

The University of Toledo About Your Budget

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Friday, Nov. 15, 2019



THE UNIVERSITY OF
TOLEDO

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Friday, Nov. 15



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Budget Facts

- Fiscal Year is July 1 - June 30
- Funds include:
 - General
 - Designated
 - Auxiliary
 - Restricted



Why Have a Budget?

- **To be intentional on how University funds are spent.**
 - It provides a structure of control.
- **To provide awareness of how funds are spent and what's important to your dept.**
- **To enable communications with dept. members about spending.**



Budget Development Process

- **Discussions begin in the fall and include:**
 - Enrollment
 - Revenue
 - Expenses
 - Other items that impact the budget
- **Winter**
 - Budget assumptions are shared.
 - A budget development tool is sent with instructions.
 - Discussions occur within areas.



Budget Development Process, cont.

- **Budget data is entered by Business Manager.**
- **Submitted to Budget Office for review.**
- **Upon completion ...**
 - Presented to President for approval
 - Presented to BOT for approval
- **Loaded into Banner / WRL.**
 - July 1


You have your budget ... Now what?

- [Web Report Library](#)
 - UTAD login
- Budget statement summary with obligation drill-down
- Transaction detail with drill down
- Base and one-time budget.

Budget, cont.

- Personnel
- ARGOS -> Labor detail











Root > Human Resources > General Inquiry

 evisions
Argos

Enter Search String...

Explorer Shortcuts Recent

← Parent Folder

Name ▲
★  Banner Time and Leave Reporting with Approver
★  Employee Address Extract
★  Employee Leave Balances
★  Employee Terminations
★  ePAF Approvers
★  ePAF Originators
★  Hourly Timesheet with Approvers
★  HR Labor Expenditure Detail
★  Leave Reports and Requests
★  Online Leave Reporting

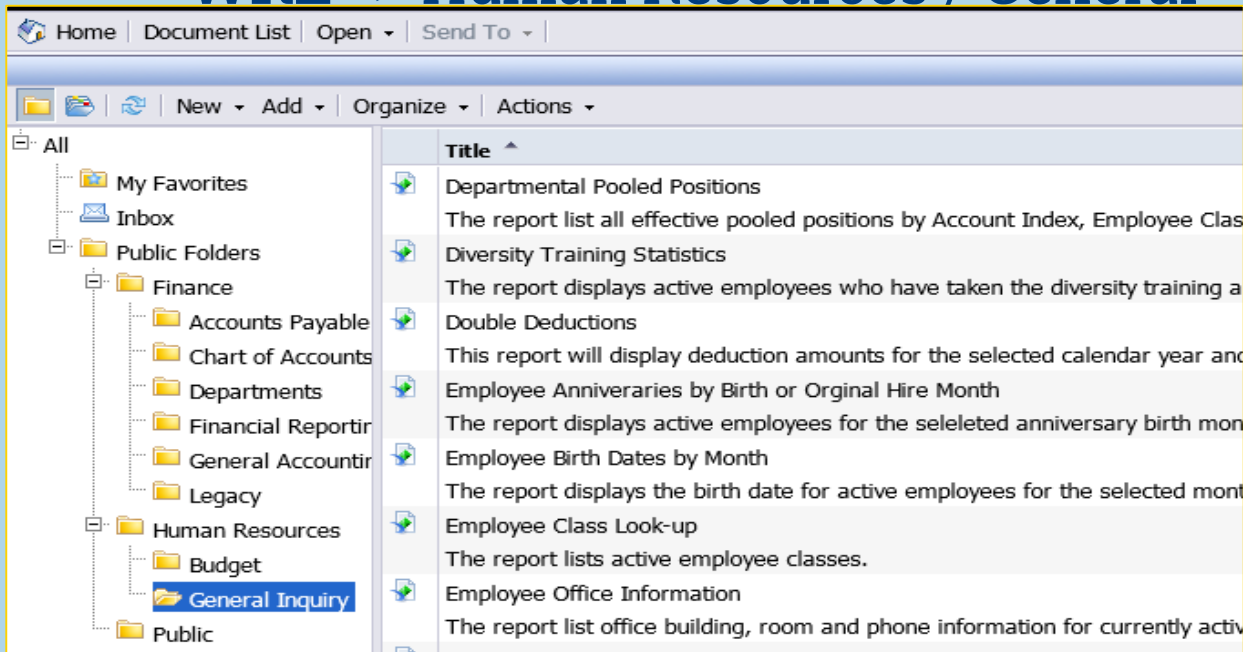


How to find a PCN

- **Pooled PCN**

- Positions funded by pooled budget; more than 1 employee can be paid from a pooled PCN.
- **Not benefit-eligible.**
- **Student employees, grad assts., intermittent call-in's.**

- **WRL -> Human Resources / General**



HELPFUL RESOURCES:

[Controller's office](#)

[Monthly reconciliation](#)

[Office of Financial Planning, Analysis & Budget](#)

