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 Telephone bill in e-Print
☐ 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
☐ Review training classes and material on the Procurement website
☐ 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
   b. To obtain access to an Index, update the users via the Index/FOP Access form on the Controller’s website: https://controller.cofc.edu/documents/accounting-forms/index-fop-access-form.pdf
   c. Budget Status by Account Query – Query finance data by account code
   d. Budget Status by Organizational Hierarchy – Query finance data starting with a high-level view
   e. Encumbrance Query – View open and closed encumbrance activity

2. ePrint - MyCharleston Finance Tab or Employee Tab
   a. Open Travel Encumbrance – View open travel authorizations
   b. Open Purchase Order – View open purchase orders
   c. Xerox Bill – View Xerox machines and detailed expenses being incurred by the department
   d. Spirit Telephone Bill by Dept – View telephone expense detail being incurred by the department
   e. Payroll Distribution (with provided access)
   f. Account Hierarchy Report
   g. Organization Hierarchy Report
   h. 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) – For approved users
   a. Organization Budget Status (FGIBDST) – Review finance activity by account
   b. Detail Transaction Activity (FGITRND) – Review individual finance activity
   c. Journal Voucher Mass Entry (FGAFVCM) – Enter budget transfers
   d. 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