

**Mississippi State University  
Guidelines for Budget Preparation  
2022-2023 Operating Budgets**

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## ***BUDGET CALENDAR FOR 2023 OPERATING BUDGET***

**Thursday, April 28** - Yellow budget allocation sheets distributed to Vice Presidents.

**Wednesday, May 18** - All data changes and allocation sheets due from VPs to the Budget Office. Lock Budget System at 8:00 am.

**Friday, May 27** - Summary of budget to President for approval.

# ***I. GENERAL INFORMATION***

## ***Budget System Access Request – eForm***

If you do not currently have Banner access to the budget system, please submit an **Administrative Banner Access Request eForm**. List “Budget Module Access” in the Administrative Banner Page or Process section and select either Query or Update/Query in the Access field. Also, list the ORGs that you need access to in the Organization (Org Level) Security section or attach a file with a list of requested ORGs. Send the eForm to your Department Head/Fiscal Officer for approval and request that it be sent to the “**Controller & Treasurer – Budget**” group for final approval.

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### ***ACCESSING THE BUDGET SYSTEM***

The budget module is now accessible through Banner. Once you are logged into Banner, you can access the budget module pages directly in the search option or by the following:

- Banner Applications
- Human Resources
- MSU Budget System (MSUBUD)

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- The data provided is from the July 1, 2021, budget. However, if you made any changes in the budget module when you printed your Budget to Banner Comparison Report, the changes will be reflected in the mid-year changes block. Data is available immediately for update and, once final worksheets are printed, your data is complete.
  - Security is controlled by the ORG. You must complete all funds using a specific org before selecting the final print. If you print the final for your Education and General org (i.e., 10000-ORG) you will be locked out of making changes to your other funds if they have the same org code.
  - If multiple users have access to the same org, you may lock your org by printing the final report. The other user will not be locked out until they do a final print.
  - Be sure that the position number and title codes are correct for each employee. If the position number is not the same, the new budget information will not load. An Employment Action Form will be required to make the necessary revision.
  - Fringes will be updated during the nightly process.
  - All amounts are presented as whole dollars, no cents. Negative amounts are not allowed in Mid-Year or New Budget fields.
  - Beginning Budget fields cannot be changed.
  - **Fund, Organization, Program, Activity** and **Account** codes must be active in Banner as of the beginning of the New Budget Date.

## ***II. Budget Reports for Departments***

### **NZRDB2B (Banner to Budget Comparison)**

- Provides the current information from Banner and the Budget Module for each position within the selected Org.
- Report can be printed directly to your printer or sent to your email.

### **NZRDWCR (Budget Working Copy Reports)**

Includes Final copy Option

- Provides the updated information for each position within the selected Org.
- Report can be printed directly to your printer or sent to your email.
- Select “N” for Working Copy and “Y” for Final Copy.

### **NZRDFND (Invalid Distributions – Funds)**

- Provides a list of invalid funds on salary distributions.
- Report can be printed directly to your printer or sent to your email.

### **NZRDACT (Invalid Distributions – Activity Code)**

- Provides a list of invalid activity codes on salary distributions.
- Report can only be sent to your email.
  - Printer: email
  - Special Print: email address

### **NZRDACD (Invalid Activity Codes – Departmental Totals)**

- Provides a list of invalid activity codes on operating lines.
- Report can be printed directly to your printer or sent to your email.

### III. Budget Module Access Forms

#### NZABASE (Budget System Employee Base Update (screen1))

- Key Block includes Fiscal Year (2023), Cycle (1), Position (00....), then “Go”.
- See page 6 for instructions on searching from position number field.
- If an employee will be terminating prior to July 1, 2022, make the New Budget July 1, 2022, block vacant by deleting the MSU ID.
- Salary that is viewed on this screen is populated from the NZASLBD screen.
- An employee’s MSU ID can only exist in one position record for Mid-Year Budget and one position record for New Year Budget.
- If a MSU ID is keyed, FTE must be  $\leq 1$ . If no MSU ID (pooled positions), FTE can be  $> 1$ .
- If Mid-Year FTE is entered, the New FTE field will default to the same FTE.
- Pay Basis is either 18 or 24.
- Pay ID is SM
- Contact Juli Rester at [rester@hrm.msstate.edu](mailto:rester@hrm.msstate.edu) or 325-1831 if you need assistance with setting up a new Title code.
- Titles have been updated; therefore, titles cannot be changed in the budget system screens. If you have a title that needs to be changed, please e-mail Mimi Clark at [mclark@controller.msstate.edu](mailto:mclark@controller.msstate.edu). Also, names and MSU ID#s were updated, but no monetary changes were made.
- To access **NZASLBD** (Salary Distribution Update) form, click RELATED in the upper right-hand section.

MSU ID Number, FTE, and Pay Basis can be changed.

The screenshot shows the 'ellucian Budget System Employee Base Update NZABASE' interface. At the top, there are search fields for 'Fiscal Year', 'Cycle', and 'Position', followed by a 'Go' button. The main content area is divided into three budget periods: 'Beginning Budget (07/01/2019)', 'Mid-Year Budget', and 'New Budget (07/01/2020)'. Each period has a set of input fields: 'MSU ID', 'Name' (pre-filled with '\*\*\*\*VACANT\*\*\*\*'), 'Title', 'FTE', and 'Salary'. The 'New Budget' section also includes 'Pay Basis' and 'Pay ID' fields. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. At the bottom, a status bar shows 'Activity Date: 09/30/2016 11:32:51 AM', 'Activity User: HRISUSR', and a 'SAVE' button.

## NZQBASE (Budget System Employee Lookup)

- Can be only be accessed from NZABASE by searching position number field.
- Query only page.
- Can search by MSU ID, Last Name, First Name or Middle Name.
- Wildcard character '%' can be used to return results for a partial name entry.
- When row is selected (by clicking select in the bottom corner or by double clicking the position number), the position number pulls up in NZABASE.

The screenshot shows the 'ellucian Budget System Employee Lookup NZQBASE' interface. At the top, there are navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. Below this is a search area with fields for Fiscal Year, Previous FY Begin Date (MM/DD/YYYY), New FY Begin Date (MM/DD/YYYY), Cycle, MSU ID, Last Name, and First Name. A 'Go' button is located to the right of the date fields. Below the search area is a table titled 'BUDGET BASE RECORDS' with columns: Position, Beg Budget MSU ID, Beg Budget LName, Beg Budget FName, Mid-Yr Budget MSU ID, Mid-Yr Budget LName, Mid-Yr Budget FName, New Budget MSU ID, New Budget LName, and New Budget FName. The table is currently empty. Below the table is a pagination bar showing '1 of 1' records, '16' items per page, and 'Record 1 of 1'. At the bottom right, there are 'CANCEL' and 'SELECT' buttons.

## NZASLBD (Budget System Salary Distribution Update (Screen 2 & 3))

- Key Block includes Fiscal Year (2023), Cycle (1), Position (00....), then “Go”.
- See page 6 for instructions on searching from position number field.
- Data saved here will also post to NZABOPL (Operating Budget Line-Item table) and NZABASE (Budget System Employee Base Update).
- Contact Amy Burchfield at 325-1747 if you need assistance with setting up new Non-Restricted Fund, Organization or a Program Code.
- Contact Sponsored Programs Accounting at 325-1937 if you need assistance with setting up a new Restricted Fund.
- Contact MaryAnn Latham at 325-0869 if you need assistance setting up a new Activity Code.

### Salary and Distribution can be changed

The screenshot displays the 'Budget System Salary Distribution Update NZASLBD' interface. At the top, there are input fields for 'Fiscal Year', 'Cycle', and 'Position', along with a 'Go' button and a link 'Show New Budget Title from Base Table'. Below this is the 'Position Information' section, which includes fields for 'Beginning Budget (mm/dd/yyyy)', 'New Budget (mm/dd/yyyy)', 'Raise Percentage: 0.00%', 'ID: A00000000', and 'Name: John Doe'. The 'Salary Distribution' section features a table with columns: Fund, Ora, Prog, Actv, Beginning, Int Chos, Mid-Year, Raises, Promotion, Educ. Ach, Reclass, Other, Other2, New Budget, and Percent. The table shows a 'Total' row with values of 0.00 for all columns. At the bottom, there is a 'SAVE' button and a footer with 'Activity Date 09/30/2016 11:32:51 AM' and 'Activity User HRISUSR'.

- **Interim Changes:** For adjustments necessary to reach the current salary, or salary prior to July 1, 2022. Negative or positive amounts can be entered.
- **Mid-Year Budget:** Display Only
- **Raises:** Raises that are effective July 1, 2022 (12-month) or August 16, 2022 (9 month). Field will be unlocked only if raises are allowed for the current budget cycle.
- **Promotions:** Approved Promotion increase (Title change is required). The budget office will update the title once the approved promotion list has been received from your VP/Provost.
- **Education Achievements:** Used to reflect degree attainment. For adjustments effective July 1, 2022.

- **Reclassifications:** Used for reclassifications and equity adjustments that are approved by Human Resources. For adjustments effective July 1, 2022.
- **Other:** Used for reallocations, redistributions, FTE changes, etc. that are necessary to reach the July 1, 2022, salary. Negative or positive amounts can be entered.
- **Other 2:** This is an additional field for future use and will be locked until needed.
- **New Budget:** View Only. Total Beginning Budget, Interim Changes, Raises, Promotions, Educational Achievements, Reclassifications, and other amounts.
- **Percentage:** Percentage for each distribution.
- **Totals:** Totals for each amount column including percentage. Total percentage for all distributions must be 100%.
- **Raise Percentage:** Raise total / Mid-Year Budget.
- **Overall Percentage:** (New Budget total – Mid Year budget) / Mid-Year budget

**Rules:**

- Form uses Org level security to know if the distribution line can be changed.
- A user should have rights to view an employee's data if they have rights to any of the Orgs listed on the position.
- User can add distributions.
- User cannot delete a distribution with a Beginning Budget amount. If a distribution is not going to be used, enter a negative amount in the Interim Changes field to zero out the line.
- If all amounts are zero, the record cannot be deleted if it is the only distribution line listed for the position.



## NZABOPL (Operating Budget Line Item Update (Screen 4))

- Key Block includes Fiscal Year (2023), Cycle (1), Fund, Organization, Program, and Activity, then “Go”.
- Fund, Organization and Program codes are required fields.
- Mid-Year and New Budget are calculated.
- Allows changes to Travel, Contractual, Commodities, Equipment, Other than Capital, and Transfers.
- Fringes can be manually entered or updated by the custom fringe process.

Operating Lines can be changed.

Major Account	Beg Budget mm/dd/yyyy	Interim Changes	Mid-Year Budget	Increase/Decrease	New Budget mm/dd/yyyy
Salaries	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
Fringes	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
Travel	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
Contractual	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
Commodities	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
Equipment	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
Capital	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
<b>Totals</b>	<b>9,999,999,999</b>	<b>9,999,999,999</b>	<b>9,999,999,999</b>	<b>9,999,999,999</b>	<b>9,999,999,999</b>

- **Interim Change:** For adjustments prior to July 1, 2022.
- **Mid-Year Budget:** Display Only
- **Increase/Decrease:** For adjustments effective July 1, 2022.
- **New Budget:** Display Only

### Rules:

- Activity is required only if the fund starts with 16, 17, 26, 27 32, 33, 82, and 83.
- Salaries cannot be changed.

## NZAREVB (Budget System Revenue Update (Screen 5))

- Key Block includes Fiscal Year (2023), Cycle (1), Fund, Organization, Program, and Activity, then “Go”.
- Fund, Organization and Program codes are required fields.
- Revenue account codes should begin with 35.
- Total revenue must equal total expenses.
- Allows updates to estimate for all self-generated revenue. The revenue screen must be completed prior to printing of the final budget

### Revenue Update

ellucian Budget System Revenue Update NZAREVB
ADD RETRIEVE RELATED TOOLS

Fiscal Year:

Cycle:

Fund:  Fund name from FTVFUND

Organization:  Organization name

Program:  Program description

Activity:  Activity description

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**Fund/Org Summary from Operating Budget Line Items**

Total Expenses: 9,999,999,999

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**Revenue Accounts Detail**

Account	Description	Beg Budget mm/dd/yyyy	Interim Changes	Mid-Year Budget	Increase/Decrease	New Budget mm/dd/yyyy
351111	Description	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
352222	Description	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
353333	Description	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
354444	Description	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
355555	Description	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
356666	Description	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
357777	Description	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
<b>Totals</b>		9,999,999,999	9,999,999,999	9,999,999,999	9,999,999,999	9,999,999,999

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Activity Date 09/30/2016 11:32:51 AM Activity User HRISUSR

- **Description:** Display Only
- **Beginning Budget:** No changes allowed.
- **Interim Change:** For adjustments prior to July 1, 2022.
- **Mid-Year Budget:** Display Only
- **Increase/Decrease:** For adjustments effective July 1, 2022.
- **New Budget:** Display Only
- **Total:** Calculated
- **Total Expenses:** Total expenses for Fund and Org.

#### Rules:

- Account can be deleted if all amount fields are zero.
- When the user exits, they will get a warning message if total expenses does not match total revenues.

**NZIBOPS (Operating Budget Summary (Screen 6 & 7))**

- Key block includes Fiscal Year (2023), Cycle (1), Fund, Organization, Program, and Activity, then “Go”.
- Fund, Org, Program and Activity do not have to be completely entered. Fund field must have at least one character.

Summary Display Only

Major Account	Beg Budget mm/dd/yyyy	Interim Changes	Mid-Year Budget	Increase/Decrease	New Budget mm/dd/yyyy
Salaries	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
Fringes	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
Travel	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
Contractual	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
Commodities	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
Equipment	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
Capital	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
<b>Totals</b>	<b>9,999,999,999</b>	<b>9,999,999,999</b>	<b>9,999,999,999</b>	<b>9,999,999,999</b>	<b>9,999,999,999</b>

**NZAATHD (Athletic Department Activity Update (Screen 10))**

- Key Block includes Fiscal Year (2023), Cycle (1), Fund, Organization, Program, and Activity, then “Go”.
- The date keyed on this screen updates NZABOPL Operating Budget Line Items table.

**Athletic Activity Update**

ellucian Athletic Department Activity Update NZAATHD ADD RETRIEVE RELATED TOOLS

Fiscal Year:  Go

Cycle:

Fund:  ... Fund name from FTVFUND

Organization:  ... Organization name

Program:  ... Program description

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**Athletic Activity Detail** Insert Delete Copy Filter

Activity	Description	Beg Budget mm/dd/yyyy	Interim Changes	Mid-Year Budget	Increase/Decrease	New Budget mm/dd/yyyy
AD1000	Description	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
AD3000	Description	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
AD3001	Description	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
AD4003	Description	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
AD5000	Description	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
AD6000	Description	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
AD8000	Description	999,999,999	999,999,999	999,999,999	999,999,999	999,999,999
<b>Totals</b>		9,999,999,999	9,999,999,999	9,999,999,999	9,999,999,999	9,999,999,999

Activity Date 09/30/2016 11:32:51 AM Activity User HRISUSR Record 1 of 1 SAVE

- **Activity:** Display Only.
- **Description:** Display Only
- **Beginning Budget:** Display Only
- **Interim Change:** For adjustments prior to July 1, 2022.
- **Mid-Year Budget:** Display Only
- **Increase/Decrease:** For adjustments effective July 1, 2022.
- **New Budget:** Display Only
- **Total:** Calculated

**Rules:**

- Activity can be deleted if all amount fields are zero.

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#### ***IV. PROCEDURE FOR FINALIZING BUDGET INFORMATION***

1. Upon completion of each Org for which you are responsible, use “Y” as the Final Indicator in form **NZRDWCR**. CAUTION: TO MAINTAIN DATA INTEGRITY, IF YOU PROCEED PAST THIS POINT BY ANSWERING YES ON SCREEN, YOU WILL BE LOCKED OUT OF THE DATA FOR ALL ACCOUNTS USING THAT ORG (department) CODE. This will lock you out of any funds using that org - be certain you are finished before you select this option.
2. Print a final budget worksheet for each of your accounts. You may print as many copies of the final printout as you need. Be sure EVERY EMPLOYEE is on a printout.
3. Put together all the elements of your budget package and send the information to your next higher administrator for approval. The budget package will include the final budget worksheet printout and the yellow budget control sheet.
4. If an ORG needs to be unlocked (AFTER YOUR FINAL PRINT), your higher administrator will have to submit an email request to Mimi Clark at [mmc41@msstate.edu](mailto:mmc41@msstate.edu).
5. Approved yellow expenditure control sheets should be returned to 336 McArthur, Mail Stop 9602. Please do not return the final worksheet printouts to the Budget Office.

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#### ***V. REVENUE BUDGETING***

- ***ON-CAMPUS (FUND 100000) REVENUE BUDGETING:***

Any department responsible for generating revenue to support their departmental operations must budget that estimated revenue on the revenue screen **NZAREVB**. The department will be expected to monitor the budgeted revenues. A department who spends their total budget but does not meet their revenue budget will be required to cover the difference from other funds.

- ***PLANT AND DESIGNATED FUND BUDGETING PROCEDURES:***

Plant and Designated Funds will no longer be budgeted.

You have the ability to print plant and designated fund budget worksheets if you have employees paid from these funds to allow for review by your administrator.

Within the Banner system, report **FWGCHFBVP** can be run in order to obtain the fund balance for Plant and Designated Funds. You will need to enter the required parameter values for your fund request.

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***VI. MISSISSIPPI STATE UNIVERSITY - EXTENSION SERVICE DISTRIBUTIONS***

- Federally appointed employees must maintain at least a 51% level of funding from the Extension Service.

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***VII. ADDITIONAL INFORMATION***

The forms listed below can be found online at <https://www.controller.msstate.edu/forms/>.

- **Positions to be Deleted from Budget Module and Banner** - This form should be completed for any positions that are no longer needed in your department.
- **New Department Head or Department Name change form** - This form identifies account number and name changes that are taking place for the department.

The budget office will issue your yearly budget sheet (yellow) form to the appropriate Vice President or Provost. They will then issue them to each department as needed.

- **Budgeted Expenditure Control Sheet** - This form is yellow and shows your beginning budget. Each department should list any adjustments necessary to bring your total to your approved FY 2022-2023 budget amount. ALL Education and General and Auxiliary funds should have a completed, signed form returned for them.

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***If you have any questions, please contact the Budget Office at 662-325-8907.***