**Budget Basics Cheat Sheet**

**Budget 101**

- **2 Types of Budgets/Chartstrings**
  - **Departmental**
    - **Budgetary**
      - Fund Category = 105, 120, 200.
      - Funds may or may not rollforward. Generally, state funds (chartstrings containing a Fund Cat of 105) do not roll-forward, except for 105-805038 HEF. Refer to the Closing Rules to determine whether or not a chartstring will roll-forward or close.
    - **Non-Budgetary**
      - Fund Category = 202 or greater and chartstring does not contain a project value
      - Funds rollforward.
  - **Projects**
    - Identified by a project value in the project chartstring.
    - Fund categories vary, but most common are 106, 121, 201, and 400.

- **Reading Cognos Reports**
  - **Understanding accounts**
    - Accounts ≠ Chartstrings. Account refers to the item being purchased such as professional fees, salaries, maintenance & operations, telecom, etc. Chartstring refers to the combination of chartfields (Org Dept, Fund Cat, Fund, Function, etc.).
    - Accounts are structured in a tree roll-up structure. There is a B-level account (BXXXXX) which is made up of multiple C-level accounts (CXXXX) which are each made up of multiple D-level accounts (DXXXX) which are each made up of multiple base level, all numeric accounts (XXXXX).

The type of chartstring determines the type of report to run and how to read the report.

  - **Departmental - Budgetary Chartstrings:**
    - Budgets reported on the Department Budget Summary Report.
    - Budgeting for revenues occurs at the base level account. Budgeting for expenses occurs at the D-level account. D-Level accounts should carry positive balances.
    - Budget checking occurs at the C-Level account.
  - **Departmental - Non-Budgetary Chartstrings:**
    - Budgets reported on the Department Budget Summary Report.
    - Budgeting does not occur. The amount in the “Budget” column (on account 00000 Acct Tree Root Node) simply indicates the amount of funds that rolled forward from the prior year.
    - Budget checking occurs at the chartstring Total level.
  - **Project Reports –**
    - Budgets reported on the Project Budget Summary Report.
    - Budgeting for Non-Sponsored projects occurs at the A5000 Account. Budgeting for Sponsored projects (Grants) occurs at the C-Level.
    - Budget checking occurs at the Expense Total Level for Non-Sponsored projects. Budget checking occurs at the C-Level for Sponsored projects.

- The reports contain 3 expense-type columns. Each column reflects a stage in the purchasing or salary process.

  - **PreEncumbrances**
    - Requisitions
    - Vacant position salaries (not yet paid)
  - **Encumbrances**
    - Purchase orders
    - Filled position salaries (not yet paid)
  - **Actuals**
    - Vouchers (invoices)
    - Paid salaries