Exercise 1:

Open the Golden Tree Viewer

Expand your own organization, division and department

Display the activities within your department.
1. Can multiple funds be put on one BEA?

   Yes  No

2. What level on the ACCOUNT tree are BEA’s posted?

   a. Department  b. Expense Account
   c. Budget Category  d. Cost Center

3. What level on the ACTIVITY tree are BEA’s posted?

   a. Organization  b. Activity
   c. Budget Category  d. Tree not used for BEA’s
1. What are the different ways to find an activity number?
   a. ________________________________
   b. ________________________________
   c. ________________________________

2. Your CFAO would like to re-budget funds from the travel budget category for annual computer purchases to allow the department to purchase 3 computers every year. This decision was made in August and needs to be effective immediately.

   What type of entry is required?
   Temp Perm Temp & Perm None

3. Is it allowable to transfer funds permanently from function 40 to 44 on 19900 funds?
   Yes No Why? ________________________________

4. When is it allowable for an organization to use function 80 in a BEA?
   ________________________________
   ________________________________

5. When can cost centers be used on a BEA?
   On Temp BEA’s On Perm BEA’s Neither
   Why? ________________________________
Exercise 2:

The College of Engineering Dean’s Office wants to move $20,000.50 in travel funds (Travel is Budget Category 40 or BC40) to Electrical Engineering to also be used for travel. The fund source is 19900. The appropriate function for this activity & transaction is 40.

Prepare a Temporary BEA to reflect the above adjustment.

Be sure to put something meaningful in the User reference field and in the Journal Description.

(If you need help with this exercise, turn to the next page for the step-by-step instructions).

Remember your User Reference for use in a later exercise.

*If needed, the steps to follow in completing this exercise are included the next page.*
**Steps for Exercise 2:**

1. Select Temp ledger from main BEA panel.

2. When date is displayed, click OK.

3. Enter a user reference that will allow you to find this BEA again.

4. Enter a Journal Description that explains what you are doing.

5. Click on Temporary Ledger Folder tab.

6. Select Budget Category BC40, which is travel. Tab to next field.

7. Select Activity A01002, which is Engineering Dean’s Office. Tab to next field.

8. Select fund 19900, which is general funds. Tab to next field.

9. Select function 40, which is instruction & research. Tab to next field.

10. Enter in the amount of –20,000.50. Tab to next field.

11. Enter a meaningful line description such as “Trvl funds to EE”.

12. Click on Insert Row.

13. Enter BC40, travel. Tab to next field. Notice that the rest of the line is already filled in with the same information as Line 1.

14. Select A01006, which is Electrical Engineering. Since the rest of the fields are correct, you can either tab down to the Journal line description for line 2, or you can click in the field.

15. Click the Save icon to save the BEA.
Exercise 3:

The College of Humanities, Arts & Social Sciences wants to create a staff position from their unallocated funds in the department of English (A01031). The position will be 1.00 FTE and have a salary of $32,000. The title code is 4723. The position will be effective January 1.

Use the following:

Debit entry (from)
   Budget Category – Unallocated Staff Salaries (BC77)
   Activity – CHASS Unallocated Resources (Find from Golden Tree Viewer or BEA panel)
   Fund – 19900
   Function – 80

Credit entry (to)
   Budget Category – Staff Salaries
   Activity – English
   Fund – 19900
   Function – 40

Remember that this transaction is also a permanent BEA, so you need to create a permanent entry and enter a transaction type.

For the permanent entry use **Transaction Type 50** for Dean/VC Allocations/Adjustments.

*When this exercise is complete review the following two pages*
When this BEA is saved, a warning message should appear similar to what is shown below:

![Warning Message](image)

**IMPORTANT NOTE:** It is very important that ALL messages be read and understood before clicking OK. In this case crossing function is allowed.
When complete the permanent panel should look similar to this:

In preview:
Exercise 4:
Retrieve the BEA that you prepared in Exercise 2. Change the temporary dollar amount to $10,000.00. Save the BEA.

Exercise 5
Print a report displaying the permanent budget for your department.
1. What transaction type should be used for a BEA involving a staff reclass? 


2. An expense for office supplies appeared on the ledgers using function 76 when it should have been 72. What is the proper application to use to correct this error?
   a. NCT
   b. BEA
   c. Recharge
   Why?

3. If I prepare a permanent only BEA in the month of February, will the funds be available for me to use the same month?
   Yes   No
   Why

4. If you have a transaction that have both a temporary and a permanent component, which one should be entered first?
   Temp   Perm
   Why?

5. What are the four FAU elements used in the BEA?
   a.
   b.
   c.
   d.