

FMS – Budget Overview

1. Resources for understanding FMS department coding & Fund 1 FMS department numbers
 - a. **Mesa Community College** website -> **Fiscal Services** webpage -> [FMS](#) section -> **FMS Departments** sub-section -> [a] **MCC FMS Departments_Quick Reference Guide** (2nd bullet point) and [b] **FY17 MCC Fund 1/Fund 250 FMS Crosswalk** (1st & 3rd bullet points)
 - i. Funds & Operating Units (campus location names):

	Fund	Definition
Fund 1	110	General Fund
	230	Other Auxiliary Programs
Fund 2	250	Course Fees
	280	Non-Credit Programs
Fund 3	310	Private Grants, Gifts, & Contracts
	320	State Grants & Contracts
	330	Federal Direct Grants
	340	Federal Pass Through Grants
	350	U.S. Dept. of Education
	360	Federal Financial Aid
	370	Other Restricted
Fund 7	710	Plant Unrestricted
	730	Plant General Obligation (G.O.) Bond
Fund 9	910	Agency Fund Club Accounts
	920	Agency Workshops, Conferences, & Trips

Operating Unit	Operating Unit Name
MCMAINCA	Mesa College Main Campus
REDMTNCA	Red Mountain Campus
DTNMESEC	Downtown Mesa Education Center
PHXMESGW	Phoenix-Mesa Gateway Center
CHACADMY	Chair Academy

2. Log into [FMS](#) using your MEID & MEID Password
3. Navigate to the following FMS module:

Main Menu > Commitment Control > Review Budget Activities > Budgets Overview

4. Set-up **Budgets Overview, Inquiry Name** (10-character limit)
 - a. Add a New Value (for a new inquiry) ~OR~ Find an Existing Value (to view an existing inquiry)
 - i. **3-digit Fund**, First Letter of College Location Name, **6-digit FMS department #**
 - ii. i.e. "**110S801450**"; Fund 110, Southern & Dobson, 801450 FMS department #

The screenshot shows the FMS Budgets Overview interface. On the left, the 'Add a New Value' button is circled in red and labeled '1'. Below it, the 'Inquiry Name' field contains '110S801450' and is circled in red and labeled '2'. The 'Add' button is circled in red and labeled '3'. On the right, the 'Find an Existing Value' button is circled in red and labeled '1'. Below it, the 'Search' button is circled in red and labeled '2'. The search results table shows a row with 'Inquiry Name' '110S801450' and 'Description' '(blank)', which is circled in red and labeled '3'. The text '~OR~' is placed between the two screenshots.

5. Set-up **Budget Inquiry Criteria** (to be completed once, except Budget Period)

Budget Inquiry Criteria

Budget Overview

Inquiry 110S801450 Description

Amount Criteria **9** Search Clear Reset Ledger/Activity Log Integrity Act Log Internal Integrity **2**

Budget Type

*Business Unit MCC04 **1** Ledger Group/Set Ledger Group Ledger Group CC_UPE_PR **2**
 View Stat Code Budgets CC_UPE_PR group
 Display Chart

Time Span

*Type of Calendar Detail Budget Period

Budget Criteria Personalize Find View All First 1 of 1 Last

Select	Ledger Group	Calendar ID	From Budget Period	To Budget Period	Include Adjustment Period(s)	Include Closing Adjustments
<input checked="" type="checkbox"/>	CC_UPE_PR	AB 3	2016 4	2016 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 6

ChartField Criteria

ChartField	ChartField From Value	ChartField To	Info	ChartField Value Set	Update/Add
Account	%	%	i		Update/Add
Dept	801450 7	%	i		Update/Add
Oper Unit	MCMAINCA 7	%	i		Update/Add
Fund	110 7	%	i		Update/Add
Function	%	%	i		Update/Add
PC Bus Unit	%	%	i		Update/Add
Project	%	%	i		Update/Add
Activity	%	%	i		Update/Add
Source Type	%	%	i		Update/Add

Budget Status

- Open
- Closed
- Hold

8 Save Return to Search Previous in List Next in List Notify Refresh Add Update

- a. The “%” symbol is a wildcard that shows all results available
- b. Budget Period represents fiscal year (this will need to be changed each fiscal year)

6. Calculating your available balance

- a. Budgeted Fund (Fund 110)
 - i. i.e. FMS Criteria: Budget Period- 2017, Dept- 801540, Oper Unit- MCMAINCA, Fund- 110
 - ii. Budget – Expense – Encumbrance – Pre-Encumbrance = Budget Balance
 - iii. \$645,374.52 - \$346,334.78 - \$307,537.49 - \$0.00 = -\$8,497.75

	FY17
Budget	645,374.52
Expense	346,334.78
Encumbrance	307,537.49
Pre-Encumbrance	0.00
Budget Balance	-8,497.75

- b. Non-budgeted Funds (Funds 230, 250, 280, 380, 910, 920 & Fund 3 *without* project numbers)
 - i. Budgets are not applicable due to the departments having cash basis balances
 - ii. Carry-forward (beginning) balances are not available for viewing in FMS at this time
 - iii. New FMS departments, which are now standardized across the District, do not match one-for-one with the old CFS charge centers
 - iv. Student Information System (SIS) & Human Capital Management (HCM) transactions are still recorded using the old CFS charge centers & may not be mapped/crosswalked correctly to FMS
 - v. i.e.
 - 1. CFS Web Financials: Fiscal Year- 2015, Fund- 250, Unit- 250, Charge Center- 262960 +
 - 2. FMS Criteria: Budget Period- 2016, Dept- 801575, Oper Unit- MCMAINCA, Fund- 250 +
 - 3. FMS Criteria: Budget Period- 2017, Dept- 801575, Oper Unit- MCMAINCA, Fund- 250

FY15 Ending Balance + FY16 Expense + FY17 Expense – FY17 Encumbrance – FY17 Pre-Enc. = Available Balance

\$101,158.23 + \$109,908.81 + \$89,242.07 – \$116,174.02 – \$30,829.00 = \$153,306.09

FY15	FY16	FY17
Hot List Account Balances Report	Budget	0.00
Printer Friendly View	Expense	-109,908.81
Add to Hotlist	Encumbrance	116,174.02
Reset Form	Pre-Encumbrance	30,829.00
Available Fund Balance*	Budget Balance	57,760.95
\$101,158.23	Associate Revenue	0.00
	Available Budget	57,760.95

Value includes revenue and expenses; number must be inversed

- c. Fund 3 *with* project numbers (Funds 310, 320, 330, 340, 350, 360, & 370)
 - i. Create an [FMS HelpDesk Ticket](#) for access to the Grants Portal and/or Project Costing module
 - 1. Summary section must start with “FMS Security-”
 - 2. Detailed Description must include employee MEID and the module names
 - ii. Training is conducted by MCCCCD Grants Accounting, please email dl-dssc-grantsacctg@domail.maricopa.edu or a specific [Grants Accounting Staff](#) member

7. Budget Overview Results – Personalize (to be completed once)

Column Order

- Account
- Oper Unit
- Fund
- Dept
- Function
- Budget
- Expense
- Encumbrance
- Pre-Encumbrance
- Available Budget*
- PC Bus Unit
- Project
- Activity
- Source Type
- Budget Period
- Ledger Group
- Percent Available

Column Order

- Show Budget Details (frozen)
- Show Budget Transaction Types (frozen)
- Account
- Oper Unit

Sort Order

- Account

OK