

FIU Foundation, Inc.

Budget Manual FY 2024-25

A document to guide and assist finance managers in the annual forecast and budget process.

TABLE OF CONTENTS

OVERVIEW	3
ORIGINAL BUDGET	4
OVERVIEW	4
VIEWING ORIGINAL BUDGET IN PANTHERSOFT	4
THE FORECAST	7
OVERVIEW	7
Responsible Parties: All Units	7
ACCESSING THE ACTUAL LEDGER	8
ENTERING THE FORECAST IN THE ACTUAL LEDGER	
USING THE CALCULATOR TOOL	
ADDING PROJECT IDS IN THE BUDGET TOOL	14
THE BUDGET	
OVERVIEW	
Funds	
Accounts	17
To budget reimbursements to FIU	
To budget all other expenses:	
Sources of Revenue	
USING ENDOWMENT EARNINGS DISTRIBUTIONS FOR BUDGETING EXPENSES	
BUDGETING AT DETAILED ACCOUNT LEVEL	
Office of the President	
External Relations	
University Advancement	
Foundation Business Office	
Permanent Salaries & Benefits Budget Accounts	
Temporary Employee Budget Accounts	
Other Operating Expense Budget Accounts	

ENTERING THE BUDGET IN PANTHERSOFT
ACCESSING THE REQUESTED LEDGER
ENTERING THE BUDGET IN REQUESTED LEDGER
THE DSO REIMBURSEMENTS TOOL
CREATING A DSO REIMBURSEMENT
MODIFYING DSO REIMBURSEMENTS
RUNNING BUDGET REPORTS
FIU02_BUDGET_DATA QUERY
FIU02_BUDGET_BX_BY_PROJECT NVISION REPORT
RUNNING REPORTS AFTER ALLOCATION FOR 3% GIFT FEE RUNS
DEADLINES
POST-BUDGET ACCOUNTABILITY41
APPENDIX – LOOKING UP BUDGETARY ACCOUNTS42
LOOKING UP BUDGETARY ACCOUNTS USING TREE VIEWER42
LOOKING UP BUDGETARY ACCOUNTS USING QUERY VIEWER45

OVERVIEW

This budget manual will provide you with information and guidelines on how to calculate your FIU02 FY 2023-24 Forecast, build your FY 2024-25 Budget, and enter both into PantherSoft.

You will be required to forecast the last three months of FY 2023-24 (April 1, 2024– June 30, 2024) and budget all 12 months of FY 2024-25 (July 1, 2024 – June 30, 2025). Please provide both projections on a cash basis.

The budget submission process includes budgeting by line item through PantherSoft Financials. This line-item detail will help you throughout the year in coding actual monthly revenues and expenditures and understanding operating performance. This in turn will facilitate the decision-making process and assist with variance analysis and reporting.

The following table summarizes the forecast and budget process:

	FY 2023-24 Forecast (Actual Ledger)												
Time period	Initial Data Source	Action Required by Budget Manager	Goal										
07/01/2023 to 03/31/2024	Actual amounts in the PantherSoft system for 7/1/2023 - 3/31/2024	No action required	Project FY 2023-24 revenues and expenses using current year actuals										
04/01/2024 to 06/30/2024	Cash installments due between 4/1/2024 – 6/30/2024 for existing pledges in Raiser's Edge as of 1/31/2024 have been pre- populated	Enter projections based on knowledge of revenues and expenses expected over the next 3- month period	Project final revenues and expenses for each project through June 30, 2024										

	FY 2024-25 Bud	get (Requested Lo	edger)
Time period	Initial Data Source	Action Required by Budget Manager	Goal
07/01/2024 to 06/30/2025	Cash installments due between 7/1/2024 – 6/30/2025 for existing pledges in Raiser's Edge as of 1/31/2024 have been pre- populated	Input expected revenues and expenses for FY 2024-25	Create a monthly line- item budget that reflects the departments' anticipated activities for FY 2024-25

Original Budget

OVERVIEW

Original Budget is the **Budget Base** or <u>current</u> year's entire annual budget. It is available to you as a reference when forecasting the financial activity of your unit for the remainder of the current fiscal year.

Note: The original budget is view only; you cannot change the original budget data in PantherSoft. The Original Budget is recorded in the ledger DEPTBUD.

VIEWING ORIGINAL BUDGET IN PANTHERSOFT

- 1. Login in to PantherSoft Financials and navigate to the **Detail Budget Maintenance** (DBM) using the drop-down menu.
- 2. Select Budget Development
- 3. Click on Budget Tools Icon
- 4. Choose Detail Budget Maintenance
- 5. In the Business Unit enter **FIU02** for FIU Foundation
- 6. Click the *magnifying glass* button next to the Ledger field to open the Look Up Ledger box. Select ledger **DEPTBUD**. The lookup window will close.
- 7. Click the **Search** button



- 8. On the following screen:
 - a) Enter **2024** in the Fiscal Year field; and
 - b) Click "View All" to display all the criteria
 - c) Type the **Project ID** in the Project field.

For a complete listing of the Foundation's (FIU02) Project IDs, please run the following query: **FIU02_PROJECT_INF02**.

d) Click the "Query" link to proceed to the following screen.

ce Fee		Budget Load Type	DateTime of R			
ared Service Fee 12PM Daily						
ntinuing Education erhead	12PM Daily					
ad Debt	SPM Daily					
3% Gift Fee	7:45PM Daily			~	<u>~</u>	<u>~</u>
Unit FIU02 hartfield Criteria	Ledger DEPTBUD		Fiscal Year 2024	5		
ChartField Name	Cha	artField Value			ChartField Name	ChartField Name
Account	%		۹		Account	Account
Uternate Account	Account % Q,				Alternate Account	Alternate Account 56
Department	%		۹		Department	Department %
ite	%		۹		Site	Site %
und Code	%		۹		Fund Code	Fund Code %
Program Code	%		۹		Program Code	Program Code %
Activity Nbr	%		۹		Activity Nor	Activity Nor 56
				-	Cost PID	Cost PID %
			1	4	C Budget Reference	Budget Reference %
					Task	Task 56
					Project	Project %
					Affiliate	Affiliate 55
					Fund Affiliate	Fund Affiliate 56
					Budget Period	Budget Period 16

9. On the new screen, "Data By Year", the numbers will be blank until you click the *Calculate* button.



THE FORECAST

OVERVIEW

The forecast is your best estimate of your unit's financial performance through the end of the current fiscal year. The forecast for FY 2023-24 is comprised of 9 months of actuals (July 2023 to March 2024) pre-populated for you in PantherSoft and 3 months of projections (April 2024 to June 2024) that you will be required to enter. Expected pledge payments (cash installments) due between April 2024 and June 2024 for existing pledges in Raiser's Edge as of 1/31/2024 will also be pre-populated for you in PantherSoft using budget account R14001. Although these amounts will not be grayed out in DBM, they will be view only and therefore cannot be changed. Budget managers must still enter cash installments on gifts expected to be received over the last 3 periods of the current fiscal year that are either new or not tied to a signed pledge/ gift agreement as of 1/31/2024.

RESPONSIBLE PARTIES: ALL UNITS

- Budget managers are responsible for forecasting endowed revenues (gifts to corpus only), non-endowed revenues and expenses in the ACTUAL ledger for FIU02 for each project – including ones without an original budget – for the remaining 3 months of the current fiscal year (FY 2023-24).
- The forecast should be comprised of the revenues and expenses you really anticipate collecting over the next 3 months, not simply the difference between your original budget and year-to-date actuals.
- Forecasted expenses for periods 10 12 must be less than or equal to the March 31st ending spendable balance plus forecasted non-endowed revenues, net of the 3% gift fee where applicable, for periods 10 – 12 for each project.

ACCESSING THE ACTUAL LEDGER

- 1. Login in to PantherSoft Financials and navigate to the **Detail Budget Maintenance** (DBM) using the drop-down menu. Select Budget Development and click on Budget Tools Icon. Choose Detail Budget Maintenance.
- 2. In the Business Unit enter FIU02 for FIU Foundation, and then click the **magnifying glass** button next to the Ledger field to open the Look Up Ledger box.
- 3. Select ledger ACTUAL. The lookup window will close.
- 4. Click the **Search** button.

 Budget Development 	Budget Tools
FIU Position Budget	Detail Budget Maintenance
FIU Transfers In/Out	Enter any information you have and click Search. Leave fields blank for a list of all values.
FIU DSO Reimbursements	Find an Existing Value
🔁 Detail Budget Maintenance	▼ Search Criteria
	Business Unit = V FIU02
	Ledger = V ACTUAL
	Limit the number of results to (up to 300): 300
4	Search Clear Basic Search 🖉 Save Search Criteria

5. On the following screen enter Fiscal Year = **2024** and the Department ID and/or Project ID. To see the Project ID field, you may have to click the View All link. Click the Query link to proceed to the following screen.

Chartfield Criteria			
睥 Q	4 1-18 of 18	View All	
ChartField Name	ChartField Value	Click View All to	
Account	%	and and a second s	
Alternate Account	%	Q	
Department	%	۹	
Site	%	Q	
Fund Code	%	Q	
Program Code	%	٩	
Activity Nbr		٩	
Cost PID	%	Q	
Budget Reference	%	Q	
Task	%	Q	
Project	%	٩	
Affiliate	%	Q	
Fund Affiliate	%	٩	
Budget Period	%	٩	
Scenario	%	Q	

6. The numbers on the screen below will be blank until you click the *Calculate* button.

Unit	FIU02	Led	ger ACTUAL		Fiscal Year	2024			C disp	Accounts
φ Q							14	4 1-5 of 5	v = 1	View All
Del/Cal	Activity Nbr	Rollup Acct+	Description	Account≜	Description	Budget Base	Forecast Amount	Requested Amount	Dept	Fund
				E57002	Transfers Out - Scholarship	595,841.00		601,336.50	105500000	901
		REV000	Reaction Rollop	R14000	Gifts and Donations		422,167.94		105500000	900
				R14001	Foundation Pledges	240,567.78	40,381.58	243,372.44	105500000	901
artFields		Click on a to see de	an Account Link etails by month							•
				Total Base Amoun	nt	-355,273.22	Budget Base Endir	ng Fund Balance		
				Total Forecast Am	ount	462,541.52	Forecasted Ending	Fund Balance		

ENTERING THE FORECAST IN THE ACTUAL LEDGER

1. Click the hyperlink for the revenue or expense account of the project that you would like to update.

Project	Account	Description	Rollup Acct	Description
6500010	<u>E11110</u>	Purchased Utilities	EXP110	Other Operating Expenses
6500 010	<u>E11110</u>	Purchased Utilities	EXP110	Other Operating Expenses
6500010	E11360	Insurance	EXP110	Other Operating Expenses
6500010	<u>E11360</u>	Insurance	EXP110	Other Operating Expenses
5500010 <u>E11900</u>		Miscellaneous	EXP110	Other Operating Expenses
6500010	<u>E11901</u>	Shared Services Fee	EXP110	Other Operating Expenses
6500010	E11902	Financial Fees	EXP110	Other Operating Expenses
6500010	E11902	Financial Fees	EXP110	Other Operating Expenses
6500010	<u>E32000</u>	Interest on Asset Related Debt	EXP110	Other Operating Expenses
6500010	<u>E32000</u>	Interest on Asset Related Debt	EXP110	Other Operating Expenses
Click on a to see de	an Account Lir etails by mont	ık h	m	

The Detail Budget Maintenance (DBM) page shows each of the first 9 months of the current fiscal year in which there was activity as view only since these are actuals and therefore cannot be changed. It also shows expected pledge payments (cash installments) due between periods 10 and 12 for existing pledges in Raiser's Edge as of

1/31/2024. These cash installments were pre-populated for you in PantherSoft using budget account R14001, which is specific to pre-populated pledge payments, and are also view only.

You will have the ability to enter the forecasted revenue and expense amounts for each project for the remaining months of the fiscal year, Period 10 (April 2024) through Period 12 (June 2024).

	Ur	hit FIUO	2	Ledger ACTUAL		F	iscal Year 20	24					
	▼ Data E	y Period ג								ie e 1	1-8 of 8 🗸	⇒ ⊫ I v	lew Al
	Per	Account	Activity Nbr	Description	Posted Base Amt	Fund	Dept	Program	Site	Bud Ref	Task	Project	C
	3	E61000			7,874.40	900	111302000	00	1			6500010	
	4	E61000			-125.00	900	111302000	00	1			6500010	
	6	E61000			8,093.27	900	111302000	00	1			6500010	
	7	E61000			13,333.34	900	111302000	00	1			6500010	
	8	E61000			0.01	900	111302000	00	1			6500010	
Periods that	10	E61000			8,953.87	900	111302000	00	1			6500010	
to reflect your	11	E61000			1,920.00	900	111302000	00	1			6500010	
10,11,12	12	E61000			7,841.15	900	111302000	00	1			6500010	
	4	Current 47,	891.04	R	Change amounts	to	c	hange 0.00				% Change 0	.00
	ChartField	s	Data by Year	Calcu	reflect your foreca	ist							

2. Scroll to the right and Click the plus sign "+"in order to add lines for the remaining periods.

De	tail Budg	et Mainte	nance						¢-					
	Unit	FIU02		Ledger	ACTUAL			*Fiscal Year	2024					
•	Data By Per	riod								14 4	1-1 of 1 🗸 🕨	H	View Al	ĺ
	Site	Bud Ref	Task	Project	Activity Nbr		Description	Cost PID	Posted Base Amt	Posted Transaction Amount	Budget Period			
	1 Q	٩	٩	6500010	۹ 🗌	۹		٩	12,000.00	12000.00	2022 Q	÷	-	+
	Curre	ent			Revised	12,00	0.00		Change 12,000.0	D				

3. Type in the number of rows you would like to add, then click **OK** button.



4. Once all changes have been made to this account, click on the **Save** button to go back to the main page and continue with your forecast for another account.

USING THE CALCULATOR TOOL

At the bottom of the Data By Period page is the *Calculator* link (this is not the same as the *Calculate* button).

		\frown	
ChartFields	Data by Year	Calculator	
			•

The calculator is a shortcut for entering forecasted numbers for many periods. It is very useful for various calculation types.

Budget Calculation		
Calculation Options	5	
Calculation Type:	Repeat Amount by Period	~
Selected From Period:	10	
Selected to Period:	12	
Change value:	100.00	
OK Cancel		

•Add by Period: This option allows an amount to be entered in the Change Value field and adds this amount to the specified month(s). e.g. If April – June has an existing value of \$200 and the change value entered is \$100, the system allocates \$300 per month.

•Adjust by Percent: This option allows an amount to be entered in the Change Value field and adjusts the amounts by a user defined percentage. e.g. If April – June each has a value of \$200 and a change value of 5% is selected, the system allocates \$210 per month. Type 5 in the calculator if a 5% increase is needed OR -5 if a decrease of 5% is required.

•**Repeat Amount by Period:** This option allows an amount to be entered in the Change Value field and repeats the amount for the remaining months. e.g. If April – June each has a value of \$200 and you set the change value to \$100, the system allocates \$100 per month.

•**Spread Evenly by End of Qtr:** spreads the amount entered in the Change Value evenly across periods 3, 6, 9 and 12 regardless of value entered in Selected From Period and Selected to Period fields; e.g. \$1,200 Spread Evenly by End of Qtr allocates \$300 in periods 3, 6, 9 and 12.

• **Spread Evenly by Beginning of Qtr:** spreads the amount entered in the **Change Value** evenly across periods 1, 4, 7 and 10 regardless of value entered in **Selected From Period** and Selected to Period fields; e.g. \$1,200 spread evenly by Beginning of Quarter allocates \$300 in periods 1, 4, 7 and 10.

•**Spread Evenly by Period:** This option allows an amount to be entered in the Change Value field and spreads this amount evenly over the remaining months. e.g. \$300 spread evenly over 3 months allocates \$100 per month.

Once you have made your changes using the Calculator, click the **OK** button to see your changes reflected monthly.

ADDING PROJECT IDS IN THE BUDGET TOOL

Project IDs created after January 31, 2024 and/or Project IDs without revenue or expense transactions during the first 9 months of FY 2023-24 <u>must be added to the budget tool</u>. Please do not add new project ID's for new gifts for which a project that does not yet exist (<u>refer to the Budgeting at Detailed Account Level section</u>, page 18).

To add a new project ID,

- 1. Login in to PantherSoft Financials and navigate to the **Detail Budget Maintenance** (DBM) using the drop-down menu. Select Budget Development and click on Budget Tools Icon. Choose Detail Budget Maintenance.
- 2. Access the **ACTUAL** or **REQUESTED** ledger and enter an existing Project ID. Click the Query link to proceed to the following screen.

毘 Q	1-18 of 18	View All 2022	
ChartField Name	ChartField Value	Click View All to	
Account	%	display <u>ProjectID</u> field	
Iternate Account	%	Q	
Department	%	۹	
Site	%	٩	
Fund Code	%	٩	
Program Code	%	۹	
Activity Nbr		٩	
Cost PID	%	۹	
Budget Reference	%	Q	
Task	%	Q	
Project	%	Q	
Affiliate	%	٩	
Fund Affiliate	%	Q	
Budget Period	%	٩	
Scenario	%	Q	

Detail Budget Maintenance

3. Click any Account link to proceed to the next screen.

Project	Account	Description	Rollup Acct	Description			
6500010	<u>E11110</u>	Purchased Utilities	EXP110	Other Operating Expenses			
6500 <mark>010 →</mark>	<u>E11110</u>	Purchased Utilities	EXP110	Other Operating Expenses			
6500010	<u>E11360</u>	Insurance	EXP110	Other Operating Expenses			
6500010	<u>E11360</u>	Insurance	EXP110	Other Operating Expenses			
6500010	<u>E11900</u>	Miscellaneous	EXP110	Other Operating Expenses			
6500010	<u>E11901</u>	Shared Services Fee	EXP110	Other Operating Expenses			
6500010	E11902	Financial Fees	EXP110	Other Operating Expenses			
6500010	E11902	Financial Fees	EXP110	Other Operating Expenses			
6500010	E32000	Interest on Asset Related Debt	EXP110	Other Operating Expenses			
6500010	<u>E32000</u>	Interest on Asset Related Debt	EXP110	Other Operating Expenses			
Click on ar to see det	n Account Lir tails by mont	h Detail Budget Data By Period Per Account	Maintenance	Fund Site Pgm Code Activity No Code R R R R Plus "+" sign to add new row al accounting periods (as nee	r Description	Cost PID Bud Ref Task Project Posted Base Amt	Excessionalize Eind Vie Posted Trans Amt

Fill in only the following cells:

- 1. *Per* (change the number to reflect the period for which you are forecasting)
- 2. *Account*
- 3. **Dep**t
- 4. *Fund Code* (900 or 903) (refer to information about funds, page 16)
- 5. *Site* (always choose 1 in Actual Ledger for Forecast and 01 in Requested Ledger for Budget)
- 6. *Pgm Code* (should always be **00**)
- 7. Project
- 8. Posted Base Amount

IMPORTANT: Do not enter data into the **Activity Nbr**, **Bud Ref** or **Task** cells.

For a complete listing of the Foundation's (FIU02) Project IDs, please run the following query: **FIU02_PROJECT_INF02**

Once all forecast lines have been added, click the **Data by Year** link and **Save** your changes in PantherSoft.

The Budget

OVERVIEW

The budget for FY 2024-25 is comprised of 12 months of revenue and expense projections from July 2024 to June 2025. Expected pledge payments (cash installments) due during that period for existing pledges in Raiser's Edge as of 1/31/2024 will also be pre-populated for you in PantherSoft using budget account R14001, which is specific to pre-populated pledge payments. Although these amounts will not be grayed out in DBM, they will be view only and therefore cannot be changed. Budget managers must still enter cash installments on gifts expected to be received over next fiscal year that are either new or not tied to a signed pledge/ gift agreement as of 1/31/24.

- Budget managers are responsible for entering a 12-month budget for endowed revenues (gifts to corpus only), non-endowed revenues and expenses in the REQUESTED ledger for FIU02 for each project in their area, including projects that do not yet exist but are expected between now and June 30, 2025.
- Please refrain from using the straight-line method in budgeting revenues and expenses.
- Please keep in mind that historical revenues and expenses are not necessarily an indication of future revenues and expenses.
- Revenue budgets are jointly developed by Deans and the Senior Vice President of University Advancement with input from unit Development Officers. Expense budgets should be compiled by budget managers with guidance from their unit's leadership.
- Budget managers must ensure that FY 2024-25 budgeted expenses are less than or equal to forecasted ending spendable balance on June 30, 2024 (including endowment distributions) plus budgeted non-endowed revenues for FY 2024-25, net of the 3% gift fee where applicable, for each project.
- Building Funds budgets are entered into PantherSoft by the Foundation based on assumptions developed in collaboration with each unit and Facilities Management. Unit budget managers are required to communicate expected new Building Fund gifts and planned transfers to the University for construction to the Foundation Business Office for inclusion in the budget.

Funds

Budget project revenues and expenses using the following fund codes:

- Use Fund 900 for non-endowed revenues
- Use Fund 903 for endowed revenues
- Use Fund 900 for ALL expenses regardless of unit or expense type

ACCOUNTS

Use budgetary account R14000 to forecast and budget revenues.

Use the following budgetary accounts to forecast and budget expenses:

TO BUDGET REIMBURSEMENTS TO FIU

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

TO BUDGET ALL OTHER EXPENSES:

Use the University Budgetary Accounts. Budget managers need to budget expenses using the University's detailed budgetary accounts (<u>refer to the Appendix - Budgetary Accounts</u> page 422).

SOURCES OF REVENUE

There are three possible sources of revenue:

- 1) Cash installments (pledge payments) on existing gifts:
 - a. Expected pledge payments in FY 2024-25 for existing pledges in Raiser's Edge as of 1/31/2024 will also be pre-populated for you in PantherSoft using budget account R14001, which is specific to pre-populated pledge payments. Although these amounts will not be grayed out in DBM, they will be *view only* and therefore cannot be changed.
 - b. Any past *due pledge* payments anticipated to be collected next fiscal year. These will **not** be pre-populated thus require entry into the budget tool if expected.
- 2) Expected contributions not tied to a signed pledge/ gift agreement such as outright discretionary gift, board dues, etc.

3) Cash installments on expected NEW GIFTS (those for which a gift agreement has not yet been established) as of January 31, 2024. This data will be compiled and reviewed by the Foundation's CEO to ensure alignment with the Capital Campaign goals. Final revenue projections for NEW gifts will be returned to the unit budget managers for entry in the budget tool. New gift revenue budgets should be consistent with goals included in Advancement's fund-raising matrix and the overall goals and direction the Foundation.

New Gifts will not have their own Project IDs until agreements have been signed. Until they do, budget revenues and expenses for new projects in the last Project ID of your unit which begins with the first 2 digits associated with your unit followed by "99999" (e.g. Athletics' Project ID 4099999). It is important that the budget manager keep a detailed record of all the budgeted revenues and expenses "lumped" together under this project for future variance reporting.

USING ENDOWMENT EARNINGS DISTRIBUTIONS FOR BUDGETING EXPENSES

All Foundation funds, including endowed funds, are pooled together for investment purposes. At the end of each quarter, each endowment receives its pro-rated share of the Foundation's investment earnings, including interest income and realized/unrealized gains and losses. At fiscal year-end (June 30th), the Foundation's Board of Directors determines what percentage – if any – of the endowment's annual earnings (credited to the reserve in fund 902 each quarter) will be available for spending and determine the administrative fee to be charged to endowments.

In early April, the Foundation Business Office will provide each unit with the endowment earnings distribution amounts anticipated to be made on June 30th. These figures will be final unless there is a significant downturn in the market, at which point you will be immediately advised of changes by the Foundation Business Office. The forecasted June 30, 2024 spendable balances (in funds 900 and 901) along with the spending distribution provided in this scenario should be considered when budgeting <u>expenses</u> related to the corresponding endowment project for FY 2024-25. *Please do NOT budget endowment earnings as revenue to your projects.*

BUDGETING AT DETAILED ACCOUNT LEVEL

All scholarship expenses are to be budgeted using detail budget account *E57002* instead of expense roll-up account E11900. Scholarship expenses budgeted in the Foundation (FIU02) should equal scholarship expenses budgeted on the university side (FIU01).

Project Name	Project ID	Description	Account	Fund
Presidential Compensation	7020030	Salary	E 71999	900
Presidential Compensation	7020030	Benefits	E 71950	900
Presidential Compensation	7020030	Car Allowance	E 76100	900

OFFICE OF THE PRESIDENT

Project Name	Project ID	Description	Account	Fund
Presidential Compensation	7020030	Performance Bonus	E 71517	900
Philanthropic Cultivation	7020031	Miscellaneous	See Below	900
President's Business Allowance	7020032	Miscellaneous	See Below	900
President's Travel Allowance	7020033	Miscellaneous	See Below	900

EXTERNAL RELATIONS

Project Name	Project ID	Description	Account	Fund
Annual Fund	7010000	President's Council Dues	R 14005	900
President's Council	7010012	Miscellaneous	See Below	900
Lobbying	7020016	Miscellaneous	See Below	900

UNIVERSITY ADVANCEMENT

Project Name	Project ID	Description	Account	Fund
Annual Fund	7010000	Unrestricted Annual Giving	R 14002	
		Revenues		900
Annual Fund	7010000	Foundation BOD Dues	R 14004	900
Annual Giving Campaign	7010011	Miscellaneous	See Below	900
Board of Directors	7020011	Miscellaneous	See Below	900
Foundation Outreach Initiative	7020012	Salaries	E 71999	900
Foundation Outreach Initiative	7020012	Non-Salaries	See Below	900
Advancement General Support	7021001	Miscellaneous	See Below	900
Administration & Operations	7021002	Miscellaneous	See Below	900
Advancement Management	7021003	Miscellaneous	See Below	900
Alumni Association	7021004	Miscellaneous	See Below	900
Campaign Planning & Comm.	7021005	Miscellaneous	See Below	900
Development Operations	7021006	Miscellaneous	See Below	900
Donor Relations	7021007	Miscellaneous	See Below	900
IGNITE Operations	7021008	Miscellaneous	See Below	900

In addition to the Projects listed above, Advancement Operations also budgets revenues and expenses for university-wide projects.

Project Name	Project ID	Description	Account	Fund
Foundation Operations	7020010	Salaries	E 71999	900
Foundation Operations	7020010	Non-Salaries	See Below	900
Foundation Operations	7020010	Audit	E 72116	900
Foundation Operations	7020010	Insurance	E 11360	900

FOUNDATION BUSINESS OFFICE

Project Name	Project ID	Description	Account	Fund
NDME Worker's Compensation	7020013	Miscellaneous	F 11900	900
Foos	/020013	miscenarieous	LIIJOO	500
Advancement MAPC Building	7020014	Pental of Buildings	E 115/11	000
	7020014	Rental of Buildings	LIIJ4I	900
Lease				
FBOG Assessment	7020015	Miscellaneous	See Below	900
Foundation Marketing	7020019	Miscellaneous	See Below	900
Institutional Memberships	7020049	Miscellaneous	See Below	900
Financial Fees	7029980	Bank & Merchant Fees	E 11902	900
Other Administrative Expenses	7029990	Miscellaneous	See Below	900
General Reserve Expenses	8000010	Professional Services	E 72000	900
General Reserve Expenses	8000010	All Other Expenses	See Below	900
Investment Returns	8000010	Investment Income,	E 88000	900
		Realized Gains and Losses,		
		Unrealized Gains and		
		Losses		
Endowment Reserve	8000011	Miscellaneous	See Below	900
Endowment Reserve	8000011	Investment Income,	E 88000	900
		Realized Gains and Losses,		
		Unrealized Gains and		
		Losses		
VP Allowances	Various	Miscellaneous	See Below	900

All accounts listed include

gross salaries

PERMANENT SALARIES & BENEFITS BUDGET ACCOUNTS

The following accounts are used to record salary expenses in the Detail Budget Maintenance (DBM) page. They correspond to the **Employee Type** (Faculty, Administrative or Staff).

- E71121 Faculty 12 Month Salaries
- E71127 Faculty 12 Month Salaries COM
- E71122 Faculty 9 Month Salaries
- E71123 Faculty Summer A
- E71124 Faculty Summer B
- E71140 Administrative Salaries
- E71150 Staff Salaries
- E71153 Salary Overtime

Includes overtime, on-call pay and law enforcement incentives.

E71999 University-wide Salary Adjustments

This budgetary account includes an estimated amount for university-wide salary adjustments such as across-the-board salary increases and associated fringe benefits.

E71950 Fringe Benefits

Under the Pooled Fringe Benefit Rate methodology there is only one benefits account for faculty, administrative and staff employees. Benefits amounts are automatically calculated and populated in the Position Budget as a percentage of salary based on University-Wide Pooled Fringe Benefit Rates below.

Starting in FY2023, new fringe benefit accounts by employee type were created to facility expenditure analysis.

- E71961 Fringe Benefits Faculty
- E71962 Fringe Benefits Admin
- E71963 Fringe Benefits Staff
- E71967 Fringe Benefits Faculty COM
- E71969 Fringe Benefits Faculty Summer A
- E71970 Fringe Benefits Faculty Summer B

TABLE 1

Benefits Percentages					
Employee Type	%				
Admin or Faculty (excluding COM)	35.95 %				
Faculty - COM	28.83 %				
Staff	50.22 %				

TABLE 2

Benefits % - Overtime Payments					
Employee Type	%				
Overtime and Law Enforcement Incentives	25.93 %				
On-Call Pay	50.22 %				

For any law enforcement incentives and overtime, benefits, will need to be added to the amounts in Detail Budget Maintenance.

TEMPORARY EMPLOYEE BUDGET ACCOUNTS

The following accounts are used to record Temporary Employee expenses in the Detail Budget Maintenance (DBM) page.

E71500 Temporary Employee Salary

Includes temporary employee salaries and overtime, student assistants excluding graduate student assistants.

E71505 Graduate Assistants

Includes graduate assistants, research assistants, & teaching assistants. Use the benefits rate of graduate student assistant.

E71510 Adjunct Faculty Salary

Includes adjunct faculty salaries. Use the benefits of non-student OPS.

E71511 Faculty, Admin, and Staff Overload

Additional Faculty, Administrative and Staff compensation for work outside the scope of the employee's regular duties and/or FTE. Use the benefits rate for non-student OPS.

E71517 Other Earnings

Despite being applicable to non-temporary employees, includes Operational Excellence Awards, Spot Awards, Educational Incentive Awards, Project-Based Pay, and Variable Compensation Plan Bonuses.

E76100 Cellphone & Misc. Payroll Allowances

Includes cellphone and miscellaneous payroll allowances for full-time employees. There are no fringe benefits associated with cellphone allowances.

E71951 Fringe Benefits for Temporary

The Pooled Fringe Benefit rate for non-students includes Medicare matching, unemployment compensation, and health insurance provided under PPACA. The rate for non-graduate student assistants consists of health insurance provided under PPACA. The rate for graduate assistant students graduate assistant health insurance. Under the FICA Alternative Plan implemented February 2009, social security is now a pre-tax amount paid by the employee.

E71965 Fringe Benefits - Other Temp

TABLE 3

Fringe Benefits Percentages					
Employee Type %					
Non-Student OPS	2.79 %				
Graduate Student Assistant	9.61%				

OTHER OPERATING EXPENSE BUDGET ACCOUNTS

The following accounts are used to record Other Operating expenses in the Detail Budget Maintenance (DBM) page.

E11010 Postage

Includes charges incurred for postage, freight and courier services.

E11110 Purchased Utilities (Administration and non-E&G)

Includes charges incurred for heat, light, gas, electric utilities, water and sewer and garbage. Facility Operations will determine utility expenses for E&G and will provide utility rates and guidelines for Non-E&G funds. Please refer to FIU Budget Portal for rate sheet (2023-24 Auxiliary Utilities Cost).

E11180 Telephone Equipment

Includes charges incurred for telephones and pagers. Please refer to the rate sheet published on the Budget Portal.

E11200 Travel

E11250 Athletics Team Travel

E11270 Athletics Recruiting Travel

Travel includes charges incurred by employees and others who undertake travel on behalf of the University. Travel categories consist of Business, Enrollment, Team Travel and Recruiting Travel.

E11330 Athletic Clothing and Uniforms

Includes charges incurred by athletics for cost of team uniforms.

E11360 Insurance

Includes insurance charges incurred for automobile, general liability and risk, workers compensation, fire fund, federal civil, money securities, boiler and machinery, managed care premium, unemployment compensation and other.

E11441 Rental of Buildings and Facilities

Includes cost of renting buildings and facilities.

E11604 Taxes and Licenses

Includes taxes and license expenses.

E11900 Miscellaneous

Includes all other charges not mentioned above. You are asked to provide detail for amounts budgeted in this line equal to the lower of 5% of total operating expenses or \$100,000.

E11901 Shared Services Fee (Auxiliary Overhead Fee)

Includes charges incurred for salaries, OPS and expenses. This is updated daily by an allocation and does not need to be input by the departments.

Questions about the Shared Services Fee should be directed to the Auxiliary Enterprises contact in the Office of Auxiliary and Enterprise Development.

E11902 Financial Fees

Includes fees related to Banking, Wire Transfers, Investment Management, Remarketing and Other Financial Fees.

E11903 F&E under \$5,000

Includes charges incurred for the purchase of equipment, fixtures, and other tangible personal property of a non-consumable and nonexpendable nature, when the value or cost is less than \$5,000.

Purchase of computer equipment including the CPU, monitor, keyboard, mouse, hard drive, etc., upgrades, repairs or replacement of individual components when the item purchased, or service received is less than \$5,000.

E11908 Guarantees

Includes charges incurred when hosting games.

E11910 Administrative Overhead

Used to allocate all ongoing expenses related to operate the business.

E11926 Academic Affairs Overhead Fee

Used to collect Academic Affairs overhead. This is updated daily by an allocation and does not need to be input by the departments.

Please direct questions to the Office of the Provost Planning and Finance.

E21000 Operating Capital Outlay

Includes charges incurred for the purchase of equipment, fixtures, and other tangible personal property of a non-consumable and nonexpendable nature, when the value or cost is \$5,000 or more.

The determination of the expense category to be used is based on a "Functional Unit" concept; the cost of the entire "functional unit" determines whether the purchase should be reported as OCO or expense.

For example, the purchase of computer equipment including the CPU, monitor, keyboard, mouse, hard drive, etc., when the total cost is more than \$5,000 should be classified as OCO.

Purchases are to be projected in the month in which the equipment is expected to be received, which is the time when the purchase is recorded.

OCO is an account that will not be on an accrual basis as we will not be estimating depreciation expenses and the state continues to hold us accountable for cash expenses for fixed assets.

E31000 Principal Retirement

E32000 Interest on Asset Related Debt (Interest Payments)

Debt Service payments consist of <u>both</u> interest and principal repayments. Each component should be budgeted separately.

For existing loans, debt payments should be budgeted based on the fixed payment schedule supplied by Treasury. For new or projected loans, the department needs to consult with Treasury to determine the payment amount to budget based on an estimated payment schedule.

Departments currently with outstanding debt service activity consist of Academic Affairs, Housing and Parking.

E57000 Interdepartmental Cash Transfers Out Records and track transfers between activities and funds.

E59000 Transfers Out to Other Agency

Records and track transfers to outside entities.

E61000 Repairs and Maintenance

Includes charges incurred for repairs and maintenance services to facilities, grounds, furniture, and equipment.

For Vehicle Services, please refer to the rate sheet published on the Budget Portal.

- E68000 Tuition, Stipends, Scholarships and Fellowships
- E68204 UBOT Approved Waivers
- E68206 E&G Financial Aid (for use only in E&G Funds)
- E68207 Waivers for Non-Fundable FTEs Exempt
- E68208 Waivers for Non-Fundable FTEs Faculty
- E68209 Waivers for Non-Fundable FTEs Staff
- E68210 Waivers for Incidental Revenue
- E68211 Includes charges incurred for awards to students in the form of scholarship, fellowships, or waivers.
- E68212 Auxiliary Scholarships

E72000 Contractual Services

Includes charges incurred for all professional contracts with independent contractors who are not in an employer-employee relationship. As they rarely happen on a consistent basis, they should not be straight lined.

E72105 Legal Fees and Services

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E72107 Custodial and Janitorial Services
For Custodial Services, please refer to the rate sheet published on the
Budget Portal.
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- E72116 Accounting Services
- E72200 Advertising/Promotion

E72300 Medical Materials and Supplies

Includes charges for Durable Medical Equipment and Pharmaceuticals.

- E72400 Medical Contractual Services
- E72500 HCN Other Expenses
- E72600 Medical Billing Services

E73000 Materials and Supplies

Includes charges for printing and reproduction, building and construction supplies, office supplies, motor fuel and lubricants, educational & Lab supplies, food products, and supplies i.e., hazardous chemicals or waste, data processing supplies, and other materials athletic supplies, photos, slides, movies, or medical supplies.

For Duplicating Services please refer to the rate sheet published on the Budget Portal.

E73400 Purchases for Resale

The purchase of commodities and/or services by the University for the purpose of selling them for the benefit of the University.

E74001 Bad Debt Expense

Includes the percentage of revenue not expected to be collected.

Parking, Housing operations and all departments that receive tuition-based revenues will use this line item.

The Office of Financial Planning and The Office of Auxiliary & Enterprise Development will calculate the percentage of uncollectible accounts that is applied to estimate this line.

E77210 Game Expenses

Athletic charges incurred for material and supplies and rental of production equipment at a game.

E77391 Athletic Equipment and Supplies

Athletic charges incurred for team supplies.

E88000 Unrealized Gains/Losses

Unrealized Gains or losses made on investments.

E89100 Investment Expenses

Entering the Budget in ${\sf PantherSoft}$

This section assumes that you have already developed a full year's budget for revenues and expenses and are ready to enter the data into PantherSoft.

ACCESSING THE REQUESTED LEDGER

- 1. Login in to PantherSoft Financials and navigate to the **Detail Budget Maintenance** (DBM) using the drop-down menu. Select Budget Development and click on Budget Tools Icon. Choose Detail Budget Maintenance.
- 2. In the Business Unit enter FIU02 for FIU Foundation, and then click the *magnifying glass* button next to the Ledger field to open the Look Up Ledger box.
- 3. Select ledger REQUESTED. The lookup window will close.
- 4. Click the **Search** button.

Sudget Development	Budget Tools
FIU Position Budget	Detail Budget Maintenance
FIU Transfers In/Out	Enter any information you have and click Search. Leave fields blank for a list of all values.
FIU DSO Reimbursements	Find an Existing Value
Totail Budget Maintenance	▼ Search Criteria
	Business Unit = FIU02
	Limit the number of results to (up to 300): 300
4	Search Clear Basic Search 🖉 Save Search Criteria

5. On the following screen enter Fiscal year = **2025** and the *Project ID*. To see the *ProjectID* field you may have to click the **View All** link. Click the Query link to proceed to the next screen

Chartfield Criteria		
睥 Q	€	View All
ChartField Name	ChartField Value	Click View All to
Account	%	display <u>Projectio</u> lielu
Alternate Account	%	Q,
Department	%	٩
Site	%	Q,
Fund Code	%	α,
Program Code	%	α,
Activity Nbr		٩,
Cost PID	%	Q,
Budget Reference	%	α,
Task	%	α,
Project	%	۹
Affiliate	%	α,
Fund Affiliate	%	Q,
Budget Period	%	Q
Scenario	%	٩

ENTERING THE BUDGET IN REQUESTED LEDGER

The **Data By Year** screen shows all the budgetary accounts used for the various projects under the department ID entered in FY 2024-25.

The Original Budget 2023-24 (Budget Base) and Forecast 2023-24 (Forecast Amount) will also by displayed in the screen, however, any change to Forecast amounts will be made in

Ledger ACTUAL (<u>see Section Entering the Forecast in the ACTUAL Ledger</u> page 10). Please note the dollar values in the screen below will be blank until you click the **Calculate** button.

Data By Yea Detail Budg Unit	ar get Maintenan FIU02	ce _{Ledger} Ri	EQUESTED		Fiscal Year	2025				Click View All to display all Budgetary Accounts
Data By Year								4 4 1-3 of	3 ♥ →	View All
Del/Cal	Rollup Acct*	Description	Account≜	Description	Budget Base	Forecast Amount	Requested Amount	Dept	Fund	Activity Nbr
	EXP110	Other Operating Expenses	E11600	Events				105700000	900	
	REV000	Revenue Rollup	R14000	Gifts and Donations				105700000	900	
	REV000	Revenue Rollup	R19000	Other Operating Revenues				105700000	900	
ChartFields	Click to se	on an Account Link ee details by month	Delete Selected	-				-		•
)				Total Base Amount Total Forecast Amount Total Requested Amount	Cal	1,345,132.30 415,995.91 -66,888.40 culate	Budget Base End Forecasted Endin Requested Endir	ling Fund Balance ng Fund Balance ng Fund Balance	e I	
Save	Return to Search	Notify								

To make changes, click on either the revenue or expense account link as it corresponds to the project for which the change is desired. The following Detail Budget Maintenance (DBM) page will appear:

	Data By Pe Detail Buc Unit • Data By F	eriod dget Maint FIUO2 Period	enance	Ledger	QUESTE	D	Fiscal Y	ear 202	25	14 4 14	2 of 2 🗸 🕨	Click V display a Acc	iew All to Il Budgetary ounts
Periods that	Per Ad	count	Project	Dept	Fund	Posted Base Amt	Program	Site	Activity Nbr	Description	Bud Ref	Task	Cost PID
to reflect your Budget	7 E1	11600	6000010	105700000	900								
1-12	4			(b)	- F	Change amounts	to	*					•
	Cu ChartFields	rrent 8,129.	40 Data by Year		Re Calculator	reflect your Budg	et	Ch	ange 0.00		% C	hange ()	.00
	Save	Return to Sea	arch Notify]									

Enter or Edit the following fields as necessary

- 1. Account: (Most often R14000 or E11900)
- 2. **Fund**: 900 or 903
- 3. **Site**: (always choose 1 in Actual Ledger for Forecast and 01 in Requested Ledger for Budget)

4. *Pgm Code*: (always use 00)

5. Project ID

Click the plus sign "+" in order to add lines for revenues and expenses by period. Once you have the number of lines corresponding to the number of periods in which you expect the revenues or expenses:

- 1. Adjust the period number
- 2. Enter the budget amount for each period

NOTE: The calculator option may also be used to add lines if distributing an amount. See details about Using the Calculator Tool on page 12.

Once you have made all the budget entries for this Project ID, click the **Data by Year** link or the **Save** button to go back to the main page and continue with your requested budget for another project.

IMPORTANT:

A budget is required for revenues and expenses for each project in your area including projects that do not yet exist but are expected between now and June 30, 2024.

Use the Project ID number beginning with the first 2 digits associated with your unit and "99999" as the last 5 digits as the project in which to budget revenues and expenses for expected new gifts (e.g. Athletics: Project ID #**40**99999).

THE DSO REIMBURSEMENTS TOOL

Certain expenses such as salary support or scholarships incurred by the university (Business Unit FIU01) are reimbursed by the university Direct Support Organizations (DSOs) such as the FIU Foundation (Business Unit FIU02). This tool allows the users to budget for these reimbursements across Business Units. The user enters the DSO Project ID or Activity Number that will be reimbursing the university with the corresponding Activity Number that will receive the funds as revenue on the university (FIU01) side. The tool will then automatically create the revenue on the university side.

Note: Reimbursements data cannot be changed on the Detail Budget Maintenance (DBM) page - changes to reimbursements transactions can only be made through the DSO Reimbursements Tool.

CREATING A DSO REIMBURSEMENT

You may only create DSO reimbursement budget transactions for your Project ID or Activity Number.

Allocations are run hourly to copy the values from the DSO Reimbursements Tool to the Detail Budget Maintenance (DBM) page.

Note: In this example, we will use a Foundation (FIU02) Project ID

- 1. Login in to PantherSoft Financials and navigate to the **Detail Budget Maintenance** (DBM) using the drop-down menu. Select Budget Development and click on Budget Tools Icon. Choose FIU DSO Reimbursements.
- 2. Verify the following Required Fields:
 - a) Business Unit enter corresponding DSO Business Unit, e.g. FIU02
 - b) Ledger field enter:
 - ACTUAL for Forecast FY 2023-24
 - **REQUESTED** for Budget FY 2024-25
 - c) <u>Activity Nbr or Project ID</u>, enter your 10-digit Activity Number initiating the reimbursement or 7-digit Project ID. Keep in mind that if you enter a Project ID you will need to choose a Fund Code.
 - d) <u>Fiscal Year</u>

- 2024 for Forecast FY 2023-24
- **2025** for Requested Budget FY 2024-25
- e) <u>Fund Code</u>, for FIU02 ONLY, if a Project ID was entered. Select fund code **900** or **901** depending on the funding source; all other business units will not have to populate a fund code.
- f) <u>Account</u>, enter the account the reimbursement should be budgeted under in the DSO.

E57000 – All Other Expenses **E57001** – Equipment Expenses **E57002** – Scholarship Expenses **E57003** – Construction Expenses **E57004** – Salary Expenses **E57006** – Events **E57007** – Subscriptions and Memberships **E57008** – Postage **E57010** – Insurance **E57011** – Rental **E57012** – Repairs & Maintenance **E57013** – Professional Services **E57014** – Advertising and Promotion **E57015** – Materials & Supplies

24

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udget Execution					
Seneral Ledger		Budget Tools	Import Ledger from Flat File		
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	Budget Development			Budget Tools	
	Budget Development FIU Position Budget			Budget Tools	
	Budget Development FIU Position Budget	FIU DSO Reimbu	rsements	Budget Tools	
	Budget Development FIU Position Budget FIU Transfers In/Out	FIU DSO Reimbu	rsements	Budget Tools	
	Budget Development FIU Position Budget FIU Transfers In/Out FIU DSO Reimbursements	FIU DSO Reimbur	rsements	Budget Tools	
	Budget Development FIU Position Budget FIU Transfers In/Out FIU DSO Reimbursements	FIU DSO Reimbur Search Criteria	rsements	Budget Tools	ILY if a PROJE
	Budget Development FIU Position Budget FIU Transfers IniOut FIU DSO Reimbursements Detail Budget	FIU DSO Reimbur Search Criteria	rsements	Budget Tools	ILY if a PROJE is entered
	Budget Development FIU Position Budget FIU Transfers IniOut FIU DSO Reimbursements Detail Budget Detail Budget	FIU DSO Reimbur Search Criteria Business FIU Unit: Ledger: LEDge	rsements	Budget Tools	ILY if a PROJE is entered 0 Foundation
	Budget Development FIU Position Budget FIU Transfers In/Out FIU DSO Reimbursements Detail Budget Actual REQUEST Activity C	FIU DSO Reimbur Search Criteria Business FIUO Unit: ED Ledger: LEDG Activity ACTI	rsements	Budget Tools	<u>ILY</u> if a PROJE is entered 0 Foundation restricted

- 3. Click the **Search** button
- **Note**: From this point onward **only** information regarding those FIU01 fields receiving the funds are required and can be entered in the tool. (Reimbursements To)
- 4. Enter the FIU01 activity Nbr that will receive the reimbursement in the *To Activity Nbr* field.
- 5. Enter the revenue budget account that corresponds to this reimbursement (the most frequently used account is R89090 DSO Revenue).

To search for an Account, click the *magnifying glass* icon to the right of the Account field and choose from the list of allowable accounts.

To search for an Activity Nbr, click the *magnifying glass* icon to the right of the Activity Nbr field and choose from the list of activity Numbers.

- 6. Enter the accounting period, i.e. month in which the reimbursement will occur. For your Forecast the available periods are from April to June (10 to 12) for your Requested Budget the available periods are from July to June (1 to 12).
- 7. Enter the amount that the activity Nbr will be receiving as a **positive** number.

To add additional budgeted reimbursement lines, click the plus sign "+" button; to remove lines, click the minus sign "-" button.

8. Click the *Calculate Totals* button.

Note: After clicking on "Calculate Totals" OR "Save" the "Transfers from" section will summarize the DSO reimbursements by period and account as shown below.

9. Click the **SAVE** button.

	tfield Inform	ation									
0	Description:	JPM Gift Ann	uity								
D	epartment:	111302000	Fund Code:	900 Site:	1	Program Cod	e: 00				
imb	ursements	From									
B	Q								14	I-1 of 1 ∨	▶ ▶ View All
	Business Unit	Ledger	Account	Department	Activit Nbr	ty Cost PID	Project	Bud Ref	Task	Accounting Period	Amount
1											0.000
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_								_			
1 8	FIU01	ACTUAL	11033300C Q	Auxiliary & Ente Develop	rprise 1	10303000	R89090 Q		10 Q		10,000.00
1	FIU01	ACTUAL	11033300C Q	Auxiliary & Ente Develop	erprise 1	10303000	R89090 Q		10 Q		10,000.00
1 I	FIU01	ACTUAL Calculate Tota	11033300C Q	Auxiliary & Ente Develop Total To:	erprise 1	0.0	R89090 Q		10 4		10,000.00
1 I	riuo1	ACTUAL Calculate Tota	11033300C Q	Auxiliary & Ente Develop Total To: Total Budget:	erprise 1	0.0	2000 2000		10 4		10,000.00

MODIFYING DSO REIMBURSEMENTS

- 1. Login in to PantherSoft Financials and navigate to the **Detail Budget Maintenance** (DBM) using the drop-down menu. Select Budget Development and click on Budget Tools Icon. Choose FIU DSO Reimbursements.
- 2. Verify the following **Required Fields**:
 - g) Business Unit enter corresponding DSO Business Unit, e.g. FIU02
 - h) Ledger field enter:
 - ACTUAL for Forecast FY 2023-24
 - **REQUESTED** for Budget FY 2024-25
 - i) <u>Activity Nbr or Project ID</u>, enter your 10-digit Activity Number initiating the reimbursement or 7-digit Project ID. Keep in mind that if you enter a Project ID you will need to choose a Fund Code.
 - j) Fiscal Year
 - 2024 for Forecast FY 2023-24
 - 2025 for Requested Budget FY 2024-25
 - k) <u>Fund Code</u>, for FIU02 ONLY, if a Project ID was entered. Select fund code **900** or **901** depending on the funding source; all other business units will not have to populate a fund code.
 - I) <u>Account</u>, enter the account the reimbursement should be budgeted under in the DSO.
- 3. Click the **Search** button

If there are no existing budgeted reimbursements, you will not see any transaction in both "Transfer From" and "Transfer To" sections.

- 4. Enter changes to the existing budgeted reimbursements as necessary
- 5. Click the *Calculate Totals* button to recalculate
- 6. Click the **SAVE** button

RUNNING BUDGET REPORTS

FIU Foundation budget managers can review their entries to the ACTUAL ledger for Forecast FY 2023-24 and to REQUESTED ledger for the Budget FY 2024-25 through one of two ways:

- 1. Query: FIU02_BUDGET_DATA
- 2. Nvision report: FIU02_BUDGET_BX_BY_PROJECT

FIU02_BUDGET_DATA QUERY

- 1. Log onto the PantherSoft Reporting Database and go to Query Viewer.
- 2. In the **begins with** box, enter FIU02 and then click on Search. You will see the query titled FIU02_BUDGET_DATA and search.
- 3. Run the query:
 - Click the *HTML* link to run the query and View Results on the screen. You can download the results to an Excel Spreadsheet, a CSV Text File or XML File.
 - Or click the **Excel** Spreadsheet link to download the results in an Excel Spreadsheet and manipulate the data using the Pivot Table feature.



4. In the new window type the Department ID or the Project you are looking for and click View Results

FIU02 Dept I Project View Down	2_BUDG D Results nload resul	ET_DATA - C	CY Forecast, N Enter the Dep d OR Project ooking for preadSheet CSV	Y Budget partment you are Text File XML F	1 ile (25 kb)						20	22
Row	Unit	Ledger	Scenario	Dept	Descr	Project	Descr	Fund	Site	Program	Accour20	22 Descr
1	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11110 20	22 urchased Utilities
2	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11110 20	r urchased Utilities
3	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11110	Purchased Utilities
4	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11110	Purchased Utilities
5	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11360	Insurance
6	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11360	Insurance
7	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11360	Insurance
8	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11360	Insurance
9	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11900	Miscellaneous
10	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11900	Miscellaneous
11	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11900	Miscellaneous
12	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11900	Miscellaneous
13	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11901	Shared Services Fee
14	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11901	Shared Services Fee
15	FIU02	ACTUAL	FORECAST	111302000	FIU Foundation	6500010	Management - Advanced Research	900	1	00	E11901	Shared Services Fee

FIU02_BUDGET_BX_BY_PROJECT NVISION REPORT

Log onto the PantherSoft Reporting Database and go to **Define Report Request** under Reporting Tools/PSnVision. In the Business Unit enter **FIU02** for FIU Foundation and click **Search** button. Select report layout titled: **FIU02_BUDGET_BX_BY_PROJECT.**

- 1. Log onto the PantherSoft Reporting Database and go to nVision, and choose PS/nVision Schedule Requests
- 2. In the **Business Unit** field type FIU02
- 3. In the *Description* field type **FIU02_BUDGET_BX_BY_PROJECT** and search



In the new window, verify the following required information:

- 1. Make sure the Layout field is **FIU02_BUDGET_BX_BY_PROJECT**
- In the As of Reporting Date dropdown menu, type the last day of the current fiscal year: 06/30/2024.
- 3. Choose **Web** in the field Type.
- 4. Click on the *Scope and Delivery Templates* link to enter your scope. You may enter the name of your college/school/unit OR any individual Project ID. Click *OK*

nVision Report Request	Advanced Options	
Business Unit: FIU02 Report Title:	Report ID: BUDBX FIU02_BUDGET_BX_BY_PROJECT	Copy to Another Business Unit / Clone Delete This Report Request Transfer to Report Books Process Monitor
*Layout:	FIU02_BUDGET_BX_BY_PROJECT	Share This Report Request
 Report Date Selection 		last day of current
*As Of Reporting Date:	Specify 🗸	06/30/2024
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✓ Output Options *Type:	Web	Scope and Delivery Templates
Format:	Microsoft Excel Files (.xls)	College/School/Unit/ Department or Project
Save Return to Search	ch Notify	nVision Web Output Business Unit: FIU02 Report ID: BUDBX Report Scope: 1120200 Q Enter your report scope. Scope Definition

5. Click the *Run Report* button. The Process Scheduler Request window will pop up, click the *OK* button – there is no longer a need to select a server.

To open the **FIU02_BUDGET_BX_BY_PROJECT** report

- 1. Click the *Report Manager* hyperlink.
- 2. Click on the *Administration* Tab to see a list of your reports.
- 3. Click on the hyperlink of the report you just ran to download it to Excel.

NVision Report Request Business Unit: FIU0 Report Title: *Layout:	Advanced Options 2 Report ID: FIU02_BX FIU02 Budget BX Report FIU02_BUDGET_BX_BY_PRO dministration Archives	<u>Copy to Anoth</u> Delete This R Transfer to R Process Mon JECT QReport Manac Share This	er Business Ur eport Request eport Books tor 1 Per 1 Report Roquest	i <u>it / Clone</u>		
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This report contains the following information: Current Year-to-Date Actuals, Forecast 2023-24, Original Budget 2023-24, and Requested Budget 2024-25 (imploded by period for each category).

IMPORTANT: The data in the Reporting database is refreshed overnight and is therefore always one day old. Any changes you make in the ACTUAL and REQUESTED ledgers will not be reflected in your query/report until the next day.

RUNNING REPORTS AFTER ALLOCATION FOR 3% GIFT FEE RUNS

The allocation for the 3% gift fee will run daily from 7:15pm – 8:00pm. *Please do NOT run reports or queries or enter data into the budget tool during this brief 45-minute period each day*. In order to have the final net revenue amounts for both your current year forecast and next year's budget, you will need to run the query or BX nVision report the day after your final entries are made into the budget tool.

DEADLINES

Deliverable	Due Date
3-Month FY 2023-24 Forecast in ACTUAL Ledger	Tuesday, April 9, 2024
12-Month FY 2023-24 Budget for Colleges, Schools,	
Divisions in REQUESTED Ledger. Also due: Building	Tuesday, April 9, 2024
Funds (done by Foundation)	
Budget materials presented to upper management and	Friday May 17 2024
Board leadership	111ddy, 11dy 17, 2024
Budget materials distributed to BOD	Friday, May 31, 2024
BOT Finance & Facilities Committee meeting (to approve budget)	Wednesday, June 5, 2024
BOD Finance meeting (to approve budget)	Friday, June 7, 2024
Annual Board of Directors meeting (to approve budget)	Saturday, June 8, 2024

POST-BUDGET ACCOUNTABILITY

The FIU Foundation Board of Directors receives monthly financial recaps and requests explanations for each significant variance between budget and actuals (for both revenues & expenses).

Budget managers are responsible for submitting monthly variances to the Foundation for presentation to BOD in a timely manner each month.

- **STEP 1:** Run Budget vs. Actuals nVision Report
- **STEP 2:** Determine which projects carry significant variances
- **STEP 3:** Compare YTD actuals to YTD budget and determine cause:
 - Positive Revenue Variance new gift not included in budget?
 - Negative Revenue Variance gift included in budget will not be received?
 - Positive Expense Variance savings, delays?
 - Negative Expense Variance Why?
- **STEP 4:** Be specific in explanation: Ask the questions..... What? When? Why? The following PantherSoft reports are available to run online:
 - Budget vs. Actuals (to be run with scopes for individual project or entire unit) FIU02_BUDGET_VS_ACTUALS
 - Actuals by Project FIU02_ACTUALS_BY_PROJ2

QUESTIONS & SUPPORT

For any questions or support during the budget process, please contact:

Adrianne Perdomo, CPA

Interim Assistant Vice President FIU Foundation, Inc. Telephone: 305-348-0113 Email: <u>perdomoa@fiu.edu</u>

APPENDIX - LOOKING UP BUDGETARY ACCOUNTS

You can look up Budgetary Accounts in the PantherSoft Financials system using the Tree Viewer or the Query Viewer, as describe below:

LOOKING UP BUDGETARY ACCOUNTS USING TREE VIEWER

- 1. Navigate to the Tree Viewer page using the drop-down menu Budget Execution
- 2. Select Tree Viewer
- 3. Search by Tree Name and in the "begins with" input area look for MGMT_RPT_ACCTS
- 4. Click on Search Button.



- 4. Select Find
- 5. If you are looking for the GL Accounts that roll-up into a budgetary account, enter the budgetary account in the *Find Tree Node* field. (Note: revenue accounts start with "R", and expense accounts start with "E")

- 6. If you are looking for the budgetary account into what a specific GL Account roll-ups, enter the GL account in the *Find Detail Value* field. (Note: revenue accounts start with "6", and expense accounts start with "7")
- 7. Select Find

Tree Viewer	
SetID FIU01 Effective Date 01/01/1900 Tree Name MGMT RPT ACCT	Last Audit Valid Tree Status Active
Close Display Options Print Format	Find Value
Collapse All Expand All Find	Find Tree Node
₿[000000 - AII] 	Tree Node: BUDGET ACCOUNT BUdget Accounts start with R or E Description:
	OR
	Find Detail Value
	Account: Description:
	Case Sensitive
	Exact Matching Find Close

8. The view will return the map displaying the account or account range. Use the Tree Node field If you need to find the *GL accounts*:



If you need to find the *budgetary account*:



LOOKING UP BUDGETARY ACCOUNTS USING QUERY VIEWER

- 1. Navigate to the Reporting Tools page using the drop-down menu Budget Execution
- 2. From Query Viewer or Query Manager, search by "Query Name" and enter "FIU_BUDGET_ACCOUNTS" in the "begins with" Combo Box.

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After entering the query and selecting the Excel format, an .xls file will be generated with all budgetary revenue and expense accounts and their corresponding actual accounts.