

THE UNIVERSITY OF NEW MEXICO

Journal Voucher Guidelines for Balance Forward, Allocation and Transfer Entries

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(See page 5&9 [in red] for current changes)

Table of Contents

Definitions of Helpful Terms & Items:.....	3
Allocation Entry:.....	3
Transfer Entries:.....	3
Plant Fund Transfers:	3
1900 - Balance Forward:.....	4
1903 - Change in Balance Forward Entry:	4
1901 - Balance Forward Budget:	4
8045 – Interdepartmental Support Entries	5
Related Budget Entries Reminders:	5
FORH008 HSC Transfers Allocation, a Hyperion report:.....	6
Transfer vs. Allocation: How to Tell	6
How to Make the Entries:	6
Balance Forward Entry:	6
Allocation Entry:.....	8
Transfer Entry:	9
8045 Interdepartmental Support Entry:	10
Budget Entries:.....	10
Common Journal Voucher Mistakes to Avoid:	12
Flowchart - Transfer or Allocation?	13
Appendix 1- Allocation Entry Exceptions	14
Balance Forward Account Codes.....	15
Allocation Account Codes	15
Transfer Account Codes	16
Clinical Revenue Allocation Account Codes	19
Appendix 3- HSC Unrestricted Fund Structure	20
Main Campus Unrestricted Fund Structure	23
Appendix 4- FOAPAL Elements	29
Appendix 5- FORH008A - Transfer	30
FORH008A - Allocation.....	31
Appendix 6 - HSC Plant Funds Transfer Form	32
Appendix 7 – Checklist for Balance Forward/Allocation/Transfer Entries.....	33

Definitions of Helpful Terms & Items:

Allocation Entry:

Allocation entries are routinely used to move actual funding from one index to help support another index. Allocation entries must be budgeted; either in the original budget or as a budget revision. It is used between indices within the same Fund level 2. It is used to move non-clinical revenue to departments. An allocation entry uses income allocation accounts and does not directly affect Balance Forward. Program level 2 must be the same, with some exceptions [see Appendix 1]. Allocation entries do NOT cross campuses. If the amount is not already budgeted, a budget entry must also be prepared. The list of allocation account codes can be found in Appendix 2. The list of Funds can be found in Appendix 3.

Allocation entries will use allocation account codes in the 1600-1666 range [see Appendix 2]. The person creating the Journal Voucher must that the “Departmental Journaler” security role or they cannot complete the entry. Use rule class code BD4 for allocation budget entries and JE2 for the actual funding entry.

Transfer Entries:

A transfer entry is used when an allocation entry is not allowed. It is used to move funding between Banner Programs [i.e., I&G, Public Service, etc.] or between campuses. It allows movement of funding from one Banner Fund Level 2 or Program Level 2 to a different Fund Level 2 or Program Level 2. All transfers must be budgeted; either in the original or revised budget. ***The deadline for all budget entries related to transfers is March 31st.*** After this date, unbudgeted transfers cannot be made.

Transfer entries will use transfer account codes in the 1100 – 12T0 range [see Appendix 2]. The person creating the Journal Voucher must have the “Departmental Transferor” security role or they cannot complete the entry. Rule class code BDT must be used to budget transfers. Call your core budget office before attempting one of these.

Plant Fund Transfers:

When transferring funds to a plant fund on HSC, you must complete the plant fund form found in Appendix 6 or on the HSC Budget Office website [<http://hsc.unm.edu/about/budget/budget.shtml>] under “HSC Budget Office Forms”. This form must be signed as indicated prior to the transfer being approved.

1900 - Balance Forward:

For unrestricted indices, the remaining amount left [i.e., funds left to spend] or the cash deficit [i.e., funds you spent but did not have] at fiscal year end is rolled forward in the accounting system into the new fiscal year. This is the Balance Carry Forward for the year. It is akin to the starting balance in your checkbook. This roll forward is a system generated entry done by Finance Systems Management (FSM) in account 1900. Journal entries cannot be done using account code 1900. The Balance Carry Forward represents actual dollars, not budget. Rule class code JBF is used by FSM to move these actual year end surplus or deficit within all unrestricted indices.

1903 - Change in Balance Forward Entry:

The most common entry made to balance forward accounts involves a movement of balance from one index to another to cover a deficit in the index or to fund an index. Another common reason for a balance forward entry is to close an index that has a balance but has had no activity in the current year; the only account with a balance is 1900 in this instance.

Another reason balance forward entries is to correct prior year entries. When an error is found in an unrestricted index after the accounting records have been closed for the fiscal year which only affects unrestricted indices, a change in balance forward entry is the method to correct the error. These entries use account 1903 on both sides of the entry. The indices involved must be in the same Fund level 2 and Program level 2. If an error is between account codes within the same index, no entry is required.

These entries increase (or reduce) the prior yearend remaining balance in the affected indices. They do not affect the expense accounts where the entries originally occurred. These entries must be well documented so the original entry that is being corrected can be identified.

1901 - Balance Forward Budget:

Balance Forward funding that is expected to be spent during the current fiscal year is budgeted in account code 1901. Rule class code BD4 is used to adjust the budget. Negative balance forwards, or the reduction of funds to spend in the current year to make up the deficit, must also be addressed in the budget using account code 1901.

8045 – Interdepartmental Support Entries

These entries can sometimes be used when allocation and balance forward entries cannot be used. These entries will avoid the use of a more complicated transfer entry. As with allocation, transfer, and balance forward entries, the same account code [8045 in these entries] must be used for both the debit and credit side of the entry. The entry must net to zero. Additionally:

- Line items affecting any other account codes may not be used in a JV in which account code 8045 is used.
- There is a limit of \$5,000 per transaction, and \$20,000 per year, per index. This means the document transaction total cannot exceed \$10,000, \$5,000 for the Debit and \$5,000 for the credit.
- Any exceptions to these limits must be approved by Central Accounting before an entry is submitted.
- Salaries cannot be moved using account code 8045.
- No budgets are allowed for this account.
- Account code 8045 cannot be used with restricted indices.
- There must be a detailed description of the type of expense being billed, as is true with allocation, transfer, and balance forward entries.
- Account code 8045 cannot be used for purchasing on Higher Markets.
- Account code 8045 cannot be used to reallocate P-Card transactions.

Related Budget Entries Reminders:

FOR TRANSFER ENTRIES:

- The description field for every sequence of the JV must include the offset index and account code as the first set of characters in the field.
- All entries must be simple and not compound.
- Required document text must be provided.

- IN GENERAL:
- Funding to be moved must be budgeted
- If not included in original budget, prepare needed budget entries at the same time as the actual allocation or transfer entry
- To budget balance forward usage, account code 1901 must be used
- Only that portion of the actual Balance Forward that you are anticipating spending in the current fiscal year is budgeted in account code 1901
- Use rule class code BD4 for balance forward and allocation budget entries
- Use rule class code BDT for transfer budget entries
- Use report FORH008 to determine the correct budget entry for transfers and allocations
- Remember that expense account 8060 is a report default; use the correct expense account
- Account codes 1900 or 1903 can not be used in budget entries

- Negative balance forwards must also be addressed in the budget using 1901 and will reduce the total budgeted revenue and expense

FORH008 HSC Transfers Allocation, a Hyperion report:

This report will assist you in determining the type of entry needed, allocation or transfer. This report is essential because it gives you the description that is required for transfer entries. It will show you what index/account to use for both actual dollars and budget. It will tell you whether the entry should be a transfer or allocation entry, or if the entry is not allowed. It is located at Brio/Finance Reports/F Dept_School_College/F HSC/FORH008 in your Hyperion Directory.

Transfer vs. Allocation: How to Tell

Movement of funds between programs, such as between Educational programs and Research programs, is a transfer. Movements within programs, such as moving Instructional and General funds from the Nursing Instructional and General program at HSC to the Pharmacy Instructional and General program at HSC, is an allocation.

The accounting structure used by UNM will help you determine which sort of transaction you are contemplating, and the FORH008 report will assist you in preparing the entry.

How to Make the Entries:

Balance Forward Entry:

- These entries transfer revenue from one index to another.
- These entries are also made to correct prior year errors found after yearend has closed.
- Balance forward entries are ONLY used when all affected indices are unrestricted.
- Determining if this is the correct entry to make:
 - Are you moving revenue that is a balance forward? If so, actual dollars will be in account 1900. If budgeted, it will be budgeted in account 1901.
 - Are all indices involved in the same Fund level 2 and Program level 2?
- You will move the money with account 1903. The entry will have 1903 for both the debit and credit so the total activity for the account code is zero. Both sides of a Balance Forward entry will always use account code 1903. They will always zero out 1903.
- **Example:**
Mary Smith found a \$14,000 equipment purchase error in one of her unrestricted indices. It was made to the wrong unrestricted index [34xxxx] in the prior year. She wants to correct both indices involved by moving the expense to the correct unrestricted index, 21xxxx. Both indices are in the same Fund level 2 and Program level 2.
- Balance Forward account:
 - Figure out which index has too much money. In this case, Index 34xxxx has \$14,000 too much expense. They are missing \$14,000 of money in their balance

forward account. Had the expense been properly accounted for in the prior year, they would have had \$14,000 more funding to carry forward. This \$14,000 of cash legitimately belongs to index 34xxxx, since they are the ones who actually paid for the equipment in error.

- Calculate what remains in the Balance Forward account of the index that must give up the funds:
 - To calculate what remains in the Balance Forward account, take the sum of 1900 and 1903. For example, if there is \$20,000 in index 21xxxx, account code 1900, but account code 1903 has -\$8,000, you have \$12,000 left in the balance forward account code that you can move [$\$20,000 - \$8,000 = \$12,000$] Note that the +/- signs on revenue account codes are the opposite of the +/- signs on expense account codes. This \$12,000 balance represents money that can be spent.

Current Balances in 21xxxx:

Index	Rule Class Code	Account Code	Debit	Credit
○ 21xxxx	JE2	1900		20,000
○ 21xxxx	JE2	1903	8,000	
○ Net of the two account codes:				<u>12,000</u>

- You need to move \$14,000. This is \$2,000 more than you have in the Balance Forward related account codes.
 - First, move the \$12,000 that you have in the Balance Forward account.
 - Debit index 21xxxx, account code 1903, for 12,000 [you have -\$8,000 in there to start with]. You will now add -\$12,000, for a total of -\$20,000 when the Journal Voucher has posted. This equals the \$20,000 you have in 1900. This is the most you can move from this account code. Credit the index getting the revenue for \$12,000.
 - Move the remaining \$2,000 that you need to move with an allocation entry.

Index	Rule Class Code	Account Code	Debit	Credit
○ 21xxxx	JE2	1903	12,000	
○ 34xxxx	JE2	1903		<u>12,000</u>
○ Effect of entry on the account codes:				<u>0</u>

Note that the debit and credit for this entry into 1903 results in “zero” dollars being moved into or out of the account. *This must always be true of a transfer, balance forward, allocation, or 8045 entry.*

Effect of entry on index 21xxxx:

	Index	Account Code	Debit	Credit
○	21xxxx	1900		20,000 [existing]
○	21xxxx	1903	8,000	[existing]
○	21xxxx	1903	12,000	<u> </u> [this entry]
○	Amount remaining in Balance Forward account codes:			<u>\$ 0</u>

Effect of entry on index 34xxxx:

	Index	Account Code	Debit	Credit
○	34xxxx	1900		
○	34xxxx	1903		<u>12,000</u>
○	Amount of funding moved to 34xxxx:			<u><u>\$12,000</u></u>

Allocation Entry:

- Determine if this is the correct entry to make:
 - You are moving revenue that is being allocated within the same Fund level 2 and Program Level 2, but to different indices.
 - You are moving funding that is not in a Balance Forward account code.
 - If you are moving clinical revenue to a subsidiary departmental index, see appendix 2 - Clinical Revenue Allocation Account Codes, and the related explanation.
- You will generally use account code 1660 as both the debit and credit for this entry. Look in the account code listing [see appendix 2] at the other account codes. Select the account code that corresponds to the type of funding being allocated.
- Your entry will always cause the total activity for the account code to net to zero.
- Does the index (not account) have the dollar amount you wish to allocate, remaining in unexpended budget dollars?
- In the example above, you will debit 21xxxx account code 1660 for \$2,000. You will credit the index receiving the funding for \$2,000.

	Index	Rule Class Code	Account Code	Debit	Credit
○	21xxxx	JE2	1660	2,000	
○	34xxxx	JE2	1660		<u>2,000</u>
○	Effect of entry on the account:				<u><u>0</u></u>

Total effect of these two entries on both indices:

	Index	Rule Class Code	Account Code	Debit	Credit
○	21xxxx	JE2	1903	12,000	
○	21xxxx	JE2	1660	<u>2,000</u>	<u> </u>

	Index	Rule Class Code	Account Code	Debit	Credit
○	34xxxx	JE2	1903		12,000
○	34xxxx	JE2	1660		<u>2,000</u>

There needs to be at least \$2,000 in budgeted allocations and unexpended funds in index 21xxxx; otherwise the allocation portion of this entry cannot be made. Note that NO EXPENSE ACCOUNTS were affected, even though this is an expense correction from the prior year.

Transfer Entry:

- Determine if this is the correct entry to make.
 - Are you moving dollars that are being allocated to a different Fund level 2 and/or Program level 2? Then you will do a transfer entry.
 - You will use a transfer account code, between 11xx and 12xx.
- Use the appropriate account code to make the entry. No budget forward or allocation entries can be made that cross Fund level 2 codes, and/or Program level 2 codes.

Example: Mary Smith’s research department VP has agreed to support a clinical outreach project with \$5,000 of funding. The VP funding will come from Index 406009, Fund 3U0023, Program P161. The clinical outreach project is implemented by the Department of Family and Community Medicine Index 160010, Fund 3U0029, Program P171. This support was not in the budget originally submitted.
- Run report FORH008 for the two indices. Follow the report guidelines to make the entry. Use exactly the descriptive text printed on the report.
- The entry:

Actual:

Index	Rule Class Code	Account Code	Debit	Credit	JV Short Description
406009	JET	11E0	5,000		160025-11C0
160025	JET	11C0		<u>5,000.</u>	406009-11E0

Budget:

Index	Rule Class Code	Account Code	(-)Bud Decrease	(+) Bud Increase	JV Short Description
406009	BDT	11E0	-5,000		160025-11C0
406009	BDT	8060*	-5,000		160025-8060*
160025	BDT	11C0		5,000	406009-11E0
160025	BDT	8060*		<u>5,000.</u>	406009-8060*

* note that 8060 is a default account code. Use the appropriate account code here.

8045 Interdepartmental Support Entry:

- The limit for 8045 entries is \$20,000/year per index. No single entry can exceed \$5,000.
- Sometimes funds need to be moved, but they cannot be made with a Balance Forward or Allocation entry. They are small enough to be within the 8045 guidelines. When this happens, you can sometimes do an 8045-Interdepartmental Support entry, instead of a transfer.
- This will sometimes occur when you are correcting prior year transactions.
- **Example:** Roger Jones has an Index 49xxx3, Fund 3U0023; Program P161 that needs to be closed. It has an existing loss balance of \$87.52. It cannot be closed until the index balance is zero. The department wishes to close the index by funding the deficit with unrestricted department chair funds in Index 49xxx7, Fund 3U0303, Program P171. The department chair index is in a different level 2 Program and Fund than the index that needs to be closed.
- Roger submits the following entry:

Index	Account	Debit	Credit
○ 49xxx7	8045	87.52	
○ 49xxx3	8045	<u> </u>	<u>87.52.</u>

This brings the 49xxx3 balance to zero, and the index can be closed.

Budget Entries:

- Budget entries must be in whole dollars. No cents.
- The index “giving” the funds [this debit entry is put into the Journal entry with a negative sign; the budget is going down for this account] must have enough money to cover the entry. [i.e., if the current budget is \$9,000, and actual expenses are \$500 and there is a \$1,500 encumbrance, there is only \$7,000 left ($\$9,000 - \$500 - \$1,500 = \$7,000$) and only \$7,000 may be moved].
- **REMEMBER:** If you move funding out of (or into) an index, you must also move the same amount of expense out of (or into) the index. The budget must stay in balance.
- In the case of Balance Forward amounts, use account code 1901 and rule class BD4 to move funding from one index to another. If you wish to spend unbudgeted balance forward money that is sitting in 1900, you must budget the use of funding in account code 1901. Refer to your Hyperion report for how much use of balance forward is currently budgeted.

- In the case of Allocation amounts which use 16xx account codes, use the SAME account code with a BD4 rule class code to move enough budget to cover the entry. You wish to move \$3,000 of prior year actual expenses into the index as an allocation entry. You still anticipate the originally budgeted \$2,000 in expense will occur later in the year.

You MUST move \$1,000 of budget money to cover the \$3,000 in expenses you are moving. The \$1,000 added to the existing \$2,000 will equal the \$3,000 you are moving in. You SHOULD move \$3,000 of budget money to cover the entire \$3,000 of expense, and allow the current \$2,000 budget amount to remain. This will cover the \$2,000 of expenses expected later in the year.

- In the case of Transfer amounts that use account codes 11xx to 12xx, use the appropriate account code with a BDT rule class code to move enough budget to cover the entry. Use the FORH008 report to determine how to put in your budget entry.
- *The deadline for all budget entries related to transfers is March 31st*

Example 1:

A Department has an actual balance forward in a Public Service index of \$25,000. They intend to spend \$15,000 of the balance in the current fiscal year.

The budget entry, using the BD4 Rule Class Code, would be completed as follows:

<u>Index</u>	<u>Account Code</u>	<u>Increase</u>	<u>Decrease</u>
3-XXXXX	1901	+15,000	Revenue increase
3-XXXXX	3100	+ 5,000	} Expenses also increase \$15,000
3-XXXXX	3820	+ 2,000	
3-XXXXX	8060	+ 8,000	

Example 2:

A Department has a negative actual balance forward in a Public Service index of -\$15,000. They plan on making up \$5,000 of that deficit during the current fiscal year.

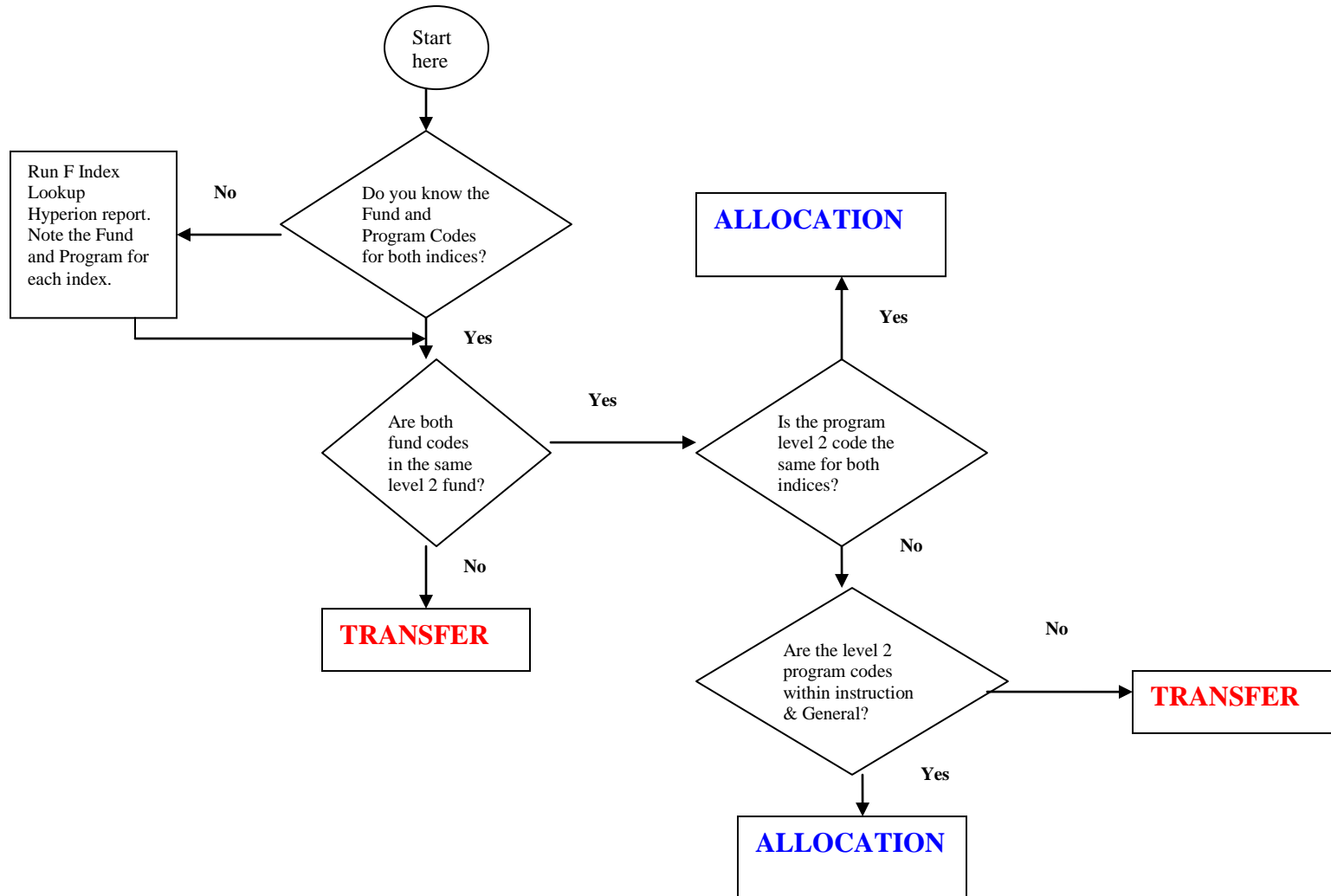
The budget entry, using the BD4 Rule Class Code, would be completed as follows:

<u>Index</u>	<u>Account Code</u>	<u>Increase</u>	<u>Decrease</u>
3-XXXXX	1901	Revenue decrease	- 5,000
3-XXXXX	3100		- 4,000
3-XXXXX	3820	Expense decrease of \$5,000	- 1,000

Common Journal Voucher Mistakes to Avoid:

- Do not use “allocate” in the text of a transfer journal entry.
- Do not use “transfer” in the text of an allocation journal entry.
- Creating a balance forward or allocation entry that crosses level 2 funds or level 2 programs.
- Submitting an allocation of balance forward journal entry that uses different account codes used in the same entry.
- Using allocation account codes that do not reflect the type of funding that is being allocated
- Trying to move a larger balance than what is available.
- Trying to move unrestricted prior year correcting entries in their original account code. These must be moved in the balance forward account code [1903] as a debit and credit to the indices involved.
- Debits do not equal credits.
- Submitting allocation, balance forward or transfer entries in lieu of moving current year expense to the appropriate index.
- In budget entries, revenue does not equal expenditures.
- In budget entries, 16xx does not net to zero.
- In budget entries, the index and account code funds are being moved “from” does not have sufficient funds. A negative balance CANNOT result.

Flowchart - Transfer or Allocation?



Appendix 1- Allocation Entry Exceptions

Fund level	Program Level	Exceptions	
2	2	Instructional & General Programs	P09 through P14 allowable; however, cannot cross campuses.

Appendix 2- Account Codes

Balance Forward Account Codes

Account Code	Title	Description
1900	Balance Forward Detail Gen	For System use only. Residual earned amount carried forward from previous fiscal year. For Actuals only, not for Budget.
1901	Budgeted Balance Change	Budgeted use of Balance Forwards. The amount of the carry forward surplus or deficit that is planned to be spent or recovered in the current year.
1903	Change in Balance Forward	Used to move an ACTUAL Balance Forward amount residing in account code 1900 (Balance Forward Detail) in one index to another index. The indices involved must be in the same Fund Level 2 or Program Level 2. <u>Account code 1903 must be used for the debit and credit in any such entry.</u> Contact your accounting office if you have questions.

Allocation Account Codes

Account Code	Title	Description
1600	Allocations Earned Revenue Gen	To allocate revenues that are credited to a School or College index but are “earned” by departments (Example: Course Fee Revenue) OR to allocate from department primary indices to secondary “faculty” indices.
1601	F&A Allocations	To allocate F&A revenues from a School or College to departments; Account code must equal zero.
1610	Allocations SOM Gen	To allocate Dean’s Funding revenues to departments.
1620	Allocations Subsidy Gen	Definition under review
1640	Allocations Pooled Allocations Gen	Allocation of I&G only. Restricted to Budget office use.
1650	Allocations UNM Bond Proceeds Gen	Used to distribute UNM Bond Proceeds in Plant Funds from the Construction Project Index to the appropriate individual Construction Project.
1660	Allocations Other Gen	Allocations for general purposes not itemized above.
1661	Overhead-Internal Allocation	Definition under review
1665	Regent’s Reallocation	Allocation of the 1.1% Regents’ Tax (mandated by the Regents for Main Campus Unrestricted I&G, Public Service, and Research), decreasing I&G budget and actual allocations for FY 2006.
1666	Interdepartmental Allocations	Allocations within a department

Transfer Account Codes

Account Code	Title	Description
1100	Trsfr To I G Gen	The debit, source of funds, or “transfer to” side of an entry for a movement of revenue to an Instruction and General Program Code Index from: a non Instruction and General Program Code index; an Instruction and General index from another Campus; or a Restricted Instruction and General index. For tracking purposes, the offset index and account code must be included in the journal entry description and journal entries should be simple not compound.
1120	Trsfr From I G Gen	The credit, increase of funds, or “transfer from” side of an entry for movement of revenue from an Instruction and General Program Code index to: a non Instruction and General Program Code index; an Instruction and General Index from another campus; or a Restricted Instruction and General index. For tracking purposes, the offset index and account code should be included in the journal entry description using the first 10 spaces of the description field and journal entries should be simple not compound.
1140	Trsfr Contract Services Gen	DEFINITION UNDER REVIEW
1160	Trsfr To Student Social Cultura Gen	DEFINITION UNDER REVIEW
1180	Trsfr From Student Social Cultu Gen	DEFINITION UNDER REVIEW
11A0	Trsfr To Research Gen	The debit, source of funds, or “transfer to” side of an entry for a movement of revenue between Research level one and or level two funds or between level two Program Codes. For tracking purposes, the offset index and account code should be included in the journal entry description using the first 10 spaces of the Description field and journal entries should be simple not compound.
11C0	Trsfr From Research Gen	The credit, increase of funds, or “transfer from” side of an entry for a movement of revenue between Research level one and or level two funds or between level two Program Codes. For tracking purposes, the offset index and account code should be included in the journal entry description using the first 10 spaces of the Description field and journal entries should be simple not compound.
11E0	Trsfr To Public Service Gen	DEFINITION UNDER REVIEW
11F0	Trsfr From Public Service Gen	DEFINITION UNDER REVIEW
11H0	Trsfr To Internal Service Gen	DEFINITION UNDER REVIEW

11J0	Trsfr From Internal Service Gen	DEFINITION UNDER REVIEW
11L0	Trsfr To Student Aid Gen	DEFINITION UNDER REVIEW
11N0	Trsfr From Student Aid Gen	DEFINITION UNDER REVIEW
11P0	Trsfr To Auxiliaries Gen	DEFINITION UNDER REVIEW
11R0	Trsfr From Auxiliaries Gen	DEFINITION UNDER REVIEW
11T0	Trsfr To Athletics Gen	DEFINITION UNDER REVIEW
11V0	Trsfr From Athletics Gen	DEFINITION UNDER REVIEW
1200	Trsfr To Independent Operations Gen	DEFINITION UNDER REVIEW
1220	Trsfr From Independent Operations Gen	The credit, increase of funds, or “transfer from” side of an entry for a movement of revenue between Independent Operations level one and or level two funds or between level two Program Codes. For tracking purposes, the offset index and account code should be included in the journal entry description using the first 10 spaces of the Description field and journal entries should be simple not compound.
1240	Trsfr To Plant Fund Minor Gen	DEFINITION UNDER REVIEW
1260	Trsfr From Plant Fund Minor Gen	DEFINITION UNDER REVIEW
1280	Trsfr To Plant Fund Major Gen	The debit, source of funds, or “transfer to” side of an entry for a movement of revenue between Plant Fund Major Gen level one and or level two funds or between level two Program Codes. For tracking purposes, the offset index and account code should be included in the journal entry description using the first 10 spaces of the Description field and journal entries should be simple not compound.
12A0	Trsfr From Plant Fund Major Gen	The credit, increase of funds, or “transfer from” side of an entry for a movement of revenue between Plant Fund Major Gen level one and or level two funds or between level two Program Codes. For tracking purposes, the offset index and account code should be included in the journal entry description using the first 10 spaces of the Description field and journal entries should be simple not compound.
12C0	Trsfr To Renewal Replacement Gen	DEFINITION UNDER REVIEW
12E0	Trsfr From Renewal Replacement Gen	DEFINITION UNDER REVIEW
12F0	Trsfr To Debt Service Gen	DEFINITION UNDER REVIEW
12H0	Trsfr From Debt Service Gen	DEFINITION UNDER REVIEW
12N0	Unitized Trsfr To Endowments Gen	DEFINITION UNDER REVIEW

12N1	Not Unitized Trsfr To Endowments Gen	DEFINITION UNDER REVIEW
12P0	Unitized Trsfr From Endowments Gen	The credit, increase of funds, or “transfer from” side of an entry for a movement of revenue between Endowment level one and or level two funds or between level two Program Codes. For tracking purposes, the offset index and account code should be included in the journal entry description using the first 10 spaces of the Description field and journal entries should be simple not compound.
12P1	Not Unitized Trsfr From Endowments Gen	DEFINITION UNDER REVIEW
12R0	Trsfr To Agency Funds Gen	The debit, source of funds, or “transfer to” side of an entry for a movement of revenue between Agency level one and or level two funds or between level two Program Codes. For tracking purposes, the offset index and account code should be included in the journal entry description using the first 10 spaces of the Description field and journal entries should be simple not compound.
12T0	Trsfr From Agency Funds Gen	The credit, increase of funds, or “transfer from” side of an entry for a movement of revenue between Agency level one and or level two funds or between level two Program Codes. For tracking purposes, the offset index and account code should be included in the journal entry description using the first 10 spaces of the Description field and journal entries should be simple not compound.

Clinical Revenue Allocation Account Codes

Revenue Code	Distribution Code	Definition and Usage
03810		“FOM” revenue from UNM Medical Group to the School of Medicine (SOM) Clinical Departments
	0381	Distribution of FOM revenue from department primary indices to secondary indices. Account code must equal zero
0320		“Special Arrangements” revenue from UNM Medical Group to the School of Medicine (SOM) Clinical Departments
	0321	Distribution of “Special Arrangements” revenue from department primary indices to secondary indices. Account code must equal zero.
0330		Revenue generated through Locum Tenens services (temporary primary care physicians) activities
	0331	Distribution of Locum Tenens revenue from the Locum Tenens office to various SOM Clinical Departments. Account code must equal zero.
0340		Revenue from University Hospital to the SOM
	0341	Distribution of University Hospital revenue from department primary indices to secondary indices. Account code must equal zero.
0350		CRTC patient revenue posted from the global billings
	0351	Distribution of CRTC patient revenue to various SOM Clinical Departments. Account code must equal zero.
0370		Revenue generated by Specialty Extension Services (temporary physician specialists) activities
	0371	Distribution of Specialty Extension Services revenue from the Specialty Extension Services office to various SOM Clinical Departments. Account code must equal zero.

The allocation of clinical revenue from a department to a secondary index (faculty specific index) is done from the distribution account code that corresponds to where the revenue was initially recorded.

As with all allocation entries, the entry must net to zero. The amount debited out of the primary account must equal the amount credited to the secondary account/indices. For example, index 7xxxx0 received FOM distributions in the amount of \$10,000 in April. The departmental revenue distribution for specific faculty indicates that 7xxxx1 should receive \$4,000 and 7xxxx2 is entitled to \$3,000. The department retains \$3,000 for administrative operations.

Account Code	Index	Debit(+)	Credit(-)	
0381	7xxxx0	\$7,000		
0381	7xxxx1		\$4,000	
0381	7xxxx2		<u>3,000</u>	
Totals:		(+)\$7,000	(-)\$7,000	= \$0

Appendix 3- HSC Unrestricted Fund Structure

UPDATED 9/6/07

HSC Unrestricted Fund Structure

<u>Level 1</u>	<u>Level 2</u>		<u>Level 3</u>	
3U1	HU Instruction and General			
	3U1G	HU General I and G		
			3U0044	HU I and G
3U2	HU Research			
	3U2G	HU General Research		
			3U0023	HU Research General
			3U0047	HU F&A
			3U0053	Genomics Software
			3U0081	HU Endowed Spending Research
			3U0298	UNM Tumor Registry (SEER) Billing
			3U0299	HU Research Residuals
			3U0312	HU CRTC State Appropriations
3U3	HU Education			
	3U3G	HU General Education		
				HU Non Endowed Spending
			3U0002	Education
			3U0003	HU Endowed Spending Education
			3U0005	HU Housestaff Operations
			3U0050	HU CME Conferences
			3U0080	HU SOM Student Fees
			3U0084	HU EMS Academy Billing
			3U0089	HU Housestaff Billings
			3U0123	HU Housestaff UNMH AR
			3U0300	HU Education General
3U4	HU Clinical Service			
	3U41	HU UPA		
			3U0032	HU UPA Fom
			3U0033	HU UPA Special Arrangements
	3U42	HU UNMH		
			3U0006	HU Childrens Psychiatric Hospital
			3U0007	HU Carrie Tingley Hospital
			3U0011	HU UNMH AR & AP General
			3U0034	HU UNMH-SOM General
	3U56	HU General Clinical Service		
				HU Non Endowed Spending
			3U0001	Research
			3U0004	HU Medical Investigator Billing
			3U0029	HU Clinical Residuals
			3U0030	HU Locum Tenens Billing

			3U0031	HU Specialty Ext Services
			3U0038	HU Neonatology Transport Billing
			3U0048	HU Peds Onc Patient Billing
			3U0051	HU VA Contracts
			3U0054	HU Clinical Service Contracts
			3U0064	HU CRTC Patient Billing
				HU Non Endowed Spending Clinical
			3U0301	Service
				HU Endowed Spending Clinical
			3U0302	Service
			3U0303	HU Clinical Service General
3U5	HU Other			
	3U53	HU HSC Monitoring Funds		
			1U0277	IU-System Clearing HSC AR
			3U0008	HU HSC Monitoring
			3U0037	HU Cost Reimbursement Billing
			3U0046	HU Payroll Suspense
			3U0056	HU Payroll Accrual Monitoring
			3U0108	HU Allowance C&G A R
			3U0280	HU HSC Accrued Annual Leave
			3U0282	HU HSC Insurance Reserve
			3U0292	HU HSC Travel Advances
			3U0294	HU HSC Facility Planning
	3U54	HU Internal Services		
			3U0014	HU Program Evaluation
			3U0015	HU Experimental Biotech
			3U0020	HU Animal Resource Facility
			3U0035	HU Internal Services Contingency
			3U0036	HU PPD Maintenance & Planning
			3U0049	HU HRRC Industry Revenue
			3U0055	HU DNA Services
			3U0057	HU EBL Services
			3U0058	HU BRAIN Center
			3U0059	HU Ctr for Development & Disability
			3U0103	HU Mass Spectrometry
			3U0105	HU Niehs FC 4
			3U0306	HU Biomedical Communications
			3U0313	HU Radiology Services
	3U55	HU Petty Cash and Deposit Funds		
			3U0109	HU Pediatrics Development
			3U0110	HU EMS Academy
			3U0111	HU Dental Programs
			3U0112	HU Pediatrics Hematology
			3U0113	HU College of Nursing
			3U0114	HU Pharmacy
			3U0115	HU Petty Cash Fund
			3U0118	HU Medical Center Library
			3U0121	HU Duplication Cash
			3U0283	HU Mental Health Center
				HU Teacher & Ed Development
			3U0295	Workshop

3U57	HU Internal Services - Shared Facilities	3U0296	HU NBICO Family Emergency Fund
		3U0016	HU Flow Cytometry
		3U0017	HU Kugr Genomics
		3U0022	HU Florescent Microscopy
		3U0040	HU Electron Microscopy
		3U0082	HU Proteomics
		3U0307	HU Bioinformatics
		3U0308	HU Biostatistics
		3U0309	HU Medical Informatics
		3U0310	HU Tissue Banking
		3U0311	HU Experimental Therapeutics
3U5G	HU General Other	3U0106	HU Student Aid

Main Campus Unrestricted Fund Structure

UPDATED 07/1/08

<u>Level 1</u>		<u>Level 2</u>	<u>Level 3</u>
2U1	MU Instruction & General	2U1G	MU General I & G 2U0224 MU I & G
2U2	MU Research	2U2G	MU General Research 2U0005 MU Department Research 2U0006 MU Idc 2U0237 MU IDC Recovery for Special Program
2U3	MU Public Service	2U3G	MU General Public Service 2U0007 MU Non Endowed Spending 2U0016 MU Vp Academic Affairs 2U0203 MU Public Service 2U0204 MU KUNM FM 2U0205 MU Inst & Conf Continuing Ed 2U0206 MU Summer Professional Development 2U0207 MU Summery Story of NM 2U0208 MY Summer Personal Enrichment 2U0209 MU Summer Extension 2U0210 MU Summer Independent Study 2U0211 MU Summer Conference Center 2U0212 MU Summer Computers 2U0213 MU Deferred Tuition-San 2U0214 MU Dental Continuing Ed 2U0215 MU Ethnobiology Conference 2U0216 MU Philosophy Internation 2U0217 MU Hardwood Foundation 2U0218 MU UNM Press 2U0219 MU Accounts Receivable Lobo 2U0220 MU American Studies 2U0221 MU Maxwell Museum Publication 2U0222 MU Architecture Crd 2U0223 MU Knme Tv Public Service 2U0238 Deferred Comp Clearing 2U0247 112380-Accessibility Services 2U0252 MU Self-Insurance Reserve

	<u>Level 2</u>	<u>Level 3</u>
2U5	MU Other Institutional Activities	
		MU
	2U51	Auxiliaries
		2U0077 MU Bookstore AR
		2U0078 MU Bookstore
		2U0079 MU Golf Courses
		2U0080 MU La Posada Dining
		2U0081 MU Citation Allow Ps
		2U0082 MU Housing Business Services
		2U0083 MU Popejoy Hall Pemg
		2U0084 MU Yound Ranch Property
		2U0085 MU Parking and Transportation Svcs
		2U0086 MU Taos & Lawrence Ranch
		2U0087 MU Concessions
		2U0088 MU Copy Media Services
		2U0089 MU Facilities Rental
		2U0090 MU Student Family Housing
		2U0091 MU Art and Art History Paper Closet
		2U0092 MU UNM Tennis Club
		2U0093 MU Tennis Club UBIT
		2U0094 MU Maxwell Museum
		2U0095 MU Maxwell Zuni
		2U0096 MU Maxwell Gift Shop
		2U0097 MU Art & Maxwell Store
		2U0098 MU Art Museum Shop
		2U0099 MU Art Museum Shop Prod
		2U0100 MU Accounts Receivable Copy Service
		2U0101 MU Library Copy Center
		2U0102 MU Lodestar Gift Shop
		2U0103 MU Food Services
		2U0104 MU Prepaid Expenses N
		2U0105 MU Student Fees Designation
		2U0106 MU Lodestar Operation
		2U0107 MU UNM Ticketing Services
		2U0108 MU Maxwell San Felipe
		2U0109 MU Student Health
		2U0110 MU NM Union UBIT
		2U0111 MU NM Union
		2U0112 MU Nsf Conf Ms
		2U0234 MU Lobo Cash
		2U0248 MU Auxiliaries Contingency
		2U0258 Harwood Gift Shop
	2U52	MU General Athletics
		2U0025 MU Athletics
	2U53	MU Student Social and Cultural
		2U0001 MU Other Student Social Cultural
		2U0002 MU Book Co-op
		2U0003 MU Other Student Social Cultrural
		2U0004 MU Debate Team

<u>Level 2</u>	<u>Level 3</u>
2U54	Internal Services
	2U0113 MU Microprobe Sem Lab
	2U0114 MU ECRF OTV Cost Center
	2U0115 MU Mathematics & Statistics
	2U0116 MU Mathematics & Statistics Kyner
	2U0117 MU Stat Consulting Clinic
	2U0118 MU Physics Shops
	2U0119 MU Media Tech Service
	2U0120 MU SIMS Laboratory
	2U0121 MU Ce Shop Account
	2U0122 MU Ce Hydraulics Lab Fee
	2U0123 MU NMERI Auto
	2U0124 MU MTTC Cleanroom Operation
	2U0125 MU NMERI Recharge
	2U0126 MU NMERI Computer Cost
	2U0127 MU TEM Laboratory
	2U0128 MU Electrical Wood Metal Shop
	2U0129 MU Mechanical Engineering Shop
	2U0130 MU Academy for T&C
	2U0131 MU Contingency Internal Services
	2U0132 MU Employee Occupational Health Svc
	2U0133 MU Continuing Ed Workforce Labs
	2U0134 MU Cars
	2U0135 MU International Scholarships
	2U0136 MU Chemistry Research Lab Supplies
	2U0137 MU Chemistry & Nuclear Lab
	2U0138 MU X Ray Structure
	2U0139 MU Paleomagnetism Lab
	2U0140 MU Analytical Chemistry Lab
	2U0141 MU X Ray Diffraction Lab
	2U0142 MU Unix Computer Facility
	2U0143 MU Stable Isotope Lab
	2U0144 MU Icp Ms Lab
	2U0145 MU Quaternary Lab
	2U0146 MU Radiogenic Iso Lab
	2U0147 MU NMR Facility
	2U0148 MU HR Benefits Cobra
	2U0149 MU X Ray Photoel Spectr
	2U0150 MU Xrd Lab
	2U0151 MU SAXS
	2U0152 MU Pcl
	2U0153 MU MCSC Materials Characterization
	2U0154 MU Cirt
	2U0155 MU Cirt
	2U0156 MU Supercomputing
	2U0157 MU Hardware Maintenance
	2U0158 MU Incubator Lab Maintenance
	2U0159 MU Information Tech
	2U0160 MU Ctr Micro-Engineering Ceramics
	2U0161 MU Rodey Theatre Rental

Level 2

Level 3

2U0162 MU MRC Computer Charges
2U0163 MU Temporary Employee
2U0164 MU Excess Sick Leave
2U0165 MU Retiree Health Benefits
2U0166 MU Dependent Tuition Program
2U0167 MU Employee Tuition Remission
2U0169 MU Bookstore Wholesale
2U0170 MU Telecommunications
2U0171 MU Taxation UBIT GGRT
2U0172 MU Safety Health & Environment
2U0173 MU Internal Med EHPP
2U0174 MU Chtm Crystal Growth
2U0175 MU Materials Management
2U0176 MU Payroll Tax Subsidy
2U0177 MU Chtm Clean Room
2U0178 MU UNM Copy Center
2U0179 MU Casaa Project Evaluation
2U0180 MU Cng Fueling Center
2U0181 MU Materials Management
2U0182 MU Printing Plant
2U0183 MU Sub Campus Images
2U0184 MU Quick Copy Centers
2U0185 MU Materials Management
2U0186 MU Premiums Risk Management
2U0187 MU Radioactive Waste Disposal
2U0188 MU Hazardous Chemical Waste
2U0189 MU Ticket Discounts
2U0190 MU Pes Midas
2U0191 MU Casaa Data Services
2U0192 MU Casaa Internal Services
2U0193 MU Ppd Engineering Services
2U0194 MU Auto Rental Fleet
2U0195 MU Ppd Alarms
2U0196 MU Cogeneration Plant
2U0197 MU Ford Utilities
2U0198 MU Ppd Automotive
2U0199 MU Ppd Custodial Services
2U0200 MU Ppd Engineering Services
2U0201 MU Maui Project
2U0202 MU Ppd-Remodeling
2U0229 MU High Pressure Exp
MU IFL INTERFEROMETRIC
2U0230 LITHOGRAPHY
2U0231 MU MBE-MOLECULAR BEAM EPIT0XY
2U0232 MU Special Program Services
2U0233 MU Banner Tax
2U0236 MU Catastrophic Leave
2U0239 MU LIDAR Lab
2U0240 MU PPD Maintenance and Planning
2U0241 MU PPD Environmental Services
2U0242 MU PPD Work Control

<u>Level 2</u>	<u>Level 3</u>	
	2U0243	MU Employee and Org Development
	2U0244	MU Univ Library Internal Svcs
	2U0245	MU Continuing Education
	2U0246	MU Confocal Laser Scanning Lab
	2U0249	ITS Computing Services
	2U0250	ITS Communications Network Services
	2U0253	Capital Projects Ofc
	2U0254	COE Publication Center
	2U0255	MU-Benefits
	2U0256	CHTM- Technical Support
	2U0258	A&S Biology Service Centers
	2U0260	EDAC Internal Services
	2U0262	MU NMIRA Laboratories
2U5G	MU General Student Aid	
	2U0008	MU Endowed Spending
	2U0226	MU Student Aid
	2U0261	Tribal Student Aid
2U55	MU Other	
	2U0009	MU Masters Of Management
	2U0010	MU Santa Fe Graduate Center
	2U0011	MU Accepted Applicants
	2U0012	MU Books & Serials
	2U0013	MU Books From Mexico
	2U0014	MU Library Prepaid
	2U0015	MU Books Argentina
	2U0017	MU Ims
	2U0018	MU Photo Service Ms
	2U0019	MU Special Programs Int
	2U0020	MU Arts & Sciences
	2U0021	MU Anthropology
	2U0022	MU Chemistry Breakage C
	2U0023	MU Economics Rac
	2U0024	MU English Key Deposits
	2U0025	MU London Semester
	2U0026	MU Astrophysis
	2U0027	MU Psychology
	2U0028	MU Psychology Gluck
	2U0029	MU Psychology Dougher
	2U0030	MU Psycholog
	2U0031	MU Communications & Journalism
	2U0032	MU German Summer School
	2U0033	MU Speech & Hearing Science
	2U0034	MU Linguistics Petty Cash
	2U0035	MU Institute for Public Policy
	2U0036	MU Computer Usage
	2U0037	MU Womens Studies
	2U0038	MU Institute Criminal Justice
	2U0039	MU Media Tech Svc Cashd
	2U0040	MU Architecture & Planning
	2U0041	MU Hppelp Therapy Pool

Level 2

Level 3

2U0042 MU Family Development Program
2U0043 MU Petty Cash-Soe Copy Center
2U0044 MU Chemical & Nuclear Engineering
2U0045 MU Ce Key Accounts
2U0046 MU Eece Key Deposits
2U0047 MU Mechanical Engineering
2U0048 MU Mfg Engineering Petty Cash
2U0049 MU NMERI
2U0050 MU Minority Engineering Petty Cash
2U0051 MU Cs Key Deposits
2U0052 MU Space Nuclear Power Systems
2U0053 MU Cfa Key Deposits
2U0054 MU Tamarind Institute
2U0055 MU Clinical Operations-Law
2U0056 MU Zimmerman Fiscal Service
2U0057 MU General Library Key Deposits
2U0058 MU General Library Key Deposits
2U0059 MU Recreational Services
2U0060 MU Outreach Services
2U0061 MU Student Fees
2U0062 MU Police Petty Cash
2U0063 MU Admission Petty Cash
2U0064 MU UNM Child Care Center
2U0065 MU Student Publications
2U0066 MU Physical Plant
2U0067 MU Maui High Perform Computing Ctr
2U0068 MU Casaa
2U0069 MU Casaa Crb Petty Cash
2U0227 MU Political Science Pc
2U0228 MU Midweek Movie Pc
2U0235 MU Books From Brazil
2U0251 MU Law Library
2U0259 MU New Media & Ext Learn NMLN
2U0263 MU IPL-JEC Fees

Appendix 4- FOAPAL Elements

FOAPAL Elements - Quick Reference Guide

FUND	Begins With
<u>Institutional Funds</u>	1
<u>Main Campus</u>	2
Main Endowments	2E
Main Plant Funds	2P
Main Restricted	2R
Main Unrestricted	2U
<u>HSC Campus</u>	3
HSC Endowments	3E
HSC Plant Funds	3P
HSC Restricted	3R
HSC Unrestricted	3U
<u>Gallup Campus</u>	4
Gallup Endowments	4E
Gallup Plant Funds	4P
Gallup Restricted Funds	4R
Gallup Unrestricted	4U
<u>Los Alamos Campus</u>	5
Los Alamos Endowments	5E
Los Alamos Plant Funds	5P
Los Alamos Restricted Funds	5R
Los Alamos Unrestricted	5U
<u>Valencia Campus</u>	6
Valencia Endowments	6E
Valencia Plant Funds	6P
Valencia Restricted Funds	6R
Valencia Unrestricted	6U
<u>Taos Campus</u>	7
Taos Endowments	7E
Taos Plant Funds	7P
Taos Restricted Funds	7R
Taos Unrestricted	7U
<u>UNM Hospital</u>	8U

PROGRAM DESCRIPTION	Program Level 2
<u>Instruction and General</u>	
Instructional and General Revenue	P09
Instruction Unrestricted Ex 10	P10
Sponsored Instr Restr Ex 10	P10R
Academic Support Unrestr Ex 11	P11
Sponsored Acad Support Restr Ex 11	P11R
Student Services Ex 12	P12
Sponsored Student Srvc Restr Ex 12	P12R
Institutional Support Ex 13	P13
Sponsored Inst Support Restr Ex 13	P13R
Operations and Maintenance Ex 14	P14
Student Social and Cultural Ex 15	P15
Research Unrestr Ex 16	P16
Sponsored Research Restr Ex 16	P16R
Non Sponsored Pub Svc Unrestr Ex 17	P17
Sponsor Public Service Restr Ex 17	P17R
Internal Services Ex 18	P18
Student Aid Unrestr Ex 19	P19
Sponsored Student Aid Restr Ex 19	P19R
Auxiliaries Ex 20	P20
Athletics Ex 21	P21
Independent Operations Ex 22	P22
Other Institutional Programs	P50
Property Plant and Equipment	P501
Agencies	P502
Student Loan Programs	P503
Endowment Programs	P504

ACCOUNT CODES	Begins With
<u>OPERATING REVENUE</u>	
Tuition Revenue	01
Student Fees	02
Mandatory Student Fees	02Z1
Patient Services	03
Grants & Contracts	04
Sales & Services	05
<u>INTERNAL SALES</u>	
(USED ONLY IN P18 INTERNAL SERVICES)	
Appropriations	07(number)
Sales & Services	07Z
Other Operating Revenue	08
<u>NON-OPERATING REVENUE</u>	
Bond Revenue	09
Gifts, Investment Income & Other	10
Transfers	11 or 12
<u>Allocations</u>	
Earned Revenue	1600
F&A Allocation	1601
(USED ONLY IN P16 Research)	
Allocations SOM Gen	1610
Pooled Allocation	1640
(Only used by depts. For original budget)	
UNM Bond Proceeds	1650
General Allocations	1660
Overhead Internal	1661
(USED ONLY IN P16 Research)	
Regent's Reallocation	1665
<u>Balance Forward</u>	
Balance Forward	1900
(NOT USED by Depts EVER)	
Budget Bal Change	1901
(BUDGET PURPOSES ONLY)	
Change in Bal Fwd	1903
(MOVING BAL FWD ACTUALS ONLY)	
<u>EXPENSES</u>	
Salaries	20
Payroll Benefits	21
Other Expenses	31 thru 99
Interdept Support	8045
Budget Contingency	80E0

Appendix 5- FORH008A - Transfer

FORH008A

Transaction Type: Transfer

Run Date/TI

	Index Funds Are Coming From	Index Funds Are Going To
Index-Title:	851039: Cardio FOM-Osborn	85103D: OCA HEP-C ECHO Project-Arora
FOPA:	3U0032-851C06-P222-GNACTV	3U0303-851B10-P168-851108
Fund Type Level 2:	03: CU HSC	03: CU HSC
Fund Level 2:	3U41: HU UPA	3U56: HU General Clinical Service
Org Level 2:	AF: VP Health Sciences Center	AF: VP Health Sciences Center
Program Level 2:	P17: Non Sponsored Pub Svc Unrestr Ex 17	P16: Research Unrestr Ex 16

	Budget Entry	Budget Entry
	Rule Class Code: BDT	Rule Class Code: BDT
Index-Title:	851039: Cardio FOM-Osborn	85103D: OCA HEP-C ECHO Project-Arora
Account Code:	- 11A0: Trsfr To Research Gen	+ 11F0: Trsfr From Public Service Gen
	* - 8060: Other Operating Costs Gen	* + 8060: Other Operating Costs Gen

	Journal Entry	Journal Entry
	Rule Class Code: JET	Rule Class Code: JET
Index-Title:	851039: Cardio FOM-Osborn	85103D: OCA HEP-C ECHO Project-Arora
Account Code:	Debit 11A0: Trsfr To Research Gen	Credit 11F0: Trsfr From Public Service Gen
Description:	85103D 11F0 (Short Description)	851039 11A0 (Short Description)

* Note that 8060 is a default expense account code. You cannot remove budgeted funds from any account code that does not have a budget balance. Replace 8060 with the expense account code that has the budgeted funds you are moving. Replace 8060 on the other side of the entry with the account code(s) where you intend the funds to be spent.

FORH008A - Allocation

FORH008A

Transaction Type: Allocation

Run Date/Time: 06/01/08 11:14 AM

	Index Funds Are Coming From	Index Funds Are Going To
Index-Title:	258000: 213220-HSC GENERAL AC-General Activ	975001: HSC Fin'l Svc-Sponsored Prog Acctg
FOPA:	3U0044-258B-P131-GNACTV	3U0044-975A-P131-975A02
Fund Type Level 2:	03: CU HSC	03: CU HSC
Fund Level 2:	3U1G: HU General I and G	3U1G: HU General I and G
Org Level 2:	AF: VP Health Sciences Center	AF: VP Health Sciences Center
Program Level 2:	P13: Institutional Support Ex 13	P13: Institutional Support Ex 13
Budget Entry		
	Rule Class Code: BD4	Rule Class Code: BD4
Index-Title:	258000: 213220-HSC GENERAL AC-General Activ	975001: HSC Fin'l Svc-Sponsored Prog Acctg
Account Code:	- 1660: General purpose allocation * - 8060: Other Operating Costs Gen	+ 1660: General purpose allocation * + 8060: Other Operating Costs Gen
Journal Entry		
	Rule Class Code: JE2	Rule Class Code: JE2
Index-Title:	258000: 213220-HSC GENERAL AC-General Activ	975001: HSC Fin'l Svc-Sponsored Prog Acctg
Account Code:	Debit 1660: General purpose allocation	Credit 1660: General purpose allocation
Description:	975001 1660 (Short Description)	258000 1660 (Short Description)

* Note that 8060 is a default expense account code. You cannot remove budgeted funds from any account code that does not have a budget balance. Replace 8060 with the expense account code that has the budgeted funds you are moving. Replace 8060 on the other side of the entry with the account code(s) where you intend the funds to be spent.

Appendix 6 - HSC Plant Funds Transfer Form

UNIVERSITY OF NEW MEXICO		TRANSFER TO PLANT FORM		
PROJECT TITLE _____	DATE _____			
BRIEF DESCRIPTION _____	ORIGINAL _____			
_____	REVISION _____			
REQUESTING DEPT _____	JV # _____			
CONTACT NAME _____	JV # To be completed AFTER the Form is approved			
EMAIL _____				
SOURCE FUNDING:				
<u>INDEX #</u>	<u>DESCRIPTION (per [1] below)</u>	<u>Fund Code/index #</u>	<u>AMOUNT</u>	<u>DATE, SIGNATURE & PRINTED NAME</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
[1] If applicable, include agency name, restrictions, conditions, start/end dates, etc. (Attach add'l sheet if needed)				
FUNDING TOTAL: _____				
Justification _____				

Timeframe _____				

Reversion Date _____		AUTH SIGNATURE: _____		
		PRINTED NAME: _____		
OPERATIONS & MAINTENANCE COST PLAN: _____				

APPROVALS TO PROCEED:				
<u>SIGNATURE</u>	<u>PRINTED NAME</u>	<u>DATE</u>		
_____	Executive Vice President, HSC	_____		
_____	AVP for Administration, HSC	_____		
_____	Chief Budget & Financial Officer, HSC	_____		
_____	Deans' Director	_____		
SUBMIT COMPLETED FORM TO: HSC Budget Office 272-2885				

This Transfer to Plant Form can be found at the Financial Services HSC Budget and Administration website [<http://hsc.unm.edu/about/budget/budget.shtml>], on the HSC Budget Office Forms tab.

Appendix 7 – Checklist for Balance Forward/Allocation/Transfer Entries

- Is this a **current year or a prior year expense** I am correcting?
 - If it is prior year correction, am I using the Balance Forward account code?
 - If it is current year correction, am I using the correct expense account codes?
- Does the giving [“from”] index have an **adequate remaining balance**?
- Is this **budgeted**?
 - If not, have I included a budget entry?
 - Is my budget entry in whole dollars?
 - If this is budgeted, does the index have an adequate remaining balance to cover the actual dollars moved?
- Have I used the Hyperion Report FORH008A?

This report will tell you whether you have an allocation or transfer entry, what account codes to use, and what JV subject line text to must be used (Very important for transfer entries).

 - If I have used this report, have I corrected the 8060 account to the correct expense account code in all instances, if appropriate?