

CASE 1
GIFT EXERCISE

Account #: 100-ORG#-1-640xxx-OBJS-5500-0000

	CNAC	ORG	BC	FUND	FUND NAME	OBJ	PROG	CREF
TRAINER	100	1000	1	640000	TRNG GIFT #300	Take from Worksheet	5500	0000
Training01	100	1001	1	640001	TRNG GIFT #1		5500	0000
Training02	100	1002	1	640002	TRNG GIFT #2		5500	0000
Training03	100	1003	1	640003	TRNG GIFT #3		5500	0000
Training04	100	1004	1	640004	TRNG GIFT #4		5500	0000
Training05	100	1005	1	640005	TRNG GIFT #5		5500	0000
Training06	100	1006	1	640006	TRNG GIFT #6		5500	0000
Training07	100	1007	1	640007	TRNG GIFT #7		5500	0000
Training08	100	1008	1	640008	TRNG GIFT #8		5500	0000
Training09	100	1009	1	640009	TRNG GIFT #9		5500	0000
Training10	100	1010	1	640010	TRNG GIFT #10		5500	0000
Training11	100	1011	1	640011	TRNG GIFT #11		5500	0000
Training12	100	1012	1	640012	TRNG GIFT #12		5500	0000
Training13	100	1013	1	640013	TRNG GIFT #13		5500	0000
Training14	100	1014	1	640014	TRNG GIFT #14	5500	0000	

CASES 2 & 3

GENERAL UNRESTRICTED FUND EXERCISES

Account #: 100-ORG#-1-000000-OBJS-7450-0000

	CNAC	ORG	BC	ORG NAME	FUND	OBJ	PROG	CREF
TRAINER	100	1000	1	TRNG ORG 300	000000	Take from Worksheet	7000	0000
Training01	100	1001	1	TRNG ORG 1	000000		7000	0000
Training02	100	1002	1	TRNG ORG 2	000000		7000	0000
Training03	100	1003	1	TRNG ORG 3	000000		7000	0000
Training04	100	1004	1	TRNG ORG 4	000000		7000	0000
Training05	100	1005	1	TRNG ORG 5	000000		7000	0000
Training06	100	1006	1	TRNG ORG 6	000000		7000	0000
Training07	100	1007	1	TRNG ORG 7	000000		7000	0000
Training08	100	1008	1	TRNG ORG 8	000000		7000	0000
Training09	100	1009	1	TRNG ORG 9	000000		7000	0000
Training10	100	1010	1	TRNG ORG 10	000000		7000	0000
Training11	100	1011	1	TRNG ORG 11	000000		7000	0000
Training12	100	1012	1	TRNG ORG 12	000000		7000	0000
Training13	100	1013	1	TRNG ORG 13	000000		7000	0000
Training14	100	1014	1	TRNG ORG 14	000000	7000	0000	

CASE 4

GRANT & CONTRACT EXERCISE

Account #: 100-ORG#-4-595xxx-OBJS-2000-2000

	CNAC	ORG	BC	FUND	FUND NAME	OBJ	PROG	CREF	PI
TRAINER	100	1000	4	595000	TRNG GRANT #300	Take from Worksheet	2000	2000	FRANKLIN, BEN
Training01	100	1001	4	595001	TRNG GRANT #1		2000	2000	FRANKLIN, BEN
Training02	100	1002	4	595002	TRNG GRANT #2		2000	2000	FRANKLIN, BEN
Training03	100	1003	4	595003	TRNG GRANT #3		2000	2000	FRANKLIN, BEN
Training04	100	1004	4	595004	TRNG GRANT #4		2000	2000	FRANKLIN, BEN
Training05	100	1005	4	595005	TRNG GRANT #5		2000	2000	FRANKLIN, BEN
Training06	100	1006	4	595006	TRNG GRANT #6		2000	2000	FRANKLIN, BEN
Training07	100	1007	4	595007	TRNG GRANT #7		2000	2000	FRANKLIN, BEN
Training08	100	1008	4	595008	TRNG GRANT #8		2000	2000	FRANKLIN, BEN
Training09	100	1009	4	595009	TRNG GRANT #9		2000	2000	FRANKLIN, BEN
Training10	100	1010	4	595010	TRNG GRANT #10		2000	2000	FRANKLIN, BEN
Training11	100	1011	4	595011	TRNG GRANT #11		2000	2000	FRANKLIN, BEN
Training12	100	1012	4	595012	TRNG GRANT #12		2000	2000	FRANKLIN, BEN
Training13	100	1013	4	595013	TRNG GRANT #13		2000	2000	FRANKLIN, BEN
Training14	100	1014	4	595014	TRNG GRANT #14	2000	2000	FRANKLIN, BEN	

Case 1

BJE Training

SITUATION:

1. A \$25,000 gift was received last month to fund an upcoming lecture series.
2. A new gift fund (640xxx) was established. (where xxx is the last three digits of your ORG #)
3. A plan of expenses was determined in collaboration with Dr. Jane Doe, Department of Learning Chairperson (see below).

QUESTIONS:

1. What Budget Action is required?
2. What Revenue Object Code(s) should be used in this budget journal? Debit(s) or Credit(s)?
3. What are the new Total Budget amounts for the affected Object Codes?

EXERCISE:

1. Complete the necessary budget journal entry.

DISCUSSION BONUS:

1. Under what circumstances would an unbalanced budget journal be processed on a gift fund?
2. What other types of funds may have unbalanced budget journals?

SCHOOL/CENTER NAME: TRAINING
 DEPARTMENT NAME: LEARNING
 TITLE OF ACCOUNT: Lecture Series

BATCH NAME: _____
 FISCAL YEAR: 200X
 PERIOD: xx/xx/200X

CNAC-ORG-BC-FUND-OBJC-PROG-CREF
 Account #: 100-ORG#-1-640xxx-OBJC-5500-0000

OBJC Description	OBJC	DR.	CR.
GIFT REVENUE	4811		
OVERHEAD ON GIFTS	4402		
OTHER DOM TRAVEL	5206	4,000	
ENTERTAINMENT	5214	7,500	
MISC	5249	2,275	
INT COPY & DUPLIC	5227	200	
EXT PRINT & PUB	5264	2,000	
LECTURE FEE	5313	4,000	

- CIRCLE ONE
 BUDGET ACTION
 20 Budget New Account
 21 Budget Increased
 22 Budget Reallocation
 23 Budget Decrease

Description:

Case 4

BJE Training

SITUATION:

1. Dr. Franklin has received an Notice of Award (NOA) and Account Information Sheet (AIS) on YR 2 funding for a NIH R01 research grant 595xxx (where xxx is the last three digits of your ORG).
2. YR 2 budget period is for next month to this month next year, e.g. Oct-XX to Sep-XX.
3. YR 2 includes a \$24,000 subcontract to Johns Hopkins Univ. YR 1 included a \$20,000 subcontract to Johns Hopkins Univ.
4. The YR 2 budget has been discussed with Dr. Franklin and is to be budgeted as outlined below.

QUESTIONS:

1. What Budget Action is required? In what Period? What if the Notice of Award came in one month later?
2. What amount should be budgeted in OJBC 5332? 5333?

EXERCISES:

1. Complete the necessary budget journal entry.

SCHOOL/CENTER NAME: TRAINING
 DEPARTMENT NAME: LEARNING
 TITLE OF ACCOUNT: 5-R01-ED37766-02

BATCH NAME: _____
 FISCAL YEAR: 200X
 PERIOD: _____

CNAC-ORG-BC-FUND-OBJC-PROG-CREF
 Account #: 100-ORG#-4-595xxx-OBJC-2000-2000

OBJC Description	OBJC	DR.	CR.
GRANT REVENUE	4600		184,908
FAC SAL	5010	20,600	
RESEARCH FELLOW	5044	16,500	
RES SPECIALIST	5101	25,750	
EB FULL-TIME	5190	13,534	
FAC TRAVEL	5200	1,545	
CONFERENCE FEES	5210	750	
NON-LIBRARY BOOKS	5222	300	
EXT LAB SUPPLIES	5228	16,445	
INT LAB SUPPLIES	5229	5,125	
TOLL CALLS	5263	103	
SUBCONTRACT<25,000	5332		
SUBCONTRACT>25,000	5333		
G&C OVERHEAD	5282	60,256	

CIRCLE ONE

BUDGET ACTION

20 Budget New Account

21 Budget Increased

22 Budget Reallocation

23 Budget Decrease

Description:

DATE RUN: 07/27/2011
 TIME RUN: 01:54:41

REPORT BREAK: CNAC/ORG/FUND

CNAC/ORG/FUND: 100/1000/640000

UNIVERSITY OF PENNSYLVANIA
 BEN FINANCIALS
 100.ORG: REVENUE & EXPENSE SUMMARY BY CNAC/ORG/FUND

ACCOUNTING PERIOD: SEP-11

DESCRIPTION: TRNG/NAC/UR/TRNG ORG 300/TRNG GIFT #300

PAGE: 1
 PROGRAM ID: glrpe100.rtf

RECLASS OPTION: A
 FORMAT: Dr / (Cr)

100.ORG
 6 FUND

	ORIGINAL BUDGET	CURRENT ANNUAL BUDGET	CURRENT MONTH ACTUALS	FYTD ACTUALS	% ACT TO CUR BUDGET (25% OF FY)	ENCUMBRANCES	% ACT/ENC TO CURRENT BUDGET	BUDGET BALANCE AVAILABLE
REVENUES & TRANSFERS								
Direct Revenues								
GIFT INCOME								
Gift Income Before Overhead:								
Gift Income Reclassification								
4811 RCLS Op GIFTS	0	0	0	(25,000)	0.00%	0	0.00%	25,000
Total Gift Income Before Overhead	0	0	0	(25,000)	0.00%	0	0.00%	25,000
Overhead - Gift Funds								
4402 GIFT OVHD CHARGE	0	0	0	5,025	0.00%	0	0.00%	(5,025)
TOTAL GIFT INCOME	0	0	0	(19,975)	0.00%	0	0.00%	19,975
TOTAL DIRECT REVENUES	0	0	0	(19,975)	0.00%	0	0.00%	19,975
TOTAL REVENUES & TRANSFERS	0	0	0	(19,975)	0.00%	0	0.00%	19,975
CURRENT YEAR OPERATING (SURPLUS)/DEFICIT	0	0	0	(19,975)				
FINAL YEAR-END ADJUSTMENTS	0	0	0	0				
CURRENT YEAR CASH EFFECT--OTHER ACTIVITY	0	0	0	0				
CURRENT YEAR NET CASH POSITION (SUR)/DEF	0	0	0	(19,975)				
PRIOR YEAR CASH POSITION (SUR)/DEF	0	0	0	0				
CUMULATIVE CASH POSITION (SUR)/DEF	0	0	0	(19,975)				

CASE #1

REPORT BREAK: CNAC/ORG/FUND

ACCOUNTING PERIOD: SEP-11

RECLASS OPTION:
 FORMAT: Dr / (Cr)

CNAC/ORG/FUND: 100/1000/000000

DESCRIPTION: TRNG/NAC/UR/TRNG ORG 300/GENERAL UNRESTR

EXPENDITURES	ORIGINAL BUDGET	CURRENT ANNUAL BUDGET	CURRENT MONTH ACTUALS	FYTD ACTUALS	% ACT TO CUR BUDGET (25% of FY)	ENCUMBRANCES	% ACT/ENC TO CURRENT BUDGET	BUDGET BALANCE AVAILABLE
DIRECT EXPENDITURES								
COMPENSATION								
Salaries & Wages:								
Academic Salaries:								
Standing Faculty	100,000	100,000	8,333	25,000	25.00%	0	25.00%	75,000
5010 STANDING FAC								
Total Academic Salaries	100,000	100,000	8,333	25,000	25.00%	0	25.00%	75,000
Non-Academic Salaries:								
Financial/Admin Staff	200,000	200,000	16,667	50,000	25.00%	0	25.00%	150,000
5100 F/G PROFESSNL								
Financial/General Support Staff	25,000	25,000	1,923	6,090	24.36%	0	24.36%	18,910
5110 F/G SUPPORT								
Total Non-Academic Salaries	225,000	225,000	18,590	56,090	24.93%	0	24.93%	168,910
Total Salaries & Wages	325,000	325,000	26,923	81,090	24.95%	0	24.95%	243,910
Employee Benefits:								
Employee Benefits - Full Time	96,200	96,200	8,562	24,595	25.57%	0	25.57%	71,605
5190 EB FULL TIME								
HYP, CHOP & Other Employee Benefits	7,150	7,150	592	1,784	24.95%	0	24.95%	5,366
5196 EB DEPENDENT TUITION CHA								
Total Employee Benefits	103,350	103,350	9,154	26,379	25.52%	0	25.52%	76,971
TOTAL COMPENSATION	428,350	428,350	36,077	107,469	25.09%	0	25.09%	320,881
CURRENT EXPENSE								
Travel & Entertainment	3,000	3,000	0	115	3.83%	0	3.83%	2,885
5200 PAC DOM TRVL								
5209 LOCAL TRVL MEAL	1,500	1,500	0	137	9.13%	0	9.13%	1,363
Subtotal Travel & Entertainment	4,500	4,500	0	252	5.60%	0	5.60%	4,248
Supplies & Minor Expense	6,000	6,000	250	1,798	29.97%	0	29.97%	4,202
5249 OTH/MISC SUPPLY								
5220 EXT OPF SUPPLY	4,000	4,000	64	612	15.30%	0	15.30%	3,388
5223 COMP SFT/ACC	2,500	2,500	0	150	6.00%	0	6.00%	2,350
Non-Capitalized Equipment	5,000	5,000	0	790	15.80%	0	15.80%	4,210
5224 NONCAP COMPUTR								
Communications & Computing, Internal	0	0	198	198	0.00%	0	0.00%	(198)
5262 INT PHONE EQP								
5263 INT TOLL CHG	0	0	50	50	0.00%	0	0.00%	(50)
5309 PENNET USE	1,440	1,440	0	236	16.39%	0	16.39%	1,204
5274 MAIL SVC CHG	350	350	0	35	10.00%	0	10.00%	315
Communications & Computing, External								

CASE #223

REPORT BREAK: CNAC/ORG/FUND

ACCOUNTING PERIOD: SEP-11

RECLASS OPTION:

FORMAT: Dr / (Cr)

CNAC/ORG/FUND: 100/1000/000000

DESCRIPTION: TRNG/NAAC/UR/TRNG ORG 300/GENERAL UNRESSTR

	ORIGINAL BUDGET	CURRENT ANNUAL BUDGET	CURRENT MONTH ACTUALS	FYTD ACTUALS	CUR BUDGET (25% OF FY)	% ACT TO CUR BUDGET	ENCUMBRANCES	% ACT/ENC TO CURRENT BUDGET	BUDGET BALANCE AVAILABLE
Communications & Computing, External									
5264 EXT PRTG/PUB	6,000	11,000	0	250	2.27%	0	2.27%	10,750	
Current Expense Suspense	0	0	18	18	0.00%	0	0.00%	(18)	
9599 SUSP.FROZEN ACCOUNT	0	0	132	132	0.00%	0	0.00%	(132)	
9511 SUSP.BOOKSTR	0	0	0	0	0.00%	0	0.00%	0	
TOTAL CURRENT EXPENSE	29,790	34,790	712	4,521	13.00%	0	13.00%	30,269	
CAPITAL TRANSACTIONS									
Equipment, Library & Collectibles:									
1871 COMP EQUIP CLR ACCT	25,000	20,000	0	17,000	85.00%	0	85.00%	3,000	
Total Equip, Library & Collectibles	25,000	20,000	0	17,000	85.00%	0	85.00%	3,000	
TOTAL CAPITAL TRANSACTIONS	25,000	20,000	0	17,000	85.00%	0	85.00%	3,000	
TOTAL DIRECT EXPENDITURES Before Exp Cr	483,140	483,140	36,789	128,990	26.70%	0	26.70%	354,150	
Expense Credits	0	0	(200)	(200)	0.00%	0	0.00%	200	
5500 EXPENSE CREDIT	0	0	(200)	(200)	0.00%	0	0.00%	200	
TOTAL DIRECT EXPENDITURES After Exp Cr	483,140	483,140	36,589	128,790	26.66%	0	26.66%	354,350	
TOTAL EXPENDITURES	483,140	483,140	36,589	128,790	26.66%	0	26.66%	354,350	
CURRENT YEAR OPERATING (SURPLUS)/DEFICIT	483,140	483,140	36,589	128,790					
FINAL YEAR-END ADJUSTMENTS	0	0	0	0					
CURRENT YEAR CASH EFFECT-OTHER ACTIVITY	0	0	0	0					
CURRENT YEAR NET CASH POSITION (SUR)/DEF	483,140	483,140		128,790					
PRIOR YEAR CASH POSITION (SUR)/DEF	0	N/A		N/A					
CUMULATIVE CASH POSITION (SUR)/DEF	483,140	483,140		128,790					

REPORT BREAK: CNAC/ORG/FUND/CREP

ACCOUNTING PERIOD: SEP-11

FORMAT: Dr / (Cr)

CNAC/ORG/FUND/CREP: 100/1000/595000/2000
 PRIMARY PI: FRANKLIN BEN
 ANTICIPATED ACCOUNT END DATE: 30-SEP-2014

DESCRIPTION: TRNG/NAC/UR/TRNG ORG 300/TRNG GRANT #300/FRANKLIN, BEN
 ACCOUNT START: 01-OCT-2010
 CURRENT BUDGET END: 30-SEP-2012

FREEZE STATUS: NOT FROZEN

103.ORG
 5 FUND

CURRENT PROJECT BUDGET	CURRENT MONTH ACTUALS	FYTD ACTUALS	TOTAL PROJECT ACTUALS	% ACTUAL TO BUDGET (25% of FY)	ENCUMBRANCES TO BUDGET	% ACT/ENC TO BUDGET	BUDGET BALANCE AVAILABLE
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REVENUES & TRANSFERS
 Direct Revenues
 GRANT & CONTRACT INCOME
 Grant & Contract Revenue
 4600 G&C RV DIR/IND

(177,077)	0	(174,420)	(174,420)	98.50%	0	98.50%	(2,657)
(177,077)	0	(174,420)	(174,420)	98.50%	0	98.50%	(2,657)
TOTAL GRANT & CONTRACT INCOME							

TOTAL DIRECT REVENUES (177,077) 0 (174,420) (174,420) 98.50% 0 98.50% (2,657)

EXPENDITURES
 DIRECT EXPENDITURES
 COMPENSATION
 Salaries & Wages:
 Academic Salaries:
 Standing Faculty
 5010 STANDING FAC
 Grad Student Appointments (no EB)
 5044 RES FELLOW

20,000	0	20,000	20,000	100.00%	0	100.00%	0
16,000	0	16,000	16,000	100.00%	0	100.00%	0
36,000	0	36,000	36,000	100.00%	0	100.00%	0
TOTAL Academic Salaries							

Non-Academic Salaries:
 Instruction/Research Prof Staff
 5101 I/R PROFESSNL

25,000	0	25,000	25,000	100.00%	0	100.00%	0
25,000	0	25,000	25,000	100.00%	0	100.00%	0
TOTAL Non-Academic Salaries							

Total Salaries & Wages 61,000 0 61,000 61,000 100.00% 0 100.00% 0

Employee Benefits:
 Employee Benefits - Full Time
 5190 EB FULL TIME
 Employee Benefits - Part Time
 5191 EB PART TIME

12,330	0	12,330	12,330	100.00%	0	100.00%	0
1,552	0	1,552	1,552	100.00%	0	100.00%	0
TOTAL Employee Benefits							

Total Employee Benefits 13,882 0 13,882 13,882 100.00% 0 100.00% 0

CASE
 24

REPORT BREAK: CNAC/ORG/FUND/CRFP

ACCOUNTING PERIOD: SEP-11

FORMAT: Dr / (Cr)

CNAC/ORG/FUND/CRFP: 100/1000/595000/2000
 PRIMARY PI: FRANKLIN BEN
 ANTICIPATED ACCOUNT END DATE: 30-SEP-2014

DESCRIPTION: TRNG/MAC/UR/TRNG ORG 300/TRNG GRANT #300/FRANKLIN, BEN
 ACCOUNT START: 01-OCT-2010
 CURRENT BUDGET END: 30-SEP-2012

FREEZE STATUS: NOT FROZEN

CURRENT PROJECT BUDGET	CURRENT MONTH ACTUALS	FYTD ACTUALS	TOTAL PROJECT ACTUALS	% ACTUAL TO BUDGET (25% of FY)	ENCUMBRANCES TO BUDGET	BUDGET BALANCE AVAILABLE
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TOTAL COMPENSATION 74,882 0 74,882 74,882 100.00% 0 100.00% 0

CURRENT EXPENSE

Travel & Entertainment 750 0 750 750 100.00% 0 100.00% 0
 5210 CONF REPS/REG 1,500 0 1,347 1,347 89.80% 0 89.80% 153
 5200 FAC DOM TRVL 2,250 0 2,097 2,097 93.20% 0 93.20% 153

Subtotal Travel & Entertainment 2,250 0 2,097 2,097 93.20% 0 93.20% 153

Supplies & Minor Expense

5228 EXT LAB SUPPLY 16,445 0 17,300 17,300 105.20% 0 105.20% (855)
 5222 NON LIB BKS 300 0 278 278 92.67% 0 92.67% 22
 5229 INT LAB SUPPLY 5,125 0 4,978 4,978 97.13% 0 97.13% 147
 Communications & Computing, Internal
 5263 INT TOLL CHGS 100 0 105 105 105.00% 0 105.00% (5)
 Professional & Other Services
 5332 SUBCON TO25 20,000 0 18,000 18,000 90.00% 0 90.00% 2,000

TOTAL CURRENT EXPENSE 44,220 0 42,758 42,758 96.69% 0 96.69% 1,462

TOTAL DIRECT EXPENDITURES Before Exp 119,102 0 117,640 117,640 98.77% 0 98.77% 1,462

TOTAL DIRECT EXPENDITURES After Exp C

119,102 0 117,640 117,640 98.77% 0 98.77% 1,462

GRANT & CONTRACT OVERHEAD CHARGES

5282 G&C OH CHG 57,975 0 56,780 56,780 97.94% 0 97.94% 1,195

TOTAL EXPENDITURES 177,077 0 174,420 174,420 98.50% 0 98.50% 2,657

NET (SURPLUS)/DEFICIT 0 0 0 0