INTRODUCTION TO SELF-SUPPORTING FUNDS
PARTICIPANT GUIDE

URBANA-CHAMPAIGN

CHICAGO

SPRINGFIELD

UNIVERSITY OF ILLINOIS SYSTEM

Acknowledgements

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Course Prerequisites

The following are prerequisites for this course:

- Introduction to Banner and Finance I (Web-based)
- Introduction to Banner and Finance II (Instructor-led)
- Retrieving General Ledger Reports (Instructor-led)
- Understanding University Financial Statements & the Reconciliation Process (Instructor-led)

Course Information

Course ID: Introduction to Self-Supporting Funds

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Course Overview

The goal of this course is to provide you with an introduction of how to work with self-supporting Funds. The course design follows the life cycle of a self-supporting Fund, from its establishment to the completion of the annual year-end Fact Sheet document. Included is information helpful for the management and reconciliation of self-supporting Funds including how to interpret financial statements and how to work with Banner query pages.

Course Objectives

At the end of this session, you should be able to:

- Define self-supporting Funds.

- Identify types of self-supporting Funds defined by Banner Fund Types.

- Understand policies, guidelines and statutes applicable to self-supporting Funds.

- Identify accounting entities for self-supporting Funds defined by the Banner Fund code hierarchy.

- Understand the requirements to request self-supporting FOAPAL codes.

- Identify the Account codes used for self-supporting Funds (for revenue, expense, balance sheet Accounts).

- Use the General Ledger to find Fund and cash balances, the sources of revenue and the sources of misclassified transactions.

- Interpret self-supporting monthly financial statements.

- Identify year-end tasks needed to submit year-end Fact Sheet requirements.

- Work with related resources in Banner and on the OBFS University Accounting and Financial Services Website.

- Know who to contact for explanations of issues and questions related to self-supporting Funds.

Lesson 1: Definition of Self-Supporting Funds

1.1: Overview of Self-Supporting Funds

A self-supporting Fund is a Fund that receives its money from revenue generated by selling products or services to customers. The activity that generates the revenue is called the self-supporting activity. Each self-supporting Fund has an associated self-supporting activity that supports the Fund. These Funds are managed as a business-like operation, with the objective of generating sufficient sales revenue to finance the associated costs. The self-supporting activity generates sales revenue by providing products or services to customers. Customers may include other university units, faculty/staff/students, the general public, and other external entities.

Self-supporting Funds must follow University of Illinois System policy, state of Illinois statutes, Legislative Audit Commission University Guidelines, and any tax reporting requirements. For example, the State Finance Act (30 ILCS 105) restricts the use of self-supporting Funds to the support, maintenance, and development of the activity generating the revenue in the Fund. In other words, expenditures are restricted to those necessary to fund the activities that generate the revenue. **They may not be used to create discretionary funds for the unit.**

Self-supporting Funds are managed as their own "stand alone" business. All revenues generated by the activity are recorded in the Fund. All expenses incurred in the operation of the activity are also recorded in the Fund. The Fund should not generate a profit, nor should it incur a deficit. Rates are established to recover the actual costs of providing the goods or services. The financial manager of a self-supporting Fund is responsible for the fiscal operations of the Fund, including:

- Preparation of the annual budget.
- Calculation and documentation of user fees/charges.
- Maintenance of Banner fixed asset records used in the self-supporting activity.
- Reporting monthly sales tax to Illinois Department of Revenue
- Monthly reconciliation of the Fund.
- Physical inventory of merchandise for resale.
- Billings when goods are delivered or services are rendered, at least monthly.
- Preparation of the year-end Fact Sheet.

Examples of self-supporting activities include:

- Sale of meals or tangible goods.
- Registration fees received for a university revenue-generating event, such as a conference.
- Advertising revenue.
- Professional services, such as professional consulting services or event coordination services, which are provided to internal or external customers.
- Fee revenue (course fees, study abroad fees, activity fees, or general fee) received from students.
- Revenue received from auxiliary operations such as housing, like payments for housing or recreational facilities use payment.
- Rental income for conference room, building space, or booth space rentals.

Some examples of activities that would **not** be classified as self-supporting include:

- Any income associated with a grant Fund.
- Tuition for credit-bearing courses.
- Any type of charitable donations.
- Agency fund revenue.

1.2: Types of Self-Supporting Funds Defined by Banner Fund Types

Self-supporting Funds fall into the 300000 – 399999 Fund code range in Banner. These are the types of self-supporting Funds:

Funding Sources and Type Descriptions	Fund Type	Fund Code Range
Aux Enterprises/Self-Sup Activities	**30**	**300000 – 399999**
Service and Storeroom Activities	3E	300000 – 399999
Aux Enterprises Not Under Indenture	3J	300000 – 399999
Aux Enterprises Under Indenture	3M	300000 – 399999
Departmental Activities	3Q	300000 – 399999

These types of Funds are defined to manage and account for self-supporting activities:

- **Storeroom and Service Activities (Fund Type 3E)** – Storeroom and service activities provide a specific type of service or commodity primarily to university units. Service activities charge fees only to finance the goods or services provided. Charges are based on the cost of goods or services provided and payment for services is collected by internally transferring funds from the unit served. These service activities are of a "housekeeping" nature and may be available commercially. However, because of convenience, cost, or control, they are provided by an internal unit. Examples include Central Stores and Telecommunications.

- **Auxiliary Enterprises not under Indenture (Fund Type 3J)** – Auxiliary enterprise activities charge a fee for products or services that are sold predominantly to individual students, faculty, or staff. University units and the general public also may be incidentally served. These activities are essential to support the system mission and contribute significantly to the realization of its programs. Examples include course fees, career fairs, student fees, field trips, and study abroad programs.

- **Auxiliary Enterprises under Indenture (Fund Type 3M)** – Same as the definition above for auxiliary enterprises not under indenture. However, bond financing is involved in the activities. Examples include housing operations, university bookstores, parking services, campus recreation, and student unions.

- **Departmental Activities (Fund Type 3Q)** – Departmental activities include educational activities that support instruction, research, or public service. These operations include activities independent of or unrelated to the primary missions of the U of I System, but may indirectly contribute to program enhancement, such as conference registration fees, consulting services, routine testing services, and hospitals and clinics that operate for the benefit of the general public.

1.3: Accounting Entities for Self-Supporting Fund-Defined by Banner Fund Code Hierarchy

The State Legislative Audit Commission University Guidelines require the establishment of accounting entities which classify all self-supporting Funds into similar and related groups. University Accounting and Financial Reporting prepares year-end financial statements for each entity, using the accrual basis of accounting. These financial statements are used to determine the reasonableness of the cash balances. Excess cash in self-supporting Funds must be lapsed to the University Income Fund. A general guideline is that units may retain enough cash in their self-supporting Fund to cover their average monthly expenses.

The following chart displays the current entity codes by Fund code hierarchy.

Level 1 Fund Code Hierarchy	Level 1 Fund Description	Level 3 Entity Code	Level 3 Entity Code Description
3E	**Storeroom & Service Activities**		
	Storeroom & Service Activities	3100	Communication & Computing Services
	Storeroom & Service Activities	3110	Plant & Service Operations
3J	**Auxiliary Not Under Indenture**		
	Auxiliary Not Under Indenture	3200	Student / Staff Programs
	Auxiliary Not Under Indenture	3420	Unique Programs
3M	**Auxiliary Under Indenture**		
	Auxiliary Under Indenture	3300	Housing and Food Service
	Auxiliary Under Indenture	3310	Student Activity Facilities
	Auxiliary Under Indenture	3320	Parking
3Q	**Departmental Activities**		
	Departmental Activities	3400	Instructional Course Activities
	Departmental Activities	3410	Professional Development Activities
	Departmental Activities	3430	Agricultural Operations
	Departmental Activities	3440	Public Service & Academic Support
	Departmental Activities	3450	Intercollegiate Athletics
	Departmental Activities	3500	Hospital and Clinics
	Departmental Activities	3600	Commercial Oper Not Under Indenture
	Departmental Activities	3610	Commercial Oper Under Indenture

The University of Illinois System has defined sixteen entities to account for self-supporting activities in accordance with the State Legislative Audit Commission Guidelines. The Level 3 Fund code is used to identify the entity of a self-supporting activity. The individual entities are described as follows:

- **Storerooms and Service Departments**
  - **Communication and Computing Services** – Activities that provide university-wide services, primarily to university departments, for data processing, telecommunications and computing services. Entity code is **3100**.

- o **Plant and Service Operations** – Activities for distribution of costs associated with services rendered to internal operations on a university-wide basis, including storeroom operations, physical plant, mail service, advance insurance billings to units, printing, duplication & activities used for collection and redistribution of costs. Entity code is **3110**.

- **Auxiliary Enterprises not Under Indenture**
  - o **Student/Staff Programs and Services** – Administration and operation of programs and services for students, faculty and staff, including study abroad programs, counseling, testing, student government activities and the Beckwith Living Center. Entity code is **3200**.
  - o **Unique Instructional Programs** – Unique student and staff programs such as field trips and other activities of a similar nature. Entity code is **3420**.

- **Auxiliary Enterprises Under Indenture** – Consist of the operations of the University of Illinois Auxiliary Facilities System (AFS) that are subject to the provisions, terms, covenants and conditions of the Resolutions of the Board of Trustees of the University of Illinois, which provided for the issuance of University of Illinois Auxiliary Facilities System Revenue Bonds. The AFS is comprised of university-owned housing units, student unions and similar auxiliary service units, including parking, and recreation and athletic facilities.
  - o **Housing and Food Service** – Entity code is **3300.**
  - o **Student Activity Facilities** – Entity code is **3310.**
  - o **Parking** – Entity code is **3320.**

- **Departmental Activities**
  - o **Instructional Course Activities** – Credit bearing instructional activities provided primarily as a public service for private businesses, community organizations and governmental units. Entity code is **3400**.
  - o **Professional Development Activities** – Non-credit bearing instructional activities including conferences, workshops, seminars and continuing education courses provided primarily as a public service. Entity code is **3410**.
  - o **Agricultural Operations** – Agricultural activities in direct support of the instructional, research and public service functions of the university administered by the College of Agricultural, Consumer and Environmental Sciences. Entity code is **3430**.
  - o **Public Service and Academic Support Activities** – Activities in direct support of the primary academic, public service and economic development missions of the university including laboratory and testing centers and services, publication and design services, technology incubation and economic development services, and facilities which are in direct support of the instructional, research, public service and economic development functions of the university. Entity code is **3440**.
  - o **Intercollegiate Athletics** – Administration and operation of intercollegiate athletic activities and programs administered by the Department of Intercollegiate Athletics, including summer camps, golf course, tennis center and the various athletic programs. Entity code is **3450**.
  - o **Hospital and Clinics** – Administration and operations of patient care facilities, primarily the University of Illinois Hospital and Clinics, which are in direct support of the instructional, research and public service functions of the university. Entity code is **3500**.
  - o **Commercial Operations Not Under Indenture** – Facilities and costs of services with a significant emphasis on users outside the university community, including service of the steam plant operations and technical research park. Entity code is **3600**.
  - o **Commercial Operations Under Indenture** – Operation of the University of Illinois Willard Airport Facility at Urbana and the South Campus Development Project at Chicago with a significant emphasis on users outside the University community. Entity code is **3610**.

1.4: Locating Information on Fund Hierarchies

Fund Hierarchy Report

The Fund Hierarchy Report provides the complete list of Fund code hierarchies with short descriptions. Mobius View – text version updated **nightly**.
https://mobiusview.apps.uillinois.edu/mobius/view

FOAPAL Hierarchy Reports-Topic (*FOAPALRPTS*)
Select chart and Fund Hierarchy Report (*FIFGRFNDH*).

Step-by-step instructions for how to access the **Fund Hierarchy Report** in Mobius View are available in the Retrieving General Ledger Reports course materials.

Querying Fund Hierarchy in Banner

You may query the hierarchy of Fund codes in Banner using the **Fund Hierarchy Query** page *(FTIFNDH)*.

1) Type *FTIFNDH* in the **Search** field and press ENTER to open the page.
2) Verify that your chart shows in the **COA** field.
3) Type the Fund code in the **Fund** field.
4) Click the **Go** button.

Result: The hierarchy of the Fund code is shown.
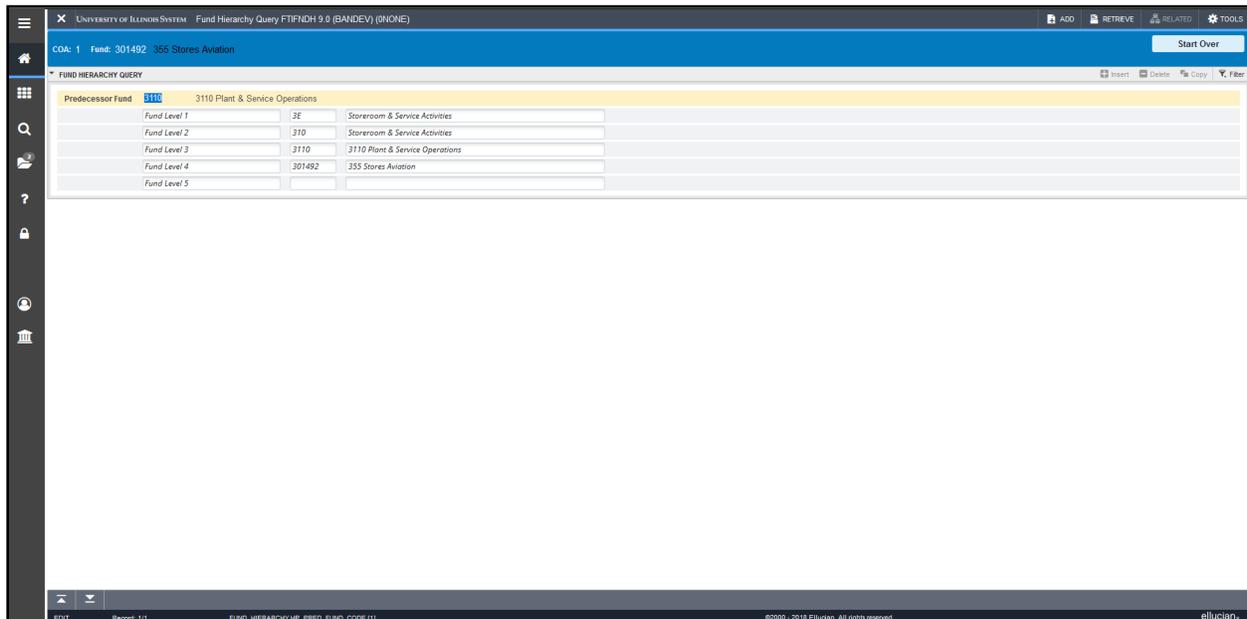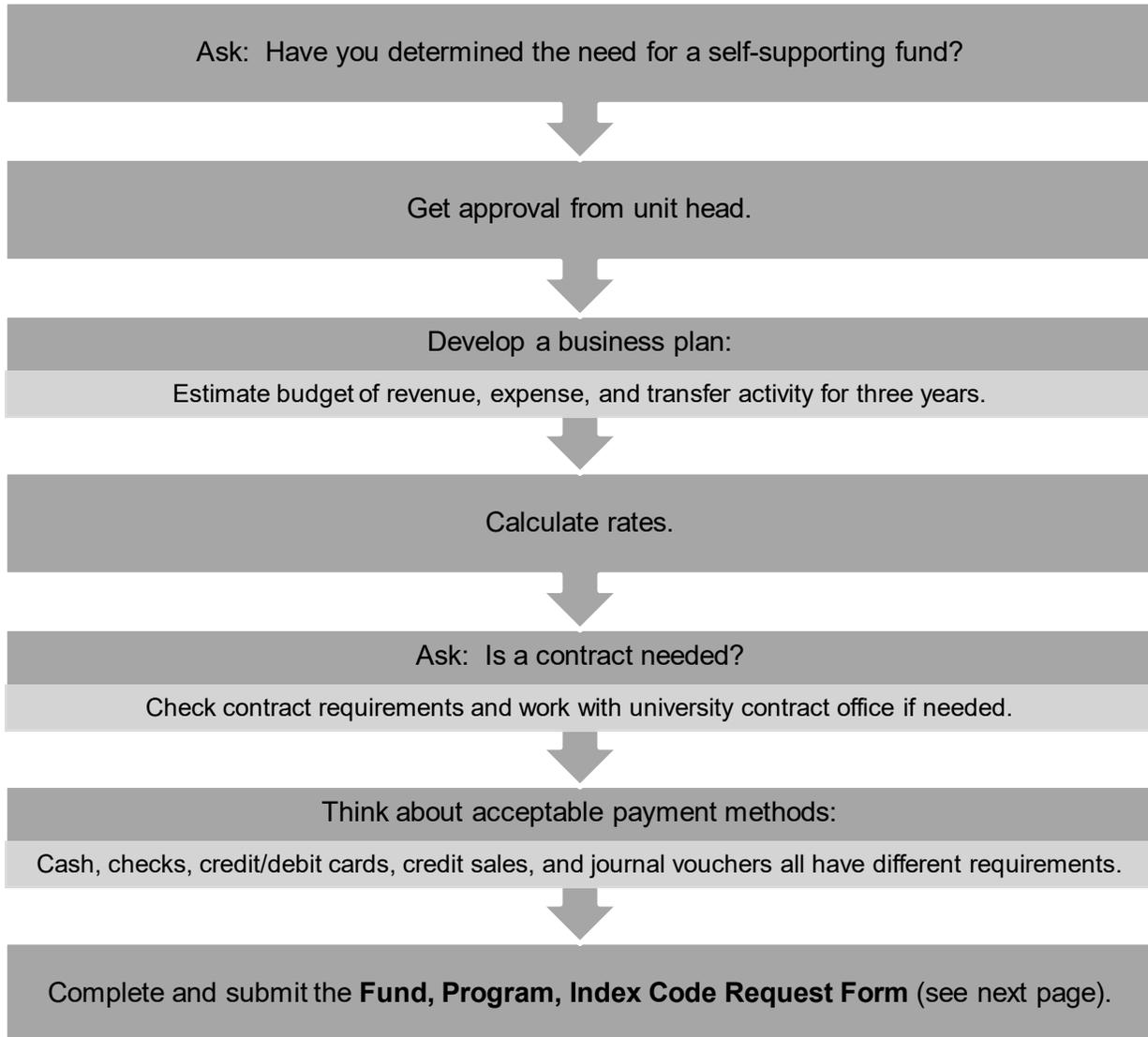

Figure 1.1: Fund Hierarchy Query Page (FTIFNDH)

1.5: Requesting New Self-Supporting Funds

If you think a new self-supporting Fund is needed, follow the flowchart on Determine the Need for a Self-Supporting Fund first. The questions in this flowchart will help you determine whether the need might be for a different kind of Fund, or whether a new self-supporting Fund is needed at all.

If you've determined that there's a need for a new self-supporting Fund, then follow the steps below and on the next page for setting up a new self-supporting Fund. These steps are explained in more detail on the Request Approval for Revenue-Generating Activities page in the Business and Financial Policies and Procedures manual.

<center>**NOTE:** These steps **must** be completed before any self-supporting activity begins.</center>

Ask: Have you determined the need for a self-supporting fund?

Get approval from unit head.

Develop a business plan:
Estimate budget of revenue, expense, and transfer activity for three years.

Calculate rates.

Ask: Is a contract needed?
Check contract requirements and work with university contract office if needed.

Think about acceptable payment methods:
Cash, checks, credit/debit cards, credit sales, and journal vouchers all have different requirements.

Complete and submit the **Fund, Program, Index Code Request Form** (see next page).

To request the creation of a self-supporting Fund, a unit must complete the most current version of the **Fund, Program, Index Code Request Form**. The requestor must also complete the **SSF Supplemental Info** and **SSF Attestation Statement** tabs on the form. The form is available from the Accounting & Financial Reporting Forms page on the OBFS Website. An example of a completed form for a new self-supporting Fund is also available.

Submit the completed form as an attachment to uas@uillinois.edu. UAFR will review the form, and if approved, will create the self-supporting Fund.

While completing the new fund request, consider the following:

- **Expenditures charged elsewhere** - Self-supporting Funds may not be created to receive income that has its offsetting expenditure funded from other university Funds, such as state appropriations. Units that receive a partial subsidy from another funding source may not charge rates that include recovery of the subsidized amounts.

- **Course fees** - Self-supporting Funds may be created to receive income from approved course fees. All course fees and changes to established course fees must be approved in writing by the Provost or designee(s). There are additional course fee requirements and limitations specific to each university. See the University of Illinois Course Fee Guidelines for more information.

- **Stagnant Funds** – Over time, some self-supporting Funds may become stagnant; that is, they may have no revenue, expense, transfer, or General Ledger activity for a length of time. If this happens, UAFR may contact the Fund's financial manager to check if the Fund is still needed. It it's not needed, UAFR will work with that unit to terminate the self-supporting Fund. This will save time for the financial manager in managing the Fund and also help ensure that no misclassified transactions or unrelated activity posts to the self-supporting Fund.

Other Information

Typically, a Program code is also established for a self-supporting activity when the Fund code is established. Along with the Organization code, the Fund and Program codes complete the accounting string that units use to account for revenues and expenses of self-supporting activities. Multiple Organization and Program codes can be used with a self-supporting Fund code as long as the activities are related.

However, if a unit wants to track the Fund balance by activity, a distinct Fund code should be established for each activity. For example, Housing could use one Fund code for all of its dormitories and use distinct Program codes for each dormitory to track the revenues and expenses, but the Fund balance would not be split out by dormitory. In order to track Fund balance by dormitory, each dormitory would require its own Fund code.

1.6: Account Types - Level 1

The level 1 Account Type determines whether the transaction is classified as a revenue, expense or transfer in the Operating Ledger and assets, liabilities, or Fund balances in the General Ledger. Account codes starting with 1, 2, 3, or 4 indicate Account codes that appear on Operating Ledger (OL) statements and Account codes starting with 5, 6, 7, 8, or 9 indicate Account codes that appear on the General Ledger (GL) statements.

Account Types Level 1	Account Type Description	Ledger
1	Non-Personnel Expenses	OL
2	Personnel Expenses	OL
3	Revenue	OL
4	Transfers	OL
5	Assets	GL
6	Liabilities	GL
7	Fund Balance	GL
8	Control Accounts	GL
90	Fund Additions	GL

Account Types Level 1	Account Type Description	Ledger
95	Fund Deductions	GL

1.7: Account Codes Used in Self-Supporting Funds for Revenue, Expense and Balance Sheet Accounts

The correct use of Account codes improves the accuracy of transactions in Banner and the resulting financial statements. Specific sets of Account codes classify transactions as revenue, expenses, and transfers in the Operating Ledger and assets, liabilities, and Fund Balance in the General Ledger. For self-supporting Funds, it is crucial that revenue Account codes are used when recording revenue (cash deposits, credit card sales, etc.) and that expense Account codes are used when recording expenses (salaries, supplies, equipment, etc.). The proper recording of revenues and expenses facilitates the determination of whether the Fund is indeed self-supporting; i.e., is the revenue adequate to cover expenses? Through proper recording of revenues, expenses, and transfers in the Operating Ledger, the corresponding control accounts (revenue control, expenses control, and transfer control) are automatically updated in the General Ledger. In addition, Claim on Cash and Fund Balance are automatically updated. For self-supporting Funds, units should use revenue Account codes that are most descriptive of the type of revenues they receive and expense Account codes that are most descriptive of the type of expenses they incur. The hierarchy can go to four levels and all levels may be data-enterable. For example, the next page shows a set of Account codes that could be used to record rent revenues collected by the university.

1.8: Account Hierarchies

The hierarchies in the Account code structure and the Account Types enable rollup reporting. There are four levels of Account code hierarchy. Think of these levels as nested file folders. The highest level is the largest folder and it holds all of the Account codes that roll up to it. Following is the hierarchy breakdown of Account codes that shows the increased ability to detail rental lease revenue.
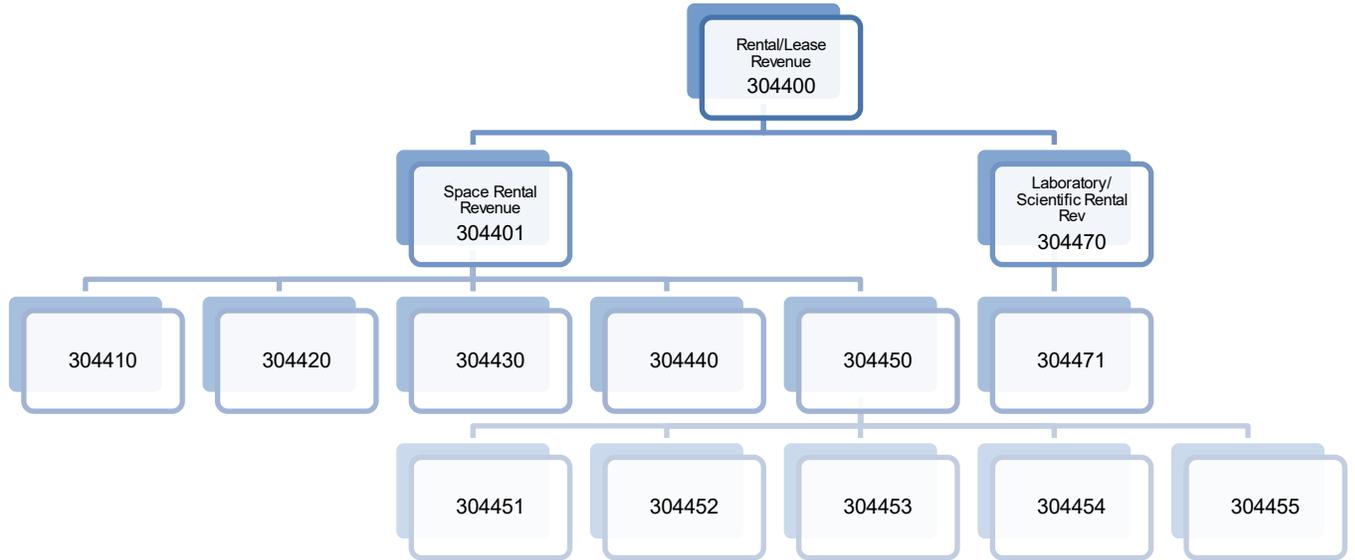
Figure 1.2: Account Code Hierarchy

304400   Rental/Lease Revenue

   304401 Space Rental Revenue
      304410 Hotel Space Rental Revenue
      304420 Guest Room Rental Revenue
      304430 Meeting Room Rental Revenue
      304440 Lock Rental Revenue
      304450 Retail Space Rental Revenue
         304451 Retail Base Rental Revenue
         304452 Retail Annual Maint Fee Revenue
         304453 Retail Landlord Assessment Revenue
         304454 Retail Rent Late Fee Revenue
         304455 Office Space Rental Revenue

   304470 Laboratory/Scientific Rental Rev
      304471 Gas Cylinder Rental Rev

1.9: Locating Information on Account Codes and Hierarchies

The following resources are available to assist units in making decisions on proper Account codes to use for their transactions.

Account Code Search

This tool allows you to search for Account codes using keywords. This resource is available on the OBFS Website at:
OBFS Home > Accounting & Financial Reporting > Banner Account Codes

Account Hierarchy Report

This report provides the complete list of Account code hierarchies with short descriptions.

Mobius View – text version updated nightly.
https://mobiusview.apps.uillinois.edu/mobius/view

FOAPAL Hierarchy Reports - Topic (*FOAPALRPTS*)
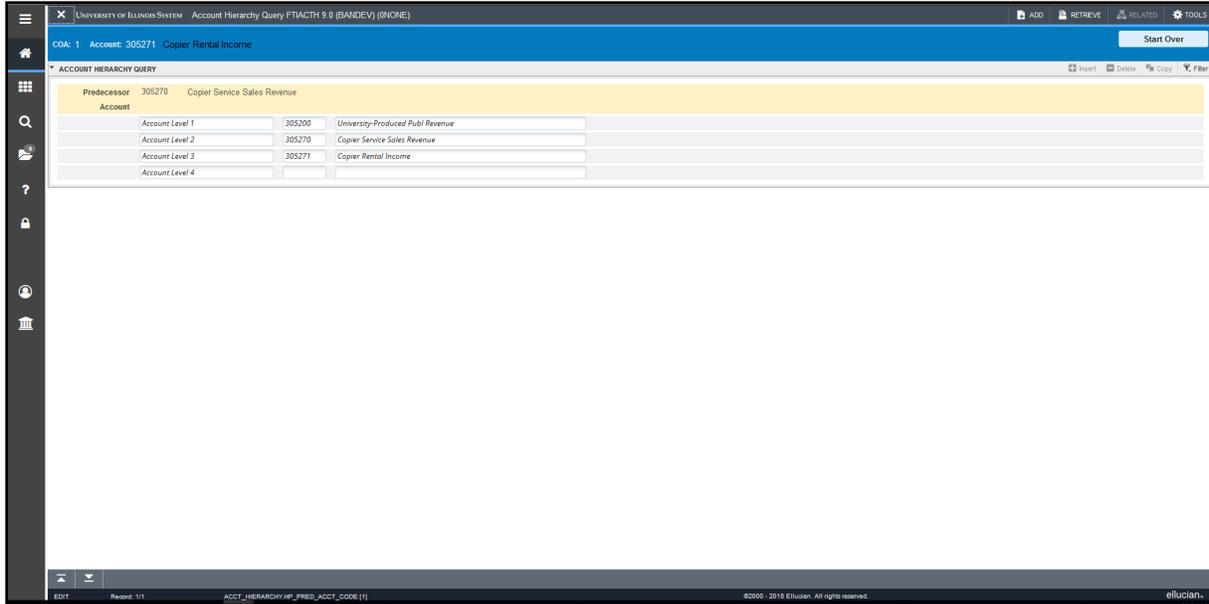Select Chart and Account Hierarchy Report (*FIFGRACTH*).

Step-by-step instructions on how to access the **Account Hierarchy Report** in Mobius View are available in the Retrieving General Ledger Reports course materials.

Querying Account Hierarchy in Banner

You may query the hierarchy of Account codes in Banner using the **Account Hierarchy Query** page. *(FTIACTH)*.

1) Type *FTIACTH* in the **Search** field and press ENTER to open the page.
2) Verify that your chart shows in the **COA** field.
3) Type the Account code in the **Account** field.
4) Click the **Go** button.

Result: The hierarchy of the Account code is shown. (See the example on the next page.) Transactions using Account codes at any level of the hierarchy impact the totals in reports that use any of their predecessor codes.

Figure 1.3: Account Hierarchy Query Page (FTIACTH)

Support and Resources

- See Lesson 1 in the Understanding University Financial Statements and the Reconciliation Process Participant Guide for a discussion of Types of Funds.

- Mobius View access: https://mobiusview.apps.uillinois.edu/mobius/view

- Instructions to access the **Fund Hierarchy Report** and **Account Hierarchy Report** in Mobius View are available in the Retrieving General Ledger Reports course materials.

- Account code descriptions, explanations, and the Account Code Search tool are available on the OBFS Website at:
  > OBFS Home > Accounting & Financial Reporting > Banner Account Codes

- To request the creation of a self-supporting Fund, complete the **Fund, Program, Index Code Request Form**. The form is available from the **Forms** page of the Office of Business and Financial Services (OBFS) Website at:
  > OBFS Home > Forms > Accounting & Financial Reporting

Lesson 2: Understanding Self-Supporting Monthly Financial Statements

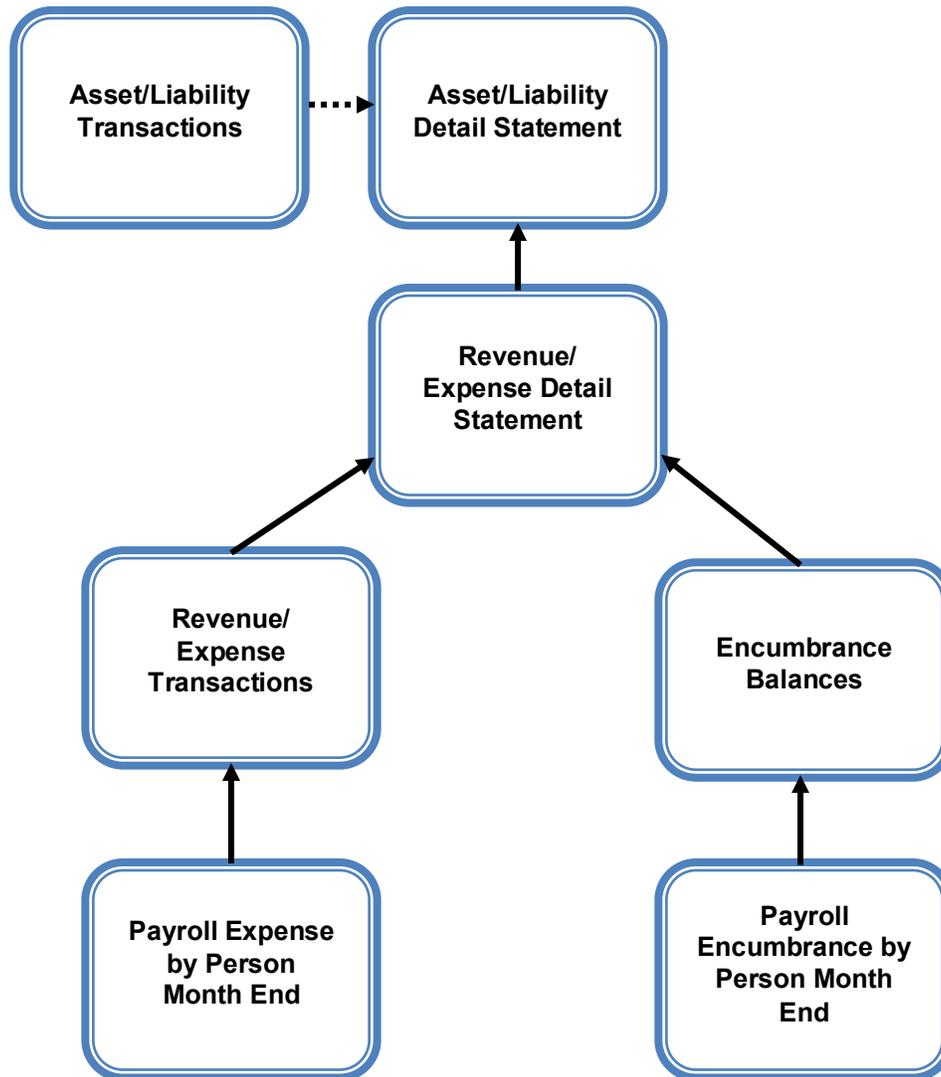## 2.1: The Financial Statements and Their Relationships

Figure 2.1: Financial Statements and Their Relationships

The accuracy of General Ledger balances is extremely important, as the Asset/Liability statements are used to calculate excess funds and generate the University of Illinois System financial statements on an annual basis. The **Asset/Liability Detail Statement** is organized by Chart and Fund. The information from the **Revenue/Expense Detail Statement** is summarized as control totals in the **Asset/Liability Detail Statement**. The **Revenue/Expense Detail Statement** is organized by Chart, Fund, Organization, and Program. If more than one Organization and/or Program are used with the Fund, each unique **Revenue/Expense Detail Statement** will need to be added together to reconcile to the control totals on the **Asset/Liability Detail Statement**.

- Revenue totals from the **Revenue/Expense Detail Statement(s)** appear in the Revenue Control (Account code 85000).
- Expense totals from the **Revenue/Expense Detail Statement(s)** appear in the Expense Control (Account code 86000).
- Transfer totals from the **Revenue/Expense Detail Statement(s)** appear in the Transfer Control (Account code 87000).
- Encumbrance totals from the **Revenue/Expense Detail Statement(s)** appear in the Encumbrance Control (Account code 88000).

The **Asset/Liability Transactions** report provides the detail of all non-cash assets and liabilities for the Fund, such as Accounts Receivables and Accounts Payables. These transactions include invoices submitted for payments and checks issued for payment.

The **Revenue/Expense Detail Statement** shows the activity of the Fund by Chart, Fund, Organization, and Program code for the current fiscal year only. The Fund balance from previous fiscal years is not shown.

This statement:

- Reports the current fiscal year Operating Ledger balance for self-supporting C-FOPs. It is similar to a traditional income statement in that it reports only the current year activity. See the **Asset/Liability Detail Statement** for an explanation of how to determine a self-supporting Fund's balance.
- Provides information on budgets, revenues, expenses, transfers, encumbrances, and budget balance available at the Account code level.
- Reports balances of all Account codes for every data entry combination of Chart, Fund, Organization, and Program.
- Displays a Net Totals field at the bottom of the report that is the grand total for all Account Types including Revenue, Personnel Expenses, Non-Personnel Expenses, and Transfers.

The budget balance available column may be used to determine by Account code how the self-supporting activity is performing compared to its estimated budget. The Net Total for budget balance available does not represent the available balance to spend.

The **Revenue/Expense Transactions** report includes all transactions for the C-FOP for the given period. If a unit has personnel expenses recorded on a self-supporting Fund, it might incur employer fringe benefit charges. These charges include health, life, and dental, retirement, workers' compensation, Social Security (OASDI) and Medicare. Fringe benefit charges are assessed based on Fund Type. To determine which fringe benefits are assessed based on Fund Type, consult Benefit Assessments by Fund Type. Fringe benefit rates are determined each fiscal year. The current fringe benefit rates can be found at OBFS Home > Accounting & Financial Reporting > Reference Materials > Fringe Benefit Rates.

- The financial data for these transactions comes from various starting points such as the P-Card Web Solution software to Human Resource records.
- The details of the Personnel Expenses are provided for departmental review on the **Payroll Expense by Person Month End** report by individual employee.

The **Encumbrance Balances** report provides information about all encumbrances; Labor, General, and Purchase Order.

- To view labor encumbrance amounts by individual employees, review the **Payroll Encumbrance by Person Month End** report.

2.2: Operating and General Ledgers

A major difference between self-supporting and other university Funds is the type of funding. The funding in other university Funds, such as state or institutional Funds, is recorded at the beginning of the fiscal year in the form of an expense budget, and the balance decreases throughout the year as the unit gradually uses the budget. On the other hand, self-supporting Funds are generated and recorded throughout the year in the form of revenue as units sell their goods or services. The fluctuating Fund balance reflects the usual ups and downs of a business cycle as the unit pays for expenses and receives revenue as a result of providing goods and services to its customers.

Units use both the **Revenue/Expense Detail Statement** and **Asset/Liability Detail Statement** to determine the status of a self-supporting Fund. The **Revenue/Expense Detail Statement** provides insight into the *short-term success* of the day-to-day operations. This statement:

- Provides information on budgets, revenues, expenses, transfers and encumbrances at the Account code level.

- Reflects only the current fiscal year's activity.

- Provides information for every Organization and Program code associated with the Fund.

- Reflects how the C-FOP is performing compared to its estimated budget.

The **Asset/Liability Detail Statement** provides insight into the *long-term success* of the Fund. This statement:

- Reports the Fund's available Fund balance, which reflects the accumulation of all inception-to-date revenue, expense, and transfer activity in the Fund.

- Reflects the balances of various General Ledger Account codes, such as Claim on Cash, Accounts Receivable, and Accounts Payable.

- Is used to manage and reconcile the financial activity of the Fund by providing asset, liability, and Fund balances for every combination of Chart and Fund at hierarchy level 4. It does not determine balance by Organization or Program code.

The Fund balance must be monitored continually to ensure that it is sufficient to cover the expenses being charged to it. The Fund balance may be insufficient if expenses are not kept in check or if revenues decline due to stressful economic conditions.

Like a business or personal checking account, the self-supporting Fund balance must be monitored. If there are errors in posting revenues and expenses, the unit should post Journal Vouchers to correct the errors.

The Accounting Equation

Assets = Liabilities + Fund Balance

Every transaction in the U of I System is double-sided and flows through this equation, causing its overall value to increase or decrease. Transactions can influence one or both sides of the equation. Transactions in the Operating Ledger are reflected in the General Ledger through the control Accounts.

Fund Balance = Revenue Control – Expense Control +/- Transfer Control

Assets are items of value to the organization, such as Claim on Cash or Inventory for Resale. An asset's worth increases with a debit and decreases with a credit. For example, a cash sale increases the value of the Claim on Cash and increases the Fund Balance through an increase in Revenue Control.

Liabilities are debt owed by the organization, such as Accounts Payable or accrued payroll. A liability's balance increases with a credit and decreases with a debit. For example, an outstanding invoice in Banner that has not been paid increases the value of Accounts Payable and decreases the Fund Balance through an increase in Expense Control.

To keep the accounting equation in balance, an increase to the Fund Balance reflects an increase to Assets or a decrease of Liabilities. Conversely, a decrease to the Fund Balance reflects a decrease to Assets or an increase of Liabilities. For example, purchasing t-shirts for resale creates an increase to an expense Account code in the Operating Ledger and in the General Ledger, Expense Control increases resulting in a decrease to Claim on Cash. This results in a decrease in the Fund Balance. When a t-shirt is sold, a revenue Account code increases in the Operating Ledger and in the General Ledger, Revenue Control increases resulting in an increase to Claim on Cash. This results in an increase in the Fund Balance.

Asset/Liability Detail Statement

FIGL_Asset_Liability_Detail_Statement
Version: Oct 2015
Finance Standard Report

University of Illinois
Asset Liability Detail Statement
FY 2009 Period 01 Month-End Final

Fiscal Year: 2009 Period: 01
Fund Code: 301   Chart of Account: 1 - University of Illinois - Urbana Fund GL Rept:

Chart	1	1 - University of Illinois - Urbana	Level
Fund	301		4
Fund Type	3M	Aux Enterprises Under Indenture	2
Sponser Name	N/A		

Principal Investigator

		Grant Code	N/A
Fund Term Dt		Financial Manager	
Fund Exp End Dt		Budget Start Date	
Project Start Dt		Budget End Date	
Project End Dt			

Account	Description	PM Ending Bal	CM Change	CM Ending Bal	PY Ending Bal
51000	Claim on Cash	1,961,418.23	421,091.92	2,382,510.15	1,961,418.23
51810	Petty Cash	21,800.00	0.00	21,800.00	21,800.00
53039	Accounts Receivable Other	95,482.88	-95,482.88	0.00	95,482.88
53060	Accounts Receivable - Year-end	3,519.00	-3,519.00	0.00	3,519.00
53090	Allow Uncol Accts-Non Banner Sys AR	-16,430.70	16,430.70	0.00	-16,430.70
55000	Inventory for Resale	14,861.56	0.00	14,861.56	14,861.56
55260	Deferred Charges - Year-end	28,015.77	-28,015.77	0.00	28,015.77
Total Assets		**2,108,666.74**	**310,504.97**	**2,419,171.71**	**2,108,666.74**
61000	Accounts Payable System	-8,698.13	8,511.50	-186.63	-8,698.13
61060	Other Payables - Year-end	-327.27	327.27	0.00	-327.27
61221	Agency Ticket Sales Payable	-3,485.00	-8,712.00	-12,197.00	-3,485.00
61600	Accrued Payroll	-65,958.88	65,958.88	0.00	-65,958.88
61710	Deferred Revenue	-1,000.00	0.00	-1,000.00	-1,000.00
61760	Deferred Revenue Other - Year-end	-170,987.55	170,987.55	0.00	-170,987.55
Total Liabilities		**-250,456.83**	**237,073.20**	**-13,383.63**	**-250,456.83**
71400	FBal Auxiliary Enterprises	-1,858,209.91	0.00	-1,858,209.91	-1,787,907.60
85000	Revenue Control	0.00	-469,631.95	-469,631.95	-10,580,702.58
86000	Expense Control	0.00	187,343.78	187,343.78	8,097,547.27
87000	Transfer Control	0.00	-265,290.00	-265,290.00	2,392,853.00
Total Fund Balance		**-1,858,209.91**	**-547,578.17**	**-2,405,788.08**	**-1,858,209.91**
Budget/Encumbrance Controls					
81000	Budgeted Revenue Control	0.00	0.00	0.00	11,321,747.00
82000	Budgeted Expense Control	0.00	0.00	0.00	-8,858,825.40
83000	Budgeted Transfer Control	0.00	0.00	0.00	-2,575,858.00
84000	Budgeted Change to Fund Balance	0.00	0.00	0.00	110,936.40
88000	Encumbrance Control	272,820.21	2,378,192.91	2,651,013.12	272,820.21
88200	Reserve for Encumbrances	-272,820.21	-2,378,192.91	-2,651,013.12	-272,820.21
89000	Commitment Control	0.01	0.00	0.01	0.01
89200	Reserve for Commitments	-0.01	0.00	-0.01	-0.01

Figure 2.2: Asset/Liability Detail Statement

The **Asset/Liability Detail Statement** is the balance sheet statement used to manage and reconcile the financial activity of self-supporting Funds by providing assets, liabilities, and Fund Balance.

Fund Balance
- Indicates the activity's balance
- Found on the row labeled **Total Fund Balance** in the **CM (Current Month) Ending Bal** column
- Desirable balance is a credit balance (negative sign)
- Not affected by outstanding encumbrances

Claim on Cash
- Indicates the activity's available cash balance
- Found in Account code 51000 in the **CM Ending Bal** column
- Desirable balance is a debit balance

Claim on Cash and **Fund Balance** are often the same but not always. Amounts listed for Accounts Receivable, Accounts Payable, Inventory for Resale, etc. will be reflected in the **Fund Balance** as soon as posted but will not be reflected in the **Claim on Cash** until the cash has been collected or the check issued.

Note that a desirable **Fund Balance** has a credit balance (negative sign) while a desirable **Claim on Cash** has a debit balance.

Unencumbered Fund Balance
- Results of netting the Fund Balance and the Encumbrance Control(Account code 88000)
- Desirable balance is a credit balance (negative sign)

Using the statement on the previous page:

Total Fund Balance	-2,405,788.08	
Encumbrance Control	2,651,013.12	
Unencumbered Fund Balance	245,225.04	Deficit balance

The details on the **Encumbrance Balances** report and the **Payroll Encumbrance by Person Month End** report should be reviewed to determine if the encumbrances are accurate. Any balance determined by deducting encumbrances is only accurate if the encumbrances are legitimate.

Fund Balance (CM Ending Total Fund Balance) represents **PM (Prior Month) Ending Balance** plus current month revenue less current month expenses and transfers. Mathematically, the equation is as follows:

- **PM Ending Total Fund Balance**
- plus **CM Change 85000 Revenue Control**
- plus **CM Change 86000 Expense Control**
- plus **CM Change 87000 Transfer Control**
- equals **CM Ending Total Fund Balance**

Using the statement on the previous page:

Prior Month (PM) Ending Fund Balance	-1,858,209.91
Current Month (CM) Revenue Control	- 469,631.95
Current Month (CM) Expense Control	187,343.78
Current Month (CM) Transfer Control	- 265,290.00
Current Month (CM) Ending Fund Balance	-2,405,788.08

The **Total PY (Previous Year) Ending Fund Balance** is reflected as the current year's beginning **Fund Balance,** Account code beginning with 7, in the **PM (Prior Month) Ending Bal** and **CM (Current Month) Ending Balance** columns.

If the **Current Month** and **Year to Date Total** revenue, expenses, and transfers on the Operating Ledger Statement(s) do not agree with the **Revenue**, **Expense**, and **Transfer Control** totals on the **Asset/Liability Detail Statement**, a misclassified C-FOAPAL is most likely involved. (See **Misclassified FOAPAL Report in EDDIE** in Lesson 5 in this guide.)

Support and Resources

- To determine which fringe benefits are assessed based on Fund Type, consult Benefit Assessments by Fund Type.

- Current fringe benefit rates can be found at OBFS Home > Accounting & Financial Reporting > Reference Materials > Fringe Benefit Rates.

Lesson 3: Reconciliation Procedures for Self-Supporting Funds

3.1: Reconciling Your Monthly Financial Statements

To ensure sound financial management of university Funds, units are responsible for the monthly reconciliation of their C-FOAPALs.

The purpose of the reconciliation process is to compare the transactions posted against the unit's C-FOAPALs in the University Operating Ledger to the unit's input documents or other internal records, either electronic or paper, to determine if transactions are complete or outstanding, to confirm accuracy of the transactions, and to identify any erroneous transactions that require correction.

Monthly reconciliation of C-FOAPALs is also important to identify "misclassified" C-FOAPAL transactions. These are transactions that use improper C-FOAPAL combinations. For example, a misclassified C-FOAPAL may use a Fund code from one unit with an Organization and Program code from another unit.

3.2: Reconciliation Guidelines

1) **Maintain records of all transactions processed by the unit.**
   Units are encouraged to keep their own set of accurate records in some form of offline journal or log to track all transactions performed by the unit, including purchase requisitions, Journal Vouchers, P-card purchases, general encumbrances, etc. The internal record-keeping method is determined by the size of the unit and the number of transactions processed on a monthly basis. Some of the methods used by units to track their transactions include spreadsheets, databases, paper journals, screen prints of every Banner transaction, and P-Card receipts and order logs.

2) **Track and reconcile transactions from all source systems.**
   Transactions from payroll, procurement, storerooms, service operations, billing units and other entities that provide financial data to the Operating Ledger should be reconciled to supporting documentation.

3) **Reconcile all C-FOP combinations by Organization code.**
   The Revenue/Expense statements and the **Encumbrance Balances** report provide the information from Banner that a unit should reconcile to its own records. The following reports by your Organization code should be utilized to reconcile transactions posted to the unit's C-FOAPALs:
   - **Revenue/Expense Transactions**
   - **Revenue/Expense Detail Statement**
   - **Encumbrance Balances**
   - **Payroll Expense by Person Month End**
   - **Payroll Encumbrance by Person Month End**

4) **Trace revenue, expenses and transfers.**
   For self-supporting Funds, units should trace the total revenue, expenses, and transfers in the Operating Ledger(s) to the revenue, expense, and transfer controls in the General Ledger. The **Asset/Liability Detail Statement** by Fund code for self-supporting Funds is utilized for this process.

5) **Identify discrepancies.**
   Units have the responsibility of identifying financial problems and resolving errors. Follow appropriate reconciliation procedures to find misclassified C-FOAPALs.

6) **Resolve discrepancies.**
Units have the responsibility of resolving discrepancies when transactions are in error. When resolving discrepancies:

- Collect any missing backup documentation that may explain the errors.
- Query Banner to get details on transactions.
- Correct any outstanding issues using Journal Vouchers, where appropriate.
- Follow appropriate procedures to correct misclassified C-FOAPALs.

It is critical that financial managers understand the transaction information that appears on the system financial reports. The Operating Ledger reflects current year activity only on **revenue, expense, and transfer Account codes**. The General Ledger reflects financial activity since the inception of the Fund for **balance sheet Account codes**.

The **Revenue/Expense Detail Statement**, the **Revenue/Expense Summary Statement**, and the **Encumbrance Balances** report provide the information from the Banner system that a unit should use to reconcile to its own records. A unit is required to reconcile all C-FOP combinations using its Organization code. All information on these statements is only for the current fiscal year to date.

Other University statements provide information on the state of the General Ledger. The General Ledger reflects the state of the Fund from inception. These statements are generally used to assess the condition of a self-supporting Fund and the overall financial condition of the individual unit. The **Asset/Liability Detail Statement** and **Asset/Liability Summary Statement** are created by Chart and Fund codes. A unit cannot keep track of its Fund Balance by C-FOP. However, the unit may use multiple Organization and Program codes with a Fund code to track different activities in the Operating Ledger.

Also, the Asset/Liability statements provide financial managers with information they need to complete the Fact Sheet documents required for each self-supporting Fund at the end of the fiscal year. These statements provide information on the financial activity since the inception of the Fund, reflecting the state and condition of the self-supporting Fund's General Ledger.

Lesson 4: Year-End Fact Sheet Requirements

As part of the annual fiscal year closing and opening procedures, University Accounting and Financial Reporting (UAFR) requires each unit with self-supporting Funds to complete a **Fact Sheet** for each self-supporting Chart-Fund it maintains. The submission of completed Fact Sheet documents by the deadline is required by the U of I System to ensure that units responsible for self-supporting Funds are operating within the laws and regulations of the state of Illinois and the system. Each Fund's Fact Sheet document is subject to audit by the independent Certified Public Accounting firm engaged by the Auditor General of the State of Illinois.

The information provided on the Fact Sheet is used to ensure that the Banner accounting records accurately reflect the financial condition of self-supporting Funds as of June 30. Units are asked to report merchandise inventory values, unearned revenue, prepaid expenses, and additional Accounts Receivables and Accounts Payables that may not be reflected in Banner through the normal course of processing because of timing. Recording these entries to self-supporting Funds results in reporting the activities on an accrual basis which is required for the annual financial report and is important for the excess funds calculation.

Fact Sheet responses also help to determine if the Fund has been operating as a truly self-supporting Fund and allow for analysis of the business operation in the unit. The Fact Sheets are typically due in mid-July (the deadline is found in the annual fiscal year-end closing letter). Entries included on the Fact Sheets will be entered into Banner in period 14 by UAFR.

Using the Asset/Liability statements from period 12, units are required to provide the following information:

- **Accounts Receivable**—Income that is due from the general public or external customers, but has not been received or recorded in Banner as of June 30. Do not report any receivables if they are already recorded in Banner as of the Period 12 statements, or if they are from University departments. For example, the unit sold its goods/services to a customer and the customer was billed. The unit records this amount as an Accounts Receivable if the income has not been received or recorded in Banner as of June 30 and the receivable was not billed through the Banner Accounts Receivable system.

- **Inventory for Resale**—Inventory value for items to be resold to faculty, staff, and students, or the general public as of June 30. The value should be reported at the lower of cost (what the unit paid) or market. If a physical inventory count was done on a date other than June 30, the balance must be adjusted for all purchases and sales between the date of the physical count and June 30. Do not include supplies used in the course of business, such as paper or staples. For example, Central Stores sells computers to University units. As of June 30, they would include as inventory the cost of any computers available to sell to University units. They would not include the cost of the computers that they use in their daily operations.

- **Publications Inventory**—Inventory value for printed materials such as books, pamphlets, journals, magazines, and/or cookbooks, being sold to faculty, staff, and students, or the public, as of June 30. The value should be reported at the lower of cost (what the unit paid) or market. The year of the publication, and whether it is regularly sold or not, may affect whether the publication's market value should be lowered for depreciation. If a physical inventory count was done on a date other than June 30, the balance must be adjusted for all purchases and sales between the date of the physical count and June 30.

- **Prepaid Expenses**—Expenses that were paid to a non-University vendor or supplier as of June 30, where the benefit is received totally or partially in the new fiscal year. For example, a department purchases an annual subscription in January for the period of January 1-December 31. Six months of the subscription are in the new fiscal year, and that portion is considered a prepaid expense. This also includes employee travel and subscription/membership fees which have posted to your Fund on or before period 12.

- **Accounts Payable**—Amounts that the unit owes to employees or non-University vendors or suppliers as of June 30, which have not been recorded in Banner. For example, the unit orders and receives goods by June 30, but the invoice is not received until after period 12 closes. This also includes travel or employee reimbursements that have not posted to your Fund as of period 12.

- **Unearned Revenue**—Income received from non-University customers prior to July 1, for goods/services that the unit will provide after June 30. For example, the unit is holding a conference in October, but registration began May 1. The unit would record the conference registration fees it receives from May through June 30 as unearned revenue.

Asset/Liability Detail Statement Period 12

FIGL_Asset_Liability_Detail_Statement
Version: Oct 2015
Finance Standard Report

University of Illinois
Asset Liability Detail Statement
FY 2009 Period 12 Month-End Final

N/A

			Level	
Chart	1	1 - University of Illinois - Urbana	4	
Fund	301		2	
Fund Type	3M	Aux Enterprises Under Indenture		
Sponser Name	N/A			

Fiscal Year: 2009 Period: 12
Fund Code: 301   Chart of Account: 1 - University of Illinois - Urbana Fund GL Rept:

Principal Investigator
Fund Term Dt
Fund Exp End Dt
Project Start Dt
Project End Dt
Grant Code
Financial Manager   N/A
Budget Start Date
Budget End Date

Account	Description	PM Ending Bal	CM Change	CM Ending Bal	PY Ending Bal
51000	Claim on Cash	3,168,466.52	-921,862.60	2,246,603.92	1,961,418.23
51810	Petty Cash	21,800.00	0.00	21,800.00	21,800.00
53039	Accounts Receivable Other	0.00	0.00	0.00	95,482.88
53060	Accounts Receivable - Year-end	0.00	0.00	0.00	3,519.00
53090	Allow Uncol Accts-Non Banner Sys AR	0.00	0.00	0.00	-16,430.70
55000	Inventory for Resale	14,881.58	0.00	14,881.58	14,881.58
55280	Deferred Charges - Year-end	0.00	163.84	163.84	28,015.77
Total Assets		3,205,128.08	-921,698.76	2,283,429.32	2,108,686.74
81000	Accounts Payable System	-3,959.10	-21,632.10	-25,591.20	-8,698.13
81060	Other Payables - Year-end	0.00	-11,758.11	-11,758.11	-327.27
81200	Sales Tax Payable High Rate	-1,342.00	0.00	-1,342.00	0.00
81221	Agency Ticket Sales Payable	-1,936.00	0.00	-1,936.00	-3,485.00
81600	Accrued Payroll	0.00	-72,907.69	-72,907.69	-65,958.88
81710	Deferred Revenue	-2,000.00	0.00	-2,000.00	-1,000.00
81760	Deferred Revenue Other - Year-end	0.00	0.00	0.00	-170,987.55
Total Liabilities		-9,237.10	-106,297.90	-115,535.00	-250,456.83
71400	FBal Auxiliary Enterprises	-1,858,209.91	0.00	-1,858,209.91	-1,787,907.60
85000	Revenue Control	-11,405,884.56	-81,719.13	-11,487,403.69	-10,580,702.58
86000	Expense Control	7,994,230.10	742,314.79	8,736,544.89	8,097,547.27
87000	Transfer Control	2,073,773.39	367,401.00	2,441,174.39	2,392,853.00
Total Fund Balance		-3,195,890.98	1,027,996.66	-2,167,894.32	-1,858,209.91
Budget/Encumbrance Controls					
81000	Budgeted Revenue Control	12,371,592.00	0.00	12,371,592.00	11,321,747.00
82000	Budgeted Expense Control	-9,925,100.00	0.00	-9,925,100.00	-8,866,825.40
83000	Budgeted Transfer Control	-2,653,134.00	0.00	-2,653,134.00	-2,575,858.00
84000	Budgeted Change to Fund Balance	206,642.00	0.00	206,642.00	110,936.40
88000	Encumbrance Control	889,727.38	-221,427.92	668,299.46	272,820.21
88200	Reserve for Encumbrances	-889,727.38	221,427.92	-668,299.46	-272,820.21
89000	Commitment Control	0.01	0.00	0.01	0.01
89200	Reserve for Commitments	-0.01	0.00	-0.01	-0.01

Figure 4.1: Asset/Liability Detail Statement – Period 12

Asset/Liability Detail Statement Period 14

FIGL_Asset_Liability_Detail_Statement
Version: Oct 2015
Finance Standard Report

University of Illinois
Asset Liability Detail Statement
FY 2009 Period 14 Year-End Final

Fiscal Year: 2009 Period: 14
Fund Code: 301 Chart of Account: 1 - University of Illinois - Urbana Fund GL Rept:

			Level
N/A			
Chart	1	1 - University of Illinois - Urbana	4
Fund	301		2
Fund Type	3M	Aux Enterprises Under Indenture	
Sponsor Name	N/A		

Grant Code	N/A
Financial Manager	
Budget Start Date	
Budget End Date	
Fund Term Dt	
Fund Exp End Dt	
Project Start Dt	
Project End Dt	
Principal Investigator	

Account	Description	PM Ending Bal	CM Change	CM Ending Bal	PY Ending Bal
51000	Claim on Cash	2,248,603.92	-14,297.72	2,234,306.20	1,961,418.23
51810	Petty Cash	21,800.00	0.00	21,800.00	21,800.00
53039	Accounts Receivable Other	0.00	94,804.05	94,804.05	95,482.88
53060	Accounts Receivable - Year-end	0.00	0.00	0.00	3,519.00
53090	Allow Uncol Accts-Non Banner Sys AR	0.00	-19,748.38	-19,748.38	-16,430.70
55000	Inventory for Resale	14,861.56	1,073.46	15,935.02	14,881.56
55280	Deferred Charges - Year-end	163.84	32,545.93	32,709.77	28,015.77
Total Assets		2,283,429.32	94,377.34	2,377,806.66	2,108,686.74
61000	Accounts Payable System	-25,591.20	0.00	-25,591.20	-8,698.13
61060	Other Payables - Year-end	-11,758.11	-1,435.85	-13,193.78	-327.27
61200	Sales Tax Payable High Rate	-1,342.00	1,342.00	0.00	0.00
61221	Agency Ticket Sales Payable	-1,936.00	1,936.00	0.00	-3,485.00
61600	Accrued Payroll	-72,907.69	0.00	-72,907.69	-65,958.88
61710	Deferred Revenue	-2,000.00	1,000.00	-1,000.00	-1,000.00
61760	Deferred Revenue Other - Year-end	0.00	-208,987.89	-208,987.89	-170,987.55
Total Liabilities		-115,535.00	-208,145.54	-321,680.54	-250,456.83
71400	FBal Auxiliary Enterprises	-1,858,209.91	0.00	-1,858,209.91	-1,767,907.60
85000	Revenue Control	-11,487,403.69	205,992.77	-11,281,410.92	-10,580,702.58
86000	Expense Control	8,736,544.89	-94,224.57	8,642,320.32	8,097,547.27
87000	Transfer Control	2,441,174.39	0.00	2,441,174.39	2,392,853.00
Total Fund Balance		-2,167,894.32	111,768.20	-2,056,128.12	-1,858,209.91
Budget/Encumbrance Controls					
81000	Budgeted Revenue Control	12,371,592.00	0.00	12,371,592.00	11,321,747.00
82000	Budgeted Expense Control	-9,925,100.00	0.00	-9,925,100.00	-8,856,825.40
83000	Budgeted Transfer Control	-2,653,134.00	0.00	-2,653,134.00	-2,575,858.00
84000	Budgeted Change to Fund Balance	206,642.00	0.00	206,842.00	110,938.40
88000	Encumbrance Control	888,299.46	0.00	888,299.46	272,820.21
88200	Reserve for Encumbrances	-888,299.46	0.00	-888,299.46	-272,820.21
89000	Commitment Control	0.01	0.00	0.01	0.01
89200	Reserve for Commitments	-0.01	0.00	-0.01	-0.01

Figure 4.2: Asset/Liability Detail Statement – Period 14

Fiscal Year:

Chart: Fund Code: Title:

Fund Type: Entity:

Financial Manager:

Describe the type of revenue-generating activity which takes place within this fund:

Self-Supporting Fund to record all income and expenses.

Does this fund need to be terminated after year-end close?

No   ▾

Do you have any accrual, deferral, and/or inventory for resale amounts to report from the list below? (Click on a term to view its definition)

- Accounts Receivable
- Inventory for Resale
- Publications Inventory for Resale
- Prepaid Expenses
- Accounts Payable
- Unearned Revenue

Yes   ▾

Because you have amounts to report, please complete the following two steps:

1. Please download, complete, and save the following Excel document:

   Download Excel file

2. Once completed, attach the file to this Fact Sheet:

   Select Excel file
   Choose File   No file chosen

Figure 4.3: Year End Fact Sheet

NOTE: The Fact Sheet Excel Attachment changes every year. Examples of the Fact Sheet Excel Attachment are shown on the next few pages. Check the Year-End Procedures page on the OBFS Website for the most current version.

Accounts Receivable

	A	B	C	D	E	F	G	H	I	J
1	**FY▮ Fact Sheet Excel Attachment**									
2	**Accounts Receivable**									
3										
4	**Accounts receivable** are general ledger assets used to record sales made on credit to **external** customers (not other University departments) for goods or services									
5	which have been delivered to or used by the customer as of June 30, but for which the customer has not yet paid us as of June 30.									
6										
7	**Uncollectible accounts receivable** (also known as an **allowance for doubtful accounts**) are general ledger contra assets that offset total accounts receivable. They are									
8	used to record receivables that are highly unlikely to be collected due to a customer who is either unable or unwilling to pay.									
9										
10	*Note:* Only report receivables and uncollectible amounts which have not yet been recorded to the applicable 53nnn receivable account codes in Banner as of the final									
11	period 12 statements. Also, if your accounts receivable are managed through the USFSCO Banner Accounts Receivable (AR) module, then please do not report any of									
12	your receivable information on this tab. The Banner AR module will ensure all receivables and uncollectible amounts are properly recorded in Banner for those sales.									
13										
14	However, if your unit has been granted an exemption from using the Banner AR module and if you maintain your receivables outside of Banner AR, or if you do use									
15	Banner AR but simply missed the June 30 deadline to enter your AR information into Banner AR, then please report your applicable receivable information below.									
16										
17	Questions? Click here for the "UAFR Who to Ask" website and scroll down to "Fact Sheets"									
18										
19	**Chart**	**Fund**	**Organization**	**Account**	**Program**	**Activity**	**Location**	**Customer Name or Description of Customer Base**	**Is This Customer a State of Illinois Agency?** *Select YES or NO from the drop-down menu in the rows below.*	**Gross Receivable Amount**
20										
21										

Figure 4.4: Accounts Receivable Balance Example

Period 12 Accounts Receivable-Year End (Account code *53060*) is $0. Per the Fact Sheet, there is no outstanding or unrecorded Accounts Receivable. No adjusting entry is required, since the Accounts Receivable balance is unchanged. Period 12 Allowance for Uncollectible Accounts—Non-Banner System AR (Account code *53090*) is $0. The period 14 balance is $19,748.38. However, there is no entry on the Fact Sheet. The adjusting entries made during period 14 by UAFR are from information unrelated to the Fact Sheet.

Inventory for Resale

	A	B	C	D	E	F	G	H	I	J
1	**FY▮ Fact Sheet Excel Attachment**									
2	**Inventory for Resale**									
3										
4	**Inventory for resale** is a general ledger asset used to record the value (at lower of cost or market) of unsold goods and materials held for resale to **both external**									
5	**and internal customers** (such as other University units). Examples of inventory for resale include merchandise held for resale, raw materials used in creating a									
6	product for resale, finished/unfinished products held for resale, etc. Note that if the expected selling price (i.e., the fair market value) of the inventory for resale is									
7	below the original cost, then the inventory for resale should be valued at the fair market value (as opposed to the original cost). This ensures the inventory is valued									
8	at the lower of cost or market.									
9										
10	*Note:* Inventory for resale only includes items which are truly held for resale; it does **not** include general operating supplies, equipment, etc. used in a unit's daily									
11	operations.									
12										
13	Also, note that all units with inventory for resale must annually conduct physical inventory counts of their merchandise on hand, and accurate inventory balances as									
14	of June 30 are required to ensure accurate financial reporting for the University's audited financial statements. If a physical inventory count is not able to be									
15	performed as of the close of business on June 30, then any inventory purchases and sales activity from the date of the physical inventory count through the close of									
16	business on June 30 must be tracked in order to arrive at the correct ending inventory balance as of June 30.									
17										
18	Questions? Click here for the "UAFR Who to Ask" website and scroll down to "Fact Sheets"									
19										
20	**Chart**	**Fund**	**Organization**	**Account**	**Program**	**Activity**	**Location**	**Description of Inventory on Hand as of 6/30**	**Original Cost of Inventory on Hand as of 6/30**	**Fair Market Value (FMV) of Inventory on Hand as of 6/30** *Only Enter if FMV is Lower Than Cost (Otherwise, Leave Blank)*
21	1	301▮	341003	187100	641002			See Attached Inventory	$ 15,935.02	
22										

Figure 4.5: Inventory for Resale Balance Example

In reviewing the period 12 statement, the Inventory for Resale (Account code *55000*) is $14,861.56. Per the Fact Sheet, current Inventory cost $15,935.02. An adjusting entry was made in period 14 by UAFR to adjust Inventory for Resale to the June 30th value.

Publications Inventory

Figure 4.6: Publications Inventory Balance Example

There is no Publications Inventory to report, so the Publications Inventory tab on the Fact Sheet Excel Attachment is left blank.

Prepaid Expenses

Figure 4.7: Prepaid Expenses Balance Example

Period 12 Prepaid Expenses – Year-end (Account code *55260*) is $163.64. The period 14 balance is $32,545.93; however there is no entry on the Fact Sheet. The adjusting entries made during period 14 by UAFR are from information unrelated to the Fact Sheet.

Note the information that requires adjustments from the Fact Sheets appear as adjusting entries to the Fund in period 14. However, not all the adjusting entries made to the Fund in period 14 are from the Fact Sheets.

Accounts Payable

Figure 4.8: Accounts Payable Balance Example

Two items were reported on the Fact Sheet under Accounts Payable. The total of $1,435.65 is entered as an adjusting entry in period 14 to Other Payables – Year-end (Account code *61060*). This entry will be reversed in Period 1 – July.

Unearned Revenue

	A	B	C	D	E	F	G	H	I	J
1	**FY Fact Sheet Excel Attachment**									
2	**Unearned Revenue (Deferred Revenue)**									
3										
4	**Unearned revenue** (also known as **deferred revenue**) is a general ledger liability used to account for revenue recorded in Banner on or before J									
5	**external** customers (not other University units) which will not be earned until the following fiscal year (i.e., the goods or services will not be provi									
6	following fiscal year).									
7										
8	For example, if a department recorded revenue in Banner during May for the sale of a membership subscription which has a term ranging from									
9	year to May 31st of the following fiscal year, then 11 months of this membership subscription revenue (i.e., the 11 months ranging from 7/1 - 5/3									
10	won't be earned until the following fiscal year. Thus, we would need to defer that amount of revenue in the current fiscal year to the following fisc									
11	which the revenue will be earned.									
12										
13	**Note:** Only report unearned (deferred) revenue amounts which have not yet been recorded to the applicable 617nn general ledger account code									
14	period 12 statements. If a service has been sold where the date range of services spans a range of days, then enter the entire **total** amount of r									
15	enter the applicable start and end dates of the service sold in columns M and N. The spreadsheet will then automatically calculate the correct a									
16	(i.e., the portion of the revenue related to providing the service after June 30).									
17										
18	Finally, note that unearned (deferred) revenue should **not** be confused with "surplus" income from prior sales which have already been fulfilled.									
19	revenue should **not** be confused with the self-supporting fund's ending fund balance.									
20										
21	Questions? Click here for the "UAFR Who to Ask" website and scroll down to "Fact Sheets"									
22										
23	**Chart**	**Fund**	**Organization**	**Account**	**Program**	**Activity**	**Location**	**Amount**	**Banner Document Number**	**Banner Transaction Date**
24	1	301	641001		641002			$ 1,000.00		
25	1	301	641001		641002			1,741.00		
26										

Figure 4.9: Unearned Revenue Amounts Example

Two items were reported on the Fact Sheet under Unearned Revenue. The item for $1,000.00 is entered as an adjusting entry in period 14 to Unearned Revenue (Account code *61710*) as a debit since the balance for unearned revenue was overstated. The second item for $1,741.00 is entered as an adjusting entry in period 14 to Unearned Revenue Other – Year End (Account code *61760*). This entry will be reversed in Period 1 – July.

However, other adjusting entries were made to Unearned Revenue Other-Year End, and we need to look at Banner to see the actual entry.

Figure 4.10: General Ledger Activity Page (FGIGLAC)

Refer to the **Fiscal-Year-End Closing and Opening Procedures** information available on the OBFS Website, from the Accounting and Financial Reporting Year-End Procedures page at:

OBFS Home > Accounting & Financial Reporting > Year-End Procedures

Lesson 5: Resources – Banner, Business Objects, and OBFS UAFR Website

The financial manager of a self-supporting Fund is responsible for identifying financial problems and correcting errors. You are encouraged to use available tools to find transaction details that may have posted to your self-supporting Fund in error. These tools, along with the practice of keeping accurate unit internal records, provide considerable assistance in the reconciliation process.

This lesson explains these tools in the context of resolving particular scenarios.

What Tool Do I Use To…?	Use This Tool:	Reference location:
Identify a type of document on the **Revenue/Expense Transactions** report beginning with two letters?	JV Feeder Document Prefixes Report	Accounting & Financial Reporting Training: Understanding University Financial Statements & the Reconciliation Process
Look up my Fund's General Ledger balance **with** the computed current Fund Balance?	Trial Balance Summary (*FGITBSR*)	Introduction to Self-Supporting Funds – Lesson 5, Page 33
Look up my Fund's General Ledger balance **without** the computed current Fund Balance?	General Ledger Trial Balance (*FGITBAL*)	Accounting & Financial Reporting Training: Retrieving General Ledger Reports
Find details about a transaction?	General Ledger Activity (*FGIGLAC*) **or** Document Retrieval Inquiry (*FGIDOCR*) **or** General Text Entry (*FOATEXT*)	Introduction to Self-Supporting Funds – Lesson 5, Page 36 Accounting & Financial Reporting Training: Journal Voucher Processing
Find revenue and expense transactions by C-FOAPAL?	Organization Budget Status (*FGIBDST*)	Introduction to Self-Supporting Funds – Lesson 5, Page 37
Identify the default Organization and Program codes associated with my Fund?	Fund Code Maintenance (*FZMFUND*)	Introduction to Self-Supporting Funds – Lesson 5, Page 39
Find out who owns an Organization code?	Organization Code Maintenance (*FZMORGN*)	Introduction to Self-Supporting Funds – Lesson 5, Page 41
Find the person who made an incorrect transaction against my C-FOAPAL?	Document Approval History (*FOIAPPH*) **or** General Text Entry (*FOATEXT*)	Accounting & Financial Reporting Training: Understanding University Financial Statements & the Reconciliation Process

What Tool Do I Use To…?	Use This Tool:	Reference location:
Correct a finance transaction that has an incorrect C-FOAPAL string?	Journal Voucher Entry (**FGAJVCD**) **or** Journal Voucher Mass Entry (**FGAJVCM**) **or** Journal Voucher Quick (**FGAJVCQ**)	Accounting & Financial Reporting Training: Understanding University Financial Statements & the Reconciliation Process Journal Voucher Processing
Correct a payroll transaction that has an incorrect C-FOAPAL string?	Labor Redistribution Page (**PZAREDS**)	Payroll & Earnings Training: Labor Redistribution (PR 130)
Find misclassified C-FOAPALs associated with my Funds?	Misclassified FOAPAL Report in EDDIE	Introduction to Self-Supporting Funds – Lesson 5, Page 43

5.1: Trial Balance Summary Page (*FGITBSR*)

Scenario: I need to find my Fund's General Ledger balances, including the cash balance and computed current Fund Balance, and transactions.

The **Trial Balance Summary** page (*FGITBSR*) is used to query and display detail General Ledger Account balances for specific Funds. The entered query values determine the level of detail displayed. You can query one item at a time. This query page shows General Ledger activity. This query is used to view the current Fund Balance for self-supporting Funds. The current Fund Balance is not affected by outstanding encumbrances. To find the unencumbered Find Balance net the computed Current Fund Balance and the Encumbrance Control (Account code 88000). A desirable Fund Balance has a credit balance. A desirable Claim on Cash has a debit balance. The Detail block displays Account balance information based on the selection criteria. The following information displays:

- Account Type
- Account code
- Description
- Beginning Balance – This is the balance in the Account at the start of the fiscal year. This amount is provided automatically from year to year.
- An '*' denotes that the balance is opposite of Normal Balance.

Current Balance is the amount of all activity (year to date) posted to the Account at the time of the query.

Using Trial Balance Summary (*FGITBSR*)

1) Type *FGITBSR* in the **Search** field in Banner and press ENTER.
2) Type your Chart number in **Chart** field (if not automatically entered).
3) Type the two digit fiscal year in **Fiscal Year** field.
4) Type the Fund code in the **Fund** field or type the Fund Type in the **Fund Type** field.
5) Type the Account code in the **Account** field or type the Account Type in the **Account Type** field if desired (can leave blank).
6) Click the **Go** button to review the results.
   Result: Details will appear by Account Type and Account code.

Figure 5.1: Trial Balance Summary Page (FGITBSR)

7) Click the desired **Account** code.
8) Click the **Related** menu item and select Query General Ledger Activity Info *(FGIGLAC)* from the menu.
9) Review results as displayed on the screen.

Figure 5.2: General Ledger Activity Page (FGIGLAC)

10) Click the **Close** button once if you want to view other Account codes.
11) Click the **Close** button twice to return the main menu.
   Note: For more transaction details, see the next section.

5.2: General Ledger Activity Page (*FGIGLAC*)

Scenario: I need to find details about a transaction.

The **General Ledger Activity** page *(FGIGLAC)* is used to view detailed transaction activity for General Ledger accounts by Account code in an online summary. The **Chart**, **Fiscal Year**, and **Fund** fields are required. The query results can be further filtered by the **Account** or **Index** fields. This page displays General Ledger transactions posted to a Fund. It supports the analysis of a particular Fund by displaying detail transactions posted on a year-to-date basis or for a specific accounting period. Transactions display in Account code sequence.

Using General Ledger Activity (*FGIGLAC*)

1) Type *FGIGLAC* in the **Search** field in Banner and press ENTER.
   NOTE: You can access this page via the **Trial Balance Summary** page (*FGITBSR*) as shown in the previous section of this guide.

2) Type the Chart code in the **Chart of Accounts** field (if necessary).

3) Type the period in the **Period** field if you want to limit your search to a certain period.

4) Type the two digit fiscal year in the **Fiscal Year** field.

5) Type the Fund code in the **Fund** field.

6) Type the Account code in the **Account** field if desired.

7) Click the **Go** button to review the results.

Account	Transaction Date	Type	Document	Description	Amount	Debit/Credit
51000	12/17/2007	100	J0874949	P001380	26,367.16	Credit
51000	12/14/2007	TCB	F0106075	Aviation Manuals	74.00	Debit
51000	12/14/2007	TCB	F0106075	Additional Flight Fees	1,135.50	Debit
51000	12/14/2007	DNNI	C1201514	Champaign-Urbana Mass Transit Distr	6,667.00	Credit
51000	12/13/2007	TCB	F0105912	Additional Flight Fees	4.00	Debit
51000	12/13/2007	TCB	F0105900	Additional Flight Fees	383.00	Credit
51000	12/13/2007	TCB	F0105899	Additional Flight Fees	383.00	Debit
51000	12/13/2007	TCD	F0105897	Additional Flight Fees	2,256.60	Debit
51000	12/13/2007	TCD	F0105897	Aviation Sales and Services	315.00	Debit
51000	12/13/2007	TCA	F0105897	Aviation Sales and Services	315.00	Credit
51000	12/13/2007	TCA	F0105897	Additional Flight Fees	2,256.60	Credit
51000	12/13/2007	100	J0873568	P001382	3,169.88	Credit
51000	12/13/2007	100	J0873566	P001374	2,415.06	Credit
51000	12/13/2007	100	J0873563	P001376	2,935.66	Credit
51000	12/13/2007	100	J0873562	P001377	4,398.99	Credit
51000	12/12/2007	DNNI	C1200705	Wofford, Michael G.	194.00	Credit
51000	12/12/2007	DNEI	C1200607	OfficeMax Incorporated	9.97	Credit
51000	12/12/2007	DNEI	C1200607	OfficeMax Incorporated	62.64	Credit
51000	12/12/2007	DNEI	C1200607	OfficeMax Incorporated	189.56	Credit
51000	12/12/2007	TCB	F0105891	Additional Flight Fees	191.10	Debit
				Total	33,740.73	Debit

Figure 5.3: General Ledger Activity Page (FGIGLAC)

To See the Details of a Transaction:

1) Click the Account code of the document.

2) Select **Query Transaction Source Info [By Type]** from the **Related** menu. The appropriate document page will display.

3) Click the **Go** button to review the results.

4) This includes looking up the information in *FOATEXT* if available. (If there is text available, there will be a " check mark in the **Document Text** field.)

5) Click the **Close** button and continue to click the **Close** button to return to the main menu.
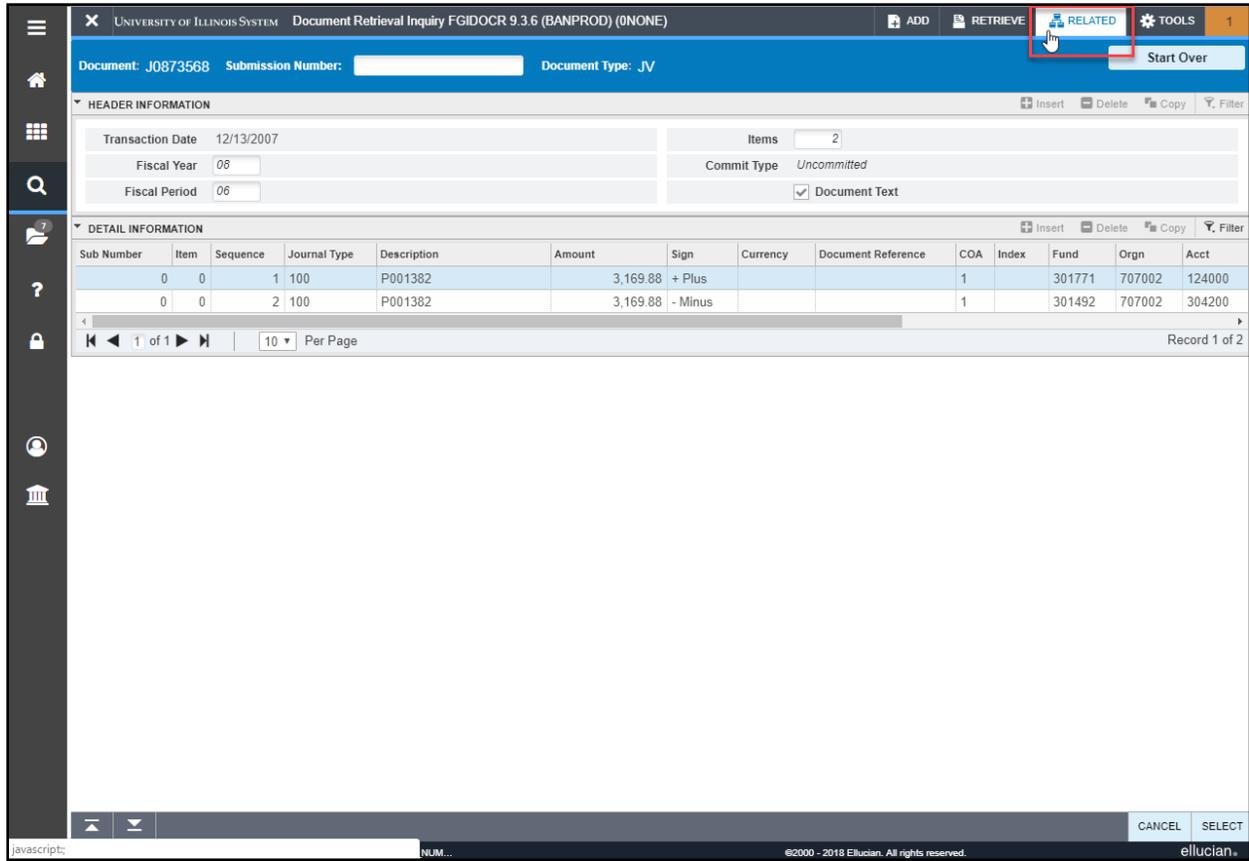
Figure 5.4: Document Retrieval Inquiry Page (FGIDOCR)

5.3: Organization Budget Status Page *(FGIBDST)*

Scenario: I need to view my revenue and expense transactions by C-FOAPAL.

The **Organization Budget Status** page *(FGIBDST)* can display the accounting details of the Operating Ledger sorted by Account code. With this page, you may query using any combination of the Fund, Organization, Account or Account Type, Program, Activity, and Location codes to view detail information. From this page, you can also drill down to transaction details of a total.

The **Query Specific Account** check box is used to determine which Account code the query selects. Clear this check box to enter a combination of Organization, Fund, Account, Program, Activity, or Location to query a range of Accounts. Select this check box and type the desired combination of Organization, Fund, Account, Program, Account Type, Activity, and Location to query a specific C-FOAPAL. Clear the **Include Revenue Accounts** check box if you have no such Account codes to ensure accurate results.

1) Type *FGIBDST* in the **Search** field in Banner and press ENTER.
2) Type your Chart number in **Chart** field (if necessary).
3) Type the year in **Fiscal Year** field.
4) Type an **Index** code, if available.
   (Skip this step if you are not using an **Index** code.)
5) Clear the **Include Revenue Accounts** check box if viewing a state, ICR, gift, grant, plant or other Fund Type that is budget-based.
6) Check to see that **Both** is displayed in the **Commit Ind:** field. This is the default selection.
   NOTE: If you have used an **Index** code, continue from here to step 11.

7) Type the Organization code in the **Organization** field.

8) Type the Fund code in the **Fund** field.

9) Type the Program code in the **Program** field.

10) Type any other necessary codes in the remaining fields.

11) Click the **Go** button.
   Result: Details will appear by Account code.

Figure 5.5: Organization Budget Status Page (FGIBDST)

12) Click the desired **Account** code.

13) Click the **Related** menu item and select **Transaction Detail Information** *(FGITRND)* from the menu.

14) Review results as displayed on the screen. You can move through the window from left to right by moving the scroll bar at the bottom of the page.

15) Click the **Close** button once if you want to view other Account codes.

16) Click the **Close** button twice to return the main menu.

17)

Figure 5.6: Detail Transaction Activity Page (FGITRND)

5.4: Fund Code Maintenance Page (*FZMFUND*)

Scenario: I need to identify the default Organization and Program codes associated with my Fund.

If default Organization and Program codes have been established for a Fund code, they can be viewed using the **Fund Code Maintenance** page.

1) Type *FZMFUND* in the **Search** field in Banner and press ENTER.
2) Click the **Filter** button.
3) Type the Chart code in the **Chart of Accounts** field.
4) Type the Fund code in the **Fund** code field.
5) Click the **Go** button to display the results.
6) Click the **Single Record** button found to the left of the function buttons.
7) I Use the Up Arrow and Down Arrow keyboard buttons to navigate multiple records

Figure 5.7: Fund Code Maintenance Page (FZMFUND)

Note the default Organization and Program codes associated with this Fund. These are the only codes the unit intends to use with this Fund code.

NOTE: If information on this page is not up-to-date, send an e-mail to uas@uillinois.edu.

To Find the Financial Manager's name:

1) Select **Personnel Information** from the **Tools** menu.
2) Click the **Close** button to return to the main menu.

Figure 5.8: Personnel Information on Fund Codes Page (FZMFUND)

NOTE: If information on this page is not up-to-date, send an e-mail to <u>uas@uillinois.edu</u>.

5.5: Organization Code Maintenance Page (*FZMORGN*)

Scenario: I need to find out who owns an Organization code.

Use Organization Code Maintenance (*FZMORGN*) to find the Financial Manager for the Organization code involved.

1) Type *FZMORGN* in the **Search** field in Banner and press ENTER.
2) Click the **Filter** button.
3) Type the Chart code in the **Chart of Accounts** field (if necessary).
4) Type the Organization code in the **Organization** code field.
5) Click the **Go** button to display the results.
6) Use the Up Arrow and Down Arrow keyboard buttons to navigate multiple records

Figure 5.9: Organization Code Maintenance Page (FZMORGN)

NOTE: If information on this page is not up-to-date, send an e-mail to uas@uillinois.edu.

To Find the Financial Manager's name:

1) Select **Personnel Information** from the **Tools** menu.
2) Click the **Close** button to return to the main menu.

Figure 5.10: Organization Maintenance Page (FZMORGN) / Personnel Information on Organization Codes Section

NOTE: If information on this page is not up-to-date, send an e-mail to uas@uillinois.edu.

5.6: Misclassified FOAPAL Report in EDDIE

Scenario: I need to find misclassified C-FOAPALs associated with my Funds.

A misclassified C-FOAPAL is a combination of FOP that does not conform to C-FOAPAL design rules. For state and ICR Funds, the first 3 digits of the Organization code and the first 3 digits of the Program code should match. For self-supporting Funds, the first 3 digits of the Fund title should match the first 3 digits of the Organization code and the first 3 digits of the Program code. For grants and gift Funds, the first 3 digits of the Fund title should match the first 3 digits of the Organization code and a generic Program code is used.

C-FOAPAL Design Matrix

	1st 3 Digits Organization Code	1st 3 Digits Fund Title	1st 3 Digits Program Code	
State Funds	Matches			Matches
ICR Funds	Matches			Matches
Self-Supporting Funds	Matches	Matches		Matches
Grant Funds	Matches	Matches	Generic	
Gift Funds	Matches	Matches	Generic	

The Misclassified C-FOAPAL report in EDDIE includes those FOP transactions by Chart, Organization, and fiscal year which contain discrepancies in departments associated with the Fund, Organization, and Program code. This report can assist departments in identifying misclassified transactions for correction. An example of a misclassified C-FOAPAL is when a department's Organization code does not match the 3 digit code in a Fund title. The discrepancy could be created by a data entry error, resulting in misclassified or unintentional transactions. This report identifies the discrepancy so it can be corrected.

This report includes the department titles of the Fund, Organization, and Program codes used in the transactions. It also includes the user ID or application that entered the transaction. When correcting a misclassified C-FOAPAL, please remember to contact any other departments involved.

Following are the steps for running the Misclassified C-FOAPAL report:
1) Access EDDIE at: https://eddie.ds.uillinois.edu.
2) Click **Log In to EDDIE**.
3) Type your **NetID**.
4) Type your **Password**.
5) Click the **LOG IN** button.
6) Click the **Documents** tab.
7) Click the **Categories** section on the left side.
8) Click the plus sign next to **Corporate Categories** to expand it**.**
9) Click the plus sign next to **Finance** to expand it.
10) Click **Operating Ledger**.
11) Double-click **FIOL_Misclassified_FOAPAL**.
12) Click the **Refresh** button at the top.
13) Select the appropriate **1 Digit Chart** (for example, *2* for Chicago) from the list of values and click the **Add** (right arrow) button.
14) Click **3 Digit ORGN Code**. Select it from the list of values or enter the appropriate value in the blank field and then click the **Add** (right arrow) button.
15) Click **4 Digit Fiscal Year**. Select it from the list of values or enter the appropriate value (for example, *2018* for FY 2018) in the blank field and then click the **Add** (right arrow) button.
16) Click the **OK** button to display the report.

Misclassified C-FOAPAL Report

MISCLASSIFIED FOP TRANSACTIONS BY ORG - FISCAL YEAR

CHART: 1   ORG: 707   FISCAL YEAR: 2008

ORG	CFOP	Fund Type	Fund Title	Organization Title	Program Title	Fiscal Period	DOC	Date	OL Detail Descriptive Text	User ID	Budget	Revenue	Expense	Encumbrance	Reservation
707	1-300011-707001-707001	3A	109 Payroll Suspense - Department	Inst of Aviation-Opr	Inst of Aviation-St	03	F0099159	9/5/2007	HR Payroll 2007 BW 18 0	appworx			120.00		
		3A	109 Payroll Suspense - Department	Inst of Aviation-Opr	Inst of Aviation-St	03	F0099601	9/5/2007	HR Payroll 2007 BW 18 1	appworx			-120.00		
	1-300011-707001-707001								Sum:				0.00		
	1-301056-707001-701006	3E	701 Ser F&S Clearing	Inst of Aviation-Opr	F&S Clearing	07	J0893945	1/29/2008	catering number 00012899	rotherml			311.40		
		3E	701 Ser F&S Clearing	Inst of Aviation-Opr	F&S Clearing	07	J0893972	1/29/2008	catering number 00012900	rotherml			375.10		
		3E	701 Ser F&S Clearing	Inst of Aviation-Opr	F&S Clearing	07	J0897222	1/31/2008	J0893945 FOP cor	slosterb			-311.40		
		3E	701 Ser F&S Clearing	Inst of Aviation-Opr	F&S Clearing	07	J0897230	1/31/2008	J0893972 FOP cor	slosterb			-375.10		
		3E	701 Ser F&S Clearing	Inst of Aviation-Opr	F&S Clearing	11	J0961158	5/29/2008	PC-AOS4EN org cor	slosterb			-440.00		
		3E	701 Ser F&S Clearing	Inst of Aviation-Opr	F&S Clearing	11	PC-AOS4EN	5/14/2008	G-PCV: SOCIETY FOR COLLE	po 66326944			440.00		
	1-301056-707001-701006								Sum:				-0.00		
	1-301429-707002-707012	3E	531 Ser Typhoon Usage	Aviatn-Flight Traing	Aviation Stores	07	I2297464	1/18/2008	Chatman, Jimmie	appworx			4.27		
		3E	531 Ser Typhoon Usage	Aviatn-Flight Traing	Aviation Stores	08	J0900036	2/22/2008	To correct Fund on I2297494.1.	ltbartle			-4.27		
		3E	531 Ser Typhoon Usage	Aviatn-Flight Traing	Aviation Stores	12	I2589772	6/30/2008	Chatman, Jimmie	appworx			4.24		
	1-301429-707002-707012								Sum:				4.24		
	1-301670-707000-707005	3Q	693 Rev Willard Airport	Institute of Aviation	Inst of Aviatn-Spec	10	I2442691	4/22/2008	OfficeMax Incorporated	appworx			74.76	-74.76	
		3Q	693 Rev Willard Airport	Institute of Aviation	Inst of Aviatn-Spec	10	P0176210	4/4/2008	OfficeMax Incorporated	rdblack				74.76	
		3Q	693 Rev Willard Airport	Institute of Aviation	Inst of Aviatn-Spec	11	J0962303	5/30/2008	Moving I2442691 to appropriat	ltbartle			-74.76	-74.76	
	1-301670-707000-707005								Sum:				0.00	0.00	
	1-301679-707002-707013	3Q	348 Rev ITC'S Ext Newslet	Aviatn-Flight Traing	Flight Oper Clearing	05	F0104572	11/21/2007	C5606151	appworx		3,084.90			
		3Q	348 Rev ITC'S Ext Newslet	Aviatn-Flight Traing	Flight Oper Clearing	06	J0872266	12/10/2007	Correcting C5606151,cashierin	ltbartle		-3,084.90			
	1-301679-707002-707013								Sum:			0.00			
	1-301792-707002-707002	3Q	553 Rev Summer Lab Conf	Aviatn-Flight Traing	Aviation Nonac Unas	08	J0907618	2/22/2008	Correcting Fund on I2305631.	ltbartle			-51.19		
		3Q	553 Rev Summer Lab Conf	Aviatn-Flight Traing	Aviation Nonac Unas	08	J0907631	2/22/2008	Correcting J09076I8.	ltbartle			51.19		
	1-301792-707002-707002								Sum:				0.00		
	1-301792-707002-707012	3Q	553 Rev Summer Lab Conf	Aviatn-Flight Traing	Aviation Stores	07	I2305931	1/25/2008	United Parcel Service (UPS)	appworx			51.19		
		3Q	553 Rev Summer Lab Conf	Aviatn-Flight Traing	Aviation Stores	08	J0907644	2/22/2008	Correcting Fund on I2305631.	ltbartle			-51.19		
	1-301792-707002-707012								Sum:				0.00		
	1-301942-707002-707012	3Q	320 Rev NCSA Training	Aviatn-Flight Traing	Aviation Stores	12	G-P000426	6/30/2008	Credit Card Payments	appworx		11.25			
		3Q	320 Rev NCSA Training	Aviatn-Flight Traing	Aviation Stores	12	J0995617	6/30/2008	Correcting 6/30/08 G-P000426,	ltbartle		-11.25			
		3Q	320 Rev NCSA Training	Aviatn-Flight Traing	Aviation Stores	14	AR0073I7	6/30/2008	Acor Visa/MC POS Disc Fees	appworx			0.02		
	1-301942-707002-707012								Sum:			0.00	0.02		

ORG	CFOP	Fund Type	Fund Title	Organization Title	Program Title	Fiscal Period	DOC	Date	OL Detail Descriptive Text	User ID	Budget	Revenue	Expense	Encumbrance	Reservation
912	1-301769-912006-912226	3Q	707 Rev Flight Oper Clea	Prof Conf-Onder donk	FY08 C&I General	03	PC-ACUA3E	9/13/2007	CDWk-G Inc	po 66546561			471.65		
		3Q	707 Rev Flight Oper Clea	Prof Conf-Onder donk	FY08 C&I General	04	J0848394	10/26/2007	Rogue FOP	rstewart			-471.65		
		3Q	707 Rev Flight Oper Clea	Prof Conf-Onder donk	FY08 C&I General	05	C-P048416	11/30/2007	Res: 94682 Days: 1 Miles: 279	appworx			135.32		
		3Q	707 Rev Flight Oper Clea	Prof Conf-Onder donk	FY08 C&I General	06	J0879006	12/20/2007	Rogue FOP	rstewart			-135.35		
		3Q	707 Rev Flight Oper Clea	Prof Conf-Onder donk	FY08 C&I General	07	J0895378	1/31/2008	Rogue FOP	rstewart		-0.03	-0.03		
	1-301769-912006-912226								Sum:			-0.03	-0.03		

| | | | | | | | 28 | | Total Sum: | | | -0.03 | 4.23 | 0.00 | |

This report includes the FOP transactions by chart, organization and fiscal year which contain discrepancies in departments associated with the fund, organization or program code. This report can assist departments in identifying misclassified transactions for correction.

Figure 5.11: Misclassified C-FOAPAL Report

Additional Resources for Misclassified C-FOAPALs

Use the Operating Ledger Summary in EDDIE to search for misclassified C-FOAPALs. Generate this report for each Fund the department has, using the wildcard (*****) for Organization and Program parameters. The resulting report will list all FOP combinations that use the Fund entered. The department can then determine if any misclassified C-FOAPALs are present using the FOAPAL Design Matrix. This method also allows the department to identify internal misclassified C-FOAPALs.

The NACUBO Fund Type Discrepancy Report lists unallowable Program code (contains the NACUBO function in the hierarchy) and Fund code (contains the Fund Type) combinations. The Rogue FOAPAL Report list FOP balances which contain inconsistencies in the departments associated with the Fund, Organization, or Program code segments of the FOP used in financial transactions. Both reports can be found at OBFS Home > Accounting & Financial Reporting > Reports > FOAPAL String Discrepancy Reports.

Ways to Prevent the Creation of Misclassified C-FOAPALs

- Request Index codes for C-FOPs with no overrides for segments.

- Request that Fund codes default the Organization and Program codes when used in Banner transactions. (This cannot be done for state, ICR, MSP and Federal Ag Funds.)

- For Journal Voucher transactions, use **Journal Voucher Quick** *(FGAJVCQ)* instead of **Journal Voucher Entry** *(FGAJVCD)* or **Journal Voucher Mass Entry** (*FGAJVCM*) whenever possible. This page's segment fields show code descriptions.

- When entering Banner transactions, check the C-FOAPAL used. Note that the first three digits of the Program code belonging to a state, institutional, or self-supporting Fund should match the three-digit Organization code. Program codes that belong to other types of Funds will typically begin with **19**.

- Units that charge other units (self-supporting organizations and units doing other types of charges) should do their own Journal Voucher transactions instead of giving their C-FOPs to the units receiving the services.

- Create unit procedures to monitor the correct input and submission of Banner transactions. For example, with requisitions and Journal Vouchers, the Originator could put the transaction document **In Process** and another person could review the transaction for accuracy before the transaction is completed and sent to posting.

Support and Resources

- Understanding University Financial Statements & the Reconciliation Process Training Materials

- Retrieving General Ledger Reports Training Materials

- Journal Voucher Processing Training Materials

- Labor Redistribution PR 130 Training Materials

- EDDIE access: https://eddie.ds.uillinois.edu

- FOAPAL String Discrepancy Reports

Lesson 6: Who to Contact

Self-Supporting Fund Experts

Contact any of the people listed under Self-Supporting Funds on the Accounting & Financial Reporting Who To Ask: Types of Questions page. Any of the experts listed there can help you with self-supporting Fund questions and issues.

Web Resources

- OBFS Website

- Fact Sheet Application

- Self-Supporting Funds FAQs

- Accounting & Financial Reporting Who To Ask: Types of Questions

- Banner Alerts & Resources

- Business and Financial Policies and Procedures Related to Self-Supporting Operations:
    Section 5:   Receivables
    Section 22.1: Contracts for Revenue Generating Activities
    Section 22:   Service and Storeroom Activities

Course Summary

Now that you have completed this course, you should be able to:

- Define self-supporting Funds.

- Identify types of self-supporting Funds defined by Banner Fund Types.

- Understand policies, guidelines and statutes applicable to self-supporting Funds.

- Identify accounting entities for self-supporting Funds defined by the Banner Fund code hierarchy.

- Understand the requirements to request self-supporting FOAPAL codes.

- Identify the Account codes used for self-supporting Funds (for revenue, expense, balance sheet Accounts).

- Use the General Ledger to find Fund and cash balances, the sources of revenue and the sources of misclassified transactions.

- Interpret self-supporting monthly financial statements.

- Identify year-end tasks needed to submit year-end Fact Sheet requirements.

- Work with related resources in Banner and on the OBFS University Accounting and Financial Services Website.

- Know who to contact for explanations of issues and questions related to self-supporting Funds.

Learning Activity

1) **Departments may request a self-supporting Fund to create discretionary income for the unit.**
True or False

2) **The Fund Balance on the Trial Balance Summary Page (*FGITBSR*) is affected by outstanding encumbrances?**
True or False

3) **The goal of self-supporting Funds is to generate a profit for the University.**
True or False

4) **When preparing a Journal Voucher to bill internal customers the unit will:**
   A. Debit their customer's C-FOAPAL using an expense Account code.
   B. Credit their customer's C-FOAPAL using a revenue Account code.
   C. Credit their C-FOAPAL using a revenue Account code.
   D. Debit their C-FOAPAL using a revenue Account code.
   E. A & C
   F. B & D
   G. None of the above

5) **The unit will find their Fund balance on the Asset/Liability Detail Statement.**
True or False

6) **Fact Sheets are required to:**
   A. Cause the unit extra work at year end.
   B. Terminate a Fund that is no longer needed.
   C. Capture accrual transactions that are not captured in the normal accounting processes.
   D. Provide a list of transactions recorded during period 12.

7) **Units are only required to submit Fact Sheets for self-supporting Funds when they have something to report.**
True or False

8) **From the list of reports below, write the corresponding letter into the appropriate box indicating the flow of financial information through various financial statements.**

    A. Encumbrance Balances

    B. Revenue/Expense Detail Statement

    C. Asset/Liability Detail Statement

    D. Revenue/Expense Transactions

    E. Payroll Encumbrance by Person Month End
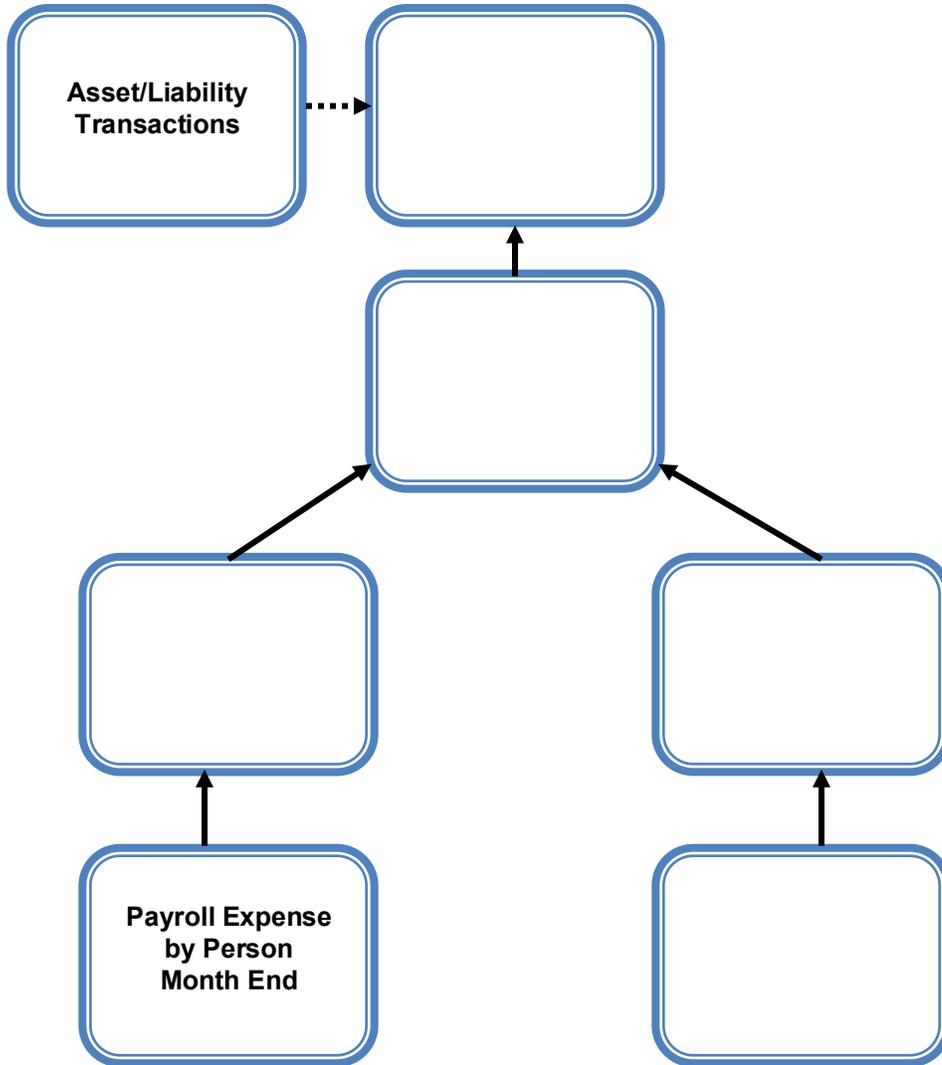
9) **Match the following statements with their definitions.**

_____ Revenue/Expense Transactions

_____ Revenue/Expense Detail Statement

_____ Encumbrance Balances

_____ Asset/Liability Detail Statement

A. The basic balance sheet statement used to manage and reconcile the financial activity of the Fund by providing asset, liability, and Fund balances.

B. Reports the monthly transactions that support the balances on the **Revenue/Expense Detail Statement**.

C. Shows all the encumbrances on your Funds, including payroll obligations, encumbrances from purchase orders, and general encumbrances created by the unit.

D. The report provides information on budgets, revenues, expenses, transfers, encumbrances, and budget balance available at the Account level for the current fiscal year.

10) **Complete the equation below to calculate the current Fund Balance.**

A. Current Month Expense

B. Current Month Transfer

C. Beginning Fund Balance

D. Current Fund Balance

E. Current Month Revenue

_____ + _____ - _____ +/- _____ = _____

11) What are the effects on the balance sheet as the result of the following transactions? Use a ↑ to indicate increase, ↓ to indicate a decrease and NC to indicate no change in the Account.

Sale of a text book

_____ Book sales	_____ Expense Control
_____ Claim on Cash	_____ Transfer Control
_____ Fund Balance	_____ Revenue Control

Purchase office supplies

_____ Office Supplies	_____ Expense Control
_____ Claim on Cash	_____ Transfer Control
_____ Fund Balance	_____ Revenue Control

Glossary

Term	Definition
Account	A code representing revenue, expenditures, transfers, assets, liabilities, and equity.
Account Type	A two-digit code reflecting the logical classification of Accounts with similar characteristics or uses, such as assets, liabilities, equity, revenue, and expenses.
Accrual Basis of Accounting	Reports income when earned and expenses when incurred.
Activity	An optional FOAPAL segment for use in tracking non-budget control financial activities. The activity is usually short in duration.
Adopted Budget	The original budget amount from the previous fiscal year.
Asset	Items of economic value including Claim on Cash, Investments, Receivables, Inventories, Deferred Charges, and Prepaid Expenses. Assets are viewed on General Ledger statements and have Account codes in the range 5xxxx.
Auxiliary Fund	Auxiliary enterprise activities furnish services primarily to individual students, faculty, or staff, and charge fees directly related to the service. University units and the general public may also be served on a limited basis. These activities are essential elements in support of the U of I System's programs and contribute significantly to the realization of its program objectives. Examples are student union, housing, and bookstores.
Base Budget	The previous year's original budget plus all permanent (recurring) adjustments.
Budget Development	A Web-based application for viewing and entering the new fiscal year's budgets in a distributed setting.
C-FOAPAL (or FOAPAL)	Chart, Fund, Organization, Account, Program, Activity, and Location are the seven components that represent the Chart of Account (COA) structure. When combined, they form the accounting string used to post transactions to Banner.
Cash Basis of Accounting	Reports income when received and expenses when paid.
Certificates of Participation	A financing mechanism to fund capital projects that have a projected cost savings payback. Examples of these projects include the Utility Infrastructure Projects, the Natural Gas Purchase Project and the UI-Integrate Project.
Chart	A one-digit code for a university or major accounting entity, used to facilitate financial reporting.
Control Accounts	Accounts in the General Ledger that summarize activity from the Operating Ledger such as Revenue Control, Expense Control, Transfer Control, Encumbrance Control, etc.

Term	Definition
Credit	An entry on the right hand side of a balance sheet constituting an addition to a revenue, net worth, or liability Account or deduction from an expense or asset Account.
Cumulative Change	The running sum of all increases and decreases to a line item during budget development.
Data-Entry Code	A characteristic of a FOAPAL code that allows the code to be used in a financial transaction that is posted to the appropriate ledger(s). Budget-only Account codes can be used only for budget transactions posted to the Operating Ledger.
Debit	An entry on the left hand side of a balance sheet constituting an addition to an expense or asset Account or a deduction from a revenue, net worth, or liability Account.
Encumbrance	Encumbrances specifically set aside funding to pay for projected expenses, including purchase order and labor encumbrances and general encumbrances used for non-payroll and non-purchase order expenses. All general encumbrances are classified as reservations of budgeted funds in Banner. There is no classification between different types of encumbrances, such as commitments and obligations.
Entity	An entity is a group of self-supporting Funds with similar activities. An example is the Professional Development Entity which groups self-supporting Funds for all income-generating, non-credit conferences, seminars, workshops and continuing education courses provided primarily as a public service.
Equity	The net value of an asset or business (assets minus liabilities) which is identified by the Fund Balance.
Excess Funds	Cash and cash equivalent balances that exceed the limits set by the State Legislative Audit Commission *University Guidelines*.
Financial Manager	The person assigned the accountability or responsibility for the management of the Fund code.
FOAPAL (or C-FOAPAL)	Chart, Fund, Organization, Account, Program, Activity, and Location are the seven components that represent the Chart of Account (COA) structure.
Fund	A segment of the C-FOAPAL accounting string. A Fund is an accounting entity with a self-balancing set of accounts consisting of assets, liabilities, and Fund Balance.
Fund Addition	Accounts used to post transactions directly to the General Ledger (balance sheet) that increase Fund Balance. Restricted to OBFS users only for changes in fixed asset equity and prior year audit adjustments.
Fund Balance	The accumulation of all inception-to-date revenue, expense, transfer, Fund Addition, and Fund Deduction activity in the Fund.

Term	Definition
Fund Deduction	Accounts used to post transactions directly to the General Ledger (balance sheet) that decrease Fund Balance. Restricted to OBFS users only for depreciation amortization and prior year audit adjustments.
Fund Type	Fund code types used to classify and aggregate Fund code data.
General Ledger	The General Ledger module is the core of the Finance System. General Ledger supports comprehensive Fund accounting, including encumbrance accounting.
Hierarchy	A hierarchy in a C-FOAPAL code segment reflects the relationships among its levels and supports roll-up reporting. The Fund, Organization, Account, Program, and Location codes are organized using predecessor relationships among the different levels of codes.
Implicit Approval	Type of approval in Banner that assumes approval from the Originator of the transaction for a particular approval queue. Transaction automatically forwards to posting for documents with no established approval queues or to next Approver.
Liabilities	Amounts owed by a unit. This includes Accounts Payable, Accrued Payroll, and Unearned Revenue. Liabilities are viewed on General Ledger statements and have Account codes in the range 6xxxx.
Location	An optional segment of the C-FOAPAL string primarily used with, but not limited to, the Fixed Asset module to designate physical places or sites, such as building and room number.
Lock	A setting that a higher-level organization uses to prevent users in lower-level organizations from changing their budgets.
Operating Ledger	The Operating Ledger stores cumulative totals of revenue, expense and transfer transactions on a fiscal year basis and is updated as transactions are posted so it has real-time totals.
Organization	A segment of the C-FOAPAL accounting string used to identify a functional reporting unit (such as a school, college, or unit) with discrete financial activities.
Permanent Budget	The total amount for all recurring budget adjustments for the previous fiscal year.
Program	A segment of the C-FOAPAL accounting string that determines the use of monies at the expenditure level. Program designates NACUBO functional classifications (e.g., instruction, research, public service, institutional support and sub-classifications).
Reserves	Funds accumulated to accommodate future capital expenditures.
Revolving Fund	A self-supporting Fund that provides goods or services primarily to customers external to the University.

Term	Definition
Roll Over	Funds that are earmarked for the same purpose when the new fiscal year begins.
Roll-Up Code	A characteristic of a FOAPAL code that is used only to aggregate information about lower-level codes in a hierarchy, for reporting purposes. A roll-up FOAPAL code cannot be used in a financial transaction that is posted to a ledger unless it is data-enterable.
Self-Balancing	Refers to an item which balances itself so the dollar amount of debit entries equals the dollar amount of credit entries.
Self-Supporting Fund	A Fund that receives its money from revenue generated by the unit through the sale of products or services.
Temporary Budget	The cumulative balance of temporary budget and changes.
Unearned Revenue	Revenue that is recorded in one fiscal year but the service is rendered or goods provided and therefore the revenue is earned in the following fiscal year.

Answer Key

1) **Departments may request a self-supporting Fund to create discretionary income for the unit.**
   False

   The State Finance Act restricts the use of these Funds to the support, maintenance, and development of the activity generating the revenue in the Fund. In other words, expenditures are restricted to those necessary to fund the activities that generate the revenue. They may not be used to create discretionary funds for the unit.

2) **The Fund Balance on the Trial Balance Summary Page (*FGITBSR*) is affected by outstanding encumbrances?**
   False

   The current Fund Balance is not affected by outstanding encumbrances. To find the unencumbered Find Balance net the computed Current Fund Balance and the Encumbrance Control (Account code 88000).

3) **The goal of self-supporting Funds is to generate a profit for the University.**
   False

   The Fund should not generate a profit nor should it incur a deficit.

4) **When preparing a Journal Voucher to bill internal customers the unit will:**
   A. Debit their customer's C-FOAPAL using an expense Account code.
   B. Credit their customer's C-FOAPAL using a revenue Account code.
   C. Credit their C-FOAPAL using a revenue Account code.
   D. Debit their C-FOAPAL using a revenue Account code.
   E. A & C
   F. B & D
   G. None of the above

5) **The unit will find their Fund balance on the Asset/Liability Detail Statement.**
   True

6) **Fact Sheets are required to:**
   A. Cause the unit extra work at year end.
   B. Terminate a Fund that is no longer needed.
   C. Capture accrual transactions that are not captured in the normal accounting processes.
   D. Provide a list of transactions recorded during period 12.

7) **Units are only required to submit Fact Sheets for self-supporting Funds when they have something to report.**
   False
   A Fact Sheet is required for all self-supporting Funds even if there is no information to report.

8) **From the list of reports below, write the corresponding letter into the appropriate box indicating the flow of financial information through various financial statements.**

  A. Encumbrance Balances
  B. Revenue/Expense Detail Statement
  C. Asset/Liability Detail Statement
  D. Revenue/Expense Transactions
  E. Payroll Encumbrance by Person Month End

```
┌──────────────┐          ┌──────────────┐
│ Asset/Liability│ ┄┄┄▶   │              │
│ Transactions  │         │      C       │
│              │          │              │
└──────────────┘          └──────────────┘
                                 ▲
                          ┌──────────────┐
                          │              │
                          │      B       │
                          │              │
                          └──────────────┘
                          ▲            ▲
              ┌──────────────┐    ┌──────────────┐
              │              │    │              │
              │      D       │    │      A       │
              │              │    │              │
              └──────────────┘    └──────────────┘
                     ▲                   ▲
        ┌──────────────┐       ┌──────────────┐
        │Payroll Expense│      │              │
        │  by Person    │      │      E       │
        │  Month End    │      │              │
        └──────────────┘       └──────────────┘
```
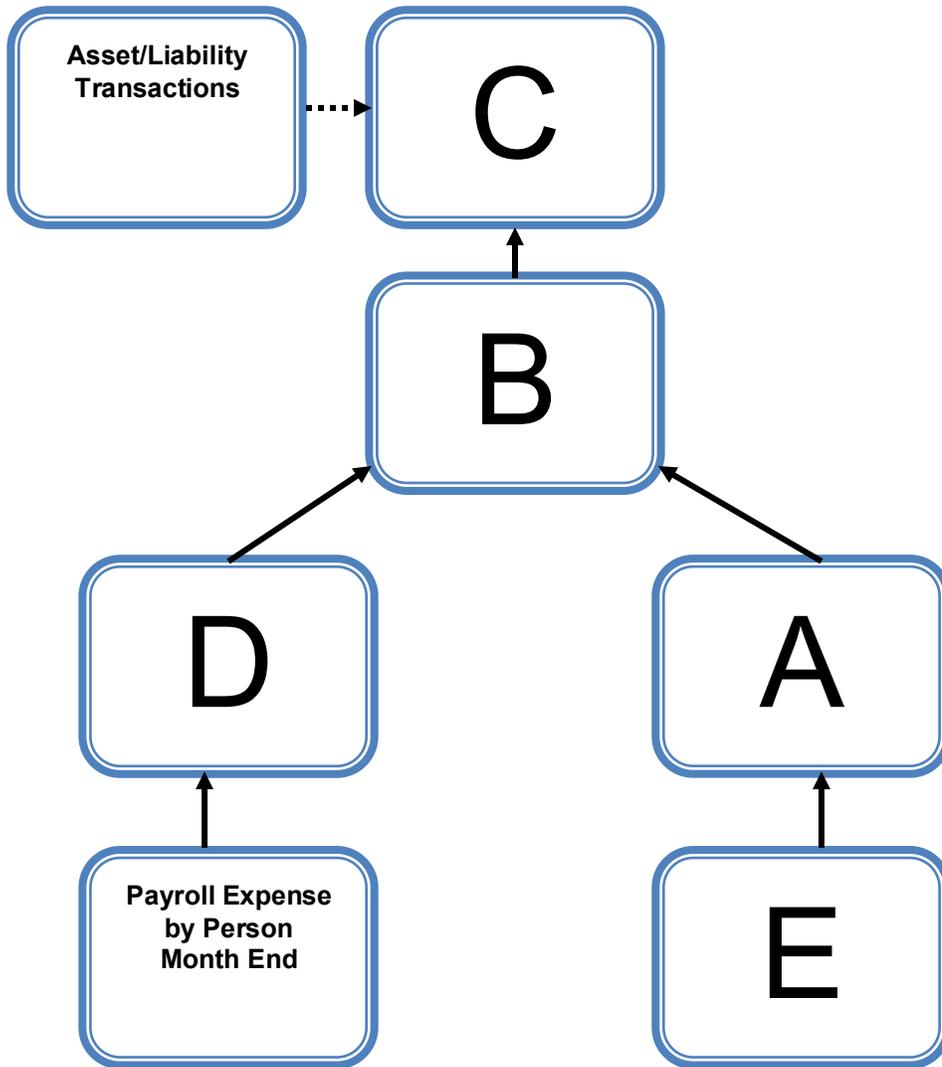
9) **Match the following statements with their definitions.**

B   Revenue/Expense Transactions

D   Revenue/Expense Detail Statement

C   Encumbrance Balances

A   Asset/Liability Detail Statement

A. The basic balance sheet statement used to manage and reconcile the financial activity of the Fund by providing asset, liability, and Fund balances.

B. Reports the monthly transactions that support the balances on the **Revenue/Expense Detail Statement**.

C. Shows all the encumbrances on your Funds, including payroll obligations, encumbrances from purchase orders, and general encumbrances created by the unit.

D. The report provides information on budgets, revenues, expenses, transfers, encumbrances, and budget balance available at the Account level for the current fiscal year.

10) **Complete the equation below to calculate the current Fund Balance.**

A. Current Month Expense

B. Current Month Transfer

C. Beginning Fund Balance

D. Current Fund Balance

E. Current Month Revenue

C + **E** - **A** +/- **B** = **D**

11) What are the effects on the balance sheet as the result of the following transactions? Use a ↑ to indicate increase, ↓ to indicate a decrease and NC to indicate no change in the Account.

Sale of a text book

↑	Book sales	**NC**	Expense Control
↑	Claim on Cash	**NC**	Transfer Control
↑	Fund Balance	↑	Revenue Control

Purchase of office supplies

↑	Office Supplies	↑	Expense Control
↓	Claim on Cash	**NC**	Transfer Control
↓	Fund Balance	**NC**	Revenue Control

Appendix A: OBFS Resources

OBFS Training Center

The OBFS Training Center aims to meet units' needs for training, knowledge, and understanding of the OBFS systems, policies, and processes. From its Website, you may access information on types and availability of courses, register for classes, access online training, and download training materials. Visit the OBFS Training Center at http://www.obfs.uillinois.edu and click the **Training Center** link. Then check out these helpful links:

- Click the **Course Registration** link to register for an OBFS training course.
- Check the **Curriculum Guide** to help identify OBFS courses and prerequisites you should take.

OBFS News Center

 If you wish to receive announcements from the OBFS functional unit sponsoring the content of this course, subscribe to the Accounting and Financial Reporting announcements at the OBFS News Center as outlined below:

1. Go to the OBFS home page at http://www.obfs.uillinois.edu.
2. Click **Sign up for email updates!** (See the link on the lower right side of the page.)
3. Select the following topic: **Finance**

Accounting & Financial Reporting Courses

Materials for the following courses are available from the OBFS Training Center Website when you go to http://www.obfs.uillinois.edu and click the **Training Center** link. Then click the **Job Aids & Training Materials** link to see information regarding these courses:

- Journal Voucher Processing
- Retrieving General Ledger Reports
- General Encumbrances
- Understanding University Financial Statements & the Reconciliation Process
- Introduction to Self-Supporting Funds
- Reporting for Managers
- Managing Self-Supporting Funds
- Property Accounting – Introduction to Property Accounting (FA 101)
- Property Accounting – FABweb Additions and Updates (FA 102)
- Property Accounting – FABweb Transfers and Disposals (FA 103)
- Property Accounting – Equipment Loans and Other Transfers (FA 104)
- Property Accounting – Physical Inventory of Equipment (FA 105)
- Property Accounting – FABweb Batch Upload
- Account Code Search
- Fiscal Control and Internal Auditing Act (FCIAA) Certification
- Misclassified FOAPAL Reports in EDDIE
- Multiple-Year Labor Encumbering in Banner

Appendix B: Support and Resources Summary

- See Lesson 1 in the Understanding University Financial Statements and the Reconciliation Process Participant Guide for a discussion of Types of Funds.

- Mobius View access: https://mobiusview.apps.uillinois.edu/mobius/view

- Instructions to access the **Fund Hierarchy Report** and **Account Hierarchy Report** in Mobius View are available in the Retrieving General Ledger Reports course materials.

- Account code descriptions, explanations, and the Account Code Search tool are available on the OBFS Website at:
  OBFS Home > Accounting & Financial Reporting > Banner Account Codes

- To request the creation of a self-supporting Fund, a unit must complete the **Fund, Program, Index Code Request Form**. The form is available from the **Forms** page of the Office of Business and Financial Services (OBFS) Website at
  OBFS Home > Forms > Accounting & Financial Reporting Forms

- To determine which fringe benefits are assessed based on Fund Type, consult Benefit Assessments by Fund Type.

- Current fringe benefit rates can be found at OBFS Home > Accounting & Financial Reporting > Reference Materials > Fringe Benefit Rates.

- Understanding University Financial Statements & the Reconciliation Process Training Materials

- Retrieving General Ledger Reports Training Materials

- Journal Voucher Processing Training Materials

- Labor Redistribution PR 130 Training Materials

- EDDIE access: https://eddie.ds.uillinois.edu

- FOAPAL String Discrepancy Reports

- OBFS Website

- Electronic Fact Sheet access: https://factsheet.uillinois.edu/

- Self-Supporting Fund FAQs

- Who to Ask: Types of Questions

- Banner Alerts and Resources

- Business and Financial Policies and Procedures Related to Self-Supporting Operations:
  Section 5:   Receivables
  Section 22.1: Contracts for Revenue Generating Activities
  Section 22:   Service and Storeroom Activities

Appendix C: Asset/Liability Detail Statement Active Fields – Output

Field Name	Definition
Chart	Identifies university or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Fund	Identifies a source of revenue. It is a self-balancing set of accounts for recording assets, liabilities, Fund balance, and changes in Fund balance.
Fund Type	Fund Type code that corresponds to the selected Fund code.
Sponsor	An outside unit that awards grant(s).
Fund Level	The hierarchy level of the selected Fund code.
Principal Investigator	The person responsible for the sponsored project award as specified in the award documents. Fund, Organization, and Program segments can have Principal Investigators.
Fund Term Dt	Fund Termination date. After this date, only administrative staff with proper authority/security can process transactions on the Fund.
Fund Exp End Dt	Fund Expenditure End Date. The date on which transactions can no longer be processed on the Fund. This date stops approved administrative personnel from processing transactions. The field is left blank at Fund creation.
Project Start Dt	The begin date of the sponsored project award period as specified in the award documents. This date cannot be changed after grant transactions are posted.
Project End Dt	The end date of the sponsored project award period as specified in the award documents. The project end date can be changed at any time, but cannot be changed past the termination date.
Grant Code	User-defined or system-assigned grant identification code.
Financial Manager	The person with fiscal responsibility for the Organization.
Account Code/Account Type (Atyp)	Account code is shown in the **Asset/Liability Detail Statement**. This column is replaced by Account Type in the **Asset/Liability Summary Statement**.
Description	Title of Account code.
PM (Prior Month) Ending Balance	Balance amount (debit or credit) at the end of the previous period.
CM (Current Month) Change	Computed change in current month for Account code.
CM (Current Month) Ending Balance	Balance amount (debit or credit) at the end of the current period.

Field Name	Definition
PY (Previous FY) Ending Balance	Balance amount (debit or credit) at the end of the previous fiscal year.
Total Assets	Total assets-Account Type 5x.
Total Liabilities	Total liabilities-Account Type 6x.
Total Fund Balance	Beginning Fund Balance (Account code beginning with 7), plus Revenue Control (Account Type 85), Expense Control (Account Type 86), and Transfer Control (Account Type 87).