

## **Budget Revision Form**

### **General**

The top of the form identifies the version of the Budget Revision Form. Users are responsible for submitting all budget revisions on the most current version of the Budget Form. All PSFIN users will be notified when a new version is available on the Financial Services web site. Outdated Budget Forms will not be accepted once the PSFIN listserv has been notified.

Route the completed Budget Revision Form through your respective Dean's office to General Accounting ([general\\_accounting@ouhsc.edu](mailto:general_accounting@ouhsc.edu)). The Budget Revision Form must be sent electronically via e-mail (hard copies will not be accepted) with the word BUDGET in the subject line. The Budget Office reviews and approves all Budget Revision Forms. Once a Budget Form is approved; General Accounting will post it to the general ledger. In most cases, budget revisions will be posted within 2 working days after receipt/approval.

Sufficient cash must exist to support the budget revision OR an explanation as to when the cash will be deposited must be provided *before* the budget revision will be approved. Contact the Budget Office or General Accounting with any questions.

### **Guidelines for Entering Information into the Budget Revision Form**

1. **Fund** – must be STATE, MISCA, MISCD, AGENC, SUAUX, EDWCH, HSPRM, RSOKC, RSTUL, CLNOP, or CLNSP funds. You cannot use this form to make budget changes to projects administered in the SPNSR fund. Please call Grants Accounting at 271-2177 if you need to make a budget revision to a project in the SPNSR fund.
2. **Program** – must use the budgeted rollup programs - not the detailed expenditure level programs. For example, use 00011 not 00111.
3. **BY** – typically the same as the current fiscal year. Contact the Budget Office for exceptions.
4. **Amount** – the amount of the budget change. To increase a budget, the amount entered must be positive. To decrease a budget, the amount entered must be negative (use brackets). For transfers from one budget to another, enter a negative amount on the ChartField spread you are taking budget from and a positive number on the ChartField spread you are transferring budget into.
5. **Proj/Grnt** – must begin with SU or AX if you are creating/changing a project budget in the SUAUX fund. Must begin with EC if you are creating/changing a project budget in the EDWCH fund.

### **Note: Budget Revisions (STATE fund only)**

**Budget Revision Form** - If you are transferring budget from one org in the STATE fund to another org in the STATE fund, the amounts must equal, i.e., one org budget increased and the other org budget decreased for the same amount.

**Cost Transfer Form** - When transferring the budget balance between two orgs in the STATE fund, you must also transfer same amount of cash between the two orgs. To transfer cash, you

must complete a Cost Transfer Form using GL account 994100 on both sides (revenue and expense) of the transaction. The Budget Revision Form to transfer the budget balance and the Cost Transfer Form to transfer the cash balance should be processed at the same time. This will keep the budget and cash balances of the STATE fund in sync in the accounting system.