3.   SAP BUDGET PROCEDURES

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POOL BUDGETS AND LINE ITEM BUDGETS

Two types of budget control methods are used in SAP-FI. These methods, which are known as pool budgeting and line item budgeting, assist financial managers in the process of monitoring and controlling budgets.

Pool Budgeting

Within the operating and capital expense area, a unique commitment item serves as the repository for a fund center's operating and capital budget. The SAP-FI commitment item used for pool budgeting is '**Non-Personnel**'. This commitment item is used for budgets only and not for capturing expenditures or encumbrances/open commitments.

All operating and capital expenditure account codes which participate in pool budgeting are linked to the '**Non-Personnel**' commitment item. As requisitions, purchase orders and expenditures for account codes participating in pool budgeting are posted to SAP-FI, the system automatically recalculates the budget balance available by taking the total Non-Personnel budget and subtracting from it the value of all expenditures and encumbrances/open commitments. If a user attempts to enter a requisition in excess of the Non-Personnel balance available, SAP-FI will prohibit the transaction. The user must either process a budget transfer from another fund center having budget balance available (See Chapter 5 for instructions) or ensure supplemental funding from another source is posted to the Non-Personnel account.

Line Item Budgeting

Under line item budgeting, monies are budgeted to specific three-digit commitment items and no pooling is in effect. As requisitions, purchase orders and expenditures are posted to SAP-FI to the related G/L account; the system automatically recalculates the budget balance available by taking the budget posted to the three-digit commitment item and subtracting from it the value of all expenditures and encumbrances/open commitments in the related G/L account. If a user attempts to enter a requisition in excess of the balance available for a particular commitment item, SAP-FI will prohibit the transaction. The user must either process a budget transfer from another commitment item having budget balance available (See Chapter 5 for instructions) or ensure supplemental funding from another source is posted to the commitment item.

<p style="text-align:center; color:red;">PROCEDURES</p>

Academic Affairs Contracted Maintenance Budgets

Methodology
In order to segregate the budgeting and tracking of expenditures by specific departments within the SAP-FI system, a specific fund and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically received contracted maintenance funding has been assigned to one of the below fund centers.

Procedure
The Budget Office will post the initial Academic Affairs Contracted Maintenance budget to the Academic Affairs Contracted Maintenance fund center which is under the financial management of the Provost using the Non-Personnel commitment item code. The Provost's Office will then further allocate funds to the individual department fund centers using the Non-Personnel commitment item code via the parking of a budget transfer process.

Year-end Disposition of Remaining Balances
All year end balances will be returned to the Academic Affairs Contracted Maintenance fund center which is under the financial management of the Provost.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Academic Affairs Contracted Maintenance – *Used only for purpose of posting original budget allocation; No actual expenditures should be posted to this fund center*	**6011000001**	**6011201028**	**1100**
Acad Affairs Cntrct Maint – Career Srvs	6011000001	6011303002	5310
Acad Affairs Cntrct Maint – Instut Resch	6011000001	6011215008	6170
Acad Affairs Cntrct Maint – Library	6011000001	6011202012	4100
Acad Affairs Cntrct Maint – Provost	6011000001	6011201022	6130
Acad Affairs Cntrct Maint – Registrar	6011000001	6011201052	5600

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Acad Affairs Cntrct Maint – Dean SOE	**6011000001**	**6011221036**	**4610**
Acad Affairs Cntrct Maint – Instrl Media	6011000001	6011221022	4330
Acad Affairs Cntrct Maint – ITEC	6011000001	6011225010	1114
Acad Affairs Cntrct Maint – Psych	6011000001	6011226008	1142
Acad Affairs Cntrct Maint – Well & Sport	6011000001	6011224008	1131

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Acad Affairs Cntrct Maint – Dean HSS	**6011000001**	**6011241048**	**4610**
Acad Affairs Cntrct Maint – Art	6011000001	6011242012	1150
Acad Affairs Cntrct Maint – Bus Admin	6011000001	6011243010	1152
Acad Affairs Cntrct Maint – Comm & Thtre	6011000001	6011244010	1109

Acad Affairs Cntrct Maint – Foreign Lang	6011000001	6011247010	1116
Description	**SAP Fund**	**SAP Fund Center**	**SAP Functional Area**
Acad Affairs Cntrct Maint – Govt & Pols	6011000001	6011252008	1124
Acad Affairs Cntrct Maint – Music	6011000001	6011250012	1150
Acad Affairs Cntrct Maint – Philosophy	6011000001	6011251006	1138
Acad Affairs Cntrct Maint – Social Work	6011000001	6011253010	1145

Acad Affairs Cntrct Maint - Dean Sci/Math	**6011000001**	**6011271010**	**4610**
Acad Affairs Cntrct Maint – Biology	6011000001	6011272008	1126
Acad Affairs Cntrct Maint – Chemistry	6011000001	6011273008	1140
Acad Affairs Cntrct Maint – Earth Sci	6011000001	6011275008	1126
Acad Affairs Cntrct Maint – Mathematics	6011000001	6011276008	1127
Acad Affairs Cntrct Maint – Nursing	6011000001	6011277008	1151
Acad Affairs Cntrct Maint – Physics	6011000001	6011278008	1140

Academic Affairs Repair Budgets

Methodology
In order to segregate the budgeting and tracking of expenditures by specific departments within the SAP-FI system, a specific fund for each School and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically received repair funding has been assigned to one of the below fund centers.

Procedure
The Budget Office will post the initial Academic Affairs Contracted Maintenance budget to the Academic Affairs Contracted Maintenance fund center which is under the financial management of the Provost using the Non-Personnel commitment item code. The Provost's Office will then allocate funds to the individual School Dean's repair fund centers via the parking of a budget transfer process using the Non-Personnel commitment item code. It will then be the responsibility of the Dean's administrative manager to allocate and process budget transfers to the individual departments within their school.

Year-end Disposition of Remaining Balances
Any year end balances associated with allocation from the Academic Affairs Contracted Maintenance fund center will be returned to the Academic Affairs Contracted Maintenance fund center which is under the financial management of the Provost. Any year end balances associated with supplements from the Dean's own fund centers will be returned to the Dean. Responsibility for notifying the Budget Office of balances associated with Dean's Office supplements will rest with each Dean's Administrative Manager.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
SOE Repairs	**6011000006**	**6011221028**	**4610**
SOE Repairs – Certification	6011000006	6011221016	4670
SOE Repairs – Ed Found	6011000006	6011222010	1113
SOE Repairs – El Ed	6011000006	6011223010	1113
SOE Repairs – Field Svcs	6011000006	6011221008	4670
SOE Repairs – Instr Media	6011000006	6011221020	4330
SOE Repairs – Psych	6011000006	6011226010	1142
SOE Repairs – ITEC	6011000006	6011225012	1114
SOE Repairs – Spec Educ	6011000006	6011227012	1113
SOE Repairs – Wellns/Sprts Sci	6011000006	6011224010	1131

Description	SAP Fund	SAP Fund Center	SAP Functional Area
H&SS Repairs	**6011000007**	**6011241008**	**4610**
H&SS Repairs – Art	6011000007	6011242014	1150
H&SS Repairs – Bus Admin	6011000007	6011243012	1152
H&SS Repairs – Comm/Thea	6011000007	6011244012	1109
H&SS Repairs – Econ	6011000007	6011245010	1152
H&SS Repairs – English	6011000007	6011246010	1123
H&SS Repairs – Frgn Lang	6011000007	6011247012	1116
H&SS Repairs – Geog	6011000007	6011248010	1124

Description	SAP Fund	SAP Fund Center	SAP Functional Area
H&SS Repairs – Gvt/Pol Affairs	6011000007	6011252010	1124
H&SS Repairs – History	6011000007	6011249010	1145
H&SS Repairs – Music	6011000007	6011250014	1150
H&SS Repairs – Philosophy	6011000007	6011251008	1138
H&SS Repairs – Soc/Anth	6011000007	6011254010	1145
H&SS Repairs – Social Work	6011000007	6011253012	1145

Science & Math Repairs	6011000008	6011271008	4610
Sci & Math Repairs – Bio	6011000008	6011272010	1126
Sci & Math Repairs – Chem	6011000008	6011273010	1140
Sci & Math Repairs – Comptr Sci	6011000008	6011274008	1111
Sci & Math Repairs – Earth Sci	6011000008	6011275010	1126
Sci & Math Repairs – Math	6011000008	6011276010	1127
Sci & Math Repairs – Nursing	6011000008	6011277010	1151
Sci & Math Repairs – Physics	6011000008	6011278010	1140

Academic Search Budgets

Methodology

In order to segregate the budgeting and tracking of expenditures by specific departments within the SAP-FI system, a specific fund and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically received search funding has been assigned to one of the below fund centers.

Procedure

The Budget Office will post the initial Academic Search budget to the Academic Search fund center which is under the financial management of the Provost using the Non-Personnel commitment item code. The Provost's Office will then allocate the set amount per search to individual department academic search fund centers via the parking of a budget transfer process using the Non-Personnel commitment item code.

Year-end Disposition of Remaining Balances

<u>**Year end shortfalls**</u> – The Provost's Office will initiate requests to each department to supplement their individual Academic Search fund center for any expenditure in excess of the original allocation.

<u>**Year end excess**</u> – Any year- end balances will be returned to the Academic Search fund center which is under the financial management of the Provost. Any year end balances associated with supplements from the Dean's own fund centers will be returned to the Dean. Responsibility for notifying the Budget Office of balances associated with Dean's Office supplements will rest with each Dean's Administrative Manager.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Academic Searches – *Used only for purpose of posting original budget allocation; No actual expenditures should be posted to this fund center*	**6011000002**	**6011201024**	**1100**
Acad Srch – Admissions Off	6011000002	6011208008	5510
Acad Srch – Art	6011000002	6011242006	1150
Acad Srch – Biology	6011000002	6011272006	1126
Acad Srch – Bus Adm	6011000002	6011243006	1152
Acad Srch – Chem	6011000002	6011273006	1140
Acad Srch – Comm/Thea	6011000002	6011244006	1109
Acad Srch – Comp Sci	6011000002	6011274006	1111
Acad Srch – Counseling Center	6011000002	6011304002	5320
Acad Srch – Econmcs	6011000002	6011245006	1152
Acad Srch – Ed Found	6011000002	6011222006	1113
Acad Srch – El Ed	6011000002	6011223006	1113
Acad Srch – Engl	6011000002	6011246006	1123
Acad Srch – Erth Sci	6011000002	6011275006	1126
Acad Srch – Frgn Lang	6011000002	6011247006	1116
Acad Srch – Geog	6011000002	6011248006	1124
Acad Srch – Gov/Pol Affairs	6011000002	6011252006	1124
Acad Srch – Hist	6011000002	6011249006	1145
Acad Srch – Instit Research	6011000002	6011215010	6130
Acad Srch – ITEC	6011000002	6011225006	1114
Acad Srch – Library	6011000002	6011202014	4100
Acad Srch – Math	6011000002	6011276006	1127
Acad Srch – MSEM/CDRE	6011000002	6011241062	2100
Acad Srch – Music	6011000002	6011250006	1150
Acad Srch – Phil	6011000002	6011251014	1138

Acad Srch – Physics	6011000002	6011278006	1140
Description	SAP Fund	SAP Fund Center	SAP Functional Area
Acad Srch – Psychology	6011000002	6011226006	1142
Acad Srch – Soc Wrk	6011000002	6011253006	1145
Acad Srch – Soc/Anthro	6011000002	6011254006	1145
Acad Srch – Spec Ed	6011000002	6011227006	1113
Acad Srch – Wellns/Sprts Sci	6011000002	6011224006	1131

Academic Affairs Equipment Budgets

Methodology

In order to segregate the budgeting and tracking of expenditures by specific departments within the SAP-FI system, a specific fund for each School and numerous fund centers have been created. Each department which has historically received equipment funding has been assigned to one of the below fund centers.

Procedure

The Budget Office will post the initial Equipment budget to the individual School Dean's Equipment fund center using the Non-Personnel commitment item code. It will then be the responsibility of the Dean's administrative manager to allocate and process budget transfers to the individual departments within their school via the parking of a budget transfer process using the Non-Personnel commitment item code.

Year-end Disposition of Remaining Balances

All year end balances are carried forward to the new fiscal year. *Note: With respect to H&SS and SCMA, all unencumbered year end balances will be returned to each Dean's equipment budget.*

Description	SAP Fund	SAP Fund Center	SAP Functional Area
SOE Equipment	**6011000009**	**6011221002**	**4610**
Ed Found Dept Equip	6011000009	6011222002	1113
El Ed Dept Equip	6011000009	6011223002	1113
Ind & Tech Dept Equip	6011000009	6011225002	1114
Instrnl Media Equip	6011000009	6011221038	4330
Psychology Dept Equip	6011000009	6011226002	1142
Special Ed Dept Equip	6011000009	6011227002	1113
Wellness & Sports Sciences Dept Equip	6011000009	6011224002	1131

Description	SAP Fund	SAP Fund Center	SAP Functional Area
H&SS Equipment	**6011000010**	**6011241002**	**4610**
Art Dept Equip	6011000010	6011242002	1150
Business Admin Dept Equip	6011000010	6011243002	1152
Communications/Theatre Dept Equip	6011000010	6011244002	1109
Economics Dept Equip	6011000010	6011245002	1152
English Dept Equipment	6011000010	6011246002	1123
Foreign Languages Dept Equip	6011000010	6011247002	1116
Geography Dept Equip	6011000010	6011248002	1124
Government and Political Affairs Dept Equip	6011000010	6011252002	1124
History Dept Equip	6011000010	6011249002	1145
Music Dept Equip	6011000010	6011250002	1150
Philosophy Dept Equip	6011000010	6011251002	1138
Soc/Anth Dept Equip	6011000010	6011254002	1145
Social Work Dept Equip	6011000010	6011253002	1145

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Sciences & Math Equipment	**6011000011**	**6011271002**	**4610**
Biology Dept Equip	6011000011	6011272002	1126
Chemistry Dept Equip	6011000011	6011273002	1140
Computer Science Dept Equip	6011000011	6011274002	1111
Earth Sciences Dept Equip	6011000011	6011275002	1126
Mathematics Dept Equip	6011000011	6011276002	1127
Nursing Dept Equip	6011000011	6011277002	1151
Physics Dept Equipment	6011000011	6011278002	1140

Academic Affairs Revenue Sharing/Indirect Cost Budgets

Methodology

In order to segregate the tracking of revenue received from summer session or TPTF savings or from indirect costs within the SAP-FI system, a specific fund and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically received revenue sharing/indirect cost funding has been assigned to one of the below fund centers.

Procedure

Revenue Sharing:

The Budget Office will post the summer and TPTF revenue sharing amounts to the Revenue Sharing/Indirect Cost – Provost fund center which is under the financial management of the Provost using commitment item 902 (Oper Exp Reserve). The Provost's Office will then allocate funds to the individual School Dean's revenue sharing/indirect cost fund center using commitment item 902 via the parking of a budget transfer process. It will then be the responsibility of the Dean's administrative manager to allocate and process budget transfers to the individual departments within their school. When the departments are ready to expend these funds, the departmental financial manager will process a budget transfer via the parking process to the department's operating fund center using the appropriate commitment item (Non-Personnel-if pooling or specific commitment item-if line item budgeting).

Indirect Cost:

The Accounting Office will post the indirect cost revenue to the appropriate revenue sharing/indirect cost fund center using appropriate commitment item revenue codes. The Budget Office will post a like budget amount to the same fund center against commitment item 902 (Oper Exp Reserve). When the departments are ready to expend these funds, the departmental financial manager will process a budget transfer via the parking process to the department's operating fund center using the appropriate commitment item (Non-Personnel-if pooling or specific commitment item-if line item budgeting).

These fund centers are used only for purposes of posting original budget allocation and indirect cost revenue received; No actual expenditures should be posted to these fund centers.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Revenue Sharing/Indirect Cost – Provost	**6011000012**	**6011201044**	**6130**

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Revenue Sharing/Indirect Cost – Dean SOE	**6011000012**	**6011221030**	**6130**
Revenue Sharing/Indirect Cost – EDFN	6011000012	6011222016	6130
Revenue Sharing/Indirect Cost – ELED	6011000012	6011223016	6130
Revenue Sharing/Indirect Cost – ITEC	6011000012	6011225018	6130
Revenue Sharing/Indirect Cost – PSYC	6011000012	6011226012	6130
Revenue Sharing/Indirect Cost – SPED	6011000012	6011227014	6130
Revenue Sharing/Indirect Cost – WSSD	6011000012	6011224012	6130

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Revenue Sharing/Indirect Cost – Dean HSS	**6011000012**	**6011241036**	**6130**
Revenue Sharing/Indirect Cost – ART	6011000012	6011242020	6130
Revenue Sharing/Indirect Cost – BUAD	6011000012	6011243016	6130
Revenue Sharing/Indirect Cost – COMM	6011000012	6011244022	6130
Revenue Sharing/Indirect Cost – ECON	6011000012	6011245014	6130
Revenue Sharing/Indirect Cost – ENGL	6011000012	6011246014	6130
Revenue Sharing/Indirect Cost – FORL	6011000012	6011247018	6130
Revenue Sharing/Indirect Cost – GEOG	6011000012	6011248014	6130
Revenue Sharing/Indirect Cost – GOVT	6011000012	6011252012	6130
Revenue Sharing/Indirect Cost – HIST	6011000012	6011249014	6130
Revenue Sharing/Indirect Cost – MUSI	6011000012	6011250020	6130
Revenue Sharing/Indirect Cost – PHIL	6011000012	6011251012	6130
Revenue Sharing/Indirect Cost – SOAN	6011000012	6011254012	6130
Revenue Sharing/Indirect Cost – SOWK	6011000012	6011253022	6130

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Revenue Sharing/Indirect Cost - Dean Sci/Math	**6011000012**	**6011271016**	**6130**
Revenue Sharing/Indirect Cost – BIOL	6011000012	6011272012	6130
Revenue Sharing/Indirect Cost – CHEM	6011000012	6011273012	6130
Revenue Sharing/Indirect Cost – CSCI	6011000012	6011274012	6130
Revenue Sharing/Indirect Cost – ESCI	6011000012	6011275016	6130
Revenue Sharing/Indirect Cost – MATH	6011000012	6011276016	6130
Revenue Sharing/Indirect Cost – NURS	6011000012	6011277012	6130
Revenue Sharing/Indirect Cost – PHYS	6011000012	6011278012	6130

Academic Affairs New Faculty Computer Support Budgets

Methodology
In order to segregate the budgeting and tracking of expenditures by specific departments within the SAP-FI system, a specific fund and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically received new faculty computer support funding has been assigned to one of the below fund centers.

Procedure
The Budget Office will post the initial Academic Affairs New Faculty Computer Support budget to the New Faculty Computer Support fund center which is under the financial management of the Provost using the Non-Personnel commitment item code. The Provost's Office will then allocate the set amount per new faculty computer to the individual School departments' academic search fund centers via the parking of a budget transfer process using the Non-Personnel commitment item code.

Year-end Disposition of Remaining Balances
Year end shortfalls – The Provost's Office will initiate requests to each department to supplement their individual New Faculty Computer Support fund center for any expenditure in excess of the original allocation.
Year end excess – Any year- end balances will be returned to the New Faculty Computer Support fund center which is under the financial management of the Provost. Any year end balances associated with supplements from the Dean's own fund centers will be returned to the Dean. Responsibility for notifying the Budget Office of balances associated with Dean's Office supplements will rest with each Dean's Administrative Manager.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
New Faculty Computer Support	**6012000001**	**6012201034**	**1100**
New Fac Computr – Art	6012000001	6012242004	1150
New Fac Computr – Biology	6012000001	6012272004	1126
New Fac Computr – Bus Adm	6012000001	6012243004	1152
New Fac Computr – Chem	6012000001	6012273004	1140
New Fac Computr – Comm/Thea	6012000001	6012244004	1109
New Fac Computr – Comptr Sci	6012000001	6012274004	1111
New Fac Computr – Econmcs	6012000001	6012245004	1152
New Fac Computr – Ed Found	6012000001	6012222004	1113
New Fac Computr – El Ed	6012000001	6012223004	1113
New Fac Computr – Engl	6012000001	6012246004	1123
New Fac Computr – Erth Sci	6012000001	6012275004	1126
New Fac Computr – Frgn Lang	6012000001	6012247004	1116
New Fac Computr – Geog	6012000001	6012248004	1124
New Fac Computr – Gov/Pol Affairs	6012000001	6012252004	1124
New Fac Computr – Hist	6012000001	6012249004	1145
New Fac Computr – ITEC	6012000001	6012225004	1114
New Fac Computr – Library	6012000001	6012202016	4100
New Fac Computr – Math	6012000001	6012276004	1127
New Fac Computr – Music	6012000001	6012250004	1150
New Fac Computr – Nursg	6012000001	6012277004	1151
New Fac Computr – Phil	6012000001	6012251010	1138
New Fac Computr – Physics	6012000001	6012278004	1140
New Fac Computr – Psych	6012000001	6012226004	1142

Description	SAP Fund	SAP Fund Center	SAP Functional Area
New Fac Computr – Soc Wrk	6012000001	6012253004	1145
New Fac Computr – Soc/Anthro	6012000001	6012254004	1145
New Fac Computr – Spec Ed	6012000001	6012227004	1113
New Fac Computr – Wellns/Sprts Sci	6012000001	6012224004	1131

Academic Affairs Coop Teacher Stipends Budgets

Methodology
In order to segregate the budgeting and tracking of expenditures by specific departments within the SAP-FI system, a specific fund and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically received Coop teacher stipends funding has been assigned to one of the below fund centers.

Procedure
The Budget Office will post the initial Coop Teacher Stipend budget to the Coop Teacher Stipend fund center which is under the financial management of the Associate Dean of the School of Education using the Non-personnel commitment item. The Field Services Office will code requests for payment information using the below fund/fund center combinations when submitting the payments to the Purchasing Office. The Budget Office will subsequently allocate funds to the specific Coop Teacher Stipend fund centers via the budget transfer process as the Coop Teacher Stipends are paid using the Non-personnel commitment item.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Coop Teacher Stipends	**6012000002**	**6012221012**	**4670**
Coop Teach Stipend – Art	6012000002	6012242008	1150
Coop Teach Stipend – Ed Foundation	6012000002	6012222008	1113
Coop Teach Stipend – El Ed	6012000002	6012223008	1113
Coop Teach Stipend – ITEC	6012000002	6012225008	1114
Coop Teach Stipend – Music	6012000002	6012250008	1150
Coop Teach Stipend – Special Ed	6012000002	6012227008	1113

Academic Affairs Tutoring Budget

Methodology

In order to segregate the budgeting and tracking of tutoring student wage expenditures by specific departments within the SAP-FI system, a specific fund for each School and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically incurred student wage tutoring expense has been assigned to one of the below fund centers.

Procedure

The Budget Office will post the initial Tutoring budget to the Tutoring fund center of each school which is under the financial management of the Director of Learning Services using commitment item 510580. The Director's Office will allocate student wage budgets to the individual departments' tutoring fund centers via the parking of a budget transfer process using commitment item 510580.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Tutoring H&SS	**6011000004**	**6011211008**	**1100**
Tutoring H&SS – Art	6011000004	6011211009	1124
Tutoring H&SS – Bus Adm	6011000004	6011211010	1100
Tutoring H&SS – Comm & Theatre	6011000004	6011211012	1109
Tutoring H&SS – Econ	6011000004	6011211014	1152
Tutoring H&SS – English	6011000004	6011211016	1123
Tutoring H&SS – For Lang	6011000004	6011211018	1116
Tutoring H&SS – Geog	6011000004	6011211020	1124
Tutoring H&SS – History	6011000004	6011211022	1145
Tutoring H&SS – Music	6011000004	6011211024	1150
Tutoring H&SS – Philos	6011000004	6011211026	1138
Tutoring H&SS – Govt & Pol Affrs	6011000004	6011211028	1124
Tutoring H&SS – Soc Work	6011000004	6011211030	1145
Tutoring H&SS – Soc/Anth	6011000004	6011211032	1145

Description	SAP Fund	SAP Fund Center	SAP Functional Area
Tutoring Sci & Math	**6011000005**	**6011211034**	**1100**
Tutoring Sci&Mth – Biology	6011000005	6011211036	1126
Tutoring Sci&Mth – Chem	6011000005	6011211038	1140
Tutoring Sci&Mth – Comp Sci	6011000005	6011211040	1111
Tutoring Sci&Mth – Erth Sci	6011000005	6011211042	1126
Tutoring Sci&Mth – Math	6011000005	6011211044	1127
Tutoring Sci&Mth – Physics	6011000005	6011211046	1140

Humanities and Social Sciences Travel Budgets

Methodology

In order to segregate the budgeting and tracking of administrative travel expenditures by specific departments within the SAP-FI system, a specific fund for the School of Humanities and Social Sciences and numerous fund centers (equivalent of Banner Org #'s) have been created. Each department which has historically received travel funding has been assigned to one of the below fund centers.

Procedure

The Budget Office will post the initial Travel budget to the H&SS Travel fund center which is under the financial management of the Dean of the School using the Non-Personnel commitment item code. The Dean's administrative manager will then allocate funds to the individual departments' travel fund centers via the parking of a budget transfer process using the Non-Personnel commitment item code.

Description	SAP Fund	SAP Fund Center	SAP Functional Area
H&SS Travel – Dean of H&SS	**6011000003**	**6011241006**	**4610**
H&SS Travel – Art	6011000003	6011242010	1150
H&SS Travel – Bus Admin	6011000003	6011243008	1152
H&SS Travel – Communication & Theatre	6011000003	6011244008	1109
H&SS Travel – Econ	6011000003	6011245008	1152
H&SS Travel – English	6011000003	6011246008	1123
H&SS Travel – Foreign Languages	6011000003	6011247008	1116
H&SS Travel – Geog	6011000003	6011248008	1124
H&SS Travel – Gvmt	6011000003	6011252014	1124
H&SS Travel – History	6011000003	6011249008	1145
H&SS Travel – Music	6011000003	6011250010	1150
H&SS Travel – Philosophy	6011000003	6011251004	1138
H&SS Travel – Soc/Anth	6011000003	6011254008	1145
H&SS Travel – Social Work	6011000003	6011253008	1145