

## Carbondale Campus End User Instructions

### FORM – Funds Allocation Request

**Use:** To establish/revise the original, adjusted, current and/or projected budget for a position in the AIS Human Resource Management System (HRMS).

**Access:** Obtain necessary form(s). Electronic forms are available through the eforms website *eforms* (<http://eforms.siu.edu/siuforms/info/hro1006.html>)

**Instructions:** Complete the form using the following instructions. Unless noted, all fields are **REQUIRED**.

*Date Initiated* Date the form is initiated. (Date Format DD Mmm YYYY)

*Fiscal Year* Fiscal year the transfer is to affect.

*Check If Transfer Is P/S to OTS, or Vice Versa*

Mark this box if the transfer is between 'Personnel Services' and 'Other Than Salaries' or vice versa.

**Decrease Section:** There is space available to decrease the funding for five position ID/account code combinations.

*Position ID* In the case of an existing position, the unique AIS HRMS identifier that has been assigned to the position. In the case of a new position, leave this space blank.

*Budget Purpose Title* AIS budget purpose title description for the account code.

*Fund* AIS fund for the budget purpose.

*Unit* AIS unit for the budget purpose.

*Budget Purpose* AIS budget purpose for the account code.

*Department Activity 1* Optional, the AIS department activity 1 for the account code.

*Department Activity 2* Optional, the AIS department activity 2 for the account code.

*Function* AIS function for the budget purpose.

*Natural Account* AIS natural account for the account code.

Choose either:

- 50000 (an account with a line item expenditure budget)
- 60000 (an account with a pooled expenditure budget)

*Current Dollars* Amount of current dollars to be transferred from the position ID/account code combination.

*Projected Dollars* Amount of projected dollars to be transferred from the position ID/account code combination.

Increase Section: There is space available to increase the funding for five position ID/account code combinations.

*Position ID* In the case of an existing position, the unique AIS HRMS identifier that has been assigned to the position. In the case of a new position, leave this space blank.

*Budget Description* AIS budget purpose description for the account code.

*Fund* AIS fund for the budget purpose.

*Unit* AIS unit for the budget purpose.

*Budget Purpose* AIS budget purpose for the account code.

*Department Activity 1* Optional, the AIS department activity 1 for the account code.

*Department Activity 2* Optional, the AIS department activity 2 for the account code.

*Function* AIS function for the budget purpose.

*Natural Account* AIS natural account for the account code. Choose either:

- 50000 (an account with a line item expenditure budget)
- 60000 (an account with a pooled expenditure budget)

*Current Dollars* Amount of current dollars to be transferred to the position ID/account code combination.

*Projected Dollars* Amount of projected dollars to be transferred to the position ID/account code combination.

Comments Section: Provide any additional information needed to clarify the requested transaction(s).

Administrative Approvals Section:

*Chair/Fiscal Officer* Signature of chair/fiscal officer and date signed.

*Dean/Director* Signature of dean/director and date signed.

*Vice Chancellor/Provost* Signature of Vice Chancellor/Provost and date signed.

*Budget Office*                      Signature of Budget Office representative, if required based on the nature of the transaction, and date signed.

*Other Administrative Approvals*  
Signature of any other administrator required by your responsibility area and date signed.

*Chancellor*                          Signature of Chancellor and date signed.

*President*                              Signature of President and date signed.

**Special Notes:**                      Fund, unit, budget purpose, department activity 1, department activity 2, function and natural account are all segments of the AIS accounting flexfield. HRMS does not automatically generate these segments based on the budget purpose. The preparer must supply all of the required segments. Department activity 1 and department activity 2 are the only two segments that are optional. If no value is provided, the default value of '00000' will be assigned. The values for the object, SOF (source of funds), institutional activity, FFY (funding fiscal year) and future use will either be assigned by Human Resources or generated during the budget processes.

All dollar amounts should be entered without the currency (\$) and three-digit grouping (,) symbols. These symbols will be inserted when you exit the field.

Signature requirements vary from responsibility area to responsibility area. Consult with your responsibility area head to determine signature requirements.

**Routing:**                              Print this form, acquire the appropriate signatures, and mail it to: Human Resources, MC 6520.