

# Minnesota State University, Mankato

## CAO-2 Budget Transaction Form Instructions

**Step 1 - Division / College :** Fill in your division or college name. (Ex: College of Arts & Humanities)

**Step 2 - Transaction Description:** Fill in a description as to why the budget transaction is needed.  
You are allowed 48 characters in the description field.  
(Ex: Budget Adj. Transfer from st help to supplies)

**Step 3 - Reference No. :** This field may be left blank. It can be used by departments for internal use. You are allowed 16 characters in the reference field.

**Step 4 - Original Budget :** This column should only be checked when creating the initial budget plan at the beginning of a fiscal year.

**Step 5 - Current Budget :** This column should be checked when transferring funds  
(1) from one Object Code to another or  
(2) from one Cost Center to another

**Step 6 - Fiscal Year :** Fill in the current 4-digit fiscal year of the budget you want to adjust.  
The university's fiscal year runs from July 1 - June 30.

**Step 7 - Cost Center :** Fill in the 6-digit Cost Center number of the budget you want to adjust.

Please note that the term "Cost Center" is also commonly referred to as the "Account Number".

**Step 8 - Parent Object Code :** Fill in the 4-digit Parent Object Code of the budget you want to adjust.  
Object codes are used to classify different types of revenues and expenditures. You are only allowed to enter budget transactions to parent object codes. Please refer to the BAT (Budget Authority Table) for a current list of parent object codes. Contact the budget office if you need an updated list.

**Step 9 - Dollar Amount :** Fill in the dollar amount of the budget you want to adjust.

**Step 10 - + / - :** To increase the budget in a revenue or expenditure parent object code, please enter a '+' plus sign in this column.

To decrease the budget in a revenue or expenditure parent object code, please enter a '-' minus sign in this column.

**Step 11 - Routing & Signatures :** The appropriate responsible person(s) should sign their approval at the bottom of the form. After obtaining appropriate signatures, please route the form to the Finance & Administration Budget Office (WA238). After reviewing the form, the budget office will enter the budget transaction into the accounting system.

**If you still have questions about filling out the form or the budgeting process, please contact the budget office by phone or by e-mail.**