What are account codes?
- Describe general ledger transactional activity
- Group activity
- Determine how a transaction is treated or processed within the accounting system
- Synonymous with ‘object code’

Why do they matter?
- Reporting
  - Internal
    - Management reporting
    - Budget reporting
  - Externally
    - Facilities and administrative rate proposal
    - State
    - Grant billings
    - Financial reports to agencies
    - Financial Statement and A-133 Single Audits
Why do they matter?

Transactions in specific account codes may:
- Require special forms and approvals
- Catering
- Require special budget authority
  - 8115 – Entertainment
- Require special treatment for reporting
  - Unallowable expenses

What types are there?

Account Codes
- Balance sheet account codes
  - Assets
  - Liabilities
- Operating account codes
  - Revenue
  - Expenditure

Account Code Ranges: Revenues & Expenditures

<table>
<thead>
<tr>
<th>Account Code Range</th>
<th>Account Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 – 1899</td>
<td>Personal services</td>
</tr>
<tr>
<td>1900 – 1999</td>
<td>Fringe benefits</td>
</tr>
<tr>
<td>2000 – 2999</td>
<td>Travel</td>
</tr>
<tr>
<td>3000 – 3999</td>
<td>Contractual services</td>
</tr>
<tr>
<td>4000 – 4999</td>
<td>Commodities (supplies)</td>
</tr>
<tr>
<td>5000 – 5999</td>
<td>Capital expenditures (equipment)</td>
</tr>
<tr>
<td>6000 – 6999</td>
<td>Student aid</td>
</tr>
<tr>
<td>7000 – 7999</td>
<td>Facilities and Administrative cost recovery</td>
</tr>
<tr>
<td>8000 – 8999</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>9000 – 9999</td>
<td>Revenue</td>
</tr>
</tbody>
</table>
Banner Account Code Structure:
Helpful Screens

- **FTMACCT - Account Code Maintenance Form**
  - Account code description
  - Predecessor code
  - Account type

  Note: Print Screen example is located on the next slide.

---

Banner Account Code Structure:
Helpful Screens

- **FTIACTH - Account Code Hierarchy Form**
  - Account code roll up
  - Roll up structure used for reporting

  Note: Print Screen example is located on the next slide.
Account Code Structure

- Predecessor Code
  - Roll up code
  - SW Accounting Manual
    - Codes are arranged by predecessor code
- Other Examples
  - Wages – Personal Services
  - 2IN – Instate Travel
  - 3REP – Reproduction Charges
  - 3COMM – Communications Charges

Account Code Structure

- Account Type
  - Used for budget and management reporting
  - Groups activity
- Examples
  - PS – Personal Services Costs
  - TL – Travel
  - SV – Contractual Services
  - CM - Commodities
### Account Type

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account Type Title</th>
<th>Predecessor Account Type</th>
<th>Predecessor Account Type Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AK</td>
<td>Auxiliary Enterprises</td>
<td>50</td>
<td>Revenue</td>
</tr>
<tr>
<td>BD</td>
<td>Bond Proceeds</td>
<td>50</td>
<td>Revenue</td>
</tr>
<tr>
<td>BS</td>
<td>Sales &amp; Services of Education Dept</td>
<td>50</td>
<td>Revenue</td>
</tr>
<tr>
<td>EN</td>
<td>Earnings &amp; Investment Income</td>
<td>50</td>
<td>Revenue</td>
</tr>
<tr>
<td>GA</td>
<td>Government Appropriations</td>
<td>50</td>
<td>Revenue</td>
</tr>
<tr>
<td>IA</td>
<td>Inter/intra Campus Revenue</td>
<td>50</td>
<td>Revenue</td>
</tr>
<tr>
<td>I</td>
<td>Interest Income</td>
<td>50</td>
<td>Revenue</td>
</tr>
<tr>
<td>IR</td>
<td>Indirect Cost Recovery</td>
<td>50</td>
<td>Revenue</td>
</tr>
<tr>
<td>IP</td>
<td>Other Revenue Sources - Private</td>
<td>50</td>
<td>Revenue</td>
</tr>
<tr>
<td>RV</td>
<td>Other Revenue Sources</td>
<td>50</td>
<td>Revenue</td>
</tr>
<tr>
<td>SF</td>
<td>Student Fees</td>
<td>50</td>
<td>Revenue</td>
</tr>
<tr>
<td>SP</td>
<td>Sponsored Program</td>
<td>50</td>
<td>Revenue</td>
</tr>
</tbody>
</table>

### Account Type – continued

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Account Type Title</th>
<th>Predecessor Account Type</th>
<th>Predecessor Account Type Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS</td>
<td>Personal Services</td>
<td>60</td>
<td>Labor</td>
</tr>
<tr>
<td>SM</td>
<td>Staff Services</td>
<td>60</td>
<td>Labor</td>
</tr>
<tr>
<td>TL</td>
<td>Trust</td>
<td>70</td>
<td>Direct Expenditures</td>
</tr>
<tr>
<td>CM</td>
<td>Contractual Services</td>
<td>70</td>
<td>Direct Expenditures</td>
</tr>
<tr>
<td>CS</td>
<td>Commissions</td>
<td>70</td>
<td>Direct Expenditures</td>
</tr>
<tr>
<td>KG</td>
<td>SWS for Retail</td>
<td>70</td>
<td>Direct Expenditures</td>
</tr>
<tr>
<td>CP</td>
<td>Capital Expenditures</td>
<td>70</td>
<td>Direct Expenditures</td>
</tr>
<tr>
<td>AD</td>
<td>Student Aid</td>
<td>70</td>
<td>Direct Expenditures</td>
</tr>
<tr>
<td>IC</td>
<td>Indirect Cost</td>
<td>70</td>
<td>Direct Expenditures</td>
</tr>
<tr>
<td>MS</td>
<td>Miscellaneous Expenses</td>
<td>70</td>
<td>Direct Expenditures</td>
</tr>
<tr>
<td>MT</td>
<td>Mandatory Transfers</td>
<td>80</td>
<td>Transfers</td>
</tr>
<tr>
<td>NT</td>
<td>Non-Mandatory Transfers</td>
<td>80</td>
<td>Transfers</td>
</tr>
<tr>
<td>OT</td>
<td>Other Transfers</td>
<td>80</td>
<td>Transfers</td>
</tr>
</tbody>
</table>

### Reviewing Account Code Usage: Banner Screens

**FGIBDST - Org Budget Status Form**
- Shows budget, year-to-date transactions, commitments and available balance for fund-org by account code.

Note: Print Screen example is on the following slide.
Reviewing Account Code Usage: Banner Screens

- FGITRND - Detail Transaction Activity Form
  - Line item detail of transactions by account code

Note: Print screen example is on the following slide.
Reviewing Account Code Usage: Banner Screens

* FGIBSUM – Org Budget Summary
  - Shows expenditures for fund-org by account type
  
  Note: Print screen example is on the following slide.

Account Code Online Resources

- SW Accounting Manual
  - Appendix A-1
  - Balance Sheet Accounts
  - Appendix A-2
  - Revenue and Expense Accounts
  - List of account code changes or additions
  - Information on how to search a PDF document

- UAF Financial Services Website
  - [http://www.uaf.edu/finsvcs/AcctCodes/index.html](http://www.uaf.edu/finsvcs/AcctCodes/index.html)
  - Searchable list of account codes
  - Descriptions
Training and Reports

- Review training calendar at the OIT Help Desk at:
  http://www.alaska.edu/oit/training/index.xml
- Most of the following trainings are offered each month:
  - QMenu Reader
  - QMenu Writer
  - QAdhoc
  - Data Browser
  - Banner Navigation
- To request a class, call Martin Miller at ext. 8304 or send an e-mail to: sytrain@alaska.edu

Statewide Help Contacts

- Michelle Wood
  - SW Fund Accounting
  - 450-8066
- Briana Walters
  - SW Office of Cost Analysis
  - 450-8077
- Dawn Wall
  - SW Office of Cost Analysis
  - 450-8076

UA Account Structure

Dawn Wall, Accountant
November 8, 2007
UA Account Structure

- Fund (6 digits) – identifies source of funds, i.e., campus, project, grant or contract, other special group
- Org (5 digits) - represents department
- Account (4 digits) - type of transaction
  - also called object code
  - asset, liability, fund balance
  - expenditure, revenue, transfer

UA Account Structure (con.)

- Program (6 characters) - function & budget; classifies financial activity for reporting and other management purposes
  - financial statements
  - institutional research
  - facilities and administrative cost rates
- Activity (6 characters)
  - Y2K
  - work orders for GI & Physical Plant
- Location code (4 characters)
  - identifies building number or other location

UA Account Structure (con.)

Funds – multiple types
- Unrestricted - 101010 for SW
- Land Mgmt projects - 12xxxx & 13xxxx
- Matching - 14xxxx
- Recharge - 17xxxxx
- Designated, ACT, Fringe Benefit - 18xxxx
- Auxiliary - 19xxxx
- Restricted – 2xxxxx & 3xxxxx for UAF & SW
- Plant funds - 5xxxxx
- Agency funds - 9xxxxx
福分 (cont.)
- Different fund types treat budgets and encumbrances differently
  - committed vs. uncommitted
  - review encumbrances frequently
- Processing rules are different for restricted funds
  - ask Sherry for assistance
- FTMFUND - Fund Code Maintenance Form
  - Go immediately into query mode to view funds
- FTIFNDH
  - Fund Hierarchy Query Form

组织代码 (con.)
- SW operating (dept) orgs - 8xxxx
  - may have separate org to accumulate info
    - one time project (Presidential search)
    - specific cost (DHL)
    - another location (General Counsel in Anchorage)
    - to identify different activity within one project
- SW salary orgs - 89xxx
  - Students & OT in dept orgs – 8xxxx
- UA fringe benefits & property orgs - 9XXXX

组织代码 (con.)
- Org hierarchy allows various reporting
  - FTMORGN
    - Organization Code Maintenance Form
    - View in query mode
  - FTIORGH
    - Organization Hierarchy Query Form
UA Account Structure (con.)

Account Codes (aka Object Codes)

- **Balance sheet accounts**
  - 0000 – 0599  Assets
  - 0600 – 0899  Liabilities
  - 0900 – 0999  Fund Balance

- **Revenue**
  - 9210 - state appropriation
  - 9810/9811 - F&A cost recovery
  - 9830 - interest income
  - 98xx - miscellaneous revenue
  - 99xx - interdepartmental or interagency receipts

---

UA Account Structure (con.)

Account Codes (con.)

- **Expenditure acct types**
  - personal services  1000 - 1899
  - staff benefits      19xx
  - travel              2xxx
  - contractual services 3xxx
  - commodities/supplies 4xxx
  - equipment           5xxx
  - facilities & admin cost (F&A) 7xxx
  - miscellaneous       8xxx

---

Questions?

???
Journal Vouchers

Several Types

- budget entry
- payroll feeds
- accounts receivable feeds
- copy pool charges, physical plant work order charges, etc.
- general finance journal vouchers
  - JV01 – general
  - JPAY – between two restricted funds
  - JPRC – construction labor
  - JSPO – moving payroll when one of the funds is unrestricted

Journal Vouchers (con.)

Processing

- When is a journal voucher used?
  - when other means of entry into the financial system are not available
- What is it used for?
  - current accounting entries
  - allocation of costs
  - corrections of errors

*cannot* correct encumbrance errors with JV
Journal Vouchers (con.)

Backup Documentation
- Depends on JV transaction
  - Restricted funds – The JV must be supported by documentation that contains a full explanation of how the error occurred and a certification of the correctness of the new charge by the responsible financial or administrative personnel of the department and how you will eliminate re-occurrences.
  - An explanation which merely states that the transfer was made “to correct error” or “to transfer to correct project” is not sufficient and the JV will not be processed.
- Approver should be able to determine the appropriateness of the JV by examining the following:
  - online transactions that JV pertains to
  - documentation attached to JV, if necessary
  - explanation of transaction on JV

Journal Vouchers (con.)

Approvals
- Signed by preparer
- Approval by originating department supervisor is not required at SW
  - assumes preparer will get approval if needed
- Additional authorizing signatures needed if JV involves an org from another dept.
  - not required for routine JVs; for example Risk insurance charges for special insurance coverage
- Restricted Funds – Grants & Contracts approval required, check with Sherry Hansen

Journal Vouchers (con.)

Processing Time
- Reviewed and approved once a day by Cost Analysis in normal circumstances
- Month end cutoff
  - See FinSys web site for month end schedule, JV’s due 2 days prior to month end
  - Submitted to Financial Systems by Cost Analysis
    - normally, keyed within two working days
    - Online as soon posted by system
Journal Vouchers (con.)

Viewing Online
- FGIDOCR - Document Retrieval Form
- actual JV after posting, must know JV number
- FGIBDST & FGIBDSR
  - show the affect of the JV on the account
- FGITRND
  - assists you in checking to see if JV processed

TRNX example – Invoice I0201234 was coded to the wrong account code and should have been distributed to 4 additional departments

Prepare Journal Voucher to transfer cost to correct account code and distribute to other departments, get Coordinating signatures

Enter Document Number on description line 1st, then the description as it appears in Banner.
Journal Vouchers (con.)

JV has been processed moving the expense from the incorrect account code and has been distributed to other departments.

To view completed JV, make sure the cursor is on the JV line then click on Options on the menu bar and choose Query Document.

Journal Vouchers (con.)

To view the JV description click on Options and then choose Document Text.

Questions?

???
Petty Cash Overview

Petty Cash

Per Statewide Account Manual Procedure P-6

“Petty Cash funds represent specified amounts of cash set aside to facilitate disbursements for relatively minor transactions and small expenditures generally required to be made in cash.”

Petty Cash (con.)

Current Statewide Petty Cash fund custodians:
- Bess Rounds – President’s Office
- Lynette Willis – SW Land Management Anchorage
- Shannon Slater – SW Risk Services
- Judy Ramsey – SW Risk Services Anchorage
- R. Diane Taylor – SW UA Relations
Petty Cash (con.)

Common Errors
- A completed Petty Cash Voucher not submitted with original receipts
- Reimbursement request includes Representational Allowance expenditure(s)
- Petty Cash not approved by supervisor

Petty Cash (con.)

New Information
- Data enterable form is available and it is designed to do the calculations
  - Petty Cash Voucher
Petty Cash (con.)

Questions?

Sponsored Programs

Presented by Sherry Hansen
sherry.hansen@alaska.edu
450-8119
Sponsored Programs

What are they?
- External funding to support instruction, research, and other institutional activities
- The funding may come in different forms
  - Reimbursable Services Agreement (RSA)
  - Grant Award
  - Cooperative Agreement
  - Contract

Funding is different than general or unrestricted funds (a.k.a. 101010 for SW)
- Most activities at statewide are funded by unrestricted dollars
- The controller’s office monitors activities in fund 101010
- Each department has a designated org code to track the annual budget & expenses

What makes sponsored programs unique?
- External funding to UA
- Money awarded for a specific purpose
- Restrictions on use of the money
- Specific timelines to complete the project
- The entity that is funding the sponsored program will be billed so UA can be reimbursed for expenses related to the program
Sponsored Programs

- Restricted funds are established that will be used to track sponsored program activities
  - SW restricted funds begin with a 2 or a 3
  - May cross fiscal years
- See accounting manual procedure G-10 for guidance on when to establish a restricted fund

The Sponsored Programs Cycle

- Conception of an idea
- Search for funding
- Proposal application
- Award notification & acceptance
- Post award administration
- Reporting
- Closeout
- Audit

Proposal

- Request made of a sponsor to fund a project
  - Request for Proposal (RFP)
  - Announcement of Opportunity
  - Request for Application
Proposal

- Guidelines & application forms
  - Sponsor guidelines must be adhered to
  - Compliance with federal circulars is mandatory
  - University policies & procedures must also be followed

Elements of a Proposal

- Cover/Title page
- Abstract
- Project narrative
- Budget
- Budget justification
- Current & pending support
- Curriculum vita or resume of key personnel
- Certifications & assurances signed by AOR

Required Forms

- The following documents are required when the proposal is submitted to SW Cost Analysis for review:
  - Proposal Checklist
  - Use to guide you through proposal preparation
  - Statewide Proposal Transmittal Form
  - Must be signed by Principle Investigator (PI) & Department Head or Director
  - Proposal must be entered into Banner to generate an “S” number
  - Clearance Data Form
  - Must be signed by PI
  - Proposal Package
  - Depends on sponsor
Institutional Authority

Proposal submission requirements
- Reviewed by SW Cost Analysis
- Protect the University from unnecessary commitments
- Unallowable costs not included
- Ensure proper facilities & administrative rates and staff benefit rates are used for the project

- Application and SW Proposal Transmittal form must be signed by the Authorized Organizational Representative (AOR)
  - Tanya Hollis authorizes proposals $250,000
  - Myron Dosch authorizes proposals > $250,000

- Departments do not have the authority to submit proposals or accept awards on behalf of UA

Award Notification

- Agencies use various forms of award documents
- Includes, by reference, all of the other submissions made by UA
  - Application documents
  - Certifications
  - Proposal narrative
  - Budget detail
  - Award appendices
  - Administrative requirements

Award Acceptance

- Award acceptance
  - May require AOR’s signature
  - The draw down of funds on the award may indicate acceptance
Post Award Administration

- Policies & procedures of UA and the sponsor must be adhered to
- PI should be allowed to conduct proposed activity
- Administrative support will monitor the daily administration of the award

Monitoring Awards

- Review transactions to ensure compliance with federal circulars, specifically OMB Circular A-21
- Verify there aren’t unallowable costs charged to sponsored projects
  - Cost Transfers
  - Labor Redistributions
  - Journal Vouchers
- See handouts for queries & reports to help monitor awards

Compliance with Federal Circulars

- OMB Circular A-21
  - Cost Principles which determine allowable and unallowable costs applicable to sponsored programs at educational institutions
- OMB Circular A-110
  - Administrative requirements; pre/post award, procurement, financial & programmatic reporting
    - [http://www.whitehouse.gov/omb/circulars/a110/a110.html](http://www.whitehouse.gov/omb/circulars/a110/a110.html)
- OMB Circular A-133
  - Audit compliance supplement
    - [http://www.whitehouse.gov/omb/circulars/a133/a133.html](http://www.whitehouse.gov/omb/circulars/a133/a133.html)
Reporting

OMB Circular A-110, subpart C, sections .51 through .52 set forth the procedures for monitoring & reporting program performance. Performance reports & Financial reports are prescribed by the awarding agency.

- Awarding agency prescribes the frequency of reporting required for an award:
  - Not more frequent than quarterly
  - No less frequent than annually
  - Final reports are due 90 calendar days after the close of the award

Performance Reports

- Prepared by PI, shall generally include:
  - Comparison of accomplishments vs. goals of the proposal
  - Justification for why goals were not met
  - Explanation for cost overruns or high unit costs

Financial Reports

- Prepared and submitted by SW Cost Analysis:
  - SF-269 Financial Status report required for non-construction programs, if cost reimbursable
  - SF-272 Report of Federal Cash Transactions, if funds are advanced
  - Close-out RSA’s.
Award Closeout

- OMB Circular A-110, subpart D, section .70 through.73 contain closeout procedures
  - Must submit all financial, performance and other reports as required by the terms & conditions of the award within 90 days of the close of the project
  - Liquidate all obligations incurred under the award
  - Settlement of costs between UA and sponsor

Audit

- Federal government retains the right to review records associated with claims for federal funds & to audit those records to determine the accuracy of the claims
  - Annual A-133 audit
  - Site visit by federal agency

Additional Information

- Forms are available on the SW Office of Cost Analysis website
  - www.alaska.edu/cost-analysis/

Sherry Hansen
Sponsored Projects Coordinator
Statewide Office of Cost Analysis
sherry.hansen@alaska.edu or 450-8119
Budget Organization

- Operational orgs (80xxx)
  - Each department has at least one
  - Special projects
  - Initiatives, Initiative Pools, SB137, Bridge
  - Includes "Operational" Labor:
    - Overtime, Temporary employees, Student Assistants
  - Includes all Non-Labor expenditures
    - Travel, Contractual Services, Commodities, Capital Expenditures, Student Aid, Indirect Costs, Transfers

Budget Organization (continued)

- Salary orgs (890xx)
  - Permanent and term-funded employees
  - No overtime
  - Unused budget not available for other expenses
  - Some 80xxx orgs with alternate funding
- Controller’s approval required
  - Movement between operating orgs
  - Movement between labor and other
Changing Situations/Needs

- E-mail when aware of additional needs
  - To: Barb Stockwell; CC: Randy Weaver
- Provide pertinent information
  - Description of need with justification
  - Amount needed
  - Why current budget is not adequate
    - New program, additional travel, equipment replacement, etc.
  - Any potential funding available
- We appreciate knowing ASAP

Seven-Year History

- Historical Data – by Org
  - Activity by major expenditure type
    - Personal Services
    - Non-Personal Services
  - Activity by Fiscal Year
  - Projection of current fiscal year
- Reference for decision making
- Reference for projections

Position Recruitment

- Controller gives approval for all recruitments
  - Request via email with pertinent information
  - Position reviewed/assessed for current needs
- Position Requisition Form – People Admin
  - Hiring Manager submits
  - Provide fund/org information
  - Will be returned if incomplete or incorrect
- Job Form – Not automated yet
  - Review & initial by Labor Distribution section
  - Department Hiring Authority signature & date
- Both forms reviewed/approved by Budget
**Position Changes**
- Job Form – Not automated yet
  - Funding changes
    - Labor distributed between funds or orgs
  - Hours decreased/increased
  - Position reclassified
  - Out-of-Class adjustments
- Backup documentation for change
- Review & Initial by Labor Distribution
- Department Hiring Authority signature & date
- Reviewed/approved by Budget

**Budget Development**
- Labor
  - New Staff Benefit rates
  - New Labor rates
  - Current Employee file
  - Annual Step increase
  - Board of Regents adjustments
- Operating
  - Continuation Budget
  - Increment requests – fixed costs
  - New programs/needs

**Monitoring YTD Activity**
- Summary available at beginning of month
  - Usually same day as Financial Systems Month End
  - E-mail notifying availability in Share Folder on FinSys1
  - Sorted by Account Manager
  - Summarized by Account Type
- Review for accuracy
  - Expenditures
  - Encumbrances
  - Revenue (if applicable)
Monitoring YTD Activity (continued)
- Fund/Org/Program Code Errors
  - Yellow – Mismatches within SW
  - Green – Cross MAU mismatches
- Take action to correct errors
  - JV’s (Dawn Wall)
  - Labor Reallocations
    - Controller’s Office (Rita Murphy) can provide assistance
    - Sherry Hansen must approve all Restricted Funds
- Revenue without Budget
  - Highlighted in Blue
  - All revenue requires budget to expend funds
  - Request additional budget

Researching Questionable Activity
- Banner (Commit Ind ‘Uncommitted’ for current year)
  - FGIBDST – Organization Budget Status
    - Place cursor on amount to research: Adjusted budget, YTD Activity, or Commitments
    - Select Transaction Detail Information from Options Tab
  - FGTRN – Listing of all transactions by account code
    - Place cursor at far left of item to research
    - Select Query Document from Options Tab
  - FGIDOCR – Document Retrieval Inquiry
  - FAIINVE – Invoice/Credit Memo Inquiry

Researching Questionable Activity (continued)
- Vista Plus: reports.alaska.edu
  - FGRODTA - Organizational Detail Activity
  - FGR2UOE_WKLY - Weekly Uncommitted Open Encumbrances
  - FGRBDSC - Budget Status Current Year
  - FRRGITD - Grant Inception to Date
- Manual available on Vista Home page
  - Instructions for Finance Group
Researching Questionable Activity (continued)

- Other available research tools
  - QMENU and QADHOC
    - qmenu.alaska.edu
  - Oracle DataBrowser
  - Training available
    - www.alaska.edu/hat/web/Training

Management Reporting

- UA required to report fiscal status
  - BOR policy
- Controller sets schedule and requirements
  - Twice each fiscal year
    - Year-to-Date January and April
    - Used to determine lapse/carryforward
      - Included in upcoming Fiscal Year's budget
- Finance/Controllers Office
  - Consolidates departmental information
  - Projects revenue requirements
  - Forwards to SW Fund Accounting

Projections

- Required for Management Report
  - Anticipated Employee Leave
    - ‘Guess-timate’ thru End-of-Year
  - Operating Expenditures
    - Monthly office expenses: phone, copying, supplies
    - Business Expenses: travel, video conferencing
    - Equipment replacement, maintenance
    - New programs or projects
- Do not ‘project’ the Original Budget
  - January 2007 projected $3.4M more than actual FY07 total year expenses
  - January '06 - $1.8M, January '05 - $2.1M
Reporting Procedures Labor

- **Employee Leave Projections**
  - Forms created and distributed by org
  - Mid-January and Mid-April
  - Employee requested to estimate hours by pay period  
    (To accurately include yearly step increase)
  - Not obligated to take estimated hours
  - Used to calculate total projected personal services costs

Reporting Procedures Operating

- **Operational Projections**
  - Non-exempt overtime hours
  - Student Assistants and Temporary Employees
  - Operating expenses by major account type
  - Round to $100's
  - Use Template or Projection column in YTD file
  - Usually will have about a week to complete
  - Try to anticipate and be prepared for a timely response – submit early if possible!!

Mgmt Report Template

- **Mgmtform07**
  - Located in Share Folder on FinSys1
  - Instruction page
  - Prepare one for each org
  - Use comment section
    - Clarification
    - Alert for potential additional needs
    - Surplus budget
  - Do not modify formulas
  - Some fiscal officers prepare monthly for internal monitoring/management review
  - Save all forms/orgs for one department in one file, if sending electronically
Questions and Suggestions

- Questions concerning the presentation
- Specific questions from the latest Management Report Data file

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