Departmental Guide to Budget Adjustments
Effective 7/1/2015

Overview

This guide applies to the following funds.

- Education & General (E&G), including carryforward (100-299)
- Auxiliaries (300-399)
- Florida State University Schools (510)
- Local Funds (600-640, 650-699)
- Debt Service (700-799)

Questions regarding Sponsored Research (520-599) should be directed to Sponsored Research Administration, while questions regarding Capital Projects (800-899) should be directed to Accounting & Property Services.

Prior to the start of each fiscal year, departments formulate an annual operating budget. Once approved, this budget is booked in the commitment control (KK) ledgers in the university’s enterprise resource planning system, OMNI. Each department’s spending is controlled by their expense budget. That is, a department cannot spend more than they have budgeted on a particular department-fund-account combination.

Annual operating budgets developed prior to the start of a fiscal year are based upon estimates and plans. As estimates become actuals and plans change, expense budgets in KK must be adjusted so that departments may continue to spend as needed.

Types of Budget Adjustments

There are six types of budget adjustments used in OMNI.

- Budget Journals (Budget Office use only)
  - Recurring Original
  - Non-Recurring Original
  - Recurring Adjustment
  - Non-Recurring Adjustment

- Budget Transfers
  - Recurring Transfer
  - Non-Recurring Transfer

Recurring adjustments are used to make permanent changes to E&G budgets (excluding E&G Carryforward). Non-recurring adjustments are temporary, one-time adjustments, and will not carry forward to the next fiscal year. All adjustments for E&G Carryforward, Auxiliaries, Florida State University Schools, Local Funds, and Debt Service are considered non-recurring.

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<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Journals</td>
<td></td>
<td></td>
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<tr>
<td>(Budget Office use only)</td>
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<td>Permanent</td>
</tr>
<tr>
<td></td>
<td>Non-Recurring Original</td>
<td>Temporary</td>
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Supporting Documentation & Notification

Some budget transfers must be posted by the Budget Office. (See detail below.) To facilitate a quick turnaround, departments are encouraged to attach any supporting documentation (e.g., memos or emails) to the budget transfers themselves in OMNI. Departments are also encouraged to use the “Notify” button in OMNI to let the Budget Office know that the transfer is ready to be posted. Detailed instructions on these processes may be found at http://budget.fsu.edu/Training-Resources.

Education & General

- Budget may be transferred between departments and/or accounts.
- Budget may not be transferred between funds.
- For funds 110, 121, 210, and 211 (E&G), transfers involving Salary (71xxxx), Special Categories (73xxxx), and Other (78xxxx) must be posted by the Budget Office.
- For funds 126, 140, 240, and 241 (E&G-Carryforward), transfers involving Other (78xxxx) and Unallocated Balance (999001) must be posted by the Budget Office.

Auxiliaries and Debt Service

- Budget may be transferred between accounts within a department.
- Budget may not be transferred between departments and/or funds.
- Variances between revenue budgets and actuals will not prevent departments from posting revenue or spending; however, departments may transfer revenue budget between accounts if they desire to do so. These transfers must be posted by the Budget Office.

Florida State University Schools and Local Funds

- Budget may be transferred between departments and/or accounts.
- Budget may not be transferred between funds.
- Variances between revenue budgets and actuals will not prevent departments from posting revenue or spending; however, departments may transfer revenue budget between departments and/or accounts if they desire to do so. These transfers must be posted by the Budget Office.