

## Banner 9 Budget Training

There are several forms that will assist in managing a budget:

- FGIBDST A summary form that operates on indices
- FGIBSUM A higher-level summary form that can be navigated to from FGIBDST
- FGITRND A detailed view of transaction activity that can be navigated to from FGIBDST
- FWRFOAP A report of detailed payroll information run by index

For departments where cash determines spending rather than allocated budget (like auxiliaries, designated operations & service departments, and course fee indices), this form will also assist:

- FGITBAL A balance sheet summary form that operates on fund number.

### FGIBDST:

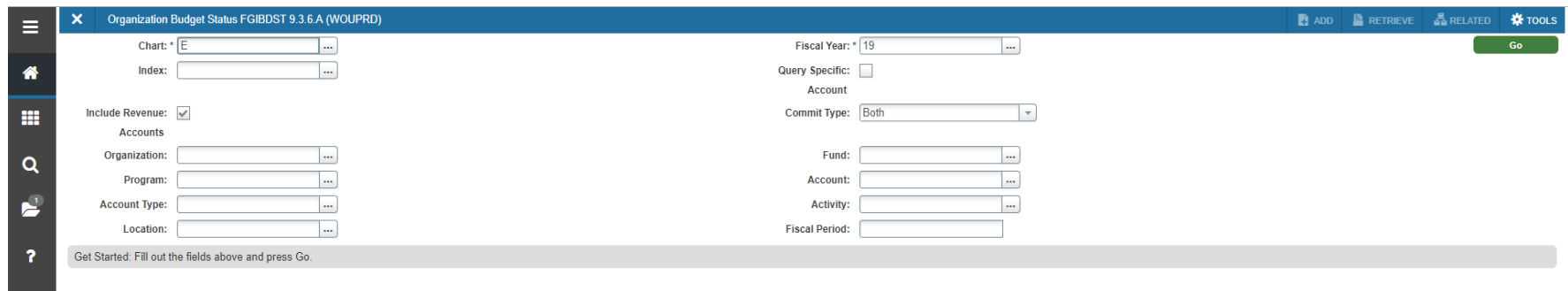


Chart of Accounts will autopopulate to 'E' - this is WOU's chart of accounts.

Index is where you will enter your six character code (e.g. VPF901).

Once you tab after entering your index, you will see organization, program, and fund autopopulate; that is the purpose of an index. It is a shortcut that has those details programmed behind it so that you do not need to remember three sets of numbers.

Fiscal year will default to the current FY, you can change this to other fiscal years if you would like to see historical data instead.

Our fiscal year runs from July 1 - June 30; the fiscal year code is always the last two digits of the year that our fiscal year will be ending in. If desired, you could enter a specific fiscal period to see a snapshot in time. Most often, I want to see all activity to date or in a previous FY, so I leave this blank. Also worth noting, we have 14 fiscal periods; July = 01, August = 02, ..., June = 12, and our closing entries occur in period 14.

The other fields I leave blank.

To retrieve the information for the index you just entered, either click the green 'Go' button on the top right or the down arrow on the bottom left.

This brings you to all of the activity information.

The first column is account code; our chart of accounts has five digit account codes. You can tell what type of account they are by the digit

they begin with (0 = revenues, 1 = labor, 2 = S&S, 3 = travel, 9 = transfers). This can also be seen by the letter in the 'Type' column. The 'Title' column provides the description of the account. 'Adjusted budget' has the budget figures (allocated at account type level 2, meaning that the S&S budgets are loaded to account 20000, but that budget goes to cover the expenses for all accounts beginning with 2). 'YTD activity' shows the actual expenses/revenues that have occurred. 'Commitments' shows any amounts that have been encumbered (typically only salaries are in this column which is done by a process payroll runs, if you process a PO, those amounts will show up in this column as well). 'Available balance' is just Budget less Activity and Commitments.

If you have multiple pages of activity, you can navigate to the next page by clicking the right arrow on the bottom left corner.

**FGIBSUM:**

Since we allocate budgets on a higher level than where we expend, it can be confusing to figure out how much money you truly have to work with by looking at FGIBDST. Rather than having to do a bunch of manual mathematics, you can see summary level detail by going to 'Related' (in the top right corner) and selecting 'Organization Budget Summary [FGIBSUM]'. This will bring you to a new page that shows you:

Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Labor		240,660.00	335,455.61	0.00
Direct Expenditures		10,325.22	3,203.72	0.00
Transfers				
Net: Revenue minus(Labor + Expense + Transfer)		-250,985.22	-338,659.33	
			Total Commitments	0.00

This is beneficial, because you can clearly see what your total labor and direct expenditures compared to your budget figures are. To navigate from here, just click the 'X' in the top left corner and it will take you back to the previous screen.

**FGITRND:**

On the flip side of FGIBSUM, if you want to see a more detailed level of information on an account, you can select that account in BDST so that it is highlighted and then go to 'Related' and select 'Transaction Detail Information [FGITRND]'.

This takes you into that account level and shows you individual transactions with a description.

You can tell what type of purchase it was by looking at the letter the 'Document' number starts with (J = JV, I = invoice, Z = Pcard).

To see even more detail, click on the transaction you desire, go to 'Related' and select 'Query Document [By Type]'.

Click the down arrow on the bottom of the page to navigate through this screen which shows you the vendor and the description entered. If it is a JV, you can even go one step further by going to 'Related' and selecting 'Document Text [FOATEXT]', which will show you the text entered by the person who completed the JV.

## FGITBAL:

FGITBAL is beneficial for departments where cash determines spending rather than allocated budget (like auxiliaries, designated operations & service departments, and course fee indices). We still create budgets for these areas, but unlike E&G, if these departments do not have enough cash, they cannot spend their budget (regardless of how much budget they have). To put it simply, cash is king. FGIBDST only shows 'income statement' accounts (revenues, expenses, transfers) for a fiscal year. FGITBAL shows balance sheet accounts (assets, liabilities, equity) that have accrued from the beginning. So, if you want to know how much cash you have, FGITBAL is the place to look.

For normal E&G departments, this form need not be monitored. The reason being, that FGITBAL operates on fund number; most of our E&G indices all share the same fund number of 001001. Looking at FGITBAL at fund 001001 therefore shows summarized information for hundreds of departments, not just the one department you're interested in. This is why FGIBDST is more beneficial in those cases, because your spending permissions are purely based on how much budget you have.

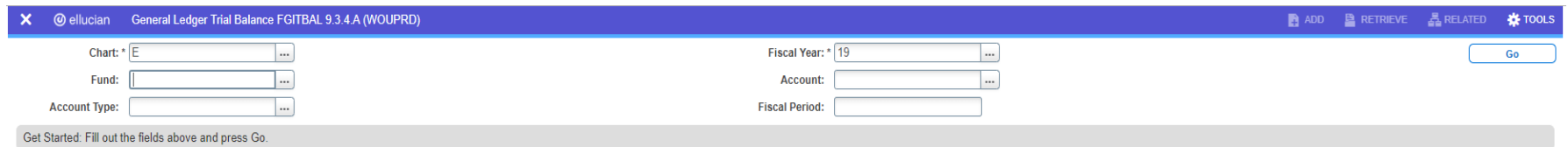


Chart of Accounts will autopopulate to 'E' - this is WOU's chart of accounts.

Fiscal year will default to the current FY, you can change this to other fiscal years if you would like to see historical data instead.

Our fiscal year runs from July 1 - June 30; the fiscal year code is always the last two digits of the year that our fiscal year will be ending in.

Fund is where you will enter your 6 digit fund number.

Account and Account Type I leave blank.

If desired, you could enter a specific fiscal period to see a snapshot in time. Most often, I want to see all activity to date or in a previous FY, so I leave this blank. Also worth noting, we have 14 fiscal periods; July = 01, August = 02, ..., June = 12, and our closing entries occur in period 14.

To retrieve the information for the fund you just entered, either click the green 'Go' button on the top right or the down arrow on the bottom left.

This brings you to all of the activity information.

The first column is account code; our chart of accounts has five digit account codes. You can tell what type of account they are by the letter they begin with (A = assets, B = liabilities, C = summarized BDST accounts, D = equity accounts). The 'Description' column provides the description of the account. 'Beginning Balance' has the balance as of the beginning of the fiscal year (i.e. if you were looking at fiscal year 19, beginning balance would show balances as of July 1, 2018). 'Current Balance' shows the balance as of today (if querying in the current fiscal year, otherwise it shows the balance as of June 30 for whichever fiscal year queried).

When looking at FGITBAL, it is important to understand debits and credits. The following are the natural signs of each account type:

Assets

Debit

Liabilities	Credit
Revenues	Credit
Expenses	Debit
Transfers (in/out)	Credit/Debit
Equity	Credit

So for example, if cash were to show a \$10,000 credit balance, that would mean that you were negative \$10,000. If fund balance were to show a \$10,000 credit balance, that would be a good thing though since that is its natural sign.

If you have multiple pages of activity, you can navigate to the next page by clicking the right arrow on the bottom left corner.

**FWRFOAP:**

If you attempt to see the detail on a labor account through BDST, all you will see is 'HR Payroll 2018 MO', which really isn't helpful. This is because payroll is run in a different module. FWRFOAP is the report that pieces that module to the Finance module.

From the home screen, enter 'FWRFOAP', then select the green 'Go'.

Process Submission Controls GJAPCTL 9.3.7 (WOUPRD) ADD RETRIEVE RELATED TOOLS

Process: FWRFOAP Payroll Detail by Organization Parameter Set: Start Over

PRINTER CONTROL

Printer [ ] Submit Time [ ] PDF Font Size [ ]  
 Special Print [ ] MIME Type None Delete After Days [ ]  
 Lines 55 PDF Font [ ] Delete After Date [ ]

PARAMETER VALUES

Number *	Parameters	Values
01	Chart of Accounts	E
02	Account Code	
03	Fiscal Year (Enter 4 digits)	2018
04	Fiscal Period	
05	Account Index	VPP901
06	Fund Code	
07	Organization Code	
08	Program Code	
09	Activity Code	[ ]

Record 9 of 9

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single

SUBMISSION

Save Parameter Set as Hold / Submit  Hold  Submit

Name [ ] Description [ ]

For printer, you can either select your printer or type in 'DATABASE' which will create an electronic file, then click the arrow down.

For parameters, you must have Chart of Accounts, Fiscal Year, and Index filled in. You could also enter a specific account code if you want to see the detail on just one account (e.g. student pay of 10501), or you could enter a specific fiscal period, otherwise leave these blank and the report will give you everything.

Page down by clicking the down arrow, check the 'Save Parameter Set as' box if desired, and click save in the bottom right hand corner.

This report takes several minutes to run, you can check the status of it by going to 'Related' and selecting 'Review Job Status'.

To view the completed report if you ran to Database, go to 'Related' and select 'Review Output'.

Double-click in the 'Number' box and that will bring up a screen with two files, you want the file with the larger record count.

Double-click on that and it will pull up your report with detailed payroll information, with totals that tie back to BDST.

#### **Other Helpful Tips:**

If you are in the detail of BDST and want to change indexes or fiscal years, you can click the green 'start over' in the top right corner which will take you back to the input screen.

You can export information to excel by going to 'Tools' in the top right, and selecting 'Export'.

In the budget office, we are concerned about your bottom line as a whole. We want to ensure that you do not overspend your budget as a whole, but you may move budget between individual line items. You can either just spend the money and have overages in some lines that are offset by savings in the others, or if you want to actually move the budget, contact me (Camarie) and I can do a budget JV for you.

To get the detail on budgeted salary numbers, contact me (Camarie) and I will provide you with a detailed excel showing those calculations.

If you ever have vacancies and want to know how much salary savings you have, that spreadsheet in combination with FWRFOAP is how you can figure that.

#### **Useful COGNOS Reports:**

In the Finance folder:

##### **Budget Status Report - By Index**

To run the report:

You will select a fiscal year, a period range (i.e. period 1 to 6 to get activity for the FY through December), and enter your 6 digit index.

Then select 'Finish' at the bottom of the page.

This report provides account type level 2 summarized information (i.e. unclassified salaries, unclassified pay, etc.), account type level 1 totals (i.e. labor), and detailed account level information, with the drill down option to click on an account code to see the transactions behind the numbers (much like FGITRND in Banner).

**If you have any questions at all about budgeting, or want to receive hands-on 1:1 training, please don't hesitate to contact me!**

Camarie Campfield

campfieldc@wou.edu (preferred)

x 89302