Section	03	BUDGETING	Effective Date	7/1/2015
Sub-section	06	Operating Budgets	Revision Date	3/31/2015
SAM Ref	2-7			

POLICIES

1. Agencies will have at their discretion the ability to control or track budget.
2. Operating budget journals will be maintained at the agency level.

PROCEDURES

Agencies can create and maintain expense budgets and revenue estimates in PeopleSoft Commitment Control. Operating budgets check or track actual transactions against budgets.

The level the operating budgets are set up at can be at the detail or roll up level. Below are the options for setting up agency operating budgets:

Operating Budget	Operating Budget Definition
Control	Transactions that cause budget exceptions will generate errors and warnings. No further processing can be performed until the transaction error is corrected by an authorized agency user.
Tracking with Budget	Track transaction amounts against a budget but does not issue error exceptions unless there is no corresponding budget row. If budget row exists, even for a zero amount, will issue warnings for exceptions.
Tracking without Budget	Track transactions even if there is no budget set up. If a budget row exists and there are exceptions, will issue warnings.

Additional procedures pending.