



GETTING STARTED TEMPLATE SET-UP

PBO BUDGET RECONCILIATION TEMPLATE

Division of Academic Affairs
Academic Resources and Planning
Administration Building, 3rd Floor
410-704-4480

April 2015

Note: Budget Reconciliation Templates should be set up at the start of the fiscal year (July 1st) in order to prepare for monthly budget reconciliations

Step1.

Open the Budget Reconciliation Template provided by PBO to begin setting up your budget for the new fiscal year (July 20XX- June 20XX) *see image below*

COLLEGE	
Department Name	_____
Department Authority	_____
Department Number	_____
Account Expires	_____
Report Date	_____

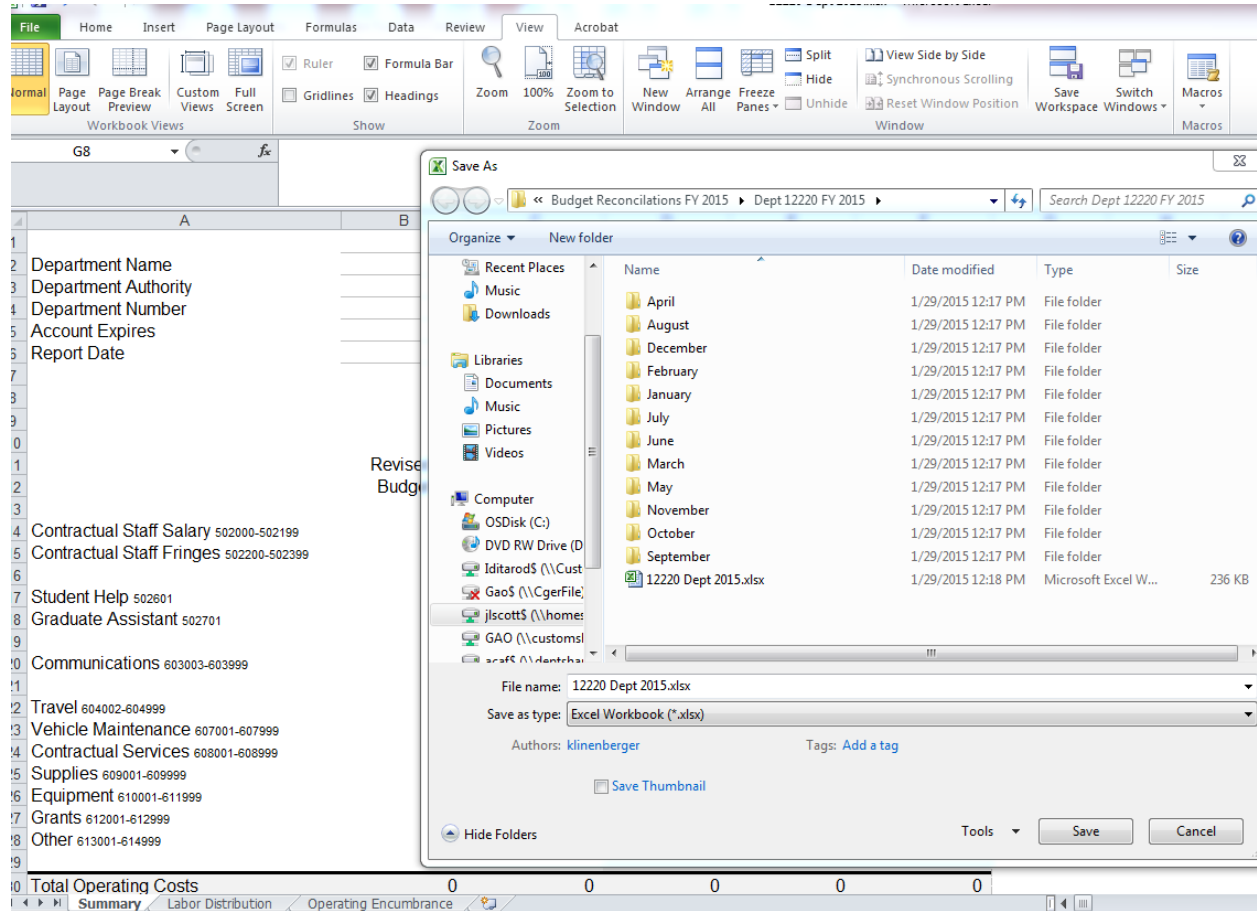
	Revised Budget	YTD Actual Expenses	Encumbered Expenses	Total Expenses	Available Balance
Contractual Staff Salary (502000-502199)	0	0	0	0	0
Contractual Staff Fringes (502200-502399)	0	0	0	0	0
Student Help (502601)	0	0	0	0	0
Graduate Assistant (502701)	0	0	0	0	0
Communications (603003-603399)	0	0	0	0	0
Travel (604002-604399)	0	0	0	0	0
Vehicle Maintenance (607001-607399)	0	0	0	0	0
Contractual Services (608001-608399)	0	0	0	0	0
Supplies (609001-609399)	0	0	0	0	0
Equipment (610001-610399)	0	0	0	0	0
Grants (612001-612399)	0	0	0	0	0
Other (613001-613399)	0	0	0	0	0
Total Operating Costs	0	0	0	0	0
Regular Salary & Fringe	0	0	0	0	0
PT Faculty Salary	0	0	0	0	0
Lecturers Salary	0	0	0	0	0
PT Faculty & Lecturers Fringe	0	0	0	0	0
Total Account Costs	0	0	0	0	0

Update Check for Total Operating Costs

Total Expenses from Labor Distribution	0
Total Expenses from Operating Encumbrances	0
Total	0
Variance Summary vs Detail	0

Step2.

Rename this file to make it specific to your department budget (for example: Dept. 12220 FY2015). Be sure to save this template in order to update monthly. *It may be best to save the DAT and DPR reports in a separate folder for each month *see example image below*



Step3.

Select the first tab on your Budget Reconciliation Template; entitled "Summary" *see image below*

COLLEGE

Department Name _____
 Department Authority _____
 Department Number _____
 Account Expires _____
 Report Date _____

	Revised Budget	YTD Actual Expenses	Encumbered Expenses	Total Expenses	Available Balance
Contractual Staff Salary (502000-502199)	0	0	0	0	0
Contractual Staff Fringes (502200-502399)	0	0	0	0	0
Student Help (502601)	0	0	0	0	0
Graduate Assistant (502701)	0	0	0	0	0
Communications (603003-603999)	0	0	0	0	0
Travel (604002-604999)	0	0	0	0	0
Vehicle Maintenance (607001-607999)	0	0	0	0	0
Contractual Services (608001-608999)	0	0	0	0	0
Supplies (609001-609999)	0	0	0	0	0
Equipment (610001-610999)	0	0	0	0	0
Grants (612001-612999)	0	0	0	0	0
Other (613001-614999)	0	0	0	0	0
Total Operating Costs	0	0	0	0	0
Regular Salary & Fringe	0	0	0	0	0
PT Faculty Salary	0	0	0	0	0
Lecturers Salary	0	0	0	0	0
PT Faculty & Lecturers Fringe	0	0	0	0	0
Total Account Costs	0	0	0	0	0

Update Check for Total Operating Costs

Total Expenses from Labor Distribution	0
Total Expenses from Operating Encumbrances	0
Total	0
Variance Summary vs Detail	0

Summary Labor Distribution Operating Encumbrance

Step4.

At the top of the “Summary” sheet, identify your department information in the heading *see images 4a. and 4b. below*

4a. (Department information heading)

'COLLEGE'	
Department Name	
Department Authority	
Department Number	
Account Expires	
Report Date	

	Revised Budget	YTD Actual Expenses	Encumbered Expenses	Total Expenses	Available Balance
Contractual Staff Salary (502000-502199)	0	0	0	0	0
Contractual Staff Fringes (502200-502399)	0	0	0	0	0
Student Help (502601)	0	0	0	0	0
Graduate Assistant (502701)	0	0	0	0	0
Communications (603003-603999)	0	0	0	0	0
Travel (604002-604999)	0	0	0	0	0
Vehicle Maintenance (607001-607999)	0	0	0	0	0
Contractual Services (608001-608999)	0	0	0	0	0
Supplies (609001-609999)	0	0	0	0	0
Equipment (610001-611999)	0	0	0	0	0
Grants (612001-612999)	0	0	0	0	0
Other (613001-614999)	0	0	0	0	0
Total Operating Costs	0	0	0	0	0
Regular Salary & Fringe	0	0	0	0	0
PT Faculty Salary	0	0	0	0	0
Lecturers Salary	0	0	0	0	0
PT Faculty & Lecturers Fringe	0	0	0	0	0
Total Account Costs	0	0	0	0	0

Update Check for Total Operating Costs

Total Expenses from Labor Distribution	0
Total Expenses from Operating Encumbrances	0
Total	0
Variance Summary vs Detail	0

4b. (Department Budget heading completed)

COFAC

Department Name: Mass Comm
 Department Authority: Cynthia Cooper
 Department Number: 12220
 Account Expires: June 30, 2015
 Report Date:

	Revised Budget	YTD Actual Expenses	Encumbered Expenses	Total Expenses	Available Balance
Contractual Staff Salary (502000-502199)	0	0	0	0	0
Contractual Staff Fringes (502200-502399)	0	0	0	0	0
Student Help (502601)	0	0	0	0	0
Graduate Assistant (502701)	0	0	0	0	0
Communications (603003-603999)	0	0	0	0	0
Travel (604002-604999)	0	0	0	0	0
Vehicle Maintenance (607001-607999)	0	0	0	0	0
Contractual Services (608001-608999)	0	0	0	0	0
Supplies (609001-609999)	0	0	0	0	0
Equipment (610001-610999)	0	0	0	0	0
Grants (612001-612999)	0	0	0	0	0
Other (613001-614999)	0	0	0	0	0
Total Operating Costs	0	0	0	0	0
Regular Salary & Fringe	0	0	0	0	0
PT Faculty Salary	0	0	0	0	0
Lecturers Salary	0	0	0	0	0
PT Faculty & Lecturers Fringe	0	0	0	0	0
Total Account Costs	0	0	0	0	0

Update Check for Total Operating Costs

Total Expenses from Labor Distribution	0
Total Expenses from Operating Encumbrances	0
Total	0
Variance Summary vs Detail	0

Summary | Labor Distribution | Operating Encumbrance

Step5.

Run the DAT report for June 30, 2014 (The last month in the prior fiscal year)
see image below

Report Book

Run Control ID:

NVS_DIST1_JLSCOTT

[Report Manager](#)


[Process Monitor](#)

Run

Run Parameters

As Of Date:

Specify 

06/30/2014 

Tree Effective Date:

Use As Of Reporting Date

Ignore Runtime Errors

Select All

Deselect All

Report Requests

[Personalize](#) | [Find](#) | [View 100](#) |  First  1-100 of 313  Last

Seq	Business Unit	Report ID	Description	Run
1	TOWSN	DAT12220	Mass Comm Comm Study Op Exp	<input checked="" type="checkbox"/>

Step6.

Refer to your prior year DAT report (June 30, 2014) to update your FY 2014 expenditures see images 6a. and 6b. below

6a. (DAT: FYD Expenditures for FY 2014)

Report ID DAT2220		Towson University Mass Comm Study Op Exp As of June 30, 2014							Run February 12, 2015 at 14:59		
Account	Description	MASS COMM BUDGET	MASS COMM BUDGET	MASS COMM ACTUALS	FISCAL YTD	PRIOR YTD	PRE-ENC	ENCUMBRANCE	AVAILABLE BALANCE	REMAIN	
603003	Postage Regular Bulk	0.00	450.00	27.12	626.46	1,034.46	0.00	0.00	(176.46)	-39.21%	
603009	Express Mail UPS Fed Exp DHL	0.00	40.00	0.00	41.72	202.24	0.00	0.00	(172)	-4.30%	
603103	Line Charges	16,000.00	15,445.00	1,410.00	16,365.10	16,365.10	0.00	0.00	(1,460.10)	-9.11%	
603109	Long Distance	0.00	170.00	6.51	243.12	160.53	0.00	0.00	(173.12)	-46.54%	
603115	Telecom Service Repair	0.00	2,500.00	0.00	2,415.00	0.00	0.00	0.00	85.00	3.40%	
603121	Local Charges	0.00	115.00	3.84	166.36	146.72	0.00	0.00	(51.36)	-45.18%	
603127	Cellular Phone Paper Costs	0.00	450.00	40.01	515.47	0.00	0.00	0.00	(53.47)	-6.37%	
Communications		16,000.00	19,160.00	1,504.48	20,837.13	18,401.32	0.00	0.00	(1,731.83)	-3.01%	
604002	In State Travel	0.00	440.00	0.00	711.72	270.33	0.00	0.00	(271.72)	-61.75%	
604005	Out of State Travel	0.00	17,015.00	1,000.00	1,365.66	8,531.50	0.00	0.00	3,643.32	56.71%	
604014	In State Recruiting	0.00	0.00	0.00	44.15	13.85	0.00	0.00	0.00	0.00%	
604017	Out of State Recruiting	0.00	45.00	0.00	44.15	0.00	0.00	0.00	0.85	1.83%	
OBJ 04-Travel		0.00	17,500.00	1,000.00	8,121.53	8,315.74	0.00	0.00	3,378.45	53.53%	
608166	Food Services Catering	0.00	6,000.00	0.00	3,144.72	7,023.83	0.00	0.00	(3,144.72)	-52.41%	
608206	FBI Criminal Check	0.00	10.00	0.00	10.00	10.00	0.00	0.00	0.00	0.00%	
608318	Sponsorships	0.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00	0.00%	
608321	Other Promotional Expenses	0.00	0.00	0.00	0.00	241.85	0.00	0.00	0.00	0.00%	
608320	Clubs Art Services Print Market	0.00	275.00	0.00	274.25	71.50	0.00	0.00	0.75	0.27%	
OBJ 08-Contractual Services		0.00	25,445.00	2,833.78	36,429.32	28,385.61	0.00	0.00	(10,983.62)	-43.17%	
609118	Other Supplies	0.00	301.00	3,000.00	3,322.62	368.00	0.00	0.00	(3,021.62)	-335.36%	
609127	Parking Passes	0.00	0.00	226.00	226.00	354.00	0.00	0.00	(226.00)	0.00%	
609501	Academic IT Supplies	0.00	146.00	0.00	145.35	4,173.27	0.00	0.00	0.05	0.03%	
609505	Academic Software	0.00	20,282.00	0.00	20,353.28	6,455.35	0.00	0.00	(71.28)	-0.35%	
609601	Admin IT Supplies	0.00	5.00	0.00	4.56	58.79	0.00	0.00	0.44	8.60%	
609605	Admin Software	0.00	72.00	0.00	72.00	0.00	0.00	0.00	0.00	0.00%	
OBJ 09-Supplies and Materials		147,237.00	66,819.00	6,094.22	45,127.30	30,739.38	0.00	0.00	20,692.00	30.37%	
610131	Household Equip Carpet Rep	0.00	1,210.00	0.00	1,210.00	0.00	0.00	0.00	0.00	0.00%	
610211	Academic IT Equipment	0.00	2,200.00	0.00	2,198.00	5,860.60	0.00	0.00	2.00	0.09%	
610221	Admin IT Equipment	0.00	1,590.00	0.00	2,833.43	0.00	0.00	0.00	(1,253.43)	-79.33%	
610222	OTS Admin IT Equip Equip	0.00	0.00	0.00	0.00	352.01	0.00	0.00	0.00	0.00%	
OBJ 10-Equipment Replacement		0.00	3,650.00	0.00	12,240.11	11,570.43	0.00	0.00	(2,538.11)	-26.32%	
611108	Education Vocation Equip New	0.00	0.00	0.00	0.00	3,858.86	0.00	0.00	0.00	0.00%	
611211	Academic IT New Equipment	0.00	2,734.00	4,756.33	3,667.16	3,512.63	0.00	0.00	(6,333.16)	-253.53%	
611221	Admin IT New Equipment	0.00	526.00	0.00	2,254.45	3,300.07	0.00	0.00	(1,728.45)	-328.60%	
611225	Admin IT Printers New	0.00	153.00	0.00	159.00	0.00	0.00	0.00	0.00	0.00%	
OBJ 11-Add Equipmat Furniture		0.00	3,393.00	3,288.72	24,019.34	28,223.62	0.00	0.00	(14,109.34)	-142.33%	
613210	Subscriptions	0.00	1,943.00	0.00	4,701.83	3,251.70	0.00	0.00	(2,752.83)	-141.24%	
613220	Association Discs	0.00	0.00	0.00	320.00	255.00	0.00	0.00	(320.00)	0.00%	
OBJ 13-Fixed Charges		0.00	1,943.00	0.00	5,021.83	3,506.70	0.00	0.00	(3,072.83)	-157.66%	
0.00											
OBJ 04-14 Operating Expenses		147,237.00	131,272.00	19,222.72	131,365.45	117,342.14	0.00	0.00	(633.45)	-0.53%	
OBJ 01-14 Total Expenses		2,301,558.00	3,001,344.25	240,534.32	2,371,634.67	2,846,232.69	0.00	0.00	30,243.58	1.01%	
Revenue Minus Expense		(2,301,558.00)	(3,001,344.25)	(240,534.32)	(2,371,634.67)	(2,846,232.69)	0.00	0.00	(30,243.58)		

6b. (Select the "Operating Encumbrance" tab on your Budget Reconciliation Template. Update the FY 2014 Expenditures column)

Operating Encumbrance	FY 2014 Expenditures	Encumbered Amount	July	August	September	October	November	December	January	February	March	April	May	June	Total	Encumbrance Balance
Recurring Monthly Cost / Anticipated Expenditures																
Communications - Postage (603001-603018)	668.00	0.00													0.00	0.00
Communications - Line charges (603019-603999)	20,230.00	0.00													0.00	0.00
Travel In State (604002/604003/604008)	712.00	0.00													0.00	0.00
Travel Out of State (604005-604011)	7,410.00	0.00													0.00	0.00
Motor Vehicle Maintenance (607001-607999)	0.00	0.00													0.00	0.00
Photocopy/Printing Services (608142 & 608145)	13,813.00	0.00													0.00	0.00
Contractual Services(excluding printing) (608001-608999)	22,616.00	0.00													0.00	0.00
Supplies (609001-609999)	46,127.00	0.00													0.00	0.00
Equipment (Excluding Purchase Orders) (610001-611999)	36,266.00	0.00													0.00	0.00
Tuition GA/TA 612110																
Name - Semester		0.00													0.00	0.00
		0.00													0.00	0.00
		0.00													0.00	0.00
Other 613001-614999	5,022.00	0.00													0.00	0.00
Total Encumbrance	152,864.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step7.

Update the “Encumbered Amount” column with your projected operating encumbrances (including all equipment expenses) that you anticipate for the full fiscal year. Refer to your “FY 2014 Expenditures” as a tool to make an estimate *see image below*

MCOM 12220 Operating Encumbrance															DO NOT CHANGE	
Recurring Monthly Cost / Anticipated Expenditures	FY 2014 Expenditures	Encumbered Amount	July	August	September	October	November	December	January	February	March	April	May	June	Total	Encumbrance Balance
		FY 2015														
Communications - Postage (603001-603018)	668.00	800.00													0.00	800.00
Communications - Line charges (603019-603999)	20,230.00	20,500.00													0.00	20,500.00
Travel In State (604002/604003/604008)	712.00	1,000.00													0.00	1,000.00
Travel Out of State (604005-604011)	7,410.00	8,000.00													0.00	8,000.00
Motor Vehicle Maintenance (607001-607999)	0.00	0.00													0.00	0.00
Photocopy/Printing Services (608142 & 608145)	13,813.00	14,000.00													0.00	14,000.00
Contractual Services(excluding printing) (608001-608999)	22,616.00	25,000.00													0.00	25,000.00
Supplies (609001-609999)	46,127.00	47,000.00													0.00	47,000.00
Equipment (Excluding Purchase Orders) (610001-611999)	36,266.00	33,000.00													0.00	33,000.00
Tuition GATA 612110																
Name - Semester															0.00	0.00
		0.00													0.00	0.00
		0.00													0.00	0.00
		0.00													0.00	0.00
		0.00													0.00	0.00
Other (613001-614999)	5,022.00	5,000.00													0.00	5,000.00
Total Encumbrance	152,864.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	154,300.00


***Step 7 Note:** The far right columns “Total” and “Encumbrance Balance” have prewritten formulas that will update the encumbrance balance on the summary sheet as you update your operating expenses each month. Be careful not to overwrite these formulas.

Step8.

Select the "Labor Distribution" tab on your Budget Template *see image below*

Mass Comm Labor Distribution					PAYMENTS												Total	Encumbrance
Employee Name	Status/Title	Salary	Fringe	Total	July	August	September	October	November	December	January	February	March	April	May	June	Salary/Fringe	Balance
		0.00	0.00	0.00													0.00	0.00
		0.00	0.00	0.00													0.00	0.00
		0.00	0.00	0.00													0.00	0.00
		0.00	0.00	0.00													0.00	0.00
		0.00	0.00	0.00													0.00	0.00
Other non payroll 502123		0.00	0.00	0.00													0.00	0.00
Total Contractual Employees		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502601 Student Help																		
		0.00	0.00	0.00													0.00	0.00
		0.00	0.00	0.00													0.00	0.00
		0.00	0.00	0.00													0.00	0.00
		0.00	0.00	0.00													0.00	0.00
		0.00	0.00	0.00													0.00	0.00
Total Student Employees		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502701 Graduate Assistant																		
		0.00	0.00	0.00													0.00	0.00
		0.00	0.00	0.00													0.00	0.00
Total Graduate Employees		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Summary | **Labor Distribution** | Operating Encumbrance



Step9.

Enter the name and salary amount of your anticipated contingent staff & student help *see image below*

Mass Comm Labor Distribution					PAYMENTS												Total	Encumbrance
Employee Name	Status/Title	Salary	Fringe	Total	July	August	September	October	November	December	January	February	March	April	May	June	Salary/Fringe	Balance
Contractual Employees																		
Duck, Daffy		4,000.00	320.00	4,320.00													0.00	4,320.00
Fudd, Elmer		4,000.00	320.00	4,320.00													0.00	4,320.00
Martian, Marvin		5,000.00	400.00	5,400.00													0.00	5,400.00
Sam, Yosemite		8,100.00	648.00	8,748.00													0.00	8,748.00
Other non payroll 502123		0.00	0.00	0.00													0.00	0.00
Total Contractual Employees		21,100.00	1,688.00	22,788.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,788.00
502601 Student Help																		
Bird, Tweety		5,000.00	0.00	5,000.00													0.00	5,000.00
Bunny, Bugs		2,500.00	0.00	2,500.00													0.00	2,500.00
Cat, Sylvester		5,000.00	0.00	5,000.00													0.00	5,000.00
Pig, Porky		5,000.00	0.00	5,000.00													0.00	5,000.00
Coyote, Wiley		2,000.00	0.00	2,000.00													0.00	2,000.00
Total Student Employees		19,500.00	0.00	19,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,500.00
502701 Graduate Assistant																		
			0.00	0.00													0.00	0.00
			0.00	0.00													0.00	0.00
Total Graduate Employees		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total		40,600.00	1,688.00	42,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,288.00

***Step 9 Note:** (Formulas) Fringe benefit expenses will auto calculate once you enter the salary amount for contractual employees. Be careful not to overwrite this column *see image below*

Mass Comm Labor Distribution					PAYMENTS												Total	Encumbrance
Employee Name	Status/Title	Salary	Fringe	Total	July	August	September	October	November	December	January	February	March	April	May	June	Salary/Fringe	Balance
Contractual Employees																		
Duck, Daffy		4,000.00	320.00	4,320.00													0.00	4,320.00
Fudd, Elmer		4,000.00	320.00	4,320.00													0.00	4,320.00
Martian, Marvin		5,000.00	400.00	5,400.00													0.00	5,400.00
Sam, Yosemite		8,100.00	648.00	8,748.00													0.00	8,748.00
Other non payroll 502123		0.00	0.00	0.00													0.00	0.00
Total Contractual Employees		21,100.00	1,688.00	22,788.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,788.00
502601 Student Help																		
Bird, Tweety		5,000.00	0.00	5,000.00													0.00	5,000.00
Bunny, Bugs		2,500.00	0.00	2,500.00													0.00	2,500.00
Cat, Sylvester		5,000.00	0.00	5,000.00													0.00	5,000.00
Pig, Porky		5,000.00	0.00	5,000.00													0.00	5,000.00
Coyote, Wiley		2,000.00	0.00	2,000.00													0.00	2,000.00
Total Student Employees		19,500.00	0.00	19,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,500.00
502701 Graduate Assistant																		
			0.00	0.00													0.00	0.00
			0.00	0.00													0.00	0.00
Total Graduate Employees		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total		40,600.00	1,688.00	42,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,288.00

Step10.

Run your July DAT report (July 31, 2014) in order to load your current year Budget (FY2015)
see image below

Report Book

Run Control ID: NVS_DIST1_JLSCOTT [Report Manager](#) [Process Monitor](#) Run

Run Parameters

As Of Date: 07/31/2014

Tree Effective Date: Use As Of Reporting Date Ignore Runtime Errors

Report Requests				
Seg	Business Unit	Report ID	Description	Run
1	TOWSN	DAT12220	Mass Comm Comm Study Op Exp	<input checked="" type="checkbox"/>

Step11.

Select the "Budget Balance" tab on the DAT Report *see image below*

Report ID DAT12220		Townson University							Run April 23, 2015 at 17:42	
Contact:		Mass Comm Comm Study Op Exp								
		As of July 31, 2014								
Account	Description	Original Budget	Revised Budget	Current Month Actuals	Fiscal YTD	Prior YTD	Prs Fac	Encumbrance	Available Balanc	3Remain
Revenue										
	Total Net Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
501005	Faculty 12 Month	0.00	0.00	0.00	0.00	1,835.37	0.00	0.00	0.00	0.00
501007	Faculty Reg UG on Track	1,262,731.00	1,262,731.00	60,752.55	60,752.55	74,358.33	0.00	0.00	1,201,978.45	35.13%
501011	Faculty NonTenure Not on Track	60,734.00	60,734.00	2,319.84	2,319.84	2,300.28	0.00	0.00	57,874.16	35.20%
501013	Staff Exempt	146,513.00	146,513.00	8,737.33	8,737.33	8,531.53	0.00	0.00	137,775.61	34.00%
501017	Staff Non Exempt	31,437.00	31,437.00	5,430.33	5,430.33	6,035.75	0.00	0.00	85,346.67	34.00%
501113	Social Security Contribution	122,576.00	122,576.00	5,732.07	5,732.07	6,895.61	0.00	0.00	116,843.93	35.32%
501114	Unemployment Compensation	0.00	0.00	203.62	203.62	252.19	0.00	0.00	(203.62)	
501117	Health Insurance	0.00	0.00	11,522.79	11,522.79	15,408.52	0.00	0.00	(11,522.79)	
501121	Retirees Health Ins Surcharge	0.00	0.00	2,056.62	2,056.62	5,103.13	0.00	0.00	(2,056.62)	
501211	Employee Pension System	0.00	0.00	1,815.85	1,815.85	1,844.87	0.00	0.00	(1,815.85)	
501302	Supplemental Retirement Match	332,711.00	332,711.00	0.00	0.00	0.00	0.00	0.00	332,711.00	100.00%
	Regular Salaries & Wages	2,076,762.00	2,076,762.00	93,237.06	93,237.06	123,806.30	0.00	0.00	1,977,464.34	35.22%
502007	Contg Staff Non-Exmpt Lev I	25,000.00	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00	100.00%
	Contractual Payment	25,000.00	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00	100.00%
502205	Social Security Contractual	2,000.00	2,000.00	3.37	3.37	30.36	0.00	0.00	1,336.63	33.83%
502207	Unemployment Comp Contractual	0.00	0.00	0.12	0.12	1.13	0.00	0.00	(0.12)	
	Contractual Fringe	2,000.00	2,000.00	3.43	3.43	32.09	0.00	0.00	1,936.51	33.83%
502601	Student Help	6,000.00	6,000.00	44.00	44.00	404.75	0.00	0.00	5,356.00	33.27%
	Student Help	6,000.00	6,000.00	44.00	44.00	404.75	0.00	0.00	5,356.00	33.27%
	OBJ 02-Contractual Payroll	33,000.00	33,000.00	47.43	47.43	436.84	0.00	0.00	32,352.51	
603003	Postage Regular Bulk	0.00	0.00	33.43	33.43	101.43	0.00	0.00	(33.43)	
603103	Line Charges	16,000.00	16,000.00	1,336.00	1,336.00	1,366.00	0.00	0.00	14,664.00	31.28%
603109	Long Distance	0.00	0.00	10.01	10.01	12.17	0.00	0.00	(10.01)	
603121	Local Charges	0.00	0.00	3.32	3.32	10.88	0.00	0.00	(3.32)	
603127	Cellular Phone Pager Costs	0.00	0.00	40.01	40.01	73.36	0.00	0.00	(40.01)	
	Communications	16,000.00	16,000.00	1,483.43	1,483.43	1,563.84	0.00	0.00	14,510.57	30.63%
604005	Out of State Travel	0.00	0.00	0.00	0.00	350.00	0.00	0.00	0.00	
	OBJ 04-Travel	0.00	0.00	0.00	0.00	350.00	0.00	0.00	0.00	0.00
608136	Events Conf Service Rental	0.00	0.00	0.00	0.00	223.00	0.00	0.00	0.00	
608142	Photocopy	0.00	0.00	197.73	197.73	281.38	0.00	0.00	(197.73)	
608145	TUJ Printing Services	0.00	0.00	45.25	45.25	36.33	0.00	0.00	(45.25)	
608224	Other Services	0.00	0.00	165.00	165.00	0.00	0.00	0.00	(165.00)	
	OBJ 08-Contractual Services	0.00	0.00	407.98	407.98	530.31	0.00	0.00	(407.98)	
609003	Office Supply under 500 each	147,237.00	147,237.00	0.00	0.00	5157	0.00	0.00	147,237.00	100.00%
609006	Office Supply Interdptmtl	0.00	0.00	13.45	13.45	0.00	0.00	0.00	(13.45)	
609118	Other Supplies	0.00	0.00	0.00	0.00	246.11	0.00	0.00	0.00	
609505	Academic Software	0.00	0.00	0.00	0.00	387.00	0.00	0.00	0.00	
609601	Admin IT Supplies	0.00	0.00	0.00	0.00	(2.82)	0.00	0.00	0.00	
	OBJ 09-Supplies and Materials	147,237.00	147,237.00	13.45	13.45	681.86	0.00	0.00	147,223.55	33.93%
610101	Office Equip Furniture Replc	0.00	0.00	0.00	0.00	2,116.00	0.00	0.00	0.00	
	OBJ 10-Equipment Replacement	0.00	0.00	0.00	0.00	2,116.00	0.00	0.00	0.00	0.00
611211	Academic IT New Equipment	0.00	0.00	723.54	723.54	0.00	0.00	363.00	(1,038.54)	
611221	Admin IT New Equipment	0.00	0.00	0.00	0.00	63.33	0.00	0.00	0.00	
	OBJ 11-Addl Equipment Furniture	0.00	0.00	723.54	723.54	63.33	0.00	363.00	(1,038.54)	
	OBJ 04-14 Operating Expenses	147,237.00	147,237.00	1,150.37	1,150.37	3,808.76	0.00	363.00	145,717.03	38.37%
	OBJ 01-14 Total Expenses	2,272,339.00	2,272,339.00	101,384.35	101,384.35	123,615.74	0.00	363.00	2,170,645.05	35.50%
	Revenue Minus Expense	(2,272,339.00)	(2,272,339.00)	(101,384.35)	(101,384.35)	(123,615.74)	0.00	363.00	(2,170,645.05)	

Budget Balance Rev & Exp Trans Budget Trans SF Detail PO Balances REQ Balances

Step12.

Refer to the “Revised Budget” column on the DAT report to enter your Budget on the Summary sheet of the Budget Reconciliation Template *see images 12a. and 12b. below*

12a. DAT: Revised Budget Column

Report ID DAT12220		Towson University							Run April 23, 2015 at 17:42	
Contact:		Mass Comm Study Op Exp								
		As of July 31, 2014								
Account	Description	Original Budget	Revised Budget	Current Month Actuals	Fiscal YTD	Prior YTD	Prs Fac	Encumbrance	Available Balanc	%Remain
501005	Faculty 12 Month	0.00	0.00	0.00	0.00	1,835.37	0.00	0.00	0.00	
501007	Faculty Reg UG on Track	1,262,731.00	1,262,731.00	60,752.55	60,752.55	74,338.33	0.00	0.00	1,201,978.45	95.19%
501011	Faculty Non Tenure Not on Track	60,734.00	60,734.00	2,313.84	2,313.84	2,300.28	0.00	0.00	57,874.16	95.20%
501013	Staff Exempt	146,513.00	146,513.00	8,737.33	8,737.33	8,531.53	0.00	0.00	137,715.61	94.00%
501017	Staff Non Exempt	31,437.00	31,437.00	5,430.33	5,430.33	6,035.75	0.00	0.00	85,346.67	94.00%
501113	Social Security Contribution	122,576.00	122,576.00	5,732.07	5,732.07	6,895.61	0.00	0.00	116,843.33	95.32%
501114	Unemployment Compensation	0.00	0.00	203.62	203.62	252.19	0.00	0.00	(203.62)	
501117	Health Insurance	0.00	0.00	11,522.73	11,522.73	15,408.52	0.00	0.00	(11,522.73)	
501121	Retirees Health Ins Surcharge	0.00	0.00	2,056.62	2,056.62	5,103.13	0.00	0.00	(2,056.62)	
501211	Employee Pension System	0.00	0.00	1,815.85	1,815.85	1,844.87	0.00	0.00	(1,815.85)	
501302	Supplemental Retirement Match	332,711.00	332,711.00	0.00	0.00	0.00	0.00	0.00	332,711.00	100.00%
	Regular Salaries & Wages	2,076,762.00	2,076,762.00	99,297.06	99,297.06	123,806.30	0.00	0.00	1,977,464.94	95.22%
502007	Contg Staff Non-Exempt Lev I	25,000.00	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00	100.00%
	Contractual Payment	25,000.00	25,000.00	0.00	0.00	0.00	0.00	0.00	25,000.00	100.00%
502205	Social Security Contractual	2,000.00	2,000.00	3.37	3.37	30.96	0.00	0.00	1,996.63	99.83%
502207	Unemployment Comp Contractual	0.00	0.00	0.12	0.12	1.13	0.00	0.00	(0.12)	
	Contractual Fringe	2,000.00	2,000.00	3.49	3.49	32.09	0.00	0.00	1,996.51	99.83%
502601	Student Help	6,000.00	6,000.00	44.00	44.00	404.75	0.00	0.00	5,956.00	99.27%
	Student Help	6,000.00	6,000.00	44.00	44.00	404.75	0.00	0.00	5,956.00	99.27%
	OBJ 02-Contractual Payroll	33,000.00	33,000.00	47.43	47.43	436.84	0.00	0.00	32,952.57	
503003	Postage Regular Bulk	0.00	0.00	33.43	33.43	101.43	0.00	0.00	(33.43)	
503103	Line Charges	16,000.00	16,000.00	1,386.00	1,386.00	1,366.00	0.00	0.00	14,604.00	91.28%
503103	Long Distance	0.00	0.00	10.01	10.01	12.17	0.00	0.00	(10.01)	
503121	Local Charges	0.00	0.00	3.32	3.32	10.88	0.00	0.00	(3.32)	
503127	Cellular Phone Pager Costs	0.00	0.00	40.01	40.01	73.36	0.00	0.00	(40.01)	
	Communications	16,000.00	16,000.00	1,489.43	1,489.43	1,563.84	0.00	0.00	14,510.57	90.63%
504005	Out of State Travel	0.00	0.00	0.00	0.00	350.00	0.00	0.00	0.00	
	OBJ 04-Travel	0.00	0.00	0.00	0.00	350.00	0.00	0.00	0.00	
508136	Events Conf Service Rental	0.00	0.00	0.00	0.00	223.00	0.00	0.00	0.00	
508142	Photocopy	0.00	0.00	197.73	197.73	281.38	0.00	0.00	(197.73)	
508145	TU Printing Services	0.00	0.00	45.25	45.25	86.53	0.00	0.00	(45.25)	
508224	Other Services	0.00	0.00	165.00	165.00	0.00	0.00	0.00	(165.00)	
	OBJ 08-Contractual Services	0.00	0.00	407.98	407.98	530.91	0.00	0.00	(407.98)	
509003	Office Supply under 500 each	147,237.00	147,237.00	0.00	0.00	5157	0.00	0.00	147,237.00	100.00%
509006	Office Supply Interdeptmtl	0.00	0.00	13.45	13.45	0.00	0.00	0.00	(13.45)	
509118	Other Supplies	0.00	0.00	0.00	0.00	246.11	0.00	0.00	0.00	
509505	Academic Software	0.00	0.00	0.00	0.00	387.00	0.00	0.00	0.00	
509601	Admin IT Supplies	0.00	0.00	0.00	0.00	(2.32)	0.00	0.00	0.00	
	OBJ 09-Supplies and Materials	147,237.00	147,237.00	13.45	13.45	681.86	0.00	0.00	147,223.55	99.93%
510101	Office Equip Furniture Replc	0.00	0.00	0.00	0.00	2,116.00	0.00	0.00	0.00	
	OBJ 10-Equipment Replacement	0.00	0.00	0.00	0.00	2,116.00	0.00	0.00	0.00	
511211	Academic IT New Equipment	0.00	0.00	729.54	729.54	0.00	0.00	363.00	(1,098.54)	
511221	Admin IT New Equipment	0.00	0.00	0.00	0.00	63.39	0.00	0.00	0.00	
	OBJ 11-Addl Equipment Furniture	0.00	0.00	729.54	729.54	63.39	0.00	363.00	(1,098.54)	
	OBJ 01-14 Operating Expenses	147,237.00	147,237.00	1,150.97	1,150.97	3,808.76	0.00	363.00	145,717.03	98.37%
	OBJ 01-14 Total Expenses	2,272,999.00	2,272,999.00	101,984.95	101,984.95	129,615.74	0.00	369.00	2,170,645.05	95.50%
	Reverse Minus Expense	(2,272,999.00)	(2,272,999.00)	(101,984.95)	(101,984.95)	(129,615.74)	0.00	369.00	(2,170,645.05)	

12b. Summary sheet: Enter Budget

(Note: The shaded areas have prewritten formulas that will update as you enter your monthly activity. These fields are locked)

COFAC						
Department Name	MCOM					
Department Authority	Cynthia Cooper					
Department Number	12220					
Account Expires	June 30, 2015					
Report Date	July 31, 2014					
	↓					
	Revised Budget	YTD Actual Expenses	Encumbered Expenses	Total Expenses	Bal Avail @	
Contractual Staff Salary (502000-502199)	25,000	0	(22,788)	(22,788)	2,212	
Contractual Staff Fringes (502200-502399)	2,000	0	0	0	2,000	
Student Help (502601)	6,000	0	(19,500)	(19,500)	(13,500)	
Graduate Assistant (502701)	0	0	0	0	0	
Communications (603003-603999)	16,000	0	(21,300)	(21,300)	(5,300)	
Travel (604002-604999)	0	0	(9,000)	(9,000)	(9,000)	
Vehicle Maintenance (607001-607999)	0	0	0	0	0	
Contractual Services (608001-608999)	0	0	(39,000)	(39,000)	(39,000)	
Supplies (609001-609999)	147,237	0	(47,000)	(47,000)	100,237	
Equipment (610001-611999)	0	0	(33,000)	(33,000)	(33,000)	
Grants (612001-612999)	0	0	0	0	0	
Other (613001-614999)	0	0	(5,000)	(5,000)	(5,000)	
Total Operating Costs	196,237	0	(196,588)	(196,588)	(351)	
Regular Salary & Fringe	2,076,762	0	(2,076,762)	(2,076,762)	0	
PT Faculty Salary	0	0	0	0	0	
Lecturers Salary	0	0	0	0	0	
PT Faculty & Lecturers Fringe	0	0	0	0	0	
Total Account Costs	2,272,999	0	(2,273,350)	(2,273,350)	(351)	
Update Check for Total Operating Costs						
Total Expenses from Labor Distribution		0				
Total Expenses from Operating Encumbrances		0				
Total		0				
Variance Summary vs Detail		0				

Step13.

Please see the “Reconciling PeopleSoft Reports” manual for instructions to reconcile your monthly expenditures

