FY13 Budget Forum

May 2 @ 10 am
May 3 @ 1 pm
2012-2013 Operating Budget

- Operating budgets for FY12-13 will be the same as the previous fiscal year with the exception of student employment.
- Endowment accounts will no longer be in the operating budgets, rather they will have their own Index (more on that in a minute!).
- Salary and Fringe budgets will be based on employment as of May 30th.
Student Employment Budget

- All student employment budgets will decrease 12% due to a 12% decrease in ONU’s federal subsidy for student employment.

- Additionally, student work-study budgets will no longer be split 25% Dept / 75% University...all will be budgeted in the department.

- The hourly rate for students remains $8.08 / hour with a few exceptions.
Introducing Indexes

- A new 6-character code called an INDEX will replace the fund, org and program codes currently used. (Ex: 110-1010-xxxxx-110)
- This ‘shortcut’ code will be used in conjunction with the 5-digit account code whenever you submit a check request, budget transfer or journal entry form. (Ex: 111010-xxxxx)
- The index will simplify data entry and increase accuracy (no more having to remove the program code in Banner!).
Introducing Indexes

- And so – where there used to be a need to know three codes (Fund, ORG, Program), only one is now needed, an Index!

- “Index – Account” is all that is needed!
Finance Self-Service Module

- User can access and process budget queries.

- Also, can transfer budgets within an Index or from one Index to another within a college or department.

- Next year the Budget Development module will be used to develop operating budgets.
To Access Finance Self-Service

- Go to ONU’s website at www.onu.edu.
- In the ‘Information for You’ link in the upper right-hand corner, click ‘Faculty and Staff’.
- Click ‘Luminis’ in the center of the screen. (Scrolling may be necessary.)
- Enter your Luminis username and password.
- Click the ‘Banner’ tab.
- Click ‘Banner Self-Service’.
- Click ‘Finance’.
Click ‘Budget Queries’
Create vs. Retrieve a Query
Select the fields to be displayed.

Select the Operating Ledger Data columns to display on the report.

- Adopted Budget
- Year to Date
- Budget Adjustment
- Encumbrances
- Adjusted Budget
- Reservations
- Temporary Budget
- Commitments
- Accounted Budget
- Available Balance

Save Query as:

- Shared
- Continue
Enter the Parameters

- **Search**: Enter the parameters for your query.

**Fiscal Year**
- **Comparison Fiscal Year**: 2012
- **Fiscal Period**: 12

**Commitment Type**
- Chart of Accounts: 1
- Fund: 110
- Organization: 1010
- Grant: 
- Account: 
- Program: 

**Include Revenue Accounts**: Yes

**Save Query as**: 

**Shared**: Yes

**Submit Query**
Your results are displayed...

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY12/PD12 Adopted Budget</th>
<th>FY12/PD12 Adjusted Budget</th>
<th>FY12/PD12 Year to Date</th>
<th>FY12/PI Commit</th>
</tr>
</thead>
<tbody>
<tr>
<td>86470</td>
<td>Travel - Administrative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>86500</td>
<td>Travel - Dean</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>86600</td>
<td>Travel - ONU Faculty Supplement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>87400</td>
<td>Printing Services Charges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>87501</td>
<td>Clinical/Externship</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>87603</td>
<td>Summer Faculty Devel Supp Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>87604</td>
<td>Summer Research Supplemental Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Financial Information would be displayed here...

**Compute Additional Columns for the query**

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Operator</th>
<th>Column 2</th>
<th>Display After Column</th>
<th>New Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY12/PD12 Adopted Budget</td>
<td>percent of</td>
<td>FY12/PD12 Adopted Budget</td>
<td></td>
<td>FY12/PD12 Adopted Budget</td>
</tr>
</tbody>
</table>

Perform Computation

Another Query
Budget Transfers

- Budget Transfers through Luminis will move budget, not actual transactions.

- Moving transactional amounts from one Index to another requires completion of a journal voucher form.
Budget Transfers

Financial Services

Budget Queries
Encumbrance Query
Requisition
Purchase Order
Approve Documents
View Document
Budget Transfer
Multiple Line Budget Transfer
Budget Development

RELEASE: 8.5
Budget Transfer Types

- **BD02** – Permanent Budget Adjustment; used for base budget adjustments. These adjustments will roll each fiscal year.

- **BD04** – Temporary Budget Adjustment; used for one time budget adjustments. These adjustments will NOT roll to the next fiscal year.
Completing the Budget Transfer

Use template None

Transaction Date 25 APR 2012

Journal Type BD02 (Permanent Budget Adjustments)

Transfer Amount

Document Amount 0.00

<table>
<thead>
<tr>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Description Budget Period 01

Save as Template

Shared

Complete
Code Look-up

Chart | Index | Fund | Organization | Account |
--- | --- | --- | --- | --- |
From |  |  |  |  |
To |  |  |  |  |
Description |  | Budget Period | 01 |

Save as Template
Shared
Complete

**Code Lookup**
Chart of Accounts Code
Type
Code Criteria
Title Criteria
Maximum rows to return

Execute Query

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order |]
New Chart of Accounts – “Chart A”

- The old chart, “Chart 1”, had not been evaluated since the implementation of Banner 20 years ago.

- What are the benefits?
  - More accurate financial accounting and reporting.
  - Less manual data entry to produce monthly internal and external reports.
  - Consistency across departments and organizations.
What is a Chart of Accounts?

- The chart consists of hierarchical codes that allow financial amounts to ‘roll up’ into different categories on the various financial reports.

- Every transaction is logged into Banner with a ‘FOAPAL’ string that tells the system where to credit/debit revenues and expenditures or move the budget.
What is a Chart of Accounts?

- FOAPAL string consists of 4 elements used by ONU and is defined as follows:

  - **Fund Code** – 5 characters
  - **Organization Code** – 5 characters
  - **Account Code** – 5 characters
  - **Program Code** – 3 characters
FOAPAL String Defined

- **Fund Code (in the past this was always 110)**
  - 5-character code that identifies a self-balancing set of accounts.
  - Identifies ownership of Cash or Fund Balance.
  - Most university transactions will use the new fund 11000.
  - Additional new funds have been created for grants, student groups and other ‘agency’ accounts, camps, endowed funds, restricted funds, etc.
  - You will no longer need to use this code.
FOAPAL String Defined

- **Organization Code**
  - 5-character code that identifies a unit of budgetary responsibility and/or departments at ONU.
  - Defines **who** spends the money (or receives revenues).
  - You will no longer be using your ORG code.
FOAPAL String Defined

- **Account Code**
  - 5-character code that identifies Assets, Liabilities, Fund Balances, Revenues, Expenses or Transfers.
  - Defines **how** or for what **purpose** the money was spent or received as revenue.
  - Examples: office supplies, travel, telephone, tuition, course fees, etc.
- This is a code you will still be using.
FOAPAL String Defined

- **Program Code**
  - 3-character code that provides another means for grouping transactions together differently based on national standards of external reporting.
  - Functional classifications of Revenues & Expenses.
  - Defines functional purpose/reason for expenses.
    - Instruction, Academic Support, Institutional Support, etc.
  - Another code you will no longer use.
And thus... Indexes

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Indexes

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New Grants Accounting Capabilities

- New fund structure will allow inception-to-date grant expense totals through Luminis.

- Transition to include prior year data for existing grants may be delayed.

- Additional guidance to view grant activity will be forthcoming.
Revisions to Standard Forms

- Revisions forthcoming to:
  - Check Request
  - Travel Voucher
  - Transfer Form (Budget & Journal Transfer)
  - Travel Advance Request

- Will need to populate only Index & Account Code!!
Transition Guidance

- **New Account vs. Old Account Mapping**
  - The Chart of Accounts is available on the Controller and Budget websites.
  - Contact Tammy Niese at ext. 2524 for additional guidance.

- **New Index Codes**
  - Will require new Luminis access to be set up to view budget & actual activity

- **Beginning balances for student groups, agency funds, camps, etc.**
  - Will be entered in July – similar to previous years
Transition Guidance

- Patience is a virtue!
  - We’re all starting from scratch
  - We will have hiccups along the way
  - Familiarity will be gained with time
  - Need to maintain a sense of humor
    - Good news: We can fix incorrectly posted transactions!
Questions?
Budget Forum

THANKS!