

YEAR-END PROCEDURE GUIDE

Query Based Version

University Budget Office

Updated March 2014

For June 2014

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I. Under Monitoring Tools & Reports select Query Manager (Rpt) and search for the query named BUD_DETAILED_PROJECT_BBA

- Run to EXCEL
- When prompted:
 - enter current FY
 - Accounting Period=12 will pick up all activity thus far
 - 6 digit dept id or use wildcard, for example, 160102 or 1601% or 16%

II. Create a Pivot Table with the Query Results

- Click in the results grid, i.e. cell A3
- Choose Insert and Pivot Table
- Be sure the Create Pivot Table box looks like the sample on [Attachment 1](#) and click OK.
- Rename the original tab “Data” and the new tab “Pivot”
- From the PivotTable Field List, click on the desired fields to set up the Row Labels and Values. They should default to the appropriate box or you can drag them to the desired location. See sample provided on [Attachment 2](#) and the sample pivot table on [Attachment 3](#).
- If the fields in the Values box default to Count rather than Sum, Click on the drop down arrow beside the field, select Value Field Settings. In the Value Field Settings pop up box, select Sum.
- Close the PivotTable Field List by clicking the “X” in the upper right corner of the Field List. To reopen the

PivotTable Field List, right click within the table and select, "Show Field List"

- To add or remove subtotals for row headings, right click on a row heading within the Pivot table, and check or uncheck the Subtotal option.
- Filter on column headings as needed
- Modify field list as needed

III. Distance Education projects - Confirm all projects are clear and inactivated.

A. Use Chartfield Inquiry to search for active projects.

<http://www7.acs.ncsu.edu/CFInquiry/>

Inquire on 2, 4 or 6 digit department with * as wildcard, ie 14*, enter class of 215, and check the box beside Projects for "Active Only".

B. Use Pivot Table to see if active projects have activity.

Filter on Class=215 or Type of Funds=Dist Ed (205xxx).

Once all activity is cleared, work with your budget analyst to have the project inactivated.

IV. Receipt Budget Structure

A. Using Pivot Table, filter on the Account column and select all revenue accounts.

B. If receipts are over realized, submit a paper budget revision to increase budget structure. In the justification,

be sure to explain the activity that generates the revenue. Expenditures must also be increased for the same amount. Expenditure and revenue budgets should always be equal in appropriated receipt projects.

- C. If receipts are **significantly under** realized, submit a paper budget revision to **decrease** structure. This will allow us to use the structure for another unit without having to go to OSBM for approval.

V. Financial Aid Structure

- A. Using the Pivot Table, filter on the Account column and select all accounts like 56xxx.
- B. Budget must be structured to cover expenditures against the following detail accounts:
- **56510, 56515, 56518, 56540, 56545** (Used only by the Office of Scholarships and Financial Aid)
 - **56519**-Other Non-Service Scholarships and Fellowships
 - **56570**-Traineeships
 - **56575**-Graduate Student Tuition Awards (Usually paid by the Graduate School but may be charged to the college when they wish to continue support for a student who has exceeded the allowable semesters.)
 - **56581**-UNC Campus Scholarships (EMAS and Graduate School only)
 - **56590**-Other Educational Awards

- **56905**-Non-Employee Awards. Budget level is 56900
- **56962**-Stipends and Allowances: Only allowed on state funds if it is for non-student services. Allowed on F&A Funds. Budget level is 56900.
- **56963**-Federally Funded REU: Should only be used with ledger 5 projects.
- **56980**-Sub-grant and sub-contract payments (Only used with Space Grant Consortium)
- **56990**-Used for Cooperating Raleigh Colleges. Budget level is 56900.

C. If additional structure is needed, submit a paper budget revision with explanation of the program or expense to your budget analyst.

D. Remember, per the UNC Policy Manual, new financial aid programs cannot be established without specific approval by the Board of Governors. Also, student fees are not an allowable charge against state appropriations.

VI. Scrub for Unallowable Charges

A. Reference Documents

- Spending Guidelines
http://www.fis.ncsu.edu/controller/guidelines_ref/Spending_Guidelines.pdf
- State Budget Manual

http://www.osbm.state.nc.us/files/pdf_files/BudgetManual.pdf

- Chart of Expense Accounts

http://www.fis.ncsu.edu/controller/accounting_system/expenses_revenues/expense_index.asp

B. Run WRS Report 14; Select 16030 and F&A; ALL Classes; Summary; Funding Group

C. Drill on Grand Total FYTD Activity or drill on the appropriate expense lines to look for the following Ineligible Charges:

- **51530 - Employee Moving Expense**

Can only be paid with foundation or discretionary funds. See page 3 of Spending Guidelines.

- **52205 - Food Products**

- Generally speaking, state funds should not be used to purchase food items. Exception - See Section 5.8.3 of State Budget Manual. Send confirmation of exceptions to your budget analyst.

- Food is NOT ALLOWED on F&A – no exceptions

- **52209 - Alcohol**

Purchase of alcoholic beverages and “setups” is prohibited from state funds and F&A funds. See page 6 of Spending Guidelines.

- **533XX - Utilities**

There should be no utilities expense booked to 533xx by a unit other than Facilities. The **only** exception is CMAST (Dept 0612; billed to CMAST project 224012.)

- **53901 - Awards and Banquets**

Ineligible for state and F&A funds. Exception - See Section 6.1.6 on page 145 of State Budget Manual. Send documentation supporting exceptions to your budget analyst.

- **53921 - Food Service Agreements**

Follows same requirements as 52205 Food Products. Send confirmation of exceptions to your budget analyst.

- **53996 - Entertainment Costs**

Ineligible for state and F&A funds. See Chart of Account Description for 53996.

- **53997 - Fines and Penalties**

Ineligible for state and F&A funds.

- **56962 – Stipends and Allowances**

Only allowed on state funds if it is for non-student services.

VII. Review State Appropriated and Appropriated Receipt Budgets and Balances using Pivot Table.

A. To view state appropriated funds, filter on Type of Funds, selecting all state appropriated and summer school types. Use results to verify the following:

1. No negative budgets in the Current Budget column.
2. Budget Balance Available is positive for each account by program.
3. Summer School (program 102) – remember Summer School is not covered by the benefits pool and final fringe benefit charges (account 51891) will post after the final payroll runs and must be considered when reviewing YTD expenditures.
4. Budget Balance Available - The query results include change in payables so you can check actual cash balances. Subtotal by Program or Project by right clicking in the column and selecting Subtotal. Cash balances must be positive by Program for each 2 digit dept id. **Units can decide if they want balances to be positive at a more detailed level.**
5. Encumbrances – The query results include both BBA without encumbrances and BBA with encumbrances. Be aware of which field you have pulled into your pivot table. If you have encumbrances causing a negative BBA, but they will not pay this fiscal year, please communicate this to your budget analyst.

B. To view appropriated receipt funds, filter on Type of Funds & select Appropriated Receipts. Use results to verify the following:

1. No negative budgets in the Current Budget column.
2. Subtotal by project and verify total current budget for each project is \$0. Receipt budgets and expenditure budgets should always net to "0" in appropriated receipt projects.
3. BBA for each revenue account is a negative number or zero, meaning there is sufficient budget for the revenue collected. (This was first checked in item IV Receipt Budget Structure.)
4. BBA is positive for each expenditure account by program.
5. Budget Balance Available - The query results include change in payables and change in receivables so you can check actual cash balances. Subtotal by Program or Project by right clicking in the column and selecting Subtotal. Cash balances must be positive by Program for each 2 digit dept id. Units can decide if they want balances to be positive at a more detailed level.

6. Encumbrances – The query results include both BBA without encumbrances and BBA with encumbrances. Be aware of which field you have pulled into your pivot table. If you have encumbrances causing a negative BBA, but they will not pay this fiscal year, please communicate this to your budget analyst.

7. Pre-collected Receipts are receipts collected in the current fiscal year for programs which will be provided in the next fiscal year. **All unspent revenue is not considered pre-collected receipts.** OSBM allows us to carry forward pre-collected receipts with appropriate justification. Please let your budget analyst know as soon as possible if you anticipate having pre-collected receipts that need to be carried forward.

VIII. Trust Fund Cash Balances (F&A and ETF projects)

A. **F&A** – To view F&A balances using the Pivot Table, filter on Type of Funds, selecting F&A. Be sure you have subtotaled on Program by right clicking in the Program column and selecting Subtotal.

1. The BBA by Program should be positive. Cash balances must be positive or zero by Program for each 2 digit dept id. Units can decide if they want balances to be positive at a more detailed level.

2. If you have encumbrances causing a negative BBA, but they will not pay this fiscal year, please communicate this to your budget analyst.
3. Remember final fringe benefit charges (account 51891) will post after the final payroll runs and must be considered when reviewing YTD expenditures.
4. F&A Carry Forward Request – If there is an opportunity to carry forward F&A balances, a memo with instructions for making a request will be sent to Vice Chancellors and Deans from VC Leffler and VC Lomax. This memo typically goes out by the end of April.

B. Educational and Technology Fees - To view ETF balances using the Pivot Table, filter on Type of Funds selecting ETF. Be sure you have subtotaled on Project by right clicking in the Project column and selecting Subtotal.

1. The BBA by Project should be positive or zero. If you have encumbrances causing a negative BBA, but they will not pay this fiscal year, please communicate this to your budget analyst.

2. Remember final fringe benefit charges (account 51891) will post after the final payroll runs and must be considered when reviewing YTD expenditures.
3. Carryover of ETF funds is not encouraged, although they are now structured as trust funds rather than appropriated receipts. However, if there are extenuating circumstances that justify the need to carry forward ETF funds to complete projects that were begun this fiscal year and cannot be completed by year-end, you may submit a request. Please coordinate with the member of the ETF Advisory Team from your college/unit and include a brief justification, the projected \$ amount being requested to carry forward, and the project(s) numbers affected. If you plan to submit a request, please send it to Barry Olson no later than June 16, 2014.
4. If you plan to carry forward ETF funds, you will need to leave budget unspent in the amount of the carry forward request. If you have less budget unspent when the year closes than you requested to carry forward, the lesser amount will be carried forward. A one-time budget entry will be made next fiscal year for the carry forward amount.

IX. Future Year

A. Future Budgets – Use the Pivot Table to look at future budgets for all types of funds, confirming there are no negative budgets. Submit budget journals to eliminate any negative future budgets. If adjusting only the future year, use scenario FY29 on your journal. If adjusting the current and future year, use scenario CN24.

B. Salary Reserves - Run Position Control Summary – Future Year report. Clear any negative salary reserves (\$s and FTE). **To correct negative salary reserves, a HR salary distribution action must be processed or a continuing (CN24) or future year (FY29) budget revision to fully fund salaries.**

X. Payroll Suspense - Review your departmental suspense project 3799xx and any projects with charges to payroll suspense account 51190. Clear all balances.

A. Check suspense project 3799xx in Pivot Table to see if there is a balance or run WRS Report 3 - Cash Balance Report - on suspense Project ID 3799xx to see balances.

B. Run Labor Distribution Reports in HR to see detail labor charges. (Navigation: Human Resources, Commitment Accounting, Commitment Accounting Reports, Labor Distr Reports After 2012):

1. Run on Project ID 3799xx (Sort Order by Empl ID or Name is recommended).
 2. Run separately on Account 51190 (Sort Order by Empl ID or Name is recommended).
 3. Select output type and Details. (Note: If download to Excel and add subtotals by Empl ID or Name, you can see which ones do not net to zero.)
 4. Monitor HR cut-off dates for payroll distribution lockout.
 5. Create redistributions in HR to clear suspense charges.
- C. Any suspense that occurs in the June monthly or last bi-weekly payroll can be cleared by:
1. Creating an actuals JV in Financials before June close.
 2. Creating redistributions in HR - which will run in July payrolls.
 3. After ledger opens for July activity, copy the JV and reverse the entries. This JV will offset the redistributions that flow from July payrolls.
 4. Note these redistributions will show up on next year's Labor Distr Reports (run id's will begin with prior year).

- D. Remember the fringe benefit charges (account 51891) associated with the suspense project will not show on the Labor Distribution Reports but are included in the WRS Cash Balance. These fringe benefit charges normally clear out through the 51891 allocation process at the end of the month.
- E. Any cash balance left on the suspense project at the end of the fiscal year will carryover into the next fiscal year and be harder to identify and clear.
- F. The Controller's Office sends out reminders to Business Officers on clearing suspense project balances, and Jennifer Brady is available to assist with payroll suspense issues.

Create Pivot Table

? X

Choose the data that you want to analyze

Select a table or range

Table/Range: 

Use an external data source

Connection name:

Choose where you want the PivotTable report to be placed

New Worksheet

Existing Worksheet

Location: 

Pivot Table Field List

X

Choose fields to add to report: 

- 6-Digit Dept
- Class**
- Type of Funds**
- Fund
- Projects**
- Program**
- Account**
- Current Budget (Structure)**
- FYTD Actuals (Exp & Rcpt)**
- BBA w/out Encumbrances
- BBA w/Encumbrances**
- Future Budget**

Drag fields between areas below:

 Report Filter

 Column Labels

 Row Labels

 Values

<input type="checkbox"/> Defer Layout Update	<input type="button" value="Update"/>
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Attachment 3

	A	B	C	D	E	F	G	H	I
1									
2									
3	Data								
4	Class	Type of Funds	Program	Projects	Account	Sum of Current Budget (Structure)	Sum of FYTD Actuals (Exp & Rcpt)	Sum of BBA w/Encumbrances	Sum of Future Budget
5	11	Payroll Suspens	152	379914	51190	0.00	0.00	0.00	0.00
6				379914 Total		0.00	0.00	0.00	0.00
7				152 Total		0.00	0.00	0.00	0.00
8				Payroll Suspense Total		0.00	0.00	0.00	0.00
9	11 Total					0.00	0.00	0.00	0.00
10	212	State Approp	101	201199	51110	91,539.00	61,000.00	39.00	0.00
11					51210	10,496.00	6,846.66	0.01	0.00
12					51310	0.00	0.00	0.00	0.00
13					51499	19,250.00	13,107.50	6,142.50	0.00
14					518XX Benefits Pool	27,951.66	18,894.76	0.00	0.00
15					51950	0.00	0.00	0.00	0.00
16					51990	500.00	0.00	0.00	0.00
17					55999	14,016.00	7,943.61	6,674.39	14,486.00
18					Change in Payables	0.00	0.00	0.00	0.00
19				201199 Total		168,354.66	112,292.53	12,855.90	14,486.00
20				201200	51110	440,000.00	0.00	440,000.00	84,000.00
21					51210	0.00	0.00	0.00	0.00
22					51499	0.00	0.00	0.00	0.00
23					55999	0.00	0.00	0.00	211,256.00
24				201200 Total		440,000.00	0.00	440,000.00	295,256.00
25				201201	51210	0.00	0.00	0.00	0.00
26					518XX Benefits Pool	16.74	16.74	0.00	0.00
27					55999	0.00	0.00	0.00	0.00
28					Change in Payables	0.00	0.00	0.00	0.00
29				201201 Total		16.74	16.74	0.00	0.00
30				201202	51110	2,062,921.00	1,200,522.16	158,455.32	1,827,392.00
31					51210	406,723.00	263,004.16	3,934.84	842,730.00