Account Managers Group

Welcome

Dr. Marilyn Fowle’
Account Managers Group

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.
Handouts

- List of Group Participants
- Who You Gonna Call
- Higher Education Assistance Fund Guidelines
- Instructional Enhancement Fee Guidelines
- Survey Sheet for Future Topics

Valarie Maxwell
Account Managers Group

Introductions

• Name and Area
• Years at MSU
• General Responsibilities
• Specific area of concern?
• Any software you excel at?
Account Managers Group

2013 Fiscal Year Status

Chris Stovall
### 2013 Fiscal Year Status

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 31</td>
<td>All cash receipts need to be received by the Business Office</td>
</tr>
<tr>
<td>September 1-15</td>
<td>Final prior year payment processing</td>
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<td>Post final prior year semi-monthly payroll</td>
</tr>
<tr>
<td>September 15-30</td>
<td>Reconciliation and account cleanup across all funds</td>
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<tr>
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<td>Make adjusting entries for deferrals and accruals</td>
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<tr>
<td></td>
<td>Record all fixed asset transactions and update related debt service accounts</td>
</tr>
<tr>
<td>October 1-5</td>
<td>Final revenue budget entries, budget transfers, cash transfers, etc</td>
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<tr>
<td></td>
<td>Final reconciliation and account cleanup</td>
</tr>
<tr>
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<td>Analyze ending budget and fund balances &amp; prepare budget carryover entry</td>
</tr>
</tbody>
</table>
## 2013 Fiscal Year Status

### Fiscal Year End Timeline (Cont.)

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1-5</td>
<td>Post budget carryover entry</td>
</tr>
<tr>
<td>October 5-15</td>
<td>Make any final adjustments to prior year and close old year</td>
</tr>
<tr>
<td>October 15 – November 20</td>
<td>Prepare and finalize annual financial report and related submissions to the State</td>
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Account Managers Group

HEAF Guideline Review

Chris Stovall
What are HEAF funds?

- Higher Education Assistance Fund
- Created by Article VII, Section 17 (Constitutional Amendment in 1984)
- Appropriated to MSU annually
- Used only for certain expenditures
- All HEAF budgets are in fund “11110”
Eligible HEAF Expenditures

- **Fixed asset acquisitions**
  - Land and building purchases
  - Construction

- **Library Materials**

- **Debt service on certain capital projects**

- **Capital or tangible equipment (useful life > 1yr)**
  - Computers, projectors, TV’s, cameras, etc
  - Office furniture, equipment, instructional materials, etc

- **Software purchases**
  - Useful life > 2 years
  - Excludes 1 year licenses or maintenance/service fees
HEAF Takeaways

• Used for tangible equipment (benefits > 1 year)

• Used for software purchases (not annual maint.)

• Cannot be used by certain departments:
  – Housing
  – Athletics
  – Other Auxiliaries (Food Service, Post Office, Print Shop, etc)

• Cannot be used for routine office supplies
Account Managers Group

Instructional Enhancement Fee Guideline Review

Valarie Maxwell
Account Managers Group

Software Tips of the Month

Excel

• Click and drag
• Keyboard shortcuts
• Footers

Debbie Vaughn
Account Managers Group

Open For Questions and Answers
Account Managers Group

Next meetings:

- October 31, 2013 – 10:00 AM
- November 21, 2013 – 10:00 AM
- No December Meeting

Please complete your topic survey
Thank you!

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