User Guide to Establishing Faculty Start-Ups in Project Portfolio Management (PPM)
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1. Purpose

As part of its commitment to support faculty in their discovery, synthesis, interpretation, and dissemination of new knowledge through significant research and publication, the University of Wyoming provides start-up funds to select new faculty members to help establish their respective programs of research and creative enterprise. Start-up funds are negotiated as part of the faculty recruitment process and may include commitments from various departments and divisions at the University of Wyoming.

To best serve faculty and allow easy access to view start-up fund balances, the University of Wyoming will be able to track faculty start-up funds within the PPM module of the Financial Management and HCM system effective July 1, 2020. Tracking within PPM allows for the following advantages:

- *Ability to easily track and roll funds across fiscal years.* Start-up funds are considered to be "designated" funds set aside specifically for individual faculty members over the course of several fiscal years. Funds in the PPM system are not strategically consolidated like other unrestricted funds are at the end of each fiscal year.

- *Individualized awards.* The PPM module will allow each faculty member to have their own award. This will allow both the faculty member and financial team to easily and clearly understand how much funding remains in a faculty member's start-up.
- *Transparent reporting.* The PPM module has an excellent user interface wherein faculty members and financial support staff can see their budget to actuals and expenditures within PPM. Furthermore, there are a variety of reports available to show this information. As awards are individualized, faculty members may easily review their specific projects within this module, rather than using a more general report out of the all-encompassing General Ledger.

2. <u>Process to Request a Start-Up Award</u>

This section outlines:

A) Preparation and approval of the *Request for Faculty Start-up Support* form and Commitment Letter by colleges/divisions; and

B) Set-up of the award in the PPM module by the UW Budget Office.

A.   **Request for Faculty Start-up Support form**

- **Prepare the draft *Request for Faculty Start-up Support* form**. Once a candidate has been identified, department heads will work with candidates to fill out budget category details on the form, including itemization and justification of equipment.
- **Determine the amount and source of funds**. Department heads should consult with the Dean's office, college business director and department accountant to determine various sources and timing of funds from the College, as well as reach out to other sources of funding (Research Office, Provost's Office, President's Office or other Programs) to estimate potential commitments to funding each position.
- **Finalize/approve the *Request for Faculty Start-up Support* form.** Once funding is committed, circulate the form to all departments so they can fill in final amounts and budget detail on funding sources for the faculty start-up package. Acquire all approval signatures.
- **Faculty notification.** Once the form has been approved by all funding participants, prepare the Faculty Commitment Letter for the candidate's signature and attach the *Request for Faculty Start-up Support* form.

B. Set-up:
- Upon receipt of the signed commitment letter and *Request for Faculty Start-up Support* form, email a copy to the Budget Office at budgetoffice@uwyo.edu, and CC all committed departments.
- The faculty start-up budget and documents will be entered within the PPM module by the Budget Office and notification sent to all committed departments upon setup.

3. <u>Budgeting</u>

The following section provides guidance for financial staff on budgeting for faculty start-ups through the internal allocation/transfer of funds between department and/or division.

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It is the department/division's responsibility ensure the Designated Operating Faculty Start-up account is adequately and properly funded.

A. Budgeted Fund Sources

On the *Request for Faculty Start-Up* form, departments/divisions should indicate **all** budgeted sources of funding which will be used to fund the faculty member's designated Start-Up fund (i.e. department unrestricted operating, F & A designated, etc.).

Funds are to be transferred from these budgeted sources to the designated fund class/ start-up fund source within each division (i.e. 200-050001-ORG).

An exception is when foundation and grant funds are budgeted. These map to their original fund class/source, and are NOT transferred to a faculty start-up fund.

Example: Request for Faculty Start-Up Form:

Start-up Commitment Detail

Fiscal Year	FY21
Item	**Year 1 Amount**
Grad Student - Tuition and Fees	
Salaries, Wages, and Fringe Benefits	$ 50,000.00
Faculty Salary (include fringe)	
Undergraduate Support (include fringe)	
Grad Student Support (include fringe)	
PostDoc Support (include fringe)	
Research technician (include fringe)	
Travel	$ 75,000.00
Equipment/Lab Equipment (Capital)	$ 100,000.00
Research Material and Supplies	$ 25,000.00
Total	$ 250,000.00
Division/College/School/Department/Unit Commitments	
College, School, Department, Division, Unit	**Year 1 Amount**
College (expenditures will post directly)	$ (100,000.00)
Funding Source	200-050001-ORG
College (transfer to dean's office)	*$ 50,000.00*
Funding Source	*200-085001-ORG*
Department (transfer to dean's office)	*$ 50,000.00*
Funding Source	*105-000001-ORG*
Program (expenditures will post directly)	50,000.00
Funding Source	Grant number
ORED* (expenditures will post directly)	$ 100,000.00
Funding Source	200-050001-70001
Total UW Commitment	$ 250,000.00

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B. Designated Start-Up Funds

When faculty start-up awards are created in PPM, these awards are mapped to the following general ledger chart strings for designated start-up funds (indicated in the *Request for Faculty Start-up Support* form):

- Colleges: Expenditures are mapped to fund class 200 and fund source 050001 (Designated Operating Faculty Start-up) within the Dean's organization.
- ORED: Expenditures are mapped to fund class 200 and fund source 050001 in the VP's organization (70001).
- Provost's Office: Funds are transferred from the Provost's office to the ORED designated account above.
- Programs (foundation, grants): Expenditures are mapped directly to their original fund class/fund source.

C. Transfer of Budgeted Funds to Designated Start-Up Funds

Funds are to be budgeted and transferred into the appropriate division's designated start-up fund using the natural account codes below:

- **76201 Inter-Unit/Center Allocations**
  Used to allocate funds ACROSS divisions.

- **76401 Intra College Allocations**
  Allocates funds from one organization to another within the SAME division (e.g., Mathematics and A&S Dean's Office are organizations within the College of Arts & Science Division).

These codes are only to be used with the Unrestricted Operating, Designated Operating and Restricted Fund Source. They are **NOT** to be used for grants or Foundation funds.

Examples:

For Department:

Fund Class - Source	Summary Level Natural Accounts	Budget
	A_76201 Inter Unit/Center Allocations	0
FC_105 – FS_000001	A_76401 Intra College Allocations	50,000
	A_76601 Internal Sales Auxiliaries	
	A_77002 Provisions for Non facility Renewal	
	A_77003 Transfers To/From Plant Fund Project Related	-

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For Division:

Fund Class - Source	Summary Level Natural Accounts	Budget
	A_76201 Inter Unit/Center Allocations	0
FC_200_FS_085001 DOC - Designated Operating F&A Recovery	A_76401 Intra College Allocations	50,000
	A_76601 Internal Sales Auxiliaries	
	A_77002 Provisions for Non facility Renewal	
	A_77003 Transfers To/From Plant Fund Project Related	

For Office of Research and Economic Development (ORED):

Fund Class - Source	Summary Level Natural Accounts	Budget
	A_76201 Inter Unit/Center Allocations	0
FC_200_FS_085001 DOC - Designated Operating F&A Recovery	A_76401 Intra College Allocations	100,000
	A_76601 Internal Sales Auxiliaries	
	A_77002 Provisions for Non facility Renewal	
	A_77003 Transfers To/From Plant Fund Project Related	
	A_77401 Non mandatory Transfers To/From Operations Funds	
	A_77499 Due To / Due From Balancing	

For Division and ORED - Per Organization:

Fund Class - Source	Summary Level Natural Accounts	Budget
	A_76201 Inter Unit/Center Allocations	0
FC_200_FS_050001 DOC - Designated Operating Faculty Start up	A_76401 Intra College Allocations	(100,000)
	A_76601 Internal Sales Auxiliaries	
	A_77002 Provisions for Non facility Renewal	
	A_77003 Transfers To/From Plant Fund Project Related	
	A_77401 Non mandatory Transfers To/From Operations Funds	
	A_77499 Due To / Due From Balancing	

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4. Start-Up Structure in PPM

The following section outlines how faculty start-up awards are structured within PPM. This section will help faculty and financial staff understand the different budget categories within PPM that are available to use, naming convention, how project spending is controlled within PPM, and how the PPM project accounting corresponds to the General Ledger accounting. Understanding this section is critical as it correlates to understanding how to validate spending on the project **(Section 7).**

A. Budget Categories within PPM

The following are the available budget categories within PPM. Each awardee should work with their department accounting personnel and leadership team to develop how the award should be budgeted within PPM. Once this has been determined, this information will need to be included in the *Request for Faculty Startup Support form* so the award can be set up correctly.

- Tuition
- Capitalized Equipment
- Salaries, Wages & Fringe Benefits
- Domestic Travel
- Foreign Travel
- Equipment and Rental Fees
- Materials and Supplies
- Other

B. Track Control on Project Spending

Awards will be set up based on the approved budget provided to the Budget Office in the categories outlined above. There is a level of control on spending at the award level. An award cannot be overspent by the total award amount. For example, if the total award is for $120,000, if an expenditure is put through using the project number associated with this award that makes the award have $121,000 in expenditures, then the transaction will error and not be processed.

While there is control on spending at the award level, there is not control at spending on the project level. For example, below is an award with two projects, one funding from the Office of Research and Economic Development (ORED) and the other is from the college. The total funding amount is $120,000; however FSU-CBROWNELL2 is $35K and FSU-CBrownell is $85K.

In this scenario, the FSU-CBrownell2 project could end up spending $40,000. However, if this project spends $40,000, then the FSU-CBROWNELL project can only spend $80,000. If a transaction pushes FSU-CBROWNELL over to $81,000, the transaction will be rejected by the system.

Overview FSU-CBrownell - Faculty StartUp-CBrownell (120,000.00)

Currency = US Dollar

Financial Performance

Period Type Inception-to-Date 1/1/2020 ⌄   Budget Period 1 1/1/2020 - 12/31/2022 ⌄
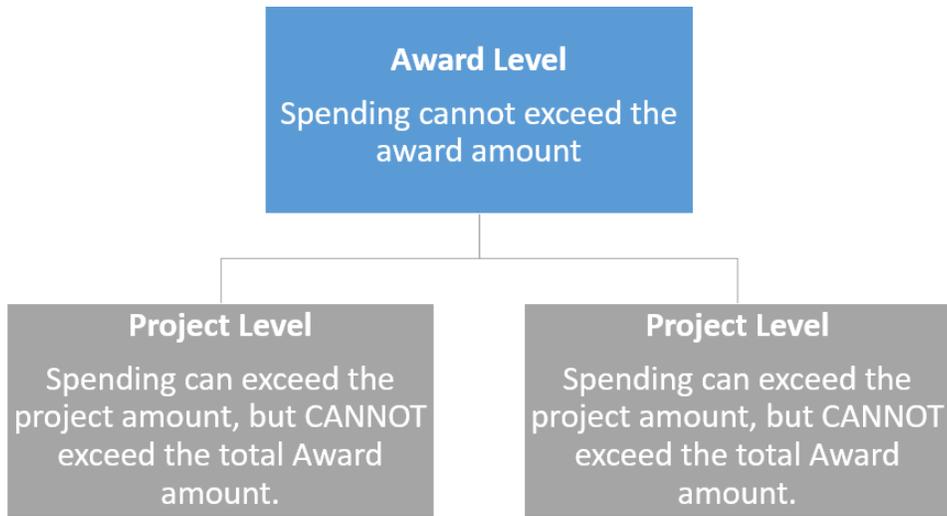
Funding Amount 120,000.00

Award Projects

FSU-CBrownell ORED fun... (35,000.00) ⌄		Faculty StartUp - CBro... (85,000.00) ⌄	
FSU-CBrownell2		FSU-CBrownell	
Budget Amount	35,000.00	Budget Amount	85,000.00
Commitment Amount	0.00	Commitment Amount	0.00
Actual Amount	0.00	Actual Amount	790.00
Available Amount	35,000.00 ⚠	Available Amount	84,210.00 ✓
Unbudgeted Amount	0.00	Unbudgeted Amount	0.00

Financial Details

	Task	Resource	Funding Source	Budget Amount	Commitment Amount	Actual Amount	Available Amount
▶	Faculty StartUp - CBrownell			85,000.00	0.00	790.00	84,210.00
▶	All Project Scope			85,000.00	0.00	790.00	84,210.00
▶	All Project Scope	Equipment and Rental...	University of Wyoming	40,000.00	0.00	0.00	40,000.00
▶	All Project Scope	Financial Resources	University of Wyoming	40,000.00	0.00	0.00	40,000.00
▶	All Project Scope	Materials and Supplies	University of Wyoming	5,000.00	0.00	790.00	4,210.00

This is also outlined in the diagram below.

Award Level
Spending cannot exceed the award amount

Project Level
Spending can exceed the project amount, but CANNOT exceed the total Award amount.

Project Level
Spending can exceed the project amount, but CANNOT exceed the total Award amount.

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C. Naming Convention

Faculty start-up awards will be identified using FSU-(Principal Investigator's first initial/last name). Example: **FSU-CBrownell or FSU-CBrownell2 based on funding.** If there are too many characters, the last name will be truncated. This is a different naming structure than other awards in PPM, making it easy to identify and report on these awards.

D. Accessing Award Information in PPM - User Interface (UI)

Users may view the start-up project (including budget and actuals) within the system in WyoCloud Financial Management & HCM system by following the Quick Reference Guide– PPM Grants Campus User Guide.

Reports are also available to run for access to comprehensive award information, as outlined in Section 6, "Reports and Validating (Reconciling) Start-Up Accounts."

To access award information using the PPM User Interface, navigate to the Manage Awards page for the selected award number where the overview of the project will be displayed.

Overview FSU-CBrownell - Faculty StartUp-CBrownell (120,000.00)

Currency = US Dollar

Financial Performance

Period Type Inception-to-Date 1/1/2020 ▾   Budget Period 1 1/1/2020 - 12/31/2022 ▾

Funding Amount 120,000.00

Award Projects

FSU-CBrownell ORED fun... (35,000.00) ▾		Faculty StartUp - CBro... (85,000.00) ▾	
FSU-CBrownell2		FSU-CBrownell	
Budget Amount	35,000.00	Budget Amount	85,000.00
Commitment Amount	0.00	Commitment Amount	0.00
Actual Amount	0.00	Actual Amount	790.00
Available Amount	35,000.00 ⚠	Available Amount	84,210.00 ✅
Unbudgeted Amount	0.00	Unbudgeted Amount	0.00

Financial Details

	Task	Resource	Funding Source	Budget Amount	Commitment Amount	Actual Amount	Available Amount
▸	Faculty StartUp - CBrownell			85,000.00	0.00	790.00	84,210.00
▸	All Project Scope			85,000.00	0.00	790.00	84,210.00
▸	All Project Scope	Equipment and Rental...	University of Wyoming	40,000.00	0.00	0.00	40,000.00
▸	All Project Scope	Financial Resources	University of Wyoming	40,000.00	0.00	0.00	40,000.00
▸	All Project Scope	Materials and Supplies	University of Wyoming	5,000.00	0.00	790.00	4,210.00

Additional views are available by selecting the drop down above the Financial Details section (Recommended view is the Project and Top Resource Control Budget Balances option and will be the example used in this document)

This will show a high-level overview of the project fund.

Section A:

1) **Period Type** – Leave as Inception-to-Date to view all transactions associated with the award.
2) **Budget Period** – Consistent with the university's budget period and will only show one budget period even if the award is multiple years.

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Section B (Award Projects):

Provides a high-level summary of the award.

1) **Budget Amount** – The approved budget of the start-up fund
2) **Commitment Amount** – Expenditures that have been processed in the system, but have not reached a paid status.
3) **Actual Amount** – Amount of expenditures that have been paid from the fund
4) **Available Amount** – The Budget Amount less Commitment Amount less Actual Amount for a remaining spending authority balance
5) **Unbudgeted Amount** – Typically should be zero, if an amount shows in this field reach out the Office of Sponsored Programs to discuss.

Section C (Financial Details):

Provides the ability to view more detailed information for each expenditure type (resource) of the award.

1) **Project** – Project name (i.e., start-up fund name)
2) **Resource** – Budget category name
3) **Budget Amount** – The approved budget of the start-up fund
4) **Commitment Amount** – Expenditures that have been processed in the system but have not reached a paid status (e.g., non-po invoice, expense report, procurement transactions).
5) **Actual Amount** – Amount of expenditures that have been paid from the fund
6) **Available Amount** – The Budget Amount less Commitment Amount less Actual Amount for a remaining spending authority balance

To view more details, follow the steps outlined in the Quick Reference Guide to access the Manage Project Costs screen. Upon selecting on Manage Project Costs, all transactions will appear. Each transaction provides the ability to drill into for more details by clicking on the transaction number hyperlink.

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After clicking on a Transaction Number, more details of the transaction are displayed. Here you can view what type of expense it was and the associated invoice number and amount.

- To verify the correct GL string was charged for the expense, view the Costing tab and select View Accounting.

- All lines for the transaction will appear and you can hover your mouse over the Account string to view the description name of each account.
- If an expense was charged to the wrong GL account string, an expenditure or payroll (depending on the expense) correction will need to be completed.

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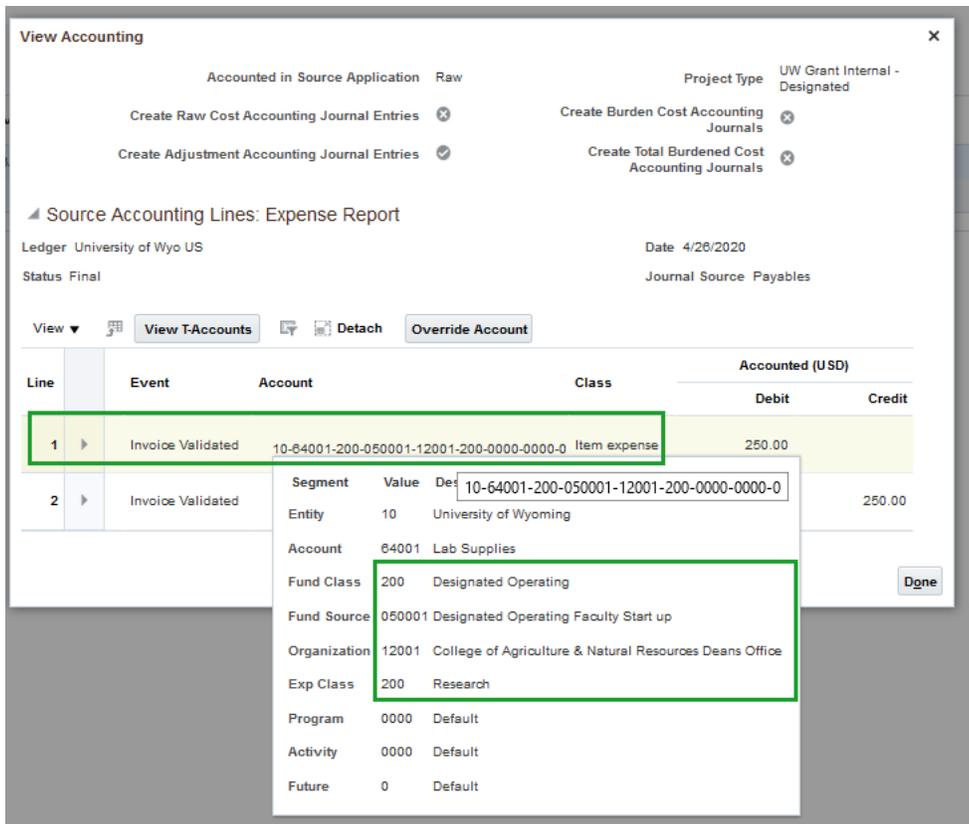
E. Accounting of Projects and Award Association with the General Ledger

The University of Wyoming uses both a General Ledger and several subledgers to conduct and track business. The PPM module is considered to be a subledger. All awards in PPM are still tied to a chart string in the General Ledger. While faculty members are able to use the module to track the spending on their awards, it is recommended that their departmental accounting personnel also track their college's associated GL strings. By tracking on the GL string, it will help department personnel know when they need to transfer funds into this account as expenditures are charged against it. This will help keep debits and credits in alignment. Below is a chart of where each college's faculty start-ups are charged against the GL.

More information on validating accounts can be found in Section 6, "Reports and Validating (Reconciling) Start-Up Accounts."

College	Chart String
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES	10-XXXXX-200-050001-12001-XXX-0000-0000-0
COLLEGE OF ARTS AND SCIENCES	10-XXXXX-200-050001-13001-XXX-0000-0000-0
COLLEGE OF BUSINESS	10-XXXXX-200-050001-14001-XXX-0000-0000-0
COLLEGE OF EDUCATION	10-XXXXX-200-050001-15001-XXX-0000-0000-0
COLLEGE OF ENGINEERING AND APPLIED SCIENCE	10-XXXXX-200-050001-16001-XXX-0000-0000-0
COLLEGE OF HEALTH SCIENCES	10-XXXXX-200-050001-17001-XXX-0000-0000-0
COLLEGE OF LAW	10-XXXXX-200-050001-18001-XXX-0000-0000-0

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5. <u>Making Purchases Using Start-up Funds</u>

This section will assist financial staff with start-up fund purchases. There are a few different processes for purchasing a good/service and is dependent upon the type of item being purchased. No matter what process is selected, processing the transaction on a start-up fund is the same as using a general ledger (GL) string. The only difference is that the POETA string (project string) for the expenditure will be used instead of filling out the 9-segment GL string.

The procedures below are a summary of the university's standard purchasing procedures.

Finance transactions processed within the Financial Management System will go through an approval workflow based on the funding source for the start-up fund. For example, all faculty start-up funds are assigned a project number which is also assigned to a default GL account string upon setup. The project number will drive the transaction to the appropriate project manager for approval. Additionally, the organization within the default account string will drive the transaction to the appropriate cost center approver. Cost center approvers are assigned to each organization and the list of cost center approvers can be found on the Financial Affairs website under Chart of Accounts. Based on the type of item being purchased, the transaction will also route to the appropriate additional approvals as needed (e.g., procurement services, asset management, etc.).

Note: See the corresponding Quick Reference Guide for each type of transaction below on step-by-step instructions on making the purchase by the specific method. All Quick Reference Guides are located on the Knowledge Base: https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/?CategoryID=4940

A. **Requisitions** (process for requesting goods/services to be purchased and dispatches a purchase order to the supplier after it's been approved)

    1) Procurement Catalog: Preferred method of shopping in order to receive negotiated pricing through specifically contracted suppliers. The procurement catalogs should be the first stop for shopping for items such as:
- Computers
- Lab Supplies
- Office Supplies

    **Quick Reference Guide – Creating a Procurement Catalog Requisition

    2) Non-Catalog: Method of ordering goods/services that are not offered through the procurement catalogs. Additional policies and procedures must be followed in this method.
- Quote and Bid Threshold policy must be followed for purchases over $10,000. Please see the Financial Affairs website under Policies and Procedures within Procurement & Payment Services section to review the policy.

    **Quick Reference Guide – Creating a Non-Catalog Requisition

    3) Capital Assets in Start-ups: The purchase of a capital asset as described in UW Capital Equipment SAPP may be made either through the Procurement Catalog or with a Non-Catalog purchase. It may **not** be made on a procurement card (see Procurement Visa Card, Section B).

The purchase of a capital asset is handled the same as purchases noted above. The selection of an Expenditure Type of Capitalized Equipment will populate the POETA with the appropriate GL account string.

- A requisition is created to purchase a capital asset. The requisition is routed to Asset Management based on the natural account used in the accounting string.
- Asset Management reviews the purchase. If there are no issues, it is approved and routes to the department's cost center approver. If there are any questions or issues, it is routed back to the requestor for further clarification or changes.
- When the cost center approver approves the requisition, it is routed to a buyer in Procurement Services. The buyer handles the creation of a Purchase Order.
- When the capital asset is received and invoiced and then paid by Payment Services, it routes back to Asset Management for posting into the WyoCloud Asset Management Module.
- After the capital asset has been posted and added to the Asset Management Module in WyoCloud, the department will be notified to transfer funds from the GL expense account to the plant account.
- Reconciliation of the accounts is addressed in #6 below.

B. **Procurement Visa Card:** The University of Wyoming procurement card (P-Card) is a VISA credit card used only for university business. Purchases made with this card must be in accordance with federal, state and university statutes, regulations, policies and procedures. The procurement card helps to facilitate a more expedient procedure for purchasing goods for departments. The procurement card is intended to be used as an additional method for the purchase of goods, not as a replacement for purchase orders.

The procurement card allows the authorized cardholder to make purchases for their department by directly interacting with suppliers both inside and outside the university. If a faculty member has a large number of start-up purchases, then making purchases using a procurement card is a good option.

To request a procurement card, the department must complete the Procurement Cardholder Agreement located on the Financial Affairs website, under Forms, Procurement & Payment Services.

All cardholders must obey and comply with the Procurement Card Policies and Procedures Manual.

All transactions must be reconciled within 30 days of the transaction posting date or the card will be put on a hold.
**Quick Reference Guide – P-Card Expense Reconciling/Reporting

C. **Reimbursements:** Faculty members can purchase allowable items out of pocket and then submit an expense report along with receipts to be reimbursed. For travel expenses, such as Per Diem or Airfare, please review the Travel Policy prior to travel.
**Quick Reference Guide – Entering an Expense Report (additionally, a faculty member can assign a delegate for review of their expense report prior to submission; follow this Quick Reference Guide to assign a delegate – Manage Delegates for Expense Report Submission

D. **Cash Advance**: An employee may request a cash advance to support anticipated expenses while on university business (typically used when traveling). Requests should be processed a minimum of one

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week prior to the date listed as the Trip Start Date. There are specific requirements to determine whether a cash advance is suitable for certain circumstances.

Please review the Official University Travel and Reimbursement Policy under UW Standard Administrative Policies and Procedures prior to submitting a cash advance request.
**Quick Reference Guide: [Requesting, Reconciling, Withdrawing and Returning Unused Funds from a Cash Advance](#)

E. **IDT (Interdepartmental Transfer):** Purchases from another UW department are processed through an interdepartmental transfer journal entry and are initiated by the revenue-receiving department. The form is located on the Financial Affairs website under [Forms and Accounting Office.](#)

6. Reports and Validating (Reconciling) Start-Up Accounts

This section will outline recommended best practices for faculty members and financial staff on how to validate their accounts through use of reports within the system. It is important to routinely review start-up funds to ensure all expenditures are processing correctly and all transfers to cover the expenditures are completed.

There are a variety of methods to review budget and transaction information. To review information using the PPM User Interface, please see Section 4.D, "Accessing Award Information in PPM - User Interface (UI)."

A. Reports

Faculty members can review reports of their start-up accounts through the WyoCloud Financial Management system. There are a variety of reports based on the user's need on the Transactional Reporting Table of Contents dashboard. Employees must take the mandatory access training to access the reporting dashboard through the Employee LearnCenter.

The following is a screenshot of the Transactional Reporting Table of Contents dashboard:

Transactional Reporting Table of Contents
This dashboard serves as the table of contents for all key transactional reports for campus users.

General Ledger and Budgetary Control
Budget by Account
General Ledger Balances
Transactions by Period
Payroll Expenditures without Fringe
Payroll Funding

Procurement and Accounts Payable
Invoice Status Report
Procure to Pay
Contract Status

Project Portfolio Management
Project Financial Summary
Project Expenditure Summary
Project Expenditure Summary Budget to Actual
Project Expenditure Details
Project Committed Cost Details

Expenses and P-Card
P-Card Transactions
Outstanding P-Card Transactions
Expense Report Information

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The following reports under **PPM** will be the most useful for viewing start-up funds (project):

- **Project Financial Summary** – Provides a high level overview of the project including funding amount, actual expenses, variance and total committed costs on a project.
- **Project Expenditure Summary** – Provides a high level overview of all expenditures by expenditure category and expenditure type for any project.
- **Project Expenditure Summary Budget to Actual** – Provides a more detailed look at budget vs. actual expenditures on the project.
- **Project Expenditures Details** – Provides a detailed listing of all the expenditures charged to a project.
- **Project Committed Cost Details** – Provides a listing of all of the costs committed to a project, but not fully paid/processed.

B. Validating Expenditures and Transfers are Accurate and Complete in the GL

Start-up funds will need to be validated on the GL side of the start-up fund to ensure all transfers are completed and accurate. This will help ensure no large deficits are created and all expenditures are covered. See more details in section 2, which includes a list of where each college's start-up funds are charged to on the GL side. There are two options to view the GL side of the start-up account:

1. **Account Analysis Report (pre-built option recommended)**
   - The Financial Affairs team publishes the account analysis report after each month end is closed by division. The reports are available at the following warehouse drive:
     \\warehouse\shotgun$\Financial_Management_Reports
   - Navigate to the Account Analysis folder then to the Division associated with the Start-up fund. Select the fiscal year and the month ending you wish to view.
   - Upon opening the report, select the AASummary tab. This tab will show all transactions hitting the GL account associated with the start-up fund.
   - Narrow the view down to fund class 200, fund source 050001 and the specific organization associated with the start-up fund. This will be the default account string assign to the start-up fund project. See example below:

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- Verify all transactions posted to this account are accurate and expected to be charged to this start-up fund. Each transaction is broken out into the natural account associated with the transaction.
- Transfers will appear as a credit (Accounted CR) within natural account 76401 or 76201 depending on where the transfer is coming from.
- If expenditures exceed the transfer amount, submit a transfer request to be completed through the budget office.

	A	B	C	D	E	F	G	H
1	Budget	(blank)						
2	JE CATEGORY NAME	(All)		Show Selected Details				
3	ENTITY	(All)						
4	NATURAL ACCOUNT	(All)						
5	FUND CLASS	200		Breakdown of transactions by natural account code.		ACCOUNTED DR = Debit		
6	ORG	(All)				ACCOUNTED CR = Credit		
7	EXPENSE CLASS	(All)		Click the + button to the left of the natural account to view breakdown by month in the START DATE column		TOTAL = Net of the Debit & Credit Columns		
8	PROGRAM	(All)				Ability to drill into these amounts to view more columns of detail		
9	ACTIVITY	(All)						
10								
11	ORG DESC	FUND SOU FUND	BALANCE_TYPE	NATURAL ACCOUNT-DESC	START DATE	ACCOUNTED DR	ACCOUNTED CR	TOTAL
12	⊟16001-Engineering & Applied Sci	⊟050001	⊟Actual	⊞12505-Equipment LABORATOR		$ 114,410.00	$ 189,820.00	$ (75,410.00)
13				⊞30002-Beginning Year Net		$ 3,391.60	$ 132,607.73	$ (129,216.13)
14				⊞63001-Travel Domestic Exp		$ 1,030.80	$ 1,030.80	$ 0.00
15				⊞64001-Lab Supplies		$ 2,505.78	$ 3,205.36	$ (699.58)
16			⊟Encumbrance	⊞12505-Equipment LABORATOR		$ 114,410.00	$ 114,410.00	$ -
17	Grand Total					$ 235,748.18	$ 441,073.89	$ (205,325.71)

2. General Accounting Dashboard

The General Account Dashboard is another option to view the GL account information within the Financial Management System instead of the Account Analysis report. Follow the Quick Reference Guide on how to access the dashboard and set up a default view for the account strings.

- Upon setting the account monitor for the fund class, fund source and organization associated with the faculty start-up, change the accounting period to view the most recent period of activity.

Fund Class	Fund	Org	Org Description	Exp Class	Program	Activity	Actual
200	050001	16001	Engineering & Applied Science Deans Office	All Exp Class Values	All Program Values	All Activity Values	-129,915.71 USD

- The Actual column will show the total actual amount in the account (negative = credit/surplus, posited = debit/deficit).

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- To view details, there are a variety of methods to drill down into each section. The recommended way to view by natural account categories is to select the **All Account Values** hyperlink to view all of the different natural account segments and their activity.
- Within the Inquire and Analyze Balances page, each natural account and the total amount allocated to it can be viewed under the Actual column.
- Transfers will appear in Natural Account 76401 and 76201.
- Ensure all deficits are covered by transfers, if a transfer is needed, complete a transfer immediately through the budget office.

Inquire and Analyze Balances

Account Monitor ▼

Account: All Account Values

View ▼ | Show Graphs | Detach | Ledger University of Wyo US | Comparison Option Budget YTD | Period Apr-20

Entity	Account	Fund Class	Fund Source	Organization	Exp Class	Program	Activity	Future	Actual (USD)
All Entity Values	12502	200	050001	16001	All Exp Class Va…	All Program Val…	All Activity Values	All Future Values	0.00
All Entity Values	12505	200	050001	16001	All Exp Class Va…	All Program Val…	All Activity Values	All Future Values	0.00
All Entity Values	30002	200	050001	16001	All Exp Class Va…	All Program Val…	All Activity Values	All Future Values	-129,216.13
All Entity Values	63004	200	050001	16001	All Exp Class Va…	All Program Val…	All Activity Values	All Future Values	0.00
All Entity Values	64001	200	050001	16001	All Exp Class Va…	All Program Val…	All Activity Values	All Future Values	-699.58
All Entity Values	64002	200	050001	16001	All Exp Class Va…	All Program Val…	All Activity Values	All Future Values	0.00
All Entity Values	64009	200	050001	16001	All Exp Class Va…	All Program Val…	All Activity Values	All Future Values	0.00
All Entity Values	64012	200	050001	16001	All Exp Class Va…	All Program Val…	All Activity Values	All Future Values	0.00
Total									**-129,915.71**

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