

Banner Finance & HR Newsletter

July 2004, Issue No. 9

Educational & General (E&G) Budgets

Educational & General budgets are derived from two sources: state general fund appropriations and non-general fund revenues. Non-general fund revenues are generated from tuition and other fees as approved (e.g., admissions, labs). Every two years the state of Virginia sets a biennium budget for George Mason University.

The Budget and Planning Team at the university then handles the process of allocating the university budget to the schools and units. The Budget and Planning Team includes the following members:

Provost
Senior Vice President
Vice President for Information Technology
Vice President for PWC
Vice President for University Life
Vice Provost for Academic Affairs
Associate Provost for Personnel & Budget
Assistant Vice President, Budget & IRR
Budget Coordinator

The Budget and Planning Team reviews requests from each school/unit for increased funding. Proposals are requested to coincide with the state's budget cycle. A funding proposal includes a description of the initiative and allocations for salaries, fringe benefits, and direct expenditures.

In the fall, the Budget and Planning Team begins to review the requests and prioritizes the proposals. Preliminary information is shared with the Board of Visitors and preliminary allocations are approved to allow for recruitment of faculty for the upcoming year. The final budget is presented to the Board of Visitors in May.

Once the Board approves the budget, it becomes the final E&G budget for the schools. For alternate years that begin during the biennial cycle, modest budget adjustments are considered by the Budget and Planning Team, contingent on resources available.

Schools/units may not make modifications to their total budgets, but may reallocate amounts among departments and programs. The Budget Office loads the final detail budgets into Banner in late June. School/unit staff may then view their budgets in Banner.

E&G Budgets in Banner

Once the Budget Office loads the final E&G budgets in Banner, several offices at the university handle various aspects of E&G budget and expenditure management as described below:

- Encumbrances for permanent salaries and fringe benefits are loaded into Banner along with the annual budget for each Banner organization. Questions about personnel encumbrances may be directed to Deepa Aggarwal at 993-8749.
- Department financial managers monitor and spend against the available budget.
- The Purchasing Office issues purchase orders in Banner and encumbers the funds associated with the amount of the purchase order based on requisitions submitted by departments. Questions about direct expenditure encumbrances may be directed to Tom Ward at 993-2586.
- Department staff approve invoices for payment, which liquidate associated encumbrances and process the charge.
- General Accounting posts charge backs by the 25th of every month, processes journal entries for deposits and corrections, and manages the system feeds from the HR, Student, and Grants modules in cooperation with the Budget Office, Office of Sponsored Programs, and HR.
- Fiscal Services IT runs the month end reports and posts them on e-Print within four working days of month end. Fiscal year end requires more processing time to close.

E&G Budget Transfers & Banner

E&G budgets may be reallocated in Banner Finance Self Service although certain rules apply.

School or College level budget managers may transfer funds between departments within their units. Some department budget managers transfer funds within a department.

If you are interested in processing budget transfers, please contact Barbara Maddox at 993-8752.

After receiving security access and training, to transfer funds in Banner:

- Go to: <https://patriotweb.gmu.edu/>
- Log in to Patriot Web Self Service
- Select Financial Information
- Select the Single or Multiple Line Budget Transfer option

New Banner Finance Access Procedures

Beginning July 1st, there is a new procedure for requesting access to Finance Self Service and e~Print reports. Please follow the steps below:

- Go to: <https://patriotweb.gmu.edu/>
- Log in to Patriot Web Self Service
- Select the Employee Services menu
- Select the Request Access to Banner Products link

Here you will find:

1. Instructions for requesting access to Banner products (Procedure for Requesting, Changing, or Removing Access to Banner Products).
2. The Banner Administrative Systems Account Request Form (required for all new users as well as for existing users who need additional access).

There is no action required for existing users who already have access to an upper-level organization when a new organization is added, and there is no change to the existing process for access to new sponsored programs funds.

E&G Budget Reports in e~Print

There are three primary reports available in e~Print to view E&G budgets and associated expenses:

Budget Status Report: information on adjusted budget, expenses (current, ytd), commitments, and available balance.

Organizational Detail Activity Report: information on transaction activity (budget, actual, commitment) sorted by account.

Labor Distribution Report: information on month and year to date salary and fringe benefit charges by employee.

To access e~Print, please go to:

<https://patriotweb.gmu.edu/>

Upcoming Finance & HR

Training Dates

- 07-09-04: Banner/INB Navigation (FX)
- 07-15-04: Banner/INB Navigation (FX)
- 07-16-04: Electronic Approvals (FX)
- 07-21-04: Banner Finance Self Service Training (FX)
- 07-21-04: Banner Faculty Finance Self Service Training (FX)
- 07-22-04: Banner/INB Navigation (FX)
- 07-30-04: Banner/INB Navigation (FX)
- 08-18-04: Electronic Approvals (ARL)
- 08-26-04: Banner Finance Self Service Training (FX)
- 08-26-04: Banner Faculty Finance Self Service Training (FX)

For details and up-to-date information on training times, locations, and registration, please go to:

<http://www.gmu.edu/PatriotProject/train.html>