# Austin Peay State University

# EPM Budget Request for Next Fiscal Year

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# Entering Budget Requests

Login to EPM and click the Enter Budget Requests icon.
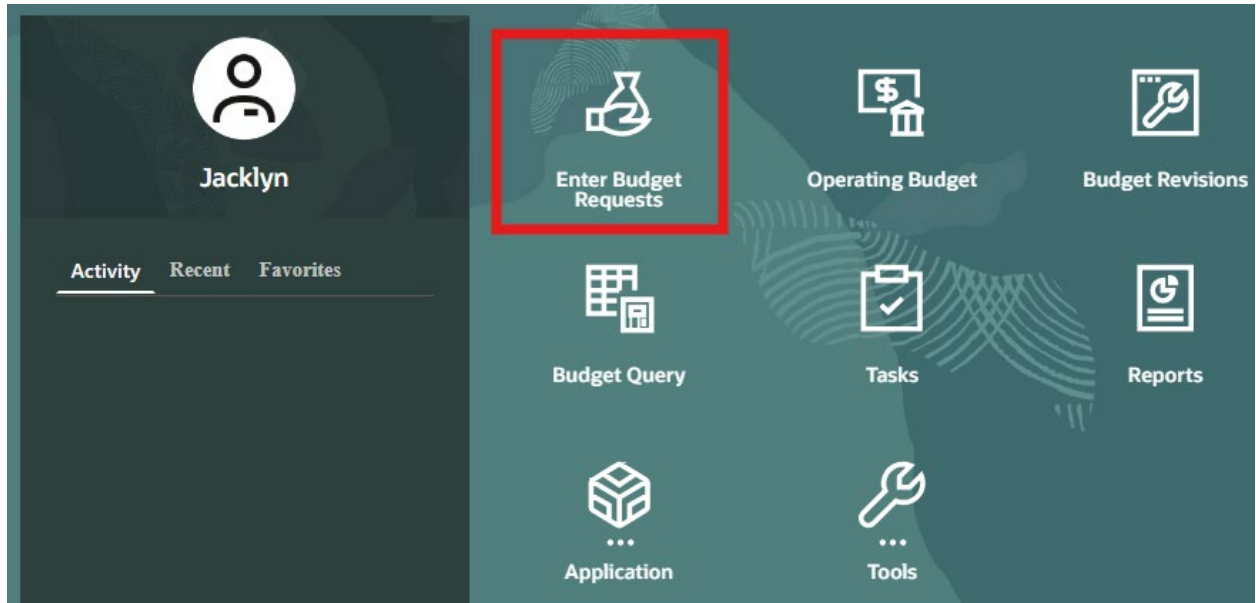
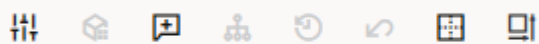Click the Budget Requests tab at the bottom of the page.

To select the org code for the request, click the blue link at the top of the form.



Type in your code or description in the search box. Check the box by the appropriate org code. Then, click OK.

To add a new request, right-click on the form and click Add new Request Line.

At the top of the screen, you can adjust the FOAP if needed. Below you can enter multiple request items. Click Save at the top when completed.

Return to the Budget Request tab and you will see the added request lines.

| ti 73000-Travel Budget Pool | Line 1 | 2,000 | 1,000 | | NACUBO | | Yes | | Mandatory | Travel | Employee |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Line 2 | | | 1,500 | SACUBO | | Yes | | Mandatory | Travel | Employee |
| 74000-Operating Expense Budget Pool | Line 1 | 29,400 | | 2,300 | Software | | Yes | | Mandatory | Operating | Employee |

When you are ready to submit, right-click and click Submit Budget Request.
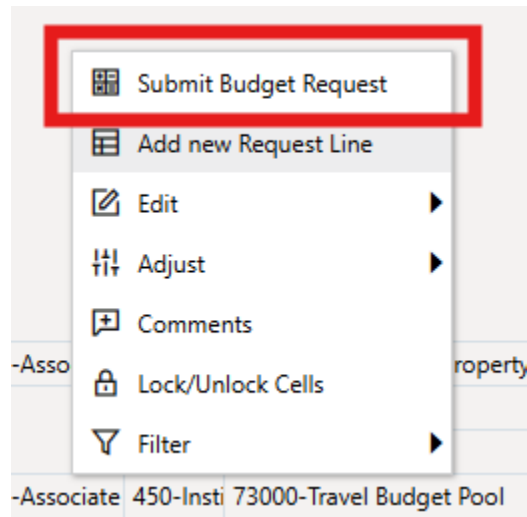
The Submit Budget Request window will launch. Verify that org and fund are correct, then click Launch. This will move the request to the next approver.

# Supervisor Approver

Login to EPM and click the Manage Budget Requests icon.



On the left side of the screen, make sure you are on the first icon for Supervisor Approvals. Then click the Budget Requests – Supervisor Approvals tab at the bottom of the page.

Supervisor may edit the budget request here if needed. Then select Yes or No under the Supervisor Approval column. Comments may optionally be added. Click Save.



| | | | | | Request Modifications | | | Request Modifications | Request Modifications | Request Modifications | Request Modifications | Request Modifications | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | | | | | Recurring | Onetime | Comments | Created_By | Total | Modification Submitted | Mandatory or Non-Mandatory | Request Category | Strategic Planning Pillar | Supervisor Approval | Supervisor Comments | | |
| A110001-Undesig | 301000-Associate | 450-Institutional S | 73000-Travel Budget Pool | Line 1 | | 1,000 | NACUBO | Jacklyn Milam | 1,000 | Yes | Mandatory | Travel | Employee | Yes | Changing from | | |
| | | | | Line 2 | | 1,500 | SACUBO | Jacklyn Milam | 1,500 | Yes | Mandatory | Travel | Employee | | | | |
| | | | 74000-Operating Expense Budget Pool | Line 1 | | 2,300 | Software | Jacklyn Milam | 2,300 | Yes | Mandatory | Operating | Employee | | | | |
| | | | | Total | 7,000 | 9,000 | | | 4,800 | | | | | | | | |

# SLT Approver

Login to EPM and click the Manage Budget Requests icon.



On the left side of the screen, make sure you are on the second icon for SLT Member Approvals. Then click the Budget Requests – SLT Member Approvals tab at the bottom of the page.

SLT Member may edit the budget request here if needed. Then select Yes or No under the Supervisor Approval column. Comments may optionally be added. Click Save.
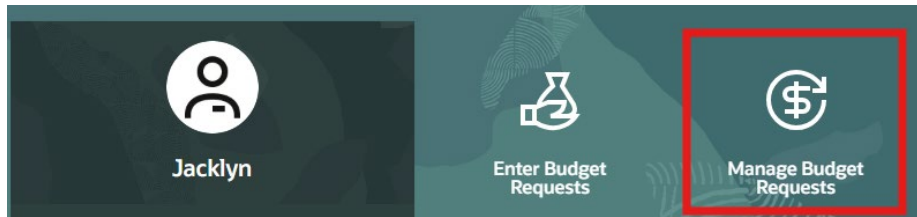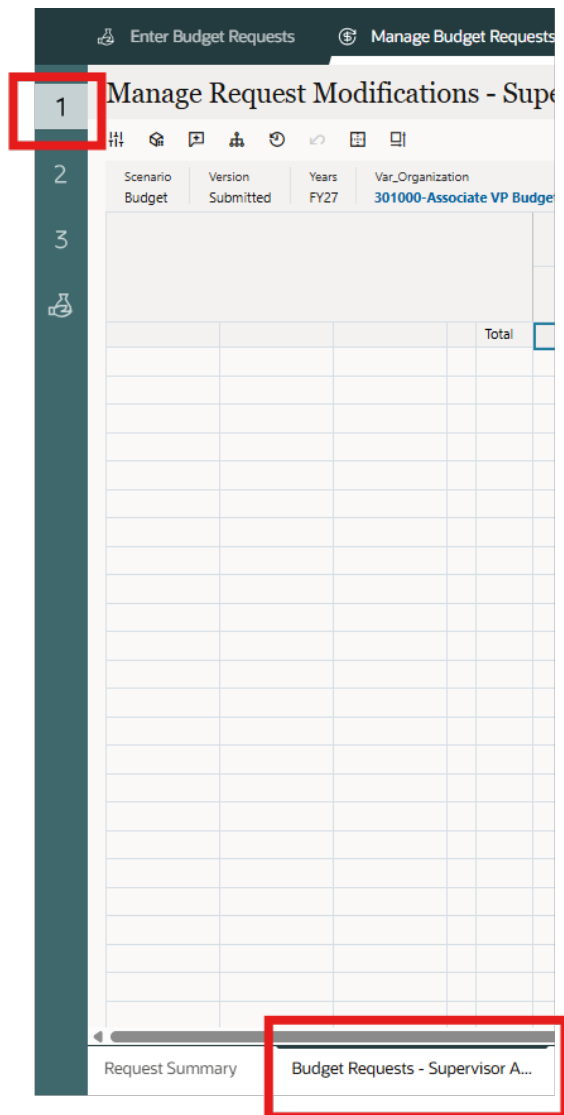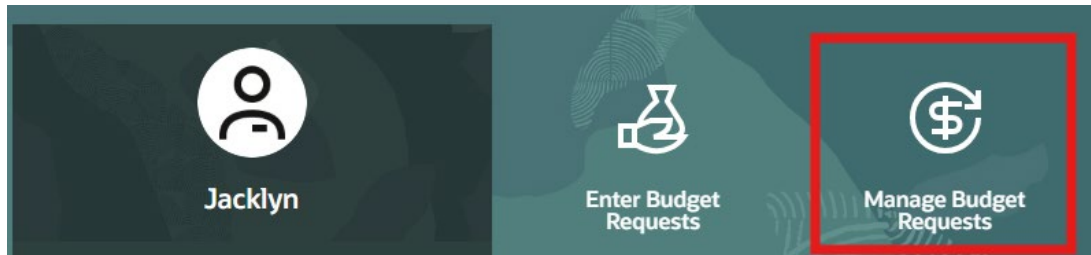
| | Request Modifications | Request Modifications | | | | Request Modifications | | Request Modifications | | |
|---|---|---|---|---|---|---|---|---|---|---|
| s | FY27 | FY27 | | | | FY27 | | FY27 | | |
| | Total | Modification Submitted | Mandatory or Non-Mandatory | Request Category | Strategic Planning Pillars | Supervisor Approval | Supervisor Comments | SLT Member Approval | SLT Member Comments | |
| | 1,000 | Yes | Mandatory | Travel | Employee | Yes | Changing from | No | Trip will not occur in FY27. | |
| | 1,500 | Yes | Mandatory | Travel | Employee | Yes | | Yes | | |
| | 2,300 | Yes | Mandatory | Operating | Employee | Yes | | Yes | | |
| | 4,800 | | | | | | | | | |