

REPORTING FOR MANAGERS PARTICIPANT GUIDE



Acknowledgements

Sections of this guide are based on Ellucian Banner System, Release 9.3.0.1.

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Course Prerequisites

The following are prerequisites for this course:

- Introduction to Banner and Finance I
- Introduction to Banner and Finance II
- Retrieving General Ledger Reports

Course Information

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Course Overview

The goal of this course is to provide information on retrieving and reviewing rolled-up and summary ad hoc Finance reports. Analytical reports are available on a daily basis but with no fixed parameters. Ad hoc reports are reports available on an as-needed basis from the Data Warehouse. You will also learn to use the **Executive Summary** page (*FGIBDSR*), available in Banner.

Course Objectives

Upon completion, participants should be able to:

- Identify the rolled-up and summary reports available in EDDIE, how to retrieve them, view them, and their uses.
- Retrieve, review, and interpret financial data using the **Executive Summary** page (*FGIBDSR*) in Banner.

Lesson 1: Finance Reports in EDDIE

This lesson will cover some of the rolled-up and Year to Date (YTD) Finance reports available in EDDIE. In contrast to static month-end reports available in Mobius View, the current reports available on the EDDIE server are processed on-demand. That means that when you open and refresh the report, the data in **RETPROD** are retrieved and formatted.

Lesson Objectives

When you have completed the materials presented in this lesson, you should be able to retrieve, review, and identify the use of the following Finance reports in EDDIE:

- Operating Statement Rollup
- Operating Statement College Rollup
- Operating Ledger YTD Transaction Statement
- Operating Ledger YTD Transaction Statement by Account
- Misclassified FOAPAL
- Departmental MultiFund Management Report
- College MultiFund Management Report

1.1: Fund, Organization, and Program Hierarchy

Process Description

Many of the reports in this training guide allow the user the flexibility to use the Fund, Organization, and Program segments of the C-FOAPAL at various levels of the hierarchies as report parameters. Hierarchies for the Fund, Organization, and Program segments are available in Mobius View or by querying Banner.

Hierarchy Reports in Mobius View

This topic provides the complete list of Fund, Organization, and Program code hierarchies with short descriptions.

Mobius View – text version updated **nightly**:

<https://mobiusview.apps.uillinois.edu/mobius/view>

FOAPAL Hierarchy Reports-Topic (FOAPALRPTS)

Under each Chart, reports are listed as follows:

- **Fund Hierarchy Report (FIFGRFNDH)**
- **Organization Hierarchy Report (FIFGRORGH)**
- **Program Hierarchy Report (FIFGRPRGH)**

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. Enter the Fund code in the **Fund** field.
4. Click the **Go** button.

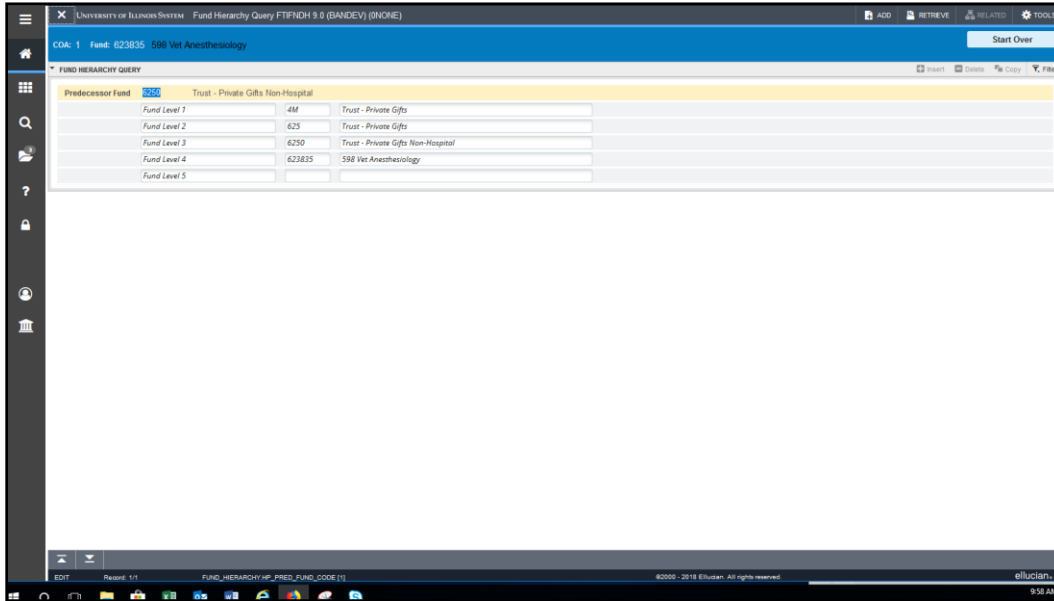


Figure 1.1.1: Fund Hierarchy Query Page (FTIFNDH)

NOTE: See Appendix E for information about Funding Sources and Fund Type Descriptions.

Querying Organization Hierarchy in Banner

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

1. Type **FTIORGH** in the **Search** field and press ENTER to open the page.
2. Verify that your Chart shows in the **COA** field.
3. Enter the Organization code in the **Organization** field.
4. Click the **Go** button.

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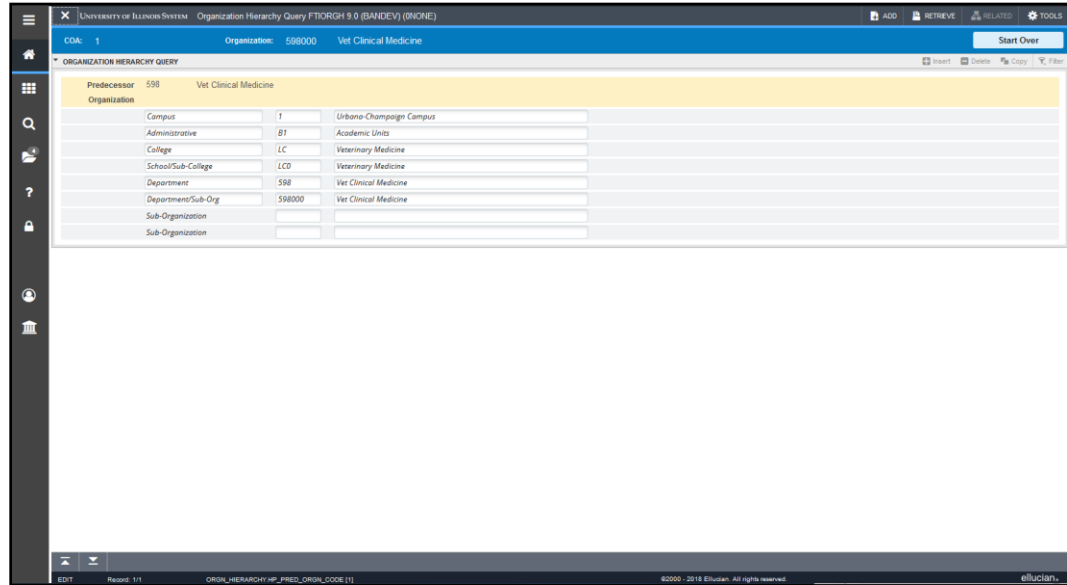


Figure 1.1.2: Organization Hierarchy Query Page (FTIORGH)

Querying Program Hierarchy in Banner

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

1. Type **FTIPRGH** in the **Search** field and press ENTER to open the page.
2. Verify that your Chart shows in the **COA** field.
3. Enter the Program code in the **Program** field.
4. Click the **Go** button.

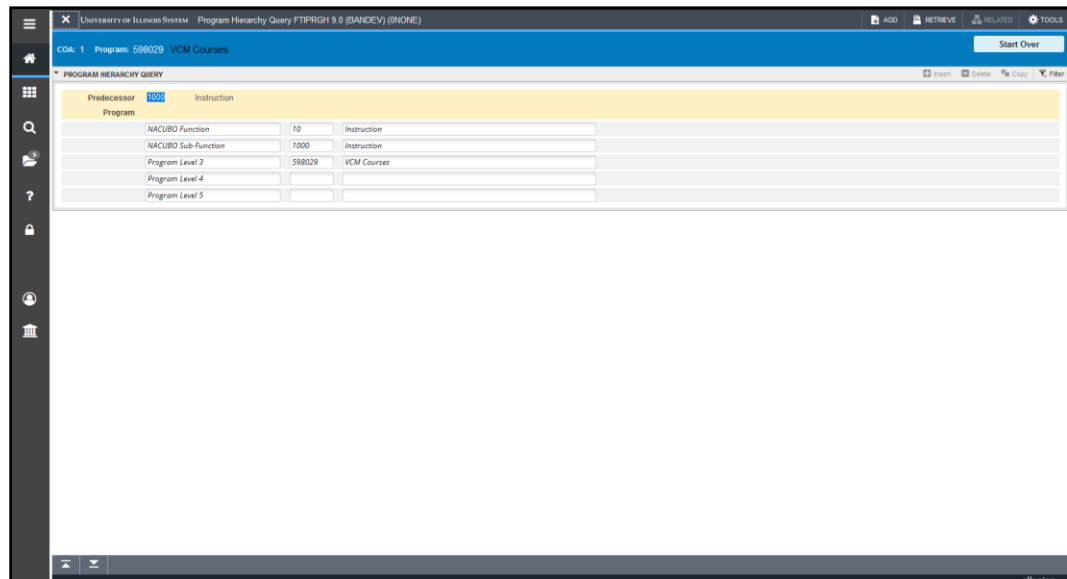


Figure 1.1.3: Program Hierarchy Query Page (FTIPRGH)

1.2: Operating Statement Rollup

Process Description

Report Description	Report Name
Operating Statement Rollup	FIGL_Operating_Statement_Rollup
Operating Statement Rollup ITD	FIGL_Operating_Statement_Rollup_ITD

The **Operating Statement Rollup Report** is a detailed roll-up income statement. This report can be run using any combination of Chart (required parameter), Fund, Organization (required parameter), Program codes, and Fund Types.

This report is almost identical to the **Revenue/Expense Detail Statement** except that it can be run for any Chart, any period, any fiscal year, for any level of the Fund hierarchy, any level of the Organization hierarchy, and any level of the Program hierarchy. It provides detail or summarized operating amounts. An audit trail is also provided that reports the balances by FOP within Account code.

Since this report can be run for any level of the Organization hierarchy it provides a rolled-up operating statement for organizations at the Vice Chancellor, school, college, or department level. It also allows users to retrieve information using parameters and hierarchy levels not reported on in the basic operating statements.

This report has three formats:

- The **summary** format provides detailed roll-up income statement data by Account Type.
- The **detail** format provides detailed roll-up income statement data by Account code.
- The **C-FOP** format expands the data from the detail format by providing Fund, Organization, and Program segments.

This report is also available as an Inception to Date report. The ITD reports are available for Fund codes that are linked to a grant code – for example, grant Funds, plant Funds, federal agriculture Funds, and those self-supporting and agency Funds that are project-type activities.

This report can be run based on every combination of the following:

- Chart
- Fund at any level of the hierarchy
- Fund type
- Organization at any level of the hierarchy
- Period
- Program at any level of the hierarchy

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Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the appropriate Chart from the list of values. Required.
Fiscal Year	List of Values	The user enters the appropriate two digit fiscal year or selects it from the list of values. The user is constrained to run this report for one fiscal year. Required.
Fund Code	List of Values	The user could enter the appropriate Fund code, or select it from the list of values, or enter an asterisk (*) if selecting all funds. Required.
Fund Type	List of Values	The user either types the Fund Type code or selects it from the list of values. The asterisk (*) selects all Fund Types. Required.
Organization Code	List of Values	The user could enter the appropriate Organization code or select it from the list of values. Required.
Period	List of Values	The user must select the appropriate period (01=July, 02=August, etc.) from the list of values. Required.
Program Code	List of Values	The user could enter the appropriate Program code, or select one from the list of values, or enter an asterisk (*). Required.

Step-by-Step Procedures

Task 1.2: Running the Operating Statement Rollup Report

Step	Action	Results/Decisions
1.	Go to 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 FIGL_Operating_Statement_Rollup .	
12.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
13.	Select or enter ALL parameters before executing the query.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, must be selected from the list of values.

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Step	Action	Results/Decisions
14.	The first prompt is already selected. Select the appropriate Chart of Account and click the Add (right arrow) button.	
15.	Click Fund Code . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button. Type an asterisk (*) if selecting all Funds.	
16.	Click Fund Type . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button. Type an asterisk (*) if selecting all Fund Types.	
17.	Click Organization Code . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
18.	Click Period . Select the appropriate Period (01 = July, 02 = August, etc.) and click the Add (right arrow) button.	
19.	Click Program Code . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button. Type an asterisk (*) if selecting all Program codes.	
20.	Click Fiscal Year . Select it from the list of values and click the Add (right arrow) button or type the appropriate value in the blank field.	
21.	Click the OK button.	It may take several minutes to run the report.
22.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ul style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	This opens the report as a PDF.
23.	To save the report, follow these steps: <ul style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Select Open with Microsoft Excel. e) Click the OK button. f) Click the Save button. 	A pop-up window asks if you want to open or save the file. This opens the report as an Excel file.

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NOTE: See Appendix C for information on the fields in the **Operating Statement Rollup**, including definitions of all the fields used in the following example.

FGL_Summary_Operating_Statement_Rollup Version: 22-AUG-2005		University of Illinois Summary Operating Statement Rollup FY 08 Period 08 Year-End Final							As of 01-FEB-2007 Page 1 of 1 Printed: 01-FEB-2007	
Fiscal Year: 08 Period: 08 Chart of Account: 1 - University of Illinois - Urbana Fund Type: 1 Fund Code: 10000 Organization Code: 10000 Program Code: 1										
Chart	1	University of Illinois - Urbana	Org Level	6						
Organization	598000	Vet Clinical Medicine								
Alty	Description	Permanent Budget	Temporary Budget	Current Budget	Current Month	Year to Date	Encumbrances	Budget Bal Avail		
20	Academic Salary	778,323.00	16,233.00	794,556.00	70,319.23	176,188.38	639,014.64	-20,646.92		
22	Staff Salary	66,190.00	0.00	66,190.00	5,779.31	13,813.31	56,758.88	-4,382.29		
23	Wages	0.00	0.00	0.00	419.21	779.21	0.00	-779.21		
Total Personnel Expenses		843,513.00	16,233.00	859,746.00	76,517.75	190,780.90	694,773.52	-25,908.42		
12	Materials and Supplies	236,296.00	0.00	236,296.00	10,823.80	12,389.50	5,000.00	218,005.50		
13	Transportation Services	71,600.00	0.00	71,600.00	0.00	0.00	0.00	71,600.00		
14	Services	366,832.00	13,600.00	370,332.00	4,488.32	11,554.18	0.00	358,777.82		
16	Equipment/Software/Capital Lease	166,036.00	-10,000.00	156,036.00	0.00	0.00	0.00	166,036.00		
Total Non-Personnel Expenses		829,664.00	3,600.00	833,163.00	15,322.12	23,843.68	5,000.00	804,319.32		
Grand Total Revenues		0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Grand Total Expenses and Transfers		1,673,176.00	19,733.00	1,692,909.00	91,839.87	214,624.58	699,773.52	778,510.90		
Grand Net Totals		1,673,176.00	19,733.00	1,692,909.00	91,839.87	214,624.58	699,773.52	778,510.90		

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Figure 1.2.1: Summary Operating Statement Rollup – Output

FGL_Detail_Operating_Statement_Rollup Version: 22-AUG-2005		University of Illinois Detail Operating Statement Rollup FY 08 Period 08 Year-End Final							As of 01-FEB-2007 Page 1 of 2 Printed: 01-FEB-2007	
Fiscal Year: 08 Period: 08 Chart of Account: 1 - University of Illinois - Urbana Fund Type: 1 Fund Code: 10000 Organization Code: 10000 Program Code: 1										
Chart	1	University of Illinois - Urbana	Org Level	6						
Organization	598000	Vet Clinical Medicine								
Account	Description	Permanent Budget	Temporary Budget	Current Budget	Current Month	Year to Date	Encumbrances	Budget Bal Avail		
211000	Academic Salaries	778,323.00	16,233.00	794,556.00	0.00	0.00	0.00	794,556.00		
211100	Regular Faculty Salary	0.00	0.00	0.00	62,174.09	130,177.76	482,416.13	-412,592.88		
211300	Administrative/Professional Salary	0.00	0.00	0.00	908.33	2,158.33	8,650.79	-10,809.12		
211400	Other Academic Salary	0.00	0.00	0.00	14,603.96	34,139.79	147,949.62	-182,048.41		
211980	Term Sick Leave Academic Salary	0.00	0.00	0.00	0.00	5,364.88	0.00	-5,364.88		
211990	Term Vacation Pay Academic Salary	0.00	0.00	0.00	2,832.86	4,387.63	0.00	-4,387.63		
	Academic Salary	778,323.00	16,233.00	794,556.00	70,319.23	176,188.38	639,014.64	-20,646.92		
213000	Staff Salary	66,190.00	0.00	66,190.00	0.00	0.00	0.00	66,190.00		
213200	Staff Technical Salary	0.00	0.00	0.00	3,716.80	8,569.21	33,990.91	-42,560.12		
213300	Staff Clinical Salary	0.00	0.00	0.00	2,062.51	5,244.10	21,765.07	-27,012.17		
	Staff Salary	66,190.00	0.00	66,190.00	5,779.31	13,813.31	56,758.88	-4,382.29		
216200	Academic / Grad Hourly Wages	0.00	0.00	0.00	345.00	706.00	0.00	-706.00		
216510	Physical Plant Chargebacks	0.00	0.00	0.00	74.21	74.21	0.00	-74.21		
	Wages	0.00	0.00	0.00	419.21	779.21	0.00	-779.21		
Total Personnel Expenses		843,513.00	16,233.00	859,746.00	76,517.75	190,780.90	694,773.52	-25,908.42		
120000	Materials and Supplies	236,296.00	0.00	236,296.00	0.00	0.00	0.00	236,296.00		
123000	Medical/Hospital Supplies	0.00	0.00	0.00	8,126.69	9,556.03	0.00	-8,666.03		
124000	Laboratory/Scientific Supplies	0.00	0.00	0.00	662.34	662.34	0.00	-662.34		
124200	Laboratory Animals	0.00	0.00	0.00	0.00	0.00	5,000.00	-6,000.00		
124500	House and Cleaning Supplies	0.00	0.00	0.00	5.04	5.04	0.00	-5.04		
124600	Farm and Garden Supplies	0.00	0.00	0.00	1,967.76	1,967.76	0.00	-1,967.76		
124900	Supplies - Other	0.00	0.00	0.00	63.07	63.07	0.00	-63.07		
126070	MC Mesh/Hosp Equipment 100-499	0.00	0.00	0.00	0.00	35.26	0.00	-35.26		
	Materials and Supplies	236,296.00	0.00	236,296.00	10,823.80	12,389.50	5,000.00	218,005.50		
130000	Travel/Transportation Services	71,600.00	0.00	71,600.00	0.00	0.00	0.00	71,600.00		
	Transportation Services	71,600.00	0.00	71,600.00	0.00	0.00	0.00	71,600.00		
140000	Services	297,377.00	13,600.00	310,977.00	0.00	0.00	0.00	310,977.00		
141100	Animal Care	0.00	0.00	0.00	4,080.69	5,827.06	0.00	-5,827.06		
142100	Operations and Maintenance Services	0.00	0.00	0.00	25.88	25.88	0.00	-25.88		
143200	Printing/Business/Info/Counter	0.00	0.00	0.00	0.00	89.10	0.00	-89.10		
148200	Copying/Duplicating Services	0.00	0.00	0.00	82.26	92.85	0.00	-92.85		
148301	Copying-Copy Centers	0.00	0.00	0.00	48.80	69.19	0.00	-69.19		
148400	Photographic/Microfilm Services	0.00	0.00	0.00	0.00	821.00	0.00	-821.00		
147400	Social Svcs Respite/Int Non-U Pers	0.00	0.00	0.00	261.03	4,141.00	0.00	-4,141.00		
160000	IT Service	59,456.00	0.00	59,456.00	0.00	0.00	0.00	59,456.00		
	Services	366,832.00	13,600.00	370,332.00	4,488.32	11,554.18	0.00	358,777.82		
160000	Equipment	166,036.00	-10,000.00	156,036.00	0.00	0.00	0.00	156,036.00		
	Equipment/Software/Capital Lease	166,036.00	-10,000.00	156,036.00	0.00	0.00	0.00	156,036.00		
Total Non-Personnel Expenses		829,664.00	3,600.00	833,163.00	15,322.12	23,843.68	5,000.00	804,319.32		
Grand Total Revenues		0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Grand Total Expenses and Transfers		1,673,176.00	19,733.00	1,692,909.00	91,839.87	214,624.58	699,773.52	778,510.90		

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Figure 1.2.2: Detail Operating Statement Rollup – Output

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University of Illinois Operating Statement Rollup - C-FOAP Detail FY 08 Period 08 Year-End Final										As of 01-FEB-2007 Page 1 of 2 Printed: 01-FEB-2007		
Rollup(Yr)08 Period(08) Chart of Account 1 (University of Illinois - Urbana) Fund Type: Fund Code: 100000 Organization Code: 580000 Program Code: *												
Chart	1	University of Illinois - Urbana		Org Level	0							
Organization	58000	Vet Clinical Medicine		Org Level	0							
Account	Fund	Colg	Prog	Acct Description	Program Description	YTD Permanent Budget	Temporary Budget	FYTD Current Budget	Current Month	Year to Date	Encumbrance	Budget Bal Avail
211000	100000	580000	580020	103 FY08 GRFFIF General Fun	VCM Courses	778,323.00	16,233.00	794,556.00	0.00	0.00	0.00	794,556.00
211100	100000	580000	580020	103 FY08 GRFFIF General Fun	VCM Courses	0.00	0.00	0.00	82,174.09	130,177.75	482,415.13	-412,562.88
211200	100000	580000	580020	103 FY08 GRFFIF General Fun	VCM Courses	0.00	0.00	0.00	500.33	2,155.20	8,550.79	-10,800.12
211400	100000	580000	580020	103 FY08 GRFFIF General Fun	VCM Courses	0.00	0.00	0.00	14,803.95	34,139.70	147,948.62	-182,088.41
211500	100000	580000	580020	103 FY08 GRFFIF General Fun	VCM Courses	0.00	0.00	0.00	0.00	5,354.85	0.00	-5,354.85
211900	100000	580000	580020	103 FY08 GRFFIF General Fun	VCM Courses	0.00	0.00	0.00	2,832.85	4,367.65	0.00	-4,367.65
211990	100000	580000	580020	103 FY08 GRFFIF General Fun	VCM Courses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				Academic Salary		778,323.00	16,233.00	794,556.00	70,319.23	176,168.38	639,014.54	-10,668.82
213000	100000	580000	580190	103 FY08 GRFFIF General Fun	Campus Abandoning Veterans	65,150.00	0.00	65,150.00	0.00	0.00	0.00	65,150.00
213200	100000	580000	580020	103 FY08 GRFFIF General Fun	Hospital Services	0.00	0.00	0.00	532.59	532.50	0.00	-532.50
213200	100000	580000	580190	103 FY08 GRFFIF General Fun	Campus Abandoning Veterans	0.00	0.00	0.00	3,184.60	8,008.71	33,960.91	-42,027.62
213300	100000	580000	580190	103 FY08 GRFFIF General Fun	Campus Abandoning Veterans	0.00	0.00	0.00	2,032.81	5,244.49	21,985.07	-27,021.17
				Staff Salary		65,150.00	0.00	65,150.00	5,779.21	13,013.31	65,755.58	-4,382.28
219200	100000	580000	580020	103 FY08 GRFFIF General Fun	Hospital Services	0.00	0.00	0.00	340.09	705.00	0.00	-705.00
219510	100000	580000	580020	103 FY08 GRFFIF General Fun	VCM Courses	0.00	0.00	0.00	74.21	74.21	0.00	-74.21
				Wages		0.00	0.00	0.00	419.21	779.21	0.00	-779.21
Total Permanent Expenses						842,938.00	16,233.00	859,171.00	76,417.75	190,760.90	844,772.52	-29,866.62
100000	100000	580000	580020	103 FY08 GRFFIF General Fun	VCM Courses	180,795.00	0.00	180,795.00	0.00	0.00	0.00	180,795.00
100000	100000	580000	580190	103 FY08 GRFFIF General Fun	Campus Abandoning Veterans	48,500.00	0.00	48,500.00	0.00	0.00	0.00	48,500.00
122000	100000	580000	580085	103 FY08 GRFFIF General Fun	VCM 831	0.00	0.00	0.00	42.36	0.00	0.00	-42.36
122000	100000	580000	580070	103 FY08 GRFFIF General Fun	VCM 851	0.00	0.00	0.00	214.31	418.13	0.00	-418.13
122000	100000	580000	580050	103 FY08 GRFFIF General Fun	VCM 852	0.00	0.00	0.00	3,517.42	4,705.10	0.00	-4,705.10
122000	100000	580000	580068	103 FY08 GRFFIF General Fun	VCM 859	0.00	0.00	0.00	625.93	625.93	0.00	-625.93
122000	100000	580000	580068	103 FY08 GRFFIF General Fun	VCM 893	0.00	0.00	0.00	0.00	0.00	0.00	-0.00
122000	100000	580000	580090	103 FY08 GRFFIF General Fun	VCM 875	0.00	0.00	0.00	3,020.88	3,077.52	0.00	-3,077.52
122000	100000	580000	580100	103 FY08 GRFFIF General Fun	VCM 898	0.00	0.00	0.00	658.87	658.97	0.00	-658.97
124000	100000	580000	580070	103 FY08 GRFFIF General Fun	VCM 851	0.00	0.00	0.00	140.85	140.85	0.00	-140.85
124000	100000	580000	580050	103 FY08 GRFFIF General Fun	VCM 852	0.00	0.00	0.00	280.89	280.89	0.00	-280.89
124000	100000	580000	580058	103 FY08 GRFFIF General Fun	VCM 859	0.00	0.00	0.00	255.90	255.90	0.00	-255.90
124000	100000	580000	580090	103 FY08 GRFFIF General Fun	VCM 875	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00
124000	100000	580000	580068	103 FY08 GRFFIF General Fun	VCM 893	0.00	0.00	0.00	5.04	5.94	0.00	-5.94
124000	100000	580000	580090	103 FY08 GRFFIF General Fun	VCM 875	0.00	0.00	0.00	1,587.78	1,967.78	0.00	-1,967.78
124000	100000	580000	580090	103 FY08 GRFFIF General Fun	VCM 875	0.00	0.00	0.00	83.07	83.07	0.00	-83.07
128070	100000	580000	580063	103 FY08 GRFFIF General Fun	VCM 855	0.00	0.00	0.00	35.28	35.28	0.00	-35.28
				Materials and Supplies		235,295.00	0.00	235,295.00	10,823.80	12,389.90	5,000.00	218,095.50
130000	100000	580000	580020	103 FY08 GRFFIF General Fun	VCM Courses	71,500.00	0.00	71,500.00	0.00	0.00	0.00	71,500.00
				Transportation Services		71,500.00	0.00	71,500.00	0.00	0.00	0.00	71,500.00
140000	100000	580000	580020	103 FY08 GRFFIF General Fun	VCM Courses	147,377.00	13,500.00	160,877.00	0.00	0.00	0.00	160,877.00
140000	100000	580000	580190	103 FY08 GRFFIF General Fun	Campus Abandoning Veterans	150,000.00	0.00	150,000.00	0.00	0.00	0.00	150,000.00
141100	100000	580000	580080	103 FY08 GRFFIF General Fun	VCM 852	0.00	0.00	0.00	377.01	377.01	0.00	-377.01
141100	100000	580000	580090	103 FY08 GRFFIF General Fun	VCM 875	0.00	0.00	0.00	3,020.87	5,450.25	0.00	-5,450.25
142100	100000	580000	580020	103 FY08 GRFFIF General Fun	VCM Courses	0.00	0.00	0.00	25.98	25.98	0.00	-25.98
145000	100000	580000	580080	103 FY08 GRFFIF General Fun	VCM 852	0.00	0.00	0.00	0.00	89.10	0.00	-89.10

Figure 1.2.3: Operating Statement Rollup – C-FOAP Detail – Output

1.3: Operating Statement College Rollup

Process Description

Report Description	Report Name
Operating Statement College Rollup	FIGL_Operating_Statement_College_Rollup
Operating Statement College Rollup ITD	FIGL_Operating_Statement_College_Rollup_ITD

The **Operating Statement College Rollup Report** is a detailed roll-up income statement for all departments at the college level. This report can be run using any combination of Chart (required parameter), Fund, College (required parameter), Program codes, and Fund Types.

This report is almost identical to the **Revenue/Expense Detail Statement** except that it is run at the College level of the Organization code and provides an income statement for each department. It provides detail or summarized operating amounts. An audit trail is also provided that reports the balances by FOP within Account code for each department.

This report allows users at the college level to produce income statements for all departments within their college for financial review.

This report has three formats:

- The **summary** format provides detailed roll-up income statement data by Account Type.
- The **detail** format provides detailed roll-up income statement data by Account code.

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- The **C-FOP** format expands the data from the detail format by providing Fund, Organization, and Program segments.

This report is also available as an Inception to Date report. The ITD reports are available for Fund codes that are linked to a grant code – for example, grant Funds, plant Funds, federal agriculture Funds, and those self-supporting and agency Funds that are project-type activities.

This report can be run based on every combination of the following:

- Chart
- Fund at any level of the hierarchy
- Fund type
- Organization at level 3 of the hierarchy
- Period
- Program at any level of the hierarchy

Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the appropriate Chart from the list of values. Required.
College Level Organization Code	List of Values	The user must select the appropriate two character College Level Organization code from the list of values. Required.
Fiscal Year	List of Values	The user enters the appropriate two digit fiscal year or selects it from the list of values. The user is constrained to run this report for one fiscal year. Required.
Fund Code	List of Values	The user could enter the appropriate Fund code, or select it from the list of values, or enter an asterisk (*) if selecting all funds. Required.
Fund Type	List of Values	The user either types the Fund Type code or selects it from the list of values. The asterisk (*) selects all Fund Types. Required.
Period	List of Values	The user must select the appropriate period (01=July, 02=August, etc.) from the list of values. Required.
Program Code	List of Values	The user could enter the appropriate Program code, or select one from the list of values, or enter an asterisk (*). Required.

Step-by-Step Procedures

Task 1.3: Running the Operating Statement College Rollup Report

Step	Action	Results/Decisions
1.	Log in to EDDIE as described on page 11.	
2.	Click Operating Ledger .	
3.	Double-click FIGL_Operating_Statement_College_Rollup .	This report appears on Page 2 of the Operating Ledger subcategory. Click the right arrow button (next to the page numbers) in the upper right corner of the screen to go to the next page.

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Step	Action	Results/Decisions
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	Select or enter ALL parameters before executing the query.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, <u>must be selected</u> from the list of values.
6.	The first prompt is already selected. Select the appropriate Chart of Account and click the Add (right arrow) button.	
7.	Click College Level Organization Code . Select the appropriate value and click the Add (right arrow) button.	
8.	Click Fiscal Year . Select it from list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
9.	Click Fund Code . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button. Type an asterisk (*) if selecting all Funds.	
10.	Click Fund Type . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button. Type an asterisk (*) if selecting all Fund Types.	
11.	Click Period . Select the appropriate Period (01 = July, 02 = August, etc.) and click the Add (right arrow) button.	
12.	Click Program Code . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button. Type an asterisk (*) if selecting all Program codes.	
13.	Click the OK button.	It may take several minutes to run the report.
14.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ul style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	This opens the report as a PDF.

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Step	Action	Results/Decisions
15.	<p>To save the report, follow these steps:</p> <ol style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Select Open with Microsoft Excel. e) Click the OK button. f) Click the Save button. 	<p>A pop-up window asks if you want to open or save the file.</p> <p>This opens the report as an Excel file.</p>

NOTE: See Appendix C for information on the fields in the **Operating Statement College Rollup**, including definitions of all the fields used in the following example.

Chart	1	University of Illinois - Urbana	Financial Manager	Ruth, Linda Kaye							
Account	212	Pathobiology									
AP	Description	Permanent Budget	Temporary Budget	Current Budget	Current Month	Year to Date	Encumbrances	Budget Bal Avail			
20	Academic Salary	2,535,342.00	-80,436.00	2,454,906.00	214,806.99	1,367,037.86	1,699,775.35	-5,426.21			
21	Assistant Salary	162,766.00	-11,546.00	151,220.00	8,719.19	34,950.49	24,098.52	112,759.00			
22	Staff Salary	186,239.00	-1,709.00	184,530.00	16,152.54	68,673.74	97,016.47	-21,459.21			
23	Wages	19,877.00	77,791.00	97,668.00	0.00	1,037.50	0.00	87,668.00			
24	Federal Work Study	0.00	0.00	0.00	0.00	709.93	0.00	-709.93			
Total Personnel Expense		2,919,325.00	-15,439.00	2,903,886.00	236,756.69	1,912,114.61	1,217,365.34	172,291.15			
12	Materials and Supplies	20,000.00	4,500.00	24,500.00	4,665.88	26,548.56	0.00	-2,048.56			
14	Services	0.00	0.00	0.00	1,532.49	7,508.83	0.00	-7,508.83			
Total Non-Personnel Expense		20,000.00	4,500.00	24,500.00	6,228.47	34,088.39	0.00	-9,958.39			
Grand Total Revenues		0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Grand Total Expense and Transfers		2,939,325.00	-10,939.00	2,928,386.00	242,985.16	1,947,209.90	1,217,365.34	162,735.76			
Grand Net Totals		2,939,325.00	-10,939.00	2,928,386.00	242,985.16	1,947,209.90	1,217,365.34	162,735.76			

Figure 1.3.1: Summary Operating Statement College Rollup – Output

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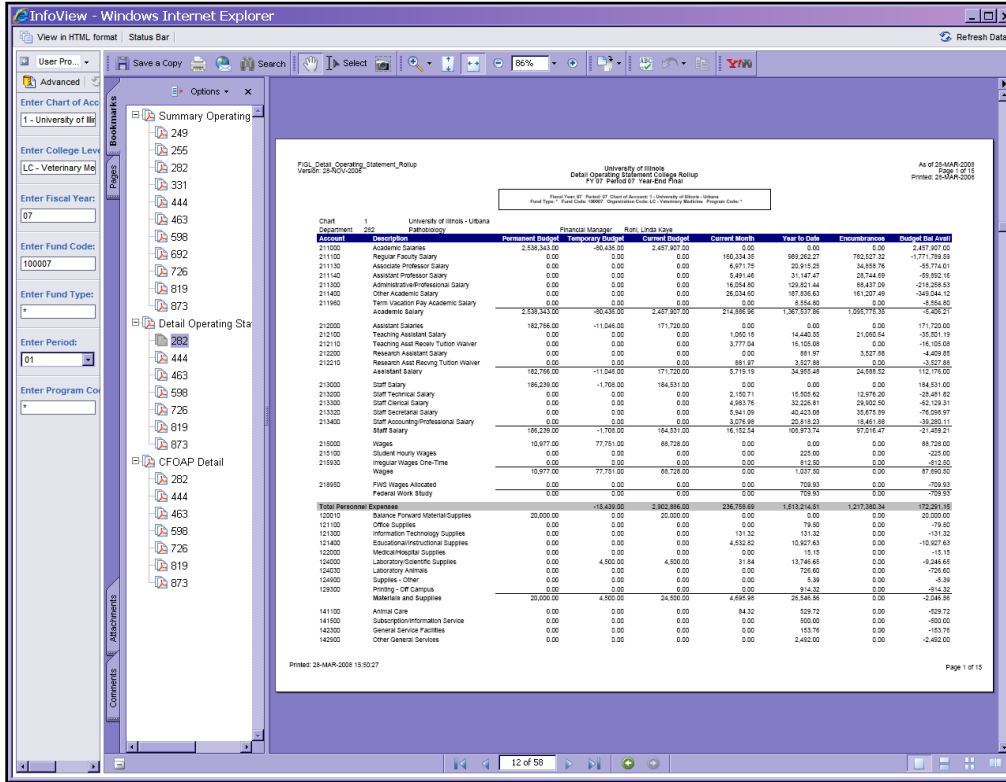


Figure 1.3.2: Detail Operating Statement College Rollup – Output

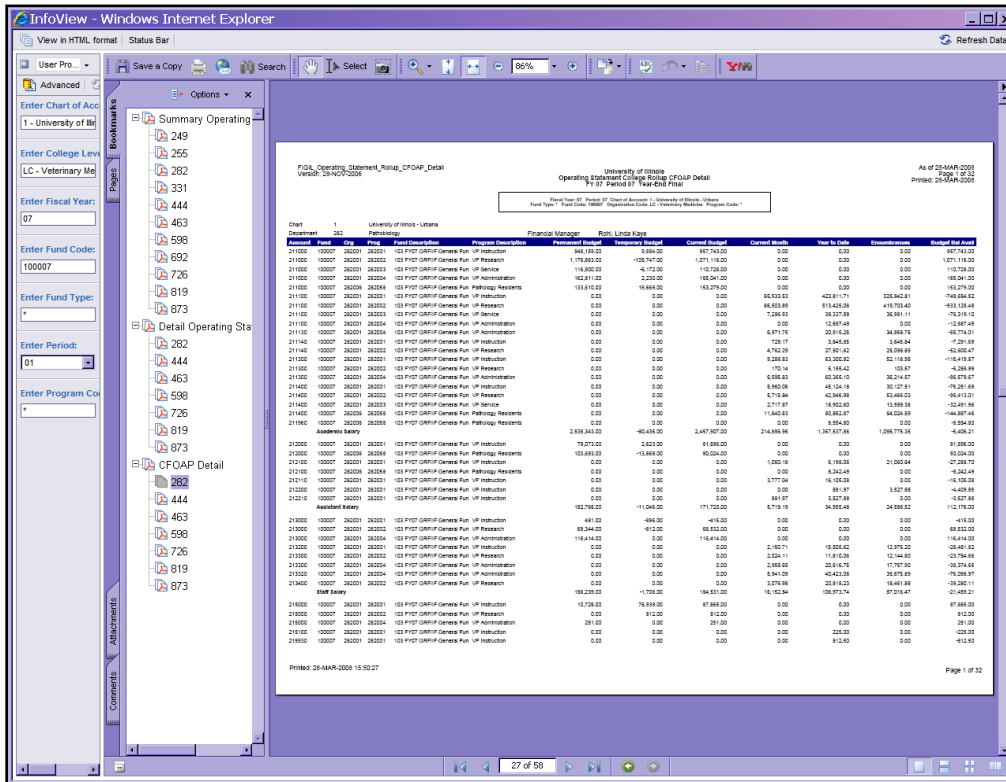


Figure 1.3.3: Operating Statement College Rollup – C-FOAP Detail – Output

1.4: Operating Ledger YTD Transaction Statement

Process Description

Report Description	Report Name
Operating Ledger YTD Transaction Statement	FIGL_Operating_Ledger_YTD_Transaction_Statement

The **Operating Ledger YTD Transaction Statement** reports the year-to-date transactions that support the balances on the **Revenue/Expense Detail Statement**. By selecting an asterisk (*) for the period, this report will return the transaction statements for each period since the beginning of the fiscal year including the current period. If a single period is selected, the resulting statement will be identical to the **Revenue/Expense Transactions** statement. This statement is restricted to using one Fund code and one Organization Code at a time (required parameters).

This report can be run based on every combination of the following:

- Chart
- Fund at data entry levels 4 and 5
- Organization at data entry levels 6, 7, and 8
- Program at data entry levels 3 and 4
- Period
- Organization GL report contact
- Fund GL report contact
- Program GL report contact

Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the Chart code and its description from the list of values. Required.
Fund GL report contact	List of Values	The user must select a Fund GL report contact name from the list of values if querying by Fund GL report contact; otherwise, enter an asterisk (*). Required.
Fiscal Year	List of Values	The user could enter the two digit fiscal year or select it from the list of values. Required.
ORG GL report contact	List of Values	The user must select a ORG GL report contact name from the list of values if querying by ORG GL report contact; otherwise, enter an asterisk (*). Required.
Fund Code	List of Values	Data entry level 4 or 5 of the Fund hierarchy. The user could enter the appropriate six-digit Fund code or select it from the list of values. Required.
Organization Code	List of Values	Data entry level 6, 7, or 8 of the Organization hierarchy. The user could enter the appropriate six-digit Organization code, or select it from the list of values. Required.

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Field Name	Input Data	Definition
PROG GL report contact	List of Values	The user must select a PROG GL report contact name from the list of values if querying by PROG GL report contact; otherwise, enter an asterisk (*). Required.
Period	List of Values	The user must select the appropriate period (01=July, 02=August, *=all, etc.) from the list of values. Required.
Program Code	List of Values	Data entry level 3 and 4 of the Program hierarchy. The user could enter the appropriate six-digit Program code, or select one from the list of values, or enter an asterisk (*). Required.
VDR Date	Data Entry	Enter an asterisk (*). Required.

Step-by-Step Procedures

Task 1.4: Running the Operating Ledger YTD Transaction Statement

Step	Action	Results/Decisions
1.	Log in to EDDIE as described on page 11.	
2.	Click Operating Ledger .	
3.	Double-click FIGL_Operating_Ledger_YTD_Transaction_Statement .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	Select or enter ALL parameters before executing the query.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, must be selected from the list of values.
6.	The first prompt is already selected. Select the appropriate Chart of Account and click the Add (right arrow) button.	
7.	Click FUND GL report contact . If querying by FUND GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	
8.	Click Fiscal Year . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
9.	Click ORG GL report contact . If querying by ORG GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	

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Step	Action	Results/Decisions
10.	Click Only 1 Fund Code . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
11.	Click Only 1 Org Code . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
12.	Click PROG GL report contact . If querying by PROG GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	
13.	Click Period . Select the appropriate Period (01 = July, 02 = August, * = all, etc.) and click the Add (right arrow) button.	The asterisk is available in the list of values.
14.	Click Program Code . Select it from the list of values, type the appropriate value, or type an asterisk (*) in the blank field. Then click the Add (right arrow) button.	
15.	Click the OK button.	It may take several minutes to run the report.
16.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ul style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	This opens the report as a PDF.
17.	To save the report, follow these steps: <ul style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Select Open with Microsoft Excel. e) Click the OK button. f) Click the Save button. 	A pop-up window asks if you want to open or save the file. This opens the report as an Excel file.

NOTE: See Appendix C for information on the fields in the **Operating Ledger YTD Transaction Statement**, including definitions of all the fields used in the following example.

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University of Illinois Operating Ledger Year-To-Date Transaction Statement FY 06 Period *										As of 08-AUG-2006 Page 1 of 49 Printed: 08-AUG-2006		
Fiscal Year: 06 Period: * Chart of Accounts: 1 - University of Illinois - Urbana Fund Code: Org Code: Prog Code: * Org GL Rept: * Fund GL Rept: * Prog GL Rept: *												
Chart	1	University of Illinois - Urbana	Level	Status	Principal Investigator			Fund Term Dt	Grant Code			
Organization	598004	Specialty Medicine	6	A				Fund Exp End Dt	Financial Manager	Johnson, Melissa A		
Fund	301732	598 Rev Rev Val Clinic	4	A				Project Start Dt	Indirect Cost Rate	Indirect Cost Basis		
Program	598028	Hospital Services	3	A				Project End Dt				
Fund Type	3Q	Departmental Activities	2	A								
Sponsor												
Account	Description	Date	RC	Document	Seq	Doc Ref	Deposit	Budget	Actual	Encumbrances	Activity	Location
211400	Encumbrance Salaries	01-JUL-2005	HQA	F0043276	172					22,228.84		
211400	HR Payroll 2005 MN 999 0	01-JUL-2005	HYA	F0044123	366				-1,592.72			
211400	HR Payroll 2005 MN 7 0	15-JUL-2005	HAC	F0044149	318				1,592.72			
211400	HR Payroll 2005 MN 7 0	15-JUL-2005	HAA	F0044162	401				1,025.00			
211400	HR Payroll 2005 MN 7 0	15-JUL-2005	HAA	F0044162	401					-1,025.00		
211400	Other Academic Salary								1,025.00	21,203.84		
212900	HR Payroll 2005 MN 999 0	01-JUL-2005	HYA	F0044123	367				-1,566.50			
212900	HR Payroll 2005 MN 7 0	15-JUL-2005	HAC	F0044149	319				1,566.50			
212900	Miscellaneous Assistant S								0.00			
219120	Encumbrance Fringe Chrg B	01-JUL-2005	HQA	F0043288	453					2,394.03		
219120	HR Payroll 2005 MN 7 0	15-JUL-2005	HDA	F0044181	34				110.43	-110.35		
219120	Encumbrance Fringe Chrg B	12-JUL-2005	HRA	F0044467	66					2,283.68		
219120	SURS Retirement Benefit								110.43			
219210	Encumbrance Fringe Chrg B	01-JUL-2005	HQA	F0043288	454					322.32		
219210	HR Payroll 2005 MN 7 0	15-JUL-2005	HDA	F0044181	35				13.26	-14.88		
219210	Encumbrance Fringe Chrg B	12-JUL-2005	HRA	F0044467	67					307.44		
219210	Medicare Matching								13.26			
219220	Encumbrance Fringe Chrg B	01-JUL-2005	HQA	F0043288	455					2,518.98		
219220	Encumbrance Fringe Chrg B	05-JUL-2005	HQA	F0043391	253					1,000.00		
219220	HR Payroll 2005 MN 7 0	15-JUL-2005	HDA	F0044181	36				164.51			
219220	Encumbrance Fringe Chrg B	12-JUL-2005	HRA	F0044467	68					-164.51		
219220	Encumbrance Fringe Chrg B	28-JUL-2005	HQA	F0045584	33					470.21		
219220	Employer Paid HealthLife								164.51	3,833.68		
219240	IC141 - WC UIUC Auditory	31-JUL-2005	106	A1006332	295	02390001			18.55			
219240	Workers Compensation								18.55			
Total Personnel Expenses									1,331.75	27,628.64		
121300	2 505755000 PAPER PRINTER	27-JUL-2005	100F	VH004129	1	00049897			6.02			
121300	Information Technology Su								6.02			
122000	GPCV: SARSTEDT INC	19-JUL-2005	PIL	PC00RSSW	1				16.15			
122000	120 305357000 INJECTION C	11-JUL-2005	100F	VH004048	18	00048985			182.40			

Figure 1.4.1: Operating Ledger YTD Transaction Statement – Output

1.5: Operating Ledger YTD Transaction Statement by Account

Process Description

Report Description	Report Name
Operating Ledger YTD Transaction Statement by Account	FIGL_Operating_Ledger_YTD_Transaction_Statement_by_Account

The **Operating Ledger YTD Transaction Statement by Account** reports the year-to-date transactions that support the balances on the **Revenue/Expense Detail Statement**. This statement will show information from the beginning of the fiscal year until the date it is run in one concise report. This statement is restricted to using one Fund code and one Organization Code at a time (required parameters).

This report can be run based on every combination of the following:

- Chart
- Fund at data entry levels 4 and 5
- Organization at data entry levels 6, 7, and 8
- Program at data entry levels 3 and 4
- Organization GL report contact
- Fund GL report contact
- Program GL report contact

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Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the Chart code and its description from the list of values. Required.
Fund GL report contact	List of Values	The user must select a Fund GL report contact name from the list of values if querying by Fund GL report contact; otherwise, enter an asterisk (*). Required.
Fiscal Year	List of Values	The user could enter the two digit fiscal year or select it from the list of values. Required.
ORG GL report contact	List of Values	The user must select a ORG GL report contact name from the list of values if querying by ORG GL report contact; otherwise, enter an asterisk (*). Required.
Fund Code	List of Values	Data entry level 4 or 5 of the Fund hierarchy. The user could enter the appropriate six-digit Fund code or select it from the list of values. Required.
Organization Code	List of Values	Data entry level 6, 7, or 8 of the Organization hierarchy. The user could enter the appropriate six-digit Organization code, or select it from the list of values. Required.
PROG GL report contact	List of Values	The user must select a PROG GL report contact name from the list of values if querying by PROG GL report contact; otherwise, enter an asterisk (*). Required.
Program Code	List of Values	Data entry level 3 and 4 of the Program hierarchy. The user could enter the appropriate six-digit Program code, or select one from the list of values, or enter an asterisk (*). Required.

Step-by-Step Procedures

Task 1.5: Running the Operating Ledger YTD Transaction Statement by Account

Step	Action	Results/Decisions
1.	Log in to EDDIE as described on page 11.	
2.	Click Operating Ledger .	
3.	Double-click FIGL_Operating_Ledger_YTD_Transaction_Statement_by_Account .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	Select or enter ALL parameters before executing the query.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, <u>must be selected</u> from the list of values.
6.	The first prompt is already selected. Select the appropriate Chart of Account and click the Add (right arrow) button.	

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Step	Action	Results/Decisions
7.	Click Fund GL report contact . If querying by FUND GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	
8.	Click Fiscal Year . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
9.	Click Fund Codes . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	You can enter up to four Fund codes.
10.	Click ORG GL report contact . If querying by ORG GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	
11.	Click Only 1 Org Code . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
12.	Click PROG GL report contact . If querying by PROG GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	
13.	Click Program Code . Select it from the list of values, type the appropriate value, or type an asterisk (*) in the blank field. Then click the Add (right arrow) button.	
14.	Click the OK button.	It may take several minutes to run the report.
15.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ol style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	This opens the report as a PDF.

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Step	Action	Results/Decisions
16.	<p>To save the report, follow these steps:</p> <ol style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Select Open with Microsoft Excel. e) Click the OK button. f) Click the Save button. 	<p>A pop-up window asks if you want to open or save the file.</p> <p>This opens the report as an Excel file.</p>

NOTE: See Appendix C for information on the fields in the **Operating Ledger YTD Transaction Statement by Account**, including definitions of all the fields used in the following example.

FIGL_Operating_Ledger_YTD_Transaction_Statement_by_Account
Version: 10_AUG-2006
University of Illinois
Operating Ledger Year-To-Date Transaction Statement
FY 06
As of 24-OCT-2006
Page 2 of 30
Printed: 24-OCT-2006

Fiscal Year: 06 Period: Chart of Accounts: 1 - University of Illinois - Urbana Fund Code: Org Code:
Prog Code: " Org GL Rept: " Fund GL Rept: " Prog GL Rept: "

Chart	1	University of Illinois - Urbana	Level	Status	Principal Investigator	Fund Term Dt	Grant Code				
Organization	568004	Specialty Medicine	6	A		Fund Exp End Dt	Financial Manager	Johnson, Melissa A			
Fund	301732	598 Rev Rev Vet Clinic	4	A		Project Start Dt	Indirect Cost Rate				
Program	595028	Hospital Services	3	A		Project End Dt	Indirect Cost Basis				
Fund Type	3Q	Departmental Activities	2	A							

Account	Description	Date	RC	Document	Seq	Doc Ref	Deposit	Budget	Actual	Encumbrances	Activity	Location
305400	Hosp Supplies - July-Nov 20	09-NOV-2005	100	J0440054	2				-325.00			
305400	Hosp Supp for Dec 05 to F	28-FEB-2006	100	J0504930	3				-759.00			
305400	Hosp Supp Mar 06 to Jun 0	30-MAR-2006	100	J0520713	3				-544.00			
305400	Hospital/Medical Services									-1,628.00		
307900	M082737	25-AUG-2005	TSI	F0047576	185	6661416			-0.50			
307900	m82741	30-SEP-2005	TSI	F0050294	556	6144452			-0.40			
307900	m082744	18-NOV-2005	TSI	F0055573	248	6667193			-14.00			
307900	m082749	07-FEB-2006	TSI	F0056123	340	6671705			-9.52			
307900	FY06 COA 1 Roll to OL and	18-AUG-2005	299	L0000008	7.044			-538,935.00				
307900	Other Sales/Services								-538,935.00			
308600	CRA Feed	15-AUG-2005	100F	VH75102G	7	Vetstar			242.50			
308600	CRA Feed	24-AUG-2005	100F	VH75111G	4	Vetstar			10.60			
308600	CRA Feed	19-SEP-2005	100F	VH75137G	6	Vetstar			201.69			
308600	CRA Feed	20-SEP-2005	100F	VH75138G	6	Vetstar			57.50			
308600	CRA Feed	19-FEB-2006	100F	VH75290G	7	Vetstar			43.00			
308600	CRA Feed	11-MAY-2006	100F	VH75371G	9	Vetstar			26.00			
308600	CRA Feed	01-JUN-2006	100F	VH75392G	5	Vetstar			70.96			
308600	Commissions/Discounts									741.25		
Total Revenues								-538,935.00	-911.17			
211000	FY06 COA 1 Roll to OL and	18-AUG-2005	299	L0000008	7.040				35,152.00			
211000	Academic Salaries								35,152.00			
211400	ENCUMBRANCE ROLL	30-JUN-2006	503	EN106037	899					0.00		
211400	Encumbrance Salaries	01-JUL-2005	HOA	F0043276	172					22,228.84		
211400	HR Payroll 2005 MN 999 0	01-JUL-2005	HYA	F0044123	366				-1,592.72			
211400	HR Payroll 2005 MN 7 0	15-JUL-2005	HAC	F0044146	318				1,592.72			
211400	HR Payroll 2005 MN 7 0	15-JUL-2005	HAA	F0044162	401				1,025.00			
211400	HR Payroll 2005 MN 7 0	15-JUL-2005	HAA	F0044162	401					-1,025.00		
211400	HR Payroll 2005 MN 8 0	16-AUG-2005	HAA	F0046295	12				1,840.00			
211400	HR Payroll 2005 MN 8 0	16-AUG-2005	HAA	F0046295	12					-1,840.00		
211400	HR Payroll 2005 MN 9 0	16-SEP-2005	HAA	F0048557	343				1,840.00			
211400	HR Payroll 2005 MN 9 0	16-SEP-2005	HAA	F0048557	343					-1,840.00		
211400	HR Payroll 2005 MN 10 0	14-OCT-2005	HAA	F0050746	364				1,840.00			
211400	HR Payroll 2005 MN 10 0	14-OCT-2005	HAA	F0050746	364					-1,840.00		
211400	HR Payroll 2005 MN 11 0	16-NOV-2005	HAA	F0053016	389				1,840.01			
211400	HR Payroll 2005 MN 11 0	16-NOV-2005	HAA	F0053016	389					-1,840.01		
211400	HR Payroll 2005 MN 12 0	16-DEC-2005	HAA	F0054902	374				1,840.00			
211400	HR Payroll 2005 MN 12 0	16-DEC-2005	HAA	F0054902	374					-1,840.00		

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Figure 1.5.1: Operating Ledger YTD Transaction Statement by Account – Output

1.6: Operating Ledger YTD Transaction Statement by Account and Period

Process Description

Report Description	Report Name
Operating Ledger YTD Transaction Statement by Account and Period	FIGL_Operating_Ledger_YTD_Transaction_Statement_by_Acct_and_Period

The **Operating Ledger YTD Transaction Statement by Account and Period** reports the year-to-date transactions that support the balances on the **Revenue/Expense Detail Statement**. This statement will show information from the beginning of the fiscal year through the period selected, grouped by Account code in one concise report. This statement is restricted to using one Fund code and one Organization code at a time (required parameters).

This report can be run based on every combination of the following:

- Chart
- Fund at data entry levels 4 and 5
- Organization at data entry levels 6, 7, and 8
- Program at data entry levels 3 and 4
- Organization GL report contact
- Fund GL report contact
- Program GL report contact

Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the Chart code and its description from the list of values. Required.
Fund GL report contact	List of Values	The user must select a Fund GL report contact name from the list of values if querying by Fund GL report contact; otherwise, enter an asterisk (*). Required.
Fiscal Year	List of Values	The user could enter the two digit fiscal year or select it from the list of values. Required.
ORG GL report contact	List of Values	The user must select a ORG GL report contact name from the list of values if querying by ORG GL report contact; otherwise, enter an asterisk (*). Required.
Fund Code	List of Values	Data entry level 4 or 5 of the Fund hierarchy. The user could enter the appropriate six-digit Fund code or select it from the list of values. Required.
Organization Code	List of Values	Data entry level 6, 7, or 8 of the Organization hierarchy. The user could enter the appropriate six-digit Organization code, or select it from the list of values. Required.

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Field Name	Input Data	Definition
PROG GL report contact	List of Values	The user must select a PROG GL report contact name from the list of values if querying by PROG GL report contact; otherwise, enter an asterisk (*). Required.
Period	List of Values	The user must select the appropriate period (01=July, 02=August, etc.) from the list of values. Required.
Program Code	List of Values	Data entry level 3 and 4 of the Program hierarchy. The user could enter the appropriate six-digit Program code, or select one from the list of values, or enter an asterisk (*). Required.

Step-by-Step Procedures

Task 1.6: Running the Operating Ledger YTD Transaction Statement by Account and Period

Step	Action	Results/Decisions
1.	Log in to EDDIE as described on page 11.	
2.	Click Operating Ledger .	
3.	Double-click FIGL_Operating_Ledger_YTD_Transaction_Statement_by_Acct_and_Period .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	Select or enter ALL parameters before executing the query.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, <u>must be selected</u> from the list of values.
6.	The first prompt is already selected. Select the appropriate Chart of Account and click the Add (right arrow) button.	
7.	Click FUND GL report contact . If querying by FUND GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	
8.	Click Fiscal Year . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
9.	Click Fund Codes . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	You can enter up to four Fund codes.

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Step	Action	Results/Decisions
10.	Click ORG GL report contact . If querying by ORG GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	
11.	Click Only 1 Org Code . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
12.	Click PROG GL report contact . If querying by PROG GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	
13.	Click Period . Select the appropriate Period (01 = July, 02 = August, etc.) and click the Add (right arrow) button.	
14.	Click Program Code . Select it from the list of values, or type the appropriate value, or type an asterisk (*) in the blank field. Then click the Add (right arrow) button.	
15.	Click the OK button.	It may take several minutes to run the report.
16.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ul style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	This opens the report as a PDF.
17.	To save the report, follow these steps: <ul style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Select Open with Microsoft Excel. e) Click the OK button. f) Click the Save button. 	A pop-up window asks if you want to open or save the file. This opens the report as an Excel file.

NOTE: See Appendix C for information on the fields in the **Operating Ledger YTD Transaction Statement by Account and Period**, including definitions of all the fields used in the following example.

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University of Illinois Operating Ledger Year-To-Date Transaction Statement FY 10 (thru Period: 06)										As of 14-DEC-2009 Page 8 of 12 Printed: 14-DEC-2009		
FIGL_Operating_Ledger_YTD_Transaction_Statement_by_Account_and_Period Version: 10-AUG-2009												
Fiscal Year: 10 Period: 06 Chart of Accounts: 1 - University of Illinois - Urbana Fund Code: 302854 Orig Code: 588117 Prog Code: " Crg GL Rest: " Fund GL Rest: " Prog GL Rest: "												
Chart	1	University of Illinois - Urbana	Level	Status	Principal Investigator	Fund Term Dt	Grant Code					
Organization	598117	Island Schools University - VCM	6	A		Fund Exp End Dt	Financial Manager	Patrick, Mary Kathryn				
Fund	302854	598 General Island Univ-Vet Clin Mtd	4	A		Project Start Dt	Indirect Cost Rate	Indirect Cost Basis				
Program	598021	General Island Universities	3	A		Project End Dt						
Fund Type	3Q	Departmental Activities	2	A								
Sponsor												
Account	Description	Date	RC	Document	Seq	Doc Ref	Deposit	Budget	Actual	Encumbrances	Activity	Location
121100	OfficeMax Incorporated	17-NOV-2009	INEI	I3354505	1							
121100	OfficeMax Incorporated	10-DEC-2009	INEI	I3388387	1				16.22		-14.38	
121100	OfficeMax Incorporated	10-DEC-2009	INEI	I3388387	1						-16.22	
121100	OfficeMax Incorporated	10-DEC-2009	INEI	I3388697	1				131.98			
121100	OfficeMax Incorporated	10-DEC-2009	INEI	I3388697	1						-131.98	
121100	Print Cart to David Deake	30-OCT-2009	100	J1255936	2				49.50			
121100	Dell Marketing LP c/o Del	08-OCT-2009	PORD	P0285377	1						110.52	
121100	Dell Marketing LP c/o Del	14-OCT-2009	PORD	P0286591	1						110.52	
121100	OfficeMax Incorporated	23-OCT-2009	PORD	P0285222	1						8.54	
121100	OfficeMax Incorporated	23-OCT-2009	PORD	P0285223	1						155.13	
121100	OfficeMax Incorporated	26-OCT-2009	PORD	P0289484	1						77.03	
121100	Dell Marketing LP c/o Del	09-NOV-2009	PORD	P0293212	1						225.99	
121100	OfficeMax Incorporated	11-NOV-2009	PORD	P0293992	1						14.38	
121100	OfficeMax Incorporated	01-DEC-2009	PORD	P0298328	1						131.98	
121100	OfficeMax Incorporated	02-DEC-2009	PORD	P0298710	1						16.22	
121100	OfficeMax Incorporated	07-DEC-2009	PORD	P0297704	1						204.42	
121100	GPCV: TRICOPY TIME	12-NOV-2009	FIL	PCA17NGG	1				25.00			
121100	Office Supplies								4,276.43		430.41	
121300	GS10034.GR469110.	01-JUL-2009	100F	GS050276	15	469110			92.99			
121300	GS104219.GR474428.	18-SEP-2009	100F	GS050443	31	474428			29.00			
121300	GPCV: ADDONICS TECHNOLOGI	07-AUG-2009	FIL	PCA14JFS	1				27.74			
121300	CHARGES FOR FS ORDER: 624	03-DEC-2009	100F	T001A7S	1	00001E4D			74.80			
121300	Information Technology su								224.53			
121400	Barnes & Noble.com/Barnes	12-SEP-2009	INEI	I3245563	1				68.75			598871
121400	Barnes & Noble.com/Barnes	12-SEP-2009	INEI	I3245563	1					-58.75		598871
121400	Barnes & Noble.com/Barnes	12-SEP-2009	INEI	I3245564	1				68.75			598852
121400	Barnes & Noble.com/Barnes	12-SEP-2009	INEI	I3245564	1					-58.75		598852
121400	Barnes & Noble.com/Barnes	03-SEP-2009	PORD	P0277006	1						68.75	598871
121400	Barnes & Noble.com/Barnes	03-SEP-2009	PORD	P0277007	1						68.75	598852
121400	Amazon.com								40.45			598805
121400	Educational/Instructional	29-SEP-2009	FIL	PCA168MC	1				177.95		0.00	
121600	Allsteel Inc	01-SEP-2009	INEI	I3228111	2				693.00			
121600	Allsteel Inc	01-SEP-2009	INEI	I3228111	2						-693.00	
121600	Allsteel Inc	22-JUL-2009	POLQ	P0267724	2						-693.00	
121600	Allsteel Inc	22-JUL-2009	PORD	P0267724	2						693.00	
121600	Sandy Collins	21-JUL-2009	REGP	RD193253	2						693.00	
121600	Parts for Furniture/Office								693.00		0.00	
126010	Batch Close PO P0225589	31-AUG-2009	POBC	'0062092	1						0.00	

Figure 1.6.1: Operating Ledger YTD Transaction Statement by Account and Period – Output

1.7: Operating Ledger YTD Transaction Statement by Account by Period Range

Process Description

Report Description	Report Name
Operating Ledger YTD Transaction Statement by Account by Period Range	FIGL_Operating_Ledger_YTD_Transaction_Statement_by_Acct_By_Period_Range

The **Operating Ledger YTD Transaction Statement by Account by Period Range** reports the year-to-date transactions that support the balances on the **Revenue/Expense Detail Statement**. This statement will show information from the beginning period selected through the end period selected, grouped by Account code in one concise report. For users that need data on a quarterly basis or by other reporting periods, this statement allows users to specify the beginning and ending period within a fiscal year. This statement is restricted to using one Fund code and one Organization code at a time (required parameters).

This report can be run based on every combination of the following:

- Chart
- Fund at data entry levels 4 and 5
- Organization at data entry levels 6, 7, and 8

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- Program at data entry levels 3 and 4
- Organization GL report contact
- Fund GL report contact
- Program GL report contact

Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the Chart code and its description from the list of values. Required.
Fund GL report contact	List of Values	The user must select a Fund GL report contact name from the list of values if querying by Fund GL report contact; otherwise, enter an asterisk (*). Required.
Fiscal Year	List of Values	The user could enter the two digit fiscal year or select it from the list of values. Required.
ORG GL report contact	List of Values	The user must select a ORG GL report contact name from the list of values if querying by ORG GL report contact; otherwise, enter an asterisk (*). Required.
Fund Code	List of Values	Data entry level 4 or 5 of the Fund hierarchy. The user could enter the appropriate six-digit Fund code or select it from the list of values. Required.
Organization Code	List of Values	Data entry level 6, 7, or 8 of the Organization hierarchy. The user could enter the appropriate six-digit Organization code, or select it from the list of values. Required.
PROG GL report contact	List of Values	The user must select a PROG GL report contact name from the list of values if querying by PROG GL report contact; otherwise, enter an asterisk (*). Required.
Program Code	List of Values	Data entry level 3 and 4 of the Program hierarchy. The user could enter the appropriate six-digit Program code, or select one from the list of values, or enter an asterisk (*). Required.
From Period	List of Values	The user could enter the appropriate period (01=July, 02=August, etc.) or select it from the list of values. Required.
To Period	List of Values	The user could enter the appropriate period (01=July, 02=August, etc.) or select it from the list of values. Required.

Step-by-Step Procedures

Task 1.7: Running the Operating Ledger YTD Transaction Statement by Account by Period Range

Step	Action	Results/Decisions
1.	Log in to EDDIE as described on page 11.	
2.	Click Operating Ledger .	

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Step	Action	Results/Decisions
3.	Double-click FIGL_Operating_Ledger_YTD_Transaction_Statement_by_Acct_by_Period_Range .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	Select or enter ALL parameters before executing the query.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, <u>must be selected</u> from the list of values.
6.	The first prompt is already selected. Select the appropriate Chart of Account and click the Add (right arrow) button.	
7.	Click FUND GL report contact . If querying by FUND GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	
8.	Click Fiscal Year . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
9.	Click Fund Codes . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	You can enter up to four Fund codes.
10.	Click ORG GL report contact . If querying by ORG GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	
11.	Click Only 1 Org Code . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
12.	Click PROG GL report contact . If querying by PROG GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	
13.	Click Program Code . Select it from the list of values, type an appropriate value, or type an asterisk (*) in the blank field. Then click the Add (right arrow) button.	
14.	Click From Period . Select the appropriate period from the list of values (01=July, 02=August, etc.) or type the appropriate value in the blank field and click the Add (right arrow) button.	This provides the beginning period for the search.

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Step	Action	Results/Decisions
15.	Click To Period . Select the appropriate period from the list of values (01=July, 02=August, etc.) or type the appropriate value in the blank field and click the Add (right arrow) button.	This provides the end period for the search.
16.	Click the OK button.	It may take several minutes to run the report.
17.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ol style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	This opens the report as a PDF.
18.	To save the report, follow these steps: <ol style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Select Open with Microsoft Excel. e) Click the OK button. f) Click the Save button. 	A pop-up window asks if you want to open or save the file. This opens the report as an Excel file.

NOTE: See Appendix C for information on the fields in the **Operating Ledger YTD Transaction Statement by Account by Period Range**, including definitions of all the fields used in the following example.

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University of Illinois Operating Ledger Year-To-Date Transaction Statement FY 10 From Period: 04 thru 06										As of 21-DEC-2009 Page 3 of 5 Printed: 21-DEC-2009		
FIGL Operating Ledger_YTD_Transaction_Statement_by_Acct_by_Period_Range Version: 29-OCT-2009												
Fiscal Year: 10 Period: 04 thru 06 Chart of Accounts: 1 - University of Illinois - Urbana Fund Code: 302854 Org Code: 598117 Prog Code: * Org GL Rest: * Fund GL Rest: * Prog GL Rest: *												
Chart	1	University of Illinois - Urbana	Level	Status	Principal Investigator	Fund Term Dt	Grant Code					
Organization	598117	Island Schools University - VCM	6	A		Fund Exp End Dt	Financial Manager	Patrick, Mary Kathryn				
Fund	302854	598 General Island Univ-Vet Clin Mtd	4	A		Project Start Dt	Indirect Cost Rate	Indirect Cost Basis				
Program	598021	General Island Universities	3	A		Project End Dt						
Fund Type	3Q	Departmental Activities	2	A								
Sponsor												
Account	Description	Date	RC	Document	Seq	Doc Ref	Deposit	Budget	Actual	Encumbrance	Activity	Location
121100	OfficeMax Incorporated	10-DEC-2009	INEI	I3388387	1				16.22			
121100	OfficeMax Incorporated	10-DEC-2009	INEI	I3388387	1				131.98		-16.22	
121100	OfficeMax Incorporated	10-DEC-2009	INEI	I3388697	1						-131.98	
121100	OfficeMax Incorporated	10-DEC-2009	INEI	I3388697	1							
121100	Dell Marketing LP c/o Del	16-DEC-2009	INEI	I3395947	1				225.99			
121100	Dell Marketing LP c/o Del	16-DEC-2009	INEI	I3395947	1						-225.99	
121100	OfficeMax Incorporated	16-DEC-2009	INEI	I3395954	1				204.42			
121100	OfficeMax Incorporated	16-DEC-2009	INEI	I3395954	1						-204.42	
121100	Print cart to David Deeke	30-OCT-2009	100	J1259336	2				49.50			
121100	Correct issue fee P029477	10-DEC-2009	100	J1275433	1				77.99			
121100	Dell Marketing LP c/o Del	08-OCT-2009	PORD	P0285377	1						110.52	
121100	Dell Marketing LP c/o Del	14-OCT-2009	PORD	P0286591	1						110.52	
121100	OfficeMax Incorporated	23-OCT-2009	PORD	P0289222	1						8.54	
121100	OfficeMax Incorporated	23-OCT-2009	PORD	P0289223	1						155.13	
121100	OfficeMax Incorporated	26-OCT-2009	PORD	P0289484	1						77.03	
121100	Dell Marketing LP c/o Del	05-NOV-2009	PORD	P0293212	1				225.99			
121100	OfficeMax Incorporated	11-NOV-2009	PORD	P0293992	1				14.38			
121100	OfficeMax Incorporated	01-DEC-2009	PORD	P0298328	1				131.98			
121100	OfficeMax Incorporated	02-DEC-2009	PORD	P0298710	1				16.22			
121100	OfficeMax Incorporated	07-DEC-2009	PORD	P0299704	1				204.42			
121100	OfficeMax Incorporated	16-DEC-2009	PORD	P0302797	1				72.60			
121100	GPCV: TROPHY TIME	12-NOV-2009	FIL	PCA17NSG	1				25.00			
121100	GPCV: DMF DELL HIGHER ED	09-DEC-2009	FIL	PCA187UJ	2				199.98			
121100	GPCV: DMF DELL HIGHER ED	10-DEC-2009	FIL	PCA199V	1				195.89			
121100	Office Supplies								1,542.89		72.60	
121300	CHARGES FOR FG ORDER: 624	03-DEC-2009	100F	T9001A75	1	00001E4D			74.80			
121300	Information Technology Su								74.80			
126140	Lenovo United States Inc	02-DEC-2009	INEI	I3373817	1				47.20			
126140	Lenovo United States Inc	02-DEC-2009	INEI	I3373817	1						-47.20	
126140	Lenovo United States Inc	18-NOV-2009	PORD	P0295150	1						47.20	
126140	NC Non-Electron Other Equ								47.20		0.00	
127011	Dell Marketing LP c/o Del	16-DEC-2009	INEI	I3395390	1				169.98			
127011	Dell Marketing LP c/o Del	16-DEC-2009	INEI	I3395390	1						-169.98	
127011	Dell Marketing LP c/o Del	16-DEC-2009	INEI	I3395391	1				362.58			
127011	Dell Marketing LP c/o Del	16-DEC-2009	INEI	I3395391	1						-362.58	
127011	Dell Marketing LP c/o Del	09-DEC-2009	PORD	P0300512	1						532.56	
127011	NC Electronic Office Equi								532.56		0.00	
132100	Hamor, Ralph E.	16-DEC-2009	INNI	I3399633	1				670.00			598915

Figure 1.7.1: Operating Ledger YTD Transaction Statement by Account by Period Range – Output

1.8: Misclassified FOAPAL

Process Description

Report Description	Report Name
Misclassified FOAPAL	FIOL_Misclassified_FOAPAL

The **Misclassified FOAPAL** report 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 FOAPAL is when a department's Organization code does not match the three-digit code in a Fund title. The discrepancy could be created by a data entry error, resulting in misclassified or unintentional transactions. This report would identify the discrepancy so it could 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.

This report contains four different bookmarks representing different Funds.

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1. The *Fund 1 & 2 Misclassified FOP Listing* bookmark includes the State and ICR funds where the three-digit Organization code is different from the first three digits in the Program title. This tab does not include the Fund title that begins with 106, as this is an OBFS-owned Fund. This reduces the number of misclassified FOPs that users need to review.
2. The *Fund 3 Misclassified FOP Listing* bookmark includes the self-supporting Funds where the three-digit Organization code is different from the first three digits in the Fund or Program titles. This tab does not include the Fund title that begins with 106, as this is an OBFS-owned Fund. This reduces the number of misclassified FOPs that users need to review.
3. The *Fund 4, 5 & 60 Misclassified FOP Listing* bookmark includes the Grants and Contracts and Hatch/Federal Appropriation funds where the three-digit Organization code is different from the first three digits in the Fund or Program titles. This tab includes the Fund title that begins with 106, which is owned by OBFS. Depending on the Fund type, this tab may contain Program codes beginning with 19. These are generic program codes that all departments can use and might generate misleading entries in the report.
4. The *Fund 6, 7, 8 & 9 Misclassified FOP Listing* bookmark includes the Medical Service Plan/Gifts, Plant/Retirement/Renewal and Replacement, Loan/Endowment and Agency funds where the three-digit Organization code is different from the first three digits in the Fund or Program titles. Depending on the Fund type, this tab may contain Program codes beginning with 19. These are generic program codes that all departments can use and might generate misleading entries in the report.

This report can be run based on every combination of the following:

- Chart
- Organization at level 5
- Four-digit Fiscal Year

Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must enter the one-digit Chart code or select from the list of values. Required.
Organization Code	List of Values	Level 5 of the Organization hierarchy. The user could enter the appropriate three-digit Organization code or select it from the list of values. Required.
Fiscal Year	List of Values	The user must enter the four-digit fiscal year or select it from the list of values. Required.

Step-by-Step Procedures

Task 1.8: Running the Misclassified FOAPAL Report

Step	Action	Results/Decisions
1.	Log in to EDDIE as described on page 11.	
2.	Click Operating Ledger .	

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Step	Action	Results/Decisions
3.	Double-click FIOL_Misclassified_FOAPAL .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	Select or enter ALL parameters before executing the query.	You may type a parameter or select the parameter from the list of values.
6.	The first prompt is already selected. Select the appropriate 1 Digit Chart (for example, 1 for Urbana) from the list of values and click the Add button.	
7.	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 button.	
8.	Click 4 Digit Fiscal Year . Select it from the list of values or enter the appropriate value (for example, 2016 for FY 2016) in the blank field and then click the Add button.	
9.	Click the OK button.	It may take several minutes to run the report.
10.	Click the Fund 1 & 2 Misclassified FOP Listing tab at the bottom to view that information.	
11.	Click the Fund 3 Misclassified FOP Listing tab at the bottom to view that information.	
12.	Click the Fund 4, 5 & 60 Misclassified FOP Listing tab at the bottom to view that information.	
13.	Click the Fund 6, 7, 8 & 9 Misclassified FOP Listing tab at the bottom to view that information.	
14.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ul style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	This opens the report as a PDF.

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Step	Action	Results/Decisions
15.	<p>To save the report, follow these steps:</p> <ol style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Select Open with Microsoft Excel. e) Click the OK button. f) Click the Save button. 	<p>A pop-up window asks if you want to open or save the file.</p> <p>This opens the report as an Excel file.</p>

NOTE: See Appendix C for information on the fields in the **Misclassified FOAPAL**, including definitions of all the fields used in the following example.

MISCLASSIFIED FOAP TRANSACTIONS BY ORG - FISCAL YEAR

CHART: 1 ORG: 000 FISCAL YEAR: 2008

ORG	FUND	FUND TYPE	Organization Title	Program Title	Fiscal Year	Date	% Budget Encumbrance	Budget	Revenue	Expenses	Encumbrance	Available
000000	500	500	General Fund - 500	General Fund - 500	2008	01/01/08	100.00	100.00	0.00	0.00	0.00	100.00
000000	600	600	General Fund - 600	General Fund - 600	2008	01/01/08	100.00	100.00	0.00	0.00	0.00	100.00
000000	700	700	General Fund - 700	General Fund - 700	2008	01/01/08	100.00	100.00	0.00	0.00	0.00	100.00
Total												300.00

This report includes the FOAP transactions by chart, organization and fiscal year which contain discrepancies in departmental accounts with the fund, organization or program code. This report can assist departments in identifying misclassified expenditures by transaction.

Figure 1.8.1: Misclassified FOAPAL – Output

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MISCLASSIFIED FOP TRANSACTIONS BY ORG - FISCAL YEAR

Last Refreshed: 08/14/07

ORG	CRCP	Fund Type	Fund Title	Organization Title	Program Title	Fiscal Period	DOC	Date	OL Credit Descriptive Text	User ID	Budget	Revenue	Expense	Encumbrance	Reservation
593	1-10000-890001-690004	1A	103 P/08 GP/07F General Funds	Admissions	Met Care Med Admin	02	PD021532	08/02/07	International Verification Form (Out	apjwvks			197.90		
	1-10000-890001-690004									Sum:			197.90		
										Total Sum:			197.90		

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 1.8.2: Misclassified FOAPAL – Output – Fund 1 & 2 Misclassified FOP Listing

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MISCLASSIFIED FOP TRANSACTIONS BY ORG - FISCAL YEAR

Last Refreshed:
08/14/07

ORG	CFOP	Fund Type	Fund Title	Organization Title	Program Title	Fiscal Period	DOC	Date	OL Detail Descriptive Test	User ID	Budget	Revenue	Expense	Encumbrance	Reservation
444	1-30172-44000-44036	30	598 VCM Mastitis Reduction	Mastitis Reduction	Mastitis Reduction	01	07/04/07	07/16/07	Wrong FOP used on 07/05/07	paud			-624.00		
	1-30172-44000-44036									Sum:			-624.00		
598	1-300011-890045-59002	3A	109 Payroll Supplies - Department	VCM Research	Vet Clinic Med Rich	01	F009487	07/01/07	HR Payroll 2007 MN 999.1	agpawr			200.92		
	1-300011-890045-59002	3A	109 Payroll Supplies - Department	VCM Research	Vet Clinic Med Rich	01	F009487	07/01/07	HR Payroll 2007 MN 999.2	agpawr			-200.92		
	1-300011-890045-59002	3A	109 Payroll Supplies - Department	VCM Research	Vet Clinic Med Rich	01	F009483	07/16/07	HR Payroll 2007 MN 7.1	agpawr			-200.92		
	1-300011-890045-59002	3A	109 Payroll Supplies - Department	VCM Research	Vet Clinic Med Rich	01	F009484	07/16/07	HR Payroll 2007 MN 7.2	agpawr			200.92		
	1-300011-890045-59002									Sum:			0.00		
598	1-30172-590005-59028	30	964 Rev Ling Study	VTH Small Animal (Internal Med)	Hospital Services	01	A013006	07/31/07	IC141 - VC UIUC Auxiliary	agpawr			-5.15		
	1-30172-590005-59028	30	964 Rev Ling Study	VTH Small Animal (Internal Med)	Hospital Services	01	F006146	07/01/07	HR Payroll 2007 MN 999.0	agpawr			-311.96		
	1-30172-590005-59028	30	964 Rev Ling Study	VTH Small Animal (Internal Med)	Hospital Services	01	F006174	07/16/07	HR Payroll 2007 MN 7.0	agpawr			311.96		
	1-30172-590005-59028	30	964 Rev Ling Study	VTH Small Animal (Internal Med)	Hospital Services	01	F007091	07/27/07	HR Payroll 2007 MN 7.1	agpawr			-349.92		
	1-30172-590005-59028									Sum:			-384.07		
598	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	Vet Clinical Medicine	Hospital Services	01	0000298	07/29/07	TU Core FOAP 04007000	jahealy			-27.03		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	Vet Clinical Medicine	Hospital Services	01	0602544	07/27/07	Correct 0602628	baemr			27.02		
	1-30172-590005-59028									Sum:			0.00		
598	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	A013049	07/30/07	IC141 - VC UIUC Auxiliary	agpawr			1.03		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	A013006	07/31/07	IC141 - VC UIUC Auxiliary	agpawr			-1.03		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	AR00443	07/01/07	HR Payroll 2007 MN 7.0	agpawr			675.05		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	AR00443	07/01/07	HR Payroll 2007 MN 999.0	agpawr			-675.05		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	AR00444	07/01/07	HR Payroll 2007 MN 7.0	agpawr			630.96		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	AR00444	07/01/07	HR Payroll 2007 MN 999.0	agpawr			-617.32		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	AR00483	07/01/07	HR Payroll 2007 MN 999.0	agpawr			-1,692.37		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	AR00483	07/01/07	HR Payroll 2007 MN 7.0	agpawr			-600.98		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	AR00483	07/01/07	HR Payroll 2007 MN 999.0	agpawr			617.32		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	AR00484	07/01/07	HR Payroll 2007 MN 7.0	agpawr			-675.05		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	F009492	07/01/07	Encumbrance Statuses (O)agpawr				675.05		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	F009492	07/01/07	Encumbrance Fringe Chg Backagpawr				187.50		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	F009484	07/01/07	HR Payroll 2007 MN 999.0	agpawr			-2,171.05		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	F0096174	07/16/07	HR Payroll 2007 MN 7.0	agpawr			7,233.96		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	F0096192	07/16/07	HR Payroll 2007 MN 7.0	agpawr			5.67		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	F009693	07/16/07	Encumbrance Statuses (A)agpawr				-65.50		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	F0096279	07/16/07	Encumbrance Fringe Chg Backagpawr				-18.99		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	F009684	07/17/07	Encumbrance Fringe Chg Backagpawr				1.39		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	F00705	07/30/07	HR Payroll 2007 MN 7.1	agpawr			-108.33		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	F00705	07/30/07	HR Payroll 2007 MN 7.2	agpawr			68.16		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	F007309	07/16/07	HR Payroll 2007 MN 7.0	agpawr			1,905.61		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	F007309	07/30/07	HR Payroll 2007 MN 7.1	agpawr			-26.46		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	01	F007309	07/30/07	HR Payroll 2007 MN 7.2	agpawr			2.06		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	02	A013108	08/10/07	IC141 - VC UIUC Auxiliary	agpawr			125.00		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	02	F007900	08/16/07	HR Payroll 2007 MN 8.0	agpawr			36.17		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	02	F007916	08/16/07	HR Payroll 2007 MN 8.0	agpawr			-125.00		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	02	F007939	08/16/07	Encumbrance Statuses (A)agpawr				-36.17		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	VCM Administration	Hospital Services	02	F007997	08/16/07	Encumbrance Fringe Chg Backagpawr				-36.17		
	1-30172-590005-59028									Sum:			966.25		-4.99
598	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	Equine Med & Surgery	Hospital Services	00	EN107007	07/01/07	ENCUMBRANCE ROLL	jahealy				115.00	
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	Equine Med & Surgery	Hospital Services	01	AR004143	07/01/07	HR Payroll 2007 MN 7.0	agpawr			607.50		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	Equine Med & Surgery	Hospital Services	01	AR004143	07/01/07	HR Payroll 2007 MN 999.0	agpawr			-607.50		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	Equine Med & Surgery	Hospital Services	01	AR004144	07/01/07	HR Payroll 2007 MN 7.0	agpawr			1,066.63		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	Equine Med & Surgery	Hospital Services	01	AR004144	07/01/07	HR Payroll 2007 MN 999.0	agpawr			-1,066.63		
	1-30172-590005-59028	30	255 Rev Rev Vet Clinic	Equine Med & Surgery	Hospital Services	01	AR00482	07/01/07	HR Payroll 2007 MN 999.0	agpawr			-1,074.19		

Figure 1.8.3: Misclassified FOAPAL – Output – Fund 3 Misclassified FOP Listing

Page 1 of 1

MISCLASSIFIED FOP TRANSACTIONS BY ORG - FISCAL YEAR

Last Refreshed: 08/14/07

ORG	CRP	Fund Type	Fund Title	Organization Title	Program Title	Fiscal Period	DOC	Date	OL Detail Descriptive Text	User ID	Budget	Revenue	Expense	Encumbrance	Reservation
500	1-500000-200000-01000	AC	255 Pediatric Med Tech 07	Met Clinical Medicine	Interaction	00	EN070108	10/31/07	ENCUMBRANCE ROLL	JanetNK					0.00
	1-500000-200000-01000	AC	255 Pediatric Med Tech 07	Met Clinical Medicine	Interaction	01	BS070002	10/31/07	Budget Carry Forward Roll	Budget Code roll	0.00				
									Sum		0.00				0.00
									Total Sum		0.00				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 1.8.4: Misclassified FOAPAL – Output – Fund 4, 5 & 60 Misclassified FOP Listing

MISCLASSIFIED FOP TRANSACTIONS BY ORG - FISCAL YEAR

Last Refreshed: 06/14/07

ORG	FOP	Fund Type	Fund Title	Organization Title	Program Title	Fiscal Period	DOC	Date	OL Description Text	User ID	Revenue	Expense	Encumbrance	Reservation
441	1427759-44075-191300	AM	556 Vet Welfare Fund PG	VA WSHS Med Cl	Academic Support	01	AD00313	07/06/07	20 packages of rapid test, cash	psol			283.00	
441	1427759-44075-191300	AM	556 Vet Welfare Fund PG	VA WSHS Med Cl	Academic Support	01	AD00313	07/06/07	20 packages of rapid test, cash	psol			280.00	
441	1427759-44075-191300	AM	556 Vet Welfare Fund PG	VA WSHS Med Cl	Academic Support	01	AD00310	07/06/07	Welfare Med Clinic	psol			76.00	
							Sum							76.00
470	1427759-47075-191100	AM	556 CAMP 2005-Love	Agfish, Steel City HRD	Program Title	01	BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	83.12			
							Sum				83.12			
538	1427300-53001-420545	AM	556 Child Mgmt 556253	Nonstate Fees	Program Title	01	BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	1.95			
							Sum				1.95			
558	1421135-59000-191200	AM	255 Med Records Program	Med C Health Medicine	Public Service	01	AD004458	07/01/07	FOT Forward Address Changes	psol			100.00	
							AD004458	07/01/07	Move to new Organization code	psol			34.56	
							BD107002	07/01/07	Budget Camp Forward Bull	budget deval cell	34.56			
							AD00467	07/03/07	FOT F and R to 255 RG	psol			-100.00	
							Sum				0.00			0.00
							AD004468	07/01/07	Move to new Organization code	psol			4,664.41	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	4,664.41			
							Sum							9,328.82
							AD004468	07/01/07	Move to new Organization code	psol			-18,310.56	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	18,310.56			
							Sum				0.00			0.00
							AD004468	07/01/07	Move to new Organization code	psol			-31,247.52	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	31,247.52			
							Sum				0.00			0.00
							AD004468	07/01/07	Move to new Organization code	psol			2,760.00	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	2,760.00			
							Sum				0.00			0.00
							AD004468	07/01/07	Move to new Organization code	psol			-349.57	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	349.57			
							Sum				0.00			0.00
							AD004468	07/01/07	Move to new Organization code	psol			-4,404.94	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	4,404.94			
							Sum				0.00			0.00
							EN107019	07/01/07	ENCUMBRANCE ROLL	psol				0.00
							AD004468	07/01/07	Move to new Organization code	psol			-20,812.19	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	20,812.19			
							Sum							0.00
							AD004468	07/01/07	Move to new Organization code	psol			9.87	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	9.87			
							Sum				0.00			0.00
							AD004468	07/01/07	Move to new Organization code	psol			2.00	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	2.00			
							Sum				0.00			0.00
							AD004468	07/01/07	Move to new Organization code	psol			53.00	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	53.00			
							Sum				0.00			0.00
							AD004468	07/01/07	Move to new Organization code	psol			22.00	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	22.00			
							Sum				0.00			0.00
							AD004468	07/01/07	Move to new Organization code	psol			-207.00	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	207.00			
							Sum				0.00			0.00
							AD004468	07/01/07	Move to new Organization code	psol			-9.87	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	9.87			
							Sum				0.00			0.00
							AD004468	07/01/07	Move to new Organization code	psol			-2.00	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	2.00			
							Sum				0.00			0.00
							AD004468	07/01/07	Move to new Organization code	psol			-4.00	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	4.00			
							Sum				0.00			0.00
							AD004468	07/01/07	Move to new Organization code	psol			-3,373.87	
							BD107003	07/01/07	Budget Camp Forward Bull	budget deval cell	3,373.87			
							Sum				0.00			0.00

Figure 1.8.5: Misclassified FOAPAL – Output – Fund 6, 7, 8 & 9 Misclassified FOP Listing

1.9: Departmental MultiFund Management Report

Process Description

Report Description	Report Name
Departmental MultiFund Management Report	UR_FIGL_Departmental_MultiFund_Management_Report

The **Departmental MultiFund Management Report** is intended for department managers who want to review their Fund status in one location. This report contains a summary of the Fund balance by Fund and Fund type and Fund code details for a particular Chart, three-digit Organization code, fiscal year, and fiscal period.

This report has thirteen tabs:

- The **Summary** tab provides Fund balance by Fund type and Fund code.
- The **State & ICR** tab provides the budget balance for State and Institutional Funds by Account type.
- The **State & ICR – by Program** tab provides the budget balance for State and Institutional Funds by Program code by Account type.
- The **Self Supporting (Cash)** tab provides the total cash by period for self-supporting Funds.
- The **Self Supporting (Rev-Exp-Enc)** tab provides the year-to-date activity for the current fiscal year including encumbrances by Account type.
- The **Gift (Cash)** tab provides the total cash by period for gift Funds.
- The **Gift (Rev-Exp-Enc)** tab provides the year-to-date activity for the current fiscal year including encumbrances by Account type.
- The **Grant Summary** tab provides the inception-to-date budget balance for grant Funds by Fund type and Principal Investigator.
- The **Grants by PI** tab provides the inception-to-date budget balance for grant Funds by Principal Investigator.
- The **PI – Grant Funds** tab provides the inception-to-date budget balance for Principal Investigator by grant.
- The **Grant Burn Rates** tab provides the burn rate by Principal Investigator and grant.
- The **Service Plan Funds (Cash)** tab provides the total cash by period for service plan Funds.
- The **Service Plan Funds (Rev-Exp-Enc)** tab provides the year-to-date activity for the current fiscal year including encumbrances by Account type.

This report can be run based on every combination of the following:

- Chart
- Organization at level 5
- Four-digit fiscal year
- Period

Reporting for Managers

Parameters

Field Name	Input Data	Definition
Chart Code	Data Entry	The user enters the appropriate one-digit Chart code. Required.
Fiscal Year	Data Entry	The user enters the appropriate four-digit fiscal year. The user is constrained to run this report for one fiscal year. Required.
Department Code	Data Entry	The user enters the appropriate three-digit Organization code. Required.
Month/Period	Data Entry	The user enters the appropriate period (01=July, 02=August, and so on). Required.

Step-by-Step Procedures

Task 1.9: Running the Departmental MultiFund Management Report

Step	Action	Results/Decisions
1.	Log in to EDDIE as described on page 11.	
2.	Click the Documents tab.	
3.	Click the Categories section.	
4.	Click the plus sign to expand the Corporate Categories section.	
5.	Click the plus sign to expand Finance .	
6.	Click Operating Ledger .	
7.	Double-click UR_FIGL_Departmental_MultiFund_Management_Report .	
8.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
9.	Select or enter ALL parameters before executing the query.	
10.	The first prompt is already selected. Enter the appropriate 1 digit chart code (for example, <i>1</i> for Urbana) in the blank field.	
11.	Click four digit fiscal year . Type the appropriate value in the blank field.	
12.	Click three digit dept code . Enter the appropriate value in the blank field.	
13.	Click two digit month/period . Enter the appropriate value (<i>01</i> = July, <i>02</i> = August, and so on) in the blank field.	
14.	Click the OK button.	It may take several minutes to run the report.

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Step	Action	Results/Decisions
15.	<p>Click these tabs at the bottom to view that information:</p> <ul style="list-style-type: none"> • Summary • State & ICR • State & ICR – by Program • Self Supporting (Cash) • Self Supporting (Rev-Exp-Enc) • Gift (Cash) • Gift (Rev-Exp-Enc) • Grant Summary • Grants by PI • PI – Grant Funds • Grant Burn Rates • Service Plan Funds (Cash) • Service Plan Funds (Rev-Exp-Enc) 	
16.	<p>Once the report appears, you may print or save the report. To print the report, follow these steps:</p> <ol style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	<p>This opens the report as a PDF.</p>
17.	<p>To save the report, follow these steps:</p> <ol style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Select Open with Microsoft Excel. e) Click the OK button. f) Click the Save button. 	<p>A pop-up window asks if you want to open or save the file.</p> <p>This opens the report as an Excel file.</p>

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FUND BALANCE SUMMARY BY FUND CODE

Chart: 1 Org: 917 Fiscal Year: 2016 Period: 05

Fund Type	Fund Type Title	Budget	Expenses this Month	Expenses Year To Date	Remaining Encumbrance	Budget Balance Available
1A	State Approp-GRF EAF IF	11,704,378.71	1,034,186.86	4,842,246.85	5,915,428.33	946,703.53
2A	Educational and Admin Allowances	66,180.10	0.00	0.00	0.00	66,180.10
2C	Institutional Costs Recovered	3,365,236.97	350,859.20	1,901,589.47	824,880.65	564,569.57
2E	Patents Copyrights and Royalties	85,836.13	0.00	0.00	0.00	85,836.13
2R	Termination/Sick Leave Benefits	106,580.55	0.00	83,003.69	0.00	23,576.86

Fund Type	Fund Type Title	Fund	Fund Title	Fund Balance
3E	Service and Storeroom Activities	301071	917 Mech Sci & Engr Machine Shop	(34,969.79)
	Service and Storeroom Activities	301399	917 Mech Sci & Engr Cleanroom	(78,032.05)
	Service and Storeroom Activities	301493	917 MechSE Storeroom	8,086.16
	Service and Storeroom Activities	301703	917 Rev Merl Testing	1,490.72
	Service and Storeroom Activities	302758	917 CDM Lab Services	(5,797.39)
3E				
3J	Aux Enterprises Not Under Indent	302921	917 MechSE Shirts	(4,322.86)
3J				
3Q	Departmental Activities	301757	917 Rev Crs & Conf Ind E	1,273.82
	Departmental Activities	301760	917 Rev Merl Lasser Test	0.00
	Departmental Activities	301797	917 MechSE Seminars/Workshops	14,498.98
	Departmental Activities	301909	917 Rev ICM Svcs	0.00
	Departmental Activities	302015	917 Rev ACRC Svcs	3,172.18

Figure 1.9.1: Departmental MultiFund Management Report – Output

NOTE: To see all the tabs of the **Departmental MultiFund Management Report**, check Appendix F.

1.10: College MultiFund Management Report

Process Description

Report Description	Report Name
College MultiFund Management Report	UR_FIGL_College_MultiFund_Management_Report

The **College MultiFund Management Report** is intended for college business managers who want to review their Fund status in one location. This report contains a summary of Fund balance by Fund and Fund type and Fund code details for a particular Chart, college code, fiscal year, and fiscal period.

This report has thirteen tabs:

- The **Summary** tab provides Fund balance by Fund type and Fund code.
- The **State & ICR** tab provides the budget balance for State and Institutional Funds by Account type.
- The **State & ICR – by Program** tab provides the budget balance for State and Institutional Funds by Program code by Account type.
- The **Self Supporting (Cash)** tab provides the total cash by period for self-supporting Funds.

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- The **Self Supporting (Rev-Exp-Enc)** tab provides the year-to-date activity for the current fiscal year including encumbrances by Account type.
- The **Gift (Cash)** tab provides the total cash by period for gift Funds.
- The **Gift (Rev-Exp-Enc)** tab provides the year-to-date activity for the current fiscal year including encumbrances by Account type.
- The **Grant Summary** tab provides the inception-to-date budget balance for grant Funds by Fund type and Principal Investigator.
- The **Grants by PI** tab provides the inception-to-date budget balance for grant Funds by Principal Investigator.
- The **PI – Grant Funds** tab provides the inception-to-date budget balance for Principal Investigator by grant.
- The **Grant Burn Rates** tab provides the burn rate by Principal Investigator and grant.
- The **Service Plan Funds (Cash)** tab provides the total cash by period for service plan Funds.
- The **Service Plan Funds (Rev-Exp-Enc)** tab provides the year-to-date activity for the current fiscal year including encumbrances by Account type.

This report can be run based on every combination of the following:

- Chart
- College code (level 3 of the Organization hierarchy)
- Four-digit fiscal year
- Period

Parameters

Field Name	Input Data	Definition
Chart Code	Data Entry	The user enters the appropriate one-digit Chart code. Required.
College Code	List of Values	The user enters the appropriate two-character college code or selects it from the list of values. Required.
Fiscal Year	Data Entry	The user enters the appropriate four-digit fiscal year. The user is constrained to run this report for one fiscal year. Required.
Month/Period	Data Entry	The user enters the appropriate period (01=July, 02=August, and so on). Required.

Step-by-Step Procedures

Task 1.10: Running the College MultiFund Management Report

Step	Action	Results/Decisions
1.	Log in to EDDIE as described on page 11.	
2.	Click the Documents tab.	
3.	Click the Categories section.	

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Step	Action	Results/Decisions
4.	Click the plus sign to expand the Corporate Categories section.	
5.	Click the plus sign to expand Finance .	
6.	Click Operating Ledger .	
7.	Double-click UR_FIGL_College_MultiFund_Management_Report .	
8.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
9.	Select or enter ALL parameters before executing the query.	You may type a parameter or select the parameter from the list of values.
10.	The first prompt is already selected. Enter the appropriate 1 digit chart code (for example, <i>1</i> for Urbana) in the blank field.	
11.	Click 2 character college 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.	
12.	Click four digit fiscal year . Type the appropriate value in the blank field.	
13.	Click two digit month/period . Enter the appropriate value (<i>01</i> = July, <i>02</i> = August, and so on) in the blank field.	
14.	Click the OK button.	It may take several minutes to run the report.
15.	Click these tabs at the bottom to view that information: <ul style="list-style-type: none"> • Summary • State & ICR • State & ICR – by Program • Self Supporting (Cash) • Self Supporting (Rev-Exp-Enc) • Gift (Cash) • Gift (Rev-Exp-Enc) • Grant Summary • Grants by PI • PI – Grant Funds • Grant Burn Rates • Service Plan Funds (Cash) • Service Plan Funds (Rev-Exp-Enc) 	

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Step	Action	Results/Decisions
16.	<p>Once the report appears, you may print or save the report. To print the report, follow these steps:</p> <ol style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	<p>This opens the report as a PDF.</p>
17.	<p>To save the report, follow these steps:</p> <ol style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Select Open with Microsoft Excel. e) Click the OK button. f) Click the Save button. 	<p>A pop-up window asks if you want to open or save the file.</p> <p>This opens the report as an Excel file.</p>

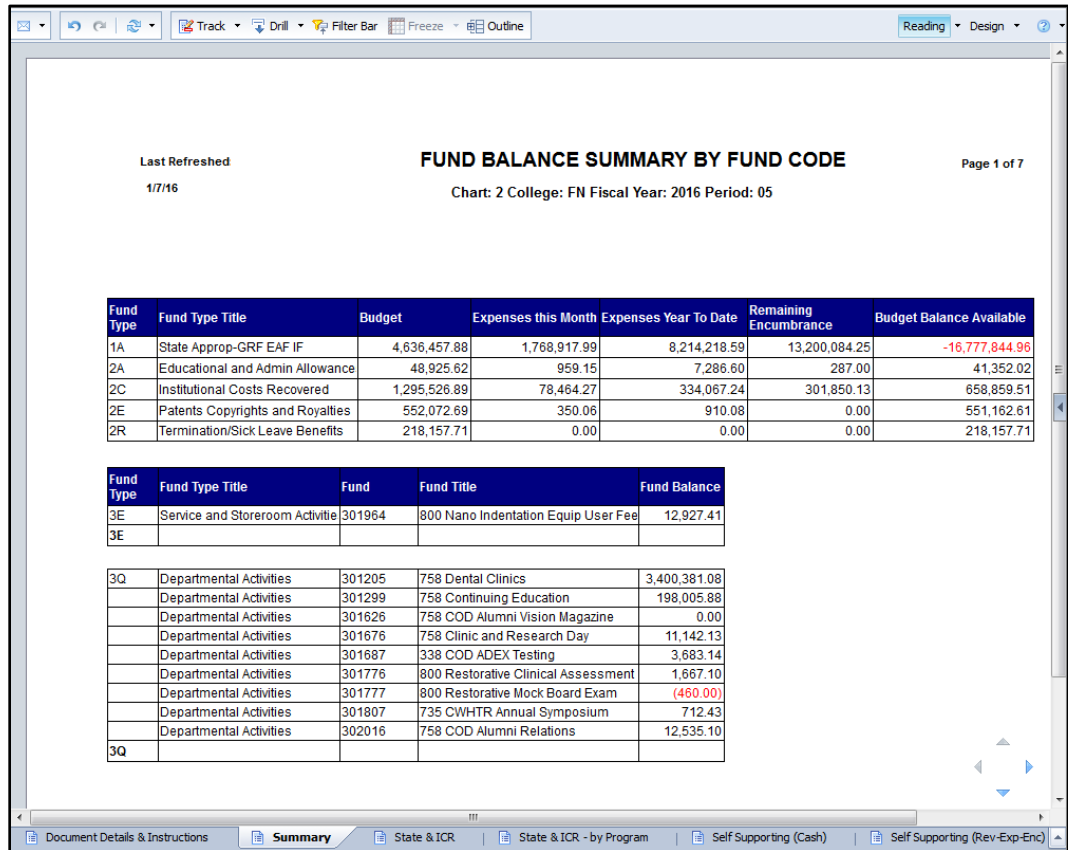


Figure 1.10.1: College MultiFund Management Report – Output

NOTE: To see all the tabs of the **College MultiFund Management Report**, check Appendix F.

Lesson Summary

In this lesson, you learned how to identify and look up several rolled-up and YTD Finance reports available in EDDIE. In the next lesson, you will learn about summary EDDIE reports.

Lesson Review

1. Which report will show transaction statements for each period since the beginning of the fiscal year (including the current period), if you type an asterisk (*) in the **Period** field?
 - a. **Operating Statement Rollup**
 - b. **General Ledger by Account**
 - c. **Operating Ledger YTD Transaction Statement**

2. Which report provides a rolled up operating statement for organizations at the Vice Chancellor, school, college, or department level?
 - a. **Operating Statement Rollup**
 - b. **General Ledger by Account**
 - c. **Operating Ledger YTD Transaction Statement**

Lesson 2: Summary Reports

This lesson will cover summary Finance reports available in EDDIE. In contrast to static month-end reports available in Mobius View, the current reports available on the EDDIE server are processed on demand. That means that when you open and refresh the report, the data in **REPTPROD** are retrieved and formatted.

Lesson Objectives

When you have completed the materials presented in this lesson, you should be able to identify the use of the following Finance reports in EDDIE:

- Operating Ledger Summary
- College/Department Fund Type Summary
- General Ledger Fund Summary
- General Ledger Department Fund Summary
- Fund Type Summary
- Operating Ledger by Organization

2.1: Operating Ledger Summary

Process Description

Report Description	Report Name
Operating Ledger Summary	FIGL_Operating_Ledger_Summary
Operating Ledger Summary ITD	FIGL_Operating_Ledger_Summary_ITD

The **Operating Ledger Summary Report** provides a summarized income statement for every Fund, Organization and Program combination. Users can use this report to identify misclassified C-FOAPAL combinations that do not fit parameters. Units can also get a concise listing of their FOPs and balances for control purposes. You have the option of showing only active Funds.

This report is also available as an Inception to Date report. The ITD reports are available for Fund codes that are linked to a grant code – for example, grant Funds, plant Funds, federal agriculture Funds, and those self-supporting and agency Funds that are project-type activities.

This report can be run based on every combination of the following:

- Chart
- Fund at data entry levels 4 and 5 (multiple Fund codes may be selected)
- Fund Type at level 2
- ORG GL report contact
- Organization at data entry levels 6, 7, and 8 (multiple Organization codes may be selected)
- Period
- Program at data entry levels 3 and 4 (multiple Program codes may be selected)

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Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the appropriate Chart from the list of values. Required.
Fiscal Year	List of Values	The user enters the appropriate two digit fiscal year or selects it from the list of values. The user is constrained to run this report for one fiscal year. Required.
Fund Code	List of Values	The user enters the appropriate six-digit Fund code or an asterisk (*) if FUND GL report contact is selected. Multiple funds can be selected by entering the appropriate six-digit Fund codes separated by a semi-colon or by selecting from the list of values (for consecutive selections, highlight the first selection in the list, then hold down the SHIFT key and click on final selection; for non-consecutive selections, click on the first selection, then hold down the CTRL key and make additional selections). Required.
Fund Type	List of Values	The user must select the Fund Type code and its description from the list of values. The asterisk (*) selects all Fund Types. Required.
ORG GL report contact	List of Values	The user may select a ORG GL report contact name from the list of values if querying by ORG GL report contact; otherwise, enter an asterisk (*). Required.
Organization Code	List of Values	Data entry level 6, 7, or 8 of the Organization hierarchy. The user could enter the appropriate six-digit Organization code, or select it from the list of values, or enter an asterisk (*). Multiple organizations can be selected by entering the appropriate six-digit organization codes separated by a semi-colon or by selecting from the list of values (for consecutive selections, highlight the first selection in the list, then hold down the SHIFT key and click on final selection; for non-consecutive selections, click on the first selection, then hold down the CTRL key and make additional selections). Required.
Period	List of Values	The user must select the appropriate period from the list of values. Required.
Program Code	List of Values	Data entry level 3 or 4 of the Program hierarchy. The user could enter the appropriate six-digit Program code, or select it from the list of values, or enter an asterisk (*). Multiple programs can be selected by entering the appropriate six-digit program codes separated by a semi-colon or by selecting from the list of values (for consecutive selections, highlight the first selection in the list, then hold down the SHIFT key and click on final selection; for non-consecutive selections, click on the first selection, then hold down the CTRL key and make additional selections). Required.
Show Terminated Funds	List of Values	Select "N" to show only active funds or select "Y" to show active and terminated funds. Required.

Step-by-Step Procedures

Task 2.1: Running the Operating Ledger Summary

Step	Action	Results/Decisions
1.	Log in to EDDIE as described on page 11.	
2.	Click Operating Ledger .	
3.	Double-click FIGL_Operating_Ledger_Summary .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	Select or enter ALL parameters before executing the query.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, <u>must be selected</u> from the list of values.
6.	The first prompt is already selected. Select the appropriate Chart of Account and click the Add (right arrow) button.	
7.	Click Fiscal Year . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
8.	Click Fund Code . Select it from the list of values, type the appropriate value, or type an asterisk (*) in the blank field. Then click the Add (right arrow) button.	
9.	Click Fund Type . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
10.	Click ORG GL report contact . If querying by ORG GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	
11.	Click Organization Code . Select it from the list of values, type the appropriate value, or type an asterisk (*) in the blank field. Then click the Add (right arrow) button.	
12.	Click Period . Select the appropriate Period (01 = July, 02 = August, etc.) and click the Add (right arrow) button.	
13.	Click Program Code . Select it from the list of values, type the appropriate value, or type an asterisk (*) in the blank field. Then click the Add (right arrow) button.	
14.	Click Show Terminated Funds . Select the appropriate value (N=No, Y=Yes) and click the Add (right arrow) button.	
15.	Click the OK button.	It may take several minutes to run the report.

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Step	Action	Results/Decisions
16.	<p>Once the report appears, you may print or save the report. To print the report, follow these steps:</p> <ul style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	<p>This opens the report as a PDF.</p>
17.	<p>To save the report, follow these steps:</p> <ul style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Select Open with Microsoft Excel. e) Click the OK button. f) Click the Save button. 	<p>A pop-up window asks if you want to open or save the file.</p> <p>This opens the report as an Excel file.</p>

NOTE: See Appendix C for information on the fields in the Operating Statement Rollup, including definitions of all the fields used in the following example.

FUND		ORG		PROG		FUND DESCRIPTION		PROGRAM DESCRIPTION		PERMANENT BUDGET	CURRENT BUDGET	CURRENT MONTH	YEAR TO DATE	ENCUMBRANCES	BUDGET BAL AVAIL
100006	598000	598028	103	FY06	GRF/IF	General Funds	Hospital Services	Expenses	0.00	0.00	877.50	1,237.50	0.00	-1,237.50	
									Net Totals	0.00	0.00	877.50	1,237.50	0.00	-1,237.50
100006	598000	598029	103	FY06	GRF/IF	General Funds	VCM Courses	Expenses	1,400,486.00	1,420,219.00	70,419.42	1,76,288.57	630,014.54	613,915.89	
									Net Totals	1,400,486.00	1,420,219.00	70,419.42	1,76,288.57	630,014.54	613,915.89
100006	598000	598048	103	FY06	GRF/IF	General Funds	VCM 577	Expenses	0.00	0.00	31.63	31.63	0.00	-31.63	
									Net Totals	0.00	0.00	31.63	31.63	0.00	-31.63
100006	598000	598062	103	FY06	GRF/IF	General Funds	VCM 628	Expenses	0.00	0.00	18.66	19.23	0.00	-19.23	
									Net Totals	0.00	0.00	18.66	19.23	0.00	-19.23
100006	598000	598065	103	FY06	GRF/IF	General Funds	VCM 631	Expenses	0.00	0.00	0.00	63.98	0.00	-63.98	
									Net Totals	0.00	0.00	0.00	63.98	0.00	-63.98
100006	598000	598068	103	FY06	GRF/IF	General Funds	VCM 634	Expenses	0.00	0.00	18.08	18.08	0.00	-18.08	
									Net Totals	0.00	0.00	18.08	18.08	0.00	-18.08
100006	598000	598074	103	FY06	GRF/IF	General Funds	VCM 643	Expenses	0.00	0.00	2.18	2.18	0.00	-2.18	
									Net Totals	0.00	0.00	2.18	2.18	0.00	-2.18
100006	598000	598079	103	FY06	GRF/IF	General Funds	VCM 651	Expenses	0.00	0.00	415.16	1,042.71	0.00	-1,042.71	
									Net Totals	0.00	0.00	415.16	1,042.71	0.00	-1,042.71
100006	598000	598080	103	FY06	GRF/IF	General Funds	VCM 652	Expenses	0.00	0.00	4,461.32	9,809.86	0.00	-9,809.86	
									Net Totals	0.00	0.00	4,461.32	9,809.86	0.00	-9,809.86
100006	598000	598082	103	FY06	GRF/IF	General Funds	VCM 654	Expenses	0.00	0.00	0.00	500.00	0.00	-500.00	
									Net Totals	0.00	0.00	0.00	500.00	0.00	-500.00
100006	598000	598083	103	FY06	GRF/IF	General Funds	VCM 655	Expenses	0.00	0.00	0.00	35.26	0.00	-35.26	
									Net Totals	0.00	0.00	0.00	35.26	0.00	-35.26
100006	598000	598086	103	FY06	GRF/IF	General Funds	VCM 659	Expenses	0.00	0.00	905.45	910.37	0.00	-910.37	
									Net Totals	0.00	0.00	905.45	910.37	0.00	-910.37
100006	598000	598088	103	FY06	GRF/IF	General Funds	VCM 663	Expenses	0.00	0.00	0.00	8.00	0.00	-8.00	
									Net Totals	0.00	0.00	0.00	8.00	0.00	-8.00

Figure 2.1.1: Operating Ledger Summary – Output

2.2: College/Department Fund Type Summary

Process Description

Report Description	Report Name
College/Department Fund Type Summary	FIGL_College_Dept_Fund_Type_Summary
College/Department Fund Type Summary ITD	FIGL_College_Dept_Fund_Type_Summary_ITD

The **College/Department Fund Type Summary** presents a rolled-up summary operating statement by Fund Type and by Organization code. By selecting an Organization code, the unit gets a report that lists all Fund Types they are using. On the last page of the summary there are grand totals for the organization.

This report is also available as an Inception to Date report. The ITD reports are available for Fund codes that are linked to a grant code – for example, grant Funds, plant Funds, federal agriculture Funds, and those self-supporting and agency Funds that are project-type activities.

This report can be run based on every combination of the following:

- Chart
- Fund Type
- Organization GL report contact
- Organization at data entry levels 6, 7, and 8 (multiple organizations may be selected)
- Period

Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the Chart code and its description from the list of values. Required.
Fiscal Year	List of Values	The user could enter the two digit fiscal year or select it from the list of values. Required.
Fund Type	List of Values	The user must select the Fund Type code and its description from the list of values if querying by Fund Type, otherwise enter an asterisk (*). Required.
ORG GL report contact	List of Values	The user must select an ORG GL report contact name from the list of values if querying by ORG GL report contact; otherwise, enter an asterisk (*). Required.

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Field Name	Input Data	Definition
Organization Code	List of Values	Data entry level 6, 7, or 8 of the Organization hierarchy. The user could enter the appropriate six-digit Organization code, or select it from the list of values, or enter an asterisk (*). Multiple organizations can be selected by entering the appropriate six-digit organization codes separated by a semi-colon or by selecting from the list of values (for consecutive selections, highlight the first selection in the list, then hold down the SHIFT key and click on final selection; for non-consecutive selections, click on the first selection, then hold down the CTRL key and make additional selections). Required.
Period	List of Values	The user must select the appropriate period from the list of values. Required.

Step-by-Step Procedures

Task 2.2: Running the College/Department Fund Type Summary

Step	Action	Results/Decisions
1.	Log in to EDDIE as described on page 11.	
2.	Click Operating Ledger .	
3.	Double-click FIGL_College_Dept_Fund_Type_Summary .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	Select or enter ALL parameters before executing the query.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, <u>must be selected</u> from the list of values.
6.	The first prompt is already selected. Select the appropriate Chart of Account and click the Add (right arrow) button.	
7.	Click Fund Type . Select it from the list of values or type an asterisk (*) in the blank field and click the Add (right arrow) button.	
8.	Click ORG GL report contact . Select a name from the list of values or type an asterisk (*) in the blank field and click the Add (right arrow) button.	
9.	Click Organization Code . Select it from the list of values, type the appropriate value, or type an asterisk (*) in the blank field. Then click the Add (right arrow) button.	
10.	Click Period . Select the appropriate Period (01 = July, 02 = August, etc.) and click the Add (right arrow) button.	

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Step	Action	Results/Decisions
11.	Click Fiscal Year . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
12.	Click the OK button.	It may take several minutes to run the report.
13.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ol style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	This opens the report as a PDF.
14.	To save the report, follow these steps: <ol style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Select Open with Microsoft Excel. e) Click the OK button. f) Click the Save button. 	A pop-up window asks if you want to open or save the file. This opens the report as an Excel file.

NOTE: See Appendix C for information on the fields in the **College/Department Fund Type Summary**, including definitions of all the fields used in the following example.

FIGL_College_Dept_Fund_Type_Summary Version: 11-JUN-2003		University of Illinois College/Department Fund Type Summary FY 06 Period 03						
		Fiscal Year: 06 Period: 03 Chart of Accounts: 1 - University of Illinois - Urbana Org Code: 598004 Fund Type: * Org GL Rept: *						
Chart	1 University of Illinois - Urbana						Financial Manager	
Organization	598004 Specialty Medicine	Org Level 6	Status A	Johnson, Melissa A				
Fund Type	3Q Departmental Activities	Fund Type Level 2	Status A					
A/b/c	Description	Permanent Budget	Temporary Budget	Current Budget	Current Month	Year To Date	Encumbrances	Budget Bal Avail
35	Sales/Services	-538,935.00	0.00	-538,935.00	-0.40	-0.90	0.00	-538,934.10
3X	Refunds/Discounts	0.00	0.00	0.00	349.19	602.29	0.00	-602.29
Total Revenue		-538,935.00	0.00	-538,935.00	348.79	601.39	0.00	-539,536.39
20	Academic Salary	35,152.00	0.00	35,152.00	1,840.00	4,705.00	17,523.84	12,923.16
21	Assistant Salary	156,392.00	0.00	156,392.00	0.00	0.00	0.00	156,392.00
22	Staff Salary	140,339.00	0.00	140,339.00	0.00	0.00	0.00	140,339.00
25	Benefit Costs	104,842.00	0.00	104,842.00	690.58	1,584.88	5,300.68	97,947.44
Total Personnel Expenses		436,725.00	0.00	436,725.00	2,530.58	6,289.88	22,833.52	407,601.60
12	Materials and Supplies	93,541.00	0.00	93,541.00	2,339.49	6,466.78	0.00	87,074.22
14	Services	8,669.00	0.00	8,669.00	1,647.73	2,407.89	0.00	6,261.11
Total Non-Personnel Expenses		102,210.00	0.00	102,210.00	3,987.22	8,874.67	0.00	93,335.33
Total Expenses and Transfers		538,935.00	0.00	538,935.00	6,517.80	15,164.55	22,833.52	500,936.93
		Permanent Budget	Temporary Budget	Current Budget	Current Month	Year To Date	Encumbrances	Budget Bal Avail
Grand Total Revenues		-538,935.00	0.00	-538,935.00	348.79	601.39	0.00	-539,536.39
Grand Total Expenses and Transfers		538,935.00	0.00	538,935.00	6,517.80	15,164.55	22,833.52	500,936.93
Grand Net Totals		0.00	0.00	0.00	6,866.59	15,765.94	22,833.52	-38,509.46

Figure 2.2.1: College/Department Fund Type Summary – Output

2.3: General Ledger Fund Summary

Process Description

Report Description	Report Name
General Ledger Fund Summary	FIGL_General_Ledger_Fund_Summary

The purpose of the **General Ledger Fund Summary Report** is to present a one-line summary of General Ledger information for every Fund listed on the report. This report can be run by any level of the Fund code or Fund Type and shows the change in Fund balance as well as balance sheet totals.

This report can be run based on every combination of the following:

- Chart
- Fund Type at level 2
- Fund GL report contact
- Fund at any level of the hierarchy
- Period

Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the appropriate Chart from the list of values. Required.
FUND GL report contact	List of Values	The user may select a FUND GL report contact name from the list of values if querying by FUND GL report contact; otherwise, enter an asterisk (*). Required.
Fiscal Year	List of Values	The user enters the appropriate two digit fiscal year or selects it from the list of values. The user is constrained to run this report for one fiscal year. Required.
Fund Code	List of Values	The user enters the appropriate Fund code or an asterisk (*) if FUND GL report contact is selected. Required.
Fund Type	List of Values	The user must select the Fund Type code and its description from the list of values if querying by Fund Type, otherwise enter an asterisk (*). Required.
Period	List of Values	The user must select the appropriate period from the list of values. Required.

Step-by-Step Procedures

Task 2.3: Running the General Ledger Fund Summary

Step	Action	Results/Decisions
1.	Log in to EDDIE as described on page 11.	
2.	Click General Ledger .	

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Step	Action	Results/Decisions
3.	Double-click FIGL_General_Ledger_Fund_Summary .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	Select or enter ALL parameters before executing the query.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, <u>must be selected</u> from the list of values.
6.	The first prompt is already selected. Select the appropriate Chart of Account and click the Add (right arrow) button.	
7.	Click FUND GL report contact . If querying by FUND GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	
8.	Click Fiscal Year . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
9.	Click Fund Code . Select it from the list of values, type an appropriate value, or type an asterisk (*) in the blank field. Then click the Add (right arrow) button.	
10.	Click Fund Type . Select it from the list of values or type an asterisk (*) in the blank field and click the Add (right arrow) button.	
11.	Click Period . Select the appropriate Period (01 = July, 02 = August, etc.) and click the Add (right arrow) button.	
12.	Click the OK button.	It may take several minutes to run the report.
13.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ul style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	This opens the report as a PDF.

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Step	Action	Results/Decisions
14.	To save the report, follow these steps: a) Click the Export button on the toolbar. b) Select Export Document As . c) Choose Excel . d) Select Open with Microsoft Excel . e) Click the OK button. f) Click the Save button.	A pop-up window asks if you want to open or save the file. This opens the report as an Excel file.

NOTE: See Appendix C for information on the fields in the **General Ledger Fund Summary**, including definitions of all the fields used in the following example.

Fund	Description	Cash	Non-Cash Assets	Liabilities	Beginning Fund Bal	YTD Additions	YTD Deductions	Ending Fund Bal
301732	506 Rev Rev Vet Clinic	724,524.54	445,091.89	-60,653.60	-1,142,283.47	-2,153,680.41	2,187,001.05	-1,108,062.83
Total		724,524.54	445,091.89	-60,653.60	-1,142,283.47	-2,153,680.41	2,187,001.05	-1,108,062.83

Figure 2.3.1: General Ledger Fund Summary – Output

To compare General Ledger Fund Summary to Asset/Liability Detail Statement:

- A** = Account codes 51xxx \$724,524.54
- B** = Account codes 5xxxx except for 51xxx \$265,953.12 + \$179,138.77 = \$445,091.89
- C** = Account codes 6xxx \$60,653.60
- D** = Account codes 7xxxx \$1,142,283.47
- E** = Account codes 85000 (revenue control) \$2,153,680.41
- F** = Account codes 86000 + 87000 \$2,187,001.05 + \$0 = \$2,187,001.05
(expense control and transfer control)
- G** = Ending Fund Balance found in Total Fund Balance row and CM Ending Balance column

Reporting for Managers

FIGL_Summary_General_Ledger
Version: 8-DEC-2005

University of Illinois
Summary General Ledger Statement
FY 06 Period 06 Year-End Final

As of 01-FEB-2007
Page 1 of 1
Printed: 01-FEB-2007

Fiscal Year: 06 Period: 06
Fund Code: 301732 Chart of Account: 1-University of Illinois - Urbana Fund GL Dept: *

Account	Description	PM Ending Bal	CM Change	CM Ending Bal	PY Ending Bal
51	Cash and Cash Equivalents	836,122.92	-111,698.38	724,424.54	912,376.10
57	Accounts Receivables	226,928.29	40,024.83	266,953.12	232,567.95
5H	Inventories	179,138.77	0.00	179,138.77	179,138.77
Total Assets		1,241,189.98	-71,673.55	1,169,516.43	1,324,072.82
61	Accounts Payable and Accr Expense	-20,997.67	-39,666.93	-60,664.60	-56,660.62
65	Accrued Payroll	0.00	0.00	0.00	-125,126.73
Total Liabilities		-20,997.67	-39,666.93	-60,664.60	-181,787.35
71	Current-Unrestricted	-1,142,283.47	0.00	-1,142,283.47	-1,102,823.78
85	Revenue Control	-1,331,442.97	-822,237.44	-2,153,680.41	-8,311,712.31
86	Expenditure Control	1,263,634.13	933,466.92	2,197,101.05	8,172,262.62
87	Transfer Control	0.00	0.00	0.00	100,000.00
Total Fund Balance		-1,220,192.31	111,229.48	-1,108,962.83	-1,142,283.47
Budget/Encumbrance Controls					
81	Budgeted Revenue Control	9,474,497.00	0.00	9,474,497.00	8,179,180.00
82	Budgeted Expenditure Control	-9,474,497.00	0.00	-9,474,497.00	-8,179,180.00
88	Encumbrance Control	0.00	0.00	0.00	0.00
89	Commitment Control	0.00	0.00	0.00	0.00

Printed: 01-FEB-2007 16:07:27

Page 1 of 1

Figure 2.3.2: General Ledger Fund Summary

2.4: General Ledger Department Fund Summary

Process Description

Report Description	Report Name
General Ledger Department Fund Summary	FIGL_General_Ledger_Department Fund_Summary

The **General Ledger Department Fund Summary Report** is a one-line summary of General Ledger information for each Fund of a specified level 5 org code showing the change in Fund balance as well as balance sheet totals. This report is nearly identical to the General Ledger Fund Summary except that the user can designate department.

This report can be run based on every combination of the following:

- Chart
- Department - Organization at level 5
- Fund GL report contact
- Fund at data entry levels 4 and 5
- Fund Type at level 2
- Period

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Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the appropriate Chart from the list of values. Required.
Department Code	List of Values	Level 5 of the Organization hierarchy. The user may enter a three digit Organization code or select it from the list of values. Required.
FUND GL report contact	List of Values	The user may select a FUND GL report contact name from the list of values if querying by FUND GL report contact; otherwise, enter an asterisk (*). Required.
Fiscal Year	List of Values	The user enters the appropriate two-digit fiscal year or selects it from the list of values. The user is constrained to run this report for one fiscal year. Required.
Fund Code	List of Values	The user enters the appropriate six-digit Fund code or an asterisk (*) if FUND GL report contact is selected. Required.
Fund Type	List of Values	The user must select the Fund Type code and its description from the list of values. The asterisk (*) selects all Fund Types. Required.
Period	List of Values	The user must select the appropriate period from the list of values. Required.

Step-by-Step Procedures

Task 2.4: Running the General Ledger Department Fund Summary

Step	Action	Results/Decisions
1.	Log in to EDDIE as described on page 11.	
2.	Click General Ledger .	
3.	Double-click FIGL_General_Ledger_Dept Fund_Summary .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
5.	Select or enter ALL parameters before executing the query.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, <u>must be selected</u> from the list of values.
6.	The first prompt is already selected. Select the appropriate Chart of Account and click the Add (right arrow) button.	
7.	Click Department Code . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
8.	Click FUND GL report contact . If querying by FUND GL report contact, select a name from the list of values and click the Add (right arrow) button. Otherwise, type an asterisk (*) in the blank field and click the Add (right arrow) button.	

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Step	Action	Results/Decisions
9.	Click Fiscal Year . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
10.	Click Fund Code . Select it from the list of values, type the appropriate value, or type an asterisk (*) in the blank field. Then click the Add (right arrow) button.	
11.	Click Fund Type . Select it from the list of values or type an asterisk (*) in the blank field and click the Add (right arrow) button.	
12.	Click Period . Select the appropriate Period (01 = July, 02 = August, etc.) and click the Add (right arrow) button.	
13.	Click the OK button.	It may take several minutes to run the report.
14.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ol style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	This opens the report as a PDF.
15.	To save the report, follow these steps: <ol style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Select Open with Microsoft Excel. e) Click the OK button. f) Click the Save button. 	A pop-up window asks if you want to open or save the file. This opens the report as an Excel file.

NOTE: See Appendix C for information on the fields in the **General Ledger Department Fund Summary**, including definitions of all the fields used in the following example.

FIGL General Ledger Dept Fund Summary Version: 05-AUG-2005		University of Illinois General Ledger Department Fund Summary Department: 508 FY 06 Period 11 Fiscal Year: 00 Period: 11 Chart of Accounts: 1 University of Illinois - Urbana Fund Code: * Fund Type: * Fund GL Rpt: *						As of 08-AUG-2006 Page 1 of 11 Printed 08-AUG-2006	
Chart	1 University of Illinois - Urbana								
Fund Type	3E Service and Storeroom Activities Fund Type Level 2								
Fund	Description	Cash	Non-Cash Assets	Liabilities	Beginning Fund Bal	YTD Additions	YTD Deductions	Ending Fund Bal	
302717	508 Wildlife Medical Clinic	-1,763.71	0.00	0.00	1,796.71	0.00	-33.00	-1,763.71	
302845	508 Griffon Lab Misc Procedures	1,480.00	0.00	0.00	0.00	-1,480.00	0.00	-1,480.00	
Total		-283.71	0.00	0.00	1,796.71	-1,480.00	-33.00	283.71	

Figure 2.4.1: General Ledger Department Fund Summary – Output

2.5: Fund Type Summary

Process Description

Report Description	Report Name
Fund Type Summary	FIGL_Fund_Type_Summary

The **Fund Type Summary Report** is a control report that gives the user balance sheet information summarized by department and Fund Type. This report has a detailed and summary version. The detailed version lists the account balances at the Account code level and the summary version lists the Account balances at the Account Type level.

This report can be run based on every combination of the following:

- Chart
- Department – Organization at level 5
- Fund Type
- Period

Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user must select the appropriate Chart from the list of values. Required.
Period	List of Values	The user must select the appropriate period from the list of values. Required.
Fiscal Year	List of Values	The user enters the appropriate two-digit fiscal year or selects it from the list of values. The user is constrained to run this report for one fiscal year. Required.
Fund Type	List of Values	The user must select the Fund Type code and its description from the list of values. The asterisk (*) selects all Fund Types. Required.
Organization Code	List of Values	Level 5 of the Organization hierarchy. The user may enter a three-digit Organization code or select it from the list of values. Required.

Step-by-Step Procedures

Task 2.5: Running the Fund Type Summary

Step	Action	Results/Decisions
1.	Log in to EDDIE as described on page 11.	
2.	Click General Ledger .	
3.	Double-click FIGL_Fund_Type_Summary .	
4.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.

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Step	Action	Results/Decisions
5.	Select or enter ALL parameters before executing the query.	You may type a parameter or select the parameter from the list of values. Certain parameters, as indicated below, must be selected from the list of values.
6.	The first prompt is already selected. Select the appropriate Chart of Account and click the Add (right arrow) button.	
7.	Click Fiscal Year . Select it from the list of values or type the appropriate value in the blank field and click the Add (right arrow) button.	
8.	Click Fund Type . Select it from the list of values or type an asterisk (*) in the blank field and click the Add (right arrow) button.	
9.	Click Organization Code . Select it from the list of values, type the appropriate value, or type an asterisk (*) in the blank field. Then click the Add (right arrow) button.	
10.	Click Fiscal Period . Select the appropriate Period (01 = July, 02 = August, etc.) and click the Add (right arrow) button.	
11.	Click the OK button.	It may take several minutes to run the report.
12.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ol style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	This opens the report as a PDF.
13.	To save the report, follow these steps: <ol style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Select Open with Microsoft Excel. e) Click the OK button. f) Click the Save button. 	A pop-up window asks if you want to open or save the file. This opens the report as an Excel file.

NOTE: See Appendix C for information on the fields in the **Fund Type Summary**, including definitions of all the fields used in the following example.

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FIGL_Fund_Type_Summary Version: 06-JUN-2003	University of Illinois Detailed Fund Type Summary	As of 08-AUG-2006 Page 1 of 1 Printed: 08-AUG-2006
Fiscal Year 06, Period: 11, Chart of Account: 1 - University of Illinois - Urbana, Organization: 506, Fund Type: 30 - Departmental Activities		
Account Code	Description	Balance
51000	Claim on Cash	2,327,218.61
53000	Accounts Receivable-Conversion	0.00
53009	Student Accounts Receiv-Conversion	0.00
53090	Allowance for Doubtful Accounts	-114,007.54
53100	Accounts Receivable - General	412,458.43
55000	Inventory for Resale	179,138.77
61000	Accounts Payable System	-12,205.83
61001	Accounts Payable System - UFAS Conv	0.00
61050	Other Payables	0.00
61232	SURS Contributions Payable	0.00
61234	Medicare Payable	0.00
61236	Health Dental Life Insurance Payable	0.00
61600	Accrued Payroll	-0.00
71500	FBIal Departmental Activities	-2,744,688.84
77000	Beginning Fund Balance	0.00
81000	Budgeted Revenue Control	10,128,484.00
82000	Budgeted Expense Control	-10,128,484.00
84000	Budgeted Change to Fund Balance	0.00
85000	Revenue Control	-8,802,678.29
86000	Expense Control	8,760,856.13
88000	Encumbrance Control	1,290,960.54
88200	Reserve for Encumbrances	-1,290,960.54
89000	Commitment Control	479,001.00
89200	Reserve for Commitments	-479,001.00
Total		6,111.44

Figure 2.5.1: Detailed Fund Type Summary – Output

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FIGL Fund Type Summary Version: 06-JUN-2003	University of Illinois Summary Fund Type Summary	As of 09-AUG-2006 Page 1 of 1 Printed: 09-AUG-2006
Fiscal Year 06, Period: 11, Chart of Account: 1 - University of Illinois - Urbana, Organization: 588, Fund Type: 3G - Departmental Activities		
Account Type	Description	Balance
51	Cash and Cash Equivalents	2,327,218.61
57	Accounts Receivables	298,450.89
5H	Inventories	179,138.77
61	Accounts Payable and Accr Expense	-12,205.83
65	Accrued Payroll	-0.00
71	Current-Unrestricted	-2,744,668.84
7H	Fund Balance	0.00
81	Budgeted Revenue Control	10,128,484.00
82	Budgeted Expenditure Control	-10,128,484.00
84	Budgeted Change to Fund Balance	0.00
85	Revenue Control	-8,802,678.29
86	Expenditure Control	8,760,856.13
88	Encumbrance Control	-0.00
89	Commitment Control	-0.00
Total		6,111.44

Figure 2.5.2: Summary Fund Type Summary – Output

2.6: Operating Ledger by Organization

Process Description

Report Description	Report Name
Operating Ledger by Organization	UR_FIGL_Operating_Ledger_by_Org

The **Operating Ledger by Organization** report provides budget balances for all C-FOPs grouped by Fund Types. This report shows current budget, current month expenses, year-to-date expenses, budget balance before encumbrances, encumbrances, and budget balance available for state and institutional Funds. For self-supporting Funds, the report shows revenue, current budget, current month expenses, year-to-date expenses, revenue minus expenses, budget balance available before encumbrances, encumbrances, and budget balance available. For grant, plant, and agency Funds, this report shows inception-to-date budget, current budget, current month expenses, year-to-date expenses, inception-to-date expenses, budget balance available before encumbrances, encumbrances, and budget balance available. For gifts, this report shows revenue, current budget, current month expenses, year-to-date expenses, year-to-date transfers, budget balance available before encumbrances, encumbrances, and budget balance available.

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This report can be run based on every combination of the following:

- Chart
- Organization at level 5 (three-digit) or levels 6, 7, or 8 (six-digit)
- Period
- Four-digit Fiscal Year

Parameters

Field Name	Input Data	Definition
Chart of Account	List of Values	The user enters the appropriate one-digit chart of account or selects it from the list of values. Required.
Organization Code	List of Values	The user enters the appropriate three- or six-digit Organization code or selects it from the list of values. Required.
Period	List of Values	The user enters the appropriate two-digit period (01=July, 02=August, etc.) or selects it from the list of values. Required.
Fiscal Year	List of Values	The user enters the appropriate four-digit fiscal year or selects it from the list of values. Required.

Step-by-Step Procedures

Task 2.6: Running the Operating Ledger by Organization

Step	Action	Results/Decisions
1.	Log in to EDDIE as described on page 11.	
2.	Click the Documents tab.	
3.	Click the Categories section.	
4.	Click the plus sign to expand the Corporate Categories section.	
5.	Click the plus sign to expand Finance .	
6.	Click Operating Ledger .	
7.	Double-click UR_FIGL_Operating_Ledger_By_Org .	
8.	Click the Refresh button at the top to select or enter report parameters.	It may take a few minutes for the parameter box to appear.
9.	Select or enter ALL parameters before executing the query.	You may type a parameter or select the parameter from the list of values.
10.	The first prompt is already selected. Enter the appropriate One Digit Chart of Account or select it from the list of values and click the Add (right arrow) button.	
11.	Click Three or Six Digit Organization Code . Enter the appropriate value or select it from the list of values and click the Add (right arrow) button.	

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Step	Action	Results/Decisions
12.	Click Two Digit Period . Enter the appropriate value (01=July, 02=August, etc.) or select it from the list of values and click the Add (right arrow) button.	
13.	Click Four Digit Fiscal Year . Enter the appropriate value or select it from the list of values and click the Add (right arrow) button.	
14.	Click the OK button.	It may take several minutes to run the report.
15.	Once the report appears, you may print or save the report. To print the report, follow these steps: <ul style="list-style-type: none"> a) Click the Print button on the toolbar (not the browser's Print button). b) Select the Open with Adobe Acrobat option on the pop-up window. c) Click the OK button. d) Print the PDF by selecting Print from the File menu. e) Click the Print button. 	This opens the report as a PDF.
16.	To save the report, follow these steps: <ul style="list-style-type: none"> a) Click the Export button on the toolbar. b) Select Export Document As. c) Choose Excel. d) Select Open with Microsoft Excel. e) Click the OK button. f) Click the Save button. 	A pop-up window asks if you want to open or save the file. This opens the report as an Excel file.

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University of Illinois - Urbana										Page 1 of 69					
OPERATING LEDGER SUMMARY BY ORGANIZATION AND PROGRAM WITHIN FUND										Last Refreshed: 12/17/15					
As of November, Fiscal Year 2016															
Fiscal Year: 2016 As of Period: 05 Chart of Account: 1 Organization Code: 917															
917 Mechanical Sci & Engineering															
10 Current Unrestricted-State Funds															
1A 103 FY16 GRF/EAF/IF State Funds															
Fund	Org	Prog	Fund Psmr	Grant Code	Grant Start Date	Grant End Date	Fund Description	Org Description	Program Description	CurrBudget	CurrMonth	YTD	BGA Pre Encum	Encum	BGA
100016	917002	917002					103 FY16 GRF/EAF/IF State Funds AMTSS-Admin	MeoNSE State		0.00	52.98	52.98	-52.98	0.00	-52.98
100016	917014	917006					103 FY16 GRF/EAF/IF State Funds MeoNSE Faculty Rearch	SIP - West - Adaptive Learn		76,032.91	3,467.00	7,747.00	68,285.91	3,258.52	65,029.39
100016	917014	917008					103 FY16 GRF/EAF/IF State Funds MeoNSE Faculty Rearch	SIP - I-Design		60,459.41	7,230.30	16,426.20	44,033.21	7,353.29	36,649.92
100016	917014	917907					103 FY16 GRF/EAF/IF State Funds MeoNSE Faculty Rearch	Hovokmyan Pocal Point		11,000.00	1,166.99	3,414.98	7,585.02	1,657.17	5,927.85
100016	917020	917002					103 FY16 GRF/EAF/IF State Funds MeoNSE Teaching Labs	MeoNSE State		0.00	892.24	8.00	0.00	0.00	0.00
100016	917020	917006					103 FY16 GRF/EAF/IF State Funds MeoNSE Teaching Labs	MeoNSE Instructional Equip		0.00	6,261.15	10,714.29	-10,714.29	62.85	-10,777.14
100016	917020	917009					103 FY16 GRF/EAF/IF State Funds MeoNSE Teaching Labs	MeoNSE Strategic Lab Equip		577,405.02	595.99	19,115.80	558,286.22	13,748.15	544,538.07
100016	917021	917002					103 FY16 GRF/EAF/IF State Funds MeoNSE Administration	MeoNSE State		0.00	12,095.99	203,131.16	-203,131.16	21,823.59	-239,910.08
100016	917021	917004					103 FY16 GRF/EAF/IF State Funds MeoNSE Administration	MeoNSE Facilities		0.00	-271.37	-542.74	542.74	0.43	542.31
100016	917021	917009					103 FY16 GRF/EAF/IF State Funds MeoNSE Administration	MeoNSE Development		0.00	6,479.17	29,156.27	-29,156.27	9,859.61	-39,015.83
100016	917021	917164					103 FY16 GRF/EAF/IF State Funds MeoNSE Administration	MeoNSE Minor Remodeling		0.00	12,696.08	76,765.00	-76,765.00	0.00	-76,765.00
100016	917021	917176					103 FY16 GRF/EAF/IF State Funds MeoNSE Administration	COM Lab Services		0.00	0.00	0.00	0.00	0.00	0.00
100016	917021	917234					103 FY16 GRF/EAF/IF State Funds MeoNSE Administration	SIP - TAM Project		39,909.39	0.00	13,397.90	75,511.49	29.00	75,482.49
100016	917021	917310					103 FY16 GRF/EAF/IF State Funds MeoNSE Administration	MeoNSE Outreach		0.00	437.25	5,749.22	-5,745.22	74.62	-5,670.60
100016	917021	917326					103 FY16 GRF/EAF/IF State Funds MeoNSE Administration	MEB Courtyard Remodel		0.00	0.00	0.00	0.00	0.00	0.00
100016	917021	917331					103 FY16 GRF/EAF/IF State Funds MeoNSE Administration	MeoNSE Instructional Design		35,397.58	2,139.00	7,696.00	27,471.58	0.00	27,471.58
100016	917021	917336					103 FY16 GRF/EAF/IF State Funds MeoNSE Administration	MeoNSE Strategic Lab Equip		255,000.00	0.00	0.00	255,000.00	0.00	255,000.00
100016	917022	917002					103 FY16 GRF/EAF/IF State Funds MeoNSE Instruction	MeoNSE State		10,459,160.02	982,535.15	4,436,102.38	6,053,065.14	5,957,493.95	195,571.29
100016	917022	917006					103 FY16 GRF/EAF/IF State Funds MeoNSE Instruction	SIP - I-Design		0.00	-2,220.00	0.00	0.00	0.00	0.00
100016	917022	917325					103 FY16 GRF/EAF/IF State Funds MeoNSE Instruction	SIP - Adaptive Learning		111,036.38	0.00	335.12	110,706.26	0.00	110,706.26
100016	917022	917349					103 FY16 GRF/EAF/IF State Funds MeoNSE Instruction	TAM 155252132 Projects		0.00	295.94	295.94	-295.94	0.00	-295.94
1A 103 FY16 GRF/EAF/IF State Funds										11,764,379.71	1,054,186.66	4,842,246.95	6,862,121.95	5,915,428.33	946,703.53
1B PY State Approp-GRF EAF IF															
100015	917014	917006					103 FY15 GRF/EAF/IF State Funds MeoNSE Faculty Rearch	SIP - West - Adaptive Learn		0.00	0.00	0.00	0.00	0.00	0.00
100015	917014	917008					103 FY15 GRF/EAF/IF State Funds MeoNSE Faculty Rearch	SIP - I-Design		1,120.80	0.00	1,120.80	0.00	0.00	0.00
100015	917020	917006					103 FY15 GRF/EAF/IF State Funds MeoNSE Teaching Labs	MeoNSE Instructional Equip		35,390.00	0.00	35,390.00	0.00	1,393.09	-1,393.09
100015	917020	917009					103 FY15 GRF/EAF/IF State Funds MeoNSE Teaching Labs	MeoNSE Instructional Equip		0.00	0.00	0.00	0.00	0.00	0.00
100015	917020	917036					103 FY15 GRF/EAF/IF State Funds MeoNSE Teaching Labs	MeoNSE Strategic Lab Equip		0.00	0.00	0.00	0.00	0.00	0.00
100015	917021	917004					103 FY15 GRF/EAF/IF State Funds MeoNSE Administration	MeoNSE Facilities		0.00	0.00	0.00	0.00	0.00	0.00
100015	917021	917163					103 FY15 GRF/EAF/IF State Funds MeoNSE Administration	MeoNSE Development		0.00	0.00	0.00	0.00	0.00	0.00
100015	917021	917164					103 FY15 GRF/EAF/IF State Funds MeoNSE Administration	MeoNSE Minor Remodeling		0.00	0.00	0.00	0.00	0.00	0.00
100015	917021	917234					103 FY15 GRF/EAF/IF State Funds MeoNSE Administration	SIP - TAM Project		0.00	0.00	0.00	0.00	0.00	0.00
100015	917021	917310					103 FY15 GRF/EAF/IF State Funds MeoNSE Administration	MeoNSE Outreach		0.00	0.00	0.00	0.00	0.00	0.00
100015	917021	917331					103 FY15 GRF/EAF/IF State Funds MeoNSE Administration	MeoNSE Instructional Design		0.00	0.00	0.00	0.00	0.00	0.00
100015	917022	917002					103 FY15 GRF/EAF/IF State Funds MeoNSE Instruction	MeoNSE State		1,606.00	0.00	1,606.00	0.00	0.00	0.00

Figure 2.6.1: Operating Ledger by Organization – Output

Lesson Summary

In this lesson, you learned how to identify and use the **Operating Ledger Summary**, **College/Department Fund Type Summary**, **General Ledger Fund Summary**, **General Ledger Department Fund Summary**, **Fund Type Summary**, and the **Operating Ledger by Organization**. In the next lesson, you will learn about a useful Banner query page called the **Executive Summary** page (**FGIBDSR**).

Lesson Review

1. The **General Ledger Fund Summary** can be used to identify Fund codes that have the wrong Fund Type. True/False
2. After running the **College/Department Fund Type Summary**, units will need to run individual operating statements for each Fund Type. True/False

Lesson 3: Banner General Ledger Queries

General Ledger query pages enable you to review the accounting data resulting from journal voucher, requisition, purchase order, invoice, and check transactions.

Queries are not reports, despite their similarities. The data for queries are in real time and online. The queries in this lesson are only available online and are not printed reports. You can produce a screen print, if you need a hard copy. This lesson reviews the **Executive Summary** page (**FGIBDSR**) and shows how to conduct efficient queries.

Lesson Objectives

When you have completed the materials presented in this lesson, you will be able to review and interpret financial information using the **Executive Summary** page (**FGIBDSR**) in Banner:

3.1: Executive Summary Page (**FGIBDSR**)

Process Description

The **Executive Summary** page (**FGIBDSR**) displays the accounting detail of the operating ledger. **FGIBDSR** is possibly one of the most versatile query pages. With this page, you can query using a variety of parameters to view detail and roll-up information. From this page, you can drill down to transaction details of a total, provided the query parameters are at the data entry levels. The **Chart** and **Fiscal Year** fields are required. The query results are sorted by Account code.

You may query using any combination of the following parameters:

- Fund at any level of the hierarchy
- Organization at any level of the hierarchy
- Account **or** Account Type
- Program at any level of the hierarchy
- Activity
- Location

The **Query Specific Account** checkbox is used to determine which Account the query selects. Clear this checkbox to enter a combination of Organization, Fund, Account, Program, Activity, or Location to query a range of Accounts. You can select this checkbox and type the desired combination of Organization, Fund, Account or Account Type, Program, Activity, or Location to query a specific Account. The option that is available from this page shows the transaction detail for a specific Account code. The **Grant Inception to Date** page (**FZIGITD**) should be used to view inception to date information for grants and other project year Funds.

NOTE: If you want to query at data entry levels and don't want rolled-up information, use the Organization Budget Status page (FGIBDST).

CAUTION: You cannot query on both Account and Account Type!

Process Example

In the following example, we will display the **Executive Summary** page query to review posted transactions.

Page Name	Page Title	Path
FGIBDSR	Executive Summary	Financial » General Ledger » General Accounting Query Forms » Executive Summary

NOTE: See Appendix D for information on the fields in the Executive Summary page (FGIBDSR), including definitions of all the fields used in the following example.

Step-by-Step Procedures

Task 3.1: Querying the Executive Summary Page (FGIBDSR)

Step	Action	Results/Decisions
1.	In the Search field, type <i>FGIBDSR</i> and press the ENTER key to open the Executive Summary page.	<i>FGIBDSR</i> displays.
2.	Type the Chart code in the Chart field.	
3.	Press the TAB key to advance to the Fiscal Year field and type the current fiscal year.	
4.	Press the TAB key to advance to the Include Revenue Accounts field.	
5.	Clear the Include Revenue Accounts checkbox (see NOTE below).	
6.	Press the TAB key to advance to the Organization field and type the Organization code.	
7.	Press the TAB key to advance to the Fund field and type the Fund code.	
8.	Press the TAB key to move to the Program field and type the Program code.	
9.	Select Both in the Commit Type field.	This is the default and is system policy.
10.	Click the Go button.	
11.	Review results.	
12.	Place your cursor on the first detail line.	
13.	Select Transaction Detail Information (FGITRND) from the Related menu.	
14.	Review results.	
15.	Click the Close button twice to return the main menu.	

NOTE: If querying a budget-based Fund such as state, ICR, or grants, clear the checkbox for the Include Revenue Accounts field; otherwise, results are inaccurate.

Reporting for Managers

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
102310	E	Budget Balance Forward	203,551.91	0.00	0.00	203,551.91
122000	E	Medical/Hospital Supplies		0.00	5,529.94	-5,529.94
122007	E	Pharmaceuticals		0.00	6,444.07	-6,444.07
124000	E	Laboratory/Scientific Supplies		0.00	30,925.15	-30,925.15
124300	E	Food Supplies		0.00	3,029.95	-3,029.95
124400	E	Wearing Apparel Supplies		0.00	264.15	-264.15
124600	E	Farm and Garden Supplies		0.00	897.90	-897.90
127070	E	NC Med/Hosp Equipment 500-2499		0.00	5,440.00	-5,440.00
132300	E	In State Travel Payment to Vendor		0.00	315.00	-315.00
140000	E	Services	9,778.45		0.00	9,778.45
141100	E	Animal Care		0.00	156,336.22	-156,336.22
142900	E	Other General Services		0.00	23,766.52	-23,766.52
145300	E	Freight/Express/UPS/Courier		0.00	251.44	-251.44
153500	E	Hospital/Medical Services		0.00	10,595.95	-10,595.95
Net Total			-213,330.36		-243,796.29	0.00

Figure 3.1.1: Executive Summary Page (FGIBDSR)

Lesson Summary

This lesson showed you how to use the **Executive Summary Page (FGIBDSR)** to conduct queries.

Lesson Review

1. You can query on both Account and Account Type using the **Executive Summary Page (FGIBDSR)**. True/False

2. **FGIBDSR** can be used to view inception to date information for grants and other project year Funds. True/False

Course Summary

In this course, you have learned how to:

- Identify the rolled-up and summary reports available in EDDIE, how to retrieve them, view them, and their uses.
- Retrieve, review, and interpret financial data using the **Executive Summary Page (FGIBDSR)** in Banner.

Answer Key

Following is the answer key for each lesson review.

Lesson 1: Finance Reports in EDDIE, page 48

1. Which report will show transaction statements for each period since the beginning of the fiscal year (including the current period), if you type an asterisk (*) in the **Period** field?
 - a. **Operating Statement Roll-Up**
 - b. **General Ledger by Account**
 - c. **Operating Ledger YTD Transaction Statement**

Answer: c) Operating Ledger YTD Transaction Statement

2. Which report provides a rolled up operating statement for organizations at the Vice Chancellor, school, college, or department level?
 - a. **Operating Statement Rollup**
 - b. **General Ledger by Account**
 - c. **Operating Ledger YTD Transaction Statement**

Answer: a) Operating Statement Rollup

Lesson 2: Summary Reports, page 68

1. The **General Ledger Fund Summary** can be used to identify Fund codes that have the wrong Fund Type. True/False
2. After running the **College/Department Fund Type Summary**, units will need to run individual operating statements for each Fund Type. True/False

Answer: False. There is no need to run individual operating statements for each Fund Type when the **College/Department Fund Type Summary** is used.

Lesson 3: Banner General Ledger Queries, page 71

1. You can query on both Account and Account Type using the **Executive Summary Page (FGIBDSR)**. True/False
2. **FGIBDSR** can be used to view inception to date information for grants and other project year Funds. True/False

Answer: False. The **Grant Inception to Date Page (FZIGITD)** should be used.

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 Web site, 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 lower right side of page.)
3. Select the following topic: **Finance**

Accounting & Financial Reporting Courses

Materials for the following courses are available from the OBFS Training Center Web site 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
- Other – Account Code Search
- Other – Fiscal Control and Internal Auditing Act (FCIAA) Certification
- Other – Misclassified FOAPAL Reports in EDDIE
- Other – Multiple-Year Labor Encumbering in Banner

Appendix B: Support and Resources Summary

Financial Reporting Contacts

For further information regarding the interpretation of financial statements, contact:

Jason Bane, Senior Business and Financial Coordinator
University Accounting & Financial Reporting, 217-206-7848
jabane@uillinois.edu

For questions about correcting misclassified C-FOAPALs, contact:

University Accounting & Financial Reporting
uas@uillinois.edu
217-333-4568

For questions about the Finance standard reports in EDDIE, contact:

Jason Bane, Senior Business and Financial Coordinator
University Accounting & Financial Reporting, 217-206-7848
jabane@uillinois.edu

For questions about using EDDIE, EDDIE access, or the DS Query Clearinghouse, contact:

Decision Support at 217-244-6419

To report problems using any of the Finance report tools, contact:

AITS Service Desk at 217-333-3102 or 312-996-4806 or
servicedeskaits@uillinois.edu

Additional Resources

OBFS Web site:

<http://www.obfs.uillinois.edu/>

Accounting & Financial Reporting Web site:

[OBFS Home > Accounting & Financial Reporting](#)

OBFS Banner Alerts and Resources Web page:

[OBFS Home > Banner Alerts and Resources](#)

EDDIE

<https://eddie.ds.uillinois.edu>

Mobius View

<https://mobiusview.apps.uillinois.edu/mobius/view>

Appendix C: Field Definitions

This appendix contains field definitions for the output of the reports covered in this course.

Operating Statement Rollup

Summary Format

Field Name	Definition
Fiscal Year	Fiscal year code.
Period	Period code for the fiscal year.
Chart of Account	Identifies University or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Fund Type	Fund Type code – all hierarchy levels.
Fund Code	Fund code – all hierarchy levels. Identifies a source of revenue.
Organization Code	Organization code – all hierarchy levels. Identifies functional reporting units.
Program Code	Program code – all hierarchy levels. Identifies NACUBO function.
Atyp	Account Type.
Description	Title of Account.
Permanent Budget	Cumulative balance of changes to permanent budget balances.
Temporary Budget	Cumulative balance of changes to temporary budget balances.
Current Budget	Cumulative balance of current budget balances.
Current Month	This is the balance of activity for the current month.
Year To Date	This is the balance of the activity for the year.
Encumbrances	This is the current balance of the encumbrances and budget reservations.
Budget Bal Avail	This field shows the available balance on the budget.

Detail Format

Field Name	Definition
Fiscal Year	Fiscal year code.
Period	Period code for the fiscal year.
Chart of Account	Identifies University or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Fund Type	Fund Type code – all hierarchy levels.
Fund Code	Fund code – all hierarchy levels. Identifies a source of revenue.
Organization Code	Organization code – all hierarchy levels. Identifies functional reporting units.
Program Code	Program code – all hierarchy levels. Identifies NACUBO function.
Atyp	Account Type.
Description	Title of Account.
Permanent Budget	Cumulative balance of changes to permanent budget balances.

Reporting for Managers

Field Name	Definition
Temporary Budget	Cumulative balance of changes to temporary budget balances.
Current Budget	Cumulative balance of current budget balances.
Current Month	This is the balance of activity for the current month.
Inception to Date	This is the balance of the activity from inception to date.
Encumbrances	This is the current balance of the encumbrances and budget reservations.
Budget Bal Avail	This field shows the available balance on the budget.

Operating Ledger YTD Transaction Statement

Field Name	Definition
Fiscal Year (FY)	Fiscal year of report run.
Period	Period(s) of report run.
Chart	Chart code value that is selected from the parameter list. Identifies University or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Organization	Organization code that is typed or selected from the parameter list. Identifies functional reporting units.
Fund	Fund code that is typed or selected from the parameter list. Identifies a source of revenue.
Program	Program code that is typed or selected from the parameter list. Identifies NACUBO function.
Fund Type	Fund Type code that corresponds to the selected Fund code.
Organization Level	The hierarchy level of the selected Organization code.
Fund Level	The hierarchy level of the selected Fund code.
Program Level	The hierarchy level of the selected Program code.
Fund Type Level	The hierarchy level of the displayed Fund Type code.
Status Indicator for Fund, Organization, Program, and Fund Type	"A" indicates code is active.
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, non-approved administration personnel can no longer process transactions. But approved personnel (such as Grants administration) can still process transactions.
Fund Exp End Dt	Fund Expenditure End Date. The date transactions can no longer be processed. This date stops approved administration personnel from processing transactions. When the termination date is exceeded, the expenditure end date is always greater than the University's current fiscal year end date. 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.

Reporting for Managers

Field Name	Definition
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.
Indirect Cost Rate	The actual rate that the sponsoring agency must contribute towards the indirect costs.
Indirect Cost Basis	The amount to which the indirect cost rate is applied.
Sponsor	An outside unit that awards grant(s).
Account	Designates asset, liability, equity, revenue, expenditure, and transfers.
Description	Account code description. This description appears in bold under the description column.
Date	Transaction Date.
RC	Rule Code.
Document	Document #.
Seq	Sequence number of transaction within a Banner document.
Doc Ref	The Doc Ref is used to relate a specific transaction to some other document or transaction.
Deposit	Deposit number.
Budget	Budget amounts.
Actual	Revenue/Expenses/Transfers.
Encumbrances	Encumbrance amounts.
Activity	Activity code.
Location	Location code.

Misclassified FOAPAL

Field Name	Definition
Org (Organization)	Three-digit Organization code that was selected from the parameters, level 5 of the Organization hierarchy.
CFOP	Chart, Fund, Organization, Program. A concatenated version of the C-FOAPAL.
Fund Type	Fund Type codes represent high level business grouping of Fund codes.
Fund Title	The title associated with the financial Fund code. The three-digit Organization code is embedded in the Fund title.
Organization Title	The title associated with the Organization code.
Program Title	The title associated with the Program code. The three-digit Organization code is embedded in the Program title.
Fiscal Period	The two-digit financial period to which the transaction was posted.
Document	The number assigned to the financial document in Banner.

Reporting for Managers

Field Name	Definition
Date	The financial effective date of the transaction as specified in Banner.
OL Detail Descriptive Text	Operating Ledger Transaction description. This description can include any textual description that the user enters.
User ID	ID of the user or application that entered the transaction into Banner.
Budget	The dollar amount of the entry if it is a budget entry.
Revenue	The dollar amount of the entry if it is a revenue entry.
Expense	The dollar amount of the entry if it is an expense entry.
Encumbrance	The dollar amount of the entry if it is an encumbrance entry.
Reservation	The dollar amount of the entry if it is a reservation entry.

Operating Ledger Summary

Field Name	Definition
Fiscal Year (FY)	Fiscal year of report run.
Period	Period(s) of report run.
Chart	Identifies University or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Organization	Organization code that is typed or selected from the parameter list. Identifies functional reporting units.
Fund Type	Fund Type code that corresponds to the selected Fund code.
Org Level	The hierarchy level of the selected Organization Code.
Fund Type Level	The hierarchy level of the displayed Fund Type code.
Financial Manager	The person with fiscal responsibility for the organization.
Fund	Fund code that is typed or selected from the parameter list. Identifies a source of revenue.
Org	Organization code that is typed or selected from the parameter list. Identifies functional reporting units.
Prog	Program code that is typed or selected from the parameter list. Identifies NACUBO function.
Fund Description	Fund code description.
Program Description	Program code description.
Permanent Budget	Balance amount for permanent budget dollars.
Current Budget	Cumulative balance of permanent and temporary budget balances.
Current Month	Balance of activity for the current month.
Year to Date	Balance of the activity for the year.
Encumbrances	Total of outstanding encumbrances and Budget Reservations.
Budget Bal Avail	The Current Operating Budget less Year-to-Date activity or Inception-to-Date Activity and Encumbrances.
Total Revenues	Total Revenue - Account Type 3x.
Total Expenses	Total Expenses - Account Type 1x and 2x.
Total Transfers	Total Mandatory and Non-Mandatory Transfers - Account Type 4x.

Reporting for Managers

Field Name	Definition
Net Totals	Total Revenues, Total Expenses, and Total Transfers - Account Types 1x, 2x, 3x and 4x.

College/Department Fund Type Summary

Field Name	Definition
Chart	Identifies University or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Organization	Identifies functional reporting units.
Fund Type	Fund Type code that corresponds to the selected Fund code.
Org Level	Hierarchy level of the selected Organization code.
Status	"A" indicates Fund is Active.
Fund Type Level	The hierarchy level of the displayed Fund Type code.
Status Indicator for Organization and Fund Type	"A" indicates code is active.
Financial Manager	The person with fiscal responsibility for the organization.
Atyp	Account Type.
Description	Description of Fund Type.
Permanent Budget	Balance amount for permanent budget dollars.
Temporary Budget	Cumulative balance of changes to temporary budget balances.
Current Budget	Cumulative balance of permanent and temporary budget balances.
Current Month	Balance of activity for the current month.
Year To Date	Balance of activity for the year.
Inception To Date (ITD reports only)	Balance of activity for Funds with inception to date balances.
Encumbrances	Current balance of the encumbrances and budget reservations.
Budget Bal Avail	Available balance on the budget.

General Ledger Fund Summary

Field Name	Definition
Chart	Identifies University or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Fund Type	Level 2 External Fund Type code for all Fund Types meeting the report prompt criteria. If the asterisk (*) is selected, a report is supposed to be produced for each Fund Type the Organization is using along with a total of all Fund Types at the end of the report.
Fund Type Level	Level of the Fund Type.
Fund	Identifies a source of revenue.
Description	Fund code description.

Reporting for Managers

Field Name	Definition
Cash	Cash amount.
Non-Cash Assets	Non-Cash Assets amount.
Liabilities	Liabilities amount.
Beginning Fund Bal	Balance at the beginning of the fiscal year.
YTD Additions	Year-to-date Additions.
YTD Deductions	Year-to-date Deductions.
Ending Fund Bal	The current balance for the particular Fund.

Fund Type Summary

Field Name	Definition
Chart	Identifies University or major accounting entity. 1=Urbana. 2=Chicago. 4=Springfield. 9=System Offices.
Account Code	The Account Code.
Account Type	The type of Account.
Description	Account code or Account Type description.
Balance	Balance amount.

Appendix D: Field Definitions for the Executive Summary Page (FGIBDSR)

This appendix lists the fields and their definitions for the **Executive Summary Page (FGIBDSR)**. It is demonstrated in 3.1.

Page Name	Page Title	Path
FGIBDSR	Executive Summary	Financial » General Ledger » General Accounting Query Forms » Executive Summary

Field Name	Input Data	Usage
Account	Validated/Display	A code representing an Account. Account designates asset, liability, equity, revenue, expenditure, and transfer Account classifications. Required.
Account Type	Validated	A code to categorize Accounts.
Activity	Validated	A code to designate temporary units of work, subsidiary functional classifications, or short duration projects. Selected from a listing of pre-defined generic codes or codes specifically defined and requested by users.
Adjusted Budget	Display	Account code line item adjusted cumulative budget amount.
Available Balance	Display	Account code line item available budget balance. Accounts for year-to-date activity and commitments.
Chart	Validated	The primary identification code for any Chart of Accounts that is used to uniquely identify that Chart from any other in a multi-Chart environment. Required
Commit Type	Validated	Uncommitted, Committed, and Both selections determine budget line items that are returned in query results by analyzing Fund commitment indicator.
Commitments	Display	Account code line item cumulative budget commitments based on encumbrance amounts.
Fiscal Year	Validated	Accounting fiscal year.
Fund	Validated	Identifies a source of revenue for accounting and financial reporting purposes. It is an accounting entity with a self-balancing set of Accounts. Required.
Include Revenue Accounts	Text Entry	An indicator to include revenue Accounts in the query results. Only select if the Organization has revenue.
Index	Validated	A unique alphanumeric code representing user-defined FOP segments. Optional.
Location	Validated	A code to designate a physical place or site.
Net Total	Display	Overall totals for adjusted budget, year-to-date activity, commitments and available balance. Available balance total is current cumulative budget total.

Reporting for Managers

Field Name	Input Data	Usage
Organization	Validated	A code associated with a specific person, Organization, or other subdivision of a Fund responsible for purchasing commodities or services. Required.
Program	Validated	A code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives. Required.
Query Specific Account	Text Entry	Indicator. If selected, only the Account code specified will be queried.
Title	Display	Account descriptive title.
Type	Display	A code to categorize Accounts.
YTD Activity	Display	Account code line item cumulative year-to-date budget activity.

Appendix E: Funding Sources and Fund Type Descriptions

Funding Sources and Type Descriptions		Fund Type	Fund Ranges
Current Unrestricted – State Funds	10		
State Approp-GRF EAF IF		1A	100000 – 189999
PY State Approp-GRF EAF IF		1B	100000 – 189999
State Approp-St Col and Univ Trust		1F	100000 – 189999
State Approp-Fire Prevention Fund		1G	100000 – 189999
State Approp-Presidential Library		1H	100000 – 189999
State Approp-Tobacco Settlement Rec		1J	100000 – 189999
PY State Approp-St Col & Univ Trust		1P	100000 – 189999
PY State Approp-Five Prevention Fnd		1Q	100000 – 189999
PY State Approp-Presidential Libry		1R	100000 – 189999
PY State Approp-Tobacco Settlemnt Rec		1S	100000 – 189999
State Approp-State Capital Approp		1X	100000 – 189999
PY State Approp-State Capital Appr		1Y	100000 – 189999
University Income Fund Receipts		1Z	190000 – 199999
Current Unrestricted – Other	20		
Educational and Admin Allowances		2A	200000 – 299999
Institutional Costs Recovered		2C	200000 – 299999
Patents Copyrights and Royalties		2E	200000 – 299999
Private Gifts-Unrestricted		2G	200000 – 299999
Consolidated Group Investments		2J	200000 – 299999
Unrestricted Receivables/Payables		2L	200000 – 299999
Student Deposits and Other		2N	200000 – 299999
Self Insurance Programs		2P	200000 – 299999
Termination/Sick Leave Benefits		2R	200000 – 299999
Aux Enterprises/Self-Sup Activities	30		
Suspense and System Clearing		3A	300000 – 399999
Service and Storeroom Activities		3E	300000 – 399999
Service Activities COP		3F	300000 – 399999
Aux Enterprises Not Under Indenture		3J	300000 – 399999
Aux Enterprises Under Indenture		3M	300000 – 399999
Departmental Activities		3Q	300000 – 399999

Reporting for Managers

Funding Sources and Type Descriptions		Fund Type	Fund Ranges
Current Restricted			
	40		
Sponsored Prog-US Gov G and C		4A	400000 – 499999
Sponsored Prog-Federal Work Study		4A	498000 – 498999
Sponsored Prog-Other Gov Agcy GC		4C	500000 – 509999
Sponsored Prog-Private G and C		4E	510000 – 559999
Sponsored Prog-State of Ill G and C		4G	560000 – 599999
Trust-Endowment Income		4J	610000 – 619999
Trust-Endowment Farm Operations		4K	620000 – 699999
Trust-Private Gifts		4M	620000 – 699999
Trust-Other Restricted		4N	620000 – 699999
Trust-Medical Service Plan		4S	620000 – 699999
Trust-Dental Service Plan		4U	620000 – 699999
Trust-Nursing Services Plan		4W	620000 – 699999
Land Grant-Federal Appropriations		4Y	600000 – 609999
Land Grant-Federal Appropriations		4Y	601000 – 609999
Restricted Receivables/Payables		4Z	400000 – 499999
Loan Funds			
	50		
Loan Funds-University		5A	800000 – 809999
Loan Funds-Federal		5D	800000 – 809999
Loan Funds-Matching Federal Funds		5G	800000 – 809999
Endowment Funds			
	60		
Endowment-Pool Accounts		6A	810000 – 819999
Endowments-US Land Grant 1862		6D	810000 – 819999
Endowments-True/In Perpetuity		6G	810000 – 819999
Endowments-Quasi		6J	810000 – 819999
Endowments-Term/Living Trust		6M	810000 – 819999
Endowments-Beneficial Int In Trust		6P	810000 – 819999
Unexpended Plant Funds			
	80		
Unexpended Plant-Unrestricted		8A	700000 – 759999
Unexpended Plant-Restricted		8C	700000 – 759999
Unexpended Plant-Internal Financing		8E	700000 – 759999
Unexpended Plant-Bonded		8G	700000 – 759999
Unexpended Plant-COP Acq Funds		8J	700000 – 759999

Reporting for Managers

Funding Sources and Type Descriptions		Fund Type	Fund Ranges
Unexpended Plant-Cap Dev Fund		8L	700000 – 759999
Renewal and Replacement Funds			
	82		
Renewal and Replacement		8N	760000 – 779999
Retirement of Indebtedness			
	84		
Debt Service		8Q	780000 – 789999
Debt Service-COP		8S	780000 – 789999
Investment in Plant			
	86		
Investment in Plant		8Z	790000 – 799999
Agency Funds			
	84		
Agency-Payroll		9A	900000 – 999999
Agency-Other		9D	900000 – 999999
Agency-Student Organizations		9G	900000 – 999999

Appendix F: MultiFund Management Report Tabs

Departmental MultiFund Management Report Tabs

The following pages show all the tabs for the **Departmental MultiFund Management Report**, starting with the **Summary** tab below.

The tabs for the **College MultiFund Management Report** start on page 100.

Page 1 of 12

FUND BALANCE SUMMARY BY FUND CODE
 Chart: 1 Org: 917 Fiscal Year: 2016 Period: 05

Last Refreshed:
12/18/15

Fund Type	Fund Type Title	Budget	Expenses this Month	Expenses Year To Date	Remaining Encumbrance	Budget Balance Available
1A	State Approp-GRF EAF IF	11,704,378.71	1,034,186.86	4,642,246.86	5,915,428.33	946,703.53
2A	Educational and Admin Allowances	66,180.10	0.00	0.00	0.00	66,180.10
2C	Institutional Costs Recovered	3,265,236.97	300,859.20	1,901,389.47	824,880.65	564,569.57
2E	Patents Copyrights and Royalties	85,836.13	0.00	0.00	0.00	85,836.13
2R	Termination/Sick Leave Benefits	106,580.55	0.00	80,003.69	0.00	23,576.86

Fund Type	Fund Type Title	Fund	Fund Title	Fund Balance
SE	Service and Storeroom Activities	301071	917 Mech Sci & Engr Machine Shop	(34,868.78)
	Service and Storeroom Activities	301369	917 Mech Sci & Engr Cleanroom	(78,032.05)
	Service and Storeroom Activities	301453	917 MechSE Storeroom	8,088.18
	Service and Storeroom Activities	301703	917 Rev Merl Testing	1,480.72
	Service and Storeroom Activities	302758	917 CDM Lab Services	(5,787.39)
SE				

3J	Aux Enterprises Not Under Indentur	302921	917 MechSE Shifts	(4,322.66)
3J				

30	Departmental Activities	301757	917 Rev Crs & Cont Ind E	1,273.82
	Departmental Activities	301760	917 Rev Merl Laser Test	0.00
	Departmental Activities	301797	917 MechSE Seminars/Workshops	14,498.98
	Departmental Activities	301909	917 Rev ICM Svcs	0.00
	Departmental Activities	302015	917 Rev ACRC Svcs	3,172.18
	Departmental Activities	302484	917 MechSE Facilities Use	4,606.07
	Departmental Activities	302801	917 Walker C/MPWS Affiliates	0.00
	Departmental Activities	303316	917 GEM4 Workshop-Hela	0.00
	Departmental Activities	303321	917 NanoCEMMS Education Kits	0.00
	Departmental Activities	303459	917 BSBA Summer Institute	1,000.00
	Departmental Activities	306636	917 Fracture Control Seminars	12,868.54

Figure F.1: Departmental MultiFund Management Report – Output – Summary tab

STATE & ICR FUND BALANCE DETAIL

Chart: 1 Org: 917 Fiscal Year: 2016 Period: 05

Last Refreshed:
12/16/15

Fund	Fund Title	Account Type	Account Type Title	Operating Budget	Expense Period Total	YTD Expense	Remaining Encumbrance	Budget Balance Available
100016	103 FY16 GRF/SA/FIF State Funds	90	Expense Budget Pool	911,310.68	0.00	0.00	0.00	911,310.68
	103 FY16 GRF/SA/FIF State Funds	52	Materials and Supplies	10,755,188.02	12,727.52	79,346.61	7,108.86	10,668,713.55
	103 FY16 GRF/SA/FIF State Funds	53	Transportation Services	0.00	35.90	366.71	0.00	-365.71
	103 FY16 GRF/SA/FIF State Funds	54	Services	0.00	23,336.03	278,038.48	2,013.43	-280,051.52
	103 FY16 GRF/SA/FIF State Funds	56	Equipment/Software/Capital Lease	0.00	0.00	0.00	8,799.00	-8,799.00
	103 FY16 GRF/SA/FIF State Funds	20	Academic Salary	37,900.00	708,149.86	3,537,215.28	5,200,674.68	-8,737,889.96
	103 FY16 GRF/SA/FIF State Funds	21	Assistant Salary	0.00	211,675.50	647,720.85	353,387.64	-663,208.48
	103 FY16 GRF/SA/FIF State Funds	22	Staff Salary	0.00	38,455.84	192,168.23	343,444.72	-535,612.95
	103 FY16 GRF/SA/FIF State Funds	23	Wages	0.00	38,844.97	105,170.28	0.00	-105,170.28
	103 FY16 GRF/SA/FIF State Funds	24	Federal Work Study	0.00	953.25	2,222.40	0.00	-2,222.40
			Total for 100016	11,704,378.71	1,034,186.96	4,842,246.85	5,915,428.33	946,703.53
200200	103 Cost of Education Allowance	52	Materials and Supplies	0.00	0.00	0.00	0.00	0.00
			Total for 200200	0.00	0.00	0.00	0.00	0.00
200201	103 Grant Administrative Allowance	90	Expense Budget Pool	66,180.10	0.00	0.00	0.00	66,180.10
			Total for 200201	66,180.10	0.00	0.00	0.00	66,180.10
200260	103 Indirect Cost Recovery	90	Expense Budget Pool	3,014,118.62	0.00	0.00	0.00	3,014,118.62
	103 Indirect Cost Recovery	52	Materials and Supplies	361,118.35	134,242.96	457,726.34	231,262.16	-337,873.15
	103 Indirect Cost Recovery	53	Transportation Services	0.00	18,807.94	102,383.18	1,850.50	-104,233.68
	103 Indirect Cost Recovery	54	Services	0.00	91,565.31	317,898.96	63,956.25	-383,994.11
	103 Indirect Cost Recovery	56	Equipment/Software/Capital Lease	0.00	8,128.66	513,586.79	305,132.32	-890,578.49
	103 Indirect Cost Recovery	20	Academic Salary	0.00	17,198.54	115,341.81	6,866.21	-122,208.02
	103 Indirect Cost Recovery	21	Assistant Salary	0.00	71,095.58	364,188.01	200,213.67	-504,401.68
	103 Indirect Cost Recovery	23	Wages	0.00	2,630.00	13,494.59	0.00	-13,494.59
	103 Indirect Cost Recovery	25	Benefit/Costs	0.00	6,197.04	77,166.38	95,598.54	-92,764.93
	103 Indirect Cost Recovery	3E	Indirect Cost/Recovery	0.00	0.00	0.00	0.00	0.00

Figure F.2: Departmental MultiFund Management Report – Output – State & ICR tab

STATE & ICR FUND BALANCE DETAIL BY PROGRAM

Chart: 1 Org: 917 Fiscal Year: 2016 Period: 05

Last Refreshed:
12/14/15

Fund	Fund Title	Program	Program Title	Account Type	Account Type Title	Operating Budget	Expense Period Total	YTD Expense	Remaining Encumbrance	Budget Balance Available
100016	103 FY16 GRPEAFIF State Funds	917002	Mech&E Stab	12	Materials and Supplies	10,459,965.02	2,392.87	33,428.86	1,492.37	10,454,246.77
	103 FY16 GRPEAFIF State Funds		Mech&E Stab	13	Transportation Services	0.00	36.90	365.71	0.00	-365.71
	103 FY16 GRPEAFIF State Funds		Mech&E Stab	14	Services	0.00	603.06	4,516.46	1,833.15	-6,369.61
	103 FY16 GRPEAFIF State Funds		Mech&E Stab	20	Academic Salary	0.00	669,067.37	3,484,278.30	5,905,906.18	-8,653,264.94
	103 FY16 GRPEAFIF State Funds		Mech&E Stab	21	Assistant Salary	0.00	204,006.50	624,713.95	341,717.43	-995,431.28
	103 FY16 GRPEAFIF State Funds		Mech&E Stab	22	Staff Salary	0.00	38,436.84	192,168.20	343,444.72	-535,612.97
	103 FY16 GRPEAFIF State Funds		Mech&E Stab	23	Wages	0.00	36,846.31	84,461.97	0.00	-54,461.97
	103 FY16 GRPEAFIF State Funds		Mech&E Stab	24	Federal Work Study	0.00	596.25	2,222.40	0.00	-2,222.40
					Total for 917002 Program	10,459,965.02	992,586.13	4,436,165.96	5,867,483.94	198,518.31
	103 FY16 GRPEAFIF State Funds	917004	Mech&E Facilities	12	Materials and Supplies	0.00	0.00	1,096.05	0.00	-1,096.05
	103 FY16 GRPEAFIF State Funds		Mech&E Facilities	14	Services	0.00	9,130.92	192,210.36	0.00	-192,210.36
	103 FY16 GRPEAFIF State Funds		Mech&E Facilities	20	Academic Salary	0.00	2,583.31	12,012.41	21,828.88	-33,841.30
	103 FY16 GRPEAFIF State Funds		Mech&E Facilities	23	Wages	0.00	301.66	2,812.31	0.00	-2,812.31
					Total for 917004 Program	0.00	12,696.89	208,121.16	21,828.88	-228,959.06
	103 FY16 GRPEAFIF State Funds	917008	Mech&E Instructional Equip	12	Materials and Supplies	0.00	830.24	7,254.35	37.95	-7,292.30
	103 FY16 GRPEAFIF State Funds		Mech&E Instructional Equip	14	Services	0.00	30.00	247.50	-247.50	-7,539.80
					Total for 917008 Program	0.00	860.24	7,501.85	37.94	-8,001.75
	103 FY16 GRPEAFIF State Funds	917009	Mech&E Instructional Supplies	12	Materials and Supplies	0.00	5,929.81	9,740.30	63.28	-6,803.78
	103 FY16 GRPEAFIF State Funds		Mech&E Instructional Supplies	14	Services	0.00	0.00	431.06	0.00	-431.06
					Total for 917009 Program	0.00	5,929.81	10,171.36	63.28	-10,234.83
	103 FY16 GRPEAFIF State Funds	917101	Mech&E Development	20	Academic Salary	0.00	6,476.17	26,156.27	9,836.61	-35,015.90
					Total for 917101 Program	0.00	6,476.17	26,156.27	9,836.61	-35,015.90
	103 FY16 GRPEAFIF State Funds	917104	Mech&E Minor Remodeling	12	Materials and Supplies	0.00	0.00	0.00	0.00	0.00
	103 FY16 GRPEAFIF State Funds		Mech&E Minor Remodeling	14	Services	0.00	12,696.08	76,765.00	0.00	-76,765.00
					Total for 917104 Program	0.00	12,696.08	76,765.00	0.00	-76,765.00
	103 FY16 GRPEAFIF State Funds	917176	CDM Lab Services	12	Materials and Supplies	0.00	0.00	0.00	0.00	0.00
					Total for 917176 Program	0.00	0.00	0.00	0.00	0.00
	103 FY16 GRPEAFIF State Funds	917204	SHIP - TAM Project	10	Expense Budget Pool	88,909.38	0.00	0.00	0.00	88,909.38

Figure F.3: Departmental MultiFund Management Report – Output – State & ICR – by Program tab

Page 1 of 4

Self Supporting Fund Cash Balance by Period

Chart: 1 Org: 917 Fiscal Year: 2016 Period: 05

Last Refreshed:
12/16/15

Fund	Fund Title	Account Type Title	Fiscal Period	Cash In	Cash Out	Cash Balance
301071	917 Mech Sci & Engr Machine Shop	Cash and Cash Equivalents	00	0.00	16.02	-16.02
	917 Mech Sci & Engr Machine Shop	Cash and Cash Equivalents	01	15,404.00	46,263.00	-30,849.00
	917 Mech Sci & Engr Machine Shop	Cash and Cash Equivalents	02	29,423.05	23,390.39	6,032.66
	917 Mech Sci & Engr Machine Shop	Cash and Cash Equivalents	03	8,427.50	25,870.40	-17,442.90
	917 Mech Sci & Engr Machine Shop	Cash and Cash Equivalents	04	33,803.36	25,405.23	8,398.13
	917 Mech Sci & Engr Machine Shop	Cash and Cash Equivalents	05	21,440.80	22,438.28	-997.48
			Total for 301071	108,498.71	143,373.32	-34,874.61
301399	917 Mech Sci & Engr Cleanroom	Cash and Cash Equivalents	00	34,293.49	24,950.00	9,343.49
	917 Mech Sci & Engr Cleanroom	Cash and Cash Equivalents	01	7,725.32	53,083.67	-45,358.35
	917 Mech Sci & Engr Cleanroom	Cash and Cash Equivalents	02	14,143.00	19,171.04	-5,028.04
	917 Mech Sci & Engr Cleanroom	Cash and Cash Equivalents	03	17,227.04	12,736.49	4,490.55
	917 Mech Sci & Engr Cleanroom	Cash and Cash Equivalents	04	19,174.17	46,127.42	-26,953.25
	917 Mech Sci & Engr Cleanroom	Cash and Cash Equivalents	05	18,656.19	30,459.63	-11,803.44
			Total for 301399	111,219.21	186,528.25	-75,309.04
301493	917 MechSE Storeroom	Cash and Cash Equivalents	00	11,575.50	0.00	11,575.50
	917 MechSE Storeroom	Cash and Cash Equivalents	01	0.00	785.98	-785.98
	917 MechSE Storeroom	Cash and Cash Equivalents	02	0.00	940.79	-940.79
	917 MechSE Storeroom	Cash and Cash Equivalents	03	1,228.72	727.86	500.86
	917 MechSE Storeroom	Cash and Cash Equivalents	04	0.00	650.45	-650.45
	917 MechSE Storeroom	Cash and Cash Equivalents	05	0.00	1,548.82	-1,548.82
			Total for 301493	12,804.22	4,653.90	8,150.32
301703	917 Rev Merl Testing	Cash and Cash Equivalents	00	0.00	3,593.84	-3,593.84
	917 Rev Merl Testing	Cash and Cash Equivalents	01	3,000.00	2,347.99	652.01
	917 Rev Merl Testing	Cash and Cash Equivalents	02	0.00	1,844.96	-1,844.96
	917 Rev Merl Testing	Cash and Cash Equivalents	03	7,724.76	2,757.32	4,967.44
917 Rev Merl Testing	Cash and Cash Equivalents	04	1,900.00	1,844.96	55.04	

Figure F.4: Departmental MultiFund Management Report – Output – Self Supporting (Cash) tab

YTD Revenue, Expense and Encumbrances for Self Supporting Funds

Last Refreshed:
12/16/15

Chart: 1 Org: 917 Fiscal Year: 2016 Period: 05

Fund	Fund Title	Account Type	Account Type Title	YTD Revenue	YTD Expense	YTD Rev less Exp	Remaining Encumbrance	YTD Rev less Exp less Enc
300011	103 Payroll Suspense - Department	20	Academic Salary		0.00	0.00	0.00	0.00
	103 Payroll Suspense - Department	23	Wages		0.00	0.00	0.00	0.00
			Total for 300011		0.00	0.00	0.00	0.00
301071	917 Mech Sc & Engr Machine Shop	12	Materials and Supplies		11,966.95	-11,966.95	5,647.72	-17,614.67
	917 Mech Sc & Engr Machine Shop	14	Services		954.71	-954.71	4,810.72	-5,765.43
	917 Mech Sc & Engr Machine Shop	22	Staff Salary		94,512.78	-94,512.78	177,120.78	-271,633.56
	917 Mech Sc & Engr Machine Shop	23	Wages		1,589.30	-1,589.30	0.00	-1,589.30
	917 Mech Sc & Engr Machine Shop	32	Miscellaneous Income		90,197.35	90,197.35	0.00	90,197.35
	917 Mech Sc & Engr Machine Shop	35	Sales/Services		9,082.50	9,082.50	0.00	9,082.50
			Total for 301071	99,278.85	109,022.74	-9,743.89	187,578.22	-197,323.11
301389	917 Mech Sc & Engr Cleanroom	12	Materials and Supplies		51,906.26	-51,906.26	23,440.25	-75,346.51
	917 Mech Sc & Engr Cleanroom	14	Services		7,902.44	-7,902.44	16,342.29	-24,244.73
	917 Mech Sc & Engr Cleanroom	16	Equipment/Software/Capital Lease		14,000.00	-14,000.00	21,500.00	-35,500.00
	917 Mech Sc & Engr Cleanroom	18	Miscellaneous		0.00	0.00	0.00	0.00
	917 Mech Sc & Engr Cleanroom	20	Academic Salary		37,720.50	-37,720.50	54,218.74	-91,939.24
	917 Mech Sc & Engr Cleanroom	23	Wages		9,289.50	-9,289.50	0.00	-9,289.50
	917 Mech Sc & Engr Cleanroom	32	Miscellaneous Income		76,184.51	76,184.51	0.00	76,184.51
			Total for 301389	76,184.51	120,818.70	-44,634.19	115,501.28	-160,135.47
301463	917 Mech/SE Storeroom	14	Services		2,655.17	-2,655.17	43,520.80	-46,175.97
			Total for 301463		2,655.17	-2,655.17	43,520.80	-46,175.97
301643	389 Aux Illini Union	35	Sales/Services		190.00	190.00	0.00	190.00
			Total for 301643	190.00	190.00	190.00	0.00	190.00

Figure F.5: Departmental MultiFund Management Report – Output – Self Supporting (Rev-Exp-Enc) tab

Last Refreshed: 12/16/15
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Gift Fund Cash Balance by Period
 Chart: 1 Org: 917 Fiscal Year: 2016 Period: 05

Fund	Fund Title	Account Type Title	Fiscal Period	Cash In	Cash Out	Cash Balance
611177	917 Willet Schlr-Aluru	Cash and Cash Equivalents	00	24,856.15	0.00	24,856.15
			Total for 611177	24,856.15	0.00	24,856.15
611405	917 Gongware Est Mech E	Cash and Cash Equivalents	00	6,424.11	0.00	6,424.11
	917 Gongware Est Mech E	Cash and Cash Equivalents	01	1,152.00	0.00	1,152.00
	917 Gongware Est Mech E	Cash and Cash Equivalents	02	1,152.00	10,000.00	-9,848.00
	917 Gongware Est Mech E	Cash and Cash Equivalents	03	1,152.00	0.00	1,152.00
	917 Gongware Est Mech E	Cash and Cash Equivalents	04	1,152.00	0.00	1,152.00
	917 Gongware Est Mech E	Cash and Cash Equivalents	05	1,152.00	0.00	1,152.00
			Total for 611405	12,194.11	10,000.00	2,194.11
611433	917 Willet Scholars Fund	Cash and Cash Equivalents	00	0.00	0.00	0.00
			Total for 611433	0.00	0.00	0.00
611450	917 Stoyke Estate	Cash and Cash Equivalents	00	3,722.34	0.00	3,722.34
	917 Stoyke Estate	Cash and Cash Equivalents	01	577.00	0.00	577.00
	917 Stoyke Estate	Cash and Cash Equivalents	02	577.00	0.00	577.00
	917 Stoyke Estate	Cash and Cash Equivalents	03	577.00	1,000.00	-423.00
	917 Stoyke Estate	Cash and Cash Equivalents	04	577.00	1,000.00	-423.00
	917 Stoyke Estate	Cash and Cash Equivalents	05	577.00	1,000.00	-423.00
			Total for 611450	6,607.34	3,000.00	3,607.34
611476	917 Willet Fac Schlr - Dullerud	Cash and Cash Equivalents	00	10,065.26	0.00	10,065.26
			Total for 611476	10,065.26	0.00	10,065.26
611708	917 Composite Materials Research	Cash and Cash Equivalents	00	11,385.71	0.00	11,385.71
	917 Composite Materials Research	Cash and Cash Equivalents	01	1,242.00	0.00	1,242.00
	917 Composite Materials Research	Cash and Cash Equivalents	02	1,242.00	0.00	1,242.00

Figure F.6: Departmental MultiFund Management Report – Output – Gift (Cash) tab

YTD Revenue, Expense and Encumbrances for Gift Funds

Last Refreshed:
12/16/15

Chart: 1 Org: 917 Fiscal Year: 2016 Period: 05

4J

Trust-Endowment Income

Fund	Fund Title	Account Type	Account Type Title	YTD Revenue	YTD Expense	YTD Rev less Exp	YTD Encumbrance	YTD Rev less Exp less En
611177	917 Willmet Schlir-Aluru	10	Expense Budget Pool		0.00	0.00	0.00	0.00
611177			Total for 611177		0.00	0.00	0.00	0.00
611405	917 Gongaware Est Merch E	10	Expense Budget Pool		0.00	0.00	0.00	0.00
	917 Gongaware Est Merch E	18	Miscellaneous		10,000.00	-10,000.00	0.00	-10,000.00
	917 Gongaware Est Merch E	34	Investment Income	5,760.00		5,760.00	0.00	5,760.00
611405			Total for 611405	5,760.00	10,000.00	-4,240.00	0.00	-4,240.00
611450	917 Sloyke Estate	10	Expense Budget Pool		0.00	0.00	0.00	0.00
	917 Sloyke Estate	21	Assistant Salary		3,000.00	-3,000.00	2,000.00	-5,000.00
	917 Sloyke Estate	34	Investment Income	2,885.00		2,885.00	0.00	2,885.00
611450			Total for 611450	2,885.00	3,000.00	-115.00	2,000.00	-2,115.00
611476	917 Willmet Fac Schlir - DuJenud	10	Expense Budget Pool		0.00	0.00	0.00	0.00
611476			Total for 611476		0.00	0.00	0.00	0.00
611708	917 Composite Materials Research	10	Expense Budget Pool		0.00	0.00	0.00	0.00
	917 Composite Materials Research	34	Investment Income	6,211.00		6,211.00	0.00	6,211.00
611708			Total for 611708	6,211.00	0.00	6,211.00	0.00	6,211.00
612056	917 Willmet Schlir - Hsiao-Wecksler	10	Expense Budget Pool		0.00	0.00	0.00	0.00
612056			Total for 612056		0.00	0.00	0.00	0.00
612093	917 DeVor Fellowship	10	Expense Budget Pool		0.00	0.00	0.00	0.00

Figure F.7: Departmental MultiFund Management Report – Output – Gift (Rev-Exp-Enc) tab

Reporting for Managers

Last Refreshed: 12/16/15
 Grant Summary by Fund Type
 Chart: 1 Org: 917 Fiscal Year: 2016 Period: 05
 Page 1 of 3

Fund Type	Fund Type Title	Grant PI	Budget ITD	Expense ITD	Budget Less Expense	Encumbered YTD Balance	Budget Less Exp Less Enc
4A	Sponsored Prog-US Gov G & C	Alleyn, Andrew G	7,308,817.66	3,462,239.70	3,346,577.96	1,732,053.29	1,614,524.67
	Sponsored Prog-US Gov G & C	Aluru, Naragana R	700,000.00	347,712.00	0.00	0.00	362,288.00
	Sponsored Prog-US Gov G & C	Bahl, Gaurav	1,157,067.00	436,421.35	720,645.65	140,964.56	579,681.09
	Sponsored Prog-US Gov G & C	Beaudoin, Armand Joseph	1,920,840.00	1,824,007.00	96,833.00	763.35	96,069.65
	Sponsored Prog-US Gov G & C	Bentsman, Joseph	333,211.00	204,391.26	128,819.72	15,331.01	113,488.71
	Sponsored Prog-US Gov G & C	Brewster, M Quinn	456,876.00	379,017.96	77,858.04	3,922.07	73,935.97
	Sponsored Prog-US Gov G & C	Dankowicz, Harry	1,532,457.00	985,619.59	546,837.41	196,071.73	350,765.68
	Sponsored Prog-US Gov G & C	Dullenud, Geir E	194,955.00	72,786.40	122,168.60	7,996.65	114,168.95
	Sponsored Prog-US Gov G & C	Ertekin, Elif	729,809.00	184,665.08	539,143.91	55,007.49	484,136.42
	Sponsored Prog-US Gov G & C	Ewoldt, Randy H	1,042,417.00	248,914.95	793,502.05	73,177.33	720,324.72
	Sponsored Prog-US Gov G & C	Ferreira, Placid Mathew	598,994.00	559,057.95	39,936.05	34,829.55	5,106.50
	Sponsored Prog-US Gov G & C	Fraund, Jonathan	741,630.00	482,298.86	259,331.15	8,274.50	251,056.65
	Sponsored Prog-US Gov G & C	Georgiadis, John G	252,050.00	77,987.67	174,062.33	0.00	174,062.33
	Sponsored Prog-US Gov G & C	Gurmac, Nick G	1,175,809.00	715,493.61	460,315.39	67,393.73	392,921.66
	Sponsored Prog-US Gov G & C	Hilgenfeldt, Saechta	929,489.00	539,393.22	390,105.78	51.12	390,054.66
	Sponsored Prog-US Gov G & C	Howakinyan, Naira	2,269,251.00	1,669,153.52	600,097.48	211,010.55	389,086.93
	Sponsored Prog-US Gov G & C	Hisac-Weckler, Elizabeth T	106,549.00	50,990.10	55,558.90	7,844.16	47,714.74
	Sponsored Prog-US Gov G & C	Jacobi, Anthony M	296,767.00	129,199.18	137,567.82	8,077.38	129,490.44
	Sponsored Prog-US Gov G & C	Jaslik, Ivona M	210,000.00	123,070.80	86,929.17	44,627.68	42,301.69
	Sponsored Prog-US Gov G & C	Johnson, Harry T	698,407.00	311,030.42	387,376.58	7,776.59	379,599.99
	Sponsored Prog-US Gov G & C	Kapoor, Shiv Gopal	307,999.00	200,967.90	107,031.10	3,888.29	103,142.81
	Sponsored Prog-US Gov G & C	Kim, Seok	400,000.00	180,046.51	219,953.49	32,674.34	187,279.15
	Sponsored Prog-US Gov G & C	King, William Paul	1,038,061.00	962,230.46	75,830.54	29,263.45	46,567.09
	Sponsored Prog-US Gov G & C	Lee, Chia-Fon	944,735.00	525,282.23	419,472.77	16,981.23	402,491.54
	Sponsored Prog-US Gov G & C	Lee, Tonghuan	1,551,422.00	652,715.77	898,706.23	57,290.38	841,415.85
	Sponsored Prog-US Gov G & C	Mahla, Prashant Grotharthal	686,551.00	185,122.00	501,429.00	11,451.34	489,976.66
	Sponsored Prog-US Gov G & C	Nam, SungWoo	360,000.00	311,670.69	48,329.31	4,154.28	44,175.03
	Sponsored Prog-US Gov G & C	Pantano-Rubino, Carlos A	2,270,863.00	1,541,983.20	728,879.80	302,204.05	426,675.75

Figure F.8: Departmental MultiFund Management Report – Output – Grant Summary tab

Grants by Principal Investigator
 Chart: 1 Org: 917 Fiscal Year: 2016 Period: 05
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Last Refreshed:
 12/19/15

Grant PI	Grant Code	Grant Title	Grant Start Date	Grant End Date	Grant Sponsor Name	Budget ITD	Expense ITD	Budget less Exp	Encumbrance of YTD Balance	Budget Less Exp
Haynes, Andrew G	A498	Engineering Research Center (ERC) for Co	8/1/2006	5/31/2016	University of Minnesota	3,726,817.66	3,351,063.53	195,754.13	79,563.43	116,170.70
	A4137	Center for Integrated Thermal Management	7/20/14	10/31/2016	Purdue University	92,621.00	99,632.74	-7,111.74	0.00	-7,111.74
	AB114	Engineering Research Center for Power Opti	8/1/2015	7/31/2020	US National Science Foundat	3,260,000.00	171,852.69	3,078,147.31	1,640,065.72	1,435,081.59
	AB897	Dynamic Aircraft Energy Management Opti	7/24/2014	7/23/2016	SU Aerospace, LLC	279,479.00	159,690.74	119,788.26	9,454.14	110,334.12
	BB406	Hardware in The Loop Testing of Thermal M	8/1/2015	8/5/2016	Purdue University	60,000.00	0.00	60,000.00	0.00	60,000.00
	CB192	Dynamic In-Silico Chemical Process Control	8/1/2015	7/31/2016	Dow Chemical Company	70,055.64	696.26	69,359.38	0.00	69,359.38
Allyne, Andrew G										
Alum, Narayana R	A0046	Autonomic Biomolecular Materials for Sens	8/15/2012	10/31/2016	Virginia Tech Institute & State	700,000.00	347,712.00	352,288.00	0.00	352,288.00
Alum, Narayana R										
Bahl, Gourav	AA120	Ultra High Sensitivity Resonant/Phononic Se	8/1/2014	5/31/2017	US National Science Foundat	369,854.00	161,029.65	198,824.35	27,961.56	170,862.79
	AB590	Engineered Photonic Crystals for Spontane	7/20/15	9/6/2016	Army Research Office (ARO)	25,000.00	15,939.17	9,060.83	31,947.91	-22,787.09
	AB292	Towards Label-Free Single Molec Identific	7/1/2015	6/30/2018	US National Science Foundat	361,774.00	14,176.54	347,597.46	27,961.56	316,635.90
	AB328	Chip Scale Linear Non Reciprocal Optomec	8/1/2015	5/31/2018	Air Force Office of Scientific R	149,961.00	75,822.84	74,138.16	17,797.77	56,340.39
	AB996	Brillouin Scattering Induced Transparency	8/1/2014	8/5/2017	Air Force Office of Scientific R	200,478.00	169,453.15	31,024.85	36,365.76	55,669.09
Bauk, Gaurav										
Beraudich, Armand Joseph	AA597	Hot Rolling Soap Reduction through Edge	7/28/2005	2/29/2016	US Department of Energy (D	1,800,001.00	1,752,325.77	47,675.23	763.35	46,911.69
	AB044	Collaborative Research: EA-GER-Dynami	8/1/2015	8/31/2017	US National Science Foundat	10,000.00	0.00	10,000.00	0.00	10,000.00
	AB044	A New Methodology for Determining Resid	8/30/2014	8/29/2018	Cornell University	110,839.00	71,681.23	39,157.77	0.00	39,157.77
	CA335	Size Effects in Fracture of ALN Alloys	3/1/2015	2/28/2016	C-TEC Consortium Technolo	134,166.00	45,416.87	88,749.13	20,361.42	68,387.71
Beraudich, Armand Joseph										
Berberman, Joseph	AA752	GOALI: Operational Roomfigurability of Co	8/15/2013	5/31/2016	US National Science Foundat	33,3211.00	264,391.28	128,819.72	15,331.01	113,488.71
Berberman, Joseph										

Figure F.9: Departmental MultiFund Management Report – Output – Grant by PI tab

Principal Investigator and Their Grants by Fund

Chart: 1 Org: 917 Fiscal Year: 2016 Period: 05

Last Refreshed:
12/16/15

Kelynes, Andrew G

Grant Code	Grant Title	Grant Start Date	Grant End Date	Grant Sponsor Name	Fund	Budget F/D	Expenses YTD	Encumbered YTD Balance	Budget Less Exp Less Enc
AA998	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	483367	106,807.00	96,222.20	7,621.34	4,563.46	
	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	483757	96,063.00	63,732.19	14,381.46	17,578.35	
	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	483758	190,000.00	136,980.74	30,518.52	22,497.74	
	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	483796	126,121.00	129,238.27	0.00	-117.27	
	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	483804	0.00	0.00	0.00	0.00	
	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	488828	25,000.00	25,000.00	0.00	0.00	
	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	487069	50,610.94	50,610.94	0.00	0.00	
	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	487680	535,345.02	535,345.02	0.00	0.00	
	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	488173	66,540.00	66,540.01	0.00	-0.01	
	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	460649	237,362.00	237,362.00	0.00	0.00	
	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	460912	90,512.10	31,176.38	0.00	17,335.72	
	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	460913	79,463.00	79,463.00	0.00	0.00	
	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	461321	1,214,266.64	1,169,286.17	27,602.11	17,318.36	
	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	461586	332,909.00	332,909.00	0.00	0.00	
	Engineering Research Center (6/1/2006	5/31/2016	University of Minnesota	461720	594,198.00	594,206.71	0.00	-7.65	
AA998			Total for AA998		3,726,817.66	3,531,063.50	79,833.43	116,170.70	
AA137	Center for Integrated Thermal	10/31/2016	Purdue University	483727	92,521.00	96,632.74	0.00	-47,111.74	
AA137			Total for AA137		92,521.00	96,632.74	0.00	-47,111.74	
AB114	Engineering Research Center (6/1/2015	7/31/2020	US National Science Found	482296	84,000.00	0.00	0.00	84,000.00	
	Engineering Research Center (6/1/2015	7/31/2020	US National Science Found	482297	42,000.00	0.00	0.00	42,000.00	
	Engineering Research Center (6/1/2015	7/31/2020	US National Science Found	482298	97,470.00	8,741.66	43,687.01	45,641.34	
	Engineering Research Center (6/1/2015	7/31/2020	US National Science Found	482299	2,370,068.00	30,681.78	14,127.78	2,325,248.44	
	Engineering Research Center (6/1/2015	7/31/2020	US National Science Found	482300	696,462.00	132,419.26	1,585,890.93	-1,089,868.19	

Figure F.10: Departmental MultiFund Management Report – Output – PI – Grant Funds tab

Grant Burn Rates

Chart: 1 Org: 917 Fiscal Year: Period:

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Grant PI	Grant Code	Grant Title	Grant Start - End Date	Grant Sponsor Name	Months To Date	Total Months	% Time Complete	Direct Expense ITD	Fee and Admin (Indirect) Expense ITD	ITD Budget \$	% Budget Spent	Difference
Allyne, Andrew G	AA998	Engineering Research Center (ERC) for 2006 - 05/23/2014	University of Minnesota	115	120	96%	\$2,187,843	\$1,343,221	\$3,206,818	95%	1%	
	AA107	Center for Integrated Thermal Energy	02/07/2014 - 10/31/2015	Purdue University	23	33	70%	\$64,142	\$46,491	\$92,631	99%	-12%
	AB114	Engineering Research Center for Power	08/01/2015 - 07/31/2016	UB National Science Foundation (N)	5	60	8%	\$104,568	\$67,285	\$3,260,000	5%	3%
	AB807	Dynamic Aircraft Energy Management	07/24/2014 - 07/22/2015	CU Aerospace LLC	18	25	72%	\$93,068	\$66,622	\$279,479	97%	15%
	BB406	Hardware in The Loop Testing of Thermal	08/16/2015 - 08/15/2015	Purdue University	5	13	38%	\$0	\$0	\$60,000	0%	38%
	CB182	Dynamic In-Silico Chemical Process	08/01/2015 - 07/31/2015	Dow Chemical Company	5	12	42%	\$433	\$254	\$70,056	1%	41%
Allyne, Andrew G												
Aluru, Nanyana R	A0046	Autonomic Biomolecular Materials for	08/15/2012 - 10/31/2012	Mgha Tech Institute & State Univer	40	50	80%	\$172,018	\$175,694	\$700,000	50%	30%
Aluru, Nanyana R												
Bah, Gaurav	AA100	Ultra High Sensitivity Resonant Photon	06/01/2014 - 05/31/2015	UB National Science Foundation (N)	18	36	50%	\$92,232	\$68,747	\$359,854	45%	8%
	AB090	Engineered Photonic Crystals for Sport	09/07/2015 - 09/06/2015	Army Research Office (ARO)	4	13	31%	\$7,200	\$8,657	\$26,000	64%	-33%
	AB282	Towards Label-Free Single Virus Ident	07/01/2015 - 06/30/2015	UB National Science Foundation (N)	6	36	17%	\$7,510	\$6,666	\$261,774	4%	13%
	AB283	Chip Scale Linear Non Reciprocal Opto	06/01/2015 - 05/31/2015	Air Force Office of Scientific Researc	7	36	19%	\$52,068	\$23,754	\$149,961	51%	-31%
	AB886	Brillouin Scattering Induced Transparen	08/15/2014 - 08/15/2014	Air Force Office of Scientific Researc	17	37	46%	\$106,081	\$63,392	\$200,478	65%	-19%
	AC923	Non Magnets On Chip Resonant Acoust	06/15/2015 -	Defense Advanced Research Project	7	0	#DIV/0!	\$173	\$102	\$0	#DIV/0!	#DIV/0!
Bah, Gaurav												
Beaudoin, Armand Joseph	AB997	Hot Rolling Scrap Reduction through	08/27/2005 - 02/28/2006	UB Department of Energy (DOE)	126	128	98%	\$1,191,145	\$691,181	\$1,800,001	97%	1%
	AB944	Collaborative Research: EAGER-Cyber	09/01/2015 - 08/31/2015	UB National Science Foundation (N)	4	24	17%	\$0	\$0	\$10,000	0%	17%
	AB644	A New Methodology for Determining Re	09/30/2014 - 09/28/2015	Cornell University	16	48	33%	\$34,206	\$37,475	\$110,839	65%	-32%
	CB415	Size Effects in Fracture of PAU Alloys	03/01/2015 - 02/28/2015	C-TEC Constellation Technology Cor	10	12	83%	\$28,636	\$16,781	\$34,166	34%	49%
Beaudoin, Armand Joseph												
Berberman, Joseph	AA752	GOAL: Operational Room/Generability	06/15/2013 - 05/31/2013	UB National Science Foundation (N)	31	36	86%	\$124,109	\$90,282	\$332,211	61%	25%
Berberman, Joseph												

Figure F.11: Departmental MultiFund Management Report – Output – Grant Burn Rates tab

Service Plan Fund Cash Balance by Period

Last Refreshed:
7/22/16

Chart: 2 Org: 307 Fiscal Year: 2016 Period: 12

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Fund	Fund Title	Account Type Title	Fiscal Period	Cash In	Cash Out	Cash Balance
627488	307 Psych Variable Compensation	Cash and Cash Equivalents	00	3,430.05	2,388.37	1,041.68
	307 Psych Variable Compensation	Cash and Cash Equivalents	01	3,594.16	4,635.84	-1,041.68
	307 Psych Variable Compensation	Cash and Cash Equivalents	02	1,817.67	1,817.67	0.00
	307 Psych Variable Compensation	Cash and Cash Equivalents	03	1,817.65	1,817.65	0.00
	307 Psych Variable Compensation	Cash and Cash Equivalents	04	9,076.52	9,076.52	0.00
	307 Psych Variable Compensation	Cash and Cash Equivalents	05	5,547.62	5,547.62	0.00
	307 Psych Variable Compensation	Cash and Cash Equivalents	06	1,817.66	1,817.66	0.00
	307 Psych Variable Compensation	Cash and Cash Equivalents	07	3,635.32	3,635.32	0.00
	307 Psych Variable Compensation	Cash and Cash Equivalents	08	3,635.32	3,635.32	0.00
	307 Psych Variable Compensation	Cash and Cash Equivalents	09	22,372.84	22,372.84	0.00
	307 Psych Variable Compensation	Cash and Cash Equivalents	10	5,459.85	5,459.85	0.00
	307 Psych Variable Compensation	Cash and Cash Equivalents	11	1,810.47	1,810.47	0.00
	307 Psych Variable Compensation	Cash and Cash Equivalents	12	7,296.49	6,463.15	833.34
			Total for 627488	71,311.62	70,479.28	833.34
627490	307 Psychiatry	Cash and Cash Equivalents	00	20,820.32	217,012.70	-196,192.38
	307 Psychiatry	Cash and Cash Equivalents	01	20,403.55	29,164.16	-8,760.61
	307 Psychiatry	Cash and Cash Equivalents	02	19,343.68	28,991.53	-9,647.85
	307 Psychiatry	Cash and Cash Equivalents	03	19,458.57	31,413.14	-11,954.57
	307 Psychiatry	Cash and Cash Equivalents	04	47,587.22	53,522.27	-5,935.05
	307 Psychiatry	Cash and Cash Equivalents	05	33,148.97	42,740.32	-9,591.35
	307 Psychiatry	Cash and Cash Equivalents	06	15,244.07	29,620.42	-14,376.35
	307 Psychiatry	Cash and Cash Equivalents	07	56,801.65	67,701.27	-10,899.62
	307 Psychiatry	Cash and Cash Equivalents	08	100,669.42	32,762.51	67,906.91
	307 Psychiatry	Cash and Cash Equivalents	09	168,461.32	26,531.36	141,929.96
	307 Psychiatry	Cash and Cash Equivalents	10	28,502.85	16,036.79	12,466.06
	307 Psychiatry	Cash and Cash Equivalents	11	31,770.90	33,753.11	-1,982.21
	307 Psychiatry	Cash and Cash Equivalents	12	1,629,265.45	1,601,243.63	28,021.82
			Total for 627490	2,191,478.97	2,210,495.21	-19,016.24

Figure F.12: Departmental MultiFund Management Report – Output – Service Plan Funds (Cash) tab

YTD Revenue, Expense and Encumbrances for Service Plan Funds

Chart: 2 Org: 307 Fiscal Year: 2016 Period: 12

Last Refreshed:
7/22/16

4S

Trust-Medical Services Plan

Fund	Fund Title	Account Type	Account Type Title	YTD Revenue	YTD Expense	YTD Rev less Exp	YTD Encumbrance	YTD Rev less Exp less En
627489	307 Psych Variable Compensation	1C	Allowances		32.09	-32.09	0.00	-32.09
	307 Psych Variable Compensation	20	Academic Salary		3,164.82	-3,164.82	0.00	-3,164.82
	307 Psych Variable Compensation	25	Benefit Costs		400.64	-400.64	0.00	-400.64
	307 Psych Variable Compensation	41	Non-Mandatory Transfers		-3,597.55	3,597.55	0.00	3,597.55
627489			Total for 627489		0.00	0.00	0.00	0.00
627490	307 Psychiatry	12	Materials and Supplies		0.00	0.00	0.00	0.00
	307 Psychiatry	14	Services		2,169.94	-2,169.94	100.47	-2,269.41
	307 Psychiatry	18	Miscellaneous		-1,023.79	1,023.79	0.00	1,023.79
	307 Psychiatry	1C	Allowances		-1,494.97	1,494.97	0.00	1,494.97
	307 Psychiatry	20	Academic Salary		-124,411.88	124,411.88	0.00	124,411.88
	307 Psychiatry	22	Staff Salary		295.50	-295.50	0.00	-295.50
	307 Psychiatry	23	Wages		510.69	-510.69	0.00	-510.69
	307 Psychiatry	25	Benefit Costs		-43,550.71	43,550.71	0.00	43,550.71
	307 Psychiatry	35	Sales/Services	11,914.28		11,914.28	0.00	11,914.28
	307 Psychiatry	3X	Refunds/Discounts	0.00		0.00	0.00	0.00
	307 Psychiatry	41	Non-Mandatory Transfers		4,040.56	-4,040.56	0.00	-4,040.56
627490			Total for 627490	11,914.28	-163,465.66	175,379.94	100.47	175,279.47
			Total Service Plan funds	11,914.28	-163,465.66	175,379.94	100.47	175,279.47

Figure F.13: Departmental MultiFund Management Report – Output – Service Plan Funds (Rev-Exp-Enc) tab

College MultiFund Management Report Tabs

The following pages show all the tabs for the College MultiFund Management Report, starting with the **Summary** tab below.

FUND BALANCE SUMMARY BY FUND CODE

Chart: 2 College: FN Fiscal Year: 2016 Period: 05

Last Refreshed
1/7/16

Page 1 of 7

Fund Type	Fund Type Title	Budget	Expenses this Month	Expenses Year To Date	Remaining Encumbrance	Budget Balance Available
1A	State Approp-GRF EAF IF	4,636,457.88	1,768,917.99	8,214,218.59	13,200,084.25	-16,777,844.96
2A	Educational and Admin Allowance	48,925.62	959.15	7,286.60	287.00	41,352.02
2C	Institutional Costs Recovered	1,295,526.89	78,464.27	334,067.24	301,850.13	658,859.51
2E	Patents Copyrights and Royalties	552,072.69	350.06	910.08	0.00	551,162.61
2R	Termination/Sick Leave Benefits	218,157.71	0.00	0.00	0.00	218,157.71

Fund Type	Fund Type Title	Fund	Fund Title	Fund Balance
3E	Service and Storeroom Activitie	301964	800 Nano Indentation Equip User Fee	12,927.41
3E				
3Q	Departmental Activities	301205	758 Dental Clinics	3,400,381.08
	Departmental Activities	301299	758 Continuing Education	198,005.88
	Departmental Activities	301626	758 COD Alumni Vision Magazine	0.00
	Departmental Activities	301676	758 Clinic and Research Day	11,142.13
	Departmental Activities	301687	338 COD ADEX Testing	3,683.14
	Departmental Activities	301776	800 Restorative Clinical Assessment	1,667.10
	Departmental Activities	301777	800 Restorative Mock Board Exam	(460.00)
	Departmental Activities	301807	735 CWHTR-Annual Symposium	712.43
	Departmental Activities	302016	758 COD Alumni Relations	12,535.10
3Q				

Fund Type	Fund Type Title	Budget ITD	Expense ITD	Budget Less Expense	Remaining Encumbrance	Budget Less Exp Less Et
4A	Sponsored Prog-US Gov G & C	12,657,006.52	10,243,801.05	2,413,205.47	1,188,853.46	1,224,352.01

Figure F.14: College MultiFund Management Report – Output – Summary tab

STATE & ICR FUND BALANCE DETAIL

Chart: 2 College: FN Fiscal Year: 2016 Period: 05

Last Refreshed:

12/7/15

Fund	Fund Title	Account Type	Account Type Title	Operating Budget	Expense Pref'd Total	YTD Expense	Remaining Encumbrance	Budget Balance Available
100016	103 FY16 GRPEAF/JF State Funds	10	Expense Budget Prod	865,457.88	0.00	0.00	0.00	865,457.88
	103 FY16 GRPEAF/JF State Funds	12	Materials and Supplies	3,771,000.00	154,616.96	976,267.53	1,306,347.08	1,489,385.39
	103 FY16 GRPEAF/JF State Funds	13	Transportation Services	0.00	3,141.00	14,775.76	0.00	-14,775.76
	103 FY16 GRPEAF/JF State Funds	14	Services	0.00	79,050.08	379,491.70	500,683.02	-860,144.72
	103 FY16 GRPEAF/JF State Funds	16	Equipment/Software/Capital Lease	0.00	4,506.44	4,506.44	54,837.22	-59,343.66
	103 FY16 GRPEAF/JF State Funds	18	Miscellaneous	0.00	0.00	87,758.42	0.00	-87,758.42
	103 FY16 GRPEAF/JF State Funds	20	Academic Salary	0.00	1,185,540.51	5,369,270.31	8,886,865.96	-14,259,166.27
	103 FY16 GRPEAF/JF State Funds	21	Resident Salary	0.00	7,140.00	31,724.57	39,915.00	-65,639.57
	103 FY16 GRPEAF/JF State Funds	22	Staff Salary	0.00	265,319.67	1,584,667.94	2,217,295.33	-3,401,983.27
	103 FY16 GRPEAF/JF State Funds	23	Mages	0.00	11,062.60	39,627.45	0.00	-39,627.45
	103 FY16 GRPEAF/JF State Funds	24	Federal Work Study	0.00	640.11	640.11	0.00	-640.11
	103 FY16 GRPEAF/JF State Funds	25	Benefit Costs	0.00	1,637.86	7,308.10	1,170.16	-8,476.26
			Total for 900916	4,636,457.88	1,742,655.27	8,096,036.33	13,090,113.77	-16,462,892.22
101216	103 FY16 Dentistry	20	Academic Salary	0.00	26,262.72	118,182.26	196,970.48	-315,152.74
			Total for 901216	0.00	26,262.72	118,182.26	196,970.48	-315,152.74
200200	103 Educational and Admin Allowanc	10	Expense Budget Prod	44,725.62	0.00	0.00	0.00	44,725.62
	103 Educational and Admin Allowanc	12	Materials and Supplies	4,200.00	876.86	4,346.04	287.00	-435.64
	103 Educational and Admin Allowanc	13	Transportation Services	0.00	0.00	357.35	0.00	-357.35
	103 Educational and Admin Allowanc	14	Services	0.00	82.20	870.61	0.00	-870.61
	103 Educational and Admin Allowanc	16	Miscellaneous	0.00	0.00	1,710.00	0.00	-1,710.00
			Total for 200200	48,925.62	859.15	7,296.10	287.00	41,362.62
200260	103 Indirect Cost Recovery	10	Expense Budget Prod	1,180,204.05	0.00	0.00	0.00	1,183,204.05
	103 Indirect Cost Recovery	12	Materials and Supplies	112,322.84	13,440.26	59,171.12	48,095.82	10,065.90
	103 Indirect Cost Recovery	13	Transportation Services	0.00	433.26	8,044.59	0.00	-8,044.59
	103 Indirect Cost Recovery	14	Services	0.00	24,624.94	112,030.16	57,446.36	-170,206.52
	103 Indirect Cost Recovery	16	Equipment/Software/Capital Lease	0.00	6,000.00	15,996.00	0.00	-15,996.00
	103 Indirect Cost Recovery	18	Miscellaneous	0.00	0.00	4,129.50	0.00	-4,129.50
	103 Indirect Cost Recovery	20	Academic Salary	0.00	10,147.06	44,225.90	62,545.66	-106,771.56
	103 Indirect Cost Recovery	21	Resident Salary	0.00	10,317.50	23,060.75	27,525.00	-50,568.75

Figure F.15: College MultiFund Management Report – Output – State & ICR tab

STATE & ICR FUND BALANCE DETAIL BY PROGRAM

Chart: 2 College: FN FiscalYear: 2016 Period: 05

Last Refreshed:
12/7/15

Fund	Fund Title	Program	Program Title	Account Type	Account Type Title	Operating Budget	Expense Period Total	YTD Expense	Remaining Encumbrance	Budget of Balance Available
300016	303 FY16 GRF/EAFIF State Fund 216001	Endodontics	Endodontics	12	Materials and Supplies	0.00	0.00	544.46	0.00	-544.46
	303 FY16 GRF/EAFIF State Fund	Endodontics	Endodontics	14	Services	0.00	187.46	1,327.36	0.00	-1,327.36
	303 FY16 GRF/EAFIF State Fund	Endodontics	Endodontics	20	Academic Salary	0.00	12,833.33	57,749.90	96,246.96	-153,699.96
	303 FY16 GRF/EAFIF State Fund	Endodontics	Endodontics	22	Staff Salary	0.00	4,762.51	22,145.67	40,243.13	-62,388.30
					Total for 216001 Program	0.00	17,635.84	81,769.93	136,490.09	-218,200.69
	303 FY16 GRF/EAFIF State Fund 216003	Podiatry Endodontics	Podiatry Endodontics	20	Academic Salary	0.00	4,945.45	22,254.85	37,099.07	-68,345.72
					Total for 216003 Program	0.00	4,945.45	22,254.85	37,099.07	-68,345.72
	303 FY16 GRF/EAFIF State Fund 216011	Pre-dts Endodontics	Pre-dts Endodontics	20	Academic Salary	0.00	36,118.01	163,632.01	270,836.06	-434,517.07
					Total for 216011 Program	0.00	36,118.01	163,632.01	270,836.06	-434,517.07
	303 FY16 GRF/EAFIF State Fund 228001	Urban Health Program	Urban Health Program	12	Materials and Supplies	0.00	0.00	2,811.97	0.00	-2,811.97
	303 FY16 GRF/EAFIF State Fund	Urban Health Program	Urban Health Program	13	Transportation Services	0.00	1,162.02	3,344.20	0.00	-3,344.20
	303 FY16 GRF/EAFIF State Fund	Urban Health Program	Urban Health Program	14	Services	0.00	2,537.45	11,563.21	4,070.58	-15,033.76
	303 FY16 GRF/EAFIF State Fund	Urban Health Program	Urban Health Program	16	Miscellaneous	0.00	0.00	50,258.42	0.00	-50,258.42
	303 FY16 GRF/EAFIF State Fund	Urban Health Program	Urban Health Program	20	Academic Salary	0.00	8,118.37	36,532.67	60,887.78	-97,420.45
	303 FY16 GRF/EAFIF State Fund	Urban Health Program	Urban Health Program	22	Staff Salary	0.00	2,743.90	12,719.61	23,186.87	-35,905.46
	303 FY16 GRF/EAFIF State Fund	Urban Health Program	Urban Health Program	23	Wages	0.00	0.00	322.06	0.00	-322.06
					Total for 228001 Program	0.00	14,581.74	117,892.77	89,144.23	-208,697.00
	303 FY16 GRF/EAFIF State Fund 319001	Oral Med & Diag Sd	Oral Med & Diag Sd	12	Materials and Supplies	0.00	564.22	1,812.32	0.00	-1,812.32
	303 FY16 GRF/EAFIF State Fund	Oral Med & Diag Sd	Oral Med & Diag Sd	14	Services	0.00	1,105.35	5,444.59	182.36	-5,026.96
	303 FY16 GRF/EAFIF State Fund	Oral Med & Diag Sd	Oral Med & Diag Sd	20	Academic Salary	0.00	12,046.12	54,207.54	90,348.89	-144,553.43
	303 FY16 GRF/EAFIF State Fund	Oral Med & Diag Sd	Oral Med & Diag Sd	22	Staff Salary	0.00	5,138.12	23,892.22	43,416.95	-67,309.17
	303 FY16 GRF/EAFIF State Fund	Oral Med & Diag Sd	Oral Med & Diag Sd	24	Federal Work Study	0.00	70.42	70.42	0.00	-70.42
					Total for 319001 Program	0.00	18,924.21	85,427.09	133,946.20	-219,372.29
	303 FY16 GRF/EAFIF State Fund 319003	Podiatry Oral Med & Diag Sd	Podiatry Oral Med & Diag Sd	20	Academic Salary	0.00	5,793.22	26,455.17	43,000.44	-68,515.67
					Total for 319003 Program	0.00	5,793.22	26,455.17	43,000.44	-68,515.67
	303 FY16 GRF/EAFIF State Fund 319043	Pre-dts Oral Med & Diag Sd	Pre-dts Oral Med & Diag Sd	20	Academic Salary	0.00	10,859.48	45,186.71	76,817.26	-1,213,903.97
					Total for 319043 Program	0.00	10,859.48	45,186.71	76,817.26	-1,213,903.97
	303 FY16 GRF/EAFIF State Fund 319044	Research Oral Med & Diag Sd	Research Oral Med & Diag Sd	20	Academic Salary	0.00	30,647.54	133,142.80	316,132.95	-448,275.95
					Total for 319044 Program	0.00	30,647.54	133,142.80	316,132.95	-448,275.95
	303 FY16 GRF/EAFIF State Fund 333001	Dental Clinics	Dental Clinics	12	Materials and Supplies	0.00	306.67	3,213.37	2,086.20	-5,284.57
	303 FY16 GRF/EAFIF State Fund	Dental Clinics	Dental Clinics	13	Transportation Services	0.00	237.90	945.60	0.00	-645.60

Figure F.16: College MultiFund Management Report – Output – State & ICR – by Program tab

Self Supporting Fund Cash Balance by Period

Chart: 2 College: Fiscal Year: 2016 Period: 05

Last Refreshed:
12/7/15

Fund	Fund Title	Account Type Title	Fiscal Period	Cash In	Cash Out	Cash Balance
301205	756 Dental Clinics	Cash and Cash Equivalents	00	3,462,231.46	2,940,964.00	-2,462,663.34
	756 Dental Clinics	Cash and Cash Equivalents	01	3,319,076.11	3,806,568.35	-488,492.24
	756 Dental Clinics	Cash and Cash Equivalents	02	3,409,896.84	3,345,606.47	60,230.37
	756 Dental Clinics	Cash and Cash Equivalents	03	3,990,326.35	3,719,423.38	241,902.97
	756 Dental Clinics	Cash and Cash Equivalents	04	4,027,531.52	3,994,194.81	33,346.71
	756 Dental Clinics	Cash and Cash Equivalents	05	3,193,939.15	3,055,267.94	138,671.21
			Total for 301205	18,254,001.43	20,760,965.75	-2,506,964.32
301299	756 Continuing Education	Cash and Cash Equivalents	00	125,339.47	0.00	125,339.47
	756 Continuing Education	Cash and Cash Equivalents	01	6,400.00	7,074.98	-674.98
	756 Continuing Education	Cash and Cash Equivalents	02	0.00	2,458.15	-2,458.15
	756 Continuing Education	Cash and Cash Equivalents	03	119,000.00	3,467.10	114,532.90
	756 Continuing Education	Cash and Cash Equivalents	04	31,961.43	56,888.96	-27,877.53
	756 Continuing Education	Cash and Cash Equivalents	05	0.00	10,755.83	-10,755.83
			Total for 301299	281,700.90	83,695.02	198,105.88
301626	756 COD Alumni Vision Magazine	Cash and Cash Equivalents	00	0.00	0.00	0.00
			Total for 301626	0.00	0.00	0.00
301676	756 Clinic and Research Day	Cash and Cash Equivalents	00	12,347.28	0.00	12,347.28
	756 Clinic and Research Day	Cash and Cash Equivalents	01	0.00	800.00	-800.00
	756 Clinic and Research Day	Cash and Cash Equivalents	02	450.00	650.00	-200.00
	756 Clinic and Research Day	Cash and Cash Equivalents	04	222.34	427.50	-205.16
	756 Clinic and Research Day	Cash and Cash Equivalents	05	2,000.00	1,999.99	0.01
			Total for 301676	15,019.62	3,877.49	11,142.13
301687	338 COD ADEX Testing	Cash and Cash Equivalents	00	4,688.47	100.00	4,588.47
	338 COD ADEX Testing	Cash and Cash Equivalents	05	0.00	905.33	-905.33
			Total for 301687	4,688.47	1,005.33	3,683.14
301776	800 Restorative Clinical Assessment	Cash and Cash Equivalents	00	1,667.10	0.00	1,667.10
			Total for 301776	1,667.10	0.00	1,667.10

Figure F.17: College MultiFund Management Report – Output – Self Supporting (Cash) tab

YTD Revenue, Expense and Encumbrances for Self Supporting Funds

Last Refreshed:
12/7/15

Chart: 2 College: FN Fiscal Year: 2016 Period: 05

Fund	Fund Title	Account Type	Account Type Title	YTD Revenue	YTD Expense	YTD Rev less Exp	Remaining Encumbrance	YTD Rev less Exp less Enc
300011	103 Payroll Suspense - Department	20	Academic Salary		0.00	0.00	0.00	0.00
			Total for 300011		0.00	0.00	0.00	0.00
301202	960 Kinesiology 251 253	22	Staff Salary		79.10	-79.10		-79.10
	960 Kinesiology 251 253	25	Benefit Costs		-79.02	79.02		79.02
			Total for 301202		0.08	-0.08		-0.08
301205	758 Dental Clinics	12	Materials and Supplies		973,286.45	-973,286.45	1,039,921.39	-2,013,207.84
	758 Dental Clinics	13	Transportation Services		1,554.63	-1,554.63	0.00	-1,554.63
	758 Dental Clinics	14	Services		883,205.92	-883,205.92	1,388,195.91	-2,271,401.83
	758 Dental Clinics	18	Miscellaneous		23,539.00	-23,539.00	0.00	-23,539.00
	758 Dental Clinics	20	Academic Salary		1,261,642.31	-1,261,642.31	1,883,127.33	-3,144,769.84
	758 Dental Clinics	21	Assistant Salary		302,483.78	-302,483.78	0.00	-302,483.78
	758 Dental Clinics	22	Staff Salary		1,069,739.97	-1,069,739.97	2,013,949.93	-3,083,569.90
	758 Dental Clinics	23	Wages		43,037.34	-43,037.34	0.00	-43,037.34
	758 Dental Clinics	25	Benefit Costs		48,822.61	-48,822.61	56,052.76	-104,875.37
	758 Dental Clinics	30	Tuition and Fees		110,000.00	110,000.00	0.00	110,000.00
	758 Dental Clinics	32	Miscellaneous Income		470.00	470.00	0.00	470.00
	758 Dental Clinics	35	Sales/Services		9,293,033.77	9,293,033.77	0.00	9,293,033.77
	758 Dental Clinics	3X	Returns/Discounts		-2,983,868.71	-2,983,868.71	0.00	-2,983,868.71
			Total for 301205	6,419,605.06	4,607,312.01	1,812,293.05	6,381,147.32	-4,568,854.27
301299	758 Continuing Education	12	Materials and Supplies		1,721.64	-1,721.64	19.04	-1,740.68
	758 Continuing Education	13	Transportation Services		9,936.63	-9,936.63	0.00	-9,936.63
	758 Continuing Education	14	Services		33,390.53	-33,390.53	0.00	-33,390.53
	758 Continuing Education	18	Miscellaneous		23,228.00	-23,228.00	0.00	-23,228.00
	758 Continuing Education	30	Tuition and Fees		110,000.00	110,000.00	0.00	110,000.00
	758 Continuing Education	32	Miscellaneous Income		23,052.10	23,052.10	0.00	23,052.10
	758 Continuing Education	34	Investment Income		429.58	429.58	0.00	429.58
	758 Continuing Education	35	Sales/Services		7,600.00	7,600.00	0.00	7,600.00
			Total for 301299	141,081.68	66,276.80	74,804.88	19.04	72,786.94

Figure F.18: College MultiFund Management Report – Output – Self Supporting (Rev-Exp-Enc) tab

Gift Fund Cash Balance by Period
 Chart: 2 College: Fiscal Year: 2016 Period: 05

Last Refreshed:
 12/7/15

Fund	Fund Title	Account Type Title	Fiscal Period	Cash In	Cash Out	Cash Balance
611008	758 Crouse Lectureship	Cash and Cash Equivalents	00	9,162.54	0.00	9,162.54
		Cash and Cash Equivalents	01	84.00	0.00	84.00
		Cash and Cash Equivalents	02	84.00	0.00	84.00
		Cash and Cash Equivalents	03	84.00	0.00	84.00
		Cash and Cash Equivalents	04	84.00	0.00	84.00
		Cash and Cash Equivalents	05	84.00	0.00	84.00
			Total for 611008	9,662.54	0.00	9,662.54
611010	758 Schour Memorial Fund	Cash and Cash Equivalents	00	4,141.91	0.00	4,141.91
		Cash and Cash Equivalents	01	121.00	207.65	-86.65
		Cash and Cash Equivalents	02	121.00	0.00	121.00
		Cash and Cash Equivalents	03	121.00	0.00	121.00
		Cash and Cash Equivalents	04	121.00	0.00	121.00
		Cash and Cash Equivalents	05	121.00	0.00	121.00
			Total for 611010	4,746.91	207.65	4,539.26
611011	758 Conn Student Rsch Fellowship	Cash and Cash Equivalents	00	45,168.91	0.00	45,168.91
		Cash and Cash Equivalents	01	233.00	0.00	233.00
		Cash and Cash Equivalents	02	233.00	0.00	233.00
		Cash and Cash Equivalents	03	234.00	0.00	234.00
		Cash and Cash Equivalents	04	233.00	0.00	233.00
		Cash and Cash Equivalents	05	234.00	0.00	234.00
			Total for 611011	46,335.91	0.00	46,335.91
611012	758 John Science Award	Cash and Cash Equivalents	00	635.50	0.00	635.50
		Cash and Cash Equivalents	01	8.00	0.00	8.00
		Cash and Cash Equivalents	02	8.00	0.00	8.00
		Cash and Cash Equivalents	03	8.00	0.00	8.00
		Cash and Cash Equivalents	04	8.00	0.00	8.00
		Cash and Cash Equivalents	05	8.00	0.00	8.00
			Total for 611012	675.50	0.00	675.50

Figure F.19: College MultiFund Management Report – Output – Gift (Cash) tab

YTD Revenue, Expense and Encumbrances for Gift Funds

Last Refreshed:
12/7/16

Chart: 2 College: Fiscal Year: 2016 Period: 05

4J

Trust-Endowment Income

Fund	Fund Title	Account Type	Account Type Title	YTD Revenue	YTD Expense	YTD Rev less Exp	YTD Encumbrance	YTD Rev less Exp less Enc
611009	758 Crouse Lectureship	10	Expense Budget Pool		0.00	0.00	0.00	0.00
	758 Crouse Lectureship	34	Investment Income	420.00		420.00	0.00	420.00
611009			Total for 611009	420.00	0.00	420.00	0.00	420.00
611010	758 Schour Memorial Fund	10	Expense Budget Pool		0.00	0.00	0.00	0.00
	758 Schour Memorial Fund	12	Materials and Supplies		0.00	0.00	1.54	-1.54
	758 Schour Memorial Fund	34	Investment Income	605.00		605.00	0.00	605.00
611010			Total for 611010	605.00	0.00	605.00	1.54	603.46
611011	758 Cohn Student Rach Fellowship	10	Expense Budget Pool		0.00	0.00	0.00	0.00
	758 Cohn Student Rach Fellowship	34	Investment Income	1,167.00		1,167.00	0.00	1,167.00
611011			Total for 611011	1,167.00	0.00	1,167.00	0.00	1,167.00
611012	758 John Spence Award	10	Expense Budget Pool		0.00	0.00	0.00	0.00
	758 John Spence Award	34	Investment Income	40.00		40.00	0.00	40.00
611012			Total for 611012	40.00	0.00	40.00	0.00	40.00
611013	758 Wacht Thesis Award	10	Expense Budget Pool		0.00	0.00	0.00	0.00
	758 Wacht Thesis Award	34	Investment Income	256.00		256.00	0.00	256.00
611013			Total for 611013	256.00	0.00	256.00	0.00	256.00
611014	758 Rosen Award	10	Expense Budget Pool		0.00	0.00	0.00	0.00
	758 Rosen Award	34	Investment Income	150.00		150.00	0.00	150.00
611014			Total for 611014	150.00	0.00	150.00	0.00	150.00
611127	758 Gerson and Gould Sch	10	Expense Budget Pool		0.00	0.00	0.00	0.00
	758 Gerson and Gould Sch	34	Investment Income	2,565.00		2,565.00	0.00	2,565.00

Figure F.20: College MultiFund Management Report – Output – Gift (Rev-Exp-Enc) tab

Grant Summary by Fund Type

Chart: 2 College: FN Fiscal Year: 2016 Period: 05

Last Refreshed:
12/7/15

Fund Type	Fund Type Title	Grant PI	Budget ID	Expense ID	Budget Less Expense	Encumbered YTD Balance	Budget Less Exp Less Enc
4A	Sponsored Prog-US Gov G & C	Alapati, Sarah B.	693,038.00	545,002.54	138,035.46	67,983.49	70,051.97
	Sponsored Prog-US Gov G & C	Alwasawan, Phinon	139,477.00	33,114.27	106,362.73	0.00	106,362.73
	Sponsored Prog-US Gov G & C	Bedran-Russo, Anakalma B.	2,515,227.78	2,237,174.05	278,053.73	153,009.79	124,443.94
	Sponsored Prog-US Gov G & C	da Fonseca, Marco A.	127,894.00	12,803.94	115,090.06	201,975.72	90,895.59
	Sponsored Prog-US Gov G & C	Dilieto, Luisa A.	1,452,316.37	1,110,253.22	342,063.15	223,520.96	118,542.16
	Sponsored Prog-US Gov G & C	Duzinsky, Robert	53,722.00	51,398.80	2,323.20	1,318.82	1,014.38
	Sponsored Prog-US Gov G & C	Francis, Marybeth	97,396.00	79,729.22	18,672.78	11,543.04	7,129.74
	Sponsored Prog-US Gov G & C	George, Anne	2,399,679.89	2,092,040.36	307,639.53	185,483.37	122,150.16
	Sponsored Prog-US Gov G & C	Michaczuk, Elizabeth Raczoleky	97,396.00	67,951.67	30,044.33	14,325.00	15,719.33
	Sponsored Prog-US Gov G & C	Nares, Salvador	1,097,549.38	987,692.92	109,856.46	1,573.08	108,383.38
	Sponsored Prog-US Gov G & C	Olsen, Steven T	448,403.76	304,935.43	140,468.33	107,532.34	32,935.99
	Sponsored Prog-US Gov G & C	Pachavano, Joshua D	149,428.00	129,403.99	16,024.01	8,686.82	7,387.49
	Sponsored Prog-US Gov G & C	Ravindran, Sriram	399,500.00	294,756.39	114,744.61	28,750.08	86,994.53
	Sponsored Prog-US Gov G & C	Schizmann, Larry	539,791.34	315,163.80	224,627.54	85,742.39	139,885.15
	Sponsored Prog-US Gov G & C	Schwartz, Joel L.	311,781.00	203,139.52	108,641.48	0.00	108,641.48
	Sponsored Prog-US Gov G & C	Watanabe, Keiko	1,949,832.00	1,601,922.04	344,909.96	96,858.83	249,051.13
	Sponsored Prog-US Gov G & C	Zhou, Xiaofeng Charles	157,108.00	149,607.25	7,500.75	0.00	7,500.75
4A		Total for 4A	12,609,533.52	10,204,171.21	2,405,171.21	1,188,853.46	1,216,317.75
4E	Sponsored Prog-Private G & C	Alshari, Fatemeh Soimasz	2,000.00	0.00	2,000.00	0.00	2,000.00
	Sponsored Prog-Private G & C	Alwasawan, Phinon	80,000.00	8,956.21	71,043.79	8,014.10	63,029.69
	Sponsored Prog-Private G & C	Bedran-Russo, Anakalma B.	170,985.00	41,660.92	129,324.08	111,658.01	17,666.07
	Sponsored Prog-Private G & C	Chen, Lin	101,182.00	239.29	100,911.71	5,649.22	95,262.49
	Sponsored Prog-Private G & C	Evans, Caswell	14,500.00	13,845.36	654.74	0.00	654.74
	Sponsored Prog-Private G & C	Huang, Xin	308,000.00	304,176.55	3,823.45	207.90	3,615.55
	Sponsored Prog-Private G & C	Knight, George William	625,863.00	281,149.77	344,713.23	75,582.13	269,131.10
	Sponsored Prog-Private G & C	Radosevich, James A.	69,425.00	67,320.36	2,104.64	0.00	2,104.64
	Sponsored Prog-Private G & C	Taneva, Emiliya	5,000.00	0.00	5,000.00	0.00	5,000.00
	Sponsored Prog-Private G & C	Tzouni, Tolga Filizet	21,486.00	0.00	21,486.00	0.00	21,486.00
	Sponsored Prog-Private G & C	Wu, Christine Da-Ruh	64,889.00	27,801.87	37,087.13	1,317.56	36,769.57
	Sponsored Prog-Private G & C	Yang, Bin	10,000.00	1,869.44	8,130.56	0.00	8,130.56
	Sponsored Prog-Private G & C	Zhou, Xiaofeng Charles	80,000.00	7,318.48	72,681.52	3,236.87	69,444.65
4E		Total for 4E	1,553,340.00	764,379.15	788,960.85	205,665.79	593,295.06

Figure F.21: College MultiFund Management Report – Output – Grant Summary tab

Grants by Principal Investigator

Chart: 2 College: FN Fiscal Year: 2016 Period: 05

Last Refreshed:
12/7/15

Grant PI	Grant Code	Grant Title	Grant Start Date	Grant End Date	Grant Sponsor Name	Budget ITD	Expense ITD	Budget less Exp	Encumbered YTD Balance	Budget Less Exp Less Enc
Alhar, Fatemeh Solim	G3700	Practical Complications of Implant Supported Full Arch Prosthesis A Comparison of Metal Acrylic Copy milled Zirconia and Cementable Crown Prosthesis	1/1/2015	6/1/2016	American Academy of Implant Dent	2,000.00	0.00	2,000.00	0.00	2,000.00
Alhar, Fatemeh Solim										
Aljari, Salih B.	E3951	A Novel Approach for Biomaterials Assisted Regeneration of Pulp-Dentin Complex	7/1/2011	6/30/2016	National Institute of Dental & Cranio	663,036.00	545,002.54	138,035.46	67,683.49	70,051.97
Aljari, Salih B.										
Aljawahri, Primon	E2177	The Role of microRNA-21, 27 and 29 in Tooth Movement	8/1/2015	7/31/2020	National Institute of Dental & Cranio	139,477.00	33,114.27	106,362.73	0.00	106,362.73
	G3932	The Effects of different cleaning methods on Vitreous restliner properties	7/1/2015	6/30/2016	Align Technology Inc	25,000.00	0.00	25,000.00	0.00	25,000.00
	G3974	The Effect of MicroRNA 29 on Orthodontic Tooth Movement	7/1/2015	6/30/2016	American Association of Orthodontic	30,000.00	0.00	30,000.00	0.00	30,000.00
	G4332	The Effect Of Shockwave On Orthodontic Relapse	7/1/2014	6/30/2016	American Association of Orthodontic	25,000.00	8,956.21	16,043.79	8,014.10	8,029.69
Aljawaswan, Primon										
Bodman-Russo, Anakarini	E2920	Multidisciplinary Oral Science Training Program	7/1/2013	6/30/2018	National Institute of Dental & Cranio	665,076.78	470,624.51	224,451.27	98,473.16	154,978.11
	E3526	MOJST in the Summer	3/1/2012	2/29/2017	National Institute of Dental & Cranio	216,000.00	197,762.04	18,237.96	1,618.10	16,619.86
	E3791	Biomodification of Dental Matrix Structure	9/1/2011	8/31/2016	National Institute of Dental & Cranio	1,004,152.00	1,568,787.30	35,364.50	82,518.53	-47,154.03
	G3928	The prezygotic effects of nitric oxidating bioactive agents on in vitro artificial dentin root caries lesions	7/16/2015	12/15/2015	Saris Products Limited	22,693.00	4,049.19	18,643.81	134.88	18,468.93

Figure F.22: College MultiFund Management Report – Output – Grant by PI tab

Principal Investigator and Their Grants by Fund

Chart: 2 College: FN Fiscal Year: 2016 Period: 05

Last Refreshed:
12/7/15

Alshari, Fatemeh Solmaz

Grant Code	Grant Title	Grant Start	Grant End	Grant Sponsor Name	Fund	Budget ITD	Expense ITD	Encumbrance of YTD Balance	Budget of Less Exp Less Enc
G3790	Prosthodontic Complications of Implant Supported Full Arch Prosthesis A Comparison of Metal Acrylic Copy milled Zirconia and Cementable Crown Prosthesis	1/1/2015	6/1/2016	American Academy of Implant Dentistry (AAID) Research Fdn	553032	2,000.00	0.00	0.00	2,000.00
G3790					Total for G3790	2,000.00	0.00	0.00	2,000.00
					Alshari, Fatemeh Solmaz	2,000.00	0.00	0.00	2,000.00

Aljapaz, Satiish B.

Grant Code	Grant Title	Grant Start	Grant End	Grant Sponsor Name	Fund	Budget ITD	Expense ITD	Encumbrance of YTD Balance	Budget of Less Exp Less Enc
E3851	A Novel Approach for Biomimetic Resin/Regeneration of Pulp-Dentin Complex	7/1/2011	6/30/2016	National Institute of Dental & Craniofacial Research	490015	653,038.00	545,002.54	67,893.49	70,051.97
E3851					Total for E3851	653,038.00	545,002.54	67,893.49	70,051.97
					Total for Aljapaz, Satiish B.	653,038.00	545,002.54	67,893.49	70,051.97

Alshari, Fatemeh Solmaz

Grant Code	Grant Title	Grant Start	Grant End	Grant Sponsor Name	Fund	Budget ITD	Expense ITD	Encumbrance of YTD Balance	Budget of Less Exp Less Enc
E2177	The Role of microRNA-21,27 and 29 in Tooth Movement	8/1/2015	7/31/2020	National Institute of Dental & Craniofacial Research	487068	139,477.00	33,114.27	0.00	106,362.73

Figure F.23: College MultiFund Management Report – Output – PI – Grant Funds tab

Grant Burn Rates

Chart: 2 College: FN Fiscal Year: Period:

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Grant PI	Grant Code	Grant Title	Grant Start - End Date	Grant Sponsor Name	Months To Date	Total Months	% Time Complete	Direct Expense ITD	Fac and Admin (Indirect) Expense ITD	ITD Budget \$	% Budget Spent	Difference
Abbas, Fatimah Sami	G3780	Problems, Complications of Implant Supported Full Arch Prosthesis A Comparison of Metal Acrylic Copoly milled Zirconium Oxide and Conventional Crown Prosthesis	01/01/2015 - 06/30/2016	American Academy of Implant Dentistry	12	12	67%	\$0	\$0	\$2,000	0%	67%
Alshari, Fatimah Sol												
Alqaht, Saffah B.	E3651	A Novel Approach for Biomimetic Assisted Regeneration of Pulp-Dentin Complex	07/01/2011 - 06/30/2016	National Institute of Dental & Cra	54	54	90%	\$504,634	\$40,369	\$683,038	80%	10%
Alqaht, Saffah B.												
Abawuswan, Phlomo	E2177	The Role of MicroRNA-21, 27 and 29 in Tooth Movement	06/01/2015 - 07/31/2020	National Institute of Dental & Cra	5	5	8%	\$30,661	\$2,453	\$39,477	24%	-15%
	G3932	The Effects of different cleaning methods on Waxes retainer properties	07/01/2015 - 06/30/2016	Align Technology Inc	6	6	90%	\$0	\$0	\$5,000	0%	90%
	G3974	The Effect of MicroRNA 29 on Orthodontic Tooth Movement	07/01/2015 - 06/30/2016	American Association of Orthodont	6	6	90%	\$0	\$0	\$0,000	0%	90%
	G4382	The Effect of Shockwave On Orthodontic Relapse	07/01/2014 - 06/30/2016	American Association of Orthodont	18	18	75%	\$8,956	\$0	\$5,000	36%	39%
Alshari, Phlomo												
Bedisa-Ruano, Anabel	E2620	Multidisciplinary Oral Science Training Program	07/01/2013 - 06/30/2018	National Institute of Dental & Cra	30	30	90%	\$444,417	\$26,207	\$695,076	68%	-18%
	E3626	MOST in the Summer	03/01/2012 - 02/28/2017	National Institute of Dental & Cra	46	46	77%	\$184,935	\$12,827	\$216,000	92%	-15%
	E3791	Biomodification of Dentin Matrix Structure	09/01/2011 - 06/30/2016	National Institute of Dental & Cra	50	50	87%	\$1,037,037	\$531,751	\$1,664,150	98%	-11%

Figure F.24: College MultiFund Management Report – Output – Grant Burn Rates tab

Last Refreshed: 7/22/16
 Service Plan Funds Cash Balance by Period
 Chart: 2 College: GE Fiscal Year: 2016 Period: 12
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Fund	Fund Title	Account Type Title	Fiscal Period	Cash In	Cash Out	Cash Balance
622981	445 Med Serv Plan Rookld	Cash and Cash Equivalents	00	241,464.96	22,263.03	219,191.92
	445 Med Serv Plan Rookld	Cash and Cash Equivalents	01	148,971.51	168,130.51	-19,159.00
	445 Med Serv Plan Rookld	Cash and Cash Equivalents	02	181,641.72	142,173.67	39,468.05
	445 Med Serv Plan Rookld	Cash and Cash Equivalents	03	279,612.93	342,638.09	-62,925.16
	445 Med Serv Plan Rookld	Cash and Cash Equivalents	04	143,426.87	166,269.79	-22,832.91
	445 Med Serv Plan Rookld	Cash and Cash Equivalents	05	144,554.36	134,821.24	9,733.12
	445 Med Serv Plan Rookld	Cash and Cash Equivalents	06	140,870.96	237,827.30	-97,056.35
	445 Med Serv Plan Rookld	Cash and Cash Equivalents	07	142,589.44	150,764.04	-8,174.60
	445 Med Serv Plan Rookld	Cash and Cash Equivalents	08	115,019.40	238,522.41	-123,503.01
	445 Med Serv Plan Rookld	Cash and Cash Equivalents	09	346,627.54	212,723.87	133,903.67
	445 Med Serv Plan Rookld	Cash and Cash Equivalents	10	1,145,340.80	979,072.00	166,268.80
	445 Med Serv Plan Rookld	Cash and Cash Equivalents	11	188,042.33	217,550.32	-29,507.99
	445 Med Serv Plan Rookld	Cash and Cash Equivalents	12	5,830,822.33	5,828,116.31	12,706.02
			Total for 622981	9,066,975.13	8,838,862.57	218,112.56
622982	445 MSP COMR Director	Cash and Cash Equivalents	00	0.00	0.00	0.00
	445 MSP COMR Director	Cash and Cash Equivalents	06	0.00	258.43	-258.43
	445 MSP COMR Director	Cash and Cash Equivalents	07	258.43	0.00	258.43
			Total for 622982	258.43	258.43	0.00
623096	445 MSP Variable Comp Rookford	Cash and Cash Equivalents	00	33,138.89	17,623.82	15,515.07
	445 MSP Variable Comp Rookford	Cash and Cash Equivalents	01	18,272.89	33,797.96	-15,515.07
	445 MSP Variable Comp Rookford	Cash and Cash Equivalents	02	11,914.00	11,914.00	0.00
	445 MSP Variable Comp Rookford	Cash and Cash Equivalents	03	21,105.41	21,105.41	0.00
	445 MSP Variable Comp Rookford	Cash and Cash Equivalents	04	19,875.06	19,875.06	0.00
	445 MSP Variable Comp Rookford	Cash and Cash Equivalents	05	2,730.44	2,730.44	0.00
	445 MSP Variable Comp Rookford	Cash and Cash Equivalents	06	8,646.94	8,646.94	0.00
	445 MSP Variable Comp Rookford	Cash and Cash Equivalents	07	32,426.93	32,426.93	0.00
	445 MSP Variable Comp Rookford	Cash and Cash Equivalents	08	43,701.51	43,701.51	0.00
	445 MSP Variable Comp Rookford	Cash and Cash Equivalents	09	5,543.54	5,543.54	0.00
	445 MSP Variable Comp Rookford	Cash and Cash Equivalents	10	32,186.45	32,186.45	0.00
	445 MSP Variable Comp Rookford	Cash and Cash Equivalents	11	31,095.53	31,095.53	0.00

Figure F.25: College MultiFund Management Report – Output – Service Plan Funds (Cash) tab

YTD Revenue, Expense and Encumbrances for Service Plan Funds

Chart: 2 College: GE Fiscal Year: 2016 Period: 12

Last Refreshed:
7/2/2016

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Trust-Medical Services Plan

Fund	Fund Title	Account Type	Account Type Title	YTD Revenue	YTD Expense	YTD Reverses Exp	YTD Encumbrance	Ytd Rev less Exp less Enc
622981	445 Med Serv Plan Rookld	12	Materials and Supplies	9,210.12		-9,210.12	14,054.93	-23,265.05
	445 Med Serv Plan Rookld	13	Transportation Services	18,522.10		-18,522.10	0.00	-18,522.10
	445 Med Serv Plan Rookld	14	Services	-938,988.68		938,988.68	173,637.56	765,361.18
	445 Med Serv Plan Rookld	16	Equipment/Software/Capital Lease	0.00		0.00	0.00	0.00
	445 Med Serv Plan Rookld	17	Plant Expenditures	0.00		0.00	0.00	0.00
	445 Med Serv Plan Rookld	18	Miscellaneous	0.00		0.00	0.00	0.00
	445 Med Serv Plan Rookld	1C	Allowances	-96,700		96,700	0.00	96,700
	445 Med Serv Plan Rookld	20	Academic Salary	0.00		0.00	0.00	0.00
	445 Med Serv Plan Rookld	22	Staff Salary	629,023.29		-629,023.29	0.00	-629,023.29
	445 Med Serv Plan Rookld	23	Wages	23,237.31		-23,237.31	0.00	-23,237.31
	445 Med Serv Plan Rookld	25	Benefit Costs	249,255.79		-249,255.79	0.00	-249,255.79
	445 Med Serv Plan Rookld	34	Investment Income	2,266.53		2,266.53	0.00	2,266.53
	445 Med Serv Plan Rookld	35	Salaries/Services	225.44		225.44	0.00	225.44
	445 Med Serv Plan Rookld	41	Non-Mandatory Transfers	0.00		0.00	0.00	0.00
622981			Total for 622981	2,491.97	-10,846.83	13,338.80	187,682.43	-174,353.63
622991	258 MSP Anesthesiology	14	Services	0.00		0.00	0.00	0.00
	258 MSP Anesthesiology	1C	Allowances	0.00		0.00	0.00	0.00
622991			Total for 622991	0.00	0.00	0.00	0.00	0.00
623096	445 MSP Variable Comp Rookld	1C	Allowances	1,884.64		-1,884.64	0.00	-1,884.64
	445 MSP Variable Comp Rookld	20	Academic Salary	184,832.47		-184,832.47	0.00	-184,832.47
	445 MSP Variable Comp Rookld	25	Benefit Costs	24,572.21		-24,572.21	0.00	-24,572.21
	445 MSP Variable Comp Rookld	41	Non-Mandatory Transfers	-211,289.32		211,289.32	0.00	211,289.32
623096			Total for 623096	0.00	-3,906.18	3,906.18	316,238.73	-40,144.90
627475	445 MSP Admin Operations	12	Materials and Supplies	3,906.18		-3,906.18	0.00	-3,906.18
	445 MSP Admin Operations	13	Transportation Services	234.32		-234.32	0.00	-234.32
	445 MSP Admin Operations	14	Services	138,171.37		-138,171.37	384,077.26	-522,249.63
	445 MSP Admin Operations	1C	Allowances	2,135.19		-2,135.19	0.00	-2,135.19
	445 MSP Admin Operations	20	Academic Salary	61,520.78		-61,520.78	0.00	-61,520.78
	445 MSP Admin Operations	22	Staff Salary	5,496.38		-5,496.38	0.00	-5,496.38

Figure F.26: College MultiFund Management Report – Output – Service Plan Funds (Rev-Exp-Enc) tab