BUDGET AND FINANCIAL REPORTING TRAINING

Tammy Aument-Martin, Neill Good, and Gladys LaPorte-Rodriguez

Supervisory Training

Millersville University

APPLY | VISIT | GIVE

Millersville University

Budget Home

BUDGET HOME

- About Us
- Staff
- Budget Issues
- Project Resource Requests
- Budget Transfer Request
- Forms
- **Procedure Manuals**

PROCEDURE MANUALS

SAP-FI AND BI TRAINING MANUALS

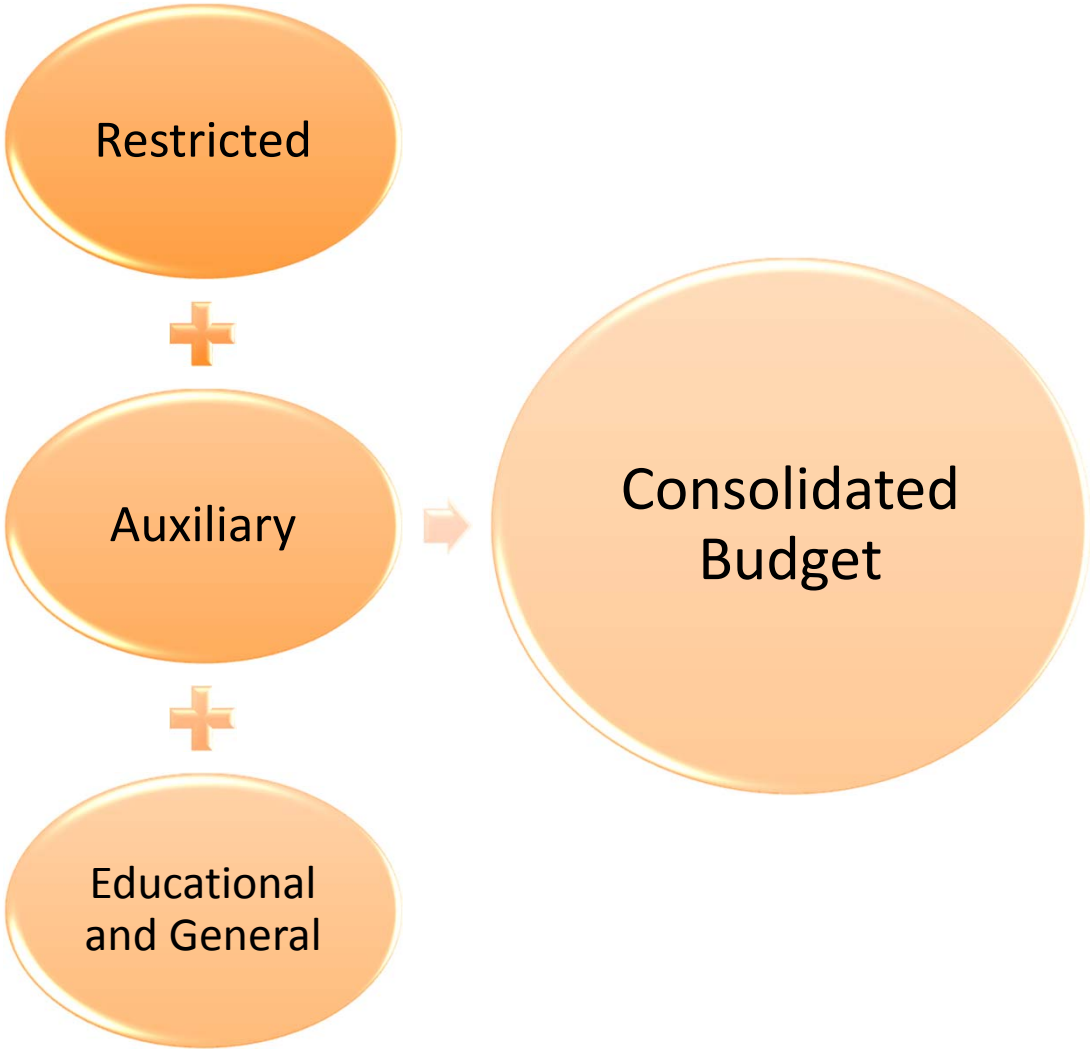
- SAP-FI Navigation
- SAP Chart of Accounts
- Budget Procedures
- Business Intelligence (BI) Training Documentation
- BI Toolbar Button Icons

OTHER TRAINING DOCUMENTATION

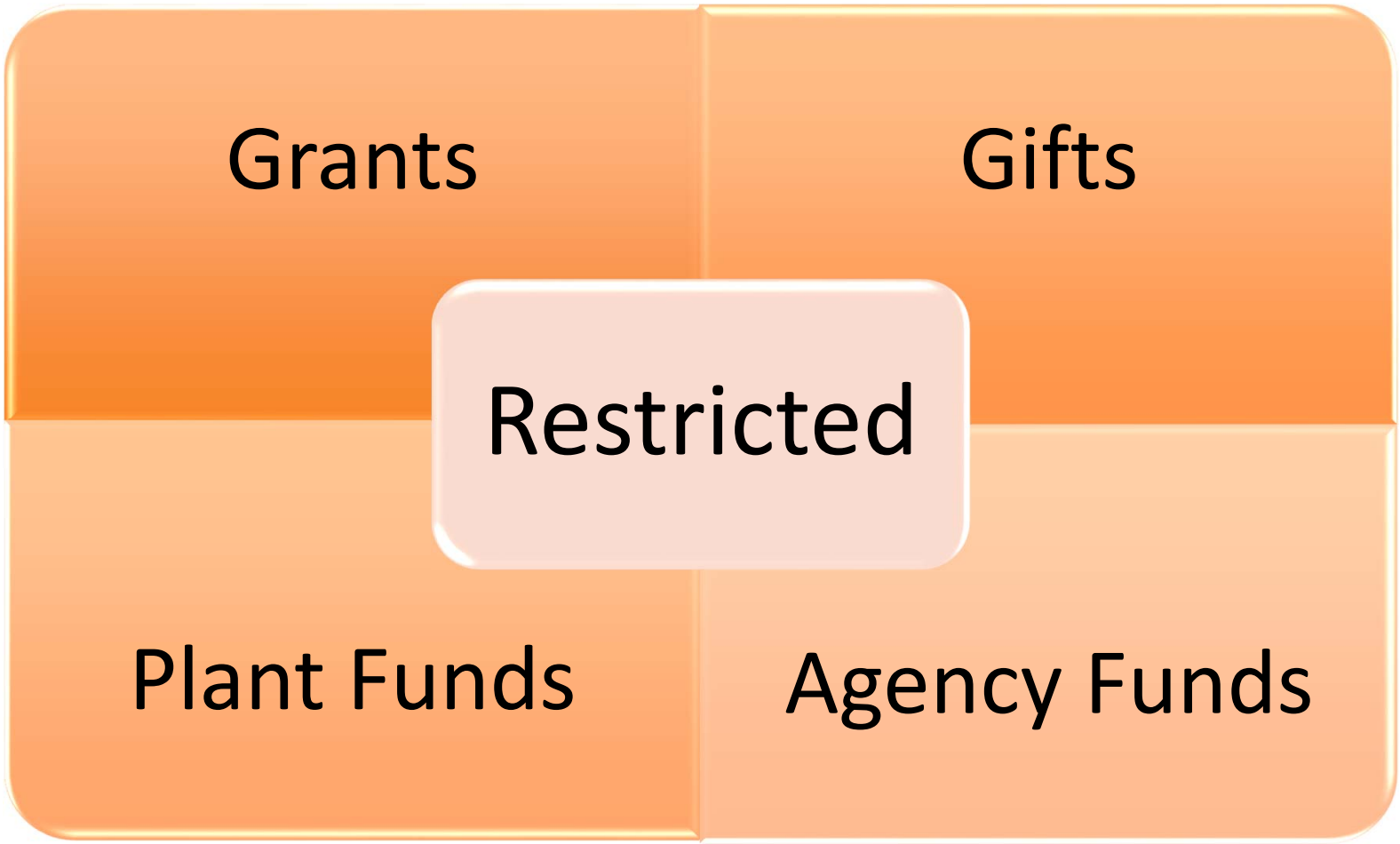
- Chairperson's Handbook
- Oracle EPMS User Guide
- Using Oracle EPMS to Access Banner Revenue Reports
- University Budget Overview
- Budget and Financial Reporting Training Documentation

BUDGET: A HIGH-LEVEL VIEW

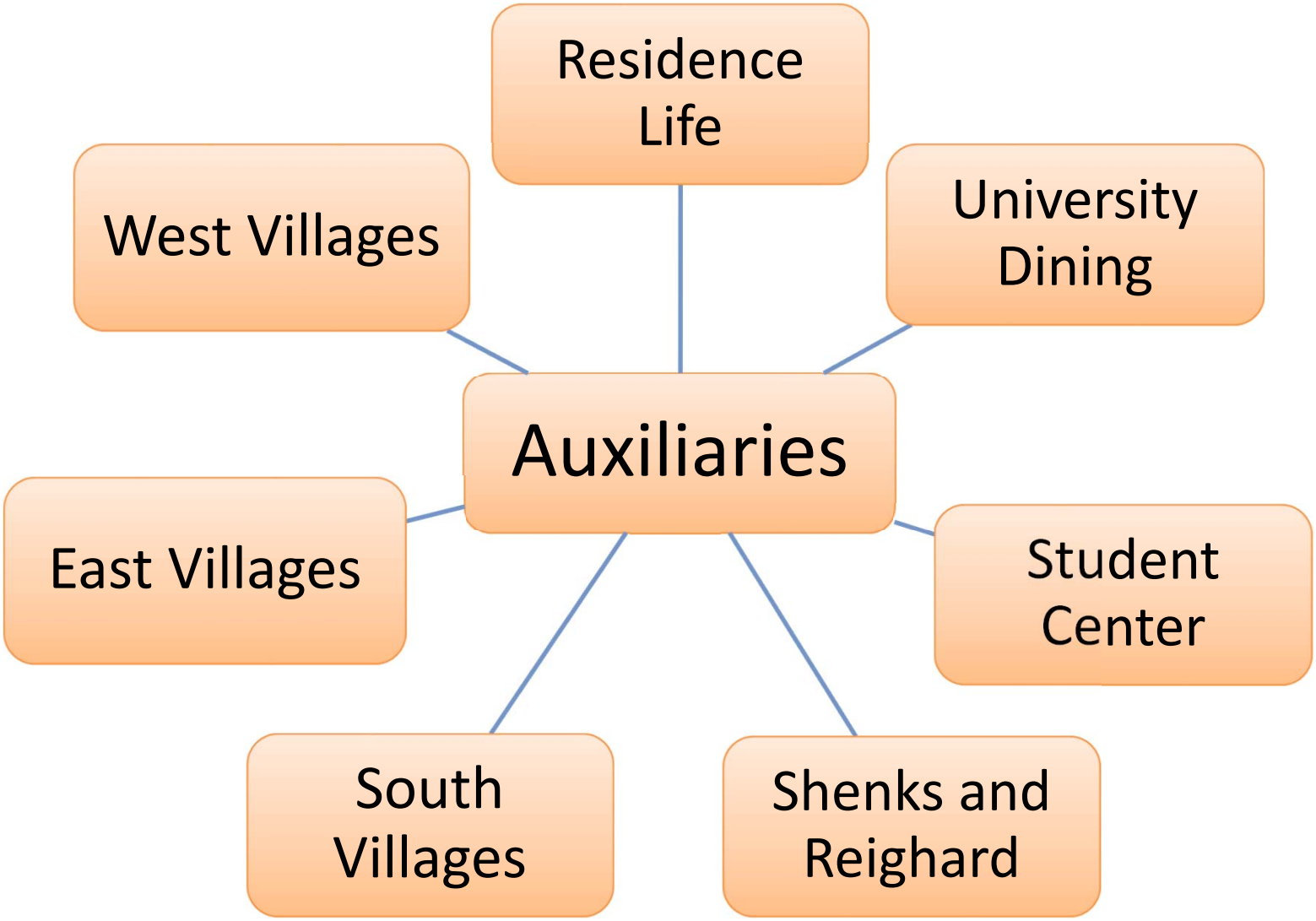
University Budget Overview



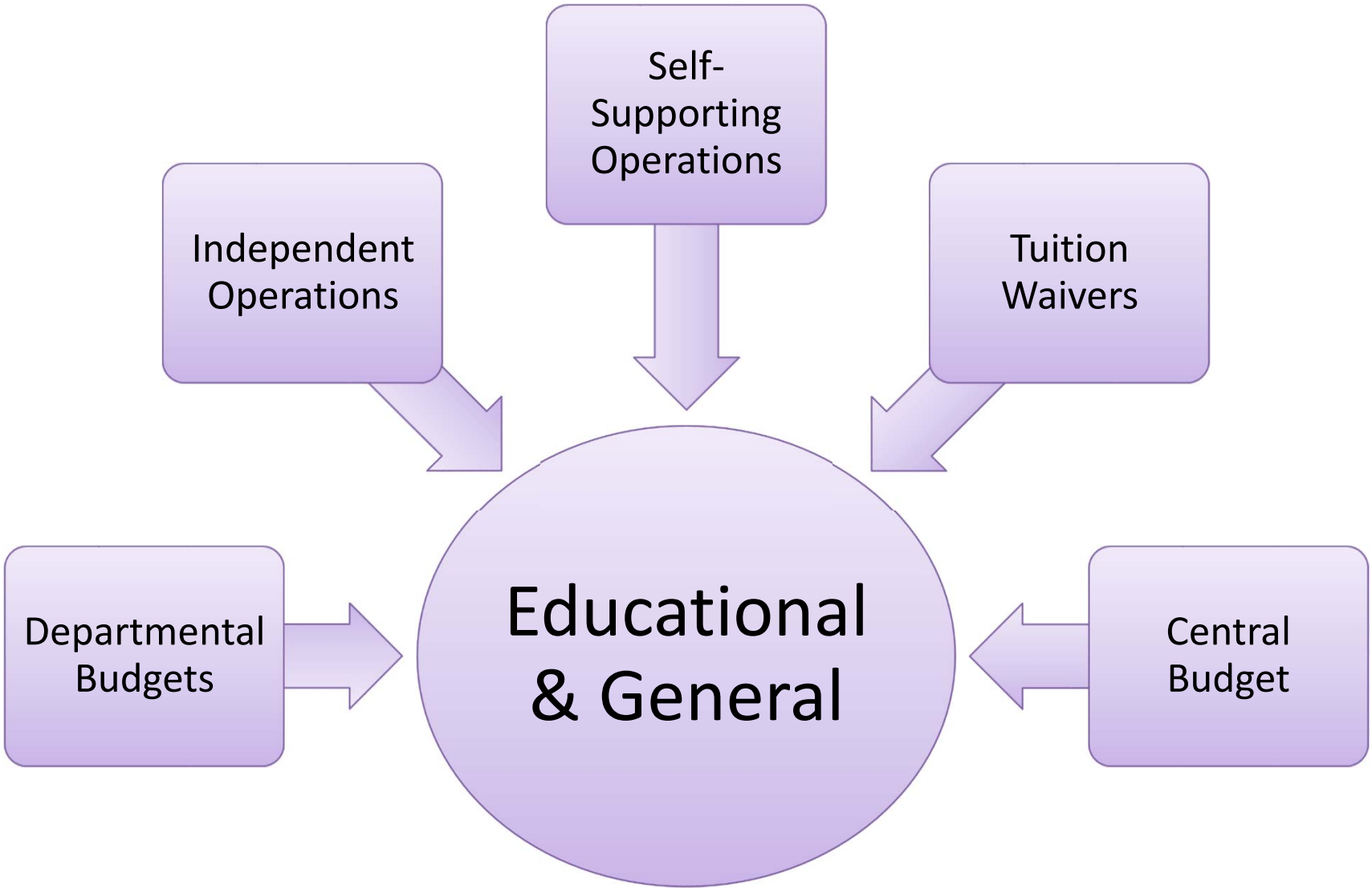
Restricted Funds



Auxiliary Funds



Educational & General Funds



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

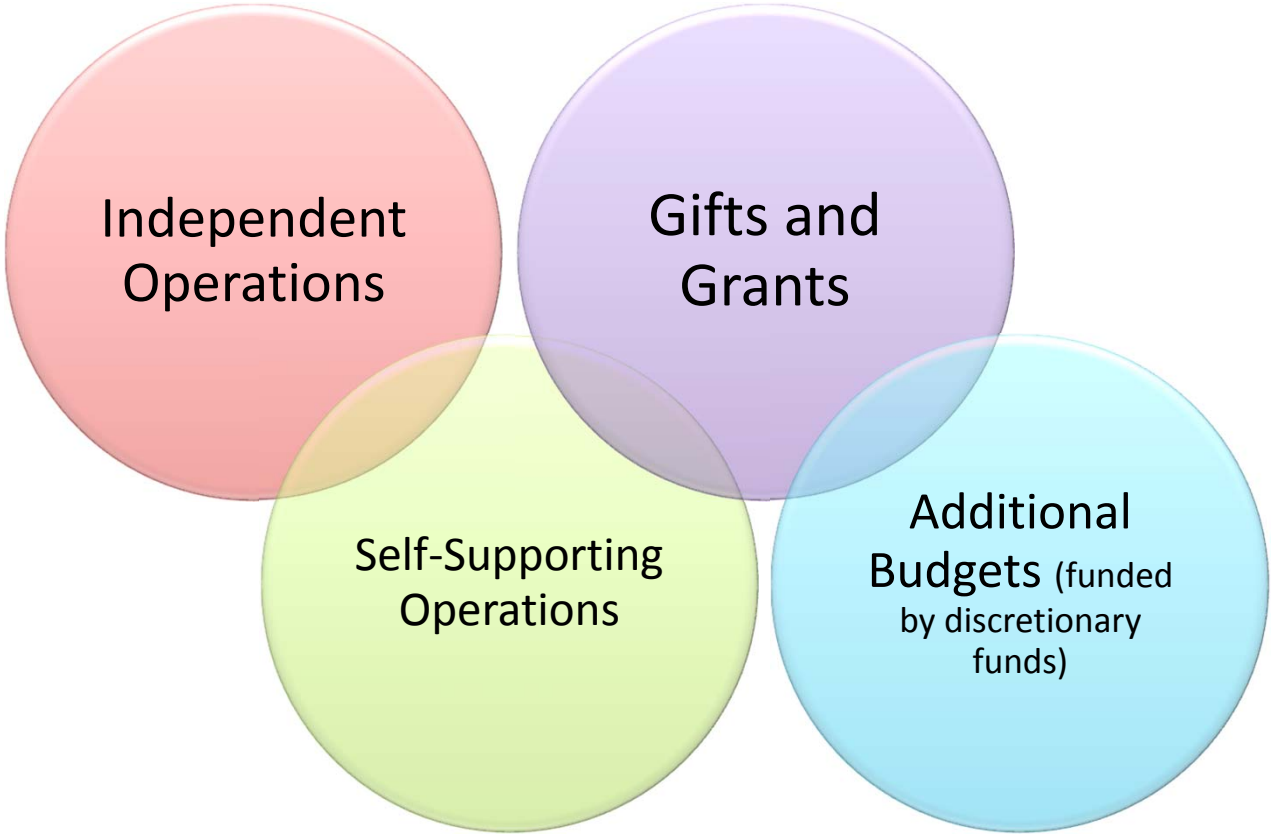
- **Allocated based on history at the discretion of the Vice Presidents or Deans**
- **Used to pay:**
  - Student interns
  - Academic year or summer student employment
- **Not used to pay for graduate assistants**

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**

assumes 3% increase	
2018-19 ESTIMATE	
FULL-TIME	
First Year	
Stipend	5,000
Benefits	60
Total Stipend & Benefits	**5,060**
Tuition Waiver	12,360
Total Package	**$ 17,420**
Second Year	
Stipend	5,400
Benefits	65
Total Stipend & Benefits	**5,465**
Tuition Waiver	12,360
Total Package	**$ 17,824**
50% First Year - 50% Second Year	
Stipend	5,200
Benefits	62
Total Stipend & Benefits	5,262
Tuition Waiver	12,360
Total Package	**$ 17,622**

Peripheral Budgets



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 for Document 1000394873

Activity group: Posted Budget

Annual budget almost exhausted for document item 000001

Message number 006 (class FMAVC)

Diagnosis

The current budget consumption is 2,254.60 USD (FM PB Availability Control) less than the annual budget for the document item 000001. Budget control on outgoing amounts (ceiling type *Expenditures*) raised this message for the following combination of availability control ledger, fiscal year (and if applicable, year of cash effectivity) and control object:

9H/2014/NOTRELEVANT/6011000000/6011209026/NON-PERSONNEL/BDGT/NOTRELEVANT

What should I do now?

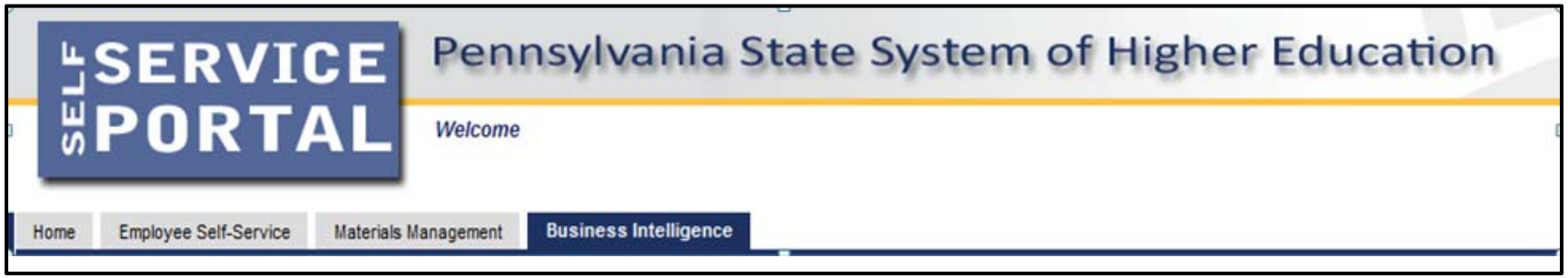
What Is Your Responsibility?

- **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 1st through June 30th**
- **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:**

First 3 Digits of Fund Center	Fund Category
601	E&G
602	Auxiliary
603 – 608	Restricted

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**

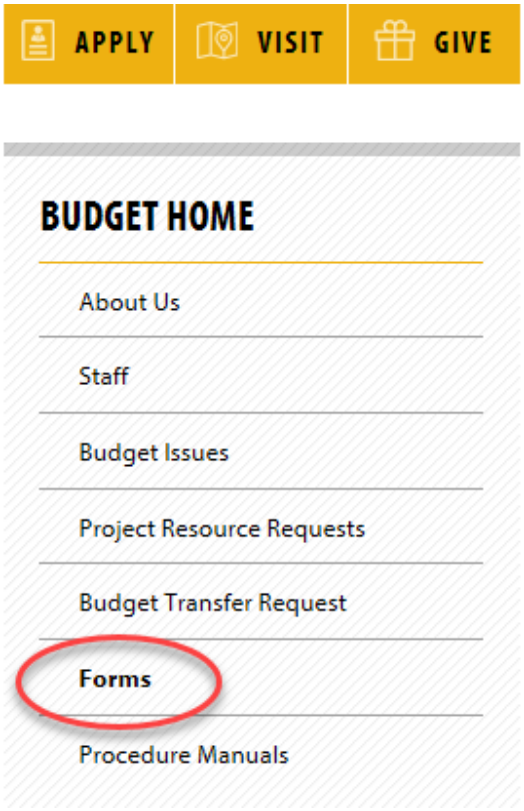
First Digit of Commitment Item	Category
4	Revenue
5	Personnel Expense
6	Operating Expense
7	Capital Expense
8	Chargebacks/Transfers
9	Reserves

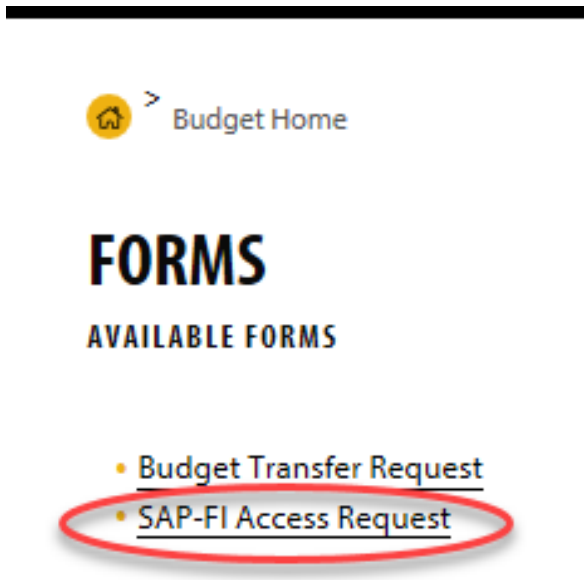
Gaining System Access

- **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]





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.

MILLERSVILLE UNIVERSITY
REQUEST FOR SAP FINANCE SYSTEM ACCESS

Name of Individual Completing this Form: _____ Telephone _____

Check one:

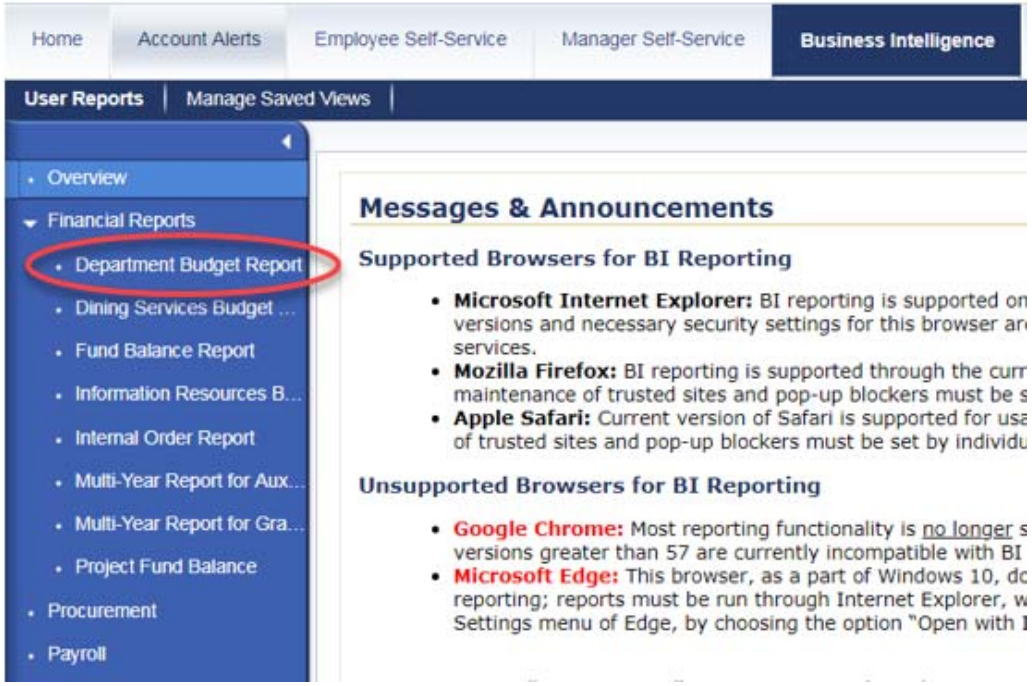
- ☐ Add New User
- ☐ Change Reason: _____ (Example: Name Change, Transfer)
- ☐ Delete User **Financial managers are responsible for notifying the Budget Office regarding Resignations & Transfers**

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:

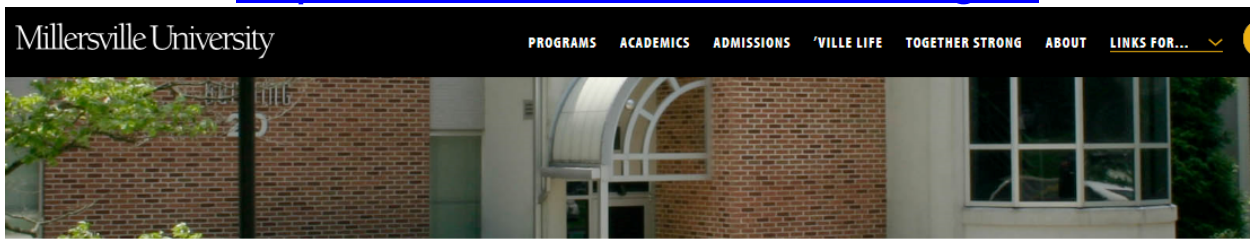
- Transfer operating funds to supplement student employment
- Transfer funds from your operating budget to other departments for shared programing within E&G (601 to 601)

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 Home

BUDGET OFFICE

WELCOME

The Budget Office is responsible for developing, monitoring, tracking, analyzing, and ongoing rebudgeting of the University's Educational & General and Auxiliary Operations budgets.

Why do we budget? If we had unlimited resources, budgets would be unnecessary but clearly, we will never operate in an environment where unlimited resources are available. In an effort to utilize its resources as effectively as possible, the University follows a financial plan. Budgeting is a mechanism for setting priorities for institutional activities.

View More

- OFFICE HOURS
- BUDGET ISSUES
- HOW TO...
- PDF DOCUMENTS

APPLY | VISIT | GIVE

BUDGET HOME

- About Us
- Staff
- Budget Issues
- Project Resource Requests
- Budget Transfer Request
- Forms
- Procedure Manuals

CONTACT US

Budget Offce

Budget Office Contacts

- **Tammy Aument-Martin, Budget Director**
  - 717-871-4091
  - Tammy.Aument-Martin@Millersville.edu
- **Neill Good, Budget Analyst**
  - 717-871-4090
  - Neill.Good@Millersville.edu
- **Gladys LaPorte-Rodriguez, Fiscal Technician**
  - 717-871-4092
  - Gladys.LaPorte-Rodriguez@Millersville.edu

QUESTIONS?