



AUBURN

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UNIVERSITY

Monthly  
Financial  
Reporting  
Overview

# Financial Guidance

- **Establish internal controls** (who does what, clear separation of duties)  
**Internal Audit provides guidelines at this site**  
[http://www.auburn.edu/administration/internal\\_auditing/internalcontrolfaq.html](http://www.auburn.edu/administration/internal_auditing/internalcontrolfaq.html)
- **Ensure personnel have attended Banner classes and know where to find financial policies**  
[\(http://www.auburn.edu/administration/business\\_office/\)](http://www.auburn.edu/administration/business_office/)
- **Ensure Liaison provides update to unit on lessons learned, new reports, etc.**
- **Review daily and monthly financial data for unit**

# Top 10 Suggestions for Internal Control & Successful Business Operations

1. Set a strong **example** for the expectation of ethical behavior, compliance with laws/policies, and communicate your expectations routinely to your unit's personnel.
2. Never **sign** something you don't understand.
3. **Limit** signature authority and don't let anyone sign your name (an employee should sign their own name). Never use a signature stamp.
4. If something doesn't make sense ask questions about it until you do. Pay attention to what your employees are doing.
5. Be familiar with University policies and procedures. Be willing to call and **ask questions**.
6. Consider unique **risks** your unit may have (i.e. cash collections, contracts and grants, etc.) and ensure additional oversight is provided.
7. Ensure accounts are reconciled **monthly** and review this reconciliation for any unusual transactions. (This should include a review of payroll and leave reports.)
8. Don't let one employee have complete **control** of any process.
9. Keep offices and labs locked to protect property, data, and other resources. (Remember to shred paper documents with identifying information.)
10. Ensure University assets are used for University business (incidental personal use is allowed).

# Getting Started (these are some suggestions)

- Daily accumulation of invoices, direct charges, requisitions, budget change order, etc. by Fund-Org combination.
- Monthly review of reports to ensure transactions you expected to hit your funds did
- Monthly clean up of deficit balances (BCO, DEC, ITV)
  - BCO-Budget change order – for transfer of budgeted funds from one location to another (3 digit pool accts)
  - DEC-Departmental Error Correction – moves actual entries in ‘current’ year from one FOAP to another FOAP
  - ITV-Internal Transaction Voucher – used for anything other than error. To charge department or reallocate internal charges.
- Monthly clean up of old purchase orders (critical to free up funds)

Ensure your staff understands organizational hierarchy as this creates most effective extracts of data. Quick review.

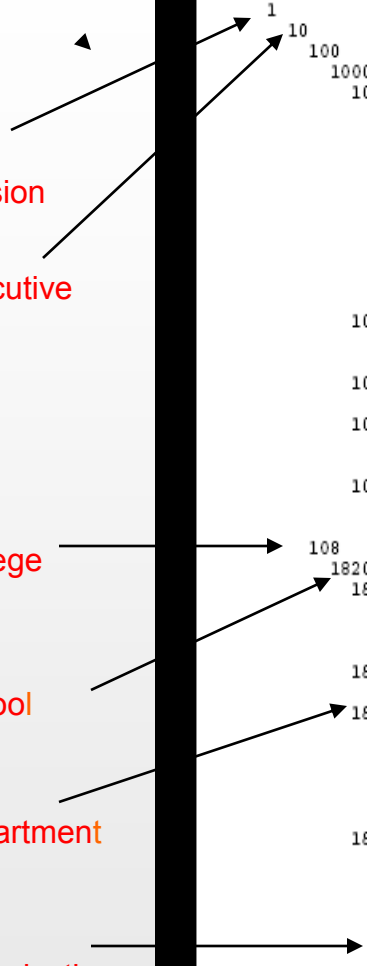
# Organizational Hierarchy

- 1 Chart/Division
- 12 Executive Level
- 123 College
- 1234 School
- 12345 Department
- 123456 Organization (entry point)

**Most reports use the last four hierarchies to pull data but occasionally you will see division and executive level used**

ORGANIZATION	DESCRIPTION	DATA ENTRY	STATUS	CNTL ORGN	CMB	EFF	***** DATES *****	TERM	NEXT CHANGE
A	Auburn University	N	A			01-OCT-1990			31-DEC-2099
1	AU Main Campus	N	A			01-OCT-1990			31-DEC-2099
10	Office of the President	N	A			01-OCT-1990			31-DEC-2099
100	Office of the President	N	A			01-OCT-1990			31-DEC-2099
1000	President's Office	N	A			01-OCT-1990			31-DEC-2099
10000	President's Office	N	A			01-OCT-1990			31-DEC-2099
100000	President's Office	Y	A			01-OCT-1990			31-DEC-2099
100001	President's Salary Reserve	Y	A			01-OCT-1990			31-DEC-2099
100002	Non-Instructional Salaries	Y	A			28-MAR-2008			31-DEC-2099
100003	Admin & Professional Assembly	Y	A			01-OCT-1990			31-DEC-2099
100005	Commencement Exercises	Y	A			01-OCT-1990			31-DEC-2099
100006	Committee For Persons With Disab	Y	A			01-OCT-1990			31-DEC-2099
100007	Office of Intercollegiate Athletics	Y	A			01-OCT-1990			31-DEC-2099
100008	General Counsel	Y	A			01-OCT-1990			31-DEC-2099
102000	Senior Advisor	Y	A			29-MAY-2009			31-DEC-2099
170659	Higher Education Legislation Office	Y	A			09-OCT-2008			31-DEC-2099
10010	Secretary to Board of Trustees	N	A			01-OCT-1990			31-DEC-2099
100100	Secretary to Board of Trustees	Y	I			09-JUN-2008			31-DEC-2099
100101	Trustees	Y	A			01-OCT-1990			31-DEC-2099
10020	Governmental Affairs	N	A			01-OCT-1990			31-DEC-2099
100200	Governmental Affairs	Y	A			01-OCT-1990			31-DEC-2099
10100	Internal Auditing	N	A			01-OCT-1990			31-DEC-2099
101000	Internal Auditing	N	I			01-OCT-1990			31-DEC-2099
101001	Internal Auditing	Y	A			01-OCT-1990			31-DEC-2099
10102	Instnl Research and Assesment	N	A			24-JAN-2007			31-DEC-2099
101020	Instnl Research and Assesment	N	I			04-APR-2007			31-DEC-2099
101021	Instnl Research and Assesment	Y	A			04-APR-2007			31-DEC-2099
108	Enrollment Services	N	A			09-FEB-2007			31-DEC-2099
1820	Enrollment Services	N	A			09-FEB-2007			31-DEC-2099
18200	Office of Enrollment Services Admin	N	A			09-FEB-2007			31-DEC-2099
182000	Enrollment Management Admin	N	I			09-FEB-2007			31-DEC-2099
182001	Office of Enrollment Services	Y	A			18-MAY-2007			31-DEC-2099
182003	Enrollment Servs-Vacant Salary Resv	Y	A			12-NOV-2007			31-DEC-2099
18202	Office of Enrollment Services	N	A			01-OCT-1990			31-DEC-2099
182002	Office Enrollment Serv-Operations	Y	A			09-FEB-2007			31-DEC-2099
18220	Office of University Recruitment	N	A			09-FEB-2007			31-DEC-2099
182200	Marketing and Recruiting	N	I			09-FEB-2007			31-DEC-2099
182201	Office of University Recruitment	Y	A			18-APR-2007			31-DEC-2099
182202	Admissions and Recruiting	Y	A			09-FEB-2007			31-DEC-2099
182210	War Eagle Day	N	I			09-FEB-2007			31-DEC-2099
182211	War Eagle Day	Y	A			09-FEB-2007			31-DEC-2099
18230	Office of University Scholarships	N	A			02-FEB-2007			31-DEC-2099
105411	Future Leaders Scholarship	Y	A			21-FEB-2007			31-DEC-2099
182300	Office of University Scholarships	Y	A			18-MAY-2007			31-DEC-2099
182301	Trustee Scholarships	Y	A			01-OCT-1990			31-DEC-2099
182304	President's Oppor Scholship	Y	A			28-APR-2006			31-DEC-2099
182305	Freshman Academic Sch I	Y	A			01-OCT-1990			31-DEC-2099
182306	R Dudley Pres Scholship	Y	A			28-APR-2006			31-DEC-2099

Division  
Executive  
College  
School  
Department  
Organization



# Month End Reporting – Banner e~Print

Key Banner reports available to assist you for monthly review of financial information

1. FGRBDSC or FZRBDSC - Budget Status Report
2. FZRODTA - Daily Transactions
3. FZRFATE – Potential Error Report
4. FZODOS1 - Departmental Operating Summary
5. FZRREMM -Revenue/Expense Month by Month

# FGRBDSC – Budget Status Report

# FZRBDSC – Budget Status Report

- Two reports which allow for different type extraction. Original report was FGRBDSC which will allow the user to extract by individual fund or org or by a range of funds or organizations. FZRBDSC is a newly created report which allows the user to extract by org hierarchy. You can pull by college, department or organization. This will help units who have gaps in their organizational groupings. Most will probably find FZRBDSC the most useful.
- Good report to assist you in identifying errors in fund-organization combination. If you see only one or two entries on a page, a deficit carryover or deficit balance.....this might suggest a more thorough review.
- Able to check for reasonable balance available on this report





# Search FZRBDS (Wed Mar 24, 2010)

Finance - Auburn University  
TEST Repository  
selmaci

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## Finance - Auburn University TEST : FZRBDS : Pick Pages

**Page Key:** College

Pick Values Manually

GO

Range: to GO

Can pull by specific college, department or organization. Can also extract by range or each of these.

Saved Searches: GO Delete

- Options
- FZRBDS
- Org: 123000
- Org: 123001
- Org: 123002
- Org: 123003
- Org: 123004
- Org: 123006
- Org: 123007
- Org: 123035
- Org: 123200
- Org: 123201
- Org: 123817
- Org: 123330
- Org: 123401
- Org: 123402
- Org: 123014
- Org: 123700
- Org: 123705
- Org: 123707
- Org: 123800
- Org: 123801
- Org: 123805

REPORT FZRBDS Auburn University RUN DATE: 03/24/2010  
 FISCAL YEAR: 10 Budget Status (Current Period) TIME: 08:30 AM  
 AS OF 29-FEB-2010 PAGE: 287

COAS: A Auburn University  
 FUND: 101001 AU Unrestricted Base Budget  
 FREQ ORG: 12300 Business Administration  
 ORG: 123000 Business Administration  
 COLLEGE: 123

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
600	Salaries	1,392,370.19	.00	.00	.00	1,392,370.19	U
60000	Faculty Administrative Salaries PT	.00	90,730.75	398,915.25	.00	-398,915.25	U
60005	Executive/Admin/Mgr Salaries PT	.00	4,875.00	24,375.00	.00	-24,375.00	U
60120	Faculty 9Mok12MosAdjunct Salary PT	.00	3,459.37	17,296.95	.00	-17,296.95	U
60200	Professional Non-Faculty Salary PT	.00	17,942.75	91,581.80	.00	-91,581.80	U
60300	Administrative Support Salary	.00	4,045.00	20,225.00	.00	-20,225.00	U
60500	Graduate Assistants Salary	.00	3,060.00	15,766.24	.00	-15,766.24	U
60600	Other Personnel Salaries	.00	3,353.91	17,608.03	.00	-17,608.03	U
<b>TOTAL</b>	<b>SALARIES</b>	<b>1,392,370.19</b>	<b>117,466.78</b>	<b>575,769.17</b>	<b>.00</b>	<b>816,602.02</b>	
610	Wages	100,551.93	.00	.00	.00	100,551.93	U
61000	Staff Wages Full Time	.00	.00	1,036.80	.00	-1,036.80	U
61005	Secretarial/Clerical Staff Wages PT	.00	5,138.88	31,992.82	.00	-31,992.82	U
61100	Non Work-Study Student Wages	.00	2,946.79	15,198.78	.00	-15,198.78	U
61300	Additional Pay Wages	.00	.00	7,003.78	.00	-7,003.78	U
<b>TOTAL</b>	<b>WAGES</b>	<b>100,551.93</b>	<b>7,985.67</b>	<b>55,222.18</b>	<b>.00</b>	<b>45,329.75</b>	
620	Employee Benefits	424,393.08	.00	.00	.00	424,393.08	U
62090	Fringe Rate Expense-Full Time	.00	39,947.52	198,046.58	.00	-199,046.58	U
62091	Fringe Rate Expense-Part Time	.00	.00	825.72	.00	-825.72	U
62092	Fringe Rate Expense-Grad Asst	.00	90.25	465.01	.00	-465.01	U
<b>TOTAL</b>	<b>EMPLOYER BENEFITS</b>	<b>424,393.08</b>	<b>39,937.77</b>	<b>199,337.31</b>	<b>.00</b>	<b>225,055.77</b>	
700	Other Operating Expenses	104,388.44	.00	.00	.00	104,388.44	U
70055	Express Mail	.00	75.77	562.92	.00	-562.92	U
70070	Postage	.00	2,290.18	18,040.87	.00	-19,040.87	U
70150	Building Repairs & Maintenance	.00	230.60	666.58	.00	-666.58	U
70250	Individual Travel Airfare	.00	.00	554.42	.00	-554.42	U
70245	Individual In-State Travel	.00	.00	397.50	.00	-397.50	U
70270	Individual Out-of-State Travel	.00	358.35	4,452.01	.00	-4,452.01	U
70280	Individual Registration Fee-Travel	.00	.00	2,425.00	.00	-2,425.00	U
70285	Individual Same Day Meal Allowance	.00	.00	11.25	.00	-11.25	U
70525	Professional Services	.00	.00	8,091.78	.00	-8,091.78	U
70550	TES-Admin/Clerical	.00	1,592.08	15,261.35	.00	-15,261.35	U
70650	Institutional Memberships	.00	168.00	423.00	.00	-423.00	U
70741	Voice-Internal Charges	.00	1,495.57	7,393.73	.00	-7,393.73	U
70762	Data-Internal Charges	.00	1,183.00	5,915.00	.00	-5,915.00	U
70743	Cable-Internal Charges	.00	222.00	1,110.00	.00	-1,110.00	U
70747	Cell-Internal Charges	.00	110.75	543.11	.00	-543.11	U

# Examples of Questions you might ask yourself while looking at FZRBDS

- Should my fund have revenues? If base fund (10X001), the answer should be no. If you have a budgeted or expected revenue stream, is it coming in like you planned?
- Do your expenses exceed the revenue you have budgeted?
- Do I have a current available balance adequate to get me through the year based on my current level of spending?
- Look at specific sub-sections like salary/benefits and compare to budget based on where you are in year. Five months in and I have used more than 42% (5/12 s) of my budget – I may be in trouble.
- Why do I only have a negative carryover in this fund-org?
- Why is there only one entry for the year? Did I hit the wrong combination?

Now you will need to get into the details of the accounts to ensure correct entries were posted.



# FZRODTA - Daily Transactions

- We currently have two ODTA reports. Shortly the FGRODTA report will be eliminated. The FZRODTA report allows you to see the program code entered. This is especially critical when reviewing contracts and grants.
- The ODTA report lets you see exactly what hit in the current month. If you have been filing all invoices, Direct Charges, ITVs, etc by Fund-Org combination, you can quickly check these to ensure the charges hit as you expected. Helps catch key punch errors and typos. Also alerts you to entries made to your FOAP where you have no documentation. Provides for good validation practice.
- Data can be pulled by fund, org or a range of funds or organizations.

fzrotda Auburn University Organization Detail Activity From 01-FEB-10 to 28-FEB-10 Page: 18  
 March 08, 2010

COAS: A Auburn University  
 ORG: 113600 Procurement and Payment Services

Program code

Current month activity

Trans Date	Tran Type	Document Number	Document Ref #	Description	Account/Fund	Program	Budget Activity	Transaction Activity	Encumbrance Activity	CMT Typ
AU Unrestricted Base Budget					101001					
ENDING BALANCE: Employee Benefits					620		317,325.38	.00	.00	
BEGINNING BALANCE: Fringe Rate Expense-Full Time					62090		.00	124,835.79	.00	
02/05/2010	HFNL	F0088443		HR Payroll 2010 BW 3 0	62090	7000		5,154.47		U
02/19/2010	HFNL	F0088598		HR Payroll 2010 BW 4 0	62090	7000		5,100.05		U
02/26/2010	HFNL	F0088662		HR Payroll 2010 MN 2 0	62090	7000		19,101.94		U
ENDING BALANCE: Fringe Rate Expense-Full Time					62090		.00	154,192.25	.00	
BEGINNING BALANCE: Fringe Rate Expense-Part Time					62091		.00	307.99	.00	
02/05/2010	HFNL	F0088443		HR Payroll 2010 BW 3 0	62091	7000		54.12		U
ENDING BALANCE: Fringe Rate Expense-Part Time					62091		.00	362.11	.00	
BEGINNING BALANCE: Other Operating Expenses					700		124,612.00	.00	.00	
ENDING BALANCE: Other Operating Expenses					700		124,612.00	.00	.00	
BEGINNING BALANCE: Postage					70070		.00	6,666.67	.00	
02/02/2010	PCD	PC0026RP		PPS Wki*cch Inc Paylinks P	70070	7000		19.06		U
02/11/2010	CRG	PC001438	511601	Procurement and Payment Ser	70070	7000		2,960.30		U
ENDING BALANCE: Postage					70070		.00	9,645.97	.00	
BEGINNING BALANCE: Equipment Rental					70100		.00	2,276.59	.00	
02/10/2010	CRG	IT000151		OIT COMPUTER SUPP LEASE CHG	70100	7000		631.42		U
ENDING BALANCE: Equipment Rental					70100		.00	2,908.01	.00	
BEGINNING BALANCE: Building Repairs & Maintenance					70150		.00	.00	.00	
02/01/2010	CRG	PC001425		WO: 10-046873 PHASE: 001	70150	7000		30.00		U
02/14/2010	CRG	PC001443		WO: 10-047025 PHASE: 001	70150	7000		42.00		U
ENDING BALANCE: Building Repairs & Maintenance					70150		.00	72.00	.00	
BEGINNING BALANCE: Equipment Repairs & Maintenance					70155		.00	675.00	.00	
ENDING BALANCE: Equipment Repairs & Maintenance					70155		.00	675.00	.00	
BEGINNING BALANCE: Other Repairs & Maintenance					70170		.00	486.55	.00	
ENDING BALANCE: Other Repairs & Maintenance					70170		.00	486.55	.00	
BEGINNING BALANCE: Individual Travel Airfare					70250		.00	1,257.20	.00	

# FZRFATE – Potential Error Reporting

- Query by **college, school or department org.**
- Uses Fund Attribute provided by Colleges to associate specific funds with specific organizations. Fund attributes will be used on other reporting going forward so critical to ensure it is accurate. ***Will circulate your attributes again soon so you can have units validate.***
- Most funds have a unique organization. Some exceptions –like base, soft, ICRE, etc.
- Remember the report will be sorted so that the owner of the fund sees errors against their fund. Owner will work with unit causing error to make correction.



- The system can identify errors between divisions. For example –if a division 3 fund is used with a division 1 org, the report will throw this into a divisional error which will appear on the first few pages of the report. These type errors will not be sorted by attribute owner so **everyone** will need to look at the first few pages of the report to see if one of **your organizations** is being shown on these pages.
- Always best to go to SSB or Admin and perform query once you find error on report – so that you have the most current information through current day. This will help to ensure no one else has corrected the error. Also possible additional errors have occurred within the current month.
- The report is cumulative. Will show all errors and their corrections (ins and outs).
- Correct using normal practice (DEC or BCO)



PZRFAFE

Auburn University

Page 1

Potential Error Identification Report using Fund Attributes

From Dates 01-OCT-09 to 28-FEB-10
College: 1 AU Main Campus
School: 1 AU Main Campus
Department: 1 AU Main Campus
Organization: 1 AU Main Campus

Table with columns: Fund, FT Fund Desc, Org, Org Desc, Acct, Prog, Trans Date, Doc Code, Amount, Exp Org and Descr, Additional Errors. Contains multiple rows of financial data.

Example of divisional page – review this always along with your college





# FZODOS1-Departmental Operating Summary

- Data should be extracted by College, School or Department
- Within the report, data is accumulated by department, providing summary information by fund within each department. Classified by fund type such as unrestricted, contracts/grants, restricted, auxiliaries, and plant.
- Can quickly see by department, totals by fund type.
- Easy to identify deficits that require correction.
- Majority of time if **available balance and fund balance** are shown, they should match. Exception C&G/Some Appropriations. If they don't match, could be budget bump has not been made to match transfer of funds or it could be fund was used with an organization outside of the department group. More than likely an error.
- This is a summary report so it is a good tool for **supervisors**, department heads & directors who might not want to get into the details. Since you can extract by department, you can easily pull the file, save and forward. No need to print. Allows for more ease in magnification of report.



Division: 1 College: 123 College of Business School: 1230 College of Business Department: 12300 Business Administration

Fund	Description	Adopted Budget (Original)	Budget Adjustments	Adjusted Budget (All)	Current Month Revenues	Current Month Expenses	YTD Revenues	YTD Expenses	Encumbrances (includes reservations)	Balance Avail Operating Ledger (unf)	OL Fund
AUXILIARIES AND OTHER RESTRICTED:											
123000 - Business Administration											
20	272525 Hartert COB Trading Lab Gift	.00	127,951.15	127,951.15	.00	5,000.00	.00	15,000.00	19,927.09	92,924.06	112,851.15
20	272771 Business Dvlmt Gift	.00	117,073.58	117,073.58	19,913.11	6,301.12	206,698.21	48,209.24	8,494.68	267,057.97	277,718.99
20	272772 Business Outreach Dvlmt Gifts	.00	668.93	668.93	.00	.00	.00	.00	.00	668.93	668.93
20	272773 Business Intl Program Gifts	.00	1,055.31	1,055.31	.00	.00	.00	.00	.00	1,055.31	1,055.31
20	272774 Greene J Business Gift #60509	.00	13,181.50	13,181.50	.00	.00	.00	.00	.00	13,181.50	13,181.50
20	272775 Free Enterprise BU Drshp #91827	.00	5,603.51	5,603.51	.00	.00	.00	.00	.00	5,603.51	5,603.51
20	272777 Ctr For Mktg Research Gift #91	.00	.00	.00	.00	.00	.00	.00	.00	.00	57,708.21
20	272778 Bus School Prg Enhmt Gift #91	.00	66,719.19	66,719.19	.00	235.00	.00	1,545.54	.00	66,173.65	65,173.65
20	272779 Mitchell-Sale Facility Dvlmt #91	.00	10,037.55	10,037.55	.00	.00	.00	.00	.00	10,037.55	10,037.55
20	272780 Biggie Bus Program Gift #91886	.00	17,980.91	17,980.91	.00	805.55	.00	10,472.87	.00	17,508.24	17,508.24
20	272781 WarEagle Girl Plainesen Gift #	.00	5,174.52	5,174.52	.00	.00	.00	862.50	.00	4,312.02	4,312.02
20	272782 AU Business Bldg Gift Acct	.00	576.86	576.86	.00	15.00	.00	75.50	.00	501.36	501.36
20	272783 USP&G Fdn In Business Gift	.00	454.70	454.70	.00	.00	.00	.00	.00	454.70	454.70
20	272784 Business Grad Program Gift	.00	32,890.69	32,890.69	298.00	-408.00	1,859.00	6,630.48	.00	28,108.21	27,508.21
20	272785 MBA Advisory Board Gifts	.00	18,867.00	18,867.00	.00	.00	3,550.00	2,876.14	.00	17,540.86	17,653.69
20	272786 Heard Wm Prog Enhmt #92317/69	.00	17,291.98	17,291.98	.00	.00	.00	.00	.00	17,291.98	17,291.98
20	272788 Lowder R&C Exec Res Bus #92322	.00	43,716.69	43,716.69	.00	430.00	.00	1,107.39	.00	42,609.30	42,609.30
20	272789 Lowder Bus & Entreshp Gift #9	.00	145,459.79	145,459.79	.00	3,974.76	.00	4,373.13	.00	141,086.66	141,086.66
20	272790 Coll of Business Consulting G1	.00	19,900.02	19,900.02	.00	.00	.00	.00	.00	19,900.02	19,900.02
20	272791 Col of Business Executive Soci	.00	2,357.84	2,357.84	.00	.00	.00	399.85	.00	1,958.13	1,958.13
20	272792 Advisory Council Gifts	.00	5,244.77	5,244.77	2,000.00	8,600.00	19,200.00	19,200.00	.00	4,244.77	4,244.77
20	272793 Business - Senior Giving Fund	.00	2,290.60	2,290.60	.00	.00	.00	.00	.00	2,290.60	290.60
20	272794 Purcell AU Center for Org Cult	.00	125,927.66	125,927.66	.00	635.13	.00	6,874.35	.00	119,053.31	119,053.31
20	272795 CoB Communications Gifts	.00	62,553.71	62,553.71	.00	.00	.00	31,411.18	.00	31,142.53	31,142.53
20	272797 OPEC Gift Account - AT47	.00	203,510.00	203,510.00	100.00	.00	67,295.69	.00	54,246.22	216,559.46	270,805.66
20	290581 Lowder Edward Teaching Awd #91	.00	36,498.94	36,498.94	.00	.00	.00	.00	.00	36,498.94	36,498.94
20	290583 Boyce Annual Computer Awd	.00	1,000.00	1,000.00	.00	.00	2,000.00	1,000.00	.00	2,000.00	2,000.00
20	290584 Douglas Logan Meml MBA Faculty	.00	2,500.00	2,500.00	.00	.00	.00	2,500.00	.00	.00	.00
20	290585 Debra Lucas Study Abroad Annua	.00	688.36	688.36	81.34	.00	616.70	.00	.00	1,285.06	1,285.06
20	299581 State Farm BU Endw Exc #92341	.00	26,260.36	26,260.36	.00	15.92	.00	2,156.18	.00	24,104.18	23,890.60
20	299582 Synovus Business Exc #91668	.00	2,563.35	2,563.35	.00	.00	.00	.00	.00	2,563.35	2,563.35
20	299583 J. Smith Lanier & Co. Risk Mgt	.00	17,082.07	17,082.07	.00	.00	10,000.00	.00	.00	27,082.07	27,082.07
20	299584 Philip Morris Business Exc #91	.00	1,236.33	1,236.33	.00	.00	.00	.00	.00	1,236.33	1,236.33
20	299585 McCartney W Bus Teaching Exc #	.00	214.00	214.00	.00	.00	.00	.00	.00	214.00	214.00
20	299586 Stephanson B Business Exc #917	.00	2,802.60	2,802.60	.00	.00	.00	.00	.00	2,802.60	2,802.60
20	299587 W McTyre Business Endw Exc #	.00	1,133.53	1,133.53	.00	.00	.00	1,000.00	.00	133.53	133.53
20	299588 Glen Mills Acct Exc #91951	.00	20,338.87	20,338.87	.00	.00	.00	.00	.00	20,338.87	20,338.87
20	299589 Griffith L Business Exc #91954	.00	3,211.40	3,211.40	.00	.00	.00	.00	.00	3,211.40	3,211.40
20	299590 Phillips Fdn Business Exc 2995	.00	4,572.67	4,572.67	.00	.00	.00	.00	.00	4,572.67	4,572.67
20	299591 Bickerstaff Endw Ex Business #	.00	5,146.13	5,146.13	.00	.00	.00	.00	.00	5,146.13	5,146.13
20	299592 Wm Sewell Endw Ex Business #92	.00	2,357.01	2,357.01	.00	.00	.00	.00	.00	2,357.01	2,357.01
20	299593 Atlanta Alumni Endw Ex Bus #92	.00	5,911.19	5,911.19	.00	.00	.00	.00	.00	5,911.19	5,911.19
20	299594 Gus Clements Endw Bus Exc #926	.00	1,594.69	1,594.69	.00	.00	.00	.00	.00	1,594.69	1,594.69
20	299597 Synovus Fdn Finance Polcy Ex #	.00	28,923.48	28,923.48	.00	.00	.00	.00	.00	28,923.48	28,923.48
20	299598 Charles Jager Business Exc #92	.00	1,418.18	1,418.18	.00	.00	.00	.00	.00	1,418.18	1,418.18
20	299570 Joe & Gery Martin BU Excel #92	.00	5,533.38	5,533.38	.00	.00	.00	.00	2,926.11	2,604.25	5,533.38

# FZRREMM-Rev/Exp Month by Month

- Data should be extracted by College, School or Department
- New report which shows month by month totals by account within a given fund-org combination
- Provides user with adjusted budget, month by month entries, encumbrances, total revenues, expenditures and net available (C&G slightly different)
- Will enable users to see **unusual entries** –identify potential errors.
- Also allows users to see common monthly expenditures and then **forecast** end of year outcome
- Available in pdf or excel if printing is desired



Acct	Description	Adjusted Budget	Actual 2009-Oct	Actual 2009-Nov	Actual 2009-Dec	Actual 2010-Jan	Actual 2010-Feb	Enc/Reserv Total	Total Act + Enc
<b>REVENUES</b>									
<b>TOTAL REVENUES</b>		.00	.00	.00	.00	.00	.00	.00	.00
<b>LABOR/BENEFITS</b>									
500	Salaries	\$9,223.00	.00	.00	.00	.00	.00	.00	.00
6000	Executive/Admin/Mgr Salaries F	.00	5,685.25	5,685.25	5,685.25	5,685.25	5,685.25	.00	28,426.25
610	Wages	93,342.24	.00	.00	.00	.00	.00	.00	.00
6100	Staff Wages Full Time	.00	10,747.07	7,264.70	7,264.72	7,264.72	7,264.72	.00	39,405.91
620	Employee Benefits	42,999.81	.00	.00	.00	.00	.00	.00	.00
6200	Frings Rate Expense-Full Time	.00	5,453.92	4,264.93	4,264.93	4,264.93	4,264.93	.00	22,513.53
<b>TOTAL LABOR/BENEFITS</b>		207,355.05	21,986.24	17,114.94	17,114.98	17,114.97	17,114.98	.00	90,345.69
<b>OTHER OPERATING EXP</b>									
700	Other Operating Expenses	21,577.42	.00	.00	.00	.00	.00	.00	.00
70070	Postage	.00	4.95	.00	1.66	23.94	.34	.00	30.89
70100	Equipment Rental	.00	99.69	99.69	99.69	99.69	99.69	.00	493.40
70155	Equipment Repairs & Maintenan	.00	20.00	20.00	20.00	40.00	.00	.00	100.00
70761	Voice-Internal Charges	.00	126.17	96.62	96.69	96.10	96.70	.00	512.34
70762	Data-Internal Charges	.00	283.29	289.03	289.03	289.03	289.03	.00	1,235.40
70763	Cable-Internal Charges	.00	19.50	19.50	19.50	19.50	19.50	.00	92.50
70820	Insurance Premiums	.00	.00	.00	551.40	607.50	.00	.00	1,158.90
70851	Copying	.00	.00	91.60	.00	34.20	34.11	.00	160.91
70910	Liquid Fuel Gas & Oil	.00	35.97	39.59	35.12	27.65	.00	.00	149.31
70915	Office Supplies	.00	.00	116.95	.00	.00	.00	.00	116.95
71170	Computer Software License Fees	.00	.00	14.04	14.04	14.04	14.04	.00	56.16
77000	Inter-Departmental Credit	.00	.00	.00	-4,924.93	.00	.00	.00	-4,924.93
790	Budgeted Reserve	14,955.50	.00	.00	.00	.00	.00	.00	.00
<b>TOTAL OTHER OPERATING EXP</b>		96,433.00	599.55	599.65	-3,761.97	1,376.78	470.48	.00	-707.13
<b>BUDGET TOTAL</b>		301,796.05							
<b>MONTHLY TOTALS</b>									
Revenues			.00	.00	.00	.00	.00	.00	.00
Expenses			22,474.79	17,701.89	13,350.91	19,492.65	17,595.74	.00	89,608.59
<b>NET AVAILABLE</b>		214,377.47							

Should see trend on most accounts. Look for unusual entries, single entries to a fund-org, etc