CPP Budget Submission Instruction

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

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

Account	Fund	Deptid	Program	Class	Scenario	Monetary Amo	Line Description
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

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

Account Code Sample:

DeptID	Fund	Account	Class	Prog
61100	POM01	601300	0000	0502

Chartfield String Sample:

Account	Fund	DeptID	Prog	Class
601300	POM01	61100	0502	00000

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 chartfieldcode 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

Budget Journal Import Template

Account	Fund	Deptid	Program	Class	Scenario	Monetary Amo	Line Description
601201	POM01	20001	0101	00000	ORIGINAL	100,000.00	PERM BUDGET
601300	POM01	20001	0101	00000	ORIGINAL	200,000.00	PERM BUDGET
660003	POM01	20001	0101	00000	ADJUSTME	50,000.00	CFWD 15/16
660003	POM01	20001	0101	C3218	ADJUSTME	10,000.00	CFWD 15/16-DESIG
660003	POM01	20001	0101	C3503	ADJUSTME	10,000.00	CFWD 15/16-FEES
660003	POM01	20001	0101	00000	ADJUSTME	150,000.00	TEMP BUDGET

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

>> jjlewis@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.