

Know Your Numbers!

Presented by the Budget and Planning Office

Who Are We?

Vacant – Executive Director, Finance

Crista Jorgensen – Budget Manager

Jeanette Durbin – Budget Analyst

Saray Wagner – Budget Analyst

Ashlyn Herold – Budget Analyst

What We Do?

- Contract Administration
- Strategic Budget Planning
- Monitoring and Planning of Professional and Classified Positions
- NSHE and BOR Compliant Reporting
- Requests to Governor's Office for Biennium Budgets
- Work within Auxiliary Services, Accounting, and Human Resources guidelines and constraints

Today's Agenda

- State Budget accounts
- Self-Supporting Budget accounts
- Budget Amendments



State Budgets



Overview

- State Accounts
 - FD128, FD137 and FD138
- Budget Reports
- LOA Budgets

State Budget Report

- In your Workday home screen, click the “Manager Financial Reporting” icon
- Click Cancel on the pop-up



Manager
Financial
Reporting

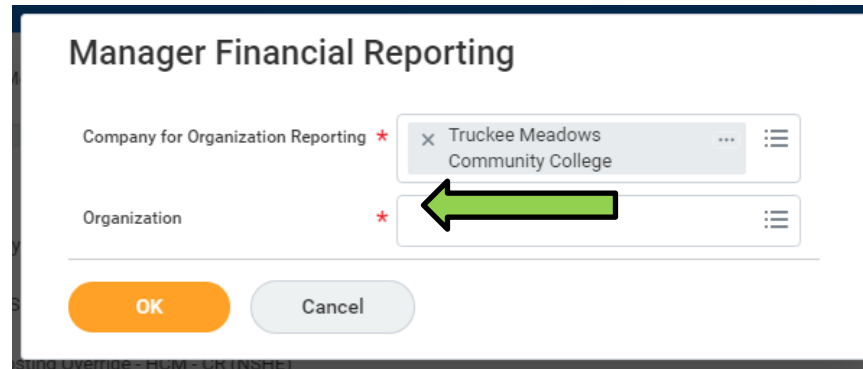
Manager Financial Reporting

Company for Organization Reporting *

Organization *

OK Cancel

Using Override - HCM - CR (NSHE)



Manager Budgeted Report

- Select 'Manager Balance - Budgeted By Ledger Account'



← **Manager Financial Reporting**

Company for Organization Reporting Truckee Meadows Community College Organization

☰ All Fund Reports

- Manager Balance - Budget to Actuals By Worktag - FIN - CR (NSHE)
- Manager Balance - Fiscal Year Activity Summary by Worktag (All Funds) - FIN - CR (NSHE)
- Worker Active Costing Report - HCM - CR (NSHE)
- More (6)

☰ Budget Reports - Budgeted

- Manager Balance - Budgeted by Ledger Account - FIN - CR (NSHE)
- Manager Balance - Budgeted Expense by Cost Center and Fund Type - FIN - CR (NSHE)
- Manager Balance - Budgeted By Worktag - FIN - CR (NSHE)
- More (7)

☰ Budget Reports - Balance Controlled

- Manager Balance - Balance Controlled By Ledger Account - FIN - CR (NSHE)
- Manager Balance - Balance Controlled By Worktag - FIN - CR (NSHE)

☰ Budget Reports - Projects

- Manager Balance - Balance Controlled Project LTD by Ledger Account - FIN - CR (NSHE)
- Manager Balance - Balance Controlled Project LTD by Worktag - FIN - CR (NSHE)
- Manager Balance - Budgeted Project LTD by Ledger Account - FIN - CR (NSHE)
- Manager Balance - Budgeted Project LTD by Worktag - FIN - CR (NSHE)

Report to Run

Manager Balance - **Budgeted** by Ledger Account - FIN - CR (NSHE) ⋮

Instructions This report will include gifts, programs, and projects for budgeted funds. Select your organization as the "highest level" and then add additional unit, cost center, fund or worktag data to reduce/ filter your results.
Note: projects are report as fiscal year for this report. To see life-to-date projects, run the Manager Balance reports for Project LTD.

Balance Summary section on report output: The intent of the Balance Summary section is to reconcile the Beginning Balance to the Trial Balance for the Net Position, adjusted for the Pay Date Shift.
The FY Mismatch row will populate for transactions where the Budget Date is not within the same FY as the fiscal period the report is ran for; therefore will not be included in the ending balance or YTD Actuals until the FY mismatch is corrected.

Company	*	<input type="text" value="Truckee Meadows Community College"/>	⋮
Organization	*	<input type="text" value="Cost Center: CC1843 EPIC (Educational Programs Inspiring the Community)"/>	⋮
Period	*	<input type="text" value="FY 2022 - 04 October"/>	⋮
Budget Name	*	<input type="text" value="TMCC 2022 Fiscal Year Budgets - child"/>	⋮
Unit		<input type="text"/>	⋮
Cost Center		<input type="text"/>	⋮
Cost Center Hierarchies		<input type="text"/>	⋮
Fund Hierarchies		<input type="text"/>	⋮
Worktags		<input type="text" value="Program: PG04786 TMCC EPIC (Educational Programs Inspiring the Community) Professional Programming"/>	⋮

← Enter Cost Center

← Enter PG worktag



State Budget Reports

Where do state funds come from?

Original Budget is funded by the state appropriation authorized by the legislature.

Revised Budget represents any adjustments to opening balance and budget amendments

Manager Balance - Budgeted by Ledger Account - FIN - CR (NSHE)



> Details

Run Date: 11/02/2021 02:29 PM

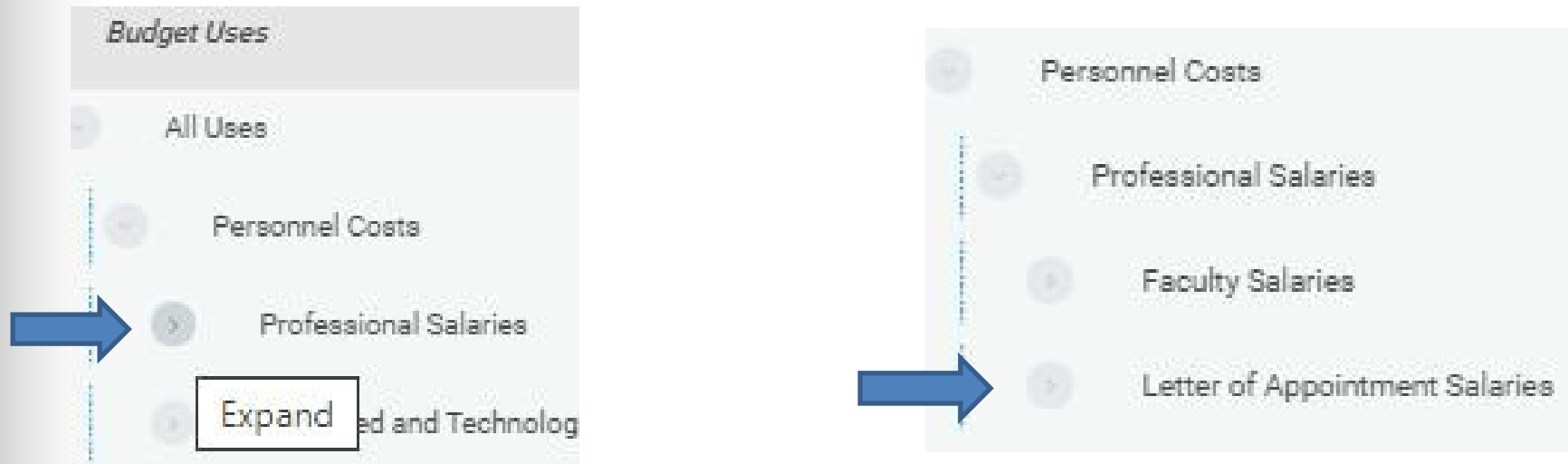
22 items



Ledger Account	Original Budget	Revised Budget	Current Period Actuals	YTD Actuals	Commitments	Obligations	Reserved Actuals	Remaining Balance	% Remaining
<i>Budget Sources</i>									
All Sources Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<i>Budget Uses</i>									
All Uses	\$668,804.00	\$668,804.00	\$46,309.94	\$200,019.38	0.00	\$365,391.29	0.00	\$103,393.33	15.46%
Personnel Costs	\$627,769.00	\$627,769.00	\$46,265.98	\$198,355.87	0.00	\$365,391.29	0.00	\$64,021.84	10.20%
Professional Salaries	\$360,600.00	\$360,600.00	\$30,822.67	\$132,745.70	0.00	\$242,823.69	0.00	(\$14,969.89)	(4.15)%
Classified and Technologist Salaries	\$49,152.00	\$49,152.00	\$4,095.96	\$16,389.84	0.00	\$32,767.68	0.00	\$0.48	0.00%
Hourly Wages	\$78,436.00	\$78,436.00	0.00	\$1,062.05	0.00	\$4,160.00	0.00	\$68,213.95	92.89%
Fringe Benefits	\$144,581.00	\$144,581.00	\$11,347.35	\$48,164.28	0.00	\$85,639.92	0.00	\$10,776.80	7.45%
Operations	\$41,035.00	\$41,035.00	\$43.96	\$1,663.51	0.00	0.00	0.00	\$39,371.49	95.95%
General Operations	\$41,035.00	\$41,035.00	\$43.96	\$1,663.51	0.00	0.00	0.00	\$39,371.49	95.95%
Net Budget/Balance	\$668,804.00	\$668,804.00	\$46,309.94	\$200,019.38	0.00	\$365,391.29	0.00	\$103,393.33	15.46%
<i>Balance Summary</i>									
Beginning Balance								(\$2,178,261.20)	



Navigating through your report



- In the report screen, look for Professional Salaries and click the arrow to expand.
- It will show the breakdown between Faculty Salaries and Letter of Appointment Salaries

State Budget Reports

Manager Balance - Budgeted by Ledger Account - FIN - CR (NSHE) ... 010 101



> Details

Run Date: 11/02/2021 02:39 PM

22 items

Ledger Account	Original Budget	Revised Budget	Current Period Actuals	YTD Actuals	YTD Actuals	Remaining Balance	% Remaining
<i>Budget Sources</i>							
All Sources Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<i>Budget Uses</i>							
All Uses	\$668,804.00	\$668,804.00	\$46,309.94	\$200,019.38	0.00	\$103,393.33	15.46%
Personnel Costs	\$627,769.00	\$627,769.00	\$46,265.98	\$198,355.87	0.00	\$64,021.84	10.20%
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<i>Balance Summary</i>							
Beginning Balance						(\$2,178,261.20)	

View By

- Activity
- Award
- Budget Control Ledger Account Summary
- Budget Date
- Cost Center
- Detail Code
- Employee as Worktag**
- Function
- Fund
- Gift

View Details

Export to Excel (All Columns)

Export to PDF



Employees As a Worktag

Criteria View by:

Employee as Worktag

and then by:

Select a Field...

Refresh

14 items



Employee as Worktag	Total		
	Credit Minus Debit	Debit Minus Credit	Natural Amount
	(246.00)	246.00	246.00
	(280.50)	280.50	280.50
	(473.13)	473.13	473.13
	(867.00)	867.00	867.00

State Budget Reports

Run Date: 11/02/2021 06:40 PM

22 items

Ledger Account	Original Budget				Commitments	Obligations	Reserved Actuals	Remain
<i>Budget Sources</i>								
All Sources Total	0.00				0.00	0.00	0.00	
<i>Budget Uses</i>								
All Uses	\$668,804.00				0.00	\$365,391.29	0.00	
Personnel Costs	\$627,769.00				0.00	\$365,391.29	0.00	
Professional Salaries	\$360,600.00	\$360,600.00	\$30,822.67	\$132,745.70	0.00	\$242,823.69	0.00	
Classified and Technologist Salaries	\$49,152.00	\$49,152.00	\$4,095.96	\$16,383.84	0.00	\$32,767.68	0.00	
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Fringe Benefits	\$144,581.00	\$144,581.00	\$11,347.35	\$48,164.28	0.00	\$85,639.92	0.00	
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General Operations	\$41,035.00	\$41,035.00	\$43.96	\$1,663.51	0.00	0.00	0.00	
Net Budget/Balance	\$668,804.00	\$668,804.00	\$46,309.94	\$200,019.38	0.00	\$365,391.29	0.00	

View By

- Activity
- Award
- Budget Control Ledger Account Summary
- Budget Date
- Cost Center
- Detail Code
- Employee as Worktag
- Function
- Fund
- Gift

[View Details](#)
[Export to Excel \(All Columns\)](#)
[Export to PDF](#)



Activity code

Criteria View by:

Activity

and then by:

Select a Field...

Refresh

3 items



Activity	Total		
	Credit Minus Debit	Debit Minus Credit	Natural Amount
AC01495 LOA - Administrative (Non-Instructional) Support, Clock Hour	(10,248.50)	10,248.50	10,248.50
(Blank)	(122,497.20)	122,497.20	122,497.20
Total	(132,745.70)	132,745.70	132,745.70

Important Items to Consider

- State accounts do not have revenues, checking the remaining balances provides what is left in the account
- Classified and Professional salaries and the corresponding Fringe can only be moved by the budget office
- Administrative can move budget from the following ledgers: General Operations, Hourly, LOA and Travel.

Self-Supporting Budgets



Overview

- Self-Supporting budget accounts
- Balance report
- Fringe
- Personnel budget amendments

Self-Supporting Accounts

- Accounts that fall under the following fund type:
 - FD201 Self Supporting
 - FD205 Indirect Cost Recovery
 - FD209 Self Supporting-Summer Session
 - FD211 Student Access Fees
 - FD213 Differential fees-Budgeted
 - FD215 General Improvement Fees
 - FD217 Special Course/Lab Fees
 - FD220 Student Fees-Other
 - FD701 Auxiliary Enterprises
 - FD705 Student Association
 - FD708 Rental Property

Self-Supporting Accounts

- For approval purpose, accounts are grouped by Units (VP)
- Example: PG07660 is under CC0668 Testing Services with a function of FN50 Student Service that ultimately falls under the VP of Student Services and Diversity

Unit	Cost Center	Fund	Function	Detail Worktag
TMCC01	Student Services and Diversity			
TMCC01	CC1230	FD220	FN50	PG06180
TMCC01	CC0668	FD201	FN50	PG07660
TMCC01	CC1230	FD215	FN50	PG11247

Self-Supporting Budget Report

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Manager
Financial
Reporting

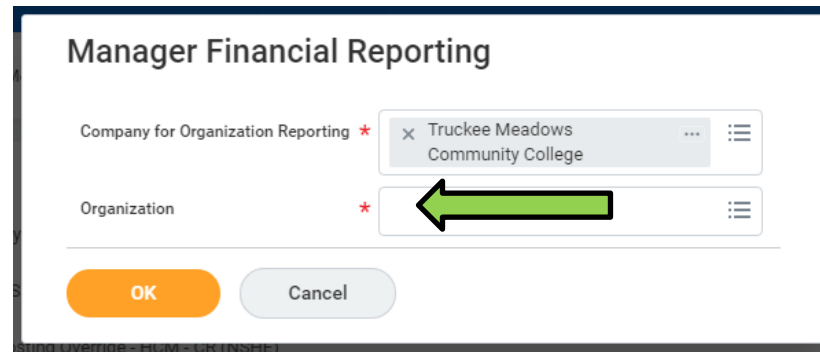
Manager Financial Reporting

Company for Organization Reporting *

Organization *

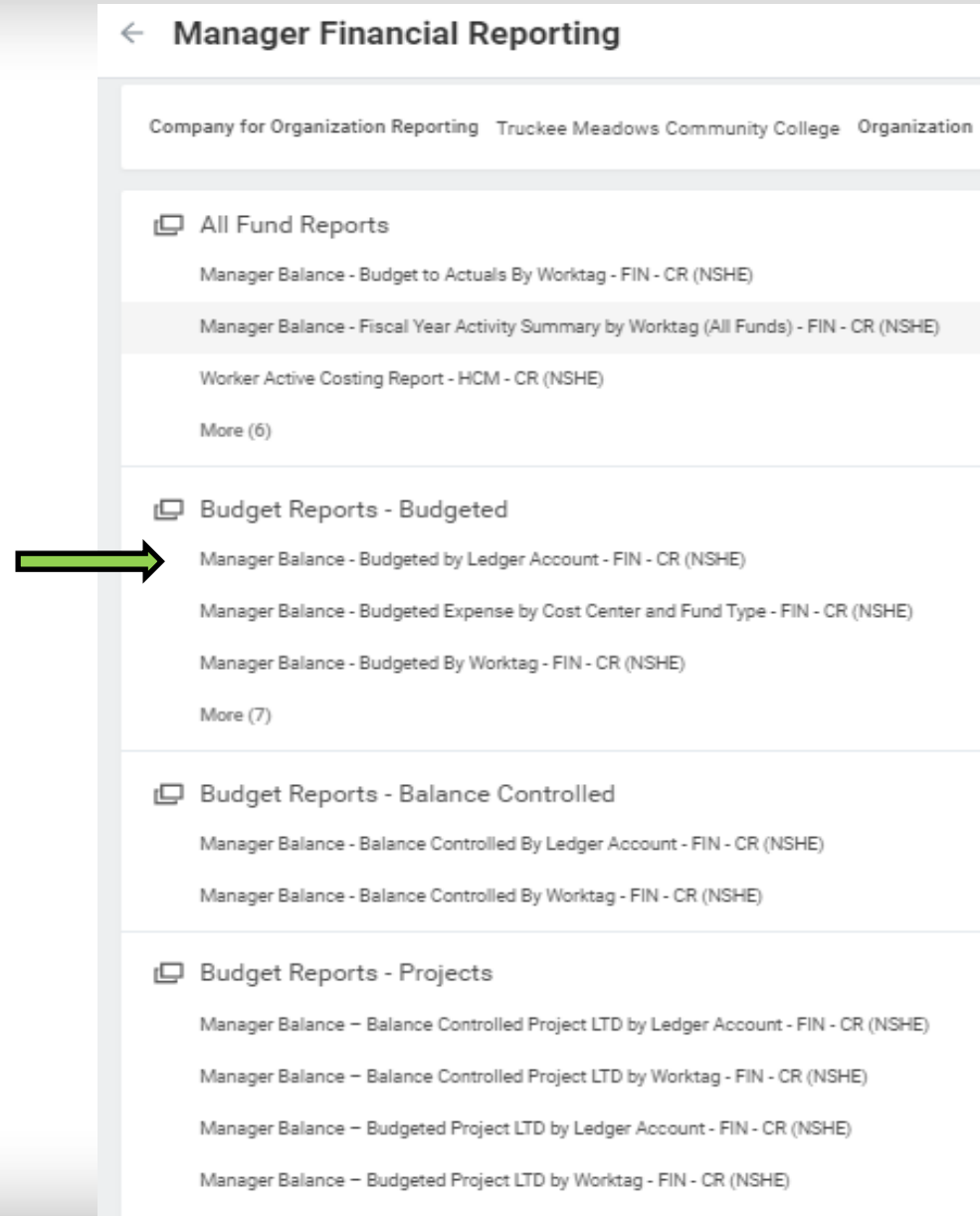
OK Cancel

Using Override - HCM - CR (NSHE)



Self- Supporting Budgeted Report

- Select “Manager Balance - Budgeted By Ledger Account”



← **Manager Financial Reporting**

Company for Organization Reporting Truckee Meadows Community College Organization

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- Manager Balance - Budget to Actuals By Worktag - FIN - CR (NSHE)
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Self-Supporting Budget Report

Manager Balance - Budgeted by Ledger Account - FIN - CR (NSHE) ...

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Note: projects are report as fiscal year for this report. To see life-to-date projects, run the Manager Balance reports for Project LTD.

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Organization	* <input type="text" value="Cost Center: CC1843 EPIC (Educational Programs Inspiring the Community)"/>
Period	* <input type="text" value="FY 2022 - 04 October"/>
Budget Name	* <input type="text" value="TMCC 2022 Fiscal Year Budgets - child"/>
Unit	<input type="text"/>
Cost Center	<input type="text"/>
Cost Center Hierarchies	<input type="text"/>
Fund Hierarchies	<input type="text"/>
Worktags	<input type="text" value="Program: PG04786 TMCC EPIC (Educational Programs Inspiring the Community) Professional Programming"/>

← Enter Cost Center

← Enter PG worktag



Budget Report Components

- Sources – how does the account support itself?
 - Ex: student registration fees
- Uses – expenses directly related to the account purpose; falls under Personnel or Operations
 - Ex: program and office supplies, staff wages
- Balance Summary – does not take into account pending commitments/obligations, so it's higher than what's actually available.

Sources

- Where do funds come from?
- **Original Budget** represents the submitted and approved budget for FY23.
- **Revised Budget** represents any adjustments to opening balance and budget amendments.

Ledger Account	Original Budget	Revised Budget	Current Period Actuals	YTD Actuals	Commitments	Obligations	Reserved Actuals	Remaining Balance	% Remaining
<i>Budget Sources</i>									
All Sources Total	\$1,280,164.00	\$1,274,982.80	\$11,665.50	\$165,248.00	0.00	0.00	0.00	(\$1,109,734.80)	87.04%
Budgeted Opening Balance	\$733,687.00	\$728,505.80	0.00	0.00	0.00	0.00	0.00	(\$728,505.80)	100.00%
4900:Budgeted Beginning Balance	\$733,687.00	\$728,505.80	0.00	0.00	0.00	0.00	0.00	(\$728,505.80)	100.00%
Sources	\$546,477.00	\$546,477.00	\$11,665.50	\$165,248.00	0.00	0.00	0.00	(\$381,229.00)	69.76%
Student Tuition and Fees	\$546,477.00	\$546,477.00	\$13,772.50	\$167,355.00	0.00	0.00	0.00	(\$379,122.00)	69.38%
Sales and Service	0.00	0.00	0.00	\$0.00	0.00	0.00	0.00	\$0.00	0.00%
4300:Sales & Services of Educational Departments	0.00	0.00	0.00	\$0.00	0.00	0.00	0.00	\$0.00	0.00%
Other Revenue	0.00	0.00	(\$2,107.00)	(\$2,107.00)	0.00	0.00	0.00	(\$2,107.00)	0.00%
4708:Other Operating Revenues	0.00	0.00	(\$2,107.00)	(\$2,107.00)	0.00	0.00	0.00	(\$2,107.00)	0.00%



Uses

- Review any outstanding Commitments and/or Obligations

25 items

Ledger Account	Original Budget	Revised Budget	Current Period Actuals	YTD Actuals	Commitments	Obligations	Reserved Actuals	Remaining Balance	% Remaining
<i>Budget Sources</i>									
All Sources Total	\$1,280,164.00	\$1,274,982.80	\$11,665.50	\$165,248.00	0.00	0.00	0.00	(\$1,109,734.80)	87.04%
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Student Tuition and Fees	\$546,477.00	\$546,477.00	\$13,772.50	\$167,355.00	0.00	0.00	0.00	(\$379,122.00)	69.38%
Sales and Service	0.00	0.00	0.00	\$0.00	0.00	0.00	0.00	\$0.00	0.00%
Other Revenue	0.00	0.00	(\$2,107.00)	(\$2,107.00)	0.00	0.00	0.00	(\$2,107.00)	0.00%
<i>Budget Uses</i>									
All Uses	\$1,280,164.00	\$1,274,982.80	\$47,608.59	\$145,882.02	\$0.00	\$170,027.06	0.00	\$959,073.72	75.22%
Personnel Costs	\$47,142.00	\$47,142.00	\$4,289.11	\$18,128.32	0.00	\$3,033.29	0.00	\$25,979.89	55.11%
Professional Salaries	\$45,000.00	\$45,000.00	\$4,092.66	\$17,052.00	0.00	\$2,894.36	0.00	\$25,053.64	55.67%
Fringe Benefits	\$2,142.00	\$2,142.00	\$196.45	\$1,076.82	0.00	\$138.93	0.00	\$926.25	43.24%
Operations	\$1,233,022.00	\$1,227,840.80	\$43,319.48	\$127,753.20	\$0.00	\$166,993.77	0.00	\$933,093.83	75.99%
General Operations	\$204,758.00	\$204,758.00	\$10,926.48	\$35,388.26	\$0.00	\$166,993.77	0.00	\$2,375.97	1.16%
Facilities & Administration Expense	\$40,606.28	\$40,606.28	0.00	\$27,579.94	0.00	0.00	0.00	\$13,026.34	32.08%

Balance Controlled Report

- In your Workday home screen, click the “Manager Financial Reporting” icon
- Click Cancel on the pop-up




Manager
Financial

Manager Financial Reporting

Company for Organization Reporting *

Organization *



Balance Controlled Report

- Select “Manager Balance-Balance Controlled By Ledger Account”



← **Manager Financial Reporting**

Company for Organization Reporting Truckee Meadows Community College Organization

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Report to Run

Manager Balance - **Balance** Controlled By Ledger Account - FIN - CR (NSHE) ⋮

Instructions This report will include gifts, programs and projects for balance controlled funds. Select your organization as the "highest level" and then add additional unit, cost center, fund or worktag data to reduce/ filter your results.

Company * ⋮

Organization * ⋮

← Enter Cost Center

Period * ⋮

Budget Name * ⋮

Unit ⋮

Cost Center ⋮

Cost Center Hierarchies ⋮

Fund Hierarchies ⋮

Worktags ⋮

← Enter PG worktag

Filter Name

Manage Filters

0 Saved Filters

Save

OK

Cancel



Balance Controlled report

Manager Balance - Balance Controlled By Ledger Account - FIN - CR (NSHE) ... 0/0
101



> Details

Run Date: 11/02/2021 02:11 PM

15 items



Ledger Account	Current Period Actuals	YTD Actuals	Commitments	Obligations	Reserved Actuals	Total Activity
<i>Budget Sources</i>						
All Sources Total	\$275.00	\$7,850.00	0.00	0.00	0.00	\$7,850.00
Sources	\$275.00	\$7,850.00	0.00	0.00	0.00	\$7,850.00
Student Tuition and Fees	\$275.00	\$7,850.00	0.00	0.00	0.00	\$7,850.00
<i>Budget Uses</i>						
All Uses	\$3,091.32	\$4,483.60	0.00	0.00	0.00	\$4,483.60
Operations	\$3,091.32	\$4,483.60	0.00	0.00	0.00	\$4,483.60
General Operations	\$3,091.32	\$4,483.60	0.00	0.00	0.00	\$4,483.60
Net Activity	(\$2,816.32)	\$3,366.40	0.00	0.00	0.00	\$3,366.40
<i>Balance Summary</i>						
Beginning Balance						\$800.05
Current Activity						
YTD Sources						\$7,850.00
YTD Uses						(\$4,483.60)
Available Ending Balance						\$4,166.45

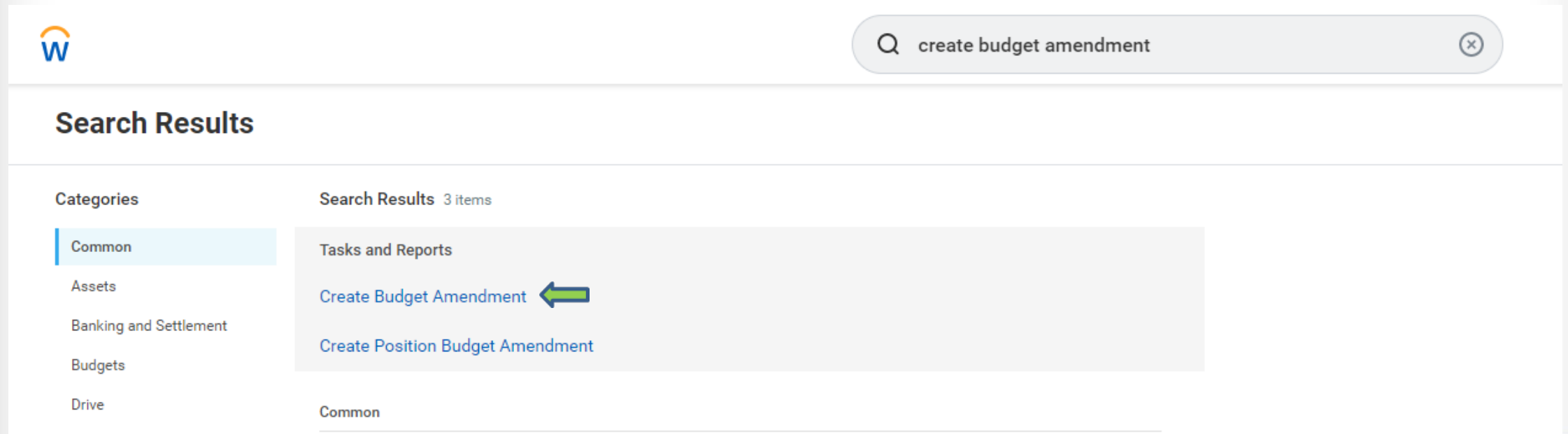


Budget Amendments



How to Create a Budget Amendment

- In the Workday search bar enter “Create Budget Amendment”
- Click on “Create Budget Amendment”





The screenshot displays the Workday search interface. At the top left is the Workday logo (a blue 'W' with an orange arc above it). To the right is a search bar containing the text "create budget amendment" and a clear button (an 'x' in a circle). Below the search bar, the heading "Search Results" is visible. On the left side, there is a "Categories" list with the following items: "Common" (highlighted with a blue bar), "Assets", "Banking and Settlement", "Budgets", and "Drive". On the right side, under the heading "Search Results 3 items", there is a list of results. The first result is "Tasks and Reports", which is expanded to show two sub-items: "Create Budget Amendment" (with a green arrow pointing to it) and "Create Position Budget Amendment". Below this list, the word "Common" is visible, likely indicating the category of the results.



How to Create a Budget Amendment



Create Budget Amendment

Important Reminder:


- Select Amendment Types appropriate for your plan structure, e.g. Award Plans should use amendment types supported by the entry type of Award
- Select any detail worktag first in the budget line since related worktags may default
- If the plan is budgeted at a hierarchy level, you should select the hierarchy and override any related worktag that may have defaulted in, e.g. budgeting by fund hierarchy, you need to remove the fund worktag if it defaulted in



Budget Structure *  


Company *  

Budget Name *  

Populate Existing Budget Lines

Ledger Account/Summary 

Worktags   Enter PG worktag

Budget Period 



How to Create a Budget Amendment



Q create budget amendment



Create Budget Amendment 01/27

Budget Amendment Total
0.00 USD

Budget Total
0.00 USD

Important Reminder:

- Select Amendment Types appropriate for your plan structure, e.g. Award Plans should use amendment types supported by the entry type of Award
- Select any detail worktag first in the budget line since related worktags may default
- If the plan is budgeted at a hierarchy level, you should select the hierarchy and override any related worktag that may have defaulted in, e.g. budgeting by fund hierarchy, you need to remove the fund worktag if it defaulted in

Company Truckee Meadows Community College

Budget Structure Fiscal Year - Child

Budget Name TMCC 2022 Fiscal Year Budgets - child

Years FY 2022 - July - June

Currency USD

Budget Start Date 07/01/2021

Budget TMCC 2022 Fiscal Year Budgets - child

Organizing Dimension Type (empty)

Amendment Date * 01/27/2022

Description * To cover instructor pay

Amendment Type * x One-time Adjustment

Entry Type Temporary Reallocation

Balanced Amendment



How to Create a Budget Amendment

Balanced Amendment

Enter changes to original Budget data.

Budget Amendment Lines Attachments

Budget Amendment Lines 2 items

	Order	*Period	Ledger Account/Summary	*Worktags	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change	Amount Change in Base Currency	Total Budget	Proposed Remaining Budget	Memo
<input type="checkbox"/> <input type="checkbox"/>	▼	FY 2022 Annual (TMCC 2022 Fiscal Year Budgets - child)	7900:Budgeted Reserves - Positive	Cost Center: CC1843 EPIC (Educational Programs Inspiring the Community) Function: FN10 Instruction Fund: FD201 Self Supporting-Budgeted Program: PG02044 TMCC EPIC (Educational Programs Inspiring the Community) Community Education Program ... Unit: TMCC03 Academic Affairs	\$82,433.27	\$0.00	\$82,433.27	-0.24262	-200.00	(200.00)	82,233.27	\$82,233.27	To cover instruct...
<input type="checkbox"/> <input type="checkbox"/>	▲	FY 2022 Annual (TMCC 2022 Fiscal Year Budgets - child)	6000:General Operations - Budget Only	Cost Center: CC1843 EPIC (Educational Programs Inspiring the Community) Function: FN10 Instruction Fund: FD201 Self Supporting-Budgeted Program: PG02044 TMCC EPIC (Educational Programs Inspiring the Community) Community Education Program ... Unit: TMCC03 Academic Affairs	\$62,865.00	\$0.00	\$62,865.00	0.318142	200.00	200.00	63,065.00	\$63,065.00	To cover instruct...

Submit Save for Later Cancel

Budget Amendment from Operating to Personnel ledger

- All BAs moving funds from Operating to Personnel will need to take fringe into consideration.
- Budget Amendment for Personnel sheet will be uploaded on the Budget website to assist with calculation of fringe.

Fringe

- Fringe pool rate in effect as of July 1st, 2022

Employee type	Rate
Full-Time Professionals	33.60%
Full-Time Classified	44.72%
Part-time Professionals and Non-Student wages	4.76%
Student Wages	1.96%

- These are automatically obligated on Workday based on employee's base salary and FTE.



Example 1: Moving \$1,000 to LOA means also moving to Fringe

Ledger	Employee Type	FY22 Fringe Rate	Budget Increase to Ledger
5000	Professional	33.60%	
5100	LOA (PAPs)	4.76%	\$ 1,000.00
5500	Classified	44.72%	
5700	Hourly	1.96%	
5900	Fringe	\$ 47.60	
Amount to transfer from Operating			\$ 1,047.60
If transferring from Gen Op, use 6000 ledger			
If transferring from Travel, use 6300 ledger			

Example 2: You only have \$1,000 available to move from Operating

Ledger	Employee Type	Transfer?	Amount to Transfer
5000	Professional		\$ -
5100	LOA (PAPs)	Yes	\$ 913.24
5500	Classified		\$ -
5700	Hourly		\$ -
5900	Fringe		\$ 86.76
	Total transfer		\$ 1,000.00

Questions?