



Office of Global Engagement
UNIVERSITY OF GEORGIA

Global Certificate: Intro to Study Away Financial Management

March 2020

Intro to Study Away Financial Management

Topics

- Intro
- Program Process
- Study Away Budgeting
 - Purpose
 - Accounting
 - Instructional Expenses Overview
 - Non-Instructional Expenses Overview
- Helpful Reports & Queries



OGE - Finance

- Leigh Knapp, Director
 - Gina Kurtz, Assistant Director
 - Steve Lay, Financial Analyst
 - Elaine Brady, Financial Analyst
 - Amanda Webb, Business Manager
- Email
 - ugasabo@uga.edu – Study Away (study abroad & field study) financial business
 - StudyAway@uga.edu – all other study away business not related to finance
 - Listservs
 - SAFinance-L – Study Away Business & Finance Updates
 - FSTY-L – Field Study General
 - FACSA-L – Study Abroad General



Program Process

- Program Proposal – new programs follow process in Study Away Portal
- Program Approval – Program are approved based on
 - Budget
 - Risk Management
 - Curricular
- Recruiting and Payment of Deposit – on going and at the discretion of the Program Director
- Program Planning (Re-Approval) – each year new materials are submitted in Study Away Portal
- SABD / FSTY # Assigned
 - Unique number is assigned to each program
 - OGE requests for programs
 - Used in Banner for student registrations and to assess program charge
- OGE Establishes Chartfield1 – used for tracking financial expenditures
- Budget Approvals Occur
 - Preliminary Approval – prior to fees assessed, 6-9 months prior to program travel, OGE initiates transfer of Allocation funds
 - Final Approval – based on actual number of students, 2-3 months prior to program travel



Program Process

- Deadlines for Enrollment minimums
 - Programs with low enrollment will be assessed for financial viability. These programs may be cancelled
- Program Runs
- Post Program Travel
 - Invoices & expense reimbursements should be fully processed within 45 to 60 days
 - Petty Cash accounts reconciled and closed
 - Program Closeout reports emailed to ugasabo@uga.edu within 60 days
- OGE Closes Program
 - Calculates and sweeps contingency funds to Emergency Reserve Fund
 - Calculates and processes refunds to students (may take up to 6 months to process)





Study Away Budgeting

- Purpose
- Study Away Accounting
- Instructional Expenses
- Non-Instructional Expenses



Study Away Budgeting: Purpose

- Self-Sustaining
- Collaborative Process
 - Program Director
 - Departmental Business Manager
 - OGE
- Budgets Should be
 - In line with program goals
 - Adhere to UGA Policy
 - Support best practices



Study Away Budgeting: Accounting

- Program Funding
- Chartstrings
 - Dept ID
 - Chartfield1
- Budgeting in FMS
- Budget Errors



Study Away Budgeting: Accounting

- Study Away Program Funding
 - Two Fund Types Used
 - 10500 – Tuition
 - 14100 – Departmental Sales & Service
 - Funding Comes From
 - Allocation
 - Program Deposits
 - Program Charges



Study Away Budgeting: Accounting

- Allocation
 - Fund 10500
 - Transfer of budget initiated by OGE after Preliminary Budget Approval
 - Used to over faculty salary and instructional expenses
- Program Deposits
 - Fund 14100
 - Deposits received through StudyAway Portal
 - Transfer of deposits received initiated by OGE
 - Used to cover non-instructional expenses
- Program Charges
 - Fund 14100
 - Charges received through Bursar's Office when students register for SABD / FSTY course
 - Funds deposited into chartstring by Bursar's Office
 - Used to cover non-instructional expenses



Study Away Budgeting: Accounting

- Important Reminders & Best Practices
 - Allocation (fund 10500)
 - Funds will be transferred into account code 700000
 - **Best practice: budget transfer funding from 700000 to account codes as planned on approved budget**
 - Deposits and Charges (fund 14100)
 - Business Managers need to budget journal anticipated revenue and expenditures on DEPT_REV and DEPT_CHILD ledgers
 - **Best Practice: review the Recognized Revenue and compare to the Revenue Budget as the Budget may need to be modified based on actual number of students enrolled in the program**
 - Withdrawals - per the [Study Away Program Withdrawal Policy](#), when a student withdraws from the class, a portion of their program charge will be deducted from your total revenue received



Study Away Budgeting: Accounting

- Example Chartstrings:

	Fund	Program	Class	Dept ID	Chartfield1
Allocation	10500	11100	11800	147007210	SA1002FA19
Program Charges	14100	11100	41507	147007210	SA1002FA19
Allocation	10500	11100	11800	147007210	SA1002FA20
Program Charges	14100	11100	41507	147007210	SA1002FA20

- Dept ID
 - **Best Practice: one Dept ID per program**
 - Department creates Dept ID
- Chartfield1
 - Created by OGE
 - Based on SABD / FSTY Number, term, and year
 - Primary means of expense tracking for program



Study Away Budgeting: Accounting

- Budget Exceptions
 - Types of Exceptions
 - No Budget Exists: no budget exists for the ledger group and chart string listed (you have not set a budget yet)
 - Spending Authority Over Budget: generally seen when the spend or revenue transaction will change the budget. For example, an expenditure credit, when no actual expenditure exists on the chart string to offset the credit, will cause an error with the budget balance. Budget=\$100, Actual Expenditures=\$20, Expense credit=-\$50, would create a Budget Balance=\$130, which is over the initial budget of \$100.
 - Exceeds Budget Tolerance: transaction exceeds the amount budgeted for the ledger group and chart string (you are trying to spend more than you have budgeted)



Study Away Budgeting: Accounting

- Budget Exceptions Cont.
 - How to Troubleshoot Budget Exceptions
 - Check the chartstring
 - Pull queries to verify budgets have been established
 - If you are submitting a UGAmart requisition, be sure you have double checked your chartstrings and reviewed training material to ensure you are completing the fields correctly (++)
 - Submit a ticket to OneSource
 - Contact the Study Away Business Office if you want us to take a look



Study Away Budgeting: Instructional Expenses

Overview

- Salary Expenses
 - Faculty
 - Graduate Assistants
 - Program Assistants
 - [Independent Contractors vs. Employee Policy](#)
 - All hires should be processed by the department through the appropriate procedures
 - Salaries should follow UGA guidelines
 - A note about Benefits: you do not need to budget for benefits if they are paid out of the program's allocation (10500 fund) chartstring



Study Away Budgeting: Instructional Expenses

Overview

- Faculty and Staff Travel Expenses
 - Meals
 - Per diem
 - Group meals
 - Airfare
 - Lodging
 - Mileage, Rental Car
 - Ground Transportation
 - VISA fees
 - Study Abroad Insurance



Study Away Budgeting: Instructional Expenses

Overview

- Honoraria Expenses (for non-UGA employees)
 - Speaking Fees
 - Travel Expenses (ground transportation, airfare, lodging, meals, etc.)
- Other Instructional Expenses
 - Classroom Rental
 - Entrance to Educational Venues for Student Participants
 - Entrance to Educational Venues for Faculty and Staff





Study Away Budgeting: Non-Instructional Expenses Overview

- Promotional Materials
- Provider Fees
- Tour Guide, Bus Driver, Translator Fees
- Student Participant Travel Expenses
 - In-Country Airfare
 - Ground transportation
 - Group Meals
 - Study Abroad Insurance
 - VISA fees



Helpful Reports & Queries

- Budget Overview
 - Classic Home\Main Menu\Commitment Control\Review Budget Activities\Budgets Overview
 - View as summary by account code
 - Has drill down to see individual transactions and links to source entry
 - Must run on the DEPT_CHILD or DEPT_REV ledger; cannot see data on both ledgers at the same time



Helpful Reports & Queries

- Business Manager Workcenter Queries
 - Classic Home\Main Menu\UGA\Business Management Workcenter\Business Management Workcenter – click on the “Reports/Queries” tab in the box on the left
 - Contains queries for Travel Authorizations, Expense Reports, Payment Requests, GL Journals, Budget Journals & Transfers, and Journal Vouchers
- Query Viewer
 - Classic Home\Main Menu\Reporting Tools\Query\Query Viewer
 - Search by query name or description
 - Save favorites



Helpful Reports & Queries

- Some of OGE's Favorite Queries
 - General Ledger Details by Account Code
 - Query Name: UGA_GL_LEDGER_DETAIL
 - Found: Query Viewer
 - General Ledger Actuals Transactions
 - Query Name: UGA_KK_BUDGET_TRANSACTIONS_2
 - Found: Query Viewer
 - Departmental Budget Balances – Summary by Account Code (Includes data for both DEPT_CHILD and DEPT_REV ledgers when running wildcard for the fund type)
 - Query Name: UGA_KK_DEPT_EXP_REV_BALS
 - Found: Query Viewer

