

Finance & Administration

Fiscal Year End Training

TRAINING



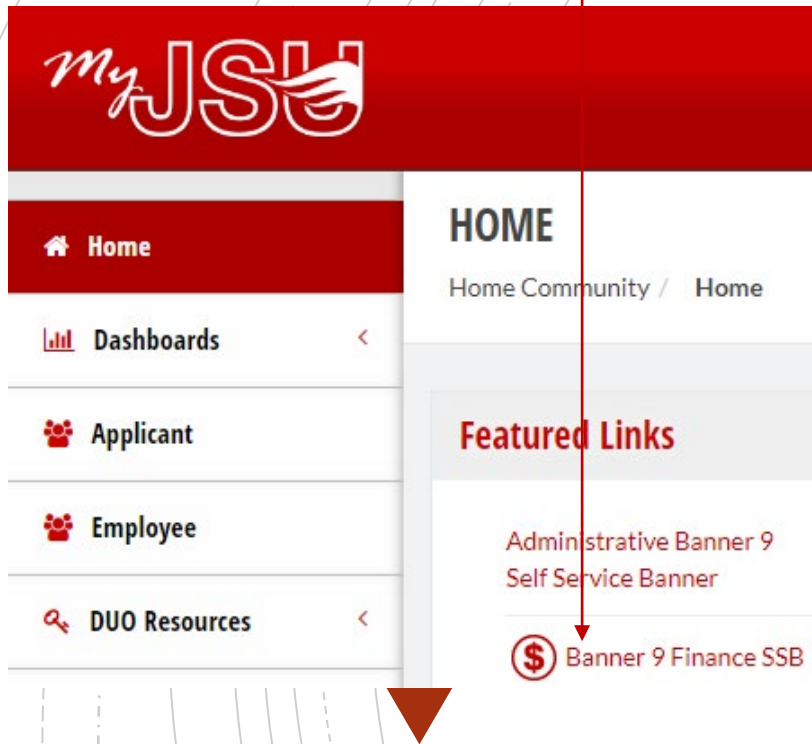
September 6, 2022

F	O	A	P	A	L
Fund	Organization	Account	Program	Activity	Location
Indicates the source of money and how it must be used 10000 (6 Digits)	Departmental entities or budgetary units within the district 60001 (6 Digits)	Describes the nature of expenditures, revenues, assets, liabilities and fund balances 72010 (4 Digits)	Functional reporting classification for tracking use of funds for financial reporting purposes 70 (6 Digits)	A user defined element to be used for independent reporting needs not required for external reporting purposes	Identifies physical location of financial activity and fixed assets
GL or SL Account from General, Grant, Agency, Foundation or Capital Projects	Department or SL Accounts	Object Code	TOPS & ASA Code	---	---

Banner 9 integrates the Student, Finance and Human Resource Systems. Banner Finance was specifically designed for higher education fund accounting and is JSU's central repository for all financial data.

Chart of Accounts

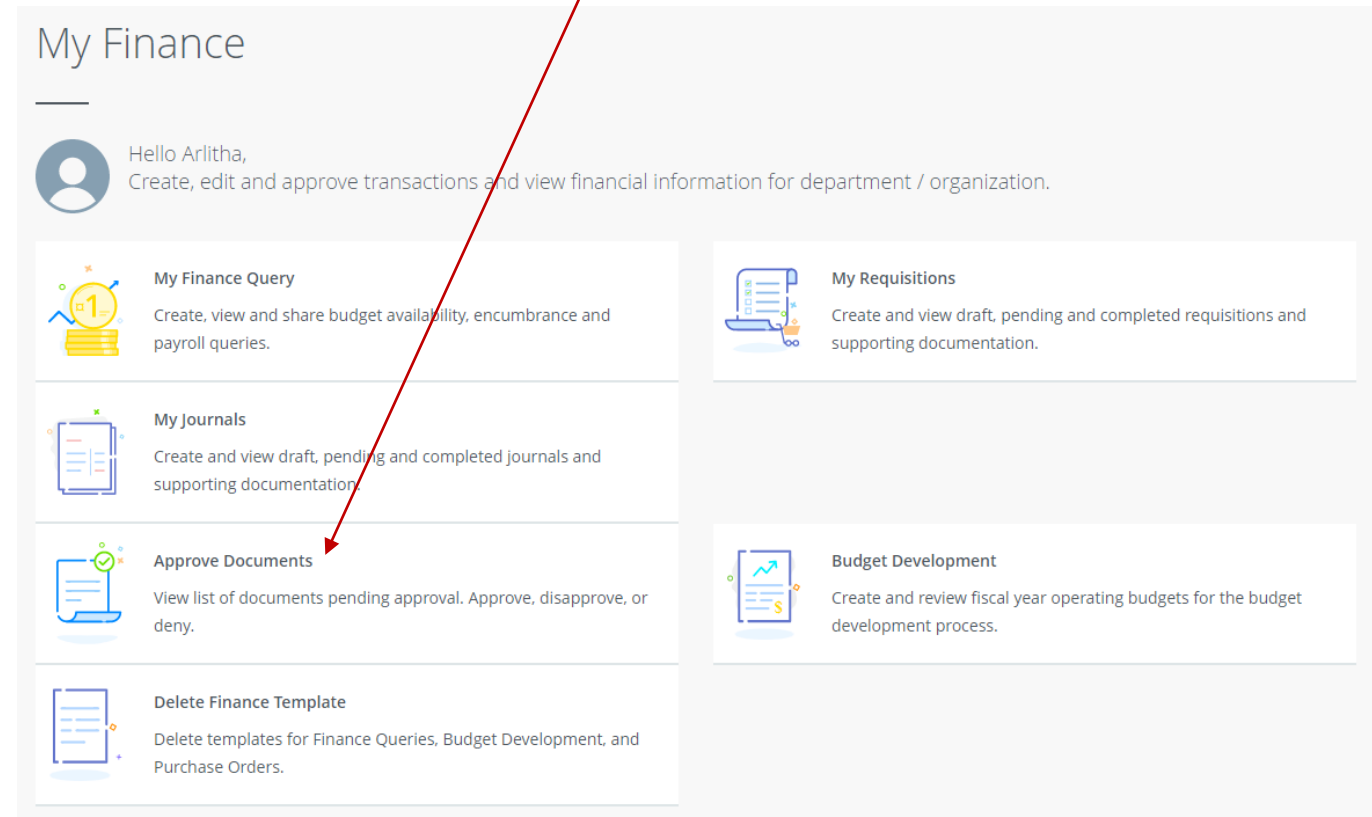
Budget Approvals



All requisitions awaiting budget manager approval must be approved or deleted prior to Banner Self-Service Finance being disabled at the end of the day of September 30.

PLEASE CHECK YOUR DOCUMENTS ARE APPROVED

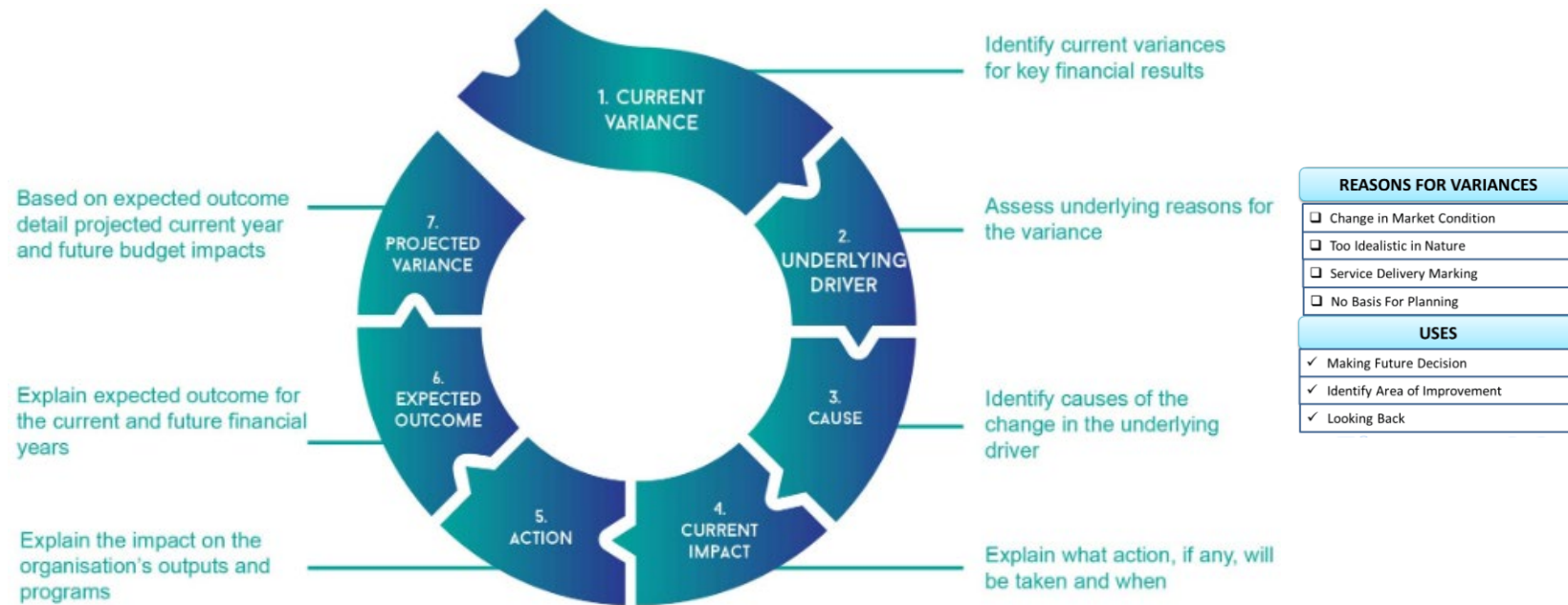
- To view a document prior to approval, click on the document number
- Select a document for approval or disapproval



FY22 Budget Monitoring



Have your budget managers conduct a Variance Analysis to identify the gap between the planned outcome (The Budgeted) and the actual outcome (The Actual).



BUDGET VARIANCE ANALYSIS

Budget Monitoring

[New Query](#)

Create New Query

Open Banner Self-Service > [Click My Finance Query](#) > [Click New Query](#) > *Budget Status by Account Query*

Select Query Type

Budget Quick Query



Values

Enter the respective Fund, Organization, and Account - 7% (Operating Expenses)

Chart*

J Jacksonville State University



Index

Choose Index



Fund

10000 Current Unrestricted



Organization*

60001 VP Finance and Administration



Account

7%



Program

Choose Program



Create New Query

Scroll down and enter the fiscal year and fiscal period of 14 > Click SUBMIT

Fiscal Year*

2021



Fiscal Period*

14



Comparison Fiscal Year

2022



Comparison Fiscal Period

14



Budget Monitoring



My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

Use this screen to check encumbrances, payments, and available budget.

New Query

VP Finance and Administration - 60001

Query Results

Account	Account Title	Health	FY22/PD14 Adjusted Budget	FY22/PD14 Year to Date	FY22/PD14 Commitments	FY22/PD14 Available Balance
70000	Operating Expenditure Budget Pool	●	\$452,837.13	\$0.00	\$0.00	\$452,837.13
71010	Travel Employee	▲	\$0.00	\$1,040.83	\$0.00	(\$1,040.83)
71020	Travel Employee Recruitment	▲	\$0.00	\$926.84	\$0.00	(\$926.84)
71050	Non-employee Travel	▲	\$0.00	\$219.78	\$0.00	(\$219.78)
72010	Office Supplies	▲	\$0.00	\$1,605.27	\$0.00	(\$1,605.27)
72018	Software	▲	\$0.00	\$1,900.00	\$0.00	(\$1,900.00)
72022	Departmental Supplies	▲	\$0.00	(\$1,425.00)	\$0.00	\$1,425.00
72101	Maintenance and Repairs Buildings	▲	\$0.00	\$10,255.00	\$0.00	(\$10,255.00)
72102	Maintenance and Repairs Automotive	▲	\$0.00	\$260.00	\$0.00	(\$260.00)
72106	Maintenance Contracts	▲	\$0.00	\$1,130.14	\$0.00	(\$1,130.14)
72201	Postage	▲	\$0.00	\$63.90	\$0.00	(\$63.90)
72501	Advertising and Promotions	▲	\$0.00	\$519.13	\$0.00	(\$519.13)
Report Total (of all records)			\$460,306.18	\$432,452.55	\$13,913.82	\$13,939.81

Users can drill down to see the document and activity.

!0239789 – Invoice Number
!0028370 – ACH Transaction
01244817 – Check Payment

Vendor Payment & Commitment Information

New Query

Select Encumbrance Query

Open Banner Self-Service > [Click My Finance Query](#) > [Click New Query](#) > *Encumbrance Query*

Create New Query

Select Query Type

Budget Quick Query

Budget Status by Account

Budget Status by Organizational Hierarchy

Payroll Expense Detail

Encumbrance Query

Multi Year Query

Budget Quick Query

Create New Query

Select Query Type

Encumbrance Query

Values

Enter the respective Fund and Organization

Chart *

J Jacksonville State University

Index

Choose Index

Fund

10000 Current Unrestricted

Organization *

% VP Finance and Administration

Grant *

Choose Grant

Account

72010 Office Supplies

Program

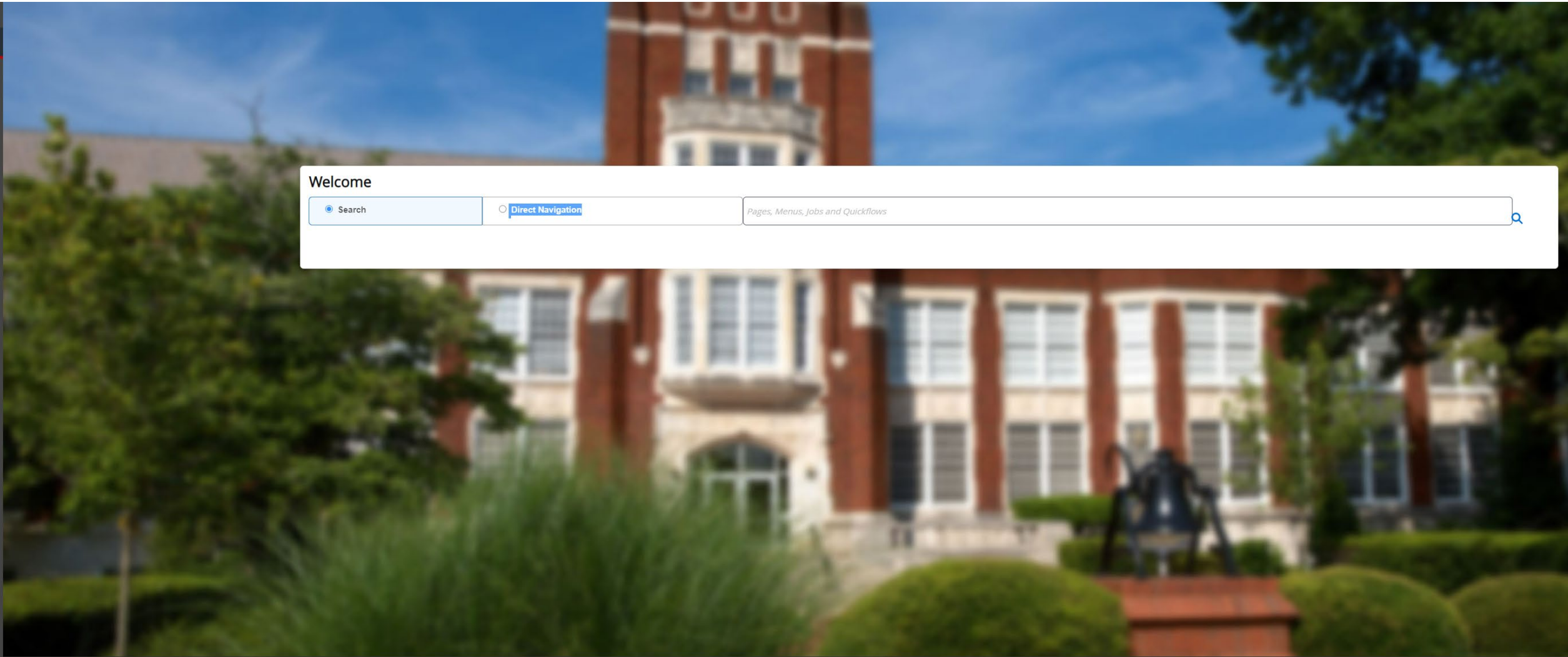
Activity

View Encumbrance Detail by Rule Class Code

< VP Finance and Administration - 60001

Query Results

Document Code	Rule Class Code	Original Encumbrance	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date	Item Number
01245345 ⓘ	DNEI	\$0.00	\$0.00	\$0.00	\$0.00	0
10241321 ⓘ	INEI	\$0.00	\$0.00	(\$1,232.50)	\$0.00	0
10241321 ⓘ	INEI	\$0.00	\$0.00	\$0.00	\$1,232.50	0
P0091086 ⓘ	PORD	\$1,232.50	\$0.00	\$0.00	\$0.00	0



Welcome

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☐ Direct Navigation

Pages, Menus, Jobs and Quickflows

▼

BANNER 9 ADMINISTRATION FORM SCREENS

Banner 9 Administration Budget Monitoring

	Form
How much is available in my pooled accounts?	FGIBAVL
How much is budgeted (or has been spent) by account?	FGIBDST
Why is there a difference between the FGIBAVL and FGIBDST?	FGITINP
What is the detail of budget/expenditures?	FGITRND
Can I view any of this information on MyJSU?	Yes
Can I see the detail of the transactions in report format?	FGRODTA

FY22 Year End Deadlines

Please see the Finance & Administration email with additional information.

1. Purchasing will be open until **September 7.** Please plan purchasing needs and review encumbrances in your budget.
2. Items RECEIVED **after September 30, 2022,** will be expensed against FY23 fiscal year. If there are items in route, but not yet received on September 30, the item will be charged to FY23.
3. **September 30 - Deadlines**
 - **No POs will be rolled to the new fiscal year*.** All 'E' docs – encumbrances will be closed. All completed but unapproved reqs will be closed.
 - Cash Receipts will close at 2:00PM
 - Accounts Payable invoice must be sent by noon
 - Chrome River Travel must be completed by noon
4. You will be notified when the system re-opens in FY23 – approximately October 5, 2022.

Transaction Processing

All contracts and agreements **MUST** be sent to Legal for review and signature via iContracts
lmoseley@jsu.edu.

NON-LABOR EXPENDITURES –FY22

For POs that have been received without an invoice:

- Please obtain the invoice from the vendor- items received in FY22 must be paid with FY22 funds. Must be sent to Account Payable on or before **October 10**.
- If no invoice is available, scan your receiving copy of the PO to AP and write “accrual” and forward to accountspayable@jsu.edu.
- Email a list of PREPAYS for items paid in FY22 for FY23 service or travel to accountspayable@jsu.edu providing the traveler’s/vendors name, amount and the FOAP.
- Grant/Contract funds should plan to ensure Period of Performance and reporting deadlines are met.

NON-LABOR BUDGET & EXPENDITURE

- Banner Self Service – You will be notified when the system re-opens.
- Departments will need to enter **new Requisitions** for the new fiscal year. (PO’s will not roll over except CP&F and IT for multi-year capital projects)
- **For any Requisition > \$5,000:**
 - Make sure to get a disclosure statement. AP will only accept e-mail copies of the notarized statements, as long as you can verify the notary stamp.

Invoice Submission



Send

Send invoices to Accounts Payable
accountspayable@jsu.edu

Submit

Submit PDF invoices with the file labeled Vendor_PO#
(ex. Sodexo P0090340)

Add

Add the PO# to the invoice PDF if not already on the document. Also, include the PO# in the Subject Line of the email.

- Open POs (**FGIENCD**) should be reviewed determine funding availability on the PO.
- POs and Change Orders/Amendments should be tracked through approval queues to completion.

You received item by 9/30 but no invoice?

THAT'S ACCRUAL

- ☐ Send signed receiving copy to AP
- ☐ *You'll see* - “FY22 Accrual” ‘j’ doc in transaction history
- ☐ *You'll see* – “Reversal” ‘j’ doc in October
- ☐ *You'll see* – Payment in FY22 when invoice is processed
- ☐ Only effect on FY22 budget is if the invoice > PO

“ACCRUAL” – uses this year’s budget
(“Pretend “we’ve already paid it”)

 **FY 2022 BUDGET**

72010- 'j' doc - Accrual \$100

Total FY 2022

\$100


FY 2023 BUDGET

72010- 'j' doc Reverse (\$100)

72010- Payment	<u>100</u>
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Total FY 2023

\$0

Prepays – uses next year budget

(“Pretend” we will pay it in October)

☐ FY 2022 Budget

71010 - DV/PO \$100

71010 - Prepay (100)

FY 2022 Total \$0

☐ FY 2023 Budget

71010 – Prepay \$100

FY 2023 Total **\$100**

Year-End Prepay Requirements

- ☐ Conference Registrations or Memberships
- ☐ Enter your requisition and type “PREPAY” in the public comments section
- ☐ Must have *original* invoice
- ☐ Notify the Controller's Office of anything Prepaid in July, August, or September for October/November



Have A Question?

- Accounts Payable – [accountspayable @jsu.edu](mailto:accountspayable@jsu.edu)
- Controller – controller@jsu.edu
- Student Accounts – studentaccounts@jsu.edu
- Procurement– purchasing@jsu.edu

