Arkansas State University
Finance Overview

Contents

Revised July 2018

General Information

- Fiscal Year: July 1 – June 30
- Current Fiscal Year: July 1, 2018 – June 30, 2019 (Fiscal Year 2018-2019 or FY19)
- Fiscal Periods:

01-July	02-Aug	03-Sept	04-Oct
05-Nov	06-Dec	07-Jan	08-Feb
09-Mar	10-Apr	11-May	12-June
14-Accrual Period			

- Fiscal Periods vs. Budget Periods
  - A Fiscal Period must be entered on all Budget entries; Period 14 should never be used for this; however,
  - Period 14 must be used on queries for revenues and expenses

Requisition to Check Process (Three Way Match)

- When a Requisition is entered and approved, the amount is reflected in Reservations (Commitments)
- When Procurement transfers the Requisition to the Purchase Order, the Requisition Reservation is removed and the Purchase Order is reflected in Encumbrances (Commitments)
- Once the Vendor sends the Invoice, Accounts Payable enters the Invoice
- When Receiving has been completed by the department (if required, confirming orders do not require this), the Purchase Order Encumbrance is liquidated (removed) or reduced
- Accounts Payable matches the Invoice and Receiving documents and the Invoice is reflected in Year To Date (YTD)
- Accounts Payable processes the Check or Direct Deposit payment

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┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│  Initiator   │────▶│  Approver    │────▶│  Procure     │────▶│  Vendor      │
│  enters      │     │  approves    │     │  transfers to│     │  sends       │
│  requisition │     │  requisition │     │  PO          │     │  invoice     │
└──────────────┘     └──────────────┘     └──────────────┘     └──────────────┘
        │                                                              │
        ▼                                                              ▼
┌──────────────┐     ┌──────────────────────┐              ┌──────────────┐
│  Initiator   │────▶│  AP                  │◀─────────────│  AP          │
│  receives    │     │  runs invoice/       │              │  enters      │
│  items       │     │  receiving matching  │              │  invoice     │
└──────────────┘     └──────────────────────┘              └──────────────┘
                              │
                              ▼
                     ┌──────────────┐
                     │  AP          │
                     │  processes   │
                     │  payment     │
                     └──────────────┘
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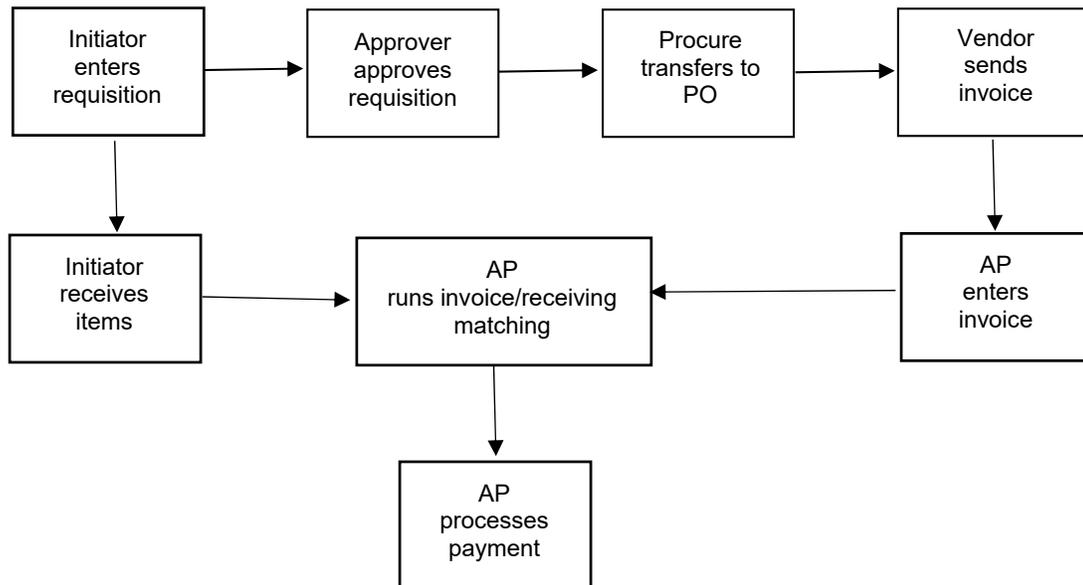
What is a FOAP?

- Revenues and Expenses are entered using a FOAP
    - Fund - Self balancing set of accounts
    - Organization - Department
    - Account - Defines the specific revenue or expense
    - Program - Function of the revenue or expense
    - Activity – Define activity/event – used for reporting/tracking
        - Athletics
        - Student Union
        - Convocation Center

FOAP Examples

- Funds
    - E & G   110000
    - Carryforwards   13%
    - Designated   14%
    - Univ Funded Research   15%
    - Grants (Restricted Funds)   2%
    - Auxiliaries   3%
    - Plant   7%
    - Agency   9%
- Organizations
    - Chancellor/Athletics   1%
    - Academic Affairs   2%
    - Finance and Administration   3%
    - Student Affairs   4%
    - Advancement   5%
    - System   6%
- Accounts
    - Revenue   5%
    - Salary   61%
    - Fringe   62%
    - Supplies and Services   71% (710000 includes travel and capital)
    - Travel   72%
    - Capital Outlay   73%
    - Scholarships   75%
    - Transfers   8%
- Program
    - Revenue (Funds with 1% or 2%)   0000
    - Instruction   11%
    - Research   12%
    - Public Service   13%
    - Academic Support   14%

o	Student Services	15%
o	Institutional Support	16%
o	Plant	17%
o	Auxiliaries	3%

Fund Defaults - FTMFUND

1. Click on the Filter icon
2. Select Chart of Accounts from the drop down and enter 'J' in the field
3. Select Fund or Grant from the drop down and enter the Fund or Grant code in the field
4. Click the 'Go' button
5. Change the view to Single Record,
6. View default Organization and Program codes

Organization Defaults - FTMORGN

1. Click on the Filter icon
2. Select Chart of Accounts from the drop down and enter 'J' in the field
3. Select Organization from the drop down and enter the Organization code in the field
4. Click the 'Go' button
5. View default Fund and Program codes