

**Georgia Institute of Technology**  
**Institute Budget Planning & Administration**  
**Policies and Procedures**

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**Budget Amendments**

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**Frequently Asked Questions**

**Q. What is a Budget Amendment?**

- A.** A budget amendment is the process that campus units use to update their Original Budgets whenever operating conditions reflect a deviation from the Original Budget estimate according to guidelines stated in this policy. The Budget Office incorporates budget amendments from Georgia Tech units into a quarterly amendment submitted to the Board of Regents, per BOR Policy 702.03.

Only authorized personnel within departments have access to IBS and therefore to budget amendments. Divisions should have their own budget reconciliation processes in place to provide checks and balances related to budget amendment activity by staff.

**Q. What process do I use to amend my budget?**

- A.** The “Internet Budgeting Solution” (IBS) is a web-based application that allows users to amend their budgets on-line. This system was created and developed by the Budget Office. IBS is designed to interface with PeopleSoft’s Financials, Human Resources, and Salary Planning and Distribution (SPD) applications.

**Q. How do I get access to Internet Budgeting Solution (IBS)?**

- A.** All users of IBS must complete an authorization form. This form authorizes this user to make changes to the budget for the departments listed and must be signed by the department head or designated representative. The form can be found at the following web address:  
<http://www.budgets.gatech.edu/bFiles/Forms/IBSAppAccessReqForm.xls>

**Q. How do I receive training?**

- A.** The Budget Analyst assigned to a unit will provide, upon request, one-on-one training, including how to:
- Make changes to personal and non-personal services
  - Add new project ID’s
  - Prepare totals
  - Review changes

- View reports; and
- Miscellaneous functions of the application.

The [IBS Training Guide](#) and a demo are available on the Budget Office web site.

**Q. What are the submission dates?**

**A.** The monthly submission dates are published at this address:  
<http://budnet.pbf.gatech.edu/Views/Calendar.aspx>. Units may amend their budgets on a monthly basis, but units with insignificant changes may wish to save changes for a subsequent month.

**Q. What are some of the common mistakes made in budget amendments?**

**A.** Common mistakes:

- Not verifying beginning balance for all funding sources
- Not verifying SPD requested changes for accuracy, these requested changes affect your totals
- Transferring funds from one source to another
- Not clicking on the “Submit” button after completion of your budget amendment