



**MIDWESTERN**  
STATE UNIVERSITY

# Account Managers Group

[mwsu.edu](http://mwsu.edu)



# Account Managers Group

**Welcome**

**Dr. Marilyn Fowle'**

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# Account Managers Group

## Updates:

- Leave Reporting
- EPAFs
- Self service Banner time out
- Budget FY 2015

# Account Managers Goup

## Terminology

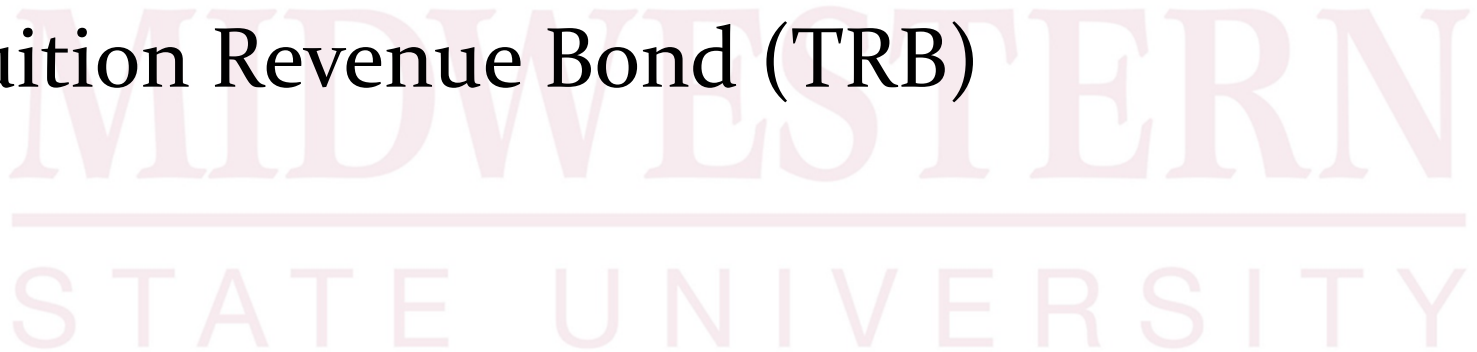
Valarie Maxwell

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# Terminology

- Base Period
- Weighted Semester Credit Hour (WSCH)
- Tuition Revenue Bond (TRB)



# Base Period

The State of Texas uses a base period of semester credit hour generation for calculating formula funding for institutions of higher education for the next two years.

Base period is defined as:

Summer I and II – even number years

Fall semester – even number years

Spring semester – odd number years

Our base period for fiscal years 2016 and 2017 includes THIS summer 2014, fall 2014 and spring 2015.

# Weighted Semester Credit Hour

- The state's way of reimbursing universities for program areas with higher costs.

Examples of Weighting Matrix:

Area	SCH	WSCH	Formula Funding	Total Funding
Nursing - Upper Div UG	3	2.01	54.86	\$110.27
Engineering - Upper Div UG	3	3.58	54.86	\$196.40
Engineering - Masters	3	7.66	54.86	\$420.23
Fine Arts - Upper Div UG	3	2.43	54.86	\$133.31
Liberal Arts - Upper Div UG	3	1.71	54.86	\$ 93.81

# Tuition Revenue Bond (TRB)

Special request to the Texas Legislature to approve bonding authority for a major capital project and to further provide the annual debt service payment for that bond.

Our TRB request for the next biennium is for the “Academic Expansion and Revitalization Project” for \$73,000,000. It includes a new facility for the Gunn College of Health Science and Human Services, an annex for Exercise Physiology and Athletic Training, \$9 million in deferred maintenance across campus and \$3 million for the relocation of Information Technology.



# Account Managers Group

## The Power of the Program Code

Chris Stovall

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# Program Code

- What does the Program Code do?
  - We must report expenses according to both natural and functional expense categories (what vs. why).
  - The program code identifies the functional categories set forth by NACUBO and used for financial reporting.

# Program Codes

- 10 - Revenues
- 12 - Instruction
- 14 - Research
- 16 - Public Service
- 18 - Academic Support
- 20 - Student Services
- 21 - Student Services Athletics
- 22 - Institutional Support
- 24 - Operations and Maintenance
- 26 - Scholarships
- 28 - Auxiliary Enterprises
- 90 - Agency Funds

# Program Codes

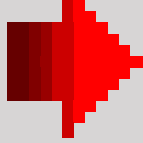
## Why does it matter?

- *AFR, THECB (Cost Study & IFRS), IPEDS, & other reports compare us to peer institutions*
- *Research costs need to be tracked to report correct amount to the State – tied to funding*
- *Don't want support costs too high relative to instructional costs – bottom line: we want to reduce reporting errors.*
- *Possible to have accounts with different program codes within your department!*

le Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.5 (PROD)

Chart:	M	Organization:	3200	Controller
Fiscal Year:	14	Fund:	23240	Business Office Operations
Index:		Program:	22	Institutional Support
<input type="checkbox"/> Query Specific Account		Account:		
<input checked="" type="checkbox"/> Include Revenue Accounts		Account Type:		
Commit Type:	Both	Activity:		
		Location:		



1. Navigate to FGIBDST
2. Enter Fund (or Org if 5 digits)
3. Hit tab and the default Program will appear
4. Use this on all PTF's, Req's, DPV's, DT's, etc.



# Prepaid Expenses

What are they?

Why do we care?

What does this mean for Account Managers?



Prepaid Expenses = Future expenses paid in advance

Example: \$2,400 invoice received from SACS for membership dues from May 1, 2014 to April 30, 2015  
 $\$2,400 / 12 \text{ months} = \$200 \text{ per month}$

So, in FY14 we:

Debit expense (7201) 4 months:	\$ 800	
Debit prepaid (1503) 8 months:	\$1,600	
Credit A/P or Cash:		\$2,400

Then in FY15 we:

Reverse the \$1,600 in September to expense (7201)



Again, why do I care?

This is an accounting problem, right?

Expenses may hit departmental budgets differently than expected – reconciliation problems

PO vs. DPV – budget commitments and carryover

Work with vendors to align service contracts with our fiscal year (Sept – Aug)

Contact the Business Office with questions/problems

# Tip of the Month



## Microsoft Outlook

Kyle Owen

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# Campus Shred Dates

The university is providing campus wide free shredding of retention specific type documents on July 15<sup>th</sup> and October 7<sup>th</sup> at the Daniel Building. A records retention mini-session will be scheduled in June for you to ask any questions about your documents in preparation of this event.

Be proactive in reviewing your documents and having a plan for shredding these items.



# Account Managers Group

## Next Meetings:



- June – Records retention mini-session – date to be determined
- June – Argos finance report workgroup – date to be determined
- July 31, 2014 – Purchasing 101, Dillard 189
- September 25, 2014 – Dillard 189

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Open For  
Questions and Answers



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