Welcome to BUDGET 101

presented by
Seattle Central College Business Office

Where we'll take first steps in learning to read a BUDGET REPORT!

To do this, we need a general sense of something called ….

"Fund Accounting"

- its concepts, as an overriding system -

_____
_____
_____
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_____

AND – very importantly, we'll begin developing an understanding of the ....

_____
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"Account Structure"

(this is literally the key
to all fiscal reports)

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_____
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_____

Fund Accounting

Accounting records are how we keep track of **what we do with money**.

Fund Accounting is a method of <u>organizing the accounting records</u> by collecting them into **Accounting Containers** called "**Funds**".
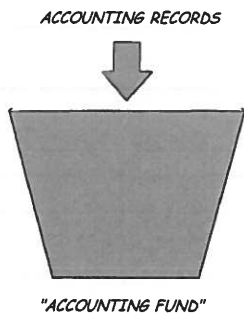

Thinking of an Accounting Fund as a container is a pretty accurate way of visualizing it

ACCOUNTING RECORDS

"ACCOUNTING FUND"

There is a FUND for each type of thing we do:

101 STATE APPROPRIATION	**149** TUITION	**145** GRANTS & CONTRACTS	**148** SELF SUPPORT
522 S&A FEES	**524** BOOKSTORE	**528** PARKING	**569** FOOD SERVICES
570 ENTERPRISE	**840** AGENCY	**846** FINANCIAL AID	

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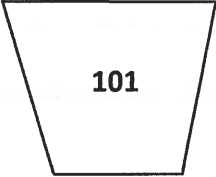
Notice that each fund has a numeric identifier.

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A brief "Big Picture" moment:

Legislature, OFM, SBCTC, CTC, SCD, SCC

WA Legislature → OFM → SBCTC → SCD → NSC, SCC, SSC, DIST WIDE
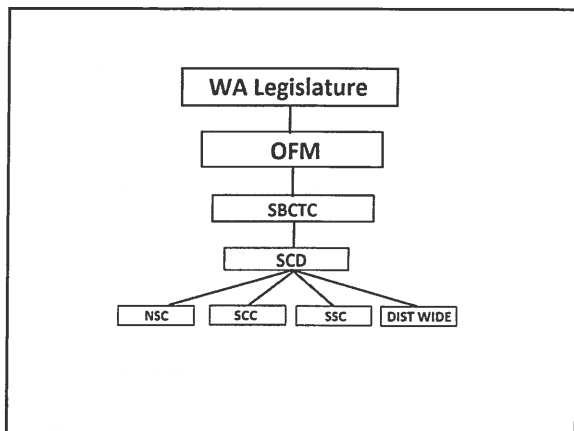
We'll come back to the concept of Funds when we discuss the Account Structure.

Money In, Money Out

SCC OPERATIONS

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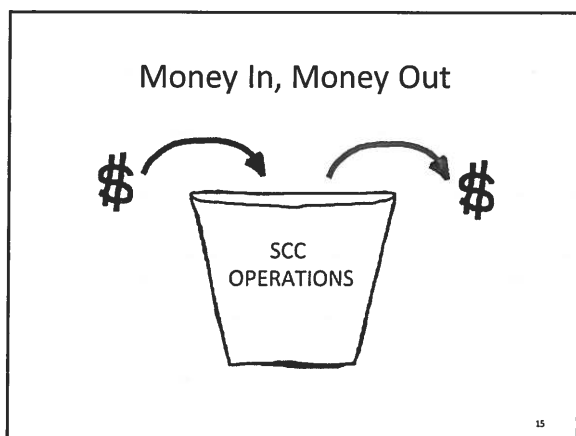
MONEY IN: State Appropriations, Tuition, Fees, Grants, Gifts, etc

MONEY OUT: Payroll, Purchases of Various Goods, Services, etc

MONEY NEUTRAL: Transfers between SCC departments (money neutral to the college as a whole).

MONEY IN: is generally called **REVENUE <u>OR</u> REIMBURSEMENT**

MONEY OUT: is generally called **EXPENDITURE**

MONEY NEUTRAL: is generally called **INTERDEPT TRANSFERS**

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To make a **PLAN** for money movement,
we CREATE a **BUDGET**

When money **MOVES (in, out, neutral)**
we CREATE an **TRANSACTION**

When each Transaction **HAPPENS**,
we <u>must</u> CREATE an Accounting **RECORD**

ACCOUNT STRUCTURE
(working definition)

"The framework underlying our method of using numbers and letters to record what we do with money."

ACCOUNT STRUCTURE

It is difficult to overemphasize the importance of understanding the Account Structure – it is the key to understanding Budget Reports.

By design, both our **Budget** system and

our **Accounting** system

employ the **same**

Account Structure Methodology

(as does the entire CTC System)

Primary Account Structure Elements
& Their Abbreviations

TITLE	ABBREV	APPLIES TO	PRIMARY PURPOSE
TRANSACTION CODE	TC	ALL	TRANS
TRANSACTION REVERSE	R	SOME	TRANS
APPROPRIATION INDEX	APPR	ALL	ACCOUNT ID
PROGRAM INDEX	PRG	ALL	ACCOUNT ID
ORGANIZATION INDEX	ORG	ALL	ACCOUNT ID
OBJECT	OBJ	EXP	DESCRIPTIVE
SUB OBJECT	SOBJ	EXP	DESCRIPTIVE
SUBSUB OBJECT	SOO	EXP	DESCRIPTIVE
REVENUE SCOUCE	SRC	REV	DESCRIPTIVE
REVENUE SUBSOURCE	SSRC	REV	DESCRIPTIVE

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What's an INDEX anyway?

TITLE	ABBREV	APPLIES TO	PRIMARY PURPOSE
TRANSACTION CODE	TC	ALL	TRANS
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SUB OBJECT	SOBJ	EXP	DESCRIPTIVE
SUBSUB OBJECT	SOO	EXP	DESCRIPTIVE
REVENUE SCOUCE	SRC	REV	DESCRIPTIVE
REVENUE SUBSOURCE	SSRC	REV	DESCRIPTIVE

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What's an INDEX anyway?

A field (column) of data intentionally designed/defined and populated (filled) to enable us to quickly:

Search
Sort
Group
Aggregate (Sum)
Compare

Based on our understanding of the data element (the data in the Index itself), and the question we are trying to answer.

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What's an INDEX anyway?

A BRIEF DEMO:

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Primary Account Structure Elements & Their Abbreviations

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SUBSUB OBJECT	SOO	EXP	DESCRIPTIVE
REVENUE SCOUCE	SRC	REV	DESCRIPTIVE
REVENUE SUBSOURCE	SSRC	REV	DESCRIPTIVE

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Account Structure
Elements and Abbreviations laid out in the generally accepted order of use.

TRANSACTION CODE	TRANS REVERSE	APPROPRIATION INDEX	PROGRAM INDEX	ORGANIZATION INDEX	OBJECT	SUB OBJECT	SUB SUB OBJECT	REVENUE SOURCE	REVENUE SUB SOURCE
TC	R	APPR	PRG	ORG	OBJ	SOBJ	SSO	SRC	SSRC

— Forms in which we use the Account Structure —

eForms,ENSRC, Invoice Voucher, Purchase Req, Travel Req, IDC, etc.

&

FMS Query

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eForms Budget Section:

New Position

Job Class	Job Title
017000	FACULTY
Campus	Department
062	7H Wood Construction

Supervisor
2100 -- Sullivan, C

Job Description
FTF tenure track instructor will be paid Step 18, Start Date 9/24/18

Item Numbers
7443, 7444, 7445

Budgets	APPR-PROG-ORG INDEXES		SUBOBJECT	SUB-SUB OBJ	
App-Prg-Org	Prg Org Ttl		Class POS#		You MUST give Position numbers (or SSOBJ) for EACH budget.
101-012-2G35	Wood Construction		AE 17	100.00	

Pay Calculation

IDC CHARGE AND CREDIT SECTIONS:

EXPENDITURE TRANSFER CODING

REVENUE TRANSFER CODING

You Create a Query (Question) to FMSQ – by Inputting Account Structure Elements

FMS Query Tool

INPUT ACCOUNT STRUCTURE ELEMENTS TO CONSTRUCT YOUR QUERY

ACCOUNT STRUCTURE COMPONENTS ONE-BY-ONE

TRANSACTION CODE (TC)

- The Transaction Code <u>tells the Accounting system what to do</u>, by telling the system to make a specific entry (a Debit and a Credit) to specific accounting ledgers.

- The TC is like the verb in a sentence – it determines what ACTION the accounting system should take.

- *We'll come back to this in a short exercise.*

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Appropriation Index

This continues our earlier discussion of Funds and Fund Accounting.

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Each of the Accounting Funds has a **Code** and a **Name**
The **3 Digit Code** is Called the **Appropriation Index**

101	149	145	148
STATE APPROPRIATION	TUITION	GRANTS & CONTRACTS	SELF SUPPORT

522	524	528	569
S&A FEES	BOOKSTORE	PARKING	FOOD SERVICES

570	840	846
ENTERPRISE	AGENCY	FINANCIAL AID

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The **Appr Index** Tells the System:

- What **container** we are trying to funnel our accounting (transaction) record into.
- The **general source** of the funding we will be receiving/using.
- If there are **specific rules** that apply to its use, we can find out by way of the Appr.
- It's the **"great dot connector"** that puts charges on **our budget** into the right container (and taps the right funding source).

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APPROPRIATION INDEXES: Working List

APPR INDX	FUNDING SOURCE	TYPE OF MONEY	HOW WE RECEIVE IT
101	STATE APPROPRIATION	STATE	REIMBURSEMENT
149	TUITION REVENUE	STATE	REVENUE
145	GRANTS & CONTRACTS	PUBLIC	REVENUE
148	SELF-SUPPORT	PUBLIC	REVENUE
522	S&A FEES	PUBLIC	REVENUE
524	BOOKSTORE	PUBLIC	REVENUE
528	PARKING	PUBLIC	REVENUE
569	FOOD SERVICES	PUBLIC	REVENUE
570	ENTERPRISE	PUBLIC	REVENUE
840	AGENCY	FEDUCIARY	"DONATION"
846	FINANCIAL AID	PROPRIETARY	VARIES

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APPR INDEXES : Example College Programs

101 STATE APPROPRIATION	148 SELF SUPPORT	569 FOOD SERVICES
STATE OPERATING BUDGETS	ALL LAB FEES	FOOD SERVICES
	UTF	
123 WORKER RETRAINING	E LEARNING	570 ENTERPRISE
STATE OPERATING BUDGETS	MAC	INTENSIVE ENGLISH PROG
149 TUITION REVENUE		FACILITIES RENTALS
STATE OPERATING BUDGETS	448 PRINTING FUND	OTHER RENTALS
145 GRANTS & CONTRACTS	460 MOTOR POOL	840 AGENCY
INTL STUDENT PROGRAMS		VARIOUS
ALL FEDERAL GRANTS	522 S&A FEES	
ALL STATE GRANTS	ALL STUDENT PROGRAMS	846 FINANCIAL AID
ALL OTHER GRANTS		VARIOUS
ALL CONTRACTS	524 BOOKSTORE	
		849 STUDENT LOAN
147 LOCAL CAPITAL PROJECTS		
	528 PARKING	850 WORK STUDY

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Program Index (PRG)

The Program Index identifies what program within the colleges operations is involved in the transaction.

There are two pieces –
 the Major Program (first two digits) and
 the Sub Program (third digit)

Example: "011"

Major Program is 01 "Instruction"

Sub Program is __1 "Academic Instruction for credit only"

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Major Program Index Examples

MAJ PROG	TITLE
01	INSTRUCTION
02	RESERVES
04	PRIMARY ACADEMIC SUPPORT
05	LIBRARY
06	STUDENT SERVICES
08	INSTITUTIONAL SUPPORT
09	PLANT OPERATIONS & MTC
10	SPONSORED PROGRAMS (GRANTS)
25	SERVICE OPERATIONS
26	AUXILIARY OPERATIONS
28	AGENCY AND SUSPENSE
50	REVENUES

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PROGRAM INDEX: EXAMPLES

PROG	TITLE
011	INSTRUCTION - CREDIT ONLY
014	COMMUNITY EDUCATION
020	RESERVES
041	ACADEMIC SUPPORT - IT
051	LIBRARY - LEARNING RESOURCES
061	STUDENT SERVICES
081	INSTITUTIONAL MANAGEMENT
092	BLDG & EQUIPMENT MAINTENANCE
111	SPONSORED PROGAMS - INTRUCTION
252	PARKING
262	FOOD SERVICES
264	STUDENT ACTIVITIES
265	AUXILIARY ENTERPRISE
900	CAPITAL IMPROVEMENTS

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ORGANIZATION INDEX (ORG)

The Organization Index identifies the **Campus**, and Department (to a certain degree)

The **combination** of your Program Index and Organization Index is you **Budget Number**

That **combination is** underline**unique** in the SCD District - there is only one such combination in the accounting and budget systems

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ORG INDEX: FIRST CHARACTER CONVENTION

ORG INDX - FIRST CHARACTER	DESCRIPTION
A	DISTRICT OFFICE OPS
1	DISTRICT-WIDE OPS
2	CENTRAL
3	NORTH
4	SOUTH
5	SVI

BUDGET NUMBER EXAMPLE: 011-3G03

Structure	PRG INDX	ORG INDEX	
Code	011	2	G03
Translation	Instruction-Credit Programs	Central Campus	Humanities

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An Analogy You Might Try, to help remember construct - Think Area Code and Phone Number:

APPR PROG-ORG
148 011-2708

AREA CODE PHONE-NUMBER
206 934-5660

As we'll see in a minute, you need to remember to "dial in" the right APPR to transact correctly.

Expenditure Objects are <u>Descriptive</u>

OBJECT (OBJ)	OBJECT TITLE (DESCRIPTION)
A	SALARIES
B	BENEFITS
C	CONTRACTED SERVICES
E	GOOD & SERVICES
G	TRAVEL
J	EQUIPMENT
K	COMPUTER EQUIPMENT
N	CLIENT SERVICES
P	LEASES
S	INTER-AGENCY REIMBURSEMENTS
T	INTRA-AGENCY REIMBURSEMENTS

Object level is used more in Budget Plans, and in summarizing data than in recording transactions

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Add a Second Character (Sub-Object), and the Description becomes more Detailed

Object	Sub-Object	SubObject Level	DESCRIPTION
E	_	E	GOODS & SERVICES
E	A	EA	SUPPLIES & MATERIALS
E	B	EB	COMMUNICATIONS
E	C	EC	UTILITIES
E	D	ED	RENTALS & LEASES
E	E	EE	REPAIRS/ALTER/MAINT
E	F	EF	PRINTING & REPRODUCT
E	G	EG	EDUCATION & TRAINING
E	J	EJ	SUBSCRIPTIONS
E	K	EK	FACILITIES & SERVICE
E	L	EL	DATA PROCESSING SRVC
E	M	EM	ATTORNEY GENERAL SRV
E	N	EN	PERSONNEL SERVICES
E	P	EP	INSURANCE
E	R	ER	PURCHASED SERVICES

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Account Structure Elements

Expenditure *Transaction w/o Structure:*
0021480112700EG $125.00

Transaction <u>with</u> Structure:

002		148	011	2700			EG		
TC	R	APPR	PRG	ORG	OBJ	SOBJ	SSO	SRC	SSRC

<u>Translation</u>: An expenditure transaction in the self-support fund, budget 011-2700, for registration fees in the amount of $125.00

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Account Structure Elements (fill in the blanks)

Expenditure *Transaction w/o Structure:*
0021480112700EG $125.00

Transaction <u>with</u> Structure:

TC	R	APPR	PRG	ORG	OBJ	SOBJ	SSO	SRC	SSRC

<u>Translation</u>: An expenditure transaction in the self-support fund, budget 011-2700, for registration fees in the amount of $125.00

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Revenue Source Codes (SRC)

Revenue Source code tells us exactly that – the source of the revenue received.

And, to a certain degree, tells us something about how the money should be used.

Examples:
0424 – Tuition Revenue
0430 – Dedicated Student Fee (e.g. lab fees)

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SRC REV Examples

SRC REV	DESCRIPTION
0384	DEPT OF EDUCATION
0402	INCOME FROM PROPERTY
0424	TUITION & FEES
0430	DEDICATED STUDENT FEES
0485	IMMATERIAL ADJ-PRIOR
0499	OTHER REVENUE
0541	CONTRIBUTIONS & GRANTS
0542	LOCAL GOV CONTR/GRNT
0543	ST GOVE CONTR/GRANT
0621	FUND TRANSFERS - IN
0622	FUND TRANSFERS - OUT
0782	INTRA-FUND TRANSFER
0999	OPENING ENTRIES

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Revenue SubSource (SSRC)

The SSRC helps us separate the revenue sources more exactly.

The SSRC is "tied" to the Revenue Source (SRC) and to individual budgets.

The **SSRC** is also known as **FEE CODE** (they are the same thing).

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Revenue Transaction w/o Structure:

02314801127000430HR $70.00

Transaction **with** Structure:

023	R	148	011	2700				0430	HR
TC	R	APPR	PRG	ORG	OBJ	SOBJ	SSO	SRC	SSRC

Translation: An revenue transaction in the self-support fund, budget 011-2700, for dedicated student fee, Electronics Lab - in the amount of $70.00

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REV Transaction: Fill in the Blanks

Revenue Transaction w/o Structure:

02314801127000430HR $70.00

Transaction <u>with</u> Structure:

TC	R	APPR	PRG	ORG	OBJ	SOBJ	SSO	SRC	SSRC

<u>Translation</u>: An revenue transaction in the self-support fund, budget 011-2700, for dedicated student fee, Electronics Lab - in the amount of $70.00

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Expenditure Trans

002		148	011	3700			EG		
Transaction Code	Trans Reverse	Appropriation Index	Program Index	Organization Index	Object	Sub Object	SubSub Object	Revenue Source	Revenue SubSource
TC	R	APPR	PRG	ORG	OBJ	SOBJ	SSO	SRC	SSRC

Revenue Trans

023		148	011	3700				0430	HR
Transaction Code	Trans Reverse	Appropriation Index	Program Index	Organization Index	Object	Sub Object	SubSub Object	Revenue Source	Revenue SubSource
TC	R	APPR	PRG	ORG	OBJ	SOBJ	SSO	SRC	SSRC

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This is important to remember….

Budget is Your **Plan**

Accounting is **Reality**

Your **Budget** is the result of constructing your **plan** to spend money. When put online, your budget also represents an **approval** to spend and its **limits**.

_____

The **Accounting Record** (of revenue and expenditure transactions) displays the **reality** of what has **actually happened**.

_____

Generally speaking....
we have **two types of "fiscal reports"**:

Budget Status Reports – reports that combine Budget (Plan) with summarized (added up) data from Accounting (Reality) transaction-by-transaction detail reports.

Accounting Only Reports - detail revenue and expenditure reports (including Payroll reports) that contain transaction-by-transaction records of what has happened (i.e. ground level view).

FMS Query 17-18 Budget Report

APPR	PRG-ORG	SOBJ SSOB	SRC REV	DESCRIPTION	PERM BDGT	TEMP BDGT	FISCAL YR BDGT	EXPREV AMOUNT	ENCUMB AMT	BALANCE
149	0432J00	AB01		PERY, JACQUELINE	75,589	0	75,589	55,752.44	0	19,836.56
149		AC99		VARIES	0	45,578	45,578	18,383.58	0	27,194.42
149		AD01		VARIOUS	1,886	0	1,886	768.94	0	1,117.06
101		AK84		GUY, GEORGE B	45,828	0	45,828	21,768.32	0	24,059.68
101		AK85		TIANT, LUIS	19,758	0	19,758	13,995.25	0	5,762.75
101		AK86		KOEPCKE, JULIANNE	39,516	0	39,516	21,939.60	0	17,576.40
101		AK87		HART, BETH	35,040	0	35,040	22,906.86	0	12,133.14
101		AK10		MCNEISH, CHIPPY	38,556	0	38,556	26,346.62	0	12,209.38
101		AK11		SUNDQVIST, WILLE	37,404	0	37,404	24,820.00	0	12,584.00
149		AM01		VARIOUS	10,540	0	10,540	16,546.90	0	-6,006.90
Object: A Total:					304,117	45,578	349,695	223,228.51	0	126,466.49
149	0432J00	BA		OASI	23,652	14,422	38,074	7,255.38	0	30,818.62
101		BA		OASI	84,078	0	84,078	9,776.27	0	74,301.73
101		BB		RETIREMENT & PENSION	0	0	0	12,193.22	0	-12,193.22
149		BB		RETIREMENT & PENSION	0	0	0	7,203.87	0	-7,203.87
149		BC		MED AID & IND INS	0	0	0	806.05	0	-806.05
101		BC		MED AID & IND INS	0	0	0	1,312.44	0	-1,312.44
101		BD		HEALTH LIFE & DISAB	0	0	0	33,672.90	0	-33,672.90
149		BD		HEALTH LIFE & DISAB	0	0	0	13,059.40	0	-13,059.40
Object: B Total:					107,730	14,422	122,152	85,279.53	0	36,872.47
149	0432J00	E			5,725	0	5,725	0.00	0	5,725.00
149		EA		SUPPLIES & MATERIALS	0	0	0	2,602.46	0	-2,602.46
149		EF		PRINTING & REPRODUCT	0	0	0	1,126.52	0	-1,126.52
149		EG		EDUCATION & TRAINING	0	0	0	880.00	0	-880.00
Object: E Total:					5,725	0	5,725	4,608.98	0	1,116.02
149	0432J00	G			2,565	0	2,565	0.00	0	2,565.00
149		GC		PRIVATE AUTO MILEAGE	0	0	0	553.42	0	-553.42
149		GD		OTHER TRANSPORTATION	0	0	0	150.86	0	-150.86
149		GF		OUT-OF-ST SUB&LODGIN	0	0	0	818.44	0	-818.44
149		GG		OUT-OF-ST AIR TRANS	0	0	0	1,033.60	0	-1,033.60
				Object: G Total:	2,565	0	2,565	2,556.32	0	8.68
				PRG_ORG: EXAMPLE BGT 17-18 Total:	420,137	60,000	480,137	315,673.34	0	164,463.66
				FYR (17-18) Total:	420,137	60,000	480,137	315,673.34	0	164,463.66
				Grand Total:	420,137	60,000	480,137	315,673.34	0	164,463.66

FMSQ 17-18 Budget Rpt with Columns Identified

APPR	PRG-ORG	SOBJ SSOB	SRC REV	DESCRIPTION	PERM BDGT	+	TEMP BDGT	=	FISCAL YEAR BDGT	−	EXPREV AMOUNT (REALITY)	ENCUMB AMT	=	BALANCE
149	0432J00	AB01		PERY, JACQUELINE	75,589		0		75,589		45,752	0		29,837
149		AC99		VARIES	0		45,578		45,578		18,384	0		27,194
149		AD01		VARIOUS	1,886		0		1,886		769	0		1,117
101		AK84		GUY, GEORGE B	45,828		0		45,828		21,768	0		24,060
101		AK85		TIANT, LUIS	19,758		0		19,758		13,995	0		5,763
101		AK86		KOEPCKE, JULIANNE	39,516		0		39,516		21,940	0		17,576
101		AK87		HART, BETH	35,040		0		35,040		22,907	0		12,133
101		AK10		MCNEISH, CHIPPY	38,556		0		38,556		26,347	0		12,209
101		AK11		SUNDQVIST, WILLE	37,404		0		37,404		24,820	0		12,584
149		AM01		VARIOUS	10,540		0		10,540		16,547	0		-6,007
Object: A Total					304,117		45,578		349,695		213,779	0		136,466
149	0432J00	BA		OASI	23,652		14,422		38,074		7,255	0		30,819
101		BA		OASI	84,078		0		84,078		9,776	0		74,302
101		BB		RETIREMENT & PENSION	0		0		0		12,193	0		-12,193
149		BB		RETIREMENT & PENSION	0		0		0		7,204	0		-7,204
149		BC		MED AID & IND INS	0		0		0		806	0		-806
101		BC		MED AID & IND INS	0		0		0		1,312	0		-1,312
101		BD		HEALTH LIFE & DISAB	0		0		0		33,673	0		-33,673
149		BD		HEALTH LIFE & DISAB	0		0		0		13,059	0		-13,059
Object: B Total					107,730		14,422		122,152		85,280	0		36,877
149	0432J00	E			5,725		0		5,725		0	0		5,725
149		EA		SUPPLIES & MATERIALS	0		0		0		2,602	0		-2,602
149		EF		PRINTING & REPRODUCT	0		0		0		1,127	0		-1,127
149		EG		EDUCATION & TRAINING	0		0		0		880	0		-880
Object: E Total					5,725		0		5,725		4,609	0		1,116
149	0432J00	G			2,565		0		2,565		0	0		2,565
149		GC		PRIVATE AUTO MILEAGE	0		0		0		553	0		-553
149		GD		OTHER TRANSPORTATION	0		0		0		151	0		-151
149		GF		OUT-OF-ST SUB&LODGIN	0		0		0		818	0		-818
149		GG		OUT-OF-ST AIR TRANS	0		0		0		1,034	0		-1,034
Object: G Total					2,565		0		2,565		2,556	0		9
				PRG_ORG EXAMPLE BGT 17-18 Total	420,137		60,000		480,137		305,673	0		174,464
				FYR (17-18) Total	420,137		60,000		480,137		305,673	0		174,464
				Grand Total	420,137		60,000		480,137		305,673	0		174,464

FMSQ 17-18 Budget Only (w/o Transaction & Balance Columns)

APPR	PRG-ORG	SOBJ SSOB	SRC REV	DESCRIPTION	PERM BDGT	+	TEMP BDGT	=	FISCAL YEAR BDGT
149	0432J00	AB01		PERY, JACQUELINE	75,589		0		75,589
149		AC99		VARIES	0		45,578		45,578
149		AD01		VARIOUS	1,886		0		1,886
101		AK84		GUY, GEORGE B	45,828		0		45,828
101		AK85		TIANT, LUIS	19,758		0		19,758
101		AK86		KOEPCKE, JULIANNE	39,516		0		39,516
101		AK87		HART, BETH	35,040		0		35,040
101		AK10		MCHEISH, CHIPPY	38,556		0		38,556
101		AK11		SUNDQVIST, WILLE	37,404		0		37,404
149		AM01		VARIOUS	10,540		0		10,540
Object: A Total					304,117		45,578		349,695
149	0432J00	BA		OASI	23,652		14,422		38,074
101		BA		OASI	84,078		0		84,078
101		BB		RETIREMENT & PENSION	0		0		0
149		BB		RETIREMENT & PENSION	0		0		0
149		BC		MED AID & IND INS	0		0		0
101		BC		MED AID & IND INS	0		0		0
101		BD		HEALTH LIFE & DISAB	0		0		0
149		BD		HEALTH LIFE & DISAB	0		0		0
Object: B Total					107,730		14,422		122,152
149	0432J00	E			5,725		0		5,725
149		EA		SUPPLIES & MATERIALS	0		0		0
149		EF		PRINTING & REPRODUCT	0		0		0
149		EG		EDUCATION & TRAINING	0		0		0
Object: E Total					5,725		0		5,725
149	0432J00	G			2,565		0		2,565
149		GC		PRIVATE AUTO MILEAGE	0		0		0
149		GD		OTHER TRANSPORTATION	0		0		0
149		GF		OUT-OF-ST SUB&LODGIN	0		0		0
149		GG		OUT-OF-ST AIR TRANS	0		0		0
Object: G Total					2,565		0		2,565
				PRG_ORG EXAMPLE BGT 17-18 Total	420,137		60,000		480,137
				FYR (17-18) Total	420,137		60,000		480,137
				Grand Total	420,137		60,000		480,137

FMSQ 17-18 Budget Columns ONLY

APPR	PRG-ORG	SOBJ SSOB	SRC REV	DESCRIPTION	PERM BDGT	+ TEMP BDGT	= FISCAL YEAR BDGT
149	0432J00	AB01		PERY, JACQUELINE	75,589	0	75,589
149		AC99		VARIES	0	45,578	45,578
149		AD01		VARIOUS	1,886	0	1,886
101		AK04		GUY, GEORGE B	45,828	0	45,828
101		AK05		TIANT, LUIS	19,758	0	19,758
101		AK06		KOEPCKE, JULIANNE	39,516	0	39,516
101		AK07		HART, BETH	35,040	0	35,040
101		AK10		MCHEISH, CHIPPY	38,556	0	38,556
101		AK11		SUNDQVIST, WILLE	37,404	0	37,404
149		AM01		VARIOUS	10,540	0	10,540
Object A Total:					304,117	45,578	349,695
149	0432J00	BA		OASI	23,652	14,422	38,074
101		BA		OASI	84,078	0	84,078
Object B Total:					107,730	14,422	122,152
149	0432J00	E			5,725	0	5,725
Object E Total:					5,725	0	5,725
149	0432J00	G			2,565	0	2,565
Object G Total:					2,565	0	2,565
				PRG_ORG: EXAMPLE BGT 17-18 Total:	420,137	60,000	480,137
				FYR (1710) Total:	420,137	60,000	480,137
				Grand Total:	420,137	60,000	480,137

The next segment pertains to what we call "Revenue Budgets", which are for programs that receive revenues directly for services provided.

(e.g., Int'l Programs, Continuing Educ, S&A Programs, Lab Fees, the MAC, etc.)

Why + and Why –

Budget Report REVENUE BUDGET EXAMPLE

APPR	PRG-ORG	SOBJ SSOB	SRC REV	DESCRIPTION	PERM BDGT	TEMP BDGT	FISCAL YR BDGT	EXP/REV AMOUNT	ENCUMB AMT	BALANCE
149	01127XX		0899	OPENING ENTRIES	0	0	0	873,068	0	873,068
			0430	DEDICATED STNDT FEES	-320,000	0	-320,000	0	0	-320,000
			0622	FUND TRANSFERS - OUT	0	0	0	0	0	0
			0750	OPENING BALANCE ADJ	0	0	0	-319,495	0	319,495
			0430	DEDICATED STNDT FEES	0	0	0	0	0	0
Object Total:					-320,000	0	-320,000	1,183,563	0	863,563
149	01127XX	AD01			0	0	0	0	0	0
Object A Total:					0	0	0	0	0	0
149	01127XX	BA		OASI	0	0	0	0	0	0
		BB		RETIREMENT & PENSION	0	0	0	0	0	0
		BC		MEDAID & IND INS	0	0	0	0	0	0
		BF		UNEMPLOYMENT COMP	0	0	0	0	0	0
Object B Total:					0	0	0	0	0	0
149	01127XX	E			0	0	0	0	0	0
		EA		SUPPLIES & MATERIALS	0	0	0	0	0	0
		EY		SOFTWARE MAINT LEASE	0	0	0	21,321	0	-21,321
Object E Total:					0	0	0	21,321	0	-21,321
149	01127XX	J			0	0	0	0	0	0
149		J			40,000	0	40,000	0	0	40,000
		JA		NON CAPITAL EQUIPMENT	0	0	0	45,364	0	-45,364
		JC		FURNITURE & EQUIPT	0	0	0	48,218	0	-48,218
Object J Total:					40,000	0	40,000	93,582	0	-53,582
149	01127XX	K			280,000	0	280,000	216,357	0	63,643
Object K Total:					280,000	0	280,000	216,357	0	63,643
149	01127XX	N			0	0	0	0	0	0
Object N Total:					0	0	0	0	0	0
				PRG_ORG REVENUE BDGT Total:	0	0	0	852,303	0	852,303
				FYR (1710) Total:	0	0	0	852,303	0	852,303
				Grand Total:	0	0	0	-852,303	0	852,303

Why + and Why -

Budget Report: REVENUE BUDGET EXAMPLE

APPR	PRG-ORG	SOBJ SSOB	SRC REV	DESCRIPTION	PERM BDGT	+ TEMP BDGT	= FISCAL YEAR BDGT	- EXP/REV AMOUNT (REALITY)	- ENCUMB AMT	= BALANCE
14B	0112FXX		0999	OPENING ENTRIES	0	0	0	-873,063	0	873,063
			0430	DEDICATED ST NDT FEES	-320,000	0	-320,000	0	0	-320,000
			0522	FUND TRANSFERS - OUT	0	0	0	0	0	0
			0750	OPENING BALANCE ADJ	0	0	0	0	0	0
			0430	DEDICATED ST NDT FEES	0	0	0	-310,495	0	310,495
Object: Total					-320,000	0	-320,000	-1,193,563	0	863,563
14B	0112FXX	AD01			0	0	0	0	0	0
Object: A Total					0	0	0	0	0	0
14B	0112FXX	BA		OASI	0	0	0	0	0	0
		BB		RETIREMENT & PENSION	0	0	0	0	0	0
		BC		MED AID & IND INS	0	0	0	0	0	0
		BF		UNEMPLOYMENT COMP	0	0	0	0	0	0
Object: B Total					0	0	0	0	0	0
14B	0112FXX	E			0	0	0	0	0	0
		EA		SUPPLIES & MATERIALS	0	0	0	0	0	0
		EY		SOFTWARE MAINT LEASE	0	0	0	21,321	0	-21,321
Object: E Total					0	0	0	21,321	0	-21,321
14B	0112FXX	J			0	0	0	0	0	0
14B		J			40,000	0	40,000	0	0	40,000
		JA		NON CAPITAL EQUIPMENT	0	0	0	45,364	0	45,364
		JC		FURNITURE & EQUIPT	0	0	0	48,218	0	-48,218
Object: J Total					40,000	0	40,000	93,582	0	-53,582
14B	0112FXX	K			280,000	0	280,000	216,357	0	63,643
Object: K Total					280,000	0	280,000	216,357	0	63,643
14B	0112FXX	N			0	0	0	0	0	0
Object: N Total					0	0	0	0	0	0
PRG-ORG REVENUE BDGT Total					0	0	0	-857,303	0	852,303
FY14 0112 Total					0	0	0	-857,303	0	852,303
Grand Total					0	0	0	-857,303	0	852,303

Why + and Why -

This an "Accounting Thing"

The system differentiates between Debits and Credits by using positive (+) and negative (-) values

Debits are recorded as **positives +**

Credits are recorded as **negatives —**

This enables us to quickly tell if we are in **balance**

Debits are recorded as positives +
Credits are recorded as negatives —
This enables us to quickly tell if we are in balance

- Increases in Expenditure are recorded as **Debits (+ values)**
- Increases in Revenues are recorded as **Credits (– values)**

When Expenditures Equal Revenues, the sum is **Zero**