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Account Managers Group

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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.

Survey Results - Top Ten

Question	Totals
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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Accomplishments:

- Account Managers Group meetings and website launch
- Online
  - EPAFs (Electronic Personnel Action Forms)
  - Leave Reporting
  - Timesheets
  - Budget Transfers
  - Purchase Requisitions
- Free shred days
- New financial reports generated in Argos

Account Managers Group Website

http://www.mwsu.edu/adminfinance/account-managers-group/

Fund Accounting

Fund Types and Uses

|		
11000	E&G	Appropriated from the state. Used for wages and benefits
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.

What are HEAF funds?

- Higher Education Assistance Fund
- Created by Article VII, Section 17 (Constitutional Amendment in 1984)
- Appropriated to MSU annually
- All HEAF budgets are in fund "11110"
- Used only for <u>certain expenditures</u>
- 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)
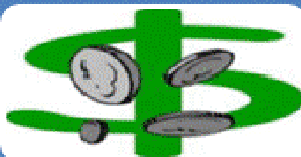- Cannot be used for routine office supplies

Eligible HEAF Expenditures

Fixed asset acquisitions
- Land and building purchases
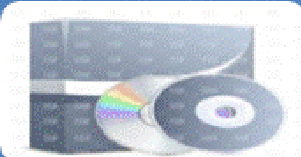- Construction
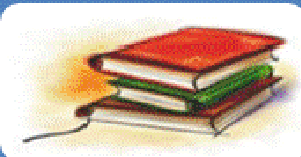
Library Materials

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

Fund Types and Uses

Designated Funds – 2xxxx

Sometimes referred to as Local Funds

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

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Instructional Enhancement Fee

Expenses directly related to educating students.

Budget Pools

- 6000 – Faculty or adjunct <u>teaching</u>
- 6100 – Benefit-eligible salaries. Also non overnight travel
- 6200 – Graduate Students working a graduate position
- 6300 – Undergrad or Grad Students
- 6400 – Non-student Part Time Wages and Allowances. Any one-time or temporary wages to paid to someone who is not a student.
- 6500 – Fringe benefits.
- 7000 – Travel
- 7200 – Maintenance & Operations (M&O)
- 7500 - Scholarships
- 7400 – Utilities

On-line Budget Transfers

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- Transfers are done in Self Service Banner.
- Allows you to make transfers between certain budget pools without the need to contact the Business or Budget Offices.
  - 6300 – Student Assistants
  - 6400 – Non-student Part Time Wages and Allowances
  - 7000 – Travel
  - 7200 – Maintenance & Operations (M&O)
- Your will only have access to the Funds and Orgs within your areas.
- You will not be able to make transfers between different funds.

Program Code

- 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.

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!

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

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Encumbrances

Debbie Vaughn

Encumbrances

What all is encumbered?

- Salaries
  - Benefit Eligible Faculty and Staff
  - Graduate Assistants
  - Adjuncts
- Cell Phone Stipends
- Longevity
- Fringe Benefits
- Purchase Requisitions
- Travel Expense Amounts from RTA's

Encumbrances

How do the amounts get encumbered?

- Salaries and Cell Phone Stipends – Done automatically through the Payroll system.

- Fringe Benefits and Longevity – Manual process done in Budget Office.

- Purchase Requisitions – Automatic when requisitions are submitted by user. Will encumber even before complete!

- Travel Amounts – Manual process done in Business Office based on Request for Travel Authorization (RTA).

Encumbrances

How do these amounts get released?

When the expense hits your account, the encumbrance is released.

- <u>Salaries and Cell Phone Stipends</u> – Done automatically when Payroll runs.
- <u>Fringe Benefits and Longevity</u> – Manual process done in Budget Office after Payroll runs.
- <u>Purchase Requisitions</u> – Automatic when invoices are paid in Business Office.
- <u>Travel Amounts</u> – Manual process done in Business Office when Travel Voucher is received. If travel is cancelled, email Trihn Tu.

Software Tips of the Month

General		
Clear Screen	+ D	
Doodle.com	Meeting schedule	
Adobe	"Print" Adobe. Edit	
GIMP	Image manipulation	
Outlook	Scheduler	
Banner	Customized links	
Excel		
Click and Drag	Use corner of cell	
Keyboard Shortcuts	On web	
Footers	Use for location, date/time, etc	
Subtotals		
Paintbrush	Double click to format mulitple cells	
Show formulas	Eary to check for missing formulas	
Auto Text	Set up for commonly used phrases	
Conditional Formatting		
Auto Fill		
Text Wrapping		

Internet		
Internet Address Shortcut		
Compatibility View	Use when you have a older version	
Microsoft Word		
Change space between letters		
Mail Merge		
Calculator function		
Conditional Formatting		
Outlook		
Scheduler		
Keep meeting requests		
Create a note		

Terminology

- Base Period
- WSCH - Weighted Semester Credit Hour
- TRB - Tuition Revenue Bond
- AFR - Annual Financial Report

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Thank you!

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