BEST PRACTICE RECOMMENDATION: FUND NAMES IN BUDGETS
July 8, 2002

In all budgets converted from HOLLIS the fund name conforms to the University chart of accounts (CoA) naming convention. When creating new budgets, FOG recommends that you follow the same convention. If you do not know the correct fund name using this naming convention, consult with your financial office or run a HUDINI report called “COA-fund values” which will return a variety of information about the fund including its full name.

In some cases, such as unrestricted undesignated budgets (UU) or unrestricted designated budgeted (UD), the fund is allocated to many budgets and the fund name proper per the CoA naming convention is not sufficient to distinguish the various budgets. In those cases the recommendation is that the budget officer place a hyphen at the end of the CoA naming convention version of the fund name and then append some further descriptive text after the hyphen. Use spaces on each side of the hyphen to ensure that the appended text is searchable by keyword. For example:

- 000001 = Unrestricted Undesignated. Amended it might read: Unrestricted Undesignated – French + Italian.

- 022213 = FHCL^Receipts+Gifts for Purchase of Books. Amended it might read: FHCL^Receipts+Gifts for Purchase of Books – Cabot serials

The entire fund name displays in the Budget List and on all Budget screens because the descriptive extension is part of the fund name, not a separate added field.