

## FY 2023 Budget Reallocation Form

- Login to MySFA **with Chrome**
- Navigate to the FY 2023 Budget Reallocation link  
Resources Tab  
Budget
  - Enter: Budget Request Form
  - Approve: Budget Request Form
  - Enter: Budget Reallocation Form**
  - Approve: Budget Reallocation Form
  - Differential Tuition Request Form
  - Estimated Income Form
- Please verify the date for your reallocation form to be completed and submitted to your division head.
- You will have a screen as pictured below, specific to the organization codes related directly to you.
  - Please verify all expected organization codes are present and confirm the name listed for your supervisor is accurate. If your supervisor or organization code list is inaccurate, please contact your budget analyst.

The screenshot shows the Stephen F. Austin State University Budget Reallocation Form interface. At the top left is the university logo. The header includes the university name and the form title. Below the header is a navigation bar with a search box, a green 'SUBMIT' button, and a red 'Log Out' button. A light blue banner displays the user's name and the organization they are budgeting for. On the left is a list of organization codes and names. The main content area contains instructions and a note about the supervisor's name.

Stephen F. Austin State University  
**Budget Reallocation Form**

29001: Information Tech Svcs  
29002: Telecommunication & Networking  
29003: Banner Project Management  
29007: Student Support Center  
29011: ITS Academic Support  
29012: ITS Public Safety  
29013: ITS Information Security

WELCOME  
Welcome Lisa Mozingo!  
You are budgeting for Information Tech Svcs

29001: Information Tech Svcs

The purpose of this form is to allow reallocations of existing budgets. This form is not intended for new funding requests. If you need to request new funding, please complete the FY 2021 Budget Request Form.

Once you have entered your budget reallocations, click the "SUBMIT" button at the top of the page. All lines must have a proposed budget. If no changes, enter the prior fiscal year budget amount. Your budget will be submitted to **Edward Espinoza**.

Please select the name of an organization on left to begin.

- This form will allow you to move existing funds from one account code to another **within the same fund**.

- The Budget Reallocation Form will allow you to move budget between different fund codes but your request will be denied by your budget analyst. Please ensure that you are moving budget within the same fund only.
- A response is not required for each organization code, or account code, you only need to enter information if you would like to make changes.
  - Only items you change will be forwarded for approval. All other items will be reported to the budget office as your original budget from FY2022.
  - If changes are necessary,
    - choose the Org code first
    - click “Edit Accounts” to see a drop-down menu
    - make your selection and you will see your FY2022 beginning budget and a field for FY2023 proposed budget
    - enter your new proposed budget
    - leave any relevant comments for your supervisor in the detailed expenditure breakdown field

**Request View** Submit All

**Welcome, Ginger Walker!**  
You are budgeting for VP Finance & Administration

30001: VP Finance & Administration  
30002: General Contingency  
**30007: Administrative Support**  
30008: Risk Management  
30036: VSIP Annual Savings

**30007: Administrative Support** Edit Accounts Save All

Fund Code	Acct Code	Acct Description	FY 2022 Budget	Saved Budget / Detailed Expenditure Breakdown	Proposed Budget / Detailed Expenditure Breakdown
150002	670090	Graduate Teaching Assts	\$0.00		Proposed Budget Detailed Expenditure Breakdown
<b>Sum</b>			\$0.00		
<b>Difference</b>				\$0.00	\$0.00

- Press the blue “Save All” button as you complete each organization code. This will save your changes for any future logins. You may log in and save as often as necessary. **The form is not submitted until you press “Submit All”.**
- When you have completed your reallocation form, press the green submit all button at the top of the page.
  - The submit button will submit all organization codes at once to your supervisor.
- When you press the submit all button, you will see the screenshot below prompting you to verify your submission. **You must press the submit button again.**

**Confirm Submission** ✕

Are you sure you want to submit the following **4** budget(s) with their listed amounts?

Org Code	Org Description	Fund Code	Acct Code	Acct Description	Submitted Budget
30001	VP Finance & Administration	150002	72B0	Operations & Maint Budge...	\$212,620.00
30007	Administrative Support	150002	670090	Graduate Teaching Assts	\$0.00
30008	Risk Management	150002	72B0	Operations & Maint Budge...	\$10,000.00
30036	VSIP Annual Savings	150002	72B0	Operations & Maint Budge...	\$1,442,793.52

Submit
Close

- Please verify if there are any total discrepancies in your budget, you intend for them to be there. (Ex: you are giving O&M to another area in your division, so your budget would be reduced and their budget would be increased on this form)
- When you submit the form, the request will be forwarded to your supervisor.
- There is a new recall option, if you need to view or make changes to your submittal prior to your supervisor approving. You may review by clicking the organization links or recall them by clicking the "Recall" button.

**Request View** Submitted on 1/21/2022 10:17:20 AM Recall

**Welcome, Ginger Walker!**  
You are budgeting for VP Finance & Administration

[30001: VP Finance & Administration](#)

[30002: General Contingency](#)

[30007: Administrative Support](#)

[30008: Risk Management](#)

[30036: VSIP Annual Savings](#)

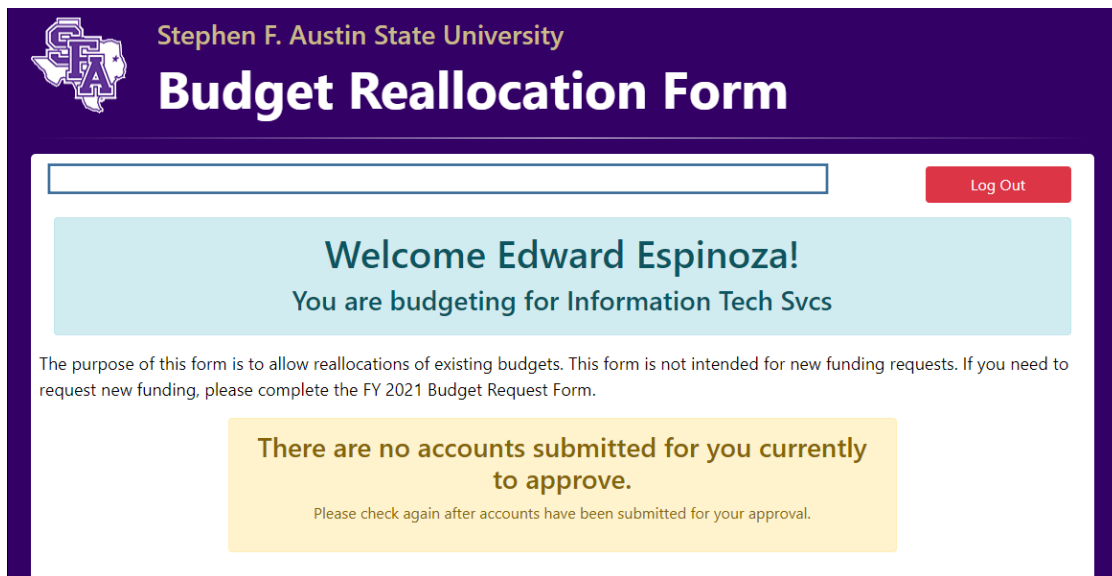
✓ You have submitted your budgets to **Ginger Walker** for the 2023 fiscal year on 1/21/2022 10:17:20 AM.

You may review what you have submitted by clicking the organization links in the sidebar or recall them by clicking the "Recall" button.

- There is a Frequently Asked Questions document, refer to this if additional questions.

## Budget Reallocation Form Approval Level

- Login to MySFA
- Navigate to the FY 2023 Budget Reallocation link  
Resources Tab  
Budget
  - Enter: Budget Request Form
  - Approve: Budget Request Form
  - Enter: Budget Reallocation Form
  - Approve: Budget Reallocation Form**
  - Differential Tuition Request Form
  - Estimated Income Form
- As an approver, you will review the requests submitted and make any necessary adjustments.
- If you entered a budget reallocation form as a user, you will see your entry, but you will not have the option to adjust the entry in your approval screen.
- If no requests have been submitted yet, you will receive the message below.



Stephen F. Austin State University

# Budget Reallocation Form

Log Out

Welcome Edward Espinoza!  
You are budgeting for Information Tech Svcs

The purpose of this form is to allow reallocations of existing budgets. This form is not intended for new funding requests. If you need to request new funding, please complete the FY 2021 Budget Request Form.

**There are no accounts submitted for you currently to approve.**  
Please check again after accounts have been submitted for your approval.

- Complete the form for your specific organization codes and press “Save All”. Then press the “Approve All” button at the top of the form.
- **Reminder** – the budget reallocation form will allow you to move budget between different fund codes but your request will be denied by your budget analyst. Please ensure that you are moving budget within the same fund only.
- If you don’t need to make any adjustments, press “Save All” and the user’s proposed budgets will copy to the adjusted budget column.
- When you approve the form, there will be a message displayed in the top left hand corner of the screen that will indicate the next approver.

- You will receive email notifications if there are items pending approval closer to the final deadline.
- Please coordinate with your direct reports for internal deadlines.