



AUBURN

---

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 Disb	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

## FZRBDSK – 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. FZRBDSK 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 FZRBDSK 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



Banner ePrint Reports Select Key - Windows Internet Explorer

https://eprint.auburn.edu/cgi-bin/eprint.cgi?ACTION=SORTKEY&DETAIL=FZRBDS&TIME=126

File Edit View Favorites Tools Help

Banner ePrint Reports Select Key

Home Print Page Tools

Banner ePrint

Search FZRBDS (Wed Mar 24, 2010)

Finance - Auburn University  
TEST Repository  
selmaci

About Banner ePrint | FAQ | My ePrint

Change Repository | Help | Logout

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

Done

Internet 100%

start

Novell GroupWise - 5...

AU Access - Auburn...

Banner ePrint Report...

Microsoft PowerPoint ...

4:31 PM

- Options
- Bookmarks
- 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
- Pages
- Attachments
- Comments

REPORT FZRBDS  
FISCAL YEAR: 10

Auburn University  
Budget Status (Current Period)  
AS OF 28-FEB-2010

RUN DATE: 03/24/2010  
TIME: 08:30 AM  
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 TYF
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 9MonthAdjunct 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	1,353.91	17,608.03	.00	-17,608.03	U
TOTAL	SALARIES	1,392,370.19	117,466.78	575,769.17	.00	816,602.02	
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
TOTAL	WAGES	100,551.93	7,985.67	55,222.18	.00	45,329.75	
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	-198,046.58	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
TOTAL	EMPLOYER BENEFITS	424,393.08	39,937.77	199,337.31	.00	225,055.77	
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	-18,040.87	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
70265	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
70761	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
70763	Cable-Internal Charges	.00	222.00	1,110.00	.00	-1,110.00	U
70767	Cell-Internal Charges	.00	110.75	543.11	.00	-543.11	U

# Examples of Questions you might ask yourself while looking at FZRBDSC?

- 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  
 March 08, 2010

Auburn University  
 Organization Detail Activity  
 From 01-FEB-10 to 28-FEB-10

Page: 18

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)



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

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

FZRFATE

Auburn University

Page 1

From Dates 01-OCT-09 to 28-FEB-10

Potential Error Identification Report using Fund Attributes

College: 1 AU Main Campus  
School: 1 AU Main Campus  
Department: 1 AU Main Campus  
Organization: 1 AU Main Campus

Fund	FT	Fund Desc	Org	Org Desc	Acct	Prog	Trans Date	Doc Code	Amount	Exp Org and Descr	Additional Errors
101001	1A	AU Unrestricted	200001	Chancellor's O	780	7000	10/01/2009	YABC0902	-2,973.24	Fnd Dv. 1/Org Dv. 2	
101001	1A	AU Unrestricted	403028	Comm Hort	780	3010	10/01/2009	YABC0902	-90.00	Fnd Dv. 1/Org Dv. 4	
101001	1A	AU Unrestricted	403029	Ho Gr Gard & H	780	3010	10/01/2009	YABC0902	-75.00	Fnd Dv. 1/Org Dv. 4	
101001	1A	AU Unrestricted	404023	Catfish Value	780	3010	10/01/2009	YABC0902	-17.14	Fnd Dv. 1/Org Dv. 4	
101001	1A	AU Unrestricted	404031	Aquaculture Ed	780	3010	10/01/2009	YABC0902	-16.55	Fnd Dv. 1/Org Dv. 4	
101002	1A	AU Unrestricted	214007	Nursing Excess	780	1020	10/01/2009	YABC0904	-1,364.76	Fnd Dv. 1/Org Dv. 2	
101002	1A	AU Unrestricted	270030	Investment Inc	780	R100	10/01/2009	YABC0904	15,905.87	Fnd Dv. 1/Org Dv. 2	
101002	1A	AU Unrestricted	302302	CHILTON AH SUB	57110	R100	11/10/2009	J0119423	50.00	Fnd Dv. 1/Org Dv. 3	
101002	1A	AU Unrestricted	302302	CHILTON AH SUB	57110	R100	12/16/2009	J0122051	50.00	Fnd Dv. 1/Org Dv. 3	
101002	1A	AU Unrestricted	302318	FARM SERV UNIT	780	2050	10/01/2009	YABC0904	-39.38	Fnd Dv. 1/Org Dv. 3	
101002	1A	AU Unrestricted	302724	BSEN Dougherty	780	2055	10/01/2009	YABC0904	-11.25	Fnd Dv. 1/Org Dv. 3	
101002	1A	AU Unrestricted	303539	START UP - JEP	70770	2055	11/04/2009	J0119151	112.00	Fnd Dv. 1/Org Dv. 3	
101002	1A	AU Unrestricted	303585	Boat Operation	700	2055	12/01/2009	J0120848	4,726.00	Fnd Dv. 1/Org Dv. 3	
101002	1A	AU Unrestricted	303585	Boat Operation	780	2055	10/01/2009	YABC0904	-4,726.00	Fnd Dv. 1/Org Dv. 3	
101002	1A	AU Unrestricted	404013	Fld Trials Mar	780	3010	10/01/2009	YABC0904	6.91	Fnd Dv. 1/Org Dv. 4	
101002	1A	AU Unrestricted	404612	Sales - Public	780	3010	10/01/2009	YABC0904	1,719.70	Fnd Dv. 1/Org Dv. 4	
101002	1A	AU Unrestricted	404618	Extension FCS	780	3010	10/01/2009	YABC0904	190.00	Fnd Dv. 1/Org Dv. 4	
101003	1A	AU Unrestricted	303218	ADS RESEARCH C	70940	2050	11/13/2009	J0119979	91.68	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	303831	HORT RES PRG-W	70940	2050	10/02/2009	I0716300	101.41	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	303831	HORT RES PRG-W	70940	2050	10/02/2009	I0716301	223.17	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	01/08/2010	I0758695	98.11	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	10/05/2009	I0717405	40.94	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	10/05/2009	I0717408	81.88	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	10/05/2009	I0717414	40.94	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	10/26/2009	I0728045	43.30	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	10/26/2009	I0728053	42.33	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	10/26/2009	I0728057	40.94	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	10/26/2009	I0728060	40.94	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	10/26/2009	I0728063	4.05	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	11/20/2009	I0741177	58.88	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	01/08/2010	I0758636	22.11	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	01/08/2010	I0758638	40.94	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	01/08/2010	I0758641	40.94	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	01/08/2010	I0758643	273.28	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	01/08/2010	I0758645	42.33	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	12/03/2009	J0121154	41.84	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	01/25/2010	J0123980	55.45	Fnd Dv. 1/Org Dv. 3	
101003	1A	AU Unrestricted	360001	SYN OF ENGOVAL	70915	2054	01/25/2010	J0123980	123.48	Fnd Dv. 1/Org Dv. 3	

1 of 177

Unknown Zone

Done



# 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.

File Edit Go To Favorites Help

https://eprint.auburn.edu/cgi-bin/getreport.cgi?DETAIL=FZODOS1.2010\_03\_06\_01&TYPE=PDF&SORTKEY=

Save a Copy Search Select 90% Sign

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	127,851.15	127,851.15	.00	5,000.00	.00	15,000.00	18,927.09	92,924.06	112,851.15
20	272771 Business Dvmt Gift	.00	117,073.58	117,073.58	19,813.11	6,301.12	206,688.21	48,209.24	8,494.68	267,057.87	277,718.9
20	272772 Business Outreach Dvmt 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 680509	.00	13,181.50	13,181.50	.00	.00	.00	.00	.00	13,181.50	13,181.50
20	272775 Free Enterprise BU Drshp 691827	.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 691	.00	.00	.00	.00	.00	.00	.00	.00	.00	57,708.2
20	272778 Bus School Prg Enhmnt Gift 691	.00	66,719.19	66,719.19	.00	235.00	.00	1,545.54	.00	66,173.65	66,173.65
20	272779 Mitchell-Zale Facility Dvmt 691	.00	10,037.55	10,037.55	.00	.00	.00	.00	.00	10,037.55	10,037.55
20	272780 Biggie Bus Program Gift 691886	.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 Plainsmen Gift 6	.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	32,880.69	32,880.69	298.00	-408.00	1,858.00	6,630.48	.00	28,108.21	27,508.2
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	17,540.86
20	272786 Heard Wm Prog Enhmnt 692117/69	.00	27,291.88	27,291.88	.00	.00	.00	.00	.00	27,291.88	27,291.88
20	272788 Lowder R&C Exec Res Bus 692322	.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 & Entship Gift 69	.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	5,600.00	18,200.00	15,200.00	.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 Pursell 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	67,295.68	.00	54,246.22	216,559.46	270,805.4
20	290551 Lowder Edward Teaching Awd 691	.00	36,498.94	36,498.94	.00	.00	.00	.00	.00	36,498.94	36,498.94
20	290553 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	290554 Douglas Logan Meml MBA Faculty	.00	2,500.00	2,500.00	.00	.00	.00	2,500.00	.00	.00	.00
20	290555 Debra Lucas Study Abroad Annua	.00	688.36	688.36	81.34	.00	616.70	.00	.00	1,285.06	1,285.06
20	299551 State Farm BU Endw Exc 692341	.00	26,260.36	26,260.36	.00	15.92	.00	2,156.18	.00	24,104.18	23,890.6
20	299552 Synovus Business Exc 691668	.00	2,563.35	2,563.35	.00	.00	.00	.00	.00	2,563.35	2,563.35
20	299553 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	299554 Philip Morris Business Exc 691	.00	1,236.33	1,236.33	.00	.00	.00	.00	.00	1,236.33	1,236.33
20	299555 McCartney W Bus Teaching Exc 6	.00	214.00	214.00	.00	.00	.00	.00	.00	214.00	214.00
20	299556 Stephanson R Business Exc 6917	.00	2,802.60	2,802.60	.00	.00	.00	.00	.00	2,802.60	2,802.60
20	299557 W McTyre Business Endw Exc 6	.00	1,133.53	1,133.53	.00	.00	.00	1,000.00	.00	133.53	133.53
20	299558 Olan Mills Acct Exc 691951	.00	20,338.87	20,338.87	.00	.00	.00	.00	.00	20,338.87	20,338.87
20	299559 Griffith L Business Exc 691954	.00	3,211.40	3,211.40	.00	.00	.00	.00	.00	3,211.40	3,211.40
20	299560 Phillips Fdn Business Exc 2995	.00	4,572.67	4,572.67	.00	.00	.00	.00	.00	4,572.67	4,572.67
20	299561 Bickerstaff Endw Ex Business 6	.00	5,146.13	5,146.13	.00	.00	.00	.00	.00	5,146.13	5,146.13
20	299562 Wm Sewall Endw Ex Business 692	.00	2,357.01	2,357.01	.00	.00	.00	.00	.00	2,357.01	2,357.01
20	299563 Atlanta Alumni Endw Ex Bus 692	.00	5,911.19	5,911.19	.00	.00	.00	.00	.00	5,911.19	5,911.19
20	299564 Gus Clements Endw Bus Exc 6926	.00	1,594.69	1,594.69	.00	.00	.00	.00	.00	1,594.69	1,594.69
20	299567 Synovus Fdn Finance Felty Ex 6	.00	28,923.48	28,923.48	.00	.00	.00	.00	.00	28,923.48	28,923.48
20	299568 Charles Jager Business Exc 692	.00	1,418.18	1,418.18	.00	.00	.00	.00	.00	1,418.18	1,418.18
20	299570 Joe & Gerv Martin BU Excel 692	.00	5,533.38	5,533.38	.00	.00	.00	.00	2,828.11	2,694.25	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



College: 111 Assoc VP for Bus-Fin & Controller School: 1110 Assoc VP for Bus-Fin & Co Department: 11145 Controllers' Office Admin

Fund/Org: 101001-211050 Property Services

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>LAGOS/BENEFITS</b>									
600	Salaries	\$9,221.00	.00	.00	.00	.00	.00	.00	.00
60005	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	91,142.24	.00	.00	.00	.00	.00	.00	.00
61000	Staff Wages Full Time	.00	10,747.07	7,264.72	7,264.72	7,264.72	7,264.72	.00	32,485.91
620	Employee Benefits	45,999.81	.00	.00	.00	.00	.00	.00	.00
62090	Fringe 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 LAGOS/BENEFITS</b>		207,353.05	21,988.24	17,114.94	17,114.98	17,114.97	17,114.98	.00	66,342.69
<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	22.94	.34	.00	30.89
70100	Equipment Rental	.00	98.69	98.69	98.69	98.69	98.69	.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	116.17	96.62	96.59	96.10	96.70	.00	512.14
70762	Data-Internal Charges	.00	281.29	209.03	209.03	209.03	209.03	.00	1,315.40
70763	Cable-Internal Charges	.00	18.50	18.50	18.50	18.50	18.50	.00	92.50
70820	Insurance Premiums	.00	.00	.00	551.40	507.80	.00	.00	1,359.96
70851	Copying	.00	.00	91.60	.00	14.26	14.11	.00	161.97
70910	Liquid Fuel Gas & Oil	.00	16.97	19.58	15.11	17.65	.00	.00	149.31
70915	Office Supplies	.00	.00	.00	116.95	.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	14,855.50	.00	.00	.00	.00	.00	.00	.00
<b>TOTAL OTHER OPERATING EXP</b>		96,411.00	598.55	598.05	-3,761.97	1,378.78	470.48	.00	-707.11
<b>BUDGET TOTAL</b>		101,760.05							
<b>MONTHLY TOTALS</b>									
Revenues			.00	.00	.00	.00	.00	.00	.00
Expenses			22,474.79	17,701.89	11,750.91	19,492.65	17,595.34	.00	89,608.58
<b>NET AVAILABLE</b>		214,177.47							

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