Financial Manager Training

Presented by the Business Office

What is a financial manager?

A financial manager is a full-time employee of the University who has been assigned responsibility for one or more fund-org combinations by the Vice President of Finance and Administration.

What is a fund-org combination?

- Fund and Org are two parts of the accounting string in Banner Finance
- Every financial transaction is posted to a FOAP
  - Fund
  - Org
  - Account
  - Program
- Optional additional fields
  - Activity
  - Location
- The fund-org combination identifies the department or initiative generating revenue or benefitting from expenses

FOAPAL

- The account classifies the transaction as revenue, expense, asset, or liability
- Program codes are assigned to every fund-org combination to describe the function of the department or initiative
- Activity codes can be used to track certain income and/or expenses
- Location codes are used to record the location of capital equipment in the Banner fixed assets module
- The fund-org-prog combination is sometimes referred to as the Index
- FOAPAL elements are organized in hierarchies

Chart of Accounts

- Three charts of accounts
  - U – University
  - F – USI Foundation
  - L – SIHE Holdings, LLC

- The information included herein applies specifically to Chart U

Financial manager responsibilities

- Approving charges to assigned fund-orgs
- Reviewing financial activity for accuracy and conformance with budget constraints
- Ensuring that financial transactions comply with University guidelines and any external restrictions including grant limitations and federal, state, or local regulations
- Granting permission to others to view activity in assigned fund-orgs

What is an alternate financial manager?

Alternate financial managers have the same responsibility and authority as primary financial managers

What is the role of my Budget contact?

- Serve as the primary liaison between your department and the Business Office.
- Assist your department with questions about transactions shown on reports or displayed in the University accounting system.
- Process requests to correct errors or to reclassify misplaced transactions.
- Assist your department with questions about institutional accounting procedures and business practices.
- Help your department use Banner Finance effectively to meet business needs.

How does budgeting differ from accounting?

- The budget is your financial plan. Accounting refers to the actual revenues and expenses that are incurred.
- The Budget Office performs a variety of functions for your department related to the development and maintenance of annual operating budgets.
- Other functions performed by the Budget Office:
  - Process requests to carry budget dollars forward from one fiscal year to the next.
  - Process requests to transfer dollars between funds.
  - Process requests to reallocate budget dollars between budget line items or across budget categories.
  - Assist your department with questions about the availability or flexibility of budget dollars.

What fund-org should be selected?

- Record expenses in the fund-org which will most directly benefit from the purchase of the good or service

- Use the most specific fund-org in all cases

- Budget dollars may be transferred from one fund-org combination to another to cover the cost of a purchase

Example 1

The Romain College of Business wishes to cover the cost of a guest speaker at a meeting of the accounting club.

The guest speaker should be charged to the fund-org for the accounting club. Then the financial manager for the college should submit a request to transfer money from the college to the club.

Can expenses be divided between two or more fund-orgs?

- Yes, expenses may be split between two or more fund-orgs in limited circumstances
- Only split expenses when the good or service directly benefits multiple fund-orgs
- Amounts should be charged based on relative benefits received

Example 2

Biology and Chemistry elect to purchase a microscope for $15,000. The equipment will be used equally for instruction of students in both programs.

50% of the expense should be charged to Biology and 50% of the expense should be charged to Chemistry.

What account should be selected?

- Record expenses in the account which the goods or services being purchased
- Use the most specific account in all cases, regardless of whether there is budget for that expense account or not
- A list of expense accounts including descriptions and examples is on the Business Office Accounting website

Expense Accounts			
Account Code	Account	Description	Examples
70105	Student Teacher Supervisors	Honoraria paid to teachers local primary and secondary schools to evaluate the teaching practices of the University's Teacher Education students	To be used by Teacher Education only.
70110	Honoraria & Professional Services	Honoraria: Fees paid to outside organizations/persons for services for which fees are not legally or traditionally required Professional Services: Fees paid to outside organizations/persons for services rendered by trained and qualified persons/firms	Honoraria - Musicians, panel/workshop participation, speakers/lecturers(not any related travel expenses); Professional Services - consulting fees, architect services, document shredding services (not any related travel expenses)
70115	Legal Fees	Fees to attorneys and law firms for legal services	Legal services such as research, opinion, litigation, collection, consulting, etc.
70120	Trash & Waste Removal	Payment for removal of University trash, hazardous materials, or other waste by an outside contractor	Trash removal, dumpster rental, grease disposal, removal of biological hazards, etc.

Why is selection of the appropriate FOAP important?

- To properly report financial activity to state government, federal agencies, grantors, donors, and other stakeholders

- To facilitate comparison of University financial performance to other colleges and universities

- To demonstrate how the University's activities contribute to its mission

Example

Expenses charged to the fund-org of academic departments are classified as instruction. Colleges are classified as academic support (i.e. academic overhead), and offices which serve the entire campus are typically categorized as institutional support.

If the purchase of medical supplies for use in the instruction of Dental Assisting students was charged to the College of Nursing and Health Professions, the instructional expense would inaccurately be classified as academic support rather than instructional expense.

Self Service Financial Reports

- A variety of financial reports are available from Banner Finance Self Service providing users information regarding budgets, revenues, expenditures, commitments, and available balances
- These Banner Financial Reports are available to financial managers, department contacts, and other individuals authorized by financial managers to view University financial information
- Self Service offers point and click access to your accounting information
- All reports are available in Microsoft Excel

Reports that are currently available

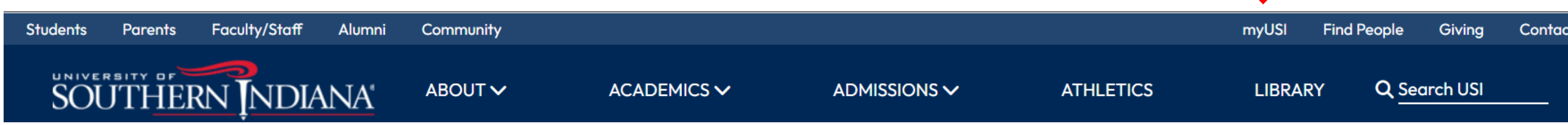
Information needed	Self Service Menu Item	When to use
Historical data for fiscal year funds	Finance Report Selection	To gauge how financial activity compares to other fiscal periods or years, identify trends or exceptions, and help project future financial position
Real-time or historical data	My Finance Query	For budget queries with most up-to-date financial information to aid in planning and decision making

Fund-Org Budget Status

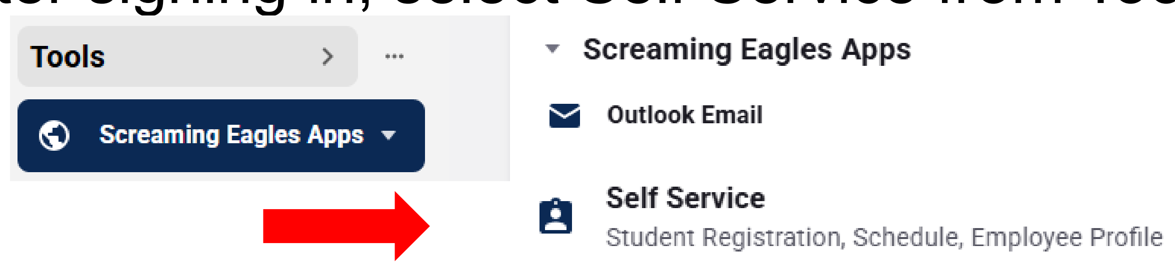
- This report will not be available in the new Self Service Finance version 9
- Entirely customized on the old infrastructure
- The new Ellucian provided infrastructure won’t allow for this kind of customized report
- The same information can be obtained through use of Budget Queries

To access Banner Financial Reports

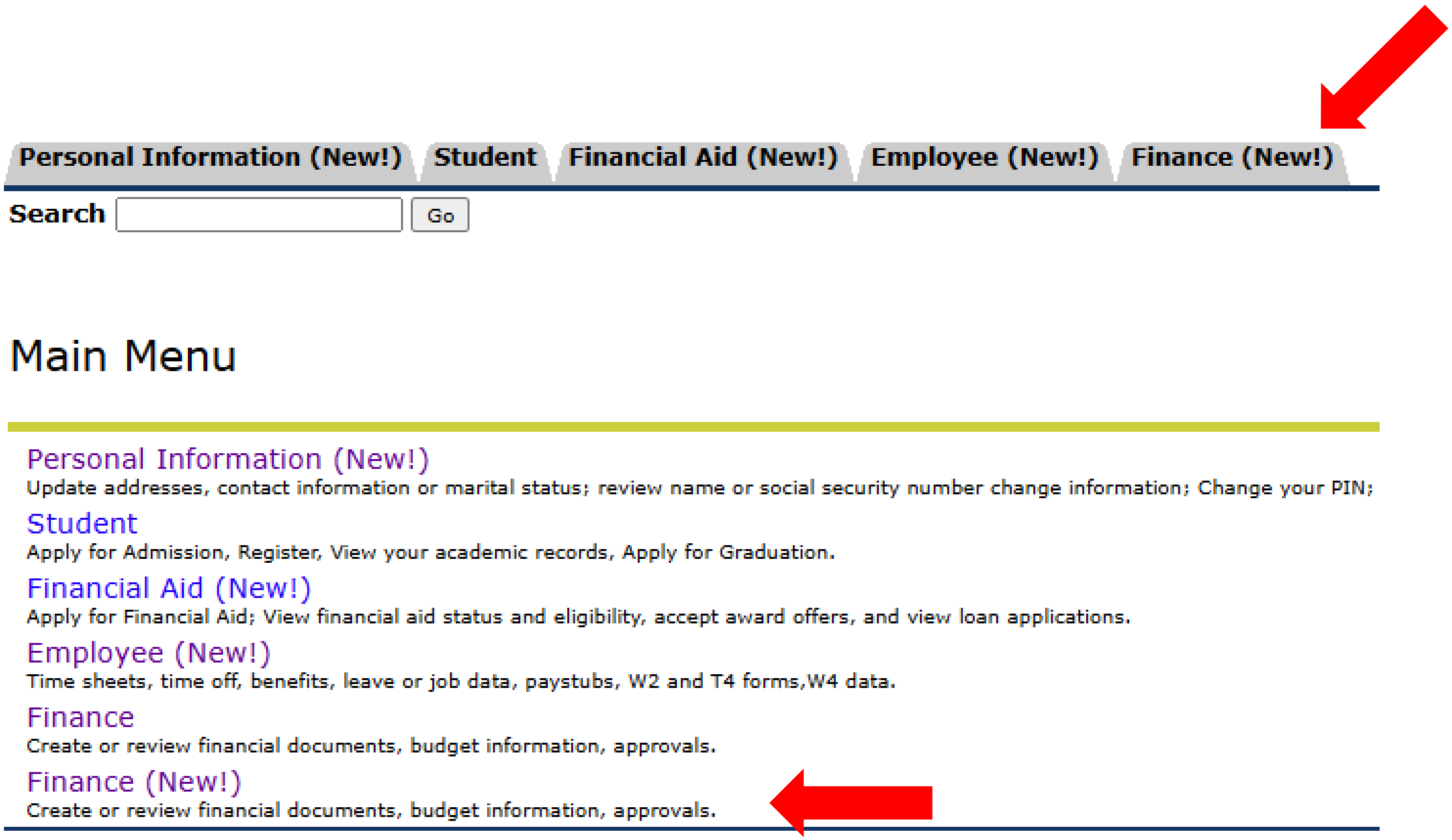
- Start by accessing myUSI
  - Go to www.usi.edu
  - Click myUSI



- After signing in, select Self Service from Tools:



Click on Finance (New!) tab



Click View Document to see images

Finance Services

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

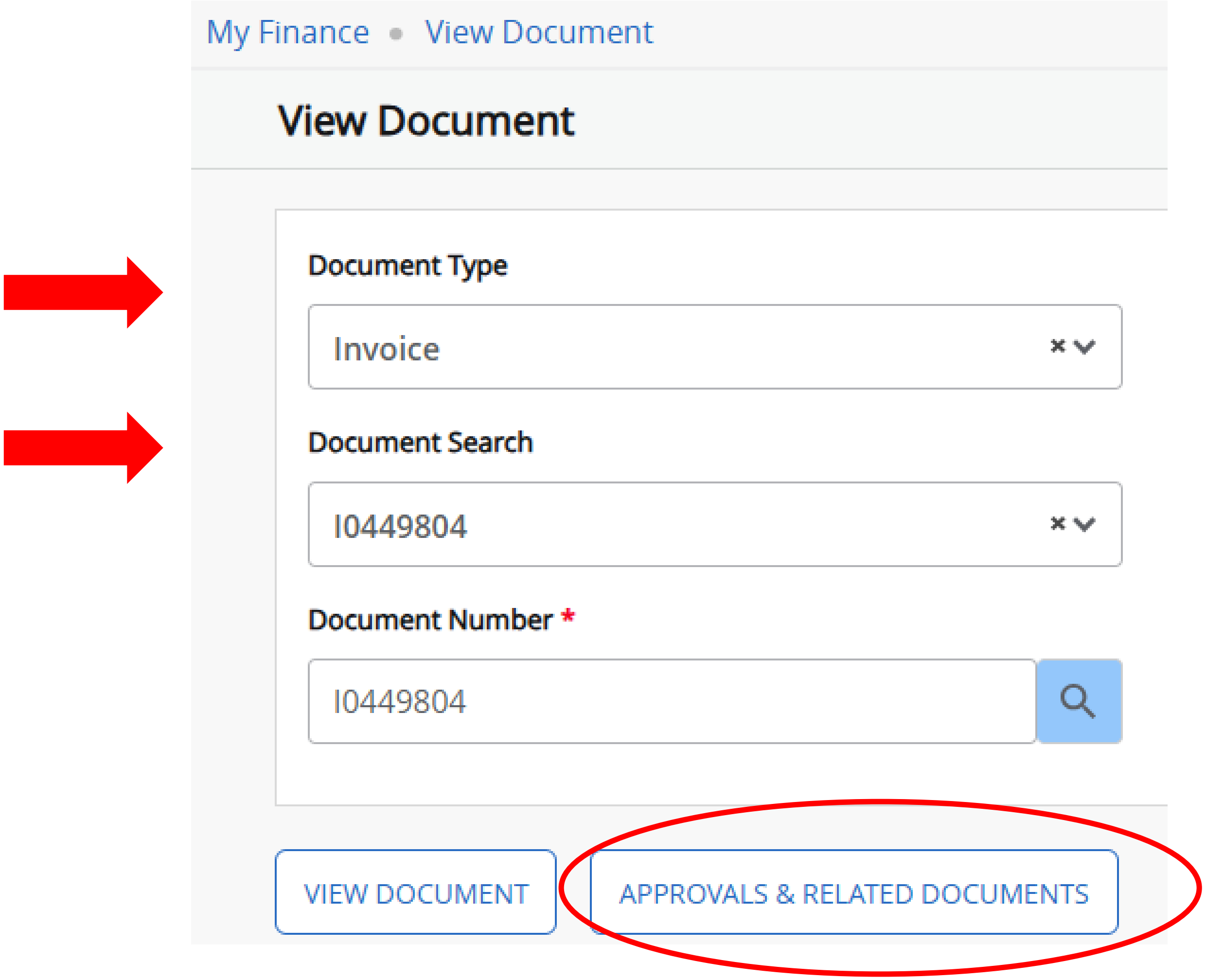
Approve Documents
View list of documents pending approval. Approve, disapprove, or deny.

View Document
View draft, pending and completed documents with related information and approval history.

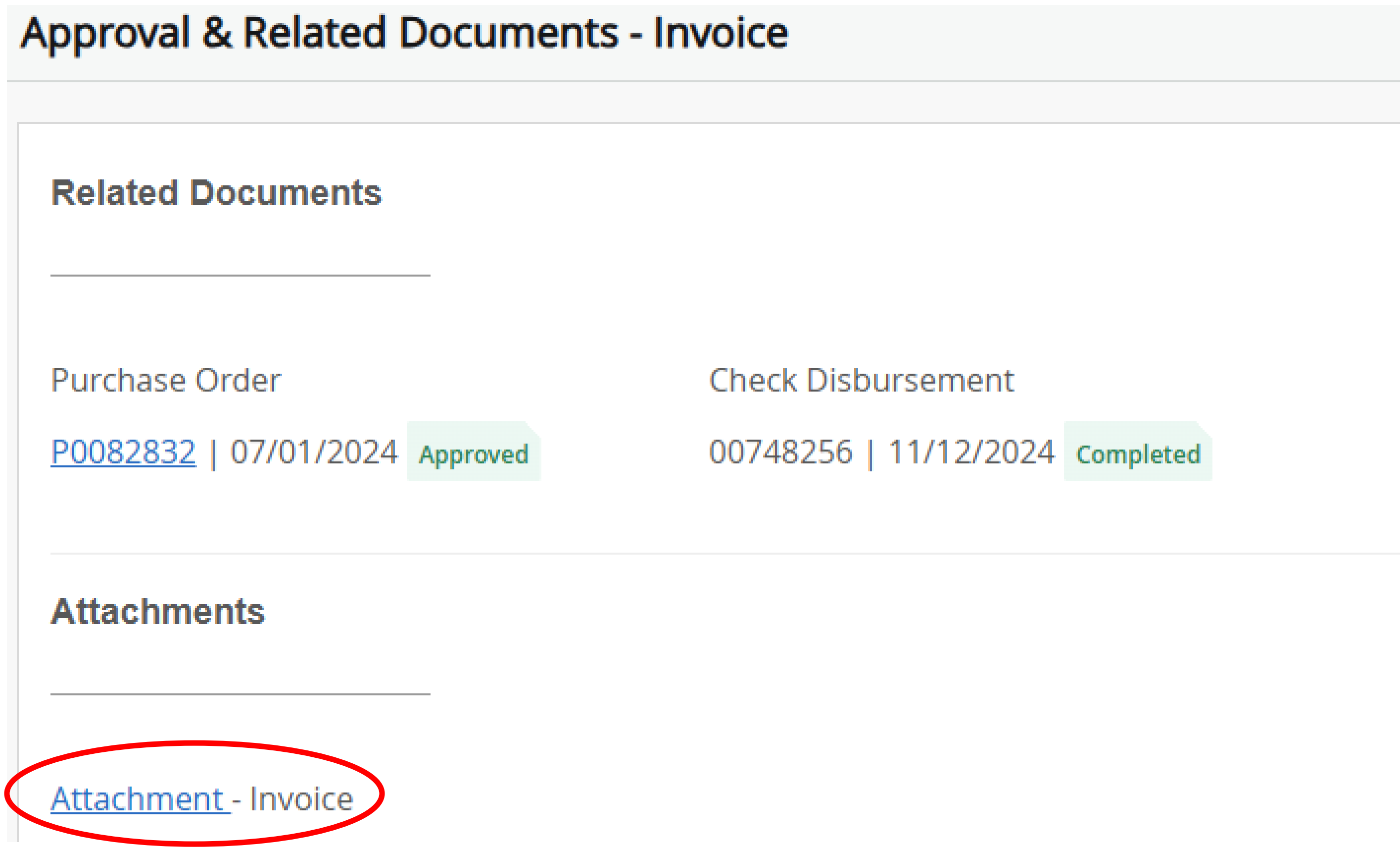
Budget Development
Create and review fiscal year operating budgets

Finance Report Selection
Monthly USI reports for downloading and printing

Choose the document type from the dropdown menu, type in the document number in the search, and click **Approvals & Related Documents**.



Click the Attachment Link



Note – if you receive an error message in the newly opened invoice window, close it and click attachment link again.

The image of the document will then appear in a new window

GuyBrown PRODUCTS
BRENTWOOD, TN 37027

Invoice

Customer Service
Call us with any questions at
1-800-564-8008

Shipped To: SS
UNIV OF SOUTHERN INDIANA
SUPPORT SERVICES BUILDING
8600 UNIVERSITY BLVD
EVANSVILLE IN 47712

	ORIGINAL
Page No.	1 of 2
Invoice #	434591
Invoice Date	04/28/16
Purchase Order	P0026060
Account #	736210
Bill to #	BILLTO

UNIV OF SOUTHERN INDIANA 00
ATTN ACCOUNTS PAYABLE
PO BOX 18158
EVANSVILLE IN 47719

RECEIVED
MAY - 2 2016
Accts. Payable

BANK	VENDOR NUMBER	DUE DATE	PO NUMBER
07	[illegible]	5-25-16	[illegible]
	ENTERED BY	INVOICE NUMBER	I NUMBER
	[illegible]	434591	[illegible]
ATTACHMENT	HOLD	1099	

Loc	Order Date	Ship Date	Ordered By	Shipped Via	Shipping Terms - FOB	Federal I.D.
29	04/27/16	04/28/16	TAMARA MOLL	0177	PREPAID	56-207-4389

Detail

Qty.	Unit	Product Code	Description	Price Per Unit	Amount
			PHONE#(812)464-1823		
		COST CENTER $	RELEASE 812-464-1823		
			Robert D Orr Ctr 0027		
1	EA	S1 OD90A	OD BRAND TONER HP 90A BL :1 Office Depot - Remanufactured HP Toner Cartridges for Enterprise 600 Printer - CUST#S10D90A	82.758 EA	82.75

Finance Reports Selection

- Repository of financial reports produced monthly.

- Reports currently available under this menu
  - Month End Budget Status (M001)
  - Month End Transaction Detail (M002)
  - Month End Budget Transactions (M003)
  - Month End 3 Year Avg Comparison (M004)
  - Month End Fiscal Period Comparison (M005)

Month End Budget Status Report

- This report shows budget availability as of the end of a fiscal period

- Purpose of this report
  - Compare budget versus actual accounting activity to aid in planning and decision making
  - Percent of budget used (or available) can be compared to the percent of the fiscal year completed (or remaining) to help plan for the remaining months of the fiscal year

Month End Transaction Detail

- This report is a detailed list of actual revenue and expense transactions since the beginning of the fiscal year (July 1)

- Transactions should be reviewed for accuracy
  - Confirm transactions posted to correct fund and org
  - Verify correct amounts listed
  - Ensure transactions are classified correctly

Month End Budget Transactions

- This report is a detailed list of budget transactions since the beginning of the fiscal year (July 1)
- Includes adopted budget, budget dollars carried forward from the previous fiscal year, and any current-year budget adjustments
- Transactions should be reviewed for information and accuracy
- Questions about transactions appearing on this report should be directed to the University Budget Office

Month End 3 Year Average Comparison

- This report shows revenue and expenses at the end of the fiscal period as well as the same point in time for the previous three fiscal years

- Purpose of this report
  - To gauge how current year activity compares to the previous three fiscal years
  - May also be used to help estimate fiscal year end balances by understanding how current financial position compares to financial position at same point in previous fiscal years

Month End Fiscal Period Comparison

- This report shows financial activity by each month of the fiscal year as well as a total for all fiscal periods completed

- Purpose of this report
  - To compare accounting activity for each month of the current fiscal year
  - To identify exceptions which might indicate an error
  - To illustrate trends that may prompt reconsideration of plans for the remainder of the fiscal year.

Click on Finance Report Selection

Finance Services

My Finance Query

Create, view and share budget availability, encumbrance and payroll queries.

Approve Documents

View list of documents pending approval. Approve, disapprove, or deny.

View Document

View draft, pending and completed documents with related information and approval history.

Budget Development

Create and review fiscal year operating budgets

Finance Report Selection

Monthly USI reports for downloading and printing

Finance Report Selection

- A list of your reports for the most recent reporting period will be displayed
- Click **View** to the left of any report to open it in Excel

Filter list by:
Calendar Period: Nov 2013 **Report:** All

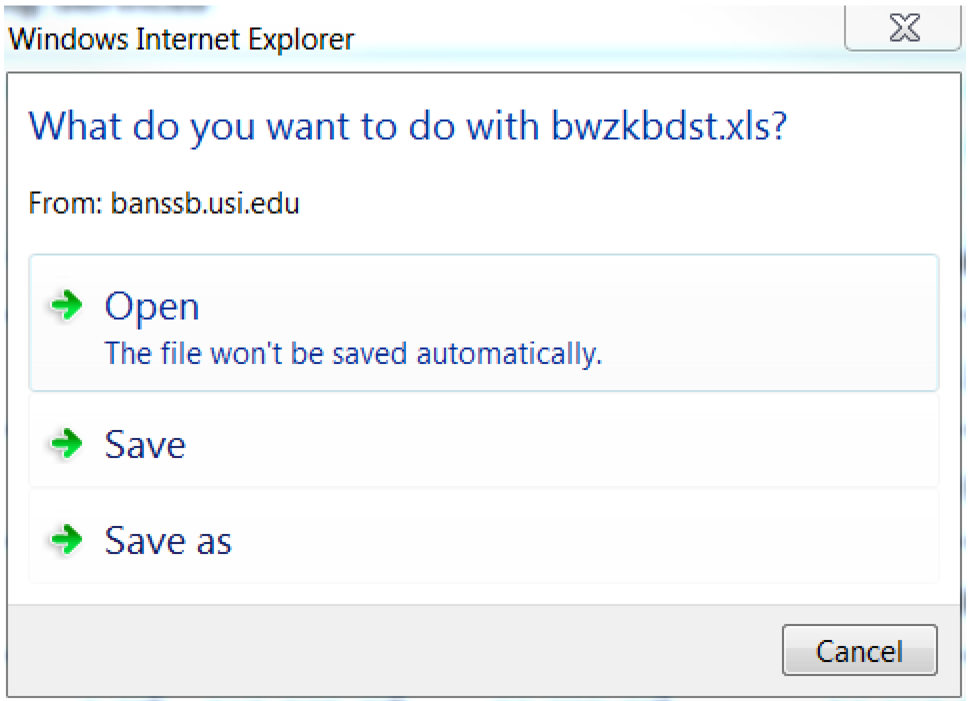
Chart: U **Fund:** All **Organization:** All

Submit

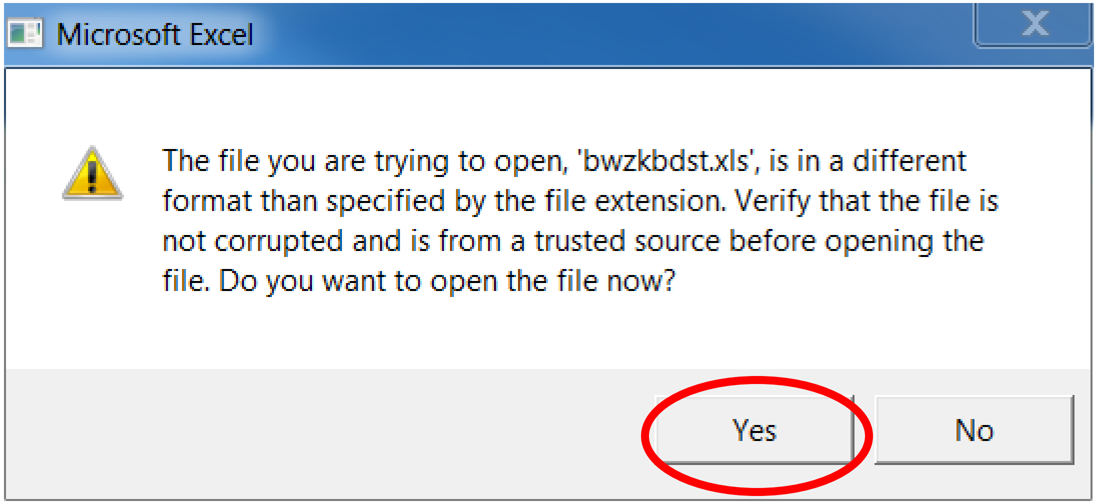
Report List:

Selection	Fund-Org	Fund-Org Description	Rpt	Report Description	Type
View	U-10001-03060	General Fund-Accounting Services	M001	Month End Budget Status	XLSX
View	U-10001-03060	General Fund-Accounting Services	M002	Month End Transaction Detail	XLSX
View	U-10001-03060	General Fund-Accounting Services	M003	Month End Budget Transactions	XLSX
View	U-10001-03060	General Fund-Accounting Services	M004	Month End 3 Year Avg Comparison	XLSX
View	U-10001-03060	General Fund-Accounting Services	M005	Month End Fiscal Period Comparison	XLSX

Open or save the Excel file



Click Yes if prompted “Do you want to open the file now?”



Sample Month End Budget Status Report

Month End Budget Status Report: (M001)
Chart: U
Fund:10001General Fund
Org: 03060Accounting Services
Budget Status through: NOV-2013

Account	Acct Description	Adjusted Budget	YTD Actual	Commitments	Available Balance	% Used	% Available
59992	Transfers In--Non Mandatory	15,000.00	15,000.00	0.00	0.00	100.00%	0.00%
Transfers In		**$15,000.00**	**$15,000.00**	**$0.00**	**$0.00**	**100.00%**	**0.00%**
Revenue		**$15,000.00**	**$15,000.00**	**$0.00**	**$0.00**	**100.00%**	**0.00%**
60100	Salaries--Monthly	421,300.00	0.00	0.00	421,300.00	0.00%	100.00%
60110	Salaries--Administrative Fiscal	0.00	168,575.29	0.00	-168,575.29		0.00%
60200	Wages--Biweekly	177,097.00	0.00	0.00	177,097.00	0.00%	100.00%
60205	Wages--Clerical & Service Staff	0.00	67,149.52	0.00	-67,149.52		0.00%
60400	Wages--Student	22,186.00	0.00	0.00	22,186.00	0.00%	100.00%
60405	Wages--Student Regular	0.00	797.82	0.00	-797.82		0.00%
60510	Salaries Reallocations	-230,195.00	-95,914.60	0.00	-134,280.40	0.00%	0.00%
Salaries & Wages		**$390,388.00**	**$140,608.03**	**$0.00**	**$249,779.97**	**36.02%**	**63.98%**
61100	Insurance--Life	1,780.00	0.00	0.00	1,780.00	0.00%	100.00%
61105	Life Insurance	0.00	696.45	0.00	-696.45		0.00%
61300	Insurance--Medical	202,340.00	0.00	0.00	202,340.00	0.00%	100.00%
61310	BCBS Access Plan	0.00	16,252.54	0.00	-16,252.54		0.00%
61325	BCBS Access 500 Plan	0.00	53,455.77	0.00	-53,455.77		0.00%
61335	Health Resources Inc	0.00	3,357.22	0.00	-3,357.22		0.00%
61345	Disability	0.00	737.42	0.00	-737.42		0.00%
61350	Concern	0.00	94.53	0.00	-94.53		0.00%
61355	Lumenos CDHP HSA Employer	0.00	395.85	0.00	-395.85		0.00%
61365	Lumenos CDHP HSA Administrative Fee	0.00	48.75	0.00	-48.75		0.00%
61400	Taxes--FICA	44,867.00	0.00	0.00	44,867.00	0.00%	100.00%
61405	FICA Employer Share	0.00	16,276.17	0.00	-16,276.17		0.00%
61500	Annuities & Pensions	83,106.00	0.00	0.00	83,106.00	0.00%	100.00%
61505	TIAA-CREF	0.00	20,018.06	0.00	-20,018.06		0.00%
61530	PERF Employer	0.00	9,535.53	0.00	-9,535.53		0.00%
61705	Benefits Reallocation	-96,090.00	-40,037.50	0.00	-56,052.50	0.00%	0.00%
Benefits		**$236,003.00**	**$80,830.79**	**$0.00**	**$155,172.21**	**34.25%**	**65.75%**
Personal Services		**$626,391.00**	**$221,438.82**	**$0.00**	**$404,952.18**	**35.35%**	**64.65%**

Sample Month End Transaction Detail Report

Month End Transaction Detail Report: (M002)
Chart: U
Fund: 10001 General Fund
Orgn: 03060 Accounting Services
Transactions through: NOV-2013

Account	Acct Description	Document	Ref.	Period	Transaction Date	Transaction Description	Amount
70110	Honoraria & Professional Services	I0206403		05	11/19/2013	ML Weekes & Company, PC	12,000.00
70110 Honoraria & Professional Services							**12,000.00**
70145	Physical Plant Services	CB001923	216651	03	09/30/2013	15-01 Phys Plt labor at OC	19.70
		CB001923	216778	03	09/30/2013	15-01 Phys Plt labor at OC	9.85
70145 Physical Plant Services							**29.55**
70405	Postage	CB001889		01	07/31/2013	DistrSrv-Postage	102.78
		CB001889		01	07/31/2013	DistrSrv-Other mail services	4.68
		CB001906		02	08/31/2013	DistrSrv-Postage	98.53
		CB001906		02	08/31/2013	DistrSrv-Other mail services	5.85
		CB001932		03	09/30/2013	DistrSrv-Other mail services	51.66
		CB001932		03	09/30/2013	DistrSrv-Postage	869.17
		CB001945		04	10/31/2013	DistrSrv-Other mail services	33.44
		CB001945		04	10/31/2013	DistrSrv-Postage	571.25
		CB001961		05	11/30/2013	DistrSrv-Postage	342.36
		CB001961		05	11/30/2013	DistrSrv-Other mail services	1.10
		CB001961		05	11/30/2013	DistrSrv-FedEx/UPS Freight	341.26
70405 Postage							**2,422.08**
70505	Telephone--General	CB001893		01	07/31/2013	25-01 Phone extensions	181.54
		CB001908		02	08/31/2013	25-01 Phone extensions	181.54
		J0031670		03	09/27/2013	CB001908 25-01 Phone extentions	309.73
		J0031668		03	09/27/2013	CB001893 25-01 Phone extentions	310.68
		CB001928		03	09/30/2013	25-01 Phone extensions	456.98
		J0031886		04	10/29/2013	CB001928 25-01 Phone extentions	309.73
		CB001947		04	10/31/2013	25-01 Phone extensions	490.17
		CB001970		05	11/30/2013	25-01 Phone extensions	490.17
70505 Telephone--General							**2,730.54**

Sample Month End Budget Transactions Report

Month End Budget Transactions Report (M003)
Chart: U
Fund: 10001 General Fund
Orgn: 03060 Accounting Services
Transactions through: NOV-2013

Account	Acct Description	Budget	Document	Ref.	Period	Transaction Date	Transaction Description	Amount
59992	Transfers In--Non Mandatory	02	J0032155		05	11/30/2013	F & A Cost Rate Consultant	15,000.00
59992 Transfers In--Non Mandatory								**15,000.00**
60100	Salaries--Monthly	01	L0000009		01	07/01/2013	Adopted Budget	421,300.00
60100 Salaries--Monthly								**421,300.00**
60200	Wages--Biweekly	01	L0000009		01	07/01/2013	Adopted Budget	177,097.00
60200 Wages--Biweekly								**177,097.00**
60400	Wages--Student	01	L0000009		01	07/01/2013	Adopted Budget	11,093.00
		02	J0031865		04	10/24/2013	Student Wkr Wages from Bus Office	11,093.00
60400 Wages--Student								**22,186.00**
60510	Salaries Reallocations	01	L0000009		01	07/01/2013	Adopted Budget	-230,195.00
60510 Salaries Reallocations								**-230,195.00**
61100	Insurance--Life	01	L0000009		01	07/01/2013	Adopted Budget	1,780.00
61100 Insurance--Life								**1,780.00**
61300	Insurance--Medical	01	L0000009		01	07/01/2013	Adopted Budget	202,340.00
61300 Insurance--Medical								**202,340.00**
61400	Taxes--FICA	01	L0000009		01	07/01/2013	Adopted Budget	44,867.00
61400 Taxes--FICA								**44,867.00**
61500	Annuities & Pensions	01	L0000009		01	07/01/2013	Adopted Budget	83,106.00
61500 Annuities & Pensions								**83,106.00**
61705	Benefits Reallocation	01	L0000009		01	07/01/2013	Adopted Budget	-96,090.00
61705 Benefits Reallocation								**-96,090.00**
70110	Honoraria & Professional Services	02	J0032155		05	11/30/2013	F & A Cost Rate Consultant	15,000.00
70110 Honoraria & Professional Services								**15,000.00**
70145	Physical Plant Services	01	L0000009		01	07/01/2013	Adopted Budget	100.00
70145 Physical Plant Services								**100.00**

Sample Month End 3 Year Average Comparison Report

Month End 3 Year Average Comparison Report: (M004)
Chart: U
Fund: 10001 General Fund
Org: 03060 Accounting Services
Comparisons through : NOV-2013

Operating Account	3 yrs ago	2 yrs ago	1 yr ago	Avg 3 yrs	Current yr	Variance
59992 Transfers In--Non Mandatory	$0.00	$0.00	$0.00	$0.00	$15,000.00	($15,000.00)
Revenue	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$15,000.00**	**($15,000.00)**
60100 Salaries--Monthly	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
60110 Salaries--Administrative Fiscal	$37,260.40	$32,349.18	$36,515.85	$35,375.14	$168,575.29	($133,200.15)
60200 Wages--Biweekly	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
60205 Wages--Clerical & Service Staff	$29,684.53	$36,953.20	$37,020.53	$34,552.75	$67,149.52	($32,596.77)
60305 Wages--Reg Hourly Clerical & Serv	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
60400 Wages--Student	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
60405 Wages--Student Regular	$5,274.10	$1,627.36	$2,751.70	$3,217.72	$797.82	$2,419.90
60410 Wages--Student Fed Work Study	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
60510 Salaries Reallocations	$0.00	$0.00	$0.00	$0.00	($95,914.60)	$95,914.60
60597 Salaries--Monthly Supplemental Pay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
60599 Salaries--Biweekly Supplemental Pay	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
61100 Insurance--Life	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
61105 Life Insurance	$239.66	$210.90	$234.45	$228.34	$696.45	($468.11)
61300 Insurance--Medical	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
61310 BCBS Access Plan	$5,287.68	$5,516.58	$5,840.57	$5,548.28	$16,252.54	($10,704.26)
61325 BCBS Access 500 Plan	$6,654.62	$10,201.63	$25,866.46	$14,240.90	$53,455.77	($39,214.87)
61330 Welborn HMO Plan	$1,683.76	$3,712.37	$0.00	$1,798.71	$0.00	$1,798.71
61335 Health Resources Inc	$835.05	$1,142.17	$1,699.80	$1,225.67	$3,357.22	($2,131.55)
61340 Post Retirement Benefits	$223.34	$315.30	$490.68	$343.11	$0.00	$343.11
61345 Disability	$261.14	$246.87	$274.15	$260.72	$737.42	($476.70)
61350 Concern	$35.35	$37.61	$41.10	$38.02	$94.53	($56.51)

Sample Month End Fiscal Period Comparison Report

Month End Fiscal Period Comparison Report: (M005)
Chart: U
Fund: 10001 General Fund
Org: 03060 Accounting Services
Comparisons through: NOV-2013

Operating Account	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
59992 Transfers In--Non Mandatory	$0.00	$0.00	$0.00	$0.00	$15,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$15,000.00
Revenue	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$15,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$15,000.00**
70110 Honoraria & Professional Services	$0.00	$0.00	$0.00	$0.00	$12,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$12,000.00
70145 Physical Plant Services	$0.00	$0.00	$29.55	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29.55
70305 Travel--In State	$0.00	$569.38	$72.60	$20.24	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$662.22
70310 Travel--Out of State	$0.00	$0.00	$1,000.00	$2,874.46	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,874.46
70405 Postage	$107.46	$104.38	$920.83	$604.69	$684.72	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,422.08
70505 Telephone--General	$181.54	$181.54	$1,077.39	$799.90	$490.17	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,730.54
70510 Telephone--Long Distance	$4.10	$3.05	$14.45	$5.95	$5.05	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32.60
70520 Telecommunications--Other	$3.00	$0.75	$1.00	$4.50	$4.25	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$13.50
70605 Printing & Publishing	$49.10	$88.90	$47.00	$63.80	$92.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$341.20
70630 Memberships & Subscriptions	$486.00	$0.00	$175.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$661.00
71105 Supplies-Office	$0.00	$0.00	$0.00	$19.95	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19.95
71140 Supplies Reallocation	($1,204.58)	($1,204.58)	($1,204.58)	($1,204.58)	($1,204.58)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	($6,022.90)
72110 Rent--Storage Space	$0.00	$0.00	$0.00	$0.00	$224.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$224.00
75105 Repairs--Educational & Office Equip	$0.00	$0.00	$108.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$108.00
75110 Maintenance--Computer Equip	$0.00	$0.00	$0.00	$0.00	$4,370.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,370.00
76120 Equipment--Computer Non Capital	$0.00	$0.00	$795.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$795.00
Expenditures	**($373.38)**	**($256.58)**	**$3,036.24**	**$3,188.91**	**$16,666.01**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$22,261.20**

To view reports from previous months

Select month from the drop down list to the right of **Calendar Period.**

To narrow the list of reports shown

Choose a specific report, fund, and/or org from the corresponding drop down list and click **Submit**.

Filter list by:
Calendar Period: Jan 2025 **Report:** M001-Month End Budget Status

Chart: U **Fund:** 10001 **Organization:** 01800

Submit

Report List:

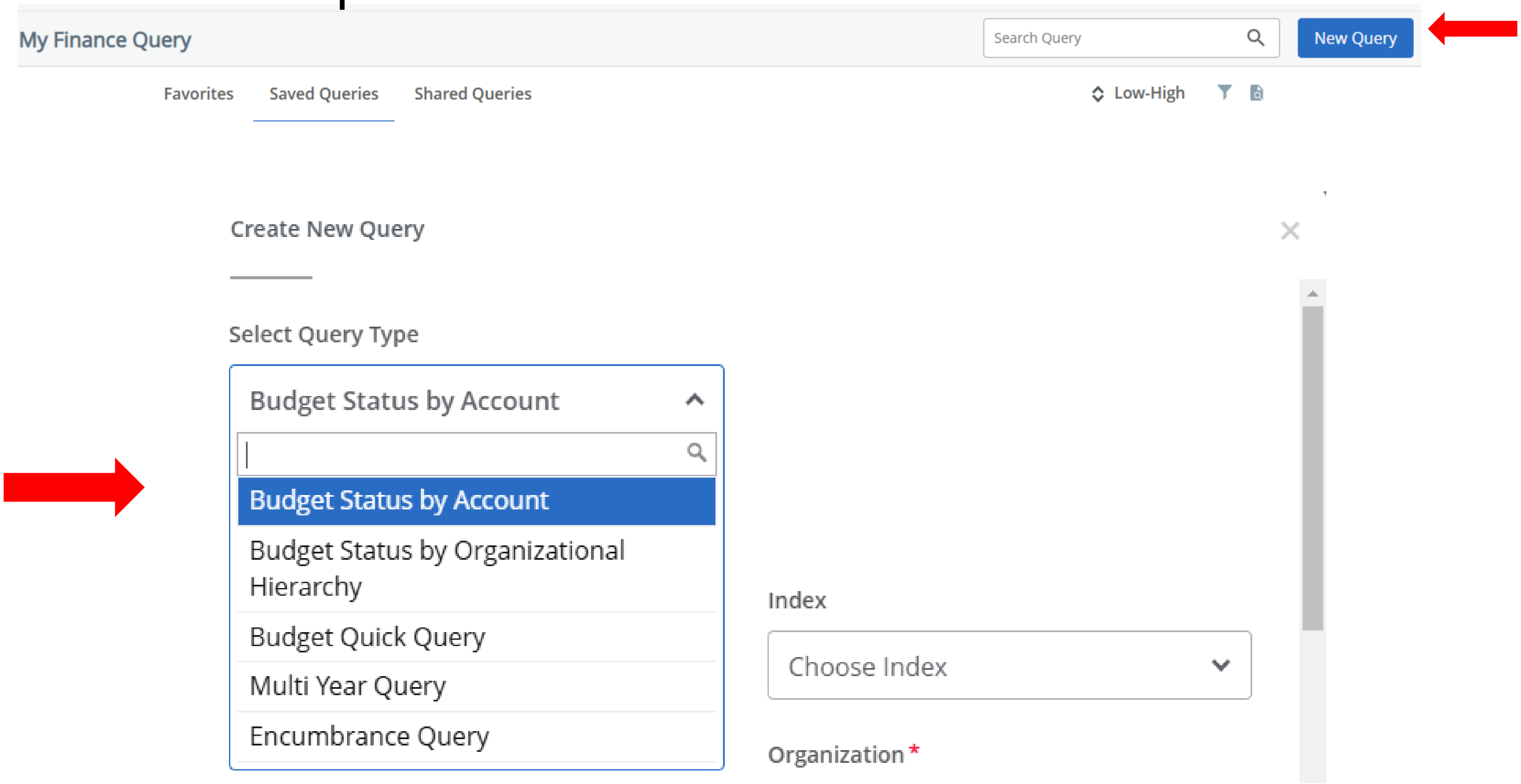
Selection	Fund-Org	Fund-Org Description	Rpt	Report Description	Type
View	U-10001-01800	General Fund-Engineering	M001	Month End Budget Status	XLSX

My Finance Query

- The reports in this functionality is most useful for viewing up-to-date information on your funds
- Output is at fund-org level, but offers ability to drill down to view transactions
- Can create New Query, save it as a favorite, and also has the option to share the query

Budget Status by Account Query

Click on New Query, and then choose the type of query from the dropdown menu

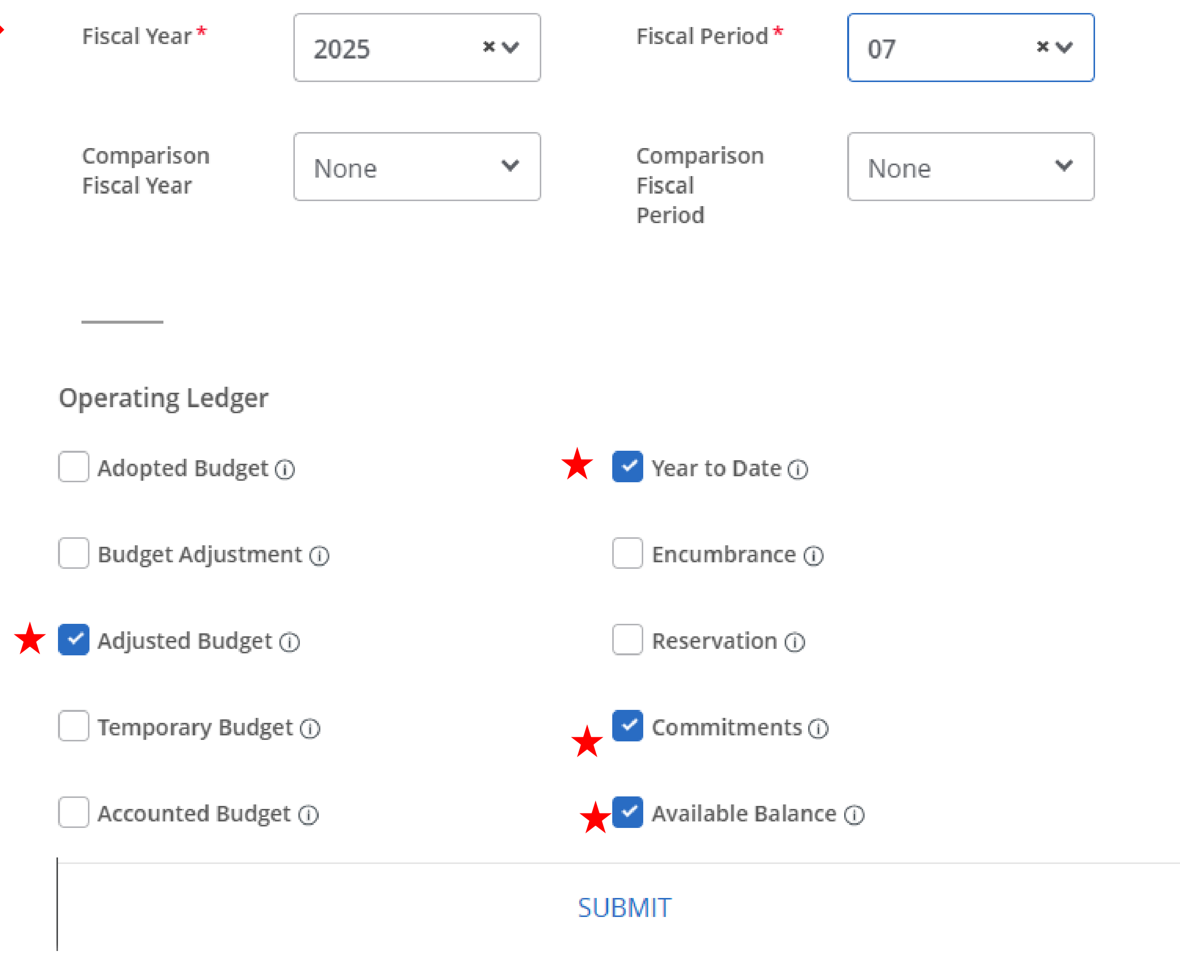


Enter Chart of Accounts = U, then the specific Fund and Org

Values

Chart *	Index
★ U University of Southern Indiana	Choose Index
Fund	Organization *
10001 General Fund	01800 Engineering
Account	Program
Choose Account	1100 Instruction
Activity	Location
Choose Activity	Choose Location

Select the Fiscal Year, Period, and columns to display on the report



- Check these boxes
  - Adjusted Budget
  - Year to Date
  - Commitments
  - Available Balance
- Click Submit

For the desired Fiscal Year and Period

- As an example, fiscal year 2025 is the fiscal year ending June 30, 2025.

- Choose the desired fiscal period from the drop down list.

  01=July
  02=August
  03=September
  04=October
  05=November
  06=December
  07=January
  08=February
  09=March
  10=April
  11=May
  12=June

View financial information for that specific fund-org

Budget Status by Account

New Query

Engineering - 01800

Query Results

Account	Account Title	Health	FY25/PD07 Adjusted Budget	FY25/PD07 Year to Date	FY25/PD07 Commitments	FY25/PD07 Available Balance
70335	Travel--Candidates		$441.50	$441.50	$1,252.18	($1,252.18)
70370	Online and Onsite Training		$0.00	$1,995.00	$3,500.00	($5,495.00)
70406	Distribution Services Chargebacks		$356.00	$41.90	$0.00	$314.10
70505	Telephone--General		$8,799.00	$4,576.44	$0.00	$4,222.56
70510	Telephone--Long Distance		$806.00	$4.52	$0.00	$801.48
70515	Telephone--Cellular		$360.00	$895.67	$0.00	($535.67)
70520	Telecommunications--Other		$60.00	$0.00	$0.00	$60.00

Report Total (of all records)

Note: The current balance on this report reflects only financial transactions recorded in Banner. The actual balance remaining in your grant may be less if expenses have been incurred, but not yet paid, such as credit card purchases.

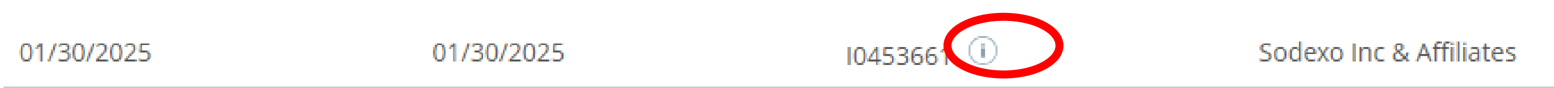
Click on any number in blue to see more detail

70605	Printing & Publishing	⚠	$8,973.00	$20,775.47	$0.00	($11,802.47)
70620	Hospitality & Public Relations	⚠	$0.00	$8,305.90	$3,692.00	($11,997.90)
70630	Memberships & Subscriptions	⚠	$0.00	$125.00	$1,000.00	($1,125.00)

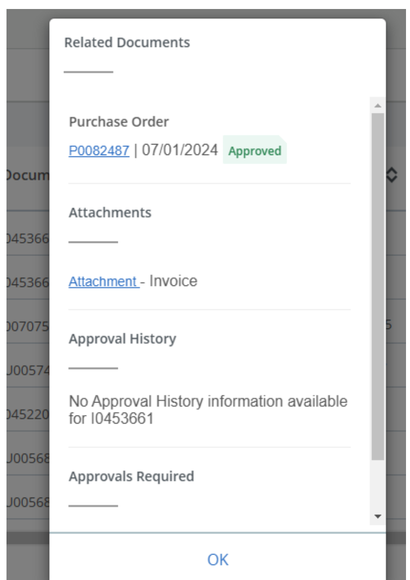
Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
01/30/2025	01/30/2025	I0453661	Sodexo Inc & Affiliates	$40.25	INEI
01/30/2025	01/30/2025	I0453662	Sodexo Inc & Affiliates	$20.25	INEI
01/21/2025	01/21/2025	J0070752	RCL JU005685 to ACT 71135	($651.50)	JE15
01/16/2025	01/17/2025	JU005742	CrCard-PAPA JOHNS #1177	$349.00	JE16
12/19/2024	12/19/2024	I0452203	Sodexo Inc & Affiliates	$552.28	INEI
12/18/2024	12/19/2024	JU005685	CrCard-4IMPRINT, INC	$949.03	JE16
12/18/2024	12/19/2024	JU005685	CrCard-FSP PROMARK	$651.50	JE16
Report Total (of all records)				**$8,305.90**	

View document images directly from this query

- Click on the link next to the Document Code you wish to view



- Then, you can click on the Attachment link, just like you can from the View Document page at the main menu



Option to export report to Excel

- If desired, data may be downloaded into Excel for further analysis by clicking the download button shown below.

Query Results

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
01/30/2025	01/30/2025	I0453661	Sodexo Inc & Affiliates	$40.25	INEI
01/30/2025	01/30/2025	I0453662	Sodexo Inc & Affiliates	$20.25	INEI
01/21/2025	01/21/2025	J0070752	RCL JU005685 to ACT 71135	($651.50)	JE15

Sample Output

- Data may be formatted as desired.

	A	B	C	D	E	F
1	Query View	Transaction Detail				
2	Fiscal period start date	07/01/2024				
3	Fiscal period end date	01/31/2025				
4	As of Date	02/17/2025				
5	Currency	USD				
6						
7	Query Parameters					
8	Chart of Accounts	U	University of Southern Indiana			
9	Fund	10001	General Fund			
10	Organization	01800	Engineering			
11	Account	70620	Hospitality & Public Relations			
12	Program	1100	Instruction			
13	Activity	All				
14	Location	All				
15	Fund Type	All				
16	Account Type	All				
17	Commitment Type	All				
18	Include Revenue	No				
19	Fiscal Year	2025				
20	Fiscal Period	07				
21						
22						
23						
24						
25						
26						
27	Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
28	01/30/2025	01/30/2025	I0453661	Sodexo Inc & Affiliates	40.25	INEI
29	01/30/2025	01/30/2025	I0453662	Sodexo Inc & Affiliates	20.25	INEI
30	01/21/2025	01/21/2025	J0070752	RCL JU005685 to ACT 71135	-651.50	JE15
31	01/16/2025	01/17/2025	JU005742	CrCard-PAPA JOHNS #1177	349.00	JE16
32	12/19/2024	12/19/2024	I0452203	Sodexo Inc & Affiliates	552.28	INEI
33	12/18/2024	12/19/2024	JU005685	CrCard-4IMPRINT, INC	949.03	JE16
34	12/18/2024	12/19/2024	JU005685	CrCard-FSP PROMARK	651.50	JE16
35	12/18/2024	12/19/2024	JU005685	CrCard-ORDER OF THE ENGIN	375.00	JE16
36	12/18/2024	12/19/2024	JU005685	CrCard-PAPA JOHNS #1177	301.88	JE16
37	11/18/2024	11/19/2024	JU005612	CrCard-PAPA JOHNS #1177	405.50	JE16

Query parameters

Report data

Budget Status by Organization Heirarchy

- This query shows the exact same information as Budget Status by Account. However, it consolidates it to show totals for the specific Org you chose in the menu
- It allows you to click on the Org number to drill down by account types until it once again shows the status by Account

Business Office - 03050

Query Results

Organization	Organization Title	Health	FY25/PD07 Adjusted Budget	FY25/PD07 Year to Date	FY25/PD07 Commitments	FY25/PD07 Available Balance
03050	Business Office		$2,176,164.77	$1,023,202.83	$173,833.86	$979,128.08
Report Total (of all records)			**$2,176,164.77**	**$1,023,202.83**	**$173,833.86**	**$979,128.08**

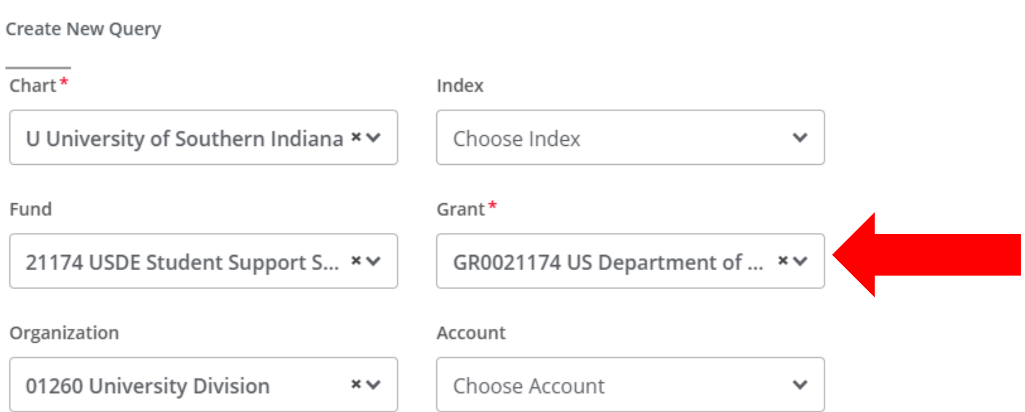
Account Type	Account Type Title	Health	FY25/PD07 Adjusted Budget	FY25/PD07 Year to Date	FY25/PD07 Commitments	FY25/PD07 Available Balance
60	Personal Services		$1,750,775.00	$899,370.26	$0.00	$851,404.74
70	Expenditures		$425,389.77	$123,832.57	$173,833.86	$127,723.34

Budget Quick Query

- This shows the same information as the Budget Status by Account, but <u>does not</u> allow for drilling down into detail transactions

Multi Year Query

- Most useful for grants and project funds as it allows you to choose specific From and To date ranges
- This is useful for grants and project funds that often follow different timeframes than our standard fiscal year
- In addition to inputting the Fund and Org, you will also populate the Grant number. This will be GR00XXXXX for grants, or GN00XXXXX for project funds
- Otherwise, this operates exactly the same as the Budget Status by Account Query



Encumbrance Query

- This query can be run to show open encumbrances by fund-org
- Within the create new query menu, you will once again fill in fund and org, as well as inputting the current fiscal year and period which you wish to view
- The query will then show open encumbrances as of that year/period
- Can also be run to show all or closed encumbrances as well

Query Results

Account	Account Title	Document Code	Description	Original Commitments	Encumbrance Adjustments	Encumbrance Liquidations	Year to Date
70110	Honoraria & Professional Services	P0083154	Educational Computer Systems Inc	$13,500.00	$0.00	$0.00	$0.00
70110	Honoraria & Professional Services	P0083525	Card Integrity	$38,736.00	$0.00	($24,220.00)	$24,220.00

What is my fund balance and how do I find it?

- Fund balance is essentially comprised of excess revenues over expenses from prior years.
  - Fund balance increases when revenues exceed expenses.
  - Fund balance decreases when expenses exceed revenue.

- Most funds except 10001 carry a fund balance.

- Fund balance amounts can only be found in Banner.
  - These amounts are not available in Self Service.
  - Use Banner form **FGITBSR**. The current fund balance appears in the bottom right of the form.

FGITBSR View

- Enter fund number and fiscal year in header and advance to next block

CURRENT FUND BALANCE — Insert | Delete | Copy | Filter

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*
1A	10199	Cash--Control	28,233.34	Credit	*	35,620.12	Credit	*
1C	12120	Accounts Receivable--Manual	28,233.34	Debit		0.00	Debit	
1C	12170	Gifts & Non-op Grants Receivable	0.00	Debit		33,778.88	Debit	
2A	20105	Accounts Payable--System	0.00	Credit		0.00	Credit	
3A	30105	Revenue Control	0.00	Credit		15,249.92	Credit	
3A	30205	Expenditure Control	0.00	Debit		17,091.16	Debit	
3A	30405	Encumbrance Control	0.00	Debit		2,562.91	Debit	
3A	30415	Reserve for Encumbrance Control	0.00	Credit		2,562.91	Credit	
4A	40105	Fund Balances--General	0.00	Credit		0.00	Credit	
	Total	ALL ACCOUNTS	0.00			0.00		
					Current Fund Balance	1,841.24	Debit	*

1 of 1 | 10 Per Page | Record 1 of 9

Questions?

Questions about transactions appearing on reports or displayed in Banner Finance or Self Service should be referred to the Budget contact for your college or department.