

Summary of Best Business Practices Session #1
Office of Budget and Planning and Academic Responsibility Centers
October 9, 2006

Part I. Fringe Benefits on Unrestricted Funds

<u>Pre-RCM</u>	<u>RCM</u>
<ul style="list-style-type: none"> • Fringe benefit expense charged to a central fringe pool. • Units do not incur fringe benefit charges unless a new PIN is created. Budget Office reduces unit's base budget by the fringe benefit rate associated with the new position and budget is transferred to central fringe benefits expense budgets, i.e. health insurance, fica, etc... • No adjustment to units for actual usage of fringe benefits. 	<ul style="list-style-type: none"> • Fringe benefit expense charged to each program based on salary account charged. • Units see all fringe benefits charges, actual and committed, based on actual payroll expense and open payroll commitments. • Fringe benefit rates will be revised at year end based on actual fringe benefit expense incurred and total University unrestricted payroll that are subject to fringe.

Restricted and Sponsored funds have always been charged fringe expense using the same methodology as the RCM model for unrestricted fringe expense.

An alternate set of rates are applied to Sponsored and Non-Sponsored Restricted payroll expense. (See attachment)

The Budget Office has developed a report that will assist each unit in reconciling their fringe benefits expense. The report will be accessed through the MySlice portal with other RCM reports and is estimated to be available in November 2006.

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Part II. Budget Transfers

Responsibility Centers

<u>Transfer Type</u>	<u>Pre-RCM</u>	<u>RCM</u>
<ul style="list-style-type: none"> • Base budget within your own unit. 	<ul style="list-style-type: none"> • Allowable. 	<ul style="list-style-type: none"> • Allowable.
<ul style="list-style-type: none"> • Base budget to another school or college. 	<ul style="list-style-type: none"> • Allowable. 	<ul style="list-style-type: none"> • Not recommended except during the online budget process because subventions will need to be adjusted. Should process a journal entry to transfer funding outside on-line budget process period.
<ul style="list-style-type: none"> • Base budget to / from an auxiliary (i.e. DIPA, UC, Project Advance, Residence, and Food Service). 	<ul style="list-style-type: none"> • Not allowable. Must process a journal entry to transfer funding to an auxiliary. 	<ul style="list-style-type: none"> • Not recommended except during the online budget process because subventions will need to be adjusted. Should process a journal entry to transfer funding outside on-line budget process period.
<ul style="list-style-type: none"> • Base budget to an administrative unit. 	<ul style="list-style-type: none"> • Allowable. 	<ul style="list-style-type: none"> • Not recommended except during the online budget process because subventions will need to be adjusted and idc assessment pools will be affected. Should process a journal entry to transfer funding.
<ul style="list-style-type: none"> • One time only budget transfer within own unit. 	<ul style="list-style-type: none"> • Allowable. 	<ul style="list-style-type: none"> • Allowable.

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<ul style="list-style-type: none"> • One time only budget transfer to another school or college. 	<ul style="list-style-type: none"> • Allowable. 	<ul style="list-style-type: none"> • Not allowable. Must process a journal entry to transfer funding.
<ul style="list-style-type: none"> • One time only budget transfer to an auxiliary (i.e. DIPA, UC, Project Advance, Residence, and Food Service). 	<ul style="list-style-type: none"> • Not allowable. Must process a journal entry to transfer funding to an auxiliary. 	<ul style="list-style-type: none"> • Not allowable. Must process a journal entry to transfer funding.
<ul style="list-style-type: none"> • One time only budget transfer to an administrative unit 	<ul style="list-style-type: none"> • Allowable. 	<ul style="list-style-type: none"> • Not allowable. Must process a journal entry to transfer funding.

Administrative Support Units

<u>Transfer Type</u>	<u>Pre-RCM</u>	<u>RCM</u>
<ul style="list-style-type: none"> • Base budget within your own unit. 	<ul style="list-style-type: none"> • Allowable. 	<ul style="list-style-type: none"> • Allowable.
<ul style="list-style-type: none"> • Base budget to a school or college. 	<ul style="list-style-type: none"> • Allowable. 	<ul style="list-style-type: none"> • Not recommended except during the online budget process because subventions will need to be adjusted. Should process a journal entry to transfer funding outside on-line budget process period.

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<ul style="list-style-type: none"> • Base budget to an auxiliary (i.e. DIPA, UC, Project Advance, Residence, and Food Service). 	<ul style="list-style-type: none"> • Not allowable. Must process a journal entry to transfer funding to an auxiliary. 	<ul style="list-style-type: none"> • Not recommended except during the online budget process because subventions will need to be adjusted. Should process a journal entry to transfer funding outside on-line budget process period.
<ul style="list-style-type: none"> • Base budget to another administrative unit. 	<ul style="list-style-type: none"> • Allowable. 	<ul style="list-style-type: none"> • Allowable.
<ul style="list-style-type: none"> • One time only budget transfer within own unit. 	<ul style="list-style-type: none"> • Allowable. 	<ul style="list-style-type: none"> • Allowable.
<ul style="list-style-type: none"> • One time only budget transfer to a school or college. 	<ul style="list-style-type: none"> • Allowable. 	<ul style="list-style-type: none"> • Not allowable. Must process a journal entry to transfer funding.
<ul style="list-style-type: none"> • One time only budget transfer to an auxiliary (i.e. DIPA, UC, Project Advance, Residence, Food Service). 	<ul style="list-style-type: none"> • Not allowable. Must process a journal entry to transfer funding to an auxiliary. 	<ul style="list-style-type: none"> • Not allowable. Must process a journal entry to transfer funding.
<ul style="list-style-type: none"> • One time only budget transfer to another administrative unit. 	<ul style="list-style-type: none"> • Allowable. 	<ul style="list-style-type: none"> • Allowable.

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Part III. Journal Entry Transfer Concern

- Concern – Units would like to track the journal entry transfers using new actuals accounts. It would be beneficial if accounts could be used to separate the journal transfer from the actual expenses.
- Response – Two new actuals accounts have been created that will isolate journal entry activity made in and out of the unit.

751001 – Expense Transfers – In
752001 – Expense Transfers – Out

Also, two new budget accounts have been created to aid in clearing budget variances within an area that result from activity in the actuals accounts mentioned above.

751000 – Expense Transfers – In Budget
752000 – Expense Transfers – Out Budget

Please keep in mind that these new accounts have been setup to replace non-base budget transfers where funding is moving outside your Area. These accounts should be used for your unrestricted chartstring (Funds 11 & 14) only and are not applicable to your Sponsored or Non-sponsored Restricted Funds (13, 15, 16).

Part IV. Attachments

- Sponsored and Non-sponsored Restricted Fringe Rates
- Example of an online journal entry
- Example of an online budget entry

Fringe Benefits Rates by Account

Account	Account Description	Unrestricted and Reserve		Non-sponsored	Sponsored	
		Fund 11 & 14	Fund 15 & 16	restricted gifts and endowment	Federal	Non-federal
		Fund 11 & 14	Fund 15 & 16	Fund 15 & 16	Fund 13 & 91	Fund 13 & 91
500000	9 mo Faculty 40 hrs	39.30%	31.70%	31.70%	31.70%	31.70%
500001	9-Month Faculty 1 FTE 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
500010	9-Mo Acad Dpt Heads	39.30%	31.70%	31.70%	31.70%	31.70%
500011	9- Mo Professors	39.30%	31.70%	31.70%	31.70%	31.70%
500012	9-Mo Assoc Prof	39.30%	31.70%	31.70%	31.70%	31.70%
500013	9-Mo Asst Prof	39.30%	31.70%	31.70%	31.70%	31.70%
500014	9-Mo Instructors	39.30%	31.70%	31.70%	31.70%	31.70%
500015	9-Mo Lecturers	39.30%	31.70%	31.70%	31.70%	31.70%
500018	9-Mo Other Faculty	39.30%	31.70%	31.70%	31.70%	31.70%
501000	Acad Adm w/Fac Rank 9 mo 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
501005	9-month Asst/Assoc Dean	39.30%	31.70%	31.70%	31.70%	31.70%
503200	Grad Assist 9 mo 1 FTE 20 hr e	21.00%	45.00%	45.00%	17.20%	45.00%
503256	Graduate Associates	21.00%	45.00%	45.00%	17.20%	45.00%
503257	Grad Assist 9 mo 1 FTE 20 hr e	21.00%	45.00%	45.00%	17.20%	45.00%
503259	Graduate Assistants exempt	21.00%	45.00%	45.00%	17.20%	45.00%
503288	Grad Assist-Fws 50% -exempt	21.00%	45.00%	45.00%	17.20%	45.00%
504200	NonEx Grad Asst/Assoc 20 hr	21.00%	45.00%	45.00%	17.20%	45.00%
504256	GA - semi Floating nonexempt	21.00%	45.00%	45.00%	17.20%	45.00%
504257	GA - weekly nonexempt	21.00%	45.00%	45.00%	17.20%	45.00%
504286	GA FWS Floating Hrly	21.00%	45.00%	45.00%	17.20%	45.00%
504287	GA FWS Weekly	21.00%	45.00%	45.00%	17.20%	45.00%
504300	Grad Assist 9 mo 1 FTE non ex	21.00%	45.00%	45.00%	17.20%	45.00%
504388	Grad Assist-Fws 50%-Non-Exempt	21.00%	45.00%	45.00%	17.20%	45.00%
510000	Faculty - 12 Month 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
510005	Fac Deans 12 Mo	39.30%	31.70%	31.70%	31.70%	31.70%
510010	Fac Acad Dpt Hd 12 Mo	39.30%	31.70%	31.70%	31.70%	31.70%
510011	Fac Professors 12 Mo	39.30%	31.70%	31.70%	31.70%	31.70%
510012	Fac Assoc Prof 12 Mo	39.30%	31.70%	31.70%	31.70%	31.70%
510013	Fac Assist Prof 12 Mo	39.30%	31.70%	31.70%	31.70%	31.70%
510014	Fac Instructors 12 Mo	39.30%	31.70%	31.70%	31.70%	31.70%
510015	Fac Lecturers 12 Mo	39.30%	31.70%	31.70%	31.70%	31.70%
510018	Fac Other 12 Mo	39.30%	31.70%	31.70%	31.70%	31.70%
511000	AcadAdm w Fac Rank 12 mo 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
511001	Acad Exec Officers 12mo	39.30%	31.70%	31.70%	31.70%	31.70%
511002	Acad Exec Directs&Dpt Hds 12mo	39.30%	31.70%	31.70%	31.70%	31.70%
511005	Acad Exec Deans 12mo	39.30%	31.70%	31.70%	31.70%	31.70%
511010	Acad Dpt Hds 12mo	39.30%	31.70%	31.70%	31.70%	31.70%
511018	Acad Exec Other 12mo	39.30%	31.70%	31.70%	31.70%	31.70%
512000	Executive/Admin 12 Mo 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
512001	Exec Adm Officers 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
512002	Exec Adm Direct&Dpt Hds 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
512005	Exec A/A Dean 40 hr (no Facult	39.30%	31.70%	31.70%	31.70%	31.70%
512020	Exec Adm Managers 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
512021	Exec Adm Other 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
512085	Exec Adm Accrual	39.30%	31.70%	31.70%	31.70%	31.70%
513000	Exempt Non-Faculty 12 mo 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
513001	Exe NF Officers 12 mo 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
513002	Exe NF Direct&Dpt Hds 12 mo 40	39.30%	31.70%	31.70%	31.70%	31.70%
513005	Exe A/A Dean-12m40h (no Fac Ra	39.30%	31.70%	31.70%	31.70%	31.70%
513010	Exe NF Acad Dpt Head 12 mo 40	39.30%	31.70%	31.70%	31.70%	31.70%
513018	Exempt Other 12 mo 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
513020	Exe NF Mgrs 12 mo 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
513021	Exe NF Other 12 mo 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
513025	Exe NF 12 Mo Other Academic 40	39.30%	31.70%	31.70%	31.70%	31.70%
513085	Exe NF Othr Accrual 12 mo 40 h	39.30%	31.70%	31.70%	31.70%	31.70%
513100	Exempt Non-Faculty 12 mo 37.5	39.30%	31.70%	31.70%	31.70%	31.70%
513102	ExeNF Dir&Dpt Hds 12mo 37.5hr	39.30%	31.70%	31.70%	31.70%	31.70%
513120	Exe NF Mgrs 12 mo 37.5 hr	39.30%	31.70%	31.70%	31.70%	31.70%
513121	Exe NF Other 12mo 37.5 hr	39.30%	31.70%	31.70%	31.70%	31.70%
514000	Non Exempt 12 Mo 40 Base hr	39.30%	31.70%	31.70%	31.70%	31.70%
514072	NonExe Clerical 12 Mo 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
514073	NonExe ServNUnion 12 mo 40 hr	39.30%	31.70%	31.70%	31.70%	31.70%
514074	NonExe Tech 12 mo 40hr	39.30%	31.70%	31.70%	31.70%	31.70%

This is a static listing of accounts and fringe benefit rates as of August 1, 2006.

Fringe Benefits Rates by Account

Account	Account Description	Unrestricted and Reserve		Non-sponsored restricted gifts and endowment		Sponsored	
		Fund 11 & 14	Fund 15 & 16	Fund 13 & 91	Federal	Non-federal	Fund 13 & 91
514085	NonExe 12 mo 40 hr Yr End Acc	39.30%	31.70%	31.70%			31.70%
514100	NonExempt 12 Mo 37.5 Base Hr	39.30%	31.70%	31.70%			31.70%
514172	NonExe 12 Mo Clerical 37.5 hr	39.30%	31.70%	31.70%			31.70%
514173	NonExe 12mo Serv NUnion 37.5hr	39.30%	31.70%	31.70%			31.70%
514174	NonExe 12mo Technical 37.5hr	39.30%	31.70%	31.70%			31.70%
514175	NonExe 12mo CraftNunion 37.5hr	39.30%	31.70%	31.70%			31.70%
514185	NonExe 37.5 12 Mo Year End Acc	39.30%	31.70%	31.70%			31.70%
515000	Union 12 month 40 hr	39.30%	31.70%	31.70%			31.70%
515073	Union Service 12mo 40hr	39.30%	31.70%	31.70%			31.70%
515075	Union Craftsman 12mo 40hr	39.30%	31.70%	31.70%			31.70%
515085	Union 40 hr Year End Accrual	39.30%	31.70%	31.70%			31.70%
515100	Union Library 12 Mo 37.5 hr	39.30%	31.70%	31.70%			31.70%
515172	Union Library 12mo 37.5 hr	39.30%	31.70%	31.70%			31.70%
515185	Union Library Year End Accrual	39.30%	31.70%	31.70%			31.70%
520000	1-Sem Fac/Adjunct 40 hr base	7.65%	6.70%	6.70%			6.70%
520010	1-Sem Acad Dpt Hds 40 hr base	7.65%	6.70%	6.70%			6.70%
520011	1-Sem Professor 40 hr base	7.65%	6.70%	6.70%			6.70%
520012	1-Sem Assoc Prof 40 hr base	7.65%	6.70%	6.70%			6.70%
520013	1-Sem Assist Prof 40 hr base	7.65%	6.70%	6.70%			6.70%
520014	1-Sem Instructor 40 hr base	7.65%	6.70%	6.70%			6.70%
520015	1-Sem Lecturer 40 hr base	7.65%	6.70%	6.70%			6.70%
520018	Exe non12mo Other Acad 40 hr	7.65%	6.70%	6.70%			6.70%
523000	Exempt non12 mo 40 hr base	39.30%	31.70%	31.70%			31.70%
523001	Exe non12mo Officers 40hr	39.30%	31.70%	31.70%			31.70%
523002	Exe non12mo Directs&Dpt Hds 40	39.30%	31.70%	31.70%			31.70%
523005	Exe non12mo Adm Dean 40hr	39.30%	31.70%	31.70%			31.70%
523020	Exe non12mo Managers 40hr	39.30%	31.70%	31.70%			31.70%
523021	Exe non12mo Other 40hr	39.30%	31.70%	31.70%			31.70%
523100	Exempt non 12 mo 37.5 base	39.30%	31.70%	31.70%			31.70%
523102	Exe non12mo Direct&Dpt Hd 37.5	39.30%	31.70%	31.70%			31.70%
523120	Exe non12mo Managers 37.5hr	39.30%	31.70%	31.70%			31.70%
523121	Exe non12mo Other 37.5hr	39.30%	31.70%	31.70%			31.70%
524000	Non Exempt non 12 mo 40 hr	39.30%	31.70%	31.70%			31.70%
524072	Nonex non12mo Clerical 40hr	39.30%	31.70%	31.70%			31.70%
524073	Nonex non12mo Service 40hr	39.30%	31.70%	31.70%			31.70%
524074	Nonex non12mo Technical 40hr	39.30%	31.70%	31.70%			31.70%
524085	Nonex non12mo Yr End Accrual	39.30%	31.70%	31.70%			31.70%
524100	Non Exempt non12 mo 37.5 base	39.30%	31.70%	31.70%			31.70%
524172	Nonex non12mo clerical 37.5hr	39.30%	31.70%	31.70%			31.70%
524173	Nonex non12mo ServNUnion 37.5	39.30%	31.70%	31.70%			31.70%
524174	Nonex non12mo Technical 37.5hr	39.30%	31.70%	31.70%			31.70%
524175	Nonex non12mo Craftsman 37.5hr	39.30%	31.70%	31.70%			31.70%
524185	Nonex non12mo Yr End Accr 37.5	39.30%	31.70%	31.70%			31.70%
530000	Faculty summer 40 hr	24.00%	17.00%	17.00%			17.00%
530010	Acad Dept Heads Summer Only	24.00%	17.00%	17.00%			17.00%
530011	Fac Professors Summer	24.00%	17.00%	17.00%			17.00%
530012	Fac Assoc Professors Summer	24.00%	17.00%	17.00%			17.00%
530013	Fac Asst Professors Summer	24.00%	17.00%	17.00%			17.00%
530014	Fac Instructors Summer	24.00%	17.00%	17.00%			17.00%
530015	Fac Lecturers Summer	24.00%	17.00%	17.00%			17.00%
530018	Fac Other Summer	24.00%	17.00%	17.00%			17.00%
530085	Fac Summer Accrual	24.00%	17.00%	17.00%			17.00%
533200	Grad Asst Exempt Summer	24.00%	45.00%	17.20%			45.00%
533256	Grad Asst Smr Semi Nonexpt	24.00%	45.00%	17.20%			45.00%
533257	Grad Asst Summer nonexempt	24.00%	45.00%	17.20%			45.00%
535000	Summer-Union	24.00%	17.00%	17.00%			17.00%
535073	Union - Summer	24.00%	17.00%	17.00%			17.00%
536200	Grad Assistants-Summer	24.00%	45.00%	17.20%			45.00%
536259	Grad Assistants-Summer	24.00%	45.00%	17.20%			45.00%
539900	Summer-Other	24.00%	6.70%	6.70%			6.70%
539973	Non-SU Student - Summer	24.00%	6.70%	6.70%			6.70%
539976	SU Student - Summer	24.00%	6.70%	6.70%			6.70%
540000	Casual Faculty	7.65%	6.70%	6.70%			6.70%

This is a static listing of accounts and fringe benefit rates as of August 1, 2006.

Fringe Benefits Rates by Account

Account	Account Description	Unrestricted and Reserve		Non-sponsored	Sponsored	
		Fund 11 & 14	Fund 15 & 16	restricted gifts and endowment	Federal	Non-federal
					Fund 13 & 91	Fund 13 & 91
540011	Casual Fac Professors	7.65%	6.70%		6.70%	6.70%
540012	Casual Fac Assoc Professors	7.65%	6.70%		6.70%	6.70%
540013	Casual Fac Asst Professors	7.65%	6.70%		6.70%	6.70%
540014	Casual Fac Instructors	7.65%	6.70%		6.70%	6.70%
540015	Casual Fac Lecturers	7.65%	6.70%		6.70%	6.70%
540018	Casual Fac Other Academic	7.65%	6.70%		6.70%	6.70%
541000	Casual Acad/Admin w/Fac Rnk	7.65%	6.70%		6.70%	6.70%
541005	Casual Deans	7.65%	6.70%		6.70%	6.70%
541010	Casual Academic Dept Heads	7.65%	6.70%		6.70%	6.70%
542000	Casual Executive	7.65%	6.70%		6.70%	6.70%
542014	Casual Executive	7.65%	6.70%		6.70%	6.70%
543000	Casual Exempt non-faculty 40 h	7.65%	6.70%		6.70%	6.70%
543002	Casual Directors&Dept Heads 40	7.65%	6.70%		6.70%	6.70%
543020	Casual Managers 40 hr	7.65%	6.70%		6.70%	6.70%
543021	Casual Other Exempt 40 hr	7.65%	6.70%		6.70%	6.70%
543100	Casual Exempt non-faculty 37.5	7.65%	6.70%		6.70%	6.70%
543102	Casual Directors&Dept Heads 37	7.65%	6.70%		6.70%	6.70%
543120	Casual Managers 37.5 hr	7.65%	6.70%		6.70%	6.70%
543121	Casual Other Exempt 37.5 hr	7.65%	6.70%		6.70%	6.70%
543200	Casual Grad Asst	7.65%	45.00%		17.20%	45.00%
543259	Casual Graduate Assistants	7.65%	0.00%		0.00%	0.00%
543285	Casual Graduate Assistants Accrual	7.65%	0.00%		0.00%	0.00%
544000	Casual Non - Exempt 40 hrs	7.65%	6.70%		6.70%	6.70%
544072	Casual Clerical 40 hrs	7.65%	6.70%		6.70%	6.70%
544073	Casual Service 40 hr	7.65%	6.70%		6.70%	6.70%
544074	Casual Technical 40 hr	7.65%	6.70%		6.70%	6.70%
544075	Casual Craftsman 40 hr	7.65%	6.70%		6.70%	6.70%
544080	Overtime-Nonexempt 40 hr	7.65%	6.70%		6.70%	6.70%
544100	Casual Non Exempt 37.5 hrs	7.65%	6.70%		6.70%	6.70%
544172	Casual Clerical 37.5	7.65%	6.70%		6.70%	6.70%
544173	Casual Service 37.5	7.65%	6.70%		6.70%	6.70%
544174	Casual Technical 37.5	7.65%	6.70%		6.70%	6.70%
544175	Casual Craftsman 37.5	7.65%	6.70%		6.70%	6.70%
544180	Overtime-Nonexempt 37.5	7.65%	6.70%		6.70%	6.70%
549900	Temporary	7.65%	6.70%		6.70%	6.70%
549958	Resident Advisors	7.65%	6.70%		6.70%	6.70%
549976	Student-Non Fws	7.65%	0.00%		0.00%	0.00%
549978	Student-Non Fws - Fica Taxable	7.65%	6.70%		6.70%	6.70%
549979	Extra Service Vouchers	7.65%	6.70%		6.70%	6.70%
549985	Year End Accrual	7.65%	6.70%		6.70%	6.70%
549986	Fws-100%	7.65%	0.00%		0.00%	0.00%
549987	Fws-100% - Fica Taxable	7.65%	6.70%		6.70%	6.70%
549988	Fws-50%	7.65%	0.00%		0.00%	0.00%
549989	Fws-50% - Fica Taxable	7.65%	6.70%		6.70%	6.70%
549990	Moving Expenses-Tax	7.65%	6.70%		6.70%	6.70%
549991	Dues/Memberships-Tax	7.65%	6.70%		6.70%	6.70%
549992	Awards	7.65%	6.70%		6.70%	6.70%
549998	Employee Allowances	7.65%	6.70%		6.70%	6.70%
549999	Employee Benefits - Wages	7.65%	6.70%		6.70%	6.70%

Sample Journal Entry

Step 1: Input description of transaction on Header tab.

[N](#)

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#) | [Journal Notification](#)

Unit: SYRUN Journal ID: NEXT Date: 10/06/2006

Long Description: Conference expense support.

Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

Source: ONL Fiscal Year: 2007

Reference Number: Period: 4

SJE Type: ADB Date: 10/06/2006

Journal Class: Save Journal Incomplete Status

Transaction Code: GENERAL Originator: Labuz, Heather M.

[Currency Defaults: USD / CRRNT / 1](#) Last Update DateTime

[Reversal: Do Not Generate Reversal](#) [Commitment Control](#) Create DateTime

Step 2: Input chartstring information on the Lines tab.

[New Window](#) | [Help](#) | [Customize Page](#)

Header | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#) | [Journal Notification](#)

Unit: SYRUN Journal ID: 0000107948 Date: 10/06/2006 Process: Edit Journal

[Template List](#) | [Search Criteria](#) | [Change Values](#) | [Inter/IntraUnit](#) Line: 2

Select	Line	Fund	Dept	Program	Account	Mycode	Debit Amount	Credit Amount	Journal Line Description	Bud Ref
<input type="checkbox"/>	1	11	21801	00001	561099		2,000.00		Conferences/Receptions	
<input type="checkbox"/>	2	11	21806	21767	561099			-2,000.00	Conferences/Receptions	

Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
SYRUN	2	2,000.00	-2,000.00	N	N

Step 3: Click process

Sample Budget Transfer

Step 1: Input description of transaction on Budget Header tab.

Budget Header | Budget Lines | Budget Errors | Journal Notification

Unit: SYRUN Journal ID: NEXT Date: 10/06/2006

*Ledger Group: CC_ADM_BUI Fiscal Year: 2007 Period: 4

Control ChartField: Fund Code *Currency: USD

Budget Header Status: None Rate Type: CRRNT

Budget Entry Type: Transfer Original Transfer Adjustment

Exchange Rate: 1.00000000

Cur Effdt: 10/06/2006

Budget Type: Expense

Long Description: Conference expense support.

Save Notify Add Update/Display

Step 2: Input chartstring information on the Budget Lines Tab.

Budget Header | Budget Lines | Budget Errors | Journal Notification

Unit: SYRUN Journal ID: NEXT Date: 10/06/2006 Budget Header Status: None

Process: PostJournal Process

Lines

Delete	Line	Fund	Dept	Program	Account	Mycode	Budget Class	Amount	Project	Activity	Bud Ref
<input type="checkbox"/>	1	11	21801	00001	560000		NTR	-2,000.00			
<input type="checkbox"/>	2	11	21806	21767	560000		NTR	2,000.00			

Lines to add: 1 From Line: To: Generate Budget Period Lines

Totals		
Total Lines:	Total Debits:	Total Credits:
2	2,000.00	2,000.00

Step 3: Click process.