

YEAR-END PROCEDURE GUIDE

WRS Based Version

University Budget Office

Updated April 27, 2015
For June 2015

- I. Receipt Budget Structure
- II. Financial Aid Structure (56xxx)
- III. Scrub for Unallowable Charges on State and F&A Funds
- IV. Review State Appropriated and Appropriated Receipt Budgets, Balances and Cash
 - Budget & Balances
 - Encumbrances
 - Precollected Receipts
- V. Trust Fund Cash Balances
 - F&A (including carryover requests – if applicable)
 - Educational and Technology Fees (including carryover requests)
- VI. Future Year
 - a. Future Budgets
 - b. Salary Reserves
- VII. Payroll Suspense

- I. Receipt Budget Structure – Two Options for checking receipt budgets. You can use WRS reports to look at your appropriated receipt projects, but it can be cumbersome since revenue lines are rolled together. **You may want to consider the query in Option 2 below.**

A. 1. **Option 1: WRS Reports.**

- a. Run Report 14 for your unit.
- Unit/College – Select your 2 digit Unit/College
 - Funding Group = 16030
 - Department Breakdown = Choose 4 or 6 digit
 - Department = ALL
 - Program Code = ALL
 - Class = Select all of the 5 digit classes to pull appropriated receipts.
 - Department levels – Your choice depending on the level of detail needed.
 - Sort – Recommend selecting one of the options that includes Program
- b. When the report has run, drill on Current Budget for Total Revenues to see budgets in the detail level accounts. Drill on FYTD Activity for Total Revenues to see actuals by detailed account. Compare budget to actuals to determine where additional budget structure is needed.

2. **Option 2: Budget Query (Recommended)**

- a. Under Monitoring Tools & Reports select Query Manager (Rpt).
- Query Name is BUD_DETAILED_PROJECT_BBA
 - Run to EXCEL
 - When prompted:
 - enter current FY

- Accounting Period=12 will pick up all activity thus far
 - Enter 6 digit dept id or use wildcard, for example, 160102 or 1601% or 16%
- b. When the report downloads to EXCEL, delete the first line which has no data and add Filter. Filter the Account column for all revenue accounts. Column J shows the amount of budget structure over or under realized for each project and revenue account.
- 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. Expense budget must also be increased for the same amount. Expenditure and revenue budgets should always 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.

II. Financial Aid Structure

- A. Check financial aid budget structure by running WRS reports or by using the Budget Query (see options 1 & 2 under Receipt Budget Structure). If using WRS, drill on the 56000-56999 line to compare budget with actuals by detailed account. If using the BUD_DETAILED_PROJECT_BBA query, filter on all 56xxx accounts to see BBA's for each project and account.
- 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. In recent years, the University was prohibited by Office of State Budget and Management (OSBM) from flexing financial aid. This restriction has been lifted, so paper budget revisions are no longer necessary. Online budget revisions may be processed to flex 56XXX budget. They will route to the budget office for approval.

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.

III. Scrub for Unallowable Charges

A. Reference Documents

- Spending Guidelines
http://controller.ofb.ncsu.edu/files/2014/06/Spending_Guidelines.pdf
- State Budget Manual
http://www.osbm.state.nc.us/files/pdf_files/BudgetManual.pdf
- Chart of Expense Accounts
<http://controller.ofb.ncsu.edu/expense-accounts/>

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

C. Drill on Total Expenditures Fiscal Year to Date (FYTD) 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.

IV. Review State Appropriated and Appropriated Receipt Budgets and Balances

A. WRS Report 14 for State Appropriated Funds

- Unit/College – Select your 2 digit ouc
- Funding Group = 16030
- Department Breakdown = Choose 4 or 6 digit
- Department = ALL
- Program Code = All
- Class = Select all 3 digit class numbers
- Department Levels – Your choice depending on the level of detail needed.
- Sort = Department, Funding Group, Program

After running the report:

If your Preferences are not set to automatically show the balance sheet, be sure to click on the gray bar at the top labeled [“Show Balance Sheet”](#)

Using the Report, verify the following ([reference Attachment 1](#)):

1. No negative budgets in the Current Budget column.
2. Budget Balance Available is positive by program (purpose) and account (salary lines, contracted services, total operating expenditures, student aid, and transfers).
 - a. 51900 - 51999 (Contract Services) is budgeted separate from 55999 (Operating Expenses) at 519x0.
 - b. 55999 –Budget level for expenditures from 52xxx to 55999. The exception to this is 53300 utilities (Facilities use) and 55600 (Libraries use).
 - c. Summer School (purpose 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.
3. Budget Balance available at the bottom of the page, after Change in Accts Receivable and Change in Accts Payable, is positive ([see Attachment #1](#)). If a negative BBA is caused by encumbrances that will not pay this fiscal year, please communicate this to your budget analyst.

B. WRS Report 14 for Appropriated Receipts.

Run the same as for state appropriated funds but select class 23376.

After running the report:

If your Preferences are not set to automatically show the balance sheet, be sure to click on the gray bar at the top labeled [“Show Balance Sheet”](#)

Using the Report, verify the following:

1. No negative budgets in the Current Budget column.

2. Budget Balance Available is positive by purpose and account (salary lines, benefits line, contracted services, total operating expenditures, student aid, and transfers).
 - a. 51900 - 51999 (Contract Services) is budgeted separate from 55999 (Operating Expenses)
 - b. 55999 –Budget level for expenditures from 52xxx to 55999. The exception to this is 53300 utilities (Facilities use) and 55600 (Libraries use).
 - c. Remember final fringe benefit charges (account 51891) will post after the final payroll runs and must be considered when reviewing YTD expenditures.
3. Budget Balance available at the bottom of the page, after Change in Accts Receivable and Change in Accts Payable, is positive (**see #4 on Attachment #1**). If a negative BBA is caused by encumbrances that will not pay this fiscal year, please communicate this to your budget analyst.
4. Precollected Receipts are receipts collected in the current fiscal year for programs which will be delivered in the next fiscal year, such as workshops and summer camp sessions. **All unspent revenue is not considered precollected receipts.** OSBM allows us to carry forward precollected receipts with appropriate justification. Please let your budget analyst know as soon as possible if you anticipate having precollected receipts that need to be carried forward.

V. Trust Fund Cash Balances

- A. F&A – Run WRS Report 14 for F&A funds.
 - Unit/College – Select your 2 digit ouc
 - Funding Group = F and A Receipts
 - Department Breakdown = Choose 4 or 6 digit
 - Department = ALL
 - Program Code = All

- Class = All
- Department Levels – Your choice depending on the level of detail needed.
- Sort = Department, Funding Group, Program

If your Preferences are not set to automatically show the balance sheet, be sure to click on the gray bar at the top labeled “[Show Balance Sheet](#)”.

1. After running report, look at bottom line after encumbrances.
 - Remember final fringe benefit charges (account 51891) will post after the final payroll runs and must be considered when reviewing YTD expenditures.
2. Budgets must be positive or have a zero balance, by purpose code, after adjusting for any encumbrances that will not pay.
3. 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 Vice Chancellor Leffler and Interim Vice Chancellor Vouk. This memo typically goes out by the end of April.

B. Educational and Technology Fees – Run WRS Report 14 for ETF.

- Unit/College – Select your 2 digit ouc
- Funding Group =Auxiliary Sales and Services
- Department Breakdown = Choose 4 or 6 digit
- Department = ALL
- Program Code = All
- Class = 39
- Department Levels – Your choice depending on the level of detail needed.
- Sort = Department, Funding Group, Program

If your Preferences are not set to automatically show the balance sheet, be sure to click on the gray bar at the top labeled [“Show Balance Sheet”](#)

1. After running report, look at bottom line after encumbrances.
 - Remember final fringe benefit charges (account 51891) will post after the final payroll runs and must be considered when reviewing YTD expenditures.
2. Budgets must be positive or have a zero balance after adjusting for any encumbrances that will not pay.
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 5, 2015.
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.

VI. Future Year

A. Future Budgets

- Run WRS Reports for each fund type (State Appropriated, Appropriated Receipts, ETF and F&A) as shown above. When report is displayed, select “[Show/Hide FTE/Future](#)”. Submit budget journals to eliminate any negative future budgets (\$s and FTE). If adjusting only the future budget use scenario FY29 on your on-line journal. If adjusting the current and future year use scenario CN24.

B. Salary Reserves

- Permanent funding should be budgeted for all permanent SPA and EPA positions (recognizing that 51310 budget provides funding for other salary lines in some cases). [See Attachment 2](#).
- 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.**

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

A. 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 carry over 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.

Report 14 - Chartfield Specific Balance by Account
As of June 30, 2014
Display by Department, Funding Group, then Program Code

ATTACHMENT #1

Unit / Catalog: XX - Unit ABC
Fund Group: 6030 - Academic Affairs
Program: A.L.
Class: 211 - 6030 - Unused as of FY2009, 212 - 6030 - State Appropriated 213 - 6030 - Unuse as of FY2009, 214 - 6030 - PremTut Prior to FY12, 215 - 6030 - Disan
Department ID: A.L.

XX - Unit ABC
6030 - Academic Affairs
101-Regular Term Instruction

#1 No negative Budgets
#2 By purpose and account
#3 Encumbrances
#4 Bottom Line

Accounts	Description	Current FTE	Current Budget	Current Month Activity	FYTD Activity	Encumbrances	Budget Balance Available
1100	Cash (PTD)	-	0.00	(728,046.33)	8,833.48	0.00	(6,933.48)
10000-19999	Total Assets (PTD)	-	0.00	(728,046.33)	(43,812.18)	0.00	43,812.18
22010	Accounts Payable (PTD)	-	0.00	11,416.21	(12,026.48)	0.00	-2,629.46
20000-29999	Total Liabilities (PTD)	-	0.00	11,416.21	(13,477.59)	0.00	13,477.59
30000-39999	Total Fund Equity (PTD)	-	0.00	0.00	9,621.42	0.00	(9,621.42)
40000-40209 40220-49999	Total Revenues	-	0.00	0.00	0.00	0.00	0.00
51200-51199	EPA Non-Teaching Salaries	3.90	239,858.53	17,673.35	239,858.53	0.00	(0.00)
51200-51299	SPA Employees Salaries	11.94	305,741.00	28,767.01	305,742.51	0.00	(1.31)
51300-51300	EPA Teaching Salaries	49.31	2,953,097.00	238,563.84	2,854,155.89	0.00	(1,038.89)
51400-51499	Temporary Wages	-	42,106.00	3,195.45	41,835.17	0.00	273.83
51500-51799	Other Personnel Expenditures	-	41,376.00	4,375.00	41,375.00	0.00	0.00
51800-51999	Staff Benefits	-	818,992.00	52,374.01	518,760.99	0.00	(78,989)
51000-51899	Total Personnel Expenditures	65.15	4,200,802.00	381,944.46	4,201,787.94	0.00	(906.94)
51300-51999	Contracted Services	-	51,732.00	24,023.00	75,548.51	0.00	2,186.49
52000-52000	Supplies and Materials	-	0.00	10,087.64	112,961.89	0.00	(112,861.99)
53100-53125 53140-53100	Travel - Domestic	-	0.00	3,563.70	57,546.84	0.00	(57,546.84)
53130-53135	Travel - Foreign	-	0.00	63.45	10,715.09	0.00	(10,715.09)
53000-53099 53200-53999	Contract Services	-	0.00	83,248.58	150,522.06	17,476.00	(207,896.05)
54000-54999	Fixed Charges	-	0.00	135.44	26,187.31	0.00	(26,187.31)
55000-55995	Capital Outlays	-	0.00	233,734.44	280,315.33	0.00	(290,315.83)
55998	Operating Budget Pool	-	654,808.00	0.00	0.00	0.00	694,808.00
51900-55999	Total Operating Expenditures	-	776,340.00	334,693.66	787,498.63	17,476.00	(8,634.83)
56000-58995	Student Aid/Subcontracts	-	0.00	0.00	0.00	0.00	0.00
57000-57995	Debt Service	-	0.00	0.00	0.00	0.00	0.00
58000-59000	Transfers/Roserves	-	0.00	0.00	0.00	0.00	0.00
59000-59998	Budget Pool	-	0.00	0.00	0.00	0.00	0.00
50000-59998	Total Expenditures	65.15	4,977,222.00	716,628.12	4,869,283.67	17,476.00	(9,537.87)
40000-40208 40220-59999	Total (Net)	65.15	4,977,222.00	716,628.12	4,869,283.67	17,476.00	(9,537.87)
11300 11300	FYTD Change in Accts Rec	-	-	(177.35)	-	-	-
22010 22012	FYTD Change in Accts Pay	-	-	0.00	-	-	-
	Total FYTD Change	-	4,977,222.00	4,869,106.24	-	17,476.00	(9,360.24)





Provost and Executive
Vice Chancellor
and
Vice Chancellor for
Finance and Business

Holladay Hall
Raleigh, NC 27695

April 13, 2015

MEMORANDUM

TO: Deans and Vice Chancellors

FROM: Warwick A. Arden, Provost and Executive Vice Chancellor 
Charles D. Leffler, Vice Chancellor for Finance and Business 

SUBJECT: Aligning the Position Budget in HR and the Salary Budget in Financials
for Budget Codes 16030, 16031 & 16032

We appreciate all of colleges' and divisions' efforts to clean up Position Control to better align the Position Budget in the HR System with the Salary Budget in the Financials System. This continues to be very important since Salary and Position data (salary base) that are submitted to UNC-General Administration, the Office of State Budget and Management, and the Fiscal Research Division are used for various projections, reports and legislative ad hoc requests.

We realize there are challenges with having enough permanent budget to cover all current SPA and EPA permanent positions. However, we need to continue to monitor and clean up differences on an on-going basis. As part of the fiscal year-end process, special focus is needed on reserve clean-up for July 1, 2015.

Effective July 1, 2015, the following are required:

- 1. Permanent funding must be budgeted for all permanent SPA and EPA positions, recognizing that 51310 (EPA Teaching) budget provides funding for other salary lines in some cases.**
- 2. Use new Position Control High-Level Summary reports to identify differences between HR and Financial budget and identify areas that need attention. These new reports have been developed in the upgraded Position Control Application that is now in PeopleSoft HR and for which training is in progress.**
- 3. Create "pooled-reserve" positions in HR for housing multiple FTE in 51310 for the purpose of funding graduate teaching assistances and per course faculty, which will need to correspond to the 51310 salary budget dollars and FTE in Financials. See attached process on Creation of Pooled Reserve Positions.**

We will be receiving high-level summary status reports from the Budget Office periodically on the differences between the HR and Financial budgets. Your continued assistance and compliance is greatly appreciated. Please contact your Budget Analyst with Position Control questions and contact Todd Driver in HR or Millie Britt in the Budget Office with questions on creation of pooled positions.

cc: Steve Keto, Associate Vice Chancellor for Finance and Resource Management
Barbara Carroll, Associate Vice Chancellor for Human Resources
Barbara Moses, University Budget Director
Todd Driver, Director, HR Information Management
College & Divisional Leads

Creation of Pooled Reserve Positions
for
Aligning the Position Budget in HR and the Salary Budget in Financials
For Budget Codes 16030, 16031 & 16032
Effective July 1, 2015

1. HR will create pooled reserve positions for each job code per academic department needed by college/division (college/division does not have to load in PeopleAdmin):
 - a. Graduate Teaching Assistants (Job Code A138)
 - b. Graduate Teaching and Research Assistants (Job Code A178)
 - c. Todd Driver will provide a proposed list to the UBO's within 10 days of the date of the memo, and they will let Todd know if they concur with the list.

2. College/Division updates Position data:
 - a. Add action reason FSB (Change FTE, No Benefit Impact)
 - b. Change "Shared FTE" field to reflect total FTE being funded by position.
 - c. Change "Standard Hours" to calculate FTE appropriate for one incumbent.

3. College/Division adds or updates Position Budget Amount and Distribution to reflect total budget for all grads being funded by position.
 - a. Use View Position Budget & Incumbent Information link at bottom of Add/Update Position Info or use Distribution Setup option under Commitment Accounting.
 - b. Add row with appropriate effective date to add/update Position Budget Amount and Distribution. Choose override account of 51319 and/or 51119 as appropriate.
 - c. Position Amount and Shared FTE will show in Position Control reports.

4. College/Division can setup grads as work against on Distribution Setup if they choose:
 - a. Add row, change date, enter comments, check work against box, enter/select pooled position number, and change employee distribution as appropriate.
 - b. On HR Assignment details in Position Control, the grad will be listed and have "Yes" under "W/A" column. However, it will not show position number since grad is not in the position on job appointment.
 - c. Pooled position will be considered vacant and show up on Vacant Position Reports; however, it will have "Y" under Temp W/A Dist Setup column to indicate a temp or grad is set up on Distribution Setup as work against the vacant position. Note: We can exclude the vacant position from being reported to UNC-General Administration based on the current guidelines if the funding is being used for the purpose of graduate assistants, temps or adjunct faculty working against the positions.
 - d. Grads setup as work against are also listed on Budget and Funding Incumbents tab of Position Budget.

5. College/Division updates pooled positions Shared FTE, budget/distribution, and work against information (as noted above) as needed going forward.