

College of Arts and Sciences Accounting Services Meeting

June 13, 2012

10:30 am – 12:00 pm

Toy Lounge, Dey Hall

1. **Welcome**
2. **Presentation:** Grant Closeout

Vanessa Peoples, Director for Post Award Services and
Cash Management, Office of Sponsored Research

3. **Presentation:** Salary Savings and BMS

Laura Yurco, Budget Analyst, College of Arts and
Sciences Business Operations

4. **PeopleSoft Update**
5. **Finance Announcements**
6. **Questions and Networking**

Arts & Sciences Accounting Services Minutes

June 14, 2012

Grant Close-outs (Vanessa Peoples, OSR Reporting and Cash Management Director)

Presentation on the importance of timely grant close out-

The key points to remember are:

- Begin working on grant close out three months prior to the end of an award
- Complete the NOTR within 90 days of the end date of the award
- Review contracts and grants monthly to ensure personnel and non-personnel are being charged correctly and expenses are within budget
- Review existing Grants and Contracts for deficits and positive balances and get those resolved in order to get them closed out. Her entire presentation and handout is attached to the meeting minutes.

Her entire presentation and cheat sheet is attached.

BMS and Salary Savings Transfer to Instructional Budget (Laura Yurco, Budget Analyst)

Live demonstration on using BMS to process and reconcile faculty buyouts and leaves.

She also reviewed the NBX process, including some helpful tips useful for working on Staffing Workload. Her handout is attached to the meeting minutes.

PeopleSoft Update (Ryan Greenway, Director of Finance)

He briefly reviewed recent developments from the PeopleSoft Finance implementation. First, Ryan gave an overview of the chart field string and announced that two new **optional** chartfields have been added to provide an option for further detailed reporting. He reviewed the current list of proposed program codes and gave some examples of their use when coding transactions. Ryan reviewed the current proposal for budgeting (Commitment Control) on individual fund types in PeopleSoft (still not approved).

Below is a running list of PeopleSoft developments; all details are attached:

New Department Ids: Please note the list for your new number and review for sub-departments if you have any assigned to you. If you feel that you maintain an entire shadow system to account for what could be coded as a sub-department, please let Collette know and we will review the possibility of adding a sub-dept. with Tammy.

Class Code List: We provided a list of the current Purpose Codes that the College uses. These purpose codes are currently assigned as attributes on our GL and SL accounts. When we transition to PeopleSoft, we will be adding them to the chartfield string as Class Codes. Since these codes are currently attributes and not many of you “use” them, we thought it would be helpful for you to have a list and definitions.

Program Code Summary: This summary sheet lists the current university wide, college specific and “regular” program codes that we will be using. The summary also provides some reference on how the fund codes and the program codes can be paired together in the chartfield string. Remember that the chartfield string has to be unique in order to differentiate between budget coming from the same fund. For instance, all state appropriations will be fund code 12001. In order to identify budget within those university wide appropriations, we use the rest of the chartfield string to be more specific. We accomplish this by using different department numbers, and program codes with that same fund number. This is confusing, so please don’t hesitate to ask us questions.

Cost Codes: Each department will have the flexibility to create their own cost codes. All cost codes in the College will begin with “C” and a department code. This prefix will allow departments to quickly search through cost codes to find the values that they need.

Budgeting: Each fund type will follow different budgeting rules, similar to how we now think about those accounts. No decision has been made for state funds. F&A and trust accounts will both have flexibility to budget at the department level and not require account (object code) budgeting. Contracts and Grants will continue to require budgets at account (object code) due to their strict regulations for procedures and reporting.

Finance Announcements

- Don’t forget to spend state funds
- BA Search to replace Gretchen McCoy is underway and interviews are being scheduled.
- Fiscal Year End Deadline Reminders
 - University endowment payouts 6/30/2012
 - F&A allocations and carryover – July 2012
 - Professorships Allocations – July 2012
 - IB carryover and reallocation – July 2012 (as two separate transactions)
 - August for Foundation payouts, departments will be contacted re amounts
 - Dean’s Office commitment funds transfer – August
- Telecom Fee Pool Budget Revisions – 6/30/2012
 - You will be contacted if you do not have enough available permanent budget on your 3000/2000 lines
- *Instructional budget 1.5% reversion:* Please plan for a 1.5% permanent reversion of your instructional budget, effective July 1, 2012. **All** of the reverted funds will be redistributed to departments in the College.
 - **IMPORTANT** – Managers voted for the Dean’s Office to process the 1.5% reversion effective July 1. The distribution of those reverted IB funds will occur by mid-August.

Closing Sponsored Research Awards

Vanessa Peoples

University of North Carolina at Chapel Hill

Office of Sponsored Research

Director, Post Award Services

Why are Closeouts Necessary?

- Ensure **compliance** with federal regulations
 - OMB Circular A-110 D.71.(b)

“Unless the federal agency authorizes an extension, a recipient shall liquidate all obligations incurred under the award no later than 90 calendar days after the funding period...”
- Reduce **audit** risk
 - Ensure financial report submitted matches general ledger
 - Ensure expenditures are valid (allowable)
 - Prevent additional unallowable charges from posting

Why are Closeouts Necessary?

- Reporting to **UNC-GA**
 - Timeliness of closeouts is a “Key Performance Indicator”
 - Monthly reporting requirement
 - Reviewed by UNC System President
 - Progress communicated to UNC Chancellor and VC for Finance quarterly
- Preparation for **Peoplesoft** Implementation
 - Reduce the number of accounts that will be converted

Recent Changes

- *Deans, Directors, Department Heads memo dated 11/15/11*
- *Documentation* now being requested to support NOTR entries
 - Copy of journal entries, check requests, travel etc
 - Copy of personnel actions
- Only *irrevocable commitments* will be accepted
 - Items purchased and evidence that the transaction has been initiated in the financial system or has been encumbered
- Movement toward *freezing accounts earlier (60 days after end date)*

What can you do to help?

- Review expenses periodically (at least monthly) to ensure
 - Budget on the account has not been exceeded
 - Funds are used appropriately (allocable, allowable, reasonable)
 - Anticipated personnel is being charged to the account
- Ensure transactions listed on NOTR are processed
- Proactively review accounts that have ended and have balances remaining
 - Reconcile to the NOTR until BBA is zero

Resolving Negative Balances

Option 1		Option 2	Option 3
Move specific transactions		Use residual fund account (3-12XXX)	Use overhead receipt account
Process personnel action or online journal entry to move transactions to another non sponsored research account	Prepare an AJ and route to Accounting Services. Must be accompanied by a list of transactions (Use if unable to process entry online. If moving charges between two C&G accounts send AJ to OSR)	Email residual fund account to OSR. A single transaction will be processed by OSR using object code 8499 (OSR Contact: Mary Harris or Vanessa Peoples)	Email overhead receipt account to OSR. A single transaction will be processed by OSR using object code 8499 (OSR Contact: Mary Harris or Vanessa Peoples)

**When applicable, charges can be transferred to a continuing account if they meet certain criteria.*

Resolving Positive Balances

Option 1	Option 2
*Revise & Return	Residual Fund
If all charges are recorded appropriately and the award is cost reimbursable notify OSR and indicate final report needs to be revised and balance returned to the sponsor	If award is fixed price, process an online residual fund journal entry to move direct expenditure balance

** Pattern of revising reports could indicate inability to manage funds*

What Do the Regulations Tell Us?

- *OMB Circular A-21*: Any costs allocable to a particular sponsored agreement under the standards provided ***may not be shifted to other sponsored agreements in order to meet deficiencies caused by overruns or other fund considerations***, to avoid restrictions imposed by law or by terms of the sponsored agreement, or for other reasons of convenience.
- *NIH Grants Policy Statement (03/01), part II, subpart A*: The transfers must be **supported by documentation that fully explains how the error occurred and a certification of the correctness of the new charge** by a responsible organizational official of the grantee, consortium participant, or contractor. An explanation merely stating that the transfer was made “to correct error” or “to transfer to correct project” is not sufficient. Transfers of costs from one budget period to the next solely to cover cost overruns are not allowable.

Are Cost Transfers Necessary?

- Federal auditors recognize this necessity

HOWEVER...

- Cost transfers cannot be used as a money management tool
- Must meet the A-21 test of being reasonable, allocable and allowable
- Frequent, late, and poorly explained cost transfers raise questions about the appropriateness of expenditures and the effectiveness of the institutions internal controls

Coming Soon...

- New departmental closeout report available in Finance Central <https://itsapps.unc.edu/frs/>
- Terminated and Reported Accounts with Balances (MARRCDB5)
- Navigation: Additional Menus<Reports<Cash Monitoring Reports<#4

90 Day Advance Notification

To: [Insert Department Administrator]

CC: [Insert PI]

Date: [Insert Date]

Subject: UNC Account Number: x-xxxxx

Title:

Sponsor:

Sponsor Award Number:

FINAL TECHNICAL REPORT DUE TO AGENCY: xx/xx/xxxx

FINAL FINANCIAL REPORT DUE TO AGENCY: xx/xx/xxxx

According to our records, the award listed above will terminate in approximately 90 days [insert budget end date]. Sponsors are subjecting grantees to increased pressure for the timely submission of final reports, both technical and financial. Future awards and final payments can be contingent upon timely submission of these reports. The timeliness of report submission is now a special area of audit emphasis and comment. As a result, numerous findings have been noted in federally required audits at other universities.

If you are in need of an extension of time for this award, please contact your OSR Program Administrator immediately [insert program administrator name and email]. If an extension is not needed, please review the award using the checklist below to ensure timely final reporting and closeout.

CLOSEOUT CHECKLIST

Review award terms & conditions

Payroll Distributions:

Review payroll distributions and effort reports to verify they are in line with award budget. Process a salary source change to prevent additional charges from posting after budget period end date.

Over Expenditures:

Review total expenditures and remove all expenditures in excess of the total direct award amount.

- a. Transfer expenditures to non sponsored research account or
- b. Transfer eligible expenditures to continuing account

Unallowable Charges:

Review transactions for all potential unallowable costs based on OMB Circular A-21 and the applicable sponsor regulations (may include but not limited to food, foreign travel, telephone equipment, line charges, general office supplies, and office furniture). Move all unallowable charges to a non sponsored research account.

Automatic entries:

If you have entries that post automatically, (i.e. MMD, Fed Ex, Postage, Telecommunications) contact the originating department prior to the end of the award term to provide a new FRS account number.

Subcontracts:

Check with subcontractors to determine if they will complete their portion of the project on time. Remind each of your sub-investigators a final invoice and final reports are due within 45 days after the subcontract end date. (Due date may vary, please check the subcontract agreement)

Cash Advance:

Review account to ensure all cash advances will be reconciled by the budget end date.

Encumbrances:

Review all outstanding encumbrances to ensure they will be liquidated by the budget period end date.

Cost Share/Match:

If applicable, verify that cost share requirements have been met and recorded in FRS. Ensure that the appropriate documentation is on file.

Potential Inventions or Other Intellectual Properties:

If applicable, contact the Office of Technology Development to report any intellectual property or inventions.

Technical Report:

Review the reporting obligations and obtain confirmation that all required technical or program reports will be submitted to the sponsor by the due date.

OSR Contacts

- Contact one of the following if you have questions:
 - Reporting Team Lead on Closeout Report
 - Betty Williams (bettjwill@email.unc.edu)
 - Nancy Armstrong (nancy_armstrong@unc.edu)
 - Colleen Williams (colleen_williams@unc.edu)
 - Financial Reporter assigned to the account
 - FRS screen 09D
 - RAMSeS Billing tab under Award Project
 - Jenifer Gwaltney (jgwaltne@email.unc.edu)
 - Vanessa Peoples (vpeoples@email.unc.edu)

Resolving Balances on Sponsored Research Accounts:

<i>Resolving Negative Balances</i>
Option 1: Move specific transactions <ul style="list-style-type: none">• Process personnel actions or online journal entry to move transactions to another non sponsored research account.• If the transaction cannot be moved via online journal entry, prepare an account adjustment form (AJ) and route to Accounting Services. If moving between two C&G accounts send AJ to OSR. The form must be submitted with the list of transactions to back up the total amount of the AJ.
Option 2: Use Residual Fund Account (3-12XXX) : <ul style="list-style-type: none">• Email residual fund account number to OSR Contact (Mary Harris cc Vanessa Peoples). A single transaction will be processed by OSR to move the balance off of the C&G account to the residual fund account using object code 8499.
Option 3: Using Overhead Receipt Account (3-XXXXX) : <ul style="list-style-type: none">• Email overhead receipt account number to OSR Contact (Mary Harris cc Vanessa Peoples).). A single transaction will be processed by OSR to move the balance off of the C&G account to the overhead receipt account using object code 8499.

<i>Resolving Positive Balances</i>
Option 1: Revise report & return funds: <ul style="list-style-type: none">• If all allowable charges have been recorded and the University cannot retain the balance, email OSR contact and indicate final report needs to be revised and balance should be returned to the sponsor.
Option 2: Transfer to Residual Fund Account: <ul style="list-style-type: none">• If the University is allowed to retain the balance process an online residual fund journal entry. Refer to the award terms and conditions.

How to use BMS to process buyout and leave NBX revisions

1. Login to EPA Web: <https://itsapps.unc.edu/hrweb/>
2. Go to: EPAWeb link on left hand column
3. Go to Budget Mgmt-Budget Inquiry

4. Enter Department #, then click the search button, enter account number in format 2-XXXX1-1310 or click on magnifying glass to see list of account numbers, then click GO
5. To see funds available from leaves and buyouts look at the gray column called “EPA Current BBA.”



THE UNIVERSITY

OF NORTH CAROLINA

at CHAPEL HILL

EPAWeb

Personnel Action System

EPA Budget Inquiry

[Home](#) | [Banner](#) | [Logout](#)

You are logged in as [lbermalee](#)

[Main Desktop](#) ▾ | [HR Inbox](#) ▾ | [EPA Home](#) | [Searches](#) ▾ | [Actions](#) ▾ | [Annual Raise](#) ▾ | [Budget Mgmt](#) ▾ | [Position Mgmt](#) ▾ |

State Funds Account Search:

Non-State Funds Account Search:

Budget Inquiry - Last posting through Pay Period Ending 2011.09.25

	FRS Permanent Budget (Future Year)	EPA Permanent Budget	FRS Current Budget	FRS BBA	EPA Permanent FTE (Control)	EPA Current FTE (Control)
2-32041 - 1310 Department 3204	2,283,296	2,283,296	2,283,296	87,204	29.8	29.8

Pid	Commit #	Name	Base Dept	EPA Permanent Budget	EPA Current Budget	Dist Amount	Dist FTE	FRS Actuals	FRS Encumbered & Encumbered BBA	FRS Actuals EPA Current BBA	EPA Current FTE	EPA Permanent FTE	EPA Current FTE
131020400													

6. Once you figure out how much money is available in your 1 account (2-XXXX1-1310) and needs to be moved based on buyout rate/leave amount go to Budget Mgmt-Budget Distribution
7. Enter Department #, then click on magnifying glass to identify which account number you want to view, or enter in format X-XXXXX-XXXX, then click GO
8. You will make your changes in the “EPA Current Budget” column only
9. Enter the amount you want to move to your instructional account by subtracting the amount in the person’s name and adding the amount to the unallocated line. These two amounts should total zero. Click Save.

Del Employee	Commit #	Name	Base Status	Dist. Amt	EPA Perm Budget	EPA Current Budget	EPA Permanent FTE	EPA Current FTE
702294633	2009006	Caddell, Joseph	3291 A	12,000		6,000	6,000	
9999999		Temp Employee Commitment		44,692	29,791	29,791	23,791	
9999999		Unallocated				2,000		

10. Now submit your NBX revision. Be sure to include notes on who the buyouts/leaves are for and the amounts (see specific directions on page 2).

How to create and submit NBX Revisions for Salary Savings (Buyouts/Leaves)

1. To access the screen, type *NBX* in the screen field and press enter.
2. From the NBX screen, hit the *F6* key (to add) for first screen to appear.
3. Place a "Y" in current year, (this is a temp budget transfer for current year only)
4. TAB to enter a brief description (limited to 20 characters). This description is what will be seen on the NBX screen (inbox). However, this description will not appear in FRS.
5. Add MI #
6. Press TAB key to move the cursor to the Account Number field and enter the account number and object code (from your main 1 account to your instructional 9 account).
7. TAB to the appropriate column (Increase or Decrease) and enter the whole dollar amount for that object code (no commas necessary).
8. TAB to Description field. This field is optional, but may be helpful when you review Finan\$eer, InfoPorte, FRS, and your statements. In Finan\$eer, the contents of this field appear in the column titled ID. Enter up to eleven characters to identify transaction (such as name, position number, or purpose).
9. You may continue to enter transfers. The sum of the Increase amount column must total the sum of the Decrease amount column.
10. Once all information is entered, hit enter to validate. A form number will then be assigned after the data is verified in accordance with the budget rules. It will calculate the balance of increases, net of decreases and display this balance at the bottom of the page.
11. Press F6 to enter the justification. Please note the justification on the notepad is required before the form will be submitted. Give a brief description of this budget transfer. What will the transfer accomplish?
 - For these transfers include why you are transferring the funds, who the transfer is for, what caused the salary savings (ie leave or buyout) and the dollar amount.

****We strongly recommend that you enter the buyouts and leaves separately for each person because this will make staffing workload much easier to manage in the future without having to look up the revisions in the system.**

1 - ITS (mvs.ais.unc.edu)

File Edit Transfer Fonts Options Tools View Window Help

PS900545 I-Z0545 REQUEST PROCESSED SUCCESSFULLY
BTQ:Budget Transfer Inquiry

11/23/11 10:34:53 Fiscal Yr: 12

Screen: NBX Form Number: FB81026
Create Date: 03/02/11 Status: ARC - ARCHIVE
Originator: 3265 KAREN HODGES

Current Year: Y Future Year: Desc: #2-32651/#2-32659 MI#: 02
Internal Number: TEMPADJ Second Reference: EC24

Line	Account	Obj	Increase Amount	Decrease Amount	Description	Purpose Code
001	2 - 32651	1310		36,641	DESIMONE	101
002	2 - 32659	1310	36,641		DESIMONE	101
003	-	-				
004	-	-				
005	-	-				
006	-	-				
007	-	-				
008	-	-				
009	-	-				
010	-	-				

Page Balance: +0 Total Balance: +0

PF7-Back PF8-Fwd PF10-View Notes

Page: 1 Of: 1 Next Page:

1 Sess-1 152.2.46.19 T130006P 4/36

Connect CAROLINA

The New Chart of Accounts

PeopleSoft	Fund Code XXXXX	Dept ID XXXX - XX	Class XXX - XX	Account XXXXXX	Program XXXXX	Project ID XXXXXXX	Cost Code X (10)
	WHERE are we spending from? <ul style="list-style-type: none"> • State • F & A • Trust • Grants • Contracts <i>Similar to FRS GL</i>	WHO is spending the funds? <ul style="list-style-type: none"> • Dean's Office • Biology • Art • Sociology • Math <i>Similar to FRS Department</i>	HOW are we spending the funds? <ul style="list-style-type: none"> • Instruction <ul style="list-style-type: none"> • Start-up • Retention • Research <ul style="list-style-type: none"> • Start-up • Retention • Financial Aid • Institutional Support <i>Similar to FRS Purpose</i>	WHAT are we spending the funds on? <ul style="list-style-type: none"> • Office Supplies • Travel • EPA Faculty • SPA Staff • Communication • Services <i>Similar to FRS Object</i>	WHY are we spending the funds? <ul style="list-style-type: none"> • Faculty Name • Event/Conf • Administration 	WHY are we spending the funds? <ul style="list-style-type: none"> • Grant • Contract • Capital Projects • Cost Share <i>Similar to FRS OSR SL</i>	WHY are we spending the funds? Individual units will be able to develop their own cost codes based on their needs.

Draft only – the Program Codes will also begin with a prefix for the College

CAS Program Code List		
UNC Wide Program Codes		
	10000	Operating & Administrative
MOU - CAS Specific Program Codes		
	13102	Instructional Budget
	13103	Instructional Budget - No Carryover
	13104	Admin Stipends
	13105	DO Salary Allocation
	13106	DO Allocation
	13108	Travel - DO Allocation Only
	13111	Honors Allocation
	13112	IAH Allocation
	13113	Professorship Salary
	13114	Leave Salary
	13999	Close Account
Summer School		
	13901	Summer School Operating
	13199	
Regular - CAS Allocation Specific Codes		
	R0001	Faculty Names -- from time of hire to retirement
	R0001	Special Program Allocations

Pairing Fund Codes with Program Codes

Fund Type - New PS Code	Program		Current SL
State Allocation - 12001	10000	Operating & Administrative	2-32xx1
	13102	Instructional Budget	2-32xx9
	13103	Instructional Budget - No Faculty	2-32xx8
	13104	Admin Stipends	2-32xx1
	13105	DO Salary Allocations	2-32xx1
	13901	Summer School Operating	2-32xx2
	13106	DO Allocation	2-32xx(y)
	tbd	Allocation Specific Codes	2-32xx(y)
E&T Fees - 12004	10000	Operating & Administrative	2-32xx3
F&A - 12501	10000	Operating & Administrative	3-32xx1
	13106	DO Allocation	3-xxxx(y) not 3-1 or 3-8
	tbd	Allocation Specific Codes	3-xxxx(y) not 3-1 or 3-8
Aux Fd	10000	Operating & Administrative	3-1xxxx
(xxxxx)			
State Receipts - 12003	10000	Operating & Administrative	1-xxxx with 2-xxxxx
	tbd	Allocation Specific Codes	3-8xxxx
Trust	10000	Operating & Administrative	6-xxxxx
(xxxxx)	13106	DO Allocation	6-xxxxx
	tbd	Allocation Specific Codes	6-xxxxx
One or other depending on department/ unit type			
Many different numbers			

Budgeting – Please note that this information is a draft only and likely to change before go-live

Commitment Control Setup

June 12, 2012

Background

PeopleSoft provides a wide range of choices for setting up Commitment Control (comparable to budget checking in FRS). The decisions contained in this document have been made in accordance with the guiding principles. These configuration decisions have been made on a fund-type by fund-type basis. The fund types are State, F&A, Contracts and Grants, Other Trusts, and Capital Improvement Projects. A cross section of campus representatives began by learning about Commitment Control in general, and then separated into smaller groups based on fund type to make the decisions that follow.

State Funds

There are two options for budgeting state funds. Each MOU (Major Operating Unit) can choose which option it wants to use. The option will apply for the entire MOU and can only be changed before the start of each fiscal year.

Option 1

In this option, budget resides on these required chartfields: Fund, Department, Class (only the first 3 digits) and Account. Budget checking/control will stop a transaction only when the MOU as a whole does not have sufficient budget by Fund, Class and Account. For the purposes of control, all non-personnel is considered one account (except utilities, library books, student aid, and other transfers). See appendix 1 for accounts used for budgeting.

Option 2

In this option, there are two levels of budgeting. In one level, the central office of the MOU maintains a budget for the whole MOU by Fund, Class (only the first 3 digits) and Account. In the second level, the MOU distributes budget to units using any chartfields it sees fit to. One advantage of this method is that budget could be distributed simply by Fund and one other chartfield, e.g. Department.

The first level of budgeting acts as the control for the MOU. In other words, budget is still controlled by Fund, Class, and Account (like in Option 1 above), but is managed/distributed at less detailed levels. The second level provides the MOU significant flexibility. The MOU can choose which chartfields to budget on and whether or not there is any further control. The relationship between the levels is simply that the first is a control for the spending in the

Commitment Control Setup

June 12, 2012

second. The budget in one level does not feed into another, and there is no requirement that the two levels equal.

For Both Options

If at any time an MOU wants more control than the system requires, and this goes for any fund type, there is a mechanism for doing that. For example, if an MOU wants to specifically control a single department, a transfer journal done by the MOU can be set to control, and limit the spending even more than the minimum level of the system. For example, an MOU could limit a department by total budget, if that were desired.

Additionally, there will be a central switch to turn control on and off. This could be used any time it is determined centrally that this could be a benefit to operations. Possible times this could be used are around go-live and year-end.

For SBTI and for unit-controlled receipts, budgets by program will be required, though they won't be controlled by that chartfield.

F&A

The required chartfields for budgeting F&A are Fund and Department. Control will only happen when the MOU as a whole does not have enough available F&A. The system essentially pools the budget when budget-checking F&A expenses. Currently, no method has been identified to give across-the-board salary increases on F&A budgets in the budgeting method being proposed. Several major units indicated that they could give up these raises in exchange for not being required to budget by account, but it may still be possible to do based on average annual salary expenses or a similar method. The formula allocation will be identified by a unique reference number on the budget journal.

Contracts and Grants

All Contracts and Grants budgets will be established via the grants module. The level of budgeting will follow the current budget pools used in FRS.

The required chartfields for contracts and grants are Fund, PC Business Unit, Activity ID, Project, Department, Class and Account. Control will be by Fund and Project ID.

Commitment Control Setup

June 12, 2012

A specific fund will be established for use in budgeting cost share.

There will be three options for budgeting Contracts and Grants:

Detail Budget (Default) – Itemized by account (eg salary, fringe benefit, supplies, travel, indirect)

Summary Budget – pooled at the highest level (direct and indirect)

Combo Budget –TBD. Used to provide flexibility in budgeting.

Other Trust Funds

Trust Funds (excluding F&A funds) are divided into several categories for budgeting and commitment control purposes:

Student Fee accounts, Residual Funds, Special Projects, Internal Service, Auxiliary, Contracts and Grants (non OSR), Expendable Gifts, Endowment Principal and Income, Athletics, and Physicians & Associates. Criteria considered for commitment control setup include: revenue source, timing of revenue stream, external reporting, internal reporting, and departmental/school structure.

Based on those criteria, three general, and one special trust fund options were created:

Trust #1:	Fund code, department
Trust #2:	Fund code, department, program
Trust #3:	Fund code, department, program, account
Athletics:	Fund code, department, program, account, cost code
P&A:	Use Trust #3

See Appendix 2 for a table which shows the criteria used and the budget definition assigned per fund range within the fund type.

CI Projects

The required fields for CI projects are Fund, Class, Account, and Project. There will be no hard stops for CI projects.