



Managing Your Budgets Guide

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Introduction	

1 What does this guide cover?

Your role as Budget Holder is essential in looking after the University's financial resources and delivering **efficiency, economy and effectiveness: Value for Money**.

By the end of reading this guide you should:

2 Who do I contact for further help?

financeservicedesk@sussex.ac.uk

3 Feedback and comments

financeservicedesk@sussex.ac.uk

2 Financial Reports

Automatically Generated Reports	Frequency	Produced By	Purpose
Management Accounts	Monthly	Finance Business Partner	
Purchasing Card Transactions Report	Monthly	Finance	
Outstanding Purchasing Card Tasks Report	Monthly	Finance	
Items approved reports	Monthly	Finance	

Ad-hoc Reports: 3 Types	Frequency	Produced By	Purpose
Budget Reports	As required	Self-run by logging in to the Finance System	

Transaction Reports	As required	Self-run by logging in to the Finance System
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	Purchase Order Details	
Commitment Reports	Payroll Commitments	

GLOSSARY/TERMINOLOGY

APPENDIX 1

TERM	DEFINITION
Committed Spend	Commitments are items that have been committed to but not yet spent/authorised. (See <i>Expenditure Commitments below for Commitment Types</i>)

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- 8) Q: Has my invoice been paid?

- 9) Q: I used the wrong sub project on a purchase order. Can I change it?

- 10) Q: What are recharges and why there are on the report?

- 11) Q: Why does income sometimes comes into the budget and sit on an account code yet not show up on Funds Check report? It is confusing if not visible.

- 12) Q: What is the difference between the Committed Spend vs Budget reports?

- 13) Q: When looking at a Committed Spend vs Budget report, why is it best to look at one financial year at a time and not to be viewed over a period of years?

- 14) Q: On the Committed Spend vs Budget report, is the total at the bottom right corner the total amount to be spent?

- 15) Q: Why is there a difference between the amount to spend on the various Committed Spend vs Budget reports?

- 16) Q: What report do I run to find out all the transactions made to a sub project code, over the last * years?
- 17) Q: Why can't I have reporting access to a sub project code? (This is usually because access is **wanted** to a GENERAL code and it's only available at project code level).
- 18) Q: Why is there still a balance outstanding on a PO, when I have GRN'd it?
- 19) Q: Why is there a large balance on my sub project code, but when I enter a requisition, it states that there are no funds or it is overspent?
- 20) Q: What does the credit mean? What is the amount in red?
- 21) Q: What is the difference between the Non-Research and Devolved/Personal/Student folders?
- 22) Q: Who do I contact to have access to the Research report?
- 23) Q: Why does my report include the accruals and prepayments? – including 2£reWm842.04I P04 .04 reW* r