Administrative Staff Leadership Conference

Using Banner's Budget Module to Meet Your Management and Reporting Needs

There are many excellent tools currently available for management and reporting needs:

- EDDIE
- Business Objects
- REPORT PROD
- View Direct

Goal of Today's Workshop

- To provide you with an overview of two Banner on-line inquiry forms and tips on several Budget Module query tools that can also assist you with day-to-day management and reporting needs

Two On-line Inquiry Forms

1. The Executive Summary (FGIBDSR)
2. The Trial Balance Summary (FGITBSR)

- Available directly in Banner as on-line inquiry forms.
- Provide quick answers to current and prior year-end balance questions.

Banner Budget Module Reporting Tool

"Budget Queries (Current Operating Ledger)"

- Web for Finance application that is part of the Budget Development package.
- User friendly
- Executes quickly
- Addresses some of the limitations of the on-line forms.

Executive Summary (FGIBDSR)

- Best utilized for quick answers to the following questions:

1. What is my C-FOP or Organizational rollup operating ledger current balance?

2. What was my C-FOP or Organizational rollup operating ledger balance at the end of last fiscal year or the prior fiscal year?

3. Has a specific JV transaction posted yet to my C-FOP?

The Executive Summary Form (FGIBDSR)
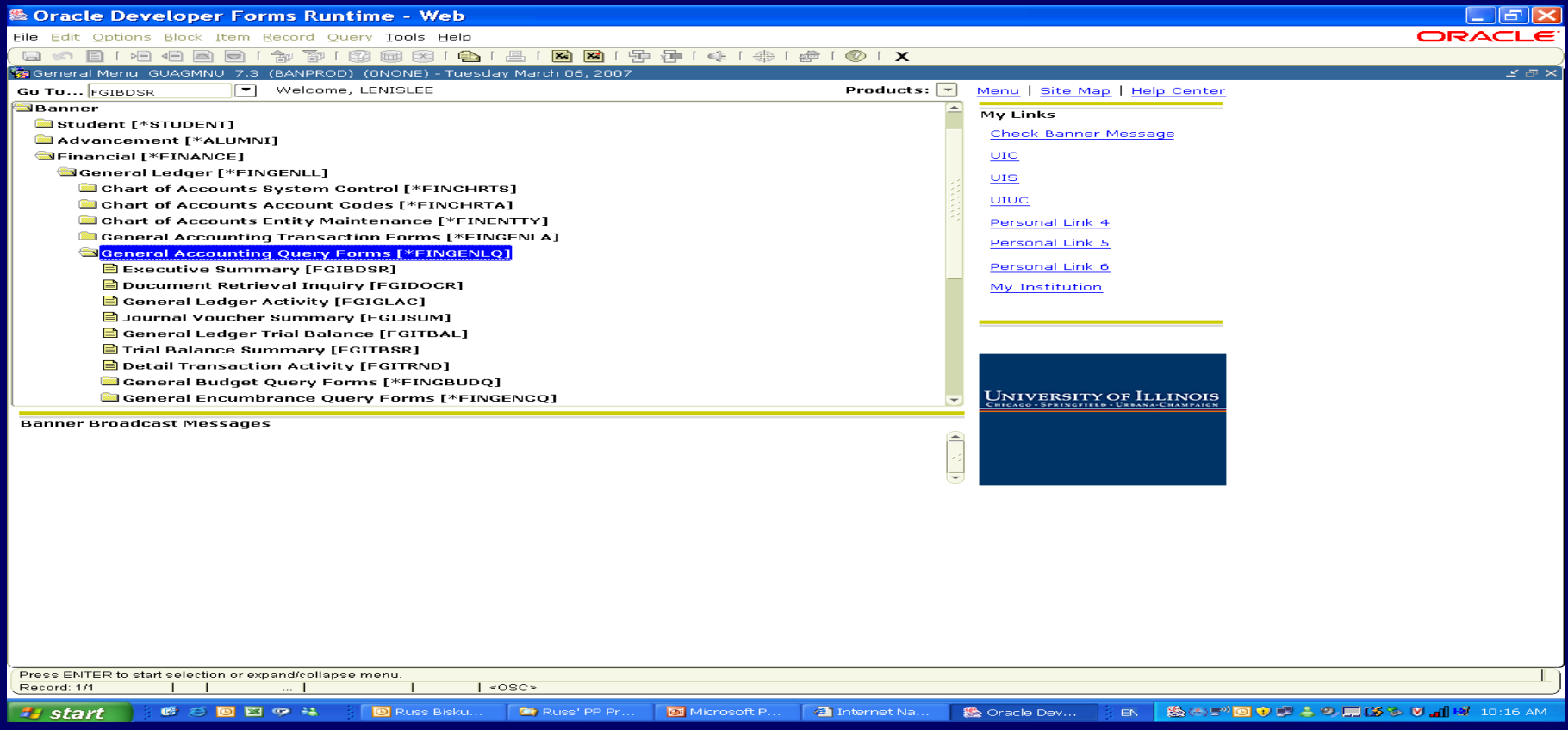can be accessed directly by entering FGIBDSR in the 'GO TO' box on the Banner General Menu page…

Executive Summary (FGIBDSR)

- Or by double clicking on the following series of menus:
  Financial [*Finance]
  General Ledger
  General Accounting Query Forms
  Executive Summary

Executive Summary (FGIBDSR)

- Once the Executive Summary form is open, search criteria can be entered such as:
  Chart
  Fiscal Year (FY2004 or later)
  Fund
  Organization
  Program

Executive Summary Form (FGIBDSR) State and Institutional Funds

- When querying for current budget balance information always de-select the following checkmark:

  "Include Revenue Accounts"

- Also remove "Query Specific Account" unless you are only interested in a specific account code category.

- State and Institutional funds are treated as departmental expenditure budgets

- The administrative and college rollup features of the Executive Summary form are especially useful for monitoring state funds since state overdraft status is determined by the cumulative balance at the major college and chancellor/vice chancellor level.
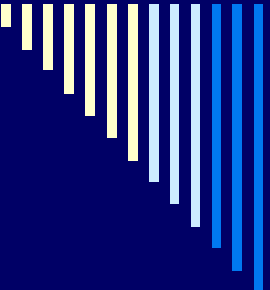
Executive Summary Form (FGIBDSR) State and Institutional Funds

- The Executive Summary form works well for state and institutional funds since these are shared funds.
- Many C-FOPs mapping to each of these funds.
- The Chart, Organization and Program codes define the budget authority and balances.
- In addition to balances, you may obtain additional information by placing the cursor on, for example, an adjusted budget amount, select options from the tool bar menu and select Transactional Detail Information to view transaction descriptions, activity dates, amounts, etc.
- You may go back up to the Options menu and select Query Document if additional information is needed.

Executive Summary Form (FGIBDSR) State and Institutional Funds

- Budget Rule Code 299 represents the accounted or 'original' budget loaded from the annual Budget Development cycle

- Budget Rule Code 202 and 261 (self-supporting funds) represent permanent or recurring budget adjustments.

- All other Budget Rule Codes represent temporary or nonrecurring budget adjustments and are used by the Budget Office to keep the budgets in balance.

- A list of Rule Codes can be obtained from this link: Accounting & Financial Reporting - Banner Rule Codes

Executive Summary Form (FGIBDSR) Self-Supporting and Practice Plan Funds (Medical, Dental, Nursing, and Occupational Health Service Plan)

- The default "Include Revenue Accounts" checkmark should remain checked to ensure that both revenue and expenditure data will be retrieved

- Self-Supporting and Practice Plan budget data represent estimated amounts (except for student fee based budgets that are allocated by the Vice Chancellor for Student Affairs)

- The Year to Date (YTD) activity displays actual revenues and expenses.

- YTD Activity column represents the equivalent of an income statement.

Executive Summary (FGIBDSR)

- This form provides operating ledger information.

- To obtain general ledger balance sheet data, you need to use the Banner Trial Balance Summary Form (FGITBSR)

Trial Balance Summary (FGITBSR)

- Best utilized for quick answers to the following balance sheet questions:

1. What was my beginning self-supporting or practice plan general ledger cash and fund balance?

2. What are my self-supporting or practice plan current general ledger cash and fund balance positions as of this moment?

Trial Balance Summary (FGITBSR)

This form can be accessed directly by entering FGITBSR in the 'GO TO' box on the Banner General Menu page…

Trial Balance Summary (FGITBSR)

- Found under General Accounting Query Forms folder just like the Executive Summary Form…
- Provides balances for other assets (e.g., accounts receivable) and liabilities (accounts payable)
- Current fund balance appears at the bottom of this screen.
- "C" (credit) next to the current fund balance amount denotes a positive fund balance.
- "D" (debit) denotes a negative fund balance.

The Banner Executive Summary (FGIBDSR) & the Trial Balance Summary (FGITBSR) Forms

- Both provide quick answers to questions related to current and prior fiscal year end balance information

- But are limited in terms of the following:

  --- Printing screens with many accounts codes

  --- Providing balance information as of a specific period

  --- The ability to export the information to a spreadsheet for further data manipulation

Budget Development: Budget Queries

- The Budget Development module has two components:

  - Budget Development (Annual Budget Cycle)
  - Budget Queries (Current Operating Ledger)

Budget Development (Annual Budget Cycle)

- Used primarily during the May to July time frame
- To create on-line Budget Worksheets
- To update these worksheets with approved allocations and estimates that result in the upcoming fiscal year's "accounted" (i.e., original) budgets for state, institutional, self-supporting and practice plan funds

Budget Development (Annual Budget Cycle)

Budget Development Access:

- Requests for Budget Development access are authorized by the College's Academic Fiscal Officer(s) who handle the annual budget process.
- For colleges using centralized approach to budgeting, it is possible to grant query only access without posting to department users which would automatically provide Budget Queries functionality to those users.

The Budget Queries (Current Operating Ledger)

The focus today will be on the Budget Queries (Current Operating Ledger) component.

- Available throughout the year to authorized users
- Budget Queries access data in the operating ledger
- Advantages include:
  - Web based
  - Quick data retrieval
  - User friendly
  - Choice of specific fiscal time periods, comparative time periods, or current time data
  - Ability to download data to a spreadsheet (with the exception of quick query results)

The Budget Queries (Current Operating Ledger)

- The Budget Development module is part of the UI Enterprise Applications

- Budget Development can be accessed from the Enterprise Applications Homepage

- Here is the navigation:
  - Click on Administrative Applications
  - Click on Finance
  - Click on Web for Finance
  - Click on University of Illinois at Chicago
  - Enter your Enterprise ID and Password
  - Select and click on Finance from the Main Menu
  - Select and click on Budget Queries (Current Operating Ledger)

The Budget Queries (Current Operating Ledger)

- Once you reach this point, there are 4 steps to run a budget query:
  1. Choose a Query
  2. Create New or Retrieve Saved Criteria
  3. Choose Operating Ledger Columns to Display
  4. Enter Data Parameters and Submit the Query

Step 1: Choose a Query

Three Budget query options:

- Budget Status by Account
    - Shows financial data sorted by organization and account
- Budget status by organizational hierarchy
    - Shows financial data for an organization and its lower-level organizations in hyperlinked sections that increase in detail.
- Budget Quick Query Results
    - Shows the Adjusted Budget, Year-to-Date expenses, Commitments, and Available Balance.

Note: The results of this query option are comparable to the Executive Summary (FGIBDSR), but provide the option of retrieving data as of a specific time period.

Step 2: Create New or Retrieve Saved Criteria

- Click on Create Query to display the first page of query parameters
    - These parameters default to the choices you last made with this query (if any)
- If a saved personal query exists, select it from the menu and click retrieve query
    - This will default the parameters from the saved query

Step 3: Choose Operating Ledger Columns to Display

- Columns for the Budget Quick Query are pre-selected
- For Budget Status by Account & Organizational queries, you must choose the columns you want to view.

Step 3: Choose Operating Ledger Columns to Display

- Adopted Budget
  - The original Budget
- Budget Adjustments
  - Total of all recurring and non-recurring adjustments
- Adjusted Budget
  - Original budgets plus or minus all recurring and non-recurring budget
- Temporary Budget
  - Temporary adjustments
- Accounted Budget
  - Total of all Budget transactions
- Year to Date
  - Expenses
- Encumbrances
  - Committed purchase orders
- Reservations
  - Committed requisitions
- Commitments
  - Encumbrances plus reservations
- Available Balance
  - Accounted Budget minus expenses (YTD) and commitments

Step 3: Choose Operating Ledger Columns to Display

Note: The accounted budget is the equivalent of the adjusted budget in the executive summary (FGIBDSR) form. It is the equivalent of the "revised budget" in UFAS.

- There's also an option to "Include Revenue Accounts"
  - For State and institutional funds expense budgets, remove the checkmark from this box unless the query is related to ICR revenue

Step 4: Enter Data Parameters and Submit the Query

- **Budget Status by Account Query Parameter Requirements**

    - Fiscal Year
    - Fiscal Period
    - Chart of Accounts
    - A data-enterable Organization Code:
        - A valid six-digit organization code
        - Or a three-digit department code followed by a %
        - A % sign entered in the organization field will return results at a campus level
        - A data-enterable grant is also a valid option
    - These requirements also apply to the Budget Quick Query Results option

        Note: Once the query results are displayed, hyperlinks are available in most columns to access a Document List Page that shows the details about the amounts. Document Code Hyperlinks are also available to view JV details.

Step 4: Enter Data Parameters and Submit the Query

- **Budget Status by Organizational Hierarchy Parameter Requirements**

  - Fiscal Year
  - Fiscal Period
  - Chart of Accounts
  - Organization Code (roll-up or data-enterable)
  - % sign cannot be the wild card for the organization code
  - The number 2 entered in the organization code will return campus wide results

For All Queries, the user may also include:
    Fund
    Account
    Program
    Activity
    Location
    and / or Account Type

% can use as wild card or leave a field blank to select all for these fields.

Note: In most cases, a specific fund should be selected and entered to limit the search to only include, for example, the current state fund (i.e. 100007)

Downloading

- The displayed results can be download in two ways:
    - Download all ledger columns
    - Download selected ledger columns
        - It is recommended since it's based on the columns that the user selected

Saving Queries

- Saving queries for later reuse is optional
- Saving "personal" as opposed to "shared" queries is recommended.
- Enter a name for the query in the Save Query as field and click on Submit
- Do not check the shared checkbox
- A shared Query can be retrieved, used, and changed by any user with access to Budget Queries and Budget Development

Examples of Budget Status by Organization Query Report:

College or Chancellor/Vice Chancellor Rollup Report for State
Fund 100007:

- <u>Columns Selection</u>: Accounted Budget, Year to Date, Commitments, Available Balance
- <u>Parameter Requirements</u>: Chart, Fiscal Year, Fiscal Period, Fund = 100007 or Fund Type = 1A
- Organization = two letter college code
- Remove the 'Include Revenue' checkmark
- Submit Query

Optional Enhancement to the report: Compute Additional Column
for the Query
- Column 1: Year to Date
- Operator: Per Cent of
- Column 2: Accounted Budget
- Display After Column: Available Balance
- New Column Description: YTD as % of Budget

- Click on Perform Computation

Examples of Budget Status by Organization Query Report:

Total Indirect Costs (100% share) Generated by all grants coded under my College Code:

- Columns Selections: Year to Date
- Parameter Requirements: Chart, Fiscal Year, Fiscal Period, Fund = blank, Organization = your two letter college code, Account = 1981%
- Remove the "Include Revenue" checkmark
- Submit Query

Total ICR Earnings Revenue (30% share) by College and Department:

- Columns Selections: Year to Date
- Parameter Requirements: Chart, Fiscal Year, Fiscal Period, Fund = 200250 or Fund Type = 2C, Organization = your two letter college code, Account = 308800
- "Include Revenue" checkmark
- Submit Query

Total Termination Sick Leave Benefit Earnings by College and Department:

- Columns Selections: Year to Date
- Parameter Requirements: Chart, Fiscal Year, Fiscal Period, Fund = blank, Organization = your two letter college code, Account = 219260
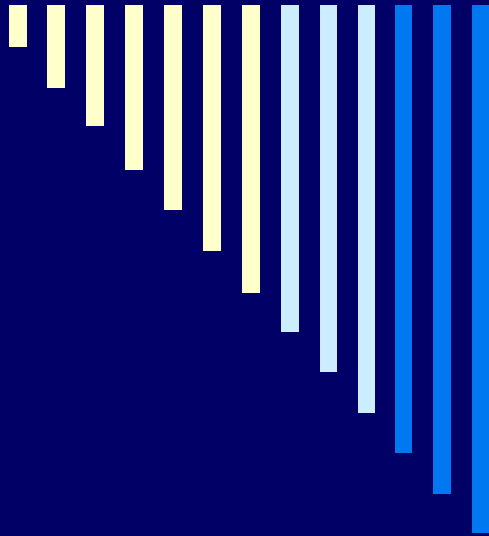- Remove the "Include Revenue" checkmark
- Submit Query

Examples of Budget Status by Account Query Reports:

Operating Ledger OL Statement:

- Columns Selections: Accounted Budget, Year to Date, Commitments, Available Balance
- Parameter Requirements: Chart, Fiscal Year, Fiscal Period, a Fund (e.g., 100007), Organization = your six digit or three digit organization code followed by a %, a Program
- Remove the "Include Revenue" checkmark
- Submit Query

Fiscal Year to Date Indirect Costs (100% share) by Fund and Department:

- Columns Selections: Year to Date
- Parameter Requirements: Chart, Fiscal Year, Fiscal Period, Fund = %, Organization = your six digit or three digit organization code followed by a %, Account = 1981%
- Remove the "Include Revenue" checkmark
- Submit Query
- Export file to Excel
- Sub-total at each change in Fund in Excel

Questions?