



Budget Monitoring Protocols

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Comparing hourly actual vs. budget is currently a manual process. Possible solutions:

- Require managers to submit a report from Banner each pay period showing there is sufficient funds to cover the attached (and approved) timesheets. If there are insufficient funds, the VP will have to sign off that the work can continue into the new month. *Managers can currently run these comparison reports in Banner (FGIBDST and NHIDIST). This could be implemented at almost any time, but would require additional time to flow through the VP's office and additional resources in Fiscal to follow up.*
- If there is insufficient funding, manager must include an approved budget transfer or approved new resource allocation showing there will be additional funds by the next pay cycle. *Same as the previous item.*
- Allow one month of overage. Provide additional Payroll/Fiscal/HR resources to run variance reports more frequently and notifying the manager and VP within 5 business days of the payroll run the details of the overage. *This would require an investment in labor and technology to produce and deliver the monthly variance reports. This would also require additional time to route through the VP's office as mentioned in the previous recommendations.*
- Get quotes to find a solution in either Banner, WorkForce, or Questica to ensure that there is daily electronic timesheet data collection and salary calculation. Once a projected overage is estimated, an electronic variance notification and report will be automatically generated and provided to the manager that there will be insufficient funds. *In speaking with several departments, this is not a viable solution at this time. This would require additional labor, and a report writer software that could incorporate data from 2-3 systems.*



Budget
Reports
Available to
Cost Center
Managers

Budget Reports Available for Cost Center Managers

Possible solutions:

- Fiscal provides training on running Banner reports to compare actual vs. budget. These were done in-person prior to the Campus being shut down.
 - *Get additional funding and assistance from I.T., Marketing and others to create recorded videos on how to run reports in Banner. **This will take time to create and implement. No meetings have been scheduled yet due to year-end and budget creation. This will probably need to be done once the campus reopens.***
- Questica currently only maintains Status Quo, Tentative, and Adopted Budget.
 - *Get quote from Questica to program revised budget to upload from Banner. **Quote was received for 20 hours. Estimated completion of creation, testing and implementation will be at the end of October.***
- Currently, reports must be requested by Fiscal and/or department staff on an as-needed(or as time permits) basis.
 - *Get quote from Banner, WorkForce, and/or Questica to automatically run actual vs. budget reports monthly and “push” them out to the managers. **Questica software has the ability to create reports nightly, and then “push” them out to specified users. This will be part of the testing process for the Budget Amendment integration in Questica. The reports, receivers of the reports, and frequencies will need to be identified.***
 - *Get quote from Banner, WorkForce, and/or Questica to automatically run variance reports monthly and “push” them out to the managers and VP’s. **Same as above.***