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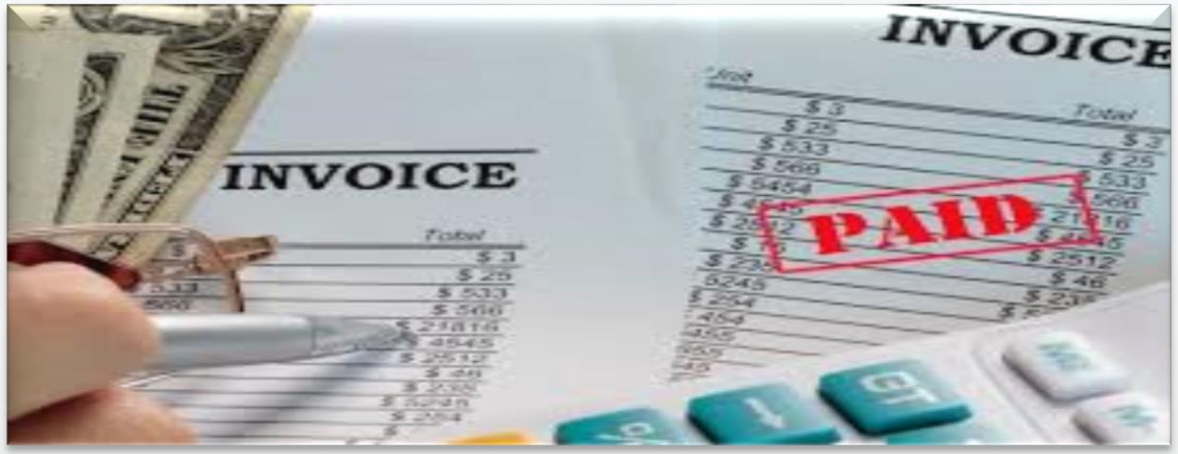
Budgeting Tips

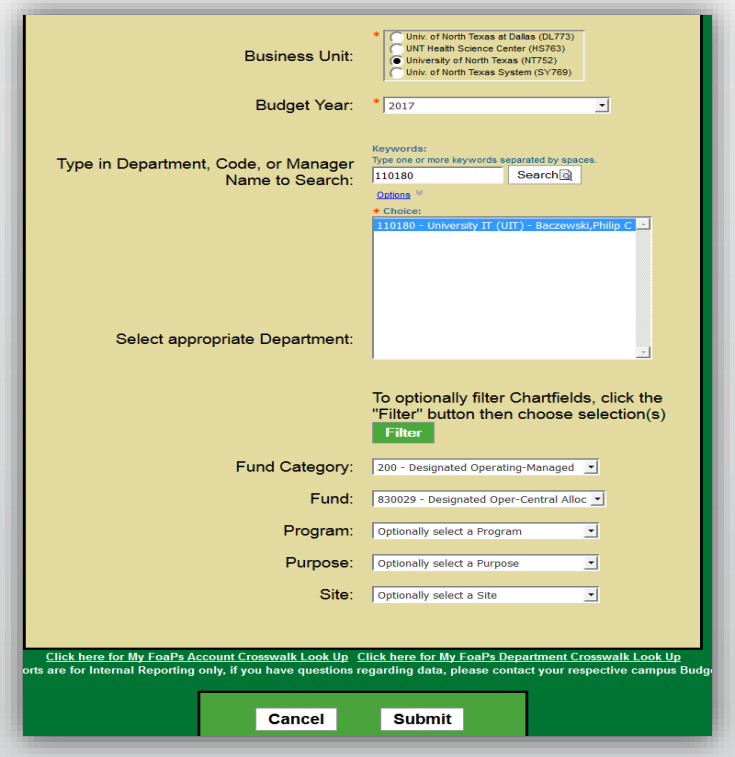
What we will cover…

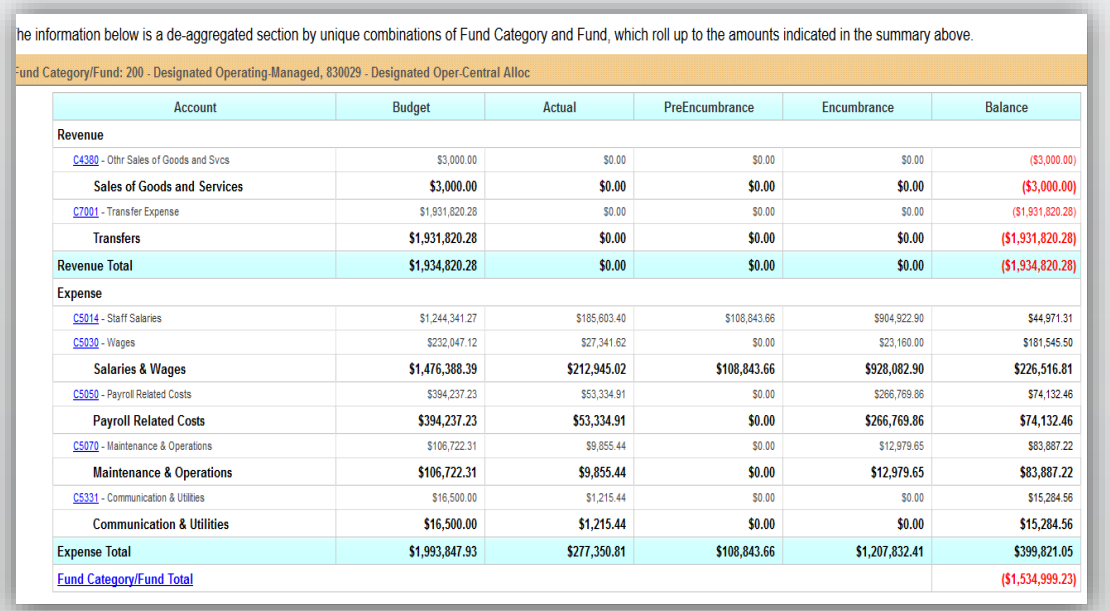
- Navigating through the new Cognos Report
  - Salaries
  - Wages
  - Payroll Costs
  - Maintenance and Operations



- Tracking and reconciling expenses
- Forecasting expenses
- Work Orders, PCard Transactions, IDT's, Travel Vouchers, Miscellaneous charges (i.e. printing services, telecomm charges)

Entering into Cognos





he information below is a de-aggregated section by unique combinations of Fund Category and Fund, which roll up to the amounts indicated in the summary above.

Fund Category/Fund: 200 - Designated Operating-Managed, 830029 - Designated Oper-Central Alloc

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
Revenue					
C4380 - Othr Sales of Goods and Svcs	$3,000.00	$0.00	$0.00	$0.00	($3,000.00)
Sales of Goods and Services	**$3,000.00**	**$0.00**	**$0.00**	**$0.00**	**($3,000.00)**
C7001 - Transfer Expense	$1,931,820.28	$0.00	$0.00	$0.00	($1,931,820.28)
Transfers	**$1,931,820.28**	**$0.00**	**$0.00**	**$0.00**	**($1,931,820.28)**
Revenue Total	**$1,934,820.28**	**$0.00**	**$0.00**	**$0.00**	**($1,934,820.28)**
Expense					
C5014 - Staff Salaries	$1,244,341.27	$185,603.40	$108,843.66	$904,922.90	$44,971.31
C5030 - Wages	$232,047.12	$27,341.62	$0.00	$23,160.00	$181,545.50
Salaries & Wages	**$1,476,388.39**	**$212,945.02**	**$108,843.66**	**$928,082.90**	**$226,516.81**
C5050 - Payroll Related Costs	$394,237.23	$53,334.91	$0.00	$266,769.86	$74,132.46
Payroll Related Costs	**$394,237.23**	**$53,334.91**	**$0.00**	**$266,769.86**	**$74,132.46**
C5070 - Maintenance & Operations	$106,722.31	$9,855.44	$0.00	$12,979.65	$83,887.22
Maintenance & Operations	**$106,722.31**	**$9,855.44**	**$0.00**	**$12,979.65**	**$83,887.22**
C5331 - Communication & Utilities	$16,500.00	$1,215.44	$0.00	$0.00	$15,284.56
Communication & Utilities	**$16,500.00**	**$1,215.44**	**$0.00**	**$0.00**	**$15,284.56**
Expense Total	**$1,993,847.93**	**$277,350.81**	**$108,843.66**	**$1,207,832.41**	**$399,821.05**
Fund Category/Fund Total					($1,534,999.23)

Salaries, Wages and Payroll Related Costs

Fund Category/Fund: 200 - Designated Operating-Managed, 830029 - Designated Oper-Central Alloc

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
Revenue					
C4380 - Othr Sales of Goods and Svcs	$3,000.00	$0.00	$0.00	$0.00	($3,000.00)
Sales of Goods and Services	**$3,000.00**	**$0.00**	**$0.00**	**$0.00**	**($3,000.00)**
C7001 - Transfer Expense	$1,852,291.13	$1,852,291.13	$0.00	$0.00	$0.00
Transfers	**$1,852,291.13**	**$1,852,291.13**	**$0.00**	**$0.00**	**$0.00**
Revenue Total	**$1,855,291.13**	**$1,852,291.13**	**$0.00**	**$0.00**	**($3,000.00)**
Expense					
C5014 - Staff Salaries	$1,128,879.62	$1,035,436.79	$10,884.36	$94,606.98	($12,048.51)
C5030 - Wages	$232,047.12	$238,230.39	$0.00	$2,278.00	($8,461.27)
Salaries & Wages	**$1,360,926.74**	**$1,273,667.18**	**$10,884.36**	**$96,884.98**	**($20,509.78)**
C5050 - Payroll Related Costs	$394,237.23	$293,086.18	$0.00	$27,126.61	$74,024.44
Payroll Related Costs	**$394,237.23**	**$293,086.18**	**$0.00**	**$27,126.61**	**$74,024.44**
C5070 - Maintenance & Operations	$85,341.76	$19,389.36	$0.00	$59,027.65	$6,924.75
Maintenance & Operations	**$85,341.76**	**$19,389.36**	**$0.00**	**$59,027.65**	**$6,924.75**
C5251 - Travel	$0.00	$0.00	$0.00	$0.00	$0.00
Travel	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
C5331 - Communication & Utilities	$0.00	$14,679.64	$0.00	$0.00	($14,679.64)
Communication & Utilities	**$0.00**	**$14,679.64**	**$0.00**	**$0.00**	**($14,679.64)**
Expense Total	**$1,840,505.73**	**$1,600,822.36**	**$10,884.36**	**$183,039.24**	**$45,759.77**
Fund Category/Fund Total					**$42,759.77**

Payroll Reconciliation

und Category/Fund: 200 - Designated Operating-Managed, 830029 - Designated Oper-Central Alloc

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
Expense					
50141 - Salaries-Professional Admin	$0.00	$144,974.89	$0.00	$0.00	($144,974.89)
50143 - Salaries-Staff	$0.00	$386,370.56	$0.00	$0.00	($386,370.56)
50165 - Salaries-Graduate RA	$0.00	$20,654.30	$0.00	$0.00	($20,654.30)
50170 - Salaries Staff [CONV ONLY]	$0.00	$483,437.04	$0.00	$0.00	($483,437.04)
D5014 - Salaries -Staff	$1,128,879.62	$0.00	$10,884.36	$91,154.90	$1,026,840.36
D5016 - Salaries-Student	$0.00	$0.00	$0.00	$3,452.08	($3,452.08)
C5014 - Staff Salaries	**$1,128,879.62**	**$1,035,436.79**	**$10,884.36**	**$94,606.98**	**($12,048.51)**
Expense Total	**$1,128,879.62**	**$1,035,436.79**	**$10,884.36**	**$94,606.98**	**($12,048.51)**
Fund Category/Fund Total					($12,048.51)

Department: 110180
Department Description: University IT (UIT)
Organizational Department Manager: Baczewski,Philip C

Budget Year:
Date:

Department	Project	Fund Category	Fund	Account Type	C-Level Account	Account	Function	Program	Purpose	Site	PC Business Unit	JournalId	Journal/KK Transaction Line	Description	RQ/PO/VO Id#	Accounting Period	JournalDate	Budget	Actual	PreEn
110180 - University IT (UIT)		200 - Designated Operating-Managed	830029 - Designated Oper-Central Alloc	Expense	C5014 - Staff Salaries	50143 - Salaries-Staff	400 - Academic Support					HR00015704	1746	09.01.16 Monthly Pyrl		12	Aug 31, 2016	0.00	65,381.89	
110180 - University IT (UIT)		200 - Designated Operating-Managed	830029 - Designated Oper-Central Alloc	Expense	C5014 - Staff Salaries	50143 - Salaries-Staff	400 - Academic Support					HR00012572	1753	08.01.16 Monthly Pyrl		11	Jul 31, 2016	0.00	65,473.64	
110180 - University IT (UIT)		200 - Designated Operating-Managed	830029 - Designated Oper-Central Alloc	Expense	C5014 - Staff Salaries	50143 - Salaries-Staff	400 - Academic Support					HR00009699	3079	07.01.16 Monthly		10	Jun 30, 2016	0.00	64,440.17	

Salaries

Fiscal Year-to-Date

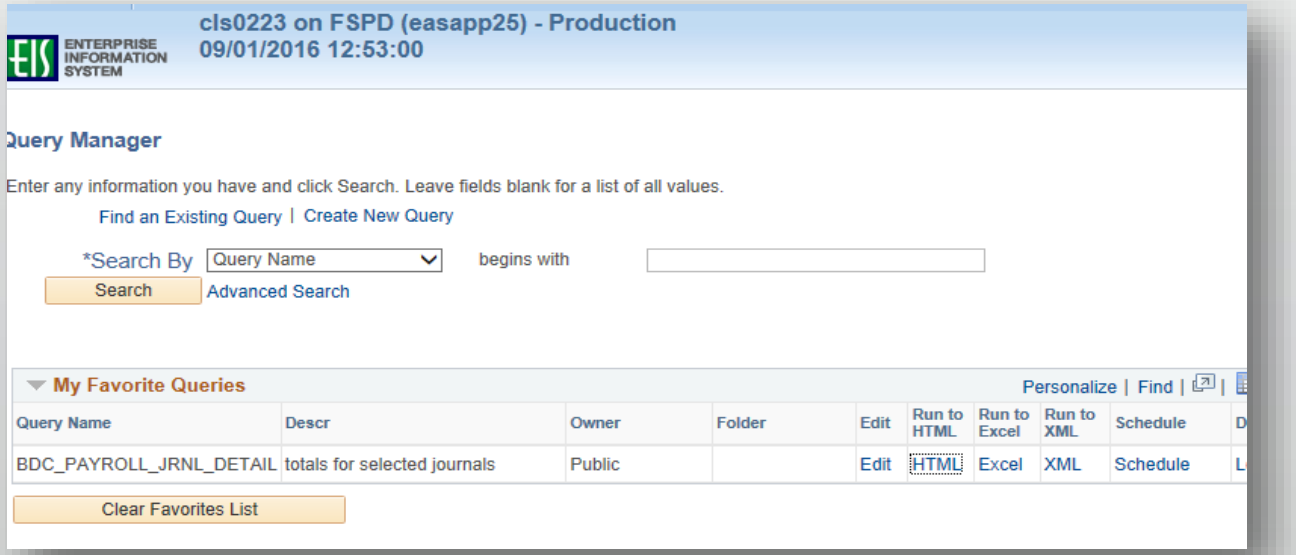
Department: 110180
Department Description: University IT (UIT)
Organizational Department Manager: Baczewski,Philip C

Budget Year:
Date:

Employee Name	Employee ID#	Employee Record #	Position ID#	Job Code	Job Title	Amount Paid	Payroll End Date	Check Date	Journal ID
	10403559	1	00001916	8642	IT Manager II	5,581.10	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	10589477	0	00002259	8641	IT Manager I	5,072.58	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	10095799	0	00009299	8823	Administrative Coordinator III	3,981.00	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	10030574	0	00003200	8641	IT Manager I	26.67	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	10030574	0	00003200	8641	IT Manager I	5,583.06	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	11169843	0	00002884	8802	Administrative Specialist II	-309.64			HR00022733
	11169843	0	00002884	8802	Administrative Specialist II	1,987.83	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	10036167	0	00003307	8641	IT Manager I	85.94	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	10036167	0	00003307	8641	IT Manager I	6,002.16	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	10563008	0	00000955	8624	IT Specialist IV	4,372.90	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	10013879	0	00003274	8621	IT Specialist I	3,751.29	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	11160146	0	00001547	8821	Administrative Coordinator I	2,869.08	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	10874186	1	00006605	8641	IT Manager I	1,928.47	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	10449587	5	00007372	8641	IT Manager I	4,959.53	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	11085922	1	00010338	8212	Marketing Specialist II	3,495.71	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	10428366	0	00001698	8624	IT Specialist IV	4,789.21	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	10136206	0	00009300	9003	Assistant Director III	5,099.52	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733
	10431937	4	00003132	8642	IT Manager II	5,887.59	Oct 31, 2016 12:00:00 AM	Nov 1, 2016 12:00:00 AM	HR00022733

Payroll Query

- A Payroll query can be run in the Financial EIS system. This report will give you Salaries, Wages and Payroll costs under each EmplID.



To Run Payroll Query:

1) Enter HR# in Journal ID section
2) Enter Organization Department #
3) Enter Fund Category
4) Enter Fund
5) Press View Results

BDC_PAYROLL_JRNL_DETAIL - totals for selected journals

Journal ID HR00015704
Dept 110180
Fund Cat 200
Fund 830029
View Results

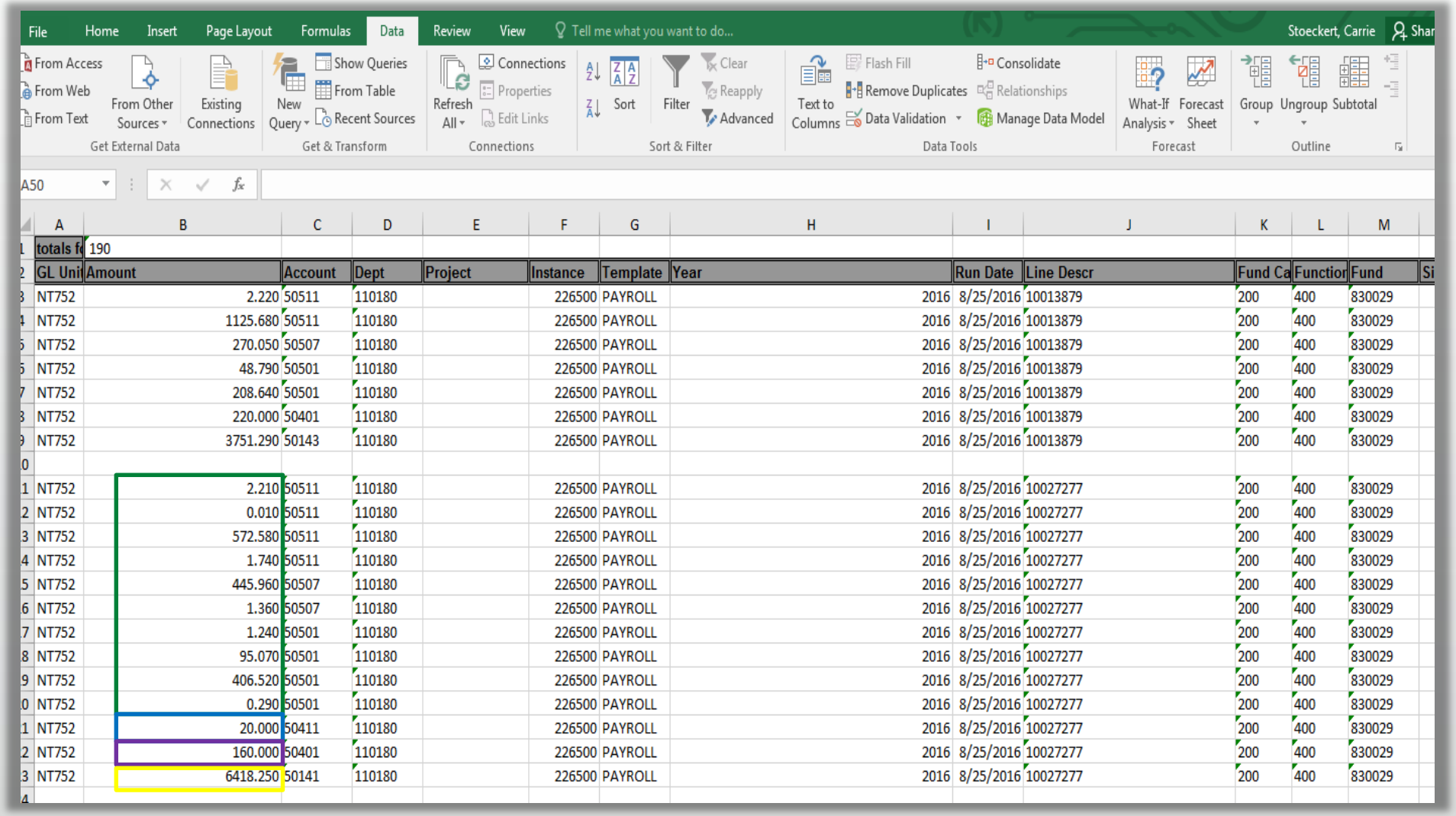
Download results in : Excel SpreadSheet CSV Text File XML File (75 kb)

View All First 1-100 of 190 Last

	GL Unit	Amount	Account	Dept	Project	Instance	Template	Year	Run Date	Line Descr	Fund Cat	Function	Fund	Site	Purpose	Journal ID
1	NT752	2.220	50511	110180		226500	PAYROLL	2016	08/25/2016	10013879	200	400	830029			HR00015704
2	NT752	1125.680	50511	110180		226500	PAYROLL	2016	08/25/2016	10013879	200	400	830029			HR00015704
3	NT752	2.210	50511	110180		226500	PAYROLL	2016	08/25/2016	10027277	200	400	830029			HR00015704

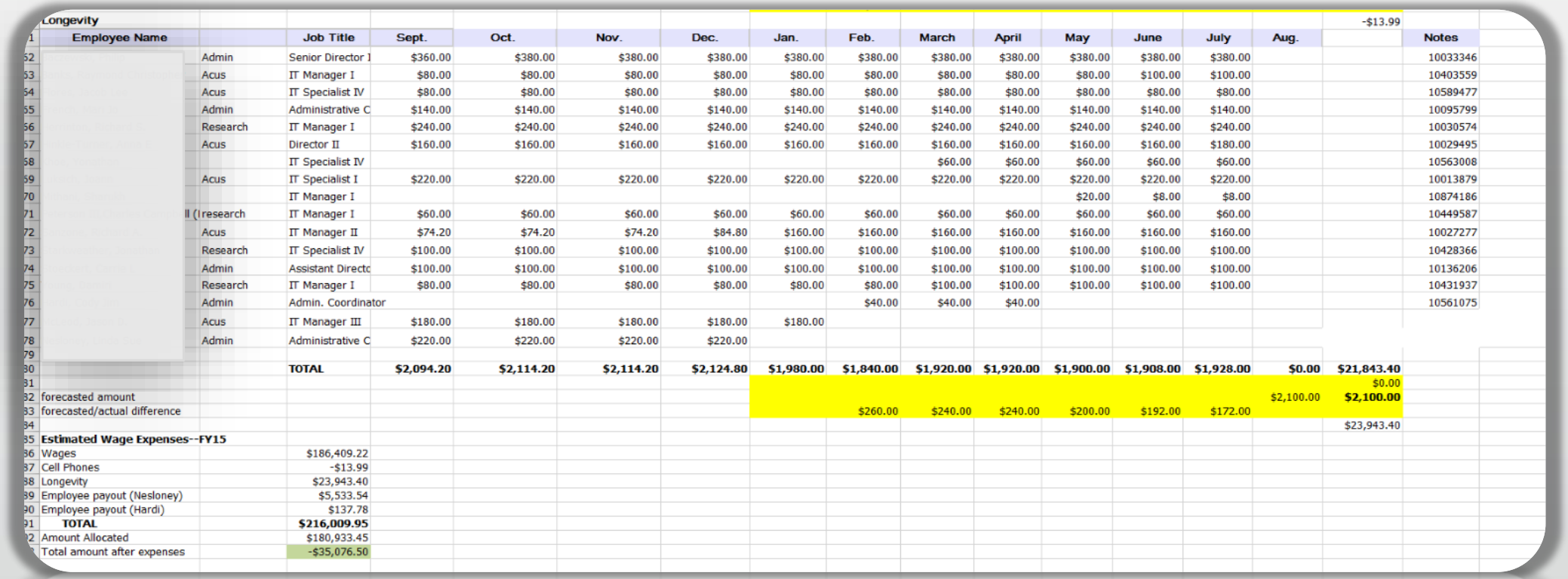
Payroll Reconciliation

- Once Payroll report has run pull to Excel spreadsheet
- At this point, you can data sort the spreadsheet by Line Description (EmplID)—This report contains, Salary, Longevity, Payroll Costs and Wages
- **Caution:** You will need to make sure you are looking at the Cognos report and understanding the categories of expenses



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	totals fo	190											
2	GL Unit	Amount	Account	Dept	Project	Instance	Template	Year	Run Date	Line Descr	Fund Ca	Functior	Fund
3	NT752	2.220	50511	110180		226500	PAYROLL	2016	8/25/2016	10013879	200	400	830029
4	NT752	1125.680	50511	110180		226500	PAYROLL	2016	8/25/2016	10013879	200	400	830029
5	NT752	270.050	50507	110180		226500	PAYROLL	2016	8/25/2016	10013879	200	400	830029
6	NT752	48.790	50501	110180		226500	PAYROLL	2016	8/25/2016	10013879	200	400	830029
7	NT752	208.640	50501	110180		226500	PAYROLL	2016	8/25/2016	10013879	200	400	830029
8	NT752	220.000	50401	110180		226500	PAYROLL	2016	8/25/2016	10013879	200	400	830029
9	NT752	3751.290	50143	110180		226500	PAYROLL	2016	8/25/2016	10013879	200	400	830029
10													
11	NT752	2.210	50511	110180		226500	PAYROLL	2016	8/25/2016	10027277	200	400	830029
12	NT752	0.010	50511	110180		226500	PAYROLL	2016	8/25/2016	10027277	200	400	830029
13	NT752	572.580	50511	110180		226500	PAYROLL	2016	8/25/2016	10027277	200	400	830029
14	NT752	1.740	50511	110180		226500	PAYROLL	2016	8/25/2016	10027277	200	400	830029
15	NT752	445.960	50507	110180		226500	PAYROLL	2016	8/25/2016	10027277	200	400	830029
16	NT752	1.360	50507	110180		226500	PAYROLL	2016	8/25/2016	10027277	200	400	830029
17	NT752	1.240	50501	110180		226500	PAYROLL	2016	8/25/2016	10027277	200	400	830029
18	NT752	95.070	50501	110180		226500	PAYROLL	2016	8/25/2016	10027277	200	400	830029
19	NT752	406.520	50501	110180		226500	PAYROLL	2016	8/25/2016	10027277	200	400	830029
20	NT752	0.290	50501	110180		226500	PAYROLL	2016	8/25/2016	10027277	200	400	830029
21	NT752	20.000	50411	110180		226500	PAYROLL	2016	8/25/2016	10027277	200	400	830029
22	NT752	160.000	50401	110180		226500	PAYROLL	2016	8/25/2016	10027277	200	400	830029
23	NT752	6418.250	50141	110180		226500	PAYROLL	2016	8/25/2016	10027277	200	400	830029
24													

Salaries, Wages and Payroll Costs Reconciliation



	Longevity														-$13.99	
1	Employee Name		Job Title	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.		Notes
62		Admin	Senior Director I	$360.00	$380.00	$380.00	$380.00	$380.00	$380.00	$380.00	$380.00	$380.00	$380.00	$380.00			10033346
63		Acus	IT Manager I	$80.00	$80.00	$80.00	$80.00	$80.00	$80.00	$80.00	$80.00	$80.00	$100.00	$100.00			10403559
64		Acus	IT Specialist IV	$80.00	$80.00	$80.00	$80.00	$80.00	$80.00	$80.00	$80.00	$80.00	$80.00	$80.00			10589477
65		Admin	Administrative C	$140.00	$140.00	$140.00	$140.00	$140.00	$140.00	$140.00	$140.00	$140.00	$140.00	$140.00			10095799
66		Research	IT Manager I	$240.00	$240.00	$240.00	$240.00	$240.00	$240.00	$240.00	$240.00	$240.00	$240.00	$240.00			10030574
67		Acus	Director II	$160.00	$160.00	$160.00	$160.00	$160.00	$160.00	$160.00	$160.00	$160.00	$160.00	$180.00			10029495
68			IT Specialist IV							$60.00	$60.00	$60.00	$60.00	$60.00			10563008
69		Acus	IT Specialist I	$220.00	$220.00	$220.00	$220.00	$220.00	$220.00	$220.00	$220.00	$220.00	$220.00	$220.00			10013879
70			IT Manager I									$20.00	$8.00	$8.00			10874186
71		ll (I research	IT Manager I	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00			10449587
72		Acus	IT Manager II	$74.20	$74.20	$74.20	$84.80	$160.00	$160.00	$160.00	$160.00	$160.00	$160.00	$160.00			10027277
73		Research	IT Specialist IV	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00			10428366
74		Admin	Assistant Directo	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00			10136206
75		Research	IT Manager I	$80.00	$80.00	$80.00	$80.00	$80.00	$80.00	$100.00	$100.00	$100.00	$100.00	$100.00			10431937
76		Admin	Admin. Coordinator						$40.00	$40.00	$40.00						10561075
77		Acus	IT Manager III	$180.00	$180.00	$180.00	$180.00	$180.00									
78		Admin	Administrative C	$220.00	$220.00	$220.00	$220.00										
79																	
80			**TOTAL**	**$2,094.20**	**$2,114.20**	**$2,114.20**	**$2,124.80**	**$1,980.00**	**$1,840.00**	**$1,920.00**	**$1,920.00**	**$1,900.00**	**$1,908.00**	**$1,928.00**	**$0.00**	**$21,843.40**	
81																$0.00	
82	forecasted amount														$2,100.00	**$2,100.00**	
83	forecasted/actual difference								$260.00	$240.00	$240.00	$200.00	$192.00	$172.00			
84																$23,943.40	
85	**Estimated Wage Expenses--FY15**																
86	Wages		$186,409.22														
87	Cell Phones		-$13.99														
88	Longevity		$23,943.40														
89	Employee payout (Nesloney)		$5,533.54														
90	Employee payout (Hardi)		$137.78														
91	**TOTAL**		**$216,009.95**														
92	Amount Allocated		$180,933.45														
93	Total amount after expenses		-$35,076.50														

Maintenance and Operations, M&O

Maintenance and Operations are those expenses utilized to keep your unit running. These charges include PO's, PCard transactions, Work Orders, and IDT's.

M&O Reconciliation

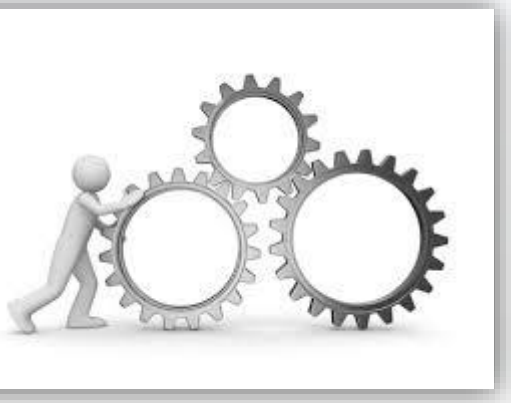
- Purpose of M&O Reconciliation

  1) making sure that all the charges that are suppose to hit your budget do hit the budget and in the correct Chart of Accounts, and

  2) that you know your balances even with those charges that have not hit your budget (i.e. work orders, pcards, IDT, etc.).

- By keeping your budget up to date, you should be able to forecast out your expenses.

Maintenance and Operations



Revenue Total	$1,655,251.15	$1,655,521.15	$0.00	$0.00	($1,570.00)
Expense					
C5014 - Staff Salaries	$1,128,879.62	$1,035,436.79	$0.00	$0.00	$93,442.83
C5030 - Wages	$232,047.12	$248,456.12	$0.00	$0.00	($16,409.00)
Salaries & Wages	**$1,360,926.74**	**$1,283,892.91**	**$0.00**	**$0.00**	**$77,033.83**
C5050 - Payroll Related Costs	$394,237.23	$410,758.15	$0.00	$0.00	($16,520.92)
Payroll Related Costs	**$394,237.23**	**$410,758.15**	**$0.00**	**$0.00**	**($16,520.92)**
C5070 - Maintenance & Operations	$26,314.11	$51,797.59	$0.00	$0.00	($25,483.48)
Maintenance & Operations	**$26,314.11**	**$51,797.59**	**$0.00**	**$0.00**	**($25,483.48)**
C5251 - Travel	$0.00	$0.00	$0.00	$0.00	$0.00
Travel	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
C5331 - Communication & Utilities	$0.00	$16,009.74	$0.00	$0.00	($16,009.74)
Communication & Utilities	**$0.00**	**$16,009.74**	**$0.00**	**$0.00**	**($16,009.74)**
Expense Total	**$1,781,478.08**	**$1,762,458.39**	**$0.00**	**$0.00**	**$19,019.69**
Fund Category/Fund Total					$17,649.69

- M&O can be pulled a couple different ways. Can pull line by line in Cognos or Fund Category/Fund Total and use data filters.

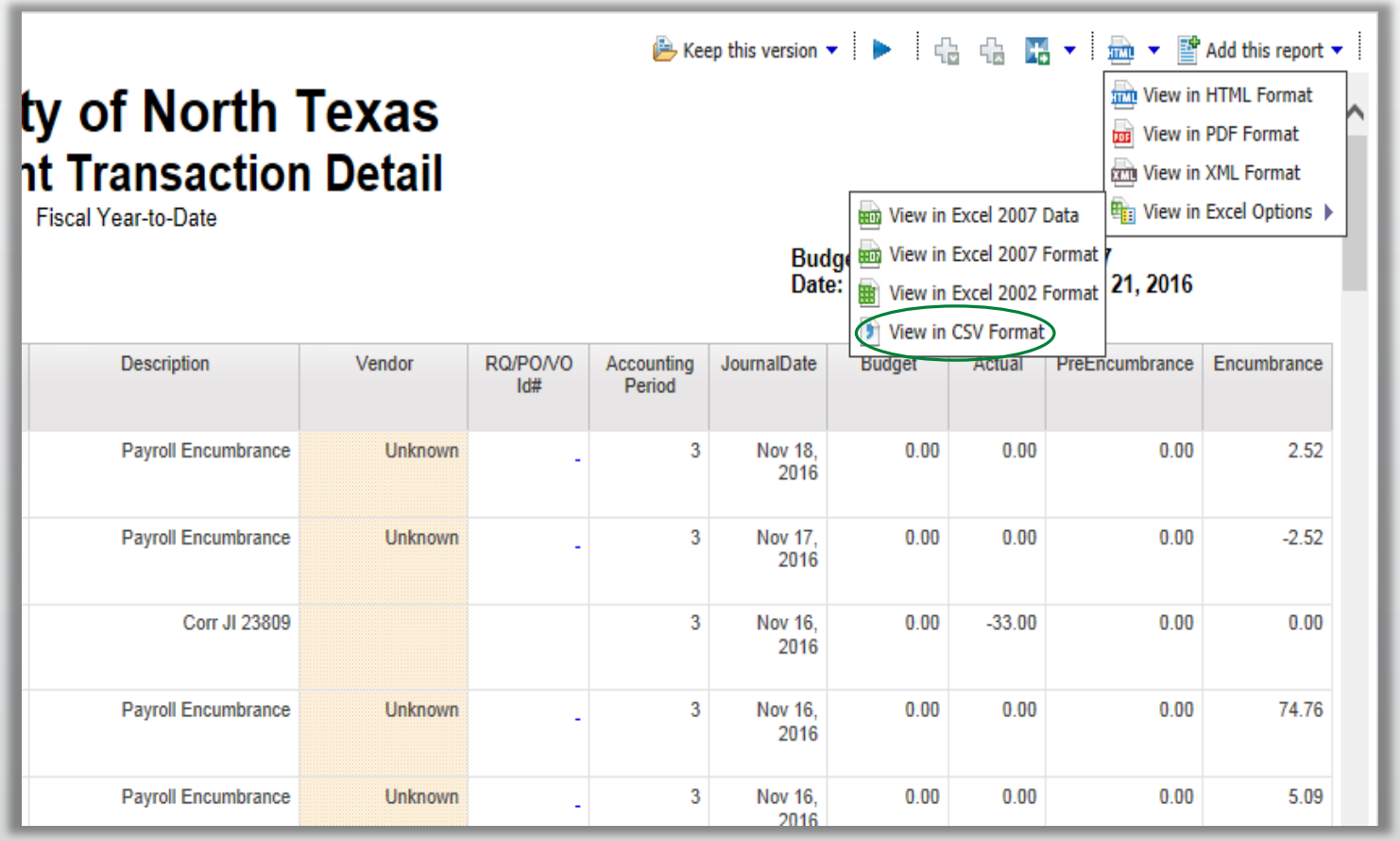
Fund Category/Fund: 200 - Designated Operating-Managed, 830029 - Designated Oper-Central Alloc

Account	Budget	Actual	PreEncumbrance	Encumbrance	Balance
Expense					
50001 - Cost of Goods Sold	$0.00	$193.88	$0.00	$0.00	($193.88)
51333 - Temp Emplymnt Agency Fees	$0.00	$8,796.56	$0.00	$0.00	($8,796.56)
53001 - Supplies-Office	$0.00	$10.00	$0.00	$0.00	($10.00)
53018 - Computer Software Exp	$0.00	$500.00	$0.00	$0.00	($500.00)
80030 - I/C Employee ID Badge-Exp	$0.00	$15.00	$0.00	$0.00	($15.00)
80149 - I/C Printing Services-Exp	$0.00	$340.00	$0.00	$0.00	($340.00)
D5000 - Cost of Goods Sold	$0.00	$0.00	$0.00	$0.00	$0.00
D5101 - Professional Fees & Svcs	$56,234.00	$0.00	$0.00	$7,986.00	$48,248.00
D5301 - Materials & Supplies Exp	$38,988.31	$0.00	$0.00	$4,993.65	$33,994.66
D5350 - Repairs and Maintenance	$3,000.00	$0.00	$0.00	$0.00	$3,000.00
D5360 - Rental Exp-Non-Cap	$500.00	$0.00	$0.00	$0.00	$500.00
D5371 - Printing & Reproduction	$3,000.00	$0.00	$0.00	$0.00	$3,000.00
D5501 - Other Operating Exp	$5,000.00	$0.00	$0.00	$0.00	$5,000.00
C5070 - Maintenance & Operations	**$106,722.31**	**$9,855.44**	**$0.00**	**$12,979.65**	**$83,887.22**
Expense Total	**$106,722.31**	**$9,855.44**	**$0.00**	**$12,979.65**	**$83,887.22**
Fund Category/Fund Total					$83,887.22

Fund Category/Fund Total Button

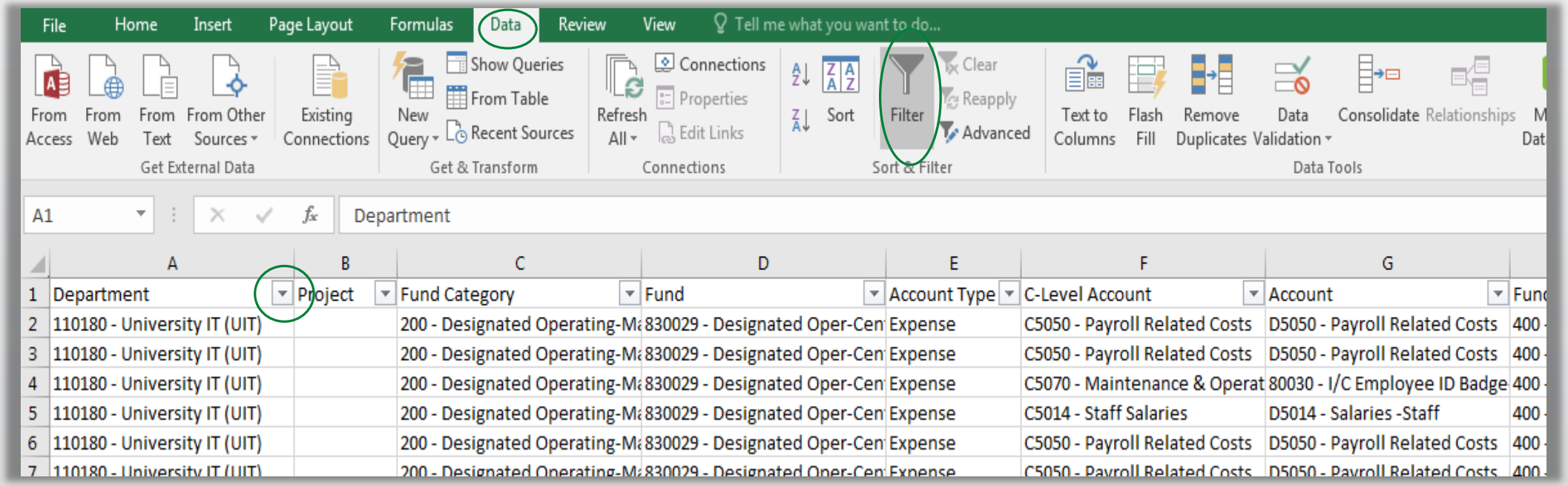
- Balance Budget through Fund Category/Fund Total
- Once you click the hyperlink, you can pull the information to spreadsheet form
- Data Sort for the actual category you are wanting to balance/reconcile
- Pull up reconciling document and reconcile the account

- Pull transaction detail into spreadsheet (CSV format works well)



Description	Vendor	RQ/PO/VO Id#	Accounting Period	JournalDate	Budget	Actual	PreEncumbrance	Encumbrance
Payroll Encumbrance	Unknown	-	3	Nov 18, 2016	0.00	0.00	0.00	2.52
Payroll Encumbrance	Unknown	-	3	Nov 17, 2016	0.00	0.00	0.00	-2.52
Corr JI 23809			3	Nov 16, 2016	0.00	-33.00	0.00	0.00
Payroll Encumbrance	Unknown	-	3	Nov 16, 2016	0.00	0.00	0.00	74.76
Payroll Encumbrance	Unknown	-	3	Nov 16, 2016	0.00	0.00	0.00	5.09

- Once in spreadsheet form, you can click on the Data tap
- Then you are able to add a Filter, which gives you the drop downs for each column



	A	B	C	D	E	F	G
1	Department	Project	Fund Category	Fund	Account Type	C-Level Account	Account
2	110180 - University IT (UIT)		200 - Designated Operating-Ma	830029 - Designated Oper-Cen	Expense	C5050 - Payroll Related Costs	D5050 - Payroll Related Costs
3	110180 - University IT (UIT)		200 - Designated Operating-Ma	830029 - Designated Oper-Cen	Expense	C5050 - Payroll Related Costs	D5050 - Payroll Related Costs
4	110180 - University IT (UIT)		200 - Designated Operating-Ma	830029 - Designated Oper-Cen	Expense	C5070 - Maintenance & Operat	80030 - I/C Employee ID Badge
5	110180 - University IT (UIT)		200 - Designated Operating-Ma	830029 - Designated Oper-Cen	Expense	C5014 - Staff Salaries	D5014 - Salaries -Staff
6	110180 - University IT (UIT)		200 - Designated Operating-Ma	830029 - Designated Oper-Cen	Expense	C5050 - Payroll Related Costs	D5050 - Payroll Related Costs
7	110180 - University IT (UIT)		200 - Designated Operating-Ma	830029 - Designated Oper-Cen	Expense	C5050 - Payroll Related Costs	D5050 - Payroll Related Costs

Forecasting Budget

- Forecasting expenses usually happens around March/April.
- Forecasting is utilized to make sure that by the end of the fiscal year you are on point with your budget.
- By balancing you accounts monthly this task should be a less cumbersome process.

Work Orders, PCard Transactions, IDT's, Travel Vouchers, Miscellaneous Charges

- Examples of charges that are processed outside of Cognos and hit the budget at a later date.
- These charges are important to keep track of to have an accurate current budget amount.

Questions and Answers

Contact Information

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