



MIDWESTERN STATE UNIVERSITY

Account Manager's Group Meeting January 2023



- Welcome
- Introductions
- Monthly NSF Report
- Account Managers Group Resources
- Tracking Purchase Orders
- Questions and Answers

Welcome to our Account Managers Group Meeting!

- **Purpose:** The Account Managers Group focuses on creating a venue whereby staff are equipped to work with optimal operational effectiveness. Our goal is to share information, build skills and increase confidence at an organizational level. We strive to magnify the effectiveness of each account manager, so that growth and skills more than meet the requirements of each college, department and student. Each meeting skillfully targets updates in technological information, strategic operations, planning, monitoring, networking, feedback and a good sense of humor.
- **Frequency:** It is our intention to be able to provide our Account Managers with helpful information to guide with daily activities. Our intent is to have these meeting frequently enough to be useful but not so frequent as to be cumbersome to attend.



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- Anna Daugherty, Director of Budget and Strategic Financial Planning
 - High-level Budget Inquiries
- Caylen Miracle, Budget Analyst
 - Complex Budget Inquiries
 - EPAF Questions
- Phillip King, Budget Specialist and Assistant to the VP for Administration & Finance
 - General Budget Inquiries
 - PC# requests
 - NSF questions/responses

The Administration & Finance website also has helpful information. Please feel free to visit us at: <https://msutexas.edu/adminfinance/>

The monthly NSF report is run by the Budget Office to determine what FOAPALs are showing insufficient funds in Banner 9. This flags them for departmental overview and are emailed to each account manager for their respective accounts.

- If you receive an email, please research the FOAPAL to let us know about any potential items that have not posted to the account or that need to be corrected.
- You may need to move money between the accounts to cover for unanticipated expenditures. This will typically be done in [Banner Self Service](#).
- Remember there are general rules for budget transfers that should still be followed:
 - You are allowed to make transfers between certain budget pools without the need to contact the Business or Budget Offices:
 - 6200 – Graduate Assistants
 - 6300 – Student Assistants
 - 6400 – Non-student Part Time Wages and Allowances
 - 7000 – Travel
 - 7200 – Maintenance & Operations (M&O)
 - You only have access to the Funds and Orgs within your areas.
 - You are not be able to make transfers between different funds.

The Administration & Finance website will be frequently updated with tips, tricks, and helpful information. Please visit us at:

https://msutexas.edu/adminfinance/_assets/files/Account-Managers/account-managers-group/index.php



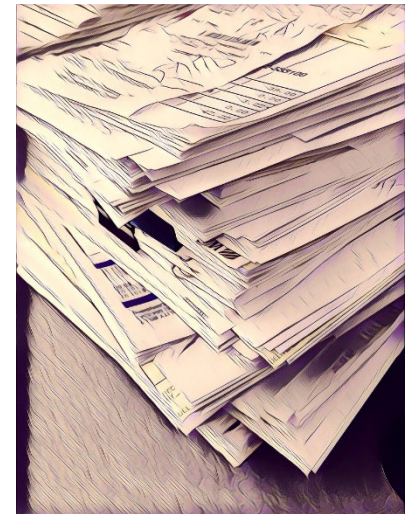
- Account Reconciliation Excel Spreadsheet
- Budget Fund Transfer Guide
- DPV Guidelines
- Enterprise Car Rental
- Fund Definitions
- Higher Education Fund Guidelines (HEF, previous known as HEAF)
- Instructional Enhancement Fee Guidelines
- Licensing/Trademarks
- SSB Budget Transfers
- PC Number Guide

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The following information should assist you in tracking purchases made through the requisition process in Banner 9:

- Write down your requisition number. This is an internal number only, but should assist you when you have questions for the Purchasing office. Please ensure this number is not given to the vendor at any time.
- Once your requisition has been completed, it will need to be approved by your budgetary approvers prior to a purchase order being issued. You can check approvers for a specific requisition by going to FOAAINP in Banner 9 and entering your requisition number.
- Once your purchase order has been completed, you should receive a copy of it from the Purchasing office when it is sent to the vendor. Note this PO number for if you need to contact the vendor.
- If your goods were delivered to the receiving office, those can be picked up at 2733 Midwestern Parkway from our Storekeeper.
- Once the items have been received or the services have been provided, be on the lookout for an invoice from the vendor. Sometimes this will come directly to you and other times it will be received in the Purchasing office directly. If in doubt, ask the vendor for a copy.

- Forward invoices to Accounts Payable(AP). Once you have the invoice in hand and the items/services have been provided, send that to accounts.payable@msutexas.edu as soon as you can to ensure timely payment. AP may have questions pertinent to the timing of receipt of the goods/services or the date the invoices are received. These dates assist AP with processing the invoice according to state guidelines.



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Questions and Answers



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