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Budget and Finance Best Practices and Resources

Finance Responsibilities

- Enter budget transfers to reallocate budgets to the appropriate accounts based on expected expense needs
- Close pending encumbrances that are no longer required
- Enter budget transfers to fund account deficits to eliminate non-sufficient funds checking errors
- Review organization's labor distribution report for correctness every pay period
- Follow-up with Budget Office regarding long-term variances in Unclassified (610111) or Classified (610210)

Accounts

- Follow-up with Budget Office regarding long-term variances in Terminal Pay (610411)
- Reallocate procurement card expenses to the proper account code via Works
- Review year-to-date expenses for accuracy
- Transfer required expenses via the Inter-Departmental Transfers request on the Controller's website
- Review Xerox bill in e-Print
- Review Spirit Telephone bill in e-Print
- Review Verizon (mobile/data) bill
- Approve timesheets and leave reports on the 16th and 1st of every month
- Ensure fringe budget equals fringe expenses (for Indexes starting with "1")
- Subscribe to Yammer notifications from Budgeting & Payroll Services, Office of Procurement, and Faculty and Staff Announcements
- Review training classes and material on the Budgeting and Payroll website & CougarEd
- Review training classes and material on the Procurement website & CougarEd
- Review policies and procedures on the Controller Office website
- Ensure access to required Indexes via the Index/FOP Access for on the Controller Office website
- Ensure access to required systems, which may include: Banner Self-Service (SSB), Internet Native Banner (INB), e-Print, e-Procure, and Cognos Analytics V11

End-user Resources

Most Common End-user Resources

1. Banner Self-Service – MyPortal
 - a. For access to Self Service Banner, request access to Banner SSB Finance (BAN_COFC_F_GENERAL_REPORTS) via the SSB Authorization form on the Controller's website
 - b. Budget Status by Account Query – Query finance data by account code
 - c. Budget Status by Organizational Hierarchy – Query finance data starting with a high-level view
 - d. Encumbrance Query – View open and closed encumbrance activity
 - e. View Document – Review document information with a document number
2. ePrint - MyPortal
 - a. Access should be granted when Banner SSB is obtained, if not, submit a ticket to IT Services
 - b. Open Travel Encumbrance – View open travel authorizations
 - c. Open Purchase Order – View open purchase orders
 - d. Xerox Bill – View Xerox machines and detailed expenses being incurred by the department
 - e. Spirit Telephone Bill by Dept – View telephone expense detail being incurred by the department
 - f. Payroll Distribution (with provided access)
 - g. Account Hierarchy Report
 - h. Organization Hierarchy Report
 - i. Index/FOP Report
3. Cognos Analytics V11 - MyPortal
 - a. To obtain access, submit a Cognos Data Access Request for Finance information with Information Technology: <https://it.cofc.edu/bi/Requests.php>
 - b. Report Folders
 - i. Budget and Transaction Reports (Current Fiscal Year)
 - ii. Budget and Transaction Reports (Prior Fiscal Year)
 - iii. Multi-Year Analysis Reports
4. eProcure – MyPortal
 - a. Requisitions
 - b. Purchase Orders
 - c. Receipts
5. Accounting Forms
 - a. Direct Deposit From
 - b. Travel Advance Request – Used to request a cash advance on travel expenditures
 - c. Travel Authorization – Must be completed before travel expenditures
 - d. Expenditure Authorization / Travel Payment Voucher – Used to direct pay vendors and invoices
 - e. Chart of Accounts Maintenance Request Form – Completed to create new Indexes or change information on current Indexes
 - f. Intra-Departmental Transfers (IDT) – Used to transfer or split expenses between Indexes
6. Banner Internet Native – MyPortal
 - a. For access to Internet Native Banner Finance, please request access to Budget Transfer (BAN_COFC_F_REQUIRED_BUDGET_ADJ) via the Self-Service Banner (SSB) Authorization Request form on the Controller's website
 - b. Organization Budget Status (FGIBDST) – Review finance activity by account
 - c. Detail Transaction Activity (FGITRND) – Review individual finance activity
 - d. Journal Voucher Mass Entry (FGAFVCM) – Enter budget transfers
 - e. Budget Availability Status (FGIBAVL) – Review Available Balances for NSF

Fiscal Services Resources - Frequently Requested Items

1. Budget and Payroll website - <https://budgetingandpayroll.cofc.edu>
 - a. End-user Areas: Budget, Payroll, Position Control, General finance reports and training
 - b. Items to review
 - Banner Finance Quick Guide
 - Budget Transfer Directions
 - Non-sufficient funds FAQ
 - Vacancy Return Request
 - Timesheet Request
 - Timesheet Due Date Schedule
 - General Finance and Budget Training dates
 - c. Budget email: Budget@cofc.edu
 - d. Payroll email: BudgetPayrollServices@cofc.edu
2. Controller's Office and Accounts Payable Website - <https://controller.cofc.edu>
 - a. End-user Areas: Activity (Expense), Invoices, Travel Authorizations, Expenditure Authorizations, Grant Management, Revenue Transfers, Banner and Index Security, Finance Access, Inter-Departmental Transfers (IDT), Fund Balances
 - b. Items to Review
 - i. Banner Access and Maintenance forms
 1. Chart of Accounts Maintenance Report Form
 2. Index/FOP Access Form
 3. Self-Service Banner (SSB) Authorization Request Form
 - ii. Accounting Forms
 1. Intradepartmental Transfers – IDT
 2. Travel Advance Request
 3. Travel Reimbursement
 - iii. Controller Policies and Procedures
 - c. Accounts Payable Email: AccountsPayable@cofc.edu
3. Treasurer's Office - <https://treasurer.cofc.edu/>
 - a. End-user Areas: Deposits
 - b. Items to Review
 - i. Deposit Transmittal form
 - ii. Cash Policies
 - c. Treasurer's Office Email: Treasurer@cofc.edu
4. Procurement - <https://procurement.cofc.edu>
 - a. End-user Areas: e-Procure, Purchasing Card, Purchase Orders
 - b. Items to Review
 - i. Training
 1. Purchasing Card
 2. eProcure
 3. Basics of Procurement
 4. Works
 - ii. Procurement and Supply Services: A Quick Guide
 - iii. Forms and Procedures
 - c. Procurement Email: Procurement@cofc.edu
5. Yammer Communities to Follow for Fiscal Services
 - a. Office of Procurement
 - b. Budget & Payroll Services
 - c. Faculty and Staff Announcements