A GUIDE TO

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August 2017
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Budgeting at WSU is organized around the Banner acronym FOAPAL (although we really just use the FOAP part of it).

F = Fund (i.e., general fund, gifts, grants, etc.)
O = Organization (department)
A = Account (budget/expenditure category)
P = Program (instructional support, student scholarship, research, etc.)*

*Note: Program is assigned by Accounting Services to keep track of costs by what they support. The program number does not show on Argos reports because it is something that is only meaningful to the folks in the Budget Office and Accounting Services.

The FOP (Fund, Org, Program) combination is cross-referenced to an index number (also referred to as a cost code). This is a 6-digit number that most departments use.

Fund

WSU uses a fund accounting system. This means that the source of the funding determines the kind of account (aka index) and restrictions placed on the account. The majority of the University budget is in the fund category E&G, which stands for Education & General Fund. These are the funds allocated to the University by the legislature plus student tuition. Following are additional fund categories (not a complete list):

![Fund Categories Image]
Org

Each fund and org combination must have a unique fund number or a unique org number. Each department is assigned a 5-digit org number. This org number is used in combination with the fund numbers for each department index. If the department has more than one index that uses E&G funds, however, it will have two different 5-digit org numbers. These are then grouped under a higher-level 4-digit org number. Here’s an example:

```
2410    Teacher Education Department
       24100  Teacher Education
       24102  Master’s in Education
```

A report run for the Teacher Education department using the 2410 Org will ensure that all accounts are included. If a report were run using 21400, the Master’s in Education accounts would be missed.

The Org system is designed like this to be hierarchical. For example, the Provost can use the org number 20 to pull budget/accounting data for all of the Academic Affairs Division. Each dean can use a 3-digit code to pull all budget/accounting data for their college:
Account

The “A” part of the FOAP (account) refers to the expenditure category. Each expenditure category resides under a higher-level budget category. These budget categories are defined by the institution as follows:

Revenue (5_____) is applicable only to those accounts (aka index) that receive revenue such as interest and donations (gifts) and fees (i.e., course fees, student fees, or fees charged for a service such as in the dental hygiene clinic or such as charged by printing services).

Salaries (61050) is the budget category for all salaried employees (executives, faculty, and exempt and non-exempt staff). The 61050 budget category is used for unallotted salaries. All salaries are automatically allocated by the payroll system from there to the appropriate category based on employee type.

Instructional Wage (62000) is the budget category used to pay faculty overload and adjunct pay. This pay would be for teaching courses that generate student credit hours. Faculty overload is paid as supplemental pay (in addition to salary), which comes out of this budget category when it is for teaching courses.
Hourly Wage (62400) is the budget category used for payments to student employees, non-student hourly employees, and supplemental pay to any employee for something other than teaching courses (award, stipend, overtime, etc.).

Benefits (63000): Each salary and wage category has associated benefits. For salary this includes insurance and retirement. For wages this includes the University’s share of payroll taxes and workers’ comp insurance. For E&G account indexes, the benefits are pooled together in a separate, central account index (benefits pool) so that averages can be used to make budgeting easier.

The average benefits rate for all salaried employees is 43%. Therefore, when a salaried position is budgeted, 43% is put into the benefits pool (index 215152). When the salary is paid to an employee, the actual benefits are automatically moved into the appropriate department account and paid out. This happens irrespective of whether the actual benefits rate is 30% or 80%.

The average benefits rate for instructional wages is 15%. This is an average of what the actual benefits cost is for overload (which, because it is paid to salaried employees, includes 14.2% for TIAA-CREF/retirement) and adjunct (which just includes payroll taxes and workers’ comp).

The average benefits rate for hourly wages is 8.5%. This is an average of what the actual benefits cost is for supplemental pay (which, because it is paid to salaried employees, includes around 14.2% for retirement), non-student hourly (which just includes payroll taxes and workers’ comp) and student hourly (which is usually just worker’s comp).

The benefits for non-E&G accounts are paid directly from the same index as the pay at the actual rate.

Current Expense (71000) is the budget category used for operating expenses such as postage, copies, office supplies, telephone charges, conference registration, software, etc. (basically any expense that does not fall under one of the other budget categories).

Travel (75000) is the budget category used for travel expenses such as airfare, hotels, mileages, etc.

Capital Outlay (77000) is the budget category used for purchases that need to be inventoried (equipment purchases over $1,500).

Scholarships (76000) is the budget category used for student scholarships. Please note that scholarships are paid only out of certain kinds of funds, such as gift, and not out of departmental E&G budgets.
As funds are spent, they are posted against the applicable expenditure category (or account—the “A” part of the FOAP) that resides under the budget category.

These accounts/expenditure categories are automatically assigned by the system based on the type of expenditures (such as wages, printing, telephone, postage, p-card travel, etc.) or when a requisition is input.

Within the Paw Place requisition system there is a way to look up expenditure categories in order to pick the best one. This is under the Accounting Codes section of the Paw Place Requisition; click the “Select from all values...” link under Account. The following example is the result of searching for a description of computer.

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
<th>select</th>
</tr>
</thead>
<tbody>
<tr>
<td>72050</td>
<td>Minor Computer Equipment</td>
<td></td>
</tr>
<tr>
<td>73125</td>
<td>Resale-Computer Hardware</td>
<td></td>
</tr>
<tr>
<td>73140</td>
<td>Resale-Computer Software</td>
<td></td>
</tr>
<tr>
<td>77025</td>
<td>Computers</td>
<td></td>
</tr>
</tbody>
</table>

You would select the 72050 code for computers less than $1,500 and the 77025 code (which is under the capital outlay budget category) for computers over $1,500.
Budget Transfers and Reallocations

The budget/funds within a particular account (index) may be transferred between budget categories. If transferring salaries or wages in an E&G account, you would either transfer benefits to or reclaim benefits from the benefits pool (index 215152) as applicable based on the benefits averages (43% for salaries, 15% for instructional wage, 8.5% for hourly wage). If transferring funds in a non-E&G index, you would transfer the actual benefits needed to the benefits budget category (63000) in that same index.

*Please note that individual departments will not transfer funds to/from a salary category for E&G accounts. This is automatically taken care of each month by a “lapse” process. What this does is take any residual salary (from an employee leaving) and move it into the dean’s or Provost/VP’s unallotted account. Likewise, any budget needed for a new hire will automatically be moved from the unallotted account to the appropriate department account.*

You may also transfer funds between one index and another if they are both in the same fund. For example, you may transfer funds from one E&G index in one department to another E&G index in another department.

You may **not**, however, transfer funds between two different types of funds. Instead, you would need to reallocate expenses (like we do with p-card reallocations), which is the preferred method, or process a reimbursement. If processing a general reimbursement using the expenditure account of 72720, you should be sure to indicate what is being reimbursed. This is particularly important because certain types of funds have limitations regarding the types of expenditures for which they may be used.

![Moving Funds Diagram]

The WSU Budget Office provides links to the Funds Transfer form and instructions at:
http://www.weber.edu/financialservices/Forms.html#Budget Forms

When looking at reports, be mindful of whether you are looking at a budget category or an expenditure category. This will indicate how to interpret positive entries vs. negative entries.
There are some instances when Accounting Services will move funds between fund types where they will use a category called Non-Mandatory Transfers. This is typically the method used when moving funds at the end of the year to a college R&R (repair and remodel) account to carry them forward for future building improvements and capital purchases.
Access/Reports

Budget and expenditure data is kept in the Banner system. These data may be accessed three different ways. Once you have access to an index, you have Lynx access to it as well as access to run Argos reports on that index. INB access can be granted if needed. INB is what folks in Accounting Services use. It is complex yet extremely versatile for those who have a lot of budgets to query and track. Most, however, can get by with using Lynx and Argos.

Running an Argos Report

Following are instructions for running an Argos report to obtain summary data for each index under an org at the level of the account (i.e., budget and expenditure category).
ARGOS Reports Using Web Viewer

1. Go to report.weber.edu
2. Log in with your Weber user name and password
3. Select Argos Web Viewer

4. Select report folder (Finance – Month End and Campus Access)

Hint: to go back to the beginning list of report folders at any time, click on Root.
5. Select report category (Revenue and Expenditure Summary Reports)

6. Click on the Reports menu and select report:
7. Fill in the parameters requested and select Run:

Revenue and Expenditure Summary

Enter Fiscal Year: 14

Enter Period: 06

Enter Org Level: 20004

Enter Fund: Not Required

8. Print or save the report:
Revenue & Expenditure Summary Report

The Revenue & Expenditure Summary report is a good one to use for a summary view of budgets. Following is an example:

At the top of the left-hand side of this report it shows the index number followed by the Fund number and then the Org number. Going down the left-hand side are the budget and expenditures categories. Following each category across the page gives activity from the beginning of the fiscal year (fiscal year runs July 1 to June 30) up to the period selected for the report.

**Original Budget** – For E&G accounts, this is the budget allocated to the department at the start of the fiscal year (otherwise referred to as the base budget). For fee accounts, this is an estimate based on the amount of revenue anticipated and the budget categories in which it will be spent. There is no Original Budget in gift accounts; instead, any funds remaining at the end of the previous fiscal year will carry forward (under Budget Adjustments).

**Budget Adjustments** – Any carry forward (remaining budget balances whether positive or negative) left at the end of the prior fiscal year plus/minus any budget transfers. Please note that carry forward is posted at July month end (period 01), which is typically around August 6th (see note at bottom of next page).
Current Budget – The total of Original Budget and Budget Adjustments.

Current Month Activity – The transactions posted during the period* (month) for which you ran the report.

YTD Activity – The transactions posted from the beginning of the fiscal year (July 1) up to and including the period* (month) for which you ran the report.

Committed Funds – Includes funds committed for salaries to be paid the rest of the fiscal year based on current employee commitments. Please note that amounts pending to be paid for instructional wage and hourly wage are not able to be shown as committed, only salaries. Committed funds also includes funds encumbered for a purchase order. Once the invoice has been paid for a purchase order, the expense will move to the YTD Activity column.

Budget Balance Available – Applicable for the lines (budget category totals) in bold. Each department is expected to keep eye on the balances in their budget categories and move funds between budget categories as needed.

Note: An Original Budget in a Revenue index (such as those beginning with a 31) is an estimate of how much revenue will come into the index and in which budget category those funds will be spent. If the full amount of the budgeted revenue has not yet come in, you’ll see an adjustment for the difference under the Budget Balance Available column, which then is used when determining the Account Balance (see below). If more than the estimate comes in, you’ll see the surplus revenue under the Budget Balance Available column.

At the very end of the report for each index is an Account Balance:

Account Balance 35,888.84

Please note, however, that this balance only excludes committed salaries and purchase orders, not committed hourly/instructional wage or upcoming monthly expenses. In addition, benefits in non-E&G accounts are not committed. You’ll need to determine how much your ongoing, monthly/semester expenses are in order to determine how much of this balance is available for one-time expenditures. One way you can do this is to run a Revenue and Expenditure Summary by Month report (in Argos) for the prior fiscal year. This will help you determine what your ongoing operating costs are so that you can leave enough of an account balance for the remainder of the fiscal year to cover those costs.

*The period in a fiscal year is 01 for July, 02 for August, and so on until 12 for June. Each period ends around the 6th of the following month. Therefore, to get all expenditures for any given month, run the report after the 7th of the following month. When trying to get all expenditures for an entire fiscal year, use period 14; this period is used sometimes when last-minute fiscal year reallocations are done in July of the next fiscal year (but posted to the previous fiscal year).
### Additional Useful Argos Finance Reports

#### Approval Queues by Index: Use to determine whether appropriate levels of approval have been set up for a particular index. If they are incorrect, submit a request under the online provisioning system; select Security Access in the eWeber portal.

#### CostCode Listing by Org: This shows all the index codes assigned to a particular department/org.

#### Current Transactions: This report should be run each month by a department designee to verify that the correct expenditures have been charged to the account. There are separate instructions online under Faculty and Staff Resources [http://www.weber.edu/FacultyAndStaffResources/](http://www.weber.edu/FacultyAndStaffResources/) (select the link for Account Reconciliation Guide for Departments).

#### Departmental Pay by Date and ORGN: Should be run at least once a semester to determine that the correct people are being paid from your accounts. The other reports give only the amounts. This report gives the names along with the amounts (for wages) and type of pay.

#### Detail Code by Index: When depositing funds at the cashiers’ windows, they ask for a Detail Code. This code ensures that the funds go to the correct FOAP (which includes the index and the account). This report will list the detail code(s) that have been set up for an index. If there is no detail code, call Accounting Services to request that one be set up.

#### Grant Inception to Date by Fund: The typical budget reports do not work for grants, especially since they often cross fiscal years and are cost reimbursable (so no budget is loaded beforehand). Run this report, therefore, for grants (this is funding from external agencies that comes into an index that starts with 6).
**Using Lynx Self-Service**

Running budget queries is great for “detective” work because it gives you the ability to “drill down” on expenses to get back to the originating document (such as a purchase order). A budget query in Lynx Self-Service will bring up the same data as the Revenue and Expenditure Summary report, only every item becomes a hyperlink to more information. The one thing Lynx Self-Service is not useful for is giving budget and account balances. These are the bold lines on the Revenue and Expenditure Summary report; thus the Argos report is better for watching balances.

**Following are instructions for Lynx Self-Service budget queries.**

1. From the Weber Portal Staff tab select Lynx Self-Service Main Menu
2. Select the Finance tab and then Budget Queries
3. Select Budget Status by Account and click on Create Query

**Create a New Query**

| Type | Budget Status by Account | Check | Continue |

4. Check the items listed below and click on Continue

- Adopted Budget
- Budget Adjustment
- Adjusted Budget
- Temporary Budget
- Accounted Budget
- Year to Date
- Reservations
- Commitments
- Available Balance

**Comparison to Revenue & Expenditure Argos report:**

- Adopted Budget = Original Budget
- Adjusted Budget = Current Budget
- Year to Date = YTD Activity
- Select Encumbrances instead of Commitments in order to get hyperlinks to purchase orders.
- Reservations are no longer applicable with the PawPlace system,
5. Fiscal year is 2018 for the 17/18 year, 2017 for the 16/17 year, etc.
   Fiscal period should be 14 (so you are sure to get all transactions for the year)
   Chart of Accounts needs to be W

5a. First input the Index number and then click on Submit Query

5b. This will fill in the Fund, Organization, and Program (all other boxes should be blank)

Fiscal period should be 14 (so you are sure to get all transactions for the year)

Chart of Accounts needs to be W

6. Click on the numbers that have links for additional detail.
   - Click on the numbers under Budget Adjustment to look for budget transfers.
   - Click on the numbers under Year to Date to see a list of expenditures in that particular category

Note that only 15 lines display at a time, so click on Next 15 and Previous 15 to see more data.

Adopted Budget = budget as of July 1
Adjusted Budget = adopted budget + budget adjustment
Budget Adjustment = carry forward and budget transfers
Year to Date = expenditures that have posted to account
Year to Date vs. Encumbrances – When you process a requisition and a purchase order is issued, it becomes an encumbrance; the amount then moves to the year to date column when the invoice is paid.
When you select a link, a detail report similar to the following is displayed:

![Detail Report](image)

Please note that only 15 records are displayed on a page and you must click on Next 15 to see more records.

Note: if looking at p-card expenditures as in the example, all the reallocations will appear at the end of the list (which may mean clicking on the Next 15> button one or more times).

Alternatively, you can click on Download and save the data as a file that can then be opened and sorted with Excel. This saves all the data for the queried account (such as 72610 Purchasing Card Exp) and not just the 15 lines.

Click on the Back button in the browser to return to the Query Results screen.

If the document code begins with Z immediately followed by a number (invoice) or begins with P (purchase order), you can click on the document code to obtain further information and links. Otherwise, document codes of J (journal entry—used for reallocations) and F (feed—used for uploading transactions to Banner) don’t usually provide useful information because they are often run in batches for multiple accounts.
### Key to Expense Document Codes

<table>
<thead>
<tr>
<th>Code Starts With</th>
<th>Codes applicable to Expenses where the Account Code begins with a 7 (so other than payroll expenses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BK</td>
<td>Bookstore or Campus Stores charge – you should have receipts with the business purpose documented for each purchase. If you do not have a receipt, contact the Bookstore (x6352) to get a duplicate.</td>
</tr>
<tr>
<td>F</td>
<td>This is a feed from Accounting Services. If under a current expense or travel category, a positive number means funds paid out of the account, for which you should have matching documentation; and a number in (parenthesis) means a credit to the account (which you would see, for example, when an amount is paid to a department account at the cashiers' windows, such as reimbursement for long distance or copies or payment by a student for a challenge exam).</td>
</tr>
<tr>
<td>FM</td>
<td>Charge from Facilities Management. You should verify that the project indicated was indeed for your department and the charge expected; otherwise contact Facilities Management (x6331).</td>
</tr>
<tr>
<td>Z</td>
<td>A Z followed by a number indicates payment of an invoice. The description will show the vendor who was paid. You should have a matching purchase order. If you need to find the purchase order, use Lynx Self-Service to query the expenditure. Once you click on the hyperlink for the invoice number, the matching PO number will be referenced and you can click on it to see the purchase order. Note: A number with no letter prefix under Document with a Type code of DNEI indicates the check number for a payment. You’ll see there are no funds deducted for these entries (they are instead deducted with the Z reference number).</td>
</tr>
<tr>
<td>ID</td>
<td>Charge from another department at Weber State. You should verify the charge is expected and appropriate; otherwise contact the department name listed to get a copy of the interdepartmental billing.</td>
</tr>
<tr>
<td>J</td>
<td>Journal entry (expenditure moved between two different indexes). Items that are in (parenthesis) are credits where the expense has been moved to another index, otherwise it indicates a charge to your index. You should have copies of funds transfer forms and p-card reallocation logs to match.</td>
</tr>
<tr>
<td>J or G</td>
<td>With a description of Grant - Indirect Cost Charge is an overhead charge. This is built into external funding such as grants (indexes beginning with 6) based on a set percentage. Note: this same system is used to charge the 10% overhead on fee accounts (charged as funds are expended).</td>
</tr>
<tr>
<td>MS</td>
<td>Charge from mail services. For a charge that is significantly higher in a particular month, you should verify that there is a reason (e.g., a particular bulk mailing such as a brochure).</td>
</tr>
<tr>
<td>PC</td>
<td>P-card charge. You do not need to duplicate the p-card reconciliation process, but you should look through the charges to ensure there aren’t any that stand out as not having been on a p-card statements.</td>
</tr>
<tr>
<td>PN</td>
<td>Charge from Printing Services. These will be for photocopies made where you input your department code in a photocopy machine (indicated by Dept Charges) or for specific photocopy jobs, letterhead, etc. For the latter, you should have a copy of the work order. To check on a charge or get a copy of the work order, contact Printing Services at x6105.</td>
</tr>
<tr>
<td>TL</td>
<td>Charge from telecommunications. For Tele-Long Distance and Tele-Equip Charge, these are checked on the Department Usage Report under the Telecommunication Argos folder. You should be running this report every month and having each person check, initial and pay for personal long distance calls. Other charges may be IT Department, Software Reimb-WP, Data Processing Serv, IT Cloud Storage, and Security. To check on a charge or get access to the Department Usage Report, contact Telecommunications at x7155.</td>
</tr>
<tr>
<td>TR</td>
<td>Travel Reimbursement. The description will show the person who received this reimbursement based on approved travel in the Travel Request and Reimbursement system in the Weber ePortal.</td>
</tr>
</tbody>
</table>

**INB**

If the number and complexity of your accounts is such that you feel you would benefit from having access to Internet Native Banner, access and specialized training can be arranged. If you are in the Academic Affairs Division, contact Betty at x7124. If you are in another division, contact Accounting Services at x6606.

**Additional Information**

Various budget and accounting forms and instructions are located online at:  
http://www.weber.edu/financialservices/Forms.html#Accounting Forms

Applicable policies are located online at:  
http://weber.edu/ppm/Policies/5-BusinessAffairs.html

Account Reconciliation Guide for Departments:  
select the link from the Faculty & Staff Resources page http://www.weber.edu/FacultyAndStaffResources/