



Austin Peay State University

Budget Training Guide

Updated August 2022

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Banner Introduction and Logging In

What is Banner?

Banner is a higher education enterprise resource planning and student information system. APSU uses the Finance module for maintaining the budget and recording financial information.

Budget Information Sources

There are a few options available to obtain budget information from Banner. It is recommended that the user tries out each option and determine what works best for themselves. The options are Banner Finance, Web Self Service – Budget Query, and ePrint. This guide will go over each option in detail.

Logging into Banner Finance

In the web browser (Chrome is recommended), navigate to the OneStop login webpage. The link can be found on the APSU A-Z Index webpage.

Click Login and enter your APSU username and password on the next page.

AP Austin Peay
State University
CLARKSVILLE TENNESSEE

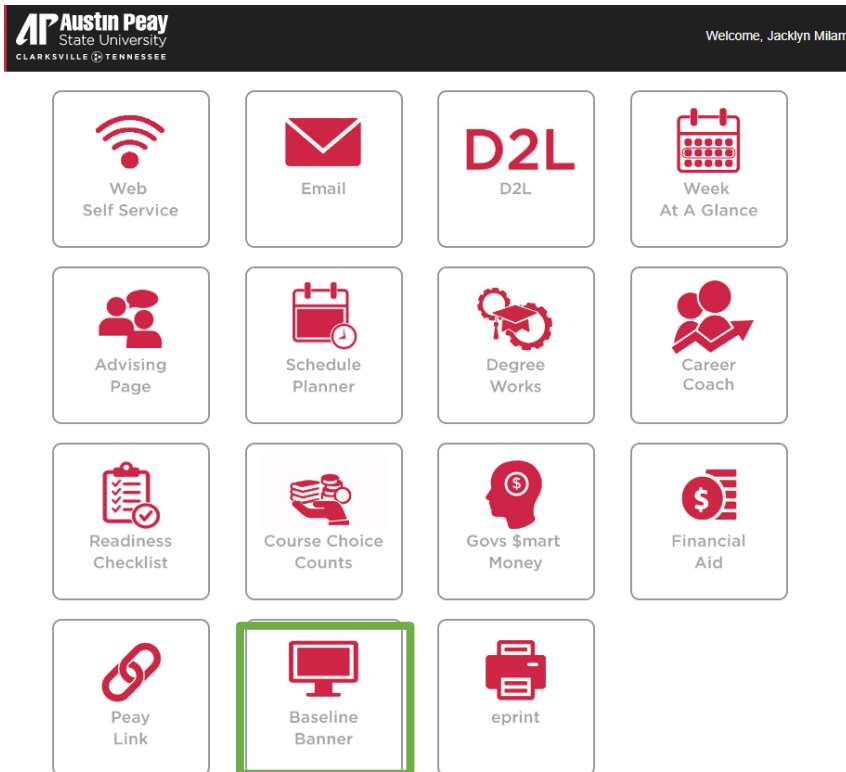
Important Announcements
No updates

Login to OneStop
[Login](#)
[Student/Employee Password Recovery/Reset](#)
Please Logout!
Please remember to logout when you have finished using AP OneStop, especially if you are in a computer lab or public area.

Daily Announcements

2022-05-21 Love Our Earth with Sustainability Club and class
2022-08-19 Glowchella
2022-08-19 Freshman Convocation

On the next page, click the Baseline Banner icon to open Banner.



Banner will open and be ready to use. The search bar will be the main navigation tool to multiple Finance screens within Banner. Simply type in the screen (FGIBDST, FGIBSUM, etc. – See Banner Finance section for explanations) you want and press enter. The Banner Finance section will go over a few useful screens in detail.



Logging into Web Self Service – Budget Queries

After logging into One Stop, click Web Self Service.

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Welcome, Jacklyn Milam

- Web Self Service
- Email
- D2L
- Week At A Glance
- Advising Page
- Schedule Planner
- Degree Works
- Career Coach
- Readiness Checklist
- Course Choice Counts
- Govs \$mart Money
- Financial Aid
- Peay Link
- Baseline Banner
- eprint

On the next page, click the Finance tab, then click Budget Queries.

Personal Information Student Employee Finance

Finance

Budget Queries

Encumbrance Query

View Document

Delete Finance Template

Govs e-shop

NEW! Student Bursar Page

Search Completed Documents

PoBox Management

Post Office Management System

Travel

Budget Queries will open and be ready for use. The Web Self Service section will show how to retrieve budget queries.

Budget Queries

To create a new query choose a query type and select Create Query. To retrieve :

Create a New Query

Type

Retrieve Existing Query

Saved Query

Logging into ePrint

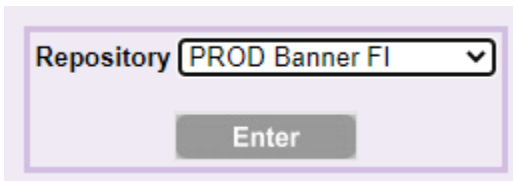
After logging into One Stop, click ePrint.

AP Austin Peay State University CLARKSVILLE TENNESSEE

Welcome, Jacklyn Milam

Web Self Service	Email	D2L	Week At A Glance
Advising Page	Schedule Planner	Degree Works	Career Coach
Readiness Checklist	Course Choice Counts	Govs \$mart Money	Financial Aid
Peay Link	Baseline Banner	eprint	

On the next page, click the drop down and select PROD Banner FI. Then click Enter. The ePrint section will show how to retrieve reports.

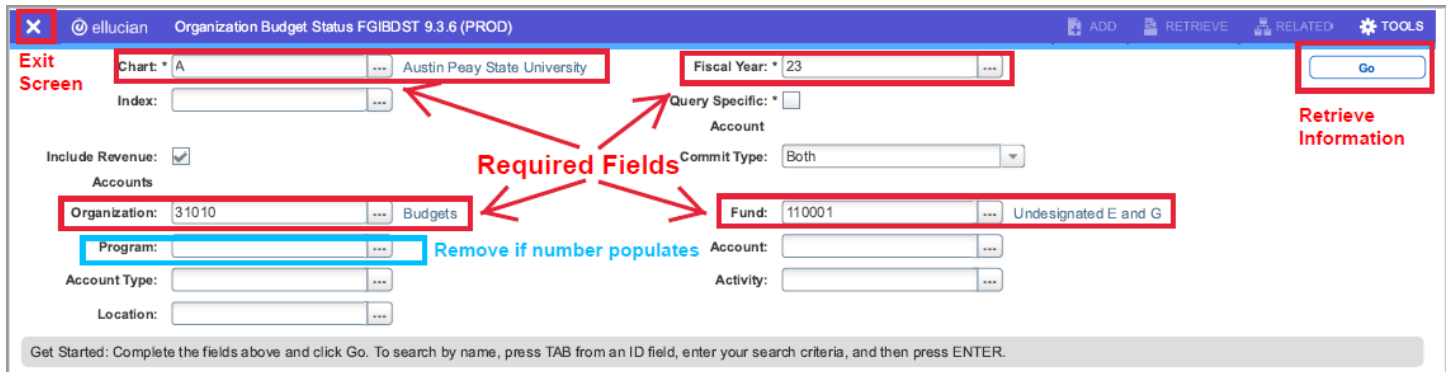


The image shows a screenshot of a web form. On the left, the word "Repository" is followed by a dropdown menu. The dropdown menu is currently open, showing the selected option "PROD Banner FI" with a small downward-pointing arrow on the right side. Below the dropdown menu is a grey button with the text "Enter" in white.

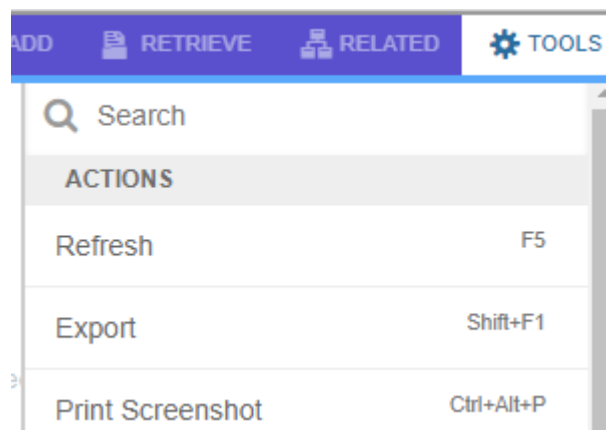
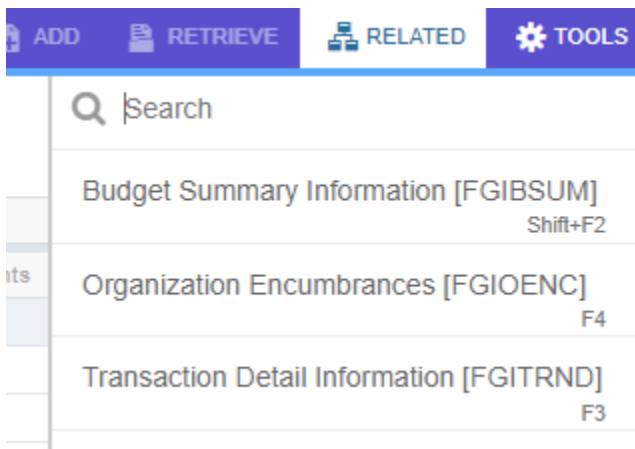
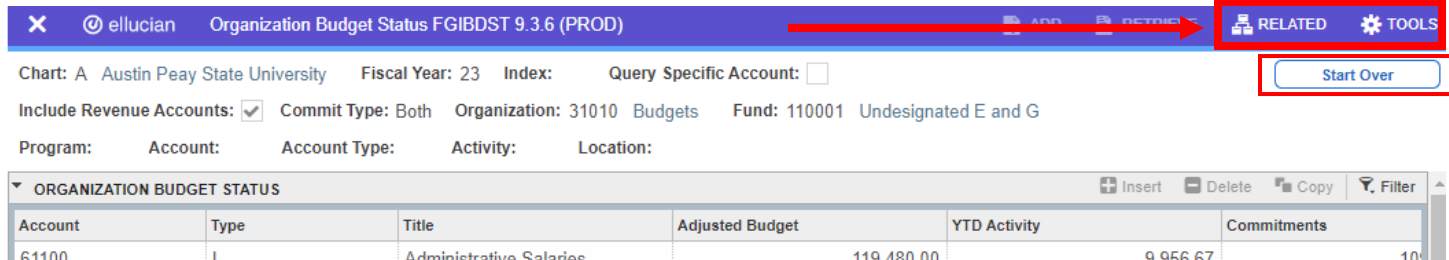
Banner Finance

Navigating Banner Finance Screens

On Banner's Finance screens, the user will see input fields that will retrieve budget information based on what is entered. Once the fields have been completed, the user will click the Go button to see budget information. While each screen may have slightly different fields, the required information will be the same: Chart of Accounts (A), Fiscal Year, Organization, and Fund (110001). Chart of the Accounts and Fiscal Year will usually automatically populate for A chart of accounts and the current fiscal year. In addition, it is recommended the program code is removed so the budget is not limited to it.



After Go is clicked, the user will see budget information based on what was inputted in the fields. From here, the user can navigate to other Finance screens by clicking the Related box. In the Tools box, the user can print or export the information to a CSV file. In addition, the user can click Start Over so they can enter a new query.



FGIBDST – Organization Budget Status

Summarizes Adjusted Budget, YTD Activity, Commitments, and Available Balance by each Account Code.

By clicking the Related box, you can navigate to:

FGIBSUM – Organization Budget Summary

FGIOENC – Organizational Encumbrance List

FGITRND – Detail Transaction Activity

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: A Austin Peay State University Fiscal Year: 23 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both [Start Over](#)

Organization: 31010 Budgets Fund: 110001 Undesignated E and G Program: Account: Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
61100	L	Administrative Salaries	116,000.00	0.00	0.00	116,000.00
61600	L	Professional Support Salaries	68,000.00	0.00	0.00	68,000.00
61610	L	Longevity Prof	2,300.00	0.00	0.00	2,300.00
62000	L	Employee Benefits Budget Pool	66,700.00	0.00	0.00	66,700.00
73000	E	Travel Budget Pool	2,000.00	0.00	0.00	2,000.00
74000	E	Operating Expense Budget Pool	2,000.00	0.00	0.00	2,000.00
Net Total			-257,000.00	0.00	0.00	

Record 1 of 6

FGIBSUM – Organization Budget Summary

Summarizes by each account type: Revenue, Labor, Direct Expenditures, and Transfers.

Organization Budget Summary FGIBSUM 9.3.14 (PROD)

Chart of Accounts: A Fiscal Year: 23 Organization: 31010 Budgets Fund: 110001 Undesignated E and G Commit Indicator: Both [Start Over](#)

Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Labor	253,000.00	0.00	0.00	253,000.00
Direct Expenditures	4,000.00	0.00	0.00	4,000.00
Transfers				
Net: Revenue minus(Labor ...	-257,000.00	0.00		
Total Commitments			0.00	

Record 1 of 4

FGIBAVL – Budget Availability Status

Summarizes budget pool accounts for direct expenditures. It does not include labor or transfers.

ellucian Budget Availability Status FGIBAVL 9.3.13 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: A Fiscal Year: 23 Index: Commit Type: Both Fund: 110001 Undesignated E and G Organization: 31010 Budgets Start Over

Account: 73000 Travel Budget Pool Program: Keys ---> Control Fund: 110001 Control Organization: 31010

Control Account: 73000 Control Program: Pending Documents:

BUDGET AVAILABILITY STATUS Insert Delete Copy Filter

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
73000	Travel Budget Pool	2,000.00	0.00	0.00	2,000.00	<input type="checkbox"/>
74000	Operating Expense Budget Pool	2,000.00	0.00	0.00	2,000.00	<input type="checkbox"/>
Total		4,000.00	0.00	0.00	4,000.00	

1 of 1 Per Page Record 1 of 2

FGITRND – Detail Transaction Activity

Displays transaction details that includes encumbrances, expenses, and budget entries.

ellucian Detail Transaction Activity FGITRND 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS

COA: A Fiscal Year: 22 Index: Fund: 110001 Organization: 31010 Account: 74510 Program: Activity: Location: Period: Commit Type: Both Start Over

DETAIL TRANSACTION ACTIVITY Insert Delete Copy Filter

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *
74510	31010	450	ENC	-22.43	-	INEI	IG026749	06/28/2022	07/06/2022	Staples Business Advantage	U	110001
74510	31010	450	ENC	-2.85	-	INEI	IG026749	06/28/2022	07/06/2022	Staples Business Advantage	U	110001
74510	31010	450	ENC	-2.73	-	INEI	IG026749	06/28/2022	07/06/2022	Staples Business Advantage	U	110001
74510	31010	450	ENC	-1.92	-	INEI	IG026749	06/28/2022	07/06/2022	Staples Business Advantage	U	110001
74510	31010	450	YTD	1.92	+	INEI	IG026749	06/28/2022	07/06/2022	Staples Business Advantage	U	110001
74510	31010	450	YTD	2.73	+	INEI	IG026749	06/28/2022	07/06/2022	Staples Business Advantage	U	110001
74510	31010	450	YTD	2.85	+	INEI	IG026749	06/28/2022	07/06/2022	Staples Business Advantage	U	110001
74510	31010	450	YTD	22.43	+	INEI	IG026749	06/28/2022	07/06/2022	Staples Business Advantage	U	110001
74510	31010	450	ENC	-7.10	-	INEI	IG026749	06/28/2022	07/06/2022	Staples Business Advantage	U	110001
74510	31010	450	YTD	7.10	+	INEI	IG026749	06/28/2022	07/06/2022	Staples Business Advantage	U	110001
74510	31010	450	ENC	1.92	+	PORD	P2208732	06/13/2022	06/15/2022	Staples Business Advantage	U	110001
74510	31010	450	ENC	2.73	+	PORD	P2208732	06/13/2022	06/15/2022	Staples Business Advantage	U	110001
74510	31010	450	ENC	2.85	+	PORD	P2208732	06/13/2022	06/15/2022	Staples Business Advantage	U	110001
74510	31010	450	ENC	7.10	+	PORD	P2208732	06/13/2022	06/15/2022	Staples Business Advantage	U	110001
74510	31010	450	ENC	22.43	+	PORD	P2208732	06/13/2022	06/15/2022	Staples Business Advantage	U	110001

The user can click the Filter icon to filter for specific types of transactions. For example, if the user wanted to see only YTD transactions, they would enter YTD in the Field box and click Go. This would only show YTD transactions and remove other transactions such as encumbrances and budget entries.

DETAIL TRANSACTION ACTIVITY Insert Delete Copy Filter

Basic Filter Advanced Filter ✕

Field +

Clear All Go

FGIOENC – Organizational Encumbrance List

Displays a list of open encumbrances.

From the Related box, you can navigate to:

FGIENCD – Detail Encumbrance Activity

ellucian Organizational Encumbrance List FGIOENC 9.3.14 (PROD)									
Chart: A Fiscal Year: 23 Index: Organization: 46101 Biology Fund: 110001 Undesignated E and G									
ORGANIZATIONAL ENCUMBRANCE LIST									
Encumbrance	Vendor	Item	Acct	Prog	A...	L...	Amount	Commit Type	
P2300019	Fisher Scientific Company LLC	1	74510	200			113.68	U	
P2300019	Fisher Scientific Company LLC	2	74510	200			869.45	U	
P2300019	Fisher Scientific Company LLC	3	74510	200			258.00	U	
P2300019	Fisher Scientific Company LLC	4	74510	200			142.10	U	
P2300020	Fisher Scientific Company LLC	1	74510	200			87.50	U	
P2300091	American Paper and Twine Co	1	74510	200			74.48	U	

FGITBSR – Trial Balance Summary

FGITBSR is used for restricted funds (see Accounting Definitions). These types of funds have balances that transfer from year to year, and they can only be checked on the trial balance. The previous screens discussed only contains current fiscal year balance information and it does not consider the past fiscal years. This section will provide a brief overview of the FGITBSR screen. If you have specific questions about a specific restricted fund, please contact Accounting Services.

Enter the fund number and click Go. The screen will display revenue and expenses for the current fiscal year along with some other account information.

ellucian Trial Balance Summary FGITBSR 9.0 (PROD) ADD RETRIEVE RELATED TOOLS

COA: * A Fiscal Year: * 22 **Go**

Austin Bay State University

Fund: OR Fund Type:

Account: OR Acct Type:

The account that starts with 42, as shown below, will contain the balance from the previous year.

The Current Fund Balance is at the bottom. This number represents the amount available to spend or what has been over drawn at the current time of query. A credit balance means there are available funds to spend. A debit balance means the fund has spent more than what was available. Think of it as a balance in a bank checking account.

In this example, it has a credit balance of \$21,130.69 which means the fund has that much available for spending. If it was a debit balance, it would be overspent by that much.

Finally, keep in mind that encumbrances are not included in the Current Fund Balance. The balance represents current funds and not future funds. There is an encumbrance for this fund example, so the available future funds are the fund balance minus the encumbrance. $\$21,130.69 - \$380.00 = \$20,750.69$

CURRENT FUND BALANCE								Insert	Delete	Copy
Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit			
11	11000	Claim on Cash	47,586.47	Debit		21,130.69	Debit			
11	11010	Cash in Bank	0.00	Debit		0.00	Debit			
11	11500	Local Government Investment Pool	0.00	Debit		0.00	Debit			
11	16599	Interchart Transaction Clearing	0.00	Debit		0.00	Debit			
21	21000	Accounts Payable	0.00	Credit		0.00	Credit			
31	3021	Expenditure Control	0.00	Debit		26,455.78	Debit			
31	3041	Encumbrance Control	0.00	Debit		380.00	Debit			
31	3043	Reserve for Encumbrances	0.00	Credit		380.00	Credit			
41	42700	Other	47,586.47	Credit		47,586.47	Credit			
41	42700	Unencumbered Net Position	0.00	Credit		0.00	Credit			
	Total	ALL ACCOUNTS	0.00							
						Current Fund Balance	21,130.69	Credit		

Web Self Service – Budget Query

Budget Status by Account

In the drop down, select Budget Status by Account and click Create Query.

Budget Queries

To create a new query choose a query type and select Create Query. To retrieve :

Create a New Query

Type

Budget Status by Account ▼

Create Query

Retrieve Existing Query

Saved Query

None ▼

Retrieve Query

Check the following boxes and click Continue.

Select the Operating Ledger Data columns to display on the report.

<input checked="" type="checkbox"/> Original Budget	<input checked="" type="checkbox"/> Year to Date
<input checked="" type="checkbox"/> Budget Adjustment	<input checked="" type="checkbox"/> Encumbrances
<input checked="" type="checkbox"/> Adjusted Budget	<input checked="" type="checkbox"/> Reservations
<input type="checkbox"/> -- NA Temporary Budget	<input checked="" type="checkbox"/> Commitments
<input type="checkbox"/> -- NA Accounted Budget	<input checked="" type="checkbox"/> Available Balance

Save Query as:

Shared

Continue

Enter the Fiscal Year, Fiscal Period, Chart of Accounts, Fund, and Organization. For Fiscal Period, select 14 in order to pull all year to date information. On account, the user can enter a specific account or an account pool including the % sign along with the number in the search. It can also be blank to see all account information. Click Submit Query.

Fiscal year:	2023 ▼	Fiscal period:	14 ▼
Comparison Fiscal year:	None ▼	Comparison Fiscal period:	None ▼
Commitment Type:	All ▼		
Chart of Accounts	A	Index	<input type="text"/>
Fund	110001	Activity	<input type="text"/>
Organization (Dept)	31010	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	7%	Account Type	<input type="text"/>
Program	<input type="text"/>		

Include Revenue Accounts

Save Query as:

Shared

Submit Query

The report will display the original budget, budget adjustment, adjusted budget, year to date, encumbrances, reservations, commitments, and available balance. Any undesired columns can be removed in the check box step. Some columns may be redundant to the user. For example, adjusted budget equals original budget and budget adjustment. So, the user may only want the adjusted budget column.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2023			
As of Aug 16, 2022			
Chart of Accounts	A Austin Peay State University	Commitment Type	All
Fund	110001 Undesignated E and G	Program	All
Organization (Dept)	31010 Budgets	Activity	All
Account	7%	Location	All

[View Pending Documents](#)

✔ No pending documents exist

Query Results

Account	Account Title	FY23/PD14 Original Budget	FY23/PD14 Budget Adjustment	FY23/PD14 Adjusted Budget	FY23/PD14 Year to Date	FY23/PD14 Encumbrances	FY23/PD14 Reservations	FY23/PD14 Commitments	FY23/PD14 Available Balance
73000	Travel Budget Pool	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00
74000	Operating Expense Budget Pool	2,000.00	0.00	2,000.00	0.00	0.00	0.00	0.00	2,000.00
74510	Office Supplies	0.00	0.00	0.00	0.00	90.18	0.00	90.18	(90.18)
Report Total (of all records)		4,000.00	0.00	4,000.00	0.00	90.18	0.00	90.18	3,909.82

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

Save Query as:

From here, the user can drilldown by clicking the linked numbers, download the report into a csv file, or save the query for future use. After the drilldown, the user can see transaction details behind a number. In this example, the user drilled down to see the detail behind the travel budget.

Report Parameters

Organization Budget Status Detail Report			
Summary Adopted Budget Transaction Report			
Period Ending Jun 30, 2023			
As of Aug 16, 2022			
Chart of Accounts:	A Austin Peay State University	Commitment Type:	All
Fund:	110001 Undesignated E and G	Program:	All
Organization (Dept):	31010 Budgets	Activity:	All
Account:	73000 Travel Budget Pool	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 01, 2022	Jul 01, 2022	L0000046	Budget FY 2022-23	2,000.00	BD01
Report Total (of all records):				2,000.00	

Available Budget Balance: 2,000.00

The saved query can be retrieved again from the first page and selecting the name of the query.

Create a New Query

Type

Retrieve Existing Query

Saved Query

Budget Quick Query

This query is simpler if the user does not need all the details of the previous query. In the drop down, select Budget Quick Query.

Create a New Query

Type

Enter fiscal year, chart of accounts, fund, and organization. In this example, the user is using a percent sign to pull only operating accounts. You also save the query on this screen. Click Submit Query.

Fiscal year:	<input type="text" value="2023"/>		
<input type="button" value="Chart of Accounts"/>	<input type="text" value="A"/>	<input type="button" value="Index"/>	<input type="text"/>
<input type="button" value="Fund"/>	<input type="text" value="110001"/>	<input type="button" value="Grant"/>	<input type="text"/>
<input type="button" value="Organization (Dept)"/>	<input type="text" value="31010"/>	<input type="button" value="Account"/>	<input type="text" value="7%"/>
<input type="button" value="Program"/>	<input type="text"/>	<input type="button" value="Activity"/>	<input type="text"/>
<input type="button" value="Location"/>	<input type="text"/>	Commitment Type:	<input type="text" value="All"/>

Include Revenue Accounts

Save Query as:


Shared

The report will display the adjusted budget, year-to-date, commitments, and available balance. This report does not allow the user to drilldown and save it as a csv file.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2023			
As of Aug 16, 2022			
Chart of Accounts	A Austin Peay State University	Commitment Type	All
Fund	110001 Undesignated E and G	Program	All
Organization (Dept)	31010 Budgets	Activity	All
Account	7%	Location	All

[View Pending Doc](#)

 No pending

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
73000	Travel Budget Pool	2,000.00	0.00	0.00	2,000.00
74000	Operating Expense Budget Pool	2,000.00	0.00	0.00	2,000.00
74510	Office Supplies	0.00	0.00	90.18	(90.18)
Report Total (of all records)		4,000.00	0.00	90.18	3,909.82

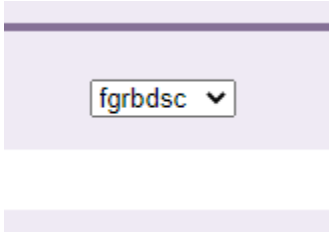
[Another Query](#)

ePrint




FGRBDSC – Budget Status (Current Period)

FGRBDSC is a monthly report that is released a few days after the end of the month. It displays the budget, activity within the month, year-to-date activity, encumbrances, and available balance.

In the drop down at the bottom of the page, select FGRBDSC.






The report will appear at the top of the page. Next, click the Drill icon.

		Report	Description	Latest Date	
			fgrbdsc	Budget Status (Current Period) Report	Thu Aug 04, 2022 11:01pm

You will have the option of choosing between A chart (University) or F chart (Foundation). Keep in mind that this report only shows information for the current fiscal year. Restricted funds (A or F chart) have balances that carry over from year to year, but it will not appear on this report.

In this example, A chart will be used. PDF and Text can be clicked to retrieve a report for all A chart funds and orgs. Click the magnifying glass to further drilldown to a specific fund or org.

			Budget Status (Current Period) AS OF 31-JUL-2022 , Chart A		
---	---	---	--	--	--

The Page Key dropdown gives you the option to search by fund or org. Enter the org and click Go.

The image shows a search interface with the following elements:

- Page Key:** A dropdown menu set to 'Orgn'.
- Pick Values Manually:** A section containing a 'Go' button.
- Search:** A text input field containing '31010' and a 'Go' button.
- Range:** A section with two empty text input fields separated by 'to', and a 'Go' button.
- Saved Searches:** A section with a dropdown menu, a refresh icon, and a 'Delete' button.

On the next page, you will have the option of saving the report as a PDF or Text file. When you click PDF, the report will open and you will be able to save it.

The image shows a report generation interface with the following elements:



- PDF TEXT:** Two icons representing file formats.
- Search Name:** A text input field.
- Save:** A button to initiate the save process.

REPORT FGRBDC Austin Peay RUN DATE: 08/04/2022
 FISCAL YEAR: 23 Budget Status (Current Period) AS OF 31-JUL-2022 TIME: 10:03 PM
 AS OF 31-JUL-2022 PAGE: 43

COAS: A Austin Peay State University
 FUND: 110001 Undesignated E and G
 FREQ ORG: 31000 Budgets
 ORG: 31010 Budgets

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
61100	Administrative Salaries	119,480.00	9,956.67	9,956.67	109,523.37	-0.04	U
61600	Professional Support Salaries	70,400.00	5,866.67	5,866.67	64,533.37	-0.04	U
61610	Longevity Prof	2,300.00	.00	.00	.00	2,300.00	U
TOTAL	Salaries	192,180.00	15,823.34	15,823.34	174,056.74	2,299.92	
62000	Employee Benefits Budget Pool	66,700.00	.00	.00	.00	66,700.00	U
62005	Hybrid TCRS Retirement	.00	525.06	525.06	.00	-525.06	U
62100	TCRS Retirement Non Faculty	.00	2,178.52	2,178.52	.00	-2,178.52	U
62230	401K Matching Funds	.00	200.00	200.00	.00	-200.00	U
62300	FICA	.00	926.57	926.57	.00	-926.57	U
62400	Medicare FICA	.00	216.70	216.70	.00	-216.70	U
62500	Group Life Insurance	.00	7.92	7.92	.00	-7.92	U
62510	State Group Insurance	.00	2,062.00	2,062.00	.00	-2,062.00	U
TOTAL	Benefits	66,700.00	6,116.77	6,116.77	.00	60,583.23	
73000	Travel Budget Pool	2,000.00	.00	.00	.00	2,000.00	U
TOTAL	Travel	2,000.00	.00	.00	.00	2,000.00	
74000	Operating Expense Budget Pool	2,000.00	.00	.00	.00	2,000.00	U
TOTAL	Operating Expenses	2,000.00	.00	.00	.00	2,000.00	
TOTAL ORGANIZATION							
31010	Budgets						
TOTAL	Salaries and Benefits	258,880.00	21,940.11	21,940.11	174,056.74	62,883.15	
TOTAL	Expenses	4,000.00	.00	.00	.00	4,000.00	
NET		-262,880.00	-21,940.11	-21,940.11	-174,056.74	-66,883.15	

You can also save the query, so it can be used again in the future. Enter the Search Name and click Save.

Search Name

To retrieve the saved query, go back to the pick page. Select the Saved Search you want and click Go. You will arrive at the results page and be able to download the report. You may also rename your Saved Search.

Page Key: ▼

Pick Values Manually

Search:

Range: to

Saved Searches: ▼

FGRODTA – Organizational Detail Activity




FGRODTA is a monthly report that is released a few days after the end of the month. It displays budget activity, transaction activity, and encumbrance activity during the current period.

In the drop down at the bottom of the page, select FGRODTA.






A screenshot of a dropdown menu with the text 'fgrodt' and a downward arrow icon.

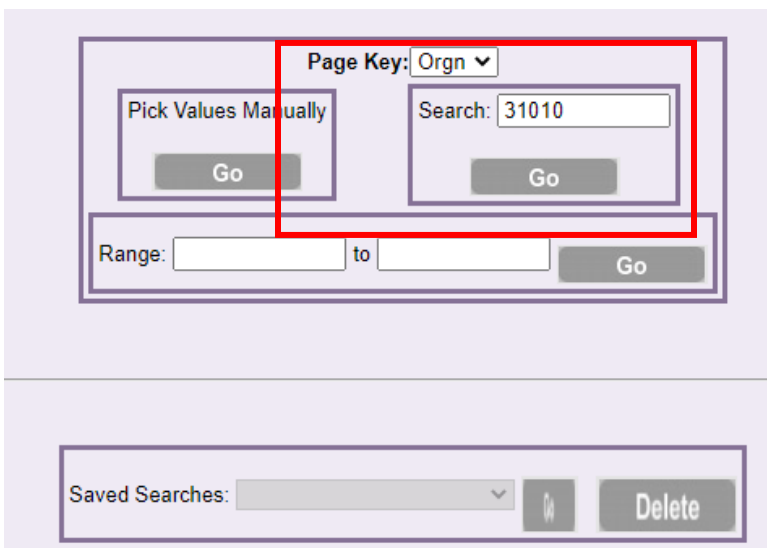
The report will appear at the top of the page. Next, click the Drill icon.

		Report	Description	Latest Date	
			fgrodt	Organization Detail Activity	Thu Aug 04, 2022 11:04pm

You will have the option of choosing between A chart (University) or F chart (Foundation). In this example, A chart will be used. PDF and Text can be clicked to retrieve a report for all A chart funds and orgs. Click the magnifying glass to further drilldown to specific a fund or org.

			Organization Detail Activity From 01-JUL-2022 To 31-JUL-2022 , COAS: A	Thu Aug 04, 2022 10:06pm
---	---	---	--	--------------------------

The Page Key dropdown gives you the option to search by chart of account or org. Enter the org and click Go.



A screenshot of a search interface. A red box highlights the 'Page Key: Orgn' dropdown menu, the 'Search: 31010' input field, and the 'Go' button next to it. Below this, there is a 'Range:' input field with two empty boxes and a 'Go' button. At the bottom, there is a 'Saved Searches:' dropdown menu and a 'Delete' button.

On the next page, you will have the option of saving the report as a PDF or Text file. When you click PDF, the report will open and you will be able to save it.




Search Name Save

04-AUG-2022 10:06:36 PM
FISCAL YEAR 23



Austin Peay
Organization Detail Activity
From 01-JUL-2022 To 31-JUL-2022

PAGE 253
FGRODTA

COAS: A Austin Peay State University
ORG: 31010 Budgets

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REFERENCE	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
Undesignated E and G					110001				
ENDING BALANCE:		401K Matching Funds			62230	0.00	200.00	0.00	
BEGINNING BALANCE:	FICA				62300	0.00	0.00	0.00	
07/31/2022 HGRB F0153657				HR Payroll 2022 MN 7 0	62300		926.57		U
ENDING BALANCE:	FICA				62300	0.00	926.57	0.00	
BEGINNING BALANCE:	Medicare FICA				62400	0.00	0.00	0.00	
07/31/2022 HGRB F0153657				HR Payroll 2022 MN 7 0	62400		216.70		U
ENDING BALANCE:	Medicare FICA				62400	0.00	216.70	0.00	
BEGINNING BALANCE:	Group Life Insurance				62500	0.00	0.00	0.00	
07/31/2022 HGRB F0153657				HR Payroll 2022 MN 7 0	62500		7.92		U
ENDING BALANCE:	Group Life Insurance				62500	0.00	7.92	0.00	
BEGINNING BALANCE:	State Group Insurance				62510	0.00	0.00	0.00	
07/31/2022 HGRB F0153657				HR Payroll 2022 MN 7 0	62510		2,062.00		U
ENDING BALANCE:	State Group Insurance				62510	0.00	2,062.00	0.00	
BEGINNING BALANCE:	Travel Budget Pool				73000	0.00	0.00	0.00	
07/01/2022 BD01 L0000046				Budget FY 2022-23	73000	2,000.00			U
ENDING BALANCE:	Travel Budget Pool				73000	2,000.00	0.00	0.00	
BEGINNING BALANCE:	Operating Expense Budget Pool				74000	0.00	0.00	0.00	
07/01/2022 BD01 L0000046				Budget FY 2022-23	74000	2,000.00			U
ENDING BALANCE:	Operating Expense Budget Pool				74000	2,000.00	0.00	0.00	
BEGINNING BALANCE:	Office Supplies				74510	0.00	0.00	0.00	
07/11/2022 DNEI !0295801 IG026749				Staples Business Advantage	74510		0.00		U
07/11/2022 DNEI !0295801 IG026749				Staples Business Advantage	74510		0.00		U
07/11/2022 DNEI !0295801 IG026749				Staples Business Advantage	74510		0.00		U
07/11/2022 DNEI !0295801 IG026749				Staples Business Advantage	74510		0.00		U
07/11/2022 DNEI !0295801 IG026749				Staples Business Advantage	74510		0.00		U
07/11/2022 DNEI !0295801 IG026749				Staples Business Advantage	74510		0.00		U
ENDING BALANCE:	Office Supplies				74510	0.00	0.00	0.00	

You can also save the query, so it can be used again in the future. Enter the Search Name and click Save.

Search Name Save

To retrieve the saved query, go back to the pick page. Select the Saved Search you want and click Go. You will arrive at the results page and be able to download the report. You may also rename your Saved Search.

The image shows a web interface with several search-related controls. At the top, there is a 'Page Key' dropdown menu set to 'Orgn'. Below this, there are three main search options, each enclosed in a purple-bordered box:

- Pick Values Manually:** A box containing the text 'Pick Values Manually' and a 'Go' button.
- Search:** A box containing a text input field, the label 'Search:', and a 'Go' button.
- Range:** A box containing two text input fields separated by the word 'to', and a 'Go' button.

At the bottom of the interface, there is a red-bordered box containing a 'Saved Searches' section. This section includes a dropdown menu currently showing 'Budget Office', a 'Go' button, and a 'Delete' button.

How to Find Your Balance

The general calculation for balances is:

$$\text{Adjusted Budget} - \text{YTD Activity} - \text{Commitments} = \text{Available Balance}$$

In the example below, the available balance is \$87,093.64.

Adjusted Budget		880,095.00
YTD Activity	-	792,473.12
Commitments	-	<u>528.24</u>
Available Balance	=	87,093.64

ORGANIZATION BUDGET STATUS							Insert	Delete	Copy	Filter
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance				
61300	L	Clerical and Support Salaries	208,096.00	209,696.69	0.00	-1,600.69				
61334	L	Longevity Clerical	7,600.00	7,600.00	0.00	0.00				
61400	L	Student Wages General	10,800.00	2,747.75	0.00	8,052.25				
61600	L	Professional Support Salaries	417,794.00	358,430.53	0.00	59,363.47				
61604	L	Exta Comp APSU Empl	4,500.00	0.00	0.00	4,500.00				
61610	L	Longevity Prof	6,100.00	5,800.00	0.00	300.00				
62000	L	Employee Benefits Budget Pool	196,800.00	0.00	0.00	196,800.00				
62005	L	Hybrid TCRS Retirement	0.00	15,499.65	0.00	-15,499.65				
62100	L	TCRS Retirement Non Faculty	0.00	49,299.09	0.00	-49,299.09				
62200	L	ORP Retirement TIAA Faculty	0.00	11,030.32	0.00	-11,030.32				
		Net Total	-880,095.00	-792,473.12	528.24					

Note: The net total numbers appear as negatives because the calculation is including revenue. Since there is no revenue, the net total results in a negative. Most departments do not collect revenue, so the negative should be ignored.

Budget Revisions

A department may want to submit a budget revision to reallocate funds within the department or provide funds to another department.

If the department wants to make a budget revision, please submit the form found in the link below.

Form: <https://www.apsu.edu/budget/pdfs/APSU-Request-for-Budget-Revision-Form.pdf>

Instructions: <https://www.apsu.edu/budget/pdfs/Instructions-for-Completing-Request-for-Budget-Revision-Form.pdf>

Helpful Information

Accounting Definitions

Unrestricted – Funds that do not have a specific assigned purpose. These funds are collected from tuition, fees, and general University services. It is also called E&G (Education & General).

Restricted – Funds that have been restricted to a specific purpose such as donor gifts and grants.

Chart of Accounts – An index of all financial accounts in the general ledger. APSU has two:

A – University

F – Foundation

Foundation – A separate non-profit entity that relies on funding from private individuals and entities. This funding is typically in the form of gifts.

Revenue – The total amount of income generated from the sale of goods and services.

Receivable – The amount owed to the University. Revenue is recorded when it is earned, regardless if cash is received. A receivable is created when cash has not been received yet.

Expense – The total amount spent on goods or services.

Payable – The amount owed to the vendor. Expense is recorded when it is incurred, regardless if cash has been paid. A payable is created when a bill or invoice has been received but it has not been paid yet.

Encumbrance/Commitments – The amount committed to pay in the future. This includes invoices yet to be paid and employee salaries and wages for the fiscal year.

What is a FOAP(AL)?

Fund – The source of money, such as Unrestricted or Restricted.

Ex: 110001 – University Funds: Received from tuition and State Appropriations.

Organization – The department responsible for the money.

Ex: 31010 – Budget Office: Receives a budget based on available University funds.

Account – The type of transaction taking place.

Ex: 74510 – Office Supplies: The Budget Office purchases pens, staples, and folders.

Program – The reason the transaction is taking place.

Ex: 450 – Institutional Support: The Budget Office supports the entire APSU institution.

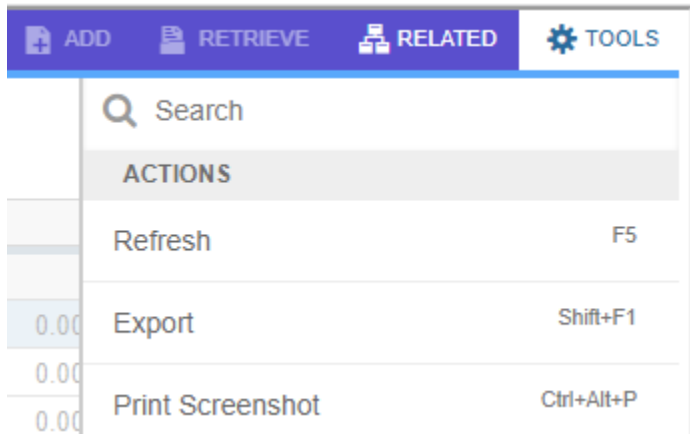
The below are rarely used or not used at all.

Activity – Used for special projects to track specific transactions.

Location – Not used by APSU.

Banner Tips

- For Unrestricted, enter only fund 110001 and department org. If a program code populates, then delete it. A department may have transactions with multiple program codes. So, if your query is narrowed down by a code, you may not see all available information for your department.
- The user can export or print information from the Tools Menu.
 - Export will export information to a CSV file that can be opened in Excel. Once opened, it is recommended the file is saved as an Excel workbook. CSV files do not retain any formatting once closed.
 - Print Screenshot will print the displayed information to a printer or to a PDF file.



Links

Budget and Financial Planning – This webpage includes the budget calendar, forms, policy and links to the University budget summaries.

<https://www.apsu.edu/budget/>

Accounting Services – This webpage includes helpful information about account codes, program codes, accounts payable, and travel. The University financial statements can also be found here.

<https://www.apsu.edu/accounting-services/>

Frequently Asked Questions

When should I contact the Budget Office?

Please contact the Budget Office if you have a question or a problem with your budget.

Examples:

A department has overspent the operating budget. The department would submit a budget revision to move excess travel funds to cover the overage.

A department wants to help fund student travel for another department. The department would also submit a budget revision to move funds from one FOAP to another.

When should I contact Accounting Services?

If you have a question or a problem about actual expenditures or other actual transactions, please contact Accounting Services.

Examples:

The wrong org code was entered on a requisition.

The expenditure was posted to the wrong FOAP.

The department shared the cost of a purchase with another department and the expense needs to be split between two FOAPs.

The department does not see an expenditure posted to Banner and needs help locating it.

Who do I contact about _____?

Foundation: Accounting Specific – Contact Foundation liaison in Accounting Services

Foundation: General Inquiries – Contact Advancement Office

Grants: Accounting Specific – Contact Grants Accountant in Accounting Services

Grants: General Inquiries – Contact Office of Research and Sponsored Programs

Other Restricted Funds (Discretionary, Agency, Etc) – Contact Accounting Services

Payroll – Payroll Office

Travel – Contact Travel Clerk in Accounts Payable

Govs eShop – Contact Purchasing

Purchasing/Travel Cards – Contact Purchasing

Cash/Check Deposits: Contact Cashier Office in Student Account Services

Does my department budget roll over to the next fiscal year?

No. APSU uses a centralized budget model where the operating resources are tied to University goals and objectives. Working within the University's shared governance process, the President has responsibility and full authority to propose a budget/spending plan to the Board of Trustees. APSU policy 1:022 provides guiding principles for University budgeting and control.

Why is there not a budget on this account? What are budget pool accounts?

It is difficult to estimate how much a department may spend from a specific account code. Instead of budgeting for accounts like postage and office supplies, the budget is placed into a pool account that covers the accounts under that pool. Examples include 62000 for Benefits, 73000 for Travel, and 74000 for Operating.