Budget Manager
Banner Finance Boot Camp
Help Us Help You
Today’s Objectives

Introductions to
Budget Concepts

Chart of Accounts (FOAPAL)

Financial Policies and Procedures

Financial Tools
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
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

### Fund Codes

<table>
<thead>
<tr>
<th>Character</th>
<th>Represents</th>
<th>Code</th>
<th>Meaning</th>
</tr>
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<tbody>
<tr>
<td>1st</td>
<td>Campus</td>
<td>5</td>
<td>Keene</td>
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<tr>
<td>2nd</td>
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<td>U</td>
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<td></td>
<td></td>
<td>A</td>
<td>Auxiliary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>00 - 9Z</td>
<td>Grants - # represents sponsoring agency</td>
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<td></td>
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<td>G</td>
<td>Gifts</td>
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<td></td>
<td></td>
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<td>Unexpended Plant Funds</td>
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<td>3rd</td>
<td>Cost Center</td>
<td>A</td>
<td>VPAA (Academic Affairs/Provost)</td>
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<td></td>
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<td>Executive Division</td>
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<td></td>
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<td>E</td>
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<td></td>
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<td>F</td>
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<td>L</td>
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<td>R</td>
<td>VPSA (Student Affairs)</td>
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<td>S</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>T</td>
<td>Physical Plant</td>
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### Org Codes

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<th>Represents</th>
<th>Code</th>
<th>Meaning</th>
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<td>K</td>
<td>Keene</td>
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<tr>
<td>2nd</td>
<td>Cost Center</td>
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<td>VPAA (Academic Affairs/Provost)</td>
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<tr>
<td></td>
<td></td>
<td>C</td>
<td>Executive Division</td>
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<td></td>
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<td>D</td>
<td>Financial Aid</td>
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<td>Advancement Division</td>
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<td>VPFP (Finance and Planning)</td>
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<td>Athletics</td>
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<td></td>
<td></td>
<td>S</td>
<td>Sciences and Social Sciences</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Character</th>
<th>Represents</th>
<th>Code</th>
<th>Meaning</th>
</tr>
</thead>
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<tr>
<td>3rd</td>
<td>Department</td>
<td>various alphas</td>
<td>various departments</td>
</tr>
<tr>
<td>4th-6th</td>
<td>Individual Orgs</td>
<td>as requested</td>
<td>individual departmental orgs</td>
</tr>
</tbody>
</table>
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 (5Gxxxxx funds):
  - Fund w/warning

- Auxiliary (5Axxxxx funds):
  - Fund w/error
Pools are for more than just swimming
Budget Pools

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

- 61 → Salaries & Wages
- 65 → Fringe Benefits
- 71 → Support
- 72 → Student Financial Aid
- 73 → Subcontracts (not used at KSC)
- 74 → Capitalizable Plant & Equipment ($5,000 or more unit cost)
- 76 → F&A and Internal Allocations
- 77 → Library Acquisitions
- 78 → Utilities
- 79 → Reserves
- 80 → Transfers Out

Banner Budget Pools
## Example:

<table>
<thead>
<tr>
<th>Banner Pool</th>
<th>Account Code</th>
<th>Budget</th>
<th>Expense</th>
<th>Pool Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>71 - Support</td>
<td>(2,000 in Travel and 3,000 in Supplies)</td>
<td>$5,000</td>
<td>$3,125</td>
<td>$1,875</td>
</tr>
<tr>
<td>710 - Travel</td>
<td></td>
<td>$2,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>710100 - In-State Travel</td>
<td></td>
<td></td>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td>711 - Supplies</td>
<td></td>
<td></td>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td>711000-Purchasing Card</td>
<td></td>
<td></td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td>714005 - Postage</td>
<td></td>
<td></td>
<td></td>
<td>$75</td>
</tr>
</tbody>
</table>
Budget Controls in Banner
Overspending Catch

• 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?

• 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)
  o 3% Operating Margin – BoT expects an operating margin (operating revenue less operating expense) equal to 3% of operating revenue (annual reserve replenishment)
  o 25% UFR to Debt – BoT expects each campus to hold, at minimum, unrestricted reserves equivalent to 25% of outstanding debt
Use of Reserves

• 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

• 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

• 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
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

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

*Let's take 5*
KSC Purchasing Overview

Buy/Pay Policies

Methods of Conducting Business
Policies

USNH


Purchasing

– 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 upcoming 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

**University System of New Hampshire**

**Budget and Expenditure Summary Report As of Fiscal Year 2013 and Fiscal Period 07**

**Fund/Org Summary**

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Desc</th>
<th>Original</th>
<th>Adjusted</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Commitments</th>
<th>Total Obligations</th>
<th>2012 Expenditures</th>
<th>2011 Expenditures</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SU0000 - Keene General Operating**

**KXXXXX - KSC Org Title**

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Desc</th>
<th>Original</th>
<th>Adjusted</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Commitments</th>
<th>Total Obligations</th>
<th>2012 Expenditures</th>
<th>2011 Expenditures</th>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Last Edit: 10.04.2012**
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
<table>
<thead>
<tr>
<th>Account</th>
<th>Account Desc</th>
<th>Org Budget</th>
<th>Adjusted Budget</th>
<th>Period to Date Expenditures</th>
<th>Fiscal YTD Commitments</th>
<th>Year to Date Expenditures</th>
<th>Adjusted Budget Balance Remaining</th>
<th>Prior Year Final Expenditures</th>
<th>2nd Prior Year Final Expenditures</th>
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<tr>
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<td>10,000.00</td>
<td>10,000.00</td>
<td>0.00</td>
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<td>Supplies</td>
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<td>10,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>10,000.00</td>
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<td>Supplies-General</td>
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<td>0.00</td>
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<td>0.00</td>
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<td>712200 Other Professional Services-General</td>
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<td>0.00</td>
<td>0.00</td>
<td>2,500.00</td>
<td>1,000.00</td>
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<td>10,000.00</td>
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<td>0.00</td>
<td>10,000.00</td>
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<td>10,000.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(125.75)</td>
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<td>0.00</td>
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<td>135.75</td>
<td>1200.00</td>
<td>135.75</td>
<td>1,854.25</td>
<td>4,832.42</td>
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<td><strong>Total Expenditure</strong></td>
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<td>10,000.00</td>
<td>135.75</td>
<td>1200.00</td>
<td>135.75</td>
<td>1,854.25</td>
<td>4,832.42</td>
<td>2,500.51</td>
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<tr>
<td>Net Amt for Fund 5XXX</td>
<td></td>
<td>0.00</td>
<td>(135.75)</td>
<td>(1200.00)</td>
<td>0.00</td>
<td>9,864.25</td>
<td>5,147.58</td>
<td>7,493.49</td>
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</tr>
</tbody>
</table>

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.
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

**Table: Fund Balance Report**

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Fund Type Description</th>
<th>Org Default</th>
<th>RC Unit</th>
<th>Begin Balance</th>
<th>Revenue</th>
<th>Expense</th>
<th>End Balance</th>
<th>YTD Commitments</th>
<th>Unappropriated Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Gift Fund</td>
<td>20</td>
<td>EXXXXX</td>
<td>3,621.56</td>
<td>762.50</td>
<td>0.00</td>
<td>3,561.56</td>
<td>3,584.06</td>
<td>3,584.06</td>
</tr>
</tbody>
</table>

**Report Total:**

- Begin Balance: 3,621.56
- Revenue: 762.50
- Expense: 0.00
- End Balance: 3,561.56

**Unappropriated Fund Balance:**

- 3,584.06

---

*Algebra: It is a tool for everyday life*
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
• 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
<table>
<thead>
<tr>
<th>Account</th>
<th>Activity</th>
<th>Document Type</th>
<th>Document No.</th>
<th>Seq No</th>
<th>Document Trans Date</th>
<th>Document Description</th>
<th>Vendor Name</th>
<th>Current Amount</th>
<th>Expended Amount</th>
<th>Open Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>T11104</td>
<td>General Encumbrance</td>
<td>E1320001</td>
<td>141</td>
<td>24/1/2013</td>
<td>Subtotal for Account T11104 - Supplies-From Bookstore</td>
<td>KSC Bookstore Enc, FY 13</td>
<td>KSC Bookstore</td>
<td>275.00</td>
<td>(261.16)</td>
<td>13.84</td>
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<tr>
<td>T10036</td>
<td>General Encumbrance</td>
<td>E1320001</td>
<td>140</td>
<td>1/7/2013</td>
<td>Subtotal for Account T10036 - Printing &amp; Copying-Campus</td>
<td>KSC Redball Enc, FY 13</td>
<td>KSC Digital Printing</td>
<td>2,066.00</td>
<td>(1,290.27)</td>
<td>775.73</td>
</tr>
<tr>
<td>T13015</td>
<td>General Encumbrance</td>
<td>E1320001</td>
<td>153</td>
<td>2/7/2013</td>
<td>Subtotal for Account T13015 - Printing &amp; Copying-Departments</td>
<td>KSC PrintSmart Enc, FY 13</td>
<td>KSC Copy Center</td>
<td>2,216.00</td>
<td>(2,216.00)</td>
<td>0.00</td>
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<tr>
<td>T10022</td>
<td>General Encumbrance</td>
<td>E1320001</td>
<td>69</td>
<td>7/9/2012</td>
<td>Subtotal for Account T10022 - Telecom-Basic Line</td>
<td>KSC Telecom Enc</td>
<td>KSC Telecom</td>
<td>2,250.00</td>
<td>(2,250.00)</td>
<td>0.00</td>
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<tr>
<td>T18034</td>
<td>General Encumbrance</td>
<td>E1320001</td>
<td>102</td>
<td>1/15/2013</td>
<td>Subtotal for Account T18034 - Telecom-NR-Recurring (TNR)</td>
<td>KSC Talk Talk Enc</td>
<td>KSC Telecom</td>
<td>214.00</td>
<td>(80.63)</td>
<td>134.37</td>
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<tr>
<td>T10036</td>
<td>General Encumbrance</td>
<td>E1320001</td>
<td>62</td>
<td>7/8/2013</td>
<td>Subtotal for Account T10036 - Telecom-Data US Bandwidth</td>
<td>KSC LAN FY13</td>
<td>KSC Telecom</td>
<td>5,032.00</td>
<td>(5,032.00)</td>
<td>0.00</td>
</tr>
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<td>T18050</td>
<td>General Encumbrance</td>
<td>E1320001</td>
<td>101</td>
<td>7/26/2013</td>
<td>Subtotal for Account T18050 - Telecom VoiceMail Charge</td>
<td>KSC Voice Mail FY13</td>
<td>KSC Telecom</td>
<td>1,256.00</td>
<td>(1,256.00)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Subtotal for Org KXXXXXX-KSC Org Title: 17,967.09 (16,009.06) 1,957.94

Total Amount for Fund: 5U0000 - Keene General Operating: 17,967.09 (16,009.06) 1,957.94

Last Edit: 10/15/2012
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 and 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.