A&S Funding Source Reference for Fiscal Administrators

Source of Funds	Indexes	Considerations	Spending Deadlines	Naming Convention *(Please reference in all *buyW&M requisitions & direct pays, Chrome River pre-approvals/expense reports, SPCC charges, EPAF's and ATG)* ***In buyW&M, enter naming convention in the <u>Expense ID</u> field (for requisitions) and <u>Payment Description</u> field (for direct pays).***
Department E&G	12xxxx	• Expenditures allowed if there are sufficient funds in the fiscal year budget. • Departments are responsible for managing and not over-spending direct expenditures/M&O (7XXXXX) and hourly/student wages.	• All expenditures must post no later than the date specified in the fiscal year-end calendar.	
Individual Start-up, E&G	12xxxx	• New faculty start-up funds generally span up to 4 years. Budgets must be submitted and approved each fall. Expenditures allowed if sufficient funds remain <u>and</u> are included in the approved individual start-up budget. • All equipment and furnishings purchased are property of the University and must be returned at separation or retirement. • Regalia and other personal items are not allowable expenses.	• Expenditures must post to the appropriate budget index by <u>May 15</u>. THIS INCLUDES ENCUMBERED AMOUNTS. • Covington & SPCC charges must post with the 5/15 statement. • Rare exceptions to these deadlines require written approval from the Dean's Office and are determined on a case-by-case basis.	• Enter the 4 letter dept abbreviation, individual name (if applicable), 'SU' for startup, and a brief description of the expense. (Example: **GOVT LastName SU books**) • When submitting EPAF's allocated to any Dean's Office funding source (Professorships, Dean Support Index, Faculty Grant Fund, Start-Up, etc.), provide a comment to include the reason and total dollar amount. For student hires, provide the following details.. Example: **[Faculty member name] SU funds $XXX.**
Individual Start-up, HEETF	121089	• Expenditures allowed if sufficient funds remain <u>and</u> equipment was included in the approved individual start-up budget. See naming convention instructions. • SPCC transactions may not be allocated to the HEETF index and expenses may not be transferred to the HEETF index once posted in Banner. • Split funding is not allowable with the exception of AppleCare (AppleCare cannot be charged to the HEETF index). • Please refer to the W&M Budget Office's Higher Education Equipment Trust Fund [webpage](#) for additional information.	• March 31st • All requisitions for ETF procurements shall be received in Procurement Services by the deadlines established in the fiscal year-end calendar. All ETF items must be received and invoiced no later than the date specified in the fiscal year-end calendar. https://www.wm.edu/offices/budgetoffice/heetf/index.php	• For HEETF purchase requests tied to startup funding, enter the 4 letter dept abbreviation, individual last name, 'SU' for startup, and a brief explanation of expense. (Example: **GOVT LastNameSUETFmicroscope**)
Dean Support Funds	12xxxx	• Only expenditures <u>pre-allocated</u> by the Dean's Office (and designated as Dean supported) may be charged to your department's Dean Support index. See naming convention instructions.	• Expenditures must post to the appropriate budget index by <u>May 15</u> (this includes Covington & SPCC charges that must post by the 5/15 statement). • Rare exceptions to these deadlines require written approval from the Dean's Office and are determined on a case-by-case basis.	• Enter DSI, followed by the first 4 letters of the faculty member's last name (if applicable) and a brief description of the expense., e.g., **DSI SMIT Conf travel**. • When submitting EPAF's allocated to any Dean's Office funding source (Professorships, Dean Support Index, Faculty Grant Fund, Start-Up, etc.), provide a comment to include the reason and total dollar amount. For student

				• hires, provide the following details.. Example: **[Faculty member name] Faculty Grant Fund award $XXX semester and year.** • For new faculty recruitment support committed by the Dean's Office, please reference the position ID number for all related purchases.
Professorship Research Funds	2Wxxxx or other index provided by the Dean's Office Fiscal Team.	• Expenditures for faculty research allowed with the following exceptions: additional salary, furnishings, and personal/office computing equipment that duplicates what is provided at the central workplace. Refer to your faculty member's appointment letter (issued by the Dean's Office in August) for additional details. See naming convention instructions. • All equipment purchased is property of the University and must be returned at separation or retirement.	• Expenditures must post to the appropriate budget index by <u>May 15 (this includes Covington & SPCC charges that must post by the 5/15 statement)</u>. • Rare exceptions to these deadlines require written approval from the Dean's Office and are determined on a case-by-case basis. The Financial Operations deadline for 2W spending is June 13th. • Funds not expended by June 13th are forfeited and do not carry over to next fiscal year.	• Enter PROF and the first 4 letters of the faculty member's last name followed by the fiscal year and a brief description of the expense. (Example: **PROF SMIT FY24 Conf travel**) • When submitting EPAF's allocated to any Dean's Office funding source (Professorships, Dean Support Index, Faculty Grant Fund, Start-Up, etc.), provide a comment to include the reason and total dollar amount. For student hires, provide the following details.. Example: **[Faculty member name] Professorship research funds $XXX.**
Faculty Grant Funds	Either Dean Support Index <u>or</u> Annual Fund (2WK001)	• Refer to original award letter to confirm funding source and award details. If letter references 'E&G', administrators should charge any FGF-related expenses to their department's Dean Support index. See naming convention instructions.	• Refer to original award letter to confirm spending deadline.	• Enter FGF and the first 4 letters of the faculty member's last name followed by an abbreviation for the semester/year in which they received the award – in this case, summer. **FGF SMIT SP24** (or FL for Fall, SP for Spring) along with a brief description of the expense, (Example: **FGF SMIT SP24Conf travel**). • When submitting EPAF's allocated to any Dean's Office funding source (Professorships, Dean Support Index, Faculty Grant Fund, Start-Up, etc.), provide a comment to include the reason and total dollar amount. For student hires, provide the following details.. Example: **[Faculty member name] Faculty Grant Fund award $XXX semester and year.**
HEETF	121089	• Expenditures allowed if department or staff/faculty received funding to purchase equipment needed for instruction and research. Requests for HEETF should be submitted for consideration annually in response to the call (usually in early Fall) from the Provost's Office. Each ETF purchase must have a purchase order, issued through the university's designated procurement system. • SPCC transactions may not be allocated to the HEETF index and expenses may not be transferred to the HEETF index once posted in Banner. Please refer to the W&M Budget Office's Higher Education Equipment Trust Fund webpage for additional information.	• March 31st • All requisitions for ETF procurements shall be received in Procurement Services by the deadlines established in the fiscal year-end calendar. Additionally, all ETF items must be received and invoiced no later than the date specified in the fiscal year-end calendar. https://www.wm.edu/offices/budgetoffice/heetf/index.php	• Enter 4 letter Dept abbreviation, individual name (if applicable), and either 'SU' for startup funds or ETF approval number and a brief description of the expense. (Example: **GOVT LastName ETF55555 lab freezer**)
Private Gifts	2Wxxxx, 2Zxxxx, etc.	• Expenditures allowed in accordance with the specific fund restrictions. Refer to the Operating Ledger tile in Qlik's Finance stream for Chart E Fund restrictions.		

External Grant	7xxxxx	• Expenditures allowed in accordance with funder and OSP requirements.		
Overhead Recovery (ORF or IDC)	14xxxx	• Expenditures allowed if sufficient funds are available.		
Provost Funds	2Z1N18 (Plumeri) or other index provided by the Provost	• Expenditures allowed in accordance with the Provost's requirements • Contact Barb Youngk with questions, blyoungk@wm.edu	• Refer to award letter issued by the Provost to confirm spending deadline.	• Enter Plumeri + first 4 letters of professor's last name + award year + purpose (Example: **Plumeri SMIT 2024 Paris conference**) • Additional information should be added as a note/comment when submitting the requisition, payment request, etc.

Additional Notes

Naming conventions are REQUIRED for all buyW&M requisitions and direct pay requests, Chrome River pre-approvals/expense reports, SPCC charges, EPAF's, and ATG orders.
Any submissions without proper naming convention details will be returned for correction -- see examples below.

BuyW&M requisitions for Apple computer orders
Enter the 4-letter department abbreviation, individual name, DO (for Dean's Office) and iMac or MACB in the Expense ID cell (Example: **GOVT LastName DO iMac** or **GOVT LastName DO MacB**)

BuyW&M requisitions and direct pay requests
In the buyW&M requisition screen about midway down the form along the left column is the **Internal Notes and Attachments** section. The **Expense ID** field is the last line. This is where naming conventions should be entered. See snippet below. This field will hold up to 50 characters. In Qlik this information is populated in the buyW&M Description field in the Transaction Detail Sheet.

Internal Notes and Attachments

Procurement Review - Terms and Conditions	Yes Yes
Procurement Method	*no value*
Procurement Method Notes	*no value*
Internal Attachments	Add
Internal Note	*no value*
Expense ID	ENTER NAMING CONVENTION HERE

BuyW&M direct payment requests

In the buyW&M direct payment form screen in 'Questions - Check Request Information' about midway down the form is the **Payment Description** field. This is where naming conventions should be entered. See snippet below. In Qlik this information is populated in the transaction description field in the Transaction Detail Sheet.

Example: Naming convention for Provost Plumeri funded expense

Example: Naming convention for A&S Faculty Grant funded expense

<u>**Chrome River Pre-Approvals and Expense Reports**</u>

Enter naming convention as Report Name in Chrome River

Pre-Approval:

Report Name	DSI Hink Conf travel
Start Date	11/03/2023
End Date	11/10/2023
Number of Days	8
Pay Me In	USD - US Dollars
Business Purpose	Attending a conference in Vancouver

Expense Report:

Expenses For Ron Varner

Report Name	DSI Hink Conf travel
Pay Me In	USD - US Dollars
Report Type	Employee

How the posted expense appears in Qlik:

Transaction Description	Payee
Hinkle, Robert J. { DSI_HINK_Conf_Travel }	Robert J. Hinkle

SPCC Transactions

Edit the Transaction Description to include the naming convention. The WORKS Description field populates the Transaction Description Field in Qlik.

View in WORKS:

Transaction	Allocation & Detail	Dispute	Receipts

Allocation

Comp|Val|Auth	Amount	Sales Tax	Description
✓ ∣ ✓ ∣ ✓	95.00	0.00	DEAN_CCA Summer 2023 Conference Registration_Schaefer

View in Qlik:

Date	Doc / Seq	RuCl	PO	Transaction Description
6/23/2023	XF011658 / 956	JE16	-	DEAN_CCA Summer 2023 Conference Reg

ATG Orders

The Business Purpose on the ATG Order populates the Transaction Description Field in Qlik.

View in ATG Order:

Expenses

Meal Type: Lunch ($16pp)

Index: W121369--A&S
Dean Support
DEAN(STATE)

Account Code: 712640 -
Food and Beverage

Function: Business Meals
Involving External Parties

Business Purpose: Lunch for LING Program Review team & LING students

View in Qlik:

Qlik Transaction Description for ATG orders includes name of Vendor and part of Business Purpose:

Doc / Seq	RuCl	PO	Transaction Description
FA000150 / 111	JE16	-	Custom Culinary-Lunch for LING Prog

Journal Vouchers (JV's)

- When submitting JV's, please provide a *detailed* explanation/purpose for the transfer. If an expense is tied to a specific individual/dept, be sure to include the last name with department abbreviation and the reason for the transfer. This will inform the Dean's office (and other units) and will prevent delays in approval routing.

- Reminder: Expenses allocated to local funds (private gifts) *cannot* be JV'd to E&G funds.

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William & Mary Foundation Indexes

- 2W and 1W indexes were set up to receive reimbursements from the W&M Foundation only

- If an entity other than WMF is providing funding for an expense, the expense can't be allocated to a 2W index. Only expenses covered by WMF should be allocated to a 2W**** index.

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EPAF Approval Routing Guidance -- Arts & Sciences

NOTE: Unit Chairs/Directors must <u>always</u> be added to approval routing as **Approver** for the department/program (Dept Level - Chair / Dept Head, 20)
For grant funded EPAF payments, be sure to include the grant's Principal Investigator (Supervisor / PI, 10) *and* designated OSP Administrator (OSP prior to unit review, 30) as **Approvers**

Graduate student (GA) new hires and funding changes
- Unit level **Approver** for A&S (Unit Level - Fin & Admin, 38) -- Chasity Roberts
- Unit level **FYI** for A&S (Unit Level - Fin & Admin, 38) -- Kori Varner and Tarikul Islam

Summer Salary
- Unit level **Approver** for A&S (Unit Level - Fin & Admin, 38) -- Kori Varner
- Unit level **FYI** for A&S (Unit Level - Fin & Admin, 38) -- Tarikul Islam

Staff and temporary position funding changes
- Unit level **Approver** for A&S (Unit Level - Fin & Admin, 38) -- Kori Varner
- Unit level **FYI** for A&S (Unit Level - Fin & Admin, 38) -- Tarikul Islam

Undergraduate student new hires and funding changes *(*Only applicable for students whose wages will be allocated to Dean's Office funding, i.e., Professorships, Start-Up, Dean Support Index, Summer School (120080) or Faculty Grant Funds)*
- Unit level **Approver** for A&S (Unit Level - Fin & Admin, 38) -- Kori Varner
- Unit level **FYI** for A&S (Department Admin, 5) -- Robin McDow

Additional guidance for undergraduate student EPAF's…

➢ Only include A&S Dean's Office staff in the EPAF approval routing **IF** the student's wages will be allocated to any type of Dean's Office funding, i.e., Professorships, Start-Up, Dean Support Index, Summer School (120080) or Faculty Grant Funds. If a student EPAF will be charged to departmental or grant funds, no need to include A&S Dean's Office staff in the approvals routing.
➢ Provide an explanation as a comment before submitting the EPAF -- the explanation must include the total amount, for example: *[Faculty member name] Faculty Grant Fund award $XXX_semester and year.*
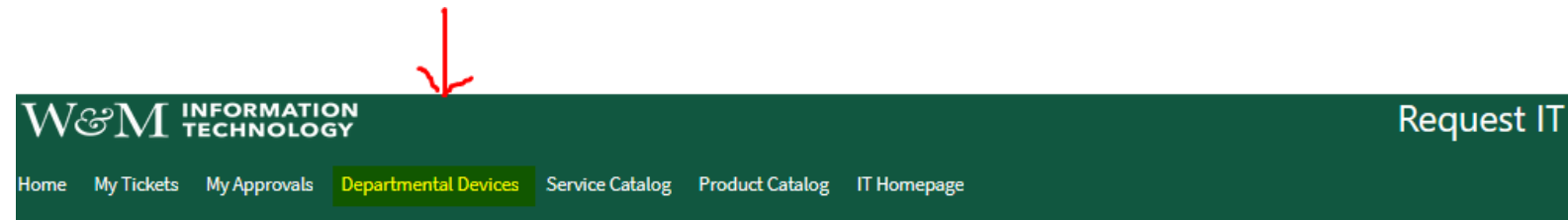➢ Include max budget amount for student's wages, for A&S reference

A&S Computer Leases and Purchases

How do I know if a computer is funded by A&S?

- Sign into Request IT with your W&M credentials
- Choose Department Devices at the top of the page
- Go to Computers Due for Replacement
- Click on Service Tag to open new window.
- Under the Service Tag, if you see "This computer is funded by Arts & Sciences", the Dean's Office will contact you when it is time for replacement.
    - NOTE: All equipment purchased is property of the University and must be returned at separation or retirement

How do I request an A&S funded computer?

- All orders for lease computers funded by the Dean's Office are processed by the Senior Fiscal & Data Administrator
- Lease computers must be requested by **March 15th** to meet fiscal year deadlines
- Approval requests for Apple/non-standard computers must be sent to the Senior Fiscal & Data Administrator by **April 1** -- Contact Gail Pascaris for DocuSign form.
    - Once pre-approved by the Dean's Office, Apple computers are ordered by administrators via buyW&M
    - Naming convention instructions: Enter the 4-letter department abbreviation, individual name, DO (for Dean's Office) and iMac or MACB in the Expense ID cell (Example: **GOVT LastName DO iMac** or **GOVT LastName DO MacB**)

Who is eligible for a Dean's Office funded computer?

- In general, the Dean's Office provides a standard leased Dell desktop or laptop or up to $1350 towards the purchase of an Apple computer or other non-standard computer for full-time staff, T/TE Faculty and Term Faculty (formerly NTEs).
- The Dean's Office does not provide computers for part-time employees, adjuncts, visiting instructors/professors, or emeriti. These computers can be provided by the department. IT has older AVE (Adjunct, Visiting, Emeriti) desktops that can be leased available through Request IT.
- **To confirm eligibility for a Dean's Office funded computer, please contact Gail Pascaris**