Financial Services

Bear Finance

**For University Departmental Reports**

**Bear Finance**

**University Overview Reports** Designed for University Administration to reflect high-level financial information for various fund and account categories.

**University Departmental Reports** Designed to reflect departmental budget and actual activity based on the type of funds being reported, including the General Operating Fund, Non-Operating Budgeted Funds, and Non-Operating Unbudgeted Funds. Financial information is reported at various levels of account detail by Fund and Organization.

**University Chart of Accounts** University financial information is captured and reported by the Funds, Organizations, Accounts and Programs (FOAPs) of Chart U in the Banner Finance system. Each chart element contains hierarchical levels that may be reflected within the reporting structure.

**Foundation Reports** Designed to reflect activity within the Foundation's Restricted and Unrestricted funds and include financial information at various levels of account detail by Fund and Organization.

**Foundation Chart of Accounts** Foundation financial information is captured and reported by the Funds, Organizations, Accounts and Programs (FOAPs) of Chart F in the Banner Finance system. Each chart element contains hierarchical levels that may be reflected within the reporting structure.

**Other Resources**
- Budget Reporting for Administrators - Presentation
- Bear Finance Reporting - Quick Guide
- Self-Service Banner Finance Queries - Quick Guide
- Banner Finance
- Bear Intelligence
- Contact Information
- CDOUG and Argus Information

**Offices**
- Financial Services
- Management Information Systems
University Departmental Reports

University Departmental Reports are designed to reflect departmental budget and actual activity based on the type of fund category being reported. Each report may be requested at the account category, account, or transactional detail level. Fund and Organization selections may be made for either individual Fund or Organization code, or for one of the Hierarchical "roll-up" Cost Center, Division, or Department group codes. If a group code is selected, all areas within that group will be reported individually with totals for each division. Any information returned will always be based on authorized Fund/Organization access.

Operating Fund Reports include Budget-to-Actual comparison reports for the General Operating unit (A02000 or AS2000 based on Campus). Budget information is provided by Departmental Organization. As Organization code, Fiscal Year, Month and Campus (Springfield or West Plains) must be specified. Reports include Adopted Budget, Permanent and Temporary Budget Adjustments, VTD Activity, Encumbrances and Remaining Balance Available. The Transaction Summary report will also include Budget Pool totals for reference as well as a Current column to easily identify transactions occurring within the reported period.

Non-Operating Unbudgeted Fund Reports include Revenue and Expense reports for Non-Operating revenue generating funds (such as Income and most Designated funds) that do not receive an annual budget. Activity and balance amounts are provided by Departmental Organization for each Fund reported. A Fund and Organization code must be specified, along with the Fiscal Year and Month. Reports include Net Asset Carrying, VTD Activity, Balance Encumbered, and resulting Projected Remaining Net Assets for each fund. The Transactions Summary report will also include a Current column to easily identify transactions occurring within the reported period.

Non-Operating Budgeted Fund Reports include Budget-to-Actual comparison reports for Non-Operating revenue generating funds (such as Auxiliaries and some Designated funds) that do receive an annual budget. Both budgeted and actual revenue and expense information is provided by Departmental Organization for each Fund reported. A Fund and Organization code must be specified, along with the Fiscal Year and Month. Reports include Adopted Budget, Permanent and Temporary Budget Adjustments, VTD Activity, Encumbrances and Remaining Balance Available. Budgeted and Actual Revenue Over/Under Expenses and Transfers and the resulting Projected Change to Net Assets after Encumbrances is also provided for each Fund. The Transaction Summary report also includes a Current column to easily identify transactions occurring within the reported period.

Grants and Project Fund Reports include Budget-to-Actual comparison reports for Grant and Project funds that require cumulative balances over the life of the Grant/Project and may span fiscal years. Budget information is provided by Departmental Organization for each Fund reported, and may include all funds associated with a grant/project or optionally a single fund or group of funds. Either a Grant/Project ID - OR - a Fund and Organization code must be specified, along with the Fiscal Year and Month. Reports include Adopted Budget, Permanent and Temporary Budget Adjustments, "Inception-to-Date" Activity, Encumbrances and Remaining Balance Available. If requested by Grant/Project ID, a total for the Grant/Project will be included. For Fund/Organization reports, totals by Cost Center - Division will be included. The Transaction Summary report also includes a Current column to easily identify transactions occurring within the reported period.

For A Fund Reports

For B, E and FO Fund Reports

For I, K, M, O and X Fund Reports

Grants and Projects Budget-to-Actual Expense Category Summary
Grants and Projects Budget-to-Actual Expense Account Summary
Grants and Projects Budget-to-Actual Expense Transaction Summary
For **A Fund** Roll-up reports, enter or use the drop down box for the Organization Roll-up Code for your particular area, enter the Fiscal Year and month criteria and click next.

![Selection criteria are entered here](image)

For **B, E, and F0 Fund** Roll-up reports, enter or use the drop down box for the Fund and Organization Roll-up Codes for your particular area, enter the Fiscal Year and month criteria and click next.

![Selection criteria are entered here](image)

For **I, K, M, O, and X Fund** Roll-up reports, enter the Fiscal Year and month criteria, enter or use the drop down box for the Fund and Organization Roll-up Codes for your particular area and click next.

![Selection criteria are entered here](image)
Financial Services

Bear Finance

University Overview Reports
Designed for University Administration to reflect high-level financial information for various fund and account categories.

University Departmental Reports
Designed to reflect departmental budget and actual activity based on the type of funds being reported, including the General Operating Fund, Non-Operating Budgeted Funds, and Non-Operating Unbudgeted Funds. Financial information is reported at various levels of account detail by Fund and Organization.

University Chart of Accounts
University financial information is captured and reported by the Funds, Organizations, Accounts and Programs (FOAPs) of Chart U in the Banner Finance system. Each chart element contains hierarchical levels that may be reflected within the reporting structure.

Foundation Reports
Designed to reflect activity within the Foundation's Restricted and Unrestricted funds and include financial information at various levels of account detail by Fund and Organization.

Foundation Chart of Accounts
Foundation financial information is captured and reported by the Funds, Organizations, Accounts and Programs (FOAPs) of Chart F in the Banner Finance system. Each chart element contains hierarchical levels that may be reflected within the reporting structure.

For Foundation Reports
Foundation Reports

Foundation reports are designed to reflect activity within the Foundation's various fund types and include financial information at various levels of account detail by Fund and Organization. Fund and Organization selections may be made for either an individual fund or organization code, or for one of the hierarchical "roll-up" Cost Center, Division, or Department group codes. If a group code is selected, all areas within that group will be reported individually with totals for each division. Any information returned will always be based on authorized Fund/Organization access.

Unrestricted Fund Reports include Budget-to-Actual comparison reports for the Foundation's Unrestricted Fund (FA2000). Budget information is provided by Departmental Organization. An Organization code, Fiscal Year, Month and Campus (Springfield or West Plains) must be specified. Reports include Adopted Budget, Permanent and Temporary Budget Adjustments, YTD Activity, Encumbrances and Remaining Balance Available. The Transaction Summary report will also include Budget Period totals for reference as well as a Current column to easily identify transactions occurring within the reported period.

For FA Fund Reports
- Unrestricted Fund Budget-to-Actual Expense Category Summary
- Unrestricted Fund Budget-to-Actual Expense Account Summary
- Unrestricted Fund Budget-to-Actual Expense Transaction Summary

Restricted and Endowed Fund Reports include Activity and Balance reports for the Foundation's Restricted (FR) or Endowed (ES) Funds. Activity and balance amounts are provided by Departmental Organization for each fund reported. A Fund and Organization code must be specified, along with the Fiscal Year and Month. Reports include Fund Balance Forward, Revenue, Expense and Transfer Activity, Balance Encumbered, and resulting Fund Net Assets Balance.

For FN Fund Reports
- Restricted & Endowed Fund Account Type Summary
- Restricted & Endowed Fund Transaction Summary
For **FA Funds**, enter or use the drop down box for the Organization Roll-up Code for your particular area, enter the Fiscal Year and month criteria and click next.

![Diagram for FA Funds]

For **FN Funds**, enter or use the drop down box for the Fund and Organization Roll-up Code for your particular area enter the Fiscal Year and month criteria and click next.

![Diagram for FN Funds]