



OPEN LAB

Accounting Practices for Managing Graduate Program Funds

Reimagine possible

February 4, 2021

Grad Lab

Office of Social Work Student Services, Finance & Administration
Department of Social Work
College of Health & Applied Sciences

Goals for this session

- Identify guiding principles for managing Masters cash funds at MSU Denver
- Explore the tools and permissions needed to successfully track and manage funds
- Explore ways to create processes and fund management protocols





Introductions

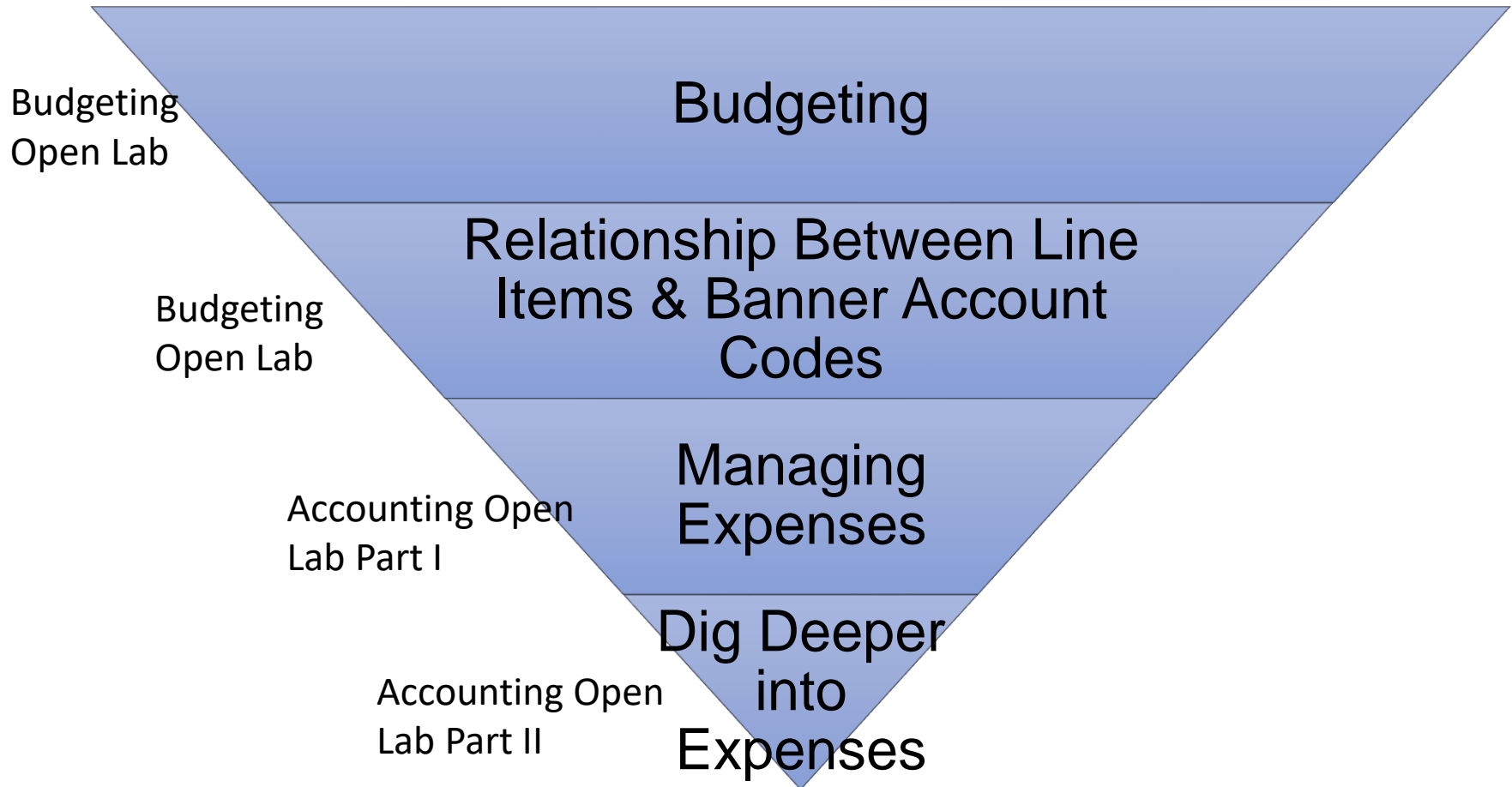
- Meet the presenters
- Please update your display name to include your name and program.

Guiding Principles

- Budgeting and Accounting (what it means to us)
 - Reminder Budgeting Open Lab
- Staffing Considerations
 - Budgeting actions and accounting actions (one person or many? Identify them)
 - Skills Required
 - Access Required (this individual or team must have access to the big picture view of the Department)
- Remember we are managing a cash funded graduate program!
 - Masters costs belong here
 - Other costs can be funded – 8300
 - Cash Funds Rollover
 - Contingency is key!
 - **Success and Sustainability is found in the meticulous understanding of your costs.**

So let's get started!

Budgeting to Accounting – Big Picture View



Departmental Processes

- Standardizing/aligning the way you identify which account code to use.
 - See our Coding and Description Matrix
- Standardizing/aligning the way you identify masters program costs from other costs
 - Stop and think!
- Consider job descriptions and departmental organization chart to make certain information is shared.

Examples of internal processes

Coding/Description Matrix

CODE	Description
MS	materials and supplies
PD	profession development (conferences, memberships, etc.)
SA	Scholarly Activities
SP	sponsorship expenses
MK	marketing
EV	events
ME	marketing/recruiting events
TC	technology (software/hardware)
SV	field education site visits
TM	travel for marketing and recruitment
Example:	
OSWSS marketing event supplies	OS_ME - (plus Description)
faculty travel to conference using PD	DP_PD_JeR - (Description)

Decision grid on UND/GRAD Funding



STOP AND THINK

-- Is this expense specifically in support of recruiting and retention of your Grad Students?

-- If not, is this an intentional decision to support your undergraduate program with funds from your graduate revenue (using an 8300 transfer)?

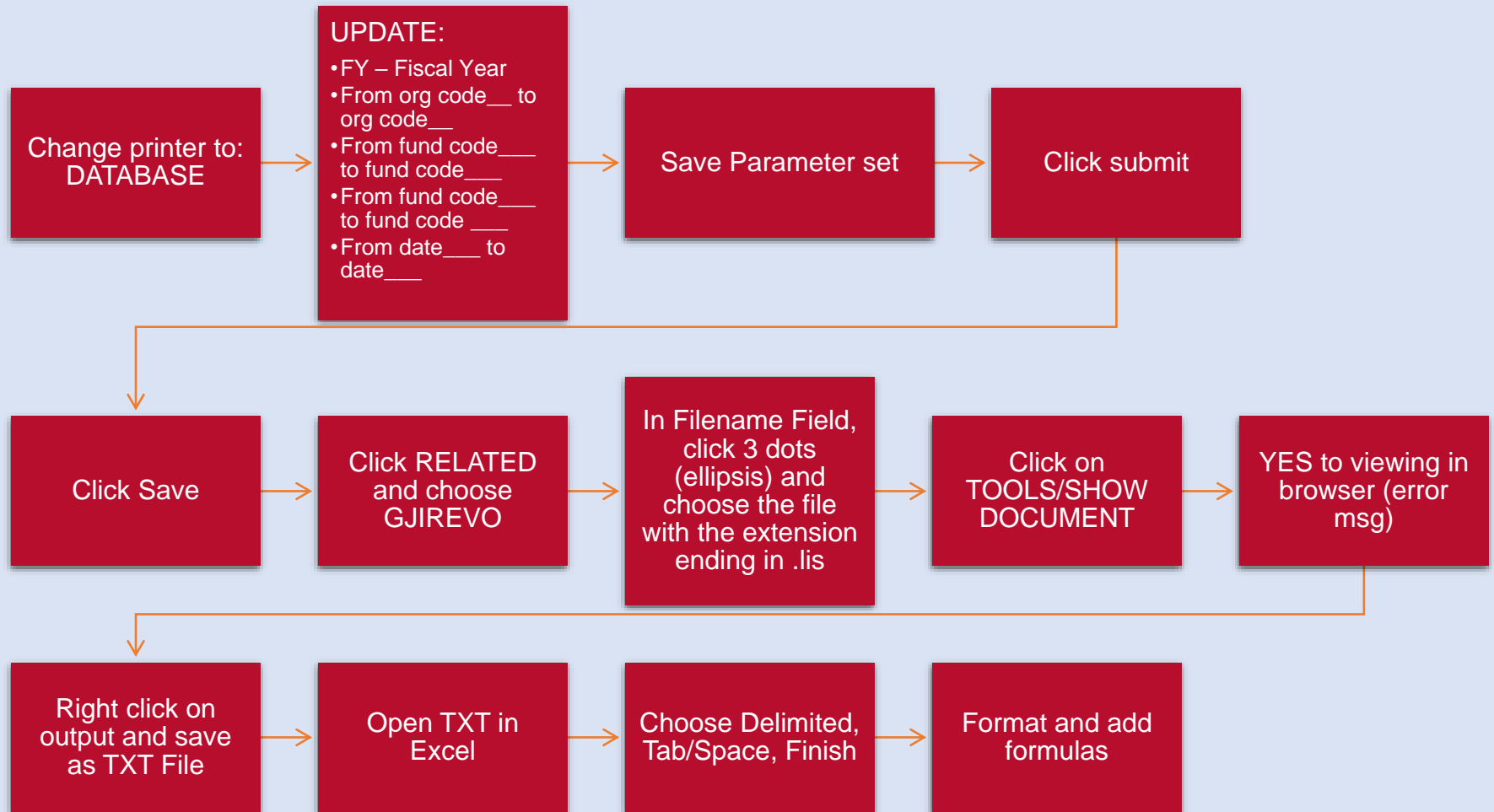


Part I – Managing Expenses

Tools and Permissions

- **Banner Forms**
- **Banner Finance Training and access**
 - <https://www.msudenver.edu/controller/training/bannerfinance/>
- **Tracking expenses in Excel (trainings available)**
 - <https://www.linkedin.com/learning/excel-tips-and-tricks/enter-data-or-formulas-in-nonadjacent-cells-simultaneously?u=44171164>
- **Faculty Calculator**

FGRODTA – Organization Detail Activity





8300 transfer

Purpose – funding other FOAPS with masters revenue.

<https://www.msudenver.edu/controller/expensetransferrequests/>



The (Scary) Faculty Calculator

- It's not really scary. Let's be friends with it. It's the tool that connects us to HR, Payroll, Budget, and OGS so it's really important.
- What you'll need to complete it.
 - An understanding of what faculty are teaching and to be aware of any changes.
 - Reassigned time and what program the time contributes to.
 - Grant reassigned time.
 - Personnel details: CAT I, CAT II, position number, 900 number, FTE, base salary, etc.

Let's complete an example one together!



Part II – Dig Deeper into Expenses



Here are some of the Banner Forms you might use to manage your funds:

- FGIBDSR: Executive Summary
- FGIOENC: Organizational Encumbrance List
- FGIENCD: Encumbrance detail
- FGITBAL: General Ledger Trial Balance
- FGIGLAC: General Ledger Activity
- FGITRND: Transaction Detail Activity
- NBAJOBS: Personnel/Contract information
- NHIDIST: Payroll

FGIBDSR – Executive Summary

Executive Summary FGIBDSR 9.3.7 (PROD)

Chart: * M Fiscal Year: * 21 Index: * Query Specific: * Account Commit Type: Both

Include Revenue: ☒ Accounts

Organization: * Fund: 206571 Account: * Activity: *

Program: * Account Type: * Location: *

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Adjusted Budget – what you've allocated to these account codes

YTD Activity – expenses and deposits that have been applied in Banner this year so far

Commitments – encumbrances (Purchase Orders and NPS agreements) expected to be paid out this year

Available Balance – The budget column minus the YTD Activity and the Commitments

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
5140	R	Tuition-Master's-Budget only	4,485,263.00	0.00	0.00	4,485,263.00
5141	R	Tuition-Master's Spring	0.00	2,183,004.60	0.00	-2,183,004.60
5142	R	Tuition-Master's Summer	0.00	347,100.60	0.00	-347,100.60
5143	R	Tuition-Master's Fall	0.00	2,266,194.00	0.00	-2,266,194.00
5145	R	Tuition-Master's Spring Non Resident	0.00	140,574.00	0.00	-140,574.00
5146	R	Tuition-Master's Summer Non Resident	0.00	20,082.00	0.00	-20,082.00
5147	R	Tuition-Master's Fall Non Resident	0.00	152,623.20	0.00	-152,623.20
5195	R	Tuition & Fee Bad Debt Contra	-89,710.00	-55,777.39	0.00	-33,932.61
560	R	Budget-Prior Year Rollforward	1,647,781.67	0	0.00	1,647,781.67
5801	R	Non Operating Rev-Other	0.00	375.00	0.00	-375.00
5955	R	Interest Income	10,000.00	26,514.17	0.00	-16,514.17
6100	L	Salaries-Budget Only	18,100.00	0.00	0.00	18,100.00
6115	L	F/A-Full-Time	1,060,036.00	293,712.69	243,886.21	522,437.10
6120	L	F/A-Part-Time	503,100.00	247,558.98	0.00	255,541.02
6125	L	F/A Temporary-Full-Time	421,163.00	232,954.87	192,281.59	-4,073.46
6130	L	F/A Summer-Full-Time	0.00	17,118.75	0.00	-17,118.75
6132	L	F/A Summer-Category II	0.00	13,421.50	0.00	-13,421.50
6135	L	F/A Summer-Part-Time	0.00	15,322.00	0.00	-15,322.00
6145	L	ES-Full Time	627,459.29	384,189.90	346,172.51	-102,903.12
6151	L	ES-Temporary	15,591.07	0.00	0.00	15,591.07
Net Total			0.00	2,703,597.16	1,040,814.22	

FBIOENC - Organizational Encumbrance List

Click on the encumbrance number and then click Retrieve in the upper right to see the documentation related to that encumbrance

Chart: M Fiscal Year: 21 Index: Organization: Fund: 206571 CUF-AUX-Masters Social Work-Exempt

ORGANIZATIONAL ENCUMBRANCE LIST

Encumbrance	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
PR210001		0 6145	1400			196,863.42	U
PR210001		0 6115	1100			243,886.21	U
PR210001		0 6125	1100			192,281.59	U
PR210001		0 6145	1500			90,307.69	U
PR210001		0 6145	1100			59,001.40	U
PR210001		1 62013	1100			129,105.65	U
PR210001		1 62011	1500			26,731.08	U
PR210001		1 62011	1400			58,271.57	U
PR210001		1 62011	1100			17,464.42	U
V218084	Wells Fargo Financial Leasing	1 6593	1100			2,864.76	U
W100539	Auraria Higher Education Center	1 7660	1100			16,349.03	U
W100539	Auraria Higher Education Center	2 7660	1100			2,864.76	U
W101144	Auraria Higher Education						
W101213	Auraria Higher Education						
W101936	Auraria Higher Education						
W101982	Auraria Higher Education						
W341198	Auraria Higher Education						

opentext® | ApplicationXtender - PROD

B-F-DOCS > New Search > Query Results > V218084

Document Page

Text Search

EMAIL

EXPORT

PRINT

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18%

Purchase Order

METROPOLITAN STATE UNIVERSITY
OF DENVER

P.O. Box 173362
Campus Box 18, SSB 320
Denver, CO 80217-3362

ALL terms and conditions of this order are as per the MSU Denver Terms and Conditions as located at: https://msudenver.edu/sites/default/files/asset/document/encumbrance_order_terms_conditions_6-8-17.pdf unless otherwise specified in this order.

WELFARE
Wells Fargo Financial Leasing
Attn: Renata Ray
1738 Base Road
Mason GA 31210
United States of America

KAYLA DUENING 303-615-2054/CB-70
Procurement Department
1201 18th Street
Denver CO 80204

Metropolitan State University of Denver
Accounts Payable
P.O. Box 173362, Campus Box 18
Denver, CO 80217-3362
accounts.payable@msudenver.edu

DEPARTMENT	ACCOUNT NUMBER	REQUISITION NUMBER	DELIVER ON OR BEFORE
Social Work - Masters Programs	FOB	06/09/21	

DATE OF P.O.	Terms	FOB	PURCHASING AGENT	TELEPHONE NUMBER
06/09/21		FOB Destination	Ronan Langham	303.656.3270

Item	Quantity	Unit	Description	Unit Price	Total
1			SUM COPIER RENTAL SR C86277253 EFFECTIVE THROUGH 7/1/20-6/30/21 PER ATTACHED PRODUCT SCHEDULE THIS PO REPLACES PO V208131 COPIER INSTALLATION DATE 06/13/19 YEAR 2 OF 4 ESTIMATED ANNUAL ENCUMBRANCE RICH MPC803 C-6 SSW C86277253 PRICING BASED ON 48 MONTH PRICE SCHEDULE		3,919.44

FGIENCD – Detail Encumbrance Activity

Shows expenses applied to each encumbrance. Note the original encumbrance listed as TYPE PORD (Purchase order) The individual charges are applied monthly against the total (-326.62), type INEI (invoice)

elucian

Detail Encumbrance Activity FGIENCD 9.3.4 (PROD)

ADDRETRIEVERELATEDTOOLS

Encumbrance: V218084 Encumbrance Period: All

Start Over

ENCUMBRANCE INFORMATION

DescriptionWells Fargo Financial Leasing

Date Established07/22/2020

StatusO

Balance2,612.96

TypeP

VendorWELFAR2Wells Fargo Financial Leasing

ENCUMBRANCE DETAIL

Item1COPIER RENTAL S# C86271

Sequence1

Fiscal Year21

StatusO

Commit IndicatorU

COAM

Index

Fund206571

OrgnSWKM

Acct6593

Prog1100

Actv

Locn

Proj

Encumbrance3,919.44

Liquidation-1,306.45

Balance2,612.96

1 of 1

Record 1 of 1

TRANSACTION ACTIVITY

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
07/22/2020	PORD	V218084		3,919.44	3,919.44
08/17/2020	INEI	21CB1713		-326.62	3,592.82
09/16/2020	INEI	21CC1647		-326.62	3,266.20
10/15/2020	INEI	21CD1520		-326.62	2,939.58

1 of 1

Record 1 of 5

FGITBAL – General Ledger Trial Balance

FGIGLAC – General Ledger Activity

ellucian General Ledger Trial Balance FGITBAL 9.3.7 (PROD)

Chart: M Fiscal Year: 21 Fund: 206571 CUF-AUX-Masters Social Work-Exempt Account: Account Type:

ADD RETRIEVE RELATED TOOLS

Search

Query General Ledger Activity Info [FGIGLAC] F3

GENERAL LEDGER TRIAL BALANCE

Account	Description	Beginning Balance	Debit/Credit	*	Current Balance
1110	Claim on Cash	1,630,826.70	Debit		4,149,803
1245	A/R Tuition-Banner	81,335.20	Debit		260,387
1650	Prepaid Expenses - current	0.00	Debit		0
1651	Deferred Expenses-Current	0.00	Debit		0
2110	A/P Vendors-Banner	51,190.22	Credit		0
2115	A/P-Manual-Banner	0.00	Credit		0
2150	Pro-Card Liability	13,760.01	Credit		45,857
2220	Unapplied Payment Liabilities-F Aid	570.00	Debit	*	12,954
2325	Due to St. Agency-Intrafund	0.00	Credit		0
2500	Deferred Revenues	0.00	Credit		0
26791	APD-Optional Accident Insurance	0.00	Credit		0
26792	APD-Optional Critical Illness Insm	0.00	Credit		0
2685	APD-F/A-Opt Life	0.00	Credit		0
3300	Fund Balance-Undesignated	1,647,781.67	Credit		1,647,781
9100	Control-Revenue	0.00	Credit		5,080,690
9150	Control-NonLabor Expense	0.00	Debit		790,768
9200	Control-Labor Expense	0.00	Debit		1,586,324
9300	Control-Budgeted Revenue	0.00	Debit		6,053,334
9350	Control-Budgeted Non-Labor	0.00	Credit		2,615,981
9400	Control-Budgeted Labor Exp	0.00	Credit		3,437,353
Total	ALL ACCOUNTS	0.00			0

1 of 2 20 Per Page

ellucian General Ledger Activity FGIGLAC 9.3.7 (PROD)

Chart: M Period: Fiscal Year: 21 Index: Fund: 206571 Account: 2150

GENERAL LEDGER ACTIVITY

Account	Transaction Date	Type	Document	Description	Amount
2150	01/19/2021	PLIB	F0051981	KROGER GIFT DPT_MATSUP_COVID GROCE	
2150	01/13/2021	PLIB	F0051924	WWW.IASSW-AI DPT_PD_JOB - IASSW MEM	
2150	01/13/2021	PLIB	F0051924	OLLU MARKETP DP_PD_KRD - SWDE CONFE	
2150	01/13/2021	PLIB	F0051924	OLLU MARKETP DP_PD_REC - SWDE CONFE	
2150	01/13/2021	PLIB	F0051924	ONLINE LEARNI DP_PD_REC - ONLINE LEA	
2150	01/13/2021	PLIB	F0051924	NATURAL GROCE DPT_MATSUP_COVID GROCE	
2150	01/13/2021	PLIB	F0051924	OFFICE DEPOT DPT_MATSUP_OFFICE SUPP	
2150	01/13/2021	PLIB	F0051924	BHN GIFTCARD DPT_MATSUP_COVID GROCE	
2150	01/13/2021	PLIB	F0051924	AMAZON.COM 8 DPT_MATSUP_COVID GROCE	
2150	01/13/2021	PLIB	F0051924	AMAZON.COM 2 OS_MS_AMAZON GIFT CARD	
2150	01/11/2021	PLIB	F0051901	FREDDY S 11-	
2150	01/07/2021	PLIB	F0051860	AMAZON.COM T FLD_MS_GIFT CARDS PURC	
2150	01/05/2021	PLIB	F0051830	SQ ONLY ONE PD_GUV PROF DEV GUADAL	
2150	01/05/2021	PLIB	F0051830	NASW ONLINE PD_DAMB PROF DEV EXPEN	
2150	01/05/2021	PLIB	F0051830	KIZZY S BOOK PD_JAW PROF DEV FOR JA	
2150	01/05/2021	PLIB	F0051830	IDI LLC DPT_IDI FOR STEVIE NOL	
2150	01/05/2021	PLIB	F0051830	CSWE - APM PD_KAT PROF DEV MEMBER	
2150	01/05/2021	PLIB	F0051830	CSWE - APM PD_KS ALUMNI CSWE REGI	
2150	01/05/2021	PLIB	F0051830	CSWE - APM PD_TAG PROF DEV CSWE T	



Developing Sustainable Practices

- Establish reconciliation schedule.
- Establish necessary meetings with key individuals – make sure money folks are at the table when scheduling, reassigned time and other resource discussions are being had!
- Keep developing your enrollment management/budgeting timeline and work on identifying your cycles.



Resources and Next Steps

- OGS – Chip Hagan
- Budget Office – LaDonna Mabry
- Accounts Payable – Aryn Robinson
- Request a one-on-one consultation
- What else would be helpful?
Workshops?

Q & A



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