

A GUIDE TO

Budgets @ WSU



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FOAPAL

Budgeting at WSU is organized around the Banner acronym FOAPAL (although we really just use the FOAP part of it).

F = Fund (i.e., general fund, gifts, grants, etc.)

O = Organization (department)

A = Account (budget/expenditure category)

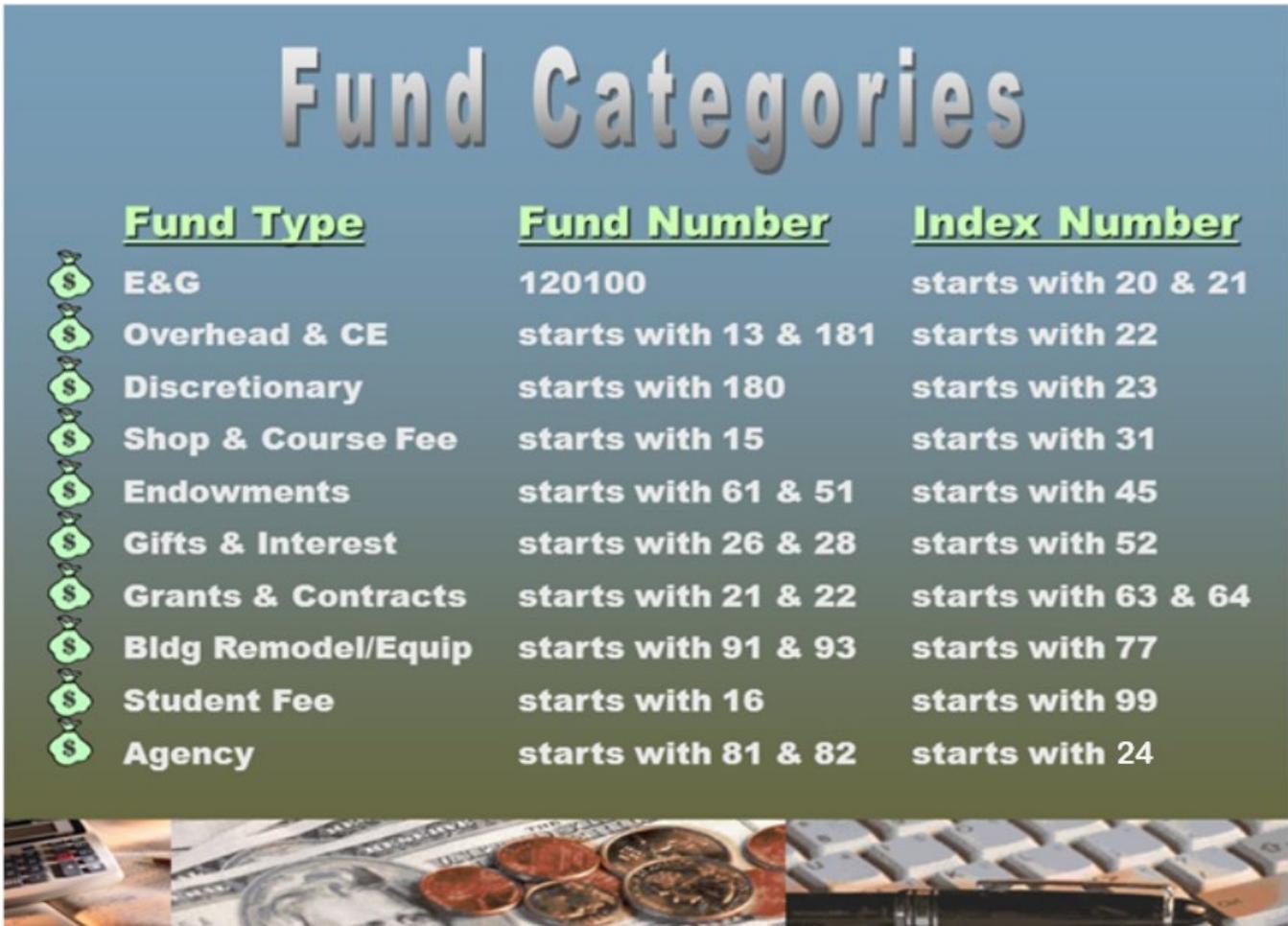
P = Program (instructional support, student scholarship, research, etc.)*

**Note: Program is assigned by Accounting Services to keep track of costs by what they support. The program number does not show on Argos reports because it is something that is only meaningful to the folks in the Budget Office and Accounting Services.*

The FOP (Fund, Org, Program) combination is cross-referenced to an index number (also referred to as a cost code). This is a 6-digit number that most departments use.

Fund

WSU uses a fund accounting system. This means that the source of the funding determines the kind of account (aka index) and restrictions placed on the account. The majority of the University budget is in the fund category E&G, which stands for Education & General Fund. These are the funds allocated to the University by the legislature plus student tuition. Following are additional fund categories (*not a complete list*):



<u>Fund Type</u>	<u>Fund Number</u>	<u>Index Number</u>
E&G	120100	starts with 20 & 21
Overhead & CE	starts with 13 & 181	starts with 22
Discretionary	starts with 180	starts with 23
Shop & Course Fee	starts with 15	starts with 31
Endowments	starts with 61 & 51	starts with 45
Gifts & Interest	starts with 26 & 28	starts with 52
Grants & Contracts	starts with 21 & 22	starts with 63 & 64
Bldg Remodel/Equip	starts with 91 & 93	starts with 77
Student Fee	starts with 16	starts with 99
Agency	starts with 81 & 82	starts with 24

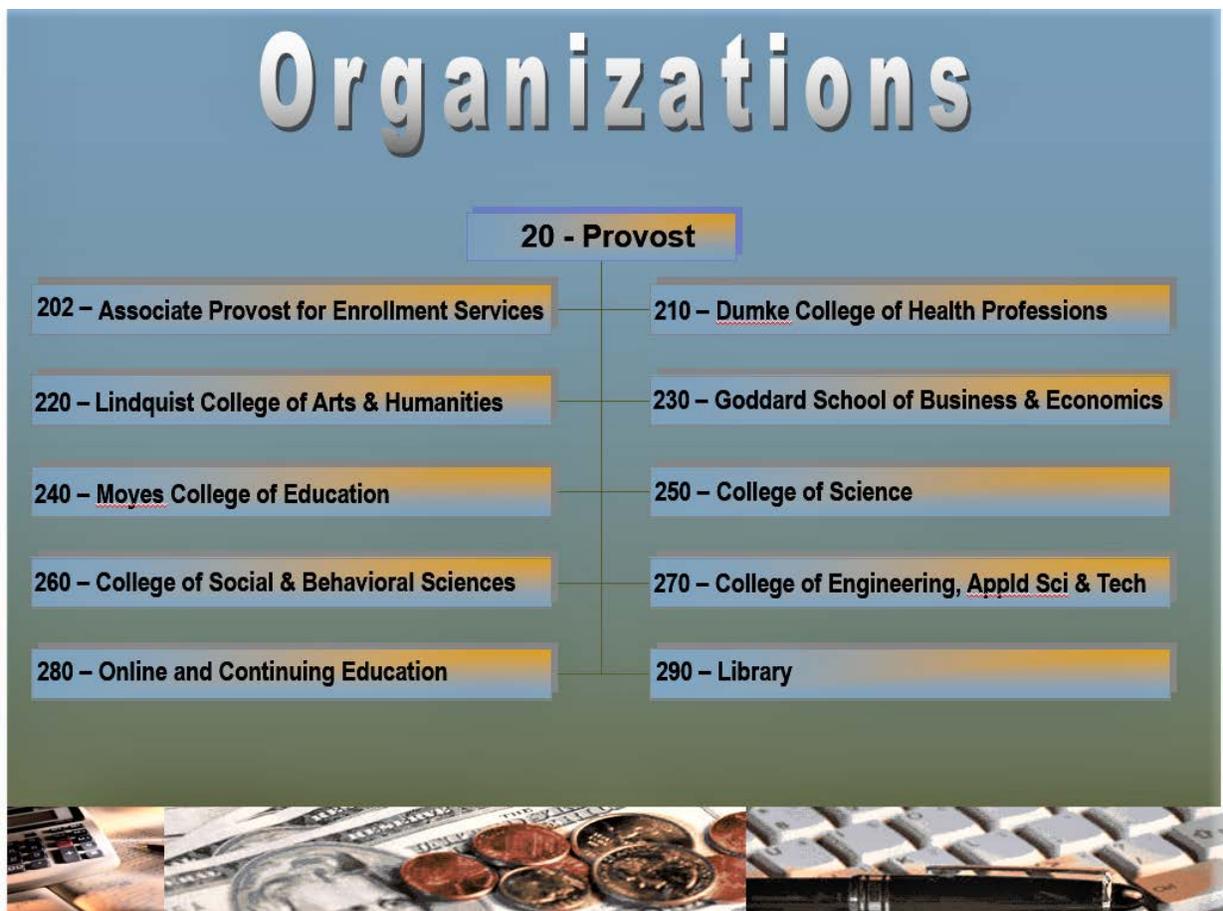
Org

Each fund and org combination must have a unique fund number or a unique org number. Each department is assigned a 5-digit org number. This org number is used in combination with the fund numbers for each department index. If the department has more than one index that uses E&G funds, however, it will have two different 5-digit org numbers. These are then grouped under a higher-level 4-digit org number. Here's an example:

2410	Teacher Education Department
24100	Teacher Education
24102	Master's in Education

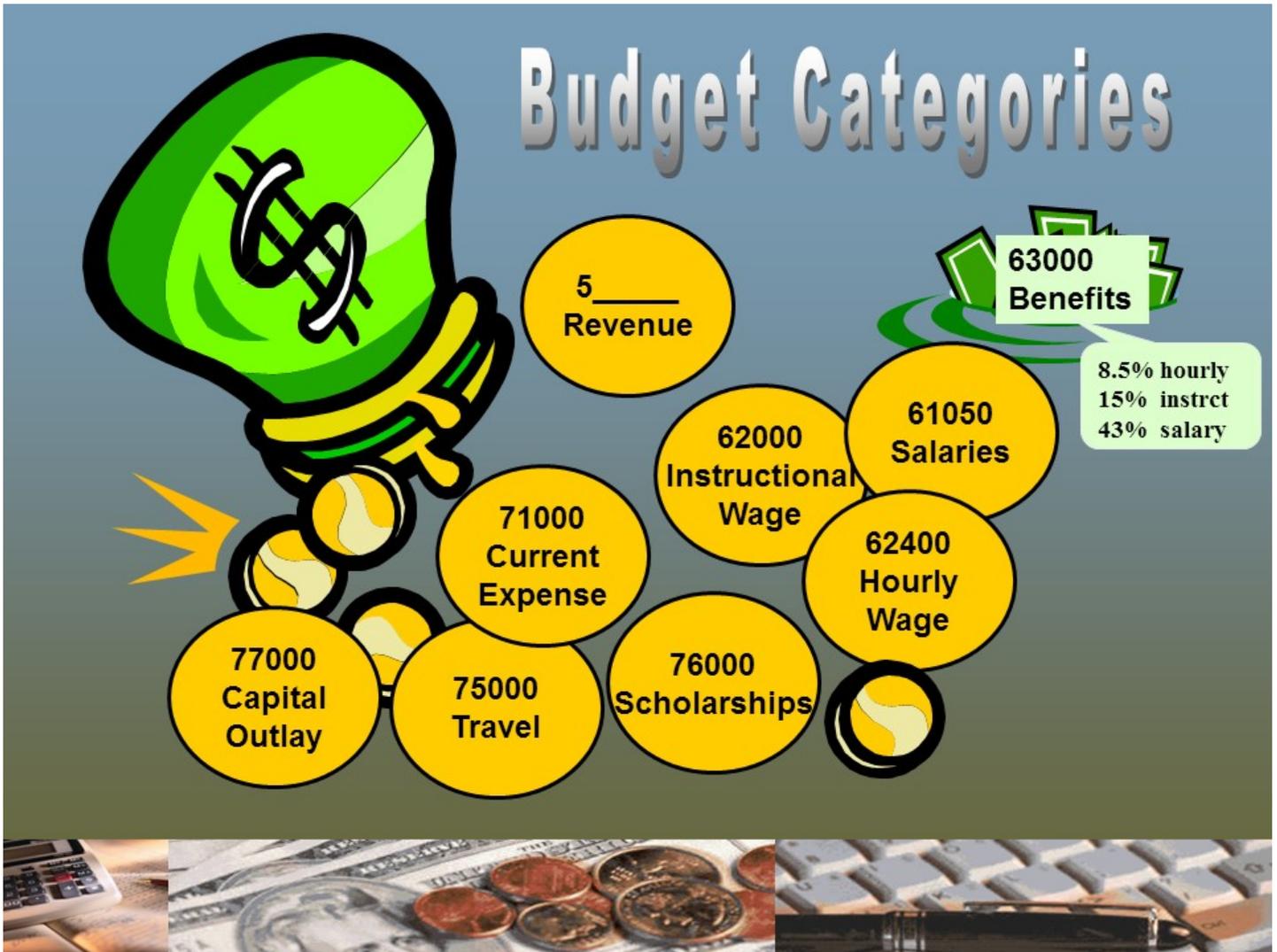
A report run for the Teacher Education department using the 2410 Org will ensure that all accounts are included. If a report were run using 21400, the Master's in Education accounts would be missed.

The Org system is designed like this to be hierarchical. For example, the Provost can use the org number 20 to pull budget/accounting data for all of the Academic Affairs Division. Each dean can use a 3-digit code to pull all budget/accounting data for their college:



Account

The “A” part of the FOAP (account) refers to the expenditure category. Each expenditure category resides under a higher-level budget category. These budget categories are defined by the institution as follows:



Revenue (5_____) is applicable only to those accounts (aka index) that receive revenue such as interest and donations (gifts) and fees (i.e., course fees, student fees, or fees charged for a service such as in the dental hygiene clinic or such as charged by printing services).

Salaries (61050) is the budget category for all salaried employees (executives, faculty, and exempt and non-exempt staff). The 61050 budget category is used for unallotted salaries. All salaries are automatically allocated by the payroll system from there to the appropriate category based on employee type.

Instructional Wage (62000) is the budget category used to pay faculty overload and adjunct pay. This pay would be for teaching courses that generate student credit hours. Faculty overload is paid as supplemental pay (in addition to salary), which comes out of this budget category when it is for teaching courses.

Hourly Wage (62400) is the budget category used for payments to student employees, non-student hourly employees, and supplemental pay to any employee for something other than teaching courses (award, stipend, overtime, etc.).

Benefits (63000): Each salary and wage category has associated benefits. For salary this includes insurance and retirement. For wages this includes the University's share of payroll taxes and workers' comp insurance. For E&G account indexes, the benefits are pooled together in a separate, central account index (benefits pool) so that averages can be used to make budgeting easier.

The average benefits rate for all salaried employees is 43%. Therefore, when a salaried position is budgeted, 43% is put into the benefits pool (index 215152). When the salary is paid to an employee, the actual benefits are automatically moved into the appropriate department account and paid out. This happens irrespective of whether the actual benefits rate is 30% or 80%.

The average benefits rate for instructional wages is 15%. This is an average of what the actual benefits cost is for overload (which, because it is paid to salaried employees, includes 14.2% for TIAA-CREF/retirement) and adjunct (which just includes payroll taxes and workers' comp).

The average benefits rate for hourly wages is 8.5%. This is an average of what the actual benefits cost is for supplemental pay (which, because it is paid to salaried employees, includes around 14.2% for retirement), non-student hourly (which just includes payroll taxes and workers' comp) and student hourly (which is usually just worker's comp).

The benefits for non-E&G accounts are paid directly from the same index as the pay at the actual rate.

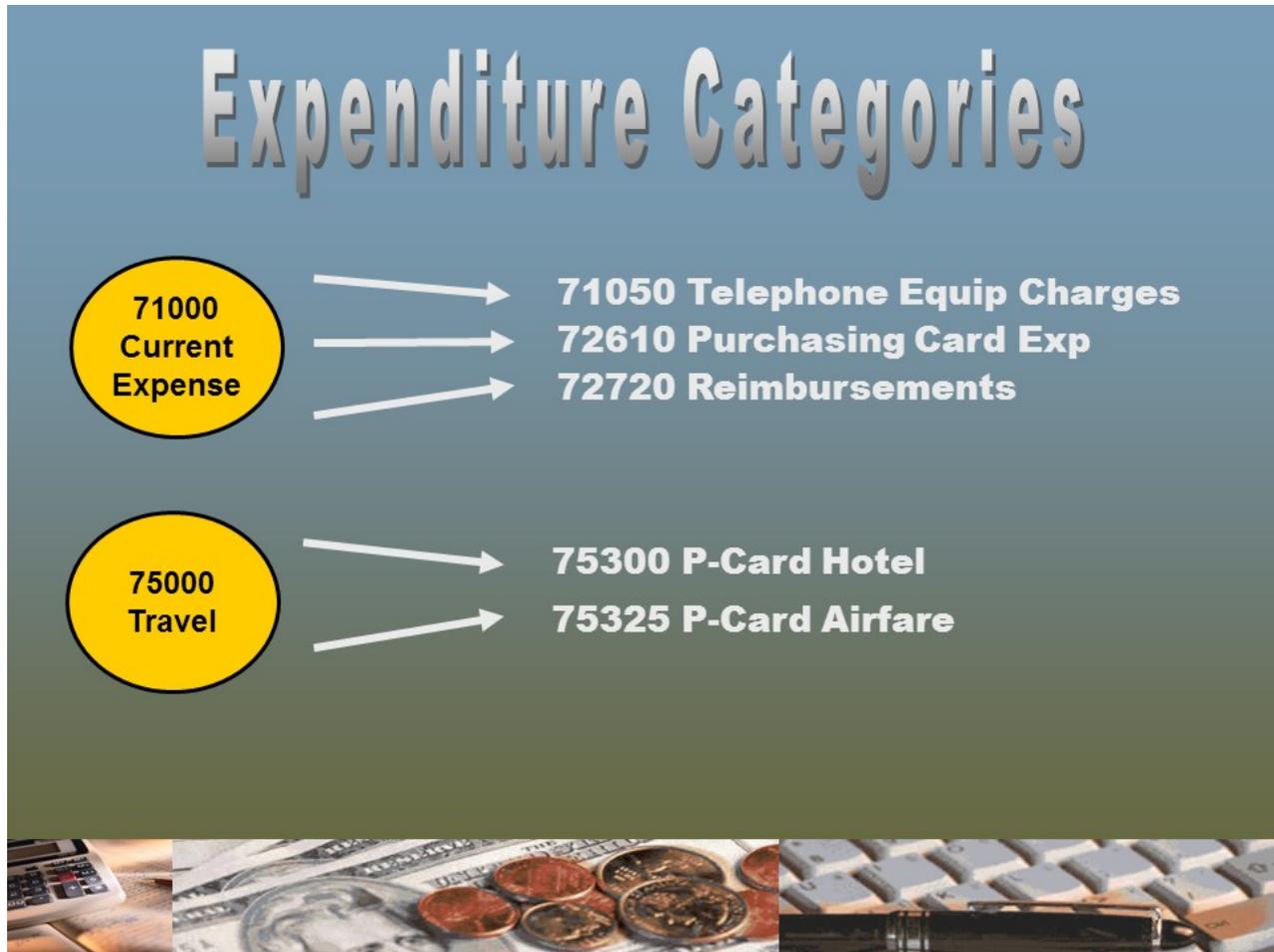
Current Expense (71000) is the budget category used for operating expenses such as postage, copies, office supplies, telephone charges, conference registration, software, etc. (basically any expense that does not fall under one of the other budget categories).

Travel (75000) is the budget category used for travel expenses such as airfare, hotels, mileages, etc.

Capital Outlay (77000) is the budget category used for purchases that need to be inventoried (equipment purchases over \$1,500).

Scholarships (76000) is the budget category used for student scholarships. Please note that scholarships are paid only out of certain kinds of funds, such as gift, and not out of departmental E&G budgets.

As funds are spent, they are posted against the applicable expenditure category (or account—the “A” part of the FOAP) that resides under the budget category.



These accounts/expenditure categories are automatically assigned by the system based on the type of expenditures (such as wages, printing, telephone, postage, p-card travel, etc.) or when a requisition is input.

Within the Paw Place requisition system there is a way to look up expenditure categories in order to pick the best one. This is under the Accounting Codes section of the Paw Place Requisition; click the “Select from all values...” link under Account. The following example is the result of searching for a description of computer.

Value	Description	
72050	Minor Computer Equipment	select
73135	Resale-Computer Hardware	select
73140	Resale-Computer Software	select
77025	Computers	select

You would select the 72050 code for computers less than \$1,500 and the 77025 code (which is under the capital outlay budget category) for computers over \$1,500.

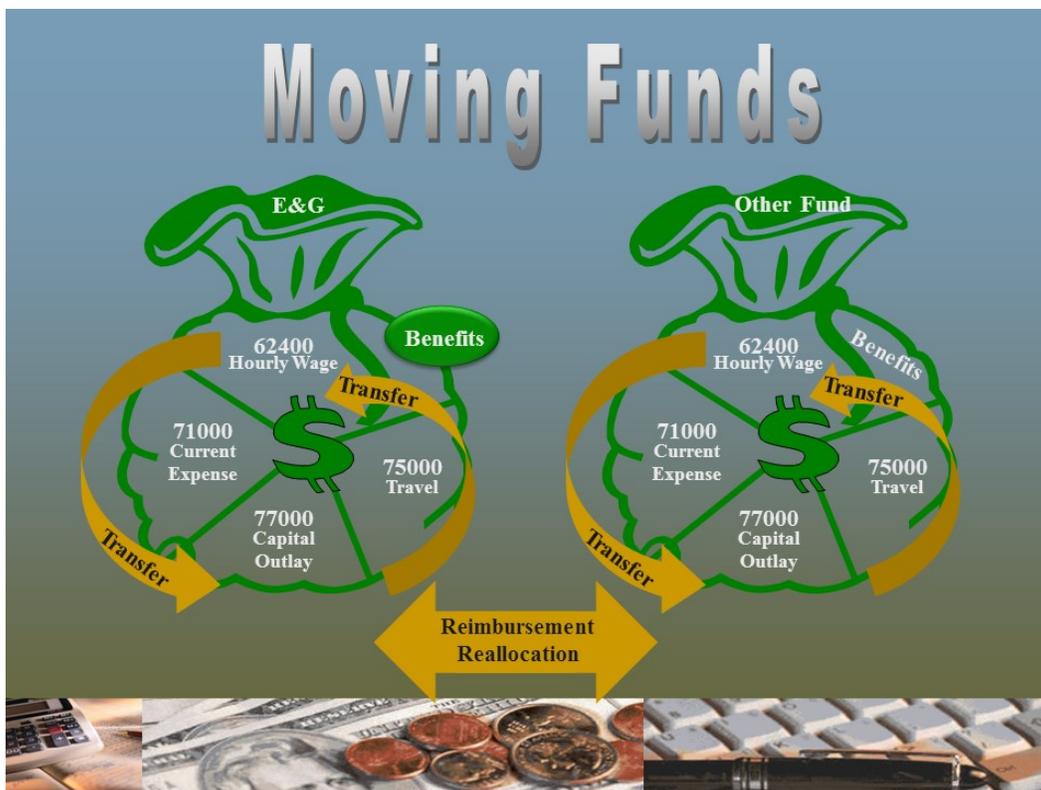
Budget Transfers and Reallocations

The budget/funds within a particular account (index) may be transferred between budget categories. If transferring salaries or wages in an E&G account, you would either transfer benefits to or reclaim benefits from the benefits pool (index 215152) as applicable based on the benefits averages (43% for salaries, 15% for instructional wage, 8.5% for hourly wage). If transferring funds in a non-E&G index, you would transfer the actual benefits needed to the benefits budget category (63000) in that same index.

Please note that individual departments will not transfer funds to/from a salary category for E&G accounts. This is automatically taken care of each month by a "lapse" process. What this does is take any residual salary (from an employee leaving) and move it into the dean's or Provost/VP's unallotted account. Likewise, any budget needed for a new hire will automatically be moved from the unallotted account to the appropriate department account.

You may also transfer funds between one index and another if they are both in the same fund. For example, you may transfer funds from one E&G index in one department to another E&G index in another department.

You may not, however, transfer funds between two different types of funds. Instead, you would need to reallocate expenses (like we do with p-card reallocations), which is the preferred method, or process a reimbursement. If processing a general reimbursement using the expenditure account of 72720, you should be sure to indicate what is being reimbursed. This is particularly important because certain types of funds have limitations regarding the types of expenditures for which they may be used.



The WSU Budget Office provides links to the Funds Transfer form and instructions at:
<http://www.weber.edu/financialservices/Forms.html#Budget Forms>

When looking at reports, be mindful of whether you are looking at a budget category or an expenditure category. This will indicate how to interpret positive entries vs. negative entries.

Budget vs. Expenditure

Budget Category	Expenditure Category
71000, 62400, 75000 ...	72720, 72610, 75350
- () funds going out	- () Credit funds coming in
+ funds coming in	+ Debit funds going out



There are some instances when Accounting Services will move funds between fund types where they will use a category called Non-Mandatory Transfers. This is typically the method used when moving funds at the end of the year to a college R&R (repair and remodel) account to carry them forward for future building improvements and capital purchases.

Non-Mandatory Transfers

Used by Accounting Services in certain instances to transfer large amounts between funds.



Access/Reports

Budget and expenditure data is kept in the Banner system. These data may be accessed three different ways. Once you have access to an index, you have Lynx access to it as well as access to run Argos reports on that index. INB access can be granted if needed. INB is what folks in Accounting Services use. It is complex yet extremely versatile for those who have a lot of budgets to query and track. Most, however, can get by with using Lynx and Argos

Access/Reports

- Banner – Main Database (also called INB)
- Lynx – Requisitions, Approvals, Queries
- Argos – Reports



Running an Argos Report

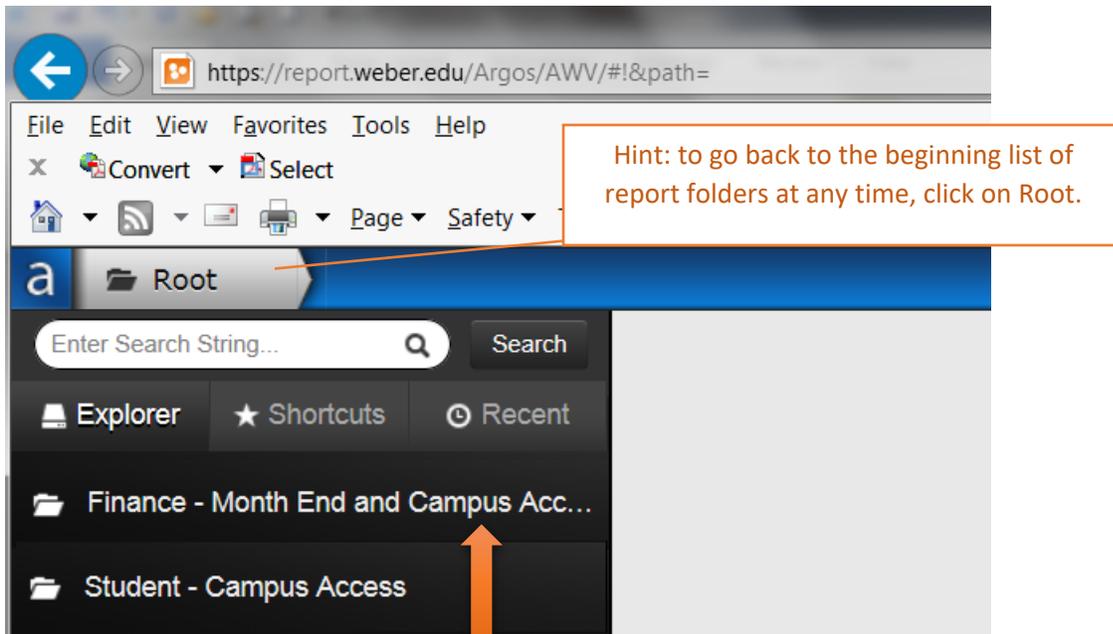
Following are instructions for running an Argos report to obtain summary data for each index under an org at the level of the account (i.e., budget and expenditure category).

ARGOS Reports Using Web Viewer

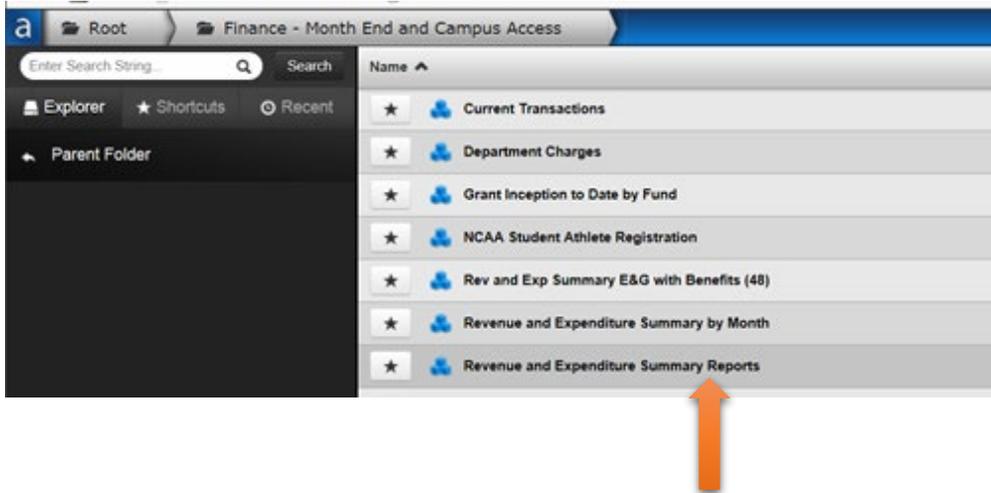
1. Go to report.weber.edu
2. Log in with your Weber user name and password
3. Select Argos Web Viewer



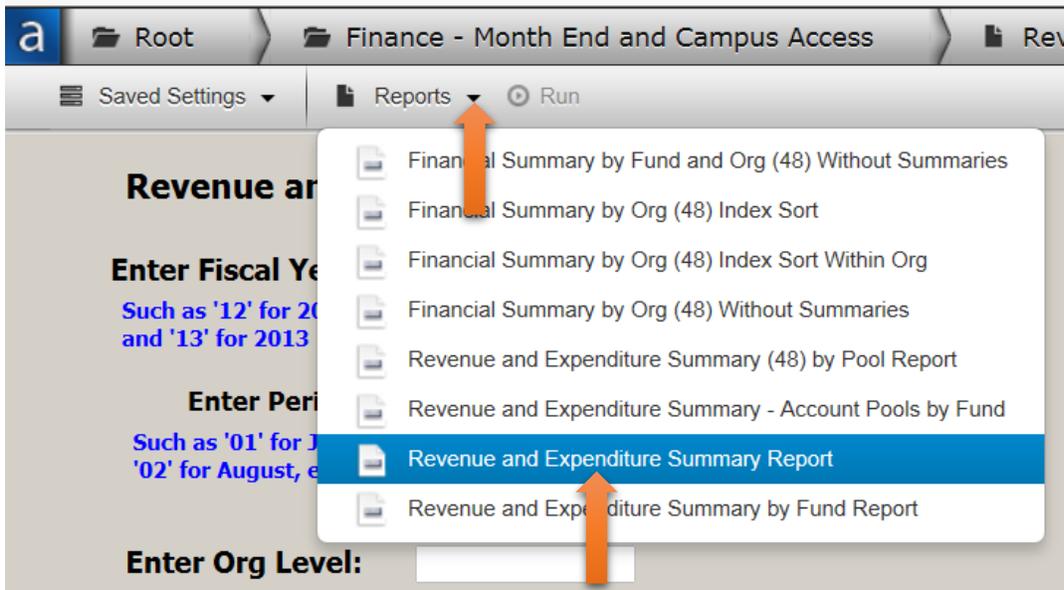
4. Select report folder (Finance – Month End and Campus Access)



5. Select report category (Revenue and Expenditure Summary Reports)



6. Click on the Reports menu and select report:



7. Fill in the parameters requested and select Run:

Revenue and Expenditure Summary

Enter Fiscal Year: ←
Such as '12' for 2012 and '13' for 2013

Enter Period: ←
Such as '01' for July '02' for August, etc.

Enter Org Level: ←

Enter Fund: **Not Required**

8. Print or save the report:

**Weber State University
Revenue and Expenditure Summary
December FY14**

	Original Budget	Adjusted Budget	Revised Budget	Current Month Activity	YTD Activity	Com Ft
213610 - Index 120100 - General Fund 20004 - Employee Recruitment						
71000 Current Expense	0.00	2,687.80	2,687.80	0.00	0.00	
Total Current Expense	0.00	2,687.80	2,687.80	0.00	0.00	
75350 P-Card Travel	0.00	0.00	0.00	0.00	1,318.60	

Revenue & Expenditure Summary Report

The Revenue & Expenditure Summary report is a good one to use for a summary view of budgets. Following is an example:

			Original Budget	Budget Adjustments	Current Budget	Current Month Activity	YTD Activity	Committed Funds	Budget Balance Available
211111 - FRS Index	120100 - General Fund	21111 - Dept Name							
62000	Adjunct/Part-Time Wages		40,000.00	(10,000.00)	30,000.00	0.00	0.00	0.00	30,000.00
62225	Instructor		0.00	0.00	0.00	428.50	45,829.47	0.00	(45,829.47)
Total Instructional Wages			40,000.00	(10,000.00)	30,000.00	428.50	45,829.47	0.00	(15,829.47)
62400	Hourly Wages Staff		7,520.00	1,758.61	9,278.61	0.00	0.00	0.00	9,278.61
62515	Hourly Student		0.00	0.00	0.00	636.03	6,414.55	0.00	(6,414.55)
Total Hourly Wages			7,520.00	1,758.61	9,278.61	636.03	6,414.55	0.00	2,864.06
71000	Current Expense		15,000.00	5,000.00	20,000.00	0.00	0.00	0.00	20,000.00
72120	Postage and Mailing		0.00	0.00	0.00	49.53	830.36	0.00	(830.36)
72105	Office Supplies		0.00	0.00	0.00	474.60	2,713.97	235.25	(2,949.22)
72610	Purchasing Card Exp		0.00	0.00	0.00	0.00	2,624.58	0.00	(2,624.58)
72720	Reimbursements		0.00	0.00	0.00	0.00	(4,250.00)	0.00	4,250.00
Total Current Expense			15,000.00	5,000.00	20,000.00	524.13	1,918.91	235.25	17,845.84



At the top of the left-hand side of this report it shows the index number followed by the Fund number and then the Org number. Going down the left-hand side are the budget and expenditures categories. Following each category across the page gives activity from the beginning of the fiscal year (fiscal year runs July 1 to June 30) up to the period selected for the report.

Original Budget – For E&G accounts, this is the budget allocated to the department at the start of the fiscal year (otherwise referred to as the base budget). For fee accounts, this is an estimate based on the amount of revenue anticipated and the budget categories in which it will be spent. There is no Original Budget in gift accounts; instead, any funds remaining at the end of the previous fiscal year will carry forward (under Budget Adjustments).

Budget Adjustments – Any carry forward (remaining budget balances whether positive or negative) left at the end of the prior fiscal year plus/minus any budget transfers. Please note that carry forward is posted at July month end (period 01), which is typically around August 6th (see note at bottom of next page).

Current Budget – The total of Original Budget and Budget Adjustments.

Current Month Activity – The transactions posted during the period* (month) for which you ran the report.

YTD Activity – The transactions posted from the beginning of the fiscal year (July 1) up to and including the period* (month) for which you ran the report.

Committed Funds – Includes funds committed for salaries to be paid the rest of the fiscal year based on current employee commitments. Please note that amounts pending to be paid for instructional wage and hourly wage are not able to be shown as committed, only salaries. Committed funds also includes funds encumbered for a purchase order. Once the invoice has been paid for a purchase order, the expense will move to the YTD Activity column.

Budget Balance Available – Applicable for the lines (budget category totals) in bold. Each department is expected to keep eye on the balances in their budget categories and move funds between budget categories as needed.

Note: An Original Budget in a Revenue index (such as those beginning with a 31) is an estimate of how much revenue will come into the index and in which budget category those funds will be spent. If the full amount of the budgeted revenue has not yet come in, you'll see an adjustment for the difference under the Budget Balance Available column, which then is used when determining the Account Balance (see below). If more than the estimate comes in, you'll see the surplus revenue under the Budget Balance Available column.

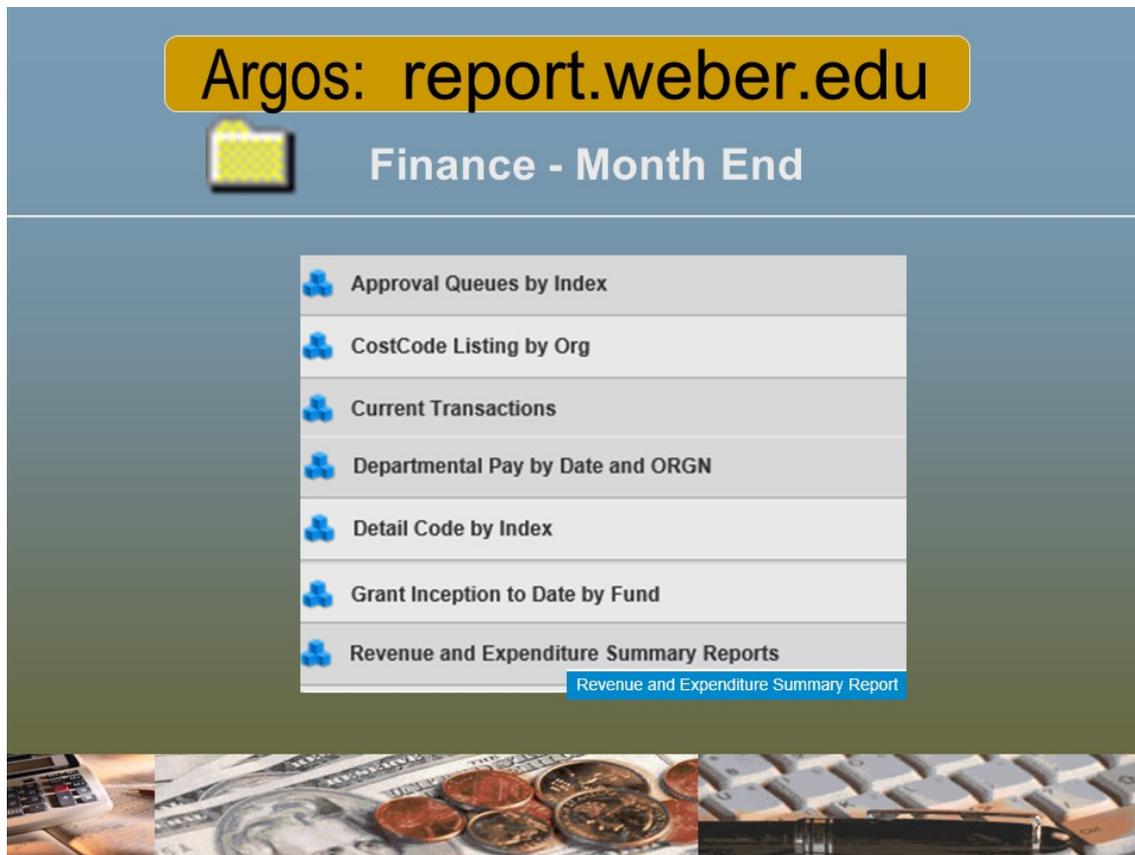
At the very end of the report for each index is an Account Balance:

Account Balance	<u>35,888.84</u>
------------------------	-------------------------

Please note, however, that this balance only excludes committed salaries and purchase orders, not committed hourly/instructional wage or upcoming monthly expenses. In addition, benefits in non-E&G accounts are not committed. You'll need to determine how much your ongoing, monthly/semester expenses are in order to determine how much of this balance is available for one-time expenditures. One way you can do this is to run a Revenue and Expenditure Summary by Month report (in Argos) for the prior fiscal year. This will help you determine what your ongoing operating costs are so that you can leave enough of an account balance for the remainder of the fiscal year to cover those costs.

**The period in a fiscal year is 01 for July, 02 for August, and so on until 12 for June. Each period ends around the 6th of the following month. Therefore, to get all expenditures for any given month, run the report after the 7th of the following month. When trying to get all expenditures for an entire fiscal year, use period 14; this period is used sometimes when last-minute fiscal year reallocations are done in July of the next fiscal year (but posted to the previous fiscal year).*

Additional Useful Argos Finance Reports



Approval Queues by Index: Use to determine whether appropriate levels of approval have been set up for a particular index. If they are incorrect, submit a request under the online provisioning system; select Security Access in the eWeber portal.

CostCode Listing by Org: This shows all the index codes assigned to a particular department/org.

Current Transactions: This report should be run each month by a department designee to verify that the correct expenditures have been charged to the account. There are separate instructions online under Faculty and Staff Resources <http://www.weber.edu/FacultyAndStaffResources/> (select the link for Account Reconciliation Guide for Departments).

Departmental Pay by Date and ORGN: Should be run at least once a semester to determine that the correct people are being paid from your accounts. The other reports give only the amounts. This report gives the names along with the amounts (for wages) and type of pay.

Detail Code by Index: When depositing funds at the cashiers' windows, they ask for a Detail Code. This code ensures that the funds go to the correct FOAP (which includes the index and the account). This report will list the detail code(s) that have been set up for an index. If there is no detail code, call Accounting Services to request that one be set up.

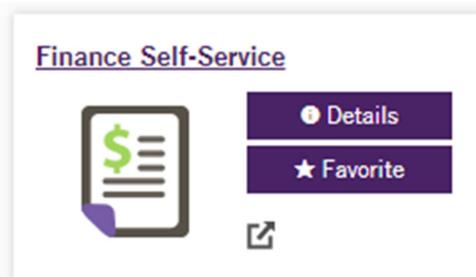
Grant Inception to Date by Fund: The typical budget reports do not work for grants, especially since they often cross fiscal years and are cost reimbursable (so no budget is loaded beforehand). Run this report, therefore, for grants (this is funding from external agencies that comes into an index that starts with 6).

Finance Self-Service

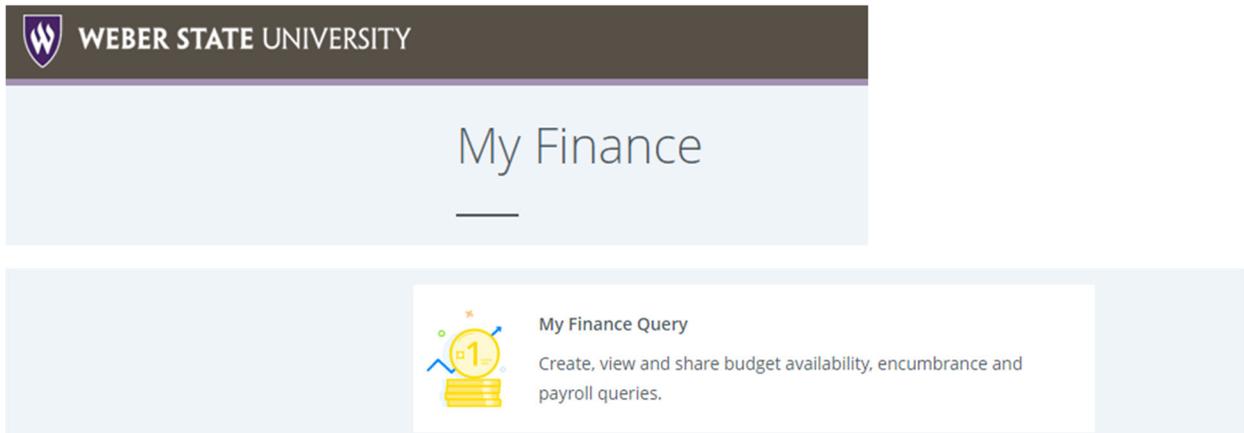
Running budget queries is great for “detective” work because it gives you the ability to “drill down” on expenses to get back to the originating document (such as a purchase order). A budget query in Finance Self-Service will bring up the same data as the Revenue and Expenditure Summary report, only every item becomes a hyperlink to more information. The one thing Finance Self-Service is not useful for is giving budget and account balances. These are the bold lines on the Revenue and Expenditure Summary report; thus the Argos report is better for watching balances.

The following are instructions for Finance Self-Service budget queries.

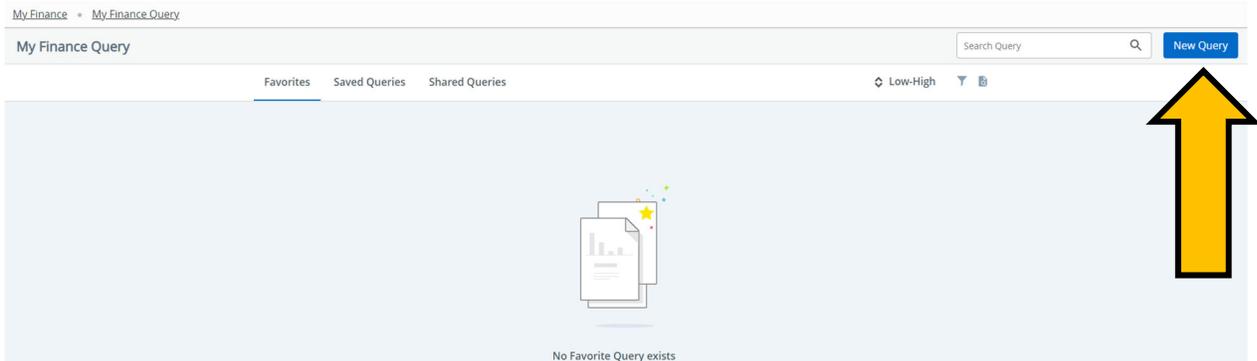
1. From the eWeber Portal select Finance Self-Service



2. Under My Finance select My Finance Query



3. Under My Finance Query there are options for Favorites, Saved or Shared Queries.
 - a. To setup a new query you will select the blue box in the upper right hand corner

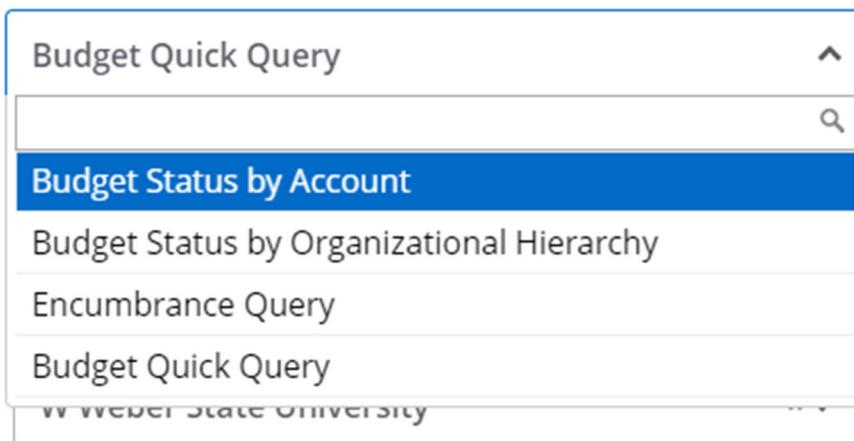


4. This will bring up a box allowing you to select what type of Query you want to create.
 - Budget Status by Account
 - Budget Status by Organizational Hierarchy
 - Encumbrance Query
 - Budget Quick Query

You can choose any query option but this guide will follow the steps of a 'Budget Status by Account' query.

Create New Query

Select Query Type



Budget Status by Account	<p>Budget information by accounts for the Fiscal Period, Year, and Commitment Type (all, committed, or uncommitted) by the following:</p> <ul style="list-style-type: none"> • FOAPAL/Index values • Single Organization • Fund Type • Account Type • Revenue Accounts • Wild-card filters supported for FOAPAL
Budget Status by Organizational Hierarchy	<p>Budget information for organizations by the following:</p> <ul style="list-style-type: none"> • Hierarchical structure • Specific Funds, high-level Organizations, Accounts, and Programs • Fund Type • Account Type • Revenue Accounts • Wild-card filters supported for FOAPAL
Encumbrance Query	<p>Budget information by encumbrance information for the Commitment Type (all, committed, or uncommitted), Encumbrance Status, and Fiscal Year and Period.</p>
Budget Quick Query	<p>Current budget status and displays information similar to that available on the Organization Budget Status (FGIBDST) page. When you choose this option, be aware of the following:</p> <ul style="list-style-type: none"> • Only one parameter page displays for this query. Ledger fields displayed include Adjusted Balance, Year to Date, Net Commitments, and Available Balance. • Wild-card filters supported for FOAPAL. • You can enter the fiscal year. Data displayed will be through period 14.

5. After the Query type is selected you can fill out the index drop down box. Type in your index only and the Fund, Org and Program boxes will auto-populate.

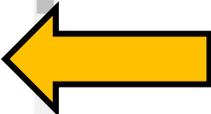
Create New Query ×

Select Query Type

Budget Status by Account ▼

Values

Chart *	Index
W Weber State University x ▼	201040 Foreign Language x ▼
Fund	Organization *
120100 General Fund	22400 Foreign Language
Account	Program
Choose Account ▼	110 Instruction
Activity	Location
Choose Activity ▼	Choose Location ▼



- You can also choose to Include the Revenue Accounts or not on this query.

Activity	Location
Choose Activity ▼	Choose Location ▼
Fund Type	Account Type
Choose Fund Type ▼	Choose Account Type ▼
Commitment Type	<input checked="" type="checkbox"/> Include Revenue Accounts
All ▼	



- Scroll down to the bottom and fill in the Fiscal Year and Fiscal Period. You can also choose to do a Comparison Fiscal Year and Comparison Fiscal Period.

Fiscal Year *	<input type="text" value="2021"/> x v	Fiscal Period *	<input type="text" value="14"/> x v
Comparison Fiscal Year	<input type="text" value="None"/> v	Comparison Fiscal Period	<input type="text" value="None"/> v

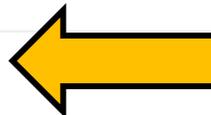
- Select or unselect any items under the Operating Ledger section. These will show up as different columns on the query. Then select Submit.

Operating Ledger

- | | |
|---|---|
| <input checked="" type="checkbox"/> Adopted Budget ⓘ | <input checked="" type="checkbox"/> Year to Date ⓘ |
| <input checked="" type="checkbox"/> Budget Adjustment ⓘ | <input checked="" type="checkbox"/> Encumbrance ⓘ |
| <input checked="" type="checkbox"/> Adjusted Budget ⓘ | <input type="checkbox"/> Reservation ⓘ |
| <input type="checkbox"/> Temporary Budget ⓘ | <input type="checkbox"/> Commitments ⓘ |
| <input type="checkbox"/> Accounted Budget ⓘ | <input checked="" type="checkbox"/> Available Balance ⓘ |

Comparison to Revenue & Expenditure Argos report:
 Adopted Budget = Original Budget
 Adjusted Budget = Current Budget
 Year to Date = YTD Activity
 Select Encumbrances instead of Commitments in order to get hyperlinks to purchase orders.
Reservations are no longer applicable with the PawPlace system,

SUBMIT



6. The Query Results will appear. Click on the numbers that have links for additional detail.

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account New Query

< Foreign Language - 22400 ✎ ➤ 📄 ⓘ ⋮

Query Results + ⬇

Account	Account Title	FY21/PD14 Adopted Budget	FY21/PD14 Budget Adjustment	FY21/PD14 Adjusted Budget	FY21/PD14 Year to Date	FY21/PD14 Encumbrances	FY21/PD14 Available Balance
61050	Contract Salary Unallotted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
61120	Professor	\$190,596.73	(\$0.01)	\$190,596.72	\$190,596.72	\$0.00	\$0.00
61130	Visiting Professor	\$107,069.17	(\$0.13)	\$107,069.04	\$107,069.04	\$0.00	\$0.00
61140	Associate Professor	\$255,360.91	(\$15,636.26)	\$239,724.65	\$239,724.66	\$0.00	(\$0.01)
61150	Assistant Professor	\$155,925.74	\$0.10	\$155,925.84	\$155,925.84	\$0.00	\$0.00
61160	Instructor	\$59,820.00	\$0.00	\$59,820.00	\$59,820.00	\$0.00	\$0.00
61595	Department Chair	\$45,341.32	\$0.00	\$45,341.32	\$45,341.28	\$0.00	\$0.04
61965	Specialist	\$31,732.20	\$0.00	\$31,732.20	\$31,732.32	\$0.00	(\$0.12)
62000	Adjunct/Part-Time Faculty Wages	\$39,003.00	\$6,786.77	\$45,789.77	\$0.00	\$0.00	\$45,789.77
62225	Instructor	\$0.00	\$0.00	\$0.00	\$43,680.00	\$0.00	(\$43,680.00)
62400	Hourly Wages Staff	\$6,870.00	(\$1,143.16)	\$5,726.84	\$0.00	\$0.00	\$5,726.84
62515	Hourly Student	\$0.00	\$0.00	\$0.00	\$4,515.12	\$0.00	(\$4,515.12)
Report Total (of all records)		(\$910,571.07)	(\$347,704.95)	(\$1,258,276.02)	(\$1,254,500.89)	\$0.00	(\$3,775.13)

- **Adopted Budget** = budget as of July 1
- **Budget Adjustment** = carry forward and budget transfers
- **Adjusted Budget** = adopted budget + budget adjustment
- **Year to Date** = expenditures that have posted to index
- **Year to Date vs. Encumbrances** – when you process a requisition and a purchase order is issued, it becomes an encumbrance. When the invoice is paid the amount then moves to the Year to Date column.

Save a query and mark it as a Favorite

You can save a query and mark it as a favorite.

Procedure

1. Create a query that you want to save.
Result: The **My Finance Query** page appears with query results.
2. Click  to access the **Save as** window.
3. Enter a query name in the provided field.
4. If you want to set the query as a Favorite, select the **Set as favorite** check box.
5. Click **Save**.

Tip: You can also use the  icon of a query displayed in the card view to toggle a query between Favorite and Unfavorite.

Edit a query

You can edit a query to adjust results.

Procedure

1. On the **My Finance Query** dashboard page, click the **Saved** or **Shared** query you want to edit.
Result:
 - Clicking saved queries loads query results. Click  to access the **Edit Query** window.
 - Clicking a shared query in the query list accesses the **Edit Query** window.
2. Using the **Edit Query** window, adjust the selections for the query.
3. Click **SUBMIT**.
Result: The **My Finance Query** page appears with query results.

7. When you select a link, a detail report similar to the following is displayed:

Budget Status by Account New Query

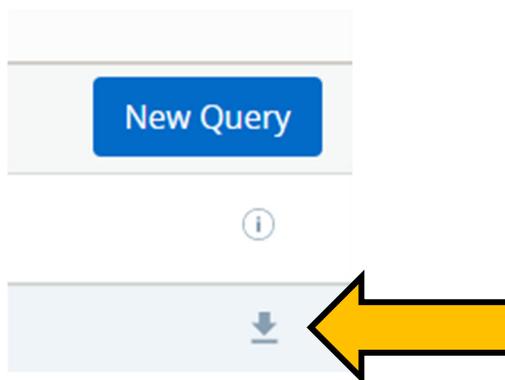
< Foreign Language - 22400 ⓘ

Query Results ↓

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
06/22/2021	06/22/2021	20105270 ⓘ	Amazon.com LLC	\$48.76	INEI
06/22/2021	06/22/2021	20105270 ⓘ	Amazon.com LLC	\$29.13	INEI
06/22/2021	06/22/2021	20105270 ⓘ	Amazon.com LLC	\$55.25	INEI
06/22/2021	06/22/2021	20105270 ⓘ	Amazon.com LLC	\$44.59	INEI
06/22/2021	06/22/2021	20105264 ⓘ	Amazon.com LLC	\$40.39	INEI
06/22/2021	06/22/2021	09125431 ⓘ	Amazon.com LLC	\$0.00	DNEI
06/22/2021	06/22/2021	09125436 ⓘ	Amazon.com LLC	\$0.00	DNEI
06/22/2021	06/22/2021	09125436 ⓘ	Amazon.com LLC	\$0.00	DNEI
06/22/2021	06/22/2021	09125436 ⓘ	Amazon.com LLC	\$0.00	DNEI
06/22/2021	06/22/2021	09125436 ⓘ	Amazon.com LLC	\$0.00	DNEI
06/22/2021	06/22/2021	20105313 ⓘ	Amazon.com LLC	\$24.34	INEI
06/22/2021	06/22/2021	20105319 ⓘ	Amazon.com LLC	\$14.99	INEI
Report Total (of all records)				\$283.74	



You can scroll down to see all the records or you can click on the arrow button in the top right corner under the blue New Query button to download to Excel.



Any blue hyperlink number you can click on to view the electronic detail behind the document.

Key to Expense Document Codes

Code Starts With Codes applicable to Expenses where the Account Code begins with a 7 (so other than payroll expenses)

BK	Bookstore or Campus Stores charge – you should have receipts with the business purpose documented for each purchase. If you do not have a receipt, contact the Bookstore (x6352) to get a duplicate.
F	This is a feed from Accounting Services. If under a current expense or travel category, a positive number means funds paid out of the account, for which you should have matching documentation; and a number in (parenthesis) means a credit to the account (which you would see, for example, when an amount is paid to a department account at the cashiers' windows, such as reimbursement for long distance or copies or payment by a student for a challenge exam).
FM	Charge from Facilities Management. You should verify that the project indicated was indeed for your department and the charge expected; otherwise contact Facilities Management (x6331)
Z	A Z followed by a number indicates payment of an invoice. The description will show the vendor who was paid. You should have a matching purchase order. If you need to find the purchase order, use Lynx Self-Service to query the expenditure. Once you click on the hyperlink for the invoice number, the matching PO number will be referenced and you can click on it to see the purchase order. <i>Note: A number with no letter prefix under Document with a Type code of DNEI indicates the check number for a payment. You'll see there are no funds deducted for these entries (they are instead deducted with the Z reference number)</i>
ID	Charge from another department at Weber State. You should verify the charge is expected and appropriate; otherwise contact the department name listed to get a copy of the interdepartmental billing.
J	Journal entry (expenditure moved between two different indexes). Items that are in (parenthesis) are credits where the expense has been moved to another index, otherwise it indicates a charge to your index. You should have copies of funds transfer forms and p-card reallocation logs to match.
J or G	With a description of Grant - Indirect Cost Charge is an overhead charge. This is built into external funding such as grants (indexes beginning with 6) based on a set percentage. <i>Note: this same system is used to charge the 10% overhead on fee accounts (charged as funds are expended).</i>
MS	Charge from mail services. For a charge that is significantly higher in a particular month, you should verify that there is a reason (e.g., a particular bulk mailing such as a brochure).
PC	P-card charge. You do not need to duplicate the p-card reconciliation process, but you should look through the charges to ensure there aren't any that stand out as not having been on a p-card statements.

PN	Charge from Printing Services. These will be for photocopies made where you input your department code in a photocopier machine (indicated by Dept Charges) or for specific photocopy jobs, letterhead, etc. For the latter, you should have a copy of the work order. To check on a charge or get a copy of the work order, contact Printing Services at x6105.
TL	Charge from telecommunications. For Tele-Long Distance and Tele-Equip Charge, these are checked on the Department Usage Report under the Telecommunication Argos folder. You should be running this report every month and having each person check, initial and pay for personal long distance calls. Other charges may be IT Department, Software Reimb-WP, Data Processing Serv, IT Cloud Storage, and Security. To check on a charge or get access to the Department Usage Report, contact Telecommunications at x7155.
TR	Travel Reimbursement. The description will show the person who received this reimbursement based on approved travel in the Travel Request and Reimbursement system in the Weber ePortal.

INB

If the number and complexity of your accounts is such that you feel you would benefit from having access to Internet Native Banner, access and specialized training can be arranged. If you are in the Academic Affairs Division, contact Betty at x7124. If you are in another division, contact Accounting Services at x6606.

Additional Information

Various budget and accounting forms and instructions are located online at:

<http://www.weber.edu/financialservices/Forms.html#Accounting Forms>

Applicable policies are located online at:

<http://weber.edu/ppm/Policies/5-BusinessAffairs.html>

Account Reconciliation Guide for Departments:

select the link from the Faculty & Staff Resources page <http://www.weber.edu/FacultyAndStaffResources/>