

## User Procedures Outline

### Base Budget Instructions

Departments should run the IRIS report ZFM\_BCS029 Budget Base Detail which will show the original budget and any supplements (permanent changes) which are added to the original budget to provide the base budget for FY 2007-2008. The base budget amount will be listed on the Budget Request Document on the line Current Base Budget. The report can be broken down by commitment item and individual budget entries can be viewed which will provide more detailed information. To view detailed instructions open hyperlink.

[http://iris.tennessee.edu/BPP/FI/Funds%20Management/ZFM\\_BCS029%20-%20Budget%20Base%20Detail.pdf](http://iris.tennessee.edu/BPP/FI/Funds%20Management/ZFM_BCS029%20-%20Budget%20Base%20Detail.pdf)

### Salary Budget Instructions

Personnel who are responsible for salary budgets need to make appointments with the Business & Financial Affairs Office to review current salary budget positions to ensure they are properly classified and to make sure all positions are fully funded for FY 2007-2008.

### Budget Request Form Instructions

The Budget Request Form has sections for Personnel, Operations and Equipment which can be used to request additional funds for those categories. In addition there is a section to identify any request for restricted special fees. At the bottom of the request all funding sources should be identified. If there are no special fees the funding source for the request should show all funding as Unrestricted E & G allocations.

After completing the Budget Request Forms they should be sent to the Vice Chancellor or designated individual who reviews the request and then be submitted to the Budget Committee.