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 – MyCharleston Finance Tab or MyPortal Employee Dashboard
   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 - MyCharleston Finance Tab/Employee Tab or MyPortal ePrint
   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 - MyCharleston Finance Tab or Employee Tab
   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 – MyCharleston
   a. Requisitions
   b. Purchase Orders
   c. Receipts

5. Accounting Forms – MyCharleston
   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 – Usually recommended for budget and finance personnel who will need to enter budget transfers, review NSF available balances, and conduct detailed research.
   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
      a. Banner Finance Quick Guide
      b. Budget Transfer Direction
      c. Non-sufficient funds FAQ
      d. Vacancy Return Request
      e. Timesheet Request
      f. Timesheet Due Date Schedule
      g. 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: Invoices, Travel Authorizations, Expenditure Authorizations, Grant Management, Revenue Transfers, Banner and Index Security, Finance Access, Inter-Departmental Transfers (IDT)
   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. Intra-departmental 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: Cash 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