



# Budget Manager Banner Finance Boot Camp Help Us Help You



Wisdom to make a difference.

Keene State College | 229 Main Street | Keene, New Hampshire 03435 | [keene.edu](http://keene.edu)

# Today's Objectives



Introductions to  
Budget Concepts

Chart of Accounts (FOAPAL)

Financial Policies and Procedures

Financial Tools

# Terms

Budget Manager – Responsible for budget plan and expense management of entrusted KSC resources

Fund Accounting – Makes sure that money is spent for the intended purpose

Chart of Accounts (COA) – The COA is the logic and backbone of the system.

Budget – Is a plan on how best to use college resources as of a certain point in time

Revenue – Is money coming into the college

(Tuition/Fees 83%; State Appropriations 9.5%; Grants, Gifts, Endowments, etc 7.5%)

Expense – Is money going out of the college

(Salaries/Wages/Benefits 60%; Supplies/Services 22%; Other 18%)

Reserves – Accumulated fund balance from current or prior years. (Minimum ratio of liquid assets)

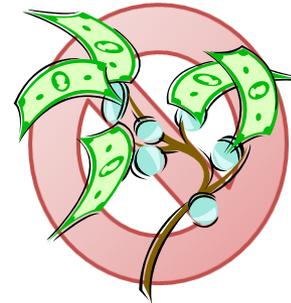
# Fund Accounting

Makes sure that money is spent for the intended purpose

- Examples of different purposes:
  - General Operating Fund is 5U0000 (salaries, utilities, supplies, etc.)
  - Internally Designated (5D) (example: Global Education) - money is restricted by the college
  - Auxiliary Operations (5A) (example: Residential Life) – self supported by student fees
  - Gifts/Grants (example: scholarships or Trio Program) – money is restricted by an *external* party
  - Unexpended Plant Funds – creating a new building

# Budget

- A budget is a financial plan based on a set of current assumptions
- KSC's fiscal year is July 1 – June 30
- Adjustments to a financial plan are done through defined processes and submitted to cabinet based on changing assumptions
- Cabinet submits the KSC AFB (All Funds Budget) to the USNH Board of Trustees for approval
- However, in the face of declining revenue or other changing assumptions, budgeted amounts and actual spending may need to be adjusted to align with the new expectations



# A FOAPAL is an Acronym

## Chart of Accounts Code for USNH is Y

**F = Fund**

*Fund has stewardship of the \$*

**O = Organization (Org)**

*Department that manages the activity and Banner Security*

**A = Account**

*Accounting classification such as asset, revenue, expense etc.*

**P = Program**

*External reporting purposes*

**A = Activity (optional)**

*For departmental tracking (projects)*

**L = Location (not currently used)**

# KSC Fund/Org Coding Conventions

<b>Fund Codes</b>			
Character	Represents	Values of Interest	
		Code	Meaning
1st	Campus	5	Keene
2nd	Fund Group	U	General Operating
		D	Internally Designated
		A	Auxiliary
		00 - 9Z	Grants - # represents sponsoring agency
		G	Gifts
		L	Loan
		X	Unexpended Plant Funds
3rd	Cost Center	A	VPAA (Academic Affairs/Provost)
		C	Executive Division
		D	Financial Aid
		E	Advancement Division
		F	VPFP (Finance and Planning)
		G	General Institutional
		H	Arts and Humanities
		J	Athletics
		L	Library
		P	Professional and Graduate Studies
		R	VPSA (Student Affairs)
S	Sciences and Social Sciences		
T	Physical Plant		
4th-6th	Individual Funds	sequencer	

<b>Org Codes</b>			
Character	Represents	Values of Interest	
		Code	Meaning
1st	Campus	K	Keene
2nd	Cost Center	A	VPAA (Academic Affairs/Provost)
		C	Executive Division
		D	Financial Aid
		E	Advancement Division
		F	VPFP (Finance and Planning)
		G	General Institutional
		H	Arts and Humanities
		J	Athletics
		L	Library
		P	Professional and Graduate Studies
		R	VPSA (Student Affairs)
S	Sciences and Social Sciences		
3rd	Department	various alphas	various departments
4th-6th	Individual Orgs	as requested	individual departmental orgs

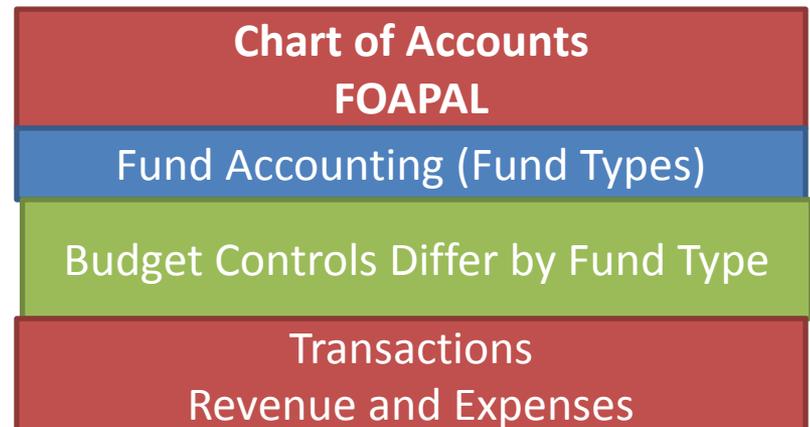
# FOAPAL – Account Codes

First character represents major category:

- 5 = Revenues
- 6 = Personnel Expenses
- 7 = Direct Expenses
- 8 = Transfers
  - 8I Transfers In (like Revenue)
  - 8O Transfers Out (like Expense)

# Putting Our Plan together in Banner

- Budget managers prepare templates under the direction of KSC Executive Officers
- KSC Executive Officers oversee the preparation of the budget to be presented to the University System Board of Trustees
- Business Office loads the University System Board of Trustee approved budget into Banner effective July 1st
- Departments monitor and execute their financial plans using Banner building blocks
- Changes in assumptions may necessitate changes in those financial plans



# Budget Controls in Banner



- **Error**- *Stop you've over spent*  
Will prevent a document from being posted
- **Warning**- *Do you have anything left?*  
Will not prevent a document from being posted but provides a warning message putting transaction in the "NSF" queue generating a Business Office response

# Budget Controls Differ by Fund Type

- General Operating (5U0000 funds):
  - Fund-Org-Pool with error
- Internally Designated (5Dxxxx funds):
  - Mixture. Fund-Org Pool w/error, Fund w/error, Fund w/warning
- Gifts/Payout (5Gxxxx funds):
  - Fund w/warning
- Auxiliary (5Axxxx funds):
  - Fund w/error

# Pools are for more than just swimming

## Budget Pools

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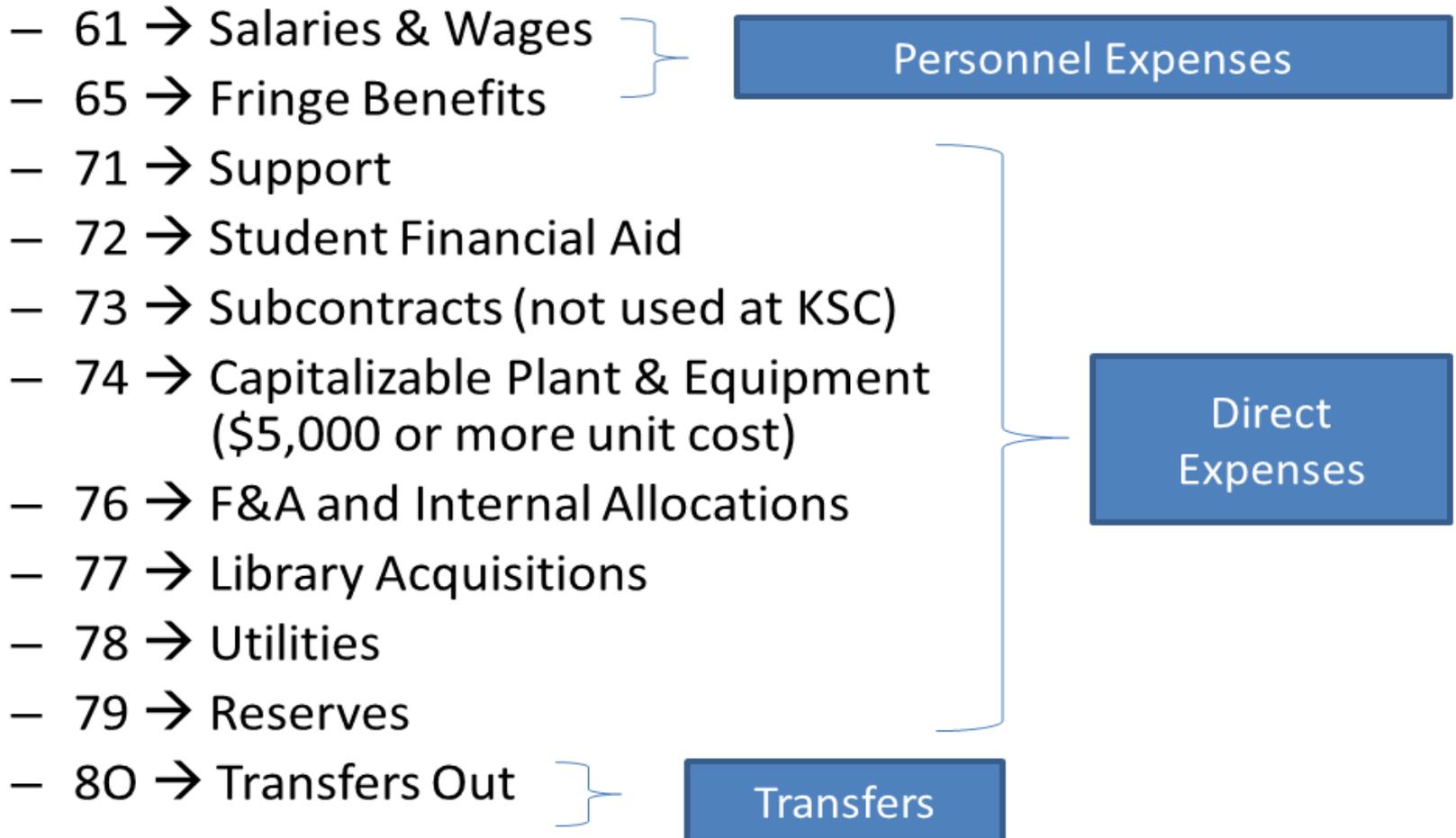
What is a budget pool?

- Account codes grouped together for control purposes
- A pool is designated by the first two characters of the account code
- Only expense account codes are pooled

Most department budgets are controlled at the Fund-Org-Pool with error level - meaning transactions will fail if there are not sufficient pool dollars available

# Banner Budget Pools

Expense Account Coding Conventions (codes start with #s as shown)



# Budget Pools in Practice

Example:

Sample Budget with Expenses				
Banner Pool	Account Code	Budget	Expense	Pool Balance
71 - Support	(2,000 in Travel and 3,000 in Supplies)	\$ 5,000	\$ 3,125	\$ 1,875
	710 - Travel	\$ 2,000		
	710100 - In-State Travel		\$ 3,000	
	711 - Supplies	\$ 3,000		
	711000-Purchasing Card		\$ 50	
	714005 - Postage		\$ 75	

# Budget Controls in Banner

## Overspending Catch

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- Transactions against FOAPALs with budget controls pop into “NSF” queue if overspent
- Budget Manager requests action, such as
  - Reduce standing purchase order(s)
  - Move budget from other account pools or orgs
  - Alternative funding source
  - Delete the transaction

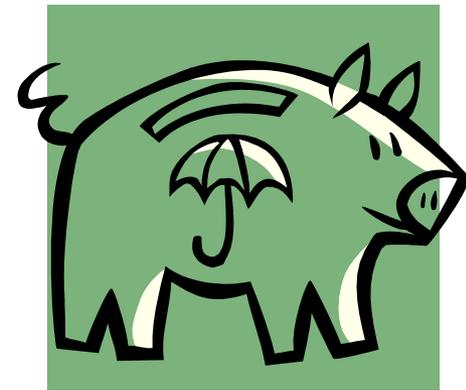
# Reserves – What are they?

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- Reserves – Accumulated fund balance from current or prior years
  - Liquid Operating Cash (LOC)
    - To meet the self-liquidity requirement for any such bonds
    - to meet the anticipated day-to-day operating and capital cash obligations of USNH over a minimum of the next four weeks and up to one year.
  - Long-term Operating Reserve (LOR)
    - To optimize earned income on long-term funds which will be spent by USNH only in the event of severe financial emergency or unusual capital opportunity. The target amount to be held in LOR will be 5% of the current fiscal year's All Funds Budget as approved by the Board.

# Reserves: Why do they matter?

- Campus financial flexibility is tied to holding a level of reserves set by the Board of Trustees (BoT) for USNH
- Health of the reserves is measured and reported to the BoT in 2 ratios which are calculated annually based on actual financial results (as opposed to budgeted)
  - 3% Operating Margin – BoT expects an operating margin (operating revenue less operating expense) equal to 3% of operating revenue (annual reserve replenishment)
  - 25% UFR to Debt – BoT expects each campus to hold, at minimum, unrestricted reserves equivalent to 25% of outstanding debt



# Use of Reserves

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- USNH BOT Guidelines
  - Use of reserves is approved through the annual "all funds" budgeting process.
- KSC Guidelines
  - Currently, use of reserves is limited and must be approved by the KSC President

# Rule Codes and their Transactions

- Internal Banner commands that determine how a transaction (document) is posted
- Key rule codes / document # starts with:
  - BDxx = budget entry = J0...
  - CRxx = cash receipt = J0...
  - REQx = requisition = R0...
  - POxx = purchase order = P0...
  - PBxx = encumbrance for internal chargeback = E0... or EK...
  - IVxx = invoice = I0... or S0...
  - Jxxx = journal entry = J0...
  - Fxxx = payroll transaction = J0...

# Transaction: Cash Receipt

## A Deposit of Cash and/or Checks

- KSC cash and checks are deposited into the bank by the Student Accounts Office.
- **Departments should never hold money in their offices.** Funds must be deposited through Student Account Office on a Revenue Collected form with the appropriate FOAPAL within 24 hours per KSC policy.
- Departments needing to collect revenue for a special trip or project should contact the business office to consider online payment options removing the liability of collecting cash.

# Transaction: Requisition Request for a Purchase Order

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- A requisition is a departmental request for a purchase order to an external vendor to encumber funds
- A Banner Requisition conveys the following information to the Purchasing Office who in turn creates Purchase Orders -- which will be sent to the vendor
  - What, Where, When, Why and to Whom:
    - Services, Supplies, and Equipment
    - Independent Contractor Agreements

# Transaction: Encumbrance

## Internal Purchase Order

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- An internal encumbrance is a purchase order used for the sale of goods and services between departments and/or campuses. Banner HR uses encumbrances to encumber some types of personnel expenses.
- A Banner Encumbrance is created by the Purchasing Office when a department needs to invoice another for items such as:
  - Performance tickets, space rental, security detail, etc
- A Banner Encumbrances for central services are done at the beginning of the fiscal year and include items such as
  - Printing charges, postage charges, Bookstore purchases, etc

# Transaction: Direct Pay Request for a Check

- A direct pay is a departmental request for a check. This is a method of paying for certain limited goods and services by check without entering a requisition
- A Banner direct pay conveys the following
  - What, Where, When, Why and to Whom:
    - \* One time payments
    - \* Registrations
    - \* Artist agreements
    - \* Reimbursements
    - \* Honorariums

# Payment against Purchase Order

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## Payments against a PO

### – Vendor Invoices

- over \$1,000 requires budget manager email approval prior to processing
- Invoices received directly by department need to be forwarded to the Business Office for payment processing
- Capital equipment purchases need to be approved and tagged by Purchasing before payment is made

# The Rest of the Story

- Banner is the tool we use to process our transactions
- Policies and Procedures are guiding principles

*Lets take 5*



# KSC Purchasing Overview

Buy/Pay Policies

Methods of Conducting Business



# Policies

## USNH

- Financial and Administrative Procedures Manual:  
[http://finadmin.usnh.edu/pol\\_proc/Pages/default.aspx](http://finadmin.usnh.edu/pol_proc/Pages/default.aspx)

## Purchasing

- Purchasing Manual:  
<http://www.keene.edu/administration/policy/detail/purchasing-manual/>
- Travel Policy:  
<http://www.keene.edu/administration/policy/detail/travel/>
- Contracted Vendors:  
<https://www.keene.edu/office/purchasing/assets/documents/contracted-vendor-list/download/>

## Business Office

- Accounts Payable:  
<https://www.keene.edu/office/business/accounts/>
- Payroll:  
<https://www.keene.edu/office/business/payroll/>

# KSC Unauthorized Items

- Unauthorized Items would include some of the following:
  - Flowers for individual employees
  - Gifts
  - Regularly occurring employee meals or food at staff meetings
  - Personal office decorations
  - Outside catering (use Sodexo)

# Budget Management tips

- Monitor your budget status and deal with any NSF issues promptly
- Review open commitments (Internal and External PO)
- Look for information on up coming deadlines
- Monitor Pcard use and review department reconciliations

# Financial Management Tools



Banner Finance

Queries - Handout

Approvals - Handout



WebIntelligence (WebI)

FIN1000 – Profit & Loss/Fund Balance Reports

FIN4000 – Expenditures Reports

FIN2000 – Transaction Detail Reports

# Budget Control: Fund-Org-Pool

- Fund Types Include
  - General Operating (5U0000 funds)
- WebI Report Categories Include
  - FIN4000 – Expenditure
  - FIN2000 – Transaction Detail
  - FIN6000 – Buy/Pay

# FIN4030 – Budget and Expenditure Summary Report

- This report provides an expenditure summary for current fiscal year and two prior year comparisons for Fund(s) and optionally by Org(s).
- Best used for 5U0000



# FIN4030 – Budget and Expenditure Summary Report

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University System of New Hampshire  
Budget and Expenditure Summary Report As of Fiscal Year 2013 and Fiscal Period 07  
Fund/Org Summary

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SU0000 - Keene General Operating

KXXXXX - KSC Org Title

Org Mgr:

Account	Account Desc	Budget		Actual Expenditure	2013 Expenditures				Budget Balance Available	2012 Expenditures		2011 Expenditures	
		Original	Adjusted	Month to Date	Year to Date	Commitments	Total Obligations		Year to Date	Final	Year to Date	Final	
<b>Aeot Pool: 71 - Support</b>													
710000	In-State Travel	0.00	0.00	0.00	1,100.00	0.00	1,100.00	(1,100.00)	0.00	0.00	0.00	0.00	
710100	Out-of-State Travel	0.00	0.00	0.00	136.39	0.00	136.39	(136.39)	83.13	947.01	31.62	200.51	
710400	Student or Non-Emp Travel	0.00	0.00	0.00	90.00	0.00	90.00	(90.00)	0.00	123.25	0.00	0.00	
711	Supplies	25,000.00	32,750.00	0.00	0.00	0.00	0.00	32,750.00	0.00	0.00	0.00	0.00	
711000	Purchasing Cards	0.00	0.00	679.88	19,988.63	0.00	19,988.63	(19,988.63)	19,250.94	36,546.58	28,808.45	41,869.09	
711100	Supplies-General	10,000.00	10,000.00	0.00	652.80	0.00	652.80	9,347.20	264.35	(493.71)	368.85	1,116.66	
711104	Supplies-From Bookstore	0.00	0.00	0.00	203.16	71.84	275.00	(275.00)	486.65	652.63	166.44	303.24	
711108	Supplies-Subscription,Newspaper,Mag	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.00	52.00	198.00	198.00	
711132	Supplies-Software Incl Site License	0.00	0.00	0.00	299.99	0.00	299.99	(299.99)	0.00	0.00	0.00	0.00	
711146	Supplies-Laboratory	0.00	0.00	0.00	124.00	0.00	124.00	(124.00)	0.00	0.00	0.00	0.00	
713	Printing and Copying	4,300.00	4,300.00	0.00	0.00	0.00	0.00	4,300.00	0.00	0.00	0.00	0.00	
713005	Printing & Copying-Campus	0.00	0.00	396.81	1,206.27	1,761.73	2,968.00	(2,968.00)	1,844.18	3,297.91	1,293.06	2,352.21	
713010	Printing & Copying-Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.50	17.50	17.70	17.70	
713015	Printing & Copying-Departmental	0.00	0.00	882.50	2,458.40	0.00	2,458.40	(2,458.40)	1,335.81	2,147.04	1,818.60	3,323.60	
715020	Non-Cap Equip-under \$1,000	0.00	0.00	0.00	99.99	0.00	99.99	(99.99)	0.00	0.00	364.98	364.98	
715025	Non-Cap Equip-btwn \$1,000 & \$3,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,733.00	4,795.42	0.00	2,175.00	
716	Maintenance and Rentals	2,000.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	
716000	Maintenance & Repairs-General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	589.76	1,427.40	263.69	569.19	
717200	Other Professional Services-General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	238.00	596.75	0.00	0.00	
718	Telecommunications	12,300.00	12,300.00	0.00	0.00	0.00	0.00	12,300.00	0.00	0.00	0.00	0.00	
718002	Telecom-Fixed (Basic Phone Service)	0.00	0.00	0.00	2,808.00	0.00	2,808.00	(2,808.00)	2,652.00	2,652.00	2,808.00	2,808.00	
718004	Telecom-Non-Recurring (Toll)	0.00	0.00	0.00	89.63	124.37	214.00	(214.00)	233.34	290.20	212.92	424.54	
718038	Telecom-Data UG Bandwidth	0.00	0.00	0.00	8,232.00	0.00	8,232.00	(8,232.00)	8,400.00	8,400.00	8,568.00	8,568.00	
718050	Telecom-Voice/Email Charge	0.00	0.00	0.00	1,260.00	0.00	1,260.00	(1,260.00)	1,560.00	1,560.00	1,080.00	1,080.00	
719005	Business Meals-Group or Class Meals	0.00	0.00	0.00	55.90	0.00	55.90	(55.90)	120.26	348.08	0.00	81.64	
719010	Business Meals-Campus Wide Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	59.34	
719100	Membership Dues & Fees	0.00	0.00	181.33	421.33	0.00	421.33	(421.33)	0.00	86.00	44.00	128.00	
<b>Total Aeot Pool: 71 - Support</b>		<b>63,800.00</b>	<b>81,360.00</b>	<b>2,140.62</b>	<b>39,228.48</b>	<b>1,867.84</b>	<b>41,184.43</b>	<b>20,185.67</b>	<b>39,880.82</b>	<b>83,446.08</b>	<b>46,079.31</b>	<b>66,839.70</b>	
<b>Aeot Pool: 74 - Capitalizable Plant and Equipment</b>													
740	Capitalizable Plant and Equipment	20,000.00	12,250.00	0.00	0.00	0.00	0.00	12,250.00	0.00	0.00	0.00	0.00	
740000	Cap Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,546.16	10,546.16	0.00	9,460.00	
<b>Total Aeot Pool: 74 - Capitalizable Plant and Equipment</b>		<b>20,000.00</b>	<b>12,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,250.00</b>	<b>10,546.16</b>	<b>10,546.16</b>	<b>0.00</b>	<b>9,460.00</b>	
<b>Total for Org KXXXXX:</b>		<b>1,218,279.48</b>	<b>1,240,219.97</b>	<b>118,988.62</b>	<b>892,717.07</b>	<b>617,471.27</b>	<b>1,210,188.34</b>	<b>30,031.63</b>	<b>716,376.23</b>	<b>1,267,686.38</b>	<b>881,885.97</b>	<b>1,189,882.67</b>	
<b>Total for Fund 6U0000:</b>		<b>1,218,279.48</b>	<b>1,240,219.97</b>	<b>118,988.62</b>	<b>892,717.07</b>	<b>617,471.27</b>	<b>1,210,188.34</b>	<b>30,031.63</b>	<b>716,376.23</b>	<b>1,267,686.38</b>	<b>881,885.97</b>	<b>1,189,882.67</b>	

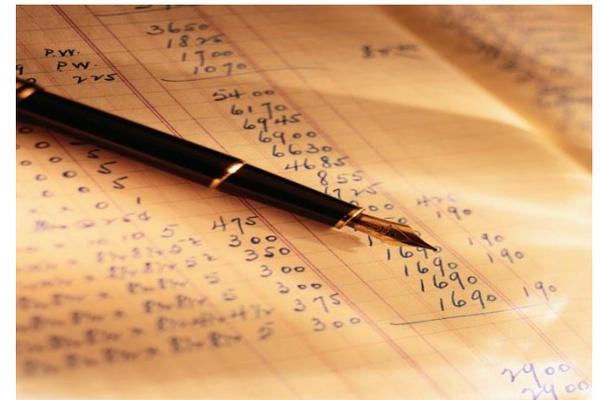
# Budget Controls

## Fund-Org

- Fund Types
  - Auxiliary (5Axxxx funds):
  - Most Sponsored Research “Grants” (5#)
  - R&R and Unexpended Plant (5X)
  - Internally Designated (5D)
  - Gifts (5G)
- WebI Report Categories Include
  - FIN1000 – P&L/Fund Balance
  - FIN2000 – Transaction Detail
  - FIN6000 – Buy/Pay

# FIN1020 – Profit & Loss Report Fund Level Reports

- This report provides revenue and expense activity by Account Code for selected Funds and optionally by Orgs.
- Net amount is also calculated (revenue – expense)
- Best used for Auxiliary, Gift, and Internally Designated Funds



# FIN1020 – Profit & Loss Report

## Fund Level Report

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University System of New Hampshire  
Profit & Loss Report by Fund  
As of Fiscal Year 2013 and Fiscal Period 07

Page 1 of 1

Fund(s) selected: 5DX###  
Org(s) selected (if any):

5XX### - KSC Fund Title

Account	Account Desc	Orig Budget	Adjusted Budget	Period to Date Revenue	Fiscal YTD Commitments	Year to Date Revenue	Adjusted Budget Balance Remaining	Prior Year Final Revenue	2nd Prior Year Final Revenue
81009	NonMand Tran In-Int Desig Fnds	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	10,000.00
**	Subtotal 811 - Non Mandatory Transfers In	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	10,000.00
*	Subtotal 5Z - Transfers In	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	10,000.00
<b>Total Revenue:</b>		10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	10,000.00
Account	Account Desc	Orig Budget	Adjusted Budget	Period to Date Expenditures	Fiscal YTD Commitments	Year to Date Expenditures	Adjusted Budget Balance Remaining	Prior Year Final Expenditures	2nd Prior Year Final Expenditures
710400	Student or Non-Emp Travel	0.00	0.00	0.00	0.00	0.00	0.00	160.00	377.01
**	Subtotal 710 - Travel	0.00	0.00	0.00	0.00	0.00	0.00	160.00	377.01
711	Supplies	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00
711100	Supplies-General	0.00	0.00	0.00	0.00	0.00	0.00	1,077.56	0.00
711104	Supplies-From Bookstore	0.00	0.00	0.00	700.00	0.00	(700.00)	0.00	748.00
**	Subtotal 711 - Supplies	10,000.00	10,000.00	0.00	700.00	0.00	9,300.00	1,077.56	748.00
713010	Printing & Copying-Publications	0.00	0.00	0.00	0.00	0.00	0.00	55.51	0.00
**	Subtotal 713 - Printing and Copying	0.00	0.00	0.00	0.00	0.00	0.00	55.51	0.00
717200	Other Professional Services-General	0.00	0.00	135.75	0.00	135.75	(135.75)	3,500.00	1,000.00
**	Subtotal 717 - Professional Services	0.00	0.00	135.75	0.00	135.75	(135.75)	3,500.00	1,000.00
719000	Business Meals-Meetings-Non Travel	0.00	0.00	0.00	500.00	0.00	(500.00)	59.35	221.90
719010	Business Meals-Campus Wide Events	0.00	0.00	0.00	0.00	0.00	0.00	0.00	159.60
**	Subtotal 719 - Staff Support	0.00	0.00	0.00	500.00	0.00	(500.00)	59.35	381.50
*	Subtotal 71 - Support	10,000.00	10,000.00	135.75	1,200.00	135.75	8,664.25	4,852.42	2,506.51
<b>Total Expenditure:</b>		10,000.00	10,000.00	135.75	1,200.00	135.75	8,664.25	4,852.42	2,506.51
<b>Net Amt for Fund 5XX###:</b>		0.00	0.00	(135.75)	(1,200.00)	9,864.25		5,147.58	7,493.49

**Net Fund Amount = Revenue - Expenditure**  
Revenue should be greater than or equal to Expense. In this example all three years show a profit which translates into increase to reserves which is a Board of Trustee performance indicator for the college.

# FIN1050 – Fund Balance Report

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- This report displays Beginning Fund Balance, Year to Date Revenue and Expenditures, a calculated Ending Fund Balance as well as Year to Date Encumbrance and an Unappropriated Fund Balance by Fund
  - Fund Balance Tab is the recommended report tab to use
  - Best used for Auxiliary, Internally Designated, and Gift Funds

# FIN1050.1 – Fund Balance Report

FIN1050.1  
 USNH\_FIN  
 4/11/2013 3:34:16 PM

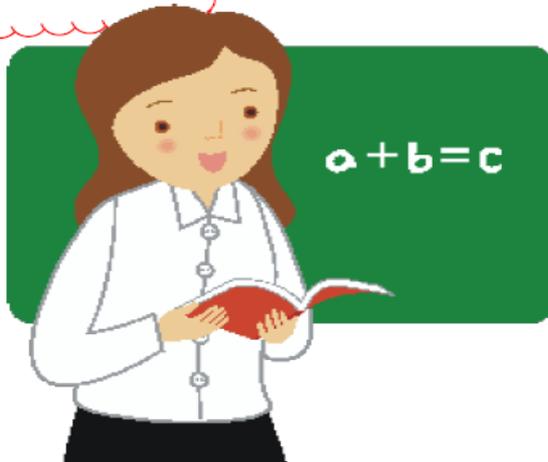
University System of New Hampshire  
 Fund Balance Report  
 As of Fiscal Year 2013 and Fiscal Period 10

Page 1 of 1

Fund(s) selected (if any): 5GXXXX  
 Fund Pattern selected (if any):  
 Fund Type Lvl 1 Code(s) selected (if any):  
 Fund Type Lvl 2 Code(s) selected (if any):  
 RC Unit(s) selected (if any):  
 Subcampus Code(s) selected (if any):

Sub Camp	Fund	Fund Title	Status	Fund Type Lvl 1	Fund Type Lvl 2	Org Default	RC Unit	Begin Balance	+	Revenue	-	Expense	=	End Balance	-	Commitments	=	YTD Unappropriated Fund Balance
5K	5GXXXX	Gift Fund	A	20	G	KXXXXX	5X0	3,821.56		762.50		900.00		3,684.06		0.00		3,684.06
Report Total:								3,821.56		762.50		900.00		3,684.06		0.00		3,684.06

Algebra it is a tool for every day life



Unappropriated Fund Balance equals Your Available Fund Balance

# Transaction Detail and Buy/Pay Reports

- Transaction Detail Reports
  - Shows fully executed transactions posted to individual FOAPAL lines
    - Revenue received and posted
    - Expenses paid and posted
    - Transaction types:
      - S=pcard
      - I=invoice
      - R=requisition
      - P=purchase order
      - F=payroll
      - E=internal encumbrance
      - J=journal entry
- Buy/Pay Reports
  - Show partially executed transactions
    - Open Commitments - internal and external purchase orders
    - Purchasing Card (Pcard) transaction information

# FIN6020 – Open Commitments Report

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- This report displays open Requisitions, Purchase Orders, and General Encumbrances (internal Purchase Orders) for Fund(s) and optionally by Org(s).
- Good for All Fund types

# 6030 – Open Commitments Transactional Report

FIN8020.1  
 USNH\_FIN  
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University System of New Hampshire  
 Open Commitments Report by Fund/Org  
 For Fiscal Year 2013 through Fiscal Period 07

Page 1 of 1

Fund(s) selected: 5U0000  
 Org(s) selected (if any): KXXXXX  
 Lv3 Org(s) selected (if any):  
 Lv4 Org(s) selected (if any):

5U0000 - Keene General Operating

KXXXXX - KSC Org Title

Org Mgr:

Account	Activity	Document Type	Document Number	Seq No	Document Trans Date	Document Description	Vendor Name	Current Amount	Expended Amount	Open Balance
711104		General Encumbrance	E13B0001	141	2/4/2013	KSC Bookstore Enc, FY 13	KSC Bookstore	275.00	(203.16)	71.84
Subtotal for Account 711104 - Supplies-From Bookstore								275.00	(203.16)	71.84
713005		General Encumbrance	E13D0001	140	1/7/2013	KSC Redball Enc, FY 13	KSC Digital Printing	2,968.00	(1,206.27)	1,761.73
Subtotal for Account 713005 - Printing & Copying-Campus								2,968.00	(1,206.27)	1,761.73
713015		General Encumbrance	E13C0001	153	2/7/2013	KSC PrintSmart Enc, FY 13	KSC Copy Center	2,210.00	(2,210.00)	0.00
Subtotal for Account 713015 - Printing & Copying-Departmental								2,210.00	(2,210.00)	0.00
718002		General Encumbrance	E13T0002	99	7/26/2012	KSC Telecom Basic Line	KSC Telecomm	2,808.00	(2,808.00)	0.00
Subtotal for Account 718002 - Telecom-Fixed (Basic Phone Service)								2,808.00	(2,808.00)	0.00
718004		General Encumbrance	E13T0001	102	1/15/2013	KSC Tele Tolls Enc	KSC Telecomm	214.00	(89.63)	124.37
Subtotal for Account 718004 - Telecom-Non-Recurring (Toll)								214.00	(89.63)	124.37
718038		General Encumbrance	E13T0003	92	7/26/2012	KSC LAN FY'13	KSC Telecomm	8,232.00	(8,232.00)	0.00
Subtotal for Account 718038 - Telecom-Data US Bandwidth								8,232.00	(8,232.00)	0.00
718050		General Encumbrance	E13T0005	101	7/26/2012	KSC Voice Mail FY'13	KSC Telecomm	1,260.00	(1,260.00)	0.00
Subtotal for Account 718050 - Telecom Voicemail Charge								1,260.00	(1,260.00)	0.00
Subtotal for Org KXXXXX- KSC Org Title								17,967.00	(16,009.06)	1,957.94
Total Amount for Fund: 5U0000 - Keene General Operating								17,967.00	(16,009.06)	1,957.94

# Who are you Going to Call?

## Fiske Annex Staff

- Business Office
  - Budget Questions
    - Cost Center Support Person
  - General Questions, Banner and WebI
    - Deborah Williams, 8-2476
  - Accounts Payable
    - Kate McGrath 8-2481
    - Matt Kimber 8-2480
  - Payroll
    - Jim Tuttle, 8-2482
- Purchasing
  - Karen Perras-Kelcey 8-2494
  - Renee Harlow 8-2493



# Wow Now What?

- Banner Finance Training Refresher
  - Navigation
  - WebI
  - Budget Queries
  - Schedule a specialized session just for you  
contact Deborah Williams 8-2476



# Summary

- Chart of Accounts structure & codes organize the financial data the logic and backbone of the system
- Budget Controls govern selected transactions
- Call Deborah Williams or any business or purchasing office staff member as needed

*Thank you for joining us today*



Wisdom to make a difference.

