budget" should be equal to zero on the budget screen in GMAS. Click the <Save and Send budget to GL> button to reprocess the budget transaction.

Who do I contact if I need help?

The failure email has a return address of contactgmas@harvard.edu. You can reply to the failure email which will contact the GMAS helpdesk.

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