TENNESSEE STATE UNIVERSITY

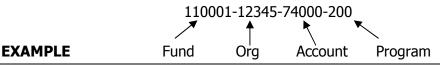
BUDGET OFFICE

Completing a Budget Revision

Using *Self Service* or *Internet Native Banner Finance*, you can check account numbers 73000 through 79000 to see your available balance. Balances for salary savings in vacant positions are checked by specific position numbers. Inquiries for the balance in vacant positions should be directed to the Budget Office, preferably by email.

Quick Tips

- When contacting the Budget Office regarding salary savings in vacant positions, please be ready to provide the specific position number upon request.
- When checking the available balance in accounts 73000 through 79000, always use '*Uncommitted*' as the Commitment Type.
- What is the **FOAP**? → **F**und-**O**rg-**A**ccount-**P**rogram



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* as the Org title, as this is the name of the account being used. See below as a correct example of an Org Title.

EXAMPLE

			I ENNESSEE	SIAIE UNIVI	EKSTIT		
	PHONE NUMBER					DATE	6/19/2013
\	Temporary	Budget Revision	1	Permanent	Budget Revisi	on	
¥	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

79000 - Scholarships

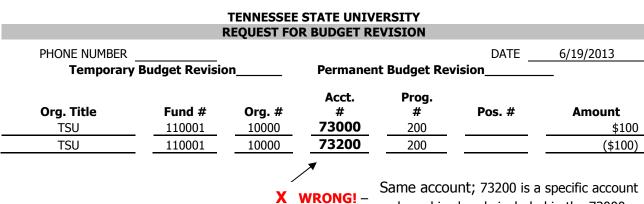
❖ Any entry using a salary account code **MUST** have a position number on the revision

EXAMPLE

	TENNESSEE STATE UNIVERSITY								
REQUEST FOR BUDGET REVISION									
PHONE NUMBER					DATE	6/19/2013			
Temporary	Budget Revision	on	Permanen	ermanent Budget Revision					
			Acct.	Prog.		•			
Org. Title	Fund #	Org. #	#	#	Pos. # 🖌	Amount			
TSU	110001	10000	61200	200	012345				
TSU	110001	10000	62000	200					
TSU	110001	10000	74000	200					

❖ Specific account codes should not be used on Budget Revisions

EXAMPLE 1



WRONG! – Same account; 73200 is a specific accour code and is already included in the 73000 budget pool total

EXAMPLE 2

PHONE NUMBER					DATE	6/19/2013
Temporary	Budget Revision	on	Permanen	t Budget Rev	rision	
			Acct.	Prog.		
Org. Title	Fund #	Org. #	#	#	Pos. #	Amount
TSU	110001	10000	73000	200		\$100
TSU	110001	10000	74000	200		(\$100)
	<u> </u>		<u></u>			

Benefits

- ❖ The account code for Benefits is 62000. Benefits for permanent positions are <u>35%</u> of any salary amount used. Benefits <u>MUST</u> follow any salary amount wherever the salary goes, but using the 62000 account code.
- ❖ Benefits must take the same action as the salary being used. If salaries are being DECREASED, then the benefits for those salaries must also be DECREASED, and vice versa.
- ❖ Student salaries (61400 account code) **DO NOT** require benefits. All other salaries **MUST** have benefits on budget revisions.
- ❖ Benefits for temporary employees are **50%**.

EXAMPLE 1

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

		REQUEST FO	R BUDGET RE	VISION		
PHONE NUMBER		_			DATE	6/19/2013
	y Budget Revision	on	Permanent Budget Revision			
			Acct.	Prog.		
Org. Title	Fund #	Org. #	#	#	Pos. #	Amount
TSU	110001	10000	61600	200	012345	\$100.0
TSU	110001	10000	62000	200		\$50.0
TSU	110001	10000	74000	200		(\$150.0

Calculation: 61200 Salary \$100.00

62000 Benefits $(\$100 \times 50\%) = \frac{+ \$50.00}{\$150.00}$ **Operating** $(\$100 + \$50) = \frac{1}{\$150.00}$

EXAMPLE 2

Use \$100 in salary savings (from a permanent vacant position) to increase Operating account. Notice that benefits follow the salary savings into Operating.

		TENNESSE	E STATE U	JNIVER	SITY		
		REQUEST F	OR BUDGI	ET REV	ISION		
PHONE NUMBER						DATE	6/19/2013
Temporary	sion	Perm	sion	_			
			Acc	t.	Prog.		
Org. Title	Fund #	Org. #	#		#	Pos. #	Amount
TSU	110001	10000	6130	00	200	012345	(\$100.00)
TSU	110001	10000	6200	00	200		(\$35.00)
TSU	110001	10000	7400	00	200		\$135.00
Calculation:	'		<u>-</u>				
		Calculation:	61300	Salary		\$100.00	
			62000	Benefits	(\$100 x 35%)	+ \$35.00	
			74000	Operation	ng (\$100+\$35)	= \$135.00	

EXAMPLE 3

		TENNESSEE	STATE UNIVE	RSITY		
		REQUEST FO	R BUDGET RE	VISION		
PHONE NUMBER					DATE	6/19/2013
Temporar	y Budget Revision	on	Permanent	t Budget Re	vision	
			Acct.	Prog.		
Org. Title	Fund #	Org. #	#	#	Pos. #	Amount
TSU	110001	10000	61400	200	012345	\$100.00
TSU	110001	10000	74000	200		(\$100.00)
	_			\		
		Student	salary; No be	nefits neede	ed	

Besides student salaries, the only other exception to the rule on benefits is when one position is being used to fund another position, <u>and</u> they belong to the <u>same</u> Org.

EXAMPLE 4

TENNESSEE STATE UNIVERSITY REQUEST FOR BUDGET REVISION PHONE NUMBER DATE 6/19/2013 Temporary Budget Revision_ **Permanent Budget Revision** Acct. Prog. Org. Title Fund # Org. # # Pos. # **Amount** TSU 110001 10000 61200 200 012345 (\$100.00) TSU 110001 10000 61200 200 098765 \$100.00

Same Org; No benefits needed

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 means to increase by the dollar amount.

When to Complete a Budget Revision

- If <u>after</u> checking your balance, you need additional funds added to:
 - 62000 Graduate Assistant Credit Awards
 - 73000 Travel
 - 74000 Operating
 - 75100 Utilities and Fuel
 - 76100 Stores for Resale
 - 78000 Capital Expenses
 - 79000 Scholarships (Credit Awards, etc)
- Completing paperwork for employee related matters such as:
 - Extra Compensation / Extra Service Pay
 - *Overtime Balance can be checked using account code 61310
 - Temporary Employees
 - Graduate Assistants
 - Student Work-Aid
- Credit Award Authorizations for Students:
 - Scholarship Account (79000; As shown above)