

THE UNIVERSITY OF NEW MEXICO

Avoiding NSF Through Appropriate Budgeting

Presented by

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(updated for reserves 11/8/11)

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NSF CHECKING

WHO AND WHAT ARE AFFECTED BY NSF REJECT?

When a Level 5 Organization is in Non sufficient Funds (NSF) status, transactions such as JVs, DP-EZ's, and Requisitions are rejected pending corrective action by the unit. Specifically, NSF is set to reject in Banner for:

1. Level 5 Organization and Fund Level 3 using I&G funds.
2. Level 5 Organization and Fund Level 3 using unrestricted Research indices.
3. Level 5 Organization and Fund Level 3 using unrestricted Public Service indices including non-endowed foundation indices..
4. Athletics at Organization Level 6

Note for the HSC: for the College of Nursing, College of Pharmacy, Health Science Library Informatics Center, and HSC Administration in addition to the Organization Level 5 and Fund Level 3 Banner checks, HSC Financial Services manually checks for NSF status at the index level.

HOW DOES BANNER CALCULATE NSF?

Banner uses formula below to calculate your budget available for spending. If a negative number is calculated, you are in NSF. This means that if there is an error in any of the items in the formula, you may be in NSF inadvertently. Each part of the formula must generate a correct number for NSF to work correctly.

Total Accumulated Expense Budget
Less: Fiscal YTD Actual
Less: Fiscal YTD Commitments (encumbrances/reservations)
Less: Pending Transactions [This does not include internal PRs]
= **Budget Available for Spending**

TRANSACTIONS SUBJECT TO NSF CHECKING:

All documents initiated in Banner, including:

- Journal Vouchers
- Invoices
- Requisitions from LoboMart
- Purchase Orders
- General Encumbrances
- P-card reallocations

TRANSACTIONS NOT SUBJECT TO NSF CHECKING:

Any feeds into Banner:

- Payroll
- P-card
- Banner tax
- Telecommunications
- Internal Sales Feeds, such as Bookstore, etc.

Please note: transactions that are not subject to NSF checking can place the unit in deficit if there is not enough available budget to fund the transaction. Reconcile your feeds from Banner monthly.

ACCOUNT CODES DO NOT AFFECT NSF

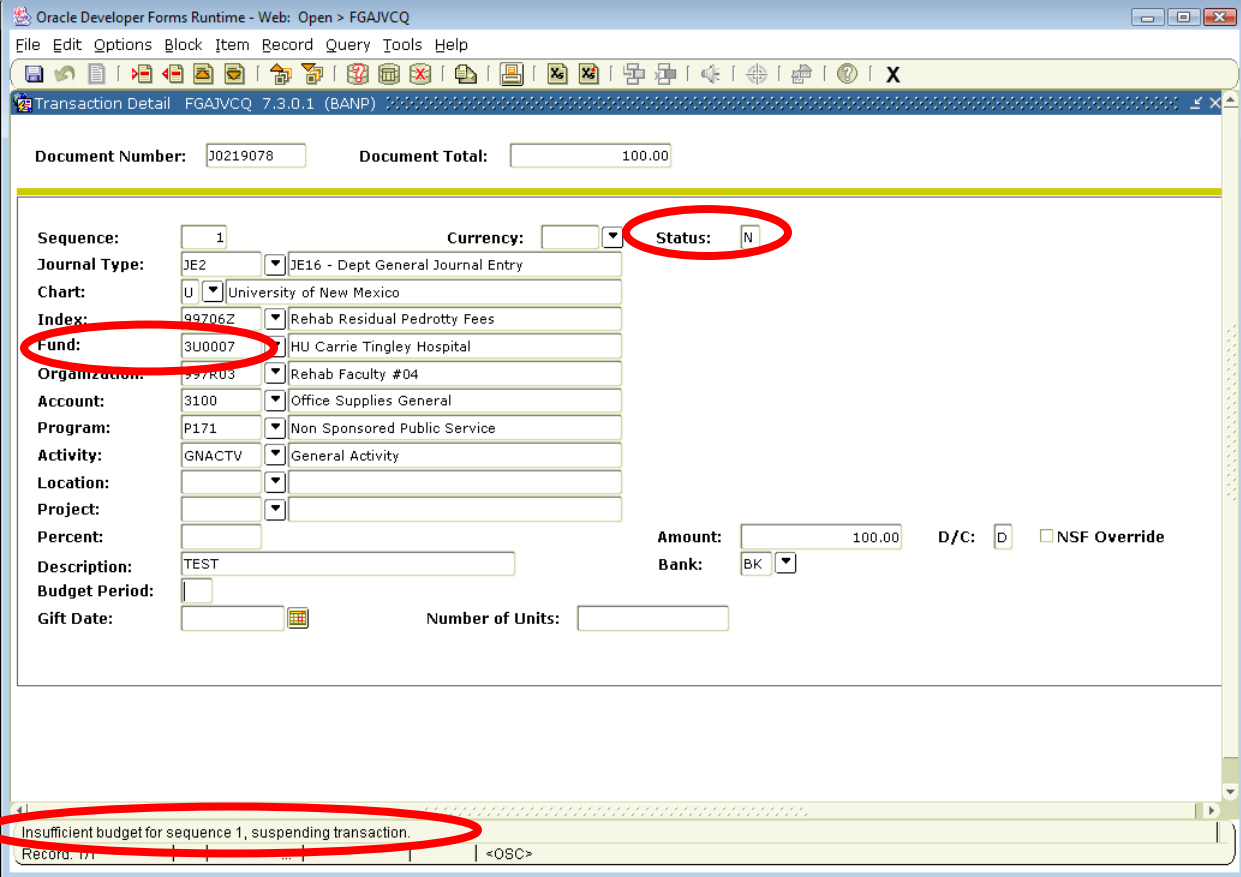
Moving budgeted funds from one account code to another within an index or fund level 3 or organization level 5 will never relieve NSF status. Changes must be made as indicated in this manual.

HOW TO TELL YOU ARE IN NSF STATUS

INDICATORS OF NSF:

- Initiator of document will see an error message while attempting to complete the document if the organization is already in an NSF condition (insufficient budget to fund actual transaction). You cannot complete DPEZs and requisitions in Banner if the organization is already in an NSF condition. You can complete JVs if your organization is in NSF. These JVs, however, will be routed to the NSF Queue. If all the lines in the JV summary form have a “P” indicator on, they are postable. An “E” indicator means there is an error, and the JV will not post. An “N” indicator means NSF and the JV will be routed to the NSF queue.
- If the organization spends into a deficit while a document is pending approval, the document will be routed to an NSF approval queue after the regular approval.
 - Initiator can track document to ensure it posts (FOAAINP)
 - If document is suspended due to NSF, it will be in the “NSF-Over Budget” queue.

Note that when a JV entry for an index in an NSF fund level 3 is attempted, you receive the following message, and the Status will be "N". This alerts you to the NSF status. Banner will not allow you to process JVs or DPIs if an NSF condition exists.



Oracle Developer Forms Runtime - Web: Open > FGAJVCQ
File Edit Options Block Item Record Query Tools Help
Transaction Detail FGAJVCQ 7.3.0.1 (BANP)

Document Number: 00219078 Document Total: 100.00

Sequence: 1 Currency: Status: N

Journal Type: JE2 JE16 - Dept General Journal Entry

Chart: U University of New Mexico

Index: 99706Z Rehab Residual Pedrotty Fees

Fund: 3U0007 HU Carrie Tingley Hospital

Organization: 997RU3 Rehab Faculty #04

Account: 3100 Office Supplies General

Program: P171 Non Sponsored Public Service

Activity: GNACTV General Activity

Location: Project: Percent: Amount: 100.00 D/C: D NSF Override

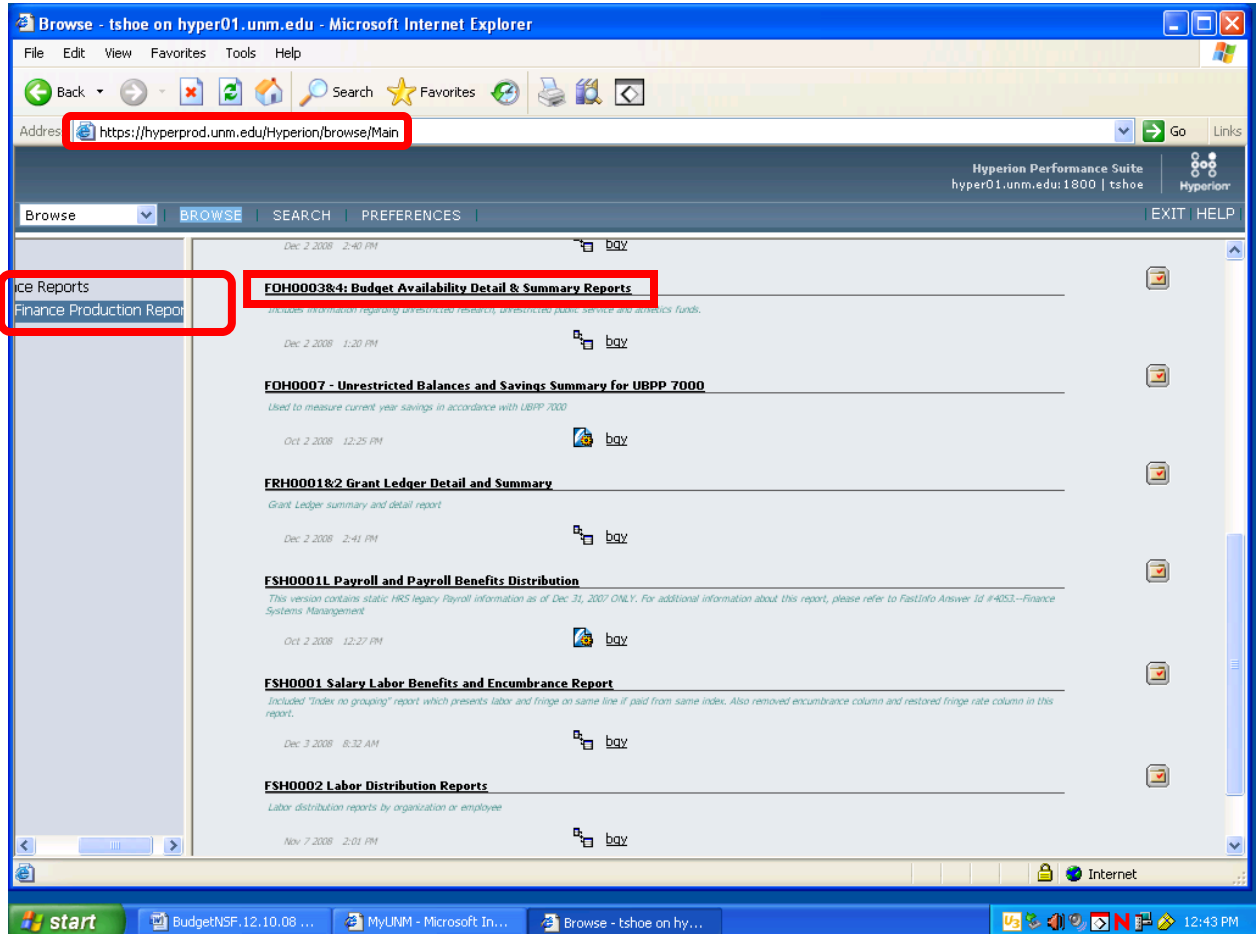
Description: TEST Bank: BK

Budget Period: Gift Date: Number of Units:

Insufficient budget for sequence 1, suspending transaction.

TOOLS TO ASSIST YOU IN CHECKING FOR NSF INCLUDE:

Hyperion Reports can be found at:



- **Hyperion Report FOH0003: Budget Availability Detail & Summary Reports.** This report can be found in the Finance Production Reports folder. If you query with the Detail option, the report will show you individual pending document numbers that are reserving available balance. If you select the Department Deficit option, all level 5 orgs that are in NSF will be printed, allowing you to determine which indices are responsible for the NSF issue.



University of New Mexico Finance Reports

FOH0003 & FOH0004 - Budget Availability Summary & Detail Reports

Query Parameters

Organization Level: Value:

Reports are cumulative for the entire fiscal year

Reports Available

Executive Summary

Department Summary

Department Detail

2 Department Deficit

To find your level 5 org, if you only know the beginning of the code, put in the beginning, followed by a % sign. Then select "Find". All the level 5 org codes with that beginning will be listed. Select the correct one. Here, 997A was selected.

Now we are going to generate a listing of funds in deficit for 997A: Pediatrics Level 5. After you (1)"Select Values" and select from the (2)"Reports Available", click (3)"Generate Report".

If you select View, and then select Section Catalog, a menu on the left appears.

The screenshot shows a web browser window with the URL https://hyperprod.unm.edu/Hyperion/dataaccess/Browse?REQUEST_TYPE=GET_DOCUMENT&DOC_UIID=000011. The browser's menu bar includes 'File', 'View', 'Insert', 'Format', 'Report', 'Tools', and 'Help'. The 'View' menu is circled in red. On the left side, there is a 'Sections' pane with a tree view containing items like 'Budget Availability EIS', 'Q_Budget_Avail', and 'R_Budget_Avail'. The main content area displays a report titled 'FOH0004 Budget Availability Department Summary Report For the Fiscal Year Ended June 30, 2009'. The report includes a table with columns for 'Accumulated Budget', 'Year-To-Date Activity', 'Sum Encumbrances & Reservations', 'Unposted Commitments', and 'Remaining Balance'. The data is organized by organization levels, including 'AFC School of Medicine', 'Organization Level 5: 997A Pediatrics', and 'Organization Level 6: 997E Peds Prvn and Population Sciences'.

You can then look at the information you ran (in this case, 997A, Level 5) in different formats without re-running the report. Here is an example of the executive summary report.

The screenshot shows the same web browser window, but the 'Sections' pane on the left is expanded, and the 'Budget Availability Executive Summary Report' option is circled in red. The main content area displays a report titled 'FOH0004 Budget Availability Executive Summary Report For the Fiscal Year Ended June 30, 2009'. The report includes a table with columns for 'Accumulated Budget', 'Year-To-Date Activity', 'Sum Encumbrances & Reservations', 'Unposted Commitments', and 'Remaining Balance'. The data is organized by organization levels, including 'Organization Level 5: AFC School of Medicine', 'Organization Level 5: 997A Pediatrics', and 'Organization Level 6: 997E Peds Prvn and Population Sciences'. The report also includes a 'Page 1 of 5' indicator and a note about unposted commitments.

- **Purge** any pending transactions from Banner system that were initiated but are no longer intended to be completed.

TROUBLE SHOOTING NSF

DO I HAVE PO'S THAT SPAN MORE THAN ONE FISCAL YEAR?

Banner looks at the remaining amount on a purchase order and assumes it will be spent in the current fiscal year.

Example: You have a five year purchase order in place for \$5,000, and intend to spend \$1,000 per year, and only budget \$1,000 in Banner. Banner subtracts the entire \$5,000 from your budget, leaving you \$4,000 overspent.

Modify multiyear purchase orders with a PO Modification form. Each purchase order should reflect what is to be spent in the current fiscal year. Coordinate your efforts with Purchasing. Your original Purchase Order must be for the full amount to enable Purchasing to avoid incremental purchasing, which is illegal under the state code. After your original purchase order, for the full amount is in place, then you can modify it to include only the current year portion.

ARE MY LABOR DISTRIBUTIONS CURRENT AND ACCURATE?

Reconcile your indices monthly. Labor Distributions can be updated with an EPAF, which you will access through Loboweb. Once the EPAF is approved and posted, the labor distribution will post correctly for future payrolls. In order to originate EPAFs, you must have taken EPAF-BAN HRP EP 101 course offered via Learning Central and submitted a BAR named "Originating a Labor Distribution EPAF" to originate an EPAF in Loboweb. Encumbrances for payroll are adjusted when posted, so you may not see your adjustment immediately.

Labor redistributions are made with PZAREDS. This is how you correct already posted labor that is not in the correct index. PZAREDS is a Banner form you access from within Banner. You must have taken the PZAREDS course offered via Learning Central and submitted a BAR named "Department Labor Redistributions" to access PZAREDS in Banner.

Once your PZAREDS is posted, the incorrect transactions will be moved, along with related benefits, to the correct index. Please note that labor redistributions do NOT impact encumbrances.

ARE MY EXPENSES PROPERLY CHARGED?

Reconcile your indices monthly.

See the LEARNs posted at <http://hsc.unm.edu/financialservices/accounting/learn.shtml> entitled, *Index Reconciliation Fundamentals*, and *Intermediate Index Reconciliation* for assistance or the Financial Services Support Center under Banner Bytes: <http://www.unm.edu/~fssc/bannerbyte.html> for assistance.

Particularly note:

- Banner feeds. They will post whether you are in NSF or not. This includes ITS (Telecom) charges. They can put you into NSF.

AM I SPENDING UNBUDGETED RESERVES?

Any reserves (funds unspent from the prior year) that you wish to spend in the current year must be budgeted. If you have a reserves amount budgeted, it will be in account 1901.

Even if you have a large actual reserves in account 1900, you should not spend it unless it is budgeted in account 1901. If you spend unbudgeted reserves, you run the risk of putting your Level 3 Banner fund in NSF.

If necessary, submit a budget revision, documenting how you are going to spend the reserves. To submit a budget revision, you will submit a journal voucher with journal type BD4. Once this journal voucher is approved and posted, the entry should relieve your NSF status.

ARE THERE ANY PENDING TRANSACTIONS THAT NEED TO BE PURGED FROM BANNER SYSTEM?

When calculating NSF, Banner subtracts all outstanding JVs, DPEZs and Purchase Requisitions. Banner subtracts these whether they are posted or pending. If you have documents in existence that will never be posted, remove them.

Document to Purge	Form to Use	How to Purge
Journal Voucher	FGAJVCQ	Record/Delete , twice
DPEZ	FZADPEZ	Record Remove, twice
Purchasing Requisition Part 1	FOADOCU	Delete or "self deny" the completed purchasing requisition. Note: this is only for pending requisitions that have not received final action in purchasing. This action can be taken if the document has NOT been converted into a PURCHASE ORDER. http://www.unm.edu/~purch/
Purchasing Requisition Part 2	LoboMart	Remove purchase requisition request if not completed for approval routing in Banner.

IS THE NSF CONDITION DUE TO ANOTHER INDEX WITHIN MY ORGANIZATION?

If your index is not in NSF, but you are getting NSF indicators, another index within your organization could be the cause.

Check the available balance of your department using Banner Form FGIBDSR, the Executive Summary Form. This form allows you to query by specific Organization to check the available balance. If your organization as a whole is NSF, all indices within the organization will be in NSF status. Discuss the situation with your supervisor.

BUDGET TIPS

INDICES MUST STAY BALANCED

- 1) In any BD4 or BDT entry that you prepare, you need to make sure that the indices "stay balanced" on all indices whose budgets will be changed by your JV. To "stay balanced", the sum of the budget adjustments to the revenue account codes (including 1901) must equal the sum of the budget adjustments to the expenditure account codes **for each index**. (As is required when entering original budgets, Revenues must equal Expenditures on every index.)
- 2) If you are wanting to increase the overall amount you are allowed to spend on an index, the amounts of both revenue and expenditure budget adjustments to that index will be entered as positive (+) amounts; and the resulting sum of your revenue budget adjustments must equal the sum of your expenditure budget adjustments. (Much of the confusion that I have encountered when reviewing JV's has to do with initiators wanting to offset positive revenue adjustments on an index with negative expenditure adjustments on the same index, or vice versa, which does not keep the index in balance.) Conversely, if you are wanting to decrease the overall amount you will be able to spend on an index, the amounts of both revenue and expenditure budget adjustments to the index will be entered as negative (-) amounts; and the resulting sum of the revenue budget adjustments must equal the sum of the expenditure budget adjustments.

Here are a couple of examples:

To increase the overall amount you can spend from an index by using carried forward balance, the JV would be structured like this:

BD4	043XXX	1901	\$2,000	(+)
BD4	043XXX	3100	\$1,000	(+)
BD4	043XXX	3820	\$500	(+)
BD4	043XXX	8060	\$500	(+)

To decrease the overall amount you can spend from an index if, for instance, anticipated revenue has decreased, the JV would look like this:

BD4	043XXX	07Z0	\$100,000	(-)
BD4	043XXX	2000	\$ 75,000	(-)
BD4	043XXX	21J0	\$ 25,000	(-)

To move budget from one index to another, here is an example of how the JV might look:

BD4	043XXX	0381	\$100,000	(-)	(Giving Index)
BD4	043XXX	69Z0	\$100,000	(-)	(Giving Index)
BD4	043XX1	0381	\$100,000	(+)	(Receiving Index)
BD4	043XX1	3100	\$ 50,000	(+)	(Receiving Index)
BD4	043XX1	3820	\$50,000	(+)	(Receiving Index)

In each of these three examples, all indices have "stayed balanced" - the sum of the adjustments made to revenue account budgets equals the sum of the adjustments made to expenditure account budgets on each index.

You also can have a budget revision entry that has only revenue account adjustments or only expenditure account adjustments. However, in this case, the entries must net to zero when summed. For example, if you are wanting to reclassify \$1,000 of revenue to account 0380 that was originally budgeted to account 0310, the JV would look like this:

BD4	043XXX	0390	\$1,000	(-)
BD4	043XXX	0380	\$1,000	(+)

Similarly, if you are wanting to increase the amount you can spend from account 3820 by reducing the amount you had originally budgeted to 3100, the JV would look like this:

BD4	043XXX	3100	\$1,000	(-)
BD4	043XXX	3820	\$1,000	(+)

In each of these two cases, the indices "stays balanced". The sum of the revenue adjustments in the first example is zero, and since there are no adjustments to expenditure account codes, the index stays in balance. Similarly in the second example, there are no revenue adjustments, and the sum of the expenditure adjustments is zero, keeping the index in balance.

USE WHOLE DOLLARS

- 3) All budget entries (BD4 or BDT rule class codes) have to be entered using whole dollars and no cents. (This rule is also applicable when entering original budgets - no pennies, please!)

ADEQUATE BUDGET MUST BE AVAILABLE TO MOVE

- 4) If you want to move budget from one index to another index, you must first determine if there is adequate budget available that can be reduced on the "giving" index. The formula for calculating "available budget" on an index is: Total Accumulated Expenditure Budgets Less Fiscal YTD Actual Expenditures Less Fiscal YTD Expenditure Encumbrances Less Pending Expenditure Transactions. If you find that there is not sufficient "available budget" to allow reduction of the budget on your "giving" index, you may need to first move charges from your "giving" index to a different index to free up "available budget".

A quick way to ascertain the amount that is available to be given from an index to is to go to Banner Form FGIBDST. Enter your "giving" index number, and then uncheck the "Include Revenue Accounts" box. After doing this, then push the "Next Block" button. The amount at the bottom of the form under "Available Balance" is your "available budget" before any Pending Expenditure Transactions. Deduct any pending expenditure transactions from the "Available Balance" amount to get to your "available budget" that can be moved to another index. (There is also a report in Hyperion called: FOH0003&4 Budget Availability Detail & Summary Reports that can assist you in determining if an index has adequate available budget that can be moved to another index. An explanation of the features of that report is attached at the back of these tips.)

CANNOT CREATE NEGATIVE EXPENSE ACCOUNT BALANCES WITH BUDGET ENTRIES

- 5) Adjustments to Expenditure account budgets cannot result in negative amounts. (This is also true when preparing original budgets in the spring - Expenditure budgets cannot be entered as negative amounts.) If you want to reduce an expenditure budget amount on an index, you need to look first at how much is currently budgeted to that expenditure account code (refer to Banner form FGIBDST). For example, if you have only \$1,000 budgeted to account 3100 on one of your indices, you cannot enter a BD4 JV that reduces the account 3100 budget on that index by \$1,500. Doing so would cause the budget for account 3100 to reflect a negative amount (\$-500.00), which would cause your JV to be disapproved. If you have nothing currently budgeted to an expenditure account code in an index, you should not submit a JV that reflects a reduction to that account code on that index.

Additionally, actual expenditures, encumbrances, and pending transactions reduce available budget at the account code level for each index. If on account code 2000 of one of your indices, you have \$100,000 budgeted, and you have \$15,000 in Fiscal YTD Actual charges and \$85,000 in Encumbrances, the budget to account code 2000 cannot be reduced because available budget for this account code on this index is already zero (\$100,000 less \$15,000 less \$85,000 = \$0).

NEW CLINICAL REVENUE ACCOUNTS

- 6) Clinical revenues should be distributed using accounts 0381 (formerly 0311), 0391 (formerly 0321), 0341 or 0351.

If distributing FOM dollars that were originally generated in account 0380 (formerly 0310) or 0390 (formerly 0320) from one FOM index to another FOM index (where the funds associated with each index both roll up to Level 2 Fund 3U41 - HU UPA), the appropriate account code to use for this distribution would be either 0381 (formerly 0311) or 0391 (formerly 0321).

If distributing UH dollars that were originally generated in account 0340 from one UH index to another UH index (where the funds associated with each index both roll up to Level 2 Fund 3U42 - HU UNMH), the appropriate account code to use for this distribution would be 0341.

The rationale behind using 0381, 0391, and 0341 as directed above is that this follows the initial guiding principle of redistributing these types of funding from Department to Division (or Division to Division), and keeps the funding source true to its origin for reporting purposes. These clinical revenue distribution entries may cross funds when applicable.

Here is an example that demonstrates the above requirements:

BD4 043XXX 0381 \$25,000 (-) (Giving Index)
BD4 043XXX 69Z0 \$25,000 (-) (Giving Index)
BD4 043XX2 0381 \$25,000 (+) (Receiving Index)
BD4 043XX2 3100 \$25,000 (+) (Receiving Index)

In this example the sum of the amounts increased and reduced in 0381 is zero, the amounts increased and reduced in the expense accounts is zero, and the total amounts increased and reduced in the JV equals zero ($-\$50,000 + \$+50,000 = \$0$).

AMOUNTS MUST NET TO ZERO

- 7) When budgeting allocations from one index to another, the amounts "given" from one index, using account codes beginning with "16" (1600, 1610, 1620, 1660, etc.) should be offset dollar for dollar with amounts "received" into another index using the same "16XX" account codes, so that all entries to these respective account codes within your JV will net to zero.

Here is an example that demonstrates the above paragraph's requirements:

BD4 043XXX 1660 \$10,000 (-) (Giving Index)
BD4 043XXX 3100 \$10,000 (-) (Giving Index)
BD4 043XX1 1660 \$10,000 (+) (Receiving Index)
BD4 043XX1 3820 \$10,000 (+) (Receiving Index)

In this example, if you add the $-\$10,000$ reduced on index 043XXX account 1660 to the $+\$10,000$ increased on index 043XX1 account 1660, the sum of these 1660 adjustments within the JV equals zero.

REQUEST PRIOR APPROVAL TO BUDGET ADDITIONAL USE OF CARRY FORWARD

- 8) This year (FY09), the School of Medicine has required departments to request prior approval before budgeting additional use of carry forward. Departments are asked to justify their requests for budgeting use of carry forward that wasn't budgeted (or allowed to be budgeted) during budget season in April. The request should be in a memo or e-mail and should identify: the specific indices involved, the amount of carry forward by index that you think your department definitely will spend in FY09 if the request is approved, the reason you need to spend the carry forward (in other words what the carried forward monies will be used for), and why the spending that you are requesting can't be spent from current year revenues. We are not going to be able to allow all carried forward balances to be budgeted, and therefore are asking that you look carefully at all of your indices to see if there are other options for acquiring what you need in FY09 without additional budgeting of carry forward.

GET FAMILIAR WITH LEARN GUIDELINES & UNM MAIN CAMPUS BUDGET WEB PAGE

- 9) Financial Services has recently produced a document discussing allocations, transfers, and the movement of reserves using account 1903. (LEARN Journal Voucher Guidelines for Reserves, Allocation, and Transfer Entries presented July 2008. This document can be found on the Unrestricted Accounting, HSC Website: <http://hsc.unm.edu/financialservices/accounting/learn.shtml> or at the Financial Services Support Center's (FSSC) website under Banner Bytes: <http://www.unm.edu/~fssc/bannerbyte.html> . Choose the Word option.) It discusses in detail the procedures you need to follow when preparing any of these types of JV's. It is very important for you to become familiar with the rules and procedures contained in this document because the rules contained therein will need to be followed when doing your mid-year projections in January and your FY10 budgets later in the spring.
- 10) On the UNM Main Campus Office of Planning, Budget, & Analysis web site, located at <http://www.unm.edu/~budget/>, select the SOP area in gray. This will show you many current budgeting standard operating procedures. To obtain more detailed instructions on the use of BD4 and BDT entries, see the LEARN *Journal Voucher Guidelines for Reserves, Allocations & Transfer Entries* posted on the Unrestricted Accounting and Reporting Website at <http://hsc.unm.edu/financialservices/accounting/learn.shtml> or at the Financial Services Support Center's (FSSC) website under Banner Bytes: <http://www.unm.edu/~fssc/bannerbyte.html> . Choose the Word option.) This Manual goes into considerable detail explaining the guidelines for making these entries.

REPORTS THAT HELP WITH BUDGET & NSF

FOH0003&4 Budget Availability Detail & Summary Reports:

Purpose: To provide summary and detail budget availability information that can be used to analyze and troubleshoot an organization's budget. Ties to FGIBAVL in Internet Native Banner.

Updates on NSF calculation for FY09: There are more than 80 funds (unrestricted research, unrestricted public service, instruction & general, and athletics) that are now set to reject for budget availability. The calculation first looks at the organization level 5, then fund level 3 to calculate budget availability.

Report Descriptions:

Executive Summary Report: Grouped by organizational level 3 (if chosen), then by organization level 5, then fund, then organization level 6 to provide subtotals of budget availability that will tie to BANP.

Department Summary Report: Grouped by organization level 5, then fund, then lower level organizations (6, 7, and 8) to provide slightly more detail than the Executive Summary report. This report is written mainly for very large departments that would not need to immediately refer to a detailed report for analysis.

Department Detail report: Grouped by organization level 5, then fund, then lower level organizations(6,7,8) then index, then account code to provide as much detail as possible for budget availability analysis. Primary purpose of this report is to provide detail of what is in the "unposted commitments" column, as that information is not available through any form in Internet Native Banner.

Department Deficit Report: Same as the Department Detail Report, but sorted by remaining balance in descending order, so that those indices within an organization/fund that are in deficit would show first. This can be useful when troubleshooting an insufficient funds scenario within an organization.

BUDGET AT THE INDEX LEVEL

Each index from which you plan to spend funds should have those expenses and a corresponding revenue amount budgeted in that index.

QUICK REFERENCE GUIDE

PEOPLE

Budgeting Questions:

Main Campus: 277-6465

HSC Campus: 272-2885

Unrestricted Accounting Questions:

Main Campus: 277-2018

HSC Campus: 272-6264

Payroll Encumbrance Questions:

Financial Services Support Center: 277-3457

EPAF Questions:

HRPR Support Center 277-4777

WEBSITES

HSC Budgeting: <http://hsc.unm.edu/about/budget/>

Main Campus Budgeting: <http://www.unm.edu/~budget/>

Unrestricted Accounting HSC: <http://hsc.unm.edu/financialservices/accounting/>

Unrestricted Accounting Main: <http://www.unm.edu/~gacctng/>

Contract & Grant Accounting HSC: <http://hsc.unm.edu/financialservices/postaward/>

Contract & Grant Accounting Main: <http://www.unm.edu/~cgacctng/>

Financial Services Support Center: <http://www.unm.edu/~fssc/index.html>

Fast Info: <http://fastinfo.unm.edu/v0508/index.php>

OTHER

LEARN Material:

HSC Campus: <http://hsc.unm.edu/financialservices/accounting/learn.shtml> (includes LEARN Schedule of upcoming topics , past manuals and past Power Point presentations)

Main Campus: <http://www.unm.edu/~fssc/index.html> (select “Banner Bytes” on the left. You will find many presentations, including the LEARN presentations)

Financial Services Support Center: [<http://www.unm.edu/~fssc/index.html>]

Banner Bytes- contains many helpful Presentations, including all the LEARN presentations

Job Aides- helpful “how to’s”, for completing Finance specific tasks

Participant Guides- the most current guides used in EOD classes

Forms- direct links to Financial Services Forms

ITS Help:

<http://its.unm.edu/support/index.html> this site lists phone numbers for help desks on Main Campus, HSC Campus, the Hospital, and others. It has a direct link to Fast Info. It lists several other ways to get technical support, all on the main page.


APPENDIX 2-NEW HYPERION REPORT

At time of this manual completion, this report was not published to the Finance Production folder, but it should be published soon. The name may change slightly. This report is specifically designed to help departments see and analyze NSF situations.

The first screen allows you to select an organization code and process the report:

https://hyperprod.unm.edu/Hyperion/dataaccess/Browse?REQUEST_TYPE=GET_DOCUMENT&DOC_UUID=0000011 - Windows Internet Explorer

File View Tools Help

 **University of New Mexico Health Sciences Center**

FORH009: Unrestricted NSF Balances by Index

Chart of Accounts:

Organization Code:

starts with contains

997A: Pediatrics Status: A Level: 5
997B: Pediatrics Administration Division Status: A Level: 6
997B0: Pediatrics General Administration Status: A Level: 7
997B00: Administration Faculty #01 Status: A Level: 8
997B01: Administration Staff #01 Status: A Level: 8
997B02: Administration Faculty #02 Status: A Level: 8

Data Entry Level Fund: (leave blank for all funds)

Fiscal Year: (YYYY)

The first page of the report is below.

FORH009										
Unrestricted NSF Balances by Index Organization: 997A - Pediatrics YTD 2009 Organizations excluded: None										
Index	Index Title	Organization	Revised Budget	Expenditures	Commitments	Unposted Commitments	NSF Balance Available	Net Unbudgeted Balance Forward	Revenues	Transfers
3U0001 - HU Non Endowed Spending Research										
99703X	246990-0126 PEDIATRIC-Peds Res	997B0	\$0	\$0	\$0	\$0	\$0	\$12,417	\$0	\$0
99705V	00763 Hem-Onc Fnd Division Support	997M1	\$17,231	\$1,513	\$0	\$0	\$15,718	\$39,992	\$681	\$0
99707C	01909 Childrens Leukemia Rsrch Fund	997M05	\$0	\$0	\$190	\$0	(\$190)	\$543	\$0	\$0
9970FI	02080 Rsrch Inform Alcohol Industry	997E07	\$39,487	\$27,285	\$17,682	\$0	(\$5,481)	\$0	\$25,000	\$0
9970JS	02105 Hem-Onc Fnd Research Support	997M1	\$0	\$1,275	\$0	\$0	(\$1,275)	\$0	\$2,000	\$0
9970JU	02104 Rsrch Supp-Peds Diabetes	997C02	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0
Fund 3U0001 Total:			\$56,718	\$30,073	\$17,872	\$0	\$8,773	\$52,952	\$32,681	\$0
3U0002 - HU Non Endowed Spending Education										
497117	246990-0934 OCCUPTNL THERPY	49700	\$0	\$0	\$0	\$0	\$0	\$5	\$0	\$0
497118	246990-0934 OCCUPTNL THERPY	497H1	\$0	\$0	\$0	\$0	\$0	\$2,905	\$45	\$0
99702Y	246832 01832-NEWBORN ICU	99700	\$6,000	\$2,325	\$0	\$0	\$3,675	\$6,855	\$842	\$0
9970CQ	02038 ODD Autism General Fund	997H2	\$0	\$0	\$0	\$0	\$0	\$6,537	\$83	\$0
9970IU	02090 Pediatric Mariposa Program	997M1	\$0	\$839	\$0	\$0	(\$839)	\$96,647	\$500	\$0
9970KK	LTT5 09 Award-Rural HS Prev Cardio	997C02	\$5,290	\$0	\$0	\$0	\$5,290	\$0	\$5,290	\$0
997345	246310-0221 PEDIATRIC DEPT	997B0	\$1,500	\$1,002	\$0	\$0	\$498	\$9,099	\$0	\$0
997346	246320-0222 PEDIATRIC PUJM	997D1	\$200	\$0	\$0	\$0	\$200	\$27,846	\$0	\$0
997347	0339 Hematology Fnd Healthy Red	997M1	\$500	\$1,133	\$0	\$0	(\$633)	\$45,404	\$0	\$0
997348	246391-0339 PEDS HBM-HIV Foundatio	997N1	\$101	\$0	\$0	\$0	\$101	\$1,183	\$0	\$0
997350	246502-1502 ODD	997H1	\$0	\$567	\$0	\$0	(\$567)	\$15,723	\$217	\$0
997351	246503-1503 CHR8 REEVES FDN	997H1	\$282,894	\$278,223	\$62,149	\$340	(\$77,818)	\$108,563	\$93,704	\$0
997353	246519-1519 PEDS DEVELOPMENT	997B0	\$0	\$0	\$0	\$0	\$0	\$2,657	\$510	\$0
997355	246550-0503 NEONATOLO-DEVEL	997C06	\$0	\$0	\$0	\$0	\$0	\$5,149	\$0	\$0
997353	246732-1732 INFEC DISEASE	997N1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
997359	246760-MESSENGERS OF -General Activ	997H1	\$1,281	\$0	\$0	\$0	\$1,281	\$47	\$0	\$0
997536	246853-ODD LINC	997H1	\$0	\$0	\$2,139	\$0	(\$2,139)	\$0	\$0	\$0
997618	ODD General Fund	997H1	\$0	(\$35,715)	\$0	\$0	\$35,715	\$5,000	\$1,510	\$0
997622	MFCMP Family Support Fund	997H1	\$8,787	\$2,153	\$0	\$900	\$5,734	\$54,533	\$0	\$0
997708	PARENT TRAINING FOR ASD	997H1	\$7,100	\$0	\$0	\$0	\$7,100	\$2,125	\$0	\$0
997725	01902 Pediatric Nephrology	997P1	\$1,000	\$1,882	\$0	\$0	(\$882)	\$11,193	\$8,000	\$0
997793	246920-FOCUS FVLY SUP-General Activ	997K28	\$0	\$0	\$0	\$0	\$0	\$1,184	\$0	\$0
997885	246819-01819-ODD - LEND	997H1	\$0	\$0	\$0	\$0	\$0	\$2,370	\$0	\$0
997894	1943-Anderson Fdn-Thrombosis	997M03	\$100,000	\$54,577	\$31,251	\$0	\$14,173	\$0	\$100,000	\$0

Run Date: 01/27/09

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