

ADJUSTMENTS: Where to Find Instructions

REVENUE:

Budgets (acct # begins with B4):

Moving Revenue to spend: (Same cost center)	Instructions Chart cheatsheet Samples	Revenue Available to Spend Revenue & Expense Transfer Chart 84 Journal Budget Adj for Moving Revenue BARs Revenue to Expense Exercises
Moving Revenue Budget between cost centers:	Chart cheatsheet Samples	Revenue & Expense Transfer Chart 84 Journal Budget Transfer Funds BARs Transfer Exercises

Actuals (\$) (acct # begins with 4):

Moving Revenue Received: (Same cost center)	Chart cheatsheet Samples	Revenue & Expense Transfer Chart 84 Journal GL Entry N/A
Moving Revenue Received between cost centers:	Chart cheatsheet Samples	Revenue & Expense Transfer Chart 84 Journal GL Entry N/A

EXPENSE:

Budgets (acct # begins with B5):

Moving Expense Budgets between nodes: (Same cost center)	Chart cheatsheet Samples	Revenue & Expense Transfer Chart 84 Journal Budget Transfer Funds BARs Transfer Exercises
Moving Expense Budgets between cost centers:	Chart cheatsheet Samples	Revenue & Expense Transfer Chart 84 Journal Budget Transfer Funds BARs Transfer Exercises

Actuals (acct # begins with 5):

Moving Expenses between nodes: (Same cost center)	Chart cheatsheet Samples	Revenue & Expense Transfer Chart 84 Journal GL Entry N/A
Moving Expenses between cost centers:	Chart cheatsheet Samples	Revenue & Expense Transfer Chart 84 Journal GL Entry N/A

(See next page for sample 1074)

ADJUSTMENTS: Where to Find Instructions

Cost Center : 2064/V0014/F0365/NA (10557) Business Unit : 00765 Univ. of Houston - Victoria Fund : 2064 DESIG-TUITION DeptID : V0014 BUDGET OFFICE Program Code : F0365 BUD OFF M&O Project : NA Responsible : DULLIN,DARLENE		UNIVERSITY OF HOUSTON - SYSTEM Revenue & Expense - Budget Node & Account Summary Period Ended April 30, 2004 (Through Period 8).				
Description	Base (Original)	Current (Orig + Adj)	Curr Rev/Exp	YTD Rev/Exp	YTD Rev/Exp	Open
Current Budget Reference						
B4019 IDC RECOVERED - LOCAL	-3,739.00	-3,739.00				
42600 INDIRECT CST REC-LOCAL			0.00	-3,739.00	-3,739.00	
IDC RECOVERED - LOCAL	-3,739.00	-3,739.00	0.00	-3,739.00	-3,739.00	
Total Revenue	-3,739.00	-3,739.00	0.00	-3,739.00	-3,739.00	
EXPENSE						
B5006 L3-SALARY AND WAGES	8,282.00	8,282.00				
50107 CLERICAL&TECH1.00FTE			438.38	4,605.26	4,605.26	
L3-SALARY AND WAGES	8,282.00	8,282.00	438.38	4,605.26	4,605.26	
B5007 L3 - FRINGE BENEFITS	828.00	828.00				
51102 WORKM'S COMP CONTRIB			2.19	23.01	23.01	
51103 UNEMP COMP INS CONT			0.09	0.92	0.92	
51108 STATE MATCH MEDICARE			6.35	65.30	65.30	
51109 STATE MATCH FICA			27.18	279.25	279.25	
L3 - FRINGE BENEFITS	828.00	828.00	35.81	368.48	368.48	
B5009 L3-MAINTENANCE AND OPERATIONS	5,100.00	8,512.30				
52503 CAMPUS ACADEMIC PRINTING/COPYI			0.00	1,070.00	1,070.00	
52807 TELEPHONE - LONG DISTANCE			2.63	16.64	16.64	
53900 OFFICE SUPPLIES			0.00	17.23	17.23	
53911 COMPUTING SUPPLIES			0.00	101.31	101.31	
54360 TELECOMMUNICATION FURNISH & EQ			0.00	120.00	120.00	
54361 TOOLS, FURNISHINGS & EQUIPMENT			0.00	8.65	8.65	
55101 UNIV HOSTED SPECIAL EVENTS			0.00	5.27	5.27	
L3-MAINTENANCE AND OPERATIONS	5,100.00	8,512.30	2.63	1,339.10	1,339.10	
Total Expense	14,210.00	17,622.30	476.82	6,312.84	6,312.84	

 = Revenue

 = Expenses

 = Budgets

 = Actuals