

Budget Reporting for Administrators

Presented by:

The Office of Financial Services



Missouri State.
UNIVERSITY

Welcome & Over-View

Chart Review

Bear Finance Budget Reports

Self-Service Banner

Welcome To Budget Reporting for Administrators

In order to provide you a better understanding of your budget and the financial information you have been authorized to oversee, we will be discussing the following:

- Our Chart of Accounts structure and what it means in terms of processing reports.
- Management reports made easily accessible from the ***Bear Finance*** reporting page.
- Other budget query capabilities available through Self-Service Banner (SSB).



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Our Chart of Accounts

All budget, revenue, expense, and transfer transactions are recorded by Fund, Organization, Account, and Program.

- Funds identify a set of self-balancing accounts and include hierarchical ownership by Cost Center.
- Organizations identify a unit of responsibility and are also hierarchical by Cost Center.
- Accounts classify the type of transaction.
- Programs classify the function or purpose of the transaction.

These elements make up what is often called a FOAP.

Our Funds

For reporting purposes, we have four general categories of University funds.

- **Operating (A02000 - Springfield & A92000 - West Plains)**
 - Contain the primary operating funds of the University.
 - Departments are allocated a share of these funds in the form of an annual budget.
 - Remaining balances from these annual budgets are allocated to the department's Cost Center as CarryForward.
- **Non-Operating Unbudgeted (most B, E, and F funds)**
 - Contain designated funding for a specific purpose or activity and often are revenue generating.
 - Any revenue over/under expenses & transfers is available to each individual fund as Net Asset Carryover.

Our Funds

- **Non-Operating Budgeted (D, H and some designated funds)**
 - Contain designated funding for a specific purpose or activity and often are revenue generating.
 - Include annual “projected” budgets that will not result in CarryForward to the Cost Center in the case of a remaining balance.
 - Any actual revenue over/under expenses & transfers will become part of each individual fund’s Net Asset Balance.
 - For some budgeted designated funds, any remaining Net Asset Balance may be made available as Net Asset Carryover.
- **Grants and Projects (I, K, M, O and X funds)**
 - Externally funded or include funding designated for a project.
 - Budget is based on expenditures outlined in a contract or bid.
 - Budgets and associated expenditures may span more than one fiscal year and are cumulative in nature.

Our Funds

We have three general categories of Foundation funds.

- **Unrestricted (FA2000)**
 - Contains the unrestricted funds of the Foundation.
 - Limited areas are allocated a share of these funds in the form of an annual budget.
- **Restricted (FN funds)**
 - Revenue generating in terms of gifts, interest, etc.
 - Restricted by specifications of the related donor agreements.
- **Endowed (FS funds)**
 - Revenue generating in terms of gifts, interest, etc.
 - Non-spendable funds that generate interest revenue for associated restricted funds.
 - Authorized access to FS funds is limited.

Welcome & Over-View

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Bear Finance Budget Reports

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Our Funds

Example of University Academic B-Fund Hierarchy

FUND CLASS	B0	INCOME ACCOUNTS
FUND COST CENTER	B002	PROVOST INCOME ACCOUNTS
FUND SUB COST CENTER	B00201	COAL INCOME ACCOUNTS
FUND	B02005	ART-CERAMICS SALES

Example of Foundation Non-Academic FN-Fund Hierarchy

FUND CLASS	FN	RESTRICTED ACCOUNTS
FUND COST CENTER	FN05	CFO RESTRICTED ACCOUNTS
FUND SUB COST CENTER	FN0501	CFO RESTRICTED ACCOUNTS
FUND	FN3435	FINANCIAL SERVICES-GENERAL FUNDS

Note: All funds have a consistent number of hierarchical levels, resulting in duplicate levels in some non-academic areas.



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Our Organizations

We have three general categories of University organizations.

- Operating
 - Paired with the Operating fund.
- Non-Operating
 - Paired with Non-operating funds.
- Auxiliary
 - Paired with Non-Operating Budgeted Auxiliary funds.

We typically have only one general organization code for each University department in the Foundation.



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Our Organizations

Example of University Academic Organization Hierarchy

UNIVERSITY	01	MISSOURI STATE UNIVERSITY SYSTEM
ORG COST CENTER	020	PROVOST
ORG DIVISION	0202	COLLEGE OF ARTS & LETTERS
ORG SUB DIVISION	02021	COLLEGE OF ARTS & LETTERS DEPTS
ORG DEPARTMENT	020210	ART & DESIGN
ORGANIZATION	102007	ART & DESIGN-OPER

Example of Foundation Non-Academic Organization Hierarchy

FOUNDATION	01	MISSOURI STATE UNIV FOUNDATION
ORG COST CENTER	050	CHIEF FINANCIAL OFFICER
ORG DIVISION	0501	CHIEF FINANCIAL OFFICER
ORG SUB DIVISION	05010	CHIEF FINANCIAL OFFICER
ORG DEPARTMENT	050100	CHIEF FINANCIAL OFFICER
ORGANIZATION	052001	CHIEF FIN OFFICER ADMIN

Note: All organizations have a consistent number of hierarchical levels, resulting in duplicate levels in some non-academic areas.

Our Accounts

There are four general types of accounts that will be reflected in your budget reports.

- Revenue (5xxxx)
- Salaries and Benefits (6xxxx)
- Expenses (7xxxx)
- Transfers (8xxxx)

These account codes are also hierarchical in nature and are grouped into categories that reflect the general activities of the University or the Foundation.

Note: Some 5xxxx revenue accounts are considered “contra” accounts which result in a reduction in revenue and thus “act” as an expense. Examples of “contra” revenue accounts include the 519 scholarship account codes.

Our Accounts

Example of Salary Account Hierarchy

ACCOUNT CLASS	61	FACULTY SALARIES
ACCOUNT CATEGORY	610	FACULTY SALARIES
ACCOUNT SUB CATEGORY	6100	FACULTY SALARIES
ACCOUNT	61001	PROFESSOR

Example of Expense Account Hierarchy

ACCOUNT CLASS	73	SUPPLIES & SERVICES
ACCOUNT CATEGORY	732	SUPPLIES
ACCOUNT SUB CATEGORY	7320	SUPPLIES
ACCOUNT	73212	SUP-OFFICE

Note: All accounts have a consistent number of hierarchical levels, resulting in duplicate levels in some areas. Revenue, Salaries & Benefits, and Transfers are budgeted at the account level while most Expenses are budgeted at the account category level.

Our Programs

We have three general categories of program codes.

- **Expense Function (011, 022, etc.)**
 - Reflects the purpose of the expense as it relates to general University functions.
- **Revenue (001)**
 - Used to record all Non-Auxiliary Revenue.
 - Note that Service Centers (D-funds) will use their expense function program code to record revenue.
- **Auxiliary (201)**
 - Used to record all Auxiliary transactions.

Example of Expense Function Program Hierarchy

PROGRAM CLASS	010	GENERAL INSTRUCTION
PROGRAM	011	ON-CAMPUS INSTRUCTION FOR CREDIT

FOAP Structure and Your Budget

Understanding our “FOAP” structure will help you in both accessing and reviewing the various budgets you administer.

- What type of fund do you want to review?
 - Is it an operating fund (A02000 or A92000)?
 - If it is a non-operating type fund, does it contain a budget?
 - Or, is it a grant or project type fund for which you want cumulative balances from the point of inception?
- Are you reviewing a single budget or multiple budgets within an hierarchical group?
 - If reviewing a group of budgets, what “roll-up” organization code contains the organizational budgets you oversee?
 - If reviewing a group of funds, what “roll-up” Cost Center or Division fund code contains the funds you oversee?

FOAP Structure and Your Budget

- At what level of account detail do you wish to review your budget?
 - Do you want to review balances in total by organization?
 - Do you want to review those balances at the account category level at which the University typically budgets?
 - Do you want to review balances for each individual account?
 - Do you want to review the individual transactions that make up those account balances?

- In what form do you wish to review your budget?
 - Do you want to generate a report designed to reflect activity based on the type of Fund and level of detail you wish to review?
 - Do you want to perform an online budget query with the option to “drill down” to more specific detail?

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FOAP Structure and Your Budget

The ability to review transactions and balances within your budget, either from a report or from an online budget query, will be based on your Fund/Organization authorization.

- Access is obtained by completing and submitting a signed FOAP Authorization form to the Office of Financial Services.
 - Online form link is available on the Banner Finance Documentation page which may be accessed from the Work Resources tab of **My.Missouristate.edu** in the Finance Assistance section.



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Budget Information on *Bear Finance*

If you choose to review your budget within a report, a variety of report formats are available on the ***Bear Finance*** reporting page.

- **University Departmental Reports**

- Reports designed to reflect departmental budget and actual activity based on the type of University fund category being reported.
- Three levels of reporting are included for each of the general University fund categories.
 1. **Organization** Summary reports provide revenue, expense and transfer information in total by organization.
 2. **Account Category** Summary reports provide information based on the account level at which budgets are recorded.
 3. **Account** Summary reports provide information at each individual account level with subtotals by account category.
 4. **Transaction** Summary reports provide the transactional information that makes up each account balance.

Budget Information on *Bear Finance*

▪ Foundation Reports

- Reports designed to reflect budget and actual activity based on the type of Foundation fund category being reported.
- There are three levels of reporting (by Category, Account, and Transaction) for the Foundation Unrestricted fund.
- There are two levels of reporting for the Foundation Restricted and Endowed fund categories.
 1. **Account Type** Summary reports provide information by the general type of account (Revenue, Expenses, Transfers).
 2. **Transaction** Summary reports provide the transactional information that makes up each account balance.

Note: Foundation reports generated through **Bear Finance** will also reflect the Fund Net Assets (account code 41000) Balance Forward amount.

Budget Information on *Bear Finance*

- **University Overview Reports**
 - Reports available to University Administration only designed to reflect high-level financial information for various fund and account categories.
- **Chart of Account Reports**
 - Reports reflecting the hierarchical structure of the Funds, Organizations, Accounts and Programs for both the University and the Foundation.
 - These reports are provided for reference and to aid in determining the appropriate individual or roll-up Fund or Organization code to be selected for reporting purposes.
- **Fund and Organization Authorization Reports**
 - Designed to provide fund and organization access and approver information for both University and Foundation charts to authorized individuals who help manage this access, such as your Cost Center's Budget Officer.

Accessing *Bear Finance*

- ***Bear Finance*** reports are generated with the Argos Reporting Solution.
 - Access to Argos and the *Bear Finance* reports is obtained by sending an email request to the Query Developer User Group at: QDUG@missouristate.edu.
 - Once you've logged in to Argos, you will also need to enter your ODSPROD Userid and Password in order to verify your Fund/Organization authorization.
 - Your ODSPROD Userid is usually the same as your Banner ID and is most often the first letter of your first name followed by your last name.
 - Your ODSPROD Password may be set (or reset) via the Change Your Password option at: <https://cams.missouristate.edu/>.

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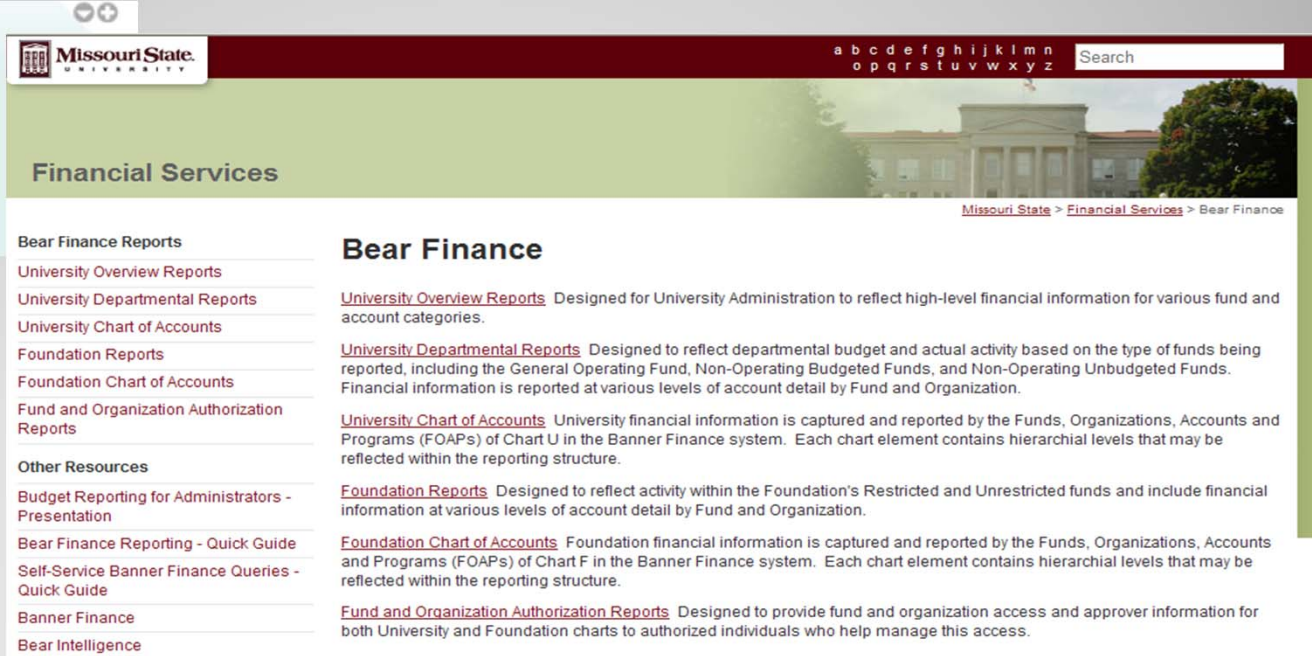
Accessing *Bear Finance*

The ***Bear Finance*** reporting page may be accessed directly from the Work Resources tab of ***My.Missouristate.edu*** under the Budgets section.

Budgets

- Bear Finance Reporting
- Check Available Balance
- Budget Transfer
- View Documents

Note: This page may also be accessed from <http://www.missouristate.edu/financialservices>



Financial Services

Bear Finance Reports

- University Overview Reports
- University Departmental Reports
- University Chart of Accounts
- Foundation Reports
- Foundation Chart of Accounts
- Fund and Organization Authorization Reports

Other Resources

- Budget Reporting for Administrators - Presentation
- Bear Finance Reporting - Quick Guide
- Self-Service Banner Finance Queries - Quick Guide
- Banner Finance
- Bear Intelligence

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.

[Fund and Organization Authorization Reports](#) Designed to provide fund and organization access and approver information for both University and Foundation charts to authorized individuals who help manage this access.



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Running Budget Reports from *Bear Finance*

From either the *University Departmental Reports* page or the *Foundation Reports* page, determine which report is appropriate based on the general fund category and the level of detail you wish to view, and click on the desired report link.

The screenshot displays the Missouri State University Financial Services website. At the top, there is a navigation bar with the Missouri State University logo on the left and a search bar on the right. Below the navigation bar, the main content area is titled "Financial Services". On the left side of this area, there is a sidebar menu with the heading "Bear Finance Reports" and a list of links: "University Overview Reports", "University Departmental Reports", "University Chart of Accounts", "Foundation Reports", "Foundation Chart of Accounts", and "Fund and Organization Authorization Reports". The main content area is titled "University Departmental Reports" and contains a paragraph explaining that these reports are designed to reflect departmental budget and actual activity based on the type of fund category being reported. It also includes a section for "Operating Fund Reports" which lists four specific reports: "Operating Budget-to-Actual Expense Organization Summary", "Operating Budget-to-Actual Expense Category Summary", "Operating Budget-to-Actual Expense Account Summary", and "Operating Budget-to-Actual Expense Transaction Summary".

Missouri State University

Financial Services

[Missouri State](#) > [Financial Services](#) > [Bear Finance](#) > University Departmental Reports

Bear Finance Reports

- [University Overview Reports](#)
- [University Departmental Reports](#)
- [University Chart of Accounts](#)
- [Foundation Reports](#)
- [Foundation Chart of Accounts](#)
- [Fund and Organization Authorization Reports](#)

University Departmental Reports

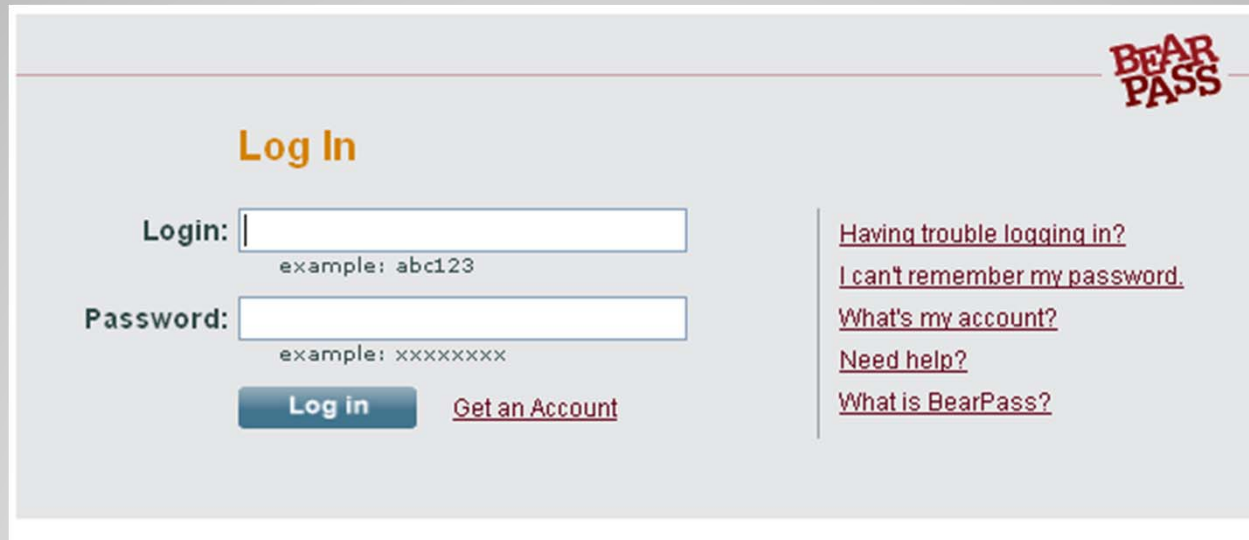
University Departmental Reports are designed to reflect departmental budget and actual activity based on the type of fund category being reported. Each report may be requested at the organization, account category, account, or transactional detail level. Fund and Organization selections may be made for 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.

Operating Fund Reports include Budget-to-Actual comparison reports for the General Operating fund (A02000 or A92000 based on Campus). 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 Organization and Expense Category Summary reports also include prior year activity totals and the percent of permanent budget expended. 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.

- [Operating Budget-to-Actual Expense Organization Summary](#)
- [Operating Budget-to-Actual Expense Category Summary](#)
- [Operating Budget-to-Actual Expense Account Summary](#)
- [Operating Budget-to-Actual Expense Transaction Summary](#)

Running Budget Reports from *Bear Finance*

- The BearPass Log In page will be displayed in a separate page.

A screenshot of the BearPass Log In page. The page has a light blue background. In the top right corner, there is a red logo that says "BEAR PASS". In the center, the text "Log In" is displayed in orange. Below this, there are two input fields. The first is labeled "Login:" and has a placeholder text "example: abc123". The second is labeled "Password:" and has a placeholder text "example: xxxxxxxx". Below the password field is a blue button labeled "Log in". To the right of the "Log in" button is a link labeled "Get an Account". To the right of the input fields, there is a vertical line, and to the right of the line are four links: "Having trouble logging in?", "I can't remember my password.", "What's my account?", "Need help?", and "What is BearPass?".

- Enter your BearPass Userid and Password to log into the Argos Reporting Solution.

Running Budget Reports from *Bear Finance*

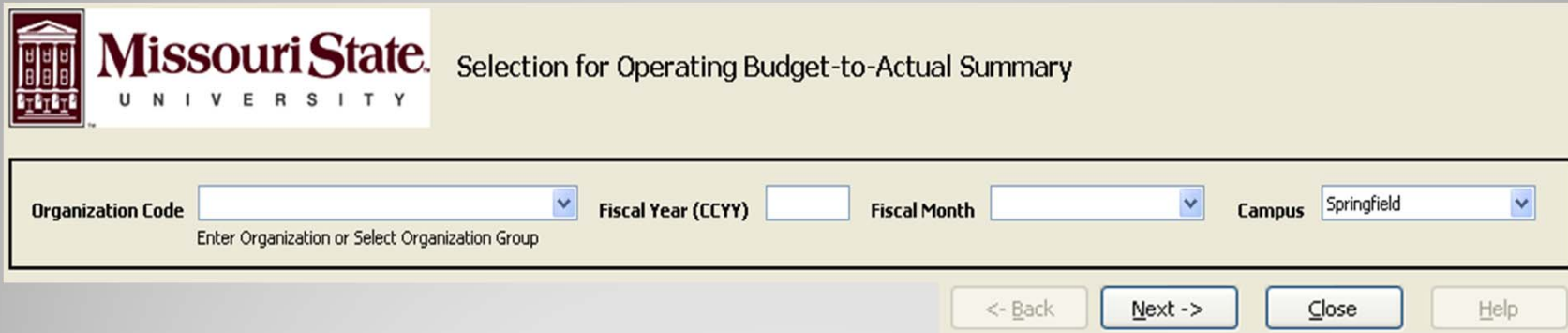
- Once Argos is invoked, a Connect window will be displayed where you will need to enter your ODSPROD Userid and Password in order to validate your Fund/Organization access.



- Enter your ODSPROD Userid and Password and click Connect to continue.

Running Budget Reports from *Bear Finance*

- Enter required report criteria and click Next.



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Selection for Operating Budget-to-Actual Summary

Organization Code Fiscal Year (CCYY) Fiscal Month Campus

Enter Organization or Select Organization Group

<- Back Next -> Close Help

- 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 listed in the dropdown list.
 - 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.

Running Budget Reports from *Bear Finance*

- Select to either Preview the report, Save the report (as a pdf or csv file to Excel), Email the report, or Print the report.

<input type="button" value="Preview"/>	Preview this report
<input type="button" value="Save to File"/>	Click this button to choose from a variety of formats to save the report.
<input type="button" value="Email"/>	Save the report to a temporary file and then email the file to one or more recipients
<input type="button" value="Print"/>	Print the report to a local printer

- It is recommended that you preview your reports before selecting other options. You will also have the option to Save or Print directly from the Report Preview page.
- Close the Report Preview page and select one of the options listed above, or click Back to enter new criteria for this report or Close to quit.

Note: Once you have Closed the Argos selection page, click the back arrow of your web browser to return to **Bear Finance** and select another report for processing.

University Operating Fund Reports in *Bear Finance*

Budget-to-Actual comparison reports for the Operating fund (A02000 or A92000 based on Campus).

- Budget information is provided by Departmental Organization.
- Organization, Fiscal Year, Month, and Campus (Springfield or West Plains) must be specified.
- Reports include Adopted Budget, Permanent and Temporary Budget Adjustments, YTD Activity, Encumbrances (including POs and Requisitions) and Remaining Balance Available.



Selection for Operating Budget-to-Actual Summary

Organization Code	<input type="text"/>	Fiscal Year (CCYY)	<input type="text"/>	Fiscal Month	<input type="text"/>	Campus	<input type="text" value="Springfield"/>
<small>Enter Organization or Select Organization Group</small>							



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University Operating Fund Reports in *Bear Finance*

Example Operating Budget-to-Actual Organization Summary

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Operating Budget-to-Actual Organization Summary

Page 1

For Organization Code: 050 FY: 2011 - March (Closed)

Organization	2010 Period 12 Actual	2011 Adopted Budget	Permanent Adjustments	2011 Permanently Adjusted Base	One-Time Adjustments	2011 Adjusted Budget	YTD Actual	Balance Encumbered	2011 Balance Remaining	Perm % Expd
Cost Center - Division: CHIEF FINANCIAL OFFICER - CHIEF FINANCIAL OFFICER										
052000 FINANCIAL SERVICES-CFO ADMIN-OPER	2,114,090.38	2,268,035.15	0.00	2,268,035.15	1,055,598.98	3,323,634.13	1,582,994.41	474,472.64	1,266,167.08	91%
052004 PROCUREMENT SERVICES	487,667.77	493,230.73	0.00	493,230.73	17,481.83	510,712.56	359,664.50	127,088.96	23,959.10	99%
052005 PROPERTY CONTROL	285,378.34	284,980.44	0.00	284,980.44	0.00	284,980.44	211,762.03	62,149.30	11,069.11	96%
052007 BURSARS OFFICE	439,511.94	449,289.04	0.00	449,289.04	618.00	449,907.04	312,142.24	101,513.14	36,251.66	92%
Cost Center - Division Total	5,283,134.76	3,495,535.36	0.00	3,495,535.36	1,073,698.81	4,569,234.17	2,560,039.05	765,224.04	1,243,971.08	95%

Note: A Division “roll-up” organization was specified in this example, resulting in a single report line for each organization within that area.



University Operating Fund Reports in *Bear Finance*

Example Operating Budget-to-Actual Expense Category Summary

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Operating Budget-to-Actual Expense Category Summary

Page 1

For Organization Code: 052000 FY: 2011 - March (Open)

Budget/Expense Category	2011 Adopted Budget	Permanent Adjustments	2011 Permanently Adjusted Base	One-Time Adjustments	2011 Adjusted Budget	YTD Actual	Balance Encumbered	2011 Balance Remaining
Cost Center - Division: CHIEF FINANCIAL OFFICER - CHIEF FINANCIAL OFFICER								
730 062 TRAVEL	14,132.00	0.00	14,132.00	0.00	14,132.00	6,816.32	2,268.00	5,047.68
732 062 SUPPLIES	80,550.00	0.00	80,550.00	4,722.12	85,272.12	71,396.90	15,291.53	-1,416.31
734 062 SERVICES	91,094.00	0.00	91,094.00	1,330.71	92,424.71	21,529.71	3,133.75	67,761.25
736 062 OTHER EXPENSES	21,380.00	0.00	21,380.00	0.00	21,380.00	2,415.20	0.00	18,964.80
750 062 CAPITAL OUTLAY-NON PROJECTS	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
052000 Orgn Total	2,268,035.15	0.00	2,268,035.15	1,055,598.98	3,323,634.13	1,565,237.70	478,685.87	1,279,710.56
Cost Center - Division Total	2,268,035.15	0.00	2,268,035.15	1,055,598.98	3,323,634.13	1,565,237.70	478,685.87	1,279,710.56

Note: Only one organization was specified in this example, so Orgn Totals and Division Totals are the same. If a “roll-up” organization had been specified, each organization within it would be reported with separate totals, and the Division total would reflect all organizations reported within that Division. Also note that any scholarship balances (519xx accounts) will be reported as expenses rather than as a reduction to revenue,



University Operating Fund Reports in *Bear Finance*

Example Operating Budget-to-Actual Expense Account Summary

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Operating Budget-to-Actual Expense Account Summary

Page 1

For Organization Code: 052000 FY: 2011 - March (Open)

Budget/Expense Account	2011 Adopted Budget	Permanent Adjustments	2011 Permanently Adjusted Base	One-Time Adjustments	2011 Adjusted Budget	YTD Actual	Balance Encumbered	2011 Balance Remaining
Cost Center - Division: CHIEF FINANCIAL OFFICER - CHIEF FINANCIAL OFFICER								
730 TRAVEL								
730 062 TRAVEL	14,132.00		14,132.00		14,132.00	0.00		14,132.00
73000 062 TVL-MEALS	0.00		0.00		0.00	20.00		-20.00
73001 062 TVL-LODGING	0.00		0.00		0.00	553.92	2,268.00	-2,821.92
73002 062 TVL-MILEAGE REIMBURSEMENT	0.00		0.00		0.00	297.20		-297.20
73003 062 TVL-REGIS/CONF FEES	0.00		0.00		0.00	3,475.00		-3,475.00
73004 062 TVL-TRANSPORTATION	0.00		0.00		0.00	2,130.20		-2,130.20
73010 062 TVL-OTHER	0.00		0.00		0.00	340.00		-340.00
730 Total	14,132.00	0.00	14,132.00	0.00	14,132.00	6,816.32	2,268.00	5,047.68
052000 Orgn Total	2,268,035.15	0.00	2,268,035.15	1,055,598.98	3,323,634.13	1,565,237.70	478,685.87	1,279,710.56
Cost Center - Division Total	2,268,035.15	0.00	2,268,035.15	1,055,598.98	3,323,634.13	1,565,237.70	478,685.87	1,279,710.56

Note: Individual account balances are reflected with totals by account category.



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Budget Reporting for Administrators

University Operating Fund Reports in *Bear Finance*

Example Operating Budget-to-Actual Expense Transaction Summary

Missouri State University
Operating Budget-to-Actual Expense Transaction Summary
For Organization Code: 052000 FY: 2011 - March (Open)

Run Date: 3/31/2011 9:47:23 AM

Page: 12

				2011				2011				
Budget/Expense Account				Tran Date	Transaction Description	Tran Type	Adjusted Budget	Current Period	YTD Actual	Balance Encumbered	Balance Remaining	Document
Budget Pool	73	SUPPLIES & SERVICES										
630	NON-STUDENT PART-TIME											
732	SUPPLIES											
732	062	SUPPLIES	07/01/10	Original Budget FY11	BD01	80,550.00			0.00			L0000004
73212	062	SUP-OFFICE	07/26/10	Grooms Office Environments	INNI				69.00			I0092462
			07/26/10	Central Stores Paper Order	UP01				120.00			JU006349
			07/31/10	Central Stores Paper Order	UP01				180.00			JU006472
			08/25/10	Central Stores Paper Order	UP01				120.00			JU006686
732	Total						85,272.12	410.92	71,396.90	15,291.53	-1,416.31	
Budget Pool Total							292,863.83	10,354.83	160,628.95	20,693.28	111,541.60	
Orgn Total							3,323,634.13	160,330.85	1,565,237.70	478,685.87	1,279,710.56	
Cost Center - Division Total							3,323,634.13	160,330.85	1,565,237.70	478,685.87	1,279,710.56	

Note: Transaction Summary reports include Budget Pool Totals in addition to account category totals. The reports also include a “Current” column to easily identify transactions occurring within the reported period.



University Non-Operating Unbudgeted Fund Reports in *Bear Finance*

Revenue and Expense reports for Non-Operating revenue generating funds that do not receive an annual budget.

- Activity and balance amounts are provided by departmental organization for each fund reported.
- Fund, Organization, Fiscal Year and Month must be specified.
- Reports include Net Asset Carryover, YTD Activity, Balance Encumbered, and resulting Projected Remaining Net Assets.



Selection for Non-Operating Revenue & Expense Summary

Fund Code	<input type="text"/>	Organization Code	<input type="text"/>	Fiscal Year (CCYY)	<input type="text"/>	Fiscal Month	<input type="text"/>
Enter Fund or Select Fund Group		Enter Organization or Select Organization Group					



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University Non-Operating Unbudgeted Fund Reports in *Bear Finance*

Example Income Account (B-Fund) Revenue & Expense Category Summary

Missouri State University

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Non-Operating Unbudgeted Income Account Revenue & Expense Category Summary

Page 2

For Fund Code: B0 Organization Code: 050 FY: 2011 - March (Open)

Fund - Account Category	2010 Net Asset Carryover	2011 YTD Actual	Balance Encumbered	2011 Remaining Net Assets
B02220 BURSAR POSTAGE SALES	052007 BURSARS OFFICE			
Revenue				
53095 001 SALES-TAXABLE		2,071.60		
Revenue Total		2,071.60		
Expenditures				
732 062 SUPPLIES		1,650.00		
Expenditures Total		1,650.00		
Transfers				
89998 062 NET ASSET CARRYFORWARD	1,306.19			
Transfers Total	1,306.19			
Orgn Revenue Over/Under Expenses & Transfers		421.60		
FUND TOTALS & PROJECTED REMAINING NET ASSETS	1,306.19	421.60		1,727.79
COST CENTER - DIVISION TOTALS & PROJECTED REMAINING NET ASSETS	606,346.09	146,676.20	47,023.85	705,998.44



University Non-Operating Budgeted Fund Reports in *Bear Finance*

Budget-to-Actual comparison reports for Non-Operating funds revenue generating funds that also receive an annual budget.

- Budgeted and actual revenue, expense and transfer information is provided by Departmental Organization for each fund reported.
- Fund, Organization, Fiscal Year and Month must be specified.
- Reports include Adopted Budget, Permanent and Temporary Budget Adjustments, YTD Activity, Encumbrances (including POs and Requisitions) and Remaining Balance Available. Budgeted and actual revenue over/under expenses and transfers along with a resulting projected change to Net Assets after Encumbrances is also provided for each fund.

Note: Selection input for Non-Operating Budgeted Fund reports is the same as that for and Non-Operating Unbudgeted Fund reports.

University Non-Operating Budgeted Fund Reports in *Bear Finance*

Example Auxiliary (H-Fund) Revenue & Expense Category Summary

Missouri State University

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Non-Operating Budgeted Auxiliary Revenue & Expense Category Summary

Page 1

Fund - Account Category	2011 Adopted Budget	Permanent Adjustments	2011 Permanently Adjusted Base	One-Time Adjustments	2011 Adjusted Budget	YTD Actual	Balance Encumbered	2011 Balance Remaining
Revenue								
54275 201 SALES-TAXABLE	12,600,000.00		12,600,000.00		12,600,000.00	13,230,406.21		-630,406.21
54900 201 COST OF SALES	-9,450,000.00		-9,450,000.00		-9,450,000.00	-8,714,199.75		-735,800.25
54910 201 FREIGHT CHARGES	-50,000.00		-50,000.00		-50,000.00	-46,426.13		-3,573.87
54915 201 SALES TAX EXPENSE	0.00		0.00		0.00	-85.74		85.74
Revenue Total	3,100,000.00	0.00	3,100,000.00	0.00	3,100,000.00	4,469,370.93	0.00	-1,369,370.93
Expenditures								
732 201 SUPPLIES	174,000.00		174,000.00	3,179.50	177,179.50	145,051.77		31,881.73
734 201 SERVICES	155,000.00		155,000.00		155,000.00	121,774.01		32,446.39
736 201 OTHER EXPENSES	80,000.00		80,000.00		80,000.00	132,293.33		-52,293.33
740 201 BAD DEBT EXPENSE	65,000.00		65,000.00		65,000.00	0.00		65,000.00
750 201 CAPITAL OUTLAY-NON PROJECTS	25,000.00		25,000.00		25,000.00	0.00		25,000.00
Expenditures Total	1,719,911.99	0.00	1,719,911.99	3,179.50	1,723,091.49	1,364,317.52	233,692.90	125,081.07
Budgeted & Actual Orgn Revenue Over/Under Expenses & Transfers					1,376,908.51	3,105,053.41		
BUDGETED & ACTUAL CHANGE TO FUND NET ASSETS					55,017.29	2,248,612.97		
LESS FUND BALANCE ENCUMBERED						260,618.03		
PROJECTED CHANGE TO FUND NET ASSETS						1,987,994.94		



Missouri State
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University Grant and Project Fund Reports in *Bear Finance*

Budget-to-Actual comparison reports for Grant and Project type funds that require cumulative “inception-to-date” balances.

- Reports will include balances for the life of the grant or project and may span fiscal years.
- May be generated for all funds associated with a particular grant or project (as in the case of a grant with a match fund), or optionally for a specified fund or group of grant/project funds.
- Reports will include Adopted Budget, Permanent and Temporary Budget Adjustments, “Inception-to-Date” Activity, Encumbrances (including POs and Requisitions) and Remaining Balance Available for the grant or project.

University Grant & Project Fund Reports in *Bear Finance*

- Enter either the Grant/Project ID to see activity for all associated funds with totals for the Grant/Project . .
- OR --
- Enter the Fund and Organization Code to see activity for a single fund within the Grant/Project and totals for the Cost Center – Division responsible for the fund(s) . .

----- DO NOT ENTER BOTH -----



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Selection for Grants & Projects Budget-to-Actual Summary

Enter Period through which transactions will be included: Fiscal Year (CCYY) Fiscal Month

Enter Grant/Project Code to include all Funds/Organizations associated with the Grant/Project:

OR

Enter Fund/Organization Codes to include only a specific Fund or Fund Groups: Fund Code Organization Code
Enter Fund or Select Fund Group Enter Organization or Select Organization Group



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Budget Reporting for Administrators

University Grant & Project Fund Reports in *Bear Finance*

Example Grant Budget-to-Actual Expense Category Summary

Missouri State University						4/7/2011 3:48:38 PM		
Grant or Project Budget-to-Actual Expense Category Summary						Page 1		
For Grant/Project ID: IXXXX - OR - Fund Code:		Organization Code:		FY: 2011 - March (Open)				
Fund - Account Category	2011 Adopted Budget	Permanent Adjustments	2011 Permanently Adjusted Base	One-Time Adjustments	2011 Adjusted Budget	YTD Actual	Balance Encumbered	2011 Balance Remaining
Grant/Project: Grant/Project Title								
GXXXX Match Fund Title								
XXXXX Match Organization Title								
732 022 SUPPLIES	0.00		0.00		0.00	22,387.50		-22,387.50
750 022 CAPITAL OUTLAY-NON PROJECTS	0.00		0.00	21,500.00	21,500.00	0.00		21,500.00
83000 092 INTERFUND TRANSFERS	0.00		0.00	-21,500.00	-21,500.00	-21,500.00		0.00
89998 022 NET ASSET CARRYFORWARD	0.00		0.00	21,500.00	21,500.00	0.00		21,500.00
XXXXX Orgn Total	0.00	0.00	0.00	21,500.00	-21,500.00	-887.50	0.00	20,612.50
GXXXXX Fund Total	0.00	0.00	0.00	21,500.00	-21,500.00	-887.50	0.00	20,612.50
IXXXX Grant Fund Title								
XXXXX Organization Title								
730 022 TRAVEL	4,270.00		4,270.00		4,270.00	3,718.77		551.23
732 021 SUPPLIES	0.00		0.00		0.00	4,274.20	4,830.00	-9,104.20
732 022 SUPPLIES	400.00		400.00		400.00	22,696.68		-25,169.30
734 022 SERVICES	0.00		0.00		0.00	1,693.00		-1,693.00
736 022 OTHER EXPENSES	38,842.00		38,842.00	208,803.00	247,645.00	71,578.33		176,066.67
750 021 CAPITAL OUTLAY-NON PROJECTS	0.00		0.00		0.00	44,775.00		-44,775.00
750 022 CAPITAL OUTLAY-NON PROJECTS	0.00		0.00		0.00	-22,387.50		22,387.50
XXXXX Orgn Total	-135,992.00	0.00	-135,992.00	208,803.00	-344,795.00	-300,341.02	7,702.62	36,751.36
IXXXXX Fund Total	-135,992.00	0.00	-135,992.00	208,803.00	-344,795.00	-300,341.02	7,702.62	36,751.36
Grant/Project Total	-135,992.00	0.00	-135,992.00	230,303.00	-366,295.00	-301,228.52	7,702.62	57,363.86



University Grant & Project Fund Reports in *Bear Finance*

Example Grant **Fund** Budget-to-Actual Expense Category Summary

Missouri State University

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Grants and Projects Budget-to-Actual Expense Category Summary

Page 1

For Grant/Project ID: - OR - Fund Code: IXXXXX Organization Code: XXXXXX FY: 2011 - March (Open)

Fund - Account Category	2011 Adopted Budget	Permanent Adjustments	2011 Permanently Adjusted Base	One-Time Adjustments	2011 Adjusted Budget	YTD Actual	Balance Encumbered	2011 Balance Remaining
Cost Center - Division: Cost Center Title - Division Title								
IXXXXX Fund Title	XXXXXX Organization Title							
51900 001 INSTITUTIONAL SCHOLARS & FELLOWS	0.00		0.00		0.00	322.20		-322.20
51901 081 FEDERAL SCHOLARS & FELLOWS	0.00		0.00		0.00	78,548.86		-78,548.86
61100 032 PER COURSE	0.00		0.00		0.00	12,000.00		-12,000.00
61900 032 FACULTY & STAFF SALARIES	13,700.00		13,700.00	12,720.00	26,420.00	0.00		26,420.00
62001 032 OTHER PROFESSIONAL	0.00		0.00	20,132.00	20,132.00	0.00		20,132.00
63000 032 NON-STUDENT PART-TIME WAGES	0.00		0.00		0.00	17,973.78		-17,973.78
69100 032 FRINGE BENEFIT POOL-EMP-RETIRE ELIG	0.00		0.00	974.00	974.00	0.00		974.00
69101 032 FRINGE BENEFIT POOL-NON-STD PT	0.00		0.00		0.00	3,171.01		-3,171.01
730 022 TRAVEL	0.00		0.00		0.00	30.55		-30.55
730 032 TRAVEL	4,010.00		4,010.00	7,724.00	11,734.00	9,847.37		1,886.63
732 032 SUPPLIES	0.00		0.00	4,187.00	4,187.00	4,024.87		162.13
734 032 SERVICES	1,610.00		1,610.00		1,610.00	1,594.63		15.37
736 032 OTHER EXPENSES	41,758.00		41,758.00	66,715.29	108,473.29	7,352.52		101,120.77
89999 032 EXPENSE CARRYFORWARD	0.00		0.00	-4,751.25	-4,751.25	0.00		-4,751.25
XXXXXX Orgn Total	-61,078.00	0.00	-61,078.00	107,701.04	-168,779.04	-134,865.79	0.00	33,913.25
IXXXXX Fund Total	-61,078.00	0.00	-61,078.00	107,701.04	-168,779.04	-134,865.79	0.00	33,913.25
Cost Center - Division Total	-61,078.00	0.00	-61,078.00	107,701.04	-168,779.04	-134,865.79	0.00	33,913.25



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Budget Reporting for Administrators

Foundation Unrestricted Fund Reports in *Bear Finance*

Budget-to-Actual comparison reports for the Foundation's Unrestricted fund (FA2000).

- Budget information is provided by Departmental Organization.
- Organization code, Fiscal Year and Month must be specified.
- Reports include Adopted Budget, Permanent and Temporary Budget Adjustments, YTD Activity, Encumbrances (including POs and Requisitions) and Remaining Balance Available.



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Selection for Foundation Unrestricted Fund Budget-to-Actual Summary

Organization Code

Enter Organization or Select Organization Group

Fiscal Year (CCYY)

Fiscal Month



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Budget Reporting for Administrators

Foundation Unrestricted Fund Reports in *Bear Finance*

Example Unrestricted Fund Budget-to-Actual Expense Category Summary

Missouri State University Foundation

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Unrestricted Fund Budget-to-Actual Expense Category Summary

Page 1

Budget/Expense Category	2011 Adopted Budget	Permanent Adjustments	2011 Permanently Adjusted Base	One-Time Adjustments	2011 Adjusted Budget	YTD Actual	Balance Encumbered	2011 Balance Remaining
730 065 TRAVEL	0.00	0.00	0.00	0.00	0.00	1,581.43	0.00	-1,581.43
732 065 SUPPLIES	0.00	0.00	0.00	35,000.00	35,000.00	4,150.25	0.00	30,849.75
734 065 SERVICES	0.00	0.00	0.00	0.00	0.00	12,794.00	0.00	-12,794.00
736 065 OTHER EXPENSES	0.00	0.00	0.00	886.00	886.00	0.00	0.00	886.00
Orgn Total	0.00	0.00	0.00	35,886.00	35,886.00	18,525.68	0.00	17,360.32
Cost Center - Division Total	0.00	0.00	0.00	745,486.00	745,486.00	378,016.67	0.00	367,469.33



Foundation Restricted and Endowed Fund Reports in *Bear Finance*

Activity and Balance reports for the Foundation's Restricted (FN) and Endowed (FS) funds.

- Information includes revenue, expense, transfer and resulting fund balance amounts for each fund reported.
- Fund, Organization, Fiscal Year and Month must be specified.
- Reports include Fund Balance Forward, Revenue, Expense and Transfer Activity, Balance Encumbered, and resulting Fund Net Assets Balance.



Selection for Foundation Funds Summary Reports

Fund Code	<input type="text"/>	Organization Code	<input type="text"/>	Fiscal Year (CCYY)	<input type="text"/>	Fiscal Month	<input type="text"/>
	Enter Fund or Select Fund Group		Enter Organization or Select Organization Group				



Foundation Restricted and Endowed Fund Reports in *Bear Finance*

Example Restricted Fund Account Type Summary

Missouri State University Foundation Restricted Fund Account Type Summary

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Page 1

For Fund Code: FN Orgn: 01 FY: 2011 - March (Open)

	Balance Forward	Revenue	Expenditures	Transfers	Balance Encumbered	Remaining Net Assets
	21,179.00	2,000.00	7.00	60.00	0.00	23,112.00
	0.00	0.00	0.00	0.00	0.00	0.00
	23.75	0.00	0.00	0.00	0.00	23.75
	2,080.77	10,000.00	3,473.66	200.00	0.00	8,407.11
	2,147.20	0.00	0.00	0.00	0.00	2,147.20
	8,413.40	4,028.72	5,000.00	0.00	0.00	7,442.12
	1,810.75	548.18	0.00	0.00	0.00	2,358.93
	0.00	321.94	0.00	0.00	0.00	321.94
	98,324.24	20,445.00	0.00	74,056.60	0.00	44,712.64

Note: Fund Net Asset Balance Forward amounts are reflected in the Foundation Restricted and Endowment reports. Balance Forward amounts are not available through SSB.



Missouri State.
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Foundation Restricted and Endowed Fund Reports in *Bear Finance*

Example Restricted Fund Transaction Summary

Missouri State University Foundation Restricted Fund Transaction Summary

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Acct Type	Orgn	Acct	Prog	Tran Date	Description	Balance Forward	Current Activity	Year-to-Date Activity	Balance Encumbered	Document
Balance Forward										
410		NET ASSETS								
	41000	NET ASSETS								
		41000		7/1/2010	BEGINNING BALANCE	784.15				
		41000 Account Total				784.15	0.00	0.00	0.00	
		410 Account Type Total				784.15	0.00	0.00	0.00	
Total Balance Forward						784.15	0.00	0.00	0.00	
Revenue										
580		INVESTMENT INCOME								
	58010	SPENDABLE ENDOWMENT								
		58010	001	7/31/2010	Endowment Interest-07-2010			94.89		FJ001122
		58010	001	8/31/2010	Endowment Interest-08-2010			94.00		FJ001164
Total Revenue						0.00	89.23	826.32	0.00	
Fund Net Assets Balance Forward						784.15				
Year-To-Date Revenue Over/Under Expenses & Transfers						826.32				
Less Fund Balance Encumbered						0.00				
Remaining Fund Net Assets Balance						1,610.47				



Budget Information in Self-Service Banner (SSB)

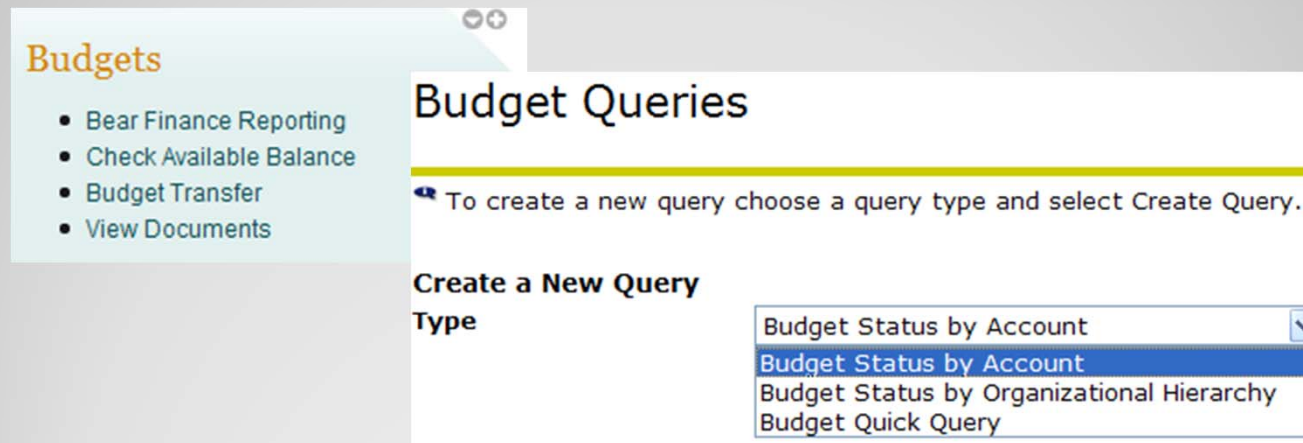
If you choose to review your budget with an online budget query, a variety of options are available through Self-Service Banner (SSB).

- Queries may be performed against both University and Foundation FOAPs, and include budget information based on selection criteria specified.
 - Three basic query types may be performed through SSB.
 1. Budget Status by Account.
 2. Budget Status by Organizational Hierarchy.
 3. Budget Quick Query.

Accessing Self-Service Banner (SSB)

Authorization to run SSB Budget Queries is granted as part of the FOAP Authorization process.

- SSB Budget Queries may be accessed directly from the Work Resources tab of **My.Missouristate.edu** in the Budgets section by clicking on the **Check Available Balance** link.



Performing Budget Queries in Self-Service Banner (SSB)

Budget Status by Account

- Select columns to be included on your report based on the type of fund to be reported and click to Continue.
 - Does the fund have an Original Adopted Budget?
 - Do you want to see Adjustments or just Accounted Budget?
 - Do you want to see POs and Requisitions or just Commitments?
 - Is Budget Balance Available applicable for this fund?

Select the Operating Ledger Data columns to display on the report.

<input type="checkbox"/> Adopted Budget	<input checked="" type="checkbox"/> Year to Date
<input type="checkbox"/> Budget Adjustment	<input type="checkbox"/> Purchase Orders
<input type="checkbox"/> Adjusted Budget	<input type="checkbox"/> Requisitions
<input type="checkbox"/> Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Continue

These might be typical columns included for a University Operating Fund (A02000) query.

Performing Budget Queries in Self-Service Banner (SSB)

- Enter Fiscal Year, Period and FOAP and click to Submit Query.
 - Do you want comparison information?
 - Is this a Grant or Project that requires cumulative totals?
 - Do you want to view only specific accounts or account type?
 - Is this a revenue generating fund?

Fiscal year:	2011	Fiscal period:	12
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	U	Index	
Fund	A02000	Activity	
Organization	052000	Location	
Grant		Fund Type	
Account		Account Type	
Program			
<input type="checkbox"/> Include Revenue Accounts			
Save Query as: <input type="text"/>			
<input type="checkbox"/> Shared			
<input type="button" value="Submit Query"/>			

This might be typical selection criteria for a University Operating Fund (A02000) query.

Note: If you wish to review total Expense Budget Balance Available for a budgeted fund, Revenue accounts should NOT be included, but may be queried separately.

Performing Budget Queries in Self-Service Banner (SSB)

- View your Query Results.

Report Parameters	
Organization Budget Status Report	
By Account	
Period Ending Jun 30, 2011	
As of Mar 28, 2011	
Chart of Accounts	U MISSOURI STATE UNIVERSITY
Fund	A02000 OPERATING-SPRINGFIELD
Organization	052000 CHIEF FIN OFFICER ADMIN-OPER.

Click on “linked” totals to view details of reported amounts, including posting documents and associated scanned invoice and check images where applicable. Note that Screen, Running, and Report totals are included on each page displayed and that computed columns may be added.

<Previous 15

Next 15>

Query Results

Account	Account Title	FY11/PD12 Accounted Budget	FY11/PD12 Year to Date	FY11/PD12 Commitments	FY11/PD12 Available Balance
732	SUPPLIES	80,550.00	0.00	0.00	80,550.00
73204	SUP-COMPUTER	0.00	6,195.23	4,213.23	(10,408.46)
73211	SUP-NON CAPITAL EQUIPMENT (<\$5K)	0.00	730.06	0.00	(730.06)
73212	SUP-OFFICE	0.00	8,190.68	0.00	(8,190.68)
73214	SUP-POSTAGE	4,722.12	49,763.60	11,078.30	(56,119.78)
73215	SUP-PRINTING & PHOTO	0.00	6,517.33	0.00	(6,517.33)
734	SERVICES	91,094.00	0.00	0.00	91,094.00
Screen total		177,696.83	87,582.80	20,693.28	69,420.75
Running total		2,595,700.63	1,550,682.37	632,669.42	412,348.84
Report Total (of all records)		3,323,634.13	1,565,237.70	632,669.42	1,125,727.01



Budget Query Considerations

Things to consider when querying University funds.

- Operating Fund queries should reflect the Balance Available in your Expense budget, so do not include Revenue accounts unless you also have budgeted scholarship amounts (519 accounts).

Chart of Accounts	U MISSOURI STATE UNIVERSITY	Commitment Type	All
Fund	A02000 OPERATING-SPRINGFIELD	Program	All
Organization	052000 CHIEF FIN OFFICER ADMIN-OPER	Activity	All
Account	730%	Location	All

Query Results

Account	Account Title	FY11/PD12 Accounted Budget	FY11/PD12 Year to Date	FY11/PD12 Commitments	FY11/PD12 Available Balance
730	TRAVEL	14,132.00	0.00	0.00	14,132.00
73000	TVL-MEALS	0.00	20.00	0.00	(20.00)
73001	TVL-LODGING	0.00	553.92	2,268.00	(2,821.92)
73002	TVL-MILEAGE REIMBURSEMENT	0.00	297.20	0.00	(297.20)
73003	TVL-REGIS/CONF FEES	0.00	3,475.00	0.00	(3,475.00)
73004	TVL-TRANSPORTATION	0.00	2,130.20	0.00	(2,130.20)
73010	TVL-OTHER	0.00	340.00	0.00	(340.00)
Report Total (of all records)		14,132.00	6,816.32	2,268.00	5,047.68

Download All Ledger Columns

Download Selected Ledger Columns

Note: SSB Query results may be downloaded into Excel if desired.



Budget Query Considerations

- Non-Operating Unbudgeted Fund queries should reflect a YTD total of revenue over/under expenses and transfers, so select to include Revenue accounts in your query. Any Net Asset Carryover available to you will be reflected as Accounted Budget in account 89998.

Query Results

Account	Account Title	FY11/PD12 Accounted Budget	FY11/PD12 Year to Date	FY11/PD12 Commitments
53095	SALES-TAXABLE	0.00	2,071.60	0.00
73214	SUP-POSTAGE	0.00	1,650.00	0.00
89998	NET ASSET CARRYFORWARD	1,306.19	0.00	0.00
Report Total (of all records)		(1,306.19)	421.60	0.00

Note: A computation may be performed to compute an additional column amount.

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY11/PD12 Year to Date	minus	FY11/PD12 Accounted Budget	FY11/PD12 Commitments	Proj Rem Net Assets
<input type="button" value="Perform Computation"/>				

Query Results

Account	Account Title	FY11/PD12 Accounted Budget	FY11/PD12 Year to Date	FY11/PD12 Commitments	Proj Rem Net Assets
Report Total (of all records)		(1,306.19)	421.60	0.00	1,727.79



Budget Query Considerations

- Non-Operating Budgeted Fund queries should also reflect a YTD total of revenue over/under expenses and transfers, so select to include Revenue accounts in your query.
- A review of Budget to actual YTD activity is also relevant.
 - To view a Budgeted Expense to YTD comparison, perform a query similar to an Operating Fund query, excluding Revenue accounts and selecting Balance Available in your query.
 - To view a Projected Revenue to YTD comparison, include Revenue accounts and specify a revenue Account Type (such as 5D – Sales & Services – Auxiliaries) to limit results to a specific revenue type only. Do not select Balance Available – Compute Remaining = Budget – YTD.

Account	Account Title	FY11/PD12 Accounted Budget	FY11/PD12 Year to Date Proj Rem	Revenue
54140	LONG OR SHORT	0.00	(323.66)	323.66
54275	SALES-TAXABLE	12,600,000.00	13,203,728.24	(603,728.24)
54900	COST OF SALES	(9,450,000.00)	(8,714,199.75)	(735,800.25)
54910	FREIGHT CHARGES	(50,000.00)	(46,426.13)	(3,573.87)
54915	SALES TAX EXPENSE	0.00	(85.74)	85.74
Report Total (of all records)		3,100,000.00	4,442,692.96	(1,342,692.96)

Budget Query Considerations

- Grants & Project Fund queries should reflect the Balance Available in your contracted Expense budget, so a similar query to that performed for a University Operating Fund budget may be performed, excluding Revenue accounts and specifying a Balance Available column in your query results.
- To view cumulative “inception-to-date” totals for your grant, enter the associated Grant code (which is usually the same as the Fund code).
- If your grant includes multiple funds (grant, match, etc), enter the Grant code only, excluding the Fund code, to view cumulative totals for all funds associated with the project.
- To view “inception-to-date” totals for just the grant fund or just the match fund, enter the Grant code and the desired Fund code.

Budget Query Considerations

Things to consider when querying Foundation Funds.

- Unrestricted Fund queries should reflect the Balance Available in your Foundation Unrestricted Expense budget.
 - Create a similar query to one performed for a University Operating budget.
 - Exclude Revenue accounts and specify a Balance Available column.
- Restricted and Endowment Fund queries should reflect a YTD total of revenue over/under expenses and transfers.
 - Create a similar query to one performed for University Non-Operating Unbudgeted funds.
 - Include Revenue accounts and do not include Balance Available.

Note: A Foundation Fund Net Assets Balance Forward amount is not available for querying through SSB.

Additional Budget Queries in Self-Service Banner (SSB)

Budget Status by Organization Hierarchy

- The same types of fund queries may be performed for an entire college or division by specifying one of the “roll-ups” in the organizational hierarchy (division, cost center, etc.).
 - Results will be displayed in total at the highest level requested.
 - Click on “linked” organizations and then on “linked” account totals to view more detail in each area or type of account.

Fund	A02000 OPERATING-SPRINGFIELD
Organization	050 CHIEF FINANCIAL OFFICER
Account	730%

Note: Results will only include Org codes for which you have been authorized.

Query Results					
Organization	Organization Title	FY11/PD12 Accounted Budget	FY11/PD12 Year to Date	FY11/PD12 Commitments	FY11/PD12 Available Balance
050101	ACCOUNTING AND BUDGETING				
052003	FINANCIAL SERVICES				
052004	PROCUREMENT SERVICES	2,624.00	0.00	0.00	2,624.00

Query Results					
Account Type	Account Type Title	FY11/PD12 Accounted Budget	FY11/PD12 Year to Date	FY11/PD12 Commitments	FY11/PD12 Available Balance
50	REVENUE				
60	LABOR				
70	EXPENDITURES	2,624.00	0.00	0.00	2,624.00
80	TRANSFERS				
052004	Rollup	2,624.00	0.00	0.00	2,624.00



Additional Budget Queries in Self-Service Banner (SSB)

Budget Quick Query

- The same types of fund queries may also be performed as a summary report.
 - Only total amounts by account code are included with no “links” for further transaction detail.

Chart of Accounts	U MISSOURI STATE UNIVERSITY	Commitment Type	All
Fund	A02000 OPERATING-SPRINGFIELD	Program	All
Organization	052000 CHIEF FIN OFFICER ADMIN-OPER	Activity	All
Account	730%	Location	All

Query Results

Account	Account Title	Adjusted Budget Year to Date		Commitments	Available Balance
730	TRAVEL	14,132.00	0.00	0.00	14,132.00
73000	TVL-MEALS	0.00	20.00	0.00	(20.00)
73001	TVL-LODGING	0.00	553.92	2,268.00	(2,821.92)
73002	TVL-MILEAGE REIMBURSEMENT	0.00	297.20	0.00	(297.20)
73003	TVL-REGIS/CONF FEES	0.00	3,475.00	0.00	(3,475.00)
73004	TVL-TRANSPORTATION	0.00	2,130.20	0.00	(2,130.20)
73010	TVL-OTHER	0.00	340.00	0.00	(340.00)
Report Total (of all records)		14,132.00	6,816.32	2,268.00	5,047.68



Welcome & Over-View
Chart Review
Bear Finance Budget Reports
Self-Service Banner

Questions?

Additional reporting questions may be forwarded to:

BannerFinance@missouristate.edu

Additional Argos access questions may be forwarded to:

QDUG@missouristate.edu

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