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
   - End-user Areas: Budget, Payroll, Position Control, General finance reports and training
   - Items to review
     - Banner Finance Quick Guide
     - Budget Transfer Directions
     - Non-sufficient funds FAQ
     - Vacancy Return Request
   - Budget email: Budget@cofc.edu
   - Payroll email: BudgetPayrollServices@cofc.edu

2. Controller’s Office and Accounts Payable Website - https://controller.cofc.edu
   - 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
   - Items to Review
     - Banner Access and Maintenance forms
       - Chart of Accounts Maintenance Report Form
       - Index/FOP Access Form
       - Self-Service Banner (SSB) Authorization Request Form
     - Accounting Forms
       - Intradepartmental Transfers – IDT
       - Travel Advance Request
       - Travel Reimbursement
     - Controller Policies and Procedures
   - Accounts Payable Email: AccountsPayable@cofc.edu

3. Treasurer’s Office - https://treasurer.cofc.edu/
   - End-user Areas: Deposits
   - Items to Review
     - Deposit Transmittal form
     - Cash Policies
   - Treasurer’s Office Email: Treasurer@cofc.edu

4. Procurement - https://procurement.cofc.edu
   - End-user Areas: e-Procure, Purchasing Card, Purchase Orders
   - Items to Review
     - Training
       - Purchasing Card
       - eProcure
       - Basics of Procurement
       - Works
     - Procurement and Supply Services: A Quick Guide
     - Forms and Procedures
   - Procurement Email: Procurement@cofc.edu

5. Yammer Communities to Follow for Fiscal Services
   - Office of Procurement
   - Budget & Payroll Services
   - Faculty and Staff Announcements