

## PS9047 – Administrative Unit Budget Table

Optional table. Codes defined by colleges.

Use this screen to add and maintain budgeting information for an administration unit. When you add budgeting information for an administration unit, you identify a default appropriation index, program index, and organization for each funding source for the administration unit. This default information is used in the process to generate the Class Personnel Action Form, data for the Contract Course Screen (PS4001), and employee contracts.

PPMS uses institution parameter number 1259, Class-Prg-Org, to indicate whether the entry of the program index and organization index on the Course Schedule Screen (IS1001) should override the default account code entered on this table.

To obtain a complete listing of the Administrative Unit Budget Table, run DataExpress procedure PS9047R (from the Group Inform and Account PLIB).

### User Functions and Key Fields

FUNC	A (Add), C (Change), D (Delete), I (Inquire), F (Copy FYR)
KEY1	Enter an Administrative Unit Code
KEY2	Enter a Fiscal Year
KEY3	For the Copy FYR function only, enter the new Fiscal Year

### Copying a Fiscal Year

To copy the administrative budget detail for one fiscal year to another fiscal year, use the following steps:

1. On the Payroll/Personnel Menu (PS0901), select the Administrative Unit Budget Table (PS9047), by using the "F" (Copy FYR) function.
2. Leave KEY 1 blank.
3. In the KEY 2 field, type the fiscal year that you wish to copy from.
4. In the KEY 3 field, type the new fiscal year that you want to establish.
5. Press Enter.

### Data Field List

<a href="#">Fiscal Year</a> (Key2)	<a href="#">Fund Src Title</a>
<a href="#">Administrative Unit</a> (Key1)	<a href="#">Appr Indx</a>
<a href="#">Administrative Unit Title</a> (display only)	<a href="#">Prg Indx</a>
<a href="#">Fund Src</a> (display only)	<a href="#">Org Indx</a>

### Fiscal Year (FYR)

<b>Definition</b>	Key2 field. A code identifying the fiscal year (the accounting period for an agency).
<b>Length</b>	4 digits

<b>Format</b>	YYYY, for example, <b>0102</b>
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### Administrative Unit (ADMIN-UNIT)

<b>Definition</b>	Key1 field. A code entered in each class record to identify the administrative authority for each class.
<b>Length</b>	2 characters
<b>Edits</b>	Before an administrative unit code can be used on the Administrative Unit Budget Table (PS9047), the code must exist on the Administrative Unit Codes Table (IS1007).

### Administrative Unit Title

<b>Definition</b>	Display only. The descriptive title of an administrative unit code. This title is displayed from the Administrative Unit Codes Table (IS1007).
<b>Length</b>	20 characters

### Funding Source (FND-SRC)

<b>Definition</b>	Display only. A code identifying the source of funds for a course.
<b>Length</b>	1 digit
<b>Edits</b>	Before a funding source code can be used on the Administrative Unit Budget Table (PS9047), the code must be on the SMS Funding Source Codes Table (IS1011).
<b>Values</b>	Defined by SBCTC-ITD as follows: <ul style="list-style-type: none"> <li>1 Fully state-funded</li> <li>2 Partially state-funded, supplemental</li> <li>3 Partially state-funded, shared</li> <li>4 Grant and contract</li> <li>5 Community service</li> </ul>

### Funding Source Title

<b>Definition</b>	The descriptive title of a funding source.
<b>Length</b>	20 characters

### Appropriation Index (DA-APPR-INDX)

<b>Definition</b>	A code identifying a specific combination of fund and appropriation.
<b>Length</b>	3 characters
<b>Edits</b>	The appropriation index/program index must be a valid combination and be active on the FMS Appropriation Index/Program Index Table (GA1061).

### Program Index (DA-PRG-INDX)

<b>Definition</b>	A code identifying a specific combination of program, subprogram, and activity.
<b>Length</b>	3 characters
<b>Edits</b>	On the Administrative Unit Budget Table (PS9047), if both an appropriation and program are entered, they must be a valid combination and in active status on the FMS Appropriation Index/Program Index Table (GA1061).

### Organization Index (DA-ORG-INDX)

<b>Definition</b>	A code identifying a unique combination of campus, division, department, cost center, project number, subproject, project phase, grant or contract number, county, and city or town.
<b>Length</b>	4 characters
<b>Edits</b>	On the Administrative Unit Budget Table (PS9047), if both program and organization are entered, they must be a valid combination and have an active status on the FMS Program Index/Organization Index Table (GA1062).