

# Budget Management Training

# Budget Information

- Your budget is an annual fiscal year budget, for the period July 1 through June 30
- Annual budgets do not roll forward, but start over each fiscal year

# Your Budget Code

How most budget codes are set up:

- A string of 4 sets of numbers separated by dashes
- Fund-Org-Acct-Program (example:1100-305-7331-1600)
- First set = Fund
- Second set = Organization (Department)
- Third set = Account (what you are buying)
- Fourth set = Program

# Budget Set-up

- The budget is built in broad accounts, or categories
- These categories are for budget only - You do not code to specific purchases to these accounts (you code to the actual expense account that describes what you are buying)
- You may process budget transfers between categories (except salaries) as needed

# Budget Set-up cont.

- Each budget category has many expense accounts that roll up to it
- The available balance of a budget category is the budget in the category less all the activity in the expense accounts that roll up to that category
- You should ensure that each budget category maintains a positive balance

# Budget Categories

- 6300 Student Hourly
  - includes all accounts that start with a “63”
- 7300 Operating
  - Includes all accounts that start with a “73” (except travel – “733”) 7330 Travel
- 7330 Travel
  - Includes all accounts that start with a “733”

# Budget Categories cont.

- 7400 Purchased Services
  - Includes all accounts that start with a “74”
- 7600 Other
  - Includes all accounts that start with a “76”
- 7700 Furniture and Equipment
  - Includes all accounts that start with a “77”

**Budget Category and Expense Code Examples**

7300	Operating Expenses
7341	Advertising
7346	Telephone Expense
7366	Postage
7367	Printing-Reproduction
7368	Supplies-Athletic
7375	Office Supplies & Expenses
7376	Education Supplies & Expenses
7330	Travel
7331	Travel-In State
7332	Travel-Out of State
7333	Travel-International
7334	Travel-Staff
7335	Travel-Recruiting
7336	Team Travel Expense
7337	In State Personal Vehicle Reim
7338	Travel-Participant
7339	Out-of-State Personal Vehicle Reim
7399	Travel - State Aircraft
7400	Purchased Services-Personal
7401	Professional & Contracted Fees
7600	Other Expenses
7604	Official Functions
7605	Cultural Enrichment Activities
7606	Dues and Memberships
7629	Registration Fees
7700	Furniture & Equipment
7701	Furniture & Equipment
7702	Computer Equipment

Now, Using Banner



FGIBAVL shows your total expense budget available by budget category.

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File Edit Options Block Item Record Query Tools Help Window

Budget Availability Status FGIBAVL 6.0

Chart: B Fund: 1100 General Fund  
 Fiscal Year: 07 Orgn: 119 Assist. Provost for Academic Affairs  
 Index: Account: 6100 Administrative Salaries ← Always enter 6100 (lowest acct #)  
 Commit Ind: Both Program: ← Always take out program code so it is blank to be sure you get all transactions

Control Keys--> Fund: 1100 Orgn: 119 Account: 6100 Program:

Acct	Title	Adj Budget	YTD Activity	Commitments	Avail Bal
7300	Operating Expens	1,500.00	48.77	0.00	1,451.23
7330	Travel	3,000.00	0.00	0.00	3,000.00
7400	Purchased Service	1,500.00	0.00	0.00	1,500.00
7600	Other Expenses	500.00	0.00	0.00	500.00
7700	Furniture & Equipr	500.00	0.00	0.00	500.00
	Total:	7,000.00	48.77	0.00	6,951.23

All 73% accts (except travel 733%)  
 All 733% accts  
 All 74% accts  
 All 76% accts  
 All 77% accts

This form lets you know if you need to make any budget transfers between categories and see your remaining budget by category. (to see line item detail in a category, got to FGIBDST) Your budget/purchase records should be reconciled to these totals in Banner at least monthly.

# FGIBDST Shows Revenues and budget by line item detail

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File Edit Options Block Item Record Query Tools Help Window

Organization Budget Status FGIBDST 6.0

Chart: B  
 Fiscal Year: 07  
 Index:

Orgn: 119 Assist. Provost for Academic Affairs  
 Fund: 1100 General Fund  
 Program:  ← Always take out program code in order to show all  
 Account:  ← Leave account blank to show all  
 Acct Type:   
 Activity:   
 Location:

Query Specific Account  
 Include Revenue Accounts

Commit Ind: Both

Acct	Type	Title	Adj Budget	YTD Activity	Commitments	Avail Bal
7300	E	Operatir	1,500.00	0.00	0.00	1,500.00
7330	E	Travel	3,000.00	0.00	0.00	3,000.00
7375	E	Office S	0.00	48.77	0.00	-48.77
7400	E	Purchas	1,500.00	0.00	0.00	1,500.00
7600	E	Other E	500.00	0.00	0.00	500.00
7700	E	Furnitur	500.00	0.00	0.00	500.00
Net Total:			-7,000.00	-48.77	0.00	

Click in a cell you want to look into, then select "transaction detail information" from the options menu at the top of the screen.

(Note: If you prefer to print a hard copy report, follow the instructions for printing budget reports. These may be obtained from Katie Silva in the budget office.)



# Invoice Query

**Internet Native Banner - PRODUCTION**

File Edit Options Block Item Record Query Tools Help Window

Invoice/Credit Memo Query FAIINVE 5.3.1

Document : 10700462 Multiple:  Regular  
Purchase Order: P0070027  
Vendor: OFF ENTE OfficeMax Enterprise Solutions

**Invoice/Credit Memo Header FAIINVE 5.3.1**

Invoice Date: 31-JUL-2006 Transaction: 31-JUL-2006 Cancel: Doc Acctg:   
Check Vendor:  
Address Code: AP Seq #: 3 Collects Tax: N Collects no taxes  
Address: OfficeMax Contract Inc City: Chicago  
PO Box 92735 State/Prov: IL ZIP/PC: 60675-2735  
Nation:  
Discount Code: DU Payment Due: 31-JUL-2006  
Bank: 04 Imprest Account (FNB of Alamosa) Credit Memo:   
Vendor Inv #: 405850 1099 Vendor:  Text Exists:   
1099 Tax ID:

*After selecting "Query Document", Ctrl + Page Down or the Next block icon pulls up the invoice.*

The options menu then give you several options of viewing additional information on the invoice.



# Some Forms...







# Questions?

