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University of North Carolina at Chapel Hill

**Campus Budgets**

**Exercise Workbook**

PeopleSoft Human Resources and Finance Implementation

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Exercise 1

Creating an Expense Budget Journal

Scenario

Increase in School-Based Tuition expense budget due to increased enrolment.

Reference

Refer tothe following for assistance in completing the exercise:

* Entering or Modifying a Budget Journal

Required Data

This section provides the field data required to complete this exercise.

|  |  |
| --- | --- |
| Field | Value |
| Business Unit | UNCCH |
| Ledger Group | State |
| Budget Entry Type | Original |
| Parent Budget Entry Type | Original |
| Long Description | Increase in School-Based Tuition expense budget due to increased enrolment. |
| Field Line 1 | Value Line 1 |
| Budget Period | 2015 |
| Fund | 20105 – Acad Affairs – Instit of Govt |
| Source | 12106 – Sch of Govt-SBTI |
| Account | 511100 – EPA Non-Teach Budget |
| Department | 375000 – School of Government Budget |
| Program | G0001 – Sch of Govt-SBTI |
| Amount | $7,800 |
| **Field Line 2** | **Value Line 2** |
| Budget Period | 2015 |
| Fund | 20130 – Acad Affairs – Student Fin Aid |
| Source | 12106 – Sch of Govt-SBTI |
| Account | 568000 – Traineeship Budget |
| Department | 375000 – School of Government Budget |
| Program | G0001 – Sch of Govt-SBTI |
| Amount | $2,600 |
| **Total Credits: $10,400** | |

Tasks and Questions

Use the reference and data provided to complete the following tasks and answer the questions:

1. Enter the required data:

|  |  |  |
| --- | --- | --- |
|  | What is the Budget Header Status? |  |
|  | What is the Journal ID? |  |

1. Budget pre-check the budget journal.

|  |  |  |
| --- | --- | --- |
|  | What is the Budget Header Status? |  |
|  | What is the Journal ID? |  |

1. Leave the budget journal in its current status and proceed to Exercise 2.

Exercise 2

Creating a Revenue Budget Journal

Scenario

Add the State revenue increase in School-Based Tuition budget due to increased enrolment.

Reference

Refer tothe following for assistance in completing the exercise:

* Entering or Modifying a Budget Journal

Required Data

This section provides the field data required to complete this exercise.

|  |  |
| --- | --- |
| Field | Value |
| Business Unit | UNCCH |
| Ledger Group | State\_Rev |
| Budget Entry Type | Original |
| Parent Budget Entry Type | n/a |
| Long Description | Increase in School-Based Tuition revenue budget due to increased enrolment. |
| Field Line 1 | Value Line 1 |
| Budget Period | 2015 |
| Fund | 20190 – Acad Affairs Multi Activity |
| Source | 12106 – Sch of Govt-SBTI |
| Account | 458110 – Tuition Resident on campus |
| Department | 375000 – School of Government Budget |
| Program | G0001 – Sch of Govt-SBTI |
| Amount | $6,400 |
| **Field Line 2** | Value Line 2 |
| Budget Period | 2015 |
| Fund | 20190 – Acad Affairs Multi Activity |
| Source | 12106 – Sch of Govt-SBTI |
| Account | 458210 – Tuition Non-Resident on campus |
| Department | 375000 – School of Government Budget |
| Program | G0001 – Sch of Govt-SBTI |
| Amount | $4,000 |
| **Total Credits: $10,400** | |

Tasks and Questions

Use the reference and data provided to complete the following tasks and answer the questions:

1. Enter the journal ID from Exercise 1 in the Long Description.
2. After entering the required data:

|  |  |  |
| --- | --- | --- |
|  | What is the Budget Header Status? | No. |
|  | What is the Journal ID? |  |

1. Budget pre-check the budget journal.

|  |  |  |
| --- | --- | --- |
|  | What is the Budget Header Status? |  |
|  | What is the Journal ID? |  |

1. Submit or Post the budget journal.
2. Return to the budget journal from Exercise 1.
   1. Enter the Exercise 2 budget journal number as a reference in the Long Description.
   2. Submit or Post the budget journal.

Exercise 3

Creating a Budget Transfer

Scenario

The Department of Genetics requests funding to purchase a new computer for its Chair.

Reference

Refer tothe following for assistance in completing the exercise:

* Entering or Modifying a Budget Transfer

Required Data

This section provides the data required to complete this exercise.

|  |  |  |
| --- | --- | --- |
| Field | Value |  |
| Business Unit | UNCCH |  |
| Ledger Group | F&A |  |
| Budget Entry Type | Transfer Adjustment |  |
| Parent Budget Entry Type | Transfer Adjustment |  |
| Long Description | Transfer funding to purchase a new computer for the Chair of Genetics |  |
| Field Line 1 | Transfer from Line 1 | Transfer To Line 2 |
| Budget Period | 2015 | 2015 |
| Fund | 27100 – F&A Budget | 27100 – F&A Budget |
| Source | 14101 – F&A | 14101 – F&A |
| Department | 420101 – SOM Dean’s Office | 423501 - Genetics |
| Program | n/a | n/a |
| Amount | $-1,500 | $1,500 |
| **Total Lines Balance to $0** | | |

Tasks and Questions

Use the reference and data provided to complete the following tasks and answer the questions:

1. After entering the required data:

|  |  |  |
| --- | --- | --- |
|  | Which commonly used chartfield is missing? Why? |  |
|  | What is the Budget Header Status? | No. |
|  | What is the Journal ID? |  |

1. Budget pre-check the budget journal.

|  |  |  |
| --- | --- | --- |
|  | What is the Budget Header Status? | No. |
|  | What is the Journal ID? |  |

1. Submit or Post the budget journal.

Exercise 4

Creating a Budget Transfer

Scenario

Transfer budget from EPA Non Teach to SPA Regular Salaries in the School of Pharmacy.

Reference

Refer tothe following for assistance in completing the exercise:

* Entering or Modifying a Budget Transfer

Required Data

This section provides the field data required to complete this exercise.

|  |  |  |
| --- | --- | --- |
| Field | Value |  |
| Business Unit | UNCCH |  |
| Ledger Group | State Child Expense |  |
| Budget Entry Type | Transfer Adjustment |  |
| Parent Budget Entry Type | Transfer Adjustment |  |
| Long Description | Transfer EPA non-teach budget to SPA regular salaries |  |
| Field Line 1 | Transfer from Line 1 | Transfer To Line 2 |
| Budget Period | 2015 | 2015 |
| Fund | 21101 – Health Affairs – Reg Term Instr | 21101 – Health Affairs – Reg Term Instr |
| Source | 13001 – Health Affairs | 13001 – Health Affairs |
| Account | 511100 – EPA Non Teach | 512100 – SPA Regular Salaries |
| Department | 450100 – School of Pharmacy | 450100 – School of Pharmacy |
| Program | n/a | n/a |
| Amount | $12,500 | $-12,500 |
| **Total Lines Balance to $0** | | |

Tasks and Questions

Use the reference and data provided to complete the following tasks and answer the questions:

1. After entering the required data:

|  |  |  |
| --- | --- | --- |
|  | What is the Budget Header Status? | No. |
|  | What is the Journal ID? |  |

1. Budget pre-check the budget journal.

|  |  |  |
| --- | --- | --- |
|  | What is the Budget Header Status? | No. |
|  | What is the Journal ID? |  |

1. Submit or Post the budget journal.