
Budget Reserves

December 2008

FAMIS Services

BUDGET RESERVES

Budget Reserves provide the ability to set aside budget in designated budget pools to cover commitments for future activity. These commitments are not contracts or encumbrances, but rather internal designations or reserves of balances. Budget Reserves allow departments to transfer budget to/from designated 'Reserve Pools' either within an account or between accounts.

The following list shows some examples of Budget Reserves Pool Codes; the complete list is available by viewing object codes in the 9400 range in the SL Object Code Table on CANOPY or Screen 806 in FAMIS.

Examples:

<u>Description</u>	<u>Reserve Pool Code</u>
Capital Projects	9465
Faculty Reinvestment	9487
Sponsored Project Commitment	9485
State Funds & Projects	9482

Entry

To process a Budget Reserve, you create a DBR document using CANOPY. All the DBR module edits and restrictions apply, however new rules and restrictions are also applied when you type in the budget reserve subcodes. These documents follow the DBR routing and approval paths for the department assuring proper authorization and go through the DBR Processing Office for final approval.

If an Agency does not utilize the DBR module, entry can be made using budget entry screens in FAMIS.

Things to Know -- Rules & Restrictions

- The designated Budget Reserve Pools are budget only - no revenue or expense codes are allowed using these codes
- Reserve Pool codes do not need to be included on ABR rules to be used for Budget Reserve transactions
- Reserves are protected and removed from the calculations when a pool 'borrows' from the others
- Budget Reserve transfers cannot take a Budget Pool below zero; there is no override
- Budget Reserve Pools are included in the BBA (Budget Balance Available) totals both in viewing and in reports

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- For SL entries, the appropriate 27xx GL 'reserve' account control is updated indirectly with an offset to the appropriate 4700 or 5700 account control (Year End Fd Bal Reclassification); also updated is the appropriate 3xxx GL Fund Balance account control.
- Budget Reserves Pools display in the normal flow of subcodes for viewing and reporting purposes
- To reserve GL Fund Balance (not already budgeted at the SL), process a one-sided 021 entry to the SL Designated Reserves Pool entry (indirect from the GL Fund Balance)
- Balances in the GL account controls 9270 (Unrestricted Budget Reserves Summ) and 9280 (Restricted Budget Reserves Summ) should match the total of the Reserves Pools in the S/L accounts (94xx)

Year End

Year End Processing for SL accounts is controlled by the Year End Transaction Flag on each account as displayed on Screen 6. The various values for this field tell FAMIS how to handle the account's balances at year-end.

At year end, all Budget Reserve Pool Codes roll forward to the New Year with a transaction code of 027 (Budget Forward). However, the original transaction identity is not preserved. The total accumulation of the 94xx and 95xx object codes results in one transaction in the New Year.

Implications of the values of the Year End Flag on Budget Reserves:

1. Year end code 'P' (Project Accounts)
 - Budget remains in the original SL in the 94xx/95xx Reserve Pool Codes
2. Year end code 'E' (Budget for Encumbrances Only)
 - Budget remains in the original SL in the 94xx/95xx Reserve Pool Codes
3. Year end code 'T' (Transfer to Another Account)
 - If SL to SL transfer, budget is transferred to the new SL in 94xx/95xx Reserve Pool Codes
 - If transfer is from SL to an SL with a different GL, budget remains in the original SL in 94xx/95xx Reserve Pool Codes
 - If transfer is back to the GL Fund Balance, budget remains in original SL in 94xx/95xx Reserves Pool Codes
4. Year end code 'D' (BBA to Different Account)
 - Budget is transferred to the new SL in 94xx/95xx Reserve Pool Codes
5. Year end 'F' (Roll Forward Budget for Encumbrances and BBA)
 - Budget remains in the original SL in the 94xx/95xx Reserve Pool Codes

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Table Set Up

FAMIS Services handles the following table set ups:

Screen 853 – Reserves Table Set up

The Reserves Table sets up the valid SL Reserve Object Pool Codes and the offset GL Account Controls.

Entry of the valid Account Controls that are 'Protected' is made in this table. This means that transfers cannot affect these codes directly – only indirectly.

853 Generic Table		07/09/08 15:55 CC AM	
Screen: ____	Campus Cd: **	Table Type: RESERVES	Start From: _____
Func Code	Key	Maint. on 853	Data
-	RSRV OBJ/ACCT CTRL	-	PROTECTED ACCT CTRL
-	94592759	-	2759
-	94602760	-	
-	94632763	-	
-	94642764	-	2764
-	94652765	-	
-	94662766	-	
-	94672767	-	
-	94682768	-	
-	94692769	-	
-	94702770	-	
-	94722772	-	
*** Press enter for more entries ***			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp			

Screen 805 – GL Account Control List

Screen 805 displays the Account Controls that are used as Summary Accumulators for the Budget Reserves.

805 Maintain GL Account Control Descriptions		07/09/08 16:21 FY 2008 CC AM	
Screen: ____	Account Control: 9240	View Master	Campus: _
Func Acct		State LBB	LAR
Code Cntl	Description	Code Code	Code Message
-	9240 Future Restr Rev Budget		
-	9250 Future Restr Exp Budget		
-	9260 Future Restr Surplus/Deficit Bdgt		
-	9270 Unrestricted Budget Reserves Summ		
-	9280 Restricted Budget Reserves Summ		
-	9310 Revenue Sum Ledger 1		
-	9320 Revenue Sum Ledger 2		
-	9330 Revenue Sum Ledger 3		
-	9340 Revenue Sum Ledger 4		
-	9350 Revenue Sum Ledger 5		
-	9360 Revenue Sum Ledger 6		
-	9370 Revenue Sum Ledger 7		
-	9380 Revenue Sum Ledger 8		
-	9390 Revenue Sum Ledger 9		
-	9510 Expense Sum Ledger 1		
***** More Data -- Press <ENTER> to View *****			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp Dload			

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