



FISCAL YEAR END

The information in SAM is put there (or not) by a human being.

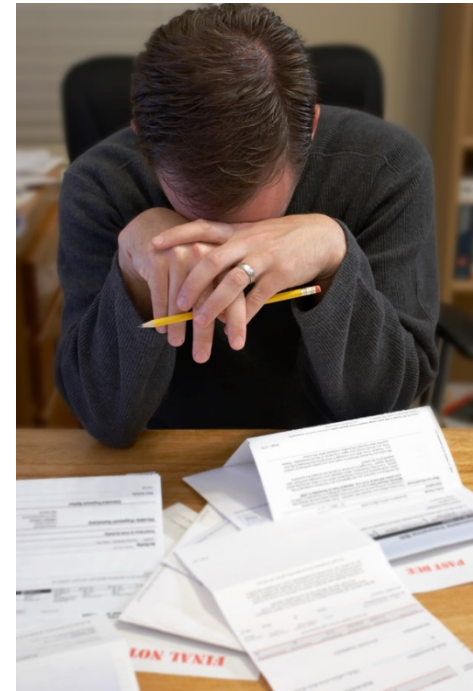
Don't go out on a rope. Be careful and do not rely on just one system. Be sure to reconcile SAM with Banner.



# Review Commitments

make sure everything has been accounted for

- \*Start up
- \*Stipends
- \*Summer Salary
- \*Adjunct Salary
- \*Student support
- \*Facilities Projects
- \*Outstanding/Upcoming Travel
- \*Administrative Office Expense
  - \*\*Phone/MCD allowance
  - \*\*Postage
- \*Other??



# FUND RECONCILIATION

Know how to use SAM.

<b>Fund#</b>	<input type="text" value="101426"/>	<b>Budget Transactions</b>		Beg Bal:	<b>\$0.00</b>	Current Budget:	<b>\$407,681.00</b>							
<b>Acct Code</b>	<input type="text" value="All"/>			Proposal:		Pay Expense:	<b>(\$287,304.80)</b>							
<b>7/1/13 - 6/30/14</b>	<input type="button" value="Clear Filter"/>	<input type="button" value="Adv. Transf"/>	<input type="button" value="Expen Transf"/>	<input type="button" value="Bud Transf"/>	<input type="button" value="STOP"/>	<input type="button" value="Fund Summary"/>	<input type="button" value="Fund Details"/>	<input type="button" value="Total Fund"/>	<input type="button" value="Total Fund 2000-999999"/>	<input type="button" value="Excel Export"/>	<input type="button" value="Trv"/>	<input type="button" value="Sub"/>	Funds Available:	<b>\$91,625.63</b>
													Adj. SAM Balance:	<b>\$94,174.47</b>
													Banner Balance:	<b>\$94,174.35</b>

Acct Cd	Amount	Trans Dt	Type	Req Inv#	PO#	Requestor	Status	Dt Paid	Dept	Spec Group	Special Cat	
<input type="text"/>	<input type="text"/>	3/23/14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal	
										<input type="text" value="Trav/Sub"/>	<input type="text" value="CS"/>	<input type="text" value="POS#"/>

1. Reconcile SAM to Banner using EPRINT report FGRODTA
2. Use the top right corner of the SAM Budget Transaction, it can show you how much you actually have to spend including obligations, if you've reconciled.
3. Use the Fund Summary Button in SAM for an at-a-glance comparison to Banner.
4. Use Banner Screen FGIBDST and FGITRND to see fund activity.
5. Use EPRINT report FGROPNE to view your open encumbrances.
6. Use EPRINT report YFPPCIN to view your p-card transactions by month.

# How to read/use SAM

Current Budget:	<b>\$407,681.00</b>	← Total Budget
Pay Expense:	<b>(\$287,304.80)</b>	
Other Expense:	<b>(\$28,750.57)</b>	
Funds Available:	<b>\$91,625.63</b>	← Balance ( <b>Includes</b> Obligations) add benefits back to this number
Adj. SAM Balance:	<b>\$94,174.47</b>	← YTD + Encumbrances + Payroll
Banner Balance:	<b>\$94,174.35</b>	← Banner Balance ( <b>Excludes</b> Obligations)

For SAM to be used effectively it is important to code each transaction appropriately. Each financial activity should be entered as the correct type of transaction. Each status indicator should be selected to match the type.

**IMPORTANT NOTE:** when determining your **ACTUAL** remaining balance you should add the benefits back to your Funds Available SAM total.

# Clean Up Deficits

Your fund is now reconciled. Make sure it does not have any deficits. If it does you should prepare a budget revision (BD606) or a budget Flex (BD607) or a journal entry (JV). Which form you use will be determined by what type of deficit you have and your funding options for covering the deficit.

**\*\*Please send all BD607's through the Dean's Office for review and approval.\*\***



# Make Contact / Start Communicating

Reach out to faculty who have money set aside for them and confirm they intend to spend it this fiscal year. Then SPEND it.





**Push faculty to SPEND. Push them to place their orders no later than mid April with the goal being the order will be received, invoiced and paid for by June 10.**





Process EPAFs for stipends and summer salary remaining to be paid this fiscal year.

Inform your faculty immediately that state appropriated funds that are committed for this year CAN NOT roll into next years budget. If the funds are not spent this fiscal year they go away. (check with your chair or director to confirm he/she agrees with this policy before scaring the faculty). If they are not encumbered by a set date (around April 15) the department or center will spend the money.

Prepay whatever is possible for upcoming travel.

Enter your orders as quickly as you get them and facilitate payment by promptly doing receiving when item arrives and securing and invoice and getting it over to AP ASAP!



# Follow Up, Run Down & Repeat

## 1. Stay up to date

- a. SPEND, SPEND, SPEND some more.
- b. Check 49erMart for any new purchase orders using your fund number.
- c. Confirm SAM entries are being entered timely and correctly
- d. Do receiving as soon as item arrives.
- e. Provide invoice to AP via *Image Now* or campus mail.
- f. Monitor P-card activity via Works and complete tasks as assigned.
- g. Contact vendors for shipping and ETA updates and invoices .
- h. Send reminder emails to faculty regarding any spending you are anticipating them to expense. Remind them the money cannot be saved or rolled into the next fiscal year.
- h. Provide balance information and any other important information with your chair or director regularly.
- i. Reconcile SAM to Banner
- j. Start over. Stay on top of it. Don't *worry* on it, **work** on it.

