Budget Training

Presented By
Carin Bullis, Director of Budget
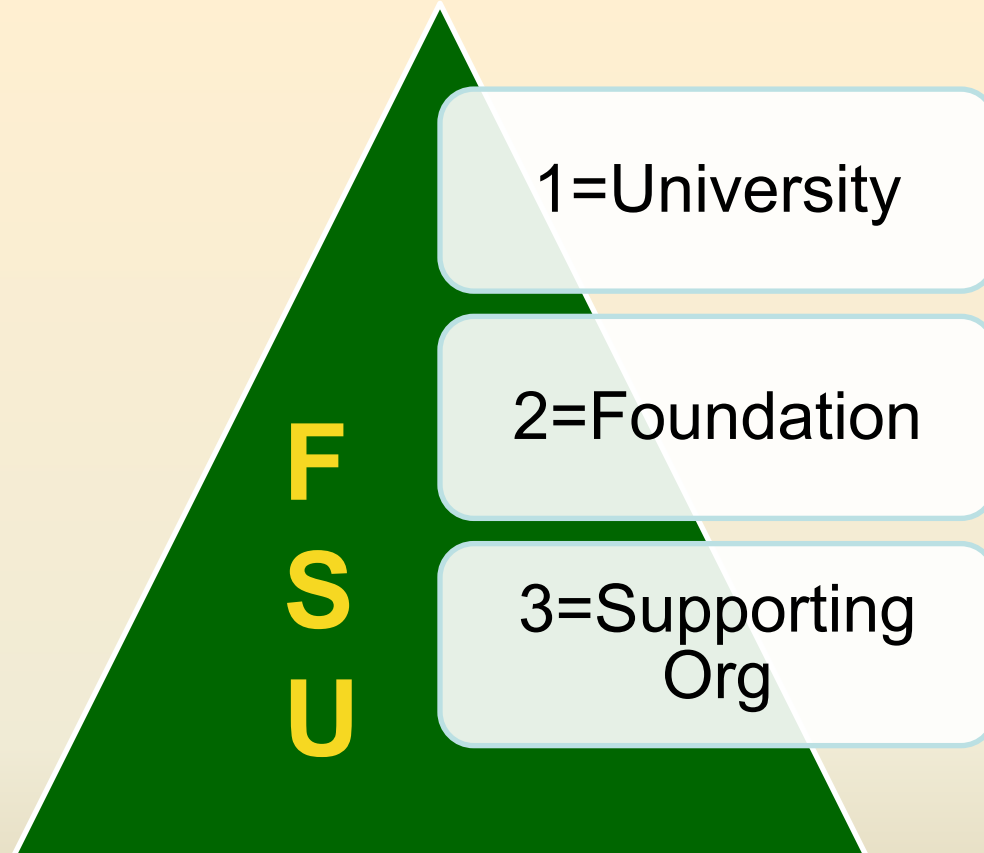
FITCHBURG STATE UNIVERSITY

Overview

- COA/FOAPAL Review
- Budgeting Basics
- Crystal Reports
- Banner Screens/Forms
- Entering FY22 Budget

COA = Chart of Accounts

1=University

2=Foundation

3=Supporting Org

F
S
U

Cannot make budget transfers across Charts –Must Reimburse Expenses!

Chart of Accounts - FOAPAL

FOAPAL – Term for the account number -5 Segments used

Fund

Organization

Account

Program

Activity

Location (currently not used)

Segments: XXX-XXXX-XXXX-XXX-XXX

Activity Code is not needed for budgets or budget transfers.

It is only needed when completing a requisition, coding an expense, or to complete a cash/revenue deposit.

Fund = Source

- Starts with a Letter followed by numbers
- Defines the source of the funding (does not include all)
  - A = Agency Funds or Grants
  - C = State Appropriated Maintenance (operating)
  - D = State Appropriated Grants
  - E = Endowment Funds or Economic Development
  - F = Federal Aid, Contracts, or Grants
  - P = Private Gifts, Grants, or Contracts
  - T = Trust Funds –revenue generated by activities, fees, sales, etc.
- Cannot move budget between fund sources
- Cannot Increase the budget in fund T65

Organization = Department

- Usually 4 digits/numbers in length

- Access to Banner funds is controlled by Org Code

- 1000's = Academic related departments

- 2000's = Facility related-grounds, building, events…

- 3000's = Student Affairs-clubs, health, athletics…

- 4000's =Finance or Administrative related

- 5000's =Advancement or Development related

- 6000's =President/University related-trustees, HR, IR, Police

- Note –Payroll can only process 4 characters for org codes and CAN be a combination of numbers and letters

Account = Revenue or Expense

- Revenue accounts begin with a number
- Expense accounts begin with a letter
- Budget expenses in a control group called "Pools"
- Pool defined as a combination of resources
- Purpose for "Pools" – to minimize transfers
- Budget Pools = Letter + "00"
- Budget transfers occur between "Pools" only
- Exception - Grant Funds budget at the expense level

Budget Pools for Account Codes

A00 Employee Compensation
A01 Regular Salary

B00 Regular Employee Related Expenses
B01 Out of State Travel
B02 In State Travel

C00 Special Employee/Contracted Services
C05 Contract Student Interns

D00 Pension & Insurance Related Expenditure
D09 Fringe Benefits Reimbursements

E00 Administrative Expenses
E01 Office & Admin Supplies
E02 Printing Supplies
E12 Subscriptions, Institutional Memberships
E15 Bottled Water

F00 Facility Operational Supplies
F16 Teaching Materials & Supplies

H00 Consultant Services
H15 Honoraria for Visiting Speakers
H30 Performers

J00 Operational Services
J56 Chartwells

K00 Equipment Purchases
K02 Educational Equipment
K05 Office Equipment
K07 Office Furnishings

L00 Equipment Lease & Rental Maint & Repair
L06 Copy Equipment Lease
L24 Vehicle Rental
L42 Educat Equip Maint & Repair

N00 Construction & Improvements Building
N50 Non-Major Facility Infrastructure Maint/Repair
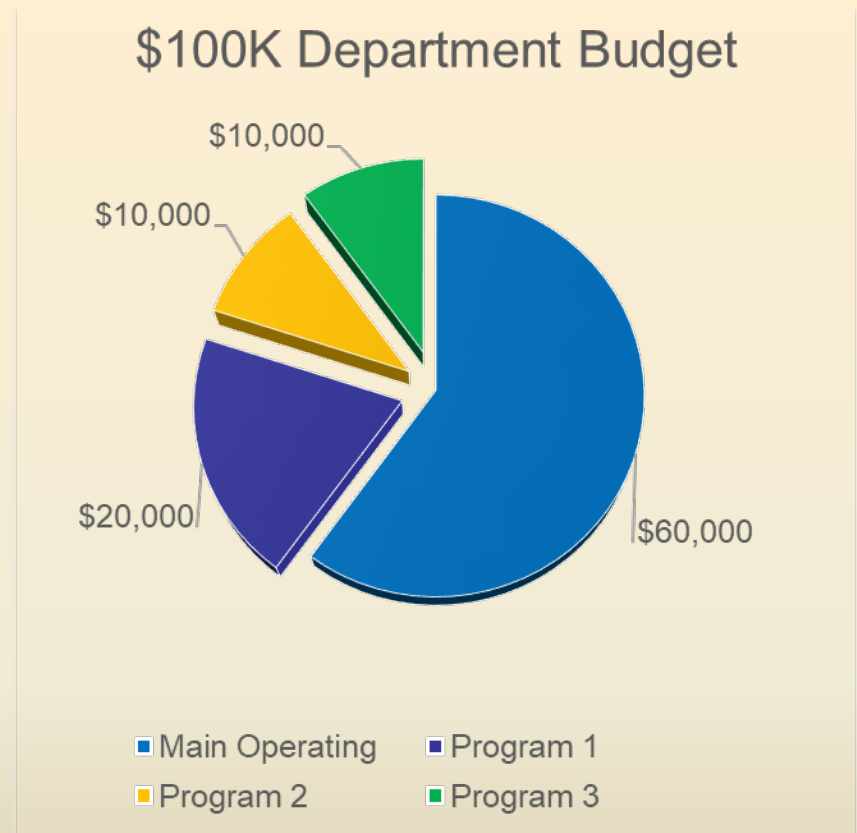
U00 Information Technology Expenses
U03 Software & IT Licenses
U07 IT Equipment
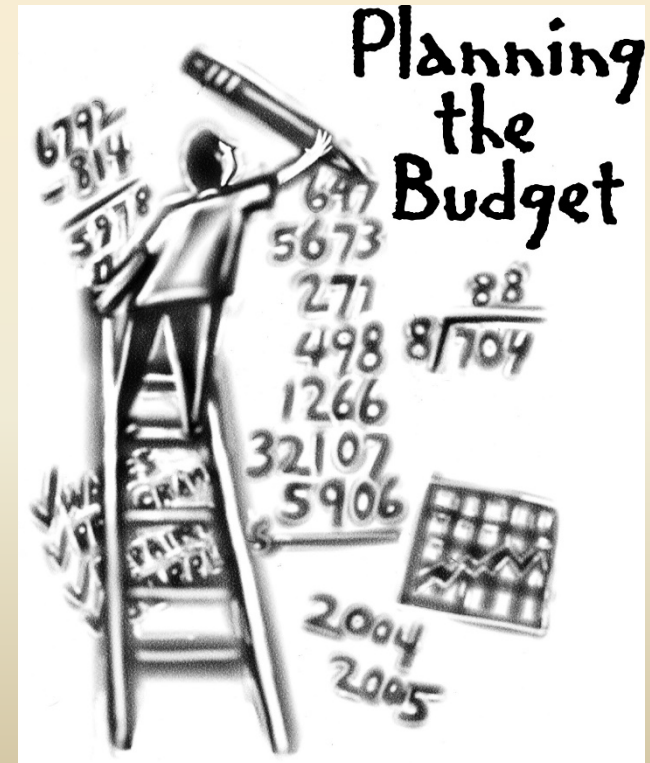U10 Equipment Maint & Repair

Program = more detail within

- Most Departments enter "0000" (do not use)
- Can carve out funds for special programs within existing budget
- Creative naming (4) letters,numbers,or both
- Pay attention when transferring budget
- Payroll can only process "0000"
- 1XSF =Strategic Funds
- CVID =Covid Expenses

$100K Department Budget

$10,000
$10,000
$20,000
$60,000

■ Main Operating   ■ Program 1
■ Program 2   ■ Program 3

Budgeting Basics

- A budget is a **financial plan** for a period of time that includes revenues, expenses, cash flow, and more.

- Budget is not actual cash in the bank.

- Identify expense first, then budget

- The Fiscal Year runs July 1st through June 30th.

- Departments enter transfers within same org code

- Budget office enters across org codes

Why should I budget?

- To avoid negatives
- To be efficient with time
- To analyze performance
- To plan for the future
- For Purchase Orders and Invoice Processing
- NSF's Hold Up processing

How do I budget?

Step 1: Determine Amount
- Budget Amount given to you
- Strategic Funds awarded
- By month, quarter, year

Step 3: Prepare the Budget
- Align the expenses by Pools
- Budget the amount in whole numbers to fund the Pools

Step 2: Plan your expenses
- Same as previous year?
- New priorities or projects?
- Multiple year expenses?

Step 4: Enter in Banner
- Follow the instructions for entering your budget in Banner

Crystal-Finance Reports

http://crystal.fitchburgstate.edu/

- Approved Budget Report
- Budget Worksheet
- Budget Comparison Report By Account Pool
- Department Operating Report
- Department Revenue Report
- Negative Budget Pools
- Outstanding Encumbrance Report

Department Operating Report

Department Operating Report

Balance Period: **00**   Ending Period: **14**

Chart:	**1**
Fiscal Yr:	**19**
Fund:	**T7***
Org:	*
Account:	*
Program:	*

Fund: T75   Miscellaneous State Grants   **Organization:** 1055   Upward Bound

Pd	Date	Type	Doc#	PO/Req#	Description	Original	Budget Adj.	Expenditures	PO/Req Amt	Balance
Program: UPWB		UPWARD BOUND								
T75-1055-J00-UPWB										
01	01/24/2019	JV	J0072953		Budget SFSP funds	0.00	2,844.26	0.00	0.00	
01	04/29/2019	JV	J0074111		Budget SFSP addtl SP funds	0.00	66.00	0.00	0.00	
T75-1055-J56-UPWB										
09	03/01/2019	JV	J0073283		State Reimb-summer food prog SFSP	0.00	0.00	-2,844.26	0.00	
09	03/01/2019	JV	J0073288		State Reimb-summer food prog SFSP	0.00	0.00	2,844.26	0.00	
09	03/01/2019	JV	J0073289		Rev J0072383 State Reimb- food SFSF	0.00	0.00	2,844.26	0.00	
11	05/03/2019	JV	J0074164		State Reimb-SFSP adntl SP adj	0.00	0.00	66.00	0.00	
				Total for Budget Pool: J00		0.00	2,910.26	2,910.26	0.00	0.00
				Total for Program: UPWARD BOUND		0.00	2,910.26	2,910.26	0.00	0.00
				Total for Organization: Upward Bound		0.00	2,910.26	2,910.26	0.00	0.00

Budget Worksheet Report

FYear: 20   Fund: T65
Chart: 1   Orgn: *
   Acct: *
   Prog: *

Budget Worksheet Report

FUND	ORGN	ACCT	PROG		FY18 Actual Expenditures	FY19 Actual Expenditures	FY20 Budget As Approved	FY20 Current Adjusted Bdg	FY21 Proposed
T65	1000	F00	0000	Pool Budget Account	0.00	0.00	700.00	611.00	
T65	1000	F01	0000	Food and Beverages Outside Vendor	313.30	0.00	0.00	0.00	
T65	1000	F03	0000	Kitchen and Dining Supplies	47.27	0.00	0.00	0.00	
T65	1000	F16	0000	Library-Teaching Suppl & Materials	8.40	19.00	0.00	0.00	
T65	1000	F18	0000	Recreational Supplies	0.00	714.96	0.00	0.00	
				Pool Total:	368.97	733.96	700.00	611.00	
T65	1000	G05	0000	Fuel for Vehicles	0.00	0.00	0.00	0.00	
				Pool Total:	0.00	0.00	0.00	0.00	
T65	1000	H00	0000	Pool Budget Account	0.00	0.00	0.00	9,255.93	
T65	1000	H15	0000	Honoraria for Visting Speakers	1,500.00	0.00	0.00	0.00	
T65	1000	H19	0000	Management Consultants	0.00	0.00	0.00	0.00	
T65	1000	H23	0000	Program Coordinators	0.00	450.00	0.00	0.00	
T65	1000	H30	0000	Performers	0.00	2,500.00	0.00	0.00	
T65	1000	H98	0000	Consultant Travel Reimbursement	254.68	0.00	0.00	0.00	
				Pool Total:	1,754.68	2,950.00	0.00	9,255.93	
T65	1000	J00	0000	Pool Budget Account	0.00	0.00	0.00	0.00	
T65	1000	J56	0000	Food Services Chartwell	0.00	487.35	0.00	0.00	
T65	1000	J98	0000	Reim Trav & Oth Exps for Oper Serv	0.00	0.00	0.00	0.00	
				Pool Total:	0.00	487.35	0.00	0.00	
T65	1000	K00	0000	Pool Budget Account	0.00	0.00	0.00	0.00	
T65	1000	K05	0000	Office Equipment	76.58	0.00	0.00	0.00	
				Pool Total:	76.58	0.00	0.00	0.00	
T65	1000	L00	0000	Pool Budget Account	0.00	0.00	0.00	327.21	
T65	1000	L24	0000	Vehicle Equipment Rental-Lease	865.33	0.00	0.00	0.00	
				Pool Total:	865.33	0.00	0.00	327.21	
T65	1000	R00	0000	Pool Budget Account	0.00	0.00	0.00	0.00	
				Pool Total:	0.00	0.00	0.00	0.00	

Outstanding Encumbrance Report

		FYear:	19	Fund:	T65
		Chart:	1	Orgn:	3000
				Acct:	*
				Prog:	*
				Actv:	*

Outstanding Encumbrance Report

DOCUMENT ID	VENDOR_ID	VENDOR_NAME	USER_ID	TYPE	BLANKET_PO	TRANS_DATE	ENCUM_AMT	ENCUM BALANCE
T65 3000	E12	0000 D06						
P0070164	521542164	NASPA	JMARTI96	PO		07/23/2018	1,061.00	1,061.00
						Account Subtotal:	**1,061.00**	**1,061.00**
T65 3000	U02	0000 D06						
P0070237	223372889	Verizon Wireless	JMARTI96	PO		08/01/2018	611.88	611.88
						Account Subtotal:	**611.88**	**611.88**
						Organization Subtotal:	**1,672.88**	**1,672.88**
						Fund Subtotal:	**1,672.88**	**1,672.88**
						TOTALS:	**1,672.88**	**1,672.88**

Manage Budgets-Banner Finance Screens

FGIBAVL – Budget Availability Status Form

Provides summary information by a FOAPAL's account pools

Manage Budgets-Banner Finance Screens
FGIBDST – Organization Budget Status Form
Allows selection on FOAPAL in segments – Detail Drill Down

Organization Budget Status FGIBDST 9.3.6 (PROD)

ADD   RETRIEVE   RELATED   TOOLS

Chart: 1 Fitchburg State University   Fiscal Year: 19   Index: Query Specific Account: Include Revenue Accounts: ✓   Commit Type: Both   Start Over

Organization: 3000 Vice President of Student Affairs   Fund: T65 University Fee Trust Fund   Program: 0000 No Program Code   Account: A00 Pool Budget Account   Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS   Insert   Delete   Copy   Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
A00	L	Pool Budget Account	7,450.00	0.00	0.00	7,450.00
B00	E	Pool Budget Account	2,400.00	0.00	0.00	2,400.00
B02	E	In State Travel & Conf.Registration	0.00	399.00	0.00	-399.00
C00	L	Pool Budget Account	4,200.00	0.00	0.00	4,200.00
CC5	L	Student workers no fringe	0.00	1,020.00	0.00	-1,020.00
E00	E	Pool Budget Account	7,231.00	0.00	0.00	7,231.00
E12	E	Subscriptions & Memberships	0.00	1,746.00	1,061.00	-2,807.00
F00	E	Pool Budget Account	1,300.00	0.00	0.00	1,300.00
J00	E	Pool Budget Account	3,466.00	0.00	0.00	3,466.00
L00	E	Pool Budget Account	2,185.00	0.00	0.00	2,185.00
M00	E	Pool Budget Account	2,000.00	0.00	0.00	2,000.00
U02	E	Telecommunications Services Voice	0.00	0.00	611.88	-611.88
		Net Total	-30,232.00	-3,165.00	1,672.88	

|◄ ◄ 1 of 1 ► ►| 20 ▼ Per Page   Record 1 of 12

CANCEL   SELECT

EDIT   Record: 1/12   FTVACCT_BLOCK.FTVACCT_ACCT_CODE [1]   ellucian

FGIBDST – Drill Downs

With Cursor on any data field select Related, Transaction Detail

Budget Transfer

FITCHBURG STATE COLLEGE

FINANCIAL SERVICES
DEPARTMENT BUDGET ADJUSTMENT

FOR FINANCIAL SERVICES USE ONLY	Organization Name	Fund Name
JE No: _____ Excel: _____	Academic Affairs	College Fee

Complete this form for all changes to budget accounts, to add new accounts and to increase budgeted amounts because of additional income/revenue received.

Fund Code	Organization Code	Account Code	Program Code	Description as Cited on Budget	Budget Increase	Budget Decrease
T65	1000	F00	0000			$ 50.00
T65	1000	L00	0000		$ 50.00	
			Total		$ 50.00	$ 50.00
			Grand Total			$ 100.00

Justification/Rationale (reason is required to process this form.)

Printer repair-cost exceeded amount budgeted.

Required will appear on reports

Financial Services	Date
Entered By	Date

Department Head/Chair Approval	Date

REQUIRED IF $5,000.00 OR MORE	
Divisional Vice President	Date

REQUIRED IF $10,000 OR MORE	
President	Date

On Line Form found here: https://www.fitchburgstate.edu/resources/faculty-staff/financial-services/financial-services-forms

Do Not Enter "To Cover Negative" as the justification

Best Practices

- Ask first "Is this an expense move or budget transfer?" Where do you want the expense recorded?

- Always check budget availability before entering a requisition or using Pcard

- Use good descriptions for budget transfers

- Review your FGIBAVL at least weekly for balances and negatives

- Refer to our "Help" section on the Financial Services website for more resources (FOAPAL lists)

Entering FY22 Budget

#1. Enter the following on FBABDRA:
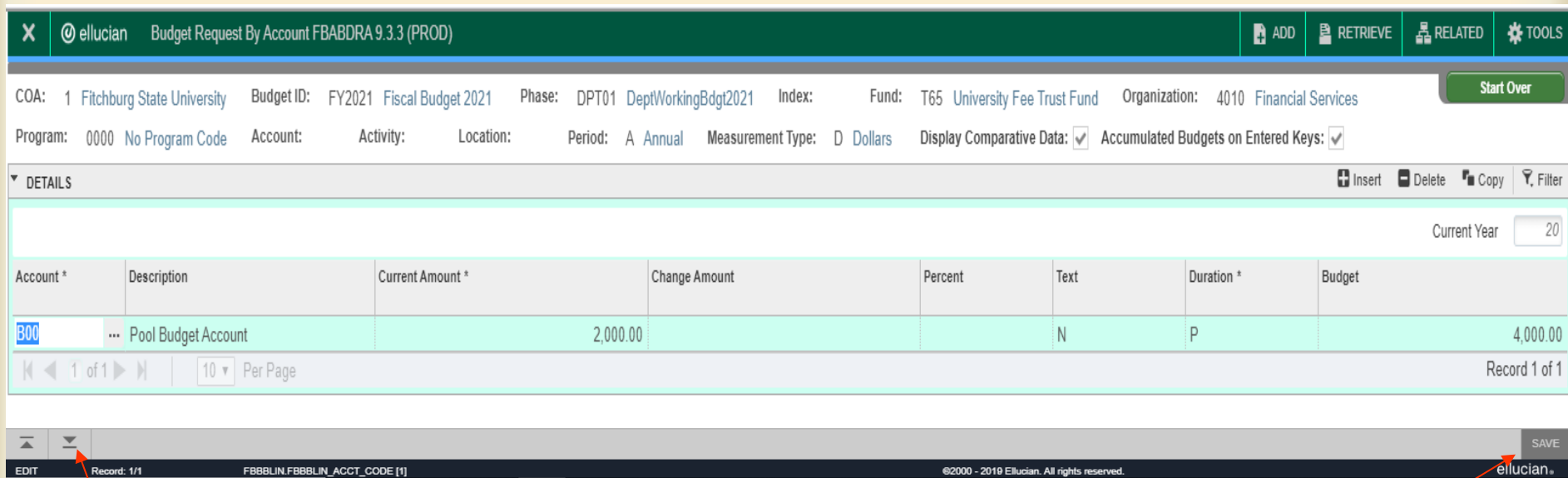
COA: 1
Phase: DPT01
Fund: Fund Code
Program: Program Code
Activity: Leave Blank (Auto)
Period: A (Auto)

Budget ID: FY2022
Index: Leave blank
Organization: Org code
Account: Leave Blank
Location: Leave Blank
Measurement Type: D (Auto)

Entering FY22 Budget Continued

#3. Enter the following:

Account: Enter the Budget Pool Account Code (B00,E00,F00,etc)
Current Amount: Enter the amount for that Budget Pool Account Code

#4. Down Arrow for more lines

#5. "Save" when complete

#6. Run your Budget Comparison Report by Account Pool in Crystal

Budget Comparison Report by Account Pool

FITCHBURG STATE UNIVERSITY

Budget Comparison Report By Account Pool

Chart:	**1**	Fund:	**T65**	
		Orgn:	**4010**	
		Acct:	*	
		Prog:	*	

FUND	ORGN ACCT	PROG		FY18 Actual Expenditures	FY19 Actual Expenditures	FY20 Budget As Approved	FY20 Current Adjusted Bdg	FY21 Proposed
Fund:	**T65**	**University Fee Trust Fund**						
	Orgn:	**4010**	**Financial Services**					
	Prog:	**0000**	**No Program Code**					
B00	Regular Employee Related Expenses		**Pool Total:**	6,205.91	3,037.84	6,000.00	4,000.00	2,000.00
C00	Special Employee/Contracted Services		**Pool Total:**	17,326.00	0.00	0.00	3,000.00	0.00
D00	Pension and Insurance Related Expenditu		**Pool Total:**	228.20	0.00	0.00	0.00	0.00
E00	Administrative Expenses		**Pool Total:**	8,707.09	7,409.55	7,000.00	6,324.77	0.00
F00	Facility Operational Supplies		**Pool Total:**	730.98	419.43	500.00	919.23	0.00
H00	Consultant Services		**Pool Total:**	1,342.50	0.00	0.00	0.00	0.00
J00	Operational Services		**Pool Total:**	61.00	63.50	0.00	565.47	0.00
K00	Equipment Purchase		**Pool Total:**	679.00	8,493.08	0.00	0.00	0.00
L00	Equipment Lease Rental Maintenance and		**Pool Total:**	1,000.00	975.00	1,000.00	690.53	0.00
U00	Information Technology Expenses		**Pool Total:**	12,868.56	5,091.92	7,213.00	6,213.00	0.00
			Program Total:	49,149.24	25,490.32	21,713.00	21,713.00	2,000.00
	Prog:	**1XCN**	**Contingency One-time Allocation**					
H00	Consultant Services		**Pool Total:**	14,739.47	0.00	0.00	0.00	0.00
			Program Total:	14,739.47	0.00	0.00	0.00	0.00
			Organization Total	63,888.71	25,490.32	21,713.00	21,713.00	2,000.00
	TOTALS:	**T65**	**Fund Total:**	**63,888.71**	**25,490.32**	**21,713.00**	**21,713.00**	**2,000.00**

FY22 Budget Deadline

Monday, February 22nd

1. Budget Entered in Banner

2. Strategic Funds Request Emailed

3. Work Study Funds Request Emailed

Discussion Points

Recap
Questions
Topics For Future Workshops
Feedback

Thank You

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