

FREQUENTLY ASKED QUESTIONS Xavier University Budget Office

What must I do to get someone started using Xavier's Network?

You can go to the Library and Technology Tab on the Portal and go to the Useful Links in the middle column and click on the "Getting Started" link or click [here](#).

How do I get a new employee setup to order office supplies from Boise Office Max and Office Depot?

Contact Donna Fines in purchasing at ext. 3676, or by email.

What must I do when Reorganization and/or Restructuring causes changes in Budget Responsibilities?

There are a number of steps which need to be taken upon receiving responsibility for Budget Administration.

1. In writing, notify the Controller, Purchasing and Budget Departments of the change or the new responsibilities.

2. Complete a Signature Authorization Form on each fund/org for which you will be responsible. All other personnel who will be processing documents on those funds/orgs should also sign the form. You can link to the form [here](#).

3. If you need help determining the list of funds/orgs, ask the individual within the office who had the responsibility prior to you. You can also call the Budget Office at 745-3636, or email at mcgroryr@xavier.edu.

4. If computer access to the funds/orgs is needed, complete an Administrative Access Request Form. You can get this form through the portal. Tab on the *Employee Services* section. In the bottom right corner, you will see a section marked *Forms*. You will find the Administrative Access Form in this section. Upon completion, send it via interoffice mail to the Budget Office, ML 4621.

5. If you are unfamiliar with the Finance Administrative System (FAS), call the Budget Office (745-3636) to schedule an appointment for Finance System Training. You should also begin to familiarize yourself with the Budget Office Website.

6. If you have questions about the funds/orgs you are managing, call:

Controller's Office –	Grants
	Endowments
AVP Financial Administration -	Plant Funds
Budget Office -	Operating Budget
	Student Agency

7. If needed, contact Human Resources for information on the process for hiring/replacing/paying an employee.

How do I find a document to see if it has been paid? How do I determine if I have received funds from another department?

You must first identify the type of document:

1. Interdepartmental charge – this document is used if another department was responsible for sending the form to the Controller’s Office. If you don’t see the transaction in the account you believe it should be in, review the other accounts in your fund/org. If the transaction did not post to any of your fund/orgs, call the originating department to see if they sent it to the Controller’s Office. If not, this is the problem, and the transaction needs to be initiated. If they sent the form, call the Controller’s Office to see if it has been processed.
2. Cash Receipt/Gifts/Revenue – the document will be displayed as a type “DSCR” with a document number such as “H0000526” and a description of who issued the check.
3. Request for Check/Cash – the request for check document will be displayed as a type “INNI” with a document number such as “I0000415” and a description of who the check was issued to. The request for cash document will be displayed as a type “JE16” with a document number such as “JESB0161” and a description of what the check was issued for.
4. Bookstore/Schiff/Sodexho/Printing Services Feed – there are numerous feeds into the Finance System. Click [here](#) for a list of the current feeds with examples of document numbers and descriptions.
5. Purchase Order that has been encumbered/paid – a purchase order that has been paid will be displayed as a type “INEI” with a document number such as “I0000415” and a description of who the check was issued to.

I have a transaction in my fund/org/account and I don’t know what it is. How do I identify it? It may not be mine!

You must first determine the journal type and document #. These are fields found in FAS on form FGITRND.

If it is: PORD
 INNI
 INNE
 JE16
 JE15

Call the Controller’s Office with the journal type, date processed, description and amount. If the transaction does not belong in your org or fund, they will need this information to help to determine where the charge belongs.

I just sent a budget revision to fund bills which need to be paid. Why is my account in deficit status?

Timing – too many members of departments fund items in the last five months of the fiscal year, as they occur, forgetting that items such as postage, long distance, printing services, Kinko’s, bookstore, benefit charges and Sodexho charges all continue to be entered into the system on a recurring basis. When managing a budget, these items must be deducted from any current available balance on a separate sheet of paper so “surprises” do not occur in funding. Once a charge has been

entered into the system it no longer needs to be tracked on a separate sheet of paper.

1. Ownership – a transaction may have been entered against your account in error. Refer to the above answer to resolve.

I have cash and checks to deposit. How do I do this? What form do I use?

[Click here](#)

I need a cash advance. How do I do this, and what form do I use?

[Click here](#)

How do I know if an account participates in a budget pooling feature?

On the Budget Office website is a complete list of account numbers. The column labeled “Pool # Account Participates In” will have the pool account number if the account is part of the pool. If the field is blank, the account does not participate in a pool.

Can I do a budget revision from my operating pool 701500 to payroll?

Only a few movements of the dollars allowed (owned by) a department to fund payroll are permissible. These are:

- 601602 – temporary help
- 601530 – overtime
- 601201 – faculty supplemental comp
- 601353 – tech/skilled supplemental comp
- 601403 – grounds supplemental comp
- 601453 – custodial supplemental comp
- 601503 – security supplemental comp
- 601651 – student pool

It is extremely important to remember that when you move these funds, you must also fund the benefits.

What other movement of funds is permissible with a budget revision form?

[Click here](#)

How do I complete the budget revision form?

[Click here](#)

What expenses are reimbursable while traveling for the University?

Go to the Accounts Payable website and then click on University Travel Policies & Procedures for the travel policy, or click here.

If I use my own money/credit card to purchase something for the University, what is the process for getting reimbursed?

Depending on the expenditure, either a request for check form or a business & travel expenses report form must be completed and submitted to the Accounts Payable Department.

Where can I find a purchase requisition?

The Purchasing Department website: <http://www.xu.edu/purchasing/>

How do I find a list of all the different account numbers? (e.g., printer supplies, computer equipment, etc.)

The list of all account numbers can be found on the Budget Office website in the right side yellow area, or click [here](#).

What is the process to have a purchase order paid?

Once a purchase requisition has been sent to Purchasing and a purchase order created, a copy of the purchase order will be sent to you. Once you have received the merchandise, sign the copy of the purchase order and return to Purchasing. The company should send the invoice to Purchasing and then it will be sent Accounts Payable for payment. If you receive the invoice, forward it to Purchasing.

What's the difference between a standing order and a purchase order?

Standing orders are set up to encumber dollars for on-going orders. For example, if you place a weekly order for widgets, then establishing a standing order would be a good idea. This way you encumber a set dollar amount and can give the same number to the vendor each time that you order, and you don't have to fill out a purchase requisition for each order. Once you receive the invoice, you forward the invoice and authorization to pay standing order form to Purchasing.

A purchase order is for a one-time order, or infrequent orders. Most orders are purchase orders. Call Purchasing for clarification.

What happens to a purchase requisition if I don't have enough money in my budget and/or account?

The Purchasing Department will send it back to you with a note saying that you need to do a budget revision. Refer to the Budget Office FAQ's on how to complete budget revisions.

If I receive an invoice for an order that was placed with a purchase order, where should I send it for payment?

Send the invoice to the Purchasing Department, ML 4611.

What should I do with the copy of the purchase order (that has receiving document across the body in gray) that is sent to my department?

Once you receive the items, sign the purchase order receiving document and return it to the Purchasing Department.

Why do I have to include my social security number (SSN) or Banner ID number on request for check forms or business and travel expense reports?

An SSN or Banner ID is needed to identify you as the correct payee. Your Banner ID is listed on your payroll check or on your direct deposit advice as “Employee ID.” It is also printed on your ALL CARD.

Has something been paid? Even if it has, I can’t find it in my budget?

This depends on the document, i.e., request for check, purchase order, etc.

Use form FGIBDST and click in the YTD activity column on the account number where the expense was to be charged. Then go to “Options” and click on the “Transaction Detail Information (FGITRND)” to view the detail. The request for check document will be displayed as a type “INNI” with a document number such as “I0000415” and a description of who the check was issued to. A payment against a purchase order will be a document displayed as a type “INEI” with a document number such as “I0000415” and a description of who the check was issued to.

If you do not see the transaction and you know that it has been paid, call the Accounts Payable Department to determine where the transaction was charged.

I have no idea how to look at the detail in my account to see the transactions.

Use the OPTIONS menu button from the form FGIBDST. Be sure that your cursor is in the correct account and column that you want the details for. Then click on Transaction Detail (FGITRND).

When I tried to do business with Kinko’s, the bookstore, etc., they didn’t have my number.

When doing any business with campus service providers (Kinko’s, bookstore, Sodexho, Schiff, Cintas, printing services, post office, telecommunications) you MUST provide them with the correct fund or org (not both) that you want charged. When dealing with the bookstore, you must also give them the correct account number. Giving the service provider a name of a department will not get the transaction processed.

If you have a new fund or org, you must let the service provider know that it is a NEW fund/org.