TENNESSEE STATE UNIVERSITY

BUDGET OFFICE

Using *Self Service Banner Finance*, you can check account numbers 73000 through 79000 to see your available balance. Requests for budget revisions, positions, and other various requests should be directed to the Budget Office by email at budgetoffice@tnstate.edu.

Quick Tips

 - When checking the available balance in accounts 73000 through 79000, always use '*Uncommitted*' as the Commitment Type. Use current FY and 14 as the fiscal period.

 - When contacting the Budget Office, please be ready to provide the specific FOAP in question

- What is the **FOAP**? → **F**und-**O**rg-**A**ccount-**P**rogram

               110001-12345-74000-200

  EXAMPLE   Fund   Org   Account   Program

Completing a Budget Revision

Organization Title

The Org Title should be the specific name of the Organization. Please do not use '*Administration*' as the title, as this could be a partial title belonging to one of many Orgs. Don't use *Operating or Travel* for the Org title, as this is the name of the account being used. See below as a correct example of an Org Title.

Example

TENNESSEE STATE UNIVERSITY

REQUEST FOR BUDGET REVISION

PHONE NUMBER _____   DATE   6/19/2013

Temporary Budget Revision_____   **Permanent Budget Revision**_____

Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
Dept of TSU	110001	10000	73000	200		
Dept of TSU	110001	10000	74000	200		

Account Codes

Below are the **only** account codes allowed for use on budget revisions

| Quick Tip: **All account codes beginning with 61XXX are for salaries** |

61100 – Administrative Salaries   **61200 –** Faculty/Academic Salaries   **61300 –** Supporting Salaries

*61310 – Overtime   **61400 –** Student Salaries   **61600 –** Professional Support

62000 – Benefits   **73000** – Travel   **74000** – Operating

75100 – Utilities and Fuel   **76100** – Stores for Resale   **78000** – Capital Expenses

79000 – Scholarships

Proper Use of Account Codes

❖ Funds should be moved between different budget pool account codes. Detailed account codes should not be used on budget revisions.

Example

TENNESSEE STATE UNIVERSITY
REQUEST FOR BUDGET REVISION

PHONE NUMBER _____   DATE _____ 6/19/2013 _____
Temporary Budget Revision_____   **Permanent Budget Revision**_____

Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
TSU	110001	10000	**73000**	200		$100
TSU	110001	10000	**74000**	200		($100)

✓ **CORRECT!** – From one account code to another

TENNESSEE STATE UNIVERSITY
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PHONE NUMBER _____   DATE _____ 6/19/2013 _____
Temporary Budget Revision_____   **Permanent Budget Revision**_____

Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
TSU	110001	10000	**73000**	200		$100
TSU	110001	10000	**73200**	200		($100)

X **WRONG!** – Same account; detailed codes describe how funds in that account have already been spent

Position numbers and salary account codes

❖ Any entry using a salary account code (61xxx) should have a position number on the revision.

Exception: Overtime entries (61310) do not require position numbers

Example

TENNESSEE STATE UNIVERSITY
REQUEST FOR BUDGET REVISION

PHONE NUMBER _____   DATE _____6/19/2013_____
Temporary Budget Revision_____   Permanent Budget Revision_____

Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
TSU	110001	10000	**61200**	200	**012345**	
TSU	110001	10000	62000	200		
TSU	110001	10000	74000	200		

Benefits

❖ The account code for Benefits is **62000**. Benefits <u>MUST</u> be funded at 35% of the salary anytime a position is being funded

Example

To put $100 into temporary position #012345 for salary:

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Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
TSU	110001	10000	61600	200	012345	$100.00
TSU	110001	10000	**62000**	200		**$35.00**
TSU	110001	10000	74000	200		($135.00)

Calculation:	61200	**Salary**		$100.00
	62000	**Benefits** ($100 x 35%) **=**		+ $35.00
	74000	**Operating** ($100+$35) **=**		$135.00

❖ There are two exceptions to the benefits rule:

1st Exception: Student salaries (**61400** account code) **DO NOT** require benefits. All other salaries **MUST** have benefits on budget revisions

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Temporary Budget Revision_____   **Permanent Budget Revision_____**

Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
TSU	110001	10000	**61400**	200	012345	$100.00
TSU	110001	10000	74000	200		($100.00)

2nd Exception: Using one position to fund another position, **and** they belong to the **same** Org Code.

Example*

TENNESSEE STATE UNIVERSITY
REQUEST FOR BUDGET REVISION

PHONE NUMBER _____   DATE _____6/19/2013_____
Temporary Budget Revision_____   **Permanent Budget Revision_____**

Org. Title	Fund #	Org. #	Acct. #	Prog. #	Pos. #	Amount
TSU	110001	**10000**	61200	200	012345	($100.00)
TSU	110001	**10000**	61200	200	098765	$100.00

Same Org; No benefits entry needed

*Please note that, at this time, the use of salary savings from vacant positions are only approved occasionally or on a case-by-case basis. Mostly, as an urgent need to fund temporary employees.

❖ After completion of a budget revision, the amount in the TOTAL box should equal $0.00. This is how you will know that the totals from your entries balance.

Quick Tip: **(   )** ←Parenthesis around the dollar amount means to decrease by that amount.

No parenthesis around the dollar amount means to increase by the dollar amount.

When to Complete a Budget Revision

- ❖ If you need to add funds for:

  - o 61310 – Overtime; balance can be checked using account code 61310

  - o 62000 – Graduate Assistant Credit Awards (GAs credit awards are paid from benefits)

  - o 73000 – Travel

  - o 74000 – Operating

  - o 75100 – Utilities and Fuel

  - o 76100 – Stores for Resale

  - o 78000 – Capital Expenses

  - o 79000 – Scholarships (Credit Awards, etc)

- ❖ Completing paperwork for employee related matters such as:

  - o Extra Compensation / Extra Service Pay

  - o Overtime Request Form

  - o Temporary Employees

  - o Graduate Assistants

  - o Student Work-Aid

- ❖ Credit Award Authorizations for Students:

  - o Scholarship Account (Add funds to 79000, but use 79710 on the actual credit award)