Academic Budget Information

This book houses training information regarding all budget aspects.

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AAR Budget Deadlines

For all AAR Budget items, email to kathyhicks@astate.edu and canelson@astate.edu.

Start Date	Due Date	Day of Week	Action Item
	20-Feb	3rd Friday in February	Submit Auxiliary and Special Funding Budgets for the upcoming fiscal year to the Provost's Office. (ABI & ORTT, AOS & University Centers, Heritage Sites, Print Shop & Mail Services, and E&G Farm and Walcott)
1-Mar	13-Mar	1st Friday in March	Submit Library Fee and Tuition Differential Spending Reports, for the current fiscal year. (TD Reports from Ag, Bus, Eng-CS, NHP and S&M only)
	6-Mar	2nd Friday in March	Return Merit Recommendations for the upcoming fiscal year based on current-year performance. (Specific Deadlines and Process TBD by the Budget Office)
	13-Mar	2nd Friday in March	Submit Faculty Equity Review Requests for the upcoming fiscal year (hard deadline). (Specific Deadlines and Process TBD with Policy Revisions)
	20-Mar	3rd Friday in March	Submit Summer Instruction and Administration Report for the May 16–August 15 period.
	10-Apr	2nd Friday in April	Submit Off-Budget (Adjunct and Temporary Full-Time) Instruction Plans for Fall and Spring of the upcoming academic year.

	24-Apr	4th Friday in April	Submit Faculty Reassignment Report for the current academic year (Fall and Spring).
	8-May	2nd Friday in May	Submit Infrastructure Requests for the upcoming fiscal year per Provost guidance.

Routing

Routing process for extra comps, Taleo, or EPAFs:

1. Applicant or Employee’s Signature (applies to extra comps only)
2. Chair/Dept Head
3. Dean/Director
4. May be required to get supervisor signature if outside department (x-comp)
5. Career Services (for work study – WS positions only)
6. Sponsored Programs (anything with a fund that starts with 2XXXXX)
7. Graduate School (any paperwork for a G or Z position)
8. International Programs (any international students or GAs) or Human Resources (any international faculty/staff, adjuncts, or non-students)
9. A-state Online (any paperwork with fund 130161)
10. Vice Chancellor for Academic Affairs (Kathy Hicks will always be in the routing for Academic Affairs approvals).
11. Budget
12. HR
13. Payroll

Do not send paperwork to AAR without first obtaining signatures from all of these areas. AAR requires signatures from these areas prior to signing in the VC line.

Transfers

There are two types of transfers: a budget transfer and an expense transfer.

A budget transfer will need to be done when you are transferring money which affects the original Banner budget. For example, a faculty member's salary needs to be partially reallocated from 610100 (9 mth) to 613100 (university research) or to cover a deficit in travel from supplies. You would need to do an online budget transfer for this. Another example is moving 710000 (supply) funds to 720000 (travel). You **cannot** use an online transfer for revenue or transfers from a carry forward to E&G or another carry forward to another carry forward. These have to be paper transfers.

An expense transfer would need to be completed when a charge is placed against the year-to-date column in Banner but should have been charged to another FOAP. For example, a PO was placed on one FOAP but should have been charged to another FOAP. You would need to use the paper expense transfer form for this for each Accounts Payable invoiced amount with Banner screenshots.

Payroll Dates

Spring Term	January 1 to May 15
May Interim	May 16 to May 31
Summer I term	June 1 to June 30
Summer II term	July 1 to July 31
August Interim	August 1 to August 15
Fall term	August 16 to December 31
Fall/Spring app	August 16 to May 15

AOS 1st part of term spring	January 16 to March 15
AOS 2nd part of term spring	March 16 to May 15
AOS 1st part of term fall	August 16 to October 15
AOS 2nd part of term fall	October 16 to December 15
AOS summer	same as above summer terms

Payroll deadlines can be found on Payroll Services website under Payroll Deadlines.

Cost Shares

Cost shares are amounts of salaries and fringes agreed to be paid by the university for a grant agreement. A FOAP change will need to be prepared to reallocate their salary to the grant. Cost share salary and fringe savings is then transferred from the E&G portion of the salary to the 862000 (cost share line). However, the program will not always match the E&G org/program combination but will have the same program as the grant. For example, Social Work may have a cost share on a grant. There E&G program is 1110 but the cost share may be placed on a program of 1310 if the grant is a public service grant. Therefore, transfers would need to be done from the E&G program of 1110 to the program of 1310 within the FOAP stream.

Revenue

If you have a revenue FOAP, you can view it in INB. In INB use FGIBDST. Make sure “include revenue accounts” is check and put in the Org and Fund. This will allow you to view all revenue. **Caution-do not put in a program or account because all revenue is deposited in a program of 0000**. If you put your E&G program, you will **not** be able to see the revenue. If the YTD activity is larger than the adjusted budget, any excess can be transferred to the supply line to use. You will **not** be able to do a transfer if the adjusted budget is larger than the YTD. All revenue budget transfers are done on paper and not electronic.

Program Reviews

The procedure for program reviews are as follows:

ADHE requires two reviewers per program with only one reviewer required to come to campus for a site visit. AAR (AVC Assessment) will work with departments to select appropriate reviewers and to decide if more than one reviewer should conduct a site visit.

1. Departments should ensure that on-site reviewers are scheduled to meet with AAR for an exit appointment. Off-site reviewers may be scheduled to meet with AAR by phone, Skype, FaceTime, etc., prior to beginning the review process.
2. Reviewers provide invoice and are paid through requisition--$1,000.00 for the first reviewer and $750 for the secondary reviewer (3rd reviewer in some unique circumstances at $750). Use Embassy Suites as hotel. Department/college will make reservation and have direct billed to department. Reviewers will pay travel expenses. Reimbursed by requisition through the department/college. Must present itemized meal receipts--no alcoholic beverages. Only reviewer meals will be paid for by department/college (no spouses or children). Additional meals will need to be covered by the department/college. Mileage will be calculated, if necessary, at the university standard rate using Travel guidelines.
3. The department/college will send an itemized list with copies of all receipts to AAR once all expenses have been paid. AAR will then do one budget transfer to the department/college to cover expenses. The department will provide AAR with the FOAP or multiple FOAPs (supplies or travel) if necessary for AAR to do the transfer.
4. Document supplies and preparation expenses are paid by the department.

Summer

An extra compensation form is only needed if salary is more than 13.888% for summer I and II or more than 6.944% for May or August interim. Full time in the summer is considered 13.888% of 9 month annual salary.

Use code **610400** for instruction and **611500** for administrative duties in summer unless on grant work.

Summer enrollments:

	Minimum Enrollment	75% of minimum enrollment
1000-2000 level class	18 (freshman or sophomore level	14
3000-4000 level class	12 (junior or senior level)	9
5000+ level class	8 (graduate level)	6

If a class does not meet the minimum enrollment a request has to be made to AAR with a justification as to why the class still needs to be taught such as the course is only offered so often or students will not graduate.

Temporary Full Time faculty get the adjunct rate in the summer terms.

Some administrative salaries are only supported at $1,000 per summer term with AAR funds. The college can supplement administrative pay through college sources.

Summer pay for 9 month faculty is 6.944% for 3 hours and 13.888% for 6 hours. An overload in the summer is any source of income above 13.888% or 6 hours which requires an extra comp form. Lab classes are calculated at 2.315% per hour (always round to 3 decimal places). The last digit on a class schedule determines the amount of hours for a class. Some classes may be 1 hr, 2 hrs, 3 hrs, or 4 hrs.

Summer II pay is calculated at the preceding year salary as summer I (unless they are 12 month faculty) per the faculty handbook. Pay raises do not go into effect for 9 month faculty until August 16. 12 mo faculty are required to teach one class each summer term at no additional compensation.

Grants can only be compensated at $1/9^{th}$ of the annual salary for summer.

Associate Deans and Chairs are required to teach three credit hours each summer term.

Adjuncts are limited to a maximum of no more than 9 credit hours (3 classes) total from 5-16 to 8-15 in the summer months. LIM issues need to be monitored closely for

adjuncts in summer because 2 classes can cause a LIM issue in the same month for only 2 pay periods.

In NBAJOBS, suffix 50, 51, or 52 is summer compensation for a GF employee and suffix 01, 02, or 03 for a 12 mo or DF employee. Faculty’s primary job is listed as 00.

Classes

Special problems or independent study classes with 1 student do not receive extra compensation.

Concurrent

If a faculty member teaches or does work for another state agency, the department will be requested to fill out a concurrent employment at 2 state agencies to report to the State. The State will ask what they are doing and both agencies will have to verify the information.

Overloads/LIM

An overload assignment happens when faculty teach additional hours above the required or is given assigned work outside the normal work week. Overloads are compensated at the adjunct salary pay listed above and will use the codes 610100 (9 mo.) or 610300 (12 mo.). **Per the faculty handbook, an overload is considered to be for pre-tenure faculty teaching more than 12 hours or non-tenure faculty teaching more than 15 hours**. Overload assignments for spring/fall are processed as 01 or 02 assignments in EPAFs for on ACFs. Overloads require an extra comp form through Docusign to be filled out in advance to determine whether there will be a line item max issue with the salary. If there is an issue with the salary, the employee will not be able to work the overload or can take the amount up to the line item max as defined by the state for their position. If there is no line item max issue and the extra comp is approved, the department will then fill out an ACF. There is a line item max for each faculty or staff position and the line item max is looked at per pay period not annually. **Overloads are restricted to 1 faculty/staff overload per term unless approved by the Provost with a justification.**

Search Funds

Search funds in the amount of $1,200 can be requested from a college/dept to fill a vacant permanent Chair or faculty position (no temporary positions). Search funds are not given for multiple failed searches only the initial search. AAR sets aside $32,000 per year for this purpose. Once the $32,000 has been depleted, no funds will be granted. Search funds are to be used to bring faculty to campus and covers expenditures such as hotel, airfare, mileage, candidate only meals, etc. Advertising expenditures are at the cost of the college/dept. Search funds should not be requested for Zoom or other teleconferencing interview alternatives.

PRT

PRT salary increases will be as follows (changed effective Jan. 1, 2020):

$3,500 from Assistant Professor to Associate Professor

$5,500 from Associate Professor to Professor

Merit

Merit increases are occasionally awarded as the institution determines. Merit is awarded based on the department Chair and Dean’s recommendations and done in the spring on a spreadsheet from Budget and send to the Provost Office for review.

Hiring

Everything you need to know about the hiring process

Hiring

FOAPs

A full explanation of the university FOAP structure can be found on the web by click A-Z, Policies & Procedures Manual, Finance-05-01 Chart of Accounts.

Hiring

BG&F

Each college is encouraged to make a request for small renovations to the BG&F fund which allocates $30,000 annually. David Handwork in Facilities Management is the contact for the annual deadlines.

Hiring

IDC or F&A

Colleges can acquire funds through grants as indirect costs on salaries and fringes. The calculation is done quarterly from Research & Tech Transfer.

Positions

Salary prefixes are as follows:

A positions are considered administrative positions.

E positions are part-time adjunct positions.

EA positions are part-time adjunct AOS positions.

F positions are considered faculty positions.

X positions are considered part-time student/staff positions.

WS positions are considered work study positions.

G positions are considered graduate student positions.

Z positions are being used for graduate student positions on grants.

P positions are considered provisional positions. Provisional positions for grants have to have state approval before advertising or posting. P positions require a grant source for processing. P positions cannot be 100% E&G funded or carry forward funded.

Any position that starts with a 0, 1 or 2 is considered in a classified position and determined by the Arkansas Department of Higher Education classification system from a classification of C101-C128 and pay plan. All classified positions and titles as well as the pay plan can be found on the ADHE website under Institutions and Classification and Compensation.

Budgeting

Permanent hires are recorded in the budget book. If a line has $0 funding in the budget book, this means AAR swept funds temporarily to a pool to cover temporary off-budget and AAR will move funds back once a permanent hire is made. They are budgeted as follows:

610100 9 month faculty

610300 12 month faculty

610500 Adjunct part-time fall/spring term (max 9 hrs-all ASU System)

611100 Administrative Non-classified

612400 Classified

613100 University supported research release

613200 University supported research summer

614100 Research – sponsored

614300 Other – sponsored research

615100 Part-time hourly staff (nonstudent)

615200 Part-time hourly student (undergraduate or graduate)

615400 Graduate Assistant - Administration

615410 Graduate Assistant - Teaching

615420 Graduate Assistant - Research

617100 A-State Online Development

617200 A-State Online Teaching

617300 A-State Online Administration

617500 A-State Adjunct part-time fall/spring term (max 9 hrs-all ASU System)

Deans will be budgeted at 75% 611100 (administration) and 25% 610300 (12-month faculty). Associate Deans and Chairs will be budgeted at 50% 611100 (administration) and 50% 610300 (12-month faculty). When Taleo offer letters are processed for new dean or chair assignments, the appropriate allocation needs to be reflected on the offer letter.

Hiring

Chair

When a 9 month faculty member is moved to a chair position, the Department Chair will be paid the 9 month faculty salary multiplied by 1.2777 plus a stipend of $3,000 for 1-14 faculty, $4,000 for 15-29 faculty and $5,000 for 30+ faculty.

Salary Conversions

Faculty who convert from 12 mo to 9 mo position or a 9 mo to 12 mo position will use a salary conversion factor of 1.2777%. If they are going from a 9 mo to 12 mo position, their 9 month salary base is multiplied by 1.277%. Conversely, if they are going from a 12 mo to a 9 mo position, their 12-month salary base is divide by 1.277%.

Reassignment

The normal teaching load for pre-tenure faculty is 12 credit hours with the option for a 3 hour release for research for PRT. Non-tenure faculty teaching load is 15 credit hours. Reassignment is when a faculty member has been given a reduced teaching load to work on research and/or administration. The university is still paying 100% of the E&G salary, the salary proportions are just distributed differently than the original budget load requiring a FOAP change. A transfer is required to clean up the deficits from the new distribution to account code 613100 or 611100. If a permanently budgeted position is given reassignment time from what was originally budgeted in the budget book, the departmental secretary will need to do a transfer in Banner to move funds from one account code to the reassigned account code based on the percentage of reassigned time given. For example, if a 9 month faculty (610100) member is given a reassignment to a university supported research assignment (613100), a FOAP change needs to be sent stating the percentage of teaching and the percentage of research reassignment. A budget transfer will then need to be done to reflect the percentage of funds reallocated from account code 610100 to 613100.

Hiring Process

Hiring processes for each type of employment can be found on the Human Resources Knowledge base pages. Under Hiring Managers and then by clicking on the link for the type of employee for step-by-step processing instructions or material.

Hiring Freeze

A hiring freeze form (HFF) is needed for any full time or temporary full time hire position to be posted in Taleo. The HFF is used as a justification and pre-approval process before it is loaded into Taleo for posting or offer letter generation. The form has to be approved by the Chair-Dept Head/Dean-Director/Vice-Chancellor/HR/Chancellor. The form can be found under A-Z, Human Resources, Hiring Freeze Guidelines, Hiring Freeze Justification Form. Provisionals, Adjuncts, part-time, and GAs do not require a HFF only full time or temporary full time.

Hiring

Taleo/EPAF

Any faculty/staff paid benefits and full time (even temporary full time) will need to have an offer letter done in Taleo after a search posting is done to generate a contract. AAR is required to keep a faculty file with official transcripts for all new faculty hires. If a faculty member is hired ABD in August at an Instructor non-tenured and hopes to have the doctorate by May, they can be moved when doctorate is completed to Assistant Professor pre-tenure. Two contracts will need to be signed.

Graduate Assistants, Adjuncts, part-time students/non-student, and work study who are continuing or returning are done on Electronic Personnel Action Forms (EPAFs) in Banner and all new hires are processed in Taleo for on-boarding paperwork processing.

Full time faculty overloads which require an extra compensation form are done either in EPAFs or ACF until they are all migrated to EPAFs.

Backfills are temporary one year assignments until a permanent hire is made.

Hiring

Adjunct pay

$2,000 Instructor level credentials (Masters)

$2,100 Assistant Professor or Associate Professor level credentials (PhD)

$2,200 Professor level credentials (PhD)

$2,500 Emeriti Professor (retired)

$1,500 AOS development

$3,500 AOS teaching (with PhD only – otherwise above rates)

$700 Per student AOS dissertation mentors

Adjuncts are temporary non-benefited off-budget positions for additional instruction not permanently budgeted. **Adjuncts are limited to a maximum of 9 credit hours (3 classes) across the ASU system campuses for fall term and spring term and no more than 9 credit hours (3 classes) total from 5-16 to 8-15 summer months**. Please verify with the adjunct if they are teaching anywhere else on campus or at any other ASU campus before committing to the hire. An adjunct cannot teach 3 classes and do other work such as developing or grant work in the same semester as it puts them over hours.

It is the department's responsibility to secure official transcripts of adjuncts working in the department and vet they have the correct credentials as outlined in the faculty handbook to be teaching a class. Transcripts need to be kept on file in the department in the event of an audit by the HLC accreditation body.

Hiring

Funds

110000 E&G Operating Budgets

13XXXX Carry forward funds that **roll over to the next year.** Funds can be moved from a carry forward into an E&G account. However, **E&G funds cannot be transferred to a carry forward account.**

~~140001~~ Summer School – **this is no longer used** - AAR will request a budget from the department in the spring for summer salaries for planning purposes. AAR will transfer funds for all deficits in account code **610400** for summer teaching or **611500** for summer administration.

140002 Course Fees – Used to cover the expenses for consumables for some classes. Rather than having pages and pages of fees listed on student's accounts, the board approved the process to allocate fees based on 1% of tuition. Each college allocation is based on a preset percentage determined by a committee of Deans. 70% is allocated in July/August and 30% is allocated in February (or percentages determined by Budget in years of low enrollment). **The college/department should place requisitions for expenditures or consumables for items for courses directly on this fund.** Course fees consist of consumable items a student would use in a class. For example, beakers or slides in Biology lab, needles or syringes in Nursing, paint or brushes in Art, sheet music for a music class. Something a student would have to go buy if we did not provide them for a class.

140003 Technology Fees – used to fund faculty computers or staff who come in direct contact with students. Anything for smart classrooms will need to contract ITS for special requests. Technology Fee allocations are based on the number of faculty and staff with direct contact with students within each unit. Priority is given to faculty first and then staff needs are met for those staff that have direct contact with students. **The college/department should place requisitions for expenditures directly on this fund**. Computer lab replacement is a separate allocation with funding around $35,000 with special request to the Provost Office based strictly on the age of computers. 70% is allocated in July/August or when AAR gets the AAR portion from ITS and 30% is allocated in February (or percentages determined by Budget in years of low enrollment). In spring, the computer lab replacement funds may be redirected to faculty computers if an enrollment shortfall causing a cut for the spring allocation exists.

~~140004~~ Off Budget – **this is no longer used** - AAR will request a budget from the department in the spring for off-budget salaries for planning purposes for the next fiscal year. AAR will transfer funds for part-time adjunct salaries with account code **610500** for budget deficits as well as salaries for any off-budget temporary full times funded by AAR. These are salaries not reported in the budget book.

140005 Academic Capital – 3 year rotation used for capital improvements for the department. Academic Capital is defined as items costing more than $5,000 and having a lifespan of at least 5 years. These are usually “big ticket” items like lab equipment. Complete renovations of classrooms and/or labs are permitted as the total cost exceeds $5,000. **The college/department should place requisitions for expenditures directly on this fund.** All funds distributed or given 100% in July/August.

140006 Faculty Development – used for faculty development within a college. Allocated based on the number of faculty within a college each year. Funds will be transferred 100% to the college in July/August from AARs instructional support account.

140007 Infrastructure – used to fund special requests for departments and approved by the Provost and SGA for special projects which students can see, touch, hear or feel. This fee was established to assist in the enhancement of the **STUDENT** learning environment. This learning environment consists of, but is not limited to, classroom furnishings, student computer labs, teaching media, student software teaching tools, highly mediated classrooms, and technology enhancements just to name a few. Student Infrastructure should not be used to fund grant items for faculty as it is for student needs in classrooms. Since Infrastructure funds are awarded annually, requests should not include recurring maintenance contracts or costs beyond that year. If there are annual maintenance costs for a piece of equipment into years 2 or 3 or beyond, these costs should be covered by the department for multi-year maintenance contracts since funding is not guaranteed into multiple years. Student groups and committees are formed in order to determine the needs of each college or unit. The lists are compiled and then a representative from each group makes their presentation to the Vice Chancellor for Academic Affairs and Research and the President of the Student Government Association. The Student Infrastructure allocations are made based on an annual budget from the student fee. 70% is allocated in July/August and 30% is allocated in February (or percentages determined by Budget in years of low enrollment). If you have residual funds remaining and all funded items have been procured, you can ask AAR to buy the next priority item on the list not funded. Any substitutions or additions will need to be reviewed by a student committee representing the college. Any ITS or Facilities projects will need to be arranged quickly to avoid end of year billing problems. **The college/department should place requisitions for expenditures directly on this fund.**

15XXXX Institutional Sponsored Research funds usually awarded by ORTT.

2XXXXX Grant funds. 28XXXX is a cost share and has to be covered with department funds.

Hiring

Buyout

Buyout is a term used when E&G salaries are offloaded from instruction to research grants (any fund that starts with 2XXXXX) or other sources and results in E&G salary savings. The department gets to keep 80% of the buyout and the Office of the Provost keeps the other 20%. The 80% goes toward faculty replacement for teaching due to the buyout. Salary coverage of backfill for faculty member is first priority.

Equity

Equity applications are taken in the fall and awarded in the spring based on eligibility and funds are transferred from an AAR fund.

Tenure

Faculty can be tenured after 6 years. If after the 6th year you are denied, you are given a one year contract to find another position with no guarantee of employment. After that year it is considered a terminal contract.

Sabbatical

Sabbatical is when a faculty member takes a leave to do research or write a book. AAR will approve the sabbatical request and the department will prepare the FOAP change using the sabbatical account 110000-212002-613100-1450. An ACF will need to be done for the following semester or year end to put them back on payroll for the new year.

Accreditation Site Visits

The expenses to be reimbursed by the provost office for accreditation site visits are as follows (please provide receipts and documentation):

1. Airfare, hotel, meals, rental car, or mileage for Site Team

2. Accreditation Fees

3. Fees for Consultants brought in advance

Expenses paid by the department for site visits are:

1. Meals for department staff/faculty visiting with Site Team

2. Document supplies and preparation expenses

Accreditation or Institutional Memberships

The department will need to fill out any paperwork necessary for institutional memberships or accreditation such as representatives or student numbers. The department needs to supply the W-9 or vendor forms for first time vendors. New institutional memberships or accreditations will be cleared by the Provost prior to processing. Once the department secures an invoice, the invoice is supplied to AAR for processing on AAR funds.

How to look at a department org roll up:

1. Click on the Finance tab in Self Service

2. Click on Budget Queries

3. Leave the drop down to “Budget Status by Organization Hierarchy”

4. Click on “Create Query”

5. Check all of the boxes for the information you want to see. Tip: “Encumbrances” are usually POs, travel on a TA, etc., “Reservations” are usually requisitions, and “Commitments” are both “Encumbrances” and “Reservations” together.

6. Click on “Continue”

7. Enter the FY you want to see

8. Enter the Fiscal period you want to see (period 14 will catch all expenses for the year even for the FY close)

9. Leave Commitment Type to “All”

10. Enter the Chart of Accounts as “J” for Jonesboro

11. Enter the Fund

12. Enter the Org. Tip: enter the first three digits your accounts start with and three zeros (000). Example: 251000 for Agriculture and Technology.

13. Click on the “Submit Query” button

14. You should see a list of your departmental accounts.

15. Tip: Anything highlighted in blue can be click on and drilled down for more detailed information.

16. There will be more accounts listed under each category of accounts. Example: 251300 (Education Farm Programs) will list 251301 (Farm Admin), 251302 (Crops & Soil), 251303 (Beef Cattle), etc.

17. Budget status reports can be exported to excel in any of these org hierarchies using the process below.

How to export a budget status report from Banner Self Service into Excel:

Exporting a budget status report from Banner Self Service into Excel:

1. Login to Banner Self Service
2. Click on the Finance tab in Self Service
3. Click on My Finance Query
4. Click on New Query in top right corner
5. Leave the drop down to “Budget Status by Account”
6. Enter the Chart of Accounts as “J” for Jonesboro
7. Leave Index blank
8. Enter the Fund. Tip: Putting a 1% will catch all fund types. Putting 11% will catch all E&G operating accounts and 13% all carry forward and 14% will catch all restricted fee accounts.
9. Enter the Organization. Tip: putting the first three numbers of your account with a wild card % sign will catch all your orgs. Example: 251% will catch all Agriculture and Technology accounts. Enter more digits the further you want to go into the org hierarchy. Example 2512%.
10. Leave the Account blank unless you want to see just revenue (enter 55% in account), salaries (enter 61% in account), fringes (enter 62%), supplies (enter 71%), travel (enter 72%), capital (enter 73%), and transfers (81%).
11. Enter the program of 1% if you want to see everything. Note: If you put a program in for your FOAP as 1% as above, it will not show revenue because the program for all revenue is 0000.
12. Leave the Activity, Location, Fund Type, and Account Type blank and Commitment Type to All unless you want to report specifically for those. Tip: New reporting for research initiatives can be pulled using Activity of RES.

13. If you want to see revenue put a checkmark in the “Include Revenue Accounts” box. If not, leave it blank.

14. Enter the FY you want to see

15. Enter the Fiscal period you want to see (period 14 will catch all expenses for the year even for the FY close)

16. Check all of the boxes for the information you want to see. Tip: “Encumbrances” are usually POs, travel on a TA, etc., “Reservations” are usually requisitions, and “Commitments” are both “Encumbrances” and “Reservations” together.

17. Click on “Submit” at the bottom

18. You will see a list of your account criteria and information and totals at the bottom.

19. On the right side of the screen below New Query, you can click the button with a down arrow and line under it to the right of the + button to export it to Excel.

20. A download screen will pop up for you.

21. Click on the “Open file” button that appears in the top right-hand corner of your computer.

22. Once Excel opens, click on the Enable Editing button at the top. You will need to delete any rows or columns you do not want from your report. Then click Ok.

23. Tip for the columns that have $ amounts, highlight the columns and click on Home tab in the Number format select in the drop down menu “Currency” then click on the down arrow beside the Number and select under negative numbers the last option. This will highlight anything in a deficit or being deducted from the pool balance in red.

24. You will need to save your file from a csv file to an xls file by click on the save button, renaming the “File Name” and changing the save as file to “Excel Workbook (*.xlsx).

25. You can use Excel to create Subtotals under the Data tab. Tip: create the first subtotal by fund (or fund title) leaving the replace current subtotals checked and create the second subtotal by organization (or organization title) leaving the replace current subtotals **un** checked and create the third subtotal by account type 2 (or account type 2 title) leaving the replace current subtotals **un**checked. You can collapse the subtotals to make summary sheets by clicking on the numbers (1234567) under the row cell identifier on the left side beside the column letters.

26. If you mess up the subtotals, just go to the Data Subtotal drop down and click remove all to start again.

27. If you want to add color on the subtotals, highlight the account level (61, 62, 71, etc.) and amount columns, go to the Home tab and click on “Find and Select” and then click on “Go to Special” and check “Visible cells only” then click Ok and then select a yellow color using the paint bucket.

28. Now collapse two levels to department level and do the same process in step 26 using the color green.

How to export expenditures out of INB:

1. Go to “FGITRND” and enter (if approval notifications come up, just close the screen)

2. Put in the COA as “J” , enter the 2 digit FY you want to see, enter the fund, enter the organization, enter account if necessary (leave blank if you want to see all expense), enter a program if necessary)

3. Click the “Next Block” button at the bottom (arrow down with a line below it)

4. A gray screen with fields will appear

5. In the Field enter YTD (year to date expenses)

6. Click on the “Go” button (off to the left)

7. A list of expenditures will appear

8. Click on Tools (top right)

9. Click on Export in drop down

10. An excel file will pop up at the bottom of your screen

11. Click on the file

12. It should pop up excel with all the YTD expenditure report

13. Click on “Enable Editing” in the yellow bar

14. You will need to delete any rows or columns you do not want on your report.

15. You will need to save your file from a csv file to an xls file by click on the save button, renaming the “File Name” and changing the save as file to “Excel Workbook (*.xlsx).

16. You can use excel to create Subtotals under the Data tab.

These tips will help narrow your search in INB.

Tip: you can put a wildcard search in the Document field to see different transactions with step #5 above.

F0% Cash receipts through Cashiers Office or Payroll expenditures

JV% Journal Vouchers

J0% Tax credits through A/P

I0% Invoices paid through A/P

TB% Telecom charges

WO% Facilities charges (The WO# will be 8 digits behind the WOXXXXX and dash)

PC% P-card charges

Tip: you can put a date in the Activity Date to see transactions for one day with step #5. Use date format 12-MAR-2020 for example.

Departments can ask Facilities to give them access to FAMIS Self Service to review WO status, billing information and details (see attached Self Service Manual to review billing detail).

Helpful INB HR Screens (see attach reference manual):

1. PEAEMPL – Employee

2. NBAJOBS – Employee Jobs – Job Labor Distribution (can see overloads under 01, 02, 50 suffix)

3. FTVORGN – Timesheet approver orgn look up (click filter put T in chart of accounts and in title put %supervisorlastnamehere% to search and hit go)

4. NBIJLHS – Labor Distribution Change History

5. PEIETOT – Employee YTD Totals

6. NHIDIST – Labor Distribution Data Inquiry

7. NHIEDST – Employee Distribution Inquiry

8. PEILHIS – Employee Leave History

9. PEALEAV – Employee Leave Balances

Helpful INB Finance Screens:

1. FGIOENC – Open Encumbrances

2. FGIENCD – Detailed Encumbrance Activity

3. FPIOPOV – Purchase Orders By Vendor

4. FAIVNDH – Vendor Detail History

5. FGIBAVL – Budget Available Balance

6. FGIBDSR – Executive Summary

7. FGITBSR – Trial Balance Summary

8. FGIBSUM – Org Budget Summary

9. FGIBDST – Org Budget Status

10. FGITRND – Detail Transaction Activity

11. FOIDOCH – Document History

Inventory

All colleges are required to keep accurate inventory records as per the university policy found on the web under A-Z, Policies & Procedures Manual, Finance-05-31 Inventory/Property Management. This policy explains the acquisition, transfer, and disposal processes. Requisitions for any items requiring inventory should be placed directly on the FOAP of the department of the college responsible for inventory of the item. This will place the item on the correct report provided annually by Finance for verification.