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Definitions

Appropriation –

Organization Code (Org) – This code groups revenue and expenditures into organizational use areas. This code is always associated with a single program code. It is therefore critical to always use the correct organization code, both from an organizational use and cost classification (NCHEMS) perspective, when recording accounting activity. It is a five-digit code, between 40000 and 69999 (for UAF), within the accounting system.

Account Code (Acct) – This code groups all accounting activity into its type classification. It answers the question, "what is this activity?" For budget purposes, expenditure account codes fall into major groupings, generally with the last two digits as '01,' and begin with the numbers 1 through 8. Travel budget, for example, is coded as '2001,' where all travel activity shares the '2' digit in the leftmost character slot. Position budget is loaded within each PCN and directly in the account code to which that

Requirements

Instructions

Budget Revision Summary Tab

Unit BR Reference #   Enter a reference number based on the unit's numbering system for budget revisions. This numbering system is typically of the format [Unit Acronym] [FY]-###, such as AFES 13-001. This field is **optional (but recommended)** and is used to identify a specific budget revision submitted to Finance & Accounting when the document is discussed between the two parties.

Explanation

Position Number   Enter the PCN associated with labor budget entry in account codes 1101 through 1501

Form Maintenance

This form requires periodic maintenance in order to function properly due to all of the allocation and NCHEMS information generating from data entry of the Org code. Finance & Accounting staff will update this form bi-weekly. If there are any org modifications within the unit's org block, including program code changes, please pull a new copy of the form from the Finance & Accounting website! Should the need to adjust the form outside of that timeline arise, please follow the instructions below to do so.

Manual Refresh of Budget Revision Summary

Right-click on the Budget Revision Summary tab. Click on "Unhide," then click on "PIVOT" and press "OK." A new tab, colored in green and titled "PIVOT," should appear and be automatically selected. Click on the pivot table (any cell is fine), right-click, and select "Refresh." Go to the Budget Revision Summary tab, and it should show you the correct data summary! The tab can be hidden by right-clicking on the "PIVOT" tab and clicking "Hide."

Manual Update of Org Values

Right-click on the Budget Revision Summary tab. Click on "Unhide," then click on "NCHEMS" and press "OK." Within the white section of that page, columns 'F,' 'G,' and 'H' are unlocked and available for data entry. Find the org that needs updating, and change both the program code and the level-three program code. The level-three code can be found using FTIPRGH in Banner (type in the program code in question to query the roll-up structure).   The tab can be hidden by right-clicking on the "NCHEMS" tab and clicking "Hide."

Add a New Org to the List

Right-click on the Budget Revision Summary tab. Click on "Unhide," then click on "NCHEMS" and press "OK." Within the white section of that page, columns 'F,' 'G,' and 'H' are unlocked and available for data entry. Scroll to the bottom of the list (approximately cell row 4200), input the org code, the program code, and the level-three program code. The level-three program code can be found using FTIPRGH in Banner (type in the program code in question to query the roll-up structure).).   The tab can be hidden by right-clicking on the "NCHEMS" tab and clicking "Hide."

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