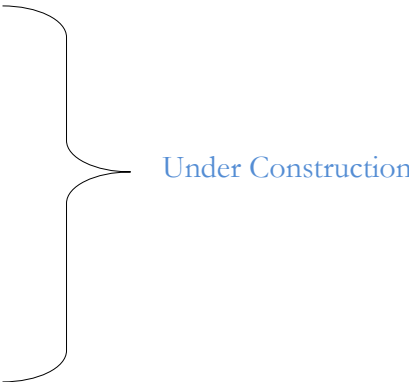


LONGWOOD
UNIVERSITY



Budget Manager's
Handbook

Table of Contents

Chapter 1: Purpose	3
Chapter 2: Chart of Accounts	3
Funding Types	5
Transaction Types	6
Document Codes	8
Rule Class Codes	9
Chapter 3: Financial Operating System	9
SSB Access	9
Getting into Banner	10
Query Types	14
Ledger Data	15
Creating Queries	16
Chapter 4: Tips for Managing Your Budget	19
Recurring Expenditures	 <p style="color: blue; font-weight: normal;">Under Construction</p>
Adjustments	
Expense Moves	
Deficits	
Payroll	
Work Study	
Revenue	
Fixed Costs	
Chapter 5: Encumbrances	20
Encumbrance Reconciliation	20
Chapter 6: Small Purchase Charge Card	20
Chapter 7: eVA	21
Chapter 8: Position Budgeting	21
Chapter 9: FAQ's	22
Chapter 10: Contacts	23
Chapter 11: Useful Resources	24
Chapter 12: Glossary	25

Chapter 1

Purpose

The Purpose of this Handbook is to offer budget managers (or individuals with budget management responsibility) a resource for guidelines to manage departmental budgets in an efficient and productive manner and to offer Banner users instruction for gathering financial data using Self Service Banner (SSB).

Chapter 2

Chart of Accounts

The Chart of Accounts (COA) is the numbering system used by Banner to capture financial transactions and facilitate retrieval of the information and financial reporting. The COA is made up of various elements referred to as the FOAP: Fund, Organization, Account and Program. The Banner COA structure is based on the Commonwealth Accounting Policy and Procedures (CAPP) Chart of Accounts https://www.doa.virginia.gov/reference/CAPP/CAPP_Summary_Cardinal.shtml.

The “Banner Chart of Accounts” is located on the Longwood University website on the Budget Office homepage under “Resources”.

Fund: The Fund element is used to specify the funding source. Examples of these fund types are: Education and General, Auxiliary, Capital, Grants and Contracts, Student Government Association, and Agency.

Organization: The Organization (also known as ORG) is used to identify each budgetary unit that is responsible for financial activity within this ORG and is used to identify the department.

The Organizations are arranged in hierarchical levels:

10XXXX	President
20XXXX	VP Academic Affairs
30XXXX	VP Student Affairs
40XXXX	VP Administration & Finance
50XXXX	VP Facilities Mgt.
60XXXX	VP Information & Instructional Technology
70XXXX	VP University Advancement
80XXXX	Intercollegiate Athletics

Account: The Account code is used to classify assets, liabilities, revenue and expenditure categories and collect financial information in a systematic manner. Revenue account codes identify the type of revenue received such as tuition or auxiliary sales revenue. All Revenue Account codes will begin with a “5”. Expenditure account codes identify the type of expenditure, such as salaries or supplies. All Expenditure Account codes begin with a “6” for salary & fringes and a “7” for operating expenditures.

The Account codes in Banner represent the 4-digit state revenue code (Revenue Source) and expenditure object codes established by the Department of Accounts, referenced in the CAPP manual.

Program: The Program code is used to identify the major purpose of expenditures. Program codes accumulate expenditure information into major categories such as:

- 101 Instruction
- 102 Research
- 103 Public Service
- 104 Academic Support
- 105 Student Services
- 106 Institutional Support
- 107 Operation and Maintenance of Plant
- 809 Auxiliary Enterprises
 - 80910 Food Service
 - 80920 Bookstore
 - 80930 Residential Services
 - 80940 Parking and Transportation Services
 - 80950 Telecommunications
 - 80960 Student Health Services
 - 80970 Student Union
 - 80980 Recreation and Intramurals
 - 80990 Other Auxiliary Enterprises
 - 80995 Intercollegiate Athletics

Index: The Index is used in Banner as a data entry “shortcut” to the associated fund, organization and program and is used to perform queries. Once the Index code is entered and the query is submitted in Banner, the fund, organization and program will automatically populate to the appropriate fields. This is often referred to as a department’s budget code.

The Index Code is entered into the system when recording transactions and performing queries.

When the Index Code is entered, the system automatically populates the Fund, Org and Program codes that correspond to that Index Code.

The Index Code is six digits.

Fund Types

The Fund element is used to specify the funding source – where the money comes from or goes to.

Education and General (E&G)

- E&G funds are provided from the state in the form of appropriation or obtained from tuition, fees and other revenues generated from the sale/service of E&G activities.
- These funds are used in the educational objectives of the University.
- E&G program activities include Instruction, Research, Public Service, Academic Support, Student Services, Institutional Support and the Operation and Maintenance of Plant (Facilities).
- Budget Index will always begin with a “1”-----.
- Budgeted on a fiscal year (July 1 – June 30).

Auxiliary

- All Auxiliary programs must be self-supporting; they receive no State funding.
- These funds are provided from dining, housing, comprehensive fees and the sale/service of parking, athletics and telecom.
- Auxiliary program activities are student, faculty and staff services not specifically related to the University’s education objectives.
- Auxiliary activities include Dining, Housing, Parking, Telecom, Student Health, Student Union, Recreation and Athletics.
- Budget Index will always begin with a “3”-----.
- Budgeted on a fiscal year (July 1 – June 30).

Capital Projects

- These projects may be funded by the State, private donations or University funds.
- Capital Project activities are related to the construction, renovation or purchase of capital assets.
- The budgets carry forward from year to year until the capital project is complete.

Grants and Contracts

- These funds are provided by State, Federal, local or private entities.
- Generated through a grant or contractual agreement.
- The budgets carry forward from year to year based on the terms of the grant.

Agency/SGA Clubs

- Agency activities which include SGA Clubs do not belong to the University.
- The University is merely acting as a fiscal agent.

Student Government Association (SGA)

- SGA functions are funded through the collection of student activity fees.
- Student Gov. Assoc. handles all SGA Activities.
- Budgeted on a fiscal year (July 1 – June 30).

Conference

- The University hosts various conference activities. Functions are performed in accordance with the administration of each conference agreement made for the use of Longwood facilities. Revenues and expenses are based on the Conference contract. No budget is posted for conference activities.

Foundation

The University has two affiliated foundations:

- **Longwood University Foundation** assists the University in raising, investing and distributing funds to support various institutional operating and endowment programs.
- **Longwood Real Estate Foundation** assists the University in real property acquisition, management and maintenance.
- Contact information regarding Foundation accounts is located on the “Contacts” listing at the end of this handbook.

*Financial data for Foundation funds cannot be retrieved using Banner.

Transaction Types

The following types of transactions affect departmental budgets. It is important to become familiar with these transactions in an effort to better manage University funds.

Invoice Payments – eVA

Invoices are processed through the Accounts Payable office on a daily basis. These types of payments may be generated from a vendor invoice, lease agreement, written contract or payment request form. Most vendor payments are initiated by an eVA order and all University purchasing guidelines must be followed.

If purchasing guidelines are not followed, the department may be faced with a 2% eVA fee that will reflect as a charge related to Department of General Services.

Within Banner, Invoice entries are recorded as Ixxxxxxx (ex. I0012345) in the “Document Code” field.

Agency Transaction Voucher (ATV)

All ATV’s are processed through the Accounts Payable office on a daily basis. These entries represent an internal charge from another department such as Telecom, University Post Office, Printing Services, Facilities Management or Campus Security for services performed. Small purchasing charge card payments are made and an ATV is processed to distribute the charges to departments.

Within Banner, ATV entries are recorded as AVxxxxxxx (ex. AV001234) in the “Document Code” field.

Payroll

All Payroll transactions are processed through the Payroll office on a scheduled basis. These transactions are reflected in the Banner document code field as “CIPPS COST DISTRB”. There are various payrolls processed during the month depending on the classification of employee and/or student being paid as well as the purpose for the payment. Questions regarding payroll entries should be directed to the Payroll office and the Document number and date reflected in Banner should be referenced when placing the call. This information will assist the department in answering questions.

Most budgeted salary and fringe lines are not maintained by departments; however, there are exceptions. In addition to the operating budget, departments are responsible for the following salary and applicable fringes associated with these account codes. If deficits occur, a budget revision request needs to be submitted to cover the shortfall.

61125 Salaries, Overtime & related 61113 FICA
61139 Special Payments & related 61112 FICA
61141 Wages, General & related 61113 FICA
61143 Wages, Overtime & related 61113 FICA
61144 College Work Study, Student
61146 Federal Work Study, Student
61131 Bonuses and Incentives

Within Banner, Payroll entries are noted as CPxxxxxx (example CP001234) in the “Document Code” field.

Small Purchase Charge Card

Small Purchase Charge Card (SPCC) payments are processed on a monthly basis through the Accounts Payable office.

Within Banner, SPCC entries are recorded as MCxxxxxx (example MC001234) in the “Document Code” field.

Budget Revisions

Budget Revisions are submitted by budget managers and processed in the Budget Office. The purpose of this type of transaction is to move funds from one budget to another within the same funding source, for example, moving funds between two E&G budgets or moving funds between two Auxiliary budgets. Funds cannot cross funding sources, for example, E&G funds cannot be transferred to an Auxiliary budget. Budget Revisions may be processed on a “one-time” basis or may represent a “permanent” move.

One-Time Revisions are processed when the funds are transferred for a particular purpose for one budgetary year. The funds *will* revert back to the original funding source at the start of the next fiscal year.

Permanent Revisions are processed when the funds *will not* revert back to the original funding source at the start of the next fiscal year.

Within Banner, Budget Revision entries are recorded as Jxxxxxx (example J0012345) in the “Document Code” field.

Revisions forms can be found on the Longwood University website, on the Budget Office homepage under “Budget Forms”.

Note: When submitting a request to move funds, please keep in mind that funds can only be transferred within the same funding source.

Expenditure Refunds

Expenditure Refunds are reimbursements received by the University that originated from a payment, normally processed through the Accounts Payable department. The payment and the refund have to be processed in the same fiscal year in order for the department to receive these funds in the departmental budget. If either transaction crosses fiscal years, it is not considered an “expenditure refund” but would qualify as “prior year revenue”. Please contact the Budget Director if there are questions regarding this type of transaction.

Revenue

A Longwood department may have revenue based or revenue generating accounts, for example Campus Parking, Telecom, LCVA, and Athletics. These departments may have a defined/specific purpose for the revenue and/or it may subsidize the operating budget. Each department is responsible for the reconciliation of the revenue deposits. Due to the uniqueness of each revenue account, it is recommended to have training with the Budget Office for clarification, availability and use of the specific revenue funds.

Document Codes

Document Codes are used to differentiate the type of entries posted in Banner. Document Codes are highlighted in **BLUE** within the Self Service Banner environment, meaning additional entry information can be gathered by drilling down on this field.

- LXXXXXXXX Original Budget
- AVXXXXXXXX ATV (Agency Transfer Voucher)
- CPXXXXXXXX Payroll
- F0XXXXXXXX Cashiering
- I0XXXXXX Invoice
- MCXXXXXXXX SPCC (Small Purchase Credit Card)
- J0XXXXXXXX Budget Revision
- XXXXXXXX Encumbrances (The document code for an encumbrance is the purchase order minus the “DO” – only seven spaces are allowed in this field.)

Change Orders (adjustments) will show the purchase order # with a letter, starting with an “A” behind the last number, and proceeding through the alphabet, depending on the number of adjustments to that purchase order.

- ENRL1000 Encumbrance roll

Rule Class Codes

The following Rule Codes are for invoices:

- INNI Direct payment to vendor
- INEI Payment applied to encumbrance in Banner
- JE16 Payment to ATV or SPCC card
- JEB Payroll

The following Rule Codes are for budget revisions:

- BD01 Original Budget Load
- BD02 Permanent Budget Adjustment, Post Budget
- BD04 Budget Revision
- BDA Additions from Revenue, Cash, Reserves

The following Rule Codes are for encumbrances:

- ENC Encumbrance
- E010 Original Encumbrance
- E020 Adjust Encumbrance
- E032 Close Encumbrance
- E090 Encumbrance Roll

Chapter 3

Financial Operating System

Banner is Longwood University's first integrated web-based information system. The Finance module was the first to go live on July 5, 2006, and is the module used by departments to monitor budget and expense activity.

Financial data is gathered by submitting a query and drilling down on information within Self Service Banner (SSB).

How to Obtain Banner Access

Banner access is granted to employees with budget management responsibilities after attending a Banner Self Service training session.

To request training, submit the "Request SSB Training" request form located on the Longwood University website on the Budget Office homepage under "Budget Forms".

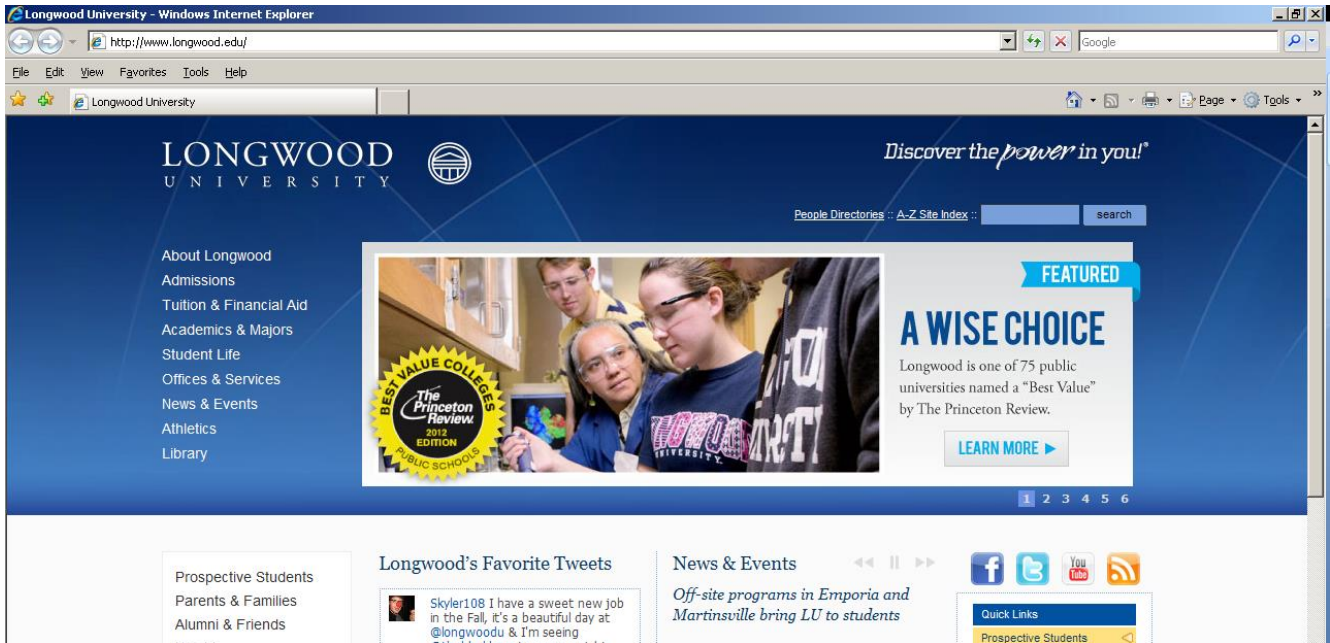
Submit the request to the Budget Office and notification will be sent to requestor when training is scheduled.

Once training has been obtained, submit the "Request for SSB Access"

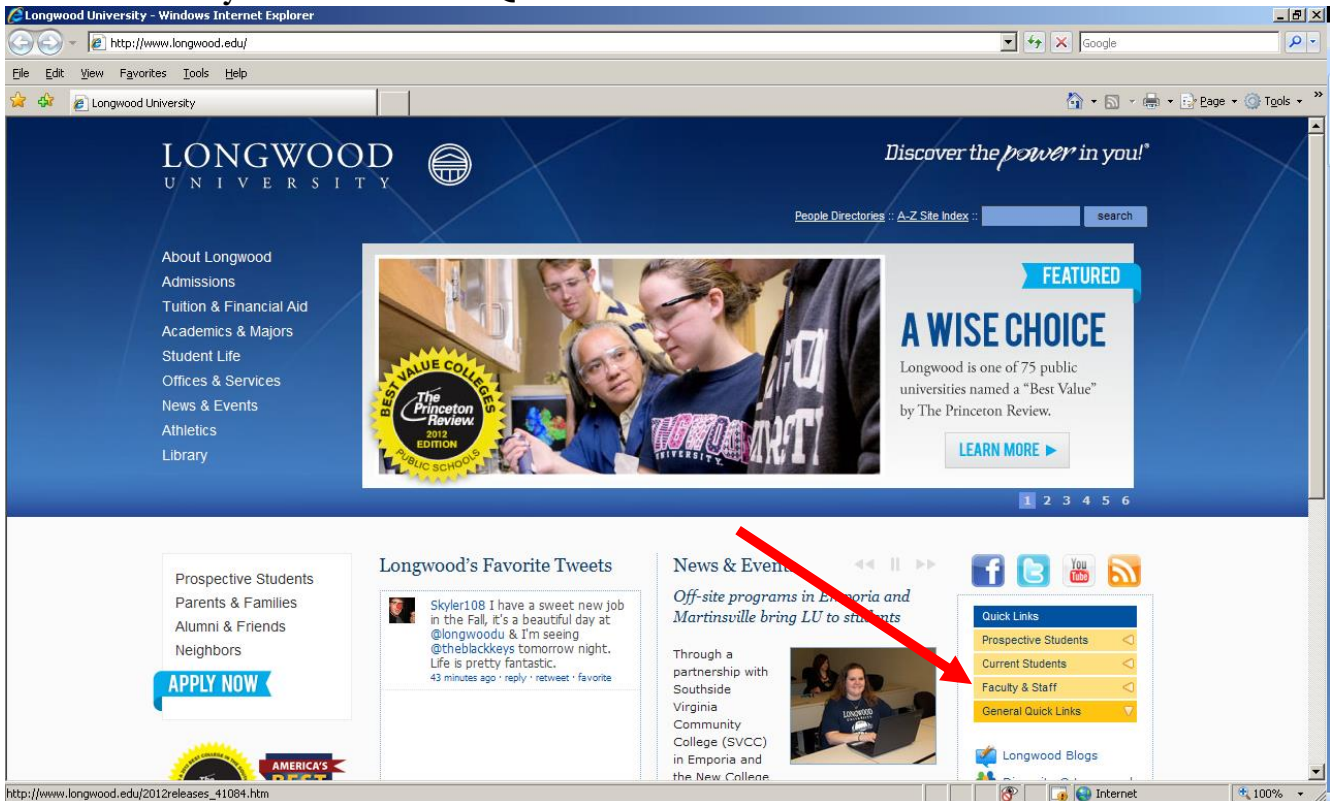
Getting into Self Service Banner (SSB)

Access Longwood Home Page by using the following link:

<http://www.longwood.edu/>



Select "Faculty & Staff" in the Quick Links area.

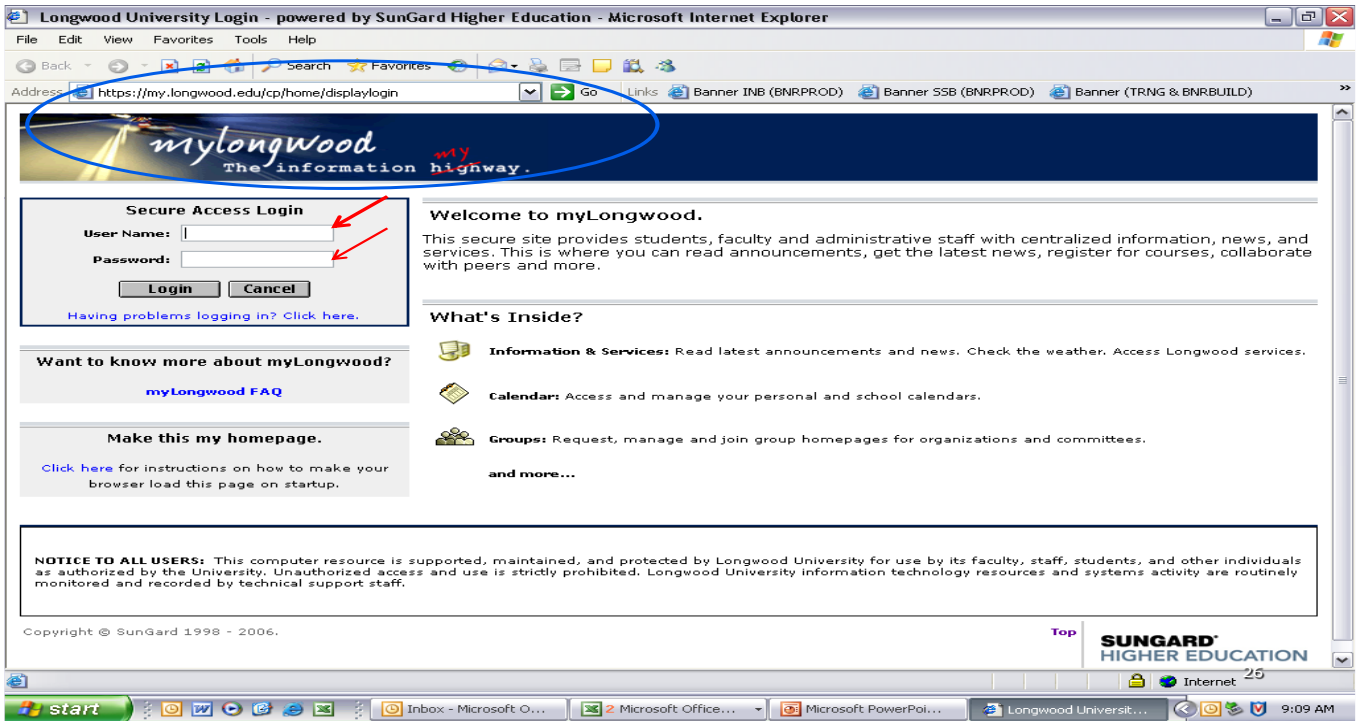


Select "my Longwood" in the Faculty & Staff area.

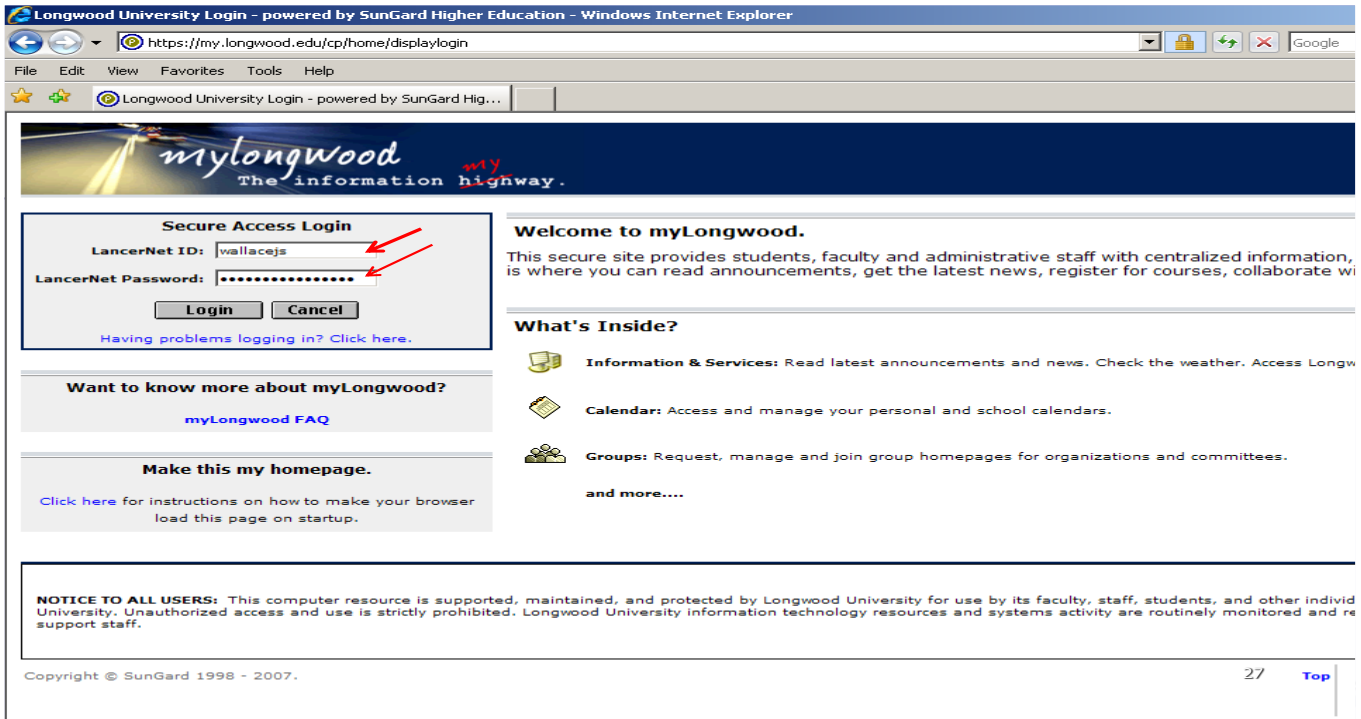
The screenshot shows the Longwood University homepage. On the left is a navigation menu with links like 'About Longwood', 'Admissions', and 'Library'. The main content area includes a featured article titled 'A WISE CHOICE' and a 'News & Events' section with a tweet about a mission trip. A sidebar on the right contains 'Quick Links' with options for 'Prospective Students', 'Current Students', and 'Faculty & Staff'. A red arrow points to the 'myLongwood' link under 'Online Services' in the sidebar.

Below is the Secure Access Login page within mylongwood.edu.

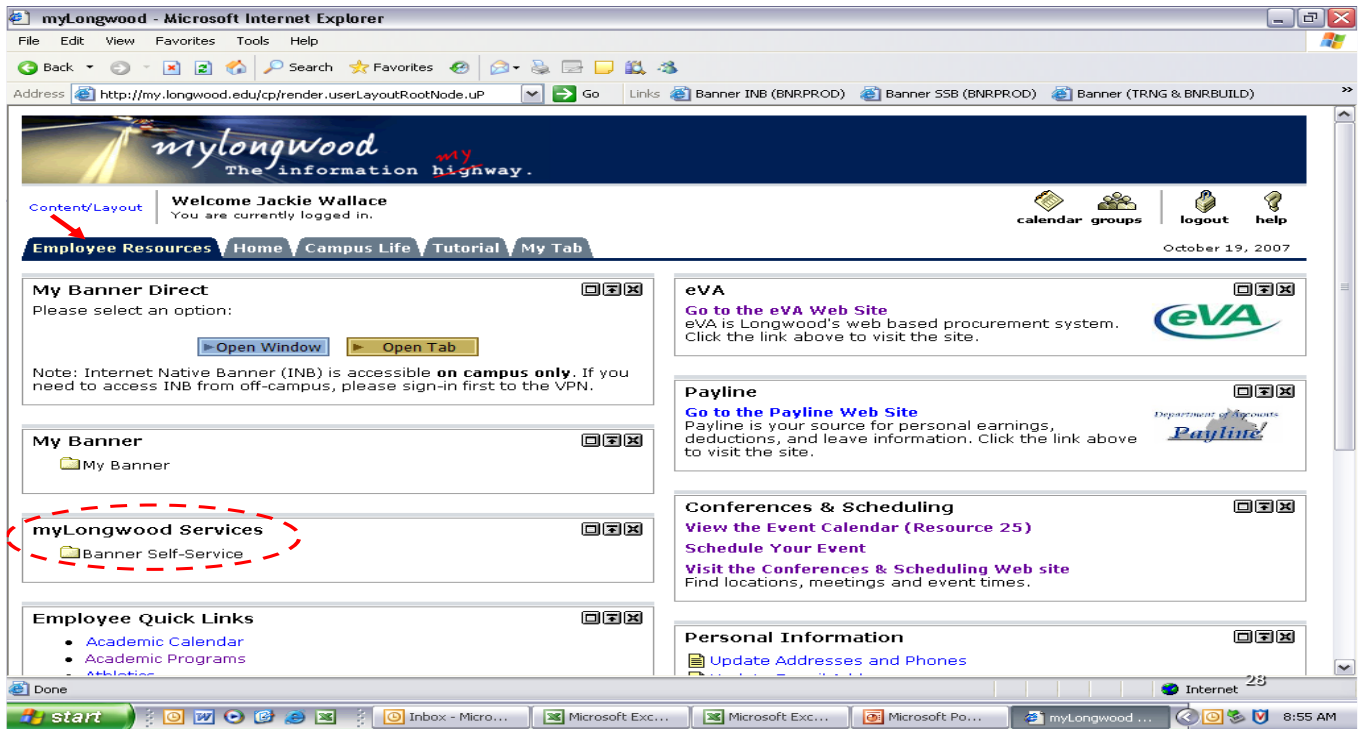
The screenshot shows the 'mylongwood' Secure Access Login page. It has a header with the 'mylongwood' logo and the tagline 'The information highway.'. Below the logo is a 'Secure Access Login' form with fields for 'User Name' and 'Password', and 'Login' and 'Cancel' buttons. To the right is a 'Welcome to myLongwood' message. Below that is a 'What's Inside' section with links to 'Information & Services', 'Calendar', and 'Groups'. At the bottom, there is a 'NOTICE TO ALL USERS' and a copyright notice for SunGard 1998 - 2006.



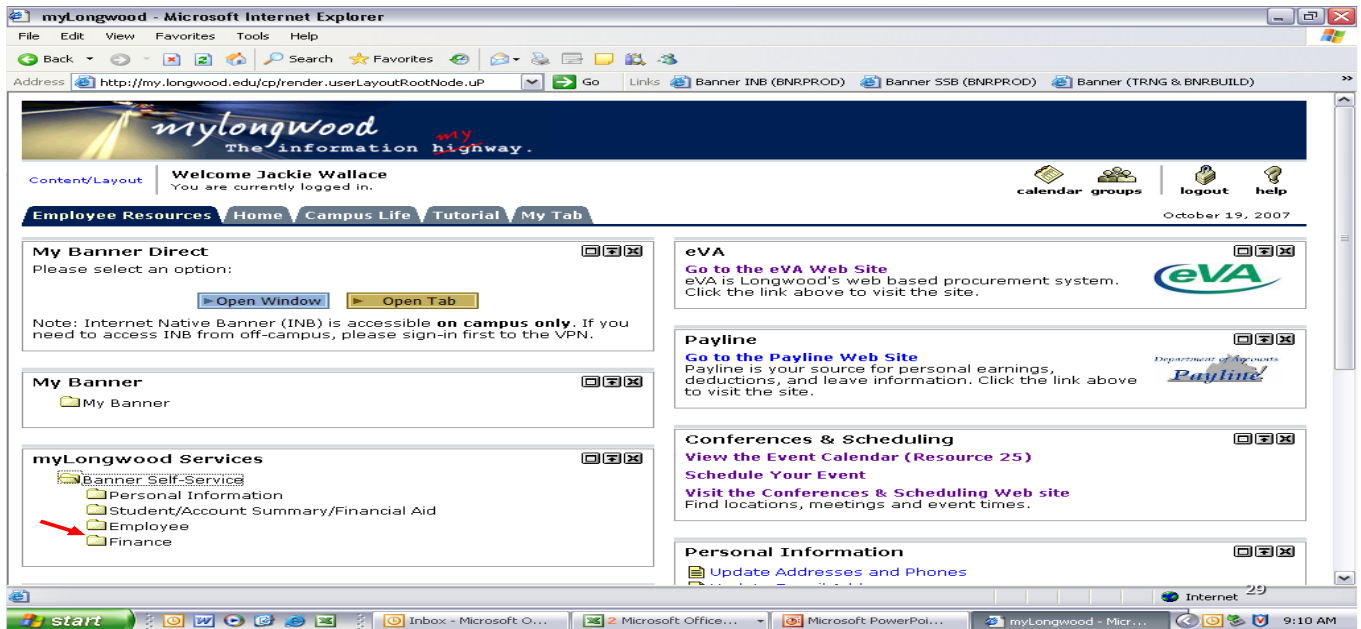
When logging into Banner, use the same ID and User Password used to access WINDOWS.



Note: the Employee Resources tab should be highlighted. Select Banner Self-Service.



Select "Finance" within the "myLongwood Services" portal box. Once this is selected, a budget query can be created.



myLongwood - Windows Internet Explorer

http://my.longwood.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dscstsb%26u

File Edit View Favorites Tools Help

myLongwood

mylongwood The information highway.

Back to Employee Resources Tab

Calendar Groups Logout Help

Personal Information Student and Account Summary Employee Finance

Search Go MENU SITE MAP HELP

Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query

Type

- Budget Status by Account
- Budget Status by Organizational Hierarchy
- Budget Quick Query

Retrieve Existing Query

Saved Query

Retrieve Query

RELEASE: 8.1 [Budget Queries | View Document | Delete Finance Template] powered by SUNGARD HIGHER EDUCATION

Query Types - There are three different query options within Banner. Each query is located in the drop down box on the Budget Queries screen

Budget Status by Account:

- Allows user to look up budget information for one Index or one ORG.
- Provides the greatest amount of detail.
- Be sure you are in current fiscal month and fiscal year.
- Allows user to view current or previous fiscal year.

Budget Status by Organization Hierarchy:

- Allows user to view information in a broader detail starting at the ORG level.
- Provides totals by Account type.
- In other words, provides separate detail and totals by the Acct. Type (revenue=50, salary=60, expenditures and equipment=70).

Budget Quick Query:

- Displays similar information as the Budget Status by Account query.
- This query allows the user to review the budget information by account detail.
- The only parameters displayed for this query are:
 - Adjusted Budget
 - Commitments
 - Year to Date
 - Available Balance

Note: Does not allow any drill down of information.

Ledger Data – There are 10 different ledger headers within Banner and within a Budget Query, Operating Ledger Data columns to be displayed must be selected.

- Adopted Budget - Original Budget loaded at the beginning of the fiscal year – July 1 Budget Adjustments.
- Budget Adjustments - Adjustments done in the current fiscal year.
- Adjusted Budget - Current budget. Original budget + or – any Budget Adjustments.
- Temporary Budget - Adjustments done in the current fiscal year that are temporary in nature.
- Accounted Budget - Current Budget. Original Budget + or – any Budget Adjustments. Does not allow user to drill down on detail.
- Year to Date - Year to date activity. Represents actual revenue or expenditures posted.
- Encumbrances - Generated by purchase orders; funds are committed for future payments.
- Reservations - Setting aside of budget; generated by purchase requisitions.
- Commitments - Equal to the total amount set aside for future obligations. Commitment totals are made up of Reservations and/or Encumbrances.
- Available Balance - Remaining Budget left to spend. Total budget + or – Encumbrances + or Year to Date Activity.

myLongwood - Windows Internet Explorer

Http://my.longwood.edu/cp/render.UserLayoutRootNode.uP?UP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dscstsb%26url%3dhktps://yellowstone.longwood.edu/bnrpro

myLongwood

back to Employee Resources Tab

calendar groups logout help

Personal Information Student and Account Summary Employee **Finance**

MENU SITE MAP HELP

Budget Queries

Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/> Adopted Budget	<input type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input type="checkbox"/> Encumbrances
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Reservations
<input type="checkbox"/> Temporary Budget	<input type="checkbox"/> Commitments
<input type="checkbox"/> Accounted Budget	<input type="checkbox"/> Available Balance

Save Query as:

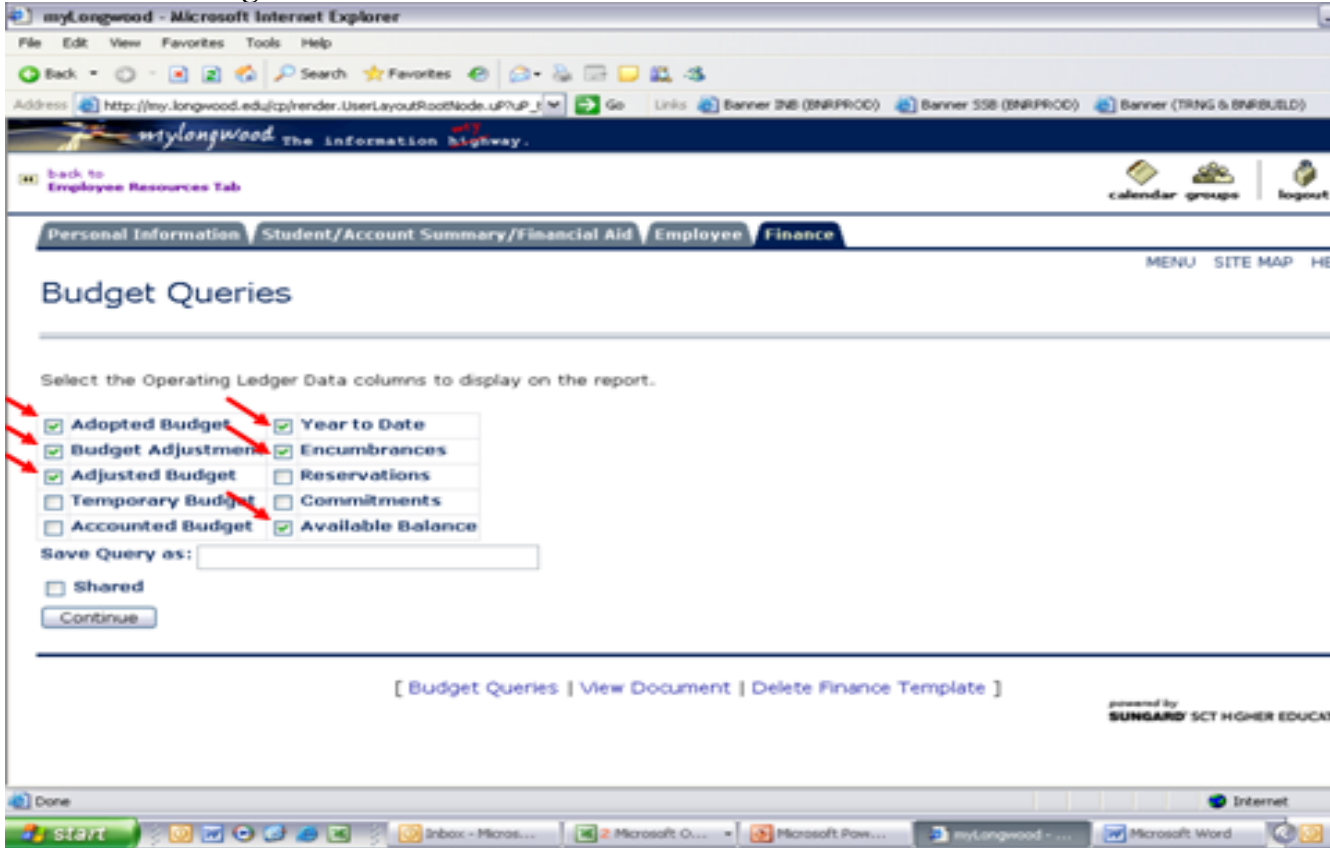
Shared

[Budget Queries | View Document | Delete Finance Template]

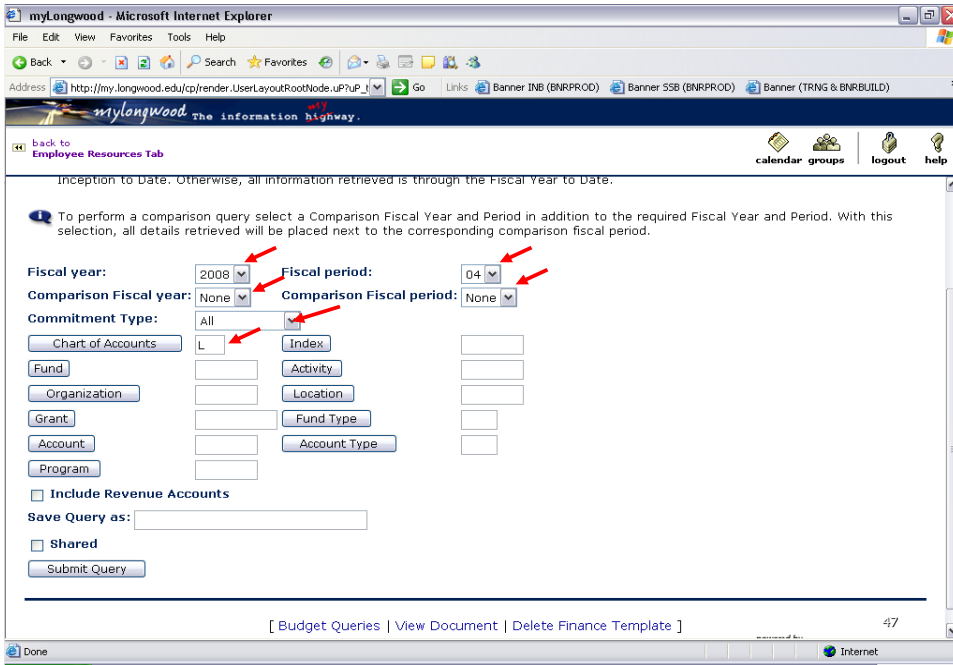
powered by SUNGARD SGT HIGHER EDUCATION

Done Internet 100%

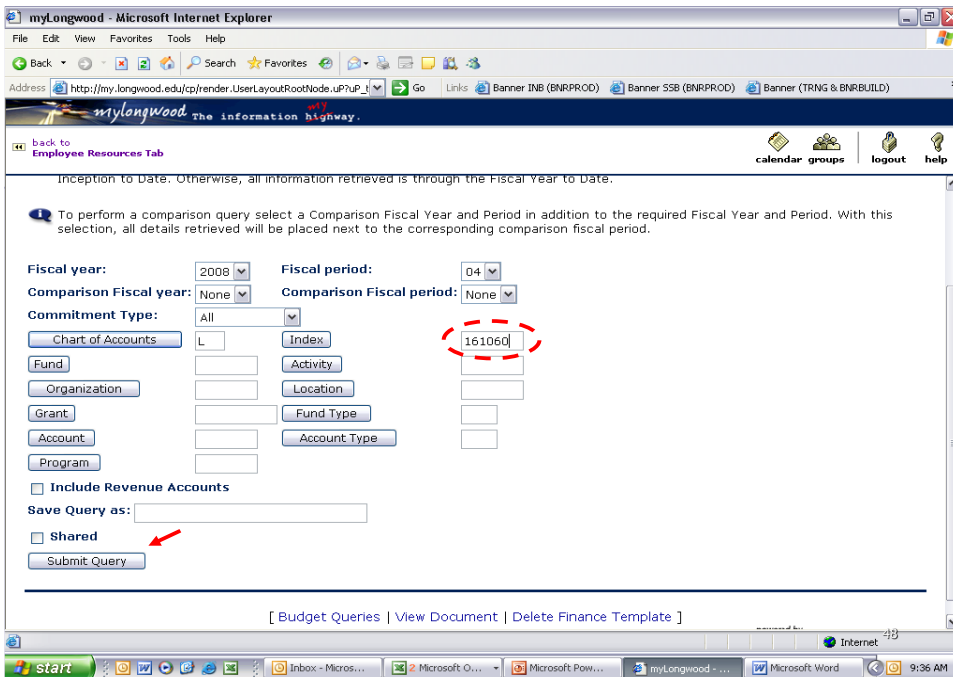
The highlighted ledger data column headers noted below are the recommended headers to be used when viewing financial information.



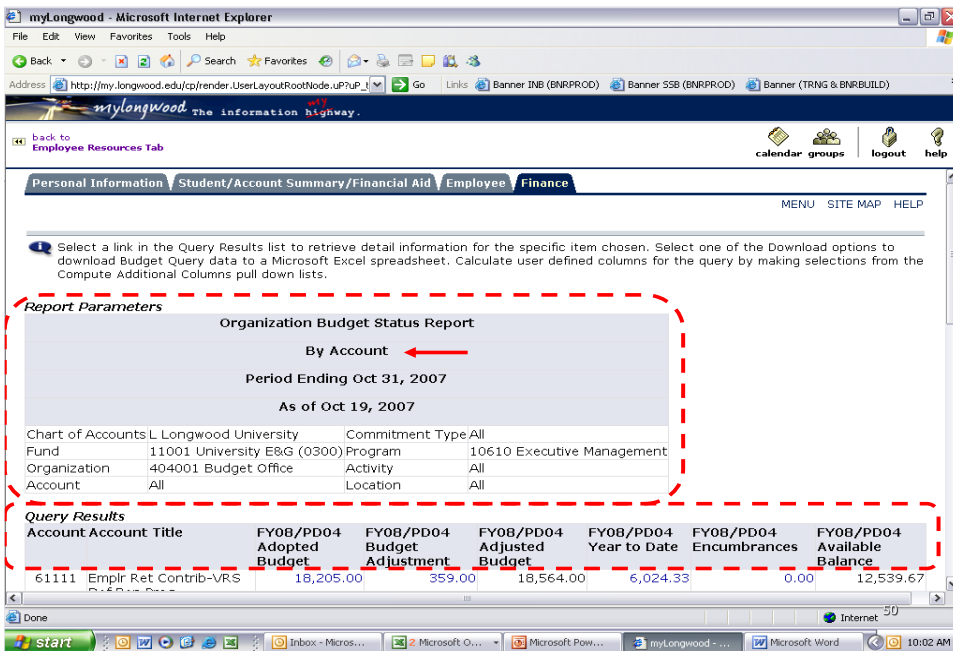
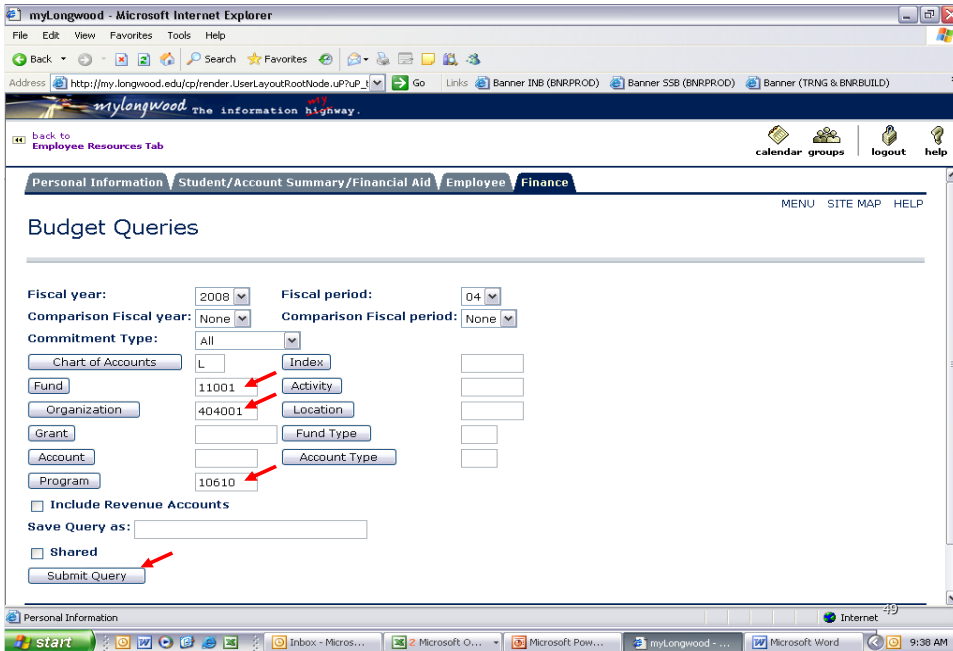
When creating a query, make sure the correct Fiscal Year and Fiscal Period are selected. Generally the Comparison Fiscal Period and Comparison Fiscal Year are noted as “None”. Commitment Type should be noted as “ALL”. Chart of Accounts should be noted as “L”.



Enter the Index number in the noted field and click on “Submit Query”.



Once the Index field is submitted, the Fund, Organization and Program will populate. Click on the Submit Query again. The financial information for this Index will appear as noted below.



Chapter 4

Tips for Managing Your Budget (under construction)

Budgeting Basics

- Know your budget.
- Keep record of anticipated expenses.
- Keep record of expenses and revenue.
- Verify Encumbrances.
- Reconcile departmental expenditures and revenue records to Banner.
- Submit budget revisions timely.
- Call with Questions.

Original Budget

The Budget Office loads the “original budget” in Banner at the beginning of each fiscal year (July1). Departments are encouraged to review the original budgets for accuracy and advise the Budget Office of any discrepancy as soon as possible.

Budget Revisions

Budget revisions are journal entries posted in Banner by the Budget Office to add or move funding from or to an expense budget. These entries may be one sided reflecting a reduction (credit) or an increase (debit) to an expense budget or they may be two sided, reflecting both a credit and a debit to an expense budget. Funds may be transferred within the same budget or between E&G budgets or between Auxiliary budgets; however revisions cannot cross funding sources. For example, funds cannot be transferred from an Auxiliary budget to an E&G budget, vice versa.

The Budget Revision Request form is used by department managers to submit revisions to be posted in Banner. This electronic form is located on the Budget Office website. These revisions are reflected in Banner in the “Budget Adjustment” column.

Note: All revisions/adjustments to the operating budget should be made to the 71200 account code.

Expenditures

All expenditures posted in Banner are reflected in the “Year to Date” column. Any expenditure moves should be directed to Financial Operations.

Fixed Costs

Annually in the fall, Vice Presidential areas are asked to submit a listing of “new” fixed costs incurred. The items are reviewed and potentially approved and added as a permanent addition to the applicable operating budget. Fixed costs may include but are not limited to annual memberships, subscriptions, licenses, maintenance agreements, etc.

Chapter 5

Encumbrances

Purchase orders, whether manual or through eVA, that are \$5,000 or greater are approved for funding by the Budget Office and entered into Banner as an “encumbrance”. Encumbrances are currently processed in the Budget Office. The purpose of this type of transaction is to commit funds within the budget for a specific purchase order \$5,000 or greater. As payments are processed against the purchase order, the encumbrance is liquidated. Encumbrances are only posted against E&G, Auxiliary and Capital/Special Project budgets.

If a department makes payment towards an invoice (on an order that has been encumbered) using the Small Purchasing Charge Card (SPCC), the encumbrance will not liquidate automatically. Also invoice payments are occasionally processed and for various reasons, the encumbrance is not liquidated. In the event *any* payment has been processed against an encumbered purchase order however the encumbrance did not liquidated, the departmental budget manager needs to send an email to the Budget Office to have the purchase order manually liquidated. It is the departmental budget manager’s responsibility to verify and monitor payments and liquidations of the encumbrances applicable to the departmental budgets.

If “final” payment on an order or projects is less than the remaining encumbered amount, a request needs to be submitted to the Budget Office to liquidate the remaining encumbrance.

Longwood is in the process of implementing a Banner/eVA interface that will affect the encumbrance process. Please watch your email for more information as this implementation develops.

Encumbrance Reconciliation

The Budget Office uses a monthly report to review all open encumbrances in Banner. Departments are contacted regarding low or zero balance encumbrances that may need to be manually liquidated or closed. Unfortunately once an encumbrance is “closed”, it cannot be reopened.

At the end of each fiscal year (June 30), the Budget Office runs an open encumbrance report. If there are encumbrances with balances, the responsible department will be contacted inquiring whether the encumbrance should be liquidated, closed or rolled into the next fiscal year.

Chapter 6

Small Purchase Charge Card

The use of the Small Purchase Charge Card (SPCC) streamlines Longwood University’s procurement procedures when procuring and paying for small dollar goods and services (under \$5,000). The use of the Purchase Card reduces the volume of invoices processed by Accounts Payable by consolidating payment invoices into one monthly payment to the charge card vendor. Longwood University’s policy is to issue cards only to those employees who have procurement responsibilities included in their job description. The

state application form is used to request a card. The cardholder and the cardholder's supervisor are required to sign the Employee Agreement Form after the training is completed. All SPCC forms can be accessed from the Materiel Management website. Longwood University (Materiel Management and Accounts Payable) schedules training sessions for cardholder applicants.

Chapter 7

eVA

eVA is a web based procurement system that all state agencies and institutions in the Commonwealth of Virginia are required to use, as mandated by the Governor. A 2% charge will be assessed to individual departmental budgets for all non-compliant purchases. Contact the Materiel Management department for information on eVA training classes.

Chapter 8

Position Budgeting

The Human Resource department contacts the Budget Office when new positions need to be activated in the Banner Position Control module. The Budget Office verifies funding for new positions and will activate the new position at that time. The Budget Office is responsible for canceling abolished positions.

Chapter 9

FAQ's

1. **Question:** What is the Chart of Accounts (COA)?

Answer: The Chart of Accounts is the numbering system used by Banner to identify department budgets and to capture financial transactions and retrieve budgetary and financial information. Use an "L" in this field.

2. **Question:** Why is everything in the negative when I look at my budget?

Answer: Be sure the box in front of "Revenue" is NOT checked.

3. **Question:** When I look at my "Revenue" budget, all I see are zeros. What am I doing wrong?

Answer: Be sure the box in front of "Revenue" is checked.

4. **Question:** There is still an encumbrance amount listed in my budget that was paid in July. What can I do to fix this?

Answer: Call the Budget Office and request the encumbrance to be liquidated. It is possible that it was paid before the encumbrances rolled into the new fiscal year.

Chapter 10

Contacts:

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Accounts Payable Manager
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#2031

Chapter 11

Useful Resources

Department of Accounts,
Commonwealth Accounting Policy and Procedures (CAPP)
Chart of Accounts

https://www.doa.virginia.gov/reference/CAPP/CAPP_Summary_Cardinal.shtml#60000

Longwood University
Budget Office

<http://www.longwood.edu/budget/>

Commonwealth of Virginia:

www.virginia.gov/

Department of Accounts:

www.doa.virginia.gov/

Department of Human Resource

Management: <http://www.dhrm.virginia.gov/>

Department of Planning & Budget:

www.dpb.virginia.gov/

State Council of Higher Education for Virginia:

www.schev.edu/

Chapter 12

Glossary

- Account Code:** Coding used to classify expenditures and revenue.
- Accounted Budget:** Current Budget in Banner. Original +/- any Budget Adjustments.
- Adjusted Budget:** Current Budget in Banner = Original Budget +/- any Budget Adjustments.
- Adopted Budget:** Original Budget loaded into Banner on July 1.
- Agency/SGA Clubs:** Agency activities which include SGA clubs do not belong to the University. The University is merely acting as a fiscal agent.
- ATV:** Used to distribute, adjust, and/or correct revenue and expenditure type transactions already processed by CARS.
- Auxiliary:** These funds are provided from dining, housing, comprehensive fees and the sale/service of parking, athletics, and telecom. Auxiliary activities are student, faculty and staff services not specifically related to the University's education objectives. Auxiliary activities include Dining, Housing, Parking, Telecom, Student Health, Student Union, Recreation and Athletics. All Auxiliary programs must be self-supporting; they receive no State funding. These funds are budgeted on a fiscal year (July 1 – June 30) basis.
- Available Balance:** Remaining Budget left to spend. Total Budget +/- Encumbrances +/- Year to Date activity.
- Banner:** The University's first integrated web-based information system. It is used by departments to monitor budgets and expense activity.
- Budget Adjustments:** Adjustments are made to various budgets and account codes during the fiscal year. The Budget office is responsible for posting this type of entry. Each entry is processed within a three-day turnaround.
- Capital Projects:** These projects may be funded by State, private donations, or University funds. Capital Project activities are related to the construction, renovation or purchase of capital assets. The budgets carry forward from year to year until the project is complete.
- CARS:** Commonwealth Accounting and Reporting System is the financial system used to record financial data on the state level. CARS provides online, interactive capability for entry and retrieval of agency financial data.
- CAPPs:** Commonwealth Accounting Policies and Procedures Manual located on the Virginia Department of Accounts website.

<u>Commitments:</u>	Equal to the total amount set aside for future obligations. Commitment totals are made up of Reservations and/or Encumbrances.
<u>Code Lookup:</u>	Allows searching using the Title buttons. Click on any of the field Title buttons (such as Index or Organization) will bring up the search tool. All field title buttons are links to the Code Lookup tool.
<u>COA:</u>	Acronym representing the Chart of Accounts. The numbering system used by Banner to identify department budgets, capture financial transactions and retrieve budgetary and financial information.
<u>Deficits:</u>	Also referred to as budget shortfalls. This occurs when expenditures exceed the funding source within a budget. Operating deficits must be covered by the department unless other funding sources have been approved.
<u>DOA:</u>	Virginia Department of Accounts is the Commonwealth's financial resource for providing a unified financial accounting and control system for state funds. The DOA is under the direction of the State Controller. www.doa.virginia.gov/
<u>E&G:</u>	Education and General (E&G) funds are provided from the state, tuition, fees and other revenues generated from the sale/service of E&G activities. E&G activities include Instruction, Research, Public Service, Academic Support, Student Service, Institutional Support and the Operation and Maintenance of Plant (Facilities). These funds are budgeted on a fiscal year (July 1 – June 30) basis.
<u>Encumbrances:</u>	Transactions to reserve funds within budgets for a specific purchase order \$5,000 and over. The Budget Office posts this type of entry.
<u>eVA:</u>	eVA is Virginia's online, electronic procurement system. This web-based vendor registration and purchasing system allows state agencies, colleges, universities and many local governments to use eVA to conduct all purchasing and sourcing activities for goods and services.
<u>Expenditure Account Code:</u>	Identify the type of expenditures such as salaries, supplies and/or equipment. Salary account codes begin with a 6XXXX; Operating account codes begin with a 7XXXX.
<u>Expense Moves:</u>	Adjustments to move expenses from one budget to another. This request should be directed to Accounts Payable.
<u>Fiscal Year:</u>	A period that Longwood uses for accounting purposes and preparing financial statements. The Fiscal Year is July 1 – June 30.
<u>Fixed Costs:</u>	Expenses related to maintenance, memberships, utilities, fuels, etc. These expenses are referred to as “unavoidable costs”.

<u>FOAP:</u>	Acronym representing each element of the Banner Chart of Accounts: <u>F</u> und; <u>O</u> rganization; <u>A</u> ccount; <u>P</u> rogram.
<u>Fund:</u>	Used to specify the funding source, where money is credited or debited.
<u>Grants and Contracts:</u>	These funds are provided by State, Federal, local or private entities that are generated through a grant contractual agreement. The budgets carry forward from year to year based on the terms of the grant.
<u>Index:</u>	Used in Banner as a data entry “shortcut” to the associated fund, organization and program. Index codes are used to simplify our lives. This is often referred to as the “budget code”.
<u>Organization:</u>	Used to identify the budgetary unit within Banner which identifies your department.
<u>Organization Hierarchy:</u>	Query used to review budget information.
<u>Payroll:</u>	Payroll and benefit account codes normally budgeted by the University. There are various payroll and fringe lines that are the department’s responsibility should a deficit occur. Contact the Budget office for more information.
<u>Program:</u>	Used to identify the major purpose of expenditures.
<u>Query:</u>	A Banner function that allows the user to gather more detail information within Self Service Banner or Internet Native Banner.
<u>Recurring Expenditures:</u>	Routine (monthly, quarterly or annual) expenses incurred by department such as copier rental, telephone charges, etc.
<u>Reservations:</u>	Setting aside of budget; generated by purchase requisitions.
<u>Revenue:</u>	All operations that produce income or recover costs by providing goods or services to the Longwood community or, in some cases, the general public.
<u>Revenue Account Code:</u>	Identifies the type of revenue received, such as tuition or auxiliary sales revenue. Revenue account codes begin with a 5XXXX.

SPCC: The Small Purchase Charge Card is used to streamline University procurement processes for goods and services under \$5,000. More information can be gathered by visiting the University Materiel Management's website.

SSB: The acronym representing Self Service Banner.

SCHEV: State Council for Higher Education of Virginia

Student Government

Association (SGA): SGA functions are funded through the collection of student activity fees. Student Government Association handles all SGA Activities. These funds are budgeted on a fiscal year (July 1-June 30) basis.

Temporary Budget: Adjustments done in the current fiscal year considered temporary in nature.

Work Study: Funding designated for either Federal or College work students. Student's eligibility is determined in the Academic and Career Advising department. Any deficit is the responsibility of the department. These funds cannot be moved between account code(s) or funding source(s).

Year to Date: Year to date activity = actual revenue or expenditures entries that have posted in Banner.