

Budget Manual Entry (Less than 10 lines) - Instructions

This form serves one purpose: To record original, revised, transferred or carry forward budgets.

(1) Budget Entry Information

JV Code (required):

BD01 - Permanent Adopted Budget

- Unrestricted Operating Budget Approved by the State
- Restricted Original Grant/Contract Budget at the time of award
- Plant "Fiscal Year" Budget (Not through the Grant Ledger)
- Plant "Fiscal Year" Original Budget at the time Project account is established.

BD02 - Permanent Budget Adjustment

- Revisions to Unrestricted Operating Budget that are Permanent
- Revisions to Restricted Grant/Contract Budget that are Permanent and approved by the Awarding Agency
- Restricted Gift Account "All" Budget entries
- Revisions to Plant "Fiscal Year" Budgets that are Permanent (Rarely used- will normally be temporary/one-time allocations)
- Revisions to Plant "Project Year" Budgets that are permanent revisions on the original project budget

BD04 - Temporary Budget Adjustment

- Revisions to Unrestricted Operating Budget that are temporary/ one-time (Do not include when preparing the New Year Budget)
- Revisions to Plant "Fiscal Year" Budget that are temporary /one-time allocations (Do not include when preparing the new Year Budget)

BDC - Budget Carry Forward

- This code can be used by the campus community and centrally. This code is used to carry forward a prior year end fund balance.

Index (required): This is the shortcut number used to identify the FOPAL string you are debiting or crediting. If you are not sure what Index to use, an on-line Banner look-up is available at :

<http://www.nmsu.edu/~boffice/Banner>

Fund (required): The fund number associated with the index.

Account (required): The account code that is to be debited or credited. If you are not sure what account to use, an on-line list of accounts is available at : <http://www.nmsu.edu/~boffice/Banner>

Amount (required): Enter the amount that the budget will be increased or decreased.

- The form default is an increase. To enter a decrease enter a "-" before the amount. The form automatically determines whether an amount is an increase or decrease and the appropriate + or - will appear in the +/- column.

Description (required): This is a brief description of the item.

Reference: Leave the reference field blank.

Document Total: The form will automatically calculate the total of the absolute values regardless of whether the amount is a debit or a credit.

Actual Total: The form will automatically calculate the net of the increases (+) and the decreases (-). The Actual Total amount should equal the total adjustments to the budget.

(2) Explanation:

Complete Explanation (required): Enter the reason for the budget entry

(3) Routing:

All Budget Entries must be reviewed by the PI, Dean/VP/CC President, or designee and please look at the table below to determine where to route the entry.

Type of Fund	Route To
Unrestricted Funds	Accounting and Financial Reporting
Restricted Funds	Sponsored Projects Accounting
Plant Funds	Accounting and Financial Reporting, Property



Budget Manual Entry - 10 Lines or Less

Are you using sponsored awards or gifts on this form?

- Yes - Route MSC SPA
- No - Route MSC CAR

ROUTING

SECTION 1: REQUESTOR INFORMATION

Fiscal Yr: _____ Date (mm/dd/yyyy): _____ Requestor Name: _____ Phone: _____
 Department: _____ E-mail Address: _____ Campus Box: _____

SECTION 2: REQUEST DETAILS

JV Code:
 Permanent Adopted Budget (BD01)
 Permanent Budget Adjustments (BD02)
 Temporary Budget Adjustments (BD04)
 Budget Carry Forward (BDC)

Document #: _____ Processed By: _____

Seq #	JV Code	Index	Fund	Account	Amount	+/-	Description (35 spaces)	Reference	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
Document Total:									
Actual Total:									

Complete Explanation:

SECTION 3: APPROVAL

Printed Name _____ Signature _____ Date _____
 Principal Investigator Dean/VP/CC President
 Designee

SECTION 4: OFFICIAL APPROVAL

Fiscal Monitor: Printed Name _____ Signature _____ Date _____

Approved By: Printed Name _____ Signature _____ Date _____

Reset