**Budget Basics Cheat Sheet**

**Budget 101**

- 3 Types of Budgets/Chartstrings

<table>
<thead>
<tr>
<th>Budgetary</th>
<th>Non-Budgetary (NB)</th>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Departmental</strong></td>
<td><strong>Projects</strong></td>
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</tr>
<tr>
<td>$\cdot$ Budget string receives a set amount of money each year.</td>
<td>$\cdot$ Funds received that aren't guaranteed to be received each year.</td>
<td>$\cdot$ Generally, project chartstrings are for activities with a limited life.</td>
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<tr>
<td>$\cdot$ Budgetary Chartstrings are identified by their fund categories. Fund Cats equal 105, 120, or 200.</td>
<td>$\cdot$ Examples include Grants, Faculty Discretionary (F&amp;A) Funds, &amp; Construction.</td>
<td>$\cdot$ Chartstrings are identified by whether or not they have a project ID.</td>
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<tr>
<td>$\cdot$ May or may not roll-forward.</td>
<td>$\cdot$ NB Chartstrings are identified by their fund categories. Fund Cats equal 202 or greater.</td>
<td>$\cdot$ Balances are reported life-to-date.</td>
</tr>
</tbody>
</table>

- **Budgetary Chartstrings:**
  - Occur at the D-level
  - Individual D-account lines should carry a positive balance
  - Budget Checking occurs at the C-level

- **Non-Budgetary Chartstrings:**
  - Budgeting does not occur. The amount in the “Budget” column simply indicates the amount of funds that rolled forward from the prior year
  - Budget checking occurs on the chartstring total

**Chartfield Setup Form**

- Creating/Inactivating Chartstrings
  - Chartstrings are “created” once they are transacted on for the first time. (Revenue, Expense, ABA, Journal Entry)
  - Chartstrings are “inactivated” once they carry a zero balance

- A Chartfield Setup/Change Form is used to create or edit an existing field, not an entire chartstring

- Once the field is created, the department is responsible for setting up the chartstring