

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 that will be 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.

Initially, the Funds Available Report (as well as other monthly account status reports as they become available) will be prepared, printed, and distributed in hard copy form by each campus' central accounting unit. Later, special reporting facilities will be added to AIS to allow departmental fiscal officers/ delegates to run and view these reports on their own computers, and to print them on their own printers if desired. Additional information will be provided when available.

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 *12/31/99* 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., *Date* will be *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; e.g., *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., *5120345 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:

- **Revenues:** increases in Revenues are “credits” to revenue accounts and decreases to Revenues are “debits” to revenue accounts. In AIS, credits are represented with a negative sign before the number, or bracket around the number. Therefore, a positive balance in a revenue account is when there is a credit balance, signified by a negative sign or bracket.
- **Expenditures:** increases to Expenditures are “debits” to expenditure accounts and decreases to Expenditures are “credits” to expenditure accounts. In AIS, debits are represented as a positive number. Therefore, a positive balance in an expenditure account is when there is a debit balance, signified by a positive number.
- **Revenues Offset by Expenditures:** since positive revenue balances (i.e., credit balances) are displayed with a negative sign or bracketed number, a negative or bracketed number in the Revenues Offset by Expenditures field represents a situation where Revenues are greater than Expenditures at that point in time.

To summarize:

| | Increase | Decrease |
|--------------|------------------------|------------------------|
| Revenues | Credit (negative sign) | Debit (positive sign) |
| Expenditures | Debit (positive sign) | Credit (negative sign) |

| | Negative Sign | Positive Sign |
|---------------------------------|------------------------------|------------------------------|
| Revenues Offset by Expenditures | Revenues exceed Expenditures | Expenditures exceed Revenues |

Special Note: The ways in which Revenues, Expenditures, and Offsets are displayed in this report are consistent with AIS’s on-line reports and 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 Expenditures 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:* Revenues and Expenditures 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 displayed 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 actual Revenues posted to AIS for the Budget Purpose/ Object during this reporting period.
- **Revenues – Ytd (Year-To-Date):** sum of actual 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 *Revenues – 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 actual 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 actual 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 *Expenditures – 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 remaining unpaid 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 *Expenditures – 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 Revenues columns.
- **Total Expenditures:** sum of all Expenditures columns.
- **Revenue Offset by Expenditures:** difference between Total Revenues and Total Expenditures (see Report Section Fields for discussion).

Sample Report follows.



Date: 10-JAN-00

FUNDS AVAILABLE REPORT

Page: 1 OF 2

Budget Purpose: 512345

AS-OF 12/31/99

BP Description: S M -DIVISION OF EDUCATION SRVC

Fiscal Officer MATHEWS, JOHN
Address S.M.-DIVISION OF ED SRVC
Mail Code 6999

Fund 5120345 S M -EDUCATION SRVC FUND

Function 14 Fiscal Year YY

| Object | Object Name | Original Budget | Current Budget | Revenues | | <Unrealized>/ Over Realized |
|--|---|-----------------|----------------|----------|-------------|--------------------------------|
| | | | | Monthly | Ytd | |
| <i>Revenue Section for Local Accounts Only</i> | | | | | | |
| REVENUES | | | | | | |
| SALES | | | | | | |
| 0059 | Sales – Commissions | <1,872.00> | <1,872.00> | 0.00 | 0.00 | <1,872.00> |
| 0190 | Sales – Publications | <63,000.00> | <63,000.00> | 0.00 | <35,294.59> | <27,705.41> |
| SALES | | | | | | |
| 0001 | TOTAL SALES | <64,872.00> | <64,872.00> | 0.00 | <35,294.59> | <29,577.41> |
| FEES - OTHER: | | | | | | |
| 0650 | Fees - Programming Fees--Refunds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0662 | Fees – Registration | <71,458.00> | <71,458.00> | 0.00 | <1,250.00> | <70,208.00> |
| 0450 | TOTAL FEES – OTHER: | <71,458.00> | <71,458.00> | 0.00 | <1,250.00> | <70,208.00> |
| TUITION, COURSE, AND LAB FEES: | | | | | | |
| 0300 | TOTAL TUITION, COURSE, AND LAB FEES: | <71,458.00> | <71,458.00> | 0.00 | <1,250.00> | <70,208.00> |
| CONTRIBUTIONS | | | | | | |
| 0805 | Contributions – Awards | <7,000.00> | <7,000.00> | 0.00 | <3,155.00> | <3,845.00> |
| 0812 | Contributions – Donations & Gifts | 0.00 | 0.00 | <460.55> | <460.55> | 460.55 |
| CONTRIBUTIONS | | | | | | |
| 0800 | TOTAL CONTRIBUTIONS | <7,000.00> | <7,000.00> | <460.55> | <3,615.55> | <3,384.45> |
| NONMANDATORY TRANSFERS IN | | | | | | |
| 3975 | Transfers In – Intrafund--Other | <7,203.00> | <7,203.00> | 0.00 | <1,205.80> | <5,997.20> |
| NONMANDATORY TRANSFERS IN | | | | | | |
| 3900 | TOTAL NONMANDATORY TRANSFERS IN | <7,203.00> | <7,203.00> | 0.00 | <1,205.80> | <5,997.20> |
| TOTAL REVENUES | | <150,533.00> | <150,533.00> | <460.55> | <41,365.94> | <109,167.06> |

In AIS, both on-line and in reports, revenue appears as a negative number (credit).

Funds Available Report



Date: 10-JAN-00

FUNDS AVAILABLE REPORT

Page: 2 OF 2

Budget Purpose: 512345

AS-OF 12/31/99

BP Description: S M -DIVISION OF EDUCATION SRVC

Fiscal Officer MATHEWS, JOHN
 Address S.M.-DIVISION OF ED SRVC
 Mail Code 6999

Fund 5120345 S M -EDUCATION SRVC FUND

Function 14 Fiscal Year YY

| Object | Object Name | Original Budget | Current Budget | Expenditures | | Unexpended Balance | Encumbrances | Available Balance |
|--------|-------------|-----------------|----------------|--------------|-----|--------------------|--------------|-------------------|
| | | | | Monthly | Ytd | | | |

Expenditure Section for Local and State Accounts

EXPENDITURES

SALARIES

4101 1120 Salaries – Regular Positions

4100 TOTAL SALARIES

| | | | | | | |
|-----------|-----------|-------|-----------|-----------|------|-----------|
| 79,127.00 | 79,166.00 | 84.93 | 33,381.87 | 45,784.13 | 0.00 | 45,784.13 |
|-----------|-----------|-------|-----------|-----------|------|-----------|

TRAVEL

4380 1292 Travel – Out-of-State Convention – Employee Reimburse

EQUIPMENT

4420 1515 Equipment – EDP

COMMODITIES

4545 1304 Com – Expendable Office & Library Supplies

CONTRACTUAL SERVICES

4723 1284 CS – Computer Software

4808 1261 CS – Postage Service Charge

TELECOMMUNICATION SERVICES

5381 1795 Telecom – Telephone Service Charge

NONMANDATORY TRANSFERS OUT

9990 Transfers Out – Intra Fund – Other

OTHER THAN SALARIES – ACCOUNT POOL

4000 TOTAL OTHER THAN SALARIES – ACCOUNT POOL

| | | | | | | |
|-----------|-----------|--------|----------|----------|--------|----------|
| 12,000.00 | 12,500.00 | 125.00 | 6,193.00 | 6,307.00 | 300.00 | 6,007.00 |
|-----------|-----------|--------|----------|----------|--------|----------|

| | | | | | | | |
|---------------------------|------------------|------------------|---------------|------------------|------------------|---------------|------------------|
| TOTAL EXPENDITURES | 91,127.00 | 91,666.00 | 209.93 | 39,574.87 | 52,091.13 | 300.00 | 51,791.13 |
|---------------------------|------------------|------------------|---------------|------------------|------------------|---------------|------------------|

Revenues Offset by Expenditures <250.62> <1,791.07>

If "Revenues Offset by Expenditures" is negative, then revenue exceeds expenditures.