2024

# BUDGET DEVELOPMENT 2024 QUESTICA PROCESS GUIDE

For questions, email: budgetdevelopment@mtsac.edu


| | |
|---|---|
| Maria Correia | mcorreia1@mtsac.edu |
| Alsace Kam | akam1@mtsac.edu |
| Maria Kline | mkline@mtsac.edu |
| Christine Lam | clam@mtsac.edu |
| Kim Bland | kleisure@mtsac.edu |
| Melanie Lazo | mlazo1@mtsac.edu |
| Diana Morgan | dmorgan30@mtsac.edu |
| Catherine Nguyen | cnguyen15@mtsac.edu |
| Suzanne Ponce | sponce10@mtsac.edu |
| Priscilla Romero | promero27@mtsac.edu |
| Yvette Shane | yshane@mtsac.edu |
| Kevin Truong | ktruong36@mtsac.edu |
| Emma Valenzuela | evalenzuela@mtsac.edu |
| Marisa Ziegenhohn | mziegenhohn@mtsac.edu |


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# INTRODUCTION

## BUDGET DEVELOPMENT USING QUESTICA BUDGET

Questica Budget is a web-based tool that enables many users to work together to prepare an “Operating” budget. An Operating budget includes the budget for the salaries and benefits as well as the operating costs such as supplies, services and other operating expenses, capital outlay, and other outgo. It keeps all the data in one place to avoid duplication and to ensure accuracy.

## BUDGET APPROVAL PROCESS

Questica Budget users work with Organizations, each containing a piece of the budget. Users are assigned roles and Organization security for their areas of responsibility. The budget approval process is configured through hierarchal approval stages using the concepts of “Promotion” or “Demotion.” Promotion denotes approval to the next stage, and Demotion denotes return to the previous stage for additional changes. Users may be denied permission to make changes to budget data once the budget is promoted to the next stage. Eventually each Organization will reach a Stage where it is considered approved. These stages are Tentative and Adopted. The following illustrates Mt. SAC’s approval stages aligned to the Questica Budget:

| Mt. SAC Budget Development | | Due Date |
|---|---|---|
| Budget Development Calendar | Questica Budget Approval Stages | |
| Departments Complete Status Quo Review | Unit/Grant Review | 03/17/2023 |
| Deans/Directors Review | Division/Department Budget | 03/31/2023 |
| President/Vice Presidents Review | Area/Team Budget | 04/21/2023 |
| Tentative Budget | Tentative | 06/28/2023 |
| Adopted Budget | Adopted | 09/13/2023 |

When the budgeting work reaches the Adopted stage, this data will be copied into the next Budget year to be used as the starting point.

## PURPOSE OF THIS DOCUMENT

This manual will provide a guide of how to use the Questica budget software, particularly within the Reports and Operating menus.

## WHAT IS AN ORGANIZATION IN QUESTICA BUDGET WHEN COMPARED WITH THE BANNER ACCOUNT STRUCTURE?

It combines the Mt. SAC Banner account structure Fund and Org.

For example: “11000-610000” Unrestricted General Fund-Fiscal Services.

Please see the following crosswalk illustration:

**MT. SAC BANNER ACCOUNT STRUCTURE**
**VERSUS QUESTICA ACCOUNT STRUCTURE**

| | | | | | |
|---|---|---|---|---|---|
| **BANNER** | **Fund** | **Org** | **Account** | **Program** | **Activity** |
| | **11000** | **610000** | **211000** | **672000** | **2100** |

| | | | | | |
|---|---|---|---|---|---|
| **QUESTICA** | **Fund-Org** | | **Account** | **Program** | **Activity** |
| | 11000-610000 | | 211000 | 672000 | 2100 |

## REVIEWING AND DEVELOPING A BUDGET IN QUESTICA

Reviewing and developing a budget in Questica involves four core tasks:

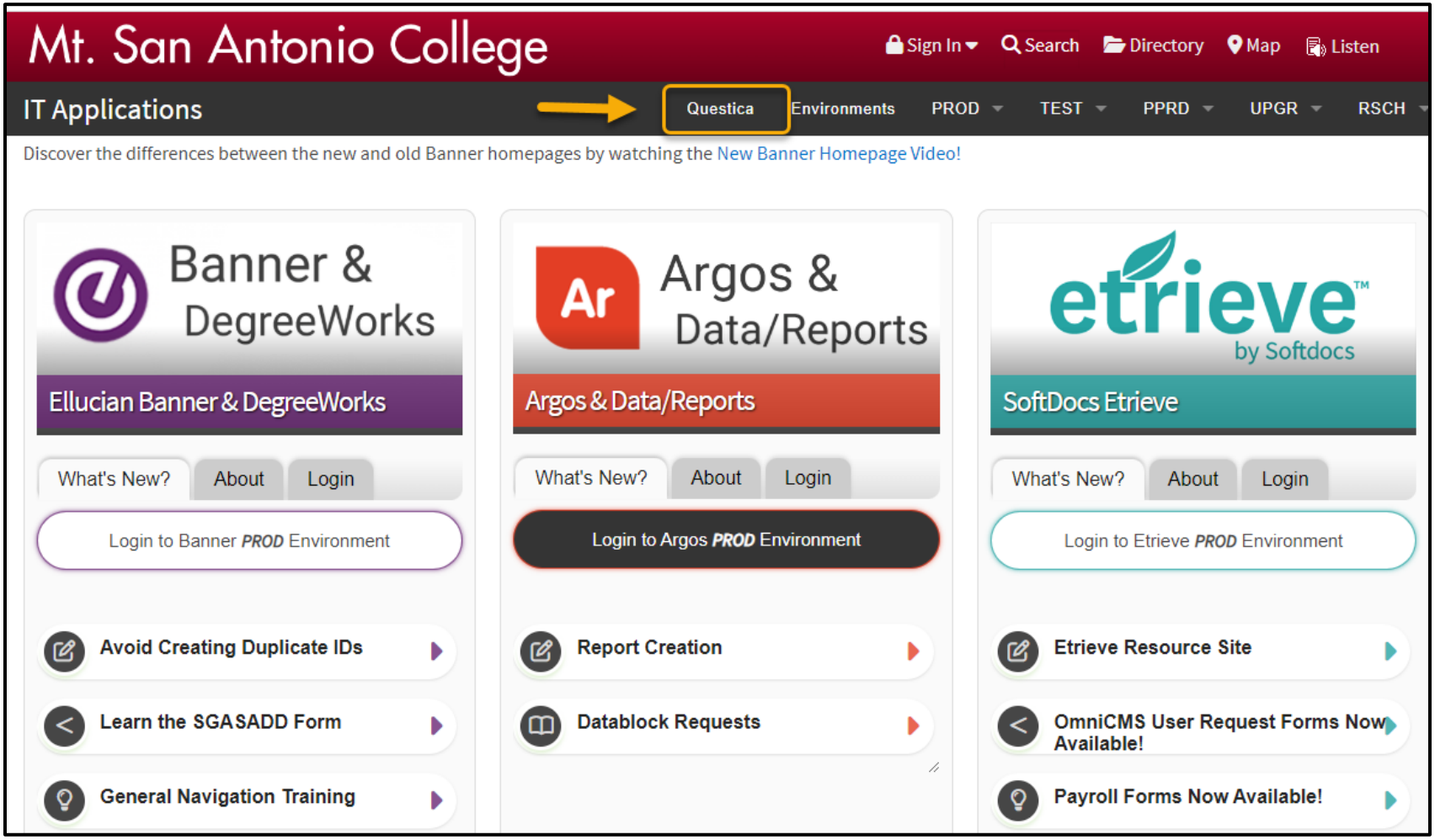
1. Go into the “Reports” menu and run your reports.
2. Review your reports and determine your “Budget Changes.”
3. Go into “Operating” menu under “Budgeting” and process your “Budget Changes.”
4. Once your budget review and changes are completed, “Promote” the Organization to the next stage of review.

## HOW TO LOG IN TO QUESTICA

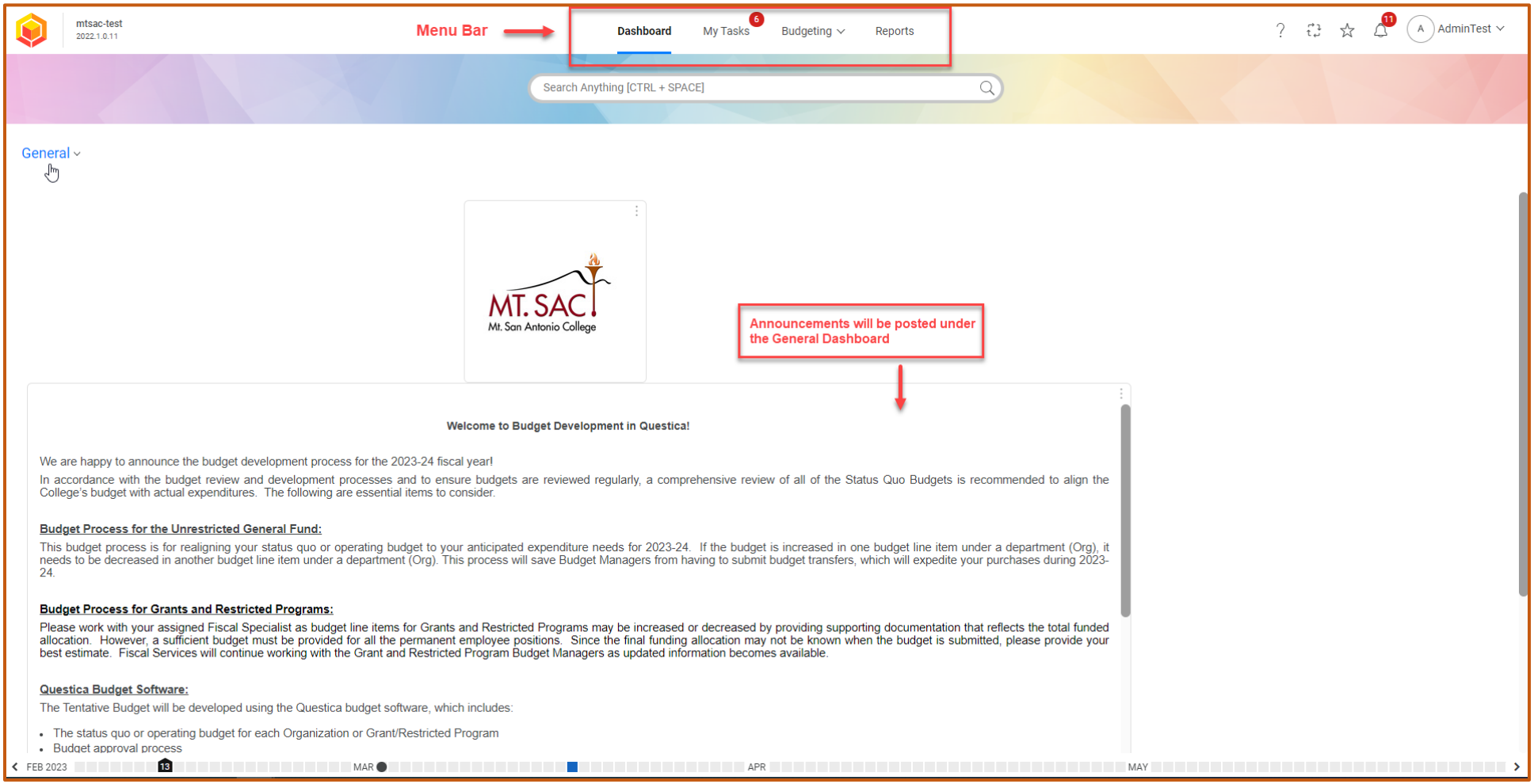
Questica is a web-based application and requires that you use a browser (such as Internet Explorer or Chrome).

You must have a Mt. SAC Portal username and password. Please contact the IT Help Desk (Ext 4357) if you do not have a username or password.

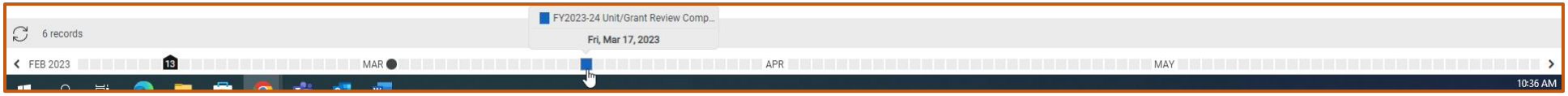
1. Navigate to the Banner Home Page: banner.mtsac.edu and click the Questica icon.
2. Enter your Mt. SAC Portal username and password.
3. Click the continue button.
4. If the login process is successful, the next page that appears will be the Questica homepage.



## QUESTICA HOME PAGE



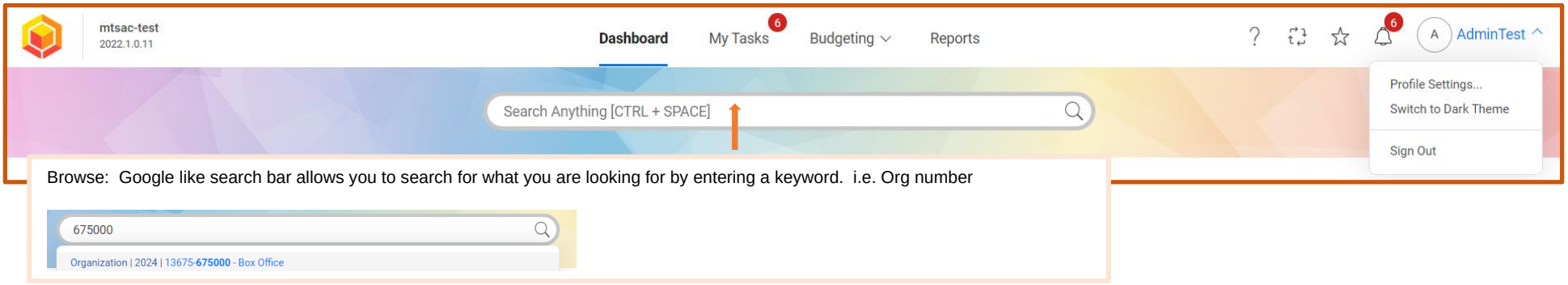

- The Menu Bar is displayed at the top middle of the screen.
- Announcements are posted under the Dashboard Menu.
- A timeline with deadlines is displayed at the bottom of the screen for your reference.



## MENU BAR CONTENT

Your name is displayed on the top right corner.

User profile settings and Sign Out can be found in this section.

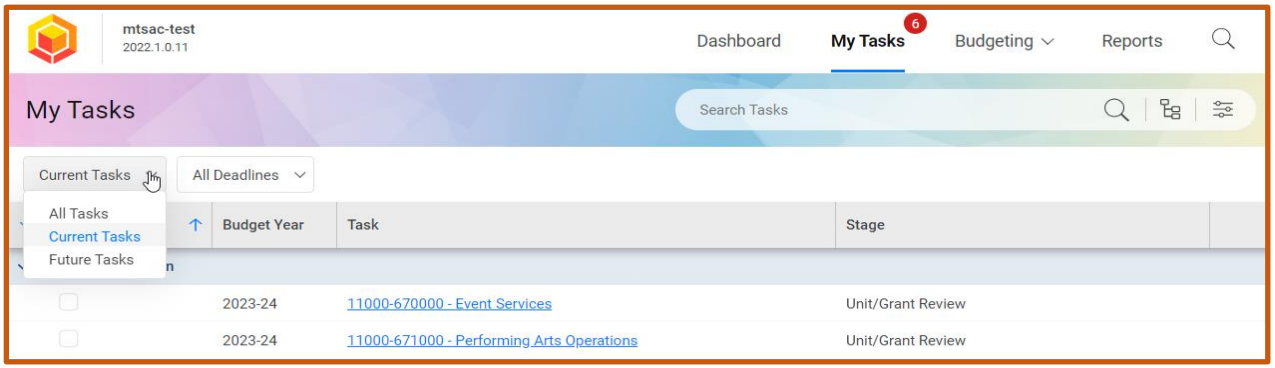



Browse: Google like search bar allows you to search for what you are looking for by entering a keyword. i.e. Org number




**Dashboard:** Announcements and Messages are displayed in this section.

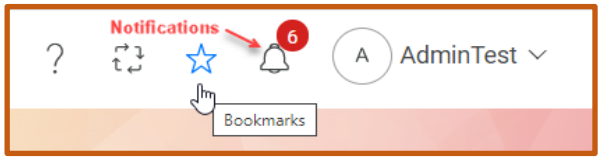
**My Tasks:** Lists all Fund-Orgs pending promotion to the next stage.




**Budgeting:** Access organizations, enter budget changes, and promote the organizations budget to the next level.

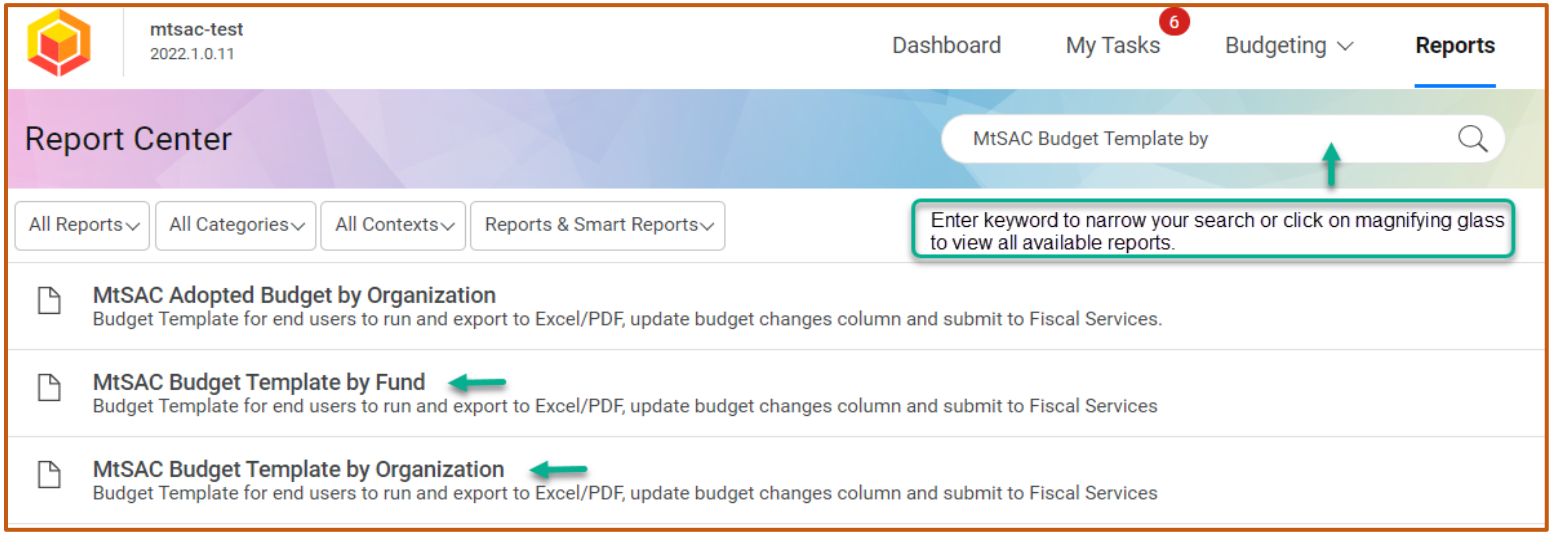
**Reports:** Run and view your Budget Templates by Fund or Organization or MtSAC Budget and Expenditure Comparative Report.

**Other:** Bookmarks and Notifications are displayed next to your name in the top right corner.



## REPORTS

Run and View available reports.



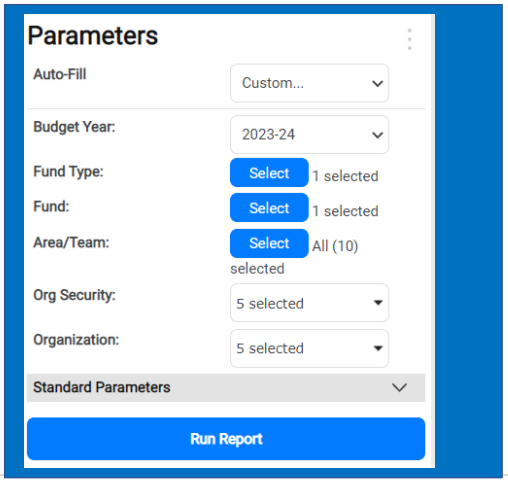

### 1. MtSAC Budget Template by Organization

Mainly used for the Unrestricted General Fund Type 11 and Restricted Fund Type 75. You will only be able to run reports for Funds and Organizations you have been granted access to under your area of responsibility.

**To run the report:**

Click on Mt. SAC Budget Template by Organization – a window will appear to the right with a snapshot of the report – Click on **Run Report** button.

Report Selection Criteria will appear.




**From the dropdown list, select the following parameters:**

- **Budget Year**: Select the Budget Development year
- **Fund Type**: 11 – Unrestricted General Fund
- **Fund:** Check All Items
- **Org Security**: Check All Items
- **Organization:** Check All Items
- Click on the **Run Report** button

## REPORTS (continued)

**The report will display to the right of the selection criteria menu**

You can view, print, or download the report in Word, PDF, Excel, or CSV format.

Select format from the drop-down menu by clicking on the save icon located at the top middle of the screen.

**MT. SAN ANTONIO COLLEGE**

**2023-24 BUDGET TEMPLATE**

**Fund Type: 11 - Unrestricted General Fund**

**Organization: 671000 - Performing Arts Operations**

| Fund | Org | Acct | Prog | Actv | Account Description | Organization Description | FTE | Range | Acct % | Salary | Adopted Budget 2022-23 | Status Quo Budget 2023-24 | Budget Changes 2023-24 | Revised Status Quo Budget 2023-24 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 11000 | 671000 | 563000 | 683000 | | Equipment Rental and Leases | Performing Arts Operations | | | | | 13,000 | 13,000 | 0 | 13,000 |
| 11000 | 671000 | 564000 | 683000 | | Repairs | Performing Arts Operations | | | | | 6,396 | 6,396 | 0 | 6,396 |
| 11000 | 671000 | 582000 | 683000 | | Mandated and Misc Fees | Performing Arts Operations | | | | | 17,800 | 17,800 | 0 | 17,800 |
| 11000 | 671000 | 584000 | 683000 | | Computer/Technlgy Related Serv | Performing Arts Operations | | | | | 23,855 | 23,855 | 0 | 23,855 |
| 11000 | 671000 | 589000 | 683000 | | Other Services | Performing Arts Operations | | | | | 8,573 | 500 | 0 | 500 |
| | | | | | P.I.P.-P0068061-$2,850 | | | | | | | | | |
| | | | | | P.I.P.-P0073482-$1,000 | | | | | | | | | |
| | | | | | P.I.P.-P0073649-$4,223 | | | | | | | | | |
| 11000 | 671000 | 589200 | 683000 | | Services for Catering/Prom Items | Performing Arts Operations | | | | | 1,000 | 1,000 | 0 | 1,000 |
| 11000 | 671000 | 641200 | 683000 | | New Equipment-$500 to $999 | Performing Arts Operations | | | | | 7,500 | 7,500 | 0 | 7,500 |
| 11000 | 671000 | 641500 | 683000 | | New Equipment IT-$500 to $999 | Performing Arts Operations | | | | | 8,235 | 7,500 | 0 | 7,500 |
| | | | | | P.I.P.-P0072704-$735 | | | | | | | | | |
| 11000 | 671000 | 641600 | 683000 | | New Equipment IT-$1,000 to $4,999 | Performing Arts Operations | | | | | 10,000 | 10,000 | 0 | 10,000 |
| 11150 | 671000 | 521000 | 683000 | | Travel and Conferences | Performing Arts Operations | | | | | 2,000 | 2,000 | 0 | 2,000 |
| **Expenses / Expenditure Total** | | | | | | | | | | | 1,233,290 | 1,253,512 | 0 | 1,253,512 |
| | | | | | | | | | | Net Total | (1,233,290) | (1,253,512) | 0 | (1,253,512) |

*2023-24 BUDGET TEMPLATE* Page 4

## REPORTS (continued)

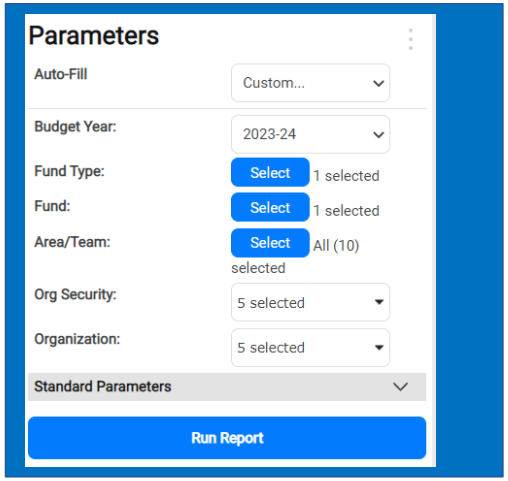
### 2. MtSAC Budget Template by Fund

Mainly used for all other Fund Types, except the Unrestricted General Fund Type 11 and Restricted Fund Type 75.

**To run the report:**

Click on Mt. SAC Budget Template by Fund – a window will appear to the right with a snapshot of the report – Click on the Run Report button.

Report Selection Criteria will appear.




**From the dropdown list, select the following parameters:**

- **Budget Year**: Select the Budget Development year
- **Fund Type**: Select Fund Type
- **Fund:** Select Fund (s)
- **Org Security**: Check All Items
- **Organization:** Check All Items
- Click on the Run Report button

The report will display to the right of the selection criteria menu, follow instructions from previous page to view, print or download the report.

**MT. SAN ANTONIO COLLEGE**
**2023-24 BUDGET TEMPLATE**

**Fund: 17 - Restricted General Fund**
**Fund: 17800 - Lottery-Restricted**

| Fund | Org | Acct | Prog | Actv | Account Description | Organization Description | FTE | Range | Acct % | Salary | Adopted Budget 2022-23 | Status Quo Budget 2023-24 | Budget Changes 2023-24 | Revised Status Quo Budget 2023-24 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Expenses / Expenditure** | | | | | | | | | | | | | | |
| 17800 | 671000 | 431000 | 100400 | | Instr Supplies and Materials | Performing Arts Operations | | | | | 7,563 | 0 | 0 | 0 |
| 17800 | 672000 | 431000 | 613000 | | Instr Supplies and Materials | Broadcast Services | | | | | 10,588 | 0 | 0 | 0 |
| **Expenses / Expenditure Total** | | | | | | | | | | | 18,151 | 0 | 0 | 0 |
| | | | | | | | | | | Net Total | (18,151) | 0 | 0 | 0 |

## 3. MtSAC Budget and Expenditure Comparative Report

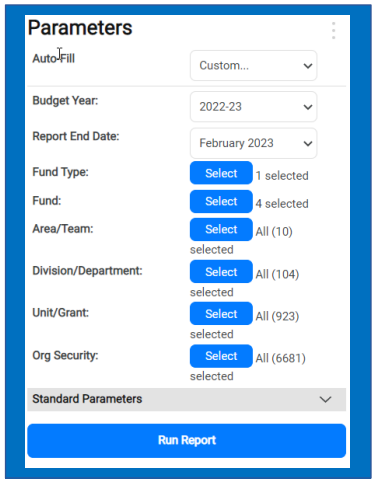
The purpose of this report is to facilitate the analysis of budget areas that may need to be realigned with actual expenditures. This report includes only the ongoing budget and expenditure account information for Fund Type 11 – Unrestricted General Fund. The report will display the budget and actuals for fiscal years 2020-21 and 2021-22; and budget, actuals, and commitments (requisitions, purchase orders, and purchase orders change notices) for the fiscal year 2022-23.

The history of each account is presented in chronological order. For updated information on account balances, please access the form FGIBDST (Organization Budget Status) in the Banner System.

**To run the report:**

Click on MtSAC Budget and Expenditure Comparative Report – a window will appear to the right with a snapshot of the report – Click on the Run Report button.

Report Selection Criteria will appear.




**From the dropdown list, select the following parameters:**

- **Budget Year**: Select the **Current** Fiscal Year
- **Report End Date**: Current month

All other selections are preselected for you

- Click on the Run Report button

## Use the reports of your choice to determine your budget changes:

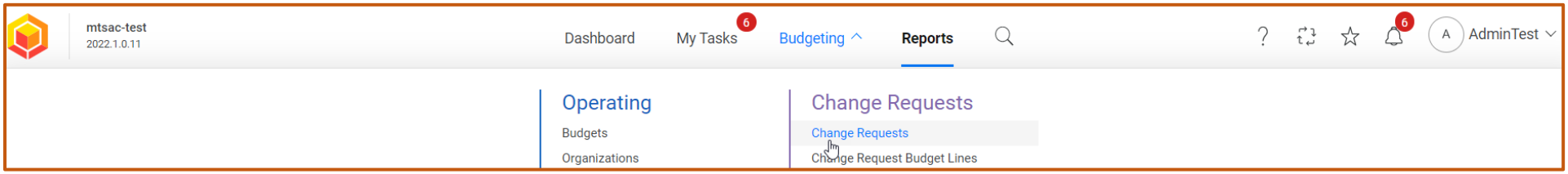
You may download the reports in the format of your choice (Excel or PDF) to determine the budget changes needed to realign your budgets with planned expenditures. The procedures for budget changes are explained in the next section.

## CHANGE REQUEST – BUDGET CHANGES

Budget managers use this process to make changes to their budget line items. It has built in business rules that align with College policies and keep the budget in balance. Budget line-item changes must net to zero. **For a list of standard business rules, refer to Appendix A**.

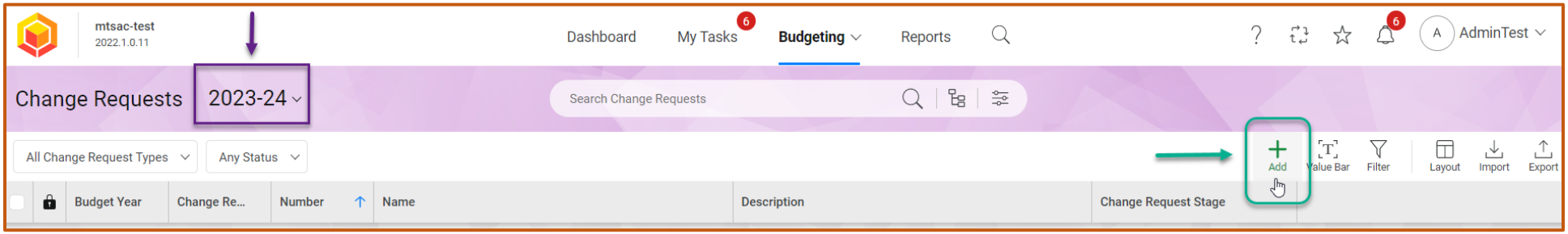
To process a budget change:

- Go to Budgeting
- Select Change Requests



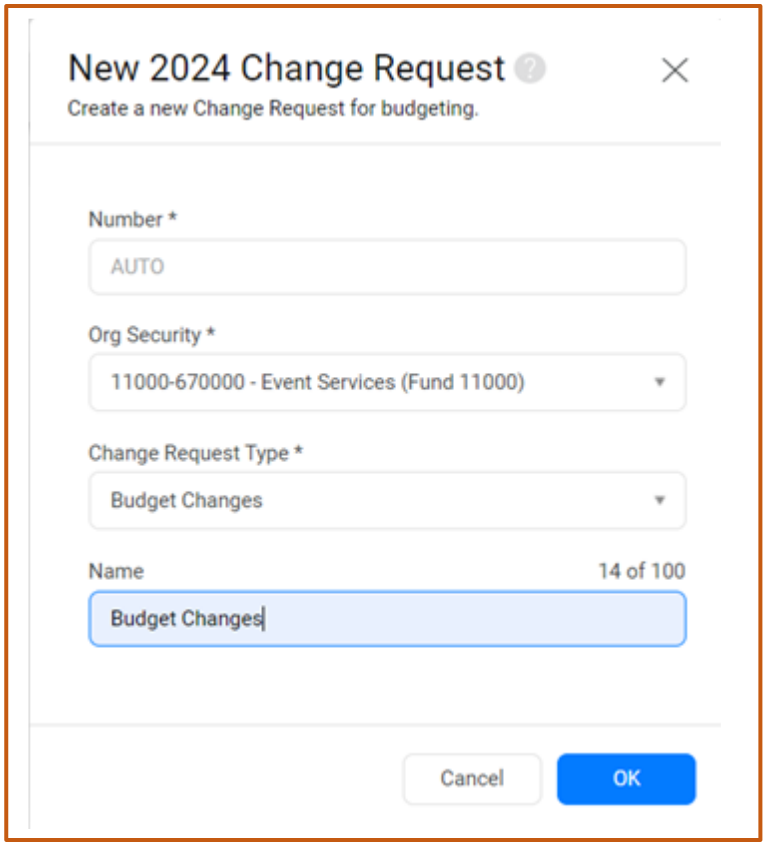

**Budget Year**: Select Budget Development **Fiscal Year**

Click on **+Add**

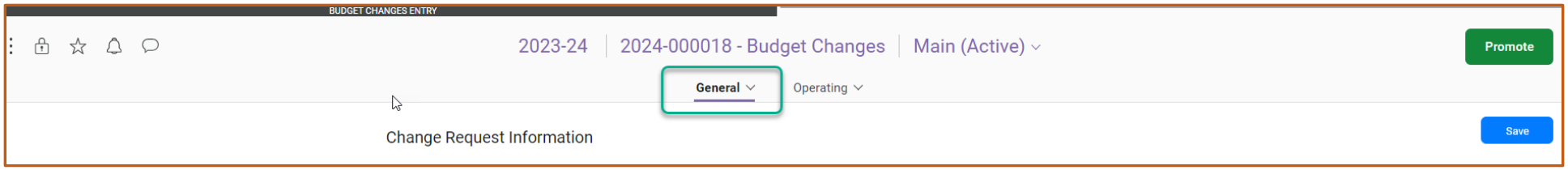


## CHANGE REQUEST – BUDGET CHANGES (continued)

- **Number:** AUTO (system generated)
- **Org Security:** Enter or select Org Security
- **Change Request Type:** Select **Budget Changes**
- **Name:** Type **Budget Changes**
- Click the OK button

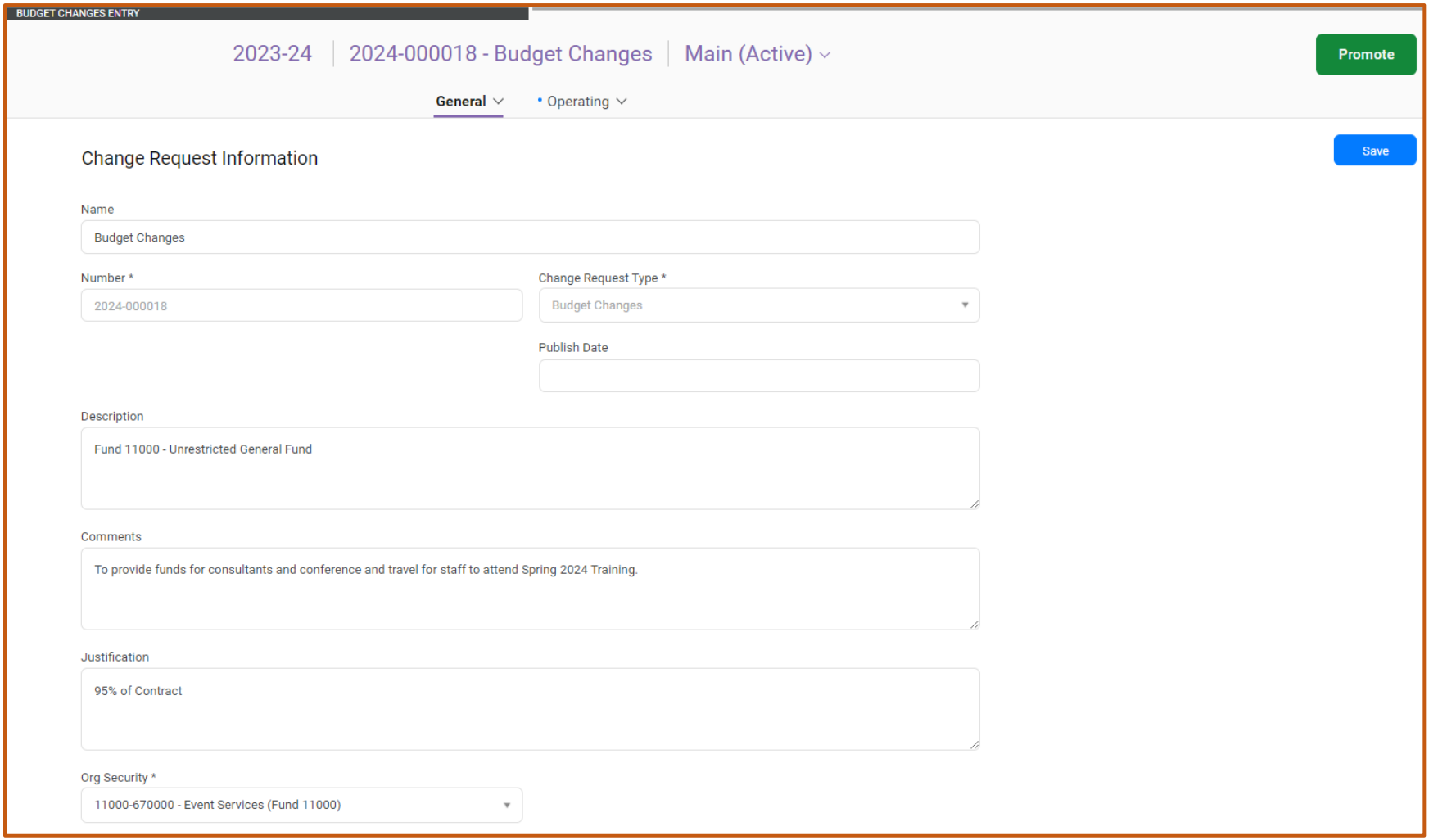



This will open another window tab.



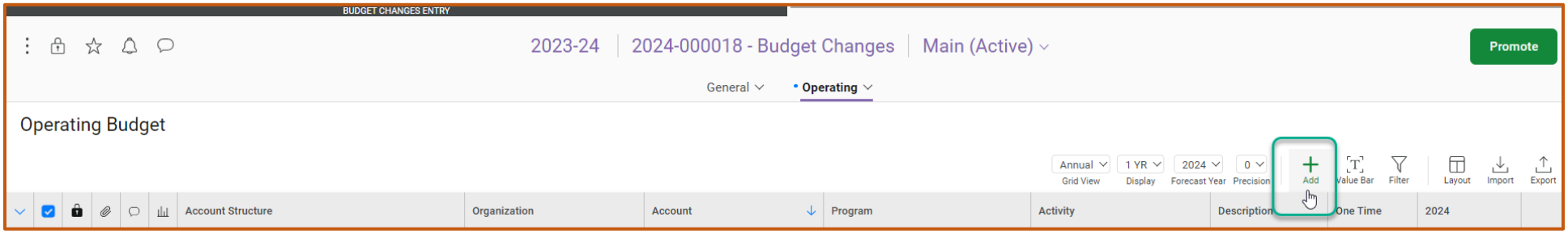
## CHANGE REQUEST – BUDGET CHANGES (continued)

- Go to the **General** menu
- **Description**: Enter Fund Number and Fund Description (Name)
- **Comments**: Information about the Grant or Fund
- Example: Contract Year 1 of 3
- **Justification**: Reason for change (Example: 95% or Contract or Grant Closed)
- Click Save button

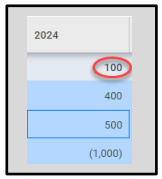


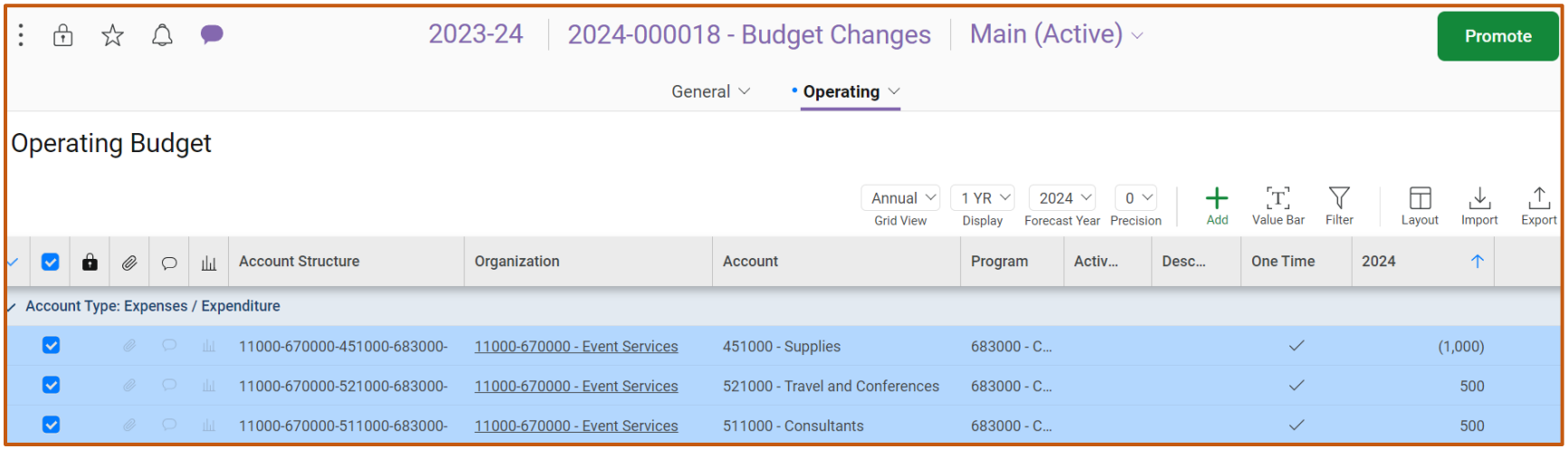
## CHANGE REQUEST – BUDGET CHANGES (continued)

- Go to **Operating** menu – Select Change Request Budget Lines
- Click on the + Add icon to add a budget line



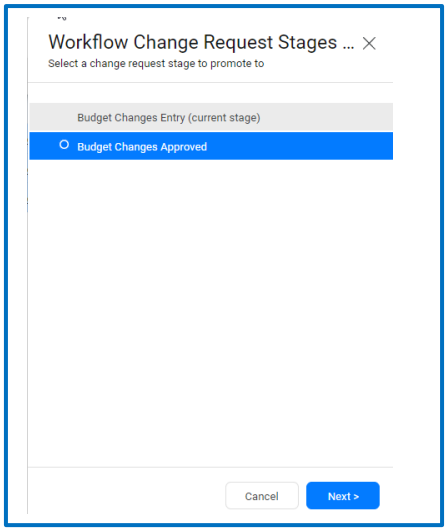

- Enter the **Organization** (Fund-Org), **Account**, and **Program** by typing them under the headers or selecting them from the drop-down list. *(Note: The Activity Field will default based on the Account Code selected).*
- Leave the **Description** field blank.
- Click on the "**One Time**" button if the change is valid only for the current Budget Development Year.
- Do not click on the "**One Time**" button if this is an ongoing change – permanent change for current and future budgets.
- Enter the amount of the budget line change under the Budget Year field. To decrease the budget line, enter a minus **–** sign.
- Tab to save and click on the +Add icon to add a budget line.
- Budget Changes must be in balance. Any differences will be reflected under the budget year field.
- To Edit a field double click on the field you want to edit or right click and select Edit.
- Select all lines by clicking on the radio button next to the lock icon, then click **Promote**.



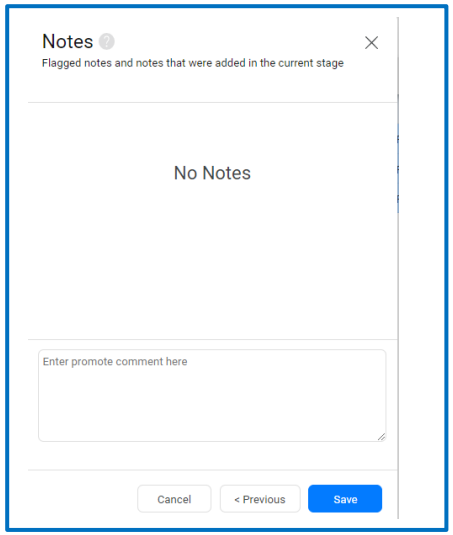



## CHANGE REQUEST – BUDGET CHANGES (continued)

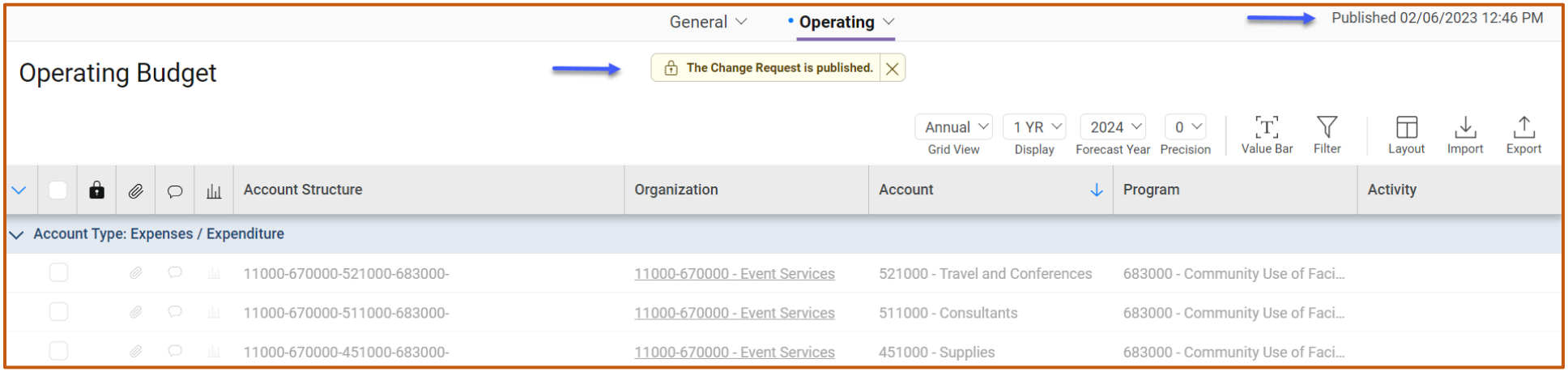
- A pop-up window will pop up – Select Budget Changes Approved, then click **Next >**




- A second window will pop-up. Click **Save**



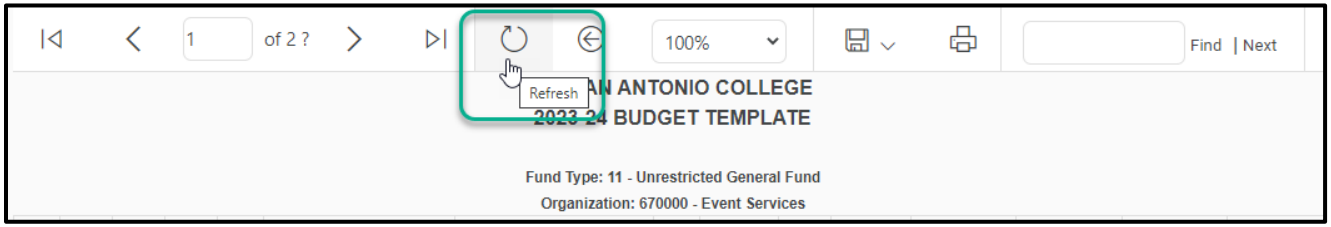

- You should see a message at the top middle of the screen if your Budget Change Entry was published. **The Change Request is published.**



## CHANGE REQUEST – BUDGET CHANGES (continued)

**Budget Changes will be reflected on the Budget Template Reports under the Budget Changes Column 2023-24.**

*Note: To see changes click on the refresh icon.*




**MT. SAN ANTONIO COLLEGE**
**2023-24 BUDGET TEMPLATE**

**Fund Type: 11 - Unrestricted General Fund**
**Organization: 670000 - Event Services**

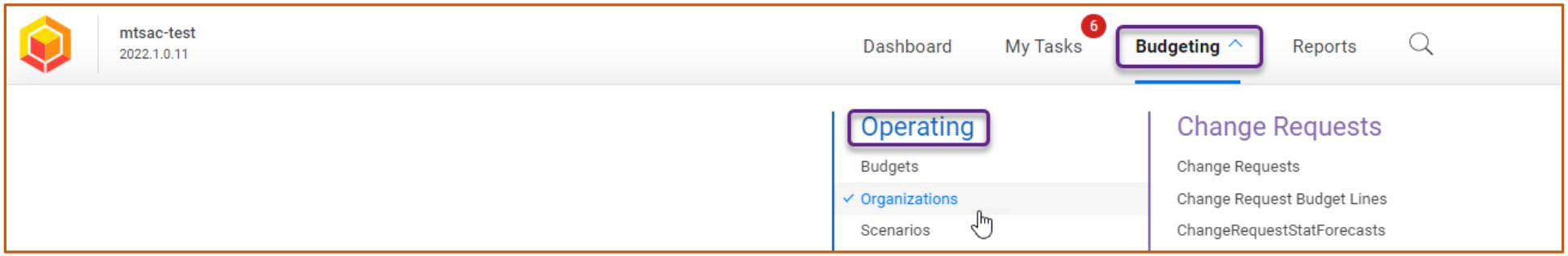
| Fund | Org | Acct | Prog | Actv | Account Description | Organization Description | FTE | Range | Acct % | Salary | Adopted Budget 2022-23 | Status Quo Budget 2023-24 | Budget Changes 2023-24 | Revised Status Quo Budget 2023-24 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Expenses / Expenditure** | | | | | | | | | | | | | | |
| 11000 | 670000 | 211000 | 683000 | 2100 | Classified Salaries-Unit A | Event Services | | | | | 381,180 | 493,161 | 0 | 493,161 |
| | | | | | CA9290 Bunds, Maria | | 1.000 | CA00069 | 40.24 | 25,761 | | | | |
| | | | | | CA9952 Catingub, Deborah | | 1.000 | CA00088 | 20.00 | 17,430 | | | | |
| | | | | | CA9807 Garcia, Yvette | | 1.000 | CA00088 | 100.00 | 78,589 | | | | |
| | | | | | CA9903 Mendoza, Elizabeth | | 1.000 | CA00095 | 100.00 | 73,088 | | | | |
| | | | | | CA9543 Nichols, Jessica | | 1.000 | CA00081 | 50.00 | 33,659 | | | | |
| | | | | | CA9233 Parks, Cynthia | | 1.000 | CA00124 | 100.00 | 94,433 | | | | |
| | | | | | CA9972 Shultis, Stephanie | | 1.000 | CA00088 | 50.00 | 39,294 | | | | |
| | | | | | CA9986 Walker, Paul | | 1.000 | CA00137 | 10.00 | 11,607 | | | | |
| | | | | | CA9223 Event Services Technician | | 1.000 | CA00075 | 100.00 | 59,650 | | | | |
| | | | | | CA9893 Event Services Technician | | 1.000 | CA00075 | 100.00 | 59,650 | | | | |
| 11000 | 670000 | 215000 | 683000 | 2100 | Classified Admin Salaries | Event Services | | | | | 126,364 | 136,492 | 0 | 136,492 |
| | | | | | MC9934 Bowman, Brandin | | 1.000 | AD00017 | 50.00 | 89,887 | | | | |
| | | | | | MC9992 Owen, Kevin | | 1.000 | AD00021 | 20.00 | 46,605 | | | | |
| 11000 | 670000 | 231000 | 683000 | 2100 | Short-Term, Nonacad Salaries | Event Services | | | | | 23,810 | 23,810 | 0 | 23,810 |
| 11000 | 670000 | 232000 | 683000 | 2100 | Professional Expert Salaries | Event Services | | | | | 34,669 | 34,669 | 0 | 34,669 |
| 11000 | 670000 | 236000 | 683000 | 2100 | Overtime, Noninstructional | Event Services | | | | | 20,000 | 20,000 | 0 | 20,000 |
| 11000 | 670000 | 321000 | 683000 | 2100 | PERS Budget Holding | Event Services | | | | | 128,587 | 159,565 | 0 | 159,565 |
| 11000 | 670000 | 331000 | 683000 | 2100 | OASDI, Budget Holding | Event Services | | | | | 31,466 | 39,038 | 0 | 39,038 |
| 11000 | 670000 | 335000 | 683000 | 2100 | Medicare, Budget Holding | Event Services | | | | | 7,361 | 9,131 | 0 | 9,131 |
| 11000 | 670000 | 341000 | 683000 | 2100 | Health and Welfare Benefits | Event Services | | | | | 107,733 | 129,103 | 0 | 129,103 |
| 11000 | 670000 | 351000 | 683000 | 2100 | State Unemploy Budget Holding | Event Services | | | | | 2,537 | 3,146 | 0 | 3,146 |
| 11000 | 670000 | 361000 | 683000 | 2100 | W/C Budget Holding | Event Services | | | | | 7,511 | 9,320 | 0 | 9,320 |
| 11000 | 670000 | 451000 | 683000 | | Supplies | Event Services | | | | | 8,000 | 8,000 | (1,000) | 7,000 |
| 11000 | 670000 | 511000 | 683000 | | Consultants | Event Services | | | | | 0 | 0 | 500 | 500 |
| 11000 | 670000 | 521000 | 683000 | | Travel and Conferences | Event Services | | | | | 0 | 0 | 500 | 500 |
| 11000 | 670000 | 561000 | 683000 | | Contracted Services | Event Services | | | | | 60,250 | 60,250 | 0 | 60,250 |
| 11000 | 670000 | 564000 | 683000 | | Repairs | Event Services | | | | | 2,115 | 2,115 | 0 | 2,115 |

*2023-24 BUDGET TEMPLATE* Page 1

## ORGANIZATIONS SEARCH (DETERMINE APPROVAL STAGE)

To determine the **approval stage** of your Organizational budget(s):

- Go to **Budgeting** from the top menu bar
- Click on Organizations under the Operating category.

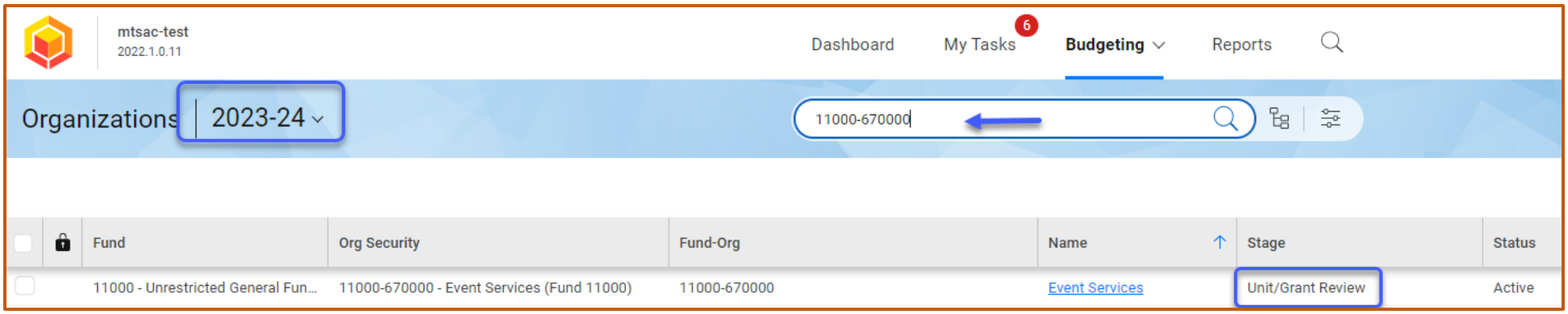



**Budget Year:** Select the fiscal year for the budget being developed

- To search for a specific Fund, Org, or Fund-Org combination, enter the number or description in the search box next to the Search" button.

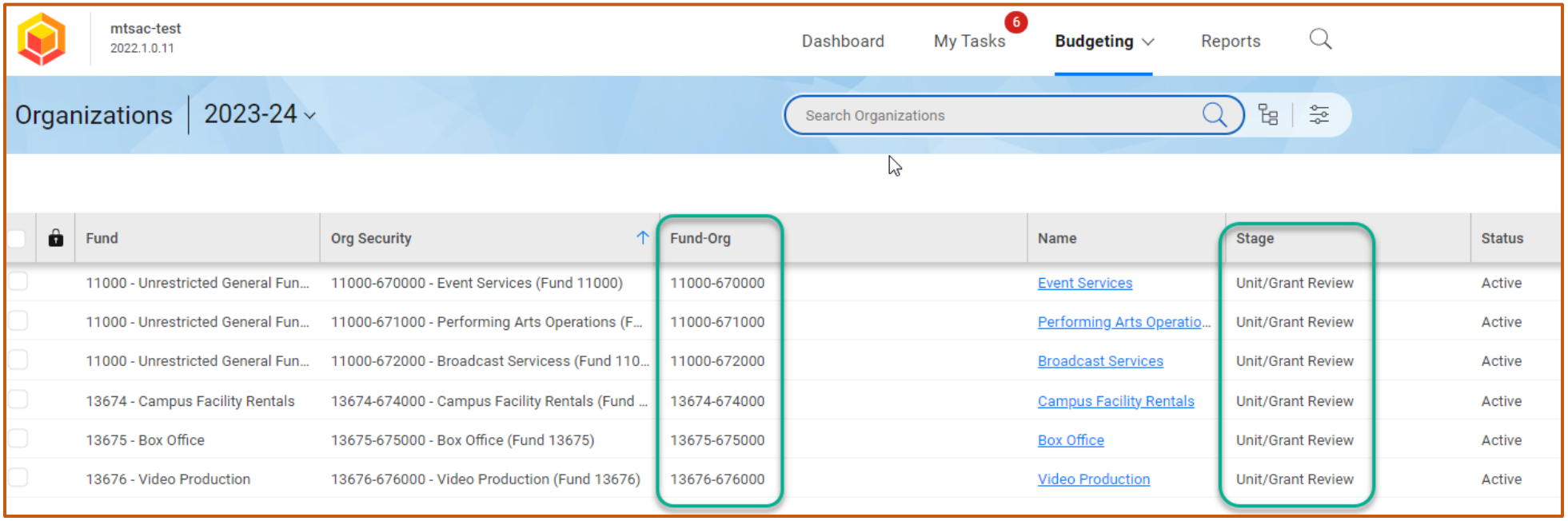
  Note: The search window works a lot like a Google search. You can search by Org name, Fund, or Fund-Org number and Questica Budget will search all the information on the Organization to find a match. Add more key terms if you would like to narrow down your search.

  Example: Organization 11000-670000 is in Unit/Grant Review



## ORGANIZATIONS SEARCH (DETERMINE APPROVAL STAGE) (continued)

- To view all your organizations, do not enter a value in the search box (leave blank) and click on the “Search” icon.
- All Organizational budgets under your security access will be displayed.



## PROMOTING/DEMOTING ORGANIZATIONS

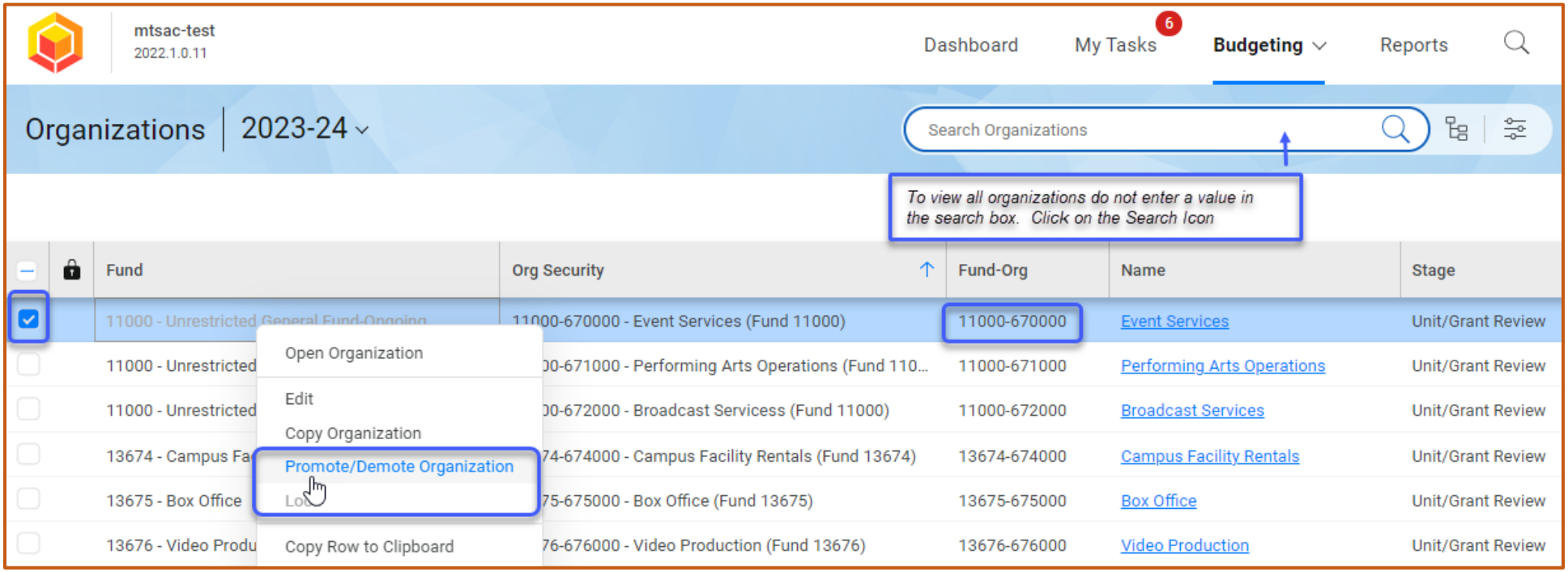
When you have finished making all changes to your organizational budgets, the next step is to "**Promote**" it to the next stage, to be reviewed by the next level. Once the Organization is promoted to the next stage, you will not be able to edit it unless the next level reviewer "**Demotes**" it back to your level.

*Note: Only Approving Managers, Deans, Directors or Vice Presidents and Presidents can Promote or Demote Organizations.*

*You will receive the following error message if you don't have permission to Promote/Demote Organizations.*

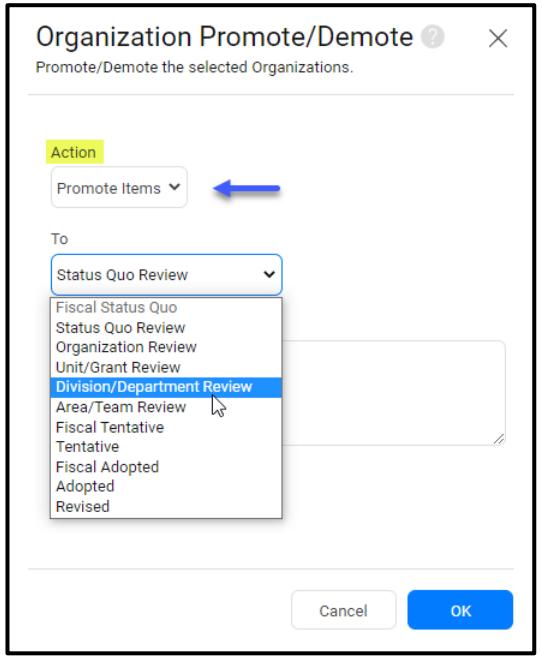
### Promoting a Single Organization

- Go to the **Budgeting** menu
- Select Organizations under Operating
- Search for the Organization (either by Fund-Org number or description) or select the Organization from the list if you are viewing all Organizations under your security access.
- Click on the button to the left of the Fund number.
- Hover over the line you selected with your mouse then right-click and select Promote/Demote Organization.

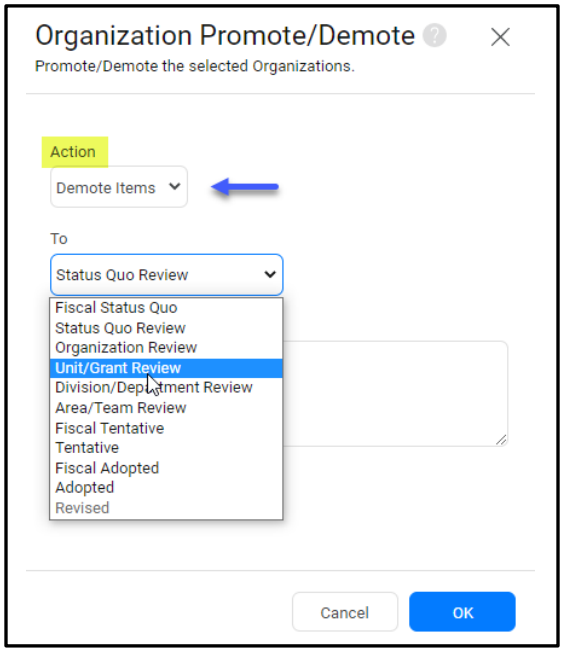


## PROMOTING/DEMOTING ORGANIZATIONS (continued)

- A pop-up window will appear.
- Under Action, select **Promote Items**
- Select the Level you want to Promote to
- Click OK




Note: To **Demote** a Single Organization, follow the same Process and choose **Demote Items** under Action.

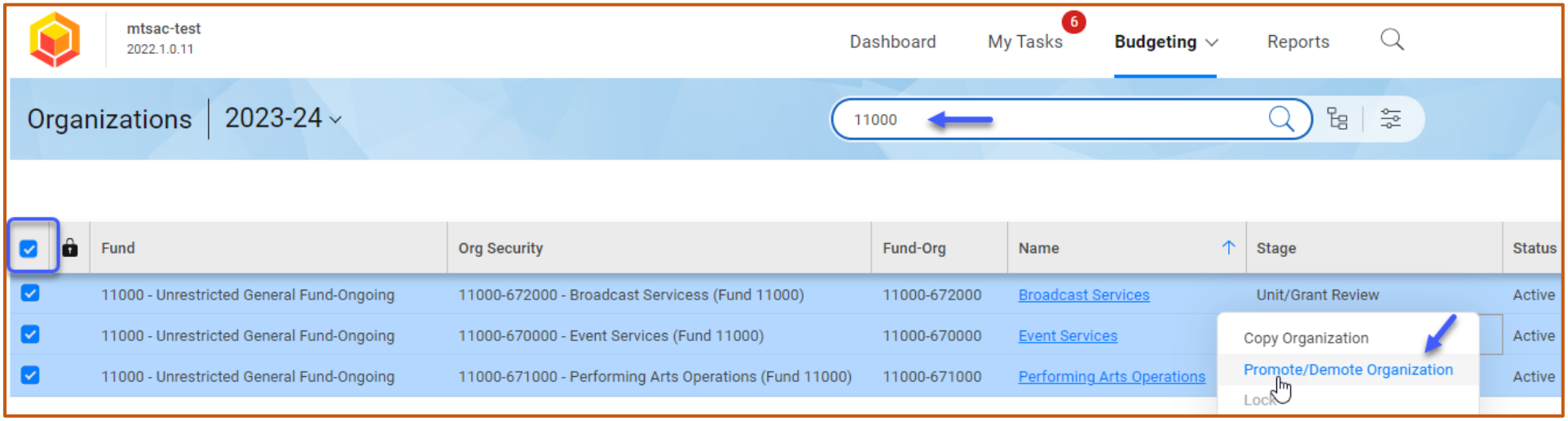



## Batch Process Promotion or Demotion

The batch process automates promoting and demoting multiple Organization at once. It is recommended for Funds with multiple Organizations.

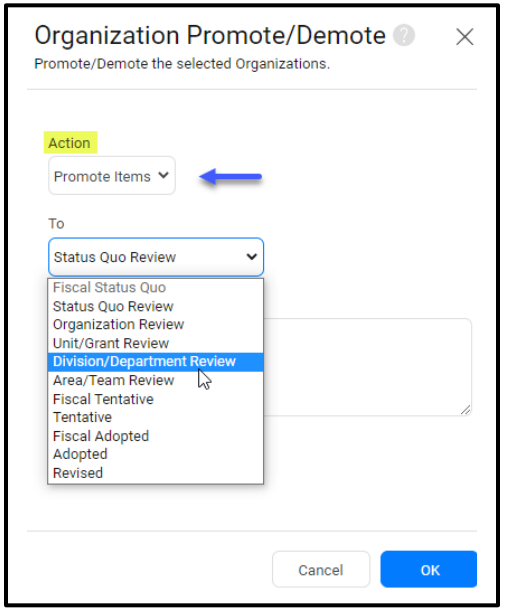
- Go to the **Budgeting** menu
- Select Organizations under Operating
- Search for the Fund you want to promote or select Funds from the list if you are viewing all Funds under your security access.
- Select the Fund-Org numbers you want to promote or click on the button next to the lock icon to select all Organizations.
- Hover over any of the lines you selected with your mouse, then right-click and select Promote/Demote Organization

## PROMOTING/DEMOTING ORGANIZATIONS (continued)

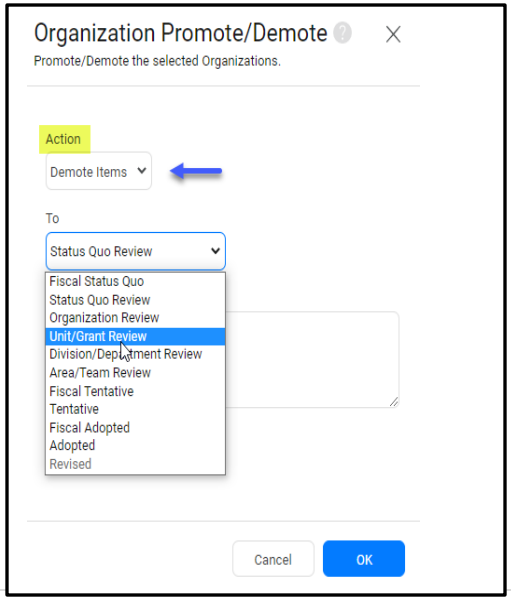



A pop-up window will appear.

- Under Action select Promote Items
- Select Level you want to Promote to
- Click OK




Note: To **Demote** Organizations with a batch process, follow the same process and select **Demote Items** under Action.

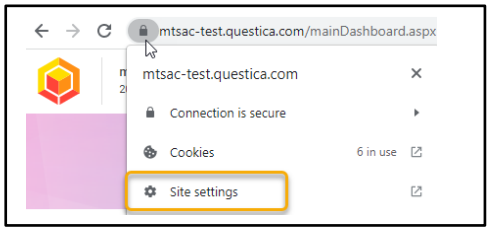


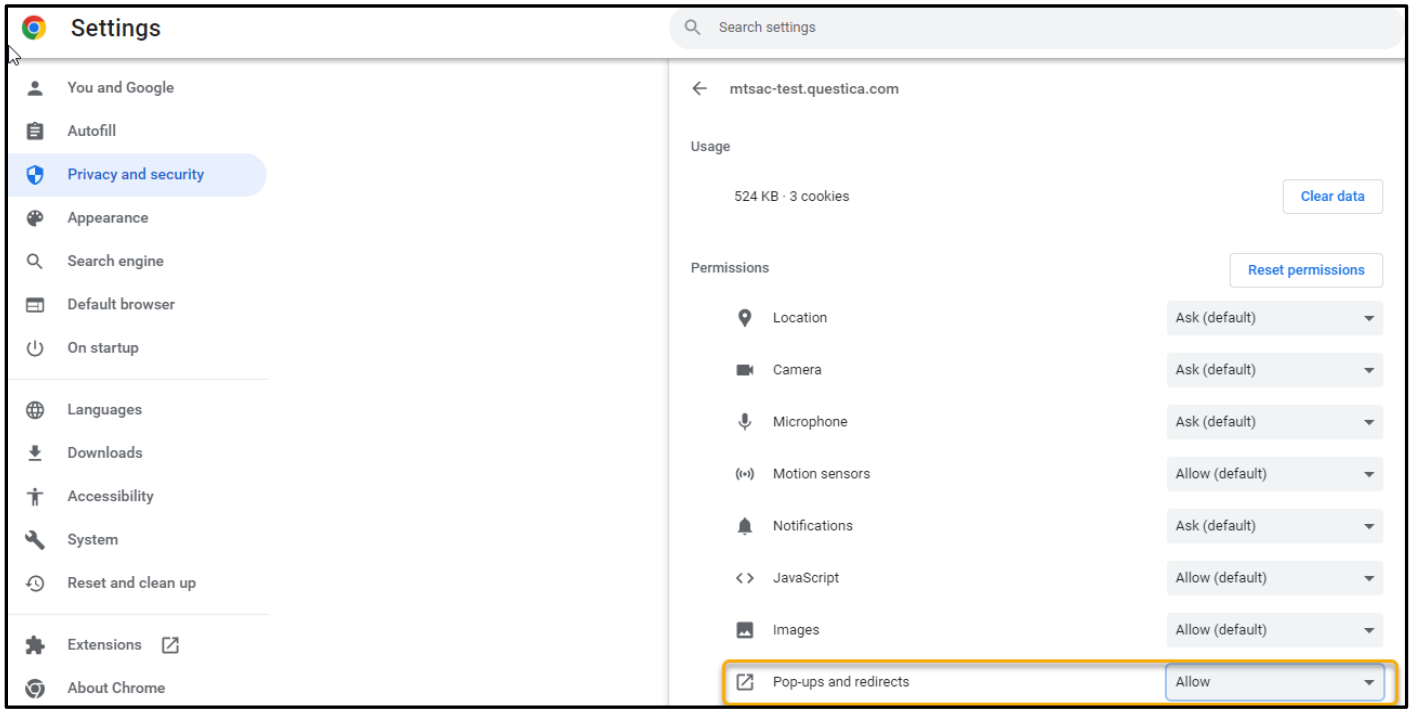
## ALLOW POP-UPS IN CHROME FOR QUESTICA

There are functions in Questica that, when used, will need to open in a new window. One example is creating a change order. Questica needs to have Chrome set to allow pop-ups for this application. It is also wise to have Windows trust Questica.

Follow these instructions in Chrome to allow pop-ups from Questica:

- Open Chrome and log into Questica.
- Click the icon, located to the left of Questica's URL in the address bar.
- Select **Site Settings** in the drop-down menu.
- In the site settings list, find **Pop-ups and redirects**.
- Select **Allow** in the drop-down across from Pop-ups and redirects.



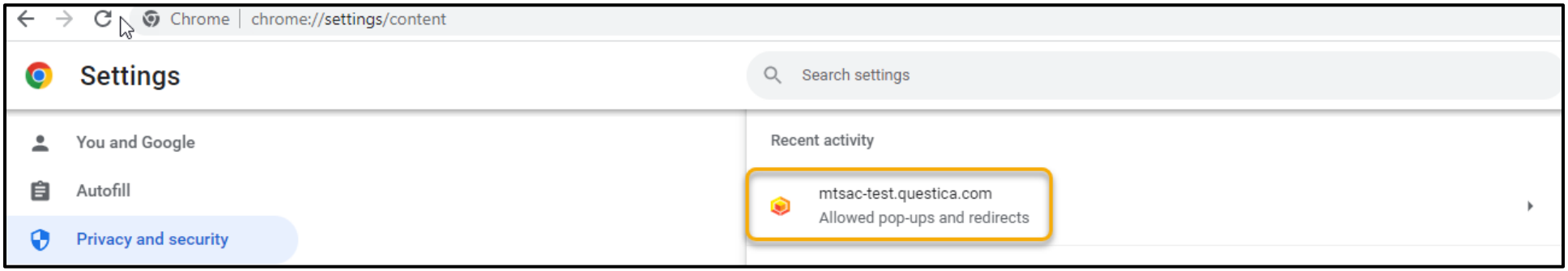
## ALLOW POP-UPS IN CHROME FOR QUESTICA (continued)

Another option to allow pop-ups from Questica: If you see "**Pop up blocked**" appear in the address bar when you navigate to the site, click it.

Then click on the link for the pop-up you want to see and select "**Always allow pop-ups and redirects from [site]"** and click Done to save the change.

Allowing pop-ups specifically for Questica will enable the site to open new windows as needed.

You can continue to protect your Chrome browser from unwanted pop-ups by keeping the general pop-up setting set to **Blocked.**



# APPENDIX A

## BUSINESS RULES FOR "BUDGET CHANGES"

1. Accounts must be within the following ranges:

   140000-149999 Hourly Non-Instructional Salaries

   230000-249999 Short-Term, Nonacademic Salaries, Overtime

   260000-269999 Hourly Instructional Aide Sal-Other

   400000-769999 Supplies and Operating

2. Budget Change should be within the same Fund
3. Process Budget Changes in whole dollars
4. Net balance must equal zero
5. Travel and conference for Faculty Fund 11120 is contractual. Changes from one Org to another Org are allowed as long as the Fund remains under 11120 and has an instructional program code (000000 to 499999).
6. Book rentals for Instructional Programs account 563200 is contractual. Changes from one Organization to another Organization are allowed as long as the account remains under 5632000 and has an instructional program code (000000 to 499999).
7. Instructional service agreements for Instructional programs account 561800 is contractual. Changes from one Organization to another Organization are allowed as long as the account remains under 561800 and has an instructional program code (000000 to 499999).