SIUGL FO Summary Funds Available Report – RT203

The Summary Funds Available Report summarizes budget, revenues, expenditures, and available balances by Budget Purpose within Unit within Fund Range within Funding Fiscal Year as of the end of a reporting month. The Current Budget, Monthly and Year-to-Date Revenues and Expenditures, Unexpended Balances, Encumbrances, and Available Balances are displayed at the Parent Object level and in total. Each Fund Range section begins with a summary of the Fund Range followed by summary information for each Budget Purpose within Unit within the Fund Range. The report can be run for both Child and Parent Unit values. A Child Unit is the value assigned to a specific department such as '20661', the English Department at the Carbondale Campus. Parent Units are values that allow administrators to summarize financial information for multiple Units assigned to their areas such as '2VCAZ', the Parent value of all Units assigned to the Provost and Vice Chancellor area at the Carbondale Campus. If the report is run for a Child Unit, then only those Budget Purposes assigned to that Unit will be displayed. If it is run for a Parent Unit, then all Budget Purposes and Units within the area will be selected and reported. Note: Contact your campus Accounting Office to ascertain if a Parent Unit value has been assigned to your respective area.

Processing:

To produce the monthly AIS fiscal officer reports, including the Summary Funds Available Report, AIS accounting data are "frozen for reporting" after the last calendar day of the reporting month. The reports are then prepared against the "frozen" data. (For example, the August 2003 reports are prepared on AIS data frozen for reporting as of close of business on August 31, 2003.) 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 fiscal officer reports are prevented from changing.

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 August *31, 2003* will appear on the monthly report for August 2003 and is the date on which the month's data were frozen for this report's purposes.

- **Date:** date on which the report was run; 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-Sep-03* if the report is prepared on September 10, 2003.

- **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*.

- **Unit:** AIS Child or Parent Unit value of the data included in the report; only data associated with the selected Unit value will be shown on the report; e.g., *51504, 2VCAZ.*

- **Unit Description:** title of the AIS Unit value for which data is being displayed; e.g., *Lab Animal Medicine.*.

- **Fiscal Year:** AIS Funding Fiscal Year of the data included in the report, only data associated with this Fiscal Year value will be shown. For State accounts this field will identify the fiscal year of the State Appropriations used to fund the expenditures of the account, e.g. 03, 04. For non-State Accounts the report will display 'YY' in this field.

- **Unit Officer:** name of the Unit Officer responsible for the Unit*; e.g. SMITH, JOHN Q.*

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- **Unit Address:** mailing address of the Unit Officer; *e.g., PURCHASING-X.*

- **Mail Code:** campus mail code of the Unit Officer (when applicable) ; *e.g., 6666.*

Report Sections:

- The report is divided into sections based on the Fund ranges listed in the following table.

Summary Fund Ranges	
Fund Values	Description for Summary Accounts
X010000 – X019999	State Appropriations, Income Fund, and Local Resources
X030000 – X039999	Service Departments
X040000 – X049999	Medical Facilities System
X050000 – X059999	Overhead Recovery
X060000 – X069999	Clearing and Escrow
X070000 – X079999	Self Supporting
X080000 – X089999	Self Insurance Program
X100000 – X109999	Auxiliary Enterprises – Funded Debt
X120000 – X129999	Auxiliary Enterprises – Other Auxiliary
X140000 – X149999	Auxiliary Enterprises – Other Student Organizations
X150000 – X189999 and X200000 – X269999	Restricted Current Funds
X190000 – X199999	Federal Direct Student Loan Program
X700000 – X749999	Endowment Principal

X750000 – X759999	Loan Funds
X801000 – X806999 and X810000 – X819999	Unexpended Plant Funds
X807000 – X807999	Capital Development Board
X820000 – X839999	Renewals and Replacements
X850000 – X859999	Retirement of Indebtedness
X860000 – X869999	Investment in Plant
X900000 – X919999	Agency
Where "X" = Campus Indicator	(Campus Indicator: 0 = President's Office, 1 = University Wide Services, 2 and 3 = Carbondale Campus, 5 and 6 = School of Medicine, 7 and 8 = Edwardsville Campus)

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Within each Fund Range, the report will first display summary totals by Parent Object for the complete Fund range followed by totals by Parent Object for each Budget Purpose within Unit within the Fund range. The Fund Range Descriptions from the above table will be displayed on the report at the beginning of each Fund Range Summary.   Also, the Parent Objects for each section are classified as either revenue or expenditures and subtotaled as follows:

- **Total Revenue:** fund "inflows" that increase the balances of the Budget Purpose and Fund. **Special Note: 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).**

- **Total Expenditures:** fund "outflows" that decrease the balances of the Budget Purpose and Fund. **Special Note: Internally, AIS represents Expenditures as positive numbers. This standard is used in this report.**

- **Revenue Offset by Expenditures:** difference between Total Revenue and Total Expenditures. **Special Note: Since Total Revenues are displayed in this report as negative values and Total Expenditures as positive values, a "Revenue Offset by Expenditures" total that is negative is interpreted as a situation in which Total Revenues exceed Total Expenditures causing a net "inflow" of funds to the Budget Purpose. A positive "Revenue Offset by Expenditures" total occurs when Total Expenditures exceed Total Revenue.**

Report Body Fields:

- **Unit/BP/Object Code:** AIS Unit value is listed followed by all Budget Purpose (BP) values belonging to that Unit for a Fund Range.   For each AIS Budget Purpose Value, Parent Object codes upon which data are reported are listed. Revenue Parent Object codes in range 0001 – 3999 are grouped together, subtotaled, and reported under the caption "Total Revenue".   Expenditure Parent Object codes in range 4000 – 9999 are listed next.   These are also grouped, subtotaled, and reported under the caption "Total Expenditures".

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

- **Unit Description/BP Description/Object Name:** the description associated with the Unit, Budget Purpose (BP) or Parent Object code value; e.g., *Unit Description "PURCHASING-X,"* B*P Description " SM-LABORATORY ANIMAL MEDICINE SERVICES" or Object description "INTERDEPARTMENTAL SERVICES."*

- **Current Budget:** this represents the adjusted budget of the Parent Object for the Budget Purpose at the "As Of" date of the report.

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

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

- **Unexpended Balance:** *Current Budget* minus *Revenue/Expenditures – YTD*; available budget balance excluding encumbrances.   Note: Because revenues are displayed as negative numbers, a positive value here means that actual Revenue *(Revenue/Expenditures – YTD)* for the Parent Object exceeds the revenue budget; in other words, more revenue than expected was received for the fiscal year. Negative values for revenue objects in this field mean that actual year-to-date revenue received was less than expected (budgeted). Similarly, because Expenditures are displayed here as positive values, a negative value in this field means that actual Expenditures (Revenue/*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 completely expended.

- **Encumbrances:** sum of all Encumbrances posted to AIS for the Budget Purpose / Parent Object combination 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 *Revenues/Expenditures – YTD under "Unexpended Balance"*).

- **Available Balance:** *Current Budget* minus *Revenue/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 completely expended or encumbered.

Report Section Footer Fields:

- **Total Revenue:** sum of the balances of all Revenue Objects.

- **Total Expenditures:** sum of the balances of all Expenditure Objects.

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

Summary Funds Available Report

Unit: 51504

Unit Description: LAB ANIMAL MEDICINE   As Of   30-APR-04

Fiscal Year: 04

Unit Officer: SMITH, JOHN Q
Unit Address: PURCHASING – X
Mail Code: 6666

Unit / BP / Object Code	Unit Description / BP Description / Object Name	Current Budget	Revenue/Expenditures Monthly	YTD	Unexpended Balance	Encumbrances	Available Balance
SUMMARY	STATE APPROPRIATIONS, INCOME FUND AND LOCAL RESOU						
4100	SALARIES	170,013.55	13,861.66	135,903.17	34,110.38	0.00	34,110.38
4700	CONTRACTUAL SERVICES	0.00	0.00	5.05	<5.05>	0.00	<5.05>
	TOTAL EXPENDITURE	170,013.55	13,861.66	135,908.22	34,105.33	0.00	34,105.33
51504	LAB ANIMAL MEDICINE						
501790	S M -LABORATORY ANIMAL MEDICINE						
	DOE, JOHN C						
4100	SALARIES	170,013.55	13,861.66	135,903.17	34,110.38	0.00	34,110.38
4700	CONTRACTUAL SERVICES	0.00	0.00	5.05	<5.05>	0.00	<5.05>
	TOTAL EXPENDITURES	170,013.55	13,861.66	135,908.22	34,105.33	0.00	34,105.33

Summary Funds Available Report

Date: 21-JUL-04
Unit: 51504
Unit Description: LAB ANIMAL MEDICINE   As Of   30-APR-04

Fiscal Year: YY

Unit Officer: SMITH, JOHN Q.
Unit Address: PURCHASING – X
Mail Code: 6666

Unit / BP / Object Code	Unit Description / BP Description / Object Name	Current Budget	Revenue/Expenditures Monthly	YTD	Unexpended Balance	Encumbrances	Available Balance
SUMMARY	SERVICE DEPARTMENTS						
0450	FEES - OTHER:	0.00	0.00	<1,060.53>	1,060.53	0.00	1,060.53
0700	INTERDEPARTMENTAL SERVICES	<331,481.00>	<34,130.65>	<291,605.05>	<39,875.95>	0.00	<39,875.95>
	TOTAL REVENUE	<331,481.00>	<34,130.65>	<292,665.58>	<38,815.42>	0.00	<38,815.42>
4000	OTHER THAN SALARIES - ACCOUNT	265,032.00	0.00	0.00	265,032.00	0.00	265,032.00
4100	SALARIES	76,589.00	6,138.20	66,869.88	9,719.12	0.00	9,719.12
4300	TRAVEL	0.00	912.44	4,470.13	<4,470.13>	0.00	<4,470.13>
4400	EQUIPMENT	0.00	1,149.00	8,796.40	<8,796.40>	0.00	<8,796.40>
4500	COMMODITIES	0.00	10,159.57	180,844.41	<180,844.41>	58,536.27	<239,380.68>
4700	CONTRACTUAL SERVICES	0.00	205.37	23,280.10	<23,280.10>	6,850.85	<30,130.95>
5300	TELECOMMUNICATION SERVICES	0.00	275.17	2,523.39	<2,523.39>	0.00	<2,523.39>
	TOTAL EXPENDITURE	341,621.00	18,839.75	286,784.31	54,836.69	65,387.12	<10,550.43>
	REVENUE OFFSET BY EXPENDITURES		<15,290.90>	<5,881.27>			
51504	LAB ANIMAL MEDICINE						
503790	S M -LABORATORY ANIMAL MEDICINE SERVICES						
	DOE, JOHN C						
0450	FEES - OTHER:	0.00	0.00	<1,060.53>	1,060.53	0.00	1,060.53
0700	INTERDEPARTMENTAL SERVICES	<331,481.00>	<34,130.65>	<291,605.05>	<39,875.95>	0.00	<39,875.95>
	TOTAL REVENUE	<331,481.00>	<34,130.65>	<292,665.58>	<38,815.42>	0.00	<38,815.42>
4000	OTHER THAN SALARIES - ACCOUNT	265,032.00	0.00	0.00	265,032.00	0.00	265,032.00
4100	SALARIES	76,589.00	6,138.20	66,869.88	9,719.12	0.00	9,719.12
4300	TRAVEL	0.00	912.44	4,470.13	<4,470.13>	0.00	<4,470.13>
4400	EQUIPMENT	0.00	1,149.00	8,796.40	<8,796.40>	0.00	<8,796.40>
4500	COMMODITIES	0.00	10,159.57	180,844.41	<180,844.41>	58,536.27	<239,380.68>
4700	CONTRACTUAL SERVICES	0.00	205.37	23,280.10	<23,280.10>	6,850.85	<30,130.95>
5300	TELECOMMUNICATION SERVICES	0.00	275.17	2,523.39	<2,523.39>	0.00	<2,523.39>

Summary Funds Available Report

SUMMARY FUNDS AVAILABLE REPORT

Unit: 51504

Unit Description: LAB ANIMAL MEDICINE

As Of 30-APR-04

Fiscal Year: YY

Unit Officer:
Unit Address:
Mail Code:

SMITH, JOHN Q.
PURCHASING – X
6666

Unit / BP / Object Code	Unit Description / BP Description / Object Name	Current Budget	Revenue/Expenditures		Unexpended Balance	Encumbrances	Available Balance
			Monthly	YTD			
	TOTAL EXPENDITURES	341,621.00	18,839.75	286,784.31	54,836.69	65,387.12	<10,550.43>
	REVENUE OFFSET BY EXPENDITURES		<15,290.90>	<5,881.27>			

Unit: 51504

Unit Description: LAB ANIMAL MEDICINE   As Of   30-APR-04

Fiscal Year: YY

Unit Officer:
Unit Address:
Mail Code:

SMITH, JOHN Q.
PURCHASING – X
6666

Unit / BP / Object Code	Unit Description / BP Description / Object Name	Current Budget	Revenue/Expenditures Monthly	YTD	Unexpended Balance	Encumbrances	Available Balance
SUMMARY	FEDERAL - CURRENT RESTRICTED						
51504	LAB ANIMAL MEDICINE						
520102	(DROPPED-FAS-622609-06/30/00) ANIMAL FACILITY IMPROVEMEI						
	0-NOT ASSIGNED						
	TOTAL EXPENDITURES						

Summary Funds Available Report

Unit: 51504

Unit Description: LAB ANIMAL MEDICINE   As Of   30-APR-04

Fiscal Year: YY

Unit Officer: SMITH, JOHN Q.
Unit Address: PURCHASING – X
Mail Code: 6666

Unit / BP / Object Code	Unit Description / BP Description / Object Name	Current Budget	Revenue/Expenditures Monthly	YTD	Unexpended Balance	Encumbrances	Available Balance
SUMMARY	INVESTMENT IN PLANT						
8200	INVESTMENT IN PLANT:	0.00	0.00	6,515.04	<6,515.04>	0.00	<6,515.04>
	TOTAL EXPENDITURE	0.00	0.00	6,515.04	<6,515.04>	0.00	<6,515.04>
51504	LAB ANIMAL MEDICINE						
586454	S M -NET INVESTMENT-EQUIPMENT						
	JONES, JANE A						
8200	INVESTMENT IN PLANT:	0.00	0.00	6,515.04	<6,515.04>	0.00	<6,515.04>
	TOTAL EXPENDITURES	0.00	0.00	6,515.04	<6,515.04>	0.00	<6,515.04>