

# BUDGET POOLING

AUGUST 2019



## What is Budget Pooling?

In Banner, the funds for most non-salary accounts will be pooled in the 7Z Non Salary Pooled Expenses account. This means that if you buy \$100 of Educational Supplies using the account 7010, the funds will be taken from the pooled funds. As you spend money on accounts like Catering, Office Supplies and Mileage it depletes the total net amount in the 7Z Non Salary Pooled Expenses. The available balance of your 7Z account is in FGIBAVL in Administrative Pages.

Currently there is not a place to see the 7Z pooled accounts in Self-Service Banner.

## FGIBAVL IN ADMIN PAGES

To log on to Banner Administrative pages and FGIBAVL

1. Go to banner.rowan.edu
2. Select the button - Log in to Banner Administrative Pages
3. Search for FGIBAVL on the welcome screen
4. Enter your Fund, Organization, and Program
5. Enter 6000 in the Account (so you will be able to view all the accounts higher than 6000)
6. Select Go

BUDGET AVAILABILITY STATUS						
Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	
6000	Salary Pool	1,046,754.00	52,397.09	862,805.09	131,551.82	
6012	Student Salary	10,400.00	0.00	0.00	10,400.00	
7310	Rental Expense	600.00	<b>Nonpooled</b> 0.00	23.88	576.12	
7645	Equipment & Software Over \$5000	69,454.00	0.00	0.00	69,454.00	
7Z	Non Salary Pooled Expense	296,846.00	<b>7Z - Pooled</b> 9,514.98	4,647.99	282,683.03	
<b>Total</b>		1,424,054.00	61,912.07	867,476.96	494,664.97	

## POOLED VS NON-POOLED EXPENSES

1. In FGIBAVL you can see pooled accounts under account code 7Z Non Salary Pooled Expenses.
2. Most expenses, like Office Supplies, Catering and Travel, will be included in the 7Z account.
3. Any accounts that will not be pooled will show as separate accounts in FGIBAVL.
4. Some exceptions to pooled expenses include Rental, Tuition and Fees and Equipment over \$5,000.
5. The full list will be on the budget website <https://sites.rowan.edu/budget/index.html>.

# BUDGET POOLING IN ADMIN PAGES AND SELF-SERVICE BANNER

1. In FGIDBST and Self-Service Banner, you will still see the original budgeted amount and actual expenses in the individual accounts (like Supplies, Printing and Catering).
2. Though you may see a negative in an account line, you may still have enough total funds in the 7Z Non Salary Pooled Expenses account to place a requisition (check FGIBAVL). Just remember that if you go over in one account, you will have less to spend in other accounts. To visually see the impact of going negative in an account on your other accounts, you may want to do a budget transfer.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6002	L	Salary Full Time	503,429.00	27,897.54	27,897.54	16,152.20
7000	E	Supplies	2,200.00	0.00	2,854.00	-654.00
7005	E	Printing	1,000.00	0.00	0.00	1,000.00
7015	E	Equipment Under \$5000	12,080.00	1,041.27	570.04	10,468.69
7212	E	Staff Training & Development	3,100.00	0.00	0.00	3,100.00
7215	E	Mileage Reimbursement	400.00	0.00	0.00	400.00
7216	E	Travel	1,500.00	0.00	0.00	1,500.00
7218	E	Telephone	4,000.00	0.00	0.00	4,000.00
7230	E	Advertising	500.00	0.00	0.00	500.00
7232						250.00
7300						500.00
7310						400.00

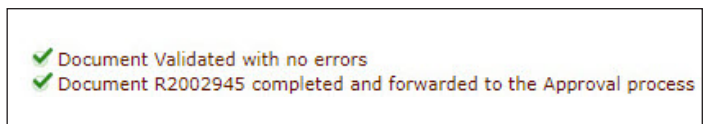
Account	Account Title	FY20/PD14 Adopted Budget	FY20/PD14 Budget Adjustment	FY20/PD14 Adjusted Budget	FY20/PD14 Year to Date	FY20/PD14 Encumbrances	FY20/PD14 Reservations	FY20/PD14 Commitments	FY20/PD14 Available Balance
6002	Salary Full Time	503,429.00	0.00	503,429.00	27,897.54	459,379.26	0.00	459,379.26	16,152.20
7000	Supplies	2,200.00	0.00	2,200.00	0.00	2,854.00	2,854.00	2,854.00	(654.00)
7005	Printing	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
7015	Equipment Under \$5000	12,080.00	0.00	12,080.00	1,041.27	570.04	0.00	570.04	10,468.69
7212	Staff Training & Development	3,100.00	0.00	3,100.00	0.00	0.00	0.00	0.00	3,100.00
7215	Mileage Reimbursement	400.00	0.00	400.00	0.00	0.00	0.00	0.00	400.00
7216	Travel	1,500.00	0.00	1,500.00	0.00	0.00	0.00	0.00	1,500.00
7218	Telephone	4,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00
7230	Advertising	500.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00
7232	Subscriptions/Memberships	250.00	0.00	250.00	0.00	0.00	0.00	0.00	250.00
7300	Repairs	500.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00
7310	Rental Expense	400.00	0.00	400.00	0.00	0.00	0.00	0.00	400.00
Report Total (of all records)		529,359.00	0.00	529,359.00	28,938.81	459,979.30	2,824.00	462,803.30	37,616.89

## SUFFICIENT FUNDS IN 7Z

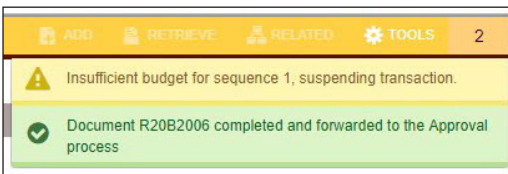
1. When you place a requisition in an account that is low in funds or negative (i.e. 7000 for supplies), and there are enough total funds in the 7Z Non Salary Pooled Expenses, then the requisition will complete and be forwarded to the Approval process.



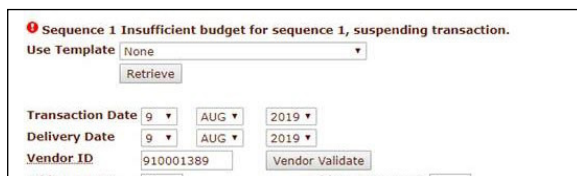
Sufficient funds in 7Z - Banner Admin Pages



Sufficient funds in 7Z - Self-Service Banner



Insufficient funds in 7Z - Banner Admin Pages



Insufficient funds in 7Z - Self-Service Banner

## INSUFFICIENT FUNDS IN 7Z

1. If sufficient funds are not available in the 7Z Non Salary Pooled Expenses, you will receive a notification that there is insufficient budget in that sequence. This error means you have depleted your available balance in the 7Z Non Salary Pooled Expenses.
2. In Banner 9 Admin Pages, the requisition will be forwarded to the Procurement office where it will be rejected for insufficient funds.
3. In Self-Service Banner you will not be able to complete the requisition.