BUDGET MANAGER

University Policy delegates to Budget Manager the authority to approve various expenditures from their budget such as supplies, equipment, and travel. These responsibilities include transaction approval and review of all expenditures for accuracy and compliance with University Policy.

BUDGET MANAGEMENT

POOLED BUDGETING

Banner budgets can be entered into six budget pools:

- Salaries and Wages Budget Pool   account code 61000
- Student Salaries Budget Pool   account code 62000
- Fringe Benefits Budget Pool   account code 65000
- Operating Expenditure Pool   account code 70000
- Scholarship Budget Pool   account code 74000
- Contingency Budget Pool   account code 75999

➢ With the exception of Restricted Grants/Contracts, JSU does not require line item budgeting.

➢ Fund 10000 budgets are automatically entered at the beginning of each fiscal year (October 1st) into the above pools.

➢ These beginning of the year budget entries will always show in the 'Adopted Budget' column of a budget query.

➢ Expenditures must be made at the line-item account code level. You cannot enter expenditures into one of the above pool account numbers.

➢ As long as the total pool has available balance at the pool level, you can continue to spend.

➢ With the exception of Restricted Grants/Contracts, you can move budget from each pool except 61000, and 65000.

➢ You can increase the scholarship pool 74000, but you cannot move excess budget out of 74000.

➢ Although not required, you can move budget from the 70000 pool to line item account numbers.

   However, this will not keep Banner from overspending that line item. Banner will always look at

   the total pool for available budget.

<u>**BUDGET QUERIES**</u>

1. Log into Self Service (through my.jsu.edu, click on 'Self Service' under Banner Links)

2. Select 'Finance' and then 'Budget Queries'.

3. Select what type of Query you want:

   > ➢ <u>Budget Quick Query</u> – gives Adjusted Budget, Year to Date Expenditures, Commitments, and Available Balance with no drill down detail.
   > ➢ <u>Budget Status by Organizational Hierarchy</u> – best for queries with multiple org (i.e. VP's, Deans) – gives a one line summary for each department under the main org with drill down capability for more detail.
   > ➢ <u>Budget Status by Account</u> – <u>RECOMMENDED</u> – easiest to see the available budget remaining and transaction details.
   > ➢ <u>Payroll Expense Detail</u> – gives the detail of personnel paid from the salary accounts of the budget. This will always be cumulative from the beginning of the fiscal year (October 1st).
   > ➢ **NOTE – Any amount in blue can be clicked on for more transaction detail.**

4. Click on 'Create Query'.

5. Choose boxes of the parameters you want in your query. <u>RECOMMENDED</u>: Top 3 boxes in the left column and all boxes in the right column. Click on 'Continue".

6. Enter current fiscal year and fiscal period '14'.

7. Enter Chart 'J', your Fund and Org. Click 'Execute Query'.

8. This will give you all the detail of your beginning budget, what's been paid (YTD), outstanding PO's (encumbrances), approved requisitions (Reservations) and your remaining available balance to spend. **Your total available balance is the amount in the lower right hand corner of the query.**

9. If your budget currently has any documents 'in process', click on the 'View Pending Documents' button in the upper right hand of the query screen. It will show you any documents that have not been completely processed but are still holding your budget pending completion. These could include completed but not approved requisitions, pending journal vouchers in the Controller's Office, or incomplete documents awaiting deletion.

10. **Column Descriptions:**

Adopted Budget = Approved budget posted at the beginning of the grant period. This is the generally the only thing that will ever show in this column. You can click for more detail.

Budget Adjustments = Any internal transfers done throughout the year. You can click for more detail

Adjusted Budget = The sum of Adopted budget and Budget Adjustments. This is the budget available to spend before any posted transactions.

Year to Date = All paid invoices and all posted journal entries. You can click for more detail.

Encumbrances = Outstanding (unpaid) PO's and Direct Vouchers. You can click for more detail.

Reservations = Approved requisitions that have not had a PO assigned. More detail.

Commitments = Total of Encumbrances and Reservations. More detail.

Available Balance = Adjusted Budget less Year to Date less Commitments.

BUDGET TRANSFERS

1. Budget Managers can make budget changes for account codes of 70000 or greater, except scholarship codes – 74000. They are also able to change student payroll accounts – 62000.
2. All other 60000 (salary/benefit) account changes must be submitted to the Assistant Controller on BA Form 4 Request to Change Budget.
3. All 74000 (scholarships) must be approved by the Budget Manger's Vice President.

PURCHASING

Budget Managers have the authority to approve purchase requisitions from their budget. All purchases/expenditures are subject to JSU policies and procedures as follows:

- ➢ **JSU's policies require that all purchases be made by Purchase Order**.

- ➢ Purchase Orders are obtained by entering a Requisition into the Banner Finance system.

- ➢ Requisitions must be approved by the Budget manager.

- ➢ A PO will not be created until all supporting documents are received by Purchasing.

- ➢ When a PO is issued, a copy will be mailed to the vendor unless otherwise specified and a gold receiving copy will be sent to the requesting office.

- ➢ **The only exceptions to PO purchases are: (1) Travel Reimbursements (2) Professional Services Contracts and (3) Approved purchases on a JSU purchasing card.**

- ➢ If a purchase is made without a purchase order, a direct voucher must be entered in FGAENCB with a written explanation of why the policy was not followed, signed by the Budget Manager, the applicable Vice President and sent to Purchasing for approval to pay.

- ➢ Meal purchases must have a completed and approved Request for Meals/Entertainment form.

- ➢ Equipment purchases are still subject to Alabama Bid Law requirements. Jacksonville State University is subject to the requirements of the State of Alabama Competitive Bid Law. This law requires that all purchases and/or contracts for labor, services, materials, equipment, and supplies within a fiscal year that will total $15,000 or more be bid.

- ➢ Vendor set-up requirements must be followed for new vendors. A W-9 must be obtained from the vendor prior to set-up.

- ➢ Alabama law requires a Disclosure Statement for any payment of $5,000 or greater to any vendor.

- ➢ Information related to specific purchasing topics, including forms, can be found on JSU's website under Purchasing: **http://www.jsu.edu/purchasing/index/html**

APPROVING REQUISITIONS

All requisitions must be electronically approved by the specified Budget Manger. Requisitions are approved by the following steps:

1. Log in to my.jsu.edu
2. Click on 'Self Service'.
3. Click on 'Finance'.
4. Click on 'Approve Documents'. It should default to your user name.
5. Click on 'Submit Query'.
6. A list of requisitions needing approval will display. Click on the blue 'Approve'.
7. Click on the 'Approve' button.
8. Document will automatically be forwarded to Purchasing for creation of a Purchase Order.

TRAVEL

Employee and student travel expenditures are governed by several specific travel statutes and are closely audited by the State Examiners of Public Accounts. Before submission for payment, Budget Managers should review the travel approval reimbursement forms and assure that all travel procedures have been followed. All reimbursement amounts should be reviewed for compliance with JSU policy and approved budgets. **All travel is reviewed by the Office of Internal Audit for audit and payment.**

- Reimbursement is made for travel expenses related to approved Univeristy business.
- Prepayment is allowed for conference registration and airfare.
- The current mileage reimbursement rate is 56 cents per mile.

IN-STATE TRAVEL

- Original receipts are required for registrations and other expenses > $25.
- Date and time of departure and arrival are <u>required</u> to determine per diem allowance amounts.
- Use BA Form #23.

OUT-OF-STATE TRAVEL

- Approval must be obtained prior to travel. Amounts can be estimated.
- Original receipts are required for all meals, airfare, lodging, registration, car rental and any other expenses > $25.
- Itemize meals at actual cost.
- Lodging receipts must be itemized.
- Use BA From #24.

STUDENT TRAVEL

- Purchase orders and prepaid purchase orders may be used for students
- Petty cash may be used for student expenses.