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.

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C TRUMAN STATE UNIVERSITY FOUNDATION MCCLAIN HALL 100 KIRKSVILLE, MO 63501 B16-785-4133 Click on Tools to convert PDF documents to Word or Excel. Payment Voucher Date: 12/27/12 Payment Voucher Date: 12/27/12 Payment Voucher Date: 12/27/12 Pay To: Account Title: Truman Pund for Excellence Name: State Farm Insurance Companies Account Number: 190412/105007/72401/54 Address: PO Box 680001 Line Item: City, State ZIP: Datlas, TX 75368-0001 Phone/FAX: Amount: \$ 2286.40 88 Issue Payment Issue Purchase Order	
Description (Please attach original invoice if applicable): 	
Person Making Request: Bethany Control	
FOUNDATION OFFICE USE	
Checked to see that account has funds to spend: Date: Date:Date: Date: Date: Date: Date: Date: Date: Date: Date:Date:Date:Date:Date:Date:Date:Date:Date:Date:Date:DAte:DAte:DAte:	
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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.

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Account Type Title 72153 E Board Approved Budget 72401 E Insurance	Adjusted Budget 6,000.00 0.00	YTD Activity 0.00 3,614.15	Commitments 0.00 0.00	Available Balance 5,000.00 -3,814.15				
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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.

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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.

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. Ø	TRUMAN STATE UNIVERSITY FOUNDATION V029356 MCCLAIN HALL 100 KIRKSVILLE, MO 63501 816-785-4133	-
	Payment Voucher Date: 12/27/12	
	PAY FROM: PAY TO: OCO50039/ Account Title: Truman Fund for Excellence Name: State Farm Insurance Companies Fund Orea Account Number: 190412/105007/72401/54 Address: PO Box 680001 List Insurance Companies	
	Line item: City, State Zir: Dearage, The 75000-0001	
	Amount: \$\$286.40 & Issue Payment □ Issue Purchase Order	
	Description (Please attach original invoice if applicable): Melinda L. Wood life insurance policy LF-1191-2152, annual premium.	
	Person Making Request:_Bthany Contros	
	FOUNDATION OFFICE USE # 1,335.85 Checked to see that account has funds to spend: <u>Argels Carron</u> Date: <u>1-Z-13</u>	
	Approval for Expenditure: Mar Danbarana Date: 12-27-12 Executive Secretary, Truman State University Foundation	
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	Date: Applied to Cbeck Number: Srudent Account:	•

Example 2:

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l	TRUMAN STATE UNIVERSITY FOUNDATION V020043 McClain Hall 100 KIRKSVILLE, MO 63501 816-785-4133 V020043 Payment Voucher Date: 12-18-2012 Pay FROM: Pay TO: Account Title: UBRAAM Name: WANDA-CAGUE Account Number: 290841 Address: PML 102 Line Item: 72.09 City, State ZIP:	
	Amount: \$ X Issue Payment	
	Description (Please attach original invoice if applicable):	
	Reinburgement for flowers for hiz Sponsler hutlement Waption held 12/18/2012, leceipt attached RECEIVED Person Making Request School Canglin	
	FOUNDATION OFFICE USE	
	Checked to see that account has funds to spend:Date:	
	Approval for Expenditure: Martin Janbarana Date: 12-19-12	
	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.

Accum Description Beginning Balance Debify Credit Current Balance Debify Credit Debify Credit </th <th colspan="10">Oracle Fusion Middleware Forms Services: Open > FGITBSR Elle Edit Options Block (tem Becord Query Tools Help Image: Service Summary FGITBSR 8.4 (ADMIN) Image: Service Se</th>	Oracle Fusion Middleware Forms Services: Open > FGITBSR Elle Edit Options Block (tem Becord Query Tools Help Image: Service Summary FGITBSR 8.4 (ADMIN) Image: Service Se										
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31 3010 Revenue Control 0.00 Credit 2,460.20 Credit 31 30060 Expenditure Control 0.00 Credit 38.64 Debit 1 42 42002 FB-Restricted-Expendable 11,701.29 Credit 11,701.29 Credit 1 42 42005 FB-Restricted-Expendable 25,364.36 Credit 25,364.36 Credit 1 42 42009 FB-Restricted-Exp-Others 25,364.36 Credit 0.00 Credit 1 42 42009 FB-Restricted-Exp-Others 0.00 Credit 0.00 Credit 1 42 42009 FB-Restricted-PY Adjustments 0.00 Credit 0.00 Credit 1 42 4209 FB-Restricted-PY Adjustments 0.00 Credit 0.00 0	21	21010	Accounts Payable	0.00	Credit		0.00	Credit			
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Current Fund Balance: 39,497.30 Credit	* - denotes amount is opposite of Normal Balance										
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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.

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Ľ Ø	TRUMAN STATE UNIVERSITY FOUNDATION MCCLAIN HALL 100 KIRKSVILLE, MO 63501 816-785-4133	•
	Payment Voucher Date: 12-18-2012	
	PAY FROM: PAY TO: 000010775	
	Account Title: UBRARY ANDA-CAGLE	
	Account Number: <u>270871-201270-72</u> 907-3ddress: <u>PML 102</u>	
	Line Item: 477104 City, State ZIP:	
	Amount: \$ 28° ² NIssue Payment	
	Description (Please attach original invoice if applicable):	
	Reimburgement for flowers for Liz Sponslen reterement Neception held 12/18/2012, leceipt attached Received accounts Person Making Request Rechard Cary	
	FOUNDATION OFFICE USE \$39,497,30 Detected to see that account has funds to spend: Ungela Canon Date: 1-2-13	
	Approval for Expenditure: Mart Janborana Date: 12.19.12	
	BUSINESS OFFICE USE	
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Example 3: includes encumbrance

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	TRUMAN STATE UNIVERSITY FOUNDATION V029164	<u>•</u>
	Payment Voucher Date: 12-21-12 PAY FROM: Build ba Fund PAY TO: Account Title: Build ba Fund Name: Account Number: 29023 Address: Line Item: City, State ZIP:	
	Amount: \$74.75 Issue Payment Issue Purchase Order	
	Description (Please attach original invoice if applicable):	
	Food provided during end of semester	
	department. meeting?	
	Person Making Request: July Jup Jean 12/21/12 July	
	FOUNDATION OFFICE USE	
	Checked to see that account has funds to spend:	
	Approval for Expenditure: Martin Barana Date: 12-28-12 Executive Secretary, Truman State University Foundation	
	BUSINESS OFFICE USE	
	Date: Applied to Check Number: Student Account:	•

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.

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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	\square		
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	*	- 2	
31	30160	Reserve for Encumbrance	1,508.00	Credit		1,	,072.00	Credit		1	Γ
42	42002	FB-Restricted-Expendable	26,368.95	Credit		26	,368.95	Credit			
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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.

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🙀 Organization Budget Status FGIBDST 8.5 (ADMIN) 000000000000000000000000000000000000										
Chart: F T Organization: 201110 T Athletic Department										
Fiscal Yea	r:	13 💌	Fu	und:	290231	Bulldog - General Fund -TR				
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5C101	R	Unitized 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	1		
77115	E	Entry Fees	0.00		510.00	0.00	-510.00			
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C TRUMAN STATE UNIVERSITY FOUNDATION V029164	•
Payment Voucher Date: 1/2 - 2/-12 PAY FROM: PAY TO: Account Title: Build og Fund Account Title: Build og Fund Name: Hy-Uee Account Number: 29023 - 20110-72109-46 Line Item: City, State ZIP: Phone/FAX: Issue Payment Amount: \$ 174.75	
Description (Please attach original invoice if applicable): Food provided during end of senester department. meeting.	
Person Making Request: August Jeps Jean 2/21/12 Judy FOUNDATION OFFICE USE \$30,486.19 Checked to see that account has funds to spend: <u>Angela Carron</u> Date: 1-2-13 Approval for Expenditure: Maltabarana Date: 12-28.12	
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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	Payment Voucher Date:11/27/12	
	PAY FROM: PAY TO: 000020048	
	Account Title: EISENBERG FUND 82112" Name: TRUMAN STATE UNIVERSITY	
	Account Number: _292021/20180/2219/424ddress: _1110-226501-58116-11	
	Line Item: City, State ZIP:	
	Phone/FAX:	
	Amount: \$ 1,000.00	
	Description (Please attach original invoice if applicable):	
	SALLANS LYAN SALLAN WILLEE GUEST SPEALER/LEATURER ON MARCH 5, 2013 + 15 BEING SUPPOZTED BY SEARCAL UNITS (SHE, SCG, OIS + EISBNEERG FUND) (SEE ATTACHED)	
	Person Making Request:_Zathy Powell	
	FOUNDATION OFFICE USE # 2,679,98 Dechecked to see that account has funds to spend: <u>Angela Carron</u> Date: 1-2-13	
	Approval for Expenditure: 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.

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Designation ADADESG 8.5 (ADMIN) 2000000000000000000000000000000000000	×Ì
Designation: 160010 Baseball Project:	
leader Information Finance Information Designation IDs Attributes Financial Aid Funds Class Years	
General Ledger Credit Number	
Gift:	
Pledge:	
Payment:	
OR	
COA Index Fund Organization Account Program Activity Location Gift:	
Pledge:	
Finance Queries: Gift OPledge OPayment OExpenditure Updated by: CCRAGG	
anner Finance Chart of Accounts; press LIST for valid codes. ecord: 1/1 List of Value	Ĩ

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 > FTYFUND										
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🙀 Fund Code Validation FTVFUND 8.0 (ADMIN) 000000000000000000000000000000000000										
Chart of Fund Fund Accounts Code Type Title	Data Entry	Status	Effective Date	Termination Date	ן 🛓					
F %Baseball%										
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Enter a query; press F8 to execute, Ctrl+Q to cancel. Record: 1/1 Inter-Qu										

You find there are two choices, 290141 which is Baseball or 292941. We would seldom ever use a scholarship fund unless that was specified, so the correct choice is 290141. Also, look at the past expense activity in the fund using FGIBDST to help determine what kind of expenses are paid from the fund.

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🧑 Fund Code '	Validation FT	VFUND 8	.0 (ADMIN) 2000000000000000000000000000000000000					2000 <u>×</u> 4
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Chart of	Fund	Fund	Title	Data	Ctatua	Effective	Termination	
Accounts	Coue	Type		Enuy	Status	Date	Date	
E	190142	21	Baseball - U		A	01-JUL-2002		-
F	192942	21	Baseball Scholarship Fund-U		A	14-APR-2011		
F	29014	21	Baseball		A	01-JUL-2002		
F	290140	21	Baseball -PR		A	01-JUL-2002		
F	290140	21	Baseball -PR		A	07-FEB-2007	07-FEB-2007	
F	290141	21	Baseball -TR		A	01-JUL-2002		
F	290142	21	Baseball - U		A	01-JUL-2002		
F	290142	21	Baseball - U		A	07-FEB-2007	07-FEB-2007	
F	29294	21	Baseball Scholarship Fund		A	14-APR-2011		
F	292941	21	Baseball Scholarship Fund-TR		A	14-APR-2011		
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Record: 6/10			<08C>					