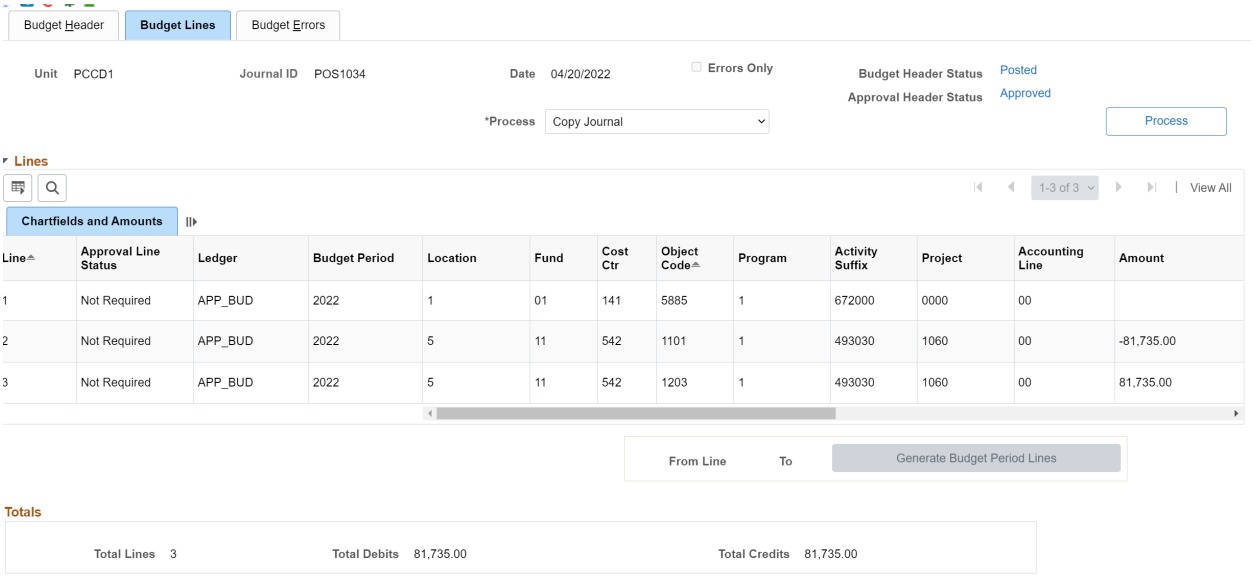
Rules for recording a Budget/Transfer Journals related to a Position Number

Sample of a Budget Journal or Transfer Journal:



Budget Header | Budget Lines | Budget Errors

Unit PCCD1 Journal ID POS1034 Date 04/20/2022 Errors Only Budget Header Status Posted Approval Header Status Approved

*Process Copy Journal Process

Lines

Chartfields and Amounts

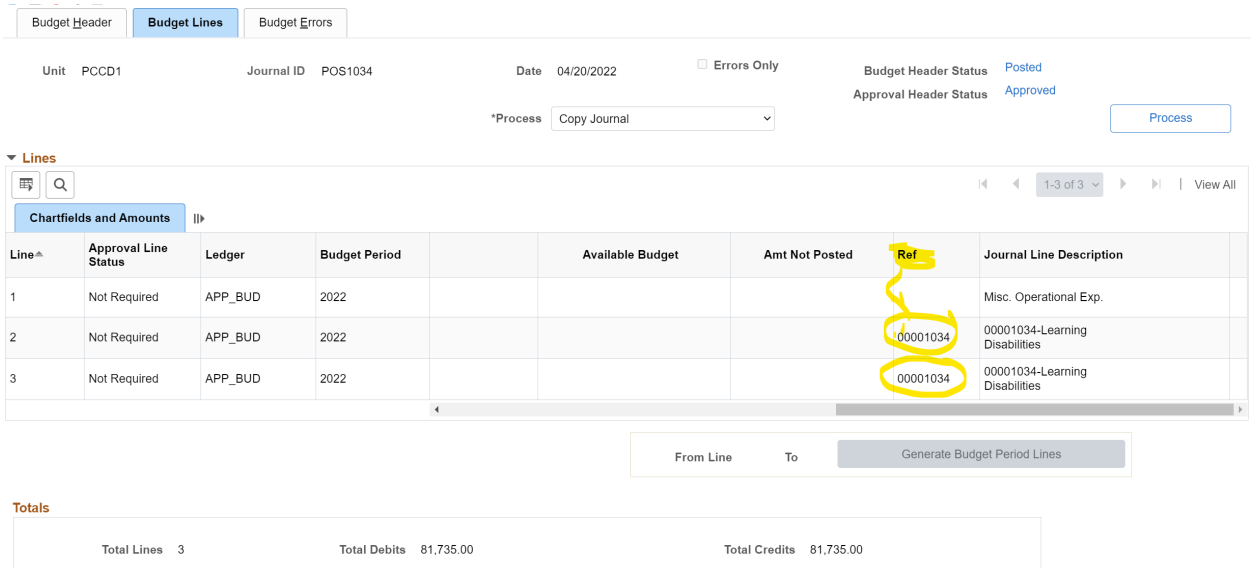
Line	Approval Line Status	Ledger	Budget Period	Location	Fund	Cost Ctr	Object Code	Program	Activity Suffix	Project	Accounting Line	Amount
1	Not Required	APP_BUD	2022	1	01	141	5885	1	672000	0000	00	
2	Not Required	APP_BUD	2022	5	11	542	1101	1	493030	1060	00	-81,735.00
3	Not Required	APP_BUD	2022	5	11	542	1203	1	493030	1060	00	81,735.00

From Line To Generate Budget Period Lines

Totals

Total Lines 3 Total Debits 81,735.00 Total Credits 81,735.00

Scroll to the right (see below) to make sure the reference column has the full Position Number. This rule applies to Budget Journals and Budget Transfers that have object codes 1000 to 3999.



Budget Header | Budget Lines | Budget Errors

Unit PCCD1 Journal ID POS1034 Date 04/20/2022 Errors Only Budget Header Status Posted Approval Header Status Approved

*Process Copy Journal Process

Lines

Chartfields and Amounts

Line	Approval Line Status	Ledger	Budget Period		Available Budget	Amt Not Posted	Ref	Journal Line Description
1	Not Required	APP_BUD	2022					Misc. Operational Exp.
2	Not Required	APP_BUD	2022				00001034	00001034-Learning Disabilities
3	Not Required	APP_BUD	2022				00001034	00001034-Learning Disabilities

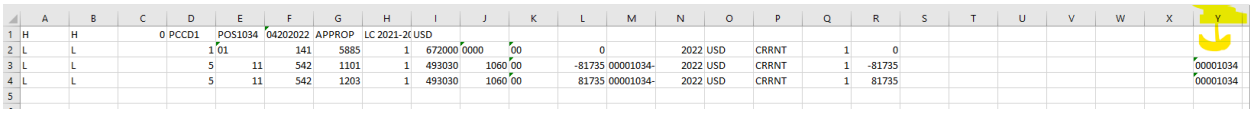
From Line To Generate Budget Period Lines

Totals

Total Lines 3 Total Debits 81,735.00 Total Credits 81,735.00

If the budget journal template is used to upload budget to the PeopleSoft system, the Ref (above) is equal to Column Y. See example below:

Updated: 6.03.22



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	H	H	0	PCCD1	POS1034	04202022	APPROP	LC 2021-2(	USD																
2	L	L	1	01	141	5885	1	672000	0000	00	0		2022	USD	CRRNT	1	0								
3	L	L	5	11	542	1101	1	493030	1060	00	-81735	00001034-	2022	USD	CRRNT	1	-81735								00001034
4	L	L	5	11	542	1203	1	493030	1060	00	81735	00001034-	2022	USD	CRRNT	1	81735								00001034
5																									

Position Number to use:

1. For Salaried Employees (11xx, 12xx, 21xx, 22xx and associated benefits), please use the appropriate position number assigned.

2. For Adjunct Employees (13xx, 14xx, and associated benefits), please use the following position numbers listed by location:

    a. 00003819 - District Prorata Group (Location 1)

    b. 00003820 - BCC Prorata Group (Location 8)

    c. 00003821 - COA Prorata Group (Location 2)

    d. 00003822 - Laney Prorata Group (Location 5)

    e. 00003823 - Merritt Prorata Group (Location 6)

3. For Short-Term Hourly Employees and Student Employees (23xx, 24xx and associated benefits) , please use the following position numbers listed by location:

    a. 00004182 - BCC - Student employees (Location 8)

    b. 00004183 - BCC - Short-term hourly employees (Location 8)

    c. 00004184 - COA - Student employees (Location 2)

    d. 00004185 - COA - Short-term hourly employees (Location 2)

    e. 00004186 - Laney - Student employees (Location 5)

    f. 00004187 - Laney - Short-term hourly employees (Location 5)

    g. 00004188 - Merritt - Student employees (Location 6)

    h. 00004189 - Merritt - Short-term hourly employees (Location 6)

    i. 00004190 - District - Student employees (Location 1)

    j. 00004191 - District - Short-term hourly employees (Location 1)