

INSTRUCTIONS FOR COMPLETING BUDGET AMENDMENT

Follow the number key on the sample form and complete as follows:

I. Document Information

The document information section should be completed using the same procedures as the personnel report. If a personnel report accompanies the budget amendment, both should have the same document number.

1. Document Number: See personnel report instructions #1.
2. Document Page Number: See personnel report instructions #2.
3. Document Date: See personnel report instructions #3.
4. Fiscal Year: See personnel report instructions #4.
5. Department/Project: See personnel report instructions #10.
6. Social Security Number: See personnel report instructions #15.
7. Employee Last Name: See personnel report instructions #16.
8. Employee First Name or Initial: See personnel report instructions #17.
9. Employee Middle Initial or Name: See personnel report instructions #18.
10. Employee Name Suffix: See personnel report instructions #19.

II. Budget Position Information

The budget position information should be completed using the same procedures as the personnel report. When a budget amendment is accompanied by a personnel report, the budget position information should be the same on both.

11. Position Transaction Code: Leave blank.
12. Budget Position: See personnel report instructions #48.
13. Appointment Beginning Date/Hour: See personnel report instructions #49.
14. Appointment Ending Date/Hour: See personnel report instructions #50.
15. Job Class Code: See personnel report instructions #51.
16. Position Long Title: See personnel report instructions #52.
17. Position Percent Time: See personnel report instructions #53.

18. Contract Code: See personnel report instructions #54.
19. Full Time Annual Salary: Enter full time annual salary rate. The annual rate for vacant positions should be entered.
20. Salary Supplement Code: See personnel report instructions #56.
21. Salary Supplement Amount: See personnel report instructions #57.

III. Budget Amendment Information

This section of the form should be used to request both personal and non-personal services budget changes. It can accommodate up to 18 account numbers.

22. Amendment Transaction Code: Leave blank.
23. Budget Position: Enter the budget position number as explained in the personnel report instructions #48. Budget position is omitted for non-personal services accounts.
24. Account: Enter the 12 digit account number with no spaces or dashes.
25. Object: Enter the expenditure object code associated with the account. A list of expenditure object codes is provided in **Appendix "G"**.
26. Description: For department use only; can be left blank.
27. Current EFT: The current amended EFT for the account. EFT should be omitted for non-personal services.

Example: A current EFT of 1.000 should be entered as 100000 positioning the "1" left of the decimal point indicator line and the "00000" right of the decimal point indicator line. A current EFT of 0.500 should be entered as 50000 beginning immediately to the right of the decimal point indicator line. EFT should be rounded to three decimal places, followed by two zeros.

28. Current Budget: The current amended budget amount for the account. Enter the budget in whole dollars (no decimal places provided).

Example: A current budget of \$10,000 should be entered right-justified as 10000 with no decimal places or commas.

29. Change to EFT: The amount by which the EFT for the account is to be amended (up or down). EFT should be omitted for non-personal services. If the EFT is to be increased, the amount should be followed by a "+" sign in the next box. If the EFT is to be decreased, the amount should be followed by a "-" sign in the next box.

Example: An increase in EFT by .500 should be entered as 50000+ beginning immediately to the right of the decimal point indicator line. A decrease in EFT of .125 should be entered as 12500- beginning immediately to the right of the decimal point indicator line.

30. Change to Budget: The amount by which the budget for the account is to be amended (up or down). Enter the change as whole dollars (no decimal places provided). If the budget is to be increased, the amount should be followed by a "+" sign in the next box. If the budget is to be decreased, the amount should be followed by a "-" in the next box.

Example: An increase in budget of \$10,000 should be entered right-justified as 10000+ with no decimal places or commas. A decrease in budget of \$7,500 should be entered right-justified as 7500- with no decimal places or commas.

31. Revised EFT: The revised EFT for the account as it should appear after this transaction. EFT should be omitted for non-personal services.
32. Revised Budget: The revised budget amount for the account as it should appear after this transaction. Enter the budget as whole dollars (no decimal places provided).
33. Total Current EFT: The sum of the current EFT column. EFT should be omitted if only non-personal services are amended.
34. Total Current Budget: The sum of the current budget amount column.
35. Total Change to EFT: The sum of the change EFT column. EFT should be omitted if only non-personal services are amended. If the total EFT is to be increased, the amount should be followed by a "+" sign in the next box. If the total EFT is to be decreased, the amount should be followed by a "-" sign in the next box. The change to EFT column will often net to zero in which case the associated "sign" box may be left blank.
36. Total Change to Budget: The sum of the change budget amount column. If the total budget is to be increased, the amount should be followed by a "+" sign in the next box. If the total budget is to be decreased, the amount should be followed by a "-" sign in the next box. The change to budget column will often net to zero in which case the associated "sign" box may be left blank.
37. Total Revised EFT: The sum of the revised EFT column. EFT should be omitted if only non-personal services are amended.
38. Total Revised Budget: The sum of the revised budget column.

IV. Funding Source Information

This section of the form must be used to indicate the source of funds when a budget amendment results in a net increase or decrease in budget. It can accommodate up to eight account/object combinations. Each document must have an offset in the funding source equal to the changes in the budgeted amounts.

- A. For General Funds, use the departmental contingency account as shown in **Appendix "F"** for transfers from other departments. Where contingency accounts are involved, do not intermingle personal services and non-personal services funding sources. A non-zero personal services amendment total must be offset by a funding source entry using the 50000 object code. A non-zero non-personal services amendment total must be offset by a funding source entry using the 70000 object code. If the source of funds is a general income account, use the appropriate income account number and object code and attach a copy of the deposit slip or JV to the budget amendment.
- B. For Departmental Services, use the appropriate departmental income account and object code.
- C. For Sponsored Funds, the sponsored account referenced in the amendment section should be specified as the funding source along with its revenue object code.

39. Funding Source Transaction Code: Leave blank.

40. Account: Enter the 12 digit account number that will offset the budget amendment. Enter the account number with no spaces or dashes.

41. Object: Enter the revenue or contingency object code associated with the account that will offset the budget amendment. When a contingency account is specified as the funding source, use object code 50000 to offset personal services amendments and 70000 to offset non-personal services amendments. (Exception: Auxiliary Enterprises)

42. Funding Source: The name or description of the funding source account.

43. Change Amount: The amount by which the funding source account/object is to be changed to offset the budget amendment. Enter the amount in whole dollars (no decimal places provided).

- A. If the budget amendment resulted in a net increase, the funding source to offset this increase must be coded using a "-" sign in the box following the amount. A funding source decrease of \$10,000 should be entered as 10000-.
- B. If the budget amendment resulted in a net decrease, the funding source to offset this decrease must be coded using a "+" sign in the box following the amount. A funding source increase of \$7,500 should be entered as 7500+.

44. Total of Change Amounts: The sum of the funding source change amounts.
45. Remarks/Reference: Use this area to refer to related documents or to further explain the intent of the budget amendment. Transfers between colleges or divisions must be indicated in the Remarks section. Amendments from both divisions involved in the transfer should be processed at the same time.

V. Approval

This section of the form is provided for signatures (or initials) of persons authorized to approve the requested transactions.

46. Signatures: Indicate that requested funds are available and that requested changes are within University of Georgia policies and guidelines. All signatures should be dated.