

Research Seminar Series

September 4, 2014

MSU Accounting Overview – FOAPALs, Funding and Fun?



Sandy Williamson

Topics

FOAPALs

Helpful Banner Screens

SARFs

International Travel

External Funding

Things to worry about

Budget Module

Whatever else you want to talk about



What in the world is a FOAPAL???

A FOAPAL is a grouping of 6 sets of 6 digit numbers used in Banner.

- F** - Fund -> Type of money
- O** - Organization -> Department
- A** - Account -> Expense or Revenue code
- P** - Program -> Type of work
- A** - Activity -> Used for detailed reporting
- L** - Location -> Payroll Position #



Fund Types

1XXXXX State Funding (E&G and separately appropriated)

2XXXXX Auxiliary (20-24) & Designated (25-29)

3XXXXX Restricted Funds

5XXXXX Endowment Funds

6XXXXX Plant Funds

8XXXXX Cost share funds

9XXXXX MSCL Separate Approp.



Auxiliary/Designated Funds

20XXXX-23XXXX - Auxiliary funds account for activities related to entities that primarily exist to furnish services to students, faculty and staff.

24XXXX - Service Centers/Recharge Centers/Cost Centers - Service Centers are established primarily as a means to capture costs associated with providing goods and services. Some, if not all, of the costs of providing the goods or services are then recovered from customers via a calculated billing rate.

<http://www.controller.msstate.edu/docs/servicectrpolicy.pdf>

A list of current MSU service center rates is located at:

<http://www.controller.msstate.edu/cas/svc/>

Cully Carpenter, Senior Cost Accountant, Office of the Controller and Treasurer. bcarpenter@controller.msstate.edu



Restricted Fund Types

3X0000 – 3X2999 Federal*

3X3000 – 3X4999 State and Local Gov't*

3X5000 – 3X6999 Private

3X7XXX and 3X8XXX Scholarships

(*Exception: 360000 – 363999 is also Federal)

Parent Funds, Child Funds, Grandchildren



Org Groupings

- 01XXXX College of Agriculture & Life Sciences
- 02XXXX College of Architecture
- 03XXXX College of Arts & Sciences
- 04XXXX College of Business
- 05XXXX College of Education
- 06XXXX College of Engineering
- 08XXXX College of Wildlife & Fisheries
- 09XXXX Graduate School
- 18XXXX College of Veterinary Medicine
- 19XXXX Univ. Level Center or Inst.



Account Codes

35XXXX Revenue

40XXXX Expenditure

401000 Salary and Wages

403XXX Fringe Benefits

404XXX Travel

405XXX Contractual Services

406XXX Commodities

408XXX Equipment

409XXX Transfers between funds



Program Codes

01XXXX Instructional

02XXXX Research*

03XXXX Public Service/Outreach

04XXXX+ Mostly Administrative

*This is primarily where the National Science Foundation pulls expenditure info for our R&D rankings. If you spend money in support of research, make sure it is coded with an 02XXXX code. Note: 1X funds with a 011024 “Departmentally funded research” program code are also picked up in the expenditure report.



Activity Codes

Primarily used by MAFES, CVM and Athletics.

These are typically used to generate specialized reports.

Most departments do not use activity codes.



Location Codes

Used to track budget (E&G) and spending on position numbers. Starts with a P and a zero and ends with the employee's 4 digit position #.

Use on FGIBDST to determine balance available in a position.



Detailed FOAPAL Info

See the Controller's website for more detailed information:

http://www.controller.msstate.edu/records/training/MSU_Fund_Accounting_FOAPAL.pdf



Helpful Banner Screens

FGIBDST – For 10 funds, shows balance available in a known location (position #). For restricted funds, shows balance available overall EXCEPT FOR PENDING TRANSACTIONS but does give you access to drill down using FGITRND under options.

FGIBAVL – shows balance available in each budget category for restricted funds and overall on E&G funds. (Shows subs, tuition, F&A – remember to insert 400000 in Account field). More accurate since it captures commitments for pending transactions.

FZICFB – shows change in fund balance

FOIAPHT – use to see who keyed a document

FOIDOCH or **FGIDOCR** – shows details of a purchase/payment

FRAGRNT – detailed info on externally funded projects

FRAPROP - shows proposal data with various query options – by PI, by org, etc.



SARF (Summer Appointment Request Form)

- Start working **EARLY** with your faculty members on their plans for the summer. If they plan to work in the summer outside of summer school teaching, ask for the work dates, funding sources, etc.
- SARFs need to go completely through the signature process and **arrive at Payroll roughly two weeks prior to the pay date.**
- The **salary rate** is based on the rate in effect for the academic year that just ended even if they got a raise in the budget module. For 9 month employees, those raises don't go into effect until August 16.



SARF Continued

- The rate of pay can't exceed their normal semi-monthly rate of pay.
- The pay dates must coincide with the work dates.....work from May 16-31 must be paid on May 31. Work done during the academic year does not earn them summer pay!
- Workload percentages must add to 100% for a pay period.
- They shouldn't be paid 100% from contracts & grants and put "proposal writing" as the services performed!



Mississippi State University

Summer Appointment Request Form

Complete this form to request payment(s) for a summer appointment (but not Summer School Teaching Appointments) during the period May 16 - August 15 for a 9-month employee. This form will not be accepted for any other type of payment. Obtain the appropriate signature approvals and forward to the Department of Human Resources Management, mail stop 9603 or 150 McArthur Hall.

MSU ID No. _____
 Name: _____ (First, Middle, Last)
 Title(s): _____
 Home Org. Name: _____
 Home Org. Number _____
Org. name and number for department requesting payment:
 Org. Name: _____
 Org. Number: _____
 Annual Rate of Pay \$ _____ Fiscal Year: _____

Work performed from: _____ to _____

\$ _____ Total payment amount requested.
Provide a brief description of services performed and justification for this request below.

Type of Services Performed:

Justification:

If teaching Maymester in addition to this assignment, list amount of payment: _____
 If teaching Summer School in addition to this assignment, list amount of payment(s): (info. use only)
 1st Term \$ _____ % 2nd Term \$ _____ %

Position Number	Date of Payment	Account Name	Fund	Org	Account	Program	Activity	Amount of Payment	Workload %

Note: If this work is outside of the employee's regular department, the home department must also sign this form.

Form prepared by: _____
 Name: _____
 Phone: _____

For Office Use Only:

Approval Signatures: _____ Date: _____

International Travel

- Hawaii is considered international. Canada is international. Alaska is domestic even though you may have a connecting flight in Canada.
- If changes need to be made to the form after it is fully signed, do not do a new original. Send the first one back through with a memo explaining what you've changed on the form and asking the approvers to initial and date beside their signatures indicating their approval of the change.
- The traveler must sign the page indicating whether or not their destination is a country under a travel warning. Double check here before you submit the form:
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
- International travel procedures will be changing soon. A new risk management system will change the process that travelers go through. Stay tuned for announcements from the International Institute for information and training sessions.



International Travel Cont'd

•There are 6 options for the “Source of funding” section as specified by IHL – please use them!! They are:

- Restricted Grants and Contracts
- Indirect Cost Recoveries
- Program Fees
- Auxiliary Funds
- Designated Funds
- No Additional Costs



External Funding Mechanisms

Contract → For the sponsor's benefit. Has specific deliverables. Strict spending guidelines. Should never require cost sharing (including a reduced F&A rate).

Grant → Used when the sponsor and university have common goals – basic research, arts, public good. May require cost sharing. Budget revisions between existing budget categories typically allowed up to 10% of the overall project award.

Cooperative Agreement → Basically a grant with a high level of sponsor involvement – scientific and programmatic. Budget revisions frequently don't require sponsor approval except for specific items (subcontracts, participant support costs, etc.).



External Funding Tidbits

Try to include all reasonable budget categories --- even for minor amounts --- it will make budget reallocations easier. (**Non-sufficient funds** queue)

An award is not cash in the bank – it is an authorization to spend. Most projects are cost reimbursable. Start worrying if Sponsored Programs Accounting starts sending you copies of second notices on invoices that your sponsor has not paid. The PI may need to halt the work until payments are received. If the sponsor fails to pay, your department will be stuck covering the cash deficit. Pretty safe: academic institutions and federal government.

What catches an auditor's eye?

- A financial and/or support person signing the certification of time & effort reports
- Cost transfers and retroactive salary charges
- Spending patterns (a spike in expenditures towards end of project)



Federal Funding



2 CFR Part 200

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (AKA Uniform Guidance, AKA **The OmniCircular**)

- Replaces 8 other circulars including A-21, A-110 and A-133.
- Will apply to awards or funding increments received after 12/26/14.
- Massive document - 759 pages in length.
- Is an attempt to standardize agency requirements but OMB is requiring the individual agencies to issue their own implementing regulations.



2 CFR Part 200 cont'd

- As of today, only the National Science Foundation has issued plans for implementing the OmniCircular.
- Of particular concern:
 - Requires some type of “competitive analysis” of different vendor prices on orders for goods and services starting at \$3K.
 - Closeout within 90 days.
 - Documentation of the necessity of travel for an individual.
 - Terminal leave payout.
 - Personal and medical leave usage.
 - “Conditional title” to equipment.



Worrisome Areas – All Funding – Are you protecting yourself?

- Cash handling (Pre-numbered receipt book? Secured? Is there separation of duties between at least the collecting/depositing and reconciling? Preferably there would be separation between all three components!)
- ProCards & Fleet cards (Secured? Signed out? Statements reconciled by someone other than the person who uses the card? Odometer tracking along with fuel purchases.)
- Independent review of the processor's leave and comp time records?

More Worries....

- Is someone other than the person entering requisitions and payables handling the approvals?
- Is there an annual review of inventory by someone other than the departmental inventory representative?
- Do you use Hand Receipts every time property leaves campus?



Budget Module

Unless your department has been given more \$\$ during the current fiscal year, your mid-year balance should be the same as the beginning balance on E&G funds .

Careful of “interim” changes!!!! Use “other” for redistributions between funds.

Do not use funds which will expire before July 1 --- this will cause posting problems in Payroll.

Make sure your FTE is correct --- if wrong will impact leave earnings and service credit.

Make sure the pay basis (18 or 24) is correct.

If you have employees who are not on your E&G fund, print reports for 2X,3X,3X, etc.

Print finals before sending them to the next level of approval.



What do you want to talk about?

- Cost sharing?
- Record retention?
- Allowability of costs on externally funded projects?
- Startup funds?
- Training needs?



Office of Research and Economic Development (ORED)

For help, call or email:

Sandy Williamson sandy@research.msstate.edu 5-3573

Lynn Wyman lynn@research.msstate.edu 5-6849

Gloria Miley gloria@research.msstate.edu 5-0677

Jana Spencer jspencer@research.msstate.edu 5-1023

