Resource Guide
for
Budget Administrators

Budget Office
Middlebury College
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Introduction: Overview

The Budget Office is pleased to provide this Resource Guide as a helpful reference. It can be used by Budget Administrators, including Department Chairs and Program Directors, or anyone providing budget support; by those stepping into a new position or by seasoned personnel needing guidance in a specific area or procedure.

It is our commitment to customer service that has prompted us to gather policies, frequently asked questions, and procedures in this comprehensive volume. We provide a wealth of budgetary information on our Budget Office website as well…. http://www.middlebury.edu/administration/budget/

This guide will assist you in performing oversight of the budgets in your area. There are three tools available to view budget information: Banner INB, BannerWeb and Hyperion. The following pages will explain budgetary policies, timelines of the budget process, and specific instructions for both day-to-day and annual procedures.

We welcome your questions and are happy to provide support at any time.

Thank you.

Kristen Anderson, AVP for Budget and Financial Planning

Sue Lalumiere, Assistant Director

Susan Simmons, Assistant Director
**Budget: Annual Budget Process**

The Budget Office oversees the annual budget process. As stated in the Budget Office’s Mission Statement:

*The mission of the Budget Office is to allocate College resources through the annual budget process and to provide long-term financial planning to support the priorities of the institution. We provide budget oversight and information to the College community. We respond to budget inquiries by providing training, reports, monitoring and analyzing data in order to assure prudent and responsible fiscal management.*

The annual budget process commences for the College community in December with AVP for Budget & Financial Planning Kristen Anderson’s e-mail outlining proper procedures and the budget timeline. This is referred to as the Budget Information Packet and is sent to all Budget Administrators.

This packet contains instructions and required forms for budget reallocation, equipment requests, and requests for additional funding.

If you do not need to move budget dollars from one account code to another and do not have any requests for equipment or additional funding, you do not need to do anything further.

Otherwise, there is a two-week period in January to move your budgets around amongst the account codes within your Index (Fund-Org-Program codes). The Budget Office holds drop-in training sessions during this time for hands-on reallocation assistance. See page 37 *How To: Reallocate Your Budget for the Upcoming Year* for further instruction.

To reallocate budgets from one Index to another requires pre-approval from the Budget Office.

Deadlines are clearly communicated as to special requests. Approved amounts for these requests will be communicated in May, after the Board meeting.

Budgets for the next fiscal year may be seen in the Banner system on July 1st.
Budget: Budget Cycle / Notable Dates

Although the fiscal year begins on July 1st, our budget cycle has a timeline of its own.

**September:** Request form for capital projects sent from Facilities Services.

**October:** Requests for capital projects due to Facilities Services.

**December:** The Budget Information Packet is distributed by the Budget Office. E-mailed to Budget Administrators, it contains information about the upcoming fiscal year’s budget procedures and timelines. This includes the request form for capital equipment.

**January:** Budget reallocation process is available for a two-week period (see page 4 Budget: Annual Budget Process). Requests for capital equipment are due back to the Budget Office.

**February:** The Board of Trustees discusses the comprehensive fee for upcoming year

**March:** Budget preparation

**April:** Budget materials sent to the Board of Trustees

**May:** The Board of Trustees review/approve budget for upcoming fiscal year. Capital project and capital equipment approvals will be communicated to departments after the Board meeting.

**June:** End of current fiscal year on the 30th.

**July:** New fiscal year begins on the 1st. Current fiscal year closes the second week in July.

**August:** Audit
Budget: Bottom Line Approach

The Budget Office takes the perspective that the “bottom line” is the key to watching your budget. The bottom line represents the overall budget standing within any Index (Fund-Org-Program) that you are responsible for. At any given time, the “Remaining or Available Balance” will indicate the status of the budget.

You can view this balance either in Banner INB (the FGIBDST screen) or BannerWeb, or by using the Hyperion Budget reports, where you can see also the “% Used.”

We recommend, when using the Index code to populate the fields in Banner, that you remove the Program code in order to get the whole picture for your Org. This simple step will bring to light any YTD activity that was applied to the wrong Program code, but is still part of your Index’s budget usage.

Taking the approach that you will be watching the bottom line of any Index, you need not worry if one particular account code is somewhat overspent. Some budgetary areas are budgeted intentionally as a lump sum in one account code, while the expenses are intended to be charged to more specific account codes. For example, Travel is typically budgeted fully in the Miscellaneous Travel account code, with the expectation that lodging, food, mileage etc. expenses will be charged to those accounts in detail.

As long as the bottom line still shows a positive balance, these overages are acceptable, and it is not necessary to request budget adjustments to cover a small overage within one account code. Simply pay attention as the year progresses, and if you feel the need to reallocate budget dollars for the upcoming year in order to be more accurate, you will have that opportunity with January’s reallocation process. If at any time during the year you wish to reallocate from one account code to another you may submit the information to the Budget Office. For detailed instructions see page 36 How To: Request a Budget Adjustment.
Budget: Enrichment / Endowed Funds

There may be other funds, such as Enrichment or Endowed Funds, available to you for specific purposes. Academic Departments will receive notification of these funds in a letter from the Academic Affairs office. The letter will reference the purpose and amount, as well as the Banner Index to use when accessing these funds.

Additional information is available within the “Handbook for Chairs, Program Directors, and Department Coordinators,” published annually and available from the Academic Affairs office.

If you have questions about departmental enrichment funds, please contact Lynn Dunton (802-443-3085).

For questions about individual professor enrichment funds, you may contact Lynn Dunton (802-443-3085).

For information about Endowed and Gift funds and the balances available to you, please contact Sue Lalumiere (802-443-5725) in the Budget Office.

The availability of all such funds is determined anew on an annual basis.
Budget: Capital Projects Process

Capital Projects are all facilities projects greater than $5,000.

In September Facilities Services will send an e-mail to all budget administrators including a request form for Maintenance or Operational requests and Space Change requests.

Maintenance or Operations requests are defined as:
- Routine and customary work to repair or refresh existing facilities, i.e., paint, flooring, paving
- Replacement of existing fixed equipment and furnishings integral to the building (i.e., fume hoods, compressors, air handling units; lounge or dorm furniture). Moveable equipment such as instruments and computers are ordered through the capital equipment process.

Space Change Projects are defined as:
- Any physical change to space (other than routine maintenance)
- Any request for additional space

All requests require the completion of a Maintenance or Operations form or a Space Change form. The form must be signed by the Department head and, in the case of Space Changes, the vice president to whom the department head reports. The forms must be returned by October.

Notification for project approval will be made in May after the budget is approved.

Generally the preceding projects cost less than $1 million. Any larger projects being considered should be discussed directly with the Director of Facilities Services. Projects greater than $1 million must be approved by the Board of Trustees.
Budget: Capital Equipment Process

Capital Equipment are individual pieces of equipment greater than $5,000 (a truck) or a collection of the same equipment totaling greater than $5,000 (20 microscopes for a classroom).

Requests for Capital Equipment are made as part of the annual budget process. In December the Budget Office sends an e-mail to all budget administrators that includes a form for requests for capital equipment. This form is to be returned to the Budget Office by the third week in January.

All requests for capital equipment are reviewed by the vice-president in each area and the VP for Finance and Treasurer.

Approvals for equipment are sent to departments in May after the budget is approved by the Board.

All pieces of capital equipment are given an activity code in order to track each item.
Budget: Monitoring Labor Expense

Student and overtime wage budgets are placed on the Current Fund 100010, where they can be monitored and managed. It is expected that departments will stay within their student and overtime wage budgets, or use monies from other account lines within that Index to cover overages.

Due to payroll confidentiality, names will never be seen as part of the Finance transaction detail in Banner; only the payroll period will show. If you would like a detailed report containing student names for wage activity that you are overseeing, you may, as the student's Supervisor, request such a report from either Human Resources or the Budget Office at any time. You may also ask to receive this report on a bi-weekly or monthly basis. The same applies to requesting information about overtime wages paid to staff that you supervise.

If you should notice that a student's wages have been applied to your department in error, contact Susan Simmons (802-443-2049) in the Budget Office for payroll correction. She will work with the Student Employment and Payroll Offices, and will see that the wages are moved to the correct FOAPAL.

Regular on-going faculty and staff salaries are not visible to Budget Administrators and they are not responsible for them. Part-time non-exempt staff salaries are visible and supervisors are responsible for managing the hours worked.

Account Code 605100, Benefits Chargeback, is an automatic calculation based on wages and does not require your attention.
Budget: Year-End Deadlines

The Controller’s Office sends out an e-mail detailing the year-end closing timeline early each June for that fiscal year. All departments must give attention to late-year purchases, so that orders for the current fiscal year are placed in a timely manner and resulting invoices are paid in the correct fiscal year. Current year funds may only be used to pay for goods or services received prior to June 30th. Anything received on or after July 1st will be charged to the upcoming fiscal year. Specific dates and instructions are provided in this yearly e-mail; what follows is intended to provide a general understanding.

Early May
Controller’s Office e-mail details year-end closing procedures, listing specific dates.

Mid-June
Typically, mid-June is the cutoff for submitting requisitions for goods and services to the Purchasing Office.

Also, mid-June is the deadline for ordering current fiscal year items using your Procurement card (P-Card). All transactions posted to your card on or before June 30th will be applied to the current fiscal year’s budget.

Any requests for final current-year budget adjustments should be submitted to the Budget Office by this time as well.

Mid-July
For items or services received through June 30th, unpaid invoices must be approved and forwarded to Accounts Payable by mid-July.

All current-year Journal Entries must be received by mid-July, as well as any corrections to Payroll.

The current fiscal year will be closed one week after the above mid-July deadline dates, usually in the 2nd week of July. Once the fiscal year is closed, there can be no more changes made to it.
Budget: Expenditures of College Funds

This policy is published in the Middlebury College handbook and available for viewing at: http://www.middlebury.edu/about/handbook/general/misc/allowable_exp.htm

Rather than require administrative approvals for minor expenditures, Middlebury College Administration would prefer to define policies regarding expenditures permitted with advance approval as well as expenditures not permitted as a guide to help budget administrators exercise restraint and good judgment in committing College funds. The College’s principal revenue sources are from students (tuition, board, and room) and from donors (individuals, foundations, and industry). Increasingly, we must be sensitive to how we use these funds toward promoting the primary mission of Middlebury. Certain expenditures should not be incurred since they relate more directly to personal needs or recognition. We are conscious that our external public looks to higher education to improve its management of resources.

Listed below are expenditures that are permitted with the advance approval of Senior Budget Administrators (signature approval required on expenditure or reimbursement documents) as well as expenditures that are not permitted. In addition to the expenses listed below, it is always helpful for you to consider the worthiness of any marginally related expenses. The College is assisted in fulfilling its mission when we can direct our resources toward purposes most essential to our primary programs and services.

**Expenditures Permitted with Advance Approval**
- Faculty and Staff business meals
- Departmental gatherings and retirement celebrations
- Plants for office or special events
- Kitchen supplies and equipment
- PDA’s, cell phones and pagers

**Expenditures Not Permitted**
- Artwork for offices
- Briefcases
- Contributions (political and charitable)
- Expensive desk accessories
- Flowers (except when sent by President’s Office, Dean of Faculty, Advancement, or HR)
- Holiday decorations and parties
- Memberships in non-job related professional societies
- Travel related:
  - Air travel clubs
  - First class/business class airfare
  - Health club memberships
  - Hotel amenities (movies, etc.)
  - Optional conference events (golf outings, tours, etc.)
  - Non-business entertainment and travel
  - Payment of fines or parking tickets
  - Purchase of clothing and other personal items
  - Spouse related costs
Budget: Computer Replacement Policy

The LIS replacement budget will fund only one computer (desktop or laptop) per faculty or staff member. When a laptop computer is provided from the replacement budget, it will not normally include peripheral devices (external keyboard, monitor, mouse, docking station, extra batteries, etc.). A carrying case will be provided for laptops.

In some cases older machines may be used for student employees or other uses, but they will not be considered as part of the 4-year replacement cycle and may not be fully supported by LIS. Unless prior arrangements have been made, LIS will remove the old equipment at the time of replacement. The College’s ability to provide predictable funds to replace outdated computers requires that LIS control of the total number of computers on campus.

If a faculty member uses a portion of their "start-up" funding (or any other non-recurring funding source, e.g., a grant) to purchase a second computer through the College, this computing equipment is not eligible for replacement unless the faculty member has secured funds for this purpose. Any requests for funding to replace this equipment must go through the annual budget request process.

In some circumstances, academic and administrative departments and programs may purchase computing equipment with departmental funds, or may receive computing equipment as a gift. Departments are expected to consult with LIS regarding purchases and gifts of computers and peripherals, and reach an agreement regarding its maintenance, upgrade, service and repair. This equipment will not be placed in the replacement schedule; replacement of this equipment will be the responsibility of the department. Purchased and gift equipment must meet minimum standards of configuration and an extended warranty may be required. LIS will advise departments on price and availability and in most cases will act as the purchasing agent. LIS purchases equipment with academic discounts and extended warranties, and recommends equipment that will be consistent with the standards established for other College-owned equipment. Equipment that does not meet College standards for configuration or warranty will not be installed, networked, repaired or supported by LIS.
Banner: What is a FOAPAL?

FOAPAL is an acronym used by Banner to describe the means in which financial data is organized. The correct account designation is critical for recording and reporting financial information.

Example of a FOAPAL: 100010-203621-704150-110-xxxxxx
- Fund: 100010  Current Fund
- Organization: 203621  Biology
- Account: 704150  Other Supplies Expense
- Program: 110  Instruction
- Activity: xxxxxx  Activity Code for event (i.e.: xxx123)
- Location: xxxxx  Location Code

F  Fund (6 digits)
The monetary resources of the College are organized into fund accounts. The first 6 digits of the account string dictate which funding source is being utilized by a department. One department may have several different funding sources, both unrestricted and restricted.

Examples of Fund accounts:
- **Unrestricted**  Funds available for financing operations
  - 100010  Current Fund
  - 120015  Dining Fund – Summer
  - 120030  Snow Bowl
  - 120040  College Store
- **Restricted**  Funds designated for a specific purpose, program or department
  - Begins with 20  Endowed Funds
  - Begins with 21  Endowed Funds
  - Begins with 26  Grants
  - Begins with 27  Gifts

O  Organization (6 digits)
Operational segments of the College are grouped into departments. Each department is assigned an Organization code to track the financial activities.

Examples of Organizational Codes:
- 204545  Hebrew Summer School
- 203621  Biology
- 205180  Music Library
- 303810  Budget Office

A  Account (6 digits)
Account Codes are assigned to track the type of revenue or expense that has been incurred. Revenue, Expenses, etc. are assigned a 6 digit number to classify the information accordingly.
Examples of Account Codes:
- 544800 – Miscellaneous Revenue
- 701020 – Telephone Expense
Begins with 5 = Revenue Account
Begins with 6 = Labor Expense Account
Begins with 7 = Expense Account

P  Program (3 digits)
The program code is a 3 digit code that denotes the area of the College where the revenue or expense will be attributed.

Examples of Program Codes:
- 105  Student Aid
- 110  Instruction
- 120  Academic Support
- 130  Student Services

A  Activity (6 digits)
An activity code allows easy tracking of an event or ongoing activity. When used in conjunction with the org and account numbers, the expenses attributed to the activity can easily be monitored.

Examples of Activity Codes:
- XXXDUD  Guest Speaker 11/10
- XXXBI5  Biology Equipment #5
- XXXFV1  Film Video Equipment Item #1
- BIOMAS  Biomass

L  Location
Assigned to specific College-held buildings and lots

Examples of Location Codes:
- 122HIL  122 Hillcrest
- 120CTS  120 Court Street
- 121SMS  121 South Main Street
- 124SFR  124 Sheep Farm Road

Index Code
An Index code is a unique code made up of six letters or numbers, which translates to a specific Fund-Org-Program Code combination. It can also include an Activity Code. Budgets can be viewed in Banner INB and BannerWeb by using your Index Code. Remembering an Index code can be easier than remembering a full FOAPAL string.

Example of Index Code:
- BDOFFC  Budget Office  100010-303810-140
Banner: Banner Glossary

Active Field
The field where the flashing cursor is located or an information field that is highlighted.

Auto Help line
A status line which displays error messages and important information about your next step. It is located at the bottom left of the Banner screen.

Banner
The application supporting the processing of the information Middlebury College uses to manage its resources and functions. This includes not only financial information, but also registration, admissions and advancement information.

Block
A block is a section of a form or window that contains related information. If a form or window contains more than one block it may be enclosed in a beveled box.

Button
Buttons are visual images used to perform an action or respond to the system. Banner forms use iconic buttons and response buttons.

Chart of Account
The “chart,” as it’s often referred to, contains all the financial coding that specifies the areas of the institution. It is a complete listing of Banner’s Fund, Org, Account, Program, Activity and Location codes. Prior to FY12 we had two charts, Chart 1 for Middlebury and Chart 2 for MIIS. With MIIS financial data merging to Chart 1 as of July 1, 2011, we now have only one chart of account, Chart 1.

Checkboxes
Checkboxes are small boxes used to enable or disable features or options. When an option is enabled, a check mark appears in the checkbox. When an option is disabled, the checkbox is empty. Click on a checkbox to enable or disable it.

Database
A database is a collection of data that is organized so that its contents can easily be accessed, managed, and updated.

Field
A field is a defined data element in a unit of data, such as a record, that has a purpose and usually a fixed size. Fields on a Banner form are defined by a box or grid.

Field name
On a form, the field name is to the left of or above the field and is descriptive of the field contents.
Fiscal Year
Fiscal Year refers to the period of our financial accounting calendar. Our fiscal years always begin on July 1 and end on June 30. Typically, the fiscal year is seen in the “FYxx” format, as in FY12 or FY13. For example, take FY12: the “12” refers to the last two digits of the calendar year that the fiscal year ends in. FY12 would cover the timeframe July 1, 2011 to June 30, 2012.

Form
A form is an online document where you can enter and look up information in your database. A form visually organizes information so it is easier to enter and read.

Frame
A single division in a window that is clearly divided from another section by a bar.

ID
A unique identifier for related items of information, such as the Middlebury College ID number.

Key block
The first block of a form. It contains identification information related to the form’s function. It allows you to search for the unique identifier or the record you want to view. Use Ctrl / Page Down keys to move to the next block. A form may have several blocks. Press + until no more blocks are presented.

Keyboard equivalents
Specific keystrokes for a function which can be used to run the function rather than selecting a menu item or clicking a button.

List of Values (LOV)
A standardized catalog of data items acceptable for a particular field in the Banner databases.

Logon
Logon is the procedure used to get access to the Banner system. You must have username and a password to logon.

Main menu
The first screen you see when entering Banner. It is split into two panes and contains navigation options consisting of submenus and forms.

Menu
A list of options. The options can be commands from a pull-down menu or navigation aids that you can step through to find a form.

Menu bar
The horizontal bar just below the Banner logo with pull-down command menus.
Navigation
Moving around a computer system by way of menus, folder systems, and other tools to gain access to data and storage systems.

Pane
A single division in a window that is clearly divided from another section by a bar. It may have more fields than can appear at one time and have horizontal or vertical scroll bars to assist with viewing additional fields.

Pull-down list
Some fields have an arrow on the right side of the field box. By clicking on the arrow, a Pull-down list is seen. It is used to select a field value from a list of pre-defined values.

Pull-down menu
A pull-down menu is a list of commands that opens when an item on the tool bar is clicked.

Query
A query (noun) is a question, often required to be expressed in a formal way. In computers, what a user of a database enters is sometimes called the query. You use a query to look up existing information, often returning information to the calling form.

Radio button
Radio buttons are small circles used to select one of several options in a group. You can pick only one radio button in a group; click a radio button to select it. When you click a radio button, a previously selected button is cleared and a small, filled circle fills the newly selected button.

Record
A record is a collection of data items arranged for processing by a program. Multiple records are contained in a database.

Rollback
Clears all information (except key information) on an application or inquiry form and returns you to the first enterable field in the key block.

Save
Click to save all changes entered since the last time you saved.

Scroll bar
A bar positioned either horizontally or vertically on a Banner form to assist you in viewing additional fields that cannot be contained within the window or pane. A horizontal scroll bar looks like this:
Security
Features of a computer application or operating system that control access to information. Banner security has three components: Password security—information (username and password) unique to each user that identifies them to the computer system. Data access security—a definitions of user’s rights to the database.

Shortcut
A shortcut is a computer desktop icon that enables a user to easily see and select a particular program or data object.

Title bar
The bar above the key block of a form that displays the descriptive form name, the 7-character form name, the Banner release number and the database name.

Toolbar
A toolbar is a horizontal row or vertical column of selectable image buttons that give the user an easy way to select common functions, such as saving a document or moving forwards or backwards within a database.

Username
A unique identifier for a computer user which is used by the computer system, in conjunction with their password, to identify a user attempting to gain access to a data system.

Wildcard
A wildcard character is a special character that represents one or more other characters. Banner uses two wildcard characters: “_” - the underscore can be used to replace a single character. “%” – the percent can be used to replace multiple consecutive characters.

Window
A window is a framed portion of a form. Just as paper forms can have multiple pages, some Banner forms have multiple windows. The first window in a form is called the main window and is identified by the form name. All other windows in the form have their own unique names.
Banner: Commonly Used Account Codes

Equipment expenses

702120 Media Equipment
702130 Office Equipment
702210 Academic Equip < $1000
702220 Academic Equip > $1000
702310 Computers
702320 Printers
702330 Other Computer Equipment

Equipment repair

702520 Other Equipment Repair
702530 Computer Equipment Repair/Maintenance

Contracted Services

703535 Consultants
703550 Service Maintenance Contracts
703560 Software Maintenance Contracted Service
703580 Other Contracted Services

Supplies

704020 College Store
704060 Hardware
704150 Other Supplies
704210 Toner and Cartridges
704220 Other Office Supplies

College Travel

706110 College Travel: Food
706120 College Travel: Lodging
706130 College Travel: Miscellaneous
706210 College Travel: Airfare
706215 College Travel: Bus
706220 College Travel: Car Rental
706230 College Travel: Mileage
706240 College Travel: Parking/Taxi/Tolls
706250 College Travel: Train
706310 College Travel: Course Fees
706330 College Travel: Conference Registration Fees
Visitor Travel

706610 Visitor Travel: Food
706620 Visitor Travel: Lodging
706630 Visitor Travel: Miscellaneous
706710 Visitor Travel: Airfare
706720 Visitor Travel: Car Rental
706730 Visitor Travel: Mileage
706740 Visitor Travel: Parking/Taxi/Tolls
706750 Visitor Travel: Train

Other Expenses

701020 Telephone
704020 College Store
710010 Advertising
710080 Exhibitions
710090 Field Trips
710100 Films and Video
710160 Lecturer/Performer
710190 Miscellaneous
710220 Photocopies
710230 Printing
710205 Other Fees
710250 Software
710260 Space Rentals
710285 Subscriptions
710520 Non-College Catering & Meals Exp
710610 Faculty and Staff Dues and Memberships
710620 Institutional Dues and Memberships
710910 Postage
Banner: Whom Do I Contact?

Whom do I contact if I have questions about various budget issues? See the list below.

- **Access:** Susan Simmons
- **Accounts Payable:** Contact Sarah Larocque via the Accounts Payable Emailbox
- **Activity Codes:** Contact Sue Lalumiere via the Budget Office E-mailbox
- **Banner Usage:** Susan Simmons
- **Capital Equipment:** Sue Lalumiere
- **Capital Projects:** Kristen Anderson
- **College Budget:** Kristen Anderson
- **Endowed Funds:** Kristen Anderson
- **FOAPALs:** Sue Lalumiere
- **Grant Accounting:** Steve Marino
- **Grant Budgets:** Franci Farnsworth (Midd Faculty) or Jennifer Bleich (Midd Institutional)
- **Hyperion Reports:** Susan Simmons
- **Index Codes:** Budget Office E-mailbox
- **Journal Entries General:** Jean Gross
- **Journal Entries for Grants:** Cory Buxton (Midd) or Avi Rao (MIIS)
- **Payroll:** Karen Carpenter
- **Payroll Corrections:** Sue Lalumiere
- **Positions:** Sue Lalumiere
- **Procurement Card:** Gail Smith
- **Requests for Positions (RFP's):** Kristen Anderson
- **Requisitions and Purchase Orders:** Gail Smith
- **Restricted Gifts:** Sue Lalumiere
- **Student Positions:** Student Employment

All other general budget inquiries may be directed to any member of the Budget Office. Our phone number is 802-443-5725, and our e-mail address is budget@middlebury.edu.
Banner: Frequently Asked Questions

1: What is a budget number?
   A budget number is the string of numbers used to track budgets and expenses. A budget number consists of a fund, org, account, program code, and sometimes an activity code or a location code. The budget number is also known as a FOAPAL.

2: What is a FOAPAL?
   A FOAPAL is the acronym used by Banner for the budget number.

   F Fund
   O Organization
   A Account
   P Program
   A Activity (optional)
   L Location (optional)

3: What is Banner?
   Banner is the computer software that the College uses for most of its activities, including tracking financial data.

4: How do I use Banner?
   Banner training is provided by LIS. For more specific information on navigating in Banner, contact the Budget Office at budget@middlebury.edu. To get access to Banner, please contact your supervisor.

5: How do I get access to a fund or an org for myself or someone I supervise?
   There is a "Request Access" form located at the LIS web page that you will need to fill out.
   
   Just go to:
   http://www.middlebury.edu/offices/technology/banner/banneraccessrequest

   You will be asked first to log in. The form itself contains directions as well as contact names if you have questions. Once you have filled out the form, click on Submit, and the form will be routed electronically for processing. You will be notified when the new access is in place.

6: How do I find out how much money I have in my budget?
   Check Banner INB (FGIBDST) or BannerWeb for information on your budget. For detailed instructions see pages 26 and 27 How To: View Budgets In Banner INB (FGIBDST) and How To: View Budgets in BannerWeb in this reference guide.
7: **I just charged something on a line I haven't budgeted for. How do I change my budget?**
   You do not have to change your budget as long as you have enough total money within Index to cover the expense. If you would like your budget lines to directly reflect your expenses please send an e-mail to the Budget Office indicating where you want budget money moved from and to. For detailed instructions see page 36 How To: Request a Budget Adjustment.

8: **What is an activity code?**
   An activity code allows easy tracking of an event or on-going activity. When used in conjunction with the org and account numbers the expenses attributed to the activity can easily be monitored.

9: **I found a transaction on my report that wasn't charged to the right org (or fund or account or activity), what do I do?**
   You will need to request that a journal entry be created to move the charge to the appropriate place. The Controller's Office handles all corrections to YTD actuals.

   For corrections, please contact Jean Gross (cojg@middlebury.edu) in the Controller's Office for more information….OR you may access a Journal Entry template from this Budget Office website location:

   http://www.middlebury.edu/offices/business/budget/midd_budgets/contacts

   and submit the JE request yourself. Further instructions can be found on page 35 How To: Submit a Journal Entry.

10: **What is the current business mileage reimbursement rate?**
   Effective for travel beginning on January 1, 2013, the reimbursement rate for mileage when traveling on College business is $0.565 per mile and $0.24 per mile for College-related moving purposes.

11: **I'm having trouble running my Hyperion budget reports. Who can help me?**
   Call Susan Simmons in the Budget Office, 802-443-2049. It could be an access issue or just a simple keystroke error … Susan can help you with both.

12: **I just got locked out of Banner (or Hyperion). Whom should I call?**
   Please call the Helpdesk: for Middlebury, 802-443-2200; for MIIS, 831-647-6656. They will forward your request to the appropriate person in LIS who can fix this behind the scenes.

13: **How much money do I have left in my endowed or gift fund?**
   Call Sue Lalumiere in the Budget Office, 802-443-5725, for balances on these special funds.
I have forgotten my password. Now what do I do?

For Middlebury, please contact the Midd Helpdesk, 802-443-2200 or email helpdesk@middlebury.edu. For MIIS, please call the MIIS Helpdesk, 831-647-6656 or email helpdesk@miis.edu. Your request will be forwarded to the appropriate person who can help you reset your password.
How To: View Budgets in Banner INB (FGIBDST)

Use this form to...

View Budget by Fund Organization Account Program Activity Location
View Remaining Budget Balance
View Expenditures posted to date
Look up FOAPAL or INDEX if not known

Please note: now that MIIS has merged to Chart 1 as of July 1, 2011, we must make a
distinction in process based upon the desired fiscal year data. For MIIS financial data
FY11 and earlier, use Chart 2 and the “old” fund and org codes. For MIIS financial data
FY12 and forward, use Chart 1 and the “new” fund and org codes. For assistance,
contact the Budget Office.

In Banner INB go to FGIBDST. Enter in the Index code if known, i.e.: BDOFFC. The
Index code will fill in the Fund, Org and Program information for you. You can remove
the Program code here in order to view all activity applied to your Org.

Hit Ctrl & Page Down keys or click on the Next Block icon to bring up budget information.
This screen allows you to view the Adjusted Budget, YTD Activity, Commitments, and
Available Balance.

To view YTD Activity detail information by account, highlight the YTD Activity field next
to the account requiring more detail, go to Options → Transaction Detail Information
How To: View Budgets In BannerWeb

Budget Queries  Creating A Budget Query By Account, By Organizational Hierarchy, or a Budget Quick Query

Budget queries are used to view detail information concerning YTD spending. If you want to see detail information about requisitioned items, use the Encumbrance Query option.

Please note: now that MIIS has merged to Chart 1 as of July 1, 2011, we must make a distinction in process based upon the desired fiscal year data. For MIIS financial data FY11 and earlier, use Chart 2 and the “old” fund and org codes. For MIIS financial data FY12 and forward, use Chart 1 and the “new” fund and org codes. For assistance, contact the Budget Office.

1. After you’ve logged into BannerWeb, click the Finance Information link or the tab.
2. Click Budget Queries.

3. Select a viewing option from the drop-down menu. Your choices are:
   • Budget Status by Account.
   • Budget Status by Organizational Hierarchy.
   • Budget Quick Query

Note: These options produce distinctly different results even when the same columns (fields) are selected for display. See the sections of this document called Sample Budget Status Report By Account, Sample Budget Status Report By Organizational Hierarchy, and Sample Budget Quick Query Report.
4. The page changes. Select the parameters for your query by clicking the check boxes associated with the data columns available.

**Note:** Most Budget Administrators find it helpful to check **Accounted Budget**, **Year to Date**, **Commitments**, and **Available Balance**. For a definition of the available columns, see the sub-section of **Understanding the Query Results** called **Operating Ledger Data Explanation**.
5. Scroll down the new page until you see the above fields.
6. From the Fiscal year drop-down list, select the Fiscal Year from which you want to report data (2002 is the first year containing data in the Banner system).
7. From the Fiscal period drop-down list, select the Fiscal Period from which you want to report data. If you choose fiscal period 14 you will always receive current information.
   **Note:** The Fiscal Period refers to the month of the Fiscal Year, so July = 01, August = 02, September = 03, etc. Enter 14 to see the entire fiscal year regardless of the current month.
8. Leave All as the Commitment Type.
9. In the Chart of Accounts field, type 1.
   **Please note:** for MIIS data FY11 and earlier, type 2 in this field and use the old fund and org codes. For FY12 and forward, type 1 and use the new fund and org codes.
10. In the Index field, type your Index.
11. The system does not show revenue accounts unless you request them. If your department generates revenue and you want to view those accounts, click the Include Revenue Accounts check box.
12. You may leave the remaining fields blank. Click Submit Query.
13. BannerWeb translates the **Index** into the **Fund/Organization/Program** codes and redisplay the page with these fields populated. Remove the Program code to get the full picture of your Org. Click **Submit Query** again. The query runs, your report displays.

Clicking on a field highlighted in blue in either the FY11 Accounted Budget or the FY11 Year to Date column, enables you to drill down to view Transaction Details.
How To: Pay a Bill

The Accounts Payable office handles the payment for goods or services and processes vouchers for reimbursement. Contact the Accounts Payable office (802-443-2321), or e-mail accountspayable@middlebury.edu.

Vouchers for Reimbursement

1) Fill out pink Voucher form with complete Index, account code and required approval signature. Voucher forms are available in hard-copy from Reprographics. Refer to page 33 How To: Use a Voucher Form for detailed instructions.

2) Actual original receipts must accompany pink Voucher form.

3) Submit one copy only of completed Voucher Form and supporting documentation to the Controller’s Office, attention Accounts Payable. Retain a copy for your records.

Checks are issued daily. Average turn around time for reimbursement is 7 days. Employees are encouraged to use personal credit cards for reimbursable expenses due to expedient turn around.

For additional information on travel reimbursement and allowable expenditures refer to the Middlebury College Handbook available at the following web address:
http://www.middlebury.edu/about/handbook/misc/allowable_exp

Invoices for Payment

Large Purchases
For large purchases, requisitions and purchase orders are used. Contact Ann Rule in Purchasing (802-443-5464) for assistance.

Small purchases – Direct Bill
The College has established charge accounts at several local businesses. To charge on account at a local business, an authorized department representative may present a College Id and give an Index code at the time of purchase to ensure accurate accounting of the expenditure.

Departments that receive an invoice directly
1) Verify the accuracy of the invoice and appropriateness for payment.

2) Make sure to submit an original vendor invoice, not a copy, fax or vendor statement.
3) The correct Index and full FOAPAL must be entered on the invoice to ensure expenditure is coded correctly.

4) Note the date received on the invoice, reference any Purchase Order # or contract number as appropriate.

5) Invoice must have authorized signature indicating approval for payment.

6) Retain copy of invoice for records. Submit the original approved invoice to Accounts Payable.

Invoices are paid according to Vendor Payment Terms. Departments are encouraged to submit invoices to Accounts Payable as quickly as possible to expedite payment processing, taking available payment terms discounts whenever possible.

Corrections

If an invoice has been coded incorrectly, a journal entry may be submitted via email to Controller’s Office (Jean Gross). Refer to page 35 How To: Submit a Journal Entry.

Sample Questions for Accounts Payable

The following is a list of questions that can be answered by the Accounts Payable department:

Has the vendor payment been made?
Last year I paid membership dues – can you tell me how much I paid?
Did the vendor payment check clear?
Can a stop payment be issued?
How To: Use a Voucher Form

Currently, the pink voucher form is available hard-copy from the Reprographics Office. You may request that blank voucher forms be sent to you via campus mail.

The form will be available electronically from the Accounts Payable website at a later date. Until then, instructions for its paper usage follow.

1) Fill out the Pay To, Date, Reason for Expenditure, and Amount sections. Be sure to include a mailing address for the payment, especially if off-campus.

2) In the lower portion, enter either your Index or the Fund-Org-Program codes for each expense amount.

3) Also, enter an Account code for each expense amount. All entries must include an account code. A listing of commonly used account codes is on the back of the voucher form.

4) Sign the form yourself as the Requester, and have your Supervisor or Budget Administrator sign the form as well.

5) Submit one copy only with supporting documents to the Accounts Payable office. Keep a copy for your files.

6) If you have any questions about this process, contact Accounts Payable (802-443-2321) or e-mail accounts payable@middlebury.edu
How To: Use a Procurement Card

Middlebury College currently has a corporate credit card program with JP Morgan/Chase VISA. This program is designed to facilitate the procurement of goods and services and College travel and to minimize the issuance of cash advances. VISA procurement cards display a College logo along with the department and employee name.

Charges made on the VISA card are billed directly to the College and a statement is also sent to the cardholder. The cardholder is responsible for completing an on-line review on the JP Morgan website and his/her supervisor is additionally responsible for approving these charges on-line. Charges are allocated to the cardholder's primary department account and allocation of charges to alternative accounts can be accomplished on-line during the cardholder's review of expenses. Cardholder charges are uploaded into the College's accounting system twice monthly from JP Morgan/Chase.

Procurement cards are administered by Controller's Office - Gail Smith (802-443-5459)

More information concerning allowable expenditures available at:
http://www.middlebury.edu/about/handbook/misc/allowable_exp
How To: Submit a Journal Entry

A Journal Entry is used to move amounts seen in the Year to Date, or YTD Activity column of Banner. You may see a transaction that has been applied to the wrong Account code, or you may simply wish to add an Activity code to an existing transaction.

Because this is not a budget adjustment but rather a move of actuals, it is handled by the Controller’s Office. It is anticipated that an electronic form will be available from a Controller’s Office website at a later date.

In the meantime, an Excel template is provided by following this link to the Budget Office website….scroll down to Journal Entries General:

http://www.middlebury.edu/offices/business/budget/midd_budgets/contacts

A few basic instructions, which are repeated on the templates:

- You must have at least one D (Debit) and one C (Credit)
- The D (Debit) will increase an Expense account, or reduce a Revenue account.
- The C (Credit) will reduce an Expense account, or increase a Revenue account.
- The sum of Debits must equal the sum of Credits
- FT01 must appear in Column A for each row that you add
- In the Description column, enter a reason for the correction, referencing “from” and “to” (this is what you’ll see in Banner, within a space of apx 30 characters)
- Do not change or remove the existing column headers
- Keep a copy of this completed form with supporting documentation for your records
- E-mail this with a brief explanation to the Controller’s Office Journal Entry mailbox: cojg@middlebury.edu  If you have any questions, please call Jean Gross (802-443-5353).
How To: Request a Budget Adjustment

Budget Adjustments can be made during the fiscal year if you would like to:

Move budget dollars between Fund, Org, Account, Program, or Activity Codes that you oversee….

Or

If an expense was charged on a line that has not been budgeted for and you would like the budget reallocated.

Please note: You do not have to move your budget as long as you have enough total money within the Index to cover the expense.

If you would like your budget lines to directly reflect your expenses, then send an email to Budget@middlebury.edu indicating where you would like the budget dollars moved from and to. Please make note in this e-mail whether this is a temporary budget adjustment (for this fiscal year only), or if it is to be a permanent budget adjustment (for current and subsequent years).

Overall, budget dollars can not be increased, but they can be reallocated.
How To: Reallocate Your Budget for the Upcoming Year

As part of the yearly budget cycle, there is a two-week period every January for the reallocation of departmental budgets. This is your opportunity to move budget dollars from one account code to another, within any Org that you oversee.

This budget reallocation process is completed in BannerWeb on the Finance tab. Complete instructions are available online from the Budget Office website. For additional assistance, the Budget Office typically offers drop-in training sessions in a computer lab during this two-week period, where you receive instruction and the opportunity to complete your work with hands-on support. Advance notice will be provided if these sessions are scheduled. Telephone support is always available.

Budgets cannot be moved from one Org to another without special permission from the Budget Office.

If you do not need to make any changes to the budgets in your area, you do not need to attend a session or input anything into Banner.
How To: Correct Posted YTD Expenses

If an expense is inadvertently coded to the incorrect fund code, org code, account or activity code, it can be corrected by submitting a journal entry to move the charge to the correct place.

Because this is not a budget adjustment but rather a move of actuals, it is handled by the Controller’s Office. If you are ever unsure about whom to call….

The best rule of thumb:

**Question about something in the Budget column?**
Call the Budget Office: Sue Lalumiere (802-443-5725)

**Question about something in the YTD Activity column?**
Call Accounts Payable (802-443-2321)

It is anticipated that an electronic form for submitting a journal entry will be available from a Controller’s Office website at a later date.

Refer to page 35 for detailed instructions on **How To: Submit a Journal Entry**.

*The only exception to this* is when you suspect an error in the mapping of year-to-date wages. The Budget Office works with the Payroll Office for instances where someone’s pay has been applied to the wrong FOAPAL. Contact Susan Simmons in the Budget Office for further explanation and to initiate the payroll correction process.
How To: View Commitments

In Banner INB, you can view your budgets and year-to-date activity using the screen FGIBDST. If you see amounts in the “Commitments” column, you can access other screens from here for details. BannerWeb, however, does not have these “drill-down” capabilities in the Commitments column.

Within the Commitments column, click in the field where you see an amount in question:

(Org and Org name in these screenshots have been blocked for confidentiality)

Now, in the upper toolbar, go to “Options” and select “Transaction Detail Information.” The next screen will show you all the activity of open and closed purchase orders that you may scroll through.
For further details of any line, place your cursor as shown in the first field of that line. Go to “Options” and select “Encumbrance Detail Info.” The next screen will show you Purchase Order information and whether it has been closed or not.
If the balance is zero, the purchase order has been received, paid, and is closed. To get back to the previous screen(s), click on the X as needed.

If you need further clarification about any amount seen in the Commitments column, please contact Accounts Payable (802-443-2321) or via e-mail, accountspayable@middlebury.edu.
How To: View Purchase Order Paid Status

Use this form to...

Find out if an invoice has been paid.
Find information on a purchase order.
Find out if a check has been cut.
Find out the number of a check.

This form can be used if you already know the number of the invoice or purchase order.

1. In Banner INB go to **FOIDOCH**.
2. Enter the type of transaction (**INV** for invoice, **PO** for purchase order),
3. Tab to Document Code and enter the document number.
4. Click Next Block to navigate through this form.

5. With the cursor in the Invoice field, go to Options → Invoice Information for an invoice detail screen
   OR
6. With the cursor in the Check field, go to Options → Check Information for more information about the check.
How To: View Vendor Paid Status

Use this form to...
Find out if a particular vendor has been paid
Find out when a vendor was paid
Find out how much a vendor was paid

1. In Banner INB go to FAIVNDH.
2. Click on the down arrow to search. Enter Vendor ID number or search for vendor name (see more details below).
3. Once you have the Vendor ID or name in place, click on the Next Block icon.
4. Use the tab key or scroll bar to scroll through the information.
5. Under Options, you can access more related screens.

More Details:
To search for the vendor number, click on the down arrow. Type the vendor’s name in the last name field. The search is case sensitive. Use % as a wildcard at the beginning and end of the name if you are unsure of the spelling or complete name of the vendor.

Example: If you are searching for a company named AEM, the complete name may be AEM, Inc. If “Inc.” is not included in the search, the vendor will not be found. Searching on “AEM%” will find the correct vendor. Double click the vendor name to select. Click Next Block. Scroll through the invoices to find the one you are looking for. Click Options→View Invoice Information.
How To: Request Banner Access

To request Banner security access – go to the following link: on the LIS website:

http://www.middlebury.edu/offices/technology/banner/banneraccessrequest

The screens are as follows:

- Enter your name on Form Submitter line.
- Enter your e-mail address
- From the drop-down menu select who is submitting this request.
• Enter the name of the employee needing access.
• Enter the employee’s username (typically the first part of their e-mail address)
• Enter the employee’s job title, department, and e-mail address
• Enter the name of the employee’s supervisor.
• Enter the supervisor’s job title, department, and e-mail address
- Select the Type of Request: creating a New User, Adding to Existing User, etc.
- Check the box(es) that apply to the Banner area where access is needed.
- If Finance, select the type of access needed: Viewing, Posting, or Both.
- In the Request Details block, enter specific instructions for this new access, such as the Index that must be viewed and if access to Hyperion budget reporting is needed.

Lastly, click on the Submit button. Your request will be routed electronically for processing. You will be notified by e-mail when the new access is in place.
How To: Request Hyperion Access for Budget Reports

You may request Hyperion access for budget reports by either of two methods:

1) Use the online LIS Banner Security Request Access form – go to the following link on the LIS website:
   http://www.middlebury.edu/offices/technology/banner/banneraccessrequest

   Complete instructions for filling out this form can be found on page 44. In the Request Details block, enter text requesting Hyperion reporting.

2) Send your request via e-mail to Susan Simmons in the Budget Office.

Either way, you will receive an e-mail from Susan confirming that your setup is complete. All necessary instructions will be attached.

   Hyperion must be downloaded onto the user’s computer. This is a one-time process. Installation instructions can also be found on the Budget Office website by this Hyperion link:

   http://www.middlebury.edu/offices/business/budget/midd_budgets/hyperion
Reporting: General Information

Reporting is one of the most valuable tools when it comes to overseeing budgets. It is through the use of reports that data is presented in a concise manner for review and analysis. And reports sometimes even bring errors to light.

While BannerWeb has some features that allow you to download the screen’s data to an Excel file, it is not in ready-to-print format. Hyperion budget reports in particular are designed to be easy to run, and they provide pre-formatted reports that can be easily printed or shared via e-mail, in either PDF or Excel format. Hyperion reflects exactly the financial data that is viewed in either Banner INB or BannerWeb.

One aspect to note, however, is that Hyperion budget reports run on the Reporting Database. This means that the reported data is from the previous day; it is “day-old data.” This is intentional in order to save on the business-load to our Production database, where Banner INB and BannerWeb run and return real-time data.

While we in the Budget Office are more than happy to respond to particular ad hoc reporting requests from our colleagues, the intent is to enable everyone to run their own reports. Having the capability and confidence to run budget reports whenever needed makes your job of overseeing budgets much easier.

There are certain steps that must be taken to gain access to Hyperion Budget Reports, and you can contact Susan Simmons (802-443-2049) in the Budget Office to initiate the process. More details are available on page 47 How To: Request Hyperion Access for Budget Reports. Training workshops are held from time to time for hands-on instruction. Please let the Budget Office know if you would like to attend such a workshop.

As stated above, sometimes a report will bring to light that an expense has landed in the wrong FOAPAL, or you might wonder what something means. Here is our general rule of thumb when you question a reported amount:

…..if the amount appears in the YTD Activity column, please contact Accounts Payable (802-443-2321) or via e-mail, accountspayable@middlebury.edu.

…..if, however, the amount in question appears in the Budget column, please contact Sue Lalumiere in the Budget Office (802-443-5725).

One further note about reporting: now that MIIS has merged to Chart 1 as of July 1, 2011, we must make a distinction in process based upon the desired fiscal year data.

- For MIIS financial data FY11 and earlier, we must use the MIIS-specific Chart 2 Budget Dashboards, using the “old” fund and org codes.
- For MIIS financial data FY12 and forward, we must use the Hyperion dashboards numbered 1-7, which are pointed to Chart 1, and the “new” fund and org codes.

Unfortunately, when comparing FY11 to FY12, two reports must be run. For assistance or further explanations, please contact Susan Simmons, or anyone in the Budget Office.
Reporting: Hyperion Budget Report Instructions

Hyperion Budget Report instructions are available from the Budget Office website. Please go to:
http://www.middlebury.edu/offices/business/budget/midd_budgets/hyperion

Or, you may access “Managing Budgets” from our homepage, and then select the link “Hyperion.”

Links are provided there for these various types of budget reports:

- Hyperion Budget Dashboards
- Hyperion Grant Budget Dashboards
- Hyperion Budget Non-Dashboard Reports

All budget reports have been published in the Hyperion “Budget Reports” folder. Special set-up is required in order to be able to access this folder and to use these reports. We cover this on page 47 How To: Request Hyperion Access for Budget Reports.
Reporting: Wage Reports

Due to the confidentiality of payroll, specific names will never be seen as part of the Finance transaction detail in Banner. Payroll activity will be indicated only by summed dollar amounts associated with the bi-weekly pay period seen, for example, as “BW15” or “BW16.”

For those budget administrators overseeing Student wage budgets, it might be important for you to know which students make up that wage activity. As their Supervisor, you may request a detailed wage report from either the Human Resources office or the Budget Office. You may also ask to receive this report on a bi-weekly or monthly basis.

Please refer to page 10 **Budget: Monitoring Labor Expense** for more information.