



GRAND VALLEY
STATE UNIVERSITY®

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



Tools for Budget Management

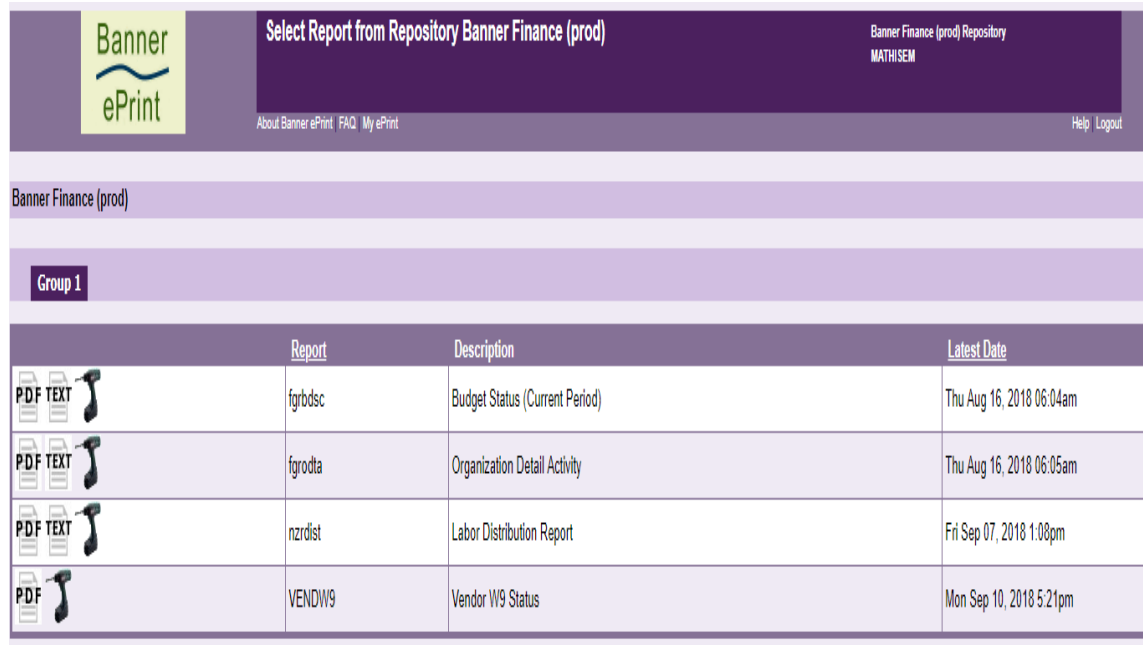
- Excel/Check Lists/Folder
 - Create a spreadsheet of financial transactions that you expect to post to your budget
 - Or create a check list of items that should post to your budget
 - Or have a folder where you store items that you receive from various places on campus that will be posting to your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

Tools for Budget Management



The screenshot shows the Banner Finance (prod) ePrint interface. The header includes the Banner ePrint logo, the title "Select Report from Repository Banner Finance (prod)", and the text "Banner Finance (prod) Repository MATHISEM". There are links for "About Banner ePrint", "FAQ", "My ePrint", "Help", and "Logout". Below the header, there is a "Banner Finance (prod)" section and a "Group 1" tab. The main content is a table with the following columns: Report, Description, and Latest Date. Each row includes a PDF icon and a document icon.

Report	Description	Latest Date
fgbdscc	Budget Status (Current Period)	Thu Aug 16, 2018 06:04am
fgrocta	Organization Detail Activity	Thu Aug 16, 2018 06:05am
nzrdist	Labor Distribution Report	Fri Sep 07, 2018 1:08pm
VENDW9	Vendor W9 Status	Mon Sep 10, 2018 5:21pm

- 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/>



Tools for Budget Management

Personal Information Student Financial Aid Employee Finance Messages/Documents

Search Go

Main Menu

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your password; Customize your direct

Student

Register, View your academic records, Apply to Graduate, Financial Aid and Student Account Information

Financial Aid

Apply for Financial Aid, review status and loans

Employee

Pay stubs, direct deposit allocations, W2, W4 data and eBilling.

Finance

Create or review financial documents, budget information, approvals.

Parking Services; Permits, Citations and Appeals

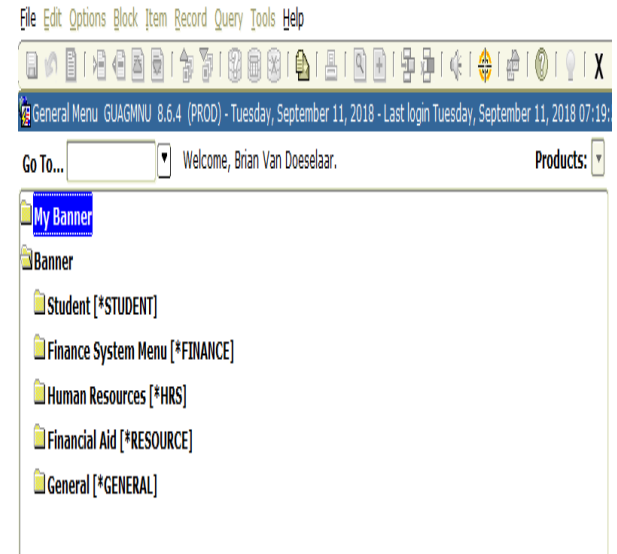
Additional information available at www.gvsu.edu/parking

- 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/>

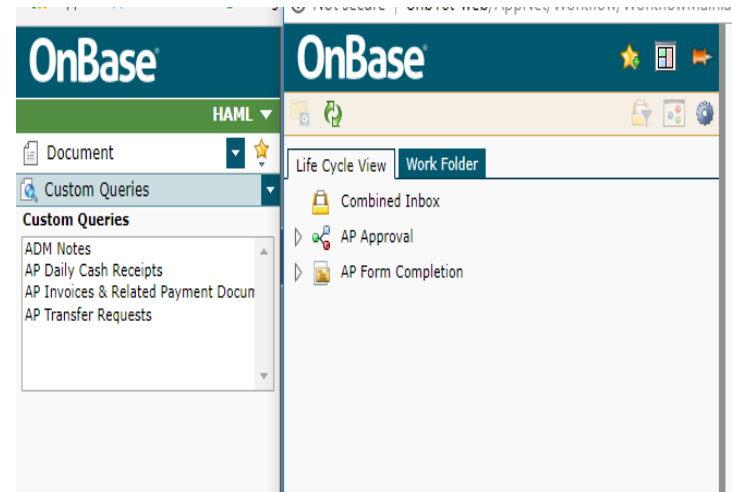
Tools for Budget Management

- 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/>



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/>



Business and Finance

Home Business & Finance Accounting Auxiliary Services Procurement University Travel Popular Pages

Welcome to the website for the Grand Valley State University Business and Finance Office. Our office is responsible for the day to day financial operations of the University and oversight of most of the Auxiliary Operations.

Financial Security at Grand Valley State University

Business and Finance leadership facilitates integrity in financial operations by developing, implementing and maintaining an effective internal control environment, conducting external and internal audits and establishing safeguards to protect university assets.

Business and Finance Office

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Log In To **Banner - INB**
(Internet Native)

Log In To **OnBase** (OnBase 14)

Log In To **OnBase** (OnBase 16)
(Available 5/7/2018)

Log In To **Banner - SS**
(Self Service/My Banner)

Log In To
Secure Access - Business & Finance

Organization Charts
Business & Finance University Budgets
Finance & Administration

POPULAR PAGES

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[Dept. of Ed. - Tier 2 Compliance](#)

[Accounting Month End Close Dates](#)

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.

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

Budgets

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



Encumbrances

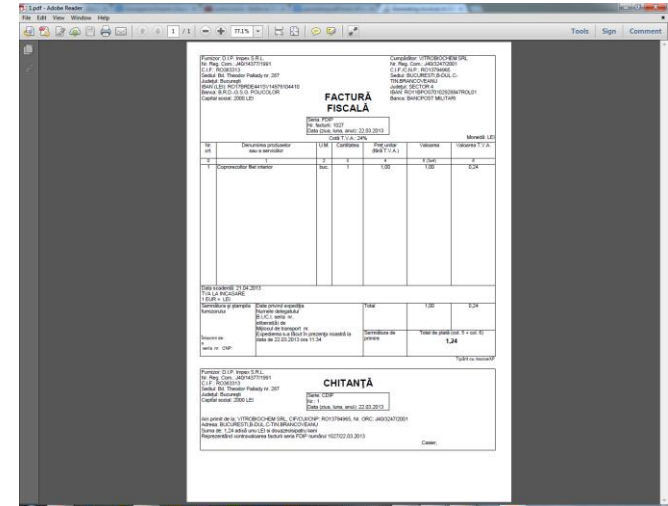
- Used to set aside/reserve budget for future expenses – normally in the current fiscal year
- When a department creates a requisition, Banner creates a reservation in the account code – this reduces the amount of the available budget – this shows as + type transaction
- Procurement creates the PO from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

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.

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

The image shows a screenshot of a software application displaying a Romanian Fiscal Invoice (Factură Fiscală) and its receipt (Chitanță). The invoice is dated 21.03.2013 and is issued by 'SCIP' (Societate Comercială cu Răspundere Limitată) to 'SCIP' (Societate Comercială cu Răspundere Limitată). The invoice amount is 1,24 (1.24). The receipt is dated 21.03.2013 and is issued by 'SCIP' (Societate Comercială cu Răspundere Limitată) to 'SCIP' (Societate Comercială cu Răspundere Limitată). The receipt amount is 1,24 (1.24).

nr	Descrierea produselor sau a serviciilor	Unit	Cantitatea	Pret unitar (RON / T.A.)	Valoarea	Valoarea T.A.
1	Industriașilor facturi	SE	1	1,24	1,24	0,24
				Total	1,24	0,24

CHITANȚĂ

Suma de 1,24 (unul și douăzeci și patru lei) a fost plătită în contul SCIP (Societate Comercială cu Răspundere Limitată) în data de 21.03.2013 la ora 11:14.

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

The image shows a screenshot of a document viewer displaying two Romanian financial documents. The top document is a 'FACTURĂ FISCALĂ' (Fiscal Invoice) from 'Fidelis S.R.L.' to 'Căminul S.C.'. It includes a table with columns for 'Nr.', 'Descrierea produselor sau a serviciilor', 'Unități', 'Cantitatea', 'Preț unitar (RON / T.A.)', 'Valoarea', and 'Cota de TVA'. The table contains one row for 'Transportator rut-regular' with a quantity of 1 and a value of 1.00. Below the table, the total amount is listed as 1.24. The bottom document is a 'CHITANȚĂ' (Receipt) from 'Fidelis S.R.L.' to 'Căminul S.C.', with a total amount of 1.24. Both documents include company details, tax identification numbers, and dates.

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

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

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

Journal/Transfer Request

Department Transfer Request

Department Transfer Request | Approval History | System Values

Banner Doc Reference
JR002251
Retrieve Next Banner Doc Reference

Hidden Initiating Department Information

Purpose and Initiating Department Contact/Explanation

I want to*
CHARGE ANOTHER DEPARTMENT FOR GVSU GOODS O

Charge Another Department for GVSU Goods or Services should be used when your department has provided goods or services to another GVSU department.
NOTE: To move an expense from an outside vendor that has already posted to Banner, select "I want to move an expense to another FOAP."

Initial Department*
ATHLETIC AND RECREA

Initiating Department Contact Name*
Meghan Pynnonen

Finalizing Department*
HOUSING

Initiating Department Contact Number*
1-2716

- 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

Questions