INTRODUCTION TO FINANCIAL ACCOUNTING SERVICES

PRESENTED BY:

FINANCIAL ACCOUNTING SERVICES

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Financial Accounting Services: Introduction and Overview

- Financial Accounting Services is responsible for ensuring the integrity of the University's financial data.
- Responsibilities include:
 - Maintaining the University's General Ledger (GL) and financial records
 - Reconciling GL accounts
 - Setting up funds, orgs and accounts
 - Preparing financial statements
 - Managing annual audits
 - Collecting, submitting and reporting all applicable taxes
 - Accounts Payable
 - Managing Restricted, Grant and Agency Funds
 - Managing Fixed Assets
 - Managing Banner Finance Security
 - Processing journal entries

Accounts Payable (AP)

- Accounts Payable (AP) is a sub-department of Financial Accounting Services and processes all <u>non-payroll payments</u> owed by the University to its external customers and the University's community.
 - Purchase Order (PO) Payments
 - Purchasing Card (P-Card) Payments
 - Orders for Check (OFC) / Cash Advances
 - Travel and Expense Vouchers (TEVs)
- Sufficient funds are **required** in order to process any of the above items.
- Checks and payments generally take 2-3 business days to be audited, reviewed and processed, however checks and payments \$10K or more may require an additional 1-2 business days.
- Checks are printed twice a week on Tuesdays and Fridays.

Purchase Order (PO) Payments

- Purchase Orders are used for goods and services that are <u>rendered through</u> the Purchasing Department process. Accounts Payable handles <u>the payment of Purchase</u> <u>Orders.</u>
 - For information on how to <u>initiate the purchase of goods</u> and/or information on purchase requisitions, please direct your questions to the <u>Purchasing/Procurement</u> <u>Office.</u>
 - If you have any special circumstances or questions related to PO payments, please contact <u>Accounts Payable</u>.

Purchase Order (PO) Payments

- For AP to process PO payments, the POs <u>must</u> include the following; otherwise it may delay processing times:
 - Date
 - Printed name of the appropriate signatory
 - Signature of the appropriate signatory
 - Signatory's phone extension
 - The message "OK to pay", or if paying a portion, "OK to pay \$_____"
- An <u>original copy</u> of the invoice must also be included with the PO.
 - <u>Note</u>: Quotes and emails referencing an invoice are <u>not</u> sufficient or acceptable forms of documentation.



Purchasing Card (P-Card) Payments

- Purchasing cards (P-card) are Bank of America MasterCard credit cards that can be used for minor purchases that are <u>not rendered through</u> the Purchasing Department process (PO) or Order for Check (OFC).
- The bank sends to the Cardholder a monthly statement listing any activity associated with the P-Card, including any purchase or credit made during an applicable reporting period. The Cardholder is responsible to verify and reconcile all related account activity while Financial Accounting Services handles <u>the monthly payment of P-Cards.</u>
 - For information on <u>obtaining or using a P-Card</u>, please direct your questions to the <u>Purchasing/Procurement Office.</u>

Orders for Check (OFC) / Cash Advances

- Orders for Check (OFC) / Cash Advances, which come in the form of a physical paper check, are used for purchasing goods and services that are <u>not rendered through</u> the Purchasing Department process (PO) or P-Card charge.
- Orders for Check (OFC) / Cash Advances may be used for:
 - Travel advances, meetings, workshops and seminars, professional fees and individuals that are <u>NOT</u> University of Hartford employees such as consultants, guest lecturers, entertainers, speakers, etc.
 - <u>Note</u>: Individuals who are not University of Hartford employees, live outside Connecticut and earn <u>over \$1,000</u> from the University in any given year are charged tax at a rate of 6.99%. Please inform the individual of this tax requirement and have them complete a W-9.
- Orders for Check (OFC) / Cash Advances <u>may NOT be used for</u>:
 - Payroll items, reimbursements for travel expenses and major expenses such as furniture, computers and other tangible goods and services.
- <u>Cash advances</u> should be reconciled, with a Travel and Expense Voucher (TEV) form, within 30 days of the date of the event for which the advance was requested.

Orders for Check (OFC) / Cash Advances

- For AP to process check requests, a completed and signed <u>Order for Check (OFC)</u> and <u>Cash</u> <u>Advance Request</u> form must be completed and include the following; otherwise it may delay processing time:
 - A complete explanation of the expense and/or need for the payment.
 - A copy of the invoice

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- <u>Note</u>: Quotes and emails referencing an <u>invoice</u> are <u>not</u> sufficient or acceptable forms of documentation.
- <u>Note</u>: Regarding <u>Honorariums</u>, any documentation stating the amount to be paid <u>must</u> be provided.
- Both forms can be found on our website under "Forms & Resources" or at: https://ned.hartford.edu/forms/forms.htm

quest payment for items which require a check to be sent with an o documentation, keep a copy for your records, and send the original to Account coessing. See reverse side for further details and instructions. ide 1 conv and 1 orininal of any doc Vendor# or Social Security State \$0.00 Total Amount of Check CASH ADVANCE UNIVERSITY OF HARTFORD One of the Following REQUEST FORM o Vendor 📃 s form is to be used to request Cash Advances for University of Hart ford employ Pick - Up Phone # uests should be made no more than ten (10) working days prior to the anticipated event/tr Please TYPE or PRINT neatly and attach appropriate documentation. All shaded sections must be completed or this form will be returned to the Superviso Keep a copy for your records. Send the original to Accounts Payable for processing. For Acco niversity ID # (Cash Advance Recipient Date Requested Date Need Detailed explanation for advance stating mplovee Name Acon the business purpose Department Name hone # or Ext. (will be called for pick-up) Campus Address Total Amount of Cash Advance (\$50 ninimum; \$750 maximum) vent/Trip Date(s quester's Name (typed) e conciliation Date motto exceed 30 days from events reounting Distribution Requester's Signature Phone Ext Fund / Ora Amount upervisor's Name (typed) Date Supervisor's Signature Phone Ext For Accounts Payable Use Only: -15440 Banner Invoice # Approved By Date

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Rev. 12-15-11

Travel and Expense Voucher (TEV)

- Travel and Expense Vouchers (TEVs) are used to reimburse work related expenses that an individual personally paid out of pocket and are used to reconcile any cash advances that had been requested.
 - Travel and Expense Vouchers (TEVs) may be used for:
 - Expenses related to travel, meals, lodging, tolls, minor purchases and association dues.
 - Travel and Expense Vouchers (TEVs) May NOT be used for:
 - Expenses related to purchases from unauthorized vendors, major expenses, taxable items.
 - The University is tax-exempt and will not reimburse for any tax incurred.
- Once processed, reimbursement will be disbursed either via direct deposit, for faculty or staff whose payroll is set up as direct deposit, or a physical paper check.
 - If money is <u>owed</u> to the University, deposits are to be made at the <u>Bursar's Office</u>. Accounts Payable does <u>NOT</u> collect cash. Receipt of deposit from the Bursar's Office <u>must</u> be forwarded to Accounts Payable along with your reconciliation.

Travel and Expense Voucher (TEV)

- For AP to process TEV requests, a signed and completed <u>Travel and</u>
 <u>Expense Voucher form</u> must be completed and include the following; otherwise it may delay processing time:
 - All amounts reported must have supporting <u>itemized receipts.</u>
 - Receipts must be <u>taped (not</u> <u>stapled)</u> to a separate sheet of paper and put in <u>date order.</u>
 - Mileage logs <u>must</u> have screen prints from Mapquest or GoogleMaps to support mileage driven.

<u>Note</u>: Form can be found at https://ned.hartford.edu/forms/forms.htm

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 <u>Note</u>: If traveling from home directly to the travel venue, you will need to deduct your regular commuter miles (the mileage it takes for you to travel from home to the University); unless traveling will be taking place on the weekends.

Restricted, Grant and Agency Funds

- Financial Accounting Services monitors all transactions that occur within a(n):
 - Restricted fund Funds that begin with "2"
 - Grant fund Funds that begin with "3"
 - Agency fund Funds that begin with "8"
- These types of funds differ from operating/unrestricted funds because the resources within these funds are utilized for specific uses and fund balances carry forward.
- Making an adjustment to the activity in these types of funds must be submitted to **Financial Accounting Services** with the appropriate form based on the request:
 - **<u>YTD Activity</u>** adjustments = **<u>Interdepartmental Transfer (IDT)</u>** form
 - **Adjusted Budget** adjustments = **Budget Change form**
- To ensure requests are processed in a timely manner, be sure to send the requests to the proper office. A <u>Restricted</u>, <u>Grant or Agency</u> Budget change request does <u>NOT</u> get sent to the <u>Budget Office</u>.

Fixed Assets and Capital Expenditures

- Fixed Assets are tangible pieces of property that are purchased for long-term use and are not easily converted into cash. They include:
 - Land
 - Buildings
 - Equipment
- When any of the above are purchased, Financial Accounting Services needs to determine if any of these purchases are considered "capital expenditures" because they are reported and recorded differently than items not considered capital expenditures.
- While reviewing expenses, if a charge is found in an account that is considered a capital expenditure, the Financial Accounting Services office will reclassify the charge to the correct account and notify the appropriate person in that org.
- Determining what is considered a capital expenditure can be subjective based on the circumstance, but there are general guidelines that our office follows.

Fixed Assets and Capital Expenditures

- Capital Expenditure guidelines include:
 - If purchasing an *individual* piece of equipment that costs \$2,500 or more, the charge needs to be coded as a Capital Expenditure (68100).
 - EX: Sports/Athletic Equipment, Instruments, Printers
 - If purchasing <u>several pieces</u> of equipment that <u>total</u> to \$2,500 or more, these pieces are <u>not</u> considered Capital Expenditures and should <u>not</u> be coded to 68100.
 - EX: Purchasing a chair for \$500 and a desk for \$2,000. While these pieces may have been purchased together and can be used together, their function is not dependent on these pieces being used exclusively together.
 - If purchasing <u>several pieces</u> of equipment that cost \$2,500 or more and are <u>necessary</u> for the operation and function of an <u>individual piece of equipment</u>, these pieces are considered Capital Expenditures and should be coded to 68100.
 - EX: Pieces of a robot can be purchased separately, but these pieces are dependent on being used together for one function. Those pieces combined are considered an individual piece of equipment which is considered a Capital Expenditure (68100).

Banner Finance Access

- Financial Accounting Services monitors access to the <u>Finance component</u> of Banner. This includes providing existing and new Banner users:
 - Access to specific funds
 - Access to specific orgs
 - Access to enter requisitions
 - Access to approve requisitions based on org
 - Access to process Budget Journal Vouchers (FGAJVCD)
 - Access to the finance component of Self-Service
- Please contact <u>OTS</u> if you:
 - · You would like to setup and install Banner for the first time
 - You have technical questions or run into errors when using Banner
 - You have questions about your username and resetting your Banner password
 - You would like to request access to other Banner components

Banner Finance Access

- To acquire finance access, complete a "Banner Finance Security Access/Change Authorization Form":
- This form can be found on our website under "Forms & Resources" or at: https://ned.hartford.edu/forms/forms.htm
- Submit the completed form to Financial Accounting Services.
 - A confirmation e-mail will be sent once access has been setup or any change requests have been completed.
 - If you are a brand new Banner user, this process may take several days as OTS will need to setup Banner for the user first.

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Logging into and Opening Banner

Double click the Banner icon and your desktop <u>OR</u> open Internet Explorer and type the following URL into your browser:

http://webform.hartford.edu

• If you are successful, you should be brought to this screen:



 <u>Note</u>: When opening Banner, do <u>NOT</u> use Mozilla Firefox or Google Chrome. They do not seem to work well or at all. Internet Explorer works best.

Logging into and Opening Banner

• For PC users, click "Windows" to enter Banner in "Production mode"



Note: If you ever want to practice or try out a function without it saving or affecting anything, select "Test". It looks and operates just like Banner Production mode, except any changes you make within it will not save. To enter, click "Test or Ptest".

Logging into and Opening Banner

• Enter your username, password and then click "Connect" or press "Enter" on your keyboard. You do not need to enter anything in "Database".



 <u>Note:</u> If you receive any Java notifications, select the "Run" or "Run this time" options. You do <u>not</u> want to select any "Update" or "Upgrade" options.

x Do you want to run this application?	
Name: OracleForms Publisher: Oracle America, Inc.	
Location: http://webform.hartford.edu:5001 This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the location and publisher above.	
Do not show this again for apps from the publisher and location above More Information Cancel	
Java(TM) was blocked because it is out of date and needs to be updated. What's the risk?	Update Run this time ×

Welcome to Banner!

Eile Edit Options Block Item Record Query Tools Help	ORACLE
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Navigating Banner: Banner Tool Bar Icons and Functions



 <u>Note:</u> You can view the description of a particular icon on Banner anytime by placing your cursor over the icon. The most commonly used icons are highlighted in red.

Navigating Banner: Banner Function Keyboard Shortcuts

• The most commonly used keyboard shortcuts for Banner functions are highlighted in red:

Banner Toolbar Icons	Keyboard Shortcut
Save	F10
Rollback	Shift+F7
Select	Shift+F3
Insert Record	F6
Remove (Delete) Record	Shift+F6
Previous Record	Arrow Up or PgUp
Next Record	Arrow Down or PgDn
Previous Block	Ctrl+PgUp
Next Block	Ctrl+PgDn
Enter Query	F7
Execute Query	F8
Cancel Query	Ctrl+Q
Print	Shift+F8
Exit	Ctrl+Q

Banner Functions	Keyboard Shortcut
Count Query Hits	Shift+F2
Clear Field	Ctrl+U
Duplicate Field	F3
Next Field	Tab
Previous Field	Shift+Tab
Go To Another Form	F5
Clear Record	Shift+F4
Duplicate Record	F4
Show Keys	Ctrl+F1

GUAPMNU: Setting Up Banner Screen Shortcuts

• Double click the "My Banner" folder.



• Select, "Organize My Banner (GUAPMNU)".

GUAPMNU: Setting Up Banner Screen Shortcuts

Type:	Dracle Forms module 💌 🙎			Object	Description
Object	Description				
TZ11098	1098-T Detail Review Form	-			
TSA1098	1098-T Tax Information	1(\triangleright		
FTMTYP	1099 Income Type Code Maintenance	\mathbf{N}			
FAA1099	1099 Reporting				
FOA1099	1099-MISC Magnetic Tape Transmitter Data	18	••		
TZH098 TSA1098 FTMTYP FAA1099 FOA1099 PXA1099	1099-R	2			

- On the right side of the screen, in the blank boxes under the "object" column, enter the acronyms of the Banner screens you would like to add. You can also scroll through the list on the left side of the screen, select the object you would like to add, and click the top arrow to add to the list of the right.
 - You do not need to enter in the "Description"; it will auto populate.
 - There is no way to sort them once they have been entered, but they can be deleted or changed at any time.
- Once you have entered the screens to your list. Click the Save button or Ctrl + S.
- Your shortcuts will not appear in your My Banner folder right away; they will appear in there when you log out and into Banner next time.

GUAPMNU: Commonly Used Banner Screens

- Commonly used Banner screens to consider adding to your shortcut list include:
 - **FGIBDST** Organization Budget Status
 - **FGIBAVL** Budget Availability Status
 - **FGAJVCD** Journal Entry Voucher

Overview of the Chart of Accounts: FOAPAL

- The University's financial activity is organized and displayed in Banner through the use of 6 elements:
 - 1. Funds
 - 2. Organizations
 - 3. Accounts

Utilized for Accounting and Financial reporting purposes. These will not be included in this presentation:

- 4. Programs
- 5. Activities
- 6. Locations

Overview of the Chart of Accounts: Funds

• Funds are identified in Banner as a 6-digit code and dictate whether the resources are utilized for restricted or unrestricted/operational use.

Unrestricted / Operational Use Funds

 <u>Unrestricted /Operating Funds</u>: These funds (101000 or 155500) are used for operations of the department / school. These funds begin with the numeral "1".

<u>Restricted Use Funds</u>

- <u>Restricted Funds</u>: These funds are restricted for a specific purpose and are derived from endowment income and private gifts. These funds begin with the numeral "2".
- <u>Grant Funds</u>: These funds are restricted for a specific purpose and are funded by federal, state, local government and private foundations. These funds begin with the numeral "3".
- <u>Plant Funds</u>: These funds are restricted for specific campus projects, such as the library renovation. These funds begin with the numeral "7".
- <u>Agency Funds</u>: These funds are restricted and connected to fiscally separate entities that share a relationship with the University. These funds begin with the numeral "8".

Overview of the Chart of Accounts: Organizations (Orgs)

- Organizations (or "Orgs") are identified in Banner as a 4-digit code and display all the financial activity (Budgets, revenues, expenditures and commitments) for a specific department or school.
 - Each org is tied to at least one fund, most commonly an operating fund.
 - Orgs can be assigned to multiple funds, such as restricted and/or grant funds, in addition to an operating fund.
 - Departments and Schools can have multiple orgs assigned to them to provide more organization for their financial activity.
 - EX: A&S is one school on campus. Instead of housing all its financial activity in one org, which would be hard to manage, it is broken down and comprised of many orgs, such as Biology, Chemistry, Mathematics, etc.

Overview of the Chart of Accounts: Accounts

- Accounts are identified in Banner as a 5-digit code and represent a transaction's financial type.
- The type of activity is identified by the first digit of the account:
 - Revenue accounts begin with "4"
 - Compensation/Benefits accounts begin "5"
 - Expenditures accounts begin with "6".

FOAPAL EXAMPLE

- Financial Accounting Services is buying \$50 worth of post-its. How is that charge represented in Banner's numerical format?
 - The \$50 would be coded to 101000-4110-66000
 - The Post-its are being used for the operations of the Financial Accounting Services office, therefore the charge is coded to their unrestricted fund (101000).
 - The Post-its are being purchased and used by the Financial Accounting Services office, therefore the charge is coded to Financial Accounting Service's org (4110).
 - Post-its are an office supply, therefore the charge is best to be coded to Office Supplies account (66000).

FGIBDST: Finance General Inquiry Budget Status

• FGIBDST stands for "Finance General Inquiry Budget Status"



• This screen provides an account's Adjusted Budget, Year-To-Date Activity, Commitments and Available Balance of a particular Fund/ Organization combination.

<u>Note</u>: FGIBDST does not reflect incomplete, unapproved or unposted transactions.

Chart: A	Fund:
Fiscal Year:	Organization:
Index:	Program:
Query Specific Account	Account:
✓ Include Revenue Accounts	Account Type:
	Activity:
Commit Type: Both	Location:

- Hit "Tab" to move through the fields
- <u>Chart</u> Always "A"
- Fiscal Year Must be entered as 2 digits; represents the Fiscal Year of the activity you
 want to view.
- Include Revenue Accounts Select this box in order to view revenue accounts, if applicable, in addition to your expense accounts.

Chart:	A	Fund:	
Fiscal Year:		Organization:	
Index:	_	Program:	-
Query Specif	ic Account	Account:	-
Include Reve		Account Type:	-
		Activity:	-
Commit Type:	Both 👻	Location:	-

- Hit "Tab" to move through the fields
- Enter first digits or characters of a fund % (ex: 2% or FIN%) then "Tab" for a list
- **<u>Fund</u>** To view a specific fund of a particular organization.
 - This field can be left blank unless you want to view any other fund that is attached to a particular org.
 - Changing the fund to anything other than the operating budget will auto-populate with the respective "Organization" that is attached to that particular fund.

Chart:	Fund:
Fiscal Year:	Organization:
Index:	Program:
Query Specific Account	Account:
Include Revenue Accounts	Account Type:
	Activity:
Commit Type: Both	Location:

- Hit "Tab" to move through the fields
- Enter first digits or characters of an org then % (ex: 2% or FIN%) then "Tab" for a list
- <u>Organization</u> Enter the value representing the department/school/college whose budget you wish to see.
 - Due to security measures, you cannot view organizations that you do not have access to.
 - Inputting an org will auto-populate the "Fund" with the unrestricted fund that is attached to that particular org. If it auto-populates with a different fund it means that org does not have an unrestricted fund attached to it.

Chart:	A	Fund:	-
Fiscal Year:		Organization:	-
Index:	V	Program:	-
Query Specifi	c Account	Account:	4
Include Revenue Accounts		Account Type:	-
Commit Type:	Both	Activity:	-
		Location:	-

- Hit "Tab" to move through the fields
- Enter first digits or characters of an account then % (ex: 2% or FIN%) then "Tab" for a list
- <u>Account</u> Can be left blank to show all accounts, or a specific account can be entered in this field to bring that one to the top of the list.
 - There are hundreds of accounts that exist in Banner, but only the accounts with activity in them will populate.
- Click "Next Block", Ctrl + PgDn, or click anywhere on the currently blank fields to populate.

• This is what would populate in FGIBDST for a particular Org:

Account	Тур	e Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	
<mark>40220</mark>	R	SUMMER MASTERS	0.00	0.00	0.00	0.00	4
40302	R	GRAD FLAT RATE FALL TUITION	454,450.00	279,610.00	0.00	174,840.00	
40502	R	GRAD FLAT RATE SPRING TUITI	454,450.00	322,380.00	0.00	132,070.00	1
41140	R	LAB FEES	13,150.00	13,160.00	0.00	-10.00	
41240	R	FEES-OTHER	0.00	22,500.00	0.00	-22,500.00	
51000		FACULTY SALARIES - F T	184,567.00	0.00	0.00	184,567.00	
51500		FACULTY SALARIES ADJUNCT	82,161.58	39,162.53	9,337.52	33,661.53	
52910		CHAIRPERSON/COORDINATOR	19,437.42	3,249.64	1,750.05	14,437.73	
55000		ADMIN PROF F.T.	34,333.61	13,959.11	16,220.29	4,154.21	
55100		ADMIN. PROFESSIONAL P.T.	0.00	0.00	0.00	0.00	
55300		SPECIAL PROJECTS	400.00	2,008.00	0.00	-1,608.00	
58000		STUDENT P.T.	13,120.00	13,043.75	512.50	-436.25	•
		Net Total:	240,208.39	366,838.27	77,920.36		
					555		
p Item for E cord: 1/37)etail	Count Query for Orgn. Summar	y, Dup Rec for Encum. List				
Understanding FGIBDST

• FGIBDST calculates the "available balance" of an account the following way:

Adjusted Budget – YTD Activity – Commitments = Available Balance

Account	Тур	oe Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	
<mark>40220</mark>	R	SUMMER MASTERS	0.00	0.00	0.00	0.00	
40302	R	GRAD FLAT RATE FALL TUITION	454,450.00	279,610.00	0.00	174,840.00	
40502	R	GRAD FLAT RATE SPRING TUITI	454,450.00	322,380.00	0.00	132,070.00	
41140	R	LAB FEES	13,150.00	13,160.00	0.00	-10.00	
41240	R	FEES-OTHER	0.00	22,500.00	0.00	-22,500.00	
51000		FACULTY SALARIES - F T	184,567.00	0.00	0.00	184,567.00	
51500		FACULTY SALARIES ADJUNCT	82,161.58	39,162.53	9,337.52	33,661.53	
52910		CHAIRPERSON/COORDINATOR	19,437.42	3,249.64	1,750.05	14,437.73	
55000		ADMIN PROF F.T.	34,333.61	13,959.11	16,220.29	4,154.21	
55100		ADMIN. PROFESSIONAL P.T.	0.00	0.00	0.00	0.00	
55300		SPECIAL PROJECTS	400.00	2,008.00	0.00	-1,608.00	
58000		STUDENT P.T.	13,120.00	13,043.75	512.50	-436.25	•
		Net Total:	240,208.39	366,838.27	77,920.36		

Understanding FGIBDST

- <u>Adjusted Budget</u> Represents the maximum <u>amount you are allotted and plan to</u> <u>use</u> in a specific account. The amount in this column can consist of the "original budget" you were allotted at the beginning of the year plus and/or minus any permanent and temporary adjustments that have been made to the original budget.
- <u>YTD Activity</u> Represents the <u>amount that you have actually used or received</u> in a specific account. Revenue and Expenses should be recorded to the most appropriate account based on that revenue or expense's purpose.
- <u>Commitments</u> Represents an <u>amount that you have scheduled to be used</u>, such as encumbered funds for positions and pending POs. The activity in this column is similar to the activity in the YTD Activity column except this column distinguishes that an expense is scheduled to be paid, but has not actually been paid yet. Once a commitment is no longer a scheduled expense and it becomes an actual expense that has been paid out, the expense will move columns; the commitment column will decrease and simultaneously increase the YTD Activity column by the same amount.
- Available Balance Represents the amount you have currently available.

FGIBDST Transaction Detail (FGITRND)

- You can view the transaction detail of the Adjusted Budget, YTD Activity or Commitment column values for a particular account by clicking your cursor in the <u>column</u> of an account that you wish to view.
- When the blinking "|" appears and the account is highlighted, hit the "F3" button on the top of your keyboard. This will bring up the FGITRND screen. Depending on what column you had selected, the detail for that account within that column will appear.

Account	Тур	e Title	A	ljusted	Budg	jet	YTD Activity	Commitments	Available Balance
60200	Е	TELEPHONE				335.42	0.00	0.00	335.42
60500	E	SUBSCRIPT/BOOKS/PERIODCL			ノ	1,597.77	537.50	0.00	1,060.27



 <u>Note:</u> Clicking your cursor so that that the blinking "|" appears and then hitting "F3" in the <u>account column</u> will bring up FGITRND screen, but it will display <u>all</u> <u>transactions</u> that occur in the Adjusted Budget, YTD Activity or Commitment columns.

FGIBDST Transaction Detail (FGITRND)

	Program	Date	Туре	Document		Field	Amount	Decrease (-)	1
150 0	001	08-OCT-2012	8004	J0210817	COVER BLAKE HANSE	ABD		500.00 +	
150 0	001	27-AUG-2012	8004	J0209835	COVER RATE INCREA	ABD		2,000.00	

- The detail you would see here includes:
 - <u>Transaction Date</u> Date the transaction occurred
 - <u>Transaction Type</u> Code that represents what kind of transaction this is.
 - Notable Codes in the **Adjusted Budget** column:
 - Original Budget F220
 - Temporary Budget Change BD04 / BD05
 - Permanent Budget Change F240 / F241
 - Financial Accounting Services uses many different codes in the <u>YTD</u> <u>column</u>, however, these codes are more meaningful for the Financial Accounting Services office then they are for the community and therefore are not worth noting.

FGIBDST Transaction Detail (FGITRND)

Account	Organization	Program	Transaction Date	Type	Document		Field		ease (+) or crease (-)
50000	2850	001	08-OCT-2012	8004	J0210817	COVER BLAKE HANSE	ABD	500.0	+ (
58000	2850	001	27-AUG-2012	8004	J0209835	COVER RATE INCREA	ABD	-2,000.0	

- The detail you would see here includes:
 - **<u>Document</u>** Reference number; automatically assigned with each transaction
 - **<u>Description</u>** Brief description of the transaction
 - <u>Amount</u> The value of the transaction
 - Increased (+) or Decreased (-) The effect the transaction had on an account

How to Change and Exit Banner Screens

• To <u>clear the results</u> of a screen, in order to input different information to run, click the "rollback" button on the tool bar or Shift +F7.



• To <u>exit</u> a screen completely, click the "X" on the tool bar or Ctrl + Q. This will either bring you back to the main screen or to the screen you originated from.



Understanding FGIBAVL and FGIBDST

- **FGIBDST** shows the **recorded available balance** of an account, **excluding** any outstanding incomplete, unapproved or unposted transactions. The exclusion of these transactions may prevent you from having a true sense of what your current available balance may be.
- **FGIBAVL** shows the **pending available balance** of an account, **including** any outstanding incomplete, unapproved or unposted transactions. The inclusion of these transactions may assist in providing a better sense of what your current available balance will be if and when these pending transactions apply.
 - It is <u>highly recommended</u> that you check FGIBAVL before submitting a Budget Change, Accounts Payable paperwork and/or IDT requests. Otherwise you may try to submit a transaction only to find it cannot be completed because other transactions are "scheduled" and are affecting the balance.

Understanding FGIBAVL and FGIBDST

- FGIBAVL is navigated similarly to FGIBDST, but it will not show the detail of an account like FGIBDST will. Instead, FGIBAVL will show if an account has any pending transactions that can affect the available balance. This information can also be helpful in identifying/resolving any transactions that may have been done in error.
- If an account has any pending transactions, it will be noted with a check-mark in the Pending Documents column.

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documen
<mark>60500</mark>	SUBSCRIPT/BOOKS/PERIODCL	1,597.77	537.50	0.00	1,0	60.27
60600	MEMBERSHIPS	2,814.75	2,311.50	0.00		03.25 📝
60910	CONTINGENCY RESERVE FUNDS	46,657.94	0.00	0.00	46,6	51,94

• You can view the detail of the pending transactions by clicking your cursor in the account column of the account that you wish to view and hitting the "F3" button on the top of your keyboard. This will bring the up the FGITINP screen.

Docu	iment	Status		Fund	Organization	Account	Program	Adjusted Budget	YTD Activity
J0214	953	Incomplete	-	101000	2370	61500	001	0.00	25.00
J02149	953	Incomplete	-	101000	2370	61500	001	0.00	25.00

Understanding FGIBAVL and FGIBDST

FGIBDST

Query Specific Acc Include Revenue A ommit Type: B			Account: 56100			
Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Baland	e
	RTAINMENT	1,344.5	59 753.50	8	0.00	591.01
2600 E CON	TRACTED SERVICES	26,047.4	19,473.0	0 1,32	25.00	5,249.47
2950 E C & I		3,129.5	56 153.75	5	0.00	975.81
GIBA	٧L					
Index:	VL Both	Account: 56100 Program: 001				
	Both	Account: 56100 Program: 001 Organization:				
Index: Commit Type:	Both	Program: 001			Available Balance	Pending Documents
Index: Commit Type: Control Keys> Account	Both Fund: 101000	Program: 001 Organization:	Account: 56100	(PENSES Program: 001	Available Balance	
Index: Commit Type: Control Keys> Account	Both Title	Program: 001 Organization: Adjusted Budget	INSTRUCTIONAL EX Account: 56100 YTD Activity	(PENSES Program: 001	Available Balance	Document

Adjusted Budget Activity

Account	ccount Type Title		Adjusted Budget	YTD Activity	Commitments	Available Balance	
<mark>40220</mark>	R	SUMMER MASTERS	0.00	0.00	0.00	0.00	-
40302	R	GRAD FLAT RATE FALL TUITIO	454,450.00	279,610.00	0.00	174,840.00	
40502	R	GRAD FLAT RATE SPRING TUIT	454,450.00	322,380.00	0.00	132,070.00	2
41140	R	LAB FEES	13,150.00	13,160.00	0.00	-10.00	
41240	R	FEES-OTHER	0.00	22,500.00	0.00	-22,500.00	

- <u>Adjusted Budget</u> Represents the maximum <u>amount you are allotted and plan to</u> <u>use</u> in a specific account.
 - You can make adjustments to the funds within this column by submitting a Budget Change form to the appropriate office.
- The <u>Budget Office</u> monitors transactions and processes budget adjustment requests within the <u>Adjusted Budget</u> column for <u>unrestricted (101000 / 155500) and plant</u> <u>funds (7XXXXX).</u>
- Financial Accounting Services monitors transactions and processes budget adjustment requests within the <u>Adjusted Budget</u> column for <u>Restricted (2XXXX)</u>, <u>Grant (3XXXX) and Agency (8XXXX)</u> funds <u>only</u>.

- The Budget Change form is used to move funds within the **<u>Adjusted Budget</u>** column.
- Using the Budget Change Form, which can be found on the **<u>Budget Office's website</u>**, fill in the appropriate information within the following fields:
 - **<u>Department</u>** Department that is requesting the Budget Change
 - <u>**Date</u>** The date the Budget Change was completed</u>
 - **<u>Fiscal Year</u>** The Fiscal Year the Budget Change affects
 - <u>One-Time or Full-Time Transfer</u> Consider and select how you want the Budget Change to affect the current and future fiscal years

going forward
going forward
going forward
ooing forward
going forward
VENUE
DECREASE

- Fund / Org Input the fund and org that the change is affecting
- Account Input the account that the change is affecting
- <u>Title</u> Input the title of the account that the change is affecting

DEPARTMENT					DATE					FI	SCAL YEAR	
PLEASE SELEC	T THE TYPE OF	TRANSFER										
		ONE-TIME	TRANSFE	R - This cha	nge will affe	ct	the budget in the	e curi	rent fiscal ye	ar o	only	
		PERMANEN	IT TRANS	FER - This o	change will a	ffe	ct the budget in	the c	urrent fiscal	yea	ar <u>and</u> all years (going forward
						+	EXP	ENSE			REV	ENUE
FUND / ORG	ACCOUNT		TI	TLE			INCREASE	D	ECREASE		INCREASE	DECREAS
2XXXXX-0000	55000	ADMIN PF	ROF F.T									

• Depending on what you are trying to accomplish with the funds will dictate which columns you input the amounts on the Budget Change form.

			EXP	ENSE	REV	ENUE
FUND / ORG	ACCOUNT	TITLE	INCREASE	DECREASE	INCREASE	DECREASE

CHEAT SHEET

Scenario 1	↑ Expense	= ↑ Income
Scenario 2	↓ Expense	= 🚽 Income
Scenario 3	▲Expense + ↓Expenses	= No change in Income
Scenario 4	No Change in Expenses	= 🛧 Income + 🕹 Income

• Scenario 1: "I have extra income in my revenue account and I want to use that extra income to increase the budget of an expense account so I can spend more."

			EXP	INSE	REV	ENUE
FUND / ORG	ACCOUNT	TITLE	INCREASE	DECREASE	INCREASE	DECREASE
0000	48300	MISC. INCOME			500.00	
0000	55000	ADMIN PROF F.T.	500.00			

• Scenario 2: "I have too much budgeted in an expense account. I do not want to use the money to increase another expense account, I would like to decrease the expected revenue account."

			EXPE	NSE	REVE	ENUE
FUND / ORG	ACCOUNT	TITLE	INCREASE	DECREASE	INCREASE	DECREASE
0000	62600	CONTRACTED SERVICES		500.00		
0000	48300	MISC. INCOME				500.00

• Scenario 3: "I want to move funds from an Expense account to another Expense account."

			EXP	ENSE	REV	ENUE
FUND / ORG	ACCOUNT	TITLE	INCREASE	DECREA SE	INCREASE	DECREA SE
0000	62600	CONTRACTED SERVICES		500.00		
0000	66000	OFFICE SUPPLIES	500.00			

• Scenario 4: "I want to move funds from an Revenue account to another Revenue account."

			EXP	ENSE	REV	ENLIE
FUND / ORG	ACCOUNT	TITLE	INCREASE	DECREASE	INCREASE	DECREA SE
0000	48300	MISC. INCOME				500.00
0000	<mark>41240</mark>	FEES – OTHER			500.00	

	DOCUMEN	T TOTAL	0.00	0.00	0.00	0.00	0.00
REASON FOR REQUEST:							
						· · · · ·	
					BUDGET OF	FICE USE ONI	LY.
Benuested Bu (Print Name)	Date	Exten	sion		BUDGET OF	FICE USE ON	LY
Requested By (Print Name)	Date	Exten	Ision		BUDGET OF	FICE USE ONI	LY
Requested By (Print Name)	Date	Exten	ision				
•	Date			Josh	BUDGET OF		LY
•	Date	Exten			Juhaime, Budge		
•	Date			Journal Voucher	Juhaime, Budge		
Requested By (Signature)	Date	Dat	te		Juhaime, Budge		
Requested By (Signature)	Date		te		Juhaime, Budge		
Requested By (Signature)	Date	Dat	te		luhaime, Budge		
Requested By (Signature) Department Approver		Dat	te	Journal Voucher	luhaime, Budge		
Requested By (Signature)		Dat	te	Journal Voucher	luhaime, Budge		
Requested By (Signature) Department Approver School/College/Admin Office /		Dar Dar	te	Journal Voucher	luhaime, Budge		
Requested By (Signature) Department Approver		Dar Dar	te	Journal Voucher	luhaime, Budge		

- At the bottom of the budget revision, sum up each column or check that sum formula is summing up correctly.
- <u>Document total</u> is the total of all sums of columns together.
- Justification for <u>Request</u> – Input the Reason for the Budget Change request.

- Print and sign your name as well as provide your extension on the appropriate signature lines.
- Submit the Budget Change to your appropriate approver on each line.

		BUDGET OFFICE US	EONLY
Requested By (Print Name) Date	e Extension		
•		Josh Duhaime, Budget Director	Date
Requested By (Signature)	Date	Journal Voucher	
Department Approver	Date	Date	
School/College/Admin Office Approver	Date		
•		Initals	
Provost/Vice President Office Approver	Date		

- Once all signatures have been provided, submit the Budget Change to the appropriate office based on the fund and nature.
 - The <u>Budget Office</u> processes budget adjustment requests for <u>unrestricted</u> (101000 / 155500) and plant (7XXXX) funds.
 - Financial Accounting Services processes budget adjustment requests for <u>Restricted (2XXXX), Grant (3XXXX) and Agency (8XXXX)</u> funds.

Year To Date (YTD) Activity

Account	Тур	e Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	
<mark>40220</mark>	R	SUMMER MASTERS	0.0	0.00	0.00	0.00	-
40302	R	GRAD FLAT RATE FALL TUITION	454,450.0	279,610.00	0.00	174,840.00	
40502	R	GRAD FLAT RATE SPRING TUITI	454,450.0	322,380.00	0.00	132,070.00	1
41140	R	LAB FEES	13,150.0	13,160.00	0.00	-10.00	
41240	R	FEES-OTHER	0.0	22,500.00	0.00	-22,500.00	

- <u>YTD Activity</u> Represents the <u>amount that you have actually used or received</u> in a specific account. Revenue and Expenses are recorded to the most appropriate account based on that revenue or expense's purpose.
- Financial Accounting Services monitors <u>all transactions</u> and processes <u>all adjustment</u> <u>requests</u> that occur within this column for <u>all</u> funds, orgs and accounts.
 - Making an adjustment, such as moving a transaction to a different, fund, org and/or account, can be requested by submitting an Interdepartmental Transfer (IDT) form to the Financial Accounting Services office.

Making Adjustments to YTD Activity

- Departments that want to make any adjustments to their <u>YTD Activity</u> column may do so by submitting an <u>Interdepartmental Transfers (IDT)</u> form to <u>Financial Accounting</u> <u>Services</u> for processing. Instances where submitting an IDT would be appropriate include:
 - If an expense got charged to the wrong account and you want to move the charge to the correct org/account.
 - When a department/org incurs an expense or collects revenue on behalf of another department/org and you want to move the funds to the other department/org.
- To ensure requests are processed in a timely manner, be sure to send the requests to the proper office. An <u>Interdepartmental Transfer (IDT)</u> request does <u>NOT</u> get sent to the <u>Budget Office.</u>
 - <u>Note:</u> Outdated versions of the IDT form state to send the IDT form to the Budget Office first, however this is no longer necessary and it will result in a delay in processing.

 An IDT form is used to move transaction activity to and from accounts within the <u>YTD</u> <u>Activity column</u>. If you need to make any movements, you will need to complete the IDT form and submit to <u>Financial Accounting Services</u> for processing.

)		INTERDEPARTM	IENTAL TRANSF	FER (IDT)		
,	Type of Transaction	Transfer of Funds To Correct a Charge Other		Date		
)	Department to be Charged		Department to be	e Credited		
	Fund OR Orgn Sub-Account	Account Title	Fund OR Orgn	Sub-Account	Account Title	\$ Amoun
)	-	in each transfer in detail. IDT's with ansfers (50000 - 59999) must be appr	-			
)	-		oved by the Budge	et Office (CC32	3) prior to submitting to FAS.	
)	Note: Salary t	ansfers (50000 - 59999) must be appr	oved by the Budge	et Office (CC32	3) prior to submitting to FAS.	

 <u>Note</u>: An IDT is <u>not</u> used to make adjustments to your <u>Adjusted Budget</u> column on FGIBDST. A Budget Change form would be used instead.



- Select the type of transaction
 - <u>Transfer of Funds</u> If your department is sharing the cost or has incurred an expense or collected revenue on behalf of another department/org and you are transferring it over to them.
 - <u>To Correct a Charge</u> If an expense was incurred in the wrong account within your org, was incurred in the wrong fund/org within your department or was incurred in your fund/org/department but it belongs to an entirely different org/department.
 - <u>Other</u>– Uncommon situations not covered by the above options.
- Input the date that the IDT was drafted

• When deciphering whose the **Department Charged** and **Department Credited**, it is helpful to know how the value originally hit Banner and what accounts are being affected.

Department to be Credited

Moving Transactions to/from Revenue Accounts

• Accounts that begin with a "4"

Department to be Charged

- If the transaction you are looking to move is in the YTD column of a <u>revenue</u> <u>account</u> and is displayed as a <u>positive (+)</u> value, the <u>department charged</u> would be the org and account that you want this transaction to <u>be moved from</u> and the <u>department credited</u> would be the org and account that you want this transaction to go to.
- If the transaction you are looking to move is in the YTD column of a <u>revenue</u> <u>account</u> and is displayed as a <u>negative (-)</u> value, the <u>department charged</u> would be the org and account that you want this transaction <u>to go to</u> and the <u>department</u> <u>credited</u> would be the org and account that you want this transaction <u>be moved</u> <u>from.</u>

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• When deciphering whose the **Department Charged** and **Department Credited**, it is helpful to know how the value originally hit Banner and what accounts are being affected.

Department to be Charged

Department to be Credited

- Moving Transactions to/from **Compensation** and/or **Expense** Accounts:
 - Accounts that begin with a "5" or "6"
 - If the transaction you are looking to move is in the YTD column of a <u>compensation</u> or <u>expense</u> account and is displayed as a <u>positive (+)</u> value, the <u>department</u> <u>charged</u> would be the org and account that you want this transaction <u>to go to</u> and the <u>department credited</u> would be the org and account that you want this transaction to <u>be moved from.</u>
 - If the transaction you are looking to move is in the YTD column of a <u>compensation</u> or <u>expense</u> account and is displayed as a <u>negative (-)</u> value, the <u>department</u> <u>charged</u> would be the fund/org and account that this transaction to <u>be moved from</u> and the <u>department credited</u> would be the org and account that you want this transaction <u>to go to.</u>

2)	Department to	be Charged		
	Fund OR Orgn	Sub-Account	Account Title	_

- <u>Fund or Orgn</u> Fund (if affecting a restricted, grant, plant or agency fund) or org (if affecting an unrestricted/operating fund) of the Department Charged.
- <u>Sub-Account</u> Account of the Department Charged.
 - Unless the IDT is moving transactions within the same fund/org, the account charged must be <u>reasonably related or the same</u> as the account being credited. However, if you will be charging <u>account 69720</u>, the account credited <u>must</u> also be 69720.
 - Accounts <u>69990, 69990P or 69720P</u> can <u>not</u> be used on an IDT. A Budget Change moving money from these accounts and into accounts related to the charge must be processed first. The IDT can then charge the account where the money was moved.
 - The <u>account being charged must</u> have enough in the "Available Balance", otherwise a Budget Change <u>must</u> be processed first. You can <u>not</u> list a random account to be charged just because it has money in it.
- <u>Account Title</u> The name of the Account per Banner.

Department to	be Credited		
Fund OR Orgn	Sub-Account	Account Title	\$ Amount

- <u>Fund or Orgn</u> Fund (if affecting a restricted, grant, plant or agency fund) or org (if affecting a unrestricted/operating fund) of the Department Credited.
- <u>Sub-Account</u> Account of the Department Credited.
 - Unless the IDT is moving transactions within the same fund/org, the account credited must be <u>reasonably related or the same</u> as the account being charged. However, if you will be crediting <u>account 69720</u>, the account charged <u>must</u> also be 69720.
 - Accounts <u>69990, 69990P or 69720P</u> can <u>not</u> be used on an IDT. A Budget Change moving money from these accounts and into accounts related to the credit must be processed first. The IDT can then credit the account where the money was moved.
- <u>Account Title</u> The name of the Sub-Account per Banner.
- <u>Amount</u> Amount being moved.

· · · · · · · · · · · · · · · · · · ·	plain each transfer in detail. IDT's without sufficient explanati r transfers (50000 - 59999) must be approved by the Budget Of	
4)		
REQUESTED BY:		DATE:
PRINT NAME:		EXT:
DEPT AUTHORIZATION:		DATE:
ACCOUNTING DEPT		DATE

- **Explanation** Provide a explanation about the movement.
 - <u>Note</u>: Your IDT <u>no longer</u> needs to go to the Budget Office first. You can disregard this notation
- **<u>Requested By</u>** Signature of person requesting the move.
- **<u>Print Name</u>** Printed name of person requesting the move.
- **Department Authorization** Signature of appropriate department signatory.
- Once completed, please submit to **Financial Accounting Services** for processing.

Contact Information

Financial Accounting Services

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