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STATE UNIVERSITY

Account Managers Group

mwsu.edu



Account Managers Group

Welcome

Dr. Marilyn Fowle'

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Survey Results - Top Ten

<u>Question</u>	<u>Totals</u>
Going Paperless.	219
What are the best screens to use to manage my budgetary accounts?	212
Banner Finance Training - review with question and answer session.	206
Travel guidelines review.	193
Completing PTF's correctly.	189
Budget Development - How does it get put together? Why stick to budget?	183
When do I use a direct pay voucher (DPV), P-card, or purchase requisition?	180
Encumbrances - When are funds encumbered?	179
Contract Policy - When is one required? How does the routing form work?	177
New Employee documentation.	173

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What is in the works?

Paperless Initiatives:

- Timesheets for Benefit Eligible Employees
- Digital Signatures
- PTFs

Millennium Product – FAST

- Reporting - Finance, Budget
- Purchase Requisitions

Account Managers Group Web Page

EXPLORE MSU FUTURE STUDENTS CURRENT STUDENTS PARENTS VISITORS ALUMNI

University News

- ▶ Trio to Open Fall Music Series at Akin
- ▶ MSU's NSCS Chapter Honors Two Faculty Members
- ▶ Wines Receives Award for Dyslexia Training
- ▶ Film History of America's Music Continues at MSU
- ▶ Mars Rover Exploration Scientist to Speak at MSU

[Read More Articles](#)

Events Calendar

- Martin Luther King Day - no classes**
January 20 2014
- MSU Jazz Rock Ensemble Concert**
November 19 2013
- W Basketball vs West Texas A&M**
February 12 2014
- Volleyball at NCAA II South Central Regionals Tournament - Quarterfinals**
December 05 2013
- America's Music: Latin Rhythms from Mambo to Hip Hop**

Welcome Home

Our students consistently say they feel at home at MSU – on a campus that is not too large or too small. With an average class ratio of 17:1, students develop close ties to their professors who mentor them through the challenging years. Our beautiful and safe campus is located in the heart of the city of 100,000 people. Add great student housing, and affordability, and it is no wonder that students say, "It's My University. Make It Yours!"

MSU is here to help you with financial aid, [scholarships](#), [internships](#), [orientation](#), and [admission](#).

Quick Links

- myMWSU Login
- Employment Opportunities
- Faculty and Staff**
- FAQ's
- Human Resources
- Moffett Library


MSU » Faculty and Staff - Windows Internet Explorer

http://mwsu.edu/faculty-staff

File Edit View Favorites Tools Help

MSU » Faculty and Staff

myMWSU FACULTY/STAFF EMAIL DIRECTORY MAPS



MIDWESTERN STATE UNIVERSITY

ABOUT US ACADEMICS ADMISSIONS ATHLETICS REGISTRAR STUDENT LIFE

Faculty and Staff

Employee Information

- [Employee Self Service \(Banner\)](#)
- [MSU Alert](#)
- [Parking/Vehicle Registration](#)
- [Policy Manual](#)
- [Training and Development](#)

Benefits

- [Benefits Links](#)
- [Benefits Overview](#)
- [Dependent Educational Assistance Program](#)
- [Staff Educational Incentive Plan](#)
- [Staff Holidays](#)
- [Vacation Rates and Carry Over](#)

Technology

- [Information Technology](#)

Events & Publications

- [Events Calendar](#)
- [Artist-Lecture Series](#)
- [Faculty Forum Series](#)
- [Juanita Harvey Art Gallery](#)
- [Music Series at Akin](#)
- [Professor Edwards Discussions in Politics Series](#)
- [Speakers & Issues Series](#)
- [Wichita Falls Museum of Art at MSU](#)

Publications

- [The Update](#)
- [Sunwatcher Magazine](#)
- [The Wichitan](#)
- [Voices](#)
- [Wai-Kun](#)

[More information](#)

Resources

- [Business Affairs and Finance](#)
- [Business Office](#)
- [Dining Services](#)
- [Employee Directory](#)
- [Facilities Services](#)
- [Faculty Senate](#)
- [Forms Library](#)
- [Institutional Research and Assessment](#)
- [Moffett Library](#)
- [MSU Credit Union](#)
- [Office of Sponsored Programs](#)
- [Payroll Office](#)
- [Post Office](#)
- [Printing Services](#)
- [Purchasing](#)
- [Staff Senate](#)
- [Teaching & Learning Research](#)

CONTACT US

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RELATED LINKS

- Business Office
- Fraud Reporting Requirements
- Investment Policy
- Payroll
- Window on State Government

Excel Spreadsheets

- Budget Change Request FY13
- Heaf Request
- Investment Reports

PDF Documents

- Five (5) Percent Biennial Budget Reduction Plan
- FY12 MSU Budget
- FY13 MSU Budget
- FY13 MSU Budget Cycle

Business Affairs and Finance Division of MSU

Mission Statement

The Mission of the Business Affairs and Finance Division is to complement Midwestern State University's mission as the Liberal Arts University of the State by providing exemplary support services for instructional, research, and public service to the entire campus community while maintaining a safe, secure and pleasant environment for students, faculty, staff and visitors. We are committed to innovation, change, and continuous self-evaluation, with a commitment to provide high quality customer service to internal and external constituents in day-to-day financial and business operations.

The Vice President for Business Affairs and Finance is Dr. Marilyn Fowler. Departments reporting to our Division are:

- Accounting and Business Office
- Office of Budget and Management
- Human Resources
- Payroll
- Facilities Services
- Purchasing



Account Managers Group

Welcome to the Account Managers Group

Our Purpose:

- Allow us to share information, answer questions, and get feedback about administrative topics.
- Provide a venue for departments to share information.
- Meet others and encourage networking across campus.

Our next meeting is October 31, 2013, 10:00 in Dillard 189

Agenda

Handouts:

- [Account Managers list](#)
- [Who You Gonna Call](#)
- [Higher Education Assistance Fund Guidelines \(HEAF\)](#)
- [Instructional Enhancement Fee Guidelines](#)



2014 Winter Mini Term

- **Internet courses**
- **December 16, 2013 – January 10, 2014**
- **These will be considered Spring 2014 Classes**
 - **Undergraduate:**
 - ✓ Art Appreciation - Winter mini Internet Goldberg G
 - ✓ Computer Concepts & Applications
 - ✓ General Economics
 - ✓ Composition Skills
 - ✓ Descriptive Astronomy
 - ✓ Appreciation of Theatre
 - **Graduate:**
 - ✓ Introduction to Educational Research

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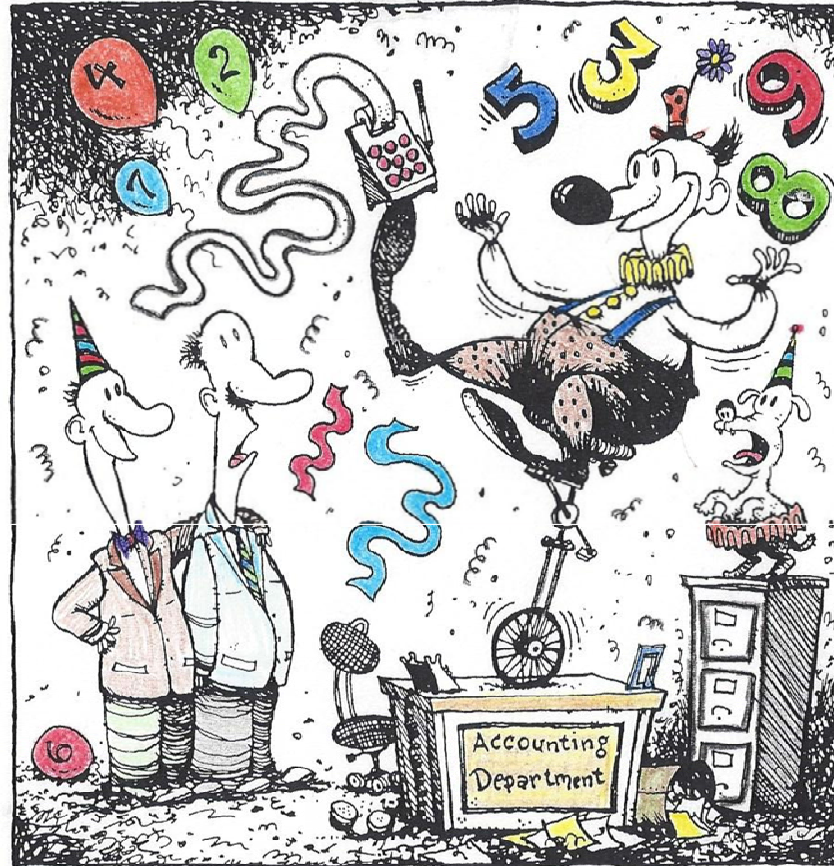
Fund Accounting 101



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Fund Accounting

Dr. Fowle' keeps saying.....



"No, Chris, I said our financial statement must rely on FUND accounting!"

Fund Types and Uses

11000	E&G	In most cases, used for wages and benefits only.
11110	HEAF	Allocated from the state for building construction, permanent improvements, capital equipment, library materials, etc.
2xxxx	Designated	Discussed on next slide.
3xxxx	Auxiliary	From business activities - Housing, Bookstore, Police, etc.
4xxxx	Restricted	From outside sources – gifts, grants, governments, etc. Usually for a specific purpose.
9xxxx	Agency	Funds held by MSU for an outside organization.

Fund Types and Uses

Designated Funds – 2xxxx

Sources: Local tuition, returned check charges, distance learning fees, student service fees, athletic fees, etc.

Use Examples:

Student Service Fees - Only for student service activities or organizations.

Distance Learning Fees - Only for distance learning costs.

It is important that the different sources of local funds are not mixed.

Budget Transfers

Why do we restrict certain types of fund transfers?

- ∞ State of Texas statutory regulations on what funds can be spent on.
- ∞ Some fees were approved by Board of Regents and/or our students for specific expenditure purpose.
- ∞ Accountability to a donor or granting agency on how funds can be spent. Provides easy audit trail and we can ensure funds are used for specific purpose.
- ∞ Expenditure and purchasing guidelines may be different between fund types.

Budget Fund Transfers

Rule of Thumb (1): Instructional Enhancement Funds must stay within their own fund.

Example: Fund 23213 is Instructional Enhancement Fund (IEF) code for College of Health Sciences and Human Services. There are many organizations under that fund and you can move funds to different organizations.

23213 22518 12 Social Work IEF

23213 22520 12 Radiological Sciences IEF

23213 22524 12 Nursing IEF

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Budget Fund Transfers

Rule of Thumb (2): Some funds are more “untouchable”.

Example: Fund 11000 is our Educational and General fund and 11110 is HEAF fund. We do not transfer out of or into our state funds.

Example: The restricted funds (4xxxx) have been donated for a restricted purpose or could be a grant. As a rule, we do not transfer these funds; however, there are a few limited exceptions.

Example: Agency funds do not belong to MSU so we cannot transfer any university funds into a 9xxxx fund.

Budget Fund Transfers

Rule of Thumb (3): If it doesn't fit rule #1 or rule #2, and it isn't revenue that has been generated like a camp, activity or specific fee, like student service or distance learning fees, stay within the same first fund number. Like 2xxxx to 2xxxx.

Example: Fund 23241 is our local tuition fund. There are many organizations under that fund.

23241 22531 12 Social Work Dept. Operating
23241 22533 12 Radiologic Science Dept. Operating
23241 22536 12 Nursing Dept. Operating

However, there are many accounts outside 23241 that are funded from our local tuition fund. For example, the college dean, president and vice president accounts, instructional reserve accounts, facility services, and most office operation budgets. When in doubt, please feel free to contact our office for guidance.

An acceptable transfer would be like a dean account, 22500 2500 to 23241 22533.

Budget Pool Transfers

Rule of Thumb (4): Transfers between budget pools below can occur. What are the budget pools you can transfer between? Remember the request must first meet *fund* transfer rules. One disclaimer, graduate assistant funds need to be used for graduate assistants.

6300	Student Wages
6400	Non-student Wages
7000	Travel Budget
7200	Maintenance and Operations Budget
7400	Utilities (includes monthly phone line cost and long distance)
7600	Capital Outlay Budget

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How to reconcile an Account

- Excel
- FGIBAVL
- FRGODTA
- FGIBDST

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Reconcile Budget

- Set up your Excel
 - Get Beginning Balances from your original budget amounts *or* FGIBAVL on Sept 1 - before any adjustments.
 - Get Commitments from FGIBAVL *or* FGRODTA

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- Log your activity in Excel
 - Every time you complete a DPV, Travel Voucher, Budget Transfer, IDT, etc.
 - Scan and link your documents.

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- Reconcile your Account

- FGRODTA

- “Clear” entries that are on your log and FGRODTA
 - For items not in your Excel that are on FGRODTA (Postage, Phone Charges, etc.), verify and/or investigate. If ok, add to Excel.

- FGIBDST

- Use to verify charges or investigate any discrepancies.

FGRODTA

COAS: M Midwestern State University
 ORG: 1000 Office of the President

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
Presidents Office					21000				
BEGINNING BALANCE: Postal Services					7291	0.00	0.00	0.00	
09/30/2013	JE16	MS000063		Postage SEPTEMBER 2013	7291		271.03		U
09/30/2013	JE16	MS000063		MAIL DELIVERY YEAR	7291		400.00		U
09/30/2013	JE16	MS000063		ADDRESS CHANGES	7291		1.10		U
09/30/2013	JE16	MS000063		POSTAGE DUES SEPT	7291		13.20		U
09/30/2013	JE16	MS000063		CORPORATE EXPRESS	7291		16.99		U
ENDING BALANCE: Postal Services					7291	0.00	702.32	0.00	
BEGINNING BALANCE: General Supplies					7300	0.00	0.00	0.00	
09/12/2013	INNI	I0088734		Ashlock, Cindy Ann.	7300		34.48		U
09/26/2013	DNNI	!0006930	I0088734	Ashlock, Cindy A.	7300		0.00		U
09/30/2013	JE16	BK000079		Bookstore DTS 9-2013	7300		53.70		U
09/30/2013	JE16	WH000085		Presidents Office0114038	7300		26.20		U
ENDING BALANCE: General Supplies					7300	0.00	114.38	0.00	
BEGINNING BALANCE: Fuels and Lubricants					7304	0.00	0.00	0.00	
09/18/2013	INNI	I0089193		Rogers, Jesse W.	7304		31.76		U
ENDING BALANCE: Fuels and Lubricants					7304	0.00	31.76	0.00	
BEGINNING BALANCE: Meals For Business Purposes					7317	0.00	0.00	0.00	
09/30/2013	JE16	J0017097		DT3129 2013 Welcome Bk Dnr/	7317		250.00		U
ENDING BALANCE: Meals For Business Purposes					7317	0.00	250.00	0.00	
BEGINNING BALANCE: Utilities Budget Pool					7400	0.00	0.00	0.00	
09/01/2013	BD01	L0000005		FY 2014 Original Budget	7400	700.00			U
ENDING BALANCE: Utilities Budget Pool					7400	700.00	0.00	0.00	

Chart: M
 Fiscal Year: 14
 Index:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 1000 Office of the President
 Fund: 21000 Presidents Office
 Program:
 Account:
 Account Type:
 Activity:
 Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
7111	E Out of State Public Trans	0.00	915.40	0.00	-915.40
7200	E Maint And Oper Budget Poo	20,435.00	0.00	0.00	20,435.00
7204	E Insurance Premiums	0.00	513.00	0.00	-513.00
7273	E Printing and Reproduction	0.00	42.00	0.00	-42.00
7291	E Postal Services	0.00	702.32	0.00	-702.32
7300	E General Supplies	0.00	114.38	0.00	-114.38
7304	E Fuels and Lubricants	0.00	31.76	0.00	-31.76
7317	E Meals For Business Purpos	0.00	250.00	0.00	-250.00
7400	E Utilities Budget Pool	700.00	0.00	0.00	700.00
7406	E Furniture and Equipment Re	0.00	0.00	1,582.50	-1,582.50
7504	E Telephone Monthly Charges	0.00	43.92	0.00	-43.92
7909	L TRS Retirement Employer F	0.00	4.76	0.00	-4.76
Net Total:		-220,367.00	-34,048.31	162,280.39	

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				Presidents Office	21000				
ENDING BALANCE:				Telephone Monthly Charges	7504	0.00	43.92	0.00	
BEGINNING BALANCE:				TRS Retirement Employer Portion	7909	0.00	0.00	0.00	
ENDING BALANCE:				TRS Retirement Employer Portion	7909	0.00	0.00	0.00	
TOTAL ORGANIZATION: 1000 Office of the President									
				Labor Expense	60	192,871.00	15,638.05	149,691.18	
				Expense	70	27,496.00	2,252.51	1,582.50	

29-OCT-2013 11:39:33 AM
 FISCAL YEAR 14

Midwestern State University
 Organization Detail Activity
 From 01-SEP-2013 To 30-SEP-2013

PAGE 5
 FGRODTA

*** REPORT CONTROL INFORMATION ***

PARAMETER SEQUENCE NUMBER: 959131
 FISCAL YEAR: 14
 CHART OF ACCOUNTS: M
 FROM ORGANIZATION:
 TO ORGANIZATION:
 FROM FUND: 21000
 TO FUND: 21000
 FROM ACCOUNT:
 TO ACCOUNT:
 FROM DATE: 01-SEP-2013
 TO DATE: 30-SEP-2013
 INCLUDE ACCRUAL: N

220,367.00 — 17,890.56 — 151,273.68 =

Equals 51,202.76
 Not Cleared 208.30
 Balance 50,994.46

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We will make this shell available on the website.

Thank you, Ruth Ann!

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Software Tips of the Month

Internet



- Internet Address Shortcut
- Compatibility View

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Internet address shortcut:

- No need to for www, http, or .com
- Control Enter .com

Simply type: enterprise [control enter]

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Long Term Rentals

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Rent a car in:

US includes Puerto Rico

Return the car to a different location

1 Pick Up Location

City, State, Zip Code, [Airport](#) or [Port of Call](#).
 Show airport locations only

Pick Up Date & Time
Oct 31 Noon

2 Return Date & Time
Nov 1 Noon

Vehicle Class [View List](#)
3 Show me everything

Renter's Age

Optional: Coupon, Customer, or Corporate Number

Other Options
[>>Modify an Existing Reservation](#)
[>>Print Your Receipt](#)
[>>Loyalty Programs](#)

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Reserve now or learn more

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[Learn More](#)

Compatibility View

The screenshot shows a Windows Internet Explorer browser window displaying the Midwest State University website. The address bar shows the URL <http://www.mwsu.edu/>. A red circle highlights the Compatibility View icon (a small 'v' in a square) in the address bar. The website header features the Midwest State University logo and navigation links: ABOUT US, ACADEMICS, ADMINISTRATION, REGISTRAR, and STUDENT LIFE. The main content area is dominated by a large banner for the "MUSTANGS Rally" on Saturday, November 9, with the text "Inviting all prospective students, parents, and guests to experience college life the MSU way!". Below the banner is a navigation menu with links: EXPLORE MSU, FUTURE STUDENTS, CURRENT STUDENTS, PARENTS, VISITORS, and ALL. A file name "13Oct23_mustangsrally_1006x350.jpg" is visible in the browser's status bar. The "Welcome Home" section on the left contains text about the university's campus and student experience. On the right, there are buttons for "About MSU", "Visit MSU", "Give to MSU", and "Apply Now", followed by a "Quick Links" section with links for "myMSU Login", "Employment Opportunities", "Faculty and Staff", and "FAQ's".



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ABOUT US

ACADEMICS

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Apply Now

EXPLORE MSU

FUTURE STUDENTS

CURRENT STUDENTS

PARENTS

VISITORS

ALUMNI

Welcome to MSU

University News

Account Managers Group

Next meetings:

- ✓ November **21**, 2013 – 10:00 AM
- ✓ No December Meeting
- ✓ January **23**, 2014 – 10:00 AM



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Open For
Questions and Answers



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Thank you!

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