



Austin Peay State University
Govs Suite Budgetary Control
Training Guide

Updated June 2025

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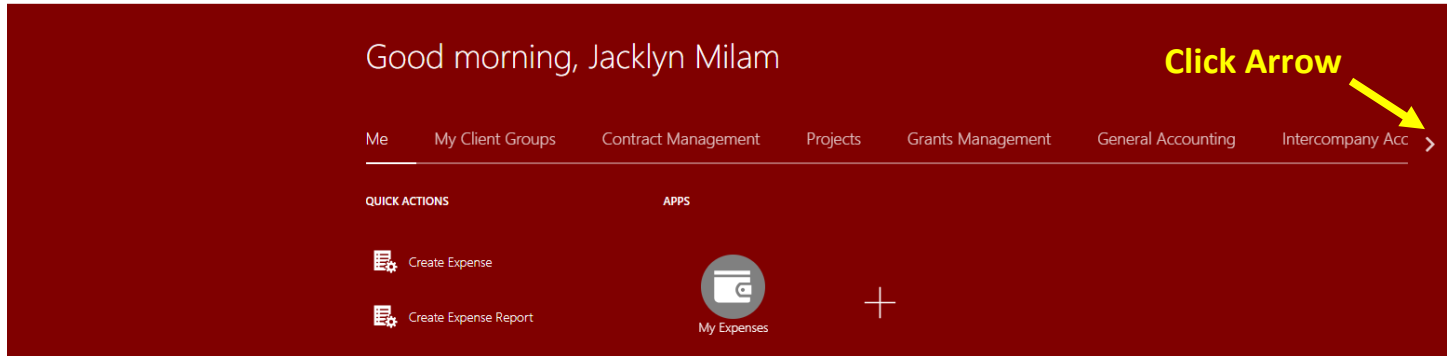
Manage Budget Account Groups 20

Logging In

- 1.) Login with APSU username and password
- 2.) Land on Govs Suite Home Page

Navigating to Budgetary Control Dashboard

- 1.) Navigate to Budgetary Control Dashboard on Home Page
 - a. Click arrow to scroll over
 - b. Click Budgetary Control heading
 - c. Click Budgetary Control icon



- 2.) Navigate to Budgetary Control Dashboard using Menu
 - a. Click the Menu in top right corner next to the Govs Suite icon
 - b. Click Budgetary Control to expand menu
 - c. Click Budgetary Control






Show More



Home

Me	▼
My Client Groups	▼
Sales	▼
Contract Management	▼
Receivables	▼
Product Management	▼
Projects	▼
Grants Management	▼
General Accounting	▼
Intercompany Accounting	▼
Budgetary Control	▲
 Budgetary Control	

Click to Expand

Then click to go to dashboard

3.) Save to Favorites

- Click Star icon in the top left corner
- Click Add to Favorites
- Enter Name and click Save and Close
- Dashboard will be added to Favorites and you will be able to navigate from the Favorites menu.



Favorites and Recent Items

Favorites

Recent Items

Add to Favorites

Add to Favorites

* Name

Budgetary Control Dashboard

Create In

▼

New Folder...

Save and Close

Cancel

Favorites and Recent Items

Favorites

Recent Items

Add to Favorites

Manage Favorites

Budgetary Control Dashboard

4.) Land on Budgetary Control Dashboard

GOVSUITE

Budgetary Control Dashboard

Budget Monitor

View

Detach

Budget Account Group A110001

Budget Period FY-2025

Balance

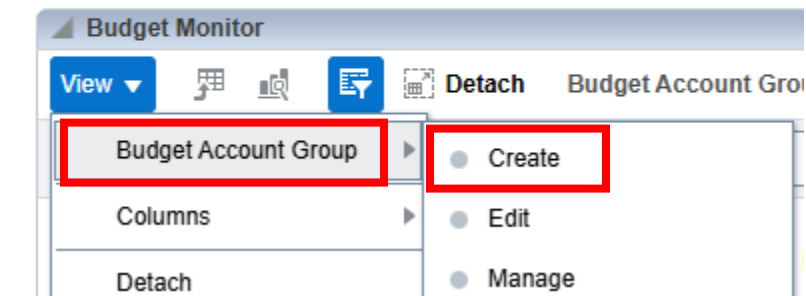
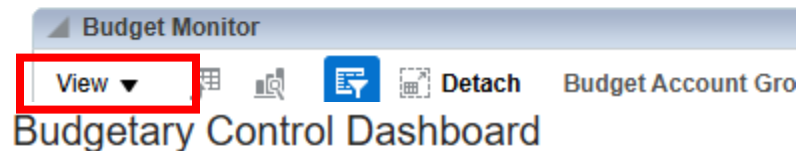
Year to date

Entity	Fund	Organization	Organization Description	Account	Accou Descri	Program	Budget (USD)			Consumption (USD)			
							Initial	Adjustments	Total	Unreleased	Commitments	Obligations	Other Expenditures
A	A110001	All Organizatio...		All Account Values		All Program V...	374,233,590.27	11,741,926.00	385,975,516.27	0.00	115,106.37	4,019,285.38	0.00 342,273.34

Create Budget Account Group

- 1.) Create Budget Account Group
 - a. Click View
 - b. Click Budget Account Group
 - c. Click Create
 - d. Land on Create Budget Account Group

Budgetary Control Dashboard



This screenshot shows the 'Create Budget Account Group' form within the GOVSUITE application. The form is divided into two main sections: 'General' and 'Budget Accounts'.
General Section: Contains fields for 'Name', 'Control Budget' (a dropdown menu), 'Description', and 'Access' (a dropdown menu currently set to 'Private'). Below these fields, it shows 'Owner: Jacklyn Milam'.
Budget Accounts Section: Features a 'Funds Availability as a Percentage of Budget' chart. The chart has a vertical axis from 0 to 100. A green bar represents 'Starting from 100% Funds Availability', a yellow bar represents 'Running Low', and a red bar represents 'Critically Low'. To the right of the chart are three color-coded buttons: a green button for 'Starting from 100% Funds Availability', a yellow button for 'Running Low', and a red button for 'Critically Low'.
Footer: Includes a 'Save' button and a 'Cancel' button. At the bottom, there is a 'Budget Account Label' field and a message 'No data to display.'

- 2.) Enter Name, Control Budget, Description, and Access
 - a. Control Budget will always be University Budget
 - b. Description is optional
 - c. Access is private or public. Private can only be viewed by you. Public will be available for everyone to see.
 - i. If you make a private account group, that does not restrict others from creating an account group using the same FOAP.
 - ii. If the account group is private, only the user that created it can see it. Their supervisor would not be able to see the group.

General

* Name

* Control Budget ▼

Description

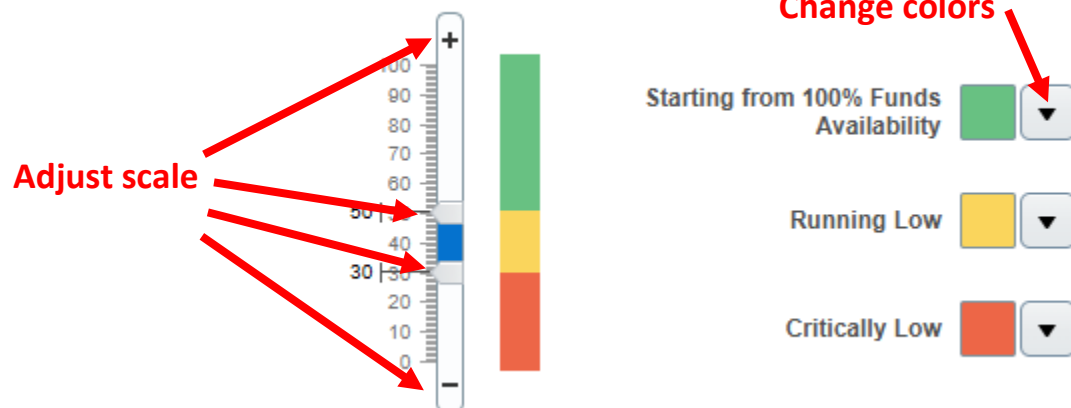
* Access ▼

Owner Jacklyn Milam

3.) Adjust Data Bar

- You can customize the data bar that provides the visual indicator of how much funds are left.
- Move the sliders on the scale to adjust or click the +/- on each end to change.
- Change colors to your personal preference.

Funds Availability as a Percentage of Budget



4.) Add Budget Account Line

- Click the Plus icon
- Add optional label
- Add Entity, Fund, Organization, Account, and Program
 - It is recommended that Program is All Program Values
 - You can either type, scroll through list, or search for the code you want to add.
 - You will have to use the budgetary account codes. Transaction information will not appear on the specific expense account codes.
- If you want to add another row, you can click the Plus icon again. You can also duplicate and remove rows by clicking the appropriate icons.
- When you are done, Click Save and Close.

Budget Accounts

View ▼

Format ▼

+

×

Freeze

Wrap

Budget Account Label	* Entity	* Fund	* Organization	* Account	* Program
No data to display.					

Budget Account Label

* Entity

* Fund

▲▼

* Organization

* Account

* Program

Budget Office

A▼

A110001▼

All Account▼

All Program Values▼

Organization

Organization

Organization

All Organization...

All Organization...

All Organization ...

000000-Default ...

000000

000000

100000-Universi...

100000

100000

100001-Instituti...

100001

100001

100002-Instit M...

100002

100002

100003-Other B...

100003

100003

100010-Claims ...

100010

100010

100011-Campus...

100011

100011

100012-Instituti...

100012

100012

Search...

Type

Scroll

Search

Budget Accounts

View ▼

Format ▼

+

×

Freeze

Wrap

Add Rows | Duplicate Rows | Delete Rows

Budget Account Label	* Entity	* Fund	* Organization	* Account	* Program
Budget Office	A	A110001	301001	All Account Values	All Program Values
Budget Travel	A▼	A110001▼	301001▼	730A▼	All Program Values▼
Budget Operating	A	A110001	301001	74	All Program Values

Save

▼

Cancel

Save and Close

Save and Create Another

Budgetary Accounts Codes

Budgetary Account Codes

Budget Account Name	Budget Account Description
5100	In State Tuition
5105	Out of State Tuition
5110	All Debt Service Fees
5115	All General Acc or Program Services Fee
5120	All Technology Access Fees
5125	All Student Activity Fees
5131	All Facilities Fee
5132	All Sustainable Campus Fee
5133	All International Education Fee
515	Nonmandatory Fees
52	All State Appropriations
53	All Federal Grants and Contracts
54	All State Grants and Contracts
55	All Local Grants
56	All Private Grants
57	All Private Gifts
58	All Sales and Services EDU ACT
59	All Other Sources
5C	Auxiliary Generating Revenues

5D	All Nonoperating Grants and Contracts
5F	All Additions to Permanent Endowments
5G	All Operating Gifts
5H	All Nonoperating Other Revenue Sources
5J	All Other Capital Revenues
5K	All Sales and Services of Other Act
6110	All Administrative Salaries
6120	Faculty and Academic Salaries
6130	All Clerical and Support Salaries
6140	All Student Salaries and Wages
6160	All Professional Support Salaries
62	Benefits
730A	All Travel
74	All Operating Expenses
751	All Utilities and Fuel
78	All Capital Expenses
79	All Scholarships and Fellowships
8110	All Retirement of Indebtedness To
8120	All Renewal and Replacements To
8130	All Loan Fund Matching To
8200	All Retirement of Indebtedness From
8210	All Transfers to Unexpended Plant
8220	All Transfers to Renew and Replace
8223	All Loan Fund Matching From
8230	All Transfers to Other Funds

8240	All Transfers from Unexpended Plant
8250	All Transfers from Renew and Replace
8260	All Transfers from Other Funds
8300	All Renewal and Replacements From

Dashboard Overview

- 1.) The dashboard can be broken down into four sections:
 - a. FOAP – This displays the FOAP string where budget and expense transactions take place.
 - b. Budget – This displays the Initial budget loaded on July 1, Adjustments made afterward, and the Total budget.
 - c. Consumption – This displays Commitments, Obligations, Expenditures, and the Total consumed.
 - i. Commitment is an encumbrance.
 - ii. Obligation is a purchase order.
 - iii. Expenditures are actual expenses.
 - d. Funds Available
 - i. The difference between Budget and Consumption columns.
 - ii. Next to the Amount column, there is a data bar that visually displays the available funds.

	Entity	Fund	Organization	Account	Program	Budget (USD)		
						Initial	Adjustments	Total
	A	A110001	000000	All Account Val...	All Program...	0.00	0.00	0.00
	A	A110001	304009	All Account Val...	All Program...	0.00	0.00	0.00
	A	A110001	450210	All Account Val...	All Program...	0.00	0.00	0.00
	A	A110001	800002	All Account Val...	All Program...	0.00	0.00	0.00
	A	A110001	303011	All Account Val...	All Program...	0.00	1,739.00	1,739.00
	A	A110001	405013	All Account Val...	All Program...	0.00	1,474.00	1,474.00
	A	A110001	801003	All Account Val...	All Program...	0.00	5,381.00	5,381.00
	A	A110001	306003	All Account Val...	All Program...	193,548.96	7,200.00	200,748.96
	A	A110001	400011	All Account Val...	All Program...	98,900.00	0.00	98,900.00

Consumption (USD)					Funds Available	
Commitments	Obligations	Other	Expenditures	Total	Amount (USD)	Budget (%)
0.00	29.78	0.00	-22,180.52	-22,150.74	22,150.74	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	1,738.80	0.00	0.00	1,738.80	0.20	0.01
0.00	1,473.59	0.00	0.00	1,473.59	0.41	0.03
0.00	4,081.36	0.00	0.00	4,081.36	1,299.64	24.15
0.00	13,795.00	0.00	115,805.47	129,600.47	71,148.49	35.44
0.00	36,416.80	0.00	9,104.20	45,521.00	53,379.00	53.97

Customize the Dashboard

1.) Columns – Adding and Removing

- View – You can go to View then Columns to add and remove columns
- Right Click – You can also right click on a Column heading to add and remove columns

The screenshot shows a dashboard interface with a top navigation bar. The 'View' button is highlighted, and a dropdown menu is open. The 'Columns' option is selected, showing a list of columns that can be toggled on or off. The columns include Entity, Entity Description, Fund, Organization, Fund Description, Account, Program, Organization Description, Budget (USD), Consumption (USD), Account Description, Funds Available, and Program Description. The 'Entity', 'Fund', 'Organization', 'Account', and 'Program' columns are currently checked. Below the menu, a table is visible with columns for 'Budget Account Group', 'Entity', 'Fund', 'Organization', 'Account', and 'Program'. The table contains several rows of data, including 'A110001' and 'A110002'.

Budget Account Group	Entity	Fund	Organization	Account	Program
A110001	800	300	400	800	300
A110002	800	300	400	800	300

2.) Rearrange Columns – You can click on a heading and rearrange the columns.

Drill Down into FOAPs and Transaction Details

1.) Click any of descriptions under the headings to expand additional values.

Budget Monitor							
View ▾					Detach	Budget Account Group	All FOAPs * Budget Period FY-2025 ▾ * Balance Period to date ▾ ↻
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Entity	Fund	Organization	Organization Description	Account	Account Description	Program	
A	All Fund Values	All Organization Values		All Account Values		All Program Values	

2.) When you click All Organization Values, all organization codes will appear.

Budget Monitor							
All FOAPs > Organization: All Organization Values							
View ▾					Detach	Budget Account Group	All FOAPs Budget Period FY-2025 ▾ Balance Period to date ▾ ↻
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Entity	Fund	Organization	Organization Description	Account	Account Description	Program	
A	All Fund Values	301000	301000-Associate VP Bud...	All Account V...		All Progra...	
A	All Fund Values	301001	301001-Budgets	All Account V...		All Progra...	
A	All Fund Values	301002	301002-Accounting Services	All Account V...		All Progra...	
A	All Fund Values	301003	301003-Payroll	All Account V...		All Progra...	
A	All Fund Values	301004	301004-Student Account ...	All Account V...		All Progra...	
A	All Fund Values	301005	301005-Procurement	All Account V...		All Progra...	
A	All Fund Values	301006	301006-Auxiliary Services	All Account V...		All Progra...	
A	All Fund Values	301007	301007-Post Office	All Account V...		All Progra...	
A	All Fund Values	301008	301008-Book and Supply ...	All Account V...		All Progra...	
A	All Fund Values	301009	301009-Vending	All Account V...		All Progra...	
A	All Fund Values	301010	301010-From Auxiliaries	All Account V...		All Progra...	
A	All Fund Values	302000	302000-Human Resources	All Account V...		All Progra...	
A	All Fund Values	302001	302001-FBMC (Admin Ex)	All Account V...		All Progra...	

3.) When you click All Account Values for one of the organization codes, you will see all the accounts for that org.

Budget Monitor							
All FOAPs > Organization: All Organization Values > Account: All Account Values							
View				Detach	Budget Account Group	All FOAPs	Budget Period
						FY-2025	Balance
						Period to date	
Entity	Fund	Organization	Organization Description	Account	Account Description	Program	
A	All Fund Values	301000	301000-Associate VP Bud...	5C_base	5C-Auxiliary Generating ...	All Progra...	
A	All Fund Values	301000	301000-Associate VP Bud...	6110_base	6110-All Administrative ...	All Progra...	
A	All Fund Values	301000	301000-Associate VP Bud...	62_base	62-Benefits Base Balance	All Progra...	
A	All Fund Values	301000	301000-Associate VP Bud...	730A_base	730A-All Travel Base Ba...	All Progra...	
A	All Fund Values	301000	301000-Associate VP Bud...	74_base	74-All Operating Expens...	All Progra...	
A	All Fund Values	301000	301000-Associate VP Bud...	8210_base	8210-All Transfers to Un...	All Progra...	
A	All Fund Values	301000	301000-Associate VP Bud...	8220_base	8220-All Transfers to Re...	All Progra...	
A	All Fund Values	301000	301000-Associate VP Bud...	8230_base	8230-All Transfers to Ot...	All Progra...	

4.) To go back a level, you can click the link at the top of the monitor window.

Budget Monitor	
All FOAPs > Organization: All Organization Values >	Account: All Account Values

5.) You can also drill down into transactions by clicking on the amounts.

Budget (USD)				Consumption (USD)				
Initial	Adjustments	Total	Unreleased	Commitments	Obligations	Other	Expenditures	Total
304,105.28	295.00	304,400.28	0.00	0.00	120.72	0.00	0.00	120.72
135,422.00	0.00	135,422.00	0.00	0.00	0.00	0.00	0.00	0.00

6.) You will land on the Review Budgetary Control Balances page. This will display more detail behind the amount you clicked on the previous page. You can click on the amounts again to get more information.

Review Budgetary Control Balances

Control Budget University Budget

Currency USD

Budget Period FY-2025 - FY-2025

Entity A

Fund A110001

Organization 301000

Account All Account Values

Program All Program Values

Budget Balances

View

7.) You will land on the Review Budgetary Control Transactions page. This show the specific transactions behind the amount on the previous screen. Under the Transaction column, you can click the document number to get more information.

Review Budgetary Control Transactions

Done

Search

Control Budget University Budget
Budget Period FY-2025
Budget Account A-A110001-301000-74-450

Balance Type Obligation
Balance 120.72 USD
Budget Currency USD

Budget Transactions

View Format Wrap Transaction Number

Budget Date	Transaction	Related Transaction	Reserved Transaction Amount	Activity	Reserved	Liquidated
4/27/25	P2507791		10.60 USD	Reservation	10.60	0.00
4/27/25	P2507791		59.62 USD	Reservation	59.62	0.00
4/27/25	P2507791		50.50 USD	Reservation	50.50	0.00
Total					120.72	0.00

8.) Depending on the type of transaction, you will land on the Purchase Order, Requisition or Invoice page. These pages are similar to Govs eShop. They contain Supplier, Shipping, Quantity, Requestor, etc. information.

GOVS SUITE

Purchase Order: P2507791 ?

View PDF Actions Refresh Done

Main

General

Procurement BU University	Supplier Canon USA Inc	Ordered 336.67 USD
Requisitioning BU University	Supplier Site P300 Commerce S-PO-2	Total Tax 0.00 USD
Sold-to Legal Entity Austin Peay State University	Supplier Contact PA00230452-Contact Name	Total 336.67 USD
Bill-to BU University	Communication Method None	Description
Order P2507791	Bill-to Location Austin Peay State University Central Receiving	Requisition
Status Open	Ship-to Location Austin Peay State University Central Receiving	Source Agreement
Funds Status Reserved		Supplier Order
Buyer Lois Culwell		
Creation Date 4/27/25		

Terms Notes and Attachments

Required Acknowledgment None	Shipping Method	— Requires signature
Payment Terms Net 30	Freight Terms	— Pay on receipt
	FOB	— Confirming order


9.) When you are done, you can click Done in the top right corner on each page to get back to the dashboard.

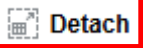
Exporting to Excel

- 1.) On most pages, you can export the data to Excel document by clicking Export to Excel icon.




Detach

- 1.) On most pages, you can detach the window on the page by clicking the Detach icon . This is useful if you have several rows and need more space to see them.





Filter

- 1.) On most pages, you can apply filters to your data by clicking the Filter icon. 
 - a. Empty fields will appear above the headers.
 - b. You can enter in these fields to filter for certain information.
 - c. Wildcards can be used to search for certain characters.



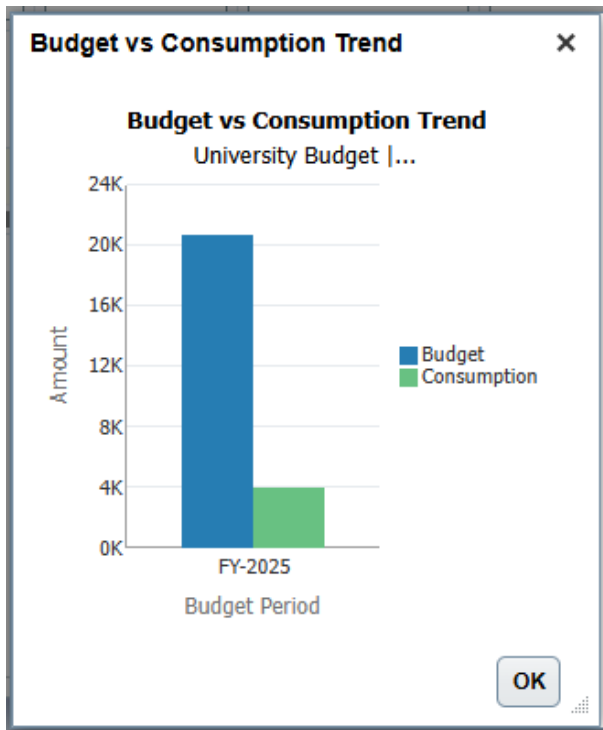
A110001 > Organization: All Organization Values

View				Detach	Budget Account Group	A1
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>		
Entity	Fund	Organization Description	Organization			
A	A110001	200000-VP ...	200000			
A	A110001	200010-Str...	200010			
A	A110001	201000-Pu...	201000			
A	A110001	201001-Go...	201001			
A	A110001	201002-Adv...	201002			
A	A110001	201004-Stu...	201004			

View				Detach	Budget Account Group	A11
	<input type="text"/>	<input type="text"/>	<input type="text" value="%VP%"/>	<input type="text" value="2"/>		
Entity	Fund	Organization Description	Organization			
A	A110001	200000-VP ...	200000			

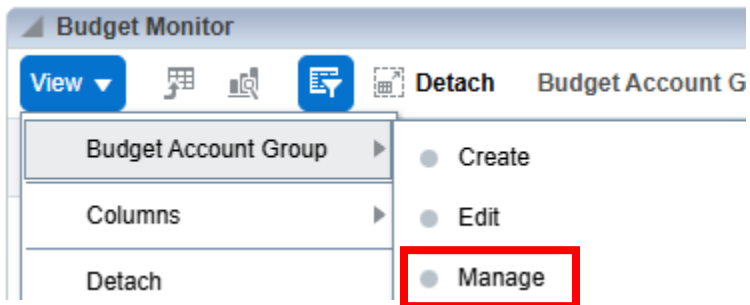
Graph View

1.) On the dashboard, you can see a graph view of your budget by clicking the Graph icon.



Manage Budget Account Groups

- 1.) Create Budget Account Group
 - a. Click View
 - b. Click Manage



- 2.) Set Default in Budget Monitor
 - a. If you want a specific account group to appear every time you access the dashboard, you can that group as the default.

Manage Budget Account Groups

Done

View ▾ Format ▾ + ✎ ✕ 📄 Freeze 📄 Detach 📄 Wrap						My Settings	
Name	Description	Control Budget	Owner	Access		* Set as Default in My Budget Monitor	* Display on My Infolet
A110001		University Budget	Jacklyn Milam	Private		<input checked="" type="checkbox"/>	<input type="checkbox"/>
All FOAPs		University Budget	Jacklyn Milam	Private		<input type="checkbox"/>	<input type="checkbox"/>
Another Test		University Budget	Jacklyn Milam	Private		<input type="checkbox"/>	<input type="checkbox"/>

- 3.) Add, Edit, or Delete Budget Account Groups
 - a. You can add a Budget Account Group by clicking the plus icon.
 - b. If you highlight a Budget Account Group, you can edit by clicking the pencil icon or delete by clicking the x icon.

Manage Budget Account Groups

View ▼Format ▼

+

×

Freeze

Detach

Wrap

Name	Description
A110001	
All FOAPs	