

History Change Form for Biennial Budget Preparation

Reasons why an agency would request a history change:

1. The need to move General Fund (Regular Appropriation) amounts because the budget request program does not correspond to the allotment structure in eMARS.
2. The need to spread a Balance Forward to several programs/subprograms since the amount landed in one fund/function account. The need to spread Federal Fund Current Receipts to several programs/subprograms because the drawdowns were deposited into one fund/function account.
3. Payroll costs that were recorded in E154 or E169 that now need to be reflected in the payroll expenditure codes (E111 - E124) to accurately display the salary and fringe benefit expenditures by the E111-E124 object codes. Otherwise, the History Change process is not intended to change expenditure and revenue codes, or other KBUD objects.
4. There is an invalid fund-function combination for an expenditure or a revenue in FY 2010 that needs to be corrected. With the new eMARS Valid Fund Department Function table, this should not be a problem for history for FY 2011 and subsequent years.

The following instructions apply to all of the history change request forms (A2/A3 Sources and Expenditures by Fund, A3 Expenditure Detail, E Restricted Funds Form and E Restricted Receipts Form).

Filling out the forms (Examples of Completed Forms are attached):

1. Under the "From" and "To" Sections:
 - a. Program Code should be the department + function code from the KBUD program table (i.e. 721AA00) when making changes to expenditures and restricted and federal fund revenues with the exception of the beginning balances.
 - b. Program Code is the "_PG" or "_SP" code when making changes to beginning balances.
 - c. Fund Code on the A Forms is the Fund Type code (i.e. 0100, 1200, 1300, 6350, etc.).
 - d. Object is:
 - i. A2/A3 Form - any of the objects found on the A1-A2 budget form (i.e. BALFOR, CURREC, etc.) See Section 5.2.1 of the KBUD Manual.
 - ii. A3 Form - individual expenditure codes (i.e. E111, E169, E254, etc.) See Section 5.2.2 of the KBUD Manual.
 - iii. E Restricted Funds Form - any of the objects found on the summary and expenditures portion of the E Form (i.e. EBALFOR, ECUREXS, etc.) See Section 5.2.4.1 of the KBUD Manual.
 - iv. E Restricted Receipts Form - any of the individual revenue codes found on the E Form (i.e. R404, N112, etc.) See Section 5.2.4.2 of the KBUD Manual.

- e. Please note the fiscal year column. The first FY column is for FY 09-10 and the second is for FY 10-11. Enter any dollar amounts here that need to be changed, either positive or negative.
 - f. Please enter values down to the penny.
2. The “From” and “To” sections must balance to zero. For example, if \$10,000 is being moved “From” an Object in 721AA00, that same amount must be moved to somewhere in the “To” section. For each individual entry on the form, either the “From” side of the form will be negative and the “To” side will be positive or the “From” side of the form will be positive and the “To” side will be negative, thus a zero balance for each individual entry.

**2012-2014 BRASS History Change Request Template
A3 Expenditure Detail**

From					TO				
Program Code	Fund	Object	FY 09-10	FY 10-11	Program Code	Fund	Object	FY 09-10	FY 10-11
670CB00	2100	E231	3235.5		670CA00	2100	E231	-3235.5	
670CB00	2100	E242	-14.05		670CA00	2100	E242	14.05	
670CB00	2100	E257	-813.1		670CA00	2100	E257	813.1	
670CB00	2100	E311	145.95		670CA00	2100	E311	-145.95	
670CB00	2100	E312	-128.68		670CA00	2100	E312	128.68	
670CB00	2100	E317	-528.2		670CA00	2100	E317	528.2	
670CB00	2100	E327	-226.34		670CA00	2100	E327	226.34	
670CB00	2100	E339	-2.91		670CA00	2100	E339	2.91	
670CB00	2100	E361	-124.7		670CA00	2100	E361	124.7	
670CC00	2100	E146	21899.45		670CA00	2100	E146	-21899.45	
670CC00	2100	E312	725.5		670CA00	2100	E312	-725.5	
670CC00	2100	E361	-83.2		670CA00	2100	E361	83.2	
670CC00	2100	E377	1807.6		670CA00	2100	E377	-1807.6	
670CC00	2100	E815	2.73		670CA00	2100	E815	-2.73	
670CD00	2100	E312	-210.09		670CA00	2100	E312	210.09	
670CD00	2100	E313	-919.89		670CA00	2100	E313	919.89	
670CD00	2100	E326	-185.04		670CA00	2100	E326	185.04	
670CA00	2100	E111	-109		670CB00	2100	E111	109	
670CA00	2100	E123	300.77		670CB00	2100	E123	-300.77	
670CA00	2100	E148	-350		670CB00	2100	E148	350	
670CA00	2100	E150	-1068		670CB00	2100	E150	1068	
670CA00	2100	E251	-12231		670CB00	2100	E251	12231	
670CA00	2100	E254	300.17		670CB00	2100	E254	-300.17	
670CA00	2100	E312	-893.04		670CB00	2100	E312	893.04	
670CA00	2100	E317	-191		670CB00	2100	E317	191	
670CA00	2100	E334	-201.5		670CB00	2100	E334	201.5	
670CA00	2100	E361	-15728.45		670CB00	2100	E361	15728.45	
670CA00	2100	E372	-1336.01		670CB00	2100	E372	1336.01	
670CA00	2100	E382	-15		670CB00	2100	E382	15	
670CA00	2100	E399	-9207.68		670CB00	2100	E399	9207.68	
670CC00	2100	E132	-17432		670CB00	2100	E132	17432	
670CC00	2100	E148	-250		670CB00	2100	E148	250	
670CC00	2100	E211	-117.67		670CB00	2100	E211	117.67	
670CC00	2100	E212	-8059.49		670CB00	2100	E212	8059.49	
670CC00	2100	E213	-527.73		670CB00	2100	E213	527.73	
670CC00	2100	E224	-392.62		670CB00	2100	E224	392.62	
670CC00	2100	E231	-2989.79		670CB00	2100	E231	2989.79	
670CC00	2100	E232	-320.07		670CB00	2100	E232	320.07	
670CC00	2100	E235	-265		670CB00	2100	E235	265	