T&U Financial Systems Training

for Program Managers/Directors/Coordinators
or anyone responsible for spending or tracking funds

7/10/2020, 11:00am

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Today's Objectives

By the end of today's session, you will be able to…

- Recognize and explain the three different types of codes most widely used: source code, grant codes, GL codes
- Apply codes to individual program budgets
- Read a GL report and reconcile expenditures
- Determine and list out what support documentation is required by specific funders
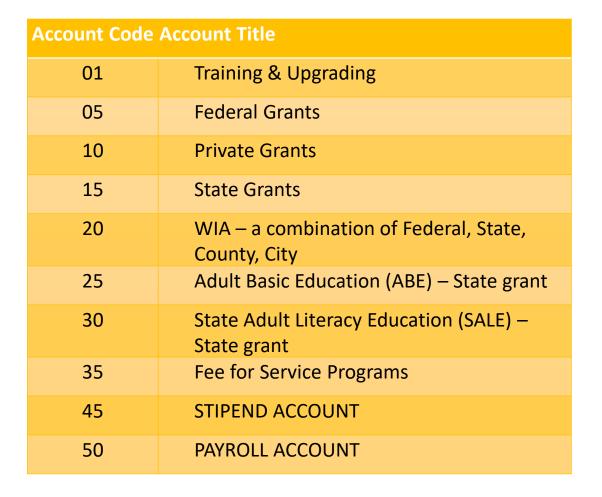- Use the new 20-21 Online Purchase Order System

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Types of codes used

1. Fund-Entity Codes
2. Source Codes
3. General Ledger Codes (GL)
4. *Cost Centers (generally HTTI Related)*
5. *Students (generally HTTI Related)*

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Level 1 – Fund/Entity Codes

- Represent the type of funding

- Most will be the top 4 codes, but **finance will work with you to identify**

Account Code	Account Title
01	Training & Upgrading
05	Federal Grants
10	Private Grants
15	State Grants
20	WIA – a combination of Federal, State, County, City
25	Adult Basic Education (ABE) – State grant
30	State Adult Literacy Education (SALE) – State grant
35	Fee for Service Programs
45	STIPEND ACCOUNT
50	PAYROLL ACCOUNT

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Level 2 –Funding Source Codes

- Represent the name of the grant

- Each grant has a unique 4 digit code

- Codes could change from year-to-year
  (important to use the correct codes!)

- **Finance will work with you to identify**

Account Code	Account Title
0444	BCO - CITI BANK FOUNDATION GRANT YR 2
0445	BCO LISC LOCAL - 20/21
0465	UNITED WAY 19/20
0466	HIAS 19-20
0467	PWI/JOIN EMT TRAINING GRANT
0468	JOIN EMT TRAINING
6014	TEMPLE UNIVERSITY - SERVICE WORKERS
6015	TEMPLE UNIVERSITY HOSPITAL
6016	THOMAS JEFFERSON HOSPITAL & UNIVERSITY

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Level 3 – General Ledger Codes

- Represent the line item
- Specific codes for specific costs
- **Finance will work with you to identify**

Account Code	Account Title – Personnel & Contractors
5010	INSTRUCTORS - SALARIES
5090	TEMPORARY EMPLOYEES
5040	CLINICAL INSTRUCTORS - SALARIES
Account Code	**Account Title – Program Costs**
6020	FOOD
6100	CERTIFICATION TESTS
7210	UNIFORMS & SUPPLIES
Account Code	**Account Title – Admin Costs**
5330	OPERATING COSTS
5800	OFFICE SUPPLIES
7385	STAFF DEVELOPMENT

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Activity – Looking at YOUR Budget

Citizens Bank Grant Y2 – 10-0462

Citizens Bank Grant Y1 – 10-0404

Fund/Entity Code   Source Code

E. PROGRAM COSTS

	Purpose	Total Cost	GL CODE	Description
1	Educational Stipends ($200/mo x 4 mos x 21)	16,800	7410	Support Services
2	Quest Diagnostic Set Up Fee	200	6210	Maintenance Agreement/License Renewal
3	Drug testing (@$36 per person)	1,080	7520	Drug Testing
4	Nurse Aid retests costs	300	6100	Certification Tests
5	HHA CPR ($35/person x 30)	1,050	6110	CPR Testing & Training
6	FBI Criminal Background ($23.85 + 1.25 money order Fee)	502	7470	FBI Background Check
	TOTAL PROGRAM COSTS	19,932		

C. SUPPLIES

	Description	Total Cost	GL CODE	Description
1	EMT Stethoscopes & Blood Pressure Cuff ($35.47 x 20 = 76.50 shipping)	786	7440	Books & Supplies - Students
2	ChromeBooks 21	5,060	7440	Books & Supplies - Students
3	EMT Shoes ($40*21)	840	7210	Uniforms & Supplies
4	EMT Uniforms & Supplies (25.80 pants, $13.00 Shirts - x 2 x 21)	1,630	7210	Uniforms & Supplies
5	student supplies - binders, etc	780	7440	Books & Supplies - Students
6	HHA Stethoscope ($30*15)	450	7440	Books & Supplies - Students
7	HHA Uniform (40 x 2 x 15)	1,200	7210	Uniforms & Supplies
8	HHA Criminal Background ($22 x 30)	660	7510	Criminal Check
9	HHA Books	938	7440	Books & Supplies - Students
	TOTAL SUPPLIES	12,343		

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HOMEWORK

Add GL Codes and Descriptions to your budget(s)

- **DUE – 7/17/2020**
- Submit to Jim Moretti

If this is a struggle, make an appointment with Jim to do together

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Reading your GL Report

Managers should request these monthly.

Reports will be provided when requested.

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GL Code	GL Title	Doc Number	Description	Effective	Debit	Credit	Grants/ Funding Source Title
0445 - BCO LISC LOCAL - 20/21							
5810	STATIONERY/SUPPLIES		Opening Balance		0.00		BCO LISC LOCAL - 20/21
5810	STATIONERY/SUPPLIES	CDW-G 23150	DELL 3500 INV#XTT3018	5/21/2020	783.18		BCO LISC LOCAL - 20/21
			Transaction Total		783.18	0.00	
Balance 5810	STATIONERY/SUPPLIES				783.18		
7340	INCENTIVES		Opening Balance		0.00		BCO LISC LOCAL - 20/21
7340	INCENTIVES	PNC 21706	CHARGES 4/27/20 - 5/23/20 ACCT#5045	6/3/2020	549.50		BCO LISC LOCAL - 20/21
			Transaction Total		549.50	0.00	
Balance 7340	INCENTIVES				549.50		
7410	SUPPORT SERVICES		Opening Balance		0.00		BCO LISC LOCAL - 20/21
7410	SUPPORT SERVICES	WEBB-22983	GIFT CARDS -STUDENT INCENTIVES	4/29/2020	1,187.50		BCO LISC LOCAL - 20/21
			Transaction Total		1,187.50	0.00	
Balance 7410	SUPPORT SERVICES				1,187.50		
7440	BOOKS & SUPPLIES - STUDENTS		Opening Balance		0.00		BCO LISC LOCAL - 20/21
7440	BOOKS & SUPPLIES - STUDENTS	NERDIT 22982	21 CHROMEBOOKS & CHARGES 22982 INV#03	4/29/2020	2,625.00		BCO LISC LOCAL - 20/21
			Transaction Total		2,625.00	0.00	
Balance 7440	BOOKS & SUPPLIES - STUDENTS				2,625.00		
7510	CRIMINAL CHECK		Opening Balance		0.00		BCO LISC LOCAL - 20/21
7510	CRIMINAL CHECK	PATCH1557	CRIMINAL CHECK FOR MARY FATOUMAT -SY	4/22/2020	22.00		BCO LISC LOCAL - 20/21
0445 - BCO LISC LOCAL - 20/21							
Balance 7510	CRIMINAL CHECK				22.00		
Report Opening/Current Balance					0.00	0.00	
Report Transaction Totals					5,167.18	0.00	
Report Current Balances					5,167.18	0.00	
Report Difference					5,167.18		

PO Documentation Requirements

Minimum Requirements

- Actual invoice
- Receipts/Proof of Purchase
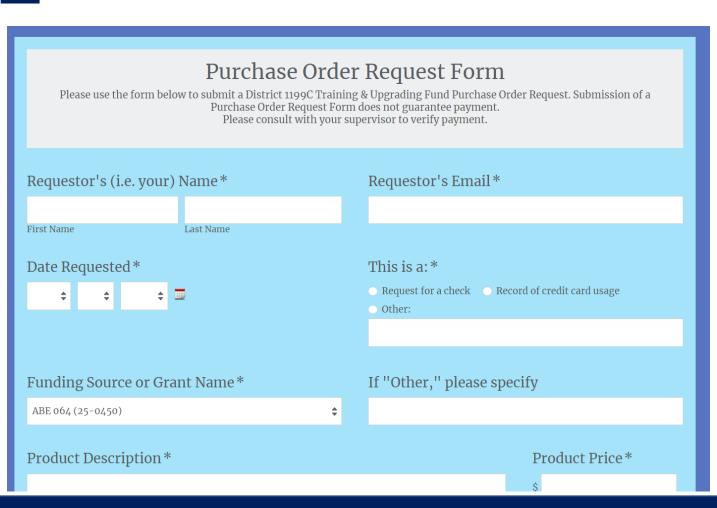- W-9 (for new vendors)

For your funder, what else do you need?

- Class roster
- Syllabus/lesson plan
- Funder specific forms
- MOU

Work with your team to create your own PO Requirements List

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Creating A PO

- Gather your documentation (electronic versions)
- Make sure your documents names are descriptive
- Do not include zip files
- [Submissions](https://1199ctraining.org/hr) (link is also at https://1199ctraining.org/hr)
- Send it to 2nd level approval
  - Your manager/director
  - Yourself (For checks and balances)

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Back Up Documentation

- Log-in to the shared drive for your grant folder
- Upload your documentation into the appropriate month
  - Final copy of PO PDF
  - Supporting Documentation

File Naming Convention

Source Code_Vendor_Date

Example

0444_Transunion_7-8-2020

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Credit Card Usage/Approval

- Verbal/Written approval
- Make purchase
- Do a purchase order **(mark "Credit Card")**

- There will be a [separate tracking system](#) for credit cards
- A written policy will be provided later

Petty Cash Policy

- Verbal/Written approval
- Make purchase
- Do a purchase order **(mark "Petty Cash")**

- A written policy will be provided later

Inter Fund Billing

When the Training Fund pays the initial cost for something
- Check
- Credit Card

1. Do a PO to pay the vendor
2. Do a PO to pay back the Training Fund (District 1199C Training Fund is the Payee)

Multiple grants may be involved and a PO must come from each to reimburse the Training Fund

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2ⁿᵈ Level Approval

Managers/Directors should verify…
- Entity, Grant and GL(Line Item) Codes
- Supporting documentation
- Total expenses

ACCEPTED

REJECTED

If approved -
- Send to final approval

If rejected -
- Work with the originator to fix the issues

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Final Approval

- Cheryl reviews for...
  - Entity, Grant and GL(Line Item) Codes
  - Supporting documentation
  - Total expenses

- Cheryl Signs off

- A printed copy of everything goes to finance

Want to get away from...

- Printing out POs
- Cheryl having to triple check everything

Directors/2nd Level Approval should catch any errors!

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Processing Procedures

1. Final approval
2. Juanita makes checks
3. Union/Cheryl Sign
4. May take up to two weeks

This is an evolving process!

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After Approval

- Upload final purchase order to you shared finance folder
  - Purchase Order PDF
  - All supporting documentation

File Naming Convention:

SourceCode_Description_Date

Example:

0404_uniforms_07-10-2020

Your Folder will be shared with you soon!

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Questions??

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