Budget Amendment

A Budget Amendment (BA) is the form used to revise the working budget of state-supported and auxiliary enterprises accounts to reflect changes that occur throughout the fiscal year. Once the working budget is completed, it can only be changed by Budget Amendment. A BA is used to reallocate the budget either within a campus unit or among campus units.

The Budget Amendment Request may be filled in on-line and printed, or printed and filled in by hand. Once it is filled out for your transactions, it will need to be signed by all management levels responsible for the budgets changed by the amendment. The prograare broken out into lower level

budgets for full-time and part- time employees and related benefits. Examples of typical amendments to or from these various budgets are provided below. The amounts shaded in light gray on the form will be filled in by Budget Services when your amendment is entered in the PeopleSoft Financials system. You do not need amendment. There are some brief instructions on the form, in addition to the more detailed instructions below. You may also find the "

[Tips for Amending](#)" webpage useful in completing the form. The program Valdosta State University uses to manage their budgets is a University System of Georgia version of PeopleSoft. In addition to Revenues, it establishes expense budgets for Personal Services, Travel, Operating and Equipment. The Personal Services budgets are broken out into lower level budgets for full-time and part- time employees and related benefits. Examples of typical amendments to or from these various budgets are provided below. The instructions below correspond to the blanks on the **Budget Amendment Request Form**. The amounts shaded in light gray on the

form will be filled in by Budget Services when your amendment is entered in the PeopleSoft Financials system. You do not need to fill out any blanks in those areas.

Beginning on the upper left-hand side of the form-**Enter To or From:** On these lines you will indicate whether you want to add "To" a budget or subtract "From" a budget. Typically, an amendment will move funding from one line in a department's budget to another line because some activity has changed. That amendment requires a change in two lines at least. For example, if the department wishes to amend additional funding for Travel, they would indicate the amendment should be "To" the Travel budget line. On a second and separate line the department would indicate that the funding was coming "From" their Operating budget line.

Account Description: This is a brief description of the department and budget line the transaction will impact. Continuing the example above, it would say "ABC Dept – Travel" or "ABC Dept – Operating" where "ABC Dept" is the departmental budget the amendment is being submitted to change.

The next six columns, titled Fund through Account Code, describe "chartfield" in PeopleSoft Financials. These elements can be found on the Original budget printout or the Budget Progress Report for the department. Taken together they will uniquely describe the budget line you want to amend. These six elements are:

Fund: This is a five-digit number that describes in accounting terms the general mission and funding of this area. Most departments in the university are part of Fund 10000, the Educational and General Fund. The fund designation is one way the university accounts for funding that requires different types of reporting to the agency that supplies those funds. Below are the most commonly used funds: 10000 – Educational and General

      12000 – Auxiliary Operations, including Athletics
      13000 – Student Activities
      14000 – Continuing Education & Departmental Sates
      15000 – Indirect Cost Recoveries
      16000 – Student Technology Fund
      20000 – Sponsored Activities

Dept ID: This will be a seven-digit number that describes the department in the accounting system. It describes more specifically the activities of the entity than the fund above. There are many departments within each fund. If you do not know your department id number, please contact your [Budget Analyst](#)

Program: This five-digit number helps Valdosta State and the university system group expenses and revenues for reporting purposes. It is provided on the original budget printout as well as the Budget Progress Report. If you do not see this number on your print out, please contact your [Budget Analyst](#).

Class: This five-digit number identifies the source of money. It i(v)4 (e)n7pcmD3 (13.9s6 (u do)
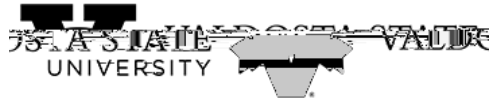
departments are not allowed to amend full-time employees' salaries, wages or benefits to other lines even within the same department's budget. These are established and approved through the original budget proc-16.304 -udD7691-1 1.6.v thbcntth t

Alternatively, if this is a line you are reducing in order to move fu5b3.6 (P.4)-3.7 (s)-1..7 (s)49o]

Budget information is reflected monthly as part of the Expenditure (Appropriations) Report and in the Appropriations Ledg