

Guidance – Adjustments to the FY09 Approved Budget During July 2008 Entries that Impact Allocations

(All references to budget adjustments are described as for the Budget FIN ledger –any corresponding adjustments in the KK ledger are not described.)

University Fee (program code UM002): No allocations of the University Fee changed with the final allocation letter. Therefore, the dollar amount does not need to be changed. In conversion, however, the University Fee mapped to the UM001 (tuition) program because it was budgeted in the TUIT org in CUFS, so it needs to be moved to the UM002 (University Fee) program. Please enter and post the following budget adjustments in July to correct the conversion result:

- Remove University Fee from the Tuition program - Decrease code 401100 in UM001 program by the amount of the University Fee. (Enter as a negative amount.)
- Add University Fee revenue to the University Fee program - Increase code 401100 in UM002 program by the amount of the University Fee. (Enter as a positive amount.)
- Add the redistribution/CUFS 9985 related to the University Fee to the University Fee program – which originally mapped to the Tuition program (see below) - Decrease code 420200 in UM002 program by the amount of the University Fee. (Enter as a negative amount – it replaces the 9985 transfer out code in CUFS.)

Tuition (program code UM001): For most RRCs, the final tuition allocation differs from what was entered in CUFS, so therefore the dollar amounts need to be changed. If the tuition amount didn't change, adjustments still need to be made to 420200 in PeopleSoft because of the movement of the University Fee as described above.

If the total tuition amount changed:

- Increase/Decrease code 400100 in UM001 program so the end result equals the approved FY09 tuition (example: CUFS entered 4100/PS 400100 = \$1.2 million; final approved tuition = \$1.0 million; budget adjustment to be entered on 400100 = -\$200,000)
- Increase code 420200 in UM001 program so the end result equals the approved FY09 tuition only (example: CUFS entered 9985/PS 420200 for U Fee and tuition = -\$1.8 million; approved tuition = \$1.0 million; budget adjustment to be entered on 420200 = \$800,000)

If the total tuition amount has not changed:

- Increase code 420200 in UM001 program so the end result equals the approved FY09 tuition only (example: CUFS entered 9985/PS 420200 - for U Fee and tuition = -\$1.8 million; approved tuition = \$1.0 million; budget adjustment to be entered on 420200 = \$800,000)

Indirect Cost Recovery (program code UM003): The ICR revenue budgeted as 4350 in the IDCRC org in CUFS did convert correctly to 460100 in the UM003 program in PeopleSoft. It also appears the 5985 ICR allocation in CUFS did convert correctly to the new redistribution code 460200 in PeopleSoft. However, the 9985 allocation transfer out budgeted in the IDCRC org in CUFS converted to the O&M redistribution code (420200). Therefore, the following change must be made to that side of the entry:

- Increase 420200 in UM003 program by the amount of the ICR allocation (it converted as a negative amount, so to eliminate it, a positive adjusting entry must be made in the same amount).
- Decrease 460200 in UM003 program by the amount of the ICR allocation (this is the redistribution “out” that offsets the positive 460200 allocations throughout departments, so it must be entered as a negative amount).

Note: the Medical School is the only RRC that saw a change in the final ICR allocation after budget entry into CUFS, so the Medical School will also have to change the dollar value of the approved ICR. In addition, the ICR allocation for Scholarly & Cultural Affairs (Weisman) mapped to an incorrect program, but that has been already been moved to the UM003 program.

State Specials: In a few cases, the state special allocations mapped to the wrong fund in PeopleSoft. Unless you have already been contacted about that incorrect mapping, there should be nothing to change in state specials. The 5985 allocation in CUFS correctly mapped to the 421200 redistribution code in PeopleSoft.

Note: Duluth is the only RRC that saw a change in the final state special allocation after budget entry into CUFS, so Duluth will also have to change the dollar value of the approved state special. The few RRCs that received a new miscellaneous state special for FY09 will receive communication separately on what budget adjustments are necessary to receive those funds.

O&M Allocation:

Support Units: Most support unit allocations did not change after budget entry into CUFS. In those cases, please just verify that your total 440100 code across all your DeptIDs equals your approved allocation. For the few units that did see a change in the final allocation after budget entry, please increase/decrease the 440100 code where appropriate so that your total 440100 code across all your DeptIDs equals your approved allocation. You may also have to change the expenditure budget associated with any changed allocations.

Academic Units: Because there will be both positive and negative entries in each DeptID for the redistribution code 420200, it requires special consideration when viewing totals:

- The total of the positive 420200 entries should equal the final approved O&M, tuition and University Fee allocations combined.
- The total of the negative 420200 entries should equal the final approved tuition and University Fee allocations combined.
- The total 420200 entries (positive plus negative entries) will then equal the approved O&M allocation only - if everything is entered correctly.
- The 420200 code should only appear in fund 1000. If it appears in other funds (after making the corrections described in the sections above) then there is still an error in your entries.
- If your O&M allocation changed after budget entry into CUFS, then you must enter budget adjustments to increase/decrease the 420200 code wherever appropriate so the total 420200 equals your final O&M allocation.

Cost Pools: The only change that needs to be made relative to cost pools is the change in the final charge amounts. Most, if not all, academic RRCs did see a change in the amounts being charged for FY09 after budget entry into CUFS. The CUFS budget for cost pool charges did convert correctly to PeopleSoft, but you will need to enter positive or negative adjustments to the appropriate cost pool charge account codes (830100 to 837200) so that the totals by code equal the final charges for each pool.