

Budget Training Manual

INTRODUCTION

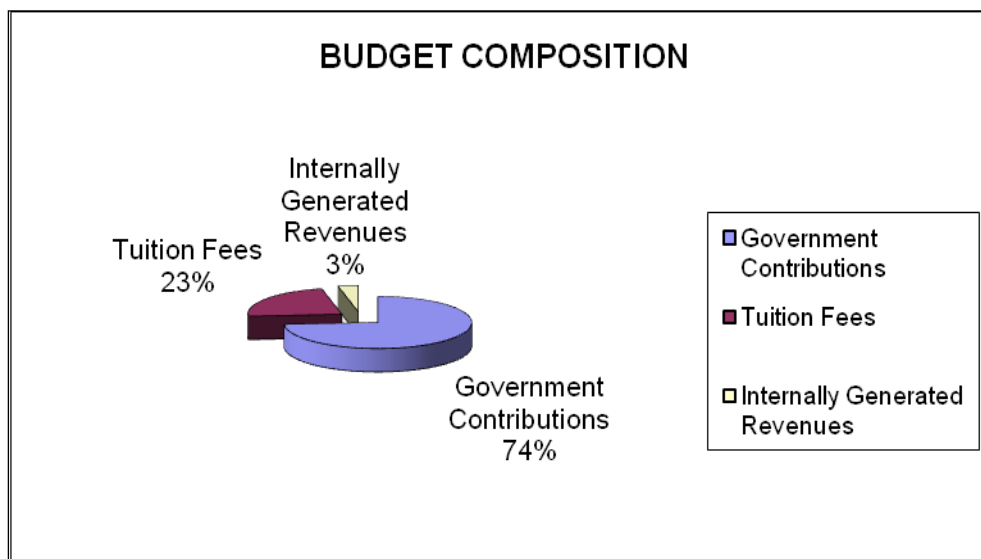
Purpose of the Manual

This manual is prepared in fulfilment of the Budget Development Unit's commitment to providing support to budget holders. It is prepared for the information of all faculties, departments, sections/units of the University of the West Indies, Mona Campus and is to be used as guidance in ascertaining budget available balances from the Budget Summary Forms **FGIBSUM** and **FGIBDST**, among other things.

About the Budget Development Unit

Budgeting within the University of the West Indies, Mona Campus lies primarily with the Budget Development Unit. The Unit has responsibility for the University Grants Committee Fund which comprises Government Contributions (**74%**), Tuition Fees (**23%**) and internally generated revenues of the Mona Campus (**3%**).

Approved Budget 2018-19 \$15.7B



The general responsibilities of the Unit are to ensure:

- a) That the Campus' operating expenses is spent in ways which best realizes the University's objectives, approved plans and academic purposes
- b) That academic and administrative units have the resources required to carry out their work effectively, subject to the constraints imposed by the flow of revenue, and
- c) An effective means of monitoring revenue and controlling expenditures in conformity with the highest standards of financial management and accounting.

In executing these responsibilities the Unit is required to:

- Allocate the Budget to departments
- Estimate revenue from fee-paying students and other income sources;
- Identify existing and new strategic initiative funding; and
- Review funding levels for Campus-wide Projects.
- Develop costing for new Programmes and Projects

LEARNING OBJECTIVES

<p><i>HOW TO ASCERTAIN YOUR AVAILABLE BALANCE TO DATE</i></p> <p>*****</p> <p><i>HOW TO QUERY FORMS.</i></p> <p>*****</p> <p><i>HOW TO UNDERSTAND BANNER FINANCE CODE.</i></p>	<p><i>HOW TO ASCERTAIN YOUR BALANCE AVAILABLE AS PER ACCOUNT # TO DATE.</i></p> <p>*****</p> <p><i>HOW TO READ YOUR MONTHLY REPORTS...</i></p> <p>*****</p>
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FZIBSUM FORM – BUDGET BALANCE AVAILABLE TO DATE

This form is used to ascertain the organization's overall available balance. It gives a summarized account of: Adjusted Budget, year to date payment/s, commitments and available balance to date. The FGIBSUM form is accessed from the **GO to...** page. From here you input FGIBSUM and then press **enter**. You should be automatically directed to the screen below.

Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Staff Costs	5,568,622.94	4,523,086.72	0.00	1,045,536.22
Operating Expenditures	339,500.00	329,213.29	76,504.52	-66,217.81
Transfers In				
Net: Revenue minus (Labor + Expense + Transfer)	-5,908,122.94	-4,852,300.01		
		Total Commitments:	76,504.52	

Current Year Expenditure

Available Balance

Approved Budget

Commitments

Steps

- 1) **Chart of Account:** The system is automatically defaulted to **M**
- 2) **Organization:** Input **organization code** then press **Enter**
- 3) **Fund:** Fund (110000) will automatically appear once the appropriate organization number is entered.
- 4) Click on **Block** then select **Next**

The **Prior Year YTD Activity; Adjusted Budget; YTD Activity; Commitments and Available Balance** information will be populated for the relevant **Account Types** (*income/revenue, staff costs, departmental controllable costs and department non-controllable costs*).

5) **Third row- Departmental Controllable Cost- under account type**

Reading from left to right-

- ✚ **Adjusted Budget**-----This figure represents total Budgetary Provision
- ✚ **Ytd Activity**-----Gives accumulated actual expenditure to date
- ✚ **Commitments**-----This figure represents outstanding Purchase Requisitions to date

- ✚ **Avail Bal**--- This figure shows balance remaining on Budget to date

FZIBDST FORM-BALANCE AVAILABLE AS PER ACCOUNT NUMBER

This form is used to ascertain the organization's available balance as per account number. It gives a summarized account of: available balance as per Account number to date. The FGIBDST form is accessed from the **Go to...** page. From here you input FGIBDST and then press **enter**. You should be automatically directed to the screen below.

Oracle Fusion Middleware Forms Services: Open > FGIBDST

Organization Budget Status: FGIBDST 8.5 (MONA)

Chart: **M**
 Fiscal Year: **19**
 Index:

Query Specific Account
 Include Revenue Accounts
 Commit Type: **Both**

Organization: **1014** Inter-Faculty Lecture Theater
 Fund: **110000** UGC Unrestricted Mona
 Program:
 Account:
 Account Type:
 Activity:
 Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
610002	L	Faculty/Academic	2,924,201.70	2,040,867.96	0.00	883,333.74
610003	L	Administrative	614,983.86	514,275.43	0.00	100,708.43
610008	L	Transportation/Travelling Allowa	111,801.94	113,919.00	0.00	-2,117.06
610009	L	Housing/UWI Housing Allowance	922,710.66	768,925.55	0.00	153,785.11
610014	L	Uniform/Laundry Allowance	49,855.94	40,000.00	0.00	9,855.94
610015	L	UW- FSSU/Superann	336,277.90	248,922.60	0.00	87,355.30
610016	L	Overtime/Subsistence	0.00	101,600.00	0.00	-101,600.00
620001	L	Medical/Dental/Optical	81,132.36	66,328.00	0.00	14,804.36
620005	L	Group Life Faculty/Academic	0.00	22,095.90	0.00	-22,095.90
620006	L	Group Life Administrative	0.00	4,213.32	0.00	-4,213.32
620010	L	Book Grant Employee	105,060.00	210,120.00	0.00	-105,060.00
620011	L	Study and Travel Grant Employee	251,875.00	209,895.83	0.00	41,979.17
Net Total:			-5,908,122.94	-4,852,300.01	76,504.52	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
 Record: 2/22 | ... | <OSC>

Steps

- 1) **Chart of Account:** The system is automatically defaulted to **M**
- 2) **Organization:** Input **organization code** then press **Enter**
- 3) **Fund:** Fund (110000) will automatically appear once the appropriate organization number is entered.
- 4) Click on **Block** then select **Next**

The Account; type; Title; YTD Activity; Adj. Budget; YTD Activity; Commitments and Available Balance information will appear.

- 5) Reading from left to right – the information which populates the screen is more specific than that contained in FGIBSUM as it allows the budget holder access specific information on the activities of each account number.

NB: The system allows the user to move effortlessly from one form/screen to the other–

 **To move from *FGIBSUM* to *FGIBDST* :**

(I) Click *Options*

(II) Choose *Budget Status Information*.

 **To move from *FGIBDST* to *FGIBSUM*:**

(I) Click *Options*

(II) Choose *Budget Summary Information*

FGIBDST – Further Breakdown

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Budget Summary Information

Organization Encumbrances

Transaction Detail Information

Format Display Preferences

Chart: M

Fiscal Year: 19

Index:

Query Specific Account

Include Revenue Accounts

Commit Type: Both

Organization: 1014 Inter-Faculty Lecture Theater

Fund: 110000 UGC Unrestricted Mona

Program:

Account:

Account Type:

Activity:

Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
610002	L	Faculty/Academic	2,924,201.70	2,040,867.96	0.00	883,333.74
610003	L	Administrative	614,983.86	514,275.43	0.00	100,708.43
610008	L	Transportation/Travelling Allowa	111,801.94	113,919.00	0.00	-2,117.06
610009	L	Housing/UWI Housing Allowance	922,710.66	768,925.55	0.00	153,785.11
610014	L	Uniform/Laundry Allowance	49,855.94	40,000.00	0.00	9,855.94
610015	L	UWI- FSSU/Superann	336,277.90	248,922.60	0.00	87,355.30
610016	L	Overtime/Subsistence	0.00	101,600.00	0.00	-101,600.00
620001	L	Medical/Dental/Optical	81,132.36	66,328.00	0.00	14,804.36
620005	L	Group Life Faculty/Academic	0.00	22,095.90	0.00	-22,095.90
620006	L	Group Life Administrative	0.00	4,213.32	0.00	-4,213.32
620010	L	Book Grant Employee	105,060.00	210,120.00	0.00	-105,060.00
620011	L	Study and Travel Grant Employee	251,875.00	209,895.83	0.00	41,979.17
Net Total:			-5,906,122.94	-4,852,300.01	76,504.52	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List

Record: 2/22 | ... | <OSC>

Click Options: Select either

- (1) Transaction Detailed Information or**
- (2) Organization Encumbrances Mona**

Transactions Detailed Information: This lists all transactions that give rise to the summarized YTD Activity. (See below)

Transactions Detailed Information

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
710015	1014	61	07-NOV-2018	BD02	BD190039	BUDGET ALLOCATION	114,300.00	+
710015	1014	61	29-AUG-2018	ISEU	U0028867	FACTL OF P & A SCI D	4,031.32	+
710015	1014	61	29-AUG-2018	ISEU	U0028867	FACTL OF P & A SCI D	0.00	-
710015	1014	61	27-AUG-2018	ISEU	U0028824	factl of pure & app. sci	212,321.27	+
710015	1014	61	27-AUG-2018	ISEU	U0028824	factl of pure & app. sci	-127,620.25	-
710015	1014	61	24-AUG-2018	REQS	R0168132		127,620.25	+
710015	1014	61	02-AUG-2018	BD01	BD190001	BUDGET ALLOCATION	114,300.00	+
Total:							444,952.59	

Press Key Dup Item for document query forms; Count Query for encumbrance detail
Record: 1/7 | ... | <OSC>

Organization Encumbrances: Lists all transactions that give rise to the summarized outstanding Commitments(see below)

Organization Encumbrances Mona

Oracle Fusion Middleware Forms Services: Open > FGIOENC

File Edit Options Block Item Record Query Tools Help

Organizational Encumbrance List FGIOENC 8.0.0.1 (MONA)

Chart: M Index: Organization: 7208 Educational Studies
 Fiscal Year: 19 Fund: 110000 UGC Unrestricted Mona

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P0275277	DELL WORLD TRADE L.P.	0	760004	11			968,669.13	U
P0284677	RENTOKIL INITIAL JAMAICA LTD.	0	710015	11			97,039.50	U
P0285160	RENTOKIL INITIAL JAMAICA LTD.	0	710015	11			7,600.00	U
P0285162	UNIVERSITY BOOKSHOP	0	710006	11			101,804.00	U
P0285675	UNIVERSITY BOOKSHOP	0	710002	11			16,308.00	U
P0292490	TRU-STRIDE	15	710009	81			58,300.00	U
P0295636	UNIVERSITY BOOKSHOP	0	710006	11			3,442.50	U
P0300592	TRU-STRIDE	15	710009	81			63,600.00	U
P0301259	RENTOKIL INITIAL JAMAICA LTD.	0	70004A	11			232,680.00	U
P0301628	RENTOKIL INITIAL JAMAICA LTD.	0	710015	11			17,850.00	U
P0302089	APPLIANCE TRADERS LIMITED	0	710002	11			11,199.00	U
P0303931	DIGICEL JAMAICA LIMITED	0	70006A	11			716,443.54	U
P0305418	QUARK SOFTWARE, INC.	0	760005	11			20,045.67	U
P0307858	PLANT WORLD	0	710005	11			146,020.00	U
P0308078	CORPORATE INTERIORS INT'L LIMITED	0	710011	11			825,552.00	U
P0308091	UNIVERSITY BOOKSHOP	0	760004	11			134,199.00	U
P0308709	UNIVERSITY BOOKSHOP	0	710006	11			50,000.00	U
P0308792	UNIVERSITY BOOKSHOP	0	70010A	11			200,000.00	U
P0308881	ONE STOP FURNITURE &	0	710011	11			17,690.00	U

Other Forms

FAIVNDH- This Form is used to Query Vendor Detail History

Vendor Invoice	Invoice	O/P Ind	Cncl Ind	Vendor Invoice Amt	Due Date	Check Date	Check
KGN0069588	I0426455	P	N	2500.00	18-AUG-2005	18-AUG-2005	C0079390
KGN0075258	I0428322	P	N	2500.00	06-SEP-2005	07-SEP-2005	R0324372
IKC0043924	I0428977	P	N	57270.80	13-SEP-2005	13-SEP-2005	C0079799
IKC0043450	I0429000	P	N	116338.00	13-SEP-2005	15-SEP-2005	C0079881
KGN0078979	I0429443	P	N	4880.00	15-SEP-2005	15-SEP-2005	C0079881
IKC0042535	I0429449	P	N	32853.50	15-SEP-2005	15-SEP-2005	C0079881
IKC0044094	I0429463	P	N	74495.00	15-SEP-2005	15-SEP-2005	R0324796
IKM0154315	I0430021	P	N	17250.00	20-SEP-2005	21-SEP-2005	C0079933
IKC0043780	I0430065	P	N	104937.00	20-SEP-2005	21-SEP-2005	R0325013
Total:				413024.30			

- (1) **Input Vendor Number (If Known)**
- (2) **Click Block then select Next**
- (3) **Fields relating to the vendor's invoice, the payment amount, due date, cheque date and number will be populated**

Other wise

Leave slot for vendor blank, then;

- (1) **Click on Search Light**
- (2) **Click on Entity name/Id search (FTIIDEN)**
- (3) **Input Vendor last or first name between two % signs in upper case e.g. %BROWN%**
- (4) **Press F8 on keyboard to execute: All existing vendors with that name will appear**
- (5) **Scroll down to locate desired vendor; Click to Select**

FOIDOCH —This form gives information on PO, Requisition, Cheque and Invoice

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the FOIDOCH 5.3 (MONA) form. The window title is "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", "Help", and "Window". The toolbar contains various icons for navigation and actions. The main form area is titled "Document History FOIDOCH 5.3 (MONA)". At the top, there are fields for "Doc Type: PO" and "Purchase Order", and "Doc Code: P0146090". Below this, there are several tabs for different document types: "Requisition", "Bid", "Purchase Order", "Issues", "Invoice", "Check", "Return", "Receiver", "Asset Tag", and "Asset Adjustment". The "Check" tab is currently selected, and it displays the document code "R0339756". An arrow points from the "Check" tab to the "Doc Code" field.

At Doc Type

- (1) **Input** REQ if you are querying a Requisition, PO if querying a Purchase Order and CHK if you are querying a check.
- (2) **Then** click tab to go across to Document Code
- (3) **Insert** the document #.

MONTHLY REPORTS:

Two Expenditure reports are sent to the departments on a monthly basis.

(I) Organization Detail Activity (FGRODTA_DS_NO_ENC-): Gives detailed transactions, total amount spent as per account for the month/period and a summarized balance at the end the report.

(II) Expenditure Statement : This report gives a summarized account of year to date expenditure including Commitments, total balance available as per Expenditure Category and the overall available balance on Budget.

Comparative Summary Report

University of the West Indies (MONA) - DBROWN - [Bursary Information System]

File Payroll Journal Bank Recon Budget Com_Ops Staff_Rec Reports Tool Security Window

budget_statement_comp: Previewer

File Edit Window Help

Prev Next First Last Page: 1 Print Mail Close New

Comparative Summary Report 3202
 2007/2008 - 2008/2009 12-FEB-2009
 Expenditure Statement 09:00 AM
 INTER-FACULTY LECTURE THEATRE
 February-09

	Prior Year		Current Year		Bal Avail/ (Over/Exp) J\$
	Actual Y-T-D incl Encumbrance J\$	Budget Provision J\$	Actual Y-T-D incl Encumbrance J\$		
For Mgmt. - WIGUT	1,744,836.45	3,728,157.67	2,255,897.24		
Staff Cost - MONATS	946,820.15	1,441,384.18	1,977,182.70		
Staff Costs - UAWU	63,910.00	820,684.29	113,343.41		
	2,755,566.60	5,990,206.14	4,346,423.35		1,643,782.79
REPAIRS AND MAINTENANCE	133,899.95	134,265.60	42,996.05		
UTILITIES & SERVICES	87,601.05	380,019.60	125,007.34		
REPAIRS & MAINTENANCE	11,500.00	0.00	0.00		
REPAIRS & MAINTENANCE	16,500.00	0.00	0.00		
OFF LAB. EQUIPMENT	0.00	204,994.80	0.00		
OFFICE EQPT. & FUR	0.00	67,132.80	334,095.62		
	249,501.00	786,412.80	502,099.01		284,313.79
OTHER EXPENSES					
(ENTERTAINMENT)	0.00	0.00	71,135.00		
OFFICE EXPENSES	10,410.14	93,031.20	4,110.29		
	10,410.14	93,031.20	75,245.29		17,785.91
DEPRECIATION					
FURNITURE & FITTINGS	0.00	0.00	70,609.03		
	0.00	0.00	70,609.03		(70,609.03)
SUMMARY					
	Prior Year	Budget	YTD Activity		Balance

NB It is permissible on the Operating Expense Budget for departments to overspend or access funds on accounts number with or without budgetary provisions. Reason for this is that, the **Budget is not controlled on a line basis**, but instead on the available balance in the overall Operating Expense Pool.

The Budget is allocated on a line basis so as to identify the different areas in which the funds are spent. This is useful for future Budget Projections and Financial Reporting.

BANNER FINANCE CODES.

*The accounting distribution is the life line of the Banner Finance System without which the system is useless. The Banner Finance System recognizes the accounting distribution **FOAPAL**. **FOAPAL** is the acronym for:*

Fund

Organization

Account

Program

Activity

Location

Fund CODE- FTVFUND (form)

The fund defines the source of funding for example they are three sources of funding

(a) University Grants Committee (UGC 110000) Budget funds for Departments

(b) Special Projects Fund- Grants for specific use-(11501P-21000 Series)

(c) Commercial Operations fund- Income Generated activities(22400, 224002 & 33000 Series)

(d) Self-Funded Academic Program (3400 Series)

All four sources of funding are linked to a specific bank account hence whenever we process an invoice or establish a commitment (PO) it impacts on our Bank accounts

FTVFUND- Fund Code Form

Oracle Fusion Middleware Forms Services: Open > FGIBDST - FTVFUND

File Edit Options Block Item Record Query Tools Help

Fund Code Validation FTVFUND 3.0 (MONA)

Chart of Accounts	Fund Code	Fund Type	Title	Data Entry	Status	Effective Date	Termination Date
M	010001	99	Bank Fund	<input checked="" type="checkbox"/>	A	01-AUG-1950	
M	1000	11	UGC Unrestricted Centre	<input checked="" type="checkbox"/>	A	27-APR-2011	
M	100000	11	UGC Unrestricted Centre	<input checked="" type="checkbox"/>	A	01-AUG-1950	
M	110000	11	UGC Unrestricted Mona	<input checked="" type="checkbox"/>	A	01-AUG-1950	
M	110001	11	UGC Mona Health+Pension Actuarial	<input checked="" type="checkbox"/>	A	01-AUG-1950	
M	110002	11	Mona Informatix NCB Loan #4	<input checked="" type="checkbox"/>	A	01-AUG-1950	
M	110003	11	Unsecured NCB Loan #2	<input checked="" type="checkbox"/>	A	01-AUG-1950	
M	110004	11	ML Unsecured NCB Loan #3	<input checked="" type="checkbox"/>	A	01-AUG-1950	
M	110005	11	NCB 900M Debt Refinancing	<input checked="" type="checkbox"/>	A	01-AUG-1950	
M	110112	11	Director's Office, Academy of Sport	<input checked="" type="checkbox"/>	A	01-AUG-1950	
M	110112	11	Director's Office, Academy of Sport	<input checked="" type="checkbox"/>	A	22-MAR-2018	
M	110117	11	Sport & Exercise Medicine	<input checked="" type="checkbox"/>	A	01-AUG-1950	
M	110118	11	Academic Programmes & Activity	<input checked="" type="checkbox"/>	A	01-AUG-1950	
M	110118	11	Academic Programmes & Activity	<input checked="" type="checkbox"/>	A	22-MAR-2018	
M	110119	11	Professional Prog, Outreach, Projec	<input checked="" type="checkbox"/>	A	01-AUG-1950	
M	110119	11	Professional Prog, Outreach, Projec	<input checked="" type="checkbox"/>	A	22-MAR-2018	
M	110120	11	Athletic Development and Training	<input checked="" type="checkbox"/>	A	01-AUG-1950	
M	110120	11	Athletic Development and Training	<input checked="" type="checkbox"/>	A	22-MAR-2018	
M	110121	11	Swimming Pool	<input checked="" type="checkbox"/>	A	01-AUG-1950	
M	110121	11	Swimming Pool	<input checked="" type="checkbox"/>	A	22-MAR-2018	
M	110121	11	Swimming Pool	<input checked="" type="checkbox"/>	A	22-MAR-2018	
M	111000	11	UGC Unrestricted Western JM	<input checked="" type="checkbox"/>	A	01-AUG-1950	

Organization CODE- FTVORGN (form)

The Organization codes identify the department. No two Department bears the same Organization Code

FTVORGN- Organization Code Form

Oracle Fusion Middleware Forms Services: Open > FGIBDST - FTVORGN

File Edit Options Block Item Record Query Tools Help

Organization Code Validation Form - Finance FTVORGN 8.0 (MONA)

Chart of Accounts	Organization Code	Title	Data Entry	Status	Effective Date	Termination Date
M	1000	Principal's Office	Y	A	01-AUG-1950	
M	1000	Principal's Office	Y	A	17-FEB-2014	
M	1001	Deputy Principal's Office	Y	A	01-AUG-1950	
M	1001	Deputy Principal's Office	Y	A	17-FEB-2014	
M	1003	Campus Project Execution U	Y	A	01-AUG-1950	
M	1003	Campus Project Execution Unit	Y	A	17-FEB-2014	
M	1004	Campus Research Fellowships	Y	A	01-AUG-1950	
M	1005	Campus Business Dev Off	Y	A	01-AUG-1950	
M	1005	Campus Business Development Office	Y	A	17-FEB-2014	
M	1006	Instructional Development U	Y	A	01-AUG-1950	
M	1006	Centre Excellence Teaching Learning	Y	A	17-FEB-2014	
M	1007	Planning Office	Y	A	01-AUG-1950	
M	1007	Planning & Institutional Research	Y	A	17-FEB-2014	
M	1008	Mona Office Research & Innovation	Y	A	01-AUG-1950	
M	1009	Exec Dir Western Jamaica Reg	Y	A	01-AUG-1950	
M	1009	Executive Director Western Jamaica	Y	A	17-FEB-2014	
M	1010	Mona Campus Academy of Sport	Y	A	01-AUG-1950	
M	1011	Icens	Y	A	01-AUG-1950	
M	1011	ICENS	Y	A	17-FEB-2014	
M	1012	Director's Office, Academy of Sport	Y	A	01-AUG-1950	
M	1012	Director's Office, Academy of Sport	Y	A	11-MAR-2018	11-MAR-2018
M	1014	Inter-Faculty Lect Thr	Y	A	01-AUG-1950	
M	1014	Inter-Faculty Lecture Theater	Y	A	17-FEB-2014	

ACCOUNT CODE- FTVACCT (form)

The Account code defines the nature of expenses for e.g. advertisements are captured by a specific account (710001)

The Banner Finance form FTVACCT lists the account codes established on the system for the different types of expenditure.

These codes are also tied to the Budget; hence it is important that the appropriate code is used to capture the relevant expenses.

Acct Code	Description
<i>5400 series</i>	<i>Income/Revenue (used only for Lodgmt.)</i>
<i>6100 series</i>	<i>Salaries and Allowances</i>
<i>7000 series</i>	<i>Operating Expenses</i>
<i>7600 series</i>	<i>Capital & Other Centrally Controlled Costs</i>

Further breakdown:

Salaries and Allowances: 6100

<i>WIGUT</i>	<i>610001 series -: Academic Staff Costs</i>
	<i>610002 series -: Senior Administrative Staff Costs</i>
<i>MONATS</i>	<i>610003 series -: Non-Academic Payroll Costs</i>
<i>UAWU</i>	<i>610004 series -: Non-Academic Service Payroll Costs</i>

Operating Expenses: 7000

<i>7000A series-: Maintenance Expenses</i>
<i>71000 series -: Office and General Expenses</i>
<i>7000B series -: Direct Utilities</i>
<i>72000 series -: Teaching and Research Supplies</i>

Capital & Other Centrally Controlled Costs: 7600

<i>7600 series- : Capital Expenditure</i>

Other Centrally Controlled Costs: 7300 Series

730001.... Security Services

730001.... Audit Services

730003.....Legal Services

inter alia

FTVACCT- Account Code Form

Oracle Fusion Middleware Forms Services: Open > FGIBDST - FTVACCT

File Edit Options Block Item Record Query Tools Help

Account Code Validation FTVACCT 8.4 (MONA)

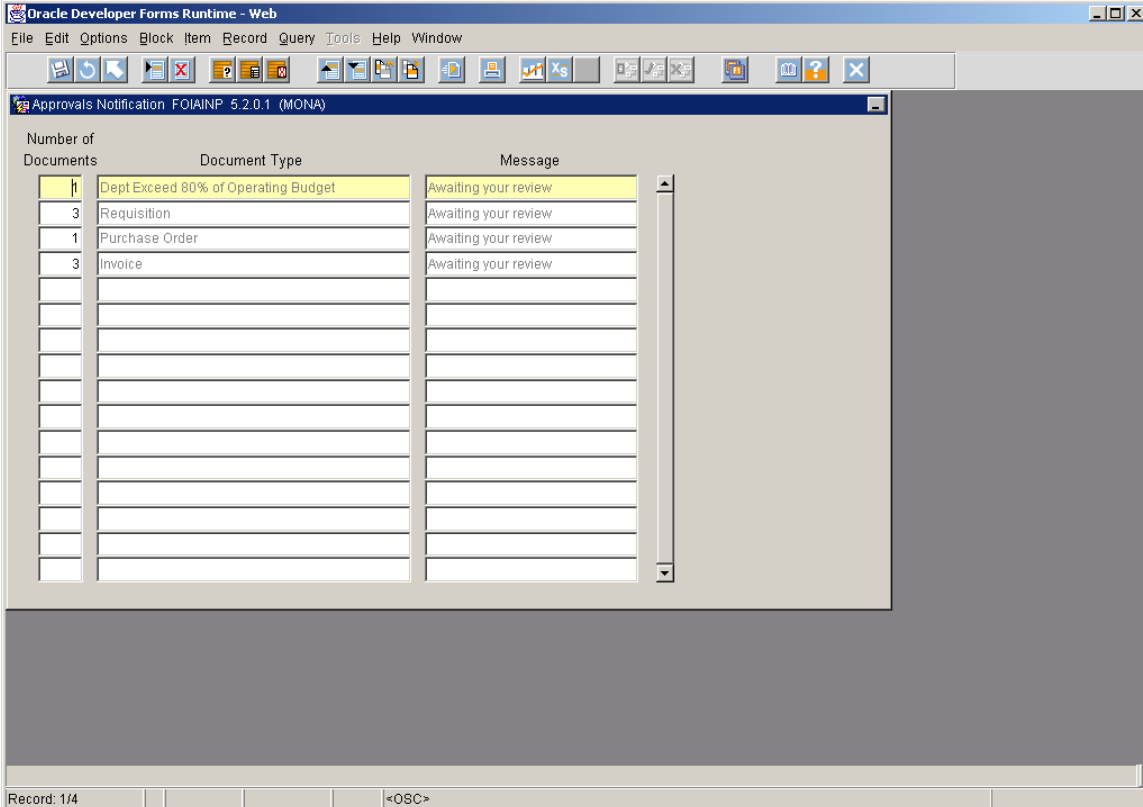
Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date	Termination Date
M	710	Direct Expenditures	71	N		A	70	01-AUG-1950	
M	7100	General Operating Expenses	71	N		A	70	01-AUG-1950	
M	71000	General Operating Expenses	71	N		A	70	01-AUG-1950	
M	710001	Advertising	71	Y		A	70	01-AUG-1950	
M	710002	Printing	71	Y		A	70	01-AUG-1950	
M	710003	Cable/Telegram	71	Y		A	70	01-AUG-1950	
M	710004	Hospitality/Entertainment	71	Y		A	70	01-AUG-1950	
M	710005	Rental Payments	71	Y		A	70	01-AUG-1950	
M	710006	Stationary/Office Supplies	71	Y		A	70	01-AUG-1950	
M	710007	Copy Paper	71	Y		A	70	01-AUG-1950	
M	710008	Fees	71	Y		A	70	01-AUG-1950	
M	710009	Clothing	71	Y		A	70	01-AUG-1950	
M	710010	Custom Charges	71	Y		A	70	01-AUG-1950	
M	710011	Furniture/ Fixtures Non-Capital	71	Y		A	70	01-AUG-1950	
M	710012	Consumables	71	Y		A	70	01-AUG-1950	
M	710013	Insurance	71	Y		A	70	01-AUG-1950	
M	710014	Licenses Vehicle	71	Y		A	70	01-AUG-1950	
M	710015	Cleaning Supplies	71	Y		A	70	01-AUG-1950	
M	710016	Books/Publications -Non-Capital	71	Y		A	70	01-AUG-1950	
M	710017	Training and Development	71	Y		A	70	01-AUG-1950	
M	710018	Shipping/Freight Charges	71	Y		A	70	01-AUG-1950	
M	710019	Finance Charges	71	Y		A	70	01-AUG-1950	
M	710020	Interest Charges	71	Y		A	70	01-AUG-1950	

New Features

(a) Departments Accessing Electronic Expenditure Report

Special Features

Budget Alert Message



The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web" displaying an "Approvals Notification" table. The table has three columns: "Number of Documents", "Document Type", and "Message". The first row is highlighted in yellow and shows "1" in the "Number of Documents" column, "Dept Exceed 80% of Operating Budget" in the "Document Type" column, and "Awaiting your review" in the "Message" column. The second row shows "3" documents of type "Requisition" with the same message. The third row shows "1" document of type "Purchase Order" with the same message. The fourth row shows "3" documents of type "Invoice" with the same message. The table is currently displaying 4 records out of 14.

Number of Documents	Document Type	Message
1	Dept Exceed 80% of Operating Budget	Awaiting your review
3	Requisition	Awaiting your review
1	Purchase Order	Awaiting your review
3	Invoice	Awaiting your review

Record: 1/4







(b) The implementation of a control mechanism which will prevent

Departments from entering transactions once their Budget is fully exhausted

(c) Send monthly Banner Finance Summary Report to Departments by

E-mail.

General Information on Cost Containment

-  Bulk Buying in order to capitalize on trade Discount
-  Use the tender process for contracts over \$100,000
-  Recycle stationery etc
-  Finding Innovative and more productive ways to execute our functions (work smarter not harder)
-  Better monitor of overtime to ensure that there is a genuine need
-  Carefully manage vacation leave:
 - (i) To minimize the need to hire replacement staff

SYSTEM CODES: to facilitate ease of reading Banner Budget Detailed Report FGRODTA_DS_NO_ENC

BD01	<i>Permanent Adopted Budget</i>
CNNI	<i>Cancelled Cheque- Invoice without Encumbrance</i>
CORD	<i>Establish Change Order</i>
DIEI	<i>Discount on Invoice</i>
E032	<i>Encumbrance Liquidation</i>
E090	<i>Year End Encumbrance Roll</i>
FT01	<i>Inter Fund Transfer</i>
INEI	<i>Invoice with Encumbrance</i>
INNI	<i>Invoice without Encumbrance (Direct Pay)</i>
ISSU	<i>Direct Issues (Stores Requisition)</i>
INNC	<i>Credit Memo without Encumbrance (Direct Pay)</i>
JE15	<i>General Journal Entry (Intra- Fund)</i>
PORD	<i>Establish Purchase Order</i>
POLQ	<i>Purchase Order- Request Liquidation</i>
PCRD	<i>Cancelled Purchase Order</i>
PODS	<i>Discount on Purchase Order</i>
REQP	<i>Requisition Reservation</i>
RCQP	<i>Cancelled Requisition</i>

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