

Finance Report

FI-Fund Balance Month End - Data Reference Sheet - College/Division and Administrative Tabs

Purpose: Provide Fund Balance information for selected fund types.

College/Division tab provides summary information subtotaled by Fund Type Level 2, and Fund Level 3.

Administrative Tab report provides summary information, as above, but one can choose Fund Level 3 or Fund Level 5 detail.

Examples for Report Use:

- Export to Excel and analyze fund balance as of the last closed period for specific funds within a fund type.
- Compare fund balance across Fiscal Years or Period(s) to track historical changes. (Administrative Tab, only)
- Monitor fund activity and balances for budget purposes. Level 3 fund codes, (for Unrestricted Funds only) equate to the annual Budget Exhibit pages.

Reference: This report provides information similar to that provided by the Banner Forms and e-Print reports shown below.

Banner INB – Form Name	e-Print – Report Name
FGITBAL	ZAFGRBD

Prompts: College/Div. Selection option: Fund Type

Administrative Select options: Fiscal Year, Fiscal Period, Fund Type and, Level of Detail.

Updated Frequency: The data is updated daily, however the College/Division report is as of the last close period.

Report Data Results - For Fund Level 3 Report

Note: This report presents expenses as debits and revenues as (credits).

Fund Lvl. 2: Purpose of Fund Level 2 varies according to Fund Type.

Example: Unrestricted Fund Level 2 provides Budget Exhibit Information.



- Fund Lvl. 3:** Purpose of Fund Level 3 varies according to Fund Type.
Example: Unrestricted Fund Level 3 provides Budget Exhibit Page Information
- Fund Lvl Desc. 3:** Varies with Fund Type. Example: Unrestricted Funds - Bookstore Carlsbad
- End Bal PY:** Banner Fund Balance at the close of the prior fiscal year.
- Beg Bal CY:** College/Div Tab: Banner Beginning Fund Balance for the current fiscal year. Difference between “End Bal PY” and this column represents financial statement adjustments.
- Administrative Tab: Banner Beginning Fund Balance for the Fiscal Year and Fiscal Period selected.
- Difference between “End Bal PY” and this column represents financial statement adjustments.
- Revenue:** College/Div Tab: YTD Revenue as of the last closed period.
Administrative Tab: YTD Revenue for FY through the period selected.
- Expense:** College/Div Tab: YTD Expense as of the last closed period.
Administrative Tab: YTD Expense for FY through the period selected.
- Transfers:** Beginning in FY 2010 transfers will appear in a separate column. Prior to FY 2010 transfers were included in the Revenue Column and the Transfer Column will show \$0.
- End Bal.:** College/Div Tab: Ending Banner Fund Balance for the Fiscal Year through the last closed period.
- Administrative Tab: Ending Banner Fund Balance for the Fiscal Year through the Period selected.
- Summary:** The last 2 lines of the report totals the column first by Campus and then by Fund Type.

For questions email cognos_help@nmsu.edu

