



BUDGET WORKSHOP

Fiscal Year 2016



PRAIRIE VIEW
A&M UNIVERSITY

9:15am

Purpose for this workshop:

Prepare for Fiscal Year 2016

Discuss Academic Affairs Document Routing

Discuss Monitoring Account Balances

Discuss Preparation of Transfers Worksheets

Discuss Routing DBRs

Discuss Tracking documents



9:20am



Changes!

- Good
- Bad
- Indifferent



change is in the air.

9:30am



PRAIRIE VIEW
A&M UNIVERSITY



CROSS YOUR ARMS!



9:35am

Preparing for FY2016

- Expectations
- Problems
- Ideas



9:50am



PRAIRIE VIEW
A&M UNIVERSITY

Academic Affairs Document Routing



- Why?
- Processing Time?
- The Process?
- Bottleneck?



10:15am



PRAIRIE VIEW
A&M UNIVERSITY



BREAK – 15 MINUTES



10:30am



CHANGE YOUR SEAT



10:40am

Monitoring Account Balances



- Account Review
- Clearing Deficits
- Old accounts
 - Unable to clear
 - Submit a Academic Affairs Fund Request to Academic Affairs
- Periodic Account Review



10:50am

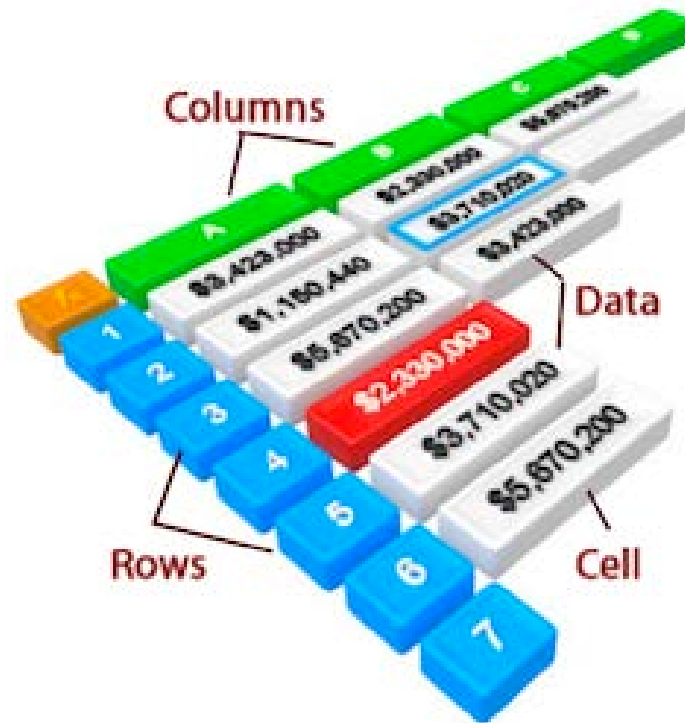


PRAIRIE VIEW
A&M UNIVERSITY

Academic Transfer Worksheet



- Purpose
- Steps to Complete
- Supporting Documents





Routing DBR's

- Payroll Related
 - Academic Transfer Worksheet
 - Supporting Documents
 - Footed Correctly
- Maintenance and Operations
- Detail description



11:20am

Tracking Documents



- Payroll related
 - Track to completion
 - Set Canopy to be notified of rejects
 - Accountability



11:25am

Q&A

