Cosumnes River College Standard Operating Procedure (SOP)
Budget Entry (BE)

Purpose: 1) Create or adjust spending plan (budget) by aligning **annual budget** (appropriations) with **projected annual expenditures** for each account number (unique combination of Business Unit, Account, Fund, Org/DeptID, Program, Subclass, Budget Year, Project); or 2) set up a new account number.

General Rules: Debits and Credits must balance by both Org/DeptID and Project/Grant values. Exceptions: 1) One-side entries when a OTO budget augmentation is necessary to adjust overall Organizational Center Budget (OCB) with approval by appropriate VPs; or 2) Other exceptions as approved by appropriate VPs/VPA.

Process:
1. Download a current "**_Budget Balance Summary w/ descriptions_**" report by Org/DeptID from the **PeopleSoft Financials webpage**.
2. Project expenditures to the end of the year for each account number and enter the account number information on the BE form for each account number that needs to be adjusted. Make sure that you capitalize letters in the Org/DeptID and Project. _**Note: Location/Reference # will be completed by Business Office**_.
3. Enter **debit** amount for each expenditure account number to increase (or revenue account to decrease) based on projected annual expenditures/revenues and an offsetting **credit** for each expenditure account number to decrease (or revenue account to increase, e.g., categorical programs). Round amounts up to next whole dollar and allow a little extra for price changes, shipping, etc. _Remember, transactions will not pass budget check if there is insufficient budget available (even short $0.01)._
4. In **description text box**, describe the overall purpose of the BE. For example, the name of the categorical program you are setting up; a requisition number, purchase order or travel authorization number that is related to the Budget Entry.
5. In the **line description field** (30 character limit), identify which account/program the funds are being transferred to/from (e.g., "to 4500" on the credit line and "from 2302" on the debit line, if program stays the same).
6. Identify the requestor/preparer, administrator, and date at the bottom of the form.
7. Save the form and name as BE-(division)-(date). Example: BE-VPA-093015
8. Requester e-mails BE to responsible manager for review.
9. Manager e-mails BE to CRC-Budget Entry. Allow 3 days to process/post.
10. Business Office and/or VPA reviews and approves BE and emails DO to post.
11. If BE fails budget check, it will be emailed back to the manager/preparer.