FINANCE & ADMINISTRATION

FISCAL OPERATIONS 101
Summer Training Series
May 11, 2023

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JSU Fiscal Operations 101

Five years after the March 2018 tornado, JSU continues to deal with the reality that the campus is still fiscally recovering. Some progress towards obtaining project approvals and cost reimbursement in 2022 and early 2023. However, significant amounts remain outstanding. Therefore, it is imperative that we continue to remain focused on managing the resources entrusted to us, not only from the state but from our students and their families. As stewards of these funds, we have the responsibility to vet expenditures based on institutional needs. This responsibility includes budgetary decision making. Thoughtful and purposeful program planning are key fiscal operational elements .

Finance & Administration will release the mid-year adjustment process on Tuesday, May 16. The Budget Amendment Request form is the appropriate process for revising the current year Original Budget. Throughout the budget process, each department will still have ultimate control over how they allocate their budget and will decide what is best for their respective units.

JSU Fiscal Operations 101

Budget: A budget is defined as a systematic plan for meeting expenditures in a given period or the total sum of money allocated for a particular purpose or time period.

Fiscal Year: the University's fiscal year begins October 1 and ends September 30.

Unrestricted General Activities: the academic core of the university, executive management, and all institutional support activities such as the library, business and operations, information technology and plant operations.

Auxiliary Enterprises: activities that exist to provide a service to students, faculty, or staff and for which a fee is charged that is related to the cost of the service.

Student Activities: student clubs and organizations that operate totally based on a fee that is charged to each registered student.

Capital Outlay: funds from either internal or external sources used for construction, maintenance, and/or acquisition of Capital Assets for future use.

F	**O**	**A**	**P**	**A**	**L**
Fund	Organization	Account	Program	Activity	Location
Indicates the source of money and how it must be used	Departmental entities or budgetary units within the district	Describes the nature of expenditures, revenues, assets, liabilities and fund balances	Functional reporting classification for tracking use of funds for financial reporting purposes	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
94130	**65500**	**76007**	**60**		
See Below	Dept Org #	See Next Slide	See Below	---	---

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

Fund Type
1   General
2   Restricted
3   Auxiliary
5   Scholarship
8   Agency
9   Capital Projects

Program Code	Title
10	Instruction
20	Research
30	Public Service
40	Academic Support
50	Student Services
60	Operation and Maintenance
70	Institutional Support
80	Scholarships and Fellowships
85	Associations
90	Auxiliary Enterprises
98	Depreciation
99	Revenue

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Banner O&M Accounts

Travel		Postage and Freight		Memberships and Subscriptions		Property Plant and Equipment	
71010	Travel Employee	72201	Postage	72401	Memberships	76001	Capitalized Equipment
71020	Travel Employee Recruitment	72202	Freight	72402	Subscriptions and Periodicals	76002	Land
71030	Travel Supervision	72203	Student Mailing Fee	**Advertising and Promotions**		76003	Buildings
71040	Travel Student Groups	72204	Mailing Labels	72501	Advertising and Promotions	76004	Improvements
71050	Non-employee Travel	72205	Mailing Services	72503	Printing	76005	Books
71200	Travel Athletic Recruiting	**Services**		**Meals and Entertainment**		76006	Audiovisual Materials
71210	Travel Team	72701	Legal	72601	Meals	76007	General Contractor
71230	Travel Playoffs	72702	Training	72602	Entertainment	76008	Noncapitalized Equipment
71235	Travel Taxable Per Diem	72703	Contractual Services	72604	Homecoming Expenses	76009	Furniture
Supplies		72704	Faculty Development	**Athletic Expenses**		76010	Architect Fees
72010	Office Supplies	72705	Stipends	72901	Game Guarantees	76011	NEALEA Equipment
72011	Instructional Supplies	72706	Property Appraisal	72902	Officiating Fees	76012	Vehicles
72012	Expendable Supplies	72707	Cleaning Costs	72903	Ticket Expense	76013	Construction Materials
72013	Purchases for Resale	**Fees**		72904	Meal Tickets	76050	Fixed Asset Accrual
72014	Film Supplies	72801	Immigration Fees	72905	Gamecock Club Donations		
72015	Ammunition	72802	Prestige License Fees	72906	Concessions and Food		
72016	Athletic Supplies	72803	Bank Card Fees	72907	Playoff Hosting		
72017	Field and Lab Supplies	72804	Paying Agent Fees	**Other General Expenses**			
72018	Software	72805	Accreditation	75001	Medical Expenses		
72020	Clothing	72806	License Fees	75002	Sales Taxes		
72021	Fixtures and Other Items	72809	Curation Fees	75003	Property Taxes		
Maintenance and Repairs		72810	Background Check Fees	75004	Bonding		
72101	Maintenance and Repairs Buildings	**Utilities**		75005	Insurance		
72102	Maintenance and Repairs Automotive	73001	Electricity	75006	Board of Adjustment Claims		
72103	Maintenance and Repairs Equipment	73002	Gas	75011	Commencement Expenses		
72104	Maintenance and Repairs Furniture	73003	Water	75021	Refunds to Grantors		
72105	Maintenance Landscaping	73004	Sewage	75040	Subawards		
72106	Maintenance Contracts	73005	Trash Disposal	75050	Other General Expenses		
72107	Pest Control Contracts	73006	Cable	75051	Internal Expense Reimbursement		
72108	Maintenance Carpentry	73007	Telephone	75052	Vending Commissions		
72109	Maintenance Electrical	73008	Cell Phones	75999	Contingency Budget Pool		
72110	Maintenance Painting	**Rentals and Operating Leases**					
72111	Maintenance Hardware and Locks	72301	Equipment Rental				
72112	Maintenance Athletic Fields	72302	Facilities Rental				
		72303	Capital Leases				

Handouts are available on the Controller's website

Controller's Office– Standard Operating Procedures

Procedures and Instructions

Controller

- Procedures and Instructions
  - Using Chrome River
- Frequently Used Forms
- Contact Us
- Travel
- Annual Financial Report
- International Students

Financial Transaction Approvals

Using Chrome River

Fiscal Year End Training

Entering A New Encumbrance

Entering New Requisitions

Fiscal Year End Training Presentation

https://www.jsu.edu/controller/procedures-instructions/index.html

COMING SOON

More information forthcoming….
- Contract Negotiations, Bidding Requirements, & RFPs Training
- Banner Finance Manual
- HR & Payroll Dynamic Forms (several sessions)

Banner Payroll Accounts

List of Contract Types and FOAPS					Jacksonville State University
Standard Types of Contracts	**FUND**	**ORG**	**ACCT**	**PROGRAM**	**(HR only) PCN**
Faculty Overload	10000	See List – Dept. ORG	61040	10	023009
Adjunct Faculty	10000	See List – Dept. ORG	61025	10	023000
Working Retiree	10000	See List – Dept. ORG	61045	10	023005
Dual Enrollment	10000	50803	61025	10	026000
Summer Contracts	10000	See List – Dept. ORG	61030	10	023007
Summer Contracts - Library	10000	40001	61030	40	023007
Supplemental Contracts	**FUND**	**ORG**	**ACCT**	**PROGRAM**	**(HR only) PCN**
Course Development	10000	See list – Dean ORG	61052	40	024100
Faculty Advisor	10000	See List – Dean ORG	61053	40	024200
Program/Project Coordinator	10000	See List – Dean ORG	61054	40	024300
Band Program Coordinator	10000	33207	61054	50	024300

Payroll Account Code   **Title**

Code	Title
61020	Salaries
61025	Adjunct Salaries
61030	Summer Differentials
61040	Overload Salary
61045	Working Retirees
61052	Course Development
61053	Faculty Advisor
61054	Program/Project Coordinator
61055	Administrative Supplements
61080	Clinical Associates PT

Student Account Codes

Code	Title
62010	Graduate Student Wages
62020	University Aid Wages
62030	Work Study Wages

Listings are available on the Payroll website that include an Account and Org listing.

Banner Payroll - Academic Orgs

List of ORGs			
Department Name	**Dept. ORG**	**College Name**	**Dean ORG**
Art & Design	32201	Arts and Humanities	32001
English	32701	Arts and Humanities	32001
History & Foreign Language	32901	Arts and Humanities	32001
Music	33201	Arts and Humanities	32001
Band	33207	Arts and Humanities	32001
Theatre and Film	32501	Arts and Humanities	32001
Applied Engineering	35015	Business and Industry	36001
Communication	35013	Business and Industry	36001
Finance, Economics, Accounting	36030	Business and Industry	36001
Management and Marketing	36020	Business and Industry	36001
Counseling & Instructional Support	35003	Education and Professional Studies	35001
Curriculum and Instruction	35008	Education and Professional Studies	35001
Family and Consumer Sciences	35009	Education and Professional Studies	35001
Secondary Education	35007	Education and Professional Studies	35001
Kinesiology	35011	Health Professions and Wellness	37001
Nursing	37015	Health Professions and Wellness	37001
Respiratory Therapy	37005	Health Professions and Wellness	37001
Biology	32301	Science and Mathematics	34001
Chemistry & Geosciences	33301	Science and Mathematics	34001
Mathematical, Computing & Information Sciences	33101	Science and Mathematics	34001
Center for Applied Forensics	32402	Social and Behavioral Sciences	38001
Center for Best Practices in Law Enforcement	32403	Social and Behavioral Sciences	38001
Criminal Justice & Forensic Investigation	32401	Social and Behavioral Sciences	38001
Emergency Management	32601	Social and Behavioral Sciences	38001
Political Science	33401	Social and Behavioral Sciences	38001
Psychology	33501	Social and Behavioral Sciences	38001
Public Administration	33403	Social and Behavioral Sciences	38001
Social Work	33602	Social and Behavioral Sciences	38001
Sociology	33601	Social and Behavioral Sciences	38001
Learning Services	33001	Learning Services	33001
Library	40001	Library	40001
Dual Enrollment	50803	Dual Enrollment	N/A

Listings are available on the Payroll website that include an Account and Org listing.

Budget Monitoring

BUDGET VARIANCE ANALYSIS
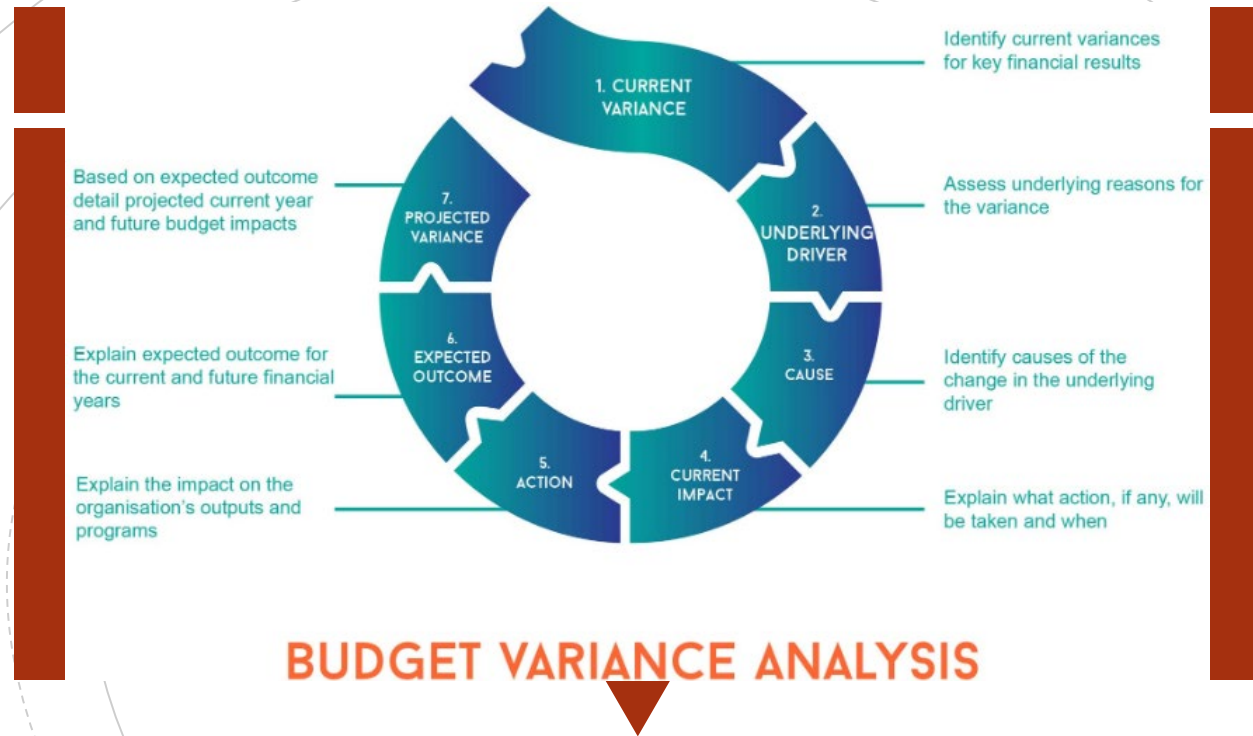
Budget managers conduct a Variance Analysis to identify the gap between the planned outcome (The Budgeted) and the actual outcome (The Actual).

1. Run *Budget Status by Account* Query for the respective FOAP.

2. Review the report for all line-items variances of +/- $1,000. These are the line-items requiring further explanations.

3. Examples of invalid explanations:
   - Contract Services: Other decreases are spread among all departments and are a result of lower costs.
   - I'll look into it but it won't be before mid-August when I return from vacation.
   - My budget did not have enough money.

4. Examples of valid explanations:
   - **Materials & supplies** increased by $4k due to purchasing supplies w/JAX State logo partially offset by consulting savings.
   - **Equipment** purchases increased due to replacement computer purchased for broken laptop.
   - **Consulting** contract renegotiated to remove unused prior year services thus resulting in a $2K decrease.
   - **Membership** expenses decreased due to non-renewal and using existing institutional membership

Budget Monitoring

Open Banner Self-Service > Click My Finance Query > Click New Query > *Budget Status by Account* Query

Search Query

New Query

Create New 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

Vendor Payment & Commitment Information

- **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
I0241321 ⓘ	INEI	$0.00	$0.00	($1,232.50)	$0.00	0
I0241321 ⓘ	INEI	$0.00	$0.00	$0.00	$1,232.50	0
P0091086 ⓘ	PORD	$1,232.50	$0.00	$0.00	$0.00	0

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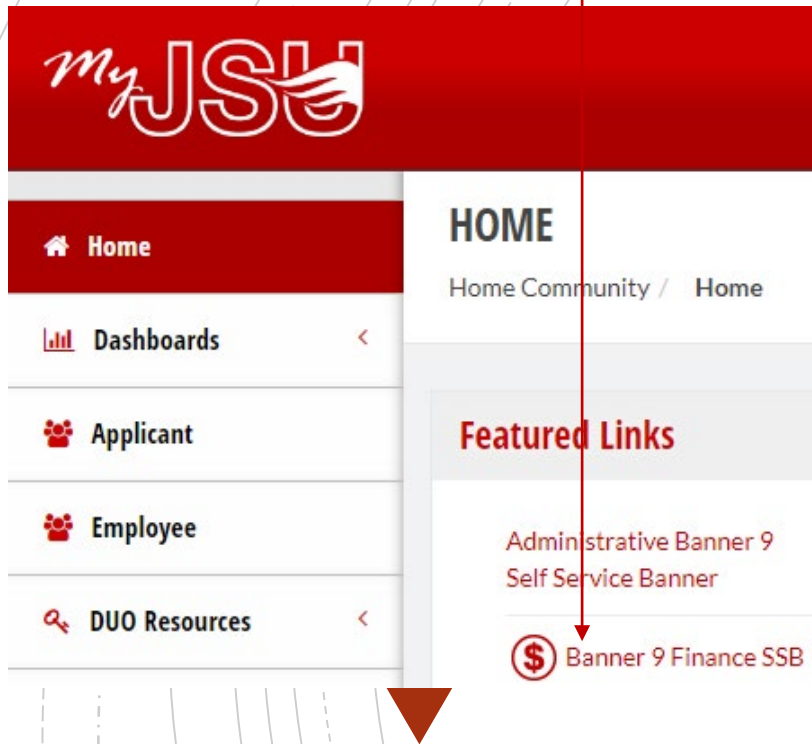
All requisitions awaiting budget manager approval must be approved or deleted prior to Banner Self-Service Finance being disabled at the end of the day of September 30.

PLEASE CHECK YOUR DOCUMENTS ARE APPROVED

- To view a document prior to approval, click on the document number. See SOP on Controller's website

- Select a document for approval or disapproval

Budget Transfers

Pooled accounts are **NOT** to be used – Account 70000
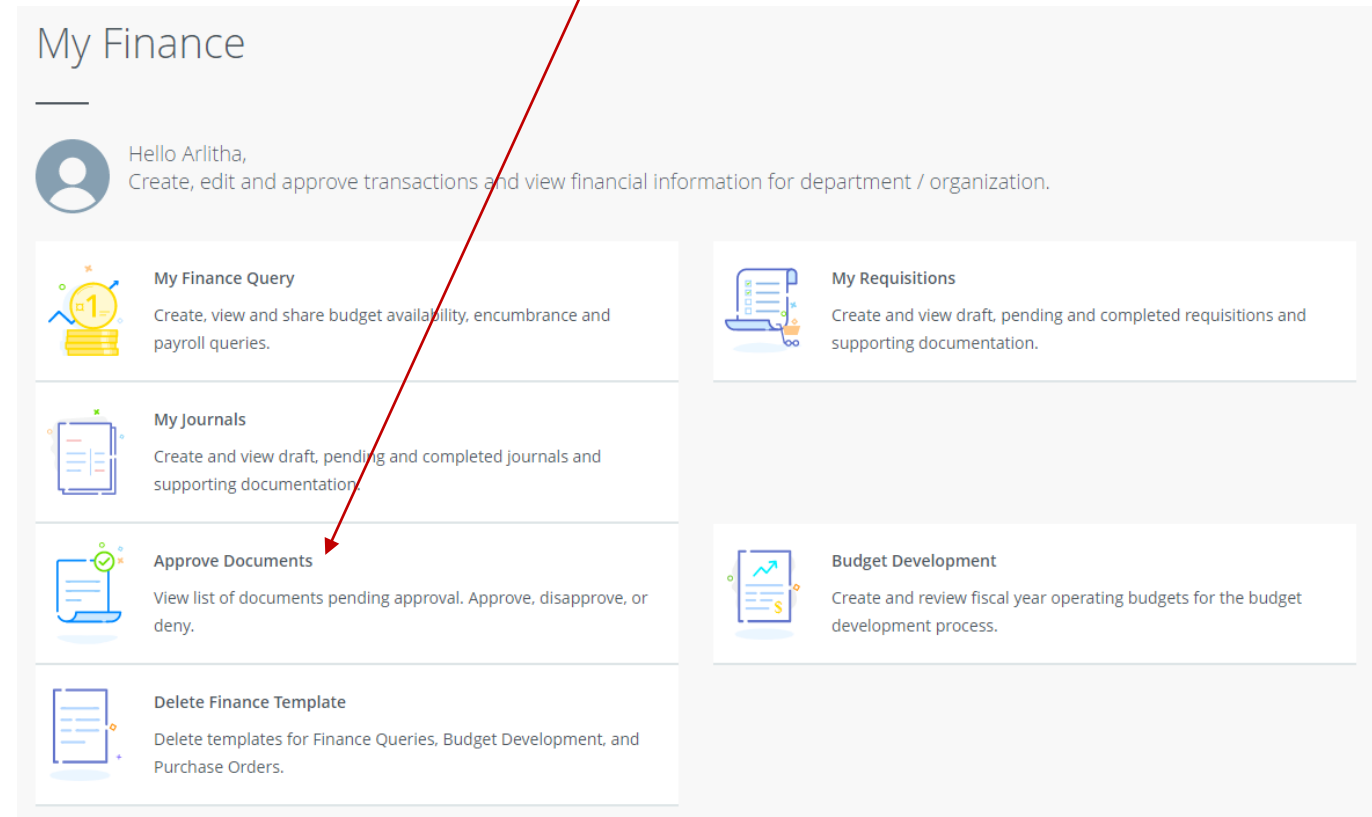
Open Banner 9 Finance SSB > Click My Journals> Click Create>

> Except for Restricted Funds, you may make transfers ~~from 70000~~ to or from any '7' account code, 75999 – Contingency Pool or 62000 - Student Salary Pool.
> Transfers to or from the 74000 – Scholarship Pool must be written up on BA Form 4 Request for Budget Change and sent to the Controller's Office for completion. Once money is committed to the Scholarship Pool it cannot be returned to Operating.
> All Restricted Fund (fund 2xxxx) transfers must be written up on BA Form 4 and sent to Grants Accounting for completion.
> You can only make transfers within the same fund. Cross-fund transfers must be written up on BA Form 4 and sent to the Controller's Office.

Create Journal   ×

Transaction Date *

05/09/2023   📅

Distribution Total

☐ Redistribution

☑ NSF Checking   ☐ Deferred Edit

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

Single Line Transfer Procedures – Banner 9

Accounting Defaults

Journal Type   Description

Choose Journal Type   ▾

Bank Code   Deposit

Choose Bank Code   ▾

Budget Period   Currency

Choose Budget Period   ▾   Choose Currency Code   ▾

1. Select 'Budget Transfers' from the Self Service Finance menu.

2. For Fund 10000 transfers, enter journal type 'JBUD'. For Fund 80000 or 50000 transfers, enter journal type 'OBUD'.

3. Enter the amount to transfer.

4. Enter Chart 'J' and the FOAP you are moving money **FROM**.

5. Enter the FOAP you are moving money **TO**.

Journal Comments

Public Comment ⌃

Enter public comments for the journal

6. Enter a description – this is a required field and will show in the transaction detail. Use Budget Period '01'.

Private Comment ⌃

Enter private comments for the journal

7. Click on Complete. If you have sufficient budget in the 70000 pool, you will get a 'Completed' message and a J document number.

CREATE

Multiple Line Budget Transfer Form

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💬 Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Use template [None ▾]
[Retrieve]

Transaction Date [1 ▾] [NOV ▾] [2022 ▾]
Journal Type [JBUD (Budget Transfer Fund 10000) ▾]
Document Amount [1400.00]

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	/D/C
1	J		10000	60001	71010	70			500.00	- ▾
2	J		10000	60001	72010	70			200.00	- ▾
3	J		10000	60001	72020	70			700.00	+ ▾
4										+ ▾
5										+ ▾

Description [Training TEST]   Budget Period [01 ▾]

Save as Template [   ]
☐ Shared
[Complete]

Code Lookup
Chart of Accounts Code [J ▾]
Type [account ▾]
Code Criteria [   ]
Title Criteria [   ]
Maximum rows to return [10 ▾]
[Execute Query]

Multiple Line Transfer Procedures – Banner 9

1. Select 'Multiple Line Budget Transfer' from the Self Service Finance menu.

2. Select 'JBUD' or 'OBUD' journal type.

3. **Enter the total amount of all lines of the transfer.** Example: If you are transferring $500 to 71010 and $200 to 72010 from 72020 account your document amount will be $1,400, which is $500 + $200 + $700 = $1,400. Banner does not care if the amounts or TO or FROM – it needs the document total to help you make sure you enter the correct amounts on each line. The TO and FROM amounts must always equal.

4. Enter chart 'J' and the FOAP of your first transfer.

5. Tab to the 'Amount' field and enter how much you want to transfer TO or FROM that FOAP. **NOTE: You can change the plus + or minus – sign at the end of the line if you want to do all of your plus FOAPs first.**

6. Enter a description – this is a required field and will show in the transaction detail. Use Budget Period '01'.

7. Click on Complete. If you have sufficient budget in the 70000 pool, you will get a 'Completed' message and a J document number.

Have A Question?

- Accounts Payable – accountspayable@jsu.edu

- Controller – controller@jsu.edu

- Student Accounts – studentaccounts@jsu.edu

- Payroll – payroll@jsu.edu

- Procurement– purchasing@jsu.edu

Additional Training

Fiscal Year End Training

Entering A New Encumbrance

Entering New Requisitions