



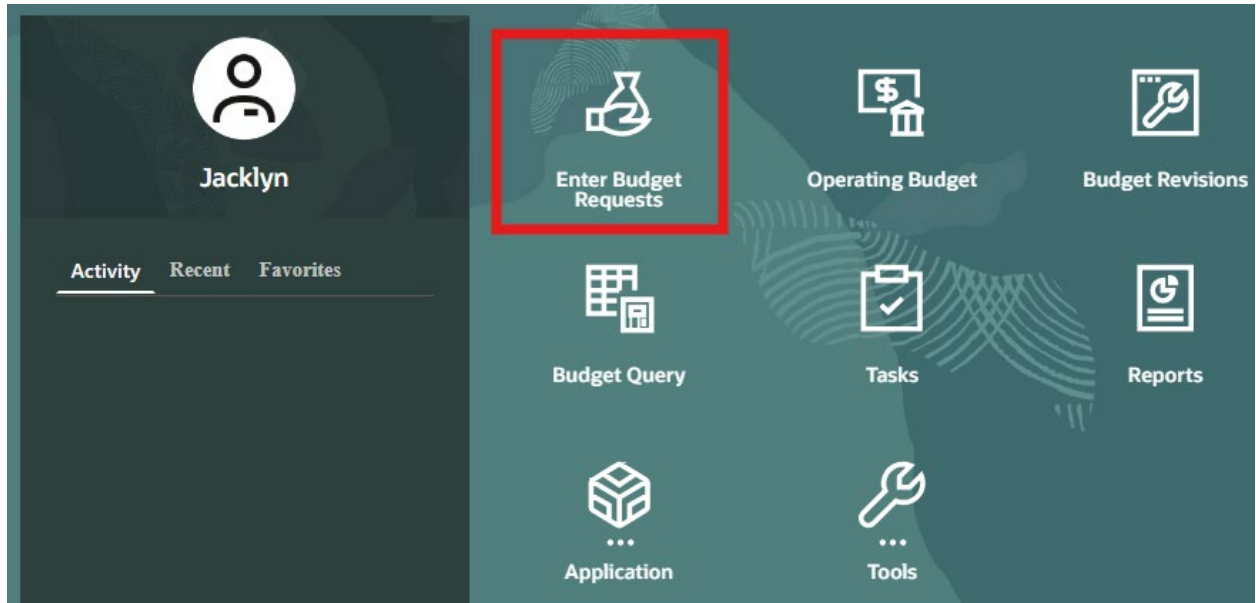
Austin Peay State University
EPM Budget Request for Next
Fiscal Year

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Entering Budget Requests

Login to EPM and click the Enter Budget Requests icon.

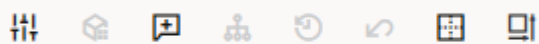


Click the Budget Requests tab at the bottom of the page.

[illegible]

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

Enter Request Modifications



Var_Organization

[301001-Budgets](#)


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

Select Members

Var_Organization ▾

BUDGET ✕

Result	Info
<input type="checkbox"/> 100003-Other Budget Pool	Organization > All Organizations > AL...
<input type="checkbox"/> 30100-Associate VP Budget and Financ...	Organization > All Organizations > AL...
<input type="checkbox"/> 301000-Associate VP Budget and Fina...	Organization > All Organizations > AL...
<input checked="" type="checkbox"/> 301001-Budgets	Organization > All Organizations > AL...

 ▾

OK

Cancel








Selections

Organization

301001-Bud...

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

Var_Organization
301001-Budgets

 Submit Budget Request
 **Add new Request Line**
 Edit
 Adjust
 Comments
 Lock/Unlock Cells
 Filter

A110001-Undesig	301001-Budgets	450-Insti	61400-Student Wages General	Lin
			73000-Travel Budget Pool	Lin
			74000-Operating Expense Budget Pool	Lin
			Total Expenses	

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.

Budget Request Modification New Line

Actions

Save

Fund

Program

Account

Organization

A110001-Undesignated E and G

450-Institutional Support

73000-Travel Budget Pool

301000-Associate VP Budget and Finance

FY27

FY27

FY27

FY27

Budget

Budget

Budget

Budget

Modifications

Modifications

Modifications

Modifications

Request Modifications

Request Modifications

Request Modifications

Request Modifications

Recurring

Overtime

Total

Comments

Submit for Approval

Mandatory or Non-Mandatory

Request Category

Strategic Planning Pillars

Line 1

1,000

1,000

NACUBO

Yes

Mandatory

Travel

Employee

Line 2

1,500

1,500

SACUBO

Yes

Mandatory

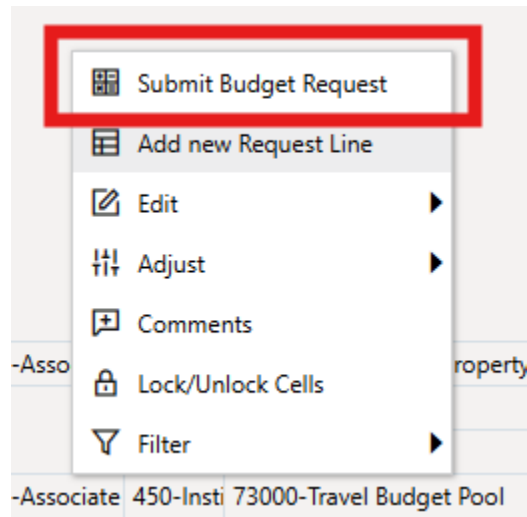
Travel

Employee


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.

Submit Budget Request

Complete the runtime prompts

Select an Organization: 
"O301000" 

Select a Fund 
"A110001" 

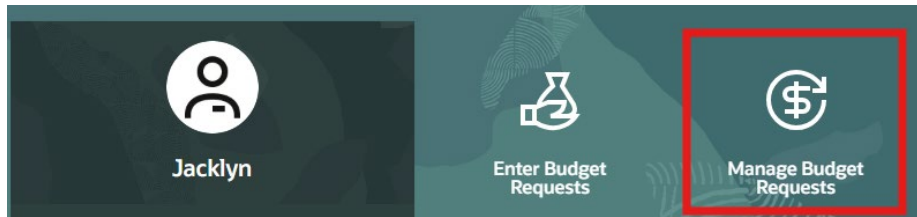






































Cancel

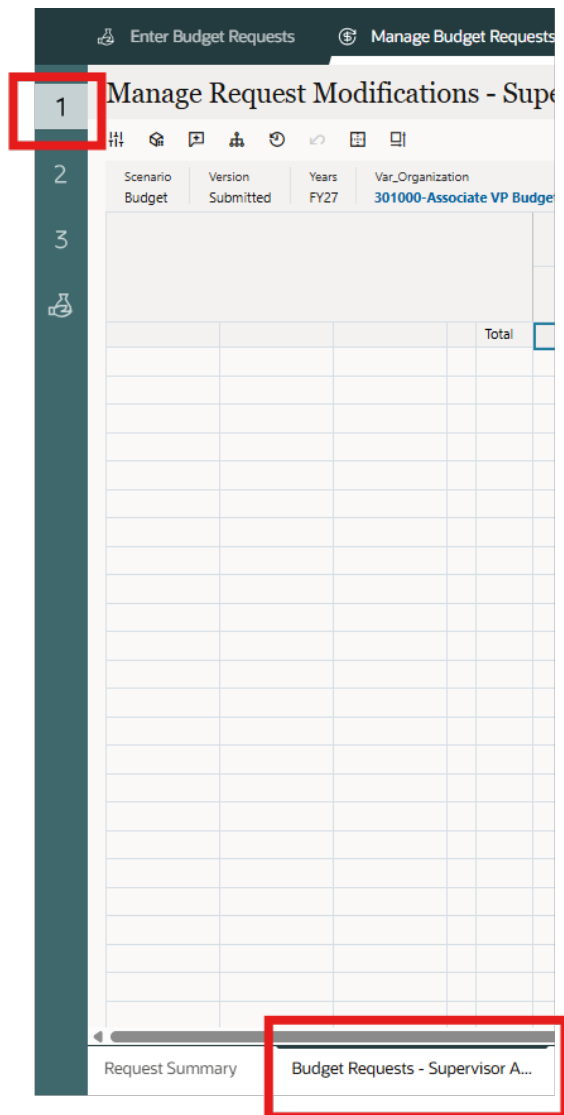
Launch

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.

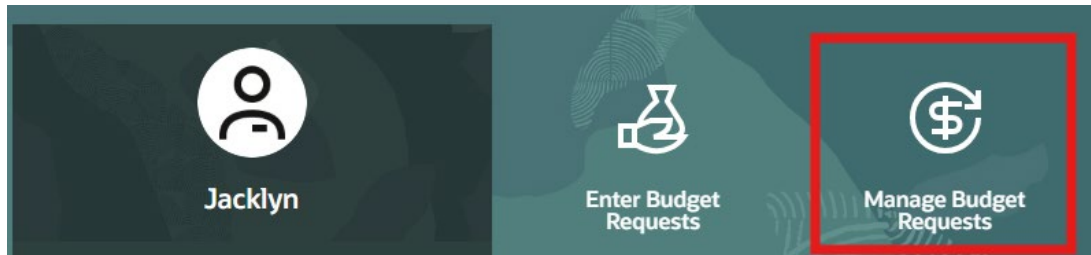
Manage Request Modifications - Supervisor Approvals

Scenario Budget Version Submitted Years FY27 Var_Organization **301000-Associate VP Budget and Finance**

Request Line	Request Modifications			Created By	Total	Modification Submitted	Mandatory or Non-Mandatory	Request Category	Strategic Planning Pillar	Employee	Supervisor approve	Supervisor comments
	Revisions	Quantity	Comments									
A110001-Undesig 301000-Associate 450-Institutional \$ 73000-Travel Budget Pool	Lin 1	1,000	NACUBO	Jedkyn Milam	1,000	Yes	Mandatory	Travel	Employee		Yes	Changing from
	Lin 2	1,500	SACUBO	Jedkyn Milam	1,500	Yes	Mandatory	Travel	Employee			
74000-Operating Expense Budget Pool	Lin 1	2,300	Software	Jedkyn Milam	2,300	Yes	Mandatory	Operating	Employee			
Total		4,800			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.

