



OLD DOMINION
UNIVERSITY

I D E A FUSION

**Certificate in University Financial Management:
Budget Process & Management
Textbook**

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Overview:

This training session will provide an overview of the University's budget development process, which occurs annually. The process at Old Dominion University is done in two phases: Phase I starts in the Fall, and is considered the development phase, and Phase II which is the documentation phase and involves the actual distribution of the approved resource allocations to individual budget units. The focus of this training is to help participants understand the budget process and the materials used to complete the development process as well as to provide techniques to be used during the documentation phase. This session will also discuss the budget structure at Old Dominion University.

It is important to monitor transactions to ensure that information is posted accurately. Banner allows instant access to budget information online. Monthly budget reports are made available to departments via ePrint. The information contained in this training session will assist you in monitoring your budget information in Banner and discuss the budget tools available to you. Departments are responsible for ensuring that budgets are monitored and that any negative variances are resolved timely. **Departments should reconcile budgets at least monthly.**

Objectives:

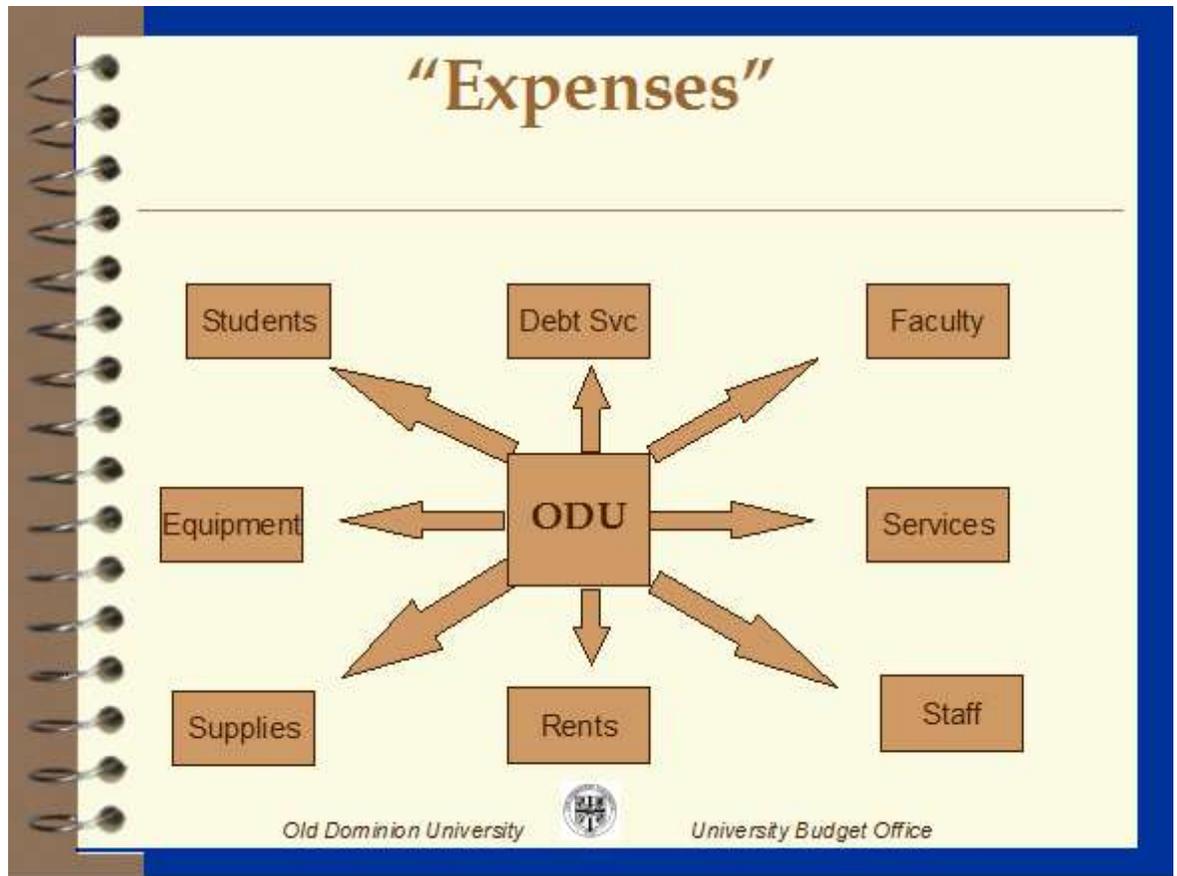
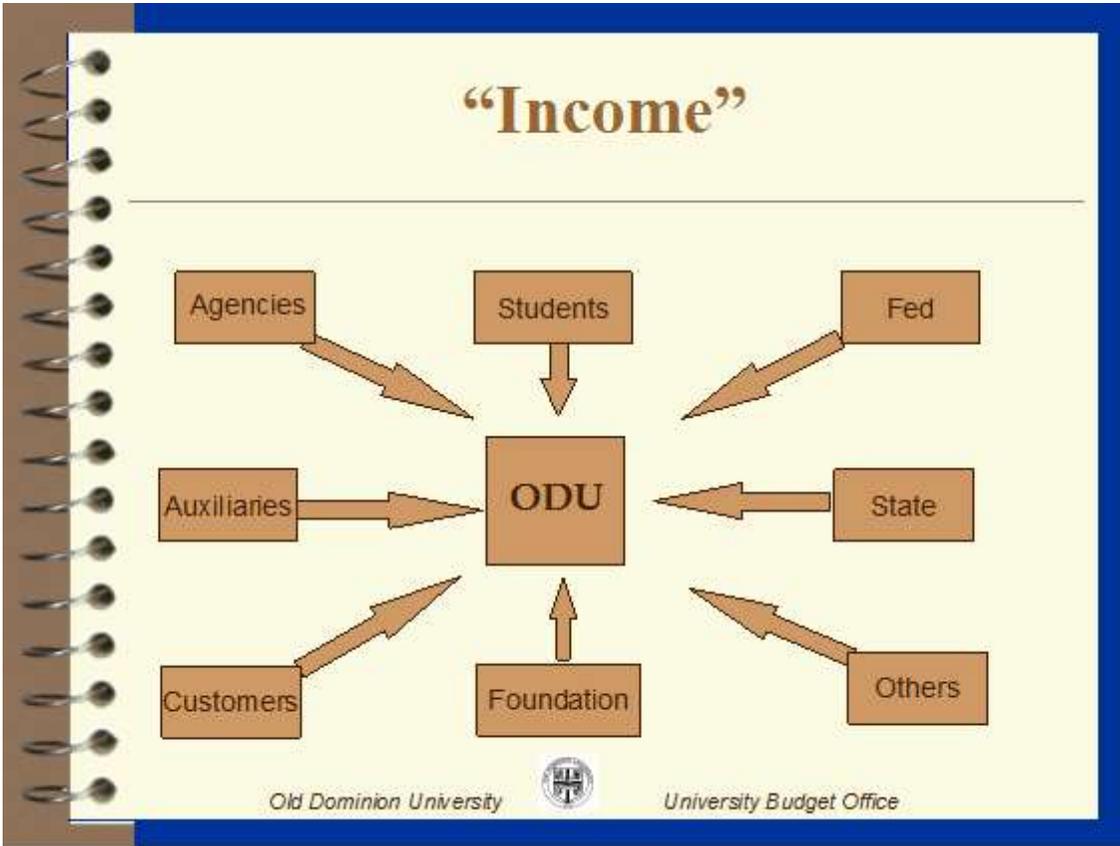
During this session you will be provided information on the following topics:

- What is a Budget?
 - A discussion of what a budget is
 - A discussion of the different types of budgets
 - Fund/Ledger Information
- Budget Process
 - An overview of the state budget process
 - An overview of the annual budget preparation process for ODU
 - Information on the role of the Budget Office
 - A discussion of the differences between Educational and General (E&G) and Auxiliary budgets
- A discussion of the annual budget preparation process
 - Overview of the Budget System
 - Line Item
 - Pool Budgeting
- What every Budget Unit Director should know about monitoring budgets (including Accrual Accounting, fund/ledger differences, Banner Finance access, master signature list, designating a Budget Unit Director, and forecasting)
- Budget Unit Director (BUD) Responsibilities
- Budget Increases
- Budget Adjustments
- Guidelines
- Personal Services
- Overtime
- Equipment
- Work Study
- Gift Management
- Fringe Benefits
- Fund Transfers
- What Banner forms to use to monitor budgets
- Transaction Types in Banner
- How to perform research
- About downloading select information into Excel
- About Insight Budget Reporting
- Printing Budget Reports with ePrint
- How to report errors or request more detailed research

Definitions:

- **Auxiliary Services** - Activities within the University, which furnish a service directly or indirectly to students and faculty, are considered auxiliary services. These activities charge fees directly related to, but not necessarily equal to, the cost of service. The public may also be served indirectly by some auxiliary services. These services are essential support elements of the institution's program and are considered self-supporting.
- **Budget Adjustment** - When funds must be transferred from one budget to another, a **budget adjustment form** must be completed, signed by the budget unit director, and forwarded to the Budget Office for processing. This form must also be completed when moving funds from a "locked" line item (i.e., salaries, overtime) to another line item or pool account. Generally, funds are moved from pool account to pool account unless they fall into the "locked" (line item budgeted) category.
- **Budget, Base** – The annual budget commitment for ongoing operations of a department or area. Represents the “base” commitment of resources for operations. The base is not designed to fund special projects and/or temporary shifts in operating expenditures. The base budget may be modified during the course of an operating budget year and/or during the budget development process.
- **Budget, Operating (OPAL)** – The annual operating budgets of a department or area. The operating budget includes base funding as well as one-time funding for special projects and/or temporary shifts in operating expenditures. Budget units may shift funds within their operating budget to align resources with specific needs in a given year.
- **Budget Prep** - Each year, budget unit directors are required to put together an estimate of projected expenditures (including justification for increases or decreases) for the following fiscal year. The process of preparing the budget materials and submitting them for approval or modification is referred to as budget prep.
- **Deposit** - The term used to describe funds being put into a budget.
- **E&G** - Education and General (E&G) funds are made up of two allocations called general and nongeneral. The general funds are tax revenues collected by the State and appropriated to the University as our share of all tax revenues. The nongeneral funds are the tuition charges paid by students.
- **Encumbrance** - When a purchase order is issued, the funds for the purchase must be reserved. The process of reserving the funds is referred to as encumbrance. Once funds are encumbered, they are removed from the balance available. This prevents over-expenditures from occurring and allows departments to monitor available budget balances.
- **Expenditures** - Refers to the actual funds expended. When a vendor bill is paid, it becomes an expenditure.
- **Equipment Trust Fund (ETF)** - The Higher Education Equipment Trust Fund (HEETF) was established in 1986 by the General Assembly to provide funding to upgrade equipment needed for instruction and research. The State Council of Higher Education for Virginia (SCHEV) shares administrative responsibility for the program with the Virginia College Building Authority (VCBA) and the Department of Treasury.
- **Fiscal Year** - The University's fiscal year runs from July 1 through June 30.
- **Funds / Fund Balance** – A Fund is a self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations. The Fund Balance is the residual balance of Revenues less Expenses of the accounts maintained within the fund.
- **Indirect Costs** – Auxiliary Enterprises units are required by the State to pay for the indirect costs of services received from E&G activities.
- **Insufficient Funds** - Prior to a purchase order being issued to a vendor, the funds must be encumbered. If funds in the budget are not adequate to cover the expected expenditure, this lack is referred to as *insufficient funds*. Funds must be available for **all** expenditures no matter the method of expenditure (PCard, travel reimbursement, wage/student expenses, etc.)
- **Interdepartmental Transfer** - When funds must be transferred between budgets at the University, an Interdepartmental Transfer Request (IDT) form must be completed and signed by both budget units affected. The IDT form is forwarded to the Office of Finance for processing. Transfers can be effected for the following reasons: to reimburse a department for expenditures, to pay for services rendered, or to correct an original charge from one budget to another.
- **Journal Entry** - This term refers to the actual computer entry to move revenues or expenditures from one department to another via an IDT (Interdepartmental Transfer).

- **Line Item Budgeting** - Certain expenditure items (for example, classified salaries, wages, overtime) are budgeted at the line item. Funds in these line items may be moved via budget adjustment only.
- **Liquidation** - After a purchase order is complete, the vendor bill is paid. If the amount expended is less than the original amount encumbered, it is possible some funds will remain encumbered. The process of releasing those funds is referred to as liquidation. Liquidation requests are handled by Procurement Services.
- **NPS (Nonpersonal Services)** – Contractual services, supplies and materials – made up of the sub-accounts in the 5000 and 6000 series.
- **ODS (Operational Data Store)** - This is the product used for budget reporting using Insight. ODS is created using data from Banner. Reports are accessed via Insight.
- **One-Time (Revenues/Expenditures)** – These are revenues or expenditures that are not recurring in nature and are specific to a given fiscal year or other short-time cycle. One-time funding may be approved in the budget process for a specific project or other program/purpose. This funding does not become part of the department’s base funding and is not included in the following year’s beginning budget.
- **Org Code** - The terms "budget code" and "organization (org) code" are synonymous. They represent the five digit code used to identify the department for financial transactions (i.e., 1CL00 is the budget code for the Office of Finance).
- **Pool Budgeting** - Refers to the items within the budget that are not "locked" into specific line item categories. Generally benefits, non-personal services, travel, and equipment use the pool budgeting method. (Benefits, 4999; NPS, 6999; Travel, 7999; Equipment, 9899).
- **Recovery** refers to a special kind of budget used to recover funds expended by a service-oriented unit in the performance of approved activities. Recovery budgets may expend only funds for which they can charge-back other departments. For example, telephones are charged to departments as a recovery.
 - If funds being deposited are for recovery of services, they must be deposited to the appropriate recovery account. Recovery accounts can be either intra-agency recovery (recoveries from within the University) or inter-agency recovery (outside the University, but within the state).
- **Revenues** are funds paid to the University for services or for donations. Revenues are recorded in the period in which they are earned, regardless of when the payment is actually received.
- **SCHEV** Established in 1956, The State Council of Higher Education for Virginia (SCHEV) is the Commonwealth's coordinating body for higher education. Their mission is "to promote the development of an educationally and economically sound, vigorous, progressive, and coordinated system of higher education" in Virginia.
- **Service Units** are areas that provide specific types of services to the University community as a regular course of business. Examples of service units include Dining Services, telephones, and Facilities Management.
- **Sub-Object Code** - The sub-object code is for use in identifying a category of expense or transfer payment in the budget process and for coding purchase requisitions, purchase orders, travel documents, etc. (*aka: Sub-Account Code*)
- **Transfers** - The act of moving money from one fund to another. Fund transfers are accounting transactions that move cash from one fund to another and are classified as mandatory (arising from binding legal agreements) and non-mandatory (agency discretion).
- **Vendor Number** - All vendors doing business with Old Dominion University are identified by their Federal Employer Identification Number (FEIN) or, in the case of sole proprietorships, the University Identification Number (UIN). The University is required to have an IRS form W-9 (Request for Taxpayer Identification) or W-8BEN (international vendors/individuals) or an acceptable substitute on file for each vendor receiving payments from the University. No purchase orders or checks may be issued to vendors until Accounts Payable has this information on file. Departments are responsible for obtaining either the W-9 or the W-8BEN for new vendors. ***Please refer to Payment for Goods and Services for more information about vendor numbers and Independent Contractor payments.***
- **Vouchers** – Every expenditure made by the University has payment documentation (referred to as a voucher) for record-keeping purposes. A voucher may contain payment for more than one expenditure/invoice.



The University can be compared to a large business in the private sector. It has multiple sources of income and has many types of expenses associated with the operation of its business. Examples of sources of income (revenue) include tuition from students, federal, state, and local municipality appropriations, grants from various sources, and the Old Dominion Educational and Athletic Foundations. The University also earns income from its auxiliary enterprises, the Old Dominion Research Foundation, other state and local agencies, area businesses, and others too numerous to name.

On the other side of the coin, like any business, the University has expenses to pay. The single largest category of expense is that associated with paying the faculty and staff to operate the business. Other expenses include those for operating the physical plant such as for utilities, maintenance, and repair. The University must also pay for supplies and equipment, travel, rental of equipment and facilities, debt service, and insurance.

Given the complex nature of our business, extensive sources of revenue, and multiple items of expense, the University must have a strategy for managing those resources. You cannot assume the revenues and expenses will line up exactly and flow so everyone's needs will be met as they arise. There must be some sort of a plan. That plan is called a budget.

WHAT IS A BUDGET?

Quite simply, a budget is a flexible financial plan that integrates competing demands while working towards a common goal. In this case, the common goal is spelled out in the University's mission statement. The essence of that goal is to provide the citizens of the Commonwealth with higher education programs that are distinguished by their excellence, accessibility, and responsiveness to individual, regional, and Commonwealth needs. The integration of competing demands recognizes the fact there is never enough money available to satisfy all the needs of our customers. The key is to strike a balance between mission requirements and the resources available. The budget is the tool we have available to provide that balance, but it also plays other roles.

The National Association of College and University Business Officers (NACUBO), in its publication, *College and University Budgeting*, lists the following roles a budget plays:

- An institutional plan of action
- An institutional contract
- A control mechanism
- A gauge of risk
- A mechanism for setting priorities
- An instrument of communication
- A political device (an expression of values)

TYPES OF BUDGETS

There are many types of budgets, but for our purposes, we will look at only two broad categories -- Operating and Capital. In general terms, they are defined by:

- Source of funds
- Life of Funds
- Use of funds

OPERATING BUDGETS (day to day operations)

Operating budgets usually encompass the revenue and expenses of the day-to-day operation of an enterprise.

Revenue includes:

- state appropriations,
- student tuition and fees,
- income from sales of products or services (i.e., non-credit programs, certificates, rentals, events),
- transfers from foundations, and
- routine income from grants and/or research projects

Expenses include:

- the salaries for the faculty and staff,
- operating supplies and equipment,
- travel,
- rentals,
- service charges,
- routine maintenance and repair,
- principal and interest on bond sales (construction), and
- utilities

In most cases, the funds allocated in an operating budget are usually available for one year, at which time the authority for their use expires.

Types of Operating Budgets:

Type	How long do the funds last?	Where do the funds come from?
E&G	Funds are appropriated on the basis of a fiscal year, and at the end of the fiscal year the funds expire. In other words, E&G funds can only be used from 1 July through 30 June.	Funds are made up of two allocations called general and nongeneral. <ul style="list-style-type: none"> • The general funds are tax revenues collected by the State and appropriated to the University as our share of all tax revenues. • The nongeneral funds are the tuition charges paid by students. These revenues are budgeted centrally.
Auxiliary	Funds do not expire at the end of the fiscal year but go on as long as the unit remains financially solvent.	<ul style="list-style-type: none"> • Auxiliary activities are defined as self-supporting, meaning they must earn their own way. • They do not receive an allocation of general funds from the State. • Establish fees and service charges for the services provided. • (Parking Services, Housing & Residence Life, Athletics, Student Recreation Center, etc.)

Education and General (E&G) Budget

The largest of our operating budgets, the E&G budget is an annual budget funded through the Commonwealth’s General Fund and non-general funds.

- The non-general funds are mainly comprised of tuition and fee revenue collected from students.
- The revenue for the E&G budgets is managed and budgeted centrally.
- The funds allocated to the E&G budget are available for only one fiscal year and expire upon completion of that year (use or lose).
- E&G funds support most of the mission of the University to include instruction, student services, physical plant, administration, academic support, etc.
- Continuing Education Public Service (CEPS) budgets are a hybrid – part of the E&G appropriation but totally supported by non-general fund revenues.

There are 3 Primary Funds within E&G budgets

- Budgets that begin with a “1” and have the fund code 011001 – referred to as Commonwealth budget codes (state dollars).
- Budgets with fund code 011003 – Community Education Public Service (CEPS) – similar to auxiliary budgets, they are self-supporting, and each college has one. If you need more information on CEPS budgets, please contact the Office of Academic Affairs or the Budget Office.
- Budgets with fund code 011004 – ETF (Equipment Trust Fund) fund budgets for the purchase of equipment - they allow the University to replace equipment and maintain high technology levels.

Auxiliary Budgets

- Auxiliary budgets are funded exclusively from non-general funds (no tax dollars)
- The revenue for the auxiliary budgets is budgeted at the fund level.
- The University operates the various auxiliary enterprises using annual budgets.
- Auxiliary funds do not expire at the end of the fiscal year. The funds are available to an auxiliary unit for the life of that unit.
- Auxiliary-funded operations within the University include housing, food service, bookstore, Athletics, Housing, Parking, and Student Health Services.

Reserves (Fund Balances)

Auxiliary enterprises are required to build and maintain adequate reserves to ensure the longevity of their operations. Much like any business, Auxiliaries must plan and account for:

- expansion of facilities,
- establishment of new programs,
- replacement of inventory, and
- contingency funds

The University uses guidelines developed by the State Council of Higher Education (SCHEV) that suggests that fund balances should be sufficient to provide for an operating reserve, a reserve for renewal and replacement, and an expansion reserve.

- The operating reserve is based on the set aside of two amounts, 22 percent and 10 percent, to produce a maximum and minimum reserve.
- The reserve for renewal and replacement and the expansion reserve are based on known requirements except for the equipment inventory portion in renewal and replacement. The reserve in this case is based on 10 percent of the equipment inventory.

CAPITAL BUDGETS

Capital budgets are normally associated with major expenditures on durable items.

- The fund source for capital budgets is normally from state appropriations, debt financing, major gifts from private sources, or in rare cases, self-financing from accumulated reserves.
- Capital budget expenditures typically include construction or major maintenance/modernization of real property, large equipment purchases, and the purchase of land or other real property.
- Due to the nature of the expenditures, the funds are normally available for the life of the project with which they are associated. For example, major construction projects commonly take several years to complete. It would be impractical for the Commonwealth to appropriate funds on an annual basis. Therefore, the funding is appropriated on a project basis rather than based on time.

HOW IS VIRGINIA'S BUDGET ADOPTED? (5 Phases)

Virginia has a biennial budget system, which means it adopts a two year budget. The biennial budget is enacted into law in even numbered years, and amendments to it are enacted in odd numbered years.

Developing the Commonwealth's budget is a process, which takes many months and involves many participants, from the public to state agencies to the legislature. The process includes five distinct phases:

1. Agency budget preparation phase. State agencies analyze their programs and needs through a strategic planning process which includes a review of their mission and how well they serve their customers through customer satisfaction surveys or other methods of public input. Based on this analysis, agencies prepare and submit their requests for funding to the Department of Planning and Budget (DPB). Agencies generally present their proposals to DPB in the early fall.
2. Budget development phase. DPB analyzes the budget requests of agencies to verify costs, confirm the need for services, investigate any alternatives for funding, and identify policy issues for the Governor's consideration. This analysis takes place during the fall. In the late fall, the Governor and his Cabinet Secretaries work together to prepare a proposed budget which reflects the Administration's priorities. The Governor submits his budget proposals to the General Assembly on or before December 20 in the form of a bill. He also distributes a budget document, which sets forth an explanation of his proposals.
3. Legislative action phase. The General Assembly convenes each year on the first Wednesday of January. The Governor's proposed budget is submitted to the General Assembly in the form of a "bill." In each house, the budget bill is referred to committees which hold public hearings and committee discussions. In the House of Delegates, the House Appropriations Committee reviews the budget bill. In the Senate, the budget bill is referred to the Senate Finance Committee. The committees may introduce amendments to the budget bill.

After review by each of these committees, the amended budget bill is brought to the floor of each house, where other amendments may be made. Each house votes on the amended budget bill. After each house votes on its own version of the budget bill, the bill "crosses over" to the other house where it is again debated and voted on. Before the General Assembly adjourns for the session, a conference committee resolves any differences between the versions passed by the two houses. The General Assembly then sends the budget bill to the Governor for his signature.

4. Governor's review phase. The Governor reviews the bill passed by the General Assembly. He may sign it, veto the entire bill or certain line items, or recommend amendments. If the Governor vetoes the bill or any items of the bill, it goes back to the General Assembly during a reconvened session in the spring. If he recommends amendments, the bill is returned to the reconvened session for consideration and action by the General Assembly on the Governor's proposed amendments.
5. Budget implementation phase. The budget passed by the General Assembly and enacted into law goes into effect on July 1 in even numbered years and on the date of passage in odd numbered years.

THE UNIVERSITY BUDGET PROCESS

The University budget process is accomplished in two separate and distinct phases.

The first phase, Budget Planning, is used to develop and approve the budget. It starts in the Fall and continues into the Spring.

In the second phase, Budget Documentation, the approved budget is documented and loaded in the budget system. This phase begins in the Spring and is completed in June.

Phase I: Budget Planning

Executive Budget Planning

The President, Chief Operating Officer, Provost, Vice Presidents, and Athletic Director with the support of the Budget Office engage in Executive Budget Planning activities. Members of this committee may also Chair and/or directly participate in work groups tasked with addressing or identifying critical issues facing the University. The efforts of this committee establish the strategic framework and financial scope for the University Budget.

Executive Budget Planning includes:

- Assessments and updates of the University Strategic Plan,
- Previously Funded Initiatives,
- Enrollment and Revenue Projections,
- Critical issues facing the University and
- The Five-Year Planning Model

Planning Assumptions

- Inconsistent State Funding
- More Dependency on Institutionally-Generated Funding
 - Tuition & Fees
 - Auxiliary Revenues
 - Private Gifts and Donations
 - Externally Funded Grants
 - Reallocation of Existing Resources

5 Year Financial Planning Model

The Financial Planning Model incorporates the major cost drivers associated with implementation of the University Strategic Plan and critical success factors:

- Mandatory Cost Increases
- General Operating Cost Increases
- Enrollment & Retention Initiatives (Students & Faculty/Staff)
- Strategic Initiatives

In many aspects, the model assumes no new General Fund support for these costs and portrays what amount of Tuition and Fee Increases or other University generated financial resources will be required to achieve institutional priorities over the next 5 years. As our ability and desire to increase Tuition and Fees is significantly limited, other external funding sources (gifts, grants, sales of services) and re-allocations of existing resources are critical to the University's success. The model is used as a starting point for budget deliberations and establishes the priority framework in which budget development occurs.

Budget Planning Working Sessions

The President, Chief Operating Officer, Provost, Vice Presidents, and Athletic Director with the support of the Budget Office engage in a series of planning sessions to establish the strategic framework and financial scope for the University Budget. While these sessions take into account a broad spectrum of external influences and drivers that have an impact on the University, one of the main activities of the committee is identifying the primary strategic and operational investments that will be recommended and pursued by the University.

Budget Requests

The Executive Budget Committee members are provided guidance and templates for compiling their prioritized budget requests by the University Budget Office. Requests are to be in support of the University Strategic Plan and in congruence with the 5-Year Financial Planning Model and include the following requirements:

- Base and One-time resources required and/or the reallocation of existing resources
- New or modified fees and service charges, and
- Position actions associated with implementation of the initiative.
- While the Budget Office provides budget planning worksheets (sample in appendix) to each Vice President, they may institute their own internal processes for collecting budget requests and strategic initiatives from their respective staff.

The Executive Budget Planning Committee reviews and deliberates all budget requests as a committee, engaging in dialogue and debate on the critical nature of requests and their overall importance in relationship to the University's priorities and critical success factors. During this process, the Committee regularly develops new solutions and/or identifies internal and external resources that may be able to be leveraged to achieve the desired results without use of General Funds and/or increased Tuition and Fees.

Resource Assessment Worksheets

Another aspect of the budget development process involves assessing the initiatives that were funded in the prior budget cycle. The Chief Operating Officer, Provost, Vice Presidents, and the Athletic Director receive an assessment workbook via the Budget Office that provides a listing of all initiatives that were funded in the previous two budget cycles. The respective areas must complete the workbook to provide a status update on the progress of the initiative and to what degree the expected outcomes will or have been achieved. The assessment process contributes to the overall budget development process in highlighting initiatives that may warrant additional investment or be discontinued, but most importantly, enables the University to gauge the success and outcomes of each initiative.

Auxiliary Services Budget Submissions

From a budget perspective, Auxiliary Services differ from other university operations in that Auxiliaries are self-sufficient, meaning they generate their own dedicated revenue streams to support their current and on-going operations and do not receive General Fund support from the State. In that regard, Auxiliary Services budgets are developed and approved differently than other areas of the university, though it is critical that decisions about Auxiliary operations be made in concert with the overall University Budget and Operating Plan.

At a minimum, Auxiliaries are required to submit the following components as part of their budget plan.

- Executive Summary
- Auxiliary Budget Planning Summary Form (See Appendix)
- Current and Proposed Base Budget Report (See Appendix)

The Budget Office and Executive Planning Committee incorporate the proposed plans of each Auxiliary Operation into

the overall university budget plan and provide guidance and approval for proposed rate/fee changes, position actions, and ensure that adequate reserves are established and maintained.

Conclusion of Executive Budget Planning

Upon notification of the approved Governor's Budget, the Budget Office and the Executive Budget Planning Committee formalize the strategic initiatives which will be pursued as well as any proposed changes to Tuition, Fees, and Other Service Charges. Final decisions are documented in the Executive Planning Worksheets and formally communicated to each respective member of the committee in the form of a Budget Guidance Memorandum. Upon distribution of this communication, the University shifts into Phase II of the Budget Process, Budget Documentation.

Phase II: Budget Documentation

Recording State Approved Budget

Upon notification of the approved Commonwealth Budget, the Budget Office centrally records Commonwealth Appropriations and Allotments into the University Operating and Budget Plan model. This process also includes documenting anticipated allocations from the Commonwealth's central appropriations for things such as compensation and benefit changes.

Budget Guidance Memorandum

The communication used to start the documentation process is a budget guidance memorandum sent directly from the President to each Vice President. The guidance memorandum communicates;

1. The Strategic Initiatives that have been approved and the overall funding (Base or One-Time) to support each initiative, including any
 - a. associated fee changes (must be approved)
 - b. associated position actions (summary)
 - c. required re-allocations of funding
2. Fee/Service Charge changes not associated with Strategic Initiatives
3. Planning Assumptions
 - a. Indirect Cost Rates (for Auxiliary Services)
 - b. Employee Benefit Costs
 - c. Salary and Wage Increases
 - d. Enrollment Projections

Documentation of Executive Budget Decisions

With this information in hand, each Vice President is required to document the detailed allocation of resources within their respective budget units. In addition to documenting Base and One-Time-Only (OTO) operating allocations, detailed documentation of each position action must also be documented. The Budget Office provides templates that must be utilized to complete the documentation phase of the budget process.

Modifications to existing fees and service charges, as well as new fees and service charges, must be approved during the budget process and prior to implementation.

The Budget Office utilizes the documentation submitted by each Vice President to update the associated Base Budgets in the budget system, and to populate the Operating Plan with all Base and One-Time funding.

Alignment of Base Budgets

In the documentation phase of the process, the goal is to load the budgets, as approved, into the budget system. With the documentation of the strategic initiatives complete, each budget unit is encouraged to align their base

Base Budget Reports

Two primary tools are available to view current base budgets (you must have the appropriate Banner access).

1. **Banner Budget Query Form (FBIBUDG)** – Provides a single view of the future, current, and previous base budgets in the banner query form.
2. **Insight (ODS) Base Budget Reports** – Includes 8 different base budget reports that include varying levels of summary and detail information. Reports may be downloaded to excel, PDF, and/or emailed.

Viewing Base Budgets using FBIBUDG

Budget Unit Directors may access this information by utilizing the Banner FBIBUDG screen report. For further information about FBIBUDG and other frequently used Banner Finance Forms, please see the **Banner Finance & Budget Training Materials Page** on the Office of Finance Webpage:

<http://www.odu.edu/facultystaff/training-development/banner-training/finance-budget>

If you are interested in attending the Banner Finance & Budget Training, please visit the **Banner Training Link and Schedule**, also located on the Office of Finance Webpage:

<http://www.odu.edu/facultystaff/training-development/banner-training/courses-schedules>

FBIBUDG Sample Screenshot:

Key 1	Key 2	Title	Data 1	Data 2	Data 3
5200		COUP-RENEW & MAINT SERV	2,000.00	2,000.00	2,000.00
5404		FOOD & DIETARY SERVICES	1,000.00	1,000.00	1,000.00
5405		MANUAL LABOR SERVICES	500.00	500.00	500.00
5406		PRODUCTION SERVICES	700.00	700.00	700.00
5412		SHALLS SERVICES	41,529.00	41,529.00	41,529.00
5463		COMP HARDWARE MAINT SERV	3,572.00	3,572.00	3,572.00
5465		COMP SOFTWARE MAINT SERV	44,571.00	44,571.00	44,571.00
5467		COMP OPERATING SERV - VISA	2,000.00	2,000.00	2,000.00
5469		COMPUTER SERVICES CONTR	0.00	0.00	0.00
6000		PROGRAM-BOOKINGS	1,000.00	1,000.00	1,000.00
5740		ENTER RECOVERY-SERV CHGS	0.00	0.00	0.00
6709		INTRA RECOVERY-SERV CHGS	-15,200.00	-15,200.00	-15,200.00
6001		APPROX. SUPPLIES	0.00	0.00	0.00
6002		OFFICE SUPPLIES	17,791.00	17,791.00	17,791.00
6003		STATIONERY & FORMS	38,000.00	38,000.00	38,000.00
6004		PHOTOCOPIING COSTS	8,805.00	8,805.00	8,805.00
6005		COMP OPERATING SERV	2,500.00	2,500.00	2,500.00
7102		TRAVEL-PROFESSOR VISA	1,000.00	1,000.00	1,000.00
7103		TRAVEL-PUBLIC CAR	1,000.00	1,000.00	1,000.00
7104		TRAVEL-UNID. TRIP	100.00	100.00	100.00

Viewing Base Budgets using Insight

Multiple Budget Reports are also available via Insight. Once logged onto Insight, navigate to the **Public Folders Tab > Access Pages > Budget Tracking > Base Budgets**.

The menu below lists the various Base Budget Reports available via Insight - (CBB = Current Base Budget).

Budget Reports	
Budget Tracking > Base Budgets	
Name	
▶	Base Budget Trends Report (FBIBUDG)
▶	CBB by Budget Code by Revenue/Expenditure Category by Subaccounts
▶	CBB by Budget Code by Revenue/Expenditure Category Rollups
▶	CBB by Revenue/Expenditure Category Across by Subaccounts(w Divisional Subtotals & Totals)
▶	CBB by VP Area
▶	CBB by VP Area by Revenue/Expenditure Category
▶	CBB by VP Area by Revenue/Expenditure Category by Subaccounts
▶	Current Base Budget by VP Area by College/Division by Revenue/Expense Category by Subaccounts

Please consult the Appendix for specific information about each available report. The University Budget Office also offers extensive Insight Training – please contact Bruce Aird, University Budget Officer, for further information at: baird@odu.edu or 683.3127.

APPROVAL OF THE UNIVERSITY BUDGET & OPERATING PLAN

With all of the budget decisions documented, the budget office compiles the University Operating Budget and Plan for presentation and approval by the Board of Visitors. This comprehensive document outlines the strategic direction, external influences, benchmark data and trend analysis, and comparisons with peer institutions, as well as highlights of the Governor’s Budget impacting the University and the investments the university has incorporated into its operating budget and plan. Additional tables and appendices provide resource summaries for the University and each Vice Presidential area.

BASE BUDGET ROLL

As the final step in the documentation phase, the Budget Office “rolls” the base budget into the Banner system for the new fiscal year and it becomes the operating budget for the new fiscal year (BD01 transactions in Banner). This does not apply to ledger 5 and ledger 6 budgets or one-time funding.

- Ledger 5 and 6 budgets are loaded via budget adjustment (BD02 transactions in Banner) once final reconciliation is complete.
- One-time only budget allocations (OTOs) are not part of the base budget and, therefore, not “rolled” on July 1. OTOs are loaded by the Budget Office via budget adjustment shortly after July 1 (BD02 transactions in Banner).
- Each Budget Unit Director should verify that the budgets were loaded correctly. If you experience difficulty in verifying the data, you should call the Budget Office for assistance.

The budget prep process is now over. Nearly nine months go by from the beginning of executive planning to the point that the approved budgets are loaded. On July 1 the base budget is interfaced in the Banner Financial System, and the base budget becomes the current operating budget. It is the current operating budget that is used on a daily basis to monitor and account for the financial activities of the budget. The base budget is recorded with the State and remains active and adjustable until the start of the next budget process.

SUPPLEMENTAL INFORMATION:

University Budget Office	
<u>Deborah Swiecinski</u> Associate Vice President, Financial Services	Overall responsibility for the Office of Finance, University Budget Office, & Procurement Services
<u>Bruce Aird</u> University Budget Officer	<ul style="list-style-type: none"> • Oversight of University Budget Office Operations • Budget Reporting, Analysis, & Forecasting • Fund & Foundation Transfers • Auxiliaries • Approval & Allotment of University Funds (<i>budget adjustments</i>)
<u>Tiffany Hampton</u> Associate Budget Officer	Assists the University Budget Officer in all aspects of: <ul style="list-style-type: none"> • Budget Office Operations • Reporting & Analysis • Forecasting • Special Projects
<u>Lynda Shirk-Williams</u> Senior Budget Analyst	<ul style="list-style-type: none"> • Position Control • Attrition Requests • FTE Analysis • Permanent Position Budgeting & Analysis • Budget Adjustments
<u>Shawnda English</u> Capital Budget Analyst	<ul style="list-style-type: none"> • Capital Accounting & Reporting • Maintenance Reserve • Bond Financing • Budget Reconciliations

Indirect Costs (IDC)

Auxiliary Enterprises units are required by the State to pay for the indirect costs of services received from E&G activities. Indirect costs cover University offices that support all budgets regardless of the fund source. Examples of such offices include the Office of Finance (Accounts Payable, Payroll), Human Resources, and the Department of Procurement Services. The basis of charges is that, without the E&G central offices, auxiliaries would have to provide the services for their operations.

The Office of Finance prepares an indirect cost study to determine the indirect cost rate and submits the study to SCHEV for review and approval every two years. The approved IDC rate is used for planning purposes in developing the Operating Budget and Plan as well as by the Office of Finance in allocating IDC costs.

The Office of Finance typically conducts a preliminary IDC allocation in the spring of each year based on current year-to-date expenditure totals, followed by subsequent IDC allocations/adjustments at year-end to account for final expenditure totals.

OVERVIEW OF THE UNIVERSITY'S BUDGET SYSTEM

The budget system helps budget unit directors plan for and manage all aspects of the financial activity of the University.

There are approximately 515 categories of financial activities identified by subaccount codes in three general areas:

1. Revenue
2. Fund Transfers
3. Expenses

Old Dominion University uses two types of budget methods:

1. **Line item budgeting** is used for controlled sub-accounts
 - All revenues (3XXX)
 - All transfers (99XX)
 - Some expenses including
 - Personal Services (salaries – i.e., 4001, 4002, 4025, etc.)
 - Expense Recoveries
2. **Pooled budgeting** is used for all other expenses (*see NOTE below*)
 - Employee Benefits (4999)
 - Non-personal Services (6999)
 - Travel (7999)
 - Equipment (9899)

- NOTE:**
- *Budgets are rolled at the line item level except for Benefits, which are rolled at the pool level.*
 - *Subsequent budget adjustments to Benefits, NPS, travel and equipment are made at the pool level.*
 - *You should check FGIBAVL to ensure that you have sufficient budget available before you expend or encumber funds for goods/services.*

Line Item Sub-Account Codes:

Financial Category	Sub-Account Code
Revenue	3XXX
Transfers	99XX
Personal Services Expenses	40XX
Expense Recoveries	Inter* & Intra**
• Personal Services	4789 & 4799
• Employee Benefits	4948 & 4949
• <u>Nonpersonal Services:</u>	
Contractual Services	5498 & 5799
Transfer Payments	5598 & 5599
Insurance, Leases, Service Charges	5748 & 5749
Obligations	5998 & 5999
Supplies & Materials	6898 & 6899
• Travel	7198 & 7199
• <u>Equipment:</u>	
Equipment	9891 & 9892
Property & Improvements	9893 & 9894
Plant & Improvements	9895 & 9896
Capital Lease Payments	9897 & 9899

***Inter** – recovery of cost of services provided to other (external) agencies
****Intra** – recovery of cost of services provided to University programs

Pool Budgeting Sub-Account Codes:

Financial Category	Sub-Account Code	Pool Codes
Employee Benefits	49XX	4999
Nonpersonal Services	5XXX & 6XXX	6999
Travel Services	7XXX	7999
Equipment	9XXX	9899

To see a complete listing of sub-object codes, including descriptions, the following link will take you to the page where you can access the Banner sub-account code listings of revenue and expenditure codes (*screen shot of first page shown below*):

<http://www.odu.edu/facultystaff/university-business/budget/resources>

**OLD DOMINION UNIVERSITY
ACCOUNT/SUBACCOUNT CODE DESCRIPTION
BANNER AND COMMONWEALTH CARS CODES
FY 2010-2011**

EXP CODE	CARS CODE	DESCRIPTION
40XX	11XX	PERSONAL SERVICES: Includes expenditures for salaries and wages of state employees.
40XX	112X	SALARIES: Includes expenditures for administrative higher education salaries, appointed officials' salaries, classified salaries, overtime salaries, and teaching and research salaries.
4001	1121	Salaries, Administrative Higher Education: Include expenses for compensation to persons for professional services rendered on a full-time (temporary, restricted or permanent) basis or a permanent, part-time basis in administrative positions carrying faculty appointment in institutions of higher education include educational leave. Do not include final compensation to employees for annual, sick, or compensatory leave balances.
4002	1123	Salaries, Classified: Include expenses for compensation and severance pay to persons who are paid at an established yearly rate in positions which are covered by the Virginia Personnel Act. Do not include final compensation to employees for annual, sick, or compensatory leave balances. Charge expenses for VALORS participants to 1127. (Rev. eff. 7-1-011)
4003	1122	Salaries, Appointed Officials: Include expenses for compensation, severance pay, and incentive awards to persons who are appointed to their position and are paid at yearly rate specified in Part 4 (General Provisions) of the Appropriation Act.

Fund/Ledger Information:

Funds are utilized in Banner to manage and account for funding that is segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations. Funds are further grouped by common designations and/or purposes and financial reporting requirements into what are referred to as Ledgers. The table below highlights the common ledgers/fund groupings utilized by the University:

Ledger	Local / State	Source	Use
1	State	Tuition & State Revenues	Educational & General and other current unrestricted revenues and expenditures. Activities related to ODU's educational objectives such as instruction, research, public service, academic support, student services, institutional support and maintenance of physical plant.
2	Local	Various	Local clearing accounts.
3	State	Student Fee funds and enterprise self-generated revenues	Auxiliary Enterprise (current unrestricted revenue and expenditures) are activities that exist to furnish goods or services to students, faculty and staff.
4	Local	Student Activity fees and self-generated revenues	Auxiliary Enterprise (current local unrestricted revenue and expenditures); Student activities, clubs and organizations.
5	Both	External funding from sponsored programs activities	Sponsored programs current restricted expenditures, such as grants, contracts or other externally funded activities.
6	Local	Gift Income	Restricted Gift funds for specific academic programs and initiatives.
7	State*	State Appropriation, Revenue Bonds, and Auxiliary Enterprise Funds	Capital Projects
8	Local	State Appropriation, Scholarship/Fellowships	Restricted Financial Aid and Scholarships, Fellowships, Eminent Scholarships
A	Local	External Agencies / Organizations	Funds held in custody for other agencies or organizations by the University. The University aids in the collection and disbursement of funds for the external entity.

Organization Codes, or Budget Units as they are often called, are utilized to record budget and financial transactions in Banner and represent the lowest level of the fund/ledger structure. Organization Codes are utilized in eVA, Banner and many other University systems to transact business. Organization Codes are all affiliated with a specific fund; however an individual fund may have more than one

FUND_CODE		ORG_CODE	
025648	CLUB & REC SPORTS	4AT87	SPORT CLUBS
025648	CLUB & REC SPORTS	4AT88	INTRAMURAL/EXTRAMURAL PROGRAM
025648	CLUB & REC SPORTS	4AT89	OUTDOOR ADVENTURE PROGRAM
025648	CLUB & REC SPORTS	4AT90	FITNESS & WELLNESS
025648	CLUB & REC SPORTS	4AT91	REC & WELLNESS FACILITY OPERATIONS
025648	CLUB & REC SPORTS	4AT94	RECREATION & OPERATIONS
025648	CLUB & REC SPORTS	4AT95	REC SPORTS SUMMER CAMPS

Organization Code affiliated with it. Using the Club and Rec Sports Fund from the table below as an example, you can see that there are multiple individual Organization Codes affiliated with this fund:

Notice that all of the Organization Codes in this example begin with a "4". This simple approach to assigning organization codes makes it easy to identify which of the ledger groups a budget unit is associated with (4 = Local Auxiliary Services). A few additional examples are provided below:

LEDGER	FUND GROUP	FUNDCODE	BUDGET CODE
1	011000 STATE E&G FUND SUB-GROUP	011001 C/W E&G CUR	1PN00 BUDGET OFFICE
1	011000 STATE E&G FUND SUB-GROUP	011003 C/W CEPS FUND	1AL18 COMMUNITY DANCE PROGRAM
2	015000 LOCAL EDUC & GEN FUNDS	015007 INT'L PROGRAM DEVELOPMENT	2IN05 INT'L PROGRAM DEVELOPMENT
3	021000 COMMONWEALTH AUXILIARY ENTERPRISES	021301 RESIDENTIAL HOUSING	3HS00 STUDENT HOUSING
4	025000 LOCAL AUXILIARY ENT.	025601 INTERCOLLEGIATE ATHLETICS	4AT00 ATHLETICS
5	031000 FEDERAL GRANTS & CONT	031190 CHES BAY PLANKTON MONITORING	5BLG5 CHES BAY PLANKTON MONITORING
6	043000 GIFTS DEPT - GENERAL	043152 F. LUDWIG DIEHN CONCERT SERIES	6AL07 F. LUDWIG DIEHN CONCERT SERIES
7	071000 C/W UNEXPENDED PLANT	071148 SYSTEMS RESEARCH BLDG 17678-0965	71900 SYSTEMS RESEARCH BLDG 17678-0965
8	046000 GIFTS-SCHOLARSHIPS/FELLOW	046364 MANSBACH DOMINION SCHOLAR	8SXF1 MANSBACH DOMINION SCHOLAR
A	082000 ASSOCIATIONS	082041 MID ATLANTIC BANNER USERS GROUP	A0037 MID ATLANTIC BANNER USER'S GROUP

Fund Restrictions

- Restricted funds may only be expended for the purposes indicated by the donor or grantor: includes gifts, grants, contracts, and financial aid, ledgers 5, 6, and 8. In the case of ledger 6 gift accounts, the Educational Foundation is responsible for maintaining complete records on restrictions.
 - If the grant or contract is “silent” on allowable expenditures, the CAPP Manual rules apply.
- Unrestricted funds are available for current operations at the discretion of the University within allowable guidelines: includes Educational and General Funds (E&G) and Auxiliary funds, ledgers 1, 2, 3, and 4.
 - Unrestricted does NOT mean uncontrolled, as CAPP Manual rules and University policy apply.

Organizational Hierarchy

The University leverages an organization code hierarchy in Banner to facilitate budget management and reporting in a manner that replicates the organizational structure of the University. There are five layers to the organization code hierarchy:

1. University
2. Vice Presidential Area
3. College of Division
4. Department or Office
5. Budget Code

The table below provides a few examples of this structure:

University	Vice Presidential Area	College / Division	Department / Office	Budget Code
00000	00200 - Academic Affairs	21000 - Arts & Letters	XAR00 - Art Department	1AR00 - Art
00000	00200 - Academic Affairs	21000 - Arts & Letters	XAR00 - Art Department	6AR04 - Art Department Gifts
00000	00200 - Academic Affairs	21000 - Arts & Letters	XEH00 - English Department	1EH00 - English
00000	00200 - Academic Affairs	21000 - Arts & Letters	XEH00 - English Department	1EH05 - Writing Tutorial Services
00000	00300 - VP SEES	32000 - Enrollment Management	XAD00 - Enrollment Management	1AD00 - Undergraduate Admissions
00000	00300 - VP SEES	32000 - Enrollment Management	XRC00 - Registrar	1RC00 - Registrar

Several Banner inquiry forms, workflow/approvals, and all of the new Insight Reports utilize this organizational hierarchy to facilitate budget management and financial reporting.

Accrual Accounting

- Accrual accounting means that revenues are recorded when they are earned, and/or the expenses are recorded when they are incurred. The date that goods and services are received determines the fiscal year in which the expenditure is recorded.
 - Items received on or before June 30 - charged to current FY
 - Items received on or after July 1 - charged to new FY
- Although the University’s fiscal year closes on June 30, we must assure that all bills for goods and services received by June 30 are paid. We will also make corrections to expenditures that are incorrectly posted. This "14th" month will generally extend into late July (check the Year-End Closing Calendar for actual dates). During this time, the financial records will be adjusted to reflect all revenue receivables as of June 30 and all expenditures payable from the old fiscal year. Payables and expenditures will be posted to all budgets by mid-July to allow adequate time for budget review so that errors can be reported and corrected prior to the final year-end close. Revenue allocation adjustments between realized and deferred revenue will be allowed between July 30 and final close.
- Budget information for both fiscal years should be monitored carefully during the accrual period (July) to ensure that expenditures are recorded in the correct fiscal year. Any errors detected should be reported immediately via an Accounting Service Request or Interdepartmental Transfer (IDT) whichever applies (see Error Correction Process section). Refer to the Year-End Closing Schedule for the deadlines to submit corrections via Accounting Services Request or IDT.

- Budgets should be monitored by the Budget Unit Director (BUD) and reconciled at least monthly through the June 30 year-end to assure that budgets are not in deficit. Deficits must be resolved. Actual expenditures and your approved budget must be in sync so that your department does not receive a year-end budget variance report. The Budget Office sends periodic Budget Variance Reports to the President and Vice Presidents and to Budget Unit Directors.
- Departments are responsible for making sure that all invoices are paid. Accounts Payable can only pay invoices if a department has completed the e-receiver in Banner authorizing payment and the vendor has submitted an invoice.

BUDGET MANAGEMENT (minding the store)

After the base budget is developed, approved, loaded into the budget system, and interfaced with the Banner Finance System to become the current operating budget, it cannot remain static. It will need to be changed and monitored as plans change or programs are added or deleted. In order to allow for these changes, there are procedures for adjusting the budget and guidelines for managing the budget. The rest of this guide addresses these elements.

Establishing a New Budget

Typically, a new organizational budgetary unit (Org) should be requested or will be determined to be necessary during the budget development process. However, as new grants are received during the course of the year, and/or as organizational changes and programs are implemented, new organizational budget units are also established outside of the budget development process.

The appropriate Banner access must be requested when a new budget is created – refer to the section *Requesting Banner Finance Access*. The form and associated instructions utilized to request a new budgetary unit are available at: <http://www.odu.edu/facultystaff/university-business/budget/development/forms>

The request form entails:

- Indicating the appropriate classification (Ledger)
- The nature and frequency of funding to be received
 - The nature and purpose of the expenditures to be incurred and any restrictions that may be made on the use of funds
- The length of time the org will be valid
- Identifying the Budget Unit Director for the Org
- Establishing whom will have signature authority for the Org

The request form must be approved by:

- Grants Accounting
- Associated Dean/Director
- Associated Vice President (or Designee)
- University Budget Officer
- Associate Controller
- Finance Systems Manager
- Vice President for Research (for all Grants)

Budget Unit Director Responsibilities

University Policy #3001, Responsibility of Budget Unit Directors on Use of Funds (Expenditures), applies to all individuals designated as Budget Unit Directors having fiscal responsibility for University budgets. Budget Unit directors are responsible and accountable for all budgetary and fiscal matters pertaining to their respective department/college or unit. In instances where a fiscal transaction directly benefits the Budget Unit Director (e.g. travel expenses), the Budget Unit Director's immediate supervisor must approve such transactions.

Budget Unit Directors (BUDs) are charged with being stewards of funds provided by the Commonwealth and the University, and ensuring they are expended to best serve the University and its mission. These responsibilities include:

- Adequate planning for use of funds and determining the availability of funds prior to initiating any expenditure action (no matter the funding source);
- Reviewing and ensuring all funds are expended in compliance with Commonwealth and/or University policies and that they are properly documented;
- Ensuring the funds are expended for the intended purpose and relate to the mission of the University; and
- Monitoring expenditures to ensure they do not exceed budget authority.

Budget Unit Directors may delegate signature authority. The delegation of signature authority does not relieve the BUD's responsibility to ensure the appropriateness of the expenditure and compliance with Commonwealth and/or University Policies.

Failure of BUDs to abide by these policies and procedures may result in revocation of fiscal authority, personal liability, and/or disciplinary action. Please refer to the full policy for expenditure guidelines and allowable and disallowed expenditures: <http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3001.pdf>

Requesting Banner Finance Access

If you currently have a Banner account and need to add finance access (or to obtain Banner access for additional/new budgets), the budget unit director (or someone higher in the organizational structure than the individual requesting access if that person is the BUD) can send an e-mail to Linda Meyers (lmeyers@odu.edu), Finance Systems Manager in the Office of Finance.

If you do not currently have a Banner account, complete the Universal Account Request Form (available on the ITS web site): <http://www.odu.edu/content/dam/odu/offices/occs/docs/Universal%20Account%20Request%20Form.pdf>.

1. Fill out the first page – Be sure to indicate the type of user. Under “Accounts Needed,” check Banner. After completing the form, print the form, sign and date. Also at the bottom of the page, the Budget Unit Director (or someone higher in the organizational structure authorized to approve computer accounts) will need to complete the information in the authorization box and sign the form.
2. On the second page:
 - a. In Section C, include justification for obtaining the access (i.e., to be able to monitor budgets/research invoices).
 - b. In Section D, under Banner Classification Accesses Needed, request **FIN EVERYONE** and list **all** budgets, including any ledger 6 budgets, to which you will need access.

This process may also be completed electronically by requesting an Account via the ITS website at:
<https://www.odu.edu/ts/access/monarchkey/online-account>

Master Signature List (Authorized Signature List)

Individuals must be on the Master Signature List in order to sign against their budget codes for any purpose. A list of some areas that use the Master Signature List is shown below.

The Finance Systems Manager in Data Control is responsible for maintaining the Master Signature List for Old Dominion University. To be added to the Master Signature List, please complete the ***Request to be Added to the Master Signature List form***. This fillable form is located on the Office of Finance website:

<http://www.odu.edu/content/dam/odu/offices/finance-office/data/master-signature-list.pdf>. The Budget Unit Director for the budget should approve the request. Please note that continuation sheets must be submitted with the signed approval page.

- If the person to be added to the Master Signature List is the budget unit director, someone higher in the organizational structure must approve the request.
- NOTE: Signature authority will only be granted to Old Dominion University employees.

Current users of the Master Signature List include most service units that serve the Old Dominion University community:

- Bookstore
- Budget Office
- Procurement Services
- Technology Store
- Telecommunications
- Work Management (Facilities Management)
- Payroll
- Quick Copy
- Accounts Payable
- Mailroom

Designating a Budget Unit Director

Please note that adding an individual to the Master Signature List does not officially designate an individual as a Budget Unit Director (BUD). To officially designate an individual as a Budget Unit Director, the main BUD or BUD's supervisor should send notification to the Finance Systems Manager, Data Control, Office of Finance. In Banner, the system shows the main BUD of record.

BUD Delegates - Budget Unit Directors may assign responsibility to Budget Delegates. These delegates will be able to approve all transactions/changes in the place of the main BUD, or responsibilities can be restricted to certain areas (i.e., Computer Account Requests). These delegates are maintained in MIDAS and are maintained by the Finance Systems Manager. Ultimate responsibility for departmental budgets rests with the main BUD.

Changing your Budget Unit Director

Sometimes the Budget Unit Director for an area changes; it is important to remember that these newly appointed Budget Unit Directors must be loaded into Banner. In order to change the BUD for your area, please complete the ***Request to Change the Budget Unit Director of a Budget form***, found on the Office of Finance Webpage. The form will be submitted to either the current outgoing BUD, the supervisor of the new BUD, or an official BUD Delegate before being forwarded to the Office of Finance, Finance Systems Manager.

The form is used to add or delete individuals currently listed in Banner as the Budget Unit Director. This authority will only be granted to ODU employees: <http://www.odu.edu/content/dam/odu/offices/finance-office/docs/bud-change-request-form.pdf>

Request to Change the Budget Unit Director of a Budget			
Submit this form to add/delete individuals listed in Banner as the Budget Unit Director.			
This authority will only be granted to Old Dominion University employees.			
The individual approving this request must be the current outgoing BUD, the supervisor of the new BUD or an official BUD Delegate.			
Request Date		Budget Code(s)	
Requestor Printed Name		Requestor Title	
Approver Name		Approver Signature	Date
Please add the following individual as the Budget Unit Director for the specified budget code(s).			
Printed Name	UIN	Title	Campus Tel: #
Please delete the following individual as the Budget Unit Director for the specified budget code(s).			
Printed Name	UIN	Title	Campus Tel: #

PROCEDURES AND GUIDELINES FOR BUDGET MANAGEMENT

Procedures and guidelines are necessary for managing budgets to ensure that Federal, State, and University policies are followed. In addition, the guidelines provide assurance that the appropriate levels of management stay abreast of material changes to the budget. The following information is updated annually near the beginning of the fiscal year and can be located on the Budget Office website. The actual web page containing the procedures and guidelines for budget management requires use of a Midas password to access this page. The contents from this web page are discussed in class.

Budget Adjustments / Increases

Budget re-allocations, both permanent and current, must be reviewed and recommended by the appropriate dean/director and approved by the appropriate senior executive officers. The University Budget Office approves and posts all budget adjustments. The table below represents minimum requirements for approval of budget adjustments.

Each Vice President has the ability to require additional levels of approval within their organizational structure. The following chart shows University requirements.		
Type of Transaction	Dollar Threshold	Approval
Within a Single Org Unit	Up to \$50,000	Dean or Director
Within a Single Org Unit	\$50,000 to \$1,000,000	All above PLUS the respective Vice President/Executive Officer
Within a Single Org Unit	\$1,000,000 and up	All above plus the Vice President for Finance & Administration or Chief Operating Officer
Cross Org Units	Up to \$1,000,000	Respective Deans or Directors and Vice Presidents/ Executive Officers
Cross Org Units	\$1,000,000 and Up	All above plus the Vice President for Finance & Administration or Chief Operating Officer
<p>Exceptions: Academic Affairs: ♦ All budget adjustments and re-allocations must be routed through and approved by the Associate Vice President for Academic Affairs. ♦ The Provost may centrally manage and / or allocate funding within Academic Affairs. These transactions are approved and posted by the University Budget Office and require approval of the Vice President for Finance & Administration or Chief Operating Officer should they exceed \$1,000,000. ➤ The Budget Office retains delegated authority to record transactions related to Grants, Foundation Transfers, Revenues, Equipment Trust Fund, Fund Transfers, Financial Aid, Full-Time Salaries, Benefits, Capital Projects, Maintenance Reserves and other technical adjustments required by the Department of Planning and Budget.</p>		
<p>Additional Restrictions: ♦ Departments may not move full-time salaries and fringes to NPS or any other areas without the Budget Office approval. ♦ Federal work study funds (Managed by Career Development Services) may not be moved to any other account codes. ♦ Only Budget Unit Directors of Auxiliary Services, CEPS, Grants, Agency Funds, and Gift Org Units may submit Revenue and Expenditure Increases/Decreases. These transactions must be approved by the respective Vice President / Executive Officer.</p>		

Revenues

Revenues are funds paid to the University for services provided to students, faculty, other agencies or the general public. They may also be received in the form of donations via any of the University Foundations. Revenues are recorded in the period in which they are earned, regardless of when the payment is actually received.

The majority of University revenues are monitored and managed centrally, with the exception of Auxiliary Services, CEPS, Gifts/Grants, and Agency Funds. Budget Unit Directors of these operating units are responsible for ensuring revenue budgets are developed and adhered to and must ensure the financial solvency of each respective operating unit.

Personal Services Increases/Decreases

The movement of funds among personal services and other expense categories of the budget must include a clear and concise reason for the change. Approval is in the hands of the Dean or Director and Vice President. If there is a pattern that materially changes the resource allocation, the Vice President for Administration and Finance or delegate will inform the President before acting on the request. The resource allocations for personal services must be monitored to ensure payroll costs are covered for University employees.

Overtime Pay

It is necessary to justify and budget pay for overtime work in the budget process. Send requirements after the budget process to the Budget Office for review. If the request relates to a classified employee exempt from the Fair Labor Standards Act, have Human Resources review the request first. Overtime increases are monitored and, where it appears there may be excessive use, the President's approval may be required. (Overtime is calculated automatically by Banner based on web time entry submissions. Not all employees are eligible for overtime. Overtime is discussed in the Payroll training class.)

Equipment

- The State established the Equipment Trust Fund (ETF) Authority to meet special equipment needs.
- The ETF program includes specific guidelines regarding the type of educational and research equipment that may be procured with ETF resources.
- In addition to maintaining compliance with these guidelines, the University must also maintain a minimum level of equipment purchases from the operating budget.
- ETF funding can be reduced or completely taken away if the University does not meet the minimum requirements or follow the ETF guidelines (distributed to departments).
- The transfer of equipment funding in the operating budget to other categories of expense is monitored closely to ensure compliance and may require approval at the Vice Presidential level.

Central Services

Services such as telephones, mail charges, and photocopy charges are provided through central operations. As such, the costs are not invoiced, and the expense may appear in the budget sometime after the services are received. This kind of activity needs to be monitored on a monthly basis to avoid expenses in excess of the approved budget authority. Forecasting is very important to ensure accurate budget management. Telephone charges and mail charges generally have 12 months of charges.

Fund Transfers

Fund transfers are accounting transactions that move cash from one fund to another and are classified as **mandatory** and **nonmandatory** transfers (like moving money from one checking account to another).

- **Mandatory** transfers are made on the basis of a legal obligation such as the repayment of principal and interest on construction bonds.
- **Nonmandatory** transfers are made on the basis of needs within the University, and are done at agency discretion such as transfers from Housing and Residence Life to Facilities Management for custodial services, utilities, etc.

Fund transfers should be included in the budget process for approval. Requests to transfer cash after the budget process should be submitted to the Budget Office. If the transfer materially impacts the operating budget, the Vice President for Administration and Finance or designee will consult the President for a decision. If approved, the Budget Office will process the adjustment and notify the Assistant Vice President for Finance/University Controller that the transfer is approved.

When a fund transfer is posted in Banner, you will typically see two budget entries:

1. *Increase or decrease expenditure sub-accounts*
2. *Increase or decrease sub-accounts within the 99XX group*

The two entries are necessary to balance the respective budgets involved and have a zero effect on the bottom line of each budget. The department receiving the cash in the transfer will see an increase to one of their expenditure budget pools or line items to represent the increased expenditure authority and see a decrease in a transfer line item to represent the transfer of cash into their budget/fund.

Position Actions

New positions and position actions - Requests for new positions and changes to an existing position should be proposed during the budget process. Only those that are approved in the budget process are usually acted on during the fiscal year. Thorough justification is required if you feel a position should be reviewed during the year. The first step in the process is to contact Human Resources to obtain the appropriate documents to be submitted. The cost of out-of-cycle requests will be funded from existing resources available in the budget. The President will provide funds only under extraordinary circumstances.

Position transfers - Positions may be transferred from one budget unit to another with approval of the vice president when it does not materially change the level of effort in the operating plan. The Budget Office reviews the request and sends it to Human Resources.

Position recruitment - Before recruiting for a vacant faculty, faculty administrator or faculty professional position outside of Academic Affairs, the request must be reviewed and approved by the Provost. Use the "Non-Academic Faculty and Administrative Position Allocation" form for this purpose. This form as well as others utilized in the recruitment process and associated guidelines are available at: <http://www.odu.edu/facultystaff/employee-services/managers/recruiting/recruiting-administrative-professional/forms>

The completed form is sent through the Dean or Director and Vice President to the Budget Office. The Budget Office refers the request to the Provost.

Attrition Funds - Attrition funds are the monies remaining from a vacant position after all payroll and termination costs have been satisfied (i.e., classified leave payout). The types of positions that generate attrition are E&G funded faculty professional, faculty administrator and classified positions. Some examples of how attrition funds are generated include: (1) savings from positions being vacant for long periods of time, (2) savings when a member of the faculty or staff goes on leave without pay status.

Attrition funds are placed in the University's E&G contingency fund on a monthly basis via budget adjustment. The funds are used primarily to support unforeseen circumstances as well as to provide

funding for specific projects that require funds on a one-time basis. Attrition funds may also be used to support emergency workload replacement or training needs at the request of the Budget Unit Director. Emergency workload replacement is to be associated with a specific vacancy in the budget unit.

Attrition requests should be sent to the Budget Office and must include justification for the use of attrition funds. The Budget Office will review the request and provide a recommendation based on an analysis of available attrition funding. The Budget Office will then notify the department with the outcome of the analysis.

Surplus Salary Holding Account (4012) – This University funding practice associated with Compensation Reform enables budget units to retain surplus salary funds accrued from hiring new classified staff at an annual salary that is lower than the current base funding for the given position.

- The Budget Office automatically calculates and reallocates the associated salary and benefit savings to the 4012 holding sub-account.
- Budget managers have the latitude to utilize these funds for compensation reform actions or to reallocate them for operating budget requirements.
- These reallocation actions may be made on a one-time basis or made permanent (base budget adjustment).

The 4012 surplus salary holding account will be considered part of departmental base budgets unless the Vice President and/or Dean prefers that these turnover surplus funds be held in a central reserve within your division.

Federal Workstudy Student Funds (4028)

The Federal government provides an annual grant that provides for hiring students at a subsidized rate. The grant provides 75 cents for every dollar of wage for students with a workstudy award. It is important that the University maximizes the use of these funds. Therefore, funds for workstudy student positions may not be transferred to any other expense category. Departments must monitor earnings to assure that students do not go into an over-award status. All workstudy funds are managed through Career Development Services.

University Gift Management

All gift funds are to be deposited to the Educational Foundation or Intercollegiate Foundation as appropriate. The foundations use the income from the investment of the gifts to support the operations. The transfers of gift funds to the University for Expenditure (ledger 6) are planned as part of the budget process and include only those gift funds reported as being available to the University after July 1. Vice Presidents make recommendations for the use of the gifts in their budget materials. The approved funds are then transferred from the appropriate foundation account and entered into the departmental gift budgets shortly after the fiscal year begins. Ledger 6 budget balances from the prior fiscal year are loaded in late July, and the final adjusting balances are generally loaded in October, if applicable.

Departments should not automatically request transfer of all spendable funds from the Educational or Intercollegiate Foundations, but should only request those funds that will be needed to effectively conduct business.

The use of Foundation gifts by the University is a part of the budget process:

- Spendable Income Letter distributed by the Foundations in February detailing funds available for transfer on July 1.
- VPs make recommendations during the budget process and submit requests to the Budget Office in July.
- Funds transferred to the University in late September

Exceptions may be made to the above policy if required by the donor of the gift.

- An example would be a gift that is designated by the donor to be spent immediately.

- The exception request is to be approved by the Dean or Director and Vice President
- After approvals, the request is forwarded to the Budget Office.
- The Budget Office will act on the request after conferring with the executive directors of the Educational Foundation and the Intercollegiate Foundation.
- All foundation transfer requests should be forwarded to the Budget Office for processing.

Fringe Benefits (4999 pool)

Fringe benefits for full-time employees in E&G budgets are managed centrally. Budget Unit Directors of Non E&G budgets must ensure sufficient funds are in 4999 to cover expenditures or make the appropriate budget adjustments.

- E&G – centrally managed – no action required to balance
- CEPS – must ensure sufficient funds in 4999 to cover benefits
- Auxiliaries, Gifts and Grants – must ensure sufficient funds in 4999 to cover benefits
- All Budget Unit Directors are responsible for monitoring and managing the benefits for their part-time positions (4021, 4031, 4027, and 4025 when students drop below the required credit hours)

Benefit rates are adjusted on an annual basis to reflect changes in premiums and contract costs. The University Budget Office publishes the benefits rates on its website.

Forecasting and Trends Analysis

It is important for all Budget Unit Directors to regularly monitor their respective budgets and periodically assess revenue and expenditure trends of their budgets. Understanding the typical spending patterns in conjunction with planned program activities will enable better budget planning for future budget cycles as well as forecasting of current year operations. It is the Budget Unit Director's responsibility to ensure their budgetary units stay within budget authority. Numerous Insight and ePrint reports may be utilized to assist Budget Unit Directors with both monitoring current budgets and analyzing revenue and expenditure trends.

Departments should establish a routine monthly process to monitor and evaluate outstanding purchase requests/orders, recurring charges (part-time employees, phone, copier, Small Purchasing Card), planned one-time expenditures, and overall current spending.

Budget Office Variance Analysis

Budget Unit Directors are responsible for ensuring that budgets are monitored and any deficits are corrected in a timely manner. Budget Unit Directors are encouraged to use Insight, ePrint, and other tools to manage their budgets and ensure there are no negative variances. Departments will be contacted if large variances occur. The auditors recommend a formal once-a-month reconciliation. The BUD should sign off on the reconciliation.

Academic Affairs Variances

The Vice President/Provost distributes certain types of funding to deans, and the deans distribute funding to departments after the items are expensed (i.e., funding for graduate assistants and adjunct faculty), so there may be times when negative variances occur.

At the end of each fiscal year, the Budget Office conducts a formal analysis (Year-End Variance Analysis and Issues report) for each vice presidential area. The purpose of the analysis is to provide actual expenditures and trends for each budget unit manager, enhance the budget development for the next budget cycle, and allow for evaluation of the budget management for all areas.

Using Banner to Manage Your Budget

Hard copy budget reports are not distributed to departments on a monthly or semi-monthly basis. A number of forms in Banner provide the information necessary to monitor departmental budgets online. You may also wish to use ePrint to print your month-end reports (discussed later – mandatory training must be attended).

Some general information about monitoring budgets

The Budget Availability Status Form (FGIBAVL) can be used to help you determine balances in the pool accounts. Please note: *it is possible that FGIBAVL and FGIBDST will not show identical information.* Remember, FGIBAVL is updated as data is entered and displays approved and unapproved, posted and unposted transactions. Please refer to the Banner Budget & Finance Training Handouts, available on the Banner Training Page on the Office of Finance Webpage: <http://www.odu.edu/facultystaff/training-development/banner-training/finance-budget>

You should continue to check your expenditures in Banner through the Organization Budget Status Form (FGIBDST) by linking to the Detail Transaction Activity Form (FGITRND). As long as your internal records match with the expenditures and encumbrances posted, your budget should be in good shape.

Even when FGIBAVL information is in balance, Budget Units are encouraged to reconcile budget information posted in the FGIBDST form against internal records. By performing regular reconciliation for each budget, departments can avoid end-of-year deficit problems.

Discrepancies from the Detail Transaction Activity Form (FGITRND) that cannot be identified once your budget is reconciled should be addressed through the Accounting Services Request (ASR) process. *Do NOT contact an Accounts Payable processor with questions about postings to your budget.*

For a quick reference of all frequently-used Banner Finance & Budget Forms, please refer to the **Banner Internal Financial Reporting: Form Guide:** <http://www.odu.edu/content/dam/odu/offices/finance-office/docs/internal-reporting.pdf>

For all Banner-related assistance or questions, please contact the Banner Hotline at: bannerhotline@odu.edu

Banner Internal Financial Reporting: Form Guide

GENERAL INFORMATION		
Budget reports are not distributed on a monthly or semi-monthly basis to all users. The following forms in Banner provide the information necessary to monitor departmental budgets. Good internal record-keeping is crucial to matching information in Banner. And as always, Banner problems can be sent to bannerhotline@odu.edu .		
This Guide contains the 7-character Banner Form Name, the Descriptive Name, a brief description of what may be found within the particular form, and any additional helpful tips and tricks when using the form.		
Banner Form Name	Description	Helpful Tips & Tricks
FGIBAVL	Budget Availability Status Form: This form provides available budget balances for personal services, nonpersonal services, travel, and equipment pools and transfers by organizational budget. It shows the current operating expenditure budget less year-to-date activity and commitments to arrive at the balance. This form is updated as data is entered and will display both approved and unapproved transactions. Detailed expenditure data needs to be obtained through the Organization Budget Status Form [FGIBDST] .	Remember that items in suspense, in process, or entered in error will display in FGIBAVL until cleared, and you will not be able to see the details in FGIBDST until those items are approved and posted. No research can be performed from this form. (Ignore net balances)
FGIBDST	Organization Budget Status Form: This form shows budget, actual activity and encumbrances and shows available balances <i>by line item only</i> . It does not provide a net budget balance. It can also display detailed information on a specific transaction. You can perform detailed research from this form. This form is updated after posting and approval processes are completed. Detailed instructions on how to access this Banner form are available in FGIBDST: Checking Your Budget .	During the original budget load, you will not see any pool accounts listed on FGIBDST since budgets are loaded at the line item level. Budget adjustments are always made in pool account sub-object codes (4999, 6999, 7999, 9899) for benefits, NPS, travel, and equipment. (Ignore net balances)
FGIBSUM	Organizational Budget Summary Form: This form shows a summary of budget information by revenue, total personal and nonpersonal expenditures, and transfers, if applicable, for a specific organization. Can be accessed from the Organizational Budget Status Form [FGIBDST] by clicking in the Budget Summary Information selection from the Related pull-down menu.	When linking from one form to another, click on the X icon on the toolbar to go back to the previous form. (Ignore net balances)
FGITRND	Detail Transaction Activity Form:	Transactions are shown with the newest

Transaction Types:

This information is formally reviewed in Banner Finance & Budget Training, offered monthly by the Office of Finance. For more information about the training schedule and handouts, please refer to the Office of Finance webpage at:

Banner Code	Action	Sign (debit or credit)
Accounts Payable Entries		
ACCI	Cancel Addl Chrgs on Inv w/G/L Acct	
ACDC	Cancel Addl Charges on Credit Memo	
ACDI	Cancel Addl Charges on Invoice	
ACEC	Cancel Addl Chrg on C/M w/Encumb	
ACEI	Cancel Addl Chrg on Inv w/Encumb	
ADDC	Additional Charges on Credit Memo	
ADDI	Additional Charges on an Invoice	
ADEC	Addl Chrg on Credit Memo w/ Encumb	
ADEI	Addl Charges on Invoice w/Encumb	
ADII	Addl Charges on Invoice w/G/L Acct	
CNEI	Cancel check - Invoice w/Encumbrance	
CNNC	Cancel Check - C/M w/o Encumbrance	
DNEC	Check - Invoice w/Encumbrance	
DNII	Check - Inventory Invoice	
DNNC	Check - C/M w/o Encumbrance	
DNNI	Check – Invoice w/o Encumbrance	
ICEC	Cancel Credit Memo w/ Encumbrance	
ICEI	Cancel Invoice with Encumbrance	
ICNI	Cancel Invoice without Encumbrance	
INEC	Credit Memo with Encumbrance	
INEI	Invoice with Encumbrance	
INEP	Invoice with Encumbrance Charged PY	
INER	Credit Memo with Encumbrance PY	
INNC	Credit Memo without Encumbrance	
INNI	Invoice Without Encumbrance	
CNNI	Cancel Check Inventory Invoice	

Banner Code	Action	Sign (debit or credit)
Encumbrance Entries		
COAD	Additional Charge on Change Order	
CORD	Establish Change Order	
E010	Post Original Encumbrance (LPOs)	
E020	Encumbrance Adjustment	
E032	Encumbrance Liquidation	+ or -
E037	Encumbrance Liq. allow changes	
E090	Encumbrance Year End Roll	
E100	Original Encumbrance	
PCAD	Cancel Additional Charge on Purchase Order	
PCAP	Cancel Additional Charge on Purchase Order PY	
PCDP	Cancel Disc on Purchase Order Prior Y	
PCDS	Cancel Discount on Purchase Order	
PCLQ	Cancel PO - Reinstatement Request	
PCRD	Cancel Purchase Order	
PCRP	Cancel Purchase Order in Prior Year	

Banner Code	Action	Sign (debit or credit)
POAD	Additional Charge on Purchase Order	
POAP	Additional Chg on PO Prior YR	
POCL	Purchase Order Close	
PODP	Disc on Purchase Order Prior Year	
PODS	Discount on Purchase Order	
POLQ	Purchase Order - Request Liquidation	
PORD	Establish Purchase Order	
RCQP	Cancel Requisition	
REQP	Requisition - Reservation	

Accounts Receivable Entries		
CHS1	Banner Student Charges/Non-Cash Pay	
CSS1	Banner Student B Cash Payments	
Budget Entries		
BD01	Original Budget Entries	+ or -
BD02	Permanent Budget Adjustments	+ or -
General Accounting Entries		
DCSR	Direct Cash Receipts	+ or -
J001	Year End Closing Journal	D or C
J020	Budget Carry Forward Journal	D or C
JE05	Beginning balances	D or C
JE35	Transfer within funds	D or C
JE36	Transfer within funds B Banner only	D or C
JE60	Transfer between funds	D or C
JE61	Transfer between funds B Banner only	D or C
Payroll Entries		
HR01	HRIS PR Legacy Interface *	
HEEL	Payroll – Employee Liability	
HENA	Payroll – Encumbrance Adjustment	
HENC	Payroll – Salary Encumbrance	
HERL	Payroll – Employer Liability	
HGNL	Payroll – Gross Expenditure	
HGRB	Payroll – Gross Benefit Expense	

MANAGING/MONITORING BUDGETS

Departments are responsible for monitoring budget activity and resolving any budget variances timely (recommended monthly). Banner is the University's official financial record and any discrepancies or errors must be reported and corrected via the appropriate process. Please refer to the Error Correction Process section.

Researching Invoices

If you need to see if an invoice has been paid, you should research the invoice before calling the Accounts Payable processors. Please keep in mind that the date an invoice is posted in Banner is the date that the payment process begins and is not always the date the payment was sent to the vendor. **If you have not completed the eReceiver in Banner - the payment process cannot begin.** The completed eReceiver serves as payment authorization. (Refer to *Procurement Overview* for more information.) Procurement Services offers a thorough training on the eReceiving process – for more information check the Procurement Services Training Website at: <https://www.odu.edu/facultystaff/training-development/purchasing-receiving>

If you cannot find the information you need, please contact your appropriate processor. You will need to provide:

1. The purchase order number (or UIN if payment was made to an individual)
2. The vendor name
3. The invoice number
4. And the date the eReceiver was completed in Banner.

You can check **FOIDOCH** to see if the invoice has been received and/or the eReceiver has been completed: <http://www.odu.edu/content/dam/odu/offices/finance-office/docs/research-invoice-using-banner-invoice-number.pdf>

This information is available to all Banner Finance account holders and is available on the Office of Finance website at the following address: <http://www.odu.edu/facultystaff/training-development/banner-training/finance-budget>

Downloading Budget Information from Banner (into Excel)

Departments can download select budget data into Excel spreadsheets. This provides departments with another tool to more effectively manage budgets. This download process should not be confused with the Insight budget reports available via Insight (see next section). **You can only download data for budgets to which you have Banner access.** You may not have access to all forms if they are not included in your current Banner access. Once you have set up your output options that determine where you want your Excel files stored, you can download information.

The full documentation about downloading to Excel can be found on the Office of Finance website (part of the Banner Finance training): <http://www.odu.edu/content/dam/odu/offices/finance-office/docs/downloading-budget-info-from-banner-to-excel.pdf>

Insight Budget Reporting

Insight Budget Reporting is another tool that may be leveraged to monitor and manage budgets. The data used for these reports is read from the Operational Data Store (ODS), which is created from the Banner database and is currently refreshed daily between Midnight and 6AM every day. The refresh picks up all changes in Banner since the last refresh and performs an ETL (Extract, Transform, and Load) process on the data to make it more useful and user-friendly for reporting purposes. The reports are not updated as activity is posted during the day.

Insight may be accessed at: <http://insight.odu.edu/>

Please feel free to contact Bruce Aird, University Budget Officer with any questions about utilizing the Insight Budget Reports and/or the data contained in the Budget Reports. (683-3127 or baird@odu.edu).

- Insight is currently being updated.
- **You no longer need to activate Insight via MIDAS.**
- ***You must have the appropriate Banner access to all the budgets you wish to view.***
- If you have access to a specific budget, you will have access to Insight reports for that budget.
- Insight reports can be easily saved as a PDF or Excel document or e-mailed directly from Insight for easy distribution and use.
- Reports may be scheduled to run on specific dates/times.
- Detailed training on Insight Reporting is provided periodically by the Budget Office.
- Please refer to the Appendix in this handout for the most recent full documentation for Insight Budget Reporting.

There are multiple reports and report options available via Insight:

- Base Budget
- Budget Trend
- Current Operating Budget (OPAL)
- Fund/Auxiliary Budgets
- Transaction/Sub-account Detail

Here are just a few of the reports available:

- COB by Budget by Revenue/Expense/Transfers (FGIBDST)
- COB by Budget by Revenue/Expense/Transfers by Subaccount (FGIBDST)
- Current Operating Budget Revenue Report (FGIBDST)
- Auxiliary Fund Rollup Report
- Negative Budget Balances Report (FGIBAVL) – by Budget Code/Hierarchy
- Budget Transactions Matrix Report (FGITRND) – total reconciliation trail

Printing Month-End Financial Reports via ePrint

What is Banner ePrint?

The Office of Finance does not provide monthly budget reports to departments. Banner ePrint allows users to print monthly financial reports as soon as they are available – usually the first business day of the month. Please ensure that you see the message indicating that financial reports have been **validated** before using any budget reports via ePrint.

- Employees who monitor and report on budget and payroll activity may access to ePrint.
- Access to departmental Payroll reports must be requested separately. To request access to Payroll reports in ePrint, complete this form: <http://www.odu.edu/content/dam/odu/offices/finance-office/data/payroll-eprint-request.pdf>
- ePrint training materials are available on the Office of Finance Webpage – one-on-one trainings may also be provided on an as-needed basis. Please contact Data Control for assistance at: 683.3257.
- ePrint allows a user to view reports as a PDF (Adobe Portable Document Format) file which can be viewed via Adobe Reader or to download a CSV file into Excel. Keep in mind that when you download a CSV file, you must format the size of the columns to display all information.
- You must have a Banner account with the appropriate access in order to use ePrint. When you log into ePrint, you will use your current Banner User ID and your Banner password.

Banner ePrint may be accessed at: <http://eprint.odu.edu>

Sample Budget Report in ePrint:

ACCOUNT#	ACCOUNT TITLE	BUDGETED AMOUNT	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET REAPPROPRIATION	AVAILABLE BALANCE	UNIT
4001	ADMINISTRATIVE SALARIES	377,958.00	.00	28,477.87	.00	588,430.00	U
4002	CLASSIFIED SALARIES	83,888.00	.00	12,782.38	.00	69,792.48	U
4003	UNCLASSIFIED OFFICIALS	768,477.00	.00	27,388.79	.00	1,388,178.00	U
4007	SALARIES-GENERAL LEAVE BAL.	12,855.00	.00	12,488.88	.00	.82	U
4021	WAGES - GENERAL	36.00	.00	.00	.00	88.00	U
4022	STUDENT WAGES - W/D FUND	1,450.00	.00	1,708.83	.00	308.83	U
4028	STUDENT WAGES - W/STUDENT	1,058.00	.00	.00	.00	1,358.00	U
4031	SPNC WAG FOR ACAD SPCE	421.00	.00	.00	.00	433.00	U
TOTAL	ADMINISTRATIVE SALARIES	882,845.00	.00	84,778.81	.00	1,077,888.27	
4901	EMPLOYEE RETIRE (COMP-REG DEF FND)	.00	.00	1,841.89	.00	-1,841.89	U
4902	WELF SALARIES STATE AND	.00	.00	1,812.98	.00	-1,812.98	U
4904	UNEMP LIFE INSURANCE	.00	.00	719.79	.00	-719.79	U
4905	HOSPITALIZATION INSURANCE	.00	.00	8,898.24	.00	-8,898.24	U
4906	TELEPHONE EXP. ADMNITY	.00	.00	1,287.34	.00	-1,287.34	U
4908	WELF HEALTH CARE	.00	.00	698.87	.00	-698.87	U
4914	WELF/UNEMP - 10% DEDU BY EMP	.00	.00	705.21	.00	-705.21	U
4922	L/T DISABILITY BENEFIT	.00	.00	388.34	.00	-388.34	U
4923	CARE WELFARE EXPENSE	.00	.00	300.48	.00	-300.48	U
4999	WELF-EMPLOYEES BENEFITS	306,770.00	.00	.00	.00	306,770.00	U
TOTAL	EMPLOYEE BENEFITS	306,770.00	.00	14,778.54	.00	30,441.14	

For the complete ePrint Training Manual and details/training videos, please refer to the ePrint Training Page on the Office of Finance Webpage – **COMING SOON!** 😊

Payroll Reports

The payroll reports contain information by budget unit, employee, and payroll number and are useful in determining each employee's charge for a specific payroll and check date. The top of the form shows the reporting period covered (i.e., 01-JUL-2011 to 31-JUL-2011). Refer to the Payroll schedule, published annually, to determine the specific payroll number. The Banner payroll reports are available via ePrint each month. Contact Data Control at 683-3257 if you have questions about your Payroll reports.

Payroll reports are available via ePrint for those individuals who have the appropriate access!

PAYROLL REPORT MOCK-UP – Payroll reports are broken down by budget code, sub-object code, and employee.

REPORT: NHRSDST

Old Dominion University

PAGE 1

Empl Payroll Summary By Orgn

Reporting Period: 01-JUL-2011 To: 31-JULY-2011

COAS: U Organization: OFFICE NAME

Fund	Orgn	Acct	Prog	Actv	Locn
011001	1XX00	4001	161	*	*

ID/Name	EARNINGS Hours	EARNINGS Amount	BENEFITS Amount	Total Hours	Total Amount
12345678 EMPLOYEE, SUZIE Q					
2006 FT 311 0	86.67	3,994.75	.00	86.67	3,944.75
Empl Total	86.67	3,994.75	.00	86.67	3,994.75
FYTD Total	86.67	3,944.75	.00	86.67	3,994.75

Fund	Orgn	Acct	Prog	Actv	Locn
011001	1XX00	4002	161	*	*

ID/Name	EARNINGS Hours	EARNINGS Amount	BENEFITS Amount	Total Hours	Total Amount
23456789 WORKER, JAMES X					
2006 FT 311 0	86.67	1,729.88	.00	86.67	1,729.88
Empl Total	86.67	1,729.88	.00	86.67	1,729.88
FYTD Total	86.67	1,729.88	.00	86.67	1,729.88

Resolving Budget Discrepancies (IDTs and Accounting Service Request)

The Office of Finance is responsible for researching and resolving errors when University departments discover inappropriate or unidentifiable expenditures against their budgets. There are two mechanisms available to departments.

- The IDT process should be used when you know specific correction information. The Accounting Service Request (ASR) process must be used to initiate research when you cannot identify why the charge was made to your budget.

Interdepartmental Transfers (IDTs)

IDT forms are prepared when financial accounting entries need to be recorded. Transactions for budget corrections, transferring charges (reimbursing) to other departments and recording expense charges are examples of why IDTs are processed.

IDT forms are located on the Office of Finance web site under Faculty/Staff forms. The forms are fillable PDF forms and can be saved to your computer. Completed forms must be signed, scanned, and emailed to IDTs@odu.edu. Details regarding this process may be found on the Office of Finance Website at: <https://www.odu.edu/facultystaff/university-business/information-management/data-control/accounting-service-request-process>

The form must be completed as follows:

- All fields in both the charge and credit information areas must be completed
 - Charge information
 - Organization/account
 - Department name
 - Contact name
 - Contact phone
 - Authorized signature
 - Credit information
 - Organization/account
 - Department name
 - Contact name
 - Contact Phone
 - Authorized Signature
 - Accounting Distribution for Charge (Fund, Org, Sub-Account, Amount)
 - Accounting Distribution for Credit (Fund, Org, Sub-Account, Amount)
 - An explanation must be provided, including any applicable document reference numbers.
 - Supporting documentation must be included and must be clear and concise. Backup documentation can include:
 - Printed Banner reports
 - Screen prints from Banner
 - E-mail correspondence
 - Invoices
 - Notes or memos
 - Tear sheets, ad copies or publications
 - Transportation or event tickets
 - Receipts
 - Other materials relating to the entries
 - Debit amounts must match the credit amounts. If original charge noted, this indicates that the transaction is a charge from one department to another and the supporting documentation should show the goods and services that were provided.

- If correction of charge is noted, this indicates that the transaction is for one department to reimburse another department, and the supporting documentation must show the original transaction in Banner where the department being reimbursed was originally charged.
- The IDT continuation sheet should be used as needed.

All transactions must be thoroughly supported by documentation explaining the need for the action, including attaching all applicable Banner screenshots. Appropriate approval signatures are required for all budget units affected and the preparer’s contact information must be included in case there are questions about the requested transactions.

IDT transactions show up in Banner as a **JE35** (*within the same fund*) or **JE60** (*between funds*) journal entry.

Submitting the IDT:

Completed forms must be signed, scanned, and emailed to IDTs@odu.edu

Ensure that you have included supporting documentation in your email!

**OLD DOMINION UNIVERSITY
INTERDEPARTMENTAL TRANSFER REQUEST
(E-mail signed/scanned form to IDTs@odu.edu).**

CHARGE _____ (ORG/ACCT)				CREDIT _____ (ORG/ACCT)			
DEPT. NAME _____				DEPT. NAME _____			
CONTACT NAME _____				CONTACT NAME _____			
CONTACT PHONE _____				CONTACT PHONE _____			
Authorized Signature _____				Authorized Signature _____			
Accounting Distribution for Charge				Accounting Distribution for Credit			
FUND	ORG	SUB ACCOUNT	AMOUNT	FUND	ORG	SUB ACCOUNT	AMOUNT

- Additional accounting distribution sheets attached
- Original Charge – attach supporting documentation
- Correction of Charge – attach Banner documentation

Explanation of Transfer:

FOR ADMINISTRATIVE USE ONLY

Processed by: _____

Date: _____ *Revised July 18, 2013*

Accounting Service Request (ASR)

The ASR process is used to research charges. Coding corrections must be submitted using an Interdepartmental Transfer (IDT) form.

1. As you reconcile your budget, unidentifiable charges need to be researched and resolved. Review your budget transactions through the Organization Budget Status Form (FGIBDST).
2. If you find unidentifiable charges, complete an Accounting Service Request (ASR) form (available from the following web page) with the following information:
 - Date
 - Department Name
 - Contact name (Person preparing the form)
 - Telephone Number
 - Email Address
 - Details of research request:
 - Fiscal Year
 - Original Document Number in Banner
 - Dollar Amount
 - Notes to assist research
3. Please keep a copy of this form and e-mail the completed PDF form to DataControlASR@odu.edu. Be sure to include screenshots of all back-up documentation.
4. When the ASR form and documentation are received, the Data Control Representative reviews the form and documentation.
 - If any information or documentation is missing, to the department will be contacted outlining what additional information is required.
5. If all information and documentation is complete, the form is processed.
6. A reference number is assigned to the ASR, and that number is returned to the department via e-mail. Please use the reference number when following up on the problem. Data Control is responsible for monitoring and tracking problem resolution.
7. The original ASR form and supporting documentation are forwarded via e-mail to the appropriate area in the Office of Finance for research and resolution.
8. When the problem has been resolved or the charge identified, the department is notified of the action taken to resolve the issue. The correcting entry will be posted to your budget via a journal entry.
9. Response times can vary, depending on the research required. Generally, most issues can be resolved within 14 work days.
10. Questions about the status of specific Accounting Service Requests should be directed to DataControlASR@odu.edu. Please reference the assigned number in any correspondence.

Details regarding this process may be found on the Office of Finance Website at:

<https://www.odu.edu/facultystaff/university-business/information-management/data-control/accounting-service-request-process>

ACCOUNTING SERVICE REQUEST FORM (ASR) *revised 07/18/2013*

Research and document activity (attach appropriate screen prints from Banner)			
Departmental Use – complete all sections – <i>incomplete forms will be returned.</i> The ASR process is used for researching activity. Coding corrections must be submitted using an Interdepartmental Transfer (IDT) form.			
Date	Department		
Contact Name		Telephone #/e-mail	
Provide full details regarding the research requested.			
Fiscal Year	Original Doc # in Banner	Dollar Amount	Notes to assist research
Action Requested - Be specific and provide the appropriate back-up documentation. ASRs without back-up documentation will be returned without action.			
Justification/Reason			
Additional information concerning your request that would assist us in error correction or researching/documentation.			
<ul style="list-style-type: none"> • Submit the completed ASR form and required support documentation via e-mail to DataControlASR@odu.edu. Keep copies for your files. • E-mail date is submission date. (E-mails received after 2:00pm will be considered received on the next work day.) • Average processing time – 14 business days. • Questions about the ASR process may be addressed to DataControlASR@odu.edu or 757-683-3257. Please reference the assigned ASR number. • The ASR number is reflected in Banner when corrections posted in Banner. 			
** Office of Finance Use Only Below This Line**			
Reference # _____	Date Processed _____	Assigned to:	
Problem Type			
Response Section – completed by department assigned to resolve/research.			
Date Received _____			
Name of Person Responding		Department	

OLD DOMINION UNIVERSITY

FEE RECOMMENDATION WORKSHEET -FY2013

5 For the proposed fee, provide the following information:

- a. Currently approved fee amount:
- b. Recommended new fee amount:
- c. Budget Unit to which fee is deposited:
- d. Revenue subaccount code:
- e. Revenue collected in FY 2010-11:
- f. Estimated revenue for FY 2011-2012:
- g. Estimated revenue for FY 2012-2013:
- h. Sections offered per Academic Year:
- i. Average Enrollment per Section:
- j. Rationale for 2012-2013 estimate:
(Include information such as anticipated increased fee amount and other variables such as changed participation, enrollment, etc.)

6 Do you recommend the increased revenue be shared among various units?

No _____ (No change) Yes _____

(1) If yes, provide rationale:

(2) If yes, provide recommended revenue distribution.

	%	Amount
Department share:	_____	_____
College/Activity share:	_____	_____
University:	_____	_____
Other:	_____	_____

Executive Budget Planning Worksheets:

FY2014 Strategic Budget Planning Summary Form												
Strategic Objectives to be Achieved												
University (select most applicable)		T121 / 6 Yr. Plan (select most applicable)		CSF		New Funding FY14		FY14 Reallocation		Position Action		
VP Area Priority #	Title	Summary of Strategic Initiative	University (select most applicable)	T121 / 6 Yr. Plan (select most applicable)	Primary Critical Success Factor (select most applicable)	Source (select)	Base	OTO	Associated Fee Increase / Change or New Fee?	Source (select)	Total Funding Amount	
SEES 1	Student Retention & Success	Implementation of new programming specifically targeting focus areas of student retention and success. (Continuing with additional description of the initiatives and their contribution to the University's success...)	4. Enrich the Quality of Campus Life	B. Optimal year-round use of the institution's facilities and instructional resources to improve student completions and cost efficiency.	Student Recruitment & Enrollment Mgmt.	1 - E&G	200,000	40,000	No	1 - E&G	290,000	Yes
SEES 1	Student Retention & Success					4 - Local Auxiliary	25,000	25,000	Yes		50,000	No
												0
												0

OLD DOMINION UNIVERSITY

FY2014 Strategic Budget Planning Fee Worksheet

Associated Initiative				Funding		
VP Area Priority #	Title	Action (Select)	Fee Name	Rationale for New Fee or change to existing Fee	Allocated to (select)	Amount
SEES 1	Student Retention & Success	Change	Student Activity Fee	Increase student activity fee to provide base funding for new initiatives for student success and retention.	4 - Local Auxiliary	25,000

Auxiliary Services Template:

CBB by Budget Code by Revenue/Expenditure Category by Subaccount

Base Budget Year:

2013

Budget Code:

3HS00 - STUDENT HOUSING

Current Base Budget by Budget Code					2014	2014		
					Total	Total	Adjustment	Note
3HS00	STUDENT HOUSING	Revenue	3801	STUDENT RENT-REG SESSION	\$25,367,038.00	26,128,049	761,011	A
			3802	STUDENT RENT-SUM SESSION	\$1,300,099.00	1,339,102	39,003	A
			3804	COMMERCIAL RENT	\$2,000.00	2,000	-	
			3805	FORFEITURE-ROOM DEPOSITS	\$75,000.00	75,000	-	
			3807	DAMAGES	\$95,000.00	95,000	-	
			3810	HOUSING APPLICATION FEE	\$245,000.00	245,000	-	
			3811	RENTAL-OTHER	\$0.00	-	-	
			3817	CATERING SALES	\$0.00	-	-	
			3887	WORKSTUDY	\$0.00	-	-	
			3890	COMMISSIONS - MP/SA	\$2,500.00	2,500	-	
			3892	INVESTMENT INCOME-INT	\$0.00	-	-	
			3900	MISCELLANEOUS-NON ATHL	\$0.00	-	-	
			3908	REV. ALLOC.-DORM ACT FEES	\$0.00	-	-	
			3909	REV ALLOCATION-HSNG SERV	\$0.00	-	-	
			Revenue Total:		\$27,086,637.00	27,886,651	800,014	
		Personnel	4001	ADMINISTRATIVE SALARIES	\$950,212.00	969,216	19,004	B
			4002	CLASSIFIED SALARIES	\$326,212.00	382,736	56,524	B / I
			4004	SALARIES - OVERTIME	\$10,000.00	10,000	-	
			4006	VALORS SALARIES	\$0.00	-	-	
			4011	SALARIES - INFO TECH EMPLOYEES	\$0.00	-	-	
			4012	CLASS SURPLUS SALARY-HOLDING	\$2,357.00	2,357	-	
			4017	SAL-FAC ADMIN-INFO TECH EMP	\$0.00	-	-	
			4021	WAGES - GENERAL	\$0.00	-	-	
			4023	GRAD ASST NONTEACHING	\$130,000.00	130,000	-	
			4024	WAGES - OVERTIME	\$0.00	-	-	
			4025	STUDENT WAGES - W/O FICA	\$286,155.00	291,878	5,723	B
			4026	STUDENT WAGES - W FICA	\$4,880.00	4,978	98	B
			4028	STUDENT WAGES - WORKSTUDY	\$0.00	-	-	
			4031	SPEC PAY FOR ACAD SVCS	\$13,440.00	13,440	-	
			4036	BONUSES & INCENTIVES	\$50,393.00	50,393	-	
			4041	MOBILE DEVICE ALLOWANCE	\$7,500.00	7,500	-	
			4799	INTRA RECOVERY PERS SERV	\$0.00	-	-	

Statement of Proposed Changes

A Proposed 3% increase in room & board rates		
3801	STUDENT RENT-REG SESSION	761,011
3802	STUDENT RENT-SUM SESSION	39,003
B Anticipation of 2% salary increases and associated benefit costs		
4001	ADMINISTRATIVE SALARIES	19,004
4002	CLASSIFIED SALARIES	6,524
4025	STUDENT WAGES - W/O FICA	5,723
4026	STUDENT WAGES - W FICA	98
4999	POOL-EMPLOYEES BENEFITS	11,364
I Request to establish Business Manager Position		
4002	CLASSIFIED SALARIES	50,000
4999	POOL-EMPLOYEES BENEFITS	16,500