

# Financial Manager Certification Course

## Budget Module

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### **COURSE DESCRIPTION**

#### **State Funding**

- Elements of State Revenue
- Legislative Appropriations Request (LAR)
- General Appropriations Act
- Formula Funding
- Non-Formula Funding Basics

#### **Budget Process**

- University Goals
- Projections & Communications
- Required Forms
- Understanding your 09/01 budget

#### **Budget Monitoring Part 1**

- Position Review Forms, OTP, and Temp Increases
- Wage Encumbrances
- Flag Lift Requests
- Freeze, Delete, and Drop Requests
- Salary Savings

#### **Budget Monitoring Part 2**

- Budget Management
- Monitoring Your Accounts
- Negative Balance Report
- Fiscal Requests

#### **DBRs – Departmental Budget Requests**

- DBR is an automated budget and fund transfer request initiated at the department level. (Training is available in TRAINTRAQ)  
<https://apps1.system.tamus.edu/TrainTraQ/web/CourseDetails.aspx?cnum=2112796>