Process Name: BPA FIN Budget Adjustments
Date: July 28, 2005
Time: 10:10 am
Location: ACR207
Participants: Full Finance team
Session Lead: Tanya Romero, Laura Lannom

Narrative/Description: A need arises to change budget. If it is a departmental request (must be received in writing), request will be researched to determine if request is viable (budget is available, request meets internal and regulatory policies, etc.) If not, request is returned to department to modify and re-submit if they desire.
If request is viable, request is reviewed by VPBA. If VPBA does not approve, request is returned to department to modify and re-submit if they desire. If VPBA approves, a Budget Adjustment or Transfer memo is prepared by VPBA staff and submitted to accounting for data entry. Budget Adjustments are sent to President for signature before sending to accounting. Budget Adjustment is then scanned into ImageNow.
If it is an adjustment initiated by VPBA, a Budget Adjustment or Transfer memo is prepared by VPBA staff and submitted to accounting for data entry. Budget Adjustments are sent to President for signature before sending to accounting. Budget Adjustment is then scanned into ImageNow.
At year-end, requests may be received from departments to clean-up accounts or VPBA initiates clean-ups. These requests follow same process.
Electronic Inputs: None
Manual/Paper Inputs: Written request from department, Budget adjustment or Transfer memo document,
Key Decision Points (list all): Is budget available to meet request, is request in compliance with state laws and internal/ TSUS policies
Related Policy(s): High dollar or controversial requests may go to Executive committee for approval. Currently, departments may not make budget adjustments without VPBA approval. Departments must submit requests through their respective VP.
Interface to Other Systems: ImageNow, Lotus/Word to prepare documents
Web Features: None
Electronic Outputs: None
Manual/Paper Outputs: Budget Adjustment or Transfer memo
Customer(s): Account managers
Regulatory Items: State and federal funding laws, grant regulations
Frequency/Volume: 150 per year
Potential Break Points: No available budget, adjustment not processed or posted timely, item not approved by VP, request not in compliance with regulations
Automation: none
Issues: Accounting sometimes gets memos directly from department and posts adjustments outside this process on grants.
Policy issue- VPs and some departments would like authority to approve and make budget adjustments themselves (knowledge of laws and regulations is an issue to granting this authority). Online entry with approval queues may solve the departmental issues, but not necessarily all the issues.
Feeds to BPA: Recording Adjustments
Feeds from BPA: None