

## Guide for How to Prepare Budget Submission

This guide will give you instructions on how to prepare and submit your departments' annual budget submission. A line item budget will be completed for each operating expense account. The departments wage budget will be created by entering summary-level information for each Chartfield string from the position listing created using information from the Department Position Lookup (see Guide for Creating Position Listings and Projecting Positions).

**Step 1:** Go to <http://www.csupomona.edu/~fas/forms.html#budget>

**Step 2:** Click on Budget Journal Import Template option and then on Open

**Results:** Downloaded Budget Journal Import template (Excel format).  
See Step 3 for column definitions below (1-8)

Budget Journal Import Template							
Account	Fund	Deptid	Program	Class	Scenario	Monetary Amount	Line Description
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**Step 3:** Enter data into each column (start on row showing arrow)

1. Account - A 6-digit chartfield code that classifies assets, liabilities, fund balance, revenues, and expenses. **Account is digits 1 – 6 in the chartfield string.**
2. Fund – A 5-digit chartfield code that identifies the lowest level at which a trial balance is created (i.e. General Fund POM01). **Fund is digits 9 – 11 in the chartfield string.**

If your department has multiple funds, submit one fund per template.

**Note:** GF in Account Code is equivalent to POM01 in Chartfield String.

3. DeptId – A 5-digit chartfield code that uniquely identifies departments/operating units. **Department Id is digits 12-16 in the chartfield string.**

Multiple department ID's can go on one template.

4. Program – A 4-digit chartfieldcode that groups expenses and revenues by functional programs. **Program is digits 17 – 20 in the chartfield string.**
5. Class – A 5-digit chartfield code that is used to track or report expenses/income within a department for allocation orders, projects, etc. (i.e. C1025, 00000). **Class is digits 21-25 in the chartfield string.**

**Note:** The Class in the Account Code on the position is the last four digits of the Chartfield Class (i.e. 1025, 0000).

6. Scenario – Must be entered in UPPERCASE
  - A. **ORIGINAL:** Tracks the permanent-based budget for each division and unit
  - B. **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 – Must be entered in UPPERCASE
  - A. **PERM BUDGET** (use with ORIGINAL scenario).
  - B. **CFWD 08/09** (use with ADJUSTMENT scenario)
  - C. **TEMP BUDGET**(Temp Adjustments other than Carryforward use with ADJUSTMENT scenario).

**Note:** Account Code on position listing is equivalent to a chartfield string in the Finance system and must be used when entering summary-level salary information on the Budget Journal Import Template (See Guide to Creating Position Listings and Projecting Positions)

Account Code Sample:

Chartfield String Sample:

DeptID Fund Account Class Prog  
67700 – POM01 601300 0000 0602

Account Fund DeptID Prog Class  
601300 POM01 67700 0602 00000

**Example of a completed template**

Budget Journal Import Template								
Account	Fund	Deptid	Program	Class	Scenario	Monetary Amount	Line Description	
601201	POM01	67700	0602	00000	ORIGINAL	162300.00	PERM BUDGET	
601300	POM01	67700	0602	00000	ORIGINAL	407685.00	PERM BUDGET	
660003	POM01	67700	0602	00000	ORIGINAL	20000.00	PERM BUDGET	
660003	POM01	67700	0602	00000	ADJUSTME	2500.00	CFWD 08/09	
660003	POM01	67700	0602	00000	ADJUSTME	1000.00	TEMP BUDGET	

**Step 4:** Save the template in Excel format.

**Step 5:** Send an Email with the template attached:

To: [Budget@csupomona.edu](mailto:Budget@csupomona.edu)

Send a copy to your divisional budget person:

- [psshedd@csupomona.edu](mailto:psshedd@csupomona.edu) for Administrative Affairs division
- [alarrabure@csupomona.edu](mailto:alarrabure@csupomona.edu) for Academic Affairs division
- [spjoyce@csupomona.edu](mailto:spjoyce@csupomona.edu) for University Advancement division
- [cllee@csupomona.edu](mailto:cllee@csupomona.edu) for Student Affairs division
- [sldavis@csupomona.edu](mailto:sldavis@csupomona.edu) for President's Office

**Step 6:** Mail a hard-copy, signed by the appropriate individual, to Budget Services. Also include your position listing.

**Please Note:**

Do NOT change the column sizes on the template but formatting the cells is OK