Budget Accountant (BA) Features

BA Overview

- PeopleSoft is the bank and BA is the checkbook

- Identifies charges that come through PeopleSoft incorrectly

- Encumbers any type of expense most encumbrances are auto-uploaded in BA with no manual entry

- Provides review of all open encumbrances allowing for follow-up of non-posted items

- Allows for project accounting to track expenditures and encumbrances

BA Overview

- Flexibility to the department to be able to run non-appropriation linked speedtypes on a cash basis to limit over-spending
- Auto-generation of close-out reports once reconciliation is completed
- Flexibility in reporting

Identifying Errors

- Every time funds are expended an encumbrance is made in BA

- BA receives a feed of expenses every night from PeopleSoft

- When reconciliation is done the encumbrances are matched against the expenditures by BA automatically

- Any expenditures that do not match up to their encumbrances remain to be examined by the reconciler

Encumbrances

- Are uploaded to BA using the following methods:
  - OnBase procard feed
  - Travel and Pay Request feed
  - One-time yearly manual entry for recurring expenses (i.e. stockroom, IT charges etc...)
  - Spreadsheet uploads
- Salary and benefits are encumbered for the entire year
- F&A is encumbered on sponsored programs
- Smart encumbering feature is available in which BA takes the average of the expense over the past 90 days

Reconciliation

- Encumbrances and expenses are reconciled together

  - Discrepancies are reviewed and corrected

- During the monthly close out process the numbers in BA are compared to the numbers in PeopleSoft

  - Discrepancies are reviewed and corrected

- The monthly closeout is done and the speedtype is reconciled for the month

- Closeout reports auto-generate in Excel for distribution to the approvers of the speedtype

Reconciliation

- Closeout reports are generated automatically in Excel

- Excel file can then be uploaded to the Speedtype Tracking Approval Reconciliation System (STARS) in OnBase

- A reconciliation report can be generated with the name of the person that reconciled the speedtype, the date and time it was reconciled and the total number of speedtypes they are responsible for reconciling every month

Cash Accounting

- On non-appropriation linked speedtypes departments can run speedtypes on a cash basis instead of budget
- Budget numbers are still entered into the reconciliation process so that departments can gauge how close they are to budget
- This should help reduce over-spending and give departments actuals to base financial decisions from

Reporting

- Flexible reporting to allow speedtypes to be reported in groups or individually

- Reports can be generated by project

- Summary reports provide budget, expense to date, open encumbrances and uncommitted balance as of the end of the fiscal year

- Detail reports that show all detail including A/P, procard and salary in one report either by month or fiscal year