

BUDGET 101

Lunch and learn

Kelley Smetak

Kelley.Smetak@Wichita.edu

General Info

- Fiscal year – July 1 to June 30
- Accounting Period within the fiscal year:
 - Period 1 – July
 - Period 2 – August
 - Period 3 – September
 - Continue until next fiscal year's July and start over with 1.

Accounting Period

<i>Period</i>	<i>Starts</i>	<i>Ends</i>	<i>Period</i>	<i>Starts</i>	<i>Ends</i>
1	July 1	July 31	7	Jan 1	Jan 31
2	Aug 1	Aug 31	8	Feb 1	Feb 28
3	Sept 1	Sept 30	9	Mar 1	Mar 31
4	Oct 1	Oct 31	10	Apr 1	Apr 30
5	Nov 1	Nov 30	11	May 1	May 31
6	Dec 1	Dec 31	12	Jun 1	Jun 30
13	<i>FinOps: Adjustments</i>		14	Year to date	

Hierarchical Funding View

- **Organization Code**

- This is your department / division
- Starts with 10 (or 7 for research / grants)
- IE: LAS Dean's office is 102046

102046 – LAS Dean

A0003

A2000

D10159

- **Fund Code**

- This is the type of fund you are using
- IE:
 - GU Funds: A2000 or A0003
 - RU Funds: Begin with "D"

2062 – Postage

3710 – Stationary

- **Account Code**

- Line item expenses
- IE: 3710 – Stationary Office & Data Processing Supplies

GU

General Use Funds

- **A0003 – State General Fund**
 - Generated by **tax revenue**
 - Typically only used for:
 - Salary
 - Benefits
- **A2000 – General Fees Fund**
 - Generated from **student tuition**
 - Salary
 - Benefits
 - Other Operating Expenses

These funds do **not** carry over from year to year.

They are controlled by the University.

If any funds are left at the end of the Fiscal Year, they are swept back to the Finance Office.

RU

Restricted Use Funds

- Department funds
- Special Revenues – must be used for the specific purpose collected.
- Generated by **all sources other than** Tax Revenue and Tuition.
 - Lab Fees
 - Testing Fees
 - Online Fees
 - Royalties
 - Foundation Funds
- Roll over from one year to the next.

	EXPENSES							
Fund	Account	Account Name	Adjusted Budget	YTD Actual	Commitments	Committed Salaries	Available to Spend	% Spent
A2000								
	1100	Unclassified Salaries-Permanent	\$178,713.00	\$24,361.94	\$0.00	\$154,351.06	\$0.00	
	1105	Unclassified Salaries-Stipend	\$2,998.00	\$299.76	\$0.00	\$0.00	\$2,698.24	
	1115	Unclassified Salaries-Add'l Comp	\$0.00	\$480.00	\$0.00	\$0.00	(\$480.00)	
	1150	Grad Assistants-Direct Instruction	\$0.00	\$266.67	\$0.00	\$0.00	(\$266.67)	
	1180	Unclassified Salaries-Lecturer	\$0.00	\$480.00	\$0.00	\$0.00	(\$480.00)	
	1750 - 1999	Benefits	\$13,785.13	\$13,785.13	\$0.00	\$0.00	\$0.00	
		Total Salaries & Benefits	\$195,496.13	\$39,673.50	\$0.00	\$154,351.06	\$1,471.57	20.29%
	2062	Postage Charge Non DISC	\$250.00	\$6.76	\$0.00	\$0.00	\$243.24	
	2072	Long Distance Communication	\$50.00	\$9.90	\$0.00	\$0.00	\$40.10	
	2230	Dupl, Blue-Printing, & Reproducing	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	
	2240	Advertising	\$170.00	\$0.00	\$0.00	\$0.00	\$170.00	
	2310	Copier Rentals and Leases	\$1,366.00	\$0.00	\$0.00	\$0.00	\$1,366.00	
	2430	Machinery & Equip Repair & Service	\$800.00	\$92.46	\$0.00	\$0.00	\$707.54	
	2440	Buildings & Grounds Rep & Service	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	
	2512	Private Vehicle Mileage-Out of St	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	
	2661	Job Related Training & Conf Registr	\$390.00	\$0.00	\$0.00	\$0.00	\$390.00	
	2690	Other Fees	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	
	2790	Other Professional Fees	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	
	2970	Official Hospitality	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	
	3200	Food	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	
	3690	Other Prof Scientific Suppl & Mat	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	
	3710	Stationery and Office Supplies	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	
	3730	Telecommunications Supplies	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00	
		Total Other Operating Expenses	\$5,766.00	\$109.12	\$0.00	\$0.00	\$5,656.88	1.89%
	Total Expense (Salaries, Benefits and Operating)		\$201,262.13	\$39,782.62	\$0.00	\$154,351.06	\$7,128.45	

GU EXAMPLE

\$5,766.00

\$ (109.12)

\$5,656.88

EPAF Tracking

Dept - 102xxx					Funding								BUDGET		
STUDENT	WSU ID	Trans #	Start	End	ORG	FUND	GU	RU	OBJ	SC	Amount	GU Stipends	Memo		
xxx	xx	222778	1/12/2020	5/16/2020	1020xx	a2000	x		1120		\$ 3,720.00	\$3,720.00			
xxx	xx	222740	1/12/2020	5/16/2020	1020xx	a2000	x		1120		\$ 3,720.00	\$3,720.00			
xxx	xx	222741	1/12/2020	5/16/2020	1020xx	a2000	x		1120		\$ 3,720.00	\$3,720.00			
xxx	xx	222766	1/12/2020	5/16/2020	1020xx	a2000	x		1120	x	\$ 3,720.00	\$3,720.00	SOUTH		
xxx	xx	222135	1/12/2020	5/16/2020	1020xx	dxxxx		x	1130		\$ 3,220.00	\$0.00			
		222189	1/12/2020	5/16/2020	1020xx	dxxxx		x	1130		\$ 3,720.00	\$0.00			
												\$0.00			
											\$ 21,820.00	\$14,880.00	GU TOTAL		
												\$6,940.00	RU TOTALS		
												\$21,820.00	TOTAL GTA fun		

5/22/2020 12:

Funds: A2000

Fiscal Year: 2020

Period Ending: YTD

\$14,880.00 1120 TOTALS

\$0.00 1130 TOTALS

\$0.00 1140 TOTALS

\$0.00 1150 TOTALS

\$14,880.00 TOTAL

EXPENSES

Fund	Account	Account Name	Adjusted Budget	YTD Actual	Commitments	Committed Salaries	Available to Spend
2000							
	1100	Unclassified Salaries-Permanent	\$152,076.00	\$152,076.00	\$0.00	\$0.00	\$0.00
	1115	Unclassified Salaries-Add'l Comp	\$26,625.00	\$29,625.00	\$0.00	\$0.00	(\$3,000.00)
	1120	Grad Assistants-Indirect Instruct	\$15,929.88	\$30,809.76	\$0.00	\$0.00	(\$14,879.88)
	1170	Unclassified Sal-Summer Lecturer	\$2,625.00	\$2,625.00	\$0.00	\$0.00	\$0.00
	1180	Unclassified Salaries-Lecturer	\$15,000.00	\$24,600.00	\$0.00	\$0.00	(\$9,600.00)
	1750 - 1999	Benefits	\$71,818.70	\$71,818.70	\$0.00	\$0.00	\$0.00
		Total Salaries & Benefits	\$284,074.58	\$311,554.46	\$0.00	\$0.00	(\$27,479.88)

Fiscal Year Beginning Cash Balance			\$2,576.31				
			REVENUE				
Account	Account Name	Expected Revenue	YTD Actual Revenue		Expected Revenue minus Actual Revenue		
L26741	Unapplied Departmental Scholarships	\$0.00	\$0.00			\$0.00	
R70002	Prior Year Carried Forward	\$2,576.31	\$0.00			(\$2,576.31)	
R80073	Gifts - WSU Foundation	\$39,500.00	\$39,500.00			\$0.00	
R80128	Internal Income - Other	\$15,200.00	\$16,200.00			\$1,000.00	
R80236	Transfer from Other Funds	\$14,783.25	\$15,780.25			\$997.00	
	Total Revenue	\$72,059.56	\$71,480.25			(\$579.31)	
			EXPENSES				
Account	Account Name	Adjusted Budget	YTD Actual	Commitments	Committed Salaries	Available to Spend	% Spent
1115	Unclassified Salaries-Add'l Comp	\$10,100.00	\$9,300.00	\$0.00	\$0.00	\$800.00	
1180	Unclassified Salaries-Lecturer	\$4,700.00	\$4,700.00	\$0.00	\$0.00	\$0.00	
1200	Student Salaries-Regular	\$9,200.00	\$1,258.75	\$0.00	\$0.00	\$7,941.25	
1760	State Leave Pymt Assessment	\$0.00	\$100.66	\$0.00	(\$100.66)	\$0.00	
1780	Parking Fee	\$0.00	\$0.04	\$0.00	(\$0.04)	\$0.00	
1830	Regents Retirement	\$0.00	\$790.50	\$0.00	(\$790.50)	\$0.00	
1850	TIAA Disability	\$0.00	\$93.00	\$0.00	(\$93.00)	\$0.00	
1910	FICA OASDI/Medicare	\$1,837.25	\$0.00	\$0.00	\$1,837.25	\$0.00	
1911	Medicare	\$0.00	\$201.51	\$0.00	(\$201.51)	\$0.00	
1912	OASDI	\$0.00	\$861.67	\$0.00	(\$861.67)	\$0.00	
1970	Workers Compensation	\$0.00	\$43.27	\$0.00	(\$43.27)	\$0.00	
1980	Unemployment Compensation	\$0.00	\$6.89	\$0.00	(\$6.89)	\$0.00	
	Total Salaries & Benefits	\$25,837.25	\$17,356.29	\$0.00	(\$260.29)	\$8,741.25	67.18%
2622	Student Travel - Honorariums	\$0.00	\$18,000.00	\$0.00	\$0.00	(\$18,000.00)	
2970	Official Hospitality	\$0.00	\$267.00	\$0.00	\$0.00	(\$267.00)	
3200	Food	\$146.00	\$0.00	\$0.00	\$0.00	\$146.00	
3710	Stationery and Office Supplies	\$0.00	\$1.45	\$0.00	\$0.00	(\$1.45)	
3720	Data Processing Supplies	\$43,500.00	\$0.00	\$0.00	\$0.00	\$43,500.00	
5660	Scholarships	\$0.00	\$23,250.00	\$0.00	\$0.00	(\$23,250.00)	
BALFWD	Balance Forward-Budget Only	\$2,576.31	\$0.00	\$0.00	\$0.00	\$2,576.31	
	Total Other Operating Expenses	\$46,222.31	\$41,518.45	\$0.00	\$0.00	\$4,703.86	89.82%
Total Expense (Salaries, Benefits and Operating)		\$72,059.56	\$58,874.74	\$0.00	(\$260.29)	\$13,445.11	

RU EXAMPLE

\$ 2,576.31

\$ 39,500.00

\$ 16,200.00

\$ 15,780.25

\$(17,356.29)

\$(41,518.45)

\$ 15,181.82

Current Cash Balance	\$15,181.82				
Fiscal Year Cash Less Commitments	\$15,181.82				

“Travel” Funds

- Dean’s office will continue to support Tenured Track Faculty’s research
 - Since travel is prohibited currently, this will go towards **virtual** conference registrations.
 - Pre-Tenured - \$1,300 max
 - Tenured - \$800 max
 - Must be presenting a paper
- Not physical traveling = no travel request in Chrome River
 - I will reimburse the department with **A2000** funds
 - Send me an email with the conference info
 - Conference Name
 - Registration Amount
 - Verification of Presentation

Where can I find additional information?

Administrative Processes & Procedures Toolbox:

Faculty/Staff Home myClasses myFinan

Employee Toolbox


Technology Help Desk
[Help Desk](#)
[Manage your Password](#)
[Phishing Email Safety](#)
[VPN Download](#)
[WSU Wireless Network Access](#)


Email/Voicemail
[Outlook Web Apps Mail \(Employee email\)](#)
[Voicemail Web Interface \(Must be on campus or use VPN\)](#)


Tools
[Chronicle of Higher Education](#)
[Drop Box](#)
[Faculty Change Of Grade Request](#)
[Foundation Resources for Campus Staff](#)
[JAMF Enrollment \(Mac OS and iOS devices only\)](#)
[myTools](#)
[myWSU ID Lookup](#)
[Pinnacle \(Telecommunications Billing\)](#)
[Service Catalog and Requests](#)
[Student Concern Resolution Guide](#)
[Student Early Alert System](#)
[WSU Strategic Planning](#)
[WSU Today](#)

University Budget
[2021 Adopted Operating Budget](#)
[TM1 Fiscal Year Budget System](#)
[TM1 Training Video](#)
[TM1 Training Guide](#)

Employee Training, Resources & Professional Development

 **ShockerSTART**
Services, Training, Activities, Resources, Tools for employees

 **myTraining** For Employees:
Instructor Led, Online & Materials

 **EmpHelp** View employee demos, guides & links

- Administrative Processes & Procedures Toolbox
- [Accounts Receivable Training Courses](#)
- [myWSU eTour Guide](#)



ctions

[Send Feedback](#)

[Website Discussion](#)

reas

[Glossary](#)

[Help](#)

[About](#)

nform

[Add To My Favorites](#)

[Subscribe](#)

[Tell Others](#)



Administrative Processes & Procedures

Toolboxes:

[Adobe Toolbox](#)

Adobe Links and Guides

Banner Area Toolboxes:

[Schedule Building Toolbox](#)

Schedule Building Information and Guides

[Student Banner Toolbox](#)

Banner Student Information & Advising Guides

[Purchase Requisition Toolbox](#)

Creating Requisitions in Banner

[Timekeeping Toolbox](#)

Department Time Entry Guides

[ePAF Toolbox](#)

Electronic Personnel Action Forms (ePAF) Guides

[Finance Toolbox](#)

Finance related tasks, links and more

[Finance Basics](#)

Information regarding Finance Access & Terminology

[HR & Payroll Deadlines Toolbox](#)

Payroll Processing & ePAF Dates

[Microsoft Office Toolboxes](#)

Microsoft Office Suite Links and Guides

Q & A