

Reviewing Foundation fund balances and getting accounting string information

When Foundation voucher forms or expense reports (being paid with Foundation funds) come in, they often have the department signatures, but ensure that Mark Gambaiana has signed on the Executive Secretary line. If not, the voucher needs to go up to the Advancement Office, MC205. The signatures on Foundation vouchers should follow the signatures needed for University requisitions. Some of the foundation vouchers will need to be forwarded to purchasing AFTER you've confirmed the fund's available balance, written the accounting string on the voucher, and updated the Access log from AP to PO. Put vouchers that need to be turned into POs in Purchasing Supervisor's inbox. If she is on vacation, put them in Purchasing Buyer's inbox.

The foundation fund numbers are: 2xxxxx1, 6xxxxx1, 190412, and 410021. 190412 is referred to as the Truman Fund for Excellence or the unrestricted fund. 410021 is the loan fund. Funds that begin with a 6 are endowment, and funds that begin with a 2 are restricted for a particular purpose but they are not endowments. All of the Foundation fund numbers are six digits. The Foundation accounting string follows the same premise as with University accounting. The program and account numbers are often the same for both Foundation & University but there are some expense accounts with different numbers, so you'll need to confirm the numbers.

The image shows a PDF document titled "TRUMAN STATE UNIVERSITY FOUNDATION" with the address "McCLAIN HALL 100 KIRKSVILLE, MO 63501 816-785-4133". The document is a "Payment Voucher" dated 12/27/12. It contains the following information:

PAY FROM:
Account Title: Truman Fund for Excellence
Account Number: 190412/105007/72401/54
Line Item: _____

PAY TO:
Name: State Farm Insurance Companies
Address: PO Box 680001
City, State ZIP: Dallas, TX 75368-0001
Phone/FAX: _____

Amount: \$ \$286.40 Issue Payment Issue Purchase Order

Description (Please attach original invoice if applicable):
Melinda L. Wood Life insurance policy LP-1191-2152, annual premium.

Person Making Request: Bethany Conover

FOUNDATION OFFICE USE
 Checked to see that account has funds to spend: _____ Date: _____
Approval for Expenditure: Mark Gambaiana Date: 12-27-12
Executive Secretary, Truman State University Foundation

BUSINESS OFFICE USE
Date: _____ Applied to Student Account: _____
Check Number: _____ Mailed: _____
Vendor #: _____ Received by: _____
P.O. #: _____

White copy - Business Office Yellow copy - Truman State University Foundation Pink copy - Requester

The Advancement office gets a budgeted allotment of money for spending through the unrestricted fund 190412 (Truman Fund for Excellence). If the foundation fund on the voucher is 190412-and an organization isn't 106001, go the FGIBDST, type chart F, current fiscal year, uncheck box next to Uncheck Revenue Accounts, enter fund 190412, and change organization number to the applicable number. Click Next Block. The current available balance appears in the bottom right corner. If the fund is 190412 and the organization number is 106001, then follow the steps in the next example. Sometimes the department will list the organization number instead of the fund number associated with 190412. All of the organization numbers associated with fund 190412 start with 10xxxx.

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.5 (ADMIN)

Chart: F
 Fiscal Year: 13
 Index:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 105007 Misc - Ins Payments
 Fund: 190412 Truman Fund for Excellence- U
 Program:
 Account:
 Account Type:
 Activity:
 Location:

| Account Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|-------------------|-------------------------|-----------------|--------------|-------------|-------------------|
| 72163 | E Board Approved Budget | 5,000.00 | 0.00 | 0.00 | 5,000.00 |
| 72401 | E Insurance | 0.00 | 3,614.15 | 0.00 | -3,614.15 |
| Net Total: | | 5,000.00 | 3,614.15 | 0.00 | 1,385.85 |

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
 Record: 1/2

This is an insurance payment example and these payments are processed on varying schedules (sometimes only once or twice a year), so I recommend looking at the vendor history to determine the invoice number to be used rather than guessing.

Oracle Fusion Middleware Forms Services: Open > FAIVNDH

File Edit Options Block Item Record Query Tools Help

Vendor Detail History FAIVNDH 8.5 (ADMIN)

Vendor: 000500391 State Farm Insurance Vendor Hold Selection: All
 Fiscal Year: 12 Invoice Date From: Invoice Date To:

| Vendor Invoice | Invoice | Indicators | | | | | Vendor Invoice Amt | Due Date | Check Date | Check Number |
|-----------------|----------|------------|-----|-------------|------------|--------|--------------------|-------------|-------------|--------------|
| | | Approval | VIC | Credit Memo | Open/ Paid | Cancel | | | | |
| 3994288-C04-25R | I0084413 | Y | N | N | P | N | 565.70 | 26-AUG-2011 | 26-AUG-2011 | 00175657 |
| 4288C0425RJAN12 | I0089345 | Y | N | N | P | N | 569.40 | 15-FEB-2012 | 15-FEB-2012 | 00182534 |
| 25BME6224MAY12 | I0091393 | Y | N | N | P | N | 478.00 | 09-MAY-2012 | 09-MAY-2012 | 00184643 |
| LF11912152JAN12 | V029055 | Y | N | N | P | N | 286.40 | 30-DEC-2011 | 30-DEC-2011 | A0117381 |
| LF11929770JAN12 | V029224 | Y | N | N | P | N | 269.40 | 25-JAN-2012 | 25-JAN-2012 | A0117447 |

Record: 4/5

On the voucher, check the box at the bottom under Foundation Office Use, write the current available balance, sign your name and date that the fund balance has been reviewed. Review and edit the accounting information and backup documentation the same way you do with University requisitions.

20130101133514967.pdf - Adobe Reader

File Edit View Window Help

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TRUMAN STATE UNIVERSITY FOUNDATION V029356
McCLAIN HALL 100 KIRKSVILLE, MO 63501 816-785-4133

Payment Voucher Date: 12/27/12

PAY FROM: Account Title: Truman Fund for Excellence Account Number: 190412/105007/72401/54 Line Item: _____

PAY TO: Name: 000500391 State Farm Insurance Companies Address: PO Box 680001 City, State ZIP: Dallas, TX 75368-0001 Phone/FAX: _____

Amount: \$ \$286.40 Issue Payment Issue Purchase Order

Description (Please attach original invoice if applicable):
Melinda L. Wood life insurance policy LP-1191-2152, annual premium.

Person Making Request: Bethany Connor

FOUNDATION OFFICE USE

Checked to see that account has funds to spend: \$1,385.85 Angela Carron Date: 1-2-13

Approval for Expenditure: Malambaia Date: 12-27-12
Executive Secretary, Truman State University Foundation

BUSINESS OFFICE USE

Date: _____ Applied to _____
Check Number: _____ Student Account: _____

Example 2:

20130101134253976.pdf - Adobe Reader

File Edit View Window Help

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TRUMAN STATE UNIVERSITY FOUNDATION V020043
McCLAIN HALL 100 KIRKSVILLE, MO 63501 816-785-4133

Payment Voucher Date: 12-18-2012

PAY FROM:
Account Title: LIBRARY
Account Number: 290841
Line Item: 72109
Amount: \$ 28⁰²

PAY TO:
Name: WANDA CAGLE
Address: PML 102
City, State ZIP: _____
Phone/FAX: _____

Issue Payment Issue Purchase Order

Description (Please attach original invoice if applicable):
Reimbursement for flowers for Liz Spousler retirement
reception held 12/18/2012. Receipt attached.

Person Making Request: *Richard Caglin*

FOUNDATION OFFICE USE
 Checked to see that account has funds to spend: _____ Date: _____
Approval for Expenditure: *Matt Marbois* Date: 12-19-12
Executive Secretary, Truman State University Foundation

BUSINESS OFFICE USE
Date: _____ Applied to _____
Check Number: _____ Student Account: _____



Go to FGITBSR, type in the six-digit fund number, click next block and take the current available balance less encumbrances. This example doesn't have encumbrances. The next example has encumbrances. In this case, the available fund balance is \$39,497.30. The available fund balance must exceed the expense amount on the voucher. If the current fund balance is not a credit balance, do not process the voucher and ask Angela or Terrie to look at the balance.

COA: F Truman State University Foundation Fiscal Year: 13
 Fund: 290841 Library -TR OR Fund Type:
 Account: OR Acct Type:

| Acct Type | Account | Description | Beginning Balance | Debit/Credit * | Current Balance | Debit/Credit * |
|------------------------------|---------|-----------------------------------|-------------------|----------------|-----------------|----------------|
| 11 | 11001 | Claim on Cash | 37,055.64 | Debit | 39,497.30 | Debit |
| 13 | 13027 | Due From Truman State University | 0.00 | Debit | 0.00 | Debit |
| 13 | 13998 | 6-30-11 Banner bal adjust to TIAA | 0.00 | Debit | 0.00 | Debit |
| 21 | 21010 | Accounts Payable | 0.00 | Credit | 0.00 | Credit |
| 31 | 30010 | Revenue Control | 0.00 | Credit | 2,480.20 | Credit |
| 31 | 30050 | Expenditure Control | 0.00 | Credit | 38.54 | Debit * |
| 42 | 42002 | FB-Restricted-Expendable | 11,701.29 | Credit | 11,701.29 | Credit |
| 42 | 42005 | FB-Restricted-Exp-Others | 25,364.35 | Credit | 25,364.35 | Credit |
| 42 | 42009 | FB-Restricted-PY Adjustments | 0.00 | Credit | 0.00 | Credit |
| Total: | | | 0.00 | | 0.00 | |
| Current Fund Balance: | | | | | 39,497.30 | Credit |

* - denotes amount is opposite of Normal Balance

Then, to get the organization number and program number, go to FGIBDST, Chart F, type in fund number and the organization and program number often autopopulate. In this example, the organization number is 201270 and the program number is 31.

Chart: F Organization: 201270 Library
 Fiscal Year: 13 Fund: 290841 Library -TR
 Index: Program: 31 Library
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

| Account Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|-------------------|------------------|-----------------|--------------|-------------|-------------------|
| 5C101 | R Unitized Gifts | 0.00 | 2,465.00 | 0.00 | -2,465.00 |
| Net Total: | | 0.00 | 2,465.00 | | |

TRUMAN STATE UNIVERSITY FOUNDATION V020043
MCCLAIN HALL 100 KIRKSVILLE, MO 63501 816-785-4133

Payment Voucher

Date: 12-18-2012

PAY FROM: _____ PAY TO: 000010775

Account Title: LIBRARY ac. Name: WANDA CAGLE

Account Number: 290841-201270-72409-31 Address: PML 102

Line Item: ~~7104~~ City, State ZIP: _____

Phone/FAX: _____

Amount: \$ 28⁰² Issue Payment Issue Purchase Order

Description (Please attach original invoice if applicable):

*Reimbursement for flowers for Liz Spaulden retirement
reception held 12/18/2012. Receipt attached*



Person Making Request: *Richard Caglin*

FOUNDATION OFFICE USE
\$39,497.30
 Checked to see that account has funds to spend: *Angela Cannon* Date: 1-2-13

Approval for Expenditure: *Marta Barbaraia* Date: 12-19-12
Executive Secretary, Truman State University Foundation

BUSINESS OFFICE USE
Date: _____ Applied to
Check Number: _____ Student Account: _____

Example 3: includes encumbrance

20130101135432841.pdf - Adobe Reader

File Edit View Window Help

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Tools Sign Comment

TRUMAN STATE UNIVERSITY FOUNDATION V029164
MCCARTIN HALL 100 KIRKSVILLE, MO 63501 816-785-4133

Payment Voucher Date: 12-21-12

PAY FROM: Account Title: Bulldog Fund Account Number: 290231 Line Item: _____

PAY TO: Name: H4-Use Address: _____ City, State ZIP: _____ Phone/FAX: _____

Amount: \$ 174.75 Issue Payment Issue Purchase Order

Description (Please attach original invoice if applicable):
Food provided during end of semester department meeting.

Person Making Request: *Jeffrey Peak* 12/21/12 *J. Peak*

FOUNDATION OFFICE USE

Checked to see that account has funds to spend: _____ Date: _____

Approval for Expenditure: *Marta Barbara* Date: 12-28-12
Executive Secretary, Truman State University Foundation

BUSINESS OFFICE USE

Date: _____ Applied to Student Account: _____
Check Number: _____

Go to FGITBSR, type in the fund number, click next block and take the current available balance less encumbrance control (which should be a debit). In this case, the available fund balance is \$30,486.14 (\$31,558.14 - \$1,072). The available fund balance must exceed the expense amount on the voucher.

COA: F Truman State University Foundation
 Fund: 290231 Bulldog - General Fund -TR
 Account:
 Fiscal Year: 13
 OR Fund Type:
 OR Acct Type:

| Acct Type | Account | Description | Beginning Balance | Debit/Credit * | Current Balance | Debit/Credit * |
|-----------------------|---------|----------------------------------|-------------------|----------------|-----------------|----------------|
| 11 | 11001 | Claim on Cash | 29,064.23 | Debit | 31,558.14 | Debit |
| 13 | 13027 | Due From Truman State University | 0.00 | Debit | 0.00 | Debit |
| 21 | 21010 | Accounts Payable | 180.00 | Credit | 0.00 | Credit |
| 31 | 30010 | Revenue Control | 0.00 | Credit | 10,177.58 | Credit |
| 31 | 30050 | Expenditure Control | 0.00 | Credit | 6,197.67 | Debit * |
| 31 | 30090 | Transfer Control | 0.00 | Credit | 1,306.00 | Debit * |
| 31 | 30140 | Encumbrance Control | 1,508.00 | Debit * | 1,072.00 | Debit * |
| 31 | 30160 | Reserve for Encumbrance | 1,508.00 | Credit | 1,072.00 | Credit |
| 42 | 42002 | FB-Restricted-Expendable | 26,368.95 | Credit | 26,368.95 | Credit |
| 42 | 42005 | FB-Restricted-Exp-Others | 2,515.28 | Credit | 2,515.28 | Credit |
| Total: ALL ACCOUNTS | | | 0.00 | | 0.00 | |
| Current Fund Balance: | | | | | 31,558.14 | Credit |

* - denotes amount is opposite of Normal Balance

To get the organization number and program number, go to FGIBDST, Chart F, type in fund number and the organization and program number often autopopulate. In this example, the organization number is 201110 and the program number is 46.

Chart: F
 Fiscal Year: 13
 Index:
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both
 Organization: 201110 Athletic Department
 Fund: 290231 Bulldog - General Fund -TR
 Program: 46 Intercollegiate Athletics
 Account:
 Account Type:
 Activity:
 Location:

| Account Type | Title | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|--------------|----------------------------------|-----------------|--------------|-------------|-------------------|
| 5C101 | R Uninitiated Gifts | 0.00 | 8,875.24 | 0.00 | -8,875.24 |
| 72109 | E Meals/Banquets/Refreshment | 0.00 | 644.70 | 0.00 | -644.70 |
| 72123 | E Repairs | 0.00 | 650.00 | 0.00 | -650.00 |
| 72128 | E Awards--Giveaways-Prizes-Gifts | 0.00 | 1,009.00 | 1,072.00 | -2,081.00 |
| 73403 | E Computer Equipment under \$500 | 0.00 | 1,697.66 | 0.00 | -1,697.66 |
| 74109 | E Other Printing | 0.00 | 410.00 | 0.00 | -410.00 |
| 77109 | E Lodging | 0.00 | 237.62 | 0.00 | -237.62 |
| 77115 | E Entry Fees | 0.00 | 510.00 | 0.00 | -510.00 |
| 82112 | T Transfer out to Truman | 0.00 | 1,306.00 | 0.00 | -1,306.00 |
| Net Total: | | 0.00 | 2,410.26 | 1,072.00 | -1,072.00 |

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List

TRUMAN STATE UNIVERSITY FOUNDATION V029164
McCARTIN HALL 100 KIRKSVILLE, MO 63501 816-785-4133

Payment Voucher

Date: 12-21-12
PAY FROM: Bulldog Fund
Account Title: Bulldog Fund
Account Number: 290231-201110-72109-46
PAY TO: 000020118
Name: Hy-Vee
Address:
Line Item: City, State ZIP:
Phone/FAX:
Amount: \$ 174.75
 Issue Payment Issue Purchase Order

Description (Please attach original invoice if applicable):

Food provided during end of semester department meetings.

Person Making Request: Jennifer Speck 12/21/12 jms

FOUNDATION OFFICE USE
\$30,486.14
 Checked to see that account has funds to spend: Angela Carron Date: 1-2-13
Approval for Expenditure: Malt Barbara Date: 12-28-12
Executive Secretary, Truman State University Foundation

BUSINESS OFFICE USE
Date: Applied to
Check Number: Student Account:

Finally, we sometime have vouchers in which the Truman State University Foundation is paying Truman State University. In these cases, the only important thing to note is that the expense account when entering the invoice is 82112 (Transfer Out to Truman). When entering the invoice payment, it is important to note the University accounting string. The account number in the description is always 58116 (Revenue from Foundation). In the example below, the description could be: "1110-226501-58116-11 V029305 R Sallans." During audit reviews, people always check to make sure the amount in the Foundation's 82112 expense account matches the amount in the University's 58116 revenue account.

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File Edit View Window Help

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Tools Sign Comment

TRUMAN STATE UNIVERSITY FOUNDATION V029305
 MCCLAIN HALL 100 KIRKSVILLE, MO 63501 816-785-4133

Payment Voucher Date: 11/27/12

PAY FROM: Account Title: EISENBERG FUND 82112^{ac} PAY TO: 000020048
 Name: TRUMAN STATE UNIVERSITY

Account Number: 292024/20180/1219/12 Address: 1110-226501-58116-11

Line Item: _____ City, State ZIP: _____
 Phone/FAX: _____

Amount: \$ 1,000.00 Issue Payment Issue Purchase Order

Description (Please attach original invoice if applicable): TRANSFER FUNDS TO
INTERDISCIPLINARY SUPPORT ACCOUNT
1110 226501 72103 11

SALLANS
RYAN SALLANS WILL BE GUEST SPEAKER/LECTURER ON
MARCH 5, 2013 + IS BEING SUPPORTED BY SEVERAL
UNITS (SAGE, SCG, OIS + EISENBERG FUND)
(SEE ATTACHED)

Person Making Request: Ruthy Powell

FOUNDATION OFFICE USE
 Checked to see that account has funds to spend: Angela Carron Date: 1-2-13
 # 2,679.98

Approval for Expenditure: Mark Tamborica Date: 11-28-12
 Executive Secretary, Truman State University Foundation

BUSINESS OFFICE USE
 Date: _____ Applied to _____
 Check Number: _____ Student Account: _____

Special Note: If the foundation voucher has no accounting information provided or a strange accounting number listed do one of two things. Let's say 160010 is written in the account section and Baseball is on the account title line. Go to ADADESG (designation) type the number and Next Block. Confirm that the name matches what is written on the account title line (it likely won't match exactly). Click the Finance Information tab to get the finance fund, organization, and program numbers. You'll still need to determine the appropriate expense account.

Oracle Fusion Middleware Forms Services: Open > ADADESG

File Edit Options Block Item Record Query Tools Help

Designation ADADESG 8.5 (ADMIN)

Designation: 160010 Baseball Project: []

Header Information Finance Information Designation IDs Attributes Financial Aid Funds Class Years

General Ledger Credit Number

Gift: []
Pledge: []
Payment: []
Expenditure: []

OR

| | COA | Index | Fund | Organization | Account | Program | Activity | Location |
|--------------|-----|-------|--------|--------------|---------|---------|----------|----------|
| Gift: | [] | [] | 290141 | 201110 | 5C101 | 46 | [] | [] |
| Pledge: | [] | [] | [] | [] | [] | [] | [] | [] |
| Payment: | F | [] | 290141 | 201110 | 5C101 | 46 | [] | [] |
| Expenditure: | [] | [] | [] | [] | [] | [] | [] | [] |

Finance Queries: Gift Pledge Payment Expenditure

Updated by: CCRAGG

Banner Finance Chart of Accounts; press LIST for valid codes.
Record: 1/1 | ... | List of Valu... | <OSC>

If you know the fund name (on account title) but don't know any numbers, search in the fund field in FGIBDST or go directly to the search form, FTVFUND. Enter query, type part of name, execute query. I'm looking for the fund with the following numerical sequence: 2xxxx1, 6xxxx1, 190412, or 410021.

Oracle Fusion Middleware Forms Services: Open > FTVFUND

File Edit Options Block Item Record Query Tools Help

Fund Code Validation FTVFUND 8.0 (ADMIN)

| Chart of Accounts | Fund Code | Fund Type | Title | Data Entry | Status | Effective Date | Termination Date |
|-------------------|-----------|------------|-------|------------|--------|----------------|------------------|
| F | [] | %Baseball% | [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] | [] | [] | [] |
| [] | [] | [] | [] | [] | [] | [] | [] |

Enter a query; press F8 to execute, Ctrl+Q to cancel.
Record: 1/1 | Enter-Qu... | <OSC>

