

Financial and Financial System Definitions

Administrative Overhead Rate - A structured rate that follows a schedule and defines the fees that designated ops, service centers and auxiliary units are assessed in exchange for their organizations' access to central administrative support (e.g., Human Resources (HR), Information Services, media, purchasing, contracts, etc.).

Agency Funds - (begin with 91, 92, 93, 94) Used to account for funds of persons or external organizations while the funds are in the custody of the University. The University acts as the fiscal agent for the owner of the funds. Examples include trust funds held by the ERB Memorial Union and payroll deduction funds held by the Business Affairs Office. Currently, the Federal Direct Student Loan Program is also classified in this group as federal regulations guide the issuing of the loans and, once lent, the receivables are the responsibility of the federal government.

Auxiliary (Enterprise) Funds - (begin with 1) Sometimes referred to as "proprietary funds," these funds are used to account for operations that are financed and operated in a manner similar to private business enterprises for activities indirectly related to the educational mission of the University. Examples include funds held by the Erb Memorial Union, Housing, University Health Center, and Athletics. Goods and services are provided on a self-supporting basis.

Banner – Enterprise system of record for HR, student and financial transactions and history

Beginning Budget (Process) – The process by which units build budgets for the following fiscal year excluding carry forward, that is, inclusive only of permanent budget for allocated and revenue bearing funds (no grants or plant funds) for all revenues and expenditures anticipated.

Blended OPE – Charging Other Payroll Expenses (OPE) as a blended rate rather than charging the actual cost based on previous fiscal expenses. See OPE.

Budget – An estimate of income and expenditure for the fiscal year; to allow or provide a particular amount of money in a budget.

Budget Changes – Used to move **budget** between the **SAME** funds (identical fund number).

Budgeted Operations - (Fund type 11, E&G)

Fund group that falls within state authorized expenditure limitations.

- General Fund
- Income & Expense Funds
- Indirect Cost Credits
- State Match Endowments
- Continuing Ed for Credit

Carry Forward (Process) – The process for moving the remaining budget from one fiscal year to the next whether positive or negative.

Designated Operations (Des-Ops) - (begin with 05, 060, 065) Account for self-sustaining activities related to instruction, community education, public service and student aid activities.

- Designated Ops
- Unrestricted Gifts
- Royalties

Education and General (E&G) – Fund Type 11, Budgeted Operations. General Fund, ICC, Income & Expense, state endowment match & continuing education for credit.

Encumbrances – Commitments for future payments, such as payroll, benefits, and service contracts.

Endowment Funds - (begin with 6) These funds are generated by gifts from donors and the original principal must remain intact in perpetuity (unless it is a quasi-endowment). The income from the principal may be restricted or unrestricted as designated by the donor or the University.

Facility Overhead Rate - A structured rate that follows a schedule and defines the fees that units are assessed in exchange for their organizations' access to central facilities services (i.e., utilities, custodial support, and repairs and maintenance).

Financial Analyst/Fiscal Analyst - A Budget and Resource Planning (BRP) employee or in another unit whose role is to analyze budget and financial activities and provide advice and guidance on university budget processes. BRP's financial analysts are assigned to serve different units on campus.

Fiscal Period – Each month is a fiscal period, July is Period 1, and June is Period 12. There is no period 13. Period 14 is used at the end of a fiscal year and remains open for several weeks into the next Fiscal Year to fix missed entries and make corrections.

Fiscal Year (FY) - The time period that is used for reporting an organization's financial status. The University of Oregon uses July 1 through June 30 as its fiscal year.

FOAPAL (Elements/String) – The funding source/string identifying the intended location for the budget or funds. See INDEX for more.

- Fund - Identifies the source of the funds
- Organization (Org) - identifies the unit or department
- Account - identifies the type of revenue, expense, or transfer
- Program - identifies the function (instruction, research, academic support, etc.)
- Activity - identifies the specific projects or people
- Location - identifies the location (rarely used)

Foundation Accounts – Outside accounts managed by the UO Foundation. Funds are transferred over to a corresponding restricted gift fund within the university dependent on the donor's designation.

Fund Accounting - Higher education accounting systems are organized and operated on a fund basis. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources together with all related liabilities, charges and encumbrances, and residual equities or balances. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. More simply put, it is a system for accounting based on identifying and classifying resources in accordance with conditions and limitations on the use of the resources.

Fund Balance - Fund balance on proprietary funds is under the control of individual school/department/program/unit. The balance can be found in Banner on screens FGITBAL or FGITBSR.

General Fund (GF) – Fund 001100. State appropriation and tuition dollars comprise the general fund.

Index – A shortcut, nickname or identifier made up of a unique combination of the FOAPAL elements. See FOAPAL.

Journal Voucher (JV) – A transaction request to move activity, expense or budget from one FOAPAL to another.

Net Investment In Plant Funds - (begin with 89) Used to account for the acquisition value of all of the University's capital assets including land, buildings, equipment, improvements other than buildings, libraries, and museums.

OPE (Other Payroll Expenses) - includes the university's share of an employee's medical & dental insurance, retirement, Social Security, Medicare, Worker's Compensation, Unemployment, the Lane County Transit tax and the State Accident Insurance Fund (SAIF). For classified employees, it also includes a portion toward the Employee Relations Board (ERB). OPE consists of two basic components, fixed (insurance and Employee Relations Board) and variable.

Permanent Budget (Entry) – Recurring budget for a FOAPAL string.

Renewal And Replacement Funds - (begin with 83, 84) Used by service departments and auxiliary enterprises, these funds reflect resources set aside in accordance with university policy on a systematic basis to fund future equipment purchases and building repairs. Housing, EMU, Printing and Mailing, and the University Health Center are examples of organizations that maintain such funds.

Responsibility Unit (RU) – For financial reporting purposes, the university uses a structure by which hierarchically organized units are responsible for allocating and monitoring dollars within their unit. Each Responsibility Unit (RU) identifies as Budget Manager. Each RU is assigned to a Financial Analyst in BRP-Budget and Resource Planning. Vice Presidents are assigned at Level 2. Most major units with activity across campus are Level 3 RU. Level 3 examples include each of the schools and colleges and, to give a VP area example, each unit directly under the VP for Student Affairs (the EMU, Office of the Dean of Students, etc.).

Restricted Funds - (begin with 2, 3, 4) Used to account for resources that are available for current operations but that are restricted to a specific purpose by the donor or the granting/contracting agency. Sponsored research, specific instruction, and student aid are examples. Grant ledgers also provide accounting data by grant years and by the life of a grant. Normal fiscal year accounting is also required of all restricted funds, including grant funds.

Retirement Of Debt Funds - (begin with 85) Used to account for funds set aside and disbursed to retire debts incurred to finance the acquisition, construction, or renewal of capital assets.

Salary Planner (for Beginning Budget) – This is a tool used for entering salary adjustments to current positions (including currently filled, currently open, and pooled positions) for unclassified employees, including faculty and OAs (administrative), classified employees, and starting in the FY18 planner, retired Employees.

Service Departments/Centers - (begin with 09) Service departments are activities established to provide services to other departments within the University and are expected to be self-sustaining.

- Printing & Mailing
- Telecom
- Information Services (IS)
- Campus Ops Utilities

Supplies & Services – 20000, Examples: Pen, pencils, paper, staples, consultants, printing services, telecom.

Temporary Budget (Entry) – One-time budget for a FOAPAL string.

Transfers In/Out- Use to move money between different funds.

Unexpended Plant Funds - (begin with 80, 81, 82) Used to account for resources set aside for acquisition of land, building, equipment; or for construction, remodeling or repairing.

Unrestricted Funds- (begin with 001) - Resources received that have no limitations or stipulations placed on them by external agencies or donors. These funds represent the resources available in the general operation of the University from tuition and fee revenue, and state appropriations (see GENERAL FUND). Included in this category is the General Fund, as well as many departmental specific self-support funds.