FY2017 Account Manager Budget Workshop
Account Types by Funds

Account begins with:
1- State appropriations & Statutory Tuition
2- Designated Tuition & Fees
3- Auxiliary
4- Grant funds
Canopy

- Budget Pools
  - 1100  Salaries
  - 1700  Wages
  - 1900  Benefits
  - 3000  Other Expense

- Canopy is web version of FAMIS- Financial Accounting Management Information System
Traintraq has Canopy training courses
# Reconciling Accounts

<table>
<thead>
<tr>
<th>DATE</th>
<th>VENDOR</th>
<th>USER REF #</th>
<th>PO #</th>
<th>WAGES</th>
<th>OPEN COMMITMENT</th>
<th>EXPENSE</th>
<th>BALANCE</th>
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<tbody>
<tr>
<td>9/1/2015</td>
<td>Operations &amp; Maintenance Wages</td>
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<td>9/1/2015</td>
<td>OCLC Balance (Brought Forward From FY15)</td>
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<td>Grand Storage (Brought Forward From FY15)</td>
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<td>$28.44</td>
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<tr>
<td>9/1/2015</td>
<td>Regional Systems - Software for security cameras (Brought Forward From FY15)</td>
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Responsibilities of Account Managers

- Reconcile accounts monthly
- Review account balances PRIOR to attempting to make purchases or payroll payments
- Do not consider wage & benefit allocations as operating funds- they are not!
- Spend responsibly
Priority Order of funding:

1. Personnel Costs (salaries & benefits
2. System Assessments & Debt Service
3. University Contracts
4. Operations (Other Expense Pool) & Wages
FY17 Funds Used for Operating & Wage Budgets

Operations & Wage budgets allocated in both state, designated & fee accounts
FY2017 Operating Budget Process

- **Phase 1: Allocation 1 & 2**
  - Designated Accounts
  - USF Accounts
  - State Accounts

- **Phase 2: Potential for Roll-over Funds**
  - Designated Accounts
  - USF Accounts
Travel

Travel on State Funds

When traveling on state funds you MUST follow ALL state rules and regulations. Below are a few things to be aware of.

Hotel/Meals:
You must strictly follow the GSA rates for lodging and meals.
http://www.gsa.gov/portal/content/104877

Tips: If you charge tips on your university travel card then the tips will need to be allocated to a local account when the expense report is completed. If a local account is not available, then the amount of tips will be owed back to the university.
You MUST always use the most cost effective means of travel.

Mileage: When claiming mileage on state funds you must either use the mileage calculator built into Concur or complete the mileage worksheet that is available on the Travel Website. The worksheet must be completed in detail with odometer readings along with points A to B, B to C, C to D, etc.

Below is the link to the TexTravel website that you may refer to for all questions to state travel.

If you have any additional questions you may contact the Travel Office.
903-223-3112
mwhisenhunt@tamut.edu

Always best to ask permission vs. forgiveness when dealing with state funds.
## Purchasing

- **Cynthia Henderson, Director of Purchasing / HUB Coordinator / Payment Card (P-card) Administrator**

  * **Registration fees**  - If paid via P-card and a state account will be used, forward copy of invoice to Accounts Payable

  * **Advance Payments**  - Must meet specific criteria, Please contact Purchasing

  * **Alcoholic Beverages**  - State funds may not be used to purchase alcohol or for personal consumption or entertainment. (See System Policy - [http://policies.tamus.edu/34-03.pdf](http://policies.tamus.edu/34-03.pdf))

  * **Flowers**  - State funds may not be use to purchase flowers, floral arrangements, or for decorative purposes.

  * **Plants**  - Plants can be purchased with local funds for common areas only (foyer), not for individual offices.
Purchasing


- Food for any purpose other than lab use (i.e., Human Sciences or Biology) require a request to purchase that answers the 5 W’s (who, what, when, where, and why) before it can be approved for payment.
- “Who” must be the names of the individuals attending the event. Sign-in sheets are required; exception is events attended by members of governing boards or dignitaries (a membership list or roster list must be attached) or for events attended by the general public.

*Gifts/Service Awards – See System Policy -  [http://policies.tamus.edu/31-01-10.pdf](http://policies.tamus.edu/31-01-10.pdf)

*All System Policies located at:  [https://www.tamus.edu/legal/policy/](https://www.tamus.edu/legal/policy/)
Questions?
Budget Office Contact Information

Budget Website:
https://www.tamut.edu/About/administration/Budget-and-Planning/index.html