College of Arts & Sciences
A Guide to Project Designated and Restricted Expenditures
Get to Know Your Accounts

• Know your Designated and Restricted Accounts
  1. Go to DMAS
  2. Go to Department Menu
  3. Select your Department by entering the department number and leaving the sub department with no value. (sub 00 is not the same as no value. Please delete any value you have in the sub department field)
  4. Download the list into Excel
  5. Filter for accounts with the letter O under the status field.
  6. Sort for your account numbers that begin with the number 4 (designated) to create your designated account list
  7. Do the same for account numbers that begin with the number 7 (restricted).
Designated Accounts (4XXXXX)

- There are many different types of 4-accounts within the designated account group
  1. “Start-up” accounts
  2. “Research” accounts
  3. “Gift” accounts
  4. “Gift scholarship only” accounts
  5. “ROA” accounts
  6. “Endowment” accounts
  7. “Conference” accounts
  8. “Graduate Tuition Fund” accounts
  9. “Non Sponsored Contracts” accounts
  10. “Provost Research Awards” accounts
  11. “Unrestricted Endowment” accounts
  12. “Scholarship” accounts
  13. Any other 4-account not identified in 1-11
“Start-up” & “Research Accounts”

- “Start-up” and “Research accounts” are the most challenging designated accounts to make accurate projections for. To project these accounts, please start by interviewing the faculty member responsible for the procurement. Please note that this may not necessarily be the authorized signer. Below is a list of recommended questions:

  1. Will there be any personnel assigned to the account? Err on the side of caution. If there is a 50/50 chance, budget it.
  2. Will there be any other monthly costs such as phones, etc. assigned to the account?
  3. Will there be any major one-time only purchases on the account? If so, then what is the estimated month of purchase?
  4. Will there be any travel assigned on the account. If so, then what is the estimated month of purchase?
  5. Does the faculty member anticipate any breakdown of equipment? If so then estimate repairs or maintenance contracts
“Gift” & “ROA” Accounts

• Get to know the purpose of the department’s designated gift accounts.
  • Go to DMAS
  • Enter the account
  • Click on the bubble called view image of account create form
  • Review the documentation
• Proceed with the projection process
• Revenues
  1. Look back at the history of the revenue and see if there is a trend as to when the gifts come in
  2. Interview the Chair and/or authorized signer to see if he/she knows of any new gifts that may be realized in the upcoming fiscal year
• Expenditures
  1. Look back at the history of the expenditures and see if there is a trend. Vet the trend with the Chair and/or authorized signer
  2. Interview the Chair and/or authorized signer to see if he/she knows of any new expenditures that may be realized in the upcoming fiscal year
“Conference” & “Non Sponsored Contract” Accounts

• Get to know the purpose of the department’s conference and/or contract accounts.
  • Go to DMAS
  • Enter the account
  • Click on the bubble called view image of account create form
  • Review the documentation
  • Pull an executed contract documentation you may have for that particular conference or contract account
• Proceed with the projection process
• Revenues & Expenditures
  1. Projected according to the expected revenues as per the paperwork
“Graduate Tuition” & Provost Research Award Accounts

• Graduate Tuition
  1. Review the account balance
  2. Review the approved graduate tuition proposal
  3. Sit with the Chair and/or authorized signer to project expenditures (if any) for the period of 6/1 – 12/31

• Provost Research Award
  • Review the account balance and end date
  • Review the award documentation
  • Sit with authorized signer to project expenditures (if any) for the period of 6/1 – 5/31
“Unrestricted Endowment” Accounts

• Unrestricted Endowment Account is an account that has an annual interest spin-off amount generated from an underlying corpus account.

• Revenues

  1. The office of the Dean will send the department a list of these accounts and the estimate for interest spin-off from the treasurer’s office.

  2. Using the above schedule, you will allocate 50% of the annual interest spin-off to the month of July and the other 50% to the month of December.

  3. For most cases, the revenue object code to use for this is 0811. Please refer to the schedule and consult with our office should you have any questions.

• Expenditures

  1. Follow the same process for projecting gift expenditures as was explained in the Gift/ROA slide
“Scholarship” Accounts

- A designated scholarship account is an unrestricted gift account that provides funding for tuition.
  - Go to DMAS
  - Enter the account
  - Click on the bubble called view image of account create form
  - Review the documentation
    1. Sit down with your chair and/or undergraduate and/or graduate director to determine if and when funds will be provided from the account for scholarships in the fiscal year
    2. Budget those funds accordingly
There are several types of 7-accounts within the restricted account group, but they all have one thing in common, they can only be use for the specific purpose for which they were created.

1. “restricted gift” – non scholarships” accounts
   - Follow the same guiding principles as in slide 5

2. “restricted gift” - scholarships” accounts
   - Follow the same guiding principles as in slide 9

3. “Endowment” accounts
   - Follow the guiding principles in slide 8
Helpful Suggestions

• Share the final projections with the faculty member in charge of procurement and/or Chair and/or authorized signer
• Follow up with an email so that he/she acknowledges the projection
• Below are common revenue object codes used in the College. A link to the sub object code explanations is [http://www.miami.edu/finance/index.php/general_accounting/revenue_codes_explanations/](http://www.miami.edu/finance/index.php/general_accounting/revenue_codes_explanations/) Please call our office should you need guidance on which revenue object code is most appropriate for the activity you are trying to project.

S0233 GIFTS - PRIVATE
S0811 ENDOWMENT INCOME
S0813 INC-ESTATES/UB TRUSTS
S0812 END. INC. O/S TRUSTS
S0857 AUTISM SPECTRUM DISORDER
S0804 S&S. PUBLICATIONS
S0808 SEASON TIX SALES ED
S0899 OTHER MISC. REVENUE
S0898 FEES-UM CAMPS
S023G SPECIAL EVENTS
S0801 S&S. PROD&CONSULTING
S0061 CONF. & SEMINARS
S0898 MISC. FEES
S0896 ROYALTIES