

## **Non-Standard Budget Revision Preparation** *For use with match, plant, and agency funds only.*

Non-standard budget revisions are those whose entry does not require balancing. These BRs use the Journal Voucher form with slight modifications for clarity purposes. All data entry occurs on the “BR Info” tab of the workbook; follow the directions below for form preparation, and ensure that all expense entries equal revenue entries prior to submission.

1. FY: Enter Current Fiscal Year
2. RUCL Type: Enter the appropriate rule class for the budget revision type. Valid type entry is MBUD for match, PBUD for capital (plant), and ABUD for agency.
3. Dept Ref: Enter a reference number for department tracking purposes (may be left blank).
4. Document Total: Auto-populates.
5. Pages: Enter the number of pages for this document – maximum of four pages (64 transaction lines).
6. Explanation (lines 1-3): Enter a full explanation of budget for this document for Banner document text.  

Explain *why* you are doing the BR. **Unacceptable explanations include:** “Budget revision,” “post budget to clear NSF status,” or “increase budget.”
7. Contact information: Enter preparer and approver names and department contact information.
8. Fund: Fund code to increase or decrease. Entry required on all lines.
9. Organization: Org Code to increase or decrease.
10. Account: Select the appropriate budget account. Valid options are 1001, 1970, 2001, 2301, 3001, 4001, 5001, 6001, 7001, 8001, 8003, and all revenue codes. If you need assistance, go to [www.uaf.edu/finsvcs/](http://www.uaf.edu/finsvcs/) and click on *Account Codes* in left column.
11. Program: Use Program Code only if correcting a mismatch.
12. Amount: The amount to increase or decrease.
13. +/-: Enter to increase or decrease budget entries.
14. Description: Enter a meaningful description up to 34 characters in length. Example: “MATCH BUDGET FOR FC FUND TYPE.”
15. After data entry is complete, print the applicable pages (do not print the “BR Info” sheet).
16. Signatures:
  - a. The preparer signs the document.
  - b. If applicable, the dept/unit approver signs the document (may be the preparer in some instances)
17. Submit form with backup support to [uaf-ofa@alaska.edu](mailto:uaf-ofa@alaska.edu) or deliver to 201 UAF Admin Services.