

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:

Budget Office 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:

FPT Fixed Price Transfers (use code from SPAA)
CT Cash Transfer (requires actual Cash Transfer Journal Entries)
LD Changes to Load Cash Transfers (actual Cash Transfer Journal Entries will be processed at same time as Load Cash Transfers)
AL Adjustment to LOAD (not a Cash Transfer - see LD above)
FA F&A Distributions
FB Fund Balance
RR Realize Revenue
RG Realize Gifts (Fund 23)
TF Transfer of Funds/Reallocations (does not require Cash Transfer)
ZB Zero Budgets
CM Commitment (long-term but not permanent agreements)
GD GAD Budgets
RI Retirement Incentive Plans
VS Voluntary Separation Plans
CH Child Budget (CUF Funds)
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.