



Office of Budget & Finance
Spring 2022 Budget 101 Workshop
April 19, 2022

Topics

- Types of Funds
- Documents/Forms
- View Budget & Expenditure Detail
- View Encumbrance Reporting and Budget Tracker

Types of Funds

- **State Funds** — Departments supported mainly by tuition revenues and state appropriations. These funds are used to support instruction, academic, and student programming along with administrative processing departments such as Budget, Payroll, HR, and Controllers. These departments begin with a 1
- **Auxiliary Funds** — Departments that are considered self-supporting through the generation of fees and other revenue sources such Athletics, Dining Services, Housing, and Student Center. Please note these departments follow the same budget development process as state funds. These departments begin with a 3

Types of Funds

- **Grant Funds** - Funds sponsored by outside agencies either by federal, private, or local funds that are restricted for a specific use, such as Title III. All of which are managed through the Office of Research and Sponsored Programs and Grants Accounting. These funds have a PI associated with them that oversees the project. All department IDs associated with Grants begin with a 4 or 5 along with a four digit project ID
- **Agency Funds** - Funds managed by the University on behalf of an internal group/organization. For example, Student Government Association (SGA). Although they generate their funds similar to self-supporting units, we ensure their spending is performed within the University's rules, regulations, and processes. Agency funds begin with a 9
- **Foundation Funds** — Funds managed by the Foundation within Institutional Advancement. These funds are totally independent of the University's operating budget. These funds cannot be mingled with other funds

Documents/Forms

- **Chart of Accounts** – List of department, revenue, and expenditure codes
- **Who to Contact** – List of various responsibilities by department along with the appropriate staff to contact for questions
- **Budget Transfer Form**
 - Used to transfer **budget** from one class to another class within your department
 - This form should also be used to transfer budget from one department to another department if it is not considered an EXPENSE TRANSFER. Normally done at the VP and/or Dean level to support a special initiative or need
 - Can not transfer state, auxiliary, grant, agency, or foundation funds between one another
 - Budget Transfers can be submitted via email with proper approval
 1. Transferring funds from class 01/02 requires department head and your area VP's approval.
 2. Budget Transfer forms totaling above \$50,000 requires department head and VP approval.
 3. If Budget Form is not included in (1) & (2), it ONLY requires department head approval.

Budget Transfer Form (New Budget Set-up)



BOWIE STATE UNIVERSITY REQUEST FOR: BUDGET TRANSFER ** NEW BUDGET ** BUDGET REVISION**																
CHECK ACTION REQUESTED: <input checked="" type="checkbox"/> NEW BUDGET <input type="checkbox"/> BUDGET TRANSFER <input type="checkbox"/> BUDGET REVISION																
DECREASE										INCREASE					BUD OFF ONLY	
SAmount	Fund	Dept ID	CL	Project FUND 43	Account	Budget Period	SAmount	Fund	Dept ID	CL	Project FUND 43	Account	Budget Period	PIN #	JOURNAL #	
							\$ 4,649,633.00	43		24		0360	2021-2022		000065572	
							\$ 4,649,633.00	43		12			2021-2022		000065571	
	-		TOTAL DECREASE				\$ 9,299,266.00	TOTAL INCREASE								
SIGNATURES:																
Preparer/Department Head/Dean/Chair										Date						
<i>Michael M. Atkins</i>										11/18/2021						
AVP Admin & Fin/CARES Act										Date						
<i>Mililani T. Sinclair</i>										11/19/2021						
Title III/CARES Act (Fund 43 Only)										Date						
<i>Howard J. Brown</i>										12/14/21						
Grants Accounting (Fund 43 Only)										Date						
<i>Angela Morton</i>										12/14/2021						
University Budget Office										Date						
JUSTIFICATION/EXPLANATION:																
To set-up remaining balance of the \$9.45M HEERF III American Rescue Plan Institutional Portion [Redacted]																
CLASS (CL) = Class Code (EXAMPLE: 01) ACCOUNT = Account Code (EXAMPLE: 2145) - USE ONLY FOR REVENUE ACTIONS FUND = DEPT SOURCE (EXAMPLE 40 = STATE FUNDED/AUXILIARY OR 43 = RESTRICTED/GRANT FUNDED)																

Budget Transfer Form



BOWIE STATE UNIVERSITY

REQUEST FOR: **BUDGET TRANSFER** ** NEW BUDGET ** BUDGET REVISION**

CHECK ACTION REQUESTED:

NEW BUDGET
 BUDGET TRANSFER
 BUDGET REVISION

DECREASE							INCREASE							BUD OFF ONLY	
\$Amount	Fund	Dept ID	CL	Project FUND 43	Account	Budget Period	\$Amount	Fund	Dept ID	CL	Project FUND 43	Account	Budget Period	PIN #	JOURNAL #
\$6,265.00	40	144190	02		2145	2022	\$6,975.00	40	144190	03		4350	2022		66358
\$3,000.00	40	144190	09		3969	2022	\$2,290.00	40	144190	04		3331	2022		
\$ 9,265	TOTAL DECREASE						\$ 9,265	TOTAL INCREASE							

SIGNATURES:

B. Vinson
Preparer/Department Head/Dean/Chair

President/Area Vice President

Grants Accounting (Fund 43 Only)

Grants Compliance (Fund 43 Only)

Tiffany Scott
University Budget Office

4.18.22
Date

Date

Date

4/18/22
Date

JUSTIFICATION/EXPLANATION:

Transfer funds to cover the deficits in Admissions' Class 03 and 04 as well as cover the outstanding employee's reimbursements for travel.

CLASS (CL) = Class Code (EXAMPLE: 01) BUDGET PERIOD = CURRENT FISCAL YEAR
 ACCOUNT = Account Code (EXAMPLE: 2145) - USE ONLY FOR REVENUE ACTIONS
 FUND = DEPT SOURCE (EXAMPLE 40 = STATE FUNDED/AUXILIARY OR 43 = RESTRICTED/GRANT FUNDED)

Documents/Forms

- **Expense/Revenue Transfer Form** – Used to transfer expenses or revenue from one department to another. Form should **not** be used for **class 01 and/or class 02 expenditures**
- **Personnel Action Form (PAF)** – Used for any type of personnel action. Requires approval from the department head and area VP along with all supporting documentation to justify the request. The fact that it was discussed with the employee or merely having it signed by your VP does not imply the action is complete or approved. PAFs must go through various departments and more importantly HR for review and approval
- **PeopleAdmin (Staff only)** - system that allows departments to submit a request to advertise Regular Staff/Faculty PIN and Contingent II positions online
- **Salary Adjustment Request (SAR)** - This form should be used when requesting any type of salary adjustment on regular and contingent II staff

Documents/Forms

- **Adjunct** – used to secure instructional services for a teaching faculty
- **Overload** – used for any assignments over and above your normal duties
- **Contingent I** – contractual employment for a short-term period, usually six months or less. Can be renewed up to one year
- **Contingent II** – contractual employment for a year in duration. Must be advertised and benefits offered
- **Student Contract** – student employment outside the College Work-Study Program

View Budget and Expense Detail

BSU PeopleSoft Department Expense-Revenue Budget Inquiry (Interactive)

Search Criteria										
Unit:	Department:			*Accounting Period:	Run Date:04/19/22					
BSU	144190	Undergraduate Admissions 05	Clemmons,Brian	12	Fetch					
Project:				Budget Period:						
				2022						

Y	M	Class	Budget			Expense		Encum	Pre-Enc	Available Bal	% Avail	
			Original	Adjustments	Revised	MTD	YTD	YTD	YTD			
		01	Salaries & Wages	\$959,108.000	\$-38,000.000	\$921,108.000	\$33,700.800	\$922,782.410	\$-116,073.320	\$0.000	\$114,398.910	12.4200
		02	Technical & Special Fees	\$221,478.000	\$-6,265.000	\$215,213.000	\$6,348.120	\$119,757.310	\$20,247.240	\$0.000	\$75,208.450	34.9500
		03	Communications	\$8,358.000	\$6,975.000	\$15,333.000	\$0.000	\$14,332.940	\$0.000	\$0.000	\$1,000.060	6.5200
		04	Travel	\$15,805.000	\$-3,210.000	\$12,595.000	\$0.000	\$10,594.650	\$0.000	\$0.000	\$2,000.350	15.8800
		08	Contractual Services	\$41,648.000	\$36,404.970	\$78,052.970	\$0.000	\$59,928.800	\$13,719.220	\$0.000	\$4,404.950	5.6400
		09	Supplies & Materials	\$37,489.000	\$14,363.780	\$51,852.780	\$0.000	\$10,689.620	\$38,026.000	\$0.000	\$3,137.160	6.0500
		10	Equipment Replacement	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	0.0000
		11	Equipment Additions	\$21,241.000	\$-10,268.750	\$10,972.250	\$0.000	\$10,972.250	\$0.000	\$0.000	\$0.000	0.0000
		13	Fixed Charges	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	0.0000
		14	Land,Structures	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	0.0000
				\$1,305,127.000	\$0.000	\$1,305,127.000	\$40,048.920	\$1,149,057.980	\$-44,080.860	\$0.000	\$200,149.880	15.3357

View Encumbrance Report

Encumbrance Report by Appointment (Class 02)

- 1 From **BSU's Home page**, access **MyBSU / Quick Access Box** select the **Human Resources Services link**.
- 2 Log in with your BSU credentials (username and password)
- 3 From the Menu, select **Bowie HRMS Customizations**
- 4 Select **Labor Distribution Report**
- 5 Select **Encumbrance Report By Appoint**
- 6 A Search By Run Control ID screen will appear. Leave the Run Control ID Box Blank and **Hit Search**
- 7 On the next screen, the screen will appear that its missing details, but this is normal. **Hit Run**.
- 8 The Process Scheduler Request will display **Encu Summary By Appoint** (the system automatically checks the report). The Type is "Web" and the Format is "PDF." **Click Ok**.
- 9 On the next screen, select "**Process Monitor**" hyperlink at the top of the page.
- # The next screen displays the **Process List** and you will see the report pending (**Run Status reads "Pending" and the Distribution Status reads N/A**)
- # **Click the Refresh button a couple of times until the Run Status reads "Success" and the Distribution Status reads "Posted" – The report must show Success/Posted before you can click the Details hyperlink to pull the report.**
- # After you **click Details**, then **Click "View/Trace Log"**
- # The next screen shows a File List and **the Encumbrance Report will be listed as "ENCB APN PDF"**
- # **Click on the PDF hyperlink** and the report will display for all of the Class 02 contracts charged to your dept.

If you do not have access to Bowie HRMS Customizations, you will need to complete a PeopleSoft Data Security Form. The access form is found OIT's website. Access to Financials is granted by Mr. Wayne Felder in the Controller's Office.

PeopleSoft Data Security Form

<https://www.bowiestate.edu/about/administration-and-governance/division-of-information-technology/services/ps.security.form.pdf>



Encumbrance Report by Appointment Comparison

Dept. 111425 – Class 02

Run Dates: 03/08/2022 & 4/18/2022

REPORT ID: ENCB_APN.SQR BOWIE STATE UNIVERSITY RUN DATE: 03/08/2022 BOWIE STATE UNIVERSITY RUN DATE: 04/18/2022
 DATABASE: HRPD ENCUMBRANCE SUMMARY REPORT BY APPOINTMENT RUN TIME: 04:42:17 ENCUMBRANCE SUMMARY REPORT BY APPOINTMENT RUN TIME: 15:00:15
 PAGE NO. 1 PAGE NO. 1

EMPLID	NAME	E_RCD	DEPTID	ACCTCD	CONTRACT END DT	REMAINING ENCUMBRANCE
*			111425	111425	12/13/2021	2.48
7			111425	111425	12/13/2021	0.00
7			111425	111425	12/13/2021	0.00
4			111425	111425	12/13/2021	2.48
5			111425	111425	12/13/2021	0.00
*			111425	111425	12/13/2021	0.00
*			111425	111425	12/13/2021	0.00
*			111425	111425	05/30/2022	35,406.94
*			111425	111425	12/13/2021	2.45
1			111425	111425	12/13/2021	0.00
*			111425	111425	12/13/2021	2.10
9			111425	111425	12/13/2021	0.00
*			111425	111425	12/13/2021	0.00
*			111425	111425	12/13/2021	2.10
5			111425	111425	12/13/2021	0.00
9			111425	111425	10/22/2021	0.00
3			111425	111425	12/17/2021	0.00
*			111425	111425	12/13/2021	0.00

ACCOUNT SUM 35,418.55

EMPLID	NAME	E_RCD	DEPTID	ACCTCD	CONTRACT END DT	REMAINING ENCUMBRANCE
*			111425	111425	12/13/2021	2.48
7			111425	111425	12/13/2021	0.00
*			155021	111425	02/17/2022	0.18
7			111425	111425	12/13/2021	0.00
4			111425	111425	12/13/2021	2.48
5			111425	111425	12/13/2021	0.00
9			155021	111425	02/17/2022	0.17
*			111425	111425	12/13/2021	0.00
*			111425	111425	12/13/2021	0.00
*			111425	111425	05/30/2022	16,875.36
*			111425	111425	12/13/2021	2.45
1			111425	111425	12/13/2021	0.00
3			155021	111425	02/17/2022	0.17
7			111425	111425	05/17/2022	4,320.00
*			111425	111425	12/13/2021	2.10
*			155021	111425	02/17/2022	0.18
9			111425	111425	12/13/2021	0.00
*			155021	111425	02/17/2022	0.18
*			111425	111425	12/13/2021	0.00
*			155021	111425	02/17/2022	0.18
2			111425	111425	06/30/2022	21,212.00
*			111425	111425	12/13/2021	2.10
*			155021	111425	02/17/2022	0.17
5			111425	111425	12/13/2021	0.00
9			155021	111425	02/17/2022	270.00
*			155021	111425	02/17/2022	270.00
9			111425	111425	10/22/2021	0.00
*			155021	111425	02/17/2022	0.18
3			111425	111425	12/17/2021	0.00
*			111425	111425	12/13/2021	0.00
*			155021	111425	02/17/2022	0.18

ACCOUNT SUM 42,960.56

FY2022 Budget Tracker

Budget Tracker				
Fiscal Year 2022 Budget Total	\$150,000.00			
FY 22 Expense Total	\$89,200.00			
Remaining Available Balance	\$60,800.00			
Expenses By Class	Class Description	Budget	Encumbrances/Expenses	Balance Available
Class 01	Salaries & Wages (Permanent Staff)		\$0.00	
Class 02	Technical & Special Fees (LTFC, Adjunct, Cont. I/II, Faculty Overloads, Federal Work-Study & Student Contracts)	\$115,000.00	\$69,000.00	\$46,000.00
Class 03	Communications	\$1,000.00	\$500.00	\$500.00
Class 04	Travel	\$1,000.00	\$500.00	\$500.00
Class 06	Fuel & Utilities	\$0.00	\$0.00	\$0.00
Class 07	Vehicles	\$0.00	\$0.00	\$0.00
Class 08	Contractual Services (Outsourced)	\$20,000.00	\$15,800.00	\$4,200.00
Class 09	Supplies & Materials	\$3,000.00	\$200.00	\$2,800.00
Class 10	Equipment Replacement	\$10,000.00	\$3,200.00	\$6,800.00
Class 11	Equipment Additions	\$0.00	\$0.00	\$0.00
Class 12	Grants Subsidies & Contributions	\$0.00	\$0.00	\$0.00
Class 13	Fixed Charges	\$0.00	\$0.00	\$0.00
Class 14	Land, Structures	\$0.00	\$0.00	\$0.00
	Totals	\$150,000.00	\$89,200.00	\$60,800.00
Budget Tracker Summary				
Class 02 - Contracts Class 03 - Communications Class 04 - Travel Class 06 - Fuel & Utilities Class 07 - Vehicles Cl: ...				

QUESTIONS?