



Budget and Coding Tips

1. Review your Budget to Actual reports regularly.
 - a. View them as a live document in BusinessPLUS. It is best NOT to print them out.
 - b. Remember P Card transactions are not immediately reflected in your budget. They are uploaded weekly, with the process starting on each Friday and lasting several days before P Card charges actually post to your budget.
2. What should you do if you find something in your budget that you don't understand?
 - a. Drill down as far as you can go to find as many details as you can.
 - b. For Change Budget items, call the Budget Analyst, 775-333-3792 or 775-333-3793
 - c. For Year-to-Date Actual items, call the Account Technician, 775-348-0307.
3. To have a general fund budget association added, call the Account Technician, 775-348-0307.
4. To have a grant fund budget association added, call the Grant Accountant, 775-348-0277.
5. To have a general fund PR/PO disencumbered, contact the Accounts Payable Supervisor, 775-348-0274.
6. To have a grant fund PR/PO disencumbered, contact a Grant Accountant, 775-348-0277
7. For general assistance, contact the Business Process Trainer, 775-789-3438.