



ConnectCarolina 2018 User Conference

FAST BUDGET & POSITION CONTROL ROUNDTABLE

**PRESENTERS: HENRY PRICE, CAROLE TROPIANO AND
TERESA WATSON**

Welcome





BP&A Staff

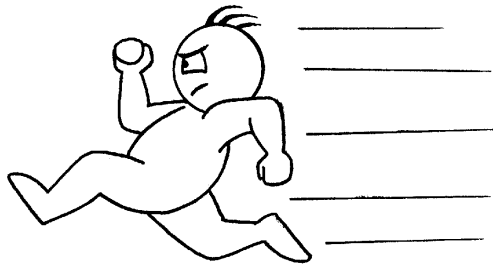
- Executive Director
- Director
- Associate Director
- Budget Officer
- Two Budget Analysts
- Two Accountants
- Program Specialist/Administrative Assistant





Agenda

- FAST Budget
- Position Control Reporting
- Dual Employment



FAST



Budget

Presented by: Henry Price, Associate Director



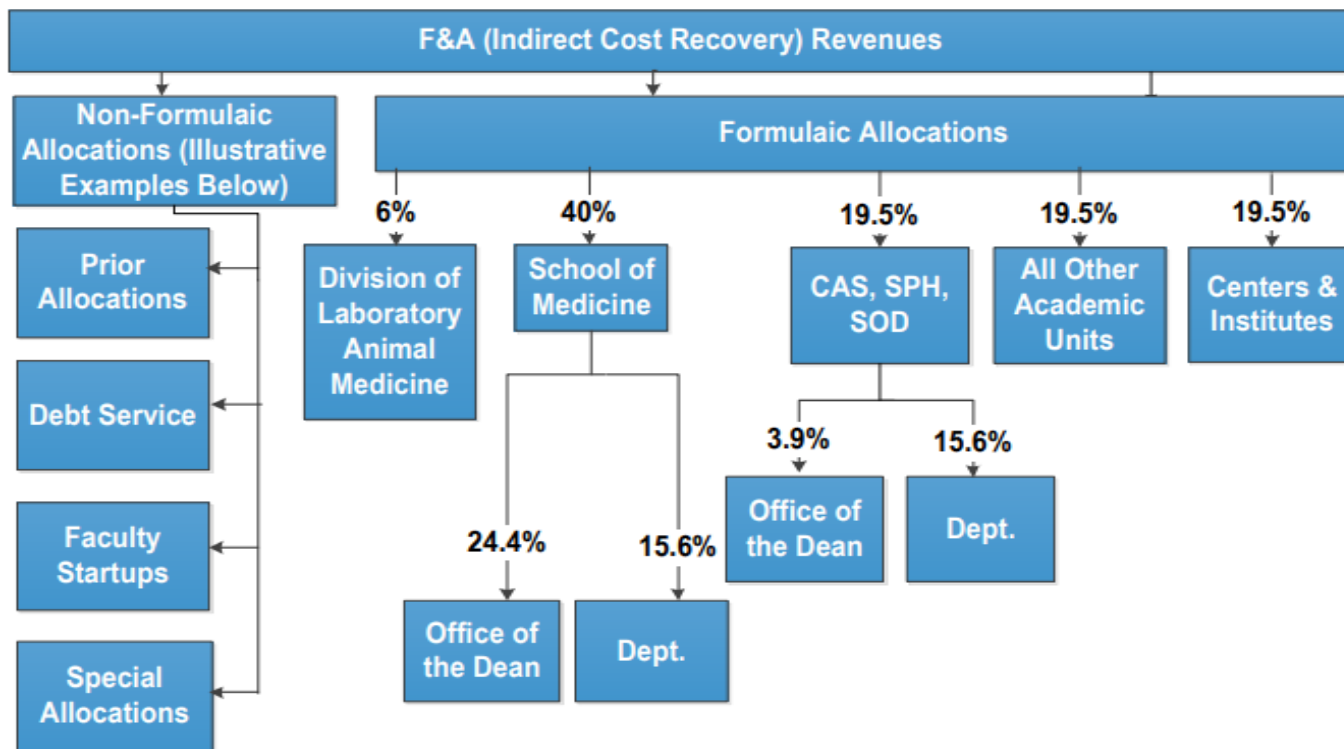
STATE BUDGET

- Budgets exist in three budget codes (AA, HA, AHEC) and include requirements, receipts and appropriations
- State Certified Budget and State Authorized Budgets
- Budgets are maintained and reported to OSC by NCAS account and fund/purpose for each of the three budget codes
- Big Buckets of state funding:
 1. Campus-based tuition (and other central receipts)
 2. Appropriations
 3. School-based tuition
 4. Unit-controlled receipts
- Items 1 & 2 above – revenues recorded centrally, expenditure budgets are distributed to campus
- Items 3 & 4 above – revenues recorded at the department level



F&A BUDGETS

- Set centrally based on permanent and formula allocation
- Formula allocation is computed based on prior year Indirect Costs





TRUST FUND BUDGETS

- Trust funds are categorized as either:
- Associated
 - Associated budgets define a relationship between revenue and expense. The trust expense budget is updated based on the revenue received.
 - Fiscal year end fund balance will automatically carryforward as 7/1 budget. This roll forward is based on the fund balance for the source (for accounts between 300000 and 599999, and not Plant Funds regardless of other Chartfields).
- Non-associated
 - Expense budget not impacted by revenue.
 - Balances don't carryforward.
 - Departments may enter trust budgets via a budget journal.



BUDGET LOAD

- Each year permanent budgets are established in July (after close) based on the information stored in Peoplesoft in out-year
- Budget journals to establish the budgets are coded as follows:
 - Recurring Budget State = RBS
 - Recurring Budget State Revenue = RBSR
 - Recurring Budget F&A = RBF
 - F&A Carryforward = FACF
 - F&A Formula Allocation = FORM
 - Trust Carryforward for Trust sources that are set up as associated budgets = TRROL
- Leadership communicates incremental changes to the permanent budget and budget journals are completed centrally.
- No action is taken centrally for trust revenue budgets or trusts budgets not listed on the associated budget table.

COMMITMENT CONTROL LEDGER GROUPS

Fiscal Year – Current Year and Next Year

FAST Revenue	FAST Expense	FAST Parent	Detail	Program Cost Code 1,2,3 Budget Only
Budget	Budget	Budget		
Collected	Pre-encumbrance	Pre-encumbrance	Pre-encumbrance	
Recognized	Encumbrance	Encumbrance	Encumbrance	
	Expense	Expense	Expense	

Multi-year Ledgers

OSR Parent	OSR Budget	CI Revenue	CI Expense
Budget	Budget	Budget	Budget
Pre-encumbrance	Pre-encumbrance	Collected	Pre-encumbrance
Encumbrance	Encumbrance	Recognized	Encumbrance
Expense	Expense		Expense

DEFINITIONS

ccinfo.unc.edu/resource-docs
(search-budget definition matrix)

UNCCH Ledger Group Matrix

Effective 7/1/2017

			Chartfields on which you may budget											
Fund Type	Budget Definition	For use by	Bus Unit	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Program	CC1	CC2	CC3
State	FAST PARENT (EXPENSE)	All Schools/Divisions with State funds	UNCCH	Rollup	Rollup	Rollup	Rollup	--	--	--	--	--	--	--
	FAST CHILD (EXPENSE)	All Schools/Divisions with State funds	UNCCH	Detail	Detail	Rollup	Detail	--	--	--	Optional	--	--	--
	FAST (REVENUE)	All Schools/Divisions with State funds	UNCCH	Detail	Detail	Detail	Detail	--	--	--	Optional	--	--	--
F&A	FAST PARENT (EXPENSE)	All Schools/Divisions with F&A funds	UNCCH	Rollup	Rollup	--	Rollup	--	--	--	--	--	--	--
	FAST CHILD (EXPENSE)	All Schools/Divisions with F&A funds	UNCCH	Rollup	Detail	510000	Detail	--	--	--	Optional	--	--	--
	FAST (REVENUE)	Budget Office only	UNCCH	Rollup	Detail	500100	Detail	--	--	--	Optional	--	--	--
OSR	OSR PARENT (EXPENSE)	All Schools/Divisions with Contracts & Grants funds	UNCCH	Detail	Rollup	Rollup	--	--	Detail	--	--	--	--	--
	OSR CHILD (EXPENSE)	All Schools/Divisions with Contracts & Grants funds	UNCCH	Detail	Rollup	Rollup	Detail	CHOSR	Detail	1	--	--	--	--
Trust	FAST (EXPENSE)	All Schools/Divisions with Trust funds	UNCCH	See ruleset information below										
	FAST (REVENUE)	All Schools/Divisions with Trust funds	UNCCH	See ruleset information below										
All Funds	PROGRAM	Available to all schools, divisions, and departments in the UNCCH business unit	UNCCH	--	--	--	--	--	--	--	Detail	--	--	--
	COST CODE 1	Available to all schools, divisions, and departments in the UNCCH business unit	UNCCH	--	--	--	--	--	--	--	--	Detail	--	--
	COST CODE 2	Available to all schools, divisions, and departments in the UNCCH business unit	UNCCH	--	--	--	--	--	--	--	--	--	Detail	--
	COST CODE 3	Available to all schools, divisions, and departments in the UNCCH business unit	UNCCH	--	--	--	--	--	--	--	--	--	--	Detail
	DETAIL	For reporting purposes only	UNCCH	Optional	Optional	Detail	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional

510000 - Earnings Only | 500100 - All Other Expenses | 400100 - Revenues-Operating Allotment

Detail or Rollup Indicates a Required Field

UNCCH Rulesets

Effective with FY2018

			Chartfields on which you may budget											
Fund Type	Ruleset	For use by	Bus Unit	Fund	Source	Account	Dept	PC Bus Unit	Project ID	Activity	Program	CC1	CC2	CC3
Trust	Default Expense	All Schools/Divisions with Trust funds	UNCCH	Rollup	Detail	510000	Detail	--	--	--	Optional	--	--	--
Trust	Default Revenue	All Schools/Divisions with Trust funds	UNCCH	Rollup	Detail	400100	Detail	--	--	--	Optional	--	--	--
Trust	Athletics Expense	Athletics only	UNCCH	Detail	Detail	Rollup	Detail	--	--	--	Optional	Optional	--	--
Trust	Athletics Revenue	Athletics only	UNCCH	Detail	Detail	Detail	Detail	--	--	--	Optional	Optional	--	--
Trust	Student Affairs Expense	Vice Chancellor for Student Affairs only	UNCCH	Rollup	Detail	Rollup	Detail	--	--	--	Optional	--	--	--
Trust	Student Affairs Revenue	Vice Chancellor for Student Affairs only	UNCCH	Rollup	Detail	Detail	Detail	--	--	--	Optional	--	--	--

510000 - Earnings Only | 500100 - All Other Expenses | 400100 - Revenues-Operating Allotment

Detail or Rollup Indicates a Required Field

ACCOUNT TREES IN COMMITMENT CONTROL

- Trust/F&A Budgets are at two levels
- State Budget Account tree

F&A/Trust Account Rollup as of 7/1/2017

510000 - Personnel (Salaries, but not benefits)

500100 - All other expenses

State Account Rollup as of 7/1/2017

511100 - EPA Non Teach Budget

511120 - 511910

512100 - SPA Regular Salaries Budget

512120 - 512210

512410 - 512610

512810

512300 - SPA Premium Budget

512310 - 512320

512700 - SPA Longevity Payment Budget

512710

512900 - LEO Salary Budget

512910

513100 - EPA Teach Budget

513110 - 513910

514000 - Other Temp Wages Budget

514120 - 514820

514900 - Bonus Incentive Wages

514910

515000 - Fringe Benefits Budget

515610 - 515930

516110 - 516120

516310 - 516320

515100 - Social Security Budget

515110 - 515130

515200 - State Retirement Budget

515210 - 515220

515300 - LEO Retirement Budget

515310 - 515320

515400 - Optional Retirement Budget

515410 - 515450

515500 - Medical Insurance Budget

515510 - 515540

516200 - Short Term Disability Budget

516201 - 516210

519000 - Worker's Comp Claims Budget

519110 - 519180

520000 - Purchased Services Budget

517110 - 517210

521110 - 521210

522100 - 523140

524100 - 524981

526110 - 526780

527110 - 527710

528110 - 528440

531100 - 545491

547110 - 551410

553110 - 559610

529000 - Utilities Budget

529210 - 529470

546000 - Library Materials Budget

546110 - 546370

552320 - LEO Separation Allowance

552320A - 552320B

568000 - Educ Award-Scholarship Budget

568110 - 568940

569000 - Other Educational Award Budget

569110 - 569630

580000 - Transfer out Budget

581110 - 584920

Building Reserves 570301 - 570999

are budgeted at the detail level.

CONTROL FUNCTIONS

- OSR Parent and Student Affairs Ruleset are the only Budget Definition Currently Controlling
- SA – Controls on 4 funds (29160, 29502, 29504, 29505)
- All other rules sets are “Track without budget”

Track without Budget	Track with Budget	Control
There is no existing budget required	Validates each transaction to ensure at least a \$0 budget exists	Validates each transaction against available budget
No warnings, no errors, i.e. always passes budget checking	If a budget – of any amount – exists the transaction progresses	Issues an error if the transaction exceeds available budget
The transaction is allowed to proceed	Issues a warning when budgeted amount is exceeded	The transaction is stopped, Resolve error to Proceed

STATE BUDGET SYSTEMS INTERFACES

IBIS

- Three Budget Codes (UNC-CH)
- Purpose Code
- NCAS Account
- Certified Budget
- Authorized Budget

NCAS

- Budget Data Loaded from Peoplesoft monthly
- BP&A changes budget quarterly with management flexibility in ST_Auth to maintain positive budget to actuals by budget code, purpose code, NCAS account

Peoplesoft -GL

- Standard Budget Ledgers
 - ST_Auth
 - ST_Cert

Peoplesoft - KK

- Budget Ledgers
 - FAST (7+)
 - OSR
- Maintain current and out-year (e.g. permanent)
- Campus budget transfers
- Central budget transfers

- BP&A submits to OSBM
- OSBM approves (Type 11, Type 12, Type 14)
- BP&A enters in IBIS
- BP&A enters in PS
- BP&A reconciles IBIS to PS
- See [state budget manual](#)

- BP&A changes budgets in PS to maintain positive budget to actuals in NCAS (afterward submits request to OSBM (Type 14))

- Monthly, BP&A run jobs to copy data from FAST KK to GL ST_Auth budget ledgers



POSITION CONTROL REPORTING



Presented by: Carole Tropiano/Accountant



STATE FUNDED QUARTERLY VACANT POSITIONS QUERY





OVERVIEW

- The query is run from the HCM (Human Capital Management) Database.
- Designed by the WSEE - HR Information Management Team.
- The query is run by Fiscal Year each Quarter.
- The Prompt Date = The Quarter End Date
- Position End Date = < Prompt Date
- Appointment End Date = Prompt Date less 1 Year



POSITIONS CRITERIA:

Previous incumbent *or* no prior incumbent

- POSITION_DATA

- Active

- UNCCH

.....of w-h-o????.....

- Regular

- DEPT_BUDGET_ERN

.....\$ how much \$.....

- ACCT_CD_TBL

.....f-u-n-d-i-n-g????.....

- Between 20100 and 22199



APPOINTMENT CRITERIA:

- JOB - terminated/NC_JOB_PRIOR_VW - transfer
 - Job function = 003 (Faculty)
 - Regular*of w-h-o????*.....
 - UNCCH
 - Salary rate > 0

- DEPT_BUDGET_ERN*\$ how much \$*.....

- ACCT_CD_TBL*f-u-n-d-i-n-g????*.....
 - Between 20100 and 22199



State, Trust and F&A funds are monitored for proper use of the Teach account.



Does the fund support instruction?

PERSONNEL EXPENSES

ALLOWABLE PURPOSE CODE/ACCOUNT COMBINATIONS

PURPOSE CODES	FUND		FUND TYPES		
	XXXXX		STATE	201, 211	
			F & A	271	
			TRUST	241	
			TRUST	281, 282	
			TRUST	291, 292	
FUND GROUP XXX ↔ XX PURPOSE					
CODE	DESCRIPTION	ACCOUNT			
00	General Fund Control				
01	Regular Term Instruction	511100	512100	513100	
02	SummerTerm Instruction	511100	512100	513100	
03	Extension Instruction	511100	512100	513100	
05	School of Government	511100	512100	513100	
09	Federal ARRA				
10	Organized Research	511100	512100		
30	Student Financial Aid				
42	Community Services	511100	512100		
51	Libraries	511100	512100		
52	General Academic Support	511100	512100		
57	Salary Reserve				
58	Other Reserves				
60	Student Services	511100	512100		
70	Institutional Support	511100	512100		
80	Physical Plant Operations	511100	512100		
90	Multi-Activity				
		FUND TYPE			
		STATE	221		
		ACCOUNT			
91	AHEC-Operations				
92	AHEC-Residency Training				
93	AHEC-Health Sciences Support	511100	512100		



OTHER BP&A REPORTING

- Per State policy: Permanent budget must be in place for permanent SHRA positions.
- Monitored using the BMS report in InfoPorte.
 - InfoPorte>>>Finance>>>Other Reports tab>>click **BMS**
- For good Measure: BMS can be used to monitor your EHRA budget to Salaries.



- Quick look up:
 - Budget Period = 2019
 - Account = 512100 (other accounts 511100, 513100, 512900)
 - Department = xxxxxx
 - Click on “Search”
- Result = both Current Year Budget Available AND Potential Future Salary Budget Available



Making the

BMS REPORT

Dept Accounting

Financial Reporting

OSR Financial Reporting

Financial Request

Budget Process

Other Reports

Monthly Reports

Other Reports

BMS Report

▼ Base Search

Business Unit **UNCCH**

Ledger Group **STATE**

Budget Period **2019** ▼

Fiscal Year (show all) ▼

Search

Clear

Fund Code

Source

Department **216000: Budget Plann** ▼

Account **512100**

Employee

This filter does not affect the budget data.

Emp Type (show all) ▼

This filter does not affect the budget data.

Project

Program



Summary

Future Year FMS Budget	513,848	Current Year FMS Budget	513,848
Current Salary Distribution	459,327	Current Year Actuals + Encumbrances	459,606
Future Salary Budget Available	54,521	Current Year Budget Available	54,242

HCM Detail Data

Please be aware that position numbers are not available for July, 2014 – September, 2014 data. Therefore, some actuals may appear on a separate line for any given Employee/Position.

Show **500** ▼ entries Showing 1 to 7 of 7 entries

First Previous **1** Next Last

Fund	Source	Dept	Account	Program	Emp ID	Employee	Emp Type	Pos #	Position	Current Distribution	Actuals	Encumbrances	Total
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BMS REPORT

[Dept Accounting](#)
[Financial Reporting](#)
[OSR Financial Reporting](#)
[Financial Request](#)
[Budget Process](#)
[Other Reports](#)
[Monthly Reports](#)

[Other Reports](#)
[BMS Report](#)

Base Search

Business Unit: **UNCCH**
 Fund Code:
 Project:

Ledger Group: **STATE**
 Source:
 Program:

Budget Period: **2019**
 Department: **216000: Budget Plan**

Fiscal Year: **(show all)**
 Account: **512100**

Search Clear

Employee:
 Emp Type: **(show all)**

This filter does not affect the budget data.

Summary

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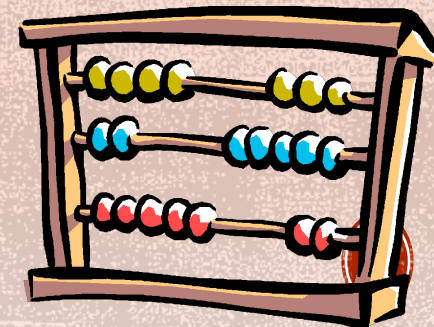
Show: 500 entries Showing 1 to 7 of 7 entries

First Previous Next Last

Fund	Source	Dept	Account	Program	Emp ID	Employee	Emp Type	Pos #	Position	Current Distribution	Actuals	Encumbrances	Total
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BMS CURRENTLY HANDLES ONLY STATE FUNDS

- Quick look up:
 - Budget Period = 2019
 - Account = 512100 (other accounts 511100, 513100, 512900)
 - Department = xxxxxx
 - Click on “Search”
- Result = Both Current Year Budget Available AND Potential Future Salary Budget Available





DUAL EMPLOYMENT

Presented by: Teresa Watson/University Program Specialist



- State-wide Policy that applies when one State Agency needs the services of an employee of another State Agency on a part-time, consulting or contractual basis.
- Applies to Permanent State employees, both EHRA and SHRA.
- The two types are Supplemental and Joint Pay.
- UNC Healthcare System/UNC Hospital are considered State Agencies for the purpose of Dual Employment.
- Community Colleges/Public School Systems/Local Board's and Governances are all exempt from Dual Employment.



- When UNC is Borrowing Agency
- When UNC is Parent Agency



Borrow



Have

UNC as *Borrowing* Agency

- Prior approval - Letter of Agreement between (UNC Dept w/ Parent Agency Dept)
- 904.1.1f CP-30
- 904.2.1f Dual Employment Payment Request
 - Link to both CP-30 & Payment Request:
<https://unc.policystat.com/policy/4870704/latest/>
- Approval Signatures
- CMCS Transfer
- Payroll by Parent Agency

UNC as *Parent Agency*

- Prior approval - Letter of Agreement between the Borrowing Agency Dept and the UNC Dept
- CP-30 and Payment
- Approval Signatures
- Payroll by UNC-CH via Lump Sum ePar

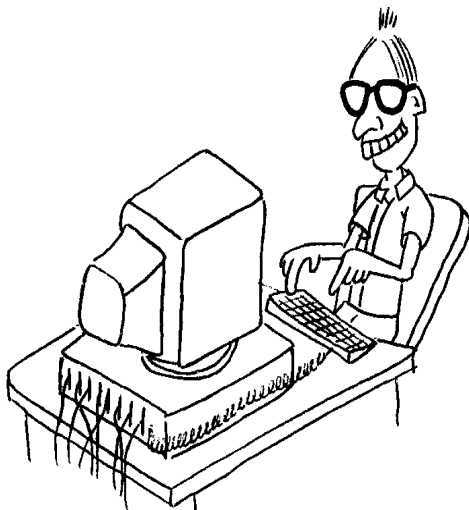
COMING SOON

DUAL EMPLOYMENT

COMPUTER

BASED

TRAINING





What questions do you have?



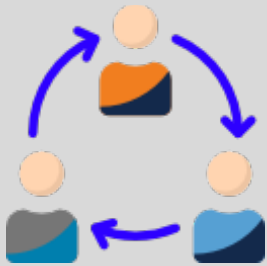
Henry Price – henry.price@unc.edu

Carole Tropiano – carole.tropiano@unc.edu

Teresa Watson – teresa.watson@unc.edu



Making the



**Thank You for Your
Participation!**

