

MANAGING MONEY RESTRUCTURE

Navigating the Administrative Gateway

 University at Buffalo
Division of Finance and Administration



New Navigation

Financial Management launched a restructure of the [Managing Money](#) section of the [Administrative Services Gateway](#).

The new Managing Money navigation organizes content by task, instead of by funding source. State, Research Foundation and UB Foundation content is now consolidated.

Many tasks have policies and procedures that are applicable to all funding sources, and previously content was duplicated on multiple pages.

The new layout will allow departments to easily find information related to tasks and then compare different processes by funding source.



Old Navigation by Funding Source

Managing Money

- ▶ Getting Started in Money Management
 - About SIRI Dashboards
 - Electronic Budget Revision (eBudget)
- Key Budget, Financial and Analysis Information
- State Funds
- Research Foundation (RF) Funds
- UB Foundation (UBF) Funds
- Resource Planning
- Find a Financial Expert
- UB Financial Guidelines and Policies
- Glossary of Financial Terms
- Common Fee Assessments
- Managing Money FAQs
- Managing Money Index

Related Links

- ▶ Traveling for Business
- ▶ Travel and Expense System (Concur)
- ▶ SIRI

New Navigation by Task

Managing Money

- ▶ **Data Access**
- Managing Accounts
- Fee Development and Cost Accounting
- Collecting Revenue
- Transfers
- Refunds, Rebates, Reimbursements
- Budget & Financial Analysis
- Common Fee Assessments
- Resource Planning
- Guidelines and Policies
- Glossary of Financial Terms
- Find a Financial Expert
- Managing Money Index

Related Links

- ▶ Traveling for Business
- ▶ Travel and Expense System (Concur)
- ▶ SIRI

Managing Accounts

Considerations for Managing Accounts in all Funding Sources:

NACUBO Classification:

- Groups expenses according to the purpose for which the cost is incurred
- Used to Standardize reporting across colleges and universities
- More emphasis in assigning the correct NACUBO to ensure accurate reporting

Entities Assigned to Accounts:

- Must have “Y” for Financial Affiliation
- A new filter is being added to the SIRI Support Tables Organization Structure so that you can filter on Affiliation to easily identify those with “Y” for Financial Affiliation.
- Enhancing the Chart of Accounts Formstack to incorporate a dropdown list of allowable entity codes

Purpose	Group	VP / Decanal Unit	Functional Role	Area / Discipline	Department	Sub-Department / Program	Base Entity	Entity Number	Hierarchy Code	Personnel Affiliation	Financial Affiliation	Course Affiliation
Academic	Professional Programs	College of Arts and Sciences	CAS Academic	CAS Arts and Humanities	Department of Art	Fine Art	Communication Design	1002	0727040401	N	Y	N
Academic	Professional Programs	College of Arts and Sciences	CAS Academic	CAS Arts and Humanities	Department of Art	Fine Art	Computer Art	1003	0727040402	N	Y	N
Academic	Professional Programs	College of Arts and Sciences	CAS Academic	CAS Arts and Humanities	Department of Art	Fine Art	Fine Art	0160	0727040400	N	N	N
Academic	Professional Programs	College of Arts and Sciences	CAS Academic	CAS Arts and Humanities	Department of Art	Fine Art	Illustration	1004	0727040403	N	Y	N

Managing Accounts

New Field Available in All Funds Chart:

Activity/Commitment:

- Optional field that can be set up in the Chart of Accounts to support desired Uplan budget and reporting needs
- Examples: Events, Faculty/Staff Recruitment, Student Recruitment, Start-Up Costs

Closing Accounts:

Criteria to Close Accounts:

- New/enhanced tables that identify the criteria to close an account for each funding source

Transfers

Combined all [Transfer](#) Types:

- Revenue Transfers
- Expenditure Transfers
- Allocations Transfers
- Interagency Transfers

New Tables to show transfer types and allowability:

- Tabs for each funding source
- Additional tab is available for [Cross Funding expenditure transfers](#)

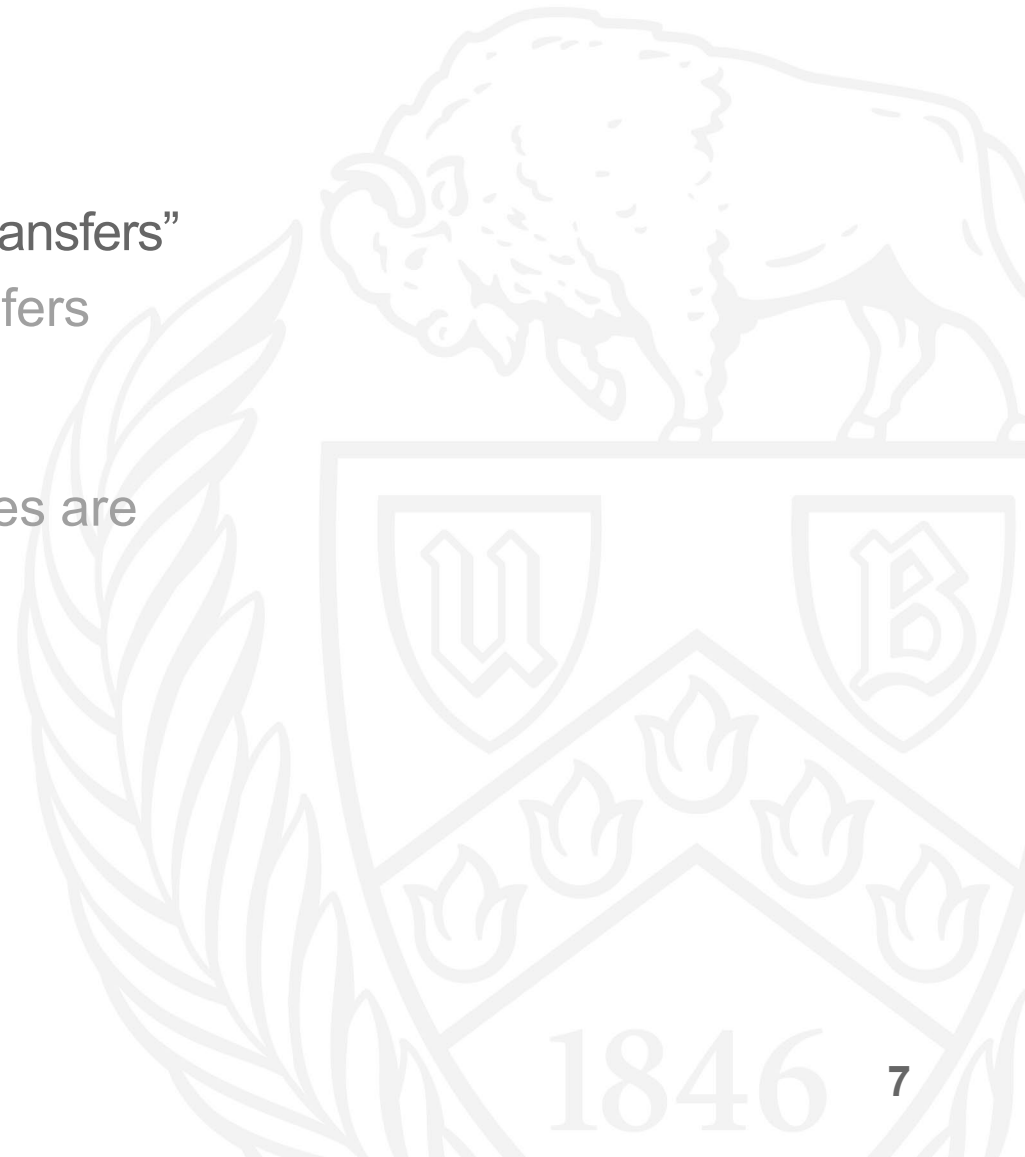
Incorporated links to the [Year End Cutoff dates](#)



Allocation Transfers

Budget Revisions terminology is transitioning to “Allocation Transfers”

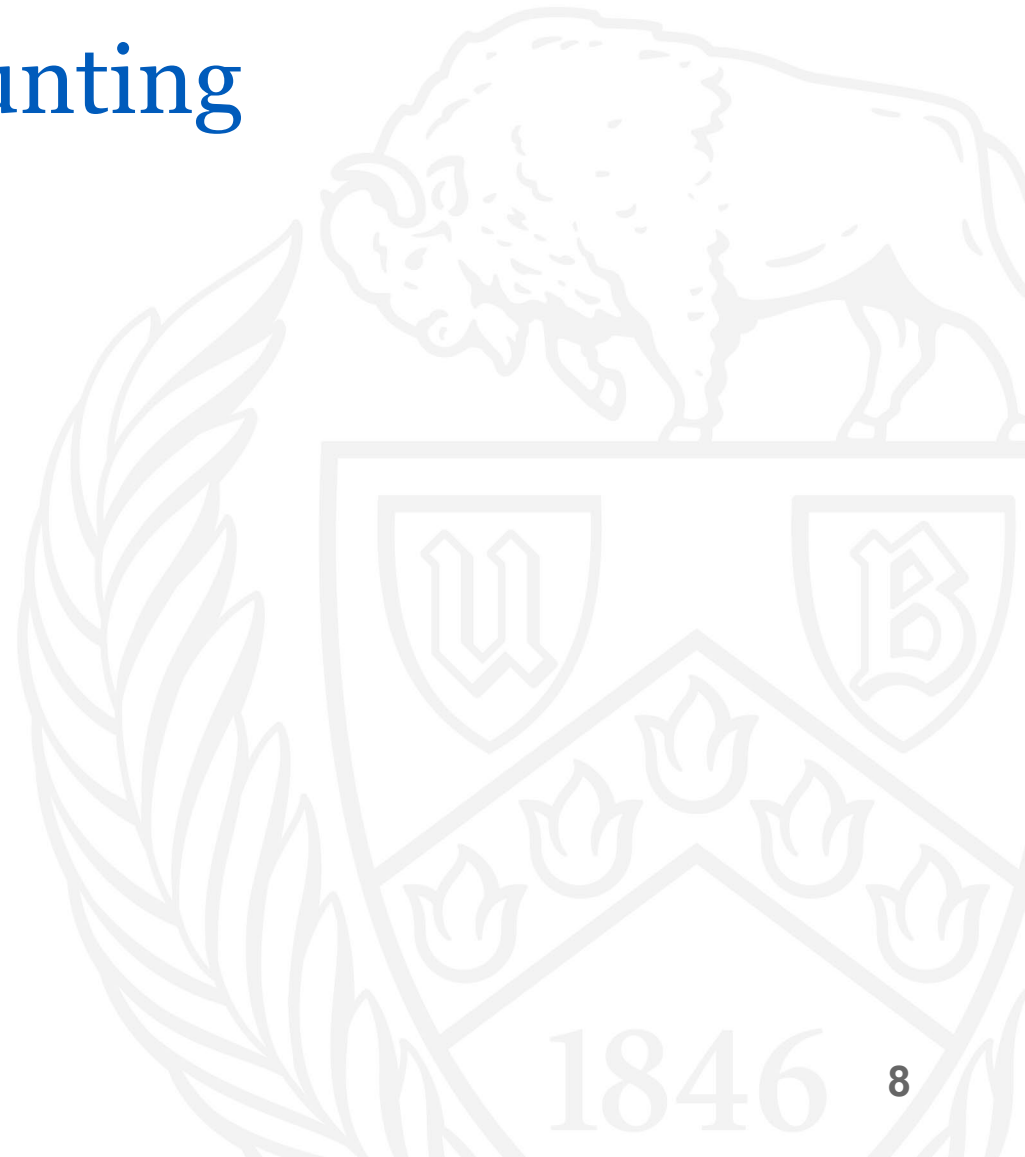
- Allocation Transfers better reflects what these transfers represent
- Allocations do not represent your “budget”
- This transition is a work in progress as many updates are needed:
 - Website
 - SIRI
 - eBudget



Fee Development and Cost Accounting

Fee and Service Type Revenue Types:

- Both the Tuition Deposits and Graduate Application Fees have their own sections
- Policy and Procedures for both Service Centers and Departmental Events have been restructured to provide more content
- Tables have been added to assist in determining allowable expenses by funding type



Fee and Service Revenue Types

- + Department Events
- + Non-Credit-Bearing Professional Development Programs
- + Service Centers
- + Service Revenue Contracts
- Tuition Deposits

A pre-admission deposit.

[Learn more about developing tuition deposit fees](#)

- University Fees

UNIVERSITY FEES (SUNY)

A university fee is predominately paid by students. SUNY approval is required for mandatory fees with a set dollar value that may be variable by campus. Examples include, but are not limited to:

- Course-based or laboratory fees
- Mandatory fees

UNIVERSITY FEES (CAMPUS)

A university fee is predominately paid by students. Campus approval is required for fees that are charged to support campus services and a variety of student activities. Examples include, but are not limited to:

- Orientation Fees
- Voluntary Student Health Service Fees

UNIVERSITY FEES (GRADUATE APPLICATION)

An application for acceptance into a graduate program leading to a master's, doctoral or equivalent. Campus approval is required for fees that are below the SUNY threshold. SUNY approval is required for fees that are above the threshold.

[Learn more about developing university fees](#)

Added sections for
Tuition Deposits and
Grad Apps

Departmental Events Table Example

By defining the expense type and purpose it is easier to determine if the expense is allowable under the different funding sources.

Departmental Events Allowable Expenses by Funding Source

Expense Type	Purpose	Description	Allowable-State	Allowable-RF	Allowable-UBF
Salary and Wages	Administrative Staff	Actual anticipated percentage of effort by the staff and work should be directly related to the rate being charged (current salary and fringe)	Yes	Yes	Yes
Salary and Wages	Administrative Staff	Actual anticipated percentage of effort by the staff and work should be directly related to the rate being charged (current salary and fringe)	Yes	Yes	Yes
Salary and Wages	Faculty	Cost of instruction for academic staff and technicians who perform duties in conjunction with a credit-bearing or required course leading to a degree (tuition and State support are provided for this purpose)	No	No	No
Food and Beverage	Food and Beverage specific to the event	The food and beverage is related to the specific departmental event.	Yes	Yes	Yes
Food and Beverage	Alcoholic Beverages	Alcoholic beverages related to event rate	No	No	Yes

Collecting Revenue

Before departments can collect revenue, they must consider the type of revenue, the accounts it can be deposited into and allowable payment methods, policies, required forms and documents.

The [Collecting Revenue](#) page provides an overview of all revenue types collected across campus.

Collecting Revenue-Accepting Electronic Payments

The [Accepting Electronic Payments](#) page contains information about:

- ACH and Wire Transfers
- UB Marketplace
- Credit Cards (In Person)

NEW things to note on this page:

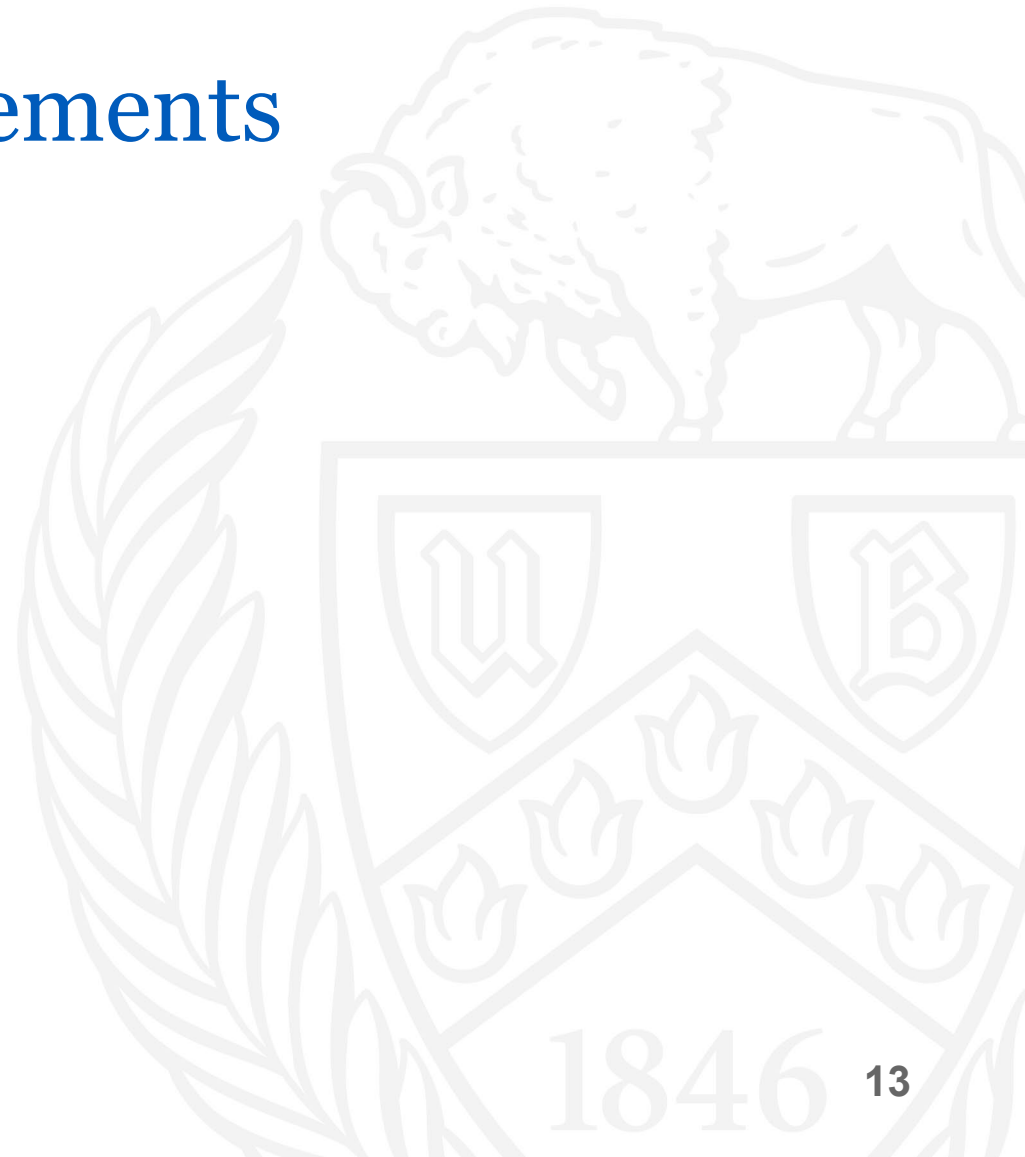
- Research Foundation now has a Marketplace Store
- [UB Marketplace Setup Procedures](#)



Refunds, Rebates and Reimbursements

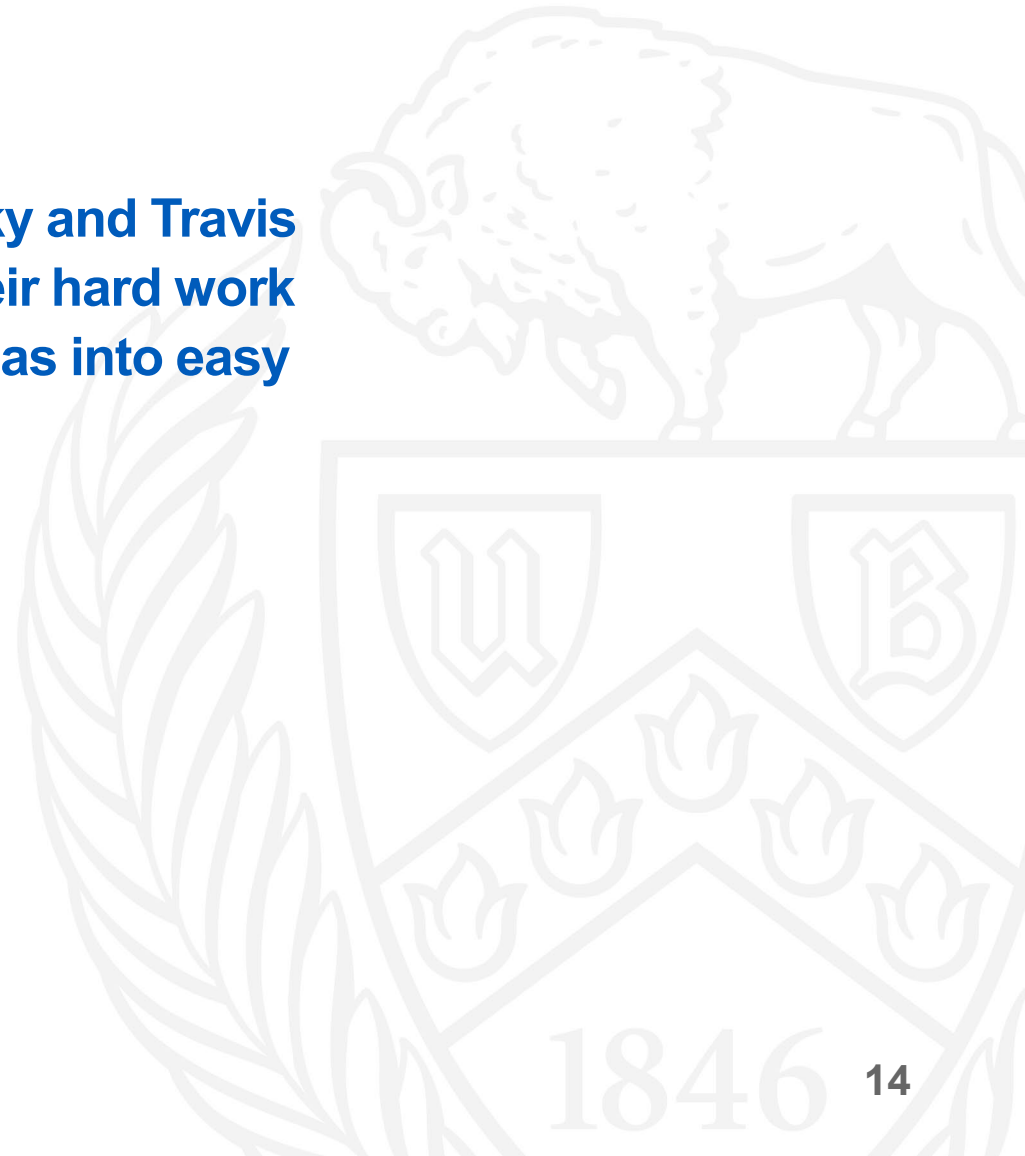
Refunds, Rebates are Reimbursements are treated as expenditure credits instead of cash deposits, no GUSF is applied to these.

- This NEW page provides:
 - Examples and definitions for each type.
 - Details on how to process these transactions, including multiple payment options.
 - Points of contact for questions, if you are unsure if what you have falls into these categories.



Acknowledgement

We'd like to give a special THANK YOU to Mary Kvetkosky and Travis Wright, from Business Reporting and Systems, for all their hard work on this project. They were instrumental in turning our ideas into easy to navigate, web content.



Helpful Links

[Find a Financial Expert](#)

[Glossary of Financial Terms](#)

[UB Directory](#)

Please Note

- ❖ If you had bookmarks to old pages, please update those. There are currently re-directs in place to direct you to the new pages, but that is temporary.

HOW DID WE DO?

Take the *Session Survey* on your smart device using the QR Code on your schedule.



Questions?

