
THE CATHOLIC UNIVERSITY OF AMERICA



Finance Orientation

October 20, 2009

BUDGET & PLANNING



Who We Are – Budget & Planning

- ❖ **Donna Powell**, Budget Director – powelld@cua.edu; x6731
- ❖ **Karen Haskins**, Senior Budget Analyst – haskinsk@cua.edu ; x6355
 - All Provost Departments (except Law School)
 - Graduate Scholarships
- ❖ **Deborah McDonald**, Budget Analyst – mcdonald@cua.edu; x6356
 - President's Office
 - Finance and Administration (except Facilities)
 - Student Life
 - First Year Experience
- ❖ **Erik Fortune**, Budget Analyst – fortunee@cua.edu; x5553
 - Employment Hiring Forms/UG Scholarships
 - Enrollment Management
 - Development
 - Facilities/ Capital
 - Law School



Budget and Planning

- ❖ Role of Budget Office
 - Oversee annual budget development and business planning process
 - Monitor functional area budgets and revenues
 - Report on business activity
 - Assist departments as needed
 - Budget preparation and business plans
 - Profit/loss statements
 - Review of new programs
 - Return on investments analysis

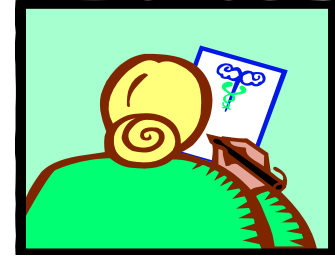
Budget and Planning

- ❖ Role of University departments
 - **Monitor expenditures and revenues**
 - Verify that funds are available before entering requisitions and charging PCard purchases.
 - Request funds transfers and budget revisions
 - Request transfers from Accounting and Budget revisions from the Budget Office.
 - Report discrepancies on org reports promptly to appropriate party
 - Budget Office
 - General Accounting Office
 - Treasury Office



University's Controls for Managing Budget and Financial Assets

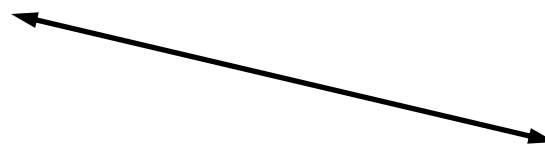
❖ Procedural Controls



❖ System Controls



❖ Reporting Controls



Procedural Controls

- ❖ Vice-Presidents are provided annual bottom-line budgets – includes salary, fringe, scholarship, and other direct expenses.

- ❖ Position Control is utilized
 - Each full-time faculty and full-time staff position is uniquely identified by a position number
 - Part-time or temporary positions are identified by a pooled position



Procedural Controls (cont'd)

- ❖ The sum of the individual positions and pooled position equals the salary budget.
- ❖ New positions are approved during the annual budget process
- ❖ New positions are not approved unless the funding is available – either reduction of an existing position or approved new funding.
- ❖ The Budget Office is in the approval chain for position changes or additions.
- ❖ Budgetary revisions must be balanced.
- ❖ Capital projects and grant and contract activity are budgeted and are equal to the approved or available funding.



System Controls

- ❖ The University utilizes the budget checking functionality of PeopleSoft.
 - Checks for correct chartfield combinations
 - Checks for sufficiency of funds on other direct expenses.
 - Budgeted funds have two budgets – detailed budget and appropriation budget
 - Z001 – all expenses
 - Z002 – Compensation and Benefits - TRACKED
 - Z100 – salaries
 - Z101 – benefits
 - Z003 – Scholarship – TRACKED
 - Z004 – Other Direct Expenses - CONTROLLED



System Controls (cont'd)

- ❖ For other funds the PeopleSoft system controls expenditures based on a carry-forward balance and any additional revenues posted during the fiscal year.

- ❖ System of pre-encumbered and encumbered funds for both salary/fringe and general expenses.
 - Encumbrances released upon payment and per pay period respectively
 - Encumbrances are released quarterly for copier, phone and postage charges



Reporting Controls

- ❖ Real-time, distributed “org” reports (n-vision report) for departmental use and review
 - 1ORG/1RESERVE/1GRANT/1PROJECT/1ENDOWED
 - Provides “drill down” capability to review transactions
 - Even Procurement card has detailed transactions
- ❖ Tools Used by Office of Budget and Planning
 - Budget report – BudMonth report
 - Appropriation Reports
 - Fund Balance Report



Budget and Planning

❖ Reviewing budgets in real time

In PeopleSoft Financials:

- Commitment Control
 - Review Budget Activities

Budget Details

Business Unit = “CUA”

Ledger Group = “ORG” or “APPROP”

Account – leave blank

Fund – leave blank

Budget Period – “2010”

Department – six digit org number



Budget and Planning


Budget Details - Windows Internet Explorer

https://cardinalstation.cua.edu/psp/paprd/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL_KK_INV_BO_DETAIL.GBL?PORTALPARAM_PTCNAV=EP_...

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Budget Details


Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value


Business Unit: 


Ledger Group: 


Account: 


Department: 


Fund Code: 

Class Field: 

Program Code: 

Project: 

Budget Period: 

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 - Purchasing
 - Set Up Financials/Supply Chain
 - Commitment Control-Budgeting
 - Define Control Budgets
 - Budget Journals
 - Post Control Budget Journals
 - Review Budget Activities
 - Budget Details**
 - Budgets Overview
 - Activity Log
 - Review Budget Check Exceptions
- Accounts Payable
- Financials Tree Manager
- Financials Worklist
- Vendors
- Asset Management
- General Ledger
- Allocations
- CUA Miscellaneous
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Budget and Planning

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Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Class	Budget Period
CUA	APPROP	2004	11	854001		2010

[Display Chart](#)

Ledger Amounts

Budget:	28,016.00 USD	Attributes	Max Rows: <input type="text" value="100"/>
Expense:	9,729.42 USD	Parent / Children	
Encumbrance:	0.00 USD	Associated Budgets	
Pre-Encumbrance:	0.00 USD		
Associate Revenue:	0.00 USD		

Available Budget

Without Tolerance:	18,286.58 USD	Percent: (65.27%)	Forecasts
With Tolerance:	18,286.58 USD	Percent: (65.27%)	

Budget Exceptions

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions
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Done

Trusted sites

100%



TIPS - Budget and Planning

- ❖ Be careful when setting up requisitions and coding invoices. One of the main reasons for errors is the chart field combination. Please be sure to combine the Department Org # with the proper Fund #.
- ❖ Another reason for errors is the lack of available funds. Charges will not go through without funds. Verification of your unspent budget is essential to the effective processing of charges.

