

Financial Planning and Reporting

Topics Covered

Overview of the Chart of Accounts

Accessing Finance Forms and Banner Via the Web

How to read FZIBUDH screen on Banner

Budget Change Forms

Frequently used Banner forms/screens in Finance

Salary and Expense Codes and Definitions

Points of Contact

The Rosters, PAFs and Adjunct Contracts that are processed by the Budget Office are covered in a separate workshop.

OVERVIEW OF THE CHART OF ACCOUNTS

❖ Operating Funds:

Operating funds are resources allocated through the university's budget process. These funds are identified by a unique four-digit Organization (Orgn) number.

Example: XXXX

❖ Restricted Funds:

Restricted funds consist of resources that are "restricted" for a specific purpose. The sources are derived largely from endowment income and private gifts. These funds are identified by a unique six digit number that begins with the numeral "2".

Example: 2XXXXX

❖ Grant Funds:

Grant funds are restricted for a specific purpose and are funded by federal, state, local government and private foundations. These funds are identified by a unique six digit number that begins with the numeral "3".

Example: 3XXXXX

❖ Accounts:

Accounts are line items within each budget that separates the activity by revenues, compensation and expenditures. All accounts have five digits. Revenue accounts begin with the numeral "4", Compensation and Benefits accounts begin with the numeral "5" and all expenditures (non-personnel) accounts begin with the numeral "6".

Example: Revenue 4XXXX
 Compensation and Benefits 5XXXX
 Expenditures (non-personnel) 6XXXX

Accessing Finance Forms and Banner Via the Web:

Step 1: Go to the U of H Web Page (<http://Uhavax.hartford.edu>)

Step 2: Click on Utilities and Directories

Step 3: Click on University Departmental Pages

Step 4: Click on Administrative Web Page

Step 5: Click on Administrative Access to Banner Web

- Budget Summary from Banner Finance
(Password Required)

Step 6: Enter in User ID and Pin Number

Finance Menu:

View Budget Summary by Account

View Transaction Detail

Download Order for Check Form

Download Personal Expense Voucher Form

Download Order for Check Instructions

Download Personal Expense Voucher Instructions

Download Request for Budget Change Form

Download Employment Roster

Download New Employment Roster

Download Interdepartmental Transfer (IDT)

Adjunct Faculty Contract – F3 academic year

Adjunct Faculty Contract – F4 semester

Forms can be found: <http://www.Hartford.edu/forms/>

How to read FZIBDUH on Banner

Income subaccounts: 4xxxx (If YTD Activity exceeds the Budget, the resulting “Available Balance” is a negative number. This is good.)

Note: “Excess” Lab Fee Income cannot be used in the current Fiscal Year. It will become the basis of the Colleges’ Special Lab Fees expense subaccount (65710) for the next Fiscal Year (90%).

Excess Gift Income (44110 and 44120) cannot be used since it is part of the total University of Hartford’s goal for Development.

Compensation subaccounts: 5xxxx (If YTD Activity and Commitments exceed the Budget, the resulting “Available Balance” is a negative number. (This is not good.)

Expense subaccounts: 6xxxx (If YTD Activity and Commitments exceed the Budget, the resulting “Available Balance” is a negative number. (This is not good.)

Use “Detailed Transactions” button to get detail for specific subaccount. If the cursor is at the subaccount column, all the detail in all the columns is viewed (Adjusted Budget, YTD Activity and Commitments). If the cursor is in a specific column, the detail transactions for that column are viewed.

Budget Change Forms

This Budget Change form is in an Excel spreadsheet format on-line.

Budget Revisions are used to move available Budget funds from one account to another assuming they are from the **same fund or organization code within your area of responsibility.**

The Community may do Budget revisions on-line for the current unrestricted fund (Orgs) in the 6xxxx lines. To enter Budget Change on line in Banner, use F241 transaction code on FGAJVCD. **To process temporary Budget revisions for 6xxxx lines, use the BD05 (B D zero five) transaction code. Temporary budget changes are one-time transfers or changes within your budget that will not be reflected in the following year's budget.**

Income (4XXXX), salary (5XXXX) subaccounts may not be done on-line. Budget Changes for these subaccounts need to be approved by and processed by the Budget Office.

Restricted Fund and Grant Budget Revisions need to be sent to Financial Accounting for processing.

Remember to:

Delete invalid Budget Revisions on line since they will tie up Budget monies

Either decrease expense line to increase another expense line or increase Income to increase Expense for realized income.

Do not transfer Budget money between Restricted Funds and Orgs.

Use the IDT form if you need to move charges from different funds or organization codes.

Do not use a Budget Change to correct a charge made. Use an Interdepartmental Transfer (IDT) to move an expense charge to another Org or subaccount.

Note:

Budget Revisions impact the Adjusted Budget column.

Items processed through an IDT will be reflected in the year-to-date column.

Budget Change Form

This form is to be used to change/move Budget dollars among account lines for Orgs, Grants and Restricted Funds. It is not to be interchanged with the InterDepartmental Transfer (IDT) form that is used to correct actual charges. If the revision pertains to Income (4xxxx) or Compensation (5xxxx), submit the completed form with appropriate signatures to the Budget Office (CC 323). All other lines can be done on-line using the F241 or BD05 (temporary) transfer code. All Budget Changes for Grants and Restricted Funds should be sent to Financial Accounting Services (located in FASB).

Department Financial Affairs

Date 11/17/01 Fiscal Year 2002

One Time Transfer _____

Requested Transfers:

Org or Fund	Account	Title	Expense		Income	
			Increase	Decrease	Increase	Decrease
XXXX	60600	MEMBERSHIPS		200.00		
	68110	MINOR EQUIPMENT	200.00			
		USERS CAN DO THIS ON LINE THEMSELVES				
XXXX	48300	MISCELLANEOUS INCOME			1,000.00	
	60500	BOOKS, SUBSCRIPTIONS	1,000.00			
		THIS MUST BE DONE BY THE BUDGET OFFICE				
2XXXXX	58000	STUDENT PART TIME		2,000.00		
XXXX	58000	STUDENT PART TIME	2,000.00			
		THIS CANNOT BE DONE				
Total of each column			3,200.00	2,200.00	1,000.00	0.00
			Hash			
			Total		<u>6,400.00</u>	

Justification for Request:

Approval:

For Department Date

For School/College/Admin Office Date

For Provost/Vice President Office Date

BANNER SCREENS AND PURPOSE:

FZIBDUH – Budget Availability for Funds and Orgns. This screen indicates all activity that have been posted to banner.

FGIBAVL – Budget Availability for Funds and Orgns. This screen reflect what activity has been posted and what is entered but NOT posted as well. (This is usually the most up-to-date screen.)

FTIIDEN – Vendor Identification screen- Used to look up vendor identification numbers. Use F7 to start query put in information that you have %info% then F8 to execute query.

FAIVNDH – “Vendor Detail History Form (AFIVNDH)” Provide an online list of vendor invoice/credit memo/ payment transactions for all vendors in the system including terminated vendors. Can be used to look up if a check was paid to a particular vendor, if you have the vender identification number.

FOIDOCH - “Document History Form (FOIDOCH)” Displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document you select.

CHK – CHECK

INV – INVOICE

PO – PURCHASE ORDER

FGIDOCR – “Document Retrieval Inquiry Screen” – To look up Journal entries, Invoices, and other documents. IE, JXXXXXXXX or IXXXXXXXX.

FGIBSUM – “Organization Budget Summary” Summarizes Adjusted Budget, YTD Activity, Commitments, Available Balance by Revenue, Labor, Direct Expenditures and Transfers for an Org or Restricted Fund.

FGIOENC – “Organizational Encumbrance List” Lists the encumbrances by subaccount and PO.

FGIENCDC – “Detail Encumbrance Activity” Lists by PO number the transactions for the PO.

FGAJVCD – “Journal Voucher Entry” Used to enter Budget Changes

FGIJVCD – “List of Suspended Journal Vouchers”

FGIJSUM – “Journal Voucher Summary” Lists each record for a Budget Change that has not been posted as well as adding the hash total of the records at the bottom and the hash total input at the top.

FPAREQN – “Requisition”

FPIREQN – “Requisition Query”

GUAPMNU – “My Banner Maintenance” This is the screen to use if creating your own Banner menu.

FTVACCT – “Account Code Validation” This can be used to find a subaccount by number or title. The wild card symbol of “%” can be used before or after the word entry (use all caps for the words) to find all subaccounts that contain that word.

FTVFUND – “Fund Code Validation” This can be used to find a restricted fund by number or title. The wild card symbol of “%” can be used before or after the word entry (use all caps for the words) to find all Funds that contain that word. If you don’t want all funds but only funds that begin with “2”, enter “2%” in the “code” column and the “WORD%” you want in the title area. This is case sensitive and needs to be in CAPS.

SALARY CODES AND DEFINITIONS

CODE	DESCRIPTION
51000 FACULTY SALARIES – FT	Faculty , (full-time academic year, 20/26 pays)
51500 FACULTY SALARIES ADJUNCT	Faculty, part-time (long-term or annual adjunct contracts, academic year, 20 pays)
52910 CHAIRPERSON/COORDINATOR	Department Chair Assignment
55000 ADMIN PROF FT	Staff, full-time exempt (academic year)
56000 OFFICE/CLERICAL FT	Staff, full-time non-exempt (academic year, 35 hr week)
55100 ADMIN PROFESSIONAL PT	Staff, part time, exempt
55300 SPECIAL PROJECTS	Beyond normal job duties (special project)
55600 SPECIALIST/TECHNICAL PT	Other Hourly (Special Technical)
56100 OFFICE/CLERICAL PT	Part-time, Clerical/Administrative
58000 STUDENT PT	Student temporary, non-exempt, hourly (full-time University of Hartford student)
53000 GRAD ASSISTANTS	Grad Assistants, hourly or bi-weekly pay (student)
58100 FEDERAL WORK STUDY MATCH	Work study students (Federally funded)
53300 RESEARCH ASSISTANTS	Part-time faculty compensation but using non-faculty

EXPENDITURE CODES AND DEFINITIONS

CODE	DESCRIPTION
60100 POSTAGE	Postage and expenditures for mailing, including payments to outside mailing service firms for both postage and service fees.
60200 TELEPHONE	Telephone costs including long distance calls, voice mail costs, costs of phone moves and telephone equipment.
60500 SUBSCRIPTIONS, BOOKS, PERIODICALS	Books, periodicals, musical score and subscription expenses.
60600 MEMBERSHIPS	Professional memberships paid to organizations for University-related purposes as approved by the respective Dean, Director, or Vice President.
60910 CONTINGENCY RESERVE FUNDS	Not to be used - for Budget Office use only.
61000 PHOTOCOPYING	Expenses associated with photocopying: toner, paper, etc., and printing charges from Central Duplicating department.
61200 PRINTING CONTRACTUAL	Charges for printing done by off-campus printers which must be approved by Office of Communications.
61500 TRAVEL	Employee travel expenses, including transportation (plane, bus, train, auto) meals, lodging and registration fees.
61700 STAFF DEVELOPMENT/TRAINING	Cost of staff training and development including course or seminar costs which can also include travel, meals, and/or lodging.
61800 ENTERTAINMENT	Entertainment expenses in connection with University business.
62100 FACULTY DEVELOPMENT	Cost of faculty training and development including course or seminar costs which can also include travel, meals, and/or lodging.
62600 CONTRACTED SERVICES	Charges for external organizations or agencies contracted by the University to perform a service (example: temporary personnel agencies, technical service agreements).
62700 CONSULTANTS	Payments to outside consultants.

62800 HONORARIUM

Payments given to distinguished persons who are not University employees for services for which fees are not legally or traditionally required. This is not to be used for payments to University employees who are classroom guest lecturers, students or other similar persons.

62950 O & M

All services performed by the Operations & Maintenance Department that are not considered part of normal maintenance and/or operational expenses of a building. Services and supplies provided by external organizations are charged to Contracted Services, 62600.

65100 EQUIPMENT RENT/REPAIR

Rental, leasing, external repair and service expense for typewriters, computers, calculators, photocopiers, etc.

65200 COMPUTER RENT/REPAIR

Internal use of Information Technology Services for repairs.

65710 SPECIAL LAB FEES

Lab expense to replace lab equipment and supplies.

65900 COMPUTER SUPPLIES

Supply expense for computers (diskettes, peripherals, software, cabling, toner, etc.)

66000 OFFICE SUPPLIES

Office stationery, forms, envelopes, supplies (pens, pencils, pads, etc.) including shipping costs.

66100 INSTRUCTIONAL SUPPLIES

Instructional and laboratory supplies, chemicals, glassware, etc. including shipping costs.

66600 AUDIOVISUAL/PHOTOGRAPHY/TV

Cost of audiovisual and/or television services or rental and photography costs.

68100 CAPITAL EXPENDITURES

All costs for fixed assets valued at \$1,000 or more per item or system.

68110 MINOR EQUIPMENT PURCHASES

All costs for equipment valued at \$999.99 or less per item. If there are questions about where a purchase should be charged, call Accounts Payable.

68500 FOOD

Food expenses for University business.

DO NOT USE THE FOLLOWING:

69990 UNASSIGNED BUDGET RESERVE

69990P POOL BUDGET

69999 INDIRECT COSTS

POINTS OF CONTACT

BUDGET: CC323

Sarah Gerrett – Budget Manager x4345
Personnel Action Form – PAF
Employment Roster
Budget Changes

ACCOUNTING: Financial and Administrative Services Building – (FASB) near Hillyer and GSU

Amanda Mayfield – Director x4153
Cynthia Steneri – Senior Financial Accountant x4652
Grants and Restricted Funds
Pamela Lamson – Senior Financial Accountant x4632 for Accounts Payable

PAYROLL: FASB

Flo Polek – Payroll Manager x4973

PURCHASING: FASB

Dennis Gacioch – Director x4007
Lynne Rizzi – Assistant Director, Purchasing and The Copy Shoppe x4009
Jennifer Davis – Purchasing Coordinator x5330

BANNER FINANCE ACCESS: FASB

Finance – Cynthia Steneri x4156

BANNER HUMAN RESOURCES ACCESS: FASB

Human Resources – Lisa Belanger x4156

FINANCIAL AID – WORKSTUDY: Bates House

Eileen Johnson – Assistant Director SFA x4282

ADJUNCT CONTRACTS: CC330

Chuck Colarulli – Associate Provost x474