

Budget Manager's Meeting Notes

January 17, 2013

3:00 pm, Aycock Hall, 2nd Floor Conference Room

1. Introductions

Sharon Segovia – Budget Manager for COE

2. EXCEL Review – *Robert Carswell*

Handout at end of notes.

- Text to Columns
- Concatenate

3. Report from the Controller's Office (standard item) – *Rick Sears*

- Six month budget reconciliation reports due at the end of January
- Amount of awards has been reduced. Please visit the Controller's Office website for details.
- Travel for non-employees is changing. Please visit the Controller's Travel website for details. Also announcement are appearing in the Daily Report.

4. Report from Human Resources/Payroll (standard item) – *Juanita Hicks*

A new box has been added to your annual income tax statements showing the employer's contribution of your health insurance premium.

5. Position Management/Payroll Paperwork Deadline Changes – *Karen Hulsey*

- Improve service to departments – guarantee processing if by deadline:
 - received complete and accurate
 - includes all appropriate signatures
 - funding is available in correct account code
- Paperwork received after deadline or incomplete not guaranteed to be completed in time for next payroll.
- Coordinated with Shared Services payroll deadlines
 - Biweekly payroll - the budget office has 1.5 days to process paperwork and send to payroll
 - Monthly payroll – the budget office has a max of 3 days to send to payroll.
 - Deadlines are subject to change to accommodate holidays.
- Need one overnight process to run prior to deadline for new hires
- Need two overnight processes to run prior to deadline for new department ids.
- New deadlines on HR's website, http://www.westga.edu/hrpay/index_13833.php

6. FY2013 Year End Projects – *Robert Carswell*

Please refer to the January 4, 2013 Daily Report announcement for the forms to complete and the due dates based on type of project. Campus administrators and budget managers were notified via email on January 2, 2013. If you have any questions, please contact AEC Project Services at 9-6371.

7. FY2014 Budget Development – *Kristin Smith*

- Worksheet Review – Kristin walked through the updated templates for FY14.

- Added position description and the initial position budget on worksheets this year.
- Worksheets must be balanced; no deficits accepted.
- If removing budget dollars from a currently filled position, must include a PAR with the returned worksheet.
- Earlier due date, April 30, like last year.
- Will include placeholder for any new funding to be distributed after budget submitted to BOR.
- Calendar will be on website early next week.

8. Budget Amendments for Position Changes During the Fiscal Year – *Karen Hulsey*

Reviewed budget amendment process for setting up new positions or changing the funding of a position after the start of the fiscal year.

- Any benefited salary increase or new position created during the fiscal year must have a permanent budget amendment submitted to fully fund the annual salary amount of the employee hired in the position.
- A second one-time budget amendment may be submitted to temporarily move the unused or lapsed portion of the salary back to the funding source or to temporarily fund another expense.
- Outcome of process:
 - Prevents over-commitment of available resources
 - Allows temporary access to unused salary budgets in current period
 - Sets up budget for next budget cycle without additional processing.

9. Budget Amendments Comment Section – *Kristin Smith*

Budget Services staff often use the comments typed into PeopleSoft to find amendments processed. Need to shorten to stay within system size limits yet provide key data. Key items or phrases that are needed:

- Position numbers
- Employee Names
- Revenue Account Codes
- Budget Reductions
- New Funding
- Department Reorganization
- eTuition Funded
- Reimbursement from Foundation (comes in as fund 10600)

10. FY13 Summer School Fiscal Issues Follow-up – *Liz Baker*

At the October 2012 meeting this item was discussed in detail. A few issues needed further review.

- FY13 Summer Revenue Estimates –
 - No revenue for summer will show in PeopleSoft or be available for spending before May 1st.
 - 100% of all revenue assessed will post to the current year; the Controller's Office will move 40% of revenue into the next fiscal year before year end.
- FY13 Summer Spending Authority -
 - The Office of Budget Services will provide departments with estimates of the summer revenue that is expected to apply to FY13 before April 1.
 - Initial spending authority will be set at 50% of summer FY12.
 - Departments will need to submit budget amendments determining how funding will be spent.
 - In June, will reassess summer revenue collections and adjust spending authority as needed.
 - Will manually create encumbrance journals for May and June to reserve faculty and GA salaries.

Roundtable:

Several position changes were shared.

Academic Affairs:

1. FY2014 Budget Development Process for Academic Affairs – *Kristin Smith & Lucretia Gibbs*
 - Worksheet Review Process – Budget Services analyst will meet with each college Budget Manager and Lucretia to review worksheets.
 - Vacancy Pool Positions
 - Core Faculty Positions - funded permanently in home department
 - eTuition Funds
 - Do not include promotion dollars on first round.
2. Summer School – recording summer school salaries to home department.
 - Improved efficiency in cleanup charges at end of semester
 - Improved accuracy of cost of instruction by discipline

Combine or Separate Data Elements in a Column

(Using CONCATENATE and TEXT TO COLUMN Functions)

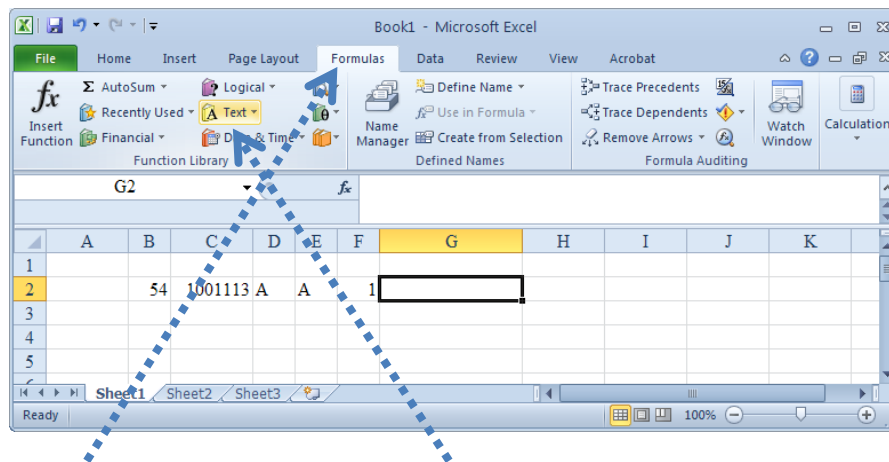
Data can come from a variety of sources in a variety of formats. Sometimes, the data needs to be combined or separated to aid in analysis or improve the presentation.

Combining Data:

When data is imported into a spreadsheet from another file, query, or report and several data elements are in separate columns that need to be combined, you can accomplish this by using the **CONCATENATE** function in EXCEL.

Example 1 – In the example below the data elements are parts of a distribution code that is used by ADP to charge salaries to the correct department. We need to be combined to upload into ADP.

- Place the cursor on the cell where you would like the combined data (G2).

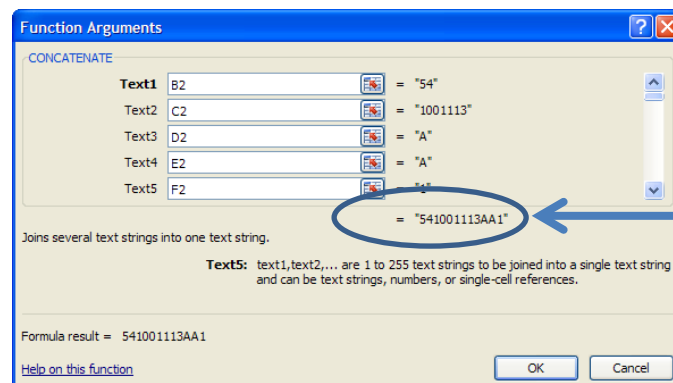


- Select the Formula Tab across the top and click on Text drop down menu.
- From the list that appears, select **CONCATENATE**.
- The formula input box, called the “Function Arguments” will appear containing the following:

CONCATENATE(TEXT1, TEXT2, [TEXT3], . . .)

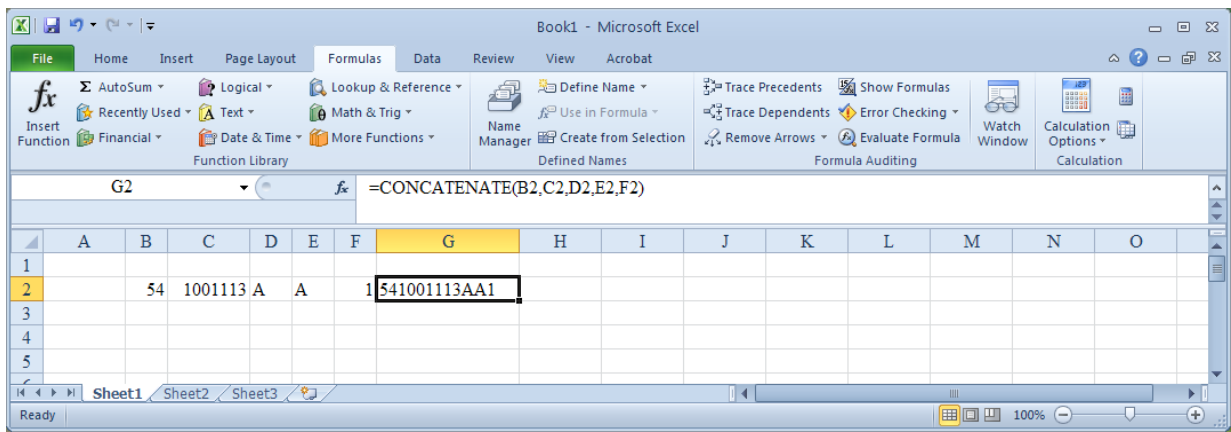
- **TEXT1:** The first cell or text to be combined
- **TEXT2:** The second cell or text to be combined.
- **[TEXT3]:** Etc. Can be repeated up to 255 times.

For this example, we are combining columns B through F of row 2. The Argument box will look like this.

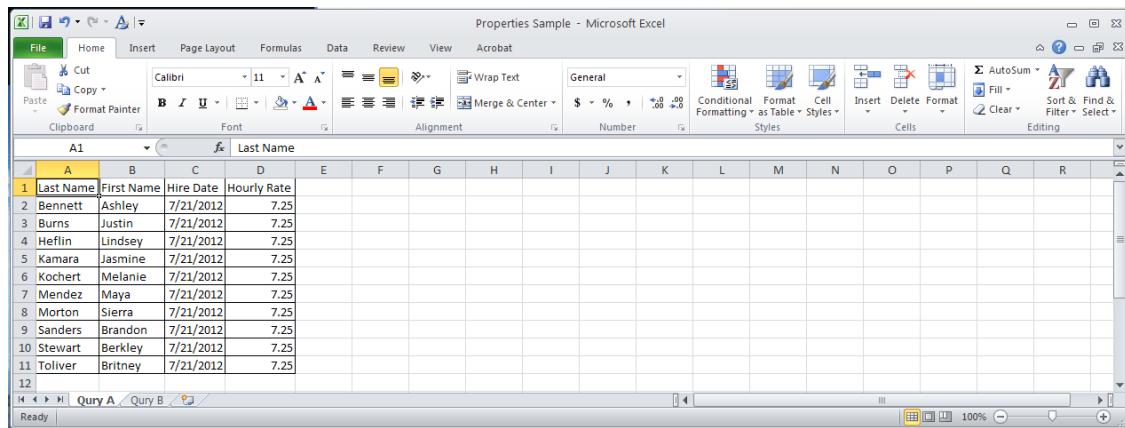


The combined answer is displayed based the criteria you provided.

The following is the result produced in your spreadsheet:

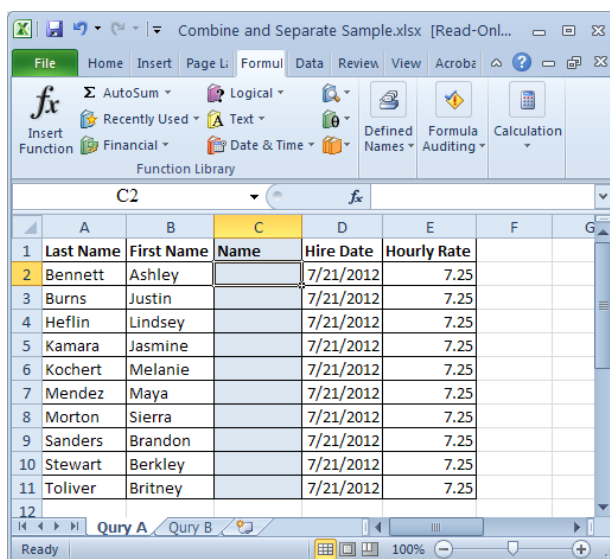


Example 2 – In example 2 an ADP Query was used to find the students hired in a position in July and their hourly salary. The results are displayed in the following Excel file:

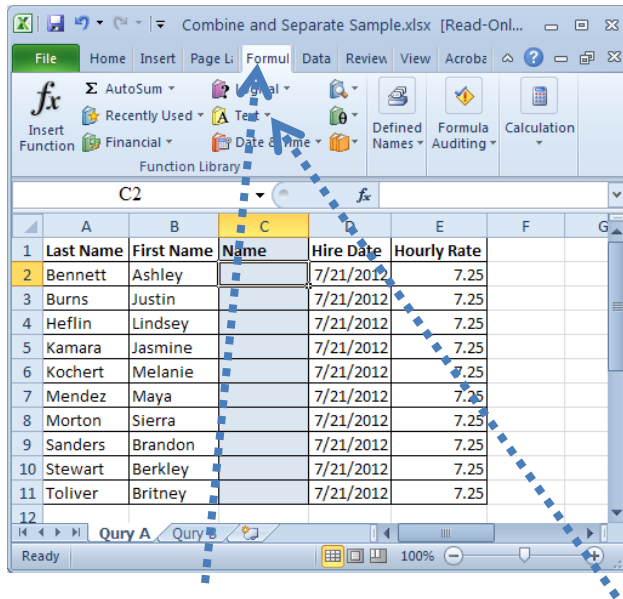


As you see, the last and first names appear in separate columns. We would like them to be in the same column with a comma separating the last name from the first name.

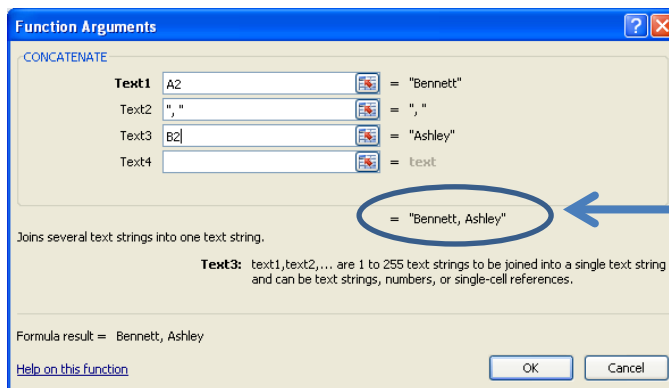
- Add a column for the combined last name, first name. In this example, the column is inserted after B becoming the new column C with a title of “Name.” It is highlighted below for display purposes.



- Place your cursor on the cell (C2), where you would like the combined data to appear.

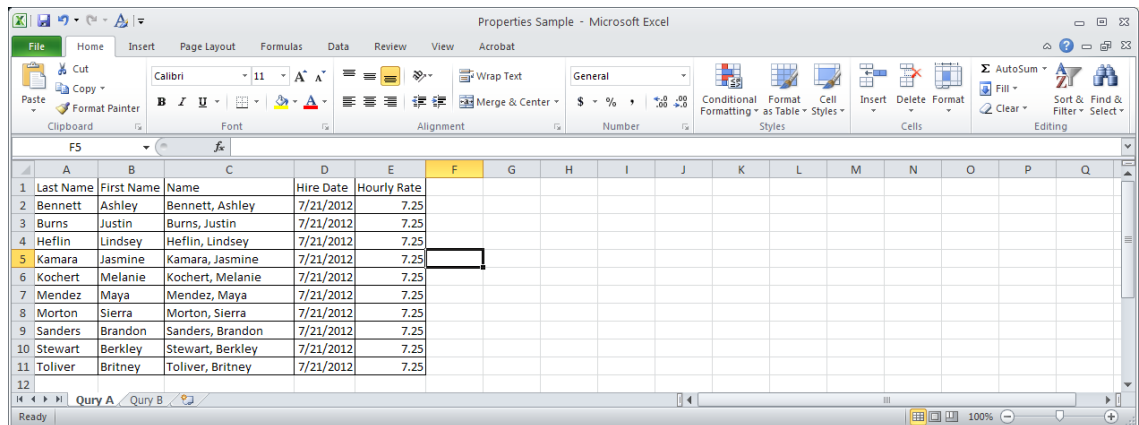


- Select the Formula Tab across the top and click on Text drop down menu.
- From the list that appears, select CONCATENATE.
- The formula input box, called the “Function Arguments” will appear containing the following:
- For this example, include the user input of “,” to separate the last and first name.



The combined answer is displayed based the criteria you provided.

The following is the result produced in your spreadsheet:

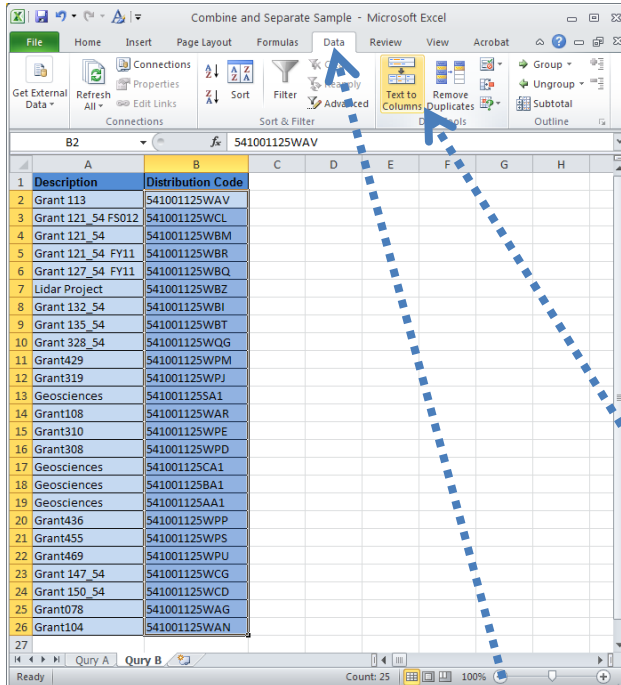


Separating Data:

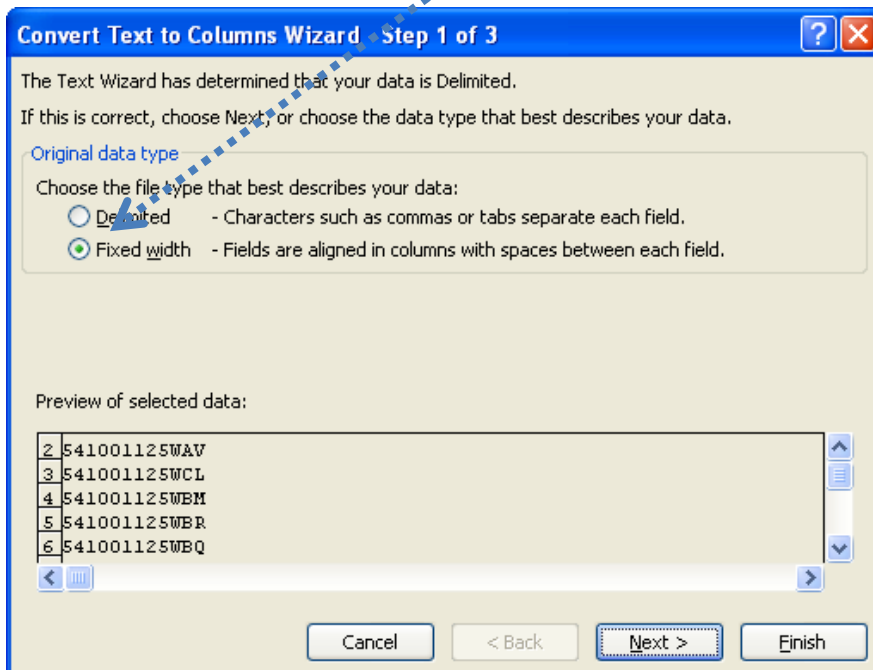
When data is imported into a spreadsheet from another file, query, or report and a data element needs to be separated into different columns, you can accomplish this by using the **Text to Columns** function in EXCEL.

Example 1 – In the example below the data element is the distribution code that is used by ADP to charge salaries to the correct department. We need to separate the distribution code to get the chart string(s) for the department.

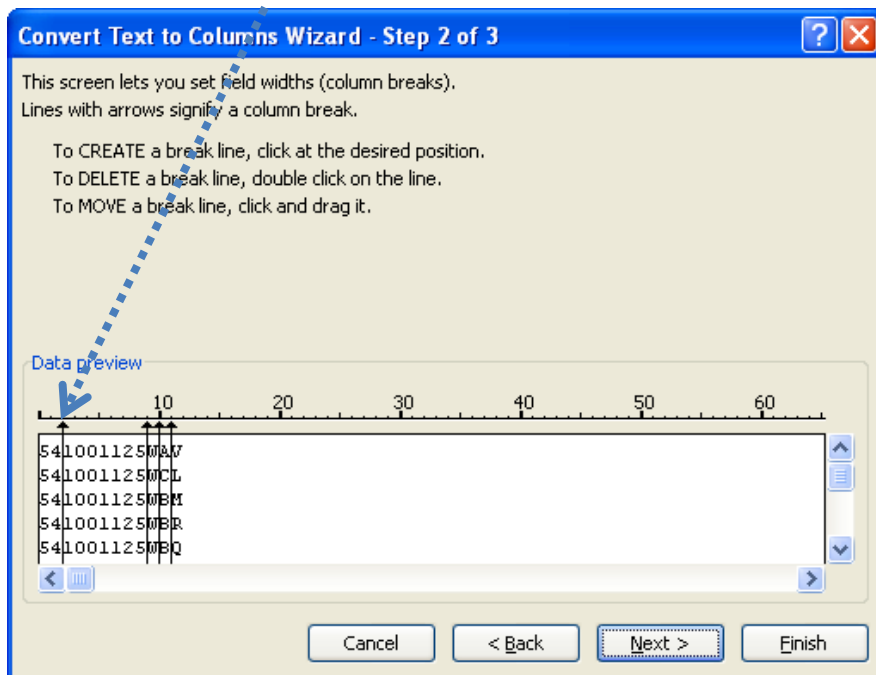
- Place the cursor on the column you would like to separate (B).



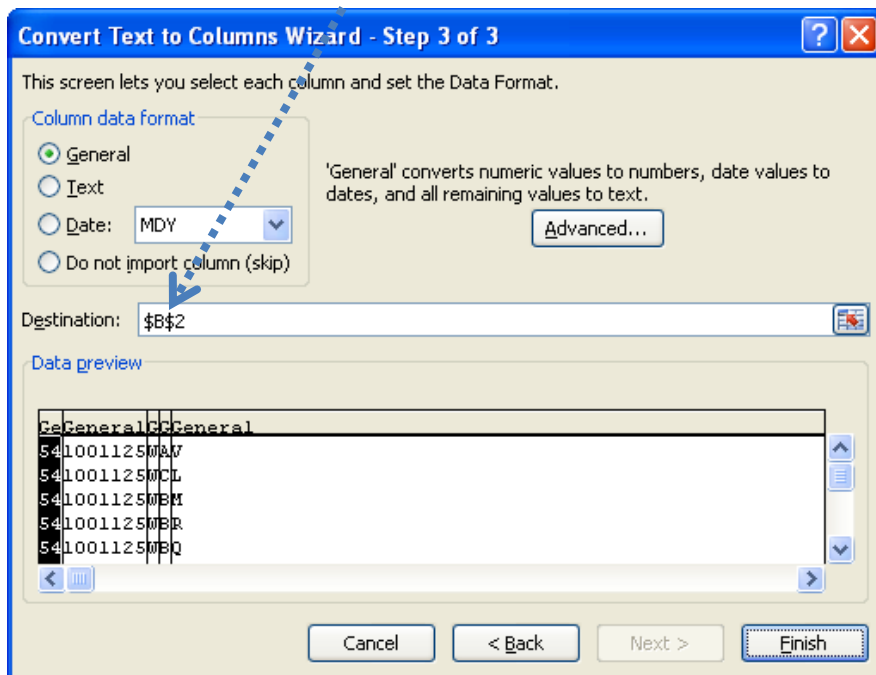
- In the Data Tools group on the Data Tab, click the Text to Columns button.
- The formula input box, called the “Convert Text to Columns Wizard” will appear.
- Choose data field type (Fixed for example)



- Select breaks in column



- Confirm destination and format



The following is the result produced in your spreadsheet:

The screenshot shows a Microsoft Excel spreadsheet titled "Combine and Separate Sample - Microsoft Excel". The spreadsheet has two columns: "Description" and "Distribution Code". The data is as follows:

	Description	Distribution Code
1	Grant 113	54 1001125 W A V
2	Grant 121_54 FS012	54 1001125 W C L
3	Grant 121_54	54 1001125 W B M
4	Grant 121_54 FY11	54 1001125 W B R
5	Grant 127_54 FY11	54 1001125 W B Q
6	Lidar Project	54 1001125 W B Z
7	Grant 132_54	54 1001125 W B I
8	Grant 135_54	54 1001125 W B T
9	Grant 328_54	54 1001125 W Q G
10	Grant429	54 1001125 W P M
11	Grant319	54 1001125 W P J
12	Geosciences	54 1001125 S A 1
13	Grant108	54 1001125 W A R
14	Grant310	54 1001125 W P E
15	Grant308	54 1001125 W P D
16	Geosciences	54 1001125 C A 1
17	Geosciences	54 1001125 B A 1
18	Geosciences	54 1001125 A A 1
19	Grant436	54 1001125 W P P
20	Grant455	54 1001125 W P S
21	Grant469	54 1001125 W P U
22	Grant 147_54	54 1001125 W C G
23	Grant 150_54	54 1001125 W C D
24	Grant078	54 1001125 W A G
25	Grant104	54 1001125 W A N
26		
27		