BUDGET AND FINANCIAL REPORTING TRAINING
Tammy Aument-Martin, Neill Good, and Gladys LaPorte-Rodriguez
Supervisory Training
BUDGET HOME

About Us

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Budget Issues

Project Resource Requests

Budget Transfer Request

Forms

Procedure Manuals

PROCEDURE MANUALS
SAP-FI AND BI TRAINING MANUALS

- SAP-FI Navigation
- SAP Chart of Accounts
- Budget Procedures
- Business Intelligence (BI) Training Documentation
- BI Toolbar Button Icons

OTHER TRAINING DOCUMENTATION

- Chairperson’s Handbook
- Oracle EPMS User Guide
- Using Oracle EPMS to Access Banner Revenue Reports
- University Budget Overview
- Budget and Financial Reporting Training Documentation
BUDGET: A HIGH-LEVEL VIEW
Restricted Funds

- Grants
- Gifts
- Plant Funds
- Agency Funds

Restricted
Auxiliary Funds

- Residence Life
- University Dining
- Student Center
- Shenks and Reighard
- South Villages
- East Villages
- West Villages
Educational & General Funds

- Self-Supporting Operations
- Tuition Waivers
- Independent Operations
- Departmental Budgets
- Central Budget
BUDGET: A CLOSER VIEW
Educational & General Funds

- **Source of Funds**
  - Tuition
  - Fees
  - Appropriation
  - Other Miscellaneous Income
    - Indirect cost from grants
    - Sales and services
    - Ticket sales
    - Parking permits and fines
    - Library fees
Expenses

• **Personnel Expenses**
  - Salary
  - Benefits
  - Student wages

• **Operating Expenses**
  - Professional services and honoraria
  - Supplies
  - Travel

• **Capital Expenses**
  - Equipment or furniture over $5,000

• **Transfers**
  - Mandatory for debt service
  - Non-mandatory transfers

• **Reserves**
  - Funds set aside for future use
BUDGET: THE DETAILS
Discretionary Budget

- Allocated based on history and at the discretion of the Vice Presidents or Deans
- Used for ongoing operating expenses for the department
  - Equipment
  - Postage
  - Supplies
  - Travel
Discretionary Budget: New Year Procedures

Start Up Budget
- 80% of the prior year original budget
- Posted in early June

Budget Adjustments
- Made to base budget after it is finalized
- Posted in early September

Final Allocations
- Determined by Vice Presidents and Deans
Discretionary Budget: One Time and Repair & Renovations Requests

October
- Guidelines, schedule, and forms for development of facilities repair / renovation project request are submitted to Cabinet

February
- Repairs and renovations requests due to Budget office

January - April
- Departments prepare one time operating, student wage, and personnel budget requests

May
- One time requests due to Budget office

June - July
- Cabinet reviews and finalizes budget scenarios including one time requests
Departmental Student Wages

• Allocated based on history at the discretion of the Vice Presidents or Deans
• Used to pay:
  ▪ Student interns
  ▪ Academic year or summer student employment
• Not used to pay for graduate assistants
Graduate Assistants

- Cabinet approves a central complement of graduate assistants
  - Based on history
  - Allocated by area
- The Office of Graduate and Professional Studies appoints all GA positions
  - Two year appointments
  - Includes stipend and tuition waiver
  - Can hire full-time or part-time
- Adding positions requires approval by Cabinet
- Temporary positions can be created by any department provided the position can be funded by the department operating budget for the entire two year commitment
These budgets should be reviewed at the same time as discretionary and student wage budgets.
Year End Procedures

- It is recommended that all departments review all relative cost centers beginning in early May for budget availability and open commitments.
- If any of your budgets/cost centers have a deficit balance, it must be resolved before year end close.
Year End Procedures - continued

• As part of the year end close process, carry forward balances will be determined. Generally, the following are directly carried forward:
  ▪ Most independent operations budget balances
  ▪ Funds remaining in a gift or grant
• Discretionary budget balances will be carried forward to the appropriate Vice President or Dean for reallocation
• Carry forwards will be posted by September
Year End Procedures - continued

• SAP sends automatic alerts notifying the user of the funds center if funds are nearly exhausted
  ▪ The notice provides the amount remaining, the specific funds center and the account
  ▪ This is only a warning and you can still proceed
  ▪ Only a “red bomb” warning will prohibit you from proceeding with a transaction.

![Budget Control screenshot](image-url)
What should I do now?
What Is Your Responsibility?

- Departmental Discretionary Budget
- Department Student Wage Budget
- Any peripheral budgets in your area
- All budgets should be reviewed frequently. This includes:
  - Original base budget
  - Transfers sent to or received from other departments
  - One time operating requests
  - Actual expenditures
  - Open commitments
  - Budget balances available
Accessing Financial Data

- **SAP Finance System**
  - The software program through which financial data flows
  - All transactions are entered via SAP

- **Business Intelligence (BI) Reporting**
  - The reporting system which allows users to extract data from SAP
  - Requires access to the ESS portal
Fiscal Year

• The University’s fiscal year runs from July 1\textsuperscript{st} through June 30\textsuperscript{th}

• For reporting purposes, always use the latter calendar year
  ▪ Example: For 2018-19, enter 2019
Funds/Cost Centers

- 10 digit codes used to segregate groups of revenues and expenses
- 60 – X X – X X X – X X X
  - The first two digits denote the university (Millersville is 60)
  - The next two digits indicate the fund category
- Fund categories:

<table>
<thead>
<tr>
<th>First 3 Digits of Fund Center</th>
<th>Fund Category</th>
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<tbody>
<tr>
<td>601</td>
<td>E&amp;G</td>
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<tr>
<td>602</td>
<td>Auxiliary</td>
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<tr>
<td>603 – 608</td>
<td>Restricted</td>
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</table>
GL Accounts / Commitment Items

- 6 digit codes used for posting revenue and expenses
- Revenue accounts begin with 4
  - Posted as a negative number
- Expense accounts begin with 5 – 7

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<th>First Digit of Commitment Item</th>
<th>Category</th>
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<tr>
<td>4</td>
<td>Revenue</td>
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<tr>
<td>5</td>
<td>Personnel Expense</td>
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<tr>
<td>6</td>
<td>Operating Expense</td>
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<td>7</td>
<td>Capital Expense</td>
</tr>
<tr>
<td>8</td>
<td>Chargebacks/Transfers</td>
</tr>
<tr>
<td>9</td>
<td>Reserves</td>
</tr>
</tbody>
</table>
Gaining System Access

• Make sure you can log into ESS. If you cannot, contact the Help Desk.
• You will need access to SAP and BI!
• Two forms will need to be completed:
  ▪ Submit A Help Desk Request
    • Triggers IT to setup your system access
  ▪ SAP-FI Access Request Form
    • Triggers the Budget Office to setup appropriate access and permissions
• For new employees, these steps should be completed by the hiring manager.
SAP-FI Access Request Form - continued

Select forms, then SAP-FI Access Request

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<th>VISIT</th>
<th>GIVE</th>
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Millersville University
SAP-FI Access Request Form - continued

Complete all sections of the form. This will require assistance from and approval by the department chair and/or financial manager.
Access Granted!

- The Budget Office will contact the requestor when all steps are complete.
- The Budget Office will provide training upon request and as needed.
E&G Funds

- Funds centers begin with 601
- MUST USE THE DEPARTMENT BUDGET REPORT in Business Intelligence (BI) to track revenue, expenses and balance available
Restricted Funds

- Fund centers begin with 603-608
- MUST USE THE FUND BALANCE REPORT in Business Intelligence (BI) to track revenue, expenses and balance available
Common Questions: Cheat Sheet

You may:

- Transfer operating funds to supplement student employment
- Transfer funds from your operating budget to other departments for shared programming within E&G (601 to 601)

You may not:

- Use student employment to supplement operating budget
- Transfer funds between E&G and Restricted accounts
Budget Resources

http://www.millersville.edu/budget/
Budget Office Contacts

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QUESTIONS?