



Blue Horseshoe
A symbol of tradition
and good fortune for
Middle Tennessee State University
THOSE WHO TOUCH THE BLUE HORSESHOE
WILL BE GRANTED GOOD LUCK.
By the MTSU Student Association
to honor and support graduates
of the Faculty Association
of Middle Tennessee State University
1971

BUDGET OFFICE

**MIDDLE
TENNESSEE**
STATE UNIVERSITY.

I AM *true*
BLUE

Budget Cycles

Three Cycles

Proposed Budget- July 1 Base budget for the new fiscal year

Changes in position funding, increase in revenue, moving funds between account codes

Transferring funds between indexes

Information due from department March 31st

Estimated Budget – October Budget

Any new funds and carryover are included

Transfer funds between account codes or index

Information Due from department September 30th

Revised Budget- Spring Budget

Adjustments for year end

Transfer funds between account codes or indexes

After March 31st cannot transfer funds between functions

Information Due from department March 31st

Accessing Budget Information

Budget information is available online or e~print

Request access to Banner online information

https://w1.mtsu.edu/boffice/docs/mtsu_bannerfinanceaccount.pdf

Accounting Services has great training available online

<https://w1.mtsu.edu/boffice/resources.php>

The online information is current as of that day

E~print is processed once a month after the fifth business day. Ex. July 2024 report will run on August 6th

Accessing Budget Information-Banner

Commonly used Banner Forms

FGIBDST Organizational Budget Status

FRIGITD Grant Inception to Date

FGITBSR Check Cash balance(using fund code)

FGITBAL Check Cash balance

FGIDOCR Review accounting distribution for a document

FGIENC Detail Encumbrance Activity

FGIOENC Open Encumbrances by index number

FGIBDSR Summary report for entire college, roll-up
hierarchy report

Accessing Budget Information-E~Print

E~Print Forms

E~Print reports are available 5 business days after month end.

Commonly used forms

FZRBDS Budget balances

FZRODTA Detail of transactions

FZRGITD Grant summary

FZRFAAC Cash balance agency or foundation index

FZROPNE_INDEX_SORT Open Encumbrances Report by Index

Accessing Budget Information-Reviewing Budget Information

Indexes and Account Codes

Index Code – a 6 digit number that identifies a fund, organization, program, and activity code combination

The fund code is based on whether the index is Restricted, Unrestricted(E & G), or Auxiliary

- Fund codes that start with “1” are Unrestricted (E & G)
- Fund codes that start with “2” are Restricted (Grant, Foundation, or Special Appropriation)
- Fund codes that start with “3” are Auxiliaries

Account code- a 5 digit number that identifies the type of revenue or expense

Revenue account codes start with a 5XXXX

Expenses account codes start with 6XXXX, 7XXXX, or 8XXXX

Accessing Budget Information Budget Revisions

Budget Revisions

Departmental budget revision are approved by the Dean and forwarded to the Vice Provost for Academic Resources Office

Budget revisions related to grants are routed through Sponsored Programs Office

Forms are available at the following link:

<https://w1.mtsu.edu/budget/forms.php>

Two sections to the form

Temporary budget revisions --transfer funds for this fiscal year only

Permanent budget revisions-- transfer funds for this fiscal year and future fiscal years

Accessing Budget Information-HR Budget Training

HR Budget Training Resources

<https://w1.mtsu.edu/budget/>