



**Office of Budget & Finance**  
**Spring 2023**  
**Budget 101 Workshop**  
**February 21, 2023**

# Topics

- Types of Funds
- Documents and Forms
- New Financial System (Oracle Cloud) Interactive Demo
- Encumbrance Reports
- Digital Contracts

# 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

- **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
- <S:\BudgetOffice\budget\BUDGET PRESENTATIONS\BUDGET 101 WORKSHOP - SPRING 2023>

# Documents/Forms

- **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 and to list which class 01 vacancy will fund the transfer.
  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 (Class 01 Request)



BOWIE STATE UNIVERSITY																			
REQUEST FOR: <b>BUDGET TRANSFER</b> ** NEW BUDGET ** BUDGET REVISION**																			
CHECK ACTION REQUESTED:							<input type="checkbox"/> NEW BUDGET	<input checked="" type="checkbox"/> <b>BUDGET TRANSFER</b>	<input type="checkbox"/> 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 #				
80,000	40	129000	01			FY2023	80,000	40	129000	02			FY2023						
\$ 80,000.		TOTAL DECREASE						\$ 80,000.		TOTAL INCREASE									
SIGNATURES:																			
<table style="width:100%; border: none;"> <tr> <td style="width: 40%; border: none;">                 _____                  Preparing/Department Head/Dean/Chair                  _____                  President/Area Vice President                  _____                  Grants Accounting (Fund 43 Only)                  _____                  Grants Compliance (Fund 43 Only)                  _____                  University Budget Office             </td> <td style="width: 20%; border: none; vertical-align: top;">                 1/18/2023                  _____                  Date                  1-19-23                  _____                  Date                  _____                  Date                  _____                  Date             </td> <td style="width: 40%; border: none; vertical-align: top;"> <b>JUSTIFICATION/EXPLANATION:</b>                  Transfer 20,000.00 from _____, 30,000.00 from _____ and 30,000.00 from _____. This is a one time budget transfer from 01 to 02 to cover contingent I &amp; II contracts. Funds must be restored for 2024 Budget Year.             </td> </tr> </table>																	_____ Preparing/Department Head/Dean/Chair _____ President/Area Vice President _____ Grants Accounting (Fund 43 Only) _____ Grants Compliance (Fund 43 Only) _____ University Budget Office	1/18/2023 _____ Date 1-19-23 _____ Date _____ Date _____ Date	<b>JUSTIFICATION/EXPLANATION:</b> Transfer 20,000.00 from _____, 30,000.00 from _____ and 30,000.00 from _____. This is a one time budget transfer from 01 to 02 to cover contingent I & II contracts. Funds must be restored for 2024 Budget Year.
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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)																			





# Oracle Cloud Financials Interactive Demo



Welcome, Tiffany Scott ?





You have a new home page!

Open it with the home icon or the company logo.  
You can continue to access this page by selecting the **My Dashboard** item in the navigation menu.

Good afternoon, Tiffany Scott!

Me My Team Supply Chain Execution Payables General Accounting **Budgetary Control** Cash Management F >

QUICK ACTIONS

-  Review Budgetary Control Balances
-  Review Budgetary Control Transactions

Show More

APPS



Things to Finish

Assigned to Me



Created by Me



You have no open notifications.



# Digital Contracts

# 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. 111720 – Class 02

### Run Dates: 10/27/22 & 1/19/23

REPORT ID: ENCB\_APN.SQR  
 DATABASE: HRPRD  
 BOWIE STATE UNIVERSITY  
 ENCUMBRANCE SUMMARY REPORT BY APPOINTMENT  
 RUN DATE: 10/27/2022  
 RUN TIME: 07:10:19  
 PAGE NO. 2

EMPLID	NAME	E_RCD	DEPTID	ACCTCD	CONTRACT END DT	REMAINING ENCUMBRANCE
[REDACTED]	[REDACTED]	*	111720	111720	12/16/2022	2,765.25
[REDACTED]	[REDACTED]	1	111720	111720	12/16/2022	2,304.75
[REDACTED]	[REDACTED]	2	111720	111720	12/16/2022	2,765.25
[REDACTED]	[REDACTED]	*	111720	111720	12/16/2022	2,765.25
[REDACTED]	[REDACTED]	*	111720	111720	07/31/2022	3,780.00
ACCOUNT SUM						14,380.50

REPORT ID: ENCB\_APN.SQR  
 DATABASE: HRPRD  
 BOWIE STATE UNIVERSITY  
 ENCUMBRANCE SUMMARY REPORT BY APPOINTMENT  
 RUN DATE: 11/19/2022  
 RUN TIME: 09:48:27  
 PAGE NO. 6

EMPLID	NAME	E_RCD	DEPTID	ACCTCD	CONTRACT END DT	REMAINING ENCUMBRANCE
[REDACTED]	[REDACTED]	*	111720	111720	12/16/2022	2.25
[REDACTED]	[REDACTED]	1	111720	111720	12/16/2022	2.21
[REDACTED]	[REDACTED]	2	111720	111720	12/16/2022	2.25
[REDACTED]	[REDACTED]	*	111720	111720	12/16/2022	2.25
[REDACTED]	[REDACTED]	*	111720	111720	07/31/2022	3,780.00
[REDACTED]	[REDACTED]	1	111720	111720	12/16/2022	4.48
[REDACTED]	[REDACTED]	6	111720	111720	12/16/2022	2.24
ACCOUNT SUM						3,795.68

# WHO TO CONTACT?

Budget Office  
Controller's Office  
Accounts Payable  
Payroll  
Human Resources

# QUESTIONS?