**OSP Budget Management Tool**

**User Guide**

(One state org)

**Volume V**

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**Instructions for using the**

**OSP Budget Management Tool for one state org**

INTRODUCTION TO OSP’S BUDGET MANAGEMENT TOOL page 3

* Active Tabs page 3
* Information Tabs page 4

INITIALLY ENTERING YOUR BUDGET page 5

ENTERING EXPENDITURES page 6

RECONCLING YOUR MONTHLY BUDGET page 6

FILTERING page 7

ENTERING BUDGET REVISIONS page 7

SUMMARY/CONTACT INFORMATION page 7

**INTRODUCTION TO OSP’S BUDGET MANAGEMENT TOOL FOR STATE ORGS**

The Office of Sponsored Programs has developed a budget management tool to help department heads and their admins manage their budgets. This documentation is designed to help get you started but if at any time you find that you need more help, contact Cindi Smead at smeadca@jmu.edu or 568-6872.

This spreadsheet was designed to look and function similarly to the nVision Report you run each month to reconcile your budget. It features active tabs that are used for the entry and tracking of all expenditures, budget reconciliation, and fiscal forecasting; and information tabs where the data you enter is collected and displayed for your use. It is recommended that upon receiving the spreadsheet, it is saved as a blank template, and again as the usable budget. After each reconciliation at the beginning of the month, it is also recommended to save it as the budget for the previous month (ie: Master budget – as of 2/10/15), which serves as a back-up in case of catastrophic errors. Save it again as of the first day of the current month (ie: Master budget as of 3/01/15). This is the budget you will use for the current month, until you save it as of the last day of the month again.

**ACTIVE TABS**

*Expenditures Tab*

The **Expenditures** tab is where the Department title, org #, original budget, budget revisions, and all the expenditures are entered, and from which the information flows to the **Budget Summary**, **Budget Detail**, and **Budget Forecasting** tabs.

 *Payroll Tab*

To the right of the **Budget Detail** tab, are the **Payroll** and **Travel** tabs. They are designed to help you keep track of payroll and travel expenses for each staff member. These tabs are not linked to the Expenditures tab. You will need to enter the information that you want to track, into the appropriate location in each tab.

On the **Payroll tab**, enter the **budgeted amount** for each wage or student staff member, their **name**, and **title** at the top of their section. Enter the Pay period posting date, the number of hours they worked during that period, the amount of their **wages** in **column E** and **fringe** in **column F**. The remaining balance shows at the bottom of the section for that employee.

 *Travel Tab*

On the **Travel tab**, enter the **staff member’s name**, **title**, and **budgeted amount** that has been allotted for their travel during the fiscal year at the top of their table, then information about each trip including the expense. The Remaining Travel Balance is listed at the bottom of the section for that employee.

*Budget Forecasting Tab*

The Budget Forecasting tab is a new addition to this spreadsheet. It is a blending of active and information tabs, in that some of the information (columns C & D) automatically populates from the Expenditures tab, and some is entered by the user (columns E & J). Each time the user enters the **original budget**, **budget revisions**, or **expenditures** into the **Expenditures tab** that information flows into **columns C & D** of the Budget Forecasting tab. If the user would like to know how much their department spends per month in any specific account or category of account codes, all they need to do is enter the **number of months** that the expenditures were spent in and the average is calculated and appears in **column F**. The yearly amount that is needed in that account code, assuming that their spending rate stays the same, is shown in **column H**. If they know that something is going to make a significant change in the amount of money they need in their budget for the next year (ie: they may be adding an additional staff member) they can calculate the amount of money they will need to ask for in their next year’s budget in each account code. All the user needs to do is enter the **multiplier** for the amount of increase or decrease in **column J** and the newly adjusted amount needed will appear in **column K**. For example, if the department is planning to add a new piece of equipment, that will likely increase the amount of money they spend on equipment by **35%**, then they enter **1.35** into the appropriate cell in column J, for the account code corresponding to the kind of equipment they plan to purchase. If the departmental budget always seems to fall a little short and the department head would like to raise it by **10%** to avoid shortages the next year, then they need to enter **1.10** in **column J** for any account codes they want included. This number can be changed at any time to explore different options.

**INFORMATION TABS**

*Budget Summary Tab*

The **Budget Summary** tab gives the viewer their summary budgetary information at a glance. There are three columns on this tab: **Total Awarded $ TO DATE**, **Total Expended $ TO DATE**, and **Total Remaining $ TO DATE.**  The data in cells A3, B5-9, C5-9, and D5-9 automatically populates when the information is entered on the Expenditure tab.

 *Budget Detail Tab*

The **Budget Detail** tab features the **Personal Services** expenses at the top of the page followed by the **Non-Personal Services**, listed in numerical order. **Column A** is a listing of the account code categories you will most likely be using, with the codes listed in **Column B**. For your convenience we have included a comment in **Column A** containing the definition from JMU’s Financial Procedures Manual of the allowable expenses in each account code. **Column C** is where the budgeted amount for each category is shown. **Posted Expenses** are shown in **column D**, and **Upcoming Encumbered Expenses** in **column E**. An explanation of these terms is included in comments in cell **D7&8** and **E7&8**. All expenditures are entered on the **Expenditures** tab and automatically transfer to the **Budget Detail** tab when the account code and dollar value are entered. **Column F** is where you will find the balance in each expense category, as well as the org as a whole, at the bottom of the page. If you use an account code that isn’t included in this spreadsheet, you will need to enter the account code on the **Budget Detail** tab. If it is a Personal Services category you will find blank rows in the Personnel Services section. Enter the title in column A, the account code in column B, and you’d like the state definition of allowable expenditures, enter it in the comment in column A. If you find that one of the NPS account codes that you use isn’t in this spreadsheet, find the section of codes where they would fit numerically, and enter it into the available rows, using the same process as you would for a PS expenditure. The **Grand Totals** for each of the four columns can be found at the bottom of the page.

**INITIALLY ENTERING YOUR BUDGET**

(Ideally you will receive the spreadsheet pre-loaded with your org’s budget but if for some reason you need to add it, just follow these instructions.)

Open the budgetary spreadsheet and an nVision report from the first day of the fiscal year. Go to the tab in the spreadsheet marked **Expenditures – AAAAAA**. Right click on the tab, choose **Rename**, and the tab’s title will highlight. Put your cursor at the end of **AAAAAA** and backspace until it has been erased. Enter your 6 digit org code. At the top of the page, enter the **Org Title** and **Org #** in the appropriate cells, and the information will automatically flow to the appropriate **Budget Detail**. Next, right click on the Budget Detail – AAAAAA tab and change the AAAAAA to your org number.

To enter the budget, open the Expenditures tab and the nVision Report. From the nVision Report, enter the **Org Code**, the **Account Code,** and the **dollar amount** budgeted for that account code into **columns B, C, and D of the Expenditures tab**. In **column G**, type **Original Budget** for every item listed on the nVision report. After you have created an entry (one per row) for each budgeted amount, click to the Budget Detail tab and verify that the PS and PS Recovery amounts agree with the nVision report amounts for each account code and category total. Save the spreadsheet as **Original Budget – as of MM/DD/YY**. As you proceed you will notice that the dollar value in cells **D6/E6** has changed to reflect those amounts. Follow the same procedure for all NPS and NPS Recovery amounts. Double check that you have loaded all budgeted amounts into the spreadsheet, then save the spreadsheet again. Now when you click on each tab, the total budgeted amounts will show up on the appropriate places on the Budget Summary, Budget Detail, and Budget Forecasting tabs.

**ENTERING EXPENDITURES**

Once the budget has been loaded into your spreadsheet you are ready to begin using it. Open the spreadsheet, and save it as **Master budget – org # - as of todays’ date** (for example: Master budget – 111111 – as of 2.01.15). Click on the **Expenditures** tab. To begin entering expenditures, go to the bottom of the list of previously entered expenditures or budget items and enter the **date the expense was incurred** in **column A**, the **org #** in **column B**, and the **account code** for that expense in **column C**. If you don’t know what account code would fit best, go to the **Budget Detail** tab, look for the category that best describes it, and hover over the title in **column A**. You will see a comment listing the allowable expenditures for that code. After you decide on the right code, go back to the **Expenditures** tab and enter that code in **column C**. If the expense has already posted and you are entering information from the nVision Report, enter the dollar amount of the expense in **column E**. If you have just purchased it you will want to encumber (hold the money aside for that expense) until it posts, so enter it in **column F**. Write a **brief description** in **column G** to help you remember later what the expense was, and the **staff member’s or vendor’s name** (if applicable) in **column H**. When the expense posts, enter the **Posting date** in **column I**. Click on the cell in **column J** and a drop down menu lets you choose the **Method of Payment** for this expense. Any additional notes about the purchase go in **column K**. Now that you’ve gotten the expense entered, go to the **Budget Detail** tab for that org and you will find it listed in the correct location based on the account code you chose. If you made a mistake, go back to the **Expenditures** tab, make the appropriate change and you will see the change reflected on the **Budget Detail** tab.

When entering Recoveries into the spreadsheet, always enter them as negative numbers, no matter whether they are entered as budgeted amounts, or posted or encumbered expenses!

**RECONCILING YOUR MONTHLY BUDGET**

Before beginning the reconciliation, check to see if any budget revisions have posted that you didn’t know about. You have a record of the budget revisions you put in the spreadsheet, so look on the Expenditures tab and compare them to the nVision Report to which you are reconciling.

When looking at the nVision Report and it shows that some of your expenses have gone from being encumbered to posted you will need to move them. Simply go to the **Expenditures** tab, and add the dollar value of the expense in **column E** (Posted Expenses) and remove it from **column F** (Upcoming Encumbered Expenses) by right clicking and choosing **Clear Contents**. Leave the additional information (description, staff member, method of payment, etc.) you entered previously about the expense. The change you make will automatically be reflected on the **Budget Detail** page.

When the Reconciliation is complete enter today’s date in **cell F8** on the **Expenditures tab**. Scroll to the bottom of the **Budget Detail** page and the **Reconciliation Total** will be shown. This total is the sum of the Upcoming Encumbered Expenses plus the Remaining Balance. This number is very important because it should equal the Remaining Balance shown on the nVision Report. If it doesn’t, double check all entries to make sure they were entered correctly, and verify that all account codes used on the nVision report are in the spreadsheet. If they aren’t then you will need to enter the account code, title, and definition on the Budget Detail tab. Once they are entered there, the expense will show up and your budget should balance. If you can’t figure out why it isn’t balancing, feel free to call Cindi at 568-6872.

**FILTERING**

This spreadsheet enables the user to filter the information in the Expenditures tab. This allows you to view the same kind of items at once. You can filter in several columns at the same time, but the thing to remember is that you should never save the spreadsheet after doing so. Filtering messes up the formulas, **so remember to save before filtering, but not after**!

**ENTERING BUDGET REVISIONS**

If you need to record a budget revision, you will need to enter it into the spreadsheet. Go to the **Expenditures** tab, and enter the revision (either as a positive if you are adding to the budget, or a negative if you are reducing the budget) and the corresponding account code into the row below the last entry. If you need help, refer to section **INITIALLY ENTERING YOUR BUDGET** of this document. Make sure to verify that the new totals at the bottom of the **Budget Detail** page are correct before entering additional expenditures.

**SUMMARY/CONTACT INFORMATION**

Hopefully this documentation has helped answer your questions about the use of the OSP’s Budget Management Tool for State Orgs. If you have any problems, concerns, or suggestions, feel free to contact its designer, Cindi Smead at smeadca@jmu.edu or 568-6872.