



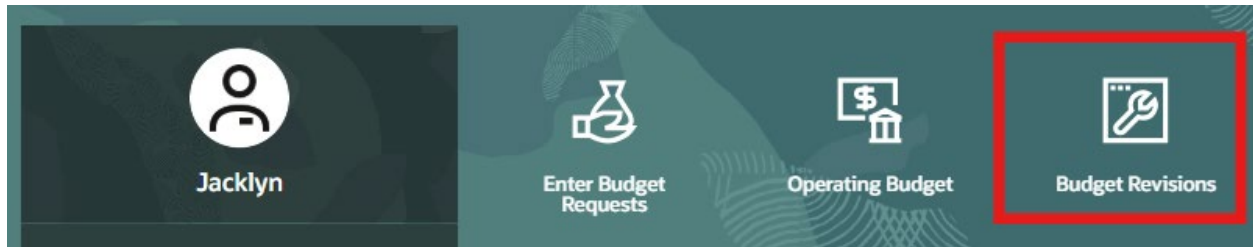
Austin Peay State University
EPM Budget Revisions

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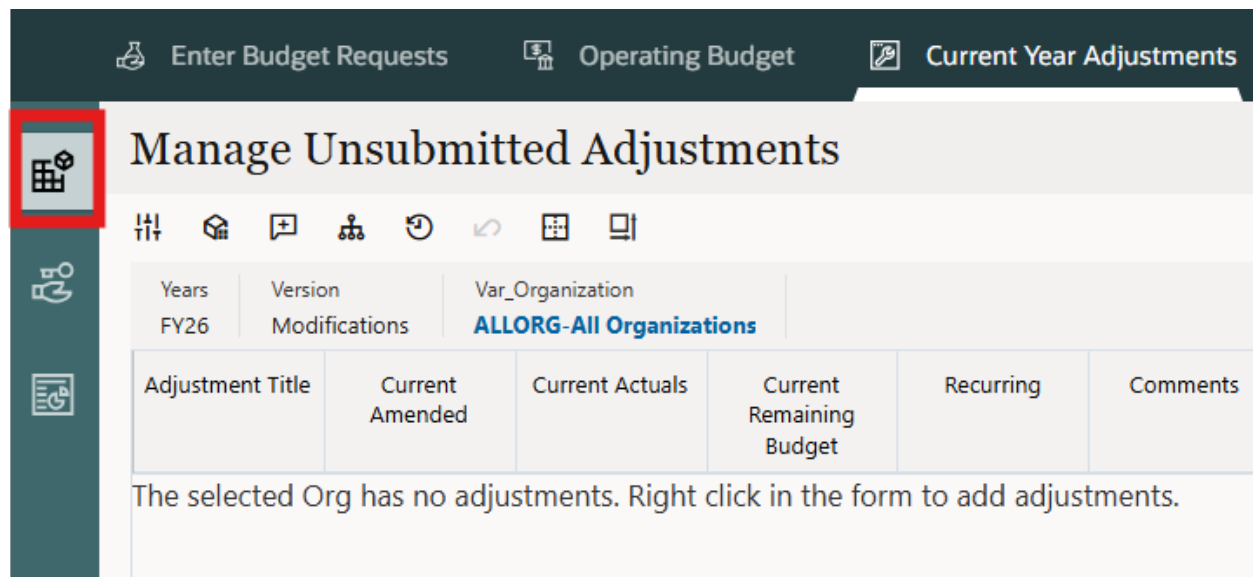
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Entering Budget Revisions

1.) Click the Budget Revisions Icon



2.) Land on screen called Manage Unsubmitted Adjustments. If this doesn't open, click the top icon on the left side of the screen.



3.) To start a budget revision, right click on the blank space under the headers and select Add Permanent Adjustment or Add Temporary Adjustment as appropriate.

Manage Unsubmitted Adjustments

Years: FY26 | Version: Mo

Adjustment Title

The selected

- Edit Adjustment
- Edit Adjustment Text
- Edit Position Data
- Add Permanent Adjustment
- Add Temporary Adjustment
- Delete Adjustment
- Submit Adjustment

Current Remaining Budget	Recurring	Comments
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click in the form to add adjustments.

Right click with your mouse anywhere in this space.
The above options will appear.

UNSUBMITTED ADJUST

- Edit Adjustment
- Edit Adjustment Text
- Edit Position Data
- Add Permanent Adjustment
- Add Temporary Adjustment
- Delete Adjustment
- Submit Adjustment

4.) The Add Temporary (or Permanent) Adjustment window will open.

Add Temporary Adjustment

Complete the runtime prompts

Select Fund: *

Select Account: *

Select an Org: *

"Enter Adjustment Title:." *

Select Program: *

Enter Adjustment Amount: *
0

Cancel

Launch

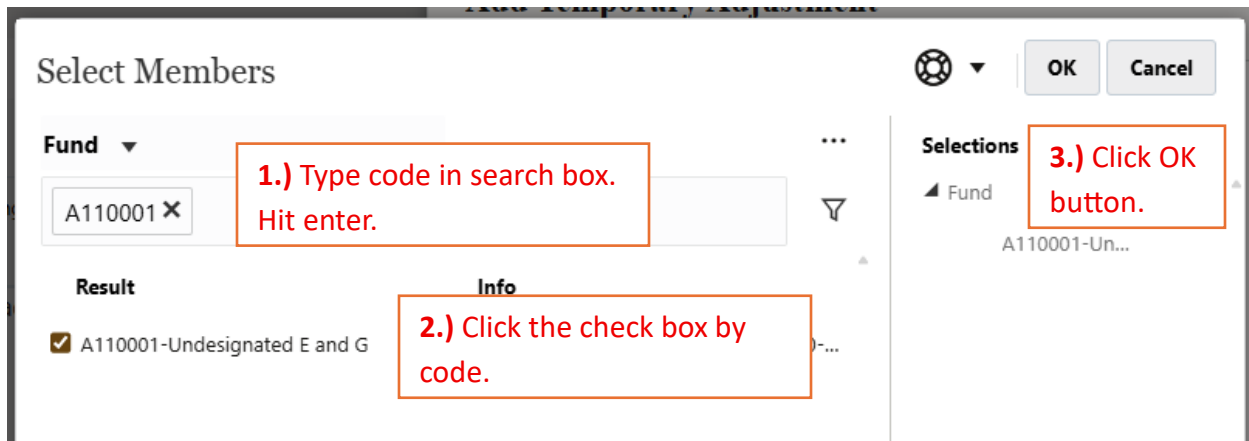
5.) Each box must be completed. To input the FOAP, click the arrow icon on each box.



Select Fund: *

A red rectangular box highlights the dropdown arrow icon on the right side of the input field.

6.) The Select Members window will open. Enter the code in the search box and hit enter on keyboard. Then click the check box by the fund number. Then click the OK button. Repeat this for Org, Account, and Program.



Select Members

Fund ▼

A110001 X

1.) Type code in search box.
Hit enter.

Result

☒ A110001-Undesignated E and G

Info

2.) Click the check box by code.

Selections

Fund

A110001-Un...

3.) Click OK button.









OK Cancel

8.) You will now see the first row of the adjustment. To add the second row, right-click on the adjustment and select Edit Adjustment.

Adjustment Title	Current Amended	Curren
Move funds	2,500	
<div><div><div>Edit Adjustment</div><div>Edit Adjustment Text</div><div>Edit Position Data</div><div>Add Permanent Adjustment</div><div>Add Temporary Adjustment</div><div>Delete Adjustment</div><div>Submit Adjustment</div><div>Edit</div><div>Adjust</div><div>Comments</div><div>Line Item Details</div><div>Lock/Unlock Cells</div><div>Filter</div></div></div>		

9.) You will land on the Edit Adjustment screen. Right click again, then select Add Amount.


Edit Adjustment





Years	Scenario	Version	Requests
FY26	Budget	Modifications	Temporary Adjustment 559


A110001-Undesignated E and G


A10604-Music Workshops


 Add Amount

 Edit


 Adjust

 Comments

 Line Item Details

 Lock/Unlock Cells

Show Member In Outline

 Filter

10.) You will land on the Adjustment – Add Amounts screen. You can either scroll down the page to find the account or use the search to find it. If you need to move budgets between different FOAPs, this can be changed at the top by clicking the drop down arrows and clicking Member Selection.

Adjustment - Add Amounts

Search for account

Fund: A110001-Undesignated E and G
Organization: 410604-Music Workshops

Years: FY26
Scenario: Budget
Version: Modifications
Requests: Temporary Adjustment 559

	Recurring	Comments
Budget Amount		
FTE		
5100_base		
51000		
51001		

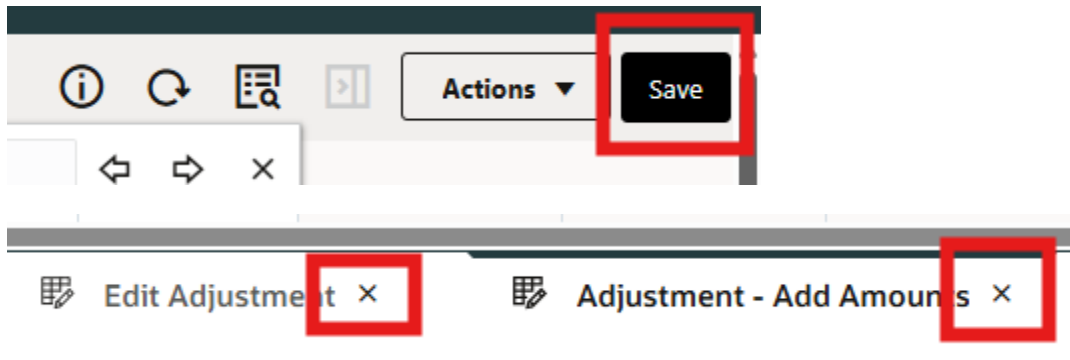
Change fund, org, and program.

Find 73000

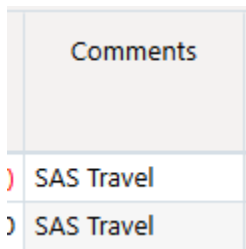
11.) Enter the amount on this line.

73000	100
73101	
73110	
73125	

12.) Click Save at the top of the screen and close the bottom tabs to come back to the Enter Adjustments screen.



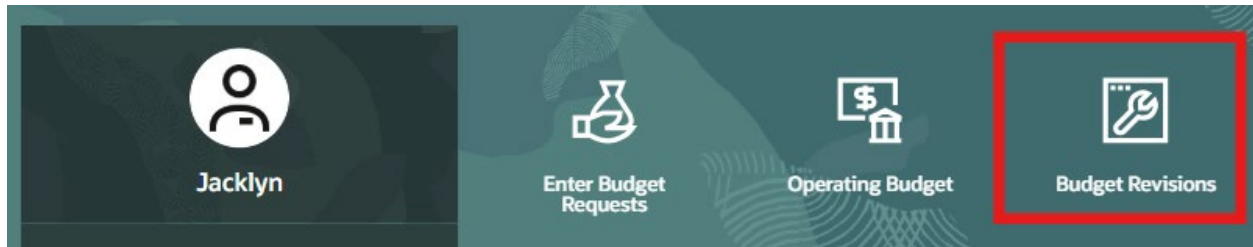
13.) Add comments to provide additional details. Click Save.



14.) The adjustment must be approved before it can be submitted. If you are not an approver, you will need to notify the person responsible for approving the FOAP.

Approving Budget Adjustments/Revisions (less than \$5,000)

1.) Click the Budget Revisions Icon



2.) Click the second icon on the left side. At the bottom of the screen, you should be on the first tab. If not, click the tab to move to Supervisor Approvals.



3.) Approver will need to select Yes on all lines under the Supervisor Approval column. Then click Save.

The screenshot shows a software interface with a top toolbar containing icons for information, refresh, search, and a dropdown menu labeled 'Actions'. A 'Save' button is highlighted with a red rectangle. Below the toolbar is a table with columns: 'Supervisor Approval' and 'New Budget Total'. The 'Supervisor Approval' column has a dropdown menu with 'Yes' selected, also highlighted with a red rectangle. The 'New Budget Total' column shows values 100 and 2,400.

Supervisor Approval	New Budget Total
Yes	100
Yes	2,400

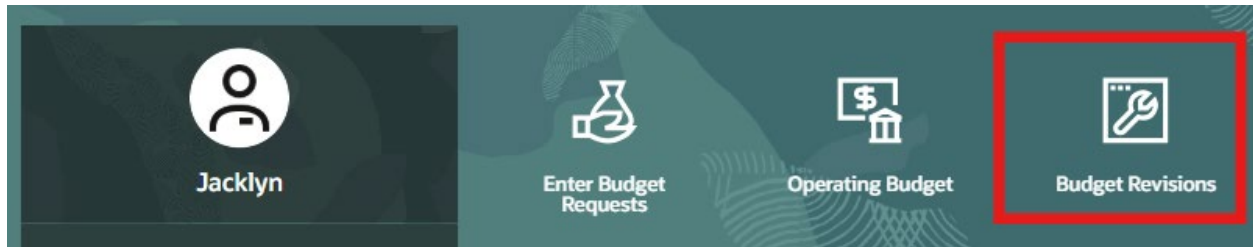
4.) If revision is less than \$5,000, then the budget revision can be submitted. Right click and click Submit Adjustment. This will move the revision to the Budget Office for approval.

The screenshot shows a right-click context menu over a table. The menu options are: Edit Adjustment, Edit Adjustment Text, Edit Position Data, Add Permanent Adjustment, Add Temporary Adjustment, Delete Adjustment, Submit Adjustment (highlighted with a red rectangle), Edit, Adjust, Comments, Lock/Unlock Cells, and Filter. The table header shows 'Temporary Adjustment 559', '410604-Music Wo', and 'A110001-Undesig 30'.

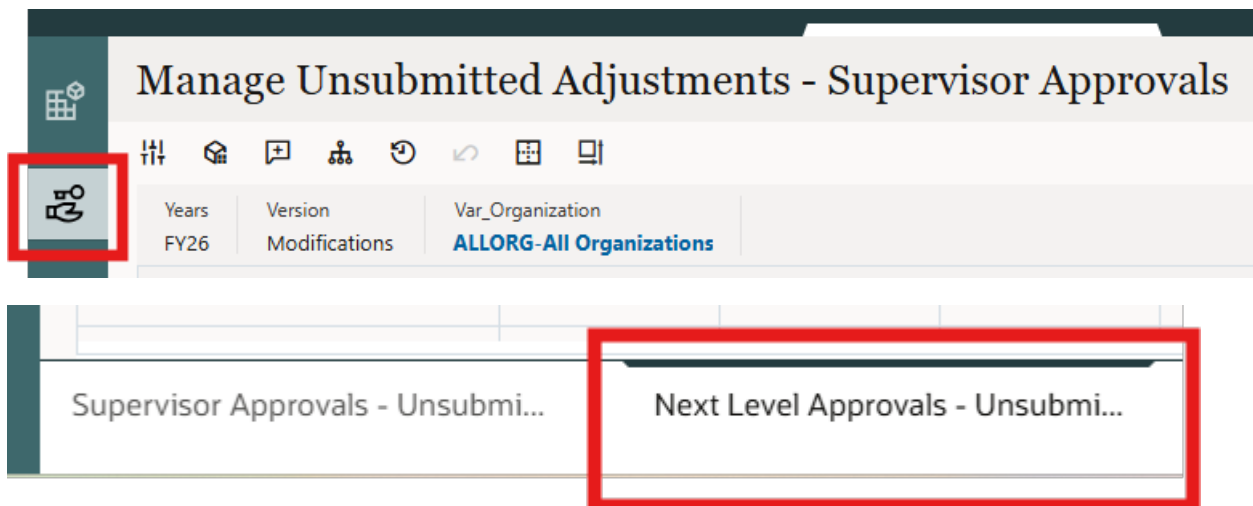
Temporary Adjustment 559	410604-Music Wo	A110001-Undesig 30

Approving Budget Adjustments/Revisions (\$5,000 or more)

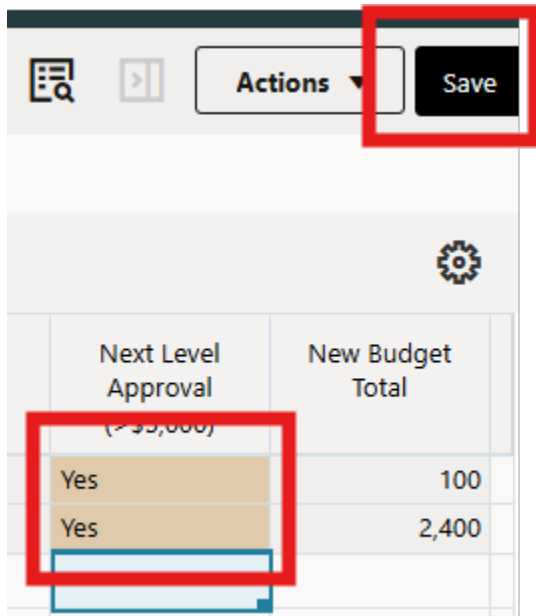
1.) Click the Budget Revisions Icon



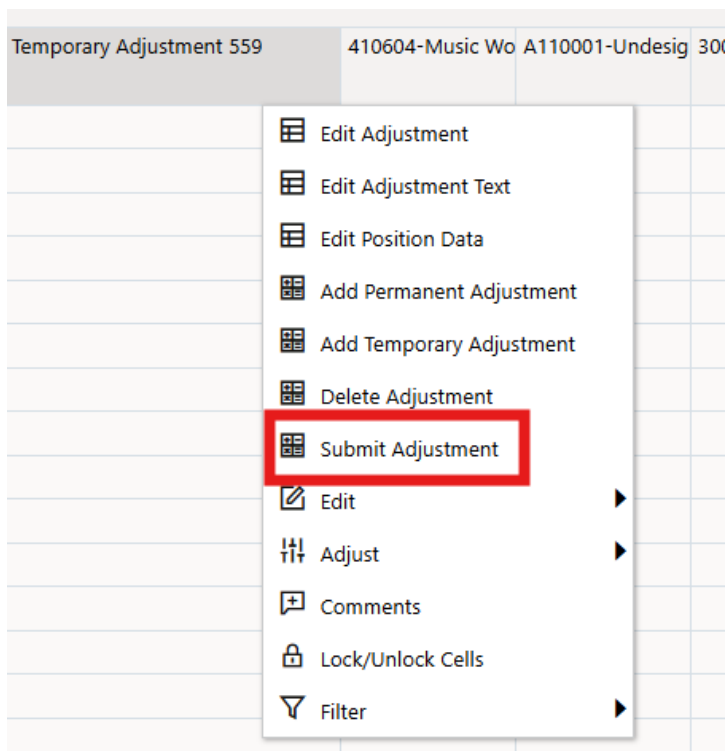
2.) Click the second icon on the left side. At the bottom of the screen, you should be on the second tab. If not, click the tab to move to Next Level Approvals.



3.) Approver will need to select Yes on all lines under the Next Level Approval column. Then click Save.



4.) After supervisor and next level approvals, the budget revision can be submitted. Right click and click Submit Adjustment.



Budget Office

Once the budget revisions are approved and submitted, the Budget Office will review and approve the budget revisions. Budget revisions in EPM will be sent to ERP once a day.

Amounts Guidance

Rounding

Please round amounts to the nearest 10. We do not budget at the cent or dollar level.

1,256.35	--->	1,260.00
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Balanced Expense Budget Revisions

For budget revisions between expense accounts, the net should be 0. For example, travel is increased by \$500 and operating is decreased by \$500. This nets to 0 and represents a balanced budget revision.

Travel	500.00
Operating	(500.00)

Balanced Revenue Budget Revisions

If you have a FOAP that collects revenue, you may want to adjust the budget throughout the fiscal year. You would increase the revenue budget and increase the expense budget. For example, you would increase the revenue budget by \$1,000 and increase the operating budget by \$1,000. Revenue and expenses are opposites so this also nets to 0.

Revenue	1,000.00
Operating	1,000.00

Fund Code Guidance

Budget revisions must be submitted using the same fund code. If you want to move budget from between different funds, please contact the Budget Office first.

In addition, budgets are only on fund codes that start with A1 or A3. Budgets are not on other fund codes.

Organization Code Guidance

Please ensure you are using a six-digit org code on the budget revisions. In the search, you may see options with less than six-digits.

Account Code Guidance

The budget revision provides all available accounts. However, there are only certain ones used for budgeting. Please use the below guidance when preparing budget revisions.

Revenue – The specific account the revenue is deposited into.

Payroll – The specific account the employee is paid from. (Example: 61400 for student wages, 61328 for clerical extra compensation)

Benefits – 62000

GA Scholarships – 62730

Travel – 73000

Operating – 74000

Utilities – 75000

Equipment – 78000

Scholarships – The specific account the scholarship is awarded from. (Example: 79710 for most scholarships, 79713 for performance scholarships, 79730 for athletic scholarships)

Program Code Guidance

The previous budget revision form did not have a program code column. This will now be required. If you do not know which program code to use, you can find this information on the Budget Query form in EPM.