

Budget Manager's Meeting Notes

May 16, 2013 (comments in blue added during meeting)

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

1. EXCEL Review

Robert Carswell conducted an Intro to Pivot tables on May 9. The handout provided will be attached to May's meeting notes when posted on Budget Services website.

2. Introductions (standard item) - None

3. Report from the Controller's Office – Randy Miller

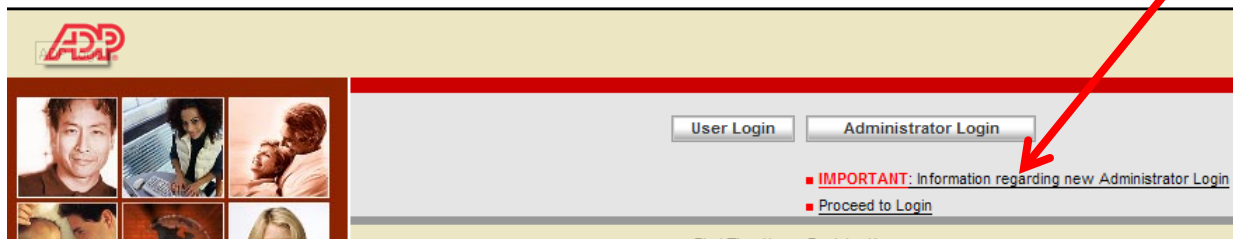
- FY13 Year End Deadlines for Travel and Payables
- If request funds to be encumbered, please add "FY13 Encumber" across top of documents.
- Encumbered requests due June 14, 2013; must be a minimum of \$500; and identify what was prepaid.
- Non-encumbered Check Requests due by 06/12/13
- Audit of semi-annual Financial Assurance "Reconciliation of Departmental Accounts" due twice a year: January (July – December activity) and August (January – June activity).

Please remember any documents going through budget check June 19, 20, & 21 must be coded to the VPs chart string since all other funding will be swept. This applies to facilities projects as well.

Also as a reminder the expense module will not be open again until July 8, 2013.

4. ADP Digital Certificates

Reminder that as of yesterday digital certificates are no longer valid. If you have not registered under the new security protocol, please view the instructions and FAQs when you initially log on to ADP.



5. Summer Revenue

Where are we on tuition and miscellaneous fee revenue for summer 2013?

- The estimates for summer revenue collection were distributed April due to a delay in receiving information from some departments.
- The Controller's Office posted actual summer 2013 revenue numbers in PeopleSoft on April 30, 2013 equal to 60% of revenue earned. Please see handout for comparison between what was posted and what was budgeted.
 - If less funding was recognized need to reduce spending authority. Please submit budget

- amendment as soon as possible.
 - If more was recognized, you may increase your spending authority with a budget amendment.
- June 2, 2013 will process another student drop in Banner which may decrease the amount of revenue available to spend.
- June 15, 2013 final FY13 reconciliation of spending authority with actual revenue. Differences (plus or minus) will be allocated to the VP's departments.

6. FY2014 Budget Update

- Added Mercer increases that were not in appeal and had a start date prior to April 15.
- Added Sibson increases for instructional faculty only.
- All other adjustments will not appear in the budget prep data distributed in June but will be processed via PARs and budget amendment.
- Worksheets will be distributed in June to the VPs for distribution to individual departments.

Roundtable:

- The biweekly payroll that is paid tomorrow will have the old, non-Mercer rate since it is paying for time prior to the Mercer increase. The new rate will be on the next payroll.
- COE – renovation going on funded from UTeach program.
- Erin – asked if we could add the program code to filled and vacant position list.

Academic Affairs:

1. Summer Faculty Salary Templates and Amendments

- Please check Budget Services' website for the summer calendar due dates.
- Any changes received after the due date are not guaranteed to be included in the next payroll and may be moved to subsequent payrolls.
- Discussed how to print the summary so the print would not be too small.

2. Faculty Contracts

- Please check Budget Services' website for the FY14 faculty contract calendar due dates.
- Any changes received after the due date are not guaranteed to be included in the current batch and may be moved to the next batch for processing.
- Academic Administrators' admin stipends are in review and will be effective July 1, 2013.
 - Academic Administrators are any faculty with an administrative appointment including deans and AVPs.
 - Academic Administrators receiving pay adjustments for their faculty pay portion were **not** included in the earlier Sibson adjustments for May 1 or in FY14 Budget Development.
 - Any adjustments for Academic Administrators will need a PAR and a budget amendment before the contract can be issued.

The University of West Georgia

Office of the Controller

Summer Split - Estimate vs. Allocation

FY2013

<u>Detail Code</u>	<u>Description</u>	<u>FY2013 Estimate</u>	<u>One-Time Budget Allocation</u>	<u>Difference</u>
ANTZ	Anthropology Field Res Fee	\$4,950	\$4,125	\$825
ARFZ	Art Fee	792	680	112
ARHZ	Art History Fee	414	250	164
SASZ	Astronomy/Physics Fee	297	293	4
SBIZ	Biology Sci Fee	4,662	4,592	70
BGFZ	Biology/Geoscience Fee	1,050	935	115
SCHZ	Chemistry Science Fee	1,861	5,848	(3,987)
CPFZ	Chemistry/Physics Fee	1,071	825	246
SCPZ	Computer Sci Fee	8,937	7,500	1,437
ENCZ	Creative Writing Fee	72	182	(110)
SEBZ	Education Block Courses	150	225	(75)
PCTZ	Education Practicum Fee	4,455	3,700	755
ENGZ	English Fee	144	120	24
	English Film Fee	0	437	(437)
DLTZ	Etuition Rate	673,218	529,046	144,172
	European Union Tuition	0	12,705	(12,705)
SGEZ	Geosciences Science Fee	1,701	293	1,408
GCSZ	GR-Comp Sci Grad eTuition Rate	6,480	5,000	1,480
WTGZ	GR-Graduate Tuition - WebMBA	21,206	47,715	(26,509)
	Late Fee	0	22,463	(22,463)
	Late Fee Reinstatement	0	600	(600)
MSCZ	Mass Communication Fee	1,047	795	252
	Nursing EdD	0	1,188	(1,188)
NPTZ	Nursing Practicum Fee	2,340	2,025	315
SNRZ	Nursing Science Fee	1,050	700	350
SPYZ	Physics Fee	2,943	2,723	220
COBZ	RCOB GR Prof Program Tuition	15,602	11,418	4,184
SEVZ	Sevis	2,100	1,525	575
STIZ	Student Teaching Intern	450	400	50
ARTZ	Studio Art Fee	4,758	6,550	(1,792)
THEZ	Theatre Fee	69	65	4
ETUZ	UG-Ecore Tuition	112,606	125,985	(13,379)
Total		\$874,426	\$800,908	\$73,518

PIVOT TABLES

Getting Started

A pivot table report is an interactive report that lets you summarize and analyze a data set. Unlike other tables and filters, you can change the structure of the report simply by dragging fields in the table and turning on and off filters.

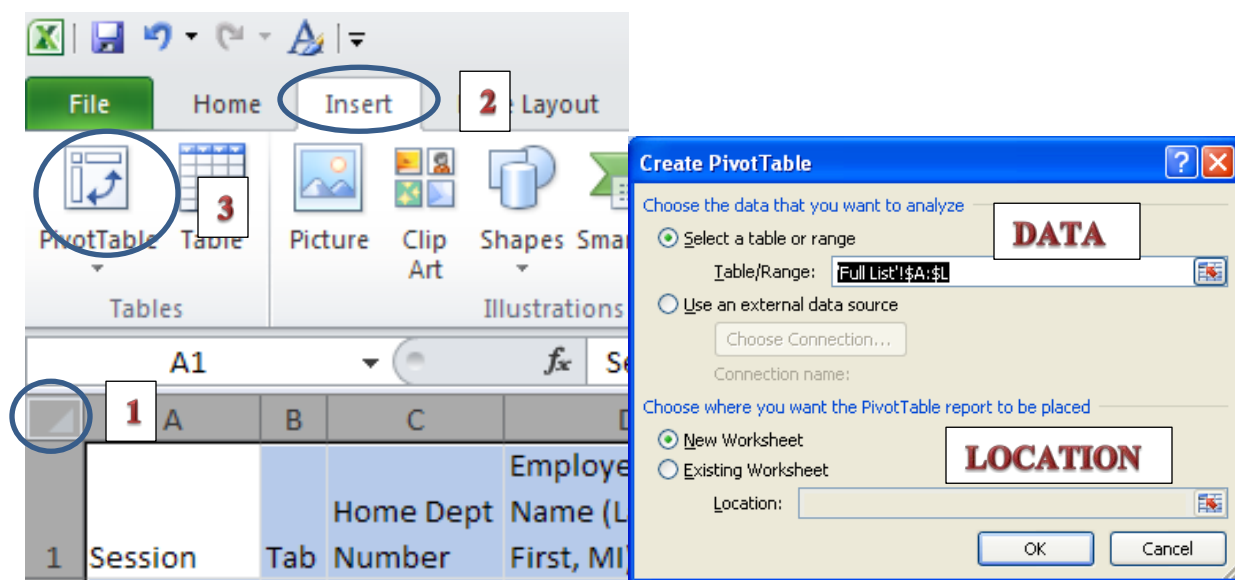
- **The Data:**

The data can come from any source into excel (PeopleSoft, Banner, ADP, etc.). The data does need to be displayed in column form with each column having a header.

1	Session	Tab	Home Dept	Employee's Name (Last, First, MI)	Employee's ADP ID	Position Number	Payment	Funding Source Chart String	Project Grant ID	ADP Supervisor	ADP Supervisor ID	Comments
2	Maymester	1	3156045	Arrow, Kenneth	114151	54004832	\$ 4,826	10000-3156045-11100-11000		Nash, John	115598	
3	Maymester	1	3156036	Frish, Ragnar	219969	54006278	\$ 5,427	10000-3156036-11100-11000		Abbott, Derek	108481	
4	Maymester	1	3156045	Hicks, John	107544		\$ 7,345	10000-3156045-11100-11000		Nash, John	115598	
5	Maymester	1	3156045	Norton, Andre	110741		\$ 6,576	10000-3156045-11100-11000		Nash, John	115598	
6	Maymester	1	3156045	Ostrom, Elinor	228527		\$ 652	10000-3156045-11100-11000		Nash, John	115598	
7	Maymester	1	3156045	Stone, Richard	111345		\$ 5,578	10000-3156045-11100-11000		Nash, John	115598	
8	Maymester	1	3156045	Willis, Connie	108114		\$ 4,826	10000-3156045-11100-11000		Nash, John	115598	

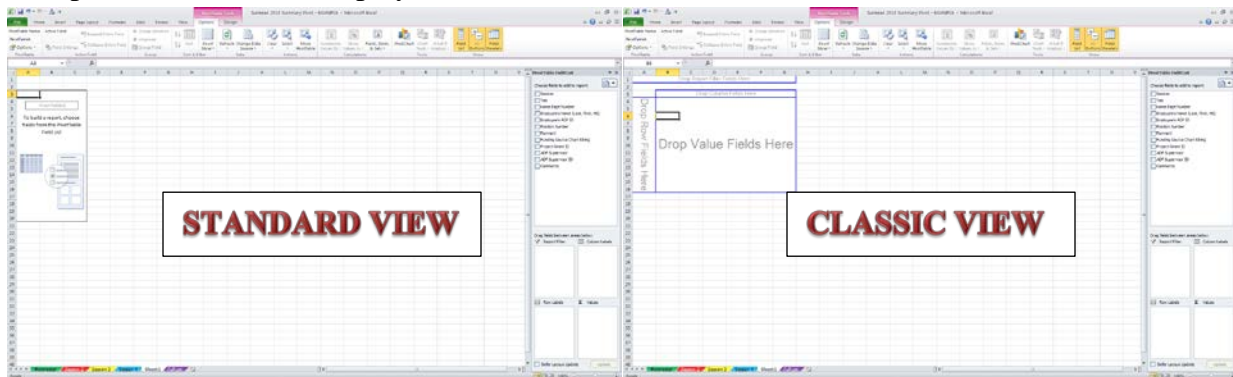
- **Creating a Pivot Table:**

To create a pivot table: (1) select your data, (2) select the insert ribbon, (3) select the PivotTable. Then confirm the data to use and the location to create the PivotTable.



- **Summarizing and Analyzing Data:**

Once you click [OK] the PivotTable will display. The standard view is a default, but not as intuitive. I change to the classic view, it enables dragging of fields in the grid. This can be done under the option menu, on the display tab.



Once created, you can produce reports like the on below.

Sum of Payment		Session				
Home Dept Number	Employee's Name (Last, First, MI)	Maymaster	Session 2	Session 3	Session 4	Grand Total
3156036	Frish,Ragnar	\$ 10,563	\$ 11,838	\$ 15,240	\$ 9,970	\$ 47,611
	Tinbergen,Jan	\$ 4,166	\$ 416	\$ 3,936	\$ 2,194	\$ 10,712
3156045	Arrow,Kenneth	\$ 14,226	\$ 13,577	\$ 15,718	\$ 16,051	\$ 59,572
	Baker,Kage	\$ 394	\$ 7,205	\$ 6,756	\$ 1,246	\$ 15,601
	Hicks,John	\$ 7,345				\$ 7,345
	McCaffrey,Anne	\$ 9,523	\$ 9,610	\$ 9,653	\$ 9,649	\$ 38,435
	Norton,Andre	\$ 6,576	\$ 4,711	\$ 5,413	\$ 6,368	\$ 23,068
	Ostrom,Elinor	\$ 652	\$ 6,576	\$ 4,779	\$ 5,103	\$ 17,110
	Parker,Carl			\$ 1,500	\$ 1,500	\$ 3,000
	Stigler,George	\$ 12,975	\$ 10,017	\$ 11,473	\$ 9,593	\$ 44,058
	Stone,Richard	\$ 5,578	\$ 6,351	\$ 4,873	\$ 5,502	\$ 22,304
	Willis,Connie	\$ 4,826	\$ 4,950	\$ 6,453	\$ 5,231	\$ 21,460
3156046	Baker,Kage	\$ 6,484		\$ 1,146	\$ 7,604	\$ 15,234
3156055	Goldratt,Eli	\$ 4,194	\$ 2,255	\$ 1,315	\$ 6,936	\$ 14,700
	Kress,Nancy	\$ 9,503	\$ 9,505	\$ 9,490	\$ 9,566	\$ 38,064
Grand Total		\$ 97,005	\$ 87,011	\$ 96,245	\$ 96,513	\$ 376,774

The best way to learn to create reports is to open a PivotTable, then try options on your own.

Another option is the website *Atomic Learning*. It has helpful hints as well as videos and instructional tutorials. There are also tutorials for Google Applications and other Microsoft products, for those who have just migrated.

Website: <http://www.atomiclearning.com/highed/>

Username: uwg

Password: college