Funds Available Report

The Funds Available Report summarizes revenues, expenditures, and funds available by Budget Purpose as of the end of the reporting month. Budget, monthly and year-to-date revenues and expenditures, unexpended balances, encumbrances, and available balance are displayed at the Object code level and in total. The Funds Available Report is one in a growing set of monthly account status reports available to departmental fiscal officers/ delegates.

Processing:

To produce the monthly account status reports, including the Funds Available Report, AIS accounting data are "frozen for reporting" after the last calendar day of the reporting month. The monthly status reports are then prepared against the "frozen" data. (For example, the December 1999 reports are prepared on AIS data frozen for reporting as of close of business on December 31, 1999.) This allows data in each report and among the set of reports to remain consistent; further, this prevents the data in the reports from changing if they are re-run at a later stage. It is important to note that AIS itself is not frozen, but continues to accept and process transactions; on-line inquiries and other reports will reflect changing data. Only data for the monthly account status reports, including this report, are prevented from changing.

In September 2010 this report was modified to only pull non-grant accounts. When submitting this report with only the Fiscal Officer parameter only non-grant accounts will be processed. If you attempt to run this report with a grant Budget Purpose in the Budget Purpose parameter the report will complete in error. A Grants Funds Available Report has been created to display only grant account information. If you need this report for a grant please use this alternate report.

A sample report follows the field-by-field discussion. (See the sample report at the end of this document for the field value examples listed below.)

Report Header Fields:

- **As Of (Reporting End Date):** date on which AIS data were "frozen" for this report; this will be the last day of the month; e.g., *As Of* date of *December 31, 1999*, will appear on the monthly report for December 1999 and is the date on which the month's data were frozen for this report's purposes.

- **Date:** date on which the report was prepared; this date will change to reflect each time a report is run, however, data for a frozen reporting period will not change and will continue to reflect the status of the *As Of* date; e.g., *10-JAN-00* if the report is prepared on January 10, 2000.

- **Page:** page number of the report page displayed in "x of y" format where the "x" is the number of the specific page and the "y" is the total number of pages in the report; i.e., *1 of 2.*

- **Budget Purpose:** AIS Budget Purpose value of the data included in the report; only data associated with this Budget Purpose value will be shown on the report; e.g., *512345.*

- **BP Description:** title of the AIS Budget Purpose value listed above; e.g., *SM Division of Education Srvc.*

- **Fund:** AIS Fund value and description associated with the Budget Purpose data displayed in this report; e.g., *SM Education Srvc Fund.*

- **Fiscal Officer:** name of the Fiscal Officer responsible for the Budget Purpose.

- **Address:** mailing address of the Fiscal Officer.

- **Mail Code:** campus mail code of the Fiscal Officer (when applicable).

- **Function:** AIS Function code value associated with the Budget Purpose; e.g., *14* for Academic Support.

- **Fiscal Year:** fiscal year of the accounting data displayed; e.g., *YY* is the current Fiscal Year for non-state sources.

Report Sections:

- **Revenue:** fund "inflows" that increase the Budget Purpose's balance. **Special Note: Internally, AIS represents Revenues as negative values (that is, as "revenue credits"). This is typical for automated accounting systems, but is often confusing to their users. To allow consistency between this report and on-line inquiries/ standard reports, Revenues in this report are shown as negative values (revenue credits).**

- **Expenditures:** fund "outflows" that decrease the Budget Purpose's balance. **Special Note: Internally, AIS represents Expenditures as positive numbers. This standard is used in this report.**

- **Revenues Offset by Expenditures:** difference between Revenues and Expenditures. **Special Note: Since Revenues are displayed in this report as negative (revenue credit) values and Expenditures as positive ones, a revenue offset that is negative is interpreted as a situation in which Revenues exceed Expenditures. A positive revenue offset occurs when Expenditures exceed Revenues. While this may be confusing to some, it is consistent with other AIS reports and on-line inquiries.**

Report Body Fields:

- **Object:** AIS Object code upon which data are reported; in the Revenues section, Object codes related to Revenues are grouped together in the Revenues' section; in the Expenditure section, the Object code values relate to Expenditures only. Data are shown at the following levels:

  - *(Parent Object) Headings:* in AIS, Parent Objects are the main categories of an object; they are roughly equivalent to FAS's major object codes. To improve readability, this report groups data under headings associated with the Parent Objects; e.g., *Contractual Services.*

  - *(Detailed) Object:* Revenue and Expenditure data are grouped by AIS Object code. This code is roughly equivalent to FAS's Major and Minor codes; e.g., *4101* is *1120 Salaries – Regular Positions*. In this report, data are summed at this level.

  - *(Summary) Object:* to improve readability, data for a series of related Objects are subtotaled. In this report, these summaries appear in bold type just below the detailed Objects; e.g., *0001 Total Sales*, *4100 Total Salaries*, *4000 Total Other Than Salaries – Account Pool.*

  Note: For a detailed list of AIS Object codes, go to the Special Searches section of the AIS web site.

- **Object Name:** description associated with the Object code value; e.g., *Fees – Registration* is the *Object Name* for *Object* code 0662. (Note: Descriptions that begin with a four digit code relate to objects in the State's CUSAS system. The four digits are the CUSAS code; e.g., *1120* is the CUSAS code of *1120 Salaries – Regular Positions*.)

- **Original Budget:** this represents the Budget Purpose/ Object initial budget as recorded in AIS.

- **Current Budget:** this represents the Budget Purpose/ Object budget at the time of reporting; if budget adjustments have been processed for this Budget Purpose, this field will be different from the Original Budget in the amount of the adjustments.

- **Revenues -- Monthly:** sum of <u>actual</u> Revenues posted to AIS for the Budget Purpose/ Object during this reporting period.

- **Revenues – Ytd (Year-To-Date):** sum of <u>actual</u> Revenues posted to AIS for the Budget Purpose/ Object in all reporting periods since July 1st of the current fiscal year.

- **<Unrealized> / Over Realized:** *Current Budget* minus *Revenue – Ytd*. Because Revenues are displayed here as negative values, a positive value in this field means that actual Revenues (*Revenues – Ytd*) exceed the budget amount (an "over realized" situation). Negative values in this field mean that actual Revenues have not exceeded the budgeted amount (an "unrealized" condition). A zero value in this field means that *Revenues – Ytd* have exactly met budget.

- **Expenditures -- Monthly:** sum of <u>actual</u> Expenditures posted to AIS for the Budget Purpose/ Object during this reporting period. **Special Note: An actual expenditure occurs when an invoice is approved in AIS's Accounts Payable system and then posted to the General Ledger. Until that time, amounts of purchase requisitions/ orders are displayed as encumbrances (see below).**

- **Expenditures – Ytd (Year-To-Date):** sum of <u>actual</u> Expenditures posted to AIS for the Budget Purpose/ Object in all reporting periods since July 1st of the current fiscal year. (See note on *Expenditures – Monthly*).

- **Unexpended Balance:** *Current Budget* minus *Expenditure – Ytd*; available budget balance excluding encumbrances. Because Expenditures are displayed here as positive values, a negative value in this field means that actual Expenditures (*Expenditures – Ytd*) exceed the budget amount (an "over expended" situation). Positive values in this field mean that actual Expenditures have not exceeded the budgeted amount (an "under expended" condition). A zero value in this field means that the *Current Budget* has been totally expended.

- **Encumbrances:** sum of all Encumbrances posted to AIS for the Budget Purpose/ Object in all reporting periods since the beginning of the fiscal year. An encumbrance is the amount of the original purchase requisition/ order adjusted for any change orders and invoices. Encumbrances display in this report as positive values. (See again note on *Expenditures – Ytd*).

- **Available Balance:** *Current Budget* minus *Expenditure – Ytd* minus *Encumbrances*; available budget after considering all commitments (Expenditures and Encumbrances). Because Expenditures and Encumbrances are displayed here as positive values, a negative value in this field means that actual Expenditures/ Encumbrances (*Expenditures – Ytd* plus *Encumbrances*) exceed the budget amount (an "over utilized" situation). Positive values in this field mean that actual Expenditures/ Encumbrances have not exceeded the budgeted amount (an "under utilized" condition). A zero value in this field means that the *Current Budget* has been totally expended/ encumbered.

Report Section Footer Fields:

- **Total Revenues:** sum of all Revenue columns.

- **Total Expenditures:** sum of all Expenditure columns.

- **Revenue Offset by Expenditures:** difference between Total Revenues and Total Expenditures (see Report Section Fields for discussion).

Sample Report follows.

Report Sample

< Insert copy of report here >