

FIU Foundation Budget Reports & Analysis Training



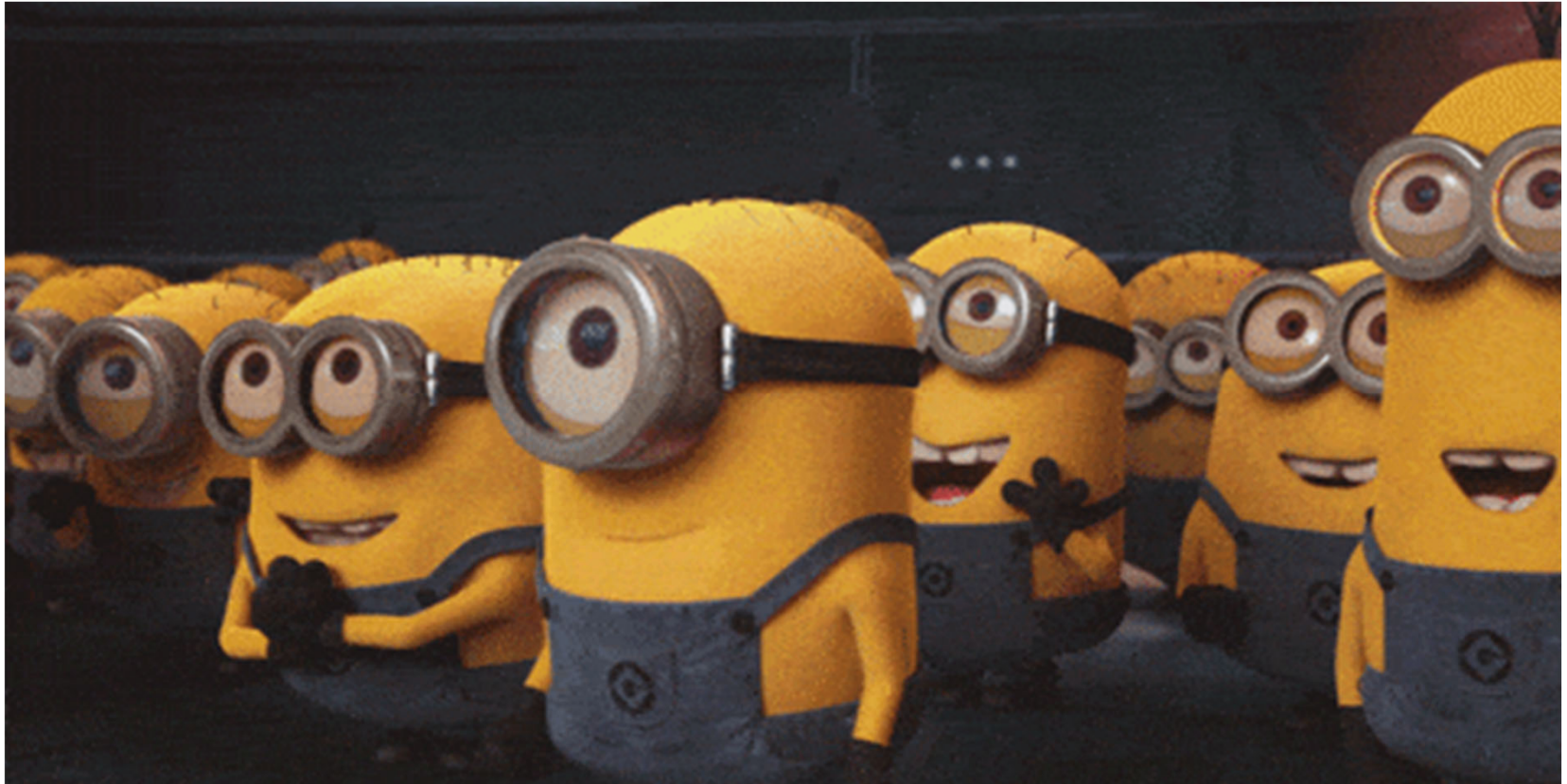
FIU

February 22, 2022

Important Information

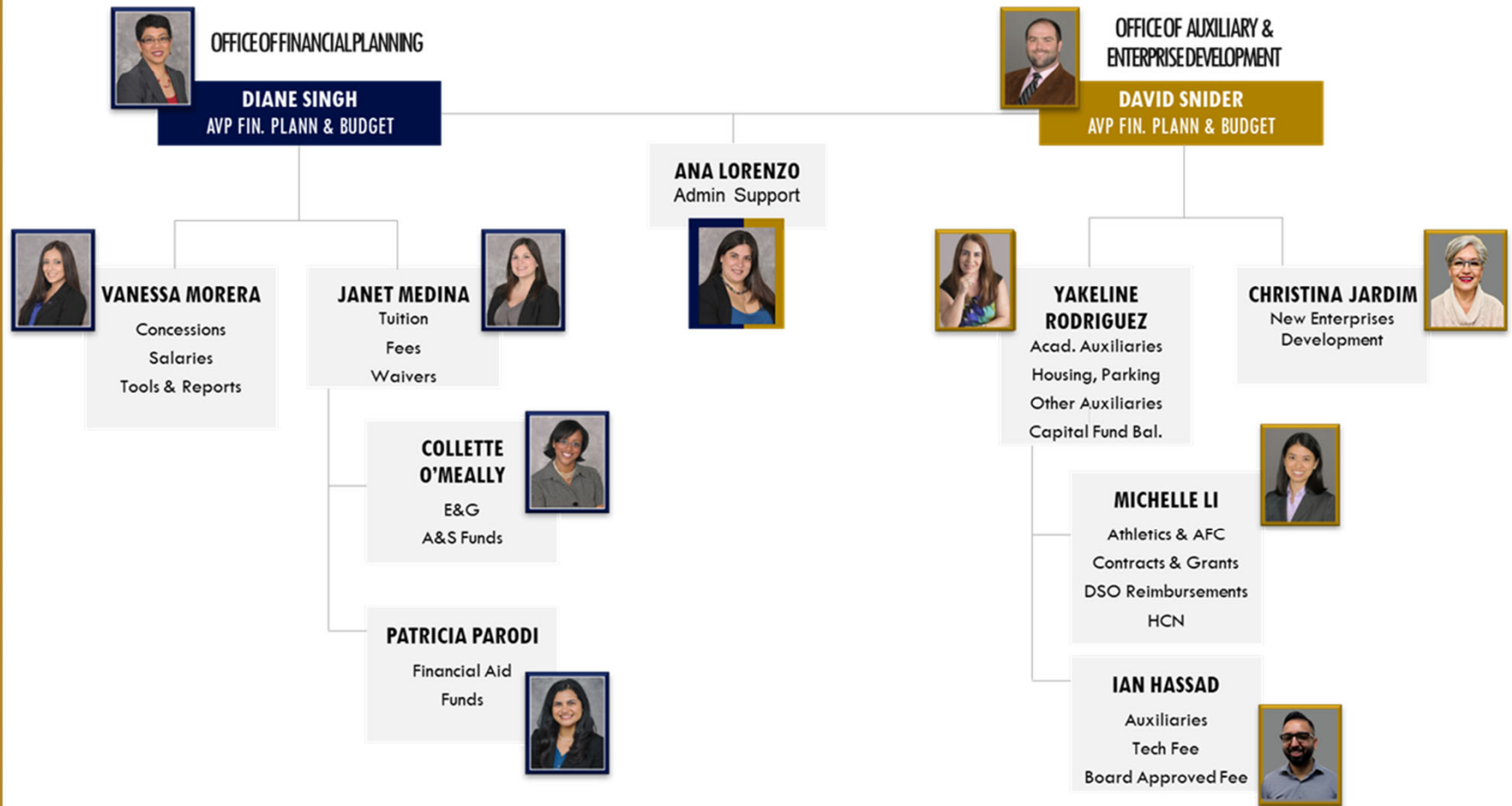
- This session will be recorded
- Students will be muted
- If you have a question, please type them in the chat section
- Moderators will respond to questions in the chat
- There will be a coffee break
- This is your class – there are no stupid questions
- There will be a quiz at the end of the workshop for Professional Development credits

Welcome to our team !!!!

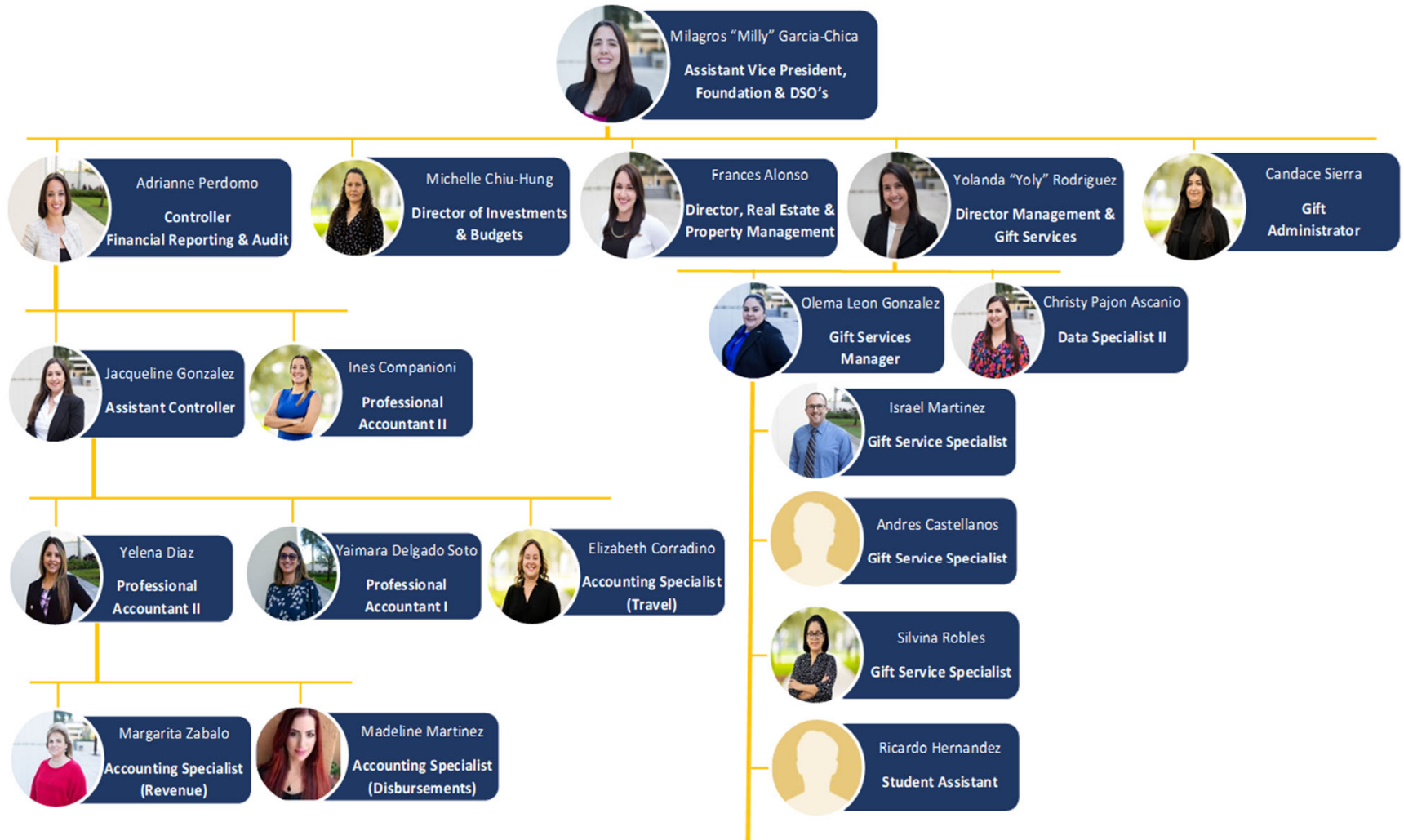


FIU

Meet the OFP & AED Teams



Meet the Foundation Team



Agenda

- ✓ Introduction
- ✓ Mission
- ✓ Timeline and General Terms
- ✓ Resources
- ✓ Practical Applications Hands-on

Mission

To encourage, solicit, receive and administer gifts and bequests of property and funds for scientific, educational and charitable purposes, all for the advancement of Florida International University and its objectives.

What is a DSO?

Statute 1004.28 Direct-support organizations

- 1. A Florida corporation not for profit incorporated*
- 2. Organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of a state university in Florida or for the benefit of a research and development park or research and development authority affiliated with a state university*
- 3. An organization that a state university board of trustees, after review, has certified to be operating in a manner consistent with the goals of the university and in the best interest of the state.*
- 4. At FIU – FIU Foundation, Inc., FIU Research Foundation, FIU Athletics Finance Corp, and FIU Health Care Network*

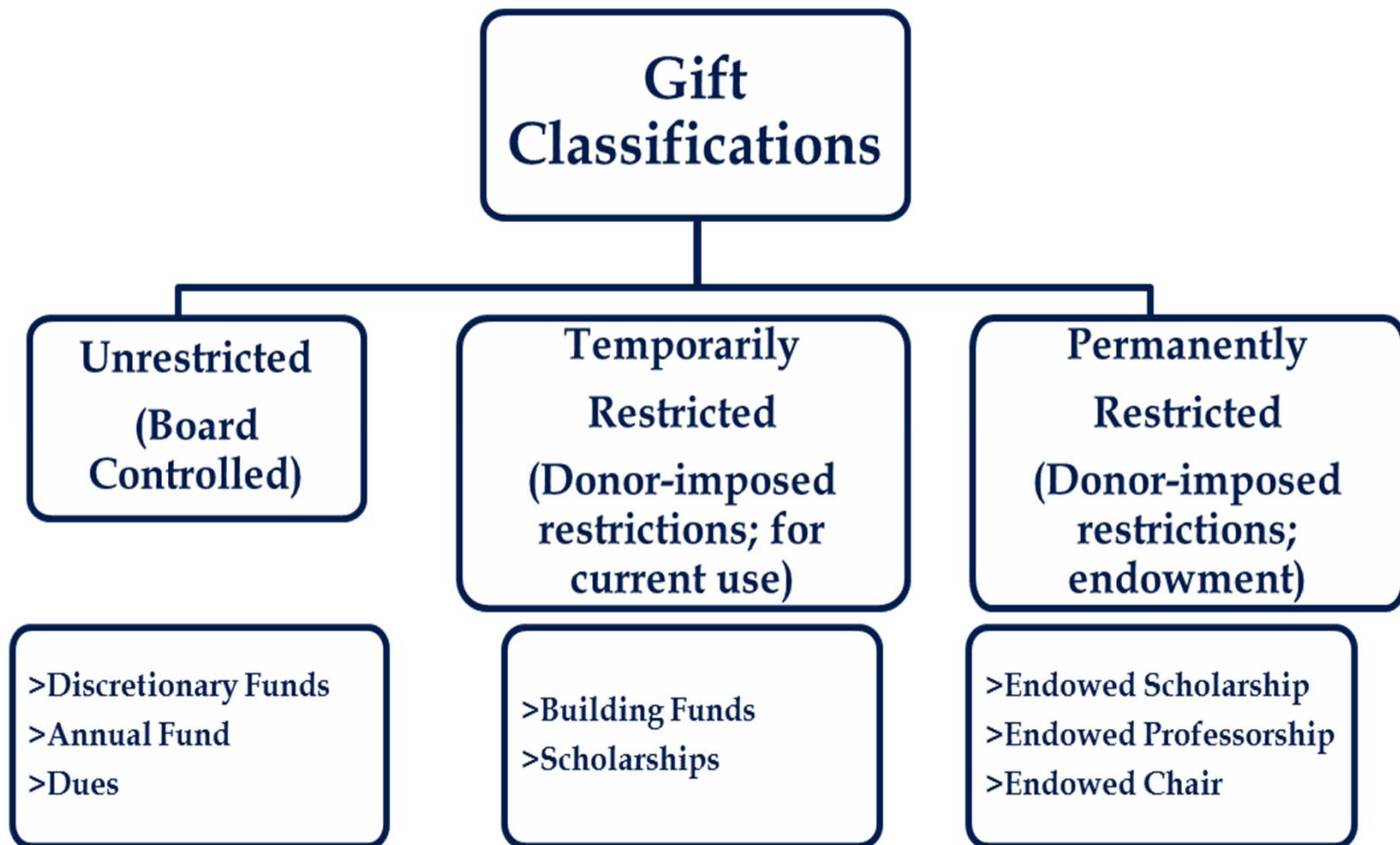
Types of Gifts Received by Foundation

Now
Accepting
Crypto

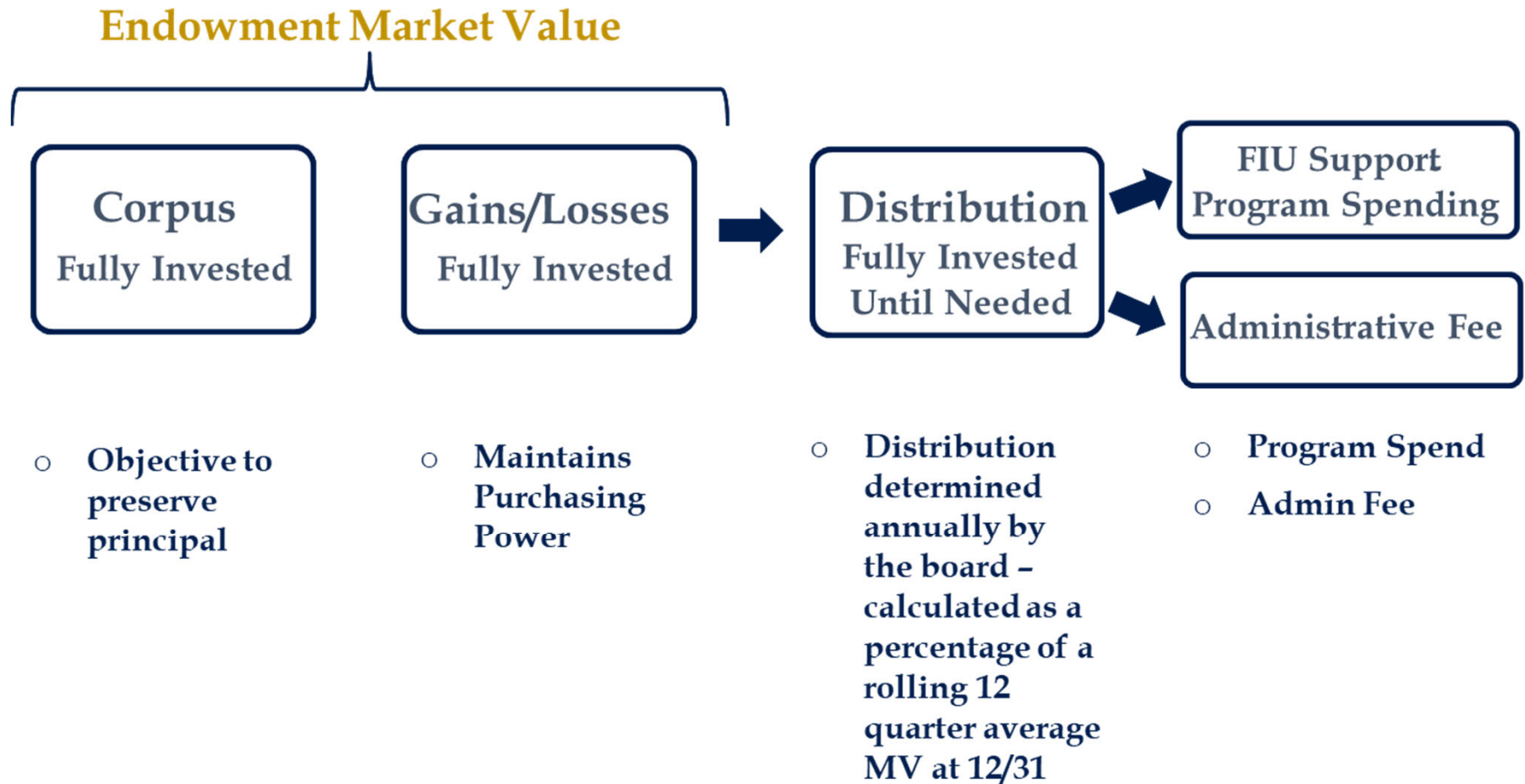


**All cash donations are invested in the Foundation's investment pool, in accordance with the Board-approved Asset Allocation Policy, unless otherwise stipulated by the donor.*

Funds



Endowment Operations



Foundation Website



NAVIGATION:

- Visit Foundation website: <http://give.fiu.edu>
- Click on “About” tab at the top of the page.
- Then click on “FIU Foundation”
- On the left side of the page, click on “Financials” tab and the Operating Budget information is located at the bottom of the page

I HAVE A QUESTION



FIU

Process Overview



The Donor



\$10,000
Scholarships



The Students

In this example the goal is to use a donor's gift to fund scholarships

The Donation



\$10,000
Gift

FIU02

FIU

Foundation, Inc.

The Donor

Business Unit Entry	Budget Entry	Tool
FIU02	Revenue	DBM

The Scholarship

FIU01

FIU
FLORIDA
INTERNATIONAL
UNIVERSITY



\$10,000
Scholarship



The Students

Business Unit Entry	Budget Entry	Tool
FIU01	Scholarship Expense	DBM

I HAVE A QUESTION



FIU

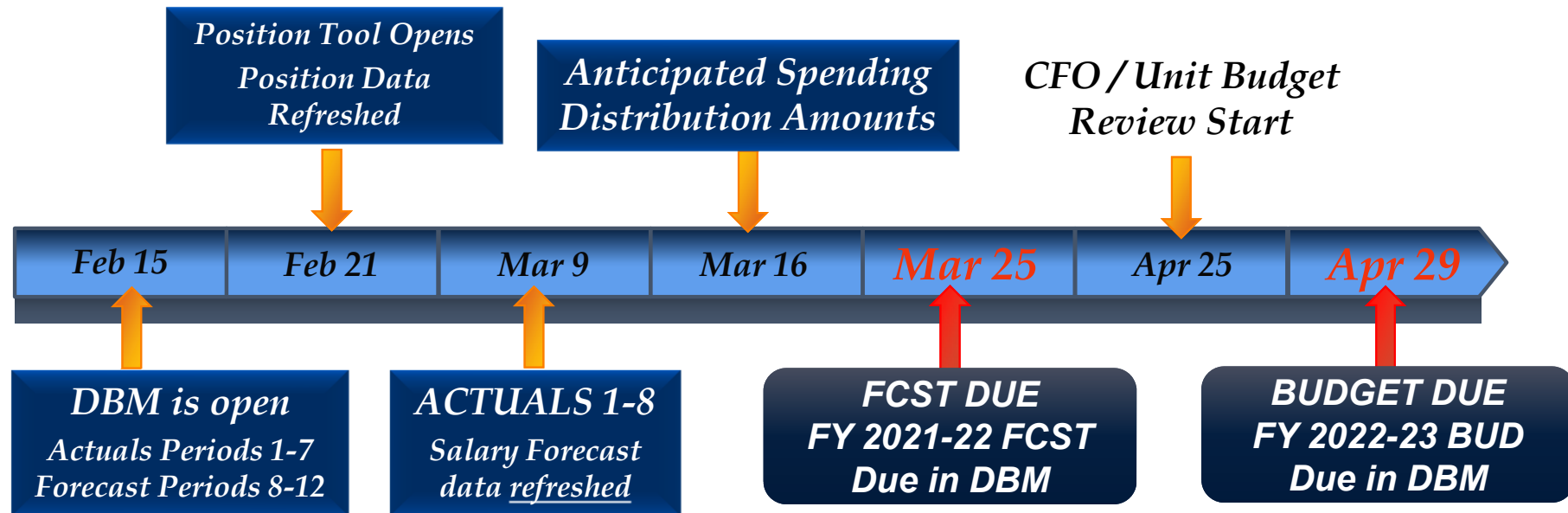
The Reimbursement



Business Unit Entry	Budget Entry*	Tool
FIU01	Revenue	DSO Reimbursement
FIU02	Transfer out	DSO Reimbursement

* The timing of scholarship disbursements are subject to timing, but generally they occur in **September** for Fall, **January** for Spring, and **May** for Summer. The Foundation reimburses the University on a monthly basis. Work with the Scholarship Office to submit the scholarship e-form.

Forecast and Budget Timelines



Guidelines for Estimating FY 2020-21 Forecast

- ✓ Enter a 4-month revenue and expense forecast for EACH project
- ✓ Do not assume FY 2021-22 Original Budget = FY 2021-22 Forecast
- ✓ An allocation will run nightly that will automatically reduce all forecasted revenues by the 3% gift fee (exceptions built in).
- ✓ Expected pledge payments from signed pledged/ gift agreements in Raiser's Edge as of January 31, 2022, that are due between March 1, 2022, and June 30, 2022, will be pre-populated for you in the Actual ledger using budget account R14001.



Guidelines for Estimating Forecast – continued

- ✓ Work with your Deans and Development Officers in forecasting NEW gifts.
- ✓ Do not forget to add projects to your forecast that did not have any activity during the first 8 months of the fiscal year but for which you expect revenues and/or expenses between March 1st and June 30th.
- ✓ Forecasted expenses for periods 9 – 12 must be less than or equal to the February 28th ending spendable balance plus forecasted non-endowed revenues, net of the 3% gift fee where applicable, for periods 9 – 12 for each project.



Guidelines for Budgeting Revenues

- ✓ Revenues are to be budgeted on a CASH basis by project, by month.
- ✓ Budget non-endowed and endowed revenues SEPARATELY for each project. Use fund **900** for non-endowed revenues and fund **903** for endowed revenues.
- ✓ Use budgetary account **R14000** to budget revenues.
- ✓ An allocation will run nightly that will automatically reduce all budgeted revenues by the 3% gift fee (exceptions built in).
- ✓ Expected pledge payments from signed pledged/ gift agreements due between 7/1/2022 – 6/30/2023 will be pre-populated for you in the Requested ledger using budget account R14001.



Guidelines for Budgeting Revenues - continued

- ✓ Do NOT include Building Funds revenues in your projections. Instead, communicate anticipated revenues for NEW building funds to the Foundation Business Office.
- ✓ Distribution of investment earnings to endowment operations is NOT to be budgeted as revenue.
- ✓ Please do not use STRAIGHTLINE METHOD in budgeting revenues. Gift installments are usually received once annually (unless it's payroll deduction).
- ✓ Historical revenues are *not* necessarily an indication of future revenues.



Guidelines for Budgeting Expenses

- ✓ Expenses are to be budgeted by project, by month.
- ✓ Budget ALL expenses using fund 900 or 901.
- ✓ Use the following “Transfers Out” budgetary accounts to forecast and budget expenses to be reimbursed to FIU by Foundation:

- E57000 – All Other Expenses
- E57001 – Equipment Expenses
- E57002 – Scholarship Expenses
- E57003 – Construction Expenses
- E57004 – Salary Expenses
- E57006 – Events
- E57007 – Subscript and Membership
- E57008 – Postage
- E57009 – Travel
- E57010 – Insurance
- E57011 – Rental
- E57012 – Repairs & Maint
- E57013 – Professional Services
- E57014 – Advertising and Promotion
- E57015 – Materials & Supplies

*New
Accounts
Added*

- ✓ All other expenses: Use the University Budgetary Accounts

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UNIVERSITY

I HAVE A QUESTION



FIU

Budget Reports

- ✓ Ensure you have access to FIU 02 – FIU Foundation
<https://give.fiu.edu/about/fiu-foundation/online-forms/index.html>
- ✓ FIU Foundation budget managers can review their entries to the ACTUAL ledger for Forecast FY 2021-22 and to REQUESTED ledger for the Budget FY 2022-23 through one of three ways:
 - Query FIU02_BUDGET_DATA
 - nVision report FIU02_BUDGET_BX_BY_PROJECT
 - nVision report -- FIU02_R2_Foundation

Let's move on to hands-on practice



FIU | FLORIDA
INTERNATIONAL
UNIVERSITY

Financial Systems

Login to Financial Systems

Budget Reports



Query

Extract information using visual representations of your PS database.

- [Query Manager](#)
- [Query Viewer](#)
- [Schedule Query](#)



PS/nVision

Design and create MS Excel spreadsheet reports on PeopleSoft data.

- [Define Report Book](#)
- [Register Drilldown Layout](#)
- [Define Report Request](#)
- [Define Scope](#)

Query Tools



nVision



Budget Reports

Query Viewer

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

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query								Personalize
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	
FIU02_BUDGET_DATA	CY Forecast, NY Budget	Public		HTML	Excel	XML	Schedule	

FIU02_BUDGET_DATA - CY Forecast, NY Budget

Dept ID

Project

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (35 kb)

[View All](#)

	Unit	Ledger	Scenario	Dept	Descr	Project	Descr
1	FIU02	DEPTBUD	BASE	111302000	FIU Foundation	6500010	Management - Advanced Research
2	FIU02	DEPTBUD	BASE	111302000	FIU Foundation	6500010	Management - Advanced Research
3	FIU02	DEPTBUD	BASE	111302000	FIU Foundation	6500010	Management - Advanced Research
4	FIU02	DEPTBUD	BASE	111302000	FIU Foundation	6500010	Management - Advanced Research
5	FIU02	DEPTBUD	BASE	111302000	FIU Foundation	6500010	Management - Advanced Research
6	FIU02	DEPTBUD	BASE	111302000	FIU Foundation	6500010	Management - Advanced Research
7	FIU02	DEPTBUD	BASE	111302000	FIU Foundation	6500010	Management - Advanced Research
8	FIU02	DEPTBUD	BASE	111302000	FIU Foundation	6500010	Management - Advanced Research
9	FIU02	DEPTBUD	BASE	111302000	FIU Foundation	6500010	Management - Advanced Research
10	FIU02	DEPTBUD	BASE	111302000	FIU Foundation	6500010	Management - Advanced Research
11	FIU02	DEPTBUD	BASE	111302000	FIU Foundation	6500010	Management - Advanced Research
12	FIU02	DEPTBUD	BASE	111302000	FIU Foundation	6500010	Management - Advanced Research
13	FIU02	DEPTBUD	BASE	111302000	FIU Foundation	6500010	Management - Advanced Research

Budget Reports

Find an Existing Value

Add a New Value

Search Criteria

Business Unit begins with

Report ID begins with

Description begins with

Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All | 1-2 of 2

Business Unit	Report ID	Description
FIU02	BUDBX	FIU02_BUDGET_BX_BY_PROJECT
FIU02	BUDBXADV	FIU02_BUDGET_BX_BY_PROJECT

Find an Existing Value | Add a New Value

nVision Report Request

Advanced Options

Business Unit: FIU02 Report ID: BUDBX

Report Title:

*Layout:

[Copy to Another Busir](#)
[Delete This Report Re](#)
[Transfer to Report Bo](#)
[Process Monitor](#)
[Report Manager](#)
[Share This Report R](#)

Report Date Selection

*As Of Reporting Date:

*Tree As Of Date:

Override Tree As of Date if Specified in Layout

Output Options

*Type:

*Format:

[Scope and Delivery Templates](#)

Run Report

Budget Reports

Report Request

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

[Find an Existing Value](#)

[Add a New Value](#)

▼ Search Criteria

Business Unit begins with

Report ID begins with

Description begins with

Case Sensitive

Limit the number of results to (up to 300):

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

Search Results

View All

Business Unit	Report ID	Description
FIU02	R2_FOUND	FIU02_R2_Foundation

[Find an Existing Value](#) | [Add a New Value](#)

nVision Report Request

Advanced Options

Business Unit: FIU02 Report ID: R2_FOUND

Report Title:

*Layout:

[Copy to Another Business Unit / Clone](#)
[Delete This Report Request](#)
[Transfer to Report Books](#)
[Process Monitor](#)
[Report Manager](#)
[Share This Report Request](#)

▼ Report Date Selection

*As Of Reporting Date:

*Tree As Of Date:

Override Tree As of Date if Specified in Layout

▼ Output Options

*Type:

[Scope and Delivery Templates](#)

*Format:

[Run Report](#)

[Save](#)

[Return to Search](#)

[Notify](#)

[Add](#)

[Update/Display](#)

nVision Report Request | [Advanced Options](#)

It's raffle time





Let's take a 10 min break.

FIU



FIU

I HAVE A QUESTION
















FIU

General Terms

Forecast = FY 2021-22
Current Year (CY)

Budget = FY 2022-23
Next Year (NY)

Tools Guide

TOOLS ENTRY TYPE						
	DBM	FIU Position Budget	FIU Transfers In/Out	FIU DSO Reimbursements	OPS Worksheet	FC Report
Revenue	 					
Permanent Positions			 			
OPS	 				 	
Other Expenses	 					
Cash Transfers						
DSO Reimbursements				 		

Processes run to update DBM every hour

Tools Guide

Budget Tools

Detail Budget Maintenance

Allocation Type	Date Time of Refresh
Shared Service Fee	12PM Daily
Continuing Education Overhead	12PM Daily
Bad Debt	5PM Daily
3% Gift Fee	7:45PM Daily

Budget Load Type	DateTime of Refresh
Cash Transfer Actual	02/21/22 2:15:33PM
Forecast	02/15/22 3:56:54PM

*New
Resource
Added*

DSO Reimbursement Tool

Favorites Main Menu > FIU Budget Processes > FIU DSO Reimbursements

FIU DSO Reimbursements

Search Criteria

*Business Unit: Cost PID: Clear Search

*Ledger: Task:

Activity Nbr: Bud Ref: Fund Code:

Project: *Fiscal Year: *Account:

Chartfield Information

Description:

Department: Fund Code: Site: Program Code:

Reimbursements From

Business Unit	Ledger	Account	Department	Activity Nbr	Cost PID	Project	Bud Ref	Task	Accounting Period	Amount
1										0.000

Reimbursements To

Business Unit	Ledger	From Account	Dept. From	Activity Nbr From	From Fund	Cost PID From	Project From	Bud Ref From	Task From	To Bus Unit	Account	To Activity Nbr	To Cost PID	To Department	Fund Code	Site	Program	To Task	To Bud Ref	Accounting Period	Amount	
1										FIU01												0.00

Balancing

Calculate Totals

Total To: 0.000

Total Budget: 0.000

Save Notify

Add

“Transfers to University” budget in the DSO

=

“DSO Revenues” in FIU01

DSO Reimbursement Tool

Step 1


Insert the information in the “Search Criteria” box in the following **order**:

1. Business Unit: **FIU02**
2. Ledger: **ACTUAL** for Current Year for Forecast
OR
REQUESTED for Next Year(NY) budget
3. Activity Nbr: **NONE**
4. Project: **XXXXXXXX** (the project ID where the donation was booked)
5. Fiscal Year: **CY** for Forecast **NY** for **REQUESTED**
6. Fund Code: **9XX** depending on funding source (click magnifier to see the options)
7. Transfer out Accounts:
 - **E57000** – All Other Expenses
 - **E57001** – Equipment Expenses
 - **E57002** – Scholarship Expenses
 - **E57003** – Construction Expenses
 - **E57004** – Salary Expenses
 - **E57006** – Events
 - **E57007** – Subscrpts and Memberships
 - **E57008** – Postage
 - **E57009** – Travel
 - **E57010** – Insurance
 - **E57011** – Rental
 - **E57012** – Repairs & Maintenance
 - **E57013** – Professional Services
 - **E57014** – Advertising and Promotion
 - **E57015** – Materials & Supplies
8. Click **“Search”**

DSO Reimbursement Tool

Step 2:

Insert the information in the “Reimbursement To” box in the following order:

1. Enter “Cost PID From” , “Bud Ref From” And/OR “Task From” (Very Rare)
2. **“Account”** R89090 DSO Revenue / R89000 Non-Operating Revenue
3. **“To Activity Nbr”** (where the scholarship got disbursed)
4. Enter “To Cost PID” , “To Bud Ref” And/OR “To Task”
5. Accounting Period: **When the reimbursement will take place** (NOT when the Donor gives the money OR when the scholarship is awarded)
6. Amount: \$10,000
7. Click the  to add additional Reimbursement from the same Project ID
8. **Click Save**

Reimbursements To Personalize | Find | First 1 of 1 Last

Transaction Details Updated By Info

Business Unit	Ledger	From Account	Dept. From	Activity Nbr From	From Fund	Cost PID From	Project From	Bud Ref From	Task From	To Bus Unit	Account	To Activity Nbr	To Cost PID	To Department	Fund Code	Site	Program	To Task	To Bud Ref	Accounting Period	Amount
1 FIU02	ACTUAL	E57000	111302000		900	<input type="text"/>	0000100	<input type="text"/>	<input type="text"/>	FIU01	<input type="text"/>	<input type="text"/>	<input type="text"/>					<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

Balancing

Total To: 0.000

Total Budget: 0.000

Calculate Totals

How to Review the Revenues in FIU01

Using the FIU "Transfers In/Out" Tool

Favorites | **Main Menu** > **FIU Budget Processes** > **FIU Transfers In/Out**

FIU Cash Transfers Out

Search Criteria

Business Unit: FIU01 Cost PID:

*Ledger: Task:

Activity Nbr: Bud Ref:

*Fiscal Year [View Transfers In and DSO Reimbursements](#)

Chartfield Information

Description:

Department: Fund Code: Site: Program Code:

Transfers From (E57000) [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

	Department	Activity Nbr	Cost PID	Bud Ref	Task	Accounting Period	Amount
1							0.000

Transfers To (R57000) [Personalize](#) | [Find](#) | First 1 of 1 Last

Transaction Details [Updated By Info](#)

	Dept. From	Site	Fund Code	Program	Activity Nbr From	Cost PID From	Bud Ref From	Task From	To Bus Unit	To Department	Account	To Activity Nbr	To Cost PID	To Task	To Bud Ref	Accounting Period	Amount
1									FIU01		R57000						0.00

Balancing

Total To: 0.00


Total Budget: 0.00



How to Review the Revenues in FIU01



Insert the information in the “Search Criteria” box in the following order:


1. Ledger: **ACTUAL** for Current Year for Forecast
OR
REQUESTED for Next Year(NY) budget
2. Activity Nbr: The **FIU01 Activity Nbr** where the revenue was entered using the DSO Reimbursement Tool
3. Fiscal Year: **CY** for Forecast **NY** for REQUESTED
4. If any transfers In OR DSO Reimbursement Revenues were entered in that Activity Nbr, the “**View Transfers In and DSO Reimbursements**” link will turn blue giving access to the details

Search Criteria

Business Unit: FIU01 Cost PID: 

*Ledger:  Task: 

Activity Nbr:  Bud Ref: 

*Fiscal Year  [View Transfers In and DSO Reimbursements](#)

How to Review the Revenues in FIU01

Ledger: REQUESTED Task:

Activity Nbr: 2202010001 Bud Ref:

Fiscal Year: **2023**

Chartfield Information

Description: [

Department: 220200000 Fund Code: 604 Site: 02 Program Code: 11

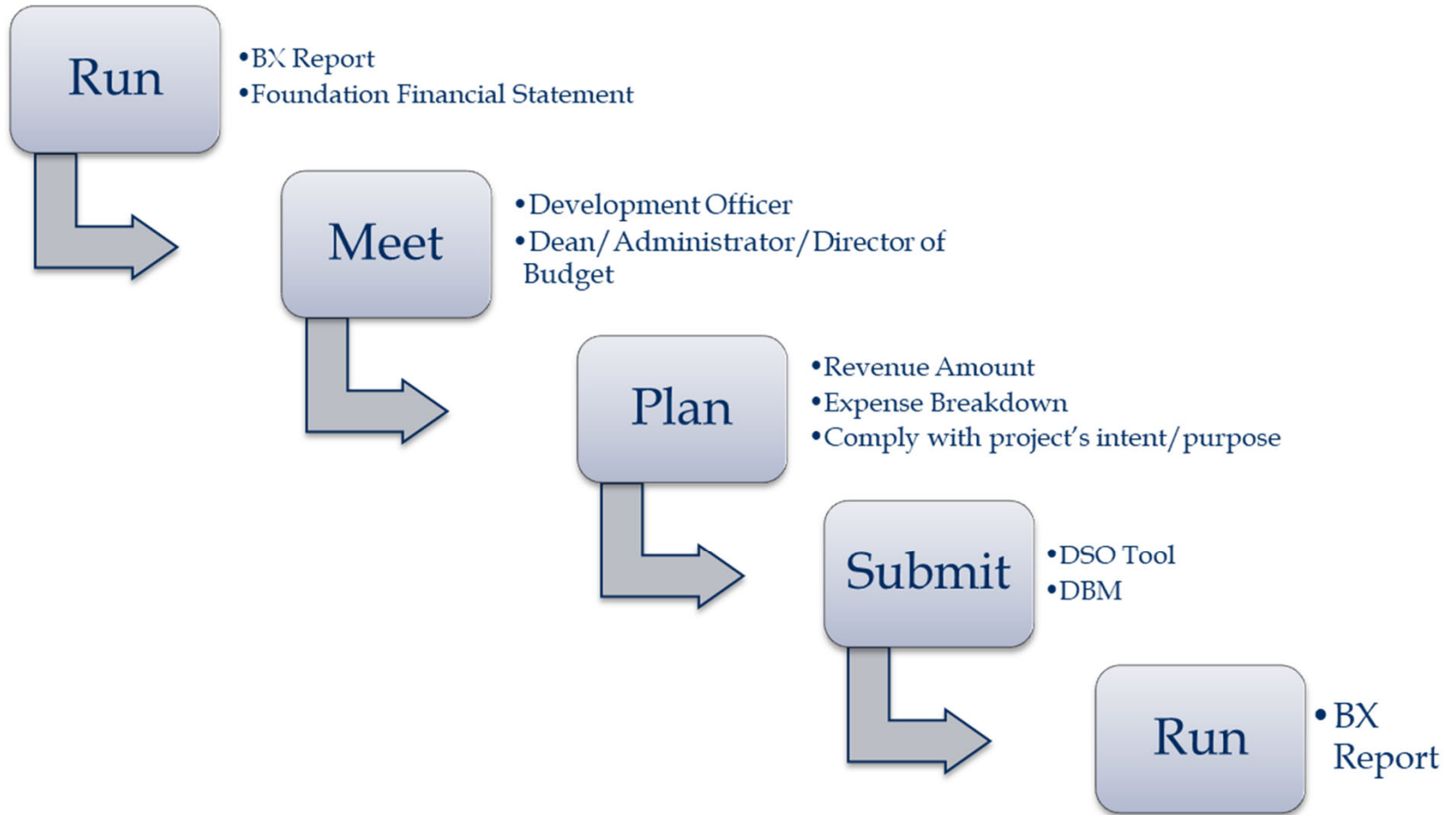
Transfers From Other Departments Personalize | Find | First 1-26 of 26 Last

Transaction Details Updated By Info

	Business Unit	Dept. From	Account	Activity Nbr From	Project From	Fund From	Cost PID From	Bud Ref From	Task From	Descr	To Department	To Activity Nbr	To Cost PID	To Task	To Bud Ref	Accounting Period	Amount
1	FIU02	220001000	R89090		1900060	901					220200000	2202010001				7	4,000.00
2	FIU02	220001000	R89090		1900060	901					220200000	2202010001				11	4,000.00
3	FIU02	220001000	R89090		1900170	901					220200000	2202010001				1	388.56
4	FIU02	220001000	R89090		1900170	901					220200000	2202010001				2	388.56
5	FIU02	220001000	R89090		1900170	901					220200000	2202010001				3	388.56
6	FIU02	220001000	R89090		1900170	901					220200000	2202010001				4	388.56
7	FIU02	220001000	R89090		1900170	901					220200000	2202010001				5	388.56
8	FIU02	220001000	R89090		1900170	901					220200000	2202010001				6	388.56
9	FIU02	220001000	R89090		1900170	901					220200000	2202010001				7	388.56
10	FIU02	220001000	R89090		1900170	901					220200000	2202010001					
11	FIU02	220001000	R89090		1900170	901					220200000	2202010001					
12	FIU02	220001000	R89090		1900170	901					220200000	2202010001					
13	FIU02	220001000	R89090		1900170	901					220200000	2202010001					



Steps to Remember





Available Resources

- Kick Off Presentation
- Budget Manual
- Budget Training
- Training Videos

✓ Foundation Website
GIVE.FIU.EDU

✓ Budget Portal
GO.FIU.EDU/BUDGET

The image features a dark blue background with several glowing lightbulbs. Each lightbulb has a question mark inside it, rendered in a glowing yellow or orange color. The lightbulbs are arranged in a cluster, with some in the foreground and others in the background, creating a sense of depth. The text "Questions & Answers" is overlaid in the center in a white, serif font. A thin white vertical line is positioned to the left of the text.

Questions & Answers

Professional Development



Quiz Time

PASSWORD REQUIRED

Golden

Thank You !!!!



FIU