REFERENCE NAMING CONVENTION FOR BUDGET AMENDMENTS

**Purpose:**
In an attempt to have a universal naming convention, the following criteria is necessary for all budget amendments:
1. All budget amendments will have a reference number consisting of at least 10, but not more than 11, characters due to a limited amount of characters allowed when entering cash transfers.
2. Each budget center has an assigned number as it’s identifier. This number is the first two digits of each budget center’s department number assigned for financial reporting purposes.
3. Monthly Budget versus Actual reports are submitted with detail of how budgets have increased/decreased in relation to the initial budget loaded at the beginning of the fiscal year. Categorizing budget amendments allow the querying of this data to produce the data in a format that eliminates the need to review thousands of amendments one by one.

### Amendment Type:
- NN Non - permanent Amendment
- PP Permanent Amendment

### Budget Center Identifiers:
- 56 A+ A
- 05 AAH
- 13 BPA
- 03 CAFLS
- 09 COES
- 10 SCI
- 28 DCIT
- 59 FAC
- 07 HEHD
- 08 SoE
- 30 LBRY
- 50 PRES
- 51 PROV
- 01 PSAG
- 57 RES
- 54 SEC
- 40 STUD
- 58 UTIL
- 53 FIN
- 02 CES
- 71 ATH
- 00 Budget Office

### Budget Amendment Categories:
- GD GAD Budgets
- PC Performance Credits/Fund 15 only
- PI Pay Increases
- IL Internal Loans
- YE Fiscal Year End
- GADOUTST GAD Out of State Differentials

### Budget Center Categories:
- 10 SCI FPT Fixed Price Transfers (use code from SPAA)
- 28 DCIT CT Cash Transfer (requires actual Cash Transfer Journal Entries)
- 59 FAC LD Changes to Load Cash Transfers (actual Cash Transfer Journal Entries will be processed at same time as Load Cash Transfers)
- 07 HEHD SoE AL Adjustment to LOAD (not a Cash Transfer - see LD above)
- 30 LBRY FA F&A Distributions
- 50 PRES FB Fund Balance
- 51 PROV RR Realize Revenue
- 01 PSAG RG Realize Gifts (Fund 23)
- 57 RES TF Transfer of Funds/Reallocations (does not require Cash Transfer)
- 54 SEC ZB Zero Budgets
- 40 STUD CM Commitment (long-term but not permanent agreements)
- 58 UTIL GD GAD Budgets
- 53 FIN RI Retirement Incentive Plans
- 02 CES VS Voluntary Seperation Plans
- 71 ATH CH Child Budget (CUF Funds)
- 00 Budget Office CC Cash Correction

### Fiscal Year:
- FY2015-16 6
- FY2016-17 7

### Example:
The reference number to be used to key a budget amendment in FY2015 transferring funds from CAFLS to AAH due to a commitment made would be named as follows:

**Amendment Type** - **Budget Amendment Category** - **Budget Center Identifier** - **last number of fiscal year** - numerical order of amendments (001, etc.)

The amendment would read: **NNTF037001**.

### PLEASE NOTE:
The New Budget Amendment Header Panel will AUTOMATICALLY populate the appropriate year.