INTRODUCTION TO FINANCIAL ACCOUNTING SERVICES

PRESENTED BY:

FINANCIAL ACCOUNTING SERVICES

Table of Contents

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)

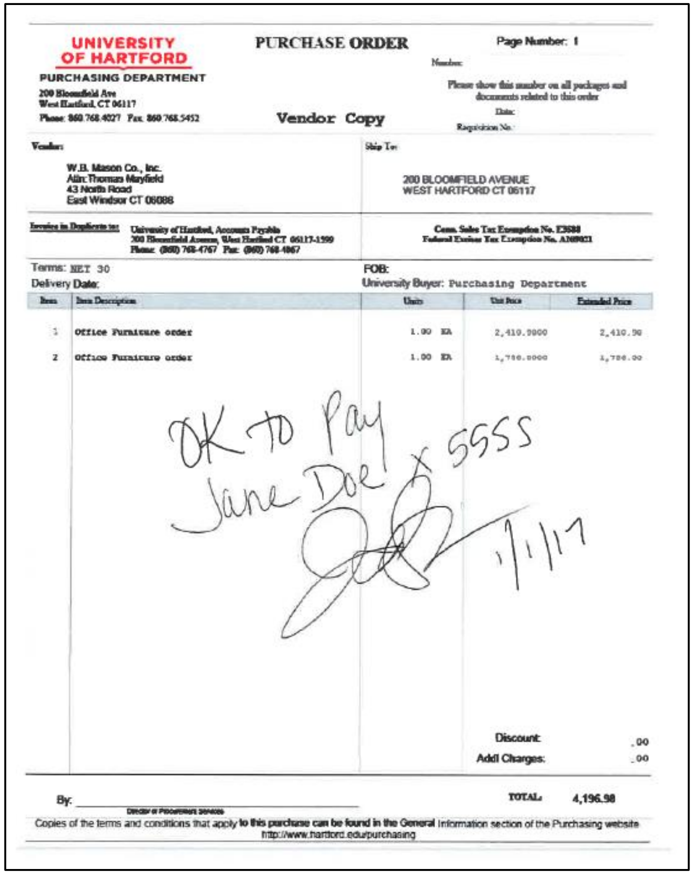
- Accounts Payable (AP) is a sub-department of Financial Accounting Services and processes all **non-payroll payments** owed by the University to its external customers and the University's community.
    - Purchase Order (PO) Payments
    - Purchasing Card (P-Card) Payments
    - Orders for Check (OFC) / 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 **rendered through** the Purchasing Department process. Accounts Payable handles **the payment of Purchase Orders.**
  - For information on how to **initiate the purchase of goods** and/or information on purchase requisitions, please direct your questions to the **Purchasing/Procurement Office.**
  - If you have any special circumstances or questions related to PO payments, please contact **Accounts Payable**.

Purchase Order (PO) Payments

- For AP to process PO payments, the POs **must** 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 **original copy** of the invoice must also be included with the PO.
  - **Note**: Quotes and emails referencing an invoice are **not** sufficient or acceptable forms of documentation.


UNIVERSITY OF HARTFORD
PURCHASING DEPARTMENT
200 Bloomfield Ave
West Hartford, CT 06117
Phone: 860.768.4027 Fax: 860.768.5452

PURCHASE ORDER

Vendor Copy

Page Number: 1
Number:
Please show this number on all packages and documents related to this order
Date:
Requisition No.:

Vendor:
W.B. Mason Co., Inc.
Attn: Thomas Mayfield
43 North Road
East Windsor CT 06088

Ship To:
200 BLOOMFIELD AVENUE
WEST HARTFORD CT 06117

Invoice in Duplicate to: University of Hartford, Accounts Payable
200 Bloomfield Avenue, West Hartford CT 06117-1599
Phone: (860) 768-4767 Fax: (860) 768-4067

Conn. Sales Tax Exemption No. E3588
Federal Excise Tax Exemption No. A169021

Terms: NET 30
Delivery Date:
FOB:
University Buyer: Purchasing Department

Item	Item Description	Units	Unit Price	Extended Price
1	Office Furniture order	1.00 EA	2,410.9800	2,410.98
2	Office Furniture order	1.00 EA	1,786.0000	1,786.00

OK TO Pay
Jane Doe x 5555
7/1/17

Discount: .00
Addl Charges: .00

By: ____________________
Director of Procurement Services

TOTAL: 4,196.98

Copies of the terms and conditions that apply to this purchase can be found in the General Information section of the Purchasing website
http://www.hartford.edu/purchasing

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 **not rendered through** 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 **the monthly payment of P-Cards.**

  - For information on **obtaining or using a P-Card**, please direct your questions to the **Purchasing/Procurement Office.**

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 **not rendered through** the Purchasing Department process (PO) or P-Card charge.

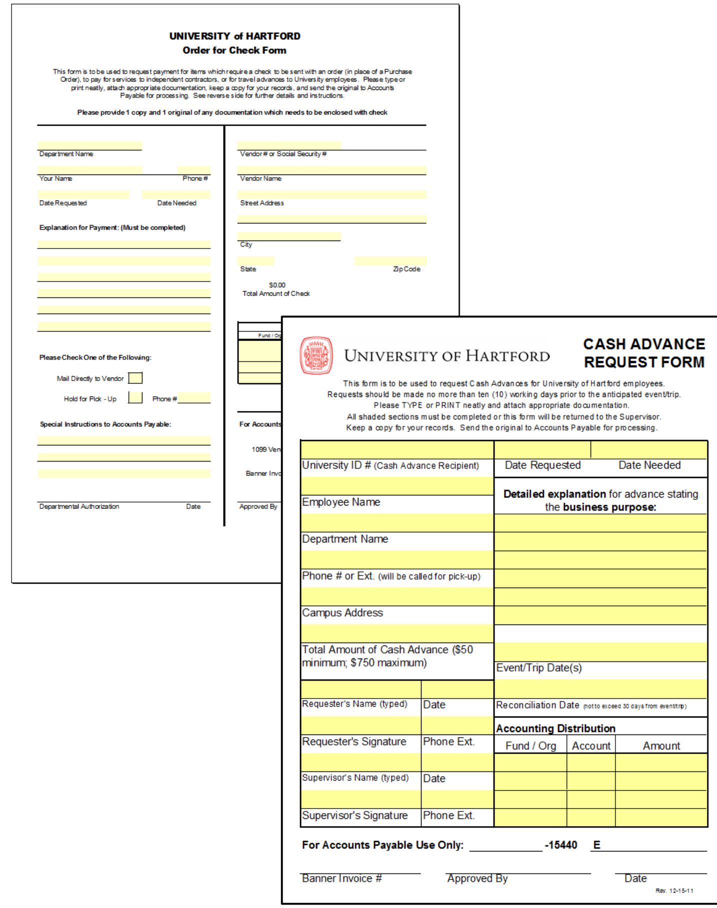
- **Orders for Check (OFC) / Cash Advances may be used for**:
  - Travel advances, meetings, workshops and seminars, professional fees and individuals that are **NOT** University of Hartford employees such as consultants, guest lecturers, entertainers, speakers, etc.
    - **Note**: Individuals who are not University of Hartford employees, live outside Connecticut and earn **over $1,000** 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 may NOT be used for**:
  - Payroll items, reimbursements for travel expenses and major expenses such as furniture, computers and other tangible goods and services.

- **Cash advances** 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 **Order for Check (OFC)** and **Cash Advance Request** 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
    - **Note**: Quotes and emails referencing an **invoice** are **not** sufficient or acceptable forms of documentation.
    - **Note**: Regarding **Honorariums**, any documentation stating the amount to be paid **must** be provided.



- Both forms can be found on our website under “Forms & Resources” or at: **https://ned.hartford.edu/forms/forms.htm**

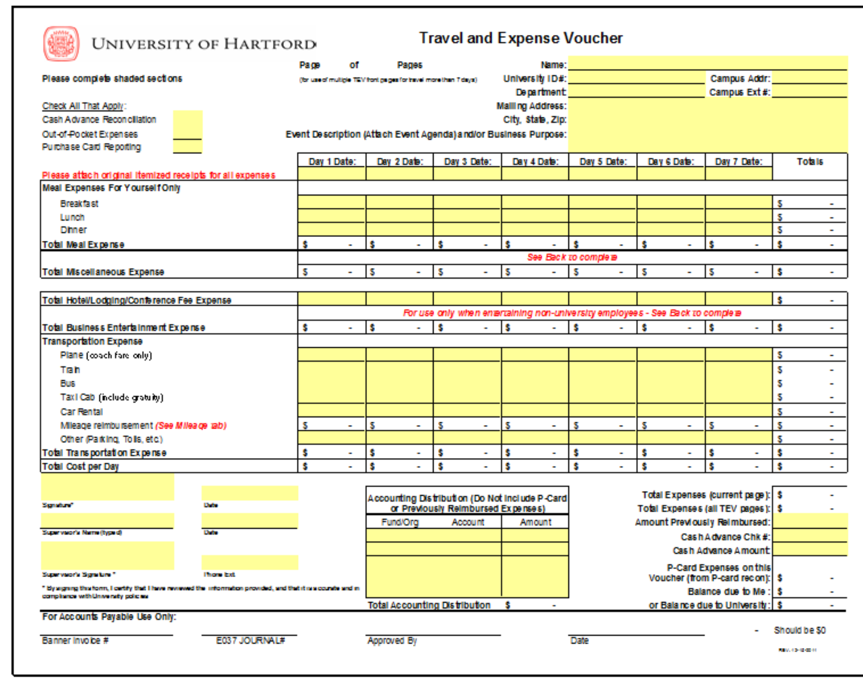
Travel and Expense Voucher (TEV)

- 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)** **<u>may be used</u>** for:
    - Expenses related to travel, meals, lodging, tolls, minor purchases and association dues.
  - **Travel and Expense Vouchers (TEVs)** **<u>May NOT be used for</u>**:
    - 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 **Travel and Expense Voucher form** must be completed and include the following; otherwise it may delay processing time:
  - All amounts reported must have supporting **itemized receipts.**
  - Receipts must be **taped (not stapled)** to a separate sheet of paper and put in **date order.**
  - Mileage logs **must** have screen prints from Mapquest or GoogleMaps to support mileage driven.
    - **Note**: 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.

Note: Form can be found at **https://ned.hartford.edu/forms/forms.htm**



UNIVERSITY OF HARTFORD

Travel and Expense Voucher

Page of Pages (for use of multiple TEV front pages for travel more than 7 days)

Please complete shaded sections

Name:

University ID#: Campus Addr:

Department: Campus Ext #:

Mailing Address:

City, State, Zip:

Event Description (Attach Event Agenda) and/or Business Purpose:

Check All That Apply:
Cash Advance Reconciliation
Out-of-Pocket Expenses
Purchase Card Reporting

Please attach original itemized receipts for all expenses	Day 1 Date:	Day 2 Date:	Day 3 Date:	Day 4 Date:	Day 5 Date:	Day 6 Date:	Day 7 Date:	Totals
Meal Expenses For Yourself Only								
Breakfast								$ -
Lunch								$ -
Dinner								$ -
Total Meal Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	See Back to complete							
Total Miscellaneous Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Hotel/Lodging/Conference Fee Expense								$ -
	For use only when entertaining non-university employees - See Back to complete							
Total Business Entertainment Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Transportation Expense								
Plane (coach fare only)								$ -
Train								$ -
Bus								$ -
Taxi Cab (include gratuity)								$ -
Car Rental								$ -
Mileage reimbursement (See Mileage tab)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other (Parking, Tolls, etc.)								$ -
Total Transportation Expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Cost per Day	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Signature* Date

Supervisor's Name (typed) Date

Supervisor's Signature* Phone Ext

* By signing this form, I certify that I have reviewed the information provided, and that it is accurate and in compliance with University policies

Accounting Distribution (Do Not Include P-Card or Previously Reimbursed Expenses)		
Fund/Org	Account	Amount
Total Accounting Distribution		$ -

Total Expenses (current page):	$ -
Total Expenses (all TEV pages):	$ -
Amount Previously Reimbursed:	
Cash Advance Chk #:	
Cash Advance Amount:	
P-Card Expenses on this Voucher (from P-card recon):	$ -
Balance due to Me:	$ -
or Balance due to University:	$ -

For Accounts Payable Use Only:

Banner Invoice # E037 JOURNAL# Approved By Date - Should be $0

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:
  - **YTD Activity** adjustments = **Interdepartmental Transfer (IDT) 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 **Restricted, Grant or Agency** Budget change request does **NOT** get sent to the **Budget Office.**

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 **several pieces** of equipment that **total** to $2,500 or more, these pieces are **not** considered Capital Expenditures and should **not** 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 **several pieces** of equipment that cost $2,500 or more and are **necessary** for the operation and function of an **individual piece of equipment**, 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).

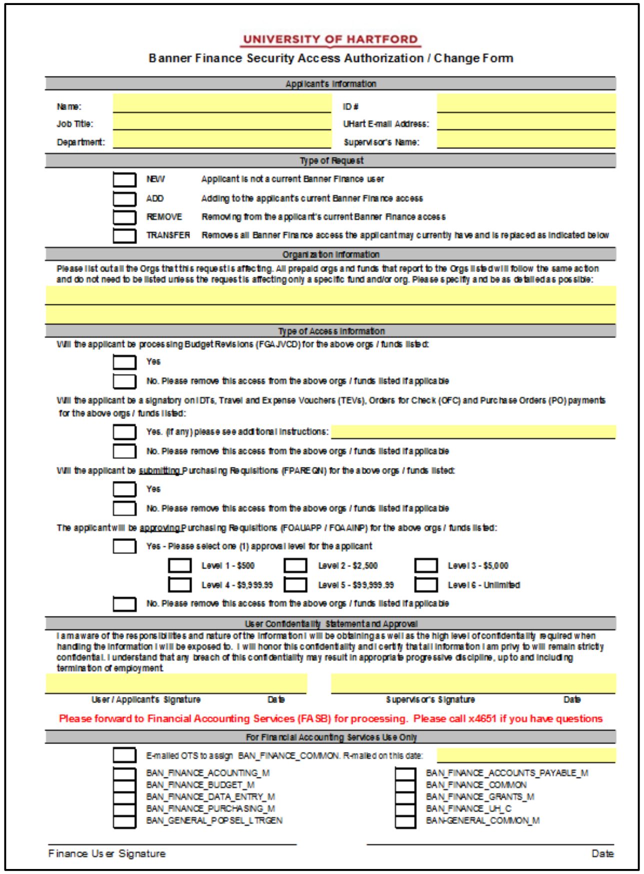
Banner Finance Access

- 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.



UNIVERSITY OF HARTFORD

Banner Finance Security Access Authorization / Change Form

Applicant's Information

Name: ID #

Job Title: UHart E-mail Address:

Department: Supervisor's Name:

Type of Request

- [ ] NEW Applicant is not a current Banner Finance user
- [ ] ADD Adding to the applicant's current Banner Finance access
- [ ] REMOVE Removing from the applicant's current Banner Finance access
- [ ] TRANSFER Removes all Banner Finance access the applicant may currently have and is replaced as indicated below

Organization Information

Please list out all the Orgs that this request is affecting. All prepaid orgs and funds that report to the Orgs listed will follow the same action and do not need to be listed unless the request is affecting only a specific fund and/or org. Please specify and be as detailed as possible:

Type of Access Information

Will the applicant be processing Budget Revisions (FGAJVCD) for the above orgs / funds listed:

- [ ] Yes
- [ ] No. Please remove this access from the above orgs / funds listed if applicable

Will the applicant be a signatory on IDTs, Travel and Expense Vouchers (TEVs), Orders for Check (OFC) and Purchase Orders (PO) payments for the above orgs / funds listed:

- [ ] Yes. (if any) please see additional instructions:
- [ ] No. Please remove this access from the above orgs / funds listed if applicable

Will the applicant be submitting Purchasing Requisitions (FPAREQN) for the above orgs / funds listed:

- [ ] Yes
- [ ] No. Please remove this access from the above orgs / funds listed if applicable

The applicant will be approving Purchasing Requisitions (FOAUAPP / FOAAINP) for the above orgs / funds listed:

- [ ] Yes - Please select one (1) approval level for the applicant
  - [ ] Level 1 - $500
  - [ ] Level 2 - $2,500
  - [ ] Level 3 - $5,000
  - [ ] Level 4 - $9,999.99
  - [ ] Level 5 - $99,999.99
  - [ ] Level 6 - Unlimited
- [ ] No. Please remove this access from the above orgs / funds listed if applicable

User Confidentiality Statement and Approval

I am aware of the responsibilities and nature of the information I will be obtaining as well as the high level of confidentiality required when handling the information I will be exposed to. I will honor this confidentiality and I certify that all information I am privy to will remain strictly confidential. I understand that any breach of this confidentiality may result in appropriate progressive discipline, up to and including termination of employment

User / Applicant's Signature Date Supervisor's Signature Date

Please forward to Financial Accounting Services (FASB) for processing. Please call x4651 if you have questions

For Financial Accounting Services Use Only

- [ ] E-mailed OTS to assign BAN_FINANCE_COMMON. R-mailed on this date:
- [ ] BAN_FINANCE_ACOUNTING_M
- [ ] BAN_FINANCE_BUDGET_M
- [ ] BAN_FINANCE_DATA_ENTRY_M
- [ ] BAN_FINANCE_PURCHASING_M
- [ ] BAN_GENERAL_POPSEL_LTRGEN
- [ ] BAN_FINANCE_ACCOUNTS_PAYABLE_M
- [ ] BAN_FINANCE_COMMON
- [ ] BAN_FINANCE_GRANTS_M
- [ ] BAN_FINANCE_UH_C
- [ ] BAN-GENERAL_COMMON_M

Finance User Signature Date

Logging into and Opening Banner

- Double click the Banner icon 

on your desktop ***<u>OR</u>*** open Internet Explorer and type the following URL into your browser:

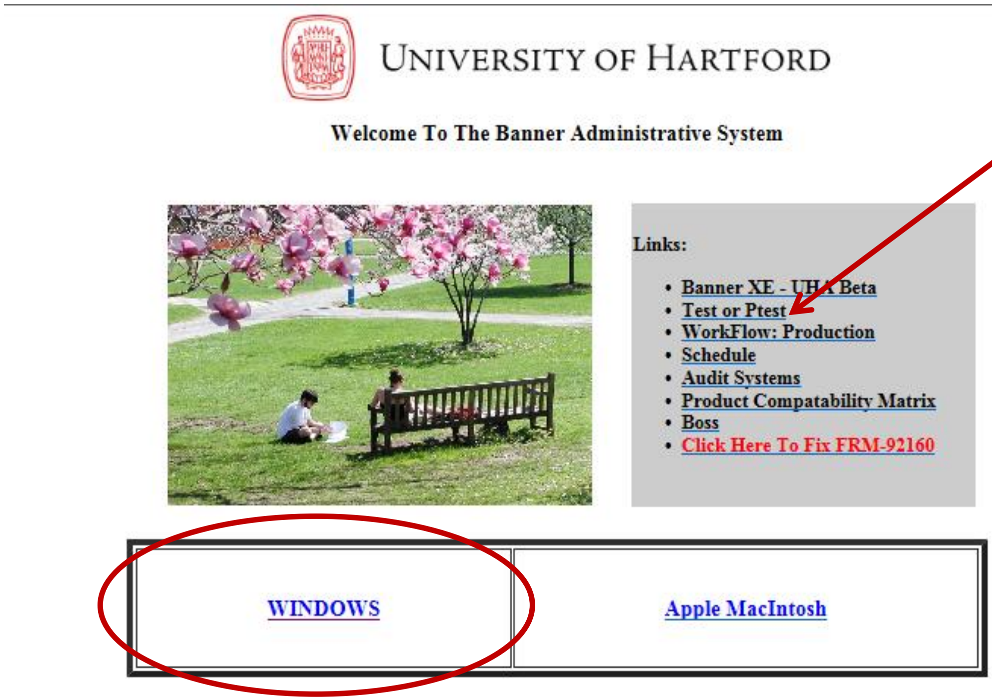
http://webform.hartford.edu

- 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”

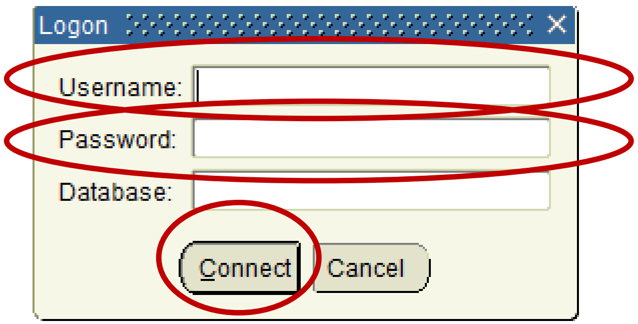


Note:

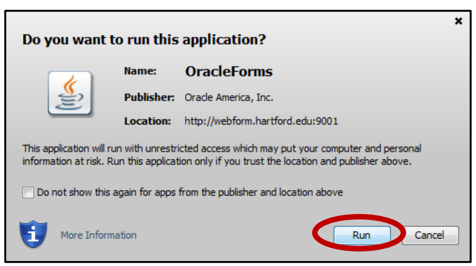
If you ever want to practice or try out a function without it saving or affecting anything, select “Test”. It looks and operates just like Banner Production mode, except any changes you make within it will not save. To enter, click “Test or Ptest”.

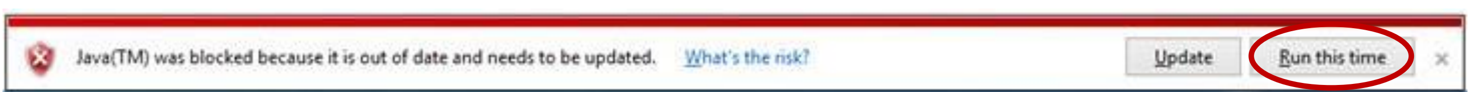
Logging into and Opening Banner

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

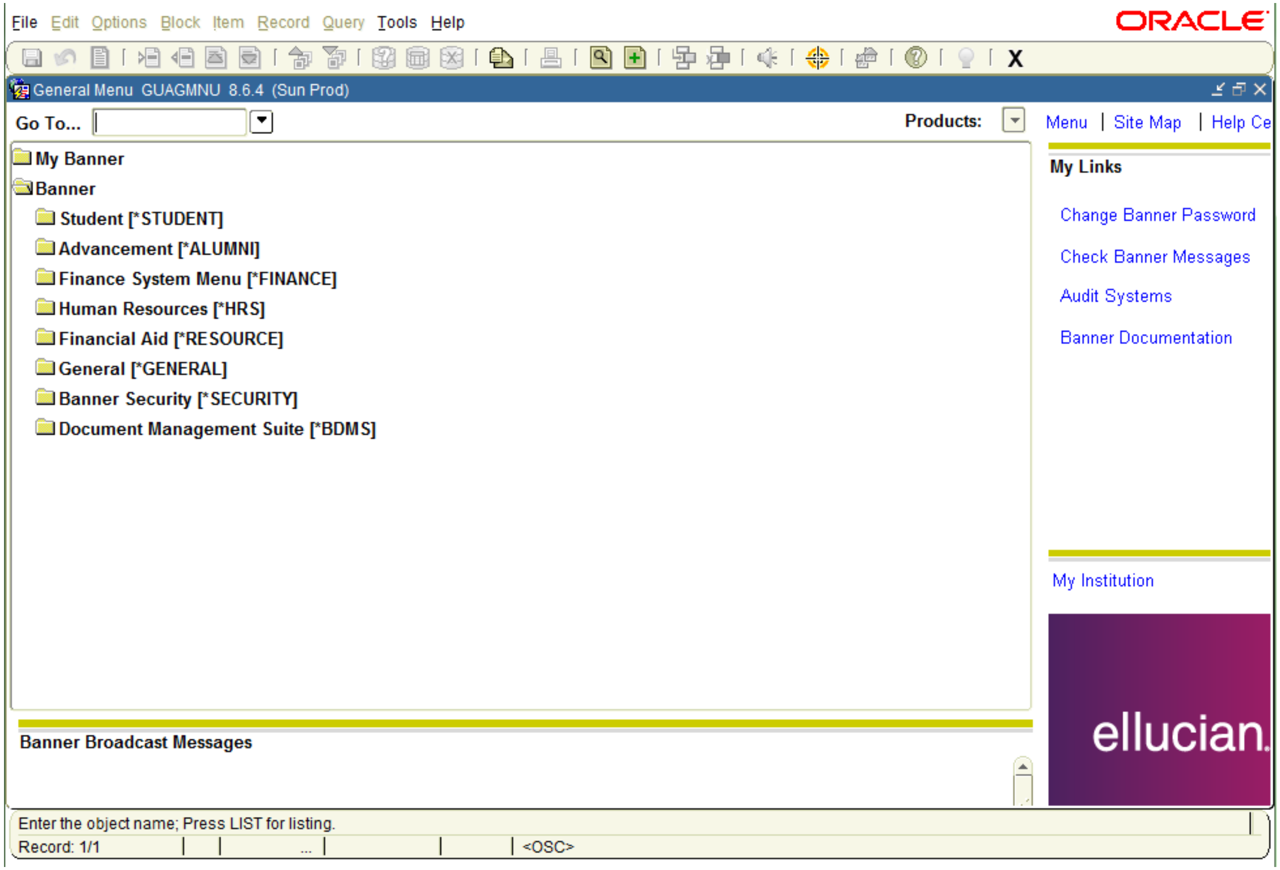


- **Note:** If you receive any Java notifications, select the “Run” or “Run this time” options. You do **not** want to select any “Update” or “Upgrade” options.

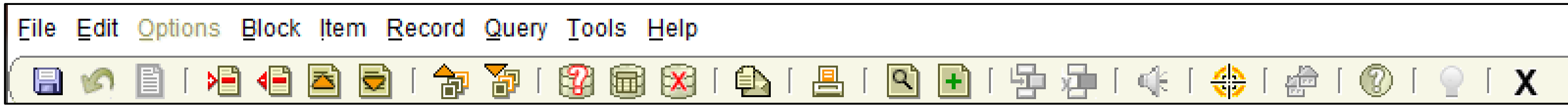




Welcome to Banner!



Navigating Banner:
Banner Tool Bar Icons and Functions



- Save
- Rollback
- Select
- Insert Record
- Remove Record
- Previous Record
- Next Record
- Previous Block
- Next Block
- Enter Query
- Execute Query
- Cancel Query

- View / Send Messages
- Print
- Banner Xtender Solutions
- BXS Add Document
- Workflow Submit
- Workflow Release
- Broadcast Message
- Security Feature
- Multi-Institution
- Online Help
- View Supplemental Data
- Exit

- **Note:** 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

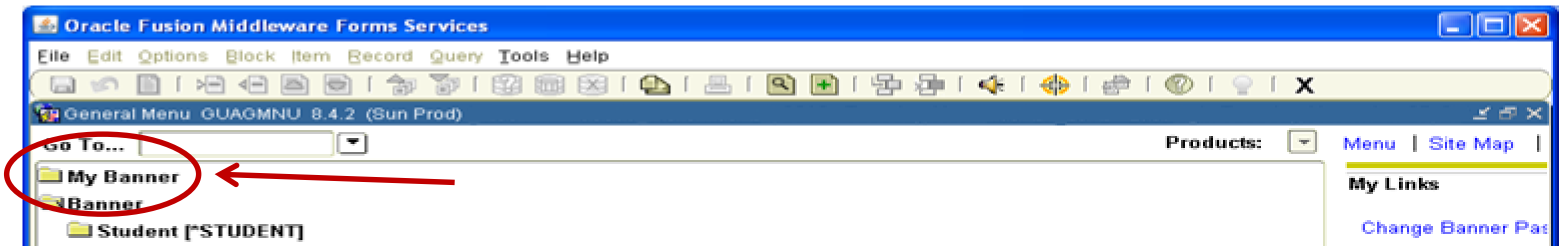
- The most commonly used keyboard shortcuts for Banner functions are highlighted in red:

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

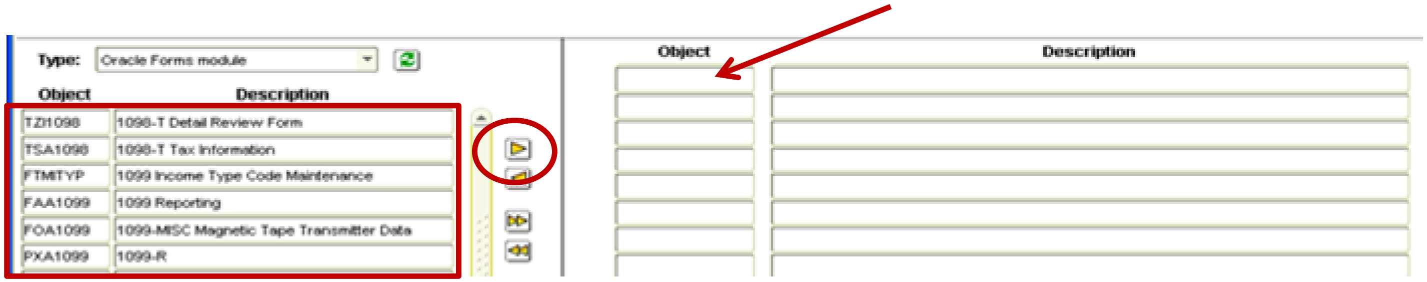
GUAPMNU:
Setting Up Banner Screen Shortcuts

- Double click the “My Banner” folder.



- Select, “Organize My Banner (GUAPMNU)”.

GUAPMNU:
Setting Up Banner Screen Shortcuts



- 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.

- **<u>Unrestricted / Operational Use Funds</u>**

  - <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

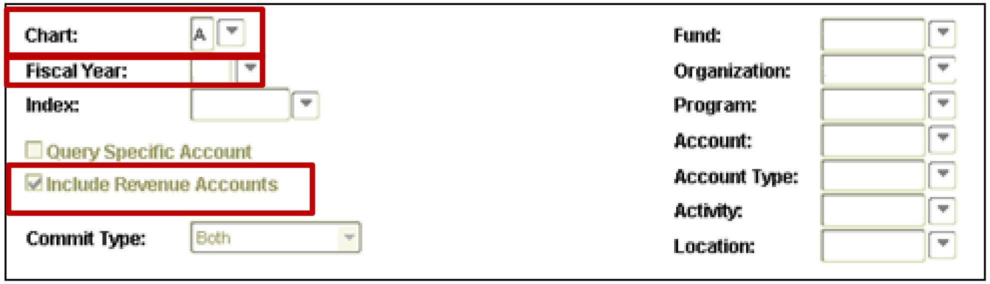
- FGIBDST stands for “Finance General Inquiry Budget Status”

F	→	**Finance**
G	→	**General**
I	→	**Inquiry**
BD	→	**Budget**
ST	→	**Status**

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

Note: FGIBDST does not reflect incomplete, unapproved or unposted transactions.

How to Retrieve Information on FGIBDST

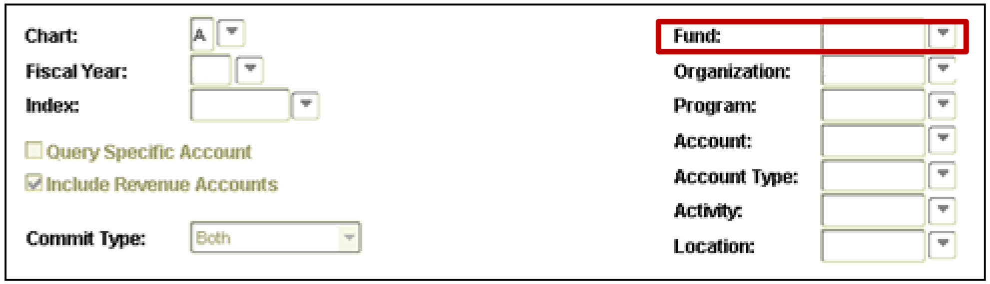


Note:

- Hit "Tab" to move through the fields

- **Chart** – 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.

How to Retrieve Information on FGIBDST



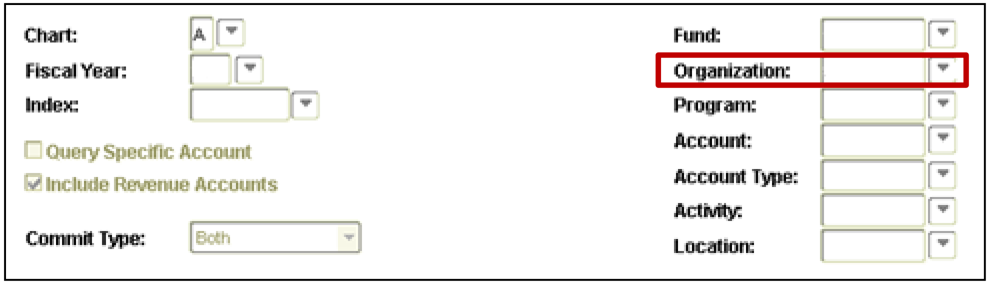
Note:

- Hit "Tab" to move through the fields
- Enter first digits or characters of a fund % (ex: 2% or FIN%) then "Tab" for a list

---

- **Fund** – 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.

How to Retrieve Information on FGIBDST



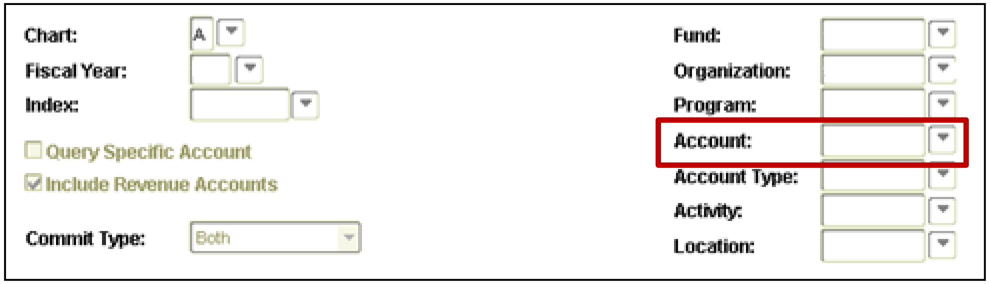
Note:

- 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

---

- **Organization** – 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.

How to Retrieve Information on FGIBDST



Note:

- 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

---

- **Account** – 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.

How to Retrieve Information on FGIBDST

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

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
40220	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	L	FACULTY SALARIES - F T	184,567.00	0.00	0.00	184,567.00
51500	L	FACULTY SALARIES ADJUNCT	82,161.58	39,162.53	9,337.52	33,661.53
52910	L	CHAIRPERSON/COORDINATOR	19,437.42	3,249.64	1,750.05	14,437.73
55000	L	ADMIN PROF F.T.	34,333.61	13,959.11	16,220.29	4,154.21
55100	L	ADMIN. PROFESSIONAL P.T.	0.00	0.00	0.00	0.00
55300	L	SPECIAL PROJECTS	400.00	2,008.00	0.00	-1,608.00
58000	L	STUDENT P.T.	13,120.00	13,043.75	512.50	-436.25
		Net Total:	240,208.39	366,838.27	77,920.36	

Dup Item for Detail,Count Query for Orgn. Summary, Dup Rec for Encum. List

Record: 1/37 | ... | <OSC>

Understanding FGIBDST

- FGIBDST calculates the “available balance” of an account the following way:

Adjusted Budget – YTD Activity – Commitments = Available Balance

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
40220	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	L	FACULTY SALARIES - F T	184,567.00	0.00	0.00	184,567.00
51500	L	FACULTY SALARIES ADJUNCT	82,161.58	39,162.53	9,337.52	33,661.53
52910	L	CHAIRPERSON/COORDINATOR	19,437.42	3,249.64	1,750.05	14,437.73
55000	L	ADMIN PROF F.T.	34,333.61	13,959.11	16,220.29	4,154.21
55100	L	ADMIN. PROFESSIONAL P.T.	0.00	0.00	0.00	0.00
55300	L	SPECIAL PROJECTS	400.00	2,008.00	0.00	-1,608.00
58000	L	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

- **Adjusted Budget** – Represents the maximum ***amount you are allotted and plan to use*** 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.

- **YTD Activity** – Represents the ***amount that you have actually used or received*** in a specific account. Revenue and Expenses should be recorded to the most appropriate account based on that revenue or expense’s purpose.

- **Commitments** – Represents an ***amount that you have scheduled to be used***, 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 **column** 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	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
60200	E	TELEPHONE	335.42	0.00	0.00	335.42
60500	E	SUBSCRIPT/BOOKS/PERIODCL	1,597.77	537.50	0.00	1,060.27

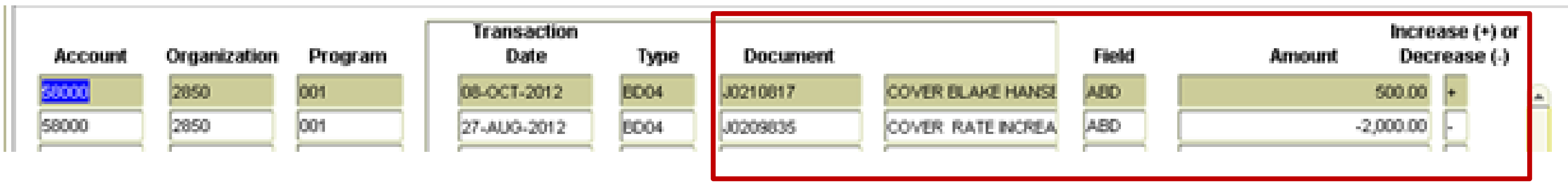
- **Note:** Clicking your cursor so that that the blinking "|" appears and then hitting "F3" in the **account column** will bring up FGITRND screen, but it will display **all transactions** that occur in the Adjusted Budget, YTD Activity or Commitment columns.

FGIBDST Transaction Detail (FGITRND)

Account	Organization	Program	Transaction Date	Type	Document		Field	Amount	Increase (+) or Decrease (-)
58000	2850	001	08-OCT-2012	BD04	J0210817	COVER BLAKE HANSE	ABD	500.00	+
58000	2850	001	27-AUG-2012	BD04	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 **<u>Adjusted Budget</u>** 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 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)

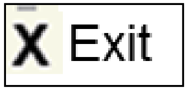


- The detail you would see here includes:
  - **<u>Document</u>** – Reference number; automatically assigned with each transaction
  - **<u>Description</u>** – Brief description of the transaction
  - **<u>Amount</u>** – The value of the transaction
  - **<u>Increased (+) or Decreased (-)</u>** – The 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 **highly recommended** 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 Documents
60500	SUBSCRIPT/BOOKS/PERIODCL	1,597.77	537.50	0.00	1,060.27	
60600	MEMBERSHIPS	2,814.75	2,311.50	0.00	503.25	✓
60910	CONTINGENCY RESERVE FUNDS	46,657.94	0.00	0.00	46,657.94	

- 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.

Document	Status	Fund	Organization	Account	Program	Adjusted Budget	YTD Activity
J0214953	Incomplete	101000	2370	61500	001	0.00	25.00
J0214953	Incomplete	101000	2370	61500	001	0.00	25.00

Understanding FGIBAVL and FGIBDST

FGIBDST

Query Specific Account
Include Revenue Accounts
Commit Type: Both

Account: 56100 OFFICE/CLERICAL P.T.
Account Type:
Activity:
Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
1800	E	ENTERTAINMENT	1,344.59	753.58	0.00	591.01
2600	E	CONTRACTED SERVICES	26,047.47	19,473.00	1,325.00	5,249.47
2950	E	O & M SERVICE	3,129.56	153.75	0.00	2,975.81

FGIBAVL

Index:
Commit Type: Both
Account: 56100 OFFICE/CLERICAL P.T.
Program: 001 INSTRUCTIONAL EXPENSES

Control Keys ---> Fund: 101000 Organization: Account: 56100 Program: 001

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
61800	ENTERTAINMENT	1,344.59	753.58	0.00	591.01	☐
62600	CONTRACTED SERVICES	26,047.47	19,473.00	2,364.12	4,210.35	☑
62950	O & M SERVICE	3,129.56	153.75	0.00	2,975.81	☐

Adjusted Budget Activity

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
40220	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
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

- **Adjusted Budget –** Represents the maximum ***amount you are allotted and plan to use*** 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 **Budget Office** monitors transactions and processes budget adjustment requests within the **Adjusted Budget** column for **unrestricted (101000 / 155500) and plant funds (7XXXXX).**
- **Financial Accounting Services** monitors transactions and processes budget adjustment requests within the **Adjusted Budget** column for **Restricted (2XXXXX), Grant (3XXXXX) and Agency (8XXXXX)** funds **only**.

Creating and Submitting a Budget Change

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

DEPARTMENT		DATE		FISCAL YEAR	

PLEASE SELECT THE TYPE OF TRANSFER

☐ ONE-TIME TRANSFER - This change will affect the budget in the current fiscal year only

☐ PERMANENT TRANSFER - This change will affect the budget in the current fiscal year and all years going forward

			EXPENSE		REVENUE	
FUND / ORG	ACCOUNT	TITLE	INCREASE	DECREASE	INCREASE	DECREASE

Creating and Submitting a Budget Change

- **Fund / Org** – Input the fund and org that the change is affecting
- **Account** – Input the account that the change is affecting
- **Title** – Input the title of the account that the change is affecting

DEPARTMENT			DATE		FISCAL YEAR	
PLEASE SELECT THE TYPE OF TRANSFER						
	☐	ONE-TIME TRANSFER - This change will affect the budget in the current fiscal year only				
	☐	PERMANENT TRANSFER - This change will affect the budget in the current fiscal year **and** all years going forward				
			EXPENSE		REVENUE	
FUND / ORG	ACCOUNT	TITLE	INCREASE	DECREASE	INCREASE	DECREASE
2XXXXX-0000	55000	ADMIN PROF F.T				

Creating and Submitting a Budget Change

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

			EXPENSE		REVENUE	
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

Creating and Submitting a Budget Change

- **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."

			EXPENSE		REVENUE	
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.**"**

			EXPENSE		REVENUE	
FUND / ORG	ACCOUNT	TITLE	INCREASE	DECREASE	INCREASE	DECREASE
0000	62600	CONTRACTED SERVICES		500.00		
0000	48300	MISC. INCOME				500.00

Creating and Submitting a Budget Change

- **Scenario 3: “**I want to move funds from an Expense account to another Expense account.”

			EXPENSE		REVENUE	
FUND / ORG	ACCOUNT	TITLE	INCREASE	DECREASE	INCREASE	DECREASE
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.”

			EXPENSE		REVENUE	
FUND / ORG	ACCOUNT	TITLE	INCREASE	DECREASE	INCREASE	DECREASE
0000	48300	MISC. INCOME				500.00
0000	41240	FEES – OTHER			500.00	

Creating and Submitting a Budget Change

DOCUMENT TOTAL	0.00	0.00	0.00	0.00	0.00

REASON FOR REQUEST:

Requested By (Print Name)	Date	Extension
Requested By (Signature)		Date
Department Approver		Date
School/College/Admin Office Approver		Date
Provost/Vice President Office Approver		Date

BUDGET OFFICE USE ONLY

Josh Duhaime, Budget Director   Date

Journal Voucher

Date

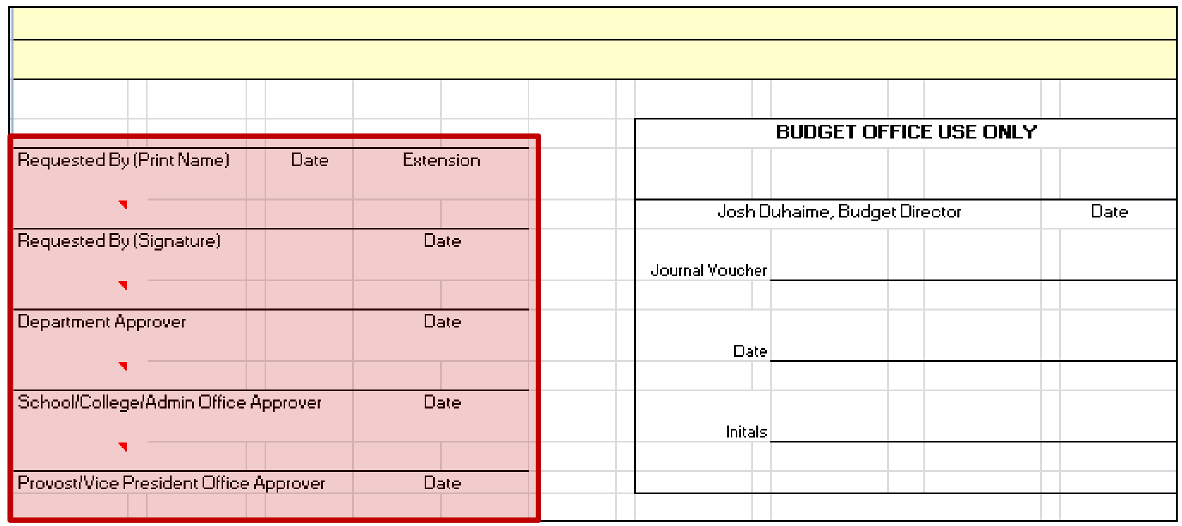
Initals

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

Creating and Submitting a Budget Change

- 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.



Requested By (Print Name) Date Extension

Requested By (Signature) Date

Department Approver Date

School/College/Admin Office Approver Date

Provost/Vice President Office Approver Date

BUDGET OFFICE USE ONLY

Josh Duhaime, Budget Director Date

Journal Voucher

Date

Initals

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

Year To Date (YTD) Activity

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
40220	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
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

- **YTD Activity –** Represents the ***amount that you have actually used or received*** 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 **all transactions** and processes **all adjustment requests** that occur within this column for **all** 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 **YTD Activity** column may do so by submitting an **Interdepartmental Transfers (IDT)** form to **Financial Accounting Services** 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 **Interdepartmental Transfer (IDT)** request does **NOT** get sent to the **Budget Office.**
  - **Note:** 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.

Creating and Submitting an Interdepartmental Transfer (IDT) Form

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

IDT#

UNIVERSITY of HARTFORD
INTERDEPARTMENTAL TRANSFER (IDT)

1) **Type of Transaction** — Transfer of Funds / To Correct a Charge / Other — Date:

2) **Department to be Charged** — **Department to be Credited**

Fund OR Orgn	Sub-Account	Account Title	Fund OR Orgn	Sub-Account	Account Title	$ Amount

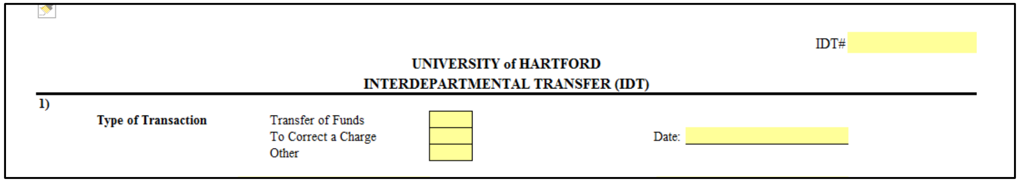
3) **EXPLANATION: Please explain each transfer in detail. IDT's without sufficient explanation or funds will be returned.**
Note: Salary transfers (50000 - 59999) must be approved by the Budget Office (CC323) prior to submitting to FAS.

4)
REQUESTED BY: — DATE:
PRINT NAME: — EXT:
DEPT AUTHORIZATION: — DATE:
ACCOUNTING DEPT — DATE

THIS FORM IS NOT TO BE USED AS A BUDGET REVISION
FORWARD TO FINANCIAL ACCOUNTING, FAS BUILDING (FASB), UPON COMPLETION OF THIS FORM — CDS 1/08

- **Note**: An IDT is **not** used to make adjustments to your **Adjusted Budget** column on FGIBDST. A Budget Change form would be used instead.

Creating and Submitting an Interdepartmental Transfer (IDT) Form



IDT#

UNIVERSITY of HARTFORD
INTERDEPARTMENTAL TRANSFER (IDT)

1) Type of Transaction

Transfer of Funds
To Correct a Charge
Other

Date:

- 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

Creating and Submitting an Interdepartmental Transfer (IDT) Form

- 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.

2) Department to be Charged ______ Department to be Credited ______

- Moving Transactions to/from **Revenue** Accounts
  - Accounts that begin with a “4”

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

Creating and Submitting an Interdepartmental Transfer (IDT) Form

- 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.

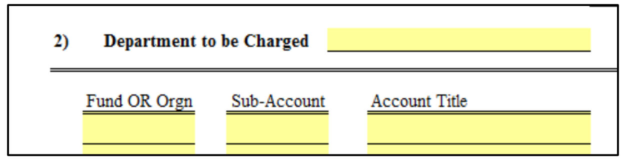
2) Department to be Charged ______ Department to be Credited ______

- 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 **compensation or expense** account and is displayed as a **positive (+)** value, the **department charged** would be the org and account that you want this transaction **to go to** and the **department credited** would be the org and account that you want this transaction to **be moved from.**

  - If the transaction you are looking to move is in the YTD column of a **compensation or expense** account and is displayed as a **negative (-)** value, the **department charged** would be the fund/org and account that this transaction to **be moved from** and the **department credited** would be the org and account that you want this transaction **to go to.**

Creating and Submitting an Interdepartmental Transfer (IDT) Form


2) Department to be Charged

Fund OR Orgn	Sub-Account	Account Title

- **Fund or Orgn** – Fund (if affecting a restricted, grant, plant or agency fund) or org (if affecting an unrestricted/operating fund) of the Department Charged.
- **Sub-Account** – Account of the Department Charged.
  - Unless the IDT is moving transactions within the same fund/org, the account charged must be **reasonably related or the same** as the account being credited. However, if you will be charging **account 69720**, the account credited **must** also be 69720.
  - Accounts **69990, 69990P or 69720P** can **not** 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 **account being charged must** have enough in the “Available Balance”, otherwise a Budget Change **must** be processed first. You can **not** list a random account to be charged just because it has money in it.
- **Account Title** – The name of the Account per Banner.

Creating and Submitting an Interdepartmental Transfer (IDT) Form

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.

Creating and Submitting an Interdepartmental Transfer (IDT) Form

3) **EXPLANATION: Please explain each transfer in detail. IDT's without sufficient explanation or funds will be returned.**
Note: Salary transfers (50000 - 59999) must be approved by the Budget Office (CC323) prior to submitting to FAS.

4)

REQUESTED BY:		DATE:	
PRINT NAME:		EXT:	
DEPT AUTHORIZATION:		DATE:	
ACCOUNTING DEPT		DATE	

- **Explanation** – Provide a explanation about the movement.
  - **Note**: Your IDT **no longer** needs to go to the Budget Office first. You can disregard this notation
- **Requested By** – Signature of person requesting the move.
- **Print Name** – 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

FASB Building (Next to Gengras)

finacctng@hartford.edu ● Office Extension: 4651

Elaine Daly, Assistant Controller

edaly@hartford.edu ● Extension: 4652

Scott Bernier, Grants & Restricted Fund Accountant

sbernier@hartford.edu ● Extension: 4632

Taylor Molyneaux, Staff Accountant

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Lauren Sanders, Staff Accountant

Loberhaus@hartford.edu ● Extension: 4543

Cheryl Davis, Accounts Payable

acctspay@hartford.edu ● Extension: 4897

Jessica Brice, Accounts Payable

acctspay@hartford.edu ● Extension: 5107

Gabriele Tripodi, Office Coordinator

tripodi@hartford.edu ● Extension: 5480