Budget Basics (Non RSP)

Office of University Budgets
What We Will Cover:

- SAMAS
- Banner
- Chart of Accounts
- General Ledger Crosswalk
- FOAPAL
- Index
- Fund Type
What We Will Cover Continued:

- Predecessor Fund & Orgns
- Budget Process
- Budget Categories
- Budget Terms
- Schedule C
- Operating Budget Book
- Questions & Answers
SAMAS:

**SAMAS** is the old state accounting system, where departments had to be 9 digits in length and they used object codes instead of account codes.

- **Deposits** were recorded using the SAMAS department numbers and object codes.
- **Operating Budget and Expenditure Analysis** are reported to the state using department numbers, object codes, and other codes from UWF’s version of SAMAS.
Banner:

**Banner** is the Enterprise Resource System used at UWF to record financial data. The data is used in many ways:

- Reporting to the Board of Trustees (BOT), Board of Governors (BOG), State, and Federal government
- Departmental reviews
- Trend analysis
Chart of Accounts:

**Chart of Accounts** is a listing of all the codes used by an accounting system. Our codes are departments (Indexes, Funds, and Organizations) programs (Instructional, Admin Support, Student Activities, etc.) accounts (Assets, Liabilities, Revenues, and Expenditures), activity and locations. These codes are collectively known as the Chart of Accounts.
General Ledger Crosswalk:

The **Banner General Ledger Crosswalk** is used to link the old SAMAS codes to the current Banner codes and can be found in MyUWF. When on the Banner/GL Crosswalk Menu you can search by Name or by Number.

- Department Name = Continuing Education Admin.
- Banner Index = 130601
- **SAMAS Department Number** = 3601-001-31
- Banner Sales & Servs Account Code = 52501
- **SAMAS Sales And Services Object Code** = 004008
FOAPAL:

**F** = Fund
**O** = Organization
**A** = Account
**P** = Program
**A** = Activity
**L** = Location
FOAPAL Continued...

**F = Fund** specifies the source of funding, or where the money is coming from such as Education & General (E&G), Auxiliary, Contract & Grants, Local, and Foundation Funds. See Information Navigator Report FIN000009 (Fund Hierarchy) for a complete list. You may also refer to the handout from “Where does the money go?” workshop, center section, titled Revenues by Source, for a visual of the different Funds.
FOAPAL Continued…

**O = Organization** specifies an organizational unit within the university or a location in the university’s departmental structure such as University President, Academic Affairs VP, University Advancement VP, Office of Human Resources, Office of Administrative Services, etc. See Information Navigator Report FIN000014 (Orgn Hierarchy Report (in Pred Orgn Order)) for a complete list.
P = Program specifies the purpose of the departmental expenditures such as instructional, research, academic support, student services, etc. For a complete list of program codes refer to Information Navigator Report FIN000024 (Program Hierarchy).
FOAPAL Continued…

**A = Activity** is used to track specific individuals, events, systems, etc. Activity codes are used mainly by Facilities and ITS; however, other departments use them as well. For a complete list of activity codes refer to Information Navigator Report FIN000020 (Activity Code Listing).
FOAPAL Continued…

**L = Location** is used to keep track of the specific location where the university assets are stored, such as building, room, and closet. The majority of users do not use location codes; however, they are used when we purchase an asset, the asset is given a unique UWF identifier and that identifier is recorded as being housed at a specific location. Periodically someone from Financial Services will come by and do inventory to make sure the asset is still at its assigned location.
Index:

**Index** is a *unique value set* to be used as a keypunch shortcut. For UWF that value set represents the combination of the **Fund, Organization, and Program**, which is unique for each department. By using the index, your forms in Banner will automatically populate the fund, organization, and program codes for you. For a complete list of indexes refer to Information Navigator Report FIN000022 (Index Listing).
Index Assignment

- If the fund is **110000 (General Revenue)**, then the index is the same as the organization code which is currently either 4, 5, or 6 digits in length.

- If the Fund is **110001 (Carry Forward)** and the organization code is 4 digits, then the index is **CF** and is followed by the 4 digit organization code, else it is **C** and followed by the 5 digit organization code.
Index continued...

➢ If the Fund is anything else, then the index is the same as the fund code and is 6 digits in length.

*We recommend* using the index rather than typing in the components, as it is *less likely to cause miscoding.*
Banner allows any combination of fund, organization, and program, even if it is not the default that has been established. Example for the index 8180, the fund is 110000 (E&G), the organization is 8180 (Accounting & Finance), and the program code is 11 (Instruction).

Index 8180 = 110000 + 8180 + 11
Index Continued…

**Index 8180 = 110000 + 8180 + 11**

By skipping the Index entry on the forms, Banner would allow the entry 110001 (Carry Forward) for the fund, 8180 (Accounting & Finance) for the Organization, and 61 (General Administration) for the program code. Then you have just created a new accounting combination **110001 + 8180 + 61**, which is not a valid UWF combination; however, each piece is valid.
Fund Type:

**Fund Type or Level 2 Type** is specific to each funding source.

- Fund Type 11 = General Revenue Funds (E&G and CF)
- Fund Type 12 = Student Activities Funds
- Fund Type 13 = Auxiliary Funds
- Fund Type 14 = Scholarship Funds
- Fund Type 15 = Athletic Funds
- Fund Type 16 = Concession Funds
- Fund Type 17 = SRT-Admin Funds
- Fund Type 18 = SRT-Seed Funds
Fund Type Continued...

Fund Type 19 = Technology Funds
Fund Type 21 = Contract & Grant Funds
Fund Type 22 = SRT Grant/Match Funds
Fund Type 41 = Financial Aid Funds
Fund Type 81 = Agency Funds
Fund Type 82 = Housing Agency Funds
Fund Type 83 = Research Foundation Funds
Fund Type 91 = Unexpended Plant Funds (Construction)
Fund Type 97 = Investment in Plant Funds
Fund Type 99 = Bank Funds
Fund Type Continued…

Each Single Fund Type (Large Bucket) can have many Fund Codes (smaller bucket), which can have from one to many organizations.

Athletics = Fund Type15

Men’s Golf (153007)  Women’s Golf (152004)  Athletic Pep Band (150021)  Athletic Training (150003)
Fund Type Continued…

Each Single Fund Type (Large Bucket) can have many Fund Codes (smaller bucket), which can have from one to many organizations.

General Revenue = Fund Type 11

- Education & General (110000)
- Carry Forward (110001)
- Student Fee Trust (110013)
- Lottery (EETF) (110052)

1000 2140 2350 5000 = Smallest bucket = Organizations
Predecessor Fund and Orgns:

**Predecessor Fund** or High Level Fund - indicates the unit of responsibility within the university’s organizational structure based on the Fund Hierarchy. See FIN000009.

**Predecessor Organization** or High Level Organization - indicates the unit of responsibility within the university’s organization structure based on the Organization Hierarchy. See FIN000014.
State Budget Process

January: Governor proposes a budget

March-April: Legislature passes a budget bill
  - April: House and Senate pass budget bills
  - Late April: Joint Conference Committee Settles Differences

May: Legislature passes final budget fill

May: Governor has line item veto authority

July 1: Budget is implemented
Budget Process:

Budget Process refers to all the processes performed at year end to close the current fiscal year and to open the new fiscal year. (Remember this class does not cover the Research and Sponsored Programs (RSP))

Each February we begin working on the next fiscal year budget. Non E&G Departments are notified as to when the information is needed in the budget office. Normally no later than the end of March.
Budget process Continued...

**E&G budget** depends on the funds we receive from the state, anticipated tuition receipts, and divisional needs. The VPs begin discussing the budget long before we know what the dollar amount will be. They decide how the budget is best divided for the benefit of the university.

**June** of each year the **estimated budget** for the new fiscal year is presented to the Board of Trustees for approval.
Budget Process Continued…

**July (Current Fiscal Year Period 14)**

**Encumbrances for General Revenue** rolls forward to the corresponding Carry Forward account for the New Fiscal Year. **Note the budget does not roll forward to cover this encumbrance, it is up to the division / department to cover budget prior to invoice payment.**

**Encumbrances for all other indexes** roll forward to the same index for the new fiscal year.

**Adjusting Entries** made as needed.
Budget Process Continued…

July (New Fiscal Year Period 1)

Encumbrances from General Revenue at year end are now in the corresponding Carry Forward accounts. Divisions/Departments may need to check budgets to make sure there is budget to cover any encumbrances.

Carry Forward (from the old Fiscal year) Ending Balances are rolled forward into the same index and account at the beginning of the new fiscal year.
Budget Process Continued…

**July (New Fiscal Year Period 1)**

**General Revenue Ending Balances** are rolled forward into the divisional carry forward accounts. The division then allocates to the departments. **Some divisions keep part of the ending balances at the division level for separation pay, special initiatives, etc.**

**Ending Cash Balance for Cash Funds** such as Auxiliaries, Contract & Grants, Athletics, Student Activities, etc. are rolled forward in the same index for the beginning cash balance for the new fiscal year.
Budget Process Continued…

**July (New Fiscal Year Period 1)**

**Cash Funds New Fiscal Year budgets** are loaded based on the information received from the divisions/ departments as determined by ending cash balance and their anticipated revenues and transfers.

**General Revenue New Fiscal Year Budget** is loaded based on the information received from the divisions/ departments after the state has notified us of the amount they will provide.
Budget Categories:

**Budget Accounts or Categories** are normally 4 digits.
- 6000 = Gross Salary Wages
- 6100 = Salary Fringes
- 6200 = OPS
- 7000 = Expenditures, Current Operating
- 7415 = Other Capital Outlay

Note: Currently at UWF we do not budget for revenues.
Budget Terms:

See Glossary Handout

TAccount - a visual aid used by accountants and bookkeepers to see the effect of the debit and credit on the accounts in a financial transaction.

Debit - simply means it is posted on the left side of a T account. Debits increase assets and expenses. Debits decrease liabilities and revenues.

Credit - simply means it is posted on the right side of a T account. Credits increase liabilities and revenues. Credits decrease assets and expenses.
Budget Terms continued...

**Journal Entry** is used to record financial transactions and corrections. These entries will be included in the YTD amounts in our reports.

**Budget Transfer** is used to establish budget and record budget adjustments. These entries will be included in the adjusted budget amounts in our reports.
Schedule C & Operating Budget Book:

Schedule C can be found at the budgets internal website http://uwf.edu/offices/budget-office

Operating Budget Book is stored at the John C. Pace Library.
Questions and Answers?

Contact Information:

Jeffrey Djerlek, Associate Controller
jdjerlek@uwf.edu  phone 474-2759

Jacqueline R. Pinkard, Assistant Director
jpinkard@uwf.edu  phone 474-2023

Pam Cadem, Senior Budget Data Analyst
pcadem@uwf.edu  phone 474-2215

Josie Warren, Accounting Coordinator
jwarren@uwf.edu  phone 474-2554