The purpose of this guide is to assist departments in preparing and submitting their Annual Budget Submission.

- **Salary/Wages**: Use as a starting point- HR Position tab on Bronco Interactive Dashboard (BID) to project salaries for the year in order to provide summary level budget for salaries/wages for each Chartfield string.
- **O&E**: Based on analysis - project operating expenditure budget for each Chartfield string.

**STEP 1:** Go to [http://www.cpp.edu/~fas/budget/forms.shtml](http://www.cpp.edu/~fas/budget/forms.shtml)

**STEP 2:** Click on **Budget Journal Import Template** hyperlink to download excel budget journal template

**STEP 3:** Enter data into each column

**IMPORTANT: DO NOT change the column sizes or formats on the template**

**Note:** Account Code on position listing is equivalent to a chartfield string in the Finance system. Conversion must be used when entering summary-level salary information on the Budget Journal Import Template

<table>
<thead>
<tr>
<th>Account Code Sample:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DeptID</td>
</tr>
<tr>
<td>61100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chartfield String Sample:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
</tr>
<tr>
<td>601300</td>
</tr>
</tbody>
</table>
1. **Account**: 6-digit chartfield code that classifies revenues and expenses

2. **Fund**: 5-digit chartfield code that identifies the lowest level at which a trial balance is created (i.e. General Fund POM01)  
   **Note**: If your department uses multiple funds, submit ONE Fund per template

3. **DeptId**: 5-digit chartfield code that uniquely identifies departments/operating units  
   **Note**: Multiple department ID’s can go on one template

4. **Program**: 4-digit chartfield code that groups expenses and revenues by functional programs

5. **Class**: 5-digit chartfield code that is used to track or report expenses/income within a department for allocation orders, fee revenue, projects, etc. (i.e. C3506, 00000)  
   **Note**: The Class in the Account Code on the position is the last four digits of the Chartfield Class (i.e. 3506, 0000)

6. **Scenario**: Select from drop-down or enter in UPPERCASE  
   - **ORIGINAL**: Tracks the permanent-base budget for each division and unit  
   - **ADJUSTMENT**: Tracks temporary changes to Division and Units

7. **Monetary Amount**: The dollar amount for the budget for each line item  
   Negative amounts can be entered when using the ADJUSTMENT Scenario

8. **Line Description**: Select from drop-down or enter in UPPERCASE  
   - **PERM BUDGET** (use with ORIGINAL scenario)  
   - **PERM BUDGET-FEE** (use with ORIGINAL scenario and correct Class Code to identify fee)  
   - **PERM BUDGET-DESIG** (use with ORIGINAL scenario and correct chartfield for designated)  
   - **CFWD yy/yy** (use with ADJUSTMENT scenario)  
   - **CFWD yy/yy-FEES** (use with ADJUSTMENT scenario and correct Class Code to identify fee)  
   - **CFWD yy/yy-DESIG** (use with ADJUSTMENT scenario and correct chartfield for designated)  
   - **TEMP BUDGET** (Temp Adjustments other than Carryforward use with ADJUSTMENT scenario)

---

**Example of a completed template**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>DeptId</th>
<th>Program</th>
<th>Class</th>
<th>Scenario</th>
<th>Monetary Amc</th>
<th>Line Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>601201</td>
<td>POM01</td>
<td>20001</td>
<td>0101</td>
<td>0000</td>
<td>ORIGINAL</td>
<td>100,000.00</td>
<td>PERM BUDGET</td>
</tr>
<tr>
<td>601300</td>
<td>POM01</td>
<td>20001</td>
<td>0101</td>
<td>0000</td>
<td>ORIGINAL</td>
<td>200,000.00</td>
<td>FERM BUDGET</td>
</tr>
<tr>
<td>560003</td>
<td>POM01</td>
<td>20001</td>
<td>0101</td>
<td>0000</td>
<td>ADJUSTME</td>
<td>50,000.00</td>
<td>CFWD 15/16</td>
</tr>
<tr>
<td>660003</td>
<td>POM01</td>
<td>20001</td>
<td>0101</td>
<td>C3218</td>
<td>ADJUSTME</td>
<td>10,000.00</td>
<td>CFWD 15/16-DESIG</td>
</tr>
<tr>
<td>660003</td>
<td>POM01</td>
<td>20001</td>
<td>0101</td>
<td>C3503</td>
<td>ADJUSTME</td>
<td>10,000.00</td>
<td>CFWD 15/16-FEES</td>
</tr>
<tr>
<td>660003</td>
<td>POM01</td>
<td>20001</td>
<td>0101</td>
<td>0000</td>
<td>ADJUSTME</td>
<td>150,000.00</td>
<td>TEMP BUDGET</td>
</tr>
</tbody>
</table>
**STEP 4:** Save the template and detailed Position Listing in Excel format

**STEP 5:** NEW - Send the template and Position Listing attached via E-mail

To: Budget@cpp.edu

CC: For the following Divisions, copy appropriate divisional budget personnel

- jilewis@cpp.edu for Administrative Affairs division
- alarrabure@cpp.edu for Academic Affairs division
- kaitlyndavis@cpp.edu for Student Affairs division

**STEP 6:** Mail a hard-copy, signed by the appropriate individual, to Budget Services.

Please contact Budget Services at ext. 3012 for questions or concerns.