

Common Planning, Budget, and Review Terms

Adopted Budget – the Board approved budget for any given fiscal year; the budget at the beginning of the fiscal year

Auxiliary Budgets/Activity - budgets and associated activity that provide self-supporting services to students, faculty, and staff which are in support of the university's mission

Banner – the university's replacement Enterprise Resource Planning (ERP) computing system; includes modules for Finance, Human Resources, Student Information, and Advancement (fund raising); replaces the previous Plus ERP system

Banner Summary Tool – an Excel Pivot Table that contains current fiscal year Finance summary activity which can be used to monitor departments and generate analyses

Base Budgets – year-to-year budgets; if unchanged, what a budgeted line would be each fiscal year moving forward

Budget Cycle – the series of scheduled events that must occur to develop a budget

Budget Pool – budgets aggregated at general, vs. specific, levels of revenue or expense, e.g. General Operating, Facilities, etc.

Budget Transfer – the movement of budget between categories of revenue and expense and/or within and between organizations; transfers can affect base and/or revised budgets

Budgets – dollar representations of university plans and ongoing activities

Capital Assets – physical resources with a cost (or fair market value, if donated) exceeding an established dollar threshold that are expected to provide service for more than a single year.

Capital Plan or Project – a large-dollar plan or project which involves acquisition or construction of capital assets, e.g. buildings; typically, such projections make use of restricted university funds, e.g. funds available through debt proceeds, designated gifts, and/or grants

Carryforward – qualifying unspent budget from one fiscal year made available in the following fiscal year

Commitments – an expense obligation resulting from a purchase requisition (reservation) or purchase order (encumbrance) or other contract for goods or services requested but not yet received

Deferred Maintenance – the cumulative value of scheduled or routine maintenance and repairs for facilities that an organization chooses not to undertake when originally scheduled (typically due to financial considerations)

Depreciation – the allocation of the cost of tangible assets as expenses to multiple periods; the value of the asset's cost is divided by the number of periods the asset is expected to provide benefit; the resulting amount is treated as an expense during each period

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Direct Costs – costs that can be identified specifically with a particular project or activity

Document Code – a unique eight-digit reference identification used to record a collection of budget transfers or other Banner Finance system entry

e~Print – the university's Web based report distribution and archiving system; historical reports are available in PDF format as well as data file formats (i.e. text file)

e~Print Translation Tool – an Excel macro which allows users to translate downloaded data files (text file) from e~Print into Microsoft Excel for further analysis; the translation tool supports FRS reports FBM047, FBM090, FBM091 and FMB092

Electronic Personnel Action Form (EPAF) – a customized screen used to capture changes in an employee's assignment details

Encumbrance – one of two types of Commitment (see also Reservation); an expense obligation created by the generation a Purchase Order

Enrollment Projections – headcount (HC) and student credit hour (SCH) forecasts of future student enrollments; are the base assumption on which tuition, tuition exceptions, and financial aid budgets are built

Expense Transfer – the movement of an expense either between organizations and/or accounts

Financial Program Profile Review – a numerical, multi-year summary of an academic or service unit's activity; such summaries often include figures on revenue, expense, and ratios to student enrollments, either headcounts or student credit hours

FOAPAL – is the Banner equivalent of the FRS ten-digit account and departmental hierarchy structure. The six elements of FOAPAL are:

- *Fund* - the source from which the funds are drawn. Fund groups include Unrestricted Funds, Restricted Funds, Student Loan Funds, Endowment Funds, Plant Funds, Agency Funds.
- *Organization* - identifies the school/college/division/department and is responsible for managing funds. It reflects the current university organization structure.
- *Account* - identifies the type of activity, such as revenue and expense. The object code in the FRS system is similar to the new Account code.
- *Program* - identifies the purpose of the related financial transactions, within the context of the university's major activities, such as instruction, research, public service, etc.
- *Activity* – used to provide departments a method of tracking specific revenues or expenses that are unique to the department.
- *Location* – optional; to be defined at a later date.

Formula Budgeting – a budget strategy that relies on quantitative measures to distribute resources

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FRS – Financial Record System; a module of the university’s previous Enterprise Resource Planning computing system known as SunGard SCT Plus

FRS Database – an Excel Pivot Table that contains thirteen years of FRS unrestricted ten-digit departmental data which can be used to generate historical analyses

Headcount (HC) – typically the number of actual or projected student enrollments; can be used to create various ratios, e.g. unit cost per student headcount

HRS – Human Resource System; a module of the university’s previous Enterprise Resource Planning computing system known as SunGard SCT Plus

Incremental Budgeting – a budget strategy that focuses on percentage adjustments to existing base budget rather than on specific priorities

Indirect Costs – costs that are incurred for multiple purposes and, therefore, cannot be linked specifically to a particular project or activity

Instructional Budgets/Activity - budgets and associated activity within a school or college which directly support its teaching

Long-Range Capital Plan – a table which lists all ongoing and pending capital projects to illustrate their individual and collective budget impact

Net Contribution – for an activity with both revenues and expenses, the amount of revenue remaining after expenses are subtracted; the combined net contribution of academic, auxiliary, and other endeavors support the university’s overhead expenditures

New Academic Proposal – a detailed description of any new proposed academic program which includes market assessment, curriculum, required resources, as well as enrollment projections; proposals are reviewed by the Provost and Provost Council; they also require the creation of an associated New Spending Request and Planned Funding Spreadsheet

Operating Budget – budgets involving the university’s ongoing, year-to-year operations and which are primarily funded through tuition revenue; aka Unrestricted Budget

Plan - A proposal of new, expanded, or contracted university operations which typically call for or result in either an increase or decrease of revenues and/or expenses and associated budgets; complete plans include a New Spending Request and Planned Funding Spreadsheet; new academic plans also require the completion of a New Academic Proposal; new capital plans require a Project Fact Sheet

Planned Funding Spreadsheet – a spreadsheet template identifying changes in either revised or base budget by fiscal year for any given plan and by category of revenue and expense; plans may involve changes to budgets to one fiscal year or a number of fiscal years depending upon its timeline and projected financial activity over time

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Planning and Budgeting Executive Summary – a table which lists all submitted unrestricted operating plans to illustrate their individual and collective budget impact; the summary is used to balance a given fiscal year's operating budget

New Spending Request – a one-page template which identifies key components of a given plan, e.g. brief description, strategic initiative(s) supported, goal(s), measure(s), person(s) responsible, etc. The following six terms are used in its status field:

- *Withdrawn* – submitter withdrew the plan
- *VP Reviewing* – submitter's VP is in the process of reviewing the plan
- *VP Not Approved* – submitter's VP does not approve the submitted plan; the plan will be re-routed to submitter for further actions (Re-Submit/Withdraw)
- *VP Approved* – submitter's VP approved the submitted plan; the plan will be considered by the Leadership Team, Cabinet, and President for approval
- *President Not Approved* – for any number of reasons, the President does not approve the plan at the current time; the plan must be formally re-submitted to be considered in a future planning cycle
- *President Approved* – the President approved the plan; future year budgets of approved plans are re-evaluated and confirmed in light of plan performance and the university's larger fiscal standing

Position Budget – designated Finance budgets in support of a particular Human Resources position; the university seeks to base budget fully (i.e. at the salary) all unrestricted, full-time positions

Position Budget Report – a list of HR positions and their supporting Finance base budgets, typically sorted by unit, then organization

Project Fact Sheet – a spreadsheet template identifying key requirements of a capital plan

Reserves – budgeted funds for unanticipated needs, i.e. unexpected drops in actual revenue and/or spikes in expense

Reservation – one of two types of Commitment (see also Encumbrance); an expense obligation created by the generation a Purchase Requisition

Restricted Budgets/Activity – budgets and associated activity which is planned on external sources of funds that must be expended in accordance with stipulations established by the provider, e.g. debt proceeds, designated gifts, grants, etc.

Revised Budgets – budgets pertaining to a specific fiscal year only; they reflect changes to the base budget plan which only apply to the given fiscal year; at the start of a fiscal year the revised budgets match the base budgets; aka One-Time Budgets

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Self-Service Banner for Finance (SSB for Finance) – web-based information management system which allows users to query budget, actual, and encumbrance activity at both summary and detail level

Student Credit Hour (SCH) – the unit by which credit is given and tuition is charged for courses

Support Budgets/Activity - budgets and associated activity within any school or college which indirectly support the university's mission

Tuition Discounting – the practice of using institutional resources to award financial aid, thereby lowering the cost of attendance for selected students; aka Institutional Financial Aid

Unrestricted Budgets/Activity – budgets and associated activity which is planned primarily on funds that can be used for any purpose – typically the university's tuition and fee revenue; aka Operating Budget

Variance – difference between budget and actual revenues or expenses, can be negative or positive; dollar and percent variances are often presented together