Budget Management & Best Practices

Agenda

- Discuss Tools for Budget Management

- Effectively Tracking your Budget

Tools for Budget Management

- Excel/Check Lists/Folder
- Eprint
- OnBase
- Banner Self Service
- Banner Internet Native
- GVSU Websites

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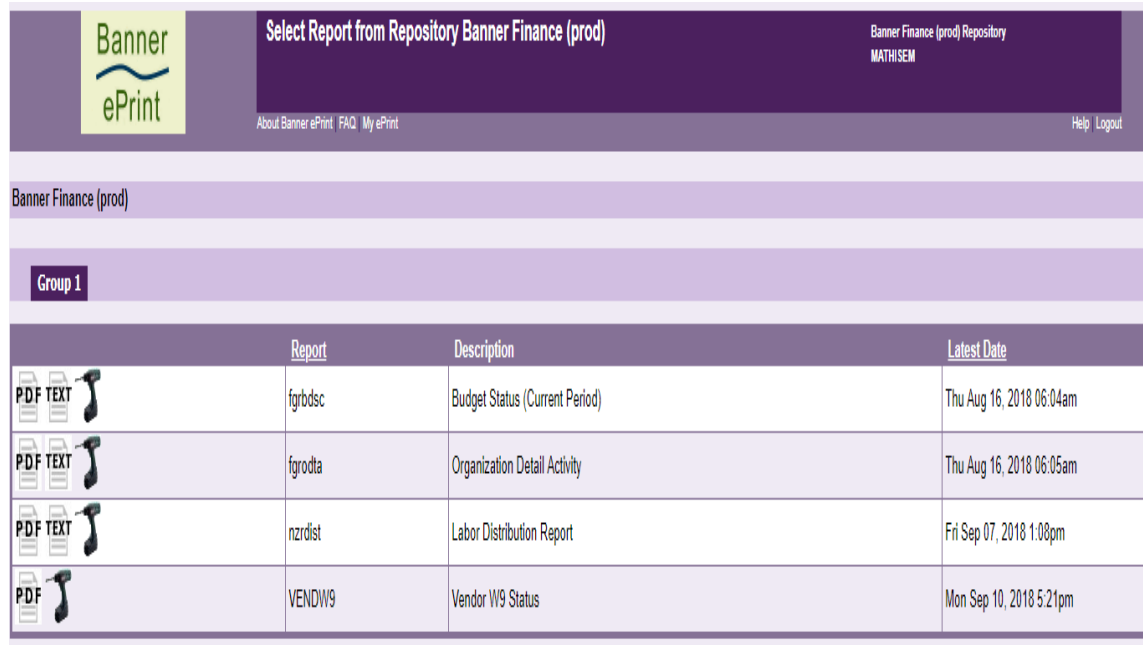STATE UNIVERSITY.

Tools for Budget Management

- Excel/Check Lists/Folder
  - Create a spreadsheet of financial transactions that you expect to post to your budget
  - Or create a check list of items that should post to your budget
  - Or have a folder where you store items that you receive from various places on campus that will be posting to your budget

Things To Track

- Pcard
- Office Depot
- Copy Services
- Computer Store
- Promotions Office
- Aramark/Catering/Event Services
- Information Technology
- Telecommunications
- Institutional Marketing
- Postage
- Development/Gifts

- Facilities Planning
- Facilities Services
- Lanthorn
- Invoices
- Travel
- Requisitions
- Faculty/Staff Payroll
- Temporary/Student Payroll
- Departmental Deposits/cashiering
- Egencia
- FTLC/CSCE/OURS
- International wire/wires
- Vehicle expense
- Transfer Requests

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Tools for Budget Management

- Eprint – electronic repository of monthly budget reports
- Access to Eprints is thru Banner Self Service
- Monthly budget reports updated on the 6th business day of the new month
- Login location https://www.gvsu.edu/busfin/

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Tools for Budget Management

- Banner Self Service
  - Provides access to the monthly budget status reports in Eprint
    - If you have access to the finance module then you should see the Finance tab in SSB.
    - Access is granted by completing a Banner Finance Access Form signed by the appointing officer.
  - The tool to approve requisitions
  - Provides the ability to query if a financial transaction has posted to your budget before the next months Eprint reports are available
  - Login location https://www.gvsu.edu/busfin/

Tools for Budget Management

- Banner Internet Native
  - Provides access to the financial transactions posted to your budgets -FGIBDST
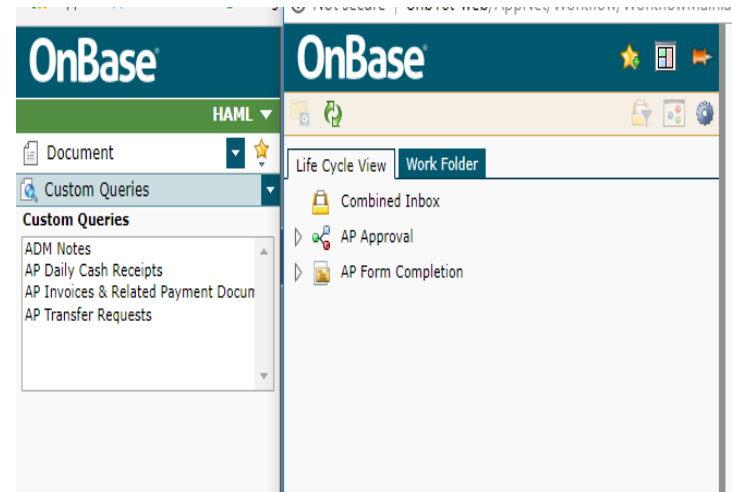   - Access is granted by completing a Banner Finance Access Form signed by the appointing officer.
  - Tool used to create requisitions
  - Tool used to monitor grants - FRIGITD
  - Login location https://www.gvsu.edu/busfin/

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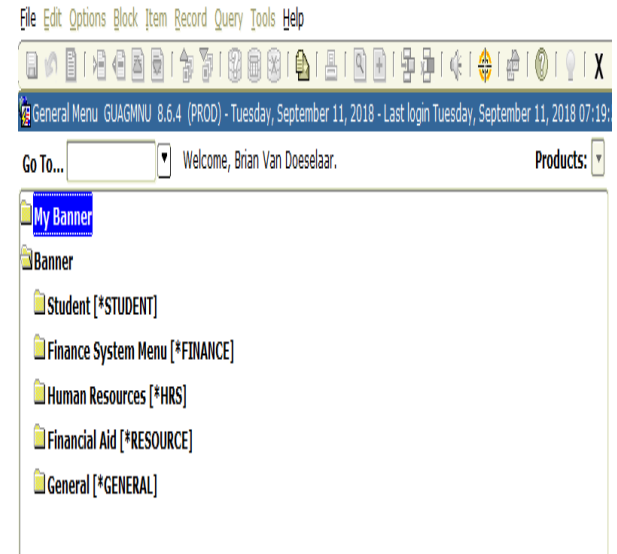
Tools for Budget Management

- OnBase
  - Tool to process and approve invoices for your department
  - Tool to process transfer requests – (move budgets and charges between departments)
  - Tool to create department check requests
  - Tool to look up supporting information about financial transactions(document retrieval, custom queries)
  - Login location https://www.gvsu.edu/busfin/

Tools for Budget Management

- GVSU Websites
  - https://www.gvsu.edu/busfin/
    - Log in links to Banner INB, SSB and Onbase
    - Check out the Banner FAQ's
    - Month end close dates
    - University travel
  - https://www.gvsu.edu/budgets/
    - Check out Budget Toolbox
    - Check out FAQ's

Effectively Tracking your Budget

- 1st – Understand what your departments management wants you to track, ie, salaries, (faculty/staff, temps, students) CSSM, Equipment
- 2nd – Have some kind of spreadsheet or list or folder to reconcile your monthly Eprint activity

- 3rd – Reconcile your Eprint to your list from step 2, ie, make sure the financial transactions that you expect to show up in your budget are on the Eprint report. Items on your list might not be checked off until future months.

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Budgets

- Salary budgets are loaded by individual account code
- Student wages, CSSM (contractual services, supplies, and materials) and Equipment budgets are considered pooled budgets, budgets are loaded to the 'pooled' account code. The budget pool account codes are 6801 for student wages, 7001 for CSSM, and 7601 for Equipment. Expenditure account codes within each pooled range share the funds available for that pool
- The type codes BD01 – BD04 are used to create the financial transactions described in the 2 bullet points above
- Type codes BD05/E090 are used to roll encumbered budgets related to open purchase orders from the old fiscal year to the new fiscal year

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Budgets

Code	Function	Notes See the University Budgets website for more information https://www.gvsu.edu/budgets/
BD01	Permanent Adopted Budget Entry	Original Base budget allocation given at the beginning of the fiscal year.
BD02	Permanent Budget Adjustment Entry	Base Budget Adjustment
BD03	Temporary Adopted Budget Entry	Original Working budget allocation given at the beginning of the fiscal year.
BD04	Temporary Budget Adjustment Entry	Working Budget Adjustment
BD05/E090	Prior year budget for encumbrance.	Budget adjustment for prior year encumbrance

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Encumbrances

- Used to set aside/reserve budget for future expenses – normally in the current fiscal year
- When a department creates a requisition, Banner creates a reservation in the account code – this reduces the amount of the available budget – this shows as + type transaction
- Procurement creates the PO from your requisition, Banner creates a – transaction for the reservation and a + transaction for the encumbrance & the available budget does not change

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Encumbrance

Code	Function	Notes See Procurement Services Website for more information https://www.gvsu.edu/purchasing/
REQP	Requisition - reservation	The requisition transaction posts a budget reservation to the Operating Ledger.
RCQP	Cancel Requisition	Reversing a requisition through cancel transaction reverses the above entry.
PORD	Establish Purchase Order	Creates the purchase order and encumbers the funds from the budget
CORD	Change order	Change to an existing purchase order
POLQ	Purchase order – reset liquidation	If the PO incorporates a requisition, the second transaction liquidates the reservation that resulted from that requisition.
PCLQ	Cancel PO	If there was a requisition for the purchase order, then another transaction is performed to reinstate the Budget Reservation.

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Invoices

- Invoice processing is done using OnBase
- Direct Pay Invoices – without a purchase order - comes from a vendor when a service or an item is consumed
  - Expense is posted to the account code entered on the Department Invoice Voucher
  - Banner will use the account code from the Department Invoice Voucher to reduce the CSSM/Furniture budget available
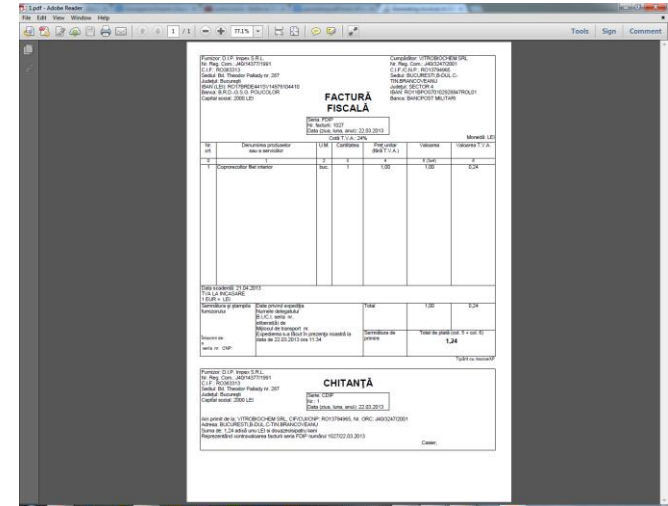
Invoices

- Regular Pay Invoices – a requisition should be created before the invoice is received if the amount is over $5000.00
  - Expense is posted to the account code on the Purchase order after it has been approved in OnBase
  - Banner will reduce the encumbrance by the amount of the expense. The budget available will not change unless the amount is less or more than what was on the purchase order
  - If the amount is more or less than the purchase order the budget available is adjusted

Invoices

- Department Check Request – used when there will not be an invoice for the payment
  - Expense will be posted to the account code on the Department Check Request once it has been approved in OnBase
  - Banner will reduce the amount of the budget available

Invoices

Code	Function	Notes See OnBase Resources Website for more information https://www.gvsu.edu/busfin/onbase-41.htm
INNI	Direct Pay Accounts Payable Invoice	No PO issued for this transaction.
INNC	Credit memo without encumbrance	Vendor credit invoice that did not reference a purchase order
INEI	Invoice with encumbrance (PO)	Vendor invoice that referenced a purchase order
INEC	Credit memo with encumbrance (PO)	Vendor invoice that referenced a purchase order
ICNI	Cancel a direct pay invoice	Vendor invoice that was canceled (closed). Department budget is not charged for this transaction and no purchase order was involved

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Invoices

Code	Function	Notes See OnBase Resources Website for more information https://www.gvsu.edu/busfin/onbase-41.htm
ICNC	Cancel credit memo without encumbrance (PO)	Vendor credit invoice that was canceled (closed). Department budget is not charged for this transaction and no purchase order was involved
ICEI	Cancel invoice with encumbrance (PO)	Vendor invoice that was canceled (closed). Department budget is not charged for this transaction and a purchase order was involved
ICEC	Cancel credit memo with encumbrance (PO)	Vendor credit invoice that was canceled (closed). Department budget is not charged for this transaction and a purchase order was involved.
DNNI	Check – Direct Pay invoice	Reflects payment of the vendor invoice. The transaction will show as a zero amount.
DNEI	Check – Invoice with PO	Reflects payment of the invoice attached to a purchase order. The transaction will show as a zero amount

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Invoices

Code	Function	Notes See OnBase Resources Website for more information https://www.gvsu.edu/busfin/onbase-41.htm
CNNI	Cancel Check for Direct Pay Invoice	Check is voided and the expense is removed from the budget
CNEI	Cancel Check for Invoice with PO	Check is voided and the expense is removed from the budget

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Journal/Transfer Request

- Journal entries can be used to either move budgets or move expenses
- Transfer Requests are done in OnBase and allows the departments to see the details of the transactions
- Journal Entries are done in the accounting office, based on requests from departments, or required to record transactions according to accounting rules

Journal/Transfer Request

Code	Function	Notes See OnBase Resources Website for more information https://www.gvsu.edu/busfin/onbase-41.htm
FT01	Journal Entry	Journal Entry that does not affect cash. This is the rule code used to enter IDC's and journal entries that you may ask the Accounting office to complete on your behalf
JE16	Cash Receipt or Cash Disbursement	Generally used to record Auxiliary revenues deposited at the bank or received electronically or expenses automatically deducted by a third party

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Questions

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