

All Things Budget

March 5, 2025



MISSISSIPPI STATE
UNIVERSITY™

The Business Training &
Development Committee

What is a Budget?

- **Budget:** An estimate of income and expenses for a set period of time
 1. MSU operates on a fiscal year that begins July 1st and ends June 30th
- A budget is broken down into two parts:
 1. Planning- anticipating your sources of revenue and allocation of expenses based on departmental needs
 2. Implementation- begins with the fiscal year as expenditures are made



What is a FOAPAL?

- Fund – Type of money
- Organization – Department
- Account – Expense or Revenue Code
- Program – Type of Work
- Activity – Used for detailed reporting
- Location – Payroll Position Number



Funds

- 1XXXXX State Funding (E&G)
- 2XXXXX Auxiliary & Designated
- 3XXXXX Restricted funds
- 5XXXXX Endowment funds
- 6XXXXX Plant Funds
- 8XXXXX Cost Share funds
- 9XXXXX MSCL Separate Appropriation



Organizational Groupings

*Mississippi State University
Organization list of 2-digit prefixes*

College of Agriculture	01
College of Architecture	02
College of Arts and Sciences	03
College of Business and Industry	04
College of Education	05
College of Engineering	06
College of Forest Resources	08
Graduate School	09
College of Veterinary Medicine	18
Research Centers	19
General Academic	30
Off Campus Branches	31
Mitchell Library	32
Computing Center	33
Student Services	41
Executive Management	44
Fiscal Operations/Administrative	45
Logistical Services	47
Student Housing	52
Student Health	56
Faculty/Staff Housing	60
Telecomm/Mail Services	70
Athletics	89



Account Codes

- 35XXXX – Revenue
- 40XXXX – Expenditure
 - 401000 – Salary/Wages
 - 403XXX – Fringe Benefits
 - 404XXX – Travel
 - 405XXX – Contractual Services
 - 406XXX – Commodities
 - 408XXX – Equipment
 - 409XXX – Transfers between funds

You can find a complete list of account codes on RPA's website @RPA.msstate.edu



Program Codes

*Mississippi State University
Program list of 2-digit prefixes*

Instruction	01
Research	02
Public Service	03
Academic Support	04
Student Services	05
Institutional Support	06
Operation of Plant	07
Student Aid	08
Auxiliary Enterprises	11
MS State Chemical Lab	14
Loans	15
Endowment	16
Plant	17
Agency	18



Activity Codes

- Not required by all departments
- Used for specialized reasons

A complete list of six-digit activity codes can be found using *FTVACTV*



Planning your Departmental Budget

- The planning phase of budget begins March 1st when the Controller/Budget office opens the module in Banner
- During March you will be asked to run the Banner comparison report *NZRDB2B*



Planning Phase: Involvement

- Make sure that your department head/director is involved during this phase and understands what is happening at this point
- Begin having discussions with your department head/director
 1. Are there any big changes happening in staff or faculty lines?
 2. Are there any big expenses that we need to be aware of?
- Ask your department head/director for a list of approved promotions
 1. You will need to enter the dollar amount of the promotion after you have requested the title change



Planning Phase: Raises

- **Raises**
 - ✓ You will need to update your budget according to the raise allocation allotted to your department
- **No Raises**
 - ✓ Your budget should be easy at this point as majority of updates were made during the Budget/Banner comparison report in March



Why do we need to do all of this?

- Ensures that the employee information is accurate
- Used to roll the budget into Banner for the July 1 record
- Implementation of the new budget begins July 1



Online Resources

Budget's website: <https://www.controller.msstate.edu/budget>

Current Guidelines for Budget Preparation

Current Salary Guidelines if applicable

Current and Previous Copies of MSU's
Annual Operating Budget



MSU's Operating Budget



Exhibit A – Summary of Revenues & Expenditures



Exhibit B – Detail of Revenues



Exhibit C – Summary of Expenditures by Major Functions and Objects



Exhibit D – Detail of Expenditures by Departments and Objects



Athletics

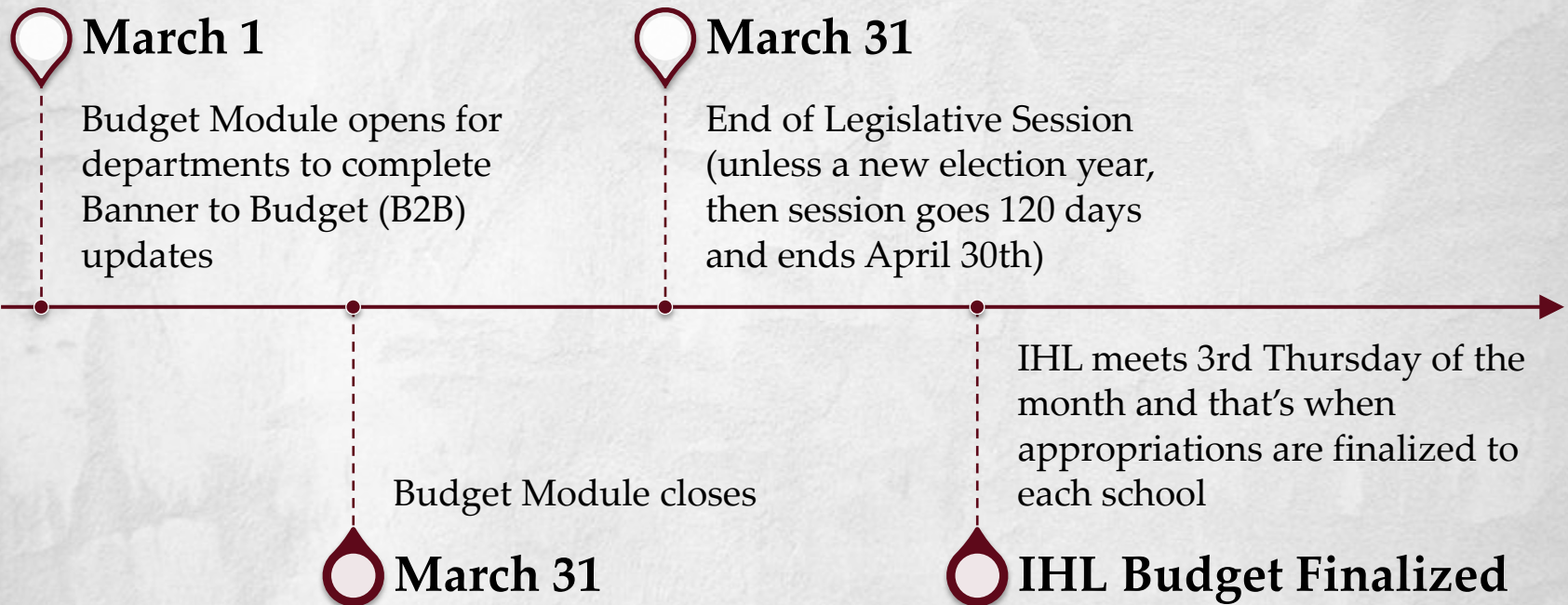


MSU's Operating Budget

Any guesses on how large MSU's Annual Operating Budget is?



Preliminary Budget Timeline



How to Get Access

- eForms - Administrative Banner Access Request
- Under Page or Process, add “Budget Module Access” and select Query or Update/Query in the Access field
- Add the appropriate Orgs you need access to
- Department Head/Fiscal Officer approval is required, and then routed to the “Controller & Treasurer – Budget” group for approval



Banner Screens

- Search MSUBUD to pull a list of screens
- Direct Navigation Access Forms:
 - NZABASE – Budget System Employee Base Update
 - NZQBASE – Budget System Employee Lookup
 - NZASLBD – Budget System Distribution Update
 - NZABOPL – Operating Budget Line-Item Update
 - NZAREVB – Budget System Revenue Update
 - NZIBOPS – Operating Budget Summary
 - NZAATHD – Athletic Department Activity Update



Banner Screens

- Budget Reports:
 - NZRDB2B – Banner to Budget Comparison
 - NZRDWCR – Budget Working Copy Reports (includes final copy option)
 - NZRDFND – Invalid Distributions – Fund
 - NZRDACT – Invalid Distributions – Activity Code
 - NZRDACD – Invalid Activity Codes – Departmental



Key Points

- We are currently working in **Fiscal Year 2026** and **Cycle 1**
- **Beginning Budget** = What was budgeted effective 7/1/24, at the end of the FY25 Budget Cycle
- **Mid-Year Budget** = Any changes that take place during the fiscal year
- **New Budget** = Amount budgeted for FY26 effective 7/1/25



Banner to Budget Comparison - NZRDB2B

1. The budget system is unlocked March 1st and remains open until March 31st at 5:00 pm (subject to change).
2. The report provides the current employee information from Banner and the Budget System for each position within the selected ORG
3. Reviewing and updating each position is necessary for the employee information to be correct July 1, 2025.
4. Print options:
 - *Print directly to your printer – landscape format
 - *Print to your email – portrait format





Process: NZRDB2B Banner to Budget Comparison Parameter Set:

▼ PRINTER CONTROL

Printer

email



Submit Time

Special Print

MIME Type

PDF ▼

Lines

PDF Font

COURIER ...

▼ PARAMETER VALUES

Number *	Parameters	Values
01	Fiscal Year	2026
02	Budget Cycle	1
03	Orgn Code	999999

LENGTH: 6 TYPE: Character O/R: Required M/S: Single

Please Enter 6 Digit Orgn Code (XXXXXX)



NZRDB2B

- NZRDB2B shows you the following information regarding each employee:
 - Position number
 - Name
 - MSU ID Number
 - Pay Type
 - Title Code
 - Distribution



MISSISSIPPI STATE UNIVERSITY

NZRDB2B

BANNER/BUDGET Comparisons as of 27-FEB-2025

Department: 390700 Data Science

Position: 000387

BUDGET MODULE INFORMATION

Name: [REDACTED]
ID: [REDACTED]
Pay Type:

BANNER INFORMATION

Name: [REDACTED]
ID: [REDACTED]
Pay Type: Semi-Monthly

100000-020101-021000-000000	A0260	24,783
100000-028800-011024-000000	A0260	139,501
364584-028800-021000-000000	A0260	15,569

BUDGET FTE: .930
BUDGET Total: 179,853

100000-020101-021000-000000	A0260	24,784
100000-028800-011024-000000	A0260	79,563
366871-028800-021000-000000	A0260	33,852
366879-028800-031000-000000	A0260	31,352
100000-390700-011000-000000	A0260	24,222

BANNER FTE: 1.000
BANNER Total: 193,773

Position: 001142

BUDGET MODULE INFORMATION

Name: *** Vacant Position ***
ID: 999-999-999
Pay Type:

BANNER INFORMATION

Name: *** Vacant Position ***
ID: 999-999-999
Pay Type: Semi-Monthly

259191-191000-021000-000000	P1049	0
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BUDGET FTE: .000
BUDGET Total: 0

259191-191000-021000-000000	P1049	0
361401-191000-021000-000000	P1049	0
100000-390700-011000-000000	P1049	0

BANNER FTE: .000
BANNER Total: 0



NZRDB2B

- How does this report help me?
 1. Gives the business personnel, department head/directors an opportunity for creating a budget forecast
 2. Alerts you to implement the changes done during the fiscal year into your budget
 3. Ignoring this report makes the process done in April/May more difficult



Changes to Employee Base Information - NZABASE

- NZABASE allows you to make changes to employee base information
 1. Updating the employee in the position using the MSU ID Number
 2. FTE
 3. Pay Basis
 4. Title Code

If the title code needs to be corrected, please email Mimi Clark



NZABASE

1. Allows you to make changes to the employee base information for the selected position.
 - If hire date is prior to July 1, 2025 - Update the MSU ID in both Mid-Year and New Year Budget fields
 - If hire date is on or after July 1, 2025 - Update the MSU ID in the New Budget section field
 - Update the FTE in Mid-Year and New Budget fields.
 - Update Pay Basis – use 18 for a 9-month employee and 24 for a 12-month employee
2. Verify the Title code and Title for the Mid-Year and New Budget sections.
 - *If the title needs to be updated, please email Mimi Clark (mclark@controller.msstate.edu)





Budget System Employee Base Update NZABASE 9.3.11 [MC:3.1] (Prod-MSU)

Fiscal Year: 2026 Cycle: 1 Position Number: 008316

▼ BUDGET SYSTEM EMPLOYEE BASE UPDATE

Beginning Budget 07/01/2024

MSU ID	Name: ***VACANT***	Title	ST001	Student Worker	FTE	0.500
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Mid-Year Budget

MSU ID	<input type="text"/>	Name: ***VACANT***	Title *	ST001	Student Worker	FTE *	0.500
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New Budget 07/01/2025

MSU ID	<input type="text"/>	Name: ***VACANT***	Title *	ST001	Student Worker	FTE *	0.500
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Pay Basis *	24	Pay ID *	SM
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Edit Salary Distributions **NZASLBD**

- Allows you to make changes to the employee's salary and distribution.
- Reminders:
 1. Interim Changes: For adjustments prior to July 1, 2025
 2. Mid-Year: Display Only
 3. All other fields: For adjustments on or after July 1, 2025



NZASLBD

- **Beginning Budget (defaults in)**
 - **Interim Changes**
- **Mid-Year Budget (display only)**
 - **Raises**
 - **Promotions**
 - **Education Achievements**
 - **Reclassifications**
 - **Other**
 - **Other 2**
- **New Budget (automatically calculates)**





Budget System Salary Distribution Update NZASLBD 9.3.11 [MC:3.1] (Prod-MSU)

Fiscal Year: 2026 Cycle: 1 Position Number: 008316 ST001 Student Worker

▼ POSITION INFORMATION

Beginning Budget 07/01/2024

New Budget 07/01/2025

Beginning ID

New ID

Beginning Name ***VACANT***

New Name ***VACANT***

▼ SALARY DISTRIBUTION

Fund *	Org *	Program *	Activity	Beginning Budget *	Interim Changes *	Mid-Year Budget	Raises *	Promotions *	Education Achievements *	Reclassifications ▲	Other *	Other2 *	New Budget	Percentage
100000	999999	999999		0	0	0	0	0	0	0	0	0	0	0.00
			Totals	0	0	0	0	0	0	0	0	0	0	0.00



Update Operating Line Items – NZABOPL

1. Allows you to make changes to the operating budget lines.
 - * Interim Changes: For adjustments prior to July 1, 2025
 - * Mid-Year: Display Only
 - * Increase/Decrease: For adjustments effective July 1, 2025.
 - * New Budget: Display Only

MISSISSIPPI STATE UNIVERSITY | Operating Budget Line Item Update NZABOPL 9.3.11 [MC:3.1] (Prod-MSU)

Fiscal Year: * 2026

Cycle: * 1

Fund: 100000 MSU Education and General Fund

Organization: 999999 Control Org Code

Program: 011000 General Academic

Activity:

MISSISSIPPI STATE UNIVERSITY | Operating Budget Line Item Update NZABOPL 9.3.11 [MC:3.1] (Prod-MSU)

Fiscal Year: 2026 Cycle: 1 Fund: 100000 MSU Education and General Fund Organization: 999999 Control Org Code Program: 011000 General Academic

▼ BUDGET LINE ITEMS

Major Account	Beginning Budget 07/01/2024	Interim Changes	Mid-Year Budget	Increase/Decrease	New Budget 07/01/2025
Salaries	0	0	0	0	0
Fringes	0	0	0	0	0
Travel	0	0	0	0	0
Contractual	0	0	0	0	0
Commodities	0	0	0	0	0
Equipment	0	0	0	0	0
Other than Equipment	0	0	0	0	0
Transfers	0	0	0	0	0
Totals	0	0	0	0	0



Budget System Revenue Update– NZAREVB

1. Allows you to make changes to the self-generated revenue.

- * Interim Changes: For adjustments prior to July 1, 2025
- * Mid-Year: Display Only
- * Increase/Decrease: For adjustments effective July 1, 2025.
- * New Budget: Display Only

MISSISSIPPI STATE UNIVERSITY Budget System Revenue Update NZAREVB 9.3.11 [MC:3.1]

Fiscal Year: * 2026

Cycle: * 1

Fund: 100000 MSU Education and General Fund

Organization: 999999 Control Org Code

Program: 011000 General Academic

Activity:

MISSISSIPPI STATE UNIVERSITY Budget System Revenue Update NZAREVB 9.3.11 [MC:3.1] (Prod-MSU)

Fiscal Year: 2026 Cycle: 1 Fund: 100000 MSU Education and General Fund Organization: 999999 Control Org Code Program: 011000

▼ FUND/ORG SUMMARY FROM OPERATING BUDGET LINE ITEMS

Total Expenses	0
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▼ REVENUE ACCOUNTS DETAIL

Account	Description	Beginning Budget 07/01/2024	Interim Changes	Mid-Year Budget	Increase/Decrease	New Budget 07/01/2025
		0	0		0	
	Totals	0	0		0	



Budget Allocation Sheet: Yellow Sheet

The budget system will be unlocked at the end of April when budget allocation sheets are distributed. At this time, the departments will be able to make final changes and balance the budget for each ORG back to the allocation sheet. Balance **NZIBOPS** to the yellow sheet total.

200
Provost - General

**Mississippi State University
2024-2025 Operating Budget**

Fund: 100000 MSU Education and General Fund
Org: 300300 Summer School

Listed below is your beginning budget for fiscal year 2024-2025. Any modifications must be approved by your Dean/Director/Vice President. Please contact Budget at 325-8907 if you need assistance.

Education and General Funds	██████████
Self-generated Revenue	\$0
Permanent Budget Adjustments	
Total Adjusted Budget as of FY 2024	<u>██████████</u>

Please list any increases/(decreases) to your 2024-2025 budget:

Administrative Adjustments (Green Sheets)	_____
Approved Promotions	_____
Changes Funded by Self-generated Revenue	_____
Raise Allocations	_____
Reallocations between Departments	_____
Comments:	

Net Change _____ *0*

Total authorized expenditures for fiscal year 2024-2025 (Portion Funded by:
E & G Funds ██████████ + Self-generated revenue *0*) = \$ ██████████ ✓

The above total expenditures amount has been reviewed and approved for FY 2024-2025.

Dept. Head _____ Date: _____

Dean/Director _____ Date: _____

Vice President *Laura H. H. H.* _____ Date: *5/8/24*

BB



Check Your Totals – NZIBOPS

Summary Display Only – No changes allowed
Budget Allocation Sheets should equal the New Budget total

MISSISSIPPI STATE UNIVERSITY Operating Budget Summary NZIBOPS 9.3.11 [MC:3.1] (Prod-MSU)

Fiscal Year: * 2026 ...

Cycle: * 1 ...

Fund: 100000 ... MSU Education and General Fund

Organization: 999999 ... Control Org Code

Program: 011000 ... General Academic

Activity: ...

MISSISSIPPI STATE UNIVERSITY Operating Budget Summary NZIBOPS 9.3.11 [MC:3.1] (Prod-MSU)

Fiscal Year: 2026 Cycle: 1 Fund: 100000 MSU Education and General Fund Organization: 999999 Control Org Code Program: 011000

▼ MAJOR ACCOUNTS TOTALS

Major Account	Beginning Budget 07/01/2024	Interim Changes	Mid-Year Budget	Increase/Decrease	New Budget 07/01/2025
Salaries	0	0	0	0	0
Fringes	0	0	0	0	0
Travel	0	0	0	0	0
Contractual	0	0	0	0	0
Commodities	0	0	0	0	0
Equipment	0	0	0	0	0
Other than Equip...	0	0	0	0	0
Transfers	0	0	0	0	0
Totals	0	0	0	0	0



Print Budget Working Copy Report -NZRDWCR

1. Provides an overview of NZABASE and NZASLBD for each position within the selected ORG.
2. Select “N” for Working Copy and “Y” for Final Copy. Do not select “Y” until you have finalized all changes. (Y – Final Copy locks the ORG for the individual user)
3. Print Options:
 - *Print directly to your printer – landscape format
 - *Print to your email – portrait format

Process: NZRDWCR Budget Working Copy Reports Parameter Set:

▼ PRINTER CONTROL

Printer	<input type="text"/>	Submit Time	<input type="text"/>
Special Print	<input type="text"/>	MIME Type	PDF
Lines	<input type="text"/>	PDF Font	COURIER

▼ PARAMETER VALUES

Number *	Parameters	Values
01	Fiscal Year	2026
02	Budget Cycle	1
03	Fund Code	%
04	Orgn Code	450200
05	Program Code	%
06	Activity Code	%
07	Final Indicator	N
08	Sort By	N

1 of 1 | 10 Per Page

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Please Enter 4 Digit Fiscal Year (XXXX)



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