Portfolio of Argos FINANCE Reports

Portfolio of Finance Reports – Argos

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Budget monitoring reports are located in the main folder in Argos titled FINANCE. A secondary folder, Budget Reports, contains the dashboards for budget monitoring and reports.

1. Operating Budget to Actual by period.

This dashboard allows the budget data to be queried as of a budget period cut off. The user selects the fiscal year, month end, fund(s), organization code(s) and type of account (Revenue, Labor, Expense, or Transfers). The purpose of this dashboard and the related reports is to review budget data at a specific month end cut off. The reports include the monthly activity and the year to date. There are four reports available:

> Budget to Actual – By Account: lists each budget account line with adopted budget, adjusted budget, month to date, year to date, and available balance.
> Budget to Actual – Summary by Account Type: groups and subtotals data by type of account.
> Budget to Actual - Summary by Orgn: for users with multiple organization codes, one line summary of each organization.
> Budget to Actual – with Adjusted Budget only: same as first report but excludes adopted budget column.

There is also a formatted Excel export of the report data for users who wish to export the detailed data from the dashboard into Excel.

2. Budget Balance Dashboard and Reports.

This dashboard is the most useful budget monitoring dashboard. The dashboard allows the user to see a graph of the budget to actual data, retrieve a budget summary line of budget, year to date, available balance and percentage of budget used to date. There is also the option of retrieving the account line detail and contains a secondary query that allows the user to drill down to transaction details on a selected account line. There are seven reports available.

> Budget to Actual by Fund, Orgn, & Acct: report groups data by fund then by organization (department) for users who have multiple operating budget funds and need data grouped by fund.
> Budget to Actual by Orgn & Acct only: data is grouped by organization code regardless of the fund. If multiple funds are selected, the data is merged within an orgn code.
> Budget to Actual – Sum by Acct Type : groups and subtotals accounts by type of account within each fund and orgn selected. Most useful for overview of single fund and organization.
> Budget to Actual – Sum by Fund & Orgn: for users with multiple funds or organization codes, a single line summary of each organization's budget subtotaled by fund.
> Budget to Actual – Sum By Orgn: for users with multiple funds and organization codes, a single line summary of each organization. This report ignores funds so will group orgn data across funds.
> YTD Budget Activity by Month with % : report breaks the data into monthly columns and indicates what % of the budget year each month represents and what % of budget has been used in each month. Best used for analytical review of spending by month. (prints on 8 ½ X 14 paper)

There is also a formatted Excel export of the report data for users who wish to export the detailed data from the dashboard into Excel.

3. Activity Details by Month – by Orgn.

This dashboard is used to review the individual transactions that have been posted to a fund and organization code. This is the most detailed level of information available. The reports can be rather long. The parameter entry page allows the user to limit the report data to a range of dates within the fiscal year selected. There is an option to enter a single account if user needs to review or print the activity for only one account line.
Keep in mind that budgets are loaded on July 1st so if a report is run with a range of dates that does not include July 1st, the report will be missing the budget transactions. However, if the user needs to review or export a single month or other range of transaction activity, this is the best dashboard for that purpose.
There is also an option to select a single account for review. There are five available reports.

> 1. Transactions by Month: lists all transaction detail by organization and account with totals for each account. The data is also spread into 12 columns with Budget to Actual % calculations for each month. (prints on 8 ½ X 14 paper)
> 2. Transactions by Account: same data as report number 1 but without the monthly columns.
> 3. Export Transaction Detail: a formatted export of the data into an Excel .csv worksheet.
> 4. Transaction by Month, by Fund: same as report number 1 but data is grouped by fund for users with multiple funds in their budget.
> 5. Transactions by Fund, Orgn, Acct: same as report number 2 but grouped by fund for users with multiple funds in their budget.

4. Budget to Actual by Orgn – MTD & YTD

This dashboard provides a detailed analysis of each account balance and variances by organization. The reports are also designed to accommodate notes and explanations for transfers or discussions with others. The parameter selector also gives the user the ability to select a specific account type for the report – i.e. Student Labor or Cost of Sales etc. or include all. There are five reports for this dashboard. All reports print on 8 ½ X 14 paper.

> Budget to Actual Status by Fund & Orgn: Account data is grouped by fund, orgn, account with month to date and year to date percentage of budget calculations.
> Budget to Actual Status by Orgn MTD & YTD: report ignores the funds, and groups by orgn code only–designed for users who may have the same organization code across multiple funds (i.e. Facilities) Also useful for users (i.e. Academic affairs) who do not need data for multiple organizations grouped by fund when there is only one fund with multiple orgns.
> Budget to Actual Variance Analysis with ATYP subtotals: report groups by orgn only (not funds) and subtotals each type of account (i.e. services and supplies, IDC's) The report also compares the budget year elapsed to the % of budget used to date and reports the variance – positive or negative - for each account and for the organization as a whole.
> Budget to Actual Variance Analysis by Orgn: similar to above report but without the account type subtotals
> Budget to Actual Variance Analysis by Orgn, ATYP: this report gives a one line summary for each account type (ATYP) and is grouped by organization. Is a condensed version of the second report in this series.

There is also a formatted Excel export of the report data for users who wish to export the detailed data from the dashboard into Excel.

5. Budget Balance Exceptions Dashboard

This dashboard provides a streamlined way to review a budget for any account lines that have exceeded budget by more than $1000.   The parameter entry screen requires entry of a Division, Organization code(s), Fund(s), and Account Type(s) to be reviewed. There is an on-screen look up by organization to identify the division if the user is not certain which division to select. The user may also select an account line in the first query window and the activity that makes up the balance on that line will display.   There is one report for this dashboard.

> Budget Balance Exceptions: report lists all account lines that are over budget in order by Organization code and then in descending order by the amount over budget. (largest over budget line to smallest)

6. Transaction Details by Date Range

This dashboard allows the user to review transaction history for any range of dates regardless of fiscal year. The reports in this dashboard can cross fiscal years and list activity within a range of selected dates. The date ranges may cross fiscal years or be within a single fiscal year.   No budget information is included as budgets do not cross fiscal years. Best use is for review of detailed transaction activity to verify the accuracy of charges made to your budget. There are three reports and a formatted export to Excel. The balance shown is not a budget balance; it is the sum of the cash activity within the fiscal year or the date range. We recommend running this report only when you need to see activity that may cross fiscal years (for instance, summer activity) Dashboard #3 provides the same detail data but is restricted to a single fiscal year and includes budget details. A long range of dates may take a long time to compile.

> Account Activity-Subtotals only: one line summary of the total activity in each account for the entire range of dates selected – used when user needs to know total account activity without all the transaction detail

> Account Details: lists all transaction details by account with total of all activity.
> Report can be very long depending on the range of dates and the activity in the fund. Not grouped by fiscal year even when date ranges includes multiple years. Use for total activity in date range.

> Account Details subtotaled by accounts: this report groups the activity by account with a total for each account. Useful for reviewing the total activity in each account within the range of dates selected when dates include one or more years.

There is also a formatted Excel export of the report data for users who wish to export the detailed data from the dashboard into Excel.

7. YTD Detail by Activity Code ♣ (located in folder "YTD Activity Codes")

This data block and attached reports organizes the detailed transactions by Activity Code. Some departments and budget managers are utilizing Activity Codes to further describe the expenses in their budgets. Other users do not. The reports will group all data by activity code and they do not include any transactions that were not entered with an activity code. Users may select a single activity code for the reports. There are three .PDF reports available and the data may also be exported into EXCEL by using the report "YTD Detail by Activity – Export."

Budget to Actual by Activity: this report groups transaction details by activity code
and lists each individual transaction for that activity. If the budget for each activity has
been entered, the report will also compare the actual amount against the budgeted amount for
this activity. Budget managers may allocate their initial budget into activities by making transfers
in Self Service Finance. Please contact the budget office for training on this feature.

Budget to Actual sum by Activity: this report summarizes each activity code with a single row of data for each code.

YTD Detail by Activity Code: this report groups transaction details by activity code
and lists each individual transaction for that activity code.

Report or Dashboard Recommendations

1. I want to see an overview of my budget, year to date activity and balance.

    use Dashboard #2 - Budget Balance Dashboard and reports.
        a. has bar graph view of Budget and YTD Activity
        b. has query for budget balance on screen
        c. has query for budget account detail on screen
        d. has drill down query to transactions for a selected account

2. I want to see my budget status at a specific month end.

    use Dashboard # 1 – Operating Budget to Actual by period.
        a. has additional parameter selection for budget month
        b. all reports are as of the month end selected, rather than YTD.

3. I need to see all of the detailed transaction activity for my area.

    use Dashboard #3 – Activity Details by Month– by Orgn
        a. allows user to enter a range of dates to limit size of the query.
        b. has report that groups activity into monthly columns
        c. allows user to enter a single account number to report on.

4. I would like to see a condensed version of the budget status for multiple organizations
(one row for each organization with budget, year to date activity and available balance)

    use Dashboard #2 – Budget Balance Dashboard and run the report titled
        Budget to Actual – Sum by Orgn or if multiple funds and multiple orgs are to
        be included, use the report titled Budget to Actual – Sum by Fund & Orgn

5. I need to see how each account line is tracking as compared to the % of budget YTD

    use Dashboard # 4 – Budget to Actual by Orgn – MTD & YTD and use the report Budget to
        Actual Variance Analysis by Orgn (by organization code, ignore fund codes) or
        if selection is for multiple funds, use Budget to Actual Status by Fund & Orgn. Most
        users do not have multiple funds, but may have multiple organization budgets to
        review.

or use Dashboard #2 – Budget Balance Dashboard ♣ and run report <u>YTD Budget Activity By Month with %</u> which also shows % of budget used to date by account line.

6. I need a quick overview of any budget lines that need attention.

use Dashboard #5 – Budget Balance Exceptions ♣ and view the data or run the report <u>Budget Balance Exceptions.</u>

7. I would like to export the detailed activity in monthly columns.

use Dashboard #3 ♣ – the Excel export is already formatted to separate the activity into monthly columns.

8. I would like to see budget and activity information grouped by activity codes.

use Dashboard - <u>YTD Detail by Activity Code</u> ♣
located in the folder titled "YTD Detail by Activity Code." A copy of this data block is in the Budget Reports folder and in the Fund Balance & Fund reports folder.

This dashboard will group the transaction details by activity code and subtotal each activity. The reports will list only transactions that have the activity code included, so it is always a good idea to run your transaction detail reports to looks for items that should have included an activity code but did not. Please note that labor expenses cannot be entered with an activity code.

9. I need to review transaction details for a range of dates that crosses fiscal years.

use Dashboard <u>6. Transaction Detail by Date Range</u> ♣ To cross fiscal years uncheck the box in the upper left corner and check the box "Retrieve by Date range" and enter a starting and ending date. We recommend that users do not select long ranges of dates as this may create a very large report and take some time to generate. Remember that this data block will not include any budget activity; only actual detailed transactions are listed.

Portfolio of Fund Reports (non-budget funds)

Fund monitoring reports are located in the FINANCE folder titled <u>Fund Balance & Fund Reports.</u> There are four dashboards with related reports available in this folder. Funds are also referred to as Non-Operating funds.

1. Look up Fund Balance and Fund Activity

This dashboard is used to view the current fund balance as of the selected fiscal year and includes two query windows. The <u>Fund Summary</u> window displays a summary of the beginning balance, revenues, expenses, transfers and current fund balance. The second query window displays all of the transaction activity recorded in the fund. There are three banded reports available and a formatted Excel export.

> 01. <u>Fund Activity Detail report:</u> report lists all of the transaction details that have been posted to the fund as well as the current fund balance.
> 02. <u>Fund Activity sum by account</u>: report summarizes the activity by account code. This is a shorter report as the individual transactions are not listed separately. Best use is as an overview of the account codes that have activity. Positive amount increase the fund balance, negative amounts reduce the fund balance.
> 03. <u>Transactions by month:</u> report (on 8 ½ X14 paper) puts each transaction into a monthly column to report on the fund activity each month. The report includes current fund balance for the fiscal year at bottom of the report.
> 04. <u>Export transaction detail to Excel</u>: a formatted Excel .csv export of the report data. The data is separated into monthly columns.

2. Fund balance summary report

This dashboard is used to produce a report with fund summary information for multiple funds. Best use is for those users who monitor multiple funds and would like a report listing the available balance in all of the selected funds. There is one report with the dashboard.

> 01. <u>FINA100 – Fund Balance Report</u>: report gives single row summary for each of the selected funds listing beginning balance (for the selected fiscal year), revenues, expenses, transfers and the current balance.
> 02. <u>Export Fund Balance Summary</u>: a formatted Excel .csv export of the report data

3. Fund Activity Detail report

This is one of the older Argos dashboards which creates a report of all the transaction details for the fiscal year selected. The same report is also now available on Dashboard #1.

> 01. <u>FINA101 – Fund Activity Detail + Balance</u>: report lists all of the transaction details that have been posted to the fund and the current fund balance.
> 02. <u>Export Fund Activity Detail to Excel</u>: a formatted Excel .csv export of the report data

4. Fund Activity by Date Range

This dashboard allows the user to review transaction history for any range of dates regardless of fiscal year. Sometimes referred to as inception date reports, the reports in this dashboard can cross fiscal years and list activity within a range of selected dates. The balance shown in these reports is not a fund balance. It is the sum of transaction activity between the date ranges entered by the user, and gives the net change in fund balance. If the starting date of the report coincides with the start date of the fund and the ending date is the current date, the net change in fund balance will be the same as the current fund balance. Data in Banner only goes back to 1993, but this dashboard also provides the user with the 1993 starting balance, which if added to the net change in fund balance will equal the current fund balance. This allows a user to determine a fund balance on any given date. There are six reports available.

Account Activity-Subtotals only: one line summary of the total activity in each account for the entire range of dates selected – used when user needs to know total account activity without all the transaction detail

Activity Detail by Account: lists all transaction detail grouped by account with total for each account. Report can be very long depending on the range of dates and the activity of a fund. Not grouped by fiscal year even when date ranges includes multiple years. Use for total activity in date range.

Activity Details subtotaled by accounts: this report groups details into fiscal years and groups the activity by account with total for each account. Useful for reviewing the total activity in each of the fiscal years within the range of dates selected when dates include one or more years.

Activity Summary by Acct & FSYR: one line summary of the total activity in each account, but also subtotaled by fiscal year.

Fund Activity Details & FSYR subtotal: list of all transactions sorted by account and subtotaled by fiscal year only.

Fund Activity FSYR subtotals: one line summary of the activity in each fiscal year within the range of dates selected. Best used for a quick overview of the total activity (revenue, expense, transfers) in each fiscal year in the date selection range.

There is also a formatted Excel export of the report data for users who wish to export the detailed data from the dashboard into Excel.

5. Year to Date Detail by Activity Code

This data block and attached reports organizes the detailed transactions by Activity Code. Some departments and fund managers are utilizing Activity Codes to further describe the expenses in their funds. Other users do not. The reports will group all data by activity code and they do not include any transactions that were not entered with an activity code. Users may select a single activity code for the reports. There are two .PDF reports available and the data may also be exported into EXCEL by using the report "YTD Detail by Activity – Export."

YTD Detail by Activity Code: this report groups transaction details by activity code and lists each individual transaction for that activity code.

YTD Sum by Activity: this report summarizes by activity code with a single row of data for each code.

6. 4 Year Fund Activity + Balances

This data block provides a four year look at fund activity and fund balances. It is also used to determine a fund balance as of a certain month end date. The presentation of the data is side by side allowing a comparison of data across four years. The fund revenue (inflows), expenses (outflows) and transfers are summarized as increases or decreases to the fund's balance over the 4 year period. The data may also be exported into Excel for further analysis. The data is summarized by account code and does not list the detailed transactions. There are two reports in addition to the formatted Excel export.

> 4 year Fund history – as of date: This report includes three prior year end fund balances and the fund balance for the most current year selected. The balance is as of the month end date selected but the current year to date fund balance is also included. This report will give the user a current fund balance even if the prior year balances have not been rolled forward.

> 4 year Fund summary –with balances: This report shows the year to date totals (as of the month end selected) and the year-end totals for each of the previous 3 years selected. It also includes fund balance as of the month selected and the fund balance as of the date the report is run. This report will give the user a current fund balance even if the prior year balances have not been rolled forward.

Fund Reports or Dashboard Recommendations

1. I want to see an overview of my fund, year to date activity and balance.

> use Dashboard #1 – Look up Fund Balance and Fund Activity.
>> a. has a query window summarizing the activity and current balance
>> for the selected fiscal year
>> b. has query window listing all activity in the selected fund.
>> c. a detail and a summary by account code report are available

2. I need to see all of the detailed transaction activity for my fund in a fiscal year.

> use Dashboard #3 – Fund Activity Detail Report
>> for a quick overview report of all transactions with
>> the description and account codes or to export into EXCEL
> or use Dashboard #1 – Look up Fund Balance and Fund Activity and
>> use report 01. Fund Activity Detail or report 03. Transactions by month

3. I have multiple funds and would like a summary report of all balances.

> use Dashboard #2 – Fund Balance Summary Report which allows selection of multiple funds.

4. I need to see activity that crosses fiscal years (activity within a date range)

> use Dashboard # 4 – Fund Activity by Date Range. This dashboard includes the option to enter a range of
>> dates instead of a fiscal year. User may enter a range of dates within a fiscal year or a range of
>> dates that covers multiple years. Remember that the Net Activity column on any of the reports
>> is NOT a fund balance but is a total of the change to the fund during the range of dates selected.

The total Net Activity will equal the current fund balance only if the range of dates selected includes the entire life of the fund.

5. I would like to see four years of fund activity side by side to compare spending patterns.

use Dashboard # 6 – 4 Year Fund Activity + Balances. If run using the current fiscal year as the starting point, the reports will give the data for the current year and the 3 prior fiscal years. If report is run with a prior fiscal year as a starting point, the data will include 3 prior fiscal years and the data as of the month end selected for the starting fiscal year. The reports indicate the increase or (decrease) to the fund in each of the four years reported.

6. I would like to see fund information grouped by activity codes.

use Dashboard # 5 – YTD Detail by Activity Code – non-operating. This report will group the transaction details by activity code and subtotal each activity. The reports will list only transactions that have the activity code included, so it is always a good idea to run your transaction detail reports to looks for items that should have included the activity code but did not. Please note that labor expenses cannot be entered with an activity code.

Portfolio of Student Labor Reports

Student and Casual Labor budget reports and Student earnings reports are located in the LABOR folder in Argos

1. Student & Casual Labor Budget to Actual

The dashboard titled FINB110 Student & Casual Labor Budget to Actual gives the user an overview of the budgeted student labor in the fund and organization(s) code selected. This dashboard also includes Casual Labor budget, overtime budget and cell phone allowance budgets. We refer to these labor types as variable labor. All Argos budget report managers have access to the Budget reports for Student and Casual labor. There is one report with this dashboard and the data may be exported into Excel by selecting the formatted CSV report.

> FINB110 Student & Casual Labor Budget to Actual – banded .PDF report
> FINB100e Export Student and Casual Labor report data – creates Excel .csv file

2. Student Labor by Pay Period and YTD

This dashboard allows the user to produce a report for a selected pay period. The report lists all student labor charged to the Fund and Organization(s) selected with hours and amounts for the pay period selected for any student that was active in that pay period, and the report gives the year to date earnings for all students listed. The year-to-date earnings are not as of the pay period selected unless period selected is the most recent one completed. YTD earnings on the report are always the total earnings for that student in the fiscal year selected. Best use is to review total hours worked by each student in the selected pay period. There is only one report with this dashboard and the data may be exported in to Excel by clicking on the settings icon in the lower right corner of the query data.

> HRS101 Student Labor report – Pay Period and YTD – banded .PDF report

3. Student Labor Dashboard – Total by Name, Dept

This dashboard gives a complete overview of the students, total hours and earnings by pay period for the Fiscal Year, Fund, and Organization(s) selected. One fund and multiple organizations may be selected. The first multi-column data query displays the total hours and earnings for each student. You may select a student name in the first query and the pay period totals for the selected student will display in the second display box. There are three reports with this dashboard, first report lists each student and each pay period the student has worked; the second report lists total hours and earnings for each student charged to the Fund and Organization(s) selected; the third report lists total amount earned in each account code by each student. The data may also be exported into Excel using the settings icon in the lower right corner of either of the data query windows. This data is not restricted to budgeted funds only and can be used for any fund. The Budget and actual activity to date is also displayed on the dashboard. Non-operating funds will not have budget but will show year to date.

> Student Labor-by Period, Name, Dept – banded .PDF report
> Student Labor – total by Name, Dept – banded .PDF report
> Student Labor – total by Account, Name – banded .PDF report

4. Student Labor-Non-operating Funds with YTD

This dashboard is for users who have student labor being charged to a fund or grant that is not part of the operating budget of the college. The report lists all student labor charged to the Fund selected with hours and amounts for the pay period selected for any student that was active in that pay period. The report gives the year to date earnings for all students listed. The year-to-date earnings are not as of the pay period selected unless period selected is the most recent one completed. YTD earnings on the report are always the total earnings for that student in the fiscal year selected. Best use is to review total hours worked by each student in the selected pay period. There is only one report with this dashboard and the data may be exported in to Excel by clicking on the settings icon in the lower right corner of the query data.

HRS102 Student Labor report – Pay Period and YTD – banded .PDF report

Student Labor Dashboard and Report Recommendations

1. I need to see budget for student labor, casual labor or other variable labor (cell phones, overtime)

use Dashboard titled FINB110 Student & Casual Labor Budget to Actual.
There is one report that gives the budget to actual data for the fiscal year selected.

2. I would like to see the hours and earnings for each student for a selected pay period.

use Dashboard titled Student Labor by Pay Period & YTD.
There is one report that lists all students employed, and in the pay period selected it gives the hours and earnings for that pay period. The far right column also gives a total year to date earnings for each student, whether or not that student worked during the pay period selected. This will assist in monitoring the student's earnings against the maximum work award allowable. Some students may have multiple jobs on campus so be aware that the data reflected is for your department only.

3. I would like a quick overview of all of the student labor in my fund and organization(s).

use the Student Labor Dashboard (newly released). This dashboard allows you to view all the hours and earnings for each student. You may also select a student name from the first view and all the individual pay period data for that student (hours and earnings) will be displayed. There is no restriction on funds so both operating budget funds as well as other funds or grants may be selected from this dashboard. You will only see your budgets or funds in the selections.

Portfolio of Overtime Dashboards and Reports

There are two Argos dashboards located in the folder titled <u>Overtime Dashboard</u>.

1. Overtime Dashboard ♣

This dashboard is a <u>year-to-date</u> view through the most recent pay period including graphical comparisons with the two prior years. There are also printable graphs and banded reports comparing the current year with the prior year at the same point in time. Budget to Actual data is also displayed and included on each report. There is a link to an instructional guide on the data entry (parameter) screen.

<div align="center">

Instructions

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There are 8 banded reports with this dashboard. Use the report <u>Multi Department Overtime report</u> to view each department's overtime summary. Use the report <u>Department Overtime report</u> to view an individual department report. Data from both the most recent pay period and the year to date overtime compared to the same point in the prior year is produced. There are also banded .PDF reports for the line graphs.

2. Overtime History ♣

A second dashboard (recently added), gives a three year historical view of the prior two years with the current year, and can be used to see actual overtime expense in any prior three year period. Enter the most recent year for comparison or the current calendar year to begin. Overtime budgets have not been historically distributed to the department level. Therefore budget data for years prior to 2014 will not be available.

Glossary of Terminology

Accounts – *Account codes are used to define a specific type of revenue or expense. i.e. Travel, Supplies. These are used for financial reporting and for our statement of activities (income and expense reports, balance sheet etc.)*

ATYP - Account Types – *A higher level of account grouping. Basic accounts are further grouped into types such as Revenue, Expenses, Assets, Liabilities, and Transfers*

Activity - *Itemized details of transactions as recorded in our Banner Finance data. For some transactions (Visa Cards, internal department charges etc.), the data shown may be summary information.*

Activity Code – *some departments use custom activity codes to further classify their expenses or revenues. Activity Code reports will include only the detail lines that include an activity code.*

Activity Date – *this date represents the actual date that a document or journal was entered or processed by the Finance system.*

Budget – *Occidental College's general fund which is allocated annually for operations. Budget balances do not roll forward into the following year.*

Budget to Actual – *this term is used to indicate the difference between the budget allocation and the actual amounts spent at some point in time.*

Budget Period – *refers to the month within the fiscal year. July is budget period 01 because our fiscal year begins on July 1*st *each year; December would be period 06, and June would be period 12.*

Dashboard – *an Argos feature that displays pertinent information requested by the user on screen. This may include data, charts, graphs or other information. (Formerly known as "Quick View")*

Department – *another term for Organization that is basically a distinct unit or operation within the college.*

Document code – *refers to an internal document number within the Banner Finance system that identifies each transaction recorded. Some document numbers are generated by the system and others are created by the users. Document numbers can be used to look up more information on a transaction so they are included in many reports so that you can request more detail on an item.*

Fund - *a self-balancing set of accounts, segregated for specific purposes in accordance with laws and regulations which may also have special restrictions and limitations. Oxy uses the term "Operating Funds" for those funds that represent the annual operating budget and "Non-Operating" for all funds, endowments and grants that are not included in the annual operating budget. Non-operating fund balances roll forward from year to year.*

FTYP-Fund Types – *A higher level of fund grouping. Fund types indicate whether the fund is part of the operating budget, an endowment fund, a grant, a special purpose fund or a restricted fund.*

Fiscal Year – *Occidental operates on an annual financial cycle that starts July 1st and ends June 30th.*

Net Activity – *this term refers to the sum of all financial data when included on any report.*

Organization (Orgn) Code – *this code is used to identify departments or functional units within a department or a division.*

Posting Date/Transaction date – *this date indicates which fiscal month or budget period a charge or receipt was recorded into. It differs from activity date which is described above.*

Program Codes – *these codes are used to identify the functional purpose of an expense. These codes are part of the financial reporting requirements for a non-profit. For instance, expenses identified with a program code "INS" are instructional expenses; code "SSV" indicates Student Services expense. These codes are linked to departmental (organization) codes.*

Transfers – *the term refers to the movement of cash between funds or the movement of budget between funds or organizations. A transfer may either increase a fund or budget's balance or decrease it. A "transfer in" indicates an increase to available funds or budget; and a "transfer out" decreases the available funds or budget.*

Transaction – *this term is used to describe detailed or itemized entries in a fund, organization and account code. This is the most granular level of information available in the Finance system.*

Year to Date-YTD – *this term indicates that the data being presented is all of the recorded data up to the date on which a report is pulled. This will not always include all activity up to that date as some data is entered on a monthly cycle and may not yet be entered.*

Year End-YE – *this term indicates that the data is as of the end of a fiscal year. If viewing prior fiscal year reports, the data is all of the financial activity from July 1 to June 30 of that year. If viewing the current fiscal year, the data is always YTD only.*