Exercise 2: Understanding Budget Definitions – ANSWER KEY

In the following scenarios by fund type, determine the proper type of budget transaction, ledger group, and chartfields to enter. Refer to the Budget Definition Quick Reference Card for assistance on the appropriate chartfields to use.

In Commitment Control, a positive amount indicates budget increase and negative indicates decrease. This applies both to revenue budget ledgers and expense budget ledgers.

**Part A. F&A**

1. BIOS (462001) would like make a temporary allocation of $20,000 F&A budget to CSCC (462002).

Type of Budget Transaction (circle): Budget Journal Budget Transfer

Ledger Group (circle):

F&A STATE STATE\_REV TRUST\_REV COST\_CODE

Chartfields to Enter:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Budget Period** | **Fund** | **Source** | **Dept** | **Program** | **Amount** |
| **Line 1** | 2015 | 27100 | 14101 | 462001 | - | -20000 |
| **Line 2** | 2015 | 27100 | 14101 | 462002 | - | 20000 |

1. HPM (461001) would like to transfer $500 of temp F&A budget to MCH (464501) to support a seminar.

Type of Budget Transaction (circle): Budget Journal Budget Transfer

Ledger Group (circle):

F&A STATE STATE\_REV TRUST\_REV COST\_CODE

Chartfields to Enter:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Budget Period** | **Fund** | **Source** | **Dept** | **Program** | **Amount** |
| **Line 1** | 2015 | 27100 | 14101 | 461001 | - | -500 |
| **Line 2** | 2015 | 27100 | 14101 | 464501 | - | 500 |

**Part B. State Expenses**

1. Your department is submitting a permanent state health affairs appropriation budget cut of $8,000 by reducing EPA Non Teach budget.

Type of Budget Transaction (circle): Budget Journal Budget Transfer

Ledger Group (circle):

F&A STATE STATE\_REV TRUST\_REV COST\_CODE

Chartfields to Enter:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Budget Period** | **Fund** | **Source** | **Account** | **Dept** | **Program** | **Amount** |
| **Line 1** | 2015 | 21101 | 13001 | 511100 | 46xxxx | - | -8000 |
| **Line 2** | 2016 | 21101 | 13001 | 511100 | 46xxxx | - | -8000 |

1. Your department would like to transfer $10,000 state health affairs appropriations (Regular Term Instruction) from Student Temp Wages budget to Scholarships account for the purpose of Student Aid.

Type of Budget Transaction (circle): Budget Journal Budget Transfer

Ledger Group (circle):

F&A STATE STATE\_REV TRUST\_REV COST\_CODE

Chartfields to Enter:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Budget Period** | **Fund** | **Source** | **Account** | **Dept** | **Program** | **Amount** |
| **Line 1** | 2015 | 21101 | 13001 | 514500 | 46xxxx | - | -10000 |
| **Line 2** | 2015 | 21130 | 13001 | 568000 | 46xxxx | - | 10000 |

1. Within state health affairs appropriations (Regular Term instruction), your department would like to move $3,500 from EPA Non-Teach to cover a $2,000 deficit in Student Temp Wages and a $1,500 deficit in traineeships (within Other Educational Awards) on a temporary basis.

Type of Budget Transaction (circle): Budget Journal Budget Transfer

Ledger Group (circle):

F&A STATE STATE\_REV TRUST\_REV COST\_CODE

Chartfields to Enter:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Budget Period** | **Fund** | **Source** | **Account** | **Dept** | **Program** | **Amount** |
| **Line 1** | 2015 | 21101 | 13001 | 511100 | 46xxxx | - | -3500 |
| **Line 2** | 2015 | 21101 | 13001 | 514500 | 46xxxx | - | 2000 |
| **Line 3** | 2015 | 21101 | 13001 | 569000 | 46xxxx | - | 1500 |

1. Your department would like to set the expense budget for the upcoming year’s short courses (assume Source 13517) as part of regular term instruction in the amount of $25,000 for EPA Teach and $15,000 for Purchased Services.

Type of Budget Transaction (circle): Budget Journal Budget Transfer

Ledger Group (circle):

F&A STATE STATE\_REV TRUST\_REV COST\_CODE

Chartfields to Enter:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Budget Period** | **Fund** | **Source** | **Account** | **Dept** | **Program** | **Amount** |
| **Line 1** | 2015 | 21101 | 13517 | 513100 | 46xxxx | - | 25000 |
| **Line 2** | 2015 | 21101 | 13517 | 520000 | 46xxxx | - | 15000 |

**Part C. State Revenues**

1. Your department would like to set the revenue budget of the upcoming year’s state receipts for short courses in the amount of $40,000 in support of regular term instruction (assume Source 13517).

Type of Budget Transaction (circle): Budget Journal Budget Transfer

Ledger Group (circle):

F&A STATE STATE\_REV TRUST\_REV COST\_CODE

Chartfields to Enter:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Budget Period** | **Fund** | **Source** | **Account** | **Dept** | **Program** | **Amount** |
| **Line 1** | 2015 | 21101 | 13517 | 458710 | 46xxxx | - | 40000 |
| **Line 2** |  |  |  |  |  |  |  |

**Part D. Trust Funds**

1. Your department is establishing a $30,000 budget for this year’s upcoming conference funding
(assume Source 16593).

Type of Budget Transaction (circle): Budget Journal Budget Transfer

Ledger Group (circle):

F&A STATE STATE\_REV TRUST\_REV COST\_CODE

Chartfields to Enter:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Budget Period** | **Fund** | **Source** | **Account** | **Dept** | **Program** | **Amount** |
| **Line 1** | 2015 | 24100 | 16593 | - | 46xxxx | - | 30000 |
| **Line 2** |  |  |  |  |  |  |  |

1. Your department is establishing a $100,000 budget for this year’s upcoming recharge center (assume Source 19511).

Type of Budget Transaction (circle): Budget Journal Budget Transfer

Ledger Group (circle):

F&A STATE STATE\_REV TRUST\_REV COST\_CODE

Chartfields to Enter:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Budget Period** | **Fund** | **Source** | **Account** | **Dept** | **Program** | **Amount** |
| **Line 1** | 2015 | 29500 | 19511 | - | 46xxxx | - | 100000 |
| **Line 2** |  |  |  |  |  |  |  |

**Part E. Cost Codes**

1. You would like to set the budget for Cost Code H4A5000000 in the amount of $10,000.

Type of Budget Transaction (circle): Budget Journal Budget Transfer

Ledger Group (circle):

F&A STATE STATE\_REV TRUST\_REV COST\_CODE

Chartfields to Enter:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Budget Period** | **Cost Code 1** | **Amount** |
| **Line 1** | 2015 | H4A5000000 | 10000 |
| **Line 2** |  |  |  |