



## BUDGET ACCOUNT IDENTIFIER TOOL

The **Budget Account Identifier** tool can be found [here](#) in the OneSource Training Library.

**Explanation:** The Budget Account Identifier is a great tool to determine which account code should be used when budgeting detailed expenses on a sponsored project in the UGA Financial Management System (FMS).

The UGA Financial Management System uses two different trees for setting up budgets on sponsored projects.

- One budget tree was created following our legacy system budget structure and better facilitating conversion of sponsored projects. This tree has a more summarized set of budget lines. All sponsored projects ending in “CV” are converted projects from our legacy system and will use the more summarized, legacy system budget tree.
- The other tree was set up to allow better management of sponsor requirements by providing a more detailed structure for budget line set up. All sponsored projects ending in “01”, “02”, etc. originate in FMS and will use the more detailed budget tree. Budget lines house detailed expense accounts and must be open on the project for charging the particular account. For example, to charge an equipment expense to a sponsored project using expense account 843100, the budget line 800000 must be set up on the project. The Budget Account Identifier can be used to assist in determining the budget account required to make a charge.

### Instructions:

1. Look at the Project ID to identify whether it is a CONVERTED Project or a NEW Project.
  - a. For projects ending in CV, this is a “Converted Project.”
  - b. For projects ending in “01”, “02”, etc., this is a “New Project.”
2. Click on the appropriate tab – CONVERTED PROJECT or NEW PROJECT based upon the above.
3. Insert the Account Code into the orange box (see figure below) and hit the ENTER key.

Please use for CONVERTED projects in PeopleSoft- These will end in CV.

Use the orange highlighted box to enter the detail account code to find the budget account required.

Detail Account Description	Budget Account	Description
Enter account code-> <span style="background-color: orange; border: 1px solid black; padding: 2px;"> </span>		

4. The Budget Account Identifier will provide the expense account description, budget account and description required to allow spending as displayed below.

Please use for CONVERTED projects in PeopleSoft- These will end in CV.

Use the orange highlighted box to enter the detail account code to find the budget account required.

Detail Account Description	Budget Account	Description
Enter account code-> <span style="background-color: orange; border: 1px solid black; padding: 2px;">843100</span> 843100 - Equipment Purchases-Inventory	800000	800000 - Equip/Capital Outlay