



EKU Banner Finance

Budget Fundamentals



Budget Transaction Types

Adopted Budget

July 1st beginning annual budget (BD01)

Budget Adjustments (common examples)

One-time transfers to other departments (BD03)

Temporary “hold back” of future period spending plan budget (BD03)

Accounted Budget

Calculated field shows available budget (Adopted + Budget Adjs)

EKU

My Finance

My Finance Query

Budget Status by Account

Budget Status by Account

New Query

Query Results

Account	Account Title	FY26/PD14 Adopted Budget	FY26/PD14 Budget Adjustment	FY26/PD14 Accounted Budget
700000	Operating Expenses	\$5,000.00	(\$2,500.00)	\$2,500.00
Report Total (of all records)		\$5,000.00	(\$2,500.00)	\$2,500.00



Routine Budget Adjs

Periodic Labor Budget Adjustments from M&O

- ✓ Work Study budget overages
- ✓ Overtime & Extra-Time
- ✓ Dept-funded GA stipends & tuition waivers
- ✓ Supplemental discretionary labor not budgeted in personnel lines

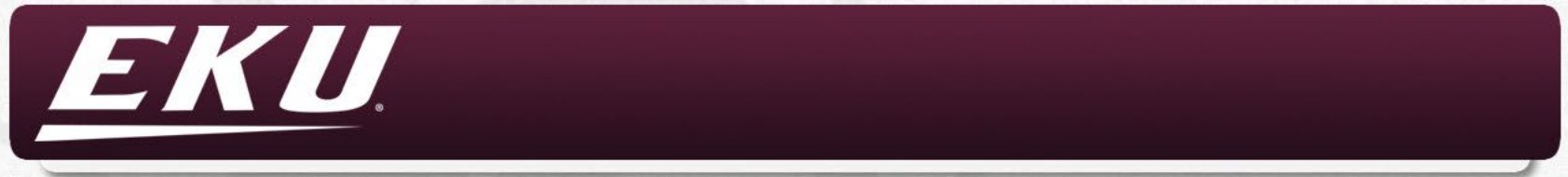


Dept Revenue Budgets

Dept Revenue Budgets are dependent on approved spending plans

- ✓ Course Fee Revenue: Budget is loaded according to spending plan
- ✓ Gift Revenue: Budget is loaded upon completion of an approved Foundation Funds Request in DocuSign

Dept level Revenue Budgets only apply to limited areas on campus.



Budget Adjustments and Expenditure Transfer Requests



Which form should I use?

Do I adjust the budget or move the expense?

All year-to-date (YTD) expenses should post in the org code that most accurately reflects the purpose. Moving the budget is preferred, rather than splitting out the charge to where there happens to be available budget.

Purchases related to more than one area should be directly allocated to the appropriate multiple org codes in Jaggaer or the procard bank system.

GOAL: Get the charge to post to the correct FOAPAL at the time of purchase



E & G Budget Revision Request Form

- Used to transfer funding to another dept as additional budget support
- May move lump sum amounts
- Used for fund codes 11% and 15%. Auxiliary fund codes 3% should use the Auxiliary Budget Revision Request form and contact Budgeting for assistance
- Processed by Budgeting
- DocuSign form on website
<https://www.eku.edu/in/budgeting/>
- Contact budgeting@eku.edu for assistance with this form

E&G Budget Revision - DocuSign



Unrestricted Budget Adjustment Form

Description	Fiscal Year: Budget Adjustment Type: Description & Justification:																																																																																																																																																				
	FROM Organization <table border="1"> <thead> <tr> <th>FUND</th> <th>ORG</th> <th>ACCOUNT</th> <th>ACTIVITY *</th> <th>LOCATION *</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="5">* Activity & location codes are optional.</td> <td>TOTAL</td> </tr> </tbody> </table>						FUND	ORG	ACCOUNT	ACTIVITY *	LOCATION *	AMOUNT																																																							* Activity & location codes are optional.					TOTAL	TO Organization <table border="1"> <thead> <tr> <th>FUND</th> <th>ORG</th> <th>ACCOUNT</th> <th>ACTIVITY *</th> <th>LOCATION *</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="5">TOTAL</td> <td> </td> </tr> </tbody> </table>						FUND	ORG	ACCOUNT	ACTIVITY *	LOCATION *	AMOUNT																																																													TOTAL				
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	Financial Manager of "FROM" Org: _____ Signature _____ Date _____						VP Approver (if required): _____ Signature _____ Date _____																																																																																																																																														
Budgeting	Director of Budgeting: _____ Signature _____ Date _____						Addl Approver (if required): _____ Signature _____ Date _____																																																																																																																																														
	Completed Form Received By: _____ Signature _____ Date _____						Contact Budgeting at budgeting@eku.edu with questions.																																																																																																																																														

<https://www.eku.edu/in/budgeting/>



Expenditure Transfer Form

- Used to move operating or revenue YTD transactions allocated to an incorrect FOAPAL
- Attach forgotten activity codes to transactions
- Requires backup documentation showing line-item transaction detail after posting in Banner
- Processed by Accounting (not Budgeting) Please contact acc.accounting@eku.edu for any questions relating to this form
- Form located at <https://www.eku.edu/in/accounts/>

NOTE: Personnel expenses posted to an incorrect FOAPAL can only be moved by payroll redistribution. Start with your HR Business Partner.

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Serving Kentuckians Since 1906

Section 6

Preparer:

Department:

College:

Campus Address:

Campus Telephone:

Section 2:

Request Date:

Explanation:

Section 5:

DEBIT/(Receiving the charge for the expense)

FUND

ORG CODE

ACCOUNT

ACTIVITY

AMOUNT

CREDIT/(Receiving the credit for the expense)

FUND

ORG CODE

ACCOUNT

ACTIVITY

AMOUNT

[illegible]

□

3

APPROVALS

	TOTAL	
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0

Preparer

Date

Date

Department Chair

Date _____

Provost/Vice President

Date _____

Section 5:

Budget Director:

Banner Reference Number:

Total:	\$	
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Finance Tools

Within Finance Self-Service:

Budget Status by Account

Payroll Expense Detail

Encumbrance Query

Multi Year Query (grants only)

Budget Quick Query

(not recommended)

MyEKU Finance Tile:

- Finance Self-Service
- Fund Balance Report (only for Chart F funds, Chart E fund codes 14% and 3%)
- Transaction Detail Report

Argos

Finance/Budgeting Folder

- Budget by Financial Manager
- Budget by Organization
- M&O (by individual org or rollup)
- Open PO's (includes all orgs within security access)
- Positions Budgets (Filled or Vacant)



Tips for Budget Success!

- ✓ **Monitor your budget activity and balances every two weeks or more often during periods of high activity.**
 - **Budget Status By Account – Available Budget Balance**
 - **Transaction Detail Report – Review line-item detail of expenses.**
 - **Encumbrance Query – Look for PO's with balances that may be closed.**
 - **Payroll Expense Detail – Ensure payroll expenses are in the correct org.**
- ✓ **Procard expenses, printing/copier charges, postage and telephone charges post the first week of the month for the preceding month. Be especially mindful of procard transactions that have not posted yet when making decisions based on the available balance in Finance Self-Service.**
- ✓ **If your dept has budgeted revenue, adjust spending accordingly if revenue will be less than anticipated during the budget setting process.**

Questions?

LaDonna King, Budget Analyst
Jennifer Wait, Sr. Budget Analyst
budgeting@eku.edu

